

Conference Bridge In-Session Meeting Features

Press	Then	To do this:
#0		Get assistance (if available on your system)
#1		Enter a breakout session:
	1-9	Choose the breakout room. Enter 0 to return to the main meeting
#2		Hear a roll call or hear who is talking
#3		Call other users <u>1</u>
#4		Hear admittance options <u>1</u> :
	1	Lock the meeting to new users
	2	Admit a user to the meeting
	3	Remove the last user who entered the meeting
	5	Move all listeners to the waiting room
#5		Mute or unmute your phone
#6		Access the meeting notes menu:
	1	Starts or stops an audio and video recording
	4	Record, delete, or listen to a meeting message
#8		Access advanced features: <u>1</u>
	1	Mute all participants <u>1</u>
	2	Raise your volume <u>1</u>
	3	Lower your volume <u>1</u>
	9	End the meeting <u>1</u>
#9		Depart the meeting and return to the main menu
	*	Return to the meeting

¹ Not available for video conference web meetings.