



MODERATOR CONTROLS

PRIMUS Anytime Conferencing

Code Description

* 1 Moderator Dial Out

Once in the teleconference, the Moderator can dial out to connect additional Participants by pressing *1. The Moderator will be temporarily removed from the conference call and will hear prompts with instructions such as entering the Area Code and 7-digit phone number of the person they wish to reach. The moderator can dial to anywhere in the world. They must press # twice to initiate the dialing sequence.

* 1 Join the Participant

If the person called is free to join the conference call, both can return to the teleconference by pressing *1. Both the moderator and the person called are immediately joined to the conference call.

* 2 Connect the Participant Only

If the person called is free to join the conference call, this feature will connect the person called to the conference call and allow the moderator to dial to another person.

* 3 Return Without Participant

If the person called cannot join the call or you get voicemail, you can disconnect the line and return to the call alone by pressing *3.

* 4 Disconnect and continue dialing out.

If the person called cannot join the call or you get voicemail, this feature will allow the moderator to disconnect the line and continue to call another person.

* 4 Call Record

At any time during the teleconference, the moderator can press *4 to have the call recorded from that point forward. PRIMUS will contact the moderator by email shortly after the teleconference ends to ask about the preferred delivery method for the recording. The Moderator will be able to choose from a touch-tone phone accessible recording, or CD's. **NOTE:** To use the *4 command, the moderator must have the Call Security feature (*7 feature) off.

* 5 Listen Only Mode

If the moderator wishes to speak without any interruptions or background noise, they simply press *5. This will mute all participants' lines and allow them to only hear the moderator. To open all lines so that the participants can speak and be heard, simply press *5 again.

* 7 Call Security

To ensure privacy the moderator can lock the Call to any additional participants by pressing *7. Incoming participants will be denied access once this feature has been activated. Pressing *7 again deactivates the feature.

* 8 Automated Roll Call

The Moderator can hear a playback of the recorded names of all participants by pressing *8. The moderator will be temporarily removed from the conference and only the Moderator will hear the recording.

* 9 Participant Count

Only the Moderator will hear the number of people currently on the conference call by pressing *9

Automatic Line Disconnect

When the Moderator presses ## and then hangs up, the system will automatically disconnect all lines in the teleconference.

* 0 Operator Assistance **All participants have access to this feature**

Once in a teleconference anyone can receive Operator Assistance by pressing *0 on a touch-tone phone. Once your request has been answered, you will be placed into a private conversation with a teleconferencing operator. You would seek assistance should you have questions, concerns or if a sound quality issue arises.

* 6 Mute Individual Line **All participants have access to this feature**

If your individual phone does not have a Mute feature, you can mute your own line by pressing *6. Participants and Moderators all have this ability. If you have a large number of participants, it is a good idea to ask everyone to mute their individual lines when they are not speaking. This is especially true of cell phone users. When the individual wishes to speak, they simply press *6 again to open their line.