

ON-DEMAND CONFERENCING



CCI
conferencing

Welcome to CONFERENCE-ON-DEMAND

With Conference On Demand your calls can happen at a moments notice. You decide when and where you have a conference call - no reservations necessary. Conference On-Demand presents you with the conference call that has the flexibility of 24-hour availability, allowing you to meet the ever-changing demands of your business.

Conference-On-Demand Instructions

This sheet has all the information necessary to use the conference On-Demand system. The Host PIN is used by the moderator of the call, the conference call will only activate once the PIN has been entered and the conference will end automatically 20 minutes after the host logs off the call. The Participant PIN should be given to guests the host invites on the call. Participants arriving before the host will stay on hold with music until the host enters. The dial-in Number should be used by all members of the conference to access the conference On-Demand system.

To place a Conference On-Demand call follow these simple steps:

1. Notify other participants of the DIAL-IN NUMBER and PARTICIPANT PIN.
2. Enter the DIAL-IN NUMBER from any touch-tone phone.
3. Enter the PARTICIPANT PIN or HOST PIN and press #.
4. The conference will begin when the Host enters the call.

Conference-On-Demand Commands

HOST DIAL-OUT PROCEDURES

1. To dial-out to a new participant, press *# on your touch-ton phone.
2. Press 1 to open a dial-out line.
3. Once connected, press *1 to switch the new participant into interactive mode.
4. Once all new participants are added, press 7 to return yourself to interactive mode.
5. to disconnect the new participant, press *2.
6. To disconnect dialing prior to call press *3.

TOUCH-TONE COMMANDS

- *0 Summon conference operator
 - *4 Mute all participants
 - *5 Unmute all participants
 - *6 Mute self only
 - *8 Unmute self
 - *# Other menu options
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- 1 Add participant (dial-out)
 - 2 Report # of participants
 - 3 Lock/Unlock call menu
 - 5 Mute commands
 - 6 Recording menu
 - 7 Return to interactive menu



Connecting business
one conference
at a time!



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