

Quick Reference Guide

Consolidated Communications DEMAND Conference service offers users the power and flexibility of reservationless audio conferencing. Once the host account is created and PINs assigned, users may initiate a conference call 24/7/365 — without making reservations or relying on an operator.

Hosting a DEMAND Conference Call

1. Provide your conference participants with the date and time of your conference call, the toll-free conference bridge access number (1.800.300.2164) and DEMAND Conference Attendee PIN.
2. At the specified time, dial your DEMAND Conference access number (1.800.300.2164).
3. When prompted, enter your DEMAND Conference Moderator PIN, followed by #.
4. If your DEMAND Conference account has Name, Record, Playback (NRP) enabled, you will be prompted to state your name before joining the conference.
5. Participants entering the DEMAND Conference will hear Music on Hold until the moderator arrives. When the moderator joins the conference, the music will stop and the conference call will begin.

NOTE: The conference bridge alerts attendees of new arrivals to the call with a single-tone beep, while a double-tone beep indicates a participant has left the call. (If NRP is enabled, names of arriving and/or departing participants also will be heard.)

Attending a DEMAND Conference Call

1. At the specified time, dial the DEMAND Conference access number (1.800.300.2164).
2. When prompted, enter the DEMAND Conference Attendee PIN, followed by #. If the conference call has NRP enabled, you will be prompted to state your name before joining the conference.

Telephone Keypad Commands

Control your conference call with a touch of a button on your telephone keypad.

DEMAND Conference "STAR" Commands

*2	M	Record Conference
*3	M	Entry/Exit Tones (on/off)
*4	M	Lock Conference
*5	M	Unlock Conference
*6	M/A	Mute your line
*7	M/A	Un-mute your line
*8	M	Auto hang-up after Moderator exit
*9	M	NRP (1 = on; 2 = off)
*#	M	Announce number of attendees
##	M	Mute all attendee lines
98	M	Un-mute all attendee lines

M = Moderator function
A = Attendee function



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