



Conference Bridge User Guide

To access your conference bridge, dial the conference bridge extension or dial the direct number if you were provided one. You will be prompted to enter the PIN number. You will have been given 2 PIN numbers, a Moderator PIN and a Participant PIN. The Moderator has control of the conference; Participants that have joined the conference prior to the Moderator will be placed on hold until the Moderator joins. The Moderator also has the ability to mute and unmute the conference. The other volume level controls can be used by any member of the conference to individually adjust their audio levels.

While connected to the conference, the **MODERATOR** can use these dial pad activated controls:

Key	Action
0	Mute all participants
*	Un-Mute all Participants
1	Volume Talk Down
2	Volume Talk 0 (default)
3	Volume Talk Up
4	Volume Listen Down
5	Volume Listen 0 (default)
6	Volume Listen Up
7	Energy Down
8	Energy Equalize
9	Energy Up

While connected to the conference, the **PARTICIPANTS** can use these dial pad activated controls:

Key	Action
1	Volume Talk Down
2	Volume Talk 0 (default)
3	Volume Talk Up
4	Volume Listen Down
5	Volume Listen 0 (default)
6	Volume Listen Up
7	Energy Down
8	Energy Equalize
9	Energy Up

Definitions of Controls

Mute all Participants: All of the participants will be muted; no audio will be heard from them. The Moderator will be able to be heard by all Participants

Un-Mute all Participants: All of the Participants will be un-muted and audio will now be allowed from them in the conference.

Volume Talk Down: This will decrease the Talk volume of the person using the feature.

Volume Talk 0 (default): This will default the Talk volume of the person using the feature.

Volume Talk Up: This will increase the Talk volume of the person using this feature.

Volume Listen Down: This will decrease the Listening volume for the person using this feature.

Volume Listen 0 (default): This will set the Listening volume to default for the person using this feature.

Volume Listen Up: This will increase the Listening volume for the person using this feature

Energy Down: This will decrease the Energy of the person using this feature; this will determine how much background noise is heard

Energy Equalize: This will default the Energy feature of the person using this feature

Energy Up: This will increase the Energy of the person using this feature; this will determine how much background noise is heard