EVOLVE IP

THE CLOUD SERVICES COMPANY™

Evolved Office: Audio Conferencing

ALL OPTIONS:

All – Press # to turn off conference hold music.

All – Press * for conference options

MODERATOR OPTIONS:

1) Mute – Mute your line

2) List of Participants – Number and Names of Participants

3) Lecture Mode – Mute all participants

4) Conference Lock/Unlock – Lock bridge so no more participants can join

5) Record Conference*

6) Call New Participant and Add them to the Conference

8) End Conference for All Participants

*Recordings will be stored for 7 days.

PARTCIPANT OPTIONS:

1) Mute your Line

2) List of Participants – Number and names of participants

9) Log in as moderator

Return to Conference