



Host Quick Key Commands

These commands are available for Hosts only. Some options may be turned on for participants to use. **Participant commands are noted in blue.**



Starting your Conference Call

Dedicated Toll Free Conference	1) Dial room number 2) Enter your PIN#	Opens & starts your conference
Public Toll Free, Local Toll, or International Conference	1) Dial Access number 2) Enter room number # 3) Enter your PIN#	Opens & starts your conference
Dial Out to a participant	Telephone Number #	Call individual participant to join
Re-Dial	02#	Re-dials last participant called
Disconnect last participant	8#	Disconnects last participant dialed
End your conference call	9#	Automatically disconnect callers

Muting

Mute / Un-mute Participants	4# / 40#	Mutes/un-mutes all call participants
Host Self-Mute	46# / 460#	Hosts can self-mute their line
Participant Self-Mute On/Off	45# / 450#	Enable/disable participant self-mute
Participant Self-Mute	*#	If enabled participants can toggle mute

Call Support

Customer Service	0#	Get live support during your call
Menu of Commands	6#	Audibly list key commands

Room Prompts

Doorbell Off/On	47# / 470#	Plays when a new participant enters
Audio Prompts Off/On	48# / 480#	Toggles prompt voice announcements
Roll Call On/Off	50# / 500#	Announces participant entry to call
Roll Call Play Back	501#	Plays back roll call to host during call

Recording & Room Music

Start/Stop Recording	51# / 510#	Start/stop audio recording of call
Download Recording	OAM	Login to Online Account Management
Room Music On/Off	75# / 750#	Broadcast hold music to participants

Skip the dial pad, control your call on screen!

Click&Meet is a visual call management tool included with AudioOne! **Sign in** at meetingone.com/audioone/clickmeet/





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Break-Out Sessions

Move to Host Corner / Rejoin	2# / 20#	Moves host to Host Corner / Rejoins call
Participant to Host Corner	21#	Moves only if host is in Host Corner
Open Host Managed Sub-Conference Rooms	3#	Auto moves participants to sub-room determined by host directory. Host may move participants in & out of sub-rooms
Open Participant Managed Sub-Conference Rooms	3*X# <small>X= Sub-conference you want to join (1-8)</small>	With host authorization, participants can move themselves in & out of sub-rooms
Move to sub-conference room	3*X# <small>X= Sub-conference you want to join (1-8)</small>	After host opens sub rooms, participants can move in & out of sub-rooms
Close a sub-conference room	30*X#	Closes sub-room & returns callers to main
Close all sub-conference rooms	30#	Ends sub-rooms & returns all to main
Transfer host functions	999#	Caller who enters the same command will be transferred host command rights
Set reminder tone	61(# of mins)#	Chimes when # of minutes entered expires

Manage Q&A Session

Floor Request Mode On/Off	42# / 420#	Toggle floor requesting for participants
Request Floor/Cancel request	*#	Participants can enter/exit question que
Grant Participant floor/Revoke	*#	Gives/revokes floor to participant
Move to next participant in que	*#	Give floor to next caller

Access Modes

Lock/Unlock Call	14# / 10#	Disconnect participants calling in
Coded Access (Call-wide)	12*(chosen code)#	Participants enter by host-chosen code
Coded Access (Individual)	13#	Enter by individual access codes
Screened Access On	11#	Places callers in waiting lounge to screen
Screening Participants	2# & 1#	If screened access is enabled, pressing 2# will join you to the Host Corner with waiting participant. Admit caller to main conference using 1# command

Participant Room Controls*

Self-Mute On/Off	*#	If host enables self-muting
Request the floor	*#	Only if host has enabled floor requests
Move to Host Corner	21#	Only if host is in Host Corner
Move to Sub-conference room	3*X# <small>X= Sub-conference you want to join (1-8)</small>	Only if host has opened sub-rooms

Online Account Management (OAM) for your conference lines

Download recordings, manage accounts, and track minutes online! **Sign in** at meetingone.com/audioone/oam/

