

## General Commands

During a conference call or meeting, use the following commands to manage the call:

Press these buttons on your telephone...	To do this...
##	Listen to the Main Menu
*	To bypass the Main Menu or the list of leader commands
1	To stop the Music On Hold.
##1	Mute/unmute your line
## 21	Raise your volume as heard by others
##22	Lower your volume as heard by others
##3	Raise and lower your hand (question and answer) <sup>1</sup>
##4	Hear the number of callers or a list of names
##9	Hear a list of leader commands
**	Return to the conference call

<sup>1</sup> This command is not supported by the OmniTouch 8464 Meet-me Conference Bridge.

## Leader Commands

During the conference call or meeting, call leaders can do the following:

Press these buttons on your telephone...	To do this...
##	Listen to the Main Menu
##911	Mute all participants
##912	Unmute all participants
##92	Start or stop recording
##93	Place an outgoing call
##941	End the conference and disconnect all callers
##942	Lock or unlock the conference
**	Return to the conference call

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## Recordings Menu

When listening to a recording, you may use the following commands:

