

The international conference line we are using has a record feature. It also has a call out feature so you can call people in countries that do not have toll free access. Please feel free to use this conference line for ALL related calls.

Below are commands that can be used:

Explanation of Leader Star Commands (L) = Leader only commands

\*0 - Request an operator

\*1 - Dial out to a participant (L)

    \*2 Return with a new participant

    \*3 Return without a new participant

\*2 - Conference record on/off (L) will give you a file number - write down file no. \_\_\_\_\_# for future reference. Note: Please email [jt48@regenstrief.org](mailto:jt48@regenstrief.org) for recording links. Recording links are only available for 30 days so you will need to download them.

Press...

    1 - Begin recording

    2 - To re-enter file number

    \* - Cancel

\*3 - Conference playback on/off - Enter file number \_\_\_\_\_#

    1 - To begin playback

    2 - To re-enter file number

    0# - To start playback

    \* - To cancel

\*4 - Increase / decrease volume (L)

\*5 - Conference lecture mode on/off (L)

\*6 - Mute line on/off - not available for leader line(s)

\*7 - Lock conference on/off (L)

\*8 - Participant count or roll call

\*9 - Turn leader hang up off during the conference (L)

### **Account Info and Contact Customer Service**

Your account number is **6130-2551**

Customer service is available to you 24 hours a day.

Please have your account number ready.

[U.S./Canada toll free 1 877 709 8255](tel:18777098255) or [+1 302 709 8255](tel:+13027098255).