



# SpeakSpace Unified Meeting

## Audio Commands

SpeakSpace Unified Meeting provides an on-demand audio conferencing solution allowing you to initiate a conference call 24/7 without the need to make a reservation or rely on an operator.

### Starting a SpeakSpace Unified Meeting Conference Call

- 1 Dial your SpeakSpace Unified Meeting dial-in number.
- 2 When prompted, enter your conference code followed by #.
- 3 When prompted, press \* to identify yourself as the moderator, then enter your leader PIN followed by #.
- 4 Press **1** to begin your conference or press **2** to change your default conference options.
- 5 If the security passcode option is enabled you will be prompted to enter the passcode at this time.

### Joining a SpeakSpace Unified Meeting Conference Call

- 1 At the specified time, dial the SpeakSpace Unified Meeting dial-in number provided by the moderator.
- 2 When prompted, enter the conference code followed by #.

## Audio Keypad Commands

Control your conference call with a touch of a button on your telephone keypad.

*0	Operator assistance - conference
00	Operator assistance - individual
*1	Dial-out to a participant - moderator only
*2	Begin/end conference record - moderator only
*3	Change entry/exit method (recorded names, tones, silence) - moderator only
*4	Private roll call
*5 / #5	Mute/unmute all lines except leader's - moderator only
*6 / #6	Mute/unmute your own line
*7 / #7	Lock/unlock conference (including operator) - moderator only
*8	Allow/disallow conference continuation - moderator only
*9	Start/join sub-conferencing
11	Bypass hold music to enter leader PIN and start call as leader
*51 / #51	Lecture mode on/off – moderator only
#99	Disconnect all lines except leader's – moderator only
*#	Private participant count
**	List available keypad commands