



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.

PARTICIPANT OPTIONS:

- 1) Mute your Line
 - 2) List of Participants – Number and names of participants
 - 9) Log in as moderator
- # Return to Conference