



# Lighthouse Reservationless Conferencing Easy Reference Guide.

## STANDARD FEATURES

- Up to 125 participants
- Unique host and participant passcodes
- Global call capabilities
- 99.99% reliability
- 24/7 operator assistance
- Billing codes
- Post conference call summary report

## AUDIO CONTROL FEATURES

- Keypad shortcuts (star controls)
- Dial-out access
- Increase/decrease volume
- Recording and replay on CD and audio file
- Optional security codes
- Up to 9 sub-conferences

## WEB ACCESS FEATURES

- Online account management
- Upload and display presentations
- Audio host controls: individual muting, volume and disconnect
- Active Talker icon identifies current speakers
- Chat and Raise Hand controls with additional feedback emoticons

## SECURITY FEATURES

- Additional security code that can be enabled by the host and provided to participants
- Announce participant names as they enter or exit the meeting
- Participants on hold until the host joins meeting
- Conduct a roll call of all the people in the meeting

### Automated Conferencing includes:

- Dedicated dial-in number and passcode.
- Always on, always available. No advance scheduling is required.
- Operator assistance by pressing \*0.
- Up to 125 participants.

### Star Commands—Manage your meeting from the telephone keypad

Use these easy star controls during your Automated conferencing calls. Should you need anything—someone's on-hold music is playing in your conference or there's static on the line—press \*0 and the operator will take care of it for you right away.

CONFERENCE ASSISTANCE	SECURITY
* 1 Help menu	* 3 1 Turn security code on/off
* 0 Operator assistance	* 9 1 Hear participant count
VOLUME	* 9 2 Hear roll call
* 4 Increase conference	* 9 3 Disconnect all lines
* 7 Decrease conference	* 9 4 Lock or unlock conference
* 5 Increase your voice	RECORD FOR PLAYBACK
* 8 Decrease your voice	* 2 2 To record your conference
MUTE	An e-mail will be sent to you following your conference call with instructions to access your playback
* 6 Mute or “un-mute” your line	SUBCONFERENCES
* 9 6 Mute all participant lines	* 2 1 Initiate subconference
* 9 7 “Un-mute” all participant lines	# 1-9 Join subconference
CALL SOMEONE	# # Return to main menu
* 9 5 Dial out to add participants	# 0 Facilitator returns all to main

Note: Two-digit controls can only be done by the moderator.

### Keeping security in mind

Make sure to keep your account information in a safe place and limit the distribution of your personal passcodes to prevent misuse.

### Security on demand

Automated Conferencing gives you the option to change your security code for every call:

- Host selects unique code and informs participants.
- Host activates security feature by simply pressing \*31.
- Host can select music on hold until host joins for additional security.