



Welcome to LSE Audio Conferencing Service

Quick Reference Guide

Welcome to your LSE Audio Conferencing Service. You now have your very own private virtual meeting place! Audio Conferencing Service is convenient and easy to use, offering:

- 24x7x365 availability, with no need for an advance reservation
- Added security through separate leader and participant six-digit passcodes
- Up to 20-line facility with no monthly subscription fee

(Subscription must be used at least once in 180 days to remain active.)

As a LSE Audio Conferencing Service subscriber, you are assigned a set of dial-in numbers and passcodes. When hosting a meeting, simply distribute your number and participant passcode to the attendees and inform them of the date and time of the meeting. (Do not share your leader passcode; it is for your use only.)

Audio Conferencing Service TouchTone Features

***0 Operator Assistance.** Leaders or participants can press *0 to contact an operator if they are experiencing technical difficulties during a conference.

***1 Help Menu.** A pre-recorded message is played privately, listing the touchtone features available to the leader or participant.

***2 Roll Call (in-conference).** The leader may initiate the announcement of the names of all individuals who have joined the conference. All participants will hear the playback.

***3 Private Roll Call.** The leader or participant may initiate the announcement of the names of all individuals who have joined the conference. The playback will be heard only by the leader or participant who has pressed *3.

***4 Mute All.** The leader may mute/unmute the conference participants on mass. The leader line always remains unmuted.

***5 Conference Continuation.** The leader may specify whether or not the active conference will continue once they hang up. The default setting is for the call to continue once the leader disconnects. To ensure the call ends when you leave, press *5 to activate this feature, then hang up.

***6 Self Mute/Unmute.** The leader and/or participants may mute/unmute their own line.

***7 Lock/Unlock.** The leader may "lock" the conference to prevent any additional participants from joining.

***9 Guest Entry.** The leader can specify how the entry and exit of participants are announced into the active conference: tone, recorded name, or silent. The default setting is "tone."