

eBLVD offers a conference call service that presenters may elect to use. If selected, the telephone number and access code will be included in the email invitation, and on the Meeting screen displayed to the Participants when they attend the Online Meeting. **Note: The access code and the meeting ID are always the same number.**

At the specified meeting time, dial the conference call number. When prompted, press “2” to access the conference bridge, then the access code followed by the # key. Once in a conference call, callers can enter the following commands using the phone keypad.

TOUCH-TONE CONTROLS	* 0	Exit the Conference
	* 1	Enter a 1-on-1 Private Chat
	* 2	Get Your Caller Code for Private Chat
	* 3	Toggle On/Off Music on Hold
	* 4	Access the Help Menu
	* 5	Toggle Locking/Unlocking the Conference
	* 6	Toggle Self-Mute/Unmute
	* 7	Toggle Room Muting Mode (Conversation/Q&A/Presentation)
	* 8	Toggle Entry/Exit Chimes (On/On, On/Off, Off/On, Off/Off)
	* 9	Toggle Pause/Resume Recording
	* #	Hear the Number of Parties in the Conference
5, 7, 8, 9 are Organizer Conference Controls		

The first caller to enter a conference call will hear “hold” music. When the music stops, it means that another caller has joined the room. If no other callers join the room, and the first caller knows that the conference call should already be in progress, it’s likely that an incorrect code was accidentally entered, which created a new “room”. If this happens, the caller should press ‘0’ on the keypad to exit the conference, and try again.

Note: The conference call will close one minute after the last person exits the conference.

# Wallet Card Cutout

TOUCH-TONE CONTROLS

- \* 0 Exit the Conference
- \* 1 Enter a 1-on-1 Private Chat
- \* 2 Get Your Caller Coder for Private Chat
- \* 3 Toggle On/Off Music on Hold
- \* 4 Access the Help Menu
- \* 5 Toggle Locking/Unlocking the Conference
- \* 6 Toggle Self-Mute/Unmute
- \* 7 Toggle Room Muting Mode (Conversation/Q&A/Presentation)
- \* 8 Toggle Entry/Exit Chimes (On/On, On/Off, Off/On, Off/Off)
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Simple, Convenient, Reliable.

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