Conference Bridge Quick Reference Guide

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The following menu options are presented when the participant presses the * key during a conference.

Options available for the Admin user (leader) are:

Key	Action
1	Mute/Unmute yourself
2	Lock/Unlock the conference
3	Eject the last user who joined the conference
4	Decrease volume of the conference
6	Increase volume of the conference
7	Decrease your volume (i.e. microphone level)
9	Increase your volume (i.e. microphone level)
8	More options

Key	Action
1	List all users in the conference
2	Eject all non-administrative users from the conference
3	Mute/Unmute all non-administrative users from the conference
4	Record the conference
8	Exit the menu

Options available for a normal user are:

Key	Action
1	Mute/Unmute yourself
4	Decrease volume of the conference
6	Increase volume of the conference
7	Decrease your volume (i.e. microphone level)
9	Increase your volume (i.e. microphone level)
8	Exit the menu