



On Demand

Leader Instructions

1. Dial the appropriate **Access Number** associated with your conference.
2. When prompted enter your **Leader passcode** followed by the **# key**.

Note: If music/security feature is ON, the leader is required to enter his or her leader passcode. This turns off the music feature automatically which allows the conference to begin.

Participant Instructions

1. Dial the appropriate **Access Number** provided by the Leader.
2. When prompted enter your **Participant passcode** followed by the **# key**.

Note: If music/security feature is ON, you will hear music until the leader joins.

Record Your Conference

1. Press ***2** to initiate recording setup.
2. Your Recording File Number will be read off to you, please retain your recording number for future reference.
3. Press **1** to begin recording.
4. Press ***2** to stop recording.

*Only the Leader can initiate a recording. ALL participants will be prompted that recording for the conference call has been enabled.

Access Your Recording

1. Log into the Customer Dashboard at:
<https://dashboard.conferencegroup.com/Dashboard.aspx>
2. Click **Download Recordings** under the Audio section.
3. Click the **Conference History icon** under the Actions column to retrieve a list of your conference calls for the last 6 months.
4. Scroll down to the **Conference History** section.
5. Select the Conference with the recording that you wish to download.
6. Right click the recording name and choose **Save Link As/Save Target as**.
7. Choose where you would like to save the MP3 file and click **Save**.

Note: If you are set up to receive audio streams you will receive an email approximately 15 minutes after your conference has ended with a link to the MP3 recording.

Our On Demand conferencing call service provides toll-free access to our conference bridge 24/7 without the need to schedule a conference in advance. This User Guide describes the steps involved to manage your conference.

Questions? We are here 24/7 to help.

Call (877) 709-8255

Email csr@conferencegroup.com

KEYPAD COMMANDS Leader

- *0** Request an operator
- *1** Dial out to a participant
(Authorization form required)
 - *2** - Return with a new participant
 - *3** - Return without a new participant
- *2** Conference record on/off
- *3** Conference playback on/off
(Available for 30 days)
- *5** Conference lecture mode on/off
- *6** Mute line on/off
- *7** Lock conference on/off
- *8** Start/Stop participant count or roll call
- *91** Enter a billing code
- *92** Automatic blast dial
(Authorization form required)
- *96** Mute all on/off
- *98** Turn leader hang-up on/off
- ##** End the conference

Participant

- *0** Request an operator
- *3** Conference playback on/off
- *6** Mute line on/off
- *8** Start/Stop participant count or roll call