



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 And Download Your Recording

1. Log into the Customer Dashboard at:
<https://dashboard.conferencegroup.com/Dashboard.aspx>
2. Click **Meeting History**.
3. Click on the Conference with the recording that you wish to download.
4. Right Click on **Download** and choose the following option based on your default browser.
 - For Firefox & Chrome choose **Save Link As**.
 - For Microsoft Edge choose **Save Target As**.
 - For Safari choose **Download Linked File As**.
 - For Internet Explorer, simply click the **Download** button and you will immediately be given the option to Open or Save your file.
5. 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

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

STAR 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 7 days)
- *4** Increase / decrease volume
- *5** Conference lecture mode on/off
- *6** Mute line on/off
- *7** Lock conference on/off
- *8** Participant count or roll call
- *9** Stops Roster playback
- *91** Enter a Billing Code
- *92** Automatic blast dial (Authorization Form required)
- *94** Replay a conference recording file number
- *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** Participant count or roll call
- *9** Stops Roster playback