



Conference Security Code - This feature adds another level of security as an OPTION to any conference. Once enabled, this feature will ask a moderator to enter a conference-specific security code at the beginning of each conference that must then be entered by all participants to access the conference. The moderator can choose to use (or not use) this feature on each conference.

Feature Includes:

- ✓ Highest Level of Security...not even conferencing service employees know the code
- ✓ Conference security code is not saved on the bridge and erased at the end of each conference
- ✓ There is no additional charge for this feature
- ✓ The moderator control (*31) allows the moderator to toggle this feature On or Off at the moderators convenience.

How to use Conference Security Code:

If the moderators want to use this feature, once they have entered the conference using the moderator passcode, they would press *31 to turn this Moderator Feature on. After turning the feature on, the moderator will hear the following prompt: "The Conference Security Code option is now enabled. Please enter the Conference Security Code followed by the pound (#) key. Or press star (*) to start the conference without a code."

The Conference Security Code is not "pre-set" and is determined by the moderator. If the moderator enters a conference security code and presses #, a prompt will repeat the code and ask the moderator, "If this is correct, press star (*) to join your conference or enter a new Conference Security Code followed by the pound (#) key." Pressing * will activate the code and place the moderator into the conference.

Also, when activated, all participants will be placed on hold until the moderator enters the conference. At this time they need to enter the same conference security code as the moderator, or else they will automatically enter the conference if the moderator has pressed * and elected not to enter a Conference Security Code for this particular conference.

Things to Remember:

1. If the moderator intends to use this feature he/she will need to notify all participants of the conference security code prior to the start of the conference.
2. Once *31 has been activated, every time the Moderator hosts a call he/she will be prompted to enter a security code for the conference, or press * to immediately enter the conference.
 - For the first time use, it is suggested the moderator dial in early to his/her conference to activate the *31 Conference Security Code
 - Only participants with the conference security code will be able to enter the conference
 - If the moderator leaves the conference for any reason and rejoins using the participant pass-code he/she will be required to enter the conference security code before being allowed to join the conference
3. The moderator can elect to turn this feature off at any time by pressing *31. If turned off during a conference, any new participants will not be prompted for the security code and will automatically enter the conference.