



Moderator Dial Out

What if someone is missing from my call, or someone wants to be dialed out after everyone else is on the call; what can I do?

NO PROBLEM! As the moderator, you can dial out to that person while you are in conference and connect them with everyone else. Just follow the instructions below:

Domestic

- Step 1 . Moderator dials into conference and enters the **moderator passcode**
- Step 2 . After Moderator is placed into conference, Moderator presses *95
- Step 3 . Moderator is prompted to enter their client ID followed by the # sign for security verification
- Step 4 . Moderator dials out to the participant using the following format: 1-area code-phone number, then the # sign.

Please note:

To join the participant into the call, press the # key when the caller is on the line

To disconnect the caller, press the * key.

To Return to conference, the moderator presses the * key

International – Access to this feature must be approved and turned on by ConferSave, Call customer service if you require this ability.

- Step 1 . Moderator dials into conference and enters the **moderator passcode**
- Step 2 . After Moderator is placed into conference, Moderator presses *95
- Step 3 . Moderator is prompted to enter their client ID followed by the # sign for security verification
- Step 4 . Moderator dials out to the participant using the following format: 011-Country Code-phone number, then the # sign.

Please note:

To join the participant into the call, press the # key when the caller is on the line

To disconnect the caller, press the * key.

To Return to conference, the moderator presses the * key