Conference commands reference

Below are the Reservationless-Plus conference commands and their corresponding GlobalMeet Audio commands. For a listing of GlobalMeet Audio commands, see Use the star commands in the Success Center.

Note: In GlobalMeet terminology, the conference leader is the *host*; participants (non-leader role) are *guests.*

Reservationless-Plus Touchtone	Command	Availability	GlobalMeet Audio Touchtone
**	List all available keypad commands	Leader/Participant	N/A
*1	Allows the leader to place calls (dial out) from the conference.	Leader	N/A
*2	Record the conference	Leader	***22** to start recording. ***22** again to pause or restart the recording
#2	Leave the current conference and join a different conference (using conference code) without hanging up to dial back in.	Participant	N/A
*3	Change entry/exit method: • Tone • Name Announce • Silent	Leader	***39** to turn on or off entry tones. Can't manage other options during a conference.
*4	Roll Call	Leader/Participant	Host only. ***92** to play the roll call. Roll Call is enabled outside the conference.
*5	Mute all lines except leaders	Leader	***96**
#5	Un-mute all lines	Leader	***97**
*6	Mute own line	Leader/Participant	***6**
#6	Un-mute own line	Leader/Participant	***6** (again)
*7	Locks conference	Leader	*94
#7	Unlocks conference	Leader	*94 (again)

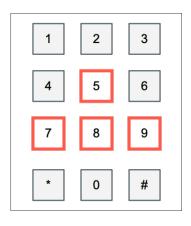| Reservationless-Plus Touchtone	Command	Availability	GlobalMeet Audio Touchtone
*8	Allow/disallow Auto Continuation	Leader	*38 to hang up without ending the conference (overrides the End Meeting when I Exit setting)
*9	Sub-conference transfer	Leader/Participant	Leader: *21 to set up a sub-conference. Up to nine sub-conferences. #0 to end all sub-conferences All: # and sub-conference number to join (#5 to join sub-conference 5) ## to leave sub-conference
11	Third-party conference start - bypass holds music to start calling as the leader.	Leader/Participant	N/A. When host joins, music on hold stops.
*31	Change leader entry/exit announcement.	Leader	N/A
*44	Quality Monitoring - Allows automatic creation of a quality request.	Leader	N/A
*51/#51	Lecture mode On (*51) and Off (#51). Mutes all guests and unmutes all.	Leader	*96 mutes all lines except host; guests cannot unmute themselves
#51	Unmute all, turns off lecture mode	Leader	*96
*60/*61	Turn music on hold On (*60) or Off (*61)	Participant	N/A. Music on hold can't be turned off by guests.
#64	Reservationless-Plus Leader menu. Configure certain defaults from within an active conference.	Leader	*9 to hear a complete list of host features. Most conference features are configured outside the conference.

Reservationless-Plus Touchtone	Command	Availability	GlobalMeet Audio Touchtone
#64, 1	Change leader PIN. For single passcode GlobalMeet conferences only, hosts are prompted for the host security code, which identifies them as the leader.	Leader	***99** to change your host security code
#64, 5	Personal greeting	Leader	***32** to record a conference introduction
#64, 7	Conference security passcode. Additional code that all guests must provide when joining a specific conference. Host joins the conference first, defines the security code, and notifies guests of the code prior to the conference.	Leader/Participant	***31** to enable the feature and define code ***31** (again) to disable
*99	Sub-conferences. Regroup all lines back to the main conference.	Leader	**#00**
#99	Disconnect all lines (except leader)	Leader	***93**
*#	Participant count	Leader/Participant	***91** (host only)

Recording playback commands

GlobalMeet Audio has an easy set of replay commands:

- Press **5** – to return to the beginning of the recording
- Press **7** – to back up 30 seconds
- Press **8** – to pause or resume the replay
- Press **9** – to advance 30 seconds

Below are the Reservationless-Plus playback commands and their corresponding GlobalMeet Audio commands.

Reservationless-Plus Replay		GlobalMeet Audio
1	Rewind 5 seconds	
2	Increase volume	
3	Fast-forward 5 seconds	
4	Rewind 30 seconds	7
5	Decrease volume	
6	Fast-forward 30 seconds	9
7	Decrease speed	
8	End playback	
9	Increase speed	
*	Pause/resume playback	8
0	Restart from beginning	5
#	Help menu	