

University of Alaska -Conference Information- NOTICE: Change of Service.

Starting Monday, March 30th, audio conference services will be hosted on an enhanced platform. This platform will have many additional options and features to aid in your meeting that we will roll out over the next month. You will have the same audio dial-in and conference PIN numbers, but prompts and key commands will be slightly different than you are accustomed to. For example, the audio recording/playback commands and instructions have been changed. We have listed a quick reference below. Please feel free to reach out to us or the CRCD Vice Chancellor's office with additional questions.

Conference Key Commands:

The table below shows the telephone sequence that moderators and conferees can enter during a conference to issue various commands. ("YES" means that the command is available to a Moderator or Conferee; "NO" means that the command is unavailable.) All features are turned on and off the same way.

| CODE | DESCRIPTION | MODERATOR | CONFEREE |
|-------------|---|------------------|-----------------|
| *2 | Press *2 to begin recording of conference. System will prompt Host to enter file name. | YES | NO |
| *3 | Press *3 to exit the conference | YES | YES |
| *4 | Press *4 to hear the menu of automated commands | YES | YES |
| *5 | Press *5 to enable Lecture mode. In Lecture mode guests may unmute themselves by pressing *6. Press *5 again, and Guest may not unmute themselves. Press *5 a third time, and all callers are unmuted. | YES | NO |
| *6 | MUTES the INDIVIDUAL line | YES | YES |
| *7 | SECURES the conference, press *7 again to unlock conference. | YES | NO |
| *8 | Gives the Call Count | YES | NO |
| *9 | Turns Tones On or Off | YES | NO |

Recording and Playback Instructions:

User Guide: Recording/Playback

*Dial-in using the same number you have always

*Prompted to enter the Presenter or Participant access code (your seven-digit PIN number) followed by #

*Press *2 to record your call

*Prompted to enter a recording ID, followed by #. For the recording ID please follow this format – MMDDTTTT, where MM is the current two-digit month, DD is the current two-digit day, and TTTT is the four-digit time for the start of the or meeting, 24-hour format. For example, if it is April 5 and the meeting starts at 5:30 pm the recording ID would be 04051730.

NOTE: When dialing back into the replay line, participants will enter their participant access code from the call followed by the recording ID you previously created for the call.

Please refer questions to the CRC D Vice Chancellor's Office at: (907) 474-7143.

For additional account info you may reach out to Kristina Owen at 888-222-9061 or kowen@trconf.com