



**Customer Care**  
**1-800-444-0258**  
**[www.logixcom.com](http://www.logixcom.com)**

## **Conference Call Set Up Guide**

### ***Who needs this User Guide?***

Customers who want to get started or who are currently using LOGIX On-Demand Conferencing Calling.

### ***Why this User Guide?***

To establish your personal conference calling access code, set up conference calls and learn key commands available during conference calls.

For ease-of-use and convenience, individuals within your company or organization can establish their own personalized conference calling service and host conference calls anytime, day or night. With LOGIX On-Demand Conferencing you can enjoy the benefits of audio conferencing without any of the hassles of advance scheduling. Simple. Easy. Convenient.

**One** toll free call-in number 1-800-504-4496

**One** personalized 7-digit access code

**One** confidential chairperson pass code

### **Please review the instructions below:**

#### **Establish your 7-digit conference calling access code**

There are two ways to establish your LOGIX On-Demand Conferencing access code.

#1 - Call LOGIX's Conference Support at 1-800-444-0258 and request your 7-digit chairperson access code and your confidential chairperson pass code. Please note that if this is the first time you or your company has requested the use of LOGIX On-Demand Conferencing, you will be asked for your LOGIX account number, address and telephone number.

### **Set up a conference call**

Once you have your conference calling 7-digit access code, follow these simple steps to host a conference call anytime, day or night:

1. Give each participant your On-Demand Conferencing toll free phone number (800) 504-4496 and your 7-digit access code.
2. At the time of your meeting, simply dial (800) 504-4496 and enter your 7-digit access code, followed by your chairperson pass code when prompted.
3. Your telephone conference is now ready to begin.

### **Advanced On-Demand Conferencing commands**

As the On-Demand Conferencing chairperson, you can control your entire meeting through a group of feature-rich commands that are available to you at anytime during your conference:

- 00** – Ask for operator
- ##** – Mute all lines
- \*4** – Lock conference (prevent new participants)
- \*5** – Unlock conference (allow new participants)
- \*6** – Mute line
- \*7** – Unmute line
- \*8** – Allow conference to continue after you disconnect
- \*9** – Automated roll call of conference participants (if activated)
- \*#** – Count the number of participants on the conference call
- 99** – Unmute all lines
- \*\*** – List available commands

**If you need any specific assistance related to On-Demand Conference Calling, contact LOGIX's Conference Support at 1-888-505-0888.**