Phone Keypad shortcuts (*) are available to each participant in the conference call. At their most basic level, they allow control over volume levels and the mute button.

Keypad shortcuts for the admin of the call.

These administrative keypad shortcuts give the host extra control over calling features, both to organize the flow of conversation, and to keep the call secure.

Phone Keypad Shortcuts	Action
*0 Mute all	Mute/Unmute All invitees (**Lecture mode**)
*1 Mute me	Mute/Unmute self (Host)
*3 Lock meeting	Lock/Unlock the meeting (To allow or prohibit further entrance of participants to the conference call.)
*4 UP ***5** Normal ***6** Down	Adjust admin listening volume
*7 UP ***8** Normal ***9** Down	Adjust admin microphone volume

Basic keypads shortcuts for all invitees during the call.

Gives control over volume and privacy of the Invitees.

Phone Keypad Shortcuts	Action
*1 Mute me	Mute/Unmute self
*2 Raise your hand	In "**Lecture mode**" : The Invitee waves the administrator that he wants to talk. The Admin will see indication in the meeting space
*4 UP ***5** Normal ***6** Down	Adjust listening volume
*7 UP ***8** Normal ***9** Down	Adjust microphone volume

Please note: Some telecommunication companies, VOIP providers or Skype, do not use standard touch-tones. In this case, the keypad shortcuts will not function correctly.