

eBLVD offers a conference call service that presenters may elect to use. If selected, the telephone number and access code will be included in the email invitation, and on the Meeting Details screen displayed to the Participants before they connect to the Online Meeting.

At the specified meeting time, dial the conference call number. When prompted, enter the access code followed by the # key. Once in a conference call, callers can enter the following commands using the phone keypad.

Touch-Tone Quick Reference	
Touch-tone	Telephone Keypad Conference Control
0	Exit the Conference
4	Access the Help Menu
5	Toggle Locking/Unlocking the Room *
6	Toggle Mute/Un-mute
7	Toggle Room Muting Mode (Conversation / Q&A / Presentation) *
9	Toggle Entry / Exit Chimes (On/On, On/Off, Off/On, Off/Off) *
#	Hear the Number of Parties in the Conference

* Available only to the Conference Host

The first caller to enter a conference call will hear “hold” music. When the music stops, it means that another caller has joined the room. If no other callers join the room, and the first caller knows that the conference call should already be in progress, it’s likely that an incorrect code was accidentally entered, which created a new “room”. If this happens, the caller should press ‘0’ on the keypad to exit the conference, and try again.

The conference call will close one minute after the last person exits the conference.

