

**To:** jeevacation@gmail.com[jeevacation@gmail.com]; Epstein Jeffrey[jeevacation@gmail.com];  
Richard Kahn [REDACTED] Larry  
Visok [REDACTED]  
**From:** Lesley Groff  
**Sent:** Thur 10/11/2012 9:05:54 PM  
**Subject:** 9am Con call with Jeffrey tomorrow-Dial In Instructions

Below are the details for the 9am East coast time conf call with Jeffrey tomorrow, Friday Oct 12.  
Rich will be the leader.

**Toll-free dial-in number (U.S. and Canada):**

[REDACTED]

**International dial-in number:**

[REDACTED]

**Conference code:**

[REDACTED]

**Leader PIN:**

[REDACTED]

**Additional resources:**

Go to <http://www.meetingconnect.net/rphelp> for more information, including a user guide and a list of phone commands.

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**Get started:**

1. Give your participants the date and time of the call, your dial-in number and your conference code.
2. At the specified time, dial your Reservationless-Plus dial-in number, then enter your conference code, followed by #.
3. When prompted, press \*, then enter your leader PIN, followed by #.
4. Your participants join the conference by dialing your number and entering the conference code.

**Helpful Keypad Commands:**

- \*0 Operator assistance - conference
- 00 Operator assistance-individual
- \*1 Dial-out to a participant - leader only
- \*2 Begin/end conference record (leader only)
- \*3 Change entry/exit method (recorded names, tones, silence) - leader only
- \*4 Private roll call

- \*5/#5 Mute/unmute all participant lines - leader only**
- \*6/#6 Mute/unmute your own line**
- \*7/#7 Lock/unlock conference (including operator) - leader only**
- \*8 Allow/disallow conference continuation - leader only**
- \*9 Start/join sub-conferencing**
- 11 Third-party conference start - bypass hold music to start call as leader**
- \*51/#51 Lecture mode on/off - leader only**
- #99 Disconnect all lines except leader's - leader only**
- \*# Participant count**
- \*\* List available keypad commands**

Sent from my iPhone