



OneTouch Plus Audio Conferencing - User Guide

When arranging your conference you will need to give participants the following information:

- Agreed meeting date and time
- OneTouch Plus Access Number
- Participant Passcode

At the time of the conference:

1. Dial the OneTouch Plus Access Number.
2. Enter the Chairperson/ Participant Passcode followed by #.
3. If prompted – record your name.
4. Wait for the conference to start.

Conferencing Controls:

- *0 Operator Assistance**
- *4 Adjust Line Volume**
- *6 Mute On/ Off**

Chairperson Controls:

- #1 Participant Roll Call**
- #2 Participant Count**
- *2 Stop Audio Message**
- *5 Presentation Mode**
- *7 Conference Lock and Unlock**

*Note: Be sure to unlock a conference before requesting assistance using *0 as you will be unable to rejoin a locked conference.*

- *8 Start and Stop Conference Recording**
(Wait for the voice prompt and key *1 to confirm to start or stop recording.)

- #9 Enable and Disable Chairperson Hang-up**

Note: Disable mode is preset, which allow participants to continue once the Chairperson has left

- ## End Conference**

Note: The most secure way to end the conference, Chairperson is recommended to end the conference through this function.

Chairperson Dial Out:

- #3 Initiates Dial Out**

- The Chairperson gets a dial tone and is temporarily removed from the conference.
- The Chairperson can confirm dial out by *1
- Then the system will request the chairperson to input participant passcode followed by #.
- Once the dial tone is heard simply key 001, then country code, and phone number followed by #.
E.g. dialing to Hong Kong: 001 + 852 + Tel. No. + #.
- The participant will receive a call message and then press *1 to join the conference.

Note: you must enter the entire telephone number including the IDD code 001.

To download the recorded conference:

- Visit <https://www.recordedmeetings.com/>
- Enter Chairperson Passcode, Participant Passcode and Verification Code to login.
- Click on and download the selected recording file to archive.

Note: It is recommended to archive the recording file within 30 days, or otherwise, the recording file will be deleted automatically.