

# Audio Conference

## Unified Meeting 5 User Guide

**Unified Meeting 5 (UM5)** provides an on-demand audio conferencing solution allowing you to initiate a conference call 24/7, without the need to make a reservation or rely on an operator.

Your Conference Code and Leader PIN are located in your welcome email. Be sure to have that information available or contact customer service to have it resent.

### Your Account Details:

**Local Dial In Number:** +33 (0)1 70 37 71 40 (English) or +33 (0)1 76 77 37 47 (French)

International Dial In Numbers are available in more than 80 countries: [view the complete list](#)

**Your Conference Code** (10 figures) : \_\_\_\_\_

**Your Leader PIN** (password) : \_\_\_\_\_

### Starting a Conference Call

1. At the specified time, dial your Local Dial In Number
2. Enter your Conference Code, followed by #
3. When prompted, press \*, then enter your leader PIN, followed by #

### Joining a Conference Call

1. At the specified time, dial the Local Dial In Number
2. Enter the Conference Code followed by # #

#### Tip !

Add your UM5 Conference Call account(s) as a contact in your mobile phone's contact book. Then your phone will enter the codes for you.

1. Give a name to your Conference Call account in your Contact Directory
2. The phone number for this specific contact must be added like this:

❖ **Chairperson:**

Local Dial In Number,, Conference Code #,, \*,,,Code PIN #

❖ **Participant :**

Local Dial In Number,, Conference Code #

Telephone Keypad Commands	
*0	Operator assistance - conference
00	Operator assistance – Individual
*5 / #5	Mute/unmute all lines except leader's <b>moderator only</b>
*6 / #6	Mute/ Unmute your own line <b>moderator and participants</b>
*7 / #7	Lock/unlock conference (including operator) <b>moderator only</b>
*51 #51	Lecture mode on/off <b>moderator only</b>
#99	Disconnect all lines except leader's <b>moderator only</b>
*#	Private participant count
**	List available keypad commands

### Call Manager

Start and manage your meetings with one click : <https://directmeeting.lobby.mc.iconf.net/gcc/modaccess.do>

### Mobile app

Download the **SmartMeet**® mobile app  
Send invites, Start and Join meetings with a touch, increase meeting security and enjoy a richer conferencing experience.

