



Fusion360 Voice Commander is an audio conferencing service that does not require an advance reservation. A conference can accommodate up to 20 concurrent participants (conference rooms can be set up to accommodate larger numbers of participants by calling Fusion customer service) and can be used whenever, and as often as you choose through an automated system available 24/7/365.

A conference can be accessed as an administrator or as a participant (user). One administrator and one user access PIN will be issued for each conference room. A conference can not begin until an administrator dials in. Users who call in before an administrator dials in will be told that the conference will begin when the administrator joins the conference and they will be placed on hold. Once an administrator dials in, all users will automatically be joined into the conference. The conference will continue once it has been started even if the administrator subsequently hangs up (they can dial back in again if they choose). If the administrator does not want the conference to continue once they hang up they must close the conference down as explained below. The conference may have more than one administrator at the same time. All administrators will have the ability to access the administrator’s menu to evoke features. Only people authorized to establish and moderate a conference should be given the administrator’s access PIN; all other participants should be given just the user’s PIN. On a professionally trained staff, dedicated support and innovative conferencing system for your next investor call, training event or product announcement. Up to 200 participants can simply dial directly into the conference and are greeted by a live operator.

Conference rooms are typically set up to play a tone when anyone enters or exits. Rooms can also be set to Silent Mode (where no tones are played), or set to record the participant’s name upon log in, and play it upon entry/exit to the conference. Contact customer service should you wish to change the default setting.

The system is menu driven and user friendly.

**TO USE THE SYSTEM:**

Dial the Access Number: \_\_\_\_\_

Enter the conference **Room Number and then press “#”**

Enter the **User PIN or Administrator PIN and then press “#”**

You will now be placed into the conference. Once logged in as an Administrator you will have access to the Administrator/Moderator menu options and features as follows:

Press “*” to access the Admin Menu system and listen to options, OR, if you are familiar with the menu options, use shortcuts below:	
Press *1 to Mute or Unmute yourself	Press *9 to increase your volume
Press *2 to lock or unlock the conference (does not allow additional participants)	Press *8 to exit the menu system (if you have not chosen a different option & wish to return to the conference)
Press *3 to eject the last user	Press *03 to mute all non-admin participants
Press *4 to decrease the conference volume	Press *04 to unmute all non-admin participants
Press *6 to increase the conference volume	Press *07 to hear the number of Participants currently in the conference
Press *7 to decrease your volume	Press *08 to close the conference and eject all participants

