



Confer III Quick Reference Card Standard Privileges	Remote Administrator Function (Security Code for Admin Mode – 0123#)	Format	Example
Mute/Unmute 6#	1: Play auth code assigned to a conference#	1,<conf##>	1, 01
Self-Boost 2#	2: Set auth code ovrdr for a conference#	2,<conf##>,<on/off>	2, 02,1
Lockout 5#	3: Play conference assignment for a card	3,<card##>	3, 1
Unlock 8#	4: Set conference assignment for a card/grp#	4,<card##>,<grp##>,<conf##>	4, 1,2,02
Clear Conference Call *##	5: 1Record User Greeting Message for a conf##	5,<conf##>	5, 03
Moderator Privileges (Included w/Premium Admin Packages)	6: 1Play User Greeting Message for a conf##	6,<conf##>	6, 01
	7: Set Auth Code for a conference#	7,<conf##>,<auth code>	7, 01,2580
	8: Set Auth Code for CM Port (RA Option)	8,<auth code>	8, 0123
Headcount (*42)	9: Greeting Override for a conference#	9,<conf##>,<on/off>	9, 01, 1
Conference Moderator *67 (Doorbell tone)	0: 1Erase Greeting for a conference#	0,<conf##>	0, 01
- Virtual Gavel (4#) on/off toggle	*n: Monitor CM Port to conf##	*,<conf##>	*, 01 or *, 02
- Dialout (*36)			
- Drop Line (*33)			
- Add line (*32)			
  1223 North Glenville Dr. Richardson, TX 75081 P: 972.680.0700 F: 972.680.2700 www.forum-com.com		Some Confer IIIs may have limited local administration (if ordered with Battery Feed) via single line phone connected to the Control Monitor Port. If you have Battery Feed on the CM Port, take the CM phone off hook to initiate Admin Functions where directions say "Dial into CM Port." ¹ Note: record/play/erase user greeting: must have Customizable Greeting option On/off = '1' on, '0' off conf## = "01," "02," "03," etc. Auth code = 4-digit numeric sequence	

AUTHORIZATION CODE (OPTIONAL)	To override the Authorization Code:	TO RECORD A USER GREETING
If your Confer III does not come with Authorization Code or other options, you may contact your dealer or Forum Communications. Authorization Code is purchased PER BRIDGE CARD.	Dial into CM Port, listen for the beep Press '2' Enter conference # ("01," "02," "03," etc.) Enter on/off ('1' on; '0' off)	If you have Remote Administration Package, commands are entered by dialing into the designated number for the Confer Control Monitor Port. If you do not have Remote Admin, contact your dealer or Forum Communications. Enter security code - 0123# Dial into CM Port, press 5 Press the two-digit conference number
When Auth Code is Required	Listen for the confirmation tone (two beeps), or voice prompt (if Option VP present), then hang up the CM Port telephone prior to making other changes	Listen for the voice prompt "press pound to begin recording, press pound again when you're through" Press '#' After hearing 4 chimes, speak after the Prompt tone beep...(You will have approx. 20 seconds to record)
Dial the number assigned to your conference call/conference bridge. Follow prompts and enter 4 digit code. (Greeting may be disabled or you may hear a beep tone, then enter your 4 digit code)	TO MONITOR A CONFERENCE (included in Premium Remote Package)	Record your greeting, press the '#' key when you're through.
If you fail to enter a code or enter the wrong code your call will be dropped.	Dial into CM Port, enter 0123 Listen for a prompt tone (bell)	Press 6 and the conference number to listen to the greeting.
To set the Authorization Code:	Press '*' followed by the conference number "01," "02," etc. Hear Join tone indicating your addition to the conference (The conference will not receive a join tone when you enter or a leave tone when you exit)	
Dial into CM Port, listen for the beep Press '7' Enter conference # ("01," "02," "03," etc.) Press a 4-digit authorization code (numbers only)	Repeat the sequence to select another conference for monitor.	
Listen for the confirmation tone (two beeps) or voice prompt (if Option VP present), then hang up the CM Port telephone prior to making other changes	DID for Conference Call _____	DID for Control Port _____