



MindBridge Freedom – User Guide

MindBridge Freedom, a reservation-less service allows you to dial into a conference without making any prior reservations, anytime, anywhere

Using this service is simple; just initiate a conference by simply dialing the local dial-in number and entering your passcode.

Getting started –

To initiate a conference, please follow the procedure given below:

Step 1

Invite the people you wish to communicate with and share the following information with them:

- Date and time of the conference
- Dial-in number of their country
- Guest code

Step 2

Dial the toll free/toll access number of your country and follow the IVR menu, as a host, enter your host code and join the conference. Your guests can enter the guest code to join the conference.

Now you are connected with your participants and you can start the discussion

Note:

Please keep your passcode confidential. You are responsible for all conferences that occur using your pass code.

KEY HOST COMMANDS

- *6 Self mute / Unmute (if configured)
- *7 Conference lock / unlock (if configured)
- *0*1 Host dial-out
- *0*3 Lock/Unlock conference

KEY GUEST COMMANDS

- *0 For operator assistance 24x7
- *6 Self mute/Unmute (if configured)
- *7 Conference lock / unlock (if configured)

ADDITIONAL COMMANDS

- *2 Record conference (if configured)
- 26868# Head count (if configured)
- 72# Roll call
- 61# Mute all participants
- 62# Un-mute all participants
- *9 Disconnect all participants

Host commands during the conference

Command	Function
*0	IVR menu
*0*0	Operator assistance
*0*1	Host dial-out
*0*2	Conference roll call
*0*3	Lock/Unlock conference
*0*4	Enable/Disable host disconnect
*0*5	Enable/Disable participant name announcement
*0*6	Participant management menu
*0*6*1	Move to the previous participant
*0*6*2	Play the current participant name
*0*6*3	Move to the next participant
*0*6*4	Dialed participant menu
*0*6*4*0	Replay menu
*0*6*4*1	Return current participant to the conference
*0*6*4*2	Transfer host control
*0*6*4*3	Transfer host disconnect
*0*6*4*4	Disconnect the current participant
*0*6*4*9	Rejoin the main conference
*0*65	Disconnect the current participant
*0*6*6	Play participant count
*0*6*7	Private roll call
*0*6*8	IVR main menu
*0*6*9	Rejoin the main conference
*0*7	Manage project codes menu
*0*7 *1	Listen to the project code
*0*7 *2	Change the project code
*0*7 *3	Delete the project code
*0*7*8	IVR main menu
*0*7*9	Rejoin the main conference
*0*8	Profiles menu
*0*8*1	Enable/Disable participant name record
*0*8*2	Enable/Disable entrance and exit tones
*0*8*3	Enable/Disable entrance and exit announcements (if configured)
*0*8*6	Enable/Disable project code management (if configured)
*0*8*8	IVR main menu
*0*8*9	Rejoin the main conference
*0*9	Exit main menu and rejoin the main conference

Note:

Keep your conference secure, press *0 for IVR main menu followed by *2 for roll conference. By doing so, you can listen to the names of the participants and the participant count. This is how you can identify who has joined your conference and restrict the unwanted participants to join your conference. You can also have a private roll call by pressing *0 *6 *7.