



# PHONE KEYPAD COMMANDS FOR MEETING ORGANIZERS

Take better control of your online meetings! Here are some easy to use keypad commands that help you manage your **join.me** phone calls right from your telephone keypad.

To use these, you need to dial-in to your **join.me** meeting over the phone (not VOiP), and then enter your organizer code to claim yourself as the meeting organizer.

*3	Promote to Host	You can make yourself a host, but you'll need the meeting organizer code.
*41	Presentation Mode	Participants are muted (except Hosts), and cannot un-mute themselves.
*42	Conversation Mode	All participants are un-muted.
*43	Question & Answer Mode	Participants start muted (except Hosts), but can un-mute themselves by pressing *6.
*44	Private Host Mode	Hosts can speak privately, as all other participants are put on hold.
*6	Mute your line (toggle on/off)	You can toggle mute on and off throughout your meeting.
*71	Turns Chimes On	Turns on the audio alert that someone has entered your meeting.
*72	Turns Chimes Off	Turns off the audio alert that someone has entered your meeting.
*91	End the conference	Hangs up the audio call for everyone.

For more on our audio options, including Toll-Free, [click here!](#)

Want to learn more about how **join.me** can help grow your business? Request a demo or call us at **1-877-251-8373**.