

Customizing Your Audio Settings

OAM (Online Account Management) gives you the unique ability to customize your audio conference settings before you enter your room. **In Call Features** can be changed in your room during your call as well, in **Click&Meet** or using **AudioOne Quick Key Commands**. Use the guide below to customize your audio room!

Access the Settings Tab in OAM (See Getting Started)

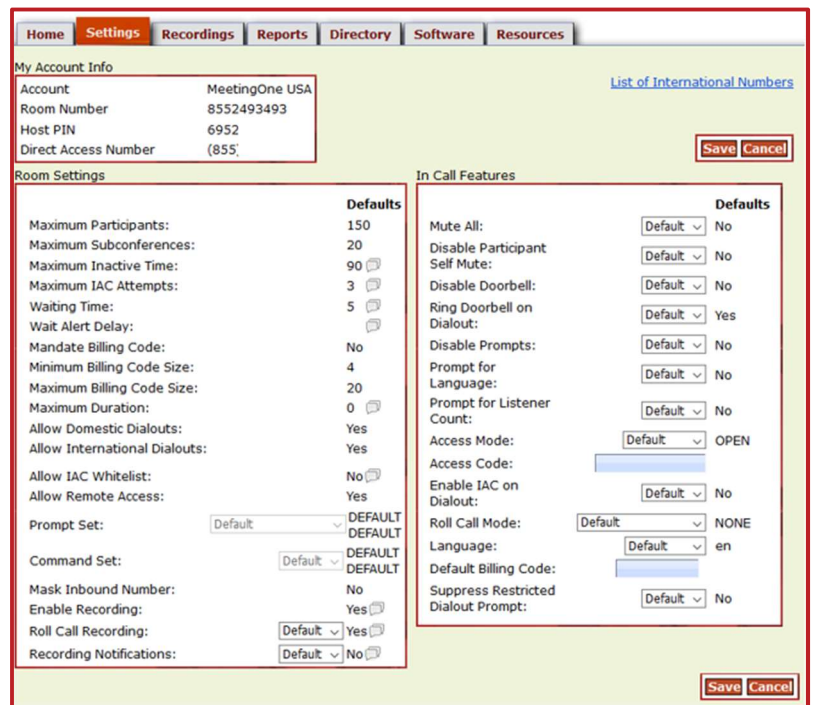
Room Settings – Displays how your room is currently set up, 2 Room Settings are customizable

- **Roll Call Recording** – Records roll call (participants announce their name upon entry into the call)
- **Recording Notifications** – Sends an email to the address on file when a recording is ready for download

In Call Features – Customize the in call experience (*These can be changed anytime from inside your Conference Call as well using Quick Key Commands*)

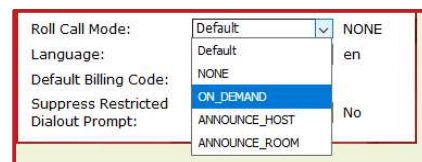
Choose Yes/No to enable/disable the following features:

- **Mute All** – All incoming participants will be muted
- **Disable Participant Self Mute** – Participant ability to self-mute/un-mute
- **Disable Doorbell** – Chime on entrance/exit of a participant
- **Disable Prompts** – Audio prompts
*Mute/Recording prompts **cannot** be disabled
- **Prompt for Language** – Language selection for audio prompts
- **Prompt for Listener Count** – Setting that will prompt participants to enter the number of people listening to the audio conference at their location.
- **Roll Call Mode:** asks participants calling into the conference to say their first and last name.
 - **On_Demand** – Will save the recordings of names so that the host can play them back later in the conference
 - **Announce_Host** - Will announce participant's names to the host only when they join the conference.
 - **Announce_Room** - Will announce participant's names to the entire conference when they join the conference.



The screenshot shows the OAM Settings interface with the following sections:

- My Account Info:** Account (MeetingOne USA), Room Number (8552493493), Host PIN (6952), Direct Access Number ((855)).
- Room Settings:**
 - Maximum Participants: 150
 - Maximum Subconferences: 20
 - Maximum Inactive Time: 90
 - Maximum IAC Attempts: 3
 - Waiting Time: 5
 - Wait Alert Delay: [input field]
 - Mandate Billing Code: No
 - Minimum Billing Code Size: 4
 - Maximum Billing Code Size: 20
 - Maximum Duration: 0
 - Allow Domestic Dialouts: Yes
 - Allow International Dialouts: Yes
 - Allow IAC Whitelist: No
 - Allow Remote Access: Yes
 - Prompt Set: Default
 - Command Set: Default
 - Mask Inbound Number: No
 - Enable Recording: Yes
 - Roll Call Recording: Yes
 - Recording Notifications: No
- In Call Features:**
 - Mute All: No
 - Disable Participant Self Mute: No
 - Disable Doorbell: No
 - Ring Doorbell on Dialout: Yes
 - Disable Prompts: No
 - Prompt for Language: No
 - Prompt for Listener Count: No
 - Access Mode: OPEN
 - Access Code: [input field]
 - Enable IAC on Dialout: No
 - Roll Call Mode: NONE
 - Language: en
 - Default Billing Code: [input field]
 - Suppress Restricted Dialout Prompt: No



The close-up shows the Roll Call Mode dropdown menu with the following options:

- Default
- NONE
- en
- ON_DEMAND** (highlighted)
- ANNOUNCE_HOST
- ANNOUNCE_ROOM