

Keypad Shortcuts

These telephone keypad functions can be used to ensure effective conferencing.

Conference Assistance

Alert Operator *0*0
available 8am - 6pm Monday - Friday (Melbourne/Sydney time)

Conference Management

Start Host-Initiated Recording *2*1
Lock/Unlock Conference *7
Take a Roll Call *0*6*7
Terminate Conference *9
Participant Count 999#

Guest Management

Mute All Guests 250#
Unmute All Guests 200#
Individual Guest Mute/Unmute *6

Additional Features (available on request)

A number of features can be added to your account if required.

- Additional Conference Groups
- Guest Entry on Mute
- Participant Name Announce
- Project Codes
- Personal Identification Numbers
- Auto Disconnect
- Conference Quickstart
- Auto Record