



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
Host-Only Roll Call (Participant Name Record must be active) *0*6*7
Terminate Conference *9
In-Conference Participant Count 999#
Host-Only Participant Count *0*6*6
Mute All Guests 250#
Unmute All Guests 200#

Guest Management

Individual Guest Mute/Unmute *6
*guests in 'listen only' mode can mute/unmute themselves only when 'guest mute override' is activated on the account. To activate this feature on your account, [click here](#).

Additional Free Features (available on request)

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

To activate any additional free features, [click here](#) or contact our friendly team on 1300 742 024 for more information.