



## 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.

### Additional Features (available on request)

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

**\*not available to Audio-only customers.**