



Audio Conference User Guide

Making it simple to meet, share and collaborate

Participant audio conference commands

- * 0 TELUS conference representative assistance
- * 6 Mute/unmute your own line

Moderator audio conference commands

- * 0 TELUS conference representative assistance
- * 1 Main menu – list of touch tone commands
- * 2 Subconference enable/disable
- * 4 Lock conference
- * 5 Unlock conference
- * 6 Mute/unmute your own line
- * 9 Turn lecture mode on/off
- # 2 Record or modify a custom conference greeting
- # 7 Hangs up the entire call including the moderator
- # 8 Hangs up all participants when last moderator hangs up
- * # 1 Dial-out to a new participant (optional feature)
- * # 2 Participant count/roll call
- * # 5 Change entry/exit announcements (names/tones/silence)
- * # 6 Start conference recording
- * # 7 Enter project or billing code reference

Schedule the conference

Invite participants and include:

- The meeting date and time
- Conference dial-in phone number
- Participant access code

Connecting to the conference

- Dial the conference phone number
- When prompted, enter your access code then press #
- **Hosts:** enter your moderator access code then press #
- If prompted, say your name then press #
- Your recorded name will announce you into the meeting or a tone will signal that you have been added to the meeting

Helpful conferencing tips

- Press * 0 for assistance from a TELUS conference representative, anytime during your meeting.
- Press * 6 to mute your line. This is particularly helpful if you are in a noisy location because it eliminates background noise when you are not speaking. Press * 6 again to unmute your line, enabling you to speak.
- When using a speaker phone, ensure you are in a quiet location. Mute the line when not speaking.
- During the conference press * 0 for priority assistance.

Conference support 24 x 7 x 365

For additional information or to register for an Audio Conference account, visit telus.com/conferencing. To contact a Conference Representative, teleconferencing@telus.com or call **1-877-944-MEET(6338)**

