

Quick Guide to Optus ExecutiveMEET

Optus Teleconferencing Features

Press	Function
*0	for operator assistance
*1	to hear the Help menu
*	to cancel out of any help menu feature
*6	to mute or un-mute your line
*4	to increase the conference volume
*7	to decrease the conference volume
*5	to increase the volume of your voice
*8	to decrease the volume of your voice
Moderator Features	
*	to return to a conference at any time
*21	Activate sub-conferencing <i>#1-9 Join a sub-conference</i> <i>## Return to main conference</i> <i>#0 Moderator returns all to main conference</i>
*22	Start recording conference (additional charges do apply) <i>An email will be sent to you following your conference with instructions for how to access your playback (different passcodes are required to access)</i>
*31	Enable or disable conference security code (1-10 numbers)
*32	Record custom greeting (max length is 2 minutes) <i>1 Record custom greeting</i> <i>2 delete custom greeting</i> <i>3 Listen to custom greeting</i>
*9	to access the Moderators Menu
*91	to hear the number of people on the call
*92	to hear a roll call
*93	to terminate all participants' lines
*94	to lock (preventing other participants from joining your meeting) or un-lock your conference
*96	to mute all participant lines
*97	to un-mute all participant lines

If you require a conference involving over 48 participants, we recommend notifying our **Client Services Team** on **1300 132 004** to ensure service availability.

