

USER GUIDE

Automated Conferencing

Starting an Automated Conference Call

1. Schedule your reservation online at www.intercallapac.com/forms or by calling your reservations number.
2. Give your participants the date and time of your call, your dial-in number and passcode.
3. At the specified time, dial your Automated dial-in number.
4. When prompted, enter your passcode followed by #.
5. Your conference will now begin.



Joining an Automated Conference Call

1. At the specified time, dial your Automated dial-in number.
2. When prompted, enter your participant passcode followed by #.

Telephone Keypad Commands

Control your conference with a touch of a button on your telephone keypad.

*0	Operator assistance for the conference
*6	Mute / unmute your own line
*7	Lock / unlock conference

APAC Customer Service:

Australia
1800 468 225
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400 6309 039 (Mobile)
800 8700 311 (Landline)

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