GET THE BEST FOR YOUR BUSINESS.
For additional information, visit telus.com/audioconference/support. To contact a TELUS Conference Representative or to register for TELUS Conference on Demand, call 1-877-944-MEET (6338) or visit telus.com/conferencing.

Audio Conference User Guide
Making it simple to meet, share and collaborate.

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 un-mute your line, enabling you to speak.
- When using a speaker phone, ensure you are in a quiet location. Mute the line when not speaking.
- Within Outlook, create a second digital signature that includes your Audio Conference dial in phone number and participant access code. Enables a quick and easy way to insert conference access information into emails and calendar invitations.
- View and manage your Audio Conference via the web. Contact a TELUS Conference Representative for more information.

Participant audio conference commands:
- * 0 TELUS conference representative assistance
- * 2 Enter subconference
- * 6 Mute/unmute your own line

Moderator audio conference commands:
- * 0 TELUS conference representative assistance
- * 2 Enter subconference
- * 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
- # 6 Start conference recording
- # 7 Enter project or billing code reference

24x7x365 conference support:
- During the conference: press * 0 for priority assistance.
- Phone: 1-877-944-MEET (6338)
- Email: teleconferencing@telus.com