



Automated Conferencing User Guide



Australia

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+61 2 8295 9000

China

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8008700311 (landline)

Hong Kong

800 901 603
+852 3073 0418

India

1800 3010 5500

Japan

0120 941 635
+81 34580 7805

Korea

0079 8612 1104

Malaysia

1800 801 191

New Zealand

0800 443 589

Singapore

1800 468 2255
+65 6468 2255

All Other Countries

+65 6468 2255

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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