APR Intern
Optus Conferencing Instructions - ExecutiveMEET

Get started

Copy this to your participants **prior to** the meeting:

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1. Date & Time of the meeting
2. At the time of the meeting, **Dial 1300 300 805**
3. When prompted, enter the **Conference code: 527472**, press **#**

   If the moderator (AMSI) has not yet joined the meeting, you will be placed on music hold until they join the call

   For international dial-in numbers visit: https://optusbusiness.tcconline.com

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To Start the Meeting

Instructions for the moderator (AMSI Contact person)

1. At the time of the meeting, **Dial 1300 300 805**
2. When prompted, enter the **Conference code: 527472**, press **#**
3. **Press *** then enter **Moderator PIN: 7937**

Local Dial-in Numbers

1300 300 805	Australia-wide	(02) 9338 7200	Sydney
(07) 3117 1092	Brisbane	(02) 6112 9004	Canberra
(03) 8338 0010	Melbourne	(08) 9281 3803	Perth

For **international dial-in numbers** visit: https://optusbusiness.tcconline.com

Helpful Keypad Commands

*0	Operator assistance	***5**	Mute/unmute participants
*2	Record conference		
*4	Roll call	***6**	Mute or unmute your line
		*7	Lock/unlock conference