



## **StarHub Global Conferencing Audio Conference Guide to Change Conference Passcode**

### **Method 1: Changing Conference passcode by calling Conference Help Desk**

#### **Steps to Change Conference passcode by calling Conference Help Desk Number**

- Step 1:** Dial 6720 3080 press 1 for Audio Conference
- Step 2:** Conference Operator will request for your 7 Digit Access Number and current passcode
- Step 3:** Conference Operator will request for your new preferred passcode
- Step 4:** Conference Operator will inform you that it will take 15 minutes for your new passcode to be Changed for your service.
- Step 5:** After 15 minutes, customers will be able to access conference account using new passcode

### **Method 2: Changing Conference passcode by calling Conference Telephone Number**

#### **Steps to Change Conference passcode by calling Conference Telephone Number 6720 8080**

- Step 1:** Dial Conference Telephone Number 6720 8080.
- Step 2:** Please enter your 7 Digit Access Code and press #.
- Step 3:** Chairperson will enter \* Key.
- Step 4:** Please enter your Chairperson passcode then press #.
- Step 5:** Press 1 to start your conference.  
Press 2 to change account options.
- Step 6:** Press 2 to change account options. All changes will affect future conferences.
- Step 7:** Press 1 to change passcode.
- Step 8:** Please enter a 4- 9 digit new chairperson passcode then press #.
- Step 9:** The voice prompt will re-confirm your new passcode by reading your new passcode
- Step 10:** Hang up the phone after hearing the confirmation of your new passcode.

Conference Centre Contact  
Singapore: (65) 6720 3080  
United States: (1) 514 840 1861

Conference Toll Free Numbers  
[G800 Toll Free Numbers](#)

Conference Email Address:  
[www.starhub.com/conferencing](http://www.starhub.com/conferencing)

Conference Website  
[Conferencing@starhub.com](mailto:Conferencing@starhub.com)