

User Guide Audio Conferencing

Making a Call

To hold your conference call, follow these simple instructions:

1. Tell your fellow conference call delegates what they need to know (we suggest an email). To participate in a conference call they need to know i) what time they should join the call, ii) the dial-in number, and iii) the session ID.
2. Making the call. At the agreed start time dial the dial-in number. You will be asked for your session ID and then your name. If you are the first person to arrive on the conference call you will hear music. As others arrive on the call you will hear them being announced. When there are at least two people on the call you are ready to start talking.

In-Conference Controls

During a conference the following control keys are available:

6 = Mute	By pressing the 6 key, an individual can mute and un-mute his/her handset. This is very useful if you are in a noisy location. Muting means that you can hear the rest of the conference but the other participants cannot hear anything from your handset.
#1 = Head Count	This will allow you to review the number of people on the conference call.
#2 = Roll Call	This is a replay of all names recorded when people arrived in the conference. All participants will hear the number of people and the roll call.
3 = Lock	This allows you to lock and unlock a conference. Locking a conference call stops anyone else from joining the conference call, giving participants peace of mind if sensitive information is being discussed and preventing unnecessary interruptions.

Ending a conference

When you have finished your conference call, simply hang up. As each person hangs up you will hear their name announced. When the last person hangs up, the conference call ends.

International Dial-in Numbers

Now even more international callers can dial into your conference calls at much lower rates. Simply locate your caller's country below and send them the corresponding number (along with session ID) for your next international conference call.

Country	Dial-In Number
UK	0870 223 3336
US	1 641 985 8611
Austria*	0820 4000 1573
Belgium	070 359 991
Spain	902 886 052
France	0826 100 285
Germany**	01805 007 648
Ireland*	0818 277 064
Switzerland	0848 560 199
Holland	0870 001 903
Italy*	848 390 176
Skype Out	+99 03 769 0021

If a dial-in number is not listed for the country you require, please dial +44-870-223-3336 (calls charged at international rates).

*) The dial-in numbers in these countries are not available for use from mobiles. In these countries mobile callers should continue to dial +44 870 223 3336 (calls charged at international rates).

***) 14ct/min. from the fixed network of Deutsche Telekom.