

On Demand Audio Conferencing

Reference Guide

FOR THE CHAIRPERSON

To Initiate an On Demand Audio conference:

1. Dial your permanent dial in telephone number:- 0871 246 0871
2. Enter your private Chairperson passcode followed by #.
3. Give your name when prompted. The conference will begin.

Features for the Chairperson:

- *0 Operator assistance for the conference.
- *4 Volume Adjustment.
- *5 To Lock and Unlock new Participants.
- *6 Mute and Unmute your own line.
- #1 Conference roll call.
- #2 Conference participant count.
- #7 Record and Stop record of the conference.
- ## End conference.

FOR THE PARTICIPANT

To Join an On Demand Conference:

1. Dial the Chairperson's dial in telephone number:- 0871 246 0871
2. Enter the Participant's passcode followed by #.
3. Give your name when prompted. Participants will be placed on musical hold until the Chairperson joins and starts the conference.

Features for Participants:

- *0 Operator assistance for the conference.
- *4 Volume Adjustment.
- *6 Mute and Unmute your own line.