

Making a conference call

You can make a conference call any time you need it, as the service is always available to use 24 hours a day, 365 days a year. Just follow the three simple steps below:

- 1 Call one of the **conferencenow** numbers below to start your meeting
- 2 Enter your personal PIN
- 3 Participants join your call by dialling one of the numbers below and entering your PIN

Conference access numbers

| Calling from | Dial | Calling from | Dial |
|----------------|-----------------------|--------------|---------------------|
| United Kingdom | 0844 546 4000 | Ireland | 1890 943 037 |
| Austria | 0820 4011 5597 | Italy | 848 390 123 |
| Belgium | 070 35 99 65 | Switzerland | 0848 560 171 |
| France | 0821 230 763 | USA | 712-432-2977 |
| Germany | 01805 010 674 | | |

Calls are charged at a standard national rate set by the local in-country telephone operator

Guaranteed international access

If you require guaranteed international access with a complete range of global access numbers and other features we can upgrade your account to a full service account. Please contact us on 0844 581 9080 (Int +44 1844 265517)

Call controls

Call controls are available whilst on a conference call from your telephone keypad:

*6 for mute / unmute

#2 for attendee count

*5 for conference locking/unlocking

*2 to stop audio messages above

Service upgrade

Upgrade to a full service account for a host of additional features including, conference record and replay, dial out to conference participants, online real time usage reports and billing information, a range of freephone access numbers and a personalised branded welcome prompt.