

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 | #1 for roll call of attendees |
| *4 to adjust call volume | #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.