

CDO - Conferencing Phone Service

HOST INSTRUCTIONS

HOST - CDO Conference Instructions:

- Dial your Toll-free Conferencing access number **9-1-866-434-5269** if you are in North Carolina. (**Note: Be sure to dial a 9 to get an outside line**)
- If you are calling from outside North Carolina or having trouble connecting with the “800 #”, use **1-216-706-7005**
- Dial your Conferencing **Access Code (1639847#)**
 - (**NOTE:** The ‘pound’ (#) key must be pressed after the Conference Access Code.)
- Press the ‘star’ (*) key as the host, then dial the Conferencing **Host Password Number (2555 #)**
 - (**NOTE:** The ‘pound’ (#) key must be pressed after the Host Password Number.)

The Host Password number is used only when you host a conference.

Please do NOT give the Password to conference participants.

- Your conference is now in session.
- To end the conference call, simply hang up. This will disconnect all participants from the call.