

HOST INSTRUCTIONS

Conferencing Phone Service
HQ Conference Room – 2022

Conference Host Instructions:

- If you are in North Carolina, dial the Toll-free number **(9-1-888-808-6929)**
Be sure to dial a “9” to get an outside line.
- If you are calling from outside of North Carolina or having trouble connecting with the 800#, use the **1-213-787-0529** number.
- Dial your conferencing **Access Code (9326202 #)**
 - (NOTE: The ‘pound’ (#) key must be pressed after the Conferencing Access Code.)
- Press the ‘star’ (*) key as the host, then dial the **Host Password Number (2351 #)**
 - (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. You will be notified by two audible beeps as conference participants join your meeting. You may also elect to ‘activate’ the Roll Call Feature by dialing * 3, then option 1. This feature requires all participants to state their name before entering into the conference call and must be activated prior to the entry of other participants.
- To lock or unlock access to the conference call, dial *4.
- To end the conference call, simply hang up. This will disconnect all participants from the call.