

CONFERENCE CALLING USER GUIDE

YOUR TELEPHONE COMPANY



Conducting conferences over the phone saves time and money. It's easy. Just follow these simple instructions:

- Invite from 3 - (your capacity here) people to your meeting. Send them a notice via E-Mail, mail or telephone .
- Provide your attendees a 5-digit PIN # - you create your own unique 5-digit PIN # (EX:54321). You can use the same PIN # each time or create a different one for each meeting.
- Provide attendees with the meeting telephone number (your conference number here), date and time of your meeting, and 5-digit PIN #.
- Attendees enter your meeting by calling (your conference number here). When prompted for the Conference Identification Number, attendees enter the 5-digit PIN # and are joined into the meeting.

YOUR COMPANY LOGO

AND PHONE # HERE

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