

Hosting a Phone Conference Call

Get started -

1. Provide participants the date and time of the call, your dial-in number and your conference code.

Note: Phone numbers and codes have been sent to your e-mail. If you need to request a conference account or have forgotten your conference information please contact the Udit Service Center at (937) 229-3888 or helpdesk@udayton.edu

2. At the specified time, dial your UD Conferencing dial-in number, then enter your conference code, followed by #.

3. When prompted, press *, then enter your leader PIN, followed by #.

4. Your participants join the conference by dialing your dial-in number and entering the conference code.

Helpful Keypad Commands:

***0** Operator assistance – conference

00 Operator assistance – individual

***1** Dial-out to a participant – leader only

***2** Begin/end conference record – leader only

***3** Change entry/exit method (recorded names, tones, silence) – leader only

***4** Private roll call

***5/#5** Mute/unmute all participant lines – leader only

***6/#6** Mute/unmute your own line

***7/#7** Lock/unlock conference (including operator) – leader only

***8** Allow/disallow conference continuation – leader only

***9** Start/join sub-conferencing

11 Third-party conference start – bypass hold music to start call as leader

***51/#51** Lecture mode on/off – leader only

#99 Disconnect all lines except leader's – leader only

*# Participant count
** List available keypad commands