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