

Our conference call service is always ready to use 24 hours a day, 365 days a year, no booking required!

How to Conference Call 3 Simple Steps

1 Set Up your Call

- Decide date/time of your conference call.

2 Invite your participants

- Email the participant pin number and Ireland dial in number (**0818 270 094**) or international number with date/time to your participants.

3 Start your conference call

- At the agreed time all dial the Ireland dial in number (**0818 270 094**) or international number
- You will be asked to enter your pin number and give your name.
- Participants who dial in early will hear on hold music, the call will only begin once the host/chairperson enters their pin number and just hang up when you are finished.

In Conference Control Features

Mute – press #6

By pressing #6, you can mute and un-mute your own personal line.

Lock Call – press #3

This allows you to lock and unlock your conference call.

Mute All – press ##

Enables the host/chairperson to mute/un-mute all participant lines.

Private Roll Call – press #7

Allows the host/chairperson to hear who is on the call without participants hearing.

Private Head Count – press #9

Allows the host/chairperson to hear how many people are on the call without the participants hearing.

Record Call – press #8

This allows you to record a conference. To start the recording, press #8. (You will be asked to confirm this by pressing 1). To stop and save the recording, press #8 again and confirm or just hang up the phone

After a few minutes, we will email you a secure link to download your recording in MP3 format. Recordings are kept on our system for 7 days, so you have a week to download them.

For more information visit www.conference365instant.ie