

# CONFERENCE CALL FAX SHEET

Date:	Total Number of Pages:
From:	To:
Company:	Company:
Fax:	Fax:
Phone:	Phone:

## CONFERENCE DETAILS

Conference Date & Time:	
Re:	
Dial-In Number:	Participant Access Code:
Notes:	

## CONFERENCE INSTRUCTIONS & TOUCH-TONES

### Instructions for joining the conference:

- Call the Dial-in Number.
- Enter your Participant Access Code.
- Announce yourself and join the conference.

Touch-Tone	Conference Control
* 0	Exit the Conference
* 1	Enter a 1-on-1 Consultation
* 2	Get Your Caller Code for a Private Consultation
* 3	Toggle hold music on/off
* 4	Access the Help Menu
* 6	Toggle Self-Mute/Unmute
* 8	Time Remaining in the Conference