

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
4	Access the Help Menu
6	Toggle Self-Mute/Unmute
8	Time Remaining in the Conference
#	Hear the Number of Parties in the Conference