

# RoundTable

## Call Conferencing Guide



### Step 1

Decide on an entry code for your attendees to use when they arrive.  
The code has to be numeric, between 6 and 20 digits long (eg. 111222).

### Step 2

Decide on a date and time for your conference

### Step 3

Give your attendees the following information:

1. Conference date and time
2. The Entry Code (see step 1)
3. The number to call - 0871 222 0110

### Step 4

At the time of the conference start, all attendees dial 0871 222 0110  
and enter their codes.

### Step 5

When finished, just hang up.

enquiries: 0845 634 0800



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