



How to host an audio conference with CCI

What do I need to get started?

- A conferencing account with a Host Code, Guest Code and dial-in number list
- A landline or mobile telephone
- A list of guests to invite to your audio conference

What details are provided to me?

- Host code - the access code needed to start the conference.
- Guest code - the access code you give out to your guests who are joining you in conference.
- Dial-in numbers - a list of phone numbers that participants use to join the call, depending on their location.

How do I hold a conference?

- 1** Schedule the meeting and invite your guests.
- 2** Call into the conference using the dial-in number relevant to your location.
- 3** Join the meeting by entering your host or guest access code.

How do I record my conference?

Conferences can be recorded manually (press *2, then *1 when prompted) or automatically (contact us to activate this setting on your account).

They are then stored securely in our portal for 28 days, where they are available for download at your convenience.

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