

## TELECONFERENCING INSTRUCTIONS



### TelSpan Direct....*Reservationless TeleConferencing*

#### Instructions for PARTICIPANTS

1. Dial this number to the Conferencing Center: **1-800-791-2345**  
International callers dial: **1-317-713-0120**

Dial the number at least three minutes prior to the scheduled TeleConference time.

2. Upon being connected to the automated TeleConference Attendant, you will be greeted by the following message:

*"Welcome to TelSpan Teleconferencing.  
Please enter your five digit PIN Code followed by the # sign."*

**Enter your five-digit PARTICIPANT Code 84820 followed by # sign.**

3. After entering the correct five-digit TeleConference Code, your immediate connection to the TeleConference will be signaled with an audible tone heard by all the participants currently in the conference. Upon entry to the TeleConference, state your name.
4. If you must leave the conference for any reason, **do not place your phone "on hold"**. Simply hang up and place your call again when you are ready to return to the conference.
5. If you need to mute your line to prevent background noise from being heard by the other participants in the conference, **Dial \*1** which will *mute* your telephone but allow you to continue listening to the conference. **Dial \*1** again to *un-mute* your phone and to return actively to the conference.
6. When it is time to end the conference, simply hang-up. The TeleConference Call is terminated when all participants have disconnected.
7. If you should experience difficulties during the TeleConference and need the assistance of the operator, press \*0 (available 8:00AM to 8:00PM ET).