Design Lab Telephone Conference Procedures

When it is time to place the call all participants will call the 866 Dial in number below.  After the call is answered you will hear the following greeting.

*“****Welcome to the Conference calling center.   At anytime during this message, please enter your pass code followed by the # sign.***

*E*nter your 6 digit pass code number and then press the # key.

You will hear the next greeting say **“*Your pass code has been confirmed.  If you need technical assistance at anytime during this call, press \*0.***

If the leader has not activated your conference, you will be asked to standby until the call begins.   Once it has been activated by the leader you will be told what number participant you are in the call and everyone will be connected.

**Passcodes:**

Participant: 7326038

**Dial in Toll Free number:**

**1-866-702-2487**

Touch-tone commands:

Command Description Leader command Participant command

\*1 Private help menu X X

\*2 Roll call (in conference) X

#2 Sub-conferencing X

\*3 Private roll call X X

\*4 Mute all X

\*5 Conference continuation X

\*6 Self mute/unmute X X

\*7 Lock/unlock X

\*8 Dial out (US leaders only) X

\*9 Guest entry X