



Your No-Cost Conference Telephone Number:

**712-432-3900**

Conference Access Code:

**216931 #**

**Instructions:**

All participants will call the same dial-in number, and enter the same access code, followed by the # key. The conference will begin in Conversation Mode (all participants will be able to talk). Participant keys can be used by all callers on the conference call.

**Entering Access Codes**

Participants enter the access code provided to you (216931) followed by the # key.

**Participant Keypad Options**

Mute/Un-mute Your Line	<b>*1</b>
Raise Your Hand (when in Q&A mode only)	<b>*5</b>
Increase Conference Volume	<b>*6</b>
Decrease Conference Volume	<b>*4</b>
Increase Speaking Volume	<b>*9</b>
Decrease Speaking Volume	<b>*7</b>
Get Participant Count	<b>*0</b>
Exit Menu	<b>*8</b>
Exit Conference	<b>#</b>