

**AUDIO CONFERENCING @ LSE**

**Participant:**

DAIL IN NUMBER: **020 7098 0715**

PARTICIPANT: Enter Participant Code: **8908742** followed by £ or #

Please ignore the prompt to dial \* if you are not the Leader of the call.

You will be prompted to state your name followed by £ or #

You will be advised how many in the conference, your name will be announced, you will then be in the conference.

If there is a problem during the call, dial \* 0 for operator assistance. It may take a minute for the operator to answer you. The operator will take your query, and enter you back into the conference call if you wish.

**Leader and Participant**

Keypad Commands

\* 0 Operator Assistance

\* 1 Help Menu

\* 3 Roll Call (In-Conference)

\* 6 Self-Mute/Unmute

**\*0 - Operator Assistance.**

 Leaders or participants can press '0' to contact an operator if they are experiencing technical difficulties during a conference

**\*1 - Help Menu**.

A pre-recorded message is played privately, listing the touch-tone features available to the leader or participant.

**\*3 - Private Roll Call.**

The leader or participant may initiate the announcement of the names of all individuals who have joined the conference The playback will only be heard by the leader and the participant who has pressed \*3.

**\* 6 - Self Mute/Unmute.**

The leader and/or participants may mute/unmute their own line.