

User Guide

Powwownow Conference Calling

To hold a conference call, follow these simple steps:

➤ Organising a conference call

Tell your conference call Participants what they need to know; we suggest an email (download our [Plugin for Outlook](#)).

To participate in a conference call they need to know:

- 1 Day and time they should join the call
- 2 Your Powwownow number – 0844 4 73 73 73
- 3 Your PIN

➤ Hold a conference call

- 1 At the agreed start time dial the Powwownow number – 0844 4 73 73 73 ([Download](#) our international dial-in number guide)
- 2 You will be asked for your PIN and then your name.
- 3 If you are the first person to arrive on the conference call, you will be placed on hold until the next person joins. When there are at least two people on the call you are ready to start talking!

➤ Ending the conference call

When you have finished your conference call, simply hang up. When the last person hangs up, the conference call ends.

In-conference controls

During a conference, the following control keys are available:

Controls	Use
# = Skip Intro	During the welcome message, pressing # will skip the PIN playback. Pressing # again will skip the name recording and place you on the call. Please note that if you skip name recording, when a roll call is played, the name will be played as "Participant N" N being your Participant number, e.g. "Participant 5".
#6 = Mute	Mute and un-mute your handset. This is very useful if you are in a noisy location. Muting means that you can hear the rest of the conference but the other Participants cannot hear anything from your handset.
#1 = Head count	Review the number of people on the conference call.
#2 = Roll call	Replay all names recorded when people arrived on the conference call. All Participants will hear the number of people and the roll call.
#3 = Lock	Lock and unlock a conference call. Locking a conference call stops anyone else from joining it, giving Participants peace of mind if sensitive information is being discussed and preventing unnecessary interruptions.
#4 = Action Recording	Start and stop recording an action. Press #4 to start recording something and press it again when you're done. This is useful when you need to remember actions to take after the meeting ends.
*4 = Replay Action Recording	Replay the list of actions recorded during the meeting.
#8 = Record	<p>Record the conference. To start the recording, press #8. (You will be asked to confirm this by pressing 1). To stop and save the recording, press #8 again and confirm or just hang up the phone.</p> <p>Your saved recordings will appear in myPowwownow a few minutes after your call ends, identified by the conference date and time.</p> <p>Here you can play the recordings, download them to your desktop or publish and share them with whoever you wish.</p> <p>We'll hold recordings for 60 days, or up to 6 months if published.</p>