

**INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT
CONFERENCE CALL USER GUIDE**

The following is a guide to the IHEEM conference call facility that is managed under the BT MeetMe call arrangements. IHEEM pays a premium subscription to BT for the line time used.

Numbers

- Anybody dialling in from a UK Landline will need to dial: 0800 707 6903
- Anybody dialling in using a UK mobile will need to dial: 0207 819 4009
- Anybody dialling in internationally using either a landline or mobile will need to dial: 0044 207 819 4009
- BT Helpdesk: 0800 0850 679

Passcodes

- Chairperson Passcode: 42089782#
- Participant Passcode: 13842638#

Step 1

Chairperson arranges a date and time of conference call and shares this information with the conference call participants. The participants will need to know:

Date and time of meeting/Dial-in phone number/Participant Passcode

Step 2

Chair dials the conference call dial-in number and enters the chairs passcode.

Step 3

Participants dial the conference call dial-in number and then enter the participant's passcode. If the participant enters the meeting before the Chairperson the participant will be placed on hold until the chairperson arrives.

Step 4

When the chair and all participants are entered on the conference call the chair starts the meeting.

Note:

Chairperson and Participant Control during the meeting	Chairperson Controls
*0 = operator assistance	#1 = Participant roll call
#0 = conference help menu	*5 = Mute participant lines
*6 = mute own line	## = End conference