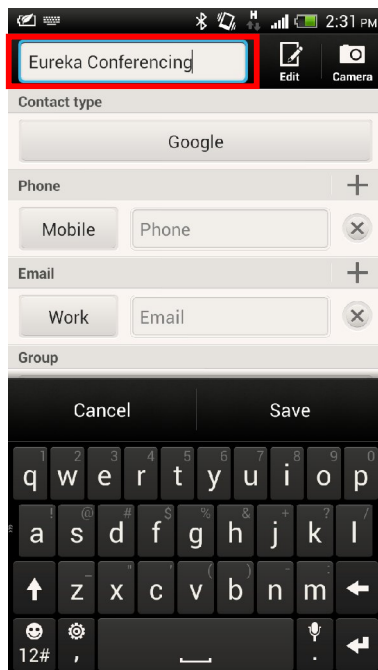


HOW TO: SAVE TELECONFERENCE DIAL IN NUMBER & ACCESS CODES AS CONTACT FOR SPEEDY ACCESS ON ANDROID

To begin, you need to create a new contact in your phone.

Click on **Add contact**.

Once in this screen, populate the contact details ie: Contact Name as below:

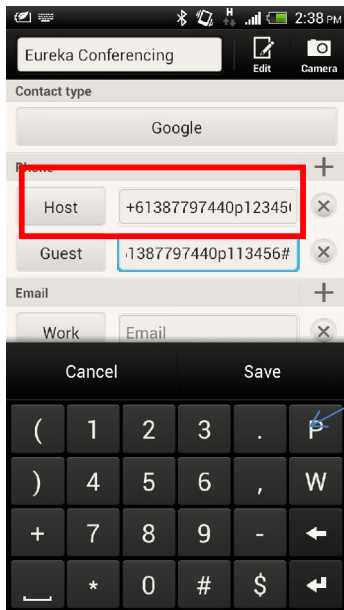


Then add the phone number & access code in the following format:

Eg: +61387797440p123456#

(Dial in number p access code #)

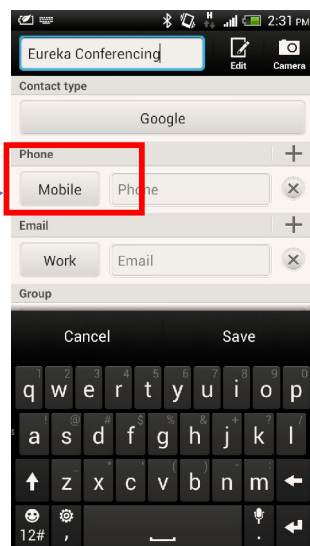
Note: Ensure that there are no spaces when entering in the details. Also check that the dial in number is relevant to your location.



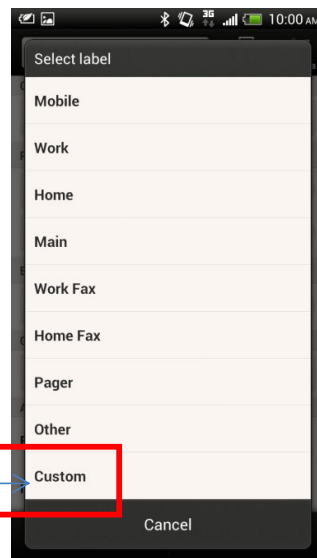
The “p” allows the phone to recognise a pause between the phone number & access code. If your phone does not have a quick access “p” as shown here, you can enter it from your text keyboard or hold down the * key and it will populate a “p”.

Some phones give you the option to change the name of the phone number by selecting custom. This way you can rename the number to host or guest

Click here to change the name

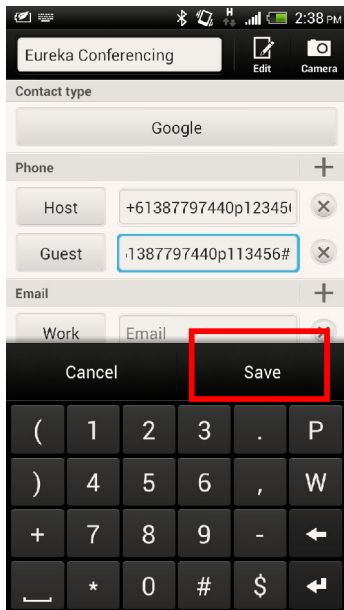


Select custom and rename to Host in next screen. If you don't have this option, select something you will remember eg: Mobile for Host & Work for guest

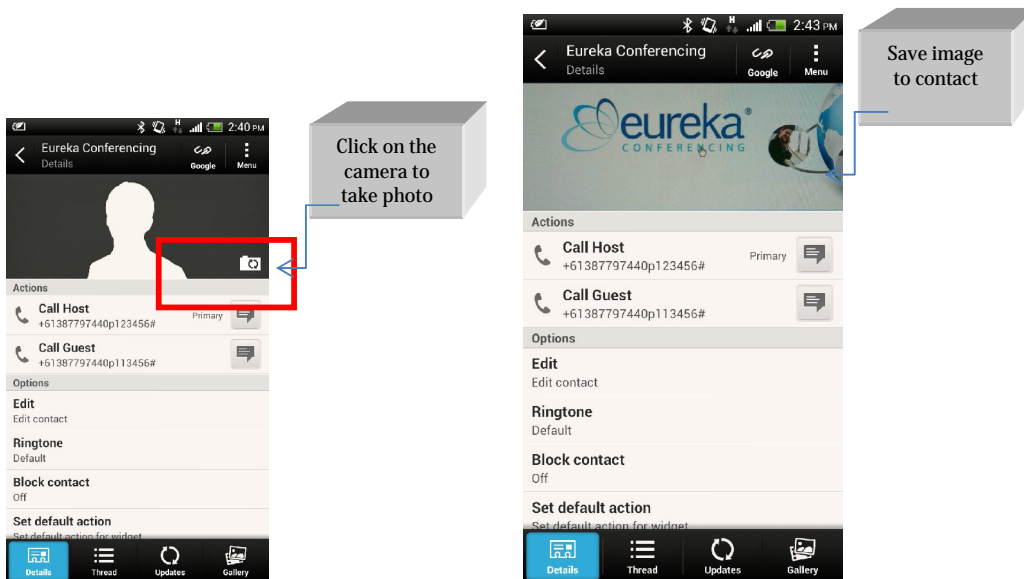


Create a contact for Host & Guest codes so you can keep all details handy in one spot.

Once all details are entered, **Save** the contact

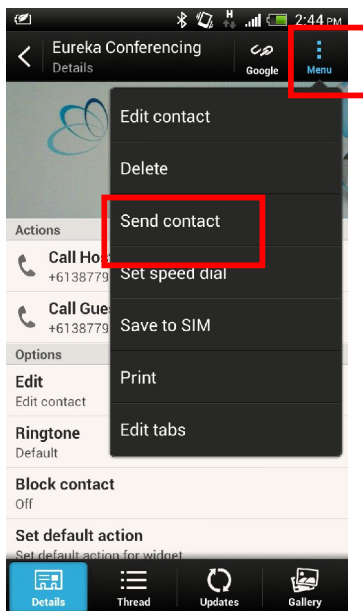


Optional: You can save a copy of our logo by taking a photo from our website and saving it as your contact image.



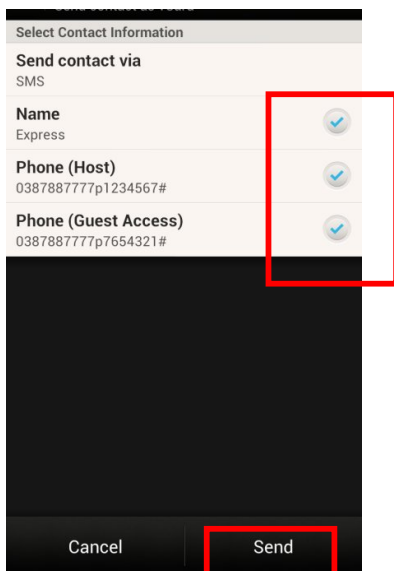
FORWARDING YOUR CONTACT VIA SMS

Click on **Menu** and select **Send contact**



Select which details you want to forward to your participant eg: host or guest details.

Hit **Send**



Enjoy the ease of teleconferencing from anywhere at any time!