Understanding Conferencing

Host and Guest Codes

Host and Guest Codes: The organiser is provided with a unique Host Code and Guest Code.

Host Code: This number should be kept confidential. It is used only by the organiser (account owner) to start a meeting.

Guest Code: This is sent to the guests who are required to join the conference. Guests will be prompted to enter this code to access the conference.

Holding a conference

Holding a conference is simple and straight forward. It only takes **3 steps**:

Organise: Arrange the meeting and send all details including dial-in numbers and Guest Code to the guests.

Dial: Host dials in and enters the Host Code followed by the hash (#) key. Guests dial in and enter the Guest Code followed by the hash (#) key.

Start: Start talking!

Choosing which number to use

Knowing which numbers to use for every situation can save you money and time.

National Toll Free:
- use when you have guests from both metro and regional locations
- ease of sending only one number to large number of guests
- the host pays the carrier costs
- charged at a higher conferencing rate

Local access numbers:
- use when your guests are all metro based
- Auckland guests call the Auckland number, etc.
- each guest pays the carrier cost at the price of a local call
- charged at a lower conferencing rate

Contact Us
web: www.ozlinkconferencing.co.nz   email: help@conferencecall.co.nz