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 chair’s 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:**

<table>
<thead>
<tr>
<th>Chairperson and Participant Control during the meeting</th>
<th>Chairperson Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>*0 = operator assistance</td>
<td>#1 = Participant roll call</td>
</tr>
<tr>
<td>#0 = conference help menu</td>
<td>*5 = Mute participant lines</td>
</tr>
<tr>
<td>*6 = mute own line</td>
<td>## = End conference</td>
</tr>
</tbody>
</table>