

## Conference Call Instructions

- Call 1-800-791-2345

Dial that number at least three minutes prior to the Scheduled TeleConference time.

- Upon being connected to the automated TeleConference Attendant, you will be greeted by the following message:

*“Thank you for calling the TelSpan Teleconferencing Center. Please enter your five-digit TeleConference Code now.”*

\*Enter the five-digit PIN code which identifies your TeleConference. 52582#

- Upon entering the correct five-digit TeleConference Code, you will be connected immediately to your TeleConference.

If you are the *first caller* on the line, you will hear...

*“You are the first caller in this conference. Please hold for other participants.”*

If you are not the first caller, your arrival will be announced by a single slightly audible beep tone.

If you have any questions regarding these instructions, please feel free to call the Ohio Council office at (614) 228-0747.