

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.