Phone Conference Call Instructions

Set up and join phone conference calls anytime, even with external callers.

Information needed for a conference call:

- Dial-in Numbers: (407) 823-0080
  - Internal participants can also dial 3-0080 from a UCF phone
- Call leader’s (or meeting organizer’s) **Conference ID**
- **Date and time** of conference call

Note: The information above must be provided to all callers. To obtain your permanent Conference ID, sign in to dialin.ucf.edu with your UCF NID and password (username format should be *nid@ucf.edu*).

How to join a conference call:

**Participant (Internal or External Callers):**

1. Call one of the numbers above or dial 3-0080 from internal UCF phone
2. Enter **Conference ID** (provided by call leader/meeting organizer) and press #
3. Say your name (when prompted) and press #

**Call Leader (meeting organizer):**

1. Dial 3-0080 from UCF phone or call one of the numbers above
2. Enter your **Conference ID** and press #
3. Press * and enter your **Dial-in PIN**

Note: Entering your Dial-in PIN gives you additional control features (DTMF commands). Visit dialin.ucf.edu and sign in with your NID and password to see a list of DTMF commands, or to reset your Dial-in PIN (username format should be *NID@ucf.edu*).

Have questions about using Skype for Business for conference calls?
Contact the UCF IT Support Center during normal business hours: Phone: (407) 823–5447, or Email: servicedesk@ucf.edu

To learn more about Skype for Business, visit [it.ucf.edu/skype/](it.ucf.edu/skype/)