

# 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](http://dialin.ucf.edu) with your UCF NID and password (username format should be *nid@ucf.edu*).

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## 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](http://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](mailto:servicedesk@ucf.edu)



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