Phone Conference Call Instructions

Set up and join phone conference calls anytime, even with external callers, without assistance from a Pace 311 operator.

Information needed for a conference call:

- Dial-in Numbers: **(212) 346-1500** or **(914) 597-8500**
  - ☐ Internal participants can also dial ****8** from a Pace 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.pace.edu with your MyPace username and password (username format should be *PACE\username* or *username@pace.edu*).

How to join a conference call:

Participant (Internal or External Callers):
1. Call one of the numbers above or dial ****8** from internal Pace 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 ****8** from Pace 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.pace.edu and sign in with your MyPace username and password to see a list of DTMF commands, or to reset your Dial-in PIN (username format should be *PACE\username* or *username@pace.edu*).

Have questions about using Skype for Business for conference calls?
Contact the Pace Information Center during normal business hours:
Phone: (855) PACE–311, or Email: info311@pace.edu

To learn more about Skype for Business, visit www.pace.edu/skype

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