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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