

Instructions for Joining a Premediation Telephone Conference

At the pre arranged time;

1. **You ring in** from any phone you like, including a cell phone....no one dials you.
2. Dial the audio conference access number **08 30 32**, then
3. Follow the voice prompts and when you are requested to dial the pin number, dial **32 08 34#** (*don't forget #*), then
4. You will be joined to the audio conference with the mediator and other parties, all of whom will have followed the same dial-in procedure at the same time as you
 - In the event of connection problems please ring me on my cell phone **021 629561** to advise of difficulties.
 - If you need help during the audio conference you can contact an operator by pressing * to receive a dial tone, then dial 0 and the operator will answer.
 - The first person entering the audio conference will hear silence until others join in.

Each participant pays for their leg of the call, i.e. the telephone used will be the telephone number billed.