

Getting started with 247meeting



Invite your Guests
Launch your first
Conference Call

Our conference calls are ready when you are. No need for bookings. Invite your guests, dial the call, we take care of the rest.

Step 1: Invite your Guests.

After you [sign up for your Free Trial](#), you will be emailed your unique set of Host and Guest PIN codes. Before you can make a conference call it is essential to make sure you have the following:

- Host Code (six-digits code followed by the # key)
- Guest Code (six-digits code followed by the # key)
- Dial-In Numbers
- Time and date of when the call should start
- Contact number and/or email address for each participant

You'll find below an email template to help you share the right details with your Guests.

If you have any questions or comments that are not answered on the ['Help'](#) or ['FAQ'](#) sections, please do not hesitate to [get in contact with us](#).

Just replace the details in square brackets [] with your details.

Hello [GUEST NAME(S)],

You are invited to join a conference call about [SUBJECT] on [DATE] at [TIME + TIME ZONE].

At that time, dial into +353 1 489 7200 if you're in Ireland (or go to <https://247meeting.com/numbers> to find the nearest dial-in number to you) and put in the PIN code [GUEST PIN CODE]# when prompted.

Regards,
[YOUR NAME]

Step 2: Dial into the call for Guests and Host(s).

When the host dials into the call, he needs to enter the six-digit Host code followed by the # key. Once the host has entered the code the meeting begins.

When the guests dial in they will be prompted for the six-digit PIN code followed by the # key and they are now in conference. If they dial in before the host, they will hear hold music until the host dials into the call.

Useful functions:

[\(view the full list of voice conference commands\)](#)

- ***5 – Lecture mode:** Lecture mode is a function only the host can use. This function mutes all other users and allows the host to speak without any interruptions. This function is especially useful if there is noise coming from one or more of the guests. You can turn off this function at any time by pressing *5.
- ***6 – Mute/Unmute:** If callers have a lot of background noise, they can mute their own line.
- ***8 – Roll Call:** The Roll call function is a great way of finding out who is currently dialled into your call. When you dial *8, you will hear the name of each guest played back to you. To use this function you must first have 'Announcements' activated on your account. If you want to have Announcements turned on, please contact our customer service team.