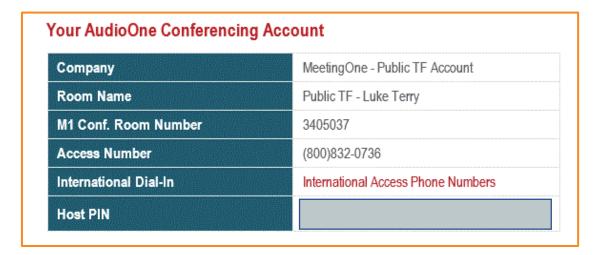
# **Host Guide** Starting an Audio Call

# Starting an Audio Meeting

For Hosts

The following instructions are intended for audio hosts to start an audio meeting

#### Find your Audio Room Information from your **MeetingOne Welcome Email**



### Starting an Audio Meeting as a Host using the toll-free access number:

- 1. Dial the provided toll-free access number
- 2. When prompted, dial the provided room number, followed by #
- 3. When prompted, dial the provided host PIN, followed by #
- 4. You will now have started your meeting and opened the room for participants to join
  - a. Click here to listen to an example

Click here for a list of Audio Host Quick Key Commands to enter using your phone keypad

# **Host Guide** Starting an Audio Call

## Starting an Audio Meeting

For Hosts (Cont.)

The following instructions are intended for audio hosts to start an audio meeting

#### Find your Audio Room Information from your MeetingOne Welcome Email



### Starting an Audio Meeting as a Host using the dedicated room number:

- 1. Dial the provided M1 Conference Room Number
- 2. When prompted, dial the provided host PIN, followed by #
- 3. You will now have started your meeting and opened the room for participants to join
  - a. Click here to listen to an example

Click here for a list of Audio Host Quick Key Commands to enter using your phone keypad