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# How do I hold a conference?

## What do you need to get started?

- A conferencing account
- A telephone
- A guest list for your conference call

## What details are provided to you?

**Host Code** – the security code needed to start the conference.

**Guest Code** – the code you give out to your guests who are joining you in conference.

**Dial-in Numbers** – a list of phone numbers that participants use to join the call, depending on their location.

## How do I hold a conference?

1. Invite your guests to the meeting via email and include the following information:
  - the date and time of the meeting
  - the Guest Code (in your welcome email)
  - the list of dial-in numbers (attached to your welcome email)
2. At the time of the meeting, all the attendees dial in using the dial-in number relevant to their current location.
3. To join the meeting, the host enters the Host Code and the guests enter the Guest Code. If a guest dials in early, they are placed on hold until the host arrives.
4. When the meeting has finished, everyone simply hangs up their phones.

## How do I record my calls?

Conferences can be recorded **manually** (press \*2, then \*1 when prompted) or **automatically** (contact us to activate this setting on your account). They are then stored securely in our portal for 28 days, where they are available for download at your convenience.

[Go back to the Express website.](#)

Call us 24/7 on 0800 480 257 to get started in minutes!

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