

## Virtual Boardroom User Guide

### **Generate a PIN**

Generate a PIN, by dialling 086 000 9525 and following the IVR prompts.

### **Plan Your Teleconference**

Communicate the PIN to all participants as well as the number to dial (086 000 9525). Also schedule a date and time for the teleconference.

### **Hold Your Teleconference**

At the scheduled date and time, all participants should dial in and follow the IVR prompts.