

How to Listen to a Recorded Conference Call Using Your Telephone

To listen to a recording by phone, you must have the Guest PIN Code.
(Also referred to as the Conference ID)

Dial: 217-258-5597

Enter the Conference ID followed by the # key.

"There is more than one recording for this Conference ID. Enter the Conference REFERENCE NUMBER or press 0 to hear the last recording."

This indicates that you could listen to any recording for this account, no matter how old. You just need the reference number.

How do you find the reference number?

If you have your email notices set in our system, you will get reports and recording links via email for every single conference call. Your reports will show the conference call reference number near the top of the email report.

During the playback, you may press a number on your phone to:

0 To hear the menu of playback options.

1 To rewind 3 seconds.

2 To restart playback from the beginning.

3 To fast forward 3 seconds.

4 To rewind 15 seconds.

5 To pause/resume playback of recording.

6 To fast forward 15 seconds.

7 To rewind 2 minutes.

8 To start playback one minute from end of recording.

9 To fast forward 2 minutes.

* To increase volume of playback (may be pressed repeatedly to increase volume).

To decrease volume of playback (may be pressed repeatedly to decrease volume).