

In order to participate in a JWV conference call, please follow these procedures.

1. Dial our toll free access number: **(866) 266-3378**
2. Enter our conference ID number followed by the # sign: **2022656280#**
3. You will then be instructed to press 1 if you are a participant. After you press 1, you will be asked to record your name and then press #.
4. After you record your name you will be taken to the JWV conference call. If the conference leader has not yet signed on, you will be put on hold until the leader enters.

Some members have expressed interest in setting up conference calls for departments, councils, and posts. We have spoken with our new conference provider, and have secured a \$.06 per minute rate for any JWV department, council, or post. This is the same rate that National is getting, and there are no contracts or fees involved. If you would like to sign up, please do the following:

1. Contact Jeff Gross (800) 568 0618 ext 730 Mon-Thurs 9-5 EST
jeff.gross@idtglobal.com
2. You will be asked for a mailing address, the name of a contact person, and the 10 digit conference ID number you would like to use.
3. Once this information is received it will take about an hour for IDT to set up the conference room.
4. You will receive a call back once the room is set up.
5. An IDT representative will take you through the final steps:
 - a. You will be asked to enter your 10 digit conference ID followed by the # sign.
 - b. If you are a participant you will be asked to press 1, if you are the host you will be asked to press 2. (You will press 2)
 - c. You will be prompted to enter your host PIN. (This will be the account number the IDT representative gives you)
 - d. You will then have the opportunity to change the host PIN to a number of your choosing. (minimum of 4 numbers followed by # sign)
 - e. You record the name of your conference room. (up to 5 seconds long)