



## **ARCHIVE INSTRUCTIONS FOR CALL CONFER**

1. Dial the telephone conference number and pass code provided in your confirmation.
2. Press \*22 on your telephone to begin. Whoever begins the archive (by pressing \*2) must remain on the line for the duration of the conference to record the entire call.
3. A automated public announcement will notify the Participants that the call is being recorded.
4. Wait to begin your presentation until the announcement is made.
5. Details to replay the conference call recording are sent to your email within two business days.