

COMMUNICATIONS



Voice Conferencing

How to Find Your Conference Code, PIN, and Account Name

Follow these steps to Resend your Welcome Email for ICN's Voice Conferencing Reservationless-Plus Service.

1. Go to <https://www.tcconline.com>
2. Click Resend Welcome Email
3. Enter Your Email Address
4. Confirm the Captcha
5. Click Go
6. **LOOK for an email from conferencing@teleconferencingcenter.com**

The screenshot shows the 'Sign In to Manage your Conferencing Center Account.' page. It has fields for Username and Password, a 'Remember username' checkbox, and a 'LOGIN' button. Below these are links for '> Forgot Username and Password?', '> Are you a first time user?', and '> Resend Welcome Email?'. A modal window titled 'RESEND MY WELCOME EMAIL' is open, asking for an email address and featuring a reCAPTCHA checkbox and a 'GO' button.

- Account Name
- Conference Code
- Leader PIN

The email is titled 'Update to Your InterCall Conferencing Account Information' and is dated 'Thu, Jun 25, 12:56 PM'. The main heading is 'Your Account Information' with 'The Conferencing Center' logo. A section titled 'Account Name' is highlighted with a red box. Below it, a message says: 'Thank you for using InterCall! You now have a way to create stronger connections with people all over the world and get more out of your meetings. The services listed below indicate the preferences that are currently set on your profile.' Another section, 'Your Reservationless-Plus® Account Information', is highlighted with a dashed border. It lists dial-in numbers: Toll-free (866) 685-1580 and International (660) 422-5009. A 'Conference Code' and 'Leader PIN' are also highlighted with red boxes. The 'Get started' instructions are: 1. Provide participants the date and time of the call, your dial-in number and your conference code. 2. At the specified time, dial your Reservationless-Plus dial-in number, then enter your conference code, followed by #. 3. When prompted, press *, then enter your leader PIN, followed by #. 4. Your participants join the conference by dialing your dial-in number and entering the conference code.