

# Maestro Conferencing International Calling Options

If you are calling in from outside the US, please READ THESE INSTRUCTIONS VERY CAREFULLY! Otherwise, you won't succeed in joining the call, or you might accidentally spend a lot of money unnecessarily!

There are many ways of calling in to join the conversation. All of them require you to CALL THE EVENT (using phone or VoIP), and the use of your PIN. One of the best ways is MCdialer -- Option 2 below.

## Use the WEBPHONE

The Webphone is our new, browser based phone. This connects directly to the MaestroConference servers from anywhere in the WORLD. It is FREE. You do not need to dial a phone number. Simply use your pin and make the call.

IMPORTANT NOTE: You should use a headset with these devices. Laptops and mobile devices can often cause echo in the room that you do not hear. The webphone works best on Google Chrome.

The links to the webphone are below: Please know that you can choose either one of the links.

- 1) [webphone.maestroconference.com](http://webphone.maestroconference.com)
- 2) [maestroconference.com/webphone](http://maestroconference.com/webphone)

Depending on your Google Chrome version, you may see some funky error messages about plugins, but as long as the phone activates and can call out, it will work fine.

Instructions:

Enter your pin into the field and click Call. Allow the device to use your mic. In case something isn't working right, please report this and take a screenshot if you can.

Press the Mute/Unmute button to be heard, or to go quiet in case you have background noise. Of course, the host will probably also mute you to avoid disrupting the call, and can take care of unmuting you as needed.

***\*\*You should install and test your calling method BEFORE the call by connecting and using the test Pin 444666. If you get sent to a room and hear music, you know it will work for the actual event, when it is time. When your conference is set to start, use the Pin that was originally assigned to you.***

## Use MCdialer

You can call in for no costs using the MCdialer. You can download the free software that will allow you to connect directly to MaestroConference.

Simply go to <http://gateway2.wakeupu.net/jz/MCDialerWindows.zip> Download and install the program and just use your pin when it's time to join the call. You MUST read the instructions carefully to get it to work.

***\*\*You should install and test your calling method BEFORE the call by connecting and using the test Pin 444666. If you get sent to a room and hear music, you know it will work for the actual event, when it is time. When your conference is set to start, use the Pin that was originally assigned to you.***

## Use Skype

You can call in for FREE using Skype. First, you need to add to your contacts one of these two Skype names: **Maestro4294** or **MCDirect1**.

Please make sure you add the Skype contact EARLY to your contacts to make sure you are connected, to avoid scrambling at the last minute to get connected.

IF SKYPE DOES NOT APPROVE your request, refer to this document:

<http://maestroconference.zendesk.com/entries/44443540-How-To-Make-Skype-Approve-mcdirect1-or-maestro4294>

When you are ready to call in, click on CALL PHONE (not Video Call).

To input your PIN, you need to left click with your mouse on the "Call" button on the dashboard at the top of your Skype screen (not the green button under the contact) and scroll down and click on "Show Dial Pad".

***\*\*If you are not able to get in, it could be because the Skype lines are overloaded. In that case, please try one of the other ways to call in. If your Skype call quality is poor, hang up and dial again, until you get a good connection.***

***\*\*\*You should install and test your calling method BEFORE the call by connecting and using the test Pin 444666. If you get sent to a room and hear music, you know it will work for the actual event, when it is time. When your conference is set to start, use the Pin that was originally assigned to you.***