

Conference Call Bridge
Description and Instructions
(682) 4087

Description

The conference bridge is designed to allow conference calls with up to 16 callers; soon there will be a second bridge, with 8 caller capacity. The system is scheduled through Outlook-Regional-Equipment-Conference Call Line. Many people don't have access to this, so call us at 4357 to reserve the system.

The system is simple in operation. The most common way to use the system is for the callers to dial into it directly, at extension 4087 or 682 4087 for outside callers. The system answers, plays a recording, "welcome to the conferthree bridge" and places the call in conference with whoever already called in. When callers enter or leave the call, tones are played so the meeting participants know what is going on. It is also possible to call someone, and then transfer them to 4087, if desired.

Procedure

1. Reserve the system.
2. Advise participants to call the number at the appointed time.
3. Call into the system at that time or a little early to host.
4. Once all the participants are on the line, begin the conference.
5. You will hear tones as callers dial in or hang up.
6. When done, just hang up.

The following codes are optional. They are dialed by a conference call participant during the conference call.

Mute/Unmute 6# mutes the caller's line, but allows them to listen. Dial 6# again to unmute.

Amplification Boost 2#

Lockout 5# This prevents anyone from dropping in on the call, so it should be used only after everyone you want is in the call.

Unlock 8#

Clear *### Use at end of call

