



Conference Calling Guide

Conference calling makes it easy to connect with multiple parties at once. A conference bridge is composed of a moderator code (the person that 'opens' the bridge) and the participant code (all attendees). These codes are provided to the moderator by Telesystem.

Access Instructions

Both Moderators and Participants access a conference call the same way- simply call the toll free number below and enter the code. The difference is that there can be only one person using the moderator code, but all participants will use the same code.

To access a conference bridge:

- Dial 866-691-1555
- When prompted, enter the appropriate code followed by # (this is the moderator code if you are the moderator or participant code if you are a participant)
- When prompted, record your name then press # to enter the conference.

If one or more participants have already dialed into the conference before the moderator, all attendees will immediately be connected when the moderator joins. If no participants have dialed into the conference, the system will state this to the moderator.

It is important to note that if the moderator hangs up the call, the entire conference will end unless they've exited using the soft exit key press (see below).

Using the Conference Calling Service

When the conference is started, you may use any of the following key presses:

Press *2

Mute your phone so others cannot hear you on the call. This can be used by both the moderator and participants. To unmute, dial *2 again.

Press *3

Locks the conference so that no further participants can join. You (moderator) may want to do this only when all of the expected participants have joined and you want to make sure that no unauthorized participants can join. Alternately, you may just want to restrict the number of participants on a first come, first served basis. To unlock the conference so that further participants can join it, press 3 again.

Press *4

Requests a "roll call" of participants currently in the conference. You (moderator) will hear an announcement giving the recorded names of the participants (if they chose to record it). The participant's name is not included in roll call announcements.

Press *5

Requests a count of participants currently in the conference. You (moderator) hear an announcement informing you how many participants are in the conference.

Press *6

Turn join announcements on/off. Normally the recorded name will play when anyone enters or leaves the conference. To turn this off, press *6. To turn it back on, press *6 again.

Press *7

Requests the name of the last participant who joined the conference. You (moderator) hear an announcement giving the name that this participant recorded when joining the conference if they chose to record it.

Press *9

Mutes all participants on the call. You (moderator) hear an announcement that participants have been muted. To unmute all participants, dial *9 again.

Press **

The moderator may end the conference simply by hanging up their phone, however this will end the call for all participants. You (moderator) may leave the conference without ending it by pressing ** then following the prompts to exit, but leave the conference running. This is called a soft exit.