

Conference Phone User Guide

How to use your Analog Style Conference Phone



Phone system steps (Park key version)

OUTSIDE CALLS:

Placing: Press “Spkr” button + Dial 9 + Dial number

Answering: Press “Spkr”

CONFERENCE CALLS:

Making a conference call: Place or answer call + Hold + # + 1, Place or answer next call + Hold + # + 1.

After adding all parties, press Hold twice.

INTERCOM CALLS:

Placing: Press “Spkr” button + Dial extension number

Answering: Press “Spkr”

TRANSFER:

Transferring an outside call: Press “Hold” + Dial extension + “Spkr”

Transferring an outside call to voice mail: “Hold” + 600 + extension + “Spkr”

PARK:

Park a call: Press “Hold” + #60 + Park Orbit 1 or 2

Pick up a parked call: Press “Spkr” + *60 + Park Orbit 1 or 2

PAGING:

To make a Page: Press “Spkr” + Dial *11

Press “Spkr” again to hang up

NOTE:

You cannot transfer calls to a conference that is in progress, unless you use the section titled PARK.



Alternative Option

An option to use for conference calls is called Conference Bridge. It is located on the Telepacific Communications website. Below are the steps you need to use to set up the Conference Bridge. See Page 2



Conference Bridge Location

The following numbers can be used only for our Reservation-less service. Our Web-Scheduled service, which is described elsewhere on the site, dispenses numbers automatically based on system load and availability

Dial-in Number

1-702-851-4044

The Telepacific Conference Bridge Online Page:

<http://telepacific.teleconnection.com/Reservationless.aspx>

Conference Bridge Location

Reservation-less Overview

Maximum size: 50 Callers

Maximum time: 3 hours

Dial-in Number#: Chosen by you from a list of available Reservation less Dial-in Numbers

Access Codes #: Participant Access Code created by you

Organizer Access Code is the star key () followed by the Participant Access Code you created

Begins: When first caller enters the conference

Ends: When last caller exits the conference

Note: You do not register or reserve your Dial-in Number and Access Codes with us. Everyone who calls the same Dial-in Number and enters the same Participant and/or Organizer Access Code will be connected together.

Service Features:

- No account required
- Instant and anonymous access from any phone
- Crystal clear all-digital connections
- Secure and private
- 24-hour automated access to toll-free directory of Reservation-less Dial-in Numbers
- 24-hour automated access to Reservation-less conference system
- No computer required