

How to Host a Conference Bridge from your Classroom Phone

To set up/host a conference, please perform the following steps:

1. The person to host or start the call should press the "New Call" soft key on the phone.
2. Press the "More" soft key on the phone.
3. Press the "MeetMe" soft key.
4. Enter a conference bridge number. (All schools have a set of unique first two out of four numbers that identify the school. For example, RJAC is "88", BHS is "87", etc.) The last two of the four digits reserved for conference calls in our district is "90." Therefore, if you are at RJAC, for example, and you are setting up a conference call, enter the number "8890." Wherever you are, enter the first two digits designated for your school, followed by "90."
5. You will see "To Conference" on the screen of your phone. You are now hosting the conference

NOTES:

- You may press the "MUTE" button on the phone if you wish to mute the phone during the conference call. You will hear a single beep from the phone and the "MUTE" button will light up red. Pressing the button a second time takes the phone off of mute and you will hear two beeps. The beeps are only heard by you.
- You can also leave the conference (hang up) and the members who have joined can continue to participate. You can re-join the conference if you wish by dialing the conference bridge number.

Joining a conference:

1. People who wish to join the conference who are INSIDE the District and who are using a Cisco phone, simply dial the conference extension to join. They will see "To Conference" displayed on the screen of their phone. As people join the conference, a tone will sound to the conference members to announce that someone has joined.
2. People from outside the District or on another phone system must call someone who has a Cisco phone-preferably a receptionist-and ask to be transferred to the conference bridge's extension number, i.e. 8890. If they disconnect from the conference and wish to rejoin, they will have to be transferred to the conference again by someone with a Cisco phone.

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- If you leave the conference and wish to rejoin, simply dial the conference number again.