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## Conference Calling

There are two sorts of conference calls: Ad-hoc and Meet Me. Both types of conference call can handle between 3 and 10 participants, although you may be limited to fewer by the cabling to your phone. Participants for both conferences can be anywhere in the world using any sort of telephone.

### Ad-hoc Conferences

This conference call is generally used on the spur of the moment. You can be involved in a conversation with somebody and want to add other parties to the call. You have to invite participants one by one and all participants can leave the conference when they want to by ending the call.

If you move the conversation into a conference call by inviting another participant, you become the conference initiator. Each of the phones say 'to Conference' on the display screen, they do not list all of the users. In order to manage who is involved in the call conference, only the conference initiator can invite new attendees in. Telephone User Guidelines are available if you require additional information.

**As the conference initiator you must ensure that all parties leave the call conference before you yourself leave.**

### Arranging an ad-hoc conference call

- During a call press **[more]** and then **[Confrn]**.
- This automatically places the 1<sup>st</sup> call on hold.
- Place a call to another number.
- When you are ready, press **[Confrn]** again to drop yourself and the new participant back into the conference.
- Repeat to add other participants. Other participants may continue talking when you drop out of the conference to invite somebody else in.

### Removing the Last Caller

As the conference initiator, you can drop the last person you invited in out of the conference.

- Press **[more]** and then **[RmLstC]**

### Ending a conference call

- Press **[End call]**.
- The other parties will still be in conference. If the conference initiator leaves the conference, other parties can continue but nobody else can be invited to or removed from the conference.

## **'Meet Me' conference call**

This conference is useful if you are holding a scheduled meeting. You require a Meet Me conference number which can be obtained from the ISD Service Desk and must be requested at least 48hrs prior to the conference. The number you are given is valid only for the time and date you specify.

Once you have a Meet Me conference number, pass this out along with the time and date of the meeting to all participants. A couple of minutes before the conference is due to start, the initiator must set the conference up. Participants then dial into the conference at the given time.

Please note: this is not a secure conference call. We advise you not to discuss confidential or sensitive information in a Meet Me conference.

**As the conference initiator you must ensure that all parties leave the call conference before you yourself leave.**

### **Setting up a Meet Me Conference (Conference Initiator only)**

- Pick up the receiver.
- Press **[more]** (once or twice) and then **[Meet Me]**.
- Key in the Meet Me conference number.
- Wait...

The conference initiator can leave the conference

### **Accessing a Meet Me Conference**

If you have been invited to a Meet Me conference, simply dial the number you have been given at the specified time.

If you are calling internally you only need to use the 5 digit number.

If you are calling externally add (+44) 0161 29 (as required) to the start of the number.