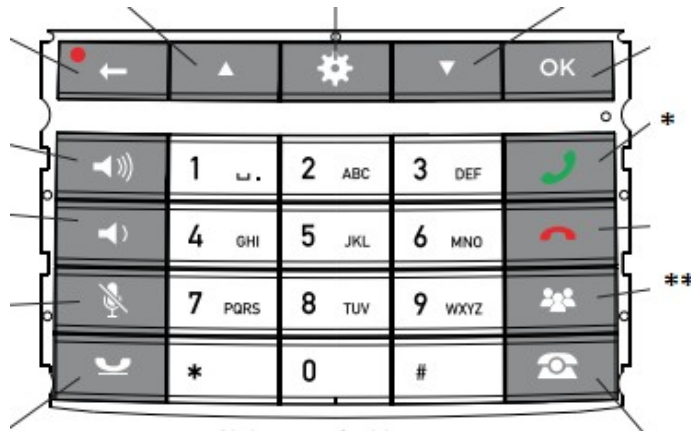


**University of Dallas, Avaya IP Office Phone System**  
**Conference Phone and Conference Bridge Instructions**

**Conference Phone:**

You can use a conference phone like any other phone; make calls, receive calls, put people on hold and conference in others, etc. To place calls and add people to a conference:

- Dial the first number.
- When answered, greet the participant and tell them you are putting them on hold to conference in another party. Push the button with the green phone handset (\*). It will put the party on hold and allow you to dial another number.
- When that party answers, push the button with the three people (\*\*) to add the party to the conference.
- Repeat to continue adding parties to the conference.



**Conference Bridge:**

A conference bridge allows you to host a conference by having people call into a number and entering a code to join the conference call. This can be done for both **on-** and **off-**campus callers and on regular or conference phones:

- Call or email support in advance to reserve your conference bridge number (in the form “78500...”).
- At the time of the conference (from the conference phone or any regular Avaya phone) just dial the bridge number. The phone will beep and you will be connected to the conference. If you are the first participant there will be no one else on the line - just silence.
- Other participants ON-CAMPUS can simply dial the bridge number in order to connect to the conference.
- For participants OFF-CAMPUS, give the parties the date and time of the conference, the conference call-in number (972-265-5993), and the assigned bridge number.
- Instruct the participants to call the conference call-in number. They will get a voice prompt asking them to enter the bridge number followed by the “#” key.
- There is no automatic announcement when the attendees join. If you wish, you may ask them to announce themselves when connected.