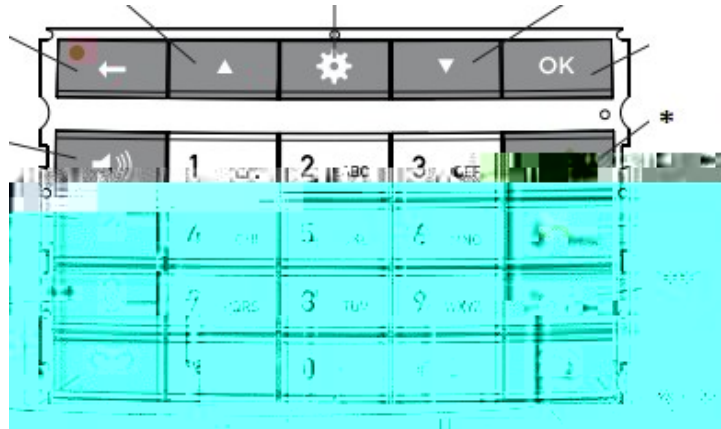


University of Dallas, Avaya IP Office Phone System
Conference Phone and Conference Bridge Instructions

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:

& conference bridge allows you to host a conference by having people call into a number and entering a code