



Call Conferencing

Instructions to Initiate a Conference Call

You can initiate a conference call in two ways.

A)

Set the date and time you wish to have a conference, then, instruct the parties (up to 5) to:

Step 1 Call In:

1. Dial Your UNiCALL Number

Step 2: Press (9) During Greeting

The caller will be placed on your conference bridge and listen to music until you initiate the conference by following the steps below.

Step 1 Call In:

2. Dial Your UNiCALL Number
3. While Greeting plays, press * Star

Step 2 Log In:

Enter your **PASSWORD** _____ followed by * Star

Step 3: Press (6) To modify system options

Step 4: Press (2) To start the conference



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B)

Step 1 Call In:

4. Dial Your UNiCALL Number
5. While Greeting plays, press * Star

Step 2 Log In:

Enter your **PASSWORD** _____ followed by * Star

Step 3: Press (2) To make a Call

Step 4: Enter telephone number you wish to call followed by * Star

IT IS NOT NECESSARY TO ENTER 1, BUT YOU MUST ENTER AREA CODE

System will repeat the ten digit phone number back to you and prompt you to:

Press **(1)** if the number is correct.

Press **(2)** to re-enter the number.

Press **(#)** to cancel & return to the main menu.

Step 5: Press (2) to send called party to a **C**onference Bridge

Repeat Steps 4 & 5 until all parties you wish to be in conference with are on your conference bridge.

Step 6: Press (6) To modify system options

Step 7: Press (2) To start the conference