

Teleconference Calls (Telephone Conference Calls)

Three-way call

When you have a total of 3 parties – you plus 2 others – you can call out on a regular IP phone or on the triangular conference phone. The triangular conference phones are better when you have a group of people who all need to be heard and be heard.

To use your desk phone:

1. Call the first number. (or they can call you.)
2. When they answer, press the Conf soft key.
3. Call the second number. When they answer press the Conf key again.
4. When done, hang up or press End Call.

On the triangular conference phone:

1. Dial the first person just as you would from your desk (9, 1, area code, number)
2. When they answer, press More, then press Conference.
3. Dial the second person.
4. When they answer, press conference again to connect both calls.
5. When done, hang up or press End Call.

To keep one person on the line and hang up with the other:

- Have the person on the other end can hang up. You are left with the other line.
- You should see just the one line listed in the phone's display.

When you call them, your other parties would not incur charges. Any long distance charges would be billed to the phone you are using.

Multiple-party call

If you have more than 3 parties total, including you, then you need to schedule a teleconference call with I.T. Everyone will call a central number, and be connected on the call.

To schedule your teleconference call, send an email to helpdesk@scoe.org. This ensures that we do not have 2 calls at the same time, which would merge into one conference.