

Advanced Networking, Inc.

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IPitomy Conference Bridge Instructions

(Contact Us for the Information Listed Below)

Conference Bridge	Internal Extension	External Number	Admin PIN	User PIN
Main Conf Bridge	901			

Setting up the Bridge (Logging in as the Admin of the Bridge)

1. Call into the bridge by dialing the **Conference Bridge number** (either from a system phone or using the external number if calling from outside the office)
2. It will then ask you to "Please enter the conference bridge PIN number."
3. Enter in the **ADMIN PIN** that is listed in the table above.
4. It will say "You are the first person in this conference." If you are not, it will tell you so.
5. Wait for the other parties to enter the bridge. It will announce them as they enter.
6. Once in the bridge, you have several options which you can access by pressing the **star** key. You may also use Call Manager to administer the bridge.
7. When finished, hang up. The connected parties can actually continue to talk to each other once you hang up. To rejoin, just dial back into the conference bridge.

Calling into the Conference Bridge from Inside the System as a User

1. Dial into the bridge by using **the internal number** from an office phone.
2. The system will ask you for a PIN number.
3. Enter the **User PIN** that is listed in the above table.
4. It will then ask you to **record your name**. Press **pound** when finished.
5. It will ask you to confirm the recording.
6. The system will then announce your name when you enter the bridge.
7. To leave the bridge, hang up.

Calling into the Conference Bridge from Outside the System as a User

1. Dial the **external number** listed above for your bridge.
2. The system will ask you for a PIN number.
3. Enter the **User PIN** number that is listed in the above table.
4. It will then ask you to **record your name**. Press **pound** when finished.
5. It will ask you to confirm the recording.
6. The system will then announce your name when you enter the bridge.
7. To leave the bridge, hang up.

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