



August 2003

Participating in a Conference Call Using the New Conference Bridge Number Easy Step Guide

When you are invited to participate in a conference call, you will receive instructions for accessing the bridge and information about what you can expect when you join the call. Be sure to keep the meeting invitation so that you will have all the information necessary to access the new bridge number and participate in the conference call.

The invitation you receive should include the following information:

- * the Participant Access Code,
- * the bridge numbers:

221.7123 Offices with Rolmphone system
0.221.7123 Offices with new Avaya system
866.963.7123 External callers

Non-US callers:
00 1 215.963.7123 (outside the office);
221-7123 (inside the office)
- * the day and time of the conference call
- * the Confirmation Number
- * the Conference Name
- * the time zone, if other than EST
- * the moderator's extension
- * the bridge features selected and
- * the instructions to follow if disconnected

It is extremely important that you remember the Participant Access Code since without it you will be unable to access the call.

Steps for Participating in a Conference Call

1. Dial the conference bridge number:

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2. When prompted, type on the telephone keypad the Participant Access Code from your meeting invitation.

3. If prompted, state your name. This feature allows the meeting moderator to take a roll call of conference attendees.

If you hear music when joining the call, stay on the line. You will be automatically connected with the other participants when the moderator joins the call.

Note: Participants calling from a home phone can use *M to mute/unmute their phone if their phone does not have a mute button.

What to do if you are accidentally disconnected from a conference bridge

Since the moderator has the option of securing a call so that uninvited callers cannot connect, you may need to refer to the meeting invitation for specific instructions on how to rejoin a call.

If you become disconnected, try redialing the bridge number and typing the Participant Access Code to rejoin the meeting, unless otherwise instructed.

If you are locked out of the conference, follow the appropriate instructions included with your invitation.

Additional Information

Two additional Easy Step Guides are available on our Intranet. They are:

Moderating a Conference Call
Scheduling a Conference Bridge

**If you need assistance for any reason, call the HelpDesk at x4357
(Non-U.S. callers: 00 1 215.963.4357
or from outside the office at 1.888.963.4357**