

Conference Calling

Offering Creative Links to the Future

Customer: Dr. Green Medical Office
Contact: Howard Green
Platform: Telrad Vision & Futuro Platform

Conference Equipment Extension/Local (if applicable): N/A
Conference Bridge Local/Extension: 281
MAIN #/DID (if applicable): 604.952.5017
Bridge Presenter/Admin PIN: 5588
Bridge Attendee PIN: 1234

Telrad Vision offers 2 methods to conduct a conference call. Manually or with a Conference Bridge. You can use your IP Phones connected to the system and you can use Conference Equipment.

Method 1 | Manual

Setting up a Conference Call by dialing manually from the Conference Equipment or a Vision Futuro IP Set

Step 1

Compile a list of the parties you will be calling and joining in on your conference.

Step 2

Dial the first number of the second party and once connected advise they will be put on hold while you bring in the 3rd party.
(You as the caller are always considered the first party)

Step 3

Press the "Conf" and dial "9" (if necessary) and the number.

Once connected to the third party conduct your conference call. The Vision IP Server comes standard with a 3 Party manual Conference Calling capability.

Method 2 | Conference Bridge

Setting up a Conference Call via calls through Conference Bridge

Step 1

Compile a list of the parties you will be calling and joining in on your conference. Choose a date/time that you want your conference call.

Step 2

Either email or call all the Participants in advance and advise them of date and time of the Conference Call. Ask them to call your main business telephone number or a dedicated number programmed to your bridge at the scheduled time.

Step 3

On day of Conference Call once they call you can either (depending on whether inbound calls are answered by Auto Attendant or Reception) A - transfer them to the Conference Bridge (Local is above) and they will then be prompted for their PIN or B - if they are answered by your Auto Attendant they can simply dial the Local and they will be prompted for their PIN.

Step 4

The Administrator of the Conference Call will simply dial the Bridge local from any Telrad Futuro Phone. And enter in their Administrator PIN (As noted above)

***Please Note: The Outside Callers will not be able to hear anything until the Administrator/Organizer is on the Conference Bridge.**

Also note, that the Vision System has no capacity for number of parties for the Conference Bridge feature however it will only work based on the number of lines you have. Also keep in mind, that if you have 3 Parties on the Conference Bridge then 3 Lines will be used up. You always want to make sure you leave 1 or 2 lines free on your System versus using them all for a Conference Bridge Call as then any other inbound caller will hear a busy tone.

We have tested and confirmed your Conference Bridge is working great and ready to be used!

Enjoy your Conference Call!