

TWP PROCEDURE:	ORGANIZING A CONFERENCE CALL	PRO(TWPPPO)-042.001
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Organizing a Conference Call

I. Purpose:

This procedure describes the steps to organize a conference call.

II. Cautions and Hazards:

- This will only connect 6 people (the host and 5 others).
- The originator must not disconnect during the conference call because all callers will be disconnected.

III. Requirements:

- It is very helpful to have all the telephone numbers of the people you want to join the conference call before you begin.

IV. Procedure:

A. Steps:

1. Dial 102 to put your telephone into "conference mode."
2. Dial the number of the first person you want to join the conference call. If you are dialing a number outside of LANL, don't forget to dial 8 first.
3. Press the "Recall" button on your telephone. This puts the first person you have contacted on hold. Wait for the dial tone.
4. Dial the number of the next person you want to join the conference call.
5. Press the "Recall" button on your phone again. This connects the two parties you have already contacted.
6. Repeat steps 2, 3, and 4 to add more people to the conference call.
7. When you received a voicemail or busy signal, use your drop button to disconnect that number. Then press the recall button, and dial the next number.

V. References:

None.

VI. Attachments:

None.