

TWPPO PROCEDURE: Author: S. Smith	ORGANIZING A CONFERENCE CALL	PRO(TWPPO)-042.000 September 17, 1999 Page 1 of 1
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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).

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 * 92 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 abbreviated 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.

V. References:

None.

VI. Attachments:

None.