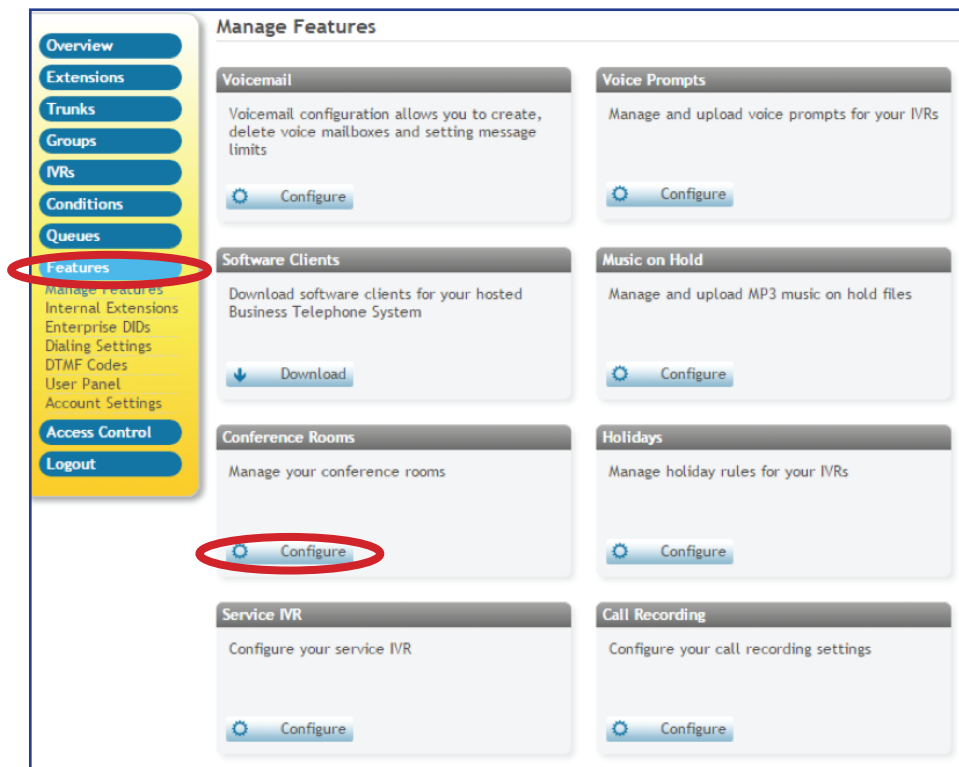


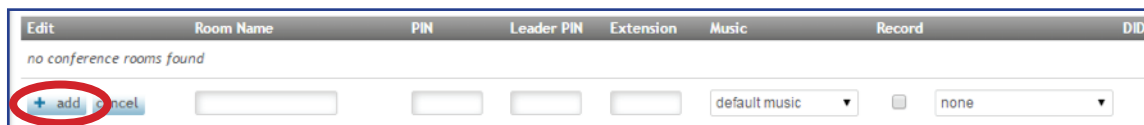
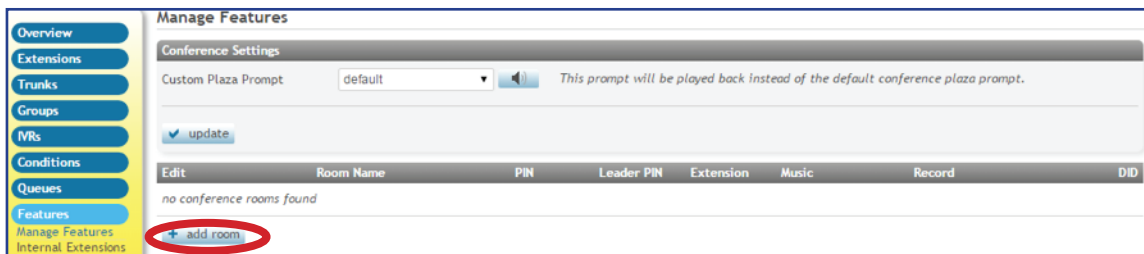
CREATING AND EDITING CONFERENCE BRIDGES

Adding Conference Bridges

a. From your Omni Enterprise portal, select Features on the left hand side of the screen. Under manage Features select the **Configure** button under *Conference Rooms*

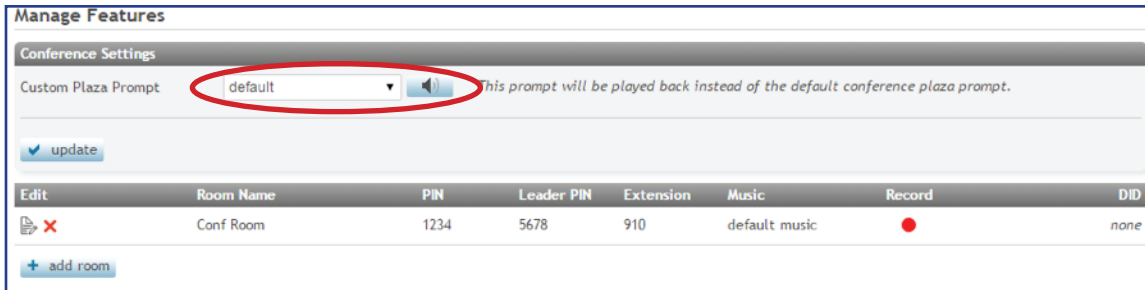


b. Select the **add room** button. From here you can add the room name, PIN, Leader PIN, Extension #, Music, and Direct Dial number. Once you fill out what you want, select the **add** button.



Editing Conference Bridges

a. Conference Plaza Prompt: If you record a custom voice prompt, you can add and remove it from here. Select the drop down menu and pick the prompt you wish to use. You can review how it sounds by pressing the **speaker** button to the right of the drop down menu.



b. Bridge Options: You can select the **edit** button on the far left and make changes to existing options. From here you can add and remove options like *enter/leave sounds*, *announce number of users on the bridge*, *have users announce their names*, and *enable the conference menu*. Just check or uncheck the corresponding buttons for the options you want, then select the check mark on the left. If you select *conf menu*, this enables an in conference menu anyone can access while dialed into the conference bridge. See instructions below:

Conference Menus - Press * to access the menu

1 - Mute/Un-Mute Self

4 - Decrease Listen Volume of Conference with each 4 you press - end with 8

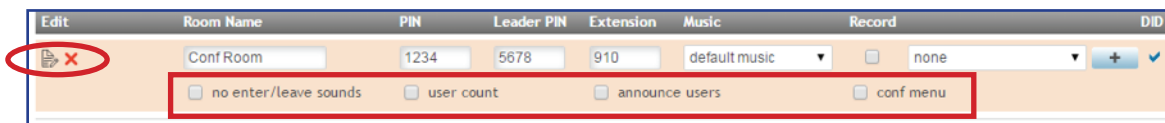
6 - Increase Listen Volume of Conference with each 6 you press - end with 8

7 - Decrease Talk volume - end with 8

8 - Exit this menu / End volume adjustment

9 - Increase Talk volume - end with 8

“*” - Play menu options



Dialing Conference Bridges

1. Dial the Conference Number. When prompted to do so, enter the Conference Call Number, then your Conference PIN, followed by the pound sign (#).

a. If you scheduled the meeting, press the star (*) key when you hear the prompt, and then enter your Leader PIN.

b. If you are not the meeting organizer, wait a few seconds after you hear the prompt “If you were designated as the meeting leader...” When prompted, record your name and then press pound (#).

You will now be connected to the call.