Station Dial Conference Calling Instructions- for Centrex Users:

For conferences of six participants or less with the host calling from the Springfield, Collinsville or Chicago/Franklin Centrex (793 or 814), use the **Station Dial Conference Calling** option from your desk phone. The host, when originating a call from an analog or p-phone, can connect five additional participants at other land or cell phones and pay only the applicable toll charge for each participant that you are 10 digit dialing. This will keep the total cost less than using the AT&T TeleConference Service. **Note:** Use the Centrex 4 or 5 digit dialing option where possible to avoid all toll charges. To use **Station Dial Conference Calling**, please refer to the following instructions:

1) Wait for a dial tone
2) Dial the first participant
3) Greet the person on the line
4) Press the "link" or "transfer" or "switch hook", depending upon your phone
5) Dial 150 - wait to establish the conference call - you and the first participant will be connected to the conference
6) Press "link" or "transfer" or "switch hook", depending upon your phone
7) Wait for a dial tone
8) Dial the second participant
9) Greet the person on the phone
10) Press the "link" or "transfer" or "switch hook", depending upon your phone
11) Dial 150 - wait to establish the conference call - you and the first and second participants will be connected to the conference
12) Press the "link" or "transfer" or "switch hook", depending upon your phone
13) Wait for a dial tone
14) Dial the third participant
15) Greet the person on the line
16) Press the "link" or "transfer" or "switch hook", depending upon your phone
17) Dial 150 - wait to establish the conference call - you and your three participants will now be connected to the Conference
18) Continue the above steps for the final two participants

*Note: If you get a busy signal, no answer, or wrong number, depress switchhook, "link" or "transfer", listen for recall dial tone, dial Conference Call Access Code **150** to be reconnected to the rest of the participants or dial the number of the new participant.*