



## **Keyvoice.net Conference Bridge Use**

Our conference bridge service allows for attendees to call a specified phone number, enter a password and be added to a conference call.

The attendees will call in as instructed below, cannot speak with each other and will hear music on hold until the moderator joins the call.

The Moderator will call in as instructed below to initiate the Conference call.

*There are additional optional settings available to the Moderator at the Keyvoice.net web site log-in.*

*See second page for your Conference Bridge phone number, user and Moderator passwords.*

### **Attendees instructions** – *from outside the office*

- 1 - Call the specified phone number
- 2 - When prompted, enter the conference password followed by the # sign.

*The Outside Attendee has joined the conference call.*

### **Attendees instructions** – *from the office*

- 1 - Pick up a phone line & dial 5005 followed by the # sign
- 2 - When prompted, enter the conference number followed by the # sign.
- 3 - When prompted, enter the conference password followed by the # sign.

*The Office Attendee has joined the conference call.*

### **Moderator instructions** - *from the office*

- 1 - Pick up a phone line, dial 5005 followed by the #sign,
- 2 - When prompted enter the conference number followed by an \* (asterisk),
- 3 - When prompted enter the moderator password followed by the # (number).

*The moderator has initiated the conference call.*



## Keyvoice.net Conference Bridge Service

### **Instructions for client calling into the conference**

Outside conference **Attendee** Direct Phone number = \_\_\_\_\_

Outside conference **Attendee** password = \_\_\_\_\_

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### **Instructions for internal staff joining the conference**

Office **Attendee** dial = 5005#

Office **Attendee** Conference number = \_\_\_\_\_

Office **Attendee** Conference password = \_\_\_\_\_

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### **Instructions for internal staff initiating the conference**

Conference **Moderator** dial = 5005#

Conference **Moderator** Conference number = \_\_\_\_\_

Conference **Moderator** password = \_\_\_\_\_

*Thank you for using Keyvoice.net*

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