



Dial-Out Quick Reference

*1, phone number, #, *, #, #, *1 (to bring caller into conference and rejoin conference)

*1, phone number, #, *, #, #, *2 (to bring caller into conference and continue dial outs)

*1, phone number, #, *, #, #, *3 (to disconnect the dial out and rejoin conference)

*1, phone number, #, *, #, #, *4 (to disconnect the dial out and continue dial outs)

Dial-Out User Guide

Dialing Out to Participants

Listen to these prompts and follow the instructions below to dial out to a participant:

1. Once you have started your call, press *1 to dial-out.
2. Prompt: 'Enter the area code and number, followed by pound. To cancel this request, press star.'
ACTION: Enter the domestic phone number followed by # on your telephone keypad.
3. Prompt: 'Please input your 1-7 digit extension, followed by the pound or hash sign. To bypass, press star.'
ACTION: Press *.
4. Prompt: 'The number you dialed is XXX.XXX.XXXX. To change the number press star. Or, for connection options press pound.' (Note: If you don't enter anything you will be taken back to step 1 to re-enter the phone number again.)
ACTION: Press #.
5. Prompt: 'The following options are available once your press pound to begin dialing.'
 - a. 'To join the participant to conference, press *1.'
 - b. 'To join the participant and continue dialing, press *2.'
 - c. 'To disconnect the line, press *3.'
 - d. 'To disconnect the line and continue dialing, press *4.'
 - e. 'To proceed with dialing press #.'**ACTION:** Press #.
6. Dial-out is initiated.