



How to Use a Conference Bridge – ESI E-Series PBX

If you would like to use the conference bridge feature your phone installer will have to create the conference bridge and share the bridge number. The installer will also likely program a function key for quick access to the bridge.

A conference bridge can be used when more than three people need to be on the same call.

A password can be set up for conference call security that will require participants to dial the password before being let into the bridge.

Starting a Conference:

Dial the bridge number or press the programmed feature key to enter the conference bridge.

The system will announce who is in the conference bridge. If there is only one person in the bridge hold music will play.

To add more people to the bridge dial **#**, followed by the number or extension you wish to add, followed by another **#**.

Important:

If someone is added using this method and they do not answer the call, their voicemail will enter the conference bridge. If you hear their voicemail box press ***** followed by **3** to eject the last user.

People can also be added to the bridge by transferring a call to the conference bridge number.

Pressing ***** will put you into the Conference Voice Menu, this will allow you to make changes to the conference bridge while in the call.

The following table shows the conference voice menu.

Key	Description	Moderator	Participant
1	Mute or unmute yourself.	√	√
2	Lock or unlock the conference.	√	x
3	Eject the last user.	√	x
4	Decrease the conference volume.	√	√
6	Increase the conference volume.	√	√
7	Decrease your volume.	√	√
8	Exit the voice menu.	√	√
9	Increase your volume.	√	√