



# Preparing for 10-Digit Dial Mandate

## How To: Conference 6 Party Call using Centrex/Plexar

*As part of the 10-Digit Dial Mandate, you may need to verify phone numbers are set to ten digits.*

NOTE: Centrex/Plexar are legacy land lines delivered via analog lines from the telephone company. Note, most State of Missouri phones are UC phones.

### Phone Conference - Six-Party

Allows a customer to establish a conference call with a maximum of six parties to include the originating party. To establish a six-party conference call using the Centrex/Plexar System:

- Lift handset.
- Dial 10 digit telephone number (xxx-xxx-xxxx) of the first conferee.
- When the party answers, announce conference.
- Press “conference” key on desk phone to add next attendee, listen for special tone
- Dial next full 10 digit number (xxx-xxx-xxxx)
- When the party answers, announce conference
- Press “conference” key to join all together.

You continue this process (steps 3-6) until you get a total of 6 conferee’s, including originator.

#### NOTES TO REMEMBER:

- If the number is long distance, please enter 1+ 10 digits.
- At least one Centrex/Plexar conferee must remain in the conference or the conference is dropped.
- In case of misdial, busy, or no answer, hit RLS on desk phone or flash hook and then hit your key 1 to rejoin the conference call.
- The maximum number, including originator, allowed on a conference is six.
- If the originator of the conference drops out, they cannot reenter the conference. If the originator of the conference drops out, no additional conferees may be added.