

USER GUIDE

Sub-Conferencing

*9 Message for Leader (When in MAIN)

“Press 1 to start a sub conference, Press 2 to return all participants to the main conference, Press 3 to notify participants to return the main conference, Press * to cancel this request.”

Message upon commands:

1 - “Please select the digit of the sub conference you wish to join, followed by the pound or hash sign.”

2 - No Message - all participants will be pulled back to main conference - Participants in sub conferences will hear: “You will be returned to the main conference.”

3 - No Message - Participants in sub conferences will hear: “The leader has recalled all participants to the main conference. Press *9 to return to the main conference.”

* - Exits out of Sub Conference Menu.

*9 Message for the Participant (When in MAIN)

“Please select the digit of the sub conference you wish to join, followed by the pound or hash sign.”

*9 Message for the Leader & Participant (When in SUB)

“You will now be returned to the main conference, press * (star) to cancel this request.”

Notes:

- IICP Bridge can have up to 15 Sub conferences
- Leader cannot move participants to a sub conference using the phone keypad commands
- If IUM is also used, leader can mainly move participants between sub conferences
- Operators can assist with moving people between sub conferences if required - Leader or participant needs to press *0 to request operator assistance.
- Sub conferencing MUST be switched on at the owner level

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