

KARR TUTTLE CAMPBELL CONFERENCE CENTER

What is the Conference Center?

The Conference Center is a feature of our phone system which allows multiple people from both outside the office and inside the office to dial a single phone number and become connected on one conferenced call.

How Does It Work?

To use the Conference Center each party will connect to the call by dialing the Conference Center phone number. On connection each party will hear an announcement stating "Thank you for calling the Karr Tuttle Campbell Conference Center. Please enter your Conference ID Number."

You will then dial a four-digit Conference ID Number unique to the call. See more information on the Conference ID Number below. Once the ID number is entered you are connected to the call. The first person to connect to a specific Conference ID Number will hear nothing. Each time another party is added to the call the previously joined parties will hear a single beep.

When a party hangs up or becomes disconnected from the call the remaining parties will hear a double beep signifying the party leaving. When there are only two parties left on a call, if one of the parties hangs up or becomes disconnected the other party will also be disconnected. There are no beeps or other sounds to signal this final disconnection.

Organizing a Conference Center Call

Successful use of the Conference Bridge requires a little preparation ahead of time. Most importantly, the organizer must communicate the following information to all parties:

- Time for the call
- The Conference Center dial-in phone number (206-667-8331 from outside; 8331 from inside KTC including from a conference room or office; or 1-877-735-4369 toll-free)
- The selected Conference ID Number for this call:

Conference ID No.

To set up a phone conference you must first choose a Conference ID Number. The Conference ID Number must be a valid Karr Tuttle phone extension. It is recommended that you use the phone extension of the person coordinating the call. For example, if Carmelita Scott is coordinating the call she would use Conference ID Number 8180.

It does not matter if you use a staff or attorney's extension number, just pick one valid number. Use of the phone extension as the Conference ID Number does not tie up that extension for other use during the call. Think of the unique Conference ID Number as setting up a telephonic meeting space.

At the Time of the Call

- Every party/phone you want connected to the call must dial into the Conference Center (including any conference room phones).
- Enter the unique Conference ID Number.
- If necessary wait for other attendees to arrive.

It is recommended that the organizer of the call dial in a few minutes early to make sure that the first outside caller is not left alone on the call.

Maximum Number of Parties at a Time

Our system is restricted to a maximum of 20 calls into the Conference Center at one time. If you need to organize a call with 20 or more calls, please use the Link Conference Service (<http://www.linkconferencecall.com/> 1-800-756-8280).