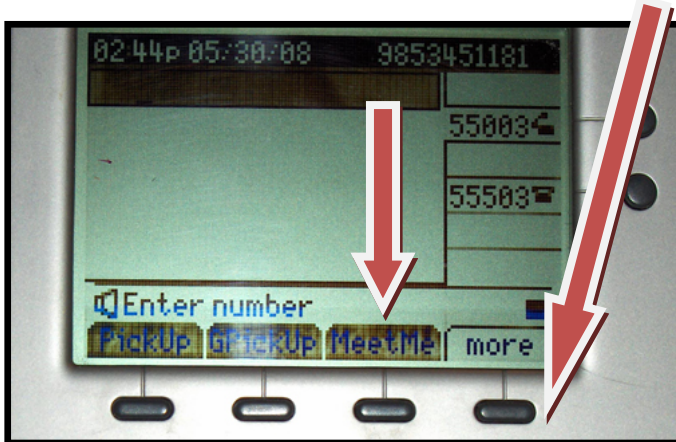




## How to **Initiate** a Conference Call in TPSS

1. Hit the Speaker button on the bottom right hand corner of your IP phone.
2. Hit the last rectangular button under the screen – that button is right under the word “More” on your screen.



3. Hit the third rectangular button under the screen – that button is right under the words “Meet Me” on your screen.
4. Now dial **54291**

This process establishes the Conference Call so that others can dial in. This is for Voice Conference Calls only.

Of course, you have to let everyone know ahead of time what time the conference call is so that they can put it on their schedule. You can do that by email.

## How to **Join** a Conference Call in TPSS

1. At the appointed time, on your IP Phone dial **54291**. When you connect, say your name so that participants will know you have joined the conversation.



If you are outside of the TPSS network and need to join a conference call, just dial **985-902-4291** from a regular phone.