Overview

UITC Telecommunications Services has a new service offering for VoIP customers in Tucson. It expands the number of participants to an ad hoc conference from three (3) to a total of 16 when dialing from a VoIP phone.

Presently this new service offering is not yet available to Phoenix customers due to hardware constraints, but UITS Telecom Services hopes to extend this service on a smaller scale in the near future.

Analog and digital phone customers will still need to call Campus Operators to set up a conference bridge.

How to Utilize the Ad Hoc Conference Feature Using your VoIP Phone

1. To begin your conference, place a call to the first party.
2. Once connected, press the more button on your phone and choose the Conftrn key.
   a. The current call will be placed on hold and you will hear a dial tone.
3. Dial the next party’s number and when they answer, press the Conftrn key again. You have now created a 3rd party ad hoc conference.
4. Repeat Steps 1 – 3 for each additional conference member you wish to add for a total of up to 16 participants
   a. Only the person initiating the conference Call (Conference Controller) can add additional members to the call.
   b. You can view the conference participants list by pressing the more button then the ConfmLst key. The Conference Controller can remove any conference participant by pressing the ConfmLst key to display the list, highlight the participant to remove, and press the Remove key. *Additional Option: the last conference participant from the list can be removed by pressing the Remove Last Conference Party (RmLst) key.*
   c. As each additional participant joins the conference call, a single ‘beep’ will be heard by all participants. **
   d. When a participant leaves the conference call, all remaining participants will hear a ‘beep, beep’. **
   e. Participants can leave the conference call by simply hanging up.
   f. The conference will continue until the last On-Net member hangs up the call.
   g. If the conference initiator hangs up, the conference call will continue as long as there is at least one On-Net participant.
   h. When the conference initiator hangs up, additional participants can no longer be added.
i. If only two conference participants remain in the conference, the call will be terminated and the two remaining participants will reconnect directly as a point-to-point call.

* This feature is only available on the VoIP Phone Models 7690 or 7940*

** Participants may not hear the ‘beeps’ on a phone running Session Initiation Protocol (SIP) or due to Cisco Unified Communications Manager (CUCM) setting up and tearing down connections during the conferencing process**