



PHONE CONFERENCE HOW-TO GUIDE

A quick reference for joining a Conference Bridge Call with the Centre



centre FOR
autism
services
ALBERTA

WHAT IS A "CONFERENCE BRIDGE" CALL?

A Conference Bridge call is simply a conference call between you and your Centre team through a unique feature in the Centre's phone system. It will allow Centre staff to join in on a phone call with you for meetings and check-ins until we are able to see you safely in-person.



YOU CAN ACCESS CONFERENCE BRIDGE THROUGH:

YOUR CELL PHONE



YOUR LANDLINE

LET'S GET STARTED!

JOINING A CONFERENCE CALL

1

A meeting time will be set by a member of your clinical team and you will be asked to call in for the phone conference.

Your team will provide the **extension number** and **conference pin number** for your meeting when setting up your meet time. Please keep these handy.



2

Dial the Centre's office phone number from your cell phone or landline

780.488.6600



3

When the system prompts you, **enter the extension** you were given. It will ring once and then prompt you for the **conference pin number**. **Enter the pin number** you were given.

4

Say **YOUR NAME** when prompted



5

WAIT FOR EVERYBODY TO ARRIVE

YOU'RE READY TO GO!