

How to Use ABB Conference Bridge



Conference Bridge

Conference bridging is a great way for businesses to conference up to 30 participants into a single call while saving time and travel costs.

With conference bridging, participants call into a pre-assigned number using their own long distance carrier. A tone alerts the other callers that a new participant has joined the call. Because this is a fully-automated service, no operator assistance is needed.

There is a \$30 standard set-up charge to use the conference bridge plus a \$5 charge for each location accessing the conference call. Long distance charges and applicable tax are additional. For example, seven locations would cost \$30 (set-up fee) plus \$35 (seven participants at \$5 each) plus any long distance charges and applicable taxes.

To order the conference bridging service, simply call the Customer Service Center. When placing an order, you will need the number of participants and the approximate length of the call.

To order conference bridging service:

1. Call 426-6200 or 1-888-262-2661.
2. Tell the Customer Service Center representative the date and time of the call, the approximate length of call and the number of locations participating.
3. The Customer Service representative will give you a pre-assigned number for you and your participants to call in to on the date of the conference call.

To Use Conference Bridging Service

1. Call the pre-assigned number.
2. A tone will alert the other callers that a new caller has joined the call.
3. Hang up when the conference call is completed.