



LAKE COUNTY
FLORIDA

Conference Calling

Telecommunications 343-9897 or telecommunications@lakecountyfl.gov
To open a work order go to: www.lakecountyfl.gov/telecom_work_order

Leader Controlled Conference

Conference Bridge Information

The Conference Bridge is a service provided by the
Department of Information Technology / Telecommunications Division

This service allows up to 32 people to be linked together on one conference call.
To schedule this service please contact the Telecommunications Division by opening a **Work Order**

Open a work order: www.lakecountyfl.gov/telecom_work_order

No account number is needed, but the call must be approved by the Department or Division Director

Telecommunications will email the confirmation of the scheduled time.
The conference bridge will be closed until a few minutes before your scheduled time.
If the bridge is closed please contact **Telecommunications** by calling **x 9897**

There will be no charge for the service and there is no 800 number attached to the bridge.

Please follow the steps below to start the call:

CL (Conference Leader) and Participates follow the steps below:

- **CL** will let the participants know the main number of the Conference Call
Participants need to call **1880** internally or **253-1880** from the outside
- **CL** will inform participants of the time and date of the call
This needs to be scheduled with the **Telecommunications Division**
- At the scheduled time the **CL** starts by calling in using the Leader number
Leader number is **1879** internally or **253-1879** from the outside
- Participants will call and should hear ringing and then will be placed in the conference call
- **CL** waits for the participants to join the call
- The **CL** has control to close the Conference Call and to prevent anyone else from joining
Close the Conference Call by dialing '0' at anytime (This will drop everybody)
To prevent any new callers from entering dial '#'
- When the call is complete everyone can just simply hang-up

The Conference Bridge will be closed within 15 minutes after the scheduled ending time, if the call is still in progress and another call is scheduled, you must finish the call immediately.

If your conference bridge is going to run beyond the scheduled time limit, you must send an email or have someone call Telecommunications at 9897.