# How to use the Digium System to make Conference Calls

For all Conference Room participants, provide the phone number 972-401-7703 and the 5-digit code you create using the instructions below.

For you to access the conference room while in the office, just dial extension 7703.  If you are out of the office, you may dial the same access number that you provide to all other attendees.

Please note that each caller on the line ties up one of the 46 phone lines coming in/out of the building.  Therefore, please try to limit your calls to no more than 10 attendees.
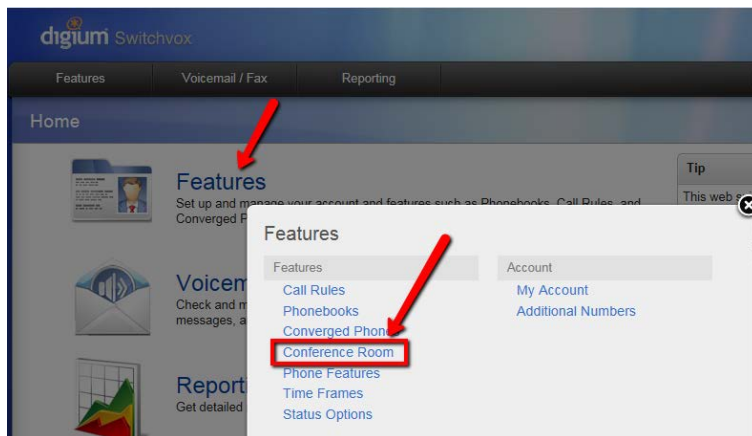
**One-time Set-Up Instructions**

Go to https://pbx.smgicc.com/main to log into your phone account
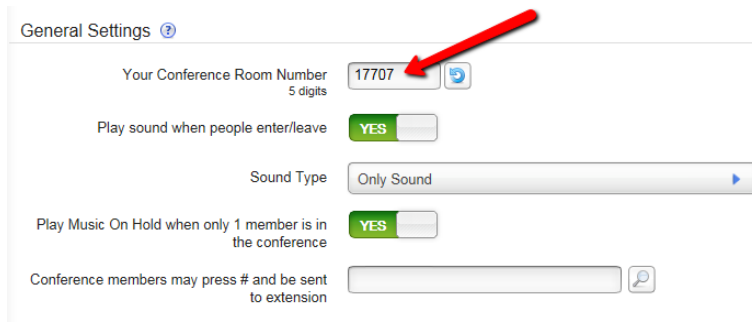      Enter your 4 digit extension number and your password
      See Mike or Jeremy if you need assistance logging in

Under Features on the main screen, choose Conference Room



Within Conference Room General Settings, select a 5 digit code to give guests
(My suggestions make it 1 plus your extension number)
You may choose the other settings as desired



Save the Conference Settings, and you are all set.  Remember - this is a ONE-TIME process, unless you wish to change your 5-digit code.