

How to Setup Conference Calling

Reserve use of the Conference Bridge

You must first reserve the Conference Bridge in advance by submitting a CSR in the Network-Telephone Work Group listing the date and time you would like to use the Conference Bridge. ITS will then add it to the calendar or inform you if there is a conflict.

Using the Conference Bridge

Please note that the system is limited to a total of 8 callers (One Moderator and Seven Attendees)

Moderator (person handling the conference call):

- ! Dial 5660 from on campus or 778-5660 from off campus. The phone will ring twice and you will hear silence. This means that you are ready for the conference call.
- ! Stay on the line and wait for all attendees to dial in.
- ! Moderator Options:
 - o Pressing 0 (zero) will either allow or stop attendees from joining in the conference call. The first press of 0 will stop additional attendees from joining in. The next press of 0 will allow additional attendees to join in.
 - o After you and the attendees have finished the conference call, you may then hang up.

Note: Pressing # at any time will disconnect you and all attendees.

Attendees (those joining into the conference call):

- ! Dial 5661 from on campus or (607) 778-5661 from off campus to join into the conference call. If the moderator is allowing new attendees, you will be connected; otherwise you will receive a busy signal.
- ! Once the conference call is complete, you may hang up.

WARNING: FOR OFF CAMPUS CALLERS, LONG DISTANCE CHARGES MAY APPLY