

# CHICAGO STATE UNIVERSITY

## Office of Telecommunications

### Introduction

A conference call bridge is now available through the Office of Telecommunications. The conference bridge allows units/departments to conduct phone calls with multiple individuals located outside the campus community without leaving the office area.

As cost and expense become more scrutinized and busy schedules disallow attendees the flexibility to travel and hold meetings in the traditional business setting, conferencing provides an alternative to maintain the discourse between business partners without visiting the campus. The Office of Telecommunications offers our users three (3) methods for conducting a conference call. Please reference descriptions below to determine your specific needs.

- Conferencing calls through the use of your desk phone – maximum three external calls.
- Meet-Me conferencing bridge, and
- Web Conferencing

The policy and procedures below have been created for the campus community to conduct conference calls across the globe. By utilizing one of the conference portals, employees can facilitate external conferencing with business partners throughout the U.S. Please allow the Office of Telecommunications to assist you in conducting your next professional conference call.

### Policy

Conference calling is permitted for conducting business for Chicago State University. Its purpose is to provide our employees with the flexibility and professional touch to facilitate telephone meetings across the globe. Moreover, it allows the university to carefully monitor cost and defray any audit findings associated with employees utilizing vendors outside of The Office of Telecommunications conferencing network.

### Procedure

When the need for a conference arises please contact the Office of Telecommunications to confirm your meeting date, time, and attendees. The Office of Telecommunications will send you a confirmation notice stating that we have set up the appropriate bridge and the necessary information we will need from you to provide timely and professional services for you and your attendees. For additional information, please call the Office of Telecommunications at extension 2559.

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### Instructions:

#### 1) **Three-way Conference:**

Can be conducted from your workstation anytime and does not require scheduling by the Office of Telecommunications.

To Activate (Meridian Single Line Telephone):

- Lift hand set
- Dial your first party
- Acknowledge your first party
- Press the LINK button , wait for a dial tone
- Dial your second party
- When the second call is connected, press the “LINK” button to reconnect the first call. (All three parties are now connected)

#### 2) **MULTI-LINE CONFERENCE:** (up to 6 attendees including facilitator)

Can be conducted from your workstation anytime and does not require scheduling by the Office of Telecommunications.

To Activate (Meridian Multi-line Features)

- Lift hand set
- Dial your first party
- Acknowledge your party
- Press Conference Key, wait for dial tone
- Dial your second party
- Press Conference Key to join all parties together (repeat steps 3-6)

#### 3) **MEET ME CONFERENCING and WEB CONFERENCING:**

Contact the Office of Telecommunications at extension 2559 option 1.

Please note there is a charge associated with this service.

For more information or to schedule a conference bridge, contact the Office of Telecommunications at extension 2559 option 1 to reserve your conference and/or for assistance.