

Conference Calls Information:

There are 3 types of conference calls;

Originator Controlled:

This type of conference call the department pays for. You are the originator; you are the one making the calls. **This conference will hold 6 people**, which is you and 5 others. You want to make sure that you start this from your boss's phone and not yours, if you are not going to be in on the conference. This can be done at anytime, you do not need to book with anyone to do this. *This is for on campus use only*

Meet-Me Conference:

This conference call, everyone pays for their own nickel, if they are calling long distance. It will cost them how ever much a regular long distance call will cost. **This conference must be booked with me (845-5171).** The information required is the date, time of conference (to include start & ending times), number of callers total that will be calling into the line. I provide you the calling information that you in turn give to your callers. * I recommend booking as soon as you know the date; I have some that book a year in advance.

800 Conference Call:

This works just like the Meet-Me conference. The difference is a Telecommunications Work Order is required to book this conference. It is charged at .10 cents per minute, we will in turn bill it on your Centrex bill. * Again, I recommend booking this as soon as you know the date, they are getting very popular.

**This may not work if you have persons that are calling international at this time.

If you have any questions, please call me at 845-5171.

Thanks,
Angela Moore
10/1/2003

Dialing Instructions For Conference Calls:

Originator Controlled 6* Party Conference

*Hold 6 people- you and 5 others.
You can do this at anytime- does
not have to be booked with Chief
Operator- Department pays for the
Call on Centrex bill.

Dial 181 (gives access to six party conferences)
"Confirmation Tone" may proceed to dial
the first member)

Originator call 1st number
FLASH/TAP- 1st member in conference
FLASH/TAP- to get out to call 2nd member
Originator calls second number
FLASH/TAP- bring second member in
FLASH/TAP- to get out to call 3rd member
Originator calls third member
.....
until last member is brought in

If any member doesn't answer or can't be on the call, another
FLASH/TAP and 184 will remove that number from the
Conference and allow the originator to proceed.

Meet-Me Conference:

Each Conference must be issued an Access Code for
each conference. These are issued before the conference
by the TAMU Chief Operator @ 845-5171, and will only
be valid for the specified conference. Must be booked
each time for authorization number. Everyone pays for their
own call if calling long distance.

Conference Ports Available

185- One 8 party meet-me conference port
186- One 16 party meet-me conference port
187- One 24 party meet-me conference port
188- One 24 party meet-me conference port
189- One 16 party meet-me conference port
190- One 24 party meet-me conference port

1. Dial Tone
2. Dial 182
3. Confirmation tone (sounds like "boop-boop")
4. Dial Authorization code (5 digit code)
5. Confirmation tone (sounds like "boop-boop")
6. Dial 18X (number of conference port being used)
7. Confirmation tone-(you are in the conference)

800 Conference Call:

Must be done by calling Chief Centrex Operator at 5-5171. The 800 calls are done through a Telecommunications Work Order and charged at .10 per minute.

.

5/1/2003

TELECOMMUNICATIONS WORK ORDER

800 Conf Calls

(Send to Mail Stop: 1371)
FAX NUMBER 979-862-2127

Page ___ of ___

REQUESTING DEPARTMENT	SERVICE REQUEST COORDINATOR	PHONE NO.	W.O. CONTROL NO.
-----------------------	-----------------------------	-----------	------------------

ESTIMATE ONLY	MAIL STOP #		
	SYSTEM PART CODE:	CENTREX ACCOUNT NUMBER	ACCOUNT NAME
BUILDING LOCATION	BUILDING NAME	BUILDING NUMBER	

SERVICE REQUESTED – DESCRIBE IN DETAIL (REFER TO TELECOM USERS’ GUIDE FOR ASSISTANCE)

800 Conference Call

Date of Conference:

Time of Conference:

Total Number of callers:

(include on-campus & off-campus callers)

Notes:

DATE W.O. PREPARED: ___ / ___ / ___	DEPARTMENTAL APPROVAL	
SERVICE DATE DESIRED: ___ / ___ / ___	SIGNATURE _____	DATE _____

Office Use Only

Conference lines booked on: 16 PTY

24 PTY

Off-Campus Callers:

On Campus Callers:

Date W.O. Received: _____

W.O. Entered By: _____

Requester Contacted: Yes ___ Date _____

No ___

W.O. Faxed: Yes ___ Date: _____

No ___