

DLCD Approved Conferencing Options

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Skype:

- Can be used for 1 on 1 video conferencing/document presentations or for conference calls of up to 25 attendees.
- IT will be setting up your Skype account.
- Contact IT for training assistance.

iLinc:

- Can host up to 50 participants (pending schedule availability) including document presentations and audio/video conferencing.
- Contact your designated division iLinc meeting moderator for assistance.

Telephone Conferencing from you Desktop Telephone:

- Can host up to a 3-person call, including yourself.
- Can be done from the telephone at your desk.
- Contact IT for additional assistance.

AT&T Reservationless Conferencing:

- Can host up to 125 participants.
- Can be done from any phone.
- Reservationless, so you do not need to phone beforehand to reserve a time.
- Contact AT&T directly to setup your own account which you will use continually.
- Contact IT for additional assistance.

Polycom:

- Can be used as regular telephone.
 - Can host up to 16 participants.
 - Can be used with iLinc.
 - Can be used with AT&T Reservationless conferencing. *May result in additional charges.
 - Contact IT for additional assistance.
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Telephone Conferencing from your Desk Telephone:

I. About:

This form of teleconferencing can be done from your desk telephone and can host up to a 3-person call, including yourself.

II. Instructions:

- (1) Dial first participant phone number or extension.
 - (2) Press "Hold" button.
 - (3) Press "Line 2" button.
 - (4) Dial second participant.
 - (5) Press "Feature" button and then "3".
 - (6) Press "Line 1" button.
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AT&T Reservationless Conferencing:

I. About:

AT&T Reservationless Conferencing is easy to setup and use. It is "reservationless," so you do not need to phone in ahead of time to schedule its use. You should setup one account for your own use and continually use that account. If that account is left unused for a period of six months, it will be deactivated and you will need to setup another one. The charges are 2.5 cents per minute per participant. There is a limit of 125 participants. The information below pertains to its use as a Host of a meeting.

II. Setting Up an Account:

- (1) Call AT&T at 1-800-526-2655. You should be asked for the following information: Your Name, Office Telephone Number, Email Address, Street Address, Agency Number (66000), and Internet Account Code (66000).
- (2) Specify "Audio Only" as setup.
- (3) Ask that a "Wallet Card" be sent to you with your account information.
- (4) AT&T will establish an account for you and email you with the following information:
 - a. The Toll-Free Access Number to the Conference Bridge. This phone number will be the same for both Host and Participant.
 - b. Host Access Code (Password). *Do not share this code with anyone.
 - c. Participant Access Code (Password).
- (5) The above information will remain the same for each of your Hosted teleconferencing sessions.

III. Participant Preparation:

- (1) Before the meeting, you will need to notify your participants of the following information:
 - a. Toll-free telephone number.
 - b. Participant Code.
 - c. Date and time of meeting.

IV. Host Initiation:

- (1) Dial the toll-free phone number.
 - (2) Enter your Host Code.
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Polycom (brief instructions):

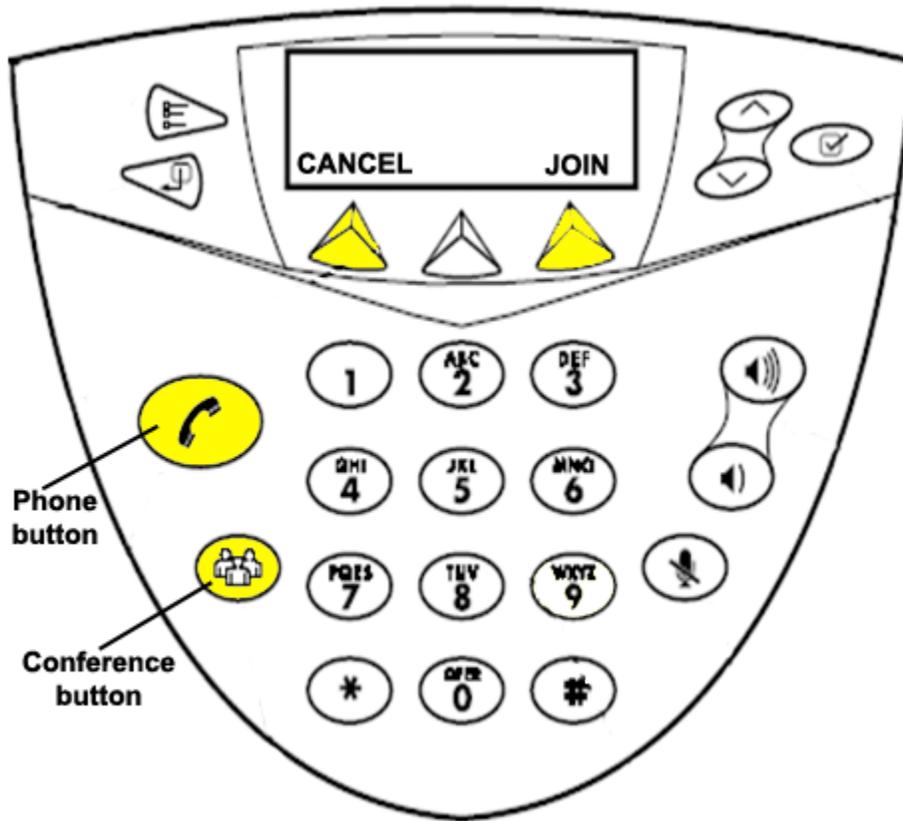
I. About:

Polycom can only be used from a designated Polycom phone jack. These are clearly marked. Polycom can be used as a regular telephone or to host conference calls. The charges are 2.5 cents per minute per participant. Polycom can be used with AT&T Reservationless Conferencing and iLinc.

II. Instructions for Use as a Regular Phone:

- (1) To Dial Out:
 - a. Press "Phone button" to get dial tone.

- b. Dial '9', area code, and phone number.
 - c. To cancel, press "Phone button" or "Cancel" button.
- (2) To Answer Phone Call: Press "Phone button."



III. Instructions for Use as a Host:

- (1) Press "Phone button."
 - (2) Dial 105 for a 1 – 8 party conference call. Dial 103 for a 9 – 16 party call.
 - (3) Dial the first desired phone number.
 - (4) To add a participant, press the "Conference button," placing this participant on hold.
 - (5) Dial '9' area code, and phone number to add next participant.
 - (6) Repeat until all participants have been added.
 - (7) Press "Join" button.
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Polycom (detailed instructions).

Buttons

Menu

Displays a menu of settings and options.

Exit

Exits from current screen to previous menu.

Soft Keys

The screen will display labels for these keys, to identify their context-sensitive functions.

Phone

Answers incoming calls, dials a call, ends a call, and provides dial tone.

Conference

Call, join, or delete additional call participants during a conference call.

Dial Pad

These 12 keys provide the 10 digits, the 26 alphabetic characters, and special characters available in context sensitive applications.

Scroll

Navigate up or down through displayed lists.

Select

Choose a menu item.

Volume

Use these to adjust the volume of the handset, headset, speaker, and ringer.

Mute

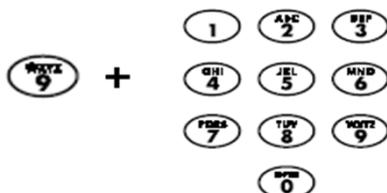
Toggle on or off during a conversation.

Conferencing - using the button

1 to 8 party conference calls: Dial 105

9 to 16 party conference calls: Dial 103

- To obtain dial tone, press the  key.
(Then dial 105 or 103)
- Dial the desired number.
(dial 9 + number, or 91 + number for long distance)



- To cancel the call, press the  key.

Adding a call

- While on an active call, press the Conference button . The first call is automatically placed on hold.
- Dial the number you wish to call. You may use the Redial or Direct Dial method.
- Press the Conference button  or **JOIN** soft key to join the second call. To drop the second call, press the Conf key again.
- Press  to place all parties on hold and repeat steps 2, 3 and 4.