

UTN Conference Calling Announcement

All,

URI Telecommunications is now offering in-house conference calling for up to 25 participants. Our latest VoIP upgrade includes a new Cisco feature called

Conference Now

This service is FREE, normal per minute rates are charged for outgoing calls. This works for all participants via 401-URI-TALK (401-874-8255) and links to a number you designate. Full instructions are included below.

Some initial setup is required within the VoIP System.

Please contact the Help Desk to request setup or further assistance

Conference Now User Instructions

Conference Now is a new feature that allows users that subscribe to the service to set up a conference call bridge for up to 25 callers. The service is free but normal calling charges will apply. Service establishment programming is required so please contact the URI Telecomm office at 874-7071 if you elect to subscribe to this service.

Directions:

1. To start the call the host dials into [\(401\) 874-8255](tel:4018748255) (URI TALK) or 48255 if on campus.
2. Enter your personal meeting number, your five digit campus extension number (4XXXX or 7XXXX) and then #.
3. Enter your pin number (default is 1234, or if you use Extension Mobility the same pin number).
3. Attendees call into the same 874-8255 number and enter your personal meeting number and then the meeting pin number which is the last four digits of the host's extension number.

Example:

The host has the URI campus number 874-8912. To start the call the host dials into 48255, after getting answered they enter 48912 as their meeting number and then 1234 as their pin. The attendees call into 874-8255 and enter in 48912 as the meeting number and 8912 as the meeting pin number.

Notes:

- When using Conference Now, please be aware that this is a completely different feature than the normal Cisco “Conference Call” that is established via the soft key (CONFRN) on your phone and also the Conference List soft key (CONFLIST). Those keys should **NOT** be used when using the Conference Now service.
- Conference Now is a reservationless service. Subscribers can schedule conference calls without any URI Telecomm involvement 24 hours a day.
- Participants can dial into the conference bridge before the host starts the meeting and will hear music-on-hold until the host enters the call.
- URI is NOT offering toll free service associated with this feature.
- There is a notification tone when a caller enters or leaves the conference call, but there is no list of callers so you will not know who came in or left the call.
- There is a limit of 25 callers (including yourself) on any call.
- If the host hangs up (or gets accidentally disconnected) on the call, it does not disconnect the callers. However, the host can’t rejoin the call as the “host.” They must use the access method of a participant as shown above.
- Please be aware that the call in number is not a toll free service and usage charges may apply on the participants billing.