



# CONFERENCE CALLS

## **THREE WAY CALLING CONFERENCE CALL:**

Using Single Line Telephone:

- Press **TAP (FLASH)** to place original call on hold
- Dial second party
- Press **TAP (FLASH)** to connect conference call

Using Dterm Telephone:

- Press **TRF** to place original call on hold
- Dial second party
- Press **CNF** to connect conference call

## **MULTIPLE PARTIES CONFERENCE CALL:**

- Any combination of internal or external calls may be included
- Limited to seven (7) parties only. More than seven parties must go thru AT&T.
- Participants may hang up or join a call at any time
- No set-up fee, no time limit, \$2.50 per participant, reduced long distance charges
- The UTMB Conference Call Coordinator will initiate and establish the entire conference call

Procedure:

- Contact the UTMB Conference Call Coordinator at Ext. 20604 to confirm availability of date/time
- Complete the [Conference Call Service Log](#)
- Fax completed Conference Call Service Log to Ext. 23515
- The UTMB Conference Call Coordinator will confirm the call one day prior to the scheduled date

Billing:

- When requesting a conference call, a UTMB extension number must be given to the Campus Operator prior to the conference call being placed.
- \$2.50 plus long distance charge of \$.09 cents per minute is billed per participant.
- For questions concerning billing please call Ext. 25780 or 25773 for assistance.