



<http://bwcweb/Divisions/IT/Pages/AudioConf.aspx>

Teleconference Request

From a BWC desktop Cisco phone:

If your conference involves four people or less, you can use your Cisco phone and the [conference option](#). We have also included them as an attachment for your convenience. Otherwise, an audio conference (phone-bridge) can be scheduled to include up to 90 parties (see below).

From a cell phone or non-Cisco desktop phone:

1. To request an audio conference, send an email to the ["BWC Audio Video Requests"](#) mailbox.
2. Include name of conference, start date and time, duration, and number of participants.
3. Because of limited availability, scheduling is required **PRIOR** to the conference call
4. Up to 90 people can join the conference call.
5. The only costs incurred would be for any long distance calls made into the audio bridge.
6. Telecom will provide the dial-in number and password codes.

How to dial-in to an Audio Conference

Participants: At scheduled conference time, call the dial-in number; at the prompt, enter the Participant password code, followed by the # sign

Chairperson: At the scheduled conference time, call the dial-in number; at the prompt, enter the Chairperson's password code, followed by the # sign

**** IMPORTANT **** the chairperson must sign into the conference within 10 minutes of the designated start time or the conference will drop automatically. If this happens, call the Audio Conference Hotline.

At the end of the conference, simply hang up and the conference will terminate

If you lose your connection during an ACTIVE audio conference:

1. Should the connection drop during an ACTIVE audio conference, participants can just dial in again.

**** IMPORTANT **** if the chairperson hangs up prior to the end of the call, the other participants will be disconnected.

Technical Support

Call the Audio Conference Hotline at 614-752-5923.