TELEPHONE CONFERENCING OPTIONS
Effective: July 1, 2013

1) Initiate a Conference Call From Your Telephone - Up to 6 Total People

   Only the initiator can add callers.
   To initiate a conference call: Start with an existing call on your phone
   1. Press More softkey
   2. Press Confm softkey (caller is put on HOLD)
   3. Dial the number (9+number if off campus) of next party
   4. Once the called party has answered, press Confm key to join all parties
   Repeat steps 1-4 for each person you are adding to the conference.
   If a party doesn't answer or doesn't want to join
   Press EndCall softkey
   Press Resume softkey
   To add an INCOMING call to the conference
   Press Answer softkey (when call is coming in)
   Press the More softkey
   Use arrow keys to locate conf call in progress, press the Join softkey
   To remove yourself from the conference:
   Hang up your handset (while the remaining participants can remain in the conference, no one
   may be added to the call once the initiator hangs up)
   To remove any person called on the conference
   Press More softkey
   Press Confm Lst softkey
   Use arrow keys to locate desired party on list, press remove softkey

2) Request Audio Conferencing Services Through TNS - 6-25 Total People

   Please note: This service is accessed via a toll free number by call participants and is
   billed back to requesting department at the rate of a $1.00 scheduling fee plus .05
   per minute, per participant.
   Requesting department must schedule services through the Telecommunications department.
   Submit request through TNS Work Order Request at: https://tns.csusb.edu/wor
   Choose “voice” and provide the following information:
   • Name of requestor and department - Must be CSUSB faculty or staff
   • Date
   • Start and end time
   • Number of individuals who will participate (from 6 to 25)
   • Does department need a loaner conference phone?
   Once you initiate a request with our office, your conference will be set up. A conference code and
   ID will be provided along with detailed instructions for use. It is simple to use and convenient for
   those who must communicate with individuals from various areas. This is a popular service, so
   we do require NO LESS than a 48 hour notice for requests. There is a $5 RUSH fee for
   less than 24 hour notice.