

Conference Call through outside service

To complete a conference call from Cleveland State University using an outside service:

Before beginning your conference call, you will need to provide the 800 call in number and the participant code to each of the callers in your conference call. The codes are always active and you can schedule the conference call at any time – no prior registration is required.

To start the conference call:

Dial the 800 Access Number provided to you with your conference calling codes. Enter code followed by the #. If the participants codes are entered in before the leader code, the callers will hear music on hold. Once the leader code is entered (call the same 800 number as provided to the participants and enter the leader code followed by the #), the conference call charges will begin.