

Ordering Conference Calling Codes

Before beginning the conference call with more than three callers, your department will first need to obtain a conference calling code. Please order conference calling service at least one week before conference call – it takes a couple of days to complete the order.

Once the codes have been ordered and received by your department, they can be used repeatedly and will remain active until your department cancels the codes and the services.

There are two codes that will be issued to your department: a leader code (for the Cleveland State University contact) and the participant code (code given to members of the conference call).

To order the codes through Cleveland State University Telecommunication Office: The department secretary or department head will need to send an email to Telecommunications (telcom@csuohio.edu) with the following information:

- Department name
- Department account number
- The individual who will be the department contact (person responsible for the code). This will be the only individual that Telecommunications will provide the codes to.

After the codes have been issued to your department, you need to make sure who has access to the codes. Any charges that are made against the codes will be the responsibility of the department.

Pricing Information:

Cost for the conference service is \$.09 per minute per user. For example if you have 5 users on the conference call and the call lasts for fifteen minutes the charge will be \$6.75 (5 users * \$.09 * 15 minutes)

If you have any questions about using the Conference Calling features, please contact Telecommunications at 687-3881.