

Meet Me Conference

Allows callers to dial into a conference call

Cost: **Free** to your department, all calls must be made to the conference call

Equipment: Must start with an IP phone, but any phone can call into the conference

Scheduling: You must reserve the line to use this function; please fill out the online information sheet

<http://www.suu.edu/it/phoneservices/confreserve.html>

Number of people: Allows for 24 users

If you do not have access to an IP phone to make this call, arrangements can be made to start this call for you from the SUU Call Center

*If you would like to use a conference phone, please mark that option on the online form

Conference Call

Allows the caller to have a four person conference call from their own phone, no set up required

Cost: Long distance/international charges you generate (campus extensions and local numbers are free)

Equipment: Your own phone

Scheduling: You must reserve the Conference Phone to use this function; please fill out the online information sheet <http://www.suu.edu/it/phoneservices/confreserve.html>

Number of people: 4 (including yourself)

SUU Bridge

Allows for callers to dial into the call using an 800 number that is charged to an on campus department

Cost: \$0.14 per minute, per caller

Number of people: 125

Scheduling: You must reserve the bridge phone line; please fill out the online information sheet

<http://www.suu.edu/it/phoneservices/confreserve.html>

Equipment: Can call from any phone, any location

*If you would like to use a conference phone, please mark that option on the online form

Schedule Your Call

Parties who have scheduled their calls in advance will always have priority. We appreciate advance notice where possible to provide you the best service.

<http://www.suu.edu/it/phoneservices/confreserve.html>