

**Internal or External Conference Calls****Using Extensions with Speaker Desk Phone Capability:**

(Can only link together 5 callers maximum, including the initiator of the call)

- Dial first caller's extension or phone number
- Press TRANSFER/CONFERENCE key on your phone
- Dial second caller's extension or phone number
- Press TRANSFER/CONFERENCE key on your phone
- Continue until all callers connected.
- When completed press TRANSFER/CONFERENCE to connect all callers

**NOTE:** This type of conference call uses Nipissing University's phone system and therefore does not incur additional invoices. Some extensions do not have international dialing capability so you must advise [telephones@nipissingu.ca](mailto:telephones@nipissingu.ca) in advance if this capability is required.

**Recite Conference Calls**

If your department doesn't have an account, arrange with Telecommunications by email [telephones@nipissingu.ca](mailto:telephones@nipissingu.ca) in advance of the call to have a Recite Conferencing account set up for your department. This account information should be retained for future reference because the passcode information does not change once assigned. The services are "reservationless" and you do not need to call in advance of each subsequent call.

The Recite Conference calls are .05 cents/min. per participant in North America (more than 5 parties, etc. - or if using the POLYCOM unit for calling more than one caller)

**Note:** The Polycom in F214 is not an extension but a 10-digit line (therefore no need to dial "9" first) capable of dialing only one party without Recite Conferencing (UTS @ Extension 4342 is your contact for Polycom questions/reserving). All other Polycoms are extension numbers and you must dial "9" and then the phone number. Instructions are on the underside of each Polycom.

- **CALL: 1-877-250-4348 or 1-888-884-4568**
- Email each participant with the dial-in 877 or 888 number above and the "Access Code" received from Recite Conferencing, together with the date and time of the call.
- The "Chairperson Code" is only intended for the initiator/moderator (which should be kept confidential). The Chairperson of the call dials the same 877 number, the access code followed by #, then when prompted press \* then enter your chairperson code followed by #.
- After the call, a report will be emailed to Telecommunications and will be emailed to the chair or department and ask for a cost centre account to charge the cost of the call to.