

HOW TO REQUEST CONFERENCING SERVICES:

1. Call the IS&T Operations Center, 215-955-7975.
2. You will be asked a couple of questions to determine the most appropriate service/solution.
3. The Ops Center will provide you with the telephone number of your bridge and overview any additional services you have requested.
4. The Ops Center will send you an email confirming all of your conferencing details, within ½ hour of scheduling your call.

QUICK REFERENCE – TOUCH TONE FEATURES

- * 0 Verizon Operator Assistance
- * 1 Help Menu
- * 2 Roll Call (Public)
- * 3 Roll Call (Private)
- * 4 Mute/UnMuteALL Guests on Line
- * 5 Conference Continuation
- * 6 Mute/Un Mute Yourself
- * 7 To Lock Conference
- * 8 To Dial Out and Add Someone

PRICING:

The basic “**215XXXXXXX**” conferencing service is available, on a first come, first reserve basis and is completely FREE of charge.

- The only feature available on this service, is the ability to lock the bridge to prevent anyone else from joining.

The Toll Free, “**866XXXXXXX**”, conferencing service provides access to a number of valuable features, for an additional price.

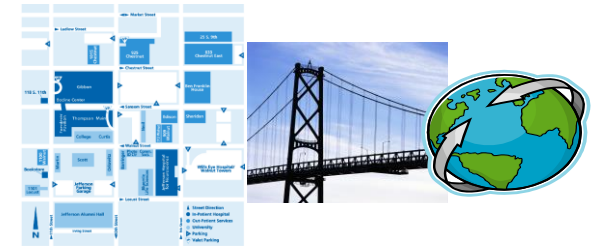
- Enhanced Features – Vary by service. Contact the IS Operations Center for pricing.

All charges will be billed via IDC and will appear on your Monthly Telephone Report.



IS&T Operations Center
833 Chestnut Street, Suite 600
Philadelphia, PA 19107
Phone (215) 955-7975

Jefferson Audio Conferencing Services



*“Helping you to **Bridge** the gap, from your office...to the campus...to the world...”*

GENERAL CONFERENCING SERVICES:

Jefferson's conferencing services can support your need to bring people together for an audio conference:

- Access to conferencing services that support up to 1,000 participants.
- A conference bridge number that fits your needs (either a local "215XXXXXXX" or a Toll Free number "866XXXXXXX").
- Some of the bridges offer the ability to require a code before joining a conference call.
- Access to a number of enhanced features such as: recording, transcription, interpretation and many others.
- Access to a conference phone to allow you to project callers to all parties in a boardroom or conference setting.
 - **NOTE:** The conference phone must be reserved at least 2 business days prior to date needed.



CONFERENCING FEATURES:

The following features are available with a Toll Free audio conference. These services are accessed by the "leader/owner" of the conference call.

Basic features are offered at no additional charge and are available with every call.

Please contact the IS Operations Center (215-955-7975), at least 1 hour prior to your call, to request access to any of the enhanced features.

Basic (no additional charge)

- Automated Roll Call
 - Want to know who is on the call? Enter a code (*3) to hear the names listed.
- Conference Lock
 - Everyone on the call and you want to secure it further? Enter a code (*7) to prevent anyone else from joining.
- Mute Participants
 - Want to get your point across without being interrupted? Enter a code (*4) to mute the participants.

CONFERENCING FEATURES (CONTINUED):

Enhanced (additional charges apply)

- Record Your Call
 - Have your conference call recorded so that information can be played back, archived or later transcribed.
- Playback (with Recording selected)
 - Need something repeated? Simply enter a code.
- Transcription (with Recording selected)
 - Have your conference call transcribed for easy distribution.
- QA
 - If you have a number of people on the call and need to manage how questions are asked, you can have the people on the call enter a code on the phone when they have a question.
- Interpretation
 - Access individuals who can explain/define what is being said for you.

NOTE: Enhanced services must be requested via the IS Operations Center at a minimum of 1 hour, prior to your call. You will be provided with a breakdown of all associated charges.
