

Steps for using **Conference Call** facility (this facility can only be used during the SNL Loop business hours (M-Th 8 am – 6 pm and Fr 8 am – 5 pm))

THESE STEPS CAN ALSO BE FOUND AT THE FACULTY RESOURCES PAGE FOUND HERE :

http://snl.depaul.edu/People/Faculty_Resources/index.asp

1. Contact the front desk at the Loop campus at x28946, preferably, a few days before the conference meeting. **(Note: Please DO NOT provide a conference call number before reserving it with the front desk)**
2. Front-desk will provide you with a conference phone number that can be used for the conference meeting.
3. Please provide that phone number to all the participants (up to 10 people can call in on one number, including the person hosting the meeting).
4. Please call the front desk at (312) 362-8946, 5 minutes before the conference meeting to request for the call to be initiated.

Once the call is initiated, the host of the meeting should dial the CONFERENCE PHONE NUMBER. Once you have been patched into the conference phone number, the front desk person will confirm and hang-up from the front-desk. The participants will be able to automatically join into the call. The call will remain active until the last participant (including the host) hangs-up the phone. **(Note: If the host accidentally hangs up the call, the call does not end. Please call the phone number again and you will be re-connected to the existing call as long as all participants do not hang up.)**