

Conference Call Instructions for Edwards Hall Room 306

Make a conference call from Edwards Hall Room 306

1. Press the button below the word More on the display screen (a small green sticker marked # 1 indicates this button's location)
2. Press the button below the word Meet Me on the display screen (a small green sticker marked # 2 indicates this button's location)
3. Dial 8-6044
4. The conference call will immediately start. No prompt will be provided. You will hear a beep when individuals enter and leave the conference call.
5. Press red button to end call.

Information for others who wish to call into the conference from inside the University.

1. Dial 8-6044
2. They will immediately be connected to the conference call.

Information for others who wish to call into the conference from outside the University.

1. Dial 309-438-6044
2. They will immediately be connected to the conference call.

To make a call within the University.

1. Press green button to activate phone.
2. Dial 8 and the 4 digit University extension.
3. Press red button to end call.
4. To make a call within the University.

To make a call outside the University.

1. Press green button to activate phone.
2. Dial 9, 1, the area code and phone number.
3. If the call is a long distance number you will need to enter your University Long Distance Code Authorization Number after the tones. If you do not have one or cannot recall yours please contact the staff in the Dean's Suite for assistance.
4. Press red button to end call.

**Please note that this conference lines can only be used with this specific Conference Phone.
The phone can be moved to another location if need be.**

Conference Call Instructions for Edwards Hall Room 1112C

Make a conference call from Edwards Hall Room 112C

1. Press the button below the word More on the display screen (a small green sticker marked # 1 indicates this button's location)
2. Press the button below the word Meet Me on the display screen (a small green sticker marked # 2 indicates this button's location)
3. Dial 8-6043
4. The conference call will immediately start. No prompt will be provided. You will hear a beep when individuals enter and leave the conference call.
5. Press red button to end call.

Information for others who wish to call into the conference from inside the University.

1. Dial 8-6043
2. They will immediately be connected to the conference call.

Information for others who wish to call into the conference from outside the University.

1. Dial 309-438-6043
2. They will immediately be connected to the conference call.
3. You are the first person to the call." Or you will join the call and hear ongoing conversation.

To make a call within the University.

1. Press green button to activate phone.
2. Dial 8 and the 4 digit University extension.
3. Press red button to end call.
4. To make a call within the University.

To make a call outside the University.

1. Press green button to activate phone.
2. Dial 9, 1, the area code and phone number.
3. If the call is a long distance number you will need to enter your University Long Distance Code Authorization Number after the tones. If you do not have one or cannot recall yours please contact the staff in the Dean's Suite for assistance.
4. Press red button to end call.

**Please note that this conference lines can only be used with this specific Conference Phone.
The phone can be moved to another location if need be.**