

Audio Conferencing



If your conference involves four people or less, you can use your Cisco desk phone and the conference option. Otherwise, an audio conference (phone-bridge) can be scheduled to include up to 90 parties.

How to Request an Audio Conference

Email the [BWC Audio Video Requests](mailto:BWC.AudioVideoRequests@bwc.state.oh.us) mailbox (BWC.AudioVideoRequests@bwc.state.oh.us).

1. Include name of conference, start date and time, duration, and number of participants.
2. Because of limited availability, scheduling is required **PRIOR** to the conference call
3. Up to 90 people can join the conference call.
4. The only costs incurred are for long distance calls made into the audio bridge.
5. Telecom Dept. will provide the dial-in number and password codes.

How to Dial-in to an Audio Conference

Participants: At scheduled conference time, call the dial-in number; at the prompt, enter the Participant password code, followed by the # sign

Chairperson: At the scheduled conference time, call the dial-in number; at the prompt, enter the Chairperson's password code, followed by the # sign

**** IMPORTANT **** The chairperson must sign into the conference within 10 minutes of the designated start time or the conference will drop automatically. If this happens, call the Audio Conference Hotline.

**** IMPORTANT **** If the chairperson hangs up prior to the end of the call, the other participants will be disconnected.

At the end of the conference, simply hang up and the conference will terminate

If you lose your connection during an ACTIVE audio conference, you can dial in again.

Technical Support

Audio Conference Hotline 614-752-5923

<http://bwc16web/Divisions/IT/Pages/AudioConf.aspx>