

CONFERENCE CALLING

TO PLACE A CONFERENCE CALL WITH YOURSELF & TWO OTHER PARTIES:

- Lift the handset and dial the first party's phone number
- When the first call has been connected press the **Link** or **Flash** button
- Hear a second dial tone and then dial the second party's phone number
- When the second call is connected press the **Link** or **Flash** button and all three parties will be connected

TO PLACE A CONFERENCE CALL WITH YOURSELF AND THREE OR MORE PARTIES:

Verizon

Northeastern University's preferred vendor, Verizon, provides easy-to-use conference calling services at very competitive rates.

To set up a Verizon conference call, you must contact Telephone Services **24 hours prior** to the conference call at x4870. You will be asked to provide a name and budget center number to complete this transaction, as you will be billed directly. You may choose to set up a Verizon conferencing account if you plan to use this service on an ongoing basis.

In addition, Verizon offers more enhanced conferencing services, which are available upon request.

Civicom

Northeastern University also maintains a relationship with Civicom, an independent conference calling service.

To find out more information about their services call 203 618-1811, or go to www.civi.com.