

# Conferencing on a Common Area Phone

Common area phones are location-based phones located in conference rooms, break rooms and lobbies.

## Audio Only – Scheduled Conference

To dial-in to a SFB phone conference set-up by you or someone else:

1. Dial **713-743-6112**.
2. When prompted, enter the **Conference ID**.

## Audio Only – Create a Conference (with all local numbers)

To create a conference call with all participants having a local phone number:

1. Dial the **phone number** of the first participant.
2. With the first participant on the phone, press the **Menu** button.
3. Select **Add Others** from the menu.
4. Dial the **phone number** of the next participant.
5. Repeat steps 2 thru 4, as needed.

## Audio Only – Create a Conference (with long distance numbers)

To create a conference call with some participants having a long-distance phone number:

1. Follow the steps listed in the previous section to add participants with a local phone number.
2. Press **Menu** and select **New Call**. Your current call is put on Hold.
3. Dial a **long-distance number**.
4. Wait for the beep, and then enter your **long-distance code**.
5. With the new call on your phone, press **Menu** and select **Merge Calls**.
6. Repeat steps 2 thru 5, as needed.

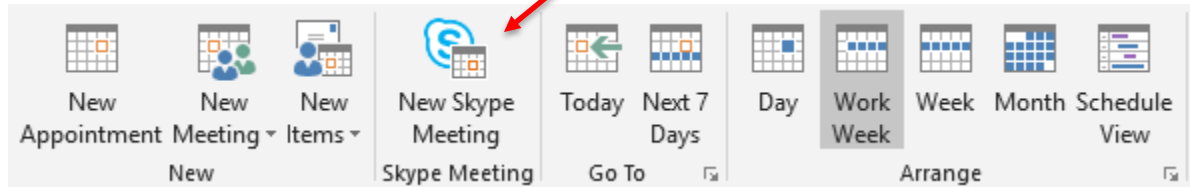
**Steps for creating a phone conference or online meeting in Outlook are on the other side.**

## Schedule a Phone Conference or Online Meeting in Outlook

A SFB add-on is installed in Outlook that allows you to invite others to a phone conference or an online meeting. You can even invite people who are not affiliated with UH and are not SFB users.

To schedule a phone conference or online meeting in Outlook:

1. Open your **Outlook Calendar**.
2. Click the **New Skype Meeting** button on the toolbar.



Below is a sample of what appears in the Meeting Invitation:

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[→ Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

(713) 743-6112,,478905# (US)

English (United States)

[Find a local number](#)

Conference ID: 478905

[Forgot your dial-in PIN?](#) | [Help](#)

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3. Set the meeting date and time, and send the meeting invitation.

All attendees will receive a phone number to dial-in to and a web address if they need to join an online meeting using a browser. Joining an online meeting with a web browser allows non-SFB users to see what the SFB users see. There is no need to call UIT to set-up a phone bridge. You can do it all using Outlook.