

## 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 Lync 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.

### Full Conference with a Laptop

To join a Lync conference set-up by you or someone else:

1. Using the phone's USB cable, connect the phone to your laptop.
2. On the phone, press **Menu**.
3. Select **Switch User**.
4. Select **Yes**.
5. To sign-in to the phone, enter your **CougarNet password** in the dialog box on your laptop.
6. Click **Join Online Meeting** in the Meeting Invitation or Meeting Reminder.

If the phone's USB cable is not found, use the steps at the top of this page to dial-in to the scheduled conference. On your laptop, click **Join Online Meeting** in the Meeting Reminder. The phone provides the audio and your computer provides all visuals.

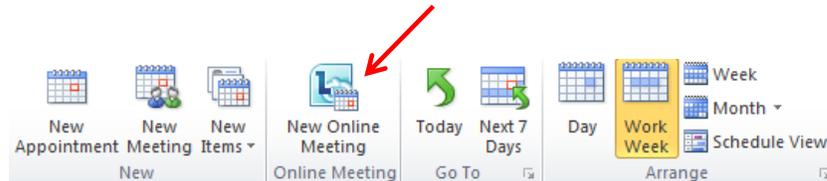
**Steps for creating a phone conference or online meeting in Outlook are on the other side.**

## Schedule a Phone Conference or Online Meeting in Outlook

A Lync 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 Lync users.

To schedule a phone conference or online meeting in Outlook:

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



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

.....  
[Join online meeting](#)  
<https://meet.central.uh.edu/zthierry/P5YUY4O7>  
  
Join by Phone  
(713) 743-6112  
[Find a local number](#)  
  
Conference ID: 99999  
  
[Forgot your dial-in PIN? | First online meeting?](#)  
.....

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-Lync users to see what the Lync users see. There is no need to call UIT to set-up a phone bridge. You can do it all using Outlook.