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.
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:

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Join online meeting
https://meet.central.uh.edu/zthierry/P5YUY4Q7

Join by Phone
(713) 743-6112
Find a local number

Conference ID: 99999

Forgot your dial-in PIN? First online meeting?
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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-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.