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## Scheduling AT&T Conference Call

### I. Purpose:

This procedure describes the steps to take when scheduling an AT&T conference call.

### II. Cautions and Hazards:

None.

### III. Requirements:

1. AT&T Conference Service Center number: 800-232-1234
2. Normally AT&T can accommodate any time frame. (i.e. call them Monday morning 10:00 am to schedule a call for Monday afternoon 3:00 pm)

### IV. Procedure:

#### A. Steps:

1. Obtain the following information from the person requesting the conference call: Date call is to take place, time call is to take place, how many callers will there be, and duration of call.
  - If there will be international participants, get their names and phone numbers.
2. Call the AT&T Conference Service Center.
  - Give the operator our folder ID # 264285214.
  - Tell the operator who will be hosting the call.
  - The operator will ask you for the information you obtained in step #1.
  - If there are to be international participants let the operator know we want an operator to dial these participants in. The operator will then ask for the participants' names and phone numbers.
  - Always get automatic port expansion. (That way additional people can participate in the teleconference if necessary.)
3. The operator will fax a copy of the reservation. Give a copy to the host and file the original in the bottom drawer of the gray filing cabinet behind Phyllis' desk.
4. The host can contact the AT&T operator if problems arise by dialing #0, while on the call.

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**V. References:**

None.

**VI. Attachments:**

None.