



## CONFERENCE CALLING

LIBRARY OF MATERIALS  
Conference Calling Information

OPE provides conference call services to its staff and volunteer teams.

**For Conference Call Codes - call the OPE office: 614-441-8337**

### **Policies governing the use and assignment of codes:**

Any Team Leader may request a conference call code number.

Some codes are General Use Codes and it is the responsibility of the Team Leader to coordinate their use with the OPE office to ensure that there is no conflict in scheduling. If more than one team uses a General Use Code at the same time, they will be combined into one conference call. General Use Codes are assigned for infrequent or single time patterns of usage.

Some codes are Team Specific Codes and can be used at any time without conflict with other teams.

It is the responsibility of the Team Leader to request a team specific code if required.

Team Specific Codes are assigned when frequent calls for a period of time are anticipated.

Other than to avoid conflicts when using a General Use Code, there is no need to notify or schedule the calls with the OPE office.

Codes are not permitted to be used with fewer than three people on the call or for purposes other than the operation of the OPE Team. The purpose of the services is to enable groups of individuals to work together without requiring extensive travel time and cost, not to provide toll-free phone services for two individuals to speak with each other.

### **Procedural Notes:**

Team Codes are "Meet-Me" codes that allow the team to meet unrestricted. These are assigned for the teams as assembled and cancelled after the team's work is complete. This allows maximum team flexibility during the period of their assignment. Whoever calls in with the code is immediately connected to the call (regardless of how many are present).

Staff Codes are scheduled call codes and they operate in two parts.

The Participant code (as shown above) is the public code that can be used by anyone to join the call.

However, the call will only operate if the Host logs in with the Host Code. The call will end when the Host disconnects. This controls use of the system while allowing maximum availability to participate.

**Questions?** Please contact the OPE office: 614-441-8337

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