

## How To... Schedule a Telephone Conference Bridge

Although you may conference yourself and five others through our own telephone system, there may be times when you wish to include a higher number of participants. The State's telephone conference bridge is available for all to use and has a capacity of up to 60 callers.

The conference bridge may be requested for ad-hoc conferences or for reoccurring weekly, bi-weekly and monthly conference calls. Please use the following link to access the scheduling form:

<http://fss00it22/ServiceCatalog/Main.htm>

Choose **New** from the menu and then select **Conference Bridge** from the sub-menu.

DTS Service Operations - Microsoft Internet Explorer  
File Edit View Favorites Tools Help  
Back Forward Stop Home Search Favorites  
Address http://fss00it22/ServiceCatalog/Main.htm Go Links

**Division Of Technology Services**  
Home State Intranet FSSA Intranet FSSA Internet Access Indiana

**Conference Bridge Request**  
\* = Required Field

**Service**  
**New**  
-Office Phone  
-Pager  
-Conference Bridge  
-Calling Card  
-Data/Phone Jack  
-Voicemail Account  
-Computer Account  
**Change**  
**Other**

Requestor McIntosh, Joe  
Office\* DMHA - Logansport State Hospital  
Request Sent For\*  
Contact's phone number  
Conference Date (mm/dd/yyyy)\*  
Start Time\*  
End Time\*  
Number of sites dialing in \*  
Occurrences\*  
 One time only  
 Weekly  
 Monthly  
 Every other week  
Comments  
Submit

Local intranet

The coordinator for the conference bridge is presently **Caren Forrest** (FSSA Telecommunications) and she can be reached at (317) 233-1607 or via email at <mailto:Caren.Forrest@fssa.in.gov>. She reminds you that the conference bridge is available to all agencies so trying to reserve even 10 ports only few days in advance can be difficult. So plan ahead.

**NOTE:** *Do not* use the above link to request any other services from the Division of Technology Services (DTS). The other services are for agencies that do not have their own Information Technology Department.