

---

---

## Reduce Your Audioconferencing Costs Now!

Depending upon the meeting, number of participants, location of participants and meeting logistics, there are a number of methods that can be utilized to reduce audioconferencing costs. Please communicate the following information throughout your agency on how to reduce audioconferencing costs.

From the Springfield, Collinsville or Chicago/Franklin Centrex (793 or 814), hosts can connect up to five additional callers (Centrex or Non Centrex) without even setting up a conference bridge! These hosts should use the **Station Dial Conference Calling** option from their analog or p-phone phones to connect up to five land or cell phones and pay only the applicable toll charge (i.e. \$0.03 per long distance minute) for each participant. **Station Dial Conference Calling** instructions are listed on page 2 of this bulletin.

### Cost saving practices for audioconferencing:

- Update your meeting invites and use the most cost-effective method if your meeting circumstances change.
- Do not set up a conference bridge to hold a meeting with one other person - call them directly.
- Within Springfield, Collinsville or Chicago/Franklin Centrex use the 4 or 5-digit phone number when dialing from one Centrex number to another Centrex number to avoid any local toll charges.
- Multiple users in one location should be encouraged to join the conference bridge using a speaker telephone in a shared location to eliminate multiple dial-ins.
- The host incurs the entire charge. When a vendor or other outside organization is hosting an audioconference meeting and we are merely participating, have them set up the call, if possible.

### Basic facts about "AT&T TeleConference Service:"

- The host incurs the charge for all participants (\$0.08 per minute/per caller).
- Requested special options and features are provided for an additional fee.
- Toll-free and caller paid dial-in options are both available.

To set-up either a one-time or 24x7 audio or web conference bridge for up to 125 participants, please work through your agency Telecommunications Coordinator. If you do not know who your Telecommunications Coordinator is, please contact the CMS Customer Service Center (CSC) at 217-524-4784 or 800-366-8768. Telecommunications Coordinators may contact George Aguilar at 217-785-8665 with additional questions.

---

---

## Station Dial Conference Calling Instructions:

For conferences of six participants or less with the host calling from the Springfield, Collinsville or Chicago/Franklin Centrex (793 or 814), use the **Station Dial Conference Calling** option from your desk phone. The host, when originating a call from an analog or p-phone, can connect five additional participants at other land or cell phones and pay only the applicable toll charge for each participant that you are 10 digit dialing. This will keep the total cost less than using the AT&T TeleConference Service. **Note:** Use the Centrex 4 or 5 digit dialing option where possible to avoid all toll charges. To use **Station Dial Conference Calling**, please refer to the following instructions:

- 1) Wait for a dial tone
- 2) Dial the first participant
- 3) Greet the person on the line
- 4) Press the "link" or "transfer" or "switch hook", depending upon your phone
- 5) Dial 150 - wait to establish the conference call - you and the first participant will be connected to the conference
- 6) Press "link" or "transfer" or "switch hook", depending upon your phone
- 7) Wait for a dial tone
- 8) Dial the second participant
- 9) Greet the person on the phone
- 10) Press the "link" or "transfer" or "switch hook", depending upon your phone
- 11) Dial 150 - wait to establish the conference call - you and the first and second participants will be connected to the conference
- 12) Press the "link" or "transfer" or "switch hook", depending upon your phone
- 13) Wait for a dial tone
- 14) Dial the third participant
- 15) Greet the person on the line
- 16) Press the "link" or "transfer" or "switch hook", depending upon your phone
- 17) Dial 150 - wait to establish the conference call - you and your three participants will now be connected to the Conference
- 18) Continue the above steps for the final two participants

*Note: If you get a busy signal, no answer, or wrong number, depress switchhook, "link" or "transfer", listen for recall dial tone, and dial Conference Call Access Code **150** to be reconnected to the rest of the participants or dial the number of the new participant.*