

AUDIO CONFERENCING

Instant Meeting

Verizon Audio Conferencing service allows you to hold a meeting by phone at any time. To Setup an account click on the link below, complete the form, and choose submit. Telephone & Voice Services will contact you with all the necessary details to begin using the service.

There is no charge to have an account, but charges are incurred when the account is used.

You will be assigned a permanent dial-in number and two passcodes – one for the leader and one for the participants.

To host an Audio Conference Call simply distribute the dial-in number, and the passcode for the participants with the date and time of the meeting.

Audio Conferencing Account Request Form

Name & Department: _____

Scheduled Date of Use: _____

Scheduled Time of Use: _____ **FROM** _____ **TO** _____

Number of Participants: _____

Budget Code to be Charged: _____

Global Call: YES/WHERE _____ **NO** _____

Voice Services will advise of cost per person per minute upon request.

Verizon allows 20 participants, please notify Voice Services if you will have more than 20 participants calling in.

There is additional charge, we will inform you of cost upon request.

Please email this form completed to voiceservices@fdu.edu