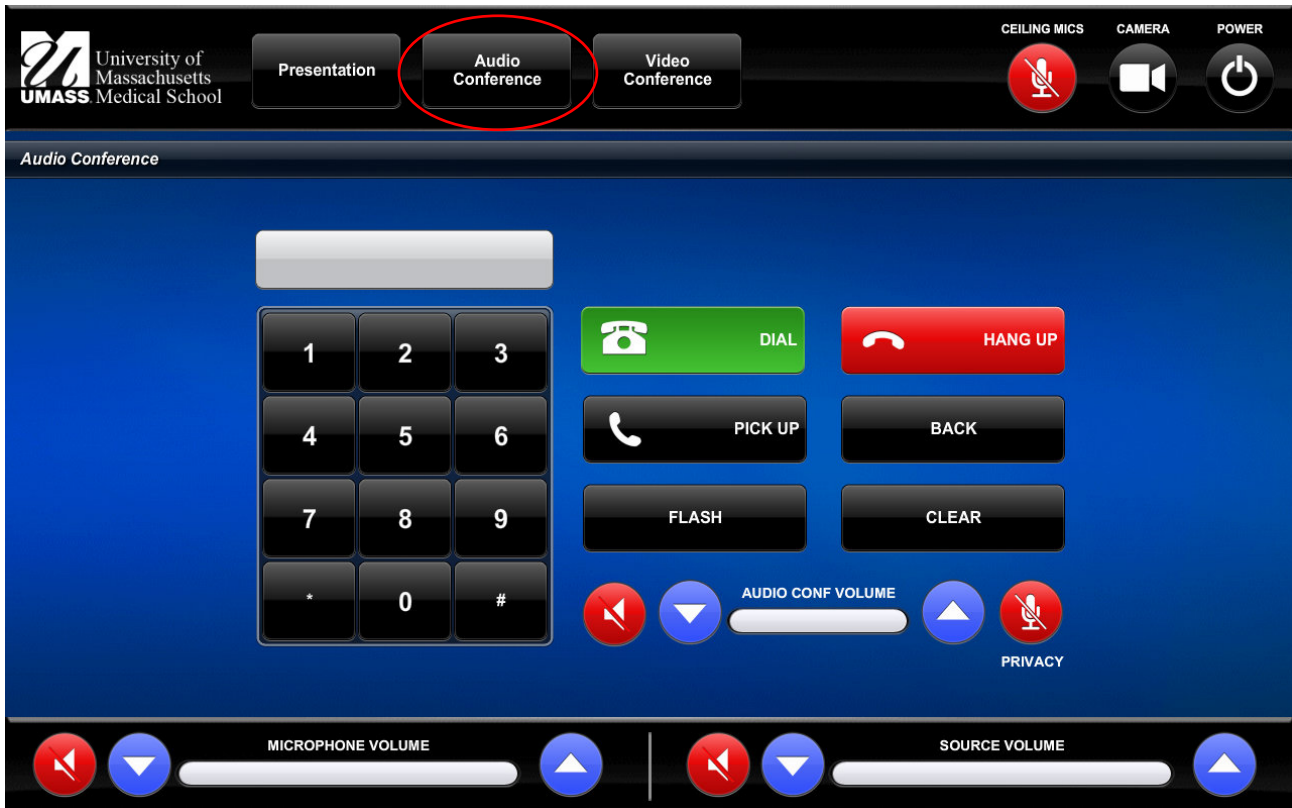


Audio and Video Conferencing



The microphones in the room will be used for the call

1. Select **“Audio Conference”** From the top menu.
2. **Dial the phone number: Internal:** 5-digit extension **External:** 9 + 10-digit phone number (ex: 9-1-508-856-8989)
3. Touch **“Dial”** and proceed with your call.
4. When complete, touch **“Hang Up”**

Call Options

- **“Privacy”** will toggle mute the microphones in the room from going to the far end participants.
- **“Ceiling Mics”** will toggle mute the ceiling mics only. This will help alleviate background noise while muted. When unmuted, the ceiling microphones are sensitive and will pick up general room discussions, Q&A, etc.
- **“Audio Conf Volume”** is used to adjust the far-end caller volume in the room.

Video Conference

For Video conference assistance please reach out to Communication Technologies at 508-856-3938 or communication_technologies@umassmed.edu