

## Reservationless-Plus® Conference Call Account Information for Mechanical Engineering

THIS IS NOT AN OPERATOR ASSISTED CALLING ACCOUNT

Toll-free dial-in number (U.S. & Canada):	<b>(866) 865-2157</b>	Conference code:	Provided after Request Form is completed
International dial-in number:	<b>(518) 444-0920</b>	Leader PIN:	Provided after Request Form is completed
Cost: <b>\$0.02</b> per minute per attendee			

### Getting started:

1. Give your participants the date and time of the call, the dial-in number and your conference code.
2. At the specified time, call the dial-in number, then enter your conference code, followed by #.
3. When prompted, press \*, then enter your leader PIN, followed by #.
4. Your participants join the conference by call, the dial-in number and entering the conference code.

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## Operator Assisted® Conference Call Account Information for Mechanical Engineering

Reservations Number:	<b>(800) 374-2441</b> <b>(706) 645-8600</b>	Intercall Online URL:	<a href="https://www.intercallonline.com/IOL.action">https://www.intercallonline.com/IOL.action</a>
Toll-free dial-in number (U.S. & Canada):	<b>(855) 441-9199</b>	International dial-in number:	<b>(513) 299-0712</b>
Set-up Fee:	Free	Cancelled within 24 hours of scheduled call	<b>\$15.00</b> fee
Cost: <b>\$0.17</b> per minute per attendee			

### Getting started:

1. Schedule your reservation online using InterCall Online or by calling your reservations number listed above.
2. You will be assigned a conference code.
3. Give your participants the date and time of the call, your conference code, and your participants' dial-in number.
4. At the specified time, you and your participants dial your Operator Assisted number. You will be greeted by an operator and placed into your conference.

\* 24-hour Cancellation policy: If you cancel prior to 24 hours in advance of an Operator Assisted call, you will NOT be charged. If you cancel within that 24-hour window, you will be charge \$15.00.

## ME's InterCall Unified Meeting® (Web Conferencing) Account Information

<i>Meeting URL:</i>	<a href="http://www.intercall.com/iumGo">http://www.intercall.com/iumGo</a>
<i>Login Username:</i>	Provided after form is completed
<i>Password:</i>	Provided after form is completed
<i>Cost:</i>	<b>\$0.02</b> per minute per attendee

### Getting started:

1. To install InterCall Unified Meeting visit <http://www.intercall.com/iumGo>.
2. Follow the on-screen instructions. Enter your user login and password when prompted.
3. Once installed, schedule a meeting using the button in your calendar or start an instant meeting by clicking the icon in your taskbar.

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### Questions? Please contact:

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## InterCall Conference System Call Request Form

Meeting Name: \_\_\_\_\_

Date of Call: \_\_\_\_\_ # of Lines Dialing in: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Call Leader: \_\_\_\_\_ Phone Number: \_\_\_\_\_

EFS String: \_\_\_\_\_

PI Signature: \_\_\_\_\_

### Type of Call

Reservationless-Plus     Operator Assisted     Web Conferencing

**Justification (reason for call/topics discussed):**

**FOR OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_