

## Audio Conferencing Services

Among the services provided by the Operator staff, ORF-ICN is pleased to offer audio conferencing solutions to meet schedules, priorities, and special needs of ORF-ICN customers.

This service provides flexibility by allowing participants to call from any telephone to a single conference number. There are currently two conferencing options available.

**> Standard Audio Conferencing:** Standard audio conferencing services are available to Oak Ridge Reservation (ORR) customers at no additional charge on a first come - first serve basis. Participants outside the ORR will pay usage from their desk phone or by using their calling card.

**> FTS 2001 Audio Conferencing:** FTS2001 conferencing services are available at special rates. This is a valuable option when ORO resources are not available, or more than 12 call-in participants are required. Customers may choose from Toll, Toll Free, and Instant Meeting services.

As part of this service, conference confirmations are delivered via e-mail to the requestor. The confirmation includes reservation number, conference details, and instructions for call-in participants.

To schedule a conference or to obtain further information, simply dial 574-1000 or "0" for Operator Assistance.

Hours of operation for  
Operator Services:  
**7:00 to 5:00**  
Monday - Friday

## Standard Audio Conferencing

There are 2 types of standard audio conferencing services available to Oak Ridge Reservation (ORR) customers at no extra charge on a first come - first serve basis. Participants outside the ORR will pay usage from their desk phone or by using their calling card.

### **\* DOE Oak Ridge Operator Originated Conference Calls - No Charge**

Operators will dial up to 5 participants and place them into the conference.  
NOTE: Long distance costs will be billed to an approved charge code account provided by the conference call requestor.

### **\* Oak Ridge Meet Me Conferencing - No Charge**

Participants will access the conference by dialing a call-in number given at the time of confirmation. Up to 12 participants are greeted by an operator and placed into the conference.

## FTS 2001 Audio Conferencing

There are 3 types of FTS 2001 audio conferencing services available to ORR customers with

more than 12 participants, or schedules that conflict with availability. Using this application, the "Host" will pay the conference call fee (number of participants x length of call [minutes] x per minute rate) with a valid charge code. Charges will be billed each month with the FTS 2001 or the ID3 bill where the calling card is used.

**\* Toll Meet Me - \$0.08 per minute per line/person**

Participants will access the conference by dialing a 10 digit call-in number given at the time of confirmation. Participants are greeted by an MCI/WorldCom operator and placed into the conference. NOTE: Participants are responsible for their own long distance costs.

**\* Toll Free Meet Me (800 dial-in number) - \$0.13 per minute per line/person**

Participants will access the conference by dialing the toll free number and pass code given at the time of confirmation. Participants are greeted by an MCI/WorldCom operator and placed into the conference. NOTE: Participants are **not** charged for the 800 service.

**\* Instant Meeting - Same as current FTS Rates for Toll and Toll Free**

This service is a reservation-less audio conference that allows up to 20 participants to hold a meeting anytime without a reservation. Participants will access the conference by dialing the personal toll or toll free number and pass code given at the time of confirmation.

- 20 lines or fewer can be reserved indefinitely for one leader as long as used at least once within a six-month time period (subscription charges will apply for more than 20 lines).
- Customers are charged for time used only.
- Call-in number (toll or toll-free) is given to the Leader for use 24 hours - 7 days per week at Leader's discretion / scheduling.

NOTE: International callers will require separate numbers. At the time of a reservation, simply indicate there will be international call-in participants. MCI will in turn, create a separate Toll number for those participants.