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