Teleconferencing at Millersville

How do I set up a teleconference?

There are two teleconference “bridges” at Millersville that can be reserved. Each bridge supports up to 20 attendees.

Please contact the helpdesk at 717-871-7777 or email help@millersville.edu to reserve the bridge. Make sure to include the date / time / and number of attendees.

You will then receive an email with the necessary information to arrange the conference.

### Moderator Controls

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11#</td>
<td>Mute Self</td>
</tr>
<tr>
<td>22#</td>
<td>Un Mute Self</td>
</tr>
<tr>
<td>43#</td>
<td>Mute All</td>
</tr>
<tr>
<td>44#</td>
<td>Un Mute All</td>
</tr>
<tr>
<td>45#</td>
<td>Lock Conference</td>
</tr>
<tr>
<td>46#</td>
<td>Unlock Conference</td>
</tr>
</tbody>
</table>

### Participant Controls

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>11#</td>
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<tr>
<td>22#</td>
<td>Unmute Self</td>
</tr>
</tbody>
</table>
Help Desk

Help Desk Contact
Info

Location: B oyer B uilding
Phone: 717-871-7777
Email: help@millersville.edu

Hours:

Call Center

• Fall/Spring
  Semesters:
  • M-Th
  7:00am - 11:00pm
  EST
  • F 7:00am - 5:00pm EST
• Summer Sessions:
  • M-F 7:00am - 5:00pm EST

Walk-in TAC

Technical Assistance Center - access via W. Frederick Street side of building

• Fall/Spring
  Semesters:
  • M-Th 8:00 am - 9:00pm, F 8:00am - 5:00pm EST
• Winter/Summer
  Sessions:
  • M-F 8:00am - 5:00pm EST