



Networking & Telecommunications | West Chester University | 001 Allegheny Hall
West Chester, Pennsylvania 19383 | 610-436-3535 | fax: 610-436-3110
www.wcupa.edu/infoservices/NetTel/

Conference Calling at WCU

WCU uses an external conference service to book calls of 4 or more participants (yourself included). The current cost of the service is 3¢ per minute per person. Please complete sections A and B below to schedule the conference service. Return completed form by email to: nettel.wcupa.edu or fax to 610-436-3110.

Voice Bridge Request

A. Request Information

Requested By: _____ Telephone No: _____
Department: _____ Chargeback Org: _____

B. Conference Information

Conference Date: _____ # of Participants _____
Start Time: _____ End Time: _____
Chairperson: ☐ Yes ☐ No Entry Tone: ☐ Yes ☐ No
Auto Continuation: ☐ Yes ☐ No Roll Call: ☐ Yes ☐ No

C. Scheduled Conference Information

Bridge Dial-In #: _____ Participant Pass Code: _____
Leader Pass Code: _____
Confirmation #: _____ Meeting Description: _____
Billable Min Used: _____ Chargeback: _____
Heat Call #: _____