Conference Calls

Telephone Conference
A telephone conference can take place from any room, and a classroom does not need scheduled.
***You can have up to 12 people on the conference call at one time.
***There can only be two conference calls going on at one time. Please make sure the below information is followed:
1. If the telephone conference is between RGC and Alpine, the phone number to use is ext. 4872
2. If the telephone conference is between Alpine and the outside world, the phone number to use is ext. 8935. Those from the outside world need to use 432-837-8935; however, those on campus use ext. 8935.
3. If the telephone conference is between RGC and the outside world, the phone number to use is ext. 4872. Those from the outside world need to use 432-837-4872; however, those on campus use ext. 4872.
***There is no scheduling needed, unless LTAC or the Network Infrastructure is aware of another telephone conference call taking place.

Video Conference
A video conference needs to be schedule in a room with video equipment.
1. The user needs to contact Carol Greer at ext. 8368 to schedule a room.
2. The user needs to complete a ticket for Event Setup (under Professional Services) to make sure all equipment is ready to use in the room they have scheduled.