

This week's Tech Tip highlights a collaboration tool available to all UW-Superior Faculty, Staff, and Student Organizations, the UW-Superior phone conference line.

UW-Superior has a dedicated line for Conference Calls that can be reserved in advance. The line can be used by Faculty, Staff, and Student organizations conducting official campus business. Each party can call into extension 8500 from on campus or 715-394-8500 from off campus. There will be a ring or two before you are connected. The first person to call will hear dead air because no one else is there yet. The conference line is limited to six parties. The main use for this technology is collaboration, without the need to travel or have an in person meeting.

To use this line your department or Student group you will need to reserve it in advance. To make a reservation please send an e-mail [phones@uwsuper.edu](mailto:phones@uwsuper.edu) requesting use of the conference line **at least 24 hours in advance**. You can also call the Technology Helpdesk at x8300 or 715-394-8300 to have us lock your reservation on the calendar.