There are ten conference rooms in SSC for general campus use – reserved through Facilities Reservations – fres@csuchico.edu.

SSC 122 (Cap 20)
SSC 124 (Cap 12)
SSC 150 (Cap 36-60 depending on set-up)
SSC 206 (Cap 18-32 depending on set-up)
SSC 304 (Cap 60)
SSC 306 (Cap 24)
SSC 410 (Computer Lab – 12 Computers/25 Chairs)
SSC 426 (Cap 12)
SSC 466 (Cap 8)
SSC 490 (Cap 10)

The criteria for reserving are like that of the lecture rooms – in the current semester only, after completion of the first week of the semester.

All of the conference rooms are fully mediated and three rooms (SSC 150/206/304) have phone lines and can be used for conference calls (see information below).

**Conference Call Information**

There are three general conference rooms available to reserve with conference call capabilities to offer in the Student Services Center building.

SSC 150 - x5001 - Jack #111595
SSC 206 - x5004 - Jack #212690
SSC 304 - x5006 - Jack #313670

- Please keep in mind that there are no phones available for use in the rooms. You will need to provide your own analog phone.

- **DO NOT** use the Avaya (gray) speaker phones (desk phones). These are digital phones, and will not work with the analog jacks.

- To acquire an authorization code, contact Communications Account Services to have one assigned to your department. If your department already has one assigned, they can look that up for you. The line is programmed for 4 digit dialing only. The authorization code will allow you to access an outside line. Any charges will post to your department (assigned to the extension designated when acquiring the authorization code). If it is a toll-free number, there are generally no charges (unless it is a conference calling service that has per minute costs for their 800 service).

If you have any questions regarding conference calling please contact CASV at casvcustomerservice@csuchico.edu or x6868

*as of 8/6/13*