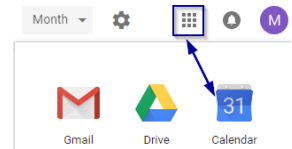


PTT Conference Line Scheduling

Using Google Calendar

The Partner Training Team (PTT) has two teleconference lines available. When planning a meeting, please schedule the teleconference line on the “PTT Conference Lines” calendar.

Step 1: Log into google calendars with your @wisconsin.gov ID. (This is the ID you use to access the Resource Chart in the google drive.)



My calendars

- Mark Schmitt
- PTT Conference Lines
- Reminders

Step 2: Put a checkmark in the PTT Conference Lines calendar to display the schedule of teleconference events.

NOTE: If this calendar is not listed, contact Mark Schmitt (mark.schmitt@wisconsin.gov) to share the calendar with you.

Step 3: Double click on the date in the calendar to schedule the teleconference.

- ❶ In the Event Title - Type the PTT line you are reserving, and include your name.
- ❷ Choose the begin and end time.
- ❸ **Important** – Identify the correct calendar (PTT Conference Lines).

Note: While both teleconference lines are available to all PTT staff, W-2 trainers should primarily use Line 1, and Child Support trainers should primarily use Line 2.

Step 4: Click **Save** to save the event on the calendar.

CenturyLink Teleconference Service for PTT

DFES BWF PTS - Line 1 – Primary use for W-2

USA Toll-Free: (877) 820-7831
 Participant Access Code: 136442#
 Host Access Code: 5882414*#

DFES BWF PTS – Line 2 - Primary use for Child Support

USA Toll-Free: (877) 820-7831
 Participant Access Code: 438050#
 Host Access Code: 6322205*#

Note: While both teleconference lines are available to all PTT staff, W-2 trainers should primarily use Line 1, and Child Support trainers should primarily use Line 2.

CenturyLink Teleconference Commands

Touchtone	Command
*6	Mute / Unmute your own line
*96	Mute all lines
*97	Unmute all lines
*4	Increase volume for all lines
*5	Increase volume for you own line
*7	Decrease volume for all lines
*8	Decrease volume for your own line
*91	Announce the number of participants in conference
*94	Lock / Unlock the conference so that no one else can join