Telephones and Conferencing

Teleconferencing

- To update your campus phone information (your name, building location, phone number) in the Lehigh directory:
  - If you are using a VoIP phone, Click 'submit a help request' below and select 'Telecommunications & Network Infrastructure'. Describe the change you are requesting.
  - If you are using the legacy phone system, contact the Payroll Office at inpayrol@lehigh.edu.
- Cisco VOIP phones (Unified Communications System): We have descriptions and setup instructions on the LTS site.
- Phone conferencing options now include Zoom.

Video Conferencing

You must have a computer with a camera and a mic to host a video call. Web conferencing kits can be borrowed from the digital media studio. For larger group video meetings in classroom context, please submit a help ticket.

- Zoom web conferencing

  - Ideal for international Lehigh meetings with varied bandwidths. Generally better for smaller groups (can accommodate very large groups) requiring screen sharing and interactive educational lessons.

- Panopto Live Streaming

  - For large lecture classes that do not require two-way interaction, Panopto has a live webcast feature that can be used to host a real-time online lecture remotely which can also be recorded and shared.

- Google Meet

  - Ideal for internal Lehigh meetings with good bandwidth and no recording required. No meeting time limit. 50 Max participants. Integrated with Google Calendar.

- Please note: There are many other video conferencing tools available and you may choose to use others. The tools above are suggestions and supported at Lehigh.

Campus Cisco Unity phones

- Cisco Unity Voicemail Guide (includes accessing voice mail on or off campus)
- Mail menus and shortcuts
- Quick start phone/telephone guides

Wireless Phones

- Wireless phone service discount plans for faculty and staff

Miscellaneous

- Telephone etiquette
- Telephone and voice mail FAQ