

MEET ME CONFERENCE CENTER QUICK REFERENCE GUIDE

CONFERENCE MODERATOR: As the moderator you have the ability to set up the conference bridge and assign a moderator password.

There is a preset Direct Dial Number for your conference bridges. This has been set in advance by your System Administrator.

Your **Conference Bridge Number** is:

You have an access code that allows you to set the conference information. This will be set up by a System Administrator.

Your **Access Code** for setting up a Conference Bridge is:

There will also be a Conference ID Number.

Your **Conference ID Number** is: **YOUR EXTENSION NUMBER** or any valid extension number on the system.

You will set up a unique Moderator password (pin) for your conference bridge.

For security purposes, passwords should be a minimum of 5 digits and should not start with either a 9 or the lead digit of your extension numbers.

CONFERENCE MODERATOR SET UP

FROM AN INTERNAL EXTENSION:

Enter * 209 to begin process

You will be prompted to enter an access code.

Enter your **Access Code**:

You are prompted to enter the Conference you are setting a password for.

Enter **Conference ID Number**:

A VALID EXTENSION Number and Press #.

Enter your current **Password**:

See note below.

NOTE: If you have not set up a password previously, Press # when prompted for a existing password or enter your existing password.

Hold on the line, you will be prompted to enter new password.

Enter new password and Press #, a voice prompt confirms the new password for you.

FROM AN EXTERNAL NUMBER:

Dial the **Conference Bridge Number**:

Press * 5 *this is a hidden prompt*

Enter your **Access Code**:

You are prompted to enter the Conference you are setting a password for.

Enter the **Conference ID Number**: A VALID EXTENSION Number.

Enter your current **Password**:

See note below.

NOTE: If you have not set up a password previously, Press # when prompted for a existing password or enter your existing password.

Hold on the line, you will be prompted to enter new password.

Enter new password and Press #, a voice prompt confirms the new password for you.

WHAT CONFERENCE PARTICIPANTS NEED

It is important to give all conference participants the following information:

The Direct Dial Number for the Bridge:

The Conference ID Number: **YOUR EXTENSION NUMBER.**

Conference Participants do not need a passcode.

MEET ME CONFERENCE CENTER MODERATOR + PARTICIPANT LOG IN

JOIN AS THE CONFERENCE MODERATOR

The moderator must join the bridge in order for all other parties to be connected.

FROM AN INTERNAL EXTENSION:

Enter *208 System voice prompts you "if you are the moderator, press **".

Press ** to join as the conference moderator

Enter **YOUR Conference ID Number** and press # This is your Extension Number

Enter **Moderator PIN:** _____ and press # The pin you set from page 1 Moderator Set up

You will be connected to the conference bridge

NOTES: If you are joining the conference as the moderator from your own phone, you do not have to press ** and enter PIN. The system will recognize the Extension as the Moderator extension.

VIEW PARTICIPANT LIST FROM AN INTERNAL EXTENSION:

Press **DETAILS** Softkey, display gives participant information.

Press **Up/Down Arrow Keys** to scroll through participants.

Press **DROP** Softkey to drop desired participant

To Mute another member, Press **MUTE** Softkey

To Mute yourself, Press **MUTE** fixed key

FROM AN EXTERNAL NUMBER:

Dial **Conference Bridge Number:** System voice prompts you "if you are the moderator, press **."

Press ** to join as the conference moderator.

Enter **YOUR Conference ID Number** and press #. This is your Extension Number.

Enter **Moderator PIN** and press #. The pin you set from page 1 Moderator Set up.

You will be connected to the conference bridge.

JOIN AS A CONFERENCE PARTICIPANT

You will be given a direct dial number for the conference bridge, as well as a conference ID Number.

FROM AN INTERNAL EXTENSION:

Enter *208

Enter **Conference ID Number** and Press #

You will be connected to the conference bridge when the moderator joins.

FROM AN EXTERNAL NUMBER:

Dial **Conference Bridge Number:**

Enter **Conference ID Number:** _____ and press #

You will be connected to the conference bridge when the moderator joins.

NOTES: If the Moderator has not joined the conference call yet, you will placed on hold.
When the Moderator disconnects all other parties are placed on hold.