Meet Me Conference Calls with the Cisco IP Phone
David Nazarian College of Business and Economics

With the use of a Cisco IP Phone, Meet Me Conferencing allows you to create a conference call without the use of an outside operator. You are able to have up to 10 conference participants on the call, including yourself. The instructions on how to use Meet Me Conferencing are indicated below. **Please verify the availability of the College's conferencing numbers in advance.** If you receive a busy signal during Step 4 below, someone else has already set up a conference using the number you were planning to use.

Please Note: *Specific Conference Numbers have been assigned to the College. Please contact the Dean's Office (x2455) for availability.*

Establishing a Meet Me Conference
Follow these steps to establish a Meet-Me conference call a few minutes before the designated time. *Please Note: This person needs to be on-campus and using a Cisco IP Phone in order to initiate the call.*
>   1: Pick up the handset and get a dial tone
>   2: Press the *"more"* softkey once to display the *"Meet Me"* tab.
>   3: Press the *"Meet Me"* softkey.
>   4: Dial the Meet Me conference number (just the 4 digit extension)
>   5: Telephone Display will then say *"To Conference"*
>   6: The other conference attendees can now call into the designated telephone number.
>   7: As each participant joins, a beep will sound.

Joining a Meet Me Conference
To join a Meet Me conference, simply dial the Meet Me conference number provided by the Meet Me conference initiator. You may connect to the conference once the conference initiator has dialed in and established the conference.

>   **For On-Campus participants using a Cisco IP Phone:**
>   Using any available line on your telephone, dial the 4-digit extension number. (If you have a Cisco IP Phone, you do not need to press the *"Meet Me"* softkey on your Cisco IP Phone.)

>   **For Off-Campus participants or if using a mobile phone:**
>   At the designated time, dial the 10- digit telephone number provided by the conference initiator.