

## **Meet Me Conference Calls with the Cisco IP Phone**

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 can 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.

- 1: Pick up the handset and get a dialtone
- 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.

### **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:**

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:**

Dial the 7- or 10- digit telephone number depending on whether the participant is calling from a local or long-distance number.