MeetMe Conference Line Instructions

□ The controller (you), using any Cisco IP phone, picks up the handset or activates the speaker to get a dial tone.
□ The controller presses the More button on the phone to reveal the Meet Me button which he then presses.
□ At the beep the controller should dial the selected Meet Me extension 4838 to activate the Meet Me call. IMPORTANT: The session must be activated before any other participants can connect to the call.
□ The remaining participants dial the Meet Me number directly to join the conference.

a) The 4-digit extension (x4838) from a campus phone b) 777-4838 from an off-campus local phone
c) 1-800-535-4668 for long distance – IMPORTANT: callers must press 6 upon hearing the recorded message associated with this 800 number. The number actually rings into a business office recording, and the option 6 is not listed in the recorded options. Once they have pressed 6, they will be connected to the Meet Me conference.