

## 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.