

Preparation Process

A. Scheduling a Meet-Me Conference

1. Dial 68661998.
2. You are prompted for:
3. Your complete telephone number (22880100) plus #.
4. Your phone password (0100) plus #.

Note: If you do not make a selection within 15 seconds, the system will disconnect your call.

5. Press **1** to schedule a conference call.
6. Enter the date of the conference call in YY/MM/DD format.
7. Enter the 4-digit start time of the conference call in 24-hour format (HHMM). All start times must be in quarter hour increments (e.g., 0800, 0815, 0830, 0845)
8. Enter the length of the conference call in 5-minute increments, but with a minimum of 15 minutes (e.g., 15, 20, 25, etc.) followed by the # key.
9. Enter the number of participants (conference ports to reserve) followed by the # key.

The system repeats your conference call settings to you as *"You have requested to reserve a conference call for (day of week, date), at (time) with a duration of (X) minutes and (X) ports."*

10. Press the # key if the information is correct, otherwise press **1** to re-enter the conference call parameters.

If you pressed # to accept the settings, the system speaks your conference call meeting IDs including the Moderator ID, Guest ID, and the dial-in number.

Note: Write down this information. It should also be displayed across your display telephone.

11. Do one of the following:
12. Press **1** to hear the information again, or
13. Press * to return to the Meet-Me Conference setup menu, or
14. Hang up.

B. Modifying a Meet-Me Conference

You may modify a conference reservation at any time; however, conference reservations are frozen 30 minutes before the start time and cannot be modified after that time.

1. Dial 68661998.
2. You are prompted for:
3. Your complete telephone number (22880100) plus #.
4. Your phone password (0100) plus #.

Note: If you do not make a selection within 15 seconds, the system will disconnect your call.

5. Press **3** to modify a conference call.
6. Enter the Moderator ID that was received when the conference was scheduled followed by the # key.

The system announces the selected conference call settings to you as *"You have selected to modify a conference call scheduled for (day), (date), at (time) with a duration of (X) minutes and (X) ports."*

7. Press the # key to confirm you want to modify this reservation or press * if this is the wrong reservation and return to the conference menu.

Note: If this is not the meet-me conference you want to modify, press the * key to return to the Meet-Me Conference setup menu.

8. Enter the 4-digit start time of the conference call in 24-hour format (HHMM). All start times must be in quarter hour increments (e.g., 0800, 0815, 0830, 0845)
9. Enter the length of the conference call in 15-minute increments (e.g., 15, 30, 45, etc.) followed by the # key.
10. Enter the number of participants (conference ports to reserve) followed by the # key.

The system repeats your conference call settings to you as *"You have requested to reserve a conference call for (day of week, date), at (time) with a duration of (X) minutes and (X) ports."*

11. Press the # key if the information is correct, otherwise press 1 to re-enter the conference call parameters.

If you pressed # to accept the settings, the system speaks your conference call meeting IDs including the Moderator ID, Guest ID, and the dial-in number.

Note: Write down this information. It should also be displayed by your display telephone.

12. Press **1** to hear the information, press * to return to the Meet-Me Conference setup menu or hang up.

C. Canceling a Meet-Me Conference

The moderator may cancel a conference reservation at any time; however, conference reservations are frozen 30 minutes before the start time and cannot be cancelled after that time.

1. Dial 68661998.
2. You are prompted for:
3. Your complete telephone number (22880100) plus #
4. Your phone password (0100) plus #.

Note: If you do not make a selection within 15 seconds, the system will disconnect your call.

5. Press **2** to cancel a conference call.
6. Enter the Moderator ID of the conference you wish to cancel followed by the # key.

The system confirms your decision to cancel the conference call including speaking the scheduled day and date, time, duration and ports.

7. Press the # key to confirm the cancellation or press the * key to return to the Meet-Me Conference setup menu.
8. If you pressed #, the system announces that your conference reservation has been cancelled.
9. If you pressed *, the Meet-Me Conference setup menu is played.

Joining Process

A. Joining a Meet-Me Conference

1. Dial 68661999.
2. You are prompted for:
3. Your complete telephone number (22880100) plus #
4. Your phone password (0100) plus #.

Note: If you do not make a selection within 15 seconds, the system will disconnect your call.

5. Enter the ID of the conference you wish to join.
6. If you are the moderator of the conference, enter the Moderator ID.
7. If you are a guest, enter the Guest ID (provided by the moderator of the conference).
8. Press the # key.
9. You will be prompted by the system:

"Please record your name after the tone, press the # key when you are done."

10. Record your name and press the # key within 5 seconds.

Note: If you do not complete this step within 5 seconds, you will be connected to the conference without being identified. Within the 5 seconds, you may press the * key to cancel the current recording and start the recording over.

11. Under normal operations, when you successfully enter the Guest or Moderator ID and are not too early, the system will play the following greetings to you:

- o If you are the first to join the conference:

"Your conference call is active. You are the first caller to join this conference. Please wait for the next participant."

- o If participants have already joined the conference:

"You are now being connected to the conference".

- o If you are within 5 minutes before the start of the conference call:

"Your conference will start in a few minutes, please wait or call back later."

12. When you join the conference, the system will play your recorded name and the join tone to the moderator and the other conference participants.

Note: As participants leave the conference call, a "ding" sound will alert the moderator and all remaining participants that someone has left the conference call.

B. Getting a List of Meet-Me Conferences

1. Dial 68661998.
2. You are prompted for:
3. Your complete telephone number (22880100) plus #
4. Your phone password (0100) plus #.

Note: If you do not make a selection within 15 seconds, the system will disconnect your call.

5. Press **4** to list all conference call reservations.

The system announces the number of conference reservations you currently have and then announces each conference providing the day of week and date, time, duration, ports, moderator ID and guest ID. After the last conference listing, the system informs you that there are no more conferences.

6. The conference menu is played and you may make a selection or hang up.

C. Entering an Incorrect ID

If the user enters the wrong Guest or Moderator ID, the system informs them that the conference they wish to join could not be found and prompts them to press **1** to re-enter the conference ID or press the * key to end the call.

D. Dialing In Too Early

If the user dials the Meet-Me Conferencing number more than five minutes prior to the scheduled conference call time, they will hear the following message and the system will then disconnect:

"Your conference is not scheduled to start until (time) on (day, date). Please call back at that time."

Conference Process

A. Extending the Conference Duration

Five minutes prior to the end of the call, the system plays a message to the moderator that the conference will end in five minutes. Instructions are provided to the moderator on how to extend the conference call, if desired. The conference call may be extended in increments of 5 minutes by pressing *6 for as long as needed or until the next scheduled conference call.

B. Dropping a Conference Call

Should it be necessary, a conference call may be dropped (deleted) while in progress. Reasons for dropping a conference call may include participants becoming loud, not allowing others to talk, and lack of courtesy, among others. To drop a conference call, press *7. All callers will be disconnected from the conference call and the call terminated.

C. Conference Roll Call

During a conference call, the moderator may initiate a roll call of the participants that have signed in by pressing *2. All conference call participants will hear:

"There are (n) people in the conference. The following people have joined the conference. (System plays the name of each participant as recorded.) Roll call complete."

D. Adding More Ports to an Active Meet-Me Conference

During an active conference call, the moderator may add more ports if needed. To add more ports, do the following:

1. Press *3. The moderator will hear:
"Please enter the number of ports you wish to add followed by the # key."
2. Enter the number of ports to be added, then press the # key. The system will check the availability of the ports and report results to the moderator. For example, the moderator wants to add six ports:
3. If all six ports are available, the moderator will hear:
"Six additional ports have been reserved for this conference."
4. If only 5 of 6 ports are available, the moderator will hear:
"Five of six additional ports have been reserved for this conference."
5. If no ports are available, the moderator will hear:
"We are sorry, additional ports are not available at this time."