

Cisco Conference Call Instruction

Meet Me Conferencing can be used to set up an inbound conference with more than 1 participant. The participants will need to know the Meet Me number and dial in number before the call and this is discussed further in the documentation. Dial in and Meet Me number can be conveyed to participants via email or meeting invite.

There are two types of conference calls, Inbound and Outbound.

- **Inbound Conference Calls** are when people call into CCM. Meet Me should be used for inbound conferencing for more than 1 participant.
- **Outbound Conference Calls** are when calls are made out from the conference station. Meet Me should not be used

Conference Controller is the person that sets up the conference call.

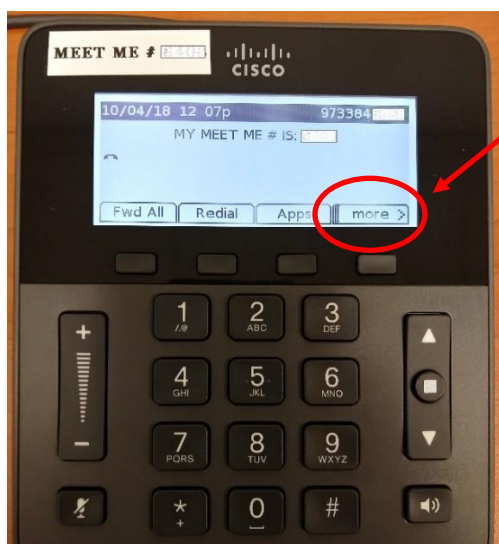
Participant is a person that joins the conference call.

Note: If more than 10 Participants are calling in for a conference call, please contact the Solution Center at x5600 or solutioncenter@ccm.edu.

Meet Me Conferencing

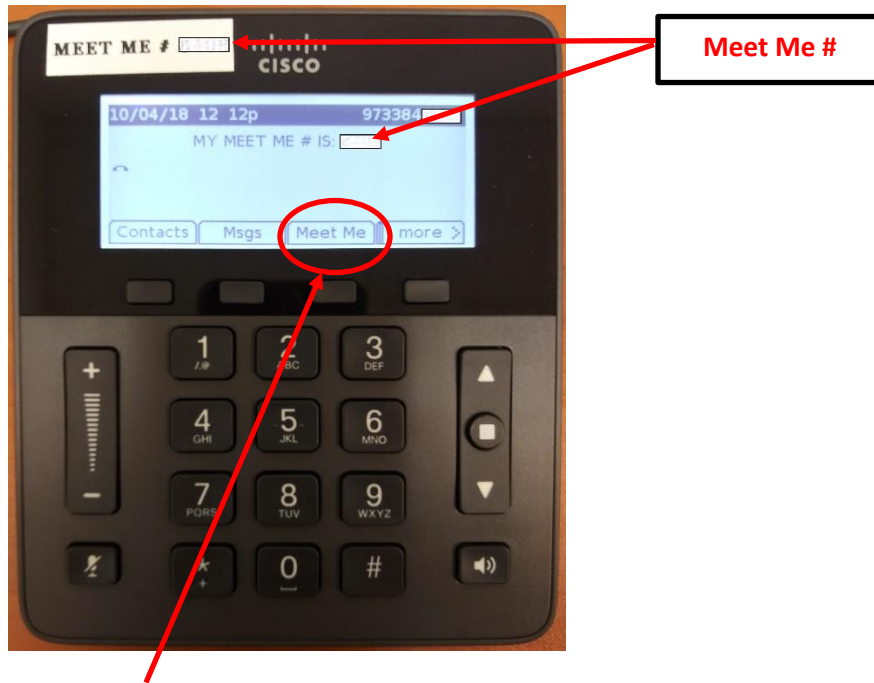
Starting a Meet Me conference from a Cisco Conference Station

- To start a conference on a conference station
 - Press the “Meet Me” soft key
 - If “Meet Me” is not displayed, press the “More” soft key



Should you experience any problems with the Conference Station, please contact the Solution Center at x5600 or solutioncenter@ccm.edu

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- When Meet Me is pressed, the station will pick up and beep twice
- Enter your **Meet Me** number
 - Your Meet Me number can be found on:
 - the label on the keypad
 - on the home screen of the keypad
 - the label on the box that came with the conference station
 - It will start with 84XX
 - Participants will need to know the Meet Me number to join when they call into the conference
- After entering your Meet Me number your conference has started
 - The screen on the keypad will display “Conference”, your Meet Me number, and the duration of the conference

Note: The Controller or other Participants will need to accept callers when they call into the conference by pressing 1.

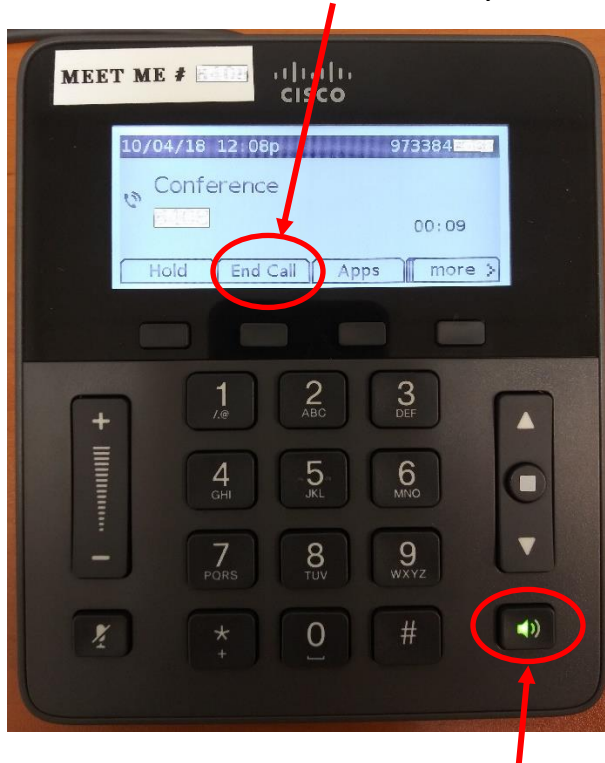
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Ending a Meet Me Conference from a Conference Station

Note: This is very similar to ending a call from a desk phone.

- To end a conference from a conference station you can:
 - Press the End Call soft key



- Or you can press the speaker button

Joining a Meet Me conference

- Participants can join the conference by dialing x5004 from on campus or (973) 328-5004 from off campus
 - After the voice prompt, enter the Meet Me number followed by #
 - You will then speak your name or group after the voice prompt followed by #
- The Controller or other Participants will need to accept your call on their end

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Outbound Conferencing

If you are joining a call from the conference station, placing an outbound call should be used.

Joining an Outbound Call

- From the conference key pad dial 1 then your 10-digit number provided by the conference host
- Press the speaker button on the keypad for the call to go through
 - You can press the speaker button first then dial 1 and your 10-digit number



- Your call will go through
- Follow any prompts that your host system requires
 - Prompts may include
 - PIN or passwords
 - Stating your name or group

Should you experience any problems with the Conference Station, please contact the Solution Center at x5600 or solutioncenter@ccm.edu