In Conference Options

The moderator can manage an active conference call using “floor controls”. Floor control is available via the telephone or using web-base Floor Control window. Likewise, conference guest participants have a limited set of in-conference features available via the telephone or using the web-based Floor Control window.

- Moderator Floor Control Options
  - To Mute/Unmute All Participants, dial *5
  - To Lock/Unlock the conference, dial *4. When a conference is locked, new participants will not be allowed to enter the call.
  - To Disconnect All Participants and End the call, dial *7. All participants will be disconnected from the conference. If the moderator subsequently rejoins the call, participants will be able to rejoin the call as well.
  - To Add Additional Ports to the Conference Reservation, dial *3.
  - To Extend the Conference Reservation by an additional 15 minutes, dial *6.
  - To Play the Roll Call, dial *2. The names of all participants will be recited.
  - To Raise Hand for Attention, any participant may dial #8. To lower their own raised hand, any participant may dial #9.
  - NOTE: The following additional feature are available via the Web Portal: Mute/Unmute a Participant, Drop/Release a Participant, Change Name of a Participant, Acknowledge All Raised Hands.
- Guest Participant Floor Control Options
  - To Raise Hand for Attention, any participant may dial #8. To lower their own raised hand, any participant may dial #9.

Meet Me Conferencing Quick Reference Card

Release 5.6

Meet-Me Conferencing

Meet-Me Conferencing lets you schedule a conference call and have callers join the call by dialing into a conference bridge.

Managing Meet-Me Conference Reservations

- Call the Meet-Me Conferencing System
  - Dial the Meet-Me Conferencing Reservation Menu by dialing 523 or the Conferencing Reservation Number specified by your Service Provider.
  - If calling from an external location,
    - Enter your complete telephone number + #. If your phone is configured as an extension-only (i.e., non-DID) line, enter your company’s complete main telephone number + * + your extension number + #.
    - Enter your phone password + #
- To **Schedule A New Reservation**, press 1
  - Enter the 2-digit year
  - Enter the 2-digit month
  - Enter the 2-digit day
  - Enter the start time of the conference in 24-hour HHMM format (i.e., “0930” for 9:30A, “2130” for 9:30P). The start times must be on a 5-minute increment (e.g., 0900, 0905, 0910, 0915 etc.).
  - Enter the length of the conference in 15-min. increments + # (e.g., “30#” for a 30-min call)
  - Enter the number of callers + # key
  - The system will announce your conference information.
  - Press # to confirm the meeting reservation or press 1 to re-enter the reservation
  - Write down the Moderator ID, Guest ID and the Dial Access Number provided by the system
  - NOTE: To schedule a recurring meeting, use the Web Portal.
- To **Modify an existing reservation**, press 3.
  - Enter the Moderator ID for the reservation you wish to modify followed by #.
  - The system will announce the conference information.
  - Press # to modify the reservation or * to cancel and return to the main menu.
  - Enter the 2-digit year
  - Enter the 2-digit month
  - Enter the 2-digit day
  - Enter the start time of the conference in 24-hour HHMM format (i.e., “0930” for 9:30A, “2130” for 9:30P). The start times must be on a 5-minute increment (e.g., 0900, 0905, 0910, 0915 etc.).
  - Enter the length of the conference in 15-min. increments + #
  - Enter the number of callers + # key
  - The system will announce your conference information.
  - Press # to confirm the meeting reservation or press 1 to re-enter the reservation
  - Write down the Moderator ID and Guest ID provided by the system
- To **Cancel an existing reservation**, press 2.
  - Enter the Moderator ID for the call you wish to cancel + # key
  - The system will announce your conference information.
  - Press # to confirm that you wish to cancel this reservation
- To Hear a list of existing reservations, press 4.

To Join a Meet-Me Conference by Phone

- Dial the Meet-Me Conferencing Bridge by dialing 522 or the Conference Bridge Access Number specified by your Service Provider.
- To enter as the moderator, enter the Moderator ID followed by the # key
- To enter as a guest, enter the Guest ID followed by the # key. Guests will not be placed into conference until the Moderator joins the call.
- While waiting for the conference to start, you can disable/enable the music on hold by pressing #2.
- If you attempt to join the conference more than 5 minutes before the scheduled start time, you will be asked to try again later.