



Meet me Conference User Reference Guide



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For more detailed information, including interactive user guides, go to:

<http://www.albion.edu/facops/callmanager.asp>

Contact the Help Desk for any questions or concerns
Extension 0479 or helpdesk@albion.edu



The Meet-me conference bridge on the Cisco Call Manager allows for multiple callers on-campus or off-campus to participate in a conference call.

Please schedule use of the conference bridges with helpdesk@albion.edu to ensure that the conference bridge is available for your scheduled conference.

Capacity—128 callers

Leader—User who initiates a conference

User—participant in a conference

To initiate a conference:

Conference leader:

- Press “Meet Me” softkey (Press “More” softkey until the “Meet Me” option is available)
- Dial 4 digit conference code.

Available Conference Codes:

2987—Encrypted Conference

2986—Authenticated Conference

2985—Non Secure Conference

***Conference users will need to be notified of which conference code you will be using before calling in to join the conference.

Conference User

- Dial Extension 0999 (517-629-0999 from off-campus)
- When prompted, dial the conference code

Each user will be asked for their name before they join the conference, and will be announced by name to the current participants as they enter the conference.