



Meet-Me Conferencing Quick Reference Card

Business Feature Set
T6000 Release 5.6

© 2004 Tekelec, Inc. All rights reserved.

QR-56-0006-080905

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.

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.