

FeatureTel Meet-Me Conferencing Quick Start Guide

Meet-Me Conferencing provides the ability to schedule conference calls where the moderator (who has control of the conference) and other members call into the conference and are connected at the appropriate time to carry on the conference call. Service Administrators and authorized users can create Meet-Me Conferences.

Feature Operation

Each scheduled Meet-Me Conference will have a moderator (who has control of the conference) and other members (internal or external) who call into the conference and are connected at the appropriate time to carry on the conference call.

Joining a Meet-Me Conference

1. If you are dialing internally, enter the internal access code (default: **522**).
2. If dialing externally, dial 9, then the ten-digit access number. (external callers call the assigned meet-me conference call-in telephone number)
3. You are prompted for:
 - your complete telephone number plus #
 - your phone password plus #.
 - (external callers are only prompted for the conference ID)

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

4. Enter the ID of the conference you wish to join.
 - If you are the moderator of the conference, enter the Moderator ID.
 - If you are a guest, enter the Guest ID (provided by the moderator of the conference).
5. Press the # key.
 - You will be prompted by the system:
“Please record your name after the tone, press the # key when you are done.”
6. 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.*

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:

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.”

If participants have already joined the conference:
“You are now being connected to the conference”.

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.”

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.

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.”

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.

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.”

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.

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.