Meet Me Conferencing Quick Reference Card

NORTEL

Business Communications Manager

Viewing your conference settings

1. Dial the Meet Me conferencing DN or the Meet Me conferencing feature code F930.

2. If you are calling from your own extension, press pound **(#)**.
   OR
   If you are calling from another extension, enter the access code (your own extension), followed by pound **(#)**.

3. Press star **(*)** to be recognized as the chairperson.

4. Enter your PIN, followed by pound **(#)**.

Setting a passcode for the conference Changing your pin

1. Press **PASS(2)**.   1. Press **ADMIN (3)**.

2. Enter your passcode.   2. Enter your new PIN.

Changing conference settings

Quickstart, Conference Continuation, and No Announcements features are available to you only if they are assigned to you by the administrator.

1. To change **Quickstart**, press **ADMIN (3)**.

2. Press **OPTS (2).** The current Quickstart setting appears.

3. To change the current settings, press **CHNG (1)**.

4. To go to the Conference Continuation option, press **NEXT (3)**.

5. To change the **Conference Continuation** setting, press **CHNG (1)**.

6. To go to the Announcements option, press **NEXT (3)**.

7. To change the **Announcements** setting, press **CHNG (1)**.

8. To return to the previous menu, press **NEXT (3)**.

Starting a Meet Me conference

1. Dial the Meet Me conferencing DN or the Meet Me conferencing feature code F930.

2. If you are calling from your own extension, press pound **(#)**.
   OR
   If you are calling from another extension, enter the access code (your own extension) and press pound **(#)**.

3. Press star **(*)** to be recognized as the chairperson.

4. Enter your PIN and press pound **(#)**.

5. When you are ready to start the conference, press **Enter (1)**.
   Any participants waiting on hold automatically join.

2

Joining a Meet Me conference

1. Dial the Meet Me conferencing DN or the Meet Me conferencing feature code **F930**.

2. Enter the conference access code, followed by pound **(#)**.

3. Press pound **(#)**, or wait for the next prompt, to indicate that you are not the chairperson.

4. If required, enter the conference passcode, followed by pound (#).
    If the conference is in progress, you are placed into conference. Otherwise, you are placed on hold until the chairperson starts the conference.

Chairperson conference commands			Participant conference commands		
Mute a conference	#	#	Mute yourself	*	6
Unmute a conference	9	9	Unmute yourself	*	7
Lock a conference	*	4	Hear a count of participants	*	#
Unlock a conference	*	5	Hear a list of commands	*	*
Mute yourself	*	6			
Unmute yourself	*	7			
Mute all participants	8	8			
Change the Conference Continuation option	*	8			
Change the Announcement option	*	9			
Hear a count of participants	*	#			
Hear a list of commands	*	*			
Hear a list of commands	*	*			