

Meet Me Conference

The "meet me conference" feature enables you to have up to 30 people on the line at one time.

If you would like to set up a "meet me conference", please call the campus operator for an assigned conference number, then we recommend you practice the conference call by requesting a few offices on campus to call you.

The 30 people for the "meet me conference" can call from a local telephone numbers or long distance telephone number, but they need to call in to the conference number. Any long distance callers will pay for the call.

The conference numbers are assigned as needed, so you will need to call the campus operator to be assigned a conference telephone number each time you wish to set up a conference call.

The people you wish to have the conference call with must be notified of the conference telephone number and the time to call.

A few minutes before the conference call is to begin, **you** need to call the conference number **first**.

You will receive a ring, and it will continue to ring until the first person calls, which makes the connection.

After that, when each person calls, you will receive a tone to let you know they are on the line.

When everyone is on the line, press the **LINK**, switchhook or tap button and no one else can join the call.