



## Meet-me Conference Dialing Instructions

The Meet-Me Conference feature lets you schedule in advance up to eight on-campus (only) extensions for a dial-up conference call. The parties must be notified of the intended date, time, and meet-me conference code.

### To initiate a Meet-me conference call:

1. Lift the handset or press **SPEAKER**.
2. Dial the **meet-me conference** code **# 8**.
3. Dial the specific code **(0-9)** for your conference.

The first party to enter the conference will hear a confirmation tone (repetitive busy for a short time).

Subsequent parties will hear service tone (steady tone) before being connected to the conference.

**Note 1:** It does not matter which specific code you choose (0-9), just that all participants dial the same one. For example, you can send out an email stating that on Monday at 11:00am, everyone should dial # 8 0.