

Meet-Me Conferencing Training

**Please Dial In:
800-811-8709, Access Code 0138#**



What is Meet-Me Conferencing?

The Term *Meet Me* refers to our multimedia functions. *Meet Me* capabilities include a multimedia conference bridge and the ability to video chat.



Benefits of Meet-Me Conferencing

Call in to a conference bridge instead of dialing each participant

Presenter privileges may be given to another & taken back

Send Files to an individual Participant

Start a web collaboration

Publish material

Use Polls to ask questions

Allow fast start

Accessing Meet-Me through Personal Agent

C4Communicate.net

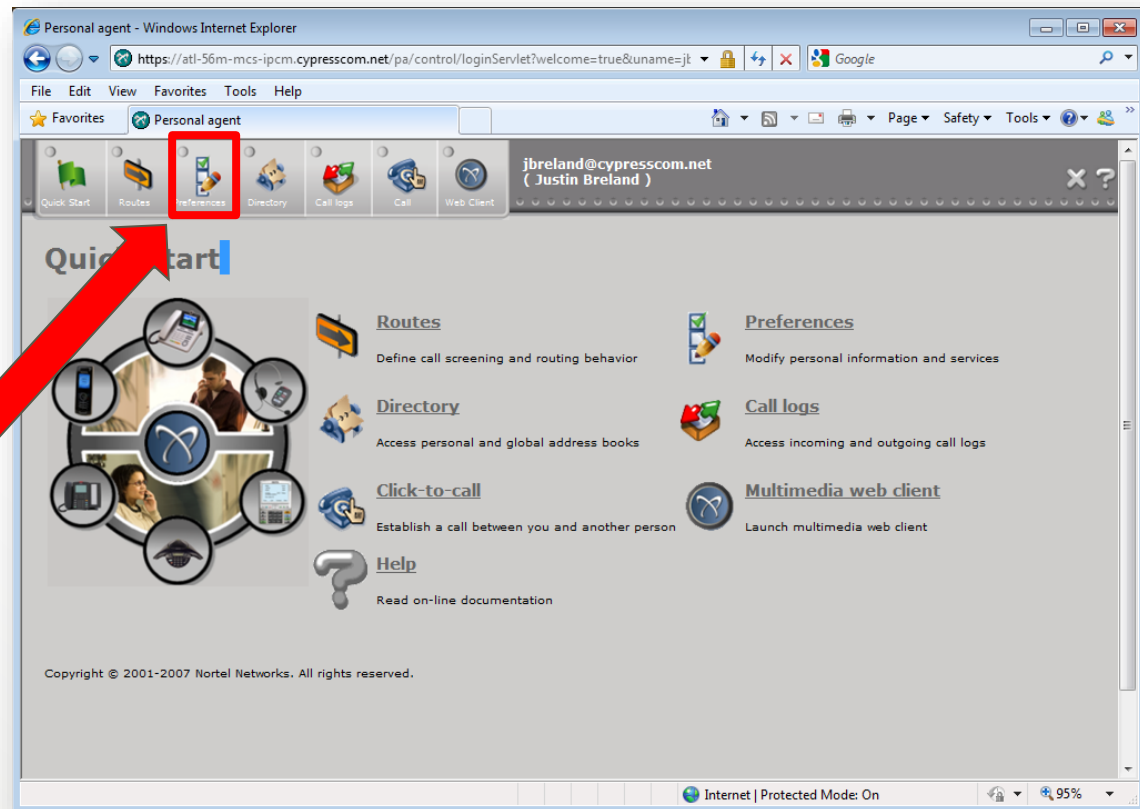
Login Information:

If you do not have your login information please contact your Cypress representative.



Meet-Me Information Preferences

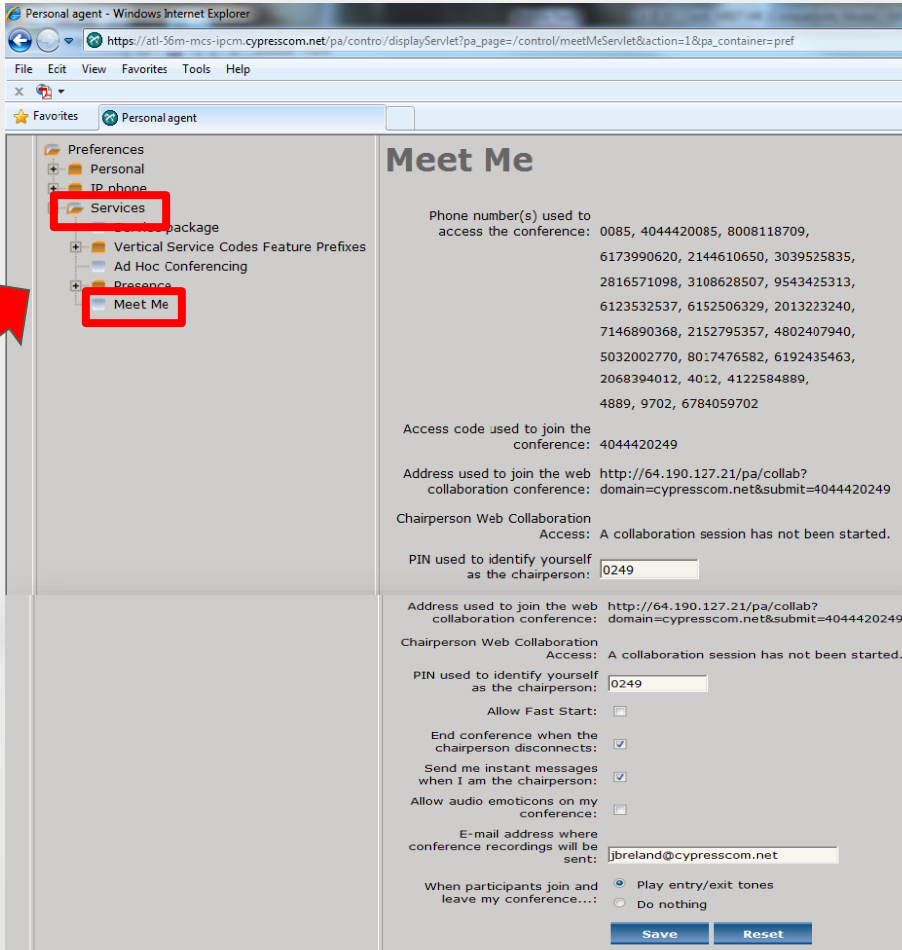
Once you have logged in to Personal Agent you will be able to access all of your Meet-Me information by selecting *Preferences*



Meet-Me Information Preferences

Once inside of *Preferences*

– Select *Services* then
Meet Me



Personal agent - Windows Internet Explorer
https://atl-36m-mcs-ipc.cypresscom.net/pa/control/displayServlet?pa_page=/control/meetMeServlet&action=1&pa_container=pref

File Edit View Favorites Tools Help

Personal agent

Preferences

- Personal
- IP phone
- Services**
 - Service package
 - Vertical Service Codes Feature Prefixes
 - Ad Hoc Conferencing
 - Presence
 - Meet Me**

Meet Me

Phone number(s) used to access the conference: 0085, 4044420085, 8008118709, 6173990620, 2144610650, 3039525835, 2816571098, 3108628507, 9543425313, 6123532537, 6152506329, 2013223240, 7146890368, 2152795357, 4802407940, 5032002770, 8017476582, 6192435463, 2068394012, 4012, 4122584889, 4889, 9702, 6784059702

Access code used to join the conference: 4044420249

Address used to join the web collaboration conference: http://64.190.127.21/pa/collab?domain=cypresscom.net&submit=4044420249

Chairperson Web Collaboration Access: A collaboration session has not been started.

PIN used to identify yourself as the chairperson: 0249

Address used to join the web collaboration conference: http://64.190.127.21/pa/collab?domain=cypresscom.net&submit=4044420249

Chairperson Web Collaboration Access: A collaboration session has not been started.

PIN used to identify yourself as the chairperson: 0249

Allow Fast Start: ☐

End conference when the chairperson disconnects: ☒

Send me instant messages when I am the chairperson: ☒

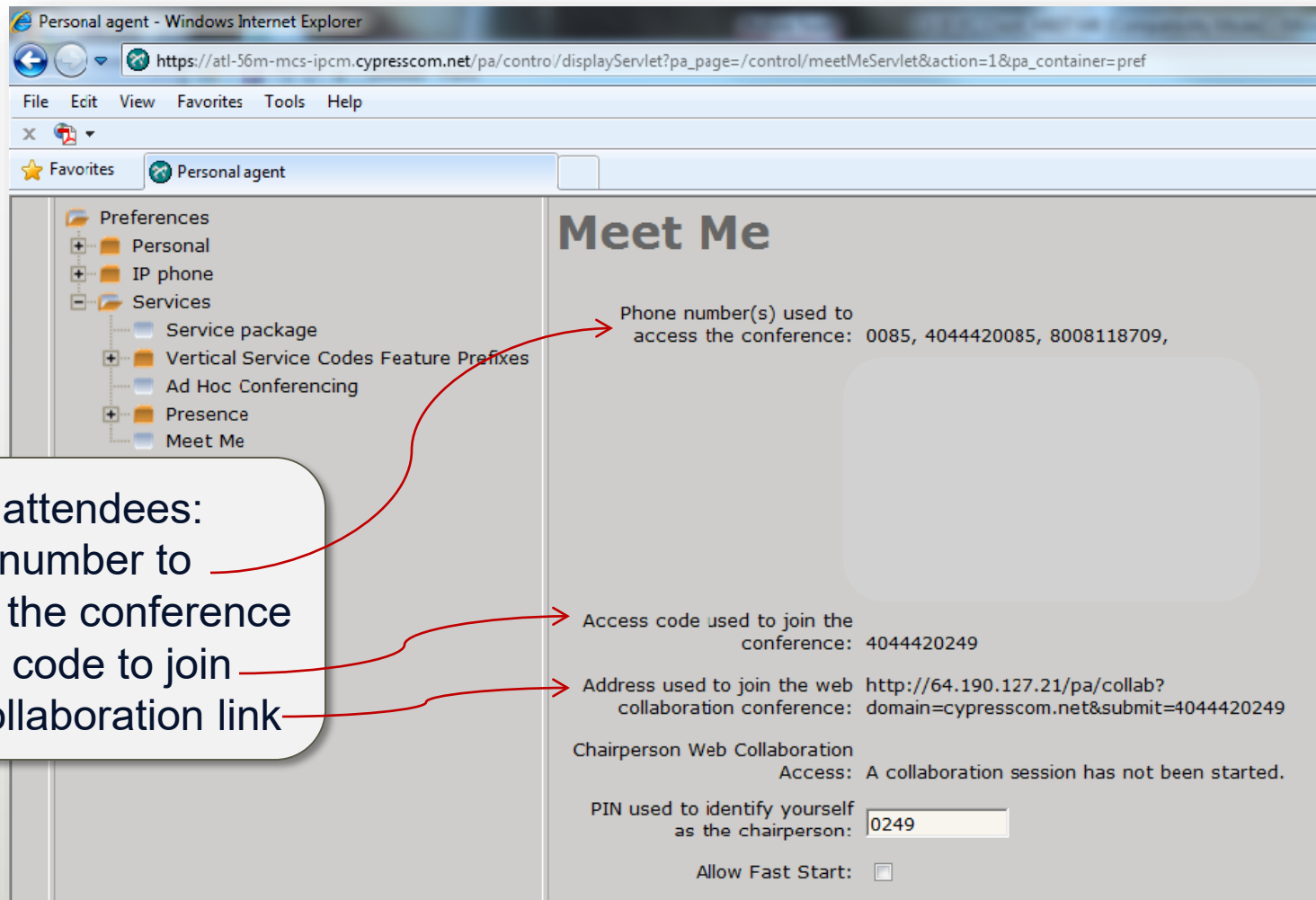
Allow audio emoticons on my conference: ☐

E-mail address where conference recordings will be sent: jbreland@cypresscom.net

When participants join and leave my conference...: ☒ Play entry/exit tones ☐ Do nothing

Save **Reset**

Information for Attendees



Personal agent - Windows Internet Explorer

https://atl-56m-mcs-ipcm.cypresscom.net/pa/control/displayServlet?pa_page=/control/meetMeServlet&action=1&pa_container=pref

File Edit View Favorites Tools Help

★ Favorites Personal agent

Preferences

- Personal
- IP phone
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 - Service package
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 - Meet Me

Meet Me

Phone number(s) used to access the conference: 0085, 4044420085, 8008118709,

Access code used to join the conference: 4044420249

Address used to join the web collaboration conference: <http://64.190.127.21/pa/collab?domain=cypresscom.net&submit=4044420249>

Chairperson Web Collaboration
Access: A collaboration session has not been started.

PIN used to identify yourself as the chairperson:

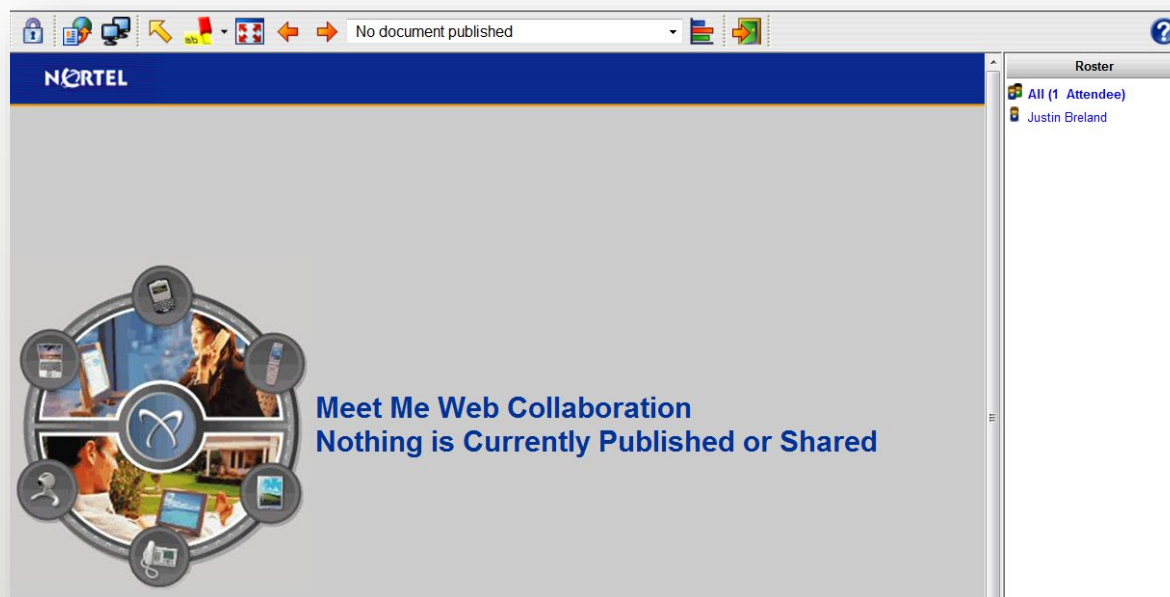
Allow Fast Start: ☐

Provide to attendees:

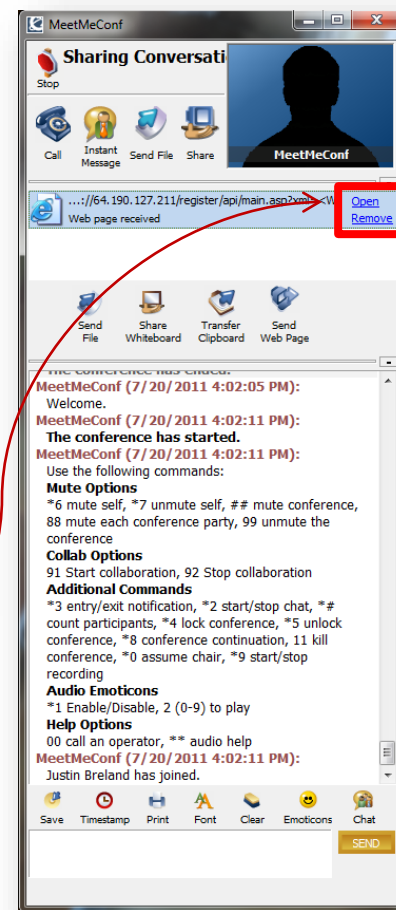
1. Phone number to access the conference
2. Access code to join
3. Web collaboration link

Meet-Me Web Collaboration

When the conference is started



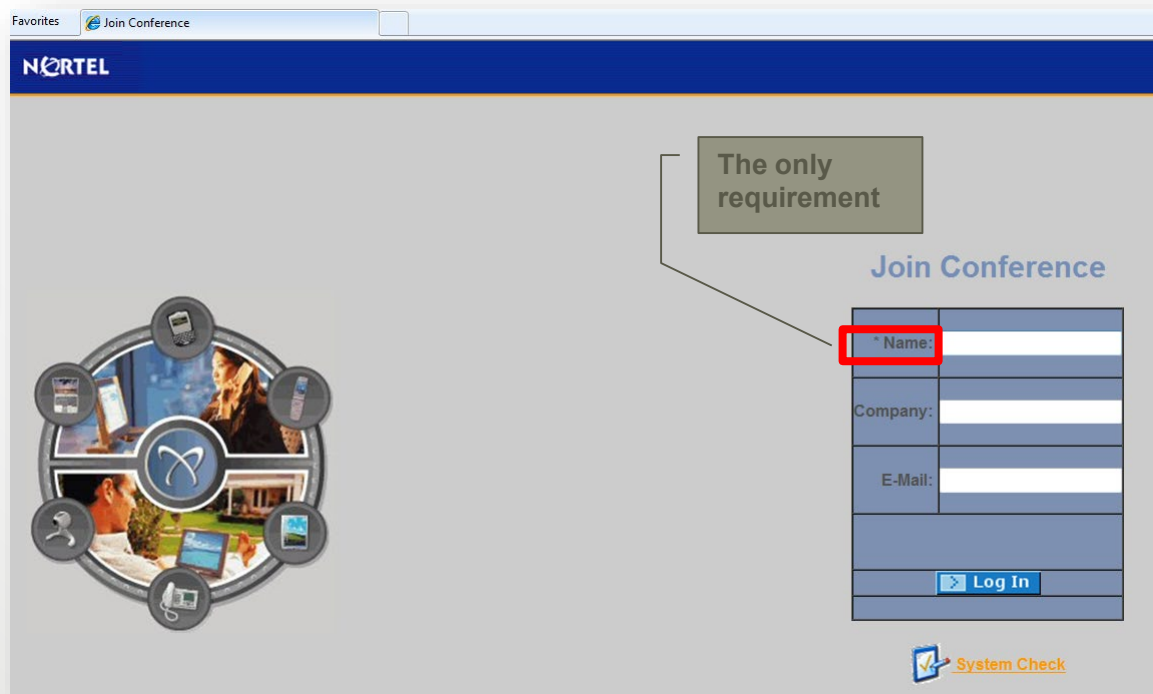
By clicking the link pushed to your Instant Message it will take you to the *Meet-Me Web collaboration*.



Meet-Me Web Collaboration

What attendee will see

When an attendee logs into a webinar, this is what he/she will see.



The screenshot shows a web browser window with the title "Join Conference". The page has a blue header with the "NORTEL" logo. On the left, there is a circular graphic with various icons representing different communication methods. On the right, there is a "Join Conference" form. A callout box points to the "Name:" field, stating "The only requirement". The form includes fields for "Name:", "Company:", and "E-Mail:", followed by a "Log In" button. At the bottom right, there is a "System Check" link.


Join Conference

The only requirement

Name:

Company:

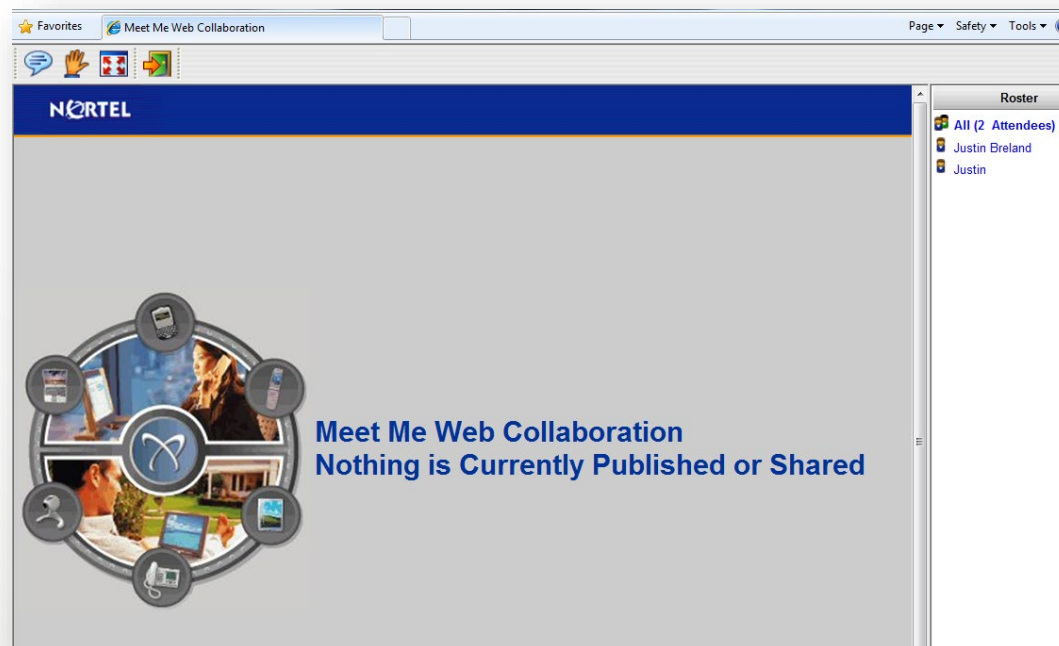
E-Mail:

 [System Check](#)

Meet-Me Web Collaboration

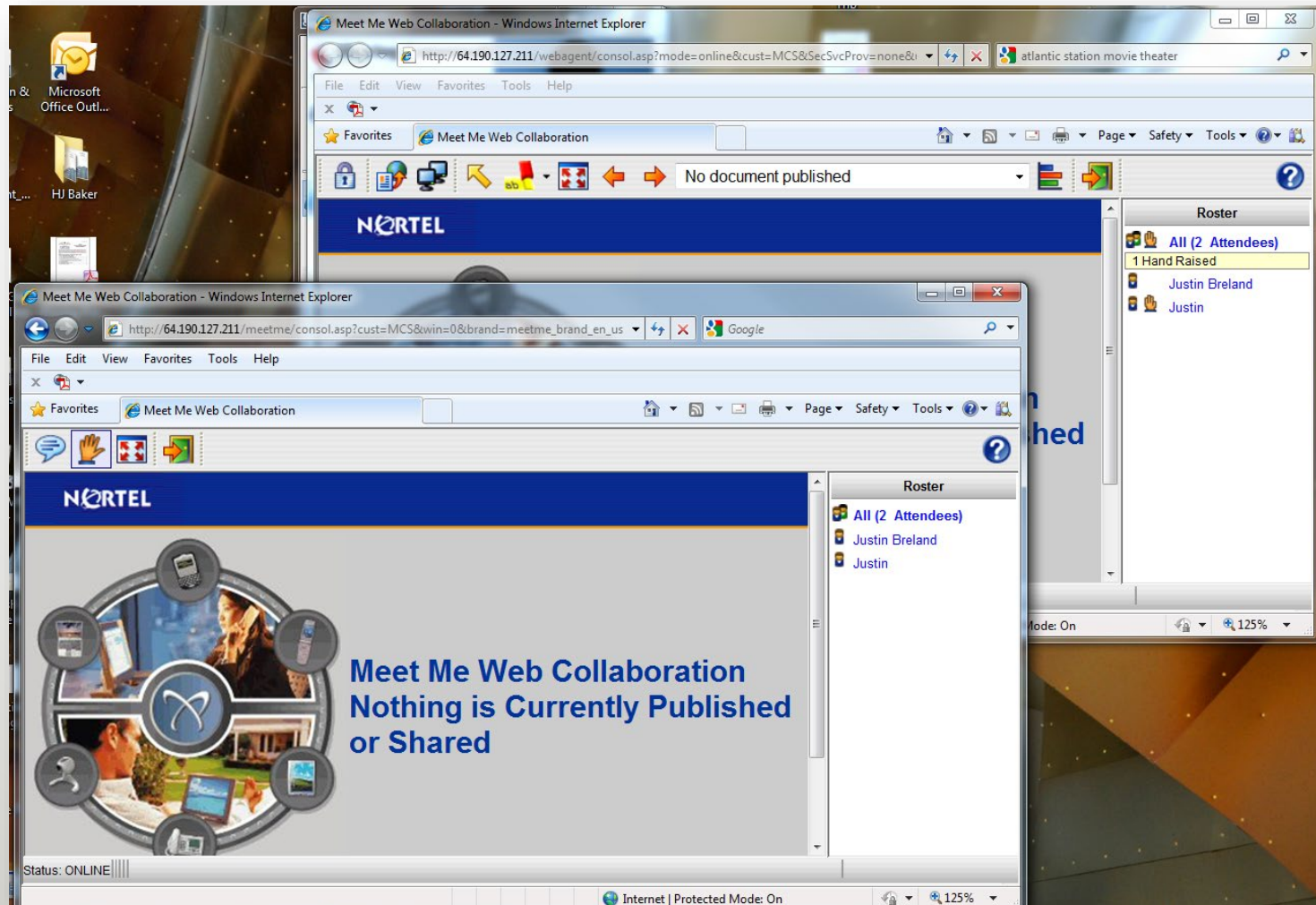
Once the HOST logs in

Once the host logs in this is the screen that will be seen.



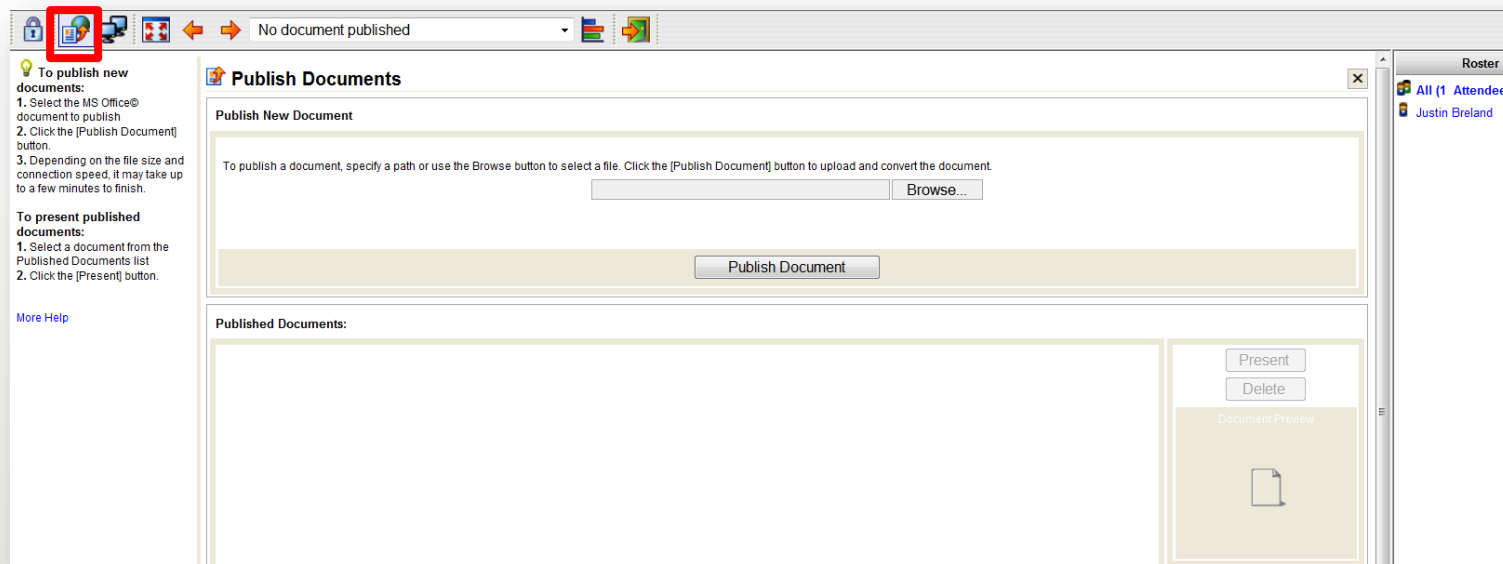
Meet-Me Web Collaboration

The differences between the host and the attendees



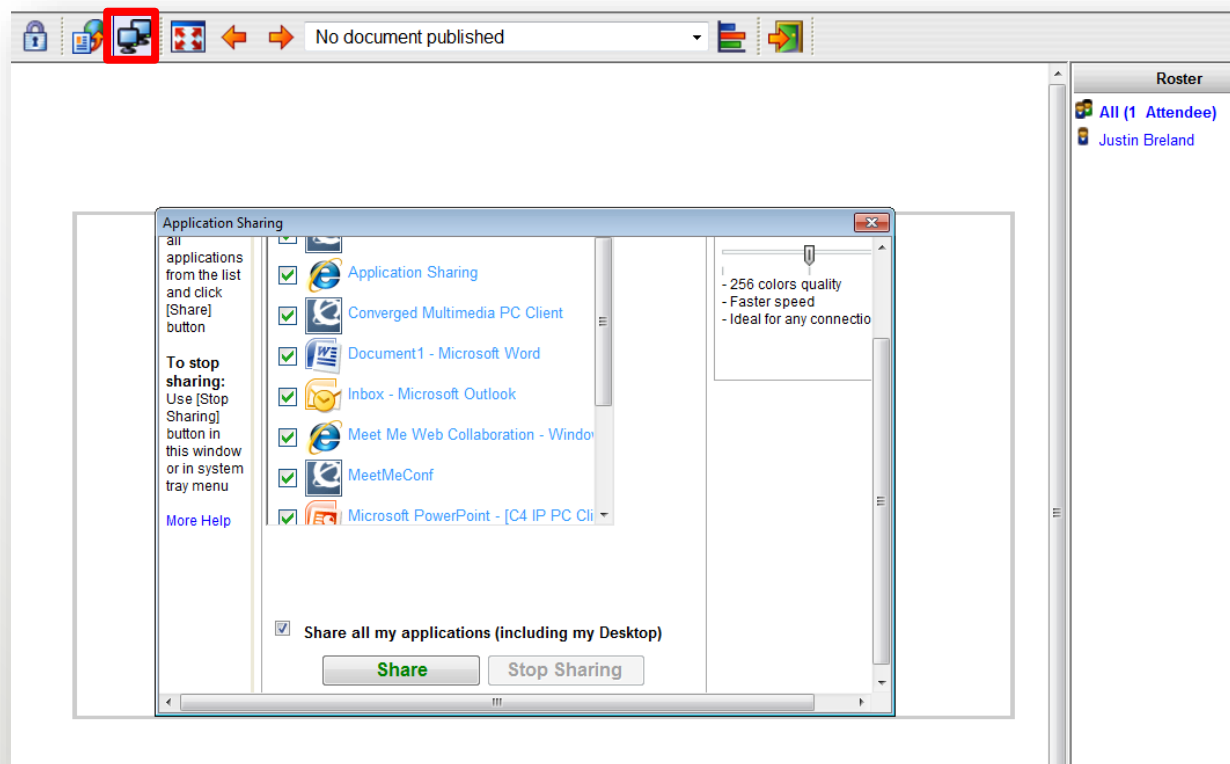
Meet-Me Web Collaboration

Publishing Documents



Meet-Me Web Collaboration

Sharing My Screen



Demonstration



Have questions?

- If you have additional questions or would like to inquire about products covered in today's training, please contact your Cypress Representative or call our support line at 888.528.1788.
- Our support staff may also be reach by email:
VoIPSupport@cypresscom.net

Thank you for attending!

