

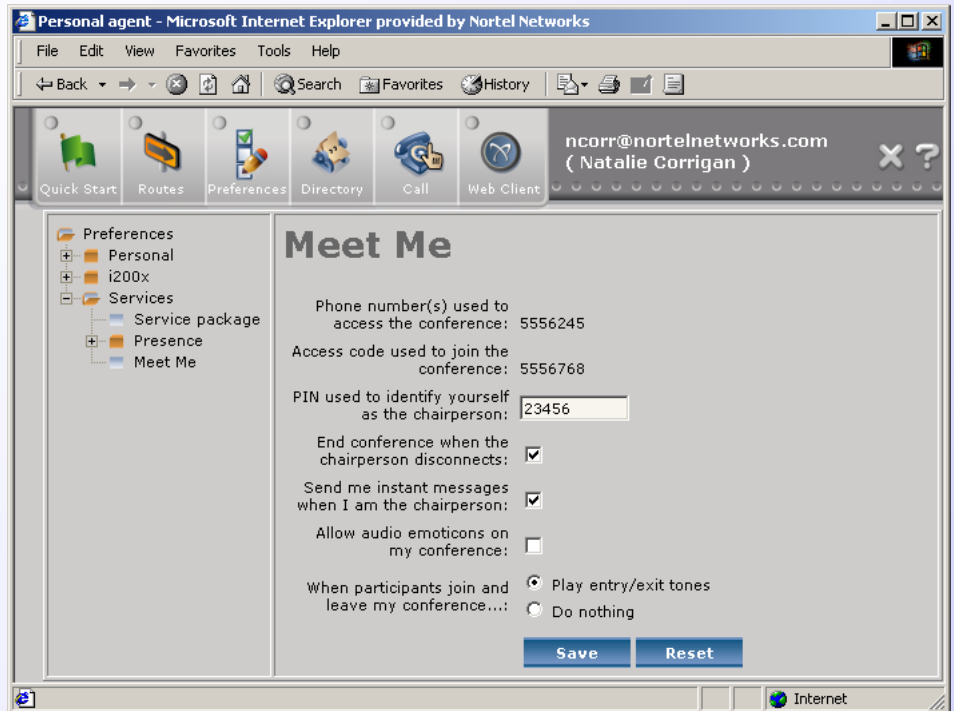
# **C4 Meet Me Conferencing Quick Reference**



## Viewing / changing your Meet Me conferencing settings

### Accessing your settings

- Login to Personal Agent using the URL provided by support personnel
- In the Personal Agent menu bar, click the **Preferences** button
- In the Personal Agent content area, click **Preferences > Services > Meet Me**



### View only settings

- **Access number** – the dial-in number participants use to access the Meet Me conferencing service
- **Access code** – the number participants use to join your Meet Me conference

### User selectable settings

- **PIN** – the number you use to identify yourself as the chairperson of your Meet Me conference
- **End conference** – when selected, the conference ends when the chairperson disconnects
- **Send me instant messages** – when selected, the Meet Me conference service sends instant messages to the chairperson whenever a participant
  - is waiting to enter conference,
  - hangs up while waiting for entrance to conference,
  - transfers the conference call to another destination,
  - is disconnected because of failure to enter correct passcode,
  - joins conference,
  - hangs up while in conference enter and leave the conference
- **Allow audio emoticons** – when selected, the chairperson and participants can play audio emoticons during the conference call
- **When participants join and leave** – controls whether or not the Meet Me conference service plays an audible tone when participants enter and leave the conference



## Meet Me Conferencing Quick Reference

### Starting a Meet Me conference

- Dial into conference with Dial-in number
- Enter conference access code at prompt, followed by pound key #
- Press star key \* to identify yourself as conference chairperson
- Enter Chairperson PIN followed by pound key #
- Press **2** to create optional conference passcode
- Press **1** when ready to start the conference
- Any participants waiting on hold automatically join

### Joining a Meet Me conference

- Dial into conference with dial-in number
- Enter conference access code at prompt, followed by pound key #
- If required, enter conference passcode followed by the pound key #
- If chairperson has already started the conference, you will be placed into conference. Otherwise, you will hear hold music until the chairperson begins the conference.

### Chairperson conference controls

- \* 1** Enable/disable audio emoticons
- \* 2** Launch/end chat session
- \* 3** Enable/disable entry/exit tones
- \* 4** Lock conference
- \* 5** Unlock conference
- \* 6** Mute
- \* 7** Un-mute
- \* 8** Conference continuation
- \* #** Count participants
- # #** Mute all participants
- 8 8** Mutes all participants but allows participants to un-mute themselves
- 9 9** Un-mute all participants
- 2 0-9** Play audio emoticon
- 0 0** Ask for an operator
- \* \*** List available commands

### Participant conference controls

- \* 6** Mute
- \* 7** Un-mute
- \* #** Count participants
- 2 0-9** Play audio emoticon
- 0 0** Ask for an operator
- \* \*** List available commands