MEET ME CONFERENCE LINE
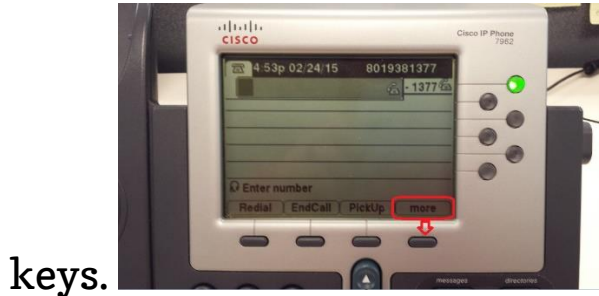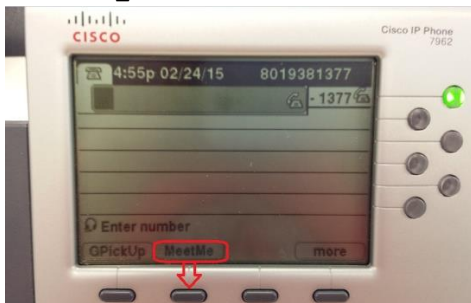
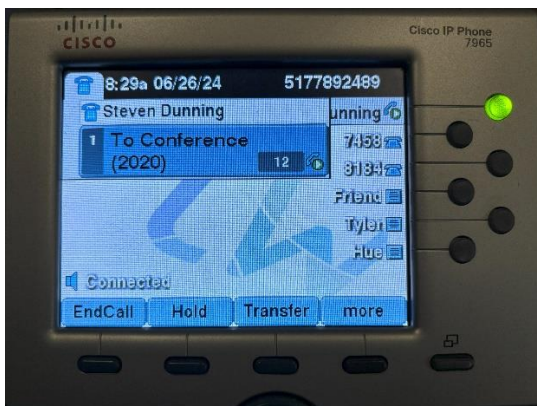## IT Tips & Tricks

1. Open a line on your Cisco phone.

2. Press the More soft key, which will provide additional soft

   keys.

3. Then press the MeetMe soft key.

4. The conference will beep twice prompting you to enter the 4-digit MeetMe room ID (2020 or 2021) in order to establish the conference.

MEET ME CONFERENCE LINE
IT Tips & Tricks

JOINING A CONFERENCE

5. Internal Users
    a. Dial the 4-digit room ID (2020 or 2021).
6. External Users
    a. Dial the business line 517-789-1209.
    b. When the automated system picks up, dial the 4-digit room ID (2020 or 2021) at any time during the outgoing message.
    c. The conference will beep once indicating that you have been connected.

Each time a caller joins the MeetMe conference, callers already in the conference will hear one beep alerting them that a new caller has joined. Each time a caller disconnects from the conference two beeps will be heard. The person who starts the meeting must stay on the meeting for the duration of the meeting. Once the meeting initiator has left the meeting, the conference call will drop.