

Meet-Me Conference

How to use a Meet-Me Conference

****The Meet-Me Conference feature must be initiated by a Cisco phone only!!! ****

Conference Leader:

1. From your Cisco phone, pick up the handset or press the speaker key. (*You should hear system dial tone*).
2. Press the softkey on the bottom display screen labeled “**More**” until you see the “**Meet-Me**” on the screen.
3. Press the “**Meet-Me**” softkey feature. (You will hear 2 beeps)
4. Dial the 5 digit Meet-Me Conference number. (*The Conference line will be silent until a participant has joined the conference call*).

Conference Participant:

1. Internal participant: Dial the 5 digit Meet-Me Conference number.
2. External participant: Dial the 10 digit Meet-Me Conference phone number

****The Leader must first start the Meet-Me Conference call before any participant can call in!!! ****

Open Meet-Me Conference Numbers

<i>RM #</i>	<i>Meet-Me Ext</i>	<i>Meet-Me-Conference Number</i>
• Group-2	Ext 40532	Phone Number (480) 784-0532
• Group-3	Ext 40533	Phone Number (480) 784-0533
• Group-4	Ext 40534	Phone Number (480) 784-0534
• Group-5	Ext 40535	Phone Number (480) 784-0535

Assigned Meet-Me Conference Numbers

Emerald Point Building

<i>RM #</i>	<i>Phone Ext</i>	<i>Meet-Me Ext</i>	<i>Meet-Me-Conference Number</i>
• Room 118	Ext 40513		Use Open Meet Me Conference Numbers
• Room 130	Ext 40570		Use Open Meet Me Conference Numbers
• Room 131	Ext 40568		Use Open Meet Me Conference Numbers
• Room 132	Ext 40515	Ext 40539	Phone Number (480) 784-0539
• Room 207	Ext 40518	Ext 40536	Phone Number (480) 784-0536
• Room 204	Ext 40502	Ext 40531	Phone Number (480) 784-0531
• Room 136	Ext 40516	Ext 40537	Phone Number (480) 784-0537
• Room 228	Ext 40572		Use Open Meet Me Conference Numbers

District Office Building

<i>RM #</i>	<i>Phone Ext</i>	<i>Meet-Me Ext</i>	<i>Meet-Me-Conference Number</i>
• Room 119	Ext 40575	Ext 40581	Phone Number (480) 784-0581
• Room 411	Ext 40550		Use Open Meet Me Conference Numbers
• Room 424	Ext 40552		Use Open Meet Me Conference Numbers
• Room 455	Ext 40554	Ext 40899	Phone Number (480) 784-0899
• Room 468	Ext 40615		Use Open Meet Me Conference Numbers
• Room 524	Ext 40611		Use Open Meet Me Conference Numbers
• Room 556	Ext 40612	Ext 40557	Phone Number (480) 784-0557
• Room 587	Ext 40556		Use Open Meet Me Conference Numbers
• Room 634S	Ext 40551		Use Open Meet Me Conference Numbers
• Room 634L	Ext 40553	Ext 40566	Phone Number (480) 784-0566
• Room 611	Ext 40522	Ext 40544	Phone Number (480) 784-0544