

# How To Start Your Conference, Bridge or Meet Me

## Conference Call (from your desk phone WITHOUT conference phone)

1. From your Cisco phone, dial your first number. Once that party is on the line, push the button under the MORE tab
2. Press the button that says CONFRN, type in your next number
3. Once that number has dialed, a button will appear that says CONFRN, press this button to add this call to the conference call. Your callers will not hear each other until you push the CONFRN button
4. Add your third participant by repeating the steps above.

To end the call, hang up the phone or push the END CALL button.

\*The dialing is the same as from your office phone: for on campus numbers just use the four digit extension, to dial off campus you will need to dial a 9 and then the number.

## MEET ME

To start the Meet Me Conference Call:

1. Pick up the handset and push the MORE button on your phone
2. Push the button that says MEETME
3. After the two beeps, dial the extension that was given to you for this call
4. A screen will appear that says Conference
5. The phone will beep as people join your call

To end the call, hang up the phone or push the END CALL button.

## SUU BRIDGE

To use the SUU Bridge service you will be given an 1-800 number that all your parties will dial. Once the number is dialed, all parties will need to enter the access code that will be provided to you. (The administrator will be asked to dial the pin number and will have different administrative rights with the call. The person requesting the Bridge # is generally assigned as the administrator.)

Once the Conference Bridge is scheduled, a document will be sent to you from Jennifer Hunter that states the phone and access numbers and letters that can be sent to participants with information about the call.

## Conference Call WITH a conference phone



To make a call, start by pushing the NEW CALL button. You will hear a dial tone; dial your first number. Once that caller is on the line press the MORE button and then the CONFRN button.

Dial your second number, that caller will not be on the conference until you push the CONFRN button. Once you have pressed the CONFRN button, the lights on the Conference phone will flash, you will hear a beep, and the display screen on the phone will show one call that says CONFERENCE.

Add a third caller with the same steps as for the second caller.

If you wish to delete a caller from the conference call, select the MORE button and then CONFLIST. You will be able to see all the callers on the call as well as their number. To delete a caller, you can either use the arrow pad to select the number and then the ERASE button or simply press the button on the number pad associated with the phone line you wish to remove from the call.

To end the call, press the end call button.

### ANALOG Polycom Sound Station

To begin your conference call with the Polycom Sound Station, start by pushing the on/off button. Next, dial your party. Once you have that caller on the line, press the FLASH button. This will give you a dial tone and allow you to call your next party. Dial the second number. Once they pick up, you can speak with them and the first party will be on hold until you hit the FLASH key again. Once you press the FLASH key, you will unite both callers to the conference call. To end the call, hit the ON/OFF button again.

### MEET ME

To start the Meet Me Conference Call:

1. Pick up the handset and push the MORE button on your phone
2. Push the button that says MEETME
3. After the two beeps, dial the extension that was given to you for this call
4. A screen will appear that says Conference
5. The phone will beep as people join your call

To end the call, hang up the phone or push the END CALL button.

### SUU BRIDGE

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**ADDITIONAL HELP** - If you need additional help please call ext 7785.