

When arranging your conference you will need to give participants the following information:

- Agreed meeting date and time
- The BT MeetMe telephone number
- The Participant Passcode



Joining a meeting

At the time of the conference:

1. Dial the BT MeetMe telephone number.
2. Enter the Chairperson or Participant Passcode followed by #.
3. If prompted – record your name and accept the recording.
4. Wait for the conference to start.

Controlling a meeting

The meeting is easily controlled using the telephone keypad.

Everyone has basic control over their own line while you, as the Chairperson, have an extended set of features.

Everyone can use...


***0 Signals the Co-ordinator for assistance** – available for help and advice.

***4 Equalises your volume automatically** – adjusts the volume of your line.

***6 Mutes / Un-mutes your phone line** – useful for noisy connections e.g. mobiles.

Dial Out

In addition, you as the Chairperson have access to:

- #1 **Conference Roll Call** – play back name recordings to see who’s dialled in.
- #2 **Conference Participant Count** – tells you the number of attendees. 
- *2 **Stop Audio Message** – stop any recorded messages e.g. Roll Call.
- *7 **Conference Lock and Unlock** – stop anyone, including the Co-ordinator, gaining access to the meeting.
- #9 **Enable/Disable Chairperson Hang-up** – allows participants to continue after the Chairperson has left.
- ## **End Conference** – ejects everyone from the meeting.

Tip: Be sure to unlock a conference before requesting assistance using *0 as you will be unable to rejoin a locked conference.

Chairperson dial out

Call additional participants and ask them to join the meeting. You can call, speak in private and return to the meeting with or without the additional participant.

- #3 **Initiates Chairperson Dial Out** – the Chairperson gets a dial tone and is temporarily removed from the conference. Key #3 and dial the telephone number. When the call is answered you can speak to them in private.
Note – you must enter the entire telephone number including the STD code.
- #4 **Connect both parties to the conference** – returns the Chairperson and new participant to the original conference.
- #5 **Connect Chairperson only to the conference** – the Chairperson returns and disconnects the person dialled.

Tip: When you return to the phoneconference with a participant, if name recording is set to on, there will be a small delay to them joining if they are prompted to record their name.

Further help

To join a BT MeetMe call online visit:
www.conferencing.bt.com/meetme

or for more information contact the
BT MeetMe Helpdesk
0800 0850 679

For information on all BT Conferencing products
and services visit our web site at:
www.conferencing.bt.com



Offices worldwide

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What you need

To use the optional web enhanced service you need an Internet connected PC with Netscape 4.5/ Internet Explorer 4.01 or above with Java and cookies enabled.

Where groups of people intend to use one phone, we recommend that a speaker phone is used to ensure high sound quality is maintained.

Security Tip: Remember that the security to your virtual meeting room is the Chairperson's Passcode. This is the key to your room and against which you will be billed.