



BT MeetMe User guide

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Overview



BT MeetMe is an instant audio conferencing service that only requires access from a fixed or mobile phone to enable virtual meetings with up to 40 participants. No prior booking is required and conferences can be established in the time participants take to call in. The service is easy to use, and it's available at any time, every day of the year, whenever you need to schedule a meeting.

BT MeetMe enables you to speak to colleagues, customers and suppliers in your own personal meeting room, wherever they may be. It doesn't replace all traditional face-to-face meetings but complements them by bringing participants together without anyone having to leave their office. So whatever your role, less time is spent travelling, enabling faster and more responsive decision-making.

Simply pick up the phone, dial the access number, enter your personal chairperson pin number and you'll soon be sharing your thoughts and ideas with colleagues wherever they are located. What's more, with a few simple clicks, you can control, record or customise your meeting - all via the internet.

This guide provides an overview of the service and a practical introduction to help you make your first call.

If you have any problems, there is always a co-ordinator to talk to or visit our web site for on-line help:
www.conferencing.bt.com

If you would like to find out more about how you can take your conference call online download the [BT MeetMe Online Tools User Guide](#) - which has all the details you need.

If you have customers or colleagues abroad, you can contact us to sign up for [BT MeetMe Global Access](#) service. This enables participants from the UK and over 55 other countries to join a conference call with a local dial-in number, saving them the cost of an international call.



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How to conduct a BT MeetMe Call

There's no need for special equipment or the need to book in advance. Simply follow the instructions below to start using BT MeetMe today.

Step 1:

Invite the people you wish to meet with and share with them the following information:

- Date and time of the meeting
- Dial-in phone number
- Participant Passcode
(followed by the # sign)

Please advise your participants if they enter the meeting before you, they will be placed on hold in the conference listening to music until you join. If you or your participants are travelling, remind them to print out the dial-in details to take with them.

Step 2:

At the start of your meeting, dial your BT MeetMe dial-in number and follow the prompts

- Enter your Chairperson's Passcode, followed by #.
- Participants follow the same instructions and enter their Passcode, followed by #.

To prevent fraudulent use please do not share your Chairperson's Passcode.

Step 3:

That's it! You will be joined together with your participants on the call and your meeting can begin.



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