Meet Me Audio Conference
Quick Reference Guide

Northland COMMUNICATIONS

CONFERENCE MODERATOR: As the moderator you have the ability to set up the conference bridge and assign a moderator password.

There is a preset Direct Dial Number for your conference bridges. This has been set in advance by your System Administrator.

Your **Conference Bridge Number** is:

You have an access code that allows you to set the conference information. This will be set up by a System Administrator.

Your **Access Code** for setting up a Conference Bridge is:

There will also be a Conference ID Number.
Your **Conference ID Number** is: **YOUR EXTENSION NUMBER** or any valid extension number on the system.

You will set up a unique Moderator password (pin) for your conference bridge.
For security purposes, passwords should be a minimum of 5 digits and should not start with either a 9 or the lead digit of your extension numbers.

CONFERENCE MODERATOR SET UP

FROM AN INTERNAL EXTENSION:
Enter * 209 to begin process   You will be prompted to enter an access code.
Enter your **Access Code**:   You are prompted to enter the Conference you are setting a password for.
Enter **Conference ID Number**:   A VALID EXTENSION Number and Press #.
Enter your current **Password**:   See note below.
NOTE: If you have not set up a password previously, Press # when prompted for a existing password or enter your existing password.
Hold on the line, you will be prompted to enter new password.
Enter new password and Press #, a voice prompt confirms the new password for you.

FROM AN EXTERNAL NUMBER:
Dial the **Conference Bridge Number**:
Press * 5   *this is a hidden prompt*
Enter your **Access Code**:   You are prompted to enter the Conference you are setting a password for.
Enter the **Conference ID Number**:   A VALID EXTENSION Number.
Enter your current **Password**:   See note below.
NOTE: If you have not set up a password previously, Press # when prompted for a existing password or enter your existing password.
Hold on the line, you will be prompted to enter new password.
Enter new password and Press #, a voice prompt confirms the new password for you.

WHAT CONFERENCE PARTICIPANTS NEED

It is important to give all conference participants the following information:
The Direct Dial Number for the Bridge:
The Conference ID Number: YOUR EXTENSION NUMBER.
Conference Participants do not need a passcode.

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MEET ME CONFERENCE CENTER
MODERATOR + PARTICIPANT LOG IN

JOIN AS THE CONFERENCE MODERATOR

The moderator must join the bridge in order for all other parties to be connected.

FROM AN INTERNAL EXTENSION:
Enter ***208** System voice prompts you "if you are the moderator, press **".
Press ******   to join as the conference moderator
Enter **YOUR Conference ID Number** and press #   This is your Extension Number
Enter **Moderator PIN:** _____ and press #   The pin you set from page 1 Moderator Set up
You will be connected to the conference bridge

NOTES: If you are joining the conference as the moderator from your own phone, you do not have to press ** and enter PIN.   The system will recognize the Extension as the Moderator extension.

VIEW PARTICIPANT LIST FROM AN INTERNAL EXTENSION:
Press **DETAILS** Softkey,   display gives participant information.
Press **Up/Down Arrow Keys** to scroll through participants.
Press **DROP** Softkey to drop desired participant
To Mute another member, Press **MUTE** Softkey
To Mute yourself, Press **MUTE** fixed key

FROM AN EXTERNAL NUMBER:
Dial **Conference Bridge Number:**   System voice prompts you "if you are the moderator, press **."
Press ******   to join as the conference moderator.
Enter **YOUR Conference ID Number** and press #.   This is your Extension Number.
Enter **Moderator PIN** and press #.   The pin you set from page 1 Moderator Set up.
You will be connected to the conference bridge.

JOIN AS A CONFERENCE PARTICIPANT

You will be given a direct dial number for the conference bridge, as well as a conference ID Number.

FROM AN INTERNAL EXTENSION:
Enter ***208**
Enter **Conference ID Number** and Press #
You will be connected to the conference bridge when the moderator joins.

FROM AN EXTERNAL NUMBER:
Dial **Conference Bridge Number:**
Enter **Conference ID Number:** _____ and press #
You will be connected to the conference bridge when the moderator joins.

NOTES: If the Moderator has not joined the conference call yet, you will placed on hold.
        When the Moderator disconnects all other parties are placed on hold.