

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

MEET-ME CONFERENCE CALLING

Meet-Me conferencing allows you to start or join a conference by dialing a conference number. The maximum number of participants is 10.

The USU has been designated two (2) permanent Meet-Me conferencing telephone numbers. Please contact Sharon Kinard at ext. 6025 or via e-mail at sharon.kinard@csun.edu to reserve your conference number.

Starting or Joining a Meet-Me Conference Call

If you want to...	Then...
Start a Meet-Me Conference	<ol style="list-style-type: none">1. Obtain a Meet-Me telephone number from Sharon Kinard.2. Distribute the number to participants.3. When you are ready to start the meeting, press the following buttons from your Cisco phone 10 minutes prior to your meeting start time. With your receiver on the hook, press: (1) New Call, (2) More, (3) Meet Me4. Dial the Meet-Me telephone number extension only (1503 or 1504). Leave the line open and turn up your volume. The line must remain open until the meeting has concluded.5. Participants can now join the conference by dialing the entire number (818-677-1503 or 1504) and introducing themselves.6. Note: Participants will hear a busy tone if they call the conference number before the initiator has joined. In this case, participants must call back.
Join a Meet-Me Conference	Dial the Meet-Me conference number (provided by the conference initiator). Note: You will hear a busy tone if you call the conference before the initiator has joined. In this case, try your call again.
End a Meet-Me Conference	All participants must hang up. The conference does not automatically end when the conference initiator disconnects.