

CONFERENCE MeetMe TIPS

Based on customer feedback and input from Voice Services staff, Voice Services has created a tips sheet for those who reserve and use our 64-port MeetMe Bridge. This sheet is appropriate to forward to those who make MeetMe requests, as well as those who participate in MeetMe conferences.

****For general information or immediate assistance, always contact Voice Services at 987-0017****

TIPS FOR RESERVING CONFERENCE MEETMES

- ✓ Carefully review the confirmation email sent to you by Voice Services staff. Dialin information is subject to change without prior notice; previous dialin information provided will not apply to new requests. Remember to send dialin information to all participating MeetMe conferees.
- ✓ Requests to increase the number of conferees scheduled to participate in a MeetMe is solely based on availability of MeetMe ports, and cannot always be accommodated at the last minute. If you feel that additional ports are needed, request 2-3 additional ports when submitting your MeetMe request.
- ✓ Conference calls consisting of six parties or less may be initiated directly from your office phone. It is a convenient alternative for small type conference calls, and does not require the use of the MeetMe Bridge at all. Contact Voice Services for more information regarding the setup of conference calls from your office telephone.

TIPS FOR MEETME CONFEREES

- ✓ Review the information sent to you by your requestor. Make note of the dialin number, meeting ID, and password. Remember—the dialin **must** be dialed prior to entering the meeting ID and password. Also remember to depress the # sign after entering both the meeting ID **and** 4-digit password.
- ✓ Cellular phones and excessive background noise can degrade the overall audio quality of a MeetMe conference. To minimize background noise, activate the “mute” feature until you wish to speak.
- ✓ If more than one conferee is participating from the same UCOP conference room, the use of Polycom conference room equipment can enhance audio quality. Visit our webpage at <http://www.ucop.edu/irc/services/teleconf.html> to email your Polycom reservation, or call us at 987-0017, #2.