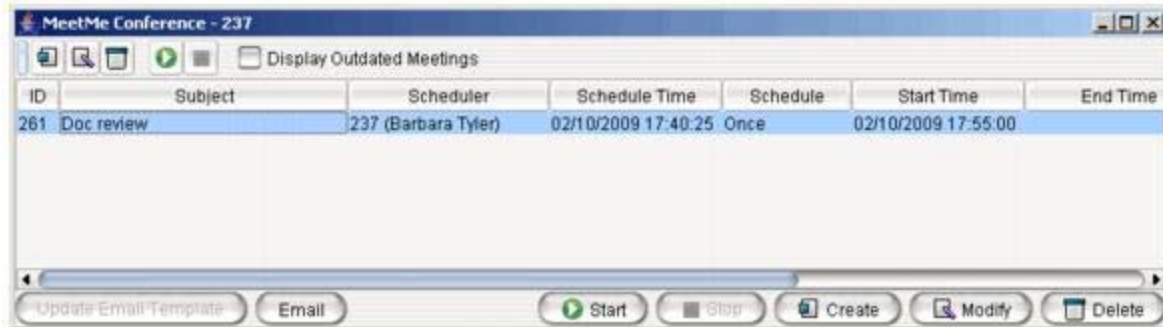




MeetMe Conference

If your company has this feature available, you can schedule a phone meeting to take place at a specified time in the future and invite people to the meeting. Invited people call the MeetMe conference extension number to join the meeting at the designated meeting time.

To schedule a phone meeting, click the **Schedule Meeting** button . The MeetMe Conference window opens:



Using this window, you can:

- Create a one-time or recurring meeting and set its parameters
- Open Microsoft Outlook to send an e-mail invitation to participate in the meeting
- Start and stop a meeting
- Modify or delete a meeting
- See meeting ID, subject, scheduler, time, frequency, start time, end time, the last time the meeting started, its status, and the resource being used.
- Display or hide outdated meetings
- Modify column display

Working in the MeetMe Conference Window

- Click a button to perform a function (for example, create a meeting). The buttons at the bottom of the window are labeled with their function; the buttons at the top of the window perform the same functions. In addition, at the top of the window, you can choose to display outdated meetings by checking the **Display Outdated Meetings** check box. Deselect the check box to hide outdated meetings.
- Select an existing meeting to perform a function on it (for example, to start or stop the meeting). You can select one meeting at a time.
- Functions can also be performed on an existing meeting by right-clicking the meeting and selecting from the context menu.
- Click a column heading to sort by that column. An arrow is displayed that indicates the sort order, ascending or descending. Click again to reverse the sort order.



- Use the scroll bar at the bottom of the window to display additional columns, if necessary.
- Change column size by clicking and dragging a column border.
- Change column order in the current window by dragging a column heading to where you want it.
- You can open more than one MeetMe Conference window and work with different meetings and displays in each one. Modifications you make to the *display* in a MeetMe Conference window are not retained after you close the window.

- You can double-click a meeting to open the Modify Meeting dialog box.

Using the Calendar Button

The Create Meeting and Modify Meeting dialog boxes use Calendar buttons for date selection. To select a date, click the **Calendar** button. When the calendar is open, use the Up/Down arrows to select the year, or you can type in a year and then press **Enter**.

Click the **Calendar** button again to close the calendar.

Creating a Meeting

To create a meeting, click one of the **Create** buttons. The Create Meeting dialog box opens.

The options in the middle panel change, depending on the frequency you select

The following parameters apply to all meetings:

Parameter	Description
ID	The conference ID is created by the system.
Scheduler	The name of the person scheduling the meeting.
Schedule Time	The time the Create Meeting dialog box was opened to create this meeting.

Subject Identifies the subject or type of meeting. What you enter here should be easily identifiable in the meeting list.

Reserved Seats Use the Up/Down arrows or type in a number, up to 30, to indicate the number of expected participants. If your company's phone system allows it, you can invite up to 120 participants.

If the conference has more than 30 members, by default all the members are muted. The conference host can un-mute up to 30 members concurrently.

Host Select the extension number of the host of this meeting. The host can start and stop the meeting and can mute and drop meeting members.

Frequency Select the frequency of this meeting from the drop-down list. A "weekly" or "monthly" meeting can actually be specified as every 2nd week/month or every 3rd week/month, and so on.

Middle panel:

Options in the middle panel vary according to the frequency of the meeting. See the sections below this table.

Require Conference Passcode If you check this, no one can participate who does not enter the conference passcode that you supply.

Passcode If you are requiring a passcode, enter it here.

Announce Participant Name If you want participant names announced when they enter the meeting, check this check box.

Fill in the fields of the Create Meeting dialog box, and click **OK**. See the following sections for directions on filling in the fields in the middle panel of this dialog box.

Note: If other scheduled meetings have already reserved resources for the time period, and sufficient resources are not available for the meeting you are attempting to schedule, a message pops up telling you that there is a resource conflict.

One Time Only Meeting

If you select **One Time Only** from the **Frequency** drop-down list, these are your options in the middle panel:

Duration: 30 minutes

Now

On Date: Date: 02/10/2009 Start: 03:05 PM

1. Specify the duration of the meeting, using the Up/Down arrows.
2. If the meeting is to begin as soon as it is scheduled, select **Now**.
3. If the meeting is to begin at another time, select **On Date**, and enter a date and start time. To select a date, click the **Calendar** button. To select a start time, click the Down arrow and use the slide bar.

Weekly Meeting

If you select **Weekly** from the **Frequency** drop-down list, these are your options in the middle panel:

Frequency: Weekly

Duration: 30 minutes Start: 08:00 AM

Every 1 week(s), on

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Range of Recurrence

Begin: 02/10/2009

End after 1 occurrence(s)

End by 02/10/2009

1. In the **Duration** field, specify the duration of the meeting, using the Up/Down arrows.
2. In the **Start** field, specify the start of the meeting by clicking the Down arrow and using the slide bar.
3. In the **Every** field, specify how often this meeting is to occur: every week, every other week, every three weeks, and so on.
4. Check the day of the week on which this meeting will occur.
5. In the Range of Recurrence panel, use the **Calendar** button to select a date for the first meeting.
6. Select **End after x occurrences** and choose the number of times the meeting is to occur or select **End by** and click the **Calendar** button to specify a date at which the meetings will cease.

Monthly Meeting

If you select **Monthly** from the **Frequency** drop-down list, these are your options in the middle panel:

Frequency:

Every month(es) On Date

Duration: Hold during weekend

Start: On

Range of Recurrence

Begin:

End after occurrence(s)

End by

1. In the **Every** field, specify how often this meeting is to occur: every month, every other month, every three months, and so on.
2. In the **Duration** field, specify the duration of the meeting, using the Up/Down arrows.
3. In the **Start** field, specify the start of the meeting by clicking the Down arrow and using the slide bar.
4. Select either **On Date** to specify a day of the month by *number* (for example, the 10th day of the month) or select **On** to specify a day of the month by *name* (for example, the first Monday of the month).
5. If you use **On Date**, the specified date (for example, the 10th day of the month) may sometimes fall on a weekend day. Check the box **Hold during weekend**, if the meeting will be held even on a weekend day.
6. In the Range of Recurrence panel, use the **Calendar** button to select a date for the first meeting.
7. Select **End after x occurrences** and choose the number of times the meeting is to occur or select **End by** and click the **Calendar** button to specify a date by which the meetings will cease.

E-mailing a Meeting Invitation

In the MeetMe Conference window, click the



button to see an automatically generated meeting invitation. It will look something like this:

AltiGen MeetMe Conference Call Invitation

AltiGen MeetMe Conference Call Invitation

You are invited to attend a Voice Conference Meeting.

Scheduled at 05/24/2006 12:35, duration is 30 minutes

Subject: Human Resources Emergency
 Meeting ID: 001
 Meeting Passcode: N/A

Please call xxx-xxxx ext xxxx, or just dial ext xxxx if you call from within the company.

Regards,

Send By Outlook

In the Invitation window, you can then click the **Send By Outlook** button to open Microsoft Outlook. The meeting invitation is pasted into a new message in Outlook, and the Outlook **Subject** field is filled in with "Conference Call Invitation". Choose the people to whom you want to send the invitation, make any edits you may want to make, and click **Send**.

Starting and Stopping a Meeting

The meeting host and the MaxAdministrator ("Admin") can start and stop a meeting.

To start a meeting if you are the host, select the meeting in the MeetMe Conference window and choose **Start**. Once the meeting is "started," the host can log into it (see "[Joining a MeetMe Conference](#)" on page 9).

To stop a meeting before its scheduled duration is over, select the meeting and choose **Stop**. Manually stopping a meeting frees up resources. Otherwise, the resources will not be freed until the scheduled meeting duration is over.

What the MeetMe Conference Host Can Do

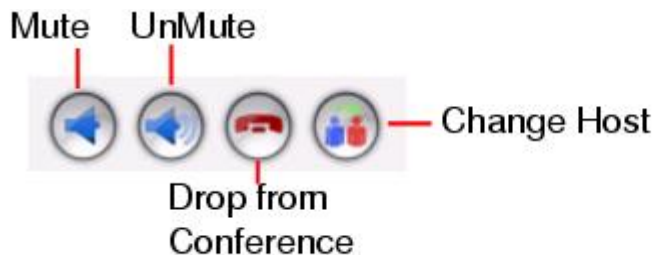
If you are the host of a MeetMe conference, in addition to starting and stopping a meeting, you can:

- Mute other participants

Note: If the conference has more than 30 members, by default all the members are muted. The conference host can un-mute up to 30 members concurrently.

- Drop participants from the conference
- Make someone else the host

To do any of these, either right-click the person's name in the MeetMe window and choose a command from the context menu, or use the buttons at the bottom of the MeetMe tab:



Note: Changing the host does not affect the **Mute** setting for the original host or the new host. If the new host was muted before the transfer of hosting duties, that host will have to **UnMute** himself in order to be heard. Similarly, the original host will still be unmuted if he was unmuted before transferring hosting duties.

Continuing a Meeting Beyond Its Duration Time

When the scheduled meeting time is up, the meeting may continue if no other scheduled meeting needs the resources. If another meeting is scheduled and the resources are needed for that meeting, the current meeting is terminated.

Joining a MeetMe Conference

Users calling from an extension can join a meeting by dialing the MeetMe Conference extension number. Users calling through a trunk must first dial the company number, then the MeetMe extension number.

Users are prompted to dial the meeting ID number. If the meeting has not yet been started, the user hears an appropriate message and can try again later.

If a passcode is required, the user is prompted to enter the passcode.