

# Conference Calling with Cisco Phones

## Ad-hoc Conferencing – ideal for one to three conference parties

1. Dial the first party and establish a connection.
2. Press **More** then **Confrn**
  - a. First called party hears music-on-hold
  - b. You hear dial tone
3. Dial the second party then press the **Conf** button.
4. Your two parties and you are now in the same call.
5. Repeat steps 2 and 3 as needed until all parties are in the call.

## Meet-Me Conferencing – Ideal for multi-party conference calls (up to 100)

Although there are a lot of steps below, it really is a straightforward task. There are two primary steps for Meet-Me Conferencing.

1. Reserve the Meet-Me extension in Outlook to prevent conflicts.
  2. Just prior to the meeting, prepare the Meet-Me extension for callers.
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1. Reserve the Meet-Me in Outlook.
    - a. First, go to Outlook and click the **New Items > Meetings** buttons.
    - b. Address the meeting for all recipients and set the date and time, then click the **Rooms...** button at the end of the Location field.
    - c. From the **Select Rooms: All Rooms** dialog box, type **Meet** to jump down to the Meet-Me resources, then select one of them – noting the four-digit number (this is the extension).
    - d. Back in the Meeting dialog box, click the **Scheduling Assistant** button and verify there is no one else using your selected Meet-Me “room” at the same time; if so, select a different Meet-Me extension from the Rooms list.
    - e. Complete the meeting request as usual.
  2. Prior to the meeting, prepare the Meet-Me extension.
    - a. Take the phone off-hook (press Speaker button or lift receiver).
    - b. Press the **More** (or ..) button, then press **MeetMe**.
    - c. Enter the four-digit extension you reserved in the Meeting request in Outlook.
    - d. The phone displays **To Conference** and your Meet-Me extension.
    - e. Other attendees can now dial into the conference, and you will hear a chime with each new attendee.
      - i. Within Wylie ISD, callers can dial the four digits to join.
      - ii. From outside the district, callers can dial 972-429-242X (your Meet-Me extension) to join.

## Joining Calls Together – Used on the rare chance you want two simultaneous callers to be joined together in the same phone call.

1. With Party A on one line while Party B is on hold on another line, press **More** (or ..) then **Join**.

2. Use the up/down key (greenish toggle button or circle, depending on phone model) to select the other caller then press **Join** again.
3. Both parties and you are now in the same conversation.