

BT Conference Call MeetMe®

# Meeting Expectations



Introductory User Guide



# Welcome

to BT MeetMe® your  
personal meeting room

Simply pick up the phone and you'll soon be sharing your thoughts and ideas with colleagues from across the globe. What's more, with a few simple clicks, you can share documents on-line and also control, record or customise your meeting - all via the web.

This guide provides an overview of the service and a practical introduction to help you make your first call. If you have any problems, there is always a Co-ordinator to talk to or on-line help. If you would like to find out more about on-line features, our BT MeetMe Advanced User Guide has all the details you need.

## What you can achieve with

# BT MeetMe

BT MeetMe is your personal meeting room. It enables up to 40 participants from any location across the globe to share a phoneconference and meet instantly.

There's no need for special equipment. There's no need to book in advance. At the time of your meeting, simply call the BT MeetMe number (see below), enter your Chairperson Passcode and follow the instructions. Participants follow the same steps but enter the Participant Passcode. All you need to do in advance is agree the date and time of your call.

Once your meeting is underway, you use your telephone keypad to control the meeting. Everyone can call for assistance, control their own volume or mute their phone. Plus the Chairperson can check who's dialled in, lock the call for security, and even dial out and invite other people to join. And that's just the start.

## Share Documents On-line

Superb on-online collaboration tools are available via the internet to enhance your BT MeetMe call. You can share documents, spreadsheets - with any application you like. Plus you have full visual control - you can see your virtual meeting room and the people who are present. It really is like being there.

When arranging your conference you will need to give participants the following information:

- Agreed meeting date and time
- The BT MeetMe telephone number
- The Participant Passcode



## Joining a meeting

**At the time of the conference:**

1. Dial the BT MeetMe telephone number.
2. Enter the Chairperson or Participant Passcode followed by #.
3. If prompted – record your name and accept the recording.
4. Wait for the conference to start.

## Controlling a meeting

The meeting is easily controlled using the telephone keypad.

Everyone has basic control over their own line while you, as the Chairperson, have an extended set of features.

**Everyone can use...**

**\*0 Signals the Co-ordinator for assistance** – available for help and advice.

**\*4 Equalises your volume automatically** – adjusts the volume of your line.

**\*6 Mutes / Un-mutes your phone line** – useful for noisy connections e.g. mobiles.

# Dial Out

In addition, you as the Chairperson have access to:

- #1 **Conference Roll Call** – play back name recordings to see who’s dialled in.
- #2 **Conference Participant Count** – tells you the number of attendees.
- \*2 **Stop Audio Message** – stop any recorded messages e.g. Roll Call.
- \*7 **Conference Lock and Unlock** – stop anyone, including the Co-ordinator, gaining access to the meeting.
- #9 **Enable/Disable Chairperson Hang-up** – allows participants to continue after the Chairperson has left.
- ## **End Conference** – ejects everyone from the meeting.

Tip: Be sure to unlock a conference before requesting assistance using \*0 as you will be unable to rejoin a locked conference.

## Chairperson dial out

Call additional participants and ask them to join the meeting. You can call, speak in private and return to the meeting with or without the additional participant.

- #3 **Initiates Chairperson Dial Out** – the Chairperson gets a dial tone and is temporarily removed from the conference. Key #3 and dial the telephone number. When the call is answered you can speak to them in private.  
Note – you must enter the entire telephone number including the STD code.
- #4 **Connect both parties to the conference** – returns the Chairperson and new participant to the original conference.
- #5 **Connect Chairperson only to the conference** – the Chairperson returns and disconnects the person dialled.

Tip: When you return to the phoneconference with a participant, if name recording is set to on, there will be a small delay to them joining if they are prompted to record their name.

# Further help

or for more information contact the  
**BT MeetMe Helpdesk**  
0800 083 7845



## Offices worldwide

The telecommunications services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms any part of any contract

© British Telecommunications plc 2003  
Registered office: 81 Newgate Street, London EC1A 7AJ  
Registered in England No. 1800000

Designed by rtfacts limited

## What you need

To use the optional web enhanced service you need an Internet connected PC with Netscape 4.5/ Internet Explorer 4.01 or above with Java and cookies enabled.

Where groups of people intend to use one phone, we recommend that a speaker phone is used to ensure high sound quality is maintained.

Security Tip: Remember that the security to your virtual meeting room is the Chairperson's Passcode. This is the key to your room and against which you will be billed.