

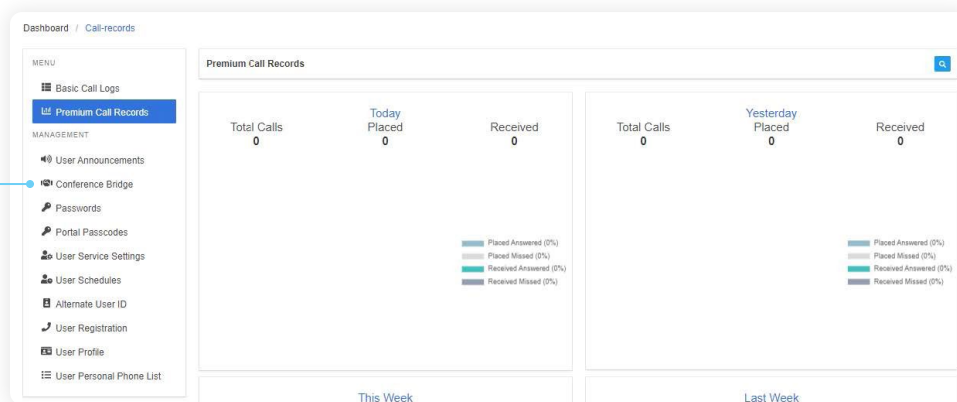
# Meet-Me Audio Conference Bridge Setup Guide

## Setup

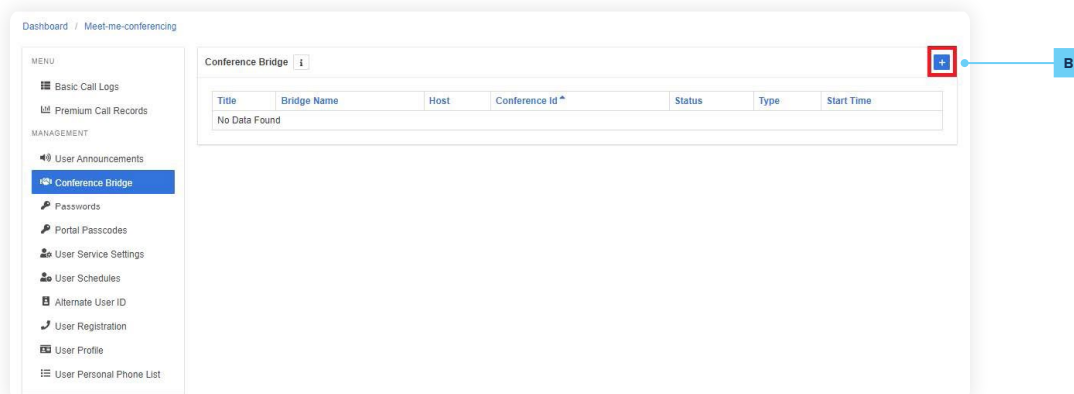
1. Log in to the TelNet web interface at <https://voiceview.telnetww.com>  
The Username is your 10-digit phone number; use the password provided by your system administrator and click **Login**



2. Select **Conference Bridge** **A** in the left navigation menu.

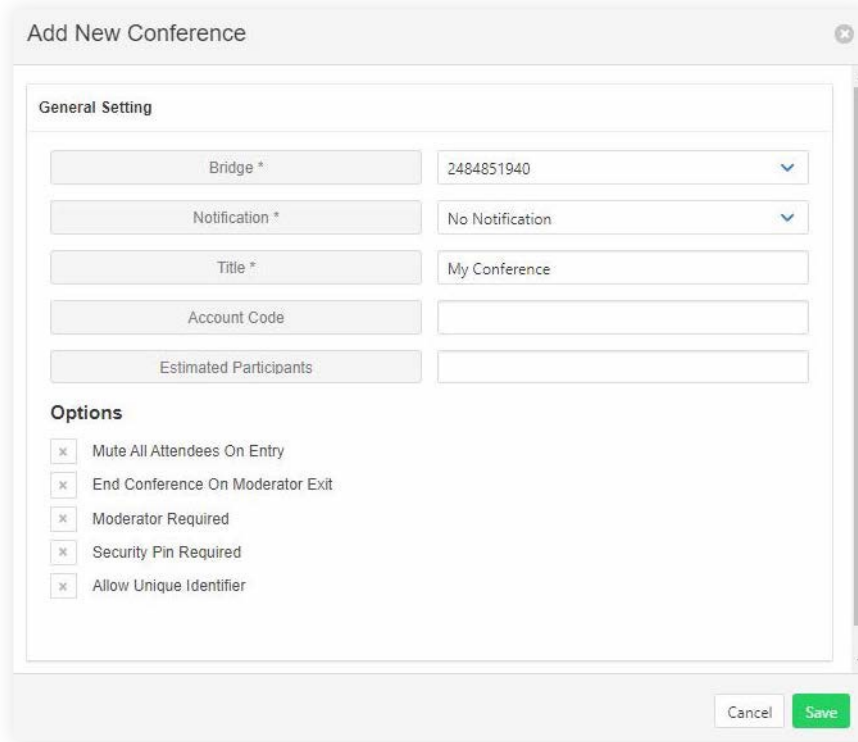


3. To create a new conference bridge, press the + **B** button near upper right.



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- Select the **Bridge** number from the drop-down menu. Select the desired **Notification** type. Fill in **Title** and select any desired **Options**. When complete, press **Save**.



**Add New Conference**

**General Setting**

Bridge \* 2484851940

Notification \* No Notification

Title \* My Conference

Account Code

Estimated Participants

**Options**

- Mute All Attendees On Entry
- End Conference On Moderator Exit
- Moderator Required
- Security Pin Required
- Allow Unique Identifier

Cancel Save

- After the conference bridge has been created, it will be displayed.

Conference Bridge: i +

Title	Bridge Name	Host	Conference Id <sup>▲</sup>	Status	Type	Start Time
My Conference	Meet-me Conf	2484851903	292522	Active	Reservationless	2021-11-15T14:01:31:000-0500

**NOTE**

- Multiple conference bridges can be created.

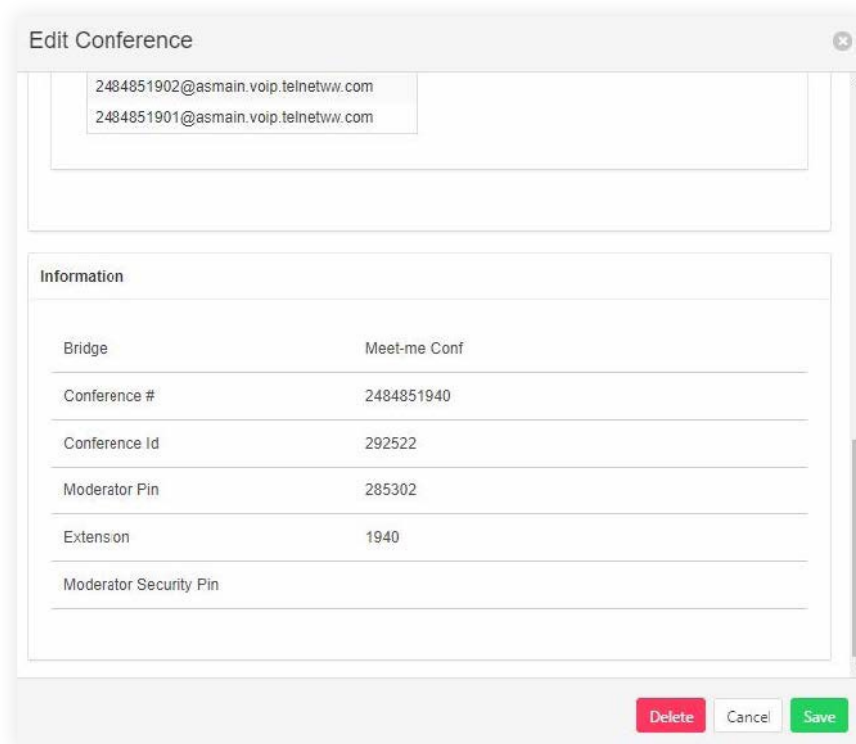
# Meet-Me Audio Conference Bridge

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6. Select the desired Conference Bridge and scroll down to the bottom. The moderator should provide both the Conference dial-in number and the Conference ID to all the meeting participants (typically via meeting invite or email). In this example, it would be:

- **Dial In:** 2484851940
- **Conference ID:** 292522#

In this example, the moderator would use the **Moderator Pin** 285302 instead of the **Conference ID** 292522. Anyone connecting from an internal phone can simply dial the extension instead of the full 10 digit dial-in phone number. In this case, dial 1940 instead of 2484851940



The screenshot shows a web-based 'Edit Conference' dialog box. At the top, there is a list of conference bridges with two entries: '2484851902@asmain.voip.telnetww.com' and '2484851901@asmain.voip.telnetww.com'. Below this is an 'Information' section containing a table of conference settings.

Bridge	Meet-me Conf
Conference #	2484851940
Conference Id	292522
Moderator Pin	285302
Extension	1940
Moderator Security Pin	

At the bottom right of the dialog box are three buttons: 'Delete' (red), 'Cancel' (grey), and 'Save' (green).

### NOTE

- This is a reservationless conference and can be used at anytime. A temporary conference bridge can be created if needed and can then be manually deleted at any time.



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### Conference Control Commands (touch-tone / DTMF)

Before the conference begins, participants and moderator can press # to mute/unmute the on hold music.

Once the conference commences, conference control commands are available to both moderators and participants at any time during the conference. Only the person who chooses to use this feature by pressing \* during the conference hears the menu while other participants continue talking, or listening in to the conference.

#### Moderator Control Menu

To access the moderator control menu at any time during the conference, press \*, then press:

- 1 – Mute or unmute this line
- 2 – Participant count, followed by roll call
- 3 – Turn on or turn off Lecture Mode
- 4 – Lock or unlock conference
- 8 – End conference
- # – To return to the conference
- \* – Repeat the menu options

#### NOTES

- **Power dial** – If you don't want to listen to the menu, simply press \* then the digit for the option you want. (e.g., you can press "\*4" to lock the conference.) If you enter any digit other than what's noted here, you are returned back to the conference.
- **After Lecture Mode, ask to unmute** – **Lecture Mode** mutes participants so that the moderator may speak uninterrupted. After **Lecture Mode** has been enabled, then disabled, the moderator must ask participants to unmute their lines by pressing \*1. **Otherwise participants will remain muted.**

#### Participant Control Menu

Control functions are also available to participants who are not moderators. To access the participant control menu at any time during the conference, press \*, then press:

- 1 – Mute or unmute myself
- 2 – Participant count, followed by roll call
- 9 – Log in as moderator
- # – To return to the conference
- \* – Repeat the menu options

#### NOTES

- **Log in as Moderator option** – When a participant selects this option, they are asked for the moderator PIN. If the PIN is correct, they become a moderator and can execute moderator commands.
- **Mute/Unmute** – Participants can only mute or unmute themselves.