HOSTING A DIAL-IN CONFERENCE CALL

** NOTE: The conference call MUST be started from any Harker cisco phone before any participant can call in!! *

1 – Callers will dial:
- 699, from a Harker cisco phone
- 408-345-9699, from any outside phone (home, cell, etc)

2 – Communicate the dial-in number to all participants ahead of time.

3 – At least 5 minutes before the scheduled conference time, start the conference call by either picking up the handset or turning on speakerphone so that you hear dial tone, then on the buttons that correspond to options on the phone screen, do the following:

PHONE MODEL	ACTION
7940, 7941, 7945, 7960, 7961, 7965	- press "more" - press "MeetMe" - enter 699
7911	- press "more" - press "more" again - press "MeetMe" - enter 699
7937 conference station	- press "MeetMe" - enter 699

4 – Once another caller is in the conference call, you can hang up the phone that started the conference call if desired, as it only takes one participant to keep the conference call active.

5 – The last caller to hang up will end the conference call.

If any of the following scenarios apply to you, please use the instructions on the next page instead:
- **Participants need to be screened for identity before being placed in the conference call.**
- **Multiple, simultaneous conference calls need to be set up.**
- **The 699 conference number is in use.**

HOSTING A DIAL-IN CONFERENCE CALL
(for screened participants or multiple conference calls)

1 – Choose a number from 8810 through 8819. For multiple conference calls, choose as many numbers as needed within that range.

2 – Callers will dial a designated Harker cisco phone. The person at that phone will transfer callers to the chosen 881X number(s). You may have as many people as desired transfer callers into the conference call(s) as long they're at a Harker cisco phone.

3 – Communicate the designated Harker phone number(s) to participants ahead of time.

4 – At least 5 minutes before the scheduled conference time, start the conference call by either picking up the handset or turning on speakerphone so that you hear dial tone, then on the buttons that correspond to options on the phone screen, do the following:

PHONE MODEL	ACTION
7940, 7941, 7945, 7960, 7961, 7965	- press "more" - press "MeetMe" - enter 881X (where X is the number you chose above)
7911	- press "more" - press "more" again - press "MeetMe" - enter 881X (where X is the number you chose above)
7937 conference station	- press "MeetMe" - enter 881X (where X is the number you chose above)

5 – Once another caller is in the conference call, you can hang up the phone that started the conference call if desired, as it only takes one participant to keep the conference call active.

6 – The last caller to hang up will end the conference call.