

Meet Me Conference Bridge



UC Cloud Voice Quick Start Guide

Meet-Me Conference (MCC) is an alternative to the Standard Conference call. With MMC, users can dial in to join the conference on their own accord. This is unlike a Standard Conference whereby users must first call another party to add (or “pull”) them into the conference.

A noteworthy distinction between the two types of conferences is the number of parties it takes to create them: a standard conference requires at least three parties. An MMC is created once the first party joins. Similarly, a MMC is not terminated until the last member leaves. A standard conference ends when there are fewer than three parties remaining.

MMC Credentials

Creating or joining a MMC requires credentials consisting of up to three pieces of information:

- A Meet-Me Conference Access Number (either internal or external)
- The specific Bridge Number (usually the Conference organizers Extension number)
- A PIN (optional)

It is expected that the organizer of the MMC conference will provide conference participants with the MMC credentials prior to the conference, either by e-mail or some other means.

MMC Access Numbers

- For internal users, it is **8888** (4 digit dialing plan **8888**, 3 digit dialing plan **888**)
- For external users, the access number is a DID pilot number to provide easy access to the conference from the outside. Your DID number will be provided to you by your system administrator.

MMC Bridge Number

This is the conference organizer's own Extension number.

Joining an MMC

To join a Meet-Me Conference:

1. Dial the MMC Access Number supplied by the conference organizer. The inside number is **8888** (888 if three-digit extension) or outside DID Number xxx-xxx-xxxx.
2. Enter the bridge number followed by the **#** key. The conference organizer's extension number is the bridge number (7389# for example).
Once you enter the conference bridge you can converse.
3. If an optional PIN is set up, enter the PIN followed by the **#** key.

The MMC does not have any prompt options. Once you hear dial tone you can dial your access codes.

Note: MMC Bridge supports up to 8 simultaneous conferences of up to 8 parties each at one time per UCCV.

MMC PIN

The PIN is optional. You can use it to add an extra level of security and differentiation from other Meet-Me Conferences. PINs are NOT configured on the system nor validated. They can be 0 to 10 digits in length; * and # are not allowed. The following are examples of MMC dial strings; one without a PIN and one with a PIN (both use the End of Dial character, #).

Conference Moderator

The conference moderator's extension is **7389**; **7389#** (no PIN), or **7389#0900#** (with PIN).