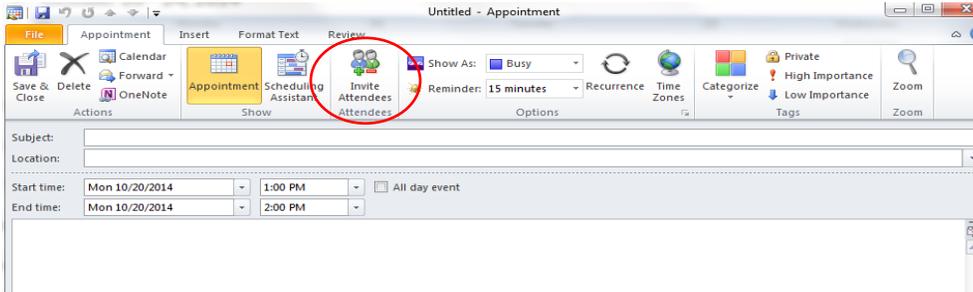
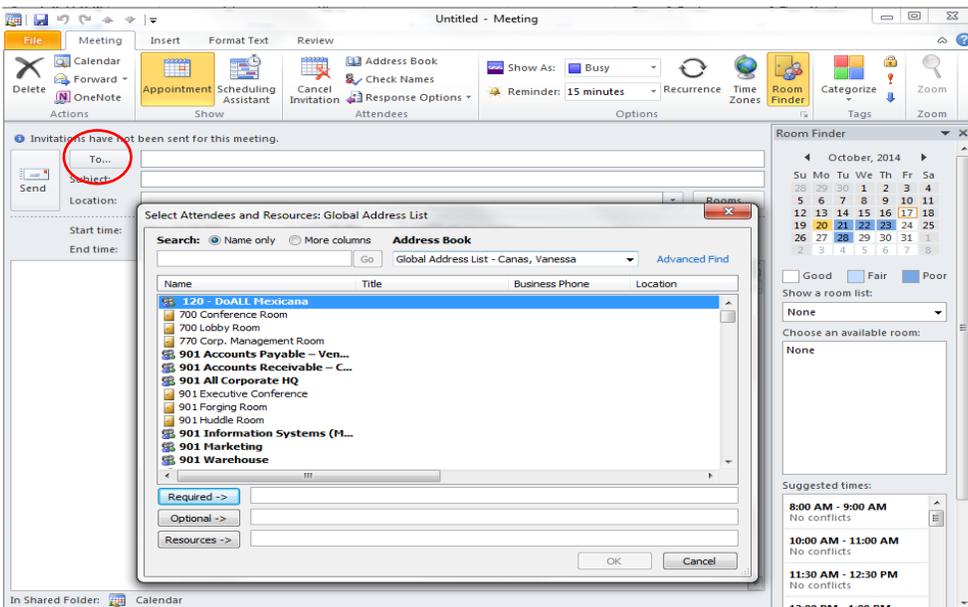


HOW TO BOOK A MEET ME CONFERENCE:

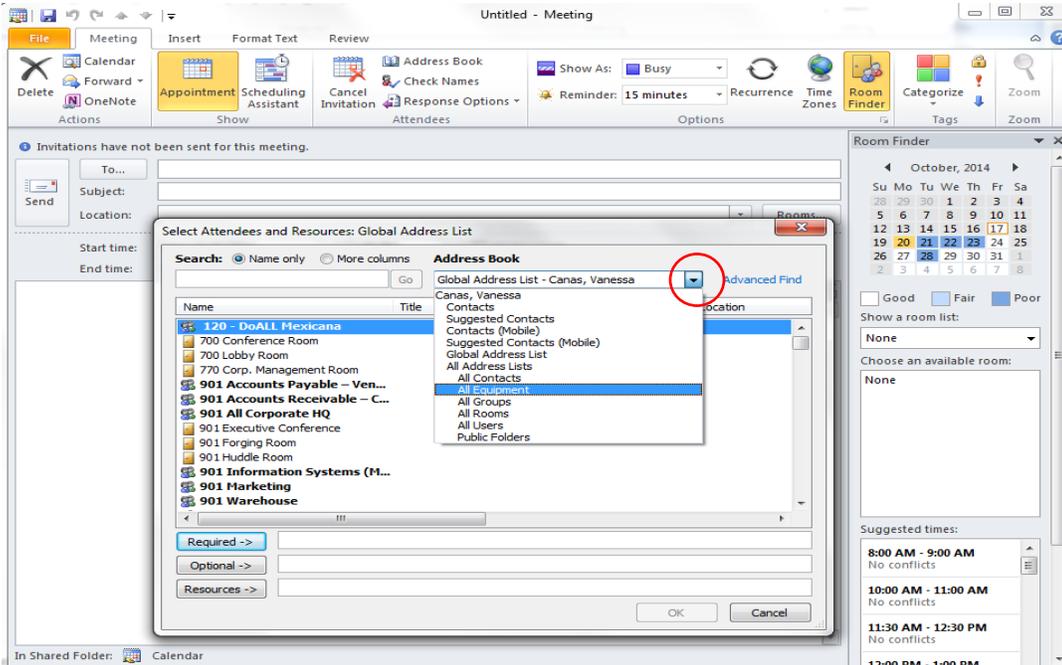
- Go to your calendar and select the target date/time for your call.
- Click on- **Invite Attendees**; add the people you'd like to invite.



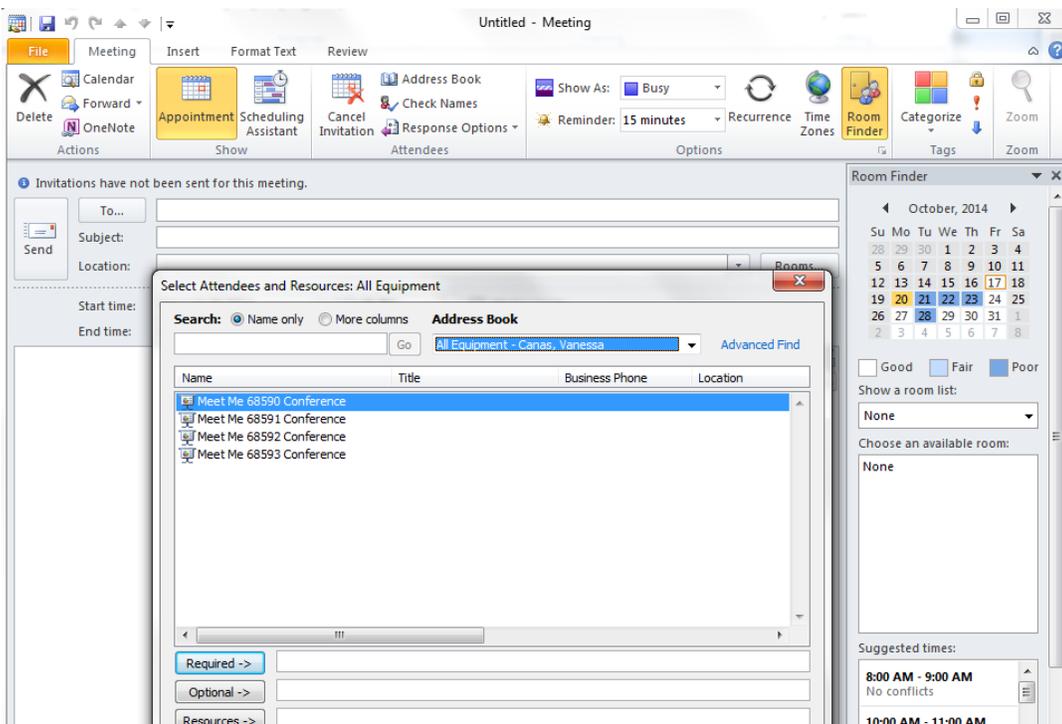
- Click the **To** button; this opens the global address window.



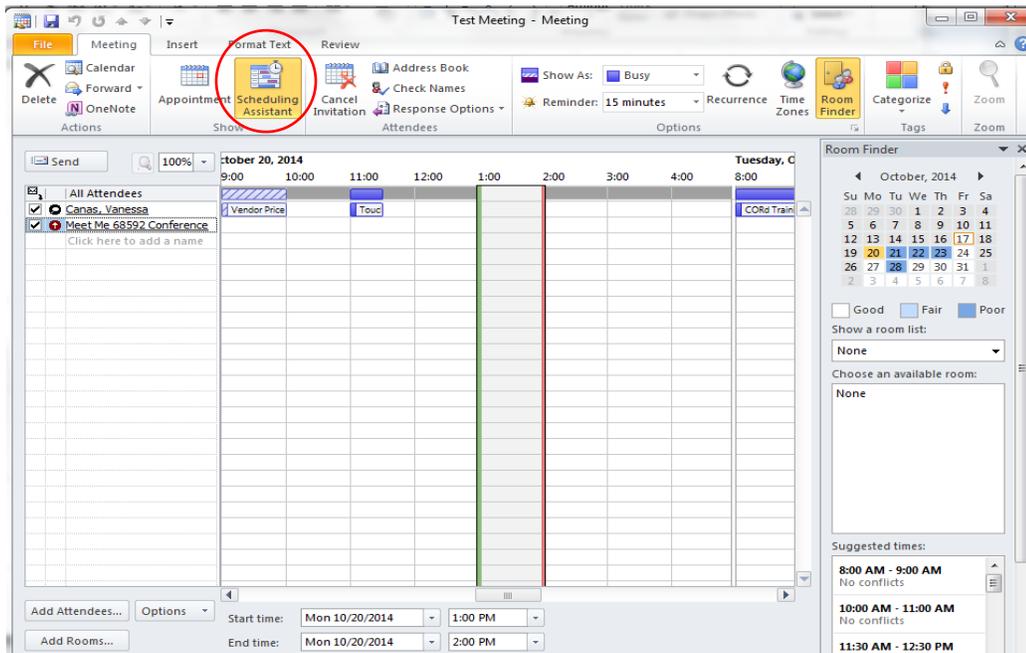
- In the **Address Book** drop down, select **All Equipment**; this shows the Meet Me numbers.



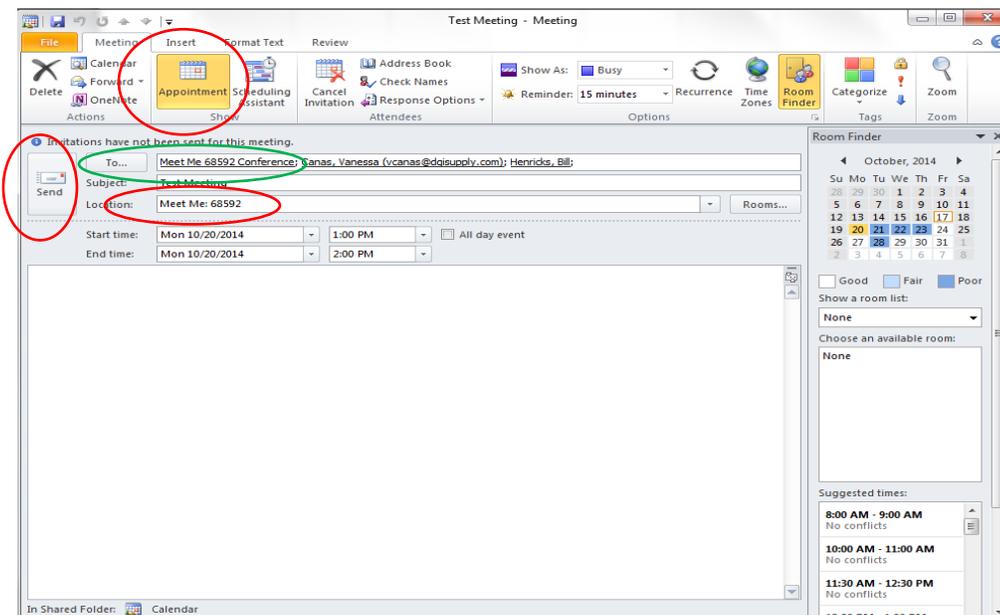
- Double click on one of them or all of them, then select OK.
 - The available Cisco Meet Me numbers are: 68591, 68592, 68593 (68590 is reserved for the executive team)



- Click on **Scheduling Assistant**; here you can see if the Meet Me number is open and also view participant availability. If the Meet Me number is not open, you can modify to a different extension to check availability.



- If the Meet Me line is open, the invite is almost ready to go. Click back on **Appointment** to go to normal view; in **Location** type in the Meet Me extension you're booking for others to dial into. You can now send it. **NOTE:** if you selected more than 1 Meet Me number to view availability, please be sure to delete the ones you don't want to book. You only want to see 1 extension in the **TO** field.



OPENING A CISCO CONFERENCE BRIDGE:

Please keep in mind, the Cisco conference bridges only work when you open the bridge from an internal Cisco phone. You can open a bridge by:

- Picking up your Cisco phone
- Select More
- Select Meet Me
- Enter the extension you wish to open

After this point, participants can join from either an internal or external phone; maximum 10 lines. For participants joining from an external phone, they simply dial 800-923-6255, then enter the Cisco bridge they are joining, 6859X.

If you have any questions or would like a personal tutorial, please contact Vanessa Canas. Thank you!