IPC Solutions
Business Communications

User Guide
MeetMe Plus Audio Conferencing

iPC Solutions

Version: 1.0

February 2016

Introduction

MeetMe Plus is IPC Solution's advanced MeetMe conferencing application.

MeetMe Plus has a few more features than the standard IBC MeetMe conferencing system and is completely dynamic.

With MeetMe Plus, all users have their own room number (usually their extension number), thereby negating the need for scheduling of MeetMe conference numbers.

The system also provides secure conferencing with the use of a dynamically assigned Personal Identification Number (PIN). The PIN is assigned by the first person who enters the conference and is required by all additional conference participants to enter the conference.

The room number and PIN would normally be distributed by the conference organiser to all the participants within a meeting request. At least one internal participant is required to conduct a MeetMe Plus audio conference.

Booking MeetMe Plus

A MeetMe Plus audio conference does not need to be booked other than distributing the MeetMe Plus access number, room number and PIN to the conference participants through an initial meeting request.

Although multiple MeetMe Plus conferences may occur simultaneously, smaller sites will have limitations on the number of available incoming telephone lines. It is therefore recommended that a MeetMe Plus resource is managed through your standard meeting booking system so as not to oversubscribe the available conferencing resources.

Accessing MeetMe Plus

To access MeetMe Plus, dial the MeetMe Plus access number.

Upon answer, enter the room number which is usually the extension number of the conference organiser.

When requested, enter the PIN that was provided to you in the meeting request by the conference organiser and dial #.

If there are no conference participants you will be asked to confirm the PIN, otherwise you will be directly connected into the conference.

If you are calling from an external number, you will be placed on hold until an authorised (internal) participant joins.

Note that the conference PIN that you distribute to other participants can be anything that you want as it is dynamically created by the first user.