



## **Nextiva Meet-Me Conferencing**

VERSION 2.5

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# Product Overview

Meet-Me Conferencing is a great way to connect multiple callers at different locations into the same live call. Conference numbers are shared across multiple users within a group. This feature requires a Meet-Me Conference license or a Business Communications Pro Plus/Enterprise license.

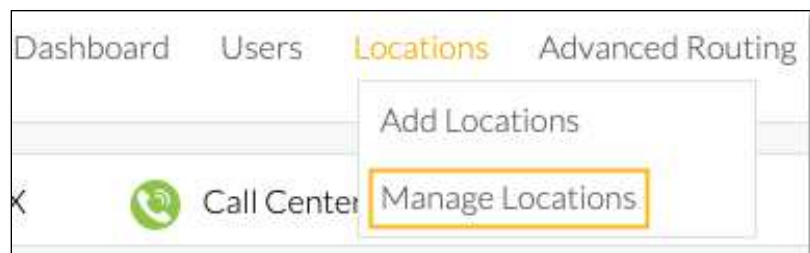
## Product Requirements

To acquire a Meet-Me Conference license, please contact a member of our Amazing Service team by emailing [support@nextiva.com](mailto:support@nextiva.com) to immediately open a case.

# Meet-Me Conferencing Administration Guide

## Location Setup

1. Visit [www.nextiva.com](http://www.nextiva.com), and click **Client Login** to log in to NextOS.
2. From the NextOS Home Page, select **Voice**.
3. From the Nextiva Voice Admin Dashboard, hover over **Locations** at the top and select **Manage Location**.



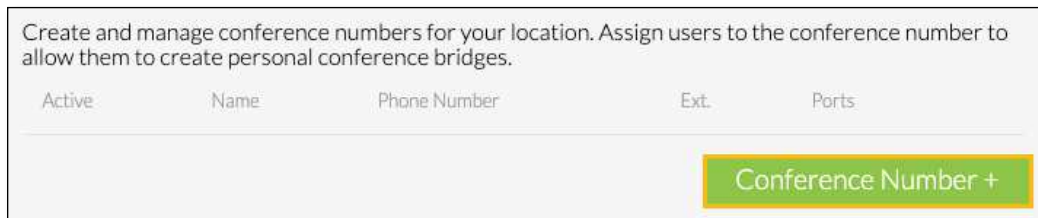
*Manage Locations*

- Click the **pencil** icon to the right of the Location.



*Pencil Icon*

- Scroll down and click **Location Features** to expand the section.
- Select the **pencil** icon to the right of Conferencing.
- Click **Conference Number +** to add a new Conference Number.



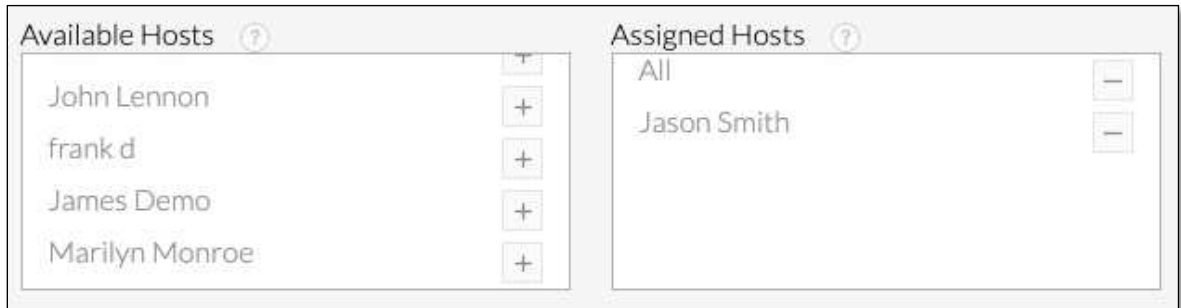
*Conference Number +*

- If this conference number will be available to guests from outside the Nextiva network, a 10-digit number must be assigned. Otherwise, an extension number can be assigned, which can be reached internally only.

**NOTE:** If a toll-free phone number is used as a conference phone number, the account will be charged toll-free usage for each participant in the conference.

*Conference Phone Number*

- Next, assign hosts or other users who will have access to set up their own unique bridge IDs. Multiple people can use the Meet-Me Conference bridge at the same time, permitted the allotted number of ports is not exceeded. For example, the default Meet-Me Conference bridge supports 9 ports/participants. So, any combination up to 9 is permitted.



*Assign Hosts*

**NOTE:** Additional Meet-Me Conference ports can be purchased, up to 250 ports.

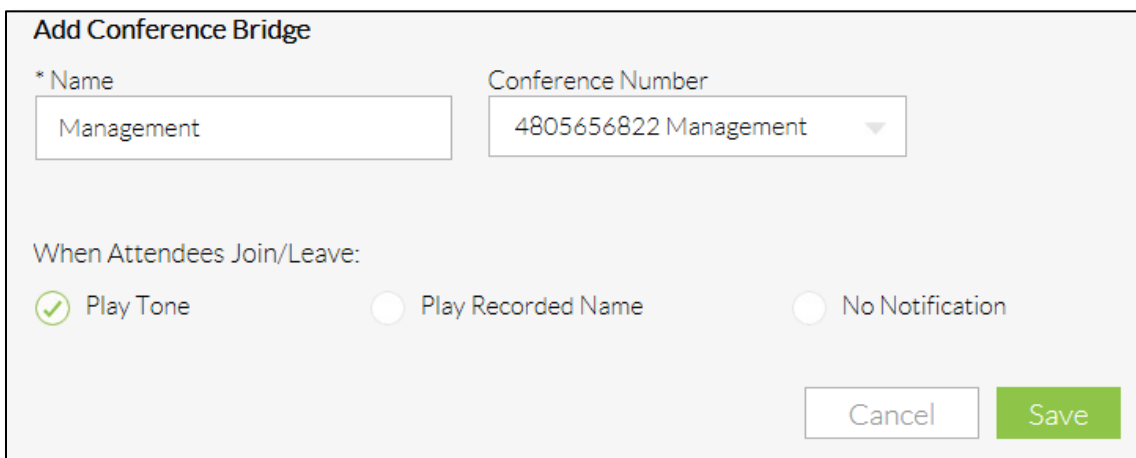
- Click **Save**.

# Meet-Me Conferencing User Guide

New conference bridge IDs can be set up once the Meet-Me Conference license has been added. First, the Conference Bridge needs to be set up at the Location level. Then, follow the directions below for each unique bridge being set up.

## Add a Conference Bridge as a User

1. Visit [www.nextiva.com](http://www.nextiva.com), and click **Client Login** to log in to NextOS.
2. From the NextOS Home Page, select **Voice**.
3. From the Nextiva Voice User Dashboard, select **Features** at the top of the page.
4. Scroll down and select **Conferencing**.
5. Click **Conference Bridge +** to add a new Conference Number.
6. Enter a **Name** and choose a **Conference Number** from the drop-down menu.
7. Choose the **Join/Leave** settings.



**Add Conference Bridge**

\* Name: Management

Conference Number: 4805656822 Management

When Attendees Join/Leave:

Play Tone     Play Recorded Name     No Notification

Cancel    Save

*Add Conference Bridge*

8. Select **Save** when complete.
9. Repeat the process to create additional bridges for each unique ID.

## Moderator Menu

There are a number of features moderators can use while on a conference call. Dial the phone number or extension assigned to the conference bridge, and enter the moderator PIN to start. While on an active conference call, press \* to access the Moderator menu.

### Menu Functions:

- 0 – Repeat the menu options.
- 1 – Mute or unmute this line.
- 2 – Hear participant count, followed by roll call.
- 3 – Turn Lecture Mode on or turn off. This mutes all other attendants in a conference call, allowing only the moderator to be heard on the call.
- 4 – Lock or unlock conference.
- 5 – Hear recording submenu options.
- 6 – Invite a new participant by calling the participant.
- 8 – End conference.
- # – Return to the conference.

**NOTE:** The menu can be invoked at any time during the conference by pressing \*.

## Participant Menu

Participant Menu Control functions are available to participants who are not moderators and are accessible via a menu.

**NOTE:** The menu can be invoked at any time during the conference by pressing \*. Only the user will hear the menu, while other participants continue talking in the conference.

### Menu Functions:

- 0 – Repeat the menu options.
- 1 – Mute or unmute.
- 2 – Participant count, followed by roll call.
- 9 – Log in as moderator.
- # – Return to the conference.