

Energy Northwest Audio Only Voice Conferencing Options

There are three audio only conferencing options: CONFERENCE, MEET ME CONFERENCE, and STARTMEETING. The features of each option are summarized below:

Feature	CONFERENCE	MEET ME CONFERENCE	STARTMEETING
Concurrent Lines	# of Cisco phones	19	4
Call Initiation	Internal only (Cisco)	Internal only (Cisco)	Internal and External
Secure (Host Pin Required)	No	No	Yes
Password (Meeting ID Required)	No	No	Yes
Maximum Participants	16	24	90
Scheduled in Outlook	No	Yes	Yes

CONFERENCE via Cisco IP Phone

This function enables you to have up to **16** parties on a conference call must be initiated internally.

- With the first party on the line, press **more**.
- Press **Confrn**.
 - This automatically activates a new line and puts the first party on hold.
- Dial the next number (either internal or external).
- When the 2nd party connects, press **Confrn** again to add the 2nd party to the call.
- **Repeat** these steps until all parties are added.

Note: The conference call initiator may disconnect from the call without discontinuing the conference, all remaining callers will stay connected.

MEET ME CONFERENCE via Cisco IP Phone

These ad-hoc MEET ME CONFERENCE bridges are non-secure, non-password protected conference bridges and have a maximum of **24** parties per conference call. Bridge numbers for outside parties calling in are: (509) 420-7530 to (509) 420-7549

- Should be scheduled for use through Outlook.
 - Click **Calendar**
 - Click **New Meeting**
 - Click **Scheduling Assistant**
 - Click **Add Attendees**
 - Type MeetMe in search box

- Pick 1 of 19 available
- Click **Resources**-> and reserve a bridge that is available on the date and time needed.
- This allows you to pre-schedule a conference bridge, distribute the conference number to participants, and have them dial-in to the bridge. The initiator presses **more**, then **MeetMe** softkey, then enters the appropriate bridge number (7530 to 7549).
- Conference is open to other parties now.
- All other parties can then dial internal number (7530 to 7549) or outside parties can call into (509) 420-XXXX (scheduled bridge number) for the MEET ME CONFERENCE call.
- A single beep tone announces parties have joined the call, a double beep tone indicates that a party has hung up.

Note: Callers will get busy signal on their MEET ME CONFERENCE bridge if initiator has not started conference call internally first.

STARTMEETING Hosted Conference

From any phone, the STARTMEETING hosted conference bridges are **secure and password** protected and have a maximum of **90** parties per conference call. Call-in number: internally x8015, externally 509-377-8015, followed by the scheduled Meeting ID and # sign.

- Scheduled for use through Outlook
 - Click **Calendar**
 - Click **New Meeting**
 - Click **Scheduling Assistant**
 - Click **Add Rooms**
 - Type *Conference Line x8015
 - Click 1 of 4 that are available, click **OK** and reserve.
 1. *Conference Line x8015 or 509-377-8015 (Meeting ID:485-851-530#) Host PIN 4078
 2. *Conference Line x8015 or 509-377-8015 (Meeting ID:665-586-775#) Host PIN 6870
 3. *Conference Line x8015 or 509-377-8015 (Meeting ID:751-141-645#) Host PIN 5783
 4. *Conference Line x8015 or 509-377-8015 (Meeting ID:869-664-299#) Host PIN 4433
 - If conference line is not available on date and time needed, go back and choose another *Conference Line x8015 that is available.
- Click **Add Attendees**, after all attendees have been added, click **Send**.
- After sending out meeting request, meeting originator will receive system email **“Your request was accepted”** from the *Conference Line with **Host PIN** and meeting instructions in the body of the email.
- Attendees will get Email request with calling information in Location: *Conference Line x8015 or 509-377-8015 (Meeting ID: xxx-xxx-xxx#)
- Host dials into conference, enters Meeting ID followed the * key, then enters Host PIN
- All other parties dial into conference enters the scheduled Meeting ID then the # sign.

Note: If you hear: “If you are the host – press star now, otherwise please wait and you’ll be joined into the conference”, that means that the host did not join the meeting yet. After 5 seconds, you will be placed into the conference or press the # key to skip this prompt and join to the meeting now.

For more information with StartMeeting go to:

[http://thecurrent/sites/IS/IS%20Document%20Library/Customer%20and%20User%20Information/User%20Guides%20and%20Quick%20Reference%20Cards/Conference%20Line%20\(StartMeeting\)%20User%20Guide.pdf](http://thecurrent/sites/IS/IS%20Document%20Library/Customer%20and%20User%20Information/User%20Guides%20and%20Quick%20Reference%20Cards/Conference%20Line%20(StartMeeting)%20User%20Guide.pdf)