



Meet-Me Conference for Mitel 5000 v6

You can join a conference with up to seven internal and/or external parties (for a total of eight parties, including yourself). **Dependent on how many phone lines you have.**

To Join a Meet Me Conference

- From outside of the office, dial **320-487-1205**. From inside the office, dial extension **1205**. You hear: *“Welcome to the Conference Assistant. Enter an access code, and then press Pound (#). To cancel, press Star (*).”*
- The access code will be the conference call hosts extension. As an example, if Terry Ocana is hosting the conference call, the access code would be **6371**, which is the code he would need to provide whomever he invited to the conference call.

Note the following:

- *If you enter an invalid access code, the Conference Assistant prompts you to try again.*
- *If there are no conferencing resources available, or if the maximum number of allowed parties has already been reached, you hear: “All circuits are busy. Please try again later.” Hang up and try again later.*

Once Connected to the Conference:

Once connected, you can talk with other parties who join the conference. (Display phones show the name of the conference, the total conference duration, and the number of parties connected to the conference.)

Note the following:

- *If you are the first person in the conference, you hear: “You are the first person in this conference. Please stay on the line.” You then hear music until another caller joins the conference or you hang up.*
- *As other parties join or leave the conference, you hear a tone to signal the change.*
- *If the conference contains only external callers, the Conference Assistant will prompt the participants to extend the conference after a period time. If no one presses a digit to extend the conference, the system terminates the conference.*

Dropping out of a Meet-Me Conference:

You can leave a conference and still leave the other parties connected.

To exit a Meet-Me Conference:

Hang up. The other parties in the conference remain connected.

Putting a Meet-Me Conference on Hold

You can put a conference on hold at your phone (the other parties remain connected) and then later return to the conference.

To put a Meet-Me Conference on Hold:

- During the conference, press the **Hold** button.

To return to the Meet-Me Conference:

- Lift the handset or press the **Speaker** button, and then press the **Hold** button.

Transferring a Meet-Me Conference

You can remove yourself from a conference and transfer it to another party.

To transfer a Meet-Me Conference to another extension:

- During the conference, press the **Transfer** button, and then dial the extension number.
- Announce the conference (if desired), and then hang up. CONFERENCE TFR from
- *<name>* appears on the called party’s display.