

MeetMe Instructions

1. The conference bridge must be opened before it can be used.
 - a. On a Cisco phone on the UTHSCSA network
 - i. Pick up the phone handset (You must have a dial tone before beginning)
 - ii. Push the softkey labeled MeetMe
 1. It is possible the phone will not have softkey for this. It can be added
 2. Push the button below the word MeetMe on the phone screen
 - iii. Dial your 5-digit MeetMe phone number
 1. This opens the bridge and puts you in the conference
 - iv. Now anyone, anywhere can dial into the conference bridge
 1. Use 5 digits internal, and 10 digits external to our phone system