



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.

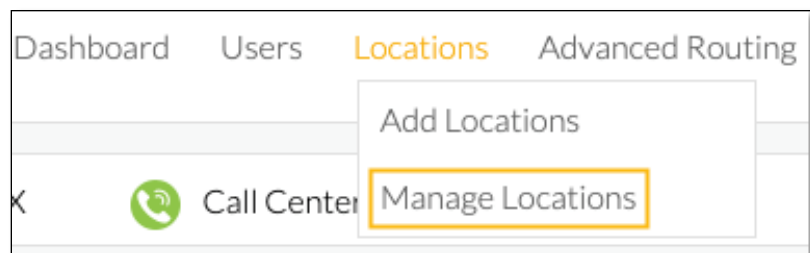
Product Requirements

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

Meet-Me Conferencing Administration Guide

Location Setup

1. Visit 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**.



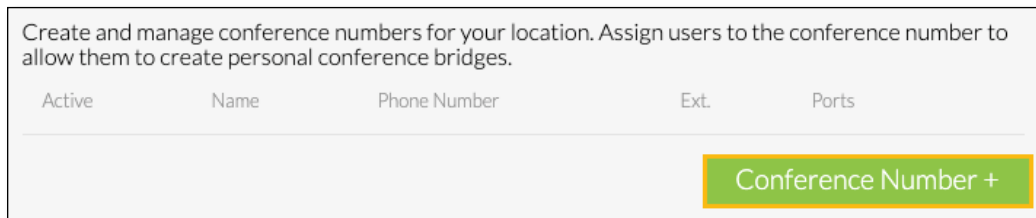
Manage Locations

- 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.



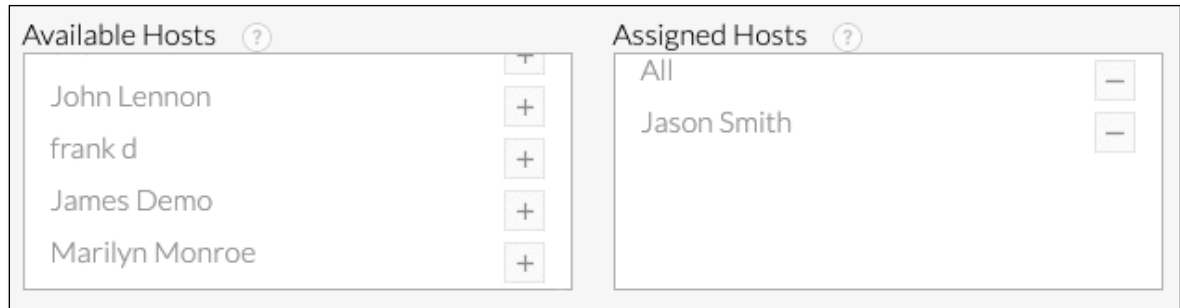
Conference Number +

- 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, 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.