

# ‘Meet Me’ conference calls instructions (for faculty meetings)

You will receive an email with the following instructions and assigned phone number

## MEET ME CONFERENCE CALL

This is just to confirm your scheduled Meet Me Conf call on (numbers on example below only valid only for FY 18-19) at 12:30 pm. The numbers you will use to call in are:

### Meet –me Three

( on campus ) 2-7833

( International ) 1-315-442-7833

( toll free ) 1-866-288-8322. ( you can call the toll free or 442 number from home )

### Instructions/Helpful hints:

- Each participant may call in from any telephone at their location.
- When the first person calls in, the line will continuously ring until another person calls in.
- Then they will automatically connect in and you will be able to speak.
- If there are any participants calling in internationally, they will have to use the 442 number provided above.
- You may have up to 30 participants on the call.

\*\*\*PLEASE NOTE\*\*\*

\*\*\* THIS IS AN UNSECURE CONFERENCE LINE\*\*

If you need a secure line, please contact us for further info

IF ANY PARTICIPANT PRESSES THEIR HOLD/FLASH KEY ON THEIR PHONES DURING THE CALL, THIS WILL RESULT IN GIVING ANY OTHER FUTURE CALLERS A BUSY SIGNAL, THEREFORE LOCKING THEM OUT OF THE CALL\*\*\*

Callers cannot be transferred into a meet me conference call.... If a caller is transferred into the call they will receive a rapid busy signal. The caller needs to dial directly into the call.