

'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.