

Chairperson Conference Controls

* 1	Enable/disable audio emoticons
* 2	Launch/end chat session
* 3	Enable/disable entry/exit tones
* 4	Lock conference
* 5	Unlock conference
* 6	Mute self
* 7	Unmute self
* 8	Conference continuation
* 9	Start/stop recording
* 0	Gain access to chair commands
* #	Count participants
# #	Mute the conference (only chair speaks)
8 8	Mute all participants but allow participants to unmute themselves
9 9	Unmute the conference
9 1	Start collaboration
9 2	Stop collaboration
5 1	Toggle fast start
5 2	Change PIN
5 3	Change entry/exit notification
5 4	Save Settings
5 5	Toggle IM notifications
0 0	Ask for an operator
* *	List Available Commands
2 0-9	Play audio emoticon
1 1	End the conference

Participant Conference Controls

* 6	Mute self
* 7	Unmute self
* #	Count participants
* 0-9	Play audio emoticon
0 0	Ask for an operator
* *	List Available Commands

Audio Emoticons

(must be enabled)

2 0	Clapping
2 1	Booing
2 2	Laughing
2 3	Punch
2 4	Crying
2 5	Boing
2 6	Slap
2 7	Snoring
2 8	Surrounded
2 9	Jungle Yell

For more information:



Meet Me Conferencing



Quick Reference Card

Kandy Meet Me

Meet Me allows users to simplify their collaboration by providing a reservation-less conference bridge to every user of the Kandy Unified Communication cloud solution. Each user gets a personalized conference access code (typically the same number as their PSTN DID) and a chair person PIN code to manage the conference's advanced settings.

All users use the same telephone number to access the Meet Me conferencing bridge and, typically, multiple access numbers to Meet Me are configured:

- internal access, i.e. **XXXX**
- external access and/or toll-free
- sometimes one local access number per region for multi site enterprises
- SIP URI to dial from SIP clients, i.e. `meetme@xxxxx.com`

Viewing or Changing Your Meet Me Settings

- Log on to the Personal Agent (PA)
 - **PA URL:** <https://portal.skywayuc.com>
- In the **Preferences** panel on the left hand side, scroll down and select Meet Me Conferencing Preferences
- The screen below appears:

The screenshot shows the GENBAND Personal Agent web interface. The left sidebar contains a 'Preferences' menu with 'Meet Me Conferencing' selected. The main content area is titled 'Meet Me' and contains the following settings:

- Phone number(s) used to access the conference: 633863,7133074085,4085
- Access code used to join the conference: 9195559632
- Allow fast start:
- End Conference when the Chairperson disconnects:
- Send me Instant messages when I am the Chairperson:
- Allow audio emoticons on my Conference:
- Email address where conference recordings will be sent:
- When participants join and leave my Conference:
 - Play Entry/Exit tones
 - Play name announcement
 - Do nothing

Buttons for 'Apply' and 'Cancel' are at the bottom.

Meet Me Preferences

- Meet Me Access numbers
- User's Conference Access Code
- End or keep conference running when chairperson leaves
- Send Instant Messages with participants and conference commands
- Allow emoticons
- Email for recordings
- Behavior when participants join/leave the bridge

View-Only settings

- **Access Numbers:** displays the dial-in numbers that participants can use to access the Meet Me conference.
- **Access Code:** shows the number that participants dial to access the user's conference bridge

User-selectable settings

- **Allow Fast Start:** the conference starts upon the arrival of the first person, regardless of whether the chair person is present.
- **End conference:** when selected, the conference ends when the chairperson disconnects.
- **Send instant messages:** if selected, the Meet Me conference service sends instant messages to the chairperson when-ever a participant:
 - Is waiting to enter or joins the conference
 - Hangs up while waiting or in conference
 - Transfers the conference to another destination
 - Is disconnected because of errors or failures
- **Allow Audio Emoticons:** if selected, the chairperson and participants can play audio emoticons during the conference call.

- **E-mail address where conference recordings are sent:** if a conference recording is complete, it is broken up into 30 minute segments and sent to the chairperson as email attachments. Each time the recording stops, the email messages are sent to the chairperson.
- **When participants join and leave:** controls whether or not the Meet Me conference service plays an audible tone, a name announcement or does nothing when participants enter and leave the conference

Starting a Meet Me conference

- Dial into the conference with the dial-in number
- Enter the conference access code at the prompt, followed by the pound key (#)
- Press the star key (*) to identify yourself as the conference chairperson
- Enter the **Chairperson PIN** followed by the pound key (#)
- Press **2** to create an optional conference passcode
- Press **1** when you are ready to start the conference
- Any participants waiting on hold automatically join the conference

Joining a Meet Me conference

- Dial into the conference with the dial-in number
- Enter the conference access code at the prompt, followed by the pound key (#)
- If the conference has been protected by an additional passcode, enter the conference passcode provided by the chairperson followed by the pound key (#)
- If the chairperson has already started the conference, you will be placed into the conference. Otherwise, you will be held with music until the chairperson begins the conference

Conference Controls

Meet Me allows both the chairperson and participants to manage certain options during the call. Participants can mute or unmute their line, even if their phone doesn't have a mute key, ask assistance from an operator or play audio emoticons.

The chairperson gets additional controls to mute the entire conference, start recording and web collaboration, count participants, lock and unlock the conference, etc.

If the chairperson is logged in with a SIP client with IM capabilities, he/she will receive a summary of the conference commands when the conference begins.