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Accessing your configuration

Procedure

1. Log on to Avaya Aura® Application Server 5300 Personal Agent directly from the Avaya Aura® Application Server 5300 UC Client, or by using the link or URL provided by support personnel.
2. In the Preferences pane, click **Meet Me Conferencing**.

• To view your chairperson Personal Identification Number (PIN), or to change your PIN, click **PIN**.

• To view your preferences for Meet Me Conferencing, click **Preferences**.

Related links

**Meet Me Conferencing Quick Reference** on page 6

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**Information on the Meet Me Preferences page**

**Phone number(s) used to access the conference**: The dial-in number participants use to access the Meet Me Conferencing bridge.

**Access code used to join the conference**: The conference number that participants use to join your Meet Me conference.

**Address used to join the web collaboration conference**: This feature is not currently supported.

**Chairperson Web Collaboration Access**: This feature is not currently supported.

Related links

**Meet Me Conferencing Quick Reference** on page 6
Parameters you can change on the Meet Me Preferences page

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow Fast Start</td>
<td>The conference starts when the first person arrives, regardless of whether the chairperson is present.</td>
</tr>
<tr>
<td>End conference when the chairperson disconnects</td>
<td>If selected, the conference ends when the chairperson disconnects.</td>
</tr>
</tbody>
</table>
| Send me instant messages when I am the chairperson | If selected, the Meet Me Conferencing application sends instant messages to the chairperson whenever a participant:  
• is waiting to enter conference  
• hangs up while waiting for entrance to conference  
• transfers the conference call to another destination  
• is disconnected because of failure to enter correct passcode  
• joins conference  
• hangs up while in conference  
• enters and leaves the conference |
| Allow audio emoticons on my conference         | If selected, the chairperson and participants can play audio emoticons during the conference call.                                        |
| Email address where conference recordings will be 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 my conference | Controls whether or not the Meet Me Conferencing application plays an audible tone when participants enter and leave the conference. |

Related links
Meet Me Conferencing Quick Reference on page 6

Starting a Meet Me conference

About this task
This procedure applies only to conferences that are not Fast Start conferences.

Procedure
1. Dial in to the conference with the dial-in number.
2. Enter the conference access code at the prompt, followed by pound (#).
3. Press star (*) to identify yourself as the conference chairperson.
4. Enter the Chairperson PIN followed by pound (#). You can view your PIN in Avaya Aura® Application Server 5300 Personal Agent by clicking Preferences > Meet Me Conferencing > PIN.
5. Press 2 to create an optional conference passcode.
6. Press 1 when you are ready to start the conference.
   Any participants waiting on hold automatically join the conference.

Related links
Meet Me Conferencing Quick Reference on page 6

Joining a Meet Me conference

About this task
Use the following steps to join a Meet Me Conference:

Procedure
1. Dial in to the conference with the dial-in number.
2. Enter the conference access code at the prompt, followed by pound (#).
3. If required, enter the conference passcode followed by pound (#).
   If the chairperson has already started the conference, you are placed into conference. Otherwise, you hear music until the chairperson begins the conference.

Related links
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Conference controls

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<th>Participant conference controls</th>
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Table continues…
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<tr>
<th>Chairperson conference controls</th>
<th>Participant conference controls</th>
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<td>* 8</td>
<td>Conference continuation</td>
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<td>* 9</td>
<td>Toggle conference audio</td>
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<tr>
<td>* #</td>
<td>recording (on/off)</td>
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<tr>
<td># #</td>
<td>Count participants</td>
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<tr>
<td>8 8</td>
<td>Mute all participants</td>
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<td>9 9</td>
<td>Mute all participants, but</td>
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<td>End conference</td>
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<td>Play audio emoticon</td>
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<td>Ask for an operator</td>
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<td></td>
<td>List available commands</td>
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Related links

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