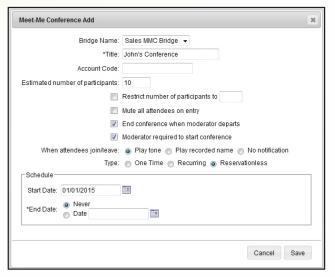


Meet-Me Conferencing Quick Start Guide

Creating a Reservationless Meet-Me Conference

- 1. Log in to www.tdsmanaged/P.com using your 10-digit phone number and web portal password.
- 2. Navigate to Calling Features/Meet-Me Conferencing to access your assigned Conference Bridge(s).
- 3. Click Add.
- Enter a descriptive title for the conference (e.g., "John's Conference").
- 5. Enter additional conference options, per below:



- 6. Click **Save**. A new conference is configured and is immediately available for your use.
- 7. To obtain the Conference and Moderator Access information, click "View" and "Edit" next to your conference and scroll down to the information.

- Conference Access	
Phone Number: 6082102414	
Conference ID: 023172	
Moderator Access	
Phone Number: 6082102414	Start Moderator Client
Extension: 2414	
Moderator Pin: 28610727	
moderator Pin: 28610727	

Additional Support

Contact the managedIP Administrator at your company or visit support.tdsmanagedip.com/hosted

Conducting a Reservationless Meet-Me Conference

- 1. Moderator and Participants call the Phone Number (or if internal to the organization, the Extension) of the Conference Bridge.
- When prompted, the Moderator enters the 8-digit Moderator PIN followed by # and the Participants enter the 6-digit Conference ID followed by #.
- Moderators and Participants may enter the * (star) key at any time during the conference to access various conferencing features.

The following functions are available to **Moderators** via the keypad menu:

- 0 Transfer to Operator
- 1 Mute or Unmute the line
- 2 Participant count, followed by roll call
- **3** Turn on or turn off Lecture Mode
- 4 Lock or unlock conference
- 5 Recording submenu
 - 1 Start Recording
 - 2 Pause/unpause Recording
 - 3 Stop Recording
- 6 Invite a new participant by calling the participant
- 8 End conference
- 9 Log in as Moderator
- #-Turn off Music-On-Hold or to return to the conference
- * Repeat the menu options

The following functions are available to **Participants** via the keypad menu:

- 0 Transfer to Operator
- 1 Mute or Unmute the line
- 2 Participant count, followed by roll call
- 9 Log in as Moderator
- #- Turn off Music-On-Hold or to return to the conference
- Repeat the menu options

Note: Write down the Bridge Phone Number and/or Extension (required for you and participants to call into the Conference), the 6-digit Conference ID (required by participants to join the conference) and the 8-digit Moderator PIN (required by you to begin and manage the conference).