

# OSSmosis: Meet-Me Audio Conferences

The Meet-Me Audio conference service offers customers the ability to bridge callers into one connection for scheduled or reservation less conference calls.

- Each conference bridge includes a single dedicated DID for conference calling
- Multiple conferences can be setup simultaneously under each conference bridge
- Each bridge will share ports across the enterprise; options are 10, 25, 50, 75, 100, and 125.

## Meet- Me Audio Conferencing Landing Page

Select the location you wish to view and edit. Select Telephony Setup and Meet-Me Audio Conferences to bring up Conferences for that specific location.

The following information can be found on the Meet-Me Audio Conferencing landing page:

OSSmosis 5   Telephony Setup				
Meet-Me Audio Conferences				
Set up Meet-Me Audio conference bridges and users for your Enterprise				
✓ Cloud Services 4845885006	25	Wayne (gr-0001005437)		
✓ Cust Sat 10 30 6102050075 - 0276	40			
✓ Evolve Int Conf Bridge EXTENSION ONLY - 9071	100			
✓ Evolve IP 4845885002 - 6032	100			
✓ Overnight Test EXTENSION ONLY - 0015	10			
✓ Shannon Test 6102050068 - 0588	10			
✓ Tim Bridge 6102020400 - 3400	50			
✓ TomH Bridge 6102021826 - 1826	100			
✗ UC One Bridge N/A	10			

1. **Active/Inactive**– A green check mark indicates the Meet-Me Audio Conference is currently active. A red X indicates the hunt group is currently inactive.
2. **Name and DID Assigned to the Meet-Me-Audio Conference** – A Meet-Me Audio Conference may not have a DID assigned if it is extension only.
3. **Ports Assigned to the Meet-Me-Audio Conference** – Total Number of ports assigned to the Audio Conference Bridge.
4. **Department (Briefcase icon)** – Apply a Department name to a Meet-Me Audio Conference (optional).
5. **Additional Options**– Select the options icon allows Admins to manage the Meet-Me Conferencing settings: Deactivate, Edit Settings, Edit Users, and Delete.

## Edit Meet-Me Conferencing Settings

← OSSmosis 5 | Telephony Setup

SETTINGSUSERS

Edit Meet-Me Audio Conference

Edit Meet-Me Audio Conference Settings for Cloud Services

Name

Cloud Services

14/30

Meet-Me Audio Conference ID

cb-0001005437-7

Phone Number

4845885006

Extension

None

First Name (Calling Line ID)

1/30

Last Name (Calling Line ID)

1/30

Department

Wayne

Time Zone

(GMT-04:00) (US) Eastern Time

Language

English

Allocated Ports

25

Operator Phone Number / SIP-URI

0/161

Allow Individual Outdial

Alternate Numbers

### Settings:

1. Meet-Me Audio Conference Name
2. Phone Number/Extension – The phone number and/or extension that has been applied to the Meet-Me Audio Conference
3. First and Last Name Calling Line ID – The calling line ID is what will be presented to the users when receiving a call from the Meet-Me Audio Conference.
4. Department – Determine if the Meet-Me Audio Conference will apply to a specific department within the company. A Department is not a mandatory setting when creating a Meet-Me Conference.
5. Time Zone –

6. Language –
7. Allocated Ports – The number of ports available in the Meet-Me Audio Conference.
8. Operator Phone Number/SIP-URI –
9. Allow Individual Outdial
10. Apply Alternate Numbers – Allows customers to dial alternate numbers and still reach the hunt group

#### Manage Meet-Me Audio Conference Users:

From the Meet-Me Audio Conference landing page, select the *Additional Options* icon and *Edit Users*

Meet-Me Audio Conferences				
Set up Meet-Me Audio Conference Bridges and users for your Enterprise				
Cloud Services	4845885006	25	Wayne (gr-0001005437)	Deactivate
Cust Sat 10 30	6102300275 -- 0275	50		Edit Settings
Evolve Intl Conf Bridge	EXTENSION ONLY -- 9871	100		<b>Edit Users</b>
				Delete

#### Adding a User to a Meet-Me Audio Conference:

1. To add a user to the Meet-Me Audio Conference select the *Add Users* icon
2. Locate and select users in the advanced search by User, Location or Department. Save.

User Search

Quickly find users in your enterprise

Filtering by:

None

Location

Department

Search

Select All

Bill Kurtz 6102300500

Demo UC1 4045004050:0000

Demo2 UC1 4045004050:0001

Elizabeth Fox 4042350481

Six Integration Phone 1 6102301707

Six Integration Phone 2 6102301706

Security Tech Site - 2000 4045004027

US Bank JPMorgan 6102300600

Star Wars 3059003002

John Wessington D1 6102304040

CANCEL

RESET

SAVE

3. The new users will be added to the Meet-Me Audio Conference users landing page.

Edit Conference Host Users			
Edit the users assigned to UC One Bridge			
Bill Kurtz	6102300500 -- 9008		
Demo UC1	EXTENSION ONLY -- 3000		
Demo2 UC1	EXTENSION ONLY -- 3001		
Elizabeth Fox	4042350481 -- 0481		

#### Add a Meeting for a user Meet-Me Audio Conference

Users have the ability to set up one time or re-occurring meetings within their Meet-Me Audio Conference

1. Select Meeting from the Meet-Me Audio Conference "User" Page

Edit Conference Host Users			
Edit the users assigned to UC One Bridge			
Bill Kurtz	6102300500 -- 9008		Meetings
Demo UC1	EXTENSION ONLY -- 3000		Delete

2. Configure the Meeting settings to your preference

### Add User Meeting

Create a new meeting for Bill Kuritz

Title

Account code

☐

 Restrict number of participants

Max

-----

☐ Mute all attendees on entry

☐ End conference when moderator departs

☐ Moderator required to start conference

☐ Allow unique identifier

**When attendees join/leave**

☐ Play tone   ☐ Play recorded name   ☒ No notifications

**Removing a User from a Meet-Me Audio Conference**

1. To remove a user from a hunt group, select the Delete Icon next to the users name.

Edit Conference Host Users

Edit the users assigned to UC One Bridge

Bill Kuritz 6101239068 -- 9068		Meetings
Demo UC1 EXTENSION ONLY -- 3000		Delete

2. A confirmation popup window will open to confirm the removal of the user. Select remove if you would like to remove the user from the hunt group or cancel if you would like to keep the user in the hunt group.

## Delete User from Meet-Me Audio Conference

**Warning: This User will no longer exist for this Meet-Me Audio Conference.**

Are you sure you want to delete user **Bill Kuritz** from conference **UC One Bridge**?

CANCEL   DELETE