



# Meet-Me Conferencing

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## Meet-Me Conferencing Overview

Users can use Meet-Me Conferencing to set up or join conferences. A user that sets up a conference is called the conference controller. A user that joins a conference is called a participant.

## Meet-Me Conferencing Task Flow

### Before you begin

- Refer to the configuration documentation which came with your router and check for any settings which you may need to configure before proceeding with the Meet-Me Conferencing Task Flow.

### Procedure

	Command or Action	Purpose
<b>Step 1</b>	<a href="#">Configure a Softkey Template for Meet-Me Conferencing</a> , on page 2	Add the Meet-Me softkey to a softkey template.
<b>Step 2</b>	To <a href="#">Associate a Softkey Template with a Common Device Configuration</a> , on page 3, complete the following subtasks: <ul style="list-style-type: none"><li>• <a href="#">Add a Softkey Template to a Common Device Configuration</a>, on page 3</li><li>• <a href="#">Associate a Common Device Configuration with a Phone</a>, on page 4</li></ul>	<b>Optional.</b> To make the softkey template available to phones, you must complete either this step or the following step.
<b>Step 3</b>	<a href="#">Common Device Configuration Associate a Softkey Template with a Phone</a> , on page 4	<b>Optional.</b> Use this procedure either as an alternative to associating the softkey template with the Common Device Configuration, or in

	Command or Action	Purpose
		conjunction with the Common Device Configuration. Use this procedure in conjunction with the Common Device Configuration if you need assign a softkey template that overrides the assignment in the Common Device Configuration or any other default softkey assignment.
<b>Step 4</b>	<a href="#">Configure a Meet-Me Conferencing Number, on page 5</a>	Enable advanced conferencing, specify the maximum number of participants, and specify when to drop a conference connection.

## Configure a Softkey Template for Meet-Me Conferencing

Use this procedure to make the Meet Me softkey available in the off hook call state.

### Procedure

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- Step 1** From Cisco Unified CM Administration, choose **Device > Device Settings > Softkey Template**.
- Step 2** Perform the following steps to create a new softkey template; otherwise, proceed to the next step.
- Click **Add New**.
  - Select a default template and click **Copy**.
  - Enter a new name for the template in the **Softkey Template Name** field.
  - Click **Save**.
- Step 3** Perform the following steps to add softkeys to an existing template.
- Click **Find** and enter the search criteria.
  - Select the required existing template.
- Step 4** Check the **Default Softkey Template** check box to designate this softkey template as the default softkey template.
- Note** If you designate a softkey template as the default softkey template, you cannot delete it unless you first remove the default designation.
- Step 5** Choose **Configure Softkey Layout** from the **Related Links** drop-down list in the upper right corner and click **Go**.
- Step 6** From the **Select a Call State to Configure** drop-down list, choose the call state for which you want the softkey to display.
- Step 7** From the **Unselected Softkeys** list, choose the softkey to add and click the right arrow to move the softkey to the **Selected Softkeys** list. Use the up and down arrows to change the position of the new softkey.
- Step 8** Repeat the previous step to display the softkey in additional call states.
- Step 9** Click **Save**.
- Step 10** Perform one of the following tasks:
- Click **Apply Config** if you modified a template that is already associated with devices to restart the devices.

- If you created a new softkey template, associate the template with the devices and then restart them. For more information, see *Add a Softkey Template to a Common Device Configuration* and *Associate a Softkey Template with a Phone* sections.

## Associate a Softkey Template with a Common Device Configuration

**Optional.** There are two ways to associate a softkey template with a phone:

- Add the softkey template to the **Phone Configuration**.
- Add the softkey template to the **Common Device Configuration**.

The procedures in this section describe how to associate the softkey template with a **Common Device Configuration**. Follow these procedures if your system uses a **Common Device Configuration** to apply configuration options to phones. This is the most commonly used method for making a softkey template available to phones.

To use the alternative method, see [Associate a Softkey Template with a Phone, on page 4](#).

### Before you begin

[Configure a Softkey Template for Meet-Me Conferencing, on page 2](#)

### Procedure

	Command or Action	Purpose
<b>Step 1</b>	<a href="#">Add a Softkey Template to a Common Device Configuration, on page 3</a>	
<b>Step 2</b>	<a href="#">Associate a Common Device Configuration with a Phone, on page 4</a>	

## Add a Softkey Template to a Common Device Configuration

### Procedure

- Step 1** From Cisco Unified CM Administration, choose **Device > Device Settings > Common Device Configuration**.
- Step 2** Perform the following steps to create a new Common Device Configuration and associate the softkey template with it; otherwise, proceed to the next step.
- Click **Add New**.
  - Enter a name for the Common Device Configuration in the **Name** field.
  - Click **Save**.
- Step 3** Perform the following steps to add the softkey template to an existing Common Device Configuration.
- Click **Find** and enter the search criteria.
  - Click an existing Common Device Configuration.

- Step 4** In the **Softkey Template** drop-down list, choose the softkey template that contains the softkey that you want to make available.
- Step 5** Click **Save**.
- Step 6** Perform one of the following tasks:
- If you modified a Common Device Configuration that is already associated with devices, click **Apply Config** to restart the devices.
  - If you created a new Common Device Configuration, associate the configuration with devices and then restart them.
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## Associate a Common Device Configuration with a Phone

### Before you begin

[Add a Softkey Template to a Common Device Configuration, on page 3](#)

### Procedure

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- Step 1** From Cisco Unified CM Administration, choose **Device > Phone**.
- Step 2** Click **Find** and select the phone device to add the softkey template.
- Step 3** From the **Common Device Configuration** drop-down list, choose the common device configuration that contains the new softkey template.
- Step 4** Click **Save**.
- Step 5** Click **Reset** to update the phone settings.
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## Associate a Softkey Template with a Phone

**Optional.** Use this procedure as an alternative to associating the softkey template with the Common Device Configuration. This procedure also works in conjunction with the Common Device Configuration. You can use it when you need to assign a softkey template that overrides the assignment in the Common Device Configuration or any other default softkey assignment.

### Before you begin

[Configure a Softkey Template for Meet-Me Conferencing, on page 2](#)

### Procedure

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- Step 1** From Cisco Unified CM Administration, choose **Device > Phone**.
- Step 2** Click **Find** to select the phone to add the softkey template.
- Step 3** From the **Softkey Template** drop-down list, choose the template that contains the new softkey.
- Step 4** Click **Save**.

**Step 5** Press **Reset** to update the phone settings.

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## Configure a Meet-Me Conferencing Number

The Cisco Unified Communications Manager administrator provides the Meet-Me conference directory number range to users, so that they can access the feature. The user chooses a directory number from the range that is specified for the Meet-Me Number or Pattern to establish a Meet-Me conference and becomes the conference controller.

### Procedure

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**Step 1** From Cisco Unified CM Administration, choose **Call Routing > Meet-Me Number/Pattern**. The **Find and List Meet-Me Numbers** window appears.

**Step 2** Enter the appropriate search criteria and click **Find**. All matching records are displayed.

**Step 3** In the list of records, click the link for the record that you want to view.

**Step 4** Perform one of the followings tasks:

- To copy a Meet-Me number or pattern, click the Meet-Me number or pattern that you want to copy. The **Meet-Me Number/Pattern Configuration** window appears. Click **Copy**.
- To add a Meet-Me Number or Pattern, click the **Add New** button.
- To update an existing Meet-Me Number or Pattern, click the Meet-Me Number or Pattern that you want to update.

**Step 5** Enter the appropriate settings.

See the Related Topics section for information about the fields and their configuration options.

**Step 6** Click **Save**.

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## Meet-Me Number and Pattern Settings

Field	Description
Directory Number or Pattern	Enter a Meet-Me number or a range of numbers. To configure a range, the dash must appear within brackets and follow a digit; for example, to configure the range 1000 to 1050, enter 10[0-5]0.
Description	The description can include up to 50 characters in any language, but it cannot include double quotation marks ("), percentage sign (%), ampersand (&), or angle brackets (<>).

Field	Description
Partition	<p>To use a partition to restrict access to the Meet-Me number or pattern, choose the desired partition from the drop-down list box.</p> <p>If you do not want to restrict access to the Meet-Me number or pattern, choose &lt;None&gt; for the partition.</p> <p>You can configure the number of partitions that are displayed in this drop-down list box by using the Max List Box Items enterprise parameter. If more partitions exist than the Max List Box Items enterprise parameter specifies, the <b>Find</b> button is displayed next to the drop-down list box. Click the <b>Find</b> button to display the <b>Find and List Partitions</b> window.</p> <p><b>Note</b> To set the maximum list box items, choose <b>System &gt; Enterprise Parameters</b> and update the Max List Box Items field under CCMAAdmin Parameters.</p> <p><b>Note</b> Make sure that the combination of Meet-Me number or pattern and partition is unique within the Unified Communications Manager cluster.</p>
Minimum Security Level	<p>Choose the minimum Meet-Me conference security level for this Meet-Me number or pattern from the drop-down list box.</p> <ul style="list-style-type: none"> <li>• Choose <b>Authenticated</b> to block participants with nonsecure phones from joining the conference.</li> <li>• Choose <b>Encrypted</b> to block participants with authenticated or nonsecure phones from joining the conference.</li> <li>• Choose <b>Non Secure</b> to allow all participants to join the conference.</li> </ul> <p><b>Note</b> To use this feature, ensure that you have a secure conference bridge that is configured and available.</p>

## Meet-Me Conferencing Restrictions

Unified Communications Manager supports a maximum of 100 simultaneous Meet-Me conferences for each Unified Communications Manager server.

After the maximum number of participants that is specified for that conference is has been exceeded, no other callers can join the conference.