Conference Now User Guide

Overview

The guide provides instructions for activating and using Conference Now, the audio-only conference bridge feature of Cisco Call Manager.

Requirements

- Campus Cisco Phone
- ACE credentials
- Personal (not shared) UNLV extension
- Billing account number

Getting Started

Step 1

Create a Work Order requesting Conference Now

- Contact the Telecom Help Desk to by phone or using web portal to create a new ticket
  - Calling: 00 from on Campus or 702-895-3011 and select option 9
  - https://apps.administration.unlv.edu/AdminWebPortal
- If using the web portal, log in and the select the "Submit a new Telecom Help Request" tile
  - In Request Category select "Change"
  - On the new window, complete the form and enter the following information
    - Request Subject: Conference Now Request
    - Service: Feature
    - Features: Conference Now (Additional Fees Apply)

Step 2

Record your Phone Service PIN, your meeting number, and your Attendee Access Code which will be provided to you by Telecommunications

Join Conference as Host

Notes

- You must provide your Attendee Access Code to conference attendees in order for them to join the conference.
- When connecting as the host for Conference Now after you enter the PIN there is no voice prompt when creating the meeting. You will hear a tone when attendees join your meeting.
- Until the meeting host starts the meeting, the attendees will be held outside the meeting area.
- If a meeting host does not connect within 15 minutes, attendees will be dropped.

Process

1. Dial the conference now meeting number
   a. On-campus: x46338 (x4-MEET)
   b. Off-campus: 702-774-6338
2. Enter your Phone Services PIN and then press #

Join Conference as Attendee

Notes

- Until the meeting host starts the meeting, the attendees will be held outside the meeting area.
- If a meeting host does not connect within 15 minutes, attendees will be dropped.

Process

1. Dial the conference now meeting number
   a. On-campus: x46338 (x4-MEET)
   b. Off-campus: 702-774-6338
2. Enter the Attendees Access Code provided by the host