



BT MeetMe Chair Dial-out

How to use BT MeetMe Chair dial-out

BT MeetMe chair dial-out can only be initiated by the chairperson, as the participant passcode will need to be entered by the chairperson to verify the dial-out request, providing security against unauthorised use.

Chairperson dial-out allows the chairperson to reach out to participants and have them join the call. This can be useful to quickly have someone join your meeting or where the participant has difficulty dialling into the conference. To use this easy-to-use service, simply follow the steps below.

Step 1:

As the chairperson, once you have dialed into your BT MeetMe conference call and entered your chairperson passcode, press # then 3 on your telephone keypad and follow the voice prompts to start dial-out from your conference call.

You will hear a prompt saying:

“To confirm dial-out to a participant, press *1”

Press *1 to confirm that you want to initiate a dial-out from your conference.

Step 2:

Once you have entered *1, you will be asked to enter your participant passcode to validate your request. Once you have validated your participant passcode, you will not need to complete this step again if further dial-outs are required throughout the duration of the same meeting.

You will hear a prompt saying:

“Please enter the participant code followed by #”

Enter the participant passcode for your conference followed by #



Step 3:

If the passcode is authorised, you will hear a prompt saying:

“Please enter the number including all appropriate local or international dialling prefixes that you wish to call, followed by #”

Enter the telephone number of the person you wish to invite to join your conference, followed by #.

For example:

If your account is in the US

- To dial-out in the US to a local US number you would press: 1-(area code)-xxx-xxxx #
- To dial-out international from the US to another country press: 011 + Country Code + Number #

If your account is in Europe, Middle East or Africa

- To dial-out in the UK to a local UK number you would press: (area code)-xxx-xxxx #
- To dial-out international from the UK to another country press : 00 + Country Code + Phone Number #

If your account is in Asia or Asia Pacific

- To dial-out in Hong Kong to a local Hong Kong number you would press: (area code)-xxxx-xxxx #
- To dial-out international from Hong Kong to another country press : 001 + Country Code + Phone Number #

Once the number has been entered successfully you will hear a prompt saying:

“We are attempting to connect your call. If the person you are calling does not join the conference, either they did not accept the dial-out, there was no answer, or you cannot call that number. You will now be returned to the conference”.

You will now be returned to your conference.

Step 4:

The BT MeetMe service will then call the participant and will play the following message to that participant:

“You have been invited to join a conference call. To join the conference press *1”.

The participant will enter *1 to confirm that they wish to join the conference.

To join the conference the participant will follow the normal BT MeetMe conference entry process; if name recording is switched on for the BT MeetMe account the participant will hear a prompt saying:

“Please record your name after the tone”

The participant will join the meeting and will be announced accordingly.

Additional charges are billed for each dial-out participant joining your conference. Charges are subject to your terms and conditions.



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