

**University of Illinois
MeetingPlace Conference System**

To set up a New Profile/Account

Email telenet@aces.uiuc.edu, giving your Extension affiliation (such as UA Arizona Cooperative Extension) and your need to set up a profile/account. They will take it from there.

How to Schedule A Call

Access MeetingPlace website (<http://w3.aces.uiuc.edu/meetingplace/>) and enter appropriate information, including adding a password under "meeting options" location. You will receive an email confirming your reservation.

To Attend A Meeting

If you are a profile member (initiator of the call), join the call as follows:

- Dial **1-800-347-8268** (1-800-DISTANT)
- You will hear a "Welcome to MeetingPlace" greeting
- After the greeting, press **2** to join your meeting
- Enter your **phone userid + #**
- Enter your **phone password + #**
- Enter the **meeting ID #** (4 or more digits) + #' key;
- Enter the meeting **password #** (4-11 digits)
- You will be joined to the meeting

If you are a guest, join the call as follows:

- Dial **1-800-347-8268** (1-800-DISTANT)
- You will hear a "Welcome to MeetingPlace" greeting
- After the greeting, press **1** to join your meeting
- Enter the **meeting ID #** (4 or more digits) followed by the **#** key
- Enter the **meeting password** followed by the **#** key (4-11 digits)
- You will be joined to the meeting.

Important Notes:

- You must use a touch-tone telephone and have functioning '#' and '*' (star) keys to use the features of the MeetingPlace System
- Dial the system no earlier than 10 minutes before the scheduled start time—otherwise you will hear "This is not a recognized meeting ID number"
- The meeting must start within 10 minutes of the scheduled start time, or it will be cancelled automatically, and the lines reallocated to other conferences.

System Contact Information

Phone: 217-244-7784

Email: telenet@aces.uiuc.edu