**Setting up Meet Me Conference Rooms in Magnet Voice**

1. Log onto the system as the administrator
2. Go to the trunk settings drop down menu and choose ringing assignment
3. Pick one of the numbers to become your meet me conference room and click the edit button
4. You can then choose which meet me conference room you would like this number to be
5. Once that is done back out and go to the system setting drop down menu and choose the meet me conference option
6. You will then see the meet me conference rooms provided to you by Magnet Networks
7. Make sure that the enable button is ticked
8. You can then give the room a name, a room number which is the extension for the room, and a password for the room
9. The Admin password must be set so that the conference can start
10. You can also choose to record the conference and to exit the room when the admin exits
11. Once you are finished click save