

Conference Rooms

With **Switchvox**™ there are two types of conference extension's you can choose from. First is **Simple Conference**, and then there is a **Meet Me Conference** extension.

Please see your local system administrator for Conference Room Extension Numbers.

This guide will show you, as a **USER**, how to use both types of **Conference Rooms**.

Simple Conference

This **Simple Conference** Extension provides a single conference room for anyone who calls or is transferred to this extension. Simply dial the Extension provided by your Switchvox Administrator on your phone and you will automatically join the Conference.

This conference room does not require a "Conference Room Number" or Password. This is open for anyone who needs who have a multiple caller conference call.

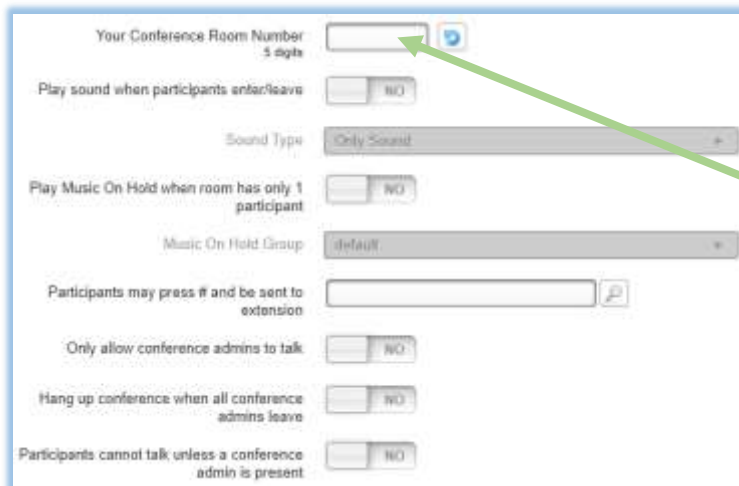
It is recommended that this is for INTERNAL use only. *(Only coworkers use this, not external callers)*

Meet Me Conference

The **Meet Me Conference** Center allows every user on a system to have their own personal conference room and hold conference calls with many participants easily.

Once your Switchvox Administrator has created a Meet Me Conference extension, log into your **Switchvox User Portal**

Go to: **Features** ➔ **Conference Room**

Enter a unique *5-digit number* for your Conference Room. This is the **PIN** that you give to callers so they can access your conference room.

You can press the  key to have the system chose a random, unused Conference Room number for you.

Play sound when participants enter/leave



(YES) indicates that a sound is played to all members of the conference room when a new caller enters the room.

Play Music On Hold when room has only 1 participant



(YES) indicates Hold Music will play when there is (1) person in the room.

Participants may press # and be sent to extension

Enter an extension here so that when a member presses the # key, they are transferred to that extension.

Additional Conference Admins: Settings

Only allow conference admins to talk



(YES) indicates that no one can be heard in the conference room unless an admin is in the room. Participants can join the room, but they cannot speak to each other.

Participants cannot talk unless a conference admin is present



(YES) indicates that your conference room hangs up if there are no admins in the call.

Hang up conference when all conference admins leave



(YES) indicates that all non-admin participants can only listen, they cannot be heard in the conference room.

Once you have created your **MeetMe** Conference Room, click

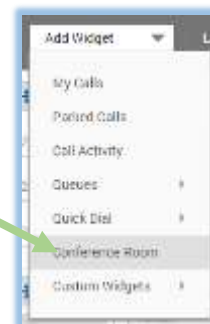
Save Conference Settings ✓

Using Meet Me Conference

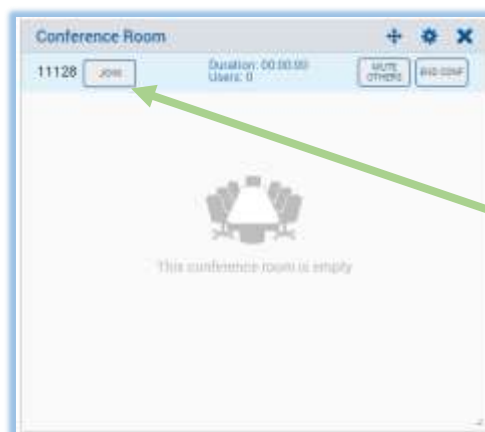
In your **Switchvox User Portal**, click on

Switchboard ✓

In *edit mode*, add the **Conference Room** widget.



Once you save the layout including the **Conference Room** widget, it will now be on your **Switchboard**



Clicking "**Join**" will automatically have your desk phone or device join your room.
(No password necessary!)

Managing **Meet Me** Conference

Your **Conference Room** #

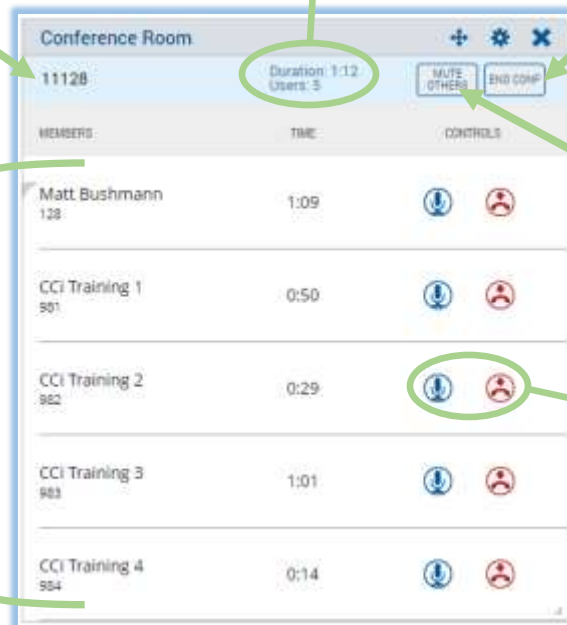
Number of callers in your **Conference Room** and the time length of Conference

Tap the **END CONF** button to end the conference

See all member's caller IDs that are in your Conference Room.

Tap **MUTE OTHERS** to mute all participants.

Mute and/or kick individual callers from the conference room



Sangoma

CCI Voice

Switchvox

