

Conference Rooms

In [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.

[Conference Room](#) extensions need to be created by your Switchvox Administrator.

This guide will show you, as a USER, how to use [Conference Rooms](#).

Simple Conference:

- This is a basic conference extension that does not have a log in password.
- Passwords cannot be set for this type of conference extension.
- Options for this type of extension must be set in the simple conference extension.

Meet Me Conference:

- This extension provides an access point to each user's conference room.
- Callers to this extension are prompted for a PIN corresponding to a specific user's conference room.
- Each system user can set up a conference room extension number by logging into their extension and selecting Features-Conference

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 extension requires no conference room number

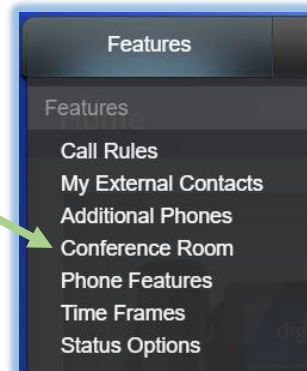
Meet Me Conference

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*.

Conference Room Settings:


In your *Switchvox User Portal*
Go to: *Features* → *Conference Room*



A *Conference Room Settings* page will pop up.

A screenshot of the 'Conference Room Settings' page. At the top, there's a red error message: 'A 5 digit conference room number is required and must not begin with a zero'. Below this, the 'Your Conference Room Number' field is empty and has a red error icon. Other settings include 'Play sound when participants enter/leave' (set to NO), 'Sound Type' (set to Only Sound), 'Play Music On Hold when room has only 1 participant' (set to NO), 'Music On Hold Group' (set to default), 'Participants may press # and be sent to extension' (empty), 'Only allow conference admins to talk' (set to NO), 'Hang up conference when all conference admins leave' (set to NO), and 'Participants cannot talk unless a conference admin is present' (set to NO). A green arrow points from the 'Features' menu to the 'Your Conference Room Number' field.

Your Conference Room Number
5 digits

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 the following sound type is played to all members of the conference room when a new caller enters the room.

There are three options for the sound type that is played when a caller enters and exits your conference room:

Only Sound:

Only a sound is played, no information about the caller.

Sound with Caller Name:

The caller is prompted to record his or her name. The recorded name is then played along with a sound.

Sound with Caller Name: *(User Review Option)*

This is the same as Sound with Caller Name, but it gives the caller an opportunity to listen to the recorded name, then accept or re-record it before joining the conference room.

- **Play Music on Hold When Room Has Only One Participant:**

(YES) indicates this is true.

Default "Hold" music will be chosen. You can add any (.wav) file to choose your own Hold Music.

- **Conference Members 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.

Click this Icon to search available extensions.

Additional Conference Admins: **Settings**

Conference Admins are special members of your conference room who have specific privileges as indicated in the settings.

Additional Conference Admins ?

Type to Search

Ext ▼

Name

Type

- **Only Allow Conference Admins to Talk:**

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

- **Hang up Conference When All Conference Admins Leave:**

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

- **Participants Cannot Talk Unless a Conference Admin is Present:**

(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.

Once your Conference Settings have been set, click

Save Conference Settings ✓

Using **Meet Me** Conference

Once your Switchvox Administrator has created a Meet Me Conference extension, you have created a *Conference Room #*, and personalized your *Conference Room* settings, you are ready to Admin your own Conference Room.


Now let's see you how you operate your own Conference Room!

Your Conference Room Number
5 digits

57679

For this example, we will be
using Conference Room # **57679**

Using the **D80** Desk Phone

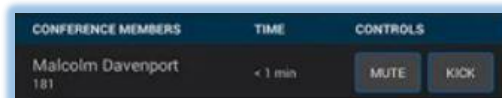
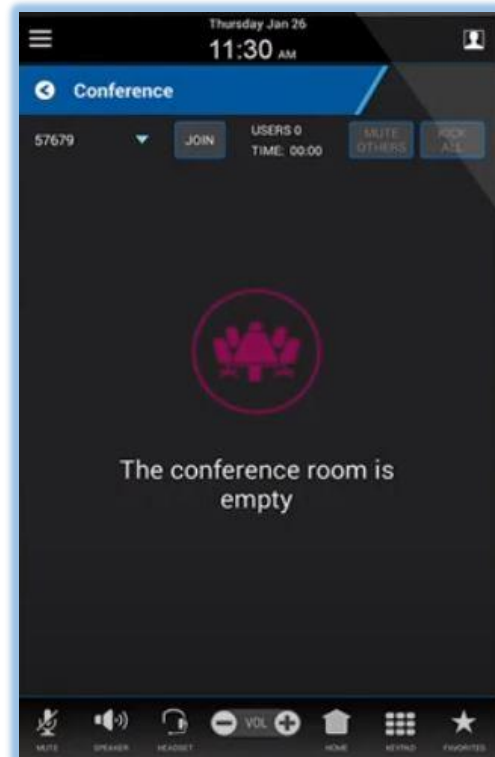
Access the Navigation Drawer by swiping the left side of the screen or tap the  icon.

- Click the  icon to view your Conferences.

- You will notice the Conference Room will be on the screen with the Conference # that you entered under your settings.
- To join the Conference, simply tap the Join button located beside your Conference Room #


- If user has more than one Conference room, tap the ▼ icon next to *Conference Room #* and choose Conference Room you want to join.

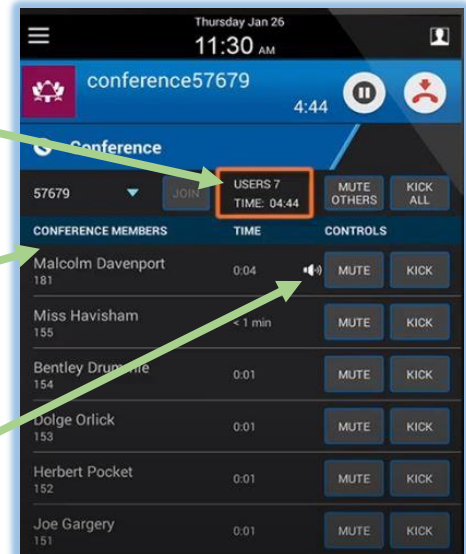
- Once you have joined the Conference Room, you will see your username and extension number under the *Conference Members* area. You will also see the Time duration in minutes



The number of attendees who have joined the call can be seen here, along with the time duration in minutes and seconds of the call.

When other members log into the **Conference Call**, you will see them appear underneath the conference members area.

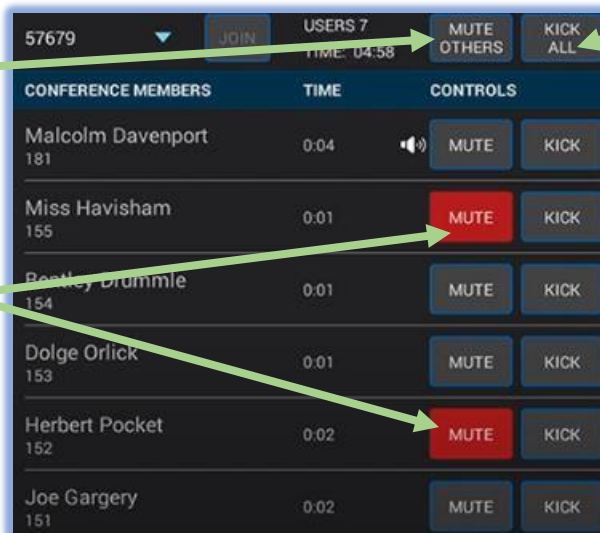
When someone is talking, a small  icon is displayed for that user.



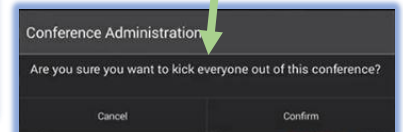
Managing Attendees

- To mute all non-administrative attendees, tap the **MUTE OTHERS**.

- As the Administrator, if you wish to mute an attendee, tap the **MUTE** button for that attendee or those attendees.




- If you wish to kick everyone out of the call, tap the **KICK ALL** button.
- A confirmation window will appear requiring you to *confirm* or *cancel* the request.



If someone has left the **Conference Call**, you will notice them faded away for the first few moments before disappearing entirely from the **Conference Members** area.

Example: Miss Havisham 155 Has Left the Conference

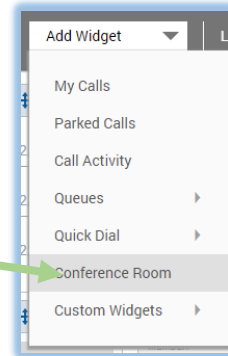
Once you are done with the Conference Call, you can end it by tapping the  icon at the top of your screen.

Using the Switchboard

In your **Switchvox User Portal**, click

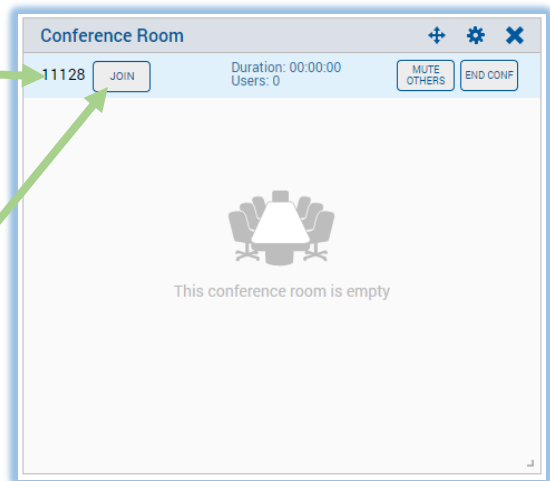
Switchboard ✓

In *edit mode*, add the Conference Room widget



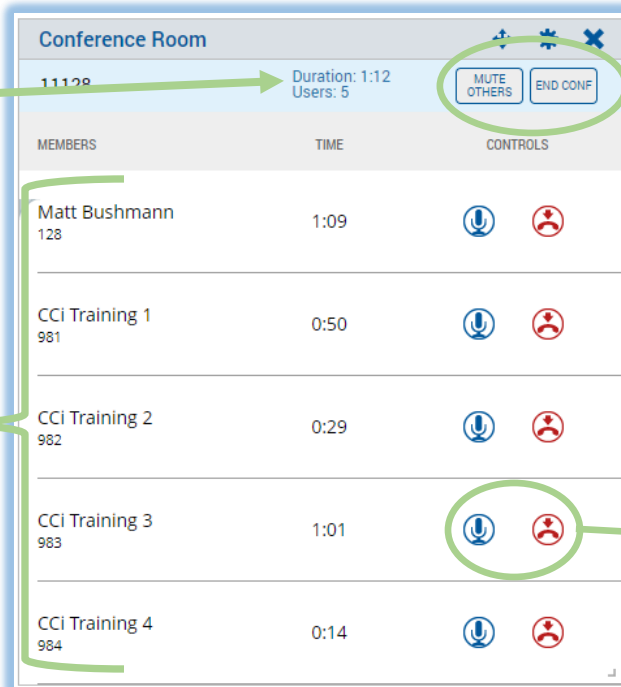
Once you save the layout including the Conference Room widget, it will now be on your **Switchboard**

Your Conference Room #



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

Number of callers in your Conference room and the time length of Conference



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

If you wish to kick everyone out of the call, tap the **END CONF** button.

This will end the Conference
Tap **MUTE OTHERS** to mute all participants

Mute and/or kick individual callers from the conference room