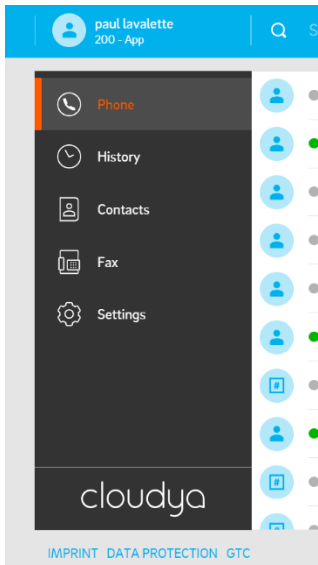


# CONFERENCE with CLOUDYA

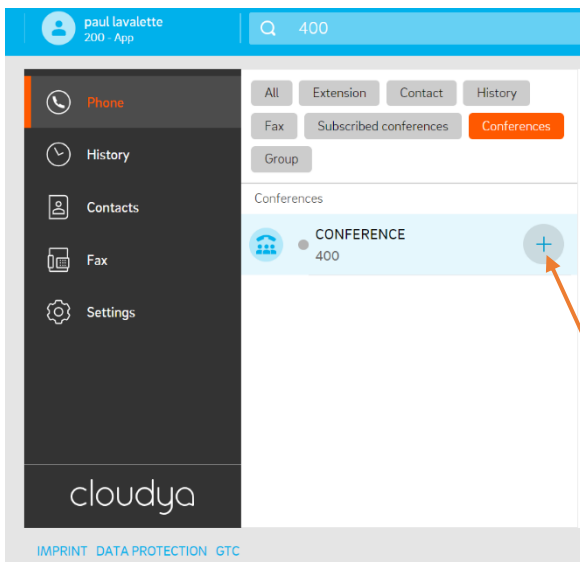
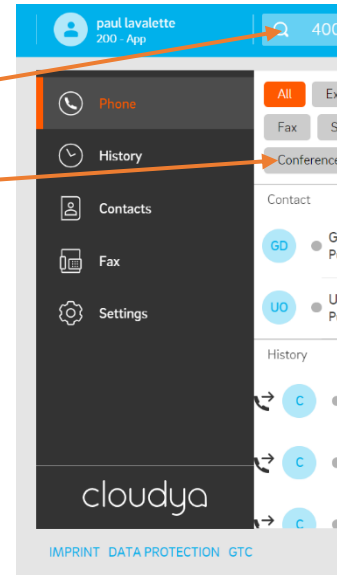


If you have not already subscribed to a conference, your Cloudya Softphone should look like this.

Your system administrator should provide you with the conference details. Click on the search icon (spy glass) and enter the conference pilot/extension number.

Add conference internal number

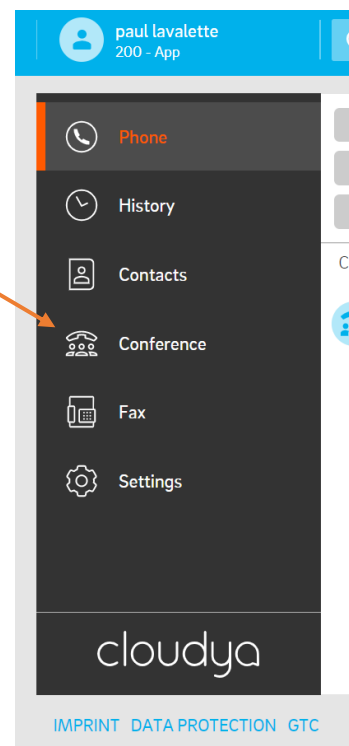
Click on

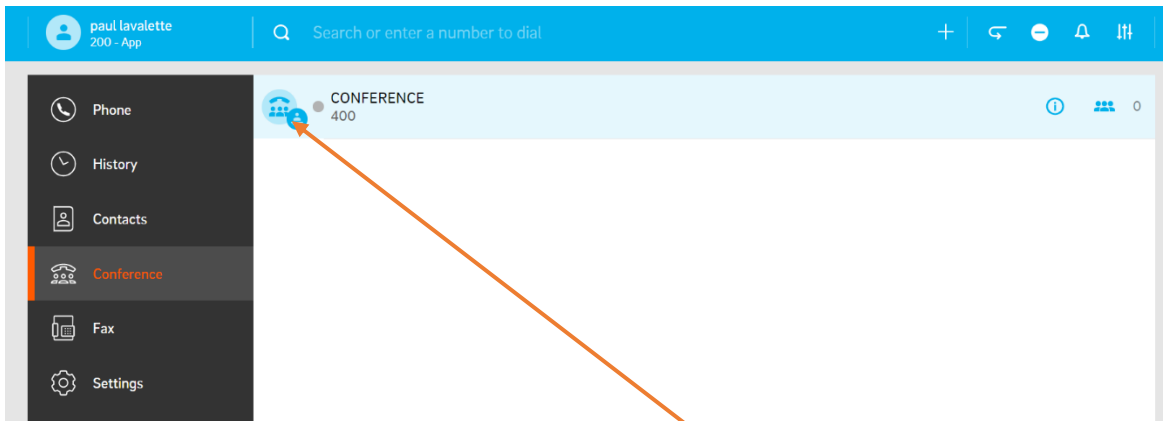


Click on + and enter conference PIN and then subscribe. There is a choice of 'Admin' and 'User' PIN.

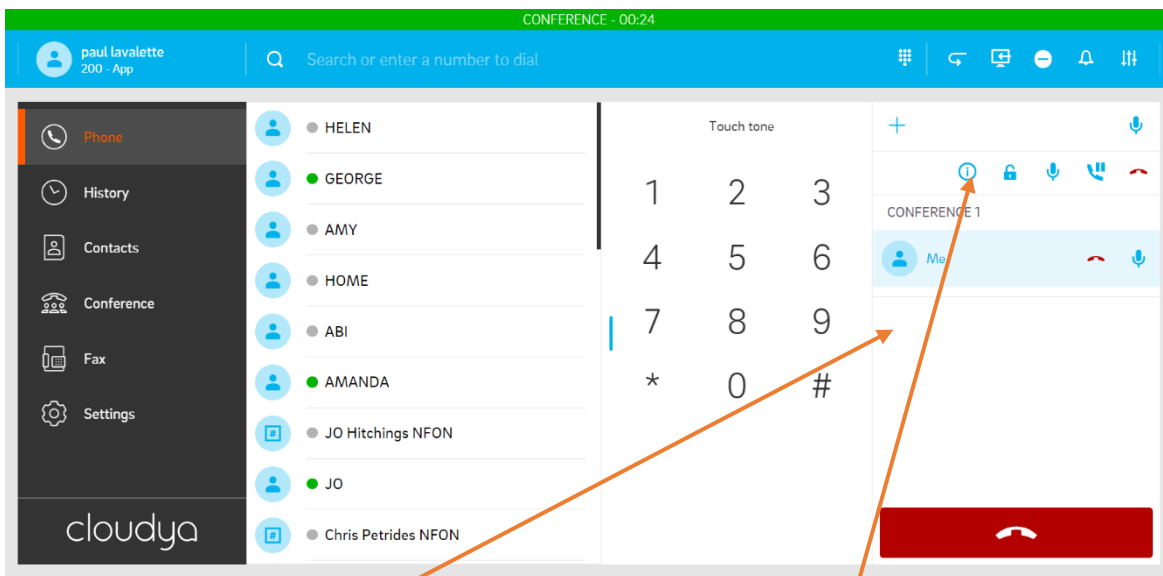
You now have the added CONFERENCE menu

You will also have a CONFERENCE tab on the Cloudya mobile App



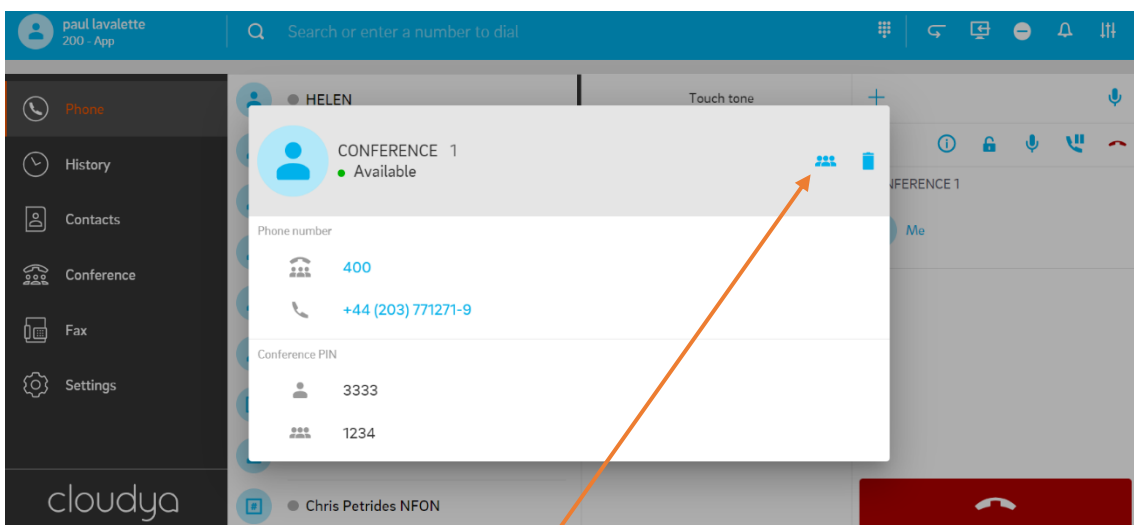


Select the CONFERENCE menu to see which conference(s) you have subscribed to. To join the conference, double click on this icon

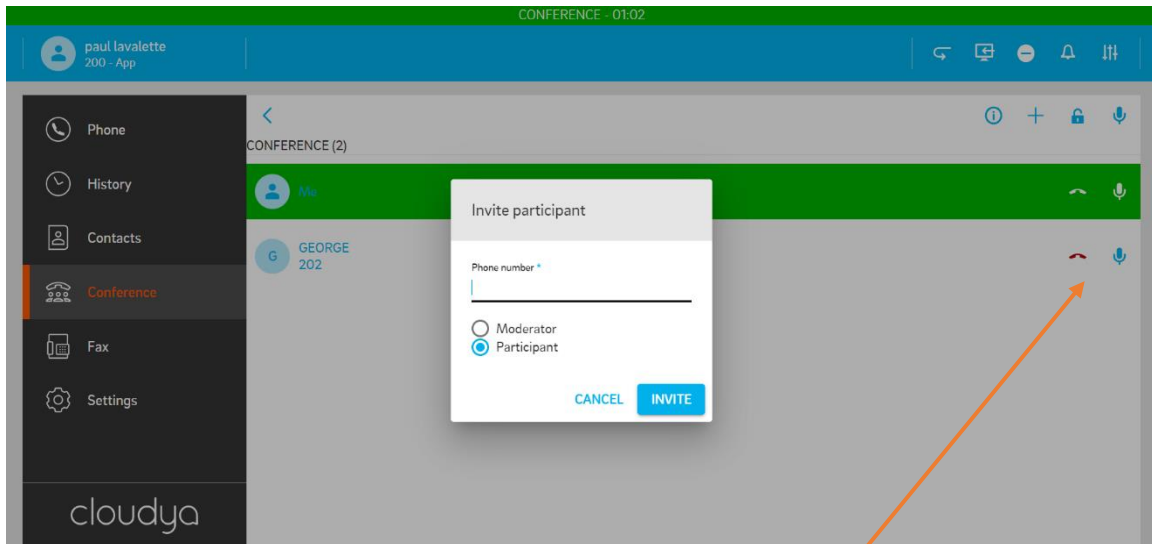


When creating a conference (and this is currently only audio) there is notification of time, date and conference telephone number. By joining you can 'see' who else is in

By clicking on the info button, you will see the detail of the conference, but



Also get options to 'add' or 'invite'



To invite someone please enter the internal extension number or if external, enter telephone number/DDI in +44 format.

As 'Admin PIN' I can delete or mute participants.

As Administrator (using Admin PIN) the following features are available:

- Mute/ Unmute participants
- Exclude a participant from the Conference
- Invite participants
- Make the conference public or private (lock)