



Cloud Voice – My Room Audio Conferencing

1 What is it?

As the chairperson, you can hold conference calls from any phone, anywhere with up to eight attendees.

Attendees dial the conference access phone number, and when prompted, enter the conference ID. As the chairperson, you do the same but use a different PIN, the chairperson PIN

2 How do I use it?

Access 'My Room'

- Login to the [BT Cloud Voice portal](#)
- Select **Employees**
- Select **Features** from the left hand menu and scroll down to **Apps**
- Select the **Configure** button for **My Room**



The 'My Room' page is where you can view and manage your My Room Audio Conferencing and Web Collaboration settings -

- Conference access phone number – the number that you and all attendees dial to access the conference
- Conference ID/participant PIN – the ID that attendees enter after dialling into the conference access phone number
- Chairperson PIN – your ID to enter after dialling into the conference access phone number.

To reset the Participant or Chairperson PINs click the Reset PINs button at the bottom of the page

Configure your conferencing options

On the 'My Room' page you can **configure the conference** so that it –

- Mutes all attendees on entry
- Ends the conference when the chairperson (you) departs
- Only allows the chairperson (you) to start the conference
- Plays a tone, a recorded name, or silence when someone joins or leaves the conference

Invite attendees and start the conference

You can invite people just by sending them the conference access phone number and conference ID.

On the My Room Feature Settings page in the BT Cloud Voice Portal there's a link to open your default email client to email these details quickly to your attendees.

If you're using UC Business for Desktop, right-click the My Room icon on the left-hand navigation bar and select Copy invitation to copy an invitation link to the operating system clipboard. Then paste it into the meeting invitation email to send to your attendees

Conference menus and controls

• Chairperson menu

To open the menu, press the star key (*) at any time during your conference (only you can hear the menu, everyone else continues talking in the conference but you cannot hear the conference). Press these buttons for these functions:

- * – repeat the menu options
- 0 – transfer to operator
- 1 – mute or unmute this line
- 2 – participant count, followed by roll call
- 3 – turn on or turn off **Lecture Mode**
- 4 – lock or unlock conference
- 8 – end conference
- # – return to the conference

Participant menu

To open the menu, your attendees press the star key (*) at any time during the conference (only the attendee opening the menu can hear it, everyone else continues talking in the conference). Press these buttons for these functions:

* – repeat the menu options

0 – transfer to operator

1 – mute or unmute themselves (if a moderator has muted a line, the attendee cannot unmute it)

2 – participant count, followed by roll call

9 – log in as moderator

–return to the conference

If you don't want to listen to the menu, you can go straight to the option (if you know it) by pressing "*" followed by the digit for the option you want. For example, you can press "*0" to be transferred to the operator. If you enter any other digit, you are returned back to the conference

Log in as Moderator

When an attendee turns this on, they're asked for the moderator PIN. If the PIN is correct, they become a moderator and can execute moderator commands