



columbus

Conferencing Platform Manual

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Version: 2

Columbus Group

Columbus Conferencing Manual

1. Introduction

1.1. Conferencing Operation

Users who join a conference are known as **participants**. A user who can start and manage conferences is known as a **moderator**.

When your service provider configures you as a conference moderator, they will provide you with the following information.

- The access telephone numbers for the Conferencing service
- Your moderator code for Conferencing
- A participant code associated with your moderator code
- A web tools for managing conferences

1.2. Maximum numbers of participants

The system capabilities are based on number of participants. Please be very careful when assigning this resource on the schedule meeting page. The number of ports you assign for a conference room will be reserved for the whole duration of the conference.

1.3. Access Numbers

If you are dialing from your corporate phone, please use **3535** as your main access number.

If you are a guest “participant” or want to invite persons use the following table as a reference to access the system from any phone outside the corporate phone system.

Table 1: Local and Toll free access numbers

Calling From	Local Number for participants	Toll Free Number for participants	4 Digit Extension for participants
US	+1-786-274-7002	+1-888-808-9591	3535
Jamaica	+1-876-620-3535	+1-888-347-5157	3535
	+1-876-630-1000		
Trinidad	+1-868-224-9500		3535
Honduras	+502-268-1995		3535
Panama	+507-380-0065		3535
Grenada	+1-473-230-3535		3535
Canada		+1-888-864-4380	3535

2. Conferencing

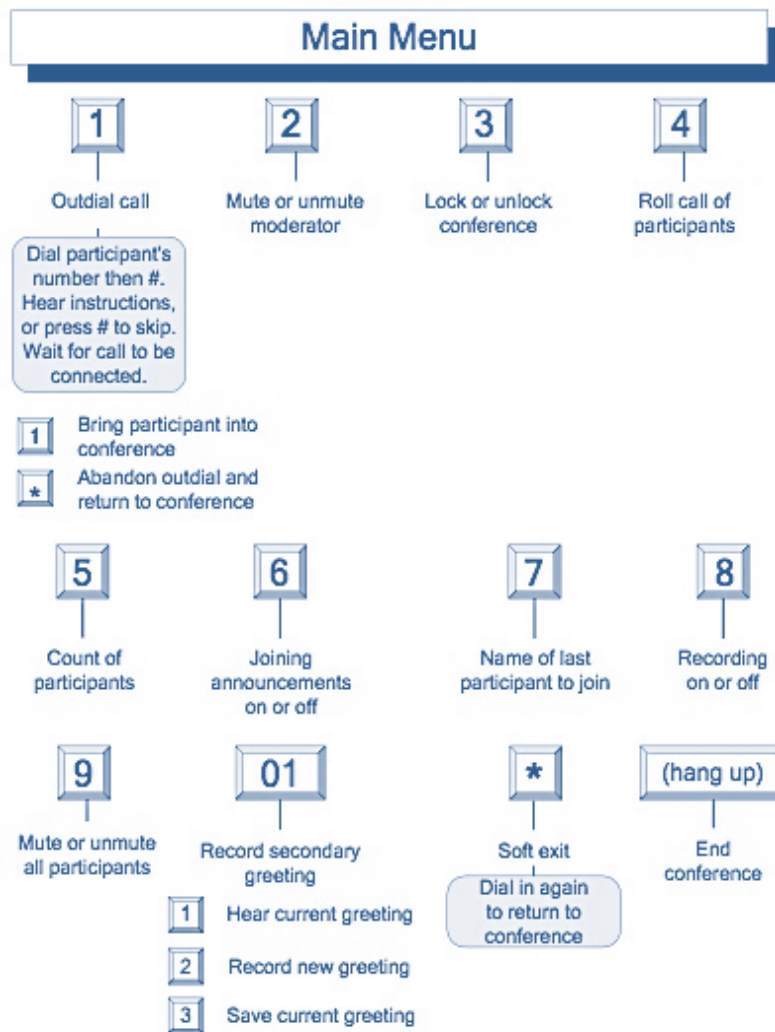
2.1. Participate in a conference call

To start a conference, dial the access telephone number from Table 1.

If you are in a corporate phone, please dial ext **3535**.

- You are prompted for the moderator code. Enter this on your telephone keypad, then press the # (pound) key.
- You are then prompted to record your name. This will be used in announcements within the conference (to indicate that you have joined or left, or in a roll-call listing who is in the conference). State your name clearly, then press the # key.
- Other commands can be use during the conference, to use those keys press * plus the numbers [1..9]. See below.

*1	Allows you to dial another participant to be brought into the conference. <ul style="list-style-type: none">• After dialing *1 dial the participant's number followed by #.• Once the participant has answered you can press 1 to bring them into the conference or press * to drop the call and return to the conference.
*2	Mute or un-mute the moderator.
*3	Lock or unlock the conference. When locked no one else can joint the conference.
*4	Provide a roll call of participants.
*5	Provide a count of participants.
*6	Selects whether announcements should be made when participants join and leave.
*7	Announces the name of the last person to join the conference.
*8	Turns conference call recording on or off.
*9	Mute or un-mute all participants.
*01	Record a greeting to be played to participants when they join the conference. <ul style="list-style-type: none">• You will hear instructions for recording the secondary greeting.• Press 2 to start recording. Record the greeting and then press #.• Press 1 to hear the recording you have just made.• When you are happy with the new greeting, press 3 to save it.
*	This command allows the moderator to leave the conference without the call ending. Press 1 to confirm. You may log onto the conference again by following the instructions to start a conference call.



2.2. Accessing the web interface

To access the web interface, you will need the following information.

- The website address (URL) of the Moderator Web Interface.
- Your participant code and moderator code for conferences. You will need both of these codes to log in.

Go to: <https://conference.cbcloudvoice.com>

Or

Go to: <https://63.245.45.152/login.php>

Enter your Participant code and your Moderator code (This code is your password), and then click "Log On"

Conference Log-On

Participant Code:

Moderator Code:



If your login credentials are accepted by the system you will see the main page as follows:

A screenshot of a web application's main dashboard. It has a light blue background. At the top left, it says "Welcome Brendan Paddick". To the right of this, it says "There is no conference at this time." Below the welcome message, there is a vertical list of seven buttons: "Current Call", "Directory", "History", "Recordings", "Options", and "Log Off".

Welcome
Brendan Paddick

There is no conference at this time.

Current Call

Directory

History

Recordings

Options

Log Off

From those tabs you can edit your settings, monitoring your conferences, review your history calls or recordings and set many other parameters by clicking "Options", see below.

A screenshot of the "Conference Options" settings page. It has a dark blue header with the title "Conference Options" in white. Below the header, there are several settings with radio buttons. "Joining Announcements:" is set to "On". "Joining tones:" is set to "On". "End conference immediately when moderator leaves:" has "Yes" and "No" options, with "No" selected. "Allow conferences to start without moderator:" is set to "On". "Notify when Full:" is set to "On". "Rejection Tones:" has "On" and "Off" options, with "Off" selected. "Use On-Hold Music:" has "On" and "Off" options, with "Off" selected. Below "Use On-Hold Music:", there is a "Choose File" button, the text "no file selected", and links for "Download" and "Remove". Below "Rejection Tones:", there is another "Choose File" button, the text "no file selected", and links for "Download" and "Remove". At the bottom, there is a "Save Options" button.

Conference Options

Joining Announcements: ☒ On ☐ Off

Joining tones: ☒ On ☐ Off

End conference immediately when moderator leaves: ☐ Yes ☒ No

Allow conferences to start without moderator: ☒ On ☐ Off

Notify when Full: ☒ On ☐ Off

Rejection Tones: ☐ On ☒ Off

Use On-Hold Music: ☐ On ☒ Off

Music on hold resource no file selected
[Download](#) [Remove](#)

Secondary greeting: no file selected
[Download](#) [Remove](#)