



Now You're Thinkin' Smart!

Simply Bits

VoIP Conference Rooms

Need help? Call Support at (520) 545-0333
or email us at: support@simplybits.com

To setup a conference call, a meeting organizer invites participants to join the conference at a specified time with relevant details for the call—scheduled time, dial-in number/extension# and a PIN (password). Simply Bits conference rooms can accommodate up to 5 dial-in parties (callers) by default, enough to handle the conference call needs of most customers; this can be increased to up to 10 dial-in parties upon customer request. The number of actual parties can be extended by using speaker phones or conference room phone equipment that accommodates a larger number of people.

It is necessary that the call organizer “open” the virtual Conference Room just prior to the advertised call-in time. This should typically be performed 5-10 minutes prior to the time included in the invitation to allow for early arrivals to the Conference Room. Any internal participant can “open” the conference room; the first internal caller to perform the steps opens the Conference Room, which then remains open until the last internal participant hangs up the call.

Note: Simply Bits Conference Rooms do not contain a mechanism for “reserving” a virtual Conference Room resource for exclusive use at a particular date and time. Therefore, some external method for reserving and scheduling virtual Conference Rooms should be used by the organization to avoid scheduling conflicts. Simply Bits Conference Rooms are technically available on a first-come, first-served basis.

TO SET UP A CONFERENCE ROOM:

- Dial the conference call extension - **7851, 7852 or 7853**. It will connect you to the Conference Room.
- You will be prompted to enter a 4 digit Passcode. For example, 1234. (You may have to put call on hold if set up prior to time of conference. Do NOT hang up- it will cancel your conference.

Note: The steps to open a Conference Room should not be performed too far in advance, as the Conference Room remains “open” only while an internal participant remains connected to the call. If the organizer opens the Conference Room before the call-in time, then hangs up, the Conference Room is closed and must be “re-opened” before other participants can call in.

TO JOIN A CONFERENCE ROOM:

- Internal participants dial 7851, (or 7852 or 7853), enter the passcode and follow the prompts.
- External participants dial the organization’s main number and ask to be transferred to the Conference Extn #. (785x), enter the passcode and follow the prompts. OR if no operator the caller would need to enter the Conference extension # 785x, as listed in the invitation, provide the passcode and follow the prompts.

-OR-

- Dial the 7 digit number, or DID, associated with organizations Conference Room.

****YOUR DID # is _____** Enter the passcode and follow the prompts.

TO CLOSE A CONFERENCE ROOM:

The Conference Room remains open until the last internal participant hangs up, then the Conference Room closes automatically and the conference call ends.