



## Need Help?

Email us at:  
[support@simplybits.com](mailto:support@simplybits.com)  
or  
Call Simply Bits Support:  
**(520) 545-0333**

## For More Helpful Documents

Visit our support page:  
[www.simplybits.com/support](http://www.simplybits.com/support)

Conference Rooms provide you with the ability to conference up to 5 parties (including the host); you can request conference rooms set for your system at no extra charge.

### *Before attendees are invited:*

1. You publish to attendees a Simply Bits provisioned Conference Room extension to dial.
2. Decide on a 4 digit pin number that will allow attendees into the conference room.
3. Communicate both the extension and the pin in the meeting invites.

### *Basic Facts:*

1. Set up the conference room from an internal extension.
2. \*Set up the room approximately 10-15 minutes ahead of the schedule time. (You cannot set up a room at 8 in the morning and then use it in the afternoon, when you hang up, the call is considered done and the room is closed.

**\*Until the conference room is established, you cannot dial in and get into the conference room. Callers will get a message that the extension dialed is not a valid conference extension. Once the room is set up, you can test that it is open by dialing in from an outside line. )**

3. Call the publicized conference room number extension from your desk/meeting area.
4. You will be prompted to:
  - A. Enter the conference pin number (the # you publicized in the invitation)
  - B. Say your name after the tone and press “#” – **this sets up the room, and your attendees can now join the conference.**
  - C. You will be told that you are the only person in the meeting when you set up.

### *How parties join the conference call:*

1. External participants
  - A. Call your main number, (520-xxx-xxx),
  - B. Dial the assigned conference room number.
2. Internal conference participants dial the published conference room 4 digit extension.
3. All dial the pin number followed by the “#” key.
4. All will be asked to record their name, as that is what is used for “introductions”

Last person to hang up closes the conference room.