Teleconferences

Illustrative, step-by-step guide how to activate teleconference:

1. Call the extension for which you have a reserved teleconferencing room (for example 9950). If you are calling from a MU location or a mobile phone, dial (+420) 549 49 99xx.

2. Voice of an assistant ask you to enter the PIN (that you received in an email) in the conference. You have four attempts to enter the correct PIN. If the PIN is not entered correctly, the call is ended.

3. When you enter the PIN into the conference, you will be called to tell your name and press the cross (the "#" key).

4. If you are the first participant in the conference, it will be announced to you and the music will be playing while the system is waiting for the other participants in the conference. When the next participant connects, the system plays its name and connects you to a conference call.

5. In case you are not the first participant, immediately after the name is announced, the system will tell you the number of participants in the current conference and then it joins you.

6. When one of the conference participants disconnects, the system will tell everyone else his name.

Once you have entered your admin code, following options for teleconference room control will be accessible for you:

To access the control menu, press *

Button	Function	User	Administrator
1	Turn on/off your voice.	✓	✓
2	Lock/unlock conference rooms.	✗	✓
3	Exclusion of the last connected participant.	✗	✓
4	Reduce conference volume.	✓	✓
5	Set the volume of participants to the default layer.	✓	✓
6	Raise conference volume.	✓	✓
7	Reduce speaker volume.	✓	✓
8	Exit the menu.	✓	✓
9	Raise speaker volume.	✓	✓
0	Enable/disable the voice of all users except administrators	✗	✓
*	Play menu offer.	✓	✓

If you have any questions or comments, please don't hesitate to contact helpdesk ICS: mail it@muni.cz or extension 7777.