Virtual Conference Rooms

The optional *Virtual Conference Rooms* service provides telephone conferences for three or more participants. Rooms are protected by passwords, which are managed by the system administrator.

Virtual Conference Rooms can be accessed either by phone or by LiveView.

Access via phone

Dial the conference room's access number and password on your phone's keypad. If you are the first participant to enter, you will be welcomed by music on hold. As soon as another participant arrives, a ring tone signal will play. Any further participant entering the conference will be announced by a ring tone as well.

If you have a conference administrator password, you can invite other parties to the conference. To do so, press the asterisk key ? on your phone, followed by the phone number of the person you wish to invite to the conference. If the invitee is available, pressing the pound key # returns both of you to the conference. Alternatively, press the asterisk key ? again to terminate the call and return to the conference without the invitee.

Access and visualization via LiveView

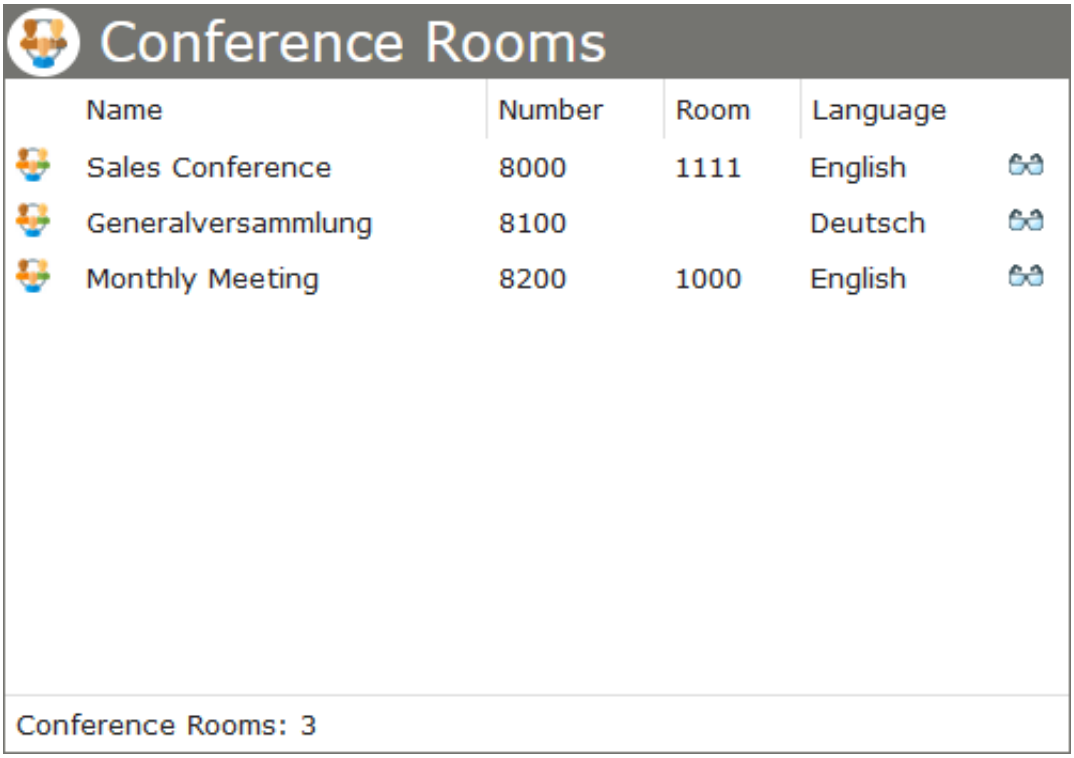
The LiveView plug-in only works within Firefox and Internet Explorer; Chrome no longer supports Java applets.

To prevent problems, the Callisto IP address should be added to the local Java configuration (Control Panel > Java or Startmenu > Java Control Panel) within the Security tab. To modify the exception site list, click on Edit Site List and add the Callisto IP. Additionally, navigate to the General tab and delete the temporary Java cache. Choose Settings > Delete Files and select all checkboxes.

The Callisto conference's LiveView offers complete control of Virtual Conference Rooms through a regular web browser.

LiveView icon

From the main menu, choose Conference Rooms > Conference LiveView to show a list of all available conference rooms. Select a conference room by clicking its *LiveView* icon and enter an administrator PIN to access the LiveView visualization of this conference room.



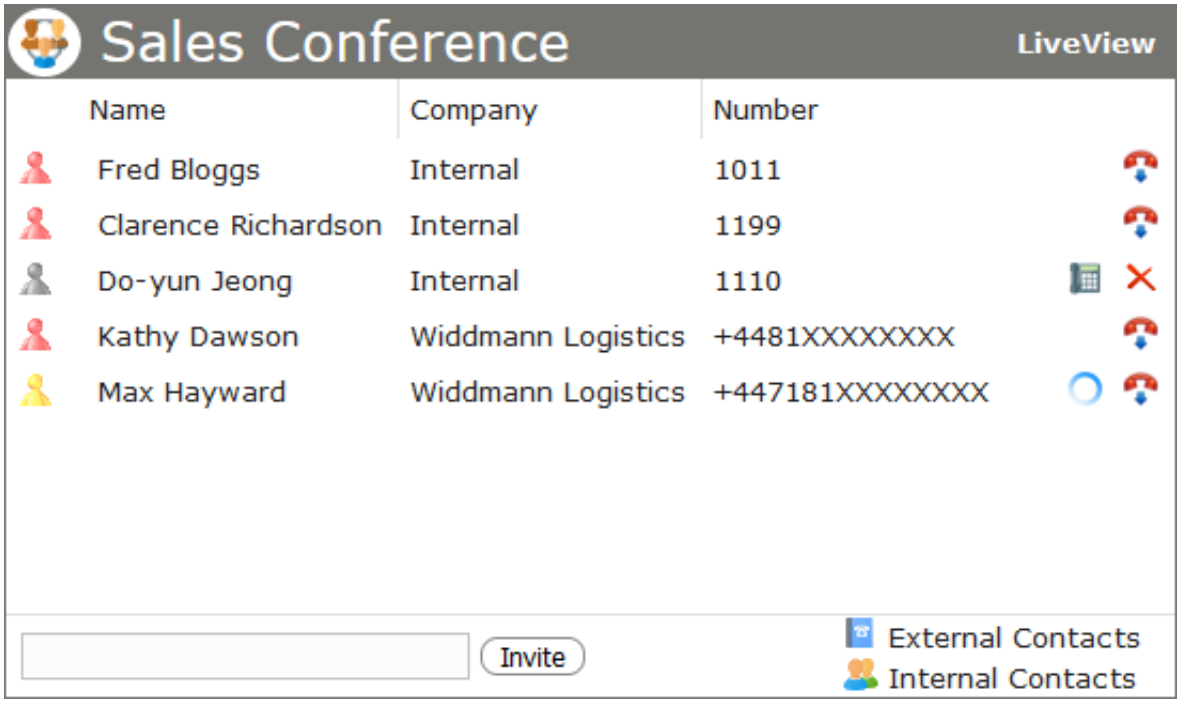
During the LiveView session, all participants are listed showing their current state. The following states are defined:

participant is active

participant currently being added

participant currently being invited (called)

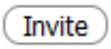
participant has left the conference or has declined the invitation



The following options are available to manage the conference:

Select external contacts to be invited to the conference.

Select internal contacts to be invited to the conference.



Invite a contact to the conference by entering a phone number.

Terminate a participant’s connection/invitation.

Remove a participant from the conference.

Re-invite a participant to the conference.