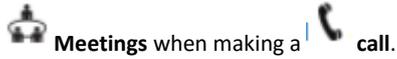


## Group (Multiway) Calling using HYMS Video Conferencing Equipment

HYMS video Conferencing equipment support up to 50-way video conference calls.

There are two ways of achieving multi-conferencing.

- 1) All VC units or people dial into the same virtual meeting room. These virtual meeting rooms are located under



NOTE that does mean that everybody must close the call individually.

- 2) All the VC units or people either dial into the same video conferencing equipment (e.g. York 2<sup>nd</sup> Floor Meeting Room) or are added by the users of video conferencing equipment already in the meeting.

### To add a participant to a conference

To add a participant to an ongoing call, select  Add. Use this method also to transfer a caller: after you add the participant, you can leave the call without ending it. To remove an individual caller, select  and the participant you want to remove.

### If a participant dials into an ongoing meeting

For incoming calls, the following options are available:

- Click **End + Answer** to end the current call and answer the incoming call.
- Click **Answer** to add the caller to the current call.
- Click **Ignore** to ignore the caller.

## Multiconference for Lectures

HYMS video Conferencing virtual meeting rooms can be setup to better support the delivery of lectures. If you wish to use this facility then please contact [help@hyms.ac.uk](mailto:help@hyms.ac.uk) and we can setup a Virtual meeting room for you.

### Setting a Moderator on a Virtual Meeting Room

We can setup a virtual meeting room with a defined VC room system (e.g. York 2<sup>nd</sup> Floor Meeting Room) as a moderator. This means that room system can mute or unmute all the other VC's/People in the virtual meeting room, to better control the meeting.

### Setting a Lecturer on a Virtual Meeting Room

A virtual meeting room can have a Lecturer. If a lecturer is set then the following occurs:

The VC unit/person designated as the lecturer can see all the video connections in the multiconference.

All the other VC/Person(s) in the conference only see the video of the Lecturer. No other VC units/people are shown.