

Controlling Sub Conferences


It is possible to connect callers together in sub-conferences. This can be helpful, if a particular subject needs to be discussed by a sub group of participants without disturbing the other participants. You can create as many sub-conferences as required.

Participants hear prompts depending on what actions you execute. Using DTMF commands, participants can create and leave sub-conferences on their own.

Starting and Ending a Sub-Conference

A requirement to create a sub conference is that the main conference is active and contains participants.

This is how a to start and end a sub-conference:

1. Select a sub-conference in the toolbar, for example 01 for the first sub-conference.
2. Click on the sub-conference symbol on the business card of the person, who should participate in the sub-conference: 
3. As a manager, you can also participate in a sub-conference.
4. To remove participants from a sub-conference and place them back into the main conference, click on the sub-conference symbol again.
5. To remove all participants from their sub-conferences and place them back into the main conference, click on the **All to Main Conference** function in the toolbar.

Controlling Several Sub-Conferences

You can create as many sub-conferences as required. Simply select a further sub-conference number in the toolbar, and move the required participants from the main conference to this sub-conference. They will then be placed in the new sub-conference.

To move participants from one sub-conference to another, first of all retrieve them to the main conference, and then select the correct sub-conference in the toolbar and move them there.

A sub-conference ends, when the last participant leaves or is removed from it.