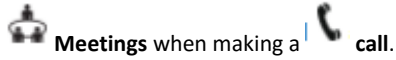


Group (Multiway) Calling using HYMS Video Conferencing Equipment

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 2nd 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 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 2nd 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.