



# Dynamic Conference

CooVox-U20/U50/U60/U100



## Two ways for creating dynamic conference:

1. Invite people into conference after dial conference number 900:
  - 1) Dial conference number 900 and input the Administrator Password, then you can create a conference.
  - 2) Administrator presses 0 to get new dialtone, then dial phone number of invited people, such as 801 (or external number)
  - 3) Invited people picks up the call and chat with administrator, then Administrator presses \*\* to return to the conference with invited people together.
  - 4) If the invited people forwarded the call to voicemail after picked up or never picked up; Administrator can press \*# to return alone to the conference.
  - 5) If invited people didn't pick up, Administrator can return to the conference automatically when ring is timeout. If you used FXO/GSM Trunk, you should press \*# to return to the conference.
  
2. Create the conference in conversation
  - 1) If two people are in the call, one of them can create the conference after dial \*0 and input Administrator password. Both of them will enter into the conference automatically.

*(Note: At least one of the two people must be in the CooVox IP Phone system, the other one can be another extension or external number. Whatever the user in the phone system or the external mobile user, they can create the conference. )*
  - 2) Administrator(any one of the two people) presses 0 to get new dialtone, then dial phone number of the invited people, such as 801 (or external number)
  - 3) Invited people picks up the call and chat with administrator, then Administrator presses \*\* to return to the conference with invited people together.
  - 4) If the invited people forwarded the call to voicemail after picked up or never picked up; Administrator can press \*# to return alone to the conference.
  - 5) If invited people didn't pick up, Administrator can return to the conference automatically when ring is timeout. If you used FXO/GSM Trunk, you should press \*# to return to the conference.