

Conference System



Conferencing is when you conduct a real-time, virtual meeting with two or more participants from various locations, locally or internationally via a conference bridge. You can conduct conferencing via a Transmission Control Protocol (TCP), Internet Protocol (IP), or Voice over Internet Protocol (VoIP) connection, and this function is standard on most business phone systems.

If you're hosting an audio conference, you'll need to obtain your conference bridge numbers, set your default language and PIN length, create dial-in numbers for your attendees, and send your invitations. Join a teleconference call by dialing your number and entering your unique participant ID. With video conferencing, you'll need your mobile phone or laptop, and a video conferencing service. Invite your guests to join the conference. This invitation should include your scheduled meeting date, a dial-in number for your guests, and a guest access code. Set the agenda early so your guests come prepared. To attend a video conference hosted by someone else, use your dial-in number with your access code to join.

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