

# Instant Conference Group

As the company administrator, you can set up a conference group allowing up to 20 different people to be called automatically once the conference has been started. You may choose to use this to create incident bridges or similar instant conference groups for your company.

For this to be activated the conference group can be started by any user calling the conference number, which will then trigger calls to other group members.

## Setup an Instant Conference Group

### **Instant Conference Groups are set up by the Company Administrator**

Before you start to set up your Instant Conference Group, you need to make sure that you have Instant Conference Group Add-ons to do this. This is done by completing the following actions:

1. Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.
2. Select your account and locate the company that you want to set up a Hunt Group for.
3. Using the "Actions" drop-down select "Manage Bolt ons".
4. From here you can see what bolt-ons you have and how many are currently in use. If you need to add any more Instant Conference Group add-ons, scroll to the bottom of the page and click "Add More Bolt ons" and then you can add as many bolt-ons as you need by adding against "InstantConferenceGroup".

### **Step 1**

Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.

### **Step 2**

Select your account and login to the company that you want by using the "Actions" button and selecting "Login to Horizon".

### **Step 3**

Click the "Call Groups" option and then select "Instant Conference Group". On the Instant Conference Group page click "Add".

Dashboard / Group Management / Instant Conference Group

### Instant Conference Group

Name:  Site:

Number:  Department:

Instant Conference Groups					
<input type="checkbox"/>	Name	Site	Department	Phone Number	Status
No Records Found					

#### Step 4

You will now be in the wizard for Instant Conference Groups. On the first page you will be setting up the following:

- **Site** - the site that the Instant Conference Group will be used for.
- **Group Details** - enter the name, username and department that you'd like the group to be assigned to. This is so that you can quickly identify the group if you ever need to edit or delete the group.
- **Caller ID** - this will be what is displayed on the handset when the Instant Conference Group is used.

Dashboard Users Site Management **Call Groups** Device Management Administration Recorded Calls Statistics

Dashboard / Group Management / Instant Conference Group / Create New Instant Conference Group

### Create Instant Conference Group

Account Options Select Numbers Assign Number

**Location**

Site:

**Group Details**

Name:

Department:

Username:  @uat.branding.com

**Caller ID**

Calling ID First Name:  Calling ID Last Name:

## Step 5

On the options screen, select the Maximum Call Time for Unanswered Calls. This is the maximum ring time for the users' phones if unanswered to avoid ongoing ringing.

Dashboard Users Site Management **Call Groups** Device Management Administration Recorded Calls Statistics

Dashboard / Group Management / Instant Conference Group / Create New Instant Conference Group

### Create Instant Conference Group

Account **Options** Select Numbers Assign Number

**i** Your new instant conference group has been created successfully, you have 6 InstantConferenceGroup subscriptions remaining

**Maximum Call Time Settings**

Enable Maximum Call Time for Unanswered Calls

Maximum Call Time for Unanswered Calls:  Minutes.

Click "Continue".

## Step 6

Now enter the telephone numbers you want to be involved in the Instant Conference. You can use the Directory icon to search for a user's telephone number if they are a Horizon user. You can enter non-Horizon numbers here as well.

Dashboard / Group Management / Instant Conference Group / Create New Instant Conference Group

### Create Instant Conference Group

Account Options **Select Numbers** Assign Number

Instant Conference Group Number List

## Step 7

Select the number that you want for the Conference Group from the available list, and then assign an Extension number to the text box. If the extension number has been taken, then this will prompt you to choose another.

Click "Finish and Show List" and your new Instant Conference Group will show in the list.

# Edit an Instant Conference Group

## Step 1

Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.

## Step 2

Select your account and login to the company that you want by using the "Actions" button and selecting "Login to Horizon".

## Step 3

Click the "Call Groups" option and then select "Instant Conference Group". On the Instant Conference Group page click "Edit".

Dashboard Users Site Management Call Groups Device Management Administration Recorded Calls Statistics

Dashboard / Group Management / Instant Conference Group

### Instant Conference Group

Name:  Site:

Number:  Department:

Instant Conference Groups						
<input type="checkbox"/>	Name	Site	Department	Phone Number	Status	
<input type="checkbox"/>	test1	TestSite2		(5555)	✓	<input type="button" value="Deactivate"/> <input type="button" value="Edit"/>

## Step 4

From here you will be presented with the following options:

- **Account:** Change the name, department and Caller ID settings
- **Options:** Enable or disable the maximum call time for unanswered calls, and define this figure in minutes.
- **Select Numbers:** Add or remove numbers from the Instant Conference Group
- **Assign Number:** Change the telephone number of the Instant Conference Group or change the extension number of the Instant Conference Group

# Delete an Instant Conference Group

## Step 1

Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.

## Step 2

Select your account and login to the company that you want by using the “Actions” button and selecting “Login to Horizon”.

## Step 3

Click the “Call Groups” option and then select “Instant Conference Group”. On the Instant

Conference Group page select the Instant Conference Group(s) that you want to delete and then click the “Delete Selected” option.

Click “Confirm” when asked if you are sure that you want to continue deleting the Instant Conference Group.

The screenshot displays the 'Instant Conference Group' management page. At the top, there are input fields for 'Name' and 'Number', and dropdown menus for 'Site' and 'Department', both currently set to 'All'. A 'Search' button is located below these fields. The main area contains a table titled 'Instant Conference Groups' with columns for 'Name', 'Site', and 'Department'. A single row is visible with 'test1' in the Name column and 'TestSite2' in the Site column. Below the table are buttons for 'Delete Selected' and '+ Add'. A 'Confirm' dialog box is overlaid on the table, containing the text: 'On performing this action, all the settings of the Instance Conference Group(s) will be deleted. Are you sure you wish to continue?' and a list item '• test1'. The dialog has 'Cancel' and 'Confirm' buttons at the bottom.

**Instant Conference Group**

Name:  Site:

Number:  Department:

**Instant Conference Groups**

<input type="checkbox"/>	Name	Site	Department
<input checked="" type="checkbox"/>	test1	TestSite2	

**Confirm** X

On performing this action, all the settings of the Instance Conference Group(s) will be deleted. Are you sure you wish to continue?

- test1