

# Creating a Conference Room at Flyers

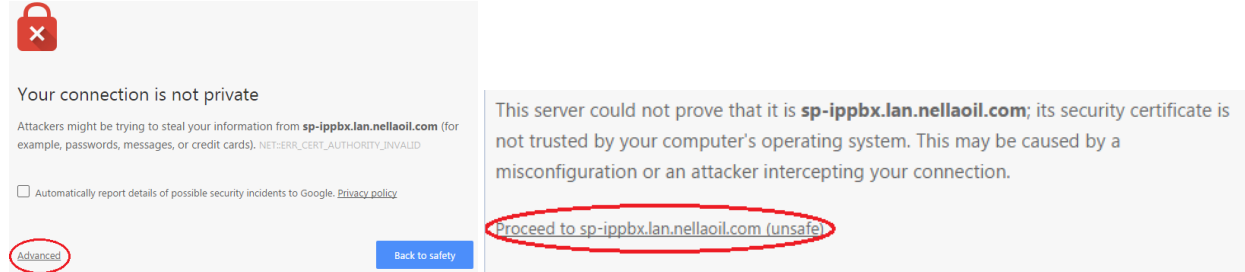
Log into your user console with your web browser from your Flyers computer:

In Auburn, San Bruno, Santa Rosa, Newark, Bakersfield, or Visalia: <https://hq-ippbx.lan.nellaoil.com>

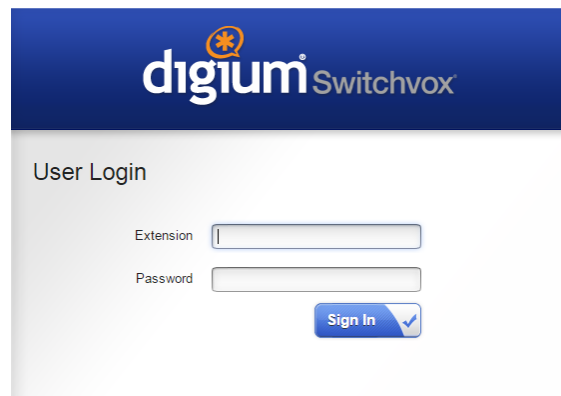
In Bloomington: <https://bl-ippbx.lan.nellaoil.com>

In Sparks or Reno: <https://sp-ippbx.lan.nellaoil.com>

*NOTE: Some browsers may prompt you to confirm the security of the website, these links are approved and safe to use. If you are prompted by a warning screen similar to below, select "Advanced" and then "Proceed..."*



The login screen:



*NOTE: Your password will be the same one you use to check your voicemail.*

Once you are logged in select "Conference Room" under the "Features" menu. This will open the settings for your own personal conference room.



There are 3 main components to setting up your conference room. Once these are set there will be no need to set them up again and you can use your room whenever needed.

- 1) Select a unique five (5) digit conference number to use
- 2) Turn "Play sound when people enter/leave" to YES. This will allow you to know when someone joins or exists the conference.

3) Enter your extension number so people can reach you if they are stuck in the conference room

General Settings [?](#)

Your Conference Room Number  [?](#) **Choose a 5 Digit Conference Number**

Play sound when people enter/leave  YES

Sound Type

Play Music On Hold when only 1 member is in the conference  YES

Conference members may press # and be sent to extension  [?](#) **Enter your office extension**

4) Set your Conference Admins. You will want to add all the office's conference rooms as an admin in case you are participating in a call from somewhere other than your office. A list of the available rooms is below.

Conference Room Extensions	
Board Room	2009
Eagles Nest Room	2004
Bonanza Room	2005
Pump Room	2006
Bakersfield Conference Room	2007
Training Room	2061
San Bruno Conference Room	2432
Newark Meeting Room	3192
Newark Sales Conf Room	3194
Santa Rosa Conf Room	3120
Bloomington Conf Room	3200
Sparks Conference Room	2600
Reno Conference Room	2800

5) Make sure all Admin settings are set to "No"

6) Save your conference room.

*NOTE: If you want more information on any of the settings you can click the [?](#) icon.*

Conference Admins [?](#) **Add the office conference rooms and your extension as admins.**

[?](#)

Ext	Name	Type	Peer Name
2004	Eagle's Nest Conference Room	SIP Extension	HQ_IPPBX
2005	Bonanza Conference Room	SIP Extension	HQ_IPPBX
2006	Pump Room	SIP Extension	HQ_IPPBX
2007	Bakersfield Conference	SIP Extension	HQ_IPPBX
2009	Board Room	SIP Extension	HQ_IPPBX
2061	Training Room	SIP Extension	HQ_IPPBX
2432	San Bruno Conference Room	SIP Extension	HQ_IPPBX
3120	Santa Rosa Conference Room	SIP Extension	HQ_IPPBX
3192	Meeting Room	SIP Extension	HQ_IPPBX

Admin Settings [?](#)

Only allow conference admins to talk  NO

Hang up conference when all conference admins leave  NO

Users can not talk until a conference admin is in the conference room  NO

The last step is to let your callers know how to get to your conference call.

Toll free conference:

- 1) Dial 800-995-0401
- 2) Enter extension 9199 during the greeting
- 3) Enter the conference room number you created and press “#”
- 4) Start your conference

Local call in conference:

- 1) Dial (530) 863-4100
- 2) Enter the conference room number you created and press “#”
- 3) Start your conference

From a Flyers office or conference room:

- 1) Dial 9199
- 2) Enter the conference room number you created and press “#”
- 3) Start your conference