



CHAPTER 4

Virtual Room

This section describes how to define and use a virtual room. It includes the following topics:

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Overview of Virtual Room

The virtual room enables you to customize meetings in the following ways:

- Define precise meeting preferences such as the meeting password, invited participant, host, and default meeting types.
- Create an ad-hoc meeting in a virtual room from a terminal.
- Schedule a meeting in a virtual room to start at a predefined time. A virtual room meeting starts according to the configuration for that virtual room.
- Define multiple virtual rooms.

Accessing Virtual Room

To access the Virtual Room section, on the User sidebar, click **Virtual Room**. The Virtual Room window displays a list of the virtual rooms available to you, including virtual rooms you define, as well as public virtual rooms. The list includes the following information:

- Name—The name of the virtual room.
- Meeting Types—The meeting types configured for the virtual room.
- Virtual Room Number—The ID number of an enabled virtual room.



Note To sort the Name column, click the column heading.

- Meeting Types—Displays the meeting types configured in this template for an audio or audio/video meeting.
 - Location—Displays the location of the meeting.
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Searching for a Virtual Room

You can search the list of virtual rooms for a specific virtual room.

Procedure

Step 1 In the Name field, enter the full or partial name of a virtual name.

Step 2 Click **Search**.

Search results are listed, including the name and ID number of the virtual room, and the meeting type.

Configuring a Virtual Room

You can create, modify or delete a virtual room, in the Virtual Room section. Virtual Room contains the following tabs:

- Meeting
- Invite
- Attendees Settings
- Advanced



Note The Invite, Attendees Settings and Advanced tabs are the same as the corresponding tabs in the Meeting Scheduling section. For details, see [Chapter 3, “Scheduling Meetings”](#).

About the Meeting Tab

The following fields appear on the Meeting tab:

- Subject—The subject of the meeting hosted in the virtual room. The same subject can be used by more than one virtual meeting room.
- Meeting Type—The meeting type for the virtual room.
- Description—The description of the meeting.
- Name—Name of the virtual room profile.
- Virtual Room Number—Identifies the virtual number and should be unique to the system. If the meeting is not enabled, the virtual room number is not used. This field corresponds to the Meeting ID field in the Meeting Schedule section.

- **Enable Virtual Room**—Choose this field to enable the virtual room or the virtual room cannot be used. An enabled virtual room must include a virtual room number and a subject.
 - **Public**—Choose this field to make the virtual room public and available to all users. In a public virtual room, any user can schedule a meeting. Other users can view the public virtual room but cannot update it.
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Scheduling a Virtual Room Conference

In the Meeting Scheduling section, you can schedule a virtual room meeting or save a meeting scheduling request as a virtual room.

Procedure

- Step 1** Click **Load Virtual Room**, located on the top bar, to open a list of existing virtual rooms.
- Step 2** Choose a virtual room.
The virtual room profile is loaded and appears in Meeting Scheduling.
- Step 3** Make any modifications to the meeting that you may require, before you schedule the meeting.
- Step 4** Click **Save Virtual Room**, located on the top bar, to open a window in which you can save the current meeting request as a virtual room profile.

**Note**

The Save Virtual Room Profile is disabled by default in a new virtual room. It can be enabled in the Virtual Room window.

Starting an Ad-hoc Virtual Room Conference

Dial a virtual room number from a terminal to start an ad-hoc virtual room conference.

The following is a sample scenario of a user starting an ad-hoc virtual conference:

A user has defined a virtual room with the virtual room number 6555 and the meeting password 1234. If 6555 is dialed from an endpoint, a virtual room meeting begins. The meeting ID is 6555, and anyone wanting to join the conference must enter the password 1111.

