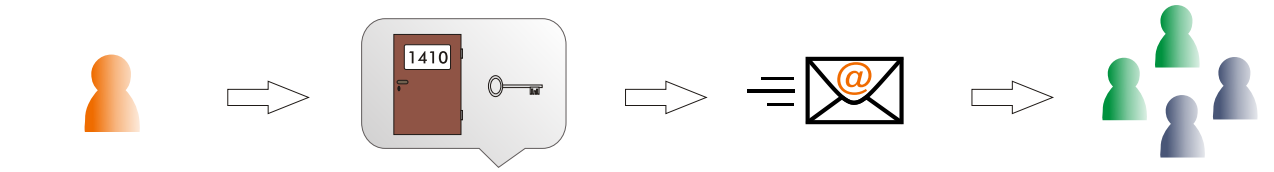
SINGLE conference room

1 Setting up a single conference room



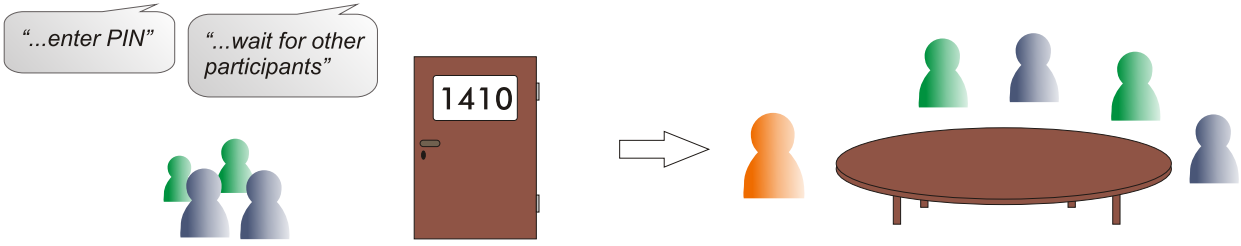
A teleconference organiser

Libra/Proxima generates room number and PIN code

The organiser distributes room number and PIN code

Teleconference participants

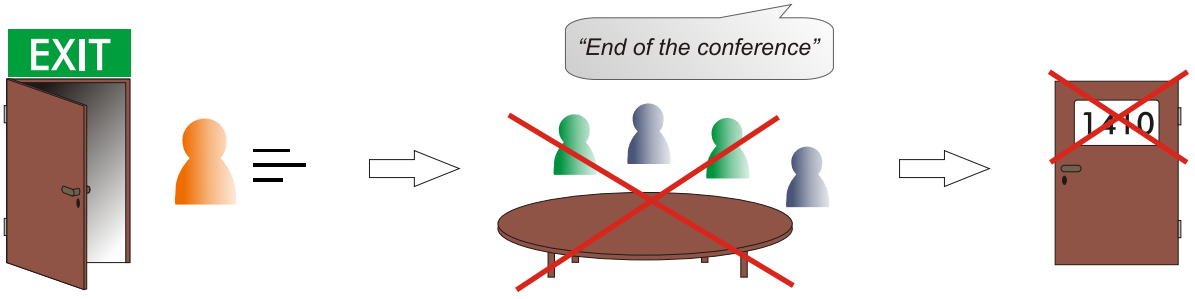
2 Starting a teleconference



Teleconference participants waiting for the organiser

A teleconference starts with the organiser's arrival

3 Ending a teleconference in a single conference room



The organiser leaves the conference room

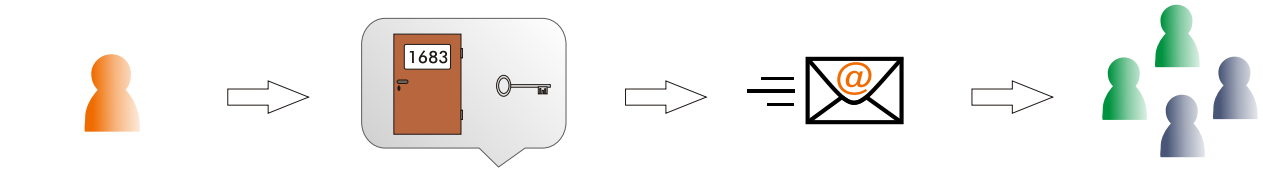
End of the teleconference (even if there are still other participants)

The conference room is no longer available

Conference organiser | Internal participant | External participant

MULTIPLE conference room

1 Setting up a multiple conference room



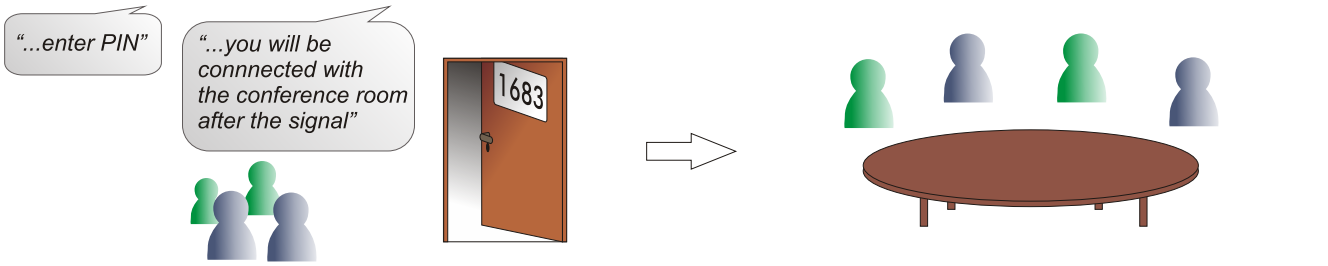
A teleconference organiser

Libra/Proxima generates room number and PIN code

The organiser distributes room number and PIN code

Teleconference participants

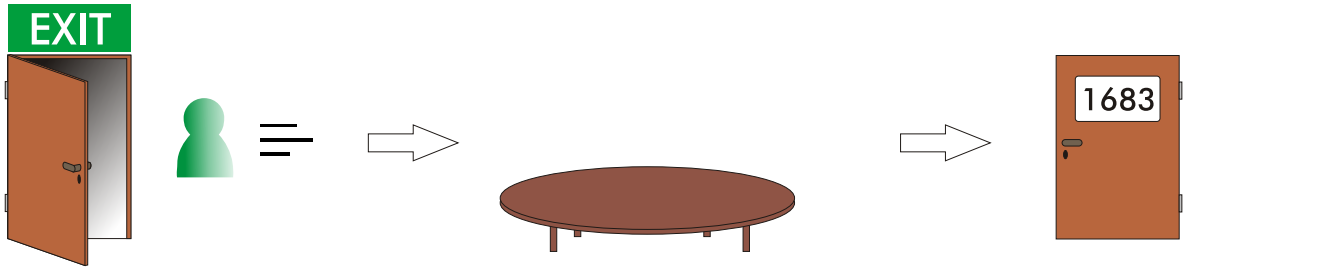
2 Starting a teleconference



Participants join the given conference room

A teleconference starts when there are at least two participants in the conference room. The organiser does not have to participate in it.

3 Ending a teleconference in a multiple conference room



The last participant leaves the conference room

End of the teleconference

The conference room is available for other teleconferences

Conference organiser | Internal participant | External participant