


# My Room Collaboration Features

## User Guide

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peachcmm

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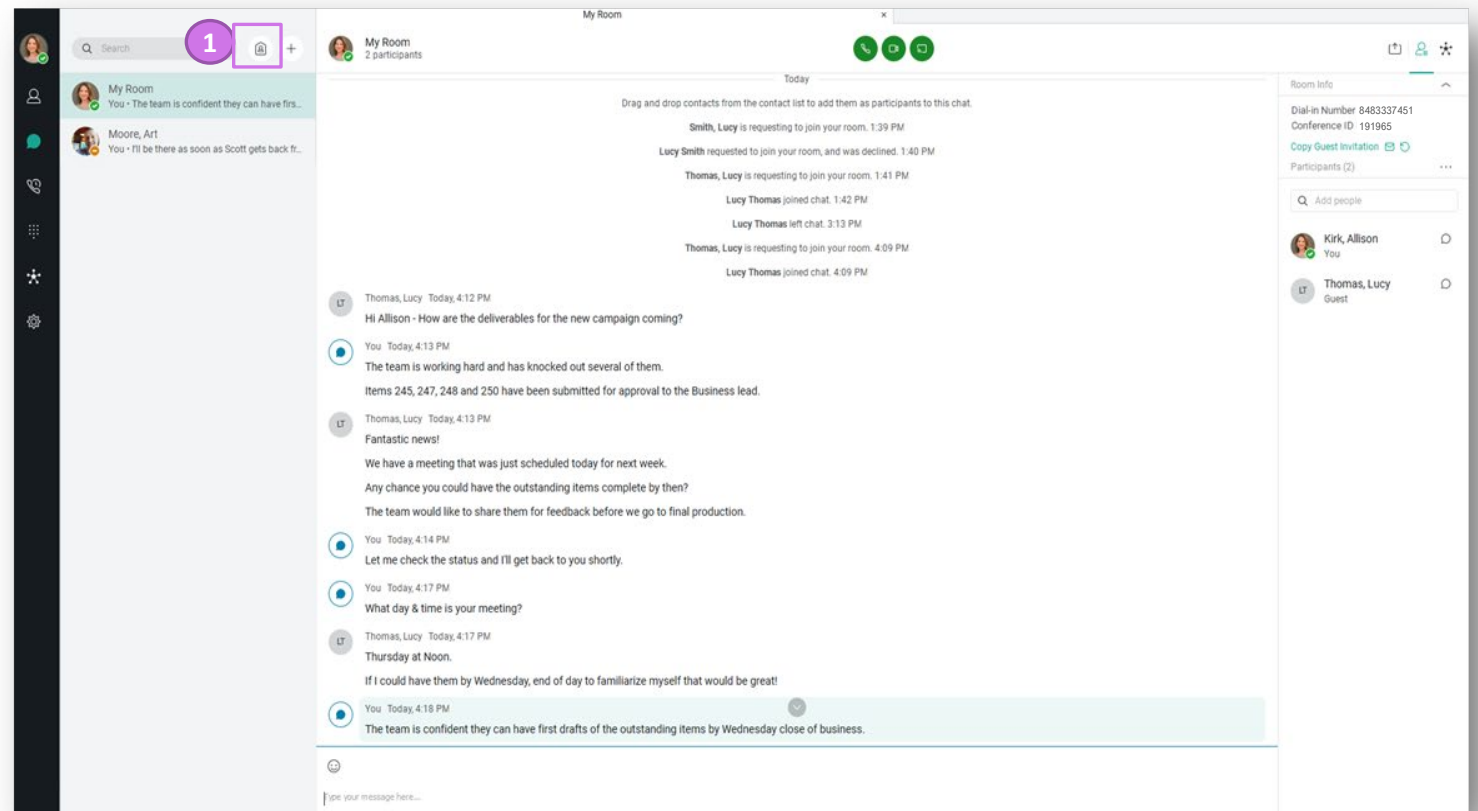
## SUMMARY

- This User Guide provides details on the functions related to the UC-One Desktop Application.
- My Room is a collaboration tool used to perform group chat, initiate a conference call using a conference bridge, or to perform desktop sharing with multiple people.
- Users can enter another contact's Room as a guest or invite contacts to join your Room.

# Initiating My Room Sessions

## To join My Room from your UC-One desktop dashboard:

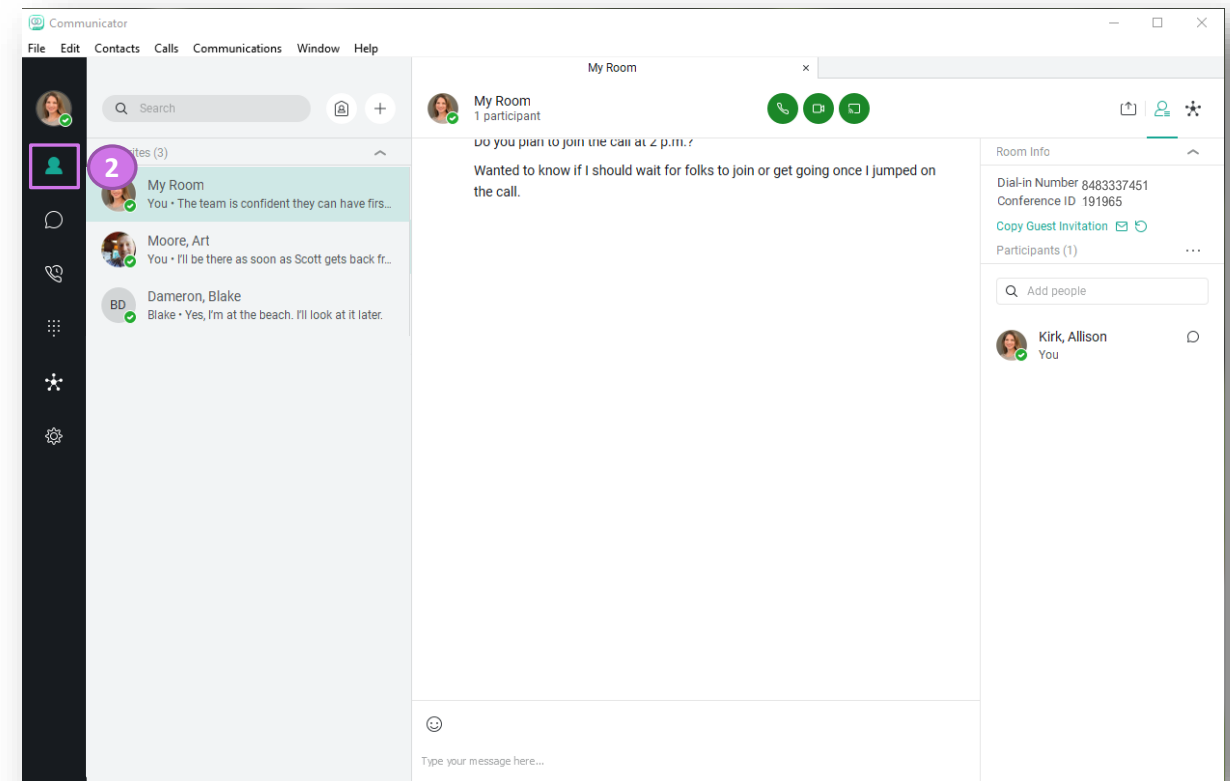
1. Click on the **"My Room"** icon. The My Room session is automatically started.
  - You can add a colleague to join your My Room session, either by sending a chat to join your Room, or drag-and-drop available contacts into your room. Participants must accept your request to be added to your Room.



# Initiating My Room Sessions

## To request colleagues to join your My Room Session:

2. Click on the **“Contacts”** icon.
  - Select the contact and drag and drop them into your My Room Session window.

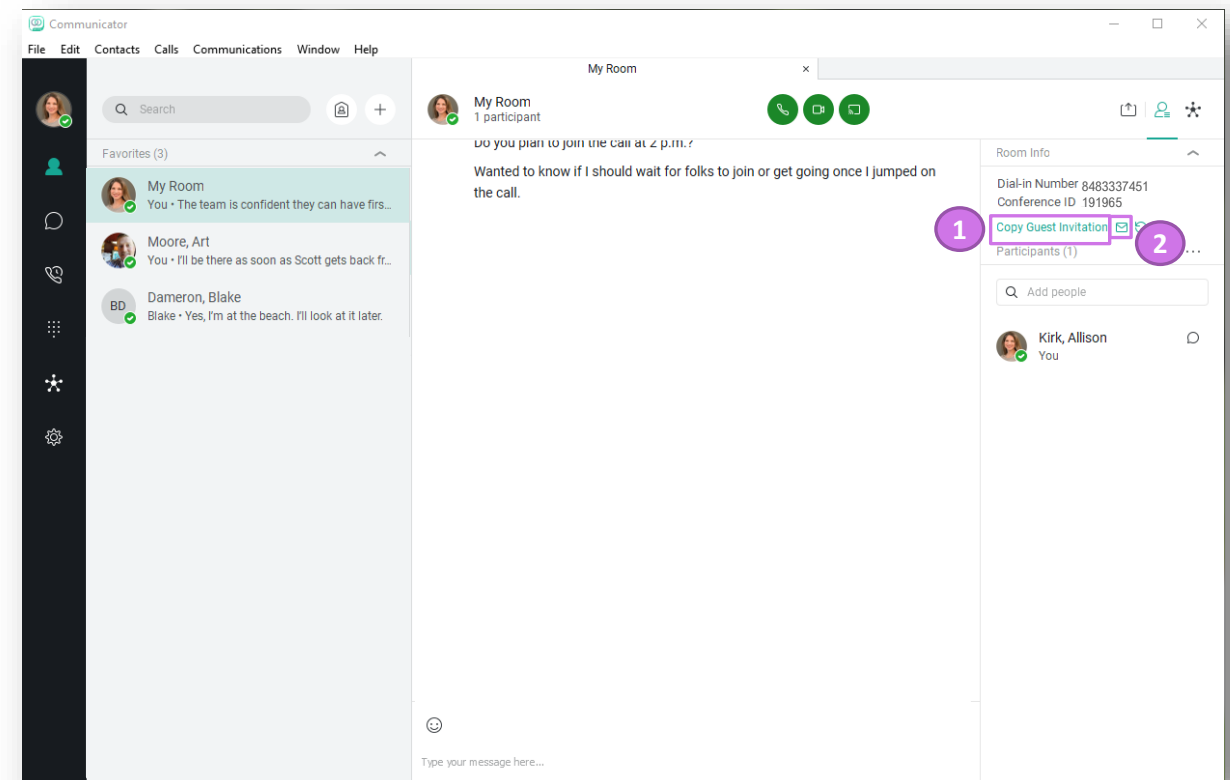


# Initiating My Room Sessions

## TO INVITE GUEST PARTICIPANTS WITHOUT AN ACCOUNT

### From your "My Room" window

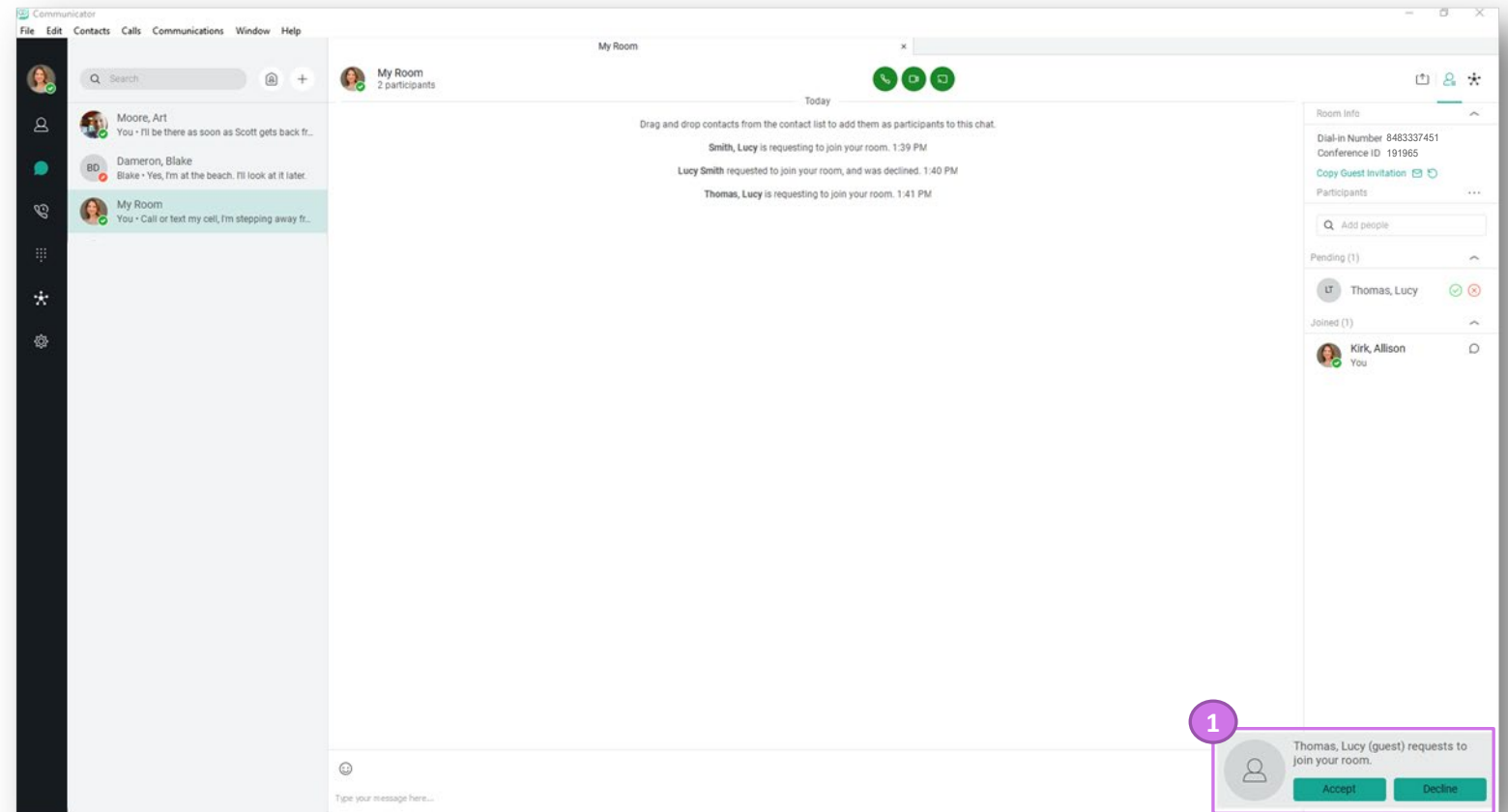
1. Click on "**Copy My Room Invitation**" link.
2. Paste copied invitation to email or chat. Or click on the "**Email**" icon to initiate an email with invitation details.
  - Once Guests receives the message, they can click on the link to join your My Room.



# Accepting My Room Guests

From your “My Room” window,

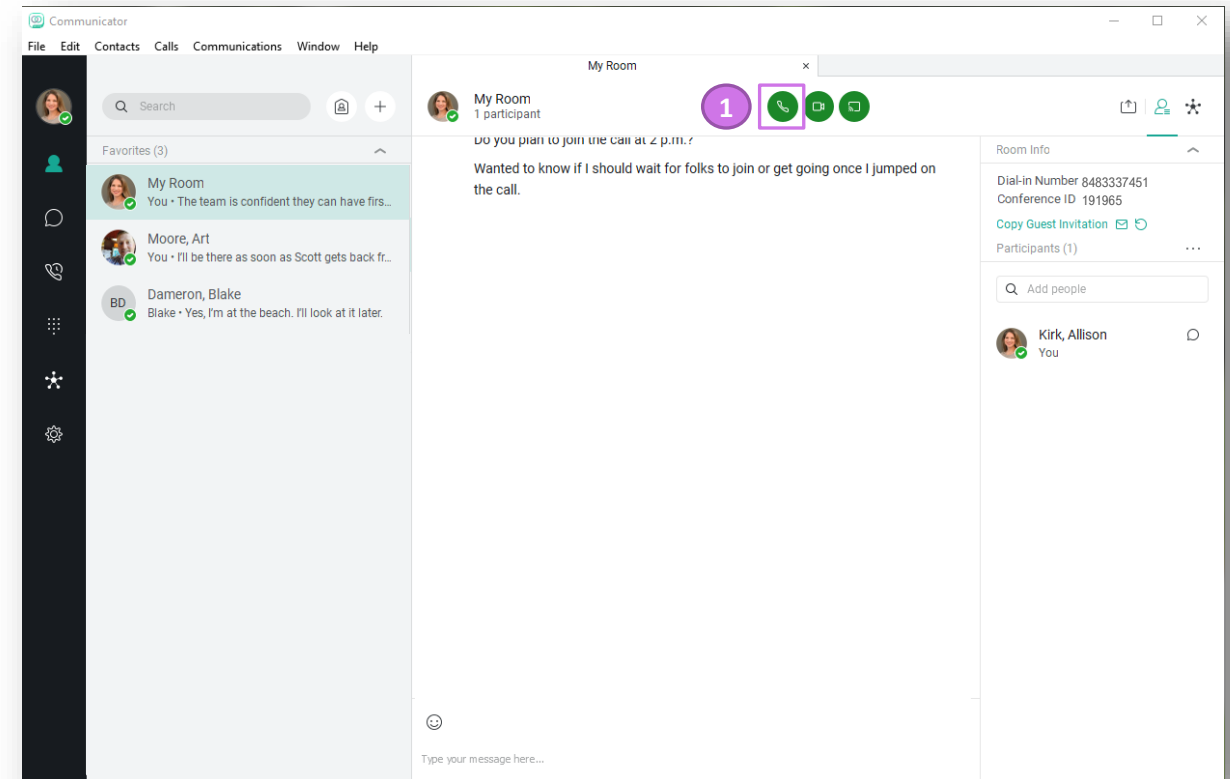
1. A pop-up window will appear for the Moderator as each Guest attempts to join the meeting. The Moderator will click on “**Accept** or **Decline**” as the request come in for the meeting.



# Calling My Room Session via Voice Call

## To initiate a voice call with My Room participants:

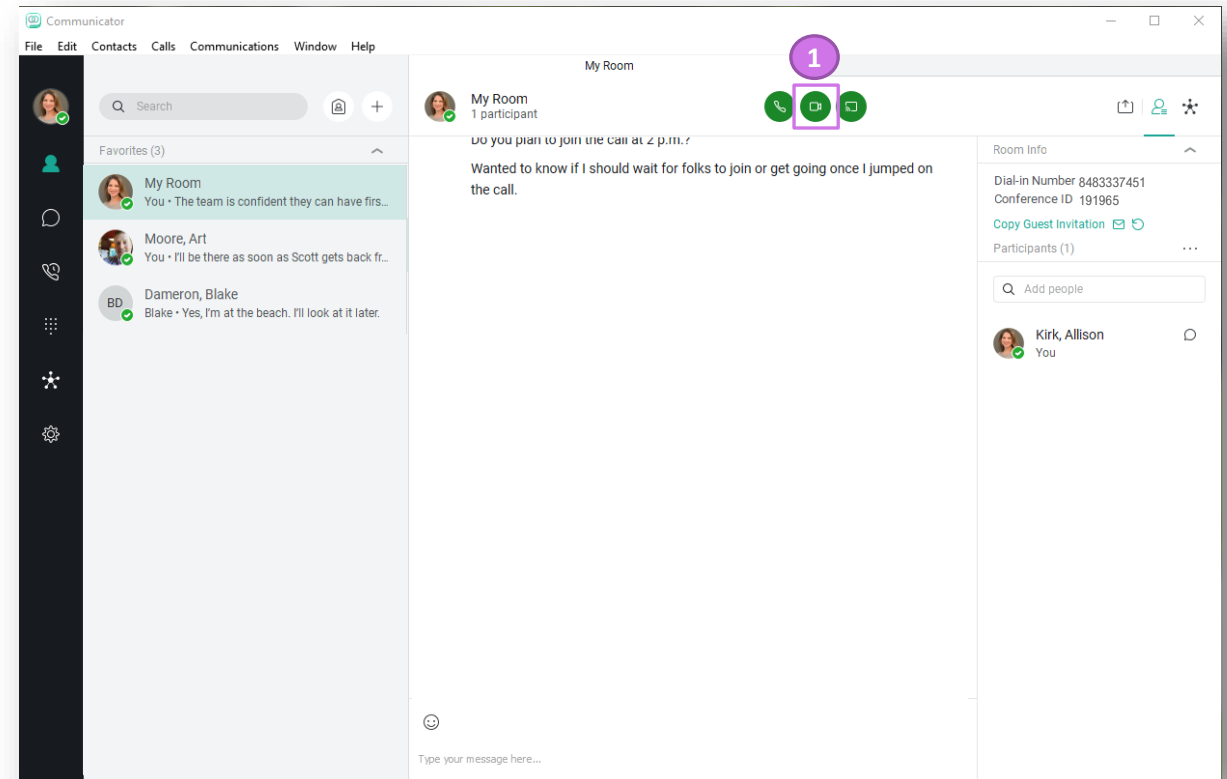
1. Click on the **"Audio Call"** button.
  - A call will be initiated into your **"Conference Bridge."**
  - Your Conference ID and Moderator Pin will automatically be entered, and the call will be connected.



# Calling My Room Session via Video Call

## To initiate a video call with My Room participants:

1. Select the **"Video Call"** button.
2. A video call will be initiated into your **"Conference Bridge."**
3. Your **"Conference ID"** and **"Moderator Pin"** will automatically be entered. Your call will be connected.

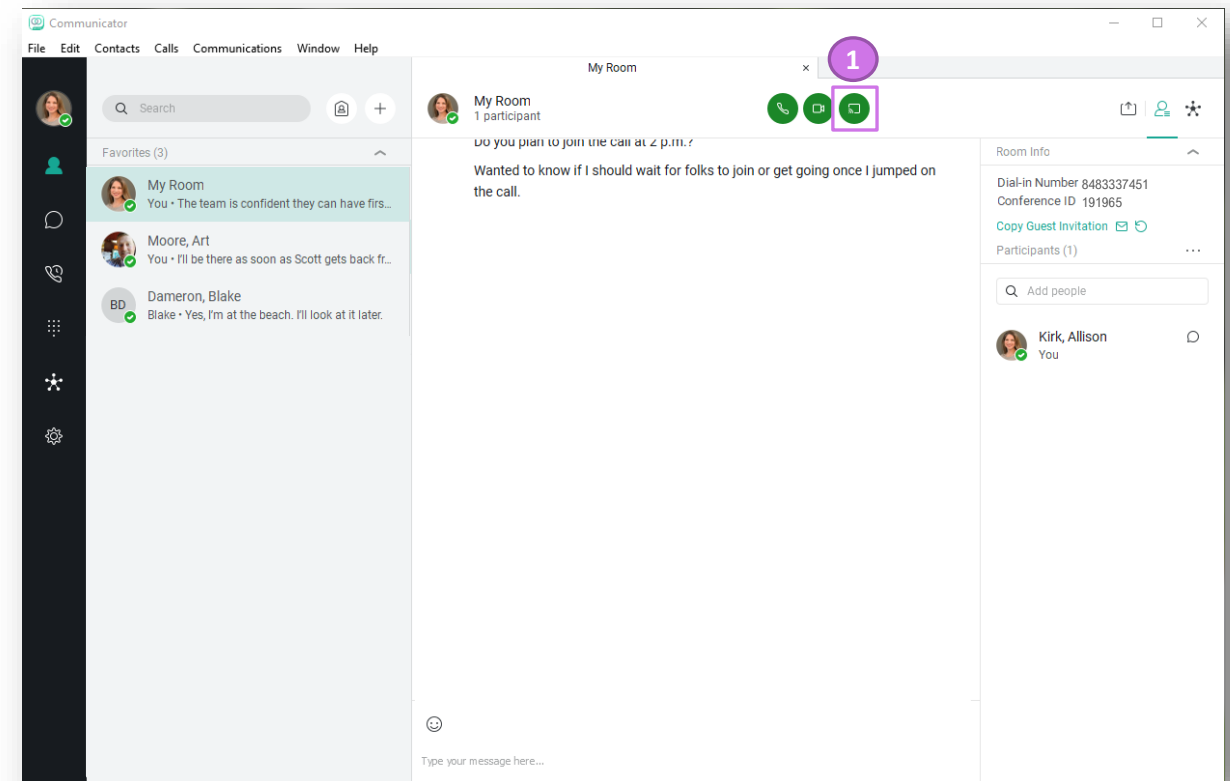




# Call From Other Device

**To initiate a call from another device (such as a conference or desk phone) with My Room participants:**

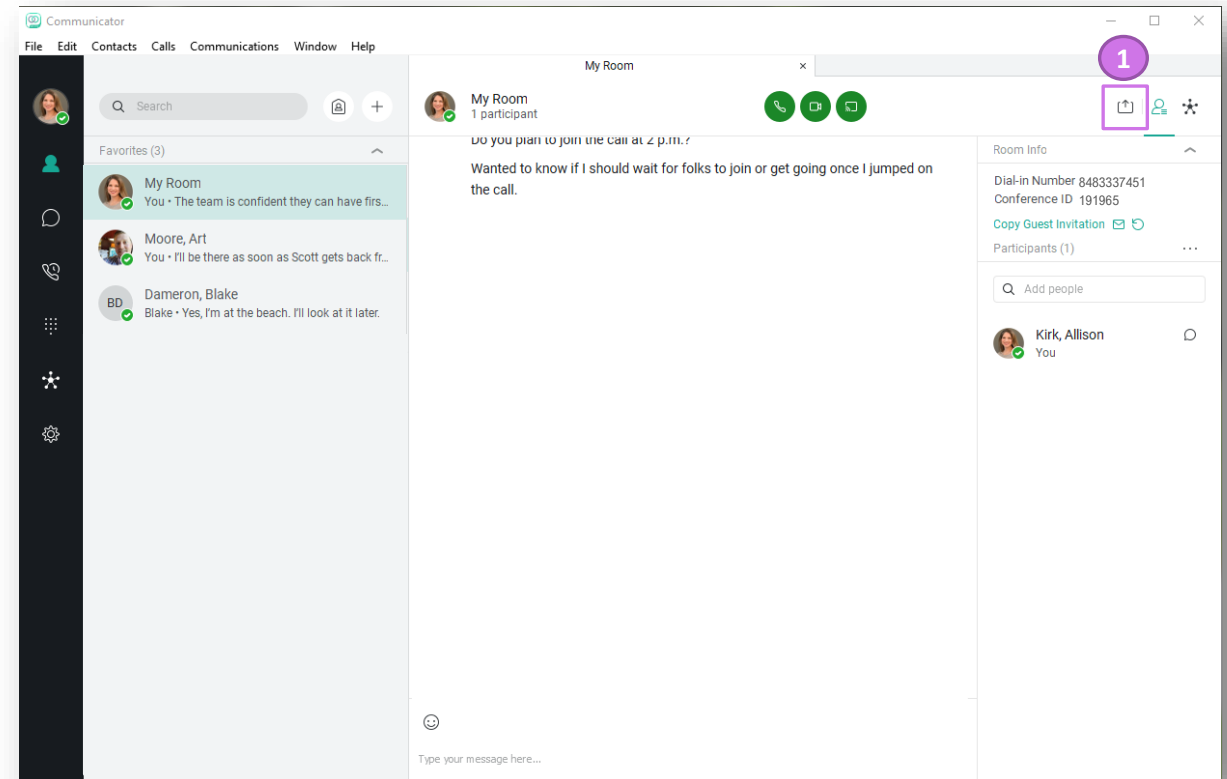
1. Click the **"Call from Other Device"** button.
2. A video call will be initiated into your **"Conference Bridge."**
3. Your **"Conference ID"** and **"Moderator Pin"** will automatically be entered. Your call will be connected.



# Sharing Desktop in My Room

## While in a My Room session:

1. Click the **"Share Desktop"** button to show files or desktop applications.

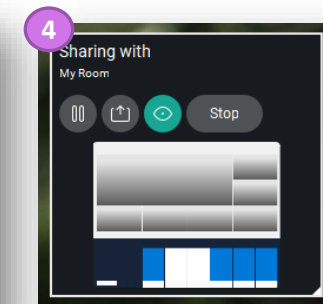
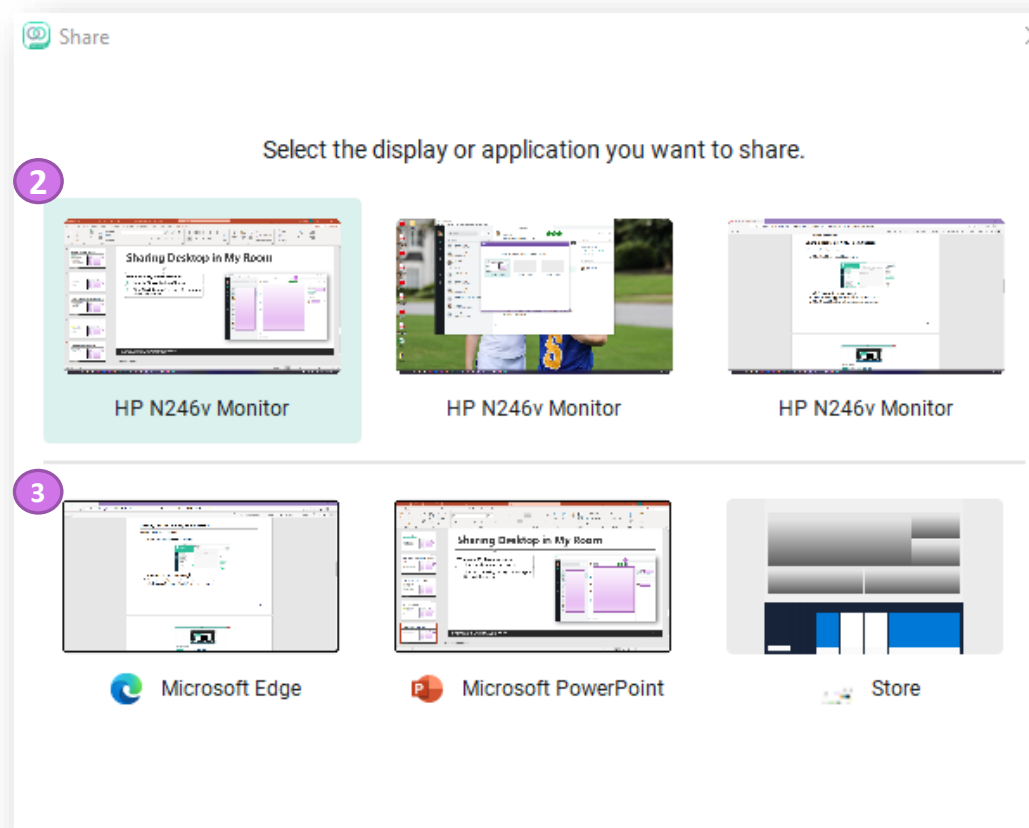


# Sharing Desktop in My Room



**A pop-up window will appear once the button is clicked:**

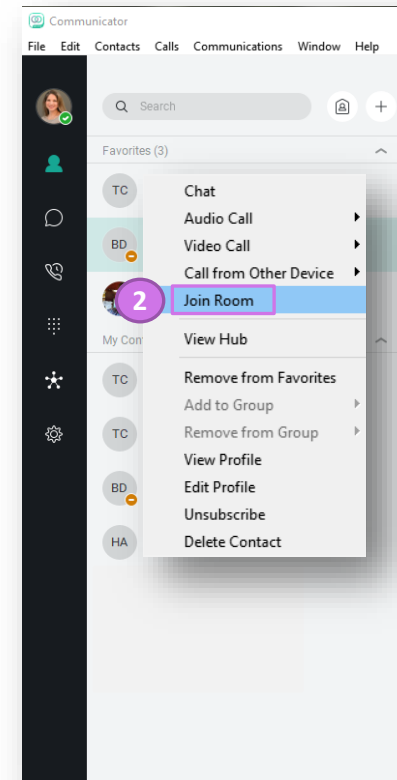
2. Double-click which **"Display"** you would like to share.
3. Or double-click the **"Application"** you would like to share.
4. After selecting a sharing option, a **"Preview Window"** will appear
  - Once you are in sharing mode, you can choose to pause, stop, or select another application to share or preview during your session.



# Joining My Room As A Colleague

## To join a contact's My Room session:

1. Select the "**Contact**" whose Room you want to join.
2. Right click on the contact and select "**Join Room**," you will be placed into the contact's Room.



# Joining My Room As A Guest

**Guests/Participants will click the link received via email or chat to join the session:**

1. Enter your **"First Name"** and **"Last Name"** into the pop-up window, then click **"Join Room."**
  - Guests do not have private chat capabilities; however they can participate and view the Group Chat of the active My Room session.
2. After hitting **"Join Room,"** your request will be in a pending state until the Moderator accepts you to the room.

uc-one guest

Allison Kirk's Room

Enter your name to join the session.

1

First Name

Last Name

Join Room

broadsoft

4.0.12

uc-one guest

Allison Kirk's Room

2

Your join request is pending.

You will automatically join when your request is accepted.

Please do not refresh.

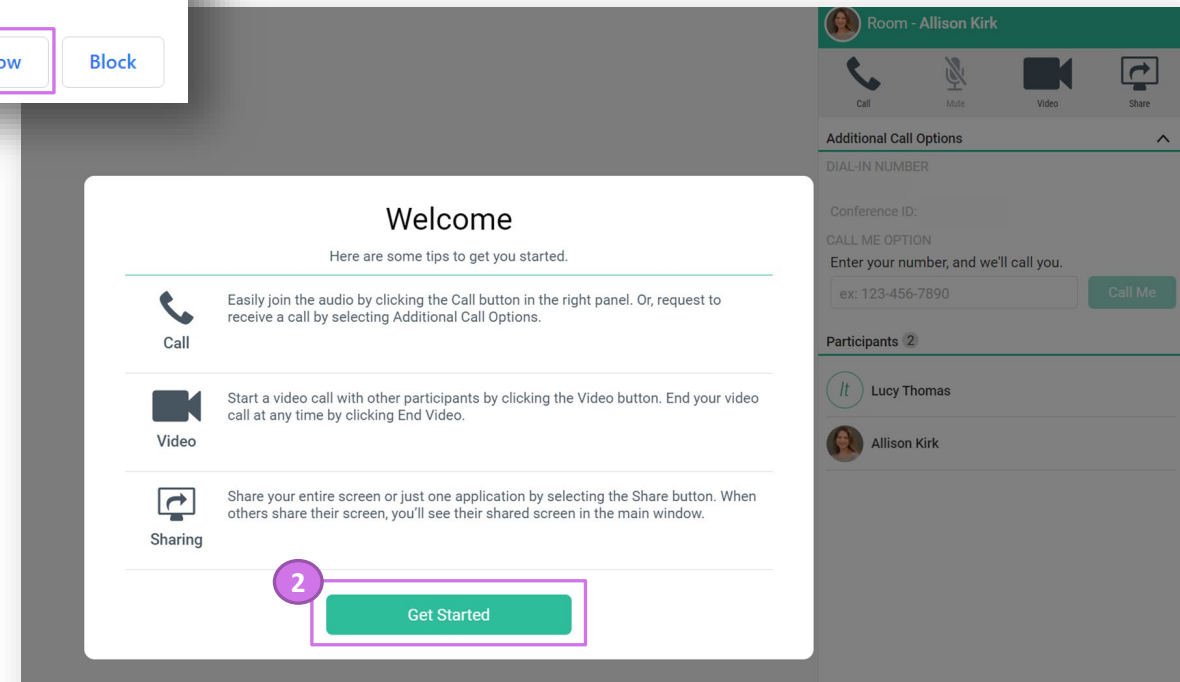
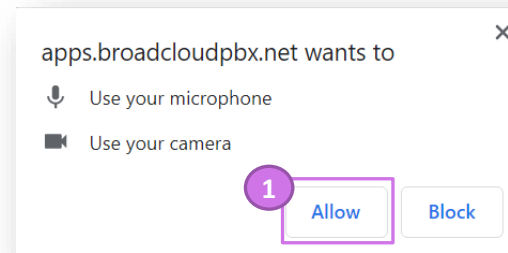
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# My Room As A Guest

## Once the Moderator accepts,

1. A pop-up window will appear asking for permission to use the computer/device Microphone and Camera. Select "**Allow**" to proceed forward.
2. A second Welcome window will pop-up explaining features. Upon review, click "**Get Started**" to join My Room.



# My Room As A Guest

## Upon joining the My Room Conference,

1. **"Instant Messaging"** will be visible in the middle of the screen and can be used prior to joining the call or video.
2. Click **"Call"** to join from the desktop or mobile application.
3. To call from a desk, conference or mobile phone, see the **"Additional Call Options."** Choose the Dial In & Conference Number or enter a phone number for the system to call.
4. Click **"Video"** to turn off the camera.
5. Click **"Share"** to show files or desktop applications.

The screenshot displays a conference room interface for a room named "Room - Allison Kirk". The interface is divided into three main sections:

- Instant Messaging (1):** A central chat area where participants can send text messages. The messages shown include:
  - Hi Allison - How are the deliverables for the new campaign coming?
  - Allison Kirk (Owner): The team is working hard and has knocked out several of them.
  - Items 245, 247, 248 and 250 have been submitted for approval to the Business lead.
  - Fantastic news!
  - We have a meeting that was just scheduled today for next week.
  - Any chance you could have the outstanding items complete by then?
  - The team would like to share them for feedback before we go to final production.
  - Allison Kirk (Owner): Let me check the status and I'll get back to you shortly.
  - What day & time is your meeting?
  - Thursday at Noon.
  - If I could have them by Wednesday, end of day to familiarize myself that would be great!
- Call and Video Controls (2, 4):** A top-right panel containing icons for "Call", "Mute", "Video", and "Share".
- Additional Call Options (3):** A panel below the call controls that provides details for dialing in:
  - DIAL-IN NUMBER: 8483337451
  - Conference ID: 191965
  - CALL ME OPTION: Enter your number, and we'll call you.
  - Input field: ex: 123-456-7890
  - Call Me button
- Participants (5):** A list of participants in the room, including Lucy Thomas and Allison Kirk.

# Utilizing Moderator Controls

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**As a My Room Moderator, use various controls to manage the call,**

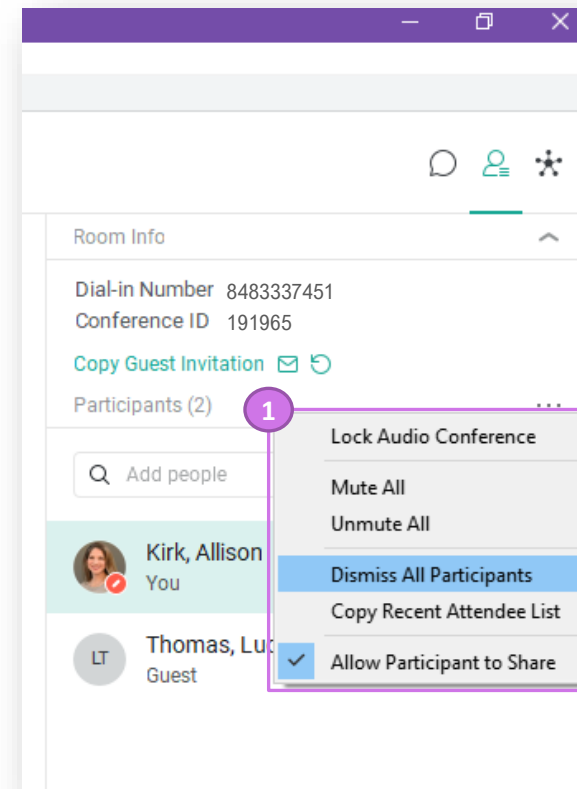
- Lock Audio Conference
- Mute All Participants
- Unmute All Participants
- Dismiss All Participants
- Copy Recent Attendee List
- Allow Participants to Share



# Utilizing Moderator Controls

**While on an active call in the My Room session, Moderators can utilize controls under Participants section:**

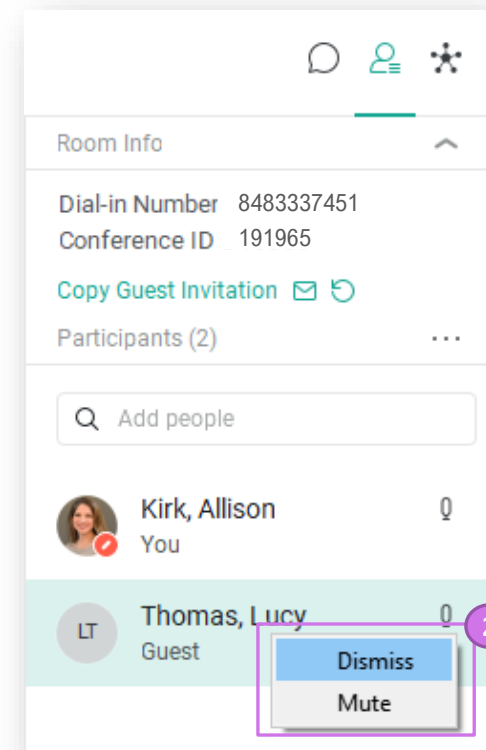
1. Right-click on their name or the three dots in the right pf the Participants section header to select an option for the entire session.
  - A drop-down menu will appear, select the desired option.



# Utilizing Moderator Controls

## While on an active call in the My Room session, under Participants:

2. To mute or dismiss a specific participant, right click on their name in the Participants window and make the desired selection.
  - Guests from outside the company do not have private chat capabilities. However, they can see the chat history of the active My Room session.





**For Additional Support Email**  
**[support@peachcomm.com](mailto:support@peachcomm.com) OR**  
**Call us at 877-953-8741**