



WESTCOAST CLOUD VOICE
powered by Blueface



CONFERENCE CALLS GUIDE

Version 1 – Updated: Monday, March 9th, 2020

CONFERENCE CALLS

Westcoast Cloud Voice offers each user with individual audio teleconference details conference call facilities.

This consists of **room and PIN**, which can be used to host a conference at any time. In this sense, this is an always-on feature of the Westcoast Cloud Voice portal. Audio conferencing does not need to be scheduled.

As each user has their own personal conference room, a business account can host many simultaneous conferences – one per user.

Each conference call can handle up to 32 end points. This allows for an almost unlimited number of participants as one endpoint could have multiple people accessing the call from a single conference phone.

AUDIO CONFERENCE ACCESS

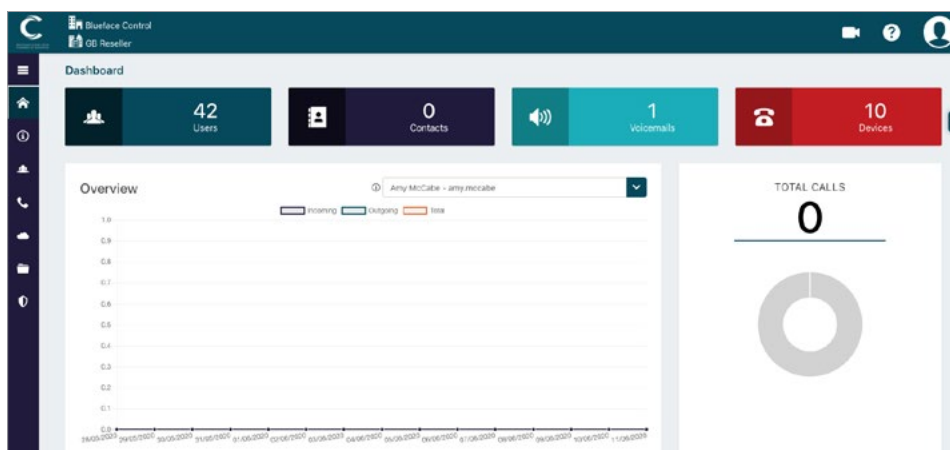
Dial into the **conferencing** service using any of the PSTN bridge numbers listed below. External parties can access the conference service with these bridge numbers also.

Bridge Numbers: <https://www.blueface.com/features/call-conferencing/bridge-numbers/>

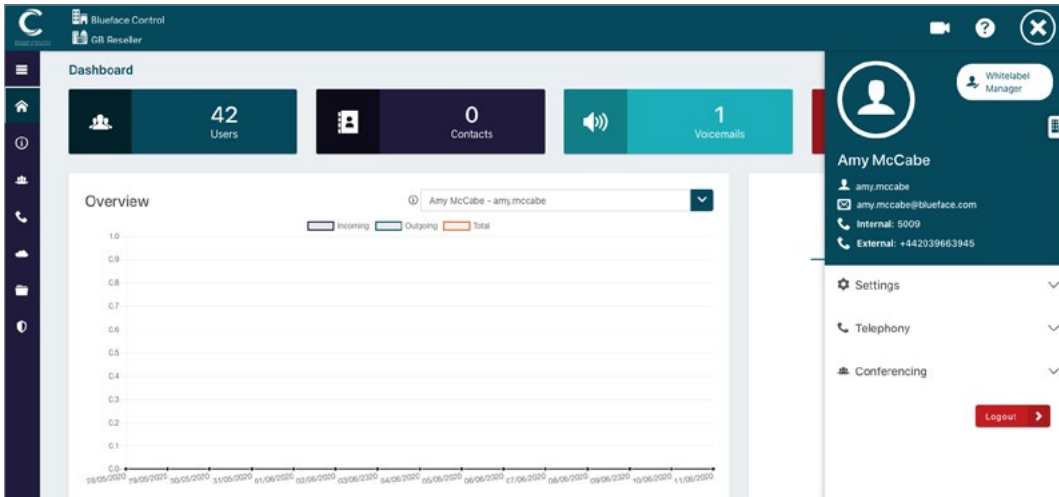
LOCATING YOUR CONFERENCE ROOM AND PIN NUMBER

Westcoast Cloud Voice portal **users** can view their **conference room** and **PINs** on their **user profile**. You may share these details with any party you wish to join your conference call.

- 1 From the Westcoast Cloud Voice dashboard, in the top right-hand corner, click on your user avatar seen below.



- 2 This will bring up the user menu as seen below, please click on **'Conferencing'**.



- 3 Take note of the **room and PIN** to share as you wish along with the appropriate bridge number from the above table.

RESETTING YOUR CONFERENCING PIN

At the end of a conference call you may wish to reset your PIN to prevent any previous parties dialling into future calls. Click **'Reset Room PIN'** in the conferencing section to auto-generate a new PIN.

ACCESSING THE CONFERENCE ROOM

- 1 Dial the applicable conference bridge number of the country you are calling from
- 2 You will first be prompted to enter the conference room number followed by #
- 3 You will then be prompted to enter the PIN followed by #
- 4 Before entering the conference room you will be asked to announce yourself, # must be pressed to confirm
- 5 This audio will play back to other participants to let them know you are in attendance

CONFERENCE BRIDGE NUMBERS BY COUNTRY

Country	Sub total
Austria	+43720815452
Australia	+61 280 147 920
Denmark	+45 89886347
Finland	+35 8942455519
France	+33 182 883 928
Germany	+49 305 6794777
Hong Kong	+85258082344
Ireland	+353 1 485 3438
Ireland	+353 76 603 2851
Italy	+39 066 220 7055
Japan	+81 345 789 205
Luxemburg	+35 227864198
Mexico	+525553509652
New Zealand	+64 4 488 0327
Romania	+40318142104
Spain	+34 911 230401
Sweden	+46 844682768
Switzerland	+41 22 518 8975
Turkey	+902129002506
Florida	+1 786 292 3064
New York	+1 347 527 7466
Los Angeles	+1 323 984 7325
United Kingdom	+44 203 468 5635

Additional conference bridge numbers are available upon request



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USEFUL CONTACTS

To set up partner or customer accounts on Westcoast Cloud Voice portal please email:
admin@westcoastcloud.co.uk

For sales info: **voice@westcoastcloud.co.uk**,
or support: **support@westcoastcloud.co.uk**