

Take Full Control of Your Mobility Room

When you start a call as the moderator in Mobility using the My Room feature, you have control over who can participate. Your powers include:

- » Locking and unlocking the room.
- » Choosing the authorization level needed to enter the room.
- » Muting one or more participants.
- » Dismissing one or more participants.

GET THE GUIDE

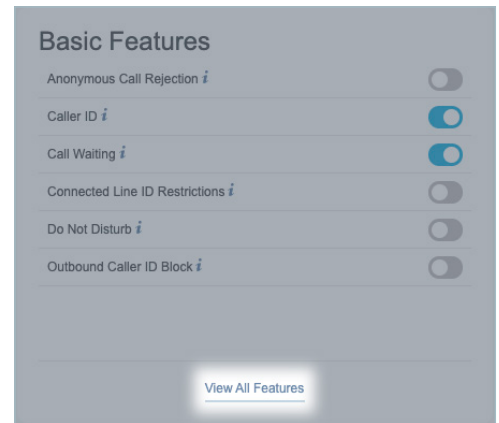
Visit TeleCloud University to download the Mobility for Desktop User Guide and reference section 8.2 to learn more about these moderator controls.

VexusFiber.com/TeleCloudU

Adjust Your Settings for Added Security

You can also make changes to your My Room security settings in the My Cloud Services Portal at telecloud.vexusfiber.com:

- » Log in to your My Cloud Services portal and, at the bottom of the Basic Features widget, click the **View All Features** link.



General		VIEW/EDIT
Anonymous Call Rejection	OFF	►
Announcement Repository		►
Call Block	OFF	►
Caller ID	ON	►
Call Notify	OFF	►
Call Transfer		►
Call Waiting	ON	►
Collaborate Bridge		►
Connected Line Identification Restriction	OFF	►
Conference List		►
Custom Ringback User		►
Do Not Disturb	OFF	►
Hoteling Guest	OFF	►
Hoteling Host	OFF	►
Music On Hold	OFF	►
Outbound Caller ID Block	OFF	►
Pre-Alerting Announcement	OFF	►
Priority Alert		►
Privacy		►
Selective Call Acceptance	OFF	►
Speed Dial		►

- » Under General, expand the Collaborate Bridge section by clicking the ► button.

- » In the Common Configuration Settings you can select how you want to be notified when participants join or leave your room, and if you want to require your presence to start a call in your room.
- » You can also make changes by clicking the **Edit** button.

Collaborate Bridge

Instant Rooms Common Configuration Settings

When attendees join/leave: ☒ No notification ☐ Play tone

☐ End room session when owner departs

☐ Owner required to start room session

Collaborate Bridge Information

Name: Collaborate Bridge 1097892

Supports Outdial: Yes

Phone Number: 2156000108 Extension: 0108

No Entries Present

Room Type	Name	Room id	Edit
My Room	My Room	201036	Edit

Save Cancel

Generate a New Link to Safeguard Room Access

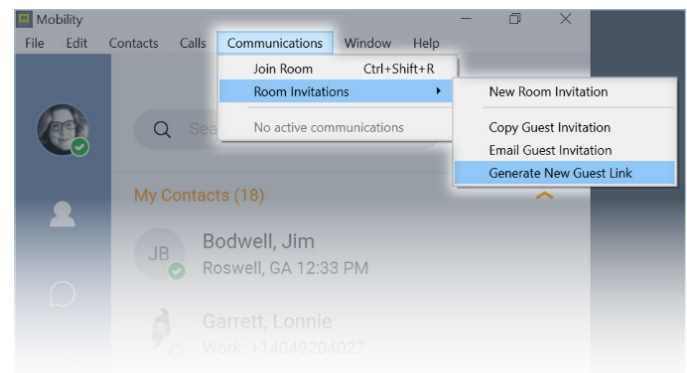
Add an extra layer of security to each call you create in your Mobility room by generating a new link for each call. This helps ensure that only the people you invite to your room can access it.

There are two ways you can generate a new link:

1. In the Mobility Desktop Client –

Select **Communications > Room Invitations > Generate New Guest Link**.

- » You'll then be prompted to confirm your choice. Click the **Generate New Link** button.



Generate New Meeting Link

The current meeting link will be replaced. New guests will not be able to access your Room using the previous link.

Generate New Link Cancel

2. In the My Cloud Services Portal –

Navigate to the User Services section and expand the Collaborate Bridge section. Click the **Edit** button, then click the **Regenerate Room Id** button.

Edit Collaborate Room

Room Type: MyRoom

Room Id: 201036 Regenerate Room Id: Regenerate Room Id

Name: My Room

☐ End collaborate room session when owner departs

☐ Owner required to start collaborate room session

When attendees join/leave: ☒ No notification ☐ Play tone

Save Cancel

Follow These Best Practices



Create a strong password unique to your Mobility account and change it regularly.



Never share your Mobility password with anyone.



Change your Mobility room link for each new call, and always know who you've invited to join your room. Don't permit other attendees to share your room link without your permission.



Don't click on suspicious links if they appear in your Mobility room's chat feed, especially if they are from a participant you don't recognize.