Make a conference call
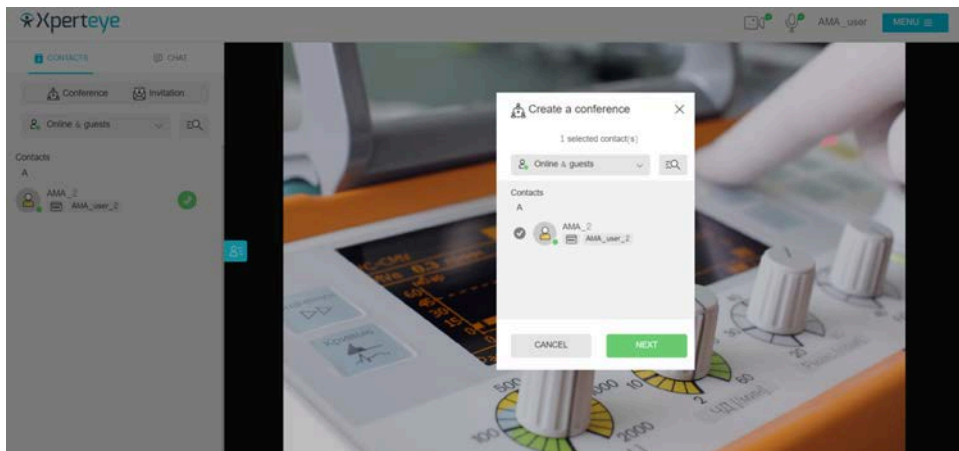
Create and start a Conference call with multiple online contacts in your XpertEye contact list.

Prerequisites: Make sure that you are connected to the Internet and logged in to XpertEye. Check if you are on the same region.
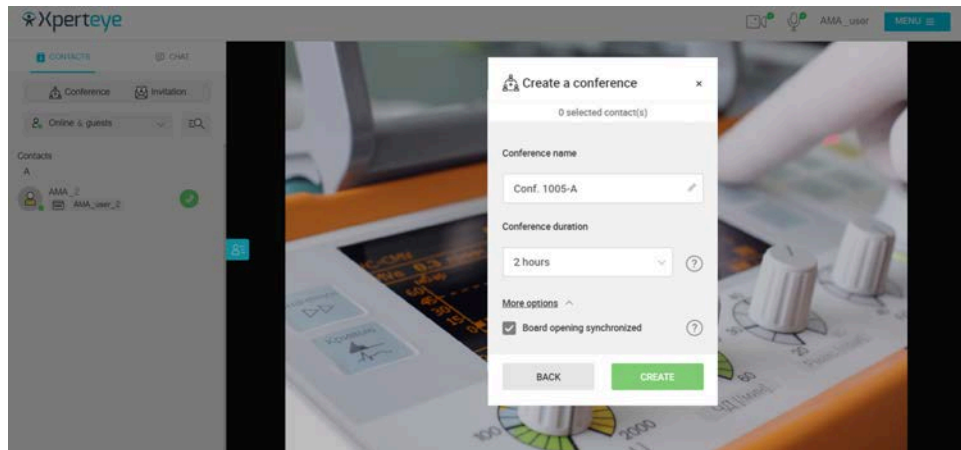
1. Click on the ⚇ icon.

2. Select one or several contacts that you want to add.
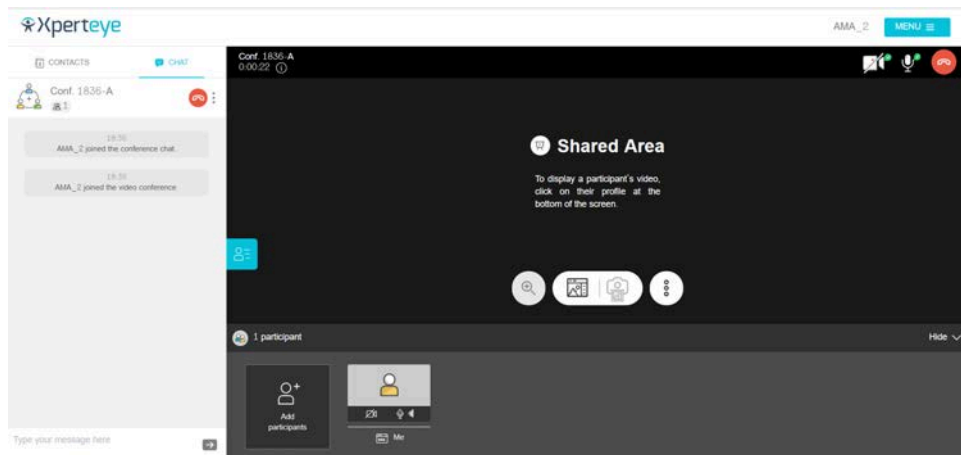3. Then click on **NEXT**.

4. Give a name to the conference.
5. Set the duration setting.
6. If you wish to deactivate the Board synchro, click on **More options**, then untick the **Board opening synchronized** box.
7. Then click on **CREATE**.

   The conference begins automatically.

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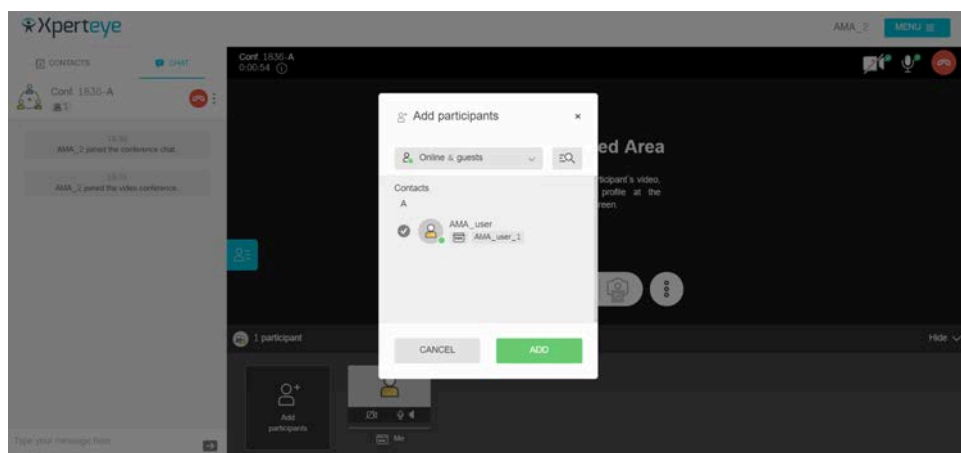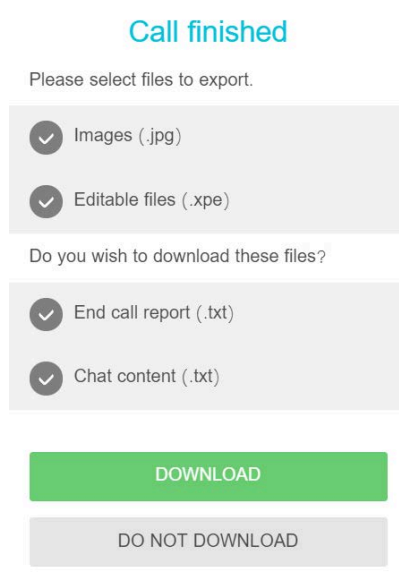
8. Click on the ⬤ icon.

9. Select the contact that you want to add.
10. Then click on **ADD**.

Note: Any participant can add a user in the conference.

11. At the end of the call, you can download any files shared in the Timeline of your Board, by activating the specific

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12. Select the files to download:

   - **Chat content (.txt)**
   - **End Call Report (.txt)**

13. To enable these settings*, click on **MENU** > **Settings** > **End of call options** and select the contents you wish to download at the end of the call.

Note:

   - This is only possible when the Confidential mode is disabled.
   - The files will be downloaded in a .zip format available on your computer, in your **Downloads** folder.
   - You must download the selected files before the call ends. Otherwise, your files will not be saved.

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