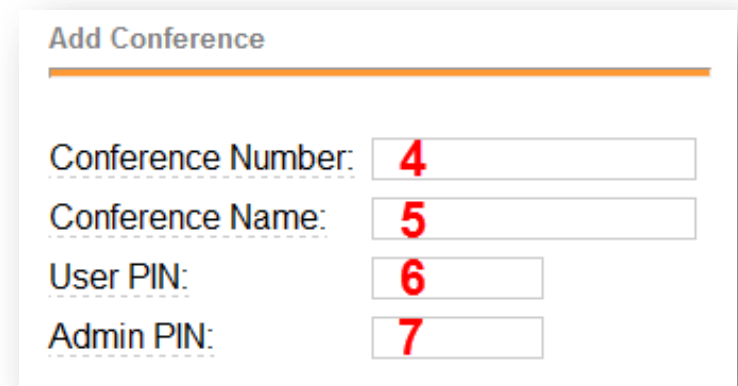
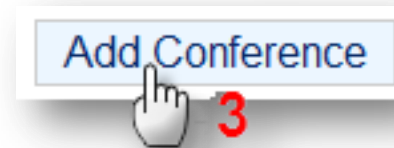
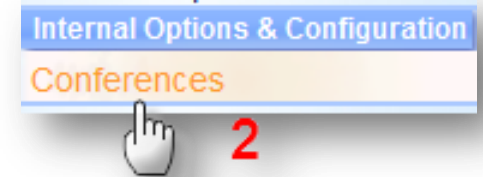


Setup up a Conference Bridge

1. Log into your PBX using the admin portal.
2. Select **“Conferences”** from the menu: Setup → Internal Options & Configurations → Conferences
3. Select **“Add Conference”** from right side of screen
4. Choose a **“Conference Number”**. The extension number that you will dial into the conference bridge.
5. Choose a **“Conference Name”**. This is a brief name to help you identify this conference bridge.
6. Set a **“User PIN”**. You can require callers to enter a password before they can enter this conference bridge. **Note: this setting is OPTIONAL.**
7. Set an **“Admin PIN”**. This is a PIN number for the admin user. **Note: This setting is optional unless the ‘leader wait’ option is in use, then this PIN will identify the leader.**

A screenshot of a form titled "Add Conference" with a blue header and an orange underline. The form contains four input fields, each with a red number indicating a step: "Conference Number:" with a red "4", "Conference Name:" with a red "5", "User PIN:" with a red "6", and "Admin PIN:" with a red "7".

Conference Number:	<input type="text" value="4"/>
Conference Name:	<input type="text" value="5"/>
User PIN:	<input type="text" value="6"/>
Admin PIN:	<input type="text" value="7"/>

8. Conference Options:

- a. **Join Message:** You can customize a message to be played to the caller before joining the conference. To add additional recordings, please refer to “System Recordings”.
- b. **Leader Wait:** Wait until conference leader (Admin User) arrives before starting the conference.
- c. **Talker Optimization:** This turns on talker optimization. With this enabled, talkers who are not speaking will be muted causing no buildup in background noise.
- d. **Quiet Mode:** Enabling quiet mode means that the system will not play enter/leave sounds.

Conference Options

Join Message: None **a**

Leader Wait: No **b**

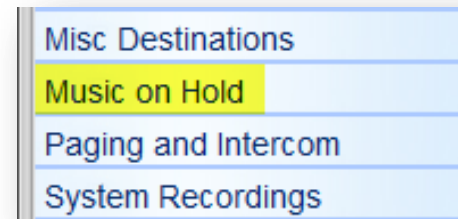
Talker Optimization: No **c**

~~Talker Detection: No~~

Quiet Mode: No **d**

- e. **User Count:** Announce user(s) count on joining conference.
- f. **User join/leave:** Announce user join/leave. **Note: must select a join message (option a above).**
- g. **Music on hold:** Enable music on hold when the conference has a single caller.
- h. **Music on Hold Class:** Music (or Commercial) played to the caller while they wait in line for the conference to start. Choose “inherit” if you want the Music on Hold class to be what is currently being used by the inbound route. This music is defined in the “Music on Hold” in the left hand side menu.

User Count:	No	e
User join/leave:	No	f
Music on Hold:	No	g
Music on Hold Class:	inherit	h
Allow Menu:	No	i
Record Conference:	No	j



- i. **Allow Menu:** Present Menu (user or admin) when * is pressed, it sends the caller to a menu. From this menu you can mute/unmute your phone or lock/unlock the conference.
- j. **Record Conference:** Record the conference call.