

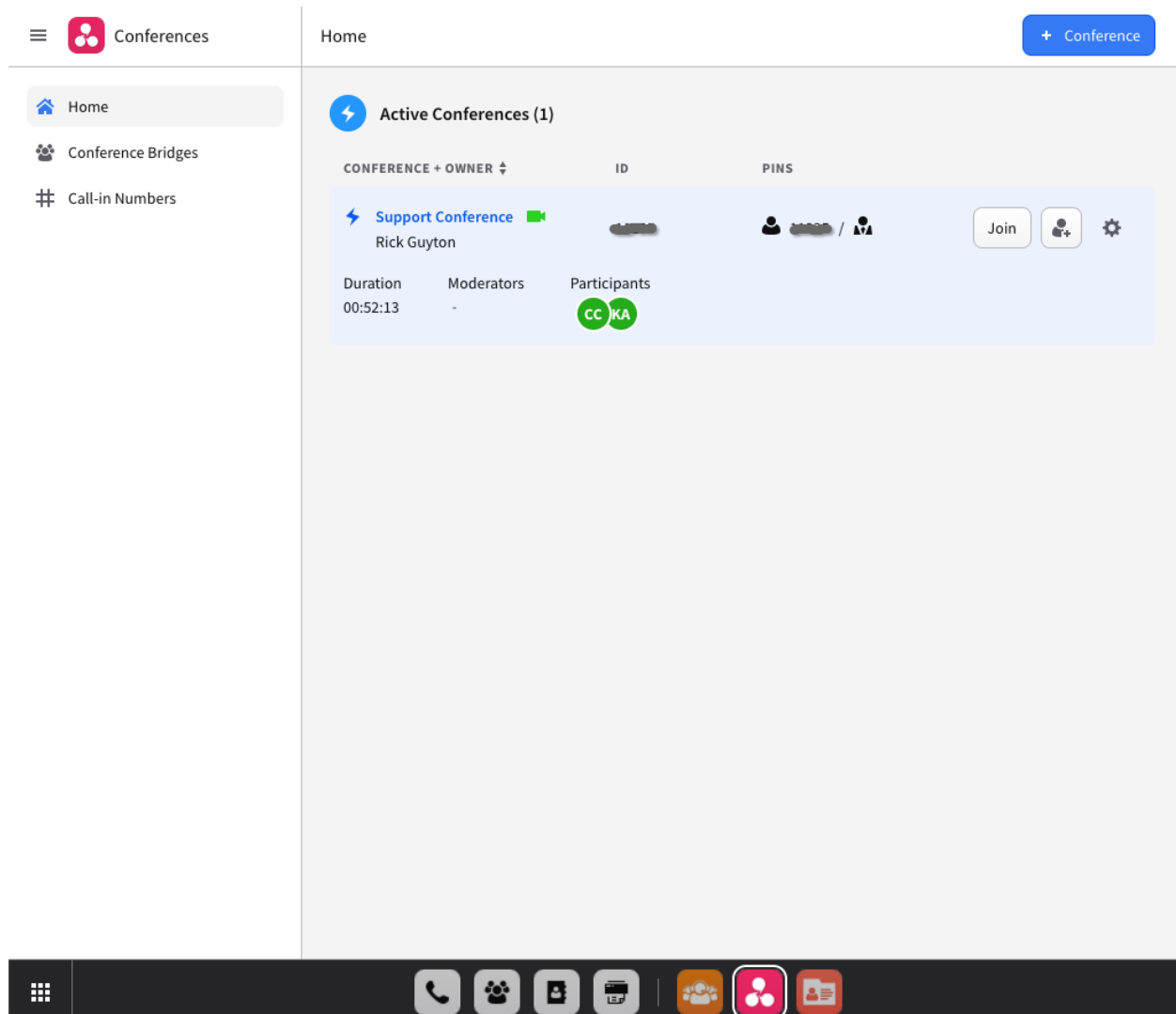


Conferences Admin

Contents

[How to modify existing conferences?](#)

[How to make a new conference?](#)



How to modify existing conferences?

Simply go to the conferences bridges tab, locate the conference of your choice, and click the gear icon.



Ashley Vernon SmartPBX Conference

Save changesDelete

General Info

Access

Features

Participant Experience

Name and other details for identifying this conference.

Some basic info to help identify this conference and who owns it.

Conference Name *

Ashley Vernon SmartPBX Confere

Conference ID *

1234

Must be a unique, identifying number.

Conference Owner

Ashley Vernon

You will then have be able to edit the conference name, ID and Owner.

General Info

Access

Features

Participant Experience

Control how people can access this conference.

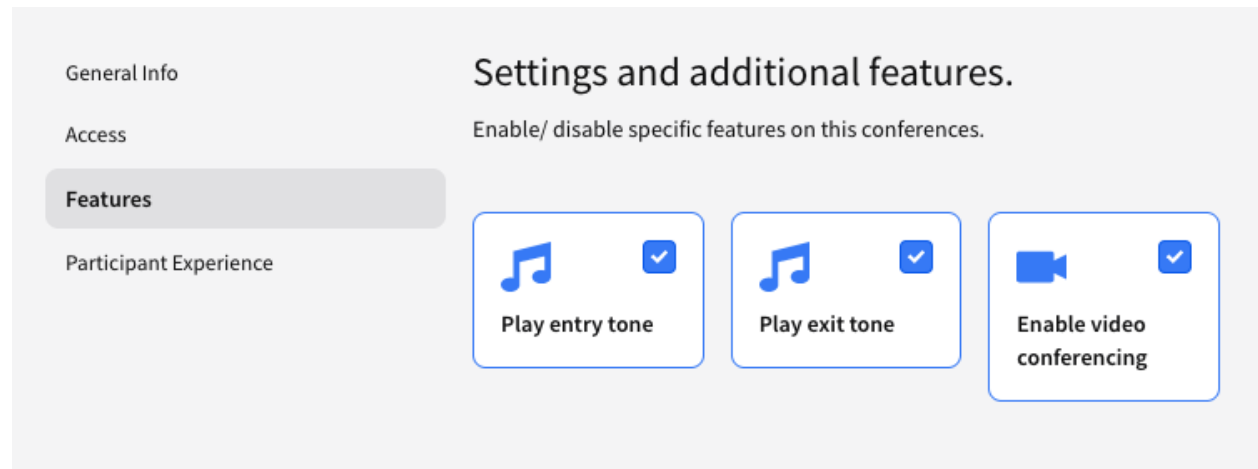
Configure PIN numbers and invite links so that other people can join this conference.

PIN Numbers

Participant PIN #

Moderator PIN #

Selecting the access tab on the side, you can edit the participant and moderator pins



In the features area, you can set various opens like playing entry and exit tones, along with enabled video conferencing.

General Info

Access

Features

Participant Experience

Set some basic options for the experience of participants.


Configuration options that dictate certain participant experiences.

Participant Capacity


Max Participant Limit

20

Default Audio Settings

☒

Join muted by default

☐

Join deafened by default

In the participant experience, you can customize how many participants are allowed in, along with audio settings for the meeting.

How to make a new conference?

≡

Conferences

Conference Bridges

+ Conference

Home

Conference Bridges

76

Total Conference Bridges

2

Active Bridges

43

Video-enabled Bridges

Simply go to conference bridges, then select the “+ Conference” icon in the top right corner.

Creating a New Conference

1. General Info

2. Access

3. Features

4. Participant Experience

5. Review + Confirm

Provide some general identifying details for this conference.

Some basic info to help identify this conference and who owns it.

Conference Name *

Conference ID *

My New Conference

Conference Owner

- No Owner -

Cancel

Next

You will then be presented a wizard to walk through setting up your new conference.

Creating a New Conference

✓ 1. General Info

• 2. Access

3. Features

4. Participant Experience

5. Review + Confirm

Control how people can access this conference.

Configure PIN numbers and invite links so that other people can join this conference.

PIN Numbers

Participant PIN #

1234

Moderator PIN #

4321|

Cancel

Previous

Next

Creating a New Conference

✓ 1. General Info

✓ 2. Access

• 3. Features

4. Participant Experience

5. Review + Confirm

Settings and additional features.

Enable/ disable specific features on this conferences.



Play entry tone



Play exit tone



Enable video conferencing



Cancel

Previous

Next

Creating a New Conference

✓ 1. General Info

✓ 2. Access

✓ 3. Features

• 4. Participant Experience

5. Review + Confirm

Set some basic options for the experience of participants.

Configuration options that dictate certain participant experiences.

Participant Capacity

Max Participant Limit

5

Default Audio Settings



Join muted by default



Join deafened by default



Cancel

Previous

Next

Creating a New Conference

- ✓ 1. General Info
- ✓ 2. Access
- ✓ 3. Features
- ✓ 4. Participant Experience
- 5. Review + Confirm

Please review and confirm your configurations.

1. General Info

Conference Name Cool People
Conference ID 12345
Conference Owner Bob B

2. Access

Participant PIN #: 1234
Moderator PIN #: 4321

3. Features

4. Participant Experience

Max Participant Limit: 5
Default Audio Settings:

Cancel

Previous

Confirm

Once complete, you will be able to access your new conference!