



CONFERENCE MODULE USER GUIDE

Overview

The Conferences Module is used to create a single extension number that your users can dial so that they can talk to each other in a conference call. It also creates a destination to which you can send calls so that they can participate in the conference call. For example, you could create a Conference that will allow your local phones to dial 800, and then enter into a conference call.

Logging In

- From the top menu click **Applications**
- In the drop down click **Conferences**

Creating a Conference Room

The screenshot shows a web form titled "Add Conference". Below the title is a horizontal line with the text "Add Conference" underneath it. There are four input fields, each with a label and a small blue question mark icon to its right: "Conference Number:", "Conference Name:", "User PIN:", and "Admin PIN:". Each label is followed by a rectangular text input box.

Conference Number

Use this number to dial into the conference.

Conference Name

Give this conference a brief name to help you identify it.

User PIN

You can require callers to enter a password before they can enter this conference. This setting is optional. If either PIN is entered, the user will be prompted to enter a PIN.



Admin PIN

Enter a PIN number for the admin user. This setting is optional unless the 'leader wait' option is in use, then this PIN will identify the leader.

Setting	Value
Join Message:	None
Leader Wait:	No
Talker Optimization:	No
Talker Detection:	No
Quiet Mode:	No
User Count:	No
User join/leave:	No
Music on Hold:	No
Music on Hold Class:	inherit
Allow Menu:	No
Record Conference:	No
Maximum Participants:	No Limit
Mute on Join:	No

Join Message

Message to be played to the caller before joining the conference. To add additional recordings please use the "System Recordings" MENU to the left

Leader Wait

Wait until the conference leader (admin user) arrives before starting the conference

Talker Optimization

Turns on talker optimization. With talker optimization, Asterisk treats talkers who are not speaking as being muted, meaning that no encoding is done on transmission and that received audio that is not registered as talking is omitted, causing no buildup in background noise.

Talker Detection

Sets talker detection. Asterisk will send events on the Manager Interface identifying the channel that is talking. The talker will also be identified on the output of the meetme list CLI command.



Quiet Mode

Quiet mode (do not play enter/leave sounds)

User Count

Announce user(s) count on joining conference

User Join/Leave

Announce user join/leave. If this option is enabled, all users will be asked to say their name before they join the conference and their name will be then announced when they join the conference.

Music on Hold

Enable Music On Hold when the conference has a single caller

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 MoH class to be what is currently selected, such as by the inbound route. This music is defined in the "Music on Hold" module

Allow Menu

Present Menu (user or admin) when '*' is received ('send' to menu)

Record Conference

Record the conference call

Maximum Participants

Maximum Number of users allowed to join this conference.

Mute on Join

Mute everyone when they initially join the conference. Please note that if you do not have 'Leader Wait' set to yes you must have 'Allow Menu' set to Yes to un-mute yourself

OTHER Options

Other options may be available based on installed modules such as VQ Plus and iSymphony



Conference User Guide

Meetme Menus if enabled (press * to access the menu)

DIGIT	ADMIN USER	NON-ADMIN USER
1	Mute/Un-Mute Self	Mute/Un-Mute Self
2	Lock/Unlock Conference	Disabled
3	Eject last user who joined conference	Disabled
4	Decrease Listen Volume of Conference with each 4 you press - end with 8	Same for user
5	Disabled	Disabled
6	Increase Listen Volume of Conference with each 4 you press - end with 8	Same for user
7	Decrease Talk volume - end with 8	Same for user
8	More options menu (see below) / End volume adjustment	Exit this menu / End volume adjustment
9	Increase Talk volume - end with 8	Same for user
0	Disabled	Disabled
*	Play menu options	Same for user
#	Disabled	Disabled
	"8" MORE OPTIONS MENU	
DIGIT	ADMIN USER	
1	List users currently in the conference	
2	Kick out all non-administrator users	
3	Mute or unmute all non-administrator users	
4	Record this conference	
8	Exit this menu and return to the conference	