Adding Conferences
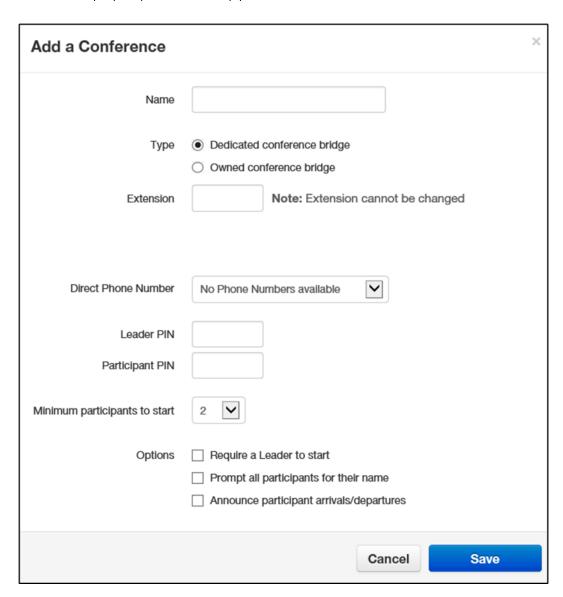
The following procedure describes how to add conferences. When adding a conference, we recommend you require a leader to start the conference; otherwise, anyone with your participant code can use your bridge.

1. From the Conferences page, click the **Add Conference** button. The Add a Conference pop-up window appears.

2. Complete the fields.
3. Click **Add Conference**.
4. Click **Save**.

Setting	Description
Name	Enter a name for this bridge. The name should allow you to differentiate this bridge from other bridges you configured.
Type	Select the conference type. Choices are: • Dedicated conference bridge = a shared bridge on its own dedicated extension. • Owned conference bridge = a bridge associated to a user on the system (for example, the bridge for user 111).
Extension	Adding a conference: select the extension used to join this conference. Editing a conference: read-only field that shows the extension.
Direct Phone Number	Select the phone number used to join the conference. Owned bridges also have a direct dial field, which is the number internal users can dial to access the bridge.
Leader PIN	Enter the personal identification number (PIN) that the leader will use to authenticate access when joining the meeting. This PIN is private and should be known by internal staff only.
Participant PIN	Enter the PIN that participants will use to authenticate access when joining the meeting. Distribute this PIN to all guests of the meeting.
Minimum participants to start	Select the minimum number of participants that must attend the conference before it can start.
Options	Select the following options: • Require a Leader to start = when checked, the system requires a leader to start the conference. If unchecked, the conference call will start when the first participant joins, regardless of whether a leader is present. • Prompt all participants for their name = when checked, the system prompts users for their name when they call in to the conference call. • Announce participant arrivals/departures = when checked, the system either beeps or announces when a participant joins or leaves the conference.