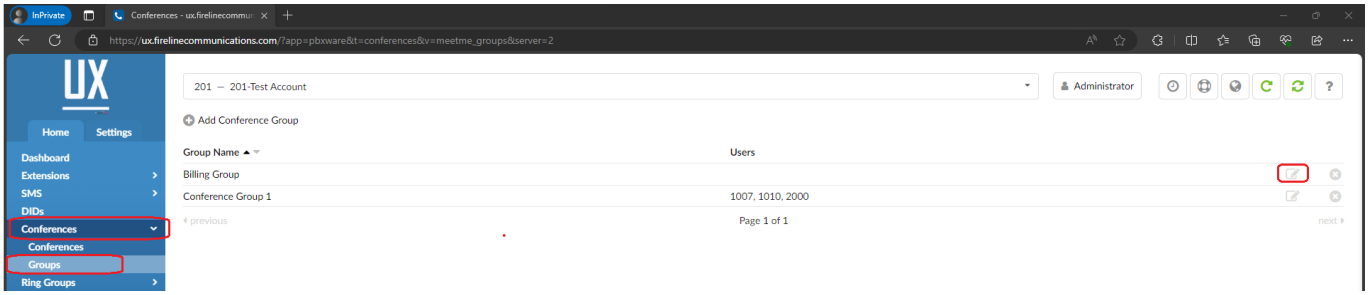
Conference Group Options

1. Login to the system administration > **Conference > Groups**



2. Click on the edit icon corresponding to a group.

3. Options:

Announce user join / leave: If this option is checked/enabled, an announcement will be played when a user joins or leaves a conference.

Quiet mode: If this option is checked/enabled, conference members will not hear the enter and leave sound.

Record conference: This option will record the conference so you can download the record file.

NOTE: You can download the recorded file in Conferences: CDR's, by selecting a conference and clicking on the Listen button.

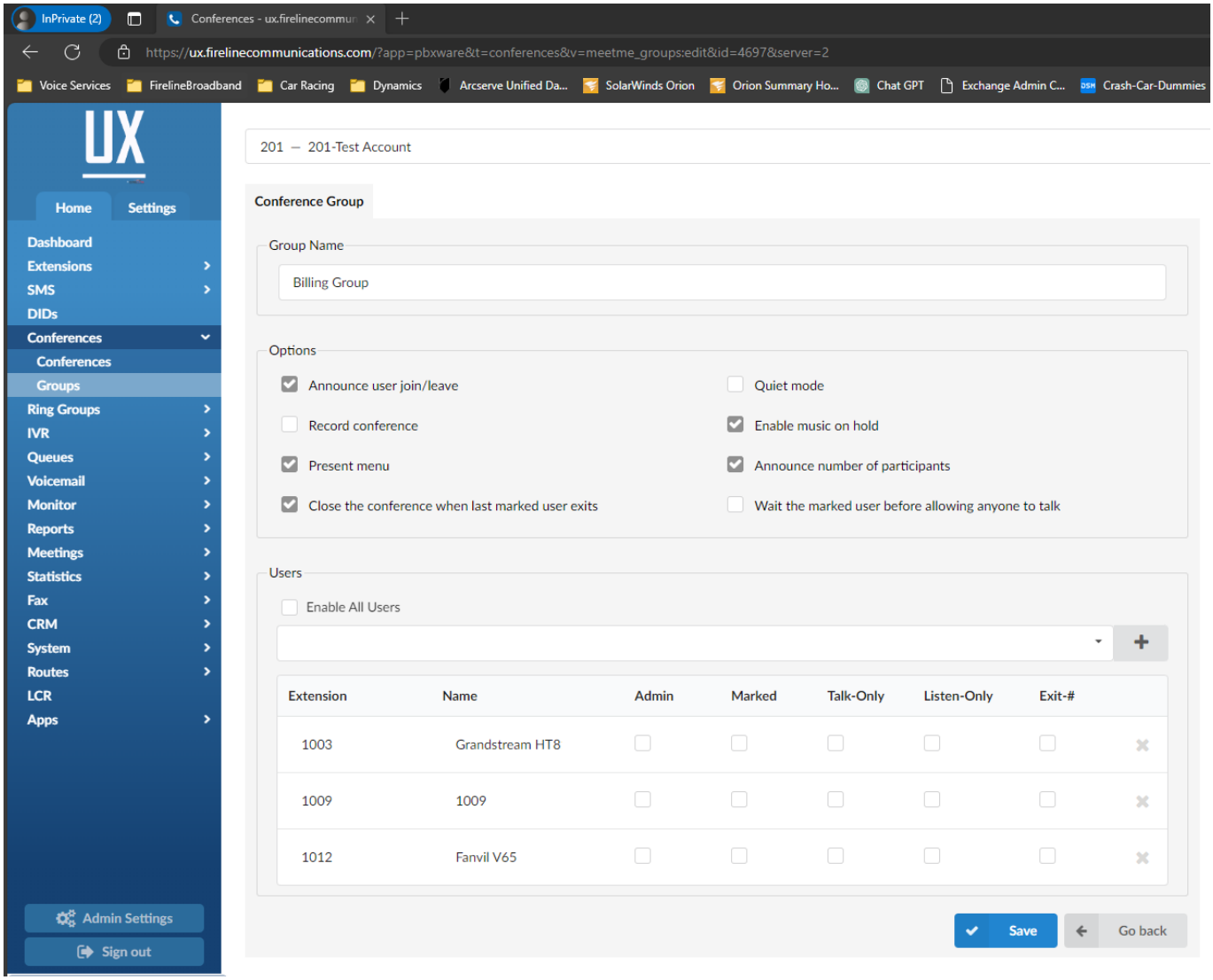
Enable music on hold: Enable MOH (Music On Hold) if there is a single member in a conference. Enable this feature to play MOH music files until someone else joins the conference.

Present menu: Plays Conference options once * is dialed while in a conference.

Announce number of participants: Announces the number of conference participants to a new conference member.

Close the conference when last marked user exits: Closes the conference once the last marked user exits, no matter how many participants are still active in the conference conversation, their calls are immediately dropped.

Wait the marked user before allowing anyone to talk: Disables the conference until the marked user enters the conference.



4. To add users to the Conference, click the drop down and select your users. Once complete click the + symbol to add them to the list. Only the selected users will be allowed into the Conference.

6. Users Options:

Enable All Users: When selected this option allows all users to enter a conference. The list of users below will be ignored.

Admin: Sets the admin conference mode. If this option is enabled, conference calls coming from the extension will be treated with admin privileges.

Marked only: Sets the marked conference mode. If this option is enabled, conference calls coming from the extension will be given less privileges than admin, but more than regular conference participants.

Talk-Only: Sets the 'talk only' conference mode. If this option is enabled, conference calls coming from this extension will be allowed to talk only (no voice will be heard on the UAD/Phone).

Listen-Only: Sets the listen only conference mode. If this option is enabled, conference calls coming from the extension will be allowed to listen only (no voice will be sent from the UAD/Phone).

Exit-#: If this option is enabled, users will be allowed to exit the conference by dialing the '#' key.

Exit-Digit: If this option is enabled, users will be allowed to exit the conference by dialing any digit.

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