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Conference Calls

Mike Johnstone - 2024-07-24 - Inbound

Conference Calls

It is an old world, but the conference bridge is still a thing and we dare not remove this once core feature of any voice system.

Conferencing ③	\sim
Guest PIN	
Supervisor PIN	
Туре	Allow all callers ~
Record call	
	CANCEL SAVE

- 1. Go to the **Switchboard**
- 2. Select the **numbe**r you wish to set up as the conference number.
- 3. Select Inbound > Conferencing > Features
- 4. Click **Save** settings to update.

Set up a private audio Conference room so only selected numbers can ever dial in.

Note: If you only want to allow chosen numbers to join the conference call, add the numbers in the box after selecting "allow selected callers" under type.

Transcript Recordings

Each conference can be automatically recorded if Call Recording is enabled. The recording will be sent to the email address on the number, or if no email address is set the recording

will go to the email address on the account.

Call Recording ③	~ •	
Record	All calls ~	
Manual options 🗇		
Directions	Both directions ~	
Email recording		
Alternative email	•••	
	CANCEL SAVE	
		To control this feature

follow below:

- 1. Go to the Switchboard
- 2. Select number.
- 3. Select **Advanced** > Call Recording.
- 4. Click **Save** settings to update.

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