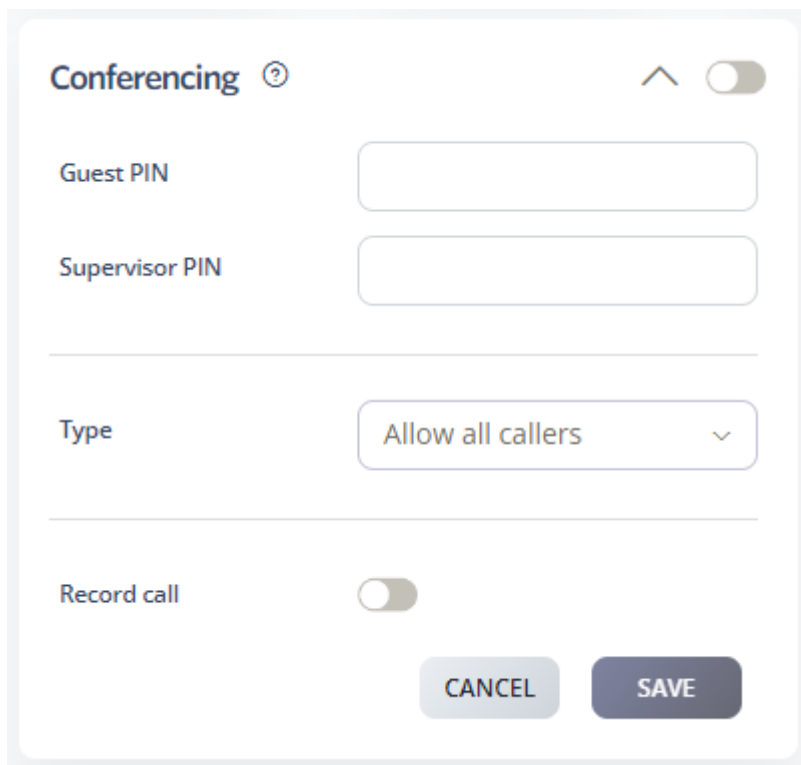


Conference Calls

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.



The screenshot shows a 'Conferencing' settings modal. At the top, the title 'Conferencing' is followed by a help icon and a toggle switch that is currently turned off. Below the title, there are two input fields: 'Guest PIN' and 'Supervisor PIN'. A horizontal separator line follows. Then, there is a 'Type' label and a dropdown menu currently set to 'Allow all callers'. Another horizontal separator line follows. At the bottom, there is a 'Record call' label and a toggle switch that is currently turned off. At the very bottom, there are two buttons: 'CANCEL' and 'SAVE'.

1. Go to the **Switchboard**
2. Select the **number** 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 ?

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.

Tags

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