Configure an Audio Conference Bridge

Scope:

The following document will show you how to configure a audio Conference Bridge.

Requirements:

- Access to the Manager Portal

- An Owned or Dedicated Conference Bridge
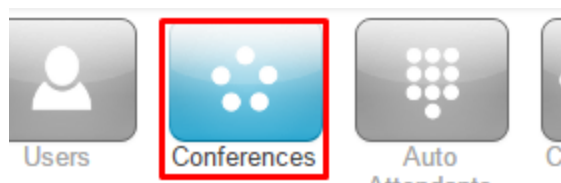
- A DID for the Conference Bridge

Types of Conference Bridges

The PBX Portal allows you two types of conference bridges:

- Dedicated Conference Bridge: Shared among all users. Use caution because it is possible for multiple hosts to attempt to use the same conference bridge.

- Owned Conference Bridge: Private to an individual user.

Provisioning a Dedicated Conference Bridge

1. Navigate to **Conferences.**

2. Click on **Add Conference.**

3. Enter a **name** for the conference bridge.

4. Select **Type: Dedicated conference bridge.**

5. Select an available **extension number** between 9200 and 9299.

6. Select a **Direct Phone Number** to use for the bridge.

7. Create a 4 to 6 digit **Leader PIN.**

8. Create a 4 to 6 digit **Participant PIN.**

9. Complete the remaining options per your preferences.

10. Click **Save.**

Add a Conference

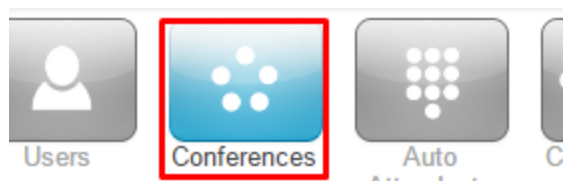|	
Name	Demo Dedicated Bridge
Type	● Dedicated conference bridge
	○ Owned conference bridge
Extension	3100 **Note:** Extension cannot be changed
Direct Phone Number	No Phone Numbers available ▼
Leader PIN	654321
Participant PIN	123456
Max Participants	Unlimited 50 99
Minimum participants to start	2 ▼
Options	☐ Require a Leader to start
	☑ Prompt all participants for their name
	☑ Announce participant arrivals/departures

Cancel   **Save**

Provisioning an Owned Conference Bridge

1. In the PBX Portal go to **Domain > Conferences.**

2. Click on **Add Conference.**

3. Enter a **name** for the conference bridge.

4. Select **Type: Owned conference bridge.**

5. Select the **Owner extension.**

6. Select an available extension number between 9200 and 9299 that can be used to dial directly into the conference.

7. Select a **Direct Phone Number** to use for the bridge.

8. Create a 4 to 6 digit **Leader PIN.**

9. Create a 4 to 6 digit **Participant PIN.**

10. Complete the remaining options per your preferences.

11. Click **Save.**

Add a Conference

Name   Demo Dedicated Bridge

Type   ○ Dedicated conference bridge
             ● Owned conference bridge

Owner   1001 (Mariss   **Note:** Owner cannot be changed

Direct Dial   3000

Direct Phone Number   No Phone Numbers available ▼

Leader PIN   654321

Participant PIN   123456

Max Participants

Unlimited   50   99

Minimum participants to start   2 ▼

Options   ☐ Require a Leader to start
             ☑ Prompt all participants for their name
             ☑ Announce participant arrivals/departures

Cancel   **Save**