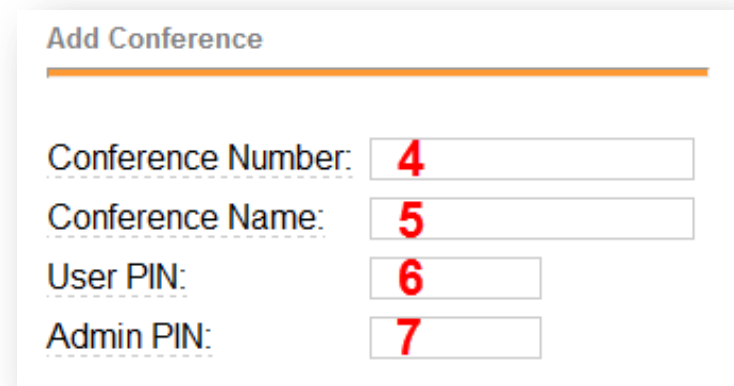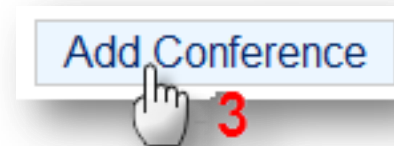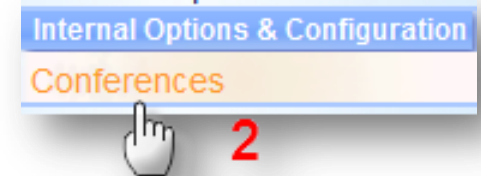**Setup up a Conference Bridge**

1. Log into your PBX using the admin portal.
2. Select **"Conferences"** from the menu: Setup →
   Internal Options & Configurations → Conferences
3. Select **"Add Conference"** from right side of screen

4. Choose a **"Conference** Number". The extension
   number that you will dial into the conference
   bridge.

5. Choose a **"Conference Name"**. This is a brief name
   to help you identify this conference bridge.

6. Set a "**User PIN"**. You can require callers to enter
   a password before they can enter this conference
   bridge. Note: this setting is OPTIONAL.

7. Set an **"Admin PIN"**. This is a PIN number for the
   admin user. Note: This setting is optional unless
   the 'leader wait' option is in use, then this PIN will
   identify the leader.

8. Conference Options:
   a. **Join Message:** You can customize a message to be played to the caller before joining the conference. To add additional recordings, please refer to "System Recordings".
   b. **Leader Wait:** Wait until conference leader (Admin User) arrives before starting the conference.
   c. **Talker Optimization:** This turns on talker optimization. With this enabled, talkers who are not speaking will be muted causing no buildup in background noise.
   d. **Quite Mode:** Enabling quiet mode means that the system will not play enter/leave sounds.

e. **User Count:** Announce user(s) count on joining conference.

f. **User join/leave:** Announce user join/leave. Note: must select a join message (option a above).

g. **Music on hold:** Enable music on hold when the conference has a single caller.

h. **Music on Hold Class:** Music (or Commercial) played to the caller while they wait in line for the conference to start. Choose "inherit" if you want the Music on Hold class to be what is currently being used by the inbound route. This music is defined in the "Music on Hold" in the left hand side menu.

User Count:	No
User join/leave:	No
Music on Hold:	No
Music on Hold Class:	inherit
Allow Menu:	No
Record Conference:	No

Misc Destinations
Music on Hold
Paging and Intercom
System Recordings
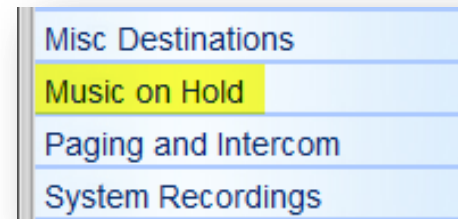
i. **Allow Menu:** Present Menu (user or admin) when * is pressed, it sends the caller to a menu. From this menu you can mute/unmute your phone or lock/unlock the conference.

j. **Record Conference:** Record the conference call.