

Conference Settings

To access your Conference settings go to the Main Menu, choose the SETTINGS option, User Settings link and focus at the Conference Bridge section (check the image below).

The settings from this section refer to a specific Conference room, so in case you have more than one conference room assigned, make sure you choose the right one before making any changes. The changes made here relate to:

- enabling / disabling a conference room;
- adding / changing the moderator / participant PIN;
- limiting the number of participants to your conferences;
- enabling / disabling quick-starting or auto-recording;

The screenshot shows a web interface for user settings. On the left is a sidebar menu with options: CONTACTS, CONFERENCE BRIDGE, VOICEMAILS, MY PROFILE, SETTINGS, and LOGOUT. The 'SETTINGS' option is selected. The main content area is titled '3001 SETTINGS' and contains a sub-menu with 'Personal Attendant', 'Call Forwarding', 'Speed Dials', and 'User Settings' (highlighted). The 'User Settings' section is titled 'Conference Bridge' and contains the following settings:

- Room:** A dropdown menu currently set to 'Sales_Conf'.
- Enabled:** A checkbox that is checked.
- Name:** A text input field containing 'Sales_Conf'.
- Moderator PIN:** A text input field containing 'PIN'. Below it is a note: "Moderator access code for audio conference. Can be empty. If set, a participant PIN must also be set. Users logged in using this pin are automatically recognised as moderators."
- Participant PIN:** A text input field containing 'PIN'. Below it is a note: "Participant access code for audio conference. Can be empty."
- Max. members:** A text input field containing '0'. Below it is a note: "The maximum number of call legs to be allowed by this bridge. 0 means unlimited."