

# Conference Panel

## Yeastar S-Series VoIP PBX

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# Conference Panel

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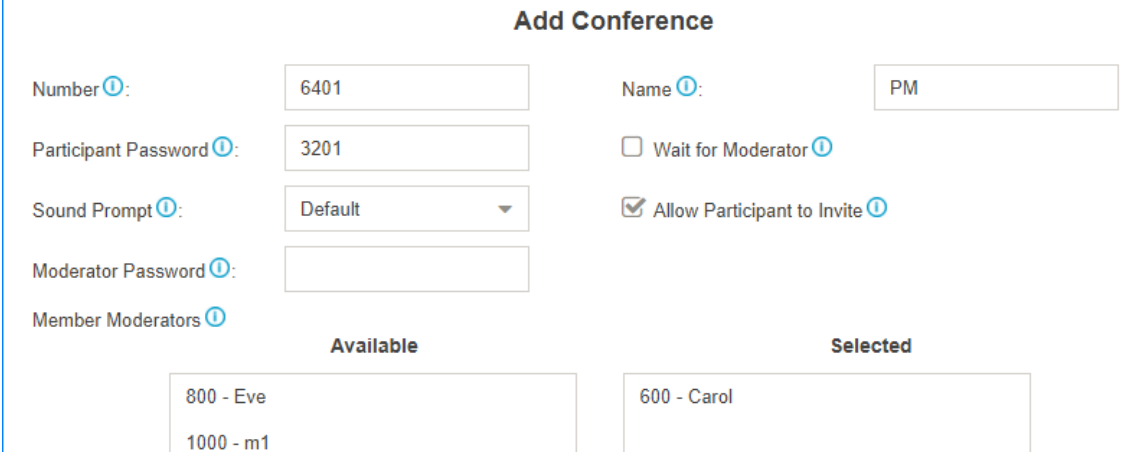
Conference Panel App can realize all conference management based on Web. You can initiate and administrate a conference on Web.

## Add a Conference

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To make a conference call, you should add a conference on the PBX first.

1. Go to **Settings**→**PBX**→**Call Features**→**Conference**, click **Add**.
2. On the configuration page, configure the Conference.



**Add Conference**

Number ⓘ: 6401      Name ⓘ: PM

Participant Password ⓘ: 3201       Wait for Moderator ⓘ

Sound Prompt ⓘ: Default       Allow Participant to Invite ⓘ

Moderator Password ⓘ:

Member Moderators ⓘ

Available	Selected
800 - Eve	600 - Carol
1000 - m1	

- **Number:** The extension users need to dial this number to join the conference.
- **Name:** Set a name for the conference.
- **Participant Password:** Optional. If the password is set, users need to input the correct PIN to join this conference.
- **Wait for Moderator:** If this option is checked, the conference participants could not hear each other until the moderator joins in the conference.
- **Sound Prompt:** Select the sound prompt used for the login and logout of conference members.
- **Allow Participant to Invite:** Whether to allow the participants to invite users to join the conference.
- **Moderator Password:** The moderator doesn't need to enter a password to join the conference. If a user enter this password to join the conference, he/she will act as the conference moderator.
- **Member Moderators:** Select the conference moderators.

3. Click **Save** and **Apply**.

## Add Contacts on Conference Panel

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You can add groups of contacts on the conference panel, and select a desired group of contacts to invite them to a conference. Contact groups will help you invite conference members efficiently.

1. On the **Conference Panel**, click **Conference Contacts**.
2. Click **Add** to add a contact group.
3. Set the contact group name.
4. Choose which type of contacts to add.
  - **Extension:** Choose an extension number or the extension user's mobile number.
  - **Custom:** Add an external number.




**Note:** For external number, you need to add prefix before the phone number according to the PBX's outbound route pattern. For example, if the outbound route pattern is 9. and strip 1 digit; you need to add digit 9 before the contact phone number.

5. Click **Add**.
6. Repeat step 4 and step 5 to add another contact.
7. Click **Save**.

## Invite Contacts on Conference Panel

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You can invite contacts to join a conference on the Conference Panel.

1. On the **Conference Panel**, choose a conference, and click .
2. Click **Open Contacts** to open your [contact group](#).
3. Click **Add** to add an individual contact.
4. Select the desired contacts, click **Invite Selected**.

The PBX will call the invited contacts. If the contacts answer the call, they will join the conference.

## Operations on Conference Panel

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During the conference, you can manage the conference on the Conference Panel.



: click this icon to invite an individual contact.



: click this icon to kick the contact from the current conference.



: click this icon to mute the contact.



: click this icon to unmute the contact.



: click this icon to delete the contact from the conference.