Conference Panel

Yeastar Cloud PBX

Version: 1.0.4
Date: 2024-08-01

Contents

Conference Panel

Conference Panel App allows you to establish a multiparty call, monitor and manage the conference call on web pages.

Features

- Instant conference
- Dial-in conference
- Check conference status
- Add/Delete conference members
- Change status of conference members
- Phonebook

Manage Conference Contacts

Phonebook allows you to quickly select contacts before initiating a conference call. You can add a phonebook on Conference Panel or save members' information as a new phonebook after a conference is concluded.

Add a phonebook

1. Log in **Conference Panel**.
2. Click **Conference Contacts** tab, and click **Add** to create a phonebook and add contacts.
3. Enter **Group Name**.

   > 📝 **Note:**
   > Special characters like `&""\<>'|$` are not allowed.

4. On **More** section, select the type of phone number and add a contact, then click **Add**.
   - **Extension**: Select an internal contact on PBX. For the internal contact, you can select either an extension number or an associated phone number.
     - **Extension**: The extension number will be saved on the phonebook.

◦ **Mobile Number**: Select the checkbox of **Mobile Number**. The mobile number will be saved on the phonebook while extension number will not be displayed.

> ✏️ **Note:**
> If a prefix is specified for the outbound route which is available to the extension, you should set the corresponding prefix for mobile number.

• **Custom**: Add an external contact to phonebook by mobile number.

Select **Custom**, enter **Number** and **Name**, and click **Add**.

> ✏️ **Note:**
> If a prefix is specified for the outbound route which is used to dial external numbers out, you should set the corresponding prefix of the phone number.

5. Click **Save** to save the phonebook.

Save a phonebook

If you invite a contact who is not available on the phonebook to the conference, you can save the contact as a new phonebook. You can quickly select the contact from phonebook next time you want to initiate another conference.

1. Log in **Conference Panel**.

2. Select a conference, and click 🔁 to enter the specific conference page, which displays all members in the conference.

3. Click **Save Contacts**, system saves all members in the conference as the phonebook by default.
   You can delete members who are not required to join the follow-up conference.

   - **Delete one by one**: Click 🗑 beside the contact who you want to delete.
   - **Bulk delete**: Select contacts who you want to delete, and click **Delete**.

4. Enter **Group Name**.

> 📝 **Note:**
> Special characters like &""\<>'|$ are not allowed.

5. Click **Save**.

Conference List

Click **Conference List** tab, you can view the created conference, in-conference members, and start time of each conference. You can also go to the specific conference page to monitor and manage conference.

Go to the specific conference page

1. Go to PBX web interface, and go to **Conference Panel**.
2. Click **Conference List** tab.
3. Select a conference, and click ⟳ to go to the specific conference page.
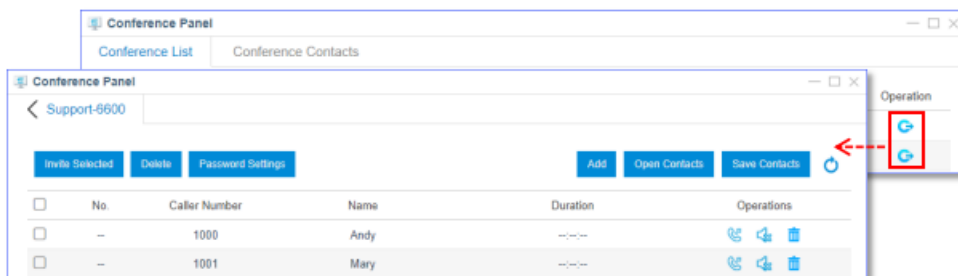
Dial-in Conferencing

You can set up a meeting in advance. Members can dial the conference number at the scheduled time to join the conference.

An internal user joins the conference

An internal user can directly dial the conference number to join the conference. For example, an extension user can dial 6400 to join conference 6400. If a participant password is required, extension users should enter the password. Only password is authenticated can extension users join the conference.

An external user joins the conference

To allow external users to join the conference, you should set the destination of an inbound route to conference, and inform external users of the phone number for the trunk which is used in the inbound route. External users will be routed to the conference after dialing the trunk number.

1. Log in PBX web interface, and go to **Settings > PBX > Call Control > Inbound Routes**, add an inbound route.
2. Enter the inbound route name.
3. Select a trunk.
4. In the **Destination** field, select **Conference** and select a specific conference.

5. Click **Save** and **Apply**.

   External users can dial phone number of the selected trunk to join the conference.

Dial-out Conferencing

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

Log in PBX web interface and go to **Conference Panel** to add phone number of the contact who you want to invite. Select the contact and click **Invite Selected** to place the conference call. The contact joins the conference when he/she answers the call.
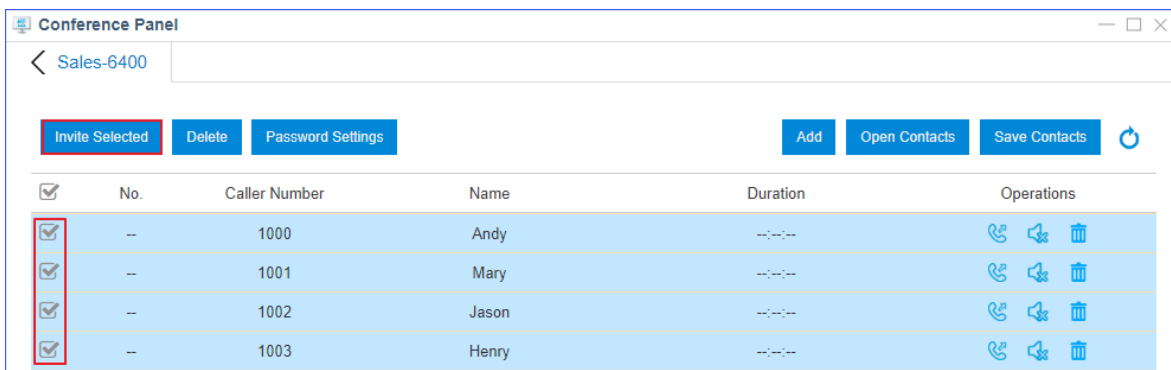
1. Log in PBX web interface, and go to **Conference Panel**.
2. Click **Conference List** tab.
3. Select a conference, and click ⟳ to enter the specific conference page.
4. Click **Open Contacts**, and select contacts who you want to invite from phonebook.
   - Select the checkbox of a phonebook, then all contacts will be selected.
   - Click ⊞ to unfold the phonebook, and select the desired contacts.
5. Click **OK** to add contacts to the current conference.

   Add: You can also click **Add** to add contacts who are not available on the phonebook.
6. Invite contacts to join the conference.

   Password Settings: Click **Password Settings**, you can change participant password. By default, the field is null, which means that users are not required to enter password when they join the conference.

   - Select all members, and click **Invite Selected**.
   - To select a member, click 📞 beside the contact that you want to invite.

Phones of all members who receive the conference call will ring, and the conference number is displayed as caller ID. When the call is answered, members will be prompted that they are invited to the conference call.

Control Online Conferences

During a conference call, the administrator can manage the conference either on Conference Panel App or on phones.

Control conferences on web pages

🔇 : Click the icon to mute the member.

🔊 : Click the icon to unmute the member.

👤 : Click the icon to kick the member out of the conference.

🗑 : Click the icon to remove the member from the conference list.

Control conferences on phones

During a conference call, members can press * to enter conference voice menu, and operate according to the voice prompt.

The conference moderators and other members have different voice menu, check the following table for details.

Moderator - Voice Menu	
1	Mute or unmute yourself.
2	Lock or unlock a conference.
3	Kick out the last member to join the conference call.
4	Turn down the conference volume.
6	Turn up the conference volume.
7	Turn down your own volume.
8	Exit from voice menu.
9	Turn up your own volume.
Other Conference Members - Voice Menu	
1	Mute or Unmute yourself.
4	Turn down conference volume.
6	Turn up conference volume.
7	Turn down your own volume.
8	Exit from voice menu.

9	Turn up your own volume.