

# Editing Conferences

Choose **Conference Server - Conferences** in the main menu. The existing conferences in the system will be shown. Choose **Edit** in the row of the conference you wish to edit to see the details for that conference.

Using the tabs you can select various groups of parameters.

Once you have made any necessary changes, click on **Save** below the table. This returns you to the list of conferences. There, you can **Delete** any unneeded conferences.

## Master Data

Here you can change the name of the conference.

## Service Numbers

A list of service numbers by means of which participants can call a conference is shown here. Use **New** in the toolbar to add a further service number. Use **Edit** to change the details for a particular service number. The fields shown may vary depending on the conference model used. The following table shows all possible parameters:

Service Number	The service number
Role	The <a href="#">Conference Role</a> which is given to callers using this service number.
Maximum Participant Count	The maximum number of participants in the conference, who can call using this service number.
Lobby Waiting Room	The conference has a "Lobby" in which participants wait for the conference to start. Before the conference starts participants cannot speak with oneanother.
With Name Recording	Callers are prompted to record their names before entering the conference.
Speaker / Language	The speaker and language of the prompts played to callers on this service number.
Intro Prompt	The choice of a welcome prompt played to participants at the start of the call.
Custom Intro Prompt	The welcome prompt to be played to participants if the previous parameter is set to <i>Individual Prompt</i> .
Model / Menu Prompt	The choice of a menu prompt to be played to callers
Custom Menu Prompt	The menu prompt to be played to participants if the previous parameter is set to <i>Individual Prompt</i> .
Operator Info Prompt	The prompt to be played if participants choose the operator information menu item.
Custom Operator Info Prompt	The operator info prompt to be played to participants if the previous parameter is set to <i>Individual Prompt</i> .
Prompt enter conference room	The prompt to be played when callers enter the conference room.

Prompt participants already present	The prompt to be played announcing the number of participants already present when entering the conference room.
Jingle when new participant enters room	The jingle which will be played when new participants enter the conference
Lobby Music	The music to be played when participants are in the lobby

## Presentation

This tab is only available for the following conference models:

- No PIN - conference determined from service number
- PIN Management - conference and role determined by PIN





Here you can setup a presentation for the conference. The URL can be used with the password to view the presentation when the conference is being held. Presentations can be configured using **Conference Server - Presentations**.

## PINs

This tab is only available for the following conference model:

- PIN Management - conference and role determined by PIN

Here you can see a table of numbers, which allow callers to access the conference with the corresponding role. Example:

PIN 	Conference	Role	Locked From	Locked To	Maximum Participant Count	Action
233070	Test PIN-Verwaltung	Manager			2	<a href="#">Edit</a>   <a href="#">Delete</a>
440067	Test PIN-Verwaltung	Speaker			2	<a href="#">Edit</a>   <a href="#">Delete</a>
2 Records in Total. Showing 2 Records from 1 to 2. Page 1 of 1.						  

Use **New** in the toolbar to create a new PIN. Use **Edit** in the row of a PIN to change parameters pertaining to that PIN. In the form, enter the following data:

PIN	This number is generated by the system.
Conference Role	The <a href="#">Conference Role</a> which is given to callers using this PIN.
Locked from / to	You can lock the pin for a certain period of time using this setting.
Maximum Participant Count	Configure the maximum number of participants who can dial in using this PIN.

Using the option **Export CSV** you can export the PIN list to a CSV file.

You can manage PINs using the function **Conference Server - Conference PINs**.

## PIN Lock

This tab is only available for the following conference model:

- PIN Management - conference and role determined by PIN

The PIN lock applies to all PINs assigned to the conference. A locked PIN can not be used to dial into the conference. Provide the following information:

Lock Type	<i>When conference ends</i>  <i>Interactive</i> - the manager can set the lock manually  <i>None</i> - no lock
Lock Delay (Min)	The lock is applied after the configured number of minutes.
Locked for (Days)	The number of days the lock is applied for.

Make the required settings and click on **Save**.

### **Recording PINs**

Here you can view a list of recording PINs created for this conference.