

Inclarity User Guide

Conference Bridge v1 23/10/2019 CJT

Introduction

A conference bridge is a dedicated number that can be assigned to a user separate from their DDI number to allow them to host calls with a large number of participants. Conference bridges allow up to 100+ participants on any one call with predefined Moderator and Participant ID's to allow access to a conference call for security and peace of mind.

Conference Bridge Access

The conference bridge can be accessed by dialling the public access number from any number on the hosted platform or from an external line. This information can be found at Subscriber level on SMT or through the users Phone Manager portal:

EDIT SUBSCRIBER [SUB:00189538 POLY VVX101] - CONFERENCE BRIDGE

[Inclarity Test Partner](#) / [Inclarity Test Direct Sales](#) / [Chris Tucker Demo](#) / [Chris Playaround](#) / [Poly VVX101](#)

Enabled:

Moderator Email: [\[Use default email\]](#)

Public Access Number:

Conference Id: **863485**

Moderator Pass Code: **815536** [\[reset\]](#)

SMT

Conference Bridge Settings

Public Access Number: **+441702671465**

Moderator Pass Code: **815536** [\[reset\]](#)

Participant Pass Code: **863485** [\[reset\]](#)

Moderator Email:

Phone Manager

To join or host a conference call a user dials the number assigned to the conference bridge (Public Access Number) where they will be asked to key in their conference room number for the room that they wish to attend.

At this stage Moderators/ Hosts will need to enter their Moderator code and other participants should enter the Conference ID/ Participant code.

All who enter the conference bridge will be prompted to record their name before entering the conference.

The conference will not begin until the Moderator joins the conference.

Conference Bridge Options

At any time throughout a conference call Moderators and Participants have a number of options available to them, these can be initiated by pressing * on your phones dial pad.

Moderator Commands:

- * - Help - Menu options
- 0- Transfer to the operator (This will remove you from the conference and you will be prompted to enter your details again)
- 1 - Mute or unmute
- 2 - List of participants
- 3 - Lecture Mode (mutes all other participants)
- 4 - Lock (or unlock) conference to prevent new participants joining
- 8 - End conference
- # - Return to the conference

Participant Commands:

- *- Help - Menu options
- 0- Transfer to the operator (This will remove you from the conference and you will be prompted to enter your details again)
- 1 - Mute or unmute
- 2 - List of participants
- 9 - Log in as moderator
- # - Return to the conference