

# Conference Pro

103 Mark Simcoe Tue, Aug 1, 2017 [Applications Modules](#) 2061

## Overview

Conference Pro is an add-on to the existing Conferences module found in the PBX. Conference Pro allows end users to manage conference settings from the user control panel (UCP). Admin users can also easily create conference room IVRs and choose which conference rooms are part of the conference IVR.

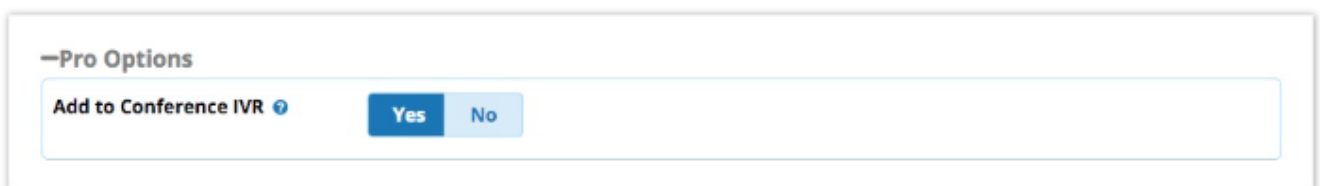
## Creating, Editing, and Deleting Conference Rooms

Please see the Conference Module User Guide for instructions.

## Adding a Conference to the Conference IVR

Conference Pro enables the option to add a conference to the conference IVR. This option is found in the Conference module (not the Conference Pro module). There, under **Pro Options**, you can select whether to add the conference room to the conference IVR. The default option is **No**.

*In the example below, **Yes** is selected, meaning the conference will be added to the conference IVR. This option is only available in the Conference module when you have the Conference Pro add-on.*



The screenshot shows a user interface element titled "Pro Options". Below the title is a toggle switch labeled "Add to Conference IVR" with a help icon. The toggle is currently set to "Yes", which is highlighted in blue, while "No" is in a light blue box.

## Conference Pro IVR Options

The Conference Pro module allows you to choose an announcement for the Conference IVR and view which conferences are included in the IVR. These conference rooms can be directly dialled from the built-in Conference IVR.

The conference list cannot be edited here directly. To add a conference to the IVR, or

remove one from the IVR, go to the Conferences module and adjust the **Add to Conference IVR** setting as described above.

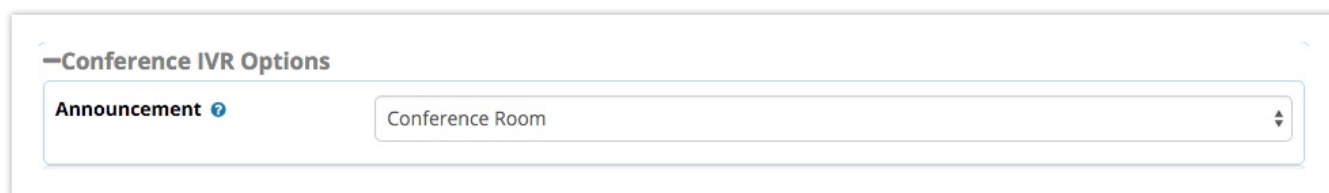
## Logging In

- In the top menu go to **Modules / Applications**
- In the drop-down menu go to **Conferences Pro**

## Selecting an Announcement

The conference room IVR can play an announcement of your choice. Please note, there is no default option. By default, no recording is played. You can choose from your available system recordings. To create a new recording, visit the System Recordings module.

Select a recording from the drop-down menu.



The screenshot shows a web form titled "Conference IVR Options". Inside the form, there is a section labeled "Announcement" with a blue information icon. To the right of this label is a dropdown menu currently displaying "Conference Room". The dropdown menu has a small upward and downward arrow icon on its right side.

Click the **Submit** button, then click the **Apply Config** button.

You can now route calls to the Conference Pro IVR by choosing it as a destination in another module.

## Managing Conference Room Access for UCP Users

With Conference Pro, you can grant users access to one or more conference rooms in the User Control Panel (UCP). Users can then log into UCP to view and manage settings for the allowed conference(s) as well as invite contacts to participate. A user can manage and be part of multiple conference rooms. Conference rooms can be managed by multiple users.

The User Management module is used to grant or deny privileges, including access to conference rooms, for UCP users. These instructions assume that you are familiar with

creating and editing users in the User Management Module. For full instructions, please see the User Management Module.

The User Management module affects a user's access to conference rooms in UCP, but does not affect the user's ability to dial into a conference room directly. To restrict an extension's ability to dial into a conference room, please see Class of Service.

Navigate to the User Management Module.

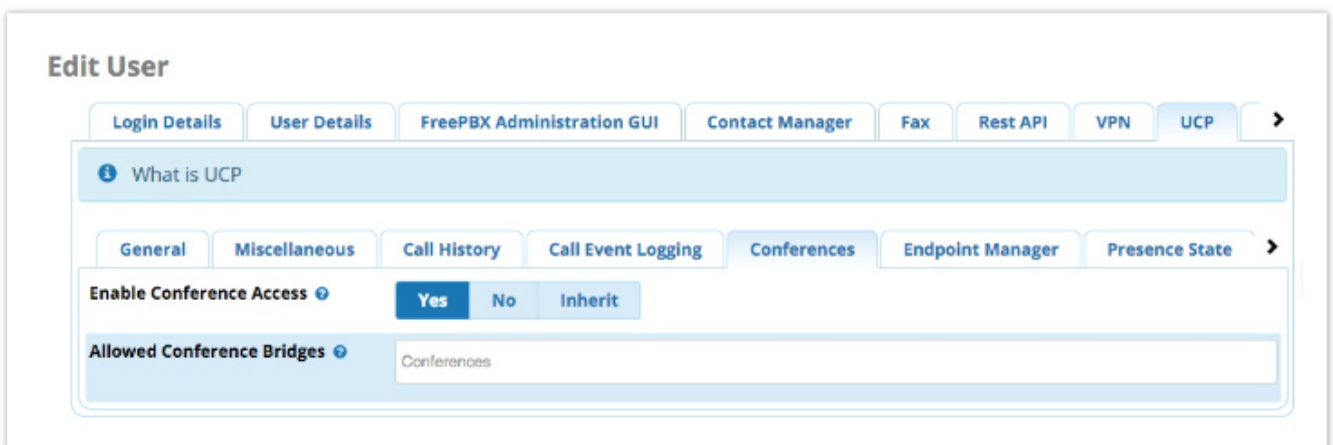
- In the top menu, go to **Modules / Admin**
- In the drop-down menu, go to **User Management**

Select an existing user or create a new user.

Navigate to the Conferences section.

- Select the **UCP** tab for the user.
- Select the **Conferences** tab in the bottom row of tabs.

You should now see a screen similar to below:



The screenshot shows the 'Edit User' interface. At the top, there is a header 'Edit User' and a row of tabs: 'Login Details', 'User Details', 'FreePBX Administration GUI', 'Contact Manager', 'Fax', 'Rest API', 'VPN', and 'UCP'. The 'UCP' tab is selected. Below this, there is a section titled 'What is UCP' with an information icon. Underneath, there is another row of tabs: 'General', 'Miscellaneous', 'Call History', 'Call Event Logging', 'Conferences', 'Endpoint Manager', and 'Presence State'. The 'Conferences' tab is selected. The main content area shows 'Enable Conference Access' with three buttons: 'Yes' (highlighted in blue), 'No', and 'Inherit'. Below this, there is a section titled 'Allowed Conference Bridges' with a text input field containing the word 'Conferences'.

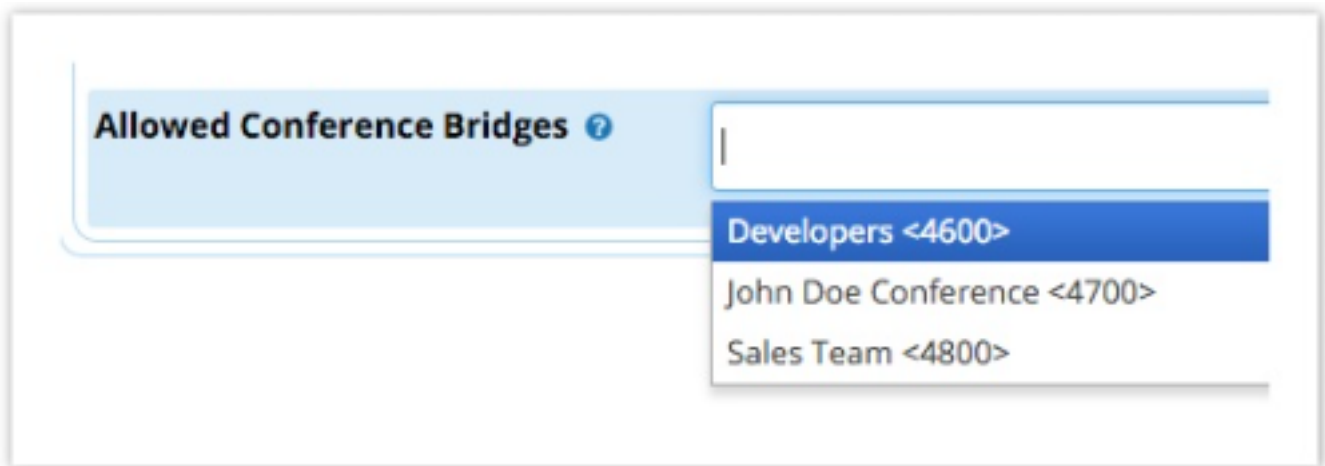
Enable Conference Access

**Yes / No / Inherit:** Whether to give the user access to conferences in the User Control Panel. "Inherit" means to inherit the setting of the group this user is part of.

## Allowed Conference Bridges

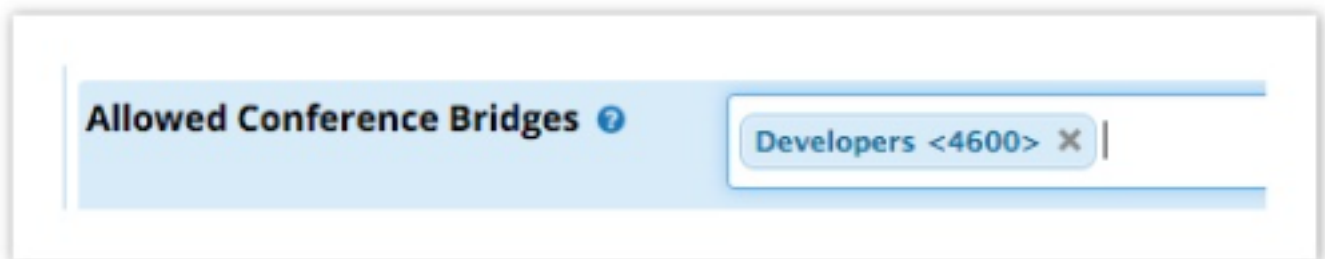
By default, no conferences are allowed, and this field will contain the grayed-out word "Conferences" at first. Use this field to list one or more conference rooms the user will have access to. You can come back to this section at any time to add or remove conferences from the user's access privileges.

Click in the field to display a drop-down menu of available conference rooms. Select a conference room by clicking on its name in the list. You can also start typing in the field to narrow the list.



The screenshot shows a light blue rectangular box with a rounded top-left corner. Inside, on the left, is a label "Allowed Conference Bridges" followed by a small blue question mark icon. To the right of the label is a white text input field. A dropdown menu is open from the input field, showing three options: "Developers <4600>" (highlighted in blue), "John Doe Conference <4700>", and "Sales Team <4800>".

The selected conference will appear in the **Allowed Conference Bridges** field. Click the **X** if you need to remove a conference from the allowed list.



The screenshot shows the same light blue box. The label "Allowed Conference Bridges" and the question mark icon are still present. The text input field now contains "Developers <4600>". To the right of the text is a small blue button with a white 'X' icon. The dropdown menu is no longer open.

Repeat the selection process if you wish to add additional conference rooms.

#### Allowed Conference Bridges

Developers <4600> 

John Doe Conference <4700> 

## Save

Click the **Submit** button, then click the **Apply Config** button.

For information on the conference control for users please see conferences in the UCP section of the site.

Online URL: <https://kb2.ic.uk/article.php?id=103>