

Hosted PBX by Golden West


Editing Conferences

There might be times when you need to edit conferences. For example, you might want to change the leader or participant PIN.

1. From the Conferences page, either:

- Click a name

OR

- Hover over a name, and then click the  icon at the far right of the Conferences page. For example:

Click a name or...

...click this icon

Name ^	Extension/Owner	Participants	Minimum to Start	Leader Required	Request Name	
54654	9878	0	1	✗	✗	  
Jim Conference	102	0	2	✓	✗	  
Test	800	0	1	✓	✗	  


Either step displays the Edit pop-up window. For example:

Edit 54654

Name


Type Dedicated conference bridge

Extension
Note: Extension cannot be changed

Direct Phone Number(s) 

Leader PIN

Participant PIN

Minimum participants to start 

Options Require a Leader to start
 Prompt all participants for their name
 Announce participant arrivals/departures

2. Complete the fields.

3. Click Save.