



## Conference Calls

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# Conference Calls

It is an old world, but the conference bridge is still a thing and we dare not remove this once core feature of any voice system.

**Conferencing** ⓘ

Guest PIN

Supervisor PIN

Type Allow all callers ▼

Record call ☐

**CANCEL** **SAVE**

1. Go to the **Switchboard**
2. Select the **number** you wish to set up as the conference number.
3. Select **Inbound** > Conferencing > Features
4. Click **Save** settings to update.

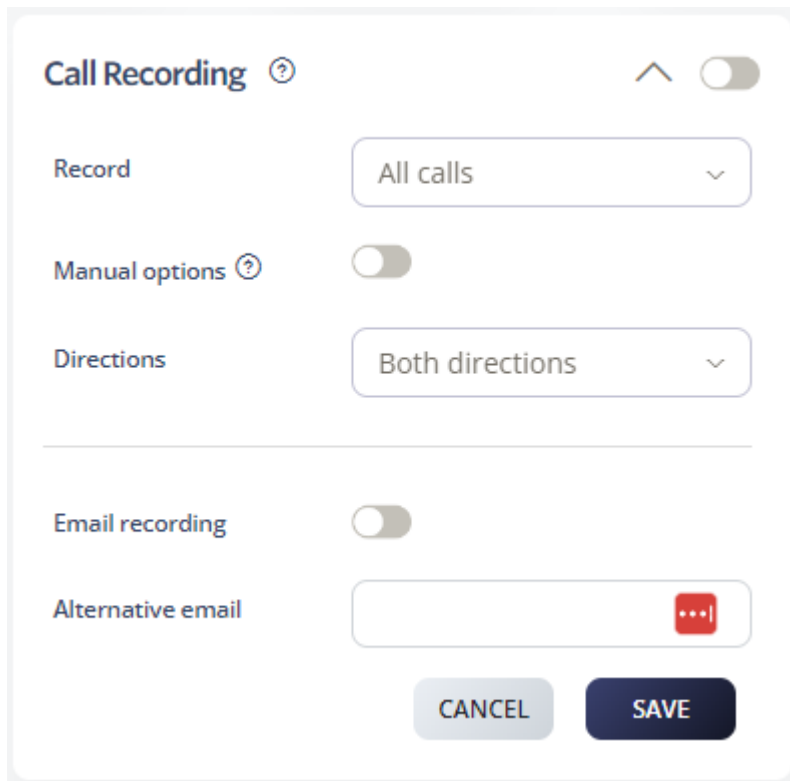
Set up a private audio Conference room so only selected numbers can ever dial in.

*Note: If you only want to allow chosen numbers to join the conference call, add the numbers in the box after selecting "allow selected callers" under type.*

### Transcript Recordings

Each conference can be automatically recorded if Call Recording is enabled. The recording will be sent to the email address on the number, or if no email address is set the recording

will go to the email address on the account.

A settings modal titled "Call Recording" with a help icon. It contains several settings: "Record" with a dropdown menu set to "All calls"; "Manual options" with a toggle switch turned off; "Directions" with a dropdown menu set to "Both directions"; "Email recording" with a toggle switch turned off; and "Alternative email" with an empty text input field and a red menu icon. At the bottom are "CANCEL" and "SAVE" buttons.

**Call Recording** ⓘ

Record

Manual options ⓘ ☐

Directions

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Email recording ☐

Alternative email

To control this feature

follow below:

1. Go to the **Switchboard**
2. Select **number**.
3. Select **Advanced** > Call Recording.
4. Click **Save** settings to update.