



ESI eSIP Evolution Series

Conference Panel Guide

Contents

Add a Conference	2
Add Contacts on Conference Panel	2
Invite Contacts on Conference Panel	3
Operations on Conference Panel	3

Conference Panel

Conference Panel App can realize all conference management based on the Web. You can initiate and administrate a conference on the Web.

Add a Conference

To make a conference call, you should add a conference on the PBX first.

1. Go to **Settings**→**PBX**→**Call Features**→**Conference**, click **Add**.
2. On the configuration page, configure the Conference.

The screenshot shows the 'Add Conference' configuration page. It has the following fields and options:

- Number:** 6401
- Name:** PM
- Participant Password:** 3201
- Sound Prompt:** Default
- Moderator Password:** (empty)
- Member Moderators:** (empty)
- Wait for Moderator
- Allow Participant to Invite

At the bottom, there are two columns: **Available** and **Selected**.

- Available:** 800 - Eve, 1000 - m1
- Selected:** 600 - Carol


- **Number:** The extension users need to dial to join the conference.
- **Name:** Set a name for the conference.
- **Participant Password:** Optional. If the password is set, users need to input the correct PIN to join this conference.
- **Wait for Moderator:** If this option is checked, the conference participants could not hear each other until the moderator joins in the conference.
- **Sound Prompt:** Select the sound prompt used for the login and logout of conference members.
- **Allow Participant to Invite:** Whether to allow the participants to invite users to join the conference.
- **Moderator Password:** The moderator doesn't need to enter a password to join the conference. If a user enters this password to join the conference, he/she will act as the conference moderator.
- **Member Moderators:** Select the conference moderators.

3. Click **Save** and **Apply**.

Add Contacts on Conference Panel

You can add groups of contacts on the conference panel and select a desired group of contacts to invite them to a conference. Contact groups will help you invite conference members efficiently.


1. On the **Conference Panel**, click **Conference Contacts**.
2. Click **Add** to add a contact group.
3. Set the contact group name.
4. Choose which type of contacts to add.
 - **Extension:** Choose an extension number or the extension user's mobile number.
 - **Custom:** Add an external number.

 **Note:** For external number, you need to add prefix before the phone number according to the PBX's outbound route pattern. For example, if the outbound route pattern is 9. and strip 1 digit; you need to add digit 9 before the contact phone number.

5. Click **Add**.
6. Repeat step 4 and step 5 to add another contact.
7. Click **Save**.

Invite Contacts on Conference Panel

You can invite contacts to join a conference on the Conference Panel.

1. On the **Conference Panel**, choose a conference, and click .
2. Click **Open Contacts** to open your [contact group](#).
3. Click **Add** to add an individual contact.
4. Select the desired contacts, click **Invite Selected**.


The PBX will call the invited contacts. If the contacts answer the call, they will join the conference.


Operations on Conference Panel


During the conference, you can manage the conference on the Conference Panel.

 : click this icon to invite an individual contact.

 : click this icon to kick the contact from the current conference.

 : click this icon to mute the contact.

 : click this icon to unmute the contact.

 : click this icon to delete the contact from the conference.