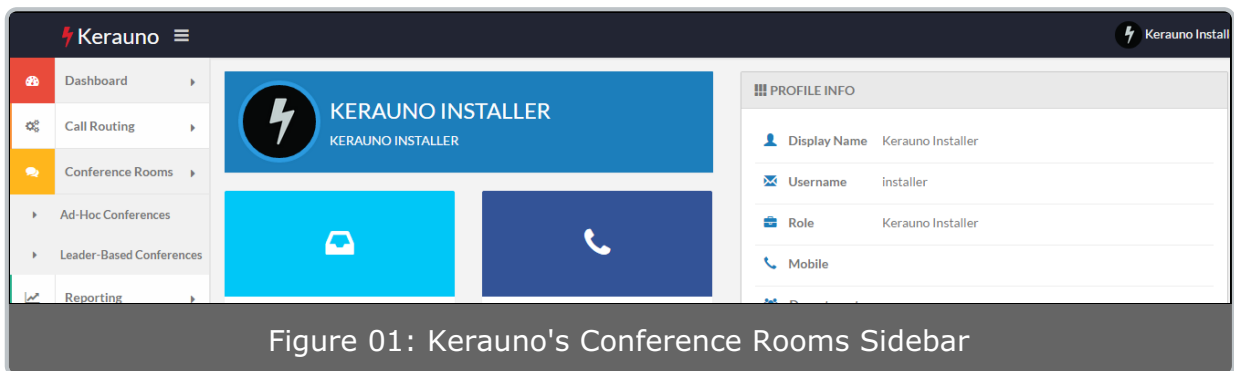


# Conference Rooms

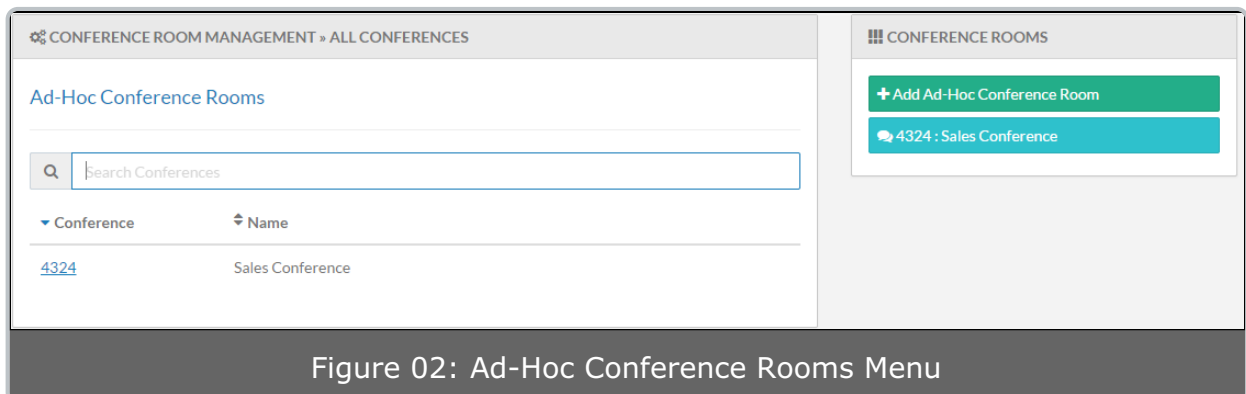
Last Modified on 12/02/2019 11:37 am EST

The **Conference Rooms** sidebar as shown in Figure 01 below allows the System Administrator to build and manage ad-hoc and leader-based conference rooms.



## Ad-Hoc Conferences

An ad-hoc conference bridge remains open and available at all times. Participants can enter and exit at will. No credentials are required to either open a conference bridge or participate in one. System Administrators can set up and manage ad-hoc conference rooms by using the menu as shown in Figure 02 below.



## Leader-Based Conferences

A leader-based conference requires both a participant and leader PIN to

operate. Participants may dial into the conference room before the leader has arrived, however they will be kept on hold. As the conference leader enters the leader PIN, all participants will bridge together and begin the conference call. As shown in Figure 03 below, the **Leader-Based Conferences** administration page is similar to the **Ad-Hoc Conferences** administration page. The only difference is the addition of PINs to the room summary.

CONFERENCE ROOM MANAGEMENT » ALL CONFERENCES

### Leader-Based Conference Rooms

Search Conferences

Conference	Name	User Pin	Admin Pin
<a href="#">4800</a>	Training Bridge 1	4800	480101

CONFERENCE ROOMS

- + Add Leader-Based Conference Room
- 4800 : Training Bridge 1

Figure 03: Leader-Based Conference Rooms Menu