



# Guide to Spitfire Hosted PBX 2.1 Conference Centers

This guide is designed to provide an insight on how to set-up Conference Centers and Conference Rooms.

On Spitfire's Hosted PBX 2.1 a "Conference Center" can have multiple "Rooms". This allows for one DDI (telephone number) to be used to access several simultaneous conferences using different "Rooms".

Customers should note that Spitfire's Hosted PBX 2.1 may not be suitable for larger conferences - if larger conferences are a requirement this should be discussed with the Customer's Account Manager.

## Configuring a Conference Center

Navigate to Configuration > Conference Centers, then click on the + button:

Name	Extension	Greeting	PIN Length	Enabled	Description
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Here you can name the conference center, give it an extension number, choose an appropriate conference greeting and select how many digits will be required for the PIN (used in rooms):

**Conference Center** [BACK] [SAVE]

**Name**   
Enter the conference center name.

**Extension**   
Enter the conference center extension number.

**Greeting**  [v]  
Select the greeting that is played before joining the conference room.

**PIN Length**   
Enter the minimum PIN length.

**Enabled**  [v]  
Select whether to enable or disable the conference center.

**Description**

[SAVE]

Be sure to click "SAVE"

Next click on "ROOMS" then click on the + button...

Conference Rooms

BACK SAVE

Conference Name	Conf 1
Room Name	Room 1 <small>Enter a name for the conference room.</small>
Moderator	8722 <small>Pin number for the moderators.</small>
Participant	5160 <small>Pin number for the participants.</small>
Users	<input type="text"/> <small>Assign additional users as administrators of this conference room.</small>
Profile	default <small>Conference Profile is a collection of settings for the conference center.</small>
Max Members	0
Schedule	From <input type="text"/> To <input type="text"/> <small>Set a start and stop datetime for this room.</small>
Wait for Moderator	True
Announce	True
Mute	False
Enabled	True
Sounds	False
Description	Room 1

SAVE

Here you can name the room change the PINS and choose from some relevant preferences.

*“Wait for Moderator” if set to true, means that Participants will hear Music until a moderator enters the conference, using the moderator PIN.*

*“Announce” if set to true, will prompt people to say their name on entering the conference.*

You can create additional rooms as required, to allow multiple conferences to run concurrently. Participants will enter the “Room” depending on which PIN they have been given.

## Configuring Inbound Routes

Using Inbound Routes, you can send a DDI to the “Conference Center” for external participants to join. Internal members can dial the conference extension number e.g. 4000. Navigate to Configuration, then Inbound Routes and click on the + button:

Destination

Inbound destinations are the DID/DDI, DNIS or Alias for inbound calls.

BACK SAVE

Type	Inbound <small>Select the type.</small>
Destination	442075019999 <small>Enter the destination.</small>
Context	public <small>Enter the context.</small>
Actions	4000 Conf 1 Conf 1
Caller ID Name Prefix	<input type="text"/> <small>Set a prefix on the caller ID name.</small>
Domain	shpbx03.spitfiresp.net
Enabled	True <small>Set the current status of this destination.</small>
Description	Conference Bridge <small>Enter a description for this destination (optional).</small>

SAVE