

Introduction

This cheat sheet contains all the information necessary to operate your VIP conference bridge. Conference bridges are a great way of meeting via telephone:

- Organizations can have more than one bridge.
- They can be combined with video conferences
- Each bridge can have a “leader” who can perform moderator duties.

Getting to your Conference Bridge

A conference bridge is assigned to an extension number by your VIP Office Manager. Internal users can call the extension number while outside callers must dial the outside number. Bridges may also be assigned an external phone number for callers outside the organization. If a leader is required to start a conference, all participants will be sent to a “waiting room” with hold-music.

Creating and Configuring Conference Bridges

Normally, your organization’s bridges were already created by Crexendo at startup. However, VIP Office Managers can create, edit, and delete conference bridges as needed. For training on this topic, refer to the VIP Portal for Office Managers training course.

VIP Office Managers can also create “owned” conference bridges where a normal user is designated as the “owner” of the bridge. For this type of bridge, the owner can also make changes to the bridge options. Bridge options include:

- Setting a leader and participant passwords (PIN)
- Require a leader to start conference
- Setting the minimum/maximum number of participants
- Require participants record their name
- Announce participants upon arrival/departure
- Set an outside call-in phone number.

Conference Bridge Leaders

All VIP Office Managers function as bridge leaders. In addition to the privileges mentioned above, leaders also have access to star codes during a conference which assist in moderating :

Star Code	Function
*6	Toggle mute for yourself ON/OFF
*71	Recording ON
*73	Recording OFF
*74	Decrease volume of others
*75	Reset volume of others
*76	Increase volume of others
*77	Decrease conference volume
*78	Reset conference volume
*79	Increase conference volume
*91	Announce list of active participants (if names are recorded)
*92	Toggle Announcements ON/OFF
*93	Disconnect all other participants
*94	Toggle Conference Lock ON/OFF
*95	Announce the number of active participants
*96	Mute all other participants
*97	Unmute all other participants