

Create and Edit Conference Rooms

Use this page when creating a new conference room or editing an existing conference room from **Configuration > Conference Rooms**.

The form screenshots below are separated by block where the application exposes separate sections. Complete the required values, review routing or destination references, and save the record.

Add and edit form

Information

Name:

Number:

Available from - to:

PIN:

Admin PIN:

Call Rate:

Announce users count

Announce user join/leave with review

Announce user join/leave without review

Play MOH when only one user

Allow access from users to menu with *

Allow access from admin to menu with *

Do not play message when first person enters

Wait for admin before starting the conference

Join user muted

Quiet

End the conference when the admin leaves

...

Conference Rooms add/edit form.

Main fields

Field	Description
Name:	Display name used in lists and references.
Number:	Dialed value, identifier, or matching value used by the PBX.
Available from - to:	Object setting shown by the form.
PIN:	Credential or PIN value. Treat it as sensitive.
Admin PIN:	Credential or PIN value. Treat it as sensitive.

Field	Description
Call Rate:	Object setting shown by the form.
announcecount	Object setting shown by the form.
announcenamereview	Display name used in lists and references.
announcenamenoreview	Display name used in lists and references.
playmoh	Object setting shown by the form.
allowmenu	Object setting shown by the form.
allowadminmenu	Object setting shown by the form.
donotplaymessage	Object setting shown by the form.
startwhenadmin	Object setting shown by the form.
joinusermuted	Object setting shown by the form.
quiet	Object setting shown by the form.
endwhenadmin	Object setting shown by the form.
talkeroptimization	Object setting shown by the form.
talkeradminoptimization	Object setting shown by the form.
record	Recording behavior or recording delivery setting.
Request PIN message:	Credential or PIN value. Treat it as sensitive.
Correct PIN message:	Credential or PIN value. Treat it as sensitive.
Correct admin PIN message:	Credential or PIN value. Treat it as sensitive.
Max user allowed:	Object setting shown by the form.
Send conference report to:	Object setting shown by the form.
Conference Server:	Server, host, or node selection used by the object.

Saving and deleting

Task	How to do it
Create	Select the new action from the Conference Rooms list, fill the required fields, and select Save.
Edit	Open the existing conference room, update the needed fields, and select Save.
Delete	Before deleting a conference room, check call-flow, destination, schedule, report, provisioning, or integration references. Use the row delete action or the form delete action when available, then confirm.

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