



## IPX Conference Bridge

IPX VOICErouter has a powerful conference bridge built in. Internally the default conference bridge number is 6400. Check with your system administrator if a direct dial number has been assigned for external callers to join.

### Entering a Conference

#### For Extension Users

Extension users can dial the conference number to enter the conference. Follow the prompts to enter a password if a “Participant Password” is set. Enter password followed by the “#” key. If you do not hear a prompt, no password has been set. The participant password will be provided by your system administrator.

Conference moderators will not need a password if calling from their own phone. If calling from another phone, or from outside the building, the moderator password will be used.

#### For External Users

Dial the number provided to join the conference. If a participant password has been set, you will be prompted for it. Otherwise you will be directly connected.

Conference moderators will need a moderator password if calling from outside the system or from a system phone that is not their own.

### Managing a Conference

During a conference call, the users can manage their conference experience by pressing “\*” key on their phone to access conference IVR menu.

Conference Moderator IVR Menu	
1	Mute/ un-mute yourself.
2	Lock /unlock the conference.
3	Eject the last user.
4	Decrease the conference volume.
6	Increase the conference volume.
7	Decrease your volume.
8	Exit the IVR menu.
9	Increase your volume.
Conference Participant IVR Menu	
1	Mute/ un-mute yourself.
4	Decrease the conference volume.
6	Increase the conference volume.
7	Decrease your volume.
8	Exit the IVR menu.
9	Increase your volume.