

# CooVox Series Web Conference User Guide

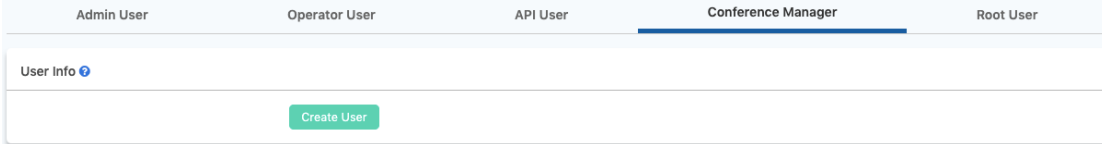
Software version: v3.2.0

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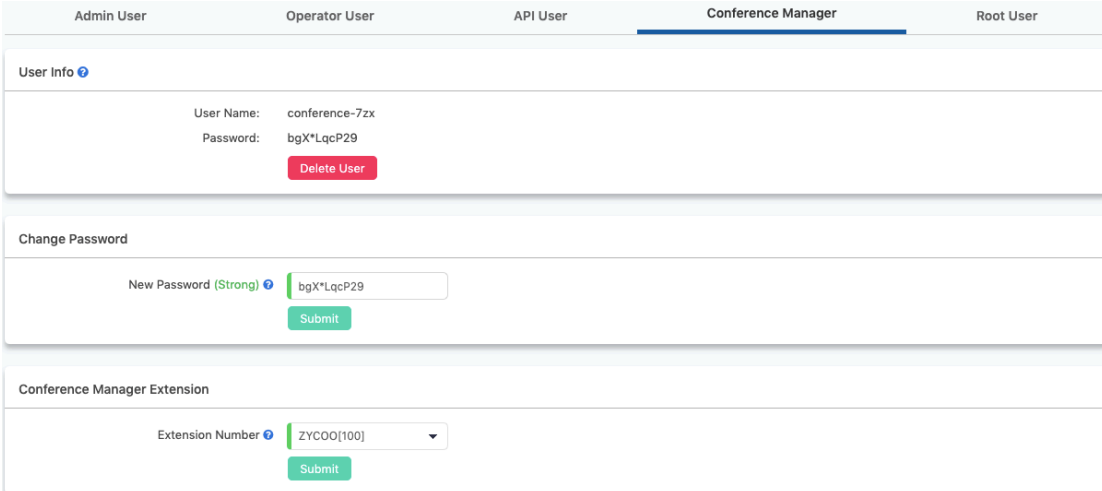
## Create Web Conference Manager

After upgrading to v3.2.0 version software, go to **Maintenance -> Users -> Conference Manager** page.



The screenshot shows the 'Conference Manager' tab selected in the navigation bar. Below the navigation bar, there is a 'User Info' section with a 'Create User' button.

Click on **Create User** to create a conference manager user account.



The screenshot shows the 'Conference Manager' tab selected. The 'User Info' section displays the following details:

- User Name: conference-7zx
- Password: bgX\*LqcP29

Below the 'User Info' section, there is a 'Change Password' section with a 'New Password (Strong)' field containing 'bgX\*LqcP29' and a 'Submit' button. At the bottom, there is a 'Conference Manager Extension' section with an 'Extension Number' dropdown menu set to 'ZYCOO[100]' and a 'Submit' button.

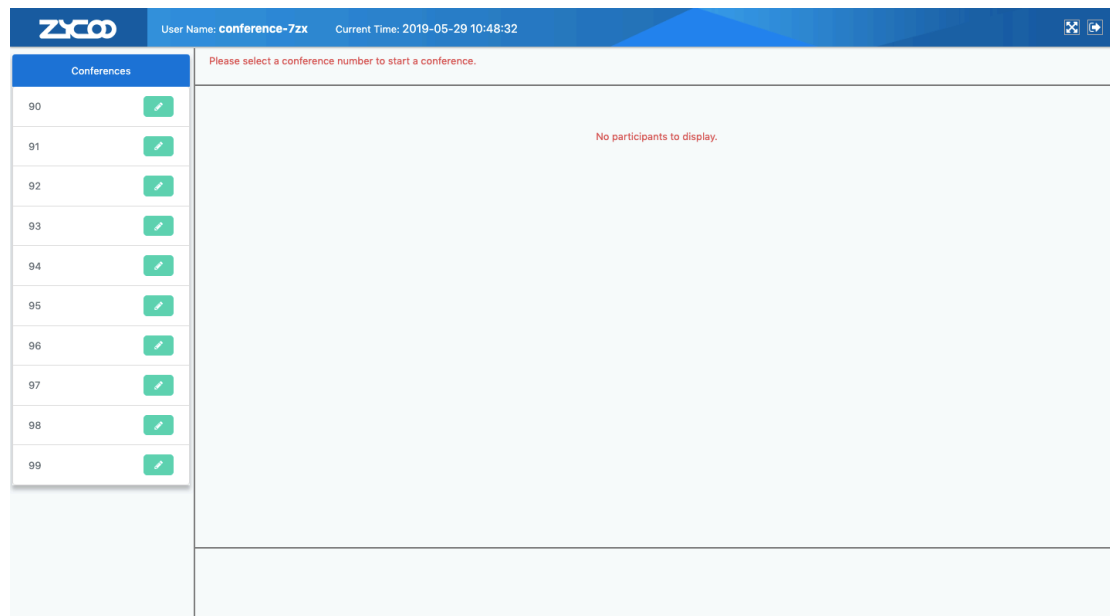
In the **Conference Manager Extension** section, select an extension number for the user account. This extension will be used by the conference manager to join and manage conferences from the Web interface.


After the above settings done, click on **Apply Changes** on the top right to make the conference manager account effective.

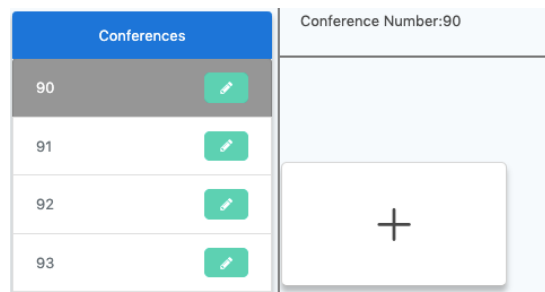
The user account will be generated with a random password. User name will be generated in "conference-xxx" format. Please share the credentials with the extension user who will be the conference manager.

## Start a Conference

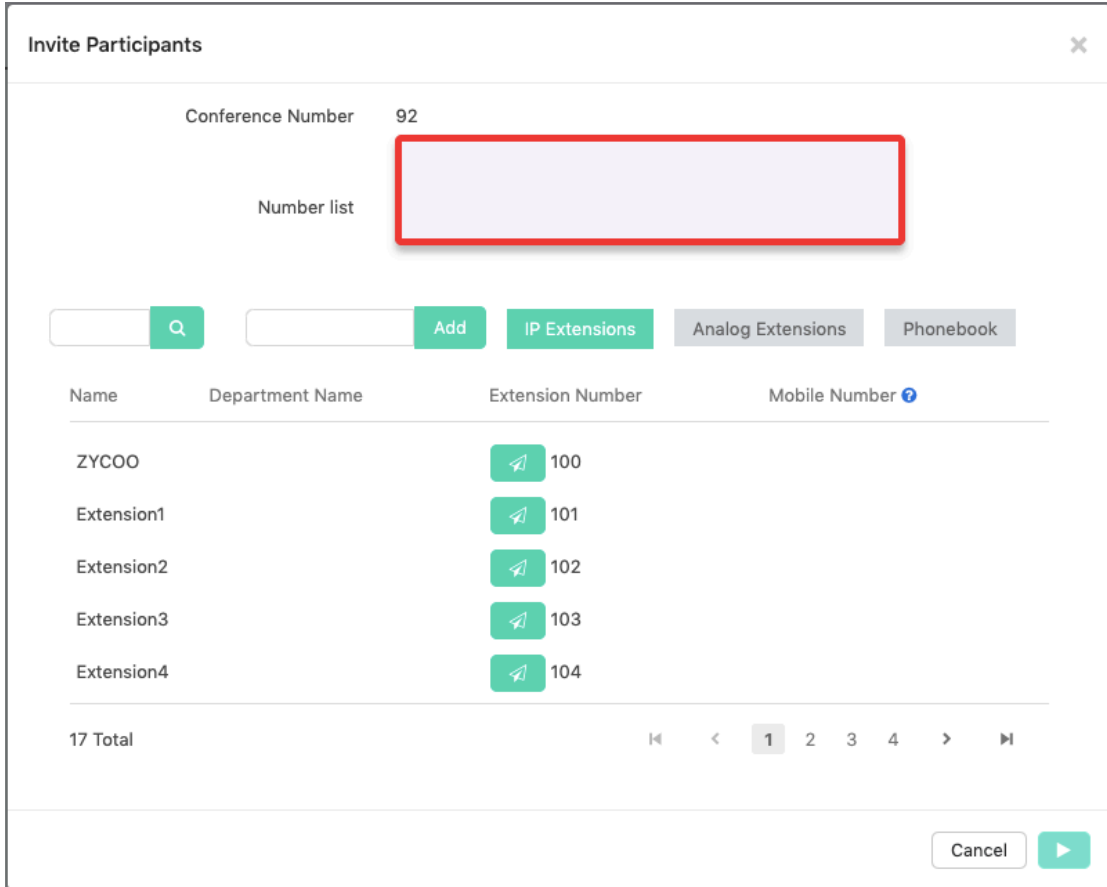
From the CooVox series Web UI login portal, use conference manager credentials to sign in. After login, the below screen will be shown.



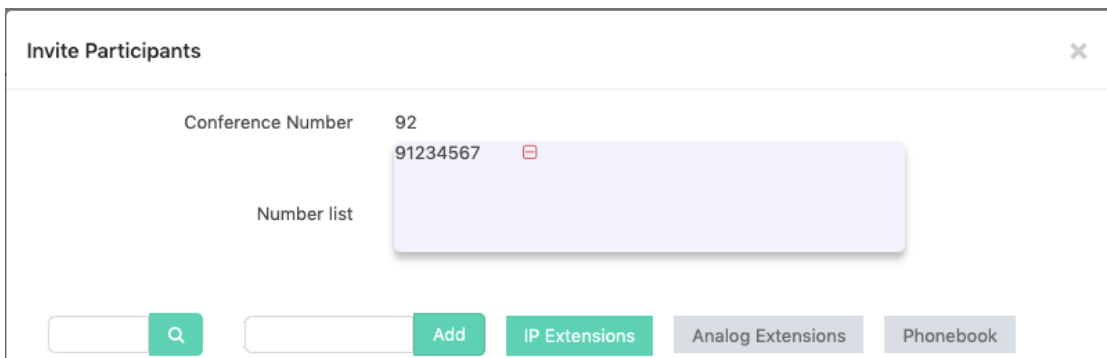
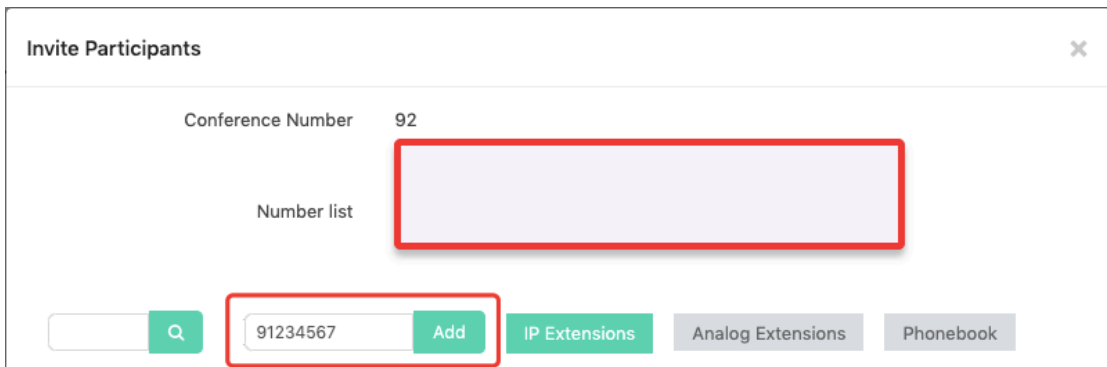
Before starting a conference, you may edit the conference settings by clicking on the  button of one of the conferences you want to use. After editing, click on the conference number to start a conference.





Click on the button with a “+” symbol to invite conference participants.



In the pop-up dialog, you can invite participants from extension list, analog extensions and phonebook. If the participants number is not in the contact list, you may type the number and add to the number list.



The extension numbers can be added to the number list by clicking on the  button. The external numbers will be added to the **Add** text box first, as these numbers might need to be added with dial prefixes to call out from the IP PBX trunk lines. Please add corresponding dial prefixes as per your outbound dial rules settings.

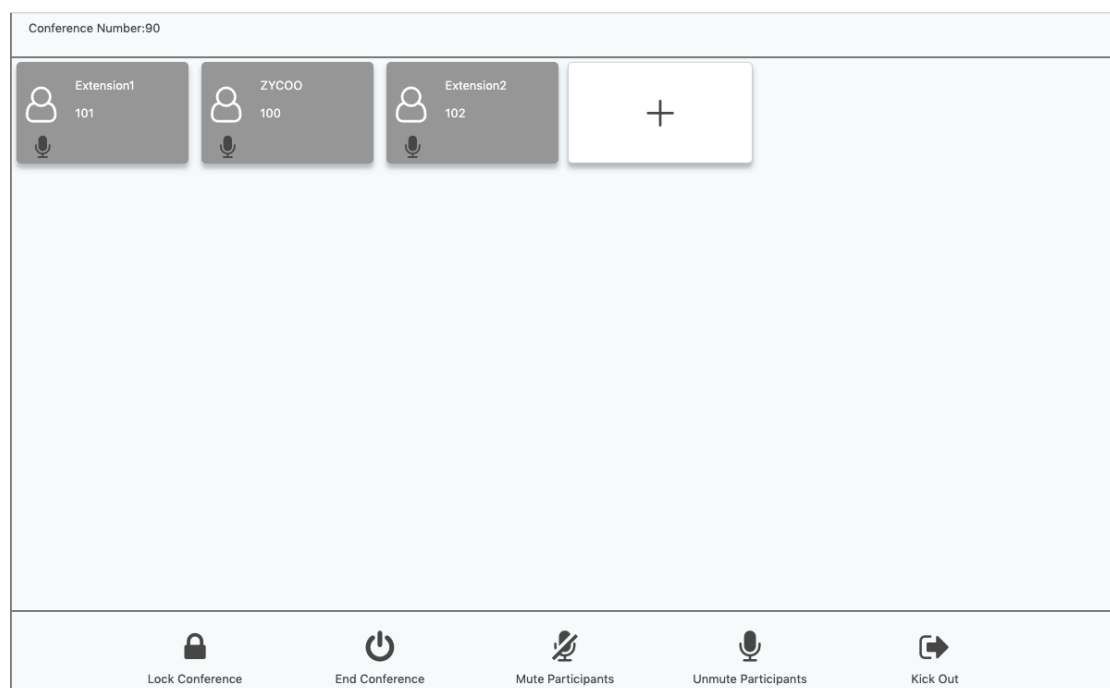
Once participant numbers been added to the **Number List**. Please click on the  button to start the conference.

**Notice:**

1. You can add maximally 14 numbers into the number list, including your own extension, you can start a 15-way conference by using Web conference manager.
2. You don't have to add your own extension into the number list, as when you start the conference, system will call your extension automatically to invite you to the conference.

## Manage Conference

Once a conference has been started, the participants will be listed, and there will be options for you to manage the conference.



The available options for conference manager, including lock conference, end conference, mute/unmute participants and kick out participants.

To mute/unmute and kick out participants, you need to select the participants first then click on the menu buttons.