

How To - Create Conference Bridge HUB & Personal Conference Bridges

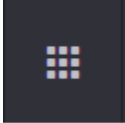
Description:

This article will show you how to do the following.

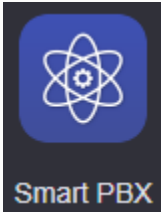
- Create Conference Bridge HUB & Personal Bridge

Methods:

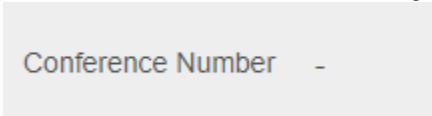
1. **Login to the Audian Portal.**
2. Click the **9 square button** at the top right of the screen.



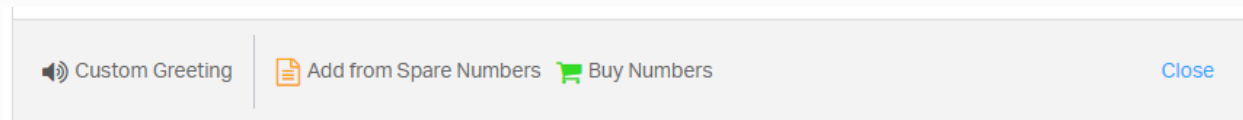
3. Select **Smart PBX** from the apps list.



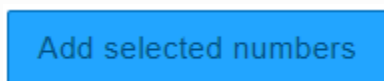
4. Click the **Conference Number** tab on the right.



5. Click **Add from Spare Numbers** or **Click Buy Number**.

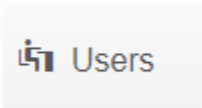


6. Select **the number(s)** that apply.
7. Click **Add selected numbers**.

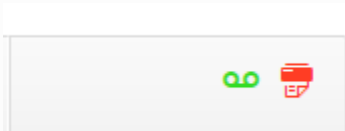


- This will enable the conference bridge hub and now you will need to enable a conference bridge for a user.

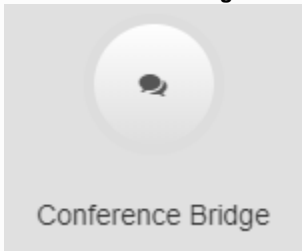
8. Click **Users** on the left.



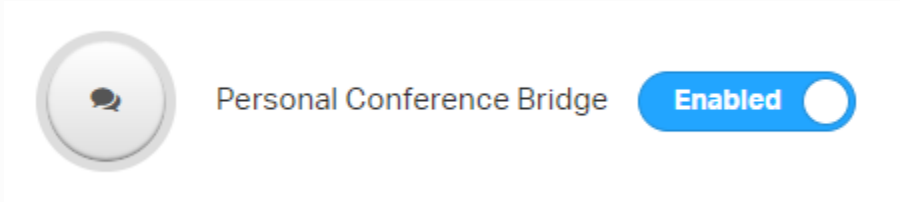
9. Click the **User Features** field for the preferred user.



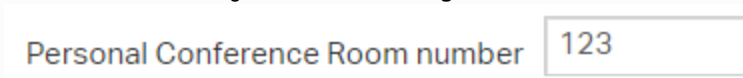
10. Click **Conference Bridge**.



11. Click the toggle to **Enabled**.



12. Set the Conference Bridge to a **3-4 number digit**.



13. Click **Save Changes**.

