

# How To - Control The Conference Manager App

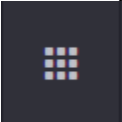
## Description:

This article will show you how to do the following:

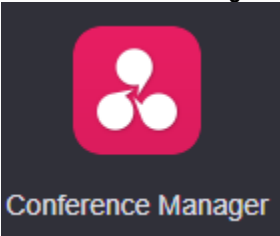
- How to access and manage a conference call using the Conference Manager application.

## Methods:

1. [Login to the Audian Portal.](#)
2. Click the **9 square button** at the top right of the screen.



3. Select **Conference Manager** from the apps list.



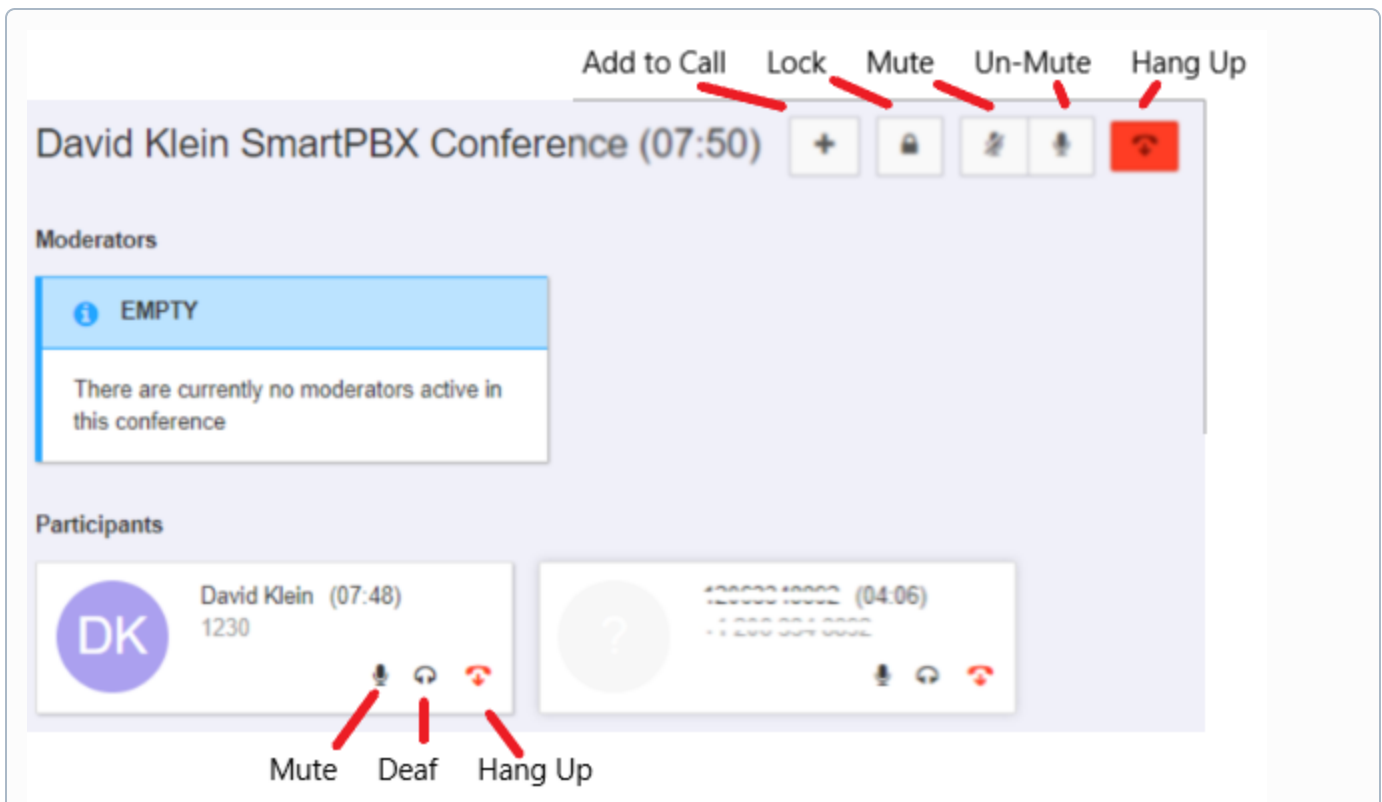
4. Locate your conference bridge and click the **view conference icon**.



CONFERENCE NAME	CONFERENCE #	PINS	OWNER	ACTIVE CALLERS
David Klein SmartPBX Conference	8764	- / -	David Klein	1

5. **Manage the conference** as you see fit.

## Controls:



- **Mute:** Either mutes the participant or all the participants.
- **Deaf:** Makes it so the participant cannot hear everyone else.
- **Hang Up:** This will either drop everyone from the conference or a single participant.
- **Lock:** This will lock the conference so no one else can enter.
- **Add to Call:** Will allow you to call other people into the conference room.

**Star Codes can also be used by users on the call:**

- **\*1 Mute/Un-Mute User:** This will mute/un-mute your microphone on the conference call.
- **\*4 Mute/Un-Mute Speaker:** This will mute/un-mute the other users on the call.
- **\*7 Hang Up:** This will hang up the call for your phone only. Other callers on the conference will still be connected.