



# Conferlink Control Portal

## Take Control with Conferlink Control Portal for Self Hosted Conferencing

Hosts can manage their conference from our online Conferlink Control Portal. This allows the Host full control over the conference, with the ability to view all participants on the call, mute and un-mute lines, and manage all conference settings.

This helpful interface provides a way to manage your call from any computer, tablet or smart phone with Internet access.

### Use Conferlink Control Portal to:

- See each line connected to your call
- Use the conference bridge to dial and join additional participants
- Mute a participant's line if there is background noise
- Start and stop the recording of your conference
- Disconnect a participant's line if their participation is no longer required
- Use the Conference Chat feature to communicate with individuals or all participants

Conferlink Control Portal also provides access to other convenient features such as view and print participant lists, roll call function and access to modify the settings for entry and exit tones.

Conferlink Control Portal is available as part of Telstra Conferlink Self Hosted Conferencing services.

For more information Call: 1800 011 080 option 1 or  
Email: [conferencing@team.telstra.com](mailto:conferencing@team.telstra.com)