Meridian Integrated Conference  Bridge

Tutorial

Standard
Version 1.00
May 27, 2010
User Name will be the first 10 Characters before the @ symbol of your email address

For Example:

epalmertree@hsc.edu

The user name would be:

epalmertre

For the first time logging in and if we ever have to do a password reset your default password will be six zeros …000000

We strongly recommend that you change your password immediately after logging in DO Not Leave it set to 000000. This is to ensure students or other unauthorized users do not gain access or use this facility
First time logging in you should change your Password

How Many days from this date do you want to look at
First time logging in or after a password reset your current password will always be 000000 (6 zeros)

New Password must be Digits only. Minimum length 4 Maximum length 16
Step #1: Scheduling a Conference
Schedule a New Conference

**General**

- **Subject:**
- **Number of participants:** 4
- **Select Date (Month, Day, Year):** May 27, 2010
- **Owner ID:** training1
- **Chairperson:** Training1

**Time**

- **Start time:** 10:30
- **Duration:** 1.00 hr

**Access Numbers**

- **Automatically assigned**
- **Choose a number:** 7291 (7290) conf (chair)

**Options**

- **Set Conference**
- **Reset Details**
- **Cancel**

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**Step #2 Open to View more Options**
Step #3 What is the Purpose of the Conference

Step #4 Number of Participants Including the host
## Schedule a New Conference

### General
- **Subject:**
- **Number of participants:** 4
- **Select Date (Month, Day, Year):** May 27, 2010

### Owner ID:
- **training1**

### Chairperson:
- **Training1**

### Time
- **Start time:** 16:30
- **Duration:** 1:00 hr

### Access Numbers
- **Automatically assigned**
- **Choose a number (7291 (7290) cont. (chair))**

### Password
- **User Password:**
  - **No password**
  - **Automatically assigned password**
  - **Define a password** (4 to 8 digits)

### Chairperson Password
- **Automatically assigned password**
  - **Define a password** (4 to 8 digits)

### Recurrence
- **Recurrence:** Recur Every
  - **Working day**
- **End after:** 02 occurrences

### Group Call Out
- **Automatically Group Call Out**
- **Trigger On:** Chairperson Entry
- **Call Out Group:** 1.test1

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**Step #5 Name of the Person**
Chairing/Hosting the meeting

**Step #6 What date is the meeting scheduled for**

**Step #7 What time is the meeting to start**
* Note time this is in Military time for example 12 noon is 1200, 1pm is 1300, 2pm is 1400 and so on

**Step #8 How long is the meeting expected to last.** Please be aware that if you only need an hour and you schedule your call for 4 you will be billed for 4. This is due to others may need the bridge but someone has locked it out and others can not use it

**Step #9 Look ahead to see if ports are available at the scheduled time for your call**
Total number of ports available that can be used to schedule a call

In this example, there are 8 spare out of 16 possible.

<table>
<thead>
<tr>
<th>Time</th>
<th>Free Ports</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100 to 1115</td>
<td>3</td>
</tr>
<tr>
<td>1115 to 1130</td>
<td>0</td>
</tr>
<tr>
<td>1130 to 1145</td>
<td>0</td>
</tr>
<tr>
<td>1145 to 1200</td>
<td>1</td>
</tr>
</tbody>
</table>
Step #10 Select a number for the Attendees either <7291 or 7293> and it associated number (Chairperson) <7290 or 7292> to use for the call. See next slide for more detail and Cautions.
Things to consider when deciding what numbers to use for the call

• Question #1: Will any attendees will be calling in Long Distance?
• Question #2: Can Attendees use a cell phone?
• Question #3: Are any of the attendees in the local calling area?
• Question #4: Are any of the attendees on campus?
• Question #5: How long will I really need this call to last?

➢ While we want you to use this feature as much and as often as possible, you must be considerate of other users. Scheduled, but unused time, will be billed to the initiating/scheduling department at $0.02 per minute. This needs to be considered to avoid unnecessary charges.

➢ The Chairperson is always given the option to extend an in-progress meeting (by 15 min. increments) this is assuming that there is no conflicting scheduled meeting.
Currently we have four Campus telephone numbers assigned to our Conference Bridge. Please see the next slide for more detail.

If you have questions or the information is not clear to you, please call us at extension 6021 or 6373.
People invited to attend a call the Hosts has scheduled are called Conferees.

Below is a list/summary of call-in number groups that can be used.

### Call-in Option 1

<table>
<thead>
<tr>
<th>Conferees will call</th>
<th>Host/Chairperson will call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Distance <strong>(877-821-7373)</strong></td>
<td><strong>(no toll free number assigned)</strong></td>
</tr>
<tr>
<td>On Campus 7291</td>
<td>On Campus 7290</td>
</tr>
<tr>
<td>Cell phone 434-223-7291</td>
<td>Cell 434-223-7290</td>
</tr>
<tr>
<td>Local call 223-7291</td>
<td>Local Call 223-7290</td>
</tr>
<tr>
<td>Note 877-821-7373 in the long distance network re-translates to forward to 7291</td>
<td></td>
</tr>
</tbody>
</table>

### Call-in Option 2

<table>
<thead>
<tr>
<th>Conferees will call</th>
<th>Host/Chairperson will call</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(no toll free number assigned)</strong></td>
<td><strong>(no toll free number assigned)</strong></td>
</tr>
<tr>
<td>On Campus dial 7293</td>
<td>On Campus 7292</td>
</tr>
<tr>
<td>Cell phone 434-223-7293</td>
<td>Cell Phone 434-223-7292</td>
</tr>
<tr>
<td>local call dial 223-7293</td>
<td>local call dial 223-7292</td>
</tr>
</tbody>
</table>
In this example I tried to book a call at 10:30, duration was only 15 min and it was for 10 people including the Host/Chairperson.

Please see the next slide for the error message generated by this request.
Message from webpage

The Conference can't be set.
Reason: 2 Ports missing.
To set anyway press 'OK' otherwise press 'Cancel'.
The call will consist of 1 Chairperson and up to 15 Conferees/Attendees

Step #11 You can either let the system generate the passwords or you can assign them yourself. The passwords must be in the form of numerical digits only.

Please, never use the option of "No password" This leaves the bridge open to anyone who may dial the access number in error or unauthorized access.
Schedule a New Conference

General

Subject: Alumni Meeting June 1, 2010 9am-12noon
Owner ID: training2
Number of participants: 8
Select Date (Month, Day, Year): Jun 1 2010
Chairperson: Eddas P

Time

Start time: 8:45
Duration: 3.00 hr

Access Numbers

Automatically assigned
Choose a number 7291 (7290) conf (chair)

Message from webpage

The Conference can't be set.
Reason: The requested DN is already in use.

OK
After Successfully booking the call you should see this screen

Please take notice of the Attendees number
And the Chairpersons access number

Also Note the Attendees access password
And the Chairperson access password

*Print a copy of this screen for your files and to assist with notifying ALL participants of passwords*
<table>
<thead>
<tr>
<th>Conference title</th>
<th>Number of participants</th>
<th>Date</th>
<th>Start time</th>
<th>Duration</th>
<th>Dialing access</th>
<th>Chairperson access</th>
<th>Owner</th>
<th>Edit</th>
<th>Delete</th>
<th>Copy</th>
<th>Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Trustees Ju Alumni</td>
<td>5</td>
<td>Jun 1, 2010</td>
<td>07.45</td>
<td>2.15 hr</td>
<td>7291</td>
<td>7290</td>
<td>Training1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting June</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Trustees the Athletics</td>
<td>8</td>
<td>Jun 1, 2010</td>
<td>08.45</td>
<td>3.00 hr</td>
<td>7293</td>
<td>7292</td>
<td>Training2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football C Alumni</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Meeting June</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Trustees the Athletics</td>
<td>6</td>
<td>Jun 2, 2010</td>
<td>10.30</td>
<td>15 min</td>
<td>7291</td>
<td>7290</td>
<td>Training1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football C Alumni</td>
<td></td>
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</tr>
<tr>
<td>Meeting June</td>
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<td></td>
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</tr>
<tr>
<td>Just a meeting becau Athletics</td>
<td>8</td>
<td>Jun 7, 2010</td>
<td>12.45</td>
<td>1.15 hr</td>
<td>7291</td>
<td>7290</td>
<td>Training5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball C</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>(R) Recurrent conference</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

(R) Recurrent conference

Press Refresh to update the table
Chairperson Notes

Standard
Version 1.00
May 27, 2010
The Chairperson/Host can either manage their call either from the phone they are using or they can open a Web Browser window.

Using the Web Browser is recommended.

Please see Handout for Chairperson and Telephone Quick Reference card for more detail on what options are available.

HINTS FOR CHAIRPERSON LOGON:

Username: **is the dial-in number** (ie. 7290 or 7292 as assigned)
Password: **is the same as password for scheduled conference call.**

It is recommended:
Have the Chairperson login to the Web Browser first, then dial in via telephone. The Web Browser will provide additional tools and will allow the Chairperson to both hear and see Attendees as they join in via telephone.

Note: The screen is updated by the system automatically every 2 minutes or can be refreshed manually.
The server conference at AP Server Check-Point requires a username and password.

Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection).

7292

Password

[ ] Remember my credentials