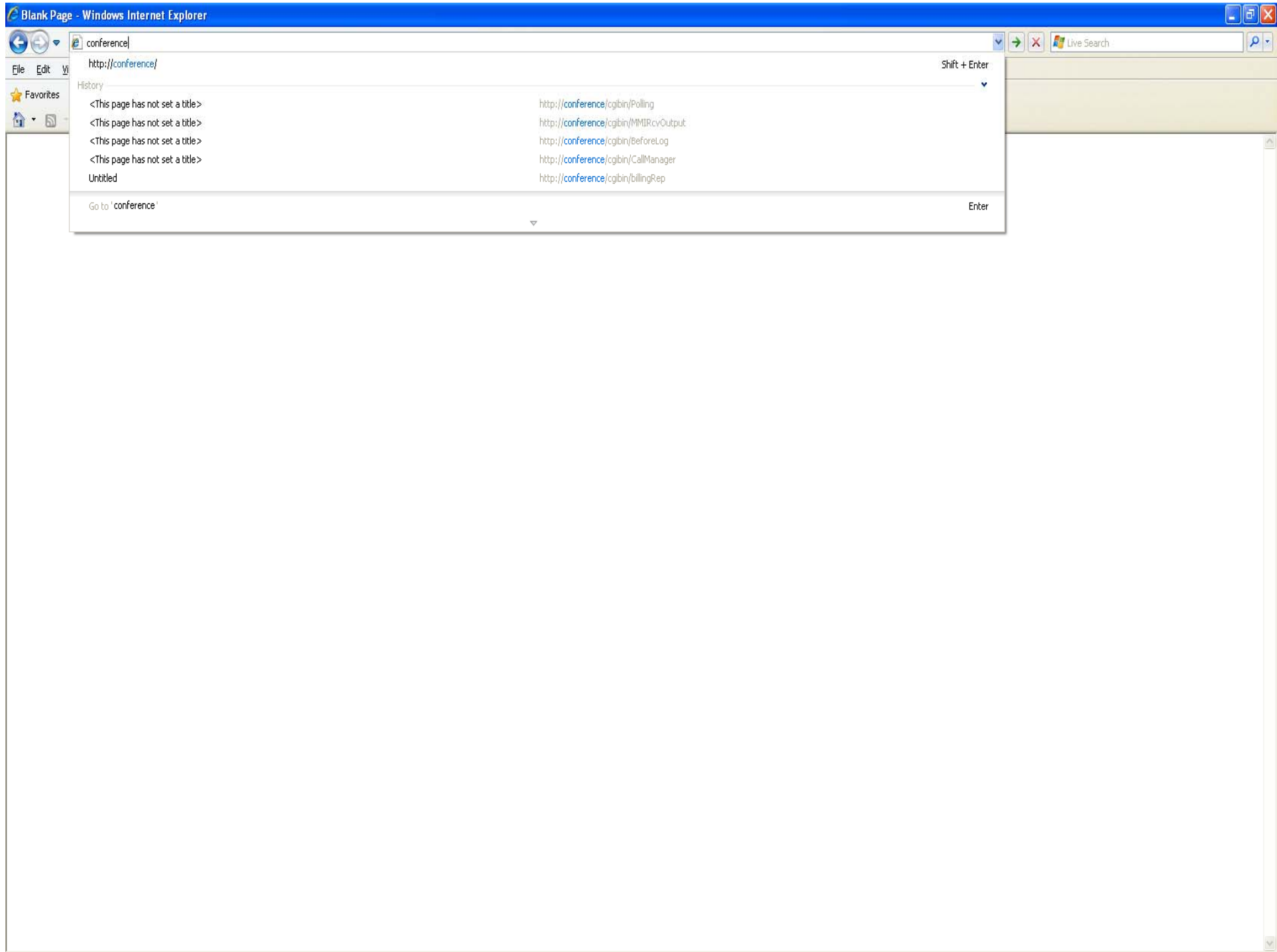
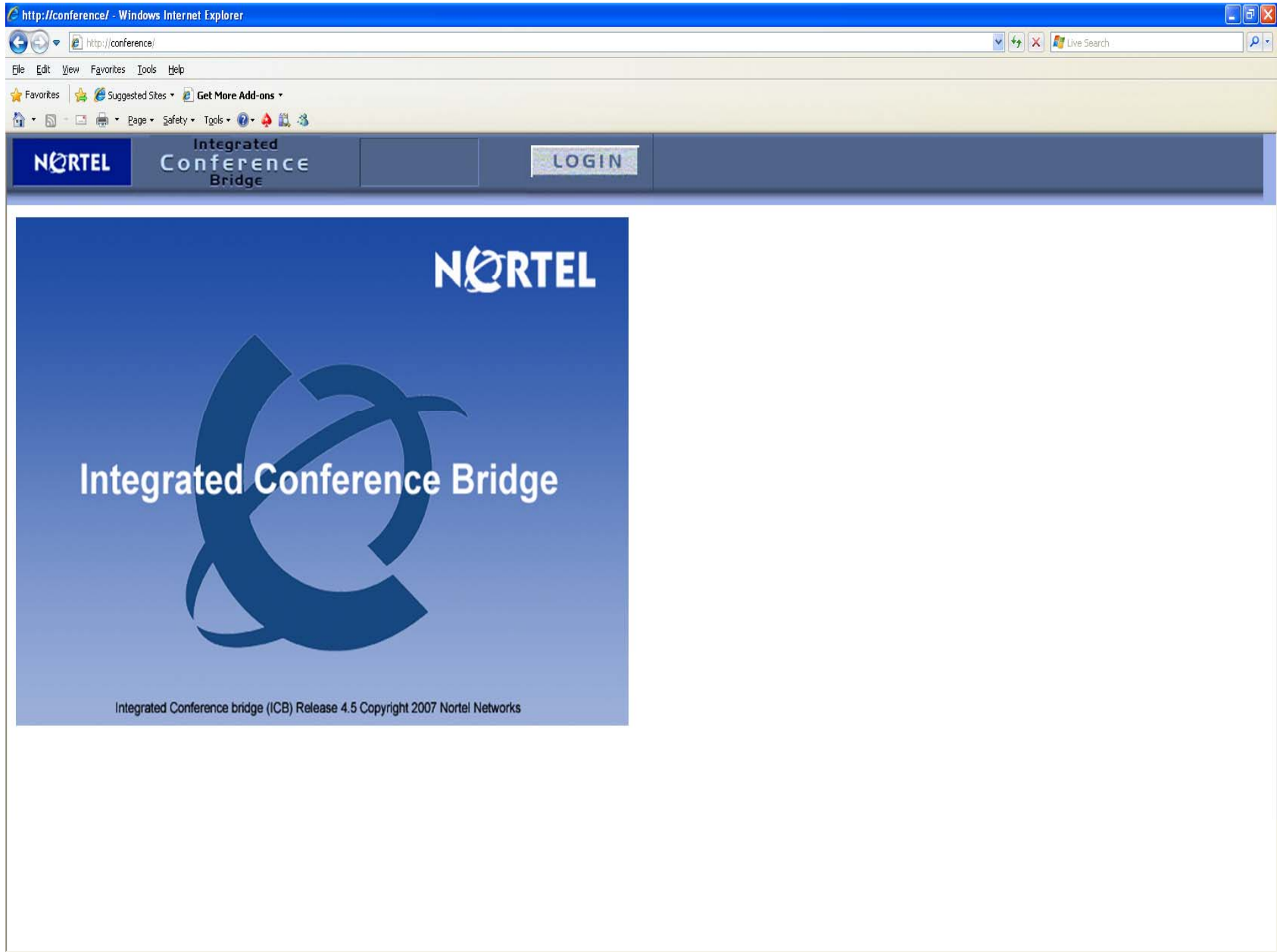


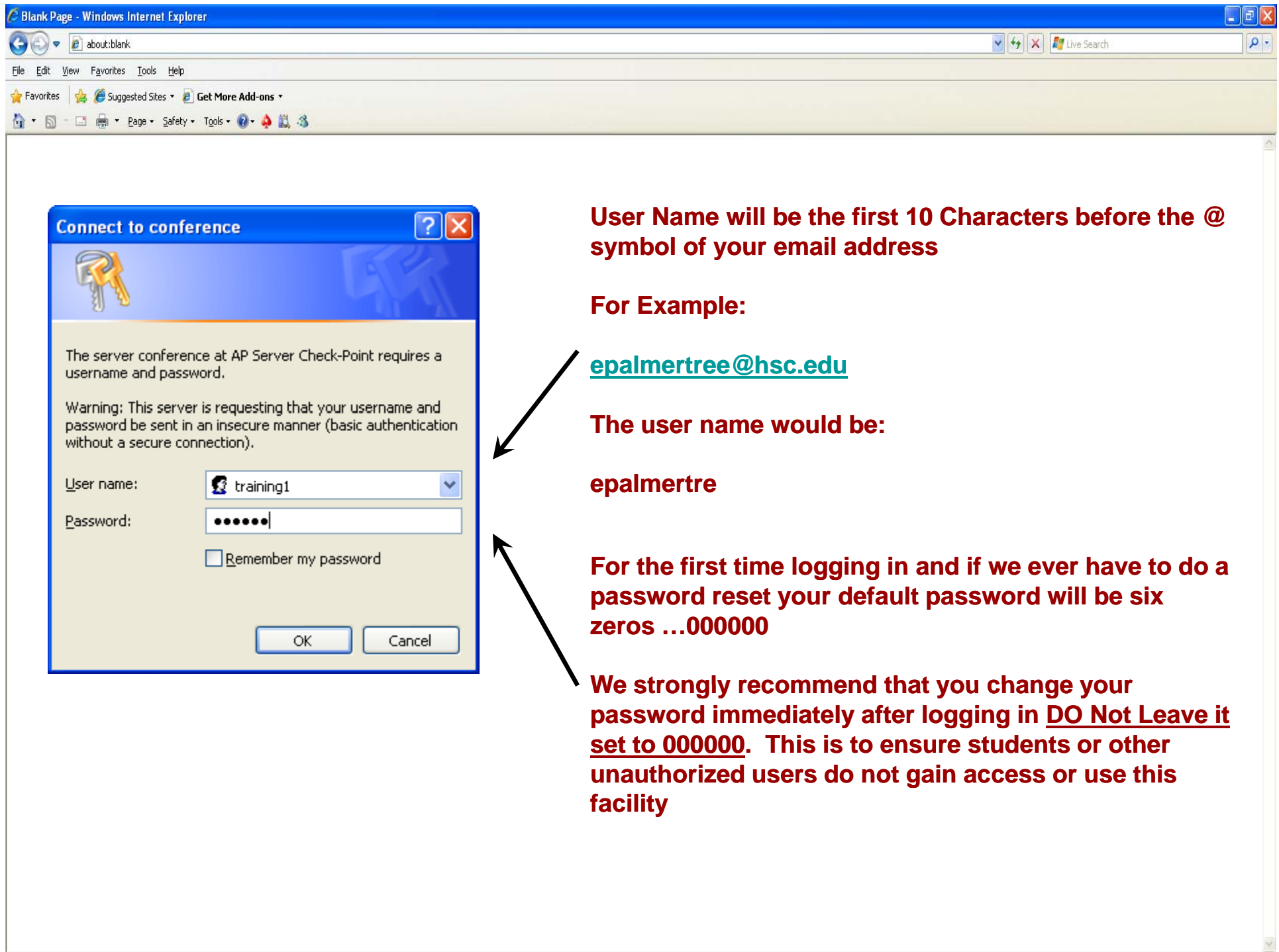
Meridian Integrated Conference Bridge

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

http://conference/cgibin/PostLogin - Windows Internet Explorer

http://conference/cgibin/PostLogin

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Get More Add-ons

Page Safety Tools

NORTEL Integrated Conference Bridge

Training1 27 May, 2010 10:26 GMT+05:00

Print Logout Help

Schedule a **New Conference** Call Out Groups **Change Password**

Conference List Starting from: 27 May 2010 For 7 day(s) **GO**

[Today](#) [Previous period](#) [Next period](#)

Conference on: May 27, 2010 - Jun 2, 2010

Conference title	Number of participants	Date	Start time	Duration	Dialing access	Chairperson access	Edit	Delete	Copy	Control
(R) Recurrent conference										

Refresh (Press Refresh to update the table)

First time logging in you should change your Password

How Many days from this date do you want to look at

Change Password

Enter current password:

●●●●●●

New password:

●●●●●●

Confirm new password:

●●●●●●

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

Submit

Cancel

http://conference/cgibin/PostLogin - Windows Internet Explorer

http://conference/cgibin/PostLogin

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Get More Add-ons

Page Safety Tools ? Help

NORTEL Integrated Conference Bridge

Training1 27 May, 2010 10:27 GMT+05:00 Print Logout

Schedule a **New Conference** Call Out Groups Change Password

Conference List Starting from: 27 May 2010 For 7 day(s) GO

Today Previous period Next period

Conference on: May 27, 2010 - Jun 2, 2010

Conference title	Number of participants	Date	Start time	Duration	Dialing access	Chairperson access	Edit	Print	Copy	Control
(R) Recurrent conference										

Refresh (Press Refresh to update the table)

1 2 3 4 5 6 7 10 20 30 40 50 60 90

Step #1: Scheduling a Conference

http://conference/cgibin/PostLogin - Windows Internet Explorer

http://conference/cgibin/PostLogin

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites ▾ Get More Add-ons ▾

Page ▾ Safety ▾ Tools ▾ ? Help

NORTEL Integrated Conference Bridge

Training1
27 May, 2010 10:39 GMT+05:00

Print Logout

Schedule a New Conference

General

Subject:

Number of participants:

Owner ID: **training1**

Select Date (Month, Day, Year):

Chairperson:

Free Ports (Press here to view free ports on selected day)

Time

Start time:

Duration:

Access Numbers

☒ Automatically assigned


☐ Choose a number
conf. (chair)

Options (Press here to view options)


Step #2 Open to View more Options

Schedule a New Conference

General

Subject: Number of participants: Select Date (Month, Day, Year): 

Owner ID: training1

Chairperson: **Step #3 What is the Purpose of the Conference****Step #4 Number of Participants Including the host** (Press here to view free ports on selected day)

Time

Start time: Duration:

Access Numbers

☒ Automatically assigned☐ Choose a number
conf. (chair)

Password

User Password:

☐ No password☒ Automatically assigned password☐ Define a password (4 to 8 digits)

Chairperson Password:

☐ No password☒ Automatically assigned password☐ Define a password (4 to 8 digits)

Recurrence

☐ Recurrence: Recur Every: End after: occurrences

(Verify availability of dates)

Group Call Out

☐ Automatically Group Call OutTrigger On Call Out Group

NORTEL

Integrated
Conference
Bridge

Training1
27 May, 2010 15:38 GMT+05:00

Print

Logout

Help

Schedule a New Conference

General

Subject:

Number of participants:

Select Date (Month, Day, Year):

Owner ID: training1

Chairperson:

Free Ports

(Press here to view free ports on selected day)

Time

Start time:

Duration:

Access Numbers

☒ Automatically assigned

☐ Choose a number

conf. (chair)

Password

User Password:

☐ No password

☒ Automatically assigned password

☐ Define a password

(4 to 8 digits)

Chairperson Password:

☐ No password

☒ Automatically assigned password

☐ Define a password

(4 to 8 digits)

Recurrence

☐ Recurrence: Recur Every:

End after: occurrences

Verify

(Verify availability of dates)

Group Call Out

☐ Automatically Group Call Out

Trigger On

Call Out Group

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

Done

Local intranet | Protected Mode: Off

100%

http://conference/cgibin/PostLogin - Windows Internet Explorer

http://conference/cgibin/PostLogin

Integrated Conference Bridge

Training1
1 Jun. 2010 10:18 GMT+05:00

Print Logout Help

Schedule a New Conference

General

Subject: Board of Trustees meeting

Number of participants: 10

Owner ID: training1

Select Date (Month, Day, Year): Jun 1 2010

Chairperson: Glen Culley

Free Ports View

Refresh (Press Refresh for updated resources on selected day)

time: 08 09 10 11 12 13 14 15 16 17 18 19

free ports: 11 3 8 16

Period: 08:00-20:00

1100 to 1115
1115 to 1130

1145 to 1200
1130 to 1145

Time

Start time: 10 30

Duration: 15 min

Access Numbers

☐ Automatically assigned

☒ Choose a number

7291 (7290)
7291 (7290)
7293 (7292)

Options (Press here to view options)

Set Conference Reset Details Cancel

javascript:close_free_ports()

Local intranet | Protected Mode: Off

100%

Total number of ports available that can be used to schedule a call

In this example there are 8 spare out of 16 possible

http://conference/cgibin/PostLogin - Windows Internet Explorer

http://conference/cgibin/PostLogin

Integrated Conference Bridge

Training1
1 Jun. 2010 10:18 GMT+05:00

Print Logout Help

Schedule a New Conference

General

Subject: Board of Trustees meeting

Number of participants: 10

Owner ID: training1

Select Date (Month, Day, Year): Jun 1 2010

Chairperson: Glen Culley

Free Ports View

Refresh (Press Refresh for updated resources on selected day)

time: 08 09 10 11 12 13 14 15 16 17 18 19

free ports: 11 3 8 16

Period: 08:00-20:00

Close

Time

Start time: 10 30

Duration: 15 min

Access Numbers

☐ Automatically assigned

☒ Choose a number

7291 (7290)
7291 (7290)
7293 (7292)

Options (Press here to view options)

Set Conference Reset Details Cancel

javascript:close_free_ports()

Local intranet | Protected Mode: Off

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.

Things to consider (Continued)

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

The Conferees will call

Long Distance (877-821-7373)

On Campus 7291

Cell phone 434-223-7291

Local call 223-7291

**Note 877-821-7373 in the long
distance network re-translates to
forward to 7291**

The Host/Chairperson will call
(no toll free number assigned)

On Campus 7290

Cell 434-223-7290

Local Call 223-7290

Call-in option 2

The Conferees will call
(no toll free number assigned)

On Campus dial 7293

Cell phone 434-223-7293

local call dial 223-7293

The Host/Chairperson will call
(no toll free number assigned)

On Campus 7292

Cell Phone 434-223-7292

local call dial 223-7292

http://conference/cgibin/PostLogin - Windows Internet Explorer

http://conference/cgibin/PostLogin

Integrated Conference Bridge

Training1
1 Jun. 2010 10:20 GMT+05:00

Print Logout Help

Schedule a New Conference

General

Subject: Board of Trustees meeting

Number of participants: 10

Owner ID: training1

Select Date (Month, Day, Year): Jun 1 2010

Chairperson: Glen Culley

Free Ports View

Refresh (Press Refresh for updated resources on selected day)

time: 08 09 10 11 12 13 14 15 16 17 18 19

free ports: 11 3 8 16

Period: 08:00-20:00

Close

Time

Start time: 10 30

Duration: 15 min

Access Numbers

☐ Automatically assigned

☒ Choose a number 7291 (7290) conf. (chair)

Password

User Password:

☐ No password

☒ Automatically assigned password

☐ Define a password (4 to 8 digits)

Chairperson Password:

☐ No password

☒ Automatically assigned password

☐ Define a password (4 to 8 digits)

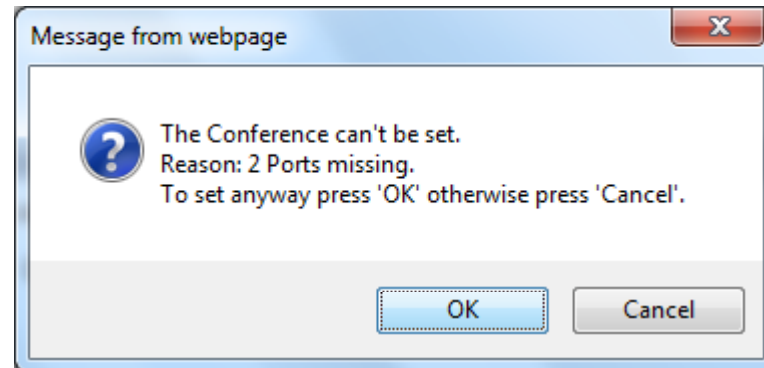
Done

Local intranet | Protected Mode: Off

100%

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



NORTEL

Integrated
Conference
Bridge

Training1
27 May, 2010 15:38 GMT+05:00

Print

Logout

Help

Schedule a New Conference

General

Subject:

Number of participants:

Owner ID: training1

Select Date (Month, Day, Year):

Chairperson:

Free Ports (Press here to view free ports on selected day)

Time

Start time:

Duration:

Access Numbers

☒ Automatically assigned

☐ Choose a number

conf. (chair)

Password

User Password:

☐ No password

☒ Automatically assigned password

☐ Define a password

(4 to 8 digits)

Chairperson Password:

☐ No password

☒ Automatically assigned password

☐ Define a password

(4 to 8 digits)

Recurrence

☐ Recurrence: Recur Every:

End after: occurrences

Verify (Verify availability of dates)

Group Call Out

☐ Automatically Group Call Out

Trigger On

Call Out Group

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

http://conference/cgibin/PostLogin - Windows Internet Explorer

http://conference/cgibin/PostLogin

File Edit View Favorites Tools Help

Favorites Suggested Sites Get More Add-ons

Page Safety Tools

NORTEL

Integrated
Conference
Bridge

Training2
27 May, 2010 11:42 GMT+05:00

Print

Logout

Help

Schedule a New Conference

General

Subject: Alumni Meeting June 1, 2010 9am-12noon

Number of participants: 8

Owner ID: training2

Select Date (Month, Day, Year): Jun 1 2010

Chairperson: Eddies P

Free Ports (Press here to view free ports on selected day)

Time

Access Numbers

Start time: 8 45

Duration: 3:00 hr


☐ Automatically assigned

☒ Choose a number 7291 (7290)
conf. (chair)

Options (Press here to view options)

Set Conference Reset Details Cancel

Message from webpage

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

OK

http://conference/cgibin/PostLogin - Windows Internet Explorer

http://conference/cgibin/PostLogin

Integrated Conference Bridge

Training1
1 Jun. 2010 10:21 GMT+05:00

Print Logout Help

Conference Details

Your conference has been submitted successfully

General

Subject:	Board of Trustees meeting	Owner ID:	training1
Participants:	8	Chairperson:	Glen Culley
Date:	1 Jun. 2010 - TUE		

After Successfully booking the call you should see this screen

Time	Access
Start time: 10:30	User access number: 7291
Duration: 0:15 hours	Chairperson access number: 7290

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

Password

User password:	3411
Chairperson password:	1571

Also Note the Attendees access password And the Chairperson access password

General Options

Automatically Group Call-Out:	NO
Indication for entry and exit:	name on entry and name on exit
Language:	American_English
<input checked="" type="checkbox"/> Add ports if needed	
<input checked="" type="checkbox"/> Keep one port for chairperson	

Print a copy of this screen for your files and to assist with notifying ALL participants of passwords

Edit Conference OK

Done

Local intranet | Protected Mode: Off

100%

Conference on: Jun 1, 2010 - Jun 7, 2010											
Conference title	Number of participants	Date	Start time	Duration	Dialing access	Chairperson access	Owner	Edit	Delete	Copy	Control
Board of Trustees Ju Alumni Meeting June	5	Jun 1, 2010	07:45	2:15 hr	7291	7290	Training1				
Board of Trustees me Athletics Football C Alumni Meeting June	8	Jun 1, 2010	08:45	3:00 hr	7293	7292	Training2				
Board of Trustees me Athletics Football C Alumni Meeting June	8	Jun 1, 2010	10:30	15 min	7291	7290	Training1				
Just a meeting becau Athletics Baseball C	6	Jun 2, 2010	07:45	2:15 hr	7291	7290	Training3				
Just a meeting becau Athletics Baseball C	8	Jun 7, 2010	12:45	1:15 hr	7291	7290	Training5				
Just a meeting becau Athletics Baseball C	7	Jun 7, 2010	13:45	1:15 hr	7293	7292	Training6				
Just a meeting becau Athletics Baseball C	8	Jun 7, 2010	14:45	1:15 hr	7291	7290	Training7				

(R) Recurrent conference

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 LOGIN:

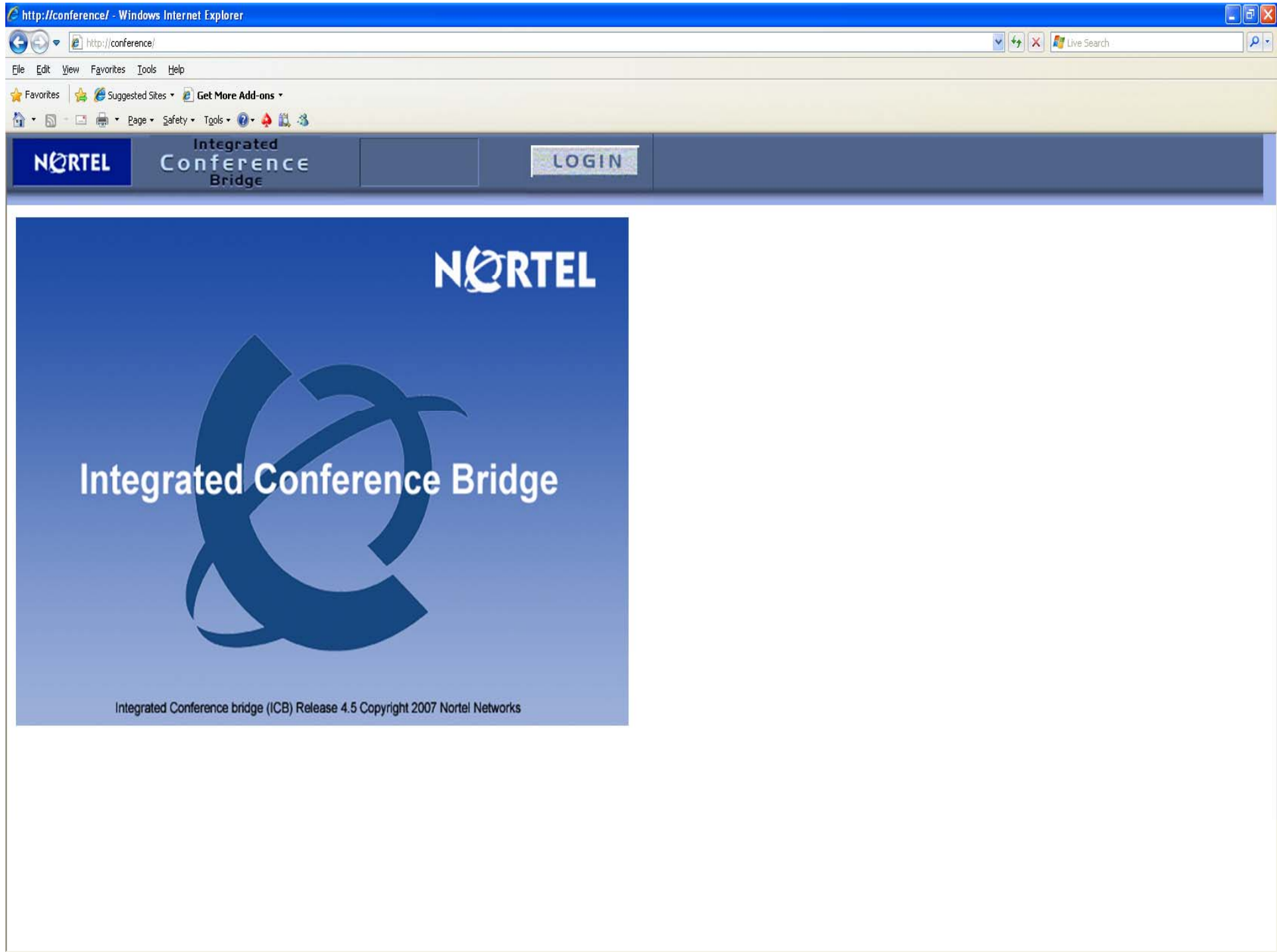
Username: is the dial-in number (ie. 7290 or 7292 as assigned)

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.



Windows Security

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).



☐ Remember my credentials

OK Cancel

Conference Call Manager Training Conference call June 2, 2010 Time left: 0:09:23

Conference Add 15 minutes Lock Session management

Chairperson Mute Stop Music Volume Control

Active chairperson: 8021 Release (Release Chairperson Control)

Participants Count & announce Mute all Disconnect all

(3 attending - 4 invited)

☒ Add a Participant:

☐ Add a Group: 1.test1

☐ Call assistant

(enter a phone number or choose a group and press "Dial")

Participant List

Phone number	Details	Call type	Consult	Mute	Play name	Disconnect	Volume
7199		Dial In	<input type="text" value="Consult"/>	<input type="button" value="Mute"/>		<input checked="" type="checkbox"/>	<input type="text" value="Volume"/>
6021		Dial In	<input type="text" value="Consult"/>	<input type="button" value="Mute"/>		<input checked="" type="checkbox"/>	<input type="text" value="Volume"/>