

# NOTICE

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Conference Bridge Internal Extension Number: 360  
(Extensions 3801-3816)

Conference Bridge External Number: Main Clark Distribution number,  
Option 7

Temporary Conference Password - 1111

IP Address of Conference Bridge: 10.6.2.191  
Admin User Name/ Password-  
administrator/admin  
Conference Scheduler User Name/ Password-  
user/conference



**SMB8000**

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**MULTIMEDIA CONFERENCE BRIDGE INSTALLATION MANUAL**



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**NEC Infrontia, Inc.**  
**6535 N. State Highway 161**  
**Irving, TX 75039-2402**

Technology Development



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# CHAPTER 1      *Loading the CompactFlash Application in the CD-PVAA*


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## SECTION 1      DESCRIPTION

The CD-PVAA blade provides the hardware platform for providing connectivity for the system. By default, this blade is shipped from NEC with platform support (factory default) firmware. A functional firmware is loaded as part of the installation to support the desired functionality.

In this document, the procedure for loading a CompactFlash (CF) into the CD-PVAA is provided. The same procedure applies for any other applications (e.g., IVR).

 *Verify Service Package prior to installing the application.*

 *Access to this website requires login privileges.*

## SECTION 2      LOADING THE SERVICE PACKAGE

1. Ensure the Compact flash is removed. Insert the blade in any interface slot in the chassis.
2. The blade Default IP Address is: **192.168.1.100**. Set your PC so that it is statically assigned an IP address of 192.168.1.xx with a subnet mask of 255.255.255.0 to ensure it is in the same network as the CD-PVAA blade.
3. Point the Internet Explorer (Version 5 or higher) on the PC to **192.168.1.100** by entering this address in the navigation bar.

 *The Internet Explorer must not use any Proxy settings.*

4. Login using the following information:  
Default Login ID = **admin** (lowercase)  
Default Password = **password** (lowercase)

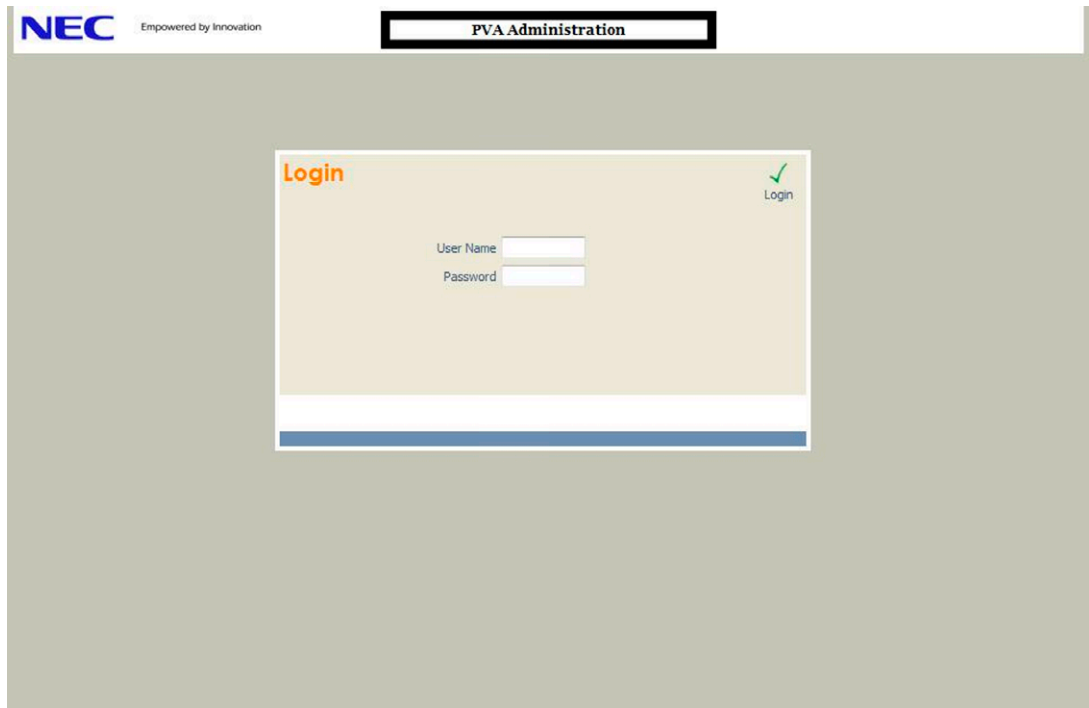



Figure 1-1 CD-PVAA Login Screen

- 5. Upload the CD-PVAA blade Service Package. Select **Upload**.

 *This firmware is provided by NEC and must be stored on your local PC prior to firmware upload.*

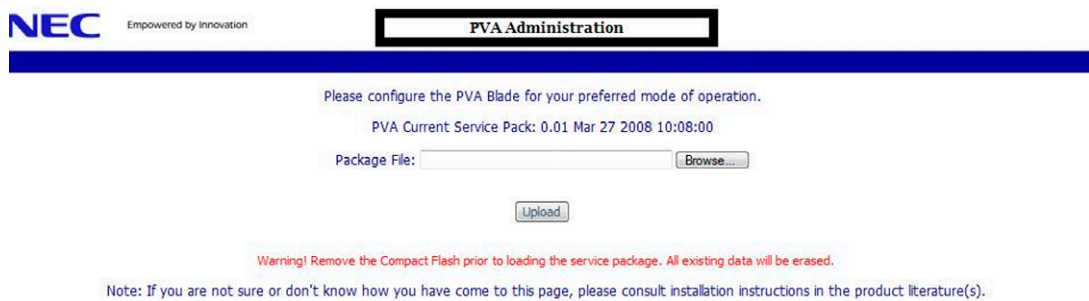

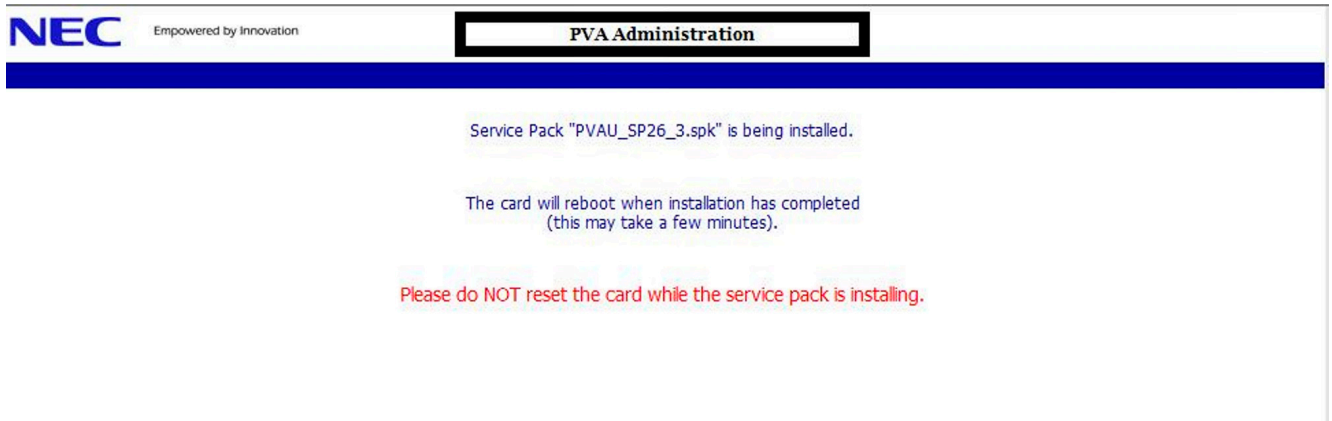


Figure 1-2 Welcome Screen

6. The service package upload process begins when the screen below is displayed.

 *The service package takes 3 ~ 5 minutes to update. You are required to log back in after update.*




**Figure 1-3 Message Screen**


7. You can now remove the CD-PVAA blade and re-insert the Application (CompactFlash).
8. Each CompactFlash application package behaves differently in functional mode. So, consult the documentation provided with each application prior to installing the CompactFlash.

### SECTION 3 LOADING THE COMPACTFLASH APPLICATION ON THE CD-PVAA

**Warning!** A successful application installation resets all system configurations to the default settings. Make note of the card configuration *prior* to performing a firmware upgrade.

1. Unzip the installation files to a USB drive. The USB drive should be 512MB or larger, and not have any other files on it.
 

 *There will be two files once unzipped. For example, if your USB is drive F: the files will be extracted to the following location on your USB drive:*  
*F:/install/install.sh*  
*F:/install/NecCb.pkg*
2. Remove the PVA from the chassis and confirm CF is located in the CF slot.
3. Insert the the USB stick in the PVA USB slot.

4. Re-seat the PVA Blade in the Chassis.
5. Upon boot up, the installation process will began updating the application on the CompactFlash.
  -  *It will take approximately 10 minutes for the upgrade to complete. Do not remove the USB drive, unseat the CD-PVAA or turn off the phone system during this process.*
6. Once the card has completed the installation process, the PVA will automatically reboot.
7. Log back into the PVA to confirm the application has updated. Login Credentials - installer/installer.
8. Select the **About** button in far right corner to confirm version. If the installation process does not complete successfully, repeat steps 2~7 above.
9. Remove USB drive from CD-PVAA.



## CHAPTER 2      *Multimedia Conference Bridge Application*

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### SECTION 1      **DESCRIPTION**


The CD-PVAA with the Multimedia Conference Bridge package installed is designed for the SV8100 system.

The Multimedia Conference Bridge Application functionalities include:

#### **Preset Conference**

The preset conference configuration is also called always on conference. There is no stipulated time for these conferences to occur.

- The Number of Preset conferences should be determined by the number of hardware resources (PVA ports) that are used for the conference.

 *These ports are reserved at all times for preset conference.*

- Preset conference password length may set from 1~5 digits
- Password protection for each conference

#### **Advanced Mode**

- Password protection is provided for each conference.
- Applicable voice messages and announcements (e.g., Entry, password request, exit) are available.
- Early Entry: When using this option, conference participants are allowed to enter the conference call earlier (by the specified number of minutes) than the scheduled conference time.
- Email Invitation: When a conference is created with all the details (including the Email IDs of the participants of the conference), an Email is sent to all the parties who are expected to attend the conference. The Email contains the schedule details, the conference bridge number that participants dial to join the conference, the conference pass key, etc. The interface user can also specify a customized message that is conveyed in the invitation Email.

- The Multimedia Conference Bridge Application E-mail configuration supports SMTP mail Server ONLY.
- Organizer Required: When enabled, the host/organizer is required to be logged into the conference before any other participant can enter. This option is selectable when setting up new conferences.
- Organizer Authorization Required: When enabled, requires the organizer to dial a digit allowing each participant to enter the conference.
- One customized greeting can be recorded for each Multimedia Conference Bridge Application.
- Password protection option for each conference.
- Remote conference programming with conference scheduler (via a Web User Interface).
- Programmable gain adjustments.
- Support for DTMF detection for manual setup options (Telephone User Interface).
- HTTP Interface for conference schedule management and conference blade administration.
- Conference Mode: There are two types of conference mode; Lecturer Mode and Discussion Mode.
  - Lecturer Mode – When the conference starts, all conference participants are placed in mute and remain muted for the duration of the conference. Only the participant, designated as the Lecturer, is not muted.
  - Discussion Mode – All participants can be heard when this mode is selected.

## SECTION 2 INDICATORS, SWITCHES AND CONNECTORS

Figure 2-1 CD-PVAA Blade shows LED and switch locations.

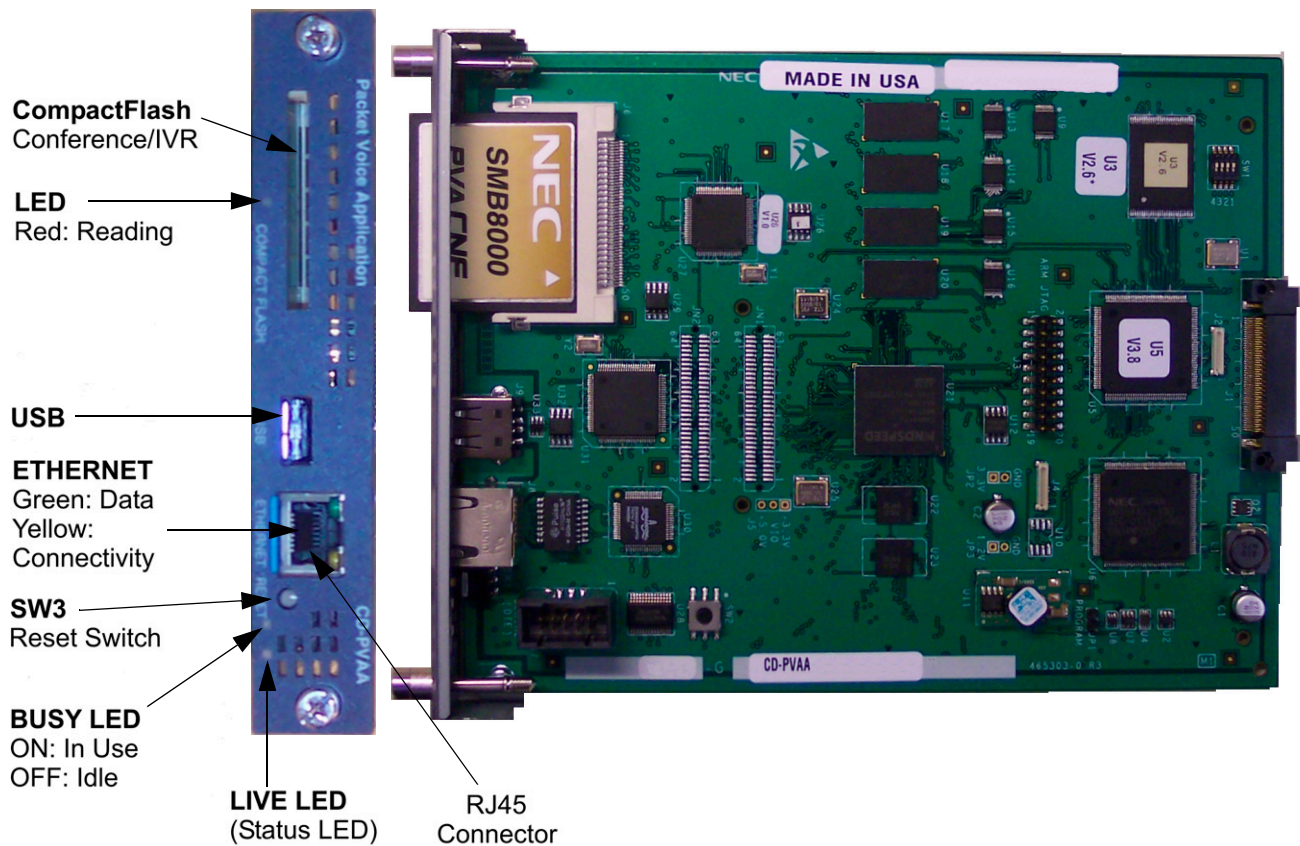


Figure 2-1 CD-PVAA Blade

### 2.1 Switches

The Multimedia Conference Bridge Application has the following switches.

- DIP Switch SW1  
Reserved for future use.
- RESET Switch SW3

## 2.2 Connectors

- Ethernet Connector

The Multimedia Conference Bridge Application has a single 10/100 Mbps Ethernet connector. The port has Auto-MDIX (Auto-Medium Dependent Interface Crossover) giving users the ability to use either a straight-through Ethernet cable or a crossover Ethernet cable. A crossover cable is not required for direct connection to a PC.

The Ethernet Interface setting allows for manual configuration of the Ethernet port mode/speed from the Web Interface. This can be set to operate in the following port speed and duplex mode: 10MB/Full Duplex, 10MB/Half Duplex, 100MB/Half Duplex, 100MB Full Duplex, Auto-Negotiate.

- Serial Connector

A 10-pin header (J2) provides access to a serial terminal on the Multimedia Conference Bridge Application. The serial connector is used for debug operations only.

## 2.3 Environmental Conditions

The following environmental conditions apply for the CNF module operation:

Operating Temperature: +32° to 104° F (0° to 40° C)

Operating Humidity: 10% to 90% (non-condensing)

## CHAPTER 3

# *Multimedia Conference Bridge Application Setup*


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## SECTION 1     INSTALLING THE MULTIMEDIA CONFERENCE BRIDGE APPLICATION

### 1.1     System Requirements

The Multimedia Conference Bridge Application is a hot-swappable blade that can be installed in any slot in an SV8100. It is recognized by the system as a CNF16 blade.

 *This feature added with Version 1100.*

The Ethernet connector can use a Category 5 (CAT5) unshielded twisted pair (UTP) cable to connect to an Ethernet hub or switch within the customer premises.

The following steps can be taken to install the Multimedia Conference Bridge Application.

1. License CD-CP00-US for PVA-CNF ports.
2. Using telephone programming only, set the following programs. This must be done via telephone programming:
  - a. PRG 10-54-01: For the slot the PVA-CNF blade will be installed in set ID01 license code 6000.
  - b. PRG 10-54-02: For the slot the PVA-CNF blade will be installed in set ID01 license num to the number of PVA-CNF ports licensed in step 1.
  - c. PRG 10-55-01: For the slot the PVA-CNF blade will be installed in set the IP Address.
  - d. PRG 10-55-04: For the slot the PVA-CNF blade will be installed in set the subnet mask.
5. Insert the Conference Bridge Application (Compact Flash) into position J6 of the CD-PVAA blade.

6. Place the Multimedia Conference Bridge Application in the desired slot in the chassis, and wait for it to finish booting. This could take several minutes.
7. Connect the Ethernet cable coming from a hub or switch from the customer premises to the connector on the Multimedia Conference Bridge Application. Verify that the link light is on green.

At this point, the Multimedia Conference Bridge Application is physically accessible. Please see the [Section 1 Configuring the Multimedia Conference Bridge Application on page 4-1](#) on how to configure the Multimedia Conference Bridge Application.

## 1.2 Installation Precautions



***When installing the blade, observe the following precautions to avoid damage to hardware due to static electricity or to being exposed to hazardous voltages.***

The blades used in this system make extensive use of CMOS technology that is very susceptible to static electricity. **Static discharge must be avoided** when handling blades. Always use the following precautions.

- Wear a grounded wrist strip anytime you handle an blade.
- Make all blade DIP switch and jumper setting changes before inserting the blade in the chassis.
- Carry blade in a conductive polyethylene bag to prevent static electricity damage.

## SECTION 2 PROGRAMMING USING THE MULTILINE TELEPHONE ON SV8100


### 2.1 Programming Using the Multiline Telephone on SV8100

The CD-PVAA blade with the Multimedia Conference Bridge Application can be programmed utilizing the three methods of programming on the SV8100 system; PC Pro, Web Pro and Handset Programming.



***License assignment in program 10-54-01 must be done before the system recognizes the CD-PVAA blade.***

1. To program the system, the CD-PVAA blade should be installed in the desired slot.
2. Programming may be done using the PCPro, WebPro application, or a multiline terminal.

3. The CD-PVAA with the Multimedia Conference Bridge Application package installed will consume 16 ports.
4. Access the SV8100 II System Programming speaker #, \*, # and \* {system password} transfer.  
 Consult the System Administrator for system password.
5. Access Data Program 10-03-01 blade setup and enter the slot number of CD-PVAA blade to verify which ports are used. In the following example the CD-PVAA has been seated in slot 6:  
Example: 10-03-02 Slot No 6  
CNF Port 01 CH1 133
6. Port 33 (Extension 133) is the first port assigned to the CD-PVAA.
7. Dial extension 133 to verify the CD-PVAA blade.
8. Complete steps 1~7 for verification of the blade. Additional programs are provided to configure the hunt group:  
**Data Program 11-07: Department Group Pilot Numbers.**  
Use this data to designate a pilot number for the Multimedia CNF ports.  
**Data Program 16-01-04: Hunting Mode.**  
Use this option to set the action taken when a call reaches the last extension in the department group.  
Example: 1 = Circular Hunt  
**Data Program 16-02-01: Department Group Assignment for Extension.**  
Use this option to designate an extension to a specific department group number.  
Example: TEL 133  
Extension Grp 5  
**Data Program 15-03: Single Line Telephone Basic Data Setup.**  
Data Program 15-03-03: Enter option 1 for this option to allow CNF port to receive DMTF tones after the initial call setup.  
Example: TEL 133  
Terminal Type 1: Special  
**Data Program 15-07: Programmable Function Keys.**  
Data Program 15-07-01: Used to assign certain functions to a multiline terminal line keys.

Example: Assign a key as CAP Key (Code \*8) plus a CAP orbit number.


Example: TEL 133

Line Key 01

Cap Key 0073

#### **Data Program 10-55: Package Network Setup.**

Data Program 10-55-01: Enter the IP Address for the Conference Applications.

 *Consult the Network Administrator prior to assigning IP settings.*

Example:

10-55-01 IP Address XXX.XXX.XXX.XXX

10-55-04 Subnet-M 255.255.0.0

10-55-05 Gateway XXX.XXX.XXX.XXX

#### **Data Program 10-54: License Configuration for Each Package**

Data program 10-54-01: Assigns licenses to the Conference Application on a per slot basis. For the slot the CD-PVAA blade is installed in, assign the number of licensed conference bridge ports. The license feature code is 6000.

Example:

CD-PVAA installed in slot 6 and eight conference bridge ports licensed on CD-CP00-US

10-54-01: Slot 6, ID 01, License Code 6000

10-54-02: License number 8



***License assignment in program 10-54-01 must be done before the system recognizes the CD-PVAA blade.***



# CHAPTER 4 *Multimedia Conference Bridge Application Configuration*

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## SECTION 1 CONFIGURING THE MULTIMEDIA CONFERENCE BRIDGE APPLICATION



When installed with a Multimedia Conference Bridge CF drive, the Multimedia Conference Bridge Application comes up with the IP Address parameters assigned in programming 10-55-01 for where the slot the blade is installed.

When installed without a Multimedia Conference Bridge CF drive, the Multimedia Conference Bridge Application comes up with the factory default parameters shown in [Table 4-1 Network Settings for TCP/IP Addressing](#).

**Table 4-1 Network Settings for TCP/IP Addressing**

IP Address	192.168.1.100
Subnet Mask	255.255.255.0
Default Gateway	0.0.0.0

In this configuration, the blade cannot run in every environment. Therefore, its parameters must be defined again before it can work in your environment.


-  *Internet Explorer 6.0 or higher is recommended.*
-  *The network setting example may not match your environment setting. This information totally depends on the default IP setting in Data Program 10-55-01. Be sure to reference this Data Program prior to configuring your network settings.*

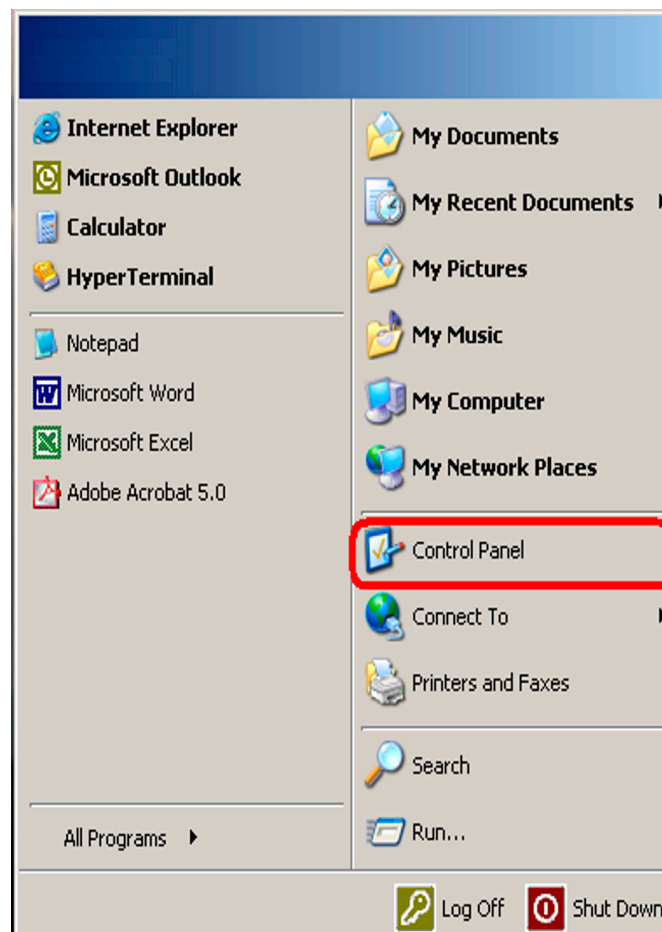
## SECTION 2 CONFIGURING THE PC

After the Multimedia Conference Bridge is installed in the chassis, the PC that is communicating with the Multimedia Conference Bridge Application must be configured to recognize the CNF blade. The PC and CNF blade must be connected using a straight Ethernet cable, crossover cable, and/or a small hub. To ensure proper communication between the PC and the CNF blade, they must be attached to the same network.

To configure the PC:

1. Press **Start** and select **Control Panel** from the menu.

 *Windows XP Professional operating system is used in this example. When using a different Windows operating system, the screens may look slightly different.*



**Figure 4-1** Selecting Control Panel

2. On the Control Panel menu, double click on **Network Connections**.

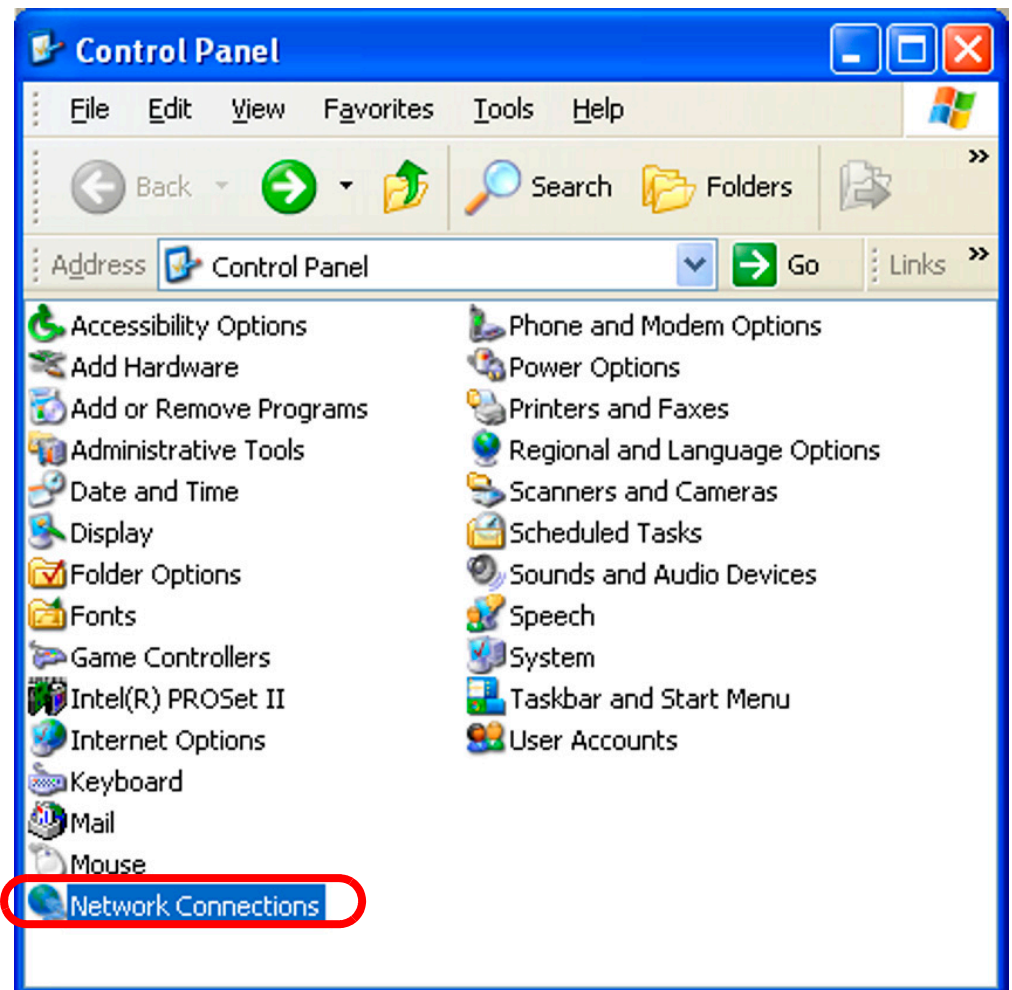


Figure 4-2 Control Panel Screen

- From the Network Connections screen, double click on **Local Area Connection**.



Figure 4-3 Network Connections Screen

- When the Local Area Connection Status screen is displayed, click the **Properties** button.

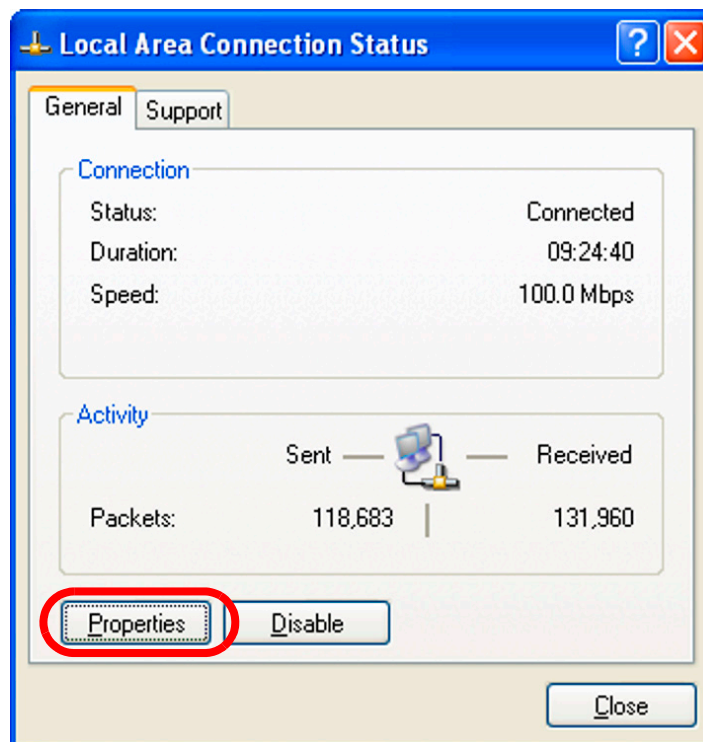


Figure 4-4 Local Area Connection Status Screen

5. From the Local Area Connection Properties screen, select **Internet Protocol (TCP/IP)** and then **Properties**.

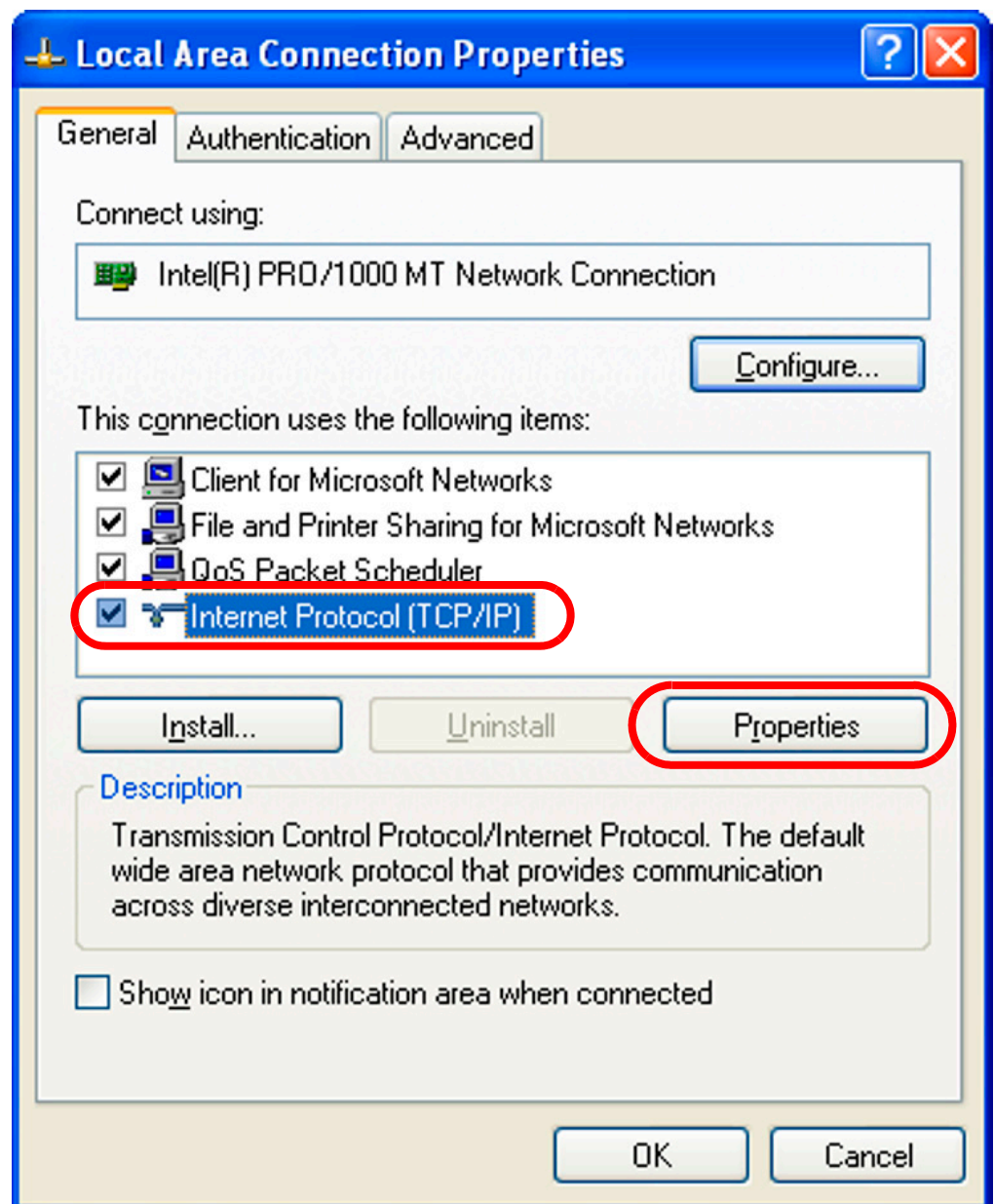


Figure 4-5 Local Area Connection Properties Screen

- Click on **Use the following IP address**. For this example, enter **192.168.1.99** for the IP address and **255.255.255.0** for the Subnet mask. Click **OK** to accept the changes.

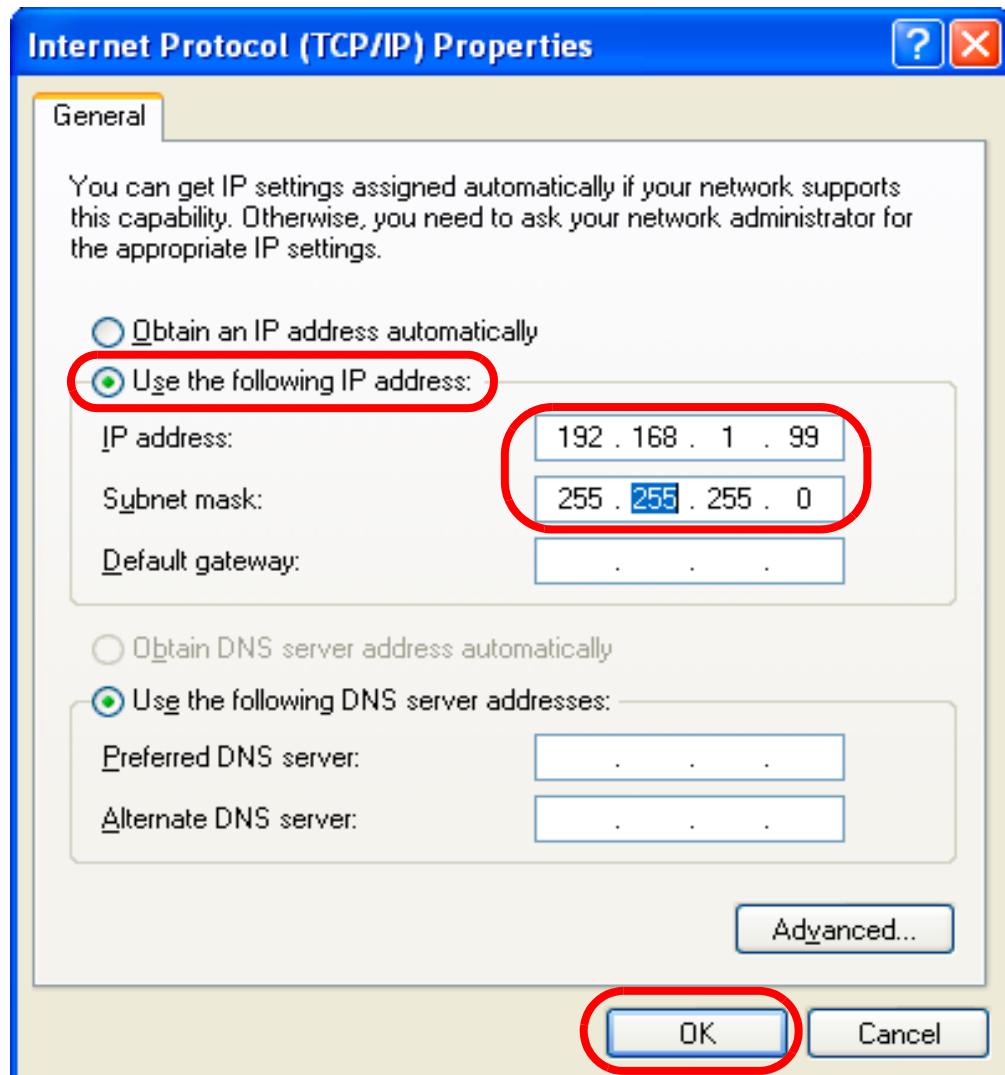



Figure 4-6 Internet Protocol (TCP/IP) Properties Screen

- On the Local Area Connection Status screen, click **Close**, then close the Network Connections screen by clicking .

# **CHAPTER 5**      *Multimedia Conference Bridge Application Web Manager*

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## **SECTION 1**      **CONFERENCE BRIDGE WEB INTERFACE APPLICATION**

The Conference Bridge Web Interface application allows the Conference Bridge user to interact with the application. The Web interface can be used for setting up the Conference Bridge application settings, such as network settings, conference settings etc. The Web Manager is used for scheduling a conference, managing scheduled conferences, user management, generating reports, updating the new firmware as well as other functions.

## **SECTION 2**      **LOGGING IN TO MULTIMEDIA CONFERENCE BRIDGE APPLICATION**

The Multimedia Conference Bridge Application is configured using an Internet Browser. Microsoft Internet Explorer 6.0 or higher is recommended. The Login screen allows a user to enter their user name and password for network access.

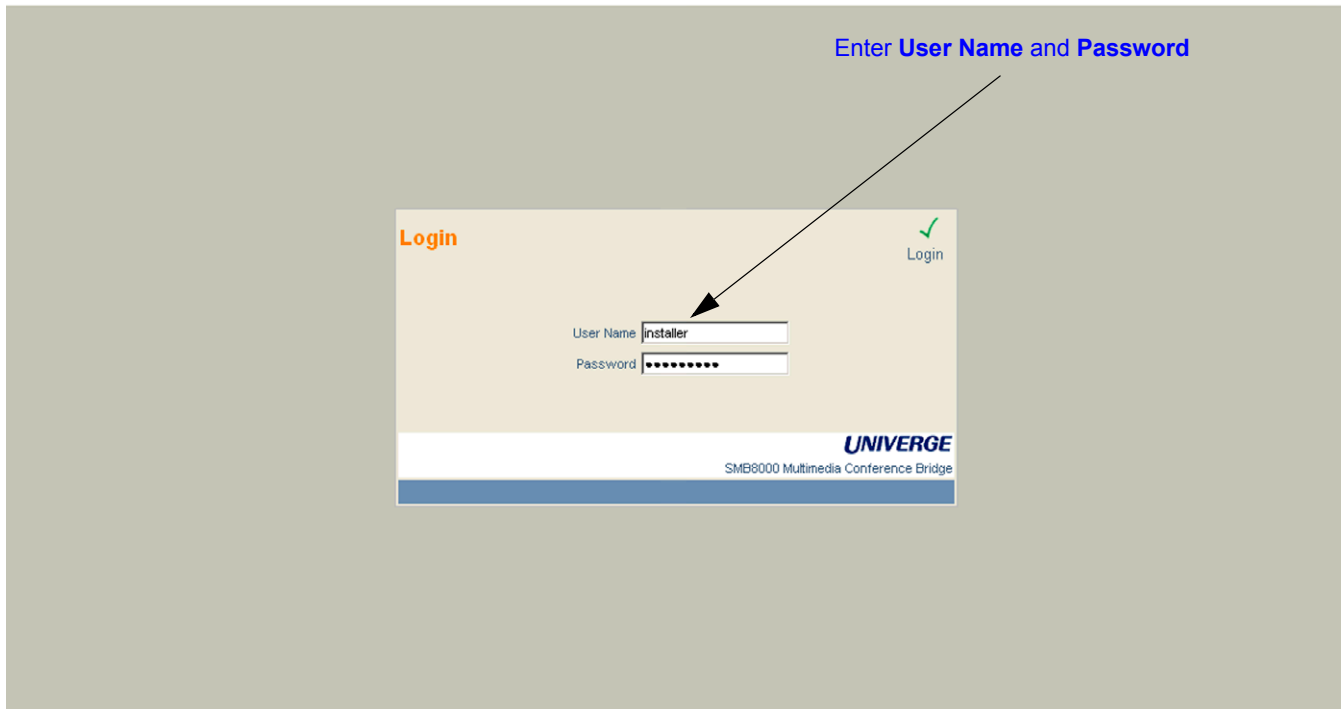


Figure 5-1 Login Screen

To login:

1. Start your Internet Explorer from a PC connected to the same network as the Multimedia Conference Bridge Application.
2. Enter the Multimedia Conference Bridge Application default IP Address (192.168.1.100) in the address link of your browser.
3. When the Login screen is displayed, enter the default **User Name (installer)** and the default **Password (installer)**.
4. After entering the User Name and Password, click **Login** to access the Multimedia Conference Bridge Application.




## 2.1 Authentication Levels

The Multimedia Conference Bridge Application provides two authentication levels: user and admin. When a new user is created, an authentication level for that user must be selected also. The user level selects the web pages that are available to the user and some configuration options that may be selected. The default user installer is a member of the installer group. The groups are defined below.

### 2.1.1 User Group

The user group is the most restricted group of the two levels. A member of the user group may create conferences only under their username and view conferences that are created by them.



The screenshot displays the NEC UNIVERGE web interface. The top left shows the NEC logo and 'Empowered by Innovation'. The top right shows the UNIVERGE logo and 'Bridge Status: [Green Dot]'. Below the logo, the user information 'User: User2' and 'Group: User' is displayed. A navigation menu on the left includes 'Scheduler', 'Schedule New Conference', 'Scheduled Conferences', 'Conference Manager', and 'Reports'. The main content area is titled 'Scheduled Conferences' and contains a table with the following data:

Conf Id	Scheduled by	Subject	Start Date and Time	Duration	View	Edit	Delete
021213632	User2	User2 first conference	Mon, Jan 12, 2009 05:35PM CST	45 Min			
031213740	User2	User2 second conference	Fri, Jan 30, 2009 10:00AM CST	4 Hr 0 Min			

Figure 5-2 User Group Window

## 2.1.2 Admin Group

A member of the admin group may create, view, edit and delete conferences for any user. The member may also edit the conference application settings and create new admin and user members, plus the ability to view and modify the blade configuration options. The installer may also download new firmware to the blade and reset the blade from the web interface.



The screenshot shows the 'Admin Group' window in the web manager. The top left features the 'NEC Empowered by Innovation' logo, and the top right shows the 'UNIVERGE' logo and 'Bridge Status: ●'. The user is identified as 'User: Admin1' and the group as 'Group: Admin'. The main content area is titled 'Scheduled Conferences' and contains a table with the following data:

Conf Id	Scheduled by	Subject	Start Date and Time	Duration	View	Edit	Delete
011213505	User1	User1 first conference	Mon, Jan 12, 2009 05:34PM CST	1 Hr 0 Min			
021213632	User2	User2 first conference	Mon, Jan 12, 2009 05:35PM CST	45 Min			
041214241	Admin1	Admin1 first conference	Wed, Jan 14, 2009 02:00PM CST	1 Hr 0 Min			
031213740	User2	User2 second conference	Fri, Jan 30, 2009 10:00AM CST	4 Hr 0 Min			

Figure 5-3 Admin Group Window

## SECTION 3 MAIN PAGE

After a technician logs into the Multimedia Conference Bridge Application web interface, the main page is displayed. The main page is split into three regions: the the status bar, the navigation side bar and the operations window in the center of the screen.

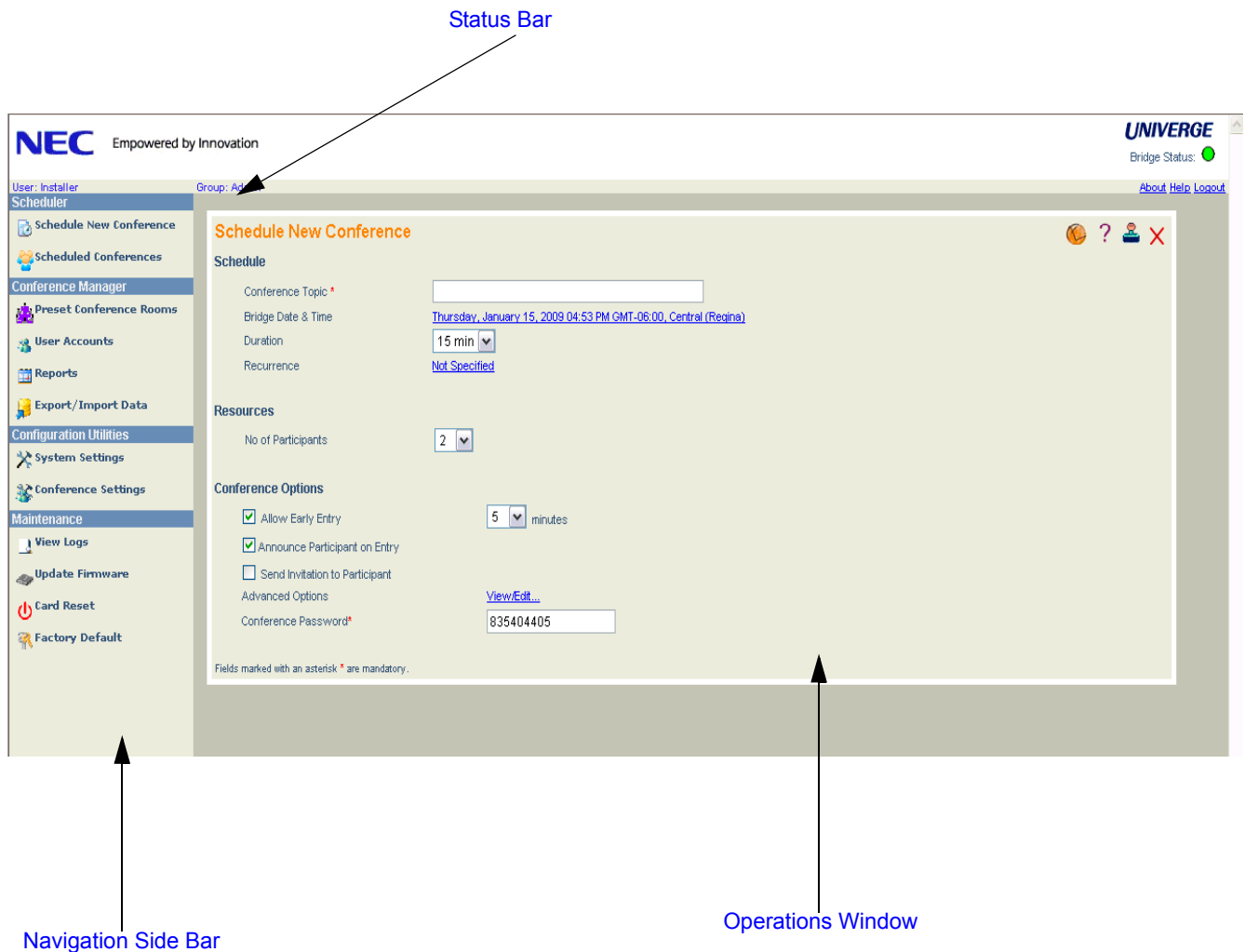


Figure 5-4 Main Window

### 3.1 Navigation Side Bar

The side bar allows the user to navigate to the different areas of the web interface. When logged in as a member of the user group, only the Setup New Conference and Scheduled Conferences links are available. When logged in as a member of the admin group, the Administration link is also available. When logged in as a member of the installer group, the previously mentioned links plus the Configuration link are available. The side is always visible from the main page.

The options available from the navigation side bar include:

- Scheduler – this option provides access for scheduling conferences.
- Conference Manager – this option allows administrators to preset conference rooms, create and edit user accounts, generate conference bridge usage reports and to export/import data from/to the conference bridge application.
- Configuration Utilities – this option allows administrators to configure System Settings and Conference Settings. Systems Settings include network parameters such as, server date and time, Email server settings, web server timeout intervals and log settings. Conference Settings include application related parameters, such as bridge configuration, gain configuration, access codes, locale configuration and memory settings.
- Maintenance – this option provides access to view log files, update the firmware and to reset the CD-PVAA blade.

### 3.2 Status Window

The status window is located at the top of the navigation side bar. The status window displays the username and administration level of the current user. A logout button is provided that is clicked to log the user out of the web interface and return them to the login screen.

**User** – displays the user name that is currently logged in.

**Group** – displays the current user group assignment.

**About** – provides information about the currently installed firmware version for Multimedia Conference application.

**Help** – provides access to online help.

**Logout** – logs the user out of the Multimedia Conference Bridge application.

### 3.3 Operations Window

The operations window provides access to the operation that is currently selected. When a user clicks on a side bar link, the target page is displayed in this window. When the user first logs in, the Setup New Conference window is displayed by default.

## SECTION 4 SCHEDULER

The **Scheduler** section allows access to the **Schedule New Conference** and **Scheduled Conferences** operations.

### 4.1 Schedule New Conference

The **Schedule New Conference** option allows the user to schedule new conferences and setup the resources required for the conference.

**Schedule New Conference**

**Schedule**

Conference Topic \*

Bridge Date & Time [Thursday, January 15, 2009 05:04 PM GMT-06:00, Central \(Regina\)](#)

Duration

Recurrence [Not Specified](#)

**Resources**

No of Participants

**Conference Options**

Allow Early Entry  minutes

Announce Participant on Entry

Send Invitation to Participant

Advanced Options [View/Edit...](#)

Conference Password\*

Fields marked with an asterisk \* are mandatory.

Figure 5-5 Schedule New Conference Window

**Schedule**

**Conference Topic:** The subject line allows organizers to personalize the conference subject per conference (this field is required).

**Bridge Date & Time:** Specifies the date and time the conference will occur.

**Date & Time**

Date [Thu, 7 Aug 2008](#)

Time   AM

To save, click 'Apply' in the main screen. [\[Close\]](#)

Click the **Date** to display the calendar.  
Select the desired date and click **Close**.

**Calendar**

August 2008

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

To save, click 'Apply' in the main screen. [\[Close\]](#)

**Duration:** Specifies the length of the conference.

**Recurrence:** Conference organizers can specify a conference to recur in cycles by selecting the pulldown menu and selecting the desired option (i.e., daily, weekly, monthly) to specify the end date, click on the End Date and select the desired date from the calendar. The default is None.

**Recurrence**

None  
 Daily  
 Weekly  
 Monthly

End Date [Thu, 09 Oct 2008](#)

To save, click 'Apply' in the main screen. [\[Close\]](#)

Click the **Date** to display the calendar (see Calendar above).  
Select the desired date and click **Close**.

### Resources

**No. of Participants:** Indicates the number of participants available to join the conference.

*If there are any preset conference scheduled this will be deducted from the total number of participants.*

Example: The organizer has configured a 4 Port Preset Conference. This leaves a maximum of 12 Participants available.

### Conference Options

**Allow Early Entry:** Enables the conference organizer to allow participants to enter the conference before the conference start time and to specify the number of minutes before the start of the conference they can enter.

**Announce Participant on Entry (Software version 1.04 or higher required):** Allows participants to be announced as they enter the conference.

**Send Invitation to Participant:** Sends an Email to conference participants, inviting them to attend a conference. When this option is selected, an area of the screen is displayed that allows the organizer to enter the participants information and information regarding the Email invitation.

*If more than four participants are selected, a second page is provided. Access the second page by pressing 2, located to the right of the participant list.*

If composing the body of the invitation Email, click **Details Not Specified** to access the **Invitation Conference Details**.

Click **Select Participant** and select the names of the participants from the list. If the Email addresses are available they are automatically displayed. Otherwise, manually enter the Email address.

Click **Preview** to see an example of the invitation Email that will be sent.

If more than 4 participants are specified, click **2** to access the next page.

#	Name	Email	Organizer
1	Blake	dblake@necinfrontia.co	<input checked="" type="radio"/>
2	Bock	mbock@necinfrontia.co	<input type="radio"/>
3	Delzer	mdelzer@necinfrontia.c	<input type="radio"/>
4	Dennis	ddennis@necinfrontia.c	<input type="radio"/>

The screenshot shows a web interface titled 'Invitation'. At the top right, there are three links: 'Select Participant' (in purple), 'Details Not Specified' (in purple), and 'Preview' (in blue). Below these is a table with four columns: '#', 'Name', 'Email', and 'Organizer'. The table contains four rows of participant information. Below the table, there are two page navigation buttons: '1' and '2'. The '2' button is highlighted in a light yellow box. Arrows from the surrounding text point to these elements.

Figure 5-6 Selecting Participants

Invitation Details

**Invitation**

Conference Details Meeting to discuss sales projections.  
(Body of Invitation Email - 255 char max)

To save, click 'Apply' in the main screen. [Close]

Enter conference details. These details appear in the Email invitation.

Figure 5-7 Invitation - Conference Details

**Mail Preview**

You have been invited to a phone conference. Please dial the conference bridge number at the conference scheduled time followed by your conference password as prompted.

Conference Topic: Weekly Sales Meeting

Meeting to discuss sales projections.

Bridge Dial-in Number: 214-262-3880  
Start Date and Time: Thursday 01 May, 5:00 PM 2008 GMT-06:00, Central (Chicago)  
Duration: 30 min  
Recurrence: Occurs every week from Thu, 01 May 2008 to Thu, 10 Jul 2008  
Organizer: Dennis  
Organizer Email: ddennis@necinfrontia.com

Participants 5 Including Organizer

- 1 Blake XXXXXXXXXX
- ▼ Bock XXXXXXXXXX
- 3 Delzer XXXXXXXXXX
- 4 Dennis XXXXXXXXXX
- 5 XXXXXXXXXX

If you feel you received this message in error, please do not reply to this message. Contact the conference organizer. Thank you. Multimedia Conference Manager

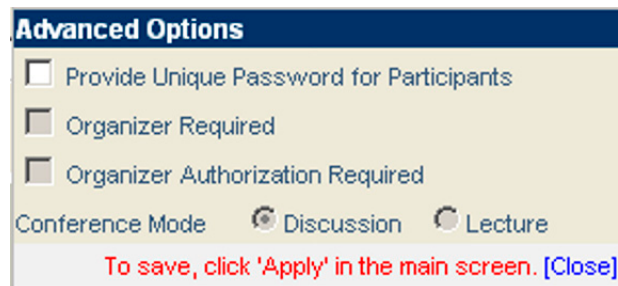
P.S: Press \*99# to listen in-conference dial code help.

[Close]

Figure 5-8 Mail Preview



**Advanced Options:** Allow the conference organizer to view and/or edit the following options:



**Figure 5-9 Advanced Options Window**

- **Provide Unique Password for Participants** – the CNF Application provides a nine digit random generated password as default for all conference participants (all participants will utilize the same password). If Provide Unique Password for Participants is checked, the conference engine generates a unique password for each participant (all participants use different passwords).
- **Organizer Required** – if checked, an organizer is required to be present before the conference can begin. No participants can enter the conference until the organizer has entered.
- **Organizer Authorization Required** – if checked, an organizer must authorize a participant's entry into the conference. The organizer can accept or reject participants. The organizer enters the following codes at the organizer terminal to accept or reject participants as they attempt to enter the conferences.

**Table 5-1 Admission Control: Access Codes**

Admission Control: Access Codes	
<b>1</b>	Organizer Accept Participant
<b>2</b>	Organizer Reject Participant

 *If this option is selected, the **Organizer Required** option is automatically checked.*

- **Conference Mode** – allows the conference organizer to specify if the conference is Discussion or Lecture.
  - **Lecturer Mode** – When the conference starts, all conference participants are placed in mute and remain muted for the duration of the conference. Only the participant, designated as the Lecturer, is not muted.
  - **Discussion Mode** – All participants can be heard when this mode is selected.

**Conference Password** – the CNF Application provides a nine digit random generated password as default for all conference participants to use when joining the conference.

If the conference has successfully been set, the Scheduled Conferences screen is displayed, showing the conference you created.

As soon as the conference is created, an Email is sent to all the parties that are expected to attend the conference.

When the conference creation is successful, a new entry is added to the scheduled conferences. You may view , edit or delete scheduled conference. If the View conference is selected, conference details displayed are: schedule, resources, and conference options.

User: Installer Group: Admin [About](#) [Help](#) [Logout](#)

**Conference Details**

**Schedule**

Conference Topic: Daily Conference  
 Date & Time: Fri, 25 Apr, 06:29PM 2008 GMT-06:00, Central (Chicago)  
 Duration: 15 Min  
 Recurrence: Not Specified

**Resources**

No of Participants: 3

**Conference Options**

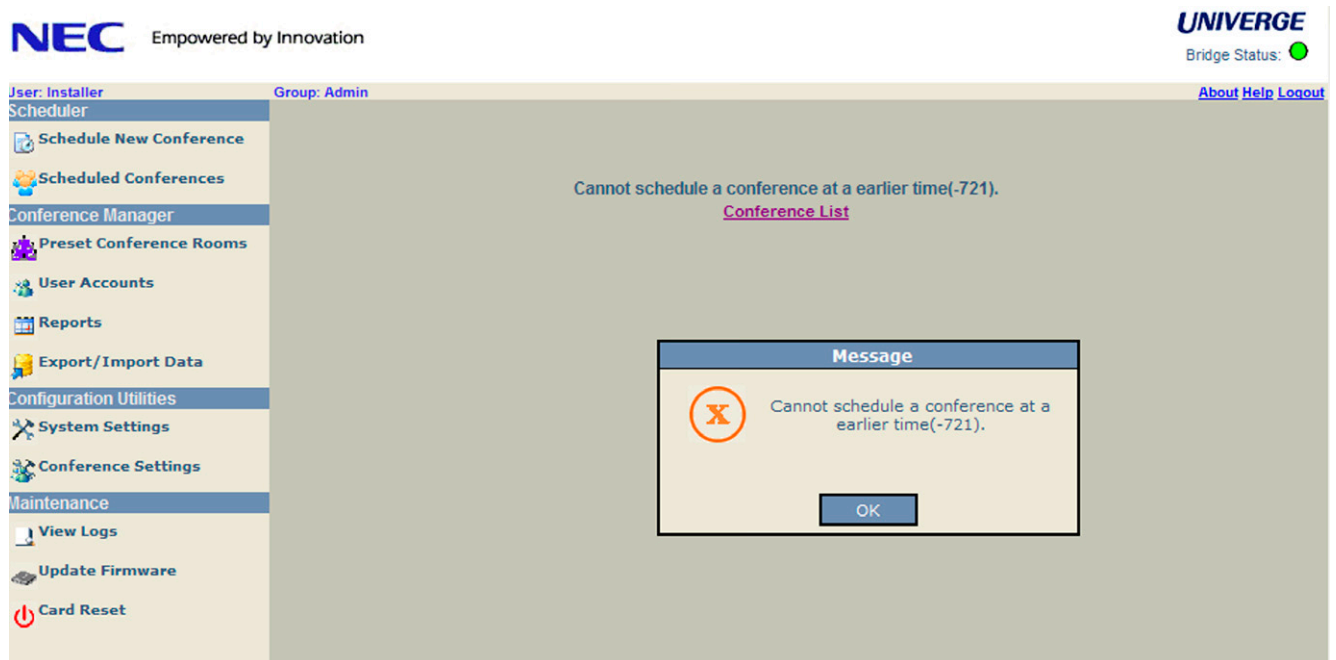
Allow Early Entry: Enabled: 10 Minutes  
 Distinguish Participants: Disabled  
 Announce Participant: Enabled  
 Send Invitation: Enabled  
 Conference Password: 770847510

Conference Details: Status Meeting

Sl.No	Participant	Password	Email
1	Installer	770847510	installer@yourcompany.com
2	Participant 1	770847510	participant1@yourcompany.com
3	Participant 2	770847510	participant2@yourcompany.com

Figure 5-10 New Conference Report Screen

If an error occurs during the conference creation process, the cause of the error is displayed and the user has the opportunity to modify the conference to resolve any scheduling conflicts.



**Figure 5-11 Conference Report Error Screen**

When the Mail Configuration options are not properly set, a message is displayed in the new conference report indicating that the notification Emails were not sent out. The user has can resend the notifications from the Conference Manager.

## 4.2 Scheduled Conferences

The Scheduled Conferences shows a list of scheduled conferences. Conferences listed on this window cannot be edited or deleted unless the user has administrative privileges or is the person who scheduled the conference.

When the user is a member of the user group, only the conferences scheduled with that username are displayed. When the user is a member of the admin group all currently scheduled conferences, along with the organizer of each conference are displayed. The Scheduled by, Subject, Start Date, Start Date and Time and Duration are always displayed along with the View and Delete icons. Before the conference starts and moves to the active state, the Edit icon is also available. Once a conference begins, the Conf ID Icon turns Green and the edit option is available while a conference is active to add or delete participants.





Conf Id	Scheduled by	Subject	Start Date and Time	Duration	View Edit Delete
 032502001	Installer	Daily Conference	Fri, 25 Apr, 06:29PM CST 2008	15 Min	  

**Figure 5-12 Scheduled Conferences Window**

The following information is provided for each conference:

**Conf Id:** A unique identifier automatically assigned by the system to track the conference.

**Scheduled by:** The user who scheduled the conference. A colored icon displays to the left of the name of the person who scheduled the conference. These icons indicate:

- Green Icon  indicates a live conference is currently in progress.
- Red icon  indicates that there is not a live conference in progress.

**Subject:** The subject of the conference.

**Start Date and Time:** The scheduled date and time for the conference.

**Duration:** The time the conference lasts.

**View:** By pressing the icon, users can view conference details.

**Edit:** By pressing the icon, a user with administrative privileges or the person who scheduled the conference can edit it.

**Delete:** By pressing the icon, a user with administrative privileges or the person who scheduled the conference can delete it.

## SECTION 5 CONFERENCE MANAGER

The **Conference Manager** provides access to the **Preset Conference Rooms**, **User Accounts**, **Reports**, and **Export/Import Data**. These options allow administrators to preset conference rooms, create and edit user accounts, generate conference bridge usage reports and to export/import data from/to the conference bridge application.

### 5.1 Preset Conference Rooms

The Preset Conference is also called 'always on conference'. There is no stipulated time for these conferences to occur. There should be a minimum of three ports for a preset conference to occur. The best analogy for this type of conferences is a conference room having a fixed number of chairs. The conference room is available round the clock unless all of its chairs are occupied. To access this option, select **Preset Conference Rooms**.

The Conference Bridge Web Interface allows the interface administrator to configure the preset conferences. The number of preset conferences and the length of password for the preset conference is configurable.

The screenshot displays the UNIVERGE Conference Manager web interface. The top left shows the NEC logo and 'Empowered by Innovation'. The top right shows the UNIVERGE logo and 'Bridge Status: [Green Dot]'. The user is logged in as 'User: Installer' with 'Group: Admin'. The left sidebar contains a navigation menu with categories: Scheduler, Conference Manager (selected), Configuration Utilities, and Maintenance. Under Conference Manager, 'Preset Conference Rooms' is selected. The main content area shows the 'Preset Conference Rooms' configuration window with the following details:

**Configuration**

- No. of Conferences: 1
- Password Length: 4

**Details**

# Participants	Password	Announce Participant	Edit
4	1111	✓	

Figure 5-13 Preset Conference Rooms Window

## Configuration

**No. of Conferences:** This option indicates the number of preset conferences. The ports for the preset conference can be reserved on the Bridge Setting window. The ports reserved for the preset conferences are equally divided among the selected number of preset conferences.

**Password Length:** This option allows the length of the password to be set. The password is automatically generated by the system according to the password length indicated in this field. The passwords are in the form of 111, 222, 333..., depending upon the length of the password selected. The generated password can be changed by editing the preset conference.

## Details

**# Participants:** Displays the number of participants allowed in a preset conference. This field cannot be changed from this window.

**Password:** The password, assigned for accessing the present conference, is displayed in this field.

**Announce Participant:** When the preset conferences are configured and created, by default the “announce participant” is enabled, this feature announces the arrival of the participants in to the conference to the other parties who are already logged in to the conference.

**Edit:** The edit icon, displayed for a preset conference, allows the user to edit conference parameters.

## 5.2 User Accounts


User Accounts allows the administrator to manage user accounts. The administrator can add a new users, edit existing user parameters and delete users. To access this option, select **User Accounts**.


Username	Group	Email	Edit	Delete
George	User	George@necinfrontia.com		
Installer	Admin	admin@necinfrontia.com		

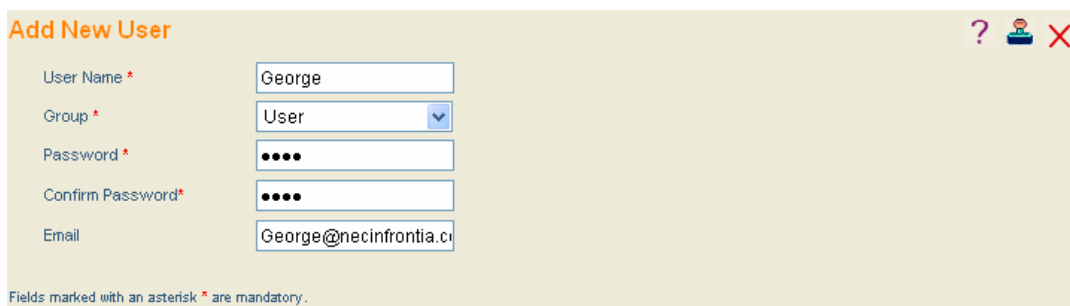
**Figure 5-14 User Accounts Window**

### 5.2.1 Add New User

This option is used to create/add new users. The users can be created as normal users or admin users. Users added into the 'Users' group have limited privileges on the Conference Bridge application. Users created as an 'Admin' users have administrative privileges in the Conference Bridge application.

 *While creating the interface users, the Email ID of the user can be specified.*

To access the **Add New User** page, click the  icon on the User Accounts Window.



**Add New User**

User Name \*

Group \*

Password \*

Confirm Password\*

Email

Fields marked with an asterisk \* are mandatory.

**Figure 5-15 Add New User Window**

**User Name:** The name of the user (required entry).

**Group:** Assign the user to one of two groups: User or Admin (required entry).

The User group provides the following privileges:

- Logging into the Web User Interface
- Scheduling conferences
- Editing conferences, which the user has personally scheduled
- Viewing all which the user has personally scheduled
- Deleting conferences, which the user has personally scheduled
- Generating reports on user scheduled conferences

The Admin group provides the following privileges:

- Logging into the Web User Interface
- Managing users (adding/editing/deleting users)
- Configuring preset conferences
- Scheduling conferences
- Managing conferences set by other users
- Exporting/Importing conference data
- Generating reports on conferences previously conducted


**Password:** Assign the user's password (required entry).

**Confirm Password:** Confirm the user's password (required entry).

**Email:** The user's Email address (optional entry).

### 5.2.2 Edit User

This option allows the administrator to change parameters for users.

To access the **Edit User** window, press  on [Figure 5-14 User Accounts Window on page 5-16](#).

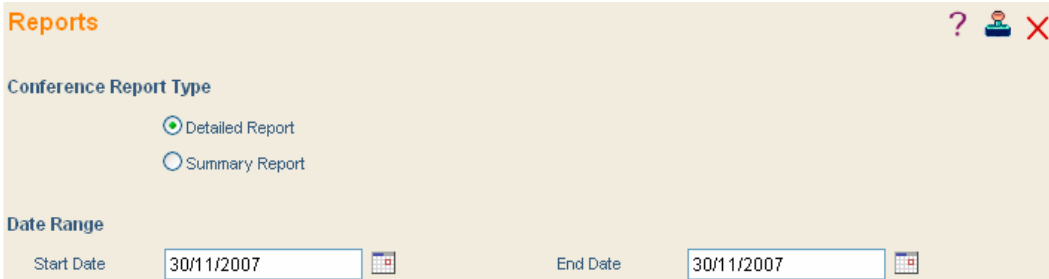
### 5.2.3 Delete User

This option allows the administrator to delete users.

To delete users, press  on [Figure 5-14 User Accounts Window on page 5-16](#).

## 5.3 Reports

Since the Conference Bridge application is used for conducting the conferences, it becomes important to monitor the usage of the conference bridge. The conference engine generates log entries of activities on the conference bridge. These activities are maintained in the log database.



The screenshot shows a web-based interface for generating reports. The title bar reads "Reports" with help, user, and close icons. Under "Conference Report Type", the "Detailed Report" radio button is selected. The "Date Range" section includes "Start Date" and "End Date" text boxes, both containing "30/11/2007", with small calendar icons to their right.

**Figure 5-16 Reports Window**



### Conference Report Type

**Detailed Report:** The detailed report provides details of conferences held for a given date range. The information includes conference ID, start date and time end date and time of the conference, number of parties attending the conference and duration of the conference.

If the conference was recorded, this report also lists the conference file; a link is provided in the detailed reports page to download the conference record file.

If voting sessions were held during the conference, this report shows the voting details. Each conference can have multiple voting sessions; the details of all the voting sessions held during the conference are shown in the detailed reports.

To view the voting details of a particular conference, click on the link for each conference record under the voting column. The link is shown only if at least one voting session is held for that conference.

The detailed reports also specify the number of records retrieved for the given date input and the report generation date.

**Summary Report:** The Summary Report, provides the summary of the usage of the Conference Bridge. This includes the number of conferences held between the given date range and total duration of all the conferences held between the given date range.

### Date Range

**Start Date:** The date the report starts.

**End Date:** The date the report ends.

## 5.4 Export/Import Data

The Export/Import Data option allows the administrator to Export/import data from/to the Conference Bridge application. This could be generally useful when a database backup needs to be taken before installing a new version of the software. The conference database and conference log database of the Conference Bridge application can be Exported/Imported using this interface.

This option can also be used to upload a custom greeting message. The custom greeting messages are played when the conference participant dials the conference bridge number; provided the conference bridge settings are set to play the custom welcome message.

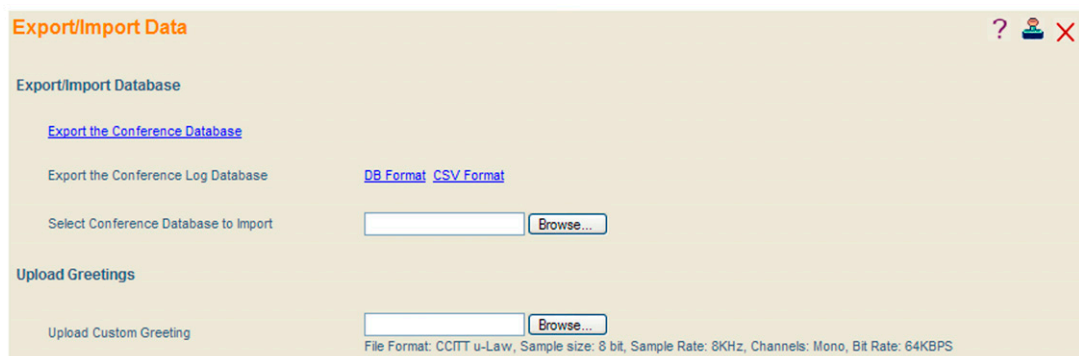


Figure 5-17 Export/Import Data Window

### Export/Import Database

**Export the Conference Database:** Exports the conference database.

**Export the Conference Log Database:** Exports the log database.

**Select Conference Database to Import:** Browse to select a database to import. Note the support PC must be connected directly to the CD-PVAA Multimedia Conference Bridge and not connected via a Hub or Router when performing a Database Restoration.

### Upload Greetings

**Upload Custom Greeting:** Browse to upload a customized greeting.



**Customized greeting file format must support: CCITT u-Law, Sample size: 8 bit, Sample Rate: 8KHz, Channels: Mono, Bit Rate: 64KBPS.**



*The support PC must be connected directly to the CD-PVAA Multimedia Conference Bridge and not connected via a Hub or Router when performing any of the following functions:*

*Database Restoration*

*Application Package Upgrade*

*Service Package Upgrade*

## SECTION 6 CONFIGURATION UTILITIES

**Configuration Utilities** provides access to the **System Settings** and **Conference Settings**. These options allow administrators to set up system parameters and assign conference settings.

### 6.1 System Settings

**System Settings** window allows the administrator to configure certain required network parameters. This window allows the server date and time, mail server configuration that will be used for sending the conference invitation mail, Email message configuration, web server timeout interval, external interfaces and log settings.

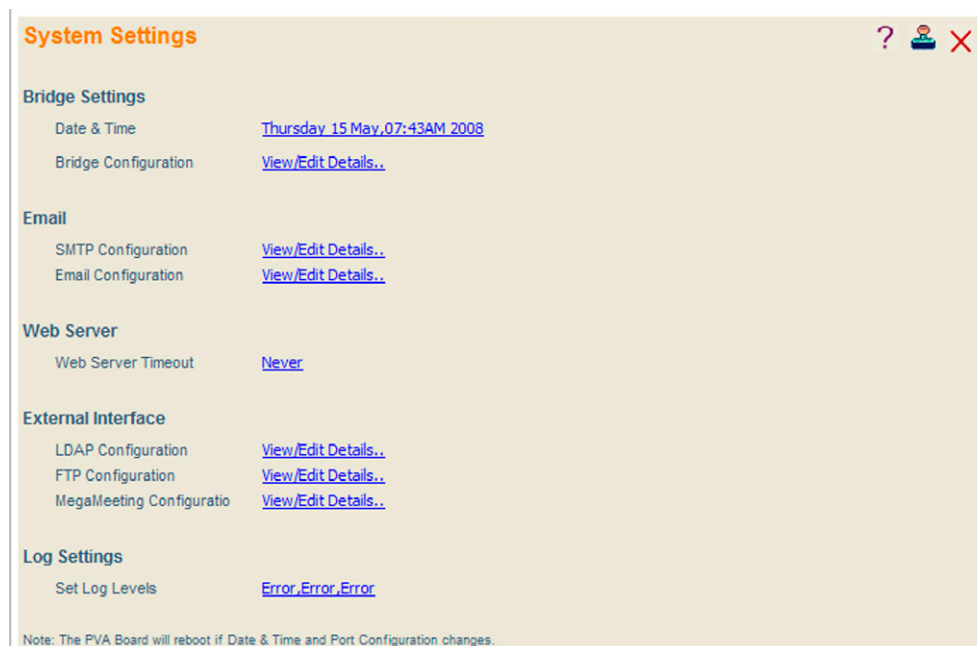


Figure 5-18 System Settings Window

## 6.1.1 Bridge Settings

This option allows the administrator to set the system date and time and Bridge Configuration.

### 6.1.1.1 Date and Time Configuration


The **Date and Time Settings** window, accessed from the System Settings window, allows the administrative user to set the system time. By default, the Conference Bridge uses CPU time as the current time. This can be changed using the settings on the Date and Time Configuration window. The date and time can be read from the available network time server located in the various global locations. For the convenience of the web interface user, some of the 'standard NTP servers' are listed. Web users can utilize one of the listed time servers to synchronize the conference application with the selected time zone.

**Figure 5-19 Date and Time Settings Configuration Window**

**Choose a Time Zone:** Using the pulldown menu, select the appropriate time zone.

**Use Time Server:** Click the box to the left of the heading to access the **Time Server** field.

**Time Server:** Using the pulldown menu, select the appropriate time server.

 *Verify that the DNS settings enable the web server to resolve the specified time server.*

To apply these settings, click **Close** to return to the Main Menu. On the Main Menu, click **Apply**.

## 6.1.1.2 Bridge Configuration

The **Bridge Configuration** window, accessed from the **Conference Settings** window, allows the administrator to configure some of the conference bridge parameters.

The screenshot shows the 'Bridge Configuration' window with the following settings:

Conference Bridge Number	214-262-3880
Ports Capacity on Board	16
Reserved Ports for Preset Conference	4
Max. Participants Per Conference	12
Max Conf. Duration	45 min
End Tone Alert Time	15 min
Use Custom Greeting	<input type="checkbox"/>
Maintenance Passkey	47544 #
Delete Concluded Conference After	1 days

To save, click 'Apply' in the main screen. [\[Close\]](#)

**Figure 5-20 Bridge Configuration Window**

**Conference Bridge Number:** Enter the number for the conference bridge.

**No. of reserved ports for present conference:** Enter the number of ports that are reserved for preset conferences.

**Max Participants per conference:** Designate the maximum number of conference participants allowed per scheduled conference.


*When applying bridge configuration, the port capacity must be considered when reserving ports for preset conference and specifying the Max participants.*

*Example: If Port Capacity of the board = 8, and four ports are reserved for preset conference, the maximum participants allowed is four or less. As a rule of thumb, the reserved preset ports and max participants combined may never equal to more than port capacity.*

**Max Conf. Duration:** Enter the maximum length of time for the conference.

**End Tone Alert Time:** Enter the time that the end tone alert is played. Conference participants hear a beep tone at the stipulated time assigned in this field.

**Use Custom Greeting:** Check the box for this field if the conference bridge is enabled to play a customized welcome message instead of the factory default message.

 Use the *Export/Import* window to upload a customized greeting to the conference bridge.

**Early Entry:** Enter the box for this field to allow conference participants to come into the conference earlier than the scheduled start time. Enter the number of minutes participants are allowed to enter early.

**Maintenance Passkey:** Enter the special key sequence to access the built-in prompted recording capability. (Special Key 'magic key' Sequence = **\*\*123#**). After the special key sequence is entered, enter the Maintenance Passkey when prompted. When the Maintenance Passkey is confirmed, use the prompts for recording.

To apply these settings, click **Close** to return to the Main Menu. On the Main Menu, click **Apply**.

## 6.1.2 Email Settings

This option allows the administrator to set Email parameters.

### 6.1.2.1 STMP Configuration

The **SMTP Configuration** window, accessed from the System Settings window, allows the administrator to configure the Email serve. SMTP (Simple Mail Transfer Protocol) is the de facto standard for Email transmissions across the internet. This configuration makes it possible for the Web Interface to identify the SMTP server used for sending an invitation mail.

SMTP Configuration	
Outgoing Mail Server (SMTP)	<input type="text" value="smtp.necinfrontia.net"/>
Outgoing Mail Server Port	<input type="text" value="25"/>
Server Requires Authentication	<input checked="" type="checkbox"/>
Authentication User Name	<input type="text" value="Admin@necinfrontia.co"/>
Authentication Password	<input type="password" value="••••••••"/>
Confirm Password	<input type="password" value="••••••••"/>
'From' Email Address	<input type="text" value="Admin@necinfrontia.co"/>
Please provide IP Address for Outgoing Mail Server (SMTP)	
To save, click 'Apply' in the main screen. <a href="#">[Close]</a>	

**Figure 5-21 SMTP Configuration Window**

Consult your network administrator prior to configuring this information.

**Outgoing Mail Server (SMTP):** The IP address for the mail server.

**Outgoing Mail Server Port:** The port the outgoing mail server uses.

**Server Requires Authentication:** Click this option if the user name and password will be required for authentication.

**Authentication User Name:** If the **Server Requires Authentication** field is checked, the user name is required.

**Authentication Password:** If the **Server Requires Authentication** field is checked, the user password is required.

**Confirm Password:** Enter the password entered in the **Authentication Password** field to confirm.

**'From' Email Address:** Enter the Email address where participants will receive invitation mail.

To apply these settings, click **Close** to return to the Main Menu. On the Main Menu, click **Apply**.

#### 6.1.2.2 Email Configuration

The **Email Configuration** window, accessed from the System Settings window, allows the administrator to configure default Email settings. The information configured in this window is sent as part of the invitation mail to conference participants. The mail is sent only to those users, whose valid Email IDs, are given while creating the conference.

The screenshot shows the 'Email Configuration' window with the following fields:

- Subject:** Multimedia Conference Service
- Message Introduction:** You have been invited to a phone conference. The phone number of the conference bridge is xxx-xxx-xxxx. The time, date, duration, and (255 char max)
- Message Conclusion:** If you feel you received this message in error, please reply to this message. (255 char max)

A [Close] button is located at the bottom right of the window.

**Figure 5-22 Email Configuration Window**

**Subject:** Enter the generic subject of the Email.

**Message Introduction:** Enter the invitation Email message introduction text.

**Message Conclusion:** Enter the invitation Email message conclusion text.

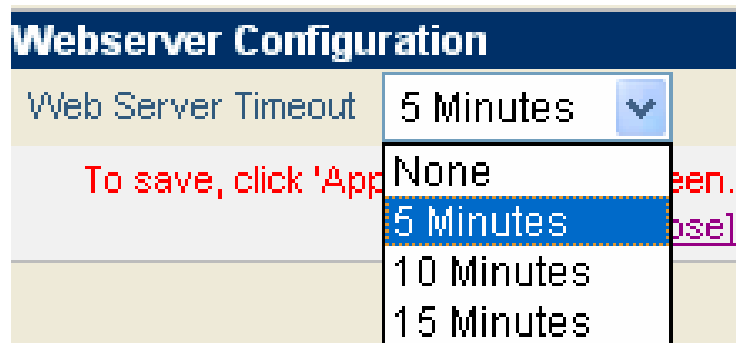
Click **Close** to return to the System Settings window.

### 6.1.3 Web Server Configuration

This window allows the administrator to set the web server timeout.

#### 6.1.3.1 Web Server Timeout

The **Web Server Timeout Configuration** window, accessed the System Settings web page, allows the administrator to set the timeout setting for the GoAhead web server.



**Figure 5-23 Web Server Configuration Window**

**Web Server Timeout:** Assign the timeout. When the timeout period elapses, the web server logs out users from the web interface.

To apply these settings, click **Close** to return to the Main Menu. On the Main Menu, click **Apply**.

### 6.1.4 External Interface

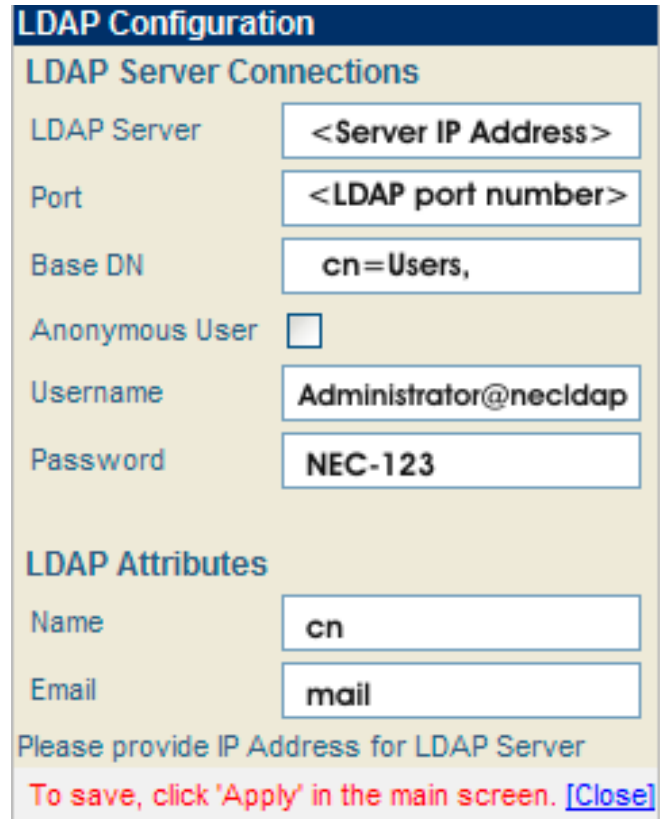
This window also allows the administrator to configure the external interfaces that are used by the Conference Bridge application. The external interfaces include:

- LDAP configuration for accessing the active directory users detail.
- FTP configuration for using the FTP location as the secondary storage device for the Conference Bridge application.
- XL Meeting – Configure the NEC XL Meeting video Conference portal (NEC Support Partner).



### 6.1.4.1 LDAP Configuration

The **LDAP Configuration** window, accessed from the System Settings window, allows the administrator to configure an LDAP (Light Weight Directory Access Protocol) server available on the network. LDAP configuration allows the web interface to access the domain user information. While creating the conference, the person who is creating the conference can select the participants from the LDAP server.



The screenshot shows the 'LDAP Configuration' window with the following fields and values:

LDAP Server Connections	
LDAP Server	<Server IP Address>
Port	<LDAP port number>
Base DN	cn=Users,
Anonymous User	<input type="checkbox"/>
Username	Administrator@necldap
Password	NEC-123

LDAP Attributes	
Name	cn
Email	mail

Please provide IP Address for LDAP Server  
To save, click 'Apply' in the main screen. [\[Close\]](#)

**Figure 5-24 LDAP Configuration Window**

Consult your network administrator prior to configuring this information.

#### **LDAP Server Connections**

**LDAP Server:** Enter the IP address of the server being used for the Conference Bridge application.

**Port:** Enter the port number used for the Conference Bridge application.

**Base DN:** Enter the base domain name that specifies the hierarchy of what user information is retrieved and where it is retrieved within a multiple domain controller.

- **cn** = Common Name, to identify the type of information required from the server.
- **dc** = Distinguished Name, in a network there can be multiple domain controller distinguished based on certain criteria. Use this field to specify the particular domain controller where the user information is retrieved.

**Anonymous User:** Check this box if users are allowed to login anonymously.

**Username:** Enter the name of the user.

**Password:** Enter the user's password.

#### LDAP Attributes


**Name:** Enter the LDAP name.

**Email:** Enter the LDAP Email.

To apply these settings, click **Close** to return to the Main Menu. On the Main Menu, click **Apply**.

#### 6.1.4.2 FTP Configuration

The **FTP Configuration** window, accessed from the System Settings window, allows the administrator to configure the external FTP interface. Since the PVAA interface has limited memory, the Conference Bridge application uses the FTP interface as external storage for storing the backup files. The back files include the Log files, Log database and the conference recording files.



FTP Configuration

FTP Server

Folder

Username

Password

Please provide IP Address for FTP Server

To save, click 'Apply' in the main screen. [\[Close\]](#)

Figure 5-25 FTP Configuration Window

Consult your network administrator prior to configuring this information.

**FTP Server:** Enter the FTP server IP address.

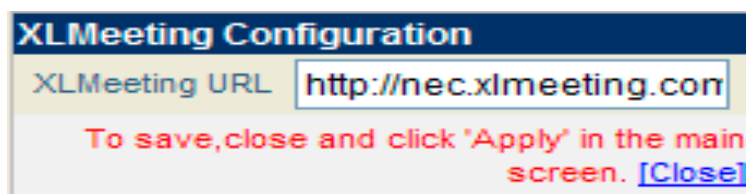
**Folder:** Enter the destination FTP folder name.

**Username:** Enter the user name for FTP authentication.

**Password:** Enter the password for FTP authentication.

To apply these settings, click **Close** to return to the Main Menu. On the Main Menu, click **Apply**.

#### 6.1.4.3 XL Meeting Configuration



**Figure 5-26 XL Meeting Configuration Window**

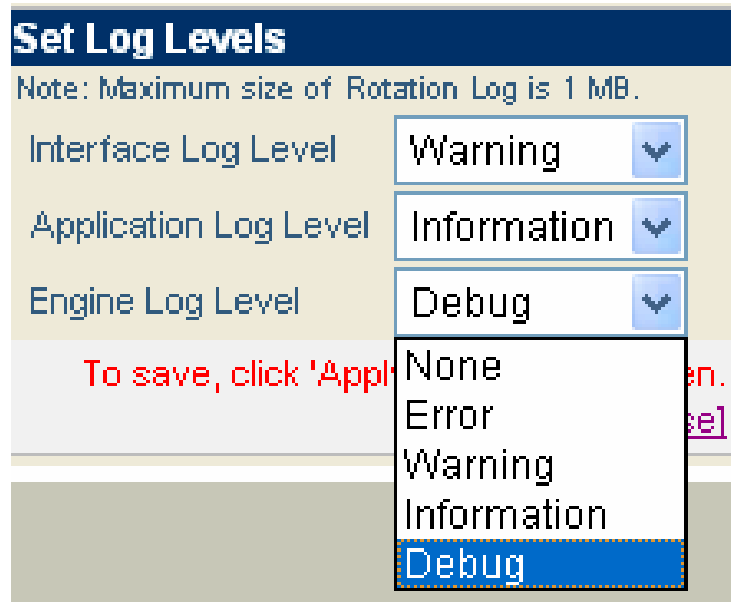
The XL Meeting Configuration division window under the System Settings web page allows the administrator to configure the XL Meeting link. The XL Meeting allows the conference participants to access the same web URL specified in this section from the system.

## 6.1.5 Log Settings (Debug Levels)

### 6.1.5.1 Set Log Levels

The **Set Log Levels** window allows the installer to configure how much information should be sent to the debug log.


This window is used for analyzing any communication errors, and is intended for use by technical support personnel.



**Figure 5-27 Set Log Levels Window**

There are three components of the conference bridge for which the log levels can be set. These include:

- Interface Log Level
- Application Log Level
- Engine Log Level

 *The maximum size of rotation log is 1 MB.*

The three components can be set to one of the following log levels. Log messages are categorized from highest level to lowest as listed below:

- None = no messages are logged
- Error = all error messages are logged
- Warning = all warning and error messages are logged
- Information = all information, warning and error messages are logged

- Debug = all levels of messages are logged when 'debug' level is set

**Interface Log Level:** Enter the Interface log level settings. This field sets the log message levels for the interface layer of the Web Interface application. Any message logged in the Interface layer follows these log settings.

**Application Log Level:** Enter the Application log level setting. This field sets the log message levels for the application log messages. The application log messages are the messages logged by the Call Flow component of the Multimedia Conference Bridge.

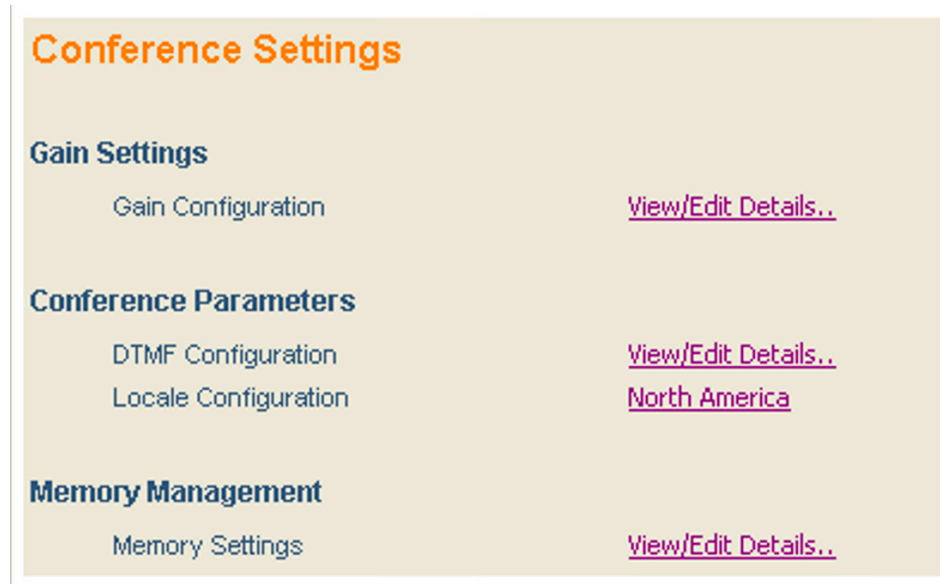
**Engine Log Level:** Enter the conference engine log level setting. This field is used to set the log message level for the Conference Engine component. Any log message, generated by the Conference Engine, is logged (if the log setting is other than None).

To apply these settings, click **Close** to return to the Main Menu. On the Main Menu, click **Apply**.

## 6.2 Conference Settings

The **Conference Settings** window allows the administrator to configure certain application related parameters. Select the various parameters by clicking on the **View/Edit Details..** link beside each option (except Locale Configuration, in which case, select the displayed location). The parameters that are configured from the Conference Settings window include:

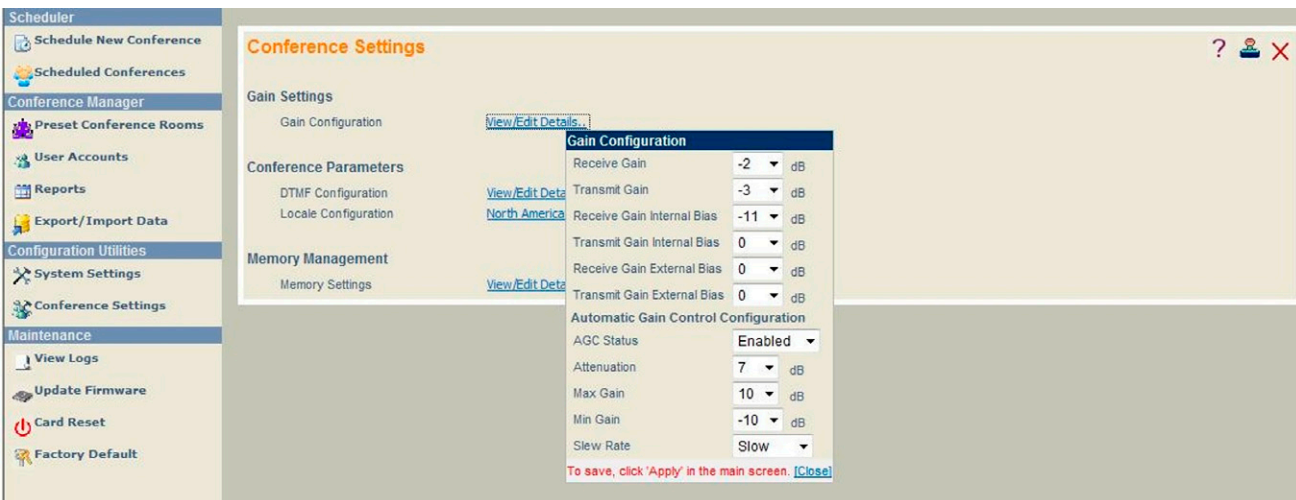
- Gain Configuration
- DTMF Configuration
- Memory Settings



**Figure 5-28 Conference Settings Window**

## 6.2.1 Gain Configuration

The **Gain Configuration** window, accessed from the **Conference Settings** window, allows the administrator to set the default gain settings for the conference ports. The gain settings include transmit gain and receive gain.



**Figure 5-29 Gain Configuration Window**

**Gain Configuration:** These fields are useful for attenuation applied to obtain adequate voice levels for the end users. NEC recommends *not* altering these values unless attempting to solve issues related to voice levels. (Default = 0 dB)

**Transmit/Receive Gain:** Base gain value that is applied to all calls (Internal or External).

**Transmit/Receive Internal or External Bias:** Transmit/Receive levels for External and Internal calls.

*More (+) positive setting increases the volume level.  
More (-) negative decreases the volume level.*

**Example:** When the following settings are applied:  
Transmit Gain = 2, Transmit Internal Bias = 2  
Transmit Gain set for the channel of a call on an internal line would equal total 4.

**Automatic Gain Control Configuration:** These fields are useful when controlling the gain of the system in order to maintain constant audio levels during a conference.

*The default values are suggested baseline settings for the Multimedia Conference Bridge Application. The values may need to be adjusted for optimal performance on your system.*

## 6.2.2 Conference Parameters

**Conference Parameters** are accessed from the from the Conference Settings window. Conference bridge access codes and the geographic location are assigned using the DTMF Configuration and Locale Configuration options.

### 6.2.2.1 DTMF (Access Code) Configuration

The **DTMF Configuration** window, accessed from the **Conference Settings** window, allows the administrator to configure the DTMF (Access) codes for the conference bridge. The conference parties should be using this configured DTMF codes during the conference for various operations. DTMF is a 2-character numeric identifier, which uniquely identifies the operation the conference participant intends to perform. The values show in [Figure 5-30 DTMF \(Access Code\) Configuration Window](#) are the default values. These values can be changed by the technician.

DTMF Configuration			
<b>Organizer DTMF</b>		<b>Common DTMF</b>	
Make Call and Invite Participant	*01#	Dial Code Help	*99#
Lock Conference	*02#	Roll Call	*14#
Mute/Unmute Participant	*03#	Self Mute/Unmute	*15#
Remove Participant	*04#	Increase Transmit Gain	*16#
Lecture/Discussion Mode	*05#	Decrease Transmit Gain	*17#
Assign Lecturer	*06#	Increase Receive Gain	*18#
Continue Conference	*07#	Decrease Receive Gain	*19#
Destroy Conference	*08#		
Start Recording	*09#	<b>Voting DTMF</b>	
Stop Recording	*10#	Option Yes	*20#
Start Voting	*11#	Option No	*21#
Stop Voting	*12#	Option Can't Say	*22#
Extend Conference	*13#		

To save, click 'Apply' in the main screen. [\[Close\]](#)

**Figure 5-30 DTMF (Access Code) Configuration Window**




## Organizer DTMF (Access Codes)

**Organizer DTMF Digits – may be utilized during an advanced schedule conference which utilized unique passwords.**

**Make Call and Invite Participant:** Dialing this code allows the conference organizer to make an external call and invite a party to join the conference. The organizer may need to share one of the available passwords with the party to allow them to join the conference.

(Default = \*10#)

 *Password can be viewed (in view mode) from the **Scheduled Conference** window. (Refer to [Figure 5-12 Scheduled Conferences Window on page 5-14.](#))*

**Lock Conference:** Dialing this code allows the conference organizer to lock the conference. When a conference is locked, participants trying to enter the conference are not allowed to join even if have a valid conference password.

(Default = \*07#)

**Mute/Unmute Participant:** Dialing this code allows the conference organizer to Mute/Un Mute participants of the conference.

(Default = \*02#)

**Remove Participant:** Dialing this code allows the conference organizer to remove a conference participant forcefully from the conference. To remove the participant from the conference, the organizer must know the participant's password. The organizer can obtain participant's passwords by doing a roll call of all the logged in users.

(Default = \*03#)

**Lecture/Discussion Mode:** Dialing this code allows the conference organizer to change/toggle between lecturer/discussion conference modes. In discussion mode all the participants of the conference can hear and talk with each other. In lecturer mode only one participant, who is designated as the lecturer, can talk rest all participants will be in the 'listen only' mode.

(Default = \*06#)

**Assign Lecturer:** Dialing this code allows the conference organizer to assign one of the conference participants with lecturer privileges.

(Default = \*08#)

**Continue Conference:** Dialing this code allows the conference organizer to allow the conference to continue even when they leave the conference. This operation sets a parameter in the conference bridge that allows participants to continue with the conference after the organizer exists from the conference.

(Default = \*04#)

**Destroy Conference:** Dialing this code allows the organizer to destroy an ongoing conference. This operation disconnects all participants from the conference and releases the conference resource occupied on the Conference Bridge. *This operation should be used cautiously.*

(Default = \*05#)

**Start Recording:** Dialing this code allows the organizer to start the conference recording session. The conference recorded wave file can be downloaded from the web interface.

To download the conference recorded file, generate the conference report for the specified date range. When the report is generated, click the hyperlink to display the file download dialog and select the file to download.

(Default = \*00#)

**Stop Recording:** Dialing this code allows the organizer to stop the conference recording process.

(Default = \*01#)

**Start Voting:** Dialing this code allows the conference organizer to initiate the voting session. Once the voting session is initiated, conference participants can vote on an issues being discussed over the conference call. The voting details are recorded and are viewed as part of reports.

(Default = \*17#)

**Stop Voting:** Dialing this code allows the conference organizer to stop the voting session.

(Default = \*21#)

**Extend Conference:** Dialing this code allows the conference organizer to extend the length of the conference.

(Default = \*10#)

### Common DTMF (Access Codes)

**Common DTMF Digits – may be utilized during preset, scheduled and advanced scheduled conferences.**

**Dial Code Help:** Dialing this code allows the conference participants to initiate the IVR help file. The file provides details about various IVR options available on the Conference Bridge application.

(Default = \*99#)

**Roll Call:** Dialing this code allows the conference participants to confirm other participants in the conference. This operation plays the name and password of all the participants that are already into the conference.

(Default = \*12#)

**Self Mute/Unmute:** Dialing this code allows the conference participants to mute/unmute their own conference telephone line. When muted, the participants voice is heard by other participants.

(Default = \*09#)

**Increase Transmit Gain:** Dialing this code allows conference participants to increase the transmission gain on their conference line.

(Default = \*13#)

**Decrease Transmit Gain:** Dialing this code allows conference participants to decrease the transmission gain on their conference line.

(Default = \*14#)

**Increase Receive Gain:** Dialing this code allows conference participants to increase the receive gain on their conference line.

(Default = \*15#)

**Decrease Receive Gain:** Dialing this code allows conference participants to decrease the receive gain on their conference line.

(Default = \*16#)

### Voting DTMF (Access Codes)

**Vote DTMF Digits** - may be utilized during **Advanced schedule with unique conference passwords**. The conference organizer must start and stop voting.

**Option Yes:** Dialing this code allows the conference participant to vote 'Yes' to support the issue.  
(Default = \*18#)


**Option No:** Dialing this code allows the conference participant to vote 'No' against supporting the issue.  
(Default = \*19#)

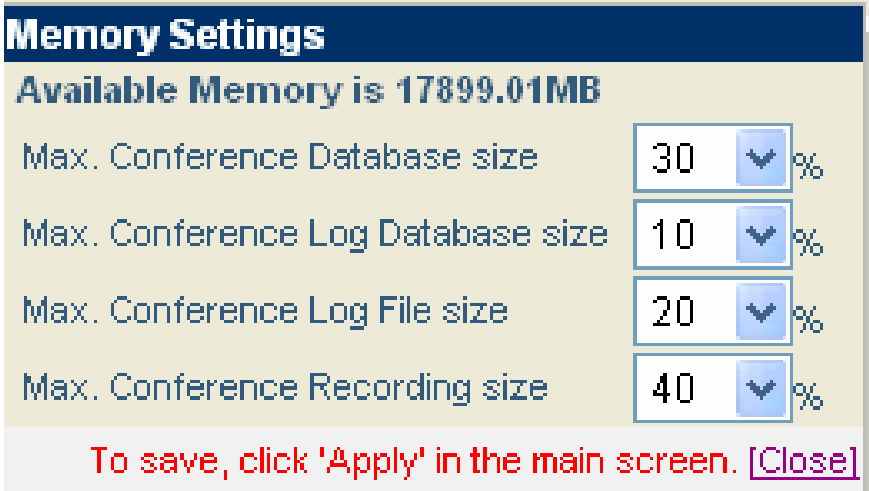
**Option Can't Say:** Dialing this code allows the conference participant a vote, but indicates that they are neither for or against the issue.  
(Default = \*20#)

To apply these settings, click **Close** to return to the Main Menu. On the Main Menu, click **Apply**.

### 6.2.3 Memory Management

**Memory Management** is accessed from the Conference Settings window. Memory Settings allow the administrator to conserve the limited memory available on the CD-PVAA.

 *The amount of available memory is listed at the top of the Memory Settings window.*



Memory Settings	
Available Memory is 17899.01MB	
Max. Conference Database size	30 %
Max. Conference Log Database size	10 %
Max. Conference Log File size	20 %
Max. Conference Recording size	40 %
To save, click 'Apply' in the main screen. [Close]	

Figure 5-31 Memory Management Window

**Max. Conference Database size:** Enter the percentage of the total memory (listed at the top of the window) that the conference database reserves.

**Max. Conference Log Database size:** Enter the percentage of the total memory (listed at the top of the window) that the conference log database reserves.

**Max. Conference Log File size:** Enter the percentage of the total memory (listed at the top of the window) that the conference log file reserves.

**Max. Conference Recording size:** Enter the percentage of the total memory (listed at the top of the window) that is reserved for conference recording.

To apply these settings, click **Close** to return to the Main Menu. On the Main Menu, click **Apply**.

## SECTION 7 MAINTENANCE

**Maintenance** provides access to **View Logs**, **Update Firmware** and **Card Reset**. These options allow administrators view log files, update the firmware and reset the CD-PVAA.

### 7.1 View Logs

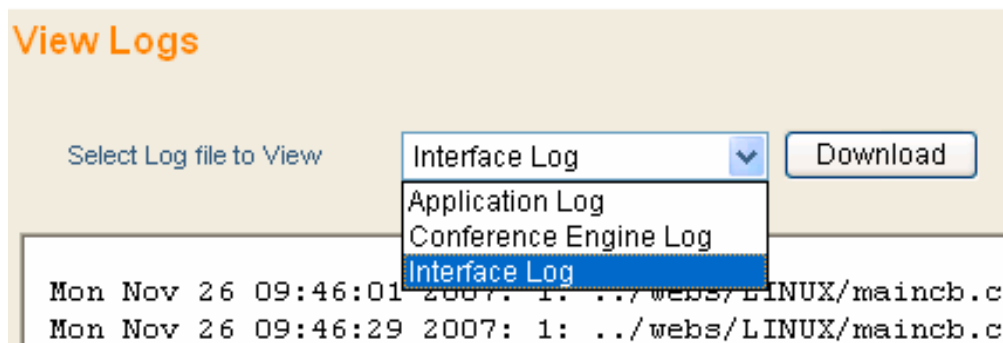
The **View Logs** window, accessed from the **Maintenance** window, allows administrators to view the log files. Log messages are generated during the execution of the Multimedia Conference Bridge application. The log files can be used for maintenance purposes and are primarily used by technicians for detecting a problem area in the application.

The Conference Bridge application generates three types of log files. These files contain the log messages generated by three of the following components of the conference bridge application. [(Refer to [6.1.5 Log Settings \(Debug Levels\)](#) on page 5-30 for a description for setting log levels.)]

**Application Logs** are logs regarding application messages, which are logged by the Call Flow component of the Multimedia Conference Bridge applications.

**Conference Engine Logs** are logs regarding the Conference Engine component. Any log message, generated by the Conference Engine, is logged (if the log setting is other than None).

**Interface Logs** are logs regarding the interface layer of the Web Interface application.



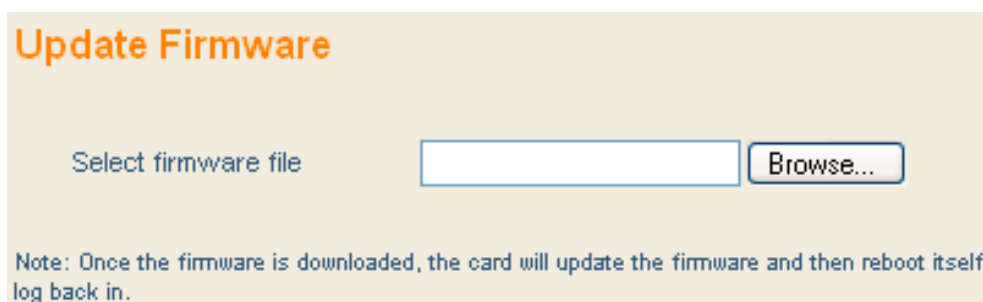
**Figure 5-32 View Logs Window**

**Select Log file to View:** Use the pulldown menu to select the log file type and press the **Download** button to download the log file.

*A technician may request the client, who is located in a different geographical area, to send the log files after downloading the file. This will help the technician to debug the system and provide a solution to a problem the user may be experiencing.*

## 7.2 Update Firmware

The **Update Firmware** window, accessed from the **Maintenance** window, allows the technician to update the Multimedia Conference Bridge application with new firmware using a web browser.



**Figure 5-33 Update Firmware Window**

**Select firmware file:** Click **Browse** to locate the new firmware file. Once selected, the firmware downloads and updates the firmware. The CD-PVAA blade reboots itself.

### 7.3 Card Reset

The **Card Reset** window, accessed from the **Maintenance** window, allows the technician reset the CD-PVAA from the Web interface.

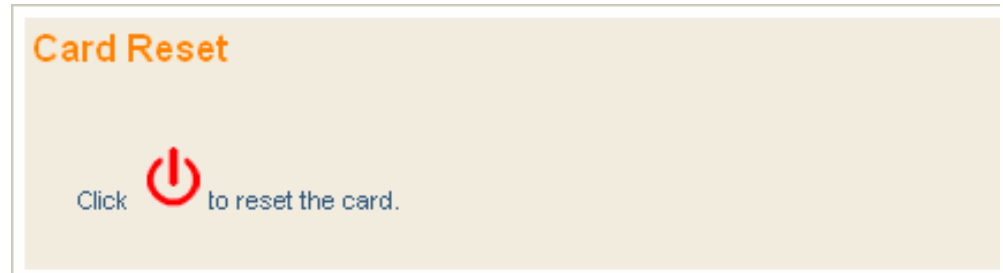



Figure 5-34 Card Reset Window

**Click  to reset the card:** Click the button to rest the blade. While the blade is resetting, it is unavailable for several minutes. Once it is reset, log back into the Multimedia Conference Bridge application.

## SECTION 8 XML TERMINAL

To access and view the XML Application on the NEC DT700 XML terminals certain criteria need to be met. Terminal configuration needs to have the XML Application URL entered and XML enabled in the terminal menu settings.

### 8.1 Terminal Configuration Setup


NEC IP terminals can be configured in one of three ways:

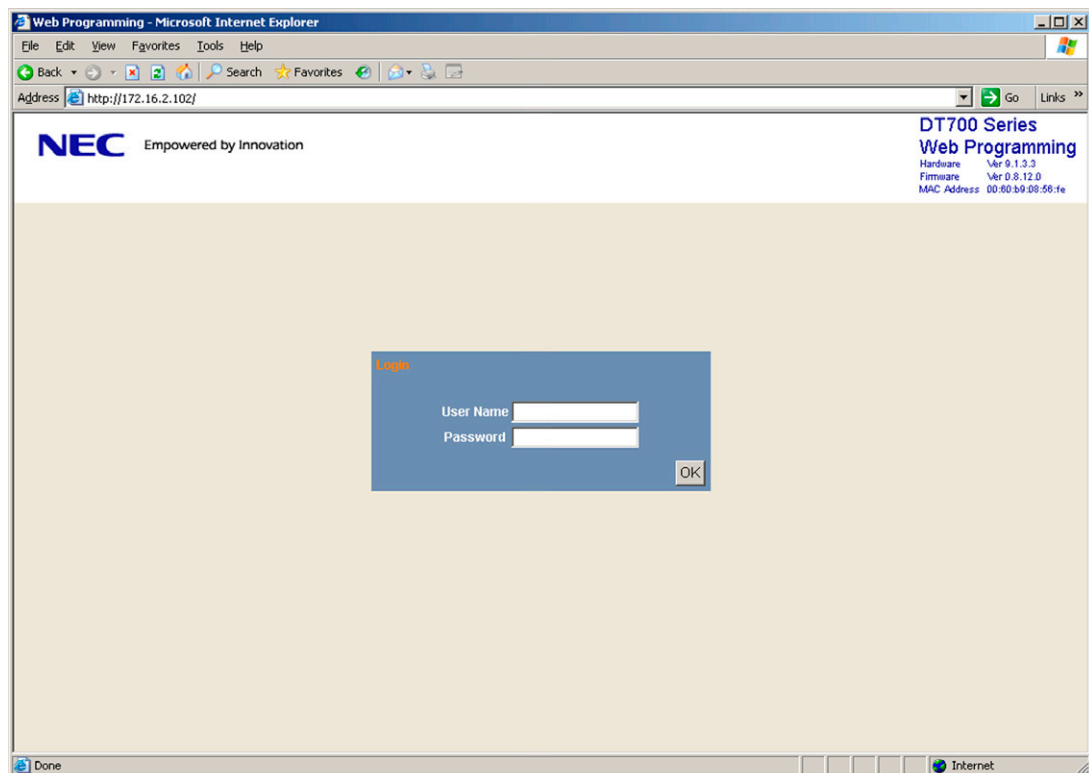
- Manual handset programming
- IP Manager application or Auto Configuration settings
- Web browser\*

*\* This instruction follows the web browser setup procedure. Consult the corresponding IP terminal user guides if one of the other two methods are desired.*

## 8.2 Terminal Web Configuration

1. Open a web browser and enter the IP address of the IP terminal to be configured.

 *The terminal IP address can be viewed by pressing the terminal Help key for 2 seconds. Select 2 System Information, 1 Network Settings and the Down Softkey one time. Press the terminal Exit key to return to the main application.*



**Figure 5-35 Web Browser Login Window**

2. Login to the Administrator page with your Administrator Terminal configuration credentials.
3. Access and enter the URL for the XML application server. The default setup URL is listed below – exchange the <IP Address> for the CNF application address.

<http://<IP Address>/goform/LoginMenu>



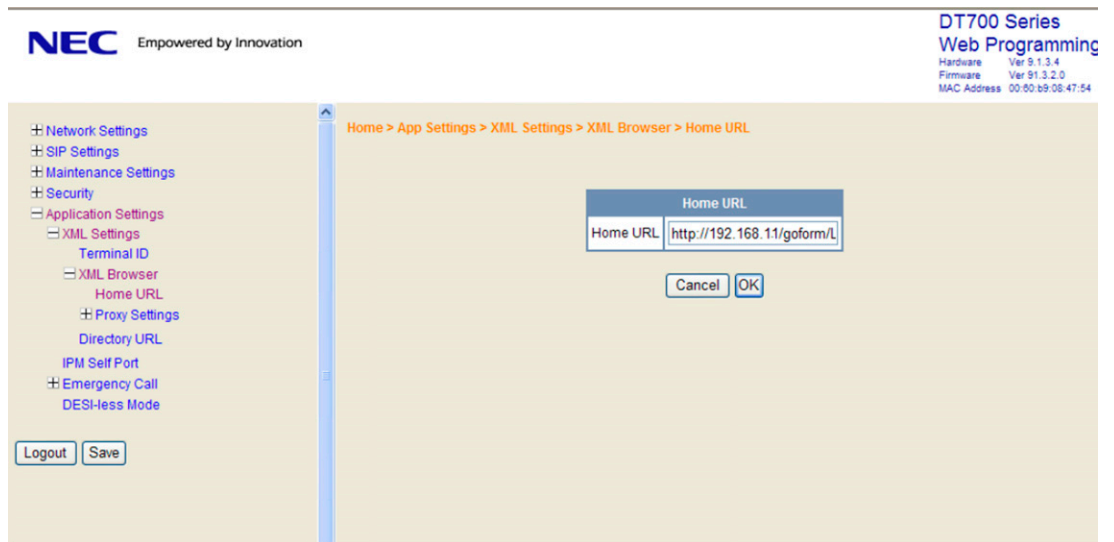


Figure 5-36 Home URL Window

4. Select **OK** and **Save** – the terminal will reboot with the new settings.


### 8.3 Enable XML Application on the XML Terminal

1. Press the terminal **Menu** key.



Figure 5-37 Terminal Menu Key

2. Select **#3** or touch the Tool icon.

3. Select **#1** or touch the Service Text.
4. The display asks for your PIN that was set up for your individual conference user. Enter your conference personal username and password using the terminal dial pad and press **Enter** softkey.
  -  *The XML client will require user login credentials. This information should be the same user name and password issued by the conference administrator.*

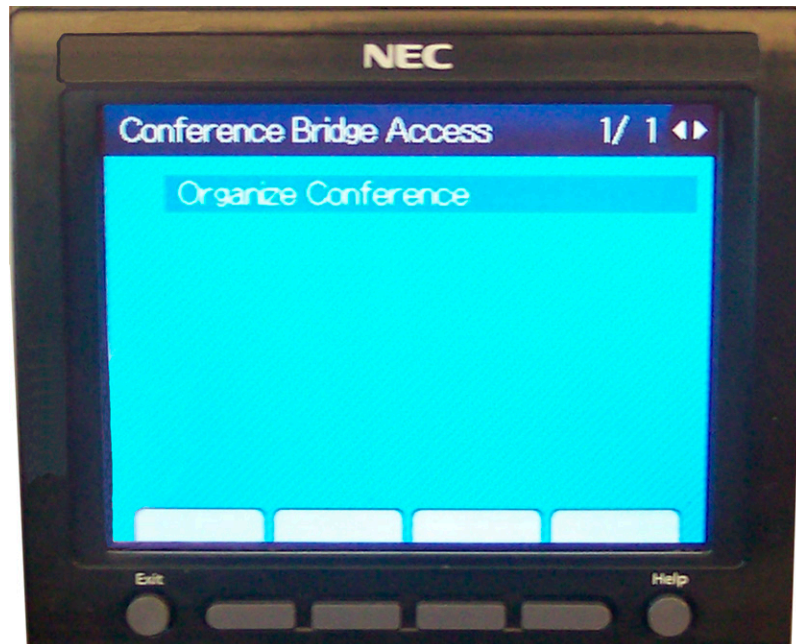


Figure 5-38 LED Display

# APPENDIX A *Glossary*

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## SECTION 1 INTRODUCTION

The following terms are used in this document. The term or acronym is listed as well as the associated definition. The terms are listed in alphabetical order.

## SECTION 2 TERMS AND DEFINITIONS

Term	Definition
<b>DTMF</b>	Dual Tone Multi-frequency signaling is used for telephone signaling over the line, in the voice-frequency band, to the call switching center.
<b>Ethernet</b>	Ethernet is a family of frame-based computer networking technologies for local area networks (LANs). It defines a number of wiring and signaling standards for the physical layer, through means of network access at the Media Access Control (MAC)/Data Link Layer and a common addressing format.
<b>FTP</b>	FTP or <b>F</b> ile <b>T</b> ransfer <b>P</b> rotocol is used to transfer data from one computer to another over the Internet, or through a network.
<b>Gateway</b>	Gateway (computer networking), a node that serves as an entrance to another network and vice versa.
<b>Internet</b>	The global digital network.
<b>Intranet</b>	A private digital network.
<b>LDAP</b>	The <b>L</b> ightweight <b>D</b> irectory <b>A</b> ccess <b>P</b> rotocol or LDAP is an application protocol for querying and modifying directory services running over TCP/IP. A directory is a set of objects with similar attributes organized in a logical and hierarchical manner.
<b>MAC Address</b>	A worldwide unique physical address required for all equipment on the internet.
<b>MDIX</b>	Medium Dependent Interface Crossover

Term	Definition
<b>NTP</b>	<b>Network Time Protocol</b> is a protocol for synchronizing the clocks of computer systems over packet-switched, variable-latency data networks.
<b>Real-Time Transmission</b>	Real-Time Transmission is transmission in which there is no perceived delay in the transmission of a voice message or the response to it. This is a requirement for voice traffic.
<b>Simple Mail Transfer Protocol (SMTP)</b>	The TCP/IP protocol governing electronic mail transmissions and receptions. An application-level protocol which runs over TCP/IP, supporting text-oriented e-mail between devices supporting Message Handling Service (MHS).
<b>Subnet Mask</b>	A number used to identify a subnetwork so that an IP address can be shared on a LAN. A range of logical addresses within the address space that is assigned to an organization.
<b>Time Zone</b>	A time zone is a region of the earth that has adopted the same standard time, usually referred to as the local time.
<b>Transmission Control Protocol/Internet Protocol (TCP/IP)</b>	Transmission Control Protocol/Internet Protocol (TCP/IP) is a networking protocol that provides communication across interconnected networks, between computers with diverse hardware architectures and various operating systems.
<b>XML – Extensible Markup Language</b>	XML is a markup language for documents containing structured information.

## APPENDIX B *Icons*

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### SECTION 1 INTRODUCTION

The icons listed in the table are used on the windows of the Multimedia Conference Bridge application. The icon and a description are provided.

Table B-1 Icons























Icon	Description
	<b>Help Icon</b> This icon is displayed at the top right corner of each window. Click on this icon to display help for the window being viewed.
	<b>Apply Icon</b> Click this icon to commit/apply your changes.
	<b>Cancel Icon</b> Click this icon to cancel the operation for the window being viewed.
	<b>View Icon</b> Click this icon to view conference details. (Refer to <a href="#">Figure 5-12 Scheduled Conferences Window on page 5-14.</a> )
	<b>Edit Icon</b> Click this icon to edit the conference. This icon is also used for editing account details. (Refer to <a href="#">Figure 5-14 User Accounts Window on page 5-16.</a> )
	<b>Delete Icon</b> Click this icon to delete an existing conference. This icon is also used to delete an existing user. (Refer to <a href="#">Figure 5-14 User Accounts Window on page 5-16.</a> )
	<b>Active Conference Icon</b> This icon indicates the conference is currently active. (Refer to <a href="#">Figure 5-12 Scheduled Conferences Window on page 5-14.</a> )
	<b>Inactive Conference Icon</b> This icon indicates the conference is currently not active. (Refer to <a href="#">Figure 5-12 Scheduled Conferences Window on page 5-14.</a> )

Table B-1 Icons

Icon	Description
	<b>Option Enabled Icon</b> This icon indicates the option is enabled. (Refer to <a href="#">Figure 5-13 Preset Conference Rooms Window on page 5-15.</a> )
	<b>Add User Icon</b> Click this icon (located in the upper right corner of the User Accounts window) to display the Add New User window. (Refer to <a href="#">Figure 5-14 User Accounts Window on page 5-16.</a> )
	<b>Schedule New Conference Icon</b> Click this icon (located on Main window) to display the Schedule New Conference window. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )
	<b>Scheduled Conferences Icon</b> Click this icon (located on Main window) to display the Scheduled Conferences window. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )
	<b>Preset Conference Rooms Icon</b> Click this icon (located on Main window) to display the Preset Conference Rooms window. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )
	<b>User Accounts Icon</b> Click this icon (located on Main window) to display the User Accounts window. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )
	<b>Reports Icon</b> Click this icon (located on Main window) to display the Reports window. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )
	<b>Export/Import Data Icon</b> Click this icon (located on Main window) to display the Export/Import Data window. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )
	<b>System Settings Icon</b> Click this icon (located on Main window) to display the System Settings window. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )
	<b>Conference Settings Icon</b> Click this icon (located on Main window) to display the Conference Settings window. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )
	<b>View Logs Icon</b> Click this icon (located on Main window) to display the View Logs window. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )
	<b>Update Firmware Icon</b> Click this icon (located on Main window) to display the Update Firmware window. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )
	<b>Card Reset Icon</b> Click this icon (located on Main window) to display the Card Reset window. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )
	<b>XL Meeting Icon</b> Click this icon (located on Main window) to invoke the XL Meeting. (Refer to <a href="#">Figure 5-4 Main Window on page 5-5.</a> )

## APPENDIX C *Conference Call Flow*

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### SECTION 1 INTRODUCTION

This appendices describes the control flow of a conference.

### SECTION 2 CONFERENCE CALL CONTROL FLOW


1. One of the participants dials the conference bridge at the scheduled time. A Default welcome/custom welcome message is played.
2. The participant is prompted to enter the conference password by playing the appropriate message.
3. The participant responds to the message by keying in the conference password followed by the pound (#) key.
4. The conference engine loads the conference details.
5. The conference engine checks the scheduled conference date and time and validates against the system date and time.
6. If the participant has called within the scheduled date and time, the conference engine allows the participant into the conference, based on certain conference parameters.

 *If the conference is based on a common conference password or if it is a preset conference, the participant is allowed into the conference provided conference ports are free.*

 *If the conference is based on the unique passwords, certain conditions are checked before allowing the party into the conference.*

*If the conference is created with the 'Host required' option, the party dialing into the conference should be an organizer; otherwise they are not allowed into the conference unless the organizer is already part of the conference.*

*If the conference is created with 'Admission Control' option, the organizer is notified before adding/allowing participants into the conference and the organizer is expected to confirm admission of the participants joining the conference.*

-  *If the conference is set to lecturer/discussion mode then following occurs when the participant enters into the conference.*
- If the conference is set to 'Discussion Mode' (the default mode), the conference starts in the discussion mode and all the participants are allowed to interact with each other. Each participants entry into the conference is announced to others based on the 'announce participants' parameter settings.*
  - If the conference is set to 'Lecturer Mode', participants are automatically put in 'mute' mode as soon as they enter the conference. Participants can only hear the speech of the lecturer designate. Only the organizer has the privilege of changing the conference mode to lecturer/discussion.*
7. If the participant is not within the scheduled date and time, a message is played to the participant indicating the conference is not scheduled at this time; unless a 'early entry' parameter is set and the party dialing in is within allowed early entry time.
  8. The conference continues until the specified duration is reached.
  9. Conferences with a designated password can have a voting session over an issue. Each of the participants have the privilege to vote by pressing a predetermined DTMF (Access) Code. Voting details are logged and can be viewed in reports. Voting options include:
    - Yes
    - No
    - Can't say
  10. If the organizer wants to bring in a participant into the conference, during the conference, they make an outgoing call. To initiate an outgoing call, the organizer has to dial a designated DTMF (Access) Code (previously assigned by the administrator).
  11. Unlike a preset conference, a scheduled conference only lasts until the specified conference duration expires. If the bridge configuration is specified to have an end tone during conference, participants are notified before the conference ends.



## **APPENDIX D**     *Outgoing Call Flow*

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### **SECTION 1**     **INTRODUCTION**

This appendices describes outgoing call flow.

### **SECTION 2**     **CONFERENCE CALL CONTROL FLOW**

1. If the organizer wants to bring in a participant into the conference, during the conference, they make an outgoing call.
2. To initiate an outgoing call, the organizer to dials the DTMF (Access) Code previously assigned by the administrator. The conference engine prompts the organizer to dial the phone number of the participant to be added to the conference.
3. Once the phone number is dialed, the conference engine initiates the call. If the engine succeeds in making the call, the organizer is allowed to talk with the called participant. If the password was not previously communicated to the incoming participant, the organizer can inform the participant of the conference password at this time.

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# APPENDIX E     *Conducting a Voting Session*

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## SECTION 1     INTRODUCTION

This appendices describes how to conduct a voting session during a conference.

## SECTION 2     CONDUCTING A VOTING SESSION

1. During a conference session, it is possible for a debate to occur regarding a particular issue. In order to record the participant's opinion regarding the issue, the organizer can initiate a voting session.

 *Only the conference organizer can initiate a voting session.*

2. Once the voting session is initiated, all participants are informed of the voting session by the organizer and the participants can vote.
3. All votes are recorded and a report can be generated on the conference bridge interface. Participants can view the report to obtain the voting results. Refer to [Figure E-1 Voting Details Screen on page E-2](#)

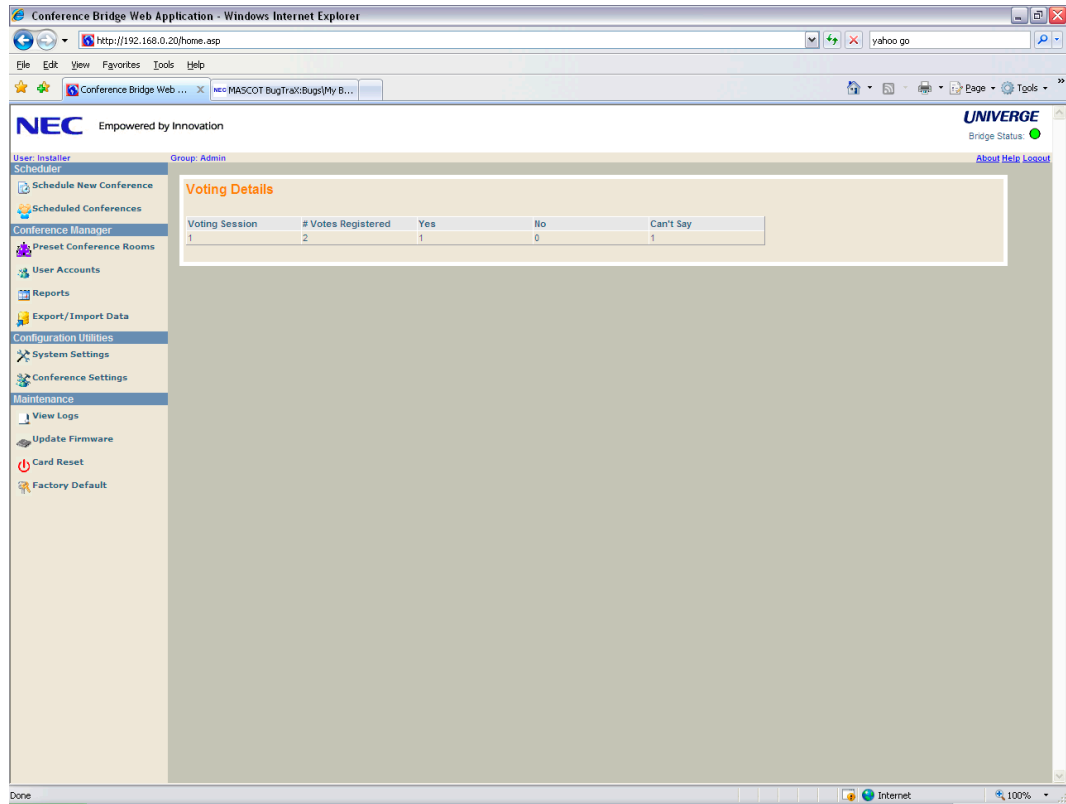


Figure E-1 Voting Details Screen



**SMB8000**  
**MULTIMEDIA CONFERENCE BRIDGE INSTALLATION**  
**MANUAL**

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