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SECTION 1 DESCRIPTION

The EMail with the Multimedia Conference Server package installed is designed for the UX5000.

The Multimedia Conference Server 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.

- Number of Preset conferences is determined by the number of hardware resources (PVA ports) that will be used for the conference.
  
  These ports will be reserved at all time for preset conference.
- Preset conference password length may be 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 Server number that participants dial to join the conference, the conference pass key, etc. The interface user can also specify a customized message that will be conveyed in the invitation EMail.
The Multimedia Conference Server Application EMail 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: Admission Control, 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 Server Application. A predefined password is necessary to record personal greetings.

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 modes; 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

Refer to Figure 1-1 PVAU for LED and switch locations.

2.1 Switches

The Multimedia Conference Server Application has the following switches.

- DIP Switch SW1
  
  Reserved for future use.

- RESET Switch SW3
  
  This switch allows the technician to reset the Multimedia Conference Server Application blade without having to remove and insert it again in the UX5000 chassis.
2.2 Connectors

- Ethernet Connector

The Multimedia Conference Server Application has a single 10/100 MPS Ethernet connector. The port has Auto-MDIX (Auto-Medium Dependent Interface Crossover) giving users the ability 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 Server Application blade. The serial connector is used for debug operations only.

2.3 Environmental Conditions

The following environmental conditions apply for the operation:

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

Operating Humidity: 10% to 90% (non-condensing)
SECTION 1  INSTALLING THE MULTIMEDIA CONFERENCE SERVER APPLICATION

1.1 System Requirements

The Multimedia Conference Server Application is a hot-swappable blade that can be installed in any slot in an UX5000. It is recognized as an 8 or 16CNF blade depending on Program 10-54. The blade will take either 8 or 16 ports, depending on the licensing obtained. If the blade is first installed for 8 ports, to upgrade to 16 ports, the blade must be removed from the chassis, deleted from programming (Program 90-05-01), then reinstalled as a 16-port blade.

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 should be taken to install the Multimedia Conference Server Application blade.

1. Insert the Conference Bridge Application (CompactFlash) into position J6 on the PVAU blade.

2. Place the Multimedia Conference Server Application blade in the desired slot in the chassis.
   - To change the Conference Server to a 16 CNF blade, change the UX5000 programming as directed in the next step.

3. In order for the blade to be recognized properly, the Conference Server must first be installed as an 8CNF blade. In Program 10-54: License Configuration for Blades change the following options:
   - Item 01 - License Code: For the slot where the PVAU/Conference Server blade is to be installed, set the license code to 6000.
   - Item 02 - Number of Licenses: Set the number of ports to 8.
4. For a 16CNF Only:
   - In Program 10-55 : Blade Network Setup, define the IP address which should be used to access the Conference Server Application using a web browser. Refer to Configuring the Multimedia Conference Server Application on page 3-1 for further details on this program.
   - Access the Conference Server Application by using Internet Explorer and entering in the IP address determined in Program 10-55. Edit the Bridge Configuration (located within System Settings) and change the Ports Capacity on Board item to “16”.

   ![Bridge Configuration Window](image)

   Figure 2-1 Bridge Configuration Window

   - In Program 10-54-02 : License Configuration for Blades - Number of Licenses, for the slot which has the PVAU/Conference Server blade installed, change the number of ports to 16.
   - Remove the PVAU/Conference Server blade from the UX5000 chassis.
   - In Program 90-05-01 : Slot Control, delete the slot which had the PVAU/Conference Server blade.
   - Reinstall the PVAU/Conference Server blade into the same slot.

5. Connect the Ethernet cable coming from a hub or switch from the customer premises to the connector on the Multimedia Conference Server Application blade. Verify that the link light is on green.
At this point, the Multimedia Conference Server Application blade is physically accessible. Please see Section 1 Configuring the Multimedia Conference Server Application on page 3-1 on how to configure the Multimedia Conference Server 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 the UX5000 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 any time 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 UX5000

2.1 Programming Using the Multiline Telephone on UX5000

The PVAU blade with the Multimedia Conference Server Application can be programmed using a multiline terminal.

1. To program the system, the PVAU blade should be installed in the desired slot.

2. Programming may be done using the PCPro, WebPro application, or a multibutton terminal.

3. The PVAU with the Multimedia Conference Server Application package installed, will consume either 8 or 16 ports depending on licensing.

4. Access the UX5000 System Programming. On a multibutton terminal, this is done by pressing: Speaker # * # * {system password}.
   Consult the System Administrator for system password.

5. Access Program 10-03-01 blade setup and enter the slot number of the PVAU blade to verify which ports are used. In the following example the PVAU has been seated in slot 6 and the ports start at port 33:
   Example: 10-03-02 Slot No 6
   CNF port 01  Ch1 TEL   33

6. Port 33 (Extension 333) is the first port assigned to the PVAU.

7. Dial extension 333 to verify the PVAU blade.

8. Steps 1~7 are completed for verification of the blade. Additional programs are provided to configure the hunt group:
   ❍ Program 11-07: Department Group Pilot Numbers
     Use this data to designate a pilot number for the multimedia CNF ports.
   ❍ 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
- **Program 16-02-01: Department Group Assignment for Extension**
  Use this option to designate an extension to a specific department group number.
  
  Example: TEL 333
  Extension Grp 5

- **Program 15-03-03: Single Line Telephone Basic Data Setup**
  Enter option 1 to allow CNF ports to receive DMTF tones after the initial call setup.
  
  Example: TEL 333
  Terminal Type 1: Special

- **Program 10-55-01: Blade Network Setup**
  Enter the IP Address for the Conference Applications. **Changing this program requires the UX5000 be reset.**
  
  Example:
  10-55-01 IP Address: XXX.XXX.XXX.XXX
  10-55-03 Main/Add-On: 0
  10-55-04 Subnet Mask: 255.255.0.0
  10-55-05 Gateway: XXX.XXX.XXX.XXX
**SECTION 1  CONFIGURING THE MULTIMEDIA CONFERENCE SERVER APPLICATION**

The Multimedia Conference Server Application can be accessed using the IP address defined in the UX5000 Program 10-55. By default, this entry is 172.16.1.10x. This program is also used to set the Subnet Mask and Gateway address.

The default entries are shown in Table 4-1 Network Settings for TCP/IP Addressing.

<table>
<thead>
<tr>
<th>10-55-01</th>
<th>IP Address</th>
<th>172.16.1.10x</th>
<th>The last digit is determined by the slot the PVAU blade is installed (Slot 1 = 0, Slot 6 = 5).</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-55-03</td>
<td>Main/Add-On</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>10-55-04</td>
<td>Subnet Mask</td>
<td>255.255.0.0</td>
<td></td>
</tr>
<tr>
<td>10-55-05</td>
<td>Default Gateway</td>
<td>0.0.0.0</td>
<td></td>
</tr>
</tbody>
</table>

In this configuration, the blade cannot run in every environment. Therefore, its parameters must be defined again before it can work in your environment. The required parameters can be set using your web browser and connecting to default IP address 172.16.1.10x in the browser navigation address bar.

- Internet Explorer 6.0 or higher is recommended.
- The network setting example may not match your environment setting. This information is totally dependant on the default IP setting in Program 10-55-01. Be sure to reference this item prior to configuring your network setting.
SECTION 2 CONFIGURING THE PC

After the Multimedia Conference Server is installed in the chassis, the PC that is communicating with the Multimedia Conference Server Application must be configured to recognize the CNF blade. The PC and PVAU 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 PVAU 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.

![Control Panel Selection](image-url)
2. On the Control Panel menu, double click on **Network Connections**.

![Control Panel Screen](image)

*Figure 3-2  Control Panel Screen*
3. From the Network Connections screen, double click on **Local Area Connection**.

![Network Connections Screen](image)

**Figure 3-3 Network Connections Screen**

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

![Local Area Connection Status Screen](image)

**Figure 3-4 Local Area Connection Status Screen**
5. From the Local Area Connection Properties screen, select **Internet Protocol (TCP/IP)** and then **Properties**.

![Figure 3-5 Local Area Connection Properties Screen](image-url)
6. 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.

![Internet Protocol (TCP/IP) Properties Screen](image)

**Figure 3-6** Internet Protocol (TCP/IP) Properties Screen

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

![Close button](image)
SECTION 1

CONFERENCE SERVER WEB INTERFACE APPLICATION

The Conference Server Web Interface application allows the Conference Server user to interact with the application. The Web interface can be used for setting up the Conference Server 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 SERVER APPLICATION

The Multimedia Conference Server 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 4-1  Login Screen
To login:

1. Start your Internet Explorer from a PC connected to the same network as the Multimedia Conference Server Application.

2. Enter the Multimedia Conference Server Application default IP Address (172.16.1.10x) in the address link of your browser (the IP address is defined in Program 10-55-01).

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 Server Application.

2.1 Authentication Levels

The Multimedia Conference Server 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 user name and view conferences that are created by them.

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.
SECTION 3  MAIN PAGE

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

![Main Window Diagram]

Figure 4-2  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, Scheduled Conferences, and Reports links are available. When logged in as a member of the admin group, all links 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 options allows administrators to preset conference rooms, create and edit user accounts, generate Conference Server usage reports, and to export/import data from/to the Conference Server 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 PVAU blade.

3.2 Status Window

The status window is located at the top of the navigation side bar and operations window of the browser window. The status window displays the user name 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 Server 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 set up the resources required for the conference.

![Schedule New Conference Window](image)

Figure 4-3 Schedule New Conference Window
Schedule

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

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

![Date & Time Calendar](image)

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

Duration: Specifies the length of the conference.

Recurrence: Conference organizers can specify a conference to recur in cycles by selecting the pull-down 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 Calendar](image)

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 will leave 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: 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.

Selecting Participants

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

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 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 XXXXXXXX
2. Bock XXXXXXXX
3. Delzer XXXXXXXX
4. Dennis XXXXXXXX
5. XXXXXXXX

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

- **Provide Unique Password for Participants** – the CNF Application will provide a nine digit random generated password as default for all conference participants. If Provide Unique Password for Participants is checked, the organizer can provide a unique password for each participant.

- **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>
<thead>
<tr>
<th>Admission Control: Access Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>*5</td>
</tr>
<tr>
<td>*6</td>
</tr>
</tbody>
</table>

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 will provide a nine digit random generated password as default for all conference participants.
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. The EMail contains the schedule details, the Conference Server number that the participant is supposed to dial, the conference pass key, etc. The interface user can also specify a custom message that needs to be conveyed in the invitation EMail.

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

Figure 4-4   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 4-5  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 the opportunity to 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 user name 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 will turn green and the edit option is available while a conference is active to add or delete participants.

The following information is provided for each conference:

**Conference 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 amount of 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 Server usage reports and to export/import data from/to the Conference Server 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 Server 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.

![Figure 4-7  Preset Conference Rooms Window](image)
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. There can be one preset conference without/blank password.

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 user, edit existing user parameters and delete users. To access this option, select User Accounts.

![User Accounts Window](image)

**Figure 4-8 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 Server application. Users created as an ‘Admin’ users have administrative privileges in the Conference Server 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 Window](image)

**Figure 4-9 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 4-8 User Accounts Window** on page 4-15.

### 5.2.3 Delete User

This option allows the administrator to delete users.

To delete users, press on **Figure 4-8 User Accounts Window** on page 4-15.
5.3 Reports

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

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 Server. 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 Server 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 Server 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 Server number; provided the Conference Server settings are set to play the custom welcome message.

**Export/Import Data**

**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.

**Upload Greetings**

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

*Customized greeting file format must support: CCITT, µ-Law, Sample Size: 8 bit, Sample Rate: 8KHz, Channels: Mono, Bit Rate: 64KBPS.*
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 4-12  System Settings Window
6.1.1 Network

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

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 Server uses the CCPU 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.

![Date and Time Settings Configuration Window](image)

**Figure 4-13** Date and Time Settings Configuration Window

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

**Day Light Settings**: Click the box to select if daylight savings time is observed.

**Use System Clock**: Select the bullet if the time should be obtained from the UX5000's CCPU.

**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.](image)

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 Server parameters.

**Conference Server Number**: Enter the number for the Conference Server.

**Ports Capacity on Board**: Select the number of ports for which the application is licensed.

**Reserved Ports for Present Conference**: Enter the number of ports that are reserved for preset conferences.

**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 Server 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 Server.*

![Figure 4-14   Bridge Configuration Window](image-url)
**Early Entry:** Select 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 SMTP Configuration

The SMTP Configuration window, accessed from the System Settings window, allows the administrator to configure the EMail server. 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.

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.

![Figure 4-15 SMTP Configuration Window](image-url)
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.

Figure 4-16 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.

![Web Server Configuration Window](image)

**Figure 4-17 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 Server 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 Server application.
- Mega Meeting - Configure the MEGA Meeting Video Conference portal (NEC Support Partner). Reserved for future use.
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.

Consult your network administrator prior to configuring this information.

**LDAP Server Connections**

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

**Port**: Enter the port number used for the Conference Server 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 PVAU interface has limited memory, the Conference Server application uses the FTP interface as external storage for storing the backup files. The backup files include the log files, log database and the conference recording files.

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 Mega Meeting Conference

The Mega Meeting Configuration division window under the System Settings web page allows the administrator to configure the Mega link. The Mega 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.

![Set Levels](image)

**Figure 4-21 Set Log Levels Window**

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

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

The maximum size of the 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 Server.

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
- Locale Configuration
- Memory Settings

![Figure 4-22 Conference Settings Window]
6.2.0.1 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.

![Gain Configuration Window](image)

**Figure 4-23 Gain Configuration Window**

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)

Enter the base gain value that will be applied to all calls.

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

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

6.2.1.1 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 Server. 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 shown in Figure 4-24 DTMF (Access Code) Configuration Window are the default values. These values can be changed by the technician.

![Figure 4-24 DTMF (Access Code) Configuration Window](image)

**Figure 4-24 DTMF (Access Code) Configuration Window**
Organizer DTMF (Access Codes)

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 4-6 Scheduled Conferences Window on page 4-12.)

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 they have a valid conference password.
(Default = *07#)

Mute/Unmute Participant: Dialing this code allows the conference organizer to Mute/Unmute 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 while the rest of the 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 Server that allows participants to continue with the conference after the organizer exits 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 Server. *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 issue 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)**

**IVR 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 Server 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 in 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)**

**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 nor against the issue.
(Default = *20#)

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

The **Locale Configuration** window, accessed from the **Conference Settings** window, allows the administrator to select the current geographical location and the associated language for the Conference Server Web application.

> When a new language pack is installed, it is listed on the Locale Configuration window. Users can make the selection of locale for the user interface.

![Locale Configuration](image)

**Figure 4-25 Locale Configuration Window**

- **Locale**: Select the geographical location.

> When a locale is selected, the interface user is logged out of current session and prompted to log in again to the Web Interface.

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

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

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

![Memory Settings Window](image)

**Figure 4-26 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 to view log files, update the firmware and reset the PVAU.

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 Server 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 Server application generates three types of log files. These files contain the log messages generated by three of the following components of the Conference Server application. (Refer to 6.1.5 Log Settings (Debug Levels) on page 4-29 for a description for setting log levels.)

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

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

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).

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 Server application with new firmware using a web browser.

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

![Update Firmware Window](image)

**Figure 4-28  Update Firmware Window**

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

7.3 Card Reset

The *Card Reset* window, accessed from the *Maintenance* window, allows the technician to reset the PVAU from the Web interface.

![Card Reset Window](image)

**Figure 4-29  Card Reset Window**

*Click to reset the card:* Click the button to reset the blade. While the blade is resetting, it is unavailable for several minutes. Once it is reset, log back into the Multimedia Conference Server application.
SECTION 8 XML TERMINAL

The Conference Server Application, apart from the web interface which is used for scheduling the conferences and the administration work, has another simple interface called XML interface. The XML interface allows the user to schedule simple conferences. It can be accessed by using the NEC’s XML phone emulators as well as the IP-CTS terminal.

To access and view the XML Application on the XML-capable UX5000 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 manuals 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’s CHECK key for 2 seconds. Select #2 System Information, #1 Network Settings and the Down Soft Key one time. Press the Exit key to return to the idle window.

![Web Browser Login Window]

   Figure 4-30  Web Browser Login Window

2. Log in 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 “localhost” for the XML -App server IP address:

http://localhost/xmlphone/phonelogin.ashx

![Home URL Window](image)

Figure 4-31 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’s Menu key.

2. Select #2 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 the personal user name and PIN using the terminal dial pad and press the Login Soft Key.

Figure 4-32 Terminal Menu Key

Figure 4-33 LED Display

The XML client will require user login credentials. This information should be the same user name and password issued by the conference administrator.
## 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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTMF</td>
<td>Dual Tone Multi-frequency signaling is used for telephone signaling over the line, in the voice-frequency band, to the call switching center.</td>
</tr>
<tr>
<td>Ethernet</td>
<td>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.</td>
</tr>
<tr>
<td>FTP</td>
<td>FTP or File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network.</td>
</tr>
<tr>
<td>Gateway</td>
<td>Gateway (computer networking), a node that serves as an entrance to another network and vice versa.</td>
</tr>
<tr>
<td>Internet</td>
<td>The global digital network.</td>
</tr>
<tr>
<td>Intranet</td>
<td>A private digital network.</td>
</tr>
<tr>
<td>LDAP</td>
<td>The Lightweight Directory Access Protocol 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.</td>
</tr>
<tr>
<td>MAC Address</td>
<td>A worldwide unique physical address required for all equipment on the internet.</td>
</tr>
<tr>
<td>MDIX</td>
<td>Medium Dependent Interface Crossover</td>
</tr>
<tr>
<td>NTP</td>
<td>Network Time Protocol is a protocol for synchronizing the clocks of computer systems over packet-switched, variable-latency data networks.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Real-Time Transmission</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Simple Mail Transfer Protocol (SMTP)</strong></td>
<td>The TCP/IP protocol governing electronic mail transmissions and receptions. An application-level protocol which runs over TCP/IP, supporting text-oriented EMail between devices supporting Message Handling Service (MHS).</td>
</tr>
<tr>
<td><strong>Subnet Mask</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Time Zone</strong></td>
<td>A time zone is a region of the earth that has adopted the same standard time, usually referred to as the local time.</td>
</tr>
<tr>
<td><strong>Transmission Control Protocol/Internet Protocol (TCP/IP)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>XML – Extensible Markup Language</strong></td>
<td>XML is a markup language for documents containing structured information.</td>
</tr>
</tbody>
</table>
**SECTION 1  INTRODUCTION**

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Help Icon" /></td>
<td><strong>Help Icon</strong> This icon is displayed at the top right corner of each window. Click on this icon to display help for the window being viewed.</td>
</tr>
<tr>
<td><img src="image" alt="Apply Icon" /></td>
<td><strong>Apply Icon</strong> Click this icon to commit/apply your changes.</td>
</tr>
<tr>
<td><img src="image" alt="Cancel Icon" /></td>
<td><strong>Cancel Icon</strong> Click this icon to cancel the operation for the window being viewed.</td>
</tr>
<tr>
<td><img src="image" alt="View Icon" /></td>
<td><strong>View Icon</strong> Click this icon to view conference details. (Refer to Figure 4-6 Scheduled Conferences Window on page 4-12.)</td>
</tr>
<tr>
<td><img src="image" alt="Edit Icon" /></td>
<td><strong>Edit Icon</strong> Click this icon to edit the conference. This icon is also used for editing account details. (Refer to Figure 4-8 User Accounts Window on page 4-15.)</td>
</tr>
<tr>
<td><img src="image" alt="Delete Icon" /></td>
<td><strong>Delete Icon</strong> Click this icon to delete an existing conference. This icon is also used to delete an existing user. (Refer to Figure 4-8 User Accounts Window on page 4-15.)</td>
</tr>
<tr>
<td><img src="image" alt="Active Conference Icon" /></td>
<td><strong>Active Conference Icon</strong> This icon indicates the conference is currently active. (Refer to Figure 4-6 Scheduled Conferences Window on page 4-12.)</td>
</tr>
<tr>
<td><img src="image" alt="Inactive Conference Icon" /></td>
<td><strong>Inactive Conference Icon</strong> This icon indicates the conference is currently not active. (Refer to Figure 4-6 Scheduled Conferences Window on page 4-12.)</td>
</tr>
<tr>
<td><img src="image" alt="Option Enabled Icon" /></td>
<td><strong>Option Enabled Icon</strong> This icon indicates the option is enabled. (Refer to Figure 4-7 Preset Conference Rooms Window on page 4-13.)</td>
</tr>
</tbody>
</table>
Table B-1 Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add User Icon" /></td>
<td>Click this icon (located in the upper right corner of the User Accounts window) to display the Add New User window. (Refer to Figure 4-8 User Accounts Window on page 4-15.)</td>
</tr>
<tr>
<td><img src="image" alt="Schedule New Conference Icon" /></td>
<td>Click this icon (located on Main window) to display the Schedule New Conference window. (Refer to Figure 4-2 Main Window on page 4-3.)</td>
</tr>
<tr>
<td><img src="image" alt="Scheduled Conferences Icon" /></td>
<td>Click this icon (located on Main window) to display the Scheduled Conferences window. (Refer to Figure 4-2 Main Window on page 4-3.)</td>
</tr>
<tr>
<td><img src="image" alt="Preset Conference Rooms Icon" /></td>
<td>Click this icon (located on Main window) to display the Preset Conference Rooms window. (Refer to Figure 4-2 Main Window on page 4-3.)</td>
</tr>
<tr>
<td><img src="image" alt="User Accounts Icon" /></td>
<td>Click this icon (located on Main window) to display the User Accounts window. (Refer to Figure 4-2 Main Window on page 4-3.)</td>
</tr>
<tr>
<td><img src="image" alt="Reports Icon" /></td>
<td>Click this icon (located on Main window) to display the Reports window. (Refer to Figure 4-2 Main Window on page 4-3.)</td>
</tr>
<tr>
<td><img src="image" alt="Export/Import Data Icon" /></td>
<td>Click this icon (located on Main window) to display the Export/Import Data window window. (Refer to Figure 4-2 Main Window on page 4-3.)</td>
</tr>
<tr>
<td><img src="image" alt="System Settings Icon" /></td>
<td>Click this icon (located on Main window) to display the System Settings window. (Refer to Figure 4-2 Main Window on page 4-3.)</td>
</tr>
<tr>
<td><img src="image" alt="Conference Settings Icon" /></td>
<td>Click this icon (located on Main window) to display the Conference Settings window. (Refer to Figure 4-2 Main Window on page 4-3.)</td>
</tr>
<tr>
<td><img src="image" alt="View Logs Icon" /></td>
<td>Click this icon (located on Main window) to display the View Logs window. (Refer to Figure 4-2 Main Window on page 4-3.)</td>
</tr>
<tr>
<td><img src="image" alt="Update Firmware Icon" /></td>
<td>Click this icon (located on Main window) to display the Update Firmware window. (Refer to Figure 4-2 Main Window on page 4-3.)</td>
</tr>
<tr>
<td><img src="image" alt="Card Reset Icon" /></td>
<td>Click this icon (located on Main window) to display the Card Reset window. (Refer to Figure 4-2 Main Window on page 4-3.)</td>
</tr>
</tbody>
</table>


Section 1 Introduction

This appendix describes the control flow of a conference.

Section 2 Conference Call Control Flow

1. One of the participants dials the Conference Server 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 participant’s 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 designated. 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 an ‘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 a end tone during conference, participants are notified before the conference ends.
Chapter D  Prompt Recording Call Flow

SECTION 1  INTRODUCTION

This appendix describes prompt recording call flow.

SECTION 2  CONFERENCE CALL CONTROL FLOW

1. The Conference Server user dials the Conference Server number.

2. The user hears a ‘Welcome to NEC Multimedia Conference Server’ message.

3. After hearing the message, user keys in the magic key sequence “QQ123#”
   - The Conference Server understands the magic key sequence has a special meaning and prompts the user to key in the maintenance passkey by playing a prompt.

4. The user enters the passkey followed by #. The maintenance passkey is a configurable item under the Conference Server settings configuration window.
   - If the wrong passkey is entered, the Conference Server prompts the user a minimum of three times to re-enter the maintenance passkey.
   - If user fails to enter the correct passkey, the user hears “Thank You” and is exited from the prompt recording session.

5. When the maintenance passkey is entered correctly, the Conference Server prompts the user to enter the Prompt ID.
   - Prompt ID is validated against the list, entered into the conference engine. If the ID matches, the user is prompted to record the voice for the prompt.

6. The user makes the recording and it is stored in the appropriate prompt files. The prompt file location is based on the current locale settings.
Chapter E   Outgoing Call Flow

SECTION 1   INTRODUCTION

This appendix 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 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.
Chapter F  

Conducting a Voting Session

SECTION 1  INTRODUCTION

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

SECTION 2  CONFERENCE CALL CONTROL FLOW

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 Server interface. Participants can view the report to obtain the voting results.
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## Important Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Support and General Information</td>
<td>800-365-1928</td>
</tr>
<tr>
<td>Technical Service</td>
<td></td>
</tr>
<tr>
<td>Current Products (For NEC Authorized and Certified Installers Only)</td>
<td>866-597-9762</td>
</tr>
<tr>
<td>Current Products After Hours (Emergencies Only)</td>
<td>203-929-7920</td>
</tr>
<tr>
<td>Discontinued Products</td>
<td>900-990-2541</td>
</tr>
<tr>
<td>Customer Service</td>
<td>203-926-5444</td>
</tr>
<tr>
<td>Technical Training</td>
<td>203-926-5430</td>
</tr>
</tbody>
</table>