Empowered by Innovation   NEC

UX5000

Multimedia Conference
Bridge User Guide

Technical Support Web Site:
http://www.necux5000.com

Table of Contents

Chapter A　　Glossary

Chapter B　　Icons

Chapter 1 *Introduction*

SECTION 1 DESCRIPTION

✎ *The EMail with the Multimedia Conference Bridge package installed is designed for the UX5000.*

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.

❑ 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 EMEMailail 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 will be conveyed in the invitation EMail.

❑   The Multimedia Conference Bridge 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 Bridge 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.

Chapter 2 *Multimedia Conference Bridge Application Web Manager*

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.
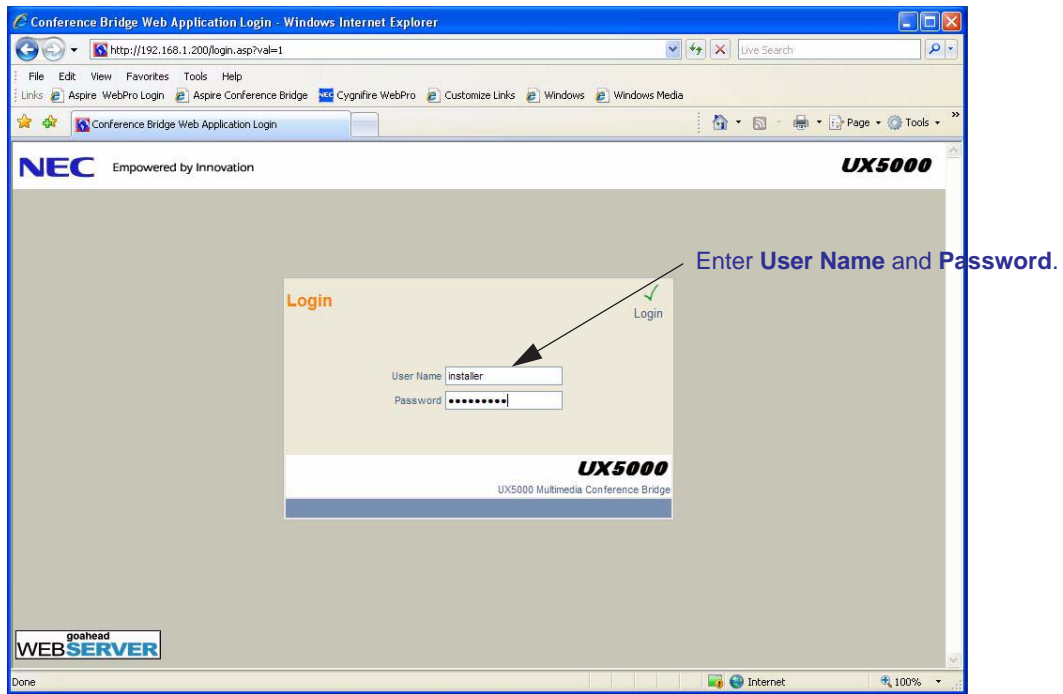
Figure 2-1   Login Screen

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 user name and view conferences that are created by them.
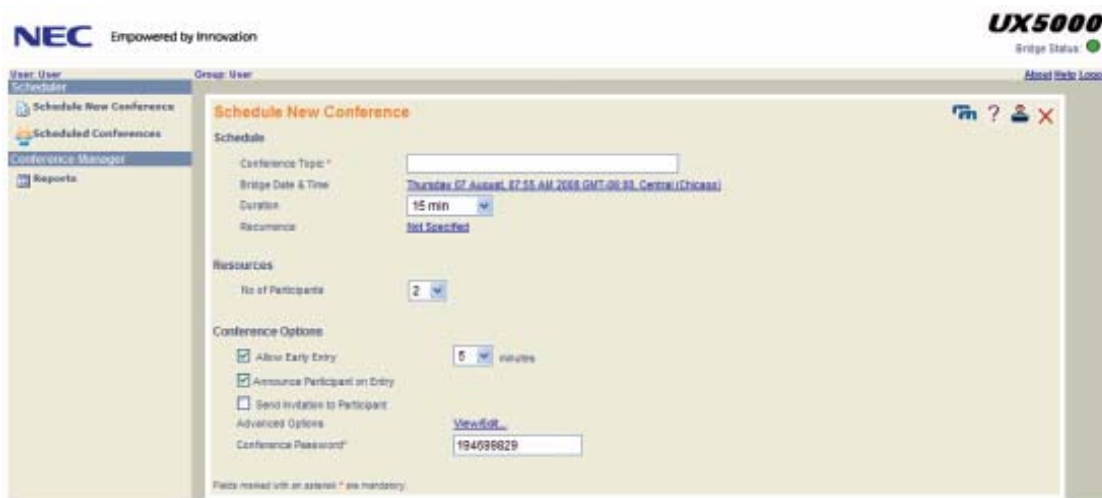
Figure 2-2   User Group

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.
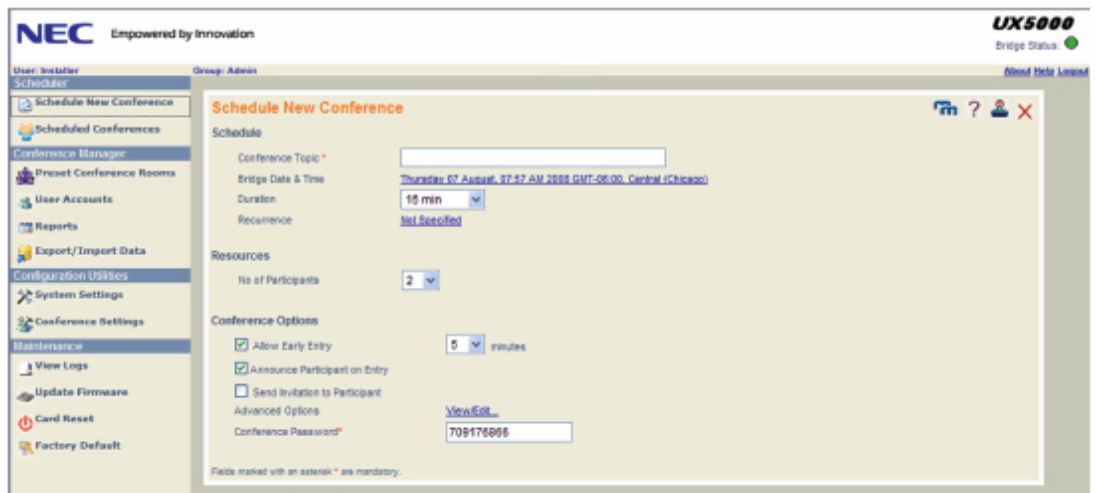
Figure 2-3   Admin Group

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.
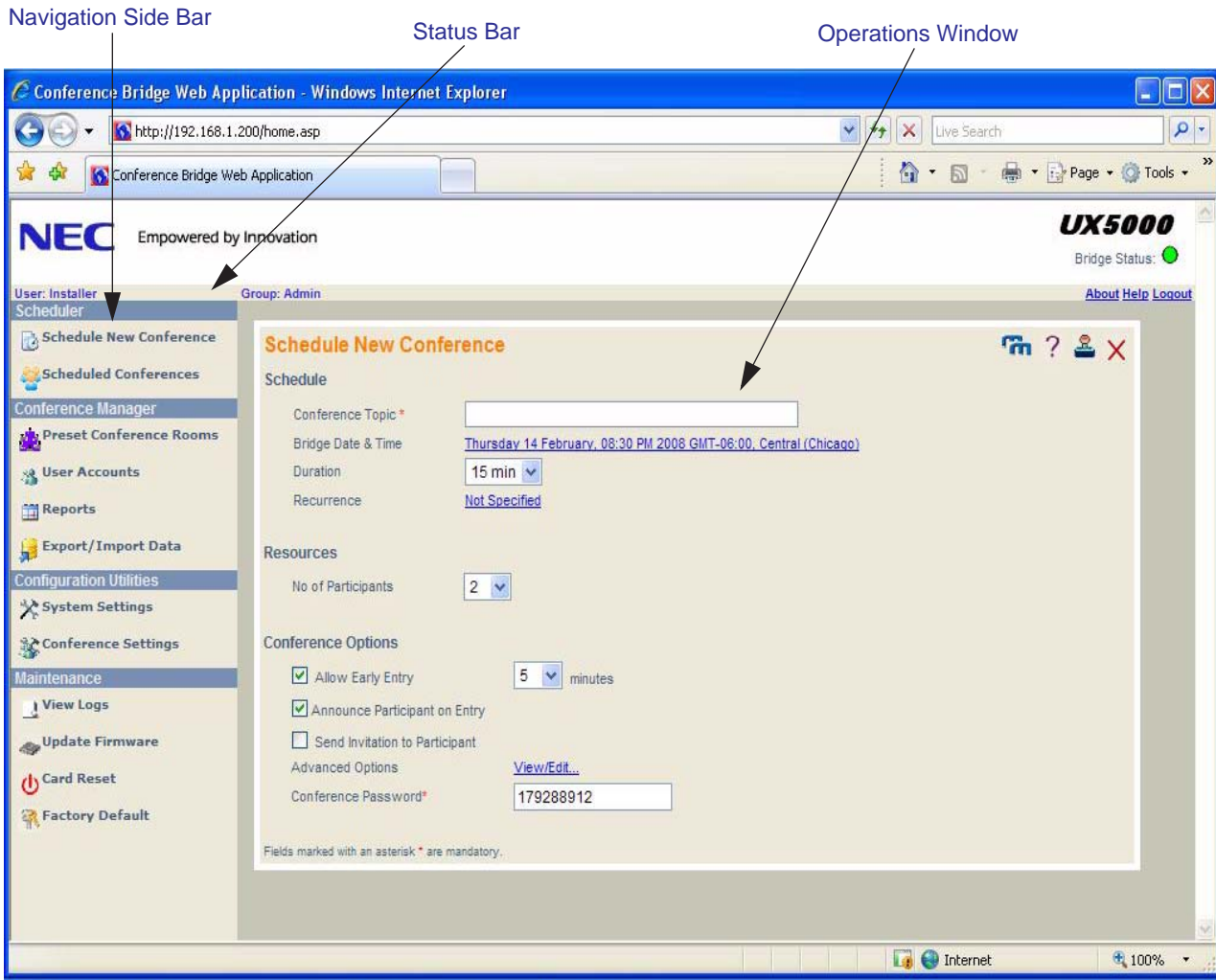
Figure 2-4   Main Window

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**, **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 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 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 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 set up the resources required for the conference.
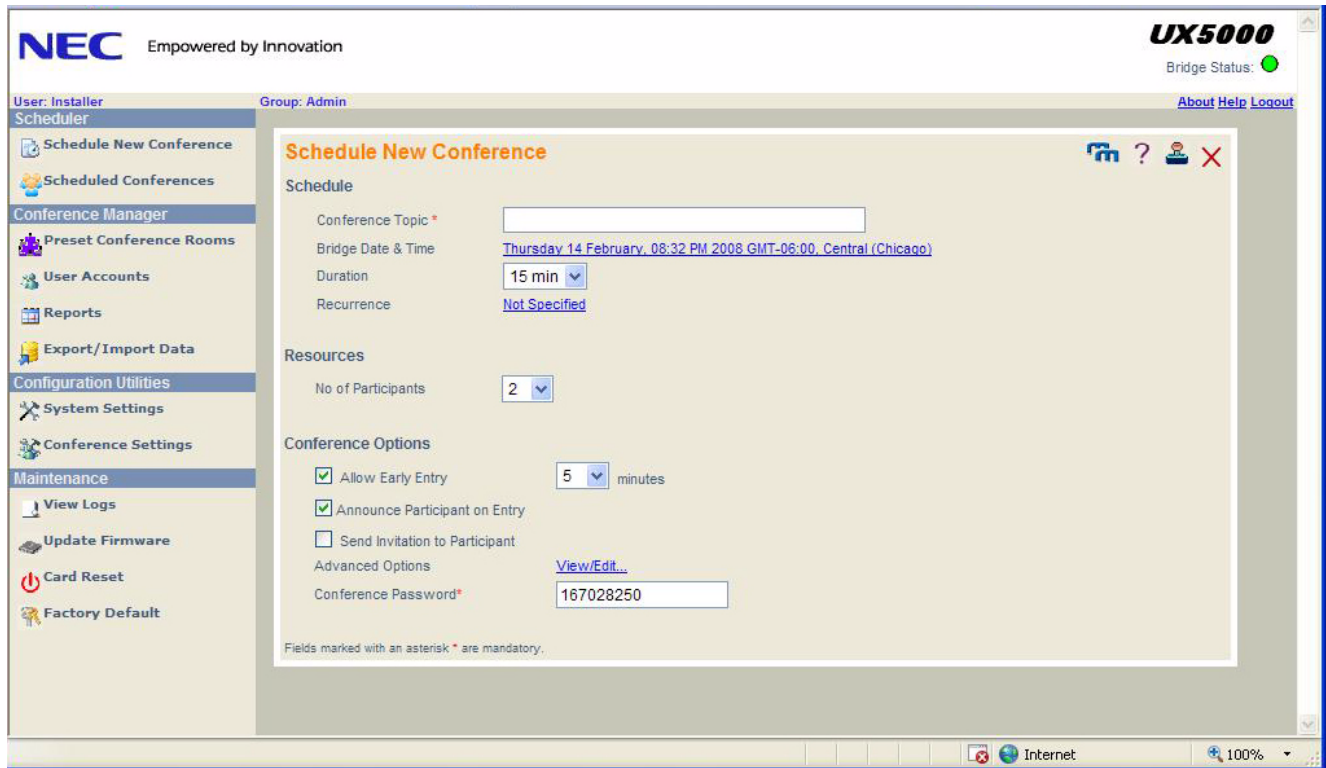
Figure 2-5   Schedule New Conference Window

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.

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.

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.

<p align="center">Selecting Participants</p>

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.

Invitation			Details Not Specified	Preview
	Select Participant			
#	Name	Email	Organizer	
1	Blake	dblake@necinfrontia.co	⊙	
2	Bock	mbock@necinfrontia.co	○	
3	Delzer	mdelzer@necinfrontia.c	○	
4	Dennis	ddennis@necinfrontia.c	○	

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

1 2

Invitation - Conference 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]
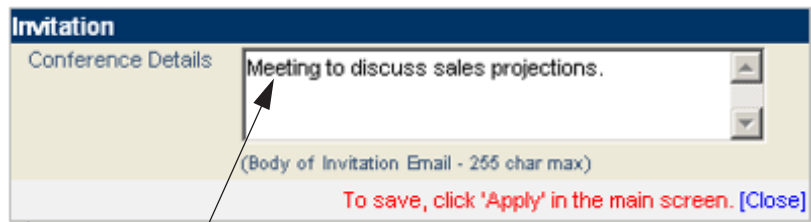
Enter conference details. These
details appear in the EMail invitation.

Mail Preview

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   XXXXXXXXX
   Bock   XXXXXXXXX
3 Delzer   XXXXXXXXX
4 Dennis   XXXXXXXXX
5   XXXXXXXXX

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]

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.

Admission Control: Access Codes	
*5	Organizer Accept Participant
*6	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 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 bridge 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.
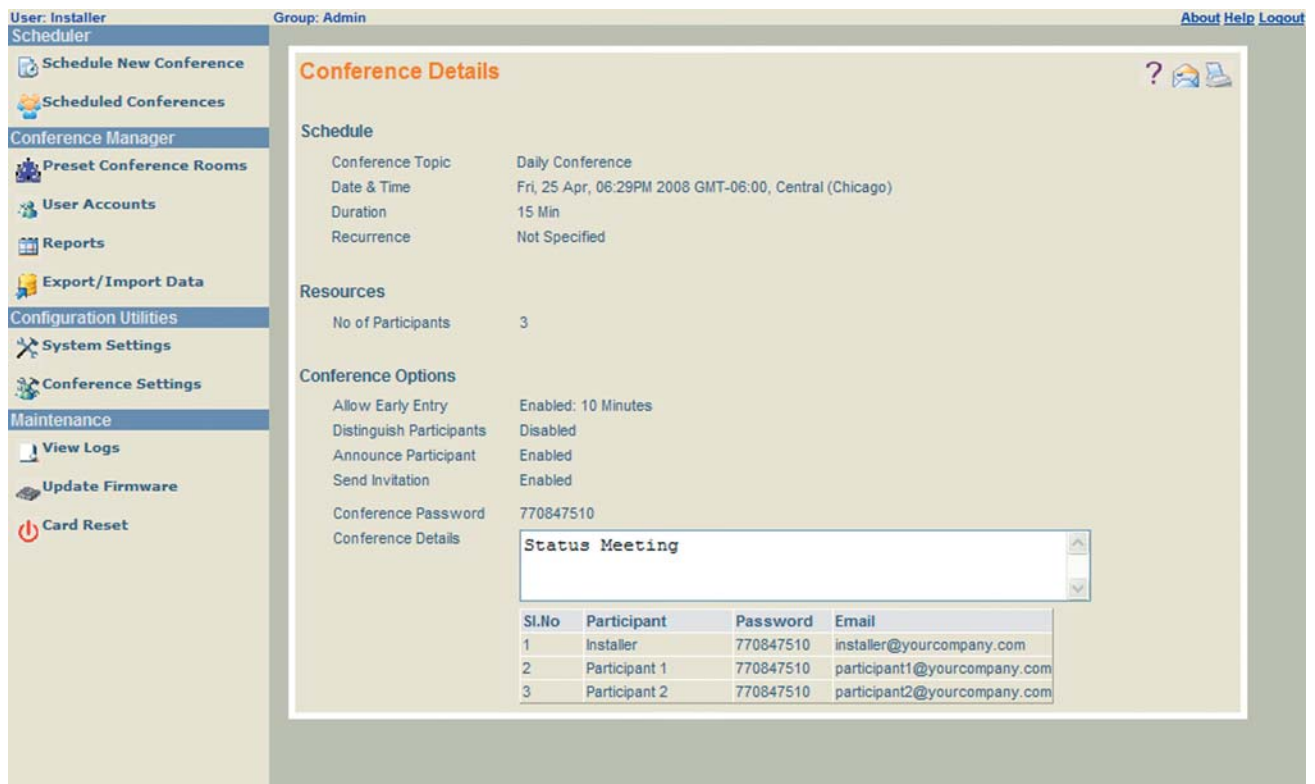

Figure 2-6   New Conference Report Screen

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.
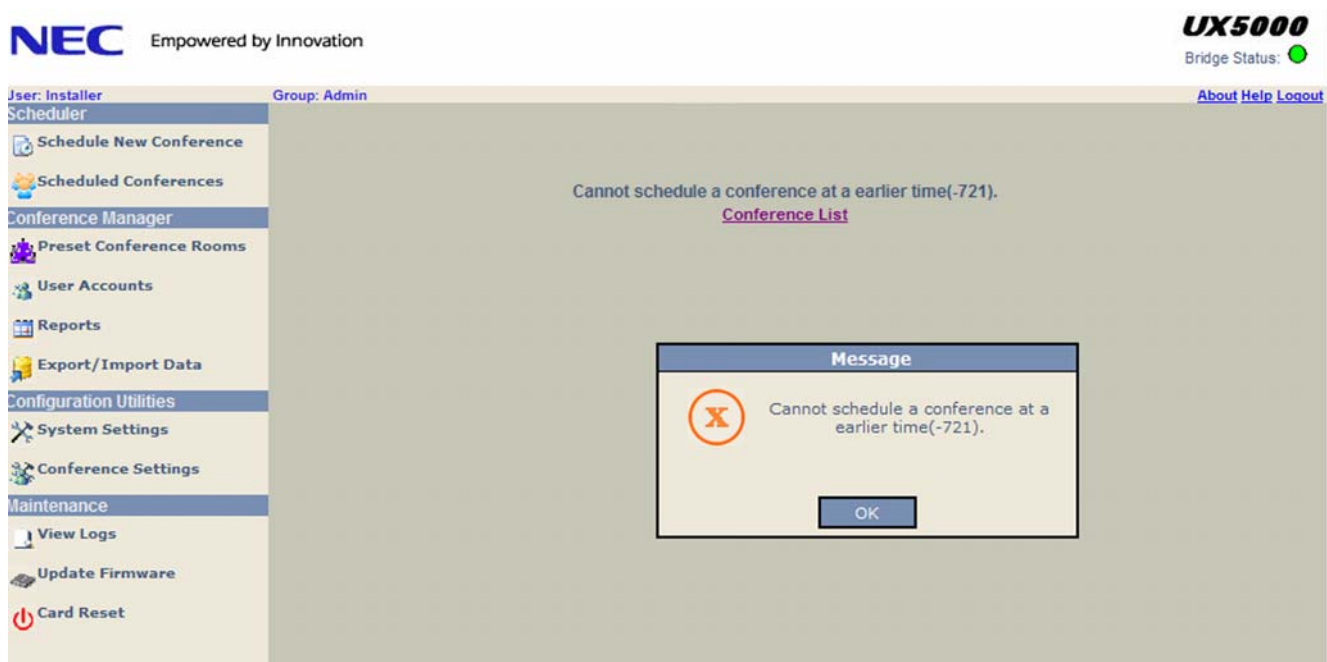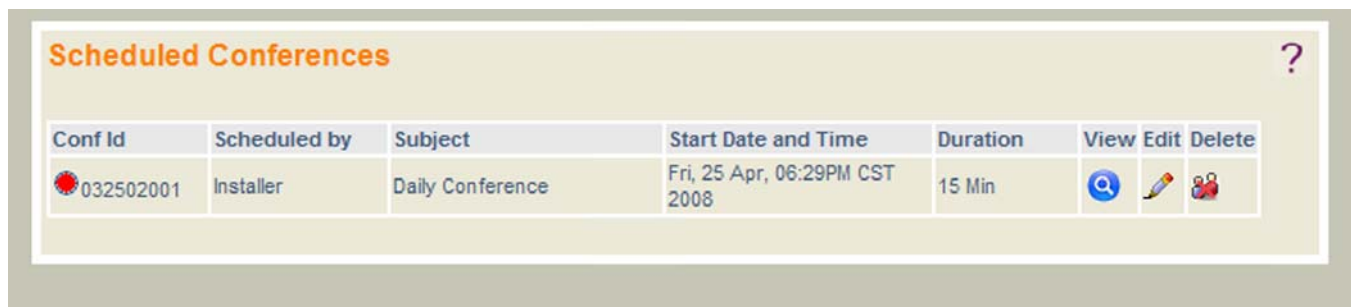

Figure 2-7   Conference Report Error Screen

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.

Figure 2-8   Scheduled Conferences Window

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 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.

Figure 2-9   Preset Conference Rooms Window

Configuration

No. of Conferences: This options 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 users, edit existing user parameters and delete users. To access this option, select **User Accounts**.

Figure 2-10   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.

Figure 2-11   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 [pencil icon] on Figure 2-10 User Accounts Window on page 2-17.

5.2.3   Delete User

This option allows the administrator to delete users.

To delete users, press [delete user icon] on Figure 2-10 User Accounts Window on page 2-17.

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.

Figure 2-12   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 2-13   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.

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 2-14   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 Bridge 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.

Figure 2-15   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.*

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.

Figure 2-16   Bridge Configuration Window

Conference Bridge Number: Enter the number for the Conference Bridge.

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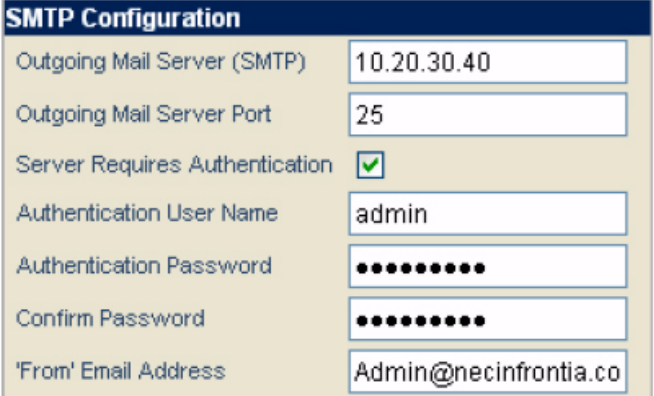
To apply these settings, click **Close** to return to the Main Menu. On the Main Menu, click **Apply**.

6.1.2   EMail Settings

This option allows the administrator to set EMail parameters.

6.1.2.1   STMP 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.

SMTP Configuration

Outgoing Mail Server (SMTP)	10.20.30.40
Outgoing Mail Server Port	25
Server Requires Authentication	✓
Authentication User Name	admin
Authentication Password	•••••••••
Confirm Password	•••••••••
'From' Email Address	Admin@necinfrontia.co

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

Figure 2-17   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.

Figure 2-18   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.
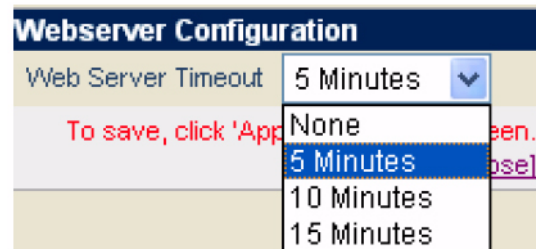

Figure 2-19   Web Server Configuration Window

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.

❍   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.

Figure 2-20   LDAP Configuration Window

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 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 PVAU interface has limited memory, the Conference Bridge 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.

Figure 2-21   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   Mega Meeting Conference

Figure 2-22   Mega Meeting Configuration Window

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.
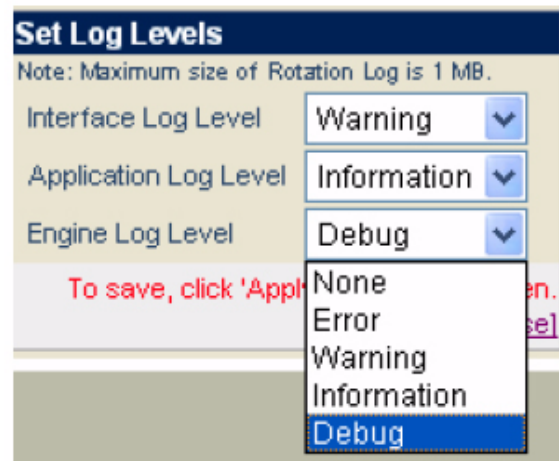

Figure 2-23   Set Log Levels Window

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 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 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

❍   Locale Configuration

❍   Memory Settings

Figure 2-24   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.

Figure 2-25   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)

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

Transmit Gain: 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 bridge 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 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 2-26 DTMF (Access Code) Configuration Window are the default values. These values can be changed by the technician.

Figure 2-26   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 2-8 Scheduled Conferences Window on page 2-13.)*

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/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 bridge 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 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 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 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 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 Bridge 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.*
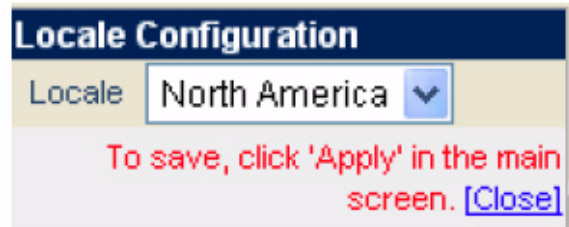

Figure 2-27   Locale Configuration Window

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,*
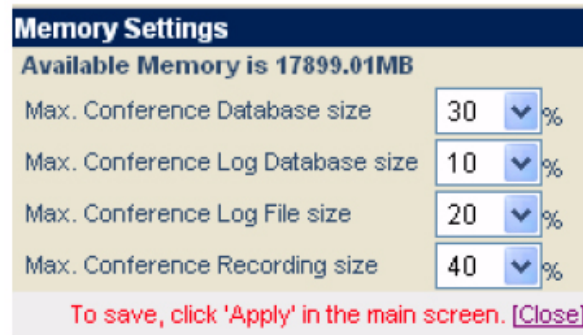

Figure 2-28   Memory Management Window

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   CONFERENCE CALL FLOW

This section describes the control flow of a conference.

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 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.

SECTION 8   PROMPT RECORDING CALL FLOW

This section describes prompt recording call flow.

1. The conference bridge user dials the conference bridge number.

2. The user hears a 'Welcome to NEC Multimedia Conference Bridge' message.

3. After hearing the message, user keys in the magic key sequence "✱✱123#"

   ✎ *The conference bridge 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 bridge settings configuration window.

   ✎ *If the wrong passkey is entered, the conference bridge 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 bridge 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.

SECTION 9   OUTGOING CALL FLOW

This section describes outgoing call 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.

SECTION 10   CONDUCTING A VOTING SESSION

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

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.

THIS PAGE INTENTIONALLY LEFT BLANK

Chapter A   *Glossary*

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
DTMF	Dual Tone Multi-frequency signaling is used for telephone signaling over the line, in the voice-frequency band, to the call switching center.
Ethernet	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.
FTP	FTP or **F**ile **T**ransfer **P**rotocol is used to transfer data from one computer to another over the Internet, or through a network.
Gateway	Gateway (computer networking), a node that serves as an entrance to another network and vice versa.
Internet	The global digital network.
Intranet	A private digital network.
LDAP	The **L**ightweight **D**irectory **A**ccess **P**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.
MAC Address	A worldwide unique physical address required for all equipment on the internet.
MDIX	Medium Dependent Interface Crossover
NTP	**N**etwork **T**ime **P**rotocol is a protocol for synchronizing the clocks of computer systems over packet-switched, variable-latency data networks.s

Term	Definition
Real-Time Transmission	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.
Simple Mail Transfer Protocol (SMTP)	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).
Subnet Mask	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.
Time Zone	A time zone is a region of the earth that has adopted the same standard time, usually referred to as the local time.
Transmission Control Protocol/Internet Protocol (TCP/IP)	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.
XML – Extensible Markup Language	XML is a markup language for documents containing structured information.

Chapter B *Icons*

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
?	**Help Icon** This icon is displayed at the top right corner of each window. Click on this icon to display help for the window being viewed.
	Apply Icon Click this icon to commit/apply your changes.
✕	**Cancel Icon** Click this icon to cancel the operation for the window being viewed.
🔍	**View Icon** Click this icon to view conference details. (Refer to Figure 2-8 Scheduled Conferences Window on page 2-13.)
✏	**Edit Icon** Click this icon to edit the conference. This icon is also used for editing account details. (Refer to Figure 2-10 User Accounts Window on page 2-17.)
	Delete Icon Click this icon to delete an existing conference. This icon is also used to delete an existing user. (Refer to Figure 2-10 User Accounts Window on page 2-17.)
🟢	**Active Conference Icon** This icon indicates the conference is currently active. (Refer to Figure 2-8 Scheduled Conferences Window on page 2-13.)
🔴	**Inactive Conference Icon** This icon indicates the conference is currently not active. (Refer to Figure 2-8 Scheduled Conferences Window on page 2-13.)
✔	**Option Enabled Icon** This icon indicates the option is enabled. (Refer to Figure 2-9 Preset Conference Rooms Window on page 2-15.)

Table B-1 Icons

Icon	Description
	Add User Icon Click this icon (located in the upper right corner of the User Accounts window) to display the Add New User window. (Refer to Figure 2-10 User Accounts Window on page 2-17.)
	Schedule New Conference Icon Click this icon (located on Main window) to display the Schedule New Conference window. (Refer to Figure 2-4 Main Window on page 2-4.)
	Scheduled Conferences Icon Click this icon (located on Main window) to display the Scheduled Conferences window. (Refer to Figure 2-4 Main Window on page 2-4.)
	Preset Conference Rooms Icon Click this icon (located on Main window) to display the Preset Conference Rooms window. (Refer to Figure 2-4 Main Window on page 2-4.)
	User Accounts Icon Click this icon (located on Main window) to display the User Accounts window. (Refer to Figure 2-4 Main Window on page 2-4.)
	Reports Icon Click this icon (located on Main window) to display the Reports window. (Refer to Figure 2-4 Main Window on page 2-4.)
	Export/Import Data Icon Click this icon (located on Main window) to display the Export/Import Data window window. (Refer to Figure 2-4 Main Window on page 2-4.)
	System Settings Icon Click this icon (located on Main window) to display the System Settings window. (Refer to Figure 2-4 Main Window on page 2-4.)
	Conference Settings Icon Click this icon (located on Main window) to display the Conference Settings window. (Refer to Figure 2-4 Main Window on page 2-4.)
	View Logs Icon Click this icon (located on Main window) to display the View Logs window. (Refer to Figure 2-4 Main Window on page 2-4.)
	Update Firmware Icon Click this icon (located on Main window) to display the Update Firmware window. (Refer to Figure 2-4 Main Window on page 2-4.)
	Card Reset Icon Click this icon (located on Main window) to display the Card Reset window. (Refer to Figure 2-4 Main Window on page 2-4.)

NEC

NEC Unified Solutions, Inc.
4 Forest Parkway
Shelton, CT 06484
www.necux5000.com

Important Telephone Numbers	
Sales Support and General Information	800-365-1928
Technical Service	
Current Products (For NEC Authorized and Certified Installers Only)	866-597-9762
Current Products After Hours (Emergencies Only)	203-929-7920
Discontinued Products	900-990-2541
Customer Service	203-926-5444
Technical Training	203-926-5430

NEC

NEC Unified Solutions, Inc.
4 Forest Parkway
Shelton, CT 06484

www.necux5000.com

(See inside back cover for contact information.)