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Aspíre

Conference Bridge
User Guide

Technical Support Web Site:
http://ws1.necii.com (registration is required)

This manual has been developed by NEC Unified Solutions, Inc. It is intended for the use of its customers and service personnel, and should be read in its entirety before attempting to install or program the system. Any comments or suggestions for improving this manual would be appreciated. Forward your remarks to:

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Introduction

The Aspire Conference Bridge feature is designed for the Aspire M/L/XL system. The PCB is installed in the telephone system and allows up to 16 parties to take part in a conference call. The participants dial a pre-assigned phone number at the determined time, optionally enter a password, and are prompted to speak their name which will be announced to the other conference participants. The functionalities include:

- Password protection is provided for each conference.
- Applicable voice messages and announcements (e.g., entry, password request, exit) are available.
- EMail notification, when enabled, requires the organizer to enter the EMail address of each participant to be sent notification of a pending conference. This option is selectable when setting up new conferences.
  The Aspire Conference Bridge EMail configuration supports SMTP mail server ONLY.
- Host Required, when enabled, requires the host/organizer to be logged into the conference before any other participant can enter. This option is selectable when setting up new conferences.
- Admission Control, when enabled, requires the organizer to dial a digit allowing each participant to enter the conference. This option is a predefined access code.
- One customer greeting can be recorded for each Aspire Conference Bridge PCB. 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 PCB administration.

- For Your Notes -

Chapter 1

LOGGING INTO ASPIRE CONFERENCE BRIDGE PCB

Communication to the Aspire Conference Bridge is made using a straight ethernet cable, crossover cable, and/or a small hub and Microsoft's Internet Explorer web browser. To ensure proper communication between the PC and the Aspire Conference Bridge, they must be attached to the same network.

The Aspire Conference Bridge is configured using an Internet Browser. Microsoft Internet Explorer 6.0 or higher is recommended. The Login page allows a user to enter their user name and password for network access.
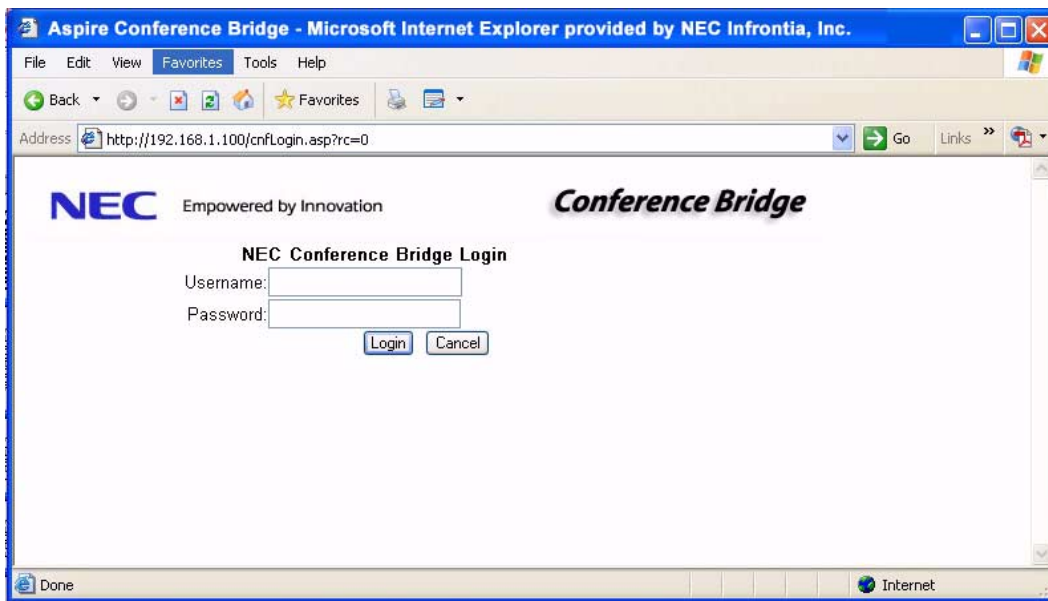
Log in as follows:

1. Start your Internet Explorer from a PC connected to the same network as the Aspire Conference Bridge PCB.
2. Enter the IP Address for the Aspire Conference Bridge in the address link of your browser.
   Your System Administrator can provide the Conference Bridge IP address. By default, the IP address is: 192.168.1.100.
3. When the Login screen is displayed, enter your Login ID and the password.
   Your System Administrator can provide your login and password information.
4. After entering the user name and password, click on **Login**.

Chapter 1
Accessing the Aspire Conference Bridge

Access Levels

● **User Group (Black color - user code)**
The user group is the most restricted group of the three levels. A member of the user group may create conferences only under their user name and view conferences that are created by them.

● **Admin Group (Green color - user code)**
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.

● **Installer Group (Red color - user code)**
A member of the installer group has the same privileges as an admin user, plus the ability to view and modify the PCB configuration options. The installer may also upload new firmware to the PCB and reset the PCB from the web interface.

MAIN PAGE

After logging into the Conference Bridge web manager, the main page is displayed. The main page is split into three regions: the navigation side bar, the status window near the bottom of the screen and the operations window in the center of the screen.
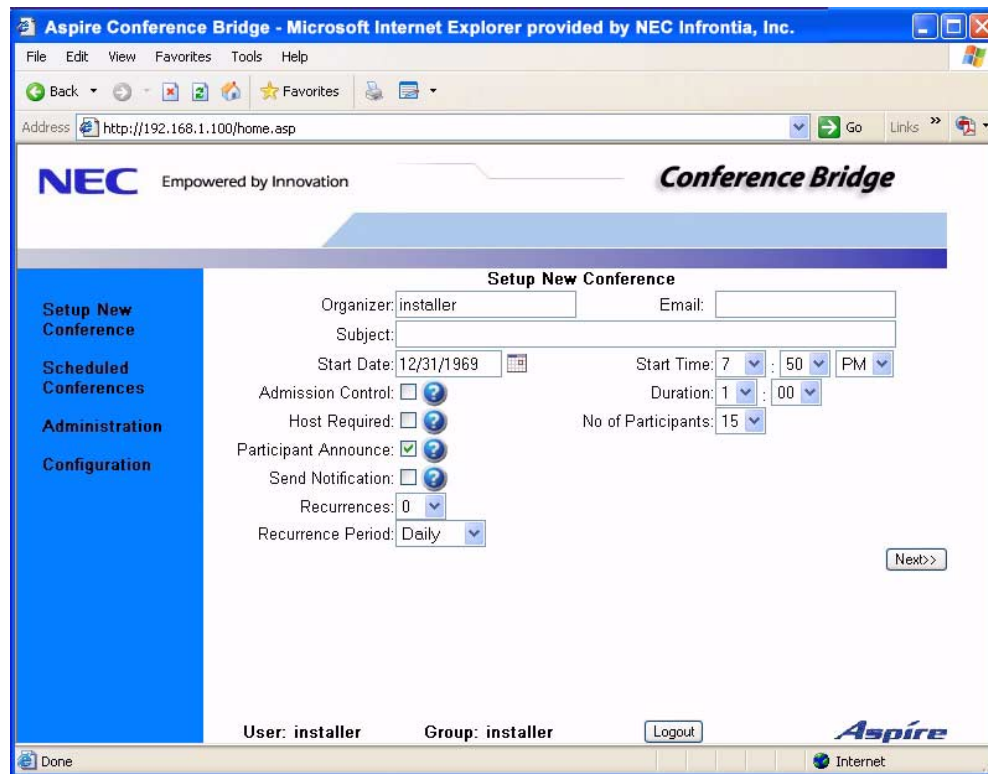
Navigation Side Bar

The side bar allows you to navigate to the different areas of the web interface. When logged in as a member of the user group, only the **Setup New Conference** and **Scheduled Conferences** links are available. When logged in as a member of the admin group, the **Administration** and **Configuration** links are also available - though the information in the **Configuration** link is displayed, only the **EMail Configuration** can be edited. When logged in as a member of the installer group, the previously mentioned links plus all the **Configuration** options can be edited. The side bar is always visible from the main page.

Status Window

The status window is always located at the bottom 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 you out of the web interface and return you to the login screen.

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 you first log in, the **Setup New Conference** window is displayed by default.

- For Your Notes -

Chapter 2

ADMINISTRATION

To access the Conference Bridge status and configuration pages, click on the **Administration** link on the side bar. This link is available only to members for the Admin and Installer level groups. The first page displayed is the **Conference Bridge Status** information.

This option is displayed only for Admin and Installer password levels.
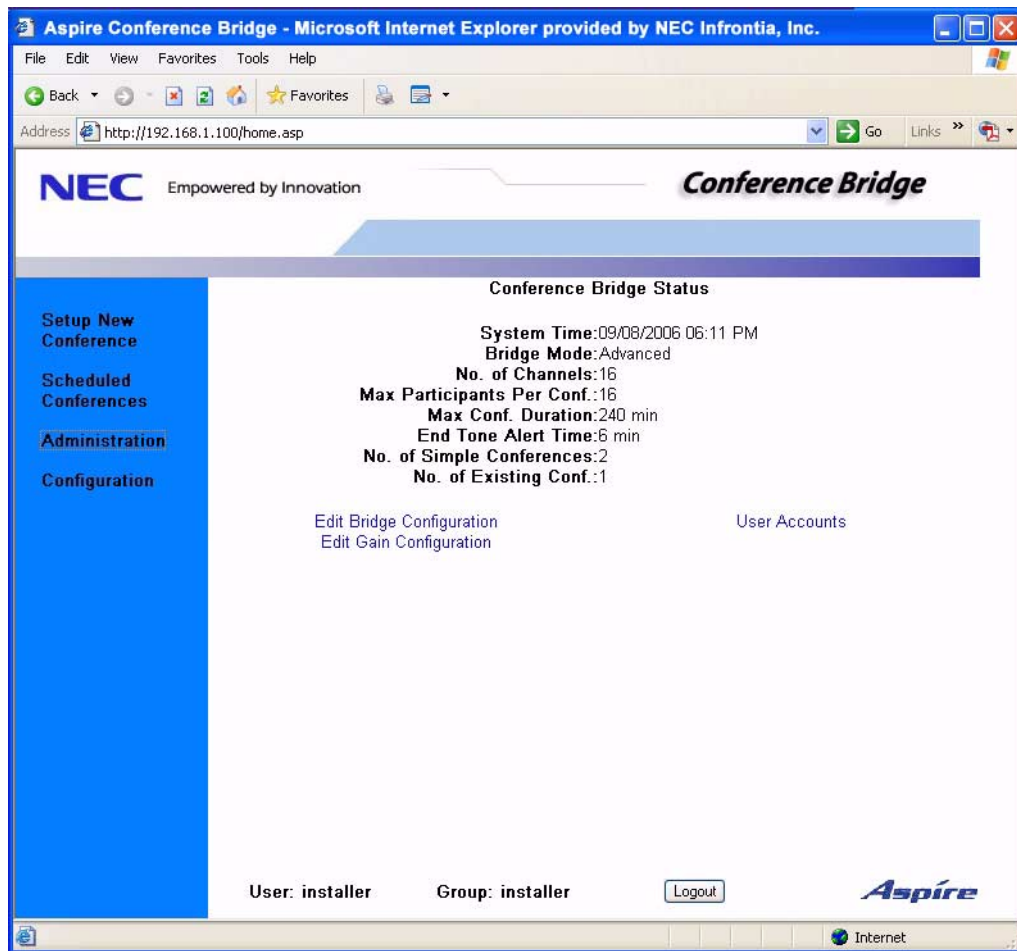
Chapter 2
Administration Setup

The screen displays the following configured information for the Aspire Conference Bridge:

- **System Time**
  The current date and time being used by the Aspire Conference Bridge (16CNFU) PCB.

- **Bridge Mode**
  The mode of operation for the Aspire Conference Bridge (Simple and Advanced Mode).
  Only the Advanced mode is available with the Aspire.

- **No. of Channels**
  The number of channels available on the Aspire Conference Bridge PCB.

- **Max. Conf. Duration**
  The maximum conference duration.

- **End Tone Alert Time**
  The alert message is played to all participants at the specified time before the end of the conference. A time of two minutes specifies that the end message be played two minutes before the conference ends.

- **No. of Simple Conferences**
  The number of conferences configured in simple mode configuration.
  Not available with the Aspire system.

- **No. of Existing Conf.**
  The number of currently scheduled conferences.

This screen also allow access to define some of the Conference Bridge settings:

- **Edit Bridge Configuration** (page 9)**:**
  Maximum Participants Per Conference
  Maximum Conference Duration
  End Tone Alert Time
  Use Custom Greeting

- **User Accounts** (page 11)

- **Edit Gain Configuration** (page 15)

Edit Bridge Configuration

Clicking on the **Edit Bridge Configuration** link takes you to the **Conference Bridge Configuration** page.
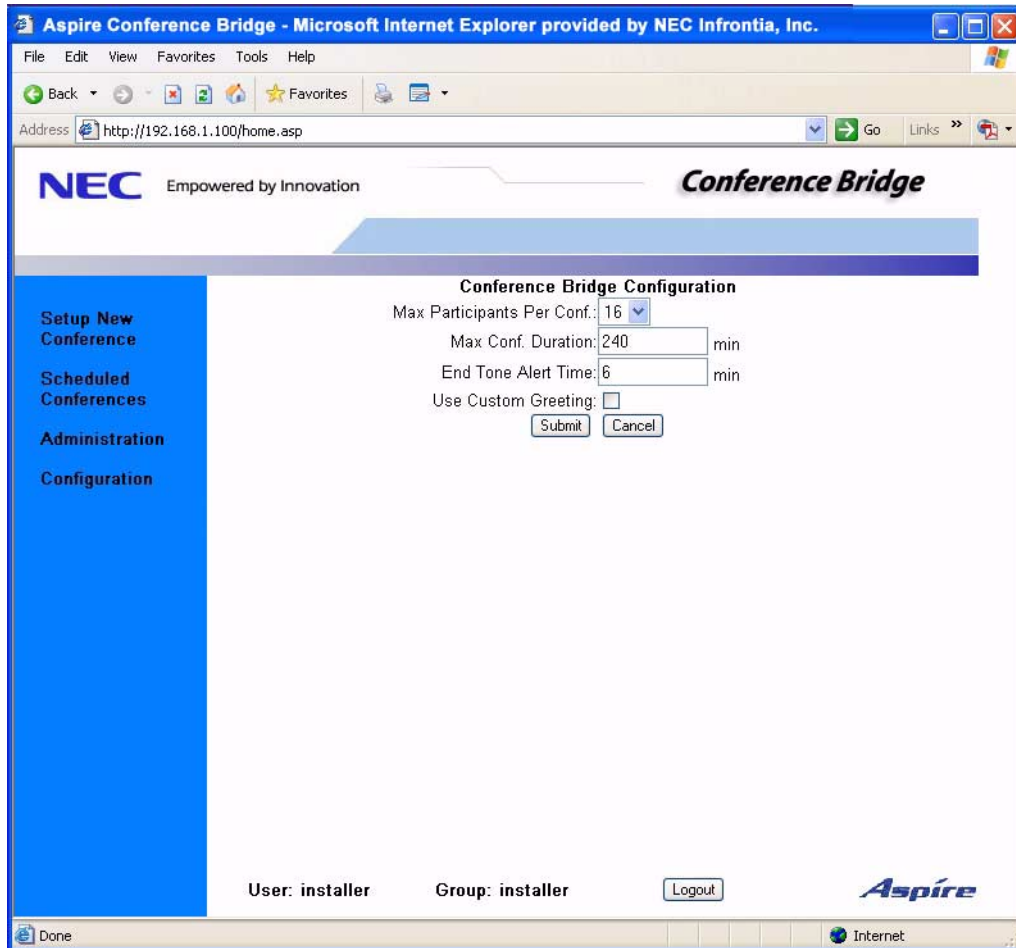
● **Max Participants Per Conf.**
Configures the maximum participants including the organizer in a conference. (Default = 16)

● **Max Conf. Duration**
Configures the maximum duration of a conference. (Default = 240 minutes)

● **End Tone Alert Time**
Configures the time that the end alert message is played. (Default = 6 minutes)

● **Use Custom Greeting**
When enabled (by selecting the check box) the Conference Bridge will play the recorded personalized greeting. When disabled (unchecking the box), Conference Bridge PCB restores the factory default greeting.

>   ● **Recording Personalized Greeting:**
>   1. Dial into the Conference Bridge PCB and enter the set code for recording a Personalized greeting.
>   **PASSWORD: 243939#**
>   2. Listen to the series of prompts played to guide you through recording your personalized greeting.
>   *The customized greeting is automatically enabled after you accept the newly recorded greeting.*

Clicking on **Submit** sends the changes to the conference application. The configuration is saved to non-volatile memory so it is retained after a reset. Clicking on the **Cancel** button returns you to the **Administration** page.

User Accounts

Clicking on the **User Accounts** link brings up the **User Accounts Management** page. Using this page, User Accounts may be added, edited, or deleted.
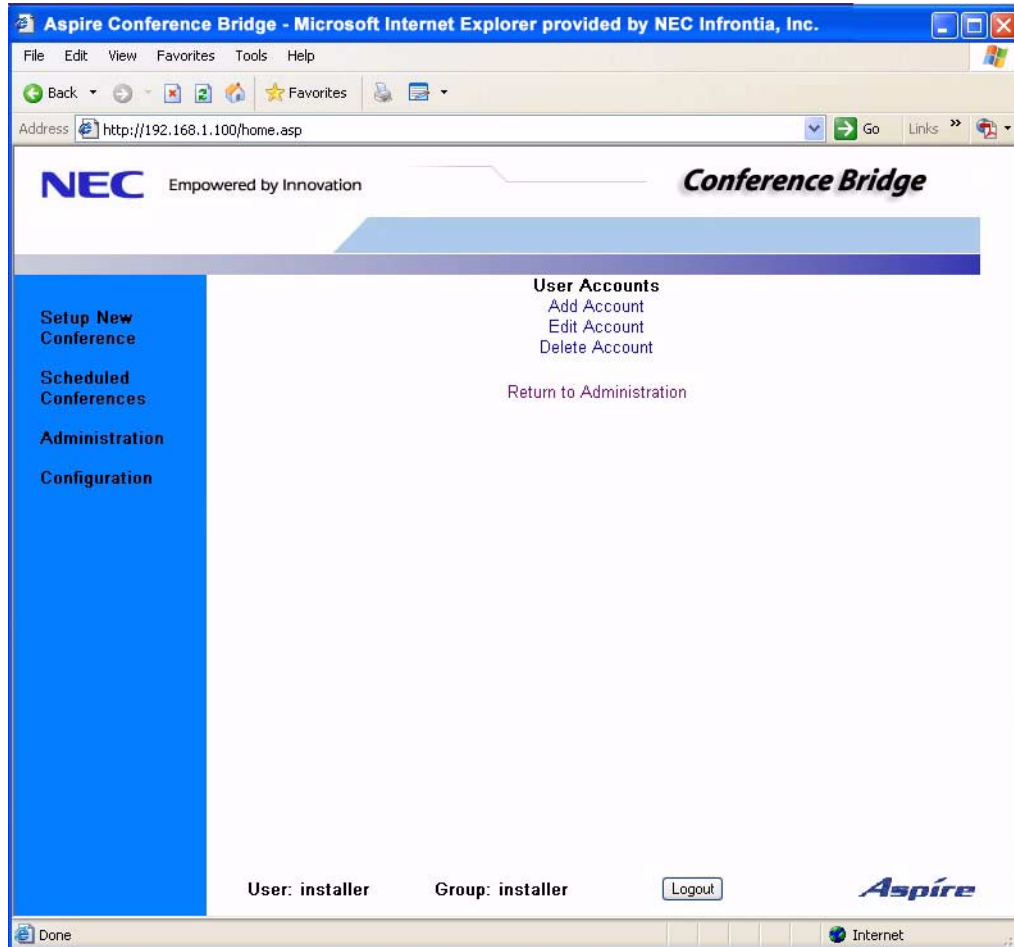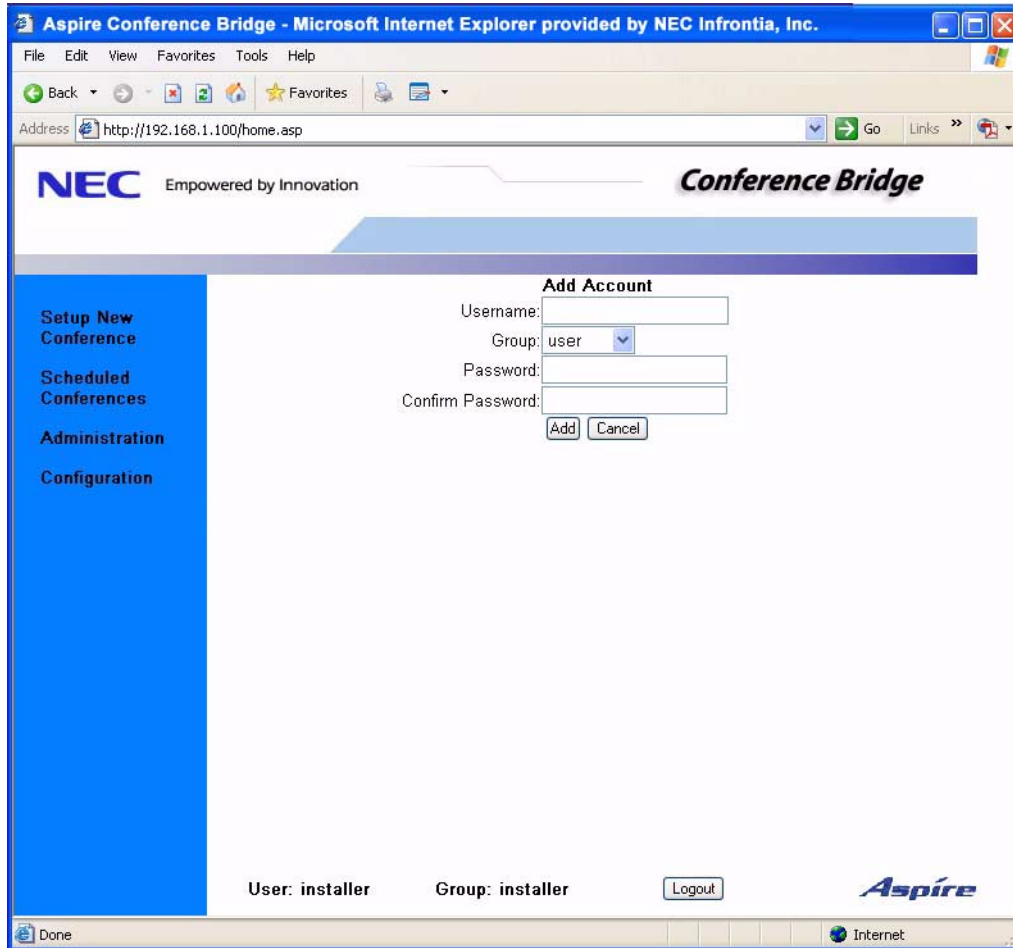
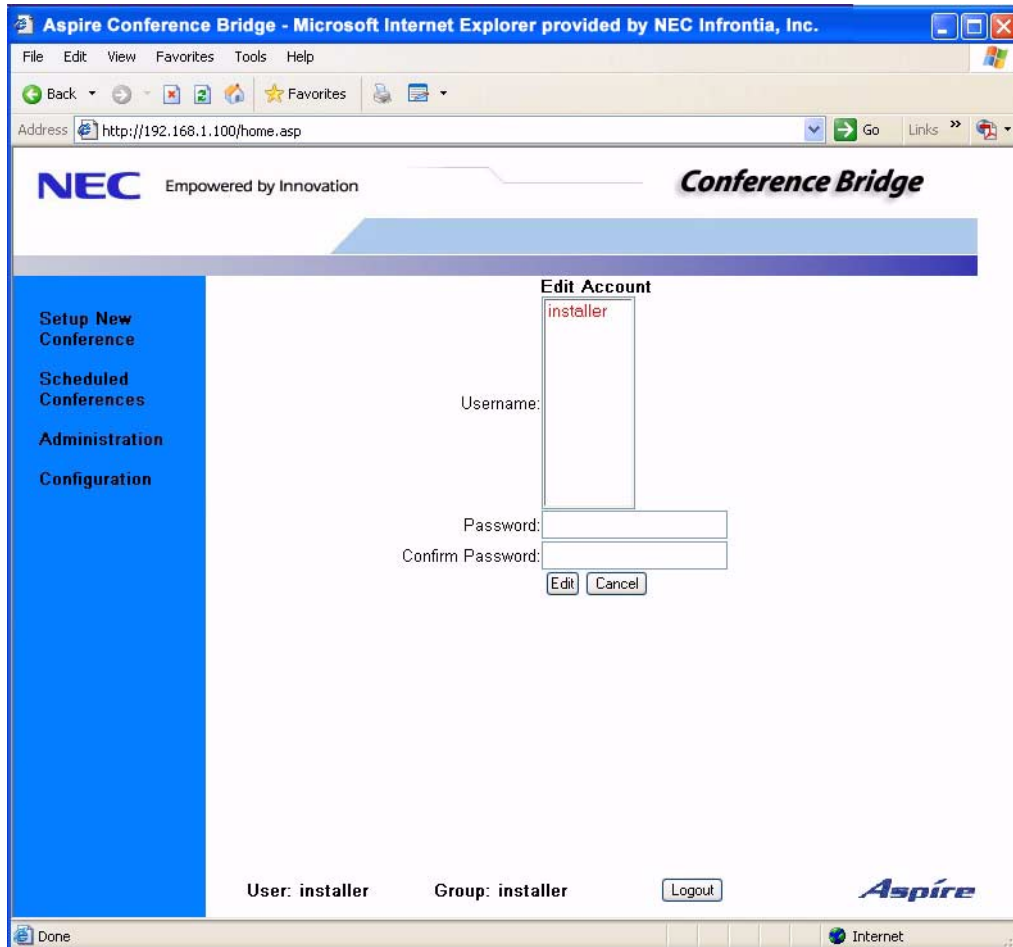# Chapter 2
Administration Setup

Add Account

The **Add Account** page allows an administrator or installer to create new accounts to access the Aspire Conference Bridge PCB.

- **Username**
  Enter a user name for a new account. The name must contain only alphanumeric characters and/or a -.

- **Group**
  Define the group with which the new account should be associated. When the current user is a member of the admin group, they may only add members of the admin group or user group. When the current user is a member of the installer group, they may add accounts to any of the three groups. User groups status can be identified by the following color designations:
    - Installer - Red
    - Admin - Green
    - User - Black

- **Password, Confirm Password**
  Define the password for the new user. The password must contain only alphanumeric characters and/or a -.

Edit Account

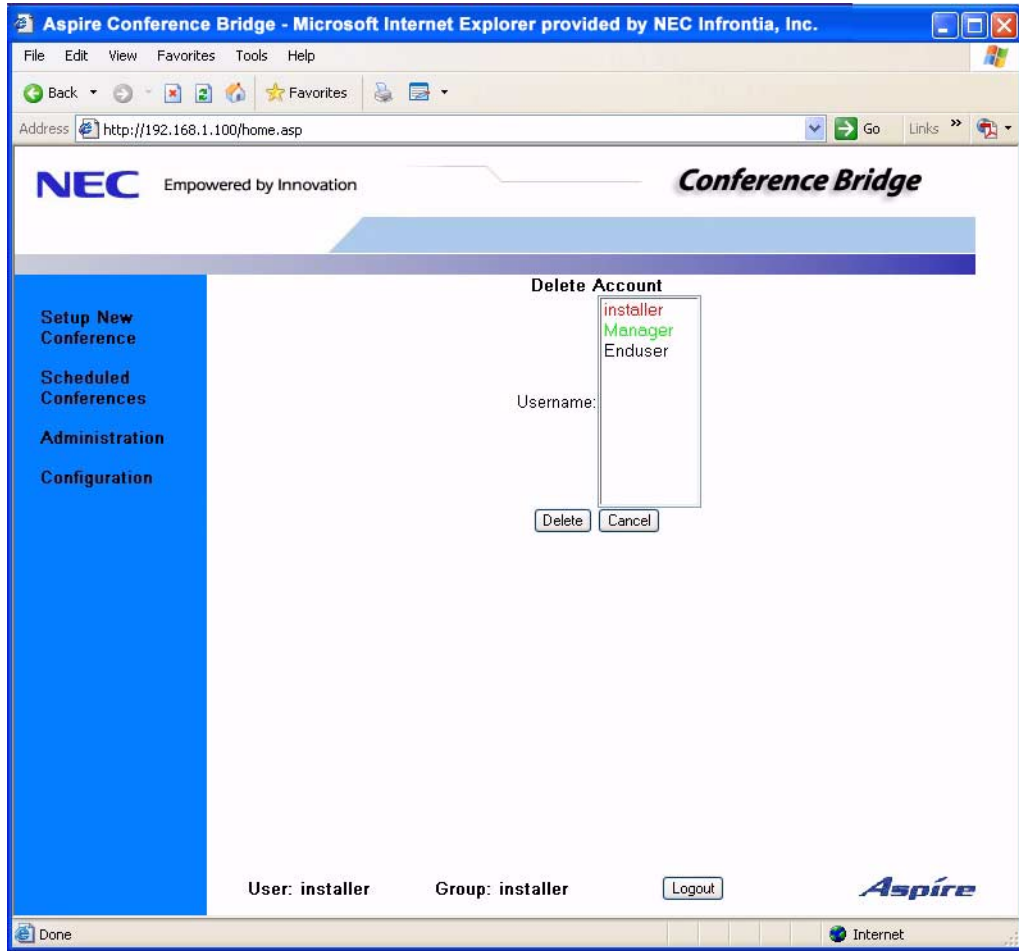The **Edit Account** page allows you to modify any user password.

Chapter 2
## *Administration Setup*

Delete Account

The **Delete Account** page allows you to delete previously added user account(s).
The "installer" account cannot be deleted.

Gain Configuration

These fields are useful for attenuation applied to obtain adequate voice levels for the end users. It is recommended not to alter this value unless solving an issue related to voice levels. (Default = 0)
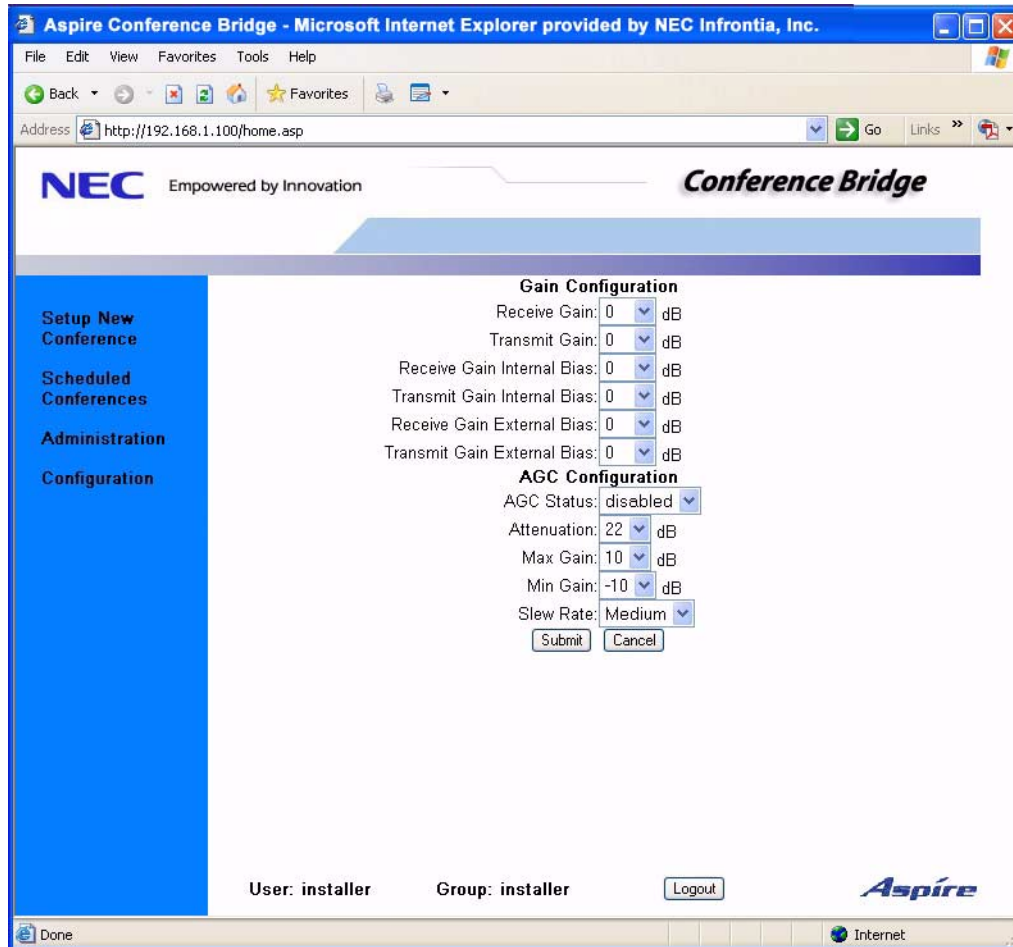
- **Transmit/Receive Gain**
  This is the base gain value that is applied to all calls (internal or external).

- **Transmit/Receive Internal or External Bias**
  This option sets the Transmit/Receive levels for external and internal calls.
  > *Setting this option to a positive (+) setting increases the volume level. Entering a negative (-) number decreases the volume level.*
  > *Example: When the following settings are applied:*
  > *Transmit Gain = 2, Transmit Internal Bias = 2*
  > *Transmit Gain set for the channel of a call on an internal line would equal a total of 4.*

- **AGC Configuration**
  These fields are useful when controlling the gain of the system in order to maintain consistent audio levels during a conference.
  > *The default values are suggested baseline settings for the Aspire Conference Bridge PCB. The values may need to be adjusted for optimal performance on your system.*

Chapter 2
Administration Setup

CONFIGURATION

To access the system configuration page, click on the **Configuration** link. This page is only accessible to members of the admin and installer groups. *However, the admin group will only be able to access the "Email Configuration" window.* The first page that is displayed contains the current system status information. Below the system information are the links to the pages that allow you to modify the system configuration.

> *This page is displayed for Admin and Installer password levels, however, with the Admin password, only the EMail Configuration can be edited (the other entries can only be edited with the Installer password).* **For details on the Configuration items programmable by the Installer password level, refer to the Aspire Conference Bridge Manual, P/N 0893215.**
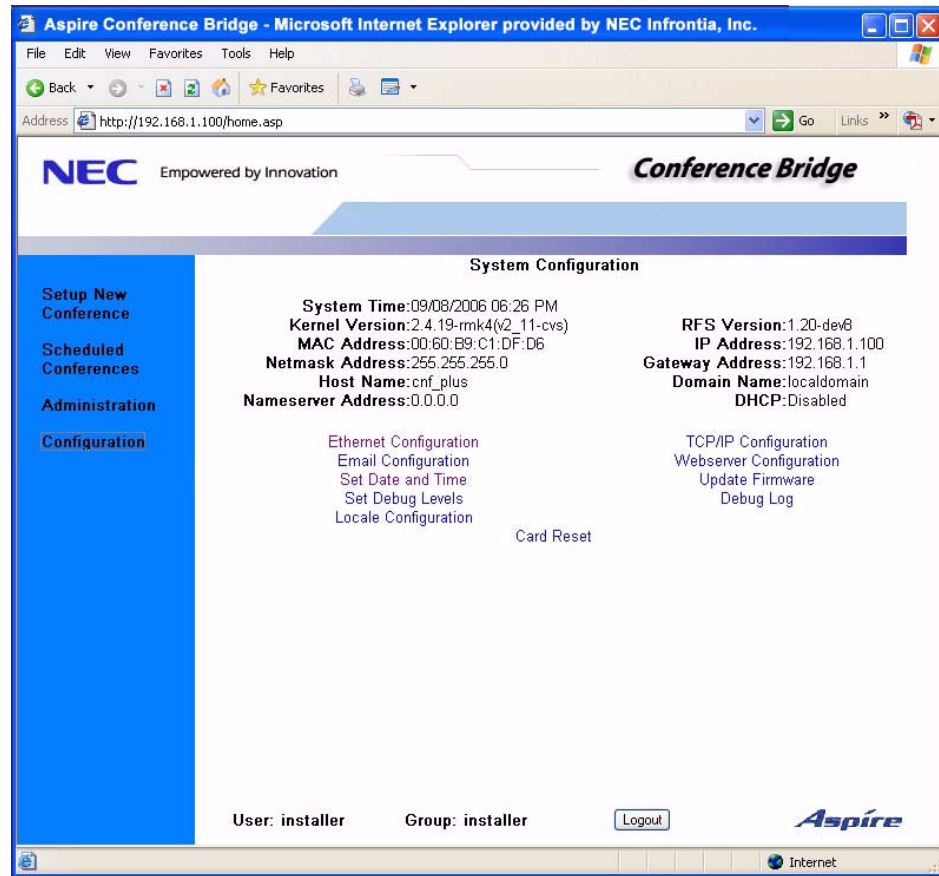
This screen displays the following settings pertaining to the Aspire Conference Bridge:

- **System Time** (Time used by the Aspire Conference Bridge)
- **Kernel Version**
- **RFS Version** (Firmware)
- **MAC Address**
- **IP Address** (To access the Aspire Conference Bridge)
- **Netmask Address** (Subnet mask address)
- **Gateway Address**
- **Host Name**
- **Domain Name**
- **Nameserver Address**
- **DHCP**

Email Configuration

The **Email Configuration** page allows the installer to configure the Email server settings that are used for Emailing conference notifications.

> *The Aspire Conference Bridge Email configuration supports SMTP mail server ONLY. Consult with your System Administrator for SMTP Server information.*

> *This option is displayed for Admin and Installer password levels, however, with the Admin password, only the EMail Configuration can be edited (the other entries are displayed but can only be edited with the Installer password).* ***For details on the Configuration items programmable by the Installer password level, refer to the Aspire Conference Bridge Manual, P/N 0893215.***

- **Outgoing Mail Server (SMTP)**
  Define the network address of the SMTP server to be used.
- **Outgoing Mail Server Port**
  Define the SMTP server port. This normally is set to 25.
- **Server Requires Authentication**
  When this is checked, the SMTP server requires messages sent to it to be authenticated to an account.
- **Authentication User Name**
  Define the user name to use for the authentication.
- **Authentication Password**
  Define the password to use for the authentication.
    This must be entered every time the Email configuration is modified when authentication is used.
- **From Email Address**
  Define the Email address displayed in the From field on notifications sent from the Aspire Conference Bridge PCB.
- **Subject**
  Enter the subject line of the notifications sent from the Aspire Conference Bridge PCB.
- **Message Introduction**
  Enter the introduction that is printed before the conference details.
- **Message Conclusion**
  Enter the conclusion that is printed at the end of the Email address.

Upon clicking **Submit**, a page is provided where the installer may send a test Email to the specified **To** address to verify that the Email settings are correct.
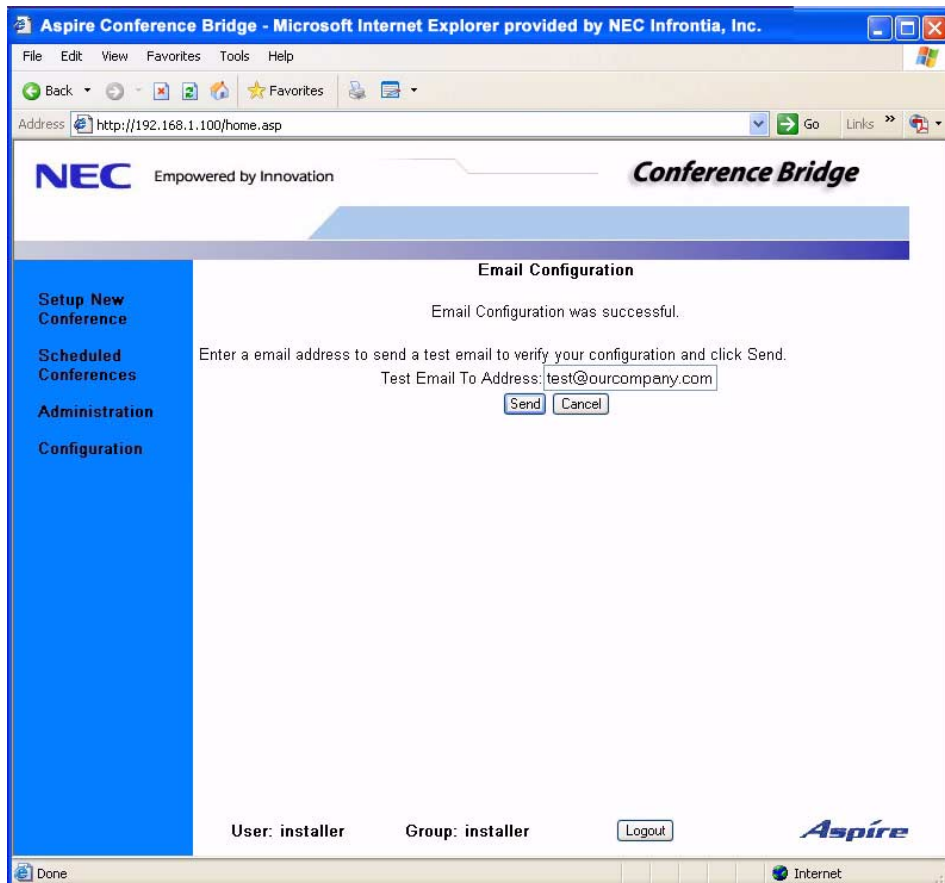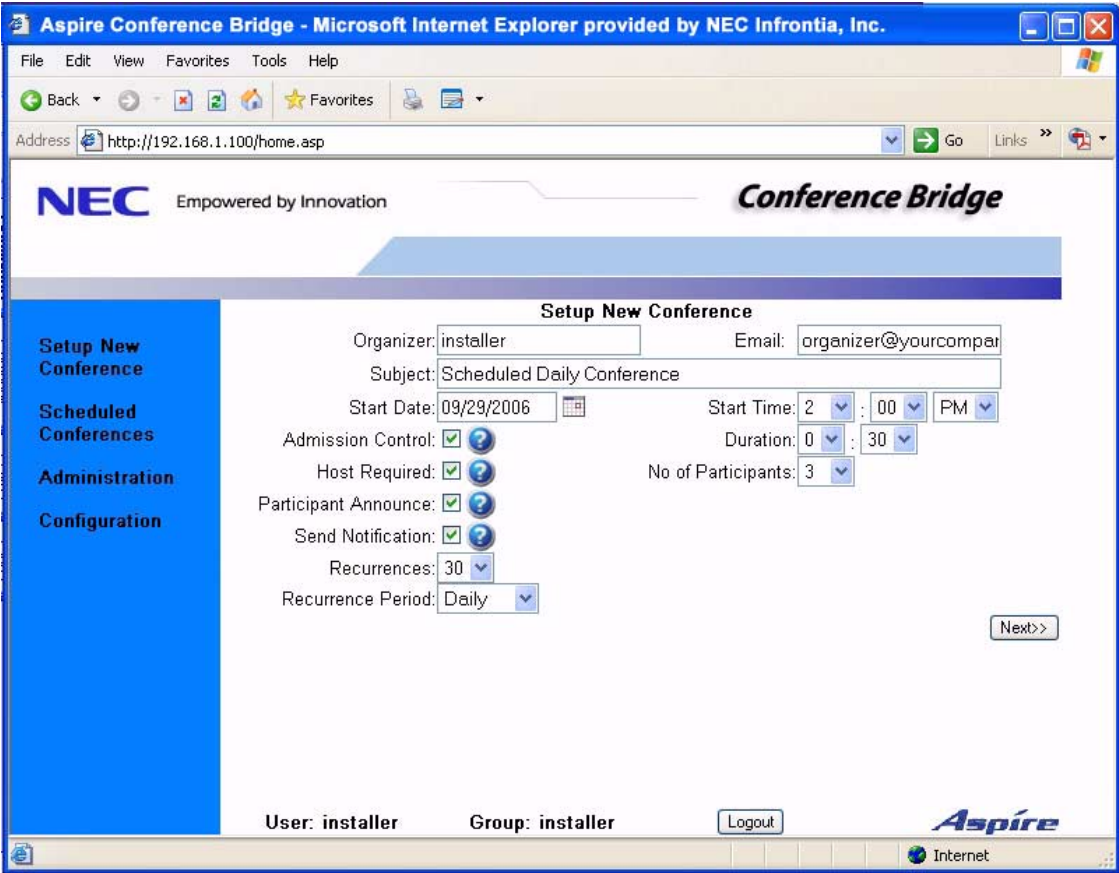
Chapter 3

SET UP A NEW CONFERENCE

From the **Setup New Conference** window in the operations window, you may make the initial selections for the conference.

This option is displayed for User, Admin, and Installer password levels.

Chapter 3
Scheduling a Conference Call

1. Log in to the Aspire Conference Bridge PCB (page 3).

2. Click on the **Setup New Conference** link. Enter the following information:

   - **Organizer**
   The user name of the organizer. When a user is logged in as a member of a group, the group name is supplied in this field.
     > *This field is informational only and is based on the user's password. It cannot be modified.*

   - **Email**
   The Email address of the organizer.

   - **Subject Line**
   The subject line allows organizers to personalize the conference subject on a per conference basis.

   - **Start Date**
   Enter the start date for the conference call. The calendar icon can be clicked to allow for easier selection.

   - **Start Time**
   The start time of the conference call.

   - **Duration**
   The duration of the conference call.

   - **No. of Participants**
   The number of participants to invite to the conference besides the organizer. The maximum number of configurable participants is fifteen (15) plus the one (1) organizer for a total of sixteen (16) participants.

   - **Admission Control**
   Administration Control, when checked, this option requires the organizer to allow (by pressing a key sequence) each new participant to enter the conference. When this function is enabled, the **Host Required** option must also be enabled. Clicking on **Admission Control** automatically enables **Host Required**.

     The organizer enters the following codes at the organizer keyset to allow each new participant to enter the conference.

Admission Control: Access Codes	
*5	Organizer Accept Participant
*6	Organizer Reject Participant

   - **Host Required**
   Host Required, when checked, requires the organizer to be present for the conference to convene. No participants may enter the conference prior to the organizer entering the conference.

   - **Participant Announce**
   Allows you to enable or disable the announcement prompt when conference participants enter scheduled conferences.
     > *Scheduled conferences with nine (9) participants or more will automatically disable this function.*

- **Send Notification**
  Enabling this object results in an Email notification being sent to all participants (for which Email addresses have been entered).

  The Email information is entered in the following screen - after clicking on **Next>>**.

- **Recurrences**
  Organizers may schedule a conference to recur in a cycle of 1-31. The number of recurrences is dependant on the number of days in the month. (Default: 0)

- **Recurrence Period**
  Organizer may schedule conference to recur daily or weekly. (Default: Daily)

3. Click **NEXT**.

4. From the new window, you can enter the Participant name information and Email information. The name and Email information is not required to create the conference. When complete, click **Submit**.
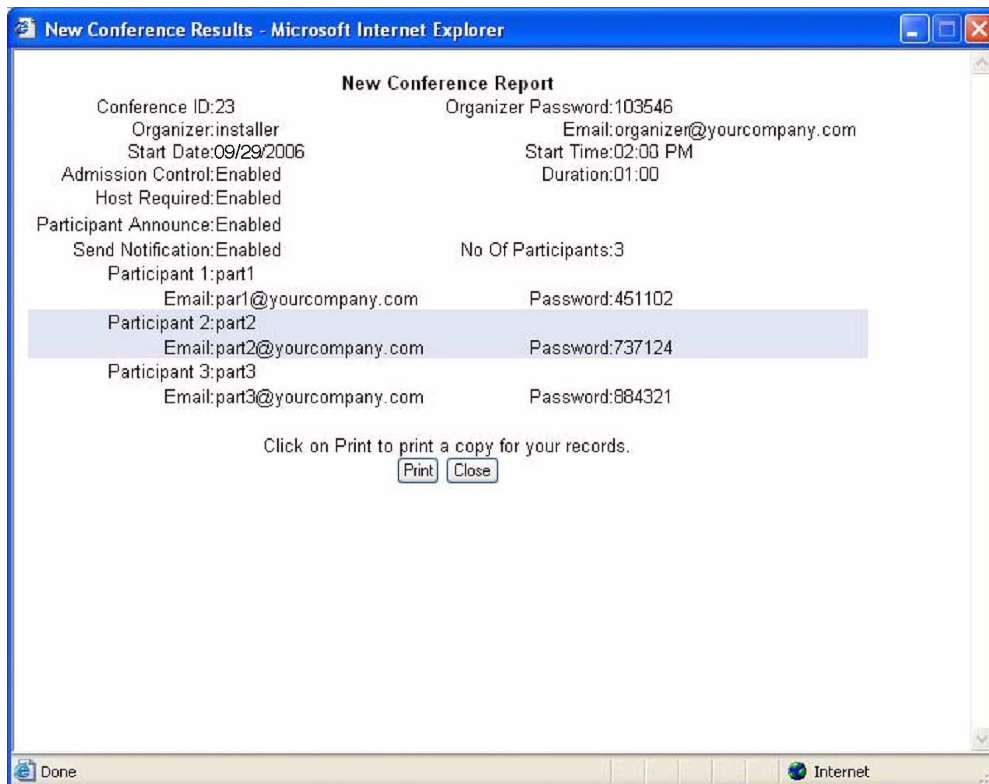
Chapter 3
Scheduling a Conference Call

5. When the conference creation is successful, a new conference report is generated with the conference information and passwords for the organizer and all the participants.

> *If the browser has pop-ups disabled, you may not see the New Conference Report page displayed. You can allow pop-ups for the TCP/IP address used for the Conference Bridge PCB under the TOOLS-POP-UP BLOCKER-POP-UP BLOCKER SETTINGS menu.*

When **Send Notification** is enabled, an Email is sent to all participants with an Email address entered. The Email contains the conference start date, start time, duration, and their individual password. The reply address of the notification Emails is the organizer Email. An option to print the new conference report is provided at the bottom of the page. Clicking **Close** closes the report window.

Note that each password allows one person to enter the conference call. Once a password is used to sign into a conference, anyone else trying to use that same password to access the conference call will hear an "invalid password" error message.

6. When an error occurs during the conference creation process, the cause of the error is displayed and you have the opportunity to modify the conference to resolve any scheduling conflicts.
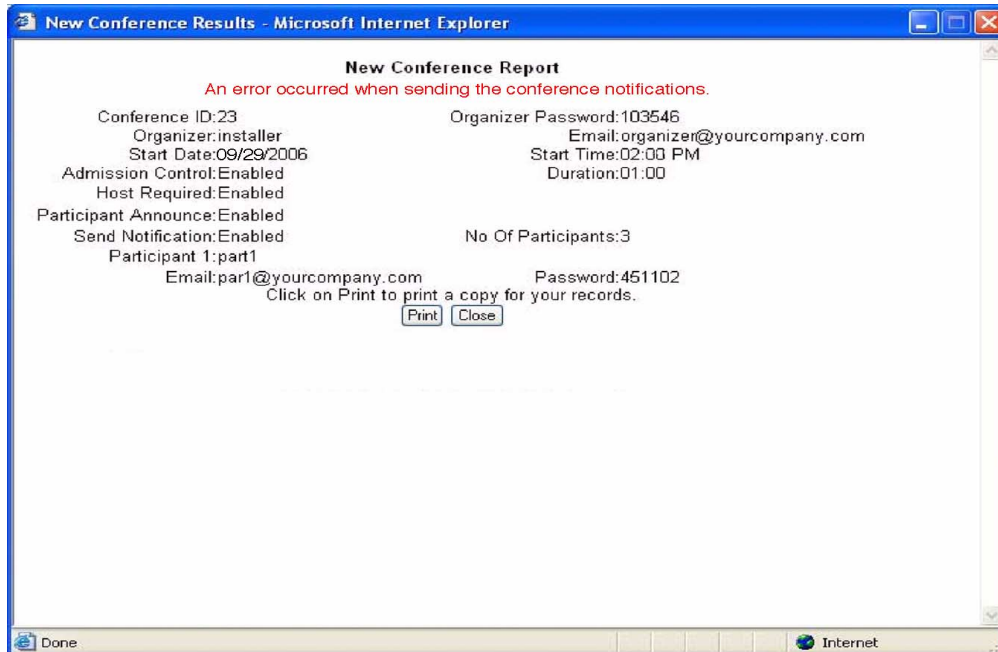
When the Email Configuration options are not set properly, a message is displayed in the new conference report indicating that the notification Emails were not sent out. You have the opportunity to resend the notifications from the Conference Manager (page 25).

- For Your Notes -

Chapter 4

CONFERENCE MANAGER

To access the Conference Manager, click on the **Scheduled Conferences** link on the side bar. When you are a member of the "user" group, only the conferences scheduled with that user name are displayed. When you are a member of the "admin" or "installer" groups, all currently scheduled conferences, along with the organizer of each conference are displayed. The start date, start time, and duration are always displayed along with the **Details** button and **Delete** button. Before the conference starts and moves to the active state, the **Edit** button is also available.

> *This option is displayed for User, Admin, and Installer password levels.*
> *Once a conference begins, the* **Edit** *option is available while a conference is active to add or delete participants.*
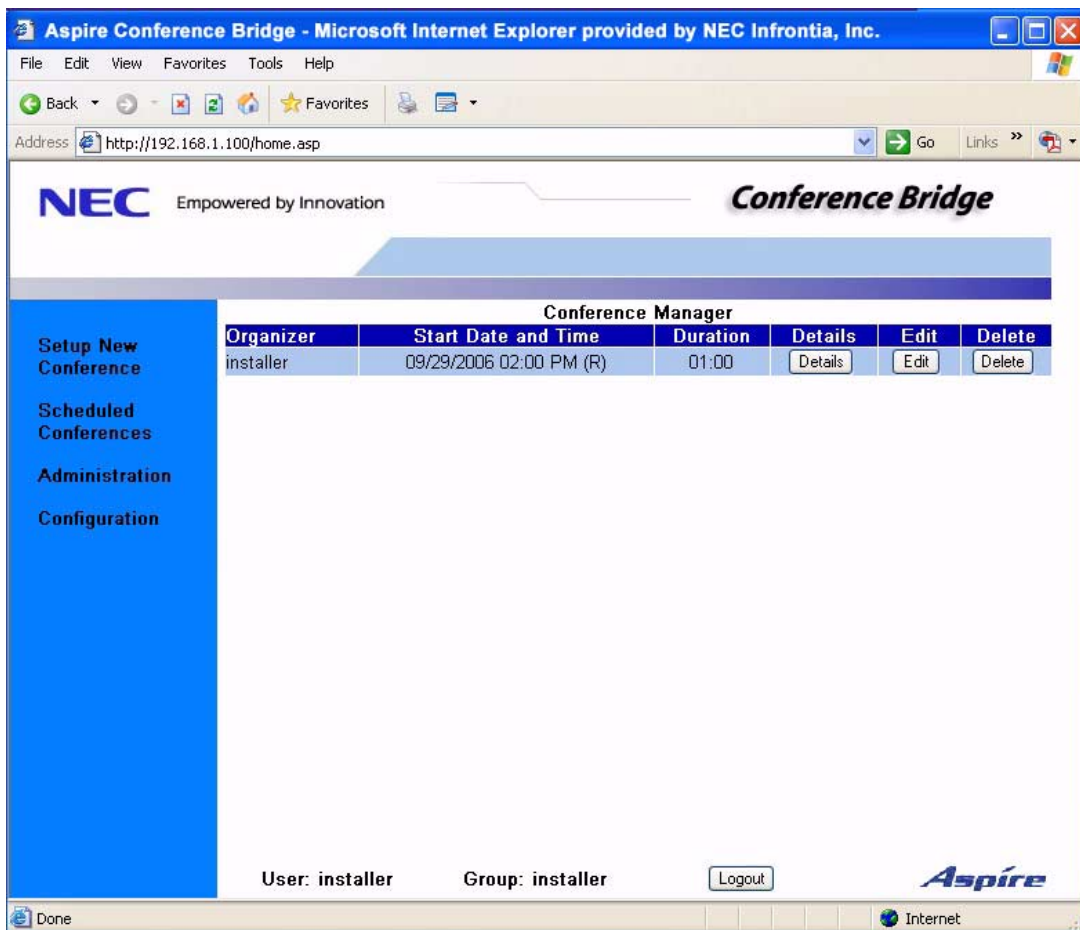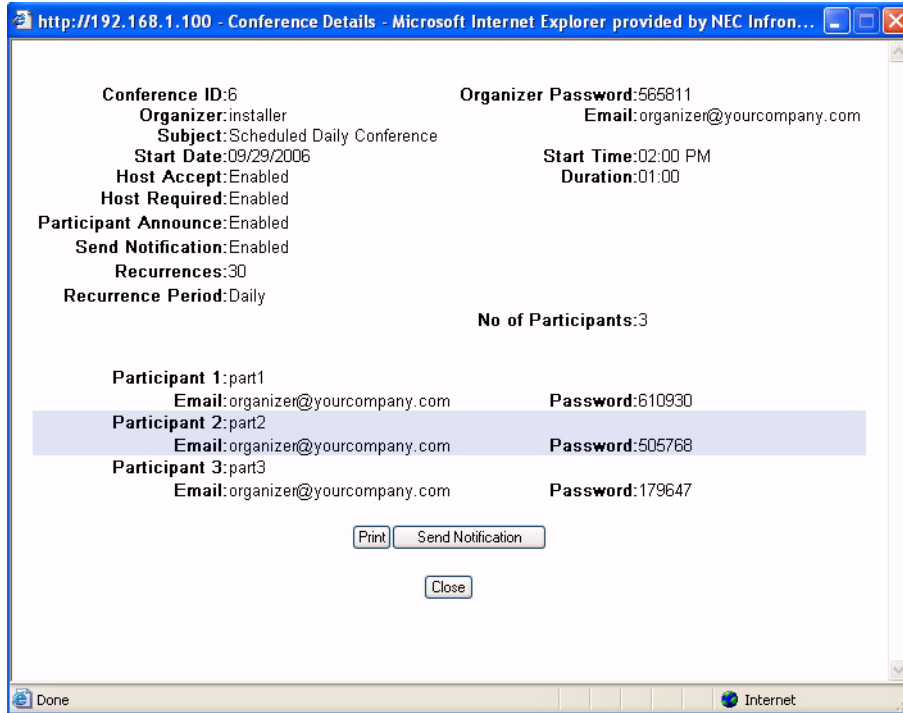
Chapter 4
Managing Scheduled Conferences

Conference Details

By clicking on the **Details** button, you may view all the conference information. This information is the same information displayed in the **New Conference Report**.

The Conference Details also provides an additional option to resend Email notifications.

Edit Conference

The **Edit Conference** window brings up a form with all the current conference information filled in. You may modify any parameter of the conference, such as add or delete participants, etc.

> *Deleting a participant will only delete that participant's information, and will not delete any other participant's information.*

> *When deleting a participant, if the **Send Notification** box is checked - an Email notification will be sent again to all participants. Uncheck this box if you do not wish to resend Email notification.*

Delete Conference

When the **Delete** button is clicked from the **Conference Manager**, you are prompted with a new browser window confirming that the delete operation should occur. When you click **No**, the delete operation is canceled. When you clicks **Yes**, the conference is removed from the schedule.
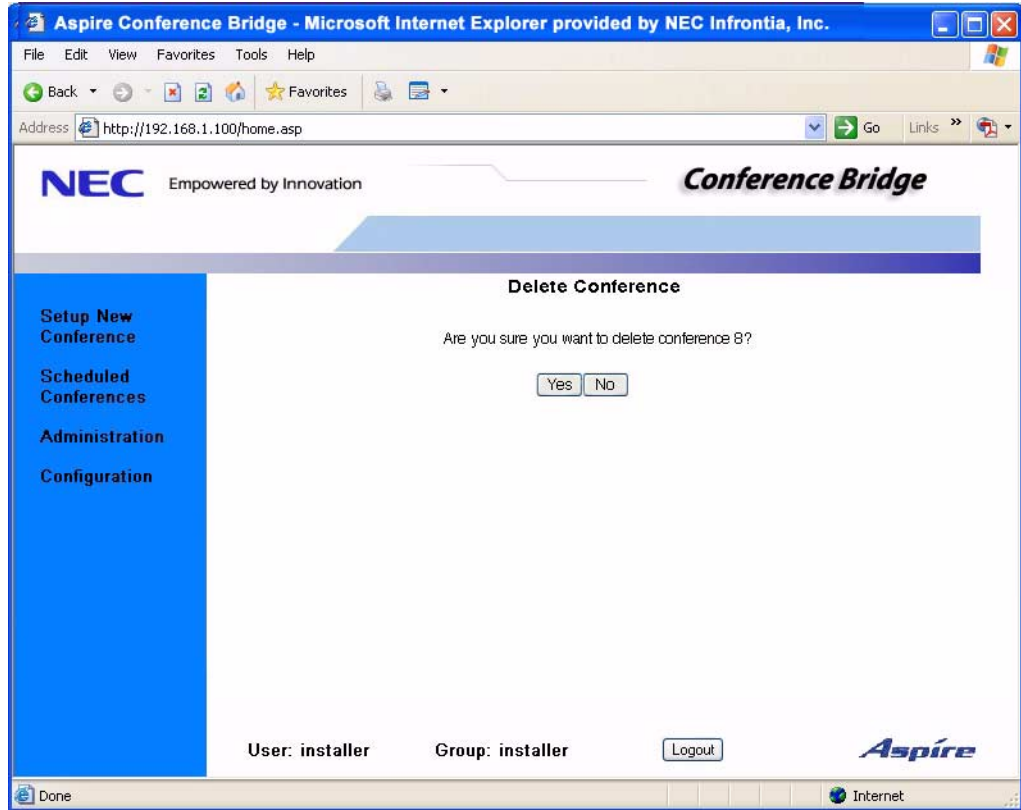
Calling Into A Conference Bridge Call

The installer programs the telephone ports used by the Conference Bridge into a Department Group. The pilot number for this Department Group is entered into the EMail Configuration (page 17) so that when the EMail notification is used, the recipients know what telephone number to call.

> *Consult the System Administrator for the Department Group number used for the Conference Bridge ports.*

1. At the scheduled time for the Conference call, dial the Department Group number.
   > ***Example:*** *Internal call: 650 (as defined in Program 11-07-01),*
   > *External call: 203-926-54xx (this telephone number is the DID/DIL trunk number that would be directed to the Department Group pilot number).*

2. After the announcement message plays, if required by the Conference Bridge setup, you hear a prompt to enter your password. Enter the password provided when the conference was scheduled (refer to the EMail notification or the Conference Manager) followed by the #.
   > *Each password allows only one person to enter the conference call. Once a password is used to sign into a conference, anyone else trying to use that same password to access the conference call will hear an "invalid password" error message.*

3. If required by the Conference Bridge setup, speak your name, then press the # key.
   > *This voice clip will be used to announce your entry into the conference call.*

4. You will now hear a message advising you that you are entering the conference call.
   > *While in the conference call, there are several options available to the organizer as well as each participant. Refer to the following table for details.*

5. When the conference call is complete, each user simply hangs up.

Chapter 5
Calling Into A Conference Bridge Call

Conference Access Codes

While in the conference call, there are several options available to the organizer as well as each participant.

Feature	Access Code	Description
End Conference Declare	Delete conference via Web Manager	The *organizer* can declare the conference ended by accessing the Conference Web Manager and deleting the conference.
Extend Duration of Conference	Dial ##	The *organizer* can extend the conference in increments of 10 minutes.
Declared Conference Secured	Dial *4	The *organizer* may use this access code to declare the conference secured and not allow any additional participant entry. Note: If this option is set, the conference is secured for the duration of the conference.
Accept Participant Entry	Dial *5	The *organizer* may use this access code to permit participants access to the a scheduled conference.
Reject Participant Entry	Dial *6	The *organizer* may use this access code to reject participants from accessing the scheduled conference.
Transmit Volume - Increase	Dial 1	*Users* may uses this access code to increasing the transmit volume level.
Transmit Volume - Decrease	Dial 3	*Users* may use this access code to decrease transmit volume level.
Receive Volume – Increase	Dial 7	*Users* may use this access code to increase his/her receive volume level.
Receive Volume – Decrease	Dial 9	*Users* may use this access code to decrease his/her receive volume level.
Mute Conference	Dial 5	*Users* may use this access code to mute the Conference [Toggle ON/OFF].

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