

---

Meridian 1

# Meridian Integrated Conference Bridge Release 3

## User Guide

---

Document Number: P0989944

Document Release: Standard 1.00

Date: June 2002

---

Copyright © 2002 Nortel Networks  
All Rights Reserved

Printed in Canada

Information is subject to change without notice. Nortel Networks reserves the right to make changes in design or components as progress in engineering and manufacturing may warrant. This equipment has been tested and found to comply with the limits for a Class A digital device pursuant to Part 15 of the FCC rules, and the radio interference regulations of Industry Canada. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy, and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at their own expense.

SL-1 and Meridian 1 are trademarks of Nortel Networks.



---

# Contents

---

<b>Overview .....</b>	<b>5</b>
<b>Browser User Interface (BUI) options for administrators .....</b>	<b>7</b>
Overview .....	8
About the MICB Dashboard .....	9
Accessing the BUI .....	11
Installing MICB using the Installation Wizard .....	15
Configuring general settings .....	22
Configuring a confirmation E-mail .....	25
Customizing greetings .....	28
Customizing images .....	31
Configuring users .....	33
Configuring call-out groups .....	40
Configuring permanent conferences .....	48
Upgrading the number of ports .....	52
Upgrading the firmware version .....	53
Backing up data .....	54
Generating reports .....	56
Using the Command Line Interface (CLI) .....	57

<b>Browser User Interface (BUI) options for non-administrators</b> .....	<b>59</b>
Things to know .....	60
Accessing the BUI .....	64
Scheduling a new one-time conference call .....	68
Scheduling a new recurrent conference call .....	74
Editing a conference call (one-time or recurrent) before it starts ....	76
Controlling a conference call in progress .....	77
 <b>Telephone User Interface (TUI)</b> .....	 <b>85</b>
Overview .....	85
Scheduling a conference .....	86
Recording a brandline greeting .....	87
Acquiring and releasing chairperson control .....	88
Invoking a chairperson command on a participant .....	89
Adjusting audio volume .....	90
Recording a conference-specific greeting .....	92
TUI command summary .....	93

---

# Overview

---

There are two ways to configure a conference on the Meridian Integrated Conference Bridge (MICB) Release 3 system:

- 1 Use the Browser User Interface (BUI).
- 2 Use the Telephone User Interface (TUI).

The MICB Release 3 BUI is built into the MICB 3 Web server. It offers one set of configuration options for administrators and a second set for other users. The administrator interface is called the *Dashboard*.

- For information about BUI options for administrators, “Browser User Interface (BUI) options for administrators” on page 7.
- For information about BUI options for non-administrators, “Browser User Interface (BUI) options for non-administrators” on page 59.

The MICB Release 3 TUI lets administrators and other users enter commands on a telephone keypad to configure conferences. For information about TUI options, see “Telephone User Interface (TUI)” on page 85.



---

# Browser User Interface (BUI) options for administrators

---

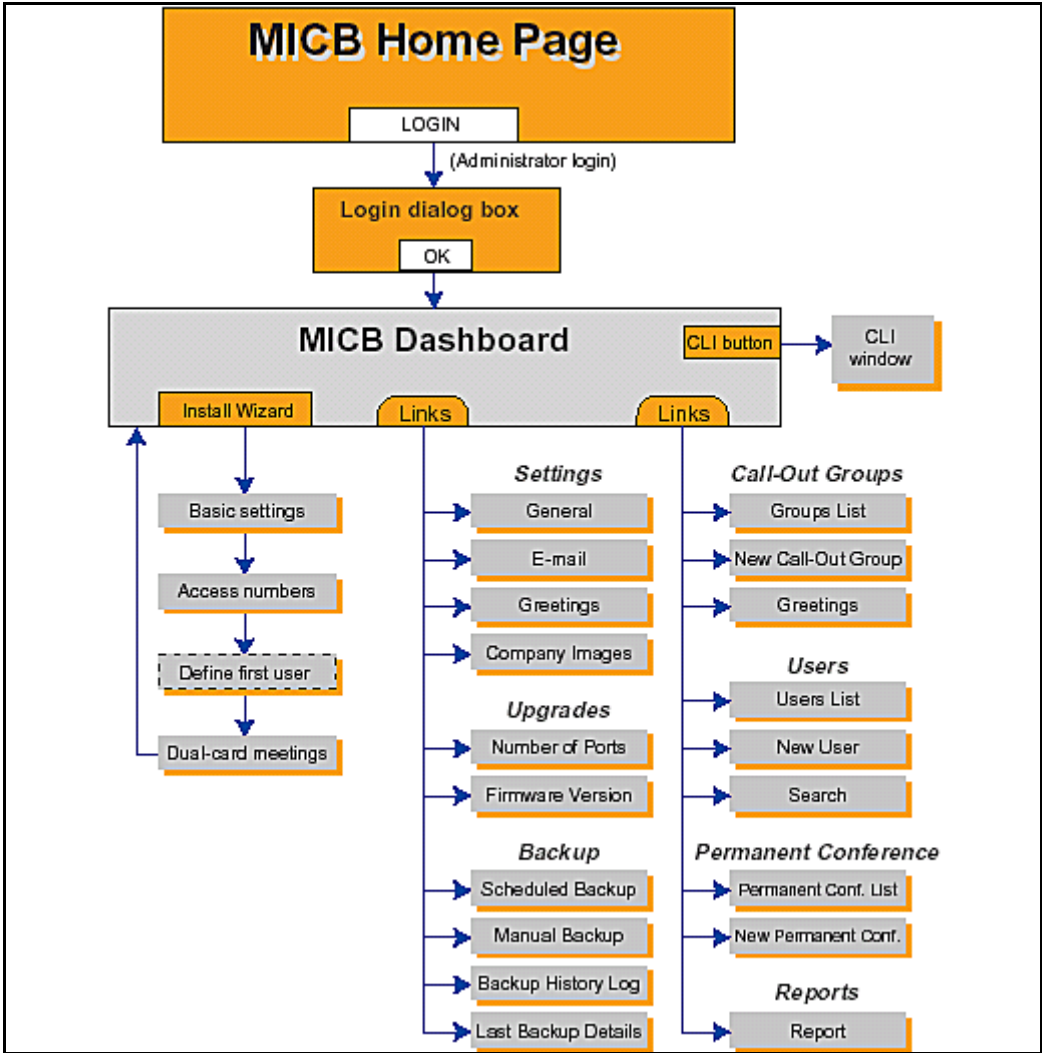
This chapter contains the following sections:

- Overview (page 8)
- About the MICB Dashboard (page 9)
- Accessing the BUI (page 11)
- Installing MICB using the Installation Wizard (page 15)
- Configuring general settings (page 22)
- Configuring a confirmation E-mail (page 25)
- Customizing greetings (page 28)
- Customizing images (page 31)
- Upgrading the number of ports (page 52)
- Configuring users (page 33)
- Configuring call-out groups (page 40)
- Configuring permanent conferences (page 48)
- Upgrading the number of ports (page 52)
- Upgrading the firmware version (page 53)
- Backing up data (page 54)
- Generating reports (page 56)
- Using the Command Line Interface (CLI) (page 57)

# Overview

Figure 1 depicts the logical layout of the Meridian Integrated Conference Bridge (MICB) Release 3 BUI administration system.

Figure 1  
Administration BUI navigation flowchart

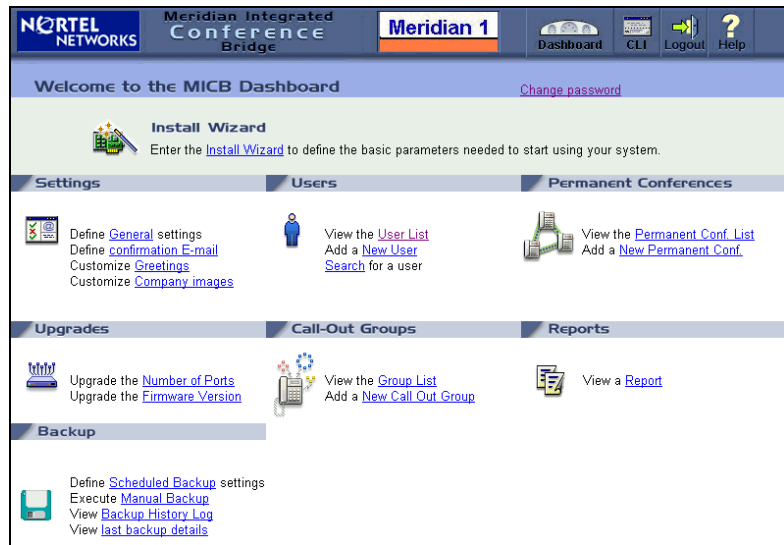




## About the MICB Dashboard

The home screen for the MICB Release 3 system is the Dashboard, shown in Figure 2. It appears when an administrator logs in to the system. The MICB Dashboard, which is organized as an Internet portal, contains the following links to key configuration options: Settings, Users, Permanent Conference, Upgrades, Call-out Groups, Reports, and Backup.

**Figure 2**  
**Administration MICB Dashboard window**

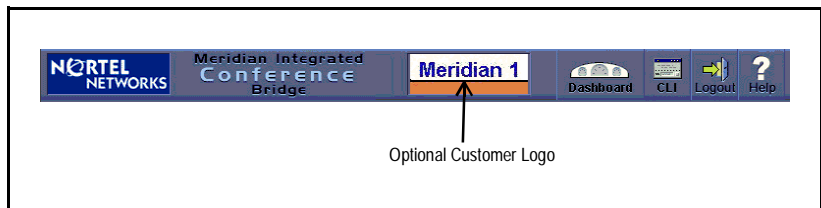


## Title frame

The title frame sits atop the Dashboard window for all administration windows. It contains the following buttons:

- **Dashboard** – Click to return to the dashboard. New settings will not be saved.
- **CLI** – Opens an additional window for input and output of Command Line Interface (CLI) commands.
- **Logout** – Terminates the session and returns the user to the home page login window.
- **Help** – Displays help information relevant to the current window in a separate window.

**Figure 3**  
**Administration MICB Dashboard title frame**



## Accessing the BUI

This section contains the following topics:

- General information (page 11)
- Preparing to use the BUI (page 11)
- Logging in to the BUI (page 12)
- Changing the administrator password (page 14)

### General information

The MICB Release 3 BUI supports open access from anywhere on the Internet, including gateways and firewalls. The MICB web server is accessed over an Ethernet connection. The system does not support browsers running on Macintosh computers. Cookies enabled is the default setting in Web browsers. Do not disable the cookies function in the browsers.

### Preparing to use the BUI

Follow the steps in Procedure 1 before using the BUI.

#### Procedure 1 Preparing to use the BUI

- 1 Check the Web browser version.
  - a Netscape Communicator users must run version 4.5 or higher. To check the version, select **About Communicator** from the **Help** menu.
  - b Microsoft Internet Explorer users must run version 4.01 or higher with Service Pack 1. To check the version, select **About Explorer** from the **Help** menu.

To upgrade the Web browser, ask your system administrator about the upgrade procedure.

- 2 Obtain the following information from your MICB Release 3 administrator.
  - a your MICB Release 3 UserID name
  - b your MICB Release 3 login password
  - c the MICB Release 3 IP address (http://47.14.38.104 for example)

## Logging in to the BUI

Follow the steps in Procedure 2 to log into the BUI.

### Procedure 2 Logging in to the BUI

- 1 Enter the MICB Release 3 IP address in the browser's **Location** or **Address** field and press **Enter** or **Return**. The MICB Release 3 Login window opens as shown in Figure 4.

*Note:* By default, the **Login** window has a generic image. Customers can replace this image with their own. See “Customizing images” on page 31. In Figure 4, the image has been removed.

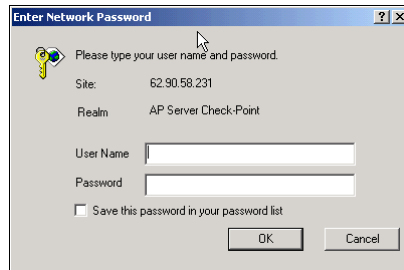
**Figure 4**  
**MICB Release 3 login window**



- 2 Bookmark this URL for future use.

- 3 Select the **LOGIN** button. The **Network Password** window appears.

**Figure 5**  
**Network Password window**



- 4 Enter the User Name in the **User Name** field. To log in as administrator, enter the administrator ID. To log in as chairperson, enter the chairperson access number and the conference password (this is the same numbers the chairperson dials when joining the conference from a telephone).
- 5 Enter the six-digit password in the **Password** field. To log in as administrator BUI, enter the administrator password.
- 6 *Option:* Click **Save this password in your password list**.
- 7 Click **OK**.

## Changing the administrator password

Follow the steps in Procedure 3 to change the administrator password.

### Procedure 3

#### Changing the administrator password

- 1 Access to the BUI. See “Accessing the BUI” on page 11.
- 2 Select **Change Password** in the **Dashboard** (Figure 2 on page 9). The **Change Password** window opens, as shown in Figure 6.
- 3 Enter current password in the **Enter current password:** field.
- 4 Enter new password in the **New password:** field.
- 5 Reenter new password in the **Confirm new password:** field.

*Note:* When the **Change Password** window is accessed from the Dashboard, it changes the current password.

- 6 Select **Submit** to save the password change. Select **Cancel** to abort the password change.

**Figure 6**  
**Password change window**



The screenshot shows the 'Change Password' window of the Meridian Integrated Conference Bridge. The window has a blue header bar with the title 'Change Password'. Below the header, there are three text input fields labeled 'Enter current password:', 'New password:', and 'Confirm new password:'. At the bottom of the window, there are two buttons: 'Submit' and 'Cancel'. The top of the window features a navigation bar with the Nortel Networks logo, the text 'Meridian Integrated Conference Bridge', and a 'Meridian 1' button. To the right of these are icons for 'Dashboard', 'CLI', 'Logout', and 'Help'.

## Installing MICB using the Installation Wizard

The **MICB Installation Wizard** provides an easy method for configuring new systems. To access the **Installation Wizard**, administrators can select the **Install Wizard** link on the **MICB Dashboard**.

All **Installation Wizard** windows list steps on the left side of the window. During installation, clicking the **Submit** and **Continue** buttons advance users step-by-step. After installation is complete, users can reach a specific step by clicking its name.

The **Installation Wizard** has four main groups: **Basic Card Settings**, **Access Numbers**, **First User**, and **Dual Card Meeting**. Each group appears in a separate window. For a new installation, follow the Wizard step-by-step. For installed systems, users can access a specific window to modify one or more fields.

### Procedure 4

#### Installing MICB using the Installation Wizard

- 1 Access to the BUI. See “Accessing the BUI” on page 11.
- 2 Select **Install Wizard** on the Dashboard. The **Basic Card Settings** window opens as shown in Figure 7 on page 16.
- 3 In the **Basic Card Settings** window, complete the following steps.
  - a In the **Name** field, enter up to 20 characters of free text for the card’s name. Note that the **IP address** field is a read-only field that shows the IP address of the card. Users define the card address using the CLI.
  - b In the **Type** field, define the card’s configuration type as:  
(1) single card / stand-alone, (2) primary card in a dual-card pair, or  
(3) secondary card in a dual-card pair. A dual-card meeting uses this information. If the information is changed here, a window opens to change the settings of a dual-card meeting.
  - c In the **Default Conference Language** field, determine the default voice-prompt language for conferences and the TUI. When scheduling a conference, users can select a language from the available set. However, if the user does not specify a language this parameter applies. The default is American English.

- d In the **IP address of E-mail Server** field, enter the IP address of the server that the MICB uses to send scheduling confirmation and administer E-mail messages. If this field is empty, or specified incorrectly, the MICB does not send E-mail messages. However, the rest of the system operates properly.
- e In the **From:** field, enter the E-mail address which the MICB uses to identify itself. This item appears in the **From:** field of sent E-mails. Some E-mail servers require this information.
- f In the **Automatic Call Distribution** field, define the ACD setup according to the Meridian System ACD configuration.
  - i. Select **Use an agent ID** to indicate whether ACD is configured with the agent ID option. If yes, enter the four-digit agent ID in the first MICB port in the adjacent text box. Other ports use the succeeding agent IDs.
  - ii. Select **Use multiple queue assignment** to indicate that ACD is configured with the multiple-queue option. An entry must be made because this option impacts the agent login process that the system applies to ports.

**Figure 7**  
**Installation Wizard: Basic Card Settings window**

The screenshot displays the 'MICB Installation Wizard' window for 'Meridian Integrated Conference Bridge' (Meridian 1). The 'Step 1 - Basic Card Settings' section is active. On the left, a sidebar lists four steps: 1 Basic Card Settings, 2 Access Numbers, 3 Define First User, and 4 Dual Card Meetings. The main content area contains the following fields and options:

- Name:** MICB3-Alpha
- IP address:** 62.90.58.231
- Type:** ☒ Single Card, ☐ Dual Card - Primary, ☐ Dual Card - Secondary
- Default Language:** American\_English (dropdown menu)
- IP address of E-mail Server:** 62.90.58.229 (optional, required for E-mail option)
- "From" E-mail address, by which MICB identifies itself:** admin.MICB3@telrad.co.il
- Automatic Call Distribution:**
  - ☐ Use an agent ID: (text box for agent ID) (Enter the first agent ID)
  - ☐ Use multiple queue assignment

At the bottom right, there are two buttons: 'Submit & Continue' and 'Finish'.



- 4** Select **Access Numbers**. The **Access Numbers** window opens as shown in Figure 9 on page 19. Select an access method and then configure DNs as required, according to Meridian System configuration rules. There are two access options. The first is to use a single access number. The second is to use a list of access numbers. The two options are mutually exclusive.
- a** **Option A:** Select **Use a single access number** and enter one DN to access all conferences.
  - b** **Option B:** Select **Use a list of access numbers** and then enter a list of DN pairs. This method requires users to dial the conference DN or the chairperson DN to enter the meeting. The number of defined DNs equals the maximum number of simultaneous conferences allowed. Users can configure up to 10 DN pairs.
    - i.** Users can define only nine DN pairs for primary or secondary cards in a dual-card set. One DN pair must be reserved for dual-card meetings (see step 6 on page 19).
    - ii.** Users can select a table cell and press the **Delete** key to delete DNs. This action leaves the cell empty. DNs dedicated to a current or future conference cannot be deleted. If a user attempts to delete such a DN, an error message appears. When upgrading from MICB Release 2, the system uses the same table. The old DN pairs appear in the table.
  - c** In the **Assistance DN** field, enter the DN of an operator or attendant. The system dials this DN when the chairperson in an active conference selects “call assistant” from the TUI or BUI.
  - d** In the **TUI DN** field, enter the DN to access TUI services.

**Figure 8**  
**Installation Wizard: Access Numbers window**

**NORTEL NETWORKS** Meridian Integrated Conference Bridge **Meridian 1** Dashboard CLI Logout Help

**MICB Installation Wizard**

**Step 2 - Access Numbers**

Select the access method to be used by MICB:

☒ Use a single access number  Number: 7268

Access numbers will be chosen automatically by MICB

☐ Use a list of access numbers

Enter access number pairs directly into the table.

Additional numbers:

Assistance DN: 197722

TUI DN:

Participants	Chairperson

◀ Back Submit & Continue ▶ Finish

- 5** Select **First User** and define at least one user to perform sanity tests, such as scheduling conferences and placing calls. Define a user that can be deleted or modified from the regular User Administration window. This step eliminates the need to open a separate window to define a user and perform basic testing after the Wizard is finished.

**Note 1:** This window is identical to the “New User” window (see Figure 17 on page 36), except it includes the Wizard step titles at the top of the window.

**Note 2:** This step is only required during initial installation. The BUI grays this field out after successful installation. Perform normal user administration from a separate window in the Administration BUI.

**Figure 9**  
**Installation Wizard: Define First User**

**NORTEL NETWORKS** Meridian Integrated Conference Bridge

Dashboard CLI Logout Help

**MICB Installation Wizard**

**Step 3 - Define First User**

A first user must be defined in order to initialize the card.

Name:

Permissions:

Login for Browser use:  (4 to 10 characters)

Login for Telephone use:  (4 to 10 digits)

Billing account:

E-mail address:  (abc@abcd.com)

To define additional Users go to the Users section.

◀ Back Submit & Continue ▶ Finish

- 6 Select **Dual Card Meeting** and define the parameters for dual-card meetings. The **Dual Card Meeting** window opens as shown in Figure 10 on page 21.
  - a In the **IP address of secondary card** field, enter the IP address of the secondary card.
  - b In the **Conference access number** field, enter the DN for the dual-card meeting. Callers will dial this number to access the dual-card meeting.
  - c In the **Chairperson number in primary card** field, enter the chairperson DN for the dual-card meeting. The chairperson uses this number to access the dual-card meeting.
  - d In the **Transfer number** field, enter the DN that the MICB uses to transfer calls from the primary card to the secondary card. The system hides this number from end users.
  - e In the **Link number** field, enter the DN that the MICB uses to create a voice path between both cards. The system hides this number from end users.

- f In the **Chairperson control of dual meeting** field, select one of the following options.
  - i. **Full control including secondary card.** The chairperson commands apply to both cards. In this case, the maximum conference size for a 64-port card pair is 60 ports.
  - ii. **Control of secondary card is limited.** Some chairperson commands apply only to the primary card (for example, TUI roll call command and dial out). The maximum conference size in a 64-port card pair is 62-ports.

**Note 1:** This step appears only when the card is a member of a dual-card set (that is, when configuration type is “Dual Card – Primary” or “Dual Card – Secondary”). Users can only input data on the primary card. This field is view-only for the secondary card.

**Note 2:** All DNs must be configured in the Meridian System.

**Note 3:** Define all DNs if access method is single-number access because single-number access does not apply to dual-card meetings.

**Figure 10**  
**Installation Wizard: Dual Card Meetings**

The screenshot shows the 'MICB Installation Wizard' interface for 'Meridian Integrated Conference Bridge'. The top navigation bar includes the Nortel Networks logo, a 'Dashboard' link, and buttons for 'CLI', 'Logout', and 'Help'. The wizard's progress bar shows four steps: '1 Basic Card Settings', '2 Access Numbers', '3 Define First User', and '4 Dual Card Meetings' (which is the current step). The main content area is titled 'Step 4 - Dual Card Meetings' and contains the instruction: 'Specify parameters for setting up dual-card meetings:'. Below this, there are five input fields: 'IP address of secondary card:' with the value '141.226.134.182', 'Conference access number:' with '2207', 'Chairperson number in primary card:' with '2208', 'Transfer number:' with '5309', and 'Link number:' with '5308'. A section titled 'Chairperson control of dual meeting:' contains two radio button options: 'Full control including secondary card (takes 2 additional ports)' (which is selected) and 'Control of secondary card is limited (no additional ports taken)'. At the bottom right, there are three buttons: 'Back', 'Submit & Continue', and 'Finish'.

**NORTEL NETWORKS** Meridian Integrated Conference Bridge

Dashboard CLI Logout Help

**MICB Installation Wizard**

**Step 4 - Dual Card Meetings**

Specify parameters for setting up dual-card meetings:

IP address of secondary card: 141.226.134.182

Conference access number: 2207

Chairperson number in primary card: 2208

Transfer number: 5309

Link number: 5308

Chairperson control of dual meeting:

☒ Full control including secondary card (takes 2 additional ports)

☐ Control of secondary card is limited (no additional ports taken)

Back Submit & Continue Finish

- 7 After the Wizard setup session is complete, schedule a conference and place a call to test the card. If necessary, return to the Installation Wizard to change system definitions.

# Configuring general settings

The **General Settings** window displays several parameters and definitions. Links to related subjects appear on the Dashboard. Figure 11 on page 22 shows the **General Settings** window. When a user selects **Submit**, the system activates the setting. When a user selects **Reset**, the system reinforces default values.

**Figure 11**  
**MICB Dashboard – General Settings window**

NORTEL  
NETWORKS

Meridian Integrated  
Conference  
Bridge

Meridian 1

Dashboard

CLI

Logout

?

General Settings

Administrator E-mail:

erez.adony@telrad.co.il

Backup files will be sent to this address.

Billing option:

Billing reports

Card ID (4 digits):

1234

Ports overbooking:

32+0

☐ Reserve port for TUI

Name recording length:

2

Seconds

Conference auto-generated password length:

4

digits

Week working days:

From: Monday

To: Friday

Outdated Conferences & Reports: remove after

100

days

Submit

Reset

**Table 1**  
**General Settings window fields (Part 1 of 3)**

Field	Description
Administration E-mail	Enter the E-mail address to which the MICB sends administration material, including backup files.

**Table 1**  
**General Settings window fields (Part 2 of 3)**

Field	Description
<b>Billing option</b>	<p>Select a billing option for this card from the pull-down menu. The options are as follows:</p> <ul style="list-style-type: none"> <li>• No billing – The MICB does not issue a billing report.</li> <li>• Billing reports – The MICB issues a billing report.</li> <li>• Billing Reports &amp; Call Detail Recording (CDR).</li> </ul>
<b>Card ID</b>	<p>Enter the card ID that the system uses for billing purposes.  Range: A four-digit decimal.</p>
<b>Enable overbooking of ports</b>	<p>Enter the number of ports added by the Overbooking feature. The available values are shown in the form of 32 + N, where 32 is the physical capacity and N is the addition for overbooking.  <i>Range:</i> From 32 + 0 (no overbooking) to 32 + 8 for cards with 32 ports. In cards with less than 32 ports, the maximum N is the proportional fraction of 8 (for example, 16 + 4 for a card with 16 ports).  <i>Default:</i> N = 0 (no overbooking).</p>
<b>Keep one port for telephone access</b>	<p>Click the check box to dedicate one card port for TUI access. The dedicated port is no longer available for meetings. When this box is not checked the system does not reserve a port for the TUI. If no port is reserved when the card is fully booked, the TUI is inaccessible.</p>
<b>Time limit for recording participant name</b>	<p>Enter the duration in seconds of the spoken name in the name-entry option. When the system prompts the callers for their name, recording takes place for the specified duration after the beep.  <i>Range:</i> 2-10 seconds.  <i>Default:</i> 2 seconds.</p>
<b>Conference auto-generated password length</b>	<p>Enter the number of digits for the length of conference or chairperson password, when a user selects the password to be automatically generated by the MICB.  <i>Range:</i> 4-8 digits.  <i>Default:</i> 4 digits.</p>

**Table 1**  
**General Settings window fields (Part 3 of 3)**

Field	Description
<b>Weekly working days</b>	Select the range of working days from the pull-down menu. The MICB uses this information when creating recurrent conferences with the option "Workday". <i>Range:</i> Any day of the week. <i>Default:</i> Monday to Friday.
<b>Outdated conferences and reports</b>	From the pull-down menu, select the number of days these files are kept before deletion. For scheduling data, this field applies to conferences that have already taken place. The system keeps future conferences as long as required. <i>Range:</i> 1-120 days. <i>Default:</i> 32 days.



## Configuring a confirmation E-mail

Figure 12 on page 25 shows the window in which an administrator configures the scheduling of a confirmation E-mail.

**Figure 12**  
**MICB Dashboard – E-mail Template**

The screenshot shows the 'Confirmation E-Mail Settings' window in the MICB Dashboard. The window has a header bar with logos for Nortel Networks, Meridian Integrated Conference Bridge, and Meridian 1, along with navigation links for Dashboard, CLI, Logout, and Help. The main content area is titled 'Confirmation E-Mail Settings' and contains the following sections:

- From:** "admin.MICB3@telrad.co.il"
- Define additional E-Mail recipients(besides the user that scheduled the conference):**
  - CC:** [Text field]
  - BCC:** yuval.ozery@telrad.co.il
- Compose the explanatory texts that will appear in the email message:**
  - Opening Text:** Your tele-conference meeting has been booked by MICB as follows:
    - [Text field with placeholder: → Conference details will appear here (subject, time, language etc.)]
  - Instructions for Participants:**
    - [Text field with placeholder: → Details for chairperson will appear here (access number etc.)]
  - Instructions for Chairperson:** [Text field]
  - Closing Text:** [Text field]
- Define general settings for the message:**
  - Time format:** AM/PM
  - Time Zone:** GMT+2
  - DID Prefix:** 972-3-915
  - ESN Prefix:** 6-828

At the bottom of the window are three buttons: 'Show Preview', 'Submit', and 'Reset'.

The **E-mail Template** window shows the layout of the E-mail. Table 2 describes options available in the **Confirmation E-mail Settings** window.

**Table 2**  
**Confirmation E-mail Settings (Part 1 of 2)**

Field	Description
<b>From:</b>	The sender's address defined in the first step of the Installation Wizard. This field cannot be edited; it is view only.
<b>CC:</b>	Enter the E-mail address or list of addresses to receive a copy of all confirmation E-mails. Separate addresses with a space.
<b>BCC:</b>	Enter the E-mail address or list of addresses to receive a copy of all confirmation E-mails. The system hides these addresses; they do not appear on the E-mails.
<b>Opening text</b>	Enter the header that appears before the fixed part of the E-mail (the meeting details). <i>Example:</i> company name or slogan.
<b>Instructions for participants</b>	Enter the information that appears after the meeting details. <i>Example:</i> dialing instructions and list of TUI commands.
<b>Instructions for chairperson</b>	Enter information for the chairperson in this field. <i>Example:</i> chairperson TUI commands and other tips for the chairperson.
<b>Closing text</b>	Enter the information that appears as a footer at the bottom of the E-mail body.
<b>Time format</b>	From the pull-down menu, select the time format that the E-mail uses (24-hour or AM/PM).
<b>Time Zone</b>	Enter the time zone of the MICB in free text. The MICB does not check the syntax. <i>Example:</i> GMT-5 (EST), Eastern Standard Time, or New York (GMT-5).

**Table 2**  
**Confirmation E-mail Settings (Part 2 of 2)**

Field	Description
<b>DID Prefix</b>	Enter the DID prefix that callers use to access the card from the public network. Enter this value as free text. <i>Example: (613) 961.</i>
<b>ESN Prefix</b>	Enter the prefix that callers use when accessing the card by Electronic Switched Network (ESN). <i>Example: 846.</i>

# Customizing greetings

Figure 13 shows the window used to customize the brandline greeting and the per-conference user’s greeting.

**Figure 13**  
**MICB Dashboard – Greeting Settings window**

NORTEL  
NETWORKS

Meridian Integrated  
Conference  
Bridge

Meridian 1

Dashboard

CLI

Logout

Help

Greeting Settings

Brandline Greeting

Conference Greeting

Language	File
<input checked="" type="radio"/> American English	No
<input type="radio"/> French	No
<input type="radio"/> Brazilian Portuguese	No
<input type="radio"/> L.A. Spanish	No
<input type="radio"/> British English	No
<input type="radio"/> Chinese	No
<input type="radio"/> Japanese	No
<input type="radio"/> Korean	No
<input type="radio"/> German	No
<input type="radio"/> Italian	No
<input type="radio"/> Dutch	No
<input type="radio"/> Canadian French	No

Play

Delete

Upload a greeting file for the selected language: (See [file requirements](#))

Local file: 

Browse...

Upload

Submit

Reset

☒ Not available

☐ Available

Time limit for greeting: 

5

 seconds

The **Greetings Settings** window lists available languages. For each language, users can replace the factory-made greeting with a customized greeting in the form of a .WAV file. See Procedure 5 on page 29.

## Procedure 5

### Customizing the Brandline Greeting

- 1 Access to the BUI. See “Accessing the BUI” on page 11.
- 2 In the Dashboard, select **Customizing Greetings**.
- 3 To choose the language, select the appropriate radio button in the **Greeting Settings** screen. Note that the table shows all languages configured for the card. No empty rows are displayed in the table.
- 4 Upload button the .WAV file to the MICB.
  - a Click **Select File**.
  - b Browse to locate the file.
  - c Select the file and click **Open**.
  - d Click **Upload** button.

When the upload completes successfully, the .WAV file name displays under **Brandline Greeting** in the file column. See Figure 13 on page 28.

- 5 Select the desired .WAV file in the File column for that language.
- 6 Click on the **Submit** button to save the change.

## Selecting action buttons in the Greetings Settings window

Use buttons below the table to perform actions for the selected language. Select the radio button beside the language to select it. Table 3 shows the actions that these buttons perform.

**Table 3**  
**Action buttons in the Greeting Settings window**

Field	Description
Play	Click <b>Play</b> to play the selected greeting. The system plays the .WAV file of the selected language on the computer.
Delete	Click <b>Delete</b> to delete the selected greeting from the card. Before deleting the file, the dialog box asks: "Are you sure you want to delete greeting file xxxx.WAV?". Click Yes. The system removes the file's name from the combo-box. The selection returns to the "factory default" greeting. Note that the delete action is immediate and irreversible. It is not necessary to submit and save it. It cannot be cancel by clicking on the Reset button. Also note that the "factory default" greeting cannot be deleted.

## Configuring a conference-specific greeting

In the **Greeting Settings** window, users can enable or disable a conference-specific greeting. Select the **Available** radio button to enable the conference-specific greeting. When selected, the maximum length of the greeting can be defined. The range is from two to ten seconds. The default is five seconds.

## Customizing images

Follow the steps in Procedure 6 on page 31 to customize the MICB home page image and the customer's logo on the title frame.

**Figure 14**  
**MICB Dashboard – Company Images window**

**Company Images**

**Title Frame Image**

☒ No Image

☐ Image name:

To load an image, select a local file and press 'Upload'.  
The image should be in GIF format, 124 pixels wide, 40 pixels high.

Local file:

**Login Page Image**

☐ MICB built-in image

☒ Image name:

Placement: ☐ Top left ☒ Tiled

To load an image, select a local file and press 'Upload'.  
The image should be in GIF format.

Local file:

### Procedure 6 Customizing images

- 1 Access to the BUI. See “Accessing the BUI” on page 11.
- 2 In the Dashboard, select **Customizing Company Images**.
- 3 Under **Title Frame Image**, make a selection.
  - a To use no image, select **No Image**.
  - b To replace your image, select **Image Name:** and do the following.
    - i Click on the **Browse** button.
    - ii Navigate to the folder that contains the file to be uploaded.

- iii. Select the file and click **Open**. Note that maximum image size is 124 pixels wide by 40 pixels high. The image must be in GIF format. If a customer image is not supplied, the customer's logo on the home page remains an empty rectangle. Note that the MICB system does not check image size. The administrator must verify the correct size.
  - iv. Click **Upload** to upload the file into the MICB card. The file name appears in the box next to the **Image name:** radio button.
  - v. Click **Submit** to activate the image. The new image becomes the customer logo. The previous image is saved in the system and can be accessed if required. Note that if the **Reset** button is clicked instead of **Submit**, the system discards the new image.
- 4 Under **Login Page Image**, make a selection.
- a To use the default image, select **MICB built-in image**.
  - b To replace your image, select **Image Name:** and do the following.
    - i. Click on the **Browse** button.
    - ii. Navigate to the folder that contains the file to be uploaded.
    - iii. Select the file and click **Open**. Note that the default image is 687 pixels wide by 419 pixels high. The images must be in GIF format. The system accepts a smaller image. Note that the MICB system does not check image size. The administrator must verify the correct size.
    - iv. Click **Upload** to upload the file into the MICB card. The file name appears in the box next to the **Image name:** radio button.
    - v. Place the graphic. To the right of **Placement:** select **Top Left** to place the image in the top left of the window and leave the background empty (that is, the browser's background color). Top Left is the default. Select **Tiled** to duplicate the image as many times as needed to cover the window's space.
    - vi. Click **Submit** to activate the image. Click **Reset** button to discard the new image.



## Configuring users

This section contains the following topics:

- Overview (page 33)
- Editing a user (page 35)
- Adding a user (page 36)
- Searching for a user (page 37)
- Importing a user (page 37)

### Overview

This **User Administration** section enables an administrator to access the following windows: **Users List**, **New User**, and **Search**. Figure 15 shows the **Users** window, which displays the **User List** in alphabetical order, ten users at a time. Click on the **Next 10** or **Previous 10** links to view additional users. The **Users List** can be search by Name, Permission, or Login ID. Table 4 on page 34 details the fields in the main **Users** screen.

**Figure 15**  
**Users screen**

The screenshot displays the 'Users' management interface. At the top, there's a navigation bar with 'Meridian 1' and links to 'Dashboard', 'CLI', 'Logout', and 'Help'. Below this, the 'Users' section has an 'Add a New User' button and a 'Search for Users' input field. The main area shows a 'Users List' with a table of 10 users. The table has columns for User Name, User Type, User ID, Telephony ID, Billing, and E-Mail. Below the table, there are 'Delete' and 'Reset Password' buttons for selected users.

	User Name	User Type	User ID	Telephony ID	Billing	E-Mail
<input type="checkbox"/>	Aaron Chavet	User	aaron	7647	7647	aaron.chavet@telrad.co.il
<input type="checkbox"/>	admin2	Administrator	admin2	123456	123456	erez.adony@telrad.co.il
<input type="checkbox"/>	administrator	admin	1111	1	1	MICB3
<input type="checkbox"/>	Avi Bar-shimon	Superuser	avibar	7083	7083	avi.bar-shimon@telrad.co.il
<input type="checkbox"/>	Barry Admin	Administrator	barrya			rahn@nortelnetworks.com
<input type="checkbox"/>	Barry Rahn	Superuser	barry	2202	2202	rahn@nortelnetworks.com
<input type="checkbox"/>	BellCS	Superuser	BellCS	235527		karl.homiak@bell.ca
<input type="checkbox"/>	BellCU	User	BellCU	235528		karl.homiak@bell.ca
<input type="checkbox"/>	Cathy	User	novau3			
<input type="checkbox"/>	Cathys	Superuser	novas3			

**Table 4**  
**User List table columns**

Field	Description
<b>User name</b>	Text up to 20 characters. The BUI treats the entire name as a string; there is no distinction between first and last name. The name is a link. Click on the name to open the Edit User window.
<b>User type</b>	The user type: user; super-user, or administrator.
<b>User Name</b>	The login ID for the BUI, up to 10 characters.
<b>Telephony ID</b>	The TUI Login ID, up to 10 digits.
<b>Billing</b>	An account number for the user, used by the system for billing purposes. This number appears in billing reports. The field can be empty, if the billing feature is not used. The field length can be a maximum on 9 digits. The field can remain empty.
<b>E-mail</b>	The user's E-mail address for receiving scheduling confirmation by E-mail. The field length can be a maximum on 36 digits. The field can remain empty. If the field is empty, the user does not receive scheduling confirmation E-mails.
<b>Checkboxes</b>	Check a checkbox to select users. The <b>Delete</b> or <b>Reset Password</b> buttons perform those actions on the selected users.

## Editing a user

When a user clicks a name in the **Users List** window, the **Edit User** window opens, as shown in Figure 16. Use the **Edit User** window to modify the properties of an existing user. The **Edit User** window shows all the properties of the selected user. These fields match those listed in Table 4 on page 34.

**Figure 16**

**MICB Dashboard – Users > Edit User Details window**

The screenshot displays the 'Edit User Details' window within the Meridian Integrated Conference Bridge (MICB) dashboard. The window has a blue header bar with the Nortel Networks logo, the product name 'Meridian Integrated Conference Bridge', and a 'Meridian 1' badge. Navigation links for 'Dashboard', 'CLI', 'Logout', and 'Help' are visible in the top right. The main content area is titled 'Users > Edit User Details' and contains a form with the following fields:

- Name:** Text input field containing 'Aaron Chavet'.
- User type:** Dropdown menu with 'User' selected.
- User ID for browser login:** Text input field containing 'aaron', with a note '(4 to 10 characters)'.
- Telephony ID:** Text input field containing '7647', with a note '(4 to 10 digits)'.
- Billing account:** Text input field containing '7647'.
- E-mail address:** Text input field containing 'aaron.chavet@telre(abcd.com)'.

At the bottom of the form are three buttons: 'Submit', 'Reset', and 'Cancel'.

## Adding a user

Click **New User** in the **User List** window to add a user.

**Figure 17**

**MICB Dashboard – Users > New User window**

**NORTEL NETWORKS** Meridian Integrated Conference Bridge **Meridian 1** Dashboard CLI Logout Help

**Users > New User**

To define a new user enter the following details:

Name:

User type:

User ID for browser login:  (4 to 10 characters)

Telephony ID:  (4 to 10 digits)

Billing account:

E-mail address:  (abc@abod.com)

**Note:** The password for a new user is initially 000000 (six zeros). Nortel Networks recommends that the user change the password during the first login session.

## Searching for a user

Click on **Search for User** in the **Users List** window to open the **Search for a User** window, which displays a subset of users based on entered criteria.

**Figure 18**  
**MICB Dashboard – Users > Search for a User window**

The screenshot shows the 'Users > Search for a User' window. At the top, there's a navigation bar with 'NORTEL NETWORKS', 'Meridian Integrated Conference Bridge', and 'Meridian 1'. Below this, there are links for 'Dashboard', 'CLI', 'Logout', and 'Help'. The main content area has a title 'Users > Search for a User'. Under 'Search by:', there are three radio buttons: 'Name' (selected), 'User Type', and 'User ID'. Below these is a 'Find letters:' input field with a 'Search' button to its right. At the bottom, there is a link '> Back to Users'.

Select one of the **Search by:** radio buttons to specify the field to search. The following options are available: **User Type**, **User Name**, and **Name**. For the **Name** option, the system treats the whole name as one string and makes no distinction between first and last name.

The system searches the string depending on the entry in the **Find letters:** field. All values that begin with this string are returned. The search is case-insensitive. In the example shown in Figure 18, the field is searched by name the letter to find is “k”. The system displays all names that begin with “k”.

## Importing a user

Before importing users, define the Dual Meeting parameters (see step 6 on page 19). If the second card’s IP address is not configured, an error message appears.

- To import a user list from the other MICB card in a dual-card pair, click **Import User** in the **User List** window. This button only appears in a primary or secondary MICB card. It does not appear in stand-alone MICB configurations. Use this window to define the same users on both cards, instead of re-entering all user data twice.

- To import users, click **Import User**. The confirmation dialog box seen in Figure 19 opens.

**Figure 19**

**MICB Dashboard – Import Users confirmation box**



Table 5 describes the information that this message displays.

**Table 5**

**MICB Dashboard – Import Users confirmation box**

Field	Description
<b>First line</b>	Indicates from which card the users will be imported. If the importing card is the primary card, the IP address of the secondary card is displayed. If the card is the secondary card, the IP address of the secondary card is displayed.
<b>Second line</b>	Shows how many users are already defined in this card.
<b>Third line</b>	Shows how many users can be imported. An MICB card can have up to 100 users. When the number of users reaches 100, the system terminates the import process.
<b>Fourth line</b>	States that existing users will not be changed. The system does not import a User Name if an identical User Name already exists on the card.
<b>Fifth line</b>	Confirm or cancel the import.

Click on the **OK** button to start the import process. When the system completes the import, it updates the **User List** window to include imported users. At this point, the user can be modified or deleted.

## Configuring call-out groups

This section contains the following topics:

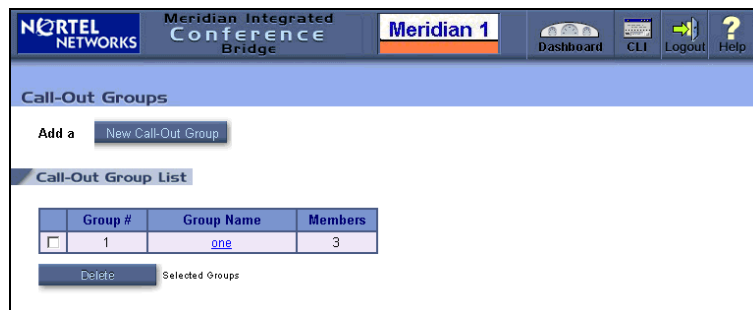
- Overview (page 40)
- Viewing group details (page 42)
- Editing a member (page 46)
- Adding a group (page 47)

### Overview

The **Call-Out Groups** screen enables an administrator to: (1) view a list of Call-Out Groups, or (2) add a new Call-Out Group.

**Figure 20**

**MICB Dashboard – Call-Out Group List window**



**Call-Out Groups**

Add a [New Call-Out Group](#)

**Call-Out Group List**

	Group #	Group Name	Members
<input type="checkbox"/>	1	<a href="#">one</a>	3

[Delete](#) Selected Groups



The **Call-Out Groups** window displays a read-only list of groups, sorted by group number. Table 6 describes these fields.

**Table 6**  
**Call-Out Groups fields**

Field	Description
<b>Group #</b>	The number that identifies the group. The chairperson uses this number when calling a group from the TUI. <i>Range: 1 to 64</i>
<b>Group Name</b>	Text, up to 20 characters, that describe this group. The name displayed is a link. Click on the name to open the <b>Group Details</b> window for this group.
<b>Members</b>	Shows the number of members in the group.
<b>Checkboxes</b>	Click in a check box to select the group. Use the <b>Delete</b> button at the bottom of the window to delete the group. Before deleting the group, the system displays the following dialog box, “ <b>Are you sure you want to delete these three groups?</b> ”

## Viewing group details

Select a group name in the **Groups List** window to open the **Call-Out Groups** window. In the **Call-Out Groups** window, users can view and modify an existing group.

**Figure 21**

**MICB Dashboard – Call-Out Groups > Details window**

The screenshot displays the 'Call-Out Groups > one Details' window. It features a top navigation bar with 'NORTEL NETWORKS', 'Meridian Integrated Conference Bridge', and 'Meridian 1'. The main content area is divided into two tabs: 'Group Members' and 'Group Settings'. The 'Group Members' tab is active, showing a table with columns 'Number' and 'Wait for Confirmation'. The table lists three members: 123, 878778, and 65363, all with green checkmarks in the 'Wait for Confirmation' column. Below the table is a 'Delete' button and a 'Selected Numbers' label. The 'Group Settings' tab is also visible, showing fields for 'Group Number' (1), 'Group Name' (one), 'Wait time for answer' (30 Seconds), 'Number of call attempts' (1 Times), and 'Time interval between attempts' (10 Seconds). A 'Modify' button is located below the settings panel. A link to 'Back to Call-Out Groups' is at the bottom right.

Number	Wait for Confirmation
<a href="#">123</a>	✓
<a href="#">878778</a>	✓
<a href="#">65363</a>	✓

Delete Selected Numbers

Group Number: 1  
Group Name: one  
Wait time for answer: 30 Seconds  
Number of call attempts: 1 Times  
Time interval between attempts: 10 Seconds

Modify

[Back to Call-Out Groups](#)

The **Details** window displays group members and properties. Click on the **Next 10** or **Previous 10** link to view additional group members. Table 7 on page 43 describes the columns in the **Group Members** table in the **Call-Out Groups** window.

**Table 7**  
**Group Members table columns**

Field	Description
<b>Number</b>	<p>The telephone number of this member. The system dials this number when a chairperson calls this group. The number displayed is also a link. Click on the number to open the <b>Edit Member</b> window and edit the group member.</p> <p><b>Note:</b> The telephone numbers are dialed in their order of appearance on the list. If there are not enough free ports only as many numbers are dialed as there are free ports.</p>
<b>Wait for Confirmation</b>	<p>Activate, or de-activate, the answer confirmation for this member as follows:</p> <ul style="list-style-type: none"> <li>• <b>Activated</b> (checkmark) – When the system calls this number due to group- call-out activation, the MICB waits for a “human” answer confirmation. The system prompts the called party to enter an asterisk (*) from their DTMF keypad. If the system does not receive this confirmation, the MICB retries the call as defined in the group’s properties. The system does not connect the called party to the conference, until it receives the answer confirmation. This is the default value when adding members, and is the recommended mode when the destination is a person and not a machine</li> <li>• <b>Not activated</b> (X) – The MICB does not wait for confirmation. Upon call origination, the system connects the call to the conference.</li> </ul>
<b>Checkboxes</b>	<p>Click on a check box to select a group member. Click <b>Delete</b> at the bottom of the window to delete the group member. Before deleting the group, the system displays the following dialog box, for example: “Are you sure you want to delete these five members?” Select <b>Add Members</b> at the top of the table to add a member to the group. See Figure 23 on page 45.</p>

The right side of the window displays the group’s properties for outcalling retries. These settings apply only to members with the **Wait for Confirmation** option activated. Table 8 on page 44 describes these parameters, which are view-only.

Click **Modify** to change these settings. The **Modify Group Settings** window appears as shown in Figure 22.

**Table 8**  
**Group Settings Retry parameters**

Field	Description
<b>Wait time for answer</b>	The number of seconds to wait for the called party to answer when calling numbers in this group. An answer here refers to the DTMF * keypad press. The time is measured from call origination, so it includes the dialing and ringing stages. <i>Range:</i> 15-90 seconds. <i>Default:</i> 30 seconds.
<b>Number of call attempts</b>	The number of times to try each number in case of failure. Value 1 means only 1 attempt, no retries. <i>Range:</i> 1-3. <i>Default:</i> 1.
<b>Time interval between attempts</b>	The number of seconds the system waits before retrying the same number. <i>Range:</i> 5-30 seconds. <i>Default:</i> 10.

**Figure 22**  
**MICB Dashboard – Call-Out Groups > Details > Modify Group Settings window**

The screenshot shows the 'Modify Group Settings' window in the MICB Dashboard. The breadcrumb trail at the top reads 'Call-Out Groups > one Details > Modify Group Settings'. The window contains the following fields and controls:

- Group number:** A text input field containing the value '1'.
- Group name:** A text input field containing the value 'one'.
- Wait time for answer:** A dropdown menu set to '30' with the unit 'Seconds'.
- Number of call attempts:** A dropdown menu set to '1' with the unit 'Times'.
- Time interval between attempts:** A dropdown menu set to '10' with the unit 'Seconds'.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom.

The **Group Number** parameter is view-only. Modify the name and parameters as described in Table 6 on page 41.

## Procedure 7

### Add one or more members to a group

- 1 Access to the BUI. See “Accessing the BUI” on page 11.
- 2 In the Dashboard, select **Call-Out Groups**.
- 3 Select a specific group in the **Group Name** column.
- 4 Select **Add Group** in the **Call-Out Group > Details** window.
- 5 Enter a phone number for each member you want to add.
- 6 Select the corresponding checkbox to set the **Wait for Confirmation** option for each added member. The table contains ten rows.

**Figure 23**

**MICB Dashboard – Call-Out Groups > Details > Add Members window**

**Call-Out Groups > <New Group> Details**

**Group Members**

Type numbers directly into table

Number	Wait for Confirmation
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>

**Group Settings**

Group number: 2

Group name:

Wait time for answer: 30 Seconds

Number of call attempts: 1 Times

Time interval between attempts: 10 Seconds

Submit Submit & Add Rows Cancel

## Editing a member

Complete the steps below to edit a member.

### Procedure 8 Editing a member

- 1 Access to the BUI. See “Accessing the BUI” on page 11.
- 2 In the Dashboard, select **Call-Out Groups**.
- 3 Select a specific group in the **Group Name** column.
- 4 Select **Modify** in the **Call-Out Group > Details** window.
- 5 In the **Edit Member** window, complete one or both of the following actions.
  - a Edit the number directly in the text box.
  - b Select the **Wait for Confirmation** box to change the **Wait for Confirmation** option.
- 6 Select **Submit**.

**Figure 24**

**MICB Dashboard – Call-Out Groups > Details > Edit Member window**

The screenshot shows the 'Edit Member' window within the MICB Dashboard. The top navigation bar includes the Nortel Networks logo, 'Meridian Integrated Conference Bridge', and a 'Meridian 1' tab. On the right, there are links for 'Dashboard', 'CLI', 'Logout', and 'Help'. Below the navigation bar, a breadcrumb trail reads 'Call-Out Groups > one Details > Edit Members'. The main content area contains a 'Number:' label followed by a text input field with the value '878778'. Below this is a checkbox labeled 'Wait for Confirmation' which is currently checked. At the bottom of the window, there are two buttons: 'Submit' and 'Cancel'.

## Adding a group

Complete the steps below to edit a member.

### Procedure 9 Adding a group

- 1 Access to the BUI. See “Accessing the BUI” on page 11.
- 2 In the Dashboard, select **Call-Out Groups**.
- 3 Select **New Call-Out Group**. See Figure 20 on page 40.
- 4 In the **New Group Details** window (see Figure 25), specify group name and retry parameters. This window has the same layout and fields as the **Call-Out Group Details** window. The **Group Number** pull-down menu shows only available numbers, that is, number not used by other groups.

**Figure 25**

**MICB Dashboard – Call-Out Groups > <New Group> Details window**

**Call-Out Groups > <New Group> Details**

**Group Members**

Type numbers directly into table

Number	Wait for Confirmation
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>

**Group Settings**

Group number:

Group name:

Wait time for answer:  Seconds

Number of call attempts:  Times

Time interval between attempts:  Seconds

## Configuring permanent conferences

In the **Permanent Conference** window an administrator can (a) access the **Permanent Conference List** window or (b) open the **New Permanent Conference** window.

**Figure 26**

**MICB Dashboard – Permanent Conferences List window**

**Permanent Conferences**

Schedule a New Permanent Conference

**Conference List**

Conference title	Number of participants	Dialing access	Chairperson access	Owner	Edit	Delete	Control
bridge	10	1112	1113	Erez Adoni			
bridge2	4	1114	1115	administrator			
	4	1118	1119	administrator			

Refresh (Press Refresh to update the table)

The **Conference List** table shows a list of permanent conferences in the card as seen in Figure 26. This table is similar to the regular conference table except that the time-related fields (start and duration) do not exist. Start and duration are irrelevant in permanent conferences. All other fields are the same. Note that because a permanent conference is always active, the **Control** icon appears for all conferences.

In the **Permanent Conferences List** window, users can:

- Schedule a new permanent conference. Click **New Permanent Conference** to open the **New Permanent Conference** window.
- Edit an existing conference. Click on the **edit** icon (pencil) in the conference row of the **Conference List** table. The **Edit Permanent Conference** window opens.



**Note:** These two windows are identical, except during the edit operation the window's title shows **Edit Permanent Conference**.

**Figure 27**

**MICB Dashboard – New/Edit Permanent Conference window**

The **New/Edit Permanent Conference** window is similar to the regular conference scheduling window, except that some time-related fields are not applicable. Fields that do not apply are as follows.

- start-time and duration
- the recurrent option
- the dual-card meeting link (since a permanent conference cannot be a dual-card meeting)
- the **Add port if needed** option (since it does not apply for permanent conferences)

Unlike the regular scheduling window that has pop-up sections, all fields and options appear on the basic window.

## **Procedure 10**

### **Configuring a permanent conference**

- 1 Access to the BUI. See “Accessing the BUI” on page 11.
- 2 In the Dashboard, select **New Permanent Conf.**
- 3 Configure general parameters.
  - a In the **Subject** field, enter up to 20 characters that describes the purpose of the conference. The default value is empty.
  - b In the **Number of Participants** field, enter the number of ports to reserve for this conference, including chairperson ports. The application ensures that the total number of reserved ports for this time period does not exceed system capacity. The system performs validation after submission. The acceptable range is 3 to 32. The default is 4.
  - c In the **Owner** field, enter the name of the owner. By default, the conference owner is the conference administrator. The administrator can schedule the permanent conference with a different conference chairperson. In this case the chairperson can control the meeting, but not edit or delete it.
- 4 Configure access numbers. For the **DN pair usage** field option, select the access DN Pair to use by selecting a number from the list. The list shows pairs of numbers in the format: [conference (chairperson)]. The system checks the availability of the number when the form is submitted for execution. If the numbers are not available, the scheduling fails.
- 5 Configure passwords.
  - a For the **User Password** field, enter an optional password for the conference. If configured, callers must enter this password to join the conference. Available options are as follows:
    - i. **None.** No password is assigned.
    - ii. **Automatically assigned** (the default). The system automatically generates the password. The administrator sets the password length from 4 to 8 digits.

- MICB Release 3    User Guide

## Upgrading the number of ports

Administrators can perform card and firmware upgrades in the Dashboard.

### Procedure 11

#### Upgrading the number of ports

- 1 Access to the BUI. See “Accessing the BUI” on page 11.
- 2 In the Dashboard, select **Upgrade the Number of Ports**.
- 3 In the **Card Upgrade** window, select a value in the **New number of ports**: pull-down menu.
- 4 In the **Keycode x**: fields, enter keycodes as required.
- 5 Select **Submit**.

**Figure 28**

#### Card Upgrade

The screenshot shows the 'Card Upgrade' window in the Meridian Integrated Conference Bridge interface. The window has a blue header bar with the title 'Card Upgrade'. Below the header, there is a text area with the instruction 'Upgrade the number of ports used by the MICB card.' and a 'Dongle ID: 10025855'. The 'Current number of ports:' is displayed as 32. The 'New number of ports:' is shown as a pull-down menu with 32 selected. Below this, there is a section titled 'Enter keycode numbers provided by MICB:' with three input fields for 'Keycode 1:', 'Keycode 2:', and 'Keycode 3:'. Each field has a hint: '(First 8 digits from the left)', '(Middle 8 digits)', and '(Last 8 digits)' respectively. At the bottom of the window is a 'Submit' button.

Field	Value / Label
Current number of ports:	32
New number of ports:	32
Keycode 1:	(First 8 digits from the left)
Keycode 2:	(Middle 8 digits)
Keycode 3:	(Last 8 digits)

## Upgrading the firmware version

Follow the steps below to upgrade the MICB Release 3 firmware version.

### Procedure 12

#### Upgrading the firmware version

- 1 Access to the BUI. See “Accessing the BUI” on page 11.
- 2 In the Dashboard, select **Upgrade the Firmware Version**.
- 3 In the **Firmware Upgrade** window, select the source of the new Firmware Version. If the source is an FTP server, specify the IP address, path, login user name, and password.

**Figure 29**  
**Firmware Upgrade**

The screenshot shows the 'Firmware Upgrade' web interface for the Meridian Integrated Conference Bridge. The interface has a top navigation bar with the Nortel Networks logo, 'Meridian Integrated Conference Bridge' text, a 'Meridian 1' version indicator, and links for 'Dashboard', 'CLI', 'Logout', and 'Help'. The main content area is titled 'Firmware Upgrade' and contains the following elements:

- A sub-header: 'Upgrade the firmware used by the MICB card.'
- A section titled 'Select Source of the new Firmware Version' with two radio button options:
  - ☒ MICB card upper socket
  - ☐ FTP Server
- Below the 'FTP Server' option, a prompt: 'Enter address details and click 'Get files'.'
- Four input fields for FTP details: 'IP address:', 'Path to file:', 'Login:', and 'Password:'.
- A 'Get Files' button to the right of the input fields.
- An 'Upgrade & Restart' button at the bottom.
- A note on the right side: 'Note: MICB will be restarted, and the Web session will terminate.'
- Current system information on the right: 'Current hardware version: NT5D51AC' and 'Current firmware version: 3.01.11'.

## Backing up data

The MICB Release 3 BUI provides three back-up options:

- back-up to a PCMCIA drive in the upper socket
- back-up to an email address
- back-up to an FTP server

Figure 30 shows the **Scheduled Backup** window, which opens when a user selects **Define Scheduled Backup settings** in the Dashboard. Figure 31 on page 55 shows the **Manual Backup** window, which opens when a user selects **Execute Manual Backup** in the Dashboard. The **Backup** section in the Dashboard also contains links that enable administrators to back up a history log and view details of the last back up.

**Figure 30**  
**Scheduled Backup**

The screenshot shows the 'Scheduled Backup' configuration window. The top navigation bar includes 'NORTEL NETWORKS', 'Meridian Integrated Conference Bridge', 'Meridian 1', and icons for 'Dashboard', 'CLI', 'Logout', and 'Help'. The main title is 'Scheduled Backup'. Below it is a 'Schedule' section with the text 'Backup to be carried out automatically:'. There are four radio button options: 'Daily', 'Weekly on Sunday' (selected), 'Monthly on 1st', and 'Never (no automatic backup)'. To the right of the 'Weekly on Sunday' option is a time selection area with 'at:' followed by a dropdown for '01:00' and a dropdown for 'AM'. Below the 'Schedule' section is a 'Destination' section with three radio button options: 'Secondary PCMCIA device (upper socket)', 'ZIP file sent by E-mail to admin address', and 'FTP to remote server:' (selected). The 'FTP to remote server:' option has four input fields: 'IP address:' with the value '141.226.134.172', 'Path to file:' with the value 'e:upgrade', 'Login:' with the value 'micb', and 'Password:' which is empty. To the right of the 'Destination' section is a 'Contents' section with three checkboxes: 'Data: Configuration data, brandline greeting, scheduling data (future conferences)' (unchecked), 'Voice: personal greetings of future conferences' (checked), and 'Reports (including error logs)' (checked). At the bottom right are two buttons: 'Submit' and 'Reset'.

**Figure 31**  
**Manual Backup**

The screenshot shows the 'Manual Backup' page of the Meridian Integrated Conference Bridge. The page has a header with the Nortel Networks logo, the product name 'Meridian Integrated Conference Bridge', and a 'Meridian 1' logo. Navigation links for 'Dashboard', 'CLI', 'Logout', and 'Help' are in the top right. The main content area is titled 'Manual Backup' and includes a brief instruction: 'To activate one-time backup now, select the options and press 'Do Backup'. It does not affect the scheduled backup operation.'

The form is divided into two columns: 'Destination' and 'Contents'. Under 'Destination', there are three radio button options: 'Secondary PCMCIA device (upper socket)', 'ZIP file sent by E-mail to admin address', and 'FTP to remote server:'. The 'FTP to remote server' option is selected. Below this, there are four input fields: 'IP address' (containing '141.226.135.10'), 'Path to file' (containing 'micb3\_alpha\_backup'), 'Login' (containing 'jerezad'), and 'Password' (empty). Under 'Contents', there are three checked checkboxes: 'Data: Configuration data, brandline greeting, scheduling data (future conferenes)', 'Voice: personal greetings of future conferences', and 'Reports (including error logs)'. A 'Do Backup' button is located at the bottom right of the form.

Destination	Contents
<input type="radio"/> Secondary PCMCIA device (upper socket)	<input checked="" type="checkbox"/> <b>Data:</b> Configuration data, brandline greeting, scheduling data (future conferenes)
<input type="radio"/> ZIP file sent by E-mail to admin address	<input checked="" type="checkbox"/> <b>Voice:</b> personal greetings of future conferences
<input checked="" type="radio"/> <b>FTP to remote server:</b>	<input checked="" type="checkbox"/> <b>Reports</b> (including error logs)
<div>IP address: <input type="text" value="141.226.135.10"/></div> <div>Path to file: <input type="text" value="micb3_alpha_backup"/></div> <div>Login: <input type="text" value="jerezad"/></div> <div>Password: <input type="password"/></div> <div><input type="button" value="Do Backup"/></div>	

# Generating reports

An administrator can select **View a Report** in the Dashboard and then select a report to generate, based on report type and date. The administrator can display the report on-screen or download the report to a computer.

**Figure 32**  
**Report Viewer**

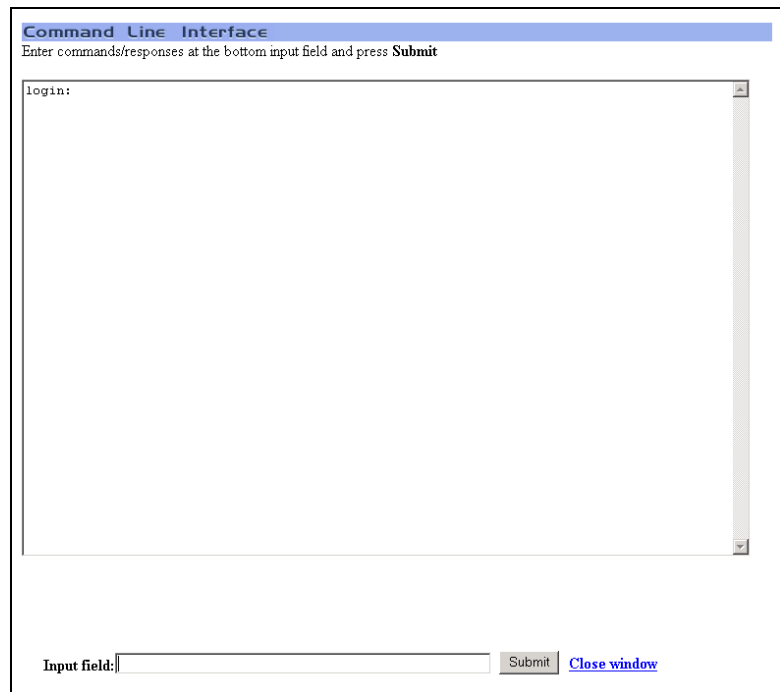




## Using the Command Line Interface (CLI)

Administrators can input commands through the CLI Interface window. Typically, an administrator uses the CLI during initial installation to enter the IP and gateway addresses for the card. The CLI also supports maintenance operations. For more information about CLI log in and commands, refer to the *Meridian Integrated Conference Bridge Service Implementation Guide* (553-3001-102 / 555-4001-135).

**Figure 33**  
**CLI Login Screen**



The screenshot shows a web-based interface titled "Command Line Interface" in a blue header bar. Below the header, a text prompt reads "Enter commands/responses at the bottom input field and press **Submit**". The main area of the window is a large text input field with the label "login:" at the top left. At the bottom of the window, there is a label "Input field:" followed by a text input box, a "Submit" button, and a blue link labeled "Close window".



---

## Browser User Interface (BUI) options for non-administrators

---

This section contains the following topics:

- Things to know (page 60)
- Accessing the BUI (page 64)
- Scheduling a new one-time conference call (page 68)
- Scheduling a new recurrent conference call (page 74)
- Editing a conference call (one-time or recurrent) before it starts (page 76)
- Controlling a conference call in progress (page 77)

## Things to know

This section contains the following topics:

- User levels (page 60)
- The Conference List window (page 61)
- Dual-card meeting (page 63)

### User levels

The Meridian Integrated Conference Bridge (MICB) Release 3 BUI supports three user levels as follows:

- **Administrator.** An administrator can set up the card, add one or more users (including super-users), and delete one or more users.
- **Super-User.** A super-user can see and change *any* meeting scheduled on the MICB.
- **Regular User.** A regular user can create and modify *their own* meetings. A regular user cannot see or change the meetings of others.

## The Conference List window

The home screen for the MICB Release 3 BUI is the **Conference List** window, as shown in Figure 34. In this screen, users can view scheduled conferences, create a new conference, change passwords, and more.

**Figure 34**  
**Conference List window**

**Conference List**

Starting from: 10 May 2002 For 7 day(s) GO

Today Previous period Next period

Conference on: May 10, 2002 - May 16, 2002

Conference title	Number of participants	Date	Start time	Duration	Dialing access	Chairperson access	Edit	Delete	Control
Doc Review	4	May 10, 2002	18:00	2:00 hr	1116	1117			
Town Hall	4	May 10, 2002	20:30	3:00 hr	1124	1125			
Staff Meeting	4	May 13, 2002	09:00	1:00 hr	1116	1117			
Code Review	4	May 14, 2002 (R)	13:00	2:00 hr	1120	1131			
Peer Review	10	May 15, 2002	09:00	2:00 hr	1116	1117			

(R) Recurrent conference

Refresh (Press Refresh to update the table)

**Table 9**  
**Components in Conference List window (Part 1 of 2)**

Component	Description
New Conference	Click to set up a new MICB conference.
Change password	Click to change a password.
Conference title	Shows the subject text that appears when scheduling a meeting. It can be empty.

**Table 9**  
**Components in Conference List window (Part 2 of 2)**

Component	Description
Number of participants	Shows the number of ports reserved for this meeting.
Date	Shows the conference date. For permanent conferences, the date shows <b>Permanent</b> . For recurrent conferences, <b>(R)</b> follows the date.
Start time, Duration	Shows the conference start time and duration. For permanent conferences, these fields are empty.
Dialing access	Shows the conference access number (DN).
Chairperson access	Shows the chairperson access number (DN).
Owner	Shows the name of the person who scheduled the conference. This column appears only for super-users, as they can view all meetings. When a super-user schedules a conference and enters another user in the <b>Owner</b> field, that user becomes conference owner and their name appears here.
Edit	Click to open a window for editing the conference. The window opens with the selected item's parameters. The super user cannot edit, only view or control a permanent conference.
Delete	Click to delete the conference. When clicked, a confirmation dialog box appears. If the conference is <b>active</b> , the following additional line appears before the confirm delete statement: " <b>Warning! This conference is active.</b> " The super-user cannot edit a permanent conference; they can only view or control a permanent conference.
Control	Click to open the <b>Meeting Control</b> window for an active conference.

## Dual-card meeting

In a dual-card meeting, the commands that a chairperson implements from the BUI apply to participants in both cards. The following features are available in a dual-card conference:

- **Dial-out to a specified number** – dial-out uses a port on the secondary card, if there is no port available on the primary card.
- **Consult with participant** – the chairperson can consult with participants on the secondary card.
- **Play name** – this feature works with participants on both cards. The system plays the name on the chairperson's desktop, not the telephone.

## Accessing the BUI

This section contains the following topics:

- General information (page 64)
- Preparing to use the BUI (page 64)
- Logging in to the BUI (page 65)
- Changing the password (page 66)

### General information

The MICB Release 3 BUI supports open access from anywhere on the Internet, including gateways and firewalls. The MICB web server is accessed over an Ethernet connection. The system does not support browsers running on MacIntosh computers. Cookies enabled is the default setting in Web browsers. Do not disable the cookies function in the browsers.

### Preparing to use the BUI

Follow the steps in Procedure 13 before using the BUI.

#### **Procedure 13** **Preparing to use the BUI**

- 1 Check the Web browser version.
  - a Netscape Communicator users must run version 4.5 or higher. To check the version, select **About Communicator** from the **Help** menu.
  - b Microsoft Internet Explorer users must run version 4.01 or higher with Service Pack 1. To check the version, select **About Explorer** from the **Help** menu.

To upgrade the Web browser, ask the system administrator about the upgrade procedure.



- 2 Obtain the following information from the MICB Release 3 administrator.
  - a your MICB Release 3 UserID name
  - b your MICB Release 3 login password
  - c the MICB Release 3 IP address (for example, http://47.14.38.104)

## Logging in to the BUI

Follow the steps in Procedure 14 to log into the BUI.

### Procedure 14 Logging in to the BUI

- 1 Enter the MICB Release 3 IP address in the browser's **Location** or **Address** field and press **Enter** or **Return**. The MICB Release 3 **Login** window appears as shown in Figure 35.

*Note:* By default, the **Login** screen has a generic image. Customers can replace this image with their own. See “Customizing images” on page 31. In Figure 35, the image has been removed.

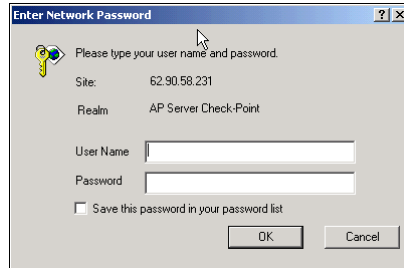
**Figure 35**  
**MICB Release 3 login window**



- 2 Bookmark this URL for future use.

- 3 Select the **LOGIN** button. The **Network Password** window appears.

**Figure 36**  
**Network Password window**



- 4 Enter the User Name in the **User Name** field. To log in as chairperson, enter the chairperson access number and the conference password (this is the same numbers the chairperson dials when joining the conference from a telephone).
- 5 Enter the six-digit password in the **Password** field. To log in the first time, use the default password assigned by the Administrator.
- 6 *Option:* Click **Save this password in your password list**.
- 7 Click **OK**.

## Changing the password

Follow the steps in Procedure 15 to change a conference call password.

### **Procedure 15** **Changing the password**

- 1 Access to the BUI. See “Accessing the BUI” on page 64.
- 2 Select **Change Password** in the **Conference List** window (See Figure 34 on page 61). The **Change Password** window opens, as shown in Figure 37.
- 3 Enter current password in the **Enter current password:** field.
- 4 Enter new password in the **New password:** field.

- 5 Reenter new password in the **Confirm new password:** field.

*Note:* When the **Change Password** window is accessed from the Dashboard, it changes the current password.

**Figure 37**  
**Password change window**



The screenshot displays the 'Change Password' window within the Meridian Integrated Conference Bridge interface. The top navigation bar includes the Nortel Networks logo, the product name 'Meridian Integrated Conference Bridge', a 'Meridian 1' tab, the user name 'Karin Sundin', the date and time '10 May, 2002 20:06', and icons for 'Print', 'Logout', and 'Help'. The main content area is titled 'Change Password' and contains three input fields: 'Enter current password:', 'New password:', and 'Confirm new password:'. Below these fields are two buttons, 'Submit' and 'Cancel'.

## Scheduling a new one-time conference call

Follow the steps in Procedure 16 to schedule a new one-time conference call.

### Procedure 16

#### Scheduling a new one-time conference call

- 1 Access to the BUI. See “Accessing the BUI” on page 64.
- 2 Select **New Conference** in the **Conference List** window (see Figure 34 on page 61). The **Schedule a New Conference** window opens, as shown in Figure 38 on page 69.
- 3 Configure general parameters.
  - a In the **Subject** field, enter the text that describes the purpose of the conference. For **Range**, enter up to 20 characters or leave empty. The default is empty.
  - b In the **Number of participants** field, enter the number of ports reserved for the conference, including chairperson ports. The application ensures that the total number of reserved ports for the time period does not exceed system capacity. The system performs validation after submission. Users can open the **Free Ports** window to determine port availability. Acceptable values for **Range** are **3 to 32**. The default is **4**.
  - c *Option:* Select **Dual MICB meeting**. (Note: This link appears only on the primary MICB card in a dual-card set.) If selected, a **Dual Meeting** window opens. Users can select 60 or 62 ports, depending on the value of the **full chairperson control** parameter. The **Access Numbers** section displays a fixed dual-card meeting DN that cannot be changed.
  - d In the **Start date** field, enter the start date for the conference. For **Range**, enter the current day to one year ahead of current day. The default is the current day. This field cannot be modified when editing an existing conference.

**Figure 38**  
**New Conference window**

**Nortel Networks** Meridian Integrated Bridge **Meridian 1** Karin Sundin  
10 May, 2002 17:01 Print Logout Help

**Schedule a New Conference**

**General**

Subject: Peer Review

Number of participants: 10

Select Date (Month, Day, Year): May 15 2002

Owner ID: karin

Chairperson: Karin Sundin

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

**Time**

Start time: 9:00

Duration: 2:00 hr

**Access Numbers**

☒ Automatically assigned

☐ Choose a number 1112 (1113) conf. (chair)

Options (Press here to view options)

Set Conference Reset Details Cancel

- e In the **Owner** field, enter the user name of the person who scheduled the conference. The owner can delete or edit the information. When the BUI displays the **User Name** field to a regular user, it cannot be edited. When the BUI displays this field to a super-user, the super-user can edit it.
  - f In the **Chairperson** field, enter the name of the chairperson for the user's reference. For **Range**, enter up to 20 characters. The default is empty. To define chairperson parameters, see step 4 in Procedure 19 on page 80.
- 4** Configure time parameters.
- a In the **Start Time** field, enter the start time that the conference. The minutes box shows 15-minute increments (that is, 0, 15, 30, and 45). The range is hours/15-minute increments. The default is the current time and rounded to the nearest 15 minutes as follows. In the first 10 minutes of the interval, the system rounds the time off to the past 15 minute value. For example, if the time is 8:23, the box shows the time as 8:15. The system interprets this as an immediate conference.

In the last 5 minutes of the interval, the system rounds it to the future 15-minute value. For example, 8:26 appears as 8:30.

- b** In the **Duration** field, enter the conference duration. For **Range**, enter up to 12 hours in 15-minute increments. The selection box shows all possible values. The default is 1 hour.
- 5** Configure access numbers. Select *one* of the following options:
  - a** Select **automatically assigned**. The system automatically selects the DN pair.
  - b** Select **choose a number** from the pull-down list. The list contains number pairs in the format: **[conference (chairperson)]**. The system checks the availability of the number when a form is submitted. If the numbers are not available, the scheduling fails.
- 6** *Optional*. Create a conference password. If configured, callers must enter this password to join the conference. Complete steps as follows.
  - a** Select **Options** in the **New Conference** window. The **Options** screen opens as shown in Figure 38 on page 69.
  - b** Look in the **Password** section.

**Figure 39**  
**Meeting List window fields - Options section**

**NORTEL NETWORKS** Meridian Integrated Conference Bridge

Karin Sundin  
10 May, 2002 20:17

Print Logout Help

### Schedule a New Conference

#### General

Subject:

Number of participants:  Owner ID: **karin**

Select Date (Month, Day, Year):    Chairperson:

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

#### Time

Start time:

Duration:

#### Access Numbers

☐ Automatically assigned

☒ Choose a number  conf. (chair)

#### Password

User Password:

☐ No password

☒ Automatically assigned password

☐ Define a password  (4 to 8 digits)

Chairperson Password:

☐ No password

☒ Automatically assigned password

☐ Define a password  (4 to 8 digits)

#### Recurrence

☒ Recurrence: Recur Every:

End after:  occurrences

Verify (Verify availability of dates)

#### General Options

Indication for entry and exit:

Language:

☒ Add ports if needed

☒ Keep one port for chairperson

Close

Set Conference Reset Details Cancel

- c In the **User Password** field, select one of the following options:
    - i. **No password.**
    - ii. **Automatically assigned password.** The system automatically generates the password. The administrator can set the password length from 4 to 8 digits.
    - iii. **Choose a password.** The user defines the password. The range is 4 to 8 digits. The window shows the password as it is entered. The system does not check the password for uniqueness. Different conferences can use the same password.
  - d In the **Chairperson Password** field, enter a password for chairperson authentication. This field has the same options as the user password.
- 7 *Optional.* Configure options.
- a Select **Options** in the **New Conference** window. The **Options** screen opens as shown in Figure 38 on page 69.
  - b Look in the **General Options** section.
  - c In the **Indication for entry and exit** field, define how the system announces the entry or exit of a participant. Four options are available from the pull-down menu: (1) Play name on entry and name on exit (the default), (2) Play name on entry and tone on exit, (3) Play tone on entry and tone on exit, and (4) Silence (no indication for entry or exit).
  - d In the **Language** field, select the language the system uses for voice prompts. The pull-down menu offers the languages available in the system. The default is the MICB card's default language that an administrator can select with the **Installation Wizard**. When using single-number access, the indicated language takes effect after the caller enters the conference ID and password. Before that, the system uses the default language.
  - e If the user selects **Add ports if needed**, the system reserves additional ports to accommodate unanticipated participants. The system only adds ports if available, that is, if they are not reserved for another meeting.



- f Select **Keep one port for the chairperson** to reserve a port for the chairperson. If this box is not checked, the system makes ports available on a first-come, first-serve basis. In this case, if all the ports are in use, the system does not allow the chairperson to enter the conference. By default, this option is enabled.
- 8 Review conference information in the **Conference Details** window as shown in Figure 40. The system displays the window after it stores the meeting in the database. The window displays conference details and options in the same layout as the **Scheduling** window.

**Figure 40**  
**Conference Details window**

Conference Details			
Your conference has been submitted successfully			
<b>General</b>			
Subject:	Peer Review	Owner ID:	Karin Sundin
Participants:	10	Chairperson:	Karin Sundin
Date:	15 May, 2002		
<b>Time</b>		<b>Access</b>	
Start time:	9:00	User access number:	1116
Duration:	2:00 hours	Chairperson access number:	1117
<b>Password</b>			
User password:	7527		
Chairperson password:	1466		
<b>General Options</b>			
Indication for entry and exit: <b>name</b> on entry and <b>name</b> on exit			
Language: <b>American_English</b>			
Add ports if needed: <b>NO</b>			
<input checked="" type="checkbox"/> Keep one port for chairperson			
<input type="button" value="Edit Conference"/> <input type="button" value="OK"/>			

- 9 Select **Logout**.

## Scheduling a new recurrent conference call

The **Recurrence** section does not appear for dual-card conferences, because they do not support the recurrence option.

The recurrence option is only available when a user selects a specific DN pair in the **Basic** window. If a DN pair is not selected, a pop-up message opens that says the DN pair must be selected first.

### Procedure 17

#### Scheduling a new recurrent conference call

- 1 Access to the BUI. See “Accessing the BUI” on page 64.
- 2 Select **New Conference** in the **Conference List** window (See Figure 34 on page 61). The **Schedule a New Conference** window opens as shown in Figure 38 on page 69.
- 3 Enter standard conference details as outlined in Procedure 16 on page 68.
- 4 Configure recurrence parameters.
  - a Select **Options** in the **New Conference** window. The **Options** screen opens as shown in Figure 38 on page 69.
  - b Look in the **Recurrence** section.
  - c In the **Recurrence** checkbox, activate or de-activate the recurrence feature. When this box is checked, the adjacent criteria applies.
  - d In the **Recur Every** field, enter the recurrence interval. Available values are: day, workday, week, two-weeks, and month. If the first conference is not a workday, the workday option is not available.
  - e In the **End After** field, define the number of conference occurrences. Up to 30 occurrences can be defined, but they cannot be more than a year in advance.
  - f Select the **Verify** button to confirm port availability. The **Verify Result** window opens as shown in Figure 41 on page 75. The system displays the resources available for each occurrence.

**Figure 41**  
**Recurrent Meeting Verify Result window**

Date	Success	Details
23 May, 2002 - THU	Yes	
30 May, 2002 - THU	Yes	
06 Jun, 2002 - THU	Yes	
13 Jun, 2002 - THU	Yes	
20 Jun, 2002 - THU	Yes	
27 Jun, 2002 - THU	Yes	

Meetings haven't been set up yet !  
 To set up meetings as displayed above,  
 return and press 'Set Conference'.

Return

- 5 Review the schedule for the recurrent meeting. In the **Conference Dates** section of the **Conference Details** window, the system lists the scheduled dates for the conference, including the first date specified in meeting details. The window also displays the success result for each date specified in the recurrence criteria. In the case of a failure, the system indicates the reason. For example, a failure can result because the DN is in use or there may be insufficient ports. See Figure 41.

**Figure 42**  
**Conference Dates**

Date	Success	Details
14 May, 2002 - TUE	Yes	
28 May, 2002 - TUE	Yes	
11 Jun, 2002 - TUE	Yes	
25 Jun, 2002 - TUE	Yes	
09 Jul, 2002 - TUE	Yes	
23 Jul, 2002 - TUE	Yes	
06 Aug, 2002 - TUE	Yes	
20 Aug, 2002 - TUE	Yes	
03 Sep, 2002 - TUE	Yes	
17 Sep, 2002 - TUE	Yes	

OK

## Editing a conference call (one-time or recurrent) before it starts

The following fields cannot be modified when editing a conference:

- the date
- the dual-card meeting option (a single card conference cannot be made dual)
- recurrent option

An active meeting can be edited, but only the following fields can be changed:

- the number of participants
- the duration
- the addition of ports as needed (under the Options section).

### Procedure 18

#### Editing a conference call (one-time or recurrent) before it starts

- 1 Access to the BUI. See “Accessing the BUI” on page 64.
- 2 Select an **edit** icon (a pencil) for a scheduled conference in the **Conference List** window (See Figure 34 on page 61).
- 3 Edit conference details as outlined in Procedures 16 and 17.
- 4 Review information in the **Conference Details** window (see Figure 40 on page 73). This window opens after the system stores edits in the database.

## Controlling a conference call in progress

The chairperson is the only person that can access the **Meeting Control** window.

The BUI only allows one active window per meeting. The associated voice port is the one identified as chairperson by access number.


The **Meeting Control** window changes if the chairperson is not present. When no chairperson is present, the system disables call-related buttons as shown in Figure 43 on page 78. The following features are unavailable in this mode: Self mute/unmute, Stop/play music, Volume control, Dial out, Consult with participant. After the chairperson joins the conference, the **Meeting Control** window changes to the **Active Chairperson** window.

In the **Meeting Control** window under chairperson:

- The field shows the CLID of the call, if (a) available and (b) the chairperson dials in to join the conference. If the CLID is not available, the window displays **number not available**.
- The field shows the called number, if the chairperson outdials to join the conference. This is part of the **Acquire Chairperson Control** feature.




The **Meeting Control** window contains a button to release chairperson control. This button releases both TUI and BUI control. Clicking the button allows someone else to acquire chairperson control and enter the BUI control window of the meeting.

**Figure 43**  
**Conference Call Manager – Chairperson in attendance**



Meridian Integrated  
Conference  
Bridge

Aaron Chavet  
22 May, 2002 13:50

Conference Call Manager      Demonstration      Time left: 1:38:39

Conference      Add 15 minutes      Lock

Chairperson      Mute      Stop Music      Volume Control

Active chairperson: H7647      Release      (Release Chairperson Control)



Participants      Count 2, announce      Mute all      Disconnect All

(4 attending - 5 invited)

☒ Add a Participant:













☐ Add a Group:



☐ Call assistant

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

Participant List

Phone number	Details	Call type	Consult	Mute	Play name	Disconnect
H8626		Dial In				
1989647		Dial Out				
H8647		Dial In				

**Figure 44**  
**Conference Call Manager – Chairperson not in attendance**

The screenshot displays the Nortel Meridian Integrated Conference Bridge web interface. The top header includes the Nortel Networks logo, the product name 'Meridian Integrated Conference Bridge', the user 'Aaron Chavet', the date '22 May 2002 13:47', and navigation links for 'Print', 'Logout', and 'Help'. The main content area is titled 'Conference Call Manager' and shows the conference is in 'Demonstration' mode with 'Time left: 1:41:35'. Below this, there are sections for 'Conference' (with 'Add 15 minutes' and 'Lock' buttons), 'Chairperson' (stating 'Chairperson not present'), and 'Participants' (with 'Count & announce', 'Mute all', and 'Disconnect All' buttons). A status line indicates '(3 attending - 4 invited)'. The 'Participant List' section contains a table with columns for Phone number, Details, Call type, Consult, Mute, Play name, and Disconnect. The table lists three participants: H8626 (Dial In), 1989647 (Dial Out), and H8647 (Dial In). Each participant has a 'Mute' button and a 'Disconnect' link (marked with an 'X'). At the bottom, there are 'Refresh' and 'Return to meeting list' buttons.

Phone number	Details	Call type	Consult	Mute	Play name	Disconnect
H8626		Dial In		<input type="button" value="Mute"/>		
1989647		Dial Out		<input type="button" value="Mute"/>		
H8647		Dial In		<input type="button" value="Mute"/>		

## Procedure 19

### Controlling a conference call in progress

- 1 Access to the BUI. See “Accessing the BUI” on page 64.
- 2 Access the **Conference Call Manager** window. Do one of the following:
  - a In the **LOGIN** window, enter the meeting access number and chairperson password for the active meeting.
  - b In the **Conference List** window, select a gavel icon for an active meeting in the **Control** column. (The gavel icon only appears while the meeting is active.)
- 3 Edit parameters in the **Conference** section.
  - a Select **Add 15 minutes** to increase conference duration. The chairperson can select this option at any time during the meeting. If successful, the system updates the “Time Left” indication.
  - b Select **Lock/Unlock** to toggle from locked to unlocked.

**Note 1:** The **Time Left** field is a read-only field that shows the time left in a meeting.

**Note 2:** In the **Set the conference start time and duration** field, the application uses the 24-hour format to display start time hours. The application displays start time in 15-minute increments. The default is the current time.

- 4 Edit parameters in the **Chairperson** section.
  - a Select **Mute** to deactivate the chairperson’s voice port. Select **Unmute** to activate the chairperson’s voice port.
  - b Select **Stop Music** to stop music play. Select **Resume Music** to resume music play.
  - c Select **Volume Control** to increase or decrease the volume of incoming and outgoing voice. The **Volume Control** panel opens as shown in Figure 45. The two scales in the middle of the **Volume Control** panel show the increase/decrease level for hear and talk



directions. The middle of the scale is zero, which indicates no volume change.

- i. Select an arrow to increase or decrease volume. The colored rectangle in the scale advances one step for each arrow click.
- ii. Click **Reset Volume of all participants** to restore the volume level of all participants.

**Figure 45**  
**Volume Control panel**

**NORTEL NETWORKS** Meridian Integrated Conference Bridge

Aaron Chavet  
22 May, 2002 13:52

Print Logout Help

Conference Call Manager Demonstration Time left: 1:37:20

**Conference** Add 15 minutes Lock

**Chairperson** Mute Stop Music

Active chairperson: H7647 Release (Release Chairperson Control)

**Volume Control**

HEAR (how you hear the conference): ◀ [ ] [ ] [ ] [ ] [ ] [ ] ▶

Low High

TALK (how others hear you): ◀ [ ] [ ] [ ] [ ] [ ] [ ] ▶

Close Reset Volume of all participants

**Participants** Count 2, announce Mute all Disconnect All

(4 attending - 5 invited)

• Add a Participant: [ ] Dial

• Add a Group: [ ]

• Call assistant

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

**Participant List**

Phone number	Details	Call type	Consult	Mute	Play name	Disconnect
H8626		Dial In	Consult	Mute	🔊	✕
1989647		Dial Out	Consult	Mute	🔊	✕
H8647		Dial In	Consult	Mute	🔊	✕

- 5 Edit parameters in the **Participants** section.
  - a Select **Count and announce** to announce the total number of participants, followed by the participants' names as recorded in the name entry.
  - b Select **Mute all** to silence all participants, except the chairperson. When muted, the button changes to **Unmute**.
  - c Select **Disconnect all** to disconnect all participants, except the chairperson. When clicked, the application opens a dialog box (**OK/CANCEL**) to confirm this operation.
  - d Select **Dial** to establish a private call with a participant, a group (that is, Group Call), or an assistant. Once selected, the window changes to show the two options: **Return with called party** and **Return without called party**. In addition, the following chairperson call-related buttons are disabled: Self Mute, Stop Music, Volume Control, Count & Announce, Mute All.
- 6 Edit parameters in the **Participant List** section as shown in Figure 46 on page 83.
  - a *Option:* Enter text in the **Details** field for personal reference. (For example, enter the participant's name.)
  - b Select **Consult** to initiate a private call with a participant. Select **End** to terminate a private call with a participant. The system uses an icon to indicate a private call. During a consultation, an icon appears beside **End consultation**.
  - c Select **Mute** to mute an individual participant. Select **Unmute** to unmute an individual participant.
  - d Select **Disconnect** to release the participant. Before disconnecting, the system displays a dialog box that shows: **Disconnect this participant?** with **OK** and **Cancel** buttons.
  - e Select **Play name** to play the participant's name as recorded by the name entry feature. The system plays the name on the chairperson's desktop, not their telephone.

The **Participant List** section contains several information fields. The **Phone number** field shows the CLID or called number. The **Call Type**

field shows regular, dial-out, or expand. The system updates the window automatically every two minutes.

**Figure 46**  
**Active chairperson window - Participant List**

**NORTEL NETWORKS** Meridian Integrated Conference Bridge

Aaron Chavet  
22 May 2002 13:50

Print Logout Help

Conference Call Manager Demonstration Time left: 1:38:39

**Conference** Add 15 minutes Lock

**Chairperson** Mute Stop Music Volume Control

Active chairperson: H7647 Release (Release Chairperson Control)

**Participants** Count & announce Mute all Disconnect All

(4 attending - 5 invited)

☒ Add a Participant:

☐ Add a Group:

☐ Call assistant

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

**Participant List**

Phone number	Details	Call type	Consult	Mute	Play name	Disconnect
H8626		Dial In	Consult	Mute		X
1989647		Dial Out	Consult	Mute		X
H8647		Dial In	Consult	Mute		X



---

# Telephone User Interface (TUI)

---

This chapter contains the following sections:

- Overview (page 85)
- Scheduling a conference (page 86)
- Recording a brandline greeting (page 87)
- Acquiring and releasing chairperson control (page 88)
- Invoking a chairperson command on a participant (page 89)
- Adjusting audio volume (page 90)
- Recording a conference-specific greeting (page 92)
- TUI command summary (page 93)

## Overview

The Meridian Integrated Conference Bridge (MICB) Release 3 provides a Dual Tone Multi-Frequency (DTMF), menu-driven Telephone User Interface (TUI). The TUI enables the chairperson and conferees to initiate commands during an active conference, for example, to mute a caller.

There is a separate service where a conference can be booked using the telephone's keypad. Also, a conference owner can record a meeting-specific greeting, or to record a system greeting by the administrator. Dial a unique DN to access the TUI service, then schedule a conference or record a greeting by following the voice menu's instructions.

In the MICB card, define a new DN for the TUI scheduler through the BUI Installation Wizard. See "Browser User Interface (BUI) options for

administrators” on page 7 for more information. Use the BUI to define a TUI User Name for each user.

## Scheduling a conference

To use TUI scheduler, enter a TUI user name and password.

When a port is reserved for the TUI,  $x-1$  ports are available for the conference, where  $x$  is the total number of ports in the card. After scheduling a conference using the TUI, it can be viewed, modified, or deleted using the BUI.

The conference defined from the TUI has default attributes. When prompted by a voice menu, insert the conference parameters through the telephone keypad. The MICB plays messages when an error is made.

**Note:** You have up to seven minutes to schedule a conference with the TUI. After seven minutes, the MICB plays a voice message indicating that the allocated time is over. The MICB then disconnects the call.

The MICB sets up the following default attributes:

- entry and exit by name
- no custom greeting
- no conference expansion
- no name for the name of the conference
- no name for the name of the chairperson

If a second user dials the TUI DN when the TUI is in use, the MICB plays a voice message announcing that the port is in use.

### **Procedure 20** **Scheduling a conference**

- 1 Dial the TUI DN.
- 2 At the prompt, enter the TUI user name.
- 3 Use the TUI to schedule a conference.
- 4 At the prompt choose the date.

- 5 At the prompt, enter the time of the conference.
- 6 At the prompt, enter the duration of the conference.
- 7 At the prompt, enter the number of ports that are needed for the conference.
- 8 *Option:* At the prompt, enter the Conferee DN. If a DN is not entered, the MICB card generates one. The MICB card determines the chairperson DN automatically.
- 9 *Option:* At the prompt, enter the password length.
- 10 *Option:* At the prompt, enter the language.
- 11 After all conference parameters are entered, the MICB requests that the reservation be confirmed. If configured, the MICB sends a confirmation E-mail.

## Recording a brandline greeting

Record the customized brandline greeting from the TUI when logged on using an administrator TUI password. To record a custom brandline greeting, login using an administrator TUI password.

### **Procedure 21**

#### **Recording a brandline greeting**

- 1 Dial in to the TUI DN. The system responds with a menu and that provides step-by step operating instructions. The maximum length of the greeting is 30 seconds.
- 2 Record a greeting separately for each language the system uses.
- 3 The chairperson must activate the brandline greeting from the BUI.

The system plays greetings to conference participants in the following order:

- 1 Initial greeting
  - a MICB factory greeting – “Welcome to the conference call.”
  - b Brandline greeting – “Welcome to Company XYZ’s conference call.” This greeting replaces the factory greeting.

- 2 Conference-specific greeting – “This is department 201’s weekly meeting.”

In this example, when participants call they hear: “Welcome to Company XYZ’s conference call. This is department 201’s weekly meeting.”

## Acquiring and releasing chairperson control

Follow the steps in Procedure 22 to acquire or release chairperson control.

### Procedure 22

#### Acquiring and releasing chairperson control

- 1 Dial in to the conference as regular participant.
- 2 At the prompt, enter the meeting ID.
- 3 At the prompt, enter the meeting password (optional).
- 4 To acquire chairperson control, dial \*51. The system reacts as follows:
  - a If another chairperson is present at the conference, the command fails. The system notifies the user and returns them to the meeting.
  - b If there is no active chairperson, the system prompts the user to enter the chairperson password for the meeting. If the password is correct, the user becomes the chairperson. If the password is incorrect, the system prompts the user to retry two more times. If the password is still incorrect, the command fails and the system returns the user to the meeting.
- 5 To release chairperson control, dial \*52. Only the chairperson uses this command. When activated, the chairperson becomes a regular conference participant allowing someone else to acquire chairperson control.



## Invoking a chairperson command on a participant

The chairperson must follow the steps in Procedure 23 to invoke TUI commands on a specific conference participant.

### **Procedure 23**

#### **Invoking a chairperson command on a participant**

- 1** Dial in to the conference as chairperson.
- 2** At the prompt, enter the meeting ID.
- 3** *Option:* At the prompt, enter the meeting password.
- 4** From the TUI, dial **\*69** to invoke a roll call of conference participants. The TUI plays all participants names.
- 5** Follow the TUI subcommands to invoke commands against a conference participant. See Table 10 on page 93 through Table 13 on page 95. The chairperson can invoke all subcommands on any participant on either card, if there is a dual-card set.

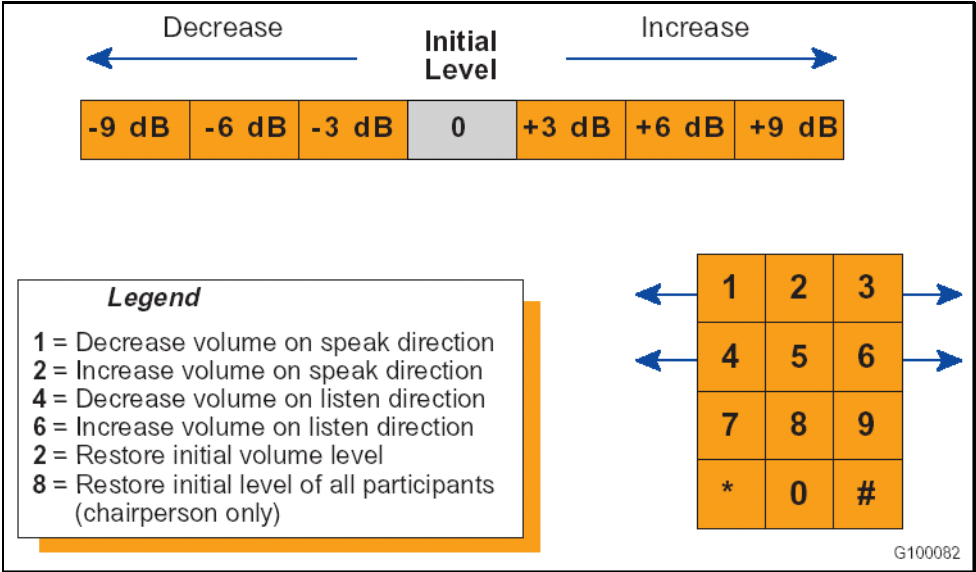
## Adjusting audio volume

Follow the steps in Procedure 24 to adjust the volume of a conference.

**Procedure 24**  
**Adjusting the audio volume of a conference**

- 1    Dial to the conference as chairperson or as regular participant.
- 2    At the prompt, enter the meeting ID.
- 3    At the prompt, enter the meeting password (optional).
- 4    Dial \* 7 to adjust the volume from the TUI. Figure 47 onpage 90 shows how the keypad operates this feature.

**Figure 47**  
**Volume control feature operation**



**Note:** When a selection is made, the system applies the command, plays a confirmation tone, and returns the user to the conference

- 5 Each invocation of the command advances one step in the required direction. To advance more than one step, the whole sequence must be repeated. For example, to reach the maximum volume in the listen direction, dial: **\*76 \*76 \*76**
- 6 The menu can be interrupted, the two-digit sequence can be entered without waiting for the menu.

## Recording a conference-specific greeting

The conference-specific greeting use is similar to brandline greetings use. The maximum length is ten seconds. The system deletes the voice file at the end of the conference and it cannot be used for other conferences. Follow the steps in Procedure 25 to configure a conference-specific greeting.

### Procedure 25

#### Recording a conference-specific greeting

- 1 Dial in to the TUI DN. The system responds with a menu that provides various options.
- 2 Operational steps are as follows:
  - a When a meeting is scheduled, the system generates a reference number that uniquely identifies the meeting. The system displays this reference number in the BUI and in the confirmation E-mail.
  - b After scheduling the meeting, dial the TUI Services DN, enter login data, and select “Record customer greeting” from the voice menu.
  - c The system prompts for the entry of a reference number to identify the meeting.
  - d Enter the reference number received in the first step. The system repeats the number and prompts the user to confirm it or re-enter it.
  - e Confirm or re-enter the number. The system presents a menu for recording the greeting similar to that used for the brandline greeting.

**Note 1:** After recording the greeting, it can be verified, re-recorded, or deleted later. Meeting details displayed in the BUI indicate whether or not a greeting exists.

**Note 2:** This feature also applies to permanent conferences.

**Note 3:** A greeting recorded for a conference that is part of a recurrent chain applies to all occurrences of the chain.

## TUI command summary

Table 10 lists conference commands that the chairperson can execute on the telephone set while a conference is in progress.

**Table 10**  
**Chairperson commands (Part 1 of 2)**

Field	Description
*0<DN>#	Dial out to a DN (called party directory number, which is not a conference participant).
*0#	Dial out to the assistant DN.
*#	Redial last dialed DN.
*2<GN>#	Group call-out, where GN is the group number to call.
*4	Lock or unlock the conference.
*7	Volume control menu.
*10	All ports mute/unmute toggle.
*19	Self mute/unmute toggle.
*52	Release chairperson control.
*60	Count conferees and announces names to all participants.
*69	Activates a scrolling menu for the chairperson. See Table 12 on page 94.
*90	Drop all ports, except the chairperson's port.
*91	Drop the last dialed-out port.
*92	Drop the last dialed-in port.
*98	Extend the conference duration by 15 minute increments (up to a maximum of 12 hours).  <b>Note:</b> This command is not active for a permanent meeting.

**Table 10**  
**Chairperson commands (Part 2 of 2)**

Field	Description
<b>*99</b>	Stop or start the initial conference music by the chairperson, which is possible only when the chairperson is the first person joining the conference. The first entry stops it, the second entry starts it.
<b>*</b>	Cancels current command.
<b>**</b>	Start or stops the help menu.

Table 11 lists commands available during a dial-out call (that is, after the users dials **\*0<DN>#**).

**Table 11**  
**Commands available during a dial-out call**

Field	Description
<b>*2</b>	Return to the conference with dialed party during dial out.
<b>*3</b>	Return to the conference without dialed party during dial out.

While the system announces the list of conference participants after the chairperson enters **\*69**, the chairperson can execute the commands in Table 12.

**Table 12**  
**Chairperson commands while participant list plays (Part 1 of 2)**

Field	Description
<b>#</b>	Stop and start the playlist.
<b>0</b>	Consult privately with the conferee.
<b>1</b>	Mute/unmute the conferee.
<b>2</b>	Play the current conferee name greeting.
<b>4</b>	Select the previous conferee.

**Table 12**  
**Chairperson commands while participant list plays (Part 2 of 2)**

Field	Description
6	Select the next conferee.
9	Disconnect the current conferee.
*3	Return to the conference.
**	Start and stop the help menu.

Table 13 lists conference commands that a participant can execute on the telephone while the conference is in progress.

**Table 13**  
**Participant commands for a conference in progress**

Field	Description
*7	Volume control menu.
*19	Self mute/unmute toggle.
*51	Acquire chairperson control.
*99	Stop or start the initial conference music, which is possible only when the conferee is the first person joining the conference. The first entry stops it, the second entry starts it.
*	Cancels current command.
**	Start or stop the help menu.







Meridian 1

# **Meridian Integrated Conference Bridge Release 3 User Guide**

**P0989944**

Copyright © 2002 Nortel Networks

All Rights Reserved

Information is subject to change without notice. Nortel Networks reserves the right to make changes in design or components as progress in engineering and manufacturing may warrant. This equipment has been tested and found to comply with the limits for a Class A digital device pursuant to Part 15 of the FCC rules, and the radio interference regulations of Industry Canada. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy, and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at their own expense.

SL-1 and Meridian 1 are trademarks of Nortel Networks.

Publication number: P0989944

Document release: Standard 1.00

Date: June 2002

Printed in Canada