
Meridian 1

Meridian Integrated Conference Bridge Release 2.0

User Guide

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How to schedule and manage a conference on the MICB

This guide tells you how to schedule and manage a conference on the Meridian Integrated Conference Bridge Release 2.0 (MICB Release 2.0). You schedule and manage MICB conferences two ways:

- Enter data using the Browser User Interface (BUI) built into the MICB Release 2.0 Web server. Access the BUI over the local Intranet.
- Schedule a conference on the telephone by answering prompts and entering information on a telephone keypad (see “How to use the Telephone User Interface” on page 24).

MICB Release 2.0 Conference scheduling and management procedures include:

- schedule one-time and recurrent conferences
- edit or delete conferences you scheduled
- change your MICB Release 2.0 login password
- view conference details of all MICB Release 2.0 conferences

How to use the Browser User Interface

This section explains how to configure and manage a conference using the MICB Release 2.0 BUI.

Before you login to MICB Release 2.0

- 1 Check your Web browser version. To check the versions:
 - Open Netscape Communicator
 - Select the HELP menu
 - Select About Communicator
 - Netscape Communicator must be at Version 4.5 or higher.OR
 - Open Microsoft Internet Explorer
 - Select the HELP menu
 - Select About Explorer
 - Microsoft Internet Explorer must be at version 4.01 or higher with Service Pack 1.

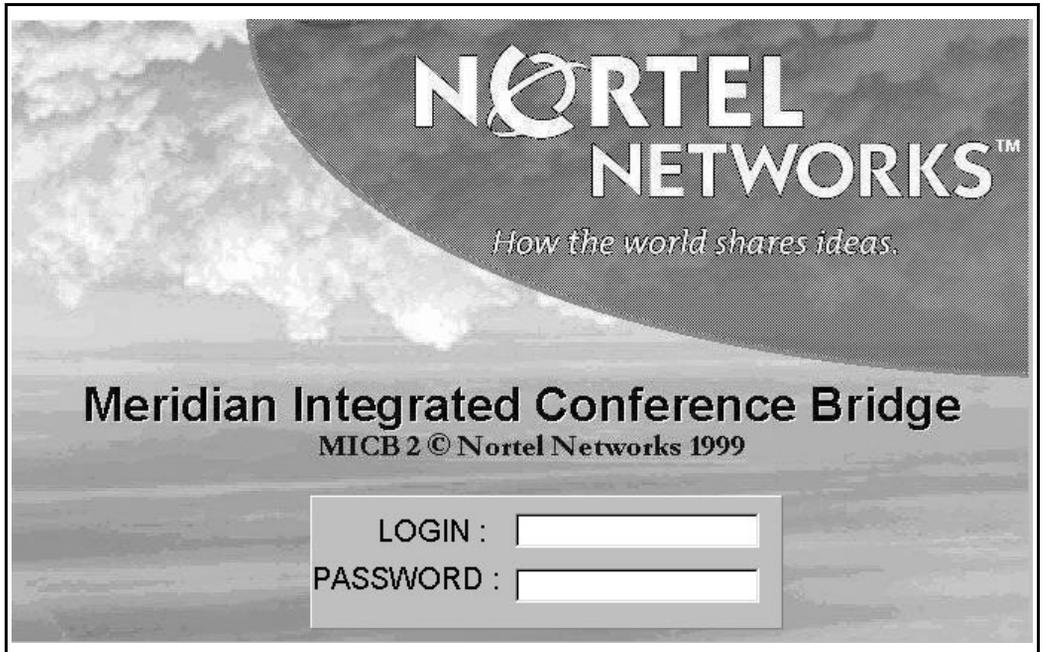
If you must upgrade your Web browser, ask your system administrator about the upgrade procedures.
- 2 Obtain the following information from the MICB Release 2.0 administrator:
 - your MICB Release 2.0 UserID name
 - your MICB Release 2.0 login password
 - the MICB Release 2.0 IP address (<http://47.14.38.104/micb.html>, for example)

How to access the MICB Release 2.0 BUI

- 1 Enter the MICB Release 2.0 IP address in your browser's Location or Address field. Press Enter or Return.
Note: You can bookmark this IP address for future use.
- 2 The MICB Release 2.0 login window appears. See Figure 1.

- 3 Type your UserID information in the login field and then enter the password in the password field. The UserID information is case-sensitive. The password is a string of up to six digits.
- 4 The MICB Release 2.0 Main Window appears after you login.

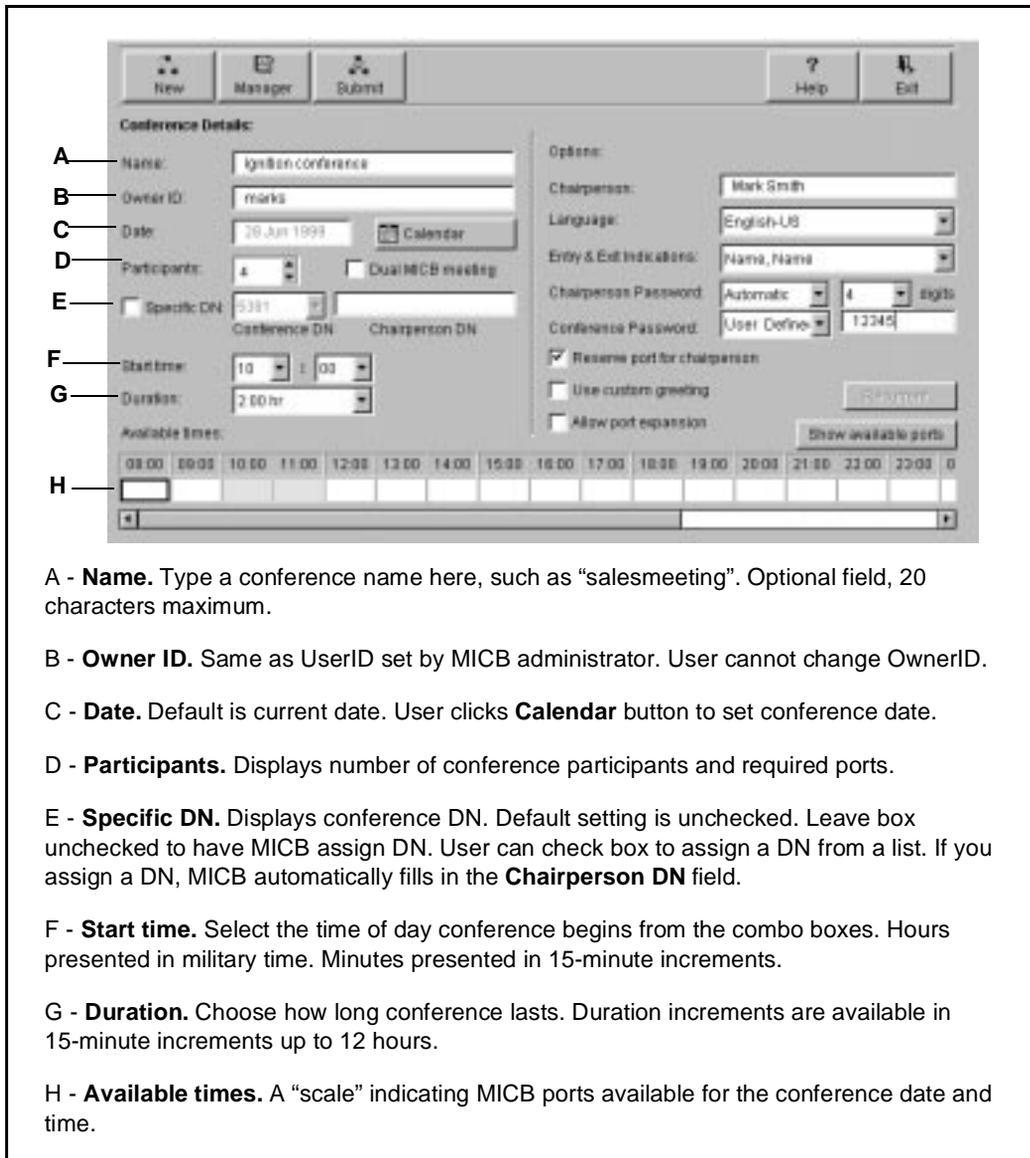
Figure 1
MICB Release 2.0 login window



About the MICB Release 2.0 Main Window

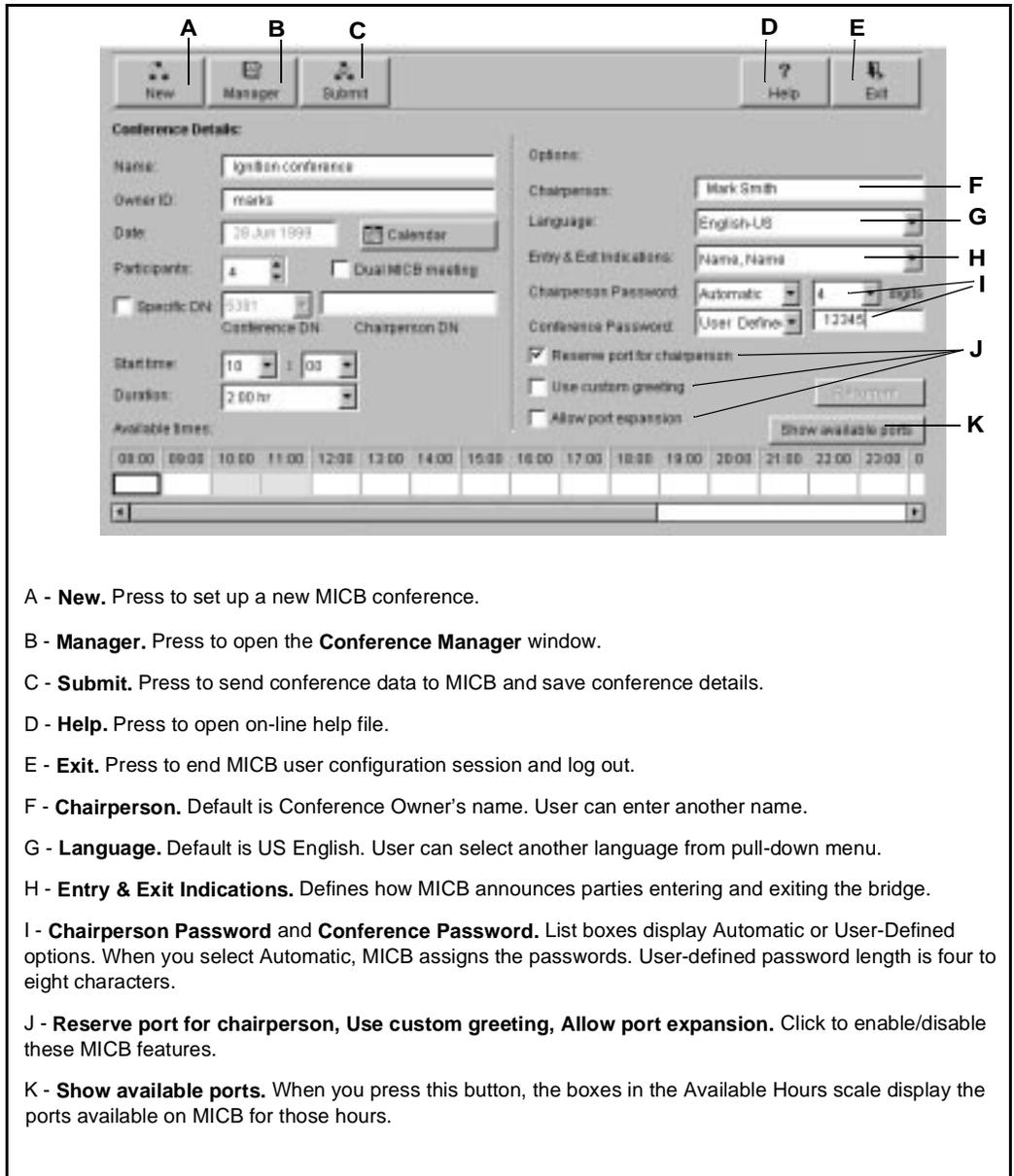
You set, modify, and submit conference parameters in the Main window and use it to access the Conference Manager Window. Figures 2 and 3 describe the MICB Release 2.0 Main window components.

Figure 2
MICB Release 2.0 Main Window components (part 1 of 2)



- A - **Name.** Type a conference name here, such as “salesmeeting”. Optional field, 20 characters maximum.
- B - **Owner ID.** Same as UserID set by MICB administrator. User cannot change OwnerID.
- C - **Date.** Default is current date. User clicks **Calendar** button to set conference date.
- D - **Participants.** Displays number of conference participants and required ports.
- E - **Specific DN.** Displays conference DN. Default setting is unchecked. Leave box unchecked to have MICB assign DN. User can check box to assign a DN from a list. If you assign a DN, MICB automatically fills in the **Chairperson DN** field.
- F - **Start time.** Select the time of day conference begins from the combo boxes. Hours presented in military time. Minutes presented in 15-minute increments.
- G - **Duration.** Choose how long conference lasts. Duration increments are available in 15-minute increments up to 12 hours.
- H - **Available times.** A “scale” indicating MICB ports available for the conference date and time.

Figure 3
MICB Release 2.0 Main Window components (part 2 of 2)



A - **New**. Press to set up a new MICB conference.

B - **Manager**. Press to open the **Conference Manager** window.

C - **Submit**. Press to send conference data to MICB and save conference details.

D - **Help**. Press to open on-line help file.

E - **Exit**. Press to end MICB user configuration session and log out.

F - **Chairperson**. Default is Conference Owner's name. User can enter another name.

G - **Language**. Default is US English. User can select another language from pull-down menu.

H - **Entry & Exit Indications**. Defines how MICB announces parties entering and exiting the bridge.

I - **Chairperson Password** and **Conference Password**. List boxes display Automatic or User-Defined options. When you select Automatic, MICB assigns the passwords. User-defined password length is four to eight characters.

J - **Reserve port for chairperson, Use custom greeting, Allow port expansion**. Click to enable/disable these MICB features.

K - **Show available ports**. When you press this button, the boxes in the Available Hours scale display the ports available on MICB for those hours.

How to set up a new conference

You enter information in the Main Window to set up a new conference.

Note: When you login to MICB Release 2.0, the Main Window default display is ready to program a new conference.

Part one - Open the Main Window and enter the required data:

- Select a conference date
- Select conference start time and duration

If you want to leave the MICB Release 2.0 default settings unchanged, you can submit the conference after you enter the required data (see **Part three**).

Part two - enter the optional data, if desired:

- Name the conference
- Change the default number of participants
- Select a Specific DN
- Change the default name of the conference chairperson
- Change the default language setting
- Change the default announcements MICB Release 2.0 plays when participants enter and leave the conference
- Change the default chairperson password from None. You can let MICB Release 2.0 assign a password, or you can assign one.
- Change the default conference password from None. You can allow MICB Release 2.0 to assign a password, or you can assign one.
- Change the default setting that reserves a port for the conference chairperson.
- Change the default setting for custom greetings. With the default setting, participants hear a generalized greeting. Contact the MICB Release 2.0 administrator to record a custom greeting.
- Change the default setting that does not permit port expansion. Enable port expansion to enable more than the defined number of participants to join the conference if ports are available.

Part three - Click the **Submit** button to send the conference data to MICB Release 2.0. MICB Release 2.0 receives the conference data over the local intranet and sends a reply. The reply confirms the conference or sends back a failure message. The failure message explains the reason for the failure.

Part four - Check your email. If your MICB Release 2.0 administrator includes your email address when setting up your account, MICB Release 2.0 also transmits a confirmation message to your email address. The confirmation email address has the following format:

Your tele-conference meeting has been booked by MICB as follows:	
Owner ID:	Barryb
Conference DN:	1157
Chairperson DN:	1126
Conference password:	1234
Chairperson password:	4321
Date:	4 Dec. 1998
Start time:	10:45
Duration:	30 min
Ports:	6
Recurrence dates:	11 Dec. 1998 18 Dec. 1998 25 Dec. 1998
Options:	
Chairperson name:	Barry Bigglesworth
Language:	American_English
Entry & exit indications:	Name, Name
Reserve port for chairperson:	yes
Use custom greeting:	no
Allow port expansion:	no

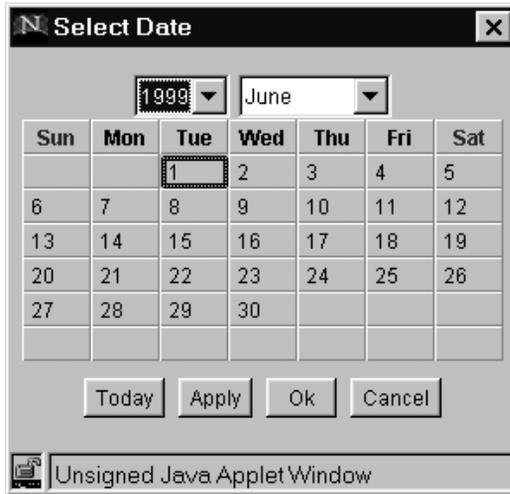
Configure the basic conference settings

When you configure the basic settings, you choose the date, start time, and duration of your conference.

Select a conference date

- 1 From the Main window, click the **Calendar** icon.
- 2 Choose the year and month for your conference from the **Select Date** year and month list boxes.

- 3 Place your cursor over the selected date and click. The selected date appears outlined in black.
- 4 Click **Apply** to confirm the date and **OK** to close the **Select Date** window. Click **Today** to return the Calendar to the current date. Click **Cancel** to close the **Select Date** window without changing the date.



Set the conference start time and duration

MICB Release 2.0 uses the “24-hour” format to display **Start time** hours. MICB Release 2.0 presents **Start time** minutes in 15-minute increments. The default display in the **Start time** Hours and Minutes combo boxes is the same as the time you logged into MICB Release 2.0.

MICB Release 2.0 fills in the blank **Available times** boxes in the “scale” at the bottom of the window as you set conference **Start time** and **Duration** parameters. This indicates that there are available ports on the MICB Release 2.0 for the date and time you selected.

- 1 Set the Hours and Minutes that the conference begins by clicking in the **Start time:** combo boxes.
- 2 Select the conference duration from the **Duration** list box. As you select the duration, MICB Release 2.0 fills in the boxes in the Available times display. **Duration** increments range from 15 minutes to 12 hours.

Start time: 13 : 45
 Duration: 1:00 hr

Enter optional conference data

You can enter or change data in the fields listed below:

- 1 **Name** - Enter a conference name up to 20 characters.
- 2 **Participants** - Click the **up/down arrows** next to **Participants** to change the default setting of 4. If **Dual MICB meeting** is grayed-out, you can select up to 32 participants. If **Dual MICB meeting** is checked, you can select up to 62 participants. Ask the MICB Release 2.0 administrator if you need more information about conference participant limitations.
- 3 **Specific DN** - If you check this box, MICB Release 2.0 presents you with a list of DNs available at the time you check the box. After you select a DN, MICB Release 2.0 automatically fills in the Chairperson DN field.

Specific DN 8240 : 8241
 Chairperson DN
 Start time: 0 : 0
 Duration: 0 : 0
 Available times:
 08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00

- 4 **Chairperson** - Type a new name into this field if you want to assign a conference chairperson. As a default, this field displays the user name defined for you by the MICB Release 2.0 administrator.
- 5 **Language** - Click the list box to view and change the language. The default setting is US English. Ask the MICB Release 2.0 administrator if you need more information about multiple language availability.
- 6 **Entry & Exit Indications** - Click in the list box to view all four announcements MICB Release 2.0 can play when people enter and leave the conference.

The screenshot shows a list box titled "Entry & Exit Indications:" with a dropdown arrow. The list contains four options: "Name, Name", "Name, Tone", "Tone, Tone", and "Silence". The "Name, Name" option is currently selected and highlighted.

- Name, Name - This is the default setting. MICB Release 2.0 plays a tone and then announces the participant's name when they enter and leave the conference.
- Name, Tone - MICB Release 2.0 plays a tone, announces the participants name when they enter the conference and plays a tone when they leave the conference.
- Tone, Tone - MICB Release 2.0 plays a tone when a participant enters and leaves the conference.
- Silence - MICB Release 2.0 makes no announcements.

- 7 **Chairperson Password** - Click in the list box to change the default setting of None.

- **Automatic** - you select the number of digits in the password from a list box and MICB Release 2.0 assigns the password.

The screenshot shows the "Chairperson Password:" field. It consists of a dropdown menu set to "Automatic", a numeric spinner set to "5", and the text "digits".

- **User Defined** - you assign the chairperson password. When you select User Defined, the listbox changes into a field. You can type in the chairperson password, from four to eight digits.

The screenshot shows the "Chairperson Password:" field. It consists of a dropdown menu set to "User Define", a text input field containing "12345", and a small button to the right.

- 8 Conference Password** - Click in the list box to change the default setting of None.
- **Automatic** - MICB Release 2.0 assigns the conference password. You select the number of conference password digits from four to eight.

Conference Password: Automatic [6] digits

- **User Defined** - You assign the conference password. The list box changes into a text field and you type in the conference password, from four to eight digits.

Conference Password: User Define | 12345

- 9 Reserve port for chairperson** - The default setting is “checked”. If you click in the box, MICB Release 2.0 assigns ports on a first-come, first-serve basis. If the chairperson dials in late, he or she might not receive a port.
- 10 Use custom greeting** - The default setting is “not checked” and participants hear a general greeting. If you click in the box, MICB Release 2.0 plays a custom greeting. Contact your MICB Release 2.0 administrator for details about using the custom greeting.
- 11 Allow port expansion** - The default setting is “not checked” and MICB Release 2.0 does not permit port expansion. If you click in this box, you can allow extra participants to join the conference if ports are available.

Reserve port for chairperson

Use custom greeting

Allow port expansion

Recurrent...

Show available ports

12 Show available ports - Press this button to display the available MICB Release 2.0 ports. The display reflects the ports on a selected date. For example:

- You want to check the ports available on May 1. You click the **Calendar** icon, select May 1 and then press **Apply** and **OK**.
- You press **Show available ports**. The frame at the bottom of the window shows how many ports are available during each hour for the day you selected.

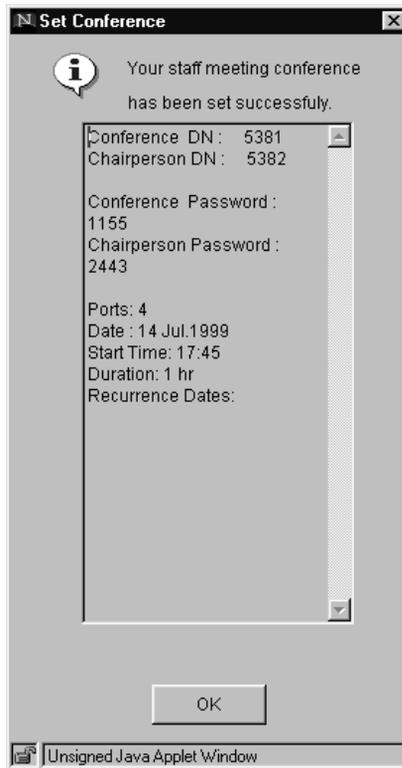
08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
10	10	10	10	30	30	30	30	30	30	30	30	30	30
◀													

Submit a one-time conference

- 1 From the Main Window, Press the **Submit** button. MICB Release 2.0 receives the one-time conference data over the network. MICB processes the data and replies with a window labeled **Set Conference**. The replies, described below, appear on top of the Main Window.

Note: If you use a Windows computer and want to copy the text from the **Set Conference** window and paste it into a document, highlight the text and press **Ctrl C**. Do not use Netscape's or Explorer's copy feature.

- **Your conference has been set successfully.** The message contains basic conference parameters, including DNs and passwords.



- **The conference definitions can not be set** - The message indicates failure by MICB Release 2.0 to set up a one-time conference and gives one of the following reasons:
 - Ports are missing - presents the available ports. The message shows how many ports are missing. Press **Set anyway** to accept the reduced number of ports.



- DN already in use -Click cancel, select another DN from the Specific DN list box in the Main Window and resubmit the conference.
- No DN available - Click Cancel. Change the time and duration settings in the Main Window and resubmit the conference.

Submit a recurrent conference

You can create a conference that recurs up to 15 times. To create a recurrent conference, complete the steps for defining a one-time conference, and then perform the following additional steps:

Note: To schedule a recurrent conference, you must check the 'Specific DN' box.

- 1 Click the **Recurrent** button in the lower-right of the Main Window. This opens the Recurrence Options dialog box.



- 2 In the Recurrence Options dialog box, check the 'Recurrent Conference' box.
- 3 Select the frequency for the recurrent conference (e.g. every workday or every week).
- 4 Select the number of occurrences for the conference, from two to 15.
- 5 Click **Verify** to verify that the requested number of ports are available for each occurrence.

Note: If the requested number of ports are not available for every occurrence, try adjusting the number of ports, the start time, the start date, and/or the frequency of the recurrent conference.

- 6 Click **OK** to close the dialog box and store the recurrent conference parameters.

Note: The MICB does not reserve the recurrent conference at this point; you must click **Submit** to reserve the recurrent conference parameters.

- 7 From the **Main Window**, click the **Submit** button. MICB Release 2.0 receives the recurrent conference data over the network. MICB Release 2.0 processes the data and replies with a window labeled **Set Conference**.
- **Your conference has been set successfully** - The message contains basic conference parameters and presents a list of times and dates scheduled for recurring conferences. (See Figure 4.)
 - **The Conference Definitions could not all be set** - The message window displays all the dates requested for the recurrent conference and explains why MICB Release 2.0 rejected them.

Figure 4
Recurrent conference acknowledgment window



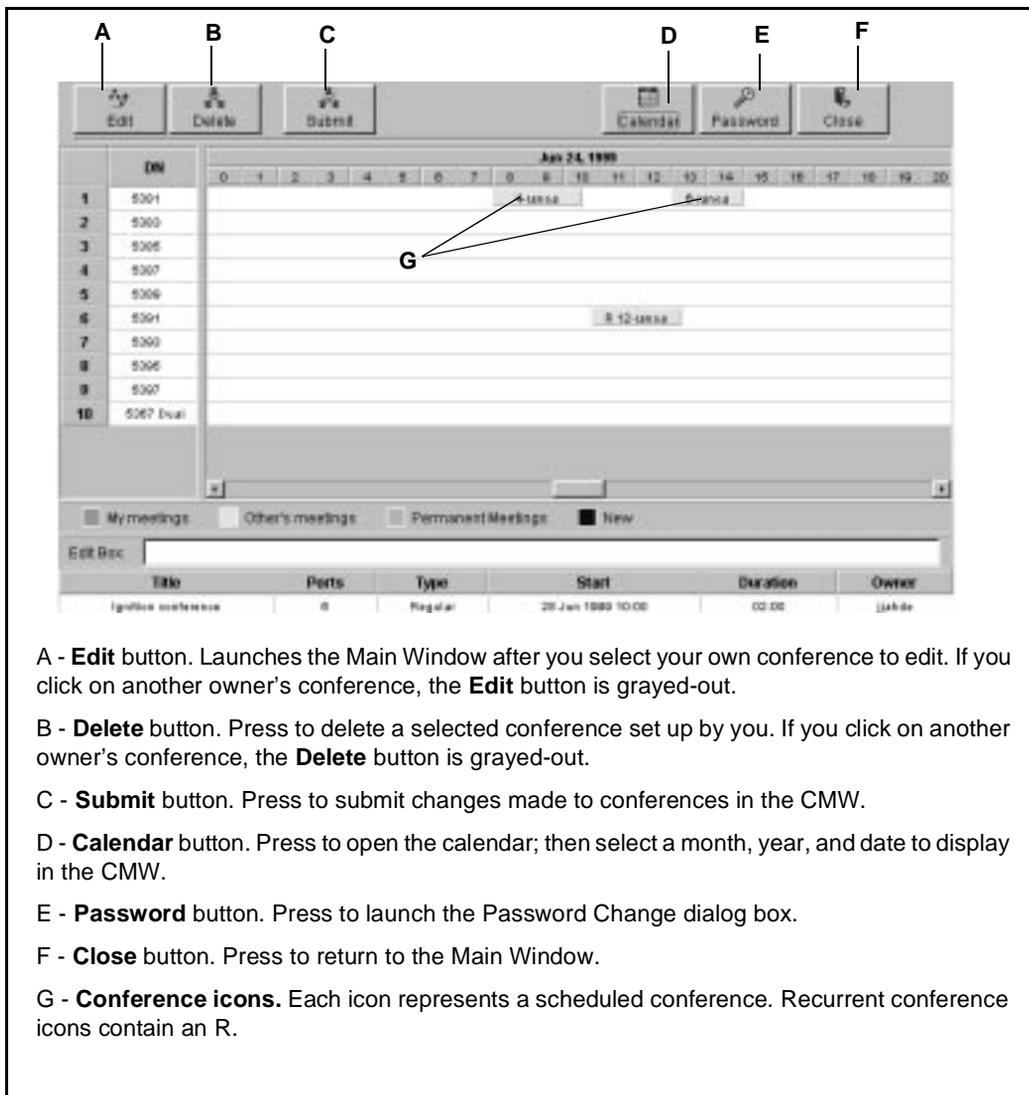
About the Conference Manager window

Click the Manager button on the Main Window Button bar to access the Conference Management Window (CMW). Figures 5 and 6 describe CMW components. Use the CMW to:

- browse DNs and ports available on a selected date
- edit details for a conference you created
- delete a one-time or recurrent conference you created
- change your MICB Release 2.0 login password
- reset conference start times for a conference you created
- view details of conferences created by yourself and others
- submit conference modifications

Note: You can only modify conferences you created.

Figure 5
Conference Management Window components (part 1 of 2)



A - **Edit** button. Launches the Main Window after you select your own conference to edit. If you click on another owner's conference, the **Edit** button is grayed-out.

B - **Delete** button. Press to delete a selected conference set up by you. If you click on another owner's conference, the **Delete** button is grayed-out.

C - **Submit** button. Press to submit changes made to conferences in the CMW.

D - **Calendar** button. Press to open the calendar; then select a month, year, and date to display in the CMW.

E - **Password** button. Press to launch the Password Change dialog box.

F - **Close** button. Press to return to the Main Window.

G - **Conference icons**. Each icon represents a scheduled conference. Recurrent conference icons contain an R.

Figure 6
Conference Management Window components (part 2 of 2)

The screenshot shows the Conference Management Window (CMW) interface. At the top, there is a toolbar with buttons for Edit, Delete, Submit, Calendar, Password, and Close. Below the toolbar is a date field showing "Jun 24, 1999" and a grid of 24 one-hour increments (0-23). A list of ten DN entries is on the left. A scroll bar is below the grid. At the bottom, there are radio buttons for "My meetings", "Other's meetings", "Permanent Meetings", and "New". An "Edit Box" is at the bottom left, and a table of conference details is at the bottom right.

	DN	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	5301																								
2	5302																								
3	5305																								
4	5307																								
5	5309																								
6	5301																								
7	5303																								
8	5305																								
9	5307																								
10	5307 Dial																								

E - Conference icon color codes. Orange = your conferences. Yellow = other's conferences. Lavender = permanent conference. Blue = new or modified conference not yet submitted.

Title	Ports	Type	Start	Duration	Owner
London conference	0	Regular	20 Jun 1999 10:00	02:00	jjk@e

F - Edit Box. To use, select one of your own conferences. Select the detail at the bottom of the screen (see **G**) that you want to edit. Edit the detail in the Edit Box and press **Return**. Click **Submit** to save the change.

G - Conference details. When you click a conference icon, the icon border turns black and the conference details window displays the title, ports, type, start time, duration, and owner's name.

How to display the CMW for a selected date

The default setting for the CMW is the current date. Use the Calendar button or Date scroll bar to set the CMW display to a particular date. In this example, you want to see the CMW for July 9.

- 1 From the Main window, press **Manager**.
- 2 The CMW displays conference data for the current day.
- 3 Use the **Calendar** icon to show the July 9 CMW:
 - Press the **Calendar** button.
 - Select July from the list box and click in the calendar on 9.
 - Press **Apply** and **OK**.
 - The CMW for July 9 appears.



- 4 Use the date scroll bar: (see **D** in **Figure 6** on page 19)
 - Click and drag the date scroll bar right to see future conferences or left to view past conferences.
 - A pop-up window appears as you move the scroll bar. Its display changes as you drag the scroll bar.
 - Stop when the pop-up window display reads July 9.

How to delete a scheduled conference

You can only delete conferences that you have scheduled. When you click on another person's conference, the **Delete** button is grayed-out.

Deleting a one-time conference

- 1 From the Main Window, press the **Manager** button.
- 2 Display the CMW for the date of the conference you want to delete.
- 3 Click on the orange box that represents the conference you want to delete.
- 4 Press the **Delete** button in CMW button bar. A dialog box appears. Press **Yes** to delete the conference.



Deleting a recurrent scheduled conference

You can delete either a single occurrence of a recurrent conference or a all subsequent instances. To delete a recurrent conference, do the following:

- 1 From the Main Window, press the **Manager** button.
- 2 Open the CMW to the desired occurrence of the recurrent conference.
- 3 Click on the orange box in the horizontal display that represents the conference.
- 4 Press the **Delete** button in the CMW button bar. You have three choices:
 - Selected Instance Only - Delete only this occurrence.

- All Instances - Delete this occurrence and all *subsequent* occurrences in this Recurrent Conference series.
- Cancel - Close the dialog box without deleting any occurrence and return to the CMW.

Note: To delete *all* occurrences of a recurrent conference, you must select the *first* occurrence in the CMW.

How to change your MICB Release 2.0 login password

- 1 From the Main window, Press the **Manager** button.
- 2 Press the **Password** button in the CMW button bar.
- 3 Enter a new password (six digits) in the **New password:** field.
Note: The password can only be numerical. You cannot define a password with letters or symbols.
- 4 Type the new password again in the **Confirm new password:** field.
- 5 Press OK to save your new MICB Release 2.0 password.



The screenshot shows a dialog box titled "Change Password" with a close button (X) in the top right corner. The dialog contains two text input fields: "New password :" and "Confirm new password :". Below the fields are two buttons: "OK" and "Cancel". At the bottom left, there is a small icon and the text "Unsigned Java Applet Window".

Changing the time of a scheduled conference

In this example, you reschedule the conference start time for a conference set for April 22. You can only reschedule your own conferences.

- 1 Display the CMW for April 22.
- 2 Click on the orange box for the conference you want to reschedule. The orange box turns dark blue.

Note: If you have other conferences scheduled, those icons turn dark blue, too. This is normal and does not mean your other conferences changed.

- 3 Drag the dark blue box left or right to place it beneath the new start time in the Hours bar. As you start to drag the box, a dialog box appears that contains number of scheduled ports, owner ID, conference date, start time, end time. The “hours” displayed in the dialog box change as you drag the box.
- 4 Click **Submit** on the CMW button bar. MICB Release 2.0 receives the information about the conference time change and sends a reply. If MICB Release 2.0 accepts the conference starting change, the box turns orange.

How to edit conference settings in the CMW

In this example, you edit a conference set for April 12. You add ports and change the conference duration. You can only edit your own conferences.

- 1 Display the CMW for April 12.
- 2 Click on the orange box for the conference you want to edit.
- 3 Press the **Edit** button in the CMW button bar.
- 4 The Main Window appears.
- 5 Click in the Ports list to change the number of ports from 4 to 6. Change the conference duration to three hours.
- 6 Press the submit button.
- 7 If MICB Release 2.0 accepts the changes, click OK in the reply.
- 8 Press the **Manager** button. The CMW displays the new conference settings.

How to view conference details for any conference

- 1 From the Main Window, click **Manager**.
- 2 Display the CMW for the desired date.
- 3 Click on any icon. The icon border turns black.
- 4 The Conference details window displays the conference title, ports, type, start time, duration, and owner ID.

How to use the Telephone User Interface

MICB provides a DTMF, menu driven, Telephone User Interface (TUI) scheduler. This interface allows a user to book a new simple conference using the key pad of the telephone. The user dials a unique DN for using the TUI, then schedules a conference by following a menu of instructions.

A user can use the TUI only to define a new simple conference with default attributes. The user inserts the conference parameters (through the key pad of the telephone) at the prompts of a guided voice menu. Also, the MICB plays actual voice error messages when the user makes a mistake.

Note: A user that calls the TUI has up to seven minutes to schedule a conference. After seven minutes, the MICB sends a voice message to the user indicating that the allotted time is over. The MICB then disconnects the call.

Before you can schedule a conference through the TUI, you must obtain the TUI dial-in number and your TUI user ID from the administrator. Your TUI password is the same as your BUI password.

To schedule a simple conference through the TUI, perform the following procedure:

- 1 Dial the TUI DN.
- 2 Enter your TUI user ID.
- 3 Enter your TUI password (6 digits).
- 4 Enter the date (optional) and time of the conference; the default date is the current date.
- 5 Enter the duration.
- 6 Enter the number of ports.

- 7** Enter the conferee DN (optional); if not entered, the MICB card generates it. (The MICB card determines the chairperson DN automatically.)
- 8** Enter the main (conference) and chairperson password lengths (optional).
- 9** Select the conference language (optional).

After the user enters all conference parameters, the MICB requests the user to confirm the reservation. The MICB sends a confirmation email to the TUI user.

The default attributes that the user does not set, but are set automatically by the MICB are:

- 1** Entry and exit by name
- 2** No custom greeting
- 3** No conference expansion
- 4** No name for the name of the conference
- 5** No name for the name of the chairperson

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

Meridian 1

Meridian Integrated Conference Bridge Release 2.0

User Guide

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