

Instructions for Use of the Conference Bridge User Manual

User Log in

Enter username and password.

Please Login

Username:



Password:

Remember Password

Opening Page

Conference Bridge

- Conference Controls
- Current Conferences
- Manage Conferences
- Conference Recordings
- Call Details
- Profile
- Help
- Logout

1 Conference ID	2 Conference Begin	3 Duration	4 Participant Count	Moderator	Actions	Mute / Unmute
123456789	Tue Jan 20 15:20:36 2009,	00:01:35	1			

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1. The conference id that is active.
Clicking on the conference id will take you to the next screen. If there is no conference currently in progress this line will be blank.
2. The date and time this conference began.
3. The duration of the conference.
4. Number of participants in the conference.
5. Clicking on this “x” will end the conference. You will be given a confirmation message of your action.
6. This is an indicator and control of the recording. Clicking it will start the recording and stop the recording.
7. Turns the conference volume up
8. Turns the conference volume down
9. Mutes or unmutes the entire conference

Clicking on the Conference Id

The screenshot shows the Sipmeeting interface. On the left is a sidebar menu with the following items: Conference Controls, Current Conferences (highlighted), Manage Conferences, Conference Recordings, Call Details, Profile, Help, and Logout. The main area displays a conference bridge for Conference: 123456789 with 1 total user. Below this is a table with the following columns and data:

1 Phone Number	2 Name	3 Server	6 Time In Conference	8 Actions	11 Mute/Unmute	12 Data
111-555-1212	John Example	127.0.0.1	00:08:09	[Icons: X, speech bubble, star]	[Mute/Unmute bar]	[Icons: speech bubble, star]

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1. This is the phone number of the person in the conference. (if calling on Skype or another voip service this may be blank)
2. The owner of the phone number. If the person is listed the name will be displayed. If not listed the telephone company that provides the phone number will be listed.
3. The server the call resides on. Used for technical purposes and monitoring by the system administrator.
4. Turns the conference volume down.
5. Turns the conference volume up.
6. The duration this participant has been in the conference.
7. Mutes the entire conference.
8. Kicks this participant. (gives confirmation message)
9. Turns this participants speaking volume up.
10. Turns this participants speaking volume down.
11. Indicates the mute/unmute status of the participant. (also clicking on the microphone will mute this individual)
12. The data column displays icons
 - the speech bubble indicates the active speaker
 - the star indicates the moderator

Managing Conference Settings

Add/Edit Conference

Editing Conference: 1

User Account:

Moderator Pin (Numbers Only)

Conference Type Macro (leave blank for regular conference):

Presentation mode (only moderators unmuted) 1

Question and answer mode (*5 to enable unmute) 2

Enable Keypad Functions (must be checked) 3

Allow users to raise and lower their hand 4

Allow the user to exit the conference by pressing the # sign 5

Set the conference to be initially muted 6

Display the talking bubble 7

Enable music on hold when the conference has a single caller 8

Announce user(s) count on joining a conference 9

Do not allow users to hear the conference count 10

Don't play enter or exit tones 11

Play exit tone only (Must have don't play enter or exit tones checked)

Play enter tone only (Must have don't play enter or exit tones checked)

Wait for the moderator before starting the conference 12

Close the conference when the (last) moderator leaves 13

Tell the user they have been muted with phone control 14

Extended *5 Mode 15

Press *5 and then:

Press 1 - all callers muted and may not unmute themselves

Press 2 - all callers are muted and may unmute themselves

Press 3 - all callers are unmuted

Announce that the conference is being recorded when starting the recorder 16

Announce that the conference recording is being stopped 17

Allow the Moderator to record a call preface 18

Conference Preface: 19

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1. Presentation mode – all callers are muted and only the moderators are unmuted *
2. Q&A mode- all callers enter the conference muted and unable to unmute themselves. The moderator can press *5 and allow the muted participants to unmute themselves.*
3. Plays the menu of keypad options when the "*" is pressed by either the moderator or participant. Should be enabled on every conference.
4. Allows participants to press *5 to raise their hand.
5. Allows the user to exit the conference by pressing the "#".
6. *Everyone entering the conference is muted and may unmute themselves.
7. Displays the speaker balloon for those who are talking.
8. Music plays when there is only one participant in the conference.
9. Announces user count to all participants upon entry.
10. This disables the *0 for participants and does not play the conference count upon entry.
11. Selected if you do not want tones played when joining and leaving.
12. Ends the conference when the last moderator leaves
13. Select to place everyone on hold until the moderator joins.
14. Tells the participant when they are muted when the moderator mutes them by pressing *5.
15. Extended *5 menu makes the additional commands available
16. Select so that your participants know they are being recorded.
17. Lets participants know the recording is stopped.
18. Will prompt the moderator to record a conference preface prior to entering the conference.
19. Adds a preconference greeting.
20. After selecting settings click to save those settings.

Icons



Individual is muted.

Individual is unmuted.



Recording is idle.



Recording is running



Volume up and Volume down. (when next to an individual it controls their speaking volume, when anywhere else on the page it controls the volume of the entire conference)



Mute all



Raised Hand



Lock Conference



Block Caller



Kick caller/conference (kick caller when next to their number, kick conference any where else on the system)



Talk Box



Caller is on hold and hearing music



Caller is not on hold and hearing conference.

Keypad Controls

Moderator Keypad Controls

*1 Mute/ Unmute Self	*2 Lock/Unlock Conference	*3 Start/Stop Recording
*4 Conference Vol. DOWN	*5 Mute All Callers	*6 Conference Vol. UP
*7 Speaking Vol. DOWN	*8 Exit Menu	*9 Speaking Vol. UP
* Press Before Any Command	*0 Participant Count	# Exit Conference

Participant Keypad Controls

*1 Mute/ Unmute Self	2	3
*4 Conference Vol. DOWN	5	*6 Conference Vol. UP
*7 Speaking Vol. DOWN	*8 Exit Menu	*9 Speaking Vol. UP
* Press Before Any Command	*0 Participant Count	# Exit Conference

Recording Playback Keypad Controls

1 Pause/ Restart	2	3
4 Rewind 3 Sec.	5 End Playback	6 Fast Fwd 3 Sec.
7	8	9
*	0	#