



Nortel Networks

Integrated Conference Bridge

Tutorial

Standard
Version 1.00
July 2004

Nortel Networks Integrated Conference Bridge Overview

Nortel Networks Integrated Conference Bridge (ICB) allows users to schedule and administer multiple, simultaneous conference calls.

Set up and manage a conference on the ICB in one of the following ways:

- Use the Browser User Interface (BUI)
- Use the Microsoft® Outlook® User Interface
- Use the Telephone User Interface (TUI)

Browser User Interface (BUI)

Accessing the BUI

1. Open Microsoft Internet Explorer ® or Netscape Navigator®.
2. Enter the URL of the BUI in the browser's address bar.
3. Click the **LOGIN** button.
4. Log in to ICB.
 - If you are logging in to schedule a new conference or attend a conference, enter your ICB User Name and password.
 - If you are logging in as chairperson for a conference, enter the chairperson access number, and password if required. This is the same information that you would dial if you were accessing the conference from a telephone.
5. Click **OK**.

The **Conference List** window opens (see next slide).

Browser User Interface (BUI) Conference List window

NORTEL
NETWORKS
Integrated
CONFERENCE
Bridge

Patricia McKnight
16 Feb, 2004 17:50
Print
Logout
Help

Schedule a New Conference

Change Password

Conference List

Starting from: For day(s) GO

[Today](#)
◀
[Previous period](#)
▶
[Next period](#)

Conference on: Feb 16, 2004 - Feb 22, 2004

Conference title	Number of participants	Date	Start time	Duration	Dialing access	Chairperson access	Edit	Delete	Copy	Control
Team meeting	3	Feb 16, 2004	17:30	1:00 hr	1114	1115				
Code review	3	Feb 17, 2004 (R)	16:00	1:00 hr	1114	1115				
Management meeting	4	Feb 18, 2004	14:00	1:00 hr	1114	1115				
Code review	3	Feb 18, 2004 (R)	16:00	1:00 hr	1114	1115				
Code review	3	Feb 19, 2004 (R)	16:00	1:00 hr	1114	1115				

(R) Recurrent conference

Refresh

(Press Refresh to update the table)

Browser User Interface (BUI) Scheduling a conference

1. Click the **New Conference** button in the **Conference List** window.
The **Schedule a New Conference** window opens.

NORTEL NETWORKS Integrated **CONFERENCE** Bridge

Patricia McKnight
16 Feb, 2004 16:06

Print Logout Help

Schedule a New Conference

General

Subject:

Number of participants:

Select Date (Month, Day, Year):

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

Time

Start time:

Duration: hr

Options
(Press here to view options)

Access Numbers

Automatically assigned

Choose a number

Set Conference Reset Details Cancel

Browser User Interface (BUI)

Scheduling a conference (cont.)

2. Define **General** information for the conference.
 - a) Enter the **Subject** of the conference (up to 20 characters).
 - b) Select the **Number of participants** from the drop-down list.
 - c) Select the date from the drop-down lists beside **Select Date**.
 - i. Click **Free Ports** to see if enough ports are available on the selected date, and adjust the date and/or number of participants if required.
 - ii. Click **Close**.
 - d) Edit the **Chairperson**'s name (up to 20 characters), if necessary.
3. Set the **Time** for the conference.
 - a) Select the **Start time** from the drop-down lists.
 - b) Select the **Duration** of the conference from the drop-down list.
4. Define the **Access Numbers** for the conference.
 - If you are not setting up a recurring conference, select **Automatically assigned**.
 - If you are setting up a recurring conference, select **Choose a number** and select a number pair from the drop-down list. The first 4-digit number is the access number for the conference participants; the second is the access number for the chairperson.

Browser User Interface (BUI)

Scheduling a conference (cont.)

5. To set or cancel passwords that the participants and chairperson must use to access the conference:
 - a) Click **Options**.
 - b) For the **User Password** used by the participants:
 - Select **No password** if no password is required.
 - Select **Automatically assigned password** to let the the system select the password.
 - Select **Define a password** and enter a numeric password 4 to 8 digits long.
 - c) For the **Chairperson Password**:
 - Select **No password** if no password is required.
 - Select **Automatically assigned password** to let the the system select the password.
 - Select **Define a password** and enter a numeric password 4 to 8 digits long.
 - d) Click **Close**.

Browser User Interface (BUI)

Scheduling a conference (cont.)

6. If you are scheduling a recurring conference:
 - a) Click **Options**.
 - b) Select **Recurrence** in the **Recurrence** section.
 - c) Select the recurrence interval from the **Recur Every** drop-down list.
 - d) Select the number of recurrences from the **End after** drop-down list.
 - e) Click **Verify** to make sure the number of ports are available on the dates chosen.
 - f) Click **Return**.
 - g) Click **Close**.

Browser User Interface (BUI)

Scheduling a conference (cont.)

7. To set General Options for the conference:

- a) Click **Options**.
- b) Select how the system indicates the arrival and departure of participants from the **Indication for entry and exit** drop-down list.
- c) Select a **Language** to be used for voice prompts in the conference from the drop-down list.
- d) Select **Add ports if needed** if you want the system to add ports if the number of actual participants exceeds the number of ports you booked (optional).
- e) Select **Keep one port for chairperson** if you want one port to be reserved for the chairperson only (optional).
- f) Click **Close**.

8. Click **Set Conference**.

The **Conference Details** window opens, indicating your conference was booked successfully. Remember the access numbers and passwords, as you will need them to access the conference.

9. Click **OK**.

Browser User Interface (BUI)

Editing a conference

1. In the **Conference List** window, click the  icon for the conference you want to edit.
2. Edit the conference details as required (see the **Scheduling a conference** slides starting on slide 5).
Note: Some of the details cannot be edited. The system does not allow you to make changes in those fields.
3. Click **Set Conference** when you are finished editing.

Browser User Interface (BUI)

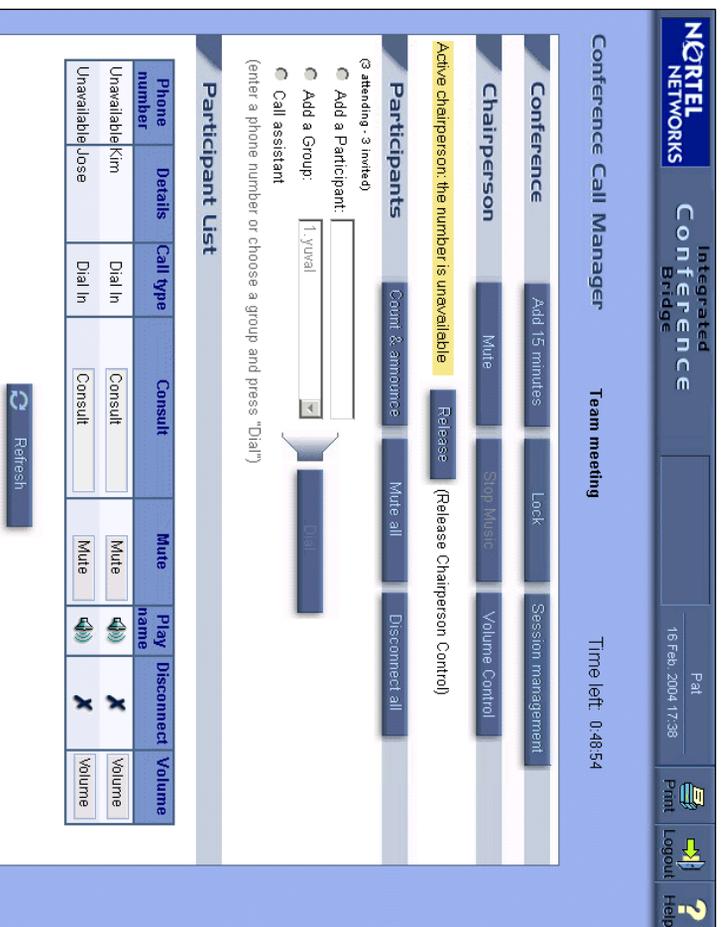
Deleting a conference

1. In the **Conference List** window, click **X** for the conference you want to delete.
2. Confirm the deletion in the pop-up confirmation window, as follows:
 - For a one-time conference, click **OK**.
 - For a recurring conference, do one of the following:
 - To delete just the selected occurrence of the series, select **Selected Instance Only**.
 - To delete the selected instance and all the other conferences in the series, select **Include Following**.

Browser User Interface (BUI)

Managing a conference in progress (chairperson only)

1. Log in to ICB using the chairperson access number and chairperson password (if required) from the **Conference Details** window.
2. In the **Conference List** window, click  for the conference.
The **Conference Call Manager** window opens. All activities in this window are optional.



Conference Call Manager Team meeting Time left: 0:48:54

Conference Add 15 minutes Lock Session management

Chairperson Mute Stop Music Volume Control

Active chairperson; the number is unavailable Release (Release Chairperson Control)

Participants Count & announce Mute all Disconnect all

(3 attending - 3 invited)

Add a Participant:

Add a Group:

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

Phone number	Details	Call type	Consult	Mute	Play name	Disconnect	Volume
Unavailable Kim		Dial In	<input type="text" value="Consult"/>	<input type="button" value="Mute"/>	<input type="button" value="Play"/>	<input checked="" type="checkbox"/>	<input type="text" value="Volume"/>
Unavailable Jose		Dial In	<input type="text" value="Consult"/>	<input type="button" value="Mute"/>	<input type="button" value="Play"/>	<input checked="" type="checkbox"/>	<input type="text" value="Volume"/>

Browser User Interface (BUI)

Managing a conference in progress (chairperson only) (cont)

- Use the **Conference** section to manage the conference itself.
 - Click **Add 15 minutes** to add 15 minutes to the conference.
 - Click **Lock** to lock the conference, preventing additional callers from joining. Click **Unlock** to unlock the conference so additional callers can join.
 - Click **Session Management** to hold a vote or have a question-and-answer session.
- Use the **Chairperson** section to manage your status.
 - Click **Mute** to mute yourself. Click **Unmute** to unmute yourself.
 - Click **Stop Music** to turn off the music that plays when only one person is in the conference. Click **Start Music** to turn the music back on.
 - Click **Volume Control** to adjust your listening or speaking volume.
 - Click **Release** to release chairperson control. Another person can then gain chairperson control by logging in to ICB with the chairperson access number and password.

Browser User Interface (BUI)

Managing a conference in progress (chairperson only) (cont)

- Use the **Participants** section to manage the status of everyone else in the conference.
 - Click **Count & announce** to announce the total number of participants in the conference.
 - Click **Mute all** to mute everyone. Click **Unmute all** to unmute everyone.
 - Click **Disconnect all** to disconnect everyone except yourself (the chairperson).
 - Look at (**# attending - # invited**) to see how many ports were reserved and how many are actually being used.
 - To make a private call outside of the conference:
 1. Do one of the following:
 - Select **Add a Participant**, and enter a telephone number to call a person (or persons) outside of the conference.
 - Select **Add a Group**, and select the call-out group from the drop-down list to call a pre-defined group.
 - Select **Call assistant** to place a call through the Call Assistant.
 2. Click **Dial**.
 3. To complete the call and return to the conference, do one of the following:
 - Select **Return with called party** to return to the conference and add the called party to the conference.
 - Select **Return without called party** to return to the conference. The called party will not be added to the conference.

Browser User Interface (BUI)

Managing a conference in progress (chairperson only) (cont)

- Use the **Participant List** section to manage the status of individual participants.
 - Enter details about the participants, such as their names, in the **Details** field.
 - Click **Consult** to have a private conversation with the participant. Click **End Consultation** to return to the conference.
 - Click **Mute** to mute the participant. Click **Unmute** to unmute the participant.
 - Click  to play the name of the participant as recorded when the person joined the conference.
 - Click  to disconnect the participant.
 - Click **Volume** to adjust the listening and speaking volume of the participant.

Microsoft Outlook User Interface

Setting up ICB in Microsoft Outlook

1. Ask your Microsoft Outlook administrator for the name of the ICB form.
2. Open Microsoft Outlook.
3. Right-click **Calendar** in the **Folder List** on the left-hand side.
4. Select **Properties** in the pop-up menu.
The **Calendar Properties** window opens.
5. Select the **General** tab.
6. Select the library in which the files were published:
 - If you published the forms yourself, select **Personal Forms Library** in the **Look In** field
 - If the ICB administrator published the files, select **Organizational Forms Library** in the **Look In** field.
7. Select the form name and click **Open**.
8. Click **OK**.

Microsoft Outlook User Interface

Scheduling a conference

1. Open Microsoft Outlook.
2. Click **Calendar** in the **Folder List** on the left-hand side.
3. Click **New** in the top toolbar.
Note: Click **Yes** if asked to **Enable Macros**.
4. Set up the conference in Microsoft Outlook as follows:
 - a) Select the **Appointment** tab.
 - b) Enter a **Subject** for the conference (optional).
 - c) Enter the start date and time for the conference using the **Start time** drop-down lists.
 - d) Enter the end date and time for the conference using the **End time** drop-down lists.
 - e) Click **Invite attendees** in the top toolbar.
 - f) Click **To**.
 - g) For each invitee:
 - i. Select the invitee's name from the list of names.
 - ii. Click **Required**.
 - h) Click **OK** when you have selected all the invitees.

Microsoft Outlook User Interface

Scheduling a conference (cont.)

5. If you are scheduling a recurring conference:
 - a) Click **Recurrence** in the top toolbar.
 - b) Select the **Start** time, and **End** time or **Duration** from the drop-down lists in the **Appointment** section in the **Appointment Recurrence** window.
 - c) Select the **Recurrence pattern**:
 - i. Set the interval as **Daily**, **Weekly**, or **Monthly**.
 - ii. Set the specific recurring pattern based on the interval you just selected.
 - d) Set the **Range of Recurrence**:
 - i. Select the **Start** date from the drop-down list.
 - ii. Select the end of the recurrences, either after a specific number of occurrences or after a specific date.

Note: Do not enter more than 52 occurrences or set an end date later than one year from today.
 - e) Click **OK**.

Microsoft Outlook User Interface

Scheduling a conference (cont.)

6. Set up the conference in ICB using the ICB form:

a) Select the **ICB** tab.

The ICB form opens.

The screenshot shows the 'User Defined' dialog box in Microsoft Outlook. The 'ICB' tab is active. The 'ICB Address' field contains 'http://62.90.58.231'. The 'Start' field is set to 'Mon 16/02/2004 8:00 AM' and the 'Duration' is '30 minutes'. The 'Number of participants' is a dropdown menu. There are also fields for 'Owner Id:', 'Chairperson:', and 'Access Numbers' with radio buttons for 'Automatically assigned' and 'Choose a Number'. An 'Options' button is at the bottom.

Microsoft Outlook User Interface

Scheduling a conference (cont.)

6. Set up the conference in ICB using the ICB form (cont.):
 - b) Select an ICB card from the **ICB Address** drop-down list.
Note: If the drop-down list contains no entries, type in the IP address of the ICB card (obtained from your ICB administrator) in the **ICB Address** field.
 - c) Select **ICB Conference**.
 - d) In the **Enter Network Password** window, log in to ICB:
 - i. Enter your **ICB User Name**.
 - ii. Enter your **ICB Password**.
 - iii. Click **OK**.
 - e) Edit the name in the **Chairperson** field (optional).

Microsoft Outlook User Interface

Scheduling a conference (cont.)

6. Set up the conference in ICB using the ICB form (cont.):
 - f) Select the **Number of participants** from the drop-down list.
 - i. Click **Free Ports** to make sure enough ports are available on the selected date, and adjust the date and/or number of participants as required.
 - ii. Click **Close Free Ports**.
 - g) In the **Access Numbers** section, define the access numbers for the conference.
 - If you are setting up a one-time only conference, select **Automatically assigned**.
 - If you are setting up a recurring conference, select **Choose a Number** and select a number pair from the drop-down list. The first number is the access number for the participants; the second is the access number for the chairperson.

Microsoft Outlook User Interface

Scheduling a conference (cont.)

6. Set up the conference in ICB using the ICB form (cont.):
 - h) To set or cancel passwords for the Participants and Chairperson to use to access the conference:
 - i. Click **Options**.
 - ii. For the **User Password**:
 - Select **No password** if no password is required.
 - Select **Automatically assigned password** to let the the system select the password.
 - Select **Define a password** and enter a numeric password 4 to 8 digits long.
 - iii. For the **Chairperson Password**:
 - Select **No password** if no password is required.
 - Select **Automatically assigned password** to let the the system select the password.
 - Select **Define a password** and enter a numeric password 4 to 8 digits long.
 - iv. Click **Close Options**.

Microsoft Outlook User Interface

Scheduling a conference (cont.)

6. Set up the conference in ICB using the ICB form (cont.):
 - i) To set General Options for the conference (optional):
 - i. Click **Options**.
 - ii. Do any of the following:
 - Select how the system indicates the arrival and departure of participants from the **Indication for entry and exit** drop-down list.
 - Select a **Language** to be used for voice prompts in the conference from the drop-down list.
 - Select **Add port if required** if you want the system to add ports when the number of actual participants exceeds the number of ports you booked.
 - Select **Keep one port for chairperson** if you want one port to be reserved for the chairperson only.
 - iii. Click **Close Options**.

Microsoft Outlook User Interface

Scheduling a conference (cont.)

7. Click **Send**.

An ICB Conference dialog window opens, indicating your conference was booked successfully. Remember the access numbers and passwords, as you will need them to access the conference. Conference details, including the access information, are sent to the invited parties in an e-mail message.

8. Click **OK**.

Microsoft Outlook User Interface

Viewing conference details (scheduler only)

1. Open Microsoft Outlook.
2. Click **Calendar** in the **Folder List** on the left.
3. Double-click the conference for which you want to view the details.
4. In the ICB tab, click **Display**.
A window opens displaying the details for the conference, including the access information.
5. Click **OK** to close the window.

Microsoft Outlook User Interface

Editing a conference

1. Open Microsoft Outlook.
2. Click **Calendar** in the **Folder List** on the left.
3. Double-click the conference you want to edit.
4. Select the **Appointment** tab and change **Subject**, **Start time**, **End time**, or invitees, as required.
5. Click **Recurrence** in the top toolbar and change recurrence details as required.
6. Select the **ICB** tab and change ICB details as required. You cannot change the **ICB Address** and **Owner ID** fields.
7. Click **Send**.

An ICB Conference dialog window opens, indicating your conference was booked successfully. Remember the access numbers and passwords, as you will need them to access the conference.
8. Click **OK**.

Microsoft Outlook User Interface

Deleting a conference

1. Open Microsoft Outlook.
2. Click **Calendar** in the **Folder List** on the left.
3. Right-click the conference you want to delete.
4. Choose **Delete** from the pop-up menu.
5. Select **Send cancellation and delete meeting**.
6. Click **OK**.

Microsoft Outlook User Interface

Managing a conference in progress (chairperson only)

1. Open Microsoft Outlook.
2. Click **Calendar** in the **Folder List** on the left.
3. Double-click the conference in progress.
4. Select the **ICB** tab.
5. Log in to ICB as the chairperson, using the chairperson access number and password (if required).
6. Click **Control**.
The **Conference Call Manager** window in the Browser User Interface opens (see slide 12).
7. Manage the conference as required, using the instructions in the **Managing a conference** slides starting on slide 13.

Telephone User Interface (TUI)

Scheduling a conference for today

1. Dial the TUI access number provided by the ICB administrator.
2. Log in to the TUI:
 - a) At the prompt, enter your TUI user name followed by *.
 - b) At the prompt, enter your TUI password followed by *.
3. At the prompt, press **1** on the telephone keypad.
4. Enter the start time for the conference using the telephone keypad. Enter the time as four digits (hhmm) in 24-hour format (15-minute intervals), followed by *. For example, enter **0945*** for a conference that starts at 9:45 in the morning.
5. Enter the duration of the conference. Enter the duration as four digits (hhmm) in hours and minutes (15-minute intervals) to a maximum of 12 hours, followed by *. For example, enter **0215*** for a conference that lasts two hours and 15 minutes.
6. Enter the number of ports that are needed for the conference, followed by *. For example, enter **5***.
7. Do one of the following:
 - Press **1** to continue entering definitions (DN, password lengths, and language) for the conference.
 - Press **2** to finish defining the conference. Go to step 11.

Telephone User Interface (TUI)

Scheduling a conference for today (cont.)

8. Select the DN that participants must dial to join the conference.
 - Press **1** to select a DN.

The system plays a list of numbers and corresponding DNs. Enter the number corresponding to the DN you want to use.
 - Press **2** to have the system select the DN automatically.

Note: The system automatically generates the DN that the chairperson must dial.

9. Select password lengths.
 - a) For the participant password, press **0*** for no password, or enter the password length (4 to 8 digits) followed by *****.
 - b) For the chairperson password, press **0*** for no password, or enter the password length (4 to 8 digits) followed by *****.
10. Select the language.
 - Press **1** to select a language.

The system plays a list of numbers and corresponding languages. Enter the number corresponding to the language you want to use.
 - Press **2** to select the default language.
11. Press **1** to confirm the reservation.

The conference details are sent to you in an e-mail message.

Telephone User Interface (TUI)

Scheduling a conference for a specific day

1. Dial the TUI access number provided by the ICB administrator.
2. Log in to the TUI:
 - a) At the prompt, enter your TUI user name followed by *.
 - b) At the prompt, enter your TUI password followed by *.
3. At the prompt, press **2** on the telephone keypad.
4. At the prompt, enter the date for the conference using the telephone keypad. Enter the date as eight digits (ddmmyyyy) followed by *. For example, enter **11032004*** for a conference to be held on March 11, 2004.
5. Finish defining the conference in the same way as you would if you were scheduling a conference for the current day. Follow the steps in **Scheduling a conference for today**, slides 29 and 30, starting at step 3.

Telephone User Interface (TUI)

Using the TUI commands

If you are the conference chairperson:

1. Dial in to the conference as the chairperson, using the chairperson DN and password (if configured).
2. Use the commands in the tables on slides 33 to 35, as required.

If you are not the conference chairperson:

1. Dial in to the conference as a regular participant, using the conferee DN and password (if configured).
2. Use the commands in the tables on slides 36 and 37, as required.

Telephone User Interface (TUI)

TUI command summary – chairperson

Command	Description
*0<DN>#	Dial out to another DN, where <DN> is the called party's DN. The called party must not be a conference participant. To return to the conference, see the table on slide 32.
*0#	Dial out to the Call Assistant.
*#	Redial the last dialed DN.
*2<GN>#	Dial out to a Call-Out Group, where <GN> is the group number to call.
*4	Lock or unlock the conference.
*10	Mute or unmute all ports.
*19	Mute or unmute yourself (the chairperson).
*52	Release chairperson command.
*60	Count conferees and announce names to all participants.
*69	Play a scrolling list of participants for the chairperson. You can use this menu to access an individual participant.
	See the table on slide 35 for commands you can use with individual participants.
*71	Decrease your speaking volume.

Telephone User Interface (TUI)

TUI command summary – chairperson (cont.)

Command	Description
*72	Restore your initial speaking and listening volume levels.
*73	Increase your speaking volume.
*74	Decrease your listening volume.
*76	Increase your listening volume.
*78	Restore the initial volume level of all participants.
*81	Vote “Yes” in a voting session.
*82	Vote “No” in a voting session.
*83	Do not vote in (abstain from) a voting session.
*90	Disconnect all ports except your own (the chairperson’s).
*91	Disconnect the last dialed-out port.
*92	Disconnect the last dialed-in port.
*98	Extend the conference by 15 minutes (to a maximum of 12 hours).
*99	Stop or start the music that plays when you are the first and only person in the conference.
*	Cancel current command.
**	Start or stop the Help menu.

Telephone User Interface (TUI)

TUI command summary – chairperson (cont.)

Use these commands to return to the conference after dialing out to another DN (command *0<DN>#)

Command	Description
*2	Return to the conference with dialed party.
*3	Return to the conference without dialed party.

Use these commands to access an individual participant while the system plays a list of participants (command *69).

Command	Description
#	Stop and start the playlist.
0	Consult privately with the participant.
1	Mute or unmute the participant.
2	Play the current participant's name.
4	Select the previous participant in the list.
6	Select the next participant in the list.
9	Disconnect the current participant.
*3	Return to the conference.

Telephone User Interface (TUI)

TUI command summary – participant

Command	Description
*19	Mute or unmute yourself.
*51	Acquire chairperson command.
*71	Decrease your speaking volume.
*72	Restore your initial speaking and listening volume levels.
*73	Increase your speaking volume.
*74	Decrease your listening volume.
*76	Increase your listening volume.

Telephone User Interface (TUI)

TUI command summary – participant (cont.)

Command	Description
*81	Vote “Yes” in a voting session.
*82	Vote “No” in a voting session.
*83	Abstain from voting in a voting session.
*85	Ask a question in a question-and-answer session.
*86	Cancel a question in a question-and-answer session.
*99	Stop or start the music that plays when you are the first and only person in the conference.
*	Cancel current command.
**	Start or stop the Help menu.

For further information on the Nortel Networks Integrated Conference Bridge, refer to:
Nortel Networks Integrated Conference Bridge User Guide.

Nortel Networks Integrated Conference Bridge Tutorial

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Document release: Standard 1.00

Date: July 2004

Produced in Canada

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