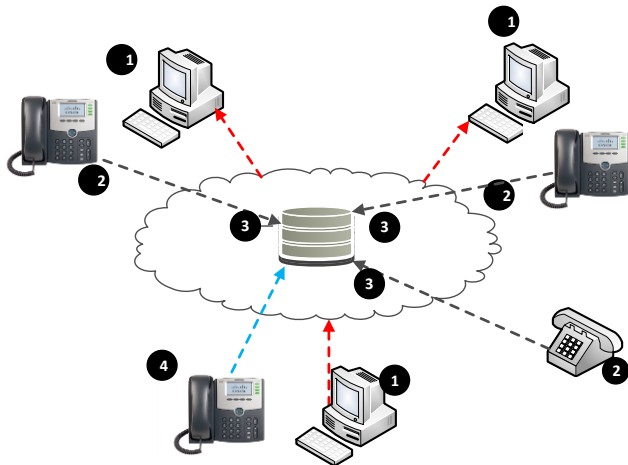


Feature Overview

Meet Me Conferencing is a XO Hosted PBX integrated feature allowing multiple callers to join in a single call which enables meetings among diversely located invitees at any time. This feature enhances productivity by providing a tool that facilitates communication among a group of people no matter where they are located. Once the feature is installed, it can be used at any time without the need for scheduling or reservation. This allows impromptu meetings which help businesses make decisions more quickly.

Meet Me Conferencing Calling Example



1. A conference moderator invites callers by communicating a conference bridge telephone number and a passcode.
2. At the specified time, the callers dial the conference bridge telephone number and are prompted to enter the bridge passcode.
3. If the passcode is correct, the caller is placed into the conference bridge where they can communicate with others on the bridge. (If the passcode is wrong, they are prompted to enter the passcode)
4. The moderator joins the bridge with a different passcode which allows additional controls over the conference.
5. Callers can enter and leave the conference at any time.
6. The moderator can leave the conference and depending on the setup may allow the conference to continue or close the conference when departed.

Feature Details

- Customers may have multiple Meet-Me conference bridges per site.
- Multiple conference bridge owners (moderators) at the Site can be assigned to the same bridge.
- Each bridge supports up to 147 concurrent participants (ports), so customers will need to allocate their bridge owners based on an assumed level of oversubscription.
- Bridge ports are consumed on a first come-first served basis among all conference participants and moderator hosts.
- Each Moderator/Conference ID is allocated 20 bridge ports by default. The Site Administrator can change bridge port allocation on a per owner basis; the range is from 3 to 147 ports.
- A Conference ID and Moderator PIN will be system generated for each moderator user assigned to a bridge and emailed to them.
- On-demand conference recordings
 - Moderator controlled through DTMF "*" code
 - Can be up to 2 hours in length and saved in MP3 format
 - May be downloaded for archival purposes
 - Those older than 30 days will automatically be deleted from the system

Feature Prerequisites

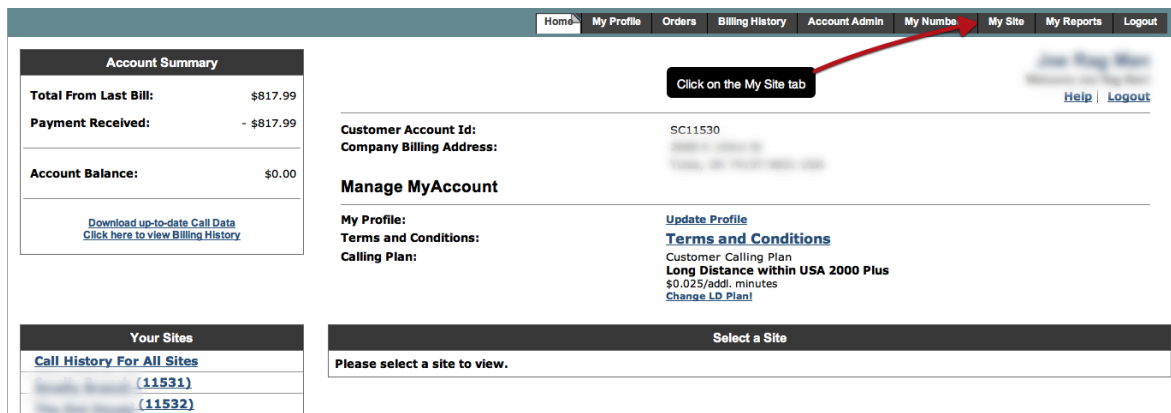
Before the Meet Me Conferencing service can be used the following conditions must be met:

- Meet Me Conferencing must be ordered and configured at the site level.
- A two-way number must be available and assigned to the Meet Me conference bridge.
- Moderator (user) phone number(s) must be assigned to the bridge.

Feature Setup

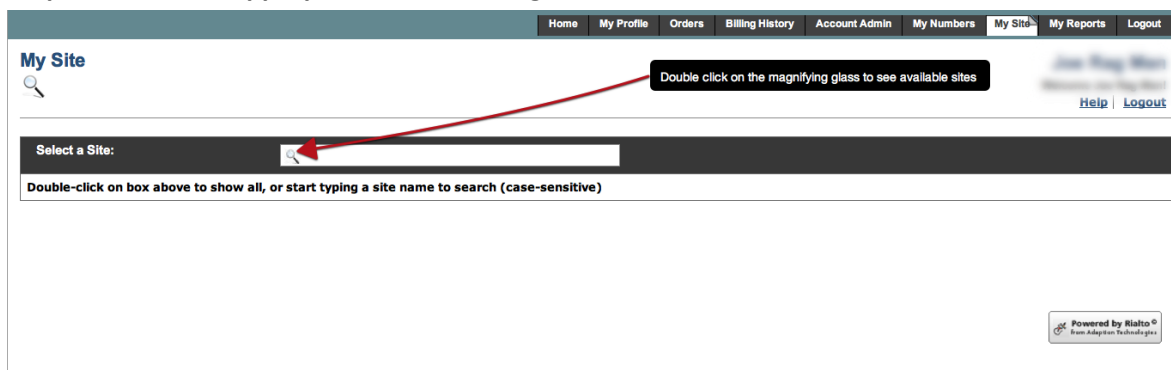
Prior to using the Meet Me Conferencing service, the Site administrator must set up the Meet Me Conference to activate the bridge. Once logged into to My Account, simply follow the steps detailed below.

Step 1. Go to My Site

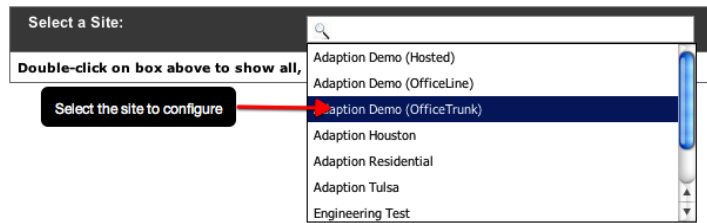


The screenshot shows the 'My Account' dashboard. At the top, there is a navigation menu with tabs: Home, My Profile, Orders, Billing History, Account Admin, My Numbers, My Site, My Reports, and Logout. A red arrow points to the 'My Site' tab with the text 'Click on the My Site tab'. Below the navigation menu, there are several sections: 'Account Summary' with a table showing 'Total From Last Bill: \$817.99', 'Payment Received: -\$817.99', and 'Account Balance: \$0.00'; 'Manage MyAccount' with links for 'Update Profile', 'Terms and Conditions', and 'Change LD Plan!'; and 'Your Sites' with a table listing sites with phone numbers like '(11531)' and '(11532)'. At the bottom, there is a 'Select a Site' section with the text 'Please select a site to view.'

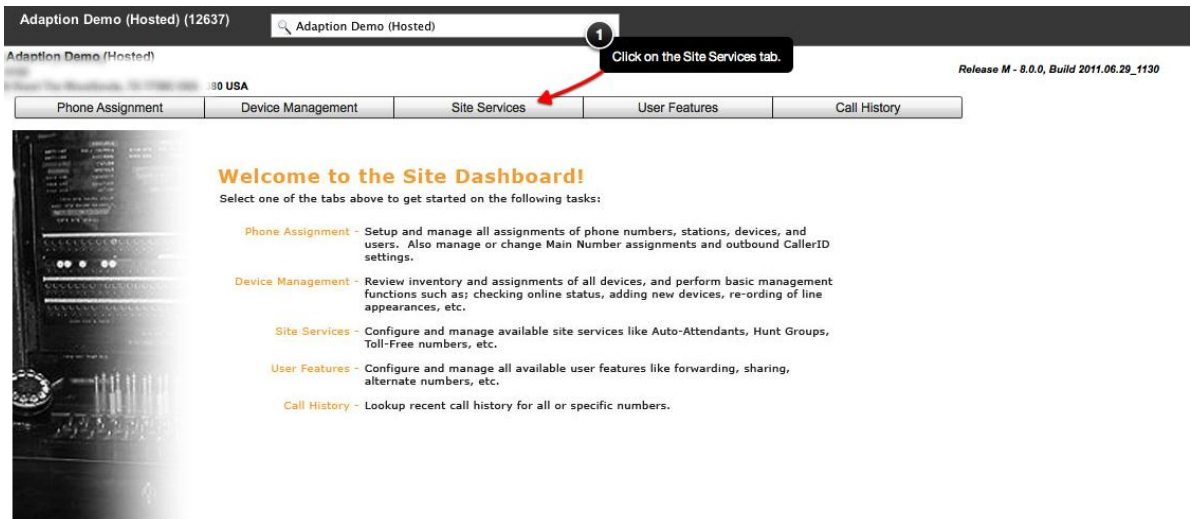
Step 2. Select the appropriate Site to configure



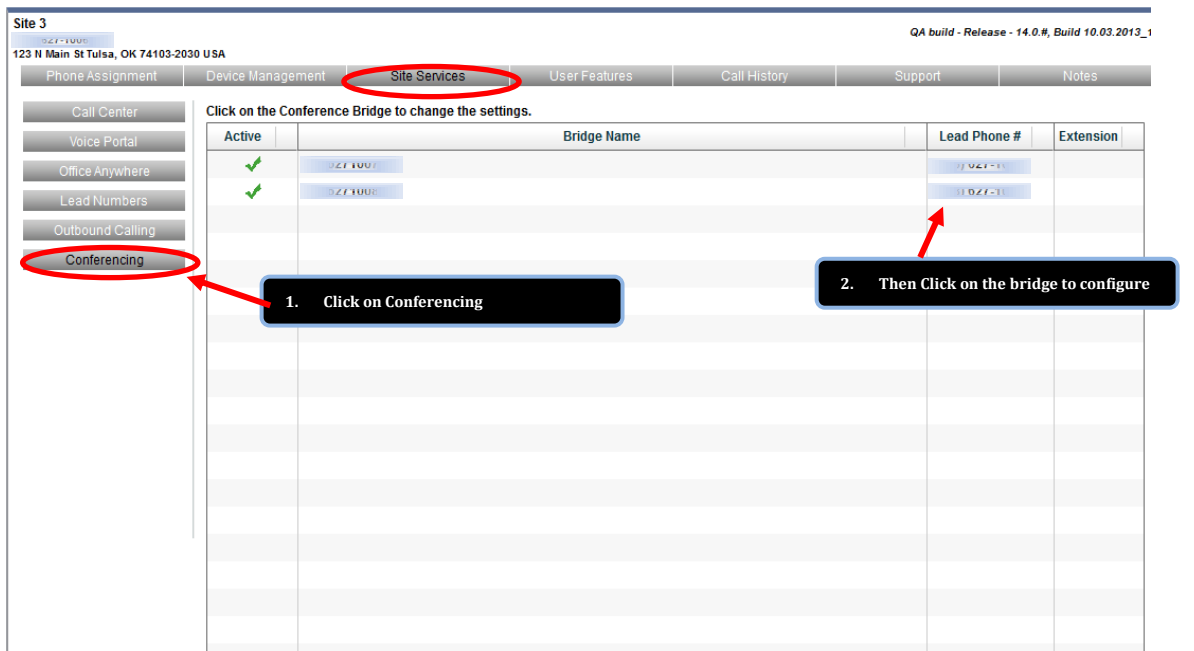
The screenshot shows the 'My Site' configuration page. At the top, there is a navigation menu with tabs: Home, My Profile, Orders, Billing History, Account Admin, My Numbers, My Site, My Reports, and Logout. Below the navigation menu, there is a search box with a magnifying glass icon. A red arrow points to the magnifying glass icon with the text 'Double click on the magnifying glass to see available sites'. Below the search box, there is a 'Select a Site:' section with the text 'Double-click on box above to show all, or start typing a site name to search (case-sensitive)'. At the bottom right, there is a logo for 'Powered by Rialto'.



Step 3. Go to Site Services



Step 4. Select the Conference Bridge to Configure



Step 5. View/Configure the Conference Bridge Settings

Site 4
 (918) 527-5019
 6516 E 12th St Tulsa, OK 74112-5621 USA

QA build - Release - 14.5.9, Build 11.19.2013_1700

Bridge Name: 9185275019 Lead Phone #: (918) 527-5019
 Caller ID Number: 9185275019
 Toll Free Number:
 Extension: 5019
 Time Zone: America/Chicago

1 View the Total Conference Licenses purchased and the Number of available licenses

Total Conference Licenses: 15 Number of available licenses: 14

Number Selection | Utilization Report

Choose the users to assign to this Conferencing Bridge:
 Filter by: Number First Name Last Name

Available for Assignment				Assigned to Conference Bridge			
Name	Number			Name	Number		
Steve Miller	(918) 527-5003	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Joe Smith	(918) 527-5001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jim Johnson	(918) 527-5002	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

2 Click the plus sign "+" to add a moderator to the bridge. When added the user level detail screen will open to allow the administrator to configure bridge specific settings

3 For moderator users assigned to the bridge, you can hit the check mark to view user details and conference settings. Or hit the minus sign "-" to remove the user from the bridge

Use the button controls in the data grids to assign/unassign users to the bridge. This action saves to the database.

Step 6. View Conference Bridge User Level Details and Settings

@sboxqa.adpt-tech.com

Meet-Me Conferencing Information

Direct Dial Number: [redacted]
 Toll Free Number: [redacted]
 Extension: 1008
 Time Zone: America/Chicago
 Conference ID: 121060
 Moderator Pin: 313492

1 Email Info will send an email to user with the conference bridge phone numbers and passcodes

Email Info
 Moderator Commands

2 Moderator Commands displays the DTMF controls the moderator has available during a conference call

4 The Recordings Tab has access to recorded calls.

Settings | Recordings

Conference Settings

Conference Title: [redacted]
 When attendees join/leave: No Notification

Mute all attendees on entrance.
 Require moderator to start conference.
 End conference when moderator departs.

Ports: 20

3 Conference Level settings available to the moderator. May be changed at any time and takes effect immediately for any subsequent conference calls

Save

Step 7. View and Manage Recorded Calls

The screenshot shows a web browser window with the URL @sboxqa.adpt-tech.com. The page title is "Meet-Me Conferencing Information". Below the title, there is a form with the following fields: Direct Dial Number, Toll Free Number, Extension: 1008, Time Zone: America/Chicago, Conference ID: 121060, and Moderator Pin: 313492. To the right of these fields are buttons for "Email Info" and "Moderator Commands".

Below the information section, there are two tabs: "Settings" and "Recordings". The "Recordings" tab is active, showing a "Conference Recordings" section. This section contains a table with columns for File Name, Date, Time, and Size(Mb). To the right of the table are buttons for "Delete", "Download", and "Refresh".

Two callout boxes provide instructions:

- Callout 1: "Recordings will be listed. Select the desired recording." with an arrow pointing to the table.
- Callout 2: "Recordings may be deleted or downloaded for play with a music player. Refreshing will update the list with the most recent recordings." with an arrow pointing to the "Refresh" button.

At the bottom of the "Conference Recordings" section, there is a note: "Recordings older than 30 days will automatically deleted by the system."

Step 8. View Moderator Commands

Moderator Commands

Conference ID: [121060](#)
 Bridge Number: [REDACTED]

To utilize these commands, you must dial into your conference and enter your Moderator Pin: [313492](#)

While on the Bridge, user the "*" key to access the Command Menu, then press:

- 1 - Mute or Unmute your line
- 2 - Retrieve a count of the participants in the conference.
If the play recorded name option is enabled, this will also play a list of the recorded names of the participants.
- 3 - Turn on/off Lecture Mode
Lecture Mode mutes all participates and restricts them from unmuting themselves. Only the moderator is allowewd to speak in Lecture Mode.
- 4 - Lock or Unlock the conference
Locking the conference prevents new users from joining the conference.
- 5 - Access the Recording Sub-Menu
 - 1 - Starts Recording
 - 2 - Pauses/Resumes recording
 - 3 - Stops recording.
- 6 - Outdial a new participate
Moderator is prompted to enter a phone number of the participate they want to invite to the conference.
 - When the called party answers, they will be directed to press 1 to join the conference.
 - If the called party answers but does not press the 1, the call is ended after 5 seconds.
 - If the invited participate does not answer, the call attempted is ended after 30 seconds.
- 8 - End the Conference

* - Return to the Conference
 # - Repeat the menu options

Close Print

Step 9. View Bridge Allocation and Utilization Reports

Bridge Name: [] Lead Phone #: []

Caller ID Number: []

Toll Free Number: []

Extension: 5019

Time Zone: America/Chicago

Apply

Total Conference Licenses: 15 Number of available licenses: 14

Number Selection | Utilization Report

All hours in the date range

Specific hours on the given date

Start Date: []

End Date: []

Utilization

Allocated ports on bridge: 147

% of ports allocated: 100

Allocated

Click the *Allocated* button to see number of ports allocated to (but not reserved for) Conference IDs on the bridge.

Bridge Name: [] Lead Phone #: []

Caller ID Number: []

Toll Free Number: []

Extension: []

Time Zone: America/Chicago

Apply

Total Conference Licenses: 15 Number of available licenses: 13

Number Selection | Utilization Report

All hours in the date range

Specific hours on the given date

Start Date: 11/21/2013

End Date: 11/22/2013

Utilization

Allocated ports on bridge: 294

% of ports allocated: 200

Allocated

To run a report for all hours in a date range, enter a start date and end date, then hit the utilization button

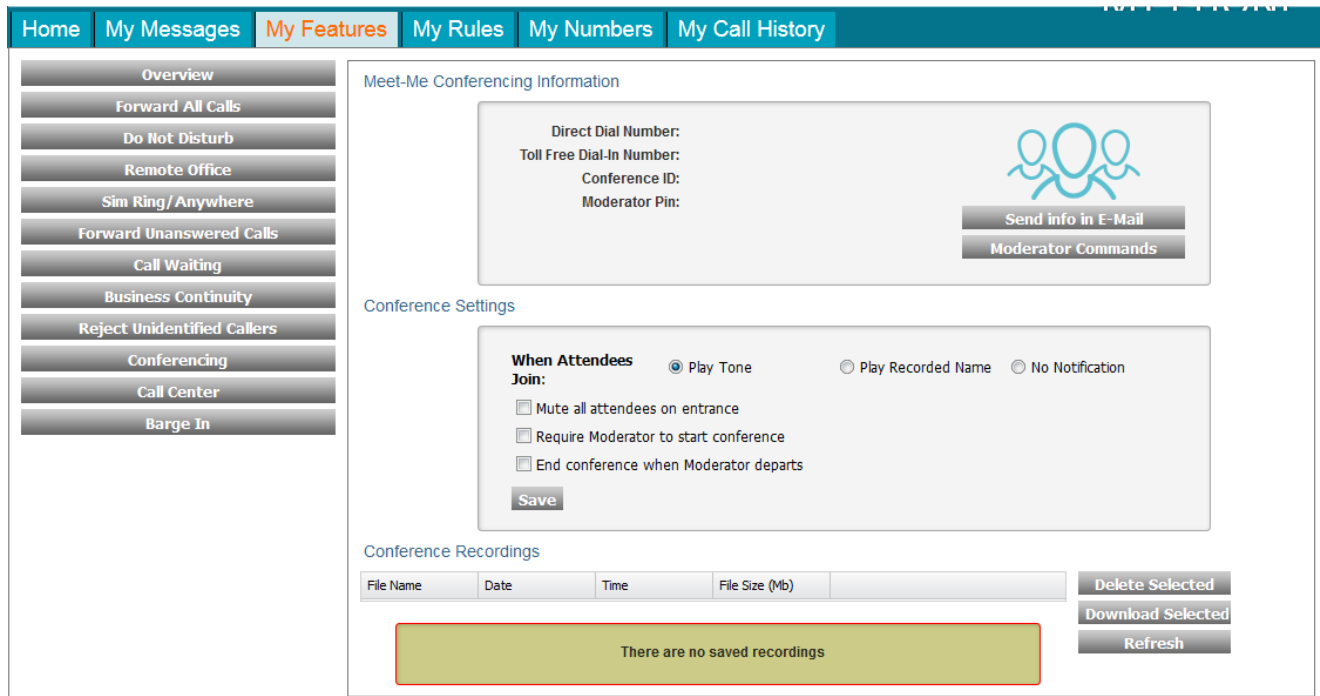
1

2

3

Moderator (User) Screens

When assigned and configured by the Site Administrator, users have access to view and change their conference bridge settings and manage their conference recordings from the My Phone dashboard.



Participant Codes

Active conference participants are able to use the “*” key to perform certain functions below:

Code	Function
*1	Mute / Unmute line
*2	Count of participants
*9	Log in as a Moderator
*	Repeat menu options
#	Return to the Conference