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Revision 1.0

NMC XMP Meeting Center for UNIVERGE® SV9100 & SV9300 Release Note

Revision History

Date	Revision	Notes	Author
03-13-17	1.0	Original SV9100 Meeting Center NMC XMP publication	ST

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Overview

SV9100/SV9300 NMC XMP InServer Blade 2, V8.0, now released!!!

This release note provides information about the NEC Meeting Center (NMC) for UNIVERGE SV9100 & SV9300.



With the **NMC GCD-SVR2 blade (server 2 blade) Version 8.0 or higher software**, the latest version of NMC XMP is supported. A short description of NMC XMP is outlined in the following pages.

This release note provides a quick reference of NMC XMP and may not cover all service and operation conditions. Please refer to the NMC XMP Update and Corrections Manual, the UNIVERGE SV9100/SV9300 Meeting Center (XMP) Installation and Configuration Guide and the UNIVERGE SV9100/SV9300 Meeting Center (XMP) User Guide UC for complete detailed information.

SV9100 / SV9300 NMC XMP Meeting Center

Description

The Meeting Center NMC XMP, a sophisticated, audio conferencing, web collaboration, firebar call-out and mass notification solution for NEC's SV9100 and SV9300 platform.

NMC XMP server 2 blade ships with a web-accessible, graphical user interface. A personal computer connected to the company's LAN or the Internet can be used to launch the user interface.

Maximum Port Capacity supported is 32 ports on one NMC GCD-SVRU2 blade and integrates to the system using Standard SIP Extensions. This means that from 8 to 32 simultaneous people can be in one Audio Conference or in multiple Audio Conferences at the same time (sum total equals 32). This simultaneous audio conferencing is in addition to any web collaboration conferencing as well.



Why NMC XMP Meeting Center?

- Improves teamwork among colleagues in geographically dispersed locations.
- Enables real-time sharing and exchange of information between co-workers and customers.
- Reduces travel costs through enhanced collaboration tools.
- Eliminates monthly recurring charges for hosted solutions.

Audio Conferencing Features and Possible Use Cases



Audio Conferencing

Reservation-less Meet Me Audio Conference

This application allows three or more people to dial into the bridge and conduct an impromptu audio conference. No prior scheduling is required.

Reservation-based Meet Me Audio Conference

This application requires prior scheduling of the conference call. The system will send email notifications via Microsoft Outlook advising the dial-in number and the PIN for the conference. Moderator attendance is required for such conferences.

Other NMC XMP Audio Conferencing Features

- Customize each audio conference room per your requirements, e.g., select entry tones, select memorable vanity PINs, turn recording on/off, select auto-call back on/off, select enter audio conference muted on/off etc.
- Schedule recurring audio conferences via the Web Portal.
- Use Microsoft Outlook® iCalendar application to send invitations to desired participants.
- See real time view of a running audio conference via Web Portal. Participants can be seen by name or by caller ID.
- Display loudest speaker. Allows the identification and muting of a participant who may be inadvertently injecting noise into the audio conference.
- Exercise multiple in-conference controls via phone key presses or the Web portal.
- Auto mute noisy lines or lines with excessive echo.
- Merge two or more audio conferences into one without dropping any calls by transferring participants between conferences.
- Send a detailed end of conference summary report to the moderator after a given audio conference is over.
- Record entire conference or excerpts from a conference and playback via PC's media player.

Feature	How it Works	Benefits
Ad-hoc 'Meet Me' audio conference	Moderator and participants agree upon a start time and PIN to use. When people dial in and enter their PIN, they are placed in the conference.	Simple to use. No/little training required.
Progressive dial out audio conference.	Moderator can dial out from the conference bridge and bring participants into a conference one by one.	Impromptu conferencing, no need to inform participants ahead of time.

Instantaneous Dial out with 'Find-you' conference (with Firebar option).	Incoming calls trigger a dial out conference. Conference Bridge will call participants at multiple locations and connect them into an audio conference.	Communicate with a 'group' with a single key press.
Scheduled Dial out with 'Find-you' conference.	At a scheduled time, conference bridge will trigger a dial out conference.	Reduces excuses for not joining a conference.

Web Collaboration

This application allows moderators to share their desktops, white boards, and documents (PPTs and PDFs) with fellow users.

The application can be used with or without an accompanying audio conference.

NMC XMP Web Collaboration Features

- Application sharing
- Whiteboard sharing
- Participant control sharing
- Chat
- Detachable windows, dual monitor support
- Webinar support – stream Microphone audio and Webcam video while sharing Desktop or an Application
- Usage reporting

Web Collaboration

Feature	How it Works	Benefits
Desk top Sharing Mode	Moderator shares his/her Desktop with fellow participants.	Show any document or co-browse the Web with fellow participants. Simple to use and ideal for product demos.
Presentation Sharing Mode	Upload PowerPoint® and PDF documents. Use annotation tools to edit in a collaborative session.	Significantly reduce number of edits/versions to produce final version.
White Boarding Mode	Create diagrams/visuals with fellow participants in a collaborative session.	Ideal for brainstorming.
Public & private Chat Room	Moderator can respond to questions in public or privately.	Makes the Web conferencing more productive.
Multiple Presenters	Moderator can allow another participant to take control and share their desktop.	Multiple points of view on one conference.

Mass Notification

This application allows moderators to send alert/ notification messages to a large number of people independent of the number of ports. Messages can be sent in any or all of the following media types: voice, email, SMS, and pagers. Messages can be sent instantaneously or during a schedule time period. The speed of message delivery can be controlled by pre-determining the number of ports to be used for sending voice messages. The application also allows for gathering feedback from the recipients based on DTMF input.

NMC XMP Mass Notification Features

- Control the speed of dialing out
- Take multiple passes to deliver a message
- Display real time call activity using Real View
- Provide summary and detailed reports on call completions (Busy, No Answer, Answering machine, etc.
- Usage reporting

Mass Notification

Feature	How it Works	Benefits
Pre-recorded message delivery	Pro-actively build call out groups. Pre-record messages and tie groups and messages into Group Alert sessions. Trigger dial out from Web Portal or with incoming phone call.	Make messaging a planned activity. No need to search for address books at the time of actual need.
On-the-fly Message Delivery	Dial into the server, enter a PIN, record/re-record a message and send.	Quick dissemination of emergency oriented messages.
Built-in 'Find-You' capability	System captures up to four phone numbers per individual and dials them successfully until making a positive contact.	Increases probability of delivering a message.
Announcement Box capability	Moderator periodically dials in and records a message in an announcement box. People can call in and hear the updated message.	Great way to inform people during changing emergency situations such as hurricanes, blackouts etc.
Re-iteratively contact the uncontacted	Set up Group Alert with 'un-contacted' option. Trigger same Group Alert multiple times until message is received by desired percentage of recipients.	No wasted calls. Iteratively build up to the percentage of people who received calls.
Send message to 'contacted' people	Use 'swap' to convert contacted into uncontacted and send a new message	Only people who received a previous message will get the new message. Great way to send 'all clear' message.

Enhanced Firebar (Emergency Dial-out Conferencing)

This section describes the Firebar or Call-out Conference capability. This application allows the system to dial out to multiple group members simultaneously, look for members at their multiple telephone numbers, locate them, and bring them into a conference.

This capability can be used effectively for arranging a quick conference between “first responders” when faced with an emergency situation. The number of simultaneous outbound calls is limited to the number of ports on the system.

NMC XMP Firebar Emergency Conferencing Features

- Trigger a dial-out audio conference based on a) incoming phone call, b) click on a web portal, or at a scheduled time.
- Send calls to any extensions or to PSTN landline or cellular numbers.
- Send call-ID of your choice that can be used by recipient’s phone to display associated ‘caller name’ (e.g., Security).
- Select communications medium to be used for message delivery (Voice only, Email only, SMS (via SMTP) only or any combination etc.
- Schedule one time or recurring dial out conferences.

Conditions

- Each NMC XMP GCD-SVR2 blade is shipped unlicensed and must be licensed for at least eight ports once received.
- Maximum port capacity is 32 ports on one blade.
- Additional NMC port licenses can be added at either one or eight at a time.
- UT 880 extensions must have peer-to-peer disabled in order to send DTMF digits to the NMC XMP.
- Only the G.711/20ms CODEC is supported when integrating the SV9100 with the NMC XMP.
- The web conference presenter client install is not supported on MAC/iOS platforms or Safari.
- Integration to the NMC XMP is by standard SIP extension so the SV9100 must be licensed for either a Standard User license or a Premium User licensed.
- The NMC XMP cannot send a hookflash to Telco.
- Web Conference participant uses about 300 Kb/s per video stream.
- Web Conference participant video resolution is limited to 640 X 380.
- The NMC XMP extensions support Peer-to-Peer in a standalone system

Required Hardware, Software and License

Hardware

- GCD-InServer 2 Blade with (includes NMC XMP Application)

Software

- SV9100 system software 5.0 or higher / SV9300 system software 4.1 or higher - available through a download from www.necntac.com

License

- NMC XMP Port License
 - SV9193 NMC XMP 8 PORT license
 - SV9193 NMC XMP ADDON 01 License
- SV9100 minimum user license requirement
 - SV9100 Standard and SV9100 Resource License- 01
- SV9300 minimum user license requirement
 - SV9300 Basic User-1 per NMC port

SV9100 NMC XMP Documentation

- UNIVERGE SV9100:**
- SV9100 9300 NMC XMP User Guide
- SV9100 9300 NMC XMP Corrections and Update Manual (NMC XMP 8.0 will be updated in the SV9100 Features and Specifications with the release of SV9100 Features and Specifications issue 7)
- SV9100 9300 NMC XMP Installation and Configuration Guide

NMC XMP Studio Configuration

The Meeting Center NMC XMP Server supports Audio Conferencing, Mass Notification and Web Collaboration applications. The NMC XMP components consist of NMC XMP Server 2 Blade, NMC XMP 8 port license, NMC XMP 1 port license and NMC XMP SWA.

How do I quote NMC XMP solution in Studio?

Select Conference option as shown below. Figure 1

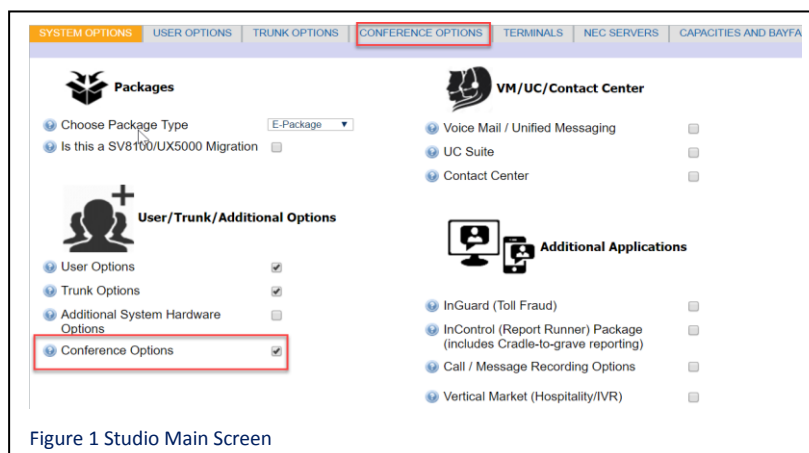


Figure 1 Studio Main Screen

Enter the number of **NMC XMP ports** required. The NMC XMP blade supports any combination of audio conference ports, web collaboration, fire bar call-out and mass notification up to 32 ports. Figure 2

Figure 2 NEC Meeting Center Blade Screen

Software assurance is mandatory for all NMC quotes. To quote NMC SWA select the Software Assurance tab. See example below. Figure 3

Figure 3 NMC XMP SWA screen

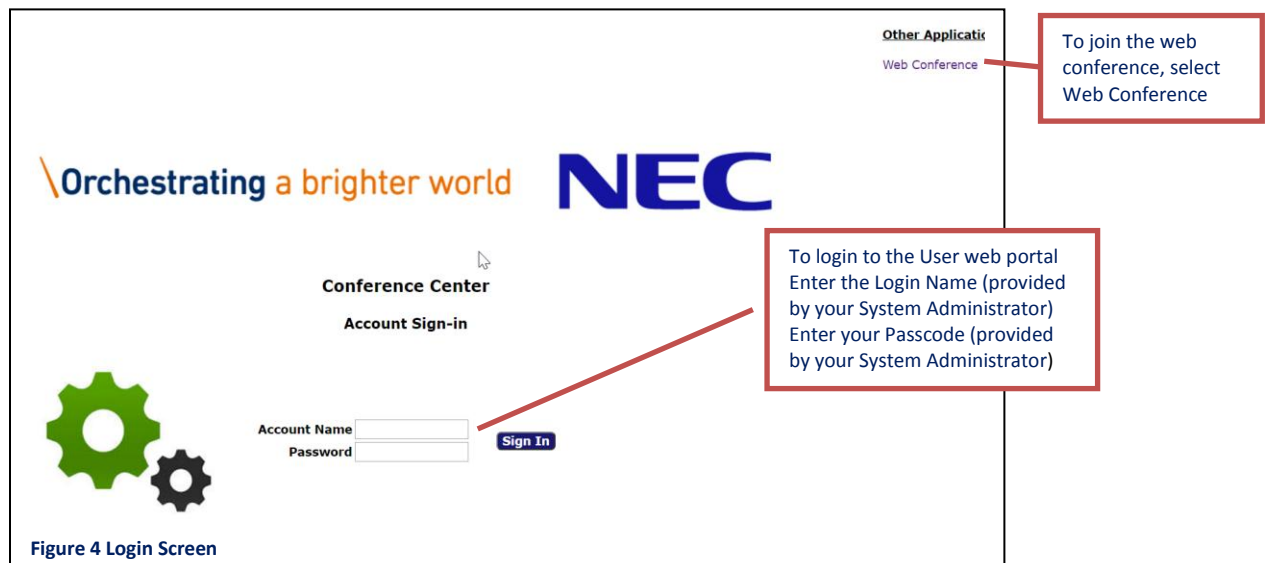
NMC XMP Parts Table

Part#	Model	Description
Q24-FR000000122729	GCD-NMC XMP-SVRU2	NMC XMP Server 2 Blade
Q24-DN000000122614	SV9193-NMC XMP-8PORT LIC	Provides any combination of eight ports of audio conference, web collaboration, firebar or mass notification.

Q24-DN000000120208	SV9193 NMC XMP ADDON-01 LIC	Adds one audio conference port, web conference port or mass notification port. NMC XMP ports may be increased in increments of one up to twenty-four additional ports.
Q24-DN000000106415	NMC BLADE SOFTWARE ASSURANCE UNIT	Minimum 1 Year NMC XMP Software Assurance must be purchased. Multi-year NMC XMP SWA discount will apply to each year of NMC XMP SWA purchased.

NMC XMP Web Portal

Access the user interface through a standard web browser. Type the server's IP address (default 192.168.0.207) in your browser's URL (Universal Resource Locator) field. The system should display the Log in page as shown below. Figure 4



The Home Page

The Home page allows you to access various tabs associated with managing your profile and creating conferences. The home page also lists the existing conference rooms in your account.

The screenshot shows the 'Conferences' page in the Conference Center. The browser address bar shows '128.191.249.109/conference/list'. The page has a navigation menu with 'My Profile', 'Resources', 'Services', 'Real View', 'Reports', 'Administration', 'Additions', and 'Help'. The 'Additions' menu is highlighted. Below the menu, it says 'Last login: 2017-03-01 09:52:09 from 172.24.242.175'. The main section is titled 'Conferences' and contains a table with columns: No., Account, Subject, iCal, Comments, Moderator, Participant, Callout, Send Now, Web, and Select. There are 9 rows of conference data.

No.	Account	Subject	iCal	Comments	Moderator	Participant	Callout	Send Now	Web	Select
1	admin	Conference for admin	iCal	2 Members Starts at 2016-10-10 13:00 [CDT] Stops at 2016-10-10 14:00 [CDT]	71745	07277	67252	Send Now	Meet	
2	admin	Conference for admin	iCal	Starts at 2017-02-20 02:00 [CST] Stops at 2017-02-20 03:00 [CST]	80023	99456	66897	Send Now	Meet	
3	admin	Conference for admin2	iCal		878787	696969	72637	Send Now	Meet	
4	admin	Conference- Early entry	iCal	1 Members	26488	44666	87204	Send Now	Meet	
5	admin	NEC Conference Test	iCal		54624	32805	80013	Send Now	Meet	
6	admin	NMC XMP ordering process	iCal	4 Members Starts at 2017-02-21 09:30 [CST] Stops at 2017-02-21 10:30 [CST]	71059	08038	62982	Send Now		
7	admin	NMC XMP Release Update	iCal	8 Members Starts at 2017-02-21 09:00 [CST] Stops at 2017-02-21 10:00 [CST]	00506	82281	04055	Send Now		
8	admin	SMB Conference	iCal	5 Members Starts at 2017-02-22 10:00 [CST] Stops at 2017-02-22 11:00 [CST]	77777	58150	50247	Send Now	Meet	
9	nuser	Conference for nuser	iCal	1 Members	11111	22222	02131	Send Now	Meet	

Figure 5 Conference - Home Page

Account Profile

The Account Profile tab shows the various items associated with your moderator account. These include your contact information, service privileges associated with your account and other service defaults.

The screenshot shows the 'My Profile' page in the Conference Center. The page has a navigation menu with 'My Profile', 'Resources', 'Services', 'Real View', 'Reports', 'Administration', 'Additions', and 'Help'. The 'My Profile' menu item is highlighted. The page is divided into several sections: Personal Info, Service Privileges, Service Defaults, Webcasting, and Email Settings. Annotations are present: a red box around the 'Personal Info' section with the text 'Confirm your Personal Information in this section'; a red box around the 'Service Privileges' section with the text 'The Privileges identify the services that are turned on by the System Administrator for your account.'; a red box around the 'Service Defaults' section with the text 'Select or deselect defaults as applicable'; and a red box around the 'Email Settings' section with the text 'Select your preferred Summary Email Options'.

Personal Info

Login: admin
 New Password:
 Confirm New Password:
 First Name: admin
 Middle Name:
 Last Name: admin
 Nickname:
 Primary Phone: 9725900211
 Alternate Phone 1:
 Alternate Phone 2:
 Alternate Phone 3:
 Primary Email: XMP@DQADC.com
 Secondary Email:
 SMS Address:
 Pager Address:
 Maximum Services: 1 [-1 means unlimited]
 Page Size: 15 [0 means unlimited]
 Language: en-US
 Time zone: (GMT-08:00) Central Time (US & Canada)

Service Privileges

- ☒ Audio Conferencing (view)
- ☒ Audio Conferencing (add/delete)
- ☒ Conference Recording
- ☐ Conference Dialout
- ☒ Web Conferencing
- ☒ Mass Notification
- ☒ Audio Files
- ☒ RealView

Service Defaults

- ☒ Conferences wait for moderator
- ☐ Conferences disconnect lone participants
- ☐ Conferences stop when moderator disconnects
- ☐ Conferences play Wait-For-Conference message
- ☐ Conferences play About-To-Join message
- ☐ Conferences drop dial-out calls when all dial-in callers disconnect

Webcasting

Email Settings

☒ Send email summary reports

Optional Email Provider (leave blank to use system default provider)

Server: 192.168.0.66 Port: 25

User Name: XMP@DQADC.com

Password:

Authentication: ☐ Plain ☒ Login ☐ Cram-MD5

Figure 6 Account Profile Screen

Resource Menu

The Resources menu shows Users, Audio Files and Schedules associated with your moderator account.



Figure 7 Resource Tab

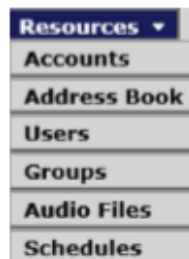


Figure 7-1 Resources Tab Drop Down

Accounts

The Accounts Page lists any moderators you have previously defined.

Address Book

The system allows loading of a company's Address Book into the system. All members in the Address Book are referred to as "Users". The information from a User's profile is used by different applications available on the system.

Users

Click on the Users tab to create users for your conference account. When a participant dials into your conference and his/her caller ID matches the number on the associated User profile then his/her name will be displayed on the RealView portal. If the participant's name is not in the User list then only the participant's caller ID is displayed.

Groups

Click on this tab to organize your Users into one or more Groups. Having Groups makes it easy when using Dial out conferencing and Mass Notification applications.

Audio Files

These are customized greetings, join messages, and hold music or messages recorded to personalize your conference rooms.

Schedules

These are your personal schedules (e.g., My Vacation etc.) that are used to support scheduled conferences.

Services Menu

This menu shows the services associated with your Moderator account.

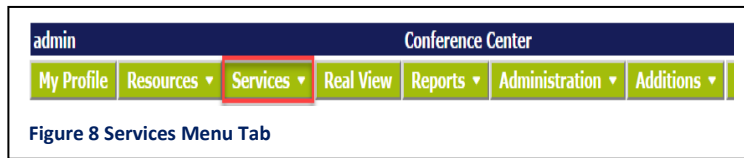


Figure 8 Services Menu Tab

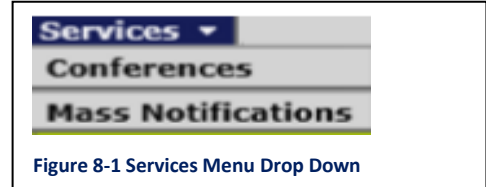


Figure 8-1 Services Menu Drop Down

Conferences

This will display a summary page of all of the conferences created under your moderator account.

Mass Notifications

This will display list of Mass Notification sessions associated with your moderator account.

RealView

This is a real time view of your conferences. It will open in a separate browser window. On the screen will be Conference Controls and information about participants in your conference(s).



Figure 9 RealView Tab

Conference Center admin Friday, Mar 3rd, 2017 @ 1:38 pm Filter services

Conferences 1 active (3 ports) 10 listed Collapse All

Conference Name	Account	Status	Ports	Access	M	P																																																								
Conference for nuser	nuser	inactive		ACCESS: M: 11111 P: 22222																																																										
Conference for admin	admin	inactive		ACCESS: M: 71745 P: 07277																																																										
Conference for admin	admin	inactive		ACCESS: M: 878787 P: 696969																																																										
NEC Conference Test	admin	inactive		ACCESS: M: 54824 P: 32805																																																										
Conference for admin	admin	inactive		ACCESS: M: 80023 P: 99456																																																										
SMB Conference	admin	inactive		ACCESS: M: 77777 P: 58150																																																										
NMC XMP ordering process	admin	(3 ports)	speaking, quiet, quiet	ACCESS: M: 12345 P: 55555																																																										
<table border="1"> <thead> <tr> <th>Participant</th> <th>ID</th> <th>Noise</th> <th>Status</th> <th>Port</th> <th>Location</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Thomas</td> <td>3</td> <td>0%</td> <td>speaking</td> <td>3101</td> <td>in conference</td> <td>Friday, Mar 3rd, 2017 @ 1:30 pm</td> </tr> <tr> <td>Stacey</td> <td>6</td> <td>0%</td> <td>quiet</td> <td>3102</td> <td>in conference</td> <td>Friday, Mar 3rd, 2017 @ 1:30 pm</td> </tr> <tr> <td>Attendant</td> <td>2</td> <td>0%</td> <td>quiet</td> <td>3103</td> <td>in conference</td> <td>Friday, Mar 3rd, 2017 @ 1:31 pm</td> </tr> <tr> <td>Hughes, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kammeyer, Gary</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kasek, Gail</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Thomas, Stacey</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Participant	ID	Noise	Status	Port	Location	Time	Thomas	3	0%	speaking	3101	in conference	Friday, Mar 3rd, 2017 @ 1:30 pm	Stacey	6	0%	quiet	3102	in conference	Friday, Mar 3rd, 2017 @ 1:30 pm	Attendant	2	0%	quiet	3103	in conference	Friday, Mar 3rd, 2017 @ 1:31 pm	Hughes, Mark							Kammeyer, Gary							Kasek, Gail							Thomas, Stacey						
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Kammeyer, Gary																																																														
Kasek, Gail																																																														
Thomas, Stacey																																																														
NMC XMP Release Update	admin	inactive		ACCESS: M: 00506 P: 82281																																																										

Figure 9-1 RealView Page

You will see activity for all of your conference rooms. The system displays the following information related to an active conference:

- Drag and Drop into a conference
- Conference Room Name
- Number of ports in use
- The moderator access code
- The participant access code
- Identify each as a Participant or the Moderator
- Each Participant's name, if it is in the system address book as a moderator-defined user, otherwise the Participant's phone number
- Noise % measured during the playback of the opening welcome prompt
- Loudest speaker – displayed in Green
- Destination number dialed to enter the conference
- The port state (e.g. about to join conference, waiting to join conference, in conference, etc.)
- The time the participant joined the call

Reports

This section explains how to use the reporting features. The system creates reports for all conferences. The reports are listed on The Service Reports Page. This page provides links for listening to Conference Audio Recordings, Detailed reports and View Diagnostic Logs.

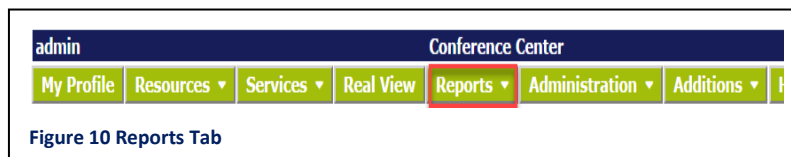


Figure 10 Reports Tab

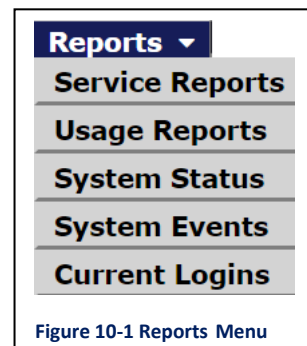


Figure 10-1 Reports Menu

Service Reports

A Service Report is a per instance report for each conference conducted in one of your conference rooms. There are two reports available under service reports. The Summary report provides a quick view on participants that joined the conference. The detail report is a CSV file that provides a Call Detailed Record (CDR) for each caller that joined the conference. The Log shows all call activity, DTMF controls used etc. during a given conference.

Usage Reports

A Usage Report allows you to see details of conferences conducted during a definable time period. For example, if you wanted to know how much time you spent in conferences in a given month, week or day, the usage report will give you a total in summary form.

System Status

The System Status page show the following information:

Version numbers of the software components.

An indication of the status of the voice processor software component.

Port status (green if the port has been opened successfully).

A count of the number of invalid web login attempts and locked web accounts.

System Events

The system display the details on system events logs.

Current Logins

The system displays the details on the current web users' page:

The current web users shown by system admin only, unprivileged accounts are not able to view the current web users.

Administration

The Administration Menu shows network and system setup.



Figure 11 Administration's Tab

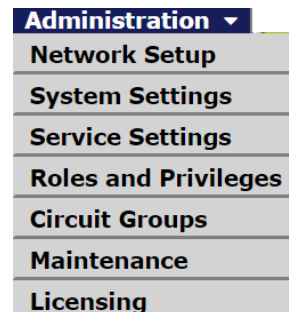


Figure 11-1 Administration's Menu

Network Setup

Use the Network Set up page to change any Network Settings, System Clock and Time zone, NTP Server and the Email Relay.

System Settings

System Settings allow the administrator to define system name, input server information, assign a dial-in number, define time zone and upload a new logo.

Service Settings

The Service Settings tab allows you to define system-wide default settings associated with various services.

Roles and Privileges

To set the Moderator Default Privileges – Hover the mouse on Administration tab and then click on Role and Privileges link, System display the Role and Privileges Page.

Following privileges display on role and privileges page to set as moderators default privileges:

- Audio Conferencing (view)
- Audio Conferencing (add/delete)
- Conference Recording
- Conference Dialout
- Web Conferencing
- Realview

The screenshot shows the 'Roles and Privileges' page. At the top, there's a navigation bar with 'admin' and 'Conference Center'. Below it, a menu bar includes 'My Profile', 'Resources', 'Services', 'Real View', 'Reports', 'Administration', 'Additions', and 'Help'. The 'Administration' tab is selected, and 'Roles and Privileges' is highlighted with a red box. Below the navigation, there's a 'Cancel' button and a 'Submit' button. The main content area is titled 'New Account Default Privileges' and contains a list of privileges with checkboxes:

- ☒ Audio Conferencing (view)
- ☒ Audio Conferencing (add/delete)
- ☒ Conference Recording
- ☒ Conference Dialout
- ☒ Web Conferencing
- ☒ Mass Notification
- ☒ Audio Files
- ☒ RealView

Figure 12 Roles and Privileges

Circuit Group

The Circuit Group page lists any Circuit Groups you have previously defined.

The screenshot shows the 'Circuit Groups' page. At the top, there's a navigation bar with 'admin' and 'Conference Center'. Below it, a menu bar includes 'My Profile', 'Resources', 'Services', 'Real View', 'Reports', 'Administration', 'Additions', and 'Help'. The 'Administration' tab is selected, and 'Circuit Groups' is highlighted with a red box. Below the navigation, there's an 'Add' button and a 'Delete' button. The main content area is a table with the following data:

No.	Circuit Group	Address	Type	Options	Select
1	SV9100	128.191.249.100:5070	SIP Phones	N/A	<input type="checkbox"/>

Figure 13 Circuit Group

Maintenance

The System Maintenance page supports these functions:

- Backup/restore – These functions support generation of backup files on the server, download of the backup files, upload of backup files, and database restore from a backup file.
- Process management- These functions supports starting and stopping the voice application.

- Diagnostic generation- These functions support the generation and download of system diagnostic files.



Licensing

The Licensing shows the current set of features licensed, and allows the installation of a new license file.

Scheduled Conference View

There are two ways to schedule a conference. The first is to use the Quick Schedule. The second is to use a Pre-defined Schedule.

admin Conference Center 2017-03-10 16:00 Sign Out

My Profile Resources Services Real View Reports Administration Additions Help

Cancel Edit Conference Submit

Subject: NMC XMP Release Update Send Now [Account admin]

Basic Settings Web Collaboration Settings Chosen Members Ad-hoc Members Callout Settings **Scheduling**

☒ Enable Scheduling
☐ Enforce scheduled stop time

Quick Schedule

☒ Call-in ☐ No call-in ☐ Automatic call-out ☐ No call-out Timezone: (GMT-06:00) Central Time (US & Canada)

Begin Date	End Date	Duration	Recurrence
03-27-2017	X 03-30-2017	Specific 9:00 AM thru 10:00 AM	Week Day(s) Su Mo Tu We Th Fr Sa

Use Pre-defined Schedule(s)

Schedule	Call-in	No call-in	Automatic call-out	No call-out
Holiday Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 15 Scheduling

- Enter the Start Date by clicking on the desired date on the calendar.
- Enter the End Date by clicking on the desired date on the calendar. Alternately, for a recurring schedule with no end date, click the red X icon to clear the end date.

- Enter the Duration by choosing either Specific or All Day. For specific, enter the desired Begin and End time.
- If the conference is recurring, select a Recurrence pattern (Once, WeekDay, Date and MonthDay).
- Once – indicates this is the only occurrence of the conference.
- WeekDay- used to set recurrence on specific days of the week. Click on the days of the week to enable the conference during the scheduled time.
- Date – used if the next occurrence of the conference is a specific date. This is easier than trying to specify that date using the WeekDay.
- MonthDay – used if the conference recurs on the Nth Weekday of each month, e.g. the 1st Tuesday.

Use Pre-defined Schedules

Pre-defined schedules are designed to allow more flexibility in recurrence, and also enable conferences to be blocked for specific time periods. For example, you could create a schedule called Holiday Schedule and put the days that you will be out of the office. Figure 16

Use Pre-defined Schedule(s)				
Schedule	Call-in	No call-in	Automatic call-out	No call-out
Holiday Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 16 Pre-defined Schedules View

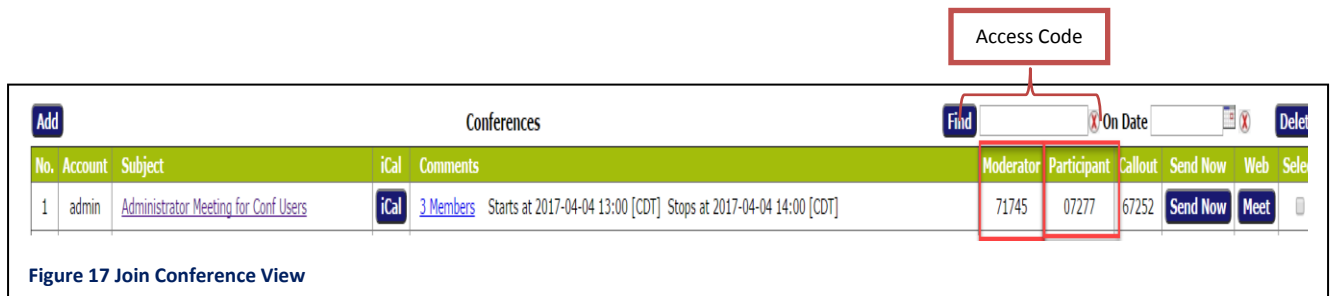
Using Audio Conferences

There are several in-conference controls available to enhance your conferencing experience. You can control conferences using the DTMF digit based phone controls or by using RealView based controls.

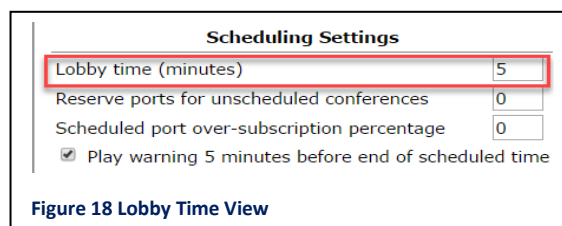
Join a Conference

You will need the phone number for the main conference bridge. To join a conference, dial the phone number of the main conference bridge.

Enter your Access Code followed by # to enter the correct conference room. If you are the moderator, enter the Moderator Access Code. If you are a participant, enter the Participant Access Code. Figure 17



Depending upon the settings you may wait in the “lobby” until the moderator joins the conference. Go to the Administration tab, select Service Settings, go to Scheduling Settings category and enter Lobby time. Figure 18



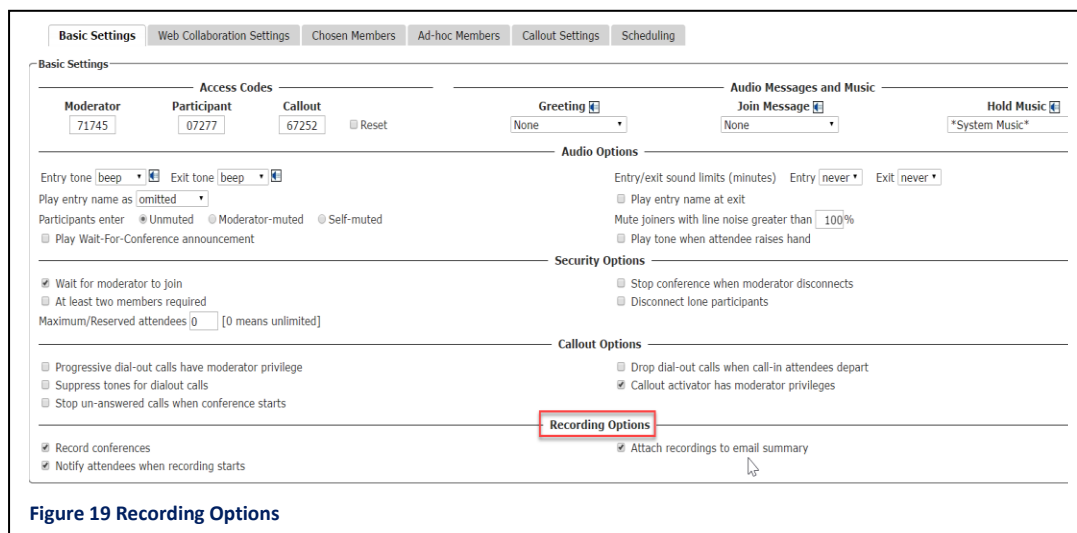
Conference Dial-out

You can add new participants during a conference call. This is a great way to add people or to call and check information with another person by “stepping out” of the conference room momentarily.

Using your phone keypad, dial 31#. This will give you a new dial tone. Dial the number of the person you want to add to the conference, followed by #. When you have made contact with the person and the participant is ready to join the conference, dial 32#.

Start and Stop Recording

When you add the conference room, you can indicate whether the system should record conferences. If conference recording is enabled in a room, the following controls will allow you to start and stop recording as needed during the conference. Figure 19



All recorded segments are accumulated in a file. The system places a link on your Reports page to allow you to listen to or download the recordings.

Moderator DTMF Controls

The table below describes the controls currently available on the system for moderators during a conference. Enter the code into your phone keypad, including #, for each action.

Code	Description
11#	Mute self
22#	Unmute self
16#	Self-mute all users
31#	Initiate Dial out. Moderator will hear dial-tone. Next, dial external party's number followed by #. After conversing with the called party, use the following two controls: 32: or 33#
32#	Bring external party into conference
33#	Drop external party into conference
41#	Start Recording
42#	Stop Recording
43#	Mute all
44#	Unmute all
45#	Lock Conference
**#	Unlock conference
54#	Start a round of voting
56<vote digits>#	Enter a series of vote digits (maximum of eight)
56#	End a round of voting
61#	Unmute all with raised hands
62#	Disable hand raise notifications
*0#	Disconnect conference

Participant DTMF Controls

Code	Description
11#	Mute self
22#	Unmute self
14#	Raise hand
15#	Lower hand
35x#	Go to Sub-conference room "x", where 1<x<9, x=0 takes participant back to the main room
55#	Enter voting mode. You can then enter vote digits, followed by #

Scheduled Firebar/Call-out Conferencing

Call out conference diagram is similar to dial in conference or call in conference. Call out members are defined in advance.

- Establish an audio conference with press of a “speed dial” key.
- Allow first responders to be reached over their land lines and / or cell phones.
- Increase probability of attendance based on built-in “find you” capability.
- Besides establishing an audio conference, send emails, SMS and Pager messages to first responders.

Firebar – Create Call-out Members

1. Upload a CSV file to the NMC XMP system file, arranged in the specific format. The CSV file is composed of a list of Call Out members and their **Associated group(s)**.
2. Manually enter each Call-out member into the private Moderator’s Account **User list**.
3. Choose the Callout member from the system **Address Book** that is available to all account holders.

The screenshot shows the 'Choose Members' section of the NMC XMP interface. It contains three tabs: 'Groups', 'Users', and 'Address Book Users'. Each tab has a table for selecting members and call-out settings.

Choose Groups

Groups	Call-out	Moderator	Self-muted
Allens Test conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DQA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEC Product Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Choose Users

Users	Call-out	Moderator	Self-muted
Emileigh Pennington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stacey Thomas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NEC Secretary Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gail Kasek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tammy loving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John M. Doe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason Zartman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grant Robinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rod Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Kammeyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Hughes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Choose Addressbook Users

Address Book Users	Call-out	Moderator	Self-muted
Gail Kasek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tammy Loving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Stacey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason Zartman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 20 Firebar-Create Call-out Members

4. Select a Call-out member via the Ad-hoc tab, when an individual casual user can be added to the Call-out list. Enter Call-out contact details to an “Ad-hoc” list and then select from that list. Once the Call-out members have been selected, press the Submit button and the conference will be saved with all of the selected Call-out Members.

Figure 21 Ad-hoc Members Screen

Firebar- Triggering a Call to Call-out Members

There are five methods to trigger a call-out / Firebar Conference:

1. Dial-in to the NMC XMP system, and enter the Call-out Access Code as shown on the conference basic set-up. Figure 22

Figure 22 Edit Conference – Basic Settings Screen

2. Ask System Administrator to set up a service selection rule to trigger the Call-out conference. The service selection rules allow certain functions to execute based on a match with the dialed number, source number or both. Using the service selection rule one can trigger a dial-out conference either based on dialed number, source number or both.

3. Trigger the Call-out from the conference set-up portal, press Send Now button. Figure 23

Figure 23 Edit Conference – Send Now

4. Set the Call-out to trigger at a predetermined day/time/occurrence via the Scheduling tab of the Conference set-up, then press Submit. Figure 24

Figure 24 Edit Conference- Scheduling Screen

5. Trigger the Call-out from an incoming SMS message. This method requires that the NMC XMP be connected to a cellular SMSC (e.g., AT&T, Verizon etc.) using SMPP 3.4 protocol. With this feature a cell phone user can simply send a short message to the NMC XMP system to trigger the Call-out.

Mass Notification – Triggering a Call-out session

To setup a Mass Notification session, under Services select Mass Notification from the home menu.

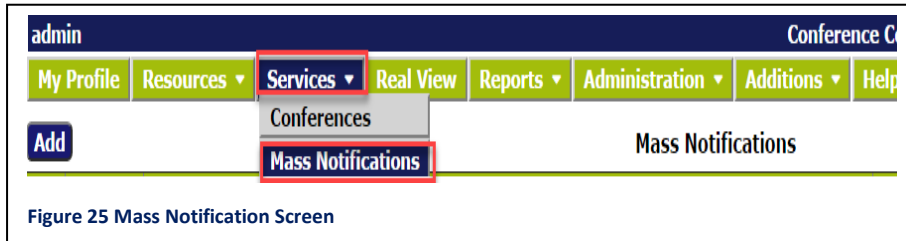


Figure 25 Mass Notification Screen

Multiple sessions may be set-up and added for different alerting situations, i.e., Emergency Alerts, inclement weather, working shift notifications, etc.

Press the Add to setup mass notification. (Refer to the NMC XMP user guide for complete details)

There are four methods to trigger a Mass Notification session:

1. Dial-in to the NMC XMP system, and enter the Access Code as shown on the conference Mass Notification set-up, record your message and review your message. Once message has been recorded and reviewed, launch the session by pressing 4 on your dial-pad.
2. Set up (Admin Privilege – Service Selection rule) the calling number ID(s) for phones that are permitted to trigger the session. When that phone(s) calls in to the NMC XMP system, it will recognize the calling number and automatically trigger the session without a trigger Access Code.
3. Trigger the Call-out from the mass notification Set-up portal, press Send Now. Figure 26

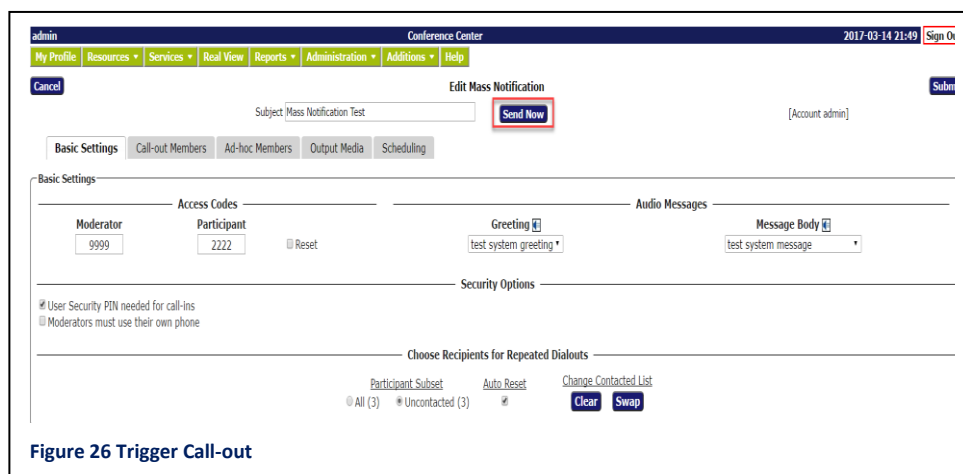


Figure 26 Trigger Call-out

- Set the Mass Notification to trigger at a predetermined day/time/occurrence via the Scheduling tab of the Conference set-up, select options then press Submit. Figure 27

The screenshot displays the 'Edit Mass Notification' page in the NMC XMP system. The 'Scheduling' tab is active, showing options to enable scheduling and enforce scheduled stop time. A 'Quick Schedule' button is highlighted. Below this, there are fields for Begin Date, End Date, Duration, and Recurrence. A table at the bottom shows pre-defined schedules like 'Holiday Schedule' with checkboxes for call-in, no call-in, automatic call-out, and no call-out.

Web
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This application is designed for use in broadband environment. This application provides two main modes of operation:

- Web Conferencing Mode
- Webinar Mode

The Web Conferencing mode can be used by a Moderator to share his/her entire Desktop or a given application running on the desktop. An online public chat capability is also available to augment the use of the web conferencing application.

The Webinar mode allows a Moderator to use his/her PC to stream microphone audio and webcam video. The streaming components can be used by themselves or can be coupled with Desktop sharing and Application starring sessions. Hence the webinar mode can be used for a) audio broadcasts and c) for conducting webinars.

Note: The use of Web Conferencing and Webinar modes requires a “webcast client” to be downloaded and installed on the moderator’s computer. During a web conferencing session, a moderator can pass control to only those participants that have also downloaded the client.

Figure 28 Install Web Client

Using Web Collaboration Application

There are two ways a Moderator can start a web collaboration session.

Method 1:

Log into your Moderator web portal, select your Audio Conference room, and then send iCal invitation to fellow participants.

Click on the Meet button associated with the Audio Conference room to start the Web Conference.

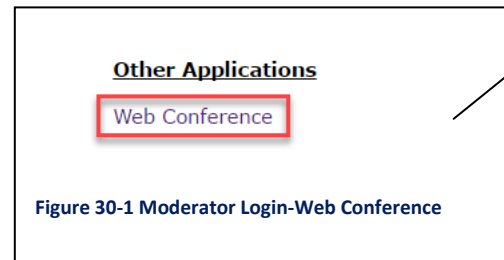
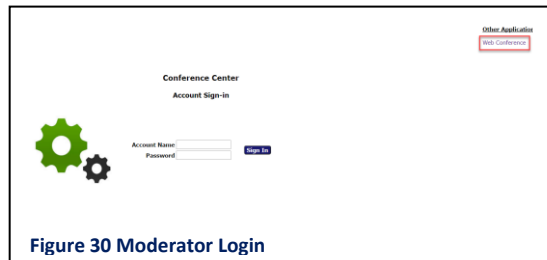
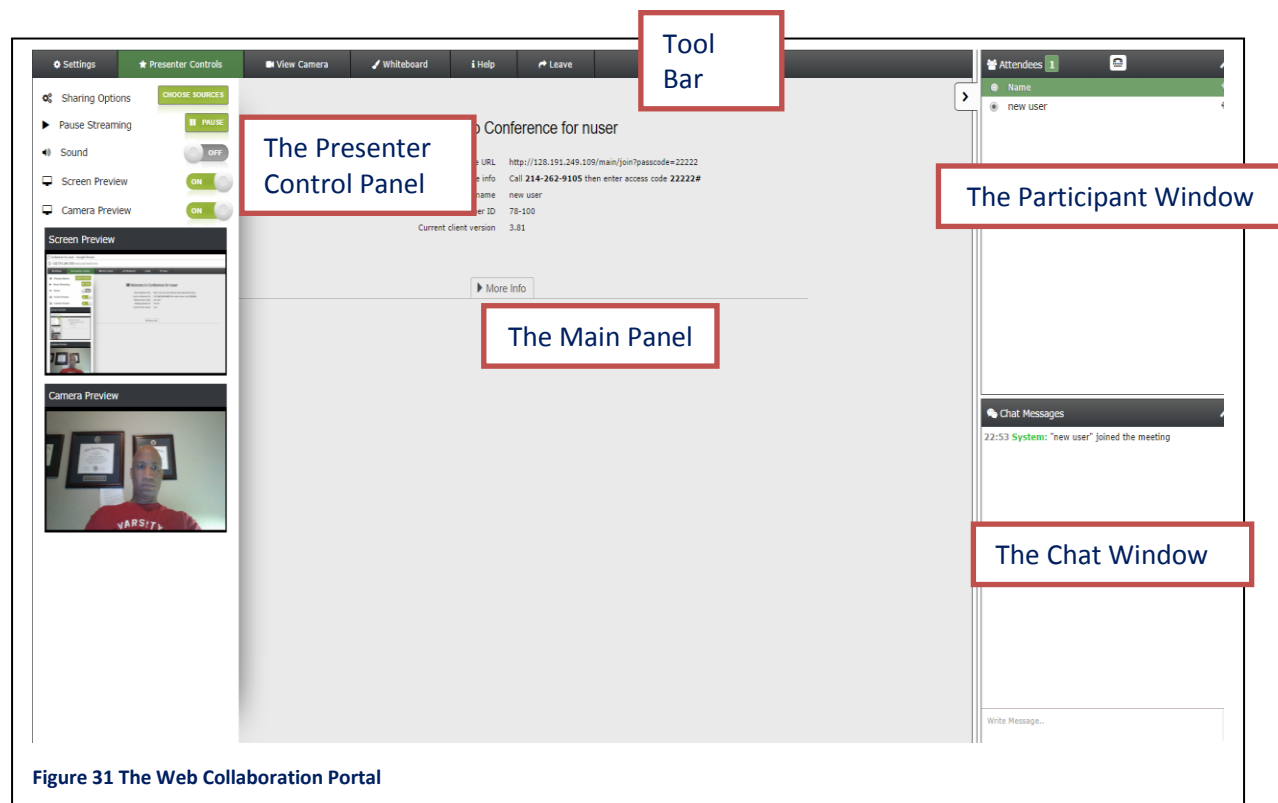
Figure 29 Select iCal

Figure 29-1 Example of Conference Invitation

Method 2:

Go to the login page of the web portal. Enter Your Name and the Moderator Passcode associated with the audio conference.

Click on Join Web Conference. Similarly, a participant can join the web conference by entering the Participant Passcode, then clicking on Join Web Conference.

**The Web Collaboration Portal**

The Web Collaboration features:

- Application sharing
- Whiteboard sharing
- Participant control sharing
- Chat
- Detachable windows, dual monitor support
- Webinar support – stream Microphone audio and Webcam video while sharing Desktop or an Application
- Usage reporting