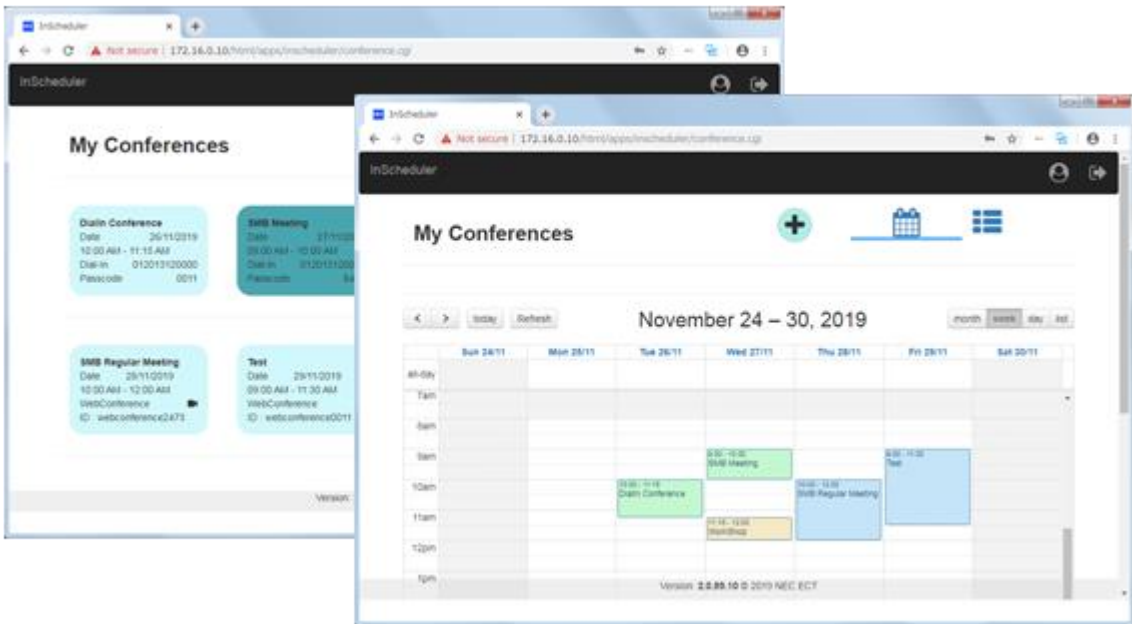


SV9100 InScheduler User Manual



Please read this manual carefully before operating this product and save this manual for future use.

Contents

What is InScheduler?	3
Before using the InScheduler Application	4
Accessing and logging into InScheduler	5
InScheduler Main Screen overview	6
Scheduling a Remote Audio Conference	7
Scheduling a Web Video Conference	10
Joining a Remote Audio Conference.....	13
Joining a Web Video Conference.....	14

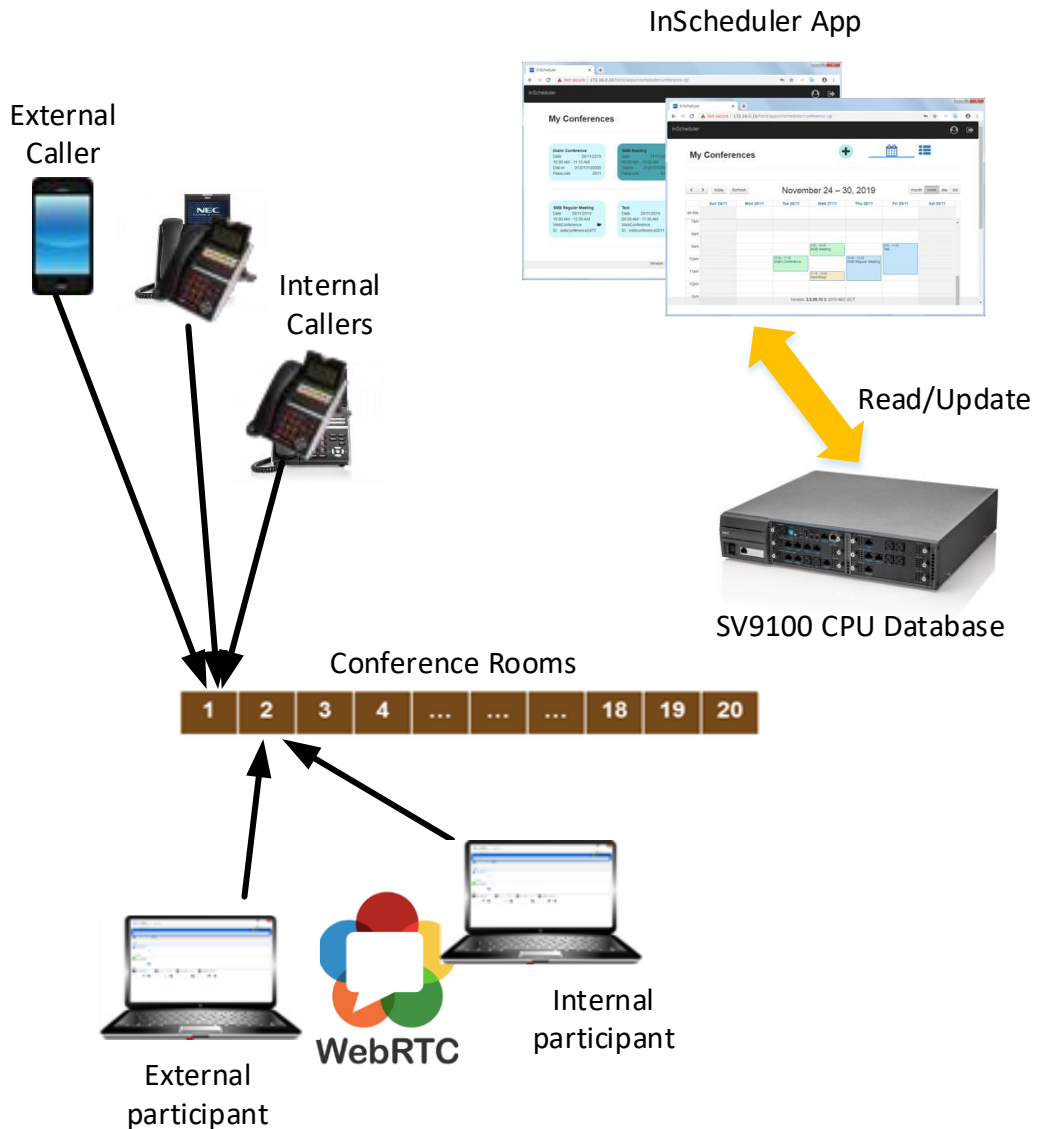
What is InScheduler?

The Conference InScheduler app is an application that is installed on the SV9100 system which provides users with the ability to schedule Remote Conferences and Web Video Conferences in the SV9100 system.

The SV9100 Remote Conference feature allows access into a secure conference group by dialing a conference pilot number. Conference circuits on the SV9100 system processor join each user to a conference based on the selected Conference Group number. The SV9100 Video Conference with WebRTC (Web-Conference) feature allows users to video conference using a unified communication Web Application in a browser. A maximum of four web-conferences and a maximum of eight users can participate in a web-conference.

The Conference InScheduler application leverages the Remote Conference feature and Web Video Conferencing of the SV9100 by allowing the scheduling of previously unreserved conference calls. The scheduling feature is available for multiple user logins who share the licensed Remote Conference resources.

A maximum of 32 conference participants is possible for one Conference and the system can be licensed for up to 20 Remote Conference groups or 4 Web Video conferences. Scheduling allows these resources to be reserved by unique passcodes automatically when needed and then released for other users.



Before using the InScheduler Application

Before using the InScheduler Application please ensure that the following operations have been completed. These can be found in the InScheduler Installation Guide.

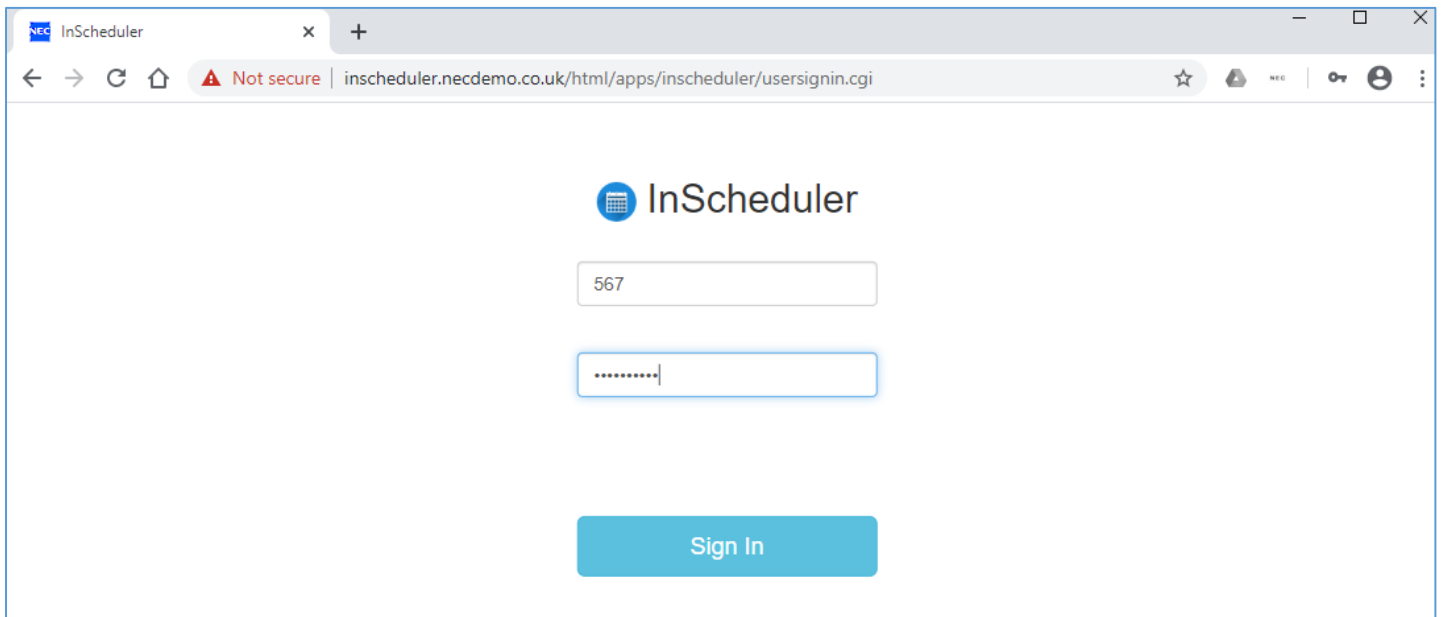
- Remote Conference is configured
- Web Video Conference is configured
- Correct Licenses are applied to the SV9100
- InScheduler is installed and configured.

Accessing and logging into InScheduler

The InScheduler Application is browser based, so access it achieved using a URL which can be provided by your system administrator, for example:

<http://<FQDN for InScheduler>/html/apps/inscheduler/usersignin.cgi>

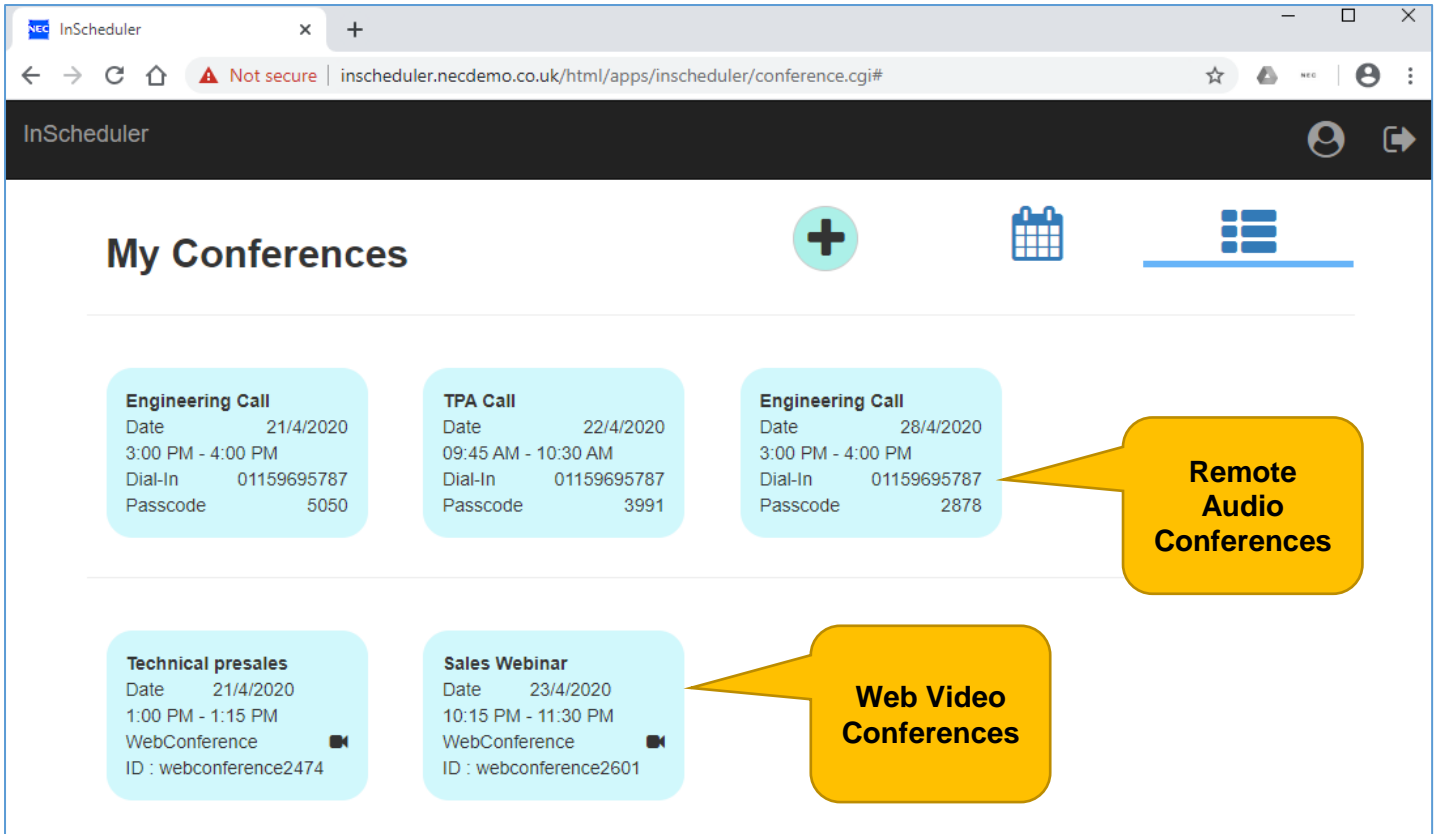
Upon accessing the InScheduler sign in page, a username and password will be required. This username and password can be provided by your system administrator.



InScheduler Main Screen overview

Once logged into the InScheduler user screen, the home page will be displayed.

By default, when you log in, the page will display all conferences you have created in a list format. The Remote Audio Conferences will be displayed first, and the Web Video Conferences below them.



Along the Top of the screen are the navigation options:

Far right is the List View, which the page will be on as soon as you log in.



Calendar View allows you to view all of your scheduled conferences in a calendar view based on month, week, or day.



The + icon is used to create a conference.



Your First Name, Last Name and Password can be set from the Profile Icon.



The logout icon will close your session.



Scheduling a Remote Audio Conference

Creating a Remote Audio Conference is done by selecting the Create Conference icon



To create a Remote Audio Conference, the Dial-in Conference option must be selected.

- A subject for the conference must be given.
- Date, start time and end time must be defined.
- The number of parties allowed into the conference can be set.
- An alert can be given x minutes before the conference is scheduled to end.
- The conference is assigned a unique passcode for this specific scheduled conference.

New Meeting [Close]

Dial-In Conference Web Conference

Subject
Test Remote Audio Conference

Date 21/4/2020

Start Time 2:00 PM

End Time 3:30 PM

Passcode 7193

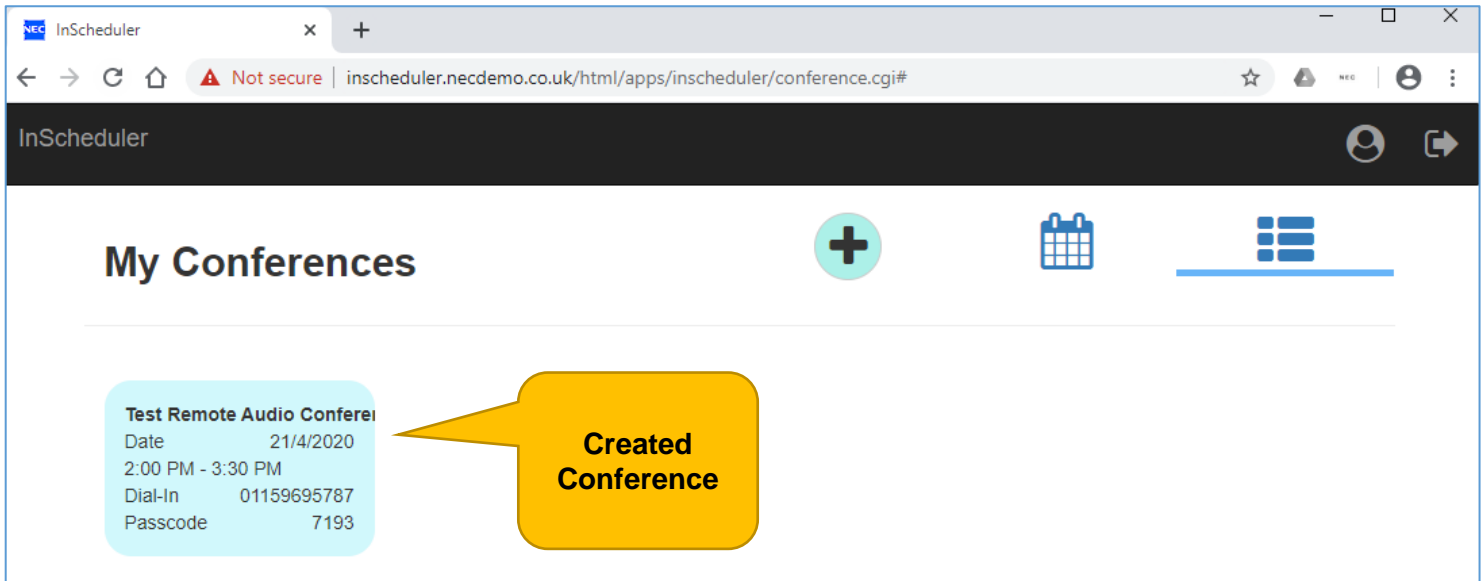
Parties 4

Alert Time 5 min

Cancel Reserve

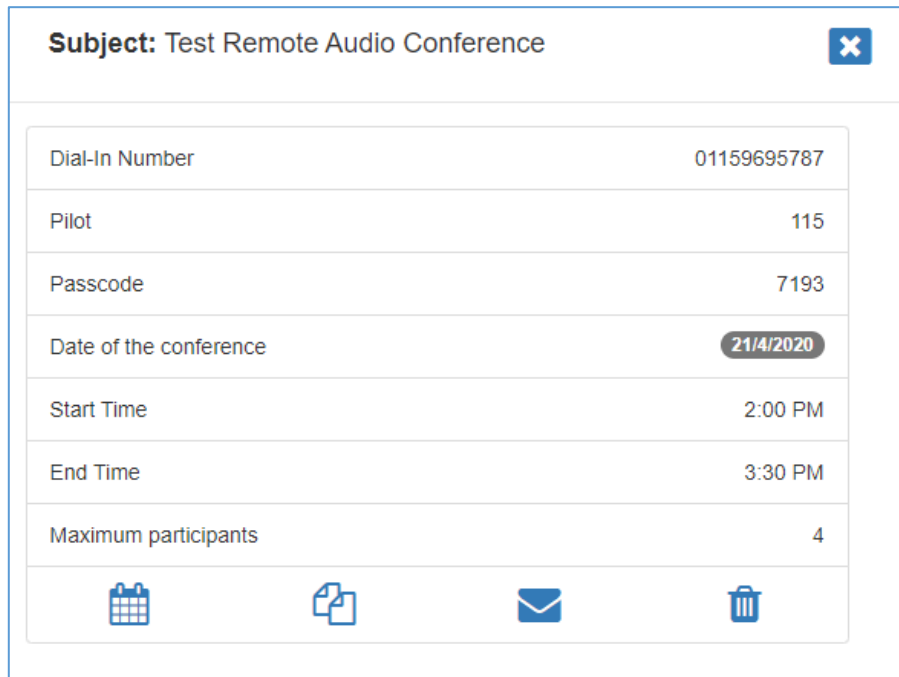
Clicking Reserve will create the conference based on the attributes defined.

The created conference will show under the My Conference screen.



Clicking on the conference will then show the full information for it:

- Dial-In Number
- Internal Pilot number
- Passcode
- Date of the Conference
- Start time and end time
- Maximum number of participants



There are also 4 user options available at the bottom of the window:

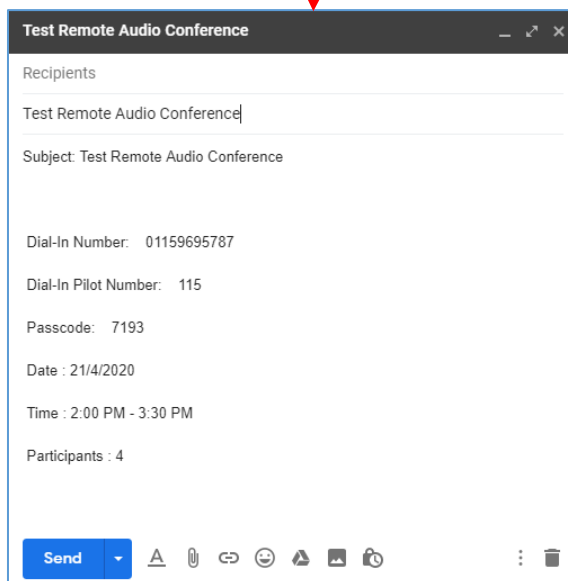
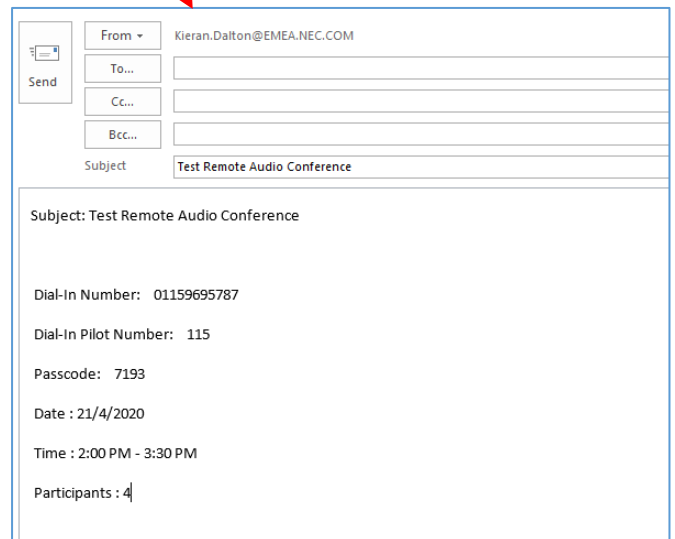
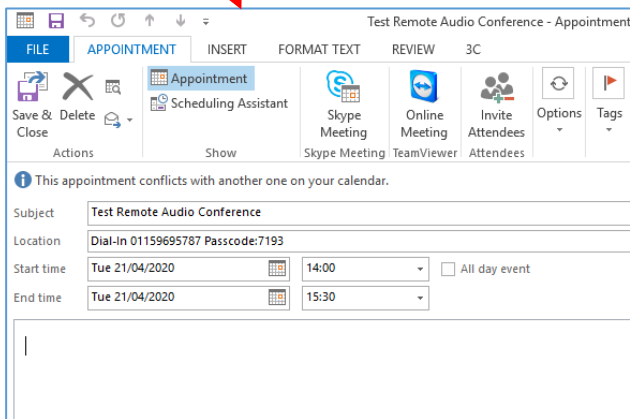


Download the conference information in a .ics format for Microsoft Outlook.

Copy the conference information to paste into another window/application

Email the conference information to your chosen recipients.

Delete the conference.



Scheduling a Web Video Conference

Creating a Web Video Conference is done by selecting the Create Conference icon



To create a Web Video Conference, the Web Conference option must be selected.

- A subject for the conference must be given.
- Date, start time and end time must be defined.
- The conference is assigned a unique Web Conf ID, this can be left as default or changed.

New Meeting ✕

Dial-In Conference Web Conference

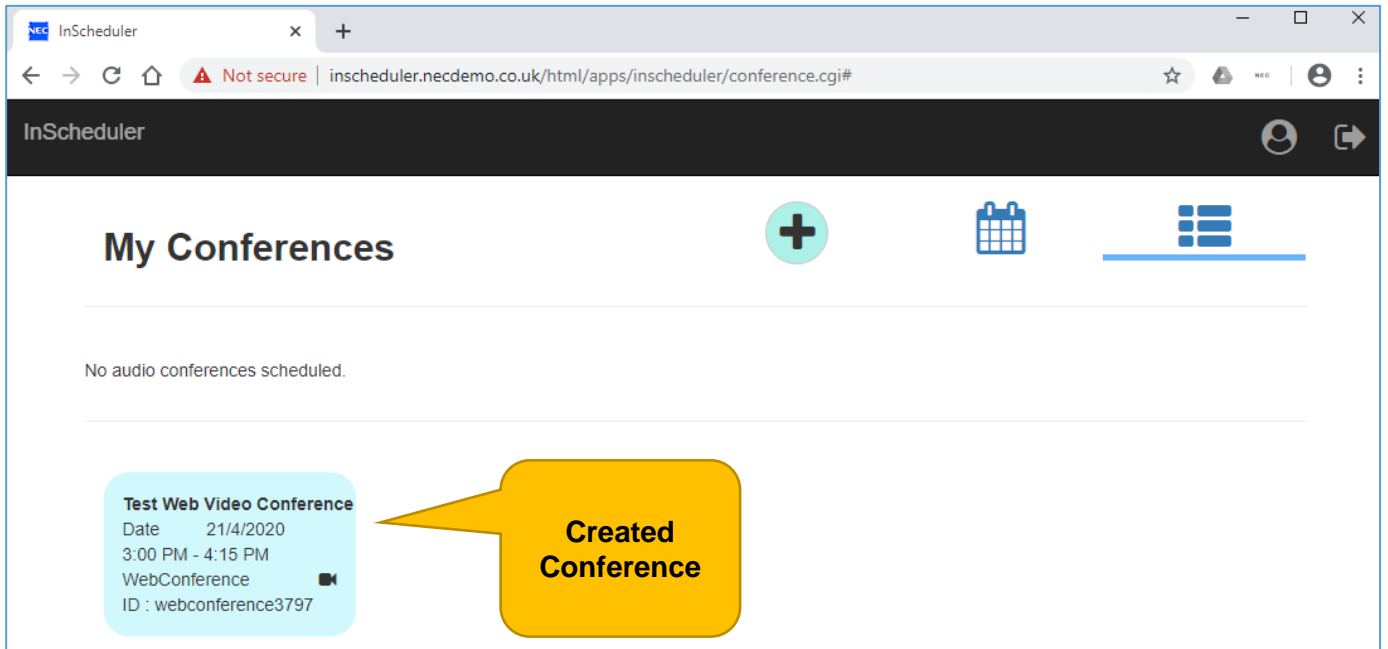
Subject

Date **Start Time** **End Time**

Web Conf ID

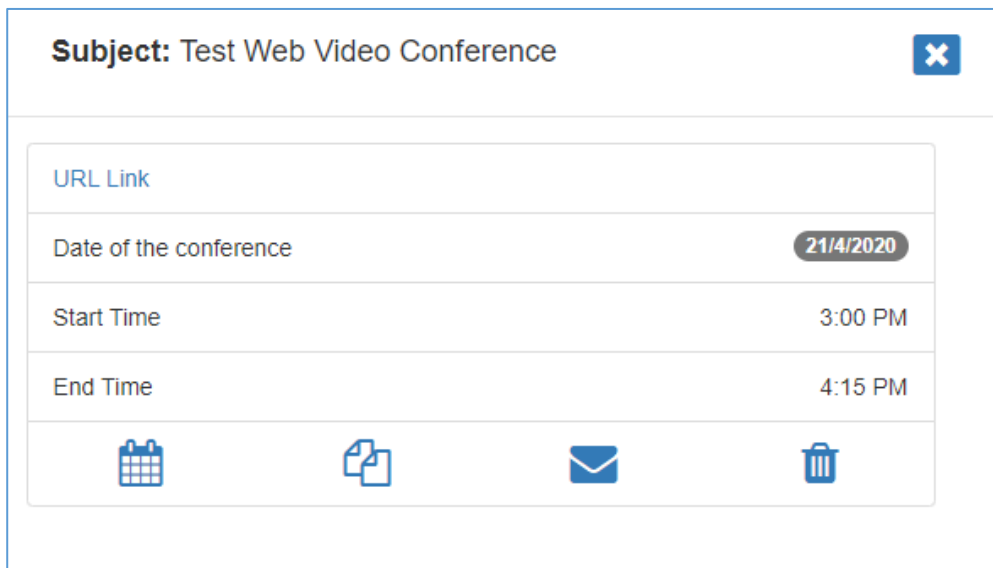
Clicking Reserve will create the conference based on the attributes defined.

The created conference will show under the My Conference screen.

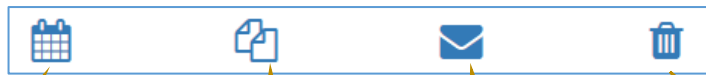


Clicking on the conference will then show the full information for it:

- URL Link
- Date of the Conference
- Start time and end time



There are also 4 user options available at the bottom of the window:

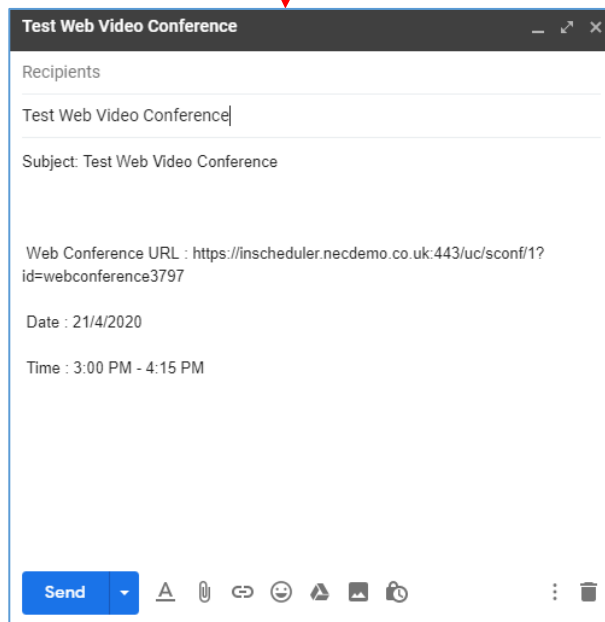
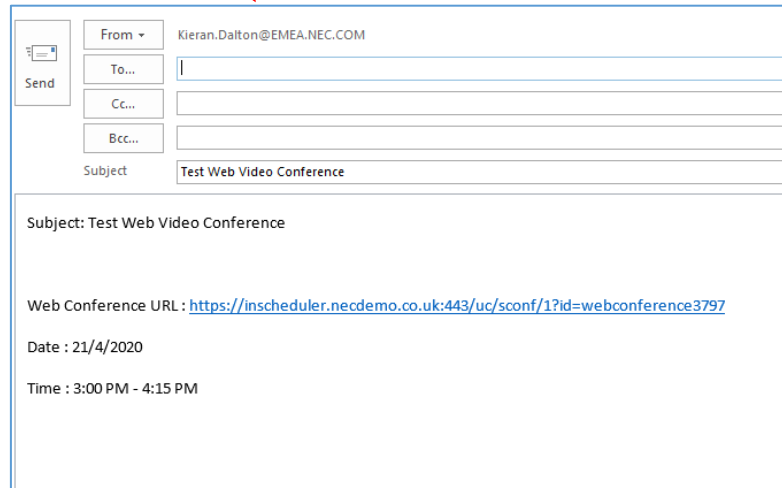
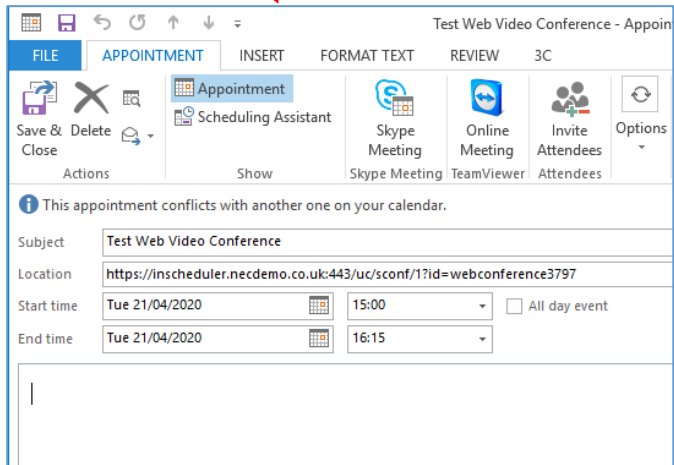


Download the conference information in a .ics format for Microsoft Outlook.

Copy the conference information to paste into another window/application


Email the conference information to your chosen recipients.

Delete the conference.



Joining a Remote Audio Conference

A Remote Audio Conference can be joined using your Desk phone by dialling the designated Pilot number from the conference information, or from an external device, such as your mobile telephone, using the designated dial-in number.

Subject: Test Remote Audio Conference 	
Dial-In Number	01159695787
Pilot	115
Passcode	7193





Upon dialling the pilot number or dial in number, the system will prompt for a security code. This code is the unique passcode which has been assigned to the conference for the scheduled time and is found in the conference information.

If the conference is joined to early, and the passcode is inputted, the system will refuse entry. The conference pilot number and passcode assigned can only be accessed at the scheduled times.

Date of the conference	21/4/2020
Start Time	2:00 PM
End Time	3:30 PM

If the conference is joined to late, the same occurs, the system will refuse entry.

The Remote Audio Conference will be set for a maximum number of participants. If the maximum number of participants is reached, anyone who attempts to gain access will be refused by the system

Maximum participants	4
   	

During the conference if your connection is lost, or you drop out by mistake, joining the conference again is possible using the same process as mentioned before.

Joining a Web Video Conference

A Web Video Conference is joined from a Laptop/PC with a Chrome Browser installed.

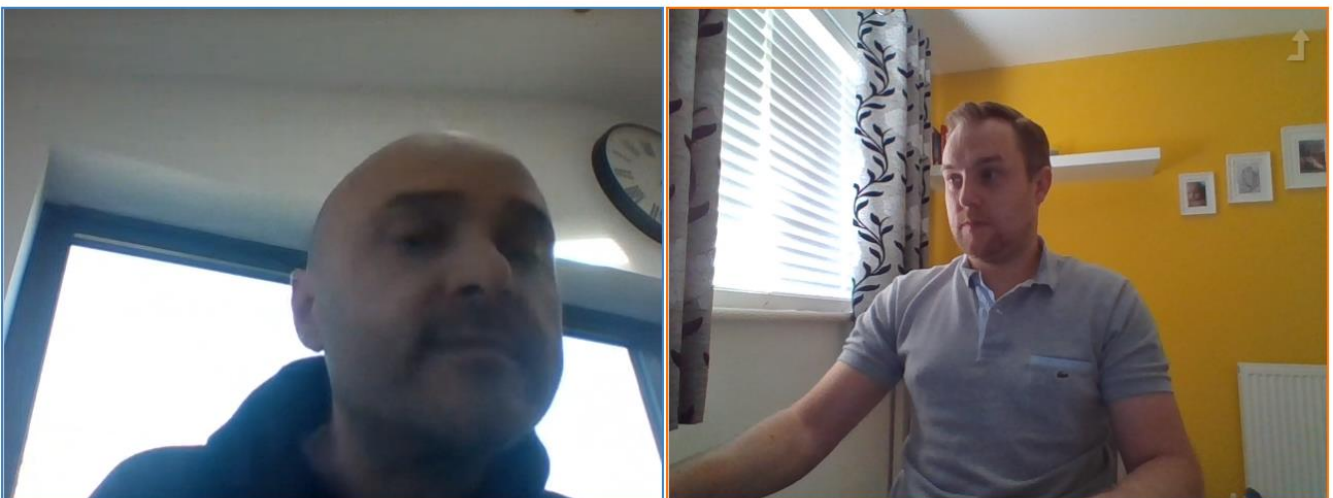
When the conference has been scheduled, a URL link can be emailed or sent to the participants. That link can then be used to access the Web Video Conference.

Subject: Test Web Video Conference ✕
URL Link

If the web video conference is joined to early, then nothing will happen, the system creates the meeting at the time it is scheduled to start.

Date of the conference	21/4/2020
Start Time	3:00 PM
End Time	4:15 PM

Upon joining the meeting, you have the options of streaming your Video, Audio and also sharing your desktop with the other participants on the conference.



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