

NEC

UCB CONFERENCE CALLING GUIDE

(VIA OUTLOOK)

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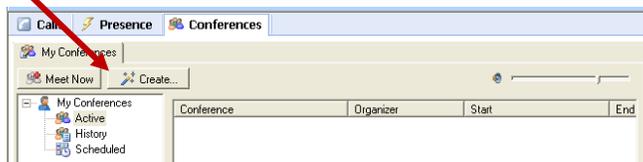


CREATING AN INSTANT CONFERENCE

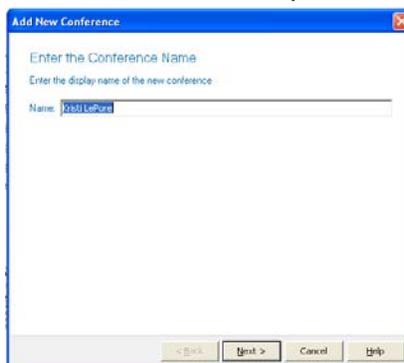
1) Click on Conferences



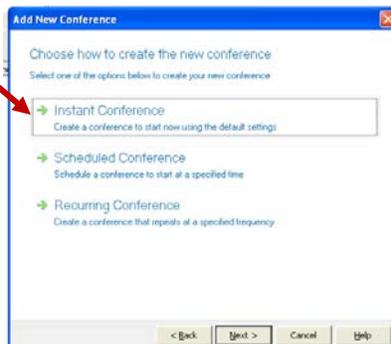
2) Click on Create



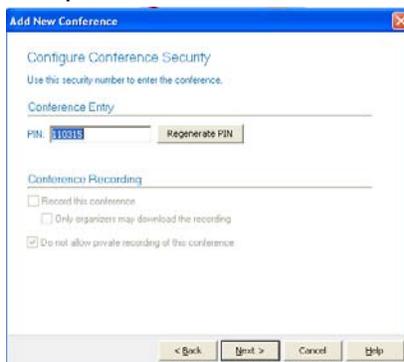
3) Enter in the Name of the Conference, then press next



4) Click on Instant Conference

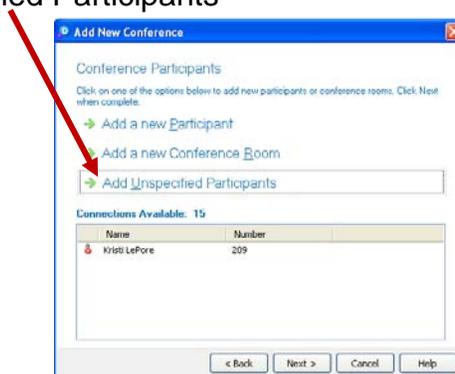


5) See your Regenerate PIN, press Next

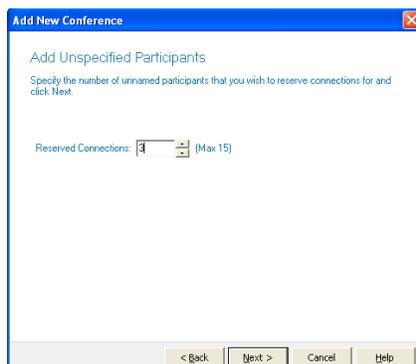


Note: It is important to remember your Regenerate PIN as you will need to give it to the contacts you would like to join in on the Conference

6) Click Add Unspecified Participants



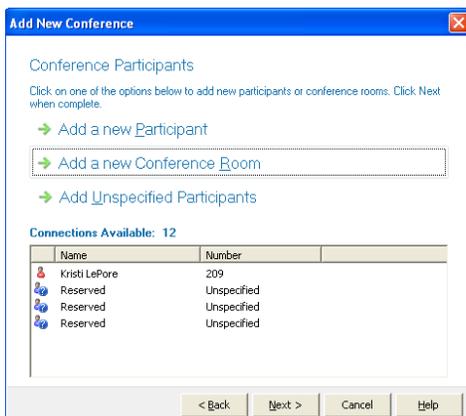
7) Enter the amount of Participants you would like to join in on the conference (Example: 3), then click next.



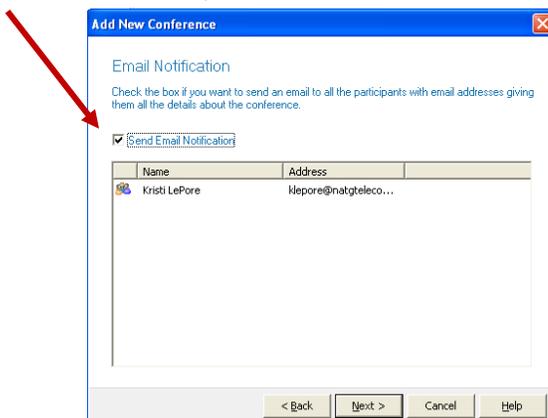
Note: The amount of Participants you enter will be the *maximum* amount that will be able to join in on the Conference.



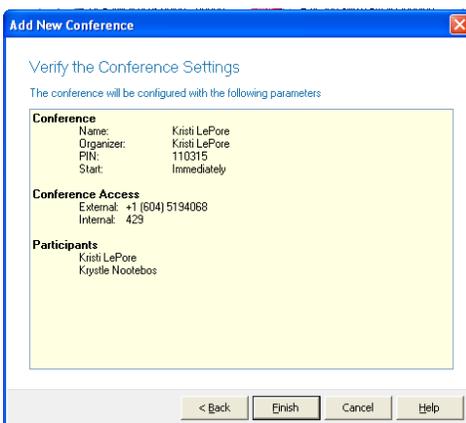
8) See spots in Reserve, Click Next



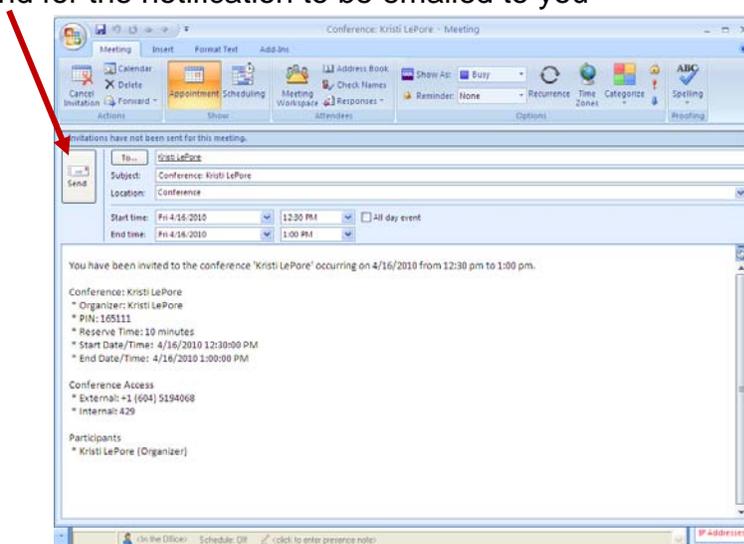
9) Click Send Email Notification, then click Next



10) Click Finish



11) Click send for the notification to be emailed to you



Note: You can enter in the email addresses of the Conference Calling Participants for this notification to be sent to them as well as yourself (Or you can simply forward the notification to them once you have received it)

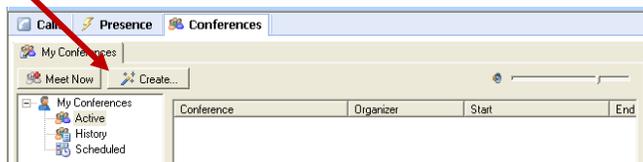


CREATING A SCHEDULED CONFERENCE

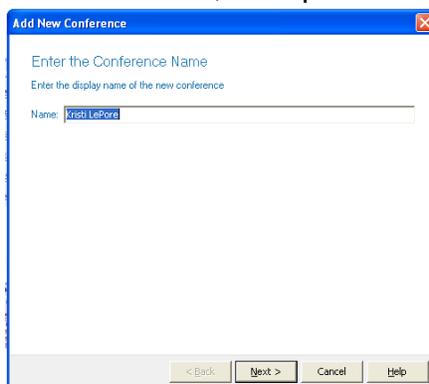
1) Click on Conferences



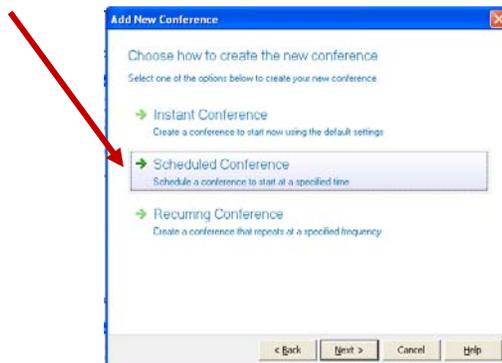
2) Click on Create



3) Enter in the Name of the Conference, then press next



4) Click on Scheduled Conference



5) Enter the start and end time of the conference, then click Next

The screenshot shows a dialog box titled "Add New Conference" with a close button (X) in the top right corner. The main heading is "Conference Date and Time" with a sub-heading "Select start and end date and time of the Conference." Below this, there are two rows of controls. The first row is labeled "Start Time:" and contains a date dropdown menu set to "4/16/2010" and a time spinner set to "11:00:00 AM". The second row is labeled "End Time:" and contains a date dropdown menu set to "4/16/2010" and a time spinner set to "11:30:00 AM". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

6) Enter the amount of time you would like to give Participants to call in before Conference begins, then click Next

The screenshot shows a dialog box titled "Add New Conference" with a close button (X) in the top right corner. The main heading is "Reserve Time" with a sub-heading "The Reserve time is the interval before the start time of the conference that the ports (connections) will be made available for participants to connect. If no participants connect, the ports will only remain available for this period after the start time." Below this, there is a label "Reserve time:" followed by a spinner box set to "10" and the text "(minutes)". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

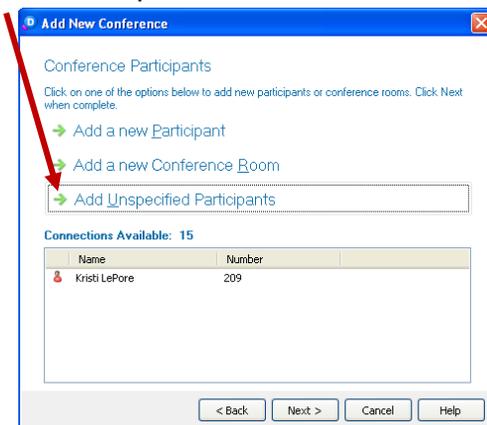
1) See your Regenerate PIN, press Next

The screenshot shows a dialog box titled "Add New Conference" with a close button (X) in the top right corner. The main heading is "Configure Conference Security" with a sub-heading "Use this security number to enter the conference." Below this, there is a section titled "Conference Entry" with a text input field containing the PIN "010315" and a "Regenerate PIN" button. Below that, there is a section titled "Conference Recording" with two checkboxes: "Record this conference" (unchecked) and "Do not allow private recording of this conference" (checked). At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

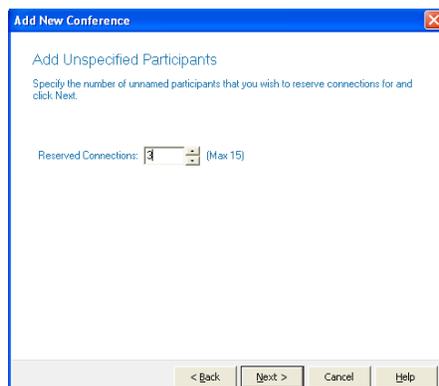
Note: It is important to remember your Regenerate PIN as you will need to give it to the contacts you would like to join in on the Conference



7) Click Add Unspecified Participants

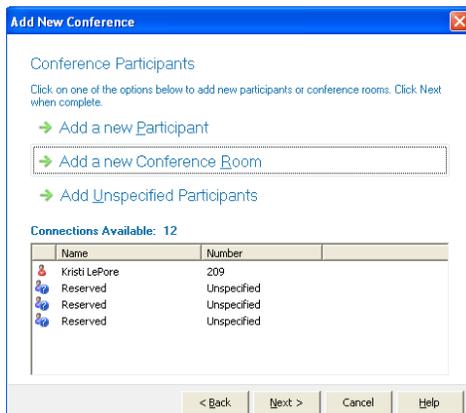


8) Enter the amount of Participants you would like to join in on the conference (Example: 3), then click next.

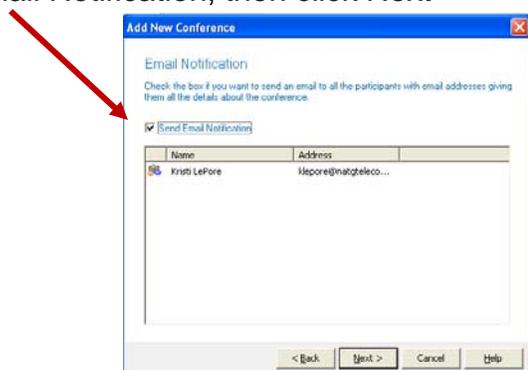


Note: The amount of Participants you enter will be the *maximum* amount that will be able to join in on the Conference.

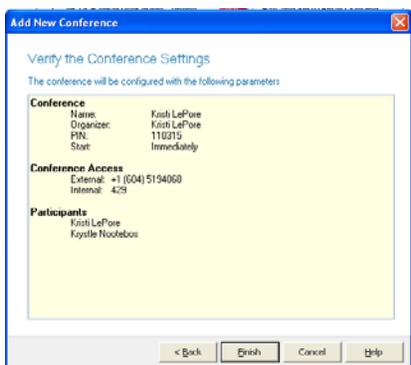
9) See spots in Reserve, Click Next



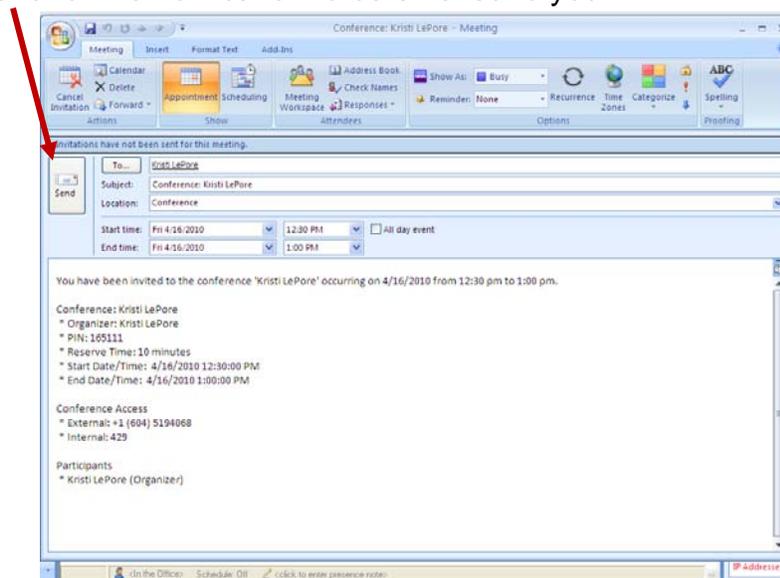
10) Click Send Email Notification, then click Next



11) Click Finish



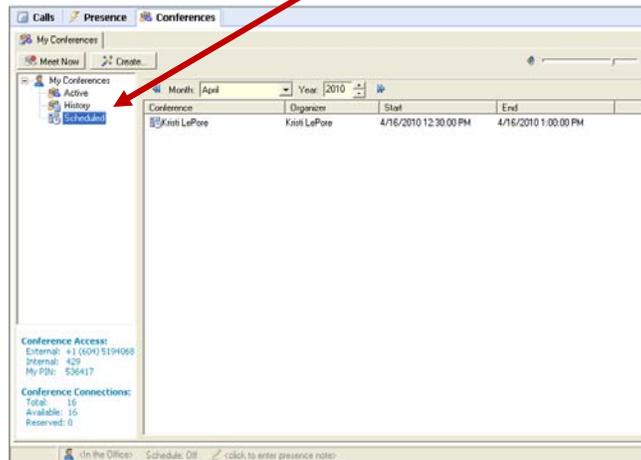
12) Click send for the notification to be emailed to you



Note: You can enter in the email addresses of the Conference Calling Participants for this notification to be sent to them as well as yourself (Or you can simply forward the notification to them once you have received it).



13) Under your Conference tab, click on Scheduled to view your upcoming Conferences

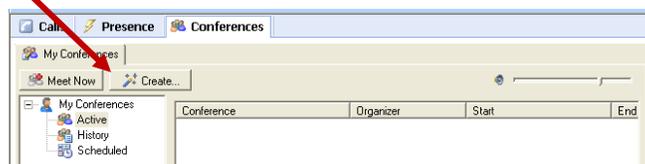


CREATING A RECCURING CONFERENCE

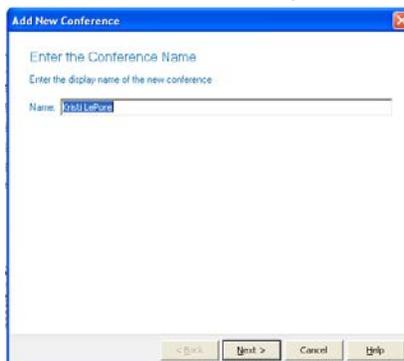
1) Click on Conferences



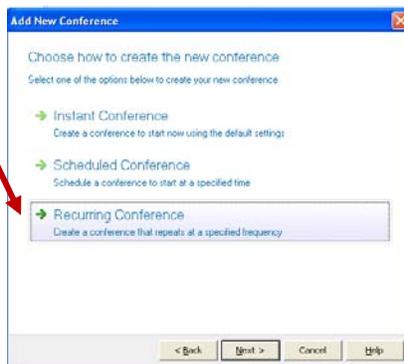
2) Click on Create



3) Enter in the Name of the Conference, then press next



4) Click on Recurring Conference



- 5) Enter the start and end time and the effective from and to date of the conference, then click Next

The screenshot shows a dialog box titled "Add New Conference" with a close button (X) in the top right corner. The main heading is "Conference Date and Time" with a sub-heading "Select start and end date and time of the Conference." Below this, there are two time selection fields: "Start Time" set to "11:30:00 AM" and "End Time" set to "12:00:00 PM". There are also two date selection fields: "Effective from" set to "4/16/2010" and "to" set to "4/16/2011". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

- 6) Choose when you would like the Conference to recur

The screenshot shows a dialog box titled "Add New Conference" with a close button (X) in the top right corner. The main heading is "Scheduled Conference" with a sub-heading "You are creating a scheduled Conference. Do you want to schedule a recurring Conference?". Below this is a list of recurrence options: "Weekdays", "Every n-th day", "Weekly", "Monthly", "Monthly (specified days of the week)", "Yearly", and "Yearly (specified days)". Each option has a right-pointing arrow next to it. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

- 7) Enter the amount of time you would like to give Participants to call in before Conference begins, then click Next

The screenshot shows a dialog box titled "Add New Conference" with a close button (X) in the top right corner. The main heading is "Reserve Time" with a sub-heading "The Reserve time is the interval before the start time of the conference that the ports (connections) will be made available for participants to connect. If no participants connect, the ports will only remain available for this period after the start time". Below this is a "Reserve time" field set to "00" minutes. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".



8) Make a note of your regenerate PIN

Configure Conference Security
Use this security number to enter the conference.

Conference Entry
PIN: 110315 Regenerate PIN

Conference Recording
 Record this conference
 Only organizers may download the recording
 Do not allow private recording of this conference

< Back Next > Cancel Help

Note: It is important to remember your Regenerate PIN as you will need to give it to the contacts you would like to join in on the Conference

9) Click Add Unspecified Participants

Conference Participants
Click on one of the options below to add new participants or conference rooms. Click Next when complete.

→ Add a new Participant
 → Add a new Conference Room
 → Add Unspecified Participants

Connections Available: 15

Name	Number
Kristi LePore	209

< Back Next > Cancel Help

10) Enter the amount of Participants you would like to join in on the conference (Example: 3), then click next.

Add Unspecified Participants
Specify the number of unnamed participants that you wish to reserve connections for and click Next.

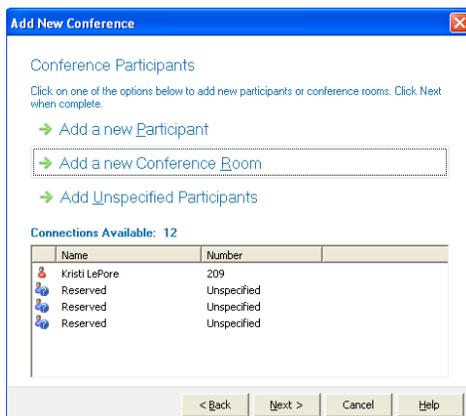
Reserved Connections: 3 (Max 15)

< Back Next > Cancel Help

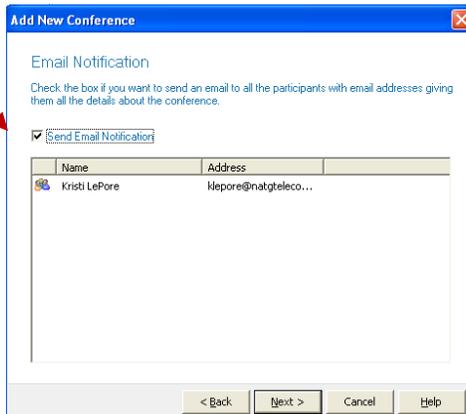
Note: The amount of Participants you enter will be the *maximum* amount that will be able to join in on the Conference.



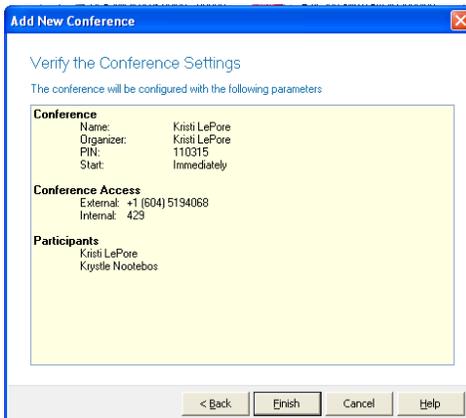
11) See spots in Reserve, Click Next



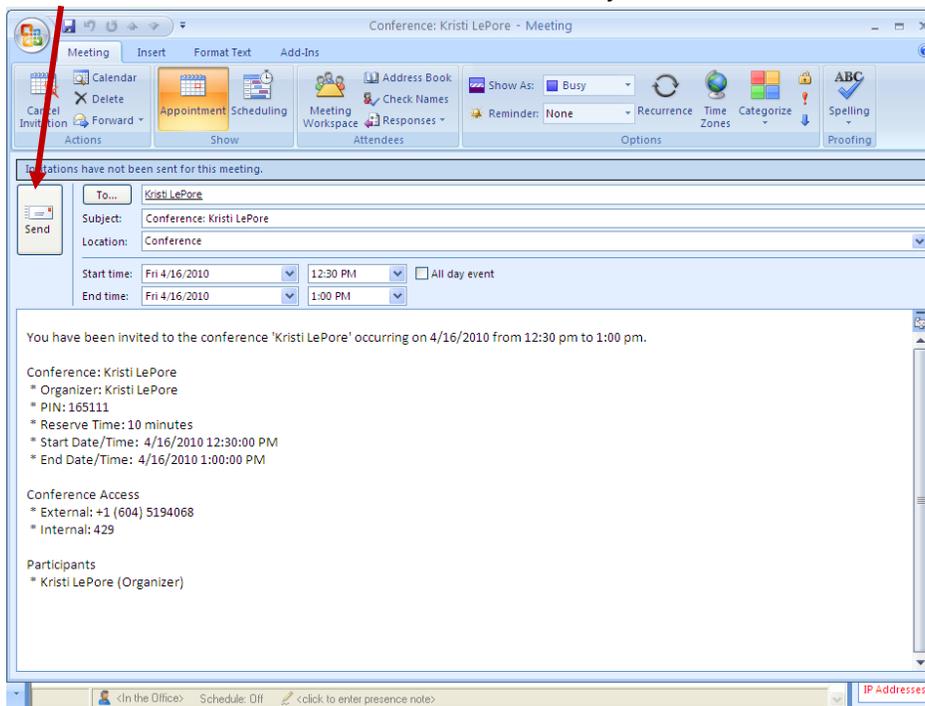
12) Click Send Email Notification, then click Next



13) Click Finish

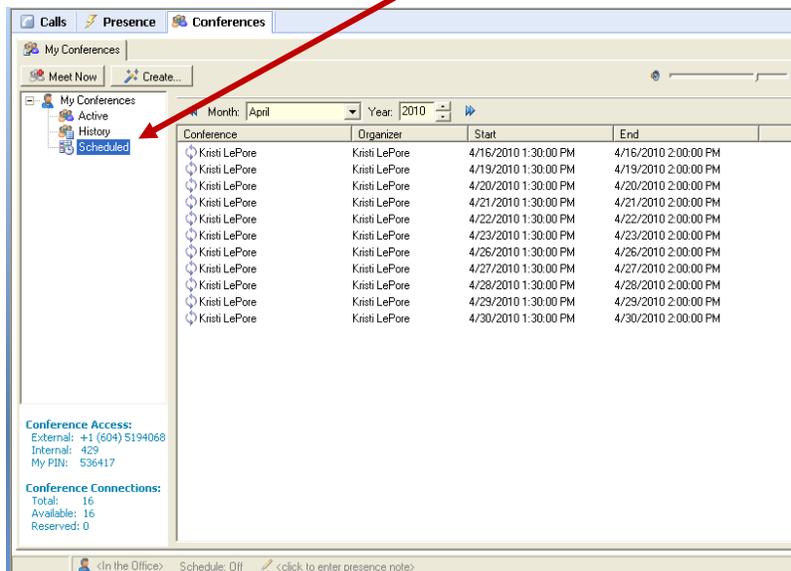


14) Click send for the notification to be emailed to you.



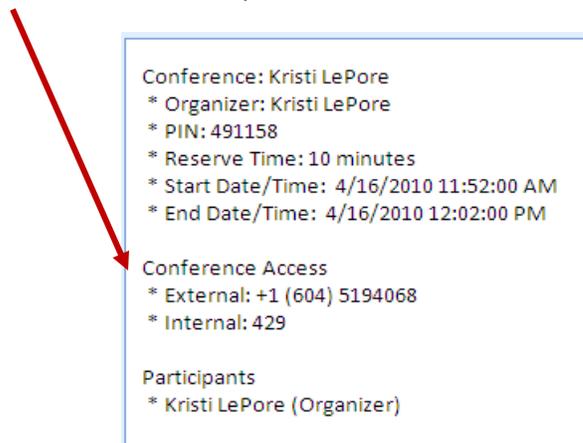
Note: You can enter in the email addresses of the Conference Calling Participants for this notification to be sent to them as well as yourself (Or you can simply forward the notification to them once you have received it)

15) Under your Conference tab, click on Scheduled to view your upcoming Conferences



JOINING A CONFERENCE CALL

- 1) To have a Participant join in on the Conference they will need to call the Conference Access Number (which will be included in the email)

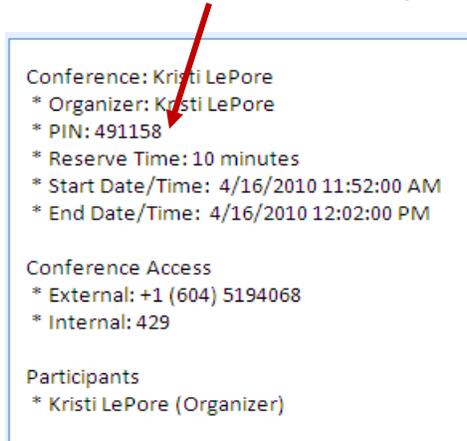


Conference: Kristi LePore
* Organizer: Kristi LePore
* PIN: 491158
* Reserve Time: 10 minutes
* Start Date/Time: 4/16/2010 11:52:00 AM
* End Date/Time: 4/16/2010 12:02:00 PM

Conference Access
* External: +1 (604) 5194068
* Internal: 429

Participants
* Kristi LePore (Organizer)

- 2) The participant will then enter the PIN number to join



Conference: Kristi LePore
* Organizer: Kristi LePore
* PIN: 491158
* Reserve Time: 10 minutes
* Start Date/Time: 4/16/2010 11:52:00 AM
* End Date/Time: 4/16/2010 12:02:00 PM

Conference Access
* External: +1 (604) 5194068
* Internal: 429

Participants
* Kristi LePore (Organizer)





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