Admin guide for web portal

page	Contents

1 Enterprise Administrator Guide

About This Chapter

1.1 Logging In

» Scenarios

This task describes how to log in to the Converged Conference management portal.

» Prerequisites

Conditions

To log in to the Converged Conference management portal, the following conditions must be met:

- Only supported web browsers can be used to perform the login. Table 1-1 lists supported web browsers.

Table 1-1 Supported web browsers

| Browser	Supported Versions
Internet Explorer	Internet Explorer 9.0 ,8.0 or 10.0
Google Chrome	Google Chrome 29.0 ,28.0 or 30.0

Note
All operations described in this manual are based on Internet Explorer 8.0.

- If Internet Explorer and HTTPS are to be used to log in to the enterprise administrator portal, set the options on the Advanced tab page of the Internet Options dialog box as follows. For details, see 1.1 Figure 1.

  Figure 1

  Internet Options dialog box
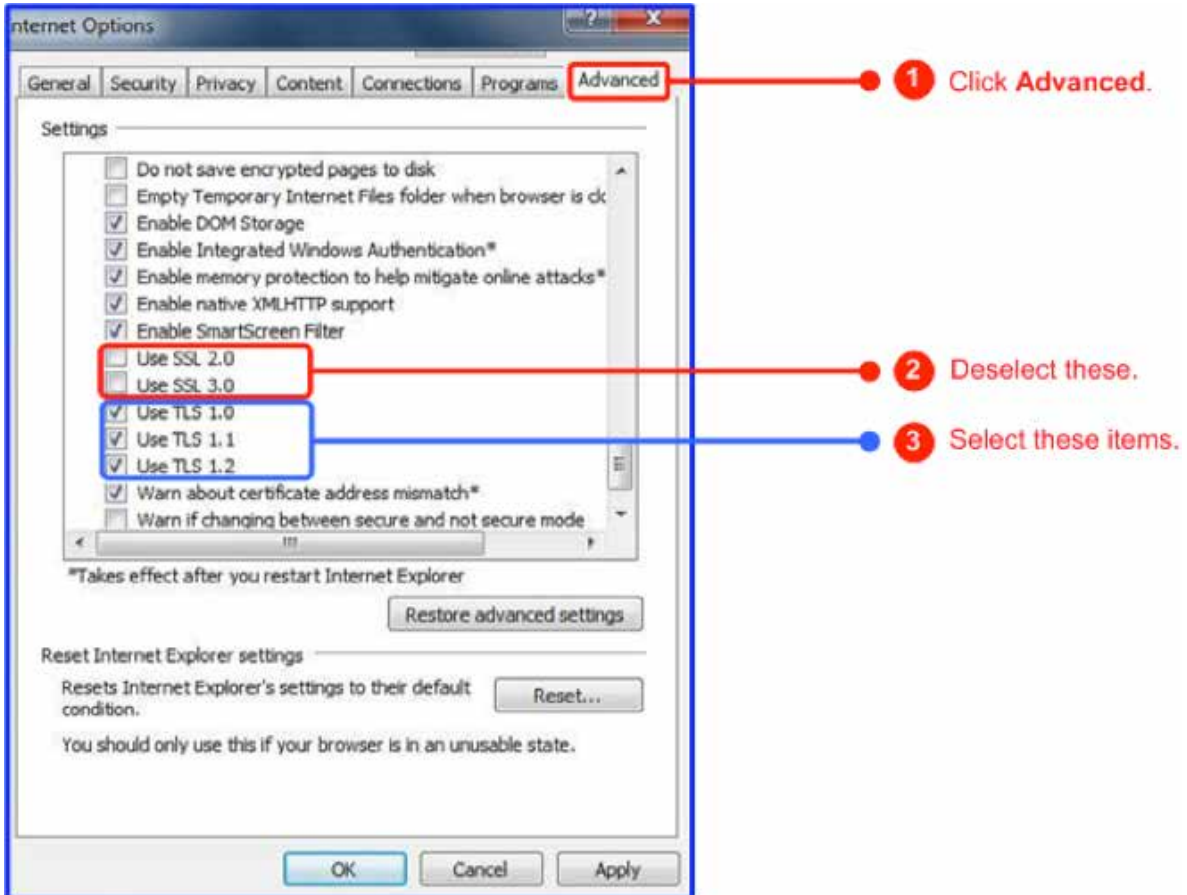
- The CC account must be registered on the IMS network, allocated with the audio/video_ conference administrator rights, and activated.
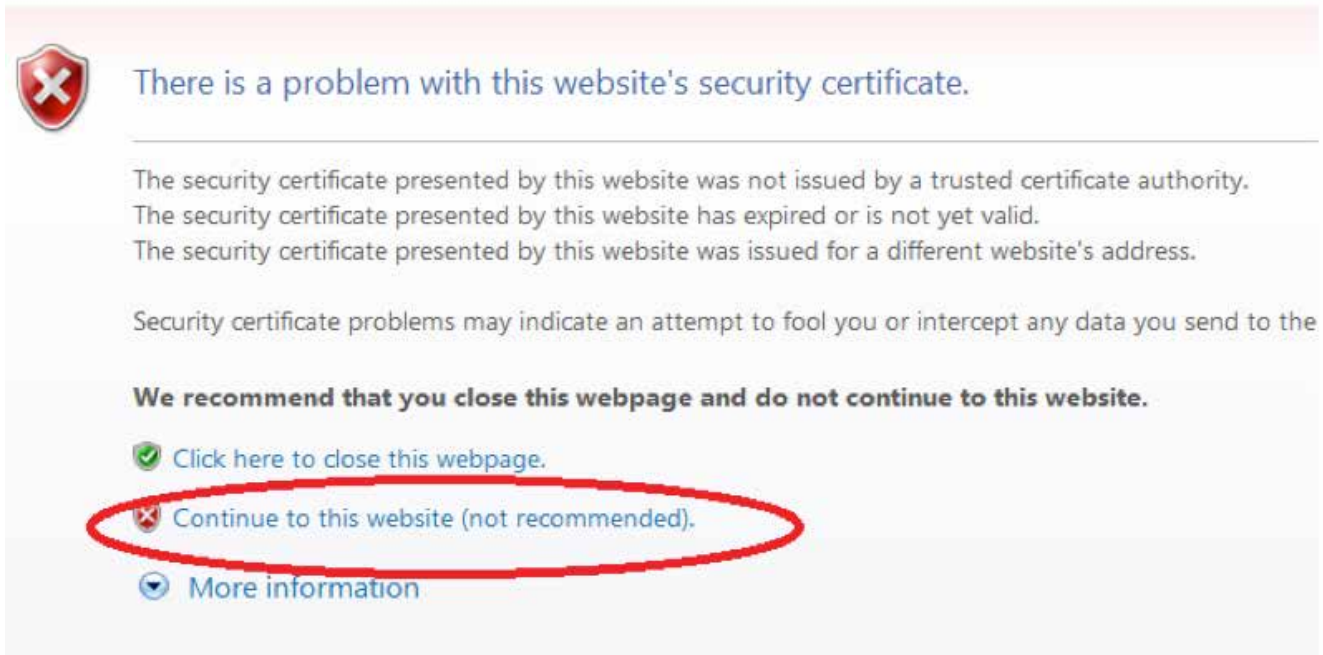
» **Procedure**

Step 1   Start Internet Explorer.

Step 2   In the address bar, type **meeting.omantel.om.** Then press **Enter**. The login dialog box is displayed, as shown in Figure 2.

Figure 1.1

Security Certificate Page

There is a problem with this website's security certificate.

The security certificate presented by this website was not issued by a trusted certificate authority.
The security certificate presented by this website has expired or is not yet valid.
The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the

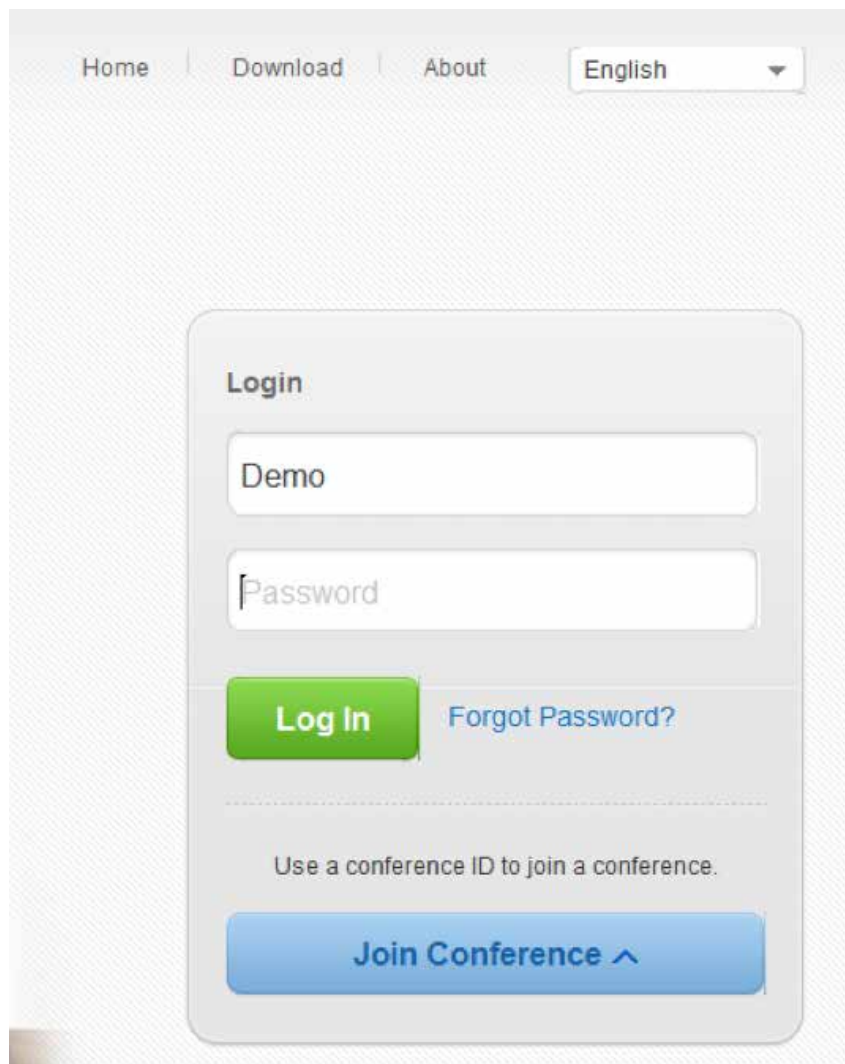**We recommend that you close this webpage and do not continue to this website.**

Click here to close this webpage.

Continue to this website (not recommended).

More information

Note
If you have been diverted to security certificate page, please chose `Continue to this website (not recommended).` option (see Figure 1.1).

Figure 2

Login dialog box

Step 3   Specify Account and Password.

Step 4   Click Log In.

               End

1.2 Resetting the Password

» **Scenarios**

This task describes how to reset the password when you forget the password.

» **Prerequisites**

Conditions

- The CC WEB account associated with accessible email or mobile number.
- Only supported web browsers can be used to perform the login. Table 1-2 lists supported web browsers.

Table 1-2 Supported web browsers

Browser	Supported Versions
Internet Explorer	Internet Explorer 9.0 ,8.0 or 10.0
Google Chrome	Google Chrome 29.0 ,28.0 or 30.0

Note
All operations described in this manual are based on Internet Explorer 8.0.
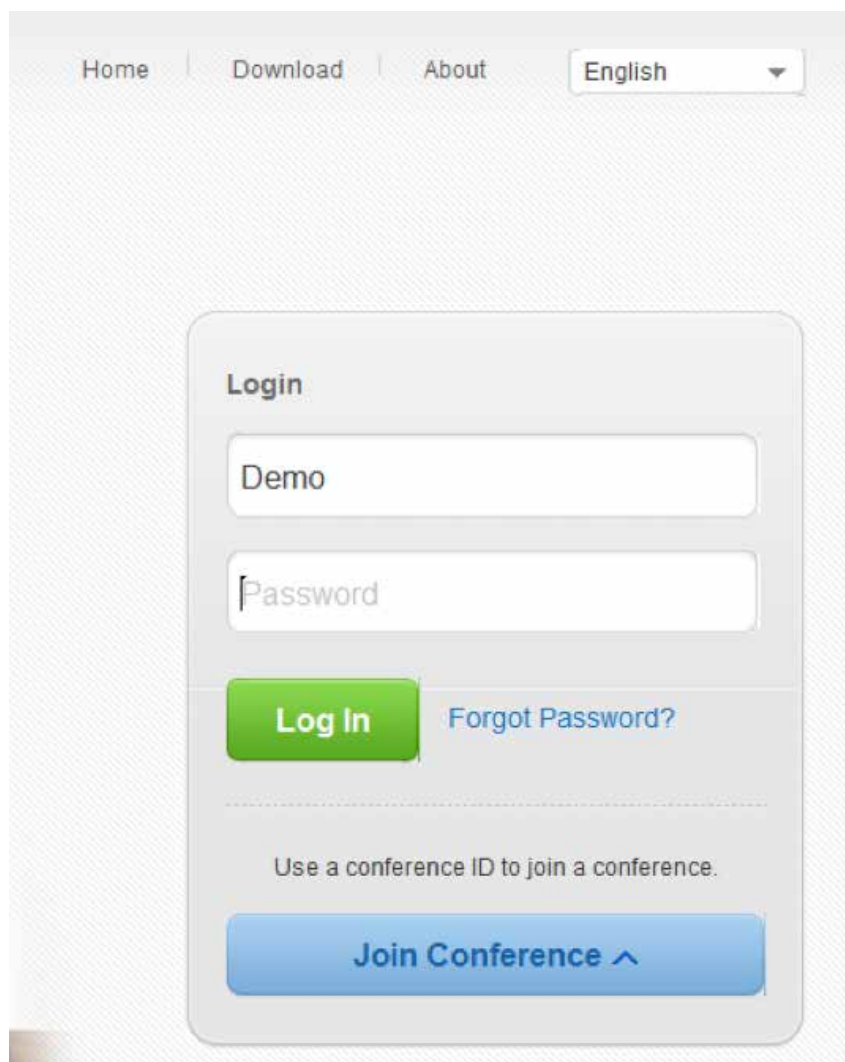
» **Procedure**

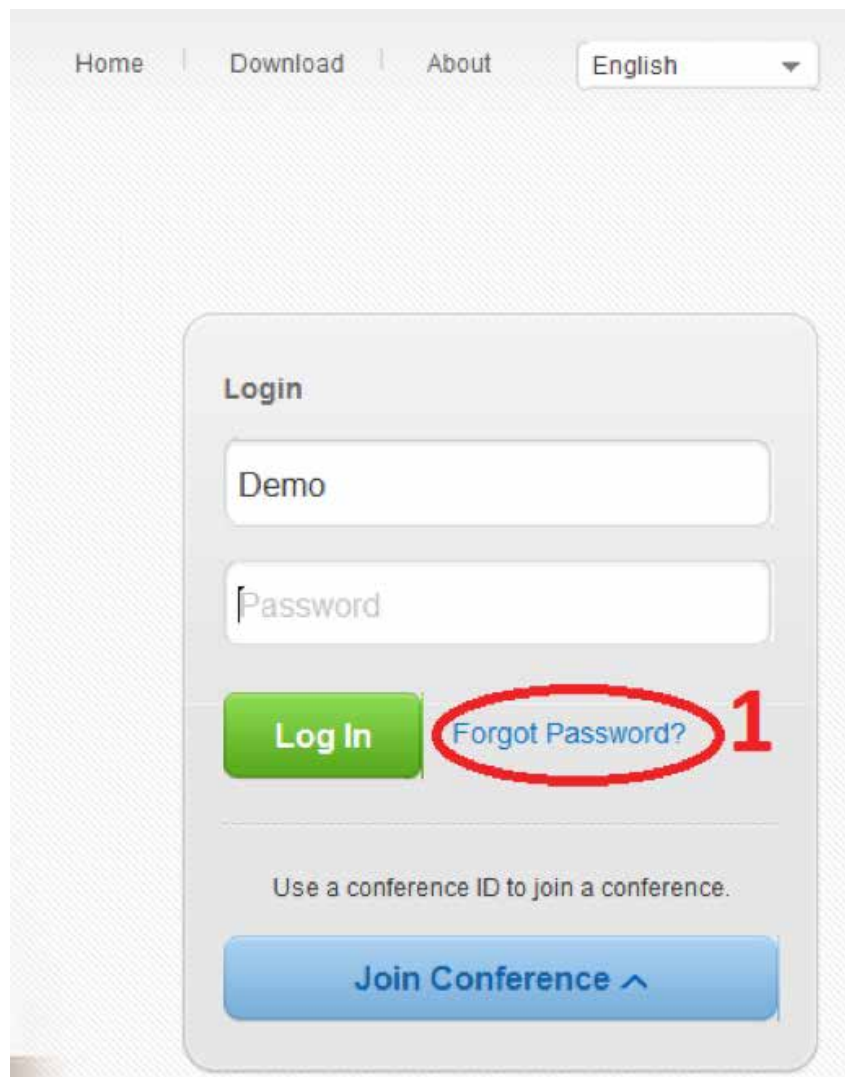**Step 1** Start Internet Explorer.

Step 2 Enter **meeting.omantel.om** in the address box of Internet Explorer and press **Enter**. The login page is displayed, as shown in Figure 1.

Figure 1

Login page

Step 3   Choose `Forgot Password` option.

Step 4 You may Choose to receive reset Link through the registered **Email**

Account type   Web account

Account name

Retrieve by   Email

Verification code

Get Password Reset Link

Or with confirmation code via **SMS** to the registered mobile number.

Account type   Web account

Account name   admin1

Retrieve by   SMS   **click `Get Code`**
             Get Code   The verification code has been sent to your mobile phone. The code will
                        expire in 79 seconds.

Verification code

New password

Password must contain 8–16 characters. If the
password contains more than 7 characters, it must
combine uppercase letters, lowercase letters, and
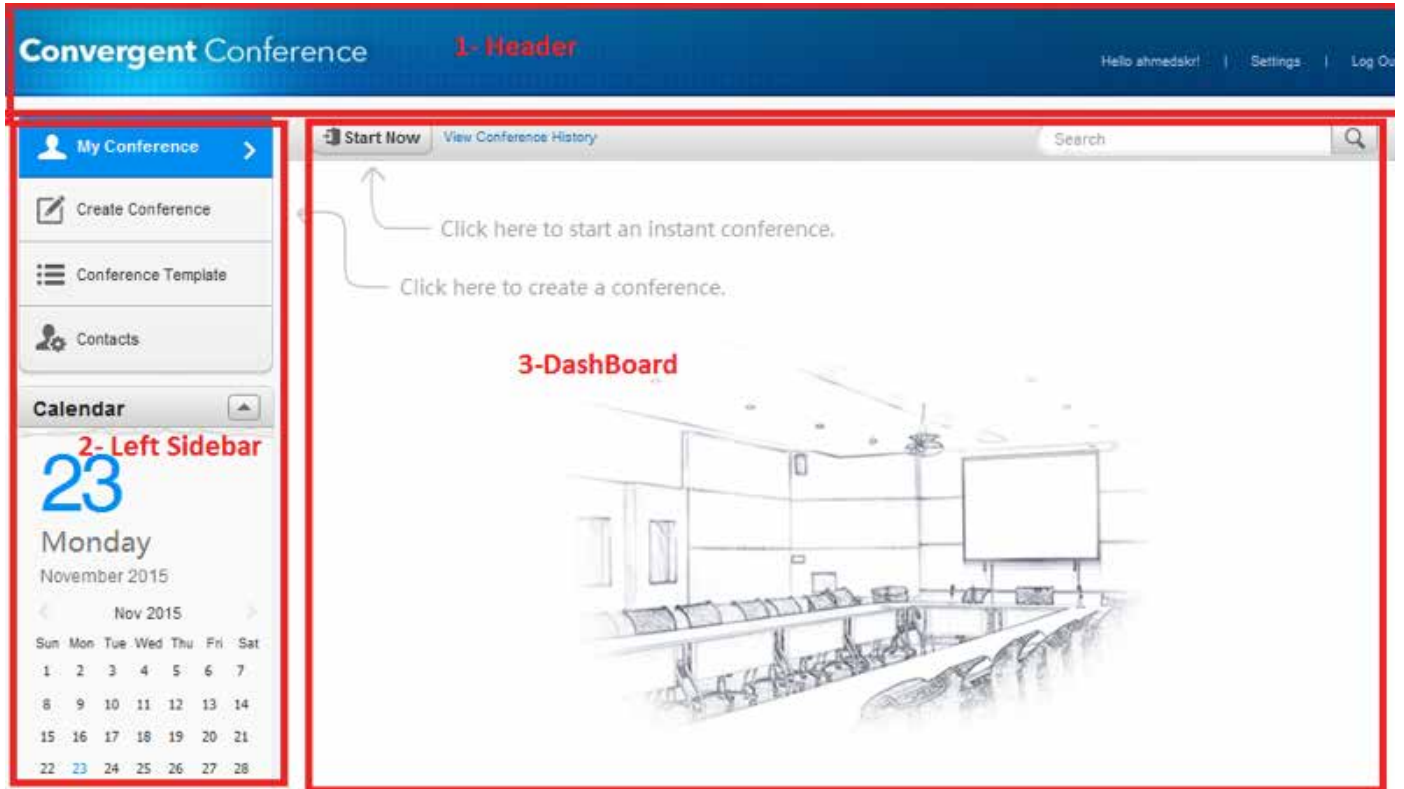digits.

Confirm password

Verification code

Reset Password

1.3 Homepage

After you log in to the WEB Portal, the WEB Portal homepage is displayed, as shown in Figure 1.

Figure 1

WEB Portal home page

Item		Application Scenario
Header	Log out	Logging out and returning to the WEB Portal login page.
	Settings	Click Settings it takes you to the page to modify personal info and change password.
Left sidebar	My Conference	
	Create Conference	
	Conference Template	
	Contacts	
	Calendar	

END

1.4 Service Configurations

1.4.1 Create a Conference

» **Scenarios**

This section describes how to create a conference.

» **Prerequisites**

Conditions

- The CC account and password have been provided by Omantel.
- Only supported web browsers can be used to perform the login. Please refer to the Chapter 1.1 to configure the supported browser.

» **Procedure**

Step 1   Start Internet Explorer.

Step 2   Enter **meeting.omantel.om** in the address box of Internet Explorer and press **Enter**. The login page is displayed, as shown in Figure1-5.
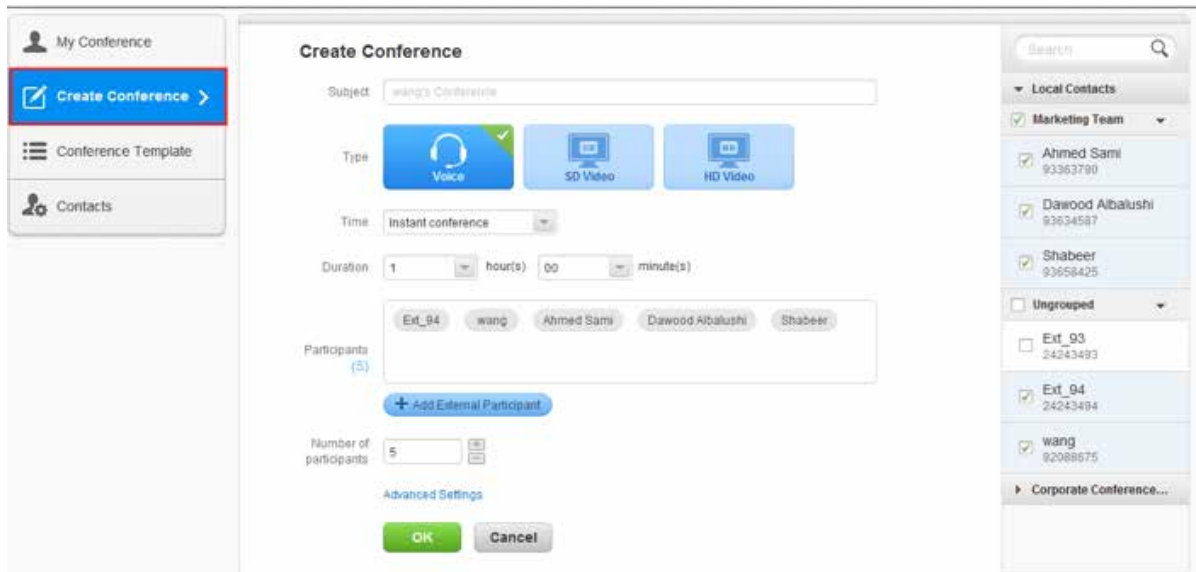
Figure 1   Login page

Note

All operations described in this manual are based on Internet Explorer 8.0.

Step 3   click **Create Conference** tab in left sidebar, then **Create Conference** page will appear Figure1

Figure 1   Figure Create Conference Page


Step 4   Complete the page options as below:
» Enter Conference Subject(Optional)
» Choose conference type (only provisioned types will be shown to the user)
» Choose conference time
  • Instant conference: to be start the conference shortly after creation
  • Scheduled conference: to create one planned conference in future date.
  • Recurring conference: in this option you will be able to create periodic conference to be available in the planned date/times.
» Set conference duration, it is extendable you may extend it in real-time during the conference.
» Add the participant: add mobile numbers to join the conference, you also can choose and from local contact list on the right sidebar
» Finally set the maximum number of Conference participants

Step 5   Modify the advanced settings if required:

• General tab:
» Language of prompt/Alert tones and Time Zone.
» Set the notification period to send reminder email before Conference start time.
» Enable invitation:
  • Yes: you can invite more participants during the conference
      Note: if Yes selected, then you can select automatic invitation.
  • No: cannot invite more participants during the conference
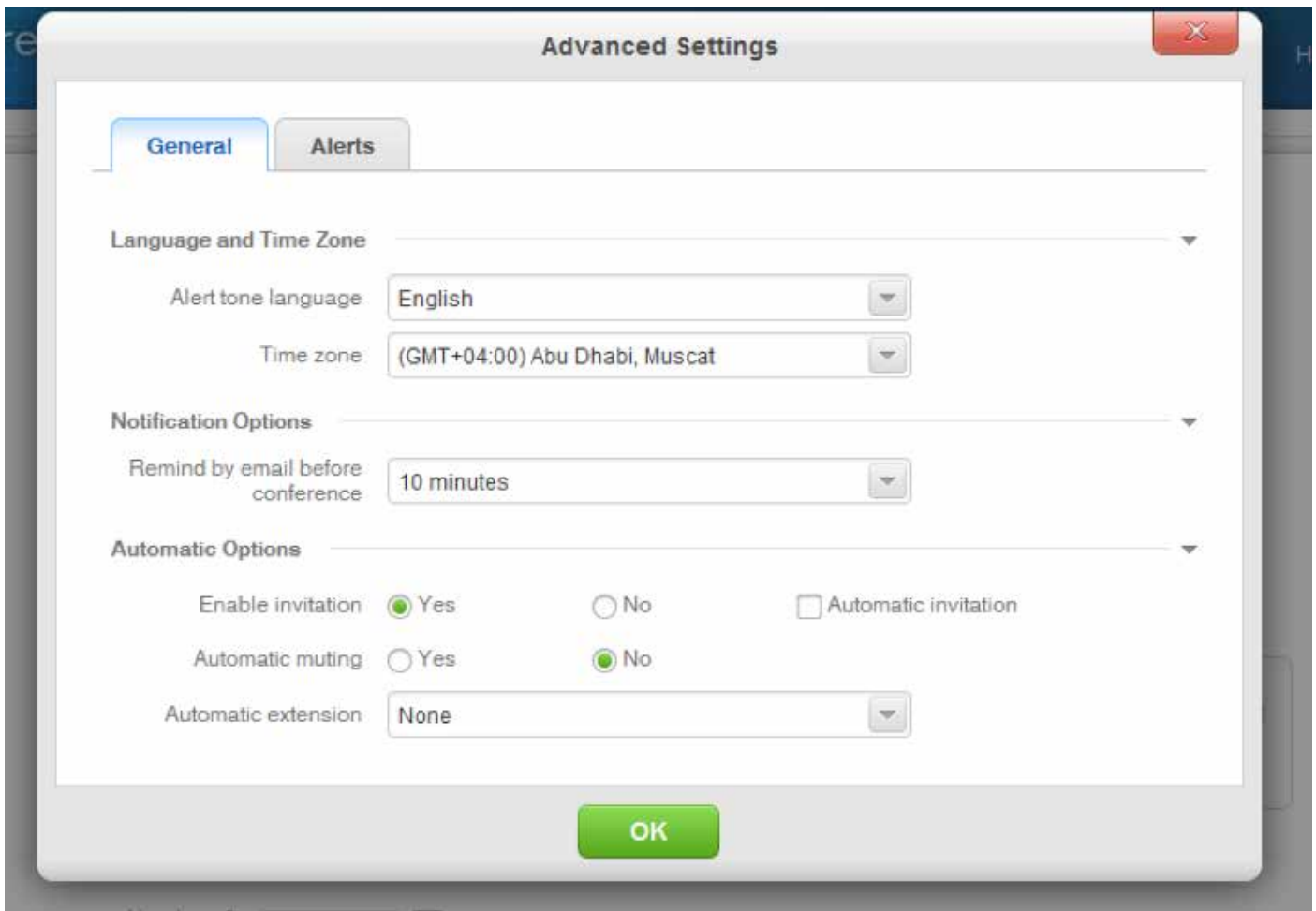
» Automatic muting:
- Yes: After a conference starts, the system automatically mutes the conference. After the chairperson joins the conference, the system automatically unmutes the conference.
» Automatic extension: you may enable this option to extend the conference automatically if it not finished in the planned period.

- Alerts tab:
  » Choose the alerting tone from the available options.
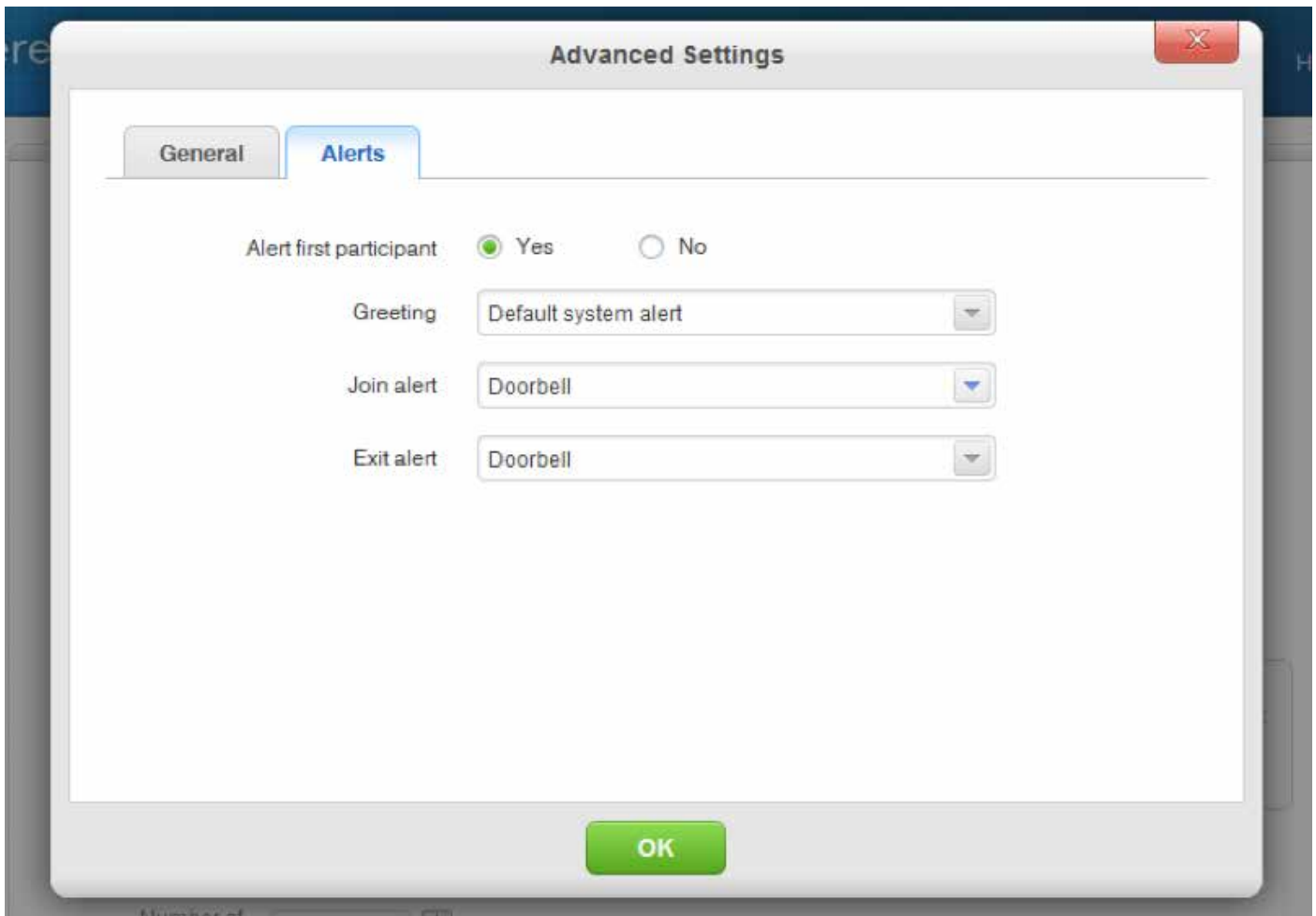
Step 6   After creating the conference the below page will be shown to you:

　　》　If instant conference the page in Figure1 will be shown, Join the conference and here you go.

Figure 1   Instant conference

  »   If Scheduled/recurring conference the page in Figure 2 will be shown.

Figure 2   Scheduled/recurring conference

Note
You can save the conference template to use it when creating the same conference next time.

1.4.2 Manage a Conference

» **Scenarios**

This section describes how to manage a conference.

» **Prerequisites**

Conditions

·   The CC account and password have been provided by Omantel.

·   Conference already created successfully.

» **Procedure**

Step 1   After creating the conference click **Join** to start the conference control page.

» If scheduled/recurring conference Join option will appear once start time reached.

» If instant Conference you will have the `Join Conference` option directly.

Step 2 After joining the conference the below page will be shown.

1- This shows Conference Subject, number of currently connected participant and number of total participants.

2- **Add Participant:** Add new member to the conference during conference running time.

3- **Call Absent:** Call all disconnected participants onetime.

4- **Mute All:** Mute all participants, so the voice/noise from their side will not reach to the conference.

5- **Create Subconference:** This to create separate sub conference containing group from the participants.

6-**Status:** icon shown behind the chairman person.

7-**Name:** List of participants names. (The names saved by the admin are shown here).

8-**Number:** List of participants numbers.

9-**Call:** This list shows the participants calling status:-

     a. The icon is shown for already joining participant.

     b. The icon Call is shown for participant not joined the conference.
     Click call to invite him.

10-**Mute:** When click Mute icon, block the voice coming from the participant.

11-**Extend Conference:** Before conference time up, you are able to extend conference time as per your need.

12-**Lock Conference:** By locking the conference, no more participants can join.

13-**Exit Conference:** After Exit the conference the conference will not be available any more, even if it was arranged for longer time.