Admin guide for web portal



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Enterprise Administrator Guide

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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

Seneral Security Privacy Content Connections Programs Advanced	Click Advanced.
Settings	
Do not save encrypted pages to disk Empty Temporary Internet Files folder when browser is ck Enable DOM Storage Enable Integrated Windows Authentication* Enable memory protection to help mitigate online attacks* Enable native XMLHTTP support Enable SmartScreen Filter	
Use SSL 2.0	2 Deselect these.
Use SSL 3.0	
V Use TLS 1.1	
V Use TLS 1.2	
☑ Warn about certificate address mismatch*	
Warn if changing between secure and not secure mode	
*Takes effect after you restart Internet Explorer	
Restore advanced settings	
Reset Internet Explorer settings	
Resets Internet Explorer's settings to their default Reset	
condition.	
You should only use this if your browser is in an unusable state.	

The CC account must be registered on the IMS network, allocated with the audio/video_ conference administrator rights, and activated.

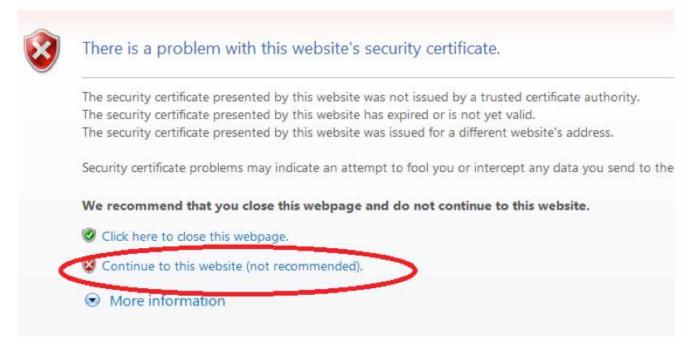
» **Procedure**

•

- **Step 1** Start Internet Explorer.
- Step 2In 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



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

Login
Demo
Password
Log In Forgot Password?
Use a conference ID to join a conference.
Join Conference A

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

5

Figure 1

Login page

Login
Demo
Password
Log In Forgot Password?
Use a conference ID to join a conference.
Join Conference A

Step 3 Choose `Forgot Password` option.

6

Login
Demo
Password
Log In Forgot Password? 1
Use a conference ID to join a conference.
Join Conference A

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

7

Home > Retrieve Password

Account type	Web account	
Account name	[
Retrieve by	Email	-
Verification code	Reya	G
	Get Password Reset Link	

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

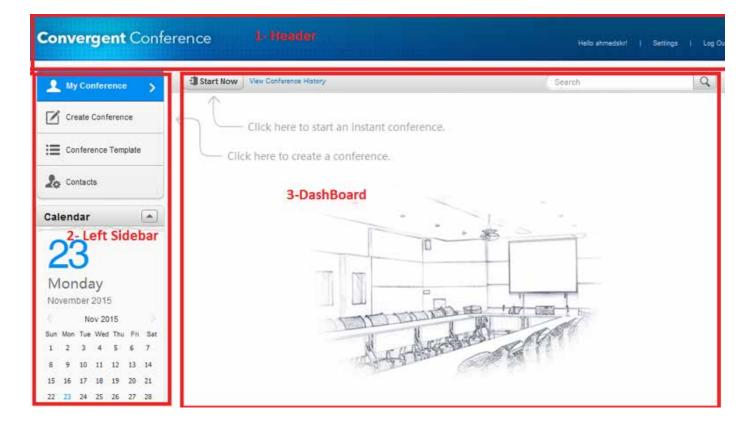
Home > Retrieve Password		
Account type	Web account	
Account name	admin1	
Retrieve by	SMS	Click 'Get Code' Get Code The verification code has been sent to your mobile phone. The code will expire in 79 seconds.
Verification code		
New password		
	Password must contain 8–16 characters, if the password contains more than 7 characters, it must combine uppercase letters, lowercase letters, and digits.	
Confirm password		
Ventication code	THE S	
	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.
	My Conference	
	Create Conference	
Left sidebar	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 2Enter meeting.omantel.om in the address box of Internet Explorer and pressEnter. The login page is displayed, as shown in Figure1-5.

Figure 1Login page

Login
Demo
Password
Log In Forgot Password?
Use a conference ID to join a conference.
Join Conference A

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 Figure 1

My Conference	Create Conference	Gewon Q
Create Conference >	Subject wangs Contenute	+ Local Contacts
Conference Template	Tipe Sp Wese HD Video	Atimed Saml Sastan
20 Contacts	Time Instant conference	Dawood Albalushi 93634587
	Duration 1 a hour(s) 00 a minute(s)	(2) Shabeer 93658425
	Ed_94 wang Ahmed Sami Dawood Albalushi Shabeer	Ungrouped
	Participanta (5)	□ Ext_93 24243493
	+ Add Esternal Participant	24243494
	Number of 5	97 wang 92088575
	Advanced Settings	Corporate Conference.

Figure 1Figure 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:

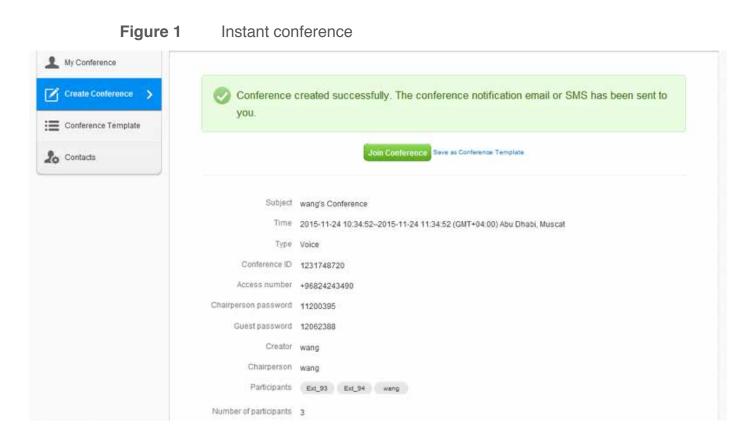
- General tab:
 - » Language of prompt/Alert tones and Time Zone.
 - » Set the notification period to send reminder email before Conference start time.
 - » Enable invitation:
 - Yes: you can invite more participants during the conference Note: if Yes selected, then you can select automatic invitation.
 - No: cannot invite more participants during the conference

General Alerts	5			
Language and Time Zone				•
Alert tone language	English		-	
Time zone	(GMT+04:00) Abu Dhabi, Muscat	-	
Notification Options				-
Remind by email before conference	10 minutes			
Automatic Options				*
Enable invitation	Yes	⊖ No	Automatic invitation	
Automatic muting	⊖ Yes	No		
Automatic extension	None		-	

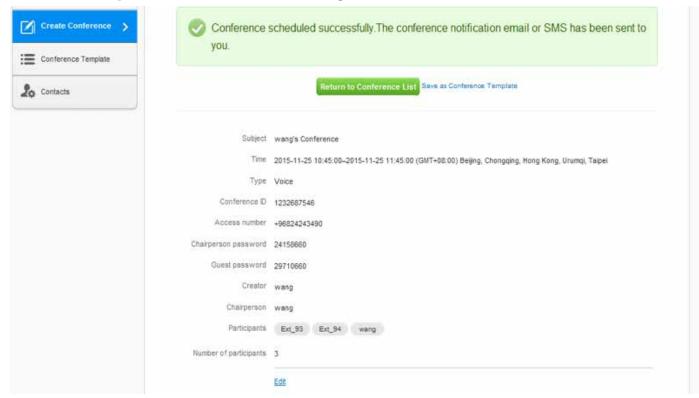
- » Automatic muting:
 - Yes: After a conference starts, the system automatically mutes the conference. After the chairperson joins the conference, the system automatically unmutes the conference.
- » Automatic extension: you may enable this option to extend the conference automatically if it not finished in the planned period.
- Alerts tab:
 - » Choose the alerting tone from the available options.

Alert first p		Yes O No		
	Greeting	efault system alert	*	
	Join alert Do	oorbell		
	Exit alert Do	oorbell		

- **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.



- » 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.

👤 My Conference >	Start Now	View Conference History		Search	Q
Create Conference	2015-11		11:10-12:10 (11:10-12:10 GMT+04:00)		Details 🔺
Conference Template	Today	Access number	Volce +96824243490 1232689392		End
26 Contacts		Guest password	21558903		
Calendar			3 wang Ext_93 Ext_94 wang		
24					
Tuesday					
November 2015					
Sun Mon Tue Wed Thu Fri Sat					

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

Create Conference	you.	created successfully. The conference notification email or SMS has been sent to		
Conterence Template				
Contacts		Join Conference Save as Conference Template.		
	Subject	wang's Conference		
	Time	2015-11-24 10:34:52-2015-11-24 11:34:52 (GMT+04:00) Abu Dhabi, Muscal		
	Туре	Voice		
	Conference ID	1231748720		
	Access number	+96824243490		
	Chairperson password	11200395		
	Guest password	12052388		
	Creator	wang		
	Chairperson	wang .		
	Participants	Ext_93 Ext_94 wang		

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

Preset	order 🖉		Search	_	C
Status	Rame	Number	Call	Mute	
æ . *	wang	9208875	<u>_</u>	4	
Absent	Ext_93	24243403	~	Call	
ų e	637,34	24243494	<u></u>	۷	
16 All 6	7	8	9	10	
2				10	
reate mfërence					

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 < 🖙 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.