Business Voice

Cloud

Collaborative Bridge

User Guide

LOGIX
FIBER NETWORKS

Setting Up a Conference Call

When you are ready for a conference follow these simple steps:

1. Inform all participants of the date and time of the conference.

2. Give all participants your Logix Collaborative Bridge phone number and 7-digit access code.

3. When it is time for your conference, dial in on the Logix Collaborative Bridge phone number, enter your 7-digit access code, then listen to the prompts to enter your Chairperson pass code to begin the conference.

4. Conference participants dial the Logix Collaborative Bridge number at the designated time, enter the 7-digit access code, and the conference is underway.

Logix Collaborative Bridge Account Options

- Change Chairperson passcode – change this periodically to ensure security

- Record participant name (on/off) – when set to "on" this allows you to use * 9 the Roll Call feature during a meeting and to use the Name Announce option (see below)

- Set conference entry/exit announcement (choose one): Tones, Silence, Name Announce)

To change these settings, dial in to Logix Collaborative Bridge; enter your 7-digit access code followed by your Chairperson pass code; press 2 to change account options and then just follow the voice prompts. These options can be changed as often as you like.

Logix Collaborative Bridge Controls and Commands

As the conference Chairperson, you can control the access to your conference, as well as who can speak or just listen. To keep your conference well organized the following commands are available to you at any time during the conference. They can be activated through the touch-tone phone that you used to initiate the conference through your computer.

Helpful Hints for Using Logix Collaborative Bridge

The maximum number of participants that can join the conference (including the Chairperson) is based on your individual subscription. Anyone trying to join the conference once the maximum number of participants has been reached will not be able to join.

If participants dial in before the Chairperson, they will be placed on music hold until the Chairperson joins the conference.

- The Quick Start feature allows conferencing to begin without requiring the Chairperson to start the meeting. This feature does override the security requirement of Chairperson Pass code entry to start the conference.*

When the Chairperson hangs up, the conference call will end. To allow the conference to continue after the Chairperson leaves, he or she should press * 8 early in the conference in case of an inadvertent disconnection.

- The Auto Continuation feature allows all conferences to continue after the Chairperson disconnects without any additional touch-tone commands.*

When a participant joins or leaves the conference a tone is normally heard. Some Logix Collaborative Bridge subscriptions are configured to record and announce the names of participants as they enter or leave the conference. When this feature is enabled, a Chairperson or participant can press * 9 to receive a roll call of everyone on the conference.

To include participants, you can dial out to them after the conference has begun. Press * 1 and follow the prompts. This is also an alternate method for connecting participants outside North America.

Chairperson Commands and Features

Command	Feature
*1	Dial out to a participant
*1	Join new participant to the conference
*2	Join new participant and dial another participant
*3	Disconnect line and rejoin conference
*4	Disconnect line and dial another participant
*2	Record conference (on/off)
*4	Lock conference (prevent new participants)
*5	Unlock conference (allow new participants)
*6	Mute line
*7	Un-mute line
*8	Allow conference to continue after you disconnect
*9	Automated roll call of conference participants (if activated)
*#	Count the number of participants on the conference
# #	Mute all lines
99	Un-mute all lines
00	Ask for operator
**	List available commands

Participant Options and Commands

Participants can choose from these commands during the conference.

Command	Feature
*6	Mute line
*7	Un-mute line (cannot override the Chairperson)
*9	Automated roll call (if activated)
*#	Count participants
00	Ask for operator
**	List available commands

Keeping Your Conference Secure

Here are a few suggestions for maintaining the security of your conferences.

NOTE: Change your Chairperson pass code number frequently.

Follow these steps:

1. Dial your Logix Collaborative Bridge phone number.

2. Enter your 7-digit access code.

3. Press the * key.

4. Enter your current Chairperson pass code.

5. Select Option 2.

6. Follow the prompts to create a new Chairperson pass code (4-9 digits).

Assign an additional security pass code (4-9 digits) to sensitive conferences. Be sure to inform all participants of the security pass code before you begin the conference. After you have entered your 7-digit access code at the start of your conference, you will then be prompted to enter the security pass code for that conference. If you enter this pass code, everyone that dials into this conference must also enter the same pass code.

Logix Collaborative Bridge Web Meeting Allows You to:

- Manage your Logix Collaborative Bridge meeting online using easy point and click conference commands
- Show slide presentations and graphics to meeting participants
- Record a conference (audio only or include synchronized slides)

Setting Up a Web Conference Call

1. If this is your first Logix Collaborative Bridge conference, familiarize yourself with the controls and capabilities of the standard Logix Collaborative Bridge conference commands.

2. Inform all participants of the date and time of the conference.

3. Give participants your Logix Collaborative Bridge phone number and 7-digit access code.

4. If you are using the Logix Collaborative Bridge Web Meeting slide presentation feature, provide participants with this URL to join the Web Conference: https://core.callinfo.com/callme/

5. When it is time for your conference, dial in on the Logix Collaborative Bridge phone number, enter your 7-digit access code, then listen to the prompts to enter your Chairperson pass code to begin the conference.

6. Login to your Logix Collaborative Bridge Web Meeting (see below). If this is your first-time using Web Meeting, allow extra time to download and install the Java plug-in.

7. Conference participants dial the Logix Collaborative Bridge number at the designated time, enter the 7-digit access code, and the conference is underway.

If a slide presentation is used, the participants can view slides using a standard web browser. (There are no plug-ins required for the participant).

Login to the Ready-Access Web Meeting

1. Using a Web browser, go to https://cc.callinfo.com/cc/login?host=Logix Collaborative Bridge and select "Start/Manage a Conference" from menu.

NOTE: If you have not previously installed Java 2 Runtime Environment 1.3 you will receive a message asking if you would like to begin installation of this plug-in.

2. Click "OK" to start the installation.

3. After your login you will be presented with the Logix Collaborative Bridge Web Meeting screens.

NOTE: Participants who login will initially see the Participant Lobby screen if the Web Conference has not started. If they login after the Web Conference has started, participants will see the slide that the Chairperson is showing to participants.

Chairperson Conference Control Screen

The Conference Control screen is your main console for managing your conference. All the features of the Logix Collaborative Bridge Web Meeting Service are available through the console.