

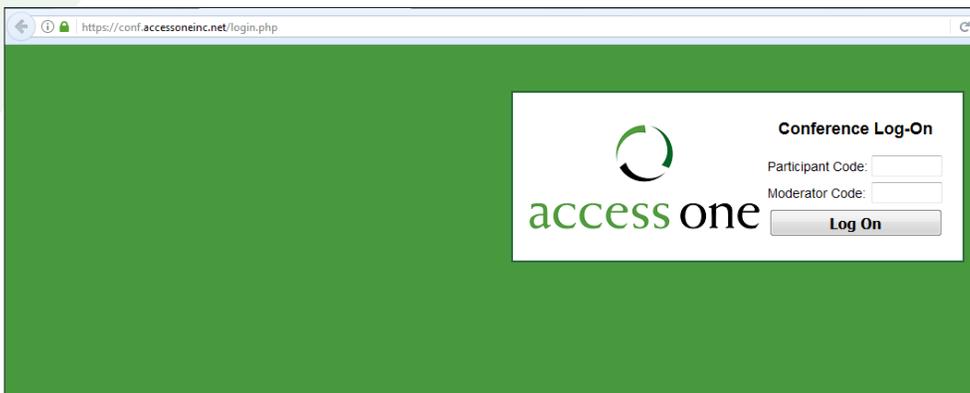
Audio Conferencing Moderator Portal

Audio Conferencing has 2 user interfaces- the traditional Telephone User Interface and the Moderator web portal. Access One will configure and assign the default Moderator and participant access codes. These are 6 digits and are not able to be end user specified. The codes are used to initiate a conference.

Moderator Web Portal

<https://conf.accessoneinc.net>

Log-On screen:



A screenshot of a web browser window showing the 'Conference Log-On' page. The browser's address bar displays 'https://conf.accessoneinc.net/login.php'. The page has a green background. On the left, there is the 'access one' logo. On the right, the text 'Conference Log-On' is displayed above two input fields: 'Participant Code:' and 'Moderator Code:'. Below these fields is a 'Log On' button.

Portal screen prior to conference start:



A screenshot of the Moderator Portal interface. At the top left is the 'access one' logo and the tagline 'Technology Solutions, Delivered with Care'. Below this, the text 'Welcome TestUser' is displayed on the left, and 'There is no conference at this time.' is displayed on the right. A vertical list of buttons is on the left side: 'Current Call', 'Directory', 'History', 'Recordings', 'Options', and 'Log Off'.

Current Call screen

The screenshot shows the 'Moderator Controls' interface. At the top left are 'Record' and 'Lock' buttons. A box in the top right corner displays: 'Current date and time: 08/14/17 08:44:00 AM CDT', 'Number of participants: 2 (Max. permitted: 10)', and 'Conference time (HH:MM): 00:01'. Below this, two participant cards are shown. The first card has 'Number: 3124419954' and 'Name:' with a 'Mute' button and a 'Drop' button. The second card has 'Number: 5136087575' and 'Name:' with similar buttons. A 'v1.02' version number is in the bottom right corner.

The Current Call Conference Moderator controls display the overall status. The box in the top right corner indicates the current time, the number of participants along with the max number, and the current duration of the call.

How To Record A Conference

Clicking the record button will change the color of the record button, indicating the conference is now being recorded. In addition, when recording is started or stopped, a message is played to all current participants. If a participant joins a conference while it is being recorded, they will be notified prior to entering that recording is in progress.

A blue-bordered box titled 'Moderator Controls' containing two buttons: 'Record' and 'Lock'.

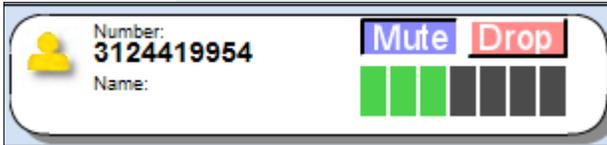
A blue-bordered box titled 'Moderator Controls' containing two buttons: 'Record' (highlighted in green) and 'Lock'.

Locked Conference

A blue-bordered box titled 'Moderator Controls' containing two buttons: 'Record' and 'Lock' (highlighted with a green border).

The Lock button is outlined in green when a conference is locked, preventing further participants from joining.

Muted Participant



The icon is Yellow, and the Mute button is depressed.

Dropping A Participant From The Conference

The moderator can remove a participant from the conference by clicking the Red Drop button. The participant will hear a greeting stating that they have been dropped from the conference, and the call is terminated.

Viewing Conference History

Clicking the History button on the left column will bring up the recent conferences.

The table will list the date and time the conference started, a blank section where the moderator can name the conference, the conference duration, maximum number of participants and if any participants were rejected.

Recent Conferences				
Started	Name	Conference Duration	Max Participants	Rejected Participants
Fri August 18 2017, 09:23:55 AM CDT	<input type="text"/>	00:00:00		0
Mon August 14 2017, 08:35:05 AM CDT	<input type="text"/>	00:01:39	1	0
Fri August 11 2017, 02:27:20 PM CDT	<input type="text"/>	00:00:00		0
Thu August 03 2017, 12:45:22 PM CDT	<input type="text"/>	00:02:18	2	0
Thu August 03 2017, 12:29:06 PM CDT	test	00:05:52	2	0
Thu August 03 2017, 12:25:39 PM CDT	<input type="text"/>	00:00:42	1	0

Viewing Conference Recordings

Clicking the Recordings button on the left column will display the recorded conferences stored. Users are able to store a total of 10 recordings with a total duration of 120 minutes. The moderator has the option to download recordings for them to be kept longer. They also have the ability to delete any individual recordings. After 30 days, recordings are automatically deleted.

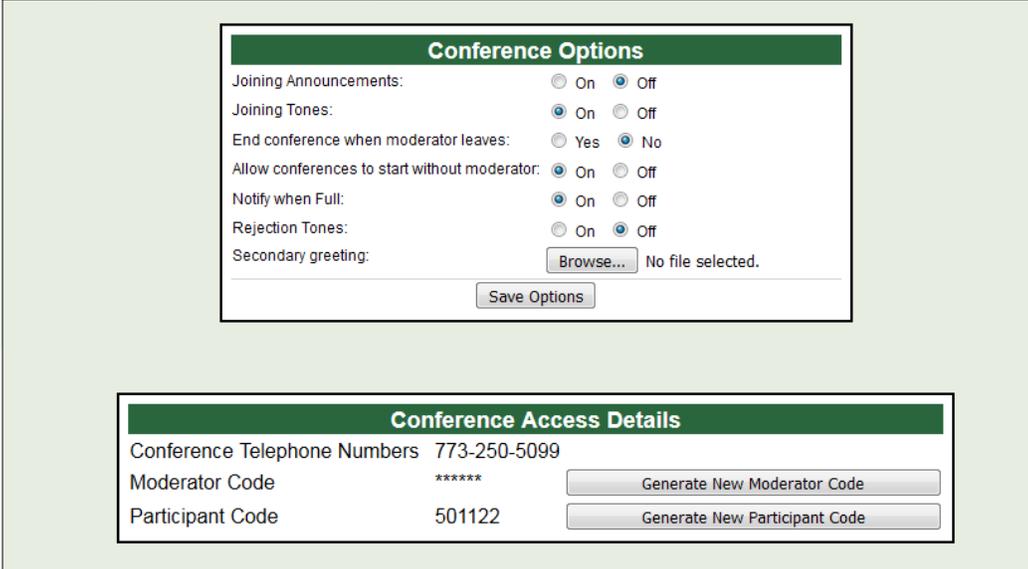
Recordings

Started	Duration		
2017-08-03 12:32:02 CDT	00:00:05	<input type="button" value="Download"/>	<input type="button" value="Delete"/>

Currently using 1 out of 10 recordings and 1 out of 120 minutes of recordable space.
Recordings will not be allowed if one of the above limits is reached.
Note: conference recordings are automatically deleted after 30 days

Options Menu

The options menu allows the moderator to change their defaults for conferences; in addition it allows them to generate new moderator and participant codes. For security purposes, the moderator code is not displayed.



The screenshot shows two panels. The top panel, titled "Conference Options", contains several settings with radio buttons:

- Joining Announcements: On Off
- Joining Tones: On Off
- End conference when moderator leaves: Yes No
- Allow conferences to start without moderator: On Off
- Notify when Full: On Off
- Rejection Tones: On Off
- Secondary greeting: A "Browse..." button and the text "No file selected."

 A "Save Options" button is located at the bottom of this panel.

The bottom panel, titled "Conference Access Details", displays:

- Conference Telephone Numbers: 773-250-5099
- Moderator Code: ***** with a "Generate New Moderator Code" button.
- Participant Code: 501122 with a "Generate New Participant Code" button.

Conference Options

System defaults are noted in parentheses () after the option.

Joining Announcements (off) - If set to yes, recorded names will be played when a person joins.

Joining Tones (on) - If set to off, tones will not be played when a person joins.

End Conference When Moderator Leaves (No) - This is set to no in the event the moderator is accidentally disconnected. The conference will continue without the moderator for 600 seconds. If the moderator does not rejoin within 10 minutes, the conference will end and all participants will be dropped.

Allow Conferences To Start Without Moderator (on) - If set to yes, participants will be able to talk prior to the moderator joining.

Notify When Full (on) - This will notify the moderator when the maximum number of allowed participants have joined.

Rejection Tones (off) - Tones are played when a participant is rejected from joining.

Secondary Greeting - This allows a moderator to upload a custom greeting to be played before a person enters a conference.

Moderator Telephone Admin Interface - The telephone admin interface allows the moderator to start and control a conference using the telephone keys.

Starting a Conference

Dial the access telephone number for the conferencing service.

When prompted, enter your 6 digit moderator code followed by the # (pound) key.

When prompted, record your name, and hit #.

In the unlikely event you do not have a # key or are unable to enter it, simply wait, and the system will timeout and automatically go to the next step.

As participants join, you will hear a tone, followed by the name announcement, if enabled.

In Conference Options

Use the * key followed by the keypad number for in call options.

*1 - Add a person to the conference. The system will then prompt you to dial the person's number followed by #, and you will then be prompted to add them to the conference. To cancel this action, press * again.

*2 - Mute or unmute the moderator.

*3 - Lock or unlock the conference.

*4 - Roll call of participants.

*5 - Count of participants.

*6 - Join announcements on or off.

*7 - Name of last participant to join.

*8 - Recording on or off (If you start and stop the recording multiple times, it will be stored on the system as separate files that will go towards your system limits).

*9 - Mute or unmute all participants.