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UNIVERGE[®] SV9100

InScheduler User Guide

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SV9100 InScheduler User Guide

SECTION 1 INTRODUCTION

The Conference InScheduler app is a LUA application that is installed on the SV9100 system which provides users with the ability to schedule Remote Conferences and Web Video Conferences in the SV9100 system.

The SV9100 Remote Conference feature allows access into a secure conference group by dialing a conference pilot number. Conference circuits on the SV9100 system processor join each user to a conference based on the selected Conference Group number. The SV9100 Video Conference with WebRTC (Web-Conference) feature allows users to video conference using a unified communication Web Application in a browser. A maximum of four web-conferences and a maximum of eight users can participate in a web-conference.

SECTION 2 PRE-REQUISITES

- SV9100 CP-20 with system software version R10.1 or higher
- The system must have the LUA Application manager. The manager can be accessed at <http://IP Address of the PBX/html/apps/manager.cgi>.
- The Conference InScheduler App will require a functional Remote Conference feature or Web Video Conference licenses.
- The Conference InScheduler LUA license is required
- Web Browsers
 - Google Chrome, version 71 or higher
 - Safari

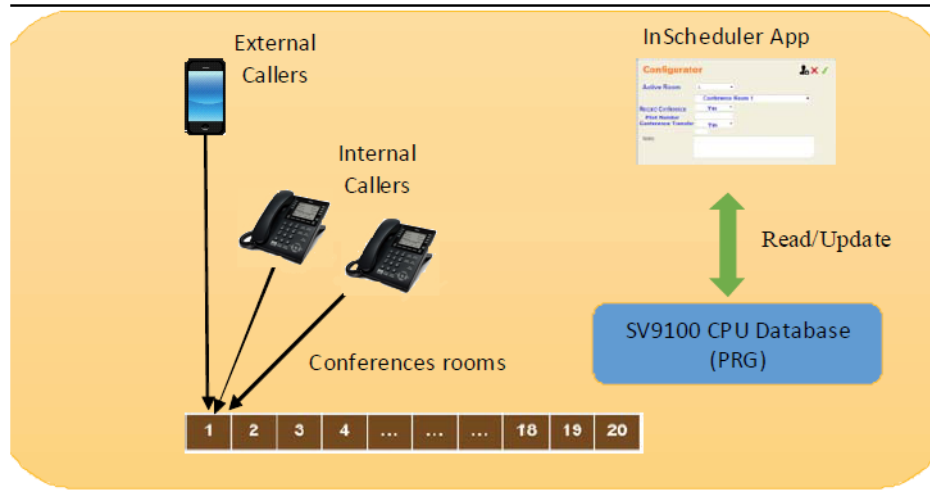
InScheduler uses WebRTC (Web Real-Time Communications) and only those browsers that support web technology are supported. Firefox does not support WebRTC.

SECTION 3 OVERVIEW

The Conference InScheduler Lua app leverages the Remote Conference feature and Web Video Conferencing of the SV9100 by allowing the scheduling of previously unreserved conference calls. The scheduling feature is available for multiple user logins who share the licensed Remote Conference resources.

A maximum of 32 conference participants is possible for one Conference and the system can be licensed for up to 20 Remote Conference groups or 4 Web Video conferences. Scheduling allows these resources to be reserved by unique passcodes automatically when needed and then released for other users.

Figure 1 Overview



SECTION 4 SYSTEM COMPATIBILITY

The InScheduler web application supports popular browsers; including Firefox, Google Chrome, and Safari. This product has been verified using the most recent versions of these browsers at the time of release.

- InScheduler is accessible from PCs as well as mobile devices.
- InScheduler supports SV9100 digital and IP terminals and softphones.
- InScheduler utilizes XML Pro to access the programming features of the telephone system.

SECTION 5 LICENSE

Feature Code	License Name	Comment
3520	Conference InScheduler LUA App license (NEW)	This license is required for the application to be installed, updated or run the webpages. Note: The LUA manager will check this license.

Other Licenses for Remote Conference Feature

Feature Code	License Name	Comment
0047	Remote Conference License	This license quantities will determine the number of rooms that are available for scheduling.
0420	SV9100 Version License (R10)	System Software version (R10)
0413	SV9100 Version License (R3)	This license allows the user to specify whether the calls to this room can be transferred from another extension in the system.
0414	SV9100 Version License (R4)	Necessary for Web Video Conference.
1001	SV9100 In Mail VRS Port License	This license is required to set the password/pin for the conference.
1012	SV9100 In Mail VM Box	This license is required to set the recording option for the conference.
0080	Web Video Conference	This license quantity will determine the number of Video conferencing users can be in the system.

SECTION 6 ADMIN INTERFACE

6.1 Starting InScheduler

To start the Conference InScheduler web application, the user will point their browser to the appropriate http://IP Address of the PBX/html/apps/manager.cgi. The Admin Login dialog displays.

Figure 2 Admin Login Dialog

After logging in, highlight InScheduler on the left and click **Start** on the right.

Click **Settings** to link to the admin login page.

You can also enter the following URL in your browser: <http://<your CPU's IP address>/html/apps/inscheduler/settings.cgi>

Figure 3 Admin Login Shortcut in LUA Manager

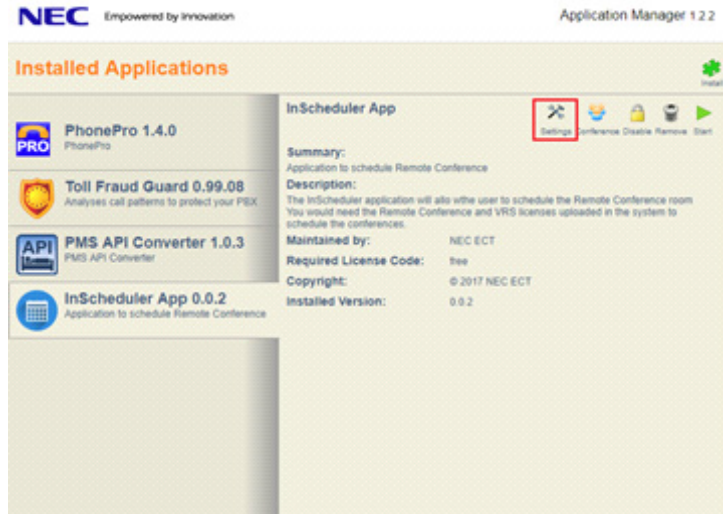
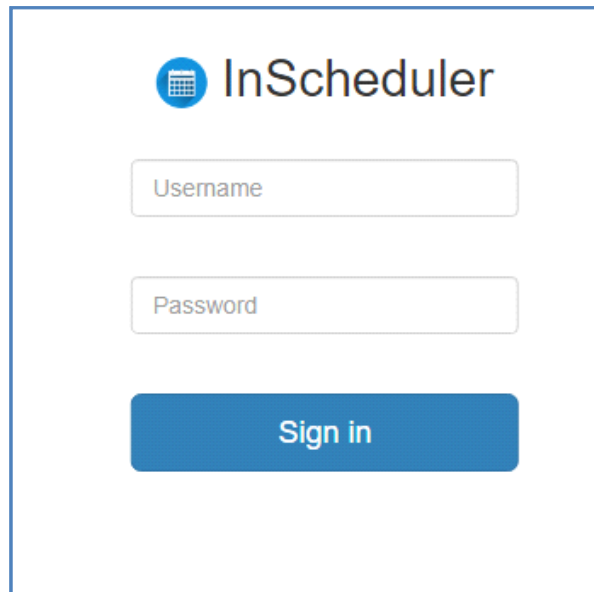


Figure 4 Login Dialog



The Administrator login for InScheduler follows the system setting for an Installer level login. At default the user name is **tech** and the password is **12345678**. The InScheduler application will automatically retrieve this information from the system every few minutes.

The admin login is set in PRG 90-02. If adding an admin login, the username and password must be set to **User level IN (Installer Level)**. The username is alphanumeric and up to 10 characters long. The password must be numbers, “*” and “#”. The application will always check with the username and password stored in the PRG 90-02 for login verification.

It is highly recommended that both the Installer and Manufacturer login credentials be changed from the default to prevent unwanted access to SV9100 and InScheduler programming!

Figure 5 List of Administration Programming PRG 90-02

System Data

90-02: Administrator Programming Password Setup

Account	User Name	Password	User Level
1	<input type="text" value="necii"/>	<input type="text" value="47544"/>	MAN (Manufacturer Level) ▾
2	<input type="text" value="tech"/>	<input type="text" value="12345678"/>	IN (Installer Level) ▾
3	<input type="text" value="ADMIN1"/>	<input type="text" value="0000"/>	SA (System Administrator A) ▾
4	<input type="text" value="ADMIN2"/>	<input type="text" value="9999"/>	SB (System Administrator B) ▾
5	<input type="text" value="USER1"/>	<input type="text" value="1111"/>	UA (User Administrator) ▾

Note: If the PRG90-02 information and the IN level access ID/Password stored by InScheduler are different, InScheduler does not start. (InScheduler automatically stops and cannot be accessed from InUC.)

If you log into the InScheduler Admin Screen with the changed ID/Password, the IN level access ID/Password stored by InScheduler is updated.

After updating PRG90-02, the following is required for InScheduler to run.

- *Log into the InScheduler Admin Screen (Settings from Lua Manager) with the updated (PRG90-02) ID/Password.*
- *Restart InScheduler in the InApps Manager.*

6.2 Settings Home Page

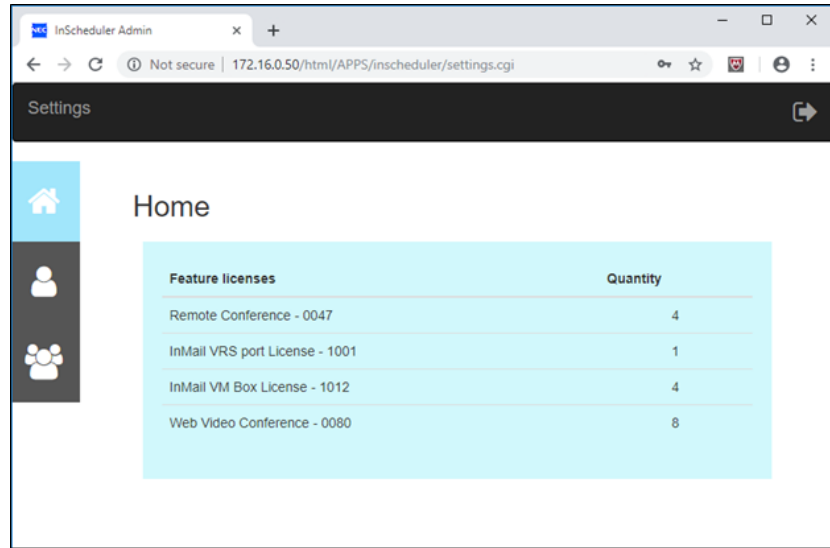
The settings page allows the administrator to see the required licenses list, the list of users in the system, and the conference room information.

This page provides a way to sign out from this session. The session has an hour timeout once logged in or any activity happening on the admin pages.

6.2.1 Settings User Section

Click on the Users section to display a list of users in the system.

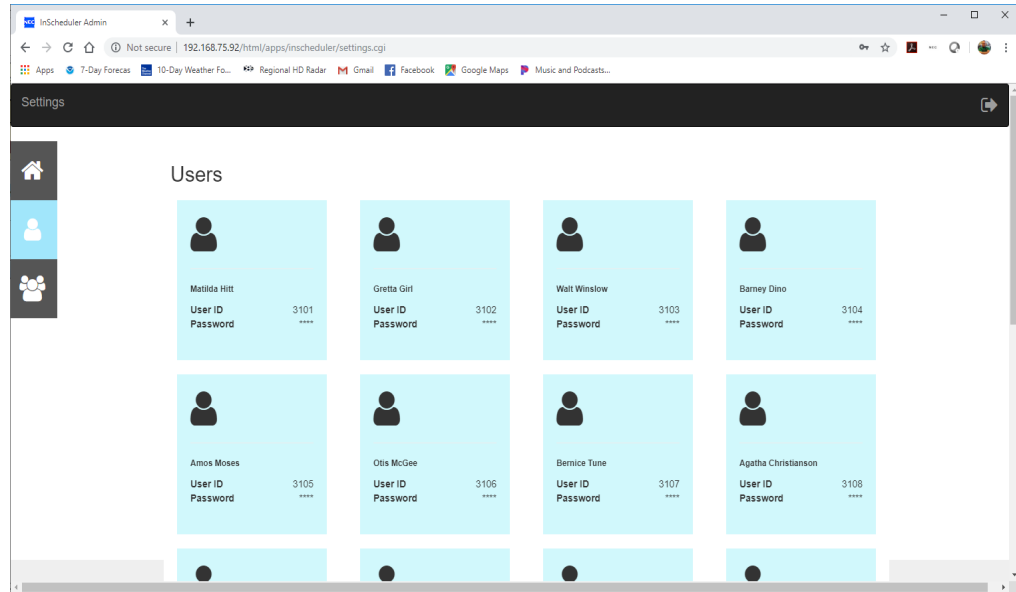
Figure 6 Admin Landing Page



The list of users is pulled from the PRG 20-57 in the system. There can be a maximum of 255 table entries in the system.

The User ID, Password and Name (First and Last) will be displayed.

Figure 7 Admin User List Page



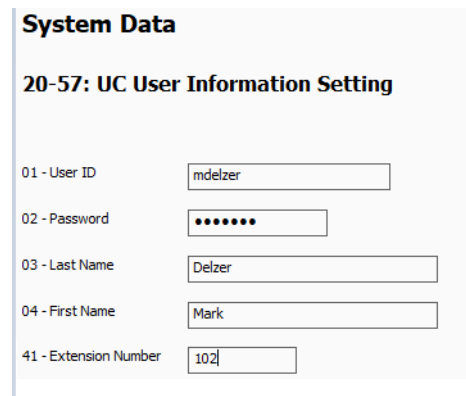
6.2.2 InScheduler with Video User Creation

InScheduler with Video Users are created in program 20-57-xx. The SV9100 supports a maximum of 255 unique user login IDs which are shared by the InScheduler and WebRTC applications. The following programs are required to create user login credentials. The InScheduler application will automatically pull this information from the system every few minutes.

Once created, users can log into their own web interface to create, delete and view conferences at **http://IP Address of the PBX/html/apps/inscheduler/usersignin.cgi**. Refer to the User Menu section for available options. Only the following programs are used for InScheduler user creation and only these entries are displayed in the user list:

20-57-01: User ID
20-57-02: Password
20-57-03: Last name
20-57-04: First name
20-57-41: Extension number

Figure 8 User ID PRG 20-57-xx



The screenshot shows a web interface titled "System Data" with a sub-section "20-57: UC User Information Setting". It contains five input fields for user information:

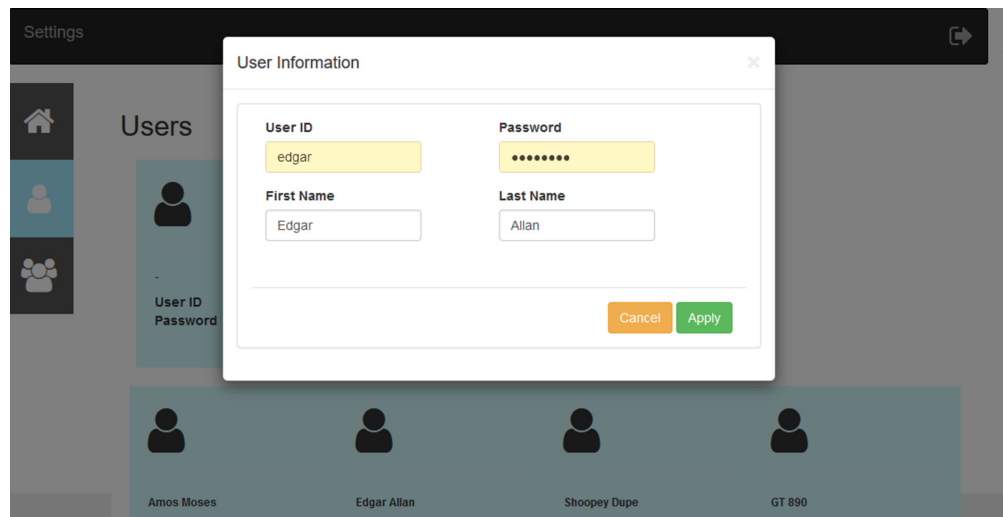
Field ID	Field Name	Value
01	User ID	mdelzer
02	Password	••••••
03	Last Name	Delzer
04	First Name	Mark
41	Extension Number	102

Only the entries having values in any of these fields will be displayed in the list.

6.2.3 Edit User

The tiles are clickable. Clicking on the tile shows a pop up with the User Information. This can be updated and will bring up the edit dialog.

Figure 9 Edit User ID in the Users List



This will provide the options to change the values in the User Information. The User ID and the extension number must be unique for every user in the user list table.

The User ID, password and the extension number are mandatory settings. These entries must have values to update in the system.

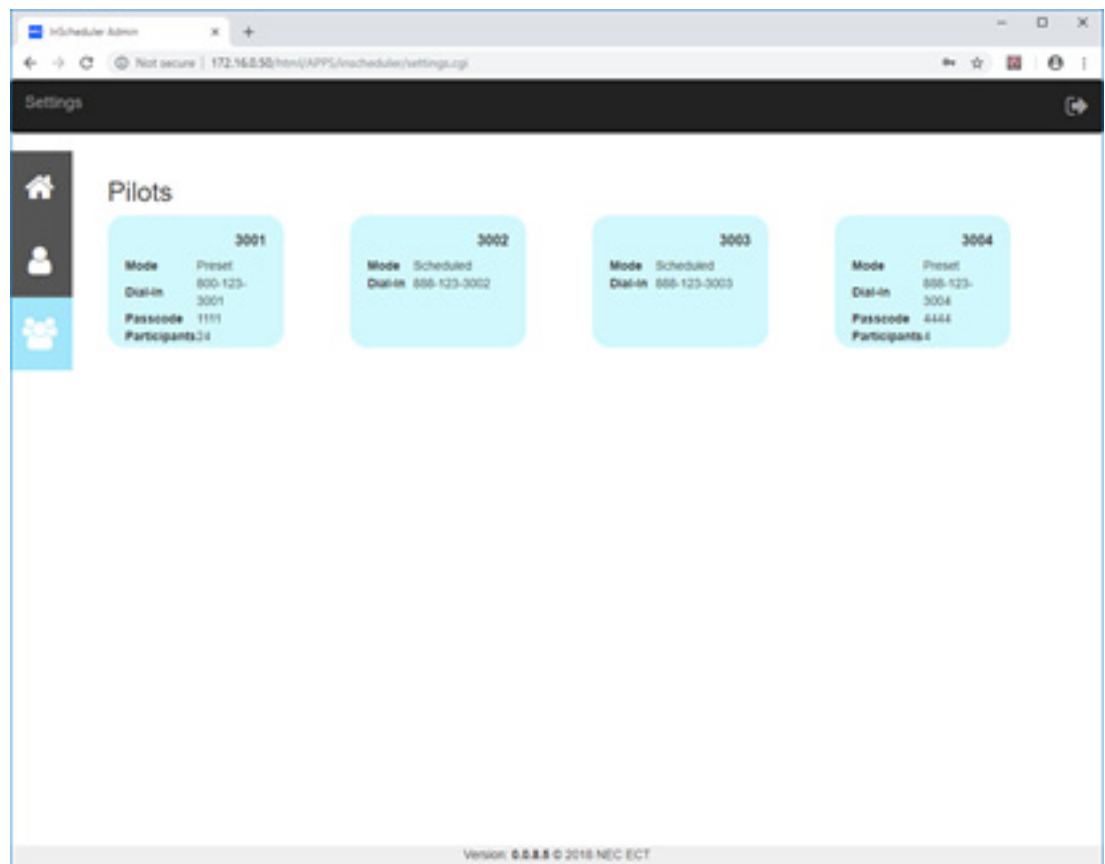
The validation will follow the PRG values and limitations.

6.3 Settings Conference Rooms

6.3.1 Conference Rooms List

The list consists of the Conference rooms available in the system. The user is able to edit the values in the list. The Pilot number field is read-only, as this needs additional programming in the system to modify.

Figure 10 Conference Rooms List



The Conference Rooms list is data that is retrieved from the system PRG 20-34, and is populated in the pilots table format.

System Data

20-34: Conference Group Setup

Conference Group	Name	Password	Maximum Participants	Maximum Conference Duration	Ending Conference Alert Tone Time	Password Mode
01	Conf 1	6602	32	7200	300	Schedule
02	Conf 2	9529	32	7200	300	Schedule
03	Conf 3	1256	32	7200	300	Schedule
04	Conf 4	4444	8	7200	300	Normal

Please note that the number of Remote Conferences available for users depends upon the Remote Conference licenses in the system.

6.4 Edit the Conference Room

The Conference room can be edited by clicking on the Conference room. A dialog box opens with the information to edit.

- The editable fields of the Conference room are:
 - Dial In Number
 - Conference Mode
 - Preset/Open/Schedule
- Conference number of participants
 - 4-32 participants
- Number of participants/Parties
- Alert Tone

Figure 11 Edit Conference Room

The screenshot shows a software interface for editing conference room information. A modal dialog box titled "Pilot# 3001 Information" is open, displaying the following fields:

Name	Mode	Passcode
Conf 1	Scheduled	0000

Alert Time	Parties	Duration
5 min	8	15 min

At the bottom right of the dialog box, there are two buttons: "Cancel" (orange) and "Save" (green). The background shows a "Pilots" settings page with a list of conference rooms (Conf 1, Conf 4, Conf 5, Conf 8) and their respective settings.

Click **Save** to update the Conference room information in system programming.

Click **Cancel** to discard any changes and leave the Conference room data unchanged.

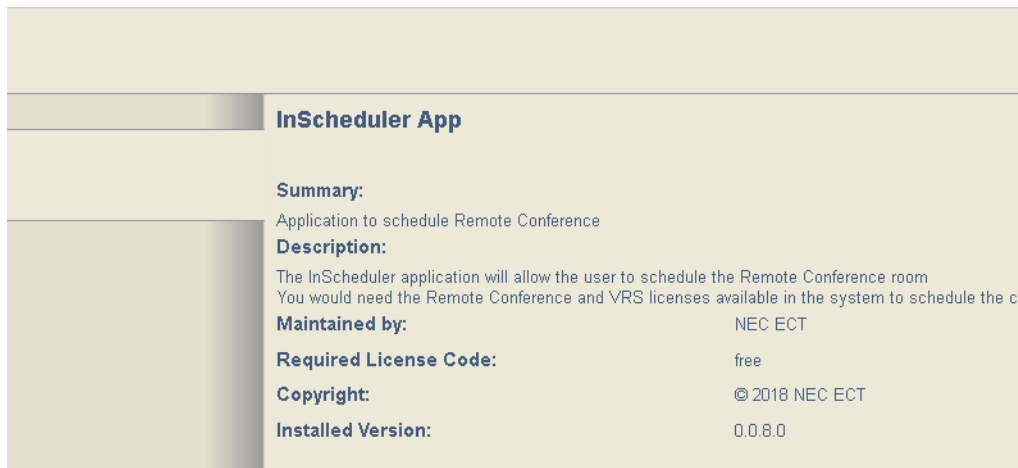
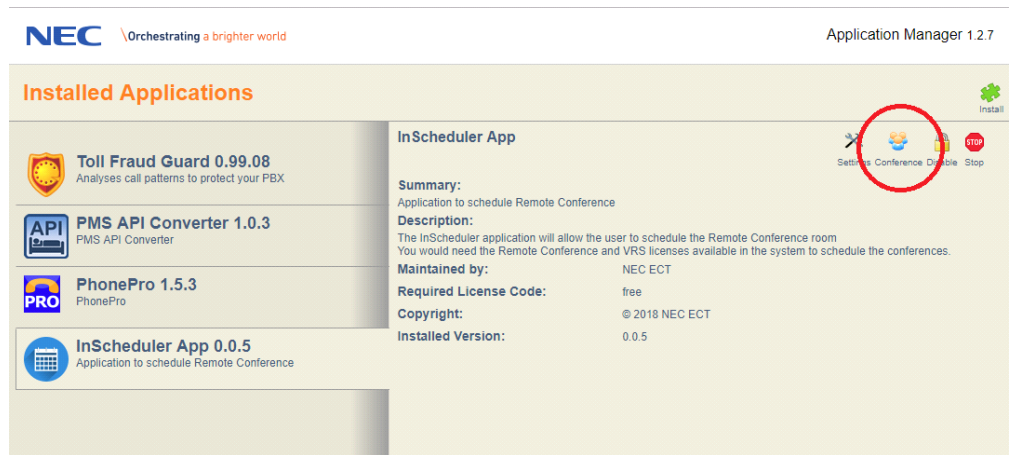
SECTION 7 SCHEDULING

7.1 Schedule Link

The Conference InScheduler application allows users to schedule conferences after logging in at **http://IP Address of the PBX/html/apps/inscheduler/usersignin.cgi**.

The user login is also available by clicking on the **Schedule** icon under the Conference InScheduler App listed in the LUA Manager installed application list.

Figure 12 LUA Manager: Schedule Login Link



Note: The access to the LUA applications are provided in the LUA manager. Users should create a shortcut to access the Login page of the Conference InScheduler directly.

Clicking on this conference link, displays the Conference InScheduler App login page.

7.1.1 Scheduling Login Page

The Conference InScheduler App requires the user to login with the credentials set in system programming. The User ID and password are configured in PRGs 20-57-01 and 20-57-02.

Figure 13 Scheduler Login Screen

InScheduler

Once validated the user is redirected to the dashboard screen. If the username and password validation fails, the user is provided with “username/password error” and stays on the Login page.

Figure 14 Login Screen 2

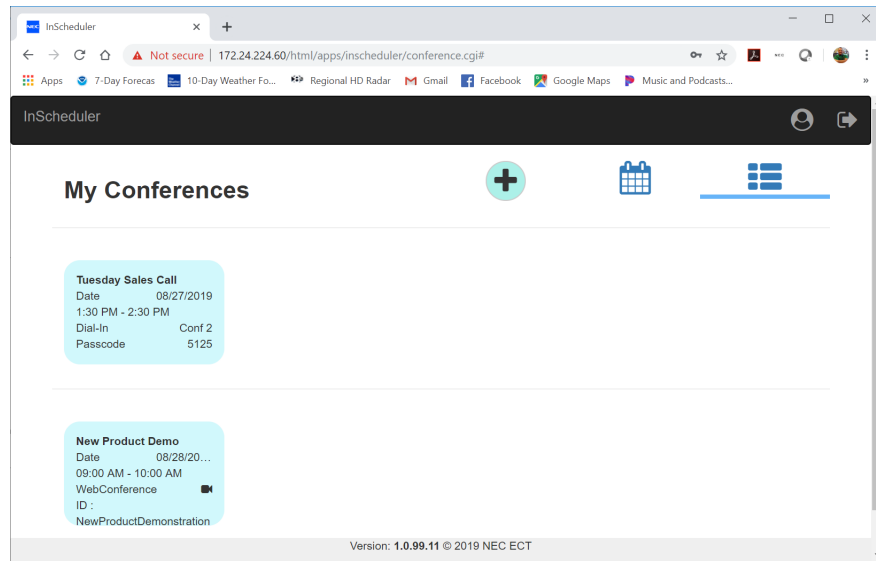
InScheduler

username or password error

7.1.2 Dashboard View

On a successful login, the dashboard is the home screen for the user.

Figure 15 Dashboard View



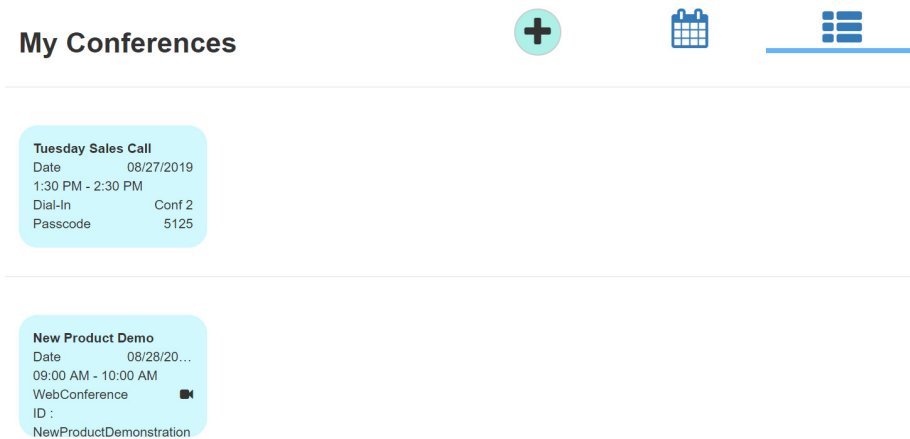
The following information is displayed on this screen:

- List of conferences created by the logged in user
- Option to schedule a new conference
- Day View of the Conference Rooms

7.1.3 Conference List

The Conference InScheduler app stores all conferences scheduled by all users. Once logged in, a user will see the list of conferences they scheduled.

Figure 16 Conference List



The conference list is sorted by the date of the conference. The following options are available when clicking on a conference.

1. View conference details
2. Download an ics file that can be used to create a calendar entry
3. Copy conference details to the PC clip board
4. Open Email with conference details

5. Delete the conference

Figure 17 Conference Details

Subject: Thursday ✕

Dial-In Number	Conf 1
Extension number	251
Pascode	1024
Date of the conference	08/30/2018
Start Time	09:00 AM
End Time	10:00 AM
Maximum participants	5














Figure 18 Video Conference—Details Screen

Subject: New Product Demo ✕

URL Link	
Date of the conference	08/28/2019
Start Time	09:00 AM
End Time	10:00 AM

Clicking the URL link opens the Web Conference in a new browser tab. To copy the link, right-click the address then select *Copy Link Address*.

Clicking the Calendar icon downloads a '.ics' file. This is an industry standard file type. Opening this file will open the default calendar application which is usually the default email client. A new calendar item is automatically created for the scheduled conference time and date. The user can then add participants as needed and send the invitation.

Clicking the copy icon copies all conference details to the clipboard of the PC. This can be pasted into an email or other document if needed.

Clicking the email icon opens the default email application of the PC and automatically creates a new email with the conference details. The user can then add email recipients as needed.

The delete option allows the user to delete the conference. A conference cannot be deleted during the scheduled conference time, only prior to the scheduled conference time. Conferences are automatically deleted after the scheduled conference time has passed.

The InScheduler application requires 1.5MB space to store the schedule data in the system.

The upper limit of schedules is 1,000.




InScheduler allows up to a one-year date range to schedule the conferences.

7.1.4 Using Calendar Views





1. Click the Calendar icon to view your scheduled audio and web conferences in a calendar format.



- Click the List button to show the conference in a list sorted by date.




My Conferences   

< > today Refresh September 2019 month week day list

September 16, 2019		Monday
2:00pm - 4:00pm	 Monday Webinar	
3:00pm - 4:00pm	 Monday Audio	
September 17, 2019		Tuesday
9:00am - 10:00am	 Tuesday Sales Call	
September 30, 2019		Monday
9:00am - 10:00am	 Month End Web Conf	

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- Click the Day button to show the scheduled conferences for the current day.

My Conferences   

< > today Refresh September 16, 2019 month week day list

Monday	
all-day	
6am	
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	2:00 - 4:00 Monday Webinar
3pm	3:00 - 4:00 Monday Audio
4pm	
5pm	
6pm	
7pm	

- 4. Click the Week button to show the scheduled conferences for the current week.




My Conferences   

< > today Refresh Sep 15 – 21, 2019 month week day list

	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18	Thu 9/19	Fri 9/20	Sat 9/21
all-day							
6am							
7am							
8am							
9am			9:00 - 10:00 Tuesday Sales Call				
10am							
11am							
12pm							
1pm							
2pm		5:00 - 6:00 Monday Webinar					
3pm		9:00 - 10:00 Monday Audio					
4pm							
5pm							
6pm							
7pm							

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- 5. Click the Month button to show the scheduled conferences for the current month.


My Conferences   

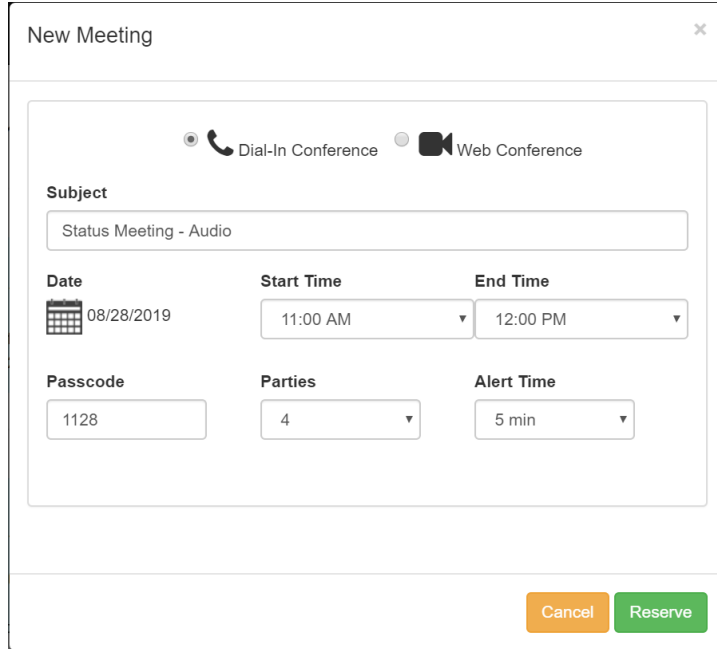
< > today Refresh September 2019 month week day list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Version: 1.0.99.11 © 2019 NEC ECT

7.1.5 Creating a New Scheduled Conference

1. From the User Dashboard, click the **Add Conference**  icon.
2. Enter a descriptive title for the conference.

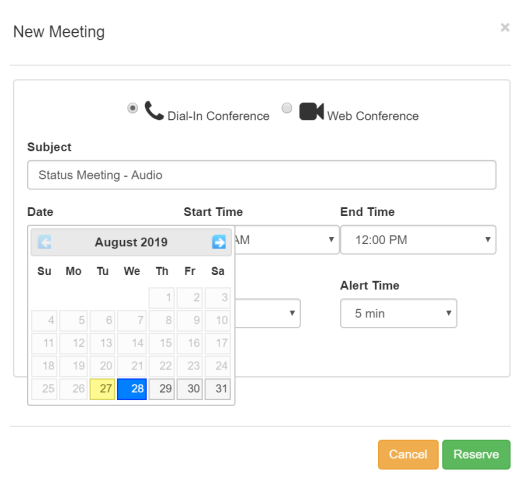


The screenshot shows a 'New Meeting' dialog box with the following fields and values:

- Subject:** Status Meeting - Audio
- Date:** 08/28/2019
- Start Time:** 11:00 AM
- End Time:** 12:00 PM
- Passcode:** 1128
- Parties:** 4
- Alert Time:** 5 min

At the bottom right, there are two buttons: 'Cancel' (orange) and 'Reserve' (green).

3. Click on the **Calendar** icon and choose the desired date.



This screenshot shows the 'New Meeting' dialog box with a calendar overlay for August 2019. The calendar is open to the 28th, which is highlighted in blue. The 'Date' field now shows 'August 28, 2019'. The 'Start Time' and 'End Time' fields are still set to 11:00 AM and 12:00 PM respectively. The 'Alert Time' is still set to 5 min. The 'Cancel' and 'Reserve' buttons are visible at the bottom.

4. Click on the **Start Time** drop down menu and select the desired start time.
 - ❑ If the Start Time is set to "Now" when creating a new Dial-In Conference, there may be up to a one-minute delay for the InScheduler app to set up the conference. During this delay, the conference will not be accessible.

The screenshot shows the 'New Meeting' form with the following fields:

- Subject:** Status Meeting - Audio
- Date:** 8/27/2019
- Passcode:** 6498
- Start Time:** Now (dropdown menu is open showing options from 1:30 PM to 4:45 PM)
- End Time:** 1:30 PM
- Alert Time:** 5 min

- Click on the **End Time** drop down menu and select the desired start time.

The screenshot shows the 'New Meeting' form with the following fields:

- Subject:** Status Meeting - Audio
- Date:** 8/27/2019
- Passcode:** 6498
- Start Time:** Now
- End Time:** 1:30 PM (dropdown menu is open showing options from 1:30 PM to 5:00 PM)
- Parties:** 4 (dropdown menu is open showing options from 4 to 32)

- The passcode is generated automatically but can be changed if needed to another 4 digit passcode. Click the **Parties** drop down menu and select the number of participants.

The screenshot shows the 'New Meeting' form with the following fields:

- Subject:** Status Meeting - Audio
- Date:** 8/27/2019
- Passcode:** 6498
- Start Time:** Now
- End Time:** 1:30 PM
- Parties:** 4 (dropdown menu is open showing options from 4 to 32)
- Alert Time:** 5 min

- The end of conference alert tone is 5 minutes at default. If needed the Alert Time drop down menu can be used to change the alert time to 10 minutes or no alert

The screenshot shows a 'New Meeting' window with the following fields:

- Subject:** Status Meeting - Audio
- Date:** 08/28/2019
- Start Time:** 9:00 AM
- End Time:** 10:00 AM
- Passcode:** 4299
- Parties:** 4
- Alert Time:** A dropdown menu is open showing options: 5 min (selected), None, 5 min, and 10 min.

 At the bottom right, there are 'Cancel' and 'Reserve' buttons.

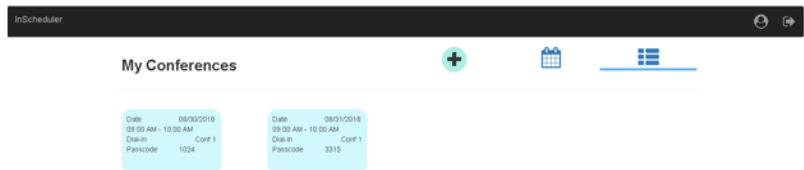
- Click **Reserve** to schedule the conference or **Cancel** to discard the settings. If no conference resources are available for the selected date and time, a warning message displays. Another date or time, when conference resources are available, must be selected.

The screenshot shows the 'New Meeting' window with the following fields:

- Subject:** Forecast Review
- Date:** 8/27/2019
- Start Time:** 2:30 PM
- End Time:** 2:45 PM
- Passcode:** 3165
- Parties:** 4
- Alert Time:** 5 min

 Below the form, a red warning message reads: "No Conference room available for this date and time." At the bottom right, there are 'Cancel' and 'Reserve' buttons.

- Once the conference has been created the User Dashboard displays with the newly created conference.



7.1.6 Schedule a New Video Conference

1. From the User Dashboard, click the **Add Conference** icon.
2. Enter a descriptive title for the conference.

The screenshot shows a 'New Meeting' dialog box with the following fields:

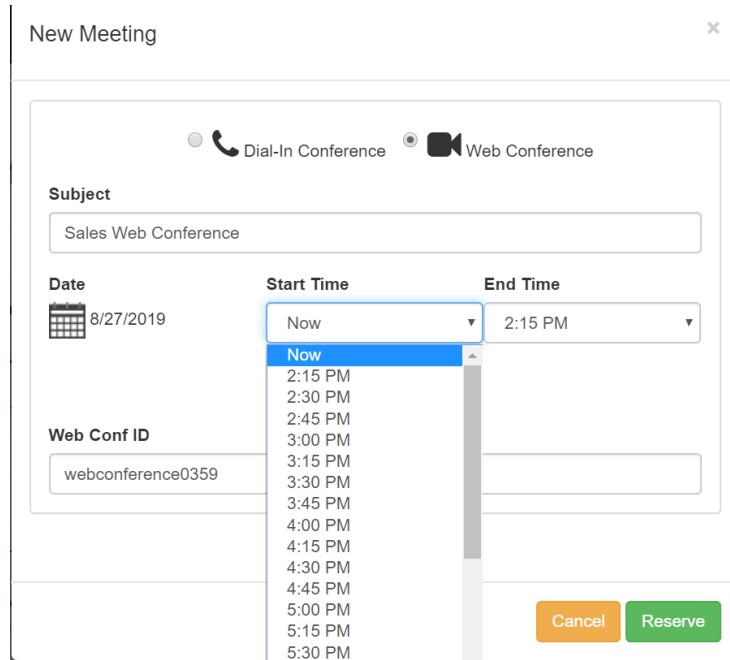
- Subject:** Sales Web Conference
- Date:** 08/29/2019
- Start Time:** 9:00 AM
- End Time:** 10:00 AM
- Web Conf ID:** webconference2383

At the bottom right, there are two buttons: 'Cancel' (orange) and 'Reserve' (green).

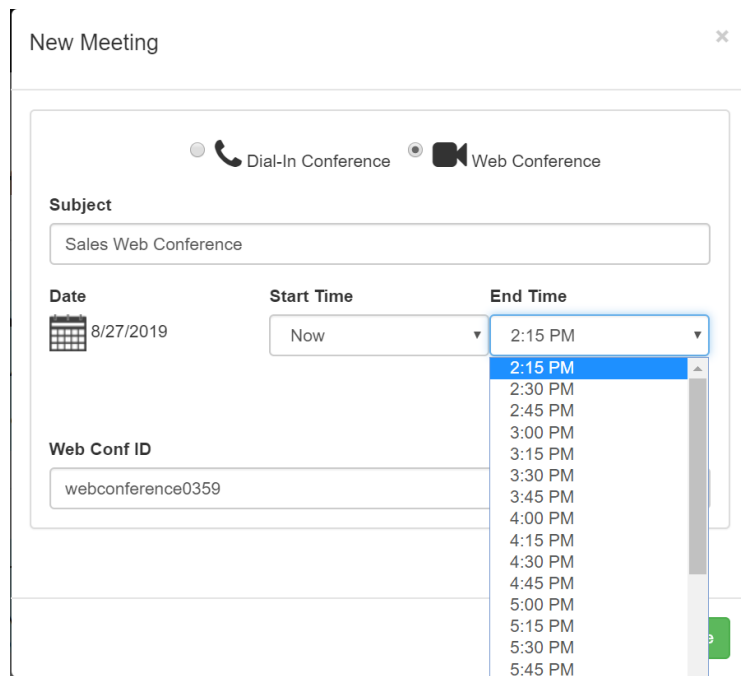
3. Click on the **Calendar** icon and choose the desired date.

This screenshot shows the 'New Meeting' dialog box with a calendar overlay for the 'Date' field. The calendar is for July 2019, with the 5th highlighted in blue. The 'Start Time' dropdown menu is open, showing 'M' (Monday) and '10:00 AM'. The 'Alert Time' dropdown menu is also open, showing '5 min'. The 'Reserve' button is highlighted in green.

4. Click on the **Start Time** drop down menu and select the desired start time.
 - If the Start Time is set to "Now" when creating a new Dial-In Conference, there may be up to a one-minute delay for the InScheduler app to set up the conference. During this delay, the conference will not be accessible.



5. Click on the **End Time** drop down menu and select the desired start time.



- 6. The Conf ID is generated automatically but can be changed if needed to another 32 conference ID

New Meeting ✕

Dial-In Conference Web Conference

Subject

Date **Start Time** **End Time**

Web Conf ID

- 7. Once the conference has been created the User Dashboard displays with the newly created conference.

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My Conferences + 📅 ☰

Tuesday Sales Call
Date 08/27/2019
1:30 PM - 2:30 PM
Dial-In Conf 2
Passcode 5125

Penco Install Strategy
Date 08/27/2019
2:30 PM - 2:45 PM
Dial-In Conf 2
Passcode 9820

Marketing Discussion
Date 08/27/2019
2:30 PM - 2:45 PM
Dial-In Conf 3
Passcode 7788

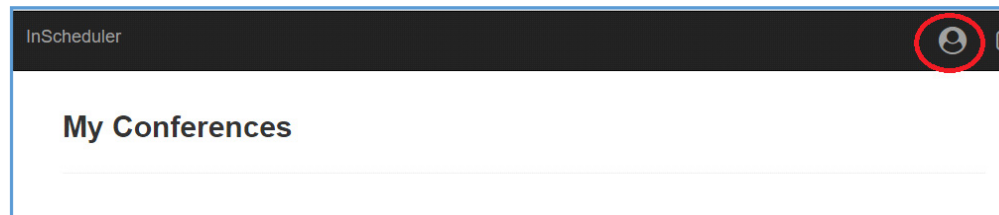
New Product Demo
Date 08/28/20...
09:00 AM - 10:00 AM
WebConference

Sales Web Conference
Date 08/30/20...
09:00 AM - 10:00 AM
WebConference
ID : webconference5533

7.1.7 User Profile

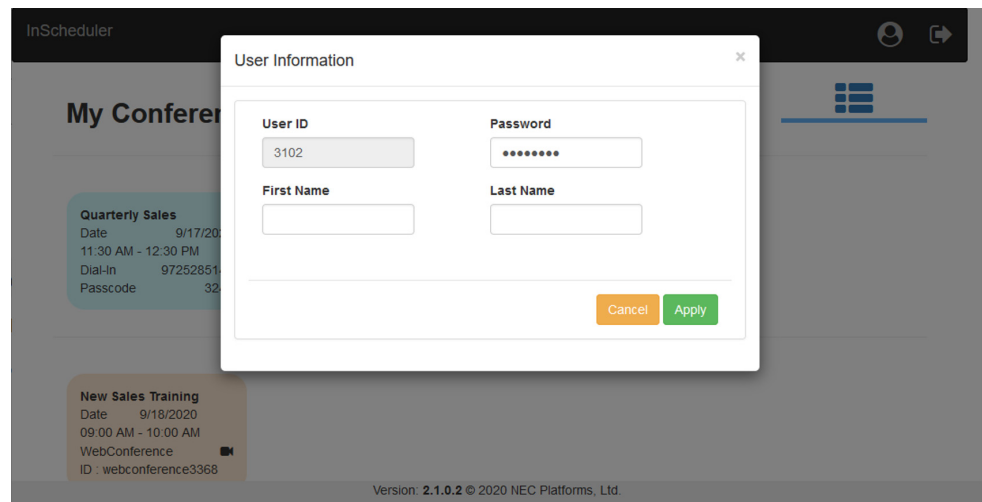
The logged in user is able to change the details of his profile. The password, first name, and last name can also be updated from this page.

The profile details can be viewed by clicking on the icon on the top page.



Once you click on this icon, a pop-up provides the modifiable items. Please note that the user cannot change the User ID which is set by the administrator.

Figure 19 My Conferences—User Information



7.2 Error Conditions

The Conference InScheduler App warning/error pop ups list.

Error Pop up	Reason/Check
No Remote Conference rooms available	There are no Remote Conference licenses in the system.
No Remote Conference Pilot numbers set	The Remote Pilot numbers in the PRG 11-19-01 for the ports.
Username / Password mismatch	Username and password does not match as programmed in the system.
No Conferences are set for Schedule	When any of the conference ports are not set to Schedule.
Password must be 4 digits only	The password must be 4 digits.
The conference duration must be 15 minutes minimum	
The date and time needs to be from today or later	
Error in scheduling. Please schedule in another time	Whenever CPU returns a write error, or not able to reach CPU.

Backup and restore of schedule data is not supported.



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