

Audio Conference from NGN MMVC system

Target Customer : BSNL Customer.

How to Schedule Conference: A conference can be scheduled through NGN conference portal. At present maximum 60 Party audio conferences is possible.

Provisioning: Any BSNL landline customer can be provided with Audio Conference facility from NGN Multimedia Video Conference (MMVC) system. The service can be provisioned through CRM. Username and password for the MMVC portal will be sent as SMS to the customer. Customer can directly login to the portal and schedule the conference.

CDR : CDRs are available when 'conference is scheduled' started and when participants join the conference. CDRs are also available when conference ends. A customer is billed as per actual no. of participants and the duration of the conference. CDRs are already being pulled by ITPC and billed.

Other features:1. When a conference is scheduled, an SMS as well as mail is sent to the participants, if required, to the designated mobile and mail id of participant (indicating the date and time of conference). 2. Joining the conference in two ways - one by dialling out by server and second by dialling the bridge by participant. 4. **Any customer of PSTN and PLMN of any operator and BSNL LFMT customer can join the conference**

Procedure to be followed by person who schedules the conference

Step 1: Go to URL conference.ngn.bsnl.co.in

Step 2: Click on link named "ADVANCED"

Step 3: Click on link "Proceed to conference.ngn.bsnl.co.in"

Step 4: Enter username & password for the conferencing system (provided during service activation)

Step 5: Click on "Create Conference" Tab on the left hand side.

Step 6: Select "Voice" Tab

Step 7: Select "Scheduled conference" under "Time" drop down box; and select date and time of audio conference.

Step 7: Select duration

Note: (please select duration only as per requirement, please note that during conference the duration could be extended. So please do not schedule long hours of conference as the resources will be blocked. It is advised to schedule conference for

30 minutes and if the meeting is extending then the duration could be extended during the conference)

Step8: For adding participants - Click on "Add external participants" (for the first time).

Add the participant's details:

Name,
Participant Number (Landline or Mobile),
Email ID
SMS Notification Number (91XXXXXXXX)

Step 9: Click OK

Step10: "Conference Successfully Scheduled" message will be displayed.

Step 11: Conference details will be sent via email / SMS

Procedure for participants to login to conference

Step 1: Dial 12502 from Landline or mobile and input conference ID and guest password received via email / SMS (and follow the IVRS instructions)

Note: If the conference is completed well before the scheduled time, then the scheduler could login to conference site and end the conference.