



Meet Me Audio

Conference Bridge

USER MANUAL



JANUARY 2023

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GETTING STARTED

Meet Me or Voice Conference is a dial-in conference bridge. There is one conference bridge number and a moderator must join the conference for all participants to be connected. Each moderator will have a unique moderator code and a participant code to give to participants. This will be provided to you by Northland's System Administrator.

The maximum number of participants is dependent upon the package that was purchased by your organization. Check with your System Administrator.

The Conference Bridge Number is 315-671-5000. When you dial the conference bridge number, an automated voice will ask for either your participant code or your moderator code followed by the # sign. When you enter your code, you will be asked to speak your name followed by the # sign. As a participant, you will be placed on hold until the moderator joins.

MODERATOR CALL CONTROLS

As the moderator you can:

- + View current conference call participants
- + Mute or drop participants
- + Lock the conference so others cannot join
- + Create your own directory
- + View history of past conference calls
- + Record and playback recordings
- + Change options

To view and change moderator and participants options as well as view and control participants, enter <https://buconf.northland.net> in your web browser. This will bring to the Meet Me Conference Log-On.



Conference Log-On

Participant Code:

Moderator Code:

Enter your participant and moderator codes.

CHANGING OPTIONS

Choose options from the menu on the left.

The screenshot displays the Northland Communications user interface. At the top left, there is a navigation menu with the following items: 'Welcome Stacey Maier', 'Current Call', 'Directory', 'History', 'Recordings', 'Options', and 'Log Off'. The main content area is divided into two sections. The upper section, titled 'Conference Options', contains the following settings: 'Joining Announcements' (radio buttons for On and Off, with Off selected), 'Joining Tones' (radio buttons for On and Off, with On selected), 'Notify when Full' (radio buttons for On and Off, with Off selected), 'Rejection Tones' (radio buttons for On and Off, with Off selected), 'Use On-Hold Music' (radio buttons for On and Off, with On selected), and 'Music on hold resource' (a 'Choose File' button and the text 'No file chosen'). A 'Save Options' button is located at the bottom of this section. The lower section, titled 'Conference Access Details', shows 'Conference Telephone Numbers' as 315-671-5000, 'Moderator Code' as ***** with a 'Generate New Moderator Code' button, and 'Participant Code' as 945229 with a 'Generate New Participant Code' button.

- + **Joining Announcements:** Participants name is announced when they join.
- + **Joining Tones:** Tone is heard when participants join.
- + **Notify When Full:** Notification is heard when conference is at system capacity.
- + **Rejection Tones:** Notification tone is heard when a participant dialing in is rejected because the number of participants has reached the maximum permitted.
- + **Music On Hold Resource:** You can create a recording and upload it or use generic system music.

NOTE: If you, as the customer alters or customizes standard on hold music in any way, Northland Communications will not be held accountable or liable for any copyright infringement lawsuits that may come out of the per said act.

VIEW + CONTROL THE CURRENT CALL

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Choose **Current Call** on the left. Here you can view and control participants as well as details of the call.

The screenshot shows the Northland Communications interface for a 'Current Call'. On the left is a sidebar with a 'Welcome Stacey Maier' message and buttons for 'Current Call', 'Directory', 'History', 'Recordings', and 'Options'. The main content area is titled 'Moderator Controls' and features a 'Record' button, a 'Lock' button, and a status box. The status box displays: 'Current date and time: 10/17/18 12:07:23 PM', 'Number of participants: 2 (Max. permitted: 2)', and 'Conference time (HH:MM): 00:00'. Below the status box are two participant widgets. The first widget is for 'Stacey Maier' (Number: 3154049630) and the second is for 'NORTHLAND COM' (Number: 3156242238). Each widget includes 'Mute' and 'Drop' buttons and a progress indicator.

RECORD

- + You can store up to 10 conference recordings. Maximum recording space is 20 minutes in total.
- + Press **Record** to record the call. An announcement will indicate that the conference is being recorded.
- + Press **Record** to end the recording. An announcement is heard that the recording has stopped.
- + To view and listen to your recordings, select **Recordings** on the left.

IMPORTANT: Call recording laws from each state and country will differ from one another. They will require either One-Party consent or All-Party consent. Northland does not offer legal advice, customer should consult your legal counsel for guidance on the compliance activities that are appropriate for your organization.

LOCK

- + You can lock the conference to prevent other participants from joining once the conference has started.
- + Press **Lock** to prevent participants from joining. An announcement will indicate that the conference is locked + a message will display on the screen showing how many participants have been rejected.
- + Press **Lock** again to unlock the conference.

MUTE

- + You can mute individual participants.
- + Press **Mute** on each participant widget to mute them.
- + Press **Mute** again to unmute them.

DIRECTORY

Create a directory of participants who are frequently a member of your conference calls. Select **Directory** on the left and complete the directory information window to add entries. Entries that have been saved appear below the entry window.

To delete a Directory entry, click in the box in the delete column then click **Delete Selected**.

The screenshot shows the Northland Communications web interface. At the top left is the Northland Communications logo. Below the logo is a navigation menu with buttons for 'Current Call', 'Directory', 'History', 'Recordings', 'Options', and 'Log Off'. The 'Directory' button is highlighted. The main content area is divided into two sections. The top section is titled 'Directory Entry' and contains two input fields: 'Phone Number' with the value '3158962211' and 'Name' with the value 'Ryan Newman'. Below these fields is a 'Save Entry' button. The bottom section is titled 'Conference Directory' and contains a table with three columns: 'Del', 'Phone Number', and 'Name'. The table has two rows of data. The first row has a checkbox in the 'Del' column, the phone number '315-797-6111', and the name 'Bill Jones'. The second row has a checkbox in the 'Del' column, the phone number '315-896-2241', and the name 'Betty Barrett'. Below the table is a 'Delete Selected' button.

Welcome
Stacey Maier

Current Call

Directory

History

Recordings

Options

Log Off

Directory Entry

Phone Number: 3158962211

Name: Ryan Newman

Save Entry

Conference Directory

Del	Phone Number	Name
<input type="checkbox"/>	315-797-6111	Bill Jones
<input type="checkbox"/>	315-896-2241	Betty Barrett

Delete Selected

HISTORY

The History tab displays information on your most recent conference calls, including date, time, duration, number of participants and number of rejected participants.

The screenshot shows a sidebar on the left with a 'Welcome Stacey Maier' header and buttons for 'Current Call', 'Directory', 'History', 'Recordings', 'Options', and 'Log Off'. The main content area displays a table titled 'Recent Conferences' with the following data:

Started	Name	Conference Duration	Max Participants	Rejected Participants
Wed October 17 2018, 11:08:54 AM EDT	Jay Stacey	00:01:20	2	1
Wed October 17 2018, 11:07:06 AM EDT		00:01:33	2	2
Wed October 17 2018, 11:04:15 AM EDT		00:02:24	2	1
Wed October 17 2018, 11:00:12 AM EDT		00:03:44	2	3
Wed October 17 2018, 10:56:05 AM EDT		00:00:34	2	1
Wed October 17 2018, 10:53:58 AM EDT		00:01:52	2	2
Wed October 17 2018, 10:24:03 AM EDT		00:26:20	2	0
Wed October 17 2018, 10:09:20 AM EDT		00:02:03	2	0
Wed October 17 2018, 09:59:09 AM EDT		00:00:30	2	0
Wed October 17 2018, 09:55:50 AM EDT		00:01:28	2	0
Tue September 11 2018, 10:43:23 AM EDT		00:00:00		0
Tue August 21 2018, 04:05:32 PM EDT		00:00:31	2	0

A 'Save' button is located at the bottom right of the table.

To view participant information, click the number in the Max Participants column.

The screenshot shows the same sidebar as the previous image. A 'Conference Roster' window is open, displaying the following information:

DN	Caller ID
3156242238	NORTHLAND COMMU
3154049630	Stacey Maier

To view participants that were rejected, click the number in the Rejected column.

The screenshot shows the same sidebar as the previous images. A 'Rejected Participants' window is open, displaying the following information:

Date/Time	DN	Caller ID
Wed October 17 2018, 11:05:40 AM EDT	3154049630	WIRELESS CALLER

RECORDINGS

Recordings are generated when you choose to record a conference from the Current Call window. Parameters for recordings for number of calls and minutes of recordable space are dependent upon the package your organization purchased. If you reach either of those limits, recordings will not be permitted. Check with your System Administrator for your specific limits. Conference recordings are automatically deleted after 60 days.

- + To view recorded conference meetings, choose the **Recordings** tab on the left.
- + To listen to meeting click **Download**. The recording will play through your default media player.

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar is blue and contains the following items: 'Welcome Stacey Maier', 'Current Call', 'Directory', 'History', 'Recordings' (highlighted), 'Options', and 'Log Off'. The main content area is light blue and features a 'Recordings' table with the following data:

Recordings	
Started	Duration
2018-10-17 10:32:03 EDT	00:00:23

Below the table, there are two buttons: 'Download' and 'Delete'. Below the table, there is a warning message: 'Currently using 1 out of 10 recordings and 1 out of 20 minutes of recordable space. Recordings will not be allowed if one of the above limits is reached. Note: conference recordings are automatically deleted after 60 days'.