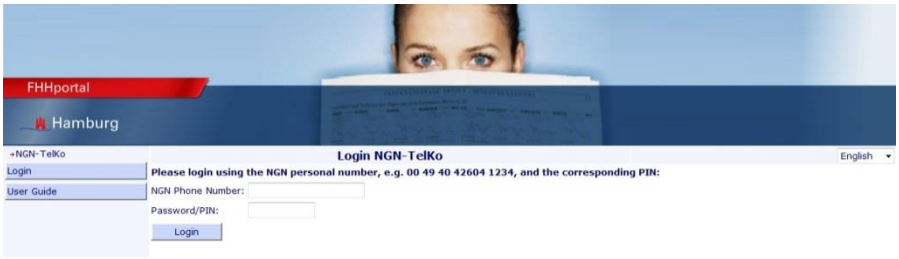
Bedienungsanleitung

NGN-Telefonkonferenz

dataport

User Guide
NGN-Telefonkonferenz
V004



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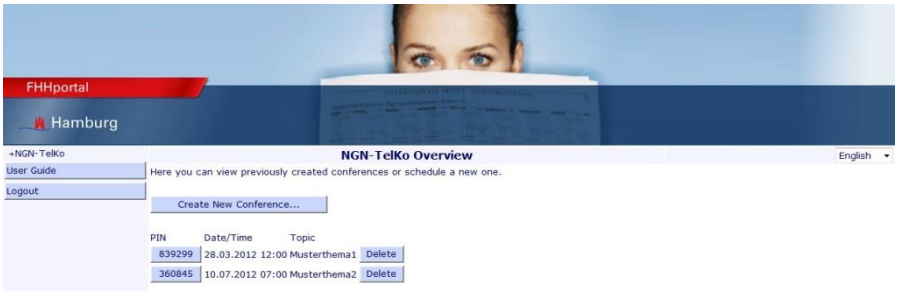
1 Access and interface

You can access the web interface for the NGN teleconferencing system by opening the URL https://ngn-sprachdienste/TelKo in the web browser (e.g. Internet Explorer).

Log in using your own phone number and your 6-position PIN.

Please remember:
If Single Sign On (automatic login) is activated for you, the login dialog will be skipped and you will be connected directly to your start page for NGN-TelKo.

The teleconferences you have already created will be shown to you on the start page.



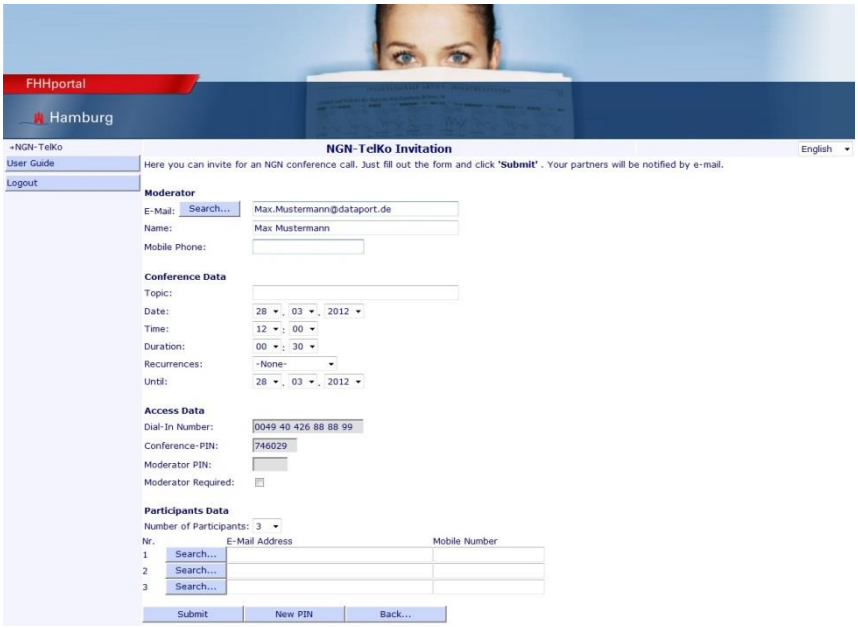
The navigation bar is located on the left:

→ **"User Guide"** – Open this User Guide.

→ **"Logout"** – Exit the website again.

2 Create New Conference

Select the "Create New Conference" button to open the input page for a new conference.

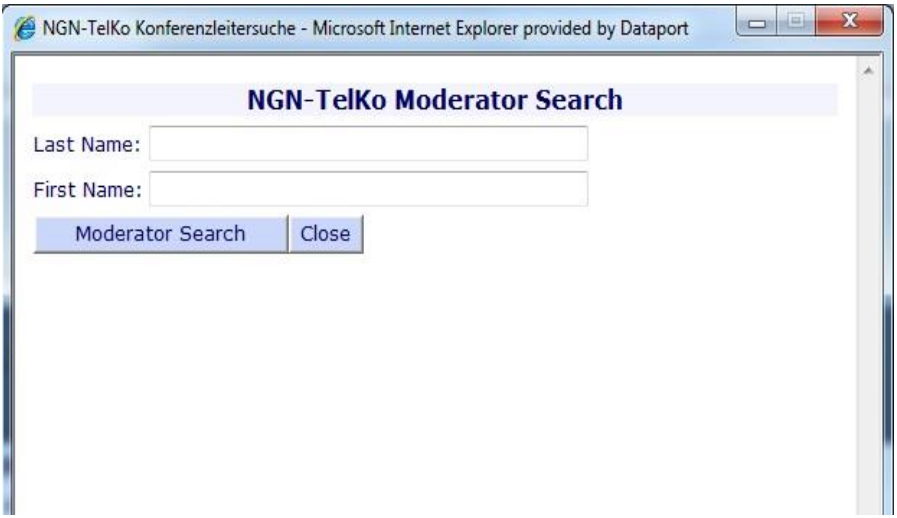


Moderator

E-Mail:
The e-mail address of the moderator must be entered here, i.e. generally your own e-mail address. Or select the "Search" button. The e-mail address is important so that the moderator can be sent all conference data including the moderator PIN.

"Search" button:
Opens a window to allow you to search for participants. You can enter the last name and/or first name here and click "Participant Search".

A list with all suitable entries will be displayed and can then be transferred automatically to the dialog.



Name:
Enter the name of the conference moderator here. This will generally be your own name.

Mobile Phone:
Optional: The mobile phone number of the moderator for sending the conference data by SMS.

Conference Data

Topic
The topic can consist of up to 80 characters at most.

Date:
The date of the conference is specified here.

Time:
The time of the conference is specified here.

Duration:
The duration of the conference is specified here.

Recurrences:
The repetition interval for the conference can be specified here. Options include daily, weekly and 2/3/4/5/6-weekly conferences.

Until:
The date to which the conference will be repeated is specified here.

Access Data:

Dial-In Number:
The phone number for dialing in to the conference is 0049 40 4268 888 99 for all NGN teleconferences.

Conference PIN:
The conference PIN is assigned by the system.

Moderator PIN:
The system assigns the moderator PIN automatically after the conference has been saved successfully in the database with all participants. This field is therefore initially blank.

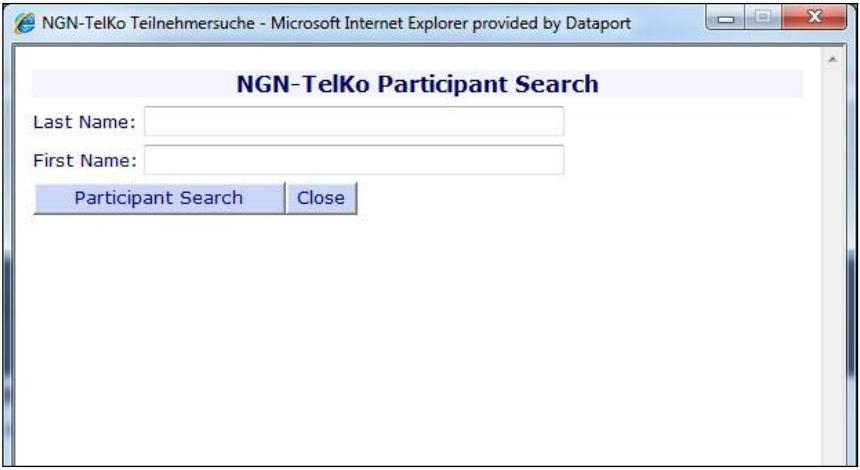
Moderator Required:
Once activated, the teleconference is only realized when the moderator has opened the teleconference.

Participants Data

Number of Participants:
The maximum number of participants you want to invite can be selected here. You cannot dial in more participants.

E-Mail Address:
The e-mail addresses of the participants must be entered here. Or select the "Search" button. By entering the e-mail addresses, the system will automatically send the conference data to the participants by e-mail.

"Search" button:
Opens a window to allow you to search for participants. You can enter the last name and/or first name here and click "Participant Search". A list with all suitable entries will be displayed and can then be transferred automatically to the dialog.



Mobile Number:
Optional: By entering the mobile number, the participant automatically receives an SMS with the conference data.

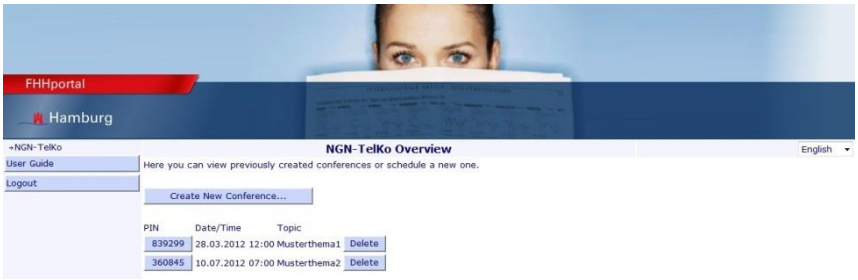
"Submit" button:
Select this button to finish the planning for the NGN teleconference.

"New PIN" button:
You will receive a new PIN for your planned NGN teleconference.

"Back" button:
You return to the NGN-TelKo overview page.

3 Moderator functions

The teleconferences you have already created will be shown to you on the start page.



Use the "xxxxxx" (xxxxxx stands for the respective PIN) to open the moderator pages for a planned conference. You can retrieve and edit all conference data here and as the moderator also view the dialed in participants during a conference and moderate the conference.

Conference Data

"Edit" button:
You can edit the general conference data here.

Participants

"Edit" and "Delete" buttons:
You can edit and delete the data for a participant here.

"New Participant" button:
You can add new participants to the planned conference here.

Dynamic conference display

If the teleconference is not active, the message "The NGN conference is not active" will appear.

If the conference is active, the participants who have dialed into the conference along with their phone numbers will be displayed here.

"Mute" button:
You can disable and reactivate voice activation for specific participants of the conference here.

"Disconnect" button:
You can disconnect the participants from the conference here.

"Lock Conference Room" button:
You can lock the conference room here and no other participants can dial in.

"Mute All Participants" button:
You can disable and reactivate voice activation for all participants of the conference here.

"Terminate Conference" button:
You can end the conference here.

"Extend Conference by 30 minutes" button:
You can extend the conference by an additional 30 minutes here.

4 Telephone functions

Participants

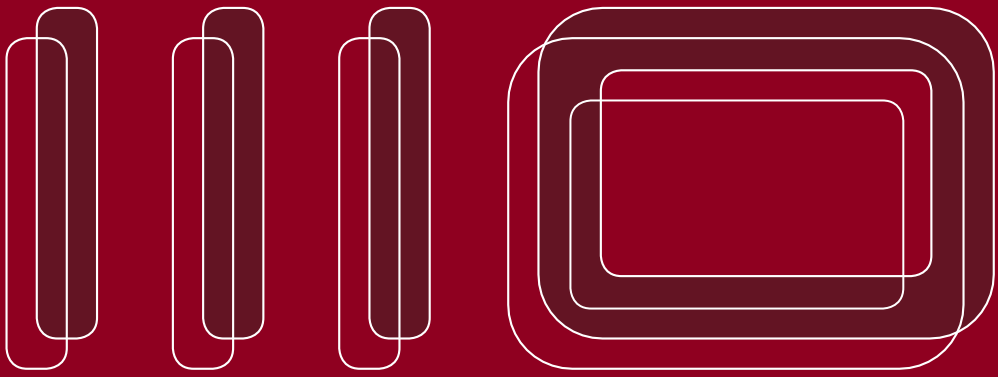
The following functions are available to you as a participant on the phone during a conference by dialing the relevant code:

*0	Listen to brief information
*1	Listen to additional information for the moderator
*6	Switch off and on your own microphone

Moderator

The following functions are available to you as a moderator on the phone during a conference by dialing the relevant code:

*0	Listen to brief information
*1	Listen to additional information for the moderator
*2	End conference (all participants are disconnected)
*3	Query the number of conference participants
*4	Close and/or open conference (no further dial-in is possible)
*5	Switch off a participant's microphone or switch it on again
*6	Mute your own microphone
*7	Activate or deactivate entry or exit tones
*8	Extend the conference by an additional 30 minutes



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