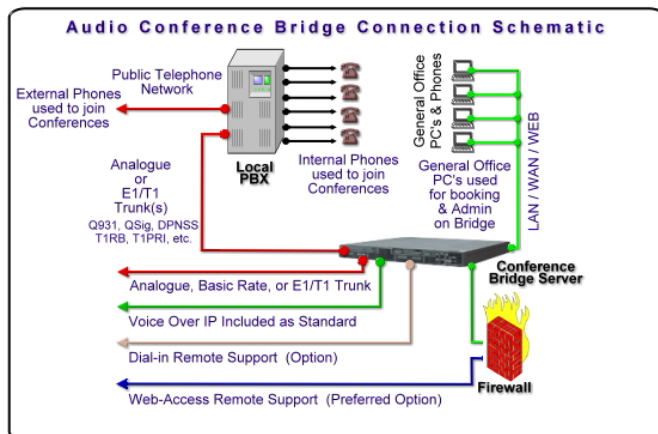


“Dial-in Simple Booked Voice Conference System”

+ Recording + Open Booking + Code Access to Conferences

System Features

- ❑ Variable size, Audio Conferencing Bridge Server, for dial-in telephone and Voice-over-IP based participants that are simple to install, operate and maintain.
- ❑ Conference Bridge Server designed, built, installed and maintained by Miton Systems.
- ❑ Consists of a single self contained unit that incorporates all the necessary components to conduct Audio Conferences.
- ❑ Each System Incorporates:
 - Linux Operating System Software
 - MySQL Databases for Users, Departments, Bookings, Configuration and Audio Recordings
 - Apache Web server for remote Browser based setup and control.
- ❑ Connected into existing PBX, or direct to Public Telephone Network (Analogue or Digital), or VoIP Data Network, it comes with Integrated Voice-Over IP (VoIP) as standard.



- ❑ Users Log-on permissions enable access control to booking and administration areas.
- ❑ The Conference Bridge Booking Interfaces are available for general open access by users without prior authorisation. This means that administration of the system is minimised.
- ❑ One single telephone number is associated with all conferences for participants to dial. Conference Entry Code determines which conference the participant enters.
- ❑ 30 minute timeslots that can be block booked to provide for longer conferences.
- ❑ Live conferences can be extended if they run out of pre-booked time.
- ❑ Audible warning of new member entering and leaving conference, and end of Conference Timeslot, with optional automatic disconnection at end of limit.
- ❑ Participants who drop out of Conference can simply redial to rejoin following normal procedure.
- ❑ Telephone key presses options to enable muting of handsets.
- ❑ Installation and on-site training included with each system.
- ❑ Full recording and playback available as an option.
- ❑ 4 minimum to 120 max participants per Server. Multiple servers can be cascaded together to form large conferences.
- ❑ Versions also available where participants are dialled by an operator using a windows-based control screen.

Booking Screens

- ❑ Conferences can be booked in a matter of seconds.
- ❑ Conference Bookings by authorised booking persons are made using an easy to follow scheme, where a number identifies each step. Minimal training is required for users to complete this process.
- ❑ Simple booking system for use by authorised users. Single or recurring bookings can be made or changed. Recurring bookings have same Conference Entry Code.
- ❑ Automatic Password generation at time of booking conferences, which is automatically mailed to the person making the booking. Optional reminder Email 24 hours before Conference.
- ❑ Ability to re-schedule already booked single or multiple day conferences with retention of original Conference Entry Code.

Reporting and Configuration Screens

- ❑ There are three levels of access to the Reporting and Configuration Screens:
 - Open Access for General Users – Booking, User Related Reports. Conference Entry Codes. Only information associated with logged on user is shown – bookings of other users are not shown.
 - System Administration – Database Maintenance, All Conference Entry Codes shown
 - Technical Manager – System Setup
- ❑ Booking Screens
 - Single day booking and modification
 - Multi-day booking and modification
- ❑ General Access Reports on Per User Basis:
 - All Bookings on a specific day
 - All Bookings from date
 - All Bookings with Subject/Title
 - All Bookings by Conference Entry Code
 - Recordings save/delete and playback
 - Bridge Usage statistics for logged on User
- ❑ Administrators
 - All Bookings on a Specific Day
 - All Bookings from Specified Date
 - Usage Statistics All Previous Users Combined
 - All Bookings by Conference Entry Code
 - Recordings save/delete and playback
- ❑ The Technical Managers
 - Bridge Configuration
 - Key Press and Audio Prompts Listing

System Maintenance and Set-Up:

- ❑ The Technical Manager has access to screens that enables the system parameters to be set-up and changed. Some of these parameters are:
 - Start and End time for the Booking Diary
 - Max Conference Size
 - Number of Lines available
 - SMTP Email Server Address
- ❑ System Manager Access is supplemented via Dial-up support by Miton via modem line or via Web Firewall access.

Steps to Creating and Running a Conference:

- User Login:** This enables persons general personnel to book conference, to log onto the system and automatically includes their user information in bookings, email acknowledgments and reports.
- Main Menu:** Using this menu, users can: book new single or



Simple Booked Conference Main Menu
 Welcome Mike Quelch, Please select an option below

SINGLE DAY CONFERENCE BOOKING AREA

▶ [Book Single Conference](#) ▶ [Change Single Conference](#)

MULTI-DAY CONFERENCE BOOKING AREA

▶ [Book Multi-Day Conference](#) ▶ [Change Multi-Day Conference](#)


REPORTS FOR MIKEQ@MITON.CO.UK

▶ [All Bookings on Specific Day](#) ▶ [All Bookings From Date](#)

▶ [All Bookings With Title](#) ▶ [All Bookings by Conference Entry Code](#)

▶ [Recordings Save/Delete & Playback](#)

▶ [Usage Statistics](#)


 info@miton.co.uk
 www.miton.co.uk

[Log Out](#)

recurring conferences, or modify one of their own existing conferences, or run reports to check on previously booked conferences. Single Day Booking Screen: Clicking the New Conference Booking Diary Option leads to the following screen, where the date, time and number of participants are set by simply following the numbers. Once the form is complete, clicking the 'make booking' button at the bottom of the above screen moves you to the Conference Booking Form. This Form also displays the booking status, and prompts the user to correct badly entered data.

- The Conference Booking Form:** is completed by following the numbers. When 'Book' button is pressed, the Booking Person

Simple Booked Conference
Single Day Conference Booking Screen
 Tuesday-10-August 2004 (17:45)

Booking Area: Single Call-in Conference

CONFERENCE BOOKING PERSON DATA

Name: Mike Quelch

User Email: mikeq@miton.co.uk

Bookings possible between 00:00 to 23:59

SINGLE CONFERENCE - SELECT DATE AND TIME

1. Conference Subject/Title:

2. Select Date:

3. Select Valid Start time (00:00 to 23:59):

4. Duration hrs: + mins:

5. Input max number of participants:(3 to 30)

6. Press button to book Conference:

7. Booking Status: Booking Successful
Conference Entry Code = 1656
Confirmation Email Sent

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will receive a confirmation email which lists the details of the conference, including Conference Entry Code. They can forward this Email onto each member of the conference. The Booking status Window shows a successful or failed booking.

- Multi-Day Booking Screen:**

Simple Booked Conference - Multi-Day Booking Screen
 17:50 Tuesday-10-August 2004

Recurring Conference Booking Area - Call-In Conference

CONFERENCE BOOKING PERSON DATA

Name: Mike Quelch

User Email: mikeq@miton.co.uk

bookings possible between 00:00 to 23:59

RECURRING CONFERENCE - SELECT DATES & TIMES

1. Conference Subject/Title:

2. Select First Conference Date:

3. Select Valid Start time (00:00 to 23:59):

4. Duration hrs: + mins:

5. Input max number of participants:(3 to 30)

6. Select Recurrence Pattern Below:

Daily Every day(s)
 Every Weekday

Weekly Recur every week(s) on:
 Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Monthly Day of every month(s)
 The of every month(s)

Number of days repeated 26 Max

7. Press button to book Conference:

8. Booking Status: Booking 100% Successful
Conference Entry Code = 8768
Confirmation Email Sent

Booking Results: Successful bookings marked OK, failed bookings marked XX:

Booking OK?	Day	Date	Time Slot	Available Capacity	Needed Capacity
OK	Monday	16/08/2004	17:30 to 18:00	52	9
OK	Monday	22/08/2004	17:30 to 18:00	52	9

- Confirmation Emails:** Contains Conference Entry Codes, and conference joining instructions.
- Entry to Conference:** At the pre-determined time each participant dials the relevant number, enters the correct Conference Entry Code for the conference in response to a voice prompt, and then is allowed access to the conference.

Access to Internet Demonstration Site, available upon request



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