

IHETS Click to Meet™ Tutorial

IHETS CLICK TO MEET™ LOGIN

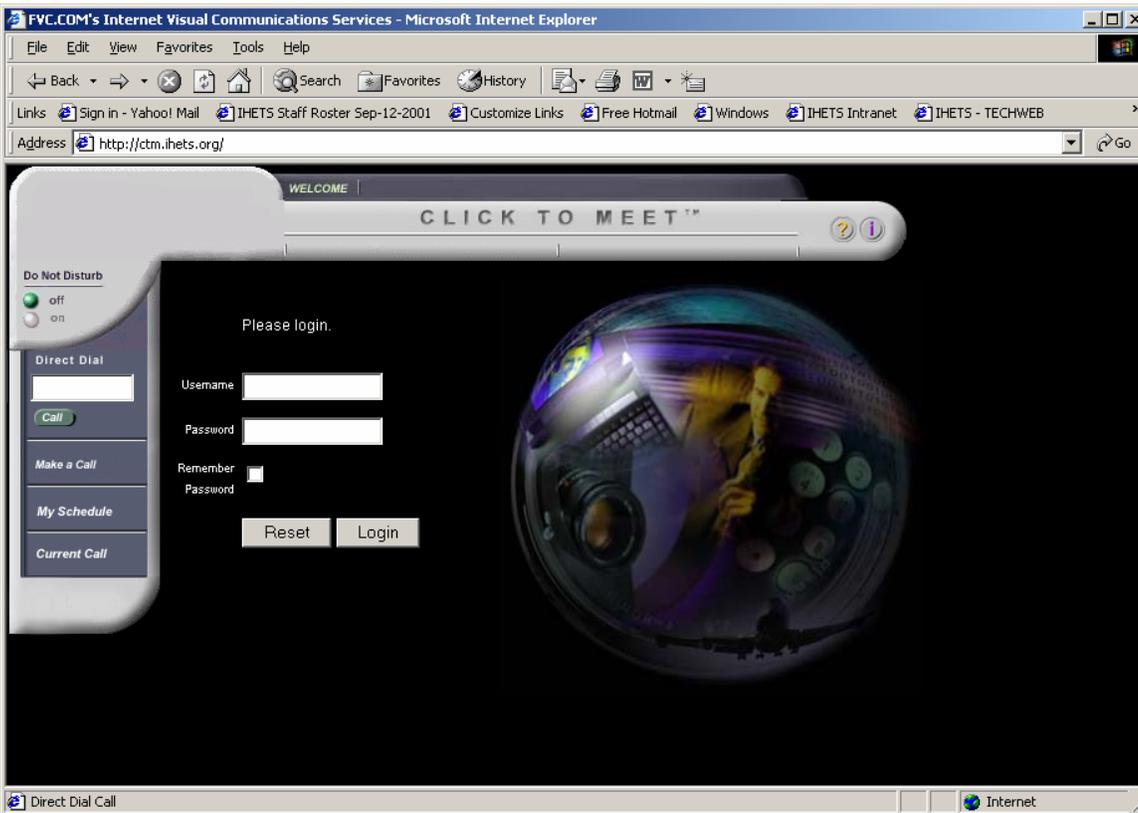


Figure 1

In order to access the statewide Click to Meet™ (CTM) database, users must launch their Internet browser and type in URL <http://ctm.ihets.org> (Figure1).

Each user must type in their correct User ID and password in order to access the statewide database.

CLICK TO MEET™ DIRECTORY

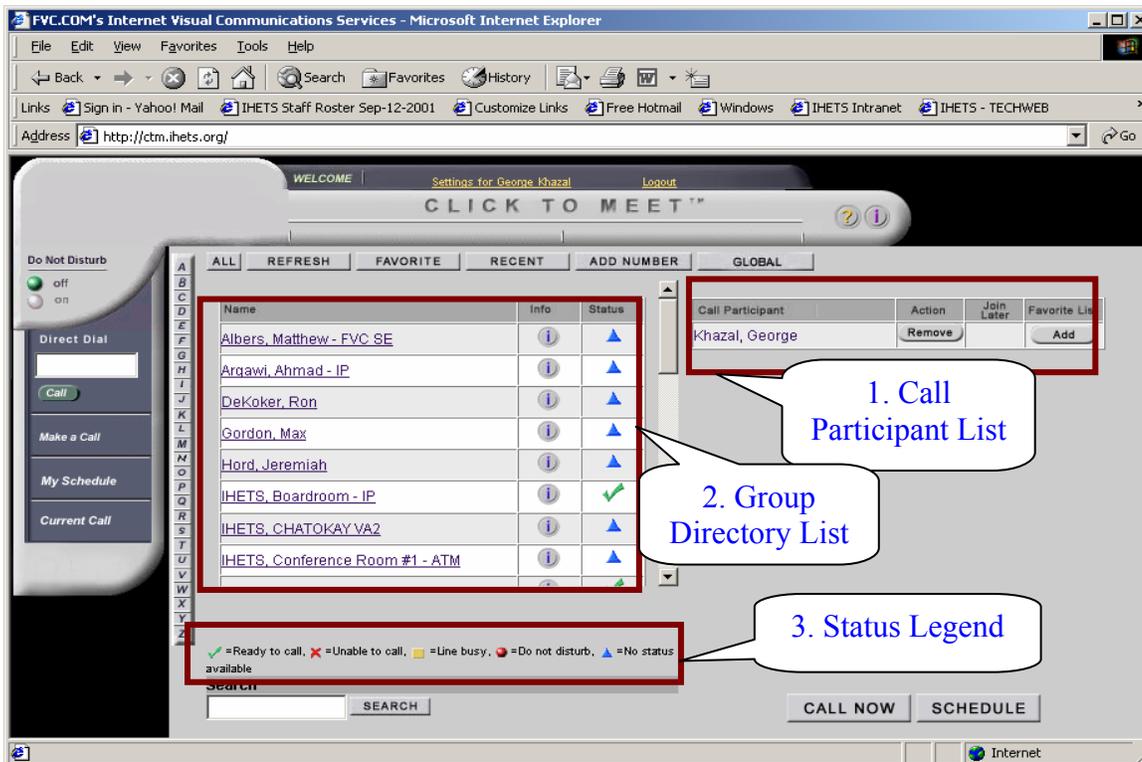


Figure 2

Once the user has successfully input their password, the CTM server will prompt the user for their specific settings (Figure 2).

Step 1: Each user will see the resource associated with the ID and password on the right side of the page as part of the “Call Participant” list. In our example, Khazal, George (H.323 ID) is the user logged in to the CTM system.

Step 2: On the left side is the directory, which can be scrolled through and viewed in various subsets

- ALL** Lists all users or resources defined in the directory alphabetically
- FAVORITES** Lists the personal “favorites” directory as defined by the user
- RECENT** Lists recently completed or attempted calls
- GLOBAL** Lists all users that are defined as “global”
- A-Z** Lists the directory by specific letter chosen
- SEARCH** Lists the search results against the search query of the directory. (Note: does not work in the current version of code; will be available in release 3.3)

ZOOM VIEW OF THE “STATUS” LEGEND

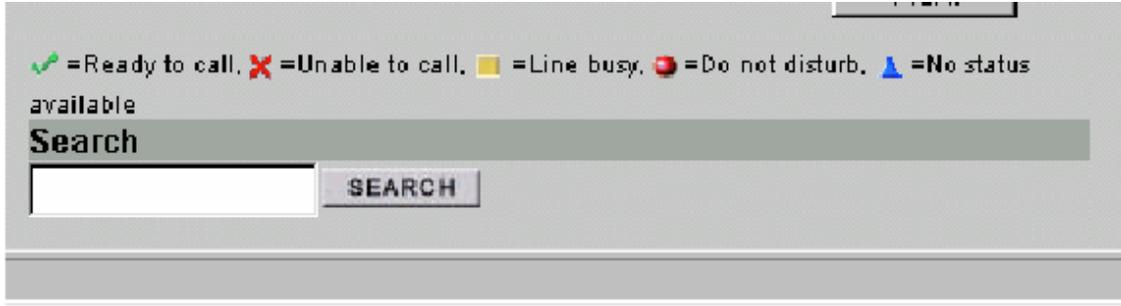


Figure 3

Figure 3 indicates who is available to call, unable to call, busy, has selected Do Not Disturb, or shows status as unavailable.

Step 3: On the bottom of the screen, the status of the directory resources is shown in the CTM web GUI. If the IP endpoint registers directly with a CTM supported gatekeeper, IHETS can detect if the endpoint is “ready to call” or “line busy. If the endpoint is statically defined than CTM will see it and put a green checkmark by it. However, in the case of ISDN and ATM there are no static IP addresses to define, therefore CTM displays them as no status available”.

POINT-TO-POINT CALL THROUGH Click To Meet™

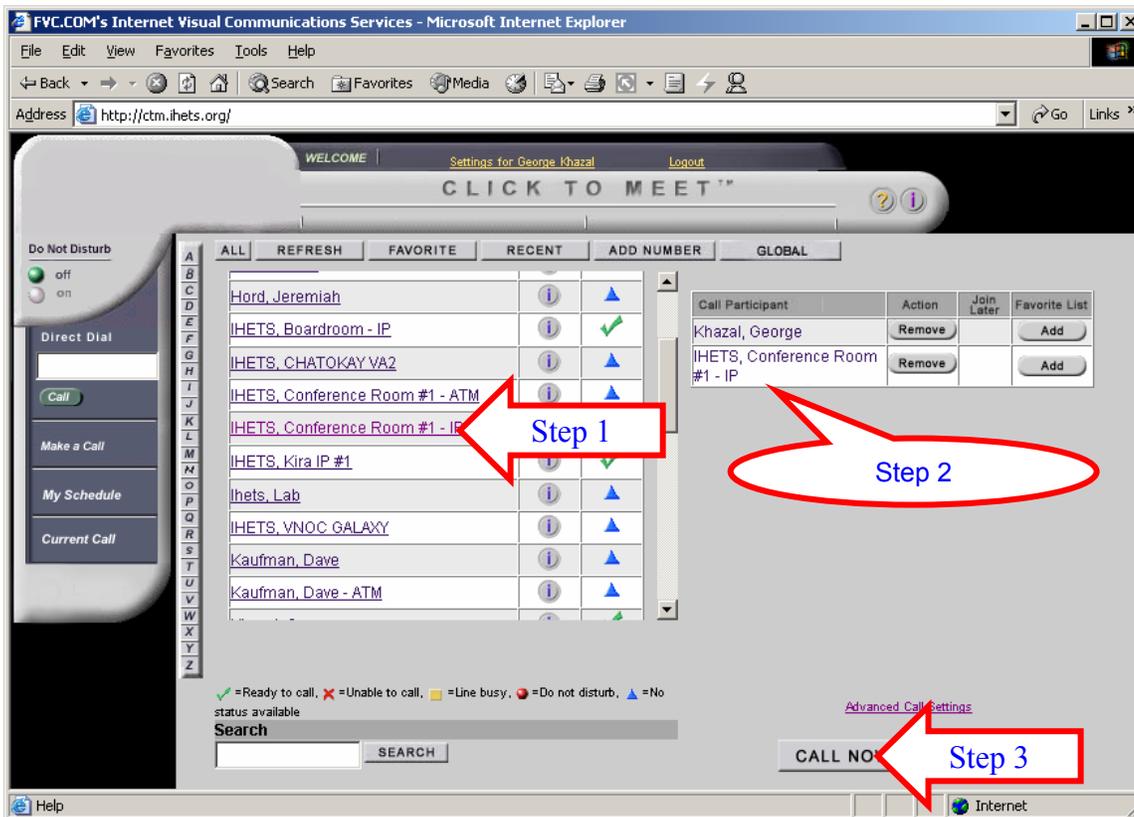


Figure 4

Making a point-to-point call with Click to Meet™ is as easy as pointing and clicking your mouse. In the example above, Khazal, George wanted to call IHETS, Conference Room #1 - IP. The user (Khazal, George) knew that the resource was ready and operational before the call initiated because the status was confirmed by the green checkmark (Figure 4). To add a resource:

Step 1: Click on the resource.

Step 2: The participant name appears in the Call Participant list.

Step 3: Click on the "CALL NOW" button to launch the call.

POINT-TO-POINT CALL STATUS

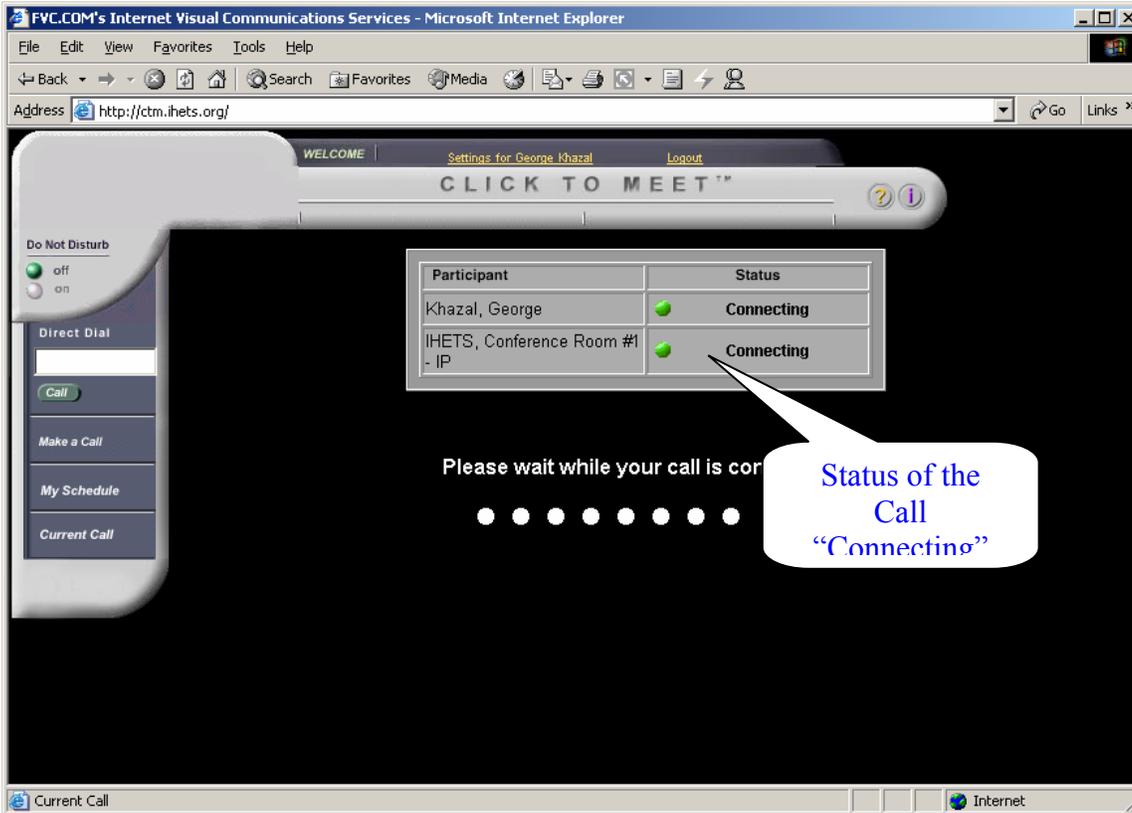


Figure 5

Once the CALL NOW button has been clicked, a message will appear stating that the call is connecting the participant (Figure 5).

POINT-TO-POINT CALL INFO

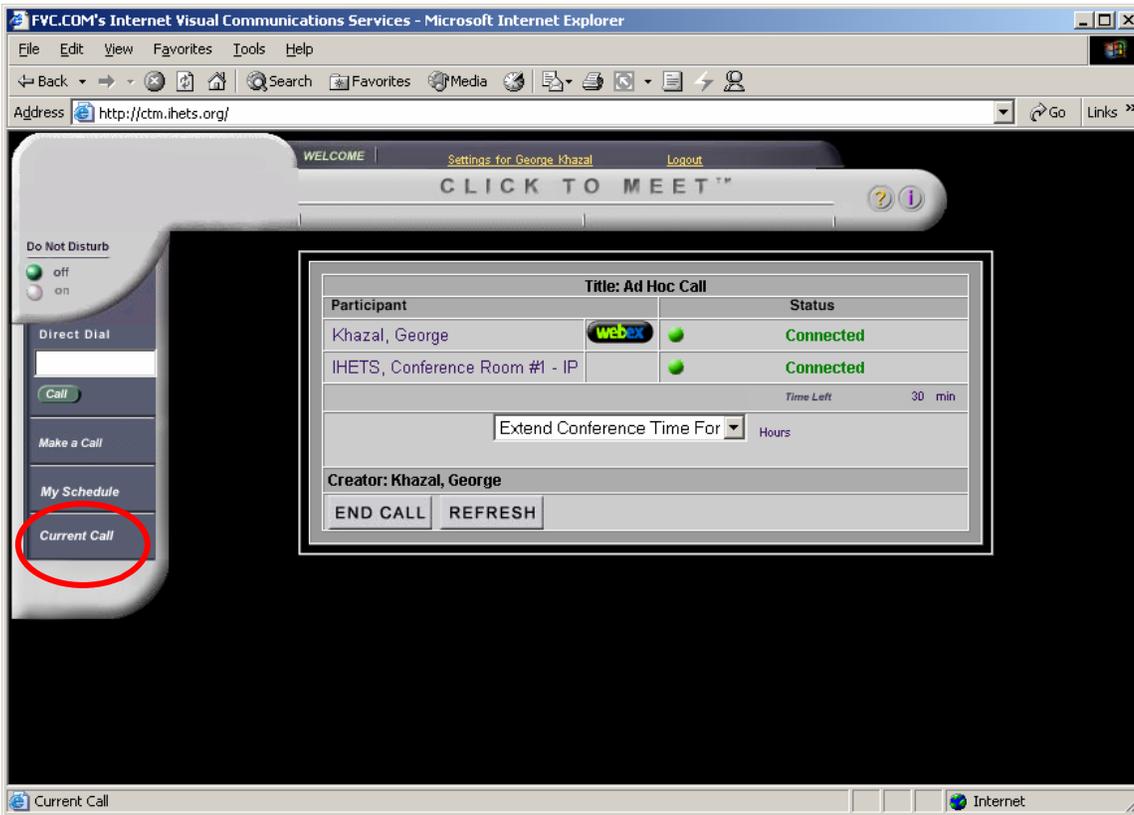


Figure 6

Once the call is connected users can view the current call status by selecting the "Current Call" button. The Current Call shows the title of the call, the names of the participants, the status of each participant, and the name of the person who generated the call (Figure 6).

POINT-TO-POINT SCHEDULER

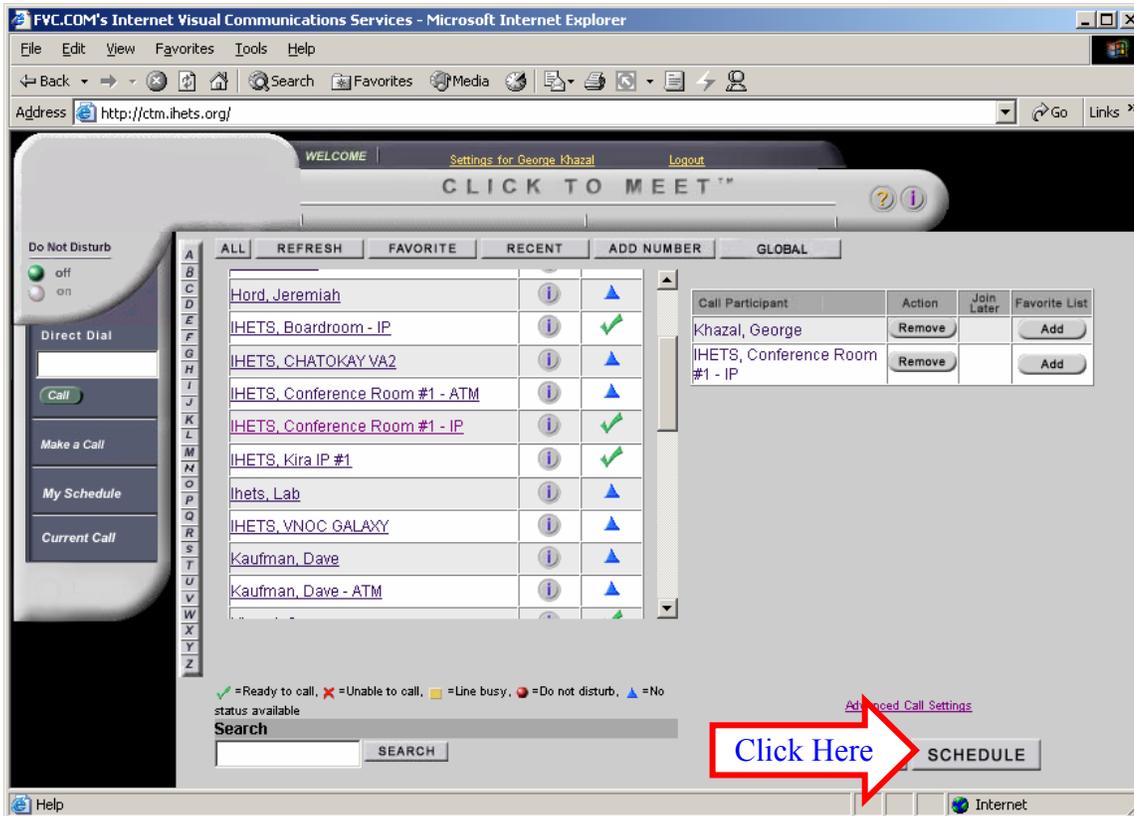


Figure 7

To Schedule a Point-to-Point call, follow the procedure on Creating a Point-to-Point Call: Figure 4, but click on SCHEDULE instead of CALL NOW (Figure 7).

By clicking on the SCHEDULE button, a Web-based scheduler will be launched.

SCHEDULE WEB INTERFACE

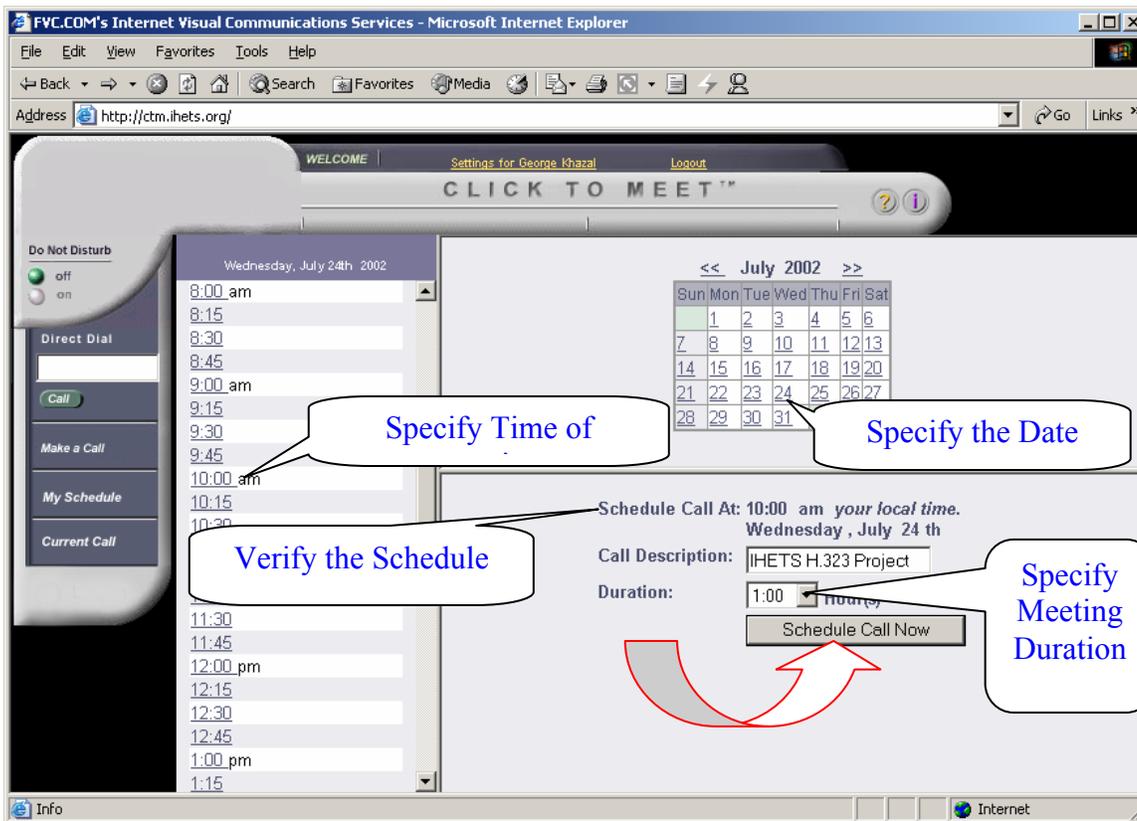


Figure 8

The Web-based scheduler is very easy to use. By default, CTM brings up the view of the current days calendar in the left pane. Note that the timeframe that is now past is blocked out and cannot be selected. To choose a time, simply click on the desired time of the scheduled call, name the conference call, and select the duration of the call. A monthly calendar will appear if the call is to be scheduled in the future. Once the call has been scheduled correctly, the user will receive immediate notification through the browser interface and an email will be sent to all participants. The title of the call, the date and time of the call, the number of participants, and the duration of the call will appear in this window (Figure 8).

SCHEDULE CONFFLICT ERROR

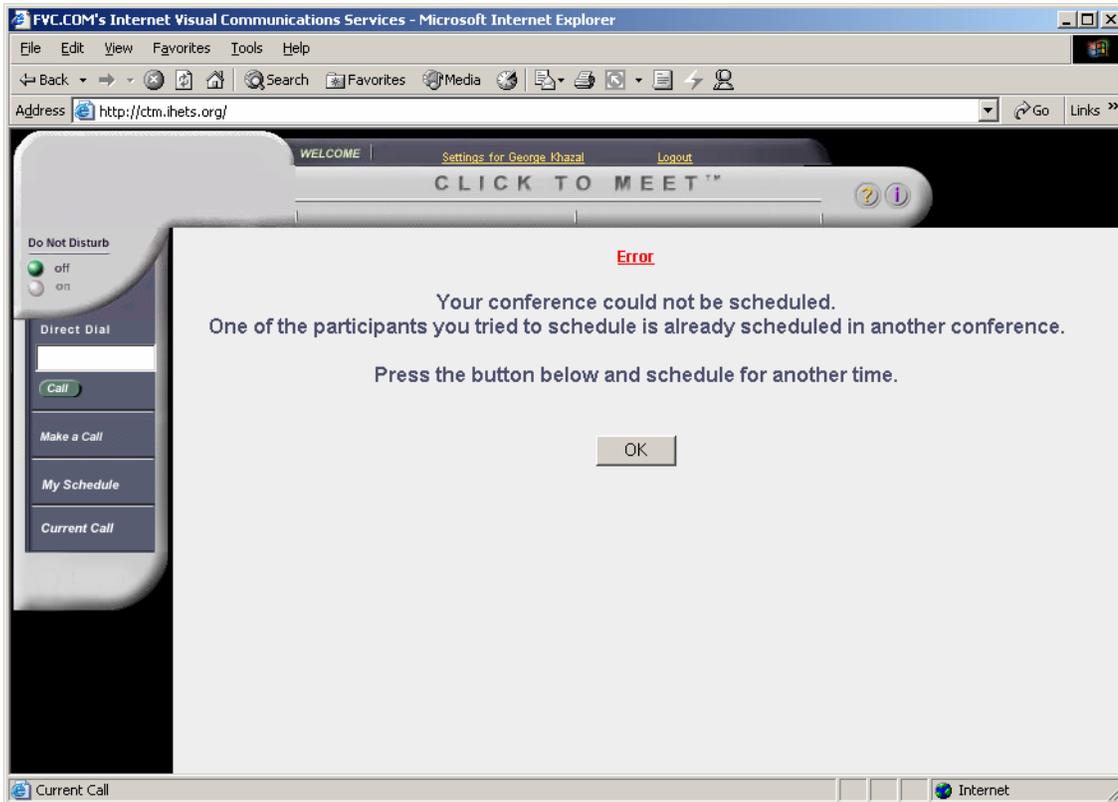


Figure 9

In cases where the user is trying to schedule a resource that has been scheduled by someone else they will receive a notification that there is time conflict (Figure 9).

EMAIL NOTIFICATION

To: <gkhazal@ihets.org>, <tmcclell@ind.net>
Subject: Conference Invitation: IHETS H.323 Project

You have been scheduled for a video conference:

Conference title: IHETS H.323 Project

Time: GMT 07/24/2002 15:00:00

This time is corresponding to the following time zones:

No Daylight Savings	Daylight Savings
PST 07/24/2002 07:00:00	07/24/2002 08:00:00
CST 07/24/2002 09:00:00	07/24/2002 10:00:00
EST 07/24/2002 10:00:00	07/24/2002 11:00:00

Planned duration: 60 min.

Creator: George Khazal

Thank you for using the IHETS Videoconferencing Services

<http://ctm.ihets.org>

Figure 10

In addition to the immediate web notification (Figure 9), the Click to Meet™ server will also send a SMTP mail message out to the participants (Figure 10). This operation is independent of the mail client type or mail server type. The message includes the conference title, the time of the conference, the planned duration of the call, and the name of the creator of the call.

There is also a link provided back to the CTM server so that the user can easily access the directory or their schedule. Note that CTM is aware of the local time zone of each participant in the directory.

MY MONTH, WEEK, AND DATE SCHEDULE

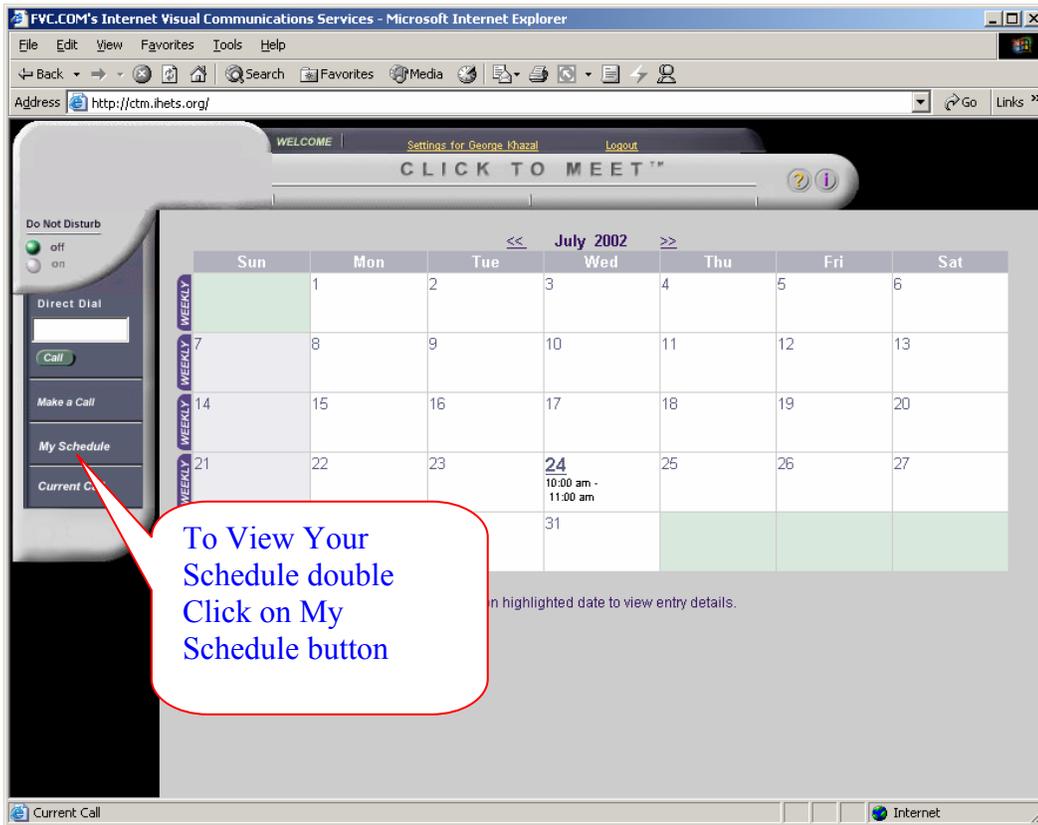


Figure 11

Clicking on "My Schedule" shows the current month (Figure 11).

PERSONAL SETTING LINK

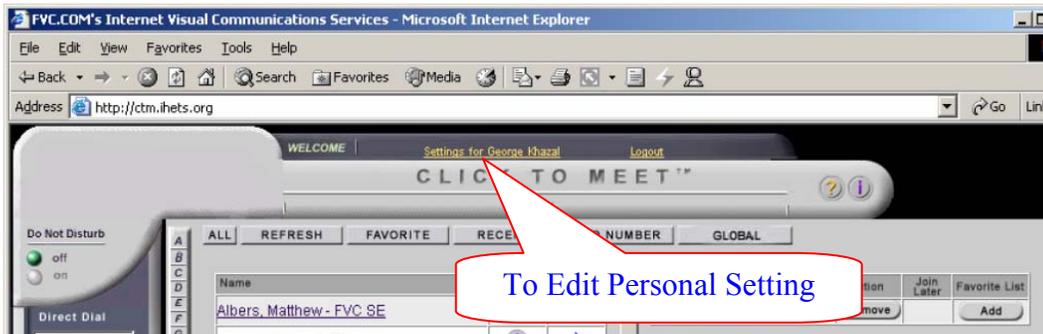


Figure 12

By Clicking on the “Settings for Username,” users have the ability to change their personal settings (Figure 12). The personal settings allow the user to do the following (Figure 13):

- Change password
- Publish username to the global directory
- Change email notification
- Set local time against GMT
- Report a bug to customer support

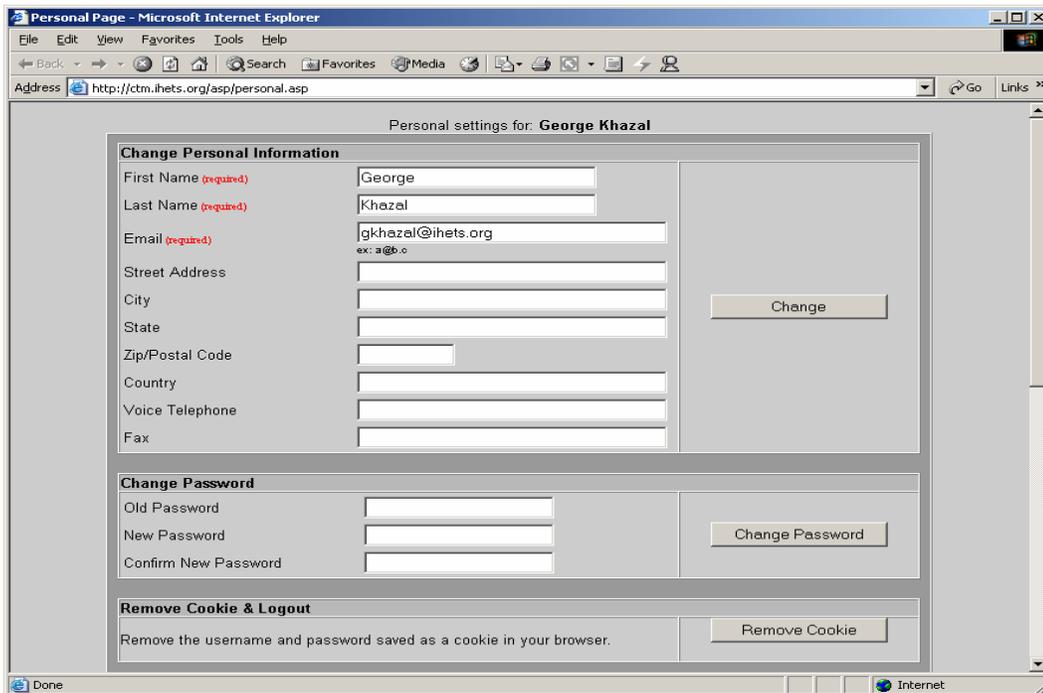


Figure 13

Conferences with three or more participants should be scheduled by the [IHETS Scheduling Staff](#). To schedule a conference or for additional information contact:

Cheryl A. Ross
Video Network Scheduling
Email: cross@ihets.org
Phone: 317-263-8945