



Conference Bridge

For assistance:

Call 1-800-770-2121
E-mail conference.call@gci.com

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INTRODUCING CONFERENCE BRIDGE WEB PORTAL

FEATURES

Administer Participants

Users can manage the profiles of their regular conference attendees. They can add new participants, edit existing participant details, and delete old participants. These contact details are used when conference notifications are sent.

Manage Scheduled Conference

Users can view a list of their scheduled conferences. They can also change a large number of properties associated with these conferences, such as name, duration and size.

Manage Personal Accounts

Users can update their own account details. They can change their passwords and preferred time zone.

Microsoft Outlook Integration

Microsoft Outlook integration enables users to invite participants to the conference from their Outlook address book. They can also place the conference invitation in the Microsoft Outlook appointment format. This places the conference reservation in participant's Microsoft Outlook calendar.

LOGGING IN

Logging on

First time users will need to contact our GCI Conference Center to set up an account.

1-800-770-2121

Conference.call@gci.com

For existing users:

1. Start your Web browser.
2. Enter the Web Portal address in the Address field and press **Enter**. The Login screen is displayed.
3. Enter your e-mail address in the E-mail Field.
4. Enter your password in the Password field.
5. Click **Submit**. The My Schedule screen is displayed.

The screenshot shows the GCI business simplified web portal. At the top, there is a logo for GCI and the tagline "business simplified" with icons for a telephone, laptop, smartphone, PDA, and printer. On the left side, there is a navigation menu with the following items: My Schedule, Book Meeting, Address Book, My Account, Log Out, and Help. The main content area features a search section with a "Search" button, a "Conference Ref:" field with a "Search" button, a "Keyword:" field with a "Search" button, and date selection fields for "Starting:" (Apr 8 2008) and "Ending:" (Apr 14 2008), each with a "Search" button. Below the search section, there is a "Scheduled Conference" field.

RESERVING CONFERENCES

Reserving Conferences

The Web Portal enables you to create customized conferences to meet your exact requirements. For example, you can create repeating conferences, notify participants by e-mail and configure various levels of security.

Creating Reservations

1. Click **Book meeting**. The Book Screen is displayed.
2. Enter the name of the conference in the Conference Name field.
3. Enter the number of participants in the Number of Participants field – the minimum is three.
4. Select the conference date from the Date of Conference drop down list.
5. Select the conference start time from the Conference Start Time drop down list.
6. Enter the conference duration in the Conference Duration field.
The minimum is 10 minutes.
7. Click **Book**. The Reservation Details screen is displayed.

The screenshot displays the GCI Business Simplified web portal interface. At the top, the GCI logo is on the left, and a row of icons representing various business services (phone, laptop, tablet, smartphone, server, printer) is on the right, with the text "business simplified" below them. A navigation menu on the left includes "My Schedule", "Book Meeting" (highlighted in red), "Address Book", "My Account", "Log Out", and "Help". The main content area is titled "Book Meeting" and contains a form with the following fields:

- Conference Name: [Text Input]
- No. of Participants (No. of Ports): [Text Input, value: 3]
- Date of Conference: [Dropdown, value: 8 Apr 2008]
- Conference Start Time: [Dropdown, value: 3 15 PM]
- Timezone: [Dropdown, value: AST+ DST (Alaska)]
- Auto Generate PINs: [Checked checkbox]
- Participant Code: [Text Input]
- Additional Information: Web Booked Conference
- Conference Duration (mins.): [Text Input, value: 10]
- Moderator Code: [Text Input]

A "Book" button is located at the bottom right of the form.

8. **Reservation Created Successfully** will display, providing information about the booked conference and allowing for invitations to be sent.

GCI business simplifiedSM

My Schedule
Book Meeting
Address Book
My Account
Log Out
Help

Reservation Created successfully.

Reservation Details

Conference Title:		Additional Information:	Web Booked Conference
Number of Participants:	3	Conference Duration:	10
Date of Conference:	May-23-08	Recurring Conference:	No
Start Time:	10:45 AM	Timezone:	AST+ DST (Alaska)
Recording:	No		
User Code:	492514	Moderator Code:	848179
Conference Phone Numbers:	8003156338 (Toll Free)		

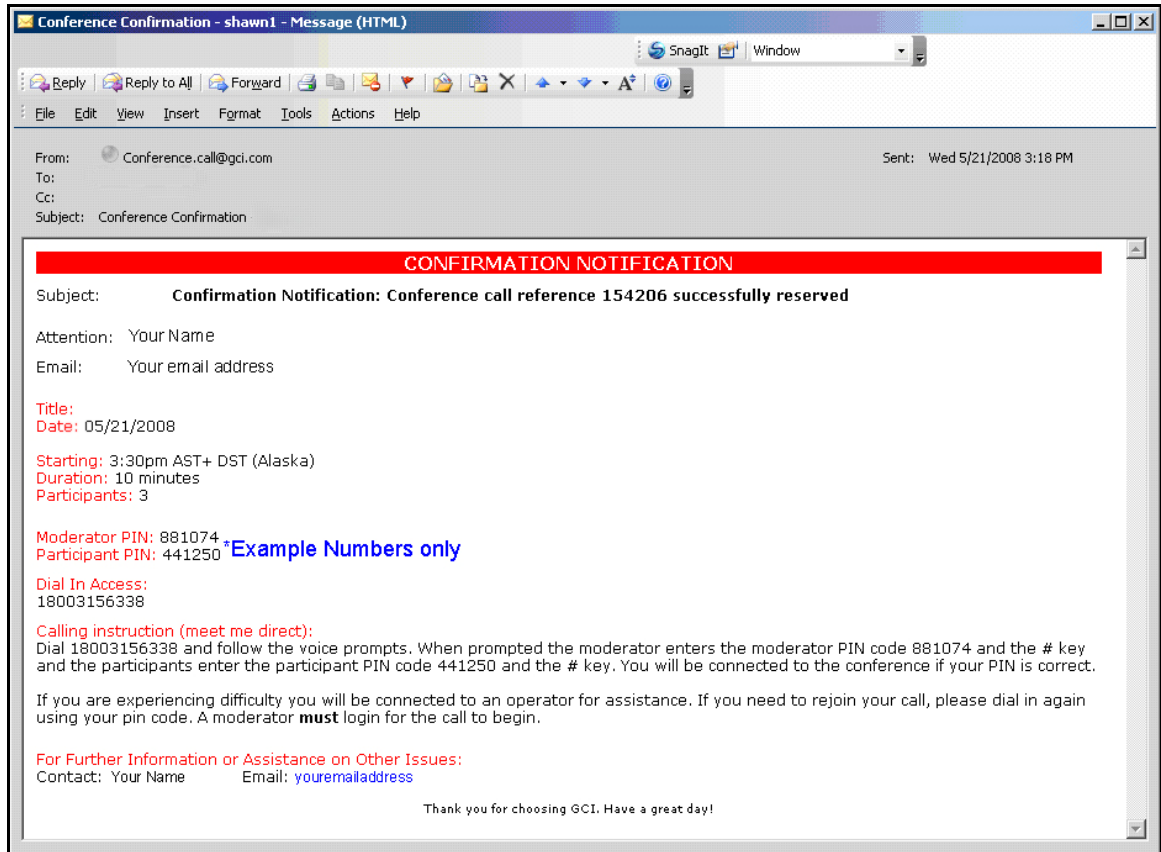
Amend Reservation Details

Email Invitations

Invite Participants via email	Invite
Invite Participants via Browser email	Invite
Invite from on-board Address Book	Invite

Outlook Calendar

9. The moderator booking the conference will receive an email from conference.call@gci.com.



Creating Appointments in the Microsoft Outlook Calendar

Moderators can create appointments in their Microsoft Outlook Calendar. They are then alerted, at a specified time beforehand, that their conference is about to start. Moderators can also create an appointment message to send to other conference participants.

Creating an appointment in participant calendars

1. Complete steps 1-7 in **Creating Reservations**. The Reservation Details screen is displayed.



The screenshot shows the GCI business simplified interface. At the top, there is a navigation menu with icons for a telephone, laptop, tablet, smartphone, mouse, and printer. Below the navigation is a sidebar with links: My Schedule, Book Meeting (highlighted), Address Book, My Account, Log Out, and Help. The main content area displays a success message: "Reservation Created successfully." Below this is a "Reservation Details" section with a table of information:

Conference Title:		Additional Information:	Web Booked Conference
Number of Participants:	3	Conference Duration:	10
Date of Conference:	May-23-08	Recurring Conference:	No
Start Time:	10:45 AM	Timezone:	AST+ DST (Alaska)
Recording:	No		
User Code:	492514	Moderator Code:	848179
Conference Phone Numbers:	8003156338 (Toll Free)		

Below the table is an "Amend Reservation Details" button. Underneath is an "Email Invitations" section with three options, each with an "Invite" button:

- Invite Participants via email
- Invite Participants via Browser email
- Invite from on-board Address Book

At the bottom of the screen, there is a section for the "Outlook Calendar".

2. Click **Create** at the Create Appointment and Invite Participants area of the Outlook Calendar section. The Appointment window is displayed.
3. Click **Open** to open a new Appointment.
4. Click **Invite Attendees** to invite participants to the conference.
5. Enter the attendees email address in the **To** or **CC** field.
6. Click **Send**. The selected participants receive an email inviting them to the conference. An appointment is created in their Microsoft Outlook calendar if they accept the invitation.

7. The individual creating the reservation will receive an email similar to the one shown below

Inviting Participants to the Conference

Inviting participants to the conference enables the moderator, who created the reservation, to send an e-mail to selected conferees. The moderator can do this by using Microsoft Outlook or another e-mail application.

The Reservation Details screen will be displayed.

Inviting Participants Using Browser E-Mail

1. Complete steps 1-7 in **Creating Reservations**.
2. Click **Invite** at the Invite participants by browser email section of the Email Invitations area.

The selected participants receive an email outlining the conference date, time and access details.

The Sending Invitations screen is displayed.

3. Copy and paste the text into an email.
4. Enter the email addresses of the participants that you want to invite to the conference in the **To** or **CC** area.
5. Click **Send**. The selected participants receive an email outlining the conference date, time and access details.

Inviting Participants using your Configured Email Client

1. Complete steps 1-7 in **Creating Reservations**.
2. Click **Invite** at the Invite participants by email section of the Email Invitations area.
The conference details are automatically entered in the main body of the e-mail. Enter the e-mail addresses of the participants that you want to invite in the **To** or **CC** area.
3. Click **Send**. The selected participants receive an e-mail outlining the conference date, time and access details.

Inviting Participants Using Web Portal Address Book

1. Complete steps 1-7 in **Creating Reservations**.
2. Click **Invite** at the Invite participants by on board Address book section of the Email Invitations area.
3. Select the conference chairman by selecting **Chairman** beside one of the members of your address book.
4. Select the tick box beside the other members of your address book that you want to invite to the conference.
5. Click **OK**. The selected participants receive an email outlining the conference date, time and access details.

VIEWING AND MODIFYING CONFERENCES

Making Changes to Scheduled Conferences

This section describes how to make changes to scheduled conferences, but you can also make changes to reservations before you confirm them.

Note: If you select notify changes when you set up the scheduled conference, the conference participants are informed of any changes made to the reservation.

1. Click **Edit** beside the scheduled conference you would like to modify.
2. Modify the scheduled conference details as required.
3. Click **Update**. The conference is updated and the Scheduled Conferences screen is displayed.

Making Changes to Live Conferences

This section describes how to make changes to live conferences. You can extend conferences while they are in progress. You can also change the number of participants.

1. Click **My Schedule**. The My Schedule screen is displayed.
2. Click **Edit** beside the live conference you would like to modify. The Reservation screen is displayed.
3. Modify the live conference details as required.
4. Click **Update**. The conference is updated and the Scheduled Conferences screen is displayed.

Modifying the Schedule Page

It is possible to list the conferences in three different formats:

- Name
- Start Time
- Reference

1. Select **My Schedule**. The Schedule Screen is displayed.
2. Select **Conference Title** in the Scheduled Conference section. The conferences are listed in alphabetical order.
3. Select **Ref**. The conferences are listed incrementally by their reference number.
4. Select **Start Time**. The conferences are listed by their start time.

MANAGING LIVE CONFERENCES

Accessing the Audio Console

When you log on to the Web Portal, a list of scheduled conferences is displayed. If a conference is in progress, a Console button is displayed beside it. You can also use the search functionality to display conferences.

Note: The Console button is only available when a conference is in progress.

The screenshot shows the GCI Web Portal interface. At the top, there is a navigation menu with icons for a telephone, laptop, PDA, mobile phone, mouse, and printer. Below the icons is the GCI logo and the tagline "business simplified". On the left side, there is a vertical menu with options: My Schedule, Book Meeting, Address Book, My Account, Log Out, and Help. The main content area features a search bar with fields for Conference Ref, Keyword, Starting (Month, Day, Year), and Ending (Month, Day, Year). Below the search bar is a table titled "Scheduled Conference" with columns for Conference Title, Ref, Start Time, TimeZone, Duration, and Status. The table contains one entry: "test" with Ref "154532", Start Time "May-27 11:10 AM", TimeZone "AST+ DST (Alaska)", Duration "20", and Status "In-Progress". An "Edit" button and a "Console" button are visible next to the "In-Progress" status.

1. Click **Console**. A new browser window displaying the Audio Console opens. The reference number and PIN associated with the selected conference are displayed in the Conference Reference and Pin Code fields. For security purposes, the PIN is represented by a series of symbols. Console displayed below.

GCI Audio Console



☺ ☹ 🗑️ 🗑️ Sub 📞 ✖️ ?

[Check All](#) [Clear All](#) Participants Present: 2 [Details](#)

	Status	▲ Name	Phone	Company	Other		
<input type="checkbox"/>	☺	(11:13) 208338	9075555555				
<input type="checkbox"/>	☹	(11:11) 349178	9075551234				

2. What the **ICONS** mean

The screenshot shows the GCI Audio Console interface. At the top, it says "GCI Audio Console" and has the GCI logo. Below that is a toolbar with 8 numbered icons: 1. Return to Conference (smiley face), 2. Mute (muted face), 3. Hold (face with red X), 4. Disconnect (trash can), 5. Place in a Subconference (Sub), 6. Start / Stop Lecture Mode (stack of books), 7. Log Off (red X), 8. Help (question mark). Below the toolbar are buttons for "Check All", "Clear All", "Participants Present: 2", and "Details". A table lists participants with columns for Status, Name, Phone, Company, and Other. Two participants are listed: one with status (11:13) and phone 208338, and another with status (11:11) and phone 349178. A legend titled "What the icons mean:" lists the functions for each icon: 1. Return to Conference, 2. Mute, 3. Hold, 4. Disconnect, 5. Place in a Subconference, 6. Start / Stop Lecture Mode, 7. Log Off, 8. Help.

Status	Name	Phone	Company	Other
<input type="checkbox"/> (11:13)	208338	9075555555		
<input type="checkbox"/> (11:11)	349178	9075551234		

What the icons mean:

1. Return to Conference
2. Mute
3. Hold
4. Disconnect
5. Place in a Subconference
6. Start / Stop Lecture Mode
7. Log Off
8. Help

3. To log-off at any time, click **Log Off**.

EDITING YOUR PERSONAL PROFILE

Editing Your Personal Account

1. Click **My Account**. The Edit Account screen is displayed.
The Client Name and Address fields hold the name and address of the user. The Contact Name and Address fields hold the name and address that should be used for notifications. In many cases, the client details and contact details are identical. In some cases, a user may wish to direct all notifications through a secretary or assistant.
2. Enter a new password in the Password field. For security reasons an asterisk (*) is displayed for each character in the Password field. When changing your password, please use 6-8 characters which include both letters and numbers.
3. Select your preferred time zone from the Preferred Time zone drop down list.

4. Click **Update**. Your personal account details are updated.

GCI business simplifiedSM

▶ **My Schedule**

▶ **Book Meeting**

▶ **Address Book**

▶ **My Account**

▶ **Log Out**

▶ **Help**

Edit Account | **Conference Reports**

Login Name:* Your login name

Password for Login:*

Password Changed: Thu May 22 08:56:50 A

Phone:* Phone number

E-mail: Your email address

Contact Name: Your name

Contact Phone: Your contact phone number

Contact Email:* Your contact email address

Preferred Timezone: ▼

Editing Your Participant List

You can:

- Add new participants
- Delete existing participants
- Modify the details of participants

Adding New Participants

1. Click **Address Book**. The Contact Listing screen is displayed.
2. Click **New Contact**. The New Contact screen is displayed.



The screenshot shows the GCI business simplified interface. At the top left is the GCI logo. To its right are icons for a telephone, laptop, smartphone, PDA, mouse, and printer. Below these icons is the text "business simplified" with a small "SM" trademark symbol. On the left side, there is a vertical menu with the following items: My Schedule, Book Meeting, Address Book (highlighted in red), My Account, Log Out, and Help. The main content area is titled "Local Address Book | New Contact". It contains several input fields: Name: *, Contact Email: *, Dial Out Number: *, Fax Number:, Description:, Secondary Phone:, and Mobile Phone:. At the bottom right of this area is a button labeled "Add To Address Book".

3. Enter the new participant's name in the Name field.
4. Enter the new participant's email address in the Contact Email field.
5. Enter the new participant's dial out from conference number in the Contact Phone Number field.
6. Enter the new participant's fax number in the Fax number field.
7. Enter a brief description of the new participant in the Description field.
8. Click **Submit**. The new participant's details are saved to your participant list.

Deleting Existing Participants

1. Click **Address Book**. The Contact Listing screen is displayed.
2. Click **Delete** beside the participant you want to delete. The participant is deleted from your participant list.

Modifying the Details of Participants

1. Click **Address Book**. The Contact Listing screen is displayed.
2. Click **Modify** beside the participant you want to modify. The Modify Contact screen is displayed.
3. Modify the participant details as required.

You can modify:

- Name
 - Contact E-mail
 - Dial Out Number
 - Contact Fax
 - Description
4. Click **Submit**. The participant details are updated and the Contact Listing screen is displayed.

GENERATING REPORTS

Generating Reports

This section describes how to generate a list of all conferences. You can view the details in a selection of graphical formats.

- Click on My Account
- Click on Conference Reports
- Select either Audio Conference Report or Port Usage Report (See Web Portal Reports section)
- Select Start Date
- Select End Date
- Select Chart Type from drop down menu
- Click Generate Report

The screenshot shows the GCI web portal interface. At the top, there is a navigation bar with the GCI logo and the tagline "business simplified SM". Below the logo, there are icons for a telephone, a laptop, a mobile phone, a PDA, a printer, and a server. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of menu items: My Schedule, Book Meeting, Address Book, My Account, Log Out, and Help. The main panel is titled "Edit Account | Conference Reports" and contains the following options:

- Audio Conference Report: (with a red question mark icon)
- Port Usage Report: (with a red question mark icon)
- Start Day: Apr 1 2008 (with a calendar icon)
- End Day: Apr 8 2008 (with a calendar icon)
- Select Chart Type: 3D Vertical BarChart (with a dropdown arrow)
- Generate Report (button)

Web Portal Reports

There are two different types of reports:

- Audio Conference. Displays conference activity in a selected graphical format.
- Port Usage. Displays data defined by the levels of system utilization during a conference or a series of conferences. System activity is checked over time with the relevant

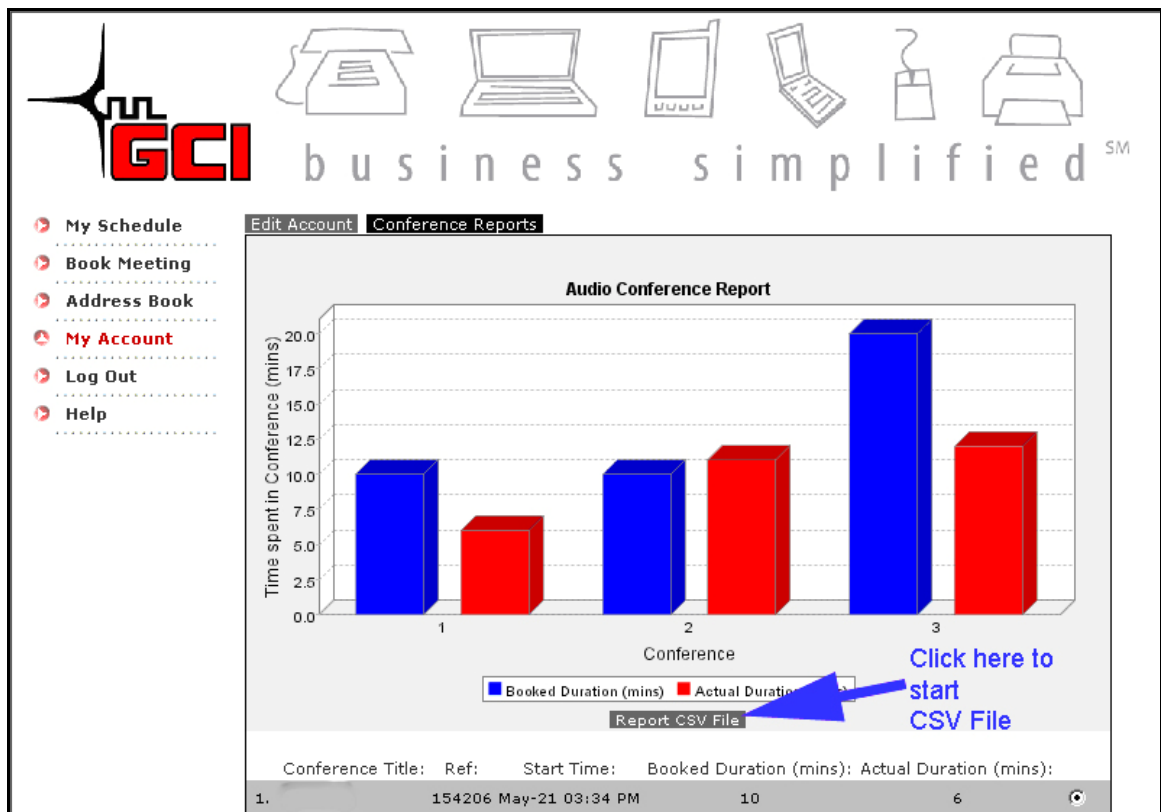
information saved to the system database. By generating a report a moderator can determine how often an individual or company uses the GCI conferencing system. These reports also show an individual their port usage.

It is also possible to view the data in a Microsoft Excel™ spread sheet. The output is listed in a series of fields.

Viewing Report Details in a Microsoft Excel Spreadsheet

You can also view the report output in more accurate detail by creating a .csv file.

1. Generate a report.



2. Click **Report CSV File**. The File Download dialog is displayed.
3. Select whether you want to open the Microsoft Excel spreadsheet from the current location or save it to your hard disk and click **OK**. The Microsoft Excel spreadsheet is displayed if you have decided to open the file from its current location. The Save As dialog is displayed if you have decided to save the file to your hard disk.
4. Enter a location to save the file and click **Save**. The Microsoft Excel spreadsheet is saved to that location.

REFERENCE

Contact Us

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