

# ReadiManager®

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## Web Scheduling Guide



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# Contents

## 1 ReadiManager Scheduler Overview

Log Into the ReadiManager System .....	1-1
Schedule Conference View .....	1-2
Monitor Conf View .....	1-3
Conference Commands .....	1-3
Filter and Search Lists .....	1-4
Log Out of the ReadiManager System .....	1-5

## 2 ReadiManager Conferences

Add a Conference .....	2-1
Delete a Conference .....	2-4
Edit a Conference .....	2-5
Edit a Participant's Endpoint Settings .....	2-6
Edit a Room's Endpoint Settings .....	2-6
Manage an Active Conference .....	2-7
Manage a Participant Device During a Conference .....	2-11

## 3 Advanced Conference Settings

Advanced Conference Settings .....	3-1
Edit Advanced Conference Settings .....	3-6

## A ReadiManager Field Names and Descriptions

Conference List .....	A-1
Conference Details .....	A-2
Conference Features .....	A-4
Bridge (MCU) Features .....	A-6
Participants .....	A-7
Participant Details .....	A-7
Participant Settings .....	A-8
Manage Conference - Participants List .....	A-10

<b>Index .....</b>	<b>I-1</b>
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# ReadiManager Scheduler Overview

This chapter describes how to log into and out of the ReadiManager® system. It also describes the conference views, navigation, and commands.

## Log Into the ReadiManager System

To log into the ReadiManager system, you need:

- An internet browser
- Adobe® Flash® Player 9.x
- The IP address or DNS name of the ReadiManager SE200 network appliance and your username, password, and domain. See your ReadiManager system administrator for this information.

### To log into the ReadiManager system

- 1** Open a browser window and in the **Address** field enter the ReadiManager SE200 appliance IP address or DNS name.  
If prompted to install the Adobe Flash Player, click **OK**.  
If you receive a **Security Alert**, click **Yes**.
- 2** When the **ReadiManager** system login screen appears, enter your **Username** and **Password**.
- 3** If necessary, select a different **Language** or **Domain**.
- 4** Click **Login**.

Because the ReadiManager system is a role-based system, you see only the screens and functions available to your roles.

## Schedule Conference View

When you log into the ReadiManager system with **Scheduler** role and permissions, the **Schedule Conf View** appears. Use the **Schedule Conf View** to view and edit future conferences. The **Schedule Conf View** has these sections.

Section	Description
Commands	The context-sensitive set of available commands
Conference List	<p>By default the conference list in the <b>Schedule Conf View</b> displays <b>Future Only</b> conferences, while the conference list in the <b>Monitor Conf View</b> displays <b>Ongoing Plus</b> conferences. Filter choices include:</p> <ul style="list-style-type: none"> <li>• <b>Future Only</b> - Displays scheduled conferences that have not yet started</li> <li>• <b>Today Only</b> - Displays scheduled conferences (completed, active, or future) for the current day and active ad hoc conferences</li> <li>• <b>Custom Date</b> - Displays scheduled conferences (completed, active, or future) for a selected day. Select the day from the calendar.</li> <li>• <b>Ongoing Plus</b> - Displays ongoing and future conferences for the day. You can further filter this request by <b>Conference Name</b>.</li> <li>• <b>Today Plus</b> - Displays scheduled conferences (completed, active, or future) for the current day, current ad hoc conferences, and all future conferences. You can further filter this request by <b>Conference Name</b>.</li> <li>• <b>Yesterday Plus</b> - Displays completed scheduled conferences for yesterday and earlier. You can further filter this request by <b>Conference Name</b>.</li> </ul> <p>For information on filters, see <a href="#">“Filter and Search Lists”</a> on page 4 .</p>
Conference Details	Displays information about the conference selected in the <b>Conference List</b>
Conference Features	Displays the status of the ReadiManager system features for the selected conference
Bridge (MCU) Features	Displays the status of MCU features for the selected conference
Participant Details	Displays information about the participant selected in the <b>Participants</b> list

For more information on these sections, see the *ReadiManager Operations Guide*.

## Monitor Conf View

Use the **Monitor Conf View**, available from the **Conference** menu, to monitor and manage ongoing conferences. The **Monitor Conf View** has the same sections as the **Schedule Conf View** but with the **Ongoing Plus** filter applied.

## Conference Commands

Access these conference commands from the **Commands** section of both the **Schedule Conf View** and **Monitor Conf View**.

Command	When selected...
Schedule Conf View	Displays the <b>Conference List - Schedule View</b> in the main window. Use this view to work with future conferences.
Monitor Conf View	Displays the <b>Conference List - Monitor View</b> in the main window. Use this view to work with active conferences.
Refresh View	Updates the display with current information
Add Conference	Displays the <b>Add Conference</b> screen. Use this link to create a new audio and/or video conference

### Note

By default the **Schedule Conf View** displays future conferences while the **Monitor Conf View** displays ongoing and future conferences for the day. You can use the **Filter** to customize views. For information on filters, see "[Filter and Search Lists](#)" on page 4 .

The **Commands** section may also include these other context-sensitive commands:

Command	When selected...
<b>Future conferences</b>	
Edit Conference	Displays the <b>Edit Conference</b> screen for the conference selected in the <b>Conference List</b> . Use this command to edit the selected future conference. For information, see <a href="#">"Edit a Conference"</a> on page 5.
<b>Future and past conferences</b>	
Delete Conference	Deletes the conference selected in the <b>Conference List</b> . Use this command to delete the selected past or future conference. For information, see <a href="#">"Delete a Conference"</a> on page 4.
<b>Active conferences</b>	
Manage Conference	Displays the <b>Manage Conference</b> screen for the conference selected in the <b>Conference List</b> . Use this command to manage participants and devices in the selected active conference. For information, see <a href="#">"Manage an Active Conference"</a> on page 7.
Terminate Conference	Ends the selected conference. For information, see <a href="#">"Manage an Active Conference"</a> on page 7.

## Filter and Search Lists

In the ReadiManager system, information is often summarized in a list to provide an overview, for example the **Conference List** or **Participant List**.

Lists that include many items have filters and searchable attribute fields, which allow you to view a subset of items or search for a specific entry. The available filtering options depend on the type of information in the list.

For example in the **Conference List**:

- If you select **Custom Date** as the filter, a calendar filter field appears
- If you select **Ongoing Plus** as the filter, an attribute option appears. You can select the attribute **Conference Name** and enter a all or part of the conference name into the associated text field.

In general, most filter fields are ASCII only and the ReadiManager system search function is a case-insensitive, substring search. When you enter a search string, the ReadiManager system looks for that string where ever it occurs (beginning, middle, or end) in the word or number.

However, if the ReadiManager system is integrated with an LDAP (Light-weight Directory Access Protocol) database, the ReadiManager system uses the LDAP search function for searches of the LDAP database.

LDAP searches are prefix-searches. When you enter a search string, the system looks for that search string only at the beginning of the word or number. In this case, to perform a substring search you must type an asterisk (\*) at the beginning and end of the search string.

So, if your ReadiManager system is integrated with an LDAP database, searches for LDAP participants, rooms, and devices will be prefix searches while searches for local participants, rooms, and devices will be substring searches.

## Log Out of the ReadiManager System

### **To log out of the ReadiManager system**

>> Click **Log Out** in the top-right corner of the screen.



# ReadiManager Conferences

This chapter describes how to schedule, edit, and manage conferences, participants, and rooms.

## Add a Conference

To add a new conference:

- 1 Click **Conference > Add Conference**.

**Figure 2-1** Add New Conference screen

- 2 In the **Add Conference** screen, enter a **Conference Name** and set a conference **Start Date**, **Start Time**, and either an **End Time** or **Duration**.
- 3 To make the conference recurring:
  - a Click **Recurrence** and in the **Appointment Recurrence** dialog box, select the recurrence frequency (**Daily**, **Weekly**, or **Monthly**).

- b** Set the required recurrence pattern and the number of meeting occurrences (**Start** date and **End After** occurrences or **End by** date).  
The maximum number of recurrences is 52.
  - c** Click **OK**.
- 4** As necessary, set these conference features.
  - a** For an **Audio Only** conference, change the **Conference Type**.  
The **Default Template** changes to the default audio template.

#### Note

When you create an **Audio Only** conference, the conference is automatically identified as **Dial-In** and requires an MCU.

- b** To select a template other than the default, click **Default Template** and select a template from the list.

#### Notes

- A meeting template is a collection of settings that the ReadManager system stores. When you schedule a meeting, the Default Template is selected. If your ReadManager system administrator created other templates for your use, you may select a different template to offer invitees a different meeting experience.
- If you have advanced scheduler role and permissions, you see the Edit Conference Settings button. For information about advanced scheduler capabilities, see [“Edit Advanced Conference Settings”](#) on page 6.

- 5** To add conference participants from the ReadManager user list:
  - a** Enter all or part of a participant’s **Last Name** or **First Name** into one of the name fields and click **Add Participants**.  
  
The **Add Participants** dialog box appears with the list of participant’s names that meet your search criteria.  
  
Depending on the search domain, the search function may return different results. For information, see [“Filter and Search Lists”](#) on page 4 .
  - b** Select the participant’s name from the list.  
  
The participant’s name appears in the underlying **Selected Participants and Rooms** list.
  - c** Repeat steps **a** and **b** to add all domain participants and then click **Close**.
- 6** To add guest participants (participants not available from the ReadManager user list ):
  - a** Click **Add Guest**.
  - b** In the **Add Guest** dialog box:

- » Enter the participant's **Name** and **Email** address. Note that the Email address field is ASCII only; for more information, see "[Field Input Requirements](#)" on page 6.
  - » Select how the participant will join the conference.
  - » For participants with audio endpoints, set the **Dial Type** setting to IP or ISDN as appropriate.
  - » For participants with video endpoints, set the **Bit Rate** and **Dial Options** settings. (You can change the connection speed for an endpoint up to the maximum speed set by the conference template.)
  - » If you select **Dial Out**, enter the participant's number in the **Number** field.
- c** Click **OK**.
- The guest participant's name appears in the **Selected Participants and Rooms** list.
- d** Repeat steps **a** through **c** to add all guest participants.
- 7** Once you've added your participants:
- a** Review their availability and adjust the conference date and time as needed.

**Note**

For participant's who are associated with devices, the ReadManager system schedules their availability according to their device availability.

For participant's with multiple devices, you must check the availability for each device. The **Add Conference** dialog box provides a participant device list to do this.

- b** Edit their dial settings as needed by selecting the participant and clicking **Edit**. See step **5** on page 6.
- 8** Once you've added your participants, you can assign them leadership roles:
- a** To assign an invitee as lecturer, in the **Lecturer** field select a participant name from the list.
  - b** To assign an invitee as chairperson, in the **Video Chairperson** field select a participant name from the list.

**Notes**

- If the **Lecturer** or **Video Chairperson** features are not available, then the selected template does not support these features.
- To be assigned **Lecturer**, the participant must have a manageable video device.

- 9 To add conference rooms to the **Selected Participants and Rooms** list:
  - a Click **Select Site**.
  - b Select a site from the site drop-down list.

The conference room list for the selected site appears.
  - c Select a conference room from the list.

The conference room name appears in the underlying **Selected Participants and Rooms** list.
  - d Repeat steps b and c to add all required conference rooms and then click **OK**.
- 10 When finished, click **Schedule**.

The **Conference Email Notification** screen appears with a message indicating **Conference Successfully Scheduled**.
- 11 In the **Conference Email Notification** screen, copy additional people on the notification or add notes about the conference and then click **Send**.

Note that the **To**, **CC**, and **BCC** fields are ASCII only. For more information, see [“Field Input Requirements”](#) on page 6.

The system sends the conference notification email. The **Conference List - Schedule View** appears. Your conference appears in the **Conference List**.

## Delete a Conference

You can delete future or past conferences. You cannot delete active conferences.

### To delete a conference

- 1 Click **Conference > Schedule Conf View**.
- 2 To delete a past conference, select the appropriate filter (such as **Yesterday Plus**).
- 3 From the **Conference List**, select the conference and click **Delete Conference**.

If you select a recurring conference, a dialog box appears asking you if you want to delete just the conference you selected or all conferences in the series. Make the appropriate choice. Active conferences in the series are not deleted.

- 4 Click **Delete** to confirm the deletion.

The conference is deleted. For future conferences, the system emails the change to the conference owner and participants and releases the participant and room reservations.

## Edit a Conference

You can edit future scheduled conferences. You cannot edit active or past conferences.

### Note

Once a conference is scheduled, editing the conference and selecting a different conference template does not change the conference settings. The ReadManager system does not store the conference template as part of the conference information, only the conference settings selected when the conference was created. To change the conference template, you must delete and recreate the conference.

### To edit a future conference

- 1 Click **Conference > Schedule Conf View**.
- 2 From the **Conference List**, select the conference of interest and click **Edit Conference**.
- 3 If you select a recurring conference, a dialog box appears asking if you want to edit all conferences in the series or just the selected one. Make the required choice and click **Edit**.

The **Edit Conference** window appears. Except for the title, it is just like the **Add Conference** screen.

- 4 As required, edit the conference dates or settings or add, edit, or delete conference participants and rooms. See "[Add a Conference](#)" on page 1 for more information on performing these tasks.
- 5 When finished, click **Schedule**.

The **Conference Email Notification** screen appears with a message indicating **Conference Successfully Scheduled**.

- 6 In the **Conference Email Notification** screen, as necessary copy additional people on the notification or add notes about the conference and then click **Send**.

Note that the **To**, **CC**, and **BCC** fields are ASCII only. For more information, see "[Field Input Requirements](#)" on page 6.

The system sends the updated conference notification email. The **Conference List - Schedule View** appears.

## Edit a Participant's Endpoint Settings

You can edit the dial settings for a participant's endpoint for scheduled conferences. You cannot edit the dial settings for a participant's endpoint for an active conference.

### To edit a participant's endpoint settings

- 1 Click **Conference > Schedule Conf View**.
- 2 From the **Conference List**, select the conference of interest and click **Edit Conference**.
- 3 If you select a recurring conference, a dialog box appears asking if you want to edit all conferences in the series or just the selected one. Make the required choice and click **Edit**.
- 4 In the **Edit Conference** screen, select the participant of interest from the **Selected Participants and Rooms** list and click **Edit**.
- 5 In the **Edit Participant Settings** dialog box, edit the participant's settings as required.
  - The participant's endpoint, if the participant has more than one available
  - Select how the participant will join the conference.
  - For participants with audio endpoints, set the **Dial Type** setting to IP or ISDN as appropriate.
  - For participants with video endpoints, set the **Bit Rate** and **Dial Options** settings. (You can change the connection speed for an endpoint up to the maximum speed set by the conference template.)
  - If you select **Dial Out**, enter the participant's number in the **Number** field.
- 6 Click **OK**.

## Edit a Room's Endpoint Settings

You can edit the dial settings for a room's video endpoint for future scheduled conferences. The changes apply only for the selected conference.

### To edit a room's dialing settings

- 1 Click **Conference > Schedule Conf View**.
- 2 Select the conference of interest and click **Edit**.

- 3 If you select a recurring conference, a dialog box appears asking if you want to edit all conferences in the series or just the selected one. Make the required choice and click **Edit**.
- 4 In the **Edit Conference** screen, select the room of interest from the **Selected Participants and Rooms** list and click **Edit**.
- 5 In the **Edit Room Settings** dialog box, edit the room settings as required. You can edit:
  - The room’s endpoint, if the room has more than one available
  - Select how the room will connect to the conference.
  - For rooms with audio endpoints, set the **Dial Type** setting to IP or ISDN as appropriate.
  - For rooms with video endpoints, set the **Bit Rate** and **Dial Options** settings. (You can change the connection speed for an endpoint up to the maximum speed set by the conference template.)
  - If you select **Dial Out**, enter the number for the room’s endpoint in the **Number** field.
- 6 Click **OK**.

## Manage an Active Conference

The **Manage Conference** screen provides a detailed view of a single active conference. From the **Manage Conference** screen you may use these context-sensitive commands:

Command	Select...
Terminate Conference	To end a conference when: <ul style="list-style-type: none"> <li>• Bandwidth or devices are required for another conference</li> <li>• The conference was cancelled</li> <li>• The conference ended early</li> <li>• Technical difficulties occur that you cannot resolve</li> </ul>
Extend Conference	To extend a conference. You can do so several times, provided the resources are available. The time limit per extension is three hours.

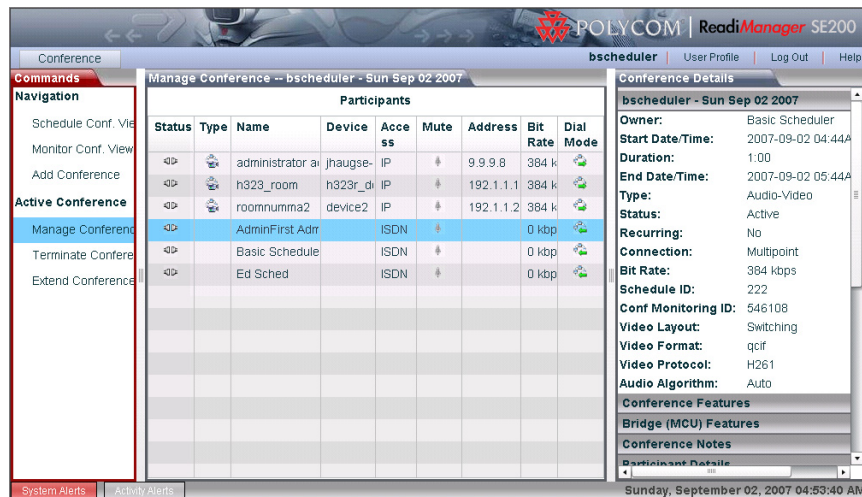
Command	Select...
Change Layout	<p>To change the video mode layout for active video conferences being hosted on an MCU.</p> <p>The initial video mode layout for a conference is determined when the conference is scheduled. On MCU-hosted conferences:</p> <ul style="list-style-type: none"> <li>• If the initial video mode setting for the active conference was <b>Switching</b>, you cannot change the video mode layout.</li> <li>• If the initial video mode setting for the active conference was <b>Continuous Presence</b>, then three <b>Quad View</b> video layouts are disabled and 21 <b>Classic</b> layouts are enabled.</li> <li>• If the initial video mode setting for the active conference was any type of <b>Continuous Presence</b>, then you can also select <b>Automatic Layout</b>, and the system will use the number of participants to determine the number of panels.</li> </ul>
Add Participant	<p>To add/reserver domain or local dial-out participants and guest participants to an active conference. Available when the conference is hosted on an MCU and is not an audio-only conference.</p>
Add Room	<p>To add/reserve domain or local rooms to an active conference. Available when the conference is hosted on an MCU and is not an audio-only conference.</p>

**To manage an active conference**

- 1 Click **Conference > Monitor Conf View**.
- 2 From the **Conference List**, select the active conference of interest and click **Manage**.

The **Manage Conference** screen appears displaying the **Participants** list.

Figure 2-2 Manage Conference screen



- 3 To end the conference:
  - a Click **Terminate Conference**.  
A **Confirm Active Conference Termination** dialog box appears asking you to confirm the termination.
  - b Click **Terminate**.
- 4 To extend the conference:
  - a Click **Extend Conference**.
  - b From the **Extend Conference** dialog box, click the time menu and select the number of minutes by which to extend the conference.
  - c Click **Update**.
- 5 To add additional conference participants from within your system domain:
  - a Click **Add Participant**.
  - b In the **Add Participants** dialog box, enter all or part of a participant's **Last Name** or **First Name** into one of the name fields and click **Search**.  
The list of participant's that meet your search criteria appears. See "[Filter and Search Lists](#)" on page 4 .
  - c Select the participant's name from the list.  
The participant's name appears in the underlying **New Conference Participants** list.
  - d Repeat steps a through c to add all domain participants and then click **Close**.
  - e If necessary, edit the new participants' dial settings. See "[Edit a Participant's Endpoint Settings](#)" on page 6.

- f** To dial out to the new participants, click **Connect New Participants**.

**Note**

Dial Out is the only Dial Option the system allows for active conferences.

- 6** To add additional conference participants from outside your system domain:
  - a** Click **Add Participant**.
  - b** In the **Add Participants** dialog box, click **Add Guest**.
  - c** In the **Add Guest** dialog box, enter:
    - » The guest's **Name**.
    - » Select how the guest will join the conference.
    - » For guests with video endpoints, set the **Bit Rate** and **Dial Type** settings. (You can change the connection speed for an endpoint up to the maximum speed set by the conference template.)
    - » Enter the guest's endpoint number.
  - d** Click **OK**.  
The participant's name appears in the underlying **New Conference Participants** list.
  - e** Repeat steps **b** through **d** to add all guest participants.
  - f** Click **Close**.  
The guest participant's name appears in the underlying **New Conference Participants** list.
  - g** If necessary, edit the new participants' dial settings. See "[Edit a Participant's Endpoint Settings](#)" on page 6.
  - h** To dial out to the new guest participants, select them from the list and click **Connect New Participants**.

**Note**

Dial Out is the only Dial Option the system allows for active conferences.

- 7** To change the layout for the conference:
  - a** Click **Change Layout**.
  - b** From the **Choose Video Mode** dialog box, select the desired conference layout. For more information about video mode, see "[Edit Advanced Conference Settings](#)" on page 6.
  - c** Click **Update**.

## Manage a Participant Device During a Conference

The **Manage Conference** screen (Figure 2-2 on page 13) also allows you to manage conference participant's endpoints. Essentially, you become the conference moderator.

From the **Participant List** on the **Manage Conference** screen, you may use these context-sensitive commands:

Command	Select...
Mute/Unmute participant	To mute and unmute the sound to a conference for a registered participant. The audio icon shows the current status of this setting. This icon appears only when the conference is running on an external MCU
Connect/Disconnect participant	To disconnect and reconnect the device associated with a participant. Disconnected participants and their devices are still associated with the conference and are not available for other conferences.
Remove participant	To remove a participant from the conference participant list at which time the participant becomes available for another conference
Send message	(Users with administrator or operator permissions only) To send a message to a participant's registered Polycom endpoints. The message appears briefly on the monitor for the selected video endpoint.
Acknowledge help	(Users with administrator or operator permissions only) To acknowledge a request for help and send a message to the requesting endpoint

### Notes

- These context-sensitive commands only appear when the participant's endpoint supports the action.
- These commands work for rooms on the participant list as well.

### To manage a participant's device

- 1 Click **Conference > Monitor Conf View**.
- 2 From the **Conference List**, select a conference to manage and click **Manage**.

The **Manage Conference** screen appears (Figure 2-2 on page 14) displaying the **Participants** list.

- 3 From the **Participants List**, select a participant to manage.

- 4** To mute or unmute a participant's endpoint:
  - a** Select a participant from the **Participant** list.
  - b** Click the available command **Mute Participant** or **Unmute Participant**, depending on the participant's current state.

The participant's state changes.
- 5** To connect or disconnect a participant:
  - a** Select a participant from the **Participant** list.
  - b** Click the available command **Connect Participant** or **Disconnect Participant**, depending on the participant's current state.

The participant's state changes.
- 6** To remove a participant from the conference:
  - a** Click **Remove Participant**.

A **Confirm Removal of Participant** dialog box appears asking you to confirm the removal.
  - b** Click the appropriate box.

If you click **Remove**, the participant is disconnected from the conference and removed from the **Participant** list. If you click **Do Not Remove**, the participant remains in the **Participant** list.
- 7** To send a message to a participant's endpoint:
  - a** Click **Send Message**.

A **Send Message** dialog box appears.
  - b** Type the message to send.
  - c** Click **Send**.

The message is sent to the endpoint's screen.
- 8** To acknowledge a participant's request for help:
  - a** Click **Acknowledge Help**.

A **Send Message** dialog box appears.
  - b** Type a message to send to the device to acknowledge the help request.
  - c** Click **Send**.

The message is sent to the endpoint's screen.
  - d** Click **Close**.

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# Advanced Conference Settings

This chapter describes how a user with advanced scheduler permissions can edit some conference settings.

## Advanced Conference Settings

You can overwrite certain conference template settings as described here. However, be careful when doing so. If you have an environment with mixed MCU types (e.g., with both MGC and RMX 2000 devices), and the conference you schedule lands on the RMX 2000 platform, some of the settings you specify here may be overridden by the RMX profile. See [Table 3-1](#).

### Notes

- A profile is a collection of advanced conference settings that reside on the MCU (MGC or RMX). Only an RMX profile can override conference template settings. For more information about conference templates, profiles, and your conferencing configuration, contact your ReadManager administrator.
- Two conferences scheduled with the same template may have different settings and behavior if they land on different types of MCUs.


**Table 3-1** Advanced Conference Settings

Setting	Description
Conference Password	The system assigns a four-digit <b>Conference Password</b> and provides this password to participants within the content of the conference notification email. You can change this password to another four-digit number.

**Table 3-1** *Advanced Conference Settings*

Setting	Description
Enable Chairperson	<p>You can select a chairperson to control the conference from his or her video endpoint. The chairperson must have a video endpoint and Chairperson conferences require an MCU.</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• If the conference template has the <b>Conference Requires Chairperson</b> parameter enabled, then <b>Enable Chairperson</b> is automatically selected and cannot be changed.</li> <li>• If a conference is scheduled on an RMX2000 MCU and the RMX profile has <b>Conference Requires Chairperson</b> selected but the template does not, and the conference is scheduled without a chairperson, then all users will be stuck in the waiting room and will not be able to join the conference.</li> </ul>
Chairperson Password	<p>If <b>Enable Chairperson</b> is selected, the chairperson must enter this four-digit password at their endpoint to assume control. The system sends this password to the chairperson in an email, separate from the conference notification email.</p>
Dial Options	<p>You have three options:</p> <ul style="list-style-type: none"> <li>• To create a conference for which all conference participants must dial-in, use the <b>Dial-In</b> setting. The conference notification email includes a dial-in number and PIN for each participant.</li> <li>• To have the system dial out to all participants in the conference, use the <b>Dial-Out</b> setting.</li> <li>• To enable both options, select <b>Dial-In+Dial-Out</b>.</li> </ul> <p><b>Note</b></p> <p>When you change a conference from <b>Dial-In</b> to <b>Dial In+Dial Out</b>, the selected resources remain set to <b>Dial-In</b>. You must change them manually.</p>
Always Use MCU	<p>This setting forces the conference to an MCU and prevents video endpoints from connecting to each other directly. This setting is automatically selected and cannot be changed when <b>Audio Only</b> is the conference type or when <b>Enable Chairperson</b> is selected.</p>

**Table 3-1** Advanced Conference Settings

Setting	Description
Video Mode	<p>Determines the initial screen layout on an endpoint's monitor for a multipoint conference that requires an MCU. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Switching.</b>  Indicates that the display changes each time the speaker changes, and everyone sees the current speaker.</li> <li>• <b>Continuous Presence.</b> Displays several panels on the screen, each showing a different participant, and allows you to see all meeting participants at once. You can select a specific layout, with a certain number of windows open.</li> </ul> <div data-bbox="906 646 1221 1096" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• <b>Automatic Layout</b> is a continuous presence layout, in which the number of participants determines the number of panels.</li> </ul>

**Table 3-1** *Advanced Conference Settings*

Setting	Description
Bit Rate	<p>Specifies the maximum connection speed for endpoints in the conference. Individual endpoints that specify a lower connection speed, connect at that lower speed. Endpoints that specify a higher connection speed connect at the speed identified in the conference template.</p> <p>If a scheduler selects a higher speed than an endpoint can support, the speed for that endpoint is reduced; however, the conference uses the default connection speed for endpoints that can match it. If you place the calls through an endpoint with an embedded MCU, the behavior depends on the capabilities of that device.</p> <p>When the dial speed is higher than the number of channels defined in the H.320 service for the endpoint, you receive a warning. To continue, lower the dial speed to less than or equal to the ISDN capability of the endpoint.</p> <p>Higher speed is important for high-quality video in a meeting. Because higher speeds use greater bandwidth, scheduling a high-bandwidth meeting may limit the number of conferences that you can reserve at one time.</p> <p><b>Note</b></p> <p>The bit rate in the RMX profile takes precedence over the bit rate in the conference settings.</p>

**Table 3-1** Advanced Conference Settings

Setting	Description
People + Content	<p>Controls the ability for one endpoint to send two types of data—a data stream and a video stream—over the same bandwidth to display people and content. The receiving endpoint handles the two video streams differently and may display on separate screens or through the video switching mode.</p> <p>Endpoints that do not support the selected method connect with either video through IP or audio only through ISDN.</p> <p>Select from these available settings:</p> <ul style="list-style-type: none"> <li>• <b>None.</b> Select this option when dual data streams are not required.</li> <li>• <b>People +Content.</b> This enables the industry standard H.239 dual streams for endpoints that support H.239 or the Polycom proprietary People+Content dual streams for older Polycom endpoints without H.239 capabilities.</li> <li>• <b>People and Content VO.</b> This Polycom proprietary technology works with PictureTel endpoints. Select this option for older endpoints.</li> <li>• <b>Visual Concert PC.</b> Select this option for use with Polycom ViewStation MP/512/SP/323 endpoints.</li> <li>• <b>Visual Concert FX.</b> Select this option for use with Polycom ViewStation FX/EX and VS4000 endpoints.</li> <li>• <b>Duo Video.</b> This setting supports IP and ISDN and is available with Tandberg endpoints, in which one part of the conference is set as the video conference and the other as the presentation conference.</li> </ul> <p><b>Note</b></p> <p>The MCU requires that conferences with People + Content use a minimum speed of 192 K.</p>

**Table 3-1** *Advanced Conference Settings*

Setting	Description
T.120 Mode	<p>Selects the protocols and specifications for multipoint data communication.</p> <p>From the <b>T.120</b> menu, select the speed for the T.120 connection. See your IT department to determine the best combinations for your conferences. To disable the T.120 mode, select <b>None</b>.</p> <p>If you select T.120, these options may be available, according to the participant's endpoint and software:</p> <ul style="list-style-type: none"> <li>• <b>Application Sharing.</b> Allows two or more participants to work on the same document or application, even when only one participant has the application. In application sharing, one participant launches the application, and it runs simultaneously on all other computers.</li> <li>• <b>File Transfer.</b> Enables participants to send files to each other.</li> <li>• <b>Chat or Whiteboard.</b> Allows participants to communicate with each other by writing.</li> </ul> <p>In all of these modes, participants can view and hear each other.</p> <p><b>Note</b> This setting applies to MGC-hosted conferences only.</p>

## Edit Advanced Conference Settings

You can only edit conference settings for scheduled conferences. You cannot edit conference settings for active conferences.

### To edit the conference settings

- 1 When you **Add a Conference** or **Edit a Scheduled Conference**, click **Edit Conference Settings**.
- 2 As required, edit the conference settings. The settings you can edit depend on the template selected.
- 3 Click **OK**.

---

# ReadiManager Field Names and Descriptions

This chapter lists the ReadiManager field names and descriptions for reference. It includes these topics:

- [Conference List](#)
- [Conference Details](#)
- [Conference Features](#)
- [Bridge \(MCU\) Features](#)
- [Participants](#)
- [Participant Details](#)
- [Participant Settings](#)
- [Participant Settings](#)

## Conference List

The **Conference List** has these fields.

**Table A-1** *Fields of the Conference List*

Section	Description
Status	The state of the conference. Possible values include: <ul style="list-style-type: none"><li>• Conference ending</li><li>• Active</li><li>• Active with alerts</li><li>• Completed</li><li>• Declined</li><li>• Future</li></ul>

**Table A-1** *Fields of the Conference List*

Section	Description
Type	The type of conference. Possible values include: <ul style="list-style-type: none"> <li>• Audio Only</li> <li>• Video</li> <li>• Recurring</li> </ul>
Conference Name	The name assigned to the conference when it was created
Start Time	For a scheduled conference, the start date and time of the conference and the time difference between the local time and the standard time. For an unscheduled conference, the date and time the conference started.
Owner	The name of the person who created the conference. As a scheduler, you only see the conferences you own.
Actions	The actions you can perform on the conference. Possible buttons include: <ul style="list-style-type: none"> <li>• Delete</li> <li>• Edit</li> <li>• Manage</li> </ul>

## Conference Details

The **Conference Details** section has these fields.

**Table A-2** *Fields of the Conference Details section*

Section	Description
Owner	The name of the person who created the conference. Schedulers only see the conferences they own. Not applicable for ad hoc conferences.
Start Date/Time	For a scheduled conference, the start date and time of the conference and the time difference between the local time and the standard time. For an unscheduled conference, the date and time the conference started.
Duration	For a scheduled conference, how long the conference is scheduled to last. For a completed conference, how long the conference actually lasted.
End Date/Time	The date and time the conference ended

**Table A-2** *Fields of the Conference Details section*

Section	Description
Type	The type of conference. Possible values include: <ul style="list-style-type: none"> <li>• Audio</li> <li>• Audio-Video</li> </ul>
Status	The state of the conference. Possible values include: <ul style="list-style-type: none"> <li>• Active</li> <li>• Declined</li> <li>• Finished</li> <li>• Future</li> </ul>
Recurring	Whether or not the conference was scheduled as a recurring conference
Connection	Connection information about the conference. Possible values include: <ul style="list-style-type: none"> <li>• Multipoint</li> <li>• Point To Point</li> <li>• Gateway</li> </ul>
Bit Rate	The rate (in kbps) at which to transfer the conference audio or video data
Schedule ID	System-assigned ID used for troubleshooting
Conf Monitoring ID	System-assigned ID used for troubleshooting
Video Layout	The video layout for the conference: Continuous Presence or Video Switching.
Video Format	For a conference hosted on an MCU, the video format of the conference data stream. Possible values include: <ul style="list-style-type: none"> <li>• Auto</li> <li>• CIF</li> <li>• QCIF</li> <li>• 4CIF</li> <li>• 16CIF</li> <li>• VGA</li> <li>• SVGA</li> <li>• XGA</li> <li>• NTSC</li> </ul>
Video Protocol	For a conference hosted on an MCU, the video protocol of the conference data stream. Possible values include: <ul style="list-style-type: none"> <li>• Auto</li> <li>• H.261</li> <li>• H.263</li> <li>• H.264</li> </ul>

**Table A-2** *Fields of the Conference Details section*

Section	Description
Audio Algorithm	<p>For a conference hosted on an MCU, the audio compression ratio of the conference data stream. Possible values are:</p> <ul style="list-style-type: none"> <li>• AUTO</li> <li>• G.711</li> <li>• G.722</li> <li>• Siren 7 (16 kbps)</li> <li>• Siren 14 (24 kbps)</li> <li>• Siren 14 (32 kbps)</li> <li>• Siren 14 (48 kbps)</li> </ul> <p>See the device documentation for more information.</p>

## Conference Features

The **Conference Features** section has these fields.

**Table A-3** *Fields of the Conference Features section*

Section	Description
Conference Password	The conference password, which is assigned either by the system or the scheduler
Chairperson Required	Whether or not the conference requires a chairperson
Chairperson Password	The password the chairperson must enter. Not applicable when no chairperson is designated.
Chairperson	The name of the chairperson. Not applicable when no chairperson is designated.
Lecture Mode	<p>The type of <b>Lecture Mode</b>, if any, that was selected when the conference was created. Possible values are:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Presentation</li> </ul>
Lecturer	The name of the lecturer. Not applicable when <b>Lecture Mode</b> is <b>None</b> .
Lecture View Switching	Indicates whether or not automatic switching between participants is enabled

**Table A-3** *Fields of the Conference Features section*

Section	Description
Dual Stream Mode	Possible values are: <ul style="list-style-type: none"> <li>• None</li> <li>• People+Content</li> <li>• Duo Video</li> <li>• Visual Concert PC</li> <li>• Visual Concert FX</li> <li>• Unknown</li> </ul>
T120 Rate	Possible values are: <ul style="list-style-type: none"> <li>• None</li> <li>• HMLP - Var</li> <li>• HMLP - 384</li> <li>• HMLP - 320</li> <li>• HMLP - 256</li> <li>• HMLP - 192</li> <li>• HMLP - 128</li> <li>• HMLP - 6.4</li> <li>• HMLP - 62.4</li> <li>• HMLP - 14.4</li> <li>• MLP - Var</li> <li>• MLP - 64.4</li> <li>• MLP - 62.4</li> <li>• MLP - 46.4</li> <li>• MLP - 40</li> <li>• MLP - 38.4</li> <li>• MLP - 32</li> <li>• MLP - 30.4</li> <li>• MLP - 24</li> <li>• MLP - 22.4</li> <li>• MLP - 16</li> <li>• MLP - 14.4</li> <li>• MLP - 6.4</li> <li>• MLP - 4</li> </ul>
End Time Alert	Whether or not the system alerts participants to the end of the conference by playing an end tone
Entry Tone	Whether or not an entry tone is played to all connected participants when a participant joins the conference
Exit Tone	Whether or not an exit tone is played to all connected participants when a participant disconnects from the conference

## Bridge (MCU) Features

The **Bridge (MCU) Features** section, which applies only for conferences that use an MCU, has these fields.

**Table A-4** Fields of the Bridge (MCU) Features section

Section	Description
MCU Name	The MCU device name hosting the conference. Not applicable when the conference is not being hosted on an MCU.
Numeric ID	The unique conference identifier assigned by the MCU
Entry Queue Access	Whether or not the conference has an entry queue enabled <b>Note</b> The ReadManager system enables entry queues on a per MGC basis and all conferences on an entry queue enabled MGC will be scheduled with entry queue access.
Meet Me per Conf	Whether or not the a conference is a Meet Me conference, for which a dial-in number is assigned, so that undefined participants can connect to the conference
Conference on Port	(MGC only) Indicates whether or not the MGC is set to Conference on Port, which conserves bandwidth and ports. In this case, all participants are on a single video port and use the same connection speed and video format.
Message Service Type	Displays the type of messages participants joining the conference hear. Possible values are: <ul style="list-style-type: none"> <li>• None</li> <li>• Welcome (No wait)</li> <li>• Attended (Wait)</li> <li>• IVR</li> </ul>
Message Service Name	Name on the MCU of the Message Service. So, for example, a service name IVR70 which provides the IVR service

## Participants

The **Participants** section has these fields.

**Table A-5** *Fields of the Participants section*

Section	Description
Name	The participant's name
Call Info	How the participant joined the call. Possible values include: <ul style="list-style-type: none"> <li>• Video Dial-Out</li> <li>• Audio Dial-In@&lt;Address&gt;</li> <li>• Video Dial-In@&lt;Address&gt;</li> <li>• In Person</li> <li>• Room Only</li> </ul>

## Participant Details

The **Participant Details** section has these fields.

**Table A-6** *Fields of the Participant Details section*

Section	Description
Name	The participant's name
Type	The type of conference connection. Possible values include: <ul style="list-style-type: none"> <li>• Audio Only</li> <li>• Audio-Video</li> <li>• Other (for <b>In Person</b> and <b>Room Only</b> participants)</li> </ul>
Device Name	The name assigned to the participant's endpoint when added to the system
Connection Status	The state of the participant's endpoint connection. Possible values include: <ul style="list-style-type: none"> <li>• Connected</li> <li>• Connecting</li> <li>• Declined</li> <li>• Disconnected</li> <li>• Disconnecting</li> <li>• Error</li> <li>• Unknown</li> </ul>

**Table A-6** *Fields of the Participant Details section*

Section	Description
Interface Type	The interface protocol of the participant's endpoint. Possible values include: <ul style="list-style-type: none"> <li>• IP</li> <li>• ISDN</li> </ul>
Address	The IP address or phone number of the participant's endpoint (if a dial-out) or the participant's port address on the MCU (if a dial-in)
Bit Rate	The audio or video data transfer rate (in kbps) of the participant's endpoint

## Participant Settings

The **Participant Settings** dialog box has these fields.

**Table A-7** *Fields of the Participant Settings dialog box*

Section	Description
Name	The participant's name
Devices	The participant's managed device(s) if available
Email	The participant's email address (ASCII only <sup>a</sup> ) for participants or guests without managed devices
Type	The type of participant. Possible values include: <ul style="list-style-type: none"> <li>• Domain User</li> <li>• Local User</li> <li>• Domain Resource (a room)</li> <li>• Local Resource (a room)</li> <li>• Guest</li> </ul>
How will this participant join the conference?	How the participant will join the conference. Possible values include: <ul style="list-style-type: none"> <li>• In Person (requires no dial settings)</li> <li>• Room Only</li> <li>• Audio Only (Dial in)</li> <li>• Use Video</li> </ul>

**Table A-7** *Fields of the Participant Settings dialog box*

Section	Description
Bit Rate	The audio or video data transfer rate (in kbps) of the participant's endpoint
Dial Options	Available only if the participant is joining via a video endpoint. Possible values include: <ul style="list-style-type: none"> <li>• Dial-In</li> <li>• Dial-Out</li> </ul>
Dial Type	The protocol the audio or video endpoint uses.

a. For more information on field limitations, see ["Field Input Requirements"](#) on page 1-6.

If you select a Dial Option of Dial-Out for a participant without a managed endpoint, the **Participant Settings** dialog box has these additional fields.











**Table A-8** *Fields of the Participant Settings dialog box*

Section	Description
Country	(H.320 dial type only) The country to which the system will dial out to the participant
Area/City Code	(H.320 dial type only) The area code to which the system will dial out to the participant
Number	(H.323 and H.320 dial types) The participant's phone number
Use Modified Dial Number	(H.320 dial type only) Click this check box to add a specific prefix to the participant's phone number. The Number field becomes active
Number	(H.320 dial type only) The complete modified dial number as required to include PBX exit codes, dialing prefixes, or other installation-specific dial string requirements.

## Manage Conference - Participants List

The **Manage Conference - Participants** list has these fields.

**Table A-9** *Fields of the Manage Conference - Participant list*

Section	Description
Status	The state of the participant's connection. Possible values include: <ul style="list-style-type: none"> <li>• Connected </li> <li>• Disconnected </li> <li>• Help request </li> <li>• VIP </li> </ul>
Type	The type of conference. Possible values include: <ul style="list-style-type: none"> <li>• Audio Only </li> <li>• Video </li> </ul>
Name	The participant's name
Device	The name assigned to the participant's endpoint when it was added to the system
Mute	The state of the participant's audio connection. Possible values include: <ul style="list-style-type: none"> <li>• Muted </li> <li>• Not muted </li> </ul>
Access	The endpoint's network interface type. Possible values include: <ul style="list-style-type: none"> <li>• H323</li> <li>• ISDN</li> </ul>
Address	The IP address or ISDN number of the participant's endpoint (if a dial-out)
Bit Rate	The audio or video data transfer rate (in kbps) of the participant's endpoint
Dial Mode	How the participant joined the call. Possible values include: <ul style="list-style-type: none"> <li>• Dial-In </li> <li>• Dial-Out </li> </ul>

# Index

## A

- Acknowledge Help command 2-11
- active conference. *See* conference
- Add Conference command 1-3
- Add Participant command 2-8
- Add Room command 2-8
- adding
  - conferences 2-1
- Adobe Flash Player 1-1
- advanced conference settings 3-1
  - editing 3-6
- assigning
  - a lecturer 2-3
  - a video chairperson 2-3
- audio-only conference 2-2
- automatic layout 2-8
- available commands, list of 1-2

## B

- bandwidth. *See* bit rate
- bit rate
  - setting for guest participants 2-3
  - setting for internal participants 3-4
- bridge (MCU)
  - features field names A-6
  - features, list of 1-2
  - forcing use of 3-2

## C

- canceling
  - conferences 2-4
- chairperson
  - assigning 2-3
  - enabling 3-2
  - password for 3-2
- Change Video Mode command 2-8
- changing
  - advanced conference settings 3-6
  - conference information 2-5
  - participant dial options 2-6
  - participant endpoint settings 2-6
  - room dial options 2-6
  - room endpoint settings 2-6
- closing the RádiManager system 1-5

## commands

- Acknowledge Help 2-11
- Add Conference 1-3
- Add Participant 2-8
- Add Room 2-8
- Change Video Mode 2-8
- Connect/Disconnect participant 2-11
- Delete Conference 1-4
- Edit Conference 1-4
- Extend Conference 2-7
- list of 1-2
- Manage Conference 1-4
- Monitor Conf View 1-3
- Mute/Unmute Participant 2-11
- Refresh View 1-3
- Remove Participant 2-11
- Schedule Conf View 1-3
- Send Message 2-11
- Terminate Conference 1-4
- Terminate conference 2-7

## conference details

- conference details field names A-2
- displaying 1-2

## conference features field names A-4

## conference list field names A-1

## conference rooms

- adding 2-4
- setting dial options for 2-6
- setting endpoints for 2-6

## conference settings

- editing 3-6

## conference settings. *See* settings

## conferences

- assigning password for 3-1
- deleting 2-4
- ending 2-7
- extending 2-7
- features, list of 1-2
- list of conferences 1-2
- managing 2-7
- scheduling 2-1
- sending email notification for 2-4
- setting to audio only 2-2
- setting to recurring 2-1
- terminating 2-7

## Connect/Disconnect Participant command 2-11

- connection speed
  - setting for guest participants 2-3
  - setting for internal participants 3-4
- continuous presence mode 2-8, 3-3
- creating
  - conferences 2-1
- Custom Date filter 1-2

**D**

- data plus video stream 3-5
- Delete Conference command 1-4
- deleting
  - conferences 2-4
- deleting a conference 1-4
- details of conference, displaying 1-2
- devices, managing for participants 2-11
- dial options
  - editing 2-6
  - setting 3-2
  - setting for guest participants 2-3
- dial type
  - setting for guest participants 2-3
- dial-in option 3-2
- dial-out option 3-2
- disconnecting/connecting a participant 2-11

**E**

- Edit Conference command 1-4
- editing
  - advanced conference settings 3-6
  - conference information 2-5
  - participant dial options 2-6
  - participant endpoint settings 2-6
  - room dial options 2-6
  - room endpoint settings 2-6
- email notifications 2-4
- enabling a chairperson 3-2
- ending a conference 2-7
- endpoints
  - editing settings for 2-6
  - sending messages to 2-11
- Extend Conference command 2-7

**F**

- features
  - bridge (MCU) 1-2
  - list of conference 1-2
- field names
  - bridge (MCU) features A-6
  - conference details A-2

- conference features A-4
- conference list A-1
  - participant details A-7
  - participant settings A-8
  - participants A-7
  - participants list A-10
- filtering a list 1-4
- filters
  - Custom Date 1-2
  - Future Only 1-2
  - Ongoing Plus 1-2
  - Today Only 1-2
  - Today Plus 1-2
  - Yesterday Plus 1-2
- forcing MCU usage 3-2
- Future Only filter 1-2

**G**

- guest participants
  - adding 2-2
  - setting bit rate for 2-3
  - setting dial options for 2-3
  - setting dial type for 2-3

**H**

- help, acknowledging 2-11

**L**

- LDAP 1-5
- lecturer, assigning 2-3
- lists
  - filtering and searching 1-4
  - of bridge (MCU) features 1-2
  - of commands 1-2
  - of conference features 1-2
  - of conferences 1-2, A-1
  - of participant details 1-2
  - of participants A-10
- logging into the ReadiManager system 1-1
- logging out of the ReadiManager system 1-5

**M**

- Manage Conference command 1-4
- managing
  - active conferences 2-7
  - participant devices 2-11
- MCU
  - features field names A-6
  - forcing use of 3-2
  - list of features 1-2
- messages, sending 2-11

- mode, T.120 3-6
  - modes, video
    - automatic layout in 2-8
    - changing 2-8
    - continuous presence mode 2-8, 3-3
    - setting 3-3
    - switching mode 2-8, 3-3
  - modifying
    - advanced conference settings 3-6
    - conference information 2-5
    - participant dial options 2-6
    - participant endpoint settings 2-6
    - room dial options 2-6
    - room endpoint settings 2-6
  - Monitor Conf View command 1-3
  - monitoring conf view 1-3
  - Muting/Unmuting Participant command 2-11
- O**
- Ongoing Plus filter 1-2
- P**
- participant field names
    - participant details field names A-7
    - participant settings field names A-8
    - participants list field names A-10
  - participants
    - adding guest 2-2
    - adding internal 2-8
    - connecting/disconnecting 2-11
    - list of, details 1-2
    - managing devices for 2-11
    - muting/unmuting 2-11
    - removing 2-11
    - setting endpoints for 2-6
  - participants field names A-7
  - passwords
    - for chairperson 3-2
    - for conference 3-1
  - People + Content 3-5
- R**
- recurring conferences 2-1
  - Refresh View command 1-3
  - Remove Participant command 2-11
  - removing
    - conferences 2-4
  - removing a conference 1-4
  - requirements, system 1-1
  - rooms
    - adding 2-4
    - adding internal 2-8
    - setting dial options for 2-6
    - setting endpoints for 2-6
- S**
- Schedule Conf View command 1-3
  - scheduling a conference 2-1
  - searching a list 1-4
  - Send Message command 2-11
  - settings
    - advanced 3-1
    - advanced conference settings 3-6
    - chairperson password 3-2
    - conference password 3-1
    - connection speed 3-4
    - dial options 3-2
    - enable chairperson 3-2
    - forced MCU usage 3-2
    - People + Content 3-5
    - T.120 mode 3-6
    - video mode 2-8, 3-3
  - starting the ReadManager system 1-1
  - switching mode 2-8, 3-3
  - system login 1-1
  - system requirements 1-1
- T**
- T.120 mode 3-6
  - Terminate Conference command 1-4, 2-7
  - Today Only filter 1-2
  - Today Plus filter 1-2
- U**
- unmuting/muting a participant 2-11
- V**
- video chairperson, assigning 2-3
  - video modes
    - automatic layout in 2-8
    - changing 2-8
    - continuous presence mode 2-8, 3-3
    - setting 3-3
    - switching mode 2-8, 3-3
  - video plus data stream 3-5
  - views
    - monitor conf 1-3
- Y**
- Yesterday Plus filter 1-2

