

SCHEDULING SOFTWARE

This software allows you to set Conference Room PIN numbers and a schedule to govern their use. Before using the PIN and Scheduling feature, your Telepatcher must be configured accordingly. If you have not already done so, please contact TEC to have us upload this configuration into your system.

INSTALLING the CD: Your computer must be running Windows XP and have a serial port set as COM 1. Please refer to the README file on the installation CD. The serial cable must be a standard RS232 with a Null Modem adapter. The Telepatcher side of the cable must be a female DB25. The computer side is usually a female DB9. (Your computer may differ)

Once the software is installed, it will create a folder called C:\MT2DATA. Inside this folder will be several files, one of which is MT2MEMBERS.XLS. This is an Excel file and **MUST** reside in the MT2DATA folder. Do not save this file to any other folder.

Access the program by clicking "Start" "All Programs". Locate the MT2 Online icon and double click. (You may want to create a shortcut to this file for your Desktop). At the writing of this guide, the file name is PROJECT3.EXE. Your file name may vary, but it is the only executable file in the MT2ONLINE folder.

This P.C. program must be running at all times, or PIN number verification will not be allowed.

THIS IS THE MAIN WINDOW OF THE PROGRAM



SCHEDULING A CONFERENCE:

Click the "Window" button, then click the "Database Edit" selection. This will open the Excel file MT2MEMBERS.XLS.

The next screen shows the file where you input your PIN numbers, assign conference room numbers, date and time, etc.

ENTERING PINS, NAMES, DATES, DAYS AND TIMES INTO THE MT2MEMBERS.XLS FILE

NAME	ID	Bridge Menu	Dups Allowed	Start date	end date	start time	end time	day of week
Cindy Bethune	1234	31	No	7/4/2005	7/4/2005	10:00:00 AM	1:00:00 PM	
Jackie Weese	4321	32						
Min Ngo	9876	33						
Sorrel Dickensc	6789	34	No					
Sales Dept	1212	35						
Casey Crane	9898	36						
HOA Meeting	7575	37				5:30:00 PM	7:00:00 PM	Friday
Executive Staff	4567	38						

Enter the name of the individual or the name of the conference

Enter the PIN number here. The system is configured for a certain PIN number length, usually 4 or 5 digits. Whichever length is in use, all subsequent PIN's must be the same length. PIN's may include digits 1-9. No zeros, * or #.

Enter the Conference Room Number associated with this PIN here. See the list below:

- 31= Room 1 (Bridge 1)
- 32= Room 2 (Bridge 2)
- 33= Room 3 (Bridge 3)
- 34= Room 4 (Bridge 4)
- 35= Room 5 (Bridge 5)
- 36= Room 6 (Bridge 6)
- 37= Room 7 (Bridge 7)
- 38= Room 8 (Bridge 8)

Enter "NO" or "N" to limit this PIN to one caller. Leave blank, or enter "YES" or "Y" to allow multiple callers to use the same PIN.

NOTE: You may elect to shut down the MT2 Online program and just use Excel to change this file. If you do so, please remember save this file to the MT2DATA folder, and re-activate this program so the the PINS can be verified!

Note: You can over-ride a "YES" entry by limiting the number of callers per Bridge (Room). That feature is shown later on in this guide.

Enter the end date to deactivate this PIN. The date can be the same as the start date for one 24 hour period, or for several days, ending at 12:00pm on this date

NAME	ID	Bridge Meeting	Room	Start date	end date	start time	end time	day of week
Cindy Bethune	1234	31	Room	7/4/2005	7/4/2005	10:00:00 AM	1:00:00 PM	
Jackie Weese	4321	32						
Min Ngo	9876	33						
Sorrel Dickens	6789	34	No					
Sales Dept.	1212	35						
Casey Crane	9898	36						
HOA Meeting	7575	37				5:30:00 PM	7:00:00 PM	Friday
Executive Staff	4567	38						

Enter the start date that this PIN will be activated. If you put the date here and leave the other Date, Time, Day of Week fields blank, the PIN will be good from 12:01am and thereafter.

Enter the start and end times for the dates you chose. If you left the Date, and Day of Week fields blank, the PIN is good for these hours every day.

Enter the Day of Week you want this PIN activated. For example, enter Friday, leave the other Date and Times blank, and this PIN is good every Friday, for 24 hours.

The Date, Time, and Day of Week fields interact with one another. You may use any and all of them to create the Schedule you want for a particular PIN, to allow entry into a Conference Room. We recommend updating or deleting "expired" PIN entries to keep the file easier to read and use.

If multiple people are accessing this file to set up conferences, they must observe the current Dates, Days and Times already in use so as not to conflict with other conferences. If two groups of people, with two different PINS are scheduled for the same room at the same time, it will let both groups into that room until the maximum number of callers has been reached.

LIMITING THE NUMBER OF PARTICIPANTS ALLOWED IN A CONFERENCE

There are two ways to limit the number of callers in a conference. The first method is to enter the same PIN number for each caller and set the DUPS ALLOWED field to "NO".

The other method is to set a parameter that limits the number of callers, regardless of how many PIN numbers have been pointed to that room.

The image shows a screenshot of the Multi-Telepatcher On-Line Controller software. The main window is titled "Multi-Telepatcher On-Line Controller" and has a menu bar with "File", "Edit", "Window", and "Help". Inside the main window, there is a smaller window titled "MT2 - Configuration" with a tabbed interface. The tabs are "Port Groups", "Bridging", "Answer Menus", "Other Menus", "Busy Menus", "Message Numbers", and "Security Codes". The "Bridging" tab is currently selected. The main window displays a network diagram with a central cloud labeled "Public Switched Telephone Network" connected to several telephone icons. Below the diagram, there is a section for "TEC INTERNATIONAL" with contact information: "Phone: 603-880-1000", "FAX: 603-880-1000", "FAP: 261-1168 Fax", and "www.tecintl.com". There is also a note: "Optional P. C. for Real-Time Display".

From the Main window, click "Edit" then click "MT2 Configuration"

From the Configuration window, click the "Bridging" tab.

BRIDGING CONFIGURATION WINDOW

Port Groups | **Bridging** | Answer Menus | Other Menus | Busy Menus | Message Numbers | Security Codes

	Bridge 1	Bridge 2	Bridge 3	Bridge 4	Bridge 5	Bridge 6	Bridge 7	Bridge 8
SIZE	14	14	14	14	14	14	14	14
OVER FLOW MENU	255	255	255	255	255	255	255	255
CYCLE MESG	241	242	243	244	245	246	247	248

SAVE CANCEL

Enter the maximum number of callers for each Bridge a.k.a. Room, here. TEC may have set up an Overflow Menu for each room which can play a message and/or route callers someplace else, if the maximum number of callers is exceeded. If no Overflow has been programmed, the unauthorized caller(s) will be disconnected.

After programming your conference schedules, remember to leave this program running. If the program is terminated, the system will not be able to verify any of the PIN's and will not allow any callers into a room.