

# Aastra CNX Internet Access

**System Administrators** can configure, manage, and monitor the Aastra CNX, as well as perform administrative functions such as upgrade and reboot the unit, and gather statistics for troubleshooting. They can also create, modify, and delete conferences.

**Authorized Users** can create, modify, and delete conferences *only*.

## To login to the Aastra CNX:

Step	Action
1.	Open your Web browser. Enter the URL or IP address of the Aastra CNX and press <Return>.
2.	If this is your first-time login from a local or remote PC, a digital certificate displays. Click <b>GRANT ALWAYS</b> or <b>GRANT THIS SESSION</b> to accept the digital certificate and install the Java plugin. <b>Note:</b> If your PC (running Windows) is connected to the Internet, the JRE automatically installs (if not already installed) when accessing the Aastra CNX GUI. If you do not have access to an Internet connection <b>OR</b> if you are using the Aastra CNX in a Linux environment, you must acquire the applicable JRE and install it manually before using the Aastra CNX GUI.
3.	When the Java console window is up and running, the Aastra CNX GUI initializes and the Username/ Password screen displays. Enter your Aastra CNX username and password, and then click <b>LOGIN</b> . (Username and password is case sensitive). <b>Note:</b> The Aastra CNX allows 3 attempts at logging into the graphical user interface (GUI). If you have exhausted your login attempts, close and reopen your browser, and try logging in again. If you forgot your username or password, contact your System Administrator.
4.	When the Aastra CNX main window displays, perform the appropriate task as required. Available tasks are dependent on whether you are a System Administrator or Registered User. <b>Reference</b> For more information about the Aastra CNX, see the Aastra CNX Conference Network Switch Documentation CD.

## Reference information about your Aastra CNX:

IP Address (or URL): \_\_\_\_\_

H.323 Address: \_\_\_\_\_

SIP Address: \_\_\_\_\_

Conference Phone #: \_\_\_\_\_

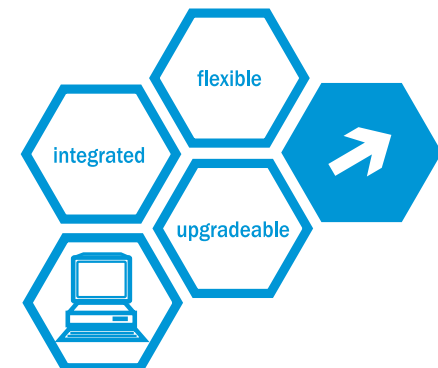
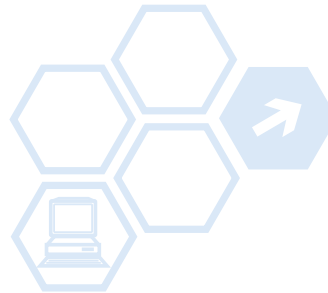
ATP-CN-050-01, Rev. 01.02



## AASTRA CNX

# Conference Network Switch

## Quick Reference Card



Aastra Technologies, Limited  
Corporate Headquarters  
155 Snow Blvd.  
Concord, Ontario, L4K 4N9  
Telephone: (905) 760-4200

[www.aastra.com](http://www.aastra.com)

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# Aastra CNX Conference Network Switch Quick Reference Card

## Aastra CNX Telephony Access

### Standard Privileges

Press

<b>Mute/Unmute</b>	*1
<b>Roll Call List*</b>	*2
<ul style="list-style-type: none"> <li>Go to first page in list</li> <li>Go to previous page in list</li> <li>Repeat current page in list</li> <li>Go to next page in list</li> <li>Exit list</li> <li>Help (Repeats Roll Call options.)</li> </ul>	1 2 3 4 # *
<b>Conference Extension Request</b> (Participant is allowed this option only in unmoderated conferences.)	*3
<ul style="list-style-type: none"> <li>Extend conference by 30-min</li> <li>Cancel current request for 30-min extension</li> <li>Help (Repeats Conference Extension options.)</li> </ul>	1 3 or # *
<b>Help</b> (Repeats Aastra CNX menu options)	**

### Moderator Privileges

Press

<b>Roll Call List (additional options)*</b>	*2
<ul style="list-style-type: none"> <li>Mute participant from conference               <ul style="list-style-type: none"> <li>Cancel</li> <li>Help</li> </ul> </li> <li>Eject participant from conference               <ul style="list-style-type: none"> <li>Cancel</li> <li>Help</li> </ul> </li> <li>Assign moderator privileges               <ul style="list-style-type: none"> <li>Cancel</li> <li>Help</li> </ul> </li> </ul>	5,<ID Num> # * 6,<ID Num> # * 7,<ID Num> # *
<b>Lecture Mode</b> (Allows only moderators to speak.)	*4

\*Roll Call List holds up to 10 names on each page with each name assigned an ID number.

### Moderator Privileges (Continued)

Press

<b>Add Port(s) Request</b>	*5, <Num of ports#>
<ul style="list-style-type: none"> <li>Cancel add port(s) request</li> </ul>	#
<b>Conference Status</b>	*6
<b>Lock/Unlock Conference</b> (Locking restricts all except moderators from joining a conference.)	*7
<b>End Conference</b>	*8
<ul style="list-style-type: none"> <li>End the existing conference</li> <li>Cancel request to end the conference</li> <li>Help (Repeats End Conference options.)</li> </ul>	1 3 or # *

### To Join a Conference

#### Using a telephone or an IP application phone:

- Dial the phone number for the conference. (Contact your System Administrator for the applicable conference phone number).  
**Result:** You will hear the following announcement:  
"Welcome to the Aastra Telecom Conference Bridge. Please enter your passcode followed by the pound key."
- Enter your passcode followed by a "#" for the conference. (Contact your System Administrator for the applicable conference passcode).  
**Result:** If successful, you will hear the following announcement:  
"Please state your name after the tone."
- Say your name after the tone.  
**Result:** If successful, you will hear the following announcement:  
"You will now be placed into the conference."

### Useful Hints

#### Moderators

- Conference participants are placed on hold until a moderator joins the conference.
- If a moderator leaves a permanent conference, all other participants are disconnected.
- If a moderator leaves a scheduled conference, the conference continues, but no more participants may join until the moderator rejoins the conference. **Note:** There may be more than one moderator in a conference.

#### Booking conferences

- Only System Administrators can set up permanent conferences. If you want to set up a permanent conference, please contact your System Administrator.
- Scheduled conferences are booked in 30-minute increments, starting on the hour or half-past the hour. If you want to book a conference to start immediately, please book it to start on the hour or half-past the hour immediately preceding the current time.

#### Entry notifications

- Users can set the type of entry notification that a participant hears when joining and leaving a conference. Entry notifications can be set to **Tone**, **Names**, or **None**.
- If the entry notification is set to **Names**, the exit notification will be **Tone**.
- When booking a conference with more than 10 participants, it is recommended that Entry Notification be set to **Tone** or **None**. Using **Name** notification with larger conferences may lead to delays in joining the conference and excessive interruptions when multiple participants join the conference.

#### Usernames and passwords

- Usernames and passwords are case sensitive.

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