



Covene Cohesion Web Interface – User Guide

A Modular Platform for Video Conferencing Management

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1 Overview

The Cohesion web interface provides you the ability to easily schedule, modify, and cancel video conference meetings within and beyond your organization. The interface is built with a very simple workflow in mind and will require minimal interaction to setup your video conference meeting on your behalf!

2 System Access

Gaining access to the system will require that you were previously issued access to Cohesion. To login, you will utilize the same username and password as your Company (Windows Computer) account. Depending on your company's deployment of Cohesion, you may need to be on the corporate network or connected via VPN to book your video conference meeting.

3 User Settings

Your user settings for can be viewed by clicking **Users > My Settings**.

NOTE: The settings may be configured as read-only. If settings are read-only, an administrator must be contacted to make settings changes.

The following operations are available:

- **Show Meetings:** Click this button to show all scheduled meetings for the current meetings scheduled by this account.

NOTE: After making any changes to the following settings, be sure to click the Save button at the top or at the bottom of the page to save.

- **Time Zone:** The time zone that will be used when displaying dates and times.
- **Lead Time (Minutes):** The number of minutes before a meeting that the conference room will be created, for this user.
- **Lag Time (Minutes):** The number of minutes after a meeting that the conference room will be removed for this user.
- **Max Callrate In:** The bandwidth input limit for your account. A value in this field limits the bandwidth of media being received by Pexip Infinity from each individual participant dialed in to the Virtual Meeting Room. It is recommended that this field be left blank.
- **Max Callrate Out:** The bandwidth output limit for your account. A value in this field limits the bandwidth of media being sent from Pexip Infinity to each individual participant dialed in to the Virtual Meeting Room. It is recommended that this field be left blank.

NOTE: **Max Callrate In** and **Max Callrate Out** will affect meetings provisioned after the field is changed. Changes to all other fields will only affect new meetings.

- **Enable Meeting Room Pins:** Check the box to configure meeting PINs.
- **Host PIN:** The PIN required to access the meeting as a host.
- **Guest PIN Generation Method:** The method by which the pin will be generated. Valid values are *None* and *Random*.
 - **None:** The value specified in the *Default Guest Pin* field will be used for each meeting.
 - **Random:** A random PIN will be generated with a number of digits specified by the *Default Guest PIN Length* field, for each meeting.

NOTE: PINs have the following constraints:

- PINs must use the digits 0-9 only.
 - PINs must be between four and ten digits long.
 - Host and guest PINs must be different.
 - Host and guest PINs must have the same number of digits.
 - The host PIN may not be left blank if pin numbers are enabled.
- **Users Authorized to Delegate:** A list of the users that may create, modify, and delete meetings on the user's behalf.
 - **User Authorizing Delegation:** A list of the users that have granted the user the ability to create, modify, and delete meetings on their behalf.
 - **Host Email Subject:** The subject used for invitations to meeting hosts.
 - **Host PIN Subject:** The PIN message used for invitations to meeting hosts.
 - **Host Email Body:** The body used for invitations to meeting hosts.
 - **Guest Email Subject:** The subject used for invitations to meeting guests.
 - **Guest PIN Subject:** The PIN message used for invitations to meeting guests.
 - **Guest Email Body:** The body used for invitations to meeting guests.

3.1 Configuring User Delegation Settings

Any user may authorize any other user to act as a delegator on his or her behalf. Once a user is granted the delegation privilege, the user may create, modify, or cancel meetings on behalf of the user that is granting the privilege.

To add a user as a delegator, type in the user's name or email address in the Add Delegator field, and select a user from the list of users.

To remove a user as a delegator, click the red remove button with the trash can icon, in the row with the user's name.

NOTE: Configuring Delegation settings is not required when creating a meeting through Outlook

3.2 Configuring Pexip Infinity Email Templates

See the Administrator Guide for information on configuring email templates.

4 Meetings

The web interface provides the user the ability to create, view, modify, and cancel meetings.

4.1 Meeting Types

4.1.1 Cisco TMS Meetings

If the system is configured for integration with TMS, all meetings must be scheduled for a particular time slot. The TMS system may impose restrictions on the times and resources requested for the meeting.

4.1.2 Pexip Infinity Meetings

There are two types of meetings a user account may be configured to use: dynamic and static.

NOTE: To determine which type of meeting type is enabled for your account, click **Users > My Settings** from the navigation bar. If the checkbox labeled **Static VMR** in the **User Information** section is checked, your account is configured to use meetings in a static virtual meeting room.

Both meeting types have different advantages and behaviors:

- **Dynamic:** The virtual meeting room for the scheduled meeting will be dynamically created on the Pexip server at a configured time prior to the meeting start time, and removed a configured time after the meeting end time. The virtual meeting room will only accept participants after it has been created and prior to it being removed. Should the participant remain in the meeting room past the scheduled removal time, the meeting will remain created until all the participants have disconnected.
 - **Advantages:** Guest PIN numbers can be generated for each meeting, and each meeting is a unique instance, so there is no risk of participants of a later meeting accidentally connecting in too early and interrupting an earlier meeting.
 - **Disadvantages:** The meeting aliases (the names used by users to connect to the meeting) must be unique for each meeting, so they may change as new meetings are created and old ones are removed.
- **Static:** Indicates if the virtual meeting room for the meeting is always in a created state and will always accept participants. Configuration of a static meeting must be done by an administrator. For information on configuring static meetings, refer to the *Meetings* section of the *Covene Cohesion Web Interface – Administrator Guide*.
 - **Advantages:** Static meetings always have the same connection information and PINs, and are always ready to accept participants.
 - **Disadvantages:** Scheduling back to back meetings, or overlapping meetings may result in participants from the later meeting joining while the earlier meeting has not yet ended. PIN information is always the same, so once a participant has a PIN number, they will always be able to access the meeting room.

4.2 Creating or Modifying a Meeting

To schedule a new meeting, click **Meetings > New Meeting** from the navigation bar. Existing meetings may be modified by viewing the existing meeting by navigating to **Meetings > My Meetings**, or **Meetings > My Delegated Meetings**; then clicking the edit button on the desired meeting in the list.

4.2.1 Meeting Options

The scheduling page provides the following meeting options:

- **Start Time:** The time the meeting officially starts.
- **End Time:** The time the meeting officially ends.
- **Time Zone:** The time zone the meeting officially starts and ends.
- **Recurrence Type:** Defines if a meeting is a one-time meeting or has multiple occurrences over time.
- **Organizer:** The individual organizing the meeting. This may be the user creating the meeting or a user that has granted them delegation privileges.
- **Participants:** The users that will attend the meeting.
- **Resources:** Resources represent a physical location, such a conference room. These resources may also be a video conferencing endpoint capable of being dialed into a meeting.

Once all desired options are specified, the meeting can be submitted by clicking the **Schedule Meeting** button.

4.2.2 Specifying Meeting Timeframe

The **Meeting Start Time** and **Meeting End Time** fields can be operated in two ways:

1. Enter the date text in the format **MM/DD/YYYY HH:MM XX**, where **XX** is *AM* or *PM*.
2. Select the corresponding text box with the mouse cursor, and use the calendar widget to select the date, then clicking the clock icon at the bottom of the calendar to select the time.

4.2.3 Specifying Meeting Recurrence

Select a meeting **Recurrence Type** from the drop-down selection box:

- **None:** The meeting will only occur once.
- **Daily:** The meeting will occur every **N** day(s), starting on the date specified in the Start Time field. Specify the value for **N** in the Recurrence Pattern section.
- **Weekly:** The meeting will occur every **N** week(s), starting on the date specified in the Start Time field. Specify the value for **N** in the Recurrence Pattern section.
- **Monthly:** The meeting will occur every **N** months(s), on every **D** day of the month. Specify the values for **N**, and **D** in the Recurrence Pattern section.

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- **Yearly:** The meeting will occur every **N** years(s), on every **D** day of the **M** month. Specify the values for **N**, **D**, and **M** in the Recurrence Pattern section.
- **Monthly (day of week):** The meeting will occur every **N** months(s), on every **X Y** day of the week, where **X** is either *First*, *Second*, *Third*, *Fourth* or *Last*. Specify the values for **N**, **D**, **X** and **Y** in the Recurrence Pattern section.
- **Yearly (day of week):** The meeting will occur every **N** years(s), on every **X Y** day of the week of month **M**, where **X** is either *First*, *Second*, *Third*, *Fourth* or *Last*. Specify the values for **N**, **D**, **X**, **Y** and **M** in the Recurrence Pattern section.

If a recurrence pattern other than *None* is selected, specify the **Pattern End Date** at which the meeting will cease to recur.

4.2.4 Adding Meeting Participants

The meeting organizer will always appear as the first participant in the list and will be assigned a host role. The role of the organizer will always be *Host* and cannot be changed.

To add a participant that is a user of the system, either the email address or name of the participant can be typed in the **Add Participant** field, and a list of participants that match the email address or name will appear. Simply select the desired participant from the list to add them.

To add a participant that is not a user on the system, type the email address of the participant, and click the **Add** button.

Each participant added will be assigned a role of *Guest* by default. Participants assigned the role of *Guest* will:

- If email is enabled, receive the guest email, containing the guest PIN (if a PIN is configured).
- Have restricted control over features in the Pexip meeting.

Participants assigned the role of *Host* will:

- If email is enabled, receive the host email, containing the host PIN (if a PIN is configured).
- Have full control over features in the Pexip meeting.

See the Pexip Infinity documentation for information pertaining to features available to a guest and to a host (referred to as chair in the Pexip documentation).

4.2.5 Removing Meeting Participants

To remove a participant from a meeting, simply click the red button with the trash icon in the Remove column in the row of the participant to remove.

4.3 Viewing Scheduled Meetings

To view the list of scheduled meetings, click **Meetings > My Meetings** from the navigation bar. A list of scheduled meetings will be listed. Meeting list indicates number of resources used by each meeting and links to a filtered list of those resources. Each meeting will be listed in a row with the following column data:

- **Name:** The conference room name associated with the meeting, also an alias by design.
- **Guest Email Subject:** The subject displayed in the guest Email.
- **Start Time:** The start time of the meeting, displayed in the time zone specified by the current user's user settings.
- **End Time:** The end time of the meeting, displayed in the time zone by the current user's user settings.
- **State:** The current state of the meeting:
 - **Unscheduled:** The meeting is currently being scheduled.
 - **Scheduled:** The meeting is scheduled but has not yet been deployed.
 - **Provisioned:** The meeting is ready to accept participants.
 - **Conflicted:** The meeting was unable to be provisioned.
- **Type:** Indicates the meeting type.
 - **Dynamic:** The virtual meeting room for the scheduled meeting will be dynamically created on the Pexip server at a configured time prior to the meeting start time, and removed a configured time after the meeting end time. The virtual meeting room will only accept participants after it has been created and prior to it being removed. Should the participant remain in the meeting room past the scheduled removal time, the meeting will remain created until all the participants have disconnected.
 - **Static:** Indicates if the meeting is always in a created state and will always accept participants. This type of meeting will always have the same PINs. Changing PINs requires removing the meeting, changing user settings, and creating another static meeting
- **Organizer:** The username of the owner.
- **Resources:** Number of resources selected for the meeting.
- **Source:** An indicator as to how the meeting was scheduled:
 - **Pexip:** The meeting was created by a source other than the Cohesion system.
 - **Outlook Add-in:** The meeting was created with the Cohesion Outlook Add-In.
 - **Exchange:** The Meeting was created with Microsoft Skype for Business Outlook Add-in.
 - **Cohesion:** The meeting was created from the web interface.
- **Conferencing System:** The type of conferencing system used to schedule the meeting.
 - **Microsoft Skype for Business:** The Microsoft Skype for Business Outlook Add-in.
 - **Pexip Infinity:** The pexip System Integrated to Cohesion system.

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- **Recurrence:** The type of recurrence of the meeting. Recurrence follows the recurrence features supported by Outlook.

4.4 Deleting Meetings

Deleting meetings will remove the meeting from the schedule, and remove the conference room on the Pexip server (if one exists). Meetings can be deleted/canceled from the list of meetings, or from one of the meeting configuration pages.

To delete a meeting from the list of scheduled meetings, click **Meetings > My Meetings**, check the box next to the desired meeting to delete and click the **Delete Meetings** button.

On the meeting details page, meeting email composition page, or the meeting confirmation page, click the **Cancel Meeting** button to cancel and delete the meeting.