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Quick Conference

Simple, Cost-effective, Meet-Me Audio Conferencing

Mitel® Quick Conference is a simple, cost-effective, and scalable meet-me audio conferencing solution for small-, medium-, or large-sized businesses. Quick Conference supports up to 200 audio conferencing ports and is the perfect solution for connecting people together quickly and simply, regardless of their location. Its reservation-less nature means that all available ports can be fully utilized and used without any pre-booking, scheduling, or operator assistance, whether the user is on the move or in the office. The benefits of choosing Quick Conference over traditional outsourced conferencing services include improved control and management, ease of use, no preplanning, and it is virtually free to run and maintain, accelerating payback in a matter of months.

User Interfaces

One of the key benefits of Quick Conference is its ease of use. Access is via an intuitive telephone user interface (TUI) that enables in-call features to be invoked quickly and easily with no user training required. A simple to use graphical user interface (GUI) provides intelligent visual conference call management for conference call moderators and system administrators.

The TUI and GUI are available in a wide range of languages. Languages can be set on a per conference call basis, making Quick Conference a truly global solution for multinational environments or businesses.

Opening / Closing a Conference Session

As an added security measure, a participant can close the conference session to additional participants. Doing so results in subsequent attempts to use the bridge number being rejected with feedback that indicates the conference has been closed. The conference can be reopened at any time. All participants receive an audio announcement when the conference session is closed or opened to additional participants.

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Reporting the Number of Participants

A participant is able to determine how many participants are in the conference call via the TUI. This can be a useful security tool.

The administrator or conference moderator can also use the GUI to show the number of active participants including their calling line ID (CLID).

Mute / Unmute Audio

A conference call participant has the ability to mute / unmute their audio during a conference call, for example, to remove unwanted background noise.
An audible announcement is provided to users to indicate that their status has been changed to mute or unmute. The administrator or conference moderator has the added benefit of invoking this feature via the GUI interface.

Call Recording

Quick Conference offers an optional call recording facility, perfect for those employees who are not able to join the meeting. A participant can start or stop the conference recording at any time during the call through the use of a dual tone multi-frequency (DTMF) code or via a GUI for the conference moderator or system administrator. An audio message lets participants know that the call is being recorded.

Recordings can be retrieved via a secure Web page or through a link that is provided via email. Playback is performed using any standard media player.

Quick Conference GUI

The conference moderator GUI, providing point and click control over a conference call.

Features

Quick Conference meets the demanding audio conferencing needs of business by offering a variety of user-friendly features, including:

- Support for up to 200 audio-conferencing ports
- TUI
- GUI for administrator and moderator
- Mute / unmute
- Lock / unlock conference call
- Participant count
- Moderated or unsupervised calls
- Recordable greetings for moderator-controlled calls
- G.711 or optional G.729 compression
- Web-based conference statistics
- Browser-based management interface (configuration, call logs, monitoring)
- Browser-based administration (for user and moderator)
- Choice of music or comfort tones for participants that are waiting for the conference call to begin
- Alarms
- Automatic noise reduction facility for larger conference calls

Benefits

In today's fast-paced business world, people need to meet at a moments notice. Quick Conference combines a highly functional meet-me audio-conferencing application with affordability.

Key Benefits Include:

- Conferences can be assembled in an instant – allowing users to conduct business with colleagues, suppliers, and remote staff, regardless of where they are or the time of day or night
- It's as easy to access as dialing another extension – all you need is a telephone number and a conference ID to hold or participate in a conference call, and it's fully automated – no operator or advanced scheduling is necessary
- The number of participants in a conference call can scale in line with your specific meeting requirements – the solution scales cost-effectively from eight to 200 ports
- The solution's ease of use and flexibility increases conferencing and collaboration opportunities with colleagues, customers, and suppliers, leading to improved productivity within the business

Technical specifications

Minimum hardware (server) requirements

Item	Minimum requirement
CPU	Celeron – at least 2.53 GHz / 533Mhz FSB*
RAM	512 MB (minimum)
CD-ROM	Yes
Hard drive	20 GB
Ethernet ports	2 x 10 / 100

*The minimum requirements will support up to 36 ports. See the Quick Conference Software Blade Guide available from Mitel OnLine for more information on server compatibility and for server requirements above 36 ports. Only servers that are listed on the Mitel Standard Linux supported hardware list are supported.

Software requirements

Mitel Standard Linux® 8.2.8 or later approved release (as indicated on Mitel OnLine)	
Quick Conference software blade	Release 2.1 or above
Minimum 3300 ICP software	Release 7.0 UR1 or above
Minimum SX-200 ICP software	Not supported on the SX-200 ICP

General specifications

Min. number of audio channels	8
Max. number of audio channels	200
Supported languages	English (NA), English (UK), French (Canadian), French (European), Dutch, Spanish (Latin America), Spanish (European), Italian, German, Chinese (Mandarin), Arabic (Voice prompts only)
Interface to the 3300 ICP	SIP
Max. number of concurrent calls	Any combination up to the maximum number of ports available
User interface	TUI or GUI (moderator or administrator only)
Management of licenses	Via Mitel AMC

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