# **Order of Configuring VQCM:**

- 1. Creating Tenant.
- 2. Enabling Join Link Templates in a Tenant
- 3. Creating UX Profiles for Users & Video Operators.
- 4. Applying User UX profile to the Tenant.
- 5. Create Space Template
- 6. Applying Space Template to the UX Profile.
- 7. Importing Users to Tenant

## **Creating new Tenant**

VQ Trials recommends creating a new tenant and not using the default tenant for Trial.

Default tenant shows existing CMS configs (if any) done using CMS GUI, APIs or CMM.

Once the new Tenant is created from VQCM, recommendation is to not configure this Tenant from outside VQCM (CMS, CMM or directly via APIs).

1. Login into VQCM using the local administrator username and password:

| Conference Manager                             |  |
|--|--|
| administrator                                  |  |
|  |  |
| Sign In  |  |
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|  |  |
|  |  |





b. **Note** – This is not the VQCM Admin (https://<fqdn>:1234) page. This is the VQCM (https://<fqdn>) page.

2. Click on the **Tenants** tab on the left side menu.

|                 | System |
|-----------------|--------|
| C<br>Activity   |        |
| (L)<br>Meetings |        |
| 2<br>Tenants    |        |
| Kibana          |        |
| 8<br>System     |        |

#### 3. Click on New **Tenant**.

| a. |                | Tenants |            | Q Search / |
|----|----------------|---------|------------|------------|
|    | ()<br>Activity |         | New Tenant |            |
|    | C)<br>Meetings | Name    |            |            |

4. Enter the Tenant Name at the top, leave all the configs to default 4. values and click Done.

|                | Tenants > New Tenant                  | Q Search [/   |                  |      |
|----------------|---------------------------------------|---------------|------------------|------|
| ()<br>Activity | Cancel                                | Tenant 3      |                  | Done |
| ()<br>Meetings |                                       |               |                  |      |
| 8              | UX Profile *                          | User          |                  |      |
| Tenants        | Template *                            | Huddle Room   | <i>с</i>         |      |
| Xibana         | UserLocale                            | en-US         | ~                |      |
| 8<br>System    | Time Zone                             | Asia/Riyadh   | ÷                |      |
|                |                                       | Available Joi | n Link Templates |      |
|                | Cisco Web App                         |               |                  |      |
|                | Phone                                 |               |                  |      |
|                | SIP Soft client (e.g., Jabber, Webex) |               |                  |      |
|                | Smart Phone                           |               |                  |      |
|                | Video Endpoint                        |               |                  |      |
|                | Webex                                 |               |                  |      |

b. We will update the UX Profile, Template & Available Join Link Template later.





5. You should be able to see your newly created Tenant in the list.

| a. |                | Tenants  | Q Search [] |
|----|----------------|----------|-------------|
|    | ()<br>Activity | New T    | mant        |
|    | C)<br>Vectings | Name     |             |
|    | 요<br>Tenants   | Tenant 1 |             |
|    | Kibana         | Tenant 2 |             |
|    | 8<br>System    | Tenant 3 |             |

## **Enabling Join Link Templates in a Tenant**

1. Join Link Templates enable the Cisco Web App, Phone, SIP Soft client, Smart Phone, Video Endpoint & Webex part in the meeting invite created.



2. Go to Tenants and select the Tenant.







3. Select the Tenant

| a. |                | Tenants  |            | Q Search 7 |
|----|----------------|----------|------------|------------|
|    | ()<br>Activity |          | New Tenant |            |
|    | C)<br>Moetings | Name     |            |            |
|    | A<br>Tenants   | Tenant 1 |            |            |
|    | Kibana -       | Tenant 2 |            |            |
|    | 8<br>System    | Tenant 3 |            |            |
|    |                | Tenant 4 |            |            |

#### 4. Go to Settings



# 5. Scroll down and select the Join Link Templates you want and save

|                                       | Available Join Link Templates |
|---------------------------------------|-------------------------------|
| Cisco Web App                         |                               |
| Phone                                 |                               |
| SIP Soft client (e.g., Jabber, Webex) | ×                             |
| Smart Phone                           |                               |
| Video Endpoint                        | 1                             |
| Webex                                 |                               |



#### **Creating New UX Profile for Users**

1. Go to System UX Profiles.

| a. |                | System |                      |                        |                  |              |             |          |
|----|----------------|--------|----------------------|------------------------|------------------|--------------|-------------|----------|
|    | ()<br>Activity |        |                      |                        |                  |              |             |          |
|    | Heetings       |        | 2                    | 0                      | Ξ                |              | ô           |          |
|    | S<br>Tenants   |        | Default              | UX Profiles            | Space            | System       | ACLS        | SMTP     |
|    | Kibana         |        | Tenant               |                        | Templates        | Audit        |             |          |
|    | System         |        |                      |                        |                  | 8            | 2           | φĻ       |
|    |                |        | Message<br>Templates | Join Link<br>Templates | System<br>Alerts | Call Bridges | Local Users | Settings |

2. Duplicate the System generated UX Profile User by selecting the Duplicate option after clicking the 3 dots at the end of the UX Profile.



3. Select the User Copy 3. created to edit.

| a. | User      |     |  |
|----|-----------|-----|--|
|    | User Copy | ••• |  |



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4. Rename the UX Profile and select the options.

| a. |                          | System > UX Profiles > U | lser (Tenant 1) |          |                           |   |                        | Q Search 🕖 |
|----|--------------------------|--------------------------|-----------------|----------|---------------------------|---|------------------------|------------|
|    | O<br>Activity            | Cancel                   |                 | L        | Jser (Tenant 1)           |   |                        | Done       |
|    | Meetings<br>R<br>Tenants |                          | ACL Tag         | Tenant 1 |                           | × |                        | Delete     |
|    | Kibana<br>B<br>System    | > Navigation             |                 | >        | Available Space templates |   | > Schedule coApp       |            |
|    |                          | > CoApps                 |                 | >        | Alerts                    |   | > Options              |            |
|    |                          | > Settings coApp         |                 | >        | People coApp              |   | > Pane Placement coApp |            |

5. Enable the **Advanced Activity** option and click **Done**.

|                | System > UX Profiles > User (Tenant 1) > C | ations Profile  | Q Search [/ |
|----------------|--|-----------------|-------------|
| ()<br>Activity | Cancel                                     | Options Profile | Done        |
| Meetings       | Personal User                              |                 |             |
| Tenants        | Advanced Activity                          |                 |             |
| Kibana         | Advanced Meeting                           | •               |             |
| 8<br>System    |  |                 |             |

b. Note – Enabling Advanced Activity and Advanced Meeting will enable this view.

| i.  | Activity                       |              |          |     |           |             |              | a            | Search [/]         |
|-----|--------------------------------|--------------|----------|-----|-----------|-------------|--------------|--------------|--------------------|
|     | Filters (1)         State: All | hide filters |          |     |           |             |              |              |                    |
|     | Meeting/Space Name             |              |          |     |           |             | Duration     | Start/Active | End/Last<br>Active |
|     | * NewCall<br>Static meeting 1  |              | a 🖁 🖻 🔋  | & Ľ | 94        |             |              | 17:45 PM     | 19:45 PM           |
| ii. | Meetings                       |              |          |     |           |             |              | a            | Search 7           |
|     | Filters (0) V hide filters     |              |          |     |           |             |              |              | ~                  |
|     | Title                          | Space        | Tenant   |     | Date      | Start/Setup | End/Teardown | Recurring    |                    |
|     | Scheduled Managed Meeting >    | 1067         | Tenant 1 |     | 11/1/2024 | 10:00 PM    | 11:59 PM     |              |                    |
|     | Scheduled Huddle Room >        | 1059         | Tenant 1 |     | 11/1/2024 | 10:00 PM    | 10:59 PM     |              |                    |





# **Creating New UX Profile for Operators**

#### Applying UX Profile to the Tenant

1. Go to **Tenants** and select the **Tenant**.

| a. |                | Tenants  | Q Search [7] |
|----|----------------|----------|--------------|
|    | ()<br>Activity | New      | Tenant       |
|    | C)<br>Meetings | Name     |              |
|    | A<br>Tenants   | Tenant 1 |              |
|    | Kibana         | Tenant 2 |              |
|    | 8<br>System    | Tenant 3 |              |

#### 2. Go to Settings

| •            | Tenants > Tenant 1 |               |          |         |       |           |        | Q Search / |
|--------------|--------------------|---------------|----------|---------|-------|-----------|--------|------------|
| Activity     |                    |               |          |         |       |           |        |            |
| C Meetings   |                    |               |          |         | 2     | ė         | 50     |            |
| A<br>Tenants |                    | LDAP          | LDAP     | Audit   | Users | Endpoints | Spaces |            |
| Kibana       |                    | Configuration | Importer | Records |       |           |        |            |
| System       |                    |               | φĻ       |         |       |           |        |            |
|              |                    | Alerts        | Settings |         |       |           |        |            |

3. Select the relevant UX profile from the dropdown and click **Done**.

| 1.                  | Tenants > Tenant 1 > Settings |                 |   | Q Search / |
|---------------------|-------------------------------|-----------------|---|------------|
| (T)<br>Activity     | Cancel                        | Tenant 1        |   | Done       |
| Meetings            |                               |                 |   | Delete     |
| <u>A</u><br>Tenants | UX Profile *                  | User (Tenant 1) | ~ | Delete     |
| Kibana              | Template *                    | Huddle Room     | × |            |
| 8<br>System         | User Locale                   | en-US           | ~ |            |





## **Creating New Space Template**

There are 4 system generated Space Templates:

- a. All Hands 3 Role Space Template
- b. Default Template 1 Role Space Template
- c. Huddle Room 1 Role Space Template
- d. Managed Meeting 2 Role Space Template

|                | System > Space Templates | Q Search [/] |
|----------------|--------------------------|--------------|
| ()<br>Activity | New Space Tem            | plate        |
| C Meetings     | Name                     |              |
| 2<br>Tenants   | All Hands                |              |
| Kibana         | Default Template         |              |
| 8<br>System    | Huddle Room              |              |
|                | Managed Meeting          |              |

- f. VQ Trial Team's recommendation is to duplicate any of the existing Templates and then edit the parameters as per the requirement for the Tenant.
- 2. I am going to Duplicate 2 Templates Huddle Room 2. & Managed Meeting.

# **Creating Single Role Space Template**

1. Click on the 3 dots at the end of the **Huddle Room** Space Template and click **Duplicate**.

|                | System > Space Templates | Q Search 7 |
|----------------|--------------------------|------------|
| ()<br>Activity | New Space Ter            | nplate     |
| C)<br>Meetings | Name                     |            |
| 8<br>Tenants   | All Hands                |            |
| Kibana         | Default Template         |            |
| 8<br>System    | Huddle Room              | Edit       |
|                | Managed Meeting          | Duolicate  |



2. Select the newly created Duplicated space template to edit.

| a. |                | System > Space Templates |                    | Q Search          | h 🕖 |
|----|----------------|--------------------------|--------------------|-------------------|-----|
|    | ()<br>Activity |                          | New Space Template |                   |     |
|    | CC<br>Moetings | Name                     |                    |                   |     |
|    | 8<br>Tenants   | All Hands                |                    |                   |     |
|    | Kibana         | Default Template         |                    |                   |     |
|    | 8<br>System    | Huddle Room              |                    |                   |     |
|    |                | Huddle Room Copy         |                    | Edit<br>Duplicate |     |
|    |                | Managed Meeting          |                    | e-op-nettin       |     |

Edit the following:

Creating Multi Role Space Template

- a. Name
- b. ACL Tag change to the relevant Tenant.

Enable **Auto URI** option. This will enable the automatic creation of SIP Address (URI) for every meeting created (Static or Scheduled) using this Space Template.

- c. Create a Generator. This is a Regular Expression which will be used to create the SIP URIs.
- d. i. e.g. %10RND(2)% will create numbers from 1000 to 1099 and use this to create the SIP URI.
  - ii. e.g. **meeting%1RND(2)%** will create text meeting100 to meeting199 and use this to create the SIP URI.
- e. Enable Call ID and Auto Call ID, using the same generator configured for URI while excluding the non-numerical parts. Note that Call ID must consist of numbers only.
- f. You can leave other options as default or changed based on your needs.







## **Creating Multi Role Space Template**

1. Click on the 3 dots at the end of the Managed Meeting Space Template and click Duplicate.

| a. |                 |           |  |
|----|-----------------|-----------|--|
|    | Managed Meeting | Edit      |  |
|    |                 | Duplicate |  |

2. Select the newly created Duplicated space template to edit.

| b. | Managed Meeting      |  |  |
|----|----------------------|--|--|
|    | Managed Meeting Copy |  |  |

Edit the following:

- a. Name
- b. ACL Tag change to the relevant Tenant.
- c. Enable **Auto URI** option. This will enable the automatic creation of SIP Address (URI) for every meeting created (Static or Scheduled) using this Space Template.
- d. Create a Generator. This is a Regular Expression which will be used to create the SIP URIs.
  - i. e.g. %10RND(2)% will create numbers from 1000 to 1099 and use this to create the SIP URI.
  - ii. e.g. **meeting%1RND(2)%** will create text meeting100 to meeting199 and use this to create the SIP URI.
- e. Enable Call ID and Auto Call ID, using the same generator configured for URI while excluding the non-numerical parts. Note that Call ID must consist of numbers only.
- f. You can leave other options as default or changed based on your needs.







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# **Applying Space Template to the UX Profile**

1. Go to System / UX Profiles and select the UX Profile.



2. Select Available Space Templates.

|                       | System > UX Profiles > Us | er (Tenant 1) |          |                             |   |                        | Q Search [ |
|-----------------------|---------------------------|---------------|----------|-----------------------------|---|------------------------|------------|
| C<br>Activity         | Cancel                    |               |          | User (Tenant 1)             |   |                        | Done       |
| Meetings              |                           |               |          |                             |   |                        | Delete     |
| A<br>Tenants          |                           |               | -        |                             |   |                        |            |
| K                     |                           | ACL Tag       | Tenant 1 |                             | ~ |                        |            |
| Kibana<br>8<br>System | > Navigation              |               |          | > Available Space templates |   | > Schedule coApp       |            |
|                       | > CoApps                  |               |          | > Alerts                    |   | > Options              |            |
|                       | > Settings coApp          |               |          | > People coApp              |   | > Pane Placement coApp |            |

3. Select the Space Templates you want the users using this 3. UX Template to use.

| Э.             | System > UX Profiles > User (Tenant 1) > Ar | railable Templates  | Q Search 🕧 |
|----------------|---|---------------------|------------|
| ()<br>Activity | Cancel                                      | Available Templates | Done       |
| C)<br>Meetings | Dafault Tampiata                            | -                   |            |
| A Tenants      | Managed Meeting                             | <u>.</u>            |            |
| Kibana         | All Hands                                   |                     |            |
| 8<br>System    | Huddle Room                                 | -                   |            |
|                | Huddle Room (Tenant 1)                      |                     |            |
|                | Managed Meeting (Tenant 1)                  |                     |            |



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# Importing User to CMS via VQCM from LDAP

#### **Creating LDAP Configuration**

1. Go to **Tenants** and select your tenant.

| a. |                | Tenants    | Q Search [/] |
|----|----------------|------------|--------------|
|    | ()<br>Activity | New Tenant |              |
|    | C)<br>Meetings | Name       |              |
|    | 8<br>Tenants   | Tenant 1   |              |
|    | Kibana         | Tenant 2   |              |
|    | 8<br>System    |            |              |

#### 2. Select LDAP Configuration.

| 1.              | Tenants > Tenant 1 |               |          |         |       |           |        | Q Search / |
|-----------------|--------------------|---------------|----------|---------|-------|-----------|--------|------------|
| Activity        |                    |               |          |         |       |           |        |            |
| (L)<br>Meetings |                    |               |          | 4       | 2     | ė         | 63     |            |
| A<br>Tenants    |                    | LDAP          | LDAP     | Audit   | Users | Endpoints | Spaces |            |
| Kibana          |                    | Configuration | Importer | Records |       |           |        |            |
| 8<br>System     |                    |               | φĻ       |         |       |           |        |            |
|                 |                    | Alerts        | Settings |         |       |           |        |            |

#### 3. Click New LDAP Configuration.

| a.    |           | Tenants > Tenant 1 > LDAP Configuration |                 |         | Q Search / |
|-------|-----------|---|-----------------|---------|------------|
| Activ | 5<br>vity |   | New LDAP Config | uration |            |
| Meet  | )<br>ings | Name                                    | Tenant          | Address |            |

#### Configure the following:

a. Name

- b. Enable General Tab / VQCM send 'LDAP Sync' command to Call Bridge resulting in CMS creating Users. Without this enabled Users won't be imported in CMS.
- c. Enable Use PMP Licenses to associate PMP licensing with the users that get imported using this LDAP configuration.
- d. Enable VQCM create Spaces on Call Bridge. This will create Permanent Meeting Rooms on CMS for every user imported.





|               | Tenants > Tenant 1 > LDAP Configuration > | LDAP User Import based on emai   | Q Search [/ |
|---------------|---|--|-------------|
| O<br>Activity | Cancel                                    | LDAP User Import based on email  | Done        |
| Meetings      |   |  | Delete      |
| 오<br>Tenants  | General LDAP User Variables               |  |             |
| Kibana        | VQCM send 'LDAP Sync' command to          |  |             |
| 8             | Call Bridge resulting in CMS creating     | The default option is checked and is the mode that should normally be  |             |
| System        | Users                                     | used. Uncheck this option if you do not want VQ Conference Manager to<br>issue a Sunchronize command to the Call Bridge. Not issuing the |             |
|               |   | Synchronize command will mean that the Call Bridge does not import   |             |
|               |   | users from LDAP. Unchecked should not normally be used. This setting   |             |
|               |   | can only be configured on Idap config creation.  |             |
|               | Use PMP Licenses                          |  |             |
|               |   | When checked, each user in this LDAP Configuration group will be   |             |
|               |   | created as a "PMP License" holder on CMS (via the "PMP License"  |             |
|               |   | property in the data data infoliate.   |             |
|               | VQCM create Spaces on Call Bridge         |  |             |
|               |   | Check to have VQ Conference Manager create the Spaces on Import;   |             |
| 0             |   | when Unchecked, the clisco Meeting Server will create the Spaces on<br>Import.   |             |
| Help          |   |  |             |

- f. Save this tab configs by clicking the **Done** button.
- 5. Configure the LDAP server info in the **LDAP** tab.
  - a. In this filter I am importing just one user using the email address from the container **VQInternal** but excluding the container **SuperUsers**.
    - i. (&(mail=adey@vqcomms.com) (memberOf=cn=VQInternal,ou=Internal,dc=stress,dc=acano,dc=com)(! (memberOf=cn=SuperUsers,ou=Internal,dc=stress,dc=acano,dc=com) (objectClass=person))
    - ii. **Note** Do not edit the filter. Delete the filter and re type the whole thing. Else there could be import errors.
  - . iii. For the trials I recommend at least 3 users to test as Administrator, Operator & User.

|                | Tenants > Tenant 1 > LDAP Configuration : | LDAP User Import based on emai  | Q Search |
|----------------|---|---|----------|
| ()<br>Activity | Cancel                                    | LDAP User Import based on email   | Don      |
| Meetings       |   |   | Delet    |
| 요<br>Tenants   | General LDAP User Variable                | 5   | Late     |
| Kibana         | Ip Address *                              | 192.168.1.6   |          |
| 8<br>System    | Port *                                    | 389   |          |
|                | Secure                                    | -   |          |
|                | Restrict to OU                            | -   |          |
|                | Base Node *                               | ou=Internal,dc=stress,dc=acano,dc=com   |          |
|                | Filter *                                  | (& (mail=adey @vqcomms.com) (member Of=cn=VQ internal, ou=Internal, compared to the second |          |
|                | Username *                                | cn=administrator,cn=Users,dc=stress,dc=acano,dc=com   |          |
| 0              | Password                                  | Only required if changing   |          |
|                |   | end redenser i energing.  |          |

c. Save this tab configs by clicking the Done button.





6. Configure the User Tab. Select the right UX Profile, ACL Service, ACL Tag, Time Zone, Template (Space Template). Username is what this user will use to sign in VQCM, Metro Client and Outlook Plugin. Space URI will be the URI of the PMR created while user import.

| ~  |  |  |      |
|--|--|--|------|
| Activity   | Cancel   | LDAP User Import based on email  | Do   |
| Meetings   |  |  |      |
| <u>&amp;</u><br>Tenants  | General LDAP User Variables  |  | Dele |
| Kibana   | UX Profile *   | User (Tenant 1)  | ~    |
| 8<br>System  | ACL Service  | Tenant 1   | *    |
|  | ACL Tag  | Tenant 1   | ~    |
|  | User Locale  | en-US  | ~    |
|  | Time Zone  | Asia/Riyadh  | ~    |
|  | Template *   | Huddle Room (Tenant 1)   | ~    |
|  | First Name   | \$givenName\$  |      |
| 0  | Last Name  | \$5N\$   |      |
| දුම  | Email  | \$mail\$   |      |
| Account<br>[-→   | Username *   | \$sAMAccountNameS@vqcomms.com  |      |
|  |  |  |      |
| Exit   | User Display Name *  | \$cn\$   |      |
| Exit   | User Display Name *  | \$cn\$   |      |
| Exit   | User Display Name *<br>Space Name *  | \$cn\$<br>\$sAMAccountName\$'s Personal Meeting Room   |      |
| Exit<br>Tenants<br>Kibana                                      | User Display Name *<br>Space Name *<br>Space URI *   | Son\$<br>\$sAMAccountName\$'s Personal Meeting Room<br>meet\$sAMAccountName\$  |      |
| Tenants<br>Kibana<br>System                                    | User Display Name *<br>Space Name *<br>Space URI *   | \$cn\$ \$sAMAccountName\$'s Personal Meeting Room meet\$sAMAccountName\$ If you do not populate the Space URI field, no Spaces will be created to this LDAP Configuration.               | r    |
| Exit<br>Tenants<br>Kibana<br>System                            | User Display Name *<br>Space Name *<br>Space URI *<br>Space Call ID  | ScnS<br>ScAMAccountNameS's Personal Meeting Room<br>meetScAMAccountNameS<br>If you do not populate the Space URI field, no Spaces will be created for<br>this LDAP Configuration.        | r    |
| Exit<br>Tenants<br>Kibana<br>B<br>System                       | User Display Name *<br>Space Name *<br>Space URI *<br>Space Call ID<br>Space Secondary URI   | ScnS SsAMAccountNameS's Personal Meeting Room meetSsAMAccountNameS If you do not populate the Space URI field, no Spaces will be created for this LDAP Configuration.                    | r    |
| Exit<br>Tenants<br>Kibana<br>System                            | User Display Name *<br>Space Name *<br>Space URI *<br>Space Call ID<br>Space Secondary Call ID   | ScnS SsAMAccountNameS's Personal Meeting Room meetSsAMAccountNameS If you do not populate the Space URI field, no Spaces will be created for this LDAP Configuration.                    | e    |
| Exit<br>Tenants<br>Kibana<br>System                            | User Display Name *<br>Space Name *<br>Space URI *<br>Space Call ID<br>Space Secondary URI<br>Space Secondary Call ID<br>Cost Code   | ScnS SsAMAccountNameS's Personal Meeting Room meetSsAMAccountNameS If you do not populate the Space URI field, no Spaces will be created for this LDAP Configuration.                    | r    |
| Exit<br>Tenants<br>Kibana<br>System                            | User Display Name *<br>Space Name *<br>Space URI *<br>Space Call ID<br>Space Secondary URI<br>Space Secondary Call ID<br>Cost Code<br>Telephone                                    | ScnS SsAMAccountNameS's Personal Meeting Room meetSsAMAccountNameS If you do not populate the Space URI field, no Spaces will be created fo this LDAP Configuration.                     | r    |
| Exit<br>Tenanta<br>Kibana<br>System<br>Help                    | User Display Name *  Space Name *  Space URI *  Space Call ID  Space Secondary Call ID  Cost Code  Telephone  Create Endpoint for User   | ScnS SsAMAccountNameS's Personal Meeting Room meetSsAMAccountNameS If you do not populate the Space URI field, no Spaces will be created for this LDAP Configuration.                    |      |
| Exit<br>Tenanta<br>Kibana<br>System<br>Help<br>Help            | User Display Name * Space Name * Space URI * Space URI * Space Call ID Space Secondary URI Space Secondary Call ID Cost Code Telephone Create Endpoint for User Member             | ScnS  ScnS  ScAMAccountNameS's Personal Meeting Room meetSsAMAccountNameS If you do not populate the Space URI field, no Spaces will be created for this LDAP Configuration.             |      |
| Exit<br>Tenants<br>Kibàna<br>System<br>Heip<br>Heip<br>Account | User Display Name * Space Name * Space URI * Space URI * Space Call ID Space Secondary URI Space Secondary Call ID Cost Code Telephone Create Endpoint for User Member Role Member | ScnS<br>ScnS<br>ScAMAccountNameS's Personal Meeting Room<br>meetSeAMAccountNameS<br>If you do not populate the Space URI field, no Spaces will be created to<br>this LDAP Configuration. | r    |

c. Save this tab configs by clicking the **Done** button.



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7. Configure the Variables tab. Sip Domain will be used to create PMRs and SIP Addresses. WebRTC Domain will be used to create the webRTC Join Links for meetings.

|               | Tenants > Tenant 1 > | LDAP Con | liguration > U | DAP User Import based on emai   | Q Search [/ |
|---------------|----------------------|----------|----------------|---------------------------------|-------------|
| C<br>Activity | Cancel               |          |                | LDAP User Import based on email | Done        |
| Meetings      |                      |          |                |                                 | Delete      |
| A<br>Tonants  | General LDAP         | User     | Variables      |                                 | Delate      |
| Kibana        |                      | s        | ip Domain      | vq.lab                          |             |
| 8<br>System   |                      | WebRT    | C Domain       | adeycms1.vq.lab                 |             |
|               |                      | Phone    | Number 1       |                                 |             |
|               |                      | Phone    | Number 2       |                                 |             |
|               |                      | Phone    | Number 3       |                                 |             |

b. Save this tab configs by clicking the **Done** button.

## **Using LDAP Importer to Import the Users**

1. Go to **Tenants** and select your Tenant.

| a. |                | Tenants  |            | Q Search / |
|----|----------------|----------|------------|------------|
|    | ()<br>Activity |          | New Tenant |            |
|    | Meetings       | Name     |            |            |
|    | A<br>Tenants   | Tenant 1 |            |            |
|    | Kibana         | Tenant 2 |            |            |
|    | 8<br>System    |          |            |            |

2. Go to LDAP Importer.

| 1.              | Tenants > Tenant 1 |               |          |         |       |           |        | Q Search / |
|-----------------|--------------------|---------------|----------|---------|-------|-----------|--------|------------|
| ()<br>Activity  |                    |               |          |         |       |           |        |            |
| (L)<br>Meetings |                    |               |          | A       | 2     | ė         | CD     |            |
| A<br>Tenants    |                    | LDAP          | LDAP     | Audit   | Users | Endpoints | Spaces |            |
| Kibana          |                    | Configuration | Importer | Records |       |           |        |            |
| 8<br>System     |                    |               | φĻ       |         |       |           |        |            |
|                 |                    | Alerts        | Settings |         |       |           |        |            |





3. Select the LDAP configuration and run **Test Import**.

|                | Tenants > T | enant 1 > LDAP Importer         |                            | Q Search 1         |
|----------------|-------------|---------------------------------|----------------------------|--------------------|
| ()<br>Activity | Cancel      |                                 | LDAP Importer              | Test Import Import |
| C Meetings     |             | Namo                            | Tenant                     | Address            |
| A<br>Tonants   |             |                                 |                            |                    |
| Kibana         |             | LDAP User Import based on email | Tenant 1                   | 192.168.1.6:389    |
| 8<br>System    |             |                                 | First Previous 1 Next Last |                    |

4. Check the logs to make sure that VQCM can login in to the LDAP and find the users you want to import.

| 1404 2, 2024, 0.40.00740 | Importing LDAP lds : 2   |
|--------------------------|--|
| Nov 2, 2024, 8:46:06 AM  | Import Process Started   |
| Nov 2, 2024, 8:46:06 AM  | LDAP Import Process Started  |
| Nov 2, 2024, 8:46:06 AM  | Run LDAP Import: true  |
| Nov 2, 2024, 8:46:06 AM  | Sync Existing Users with LDAP: True  |
| Nov 2, 2024, 8:46:06 AM  | Start LDAP import for: Tenant 1' LDAP Config Name: "LDAP User Import based on email" ID: '2' Import:<br>LDAP://192.168.1.6:389/ou=Internal,dc=stress,dc=acano,dc=com TestMode: True  |
| Nov 2, 2024, 8:46:06 AM  | LDAP/AD settings: Base Node:ou=Internal,dc=stress,dc=acano,dc=com Filter:{&(mail=adey@vqcomms.com)<br>(memberOf=cn=VQInternal,ou=Internal,dc=stress,dc=acano,dc=com)(!(memberOf=cn=SuperUsers,ou=Internal,   |
| Nov 2, 2024, 8:46:06 AM  | Fetch List of Users from LDAP - Start  |
| Nov 2, 2024, 8:46:06 AM  | Fetch List of Users from LDAP - End  |
| Nov 2, 2024, 8:46:06 AM  | Check for Users that are no longer present in LDAP/AD. Delete any Users from VQ Conference Manager that are no longer present in LDAP/AD - Start   |
| Nov 2, 2024, 8:46:06 AM  | Check for Users that are no longer present in LDAP/AD. Delete any Users from VQ Conference Manager that are no longer present in LDAP/AD - End   |
| Nov 2, 2024, 8:46:06 AM  | 'Sync with Call Bridge' not enabled; do not issue Sync command to the Call Bridge.   |
| Nov 2, 2024, 8:46:06 AM  | Detect clashes for swapped user Spaces details - Start   |
| Nov 2, 2024, 8:46:06 AM  | Detect clashes for swapped user Spaces details - End   |
| Nov 2, 2024, 8:46:06 AM  | Add any new users to VQ Conference Manager with Endpoints and Space if configured - Start  |
| Nov 2, 2024, 8:46:06 AM  | User to be updated - Abhijit Dey   |
| Nov 2, 2024, 8:46:06 AM  | Add any new users to VQ Conference Manager with Endpoints and Space if configured - End  |
| Nov 2, 2024, 8:46:06 AM  | End LDAP import for: 'Tenant 1'  |
| Nov 2, 2024, 8:46:06 AM  | Summary of the import run in test mode for Tenant 1': 0 users will be deleted, and 0 users will be added. There will also be 0 spaces and 0 endpoints deleted  |
| Nov 2, 2024, 8:46:06 AM  | Import LDAP Ended  |
| Nov 2, 2024, 8:46:06 AM  | Import Process Ended   |
|                          | Nov 2, 2024, 8:46:06 AM<br>Nov 2, 2024, 8:46:06 AM |





5. If all looks OK, select the same LDAP configuration and click Import.

| • | Nov 4, 2024, 7:41:18 AM | Importing LDAP Ids : 5   |
|---|-------------------------|--|
|   | Nov 4, 2024, 7:41:18 AM | Import Process Started   |
|   | Nov 4, 2024, 7:41:18 AM | LDAP Import Process Started  |
|   | Nov 4, 2024, 7:41:18 AM | Run LDAP Import: true  |
|   | Nov 4, 2024, 7:41:18 AM | Sync Existing Users with LDAP: True  |
|   | Nov 4, 2024, 7:41:18 AM | Start LDAP import for: 'Tenant 1' LDAP Config Name: 'LDAP User Import based on email' ID: '5' Import:<br>LDAP://192.168.1.6:389/ou=Internal,dc=stress,dc=acano,dc=com TestMode: False                      |
|   | Nov 4, 2024, 7:41:18 AM | LDAP/AD settings: Base Node:ou=Internal,dc=stress,dc=acano,dc=com Filter:(&(mail=adey@vqcomms.com)<br>(memberOf=cn=VQInternal,ou=Internal,dc=stress,dc=acano,dc=com)(!(memberOf=cn=SuperUsers,ou=Internal, |
|   | Nov 4, 2024, 7:41:18 AM | Fetch List of Users from LDAP - Start  |
|   | Nov 4, 2024, 7:41:18 AM | Fetch List of Users from LDAP - End  |
|   | Nov 4, 2024, 7:41:18 AM | Check for Users that are no longer present in LDAP/AD. Delete any Users from VQ Conference Manager that are no longer present in LDAP/AD - Start   |
|   | Nov 4, 2024, 7:41:18 AM | Check for Users that are no longer present in LDAP/AD. Delete any Users from VQ Conference Manager that are no longer present in LDAP/AD - End   |
|   | Nov 4, 2024, 7:41:18 AM | Run LDAP Sync on CMS - Start   |
|   | Nov 4, 2024, 7:41:19 AM | Run LDAP Sync on CMS - End   |
|   | Nov 4, 2024, 7:41:19 AM | Detect clashes for swapped user Spaces details - Start   |
|   | Nov 4, 2024, 7:41:19 AM | Detect clashes for swapped user Spaces details - End   |
|   | Nov 4, 2024, 7:41:19 AM | Add any new users to VQ Conference Manager with Endpoints and Space if configured - Start  |
|   | Nov 4, 2024, 7:41:19 AM | Account synchronized for Abhilit Dey   |
|   | Nov 4, 2024, 7:41:19 AM | Add any new users to VQ Conference Manager with Endpoints and Space if configured - End  |
|   | Nov 4, 2024, 7:41:19 AM | End LDAP import for: 'Tenant 1'  |
|   | Nov 4, 2024, 7:41:19 AM | Import LDAP Ended  |
|   | Nov 4, 2024, 7:41:19 AM | Import Process Ended   |

6. Check the user is imported by going into **Tenant / Tenant 1 / users**.

| a. |                | Tenants > Tenant 1         |               |             |           |             |           |                 | Q Search 🕖 |
|----|----------------|----------------------------|---------------|-------------|-----------|-------------|-----------|-----------------|------------|
|    | ()<br>Activity |                            |               |             |           |             |           |                 |            |
|    | C)<br>Meetings |                            |               | 0           | A         | 8           | ė         | (C)             |            |
|    | 요<br>Tenants   |                            | LDAP          | LDAP        | Audit     | Users       | Endpoints | Spaces          |            |
|    | Kibana         |                            | Configuration | Importe     | r Records |             |           |                 |            |
|    | 8<br>System    |                            |               | φĻ          |           |             |           |                 |            |
|    |                |                            | Alerts        | Setting     | s         |             |           |                 |            |
| b. |                | Tenants > Tenant 1 > Users |               |             |           |             |           |                 | Q Search 7 |
|    | Ø              | Usemame                    |               | Name        |           | Email       |           | Profile         |            |
|    | Meetings       | adey@vqcomms.com           |               | Abhijit Dey |           | adey@vqcomm | s.com     | User (Tenant 1) |            |

7. Check the Personal Meeting Room is created while the user import by going to **Tenant / Tenant 1 / Spaces**.







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# Updating Imported User's Info to CMS via VQCM from LDAP

#### Notes:

- 1. Once User is imported following configs can only be changed from the User profile and not using LDAP Sync:
- a. Default Space
- b. UX Profile
- c. User Access Level
- d. Service Access Level
- e. User Locale
- f. Time Zone
- 2. Once User is imported following configs can be changes using the LDAP Sync:
- a. Space Template

