

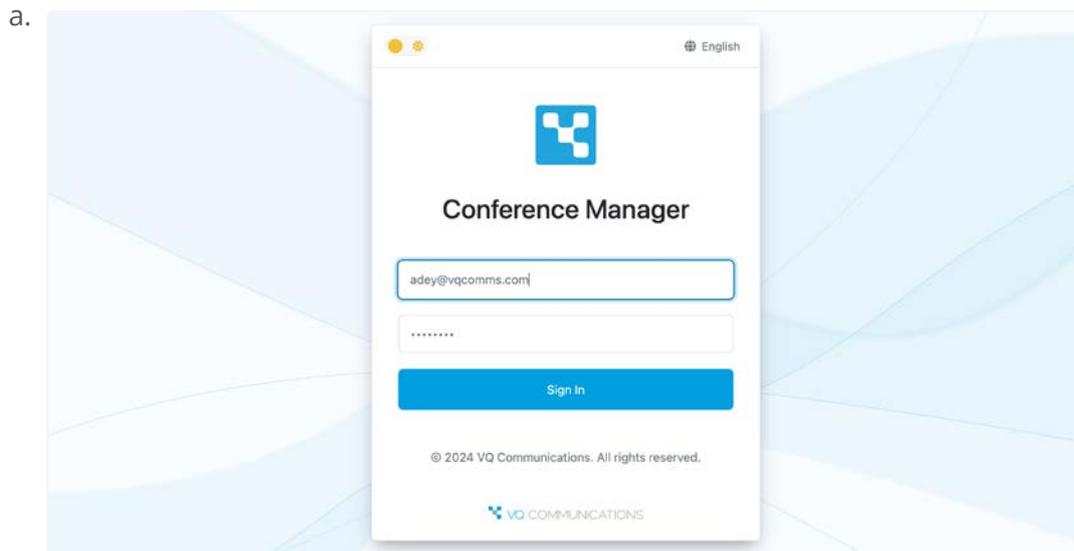
# VQCM Trials 06

## Using VQCM

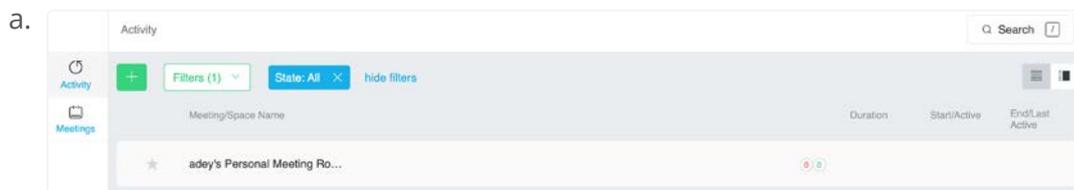
### Creating Static Meeting

#### Creating Single Role Meeting

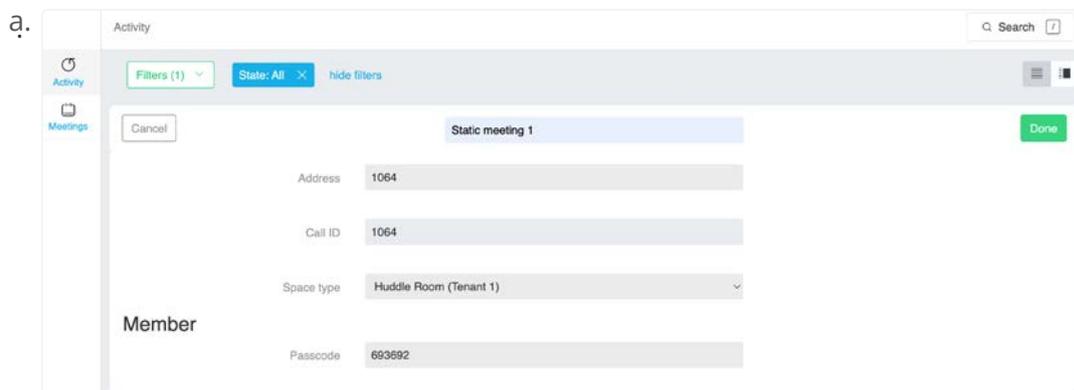
1. Login into VQCM using the user credentials.



2. Go to Activity Tab and click on + to create a new static meeting.

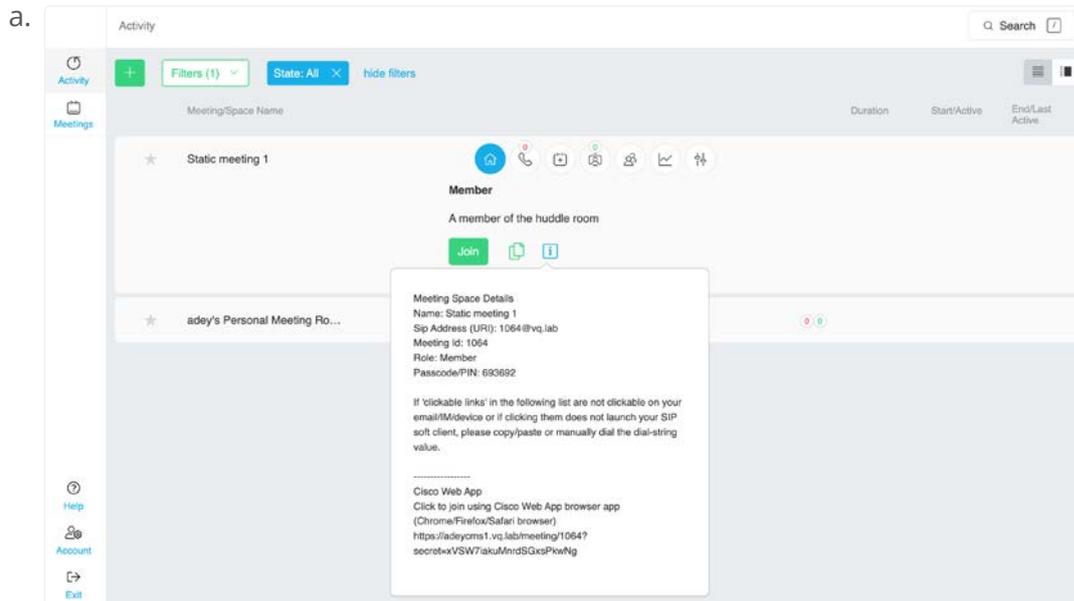


3. Enter the meeting name and select the Space Type. SIP Address, Call ID and Passcode should be populated automatically. Click Done to create this meeting.



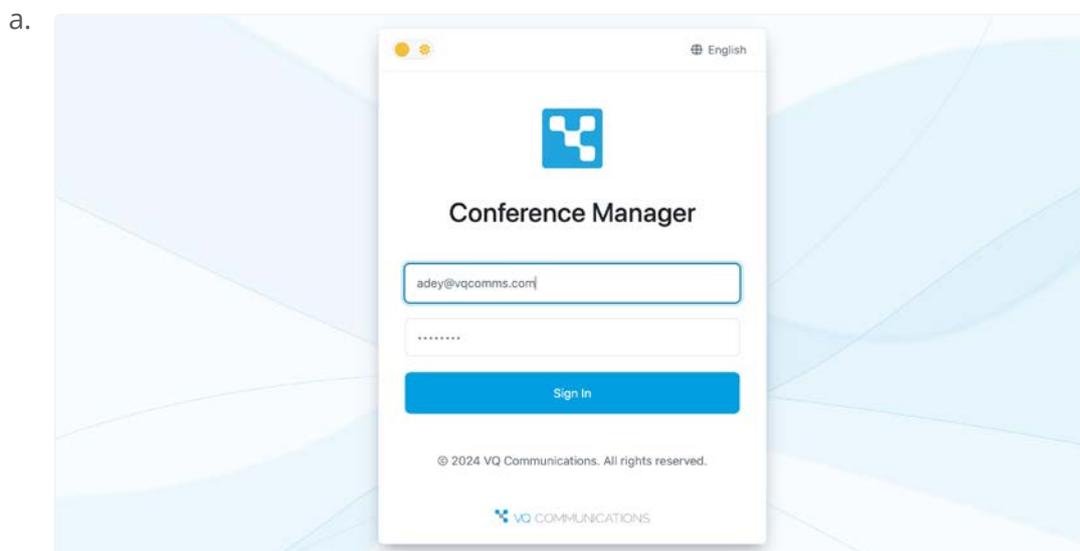
## VQCM Trials 06 / Using VQCM

4. Click on the home button to see the meeting info.



## Creating Multi Role Meeting

1. Login into VQCM using the user credentials.

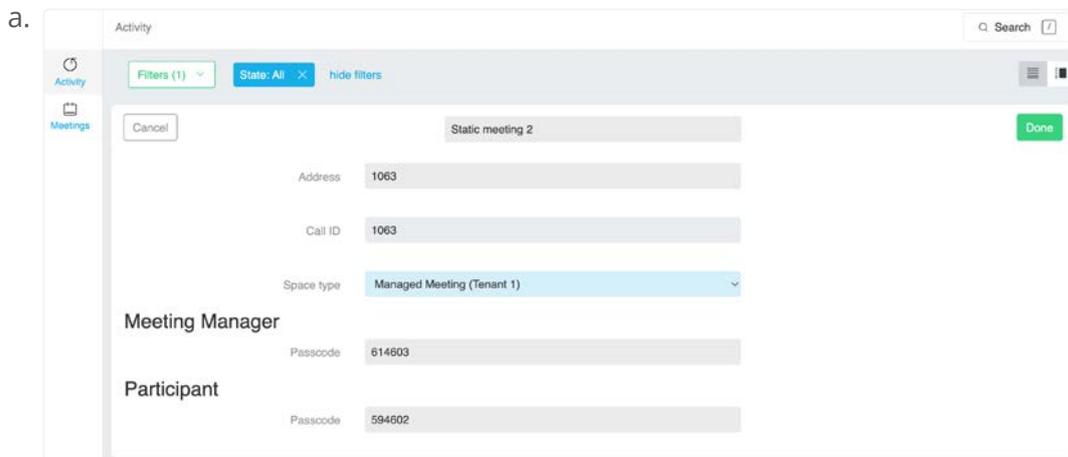


## VQCM Trials 06 / Using VQCM

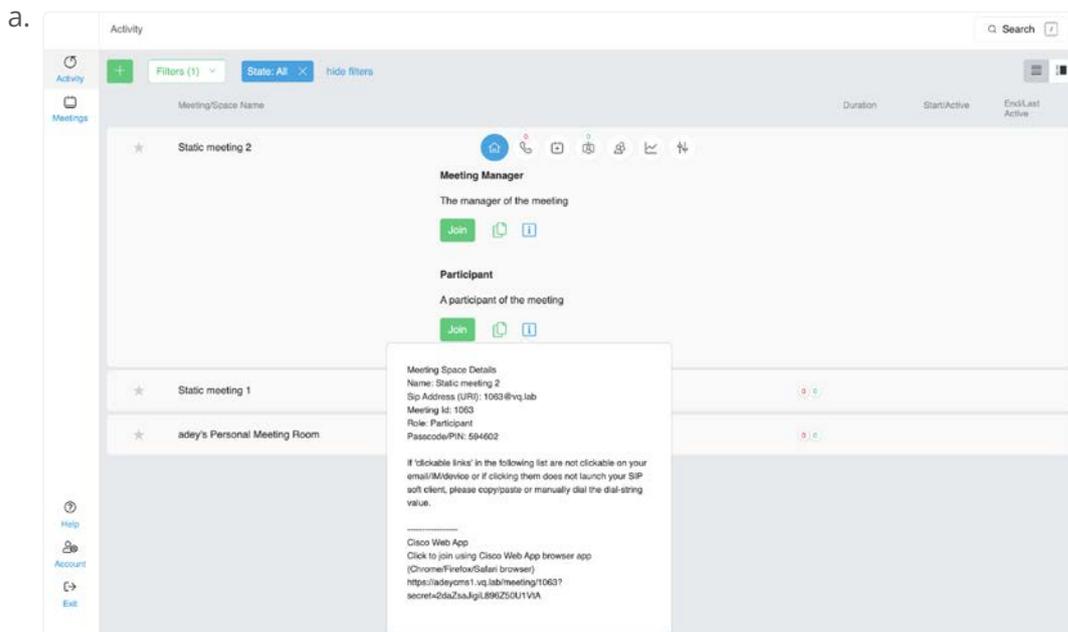
2. Go to Activity Tab and click on + to create a new static meeting.



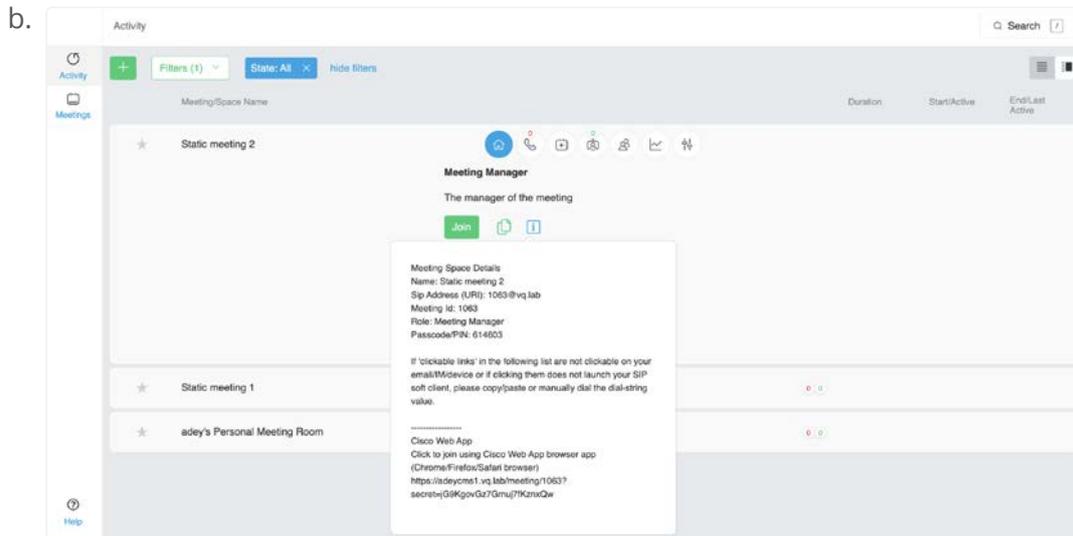
3. Enter the meeting name and select the Space Type. SIP Address, Call ID and Passcode should be populated automatically. Click Done to create this meeting.



4. Click on the home button to see the meeting info for participant & manager.



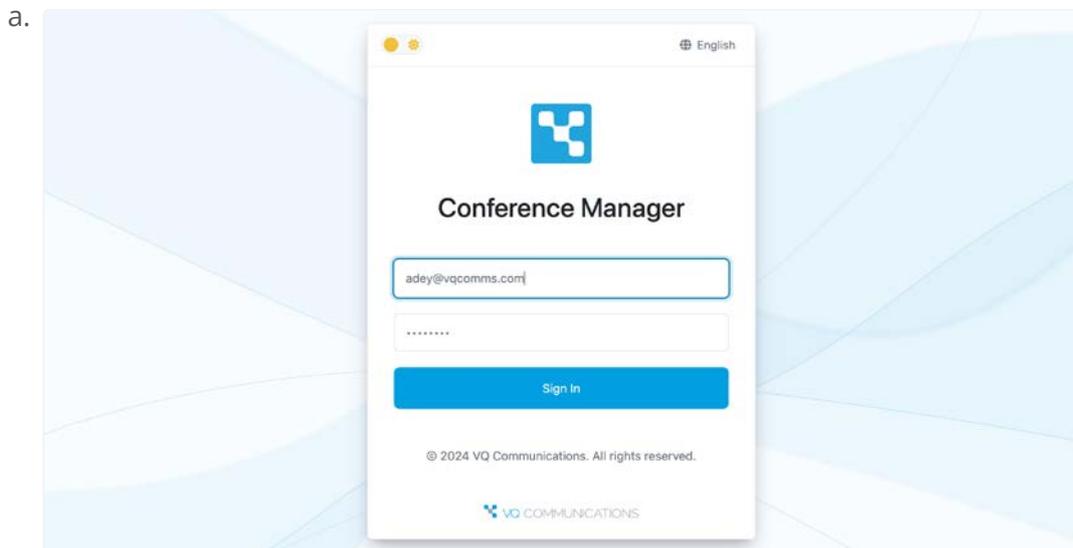
## VQCM Trials 06 / Using VQCM



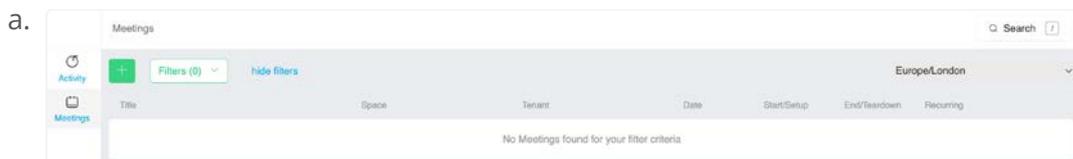
## Creating Scheduled Meeting

### Creating Single Role Meeting

1. Login into VQCM using the user credentials.



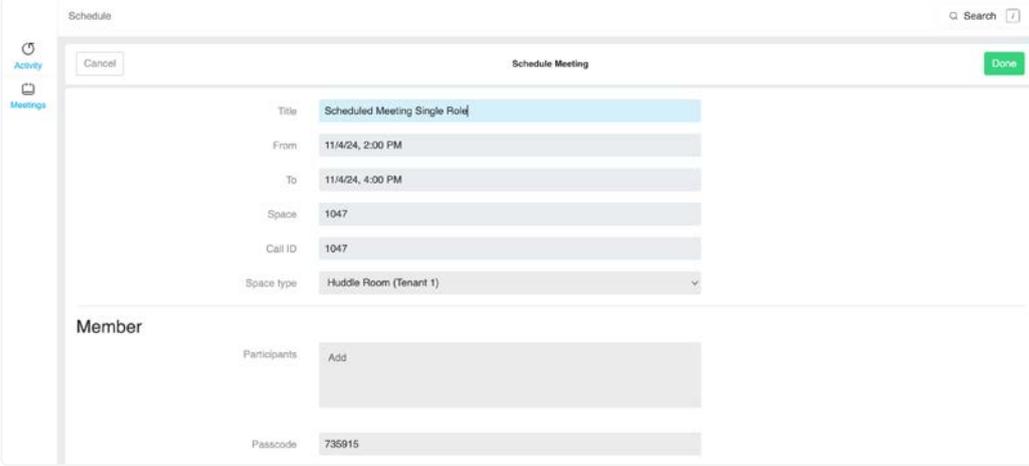
2. Go to Meetings Tab and click on + to create a 2. new static meeting.



## VQCM Trials 06 / Using VQCM

3. Enter the meeting name, the Space Type, From and To time. SIP Address, Call ID and Passcode should be populated automatically. Click Done to create this meeting.

a.

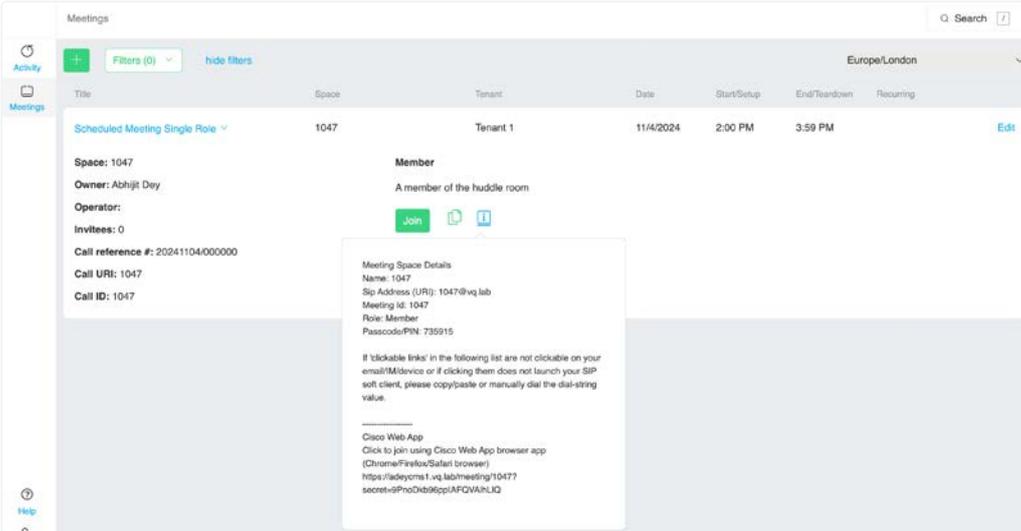


The screenshot shows the 'Schedule Meeting' form with the following details:

- Title:** Scheduled Meeting Single Role
- From:** 11/4/24, 2:00 PM
- To:** 11/4/24, 4:00 PM
- Space:** 1047
- Call ID:** 1047
- Space type:** Huddle Room (Tenant 1)
- Member:** (Empty field)
- Participants:** Add (Empty field)
- Passcode:** 735915

4. Click on the meeting to see the meeting info.

a.



The screenshot shows the 'Meetings' list with the following details for the selected meeting:

- Title:** Scheduled Meeting Single Role
- Space:** 1047
- Tenant:** Tenant 1
- Date:** 11/4/2024
- Start/Setup:** 2:00 PM
- End/Teardown:** 3:59 PM
- Recurring:** (Empty field)

The modal window displays the following meeting details:

- Space:** 1047
- Owner:** Abhijit Dey
- Operator:** (Empty field)
- Invitees:** 0
- Call reference #:** 20241104/000000
- Call URI:** 1047
- Call ID:** 1047
- Meeting Space Details:**
  - Name: 1047
  - Sip Address (URI): 1047@vq.lab
  - Meeting ID: 1047
  - Role: Member
  - Passcode/PIN: 735915

The modal also includes a note: "If 'clickable links' in the following list are not clickable on your email/iM/device or if clicking them does not launch your SIP soft client, please copy/paste or manually dial the dial-string value."

Below the note, there are links for joining the meeting:

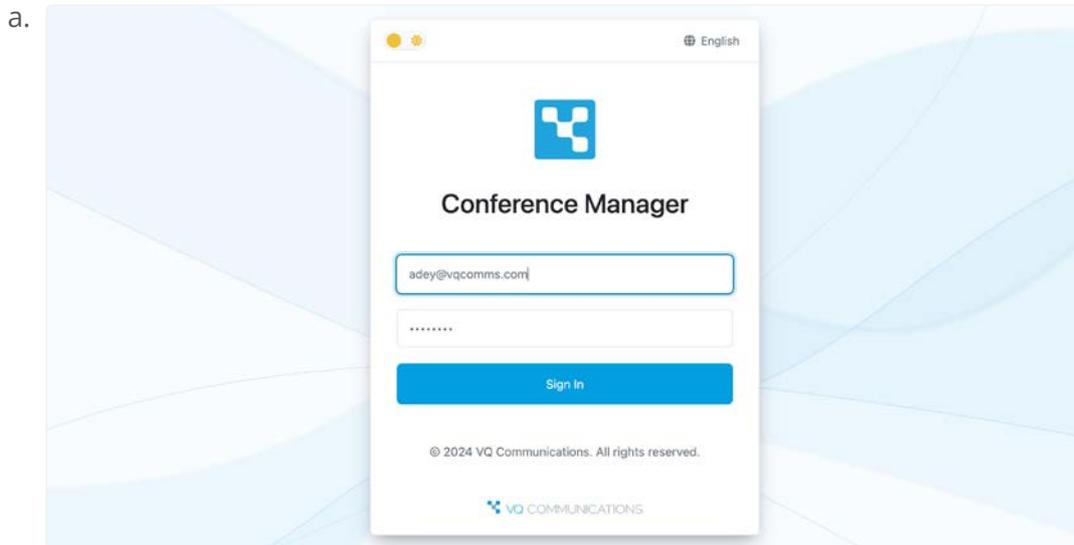
- Join:** (Green button)
- Copy:** (Icon)
- Info:** (Icon)

The modal also includes the following text:

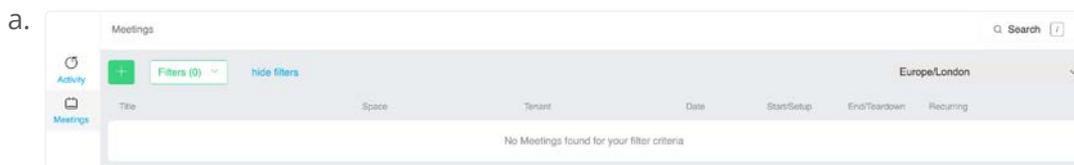
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 Cisco Web App  
 Click to join using Cisco Web App browser app (Chrome/Firefox/Safari browser)  
<https://adeycoms1.vq.lab/meeting/1047?secret=9PnoDxb6ppAFQVAhLkQ>

## Creating Multi Role Meeting

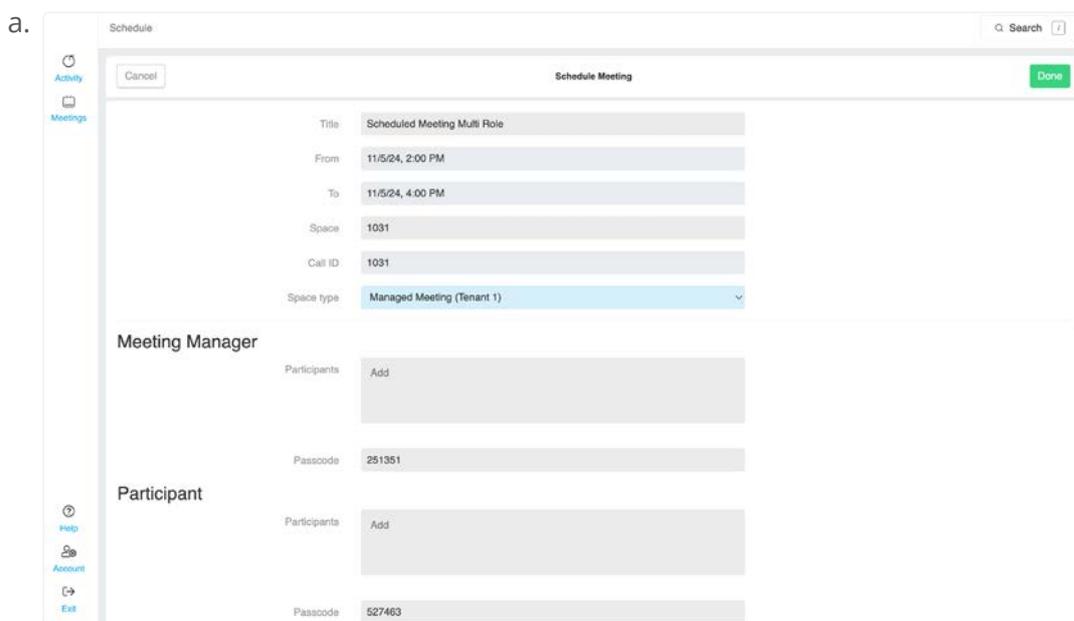
1. Login into VQCM using the user credentials.



2. Go to Meetings Tab and click on + to create a new static meeting.



3. Enter the meeting name, the Space Type, From and To time. SIP Address, Call ID and Passcode should be populated automatically. Click Done to create this meeting.



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4. Click on the meeting to see the meeting info. You might have to use the filter to select dates to list out the meetings

a.

Title	Space	Tenant	Date	Start/Setup	End/Teardown	Recurring
<a href="#">Scheduled Meeting Multi Role</a>	1031	Tenant 1	11/5/2024	2:00 PM	3:59 PM	
<a href="#">Scheduled Meeting Single Role</a>	1047	Tenant 1	11/4/2024	2:00 PM	3:59 PM	

b.

**Meeting Manager**  
The manager of the meeting

**Participant**  
A participant of the meeting

**Meeting Space Details**  
Name: 1031  
Sip Address (URI): 1031@vq.lab  
Meeting Id: 1031  
Role: Participant  
Passcode/PIN: 527463

If 'clickable links' in the following list are not clickable on your email/iM/device or if clicking them does not launch your SIP soft client, please copy/paste or manually dial the dial-string value.

-----  
Cisco Web App  
Click to join using Cisco Web App browser app (Chrome/Firefox/Safari browser)  
<https://addeyem1.vq.lab/meeting/1031?secret=y1Qn.z0.JuOrFuy787pg>

c.

**Meeting Manager**  
The manager of the meeting

**Participant**  
A participant of the meeting

**Meeting Space Details**  
Name: 1031  
Sip Address (URI): 1031@vq.lab  
Meeting Id: 1031  
Role: Meeting Manager  
Passcode/PIN: 251351

If 'clickable links' in the following list are not clickable on your email/iM/device or if clicking them does not launch your SIP soft client, please copy/paste or manually dial the dial-string value.

-----  
Cisco Web App  
Click to join using Cisco Web App browser app (Chrome/Firefox/Safari browser)  
<https://addeyem1.vq.lab/meeting/1031?secret=unkZ26Z0CGRDnszRlxW.w>