Creating Static Meeting

Creating Single Role Meeting

1. Login into VQCM using the user credentials.

а.		English	
	Conferen	nce Manager	
	adey@vqcomms.com		
		Sign In	
	© 2024 VQ Communi	nications. All rights reserved.	
	× vo cor	IMMUNICATIONS	

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

	Activity			Q	Search 🕖
() Activity	+ Filters (1) V State: All × hide filters				
Meetings	Meeting/Space Name		Duration	Start/Active	End/Last Active
	adey's Personal Meeting Ro	0.0			

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.

Activity			Q Search 🕧
Filters (1)	State: All \chi hide	liters	(iii) =
Cancel		Static meeting 1	Done
	Address	1064	
	Gall ID	1064	
	Space type	Huddle Room (Tenant 1) ~	
Member			
	Activity Filters (1) ~	Activity Filters (1) State: AI Nide Cancel Address Call ID Space type Member	Activity Filters (1) v State: All × Inide filters Gancel Static meeting 1 Address 1064 Call ID 1064 Space type Huddle Room (Terant 1) Member





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

	Activity				Q	Search [/
() Activity	Filters (1) State: All	hide filters				=
CD Meetings	Meeting/Space Name			Duration	Start/Active	End/Last Active
	★ Static meeting 1	이 않 다 இ 와 난 해 Member A member of the huddle room Join ① ①				
	* adey's Personal Meeting Ro	Meeting Space Details Name: Static meeting 1 Sip Address (UR): 1064@vq.lab Meeting 1d: 1064 Role: Member Passcoder/PIN: 603692 If 'tildkable links' in the following list are not disclable on your email/Modvide or if clicking them does not launch your SIP soft client, please copylpaste or manually dial the dial-string value.	0.0			
⑦ Help 2ම Account		Clisco WebApp Click to join using Clisco Web App browser app (ChromeFrielov/Saflari browser) https://adaycms1.vg.labtmeeting/16647 socirde-xVSW7Jaku/AnrdSQksPkwNg				

Creating Multi Role Meeting

1. Login into VQCM using the user credentials.

••	⊕ English	
Conferen	nce Manager	
adey@vqcomms.com		
	Sign In	
© 2024 VQ Communi	lications. All rights reserved.	
X vo cor	IMMUNICATIONS	





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

Э.		Activity	Q Search [/
	() Activity	Filters (1) × State: All × hide filters	1 a
	Cili Meetings	Meeting/Space Name	Duration Start/Active End/Last Active
		* adey's Personal Meeting Ro	(0.0)

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.

	Activity		Q Search 📝
() Activity	Filters (1) State: All hide t	1	
C Meetings	Cancel	Static meeting 2	Done
	Address	1063	
	Call ID	1063	
	Space type	Managed Meeting (Tenant 1) ~	
	Meeting Manager		
	Passcode	614603	
	Participant		
	Passcode	594602	

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







b.	Activity					Q Search /
C) Activity	+ Filters (1) Y State: All × Inide title	a			
Meeting	Moo	ting/Space Name		Duration	Start/Active	End/Last Active
	* Stat	ic meeting 2	Image:			
	± Stat	ic meeting 1	In "blockabe instal in the following is at an indicated on your email/Melavice or if clicking them does not launch your SIP soft client, please copylpaste or manually dial the dial-string o value.			
(1) Help	Ste ade	y's Personal Meeting Room	Cicco Web App Cicks byo using Cisco Web App browser app (Cerson-6Fredos/Sanda tenses) https://adey.cms1.vg.bb/meding/1063? secretu/GilfkgevGa7Gmu(PKzmsQw			

Creating Scheduled Meeting

Creating Single Role Meeting

1. Login into VQCM using the user credentials.

a.	••	English	
	Conference Ma	nager	
	adey@vqcomms.com		
	Sign In		
	© 2024 VQ Communications. All rig	ghts reserved.	
		2NS	

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

a.		Meetings						Q Search [/]
	() Activity	Filters (0) 🕤 hide filters					Europe/London	~
	Meetings	Title	Space	Tenant	Date	Start/Setup	End/Teardown Recurring	
				No Meetings found for yo	ur filter criteria			





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.

а.	Schedule			Q Search 1
() Activity	Cancel		Schedule Meeting	Done
Mestings		Title	Scheduled Meeting Single Role	
		From	11/4/24, 2:00 PM	
		То	11/4/24, 4:00 PM	
		Space	1047	
		Call ID	1047	
		Space type	Huddle Room (Tenant 1) v	
	Member			
		Participants	Add	
		Passooda	735915	

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

a.	Meetings							Q Search
() Activity	Filters (0) 💉 hide filters					Euro	pe/London	
Meetings	Title	Space	Tenant	Date	Start/Setup	End/Teardown	Recurring	
	Scheduled Meeting Single Role Y Space: 1047 Owmer: Abhijit Day Operator: Invitees: 0 Call treference #: 202411044000000 Call URI: 1047	1047	Tenant 1 Member A member of the huddle room Uon D D D D D D D D D D D D D D D D D D D	11/4/2024	2:00 PM	3.59 PM		Edi
			oh client, pleese copylosse or manually deil the dai-string alue. <u>Stero Web App</u> <u>Stero Web App</u> <u>Stero Web App</u> <u>Chicom Private Status</u> <u>Chicom Private Status</u> <u>Chicom Private Status</u> <u>Stero Web App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>App</u> <u>A</u>					





Creating Multi Role Meeting

1. Login into VQCM using the user credentials.

a.	••) ⊕ English		
	Conferen	ice Manager		
	adey@vqcomms.com			
		Sign In		
	© 2024 VQ Commun	ications. All rights reserved.		
	N vo co	MMUNICATIONS		

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

a.		Meetings							Q Search [/]
	() Activity	+ Fitters (0) - hide fitters					Eur	ope/London	~
	Meetings	Title	Space	Tenant	Date	Start/Setup	End/Teardown	Recurring	
		No Meetings found for your filter criteria							

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.

	Schedule	Q Search 7				
C) AdMity	Cancel	Don				
Neetings	Title	Scheduled Meeting Multi Role				
	From	11/5/24, 2:00 PM				
	То	11/5/24, 4:00 PM				
	Space	1031				
	Call ID	1031				
	Space type	Managed Meeting (Tenant 1)				
	Meeting Manager					
	Participants	Add				
	Passcode	251351				
⑦ Holp	Participant	Add				
යිම Account						
€÷	Passonda	527483				





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.		Meetings						Q Search 🕖
	() Activity	+ Filters (2) ~ From: 11/4/24, 1	24 PM × To: 11/7/24, 1:24 PM	× hide filters			Europe/London	~
	Meetings	7/84	Space	Tenant	Dute	Start/Setup	End/Translown Recurring	
		Scheduled Meeting Multi Role >	1031	Tenant 1	11/5/2024	2:00 PM	3:59 PM	
		Scheduled Meeting Single Role	1047	Tenant 1	11/4/2024	2:00 PM	3:59 PM	







