VQCM Trials 01
Prerequisites

Introduction

This article outlines all the prerequisites that must be in place before you begin installing the VQCM server.

It also details the configuration tasks that fall under the customer's responsibility. While the VQ team can offer guidance, we are unable to assist with troubleshooting if any errors occur during these steps.

Trial Objective & Success Criteria

Trial Objective (Example):

1. To validate the VQCM solution's ability to provide comprehensive meeting analytics and reporting, along with enabling real-time video meeting control via the Video Operator interface.

Success Criteria (Example):

1. Reporting & Analytics
    1. The system should generate accurate and easily accessible reports on - Daily participant count per meeting, Total number of calls per month, Breakdown of distinct SIP and WebRTC calls, Usage statistics of personal meeting spaces
2. Live Meeting Control (Video Operator)
    1. The Video Operator should be able to - Mute and unmute participants (individually or in bulk), Add or remove participants from live meetings, Change video layouts for specific participants or the entire meeting
    2. All controls must be responsive and reflect changes in real-time within active meetings.

Trial Dates

1. Trial Start Date =
2. Trial End Date =
3. Production Deployment Start Date =
4. Production Deployment End Date =

Trial Stakeholders

Product Owner (for Technical Discussions):
1. Customer –
2. Cisco –
3. Partner –
4. VQ Comms –

Owner (for Pricing Discussions):
1. Who are we giving the demo to –
2. Customer –
3. Cisco –
4. Partner –
5. VQ Comms –

Server Requirement

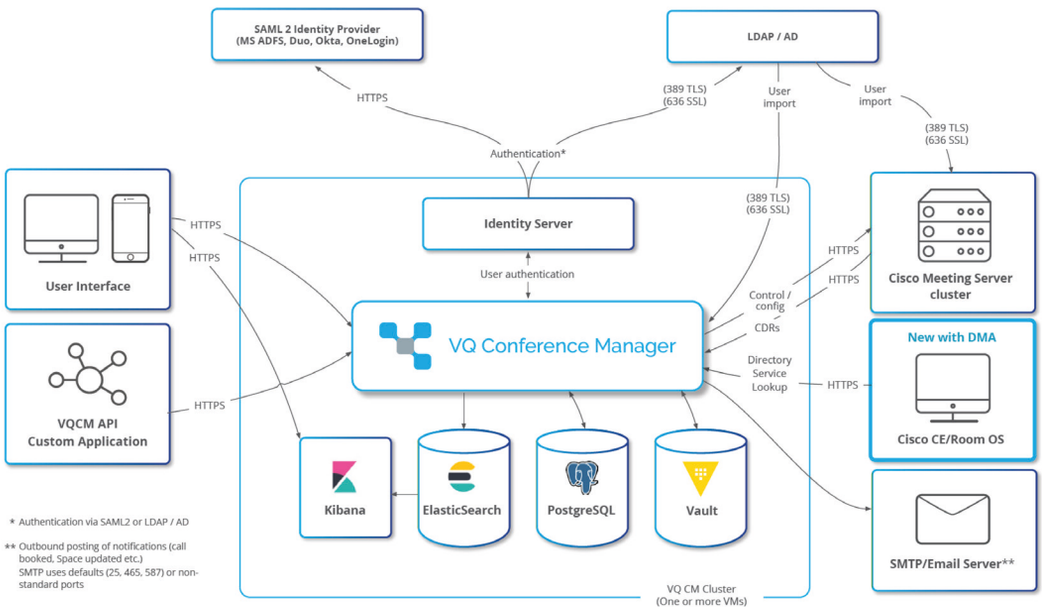
VOCM runs on vmware environment:

1. Esxi = 6.0, 6.5, 6.7, 7.0 and 8.0
2. CPU = 2.4 Ghz
    1. CPU Mark = 29,197
    2. CPU Cores = 8
3. RAM = 32 GB
4. HOD (10k) or SSD = 525 GB

Firewall Requirement

VO Conference Manager only accepts traffic on ports

1. 443 (HTTPS)
2. 80 (HTTP) - HTTP Port 80 is open as a convenience for browsers that default URls to HTTP. A HTTP request on port 80 is automatically redirected to HTTPS on 443
3. 22 (SSH) (if SSH is enabled via VOCM Admin)
4. 6443 (Kubernetes API) and
5. port 1234 (VOCM Admin)



The desktop where the Outlook Plugin and Metro Client are installed must have network access to VO Conference Manager over the following ports:

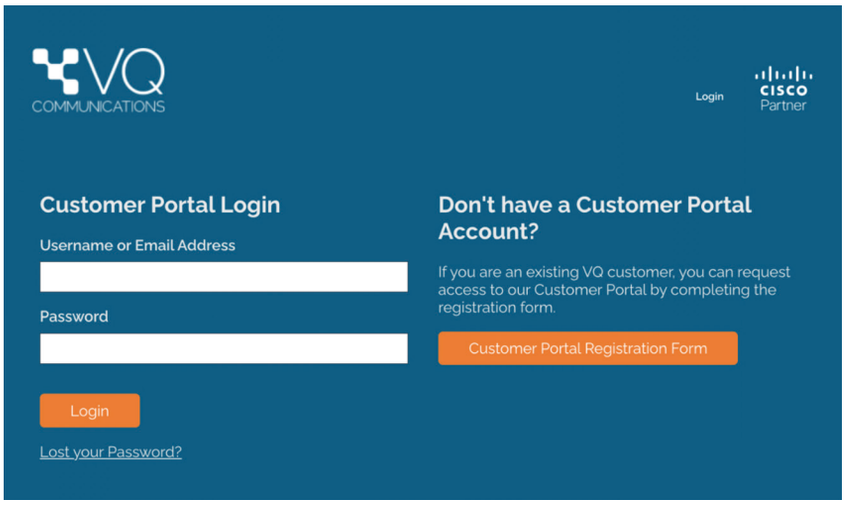
1. 443 (HTTPS)

Note: It is the customer's responsibility to ensure that the firewall is not blocking any of the traffic mentioned above. In the event of a network-related issue, identifying and resolving the problem also falls under the customer's scope. The VO team can provide a list of the ports used but may have limited ability to assist with troubleshooting in environments involving third-party firewalls.

VQ Customer Portal

To access the software, you'll need an account on the VQ Customer Portal.

The portal can be accessed here (https://portal.vqcomms.com/app/login).



For first-time users, please complete the **Customer Portal Registration Form** to create your account. Once your registration is approved, you can log in and access your account.

Download VQCM Software

Upon receiving your notification, we will enable the software for download access.

You need to download all the file(s) "**VQ Conference Manager 4.6 OVF**". This is the VQCM software install.

VQCM Install (2)	User Guide	Release Notes	Download
VQ Conference Manager 4.6 OVF	PDF (18 MB)	PDF (1 MB)	ZIP (10 GB)
VQ Conference Manager 4.6 Signing File (Windows)			CAT (10 KB)

For Outlook Plugin, you need to download the following files:

VQCM Outlook Plugins (2)	User Guide	Release Notes	Download
Metro Outlook Plugin - v4.0.8.2	PDF (24 MB)		MSI (13 MB)
Microsoft Orca MSI editor	PDF (2 MB)		ZIP (2 MB)

Note - **Microsoft Orea MSI editor** is used to edit the Plugin Installation file before the installation. **Metro Outlook Plugin** is installed on the User's Desktop where Outlook is installed.

Note - Please ensure that **Windows OS** and the **.NET Framework** are updated to their latest versions. The Metro Outlook Plug-In relies on these updates to function correctly and continue receiving updates. Failure to update may result in installation issues or unexpected errors with the Metro Plug-In.

For Metro Client, you need to install the **Metro Playbook** & the **Metro client** depending on the device:

Metro (16)	User Guide	Release Notes	Download
Metro 1.2.0 for 4.4 and 4.5			ZIP (122 MB)
Metro 1.2.0 for Windows Desktop			EXE (153 MB)
Metro 1.2.0 for Android			APK (14 MB)
Metro 1.2.0 for Apple Silicon			DMG (102 MB)
Metro 1.2.0 for Apple Intel			DMG (108 MB)
Metro 1.1.0 for Teams			ZIP (6 KB)
Azure Deployment Guide Metro for Teams Release 1.1			PDF (4 MB)
Metro 1.1.0 for Apple Silicon			DMG (100 MB)
Metro 1.1.0 for Apple Intel			DMG (107 MB)
Metro 1.1.0 for Android			APK (14 MB)
Metro 1.1.0 for Windows Desktop			EXE (150 MB)
Metro 1.1.0 Playbook for 4.3 & 4.4			ZIP (122 MB)
Metro 1.0.4 for Windows	PDF (1 MB)		EXE (137 MB)
Metro 1.0.4 Playbook for 4.3	PDF (1 MB)		ZIP (97 MB)
Metro 1.0.4 for Apple Silicon	PDF (1 MB)		DMG (88 MB)
Metro 1.0.4 for Apple Intel	PDF (1 MB)		DMG (93 MB)

Reserve IP Address

Assign 1 IP for VQCM.

Reserve FQDNs

Assign 3 FQDNs for the VQCM pointing to the same IP address assigned above.

FQDN naming convention example -

1. **<servername>.<domain>.com** (e.g. vqcm01.cisco.com)
2. **login<servername>.<domain>.com** (e.g. loginvqcm01.cisco.com)
3. **kibana<servername>.<domain>.com** (e.g. kibanavqcm01.cisco.com)

Note: You can use any naming convention, as long as all three FQDNs resolve to the same IP address.

DNS Server

DNS server should be configured with the above A records and the Forward zones. Without this the VQCM installation will fail.

Certificates

Signed certificates should be prepared with FQDN 1 as the Common Name and FQDN 2 and FQDN 3 included in the Subject Alternative

Names (SAN) of the CSR.

Additionally, you will need the intermediate and root certificates to create a complete certificate chain.

Note – It is the customer's responsibility to obtain the signed certificate from a Certificate Authority (CA) and provide it in .pem format. If the certificate is not in .pem format, the customer must either convert it themselves or share the private key so we can perform the conversion. A self-signed certificate may be used; however, this will result in browser security warnings each time the VQCM web interface is accessed. Additionally, when using the Outlook Add-In, the desktop will display a certificate error. To resolve this, the selfsigned certificate must be downloaded and trusted by the workstation.

Passwords

Think about the credentials for:

1. Root – This is the root access password to the VQCM server. Some commands need oot access.
2. VQCM Admin – This manages VQCM License, Certificate, Plugin, SSH, Ansible Playbook management and VQCM upgrades.
3. VQCM – This manages CMS, CMS Tenants, Meeting Templates, etc.

Licenses

Trial licenses are valid for 1 month. Please reach out to the VQ Trials team before the license expires, as issues resulting from an unlicensed deployment may require reinstallation of VQCM.

Tenant

Number of Tenants

Trial team recommends 2 Tenants to test all features.

If you don't have any requirements to control access to spaces between users you might not need the second Tenant. Please discuss your needs with Trial Team.

SIP URI Address and Call ID Range

Meeting invites will include SIP URIs in one or both of the following formats:

1.meeting1001@domain.com
2.1001@domain.com

Meeting invites will have Call IDs in the following patterns:

1. 1001
2. 8001001

Plan the ranges for the meetings.

VQCM supports more numbers and characters shown in the examples above. VQCM uses regular expression to build the URIs and Call IDs.

Configure the call control to route the calls to these SIP URIs & Call IDs.

Note – It is the customer's responsibility to assign the CMS meeting number range, configure the CUCM trunk to CMS, and ensure proper routing to the designated meeting range.

LDAP

VQCM talks to LDAP server to import the users to CMS, assign PMP licensing to users and also can create spaces for the imported

users. So VO would need access to LDAP server.

Things needed are:

1. LDAP IP address, port number,
2. Base Node, Filter, Username and password
3. Decide on which users will be administrators, operators and users. Plan on which users will be imported out of all users. Either put them in separate containers or will have to manually add them in the LDAP import filter command.
4. Username naming convention
    1. LDAP imported user can login into VQCM.
    2. usename pattern examples <username> or <username@domain.com>

5. Space URI naming convention
    1. Every user imported can have their PMR created while import.
    2. Naming convention examples - <meet$sAMAccountName$> or $sAMAccountName$.coSpace
6. SIP Domain
    1. SIP URIs created for the meetings will have this domain assigned.
    2. Example - vq.lab, vqcomms.com, cisco.com
    3. Cisco recommends using subdomain for CMS meetings.
7. WebRTC domain
    1. This domain will be used to create the webRTC join link.
    2. Join link example - https://adeycms1.vq.lab/meeting/1064?secret=xVSW7iakuMnrdSGxsPkwNg
    3. WebRTC domain example - adeycms1.vq.lab

Note – It is the customer's responsibility to provide the LDAP import configuration and address any related issues that may arise. We recommend importing trial users directly into CMS first to validate the LDAP configuration. Once confirmed, the same configuration can be used with VQCM. While the VQCM trial team is not specialized in LDAP, we can share examples of configurations used by existing customers; however, please note that LDAP structures vary significantly between environments.

SMTP Server

VQCM needs access to SMTP server to send mails when scheduling meetings.

OBTP (One Button to Push)

Room (Cisco Devices) account should be configured in Exchange if OBTP (One Button To Push) is required.

Rooms (Cisco Devices) should be added in VQCM. This enables OBTP.

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