



# Set up and manage enterprise-grade Cisco conferencing

## With VQ Conference Manager Meeting Services

Flexibly configure your Cisco-based conferencing service to meet your needs and offer managed meetings at scale.

### Who is Meeting Services for?

VQ Conference Manager Meeting Services is for organizations needing to set up and run enterprise-grade conferencing using Cisco Meeting Server, including fully managed white-glove services.

### What does Meeting Services enable you to do?

- ✓ Configure your self-hosted Cisco conferencing service to work exactly the way you need it in different situations
- ✓ Set up tiered services
- ✓ Define meeting Space templates for various call types
- ✓ Schedule calls in white-glove environments
- ✓ Operate managed conferencing at scale
- ✓ Lay the groundwork for enterprise-class self-service conferencing

## MEETING SERVICES



Use VQ Conference Manager Meeting Services to set up your conferencing precisely the way you need it, and offer managed 'white-glove' meetings at scale. Meeting Services also lays the groundwork for VQ Conference Manager Metro Self-Service Conferencing.

### Set up your conferencing to suit your organization

There's no one-size-fits-all when it comes to enterprise conferencing. VQ Conference Manager Meeting Services lets you set up the right service and meeting types for your teams, including in highly secure and air-gapped environments. This can include tiered services, with tailored call types for different users, divisions, or scenarios.

### Templating ensures the right call experience – every time

Meeting Space templates enable fine-tuned, consistent experiences for each type of meeting you need to offer. All-hands sessions, where the board presents to the company, should behave very differently from team huddles, for example.

Templates, which you set up in Meeting Services, let you preconfigure a range of call settings including:

- ✓ Available participant roles
- ✓ Permitted numbers of participants
- ✓ Whether a chair is required
- ✓ Waiting lobbies
- ✓ Passcode protection
- ✓ Recording settings
- ✓ Join and leave tones
- ✓ Participant audio/video controls
- ✓ Screen sharing

## MEETING SERVICES



### Run managed conferencing at scale

To ensure your high-importance meetings run smoothly, Meeting Services provides everything you need to operate fully managed conferencing – sometimes known as ‘white-glove’ or ‘concierge’ services.

Authorized users, such as call operators or personal assistants, can schedule one-off or recurring calls on behalf of your employees, using predefined templates.

Your operations team can then view and manage up to 50 active meetings on a single screen. Here, they can:

- ✓ View video snapshots
- ✓ See who’s speaking (or whose dog is barking)
- ✓ Add/remove participants
- ✓ Move participants between calls
- ✓ Change audio and video settings

### Foundations for self-service conferencing

As well as enabling managed calls, Meeting Services forms the foundation for self-service conferencing at enterprise scale. Discover more about VQ Communications’ self-service tools, including call clients, Outlook and Teams integration, mobile apps, and Cisco One Button to Push, in our Self-Service Conferencing overview.

### Book your demo now

Discover how VQ Conference Manager Meeting Services can enable you to configure and run enterprise-class conferencing on Cisco Meeting Server.

Head to [vqcomms.com/contact-us](https://vqcomms.com/contact-us) to book your demo call.