



VQ 5.0
Conference Manager
Guide

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VQ 5.0 Conference Manager

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VQ 5.0 Conference Manager.

1. Introduction

VQ Conference Manager provides users with the ability to manage conferences, without having to access their VQ desktop accounts. and without having to be a participant in the conference.

Scheduling Conferences.

Calls can be scheduled using Conference Manager

Managing Conferences

Once scheduled, the calls can be managed.

This conference management functionality is designed to enable all participants to have successful calls.

This functionality includes:-

- Scheduling conferences using several MCU's
- Managing conferences over several MCU's
- Creating Conference Templates
- Muting the audio for all participants
- Muting the video for all participants
- Removing all participants

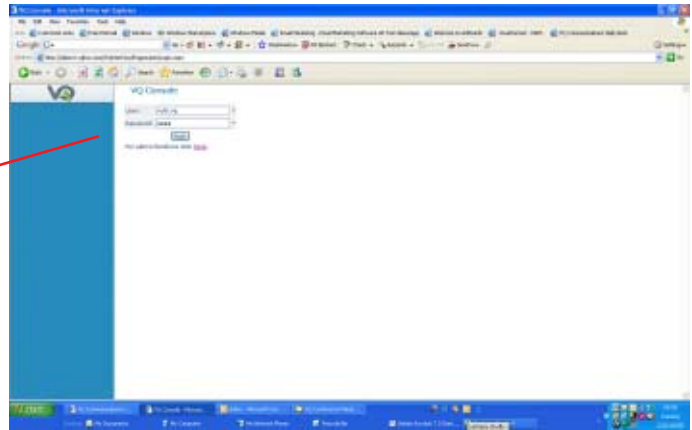
- Muting the audio for selected participants
- Muting the video for selected participants
- Monitoring Packet Loss
- Adding a participant to a conference at a specific bandwidth
- Adding participants into a scheduled conference (managing the conference without being a participant)
- Changing the conference view of each participants in the call
- Change the aspect ratio to be widescreen or normal

VQ 5.0 Conference Manager.

2. Scheduling Conferences

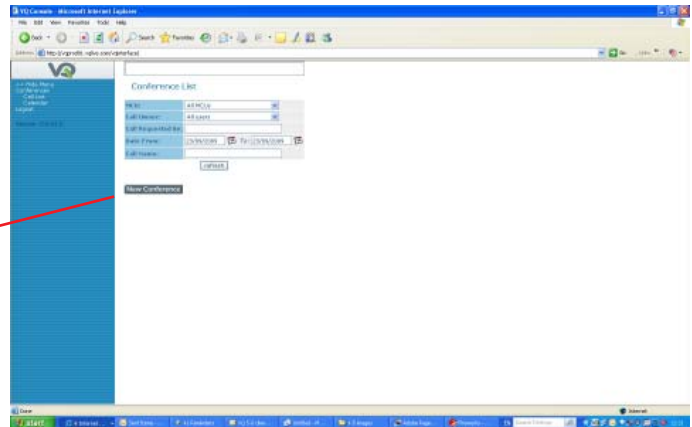
To schedule conferences using Conference Manager, log in to the VQ server from the VQ Home Page (www.vqlive.com)

At the Conference Console log in screen, **enter** your VQ username and password.

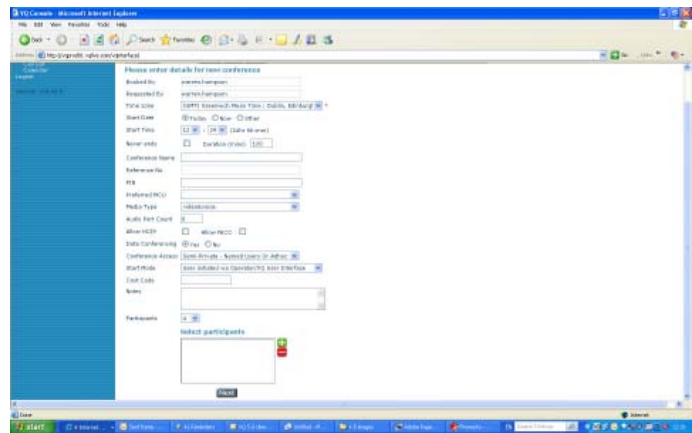


From the conference screen, conferences can either be viewed or scheduled.

To view a conference, click on the conference. Remember; you can select the MCU on which you wish to view conferences
To schedule a conference, click on **new conference**.



Complete the **Conference Schedule** screen click on **Next**.





Explanation of the following fields:-

PIN - specify own PIN if required

Audio Port - select number of audio ports required if setting up direct dial-in numbers

Allow H239 - allowing H239 will enable the MCU to accept the H239 channel

Allow FECC - this enables far end camera control (only if the remote endpoint is able to do this.)

Data Conferencing - select **YES** if you wish to create a data sharing conference

Conference Access

Private - named users - you identify all the participants who will join the call

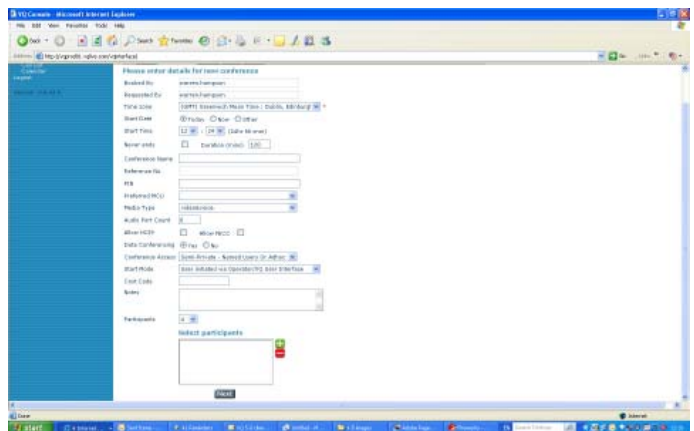
Semi Private - named users or Adhoc - you can select some of the participants who will join the call and others can join, within your access level, up to the maximum number of slots you have booked

Public - any user within your access level can join the call

Start Mode - calls can either start when the participants manually join the call, or auto call out can be selected.

NOTE:-This is only available for **Private Calls**. With private calls, the system will automatically call the named participants, who can then accept to join the call. (The system will try to call the named participants 10 times before stopping.)

Cost Code - you can assign a free text code



Start Mode



Participants - the number of participants you wish to join the call.

REMEMBER: if you wish to join the call, you will need to select yourself as a participant as well as the other users involved in the call.

(You can select a maximum of 15 users to join the call.)

Select Participants - you can select some or all of the participants you wish to join the conference. To see a list of all the participants in your access control group, type * in the participants field, or you can filter by name, by typing in the first letter of the name.

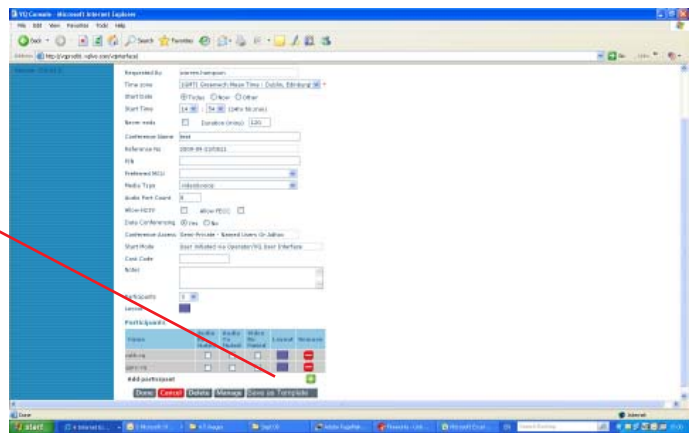
VQ 5.0 Conference Manager.

2. Scheduling Conferences

You can also save the conference as a template, which means that you can use the conference more than once, without having to change all the details.

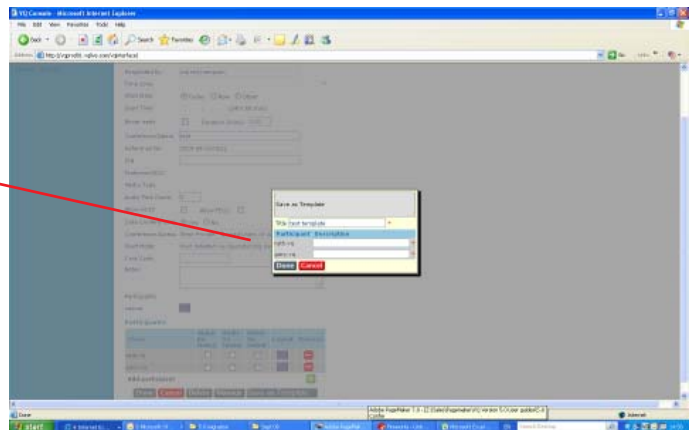
NOTE: You cannot create a template for a public conference.

Click on **Save as Template** from the Conference Details screen.



You can then give the conference template a name.

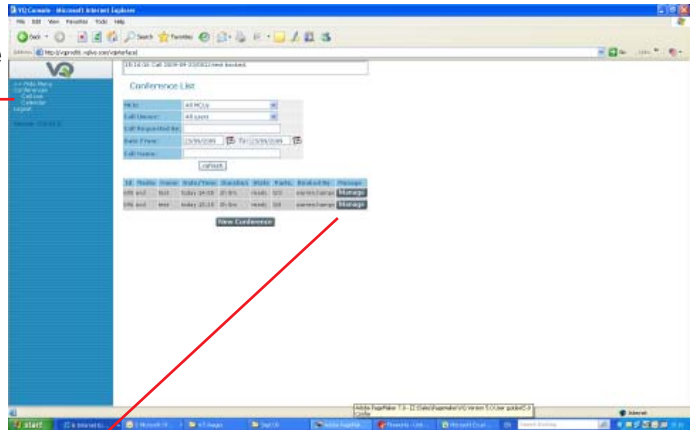
Then click on **Done**.



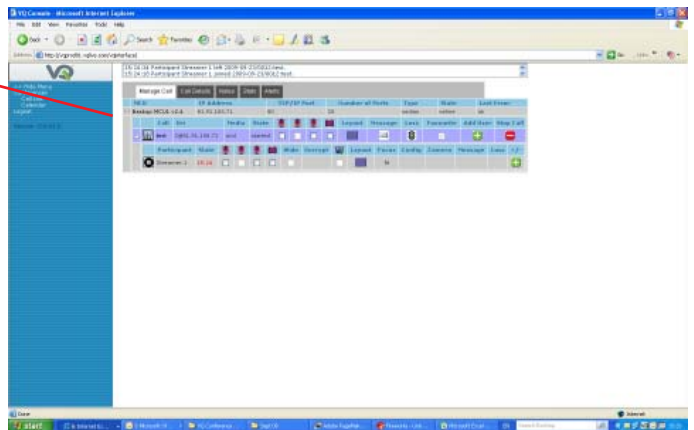
3. Managing Conferences

To view the conferences, click on call list on the left hand side of the screen.

The conference list will then display - click on **manage**, next to the conference you wish to manage.



Conferences are managed from the Conference Manager screen

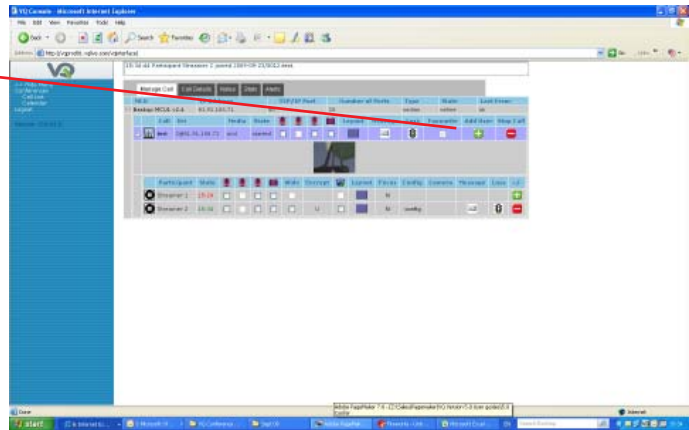


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3.1. Adding and removing participants

Click on the green add and red remove buttons to add and remove participants.

You can see the whole list of users by entering * in the add participant drop down list, or filter by typing in the first letter of the participants name.

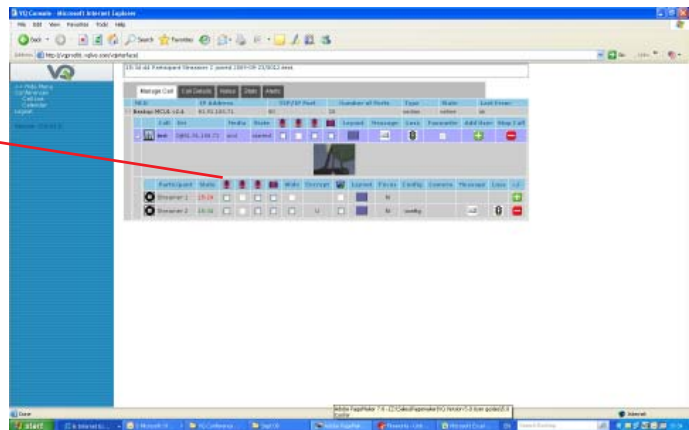


3.2. Muting the audio/video for participants in a VQ Call

The conference manager can mute the transmit and receive audio, video or both for individual participants in a call

You can also mute the audio and video for all participants.

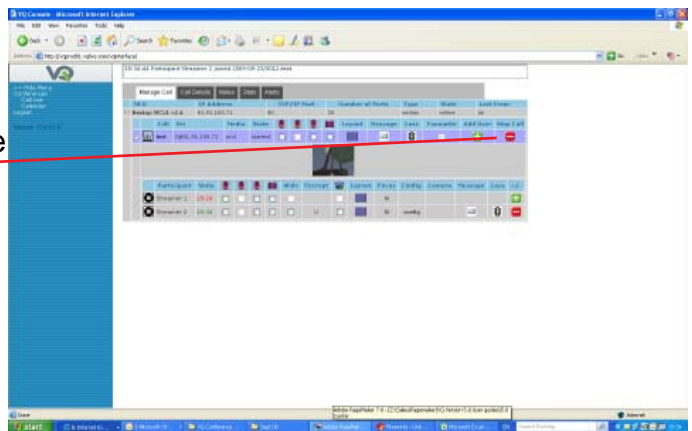
Muting the audio for all participants is important in the situation where users are experiencing noise in a multi-point call. By muting all participants, the call manager can then add each participant's audio back into the call individually, thus isolating which participant/



participants are introducing noise/packetloss into the call.

3.3. Removing all participants in a VQ Call

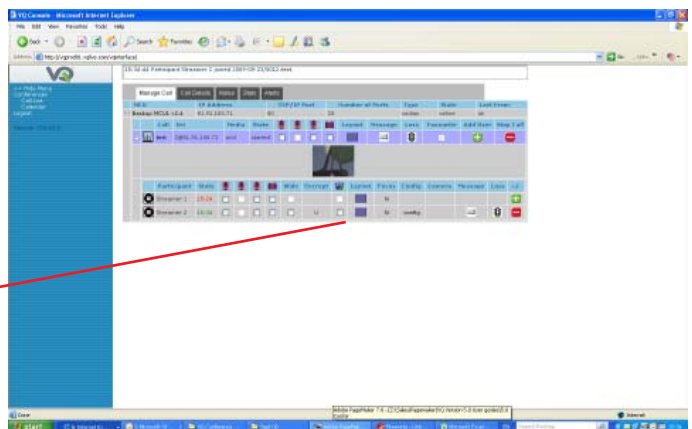
You can remove all participants by stopping the call.



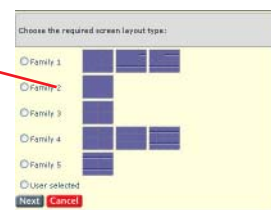
3.4. Changing the view of participants in a VQ Call

When adding a participant to a call the conference manager can define the view the participant sees.

At the Conference Manager screen, click on **layout**.



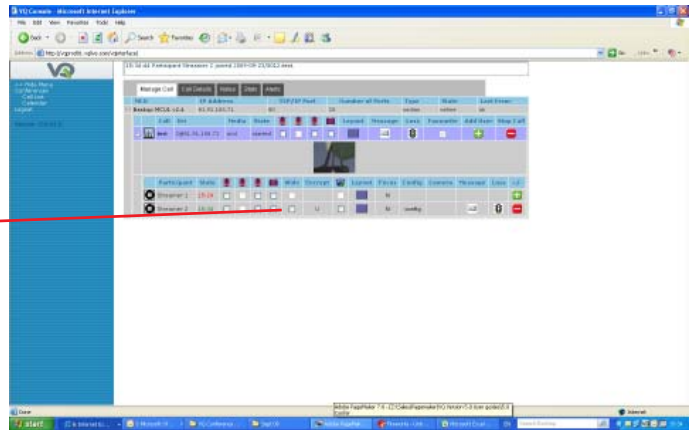
You then select the view from the list displayed.



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3.5. Changing the aspect ratio to be widescreen or normal

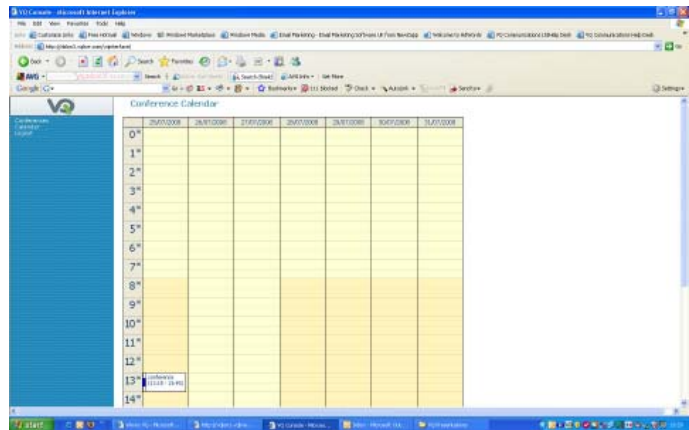
To change the aspect ratio of selected participants in a VQ call to widescreen check the **Wide** box.



4.0. Viewing the conference calendar

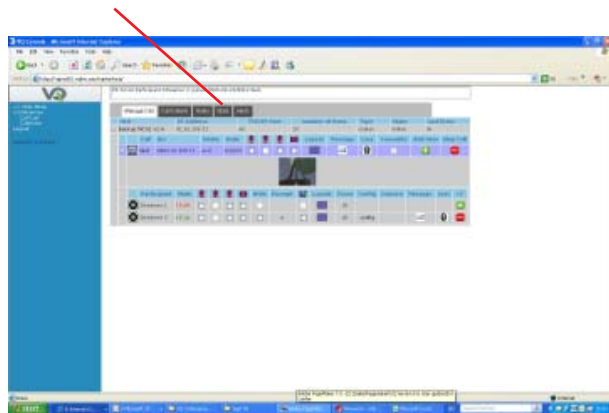
To view the conferences which have been booked using your individual username, **click on calendar.**

You will see a list of the conferences scheduled in calendar format.



4. Call Performance Monitoring

You can also access additional information regarding the conference by clicking on the tabs at the top of the conference manager screen.



Call Details - clicking on the call details tab, takes you to the conference details screen.

Stats:-

- **State** - from here you can view the MCU state
- **Stats** - from here you can view audio and video packets transmitted, received and lost

Alerts - you can configure the alerts messages you will receive.

5.0. Differences between call owner, operator and administrator

These titles are assigned as part of the the VQ account provisioning process

Call owner - is the person whose name appears in the booked by field on the conference booking screen. The call owner can manage the conferences they have booked and can add and remove the participants selected for private or semi private calls. In addition, they can add other users into the conference from their access control list.

Operator - an operator can schedule conferences themselves or on behalf of any of the users within their access control list.

They can manage their own conferences or manage on conferences behalf of others within their access control list

Administrator - an administrator can provision user accounts, create access control lists and can schedule and manage conferences on behalf of all the users within VQ.



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