Notices

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1 INTRODUCTION

AVI-SPL offers customers Virtual Meeting Room (VMR) services using the AVI-SPL powered by Videxio VMR solution. This solution is hereafter referred to as VMR Services in this document.

1.1 INTENDED AUDIENCE

This document is intended for external AVI-SPL customers and internal AVI-SPL personnel using VMR Services.

1.2 REFERENCES

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topic</strong></td>
</tr>
<tr>
<td>AVI-SPL Powered by Videxio – VMR Admin Guide</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

1.3 SYSTEM REQUIREMENTS

The AVI-SPL VMR Services portal can be accessed from any device with any operating system that supports one of the following web browsers:

- Google Chrome, Firefox, Microsoft Edge, Safari (requires plug-in), Internet Explorer (requires plug-in), Opera.

**Plug-In Note:**

Safari and Internet Explorer browsers require a plug-in download to use the AVI-SPL VMR service.

[Having trouble with Safari add-in?](#)

1.4 TERMINOLOGY

<table>
<thead>
<tr>
<th>Glossary of Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term or Acronym</strong></td>
</tr>
<tr>
<td>Ad Hoc Meeting (VMR)</td>
</tr>
<tr>
<td>DTMF Dial Pad</td>
</tr>
</tbody>
</table>
## Glossary of Terms

<table>
<thead>
<tr>
<th>Term or Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Endpoint</strong></td>
<td>Video conferencing systems that users control to make calls are generally called &quot;Endpoints&quot; or &quot;Endpoint systems&quot;. Endpoint is an important distinction because an endpoint is where physical and logical connections to audio systems such as speakers and microphones are performed.</td>
</tr>
<tr>
<td><strong>My Meeting Video App</strong></td>
<td>The My Meeting Video App is a videoconferencing app (client) that can be deployed on PC/Mac, Android and iOS devices. The icon for the app appears as shown below. This application can be deployed on up to six devices for a specific VMR license.</td>
</tr>
<tr>
<td><strong>Personal VMR</strong></td>
<td>A personal VMR has an eight-digit number assigned to identify your individual VMR. You can decide the name is associated with your personal VMR number. Name your room whatever you like. This name you chose is presented to participants (guests) upon log in to your room. Choose a name that’s clear, for example, “Bruce Wayne’s Meeting Room”, “Clark Kent’s MeetMe” etc. Also see Team VMR.</td>
</tr>
<tr>
<td><strong>Room</strong></td>
<td>The term room and VMR are synonymous and used interchangeably in this guide.</td>
</tr>
<tr>
<td><strong>Team VMR</strong></td>
<td>A team VMR has an eight-digit number assigned to identify a shared (team) VMR. You can designate Team Meeting rooms, for example, Team EMEA Meeting Room, The Avengers Meeting Room, etc. Team VMRs are useful for long term projects, teams, or collaborators who meet regularly. These rooms are managed by the authorized Company Administrators for your service. Also see Personal VMR.</td>
</tr>
<tr>
<td><strong>Video Address</strong></td>
<td>A personal video address should relate to a name or individual’s company email. Team rooms are usually named after a physical room, a team name, etc. See the Video Address section for more information.</td>
</tr>
<tr>
<td><strong>VMR</strong></td>
<td>Virtual Meeting Room. A VMR is a self-service cloud-based video conferencing meeting room service. The VMR Service is accessible for ad hoc or scheduled meetings.</td>
</tr>
<tr>
<td><strong>VMR Host</strong></td>
<td>The VMR host is a person assigned to a personal or team VMR. A VMR Host can deploy the VMR service locally on up to six (6) devices per VMR.</td>
</tr>
</tbody>
</table>

### 1.5 CONTACT AVI-SPL SUPPORT

To contact AVI-SPL for support:

1. Please send an email to vmr-support@avispl.com to submit a ticket.
2. Or, phone +1 800 287 0231, option 1 for support.
2 OVERVIEW

You have two very powerful collaboration tools at your disposal!

- Your own personal Virtual Meeting Room (VMR)
- Your personal video app (My Meeting Video)

Your personal VMR (virtual meeting room) supports up to 50 participants which can join, using all sorts of different devices and systems. Some of the supported devices are: web browsers on a PC/Mac, Skype for Business, normal telephone, standard video system, (from e.g. Cisco, Polycom, Lifesize or Huawei).

Your VMR has a specific URL address (room link) where you can:

- Join the VMR via your browser and
- Manage the VMR.

2.1 MY MEETING VIDEO APP (CLIENT)

There is an App, called My Meeting Video, that turns any personal computer, tablet or smartphone into a powerful video collaboration device. With this app you can:

- Call directly to any other video system or video app,
- Receive video calls,
- Join a video meeting room as described above.
ABOUT VIRTUAL MEETING ROOMS (VMRS)

A Virtual Meeting Room (VMR) is a self-service, cloud-based video conferencing service and meeting room available and accessible for ad hoc or scheduled meetings.

WAYS TO ACCESS YOUR VMR

Each room offers the experience of high quality HD video meetings and calls for every participant. Rooms can be quickly accessed in one of these ways:

- Through a regular web browser (cloud)
- Using one of our dedicated apps for desktop, mobile and tablet (client)
- With a Skype for Business
- Any standards-based videoconferencing system (SIP/H.323 protocols)

**NOTE** Audio only calls are supported, see the Join a Meeting using Standard Phone section for more information.

VIRTUAL MEETING ROOM TYPES

Your company has purchased services which support two types of Virtual Meeting Rooms.

<table>
<thead>
<tr>
<th>VMR Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal VMR</td>
<td>A personal VMR has an eight-digit number assigned to identify your individual VMR. You can decide the name is associated with your personal VMR number.</td>
</tr>
<tr>
<td>Team VMR</td>
<td>A team VMR has an eight-digit number assigned to identify a shared (team) VMR. You can designate Team Meeting rooms, for example, Team EMEA Meeting Room, The Avengers Meeting Room, etc. Team VMRs are perfect for long term projects, teams, or collaborators who meet regularly. These rooms are managed by the authorized company administrators on your service. See your company Administrator for naming your team VMR.</td>
</tr>
</tbody>
</table>

DIMENSIONS OF YOUR VMR - PRIMARY FEATURES

- VMRs allow for 50 participants; one host plus 49 guests. You can invite customers, vendors, freelancers, or other outside agencies to join your meetings, even when outside users do not subscribe to our service.
- Support for users in separate locations, on different devices, video platforms and audio telephony *all at the same time*.
- Each VMR provides a unique, permanent video address and URL link, which guests can use to log into your room in the same way, each time.
- The VMR is always open and can be accessed from everywhere because it’s in the cloud.
Real-time content sharing for both hosts and guests to send and receive presentations, websites, and other content, along with performing live collaboration.

Optional conferencing security features, such as access PIN codes for each room.

Manage your room’s settings and schedule using our dedicated apps for desktop, mobile, and tablet. A VMR host can deploy the VMR service locally on up to six (6) devices per VMR.

You can quickly search for other rooms in your company in your contacts directory, or you can call a room hosted outside of your network if you know the complete video address.

### 3.3.1 Personal Rooms vs. Team Rooms

A license for a room can be registered in one of two ways:

- **Personal Meeting room**, providing both a separate video meeting room address and personal video address for the room owner/host.

- **Team Meeting room**, providing a video meeting room address. The room is not owned by one individual but can be accessed by any of your company administrators, who can act as hosts for a given meeting.

### 3.3.2 Video Address (Personal and Team)

A personal video address should relate to a name or individual’s company email. **Team rooms** are usually named in one of these related ways:

1. If you have a videoconferencing system in a physical room people use to access a room, the room might be named after that physical room, e.g., *Stratus Meeting Room, Fortress of Solitude Meeting Room*, etc.

2. The room can be named after the team/department/project which uses the room, e.g. *Team America’s Room, SPECTRE World Domination Project - TOP SECRET*, etc.

3. Room names that follow the naming conventions for your physical meeting rooms. This can simplify things in larger organizations for adding rooms to your internal room booking workflows. Commonly names follow an ordinal naming pattern, e.g., *Meeting Room 10, Meeting Room 11*, etc.

Please refer to the [Advanced Room Option](#) for video address examples related to your VMR.
4 QUICK START

To help you get started, use this section to make a call and invite guests. Fast, simple video collaboration with anybody, anytime, anyplace.

4.1 LOGGING INTO YOUR ROOM

Your account provides a virtual meeting room specifically designed for professional video meetings. You have received your login details in the activation email when you created your password.

- Each room is hosted on our dedicated cloud video network. You can log into your room from any desktop device via your preferred web browser.
- Your room has a unique room URL address that looks like this: https://meet.avispl.com/meet/87369254/. Navigate to this link to view your room Welcome screen and join your room in an ad hoc meeting. With this link you can join a meeting or manage your meetings, (e.g., invite participants, host ad hoc meeting, perform room settings etc.).

TIP Save the URL for your room as a bookmark in your browser to easily join meetings and sharing your room link.

4.2 INVITE ANYONE

Because your room is hosted in the cloud and can be accessed through a web browser. You can invite people anywhere in the world to a meeting, even if the participant is not an AVI-SPL VMR Services user.

Share your room’s unique VMR (room) link using the room link icon from your Welcome screen to copy/paste the link into emails, chat tools etc. Navigate to the Advanced Room Info link for ALL available Join meeting links.

You can use this tool to paste into calendar invites etc. to help guests easily join scheduled meetings. You can also utilize the My Video Meeting add-in for scheduling Outlook meetings.

4.3 JOIN A MEETING (FACE-TO-FACE COLLABORATION)

It’s easy to join your meeting room in just a few seconds. The first time you log into your room, you may be prompted to download a browser plugin or extension (this depends on the browser you choose). This install only takes a few seconds.

The quickest way to join your meeting is the click the Join through browser button on your room’s Welcome screen.

You are directed to the Preflight screen, where you check that your microphone, speakers, and camera feed are working correctly.

Before joining for the first time, you install either the Screen sharing extension (Chrome, Firefox) or the browser plugin (IE, Safari). This install takes only a few seconds and enables you to share content in your room such as presentations or web pages.
5 USING YOUR VIRTUAL MEETING ROOM (VMR)

Please note the terms room and VMR are synonymous in this section.

5.1 BEFORE YOU BEGIN - HIGHLIGHTS

You can navigate to frequently used topic sections by clicking the links below.

- Activating your Room (includes creating new password)
- Logging in to your Room
- Profile and Account information (Setting Host and Guest PINs)
- Reset Password (Self-service)
- Contact AVI-SPL Support
- Host a meeting in your Room
- Manage your Meeting Room (Live Call)
- Inviting Participants
- Downloading Apps and Add-ins (My Meeting Video app, Outlook add-in for scheduling, and endpoint activation).
- Using the My Meeting Video App
- Joining a meeting
- Cloud Recording and Streaming
- Join a Meeting using Video Hardware

5.2 ACTIVATING YOUR ROOM

1. Your company administrator sends you an activation email. Click the link in the email to navigate to VMR login and set your credentials.

2. You are prompted for your email address which is your user ID.

3. You also enter a password of your choice. Remember your password.

4. Check the Remember Me box to stay signed in.

5. Click Sign in button.

6. Once you have signed in, you may wish to bookmark, (save to favorites), the meeting URL (i.e., room link).

5.3 LOGGING IN TO YOUR ROOM

1. In a browser, navigate to your meeting room link (URL), for example https://meet.avispl.com/meet/12345678/
2 The Log in screen displays. If you previously checked the Remember Me box you do not have to enter your password. Press the Log In button.

5.4 RESETTING YOUR PASSWORD

To reset your password, see the Reset Password (Self-Service) section.

5.5 HOSTING A MEETING IN YOUR VMR

5.5.1 Welcome Screen

Upon log in, your Welcome screen displays with options as shown below.

1 Click Join through browser to launch your Preflight screen.
### 5.5.1.1 Welcome Screen Options

<table>
<thead>
<tr>
<th>Icon</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="icon" alt="Welcome Screen (Left Pane)" /></td>
<td>This icon displays your VMR Recent Meetings and Favorites (contacts and VMRs).</td>
</tr>
</tbody>
</table>
| ![Welcome Screen (Right Pane)](icon) | The Room link button shows your room URL and allows you to copy your VMR meeting link to email invitations, Instant Message, etc.  
**Advanced Room Info** link: Using this option, you can view/copy your join information such as VMR join URL, Skype for business address, video conference (i.e., video address), telephone number and conference ID to an invitation or anything you wish. See Advanced Room Option section for more information. |
| ![Welcome Screen (Right Pane)](icon) | From a Welcome or Preflight screen, you can click the star icon to set your Favorite rooms and contacts in your browser. These favorites are displayed in a list on top of your VMR Recent Meetings and Favorites list display.  
**HINT:** Use the # or $1 to select a company contact or a company VMR from the directory. You are directed to a panel that enables you to use the star icon (favorites) feature. |
| ![Welcome Screen (Right Pane)](icon) | The VMR Join History icon displays a quick glimpse of your room’s join activity/history. |
| ![Welcome Screen (Right Pane)](icon) | The gear icon displays your room information and allows you to set your Host and Guest PINs for joining the room. See the Room Settings Option for details. |
| ![Welcome Screen (Right Pane)](icon) | You can lock your room by clicking this icon preventing any other participants from joining. The Welcome screen join options are grayed out and the room is locked. Click the Lock icon again to unlock the room. |
| ![Welcome Screen (Right Pane)](icon) | You can press the participants icon to display the Invite Someone pane (displayed on the far-right side of the screen). You can also send an invitation email sharing your room link or advanced room info directly from this option.  
**NOTE:** The screen appears slightly different in a Preflight vs Live call but has essentially the same functions. See the Invite Participants Option for more details. |
Welcome Screen Options

<table>
<thead>
<tr>
<th>Icon</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You can use ellipsis icon to display a menu of various options such as:</td>
</tr>
<tr>
<td></td>
<td>- <strong>My Room</strong> returns you to your Welcome Screen for any other screens (e.g. Preflight, other option screens containing the ellipsis icon).</td>
</tr>
<tr>
<td></td>
<td>- <strong>Download Apps and Add-ins</strong> My Meeting Video App (windows/smartphone, etc.), Outlook Add-in and more.</td>
</tr>
<tr>
<td></td>
<td>- <strong>About</strong> to submit a ticket to AVI-SPL support, view the AVI-SPL Privacy Policy and view software version ID information.</td>
</tr>
</tbody>
</table>

See [Ellipsis Menu](#) section for more details.

### 5.5.2 Preflight Join Screen

Pressing the *Join through Browser* button from the Welcome screen or using the room link for another room, displays the Preflight VMR screen for you to adjust and test equipment.

1. Check your *Preflight Settings* to verify audio equipment functions, mute your microphone or disable your video, as necessary. Your connected equipment defaults should already be set without any intervention.

2. Press the *Join Now* button to launch your virtual room meeting (VMR). See [Manage Your Meeting Room (Live Call)](#) for next steps.
5.5.2.1 Preflight Settings

3 Press the gear icon from the preflight screen to display adjustable settings for your VMR call. Select one of the options from the drop-down list, Quality Device Settings or Room Settings.

4 You can press the gear again return to your Welcome screen.

5.5.2.1.1 Quality Device Settings Option
You can test your speakers, microphone and camera settings.

![](image)

1 Use the various drop-down settings for selecting specific equipment, if necessary.

2 You can test speaker sound.

3 You can verify your microphone is working by speaking and watching the green bar graphic motion (lower left corner).

5.5.3 Join using Audio + Presentation Mode Only Option

When you click Join using Audio + Presentation Mode only button located on the Preflight screen, the meeting starts with the screen options icons depicted below.
Using this mode, you can join a room using just your audio feed (not your camera). The meeting room visual feed displays only screen sharing performed by other guests, (does not send or receiving your main video feed).

Ideal for slow Wi-Fi connections or when you prefer not to be seen on camera. This mode reduces the amount of data your call consumes and reduces your bandwidth demands.

**NOTE** You must move your mouse to see icons.

### 5.5.4 Manage Your Meeting Room (Live Meeting)

You are hosting a live meeting in your room. Your camera (in this case the pink square) displays in the bottom right corner.

### 5.5.4.1 Live Call VMR Meeting Options

You can perform the following VMR options.
### Live Call VMR Meeting Options

<table>
<thead>
<tr>
<th>Icon</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Desktop Share" /></td>
<td>Once in a call, you can also easily share the content on your PC, either by sharing the whole screen or to select a specific window. The content is shared in &quot;Full HD&quot; (1080p) resolution, making sure the other participants can view the nitty-gritty details in your spreadsheet formulas. <strong>NOTE:</strong> You must install the plug-in for Chrome and other browsers as required. If you cannot share after add-in install, close the meeting and rejoin your VMR. The share icon button launches a display for you to pick which screen (when you have multiple screens) to share.</td>
</tr>
<tr>
<td><img src="image" alt="DTMF Dial Pad" /></td>
<td>You can use this icon to invoke the <a href="#">DTMF Dial Pad</a> used to input Host and Guest PINs</td>
</tr>
<tr>
<td><img src="image" alt="Pop Out" /></td>
<td>You can use the pop out button to change to full size meeting screen, (i.e., no browser tabs, etc.). Press ESC to exit full screen mode.</td>
</tr>
<tr>
<td><img src="image" alt="Lock" /></td>
<td>You can lock the meeting which prevents others from entering the call/VMR.</td>
</tr>
<tr>
<td><img src="image" alt="Add Participants" /></td>
<td>You can add participants. Invite someone to a room by calling the participant from the room. Not only can you dial out to your company contacts, video addresses or remote IP addresses, you can dial out to multiple addresses at the same time. See the <a href="#">Invite Participants Option</a> section for more details.</td>
</tr>
<tr>
<td><img src="image" alt="Participants Count" /></td>
<td>This icon displays the number of participants. Click the icon to reveal the <a href="#">Participants Pane</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Microphone" /></td>
<td>Microphone / Mute or Unmute</td>
</tr>
<tr>
<td><img src="image" alt="Terminate" /></td>
<td>Terminate / Hang up</td>
</tr>
</tbody>
</table>

### 5.5.4.1.1 Participants Pane

1. Press the **Participants** icon to display the **Participants** pane.
5.5.5 Return to Welcome Screen

You can click the *ellipsis button* from any screen to return to your Welcome screen via the My Room option.

5.5.6 Profile and Account Settings

1. From the Welcome screen, Select the Profile & Account Settings option from the right meeting pane as shown below.

   ![Profile & Account Screen](image)

   **Profile & Account**
   
   Account Information
   
   Password
   
   Call defaults
   
   Send us your feedback

5.5.6.1 Account Information Screen
2 Select the Account Information link to display and modify account fields. You can use the gear icon (see Personal room) to navigate to your Room Settings from this screen.

5.5.6.2 Reset Password (Self Service)

3 To reset your password, select the Password option from the Profile & Account Settings option (as shown in the previous section).

5.5.6.3 Call Default Options

1 Select Call defaults for joining meetings from the Profile & Account Settings option (as shown in the previous section). You can elect to join meetings with your camera and microphone muted. You can also elect to join meetings using the My Meeting Video App (client app).
5.5.7 Advanced Room Option

1. From the Room link option, you can select the Advanced room info link. The Advanced room info contains a variety of methods for sharing your call and/or VMR information as depicted in the screen image below. The methods include:
   - video conference (a.k.a. video address) using H.323 or SIP protocol, e.g., debora.ventrella.vmr@meet.avispl.com
   - and Skype link 87369254@vmr.vc

   **NOTE** These methods are the same methods displayed in an email invite.

2. Click the Copy Text button to copy all join meeting details wherever you like.
5.5.8 Room Settings Option (Set PIN Codes)

You can use the gear icon to navigate to the Room information tab (phone call conference code) and set Host and Guest PIN codes for your Room.

5.5.8.1 Room Information Tab

1. You can view the conference code and room URL link on the Room Information tab.

5.5.8.2 Set PIN Codes

2. You can also optionally add/modify host and/or guest PIN numbers on the PIN Codes tab. Valid PIN numbers are none (empty) -or- a minimum of four digits, maximum of nine digits.

5.5.9 Invite Participants Option

You can use this option to invite participants directly from your room via the Welcome, Preflight, or Live meeting screen.
1. Press the participants icon to display the **Invite Someone** pane (displayed on the far-right side of screen). The screen appears slightly different in a **Preflight vs Live** call but has essentially the same functions.

2. Use the back button to return to previous function

![Invite Someone Pane](image)

**5.5.9.1 Share Link to Room Tab**

Using the **Share Link to room** tab shown above, you can:

3. Invite participants with your **room link** included in an email by pressing the **Invite via email** button on this tab.

4. Invite participants with **all join detail information** in an email by clicking the **Advanced room info** link and using the **Send via email** button as shown below.
5.5.9.2 Invite by Dialing Tab

5 You can add participants by selecting a person from the company directory and pressing the Dial icon.

6 You can also invite a video address, by typing in the H323 or SIP address for VMR. See the Advanced Room Option for your personal video address.
5.5.10 Ellipsis Menu

From your Welcome screen, the ellipsis menu button contains various options described in the next sections.

**NOTE** The Manage company option applies to your Company Administrators.

5.5.10.1 My Room (Return to Welcome Screen)

You can use the My room option from any screen that contains an ellipsis menu to return to your Welcome screen. For example, if you selected a room from the company room directory and made them a favorite, you can easily return to your room using the My Room option.

5.5.10.2 Usage Report

1. From the Ellipsis menu, click Usage option to display your VMR Usage statistics.
   This chart shows call minutes per day with monthly navigation links, three months, (e.g. February, March, April).

**NOTE:** The chart appears to skip current day usage calculation until next day.
5.5.10.3 Download Apps
You can download:

- My Meeting Video App for various devices,
- Outlook add-in,
- Endpoint Activation

Please refer to the [Download My Meeting Video App](#) section for more information.

5.5.10.4 About Option
From the Ellipsis menu, the About option displays the AVI-SPL Support email for submitting a ticket. You can also view the AVI-SPL Privacy Policy and VMR software version ID.

5.6 INVITING PARTICIPANTS
You can invite guests to your meeting room using these methods.

5.6.1 Send the VMR URL Only
A simple method is to copy your VMR meeting URL and paste into emails, instant messages etc. Please refer to the Room Link section for details. This method ensures your participants visit the web page containing your VMR information and are guided to the best join option.

5.6.2  Copy and Send all Dial-in VMR Information

An alternative method is to send all the VMR dial-in information. Your participants do not visit the web page first. This is a good option if your participants already know what type of device to use when joining the VMR. For details, please refer to the invite participants section to send an email using the Advanced Room Info.

5.6.3  Outlook My Meeting Video App

The My Meeting Video app provides a shortcut button in your Outlook interface. When you schedule a new meeting and click the shortcut, your virtual meeting room’s unique links are automatically added to the invite.

The app is available for both Windows and Macintosh. The app can be used by any Outlook user with a Microsoft managed email domain. Your company can either:

- Manage email via an online Office 365 account (or “webmail” login) -or-
- Manage email via a Microsoft Exchange account (check with your IT team if you’re not sure). Exchange accounts can be accessed online or through the Outlook desktop app.

Using the My Meeting Video App Outlook add-in

1. Download the My Meeting Video App Add-in for Outlook from the Microsoft Windows AppSource store.

2. Create a New Meeting invitation. Select the New Video Meeting button in the toolbar.

The My Meeting Video pane displays as shown.

**NOTE**  If this is your first time using the Outlook add-in, logon with your VMR credentials.
3 Press the button. The Location field contains your VMR information and the VMR URL is copied into the invitation as shown below.

```
3.7 DOWNLOAD THE MY MEETING VIDEO APP

To access your VMR and join meetings, download the My Video Meeting client app to as many as six devices. The initial download shows you a video tutorial (short) that you can press the ESC (escape) button to end and start the app.

5.7.1 Windows / Macintosh
1. Navigate to the Download App page. Also available via the Ellipsis Menu download apps option.

Device Apps and Add-ins can be downloaded to your device. Use the show all downloads button to display all app links available as shown.

2. Find the My Meeting Video app and click Download button. Install the app according to instructions.
5.7.2 Tablet / Smartphone

To download *My Meeting Video* app to the devices below, navigate to:

- **Android and smartphone**, go to [Google Play](https://play.google.com).
- **For iPad and iPhone**, go to the [AppStore](https://appstore.com).

5.8 USING THE MY MEETING VIDEO APP

Please refer to the *My Meeting Video App definition* for a list of supported devices and number of devices available for client application, (one license).

You must [download the My Meeting Video app](https://www.avi-spl.com) before use.

1. Upon download completion, you can **launch** the App (double-click desktop icon) from your desktop, browser, mobile phone, etc., as shown below.

2. **Sign in** to the app with your *username* and *password*. The *My Meeting Video App* screen displays.

![My Meeting Video App](image)

For more details on using this app please refer to:

1. [My Meeting Video Desktop App](https://www.avi-spl.com)
2. [My Meeting Video App for Mobile Phone](https://www.avi-spl.com)

5.9 JOINING A MEETING

If wish to add video to your meeting, use the *My Meeting Video* app.

5.9.1 Join Meeting using Standard Telephone (Audio Only)
You can join a Meeting Room using your standard telephone without any additional applications. The VMR service provides local dial-in numbers providing a cost-effective alternative when video dial-in is not required or possible.

When joining via a standard telephone service, you can only experience audio, and unable to view shared content.

The dial-in number and conference ID required to join the Meeting Room (VMR) via your phone can be found in a few different ways as described below.

5.9.2 Join Meeting from Web Browser (Desktop)

1. From the invitation or in a browser, navigate to the Room link (URL), for example https://meet.avispl.com/meet/12345678/. The VMR Welcome Screen displays.

2. Click the telephone icon. The Join by phone screen displays. You can use the drop-down to find a country and obtain the phone number to dial and the conference ID to enter and join the meeting.

3. You can call video addresses straight from your browser. Just type in the person’s video address in the search bar, press enter and now you can call them.
5.9.3 Join Meeting from Mobile Phone

1. From an invitation email or the browser, navigate to the meeting URL link, for example https://meet.avispl.com/meet/12345678/.

2. A screen displays for you to join by phone.

5.9.4 Join Meeting via Skype for Business

1. From the invitation or in a browser, navigate to the meeting URL link, for example https://meet.avispl.com/meet/12345678/. The VMR Welcome Screen displays.
2. Click the Skype icon. For Windows, a screen displays for you to open Skype for Business.

Open Skype for Business 2016?
- Always open these types of links in the associated app

For Macintosh, you'll go directly to the Join link screen shown below.

- PC/Mac app
- Skype for Business (Lync)
- Information

Join with Skype for Business (Lync)

Join now using Skype for Business (Lync)

OR

Join manually using these details

Address
87369254@vmr.vc

3. Press the Join now link to automatically join the meeting -or-

Join the meeting manually by typing in the address (see above screen) (e.g., 87369254@vmr.vc) into your Skype app like so:
5.10 CLOUD STREAMING AND RECORDING

You can use live streaming and recording functions for any virtual meeting room (VMR) registered on our cloud service to reach an unlimited audience in minutes. You can create self-service scheduled or ad hoc streaming / recording events in minutes. In addition, you can use options to publish and share content, allowing your business to utilize videoconferencing resources for more than just video meetings.

Whether it’s for a company all-hands meeting, discussion panels, training seminars, or simply update someone unable to attend the meeting, users can stream and record video events directly from a virtual meeting room to audiences of any size.

- Video participants for up to 30 locations can dial into a meeting room from any device, using a browser, our dedicated videoconferencing app, a Skype for Business account, or a purpose-built videoconferencing unit (SIP/H.323 dialing).
- Invite special guests to join on video from anywhere in the world.
- Audiences with the correct link can watch the event on any device using their regular browser, meaning audience size can be unlimited - reach 10 people or 10 million people with the same resources.

Two integration options mean that both regular and advanced users can easily organize events without requiring extra resources or support from your IT team:

- An out-of-the-box YouTube Live integration helps anyone to begin streaming and recording from their meeting room in just a few clicks.
- A custom integration using RTMP (Real-Time Messaging Protocol), a standard-technology utilized across the streaming industry. The custom integration allows users to create events with more options for how content is stored and shared with audiences, using their choice of supported third-party platform.

Content is archived and stored on your chosen third-party platform alleviating data storage...
volume issues as more data is produced. Videos can be viewed and shared directly from the user dashboard in the meeting room.

Please refer to the list of third parties compatible with the live streaming service

5.11 JOIN A MEETING USING VIDEO HARDWARE

1. When you use a meeting room link, the system navigates to your Welcome screen in the browser.

2. Press the video hardware and select the brand from which you want to join.

3. When you choose a brand from which to join, you see the information you necessary to join. Simply enter the address using the touch panel or remote control and dial out.
Join with Cisco

Enter these details with your remote control or touch panel

Address
debora.ventrella.vmr@meet.avispl.com

Alternative address
87369254@91