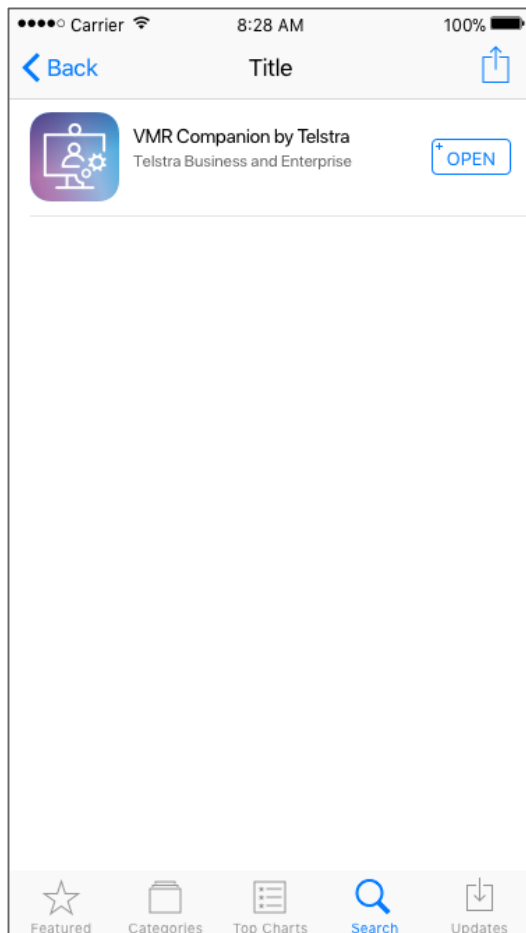# VMR Companion by Telstra

User Guide

2018

Feature Guide

VMR Companion by Telstra has been developed to give the control of VMR meetings back to users. Today when users are on a VMR call, the calls can be disrupted when attendees go on hold, have background noise and much more.
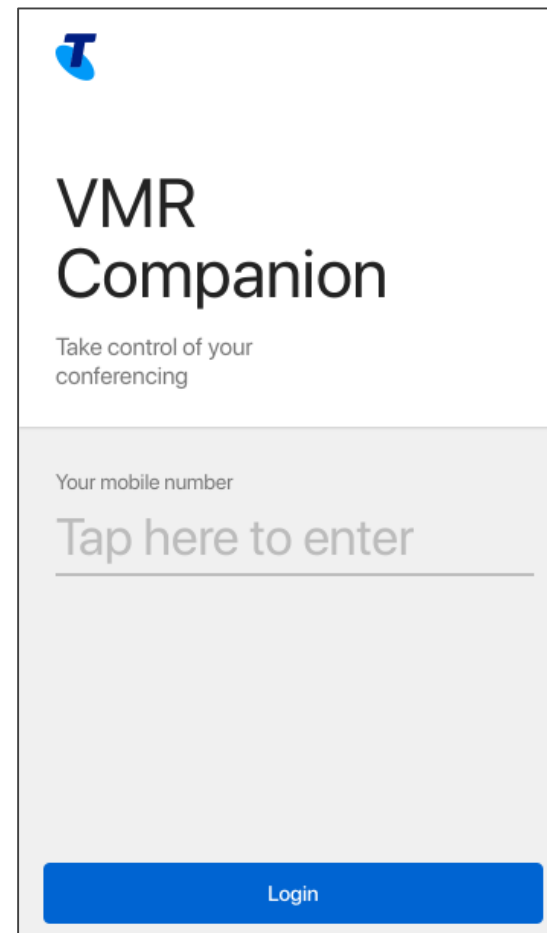With VMR Companion users can expect features such as - lock a room, mute participants/un-mute, kick people off a call and attendee list, to name a few.

1. Downloading the Application
VMR Companion Application can be downloaded from the Android & iOS mobile stores.

Tap **Get** to install.

2. Welcome screen
The Welcome screen will appear when you open the VMR Companion Application.

Start by **tapping** to enter your mobile phone number

← ⊺ VMR Companion

Your mobile number

04 12 345 678

Login

| 1 | 2 ABC | 3 DEF | – |

← ⊺ VMR Companion

↻

Verifying

04 12 345 678 ✎

← ⊺ VMR Companion

✓

You are verified

3. Enter your mobile number
After entering your mobile number click **login** to begin

4. Verification
An SMS will be sent to your phone and then will be atomically verified

Enter code

A 4 digit code was sent to:

0412 345 678 ✏️

Verification code

1234

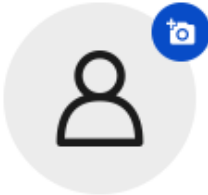[Continue]

You should receive an SMS in a few moments

T VMR Companion

Your profile

Let's start with a couple of quick bits of information about you.

This will help other users identify you within a VMR.

Full name

First and last name

T VMR Companion

Your numbers   [Add]

📱 ⚙️

Mobile
0412 345 678

Adding numbers ✕

Receive notifications for VMRs you join, by adding your mobile or desk phone numbers

VMRs you host   [Add]

Add your VMR to receive: ✕

Control that comes to you
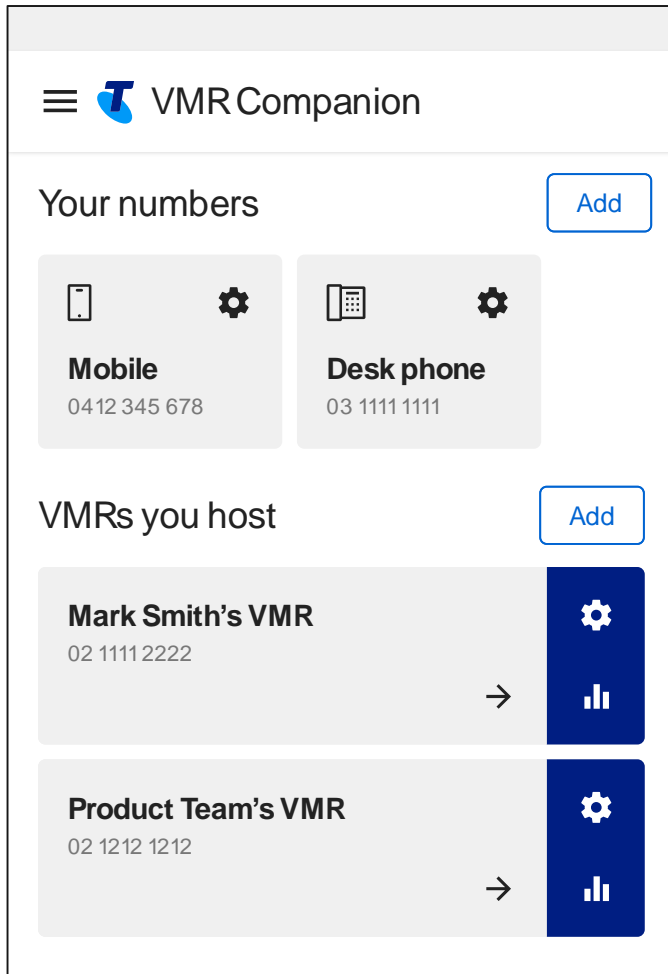Push notifications anytime your VMR is active

The power to mute disruptions
Mute everyone at once, or individually

Visibility at your fingertips
See who is joining and leaving your meetings

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5. Enter manually
If your number was not able to be verified automatically, you can enter the verification code manually

6. Profile set up
Set up your VMR profile by adding your name and profile picture (optional)
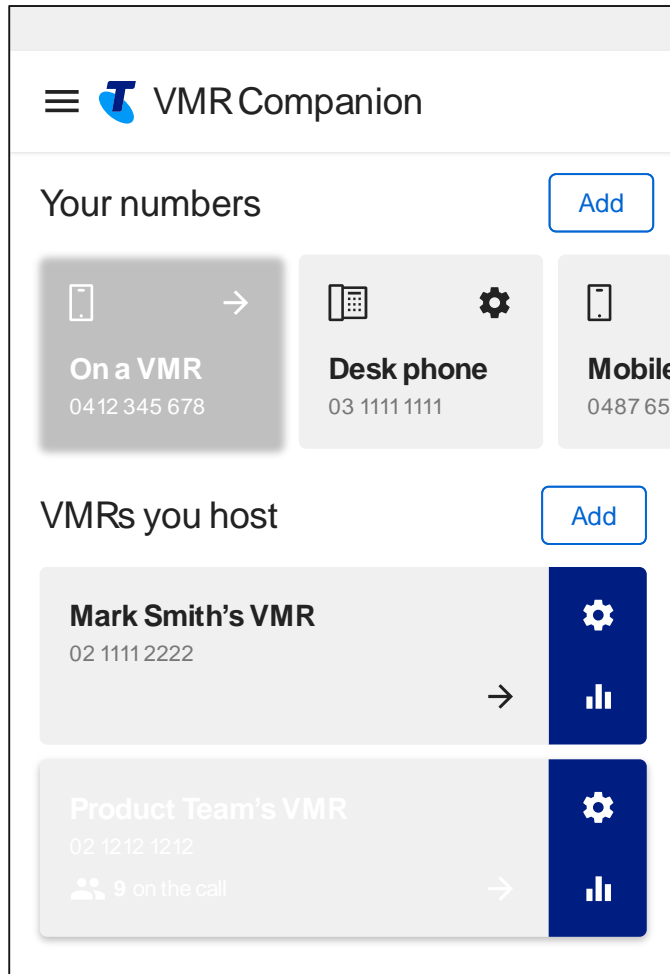
7. Add numbers
You are able to add a desk phone or another mobile number to receive notifications for VMRs you join
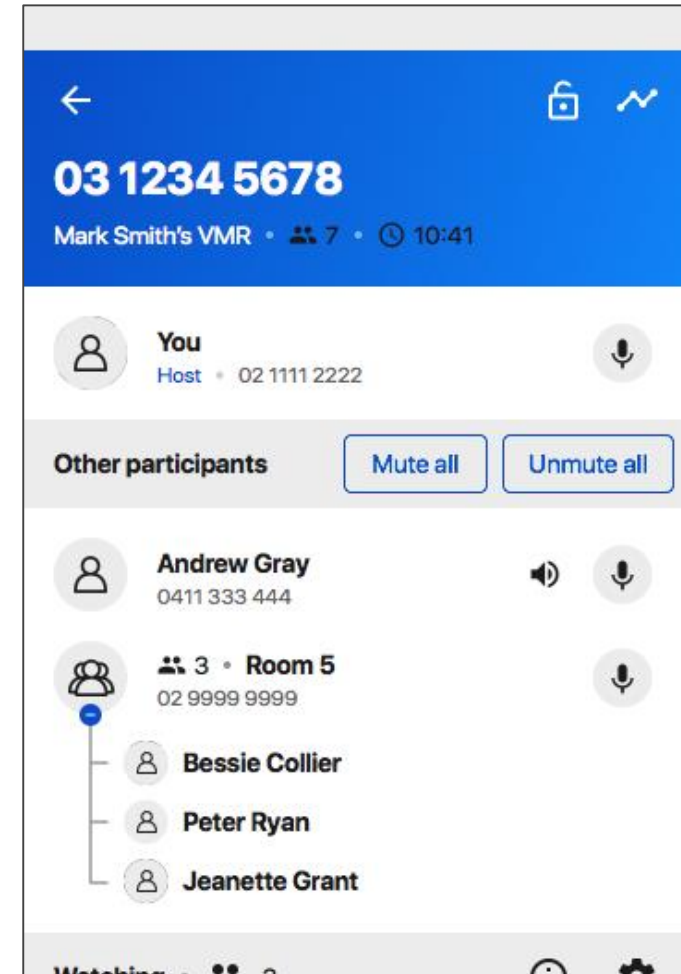
8. Home screen
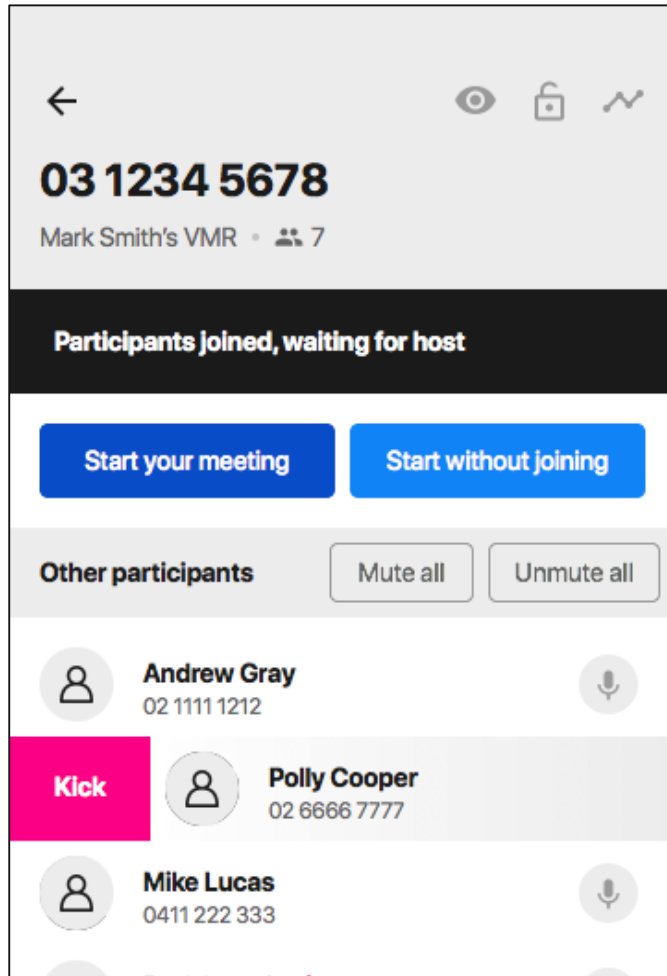Once your numbers and VMRs have been added, this is what your home screen will look like

9. Home screen
When your VMR is active, it will chance colour and show the number of participants on the call
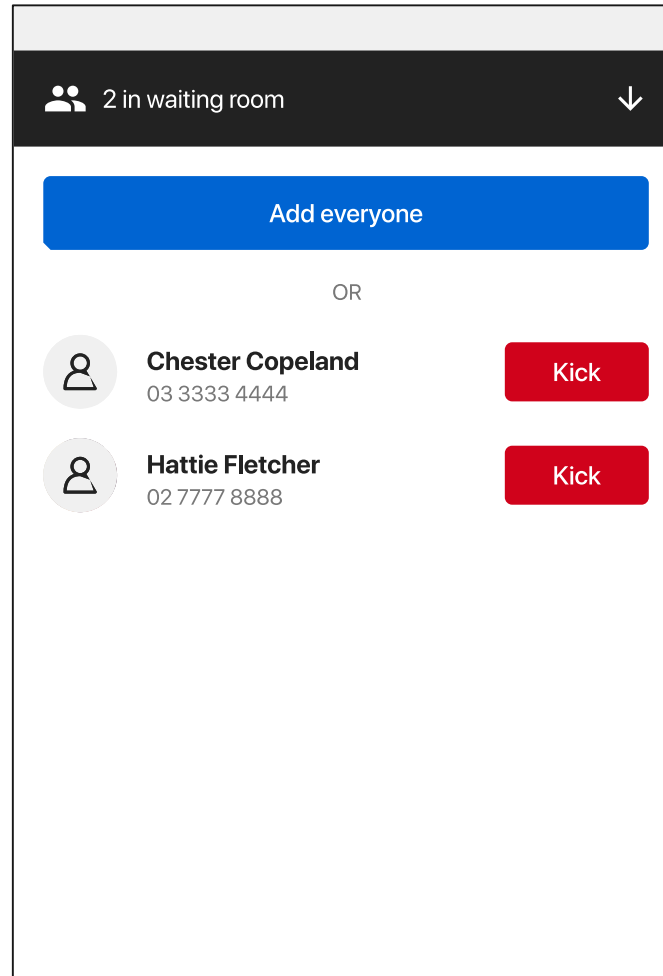
10. In your VMR
During a VMR call you can go into your meeting and see the participant list – you can also use features such as mute, unmute, lock room and edit participant names
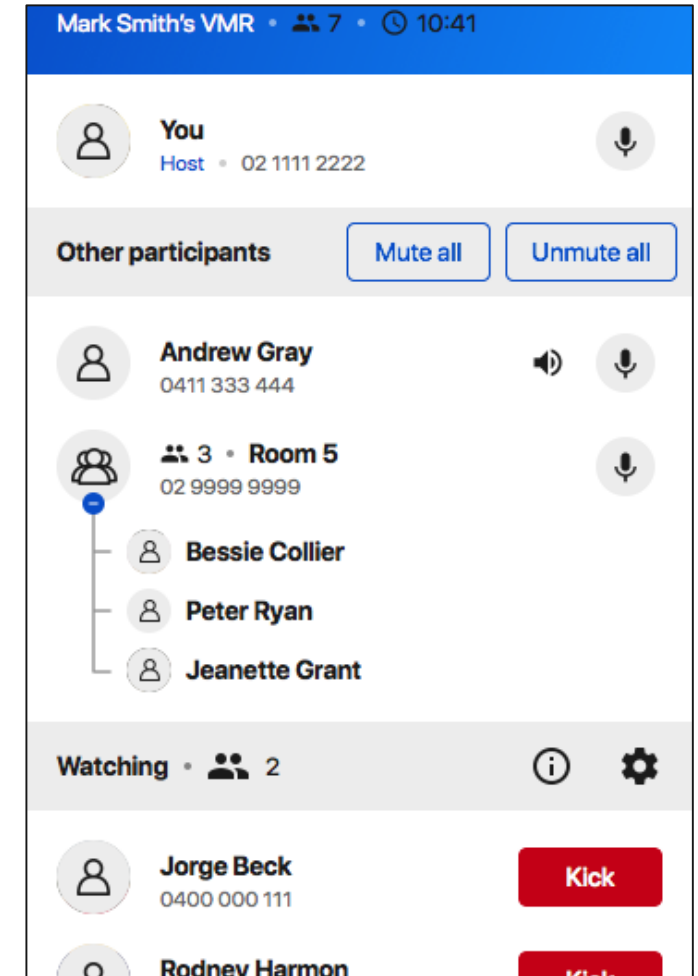
Feature: Kick

Remove participants from your VMR who are not supposed to be there or are disruptive

Feature: Waiting room

Once you have locked your meeting room you are able to view participants who are sitting in your waiting room.

Feature: Viewing

See people who are viewing your VMR from their application but not participating on the call