TIPT VIRTUAL MEETING ROOM (VMR)

QUICK REFERENCE GUIDE
Setting up a VMR Multiparty Conference

When organising a multiparty video conference, the meeting host will need to advise all guest participants of the VMR number to dial into at the required meeting time.

• From a video device **Dial your VMR number** (10 digit number e.g.0292635465)
• To start the meeting, **press # when prompted**

**Note:** As the host you have 15 seconds to enter #. If you do not meet this time frame you will be added to the meeting as a guest. You may need to hang up and dial in again to become the host.

• **Enter your Host Pin**, followed by #

Dialling into a VMR as a Guest

The meeting organiser needs to advise all guests of the Video Conference details (i.e. the VMR number and time of the meeting)

• From a video device **Dial the VMR number**
  (This is a 10 digit number, e.g. 0287837469)

If the meeting host has not started the meeting, you will be advised via an audio prompt:

“Please wait for the Host to join the meeting”

Once the meeting host starts the meeting you will be joined to the conference.

**Note the following:**

• If you are dialling from your Smartphone or tablet using the Polycom RealPresence app, you will be required to enter: VMR@telstra.com
• If you are dialling from an Internet connected video device, you will be required to enter the IP address of your VMR: VMR@telstra.com
• If you are dialling from an ISDN connected video device, you will be required to dial the ISDN Gateway number: 0284243900 followed by the VMR number after the prompt
• To make a free audio call from audio devices (PSTN, Mobile) into a TIPT VMR, dial 1800TSPACE (1800 877 223) then enter the VMR number.

If you are the host, press # then enter your Host pin and press #

• When dialling from an International location, Dial +61 (then the VMR number) e.g: +61 2 9919xxxx
Hosting a Videoconference

The host of the meeting has meeting control privileges that are available by using the following Feature Access Codes.

<table>
<thead>
<tr>
<th>Feature Access Codes (DTMF Functions)</th>
<th>Host</th>
<th>Guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>*1 Play Help menu</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>*2 Mute All except Host</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>#2 Cancel All Except Host</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>*3 Mute all new Audio</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>#3 Unmute all new Audio</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>*5 Show number of Participants</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>*7 Secure / Lock conference</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>#7 Unsecure / Unlock conference</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>*8 Invite new Participant</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>#8 Disconnect last invited Participant</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>*9 End Meeting for all Participants</td>
<td>✓</td>
<td>✗</td>
</tr>
</tbody>
</table>

Change the Main Video Layout

Selecting *2 will display a layout option template for viewing the participants on the screen. To change the video layout on your screen press the number for the layout you prefer.

*7 Lock/Unlock the Videoconference

Selecting *7 will block others from joining the meeting. Selecting #7 will allow others to join the current meeting again.

*5 Show Number of Participants

Selecting *5 will allow you to see the total number of participants on the video conference. V – indicates Video participants, and A – indicates Audio (PSTN, Mobile) participants.
Guests Participating in a Videoconference

Guests of the meeting have meeting control privileges that are available by using the following Feature Access Codes. These Access Codes are:

- **TIPT**
- **VIRTUAL MEETING ROOM (VMR)**
- **QUICK REFERENCE GUIDE**

Layout Options

While in a meeting at any time press ** to access the Layout Menu

- Press the relevant number for the layout you require.

<table>
<thead>
<tr>
<th>Option</th>
<th>Code</th>
<th>Who has access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play Help Menu</td>
<td>*1</td>
<td>Guest</td>
</tr>
<tr>
<td>To become a Host</td>
<td>*6</td>
<td>Guest</td>
</tr>
<tr>
<td>Show number of participants</td>
<td>*5</td>
<td>Guest</td>
</tr>
<tr>
<td>Change Screen layout</td>
<td>**</td>
<td>Guest</td>
</tr>
</tbody>
</table>

*1 Become the Host

Press *1 to become the Host. You will be prompted to enter the meeting Host Pin.

*5 Show Number of Participants

Selecting *5 will allow you to see the total number of participants on the video conference. V – indicates Video participants, and A – indicates Audio (PSTN, Mobile) participants.
Pressing the # key will rotate the images of the default layout:

- Pressing 0 will change your layout back to the default.
- The default option will adjust the layout dynamically as participants join and leave the meeting.

**End a Meeting**
The Meeting will end for all participants when the Host ends their call.

**Tips**
- On a Polycom VVX device, touch the screen when in a meeting to go to full screen view.
- Always “Mute” your device when not speaking.
- If you want to remove background noise as the speaking host, use *2 to mute all participants except me. Use #2 to un-mute all again.
- To change your screen layout, press ** and then 1 to 9. Press “0” to reset.

**Free Call Audio dialling**
To make a free audio call from audio devices (PSTN, Mobile) into a TIPT VMR, dial 1800TSPACE (1800 877 223), then enter the VMR number. If you are the host, press # then enter your Pin and press #.

**TIPT Help Desk**
For any technical difficulties associated with your TIPT VMR service contact:
TIPT Help Desk on 1800 287 289

**TIPT How To**
For any How-To questions regarding your TIPT VMR service contact:
TIPT How-To on 1800 648 116

**Additional Information**