User Guide:

VC-Control
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Version Control

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1. What is VC-Control?

VC-Control is a Virtual Meeting Room (VMR) management application based on VMR system developed by UCi2i to provide full self service management of multiparty video calls.

✓ VC-Control to be used by individuals for:
  • Launching VMRs
  • Managing live participants of a VMR
  • Monitor the activity status of every individual VMR to which they are associated.
  • Change PIN access numbers
  • View global calling options for each VMR:
    ▪ Local country audio dial-in numbers
    ▪ ISDN numbers
  • Invite guest users to a VMR (even those without a video service)

2. Using VC-Control and understanding its benefits

VC-Control is simple to use for starting a group conference (VMR) and provides online information necessary for an individual user to check, monitor and control their video calls.

3. VC-Control overview

3.1 Logging into VC-Control

The URL for VC-Control is; https://vccontrol.uci2i.com

After navigating to this page you will find yourself at the VC-Control login screen (see Figure 1 below). This is where you enter your login email address and password (both of which are provided by UCi2i).

If prompted you may save the login email address and password by clicking Accept Cookies and tick the option box Remember me.
3.2 Homepage - the dashboard

After successfully logging into VC-Control you will find yourself on the VC-Control homepage, which is a dashboard overview (see Figure 3).

The VC-Control dashboard provides a complete overview of the entire video usage to which it is connected. Following is a description of each area of the dashboard.

1 VC-Control title: You can click here to access to the homepage and refresh the webpage.
2 Settings: This area enables the user to change the timezone and login password (see section 3.3 for details).
3 Log Out: Here a user can log out from their account.
4 Virtual Meeting Rooms: To view the VMR details, PIN and change PIN.
5 **Live Conferences**: To view Live Conference.

6 **Collections**: Calling group collections. Used to manage and create call groups for single-click multi-user calling. *Only available for VMR’s starting with vmr. addresses*

7 **Stream History**: View previous streamed conferences and (service supporting) watch them back. *Only available for VMR’s starting with vmr. addresses*

8 **Select meeting room drop down menu**: Here a user can view and select a VMR to initiate a call.

9 **Start conference**: By clicking start conference a user can start the selected VMR.

10 **UCi2i Logo and Copyright**: It will direct you to UCi2i website ([www.UCi2i.com](http://www.UCi2i.com)).

### 3.3 Account Preferences

This area enables the user to change the timezone, language and login password.

![VC-Control account preferences](image)

*Figure 3: Account Preferences.*

### 4. VMRs starting meet. or chair.

#### 4.1 Live Conferences Menu

You can see all Live Conferences here and you can select a meeting room to start the conference.
4.1.1 Controlling the Live Conferences

Click on individual live conference, then you will go to the below screen.

You can control your conference by muting or unmuteding the audio and video. Also, you can invite participant as Chair or Guest with specifying protocol and speed here. You can end your conference or disconnect individual participant here as well.
After you have ended the conference you can see the Start Time, Duration, Status, Participants, Chair PIN, Guest PIN and Number of VMR Seats.

Figure 6: Conference Details View after the Conference is ended.

4.1.2 To start a Conference
You may select which VMR to start here.

Figure 7: Select a conference to start.
After you select individual conference to start, you will see the below screen.

![Start Conference](image1)

**Figure 8:** Confirmation of starting the conference.

After you click “Create”, then you can see the below screen.

![Start Conference](image2)

**Figure 9:** Start Conference.
Click on the View Conference button, then you can see the below screen.

**Conference Details**

![Conference Details](image)

**Add Participant**

Select a participant or enter an address below.

- frances.wong@uci2i.com

- [As Chair](#)
- [As Guest](#)

**Figure 10:** Controlling the Live Conferences.

You can invite a participant by either typing the Video address or clicking on the Video address book icon.

![Add Participant](image)

**Figure 11:** Add Participant as Chair or Guest by either typing the address or clicking on the address book.
Once you have selected a participant you wish to dial, you can invite them as Chair or Guest by specifying connection protocol and speed in **Show Advanced Options** or you may just click **Proceed** to connect by default settings.

Please note that each Virtual Meeting Room need to have at least one Chair participant in order to start the Conference.
After you click on **Show Advanced Options**, you may select Protocol(SIP or H323) here, mute Microphone or Video, and specifying the bandwidth to call the participants.

Our most recommended Protocol is **SIP** and Bandwidth is **768kbps**.

![Image of advanced options panel](image)

**Figure 14:** Invitation by using “Advanced options”.
After connected, then you will see the below.

![Conference Details](image)

**Figure 15**: Controlling the Live Conferences.

### 4.2 Virtual Meeting Rooms Menu

You will see all your Virtual Meeting Rooms here and you can click on the **Settings** button to view the VMR details, PIN and change PIN.

![Virtual Meeting Rooms](image)

**Figure 16**: View of Virtual Meeting Rooms.
You can click each tab to see PIN Codes (to view and change them), ISDN settings and video aliases.

5. VMR’s starting with vmr.

5.1 Live Conferences Menu

You can see all Live Conferences here and you can select a meeting room to start the conference.

Click on individual live conference, then you will go to the below screen.
Figure 19: Controlling the Live Conferences.

When in the conference details, you can do the following:

- Invite a participant to the VMR (as chair or guest) via Add Participant
- Stream a conference to any RTMP provider via the Streaming > Send Stream
- Lock a conference to prevent further guests joining (via the Lock icon)
- Globally mute all participants (via the Off microphone icon)
- Stop the conference (via the red ×)
- View call quality details (via the Advanced tab)
- Mute a single participant (via the Off microphone icon) next to the participant’s name
- Disconnect a participant (via the red × next to their name)
- Options > Send Email Invitation. You can invite people with or without video services to join your VMR. Their email will contain instructions on how to join in from a hardware or software endpoint, or via a web browser.
• **Options > Show Telephone Numbers.** This option displays a list of international numbers that can be used for audio dial-in at the local country calling rate.

After you have ended the conference you can see the Start Time, Duration, Status, Participants, Chair PIN, Guest PIN and Number of VMR Seats.

Figure 19: Conference Details View after the Conference is ended.

5.1.2 To start a Conference

You may select which VMR to start here.

Figure 20: Select a conference to start.

After you select individual conference to start, you will see the below screen.
In the **Start Conference** screen you can:

- Select from the addresses book or manually type an address and select the role of the participant, either Chair or Guest. *Please note, that to dial an IP address you will need to append "@dial.vc" to the address. For example: 91.244.117.171@dial.vc*

- In the protocol options, you can select:
  - SIP
  - Lync/Skype for Business
  - H323

- For the participant region, select the nearest region that is appropriate to the address being called. This selection will help to optimise the quality of the call.

- Alias is the address that the receiving participant will see for their invite. Typically the default would not need to be changed.

After you click “Start Conference”, then you can see the below screen.
5.2 Virtual Meeting Rooms Menu

You will see all your Virtual Meeting Rooms here:

Figure 23: View of Virtual Meeting Rooms.

Clicking the envelope icon will allow you to invite people with or without video services to join your VMR. Their email will contain instructions on how to join in from a hardware or software endpoint, or via a web browser.

You can click on the Settings button to:

- View the PIN and change PIN settings
- View Telephone numbers for audio-only calling into a conference
- ISDN numbers
- Aliases of the VMR
• Obtain the Conference Number (for audio and ISDN users)

![Virtual Meeting Room Settings](image)

**Figure 24:** Virtual Meeting Rooms Settings.

You can click each tab to see PIN Codes (to view and change them), ISDN settings and video aliases.
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