

# How to use the VMR join assistant

We've developed the VMR Join Assistant to improve and simplify the user experience when joining AstraZeneca meetings, and to help you to get it right first time.

The assistant contains detailed instructions on how to join a VMR meeting and is fully accessible to both internal and external users.

1

Within the VMR meeting signature provided by the organiser, locate and select the join assistant link.

<https://mercury.vyopta.com/meet/5003406>

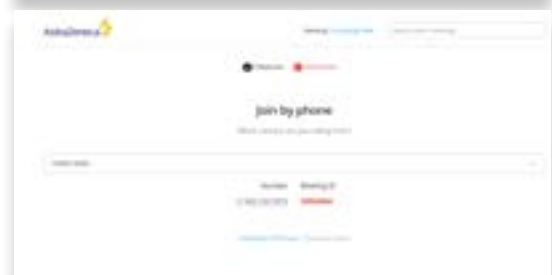
2

Select the device or application you will be using to join the meeting.

- If you are joining from your desk click into the PC or Mac menu to see the joining options (Skype, Chrome, Cisco meeting app).
- If you are joining from a video conference room you can select the Video Hardware option for instructions if you are at an AstraZeneca site, or joining from an external non-AstraZeneca room.
- You also have the option to dial into the meeting via telephone.

3

Once you've selected the appropriate option, follow the step by step guide to join your meeting.



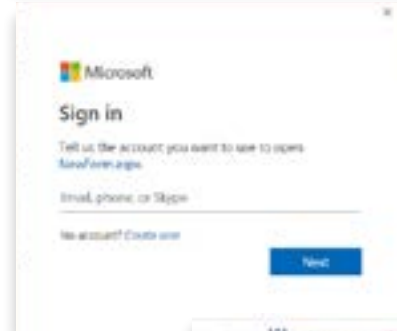
# How to download your updated VMR signature

VMR enabled users and their designated meeting organisers can use their VMR account signature details to use VMR for their meetings. We've updated the VMR signature, including a link to the Join Assistant.

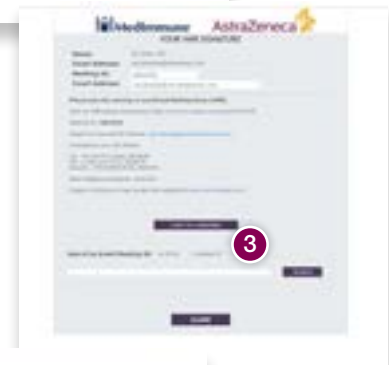
**1** To download your updated signature, you will need to follow this link.  
<https://azcollaboration.sharepoint.com/sites/AA132/Lists/CMS%20CoSpace/NewForm.aspx>



**2** If prompted to do so, enter your Microsoft log in details.



**3** If you have a VMR account, your updated signature will be displayed. To save it, select 'copy to clipboard'.



**4** If you are a designated meeting organiser, scroll down and enter you team members' details to get the signature.



If you have any issues, contact the VMR support team  
[vmr-support@astrazeneca.com](mailto:vmr-support@astrazeneca.com)

# How to use the Cisco touch 10 interface

AstraZeneca meeting rooms have been globally aligned to use the Cisco Touch 10 panel.

To reduce the time taken to join a meeting we have improved the user interface to include additional features such as speed dial.

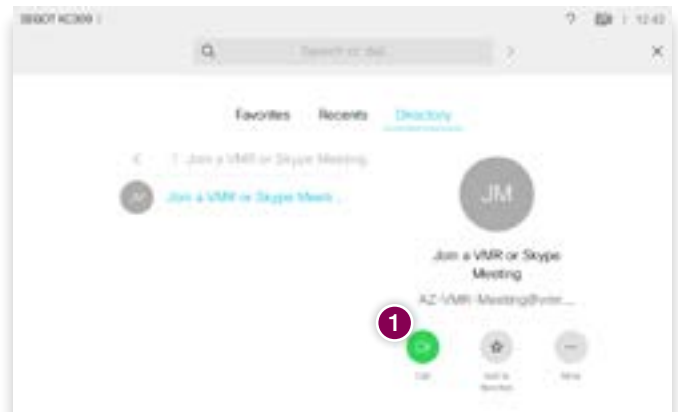
- 1 To join a meeting, select the **'speed dial'** button.
- 2 Enter your meeting ID provided on the VMR signature sent by the organiser.



Join AZ meeting

If the touch panel does not have the speed dial feature you can still browse and join calls using the directory.

- 1 Select the green **'call'** button.
- 2 Select **'Join a VMR or Skype Meeting'** twice.
- 3 Select the green **'call'** button again.
- 4 Enter your meeting ID provided on the VMR signature sent by the organiser.



Once you have successfully dialled into the meeting, you are able to do the following:

- Connect your device to share content, the available options are shown on the menu.
- View a list of attendees, with the option to mute or remove them from the meeting.
- Adjust the layout.



# Advanced features of the Cisco touch 10 interface

1

## Sharing content

- Connect your device using one of the available cables.
- Select the share button
- Browse and select the appropriate option from the menu.
- If wireless sharing is available, select this option from the menu and follow the instructions.



2

## Participant list



- Select the person icon at the top right of the screen.
- Select a participant from the list.
- Use the buttons to mute or drop the participant from the call. Participants must be prompted before they can be unmuted again.



3

## Speaker track and camera control



- Select the camera icon at the top right of the screen.
- Turn the speaker track feature on or off.
- When the speaker track is off, you can use the controls to adjust the camera position manually.



4

## Layout options



- Select the layout icon at the top right of the screen.
- Browse the menu and select an appropriate layout.



5

## Volume and mute

- At the bottom right of the panel there are buttons to control the volume or to mute the call.



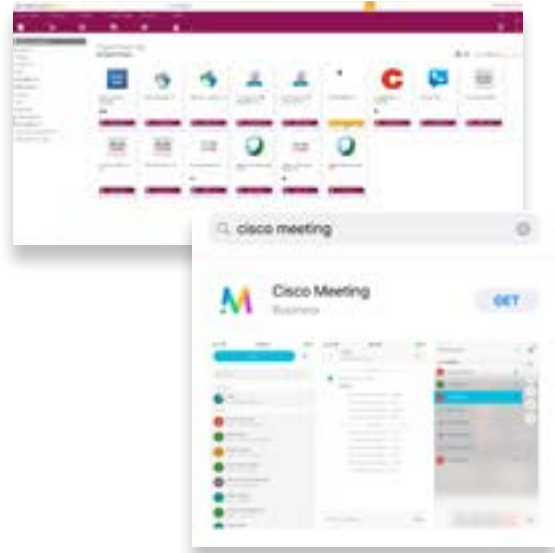
# Cisco Meeting App

The Cisco Meeting App allows VMR owners and moderators the ability to log in and gain access to additional VMR functions. Having the app allows you to remotely add and manage participants and create additional VMRs. Please note, you must have a VMR account for this to work.

## Downloading the app

**1** For PCs, you can download and install the app from the AstraZeneca software store. This should take a couple of hours.

**2** To download the app onto an iPad or iPhone you will need to use the itunes app store. Log in with [firstname.surname@vc.astrazeneca.com](mailto:firstname.surname@vc.astrazeneca.com) and your Windows log in PRID.

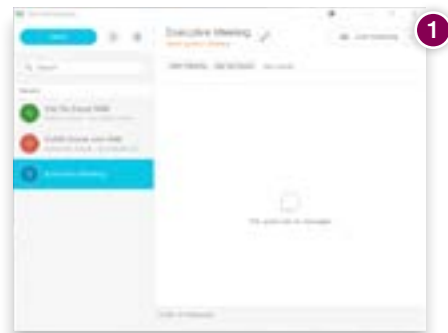


## Using the app

In a VMR Space more than one user can be given admin rights over the VMR which allows all of them additional admin functions.

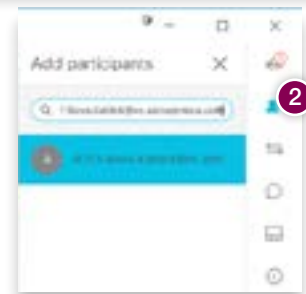
### 1 Joining options

- Select the ellipsis next to 'Join Meeting' to view options.
- If you are joining the meeting from a laptop, select 'Use this computer' for full audio and video participation.
- If you are already joining from a VC room, select 'Management and Presentation' to avoid noise disruption.



### 2 Adding VC rooms or Skype participants

- Select the 'person' icon.
- Enter the VC or skype address that you wish to add.
- Press enter, the room will then automatically join the meeting.



### 3 Muting or removing participants

- Left-click the video display or participant name in the Participants list.
- Select the 'Mute audio' or 'Drop participant' options.

