

Atea Anywhere



VMR Creation guide Anywhere

Atea

ATEA ANYWHERE

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Introduction

This document contains useful information on how to best use your virtual meeting rooms in Atea Anywhere.

One important thing to understand about Anywhere virtual meeting rooms is that they are pin code protected and that there are two types of users. Host and Guest. The meeting will not start until the host has logged in.

PIN codes

In virtual meeting rooms from Atea you will have two PIN codes pr. room.

Host PIN: The meeting host have to log in with host PIN before the meeting can begin.

Guest PIN: This is the pin code that will be used by the rest of the participants in the meeting.

To start a video conference

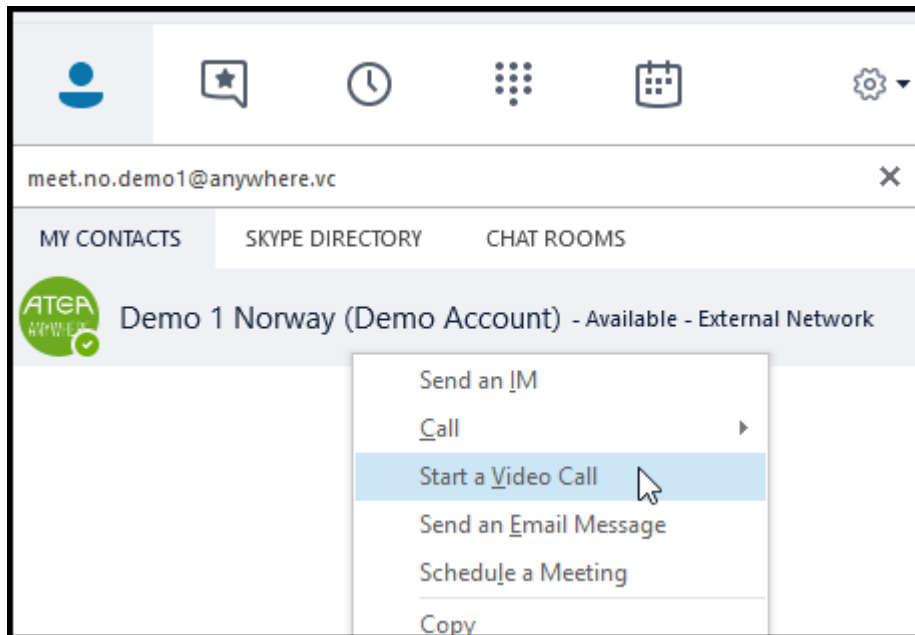
1. Call the meeting room address. For example meet.xxxx@anywhere.vc from your endpoint or client.
2. Enter PIN code

Example on how to call from Jabber. Here the room is waiting for a PIN code.

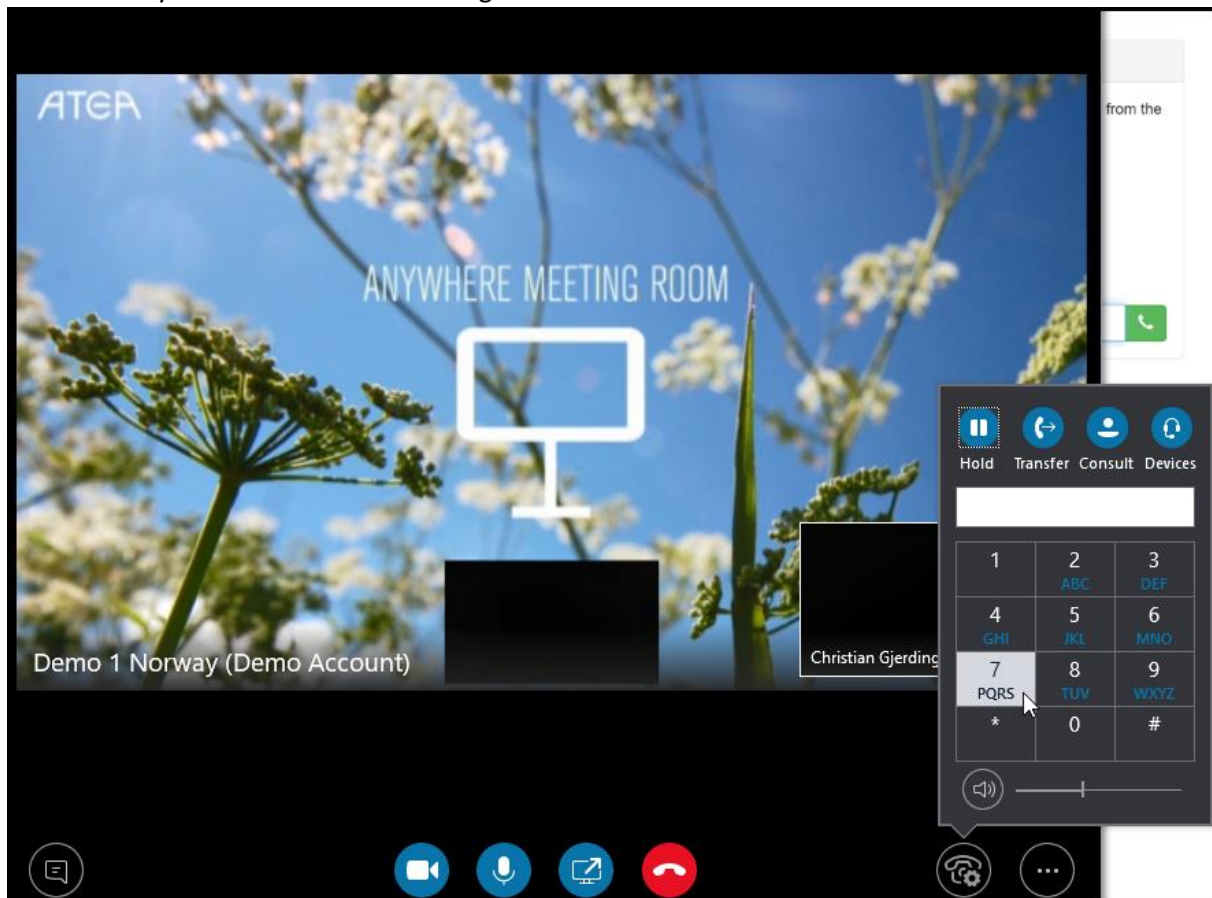


Call from Lync / Skype for Business

Calling from Skype for Business is not difficult. You only need to enter the meeting room address, right click on the contact that appears underneath and click "Start a Video Call"



PIN codes can be typed in from the keyboard or by first clicking on the phone icon in the lower right corner after you have called the meeting.



Call Skype meeting

Copy Skype invite URL from Outlook. Right click on the link and copy the link URL.

→ [Join Skype Meeting](#)
Trouble Joining? [Try Skype Web](#)

Join by phone

+45 4478 6400, access code: 6815
+46 10 1104422, access code: 6815
+47 2409 9000, access code: 6815905 (Dial-in number)

[Find a local number](#)

Conference ID: 6815905 (same as access code above)
[Forgot your dial-in PIN?](#) | [Help](#)

Danish (Denmark)
Swedish (Sweden)
Norwegian Bokmål (Norway)

Log in to <https://host.anywhere.vc> with your VMR and Host PIN code. Here you will find **Meeting Dialpad** on the middle of the page.

Paste the Skype invite URL into the Meeting Dialpad and press the green call button. **PS:** Select “Skype Meeting” from the dropdown menu on the left side of the Meeting Dialpad.

Meeting Dialpad

Joining the meeting from a TelePresence Room System? No problem, just call your meeting room or guest from the dialpad. The meeting start automatically when you answer the call on the external device.

Connect your Anywhere VMR to a Skype Meeting using URL from the invitation.
— Simply choose the Skype Meeting option and copy the URL from meeting invitation.

Choose "Skype Meeting" from this dropdown menu

Skype Meeting ▾

Connect to meeting from browser

Supported browsers: Last version of Chrome (recommended), Firefox or Opera. IE is not recommended. More info about WebRTC here: <https://webrtc.org/>
OBS: Functionality can change since this is not a rigid standard. Browser calls does not currently work on iPad.

1. Go to <https://meet.anywhere.vc>
2. Enter the virtual meeting room address.
3. Choose microphone and camera. The browser usually asks for permission to use microphone and camera. Remember to accept this request.
4. Enter PIN code.

Logon screen on <https://meet.anywhere.vc>

Atea Anywhere

Person or conference to call

meet.no.demo1@anywhere.vc

Your name

Christian

SETTINGS CONNECT

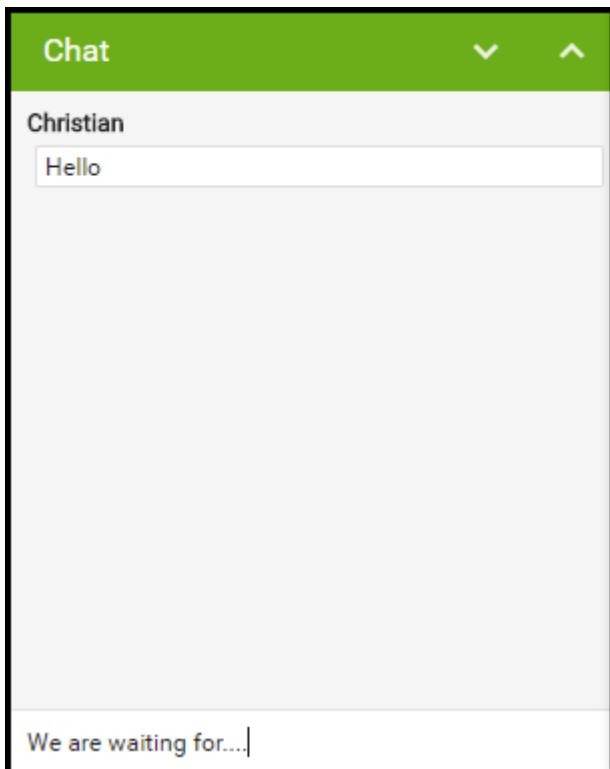
Provided by Atea AS About this app

Present from the browser

If you want to present from the browser then you need to install a plugin. You will be forwarded to this plugin if you click on the presentation icon. Presentation from the browser performs poorly from Internet Explorer.

Chat

Chat is supported from Lync and in the browser. Jabber is currently not supported. Chat dialogue is automatically deleted after the meeting.

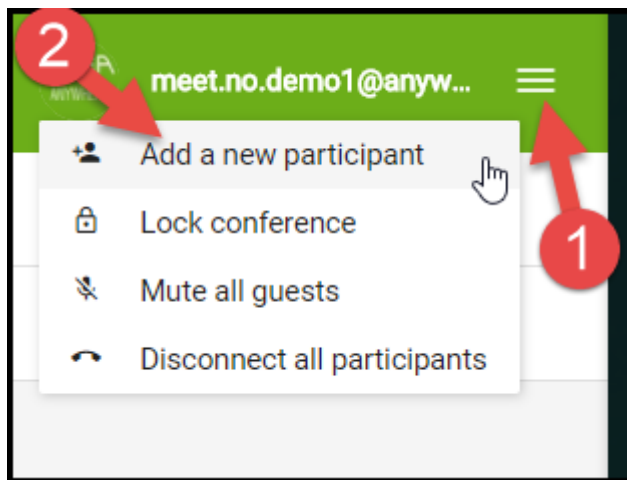


You can add more participants and control the meeting from <http://meet.anywhere.vc> in control panel after you have logged in as host.

Control Panel

From the Control Panel, you can upload documents, view presentation, invite guest, lock the conference or mute participants.

[Open WebRTC Control Panel »](#)



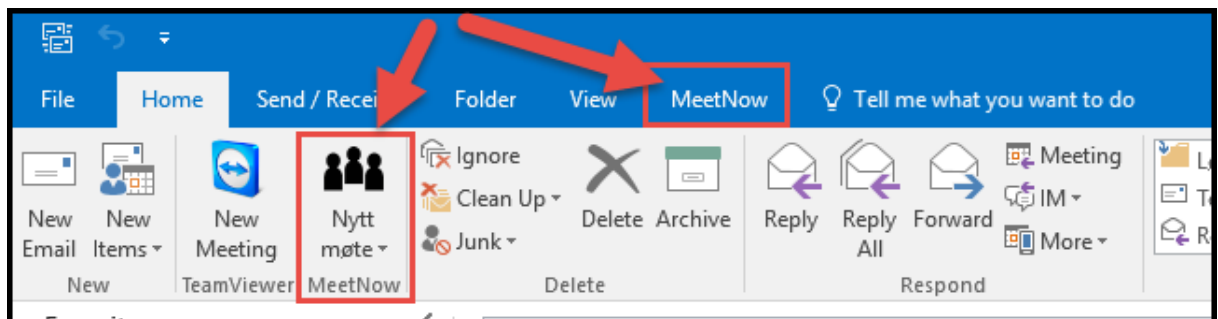
Start a phone conference

1. Call phone number
Norway: +47 22 16 89 80
Sweden: +46 10-603 85 10
Denmark +45 78 76 22 60
2. Follow instruction via the phone.
3. Enter Meeting ID (12 digits).
4. Enter PIN code.

Outlook plugin

We have developed an Outlook plugin which makes it easy to invite others to your virtual meeting room. You can install «Anywhere Meetnow for Outlook vx.xx.exe» from the following link:
http://host.anywhere.vc/downloads/addin_latest

1. Download and install *Anywhere Meetnow for Outlook vx.xx.exe*
2. Restart Outlook. You will be asked to load plugin.
3. You should now have gotten a new button and a new tab in Outlook on the top right. Click on this and then “New meeting”. Or “New meeting” on the Home tab. All the information needed for a participant to join the meeting will be there.



This plugin is primarily made for personal VMR. For shared VMR you also have to know that the room will be available. For example add the room as a bookable resource in Outlook.

How to call from Polycom and other endpoints that does not support URI addresses

If you are calling a virtual meeting room from for example Polycom then you need to use the meeting room alias and an IP address.

Call [Meeting_ID@88.151.163.8](tel:Meeting_ID@88.151.163.8) or 88.151.163.8##Meeting ID

Meeting IDs are unique for each virtual meeting room. You should have received these together with the URI addresses for each room.

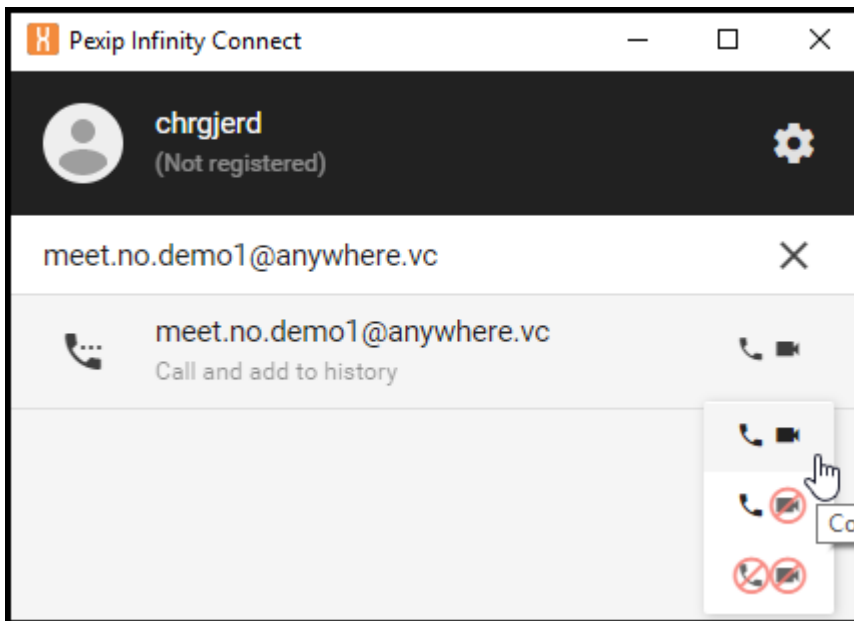
For Polycom:

When you are asked to enter PIN code you have to use #PIN# to join.

Pexip desktop client

Can be downloaded from <https://www.pexip.com/download>

You can call to virtual meeting rooms from this as an alternative to WebRTC in the browser. The client does not need to be registered, you only need to download it and enter your name. Then you can use it to call any virtual meeting room in Atea Anywhere.



Pexip Mobile App

There is an application that can be downloaded on Android and iOS for calling virtual meeting rooms from a mobile phone.

Can be downloaded from here:

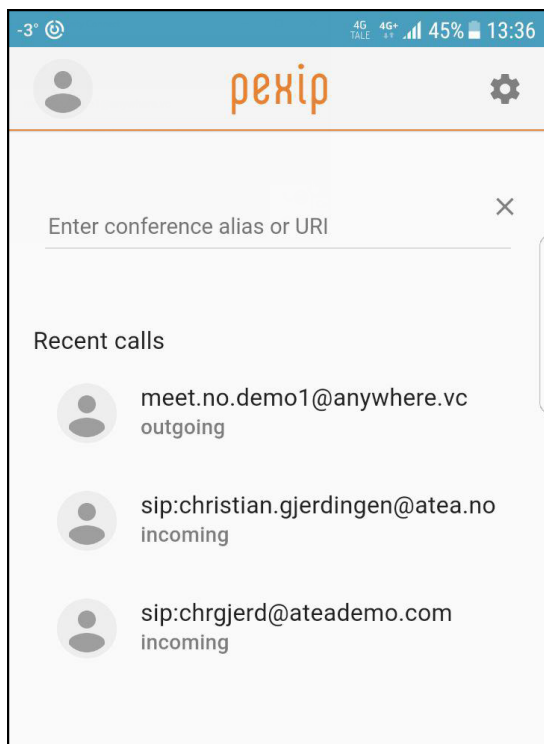
Android: <https://play.google.com/store/apps/details?id=com.pexip.android>

iOS: <https://itunes.apple.com/us/app/pexip/id667867771>

After the installation you will be asked to enter your name. This can be anything and is the name that other participants will see in the meeting.

You do not need to register and can skip this step.

After this you can enter a meeting room address, call and enter PIN.



If you need a more detailed description then you can find it here:

Android:

https://docs.pexip.com/end_user/infinity_connect_quickguides/using_mobile_app_android.htm

iOS:

https://docs.pexip.com/end_user/infinity_connect_quickguides/using_mobile_app_ios.htm

Change PIN codes / manage room

PIN codes can be changed from <https://host.anywhere.vc>

You can also see information about the meeting room and usage statistics from here.

The screenshot displays the Atea Anywhere VMR management interface. At the top right is a 'Settings' button. The main area shows the meeting ID 'meet.no.demo1@anywhere.vc' and fields for Host PIN, Guest PIN, and Meeting ID (194132101101). Below these are dial-in numbers for three different regions: Denmark (+47 22 16 89 80), Germany (+45 78 76 22 60), and Norway (+46 10-803 85 10). Three main sections are visible: 'Start Meeting' with a 'Dial my Meeting room' button, 'Control Panel' with an 'Open WebRTC Control Panel' button, and 'Meeting Recorder' with a 'Register for a free trial' button. A 'Meeting Dialpad' section provides instructions for joining from a TelePresence Room System and connecting to a Skype Meeting. Below this is a 'Conference history' section with a 'Conference Usage' chart. The chart shows a single bar for 'Total meetings' on '9. Jan' with a value of 1. A legend at the bottom of the chart identifies 'Total meetings', 'Participant count', and 'Meeting duration'. At the bottom left, it states 'Total numbers of completed meetings 1/3' and shows a specific meeting entry: 'Meeting at 09.01.2018 13:05'.

