

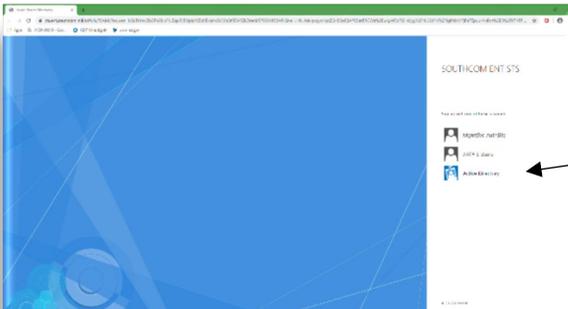
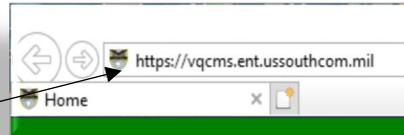
# Voice Bridge Manager User Guide

Cisco Management System x0702

## Initial Login to Voice Bridge Manager

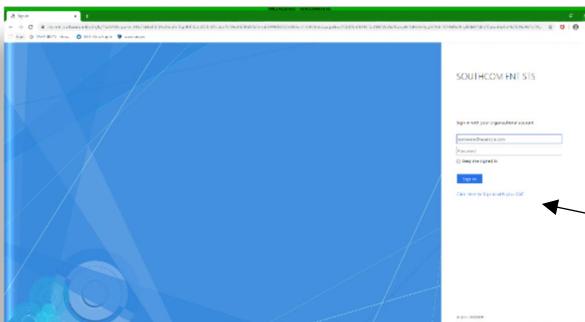
Signing into the User Portal  
Enter this URL into the  
Browser:

<https://vqcms.ent.ussouthcom>



Active Directory

You will be redirected to the ADFS server. Select Active Directory



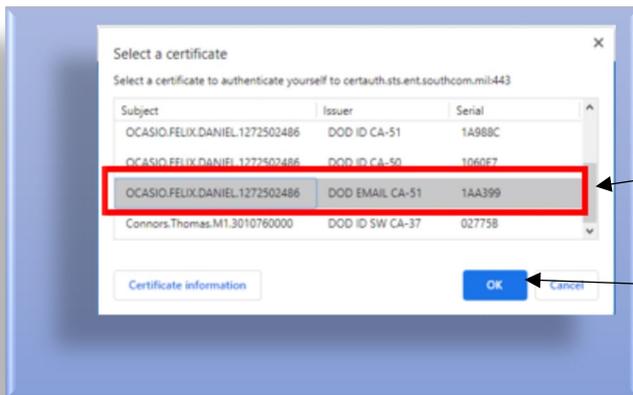
Click on "Click Here to Sign in with your CAC"

Sign in

Click Here To Sign In With Your CAC

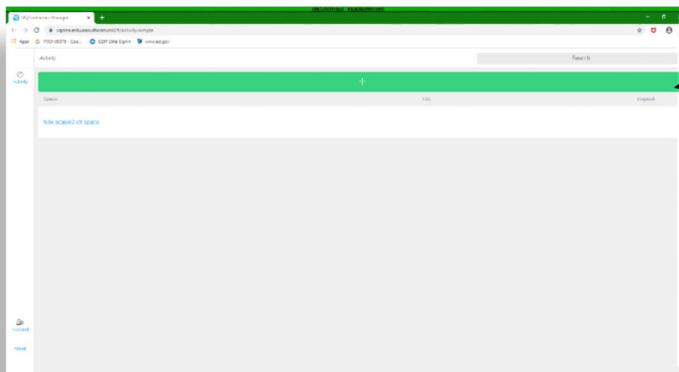
# Voice Bridge Manager User Guide

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Select certificate issued by DOD EMAIL  
CA – XX  
(XX represents the certificate number)

Click OK

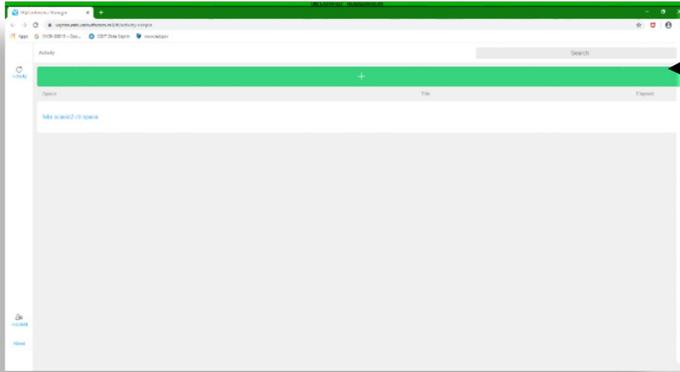


This brings you to the frontend  
of the User Portal

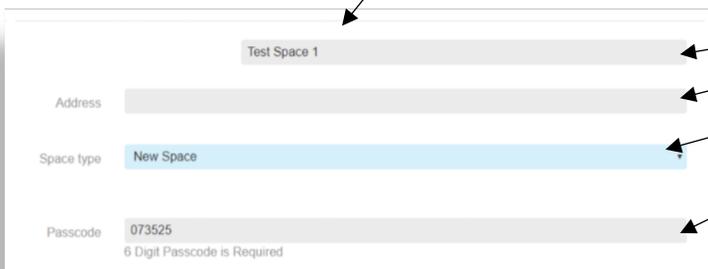
Login Process Complete

# Voice Bridge Manager User Guide

## Cisco Management System x0702 Creating a Conference SPACE



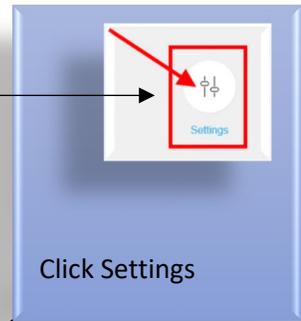
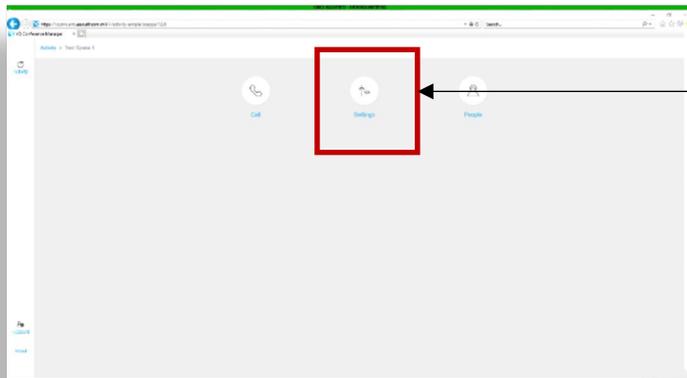
Click on the Green Bar.



- 1 - Create a Name  
**Do not use: Future Use**
- 2 - "Select "New Space"
- 3 - "Generated 6 digit Passcode"  
Can be change or left as is
- 4 - Select Done (Top of Page)

# Voice Bridge Manager User Guide

Cisco Management System x0702



This takes you to the below Page!



Settings provide the following information...

- 1: Generates the Call ID
- 2: Generates the Passcode

\*\*\*Notes: The Passcode can be changed but the Call ID cannot.\*\*\*

3: Click here to Go back to your Space

Once your Call ID has been generated, you will now have all the information you need for your conference invites.

**EXAMPLE Email:** *At 09:30 please call the conference server (305)437-0702. When prompted input Call ID of xxxxxx followed by # and password of xxxxxx followed by # to join the conference.*

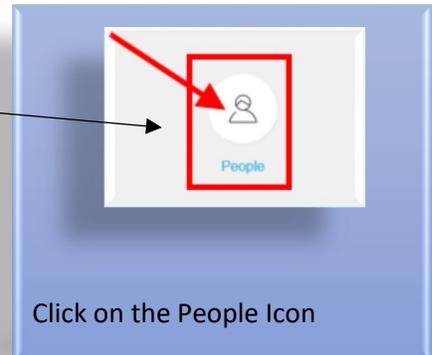
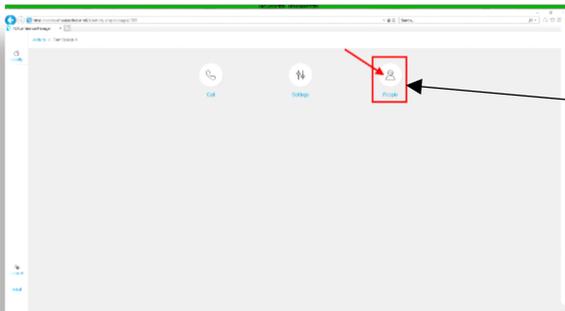
**Note:** *Your Virtual conference will exist until you go back and delete it. (This can be useful for reoccurring conferences)*

Conference Space Creation Complete

# Voice Bridge Manager User Guide

Cisco Management System x0702

## Active Conference People Management

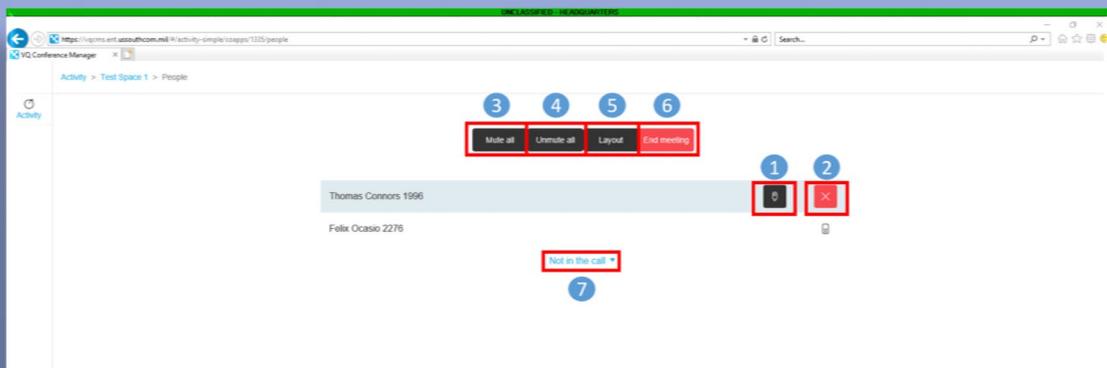


These settings can be used for the below in People manager page:

- 1: Mute and Individual
- 2: Remove a user from the space. This will disconnect their call.
- 3: Mutes all participants
- 4: Unmutes all participants

The following Items are currently not operational. These features will be implemented in the future.

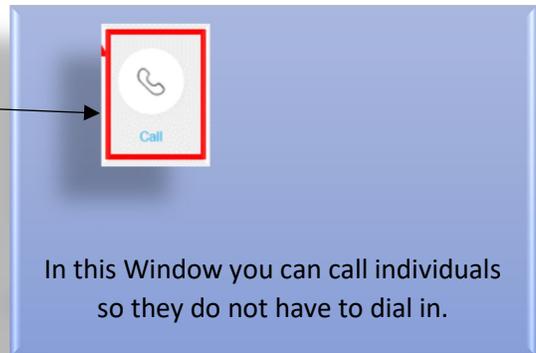
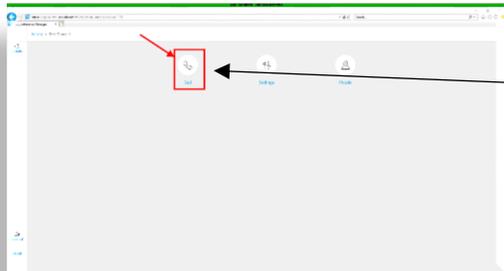
- 5: Change the layout of video participants (For Future Use)
- 6: End the current meeting. (Does nothing in Current Build)
- 7: Provides a list of users that were invited to the meeting but are not on the call.



# Voice Bridge Manager User Guide

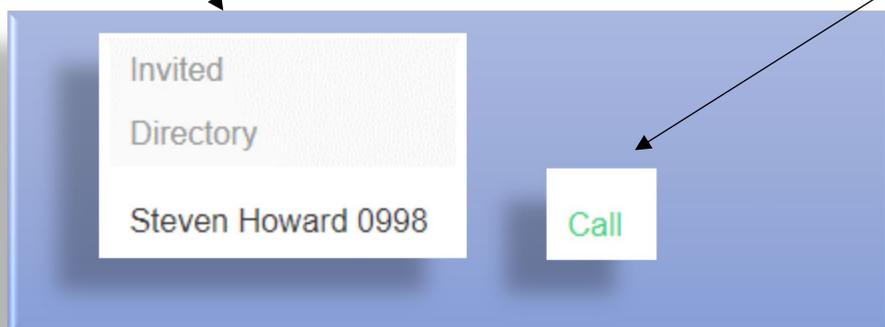
Cisco Management System x0702

## Dialing Personnel into your Conference SPACE



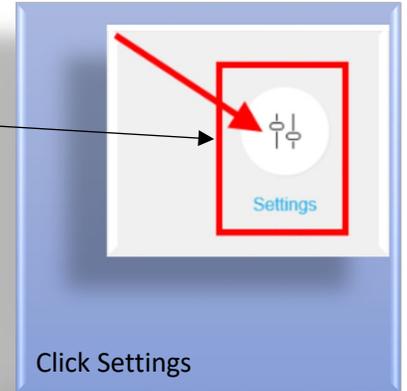
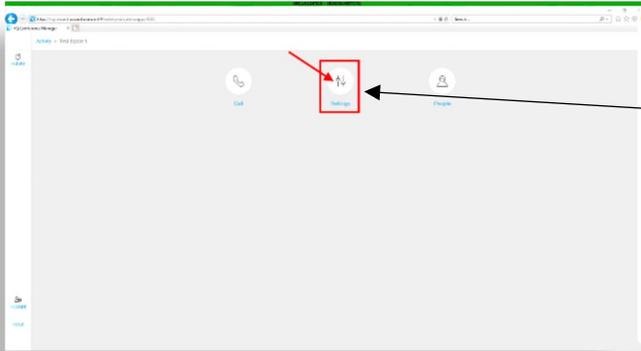
0998 was entered in the call line

See Example Below:

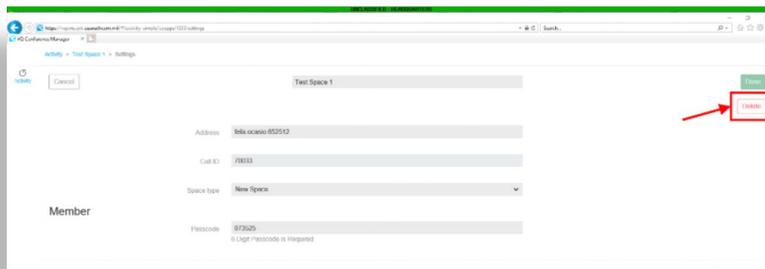


# Voice Bridge Manager User Guide

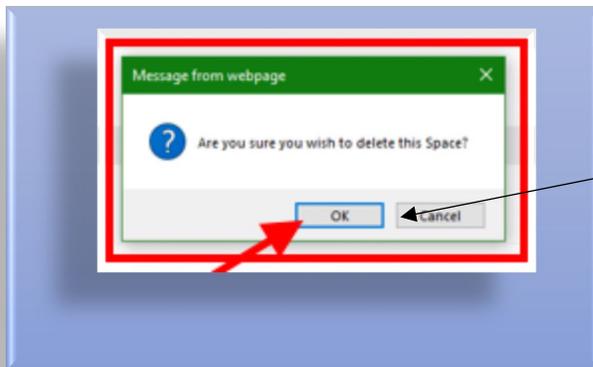
## Cisco Management System x0702 Deleting a Conference SPACE



Click Settings



To Delete your virtual Conference space select **Delete** and then on the pop-up Select OK and then done.



TECHNICAL POC: USANEC Telephone Section (305-437-1919)