



Kimberley Aboriginal Medical Services Ltd

An Organisation of Aboriginal people, for Aboriginal people; controlled by Aboriginal people.

Video Conferencing

Booking a Scopia VMR (Virtual Meeting Room)

KAMS currently have access to 2 WACHS controlled Scopia meeting rooms.

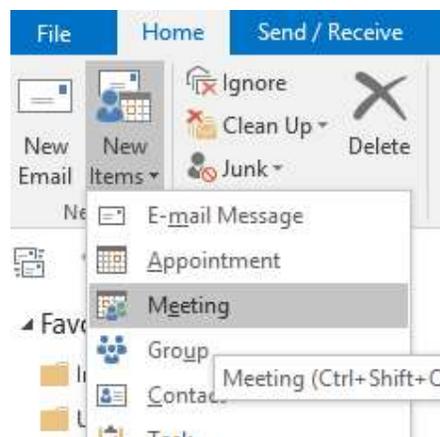
NOTE: If you are organizing a Scopia meeting it is a good idea to check if the attendees are equipped to participate – Not all KAMS computers have the Scopia client installed on their computers and this may be the case for other parties. If you are organizing a meeting with people outside of WACHS/KAMS perhaps consider using the Telstra VMR or Skype 4 Business options. KAMS technical support is limited to assisting with installing the Scopia client and basic troubleshooting with Scopia as the meeting rooms are WACHS controlled.

To book one of these virtual meeting rooms

- 1) Open Microsoft Outlook

Click the “New Items” button

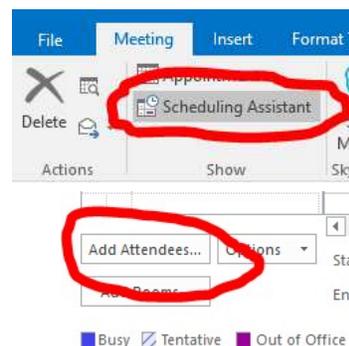
Select “Meeting”



- 2) Click on “Scheduling Assistant” and then click “Add Attendees”

In the search box type “KAMS-VMR”

You will see KAMS-VMR1 through to KAMS-VMR3 available



Choose either KAMS-VMR1 or KAMS-VMR2, then add any other people that you want to join the meeting (if they are KAMS staff search for them in this address list, otherwise you can add addresses outside of KAMS later).

Click OK.



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- 3) The scheduling assistant lets you see if the meeting room is booked already or not – see the pic below – the meeting room is booked from 8am to 4pm on that day so I cannot book this VMR during this time

The screenshot shows a scheduling assistant interface. On the left, there is a 'Send' button and a search bar with '100%' next to it. Below that is a list of attendees: 'All Attendees', 'Shane Dahlstrom', and 'KAMS-VMR1-62335'. A 'Click here to add a name' link is also visible. The main part of the interface is a calendar grid with columns for hours from 7:00 to 5:00. A blue bar indicates a meeting is booked from 8:00 to 4:00. Below this bar, the names of the attendees are listed: 'ISA c Dojc', 'Telief', 'DANIELLE/JC', and 'test'.

If the selected VMR is already booked, click Add Attendees again, remove the selected VMR and add the other VMR.

Using the scheduling assistant helps you book the meeting room at an available time, avoiding conflicts.

It also helps you see availability of other KAMS staff in the list, if you added any.

- 4) If you need to add any more people to the meeting, that couldn't be added in the scheduling assistant, click on "Appointment" and type their addresses into the TO section.
- 5) If you are conducting this meeting in a room that requires approval (e.g. Boardroom at Napier Terrace), click the "Rooms" button and select the appropriate room. This will send the request to a group of approvers, and you will get an email advising when the room is or is not approved.
- 6) In the meeting body you can type instructions for joining the meeting e.g.
"Please join Scopia Room 6233x" – it is important to specify the Scopia room so your attendees know which room they need to join.



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7) You will receive an email notification advising your request was accepted (assuming the VMR has not already been booked, using scheduling assistant will help bypass these issues)

The email will contain instructions for how to join the meeting as a meeting organizer (see right)

The email also contains the PIN which you need as the meeting organizer.

The meeting participants will receive a different email, with the instructions you saw in the meeting request.

KAMS-Telstra-VMR20-0392608651

Accepted: Test

When Thursday, 22 November 2018 1:00 PM-2:00 PM (UTC+08:00) Perth.

Location KAMS Boardroom

 KAMS-Telstra-VMR20-0392608651 has accepted this meeting.

Your request was accepted.

Hello

You have booked one of KAMS Telstra Virtual Meeting Rooms that can hold up to 20 participants.

The meeting room is equipped to receive video or telephone calls.

The PIN for this meeting room is 9513. If you are the meeting organiser/host you will need to input this PIN when you join the conference.

Join by telephone: Dial 1800877223, then enter 0392608651 followed by #
If you are the meeting host enter PIN number 9513 followed by #

Join from Polycom VC unit: Dial [0392608651@telstra.com](tel:0392608651@telstra.com)
If you are the meeting host press # to enable touch tones, enter PIN number 9513 followed by #

Join from computer: Browse to <https://join.telstra.com>, Enter 0392608651 in "Call ID", If you are the meeting host enter 9513 in "Passcode" and click "Continue", enter your name and click "Join Call"
