

# **Ava Administrator's Guide**

**v5.2.3**

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# Introduction

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The Ava Administrator's Guide contains information relevant to the initial implementation of an Ava, and also to its ongoing operation.

In general the Ava requires two supporting roles:

- The **Ava Caretaker** is someone located at the same site as Ava, who can perform basic maintenance and cleaning functions.
- The **Ava IT Administrator** is someone who understands the infrastructure supporting the Ava, who can provide an initial level of support in case of problems, and who will manage all Avas deployed at the customer's location(s) and creation of user accounts.

Information in the Ava Administrator's Guide includes:

- **Ava Overview:** High level description of the Ava, how it interacts with your IT infrastructure, and how people use it.
- **System Configuration:** How the various components of an Ava system work together and details on the configuration of specific components. .
- **Using the Ava Administrator Console:** A user guide to the Ava Administrator Console web application.
- **Troubleshooting:** Guidance on solving simple problems and advice on when to contact Technical Support.

## References

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The following documents are related to this document:

- **Ava Installation and Configuration Guide:** Instructions on overall system configuration (including remote application information, managing users, etc.)
- **Ava Caretaker Poster:** Can be provided to local Caretakers as orientation on the Ava's features.
- **Ava Automation Guide:** Instructions on optional automated capabilities that allow the robot to move around a site autonomously and collect data. These are disabled by default.
- **Ava Security and Privacy:** Documents Ava's data security design and privacy policies.

# Ava Overview

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Ava Robots enable remote users to collaborate with anyone, anywhere in your facility. By giving the remote user complete freedom of movement, Ava delivers an unparalleled immersive collaboration experience.

Ava pairs an autonomous and safe mobile robotics platform with a video conferencing endpoint for an unmatched video and audio experience. All you do is choose the remote location you would like to visit and Ava will navigate there by itself and start a video conferencing connection.

The end user engages an Ava in one of three software applications:

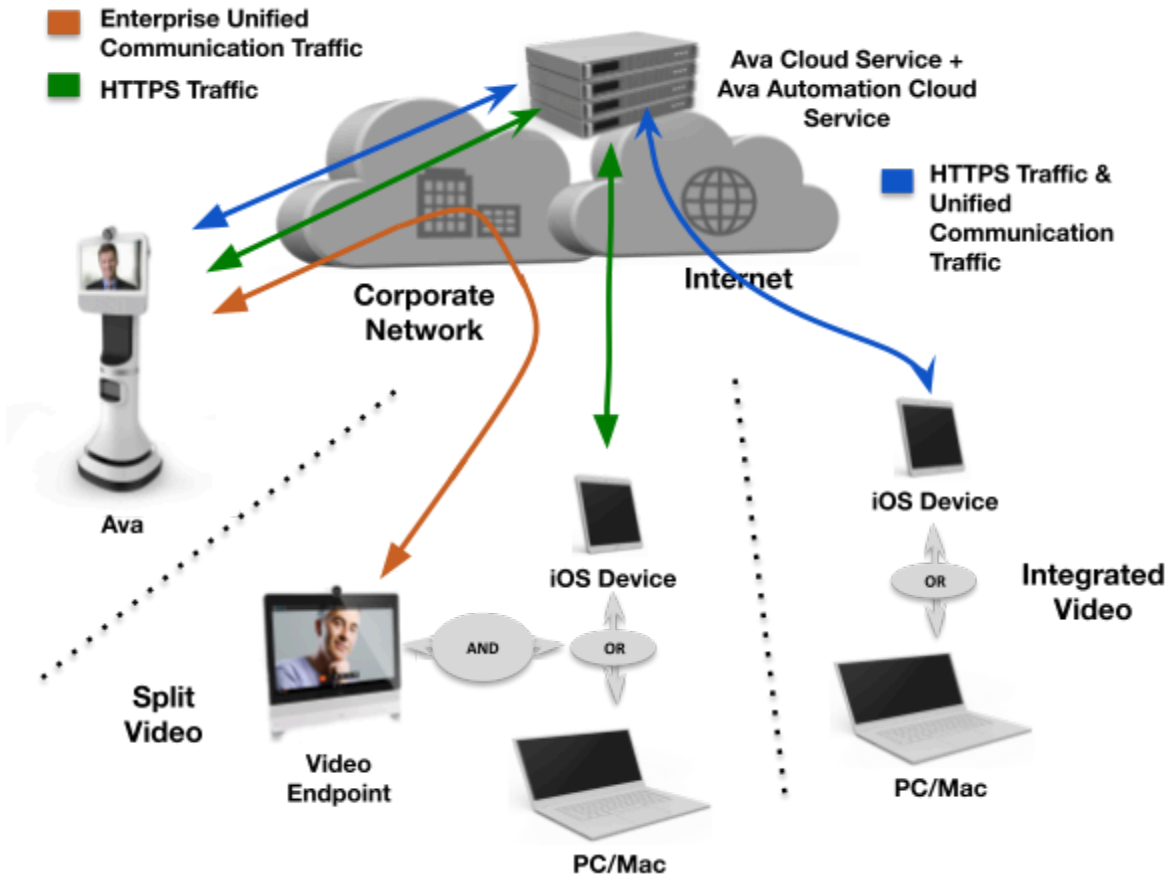
- an iOS device using the Ava Teleport App for iOS
- a PC or Mac using a web browser and the Ava Teleport Web App
- a PC or Mac using Cisco Webex and the Ava Teleport App for Webex

There are two video conferencing modes that may be used, depending on the video conferencing options available to you:

- Integrated video: both video conferencing and control are provided in the Ava app.
- Split video: video conferencing is performed with the customer's preferred collaboration software or end point(s), while control is provided via the Ava app.

Ava also supports optional automation features that allow a robot to travel around a site without a human end user and collect data for subsequent analysis. Automation is disabled by default.

These video solution topologies are shown in the following image.



# Robot Components and Terminology



If the LEDs are...	It means Ava is...
Solid white	Traveling, waiting, or in session
Fading white, alternating sides	Connected to its charging station
Solid red	Paused, with its stop button engaged. Ava will not move in this condition
Flashing red	Experiencing a problem

## End User Applications

Avas can be accessed from a variety of apps for PC, Mac, iPad or iPhone.

### Ava Teleport Web App

The Ava Teleport Web App is an application which users can access via a web browser on PC

or Mac. The application is accessed by browsing to the domain where the Ava service is hosted for your organization, in the format <https://<org id>.ava8.net> (e.g. <https://go.ava8.net>). Your Ava Robotics representative or project manager will share with you which domain to use. Users can be directed to <https://login.ava8.net>, and the app will direct them to the appropriate server based on their email address.

### **Ava Teleport App for iOS**

The Ava Teleport App for iOS is a native mobile app for iOS which can be used for access to Ava Robots. It can be downloaded from the Apple App Store on iPads and iPhones.

### **Ava Teleport App for Webex**

The Ava Teleport App for Webex is an Embedded App for Webex which allows the organizer and host of a Webex Meeting to easily bring an Ava into a meeting and control it from within the Webex Meeting app.

It is available for use within Webex Meetings.

### **Ava Automation Hub**

The Ava Automation Hub allows an automation user to configure patrols and inspections where the robot travels around a site and collects data. It also allows the user to view and download the data collected.

# Configuration & Maintenance

This section describes Ava data communications paths, discusses WLAN network configuration considerations, details the supported wireless authentication and encryption protocols, and reviews proxy support. This information is broken down into the following sections:

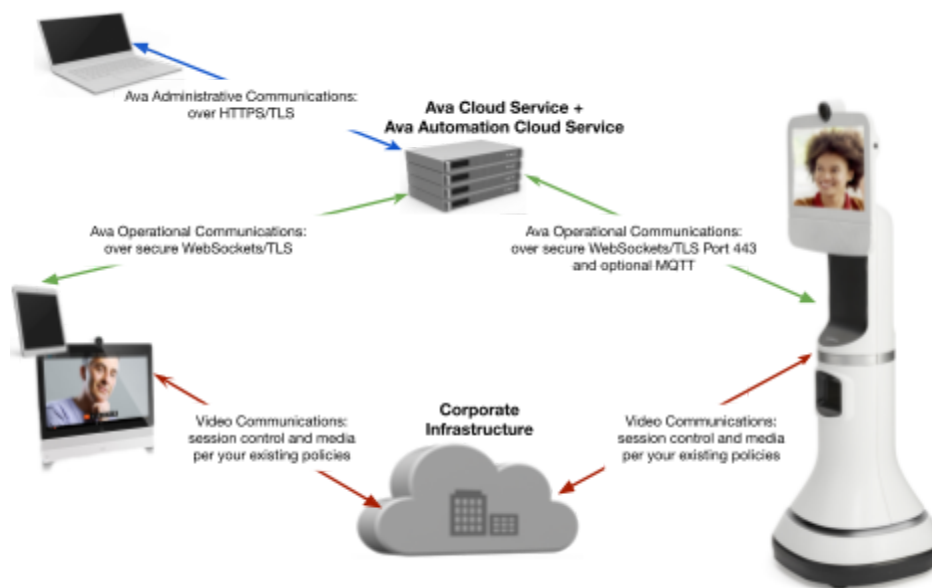
- **Data Communications and Security:** Discusses how the various components of an Ava System communicate along with details on wireless communications and security.
- **System Configuration:** Describes how information links the various components of an Ava system, and discusses component configuration and management.
- **Software Upgrades:** An overview of how software upgrades are managed.
- **Site Changes After Installation:** Relays how to handle site changes after installation.

## Data Communications and Security

Ava Robotics is committed to ensuring data security and protecting the privacy of your information. The Ava solution is built with industry-standard security practices and employs strict policies to protect your data.

If you suspect any information security breach, please email [cyber@avarobotics.com](mailto:cyber@avarobotics.com).

At the highest level, Ava Communications can be divided into three major categories: robot operational communications, video communications, and administrative communications.



**Robot Operational Communications:** The Ava Telepresence Applications transmit operational commands from the remote user to the Ava Cloud Service, which in turn communicates with the Ava Robot.

All communications between the Ava App and the Ava Cloud Service, and between the Ava Cloud Service and the Ava, are sent over a secure WebSocket connection through port 443, using a Transport Layer Security (TLS) protocol for encryption and authentication. The Ava Cloud Service is the termination point for all Ava App and robot communications. No information or data passes directly between the Ava App and the Ava.

**Video Communications:** The Ava solution is designed to integrate easily into your existing video infrastructure environment. The video conferencing endpoint that is part of the Ava Robot is completely configurable through its own user interface to match your specific environmental requirements for video call control and media.

There are two options for video communication deployment:

- Option 1: Integrated Video – the video communications are integrated into the Ava app. In this deployment mode, the video codec is registered to a cloud video infrastructure, managed under the umbrella of the Ava Cloud Service.
- Option 2: Split Video – the video communication experience is provided in a dedicated video endpoint or video communications software. In this deployment mode, all video communications between the Ava Robot and the endpoints that you supply for your remote users are managed by the infrastructure policies you have in place. No video call control or media traffic is routed through the Ava Cloud Service.

**Administrative Communications:** Administrative access to the Ava Cloud Service is through the Ava Cloud Service Administrator Console web application using HTTPS over port 443.

**Optional Automation Communications:** When the optional automation capabilities are enabled, communications between the Ava Cloud Service and the Ava robot also use MQTT using port 8883, using a TLS protocol for encryption and authentication. All TLS communications use v1.2 or greater. These allow the Ava Cloud Service to control the robot and to collect data from the robot

## Single Sign-On (SSO)

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Single Sign-On (SSO) allows your users to log into the Ava Teleport Web application and the Ava Administrator Console using your company credentials. Ava uses OpenID Connect (OIDC) for SSO.

Each of your users needs an Ava user account. You can manage this yourself with the Ava IT Administrator Console, or your Ava representative can manage it for you.

Work with your Ava representative to enable SSO for your users.

When SSO is enabled, user login via a password managed by the Ava Cloud Service itself is disabled and applications that may not support SSO (such as the Ava Teleport App for iOS and select uses of the APIs that are available for developers) cannot be used. Your Ava representative can enable individual user accounts for use without SSO if desired. Please email [support@avarobotics.com](mailto:support@avarobotics.com) for assistance.

## Setting up SSO

You configure your identity provider for Ava, and Ava Robotics configures the Ava OIDC client (Relying Party) to use your identity provider (OpenID Provider) to authenticate your users when they log in to the Ava application.

Ava OIDC client information:

- client type - confidential client, as defined in [section 2.1 of OAuth 2.0](#).
- client profile - web application, as defined in [section 2.1 of OAuth 2.0](#).
- flow type - authorization code flow - in the authorization request from the Ava client, the “response\_type” parameter has the value “code”.
- scopes - The Ava client requests the following scopes: openid, email, profile.
- claims - The Ava client needs the “email” claim to be present in the ID Token.
- redirect URI - [https://<server\\_name>.ava8.net/user/authoidc](https://<server_name>.ava8.net/user/authoidc)

Set up your OIDC Identity Provider for the Ava web application. You provide this information about your Identity Provider to your Ava representative:

- Client id - identifies Ava Teleport as the client application
- Client secret - known only to you and Ava Robotics
- Issuer URI - your identity provider’s OIDC configuration endpoint base URI. Ava uses [.<issuer>/.well-known/openid-configuration](https://<issuer>/.well-known/openid-configuration) to get additional information

Example using Okta as the identity provider:

- Client id - 0oa1XXXXXXXXXXzkW357
- Client secret - jONaXXXXXXXXXXXXXXXXXXXXXU2a8kV0zOo14fdzp
- Issuer URI - [https://company\\_name.okta.com](https://company_name.okta.com)

The Ava username must be the user's email address, matching the email address given in the OIDC ID Token, which your identity provider gives to the Ava application during the login flow.

If you desire to test OIDC integration prior to enabling it for production, contact your Ava representative. This may be appropriate if you already have Ava Robots in production, and you want to upgrade the login flow to use OIDC. Ava Robotics can provide a test environment for the Ava teleport application and Administrator Console, such that OIDC testing will not disrupt the production deployment.

## Software Upgrades

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### Ava Robot, Cloud Service, Web App and Webex App

Ava Robot, Ava Cloud Service, Ava Web App and Ava Webex App upgrades are managed by Ava Robotics. Upgrades to Ava Robot's software are remotely pushed to the robot by the Ava support team. During the upgrade process, Ava is briefly unavailable for use. Upgrades are coordinated between the customer and Ava Support to ensure that interruptions are minimized.

If the Ava Cloud Service software needs to be upgraded, the outage times will be communicated to the customer. Outages will be kept to a minimum and occur off-hours as much as possible.

### Ava Teleport App for iOS

Ava Teleport App for iOS is managed via the Apple App Store, and updates made available by Ava Robotics are managed per users' settings on their devices.

### Video Codec Software

There are interactions between Ava Robot software and Video Codec which require careful consideration of compatibility between both components' software versions. For codecs registered to Webex, upgrades are automatic and Ava Robotics will monitor new releases from Webex for compatibility; please have codecs on Webex's Stable Channel. For codecs registered to other infrastructures, please do not update the Video Codec software without consulting Ava Support.

## Site Changes After Installation

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During installation, the installer guides Ava around the site so that it can create an internal

map of the location. This internal map is then paired to the user visible map graphic that is used as part of the Ava App interface. Finally, destinations and preset locations within spaces are created. Ava can then follow user commands to autonomously drive to the defined preset destinations and return to its charging station.

Changes to the site after initial deployment is complete may require changes to the map in order to maintain full functionality. For all changes, contact [support@avarobotics.com](mailto:support@avarobotics.com).

## Moving to a New Location

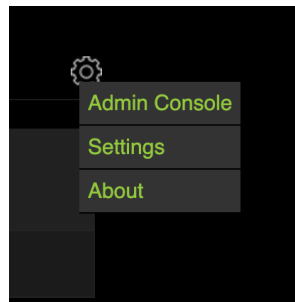
Ava Robotics can help with a project of moving Ava to a different location. This includes shipping materials, reconfiguration of Ava, and mapping of new locations. Please contact Ava Support.

# Ava IT Administrator Console

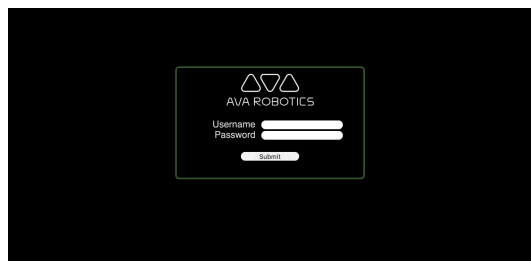
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The Ava IT Administrator Console is a web-based application that allows you to check on Ava’s status, manage users for telepresence apps, and monitor reservations for telepresence sessions.

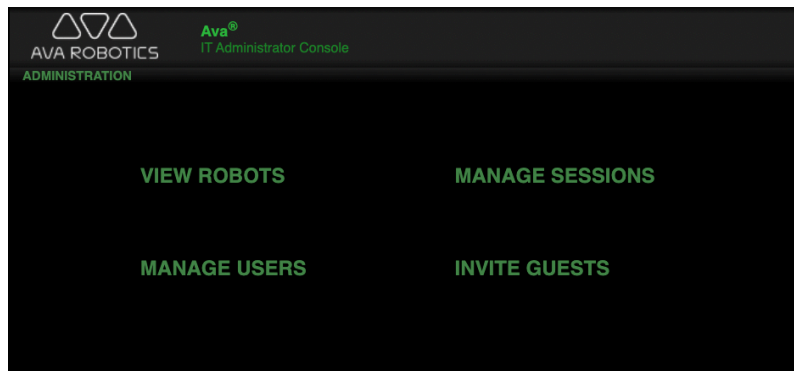
To access the Console, open the Ava Teleport Web App at <https://login.ava8.net> (or directly at <https://<org ID>.ava8.net> where <org ID> is provided to you by Ava Robotics). In the Settings menu you will see the link to the Admin Console:



Alternatively, log directly into the Admin Console by browsing to [https://<org ID>.ava8.net/cust\\_admin](https://<org ID>.ava8.net/cust_admin).



Once you’ve logged in, you will see the following console.



This main console screen is split into four sections:

1. **View Robots:** contains information about the robots installed at the customer site.
2. **Manage Sessions:** displays a list of scheduled and current sessions.
3. **Manage Users:** lists all Ava users and allows the IT Administrator to modify user information.
4. **Invite Guests:** invite guest users for limited time access to one site.

# Robot Management

The main Robot screen, shown below, displays information for all of the robots within the Cloud Service. This information includes:

- **Name:** Ava Robot serial number.
- **Robot Status:** a single health status is displayed in this box. See the *Robot Health Status Details* section for more information on the different statuses.
- **Session Status:** displays if a robot is in session and which user.
- **Software:** reports the core software version running in the Ava.
- **Site:** the name of the operating area of the robot.
- **Battery:** displays the overall battery charge percentage.

The screenshot shows the 'ROBOTS' section of the Ava Robotics IT Administrator Console. It features a search bar and a table with columns for Name, Robot Status, Session Status, Software, Site, and Battery. Three robots are listed: SA00118 (Docked, 95.9% battery), SA00152 (Disconnected, 6:56:39 PM), and SB00155 (Docked, 96.4% battery).

Name	Robot Status	Session Status	Software	Site	Battery
SA00118	Docked		Ava_SA_4.5.1.7	Cognisive, Hyderabad, 3rd Floor (Up to date)	95.9%
SA00152	Disconnected (3/25/2021, 6:56:39 PM)			Ava Robotics, First Floor	
SB00155	Docked		Ava_SB_4.5.1.1	Ava Robotics, First Floor (Up to date)	96.4%

Clicking on the robot name will display a Robot Details page. This page shows all device health status, software and firmware versions, and map database information. If multiple maps exist for your site, you are able to change Ava’s map.


The screenshot shows the 'ROBOTS' section of the Ava Robotics Cloud Service Administrator Console. It displays detailed information for robot SB00101, including status (Docked), overall health (OK), software versions, and map database information. A dropdown menu is visible for selecting a map database.

Robot Name	SB00101
Status	<span style="color: green;">●</span> Docked
Alerts	Disabled
Maintenance Mode	<input type="checkbox"/> Disabled
Overall Health	OK
Device Issues	All OK
Software Updater	Ava_4.6.0.1
Application	Ava_SB_4.6.1.32
Megaboard Firmware	1.3.4
BIOS	BVSLR123 01/12/2019
Codec Firmware	ce9.9.3.950ff1628bb
Position	<a href="#">View robot in map</a>
Active Map DB	Ava_First_011521
Provisioned Map DB	Ava_First_011521
Provisioned Map DB Version	4/6/2022, 11:10:32 AM Eastern Daylight Time
Current Map DB version	4/6/2022, 11:10:32 AM Eastern Daylight Time
Map DB status	Up to date
Battery SOC	95.1%
Power Source	Charging Station
Stop Button	Released (normal operation)

The **Configure** button will take you to the Ava Configuration Interface (ACI) for that robot. For more information on the ACI, please see the *Ava Installation and Configuration Guide*.

The buttons **Restart CPU** and **Power Cycle** produce system restarts/reboots of varying scope:

- **Restart CPU:** reboots the robot's OS and Ava Application. Resets network/WiFi and sensors, but does not affect the codec.
- **Power Cycle:** restarts the CPU and all the hardware components on the robot, including the codec.

	If the robot is not on a charging station when any of the 3 restart functions are executed, it will need to be pushed to contact before it is operational again.
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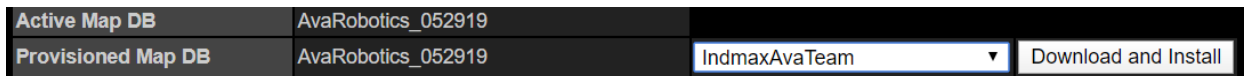
The **Codec Web Interface** button will take you to the video codec's admin page.

**Teleport Now** allows the IT admin to immediately start a teleport session with that robot. It will open a new tab on the browser and start a session using integrated video.

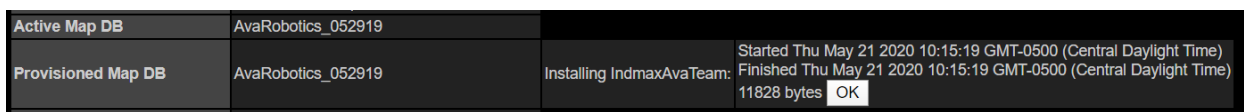
## Changing Ava's Map

When changing maps, it is important to ensure that the dock is in the same location every time. If the dock has been moved since Ava was last on the floor, localization will be incorrect. Should you be unsure of Ava's dock location or need it to be updated within the map, email [support@avarobotics.com](mailto:support@avarobotics.com) for assistance. Include the floor layout with a marking indicating where Ava's dock is located so that the support team is able to properly update the map.

1. Put Ava in Maintenance Mode, so that no users start a session while you are moving it.
2. Move Ava to the charging station location for the map you will be moving Ava to.
3. Log in to the admin console and select the robot whose map you would like to change.
4. Select the new map from the dropdown menu and click 'Download and Install'.

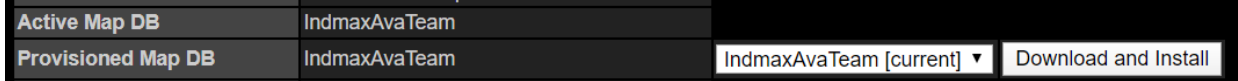


5. You will see a message that the installation has started.



6. Once the map has been installed, both the 'Active Map DB' and 'Provisioned Map DB'

rows should display the name of the map you selected. If both are not updated, you may need to refresh the page.



7. Remove Ava from Maintenance Mode.

## Robot Health Status Details

Icon	Status Message	Notes
	Docked	Ava is engaged with the charging station.
	In use	A session is in progress.
	Idle	Away from the charging station, but not in session (for example, returning to the charging station).
	Docked, low battery	Ava is engaged with the charging station and the batteries are less than 15% charged.
	Low battery	Ava is not engaged with the charging station and the batteries are less than 15% charged.
	Hardware issue: <component>	One or more of Ava's internal components is reporting a warning. All warnings can be seen in Robot Details.
	Stop button engaged	Someone has pushed the stop button, Ava cannot be used until the stop button is released.
	Disconnected	The Ava Cloud Service is no longer in contact with the robot. Clears on Ava re-establishes connection.
	Hardware fault: <component>	One or more of Ava's internal components is reporting a failure that prevents the robot from operating. All Faults can be seen in the Robot Details Page.
	Please connect to charging station	Ava is connected to the Cloud Service, but does not know its location within the map.
	Maintenance Mode	If a robot requires maintenance, it can be put in this mode. Ava will be unavailable to users while in this mode.

# Telepresence Session Management

The Sessions Management screen is shown below.

Date/Time	Duration	Username	Session Info	Site	Status	Delete?
11/10/2017 3:54 PM	01:05	sienna	Current Location	KBZ_DTown	In session	Delete
11/11/2017 10:00 AM	01:00	banuap	E62 Entrance	MIT Sloan Exec Ed Suite 20161214_expanded	Reserved	Delete
11/13/2017 3:00 PM	01:00	dennis	Classroom 1	MIT Sloan Exec Ed Suite 20161214_expanded	Reserved	Delete
11/14/2017 9:00 AM	01:00	banuap	Classroom 2	MIT Sloan Exec Ed Suite 20161214_expanded	Reserved	Delete
11/16/2017 9:00 AM	01:00	dennis	Classroom 2	MIT Sloan Exec Ed Suite 20161214_expanded	Reserved	Delete
11/21/2017 9:00 AM	01:00	banuap	Classroom 2	MIT Sloan Exec Ed Suite 20161214_expanded	Reserved	Delete
11/24/2017 1:00 PM	01:00	banuap	Classroom 2	MIT Sloan Exec Ed Suite 20161214_expanded	Reserved	Delete

Current and future sessions are shown with scheduled duration, user information, session location, the site, and the status. Possible sessions statuses include:

- **Reserved:** Ava Cloud Service is managing a reservation for a future scheduled session.
- **Dispatched:** Ava Cloud Service has dispatched a robot to the reservation destination.
- **Arrived:** Ava has arrived at the reservation destination and is waiting for the user to login.
- **In Session:** user has checked in and is in session with the robot.
- **Unclaimed:** user has failed to check in for a scheduled session within 15 minutes, the robot is released for other users.

If a session needs to be terminated, click the **Delete** button. This action is immediate and cannot be reversed.

## User Management

The main page for user management is shown below. This screen provides a comprehensive list of all users, if they are enabled to login to the Cloud Instance, and any video endpoints set up with their account.

Enabled	Username	Role	First Name	Last Name	Video Endpoint	Email
<input checked="" type="checkbox"/>	advait	Administrator	Advait			
<input checked="" type="checkbox"/>	greg	User	Greg			
<input checked="" type="checkbox"/>	john	User	John			
<input checked="" type="checkbox"/>	marcio	Administrator	Marcio			
<input checked="" type="checkbox"/>	nicolas	User	Nicolas			

Showing 1 to 5 of 5 entries (filtered from 156 total entries)

Details on any user can be seen by clicking on the green arrow in the leftmost column. This will expand the user information and provide more detailed user management options. When making changes to a user profile you can click **Save** to keep updates, **Reset** to undo changes without closing out of the details screen, **Cancel** to discard changes, or **Delete** to permanently delete the user.

info@avarobotics.com User Ava Robotics

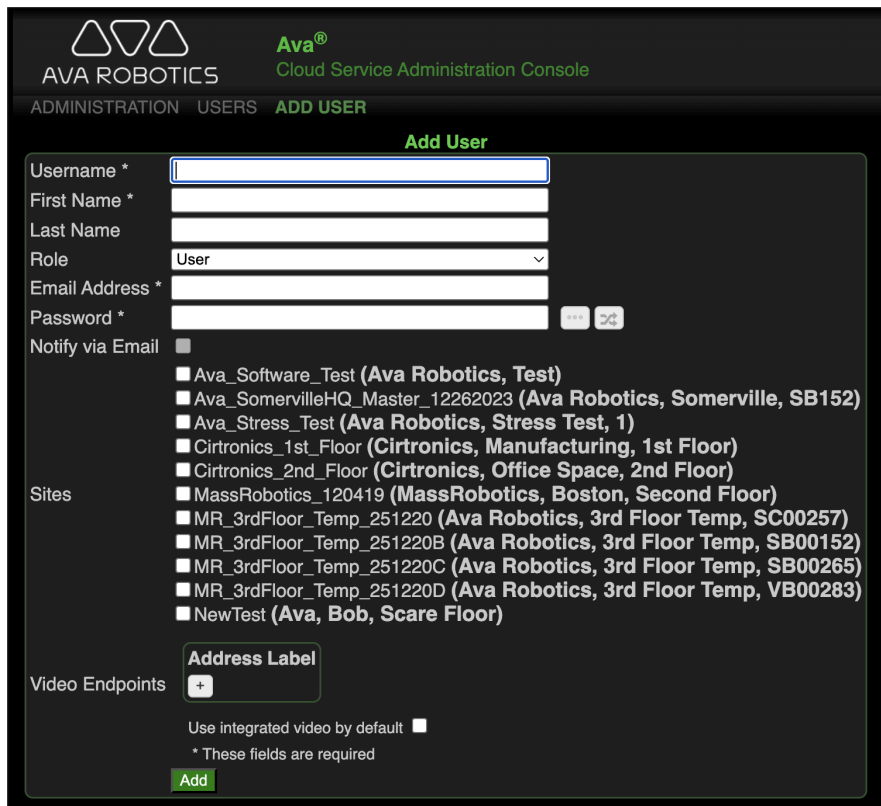
Username \* info@avarobotics.com  
 Enabled   
 Role User  
 First Name \* Ava Robotics  
 Last Name  
 Email \* info@avarobotics.com  
 New Password  
 Notify via Email

Sites
 

- Ava\_Software\_Test (Ava Robotics, Test)
- Ava\_SomervilleHQ\_Master\_12262023 (Ava Robotics, Somerville, SB152)
- Ava\_Stress\_Test (Ava Robotics, Stress Test, 1)
- Cirtronics\_1st\_Floor (Cirtronics, Manufacturing, 1st Floor)
- Cirtronics\_2nd\_Floor (Cirtronics, Office Space, 2nd Floor)
- MassRobotics\_120419 (MassRobotics, Boston, Second Floor)
- MR\_3rdFloor\_Temp\_251220 (Ava Robotics, 3rd Floor Temp, SC00257)
- MR\_3rdFloor\_Temp\_251220B (Ava Robotics, 3rd Floor Temp, SB00152)
- MR\_3rdFloor\_Temp\_251220C (Ava Robotics, 3rd Floor Temp, SB00265)
- MR\_3rdFloor\_Temp\_251220D (Ava Robotics, 3rd Floor Temp, VB00283)
- NewTest (Ava, Bob, Scare Floor)

Video Endpoints   
 Use integrated video by default   
 \* These fields are required

All fields in user details are the same as the fields found in the Add User screen, shown below. You get to this page by clicking **Add User** on the user management main screen.



Fields marked with a star are necessary to add a user. Details on the various fields are as follows.

- **Username:** assigned when the user is created, is used to sign into the Ava App. Usernames must be 3-80 characters and can contain numbers, letters, and symbols in the printable ASCII set.
- **First & Last Name:** first and last name will be displayed when Ava is waiting for a session with the user.
- **Role:** either User or Administrator.
  - User: can login to the Ava Telepresence Apps
  - Administrator: can login to the Ava Telepresence Apps and IT Administration Console
- **Email Address:** the user's email address, used to qualify an App request for a forgotten username or password.
- **Password:** when creating passwords are recommended to meet the following criteria:
  - At least 8 characters
  - At least 1 number and 1 letter
  - Cannot repeat the same character 3+ times sequentially
  - Cannot contain the user's first name, last name, or username

If any of the password criteria are violated, you will be notified that the change cannot be saved. The same criteria are enforced when a user changes their password in the Telepresence App.

Functionality is provided to auto-generate a password. When the password box is active, clicking the arrows will generate a password. Clicking the dots will toggle between hiding and showing the password.

- **Notify via Email:** when enabled, Ava sends an email to the user when user is first added or after their password is updated. The option is available only when a password is entered.
- **Sites:** if you have multiple sites or operating areas, users can have restricted access to certain sites. A user must be authorized for at least one site in order to use the Telepresence App. Users cannot be authorized to access a site until the map for that site is completed.
- **Video Endpoints:** if a site/user has video endpoints they can be added by the IT Administrator or by the user (in the Telepresence Apps). Each video endpoint is made up of an address and a label. Clicking the + button will display these fields to add a new endpoint. The address is the SIP URI to be called and the label is the name as presented in App for the user (for example 'My Personal Zoom Room'). If the user wants to use integrated video as the default video call type, that box can be checked.

Once a user has been created, one more checkbox - **Enabled** - becomes an option in the User Details page. If not checked, the user cannot login to the Telepresence App or to the Administrator Console.

## Inviting Telepresence Guests

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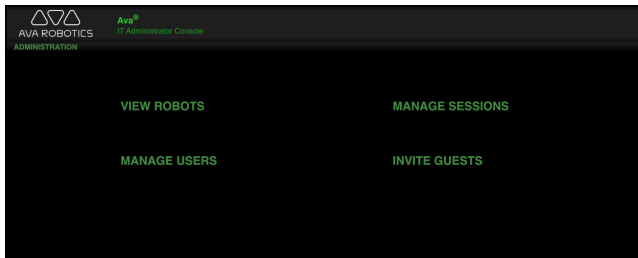
An Ava Guest Invitation allows you, as an Ava administrator for your organization, to invite a guest to come visit you via Ava Telepresence apps at a scheduled time.

At any point during the time window you specify in the invitation, your guest will be able to click on the email they will receive and teleport to the designated site.

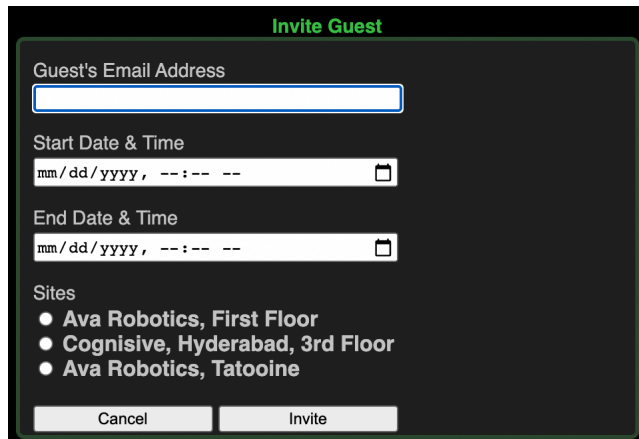
### Inviting a Guest

In order to invite someone, just follow these steps:

- Click on *INVITE GUESTS*



- Fill out the form:
  - Enter email address of your guest
  - Enter start and end date/time for invitation
  - Choose which site you are granting access to

The image shows a 'Invite Guest' dialog box. The title bar is green and says 'Invite Guest'. Inside the dialog, there are four main sections: 1. 'Guest's Email Address' with a text input field. 2. 'Start Date & Time' with a date and time picker showing 'mm/dd/yyyy, --:-- --' and a calendar icon. 3. 'End Date & Time' with a date and time picker showing 'mm/dd/yyyy, --:-- --' and a calendar icon. 4. 'Sites' with three radio button options: 'Ava Robotics, First Floor', 'Cognisive, Hyderabad, 3rd Floor', and 'Ava Robotics, Tatoonie'. At the bottom of the dialog are two buttons: 'Cancel' and 'Invite'.

- Click *Invite*

Your guest will receive an email invitation immediately. In the invitation, there will be a "Teleport Now" link which they can click on to start a session.

Note: the guest's email address should not be an active username in the system.

## Managing Invitations

In the admin console, the *MANAGE SESSIONS* page shows the invitations that have been sent, in addition to any active or scheduled sessions.

Note: the *Delete* button is not currently enabled and will not function if clicked. Invitations are automatically deleted after the scheduled end time. Our support team can delete any invitations if needed.

# Enabling Webex App for Users

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One of the user experiences available for Ava Teleport is an embedded app into Webex. With the Ava Teleport App for Webex, a user can bring an Ava into a standard Webex Meeting with minimal friction.

Before the Ava Teleport App for Webex can be used within your organization, you will need to perform the following:

1. Enable the app in Webex Control Hub, per following instructions:  
<https://help.webex.com/en-us/article/y1eqyd/Embedded-apps-in-Webex>
  - Each embedded app can be configured with Personally Identifiable Information enabled or disabled. The Ava Teleport App for Webex supports more scenarios when PII is enabled (see details below). Follow the Webex Control Hub instructions to enable PII.
2. Meetings that will be enabled for Ava call must support SIP call in (aka Calling from Video Systems). Make sure this capability is enabled for your users.
3. Because Avas cannot enter numeric meeting passwords for meetings on their own when joining a meeting, check the following in your organization setup to make sure Avas are not presented with such a request. Depending on your Webex services, this may be configured in different ways. Here are some suggestions:
  - If the codecs in the robots to be used are registered to your Webex org, then no other action to be taken
  - If usage is to be restricted to user's personal rooms, then no other action to be taken (but scheduled meetings may not work)
  - This setting may need to be adjusted: Meeting > Sites > <select your site> Settings > Common Settings > Security, then scroll to Enforce meeting password when joining from video conferencing systems and turn it Off.

## Webex Meeting Types

There are different types of Webex meetings, different types of meeting participants, and different Webex configuration options. This section summarizes the scenarios in which this app is currently supported and which it is not.

Guests who are not part of a Webex organization do not have access to embedded apps at all, so they cannot use the Ava app.

## PII Enabled

Each embedded app can be configured with Personally Identifiable Information enabled or disabled. A Webex organization administrator configures this in the Webex control hub for their organization.

Meeting Type	User's role in meeting	Outcome
Personal Room (scheduled or not)	Any participant	Supported
Scheduled (not Personal Room)	Original host, or an invitee from same Webex organization	Supported
	Invitee, from a different organization	Not supported
Instant Meeting from a Webex space	Not currently supported	

## PII Disabled

Meeting Type	User's role in meeting	Result
Personal room (scheduled or not)	Original host	Supported
	Anybody else	Not supported
Scheduled (not Personal room)	Original host	Supported
	Anybody else	Not supported
Instant Meeting from a Webex space	Not currently supported	