




Check List

1. Before you travel

Ensure the laptop battery pack and smartphone chargers as well as any country specific power adaptors are packed. Make a note the **VMR** you will be connecting to, **PIN code** & **VMR phone ID** (check with your PA or VAVS). A headset/mic is recommended to eliminate audio feedback.

2. Connect to the Internet

Test the internet connection at your location by measuring the available bandwidth/speed. On a laptop go to www.speedtest.net and click on the 'Go' button. Adjust bandwidth in **Settings** for your device (laptop/smartphone) to match the test results.

 On a smartphone/tablet, download the **Speedtest app** from iTunes or Google Play and run the test.

If you find the bandwidth/speed is insufficient, remember you can always share your smartphone Internet cellular data connection as a **Wi-Fi Personal Hotspot**, which the laptop can connect to.

Video & audio bandwidth requires

- Minimum download speed 0.7Mbps
- Minimum upload speed 0.7Mbps

If these results are not attained, connect to VMR by audio/voice only.

Audio only bandwidth requires

- Minimum download speed 64kbps
- Minimum upload speed 64kbps

If these results are not attained connect to the VMR by telephone by dialling +61 7 47535185 and enter the **VMR Phone ID**

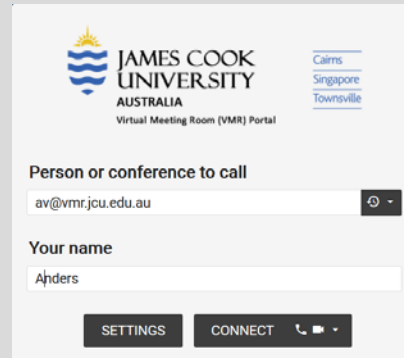
3. Make a test call to a JCU VMR

The address for the test is: **test** or **test@vmr.jcu.edu.au**

A successful test is indicated by hearing and seeing yourself clearly and without video being pixelated.

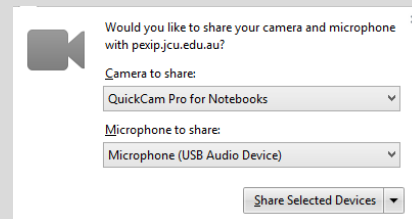
Connect a laptop (PC/Mac) to a VMR

Use the Desktop App or a web browser to connect to a VMR. **Browser instructions:** In the latest version of Google Chrome, go to <https://pexip.jcu.edu.au>.

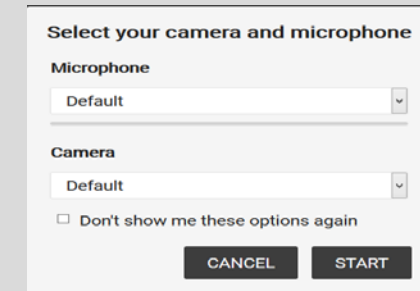


Type in the VMR address in the **'Person or conference to call'** field for example **av@vmr.jcu.edu.au** and your name. Click on the **'CONNECT'** button (optionally connect by voice&video, voice only or view presentation only).

A window will pop up asking to share the camera and microphone (change camera or mic if required)

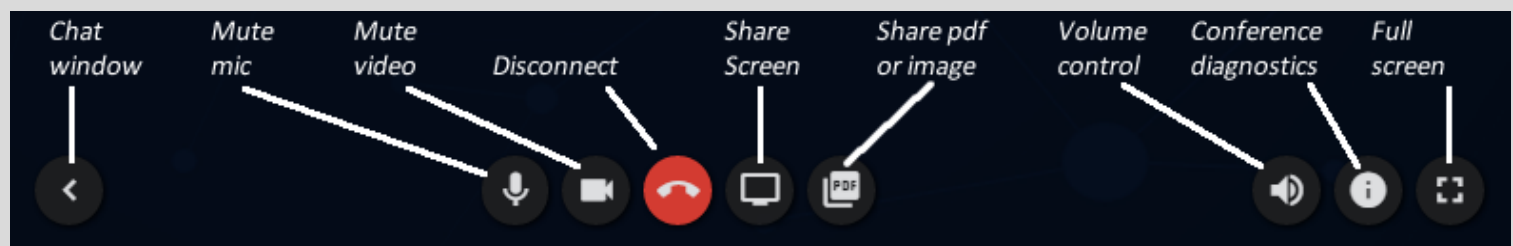


Click on the **'Share Selected Devices'** button to allow sharing the camera and microphone with the VMR.



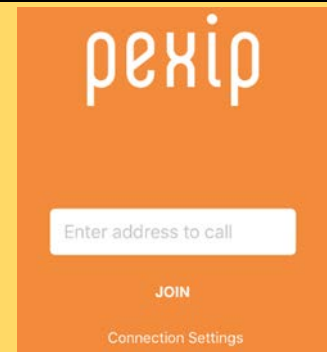
Click on the **'START'** button to enter the VMR

Once connected to a VMR, control buttons are shown along the bottom of the window.



Connect iPhone/iPad

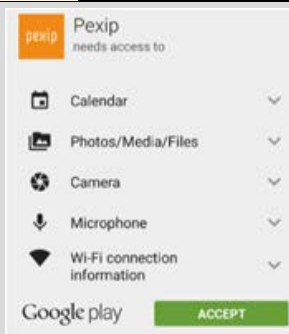
Download the Pexip Infinity app from iTunes App Store



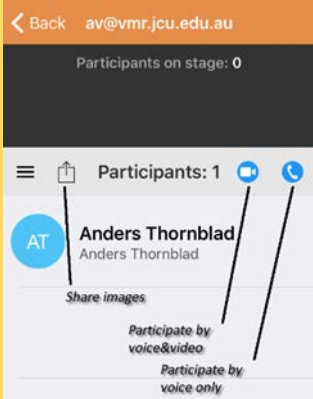
Touch the words **'Connection Settings'** and enter your name in the **'Display Name'** field. Touch the word **'Done'** to continue. Enter the VMR address in the **'Enter address to call'** field and touch the word **'JOIN'**

Connect Android/tablet

Download the Pexip Infinity app from Google Play



Touch the **'ACCEPT'** button to allow the Pexip App access to the listed services.



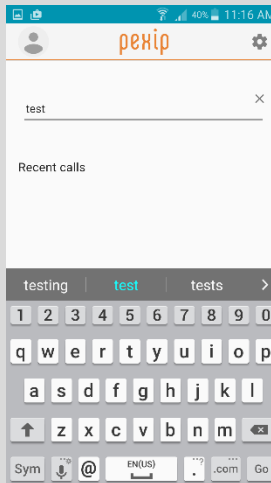
Touch the **'Camera'** icon to participate using voice & video.

Touch the **'Handset'** icon to participate by voice only.

Touch the **'Share images'** icon to share content.

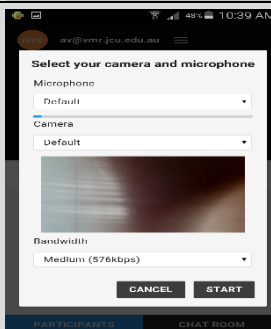


Connected to the Virtual Meeting Room



Touch the **'Cog Wheel'** icon to open settings and enter your name in the **'Your name'** field. No other info should be entered. Touch the **'Left Arrow'** next to Settings to close.

Enter the VMR address eg. **test@vmr.jcu.edu.au** and touch the **'GO'** button.



Touch the **'START'** button to accept the default microphone and camera and to join the VMR.

Optionally change the **Bandwidth** to match the speedtest result.

Rotate to landscape



Rotate to landscape

