

## JCU Pexip Virtual Meeting Room Owner's F2F Training Guide

Introduction and explanation as to what Pexip is and how it works using the following link as a reference

<https://www.pexip.com/any-any-video-conferencing>

Explore possible scenarios for usage with participants.

Nodes currently located at Townsville, Cairns and Mt Isa.

*(10 minutes with Q&A)*

Have a VMR alias available for the training session [your.vmr.address@vmr.jcu.edu.au](mailto:your.vmr.address@vmr.jcu.edu.au) and invite attendees to connect in using their mobile devices. If you are in a videoconference room with an endpoint connect the endpoint into the VMR.

Explain how Pexip works using the following link as a reference. Be careful to ask attendees who are connecting in the same room to mute their audio to prevent feedback. Users with wireless connected devices can move outside the room whilst remaining connected if they like. Demonstrate screen sharing.

*(20 minutes with Q&A and practice)*

Explain the document, Email instruction to JCU's Pexip Virtual Meeting Room End Users, located at the VAVS website and how it can be utilised to invite end users who use VMRs (Paste the details into Calendar invites).

<https://www.jcu.edu.au/videoconferencing/pexip-vmr>

*(5 minutes)*

Take participants through the online document, Pexip VMR Request, available at the VAVS website and explain that this document should be used by anyone who requires VMRs. Mention that there is a cost to JCU for each and every VMR and that usage will be monitored and underutilised accounts re-allocated. <https://www.jcu.edu.au/videoconferencing/pexip-vmr/pexip-vmr-request>

*(5 minutes)*

Further reading and resources are available at the Pexip web site.

Go through some of the different sections of this website such as the "Products" link at <https://www.pexip.com/>

*(5 minutes)*

Q&A. Any questions that cannot be confidently answered should be noted and escalated for further discussion and advice.

*(5 minutes)*