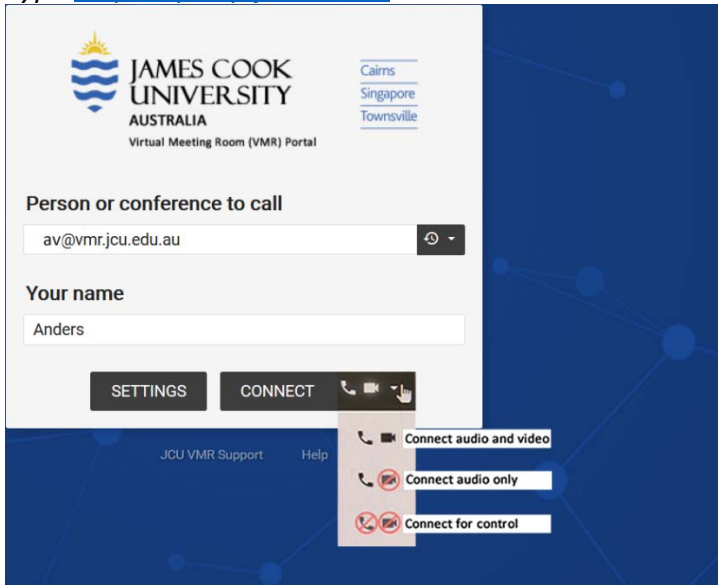




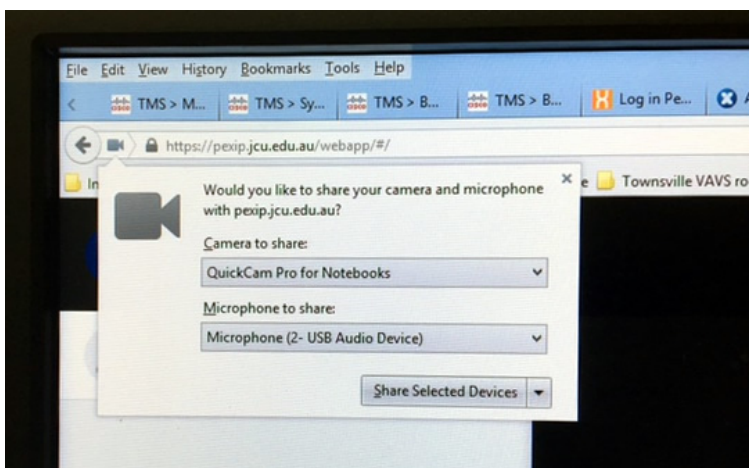
Connect to a Virtual Meeting Room (VMR)

 **From a web browser (PC/laptop)**

1. Type <https://pexip.jcu.edu.au> in the browser window

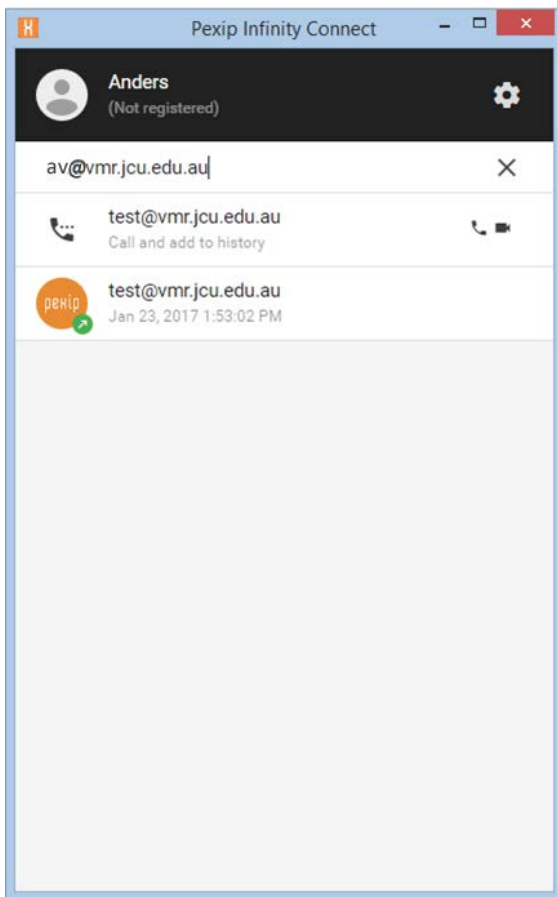


2. In *Person or conference to call*, type in the address of the VMR
3. Type in *Your name*
4. Click on **CONNECT** (connect with audio and video) – if a PIN is set you will be prompted to enter it here



5. Click on **Shared Selected Devices**

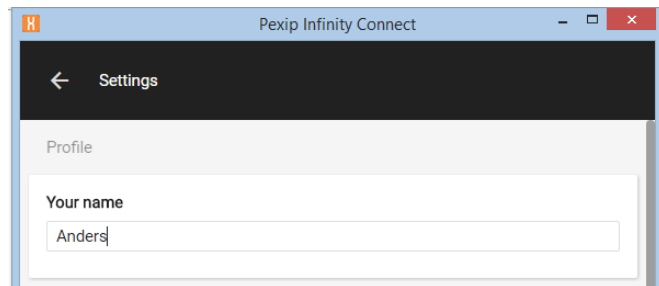
 **From the desktop application**



1. Download, install and run the software package from the App Catalogue on your office computer or from <https://www.pexip.com/software-download> (downloads available for Win, Mac and Linux)

2. Click on the **cog wheel** (settings)

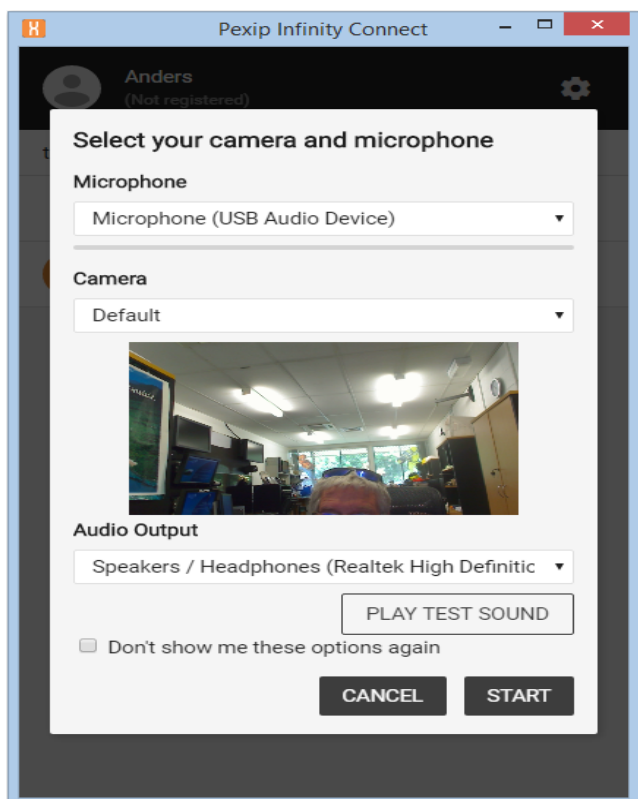
3. Type in your name



4. Click on the **left arrow** (next to word settings) to exit settings

5. Type in the address of the VMR and press the **Enter** key

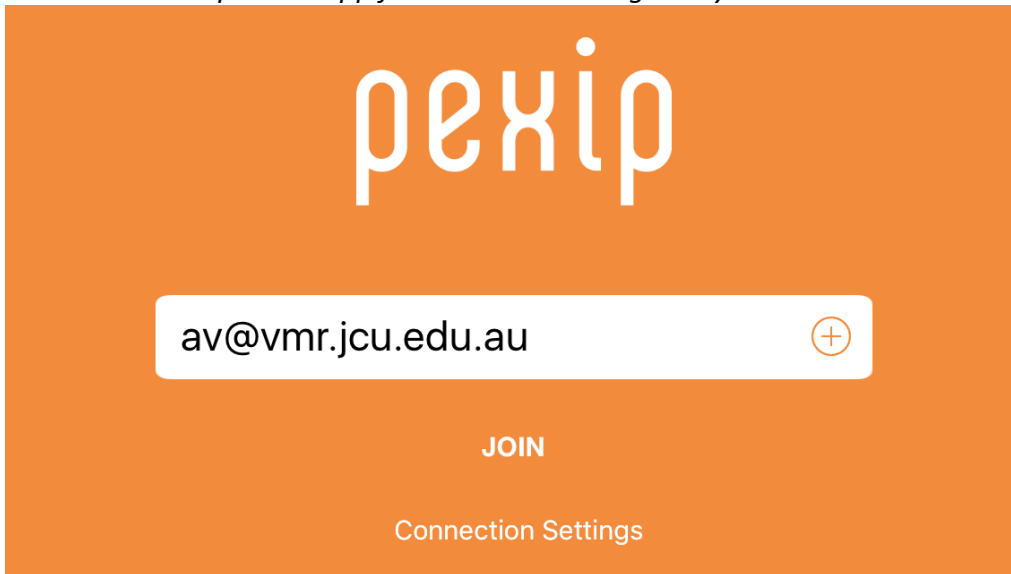
6. **'Select your camera and microphone'** window pops up. Your PC/laptop shows the available microphone(s) and camera(s). If you see yourself and hear a sound played when clicking on **PLAY TEST SOUND**, proceed to the VMR by clicking on the **START** button. If a PIN is set, you will be prompted to enter it here.



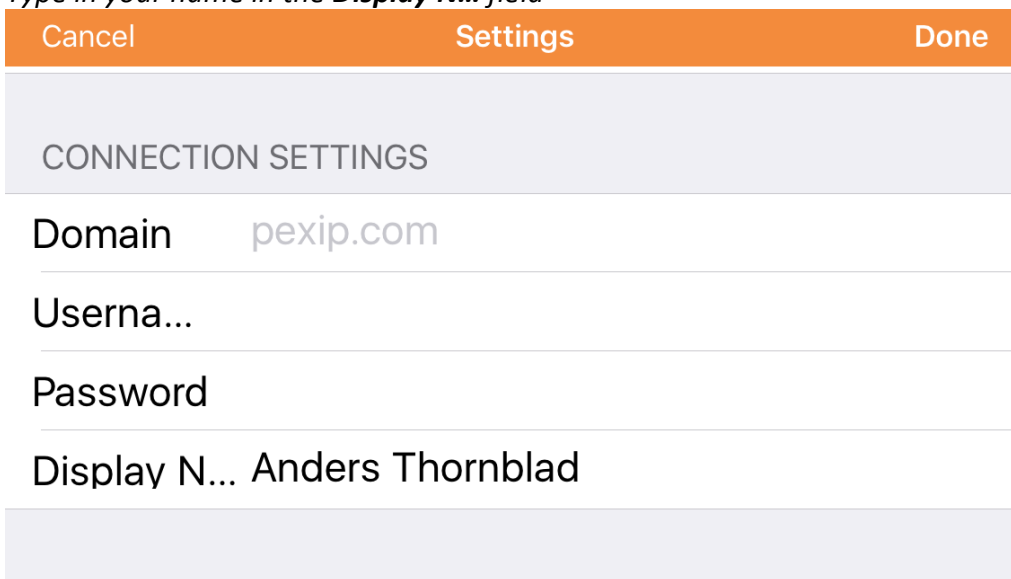


From a smartphone or tablet

1. Download and open the app from iTunes or Google Play



2. Touch **'Connection Settings'**
3. Type in your name in the **Display N...** field

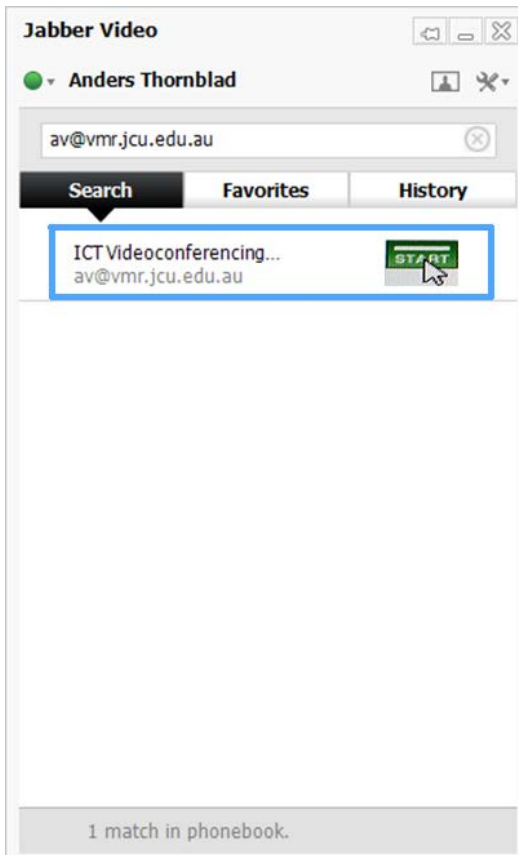


4. Touch the word **Done** (top right)
5. Type in the address of the VMR and touch the word **Join** - If a PIN is set, you will be prompted to enter it here

From a videoconference system

1. Each JCU endpoint (videoconference equipped rooms) is loaded with a VMR phone book.
2. Navigate to the VMR to which you wish to connect and press the Call button on the AV control. If a PIN is set, you will be prompted to enter it here.

From Jabber Video (movi)



1. Type in the address of the VMR
2. Hover the mouse over the matching **Search** entry
3. Click on the **START** button - If a PIN is set, you will be prompted to enter it here

From a telephone (landline or mobile)

1. Dial 47817000 (if dialling from overseas or interstate, apply country code +61 and area code 07).
2. Wait for the voice prompt asking for a conference code (VMR Phone ID)
3. Enter 14643# and wait for the connection. The VMR phone is unique to each VMR – check with VMR Administrator or VAWS
4. If a PIN is set, you will be prompted to enter it here.