



JOIN THE CESC@VCONF.KTH.SE ROOM FROM YOUR VIDEO CONFERENCE SYSTEM ,COMPUTER OR SMARTPHONE



PEXIP Client on computers



Web browser



Tablets and smartphones

JOIN MEETING USING THE PEXIP CLIENT

If you have *administrator rights* on your computer then you may choose to use the PEXIP client found here: <http://www.pexip.com/infinity/73947-46346489> (scroll down to the “*Download Pexip Infinity Connect desktop client*” section). This provides a full meeting experience, with basic conference management, sharing and viewing content.

There is also a PEXIP client/App available for Android and iOS.

WHEN USING THE CLIENT:

Enter your name as you wish it to appear to other conference participants in the settings page and then you can skip the registration part and go directly to making a call by leaving the settings page via the left arrow.

If you have *restricted rights* on your computer then you may choose to use one of your already pre-installed web browsers.

User Guides

A user guide for all available applications can be found under “End user guides” on the following page: http://docs.pexip.com/admin/download_pdf.htm

JOIN MEETING USING A WEB BROWSER:

Type <https://vconf.kth.se/> in the address bar of your Chrome web browser. You will then be presented with the log in screen, further instructions follows in the next section “Join a Meeting”.

NOTE: Use Google chrome to be able to share your computer screen with other participants.



JOIN A MEETING

1. In the **Person or conference to dial** field, **enter the alias of the Virtual Meeting Room** you wish to join, in this case: CESC@vconf.kth.se
2. Enter **Your name**. When you join the conference, this name will be shown in the roster on the left of the screen. (The roster shows the names of all participants, and appears in all PEXIP clients.)
3. Select **Join**.
4. This Virtual Meeting Room is PIN-protected, the code is : **1901**.
5. You will then be connected to the meeting.

RECOMMENDATIONS

In order to optimize the quality of the videoconference and thereby a successful meeting we recommend:

- Using a cabled network instead of a wireless.
- Using a headset or turning off your computer's microphone when you are not participating.

TEST

To test your connection you may use our test room: test@vconf.kth.se

To guarantee the quality of your audio/video in the conference fully you will need to test your connection with other participants in the test room, please invite other participants to join you in the room or contact the technician in charge to setup a test meeting.

Please inform us when you are satisfied with your connection or if you require further support.

You may feel more comfortable with your participation if you familiarize yourself with the, ***In call*** features that are available.



ALTERNATIVE CALL-IN OPTIONS



Audio



Room Systems



Skype for Business, Lync, Cisco
Jabber

IP Address

- Dial the IP address **130.237.210.139**
- Enter the room number : **9901**
- This Virtual Meeting Room is PIN-protected, the code is : **1901**

Call in via phone

- From Sweden dial **08 790 6421** or + **46 8 790 6421** from abroad.
- Then enter the virtual meeting room number **9901** followed by # (a voice will guide you).
- This Virtual Meeting Room is PIN-protected, enter the PIN code **1901** , followed by #.

Lync / Skype for Business

- Enter the room name followed by @vconf.kth.se, in this case, **CESC**
- This Virtual Meeting Room is PIN-protected, enter the PIN : **1901** .
You will then be connected to the meeting.

Skype

- <https://www.pexip.com/article/blog/how-enable-skype-anything-pexip-infinity>