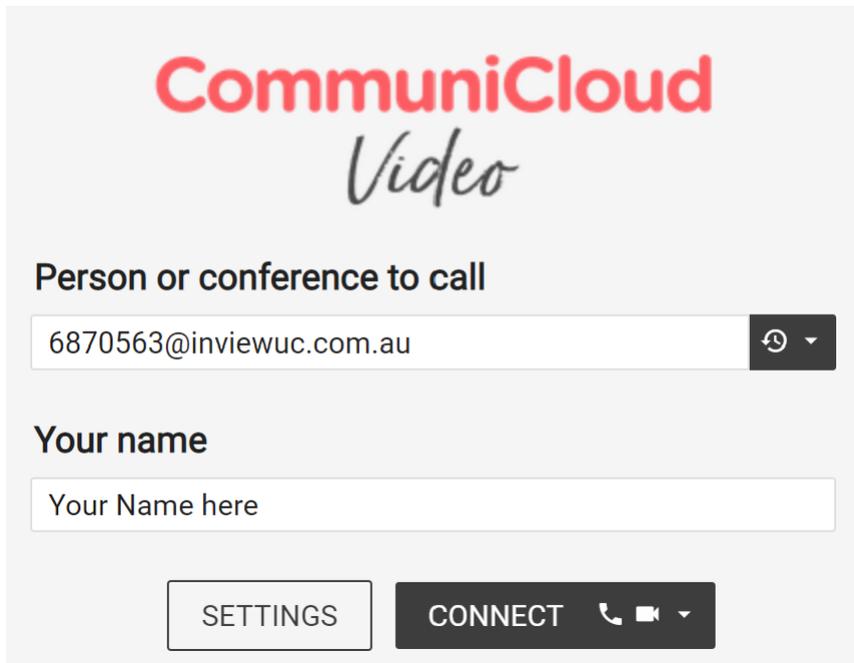


How to connect to ACD's Virtual Meeting Room using a web browser

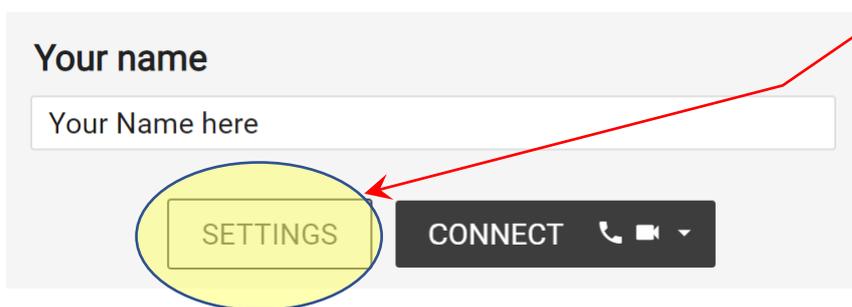
1. Click on the below address (or copy & paste the following address in to your browser search bar)
<https://meet.inviewuc.com.au/communicloud/#/?conference=6870563@inviewuc.com.au>

You will see a screen like this:



The screenshot shows the CommuniCloud Video interface. At the top, the logo 'CommuniCloud Video' is displayed. Below it, there is a section titled 'Person or conference to call' with a text input field containing '6870563@inviewuc.com.au' and a refresh icon. Underneath is the 'Your name' section with a text input field containing 'Your Name here'. At the bottom, there are two buttons: 'SETTINGS' and 'CONNECT' with a dropdown menu icon.

2. It is important to test your settings. This is best done well before the meeting time to ensure that everything is working in preparation for the meeting.



This is a close-up screenshot of the 'Your name' field and the 'SETTINGS' button. The 'Your name' field contains 'Your Name here'. The 'SETTINGS' button is highlighted with a yellow circle. A red arrow points from the 'SETTINGS' button to a blue box on the right.

3. Press the SETTINGS button.

Media

Camera

Microsoft Camera Front



Check that you can see yourself (if not you may need to change the camera option from the dropdown above)

Check that the blue bar moves when you speak (if not you may need to change the microphone option from the dropdown above)

Microphone

Default

Mute microphone when first connecting

Audio Output

Default

PLAY TEST SOUND

Press the PLAY TEST SOUND to make sure that your speakers are working

Bandwidth

Medium (576kbps)

Depending on the quality of the internet connection you may want to change the bandwidth option.

RESET

OK

If everything is working appropriately, click ok at the bottom of the window

The image shows a screenshot of the InView mobile application interface. At the top, the 'InView™' logo is displayed. Below it, there are two main input sections: 'Person or conference to call' and 'Your name'. The 'Person or conference to call' field contains the text '6870563@inviewuc.com.au'. The 'Your name' field contains the placeholder '<your name>'. At the bottom of the interface, there are two buttons: 'SETTINGS' and 'CONNECT'. Three red arrows point from blue callout boxes to specific elements: the first arrow points to the 'Person or conference to call' field, the second arrow points to the 'Your name' field, and the third arrow points to the 'CONNECT' button.

1. Check that you are connecting to the correct VMR - 6870563
2. Put your name here
4. Press **CONNECT!**

How to connect to ACD's Virtual Meeting Room using Mobile Devices

1. Please download the **Pexip** app from iTunes or Google Play store to connect.
2. Enter: 6870563@inviewuc.com.au
3. When prompted, enter the host or guest pin as required.

How to connect to ACD's Virtual Meeting Room using Skype for Business

1. Copy & Paste the following address in to your search bar 6870563@inviewuc.com.au
2. Right click on the new contact and select "Start a video call".
3. When prompted, enter the host or guest pin as required.

How to connect to ACD's Virtual Meeting Room using your phone (Audio Only):

1. Dial one of the following access numbers:

Sydney: (02) 8089 0676
Melbourne: (03) 8678 1482
Perth: (08) 6323 1492
Hobart: (03) 6134 8662
Adelaide: (08) 8311 0602
Canberra: (02) 6147 1002
Darwin: (08) 7906 2542
Brisbane: (07) 3112 9212

1. When prompted, enter **6870563** as the meeting room number.
2. When prompted, enter the host or guest pin as required.
For international access numbers please see our full list here:
<https://communicloud.com/video-access-numbers/>

How to test your connection

There is a simple way to test a video connection at any time.

Use the following link to provide your guests, or use yourself to test a video connection:
https://meet.inviewuc.com.au/communicloud/?conference=test_call