JOIN THE AUF-SUSTAINABILITY@VCONF.KTH.SE MEETING FROM YOUR VIDEO CONFERENCE SYSTEM, COMPUTER OR SMARTPHONE

JOIN MEETING USING THE PEXIP CLIENT

If you have administrator rights on your computer then we recommend that you use the PEXIP client found here: https://www.pexip.com/software-download.

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:

We strongly recommend using a Google Chrome web browser for maximal participation. NOTE: Using other browsers may reduce your total participation experience.

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

JOIN A MEETING

1. In the **Person or conference to dial** field, enter the alias of the Virtual Meeting Room you wish to join.

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, enter the PIN: **2438**.

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.
- Always using a headset and turn off your computer's microphone when not participating.

TEST

To test your connection you may use our test room: [test-call@vconf.kth.se](mailto:test-call@vconf.kth.se)

Here you will be able to verify that your audio/video connection is working.

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

IP Address

- Dial the IP address: **130.237.210.139**
- Enter the room number: **9972**
- This Virtual Meeting Room is PIN-protected, **enter the PIN: 2438**

Call in via phone

- From Sweden dial **08 790 6421** or **+ 46 8 790 6421** from abroad.
- Then enter the virtual meeting room number: **9972** followed by # (a voice will guide you).
- This Virtual Meeting Room is PIN-protected, enter the PIN code: **2438** followed by #.

Lync / Skype for Business

- Type in the room name **UF-sustainability@vconf.kth.se** and start the video
- This Virtual Meeting Room is PIN-protected, enter the PIN: **2438**
  You will then be connected to the meeting.