

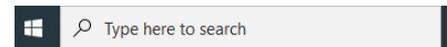


Pexip can be accessed from a personal PC/Laptop/Tablet/Phone or a corporate device and the app can be downloaded onto your phone for free.

### Opening Pexip

On Windows 10 either:

- Type Pexip into the search bar and click Open or
- Click on the windows icon and scroll to the Pexip AS folder, click on the down arrow and click on the Pexip icon



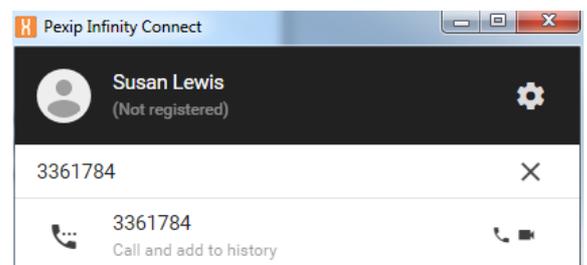
### Setting up Pexip on your Laptop/PC

When you first open Pexip on your laptop or PC you will be asked to enter your name in the settings. Once you have done that scroll to the bottom and enter your domain and server address as in the image below before clicking OK. **This will only need to be done the first time you open it.**

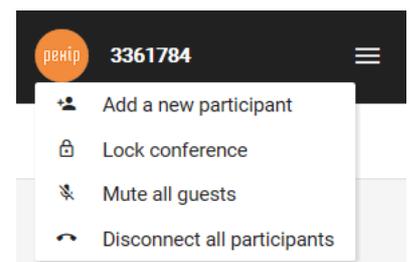
Default domain	hscni.net
Server address	10.210.75.166

### To host a meeting from your laptop/PC:

1. Open the Pexip software either from:
  - a. Type Pexip into the search bar and click Open or
  - b. Click on the windows icon and scroll to the Pexip AS folder, click on the down arrow and click on the Pexip icon
2. Type a 3 in the box at the top followed by your 6 digit extension number
3. Click Enter on your Keyboard
4. Check your sound and video image
5. Click Start
6. Select Host when asked to select your role
7. Enter the last 4 digits from your extension number when asked for your PIN
8. Click Connect

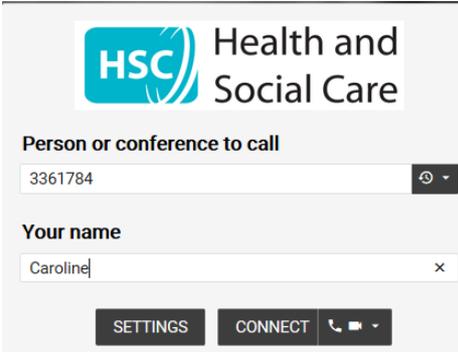


At the end of the meeting you can disconnect all participants using the 3 lines on the right hand side of the screen and selecting 'Disconnect all participants'



### To host a meeting from a training room

1. Open Internet Explorer
2. Go to <https://consult.hscni.net>
3. Enter 3xxxxxx (replace the x's with your extension number)
4. Enter Your Name
5. Click Connect
6. Select Host
7. Enter the last 4 digits of your extension number
8. Click Connect again



At the end of the meeting you can disconnect all participants using the 3 lines on the right hand side of the screen and selecting 'Disconnect all participants'

### Information to send participants to join a conference by computer

1. Open Internet Explorer
2. Go to <https://consult.hscni.net>
3. Enter 3xxxxxx (replace the x's with your extension number before sending out)
4. Enter Your Name
5. Click Connect
6. Click Connect again
7. At the end of the meeting your need to 'hang up' using the red telephone icon at the bottom of the screen before closing the browser window
8. Click Disconnect when asked

### Information to send participants to join a conference by telephone

1. Dial 95361551
2. When asked enter 3xxxxxx# (replace the x's with your extension number before sending out)
3. You are now connected to the meeting

### Information to send participants to join a conference by Cisco Jabber

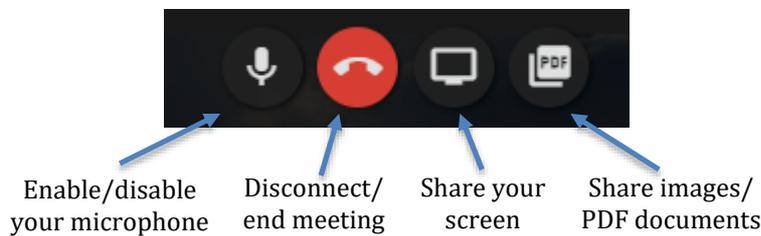
1. Log into Cisco Jabber
2. In the search box type in \*\*3xxxxxx (replace the x's with your extension number before sending out)
3. Press enter
4. You will be connected to the meeting via your telephone

**Now you have set up your meeting and connected with everyone here are a few points to note:**

1. Video conferences are not recorded and communication is encrypted end to end
2. If joining by mobile or a wifi connection, quality will be dependent of the network signal strength/data connection speed
3. There are can be some participants that are on video and some on their landline/mobile in the one meeting

**Options when you are hosting a meeting**

A series of icons will appear at the bottom of the window as below



There are also options in the hamburger at the top of the screen

