



We virtually open doors

# Quick guide | Join WebEx

March 2019

# Join WebEx — Virtual meeting room from computer



**1** — Attach headset or speaker to laptop, if you are not calling in by phone. Please also attach network cable to laptop, if available



**2** — Open your Internet browser, preferably **Google Chrome** and copy <https://uccentric.webex.com/meet/lobby> into the browser



**3** — *Enter the access code 954 818 313, if prompted & write your name, e-mail address and press *Join Meeting**

# Activate audio

## Computer or phone



### Computer:

1. Select *Call Using Computer*
2. Select **No Video**
3. Press *Connect Audio*



### Phone:

1. Select *I Will Call In*
2. Dial +45 3272 7723 and enter the access code 954 818 313 followed by '#'
3. When prompted, enter your *Attendee ID*, which is visible when you scroll down in the *I Will Call In* window
4. Select **No Video**
5. Press *Close*

# Chat function — During Q&A or for technical support



## How to:

1. Tap the *Chat* speech bubble in the bottom of the your screen
2. In the *To:* select recipient e.g.
  - Everyone for questions on the presented topic
  - UC Centric (Host) for technical support
3. Write your question to recipient in the Chat text field and tap *Enter*

**Support?** If you cannot join, please reach out to your local IT team for guidance and forward meeting organizer an e-mail on potential delay. If technical support is needed from UC Centric, please call +45 8175 8065 or write to 'UC Centric (Host)' through the WebEx 'Chat' feature.

# Designing your personal layout

## Computer

The screenshot displays a Cisco Webex Meeting interface. At the top, the title bar reads "Cisco Webex Meetings" and the menu bar includes "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". A status bar at the top right shows "Connected". The main content area is split into three panes: a presentation slide on the left, a video of a participant on the right, and a chat window at the bottom right. The presentation slide is titled "We virtually open doors" and contains text about UC Centric's virtual meeting capabilities and a list of services. The video shows a woman speaking at a podium. The chat window is currently empty. A green callout bubble points to the video pane with the text "Select Side-by-Side view". Another green callout bubble points to the right edge of the presentation slide with the text "Mouse over edge of presentation to resize". A third green callout bubble points to the bottom of the presentation slide with the text "Select Participants & Chat".

Viewing John Doe's applicat...

UCCENTRIC - We Virtually ...

### We virtually open doors

Would you like to trust your virtual tools and anchor your virtual meeting culture?

During the past decade, UC Centric has made it possible for thousands of employees to utilise Immersive TelePresence, videoconferencing and online web conferencing applications. This achievement has supported companies to anchor a virtual meeting culture, which connect executives, improve ability to set-up highly specialized global teams and reduce lead time on decision cycles. Furthermore, it has reduced unproductive hours related to travel, travel costs and CO2 emissions. UC Centric can make sure that your end users have trust in your virtual tools by:

- ✓ Acting as Producer for your live-stream event
- ✓ Designing virtual training sessions & hypercaring for your VIP meetings
- ✓ Implementing your selected virtual tool/s in your organisation
- ✓ Designing intuitive TelePresence and VCON rooms & backend configurations
- ✓ Recognizing challenges within Unified Communication and providing solution visions
- ✓ Acting as Interim Service Manager for your virtual tools

... if you want us to elaborate on our

Participants

- UU undefined undefined (Host, me)
- JD John Doe

Chat

To: Everyone Activate Windows

Go to Settings to activate Windows.

Enter chat message here

Select Side-by-Side view

Mouse over edge of presentation to resize

Select Participants & Chat

# Join WebEx — Virtual meeting room from smartphone or tablet



**1** — Download the Cisco WebEx Meetings app to your device



**2** — Attach headset or speaker to your device

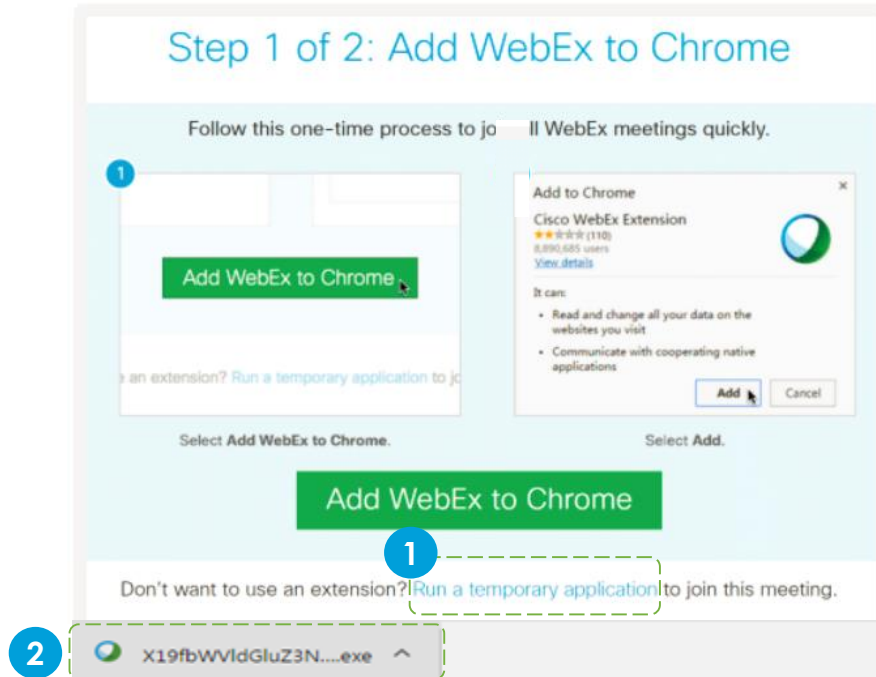


**4** — Select *Participate in meeting* and enter the access code 954 818 313 & press *Participate*



**5** — Add audio to your call through service provider or Wi-Fi and verify that your device is **muted** once you get into in the meeting

# Run as temporary application — If prompted on Computer



## Temporary application:

1. Select *Run a temporary application*
2. Press *Downloaded file (lower left corner)*
3. Press *Run*