Connecting to a Virtual Meeting Room

Note: Please make sure that you know which Virtual Meeting Room you have booked for your conference. All sites must follow this procedure in order to connect to the conference.

1. Please press the Directory Button located on the Polycom Remote Control

2. Click on the Virtual Meeting Room that you have booked for your conference

3. Click on the Call-Hang up Button on the Polycom Remote Control

4. At the end of the conference click on the Call-Hang up Button again on the Polycom Remote Control