



HOW TO USE THE MOVI ADHOC MEETING ROOM

To create an Adhoc Meeting Room

- 1) Log into Movi
- 2) Type 0730012000 into the address bar and press Enter
- 3) Open the Keypad (top right hand corner of the Movi window)
- 4) Click on the * (star or pound) key
- 5) Enter your desired conference code (for example 1234) by clicking on the relevant keypad numbers
- 6) Click on the # (hash) key
- 7) Enter your desired pin number (for example 1234) by clicking on the relevant keypad numbers
- 8) Click on the # (hash) key
 - a. Please note that you should only create the meeting room just prior to when you will need it. Once you exit out of the meeting room it no longer exists.

To Join an Adhoc Meeting Room

- 1) Log into Movi
- 2) Type 0730012000 into the address bar and press Enter
- 3) Open the Keypad (top right hand corner of the Movi window)
- 4) Enter the conference code given to you by the meeting organiser (for example 1234) by clicking on the relevant keypad numbers
- 5) Click on the # (hash) key
- 6) Enter the pin number given to you by the meeting organiser by clicking on the relevant keypad numbers (for example 1234)
- 7) Click on the # (hash) key

NOTE: Please remember to use your Mute button when in an Adhoc Meeting Room. It is exactly the same as a normal multipoint videoconference. All other aspects (e.g. sharing a presentation, hanging up, etc.) are the same as in a point to point Movi call.