



VC-Connect

Quick Guide for
Desktop Users

Software Release v2.1

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Version Control

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11 th April 2016	1.0	First release version with UCi2i VMSP Cloud (v11) and Software Release v2.1	TK
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Introduction

About UCI2i VMSP Cloud and VC-Connect

UCI2i VMSP Cloud is a virtualized and distributed multipoint conferencing platform. It enables scaling of video, voice and data collaboration across organizations, enabling everyone to engage in high definition video, web, and audio conferencing.

It provides any number of users with their own personal Virtual Meeting Rooms, as well as Virtual Auditoriums, which they can use to hold conferences, share presentations, and chat. Participants can join over audio or video from any location using virtually any type of communications tool (such as Microsoft Lync / Skype for Business, a traditional conferencing endpoint, a mobile telephone, or a VC-Connect client) for a seamless meeting experience.

Virtual Meeting Rooms and Virtual Auditoriums can also be accessed through a Virtual Reception IVR service, which allows all participants to dial a single number to access UCI2i VMSP Cloud, and then use the DTMF tones on their endpoint to select the conference they want to join. The platform also includes a gateway service, allowing end users to place point-to-point calls to other endpoints that use different protocols and media formats.

VC-Connect clients

The VC-Connect suite of clients allows conference participants to access any Virtual Meeting Room or Virtual Auditorium within the UCI2i VMSP Cloud deployment. VC-Connect users can also control the conference, view presentations, share content, and chat with other conference participants. VC-Connect can also be used to make outbound point-to-point calls when used in conjunction with a gateway.

All VC-Connect clients can make outbound calls; the VC-Connect desktop client and VC-Connect Mobile client for Android can also register to UCI2i VMSP Cloud in order to receive incoming calls.

VC-Connect clients are available for almost any device:

- The VC-Connect Web App is included as part of all UCI2i VMSP Cloud deployments. It is used to access UCI2i VMSP Cloud services from all of the major web browsers and provides voice, video, content sharing and viewing, chat, and conference control.
- The [VC-Connect desktop client](#) is an installable client, supported on Windows and OS X. It provides voice, video, content sharing and viewing, chat, and conference control.
- The VC-Connect Mobile client for Android provides voice, video, content sharing and viewing, chat, and conference control.
- The VC-Connect Mobile client for iOS provides voice, video, content viewing, image sharing, chat, and conference control.

VC-Connect guides for end users

We publish a series of quick guides aimed at users of the VC-Connect desktop client, the VC-Connect Web App when used in different browsers, and the VC-Connect Mobile client for iOS and for Android. These guides are available in PDF format from <http://www.uci2i.com/support>.

About this guide

This guide covers topics that are designed to help you get started on your VC-Connect desktop application. The functions and features are the same regardless of using Windows or Mac OSX operating systems. For the purpose of this guide and the screen shots, it is assumed that the user is on Windows.

Comparison of VC-Connect clients

VC-Connect is available in three main formats:

- directly from one of the following web browsers (the VC-Connect Web App):
 - Google Chrome version 43 and later
 - Mozilla Firefox version 38 and later
 - Opera version 23 and later
 - Microsoft Internet Explorer version 10 and later (requires Flash Player 11 and later ActiveX® plug-in, and must not be in Compatibility View)
 - Microsoft Edge version 20.10240 and later
 - Apple Safari version 6 and later (Mac OS X only) (requires Flash Player 11 and later plug-in)
- as an installable desktop application (the VC-Connect desktop client)
- as an installable application for iOS or Android devices (the VC-Connect Mobile client).

There are some differences in features available between the different clients and browsers, as shown in the table below:

	Full audio and video mode	Audio-only mode	Presentation and control-only mode (more info)	PDF sharing (more info)	Image sharing (more info)	Screen sharing (more info)	View presentations in full motion (more info)	Send DTMF to individual participants	Chat	Register to receive calls (more info)	Preconfigured links (more info)
Desktop client	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Web App via Chrome	✓	✓	✓	✓	✓	✓*	✓	✓	✓		✓
Web App via Internet Explorer	✓	✓	✓	✓	✓			✓	✓		✓
Web App via Edge	✓	✓	✓	✓	✓			✓	✓		✓
Web App via Firefox	✓	✓	✓	✓	✓		✓	✓	✓		✓
Web App via Safari	✓	✓	✓	✓	✓			✓	✓		✓
Web App via Opera	✓	✓	✓	✓	✓		✓	✓	✓		✓
Mobile client for Android	✓	✓	✓	✓	✓		✓	✓	✓	✓	
Mobile client for iOS	✓	✓	✓		✓				✓		

* Requires [installation of a Chrome extension](#)

Installing and using VC-Connect

About the VC-Connect desktop client

The VC-Connect desktop client is released separately to UCI2i VMSP Cloud, and may have been updated since this Administrator Guide was released. For the most up-to-date VC-Connect desktop client user documentation, see <http://www.uci2i.com/support>.

The VC-Connect desktop client is a stand-alone video client that provides access to UCI2i VMSP Cloud services. It is currently supported on:

- Microsoft Windows 7 and later
- Mac OS X 10.7 and later

The VC-Connect desktop client does not verify TLS certifications and therefore should not be used on untrusted networks.

Hardware requirements

The performance of the VC-Connect desktop client can depend upon which other applications are currently running on the client system.

However, as a minimum we recommend that your client system has:

- 4 GB of RAM
- Intel Core i5 processor or equivalent

Installing the VC-Connect desktop client

To install the VC-Connect desktop client, go to <http://www.uci2i.com/support> to download and install the appropriate file for your OS:

- Windows: **VC-Connect.msi**. Click on this file to install the VC-Connect desktop client automatically. During the installation process the VC-Connect icon will be added to the desktop, and an entry will be added to the Windows registry to allow links prefixed with **pexip:** to open automatically in the VC-Connect desktop client.
- OS X: **VC-Connect_osx-ia32.zip**. Unzip this file and move it to the **Applications** folder. This application is signed with Apple, but you may need to go into: **System Preferences > Security & Privacy > General >** then set 'Allow apps to be downloaded from' to be 'Mac App Store and identified developers'.

When users open the desktop client, they are asked to enter the alias of the conference or person they want to call (for example **john.smith@dial.vc**).

System administrators and conference organizers can also [provide a preconfigured link](#) to a conference alias.

Registering your device to receive calls

If you want to be able to receive calls on your VC-Connect desktop client, you must first register it with UCI2i VMSP Cloud using an alias, username, and password provided by your system administrator. These credentials must match a registration entry on UCI2i VMSP Cloud in order for the registration to be accepted.

Registration is optional. You do not need to register your device in order to make calls, just to receive them.

To register your VC-Connect desktop client to receive calls:

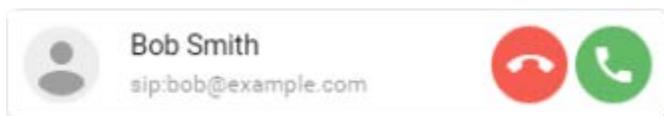
1. Go to the **Settings** screen (from the top right of the VC-Connect home screen, select **Settings** ).
2. In the **Registration** section of the **Settings** screen, enter the **Alias** and **Password** provided to you by your administrator. Be aware that the username and password are case-sensitive, and some devices will default to uppercase for the first character of the user name.
3. Select **Remember password**.
4. Select **Register**.

When you have successfully registered, the button will change to **Unregister**, and when you return to the home screen (by selecting ) there will be a green icon next to your name and your registered alias will be shown underneath:



The notification icon for VC-Connect will also have a green dot on it: . This dot will change to red if you become unregistered: .

Now, when someone calls your endpoint by dialing the **Alias** you have registered with, you will get an incoming call alert at the bottom right of your screen showing the name and address of the person or meeting room who is calling you:



For the VC-Connect desktop client, you can disable the sound of the incoming call alert by going to **Settings** and selecting a **Ringtone of None**.

Configuring a default domain

If you frequently use Virtual Meeting Rooms and Virtual Auditoriums that have aliases with the same domain, you can configure the VC-Connect desktop client so that you only need to enter the initial part of the alias. For example, if you often access Virtual Meeting Rooms with the aliases **vmr.alice@dial.vc**, **vmr.bob@dial.vc** and **vmr.sales@dial.vc**, you could configure the VC-Connect Mobile client with a **Domain of dial.vc**, so that you only need to enter **vmr.alice**, **vmr.bob** or **vmr.sales** in the URI field in order to join the Virtual Meeting Room.

If you have set up a preconfigured domain, you can still enter Virtual Meeting Room and Virtual Auditorium aliases that use a different domain. Just enter the full URI in the **URI** field - the preconfigured domain will be ignored.

Using VC-Connect to share content

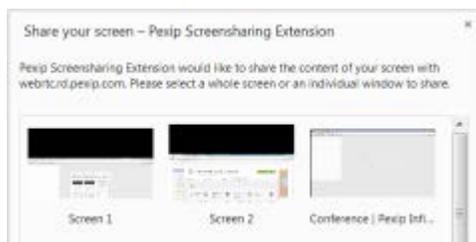
You can use VC-Connect to share content such as [images and PDFs](#), or [what's on your screen](#), with other participants.

If you are already in the call using another video endpoint, you can open and [use VC-Connect just to share content](#) - for example, if you have joined the conference from a meeting room with a dedicated endpoint, and you want to show a presentation from your laptop without worrying about finding and connecting the correct cables.

Sharing your screen

To share your screen:

1. From the toolbar at the bottom of the screen, select **Share screen** .
2. Select **OK** to confirm that you want to share your screen.
3. Select either the entire screen or the individual window you want to share, and then select **Share**.



Sharing images and PDFs

Supported formats and clients

Images

You can share images from the VC-Connect client. VC-Connect supports the following image formats:

- JPG
- BMP
- PNG
- GIF

PDFs

You can share PDFs directly from:

- the VC-Connect desktop client
- the VC-Connect Web App
- VC-Connect Mobile client for Android

PowerPoint presentations

You can't share PowerPoint presentations directly using this method. To share PowerPoint presentations, either

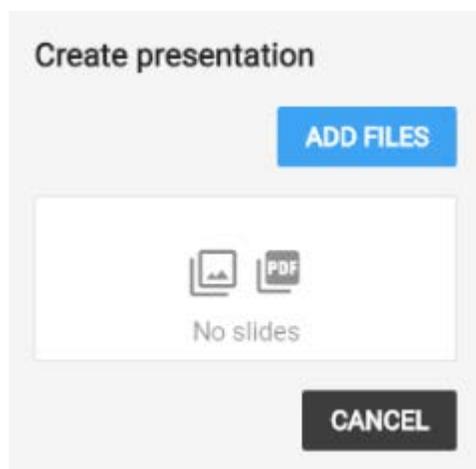
- Save the presentation as a PDF, and share that.
- From PowerPoint, open the presentation as a slide show, and then [share your screen](#).

How to share images or PDFs

To share images or PDFs:

1. From the toolbar at the bottom of the screen, select **Share images or PDFs** .

The **Create presentation** screen will appear:



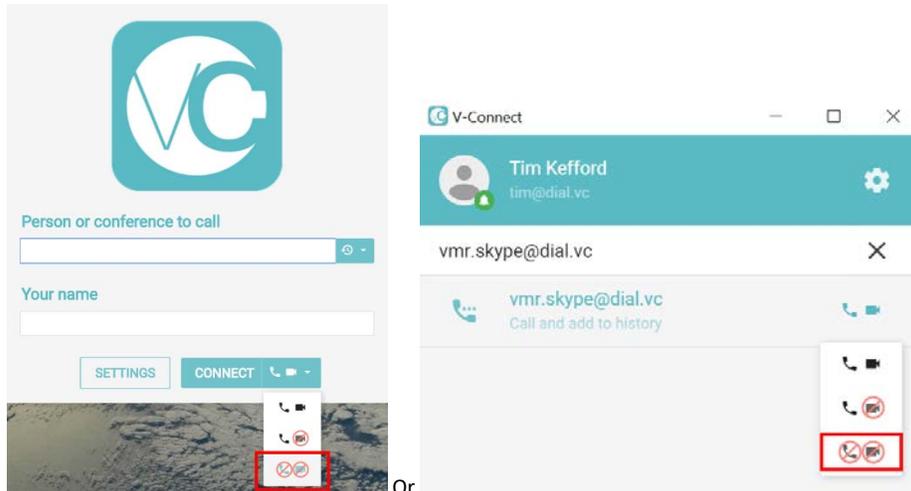
2. Select **Add files**, or drag and drop the file(s) you want to share into the VC-Connect window. You can add multiple files, and they can be a combination of images and PDFs. Each image will be converted into an individual slide, as will each page of each PDF.
3. Select **Start presenting** and use the left < and right > controls at the top of the screen to scroll through the slides.
4. To stop sharing the slides, from the toolbar select **Stop presenting** .

Any files you share remain yours - they are not available for other participants to download during or after the conference.

Using VC-Connect just to share content

If you are in a conference using an endpoint other than VC-Connect (for example, a dedicated meeting room system) and you want to share content from your computer or mobile device without activating your camera and microphone:

1. Open the VC-Connect client on your computer or mobile device and enter the details of the Virtual Meeting Room or Virtual Auditorium you are in.
2. From the drop-down options on the **Connect** button, select  **Conference control and receive/send presentation only:**

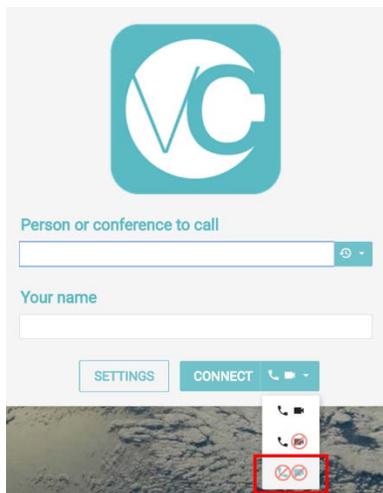


3. From the toolbar, select **Share screen** , or **Share images or PDFs** .

Using VC-Connect for presentation, chat and conference control only

If you are already in a conference using an endpoint other than VC-Connect, you can still access the additional features available to VC-Connect users (such as conference control, chat, content sharing, and viewing the roster of participants) by using VC-Connect to join the conference without activating your camera and microphone.

To do this, from the drop-down options on the **Connect** button, select  **Conference control and receive/send presentation only:**



You can now view and [share content](#), send and receive chat messages, view the participant list, and (if you are a Host) control aspects of the conference such as adding participants, muting participants, disconnecting participants, and [locking the conference](#).

You can also activate your camera and microphone, or just your microphone, at any time after you have joined the conference by selecting either **Join with video**  or **Join with audio only** .

Locking a conference and allowing participants to join a locked conference

If you want to prevent any further participants from joining a conference after it has started, you can lock it by either using [V-Control](#) or [using VC-Connect](#). After a conference has been locked, participants who are attempting to join the conference can be [allowed in individually](#) by participants already in the conference.

The impact of locking depends on whether or not the Virtual Meeting Room or Virtual Auditorium being used has a Host PIN.

If the service **does not have a Host PIN**:

- Participants will be able to join the conference until it is locked.
- After the conference has been locked, any further participants who attempt to join the conference (including any Automatically Dialed Participants and manually-invited participants) will be held at the **Waiting for conference host** screen.
- All participants who are already in the conference will be notified of any participants who are attempting to join the locked conference, and will be able to [allow the waiting participants to join](#).
- When the conference is unlocked, any participants who are still waiting will automatically join the conference.

If the service **has a Host PIN**:

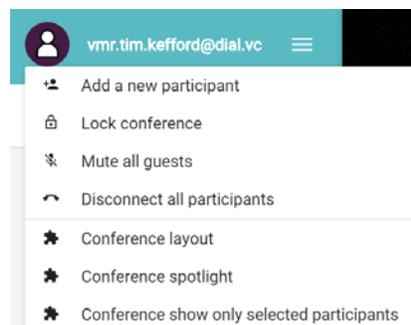
- Host and Guest participants will be able to join the conference until it is locked.
- After the conference has been locked, participants who enter the Host PIN will be able to join the conference immediately - locking does not apply to them.
- After the conference has been locked, Guest participants (including any Automatically Dialed Participants and manually-invited participants who have been given a role of Guest) will be held at the **Waiting for conference host** screen.
- All Host participants who are already in the conference will be notified of any Guest participants who are attempting to join the locked conference, and will be able to [allow the waiting Guest participants to join](#).
- When the conference is unlocked, any Guest participants who are still waiting will automatically join the conference.

Locking using V-Control

To lock or unlock a conference from within V-Control, please see the user guide on <http://www.uci2i.com/support>.

Locking using VC-Connect

Host participants using VC-Connect can lock and unlock the conference they are in by clicking on the conference control menu  and selecting **Lock conference** or **Unlock conference** as appropriate:



A "locked" icon  will appear next to the conference avatar to indicate that the conference is currently locked.

Allowing waiting participants to join a locked conference

When a new participant attempts to join a locked conference, Host participants in the conference who are using VC-Connect are notified that the participant is waiting to join, and see a red "waiting" icon  next to the participant's avatar. To allow the participant to join the locked conference they can click on the green telephone icon  next to the participant's name:



In the above example, Bob is waiting to join Alice's locked VMR. Alice is a Host, so can let him join at any time by clicking on the green telephone icon next to Bob's name.

Rejecting a request to join a locked conference

If a Host (who is using VC-Connect) does not want a waiting participant to join the conference immediately, they have two options:

- To reject the request completely, the Host participant must click on the red telephone icon  next to the waiting participant's name. The waiting participant's call will be disconnected.
- To leave the participant at the waiting for Host screen, the Host participant should do nothing. The waiting participant will remain at the waiting screen until:
 - o a Host participant chooses to let the waiting participant join the conference, or
 - o the conference is unlocked (after which the waiting participant will automatically join the conference), or
 - o the conference finishes (after which the waiting participant's call will be disconnected).

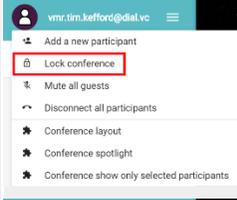
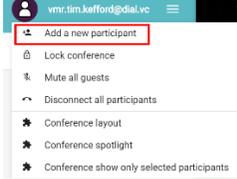
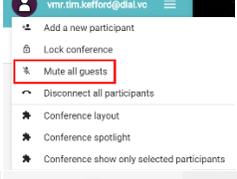
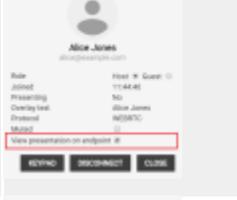
Using VC-Connect in-call controls

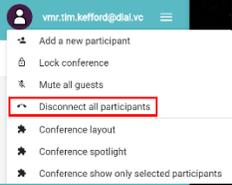
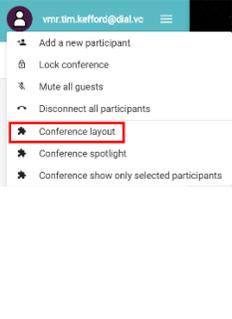
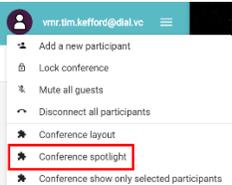
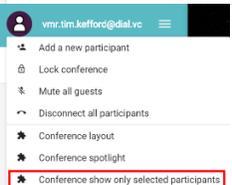
The table below shows the actions that can be performed while a call is in progress. Note that this table includes all features available to the VC-Connect desktop client, the Mobile client for Android, and the Web App, although not all features are available to all clients. For the features that are available to the VC-Connect Mobile client for iOS, see the VC-Connect Mobile client for iOS Quick Guide found on <http://www.uci2i.com/support>.

<p>Select the default microphone and camera to use prior to joining over video/audio</p>	<ol style="list-style-type: none"> 1. From the home screen, select . 2. In the Media section, select the desired microphone and camera from the drop-down menus. 	
	<p>If you always use the same camera and microphone, you may wish to also clear the Show camera / microphone options when connecting option in the Advanced section of the Settings page. Doing so will mean that you won't then have to take the extra step of nominating the camera and microphone to use each time you make a call.</p>	
<p>Share your screen with all other participants</p>	<ol style="list-style-type: none"> 1. For Chrome users, ensure that you have enabled screen sharing. 2. From the toolbar at the bottom of the window, select Share screen. 3. Select the window or screen you want to share. <p>The best way to share a PowerPoint presentation is to start the Slide Show from within PowerPoint first, and then tab to VC-Connect, share your screen, and select the Slide Show window.</p>	
<p>Share images or PDFs with all other participants</p>	<ol style="list-style-type: none"> 1. From the toolbar at the bottom of the window, select Share images or PDFs. 	

2. Drag and drop the file(s) you want to share into the VC-Connect window. You can add multiple files, and they can be a combination of images and PDFs. Each image will be converted into an individual slide, as will each page of each PDF.
3. Select **Start presenting**. The first slide will appear in a presentation thumbnail at the top left of the screen (or in the main video window if you are presentation-only). Use the left < and right > controls to scroll through the slides. You can make the slides appear in your main video window by clicking on the presentation thumbnail.
4. To stop sharing the slides, from the toolbar select **Stop presenting**.

View a presentation being shown by another participant	When a participant starts a presentation, you will automatically see the content they are sharing as your main image, and the image of the participants will reduce to a small thumbnail at the top left corner.	
	You can toggle between viewing the presentation and viewing the participants by clicking on the thumbnail.	
View a presentation in a separate window	Whether you are the presenter or a participant, you can view the current presentation in a separate pop-out window.	
	To do this, from the bottom right of the screen select Open presentation in new window . To close the window, from the bottom right of the screen select Close .	
View a presentation at a higher (or lower) refresh rate	When a participant is showing a presentation, by default you receive it as a series of still images. This is suitable for documents and screens being shared, but if the presentation contains a lot of movement it may appear jerky. If this is the case, you can elect to receive the presentation in full motion.	
	To do this, from the bottom right of the screen select View full motion presentation . To return to the default view, select View still image presentation .	
Start sending and receiving video	(For users who have initially joined without audio and video)	
Start sending and receiving audio	(For users who have initially joined without audio and video)	
Stop/start sending your video to other participants	From the toolbar at the bottom of the window, select Connect with audio and video . Select the camera and microphone you wish to use, and then select Start .	
Stop/start sending your audio to other participants	From the toolbar at the bottom of the window, select Connect with audio only .	
Stop/start sending your video to other participants	From the toolbar at the bottom of the window, select Disable my camera or Enable my camera .	
Stop/start sending your audio to other participants	From the toolbar at the bottom of the window, select Mute my microphone or Unmute my microphone .	
View the video image full screen/exit fullscreen	From the toolbar at the bottom of the window, select Go full screen or Exit full screen .	
Stop/start viewing the video of yourself	The video of yourself that is being sent to other participants is shown in a thumbnail at the top right of the screen. To hide this, select the Hide self view  icon at the top right of the image. It will be replaced by a small Show self view icon; select this to view your image again.	
View a list of other conference participants	When using VC-Connect, a list of all other conference participants will be shown to the left of or at the bottom of the screen. You can scroll through this list, or use the search box at the top of the list, to view other participants.	
	You can show and hide this participant list by clicking on the Hide side bar < and Show side bar > icons at the bottom right of the list.	
Send and receive chat messages, and share online videos and images	(Available when chat has been enabled by the administrator)	
	At the bottom of the screen there is a Chat room area, which shows the messages sent by participants in the conference. To send a message, type it in the bottom window. Messages are visible to everyone else in the conference with a chat-capable client (such as Lync / Skype for Business or VC-Connect).	
	You can also share videos and images by pasting their URL into the chat window.	
Show or hide the roster or chat room	To hide or show the side panel (containing the list of participants and the chat room), select the arrows at the bottom left of the screen.	
	To hide the chat room within the side panel so that only the roster is shown, or to expand it so that only the chat room is shown, select the arrows to the right of the chat room title bar.	

Prevent/allow others from joining the conference	<p>(Requires Host privileges)</p> <p>From the top left of the screen, select the menu  icon and then select Lock conference or Unlock conference.</p> <p>The impact of locking depends on whether or not the Virtual Meeting Room or Virtual Auditorium being used has a Host PIN. For more information, see Locking a conference and allowing participants to join a locked conference.</p>	
Add a participant to the conference	<p>(Requires Host privileges)</p> <ol style="list-style-type: none"> 1. At the top left of the screen, select the menu  icon and then select Add a new participant. 2. At the prompt, enter the address of the person you want to dial. 3. If you want to use a protocol other than SIP (the default) select either H.323 or Lync/Skype. RTMP is typically used when connecting to a streaming or recording service. 4. Select whether you want the participant to have Host or Guest privileges. 5. Select OK. 	
Mute/unmute another participant	<p>(Requires Host privileges)</p> <p>From the participant list, to the right of the participant's name select Mute participant or Unmute participant.</p>	
Muting all Guests	<p>(Requires Host privileges)</p> <p>From the top left of the screen, select the menu  icon and then select Mute all guests.</p>	
Send DTMF tones	<p>(Requires Host privileges; you must be joined over audio, or video and audio)</p> <p>From the participant list, select the participant to whom you want to send DTMF tones, and then select Keypad.</p> <p>This feature is generally used to communicate with external systems (such as audio bridges, automated switchboards, and recording devices) after they have been added to the conference.</p>	
Change the role of a participant	<p>(Requires Host privileges; you cannot change your own role to Guest.)</p> <p>From the participant list, select the participant's name, and then use the radio buttons to select whether their role will be Host or Guest.</p>	
Stop sending presentation to a participant	<p>(Requires Host privileges)</p> <p>When a participant is sharing a presentation, other participants receive both the presentation and the main video. However, you may want to receive just the main video on a particular endpoint (for example, if you are using a meeting room system and you are already viewing the presentation on your mobile device).</p> <p>To do this, from the participant list, select the participant's name and then uncheck View presentation on endpoint.</p>	
Disconnect another participant	<p>(Requires Host privileges)</p> <p>From the participant list, select the participant's name and then select Disconnect.</p>	

Disconnect all participants (including yourself)	(Requires Host privileges) From the top left of the screen, select the menu  icon and then select Disconnect all participants .	
Conference layout	(Requires Host privileges) From the top left of the screen, select the menu  icon and then select Conference layout . This allows for the option to adjust the global layout viewed by all participants: Equal – changes the view to a 2 x 2 window. When more than 5 participants, those not shown will reappear on voice activation 1+0 – changes to the active speaker with no thumbnail view of participants. 1+7 – changes to the active speaker with 7 thumbnail views of participants. 1+21 – changes to the active speaker with 21 thumbnail views of participants. Default – returns the view to system default.	
Conference spotlight	Select the participant that should be locked as the main speaker. Remaining speakers will not grab main floor. You can spotlight multiple people, and their position will be relative to the order they were spotlighted. If you spotlight 3 people, A, B and C in that order, and then you unspotlight A, the second one - B - will now be the main spotlighted participant. This plugin will not hide the other participants, it simply overrides the active speaker switching	
Conference show only selected participants	Allows you to choose a few participants that will be shown for everyone, and then set the layout in how they will be shown. They will not see themselves, so if doing Equal and spotlighting two people, everyone will see two, but those persons themselves will only see the other part as an example.	
Disconnect yourself from the conference	From the toolbar at the bottom of the screen, select Disconnect .	
View diagnostic information about your call (when connected with audio or video)	From the bottom right of the screen, select Call statistics . This brings up an overlay dialog that displays the server version of the host system. Further statistics may also be displayed, if available, such as incoming and outgoing audio and video bitrates, and how many data packets have been lost and received etc.	

Participant icons

The table below shows the different icons or "badges" that can appear on participants' avatars, and their meanings.

	A call is being placed to the participant and they have yet to answer.
	The participant is waiting to join the conference.
	The participant is a streaming or recording device.
	The participant is currently speaking.
	The participant is muted.
	The participant is presenting content.

Creating preconfigured links to conferences via VC-Connect Links to VC-Connect Web App

You can provide conference participants with a URL that, when clicked, will open an instance of VC-Connect in their default browser. You can format the URL with query string parameters so that it pre-fills some or all of the required fields and allows the participant to review these before joining, or you can format the URL so the participant is taken straight into the conference.

The URL is in the format:

```
https://join.dial.vc/uci2i/?conference=<alias>&name=<name>&bw=<bandwidth>&pin=<PIN>&join=<join>&role=<role>&media=<media>&audioonly=<audioonly>&escalate=<escalate>&extension=<extension>
```

where:

- **<address>** is the IP address or domain name of the Conferencing Node or reverse proxy
- **<alias>** is one of the aliases for the Virtual Meeting Room or Virtual Auditorium the user will join
- **<name>** is the name of the user who is joining the conference
- **<bandwidth>** is the bandwidth in kbps, and can be any number between 256 and 1864
- **<PIN>** is either the Host or Guest PIN, if required
- **<join>** is 1 if you want the participant to automatically join the conference, otherwise it is not present
- **<role>** is either **host** or **guest** and is used when the URL does not contain a PIN (for example, to allow Guests to automatically join a conference that has no Guest PIN). However, if the URL already specifies a **<PIN>**, the PIN will determine the participant's role and the **<role>** will be ignored.
- **<media>** is 1 if you want to start your camera and microphone immediately after joining, or is left empty if you want to join in presentation and control mode.
- **<audioonly>** is 1 if you want to start an audio-only call.
- **<escalate>** is 1 if you want users to be offered the camera and microphone selection options immediately upon joining (only applies when the option to start media immediately has not been activated, i.e. in conjunction with **media=**).
- **<extension>** is the Virtual Reception extension, or the Lync / Skype for Business Conference ID.
- **<forceguest>** is 1 if you want to withhold Host-level controls (such as muting all guests) even if the participant joins as a Host.

The URL must always include **https://join.dial.vc/uci2i/?**; the remainder of the fields are optional, as follows:

- If a field is not specified in the URL but is required when joining (i.e. **alias**, **name**, **PIN** if the conference uses PINs, or **extension** if one is requested), the participant will be required to provide the information themselves before they can join the conference.
- If the **bandwidth** is not specified in the URL and the participant has not previously selected a different value, the default of 576 will be used.

Examples

- The domain name of the reverse proxy is **join.dial.vc**, and there is a Virtual Meeting Room with the alias **vmr.alice**, which has no PIN, the URL for Bob to join it directly would be:

```
https://join.dial.vc/uci2i/?conference=vmr.alice&name=Bob&join=1
```

- If we then gave the same Virtual Meeting Room a Host PIN of **1234** but no Guest PIN, the URL for Bob to join it directly as a **Host** would be:

```
https://join.dial.vc/uci2i/?conference=vmr.alice&name=Bob&pin=1234&join=1
```

and the URL for Bob to join it directly as a **guest** would be:

```
https://join.dial.vc/uci2i/?conference=vmr.alice&name=Bob&join=1&role=guest
```

and the URL for Bob to join it directly as an audio-only guest would be:

```
https://join.dial.vc/uci2i/?conference=vmr.alice&name=Bob&join=1&role=guest&media=1&audioonly=1
```

- If we wanted Bob to join directly as a guest with audio and video, but allow him to select and check his camera and microphone prior to joining, the URL would be:

<https://join.dial.vc/uci2i/?conference=vmr.alice&name=Bob&join=1&role=guest&media=&escalate=1>

Links to VC-Connect desktop client

You can create a URL that, when clicked, will open an instance of the VC-Connect desktop client with the conference name pre-filled. This URL can be included in web pages or emails (but note that some email clients such as Gmail will strip them out for security reasons).

This URL is in the format:

pexip:<alias>

where:

- <alias> is one of the aliases for the Virtual Meeting Room or Virtual Auditorium the user will join.

Example

For example, Alice's personal meeting room has the alias **vmr.alice@dial.vc** so she includes the following text in her email footer:

- Video: vmr.alice@dial.vc

which displays as:

- Video: [vmr.alice@dial.vc](pexip:vmr.alice@dial.vc)

Now, when someone who has the VC-Connect desktop client installed clicks on the link in her email, the client will open automatically with **vmr.alice@dial.vc** already entered, and all they need to do is select **Connect**.

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