



Pexip by Kinly

User Manual

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1. Introduction to Pexip by Kinly

Welcome! And congratulations on acquiring Pexip by Kinly, you now have two powerful tools available for making good video meetings.

1. Your personal virtual meeting room (VMR)
2. Your personal video meeting app (Pexip meeting assistant)



Pexip

Let's start by taking a look at your "Personal Virtual Meeting Room (VMR)" This is a personal virtual meeting room where up to 100 participants can attend. These can all participate across systems and services. For example, you can join from a browser (eg. Explorer/Safari/Chrome) on PC/Mac, Skype for Business, with telephony, a standard video system (eg. Cisco/Polycom), our own 'Pexip' app on which computer/tablet/smartphone. This means that your virtual meeting room is system independent and that you as an external or internal party can attend on your premises and use your preferred system.

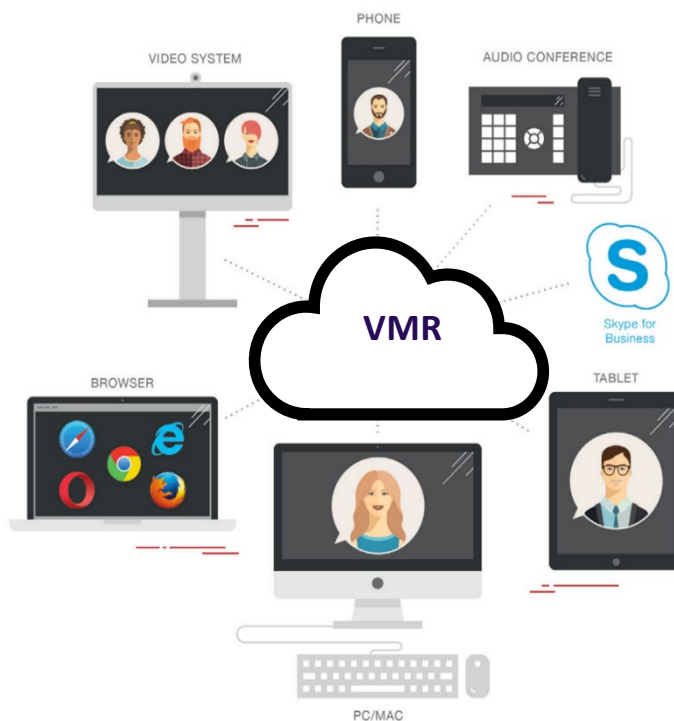


Illustration image: The cloud represents your virtual meeting room (VMR) where everyone participates from their preferred devices and system.

IMPORTANT! Your VMR has a specific URL where you can:

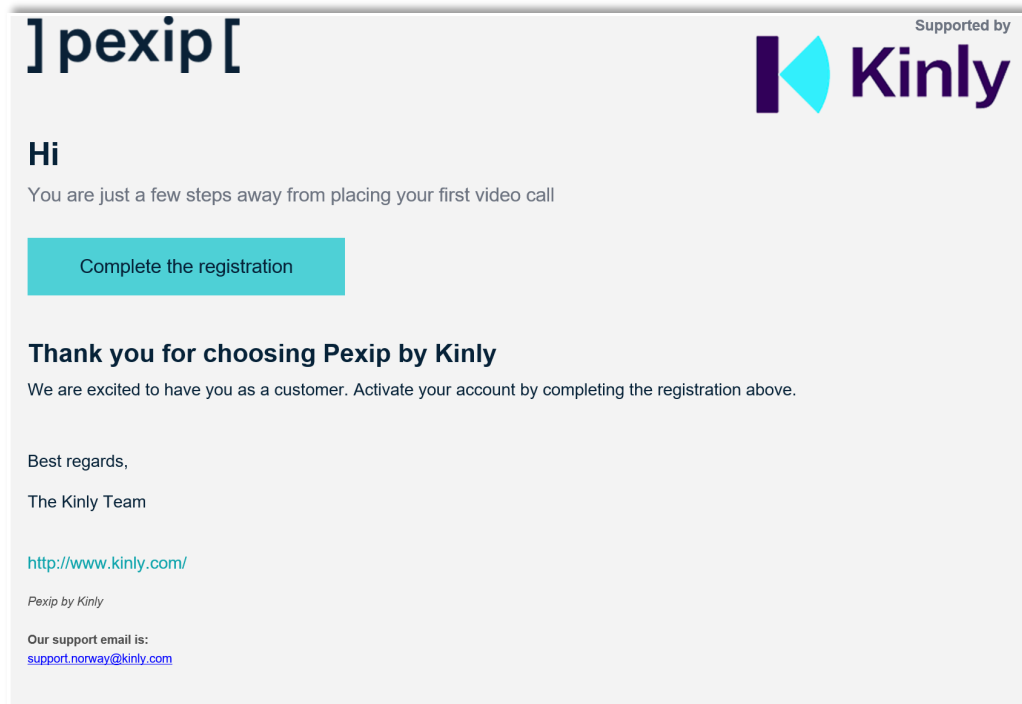
- a) Attend virtual meeting rooms through your browser and
- b) manage the room. Make sure you bookmark and save the URL for your VMR, as this will be useful when inviting to meetings and managing them.

You can also use the "Pexip" application on PC/Mac/Tablet/Smartphone. This allows you to:

- a) Call directly to others their video system or video application.
- b) Receive video and audio calls.
- c) Participate in a VMR.

2. Get started with the Pexip by Kinly service

You will initially receive a registration email from Kinly. Looking like this:
To complete the registration, press «Complete the registration»



1. Log in to your virtual meeting room - Desktop and browser

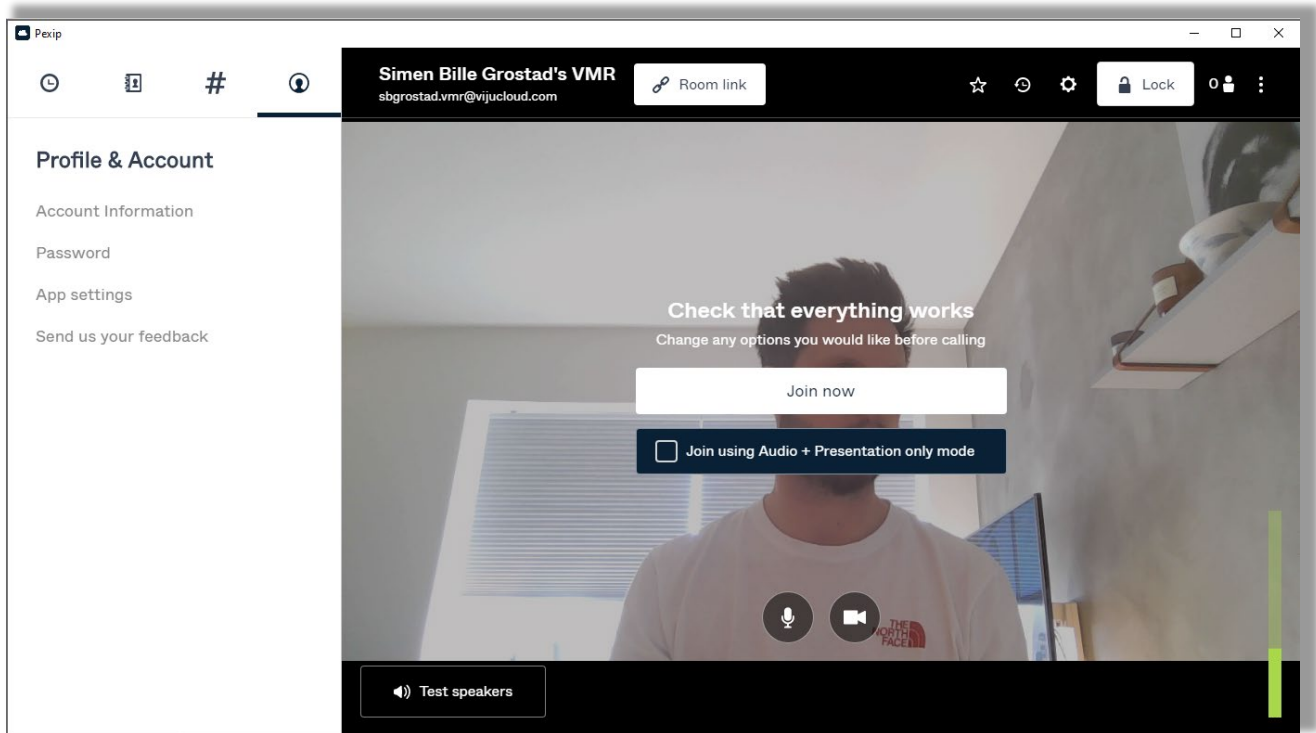
Your account provides you with a virtual meeting room specifically designed for professional video conferencing. The room supports up to 100 participants on video simultaneously. You should have received your login details in the activation email when you created your password.

- You can log into your virtual meeting room (VMR) from either a desktop application or your preferred browser.
- Your VMR has a unique URL that looks like this: pexip.me/meet/11111111/
- With this link you can:
 - Attend a virtual meeting
 - Manage your meetings (invitations, room settings etc).

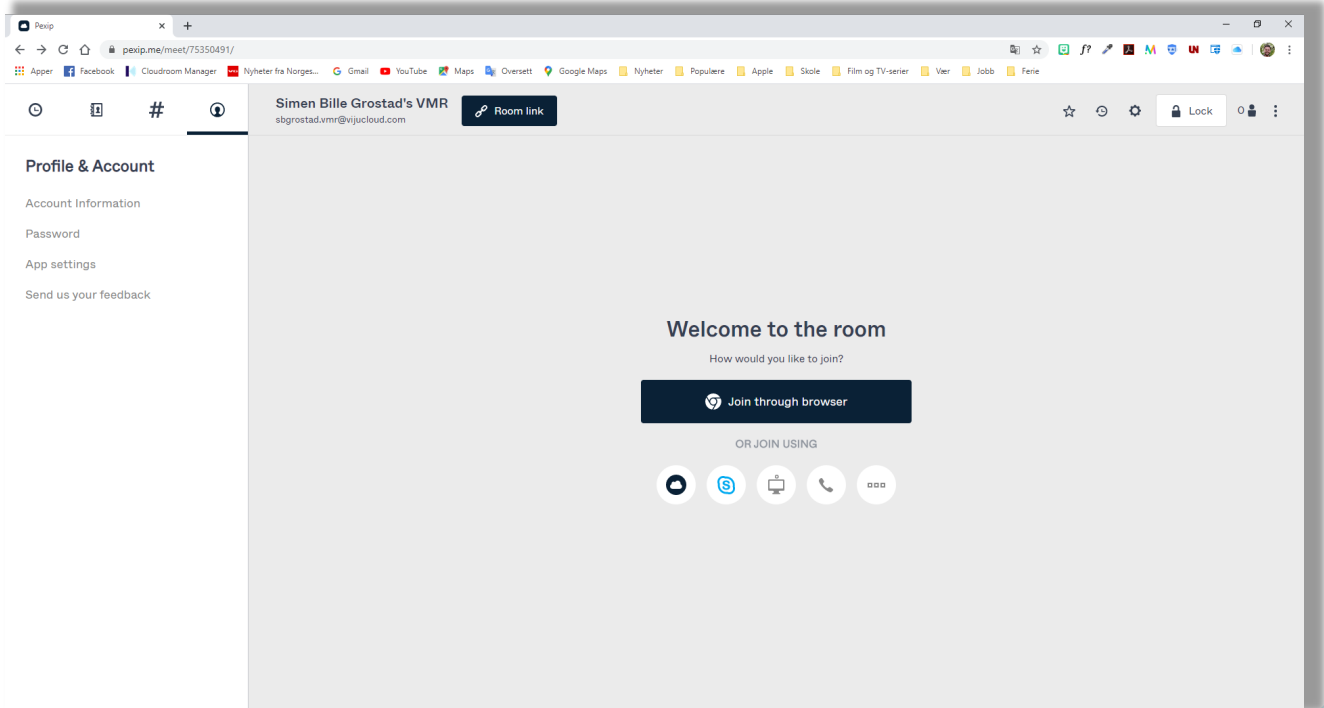
TIP! If you use the browser functionality, you may want to bookmark your personal VMR (eg pexip.me/meet/11111111/) for easier access.

2. What your personal virtual meeting room looks like:

Desktop application:



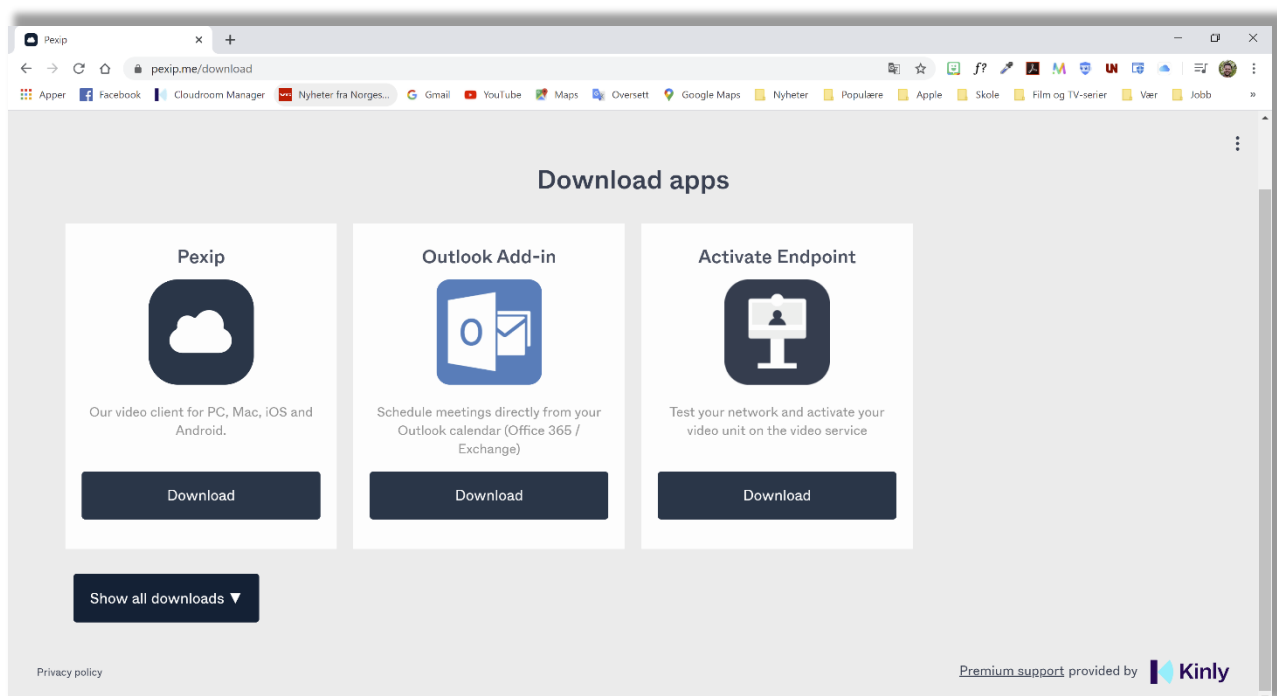
Browser:



3. The invitation process

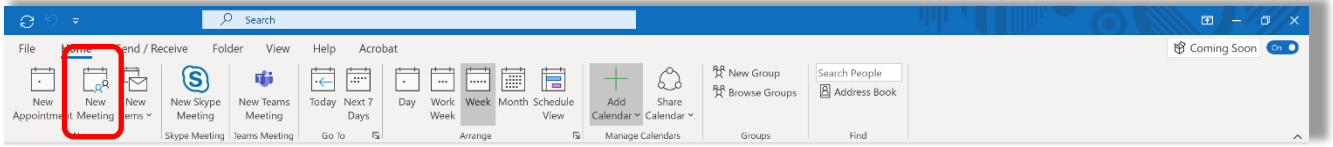
1. My Meeting Video – Outlook add-in

We recommend all our clients to use "My Meeting Video" for Outlook when booking meetings for their personal VMR. If your organization has not rolled it out to all employees, you can find it at pexip.me/download.

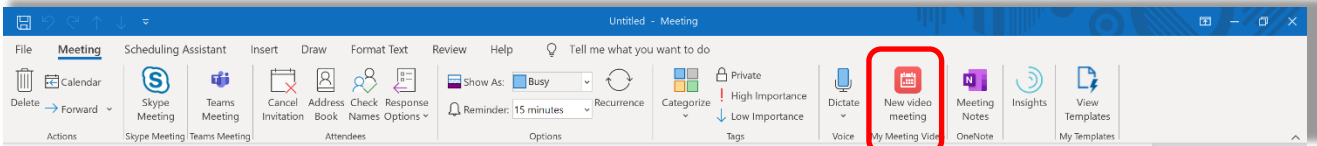


2. How to invite

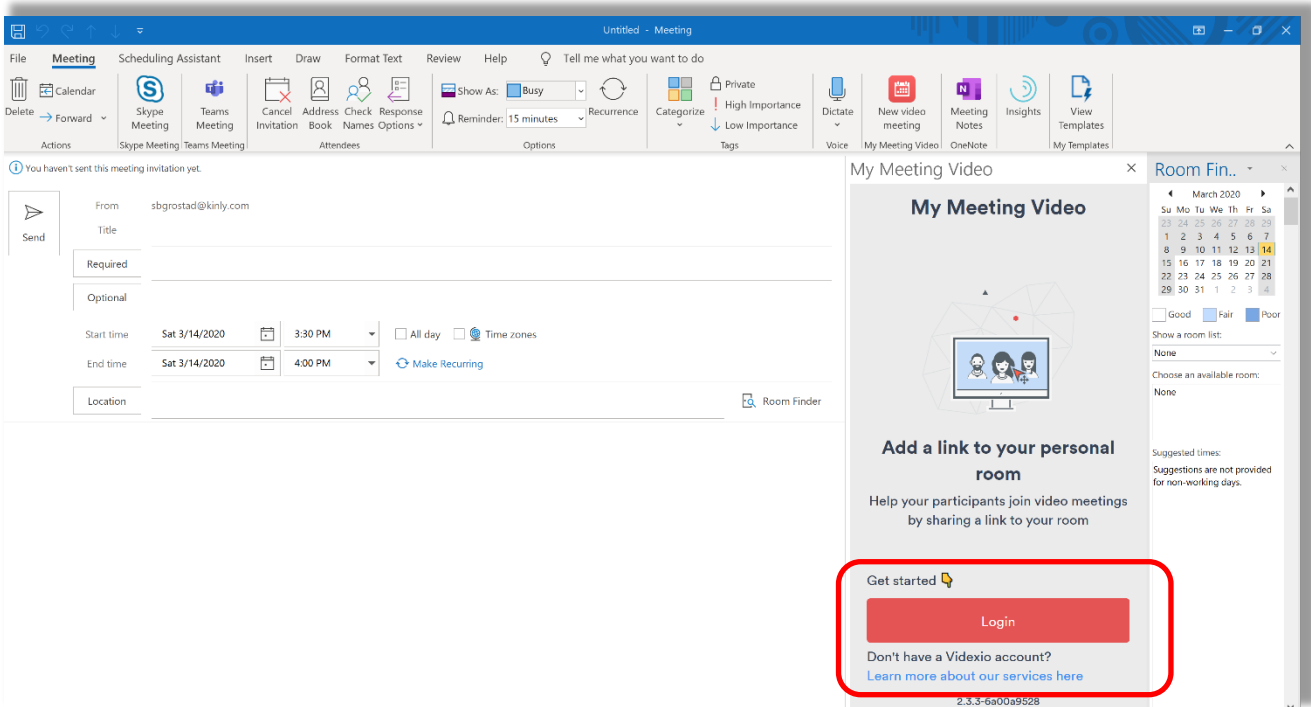
To book virtual meetings with the outlook add-in, start by opening a new meeting in outlook.



Then click on the new "My Meeting Video" add-in.

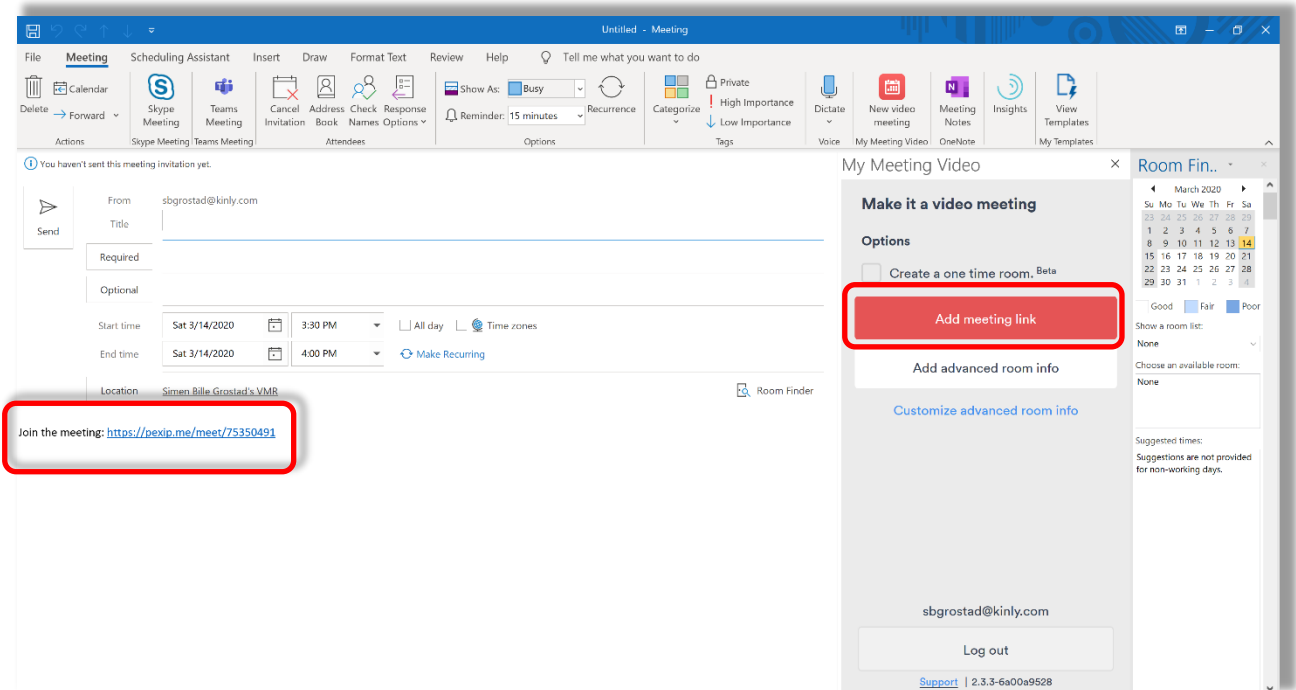


The first time you click on the add-in you have to log in. You log in with your user details from the registration.



Once you have logged in, you are ready to add the URL of your personal VMR (Add meeting link). By adding this link, the recipients of the invitation now can participate in your personal VMR via various browser details. In addition, there are a few other features in this screen:

- "Create one time room" - This means creating a link to a virtual meeting room that can only be used once and that is not connected to your personal meeting room.
- "Add advanced room info button" - Makes you receive different caller details in the meeting invitation itself.



The screenshot displays the Outlook 'Meeting' interface. The main window shows a meeting invitation form with the following details:

- From:** sbgrostad@kinly.com
- Title:** (empty)
- Required:** (empty)
- Optional:** (empty)
- Start time:** Sat 3/14/2020 3:30 PM
- End time:** Sat 3/14/2020 4:00 PM
- Location:** Simen Bille Grostad's VMR

A red box highlights the 'Join the meeting' link: <https://peyip.me/meet/75350491>.

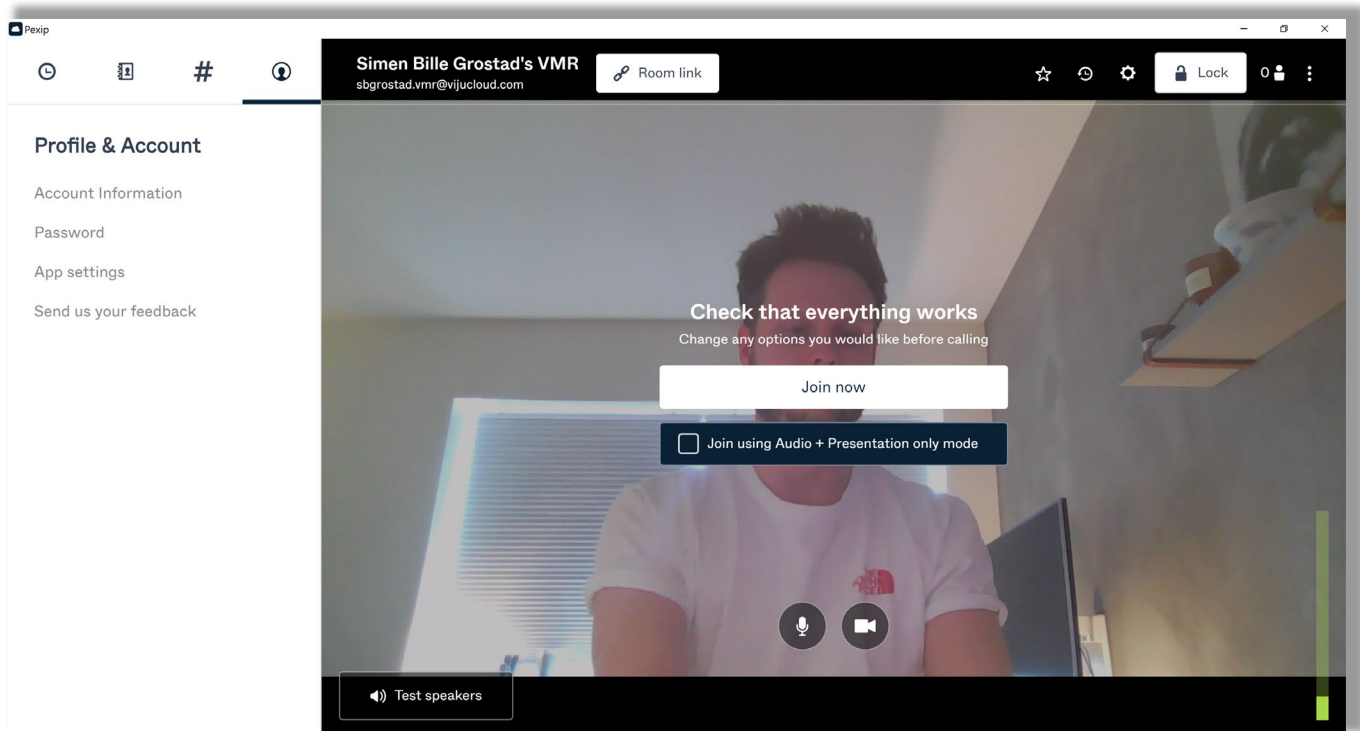
On the right side, the 'My Meeting Video' pane is open, showing options for creating a video meeting. A red box highlights the 'Add meeting link' button. Other options include 'Create a one time room, Beta', 'Add advanced room info', and 'Customize advanced room info'. At the bottom of the pane, there is a 'Log out' button and a support link.

4. The participation process

1. How to join from the desktop application

In this chapter, we will discuss what it looks like when you attend a meeting with the desktop application. When you open the application, you will arrive at the welcome screen. The Welcome screen gives you the opportunity to:

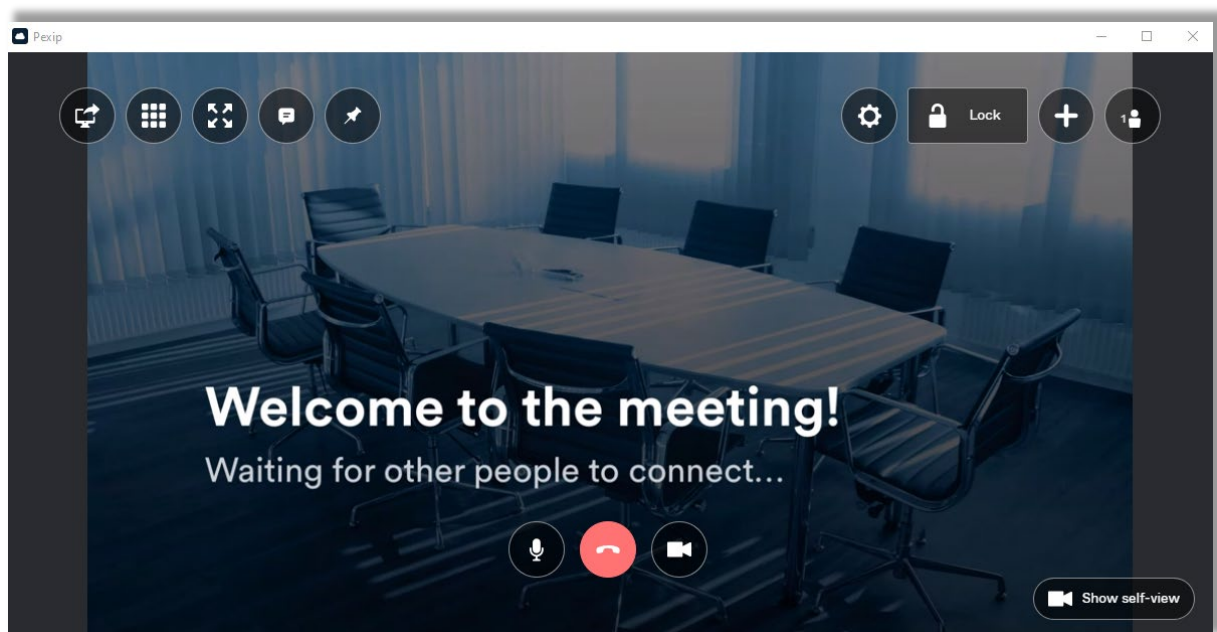
- Test the speakers and the microphone
- Turn the camera on / off before joining
- Turn the microphone on / off before joining
- Check how your hair looks before joining!



Join your room from the welcome screen:

The Welcome page for your room appears in the main window next to the sidebar. Press the "Join Now" button to bring up the preview screen for your room.

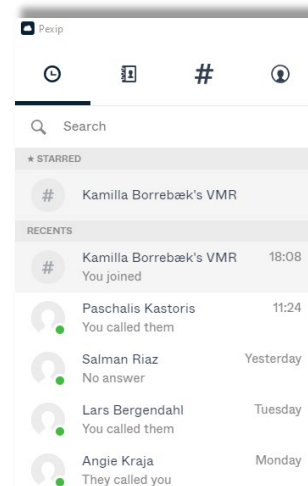
Join using audio + presentation only to enter your room without sending video. If you are the first person in a virtual meeting room, you will see the text "Welcome to the meeting!" "Waiting for other people to connect ..."



Do you want to attend a colleague's room?

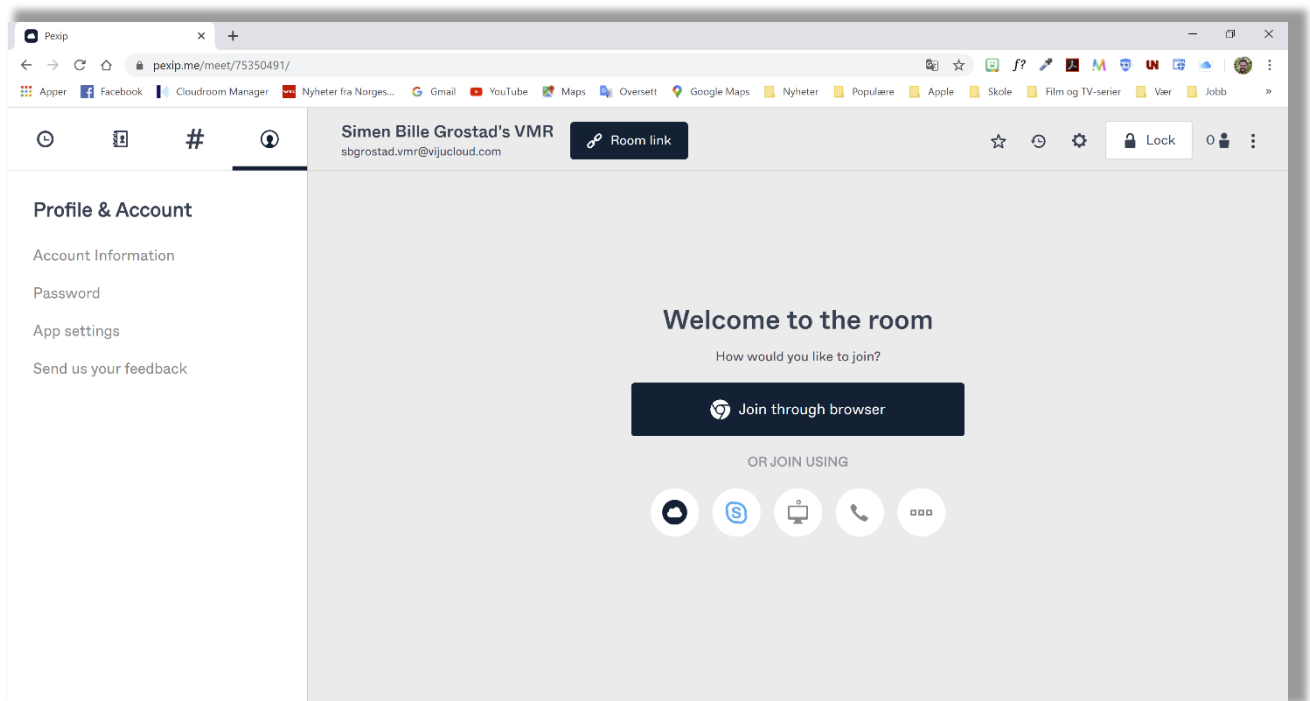
If you want to join a conversation in another virtual meeting room, use the directory tab. The meeting room directory in the sidebar allows you to switch to the new room in the main window.

- Touch the hashtag icon in the sidebar and select the room you want to join.
- Click on the room to open the Welcome page in the main window.
- Now you can join in the same way as for your own room.



2. How to join from browser

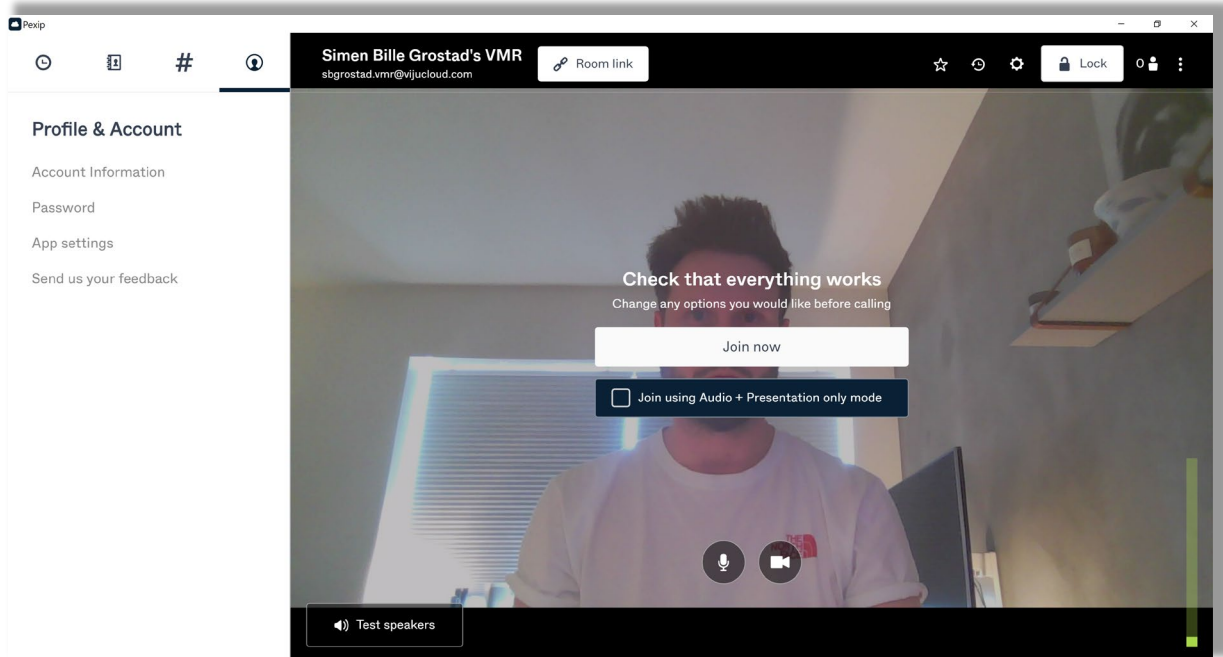
Attending from a browser is an important alternative for eg. external participants who do not belong to the organization. It gives everyone the opportunity to participate regardless of whether you have any of Pexip's applications. The welcome screen is roughly the same as the one in the desktop application.



The browser option provides various opportunities to participate in the virtual meeting.

- Join through browser indicates that you are participating through a web browser (WebRTC).
- You can click on the Pexip logo and it opens the desktop application.
- The Skype icon opens your local Skype client.
- The Video System symbol provides caller details from a video system.
- The phone symbol gives you caller details on "regular" telephony.

If you participate from a browser, it looks like this:



You get almost the same welcome screen as in the desktop application and check the following:

- Test the speakers and the microphone
- Turn the camera on / off before joining
- Turn the microphone on / off before joining
- Check how your hair looks before joining!

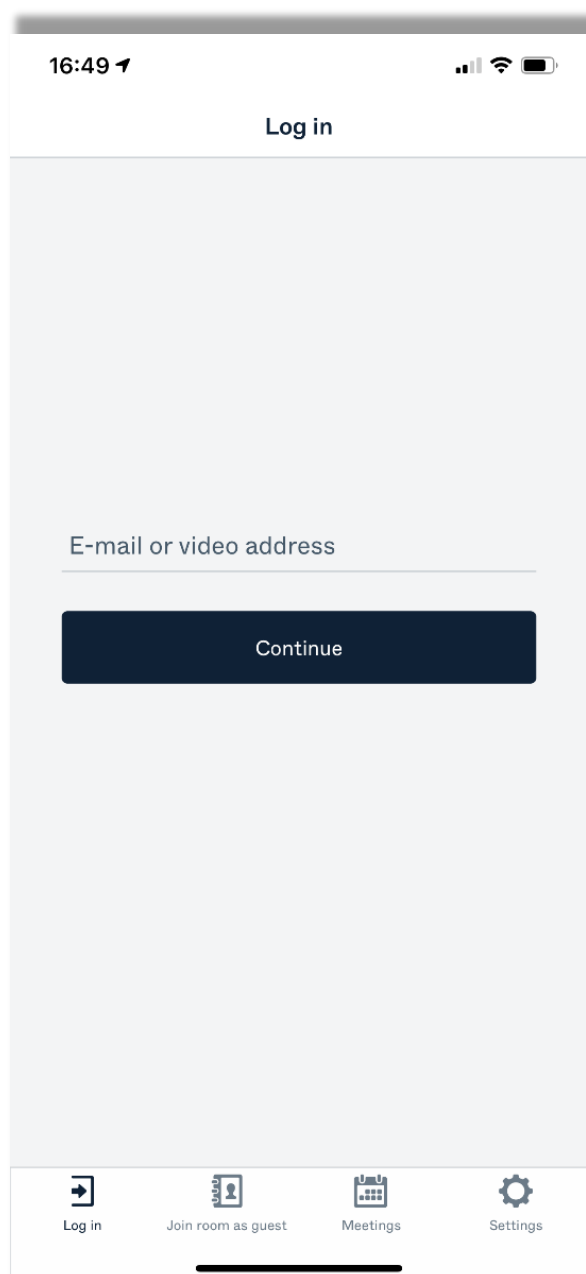
5. Mobile application

The Pexip app is available for both smartphones (iPhone/Android) and tablet (iPad/Android). You can find the applications in AppStore for Apple and Google Play for Android respectively.

This chapter is based on iPhone usage, the process is similar for those with Android.

1. Log in

Log in with your personal username and password.



2. Recents

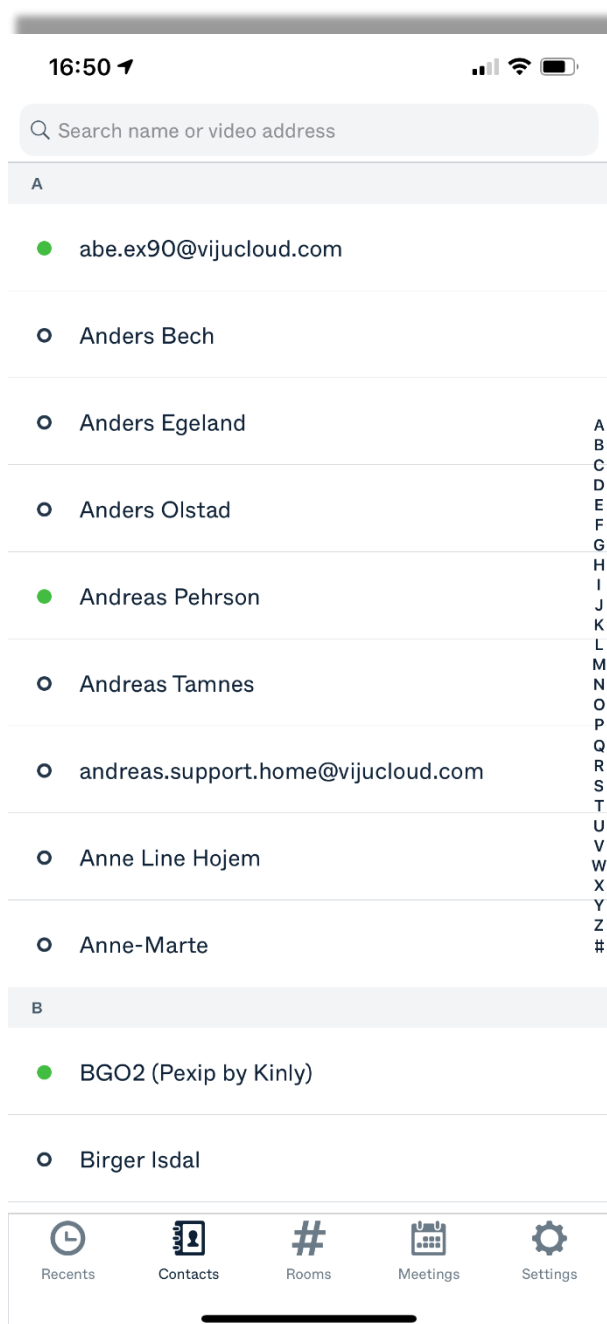
The first thing you will encounter after logging in is the "Recents" page. Here you can see all your recent conversations and those you have not been able to answer. At the bottom is the menu bar.



3. Contacts

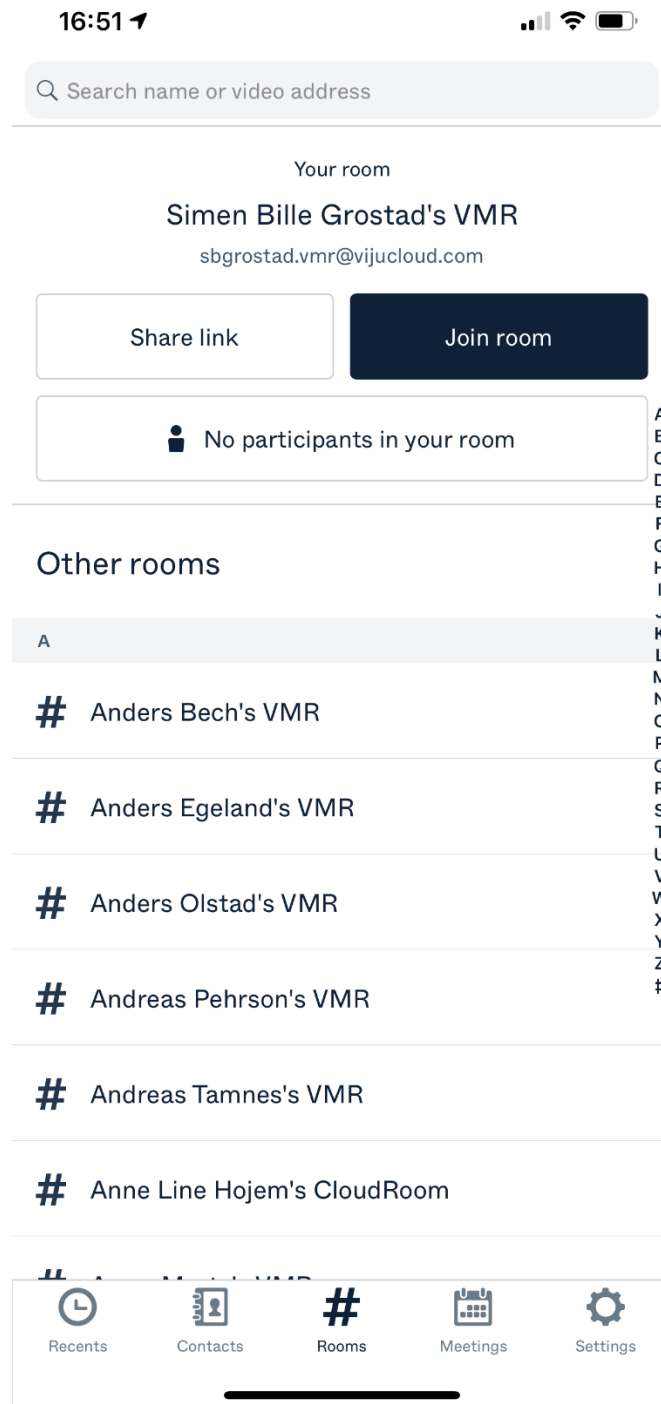
From the "Contacts" tab you can find the colleague you want to call. If they have a green dot next to their name, they are online and available. Touch their name and choose to make video calls or audio only. If you want to call someone who is not in your phonebook, just enter their video address at the top of the screen and call from there.




NOTE! You will now call a colleague or other user directly. This means you are not calling their personal virtual meeting room (VMR). This option is comparable to a regular phone call where you call someone else.



4. Rooms

This tab contains all virtual meeting rooms (VMRs) in the company you can call. Select the room you want to call and select audio or video. If you want to call a room that is not in your phonebook, simply enter the address at the top of the page and call from here. For your convenience, your own personal room is always at the top of the page.




16:51   

Search name or video address

Your room

Simen Bille Grostad's VMR
sbgrostad.vmr@vijucloud.com

Share link Join room

 No participants in your room

Other rooms

A

Anders Bech's VMR

Anders Egeland's VMR

Anders Olstad's VMR

Andreas Pehrson's VMR

Andreas Tamnes's VMR

Anne Line Hojem's CloudRoom

...

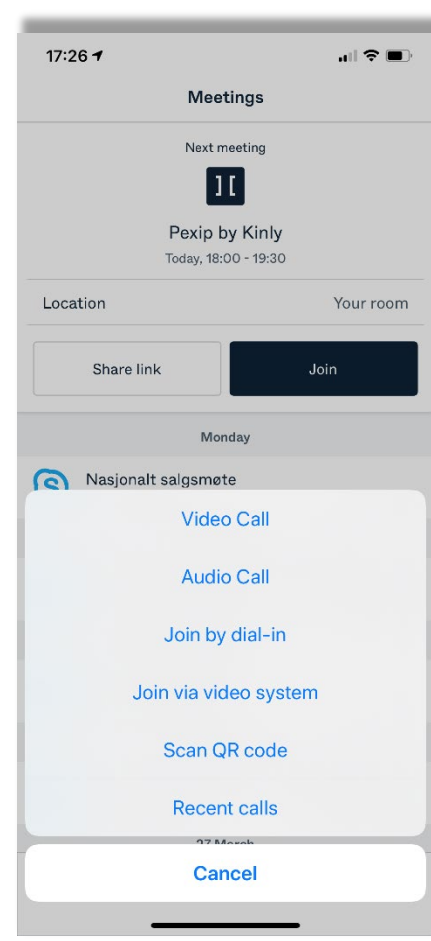
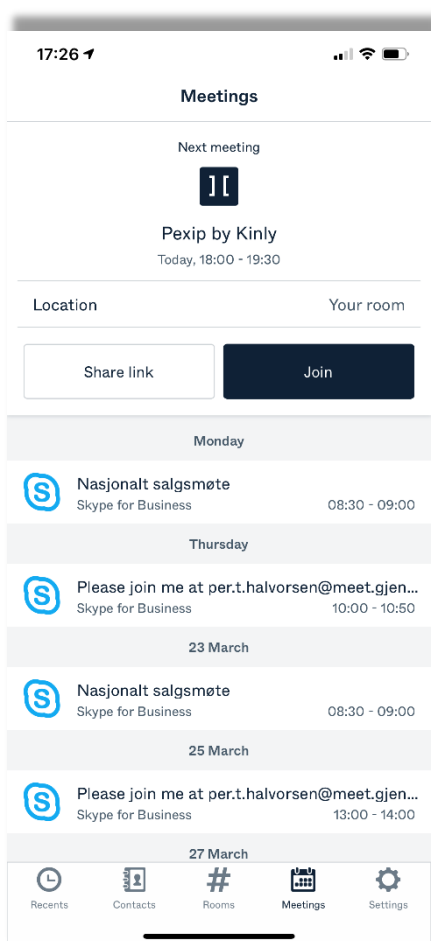
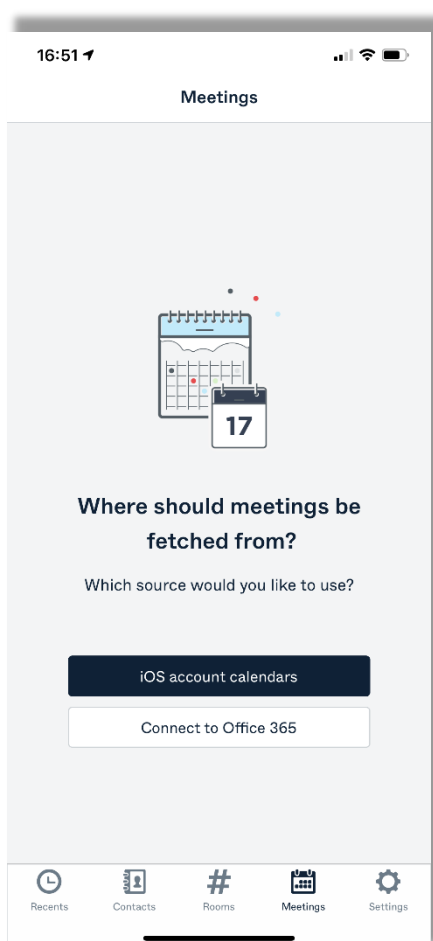
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Recents Contacts Rooms Meetings Settings

5. Meetings

The first time you are in this section, you need to give the app permission to your calendar. Just choose the calendar where your video meetings will appear, in many cases this is your work calendar. If your organization uses Office365, you can log in with this (Single Sign On). Using the iOS calendar option be sure to choose the right calendar where your meetings are located.

Once you've done this, all your video meetings will be shown here. The tab will also indicate what kind of meeting it is, whether it is a Skype meeting or whether it is a Pexip meeting or another type of provider. Now you can simply tap "Join" to dial directly into the meeting room. You will then be given the option of various caller details.



NOTE! If your organization has video conference rooms, you can easily attend from these via "Join via video system". If you use QR codes, you can easily scan them via the app - and the meeting room is being dialed up. All you need to do is answer the panel.

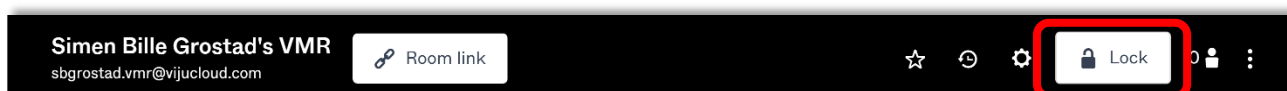
6. Meeting administration

As a convener of a meeting, you have the opportunity through your personal VMR to manage the meeting with the following:

- Lock the room.
- Overview of the number of participants.
- Mute individual and all participants.
- Add and remove participants.

1. Lock the room

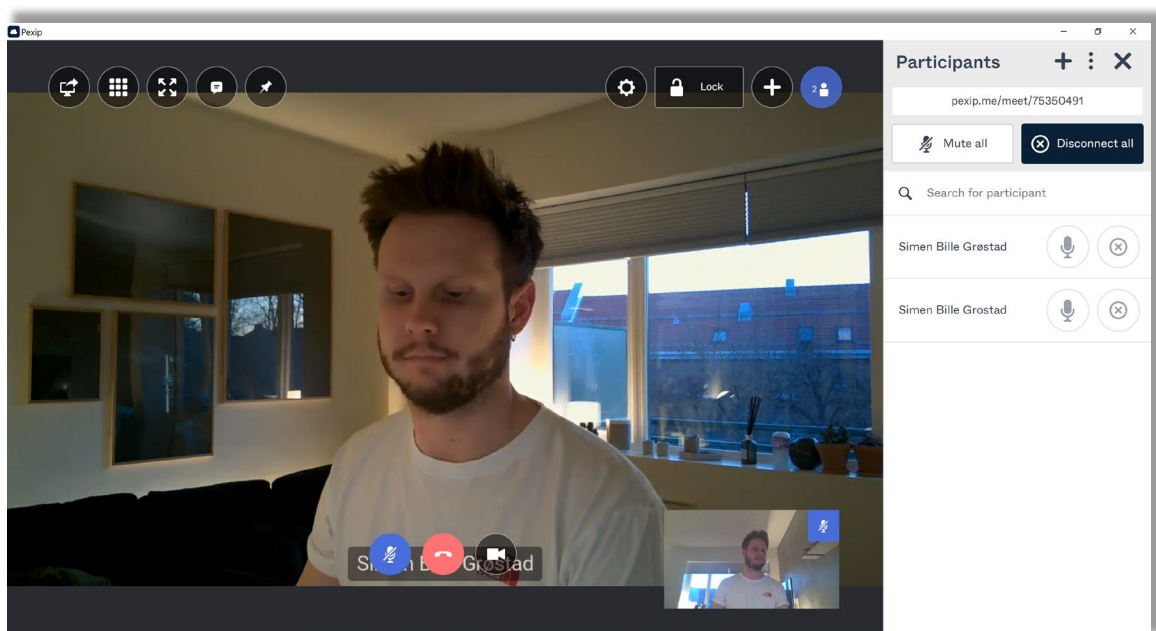
By locking your virtual meeting room while holding meetings, you ensure that unwanted participants are not entering. This will be very handy, for example, if you have meetings that are confidential for some reason.



You easily lock and open the room by pressing "Lock". If someone tries to enter the room after it is locked, you will hear a sound where it sounds like someone is knocking.

2. Participant control

As a meeting administrator, in this screen you can get an overview of all participants, as well as disconnect some or all participants. You can also easily mute either all or some participants via the buttons in the sidebar. Pressing the "+ sign" allows you to add participants to your meeting room.



3. Sharing content

In a meeting, it is often you want to share content. To do this, press the button that looks like this:



You then get different sharing options:

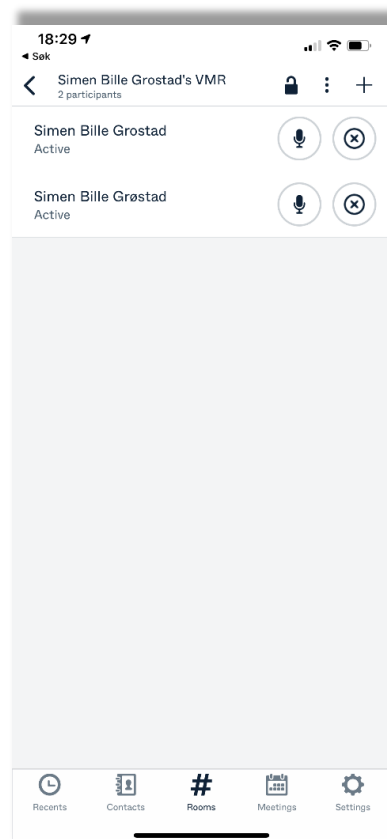
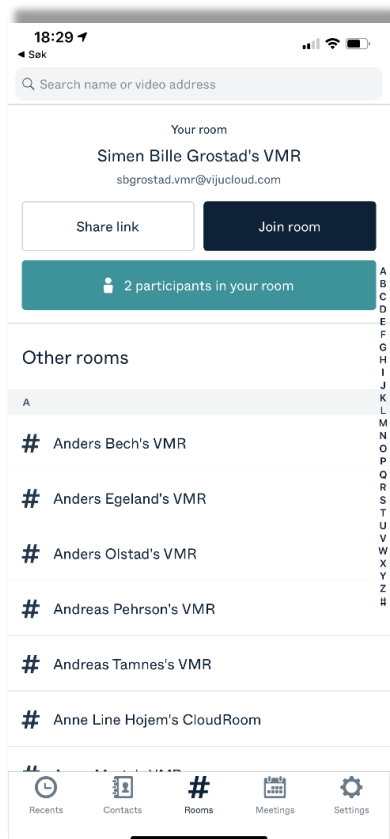
- You can choose to share a document or application window.
- You can also share your entire desktop window.

Our recommendation is to share an application window. The advantages of this are that you do not have to show unwanted notifications that might appear on your machine.

4. Meeting management via app

You get the same control options in the app to your board meeting. Then it looks like this:

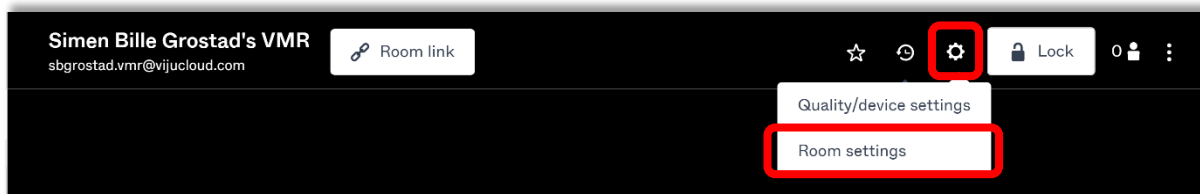
- You press the green button indicating how many participants there are in your room. You can then manage meeting participants in the same way as you would in the desktop application or browser. Either the lock room, mute participants or add new participants.



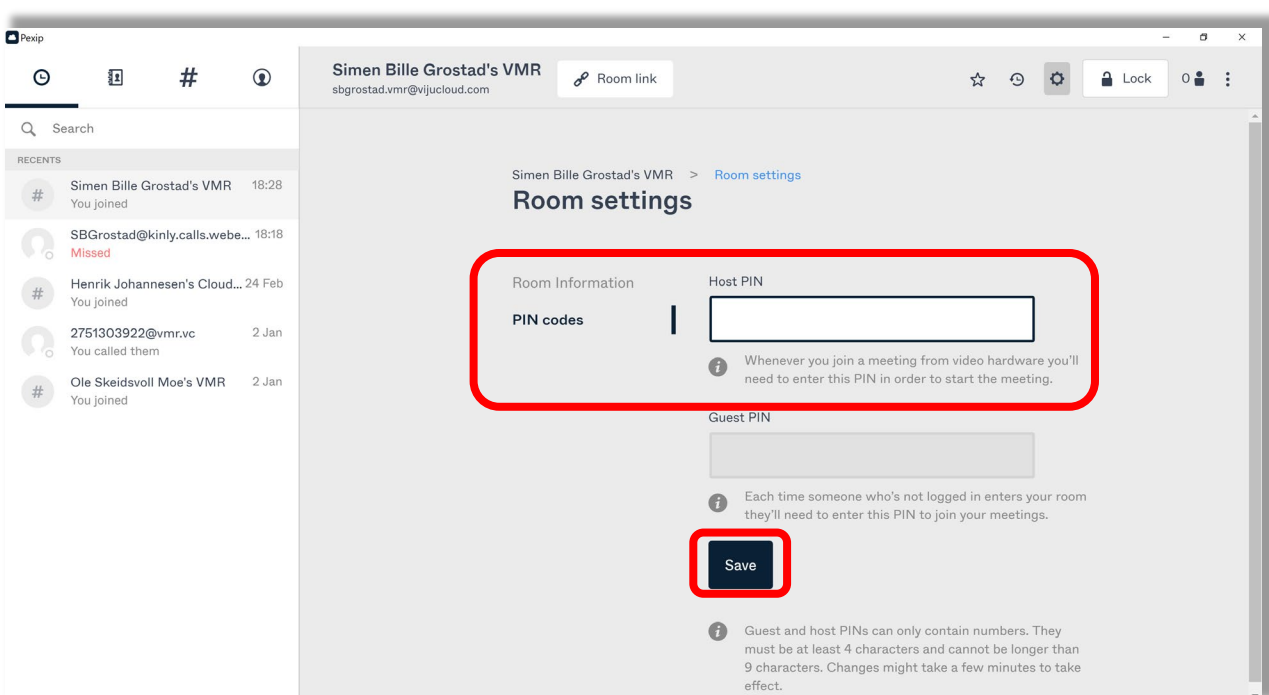
7.Security

Apart from locking the room, there is an extra opportunity to increase the security of your room and meetings. You can add a "Host PIN". This means that you can set a PIN for your virtual meeting room, this means that no one will have access to your virtual meeting room until you log in with your personal PIN.

To set a PIN, go to "Settings" which is the small gear. You can find this in both the desktop application and the browser.



On the "Room settings" tab you can find this option. Then press "PIN codes" and enter the selected PIN code.



Before leaving the page, it is important that you press "Save". Failure to do so will not save the PIN.

NOTE! Your PIN code is personal and should **NOT** be shared with others. This PIN should be treated the same way as any other PINs, eg. just like your credit card.

8. Good luck!

This user manual is intended to give you a quick introduction to Pexip by Kinly and how to use the service. We hope you are satisfied and wish you and your organization good luck with the use of personal virtual meeting rooms.

Should you have any questions beyond this we are happy to assist!

Good luck, greetings from us in Kinly!