



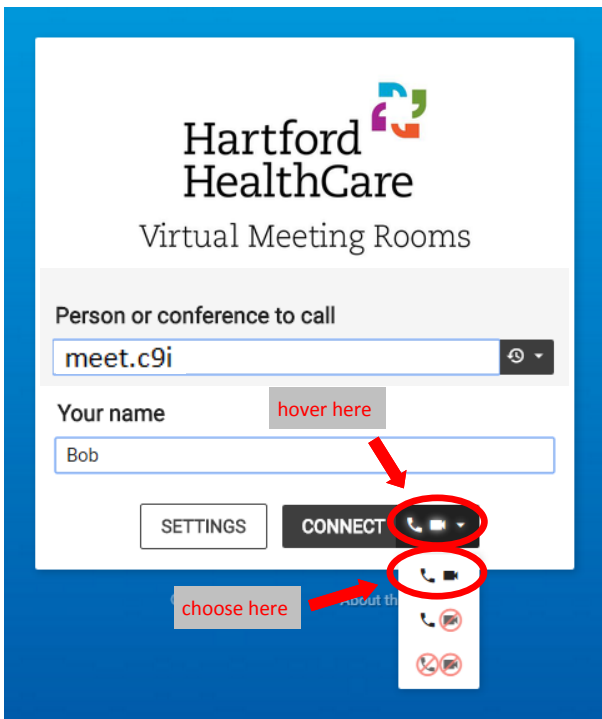
Hartford HealthCare Virtual Meeting Room Quick Start Guide

Joining C9i VMR using a web browser for video conferencing

(using your computer for audio and video)

Pre-requisites:

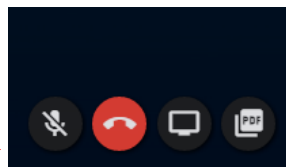
- ◆ A new web browser on your computer (Chrome is recommended)
- ◆ Some sites will block ports that are necessary for this application to work. For this reason it is recommended to use WebRTC from your home system.



- 1) Type in the URL: meet.hhchealth.org
- 2) In the “Person or conference to call” field, type: meet.c9i
- 3) In the “Your name” field, type your name.
- 4) Hover your mouse to the right of CONNECT and choose Audio and Video, click Connect.

If you have dialed into a VMR with either **audio only**, or **audio and video**, and you have dialed into the VMR from a telephone, you will get feedback (echo) unless you mute both your pc microphone and pc speakers.

mute microphone within the app



mute speakers in your pc tray

(lower right corner of your desktop - left of the date and time)





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Joining C9i VMR using a telephone only

- 1) 860-972-6338 from outside of HHC
- 2) You will hear, “Welcome to Hartford Healthcare’s Virtual Meeting Rooms. Please enter the access code of the room you wish to connect to followed by the pound key”.
Enter 294, then #.
- 3) You will hear, “Please hold while I connect you”.
- 4) After a 2 second pause you will hear one of the following:
 - a) (If the host has already joined) “Welcome to the conference”
 - b) (If the host has not yet joined) “Waiting for the conference host to join. If you are the conference host, enter the host PIN number now”. Once the conference host joins you will hear, “Welcome to the conference”