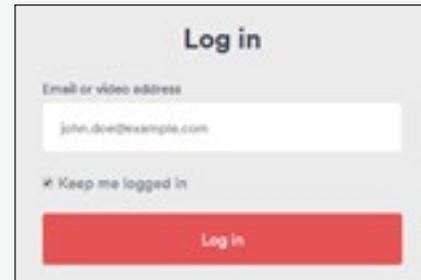# HOW TO USE CTI CONNECT

cti connect

Access Your Account From Any Computer

Navigate to **videxio.com** from any web browser and click **User Login** in the upper right hand corner
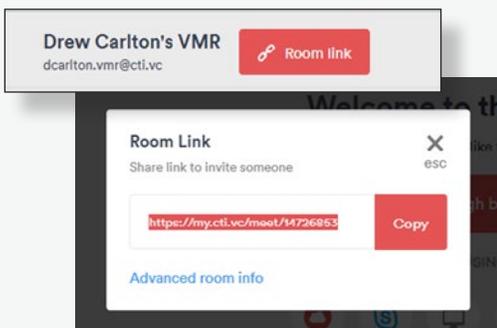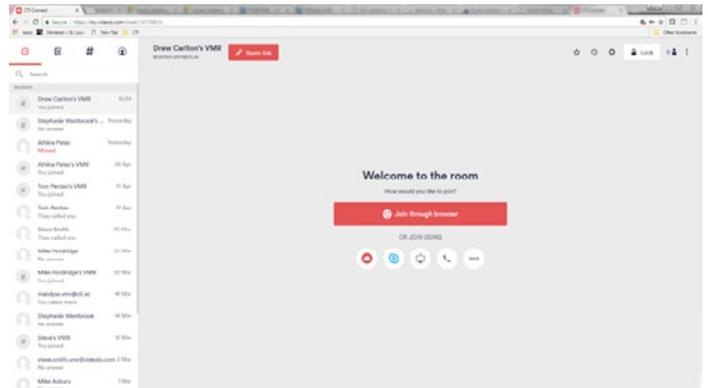
Enter your credentials

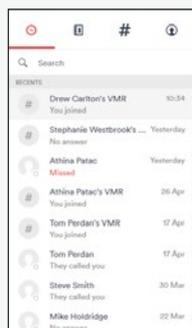(Use the same credentials set up during your registration process)
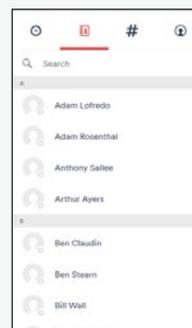
View your account page.

From the account page, you may access your Room Link, Call History, Company Directory, Company Virtual Meeting Rooms (VMRs), and other account settings.
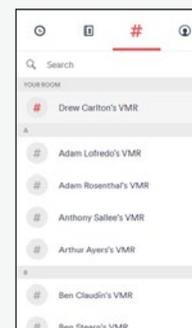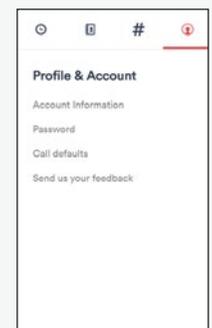
Room Link
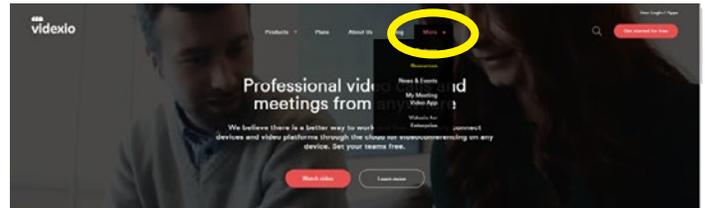
Call History

Company Directory

Company VMRs

Account Settings
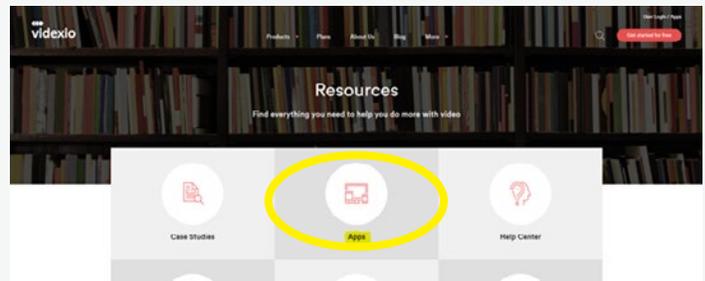
HOW TO USE CTI CONNECT

cti connect

## Downloading the CTI Connect Application to your PC

The CTI Connect application makes scheduling meetings, accessing your account, and making point to point calls much easier. To start, navigate to **videxio.com** and click on the **More** tab in the top center of the page:

Choose the **Resources** option and click **Apps**

On the **Apps** page, select **Download for Windows** . Select **Other Platform** if you have a Mac, iOS, or Android device.
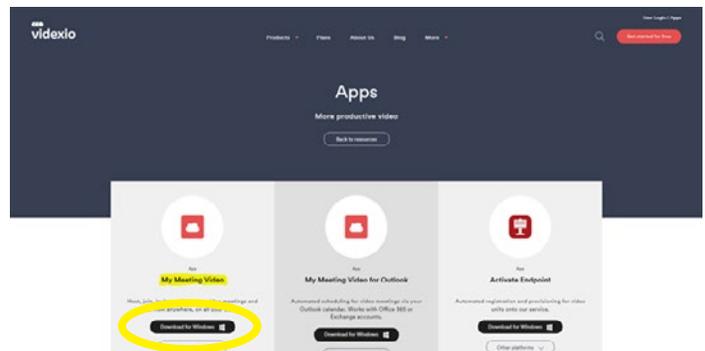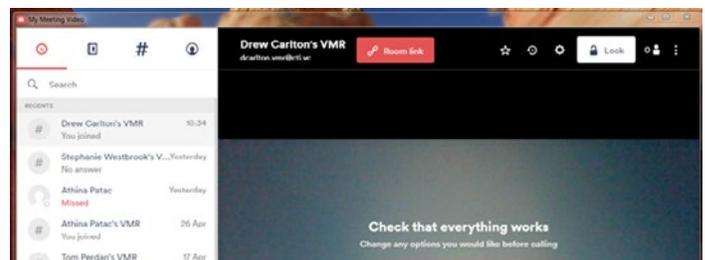
Make sure to run the **.exe** file at the bottom right section of the page and **install** it to your system.

When you open the application it will bring you to the login screen.
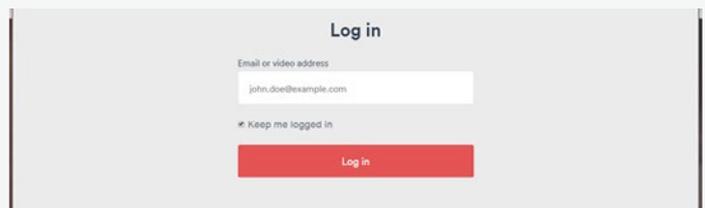
After you enter your credentials it will bring you to your VMR page.

This will look and operate the same as the web browser account.

HOW TO USE CTI CONNECT

Downloading the CTI Connect Plugin for Outlook

The plugin for Outlook allows you to schedule calendar events natively inside an Outlook calendar.   This will allow you to schedule a meeting in outlook and automatically insert the necessary information for others to access your account.

Go to **videxio.com.** Navigate to the **Apps** page: Videxio.com → more → resources → apps.

From here, we will download **My Meeting Video for Outlook**. Click **Download for Windows**. Select **Other Platform** if you have a Mac.
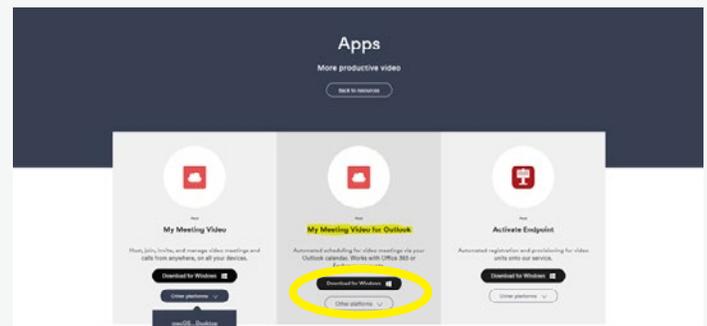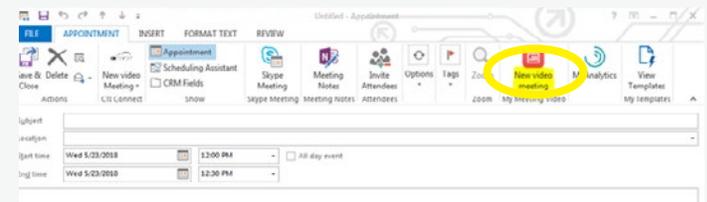

This will take you to the Microsoft store, where you will need to click **Get It Now**.
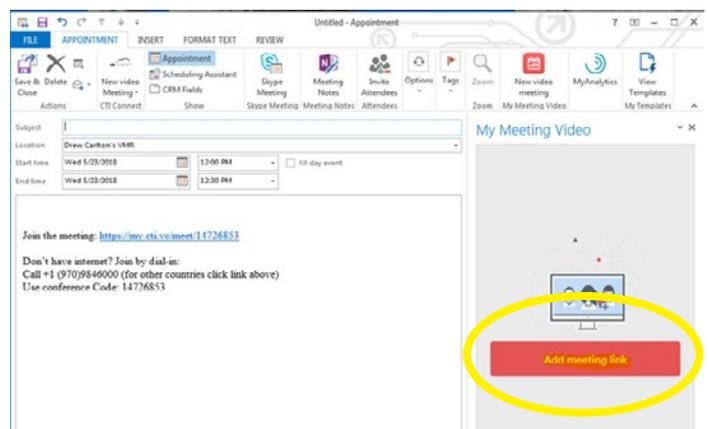
Once this has installed, navigate to your calendar in Outlook and click **New Appointment** or **New Meeting**.
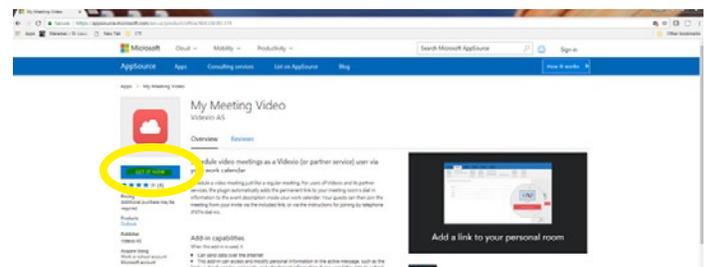
Click **New Video Meeting**

Click **Add meeting link**. This will populate the field with the URL for others to join along with a phone dial in option. If they are out of country they may navigate to the URL to choose their dial-in country code.
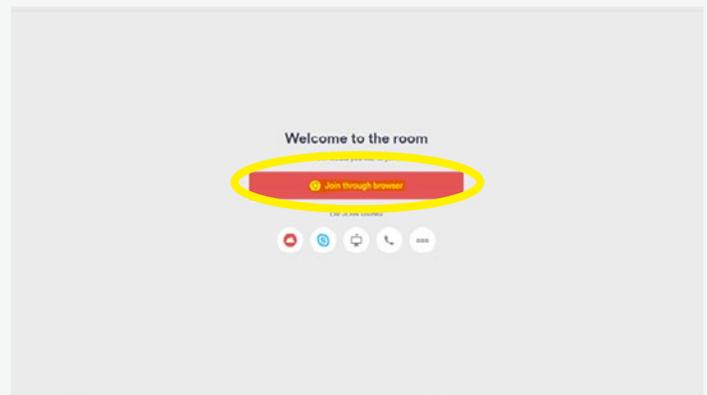
HOW TO USE CTI CONNECT

cticonnect

After clicking the link provided in the meeting, invited users will have several options to join your virtual meeting rooms. Here is how to use each of those options:

Click on the center button that says **Join Through Browser**

To join via chrome the first time, click **allow** on the pop-up window in the top right.

If the pop-up window does not appear, go to Chrome settings and search **Microphone**. Click **Content Settings**. Click **Microphone**. If Videxio is in the "Block" category then click the trash can to the right of it. Repeat these steps for Camera.
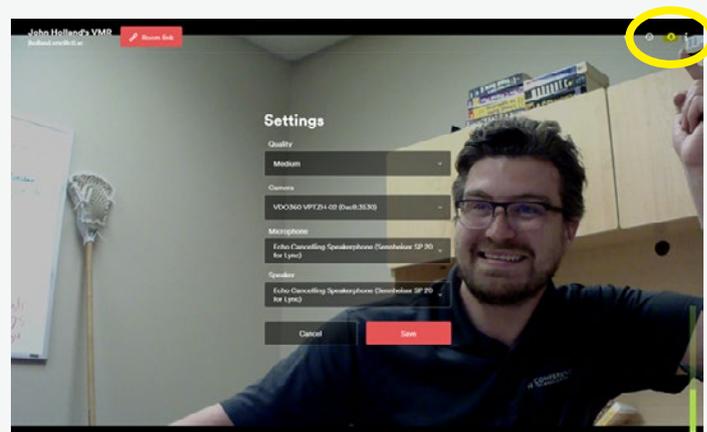

if you are using USB devices, the next page will allow you to test speakers, change your camera, microphone, and speaker options.

Click **Join Now** to access the virtual meeting room.
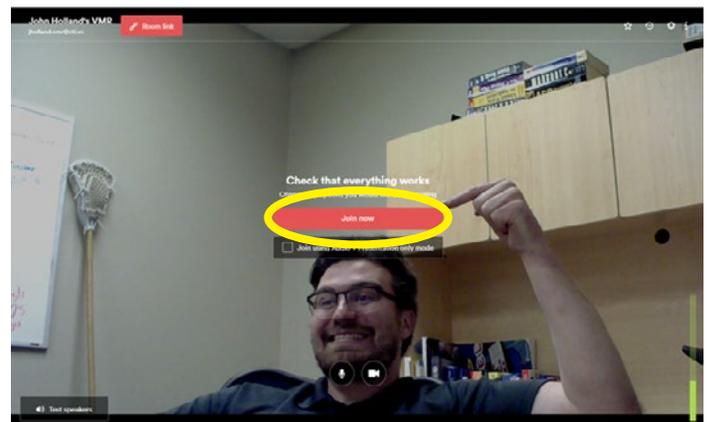
If you have external devices, click the gear in the top right corner to change your camera, microphone, and speakers options.
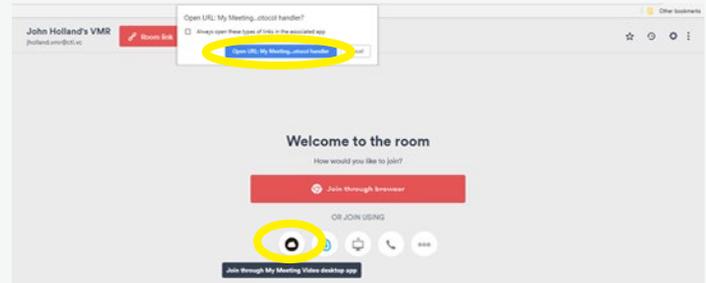
HOW TO USE CTI CONNECT

Join a Virtual Meeting Room Via Web Application

After clicking the link provided in the meeting, invited users will have several options to join your virtual meeting rooms. Here is how to use each of those options:

You can click the My Meeting Video logo to **join via application**, then click "Open URL:...."

To join via Skype, click the S logo which will route you to joining via Skype page.

From here, click the "Open URL:..." link. This is only available if the proper settings are available on your Skype account.
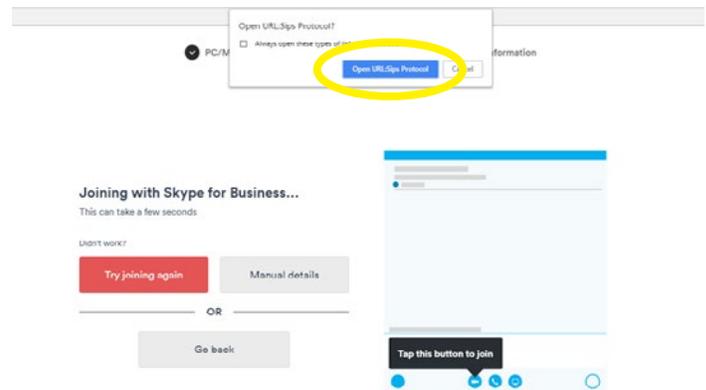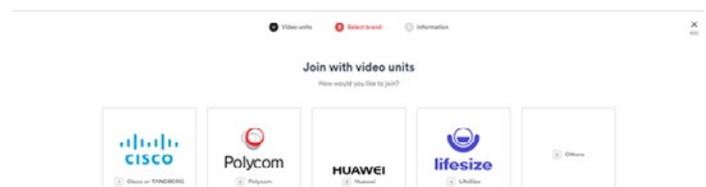
To join via a hard endpoint (codec):

Use the center link to access dialing option for specific types of codecs.
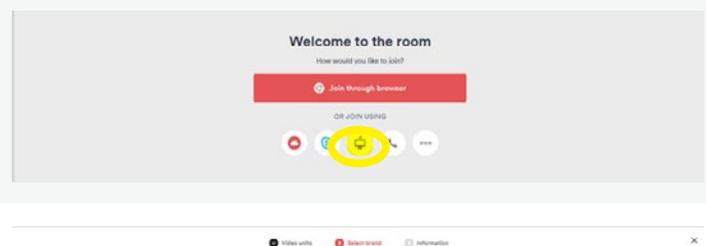
This link will route your to the several options to dial into CTI Connect.

After clicking your specific codec brand, use the IP address to dial in. If that endpoint is not registered to CTI Connect it will need to use the **Guest** or **Alternative** address.
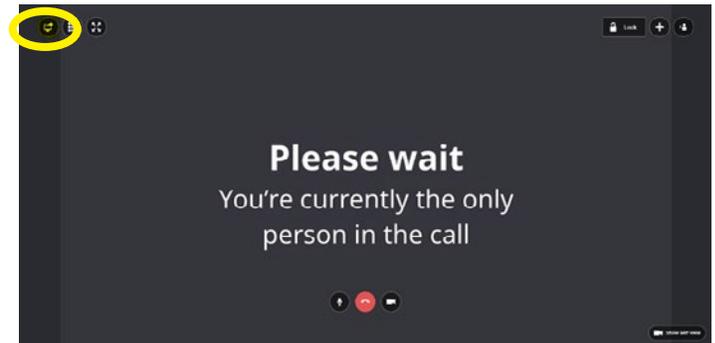
HOW TO USE CTI CONNECT

CTiconnect

Present your screen:

To present your monitor, click the button in the top left corner of your screen.

These buttons disappear when you stop moving your mouse. If you move your mouse they will appear again.

Please wait
You're currently the only person in the call

Lock Room:

The owner of the room has the ability to lock the meeting so no one may access that room during the meeting.

Click the **Lock** button in the top right corner to confirm that the room will not allow anyone else to join.
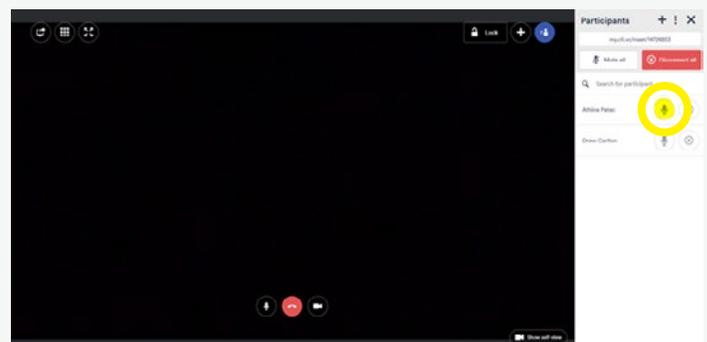
Please wait
You're currently the only person in the call
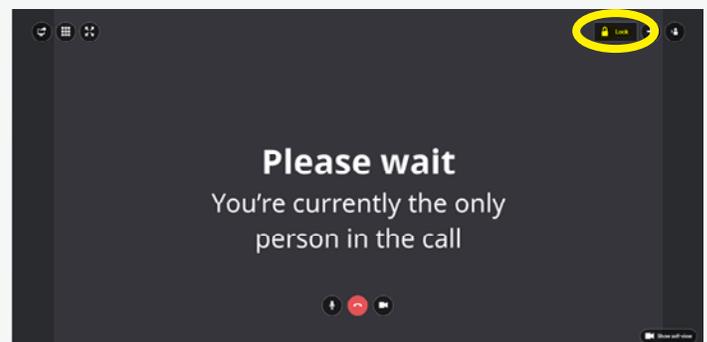
View Participants:

To view participants in the meeting room, click on the person icon in the top right corner. This will bring up the **Participants** window.
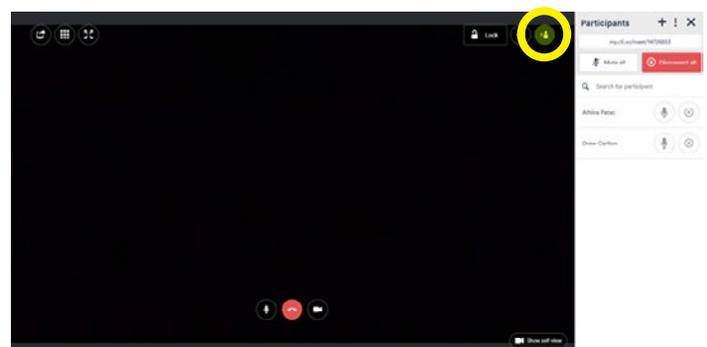
Mute Participants:

To mute participants while in a meeting, click the microphone icon in the **Participants** window.
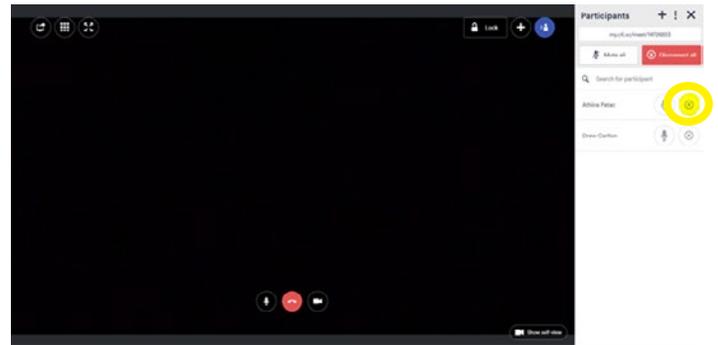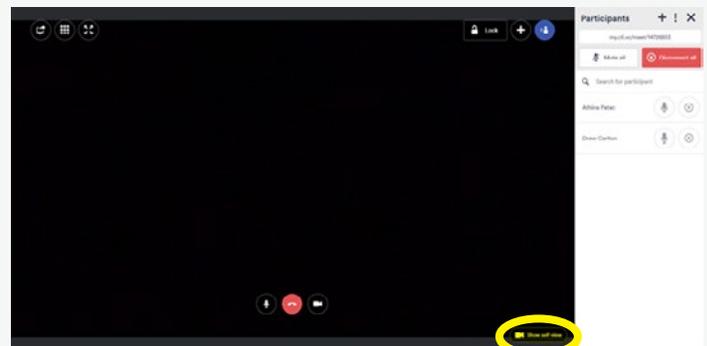
HOW TO USE CTI CONNECT

![cti connect logo]

Kick Someone Out:

To disconnect someone from your meeting room, click the **X** in the **Participants** window.
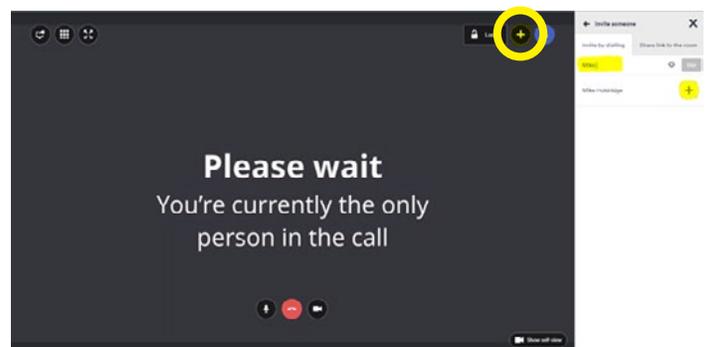

See what your camera is viewing:

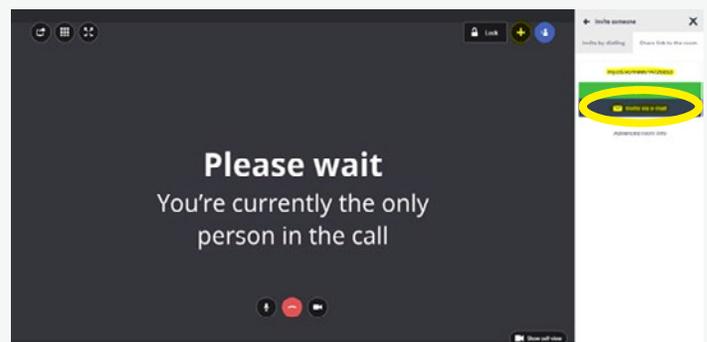Click **Show Self-View** in the bottom right hand corner.

Add someone to call:

To add someone to a call, press the **+** button in the top right hand corner. This will bring out the **Invite Someone** tab. From here you can invite someone in your directory by searching their name:


Send a link to your meeting room

Set Pin for Conference Room:

Setting a pin enforces another level of security for incoming calls. You can set and change your pin as often as you please to ensure no one is accessing your room without your consent. To access this you need to be logged into your account. Click the settings gear in the top right hand side and then click **PIN codes**. This is where you can set up PINs to start the meeting along with a PIN for guests to enter when accessing the room.
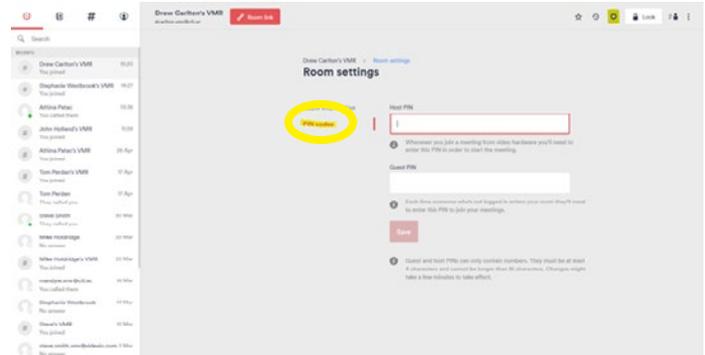
Point-to-point calling:

Video conferencing should not be restricted to just scheduled meetings. With CTI Connect, you can make point-to-point calls just as you would with a phone. To do so, click on your directory and select the person you want to call. This will ring that person's CTI Connect account directly.