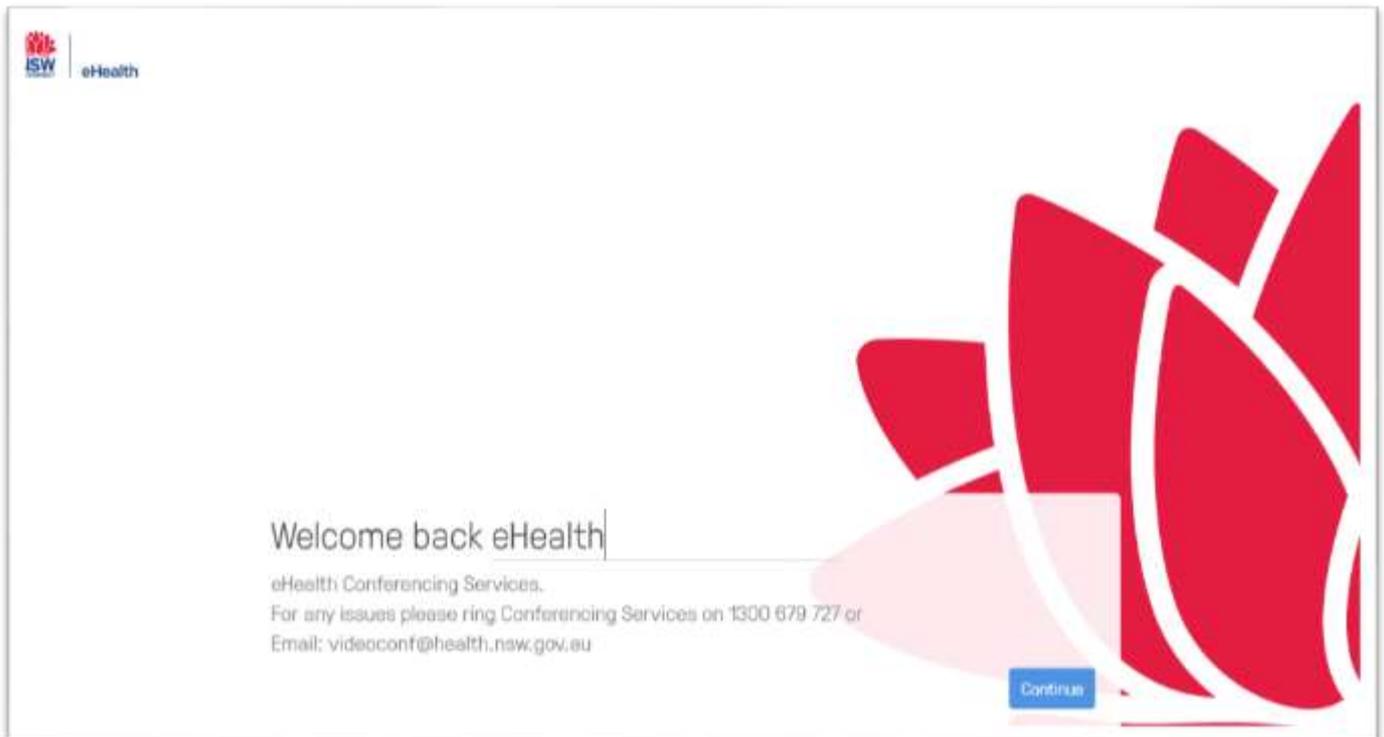


# eHealth Conferencing PEXIP Host Controls Guide

## PEXIP Host Control Guide

Website URL: <https://conference.meet.health.nsw.gov.au>

1. Open Google Chrome and navigate to the above URL Link.  
The landing page should look like the image below.



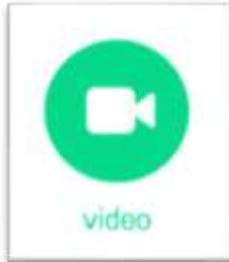
2. Enter your Name then click "Continue" button
3. If you want to change any settings, click on this icon



Once settings are correct move onto the next step to make a call

# eHealth Conferencing PEXIP Host Controls Guide

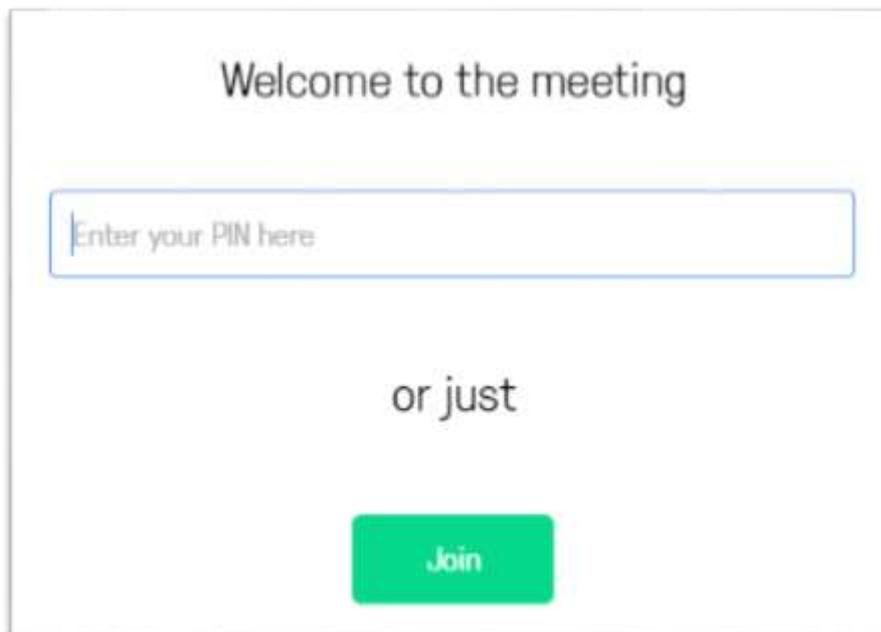
4. Select the Video Icon



5. In the "Search to call" panel enter the VMR number and then click the Video Icon



6. Enter the Host PIN when prompted and then select "Join" to start the conference

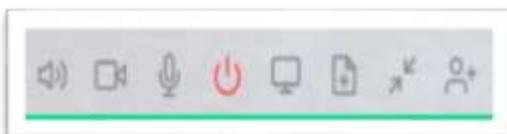
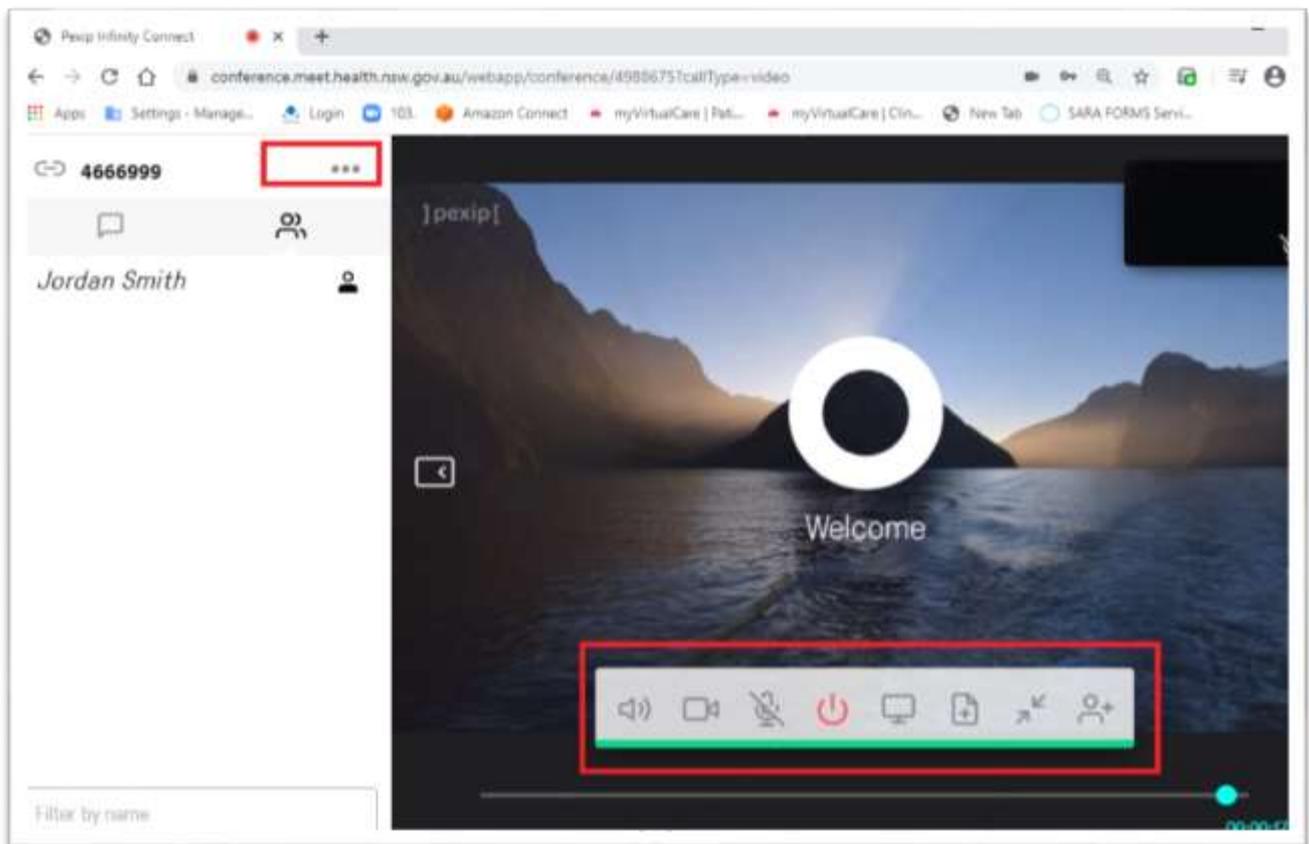


# eHealth Conferencing PEXIP Host Controls Guide

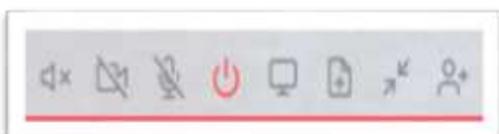
## In conference videoconference Controls

### In-Call Settings

You can adjust the in-call settings that apply to you by using the icons at the bottom



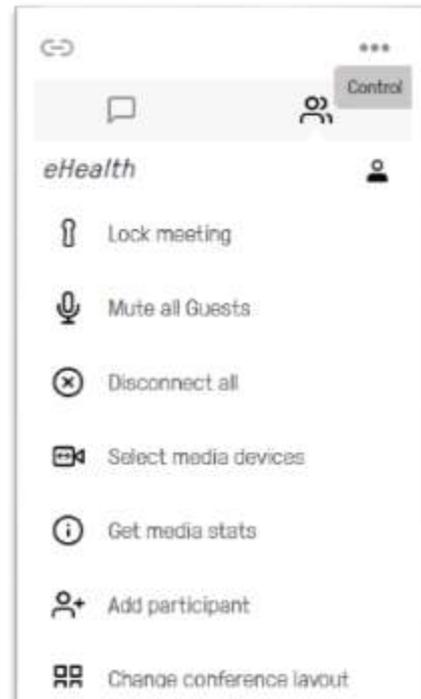
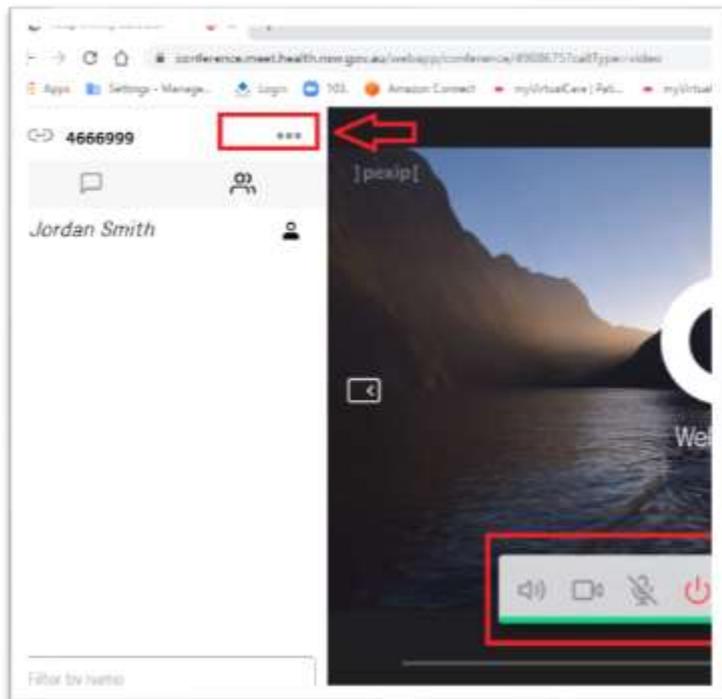
Mic & Cam Enabled (Click Mic or Cam icon to disable)



Mic & Cam Disabled (Click Mic or Cam icon to re-enable)

# eHealth Conferencing PEXIP Host Controls Guide

Clicking on the conference control menu  you have a variety of Host Controls



## Lock Conference

Hosts can lock a conference if you want to prevent any further participants from joining a conference after it has started. When the conference is locked: A conference locked indicator is displayed to Host participants. New participants who enter the Host PIN will join the conference immediately — “locking conference” does not apply to them. Any new Guest participants (including any Automatically Dialed Participants and manually-invited participants who have been given a role of Guest) are held at the “Waiting for host” screen. All Host participants who are already in the conference are notified of any Guest participants who are attempting to join the locked conference, and can allow the waiting Guest participants to join. Notifications take the form of an on-screen message and an audio message/alert for each participant attempting to join. If the conference is unlocked, any Guest participants who are still waiting to be accepted will automatically join the conference.

## Mute all Guests

All guests joining the VMR will be automatically muted. Unmute all Guests Option will be available.

## Disconnect all Participants

Will automatically disconnect all participants in the Conference.

## Select Media Devices

If you need to change your own camera/mic/audio setting you can do it during the call. This only applies to you, not any of the other participants.

# eHealth Conferencing PEXIP Host Controls Guide

## Add Participant

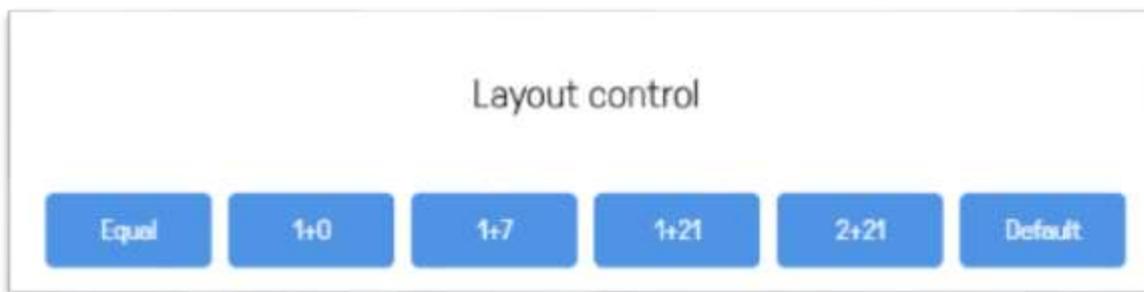
Click "Add Participant" and enter the number of the person you want to dial.

Select whether you want the participant to have Host or Guest privileges. Select OK.

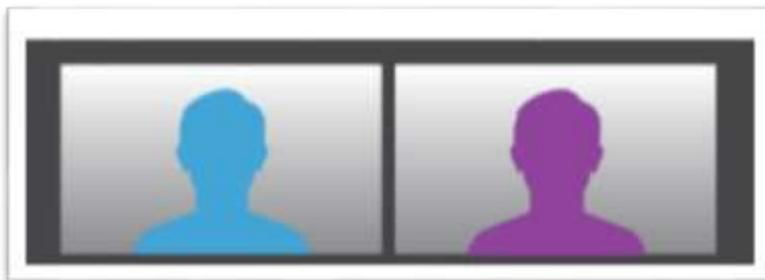
A call will be placed from the Virtual Meeting Room to the participant and they will appear in the participant list with the "calling" icon next to their avatar while their endpoint is ringing. If and when the participant accepts the call they will then join the conference; if they do not answer, or do not accept the call, they will disappear from the participant list.

## Change Conference Layout

As a host you can change the VMR layout during the call to any of the below.



### Equal layout



Equal Layout will split the screen equally based on the active participants. The image shows 2 Participants that were selected and scaled the screen to distribute 50% to each participant.

### 1 + 0 layout



1 + 0 layout: full-screen main video plus an icon indicating the number of additional participants

# eHealth Conferencing PEXIP Host Controls Guide

## 1 + 7 layout



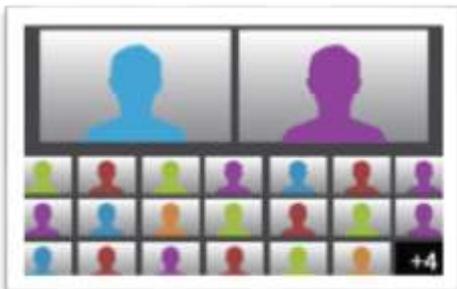
Standard 1+7 layout: main video plus a single row of thumbnails, an indicator showing the number of additional video participants, and two icons representing the audio-only participants.

## 1+21 layout



1+21 layout: main video plus three rows of thumbnails, an indicator showing the number of additional video participants, and an indicator showing the total number of audio-only participants.

## 2 + 21 layout



2 + 21 layout: two main speakers plus three rows of thumbnails, and an indicator showing the number of additional video participants.

## Default

Reset layout: This will revert all settings back to default.

# eHealth Conferencing PEXIP Host Controls Guide

## Spotlighting a participant

Hosts can make a participant appear in the main video window where they will stay regardless of who is speaking.

The spotlight feature locks any spotlighted participants in the primary positions in the stage layout, ahead of any current speakers. When any participants have been spotlighted, the first one to be spotlighted has the main speaker position, the second one has the second position (leftmost small video, for example), and so on. All remaining participants are arranged by most recent voice activity, as is default.

- Tap **Participants**  .  
This will be at the top left of your screen.
- Tap the name of the **participant** you want to **spotlight**.
- Tap **Spotlight**.

