

## Telemerge Instructions – to join a video conference.

### To use your computer for Video :

**Your computer must have a camera and microphone**

- 1- Make sure the Camera and Microphone are turned on.
- 2- Go to your web browser and enter in the top search engine bar :

Google Chrome : **my.telemerge.ca/meet/59611657**

Others : **http://my.telemerge.ca/meet/59611657**

- 3- The page will say “**NWT Statutory Office’s VMR**”
- 4- Click the black rectangle button that says “**Join through browser**”
- 5- This should take you into the VMR (Virtual Meeting Room) and your face will be on the screen.
- 6- Click the white button that says “**Join now**”
- 7- If you are the **HOST – enter the PIN #** when prompted by the computer voice.

You will then be live on the video conference and all other participants will be able to see and hear you.

### To leave your conference call :

Move cursor over the bottom middle portion of your screen; **click the red circle with the white phone icon** in it. Only this will hang up your call into the VMR. When the HOST leaves, then the room will close.

---

---

### To use your ipad or iphone for the Video and/or Audio :

- 1- You will need to go into the APP store and download the App – **Pexip**
- 2- Click on: “**Join a video meeting room as a guest**” at the bottom of the screen
- 3- Fill in the two sections:

Name : **Enter your name**

Video address or conference code : **Enter 59611657**

- 4- Click on the black button “**Join room**”
- 5- Choose “**Video Call**”
- 6- The screen will say: “**NWT Statutory Office’s VMR**” and will start calling into the VMR.
- 7- You are now in the VMR (Virtual Meeting Room) and your face will be on the screen.
- 8- If you are the **HOST – enter the PIN #** when prompted by the computer voice

You will then be live in the video conference and all other participants will be able to see and hear you.

### To leave your conference call :

Move cursor over the bottom middle portion of your screen; **click the red circle with the white phone icon** in it. Only this will hang up your call into the VMR. When the HOST leaves, then the room will close.