



# **Pacnet**

# **Virtual Conferencing Plus**

## **Pocket Guide**

## ***Pacnet Virtual Conferencing Plus Quick Guide***

This quick start-up guide is designed to assist you in the installation of your Pacnet Virtual Conferencing Plus client and starting a single or multiparty video conferencing call using our innovative point-to-call system.

### ***Download Software***

To start using Pacnet Virtual Conferencing Plus, you will need to download client software from <<http://www.pacnet.com/pub/software/vc-plus/Pacnet-VC-Plus-Client.exe>>, and follow the step-by-step procedure to install the software onto your PC.

### **1. Login & Enter Pacnet Virtual Conferencing Plus**

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If you are a first time user, you will need to enter the given Pacnet Virtual Conferencing Plus User ID and Password.

Once you have completed these steps, you can log on to Pacnet Virtual Conferencing Plus portal.

### **2. Making Single/Multiparty Calls**

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Pacnet Virtual Conferencing Plus's point-to-call system is easy to use. Before you make a call, make sure your audio/video peripherals are connected. Click on the contact who you would like to initiate a call, and then click the "Call" button.

Another pop-up screen will appear showing the person whom you have contacted. To make more than one video call, simply click on others contact/s and repeat the procedure.

### **3. Making Calls in the Virtual Room**

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Click on the "Conference" tab and select "Schedule a Conference Call Now". You will see the online meeting portal where you can key in meeting details and other necessary information.

- Select Meeting Start Time
- Select Meeting Duration
- Select Meeting Room Type
- Disable / Enable Central Recording
- Disable / Enable AES Encryption
- From Member Group List, select participants you want to invite
- Select Meeting Role – Chairman, Participant or Observer

At the Conference Meeting page, you will be able to select your preferred meeting layout (horizontal/vertical video feeds). To share a document, PowerPoint slides or browse websites, simply click on the "Whiteboard" tab and select the document.

To leave the conference, simply click on the "Action" tab to select "Leave Conference".

Make your first call now and experience the Pacnet Virtual Conferencing Plus difference!