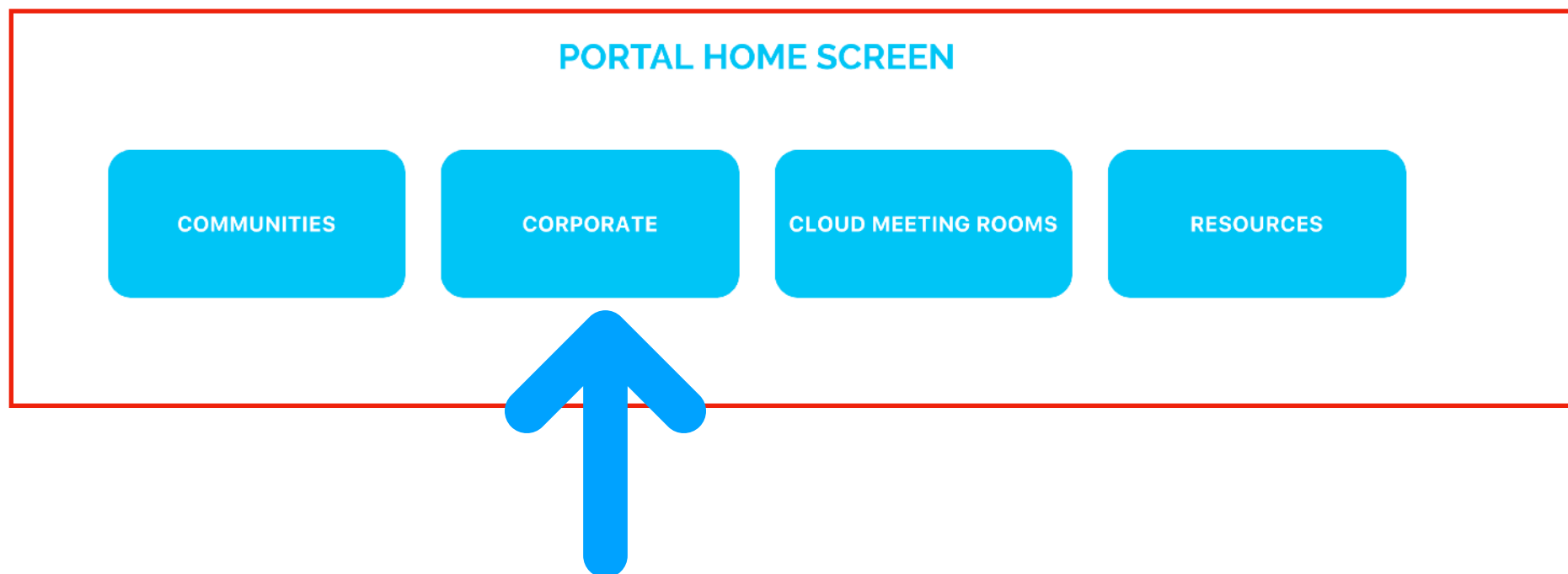


EasyConnect HD

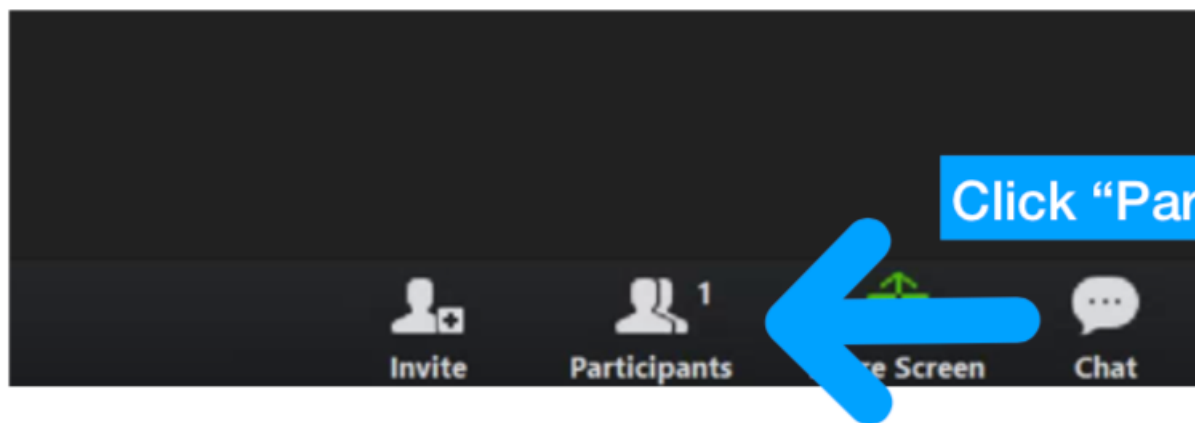
A solution by:  **BRIGHTLIFE**
INNOVATIONS

Computer Setup For Dedicated Virtual Meeting Room Account

1. Open a browser and go to the meeting Portal
2. Bookmark or save a shortcut to the Portal website for easy access in the future
3. Click “CORPORATE”
4. Click the button for your Virtual Meeting Room

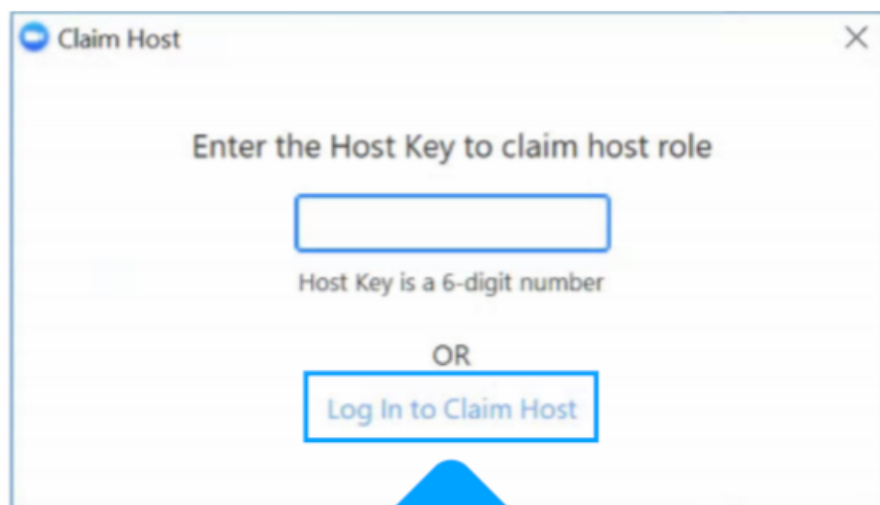


1



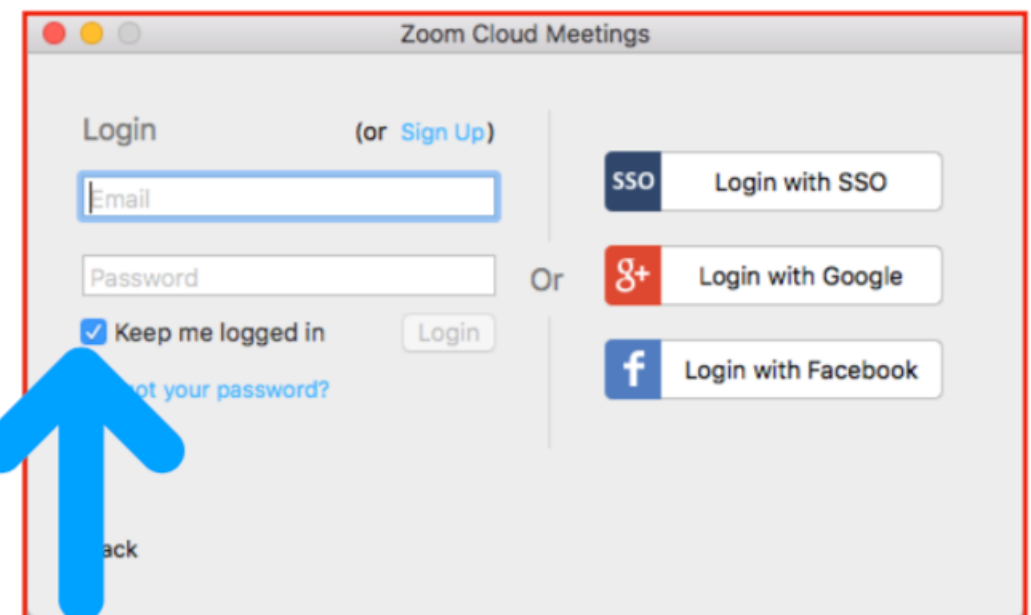
Click "Participants"

2



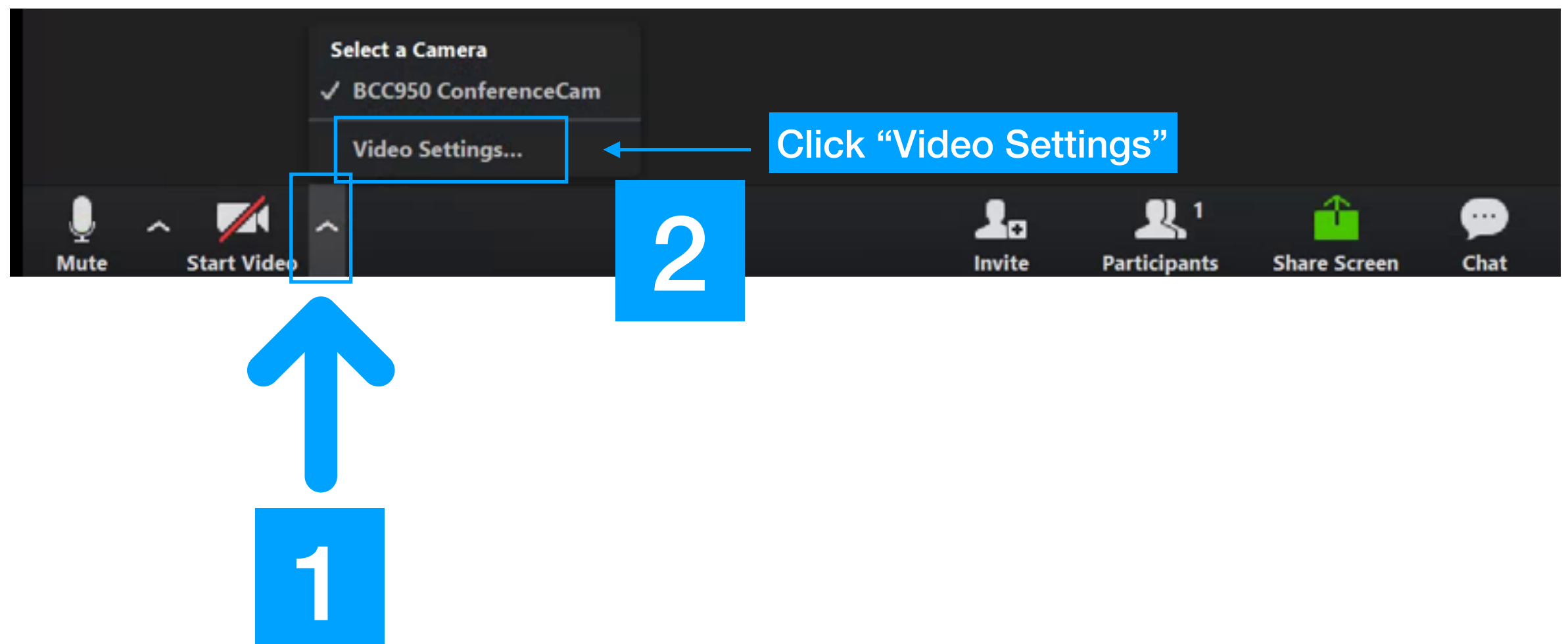
Click "login"

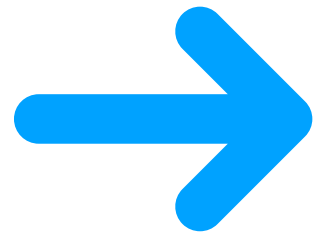
3



Log in with the credentials that were emailed and check the box to "Keep me logged in"

1. Click the arrow button that is next to the video icon
2. Click Video Settings





Settings

- General
- Audio
- Video**
- Recording
- Statistics
- Accessibility

You should see your image

Camera: BCC950 ConferenceCam

☒ 16:9 (Widescreen) ☐ Original Ratio

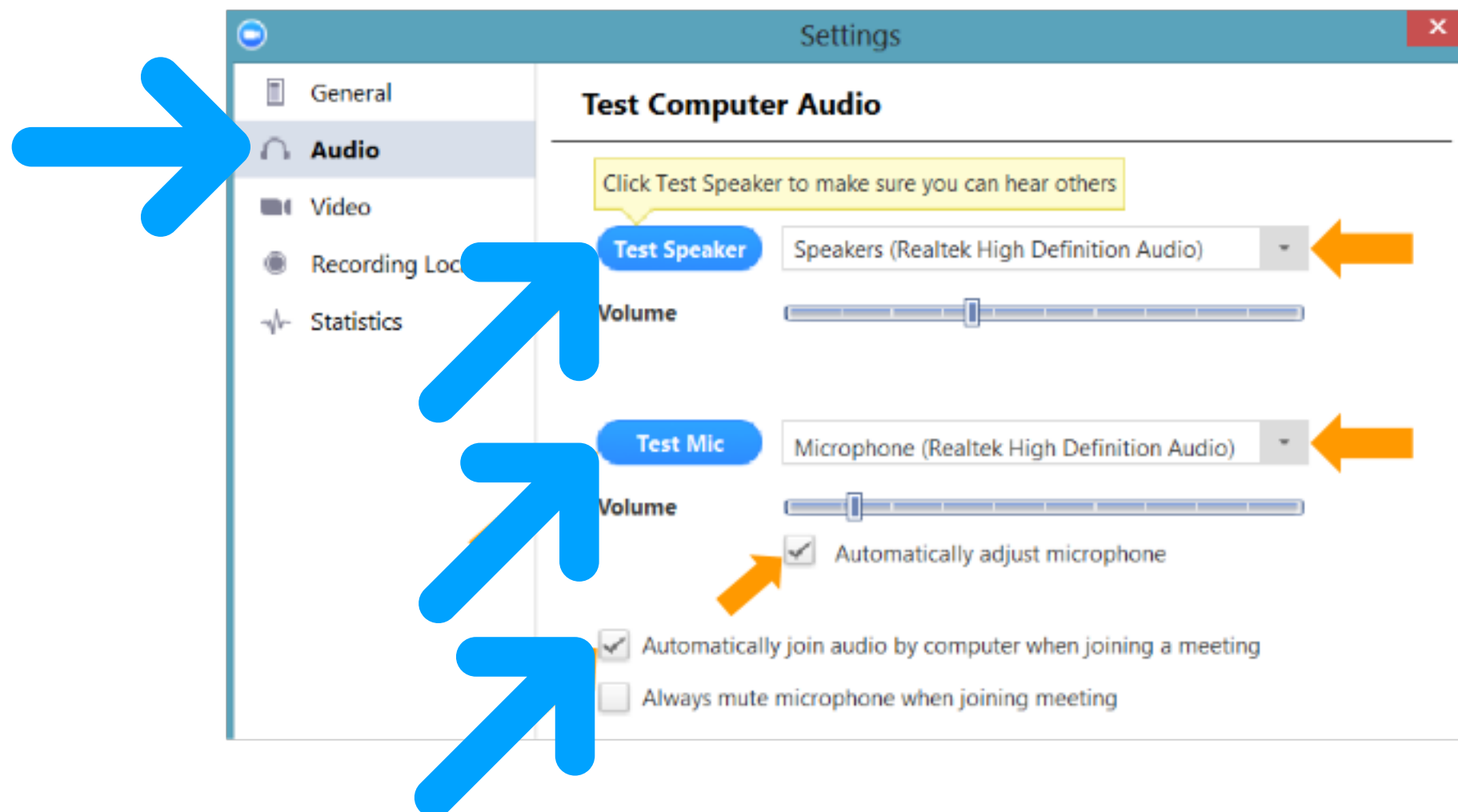
My Video:

- ☒ Enable HD
- ☒ Enable mirror effect
- ☐ Touch up my appearance

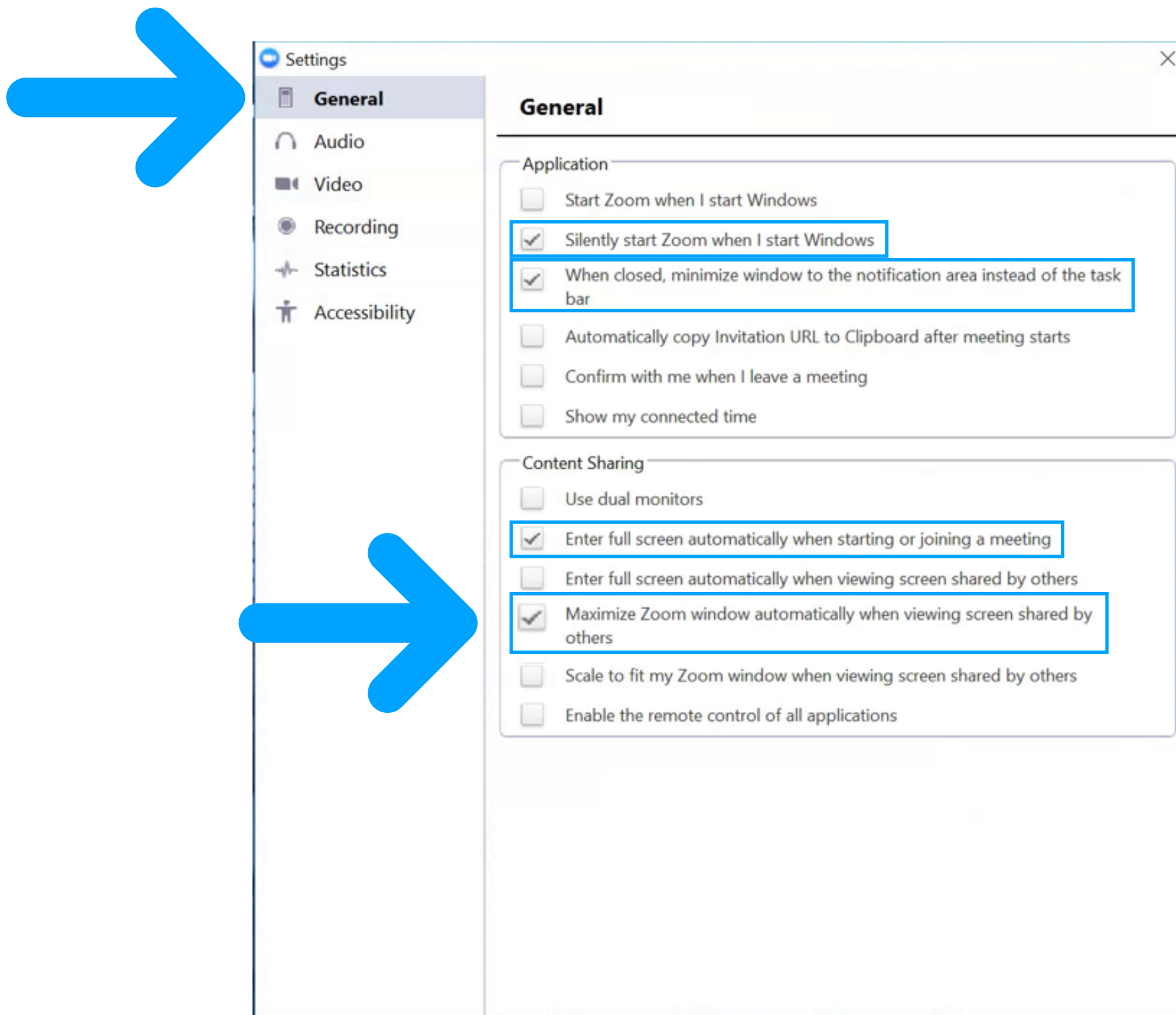
Meetings:

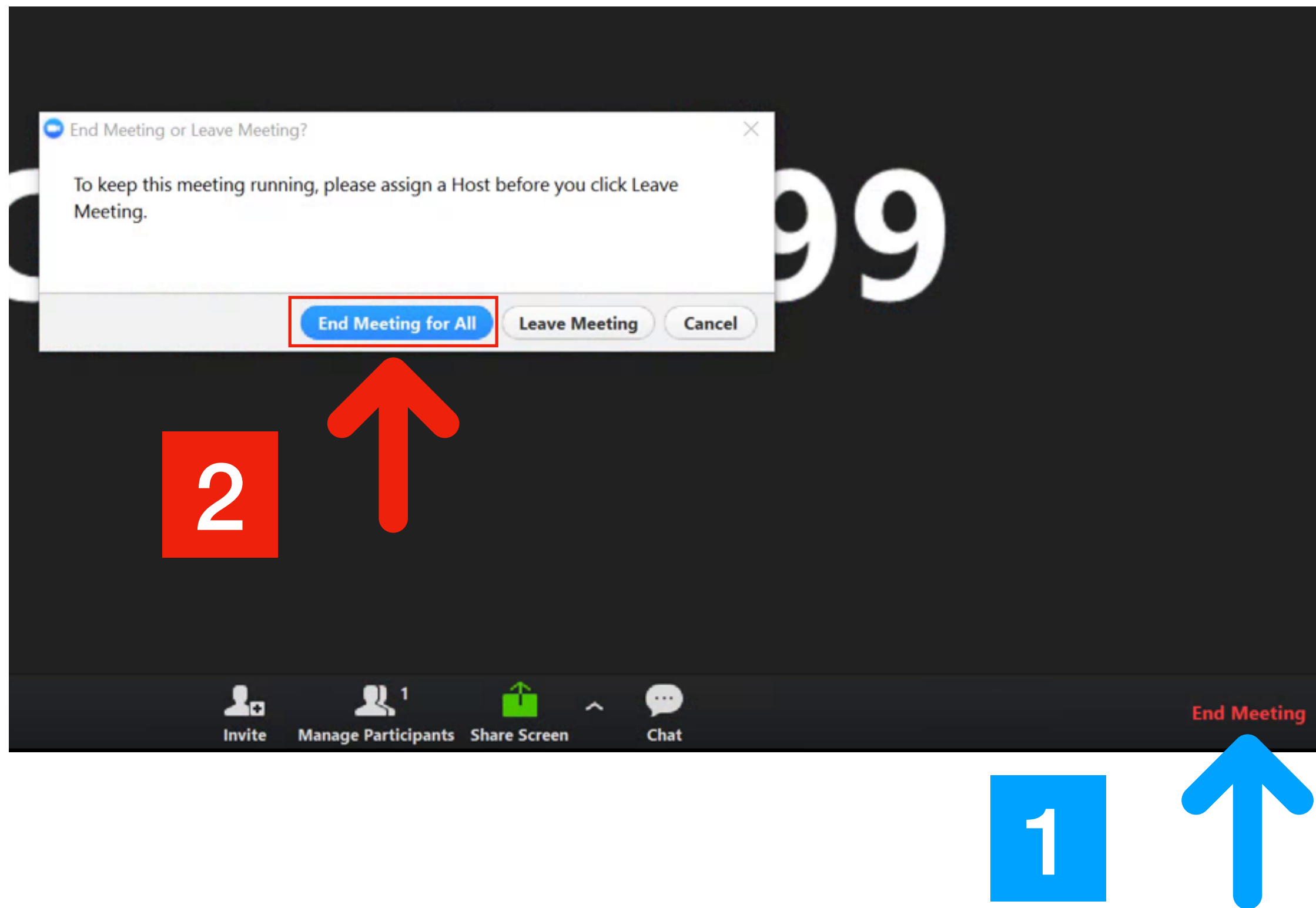
- ☒ Display participants name on their video
- ☐ Turn off my video when joining meeting
- ☐ Hide Non-Video Participants
- ☐ Spotlight my video when I speak

Didn't see any video, [trouble shooting](#)



You can select which speakers and microphone you would like to use with these dropdown menus





If the Zoom desktop client is open after ending the meeting you can make sure the box is checked to always use your virtual meeting room for instant meetings (see below) .

Once this has been set you can close the desktop client. If the desktop client ever comes up on your screen, you can simply close it since you do not need to use it for meetings.

