primus
UC Communicator

Primus UC

My Room Guest Reference Guide

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1   Getting Started

This user guide provides step-by-step instructions for Primus UC My Room Guests to quickly join and participate in My Room conferences. Guests are defined as those who are external to the My Room owner's organization, or those who are part of the My Room owner's organization who do not have Primus UC services assigned to them.
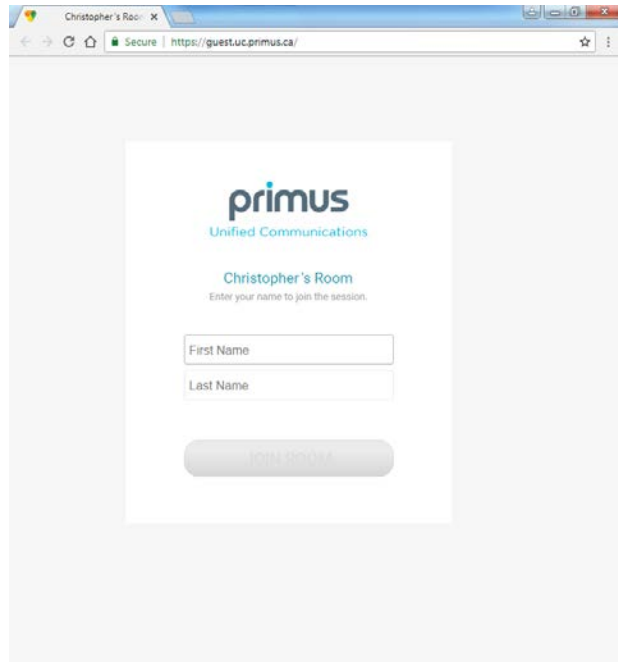
Primus UC users may find it helpful to give this guide to Guests prior to their first My Room meeting.

> **NOTE**: It is recommended that Guest users use Google Chrome as their browser for optimal performance. If Google Chrome is not available, to be able to use many of the features available the guest's browser must be WebRTC compatible.
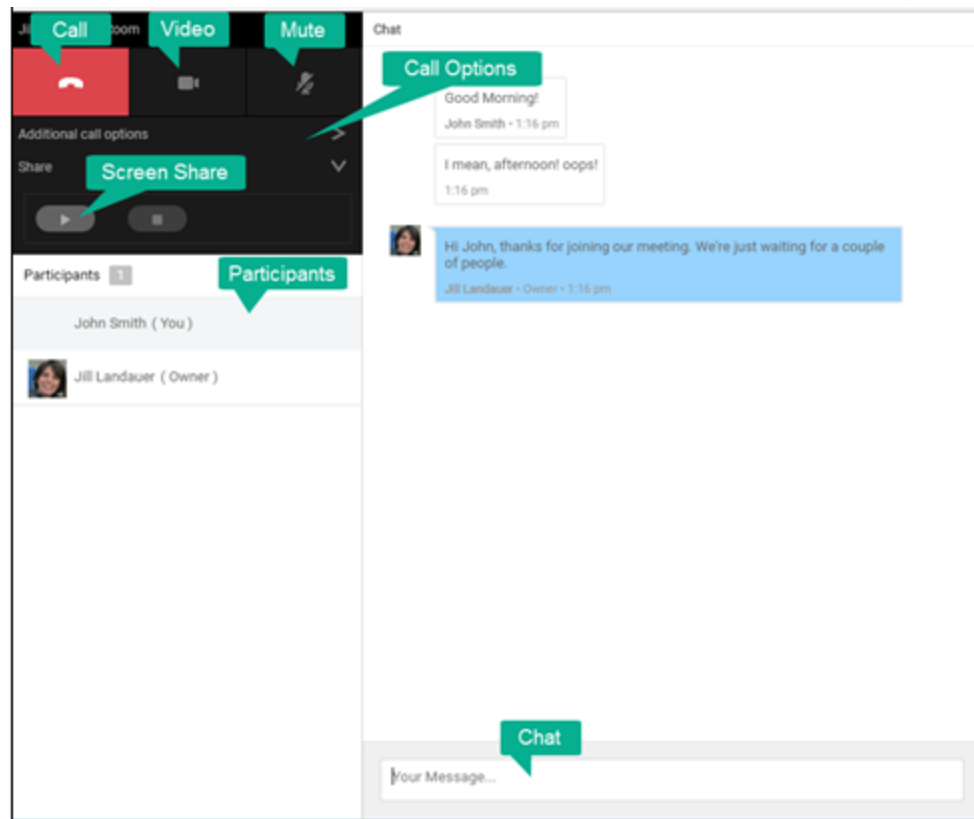
2   Joining a Meeting

- Access the meeting by clicking the Guest Participant link in your meeting invitation.
- Enter your name and click Join Room. A message is sent the My Room owner asking them to "Accept" your request to join in.

3   Guest Interface Layout & Functionality

Once accepted, you'll see the Guest version of My Room. You can:

- Join the call using your computer microphone and speakers, by clicking the handset icon.

- Add video to the call by clicking the camera icon.

- Mute yourself by clicking the mute icon.

- See other call-in options. For example, you may join the call using a desk phone instead of your computer.

- Share your screen by opening Share and clicking the play icon.

- Instant Message all participants using the Chat area. Enter your message at the bottom.

4   Troubleshooting Tips

If you are using Internet Explorer browser, you may not be able to use the video or mute functions. We recommend using Google Chrome for the best My Room experience.

To use your computer's audio system, make sure you have allowed Primus UC to access your computer microphone and speakers. You may see an alert before joining the call, or need to check that your browser or system are not blocking the access.