



AudioVisual
conference automation

EasyConf Connect – Instruction

Invite delegates to EasyConf Connect

Join a meeting in EasyConf Connect



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conference automation

EasyConf Connect – Instruction

How to **invite** delegates to join a remote meeting hosted by **EasyConf Connect**.
How to **join** a meeting as a **remote delegate**.

Instruction for room




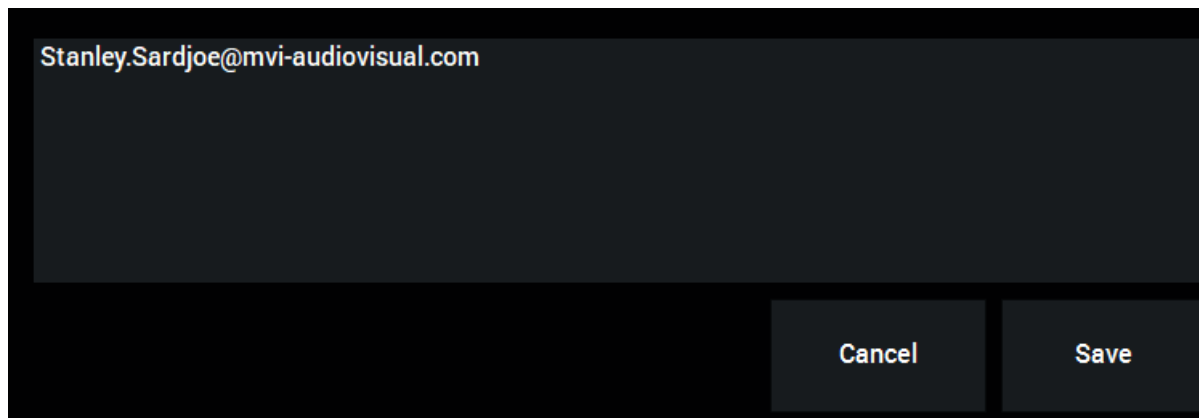
Go to the **EasyConf Connect** page in the control client (on AV-pc or tablet).

On this page you can see a list with all delegates who are part of the **meeting preparation** and are allowed to join the meeting.

	France		
	Feline Bonnet	Feline.Bonnet@mvi-audi	
	Lucas Dupont	Lucas.Dupont@mvi-audi	
	Camille Durand		
	Jules Fournier		
	Frederique Martinez		
	Alina Yilmaz		
	Germany		
	Petra Becker		
	Elisabeth Hoffmann		
	Adam Müller		
	Stanley Sardjoe	Stanley.Sardjoe@mvi-au	
	Bernd Schneider		
	Claudia Schulz		
	Martha Weber		
	The Netherlands		
	Albertine Bakker		
	Gregory Daal		
	Gerard Dijkstra		
	Henk de Groot	Henk.de.Groot@mvi-aud	
	Theo Jacobs		
	Karel van Leeuwen		
	Dewi Lu		
	Anneke Maas		
	Stephanie Mulder		
	Maryam Tahiri		
	Marian Vermeulen		
	Jan Vos		
	Danny Willems		
	Elly de Wit		

Add email address

Click on  to add an **email address** for a delegate.
Below window will pop-up, enter the **email address** and click **Save**.



Stanley.Sardjoe@mvi-audiovisual.com

Cancel Save

Country	Name	Email	Action
France	Feline Bonnet	Feline.Bonnet@mvi-audiovisual.com	Send
	Lucas Dupont	Lucas.Dupont@mvi-audiovisual.com	Send
	Camille Durand		Send
	Jules Fournier		Send
	Frederique Martinez		Send
	Alina Yilmaz		Send
Germany	Petra Becker		Send
	Elisabeth Hoffmann		Send
	Adam Müller		Send
	Stanley Sardjoe	Stanley.Sardjoe@mvi-audiovisual.com	Send
	Bernd Schneider		Send
	Claudia Schulz		Send
	Martha Weber		Send
The Netherlands	Albertine Bakker		Send
	Gregory Daal		Send
	Gerard Dijkstra		Send
	Henk de Groot	Henk.de.Groot@mvi-audiovisual.com	Send
	Theo Jacobs		Send
	Karel van Leeuwen		Send
	Dewi Lu		Send
	Anneke Maas		Send
	Stephanie Mulder		Send
	Maryam Tahiri		Send
	Marian Vermeulen		Send
	Jan Vos		Send
	Danny Willems		Send
	Elly de Wit		Send

Send an invitation


Click  to send the invitation for the meeting to the concerning delegate.


























































Button status;

 Email will be sent.

 Sending email failed, check settings.
Contact supplier.

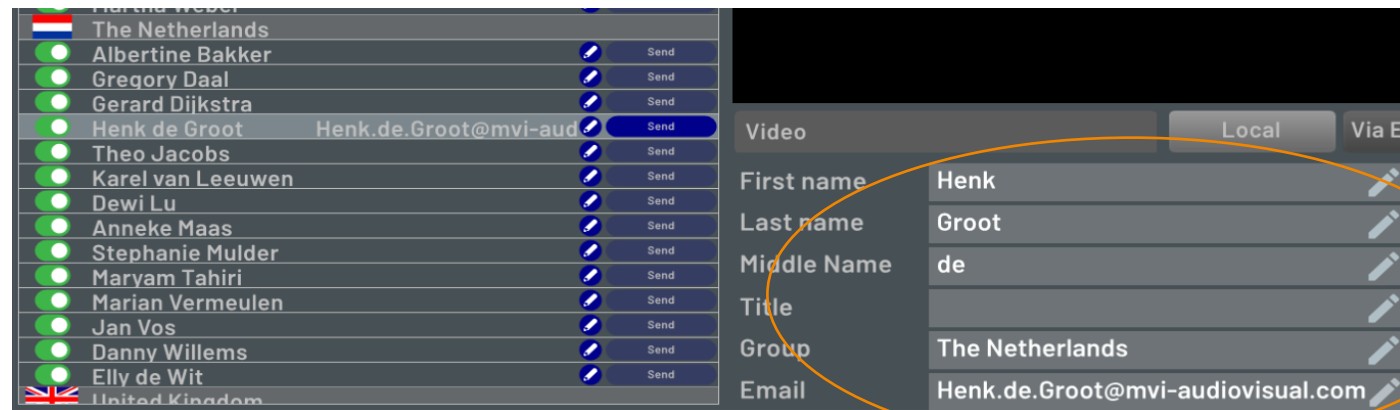
 Email has been sent.



	France		
	Feline Bonnet	Feline.Bonnet@mvi-audi	
	Lucas Dupont	Lucas.Dupont@mvi-audi	
	Camille Durand		
	Jules Fournier		
	Frederique Martinez		
	Alina Yilmaz		
	Germany		
	Petra Becker		
	Elisabeth Hoffmann		
	Adam Müller		
	Stanley Sardjoe	Stanley.Sardjoe@mvi-au	
	Bernd Schneider		
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	Maryam Tahiri		
	Marian Vermeulen		
	Jan Vos		
	Danny Willems		
	Elly de Wit		

Adjust delegate data

On the lower side of the **EasyConf Connect** page you will find **delegete data** of the **selected** delegate. Also here it's possible to add an **email address** or change delegate data. This data is only available when the **meeting is running**.



Assign / withdraw right to participate

The list has a **slider** which you can use to **assign** or **withdraw** the right to participate in a meeting remotely.

When the **toggle button** state is **off** the delegate has **no right** to join the meeting **remotely**. If he/she was connected already, the **connection** will be broken **immediately**.

As soon as the **toggle button** state is **on**, the **delegate** will be able to **join** the meeting again.



Country	Name	Email	Participation Right	Action
France	Feline Bonnet	Feline.Bonnet@mvi-audi	On	Send
	Lucas Dupont	Lucas.Dupont@mvi-audi	Off	Send
	Camille Durand		On	Send
	Jules Fournier		On	Send
	Frederique Martinez		On	Send
	Alina Yilmaz		Off	Send
Germany	Petra Becker		Off	Send
	Elisabeth Hoffmann		Off	Send
	Adam Müller		On	Send
	Stanley Sardjoe	Stanley.Sardjoe@mvi-au	On	Sent!
	Bernd Schneider		On	Send
	Claudia Schulz		On	Send
	Martha Weber		On	Send
The Netherlands	Albertine Bakker		On	Send
	Gregory Daal		On	Send
	Gerard Dijkstra		On	Send
	Henk de Groot	Henk.de.Groot@mvi-aud	On	Send
	Theo Jacobs		On	Send
	Karel van Leeuwen		On	Send
	Dewi Lu		On	Send
	Anneke Maas		On	Send
	Stephanie Mulder		On	Send
	Maryam Tahiri		On	Send
	Marian Vermeulen		On	Send
	Jan Vos		On	Send
	Danny Willems		On	Send
	Ellen de Wit		On	Send

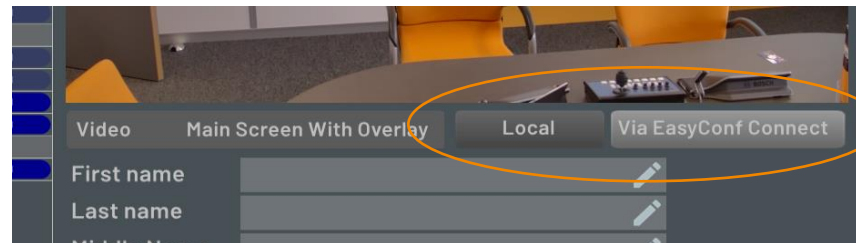
Open the meeting for remote participation

A home user / delegate with a valid invitation can join the meeting when the room is connected to EasyConf Connect.

This can be done by enabling the EasyConf Connect button in the control client.

When there is no need to allow participants to join the meeting remotely, you can switch back to local.

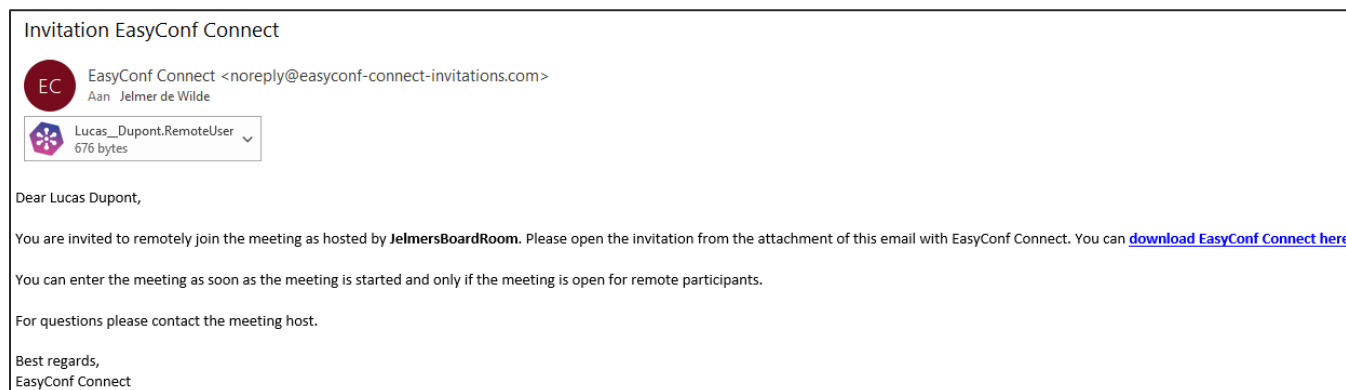
If the button automatically goes back to local, something is wrong with the configuration of the EasyConf Connect Server. Joining the meeting remotely isn't possible now. Inform your AV supplier about this.



Delegate instruction

A delegate receives an **email** (see example) with an **invitation** to remotely join the meeting.

- When **joining for the first time** he / she will need to download and install **EasyConf Connect** using the link in the email.



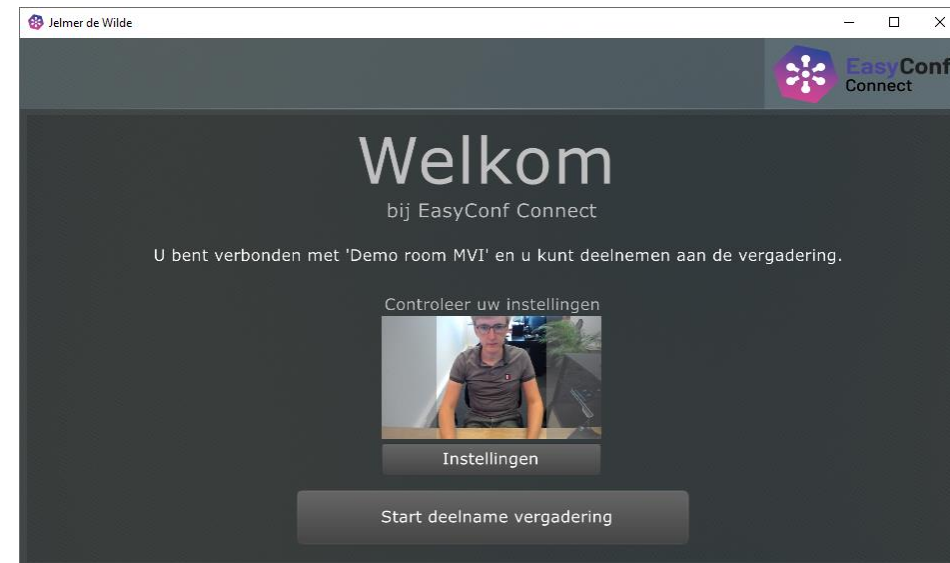
- The **invitation** can be opened to start **EasyConf Connect** and **participate** in the meeting.

Ready to join!

As a delegate you need to be connected to **EasyConf Connect** after opening the invitation.

You can check and change the **settings** of the **webcam**, **loudspeaker** and **microphone** before you join the meeting.

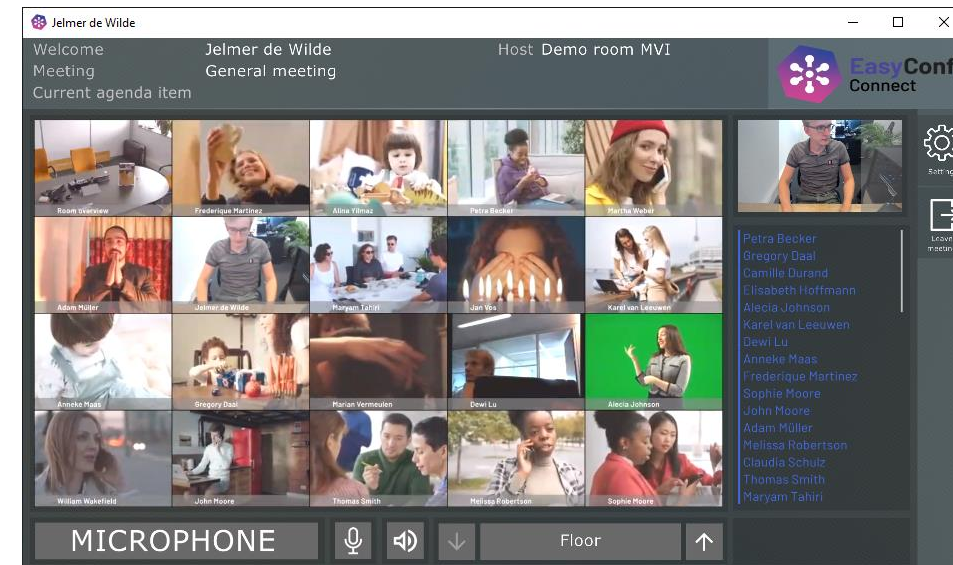
The use of **headphones / earphones** is **recommended**, this **increases** your **audibility**.



During the meeting

All remote delegates will see the same video. Depending on settings this can be an **overview** of all delegates (**mosaic**, like the image on the right), or only video of the **current active speakers** (remote or in the **conference room**). The clerk / technician decides this.

It is possible that you are **permanently visible** for others. For **example** on a **screen** in the **conference room**.



During the meeting

If you want to talk, you need to press the **microphone** button which is **available** on the **lower side** of the window. **As long** as the button is **red** you will be **visible** and **hearable** for all participants of the meeting, also in a possible **recording** or **livestream**.

The **microphone button** works just like a microphone button of a **conference unit** in the conference room.

