



SMPCP Virtual Meeting Room

USER GUIDE

Virtual Meeting Room (VMR) Details

Name: VMR SMPCP

Number: 5576727

IDSN Number: 03 9911 3889

Southern Mallee Network: Loddon Mallee Rural Health Alliance (LMRHA) Network

To use the SMPCP VMR please select the option below that applies to the **health service you will be making the video-call from**. If not sure, check with your information technology department / video-conference provider.

VIDEO CONFERENCING

LMRHA Network

To call the VMR from a room-based Video Conferencing (VC) unit:

- On the VC unit menu, go to the **global directory**.
- Select the room named **VMR SMPCP** from the list.
- If the room cannot be found on the directory, please enter the room number **5576727** from the main menu.

Other Networks

Using the **IP address**:

- From VC main menu, enter **203.49.131.121##5576727**
- or depending on the VC unit, the number may need to be entered as: **5576727@203.49.131.121**

Using the **IDSN Number**:

- From the VC main menu, enter: **03 9911 3889 #**

TELECONFERENCING

To enter the VMR from a telephone/mobile:

- **Please dial: 03 9911 3800**

Callers will be greeted by the Polycom conferencing voice and will be asked to enter the *Conference ID* followed by the 'pound key' which is the # key.

- **Please enter: 76727 #**

PARTICIPANT RESPONSIBILITIES

- SMPCP (CHAIR) will connect to the VMR at least ten minutes prior meeting commencement.
- Agencies to inform SMPCP staff if they are VC or Teleconferencing at least three days prior to the meeting
- Agencies to be aware of their VC/IT equipment and their IT contact within their agency.
- Agencies to book their VC meeting room.
- Agencies to allow appropriate time to dial in to the VMR before the meeting starts.
- SMPCP staff will support agencies with their difficulties accessing VMR SMPCP and relay unsolved technical difficulties to LMRHA staff for follow up.

Please note: You **cannot** dial this VMR from **Skype, VSee, Google Hangouts** or any Internet-based VC software that is not secured through an IP gateway. If your health service uses **Vidyo**, check with your information technology department.