How To Join A Webex meeting using VTC equipment.

If you do not see these options in your meeting invitation, please place a service desk ticket asking for this WebEx Feature. [https://itservicedesk.nih.gov/Support/](https://itservicedesk.nih.gov/Support/)

This feature is only available for Meeting Center and Personal Room meetings

There are 3 options for end users at the NIH to dial video addresses into NIH hosted WebEx meetings:

First, refer to your WebEx invitation for the Dial in information. These options are available if your host’s meeting has the option for Video system participants to join in.
Option 1: Use the Phonebook entry for WebEx, then enter the meeting number when prompted.  *This option is for NIH video conference systems only.*

a. Select Call from the Video Conference System’s menu

   ![Call Screen](image1)

b. Select Directory on the Call screen to bring up the list of Directory options

   ![Directory Screen](image2)
c. Select the Option for “NIH WebEx”

![Select Option for NIH WebEx](image1)

d. Tap Call

![Tap Call](image2)

e. Once the call has connected type in the **meeting number** followed by the #. Use the remote or use the touch panel to enter the meeting number. Tap the Keypad button to show the on-screen keypad.
f. You will now be connected to the meeting.
Option 2: Input the Meeting Number, followed by the * and select call. (Example 658952147*) This shortcut is only for NIH Video Conference systems only.

a. At the main menu, select Call.

b. Input the meeting number, followed by the * and select call. (ie: 658952147*)
c. Submit the Dial pad entry by pressing call
Option 3: Using the touch panel type in the full sip address (i.e. 658952147@nih.webex.com) *This is recommended for External Collaborators using Video Conference Systems outside of NIH.*

a. At the main menu, select Call.

b. Using the touch panel type in the full sip address (i.e. 658952147@nih.webex.com). This can also be used by Cisco Jabber users to join the WebEx.
c. Submit the Dial pad entry by pressing call