

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/>

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

There are 4 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.

[Join Webex meeting](#)

Meeting number (access code): 658 952 147

Meeting password: 12345

Join from a video system or application

Dial 658952147@nih.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

[+1-415-655-0003](tel:+14156550003) US TOLL

[Global call-in numbers](#)

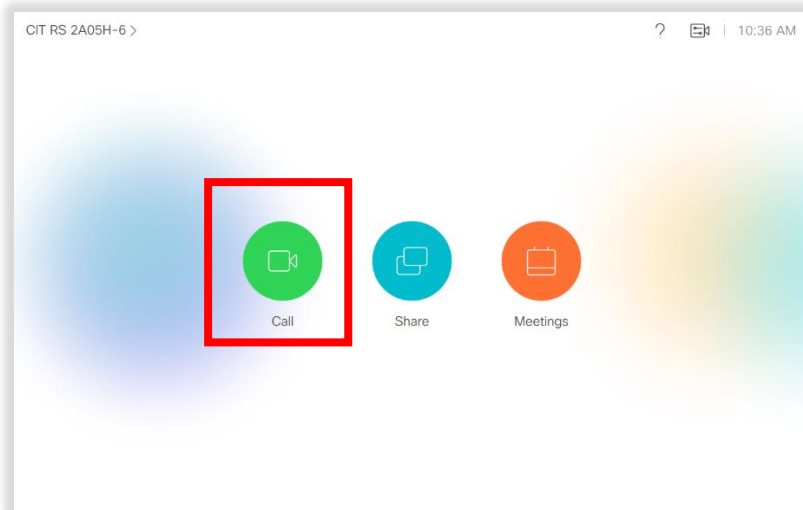
Join using Microsoft Lync or Microsoft Skype for Business

Dial 658952147.nih@lync.webex.com

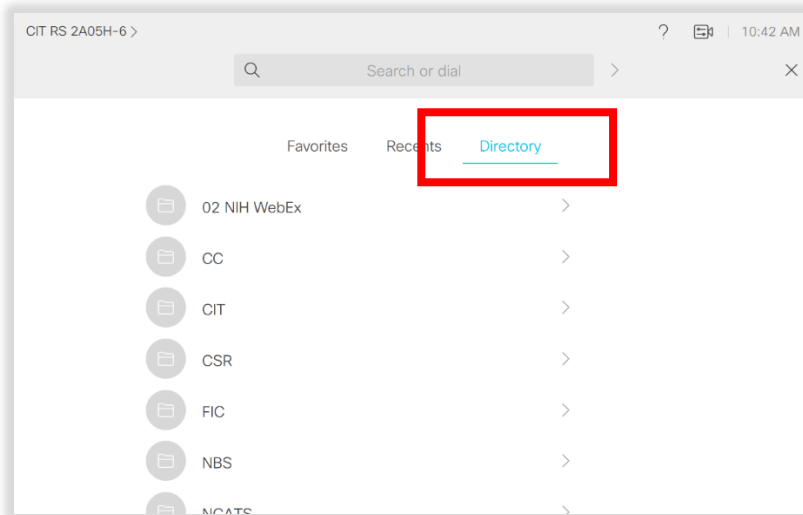
[Can't join the meeting?](#)

Option 1: Use the Phonebook entry for WebEx, then enter the meeting number when prompted. This option is for NIH video conference systems only.

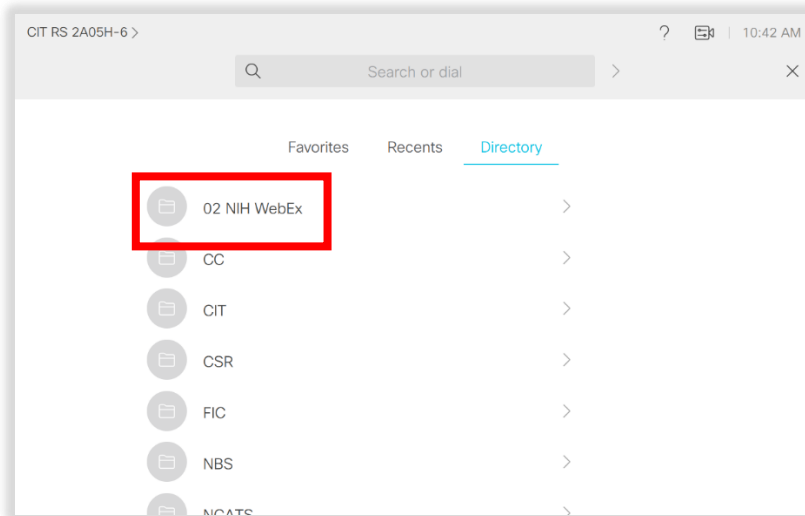
- a. Select Call from the Video Conference System's menu



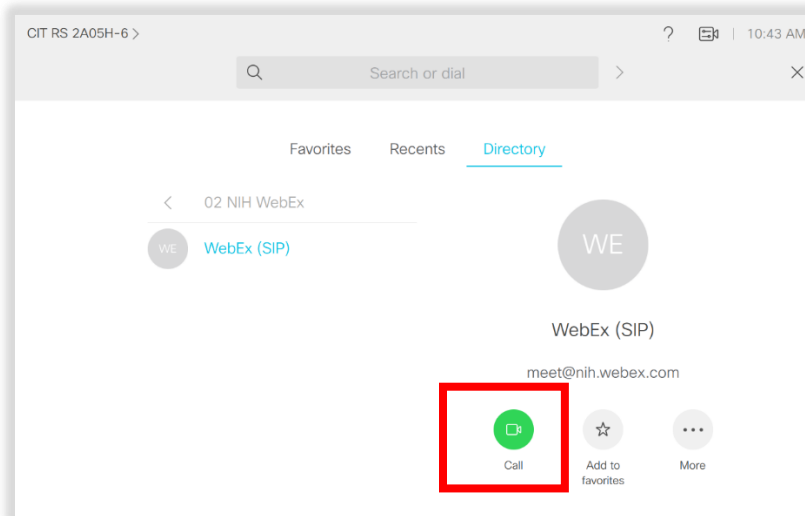
- b. Select Directory on the Call screen to bring up the list of Directory options



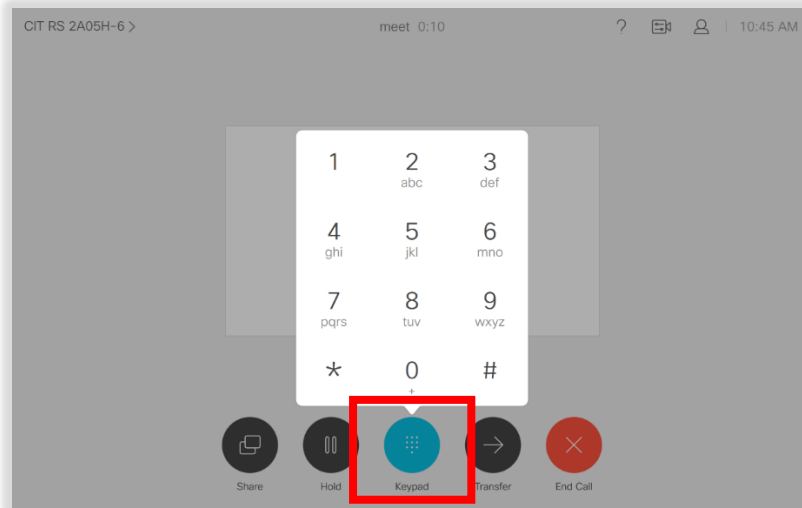
c. Select the Option for “NIH WebEx”



d. Tap Call



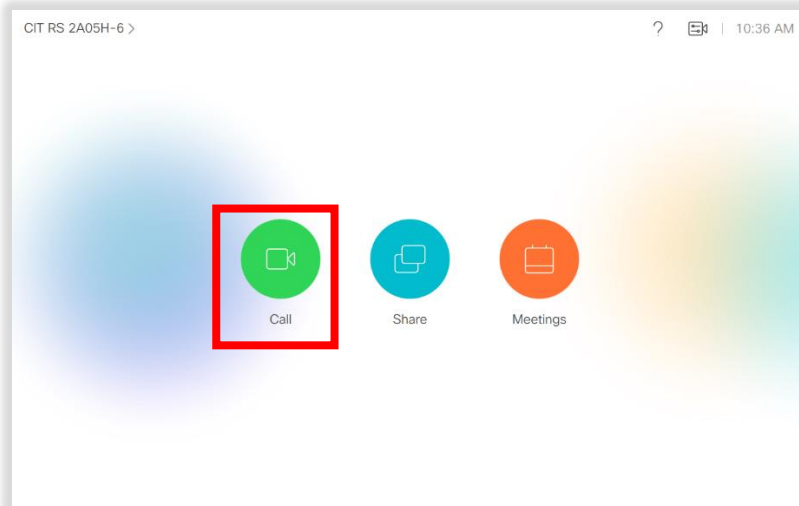
e. Once the call has connected type in the **meeting number** followed by the #. Use the remote or use the touch panel to enter the meeting number. Tap the Keypad button to show the on-screen keypad.



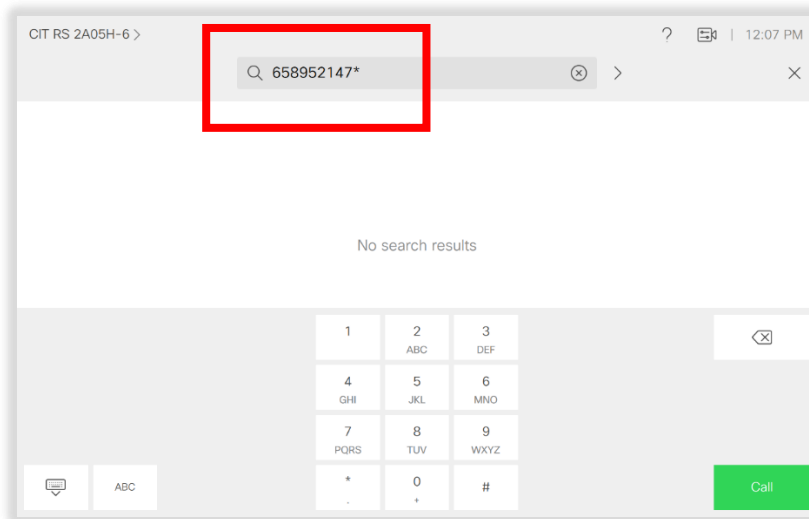
f. You will now be connected to the meeting.

Option 2: Input the Meeting Number, followed by the * and select call. (Example 658952147*) This shortcut is only for NIH Video Conference systems only.

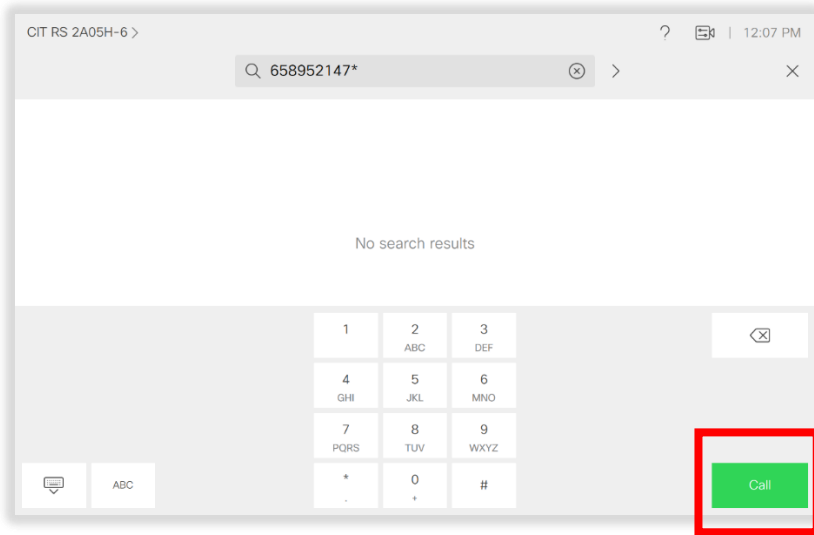
- a. At the main menu, select Call.



- b. Input the meeting number, followed by the * and select call. (ie: 658952147*)

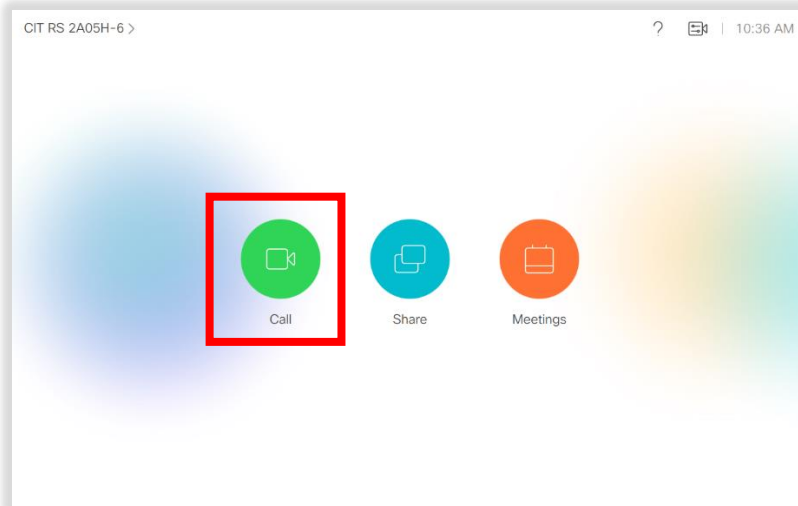


c. Submit the Dial pad entry by pressing call

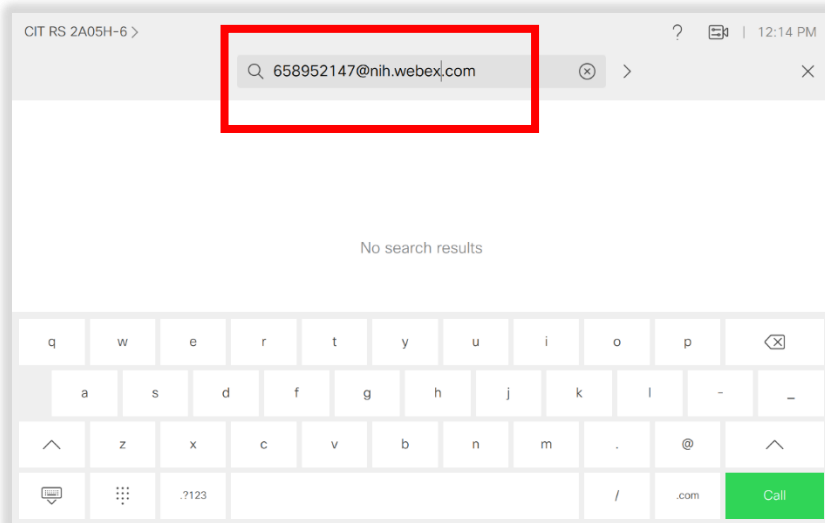


Option 3: Using the touch panel type in the full sip address (i.e. 658952147@nih.webex.com) This is recommended for External Collaborators using Video Conference Systems outside of NIH.

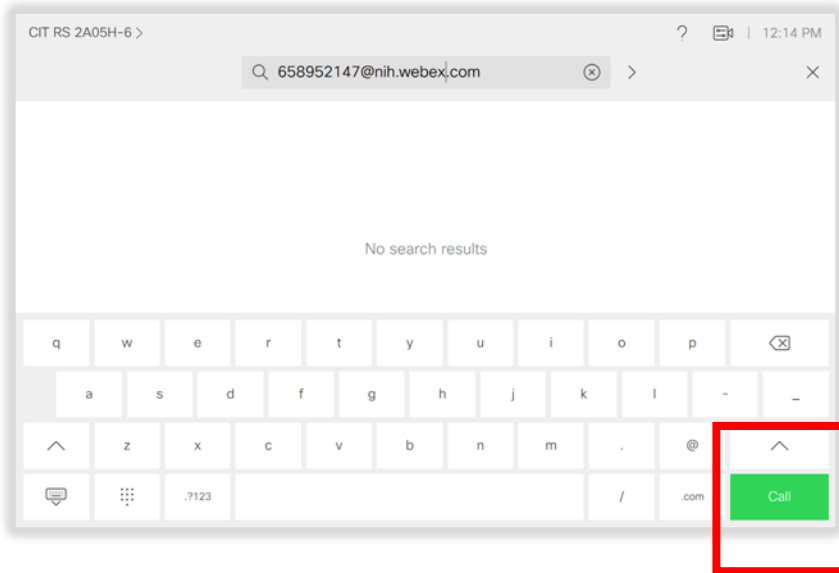
- a. At the main menu, select Call.



- 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

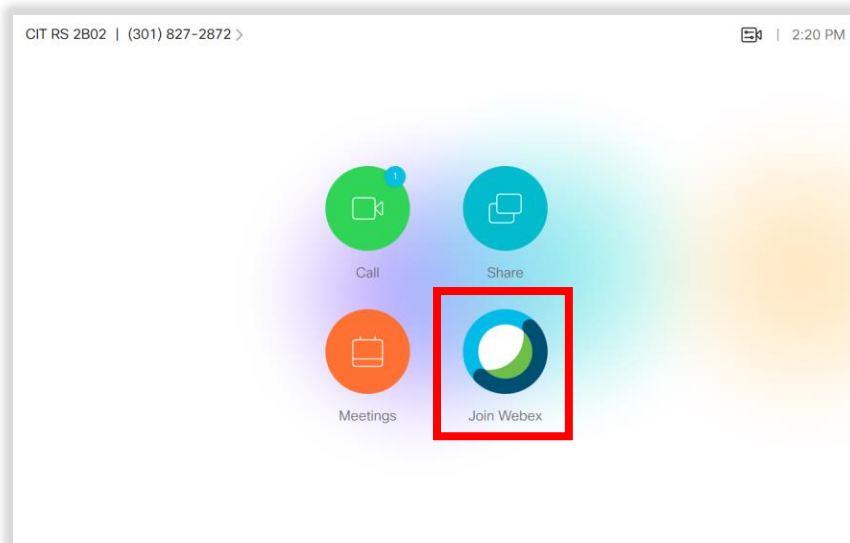


- c. Submit the Dial pad entry by pressing call

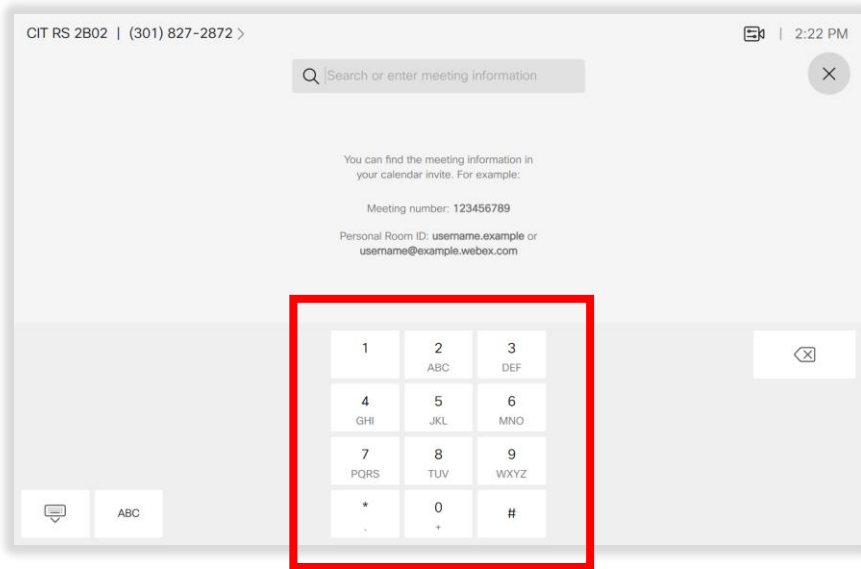


Option 4: Use the Join WebEx Button, then enter the meeting number when prompted. This Option is available on the Video Conferencing Systems Running the latest software.

1. At the Main menu, select **Join WebEx**



2. Use the virtual keypad to enter your number



3. After you have entered your Meeting number, a Join button will appear. Press **Join** to enter the meeting.

