



Southern Mallee PCP Virtual Meeting Room User Guide

VIRTUAL MEETING ROOM (VMR) DETAILS

- Name in Directory: VMR SMPCP
- Network: Loddon Mallee Rural Health Alliance (LMRHA) Network
- Number: (03) 9921 8085
- Pin: 76727

VIDEO CONFERENCING

Please select the option below that applies to the health service you will be making the video-call from.

LMRHA Network

- Go to the **directory** and select **VMR SMPCP** **if this doesn't work please try to dial below*
- OR
- Dial **9921 8085** from the main menu **if this doesn't work try 03 9921 8085*
- When prompted for the **pin**, enter **76727#**

Other Networks

- Dial **99218085@lmrha.org.au** **if this doesn't work try 0399218085@lmrha.org.au*
- When prompted for the **pin**, enter **76727#**

TELECONFERENCING

- Dial **(03) 9921 8085**
- When prompted for the **pin**, enter **76727#** - you will then hear nothing until someone else joins

PARTICIPANT RESPONSIBILITIES

- Agencies to inform Southern Mallee PCP staff if they are VC or Teleconferencing at least three days prior to the meeting.
- Agencies to make sure they can connect to the VMR via their preferred method BEFORE the meeting day.
- Agencies to be aware of their VC/IT equipment and their IT contact within their agency.
- Agencies to allow appropriate time to dial in to the VMR before the meeting starts.
- Southern Mallee PCP Staff will connect to the VMR at least ten minutes prior meeting commencement.
- SMPCP staff will support agencies with their difficulties accessing the VMR where possible, and will report any unresolved issues to the LMRHA

Please note: You cannot access this VMR from Skype, VSee, Google Hangouts or any Internet-based VC software.