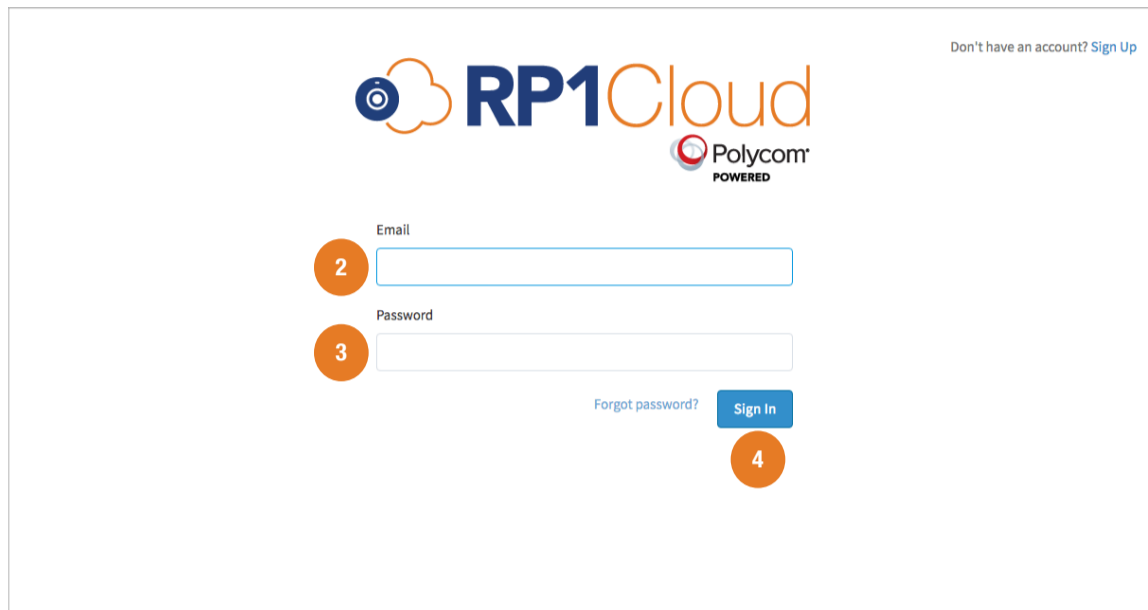


# Host Quick Start Guide

# Login

1. Visit <https://my.rp1cloud.com>.
2. Enter the email that you used to register for RP1Cloud.
3. Enter the password that you chose at the time of registration.
4. Click the **Sign In** button



The screenshot shows the RP1Cloud login interface. At the top left is the RP1Cloud logo, which includes a cloud icon with a camera lens and the text "RP1Cloud". Below the logo is the Polycom logo with the word "POWERED" underneath. In the top right corner, there is a link that says "Don't have an account? Sign Up". The main form contains two input fields: "Email" and "Password". The "Email" field is marked with a circled "2" and the "Password" field is marked with a circled "3". Below the "Password" field, there is a link for "Forgot password?" and a blue "Sign In" button, which is marked with a circled "4".

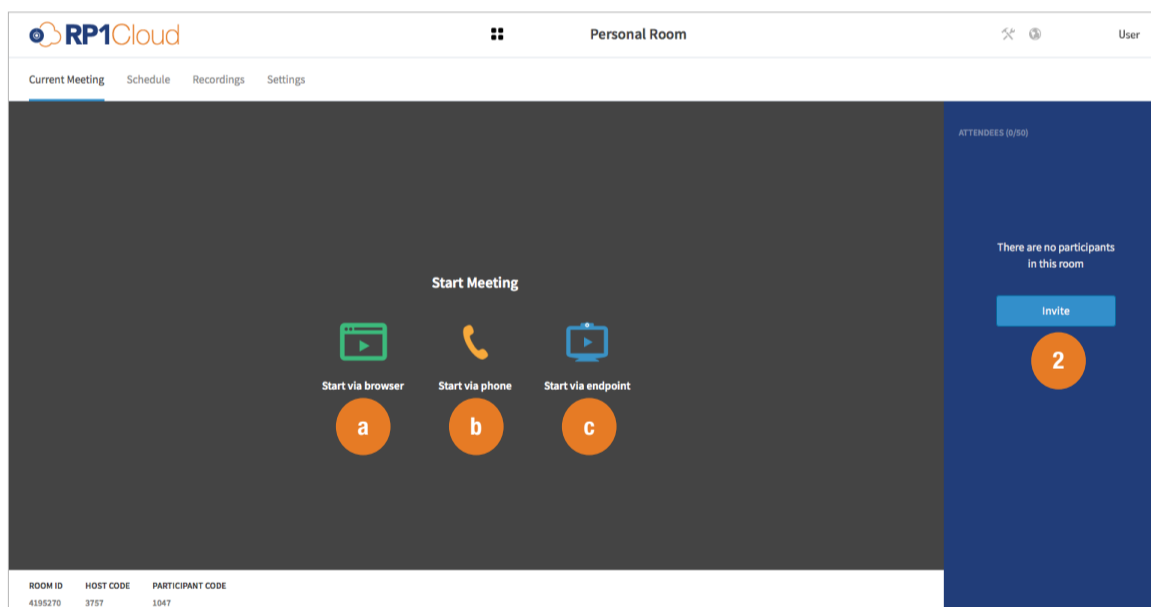
**Note:** If you forget your password, click on **Forgot password?** Enter the email you used to register and click **Send**. An email will be sent to that email with a link to change your password. Enter your new password and you will automatically be logged into your Virtual Meeting Room (VMR).

# Hosting a meeting

Once logged in, you will be in your Virtual Meeting Room (VMR). Follow these steps to host a meeting:

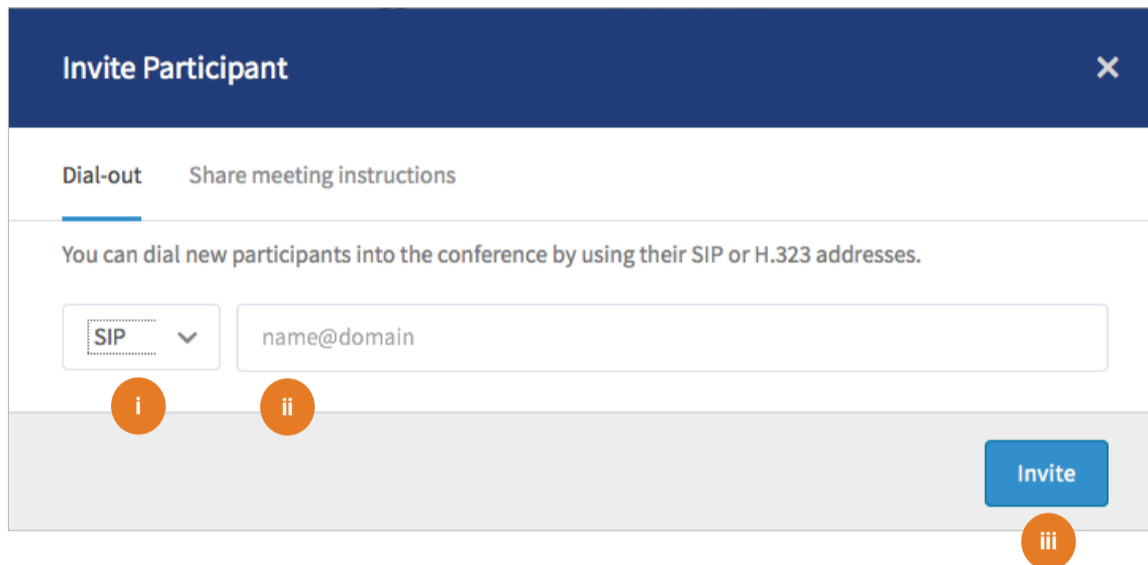
1. Choose and click one of the three access point options in the center of the screen. You can start your meeting via browser, phone or conferencing endpoint.
  - a. **Browser:** A window will pop up with your camera view:
    - i. Click on any of the A/V icons to disable that function before starting the meeting.
    - ii. Click on the **Settings** icon to select your call quality, audio and video devices.
    - iii. Make your device selections, then click the **Back** button.
 

**Note:** Devices need to be already plugged in to appear in the drop down menus. Call quality defaults at “High”, which is 720p and uses up to 1024kbps of bandwidth.
    - iv. Make your device selections, then click the **Back** button.
  - b. **Phone:** A window will pop up to provide you with all necessary access numbers. Call the number provided and follow the audio prompts to enter the access code and pin number.
  - c. **Endpoint/Room System:** A window will pop up to provide you with the necessary access information. Enter these into your endpoint to start the meeting.



2. Invite participants to your meeting by clicking the **Invite** button on the right side of the window. An **Invite Participant** window will open.
3. Click either **Dial-Out** to call a participant directly or **Share meeting instructions** to invite via email:
  - a. Dial-out
    - i. In the drop down menu on the left, select the platform you wish to contact the participant with.
    - ii. Enter the appropriate contact information. Follow the format provided in the example.

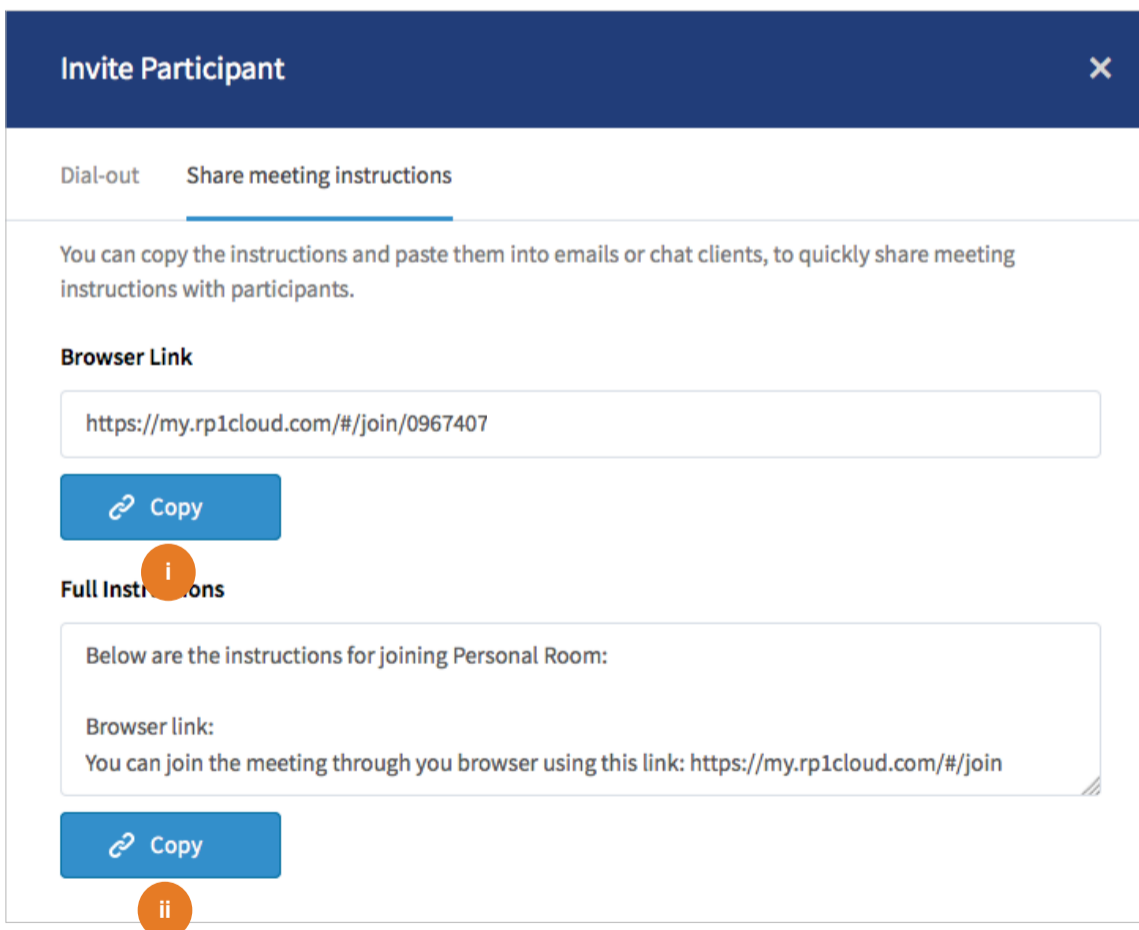
- iii. Click the **Invite** button. The participant will receive a call which they can accept or decline. Upon accepting, they will be placed directly in the VMR.



**Note:** Dialing out to a participant requires that their site firewall allows incoming calls. If it does not, ask the participant to initiate the call from their endpoint.

b. Share meeting Instructions

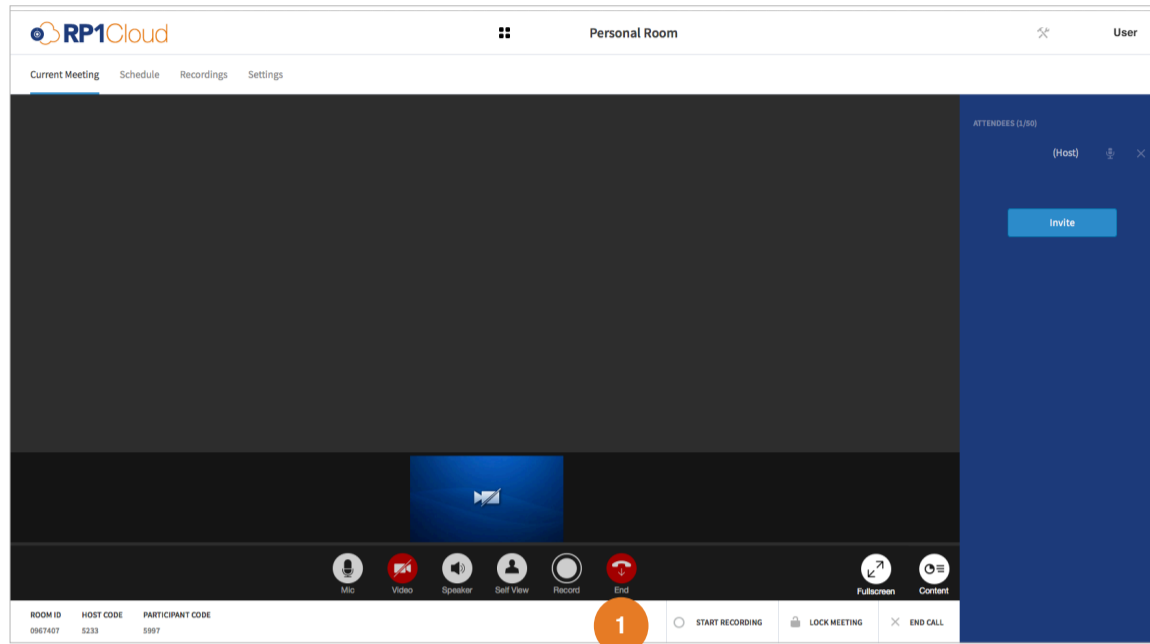
- i. Click the **Copy** button beneath the **Browser Link** and paste it into your chosen means of communication (i.e. email).
- ii. Click the **Copy** button beneath the **Full Instructions** and paste it into your chosen means of communication.
- iii. Send instructions to invitee(s) via your chosen means of communication.



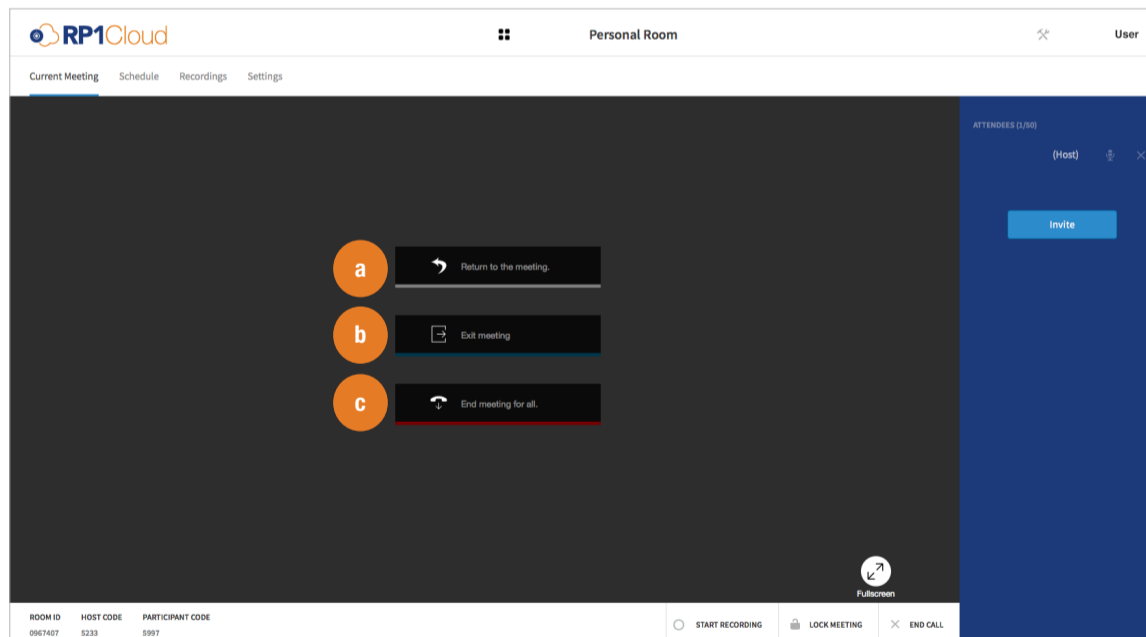
**Note:** Upon receiving meeting information, the invitee may choose to join via browser, phone or conferencing endpoint.

# Ending a meeting

1. To end a meeting, click the **End** icon.



2. You will then have the option to:
  - a. **Return to the meeting.**
  - b. **Exit the meeting.** The meeting will continue for other participants.
  - c. **End meeting for all.** All participants will be immediately removed from the meeting.



# Contact

## Sales:

sales@rp1cloud.com  
1.844.204.0023

## Customer Success:

customersuccess@rp1cloud.com  
1.844.204.0023