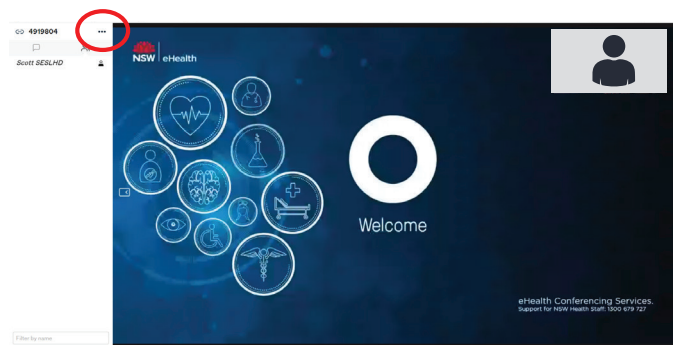


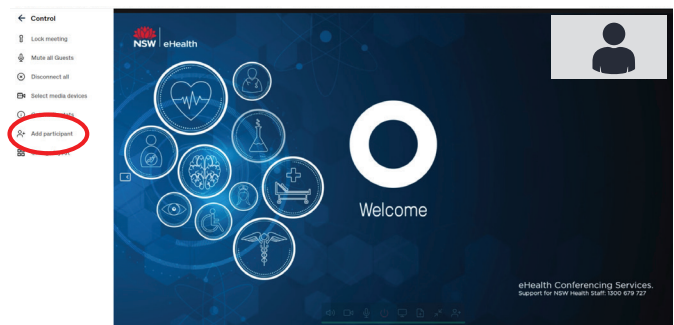
How to add a participant via phone and utilise keypad function in pexip

To use pexip as a 'host' you will need your own VMR (virtual meeting room) and Host Pin. You can apply for a pexip account by submitting a request via [SARA](#) - search for "Video Conferencing - Pexip VMR Request"
Keypad functionality will only be visible to the 'host' of the meeting.

1 After you have dialled into your VMR (virtual meeting room) as a host, click on the **three dots** which opens the CONTROL menu in the top left of the VMR window.

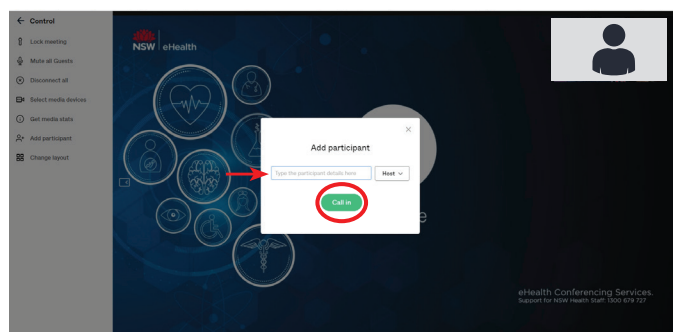


2 From the menu select **Add Participant**.



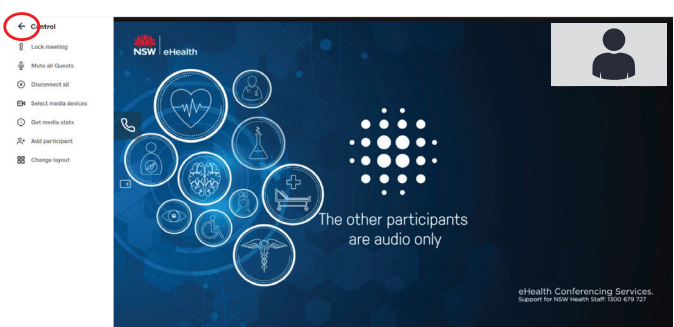
3 In the add participant box type in the phone number you wish to call and select **call in** button.

This makes a **voice only** phone call and the number you dialled will appear in the Participant List.



4 If the end point answers the call you will hear the voice from this call.

At this point click the arrow in the top right to go back to the previous menu.



- 5** Locate the audio call in the participant list and click on their name to reveal a menu where you need to select **open dialpad**.

The dialpad option will only be visible when there is an active phone call in progress.



- 6** A dialpad will appear on the screen where you can select numbers as required, allowing you to navigate prompts on a telephone menu.

N.B. use your mouse to select numbers on the keypad as opposed to typing in numbers on your keyboard.

Close the keypad by clicking the **X** in the top right hand corner of the keypad.

The keypad can be opened and closed as required by following this process.

