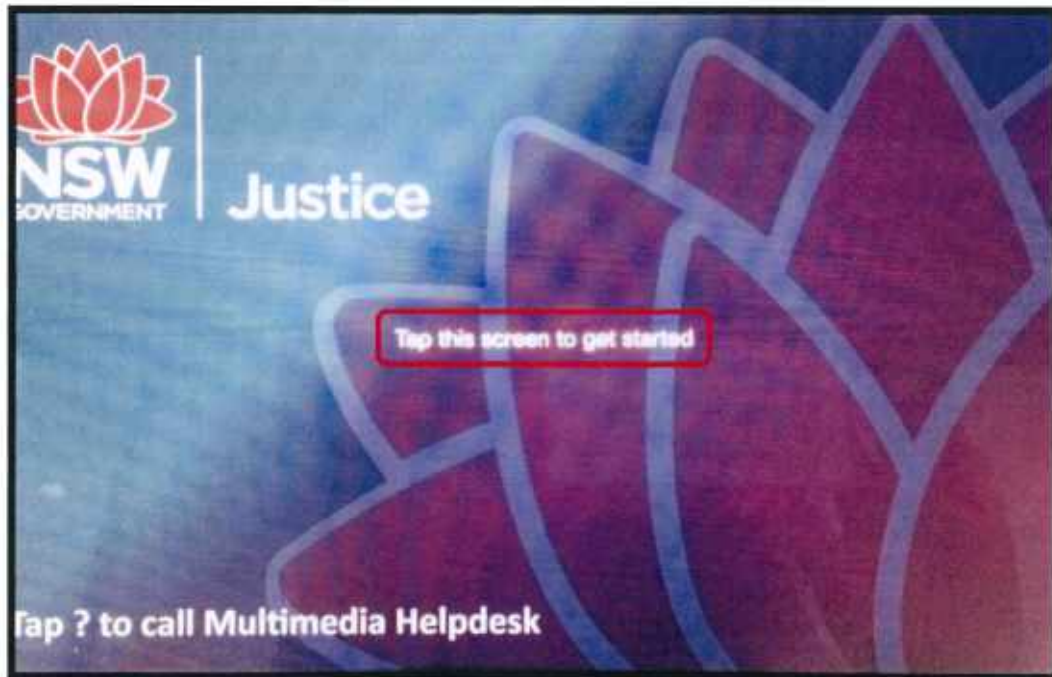
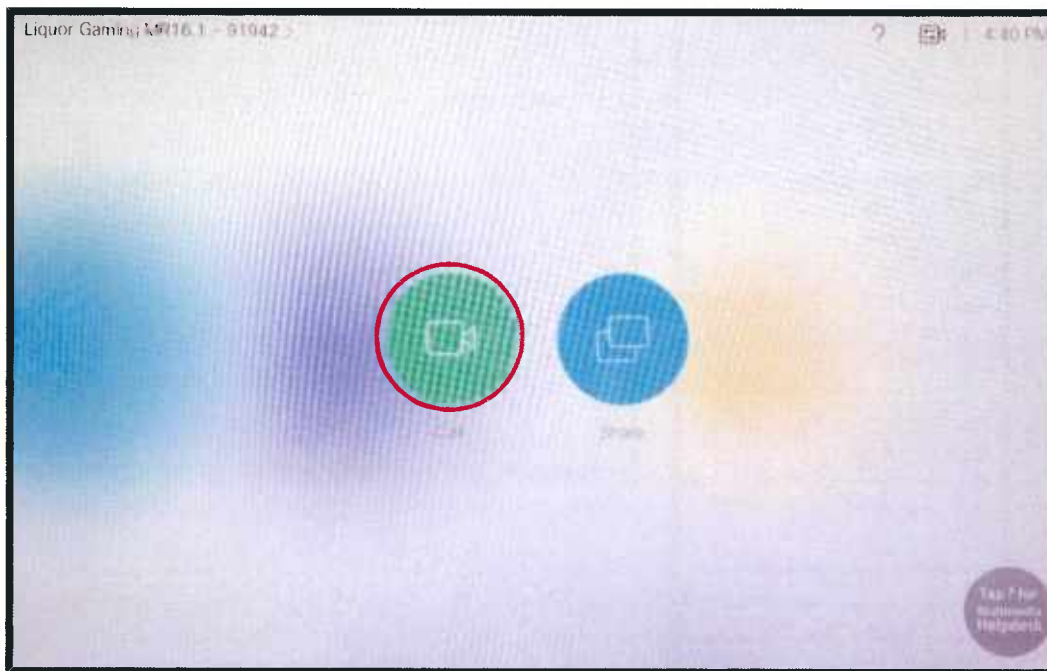


# Internal instructions on how to connect to video and telephone conferencing:

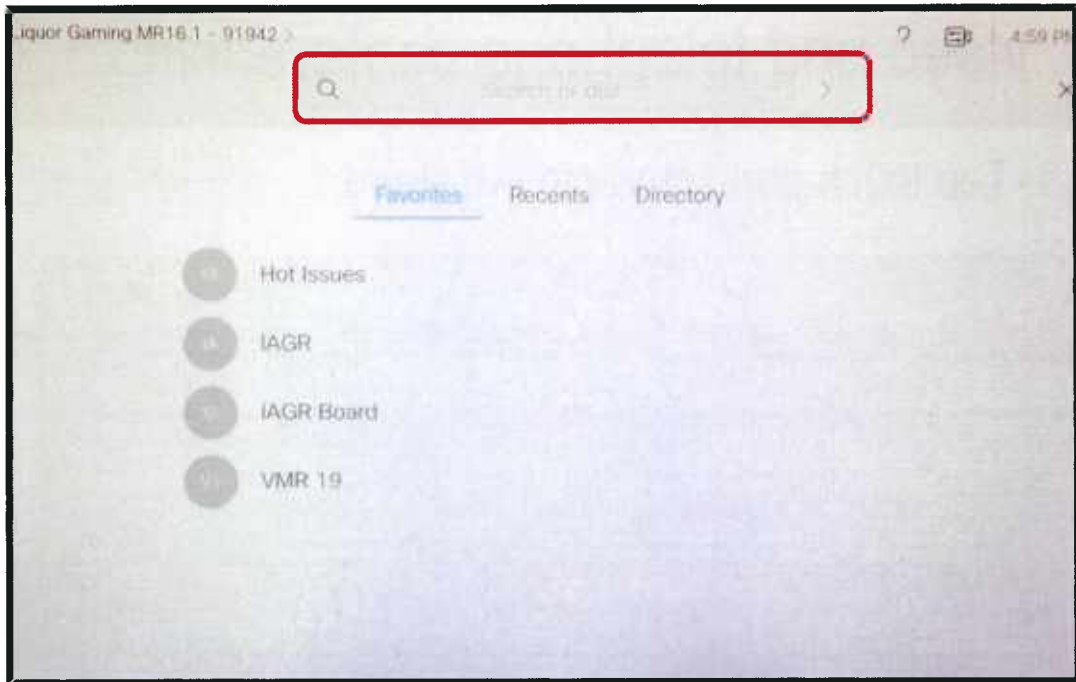
**Step 1:** Tap touch pad screen to get started.



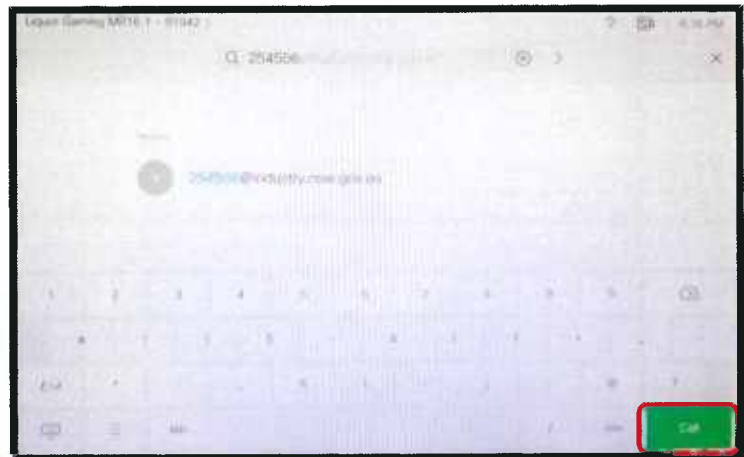
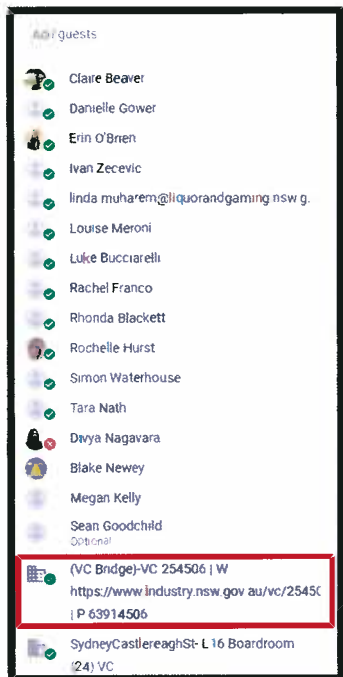
**Step 2:** Click on the **Call** tab.



### Step 3: Click in the Search or Dial field.



### Step 4: Enter VC number from your calendar invitation e.g. (VC Bridge) -VC **254506** and type in **@industry.nsw.gov.au** after VC number and click call.

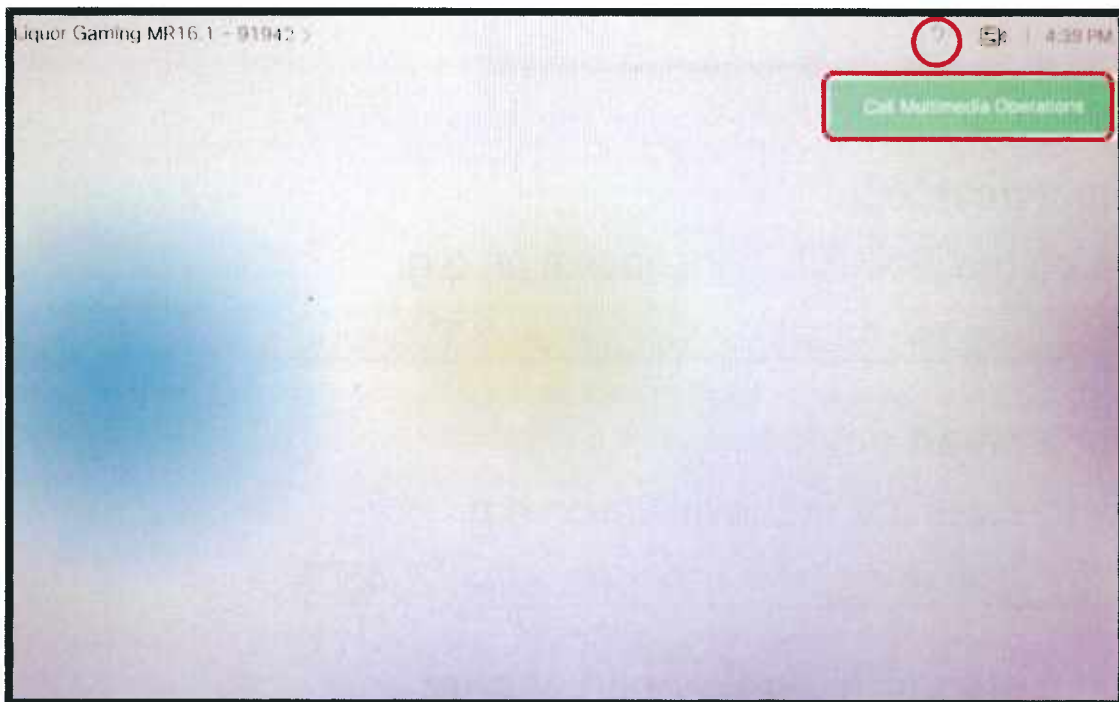


**Step 4:** Once you have connected, your participants are able to connect, using the external instructions below.

**Note:** Please remember to hang up or end your call when you are finished your meeting otherwise you will remain in the VC Bridge.

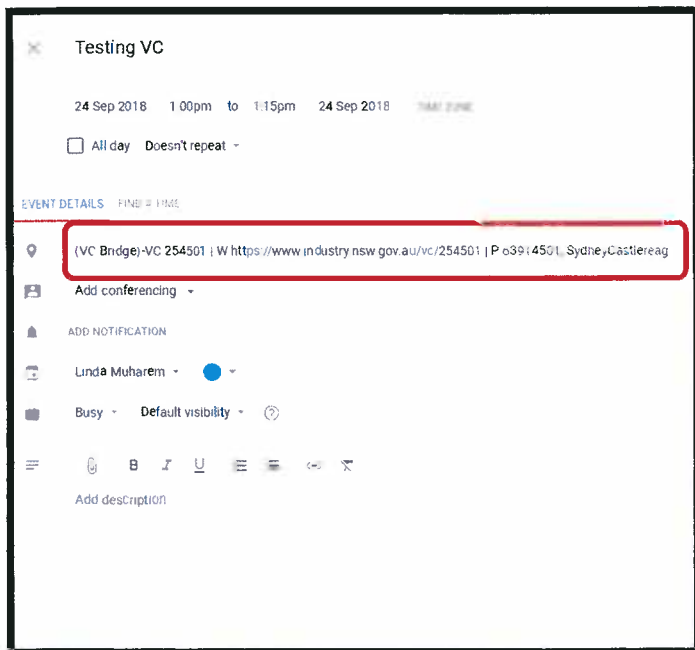
### **Trouble Shooting:**

If needing help, click on the ? tab then click on **Call Multimedia Operations** for assistance (Dept. of Justice).



# External instructions on how to connect to video and telephone conferencing:

Step 1: Open the calendar event in Google Calendar.



Step 2:

**From a desktop:**

Click on the web link in the invitation e.g.

W <https://www.industry.nsw.gov.au/vc/254506>

**From a smart device:**

Click the web link in the invitation e.g.

W <https://www.industry.nsw.gov.au/vc/254506>

**From a standard (audio only) phone:**

Dial the NSW phone number in the invitation e.g. P [63914506](tel:63914506)

include (02) area code