** Instructions of “Joinme” meeting system**

**1. Notes**

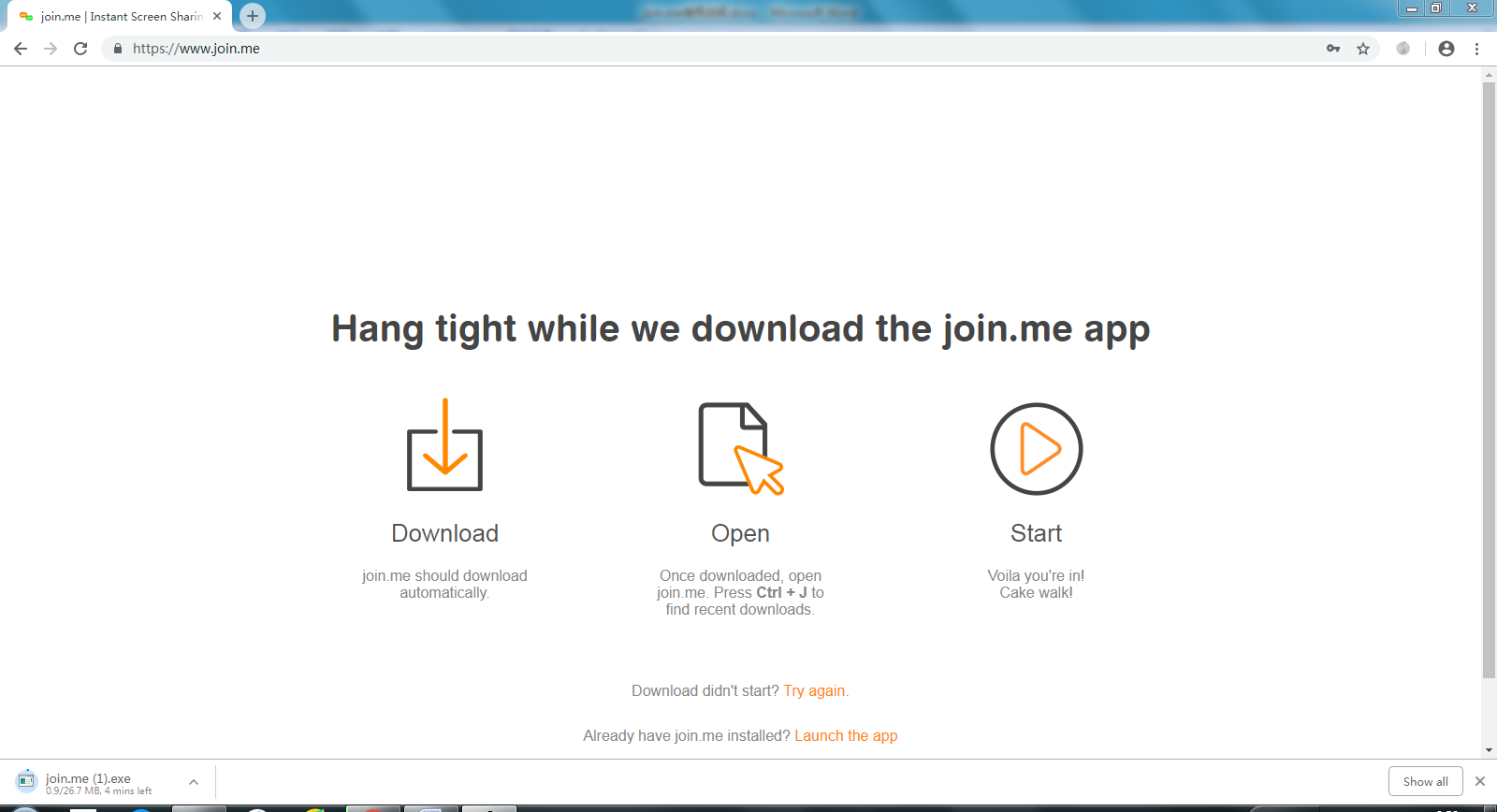
1. Connection test：Dial in >Client access > Web access（Google chrome or Firefox instead of 360 browser is recommended to ensure conversation effect）
2. To ensure you have a better meeting experience, we recommend that you download the client in advance as following address：  
   <https://www.join.me/Download.aspx?installer=win&webdownload=true>
3. Please connect the meeting 10 minutes in advance and adjust the headset
4. Please change the name of "You" to "name-unit" after accessing the conference system.
5. Please select “Mute” mode when you do not speak during the meeting to avoid noises.
6. Please state your identity, name and unit before you speak to facilitate the minutes.

**2. Steps**

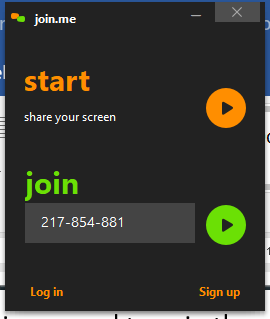
**2.1 Client**

**Step 1:** It would be more convenient to download and install "join.me.exe".

Download link:   
<https://www.join.me/Download.aspx?installer=win&webdownload=true>

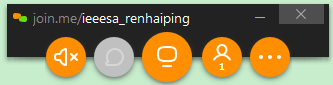


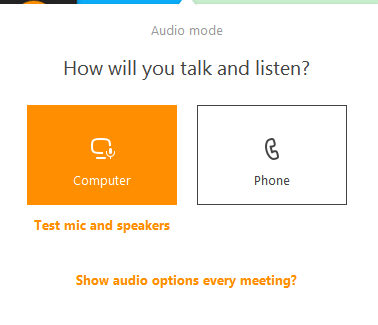
**Step 2.** Open Join.me and type in the meeting conference ID "**217-854-881**", (without registration)



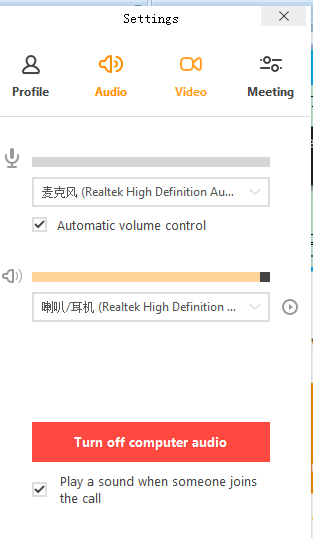
**Step 3.** The setting of the software is as follows:

Audio: click on the audio button



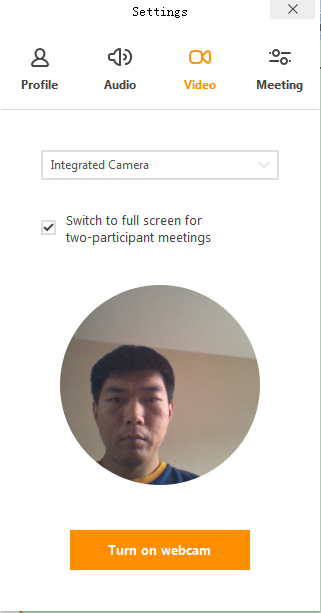


**Step 4.** Click "Test mic and speakers"

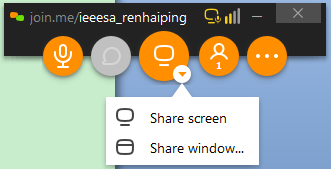


**Step 5.** Turn on computer audio and you are ready to use the microphone on your laptop.

Video: switch to "video" and turn on your webcam.

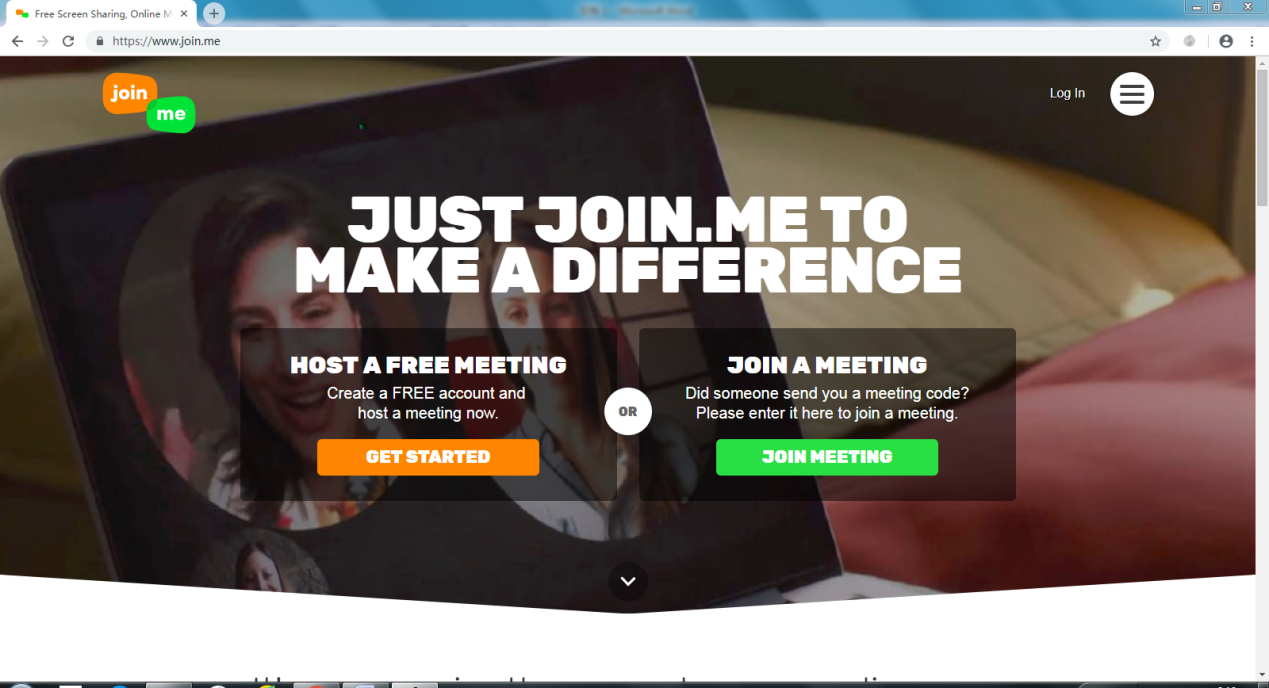


**Step 6. Screen sharing:**

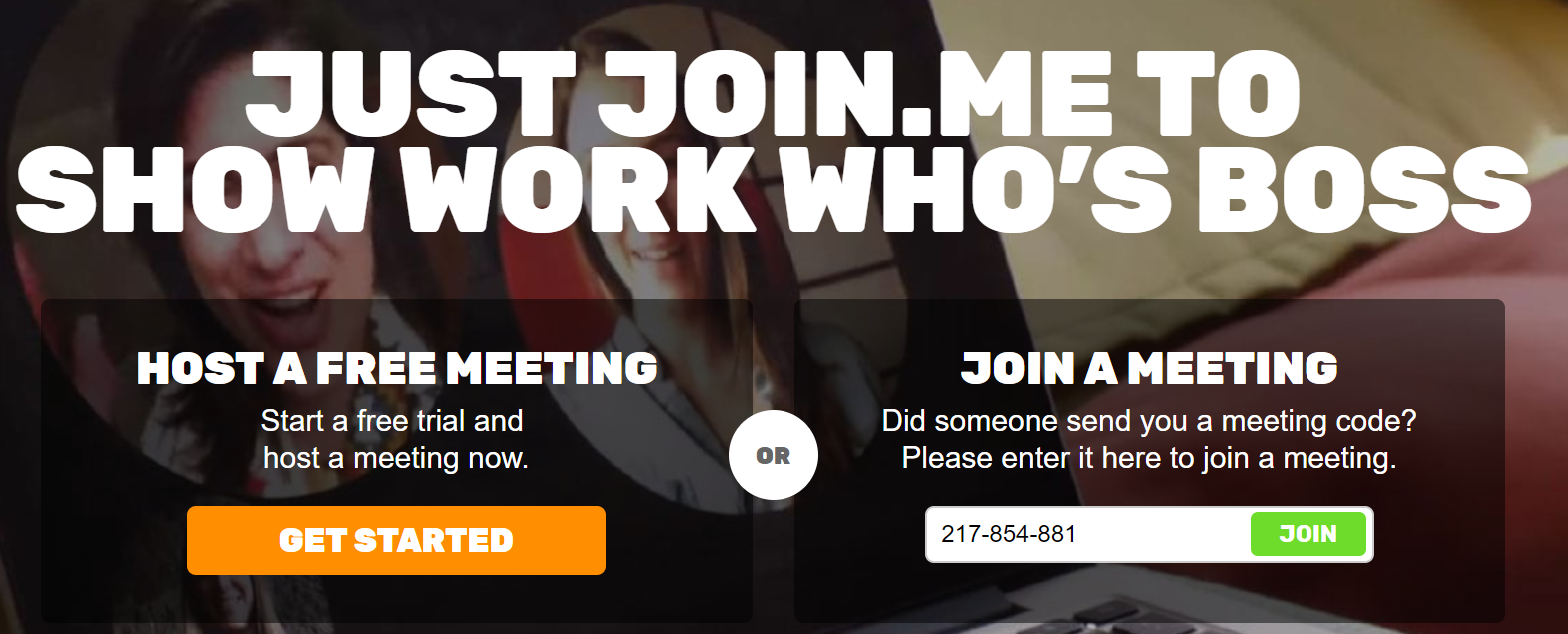


**2.2 Web**

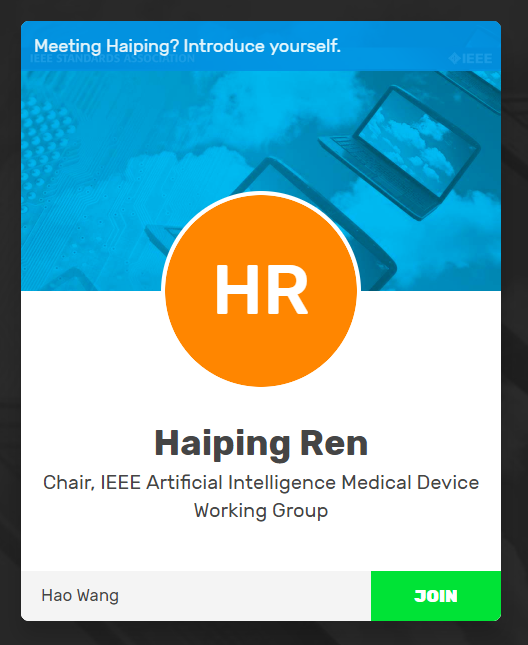
**Step 1.** Visit website: <https://www.join.me/>



**Step 2**. Click "JOIN MEETING" and type meeting conference ID "**217-854-881**"



**Step 3.** Type your name and send a request by clicking "JOIN"



**2.3 Dial in**

|  |  |
| --- | --- |
| United States - Boston, MA | +1.857.444.6500 |
| United States - Cambridge, MA | +1.857.706.3435 |
| United States - Camden, DE | +1.302.202.5900 |
| United States - Denver, CO | +1.720.650.5050 |
| United States - Los Angeles, CA | +1.213.226.1066 |
| United States - New York, NY | +1.646.307.1990 |
| United States - New York, NY | +1.646.749.3135 |
| United States - Salt Lake City, UT | +1.801.448.0006 |
| United States - San Francisco, CA | +1.415.594.5500 |
| United States - Seattle, WA | +1.206.636.0011 |
| United States - Tampa, FL | +1.813.769.0500 |
| United States - Washington, DC | +1.202.602.1295 |
| Argentina - Buenos Aires | +54.11.5352.8217 |
| Australia - Central-West | +61.8.7282.4006 |
| Australia - North-East | +61.7.3150.4013 |
| Australia - South-East | +61.3.8820.4056 |
| Australia - Sydney | +61.2.9191.6319 |
| Austria - national | +43.720.881.959 |
| Bahrain - national | +973.1619.9273 |
| Belgium - Brussels | +32.2.808.8662 |
| Brazil - Belo Horizonte | +55.31.3500.5101 |
| Brazil - Brasilia | +55.61.3550.0430 |
| Brazil - Curitiba | +55.41.3500.2121 |
| Brazil - Porto Alegre | +55.51.3500.1401 |
| Brazil - Rio de Janeiro | +55.21.3500.1441 |
| Brazil - Sao Paulo | +55.11.4130.1068 |
| Brazil - Sao Paulo | +55.11.3198.1366 |
| Bulgaria - Sofia | +359.2.437.2476 |
| Canada - Brantford | +1.226.401.9363 |
| Canada - Charlottetown | +1.902.200.0149 |
| Canada - Edmonton | +1.587.782.7458 |
| Canada - Montreal | +1.514.800.1233 |
| Canada - Ottawa | +1.613.714.4461 |
| Canada - Quebec | +1.581.705.4251 |
| Canada - Saskatchewan | +1.306.400.1019 |
| Canada - Toronto | +1.647.977.2648 |
| Canada - Vancouver | +1.778.654.8779 |
| Canada - Winnipeg | +1.204.500.0399 |
| Chile - Santiago | +56.22.582.8713 |
| China - Beijing | +86.10.8783.3389 |
| Colombia - Bogota | +57.1.508.6929 |
| Costa Rica - national | +506.4001.5382 |
| Croatia - Zagreb | +385.1.775.7101 |
| Cyprus - Nicosia | +357.22.008854 |
| Czech Republic - Prague | +420.228.881.313 |
| Denmark - national | +45.6991.8003 |
| Dominican Republic - Santo Domingo | +1.829.607.2080 |
| Finland - Helsinki | +358.9.4259.9698 |
| France - national | +33.9.7518.1777 |
| France - Paris | +33.1.8288.3590 |
| Germany - Berlin | +49.30.2240.3071 |
| Germany - Cologne | +49.221.982.0381 |
| Germany - Frankfurt | +49.69.9753.3131 |
| Greece - Athens | +30.21.1198.2986 |
| Hong Kong - national | +852.5808.1760 |
| Hungary - Budapest | +36.1.700.8899 |
| Ireland - Dublin | +353.1.531.4868 |
| Israel - Tel Aviv | +972.3.763.0434 |
| Italy - Milan | +39.02.9475.2989 |
| Italy - Rome | +39.06.8339.9900 |
| Japan - Tokyo | +81.3.4579.5983 |
| Korea, Republic of - South Korea | +82.26.022.2310 |
| Latvia - Riga | +371.6616.3227 |
| Lithuania - Vilnius | +370.521.40705 |
| Luxembourg - national | +352.20.880.005 |
| Malaysia - Kuala Lumpur | +60.3.9212.1197 |
| Malta - National | +356.2778.1234 |
| Mexico - Guadalajara | +52.33.4162.2240 |
| Mexico - Mexico City | +52.55.4631.9922 |
| Mexico - Monterrey | +52.81.4770.1958 |
| Netherlands - Amsterdam | +31.20.808.3218 |
| New Zealand - Auckland | +64.9.951.8390 |
| New Zealand - Christchurch | +64.3.288.0243 |
| New Zealand - Wellington | +64.4.488.0310 |
| Norway - Oslo | +47.2.396.1004 |
| Panama - Panama City | +507.836.5977 |
| Peru - Lima | +51.1.707.5722 |
| Poland - Warsaw | +48.22.397.0104 |
| Portugal - national | +351.308.800.816 |
| Puerto Rico - San Juan | +1.787.773.1830 |
| Romania - Bucharest | +40.31.630.2291 |
| Russian Federation - Moscow | +7.495.777.3554 |
| Singapore - national | +65.3158.1842 |
| Slovakia - Bratislava | +421.2.3345.6680 |
| Slovenia - Ljubljana | +386.1.828.0252 |
| South Africa - Johannesburg | +27.10.500.9591 |
| Spain - Barcelona | +34.93.220.1484 |
| Spain - Madrid | +34.91.123.0202 |
| Sweden - Stockholm | +46.8.4030.9107 |
| Switzerland - Zurich | +41.43.508.1539 |
| Thailand - Bangkok, | +66.2.026.8101 |
| Turkey - Istanbul | +90.216.900.2525 |
| Ukraine - Kiev | +380.443.92.0739 |
| Ukraine - national | +380.893.23.9951 |
| United Kingdom - Cambridge | +44.1223.85.9774 |
| United Kingdom - London | +44.20.3582.4515 |
| United Kingdom - Manchester | +44.161.820.1607 |
| United Kingdom - National | +44.33.0088.2634 |
| Venezuela - Caracas | +58.212.710.2107 |