

Virtual Meeting Place (VMP): **Phone connections**

Connecting to a VMP using an *internal* phone -

1. Use the meeting room conference phone or any internal phone to place a call
2. Dial number **36919** to connect to the Virtual Meeting Place (VMP)
3. You will hear a sound to signal a successful connection
4. Meeting participants can join the colloquium by voice point from either internal or external numbers.
5. You will then hear a voice telling you that you are being connected to the conferencing system, and you will join the conference
6. To leave the conference at any time, simply hang up

Connecting to a VMP using an *external* phone -

External participants can join a VMP via telephone (mobile, STD or IDD), as outlined below

1. Dial **+61 (03) 5223 6919**. You will hear a voice welcome you to the conference system
2. You will then hear a voice telling you that you are being connected to the conferencing system, and you will join the conference
3. To leave the conference at any time, simply hang up