

VRVS Instructions if using a gatekeeper

1. **Using user-provided computer or laptop** open browser to VRVS url: www.vrvs.org. Login into your user account and select the virtual room designated by meeting convener.
2. **Using user-provided computer or laptop** open browser to VRVS url: www.vrvs.org. Login into your user account and select the virtual room designated by meeting convener.
1. **Select Client Setup tab.** Press H.323 button under Client Type
In the "Host IP/Alias" field enter the E.164 # of the Polycom system.
The E.164 number is unique to each room and at Fermilab should be 200XXX. Enter the number of the gatekeeper: ESnet's is 198.128.3.86 Then check the "Use gatekeeper box".
3. **Select the "Main" tab.** Press the green "Connect H.323" button. VRVS will automatically connect to the Polycom system.
4. **To end video conference** press **green** <call/hang-up> button twice. You can then also select the "Disconnect" button, logout of VRVS and close the browser window.