

# 8x8 Virtual Room User Guide

Version 1.0, July 2011

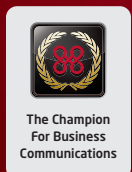


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Introduction

8x8 Virtual Room is a flexible, easy-to-use video conferencing solution that enables your business to hold video conferences using voice, video and content sharing. Virtual Room brings ordinary conference calls to life and turns them into dynamic, interactive meetings.



## System Requirements

### Supported Operating Systems

- Windows® XP, Vista, and Windows® 7 with 32-bit web browsing
- Mac OS 10.6 (Snow Leopard®) or newer – (Java 6 - included)

### Supported Browsers

- 32-bit Internet Explorer® 7.0 or newer, Firefox® 2.0 or newer, Safari™ 3.0 or newer
- Requirements: Flash 10.3+ and Java 6 Update 14+ (Java needed for hosting meetings)

### Required ports

*Firewall ports to be open:*

- 80 TCP (http)
- 443 TCP (rtmp or https) (depending on server connected to)
- 54545 TCP (Host content sharing and remote desktop)
- 8443 for HTTPS (Exchange/GMail) proxy.

### VoIP

- Requirements: headset with microphone

### Operating System Requirements

*Windows XP:*

- Pentium 4 1.3 GHz / AMD Athlon XP 1500+ or newer
- 512 MB of system memory

*Windows Vista:*

- Pentium 4 1.3 GHz / AMD Athlon XP 1500+ or newer
- 1 GB of system memory

*Macintosh:*

- Mac OS® X 10.6 (Snow Leopard®) or newer
- 64-bit Java 6
- Powercomputer G4/G5 or Intel processor, 512 MB of RAM or better recommended

### Bandwidth Availability

- Recommended: cable modem, DSL or better
- Minimum: 256 kbps of available upload bandwidth per concurrent video connection at that location
- Recommended: 448 kbps of available upload bandwidth per concurrent video connection at that location

**Note:** Performance varies widely depending on the content shared, content-sharing window size, and processing speed / memory of the computer hosting the content sharing.



## 8x8 Virtual Room

### Virtual Office Online Login Procedure

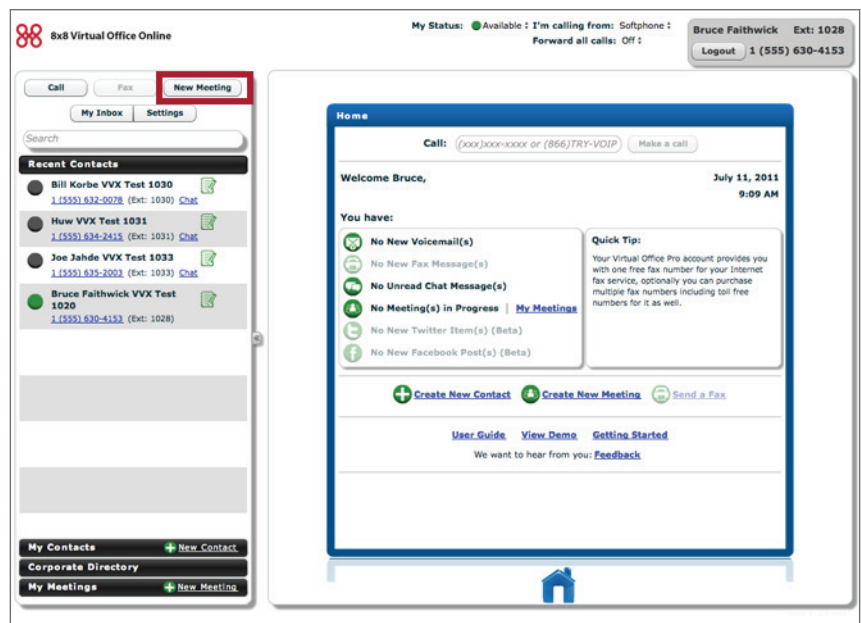
To access Virtual Room, you first need to log into Virtual Office Online following these steps:

1. Go to <http://virtualoffice.8x8.com>.
2. In the **Sign In** box, enter your 8x8 login.
3. Enter your password and click the **Login** button.
4. When prompted, click **Allow** to enable Adobe Flash Player (required for this application).

### Create a Virtual Room from Virtual Office Pro

To create a video conference in Virtual Room, please perform the following steps:

1. Click on **New Meeting** in the Home panel, or from the top left side of the screen.



2. Select the **Virtual Room** radio button under **Meeting Type**. The Virtual Room option is only visible if your company has subscribed to 8x8 Virtual Room service.
3. Next, type the meeting name for your video conference. The meeting name is shown in the email invitation and as the meeting title.
4. If you have more than one Virtual Room, select the room name from the drop down list.
5. Select the meeting date and time by using the **From** and **To** selections.

6. Select the Date and Time for the meeting and click **Check Room Availability** to ensure your date and time is available.

7. If the meeting is recurring, make the appropriate selection under the **Repeats** drop-down menu. Then choose how far into the future the meeting will recur with the **Repeat until** selection. Click **Save** at the bottom of the screen to make your recurring meeting active.

**Second Recurring Meeting**

Meeting Type: ☐ Virtual Meeting ☒ Virtual Room

Meeting Name: Second Recurring Meeting

Virtual Room Name: Low Def. [Check Room Availability](#)

First session from: Wed, 07/20/2011 09:00 AM

First session to: Wed, 07/20/2011 10:00 AM

Time Zone: Pacific Standard Time

All Day: ☐

Repeats: Every week (on Wed)

Repeat until: Tue, 07/26/2011

[Show All](#) Options: ☒ Chat ☒ Presentation Sharing  
☐ Require Moderator ☒ Remote Desktop Control (Beta)

(International dial outs, Video, Participants can see each other, Prompt to Join Audio, Announce participant 15)

Created By: Bill Korb VVX Test 2010

Participants: **M Bruce Faithwick**   
Type the name/email or drag contact

Description: [Add a description to your meeting.](#)

[Discard all changes](#) [Start Now](#) [Cancel Meeting](#) [Save](#)

Tip: Recurring Virtual Rooms are indicated by the circular arrow icons next to the meeting title. The figure below shows three recurring meetings.

**My Meetings**

No Meetings Currently In Progress

**Upcoming Meetings**

Meeting Title	Start Time	
<b>3rd Wednesday Recurring</b>	Wed, 07/20/2011 12:00 PM	<a href="#">Edit</a>
<small>In room: Low Def.</small>		
<b>Second Recurring Meeting</b>	Wed, 07/20/2011 09:00 AM	<a href="#">Edit</a>
<small>In room: Low Def.</small>		
<b>Quick Meeting</b>	Thu, 07/14/2011 02:10 PM	
<small>canceled</small>		
<b>Recurring Meeting</b>	Wed, 07/13/2011 03:30 PM	<a href="#">Edit</a>
<small>In room: Low Def.</small>		

[Start Meeting](#)

8. Next, select your Virtual Room Options. Click the **Show All** link to review and modify Options.

**My Meeting**

Meeting Type: ☐ Virtual Meeting ☒ Virtual Room

Meeting Name: My Meeting

Virtual Room Name: Low Def. [Check Room Availability](#)

From: Wed, 07/06/2011 01:55 PM

To: Wed, 07/06/2011 03:00 PM

Time Zone: Pacific Standard Time

All Day: ☐

Repeats: Never

[Show All](#) Options: ☒ Chat ☒ Presentation Sharing  
☐ Require Moderator ☒ Remote Desktop Control (Beta)

(Video, Participants can see each other, Prompt to join Audio, Announce participant on join, Maximum participant allowed: 15)

Created By: Bill Korbe VVX Test 2010

Participants:  Type the name/email or drag contact

Description: [Add a description to your meeting](#)

**My Meeting**

Meeting Type: ☐ Virtual Meeting ☒ Virtual Room

Meeting Name: My Meeting

Virtual Room Name: Low Def. [Check Room Availability](#)

From: Wed, 07/06/2011 01:55 PM

To: Wed, 07/06/2011 03:00 PM

Time Zone: Pacific Standard Time

All Day: ☐

Repeats: Never

[Hide](#) Options: ☒ Chat ☒ Presentation Sharing  
☐ Require Moderator ☒ Remote Desktop Control (Beta)  
☒ Prompt to join Audio ☐ International dial outs  
☒ Request response ☒ Participants can see each other  
☒ Participants can invite ☐ Prohibit audio from browser  
Maximum Participants: 15 (overage charges will incur above 15)

Created By: Bill Korbe VVX Test 2010

Participants:  Type the name/email or drag contact

Description: Agenda: Introduction of East Coast and West Coast Sales Managers

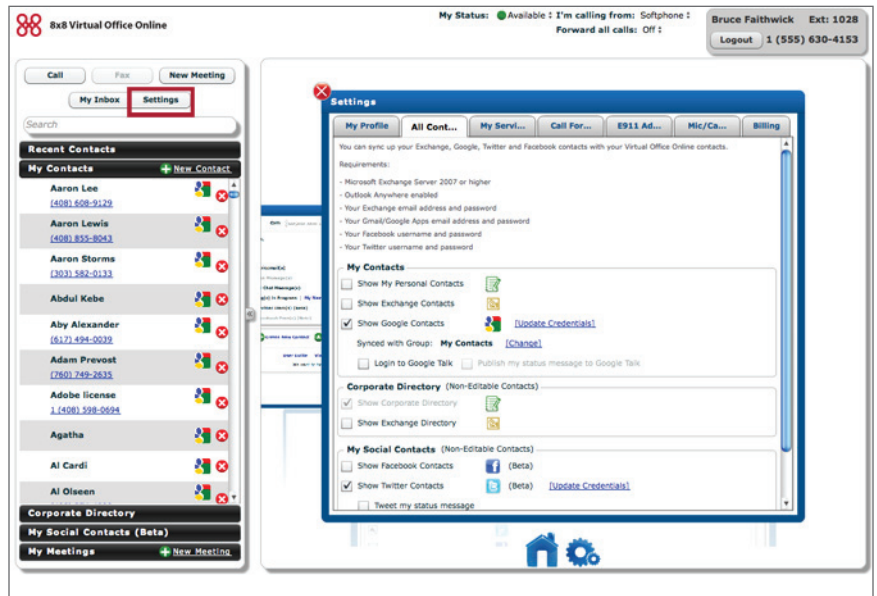
### Options Defined

Option	Definition
Chat	Allows meeting participants to have public and private chats.
Require Moderator	Participants can join Virtual Room only after moderator has joined.
Prompt to Join Audio	Gives participants the choice to join the audio portion of the Virtual Room via their computer using 8x8 VoIP service.
Request Response	Request that participants respond to the Virtual Room invitation.
Participants can Invite	Allow participants to invite additional people to the meeting.
Presentation Sharing	Allow content sharing in the Virtual Room. The moderator controls content sharing and can grant and revoke content sharing privileges. All participants are dependent upon the moderator to gain content sharing permission.
Remote Desktop Control (Beta)	Meeting participants with Content Sharing privileges can gain control of another participant's desktop after the other participant grants access permission.
International Dial Outs	Allow participants to dial out to other participants with international (non-US numbers) to add them to the meeting. This may incur international toll charges to your account.
Participants can see each other	Allow participants to see other participants when meeting is in progress. If disabled, only moderators can see the participant list.
Maximum Participants	You can allow up to 20 participants for each Virtual Room meeting by typing a number between 1 and 20. While you can add up to 20 participants, 15 participants per meeting are included in your monthly service fee. Overage charges accrue on a per person, per meeting basis for the 16th through 20th participant.

9. You can now invite participants. Participants are easily invited by typing in their name or phone number. Virtual Office automatically fills in the invitee's email address if the participant is in your Virtual Office contact list. You can sync your Microsoft Outlook, Google email, Facebook, Twitter or Corporate Directories contact lists with 8x8 Virtual Office as shown below.

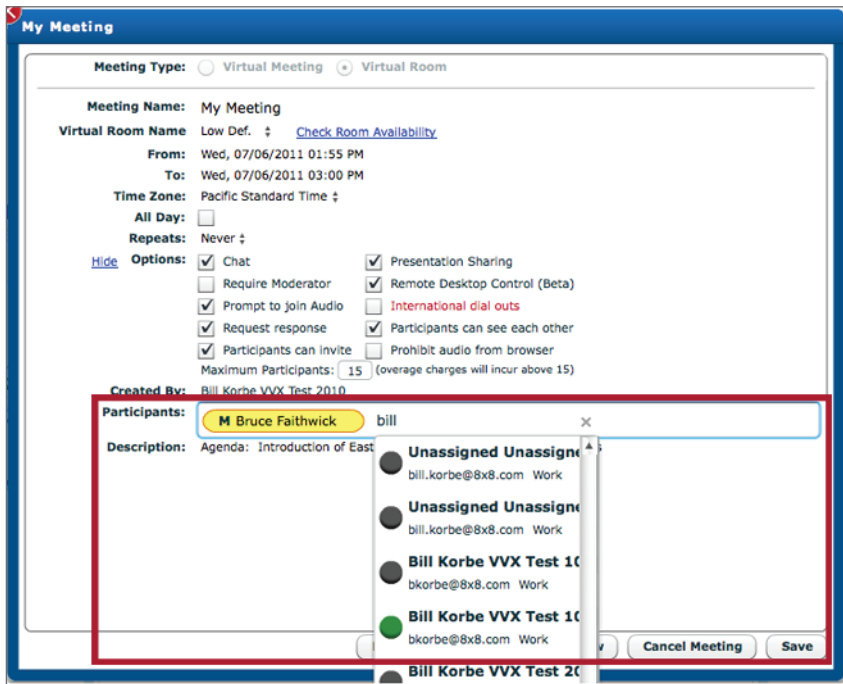
The screenshot shows the 'My Contacts' settings panel. It includes three main sections: 'My Contacts', 'Corporate Directory (Non-Editable Contacts)', and 'My Social Contacts (Non-Editable Contacts)'. In the 'My Contacts' section, 'Show Google Contacts' is checked, and 'Synced with Group' is set to 'My Contacts'. In the 'Corporate Directory' section, 'Show Corporate Directory' is checked. In the 'My Social Contacts' section, 'Show Twitter Contacts' is checked. There are links for '[Update Credentials]' and '[Change]' for the Google and Corporate Directory settings respectively. There are also checkboxes for 'Login to Google Talk' and 'Publish my status message to Google Talk'.

Tip: To sync your contacts with Virtual Office Online, go to the **Settings** page as shown below, select the **All Contacts** tab and indicate which accounts you want to sync with.



10. After your contacts have been synced, simply type in a contact's name or telephone number to retrieve their email address.

The figure below shows entering the contact name, "bill". All contacts containing "bill" in their name will be presented.



Anyone with a computer and webcam that meets the basic requirements on page 4 of this document can attend a Virtual Room video conference.

11. Select the **Save** button at the bottom of the screen to reserve the meeting room.

The screenshot shows the 'My Meeting' form with the following details:

- Meeting Type:** ☐ Virtual Meeting ☒ Virtual Room
- Meeting Name:** My Meeting
- Virtual Room Name:** Low Def. [Check Room Availability](#)
- From:** Wed, 07/06/2011 01:55 PM
- To:** Wed, 07/06/2011 03:00 PM
- Time Zone:** Pacific Standard Time
- All Day:** ☐
- Repeats:** Never
- Options:**
  - ☒ Chat
  - ☐ Require Moderator
  - ☒ Prompt to join Audio
  - ☒ Request response
  - ☒ Participants can invite
  - ☒ Presentation Sharing
  - ☒ Remote Desktop Control (Beta)
  - ☐ International dial outs
  - ☒ Participants can see each other
  - ☐ Prohibit audio from browser
- Maximum Participants:** 15 (overage charges will incur above 15)
- Created By:** Bill Korbe VVX Test 2010
- Participants:** M Bruce Faithwick, Bill Korbe VVX Test 1030, Joe Jahde VVX Test 1034
- Description:** Agenda: Introduction of East Coast and West Coast Sales Managers

At the bottom right, a red box highlights the **Save** button, along with **Discard all changes**, **Start Now**, and **Cancel Meeting** buttons.

12. Choose your meeting participation status from the top of the screen. In most cases it is appropriate for the meeting organizer to immediately click the **Accept** button to become the first confirmed meeting participant.

The screenshot shows the 'My Meeting' form with the following details:

- My status:**  Accept  Decline  Maybe
- Meeting Type:** ☐ Virtual Meeting ☒ Virtual Room
- Meeting Name:** My Meeting
- Virtual Room Name:** Low Def.
- Participant Meeting ID:** 66868737
- Moderator Meeting ID:** 20230431
- Host Meeting ID:** 81940454
- From:** Wed, 07/06/2011 01:55 PM
- To:** Wed, 07/06/2011 03:00 PM
- Time Zone:** Pacific Standard Time
- All Day:** ☐
- Repeats:** Never
- Options:**
  - ☒ Chat
  - ☐ Require Moderator
  - ☒ Presentation Sharing
  - ☒ Remote Desktop Control (Beta)
- Created By:** Bill Korbe VVX Test 2010
- Participants:** M Bruce Faithwick, Bill Korbe VVX Test 1030, Joe Jahde VVX Test 1034
- Description:** Agenda: Introduction of East Coast and West Coast Sales Managers

At the bottom right, a red box highlights the **Accept** button, along with **Decline** and **Maybe** buttons.



13. The meeting organizer and all invited participants will receive an email invitation to the video conference. As the Moderator, your email will provide a Meeting ID and a Participant ID. Signing in with the Meeting ID will give you Moderator privileges to end the meeting or share content. Only the Moderator will have these privileges. Meeting Participants do not have these privileges.

## Responding to the Invitation and Joining the Virtual Room

1. To join the meeting, click the link in your email (or copy it and paste it into your browser address bar).

Dear **Fred Jones@yahoo.com** :

You have been invited to attend the following 8x8 Virtual Room video conference:

Test Meeting ID Feature  
Mon, Jul 11, 2011 4:05 PM - 4:15 PM US/Pacific  
Moderator: **Fred Jones@yahoo.com** :  
Host: **Fred Jones@yahoo.com** :

Meeting Description:  
From the Beginning

To join the meeting, use the link below:

[http://virtualmeeting.8x8pilot.com/join?inviteid=D1714BB2A04F7644C0D58B43Cs5CB8&sk=WKwH6\\_pZpA\\_xQlxmoZlvNazUTXOD1LQw\\_eZeA](http://virtualmeeting.8x8pilot.com/join?inviteid=D1714BB2A04F7644C0D58B43Cs5CB8&sk=WKwH6_pZpA_xQlxmoZlvNazUTXOD1LQw_eZeA)


To dial in to the meeting, you may use a phone number provided below:

15556316891

Your Meeting ID : 819 443 21  
Participant Meeting ID : 834 628 75

\* If clicking the link above does not work, please copy the entire link and paste it into your web browser. If the link appears on more than one line, please ensure there are no blank spaces in the link after you copy and paste it.

IMPORTANT NOTICE: This 8x8 service includes a feature that allows audio to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, do not join the session.

 **8x8, Inc.**

Please do not respond to this email as it is not a monitored email address. If you have a question or comment, contact our Customer Service Department at 1-888-898-8733.

2. You have the option to edit your name before entering the Virtual Room. Select the **Join Meeting Now** button.

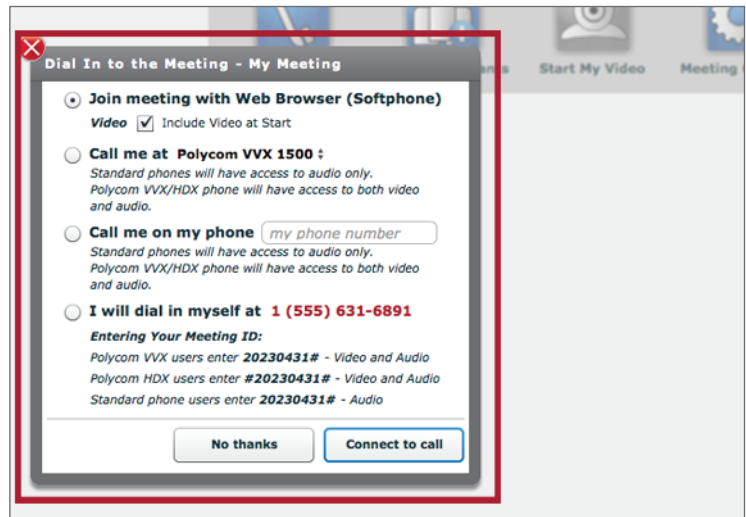
The screenshot shows the 8x8 Virtual Room website. At the top, there is a navigation bar with the 8x8 logo, contact information (Sales: 1.866.879.8647, Support: 1.888.898.8733), a Sign-In link, and a SHOP ONLINE button. Below the navigation bar is a red banner that says "Welcome to 8x8 Virtual Room". The main content area is divided into two columns. The left column contains a "JOIN MEETING" form with fields for First Name, Last Name, and a "JOIN MEETING NOW" button. The right column contains a "Test Meeting ID Feature" section with the following details: Start Time: Mon, 07/11/2011 - 04:05 PM [US/Pacific], End Time: Mon, 07/11/2011 - 04:15 PM [US/Pacific], Recurring: No, Dial In Number(s): 1 (555) 631-6891 [California, USA], Participant Meeting ID: 834 628 75, Moderator Meeting ID: 819 443 21, Host Meeting ID: 718 498 58, and Moderator: Bruce Falthwick (bfalthwick@8x8.com).

### Join Meeting Options - Meeting Creator

Virtual Office Pro extension users, have the most ways to join Virtual Room.

- **Join Meeting with Web Browser (Softphone)** allows you to participate in the Virtual Room video conference call from your computer web browser. With a webcam and any computer which meets the requirements on page four of this document, you can participate in the Virtual Room video conference call.
- **Call me at Polycom VVX 1500** is an automated call process for 8x8 customers. Your Polycom VVX 1500 phone will be automatically called for inclusion in the Virtual Room video conference call. The Polycom VVX 1500 is an 8x8-certified video conference phone.
- **Call me on my phone** \_\_\_\_\_ is a quick call way to join the Virtual Room video conference call. If the telephone number is for an 8x8 Softphone , Polycom VVX or HDX video phone, you will be able to participate and see the video conference. If the telephone number is for an audio telephone, you are conferenced in for audio only.

- **I will dial in myself** provides the telephone number and credentials to enter the Virtual Room video conference call at any time you choose.



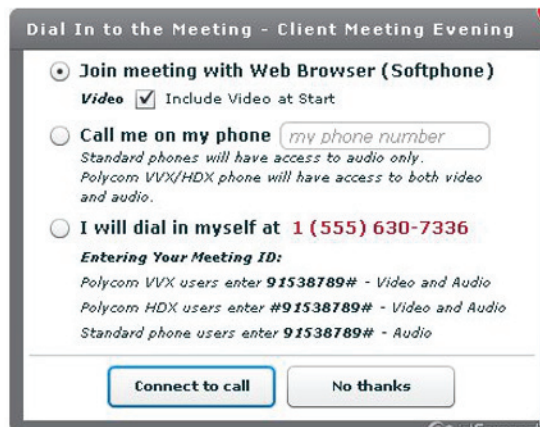
3. Press **Connect to call**. You will be asked to speak your name for the Virtual Room salutation.

### Join Meeting Options: Invitee

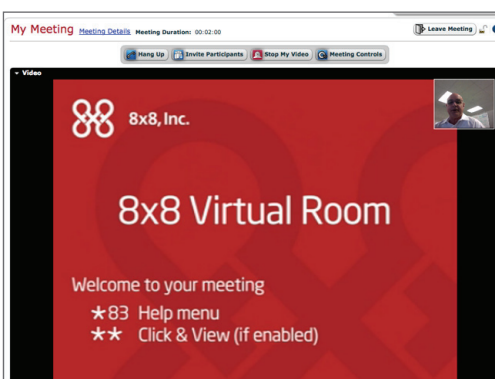
People you invite to a Virtual Room video conference call, in many cases, will not be 8x8 customers. There is no need to worry as anyone with a computer and webcam can join your Virtual Room video conference call, they simply need to meet the requirements on page 4.

- **Join Meeting with Web Browser (Softphone)** allows the people you invite to participate in the Virtual Room video conference via a computer browser. Any webcam attached to a computer which meets the requirements on page four of this document can participate in a Virtual Room video conference.
- **Call me on my phone** \_\_\_\_\_ is a quick call way to join the Virtual Room video conference call. If the telephone number is for an 8x8 Softphone or Polycom VVX or HDX video phone on 8x8 service, you view the video conference. If the telephone number is for an audio telephone, you are conferenced for audio only. Virtual Room will automatically call you to connect.

- **I will dial in myself** provides the telephone number and credentials to enter the Virtual Room video conference call at any time you choose.



4. Select **Connect to call**. You will be asked to say your name for the Virtual Room salutation.
5. The 8x8 Virtual Room welcome screen appears and you will enter the room.



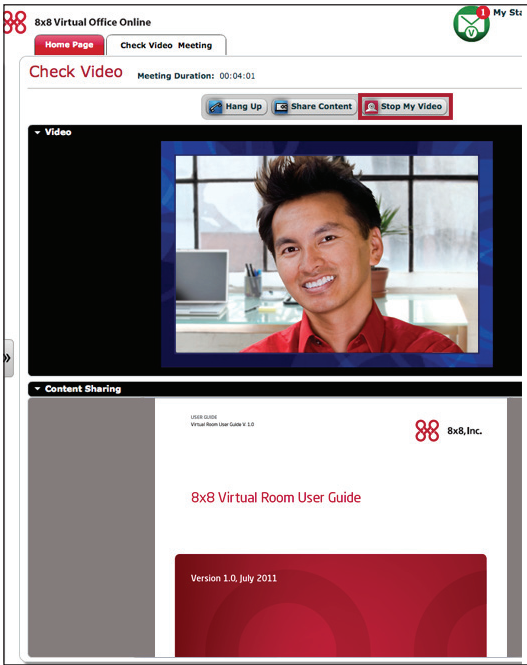
### Example of a Virtual Room Video Conference

This next example shows Virtual Room in full screen mode. Note that the person speaking receives the largest screen, highlighted with an orange border.. As another participant speaks, their image shifts to the larger screen The smallest screen in the upper left corner always shows your own video image. Meetings with 4 or less participants always have equal size screens, and the speaker will be highlighted with the orange border. Up to 20 participants can be displayed at a time.



**Toggle Video On and Off**

Upon entering the meeting, you have the option to toggle your video on and off. If you toggle video off, you will not be seen by anyone and your meeting will be audio-only. Turning your video on, allows you to view other Virtual Room participants and to be seen.



In this example, video is toggled on.

Video is toggled off in this example.



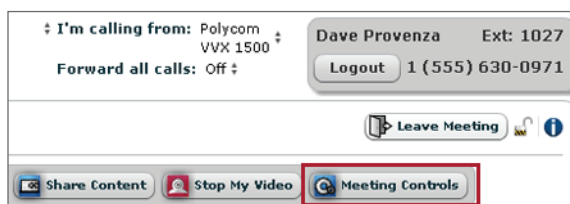
## Ending Your Virtual Room Conference

- Exit full screen mode by pressing the **Esc** key on your keyboard. From the top right of your Virtual Office Online screen, select the **Leave Meeting** button as shown below. If you are the meeting organizer, this will end the meeting.

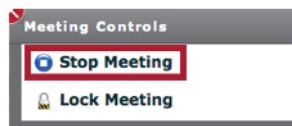


Or

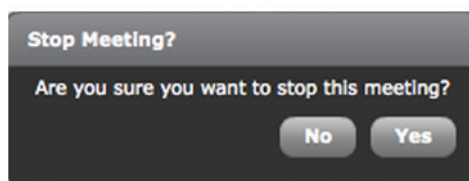
Select **Meeting Control** options.



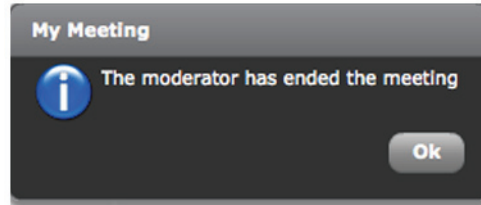
- Select **Stop Meeting**.



- Then select **Yes** to confirm Stop Meeting



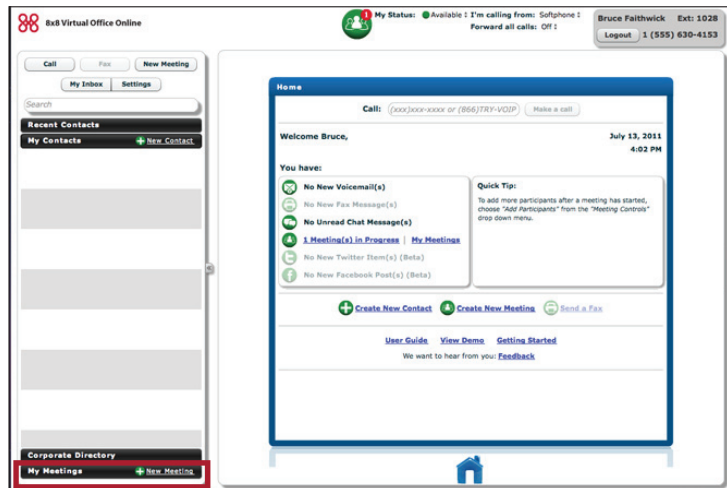
All guests in the meeting will immediately receive a message that the meeting has ended.



**Note:** When the moderator stops the Virtual Room meeting, all participants must leave the meeting. This is important to ensure participants do not continue the meeting without your participation.

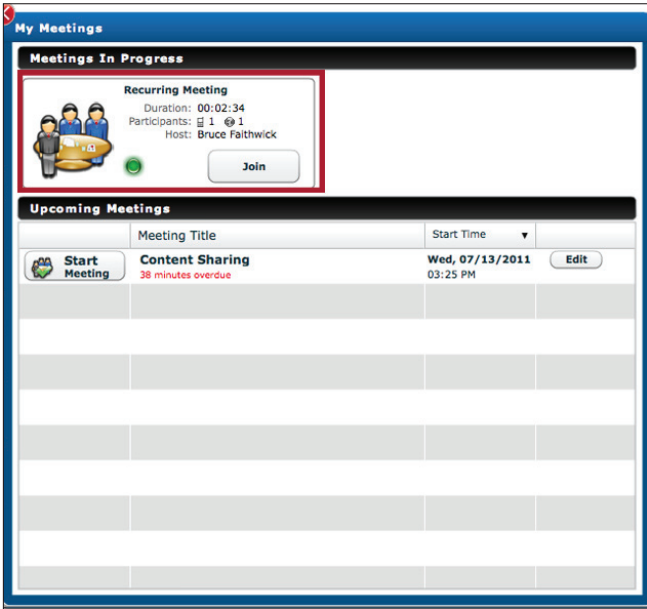
### Joining an “In Progress” Virtual Room Meeting from Virtual Office Pro

Select **My Meetings** from the lower left portion of the screen.





Select **Join**.

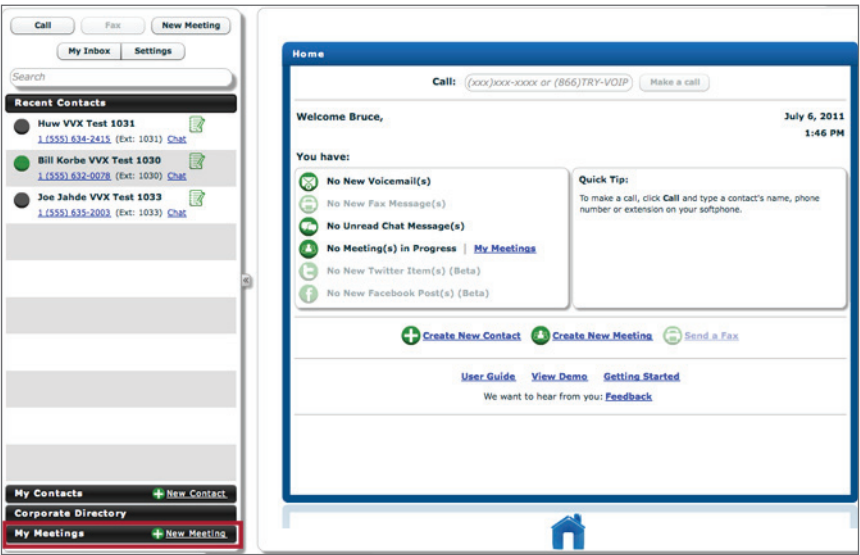


### View, Edit and Cancel Virtual Room Conferences

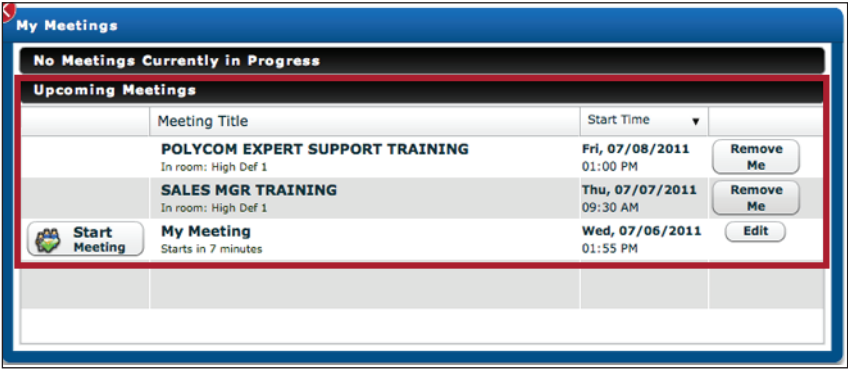
You can view your current, past and upcoming meetings at any time. You can edit or cancel an upcoming meeting any time, until the meeting has started.

#### View and Edit Meetings

1. Select the **My Meeting** tab in Virtual Office Pro.



2. View your meetings.



3. Select the Virtual Room meeting you want to change by clicking the **Edit** button.



4. Edit your meeting and click **Save**.

### Canceling a Virtual Room Meeting

You can easily cancel a Virtual Room Meeting from the Polycom VVX 1500 video phone or from 8x8 Virtual Office Pro.

1. From Virtual Office Pro, click on **My Meetings**, then click on the meeting you want to cancel. At the bottom of the screen, click the **Cancel Meeting** button.

**Quick Meeting**

Meeting Type: ☐ Virtual Meeting ☒ Virtual Room

Meeting Name: Quick Meeting

Virtual Room Name: High Def 1 [Check Room Availability](#)

From: Thu, 07/14/2011 02:10 PM

To: Thu, 07/14/2011 03:00 PM

Time Zone: Pacific Standard Time

All Day: ☐

Repeats: Never

[Show All](#) Options: ☒ Chat ☒ Presentation Sharing  
☐ Require Moderator ☒ Remote Desktop Control (Beta)

(Video, Participants can see each other, Prompt to join Audio, Announce participant on join, Max: 15)

Created By: Bill Korbe VVX Test 2010

Participants: **M Bruce Faithwick** Type the name/email or drag contact

Description: [Add a description to your meeting](#)

Buttons: Discard all changes Start Now **Cancel Meeting** Save

2. Select **Yes** from the **Cancel Meeting** confirmation windows.

**Confirm**

Are you sure you want to cancel the selected meeting?

Buttons: **Yes** No

3. Your meeting is marked canceled in the **My Meetings** window.

**My Meetings**

No Meetings Currently in Progress

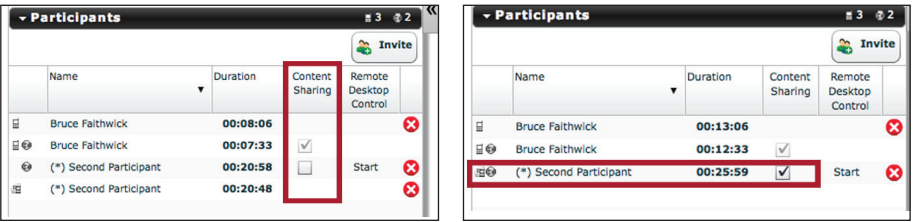
**Upcoming Meetings**

Meeting Title	Start Time	
3rd Wednesday Recurring <small>In room: Low Def.</small>	Wed, 07/20/2011 12:00 PM	<a href="#">Edit</a>
Second Recurring Meeting <small>In room: Low Def.</small>	Wed, 07/20/2011 09:00 AM	<a href="#">Edit</a>
<b>Quick Meeting</b> <small>canceled</small>	Thu, 07/14/2011 02:10 PM	
Recurring Meeting <small>In room: Low Def.</small>	Wed, 07/13/2011 03:30 PM	<a href="#">Edit</a>

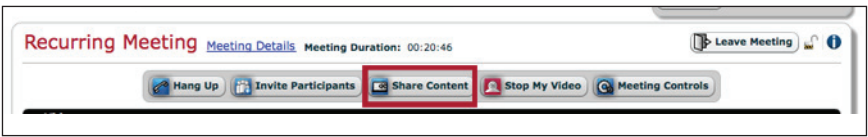
Buttons: Start Meeting

### Content Sharing in Virtual Room

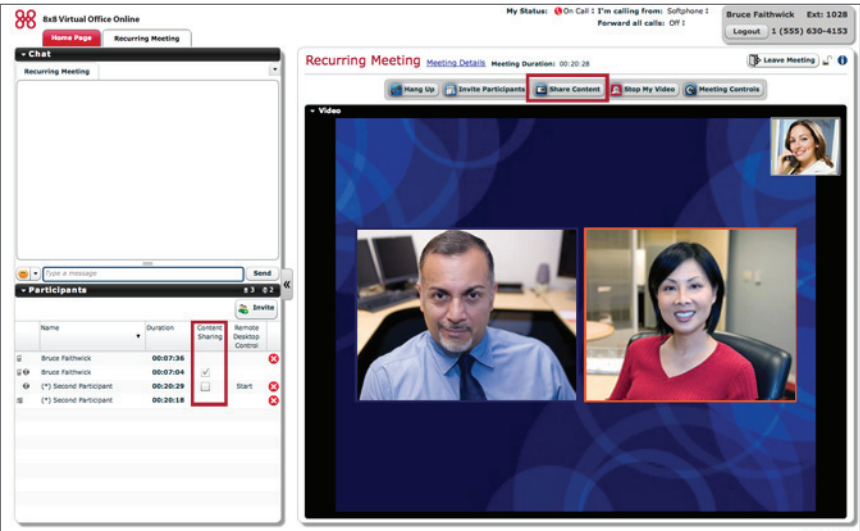
8x8 Virtual Room also makes it easy to collaborate by sharing content. The Moderator starts the Virtual Room meeting as the only person with permission to share content. At any time, the Moderator can grant content sharing privileges to participants by selecting the checkbox next to the participant's name. As seen below.



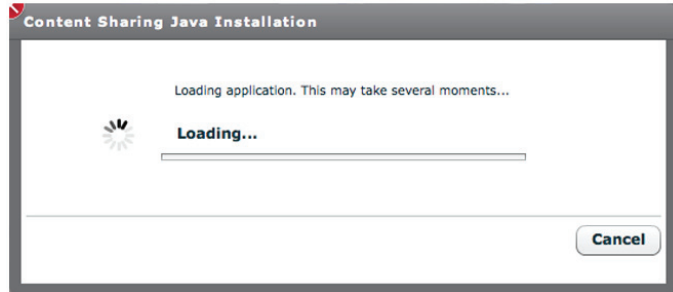
To share content, select the **Share Content** icon at the top of the screen as shown below.



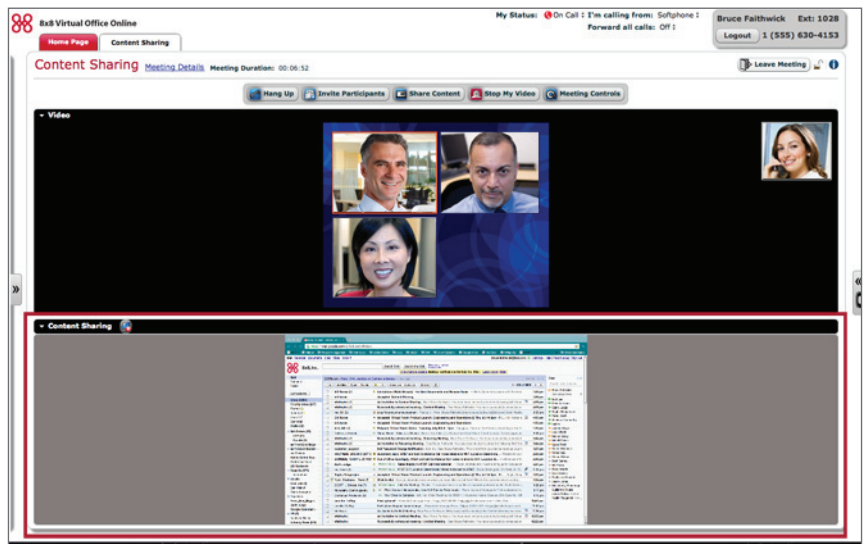
This Virtual Room is in video-only mode. Change to content-sharing mode by selecting the **Share Content** icon as shown below.



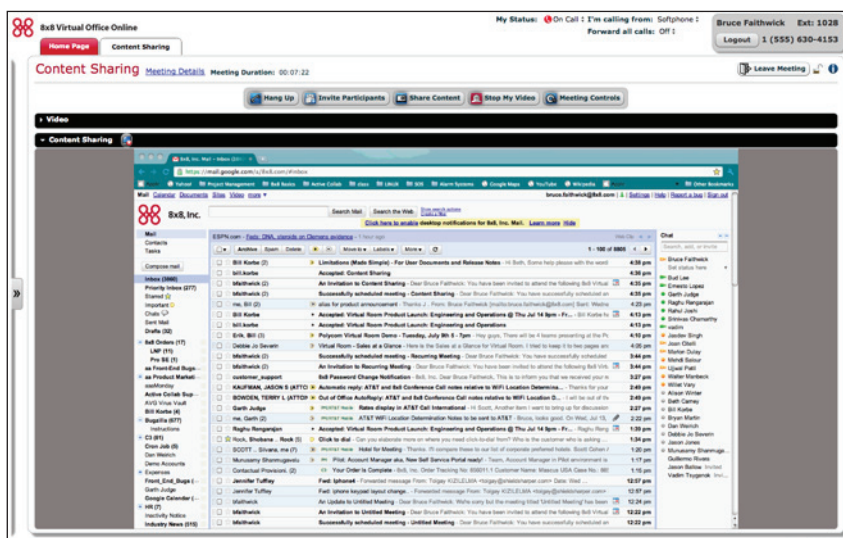
Content sharing requires Java to start on your computer. This will only take a moment.



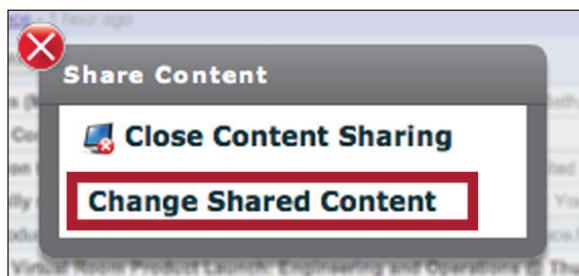
In the example below, content is being shared in the second window while the video conference remains active in the top window.



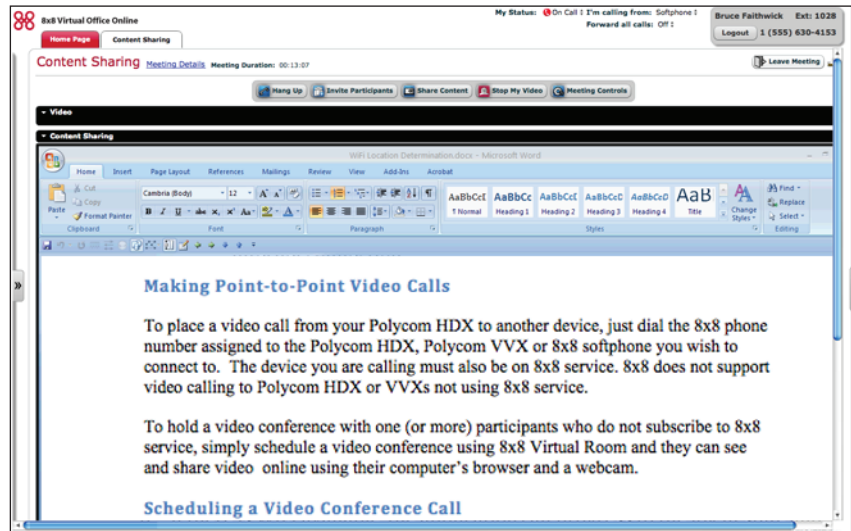
To share content in full detail, close the video screen by clicking the small arrow next to **Video** on the top left of the video screen. This minimizes the video window and maximizes the content sharing window. Because the presenter is in control of the content sharing, all meeting participants see the shift from video to content and back.



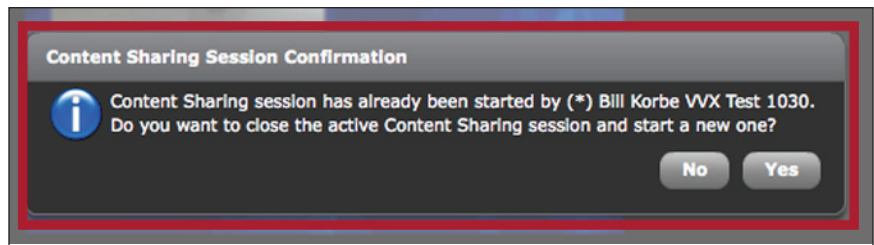
You can choose to share individual windows on your desktop or your full desktop by selecting the controls as shown below.



In this example, the presenter is sharing content from a Word document in **Window Sharing** mode.






If a participant attempts to share content while another participant is already sharing, the message shown below appears. The Moderator can override content sharing by other participants and take content sharing back at any time.



## Using the Polycom VVX 1500 Video Phone

This section shows you how to use the Polycom VVX 1500 video phone to schedule a new Virtual Room meeting. If you need more information on using the Polycom VVX 1500 video phone, please see the Polycom VVX 1500 User Manual at <http://sims.8x8.com/GetDocument.aspx?docid=710602>

Navigation Tips for the VVX 1500 touch screen

- To enter the Main Menu, tap 
- To return to the idle screen, tap 
- To go back to the previous menu, tap the **Back** softkey 
- To select a menu item, tap the menu item.
- To select an option in a list, tap the option, and then tap the **Select** softkey.
- To scroll menu items and lists on more than one screen, tap the **Up** or **Down** key.



- To page down or page up, tap **Page Up** or **Page Down** icons



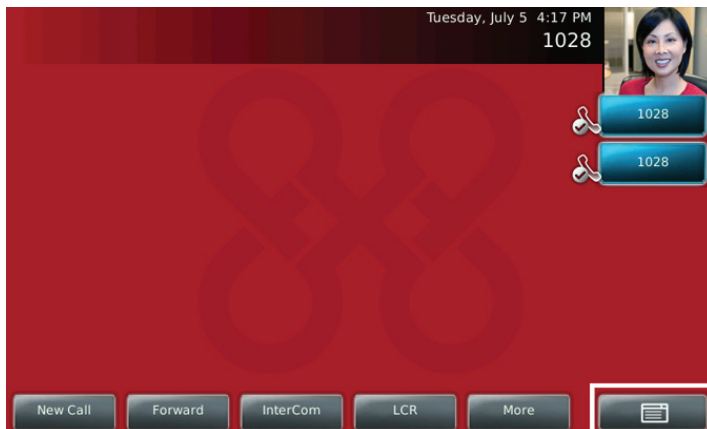
- To select a softkey, tap the softkey.
- To view more softkeys, tap the **More** softkey.
- To select a field, tap the field.
- To select a field's entry box, tap the field name, and then tap the field's highlighted box.



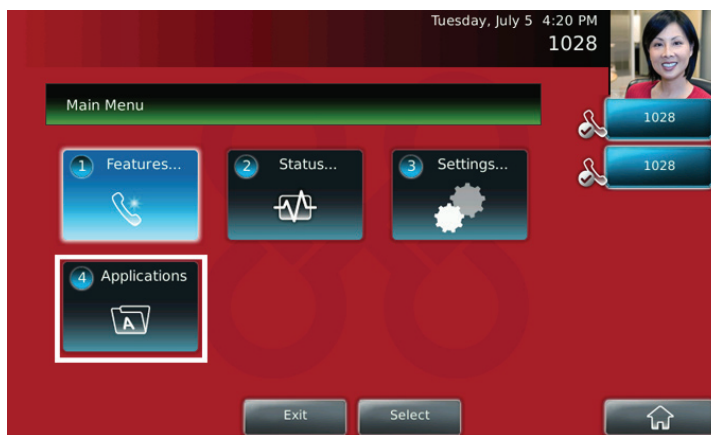
## Create a Virtual Room with Polycom VVX Video Phone

Reserving a Virtual Room from the VVX 1500 is simple and you will receive an email confirmation immediately. To invite other Polycom VVX or HDX Virtual Room participants, simply forward your email to the other users as an invitation.

1. Tap the **Menu** key on screen or press the **App** button on the phone.



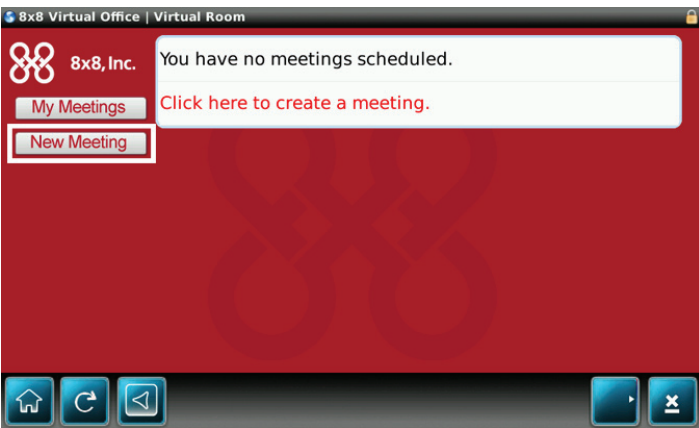
2. Tap the **Applications** button.



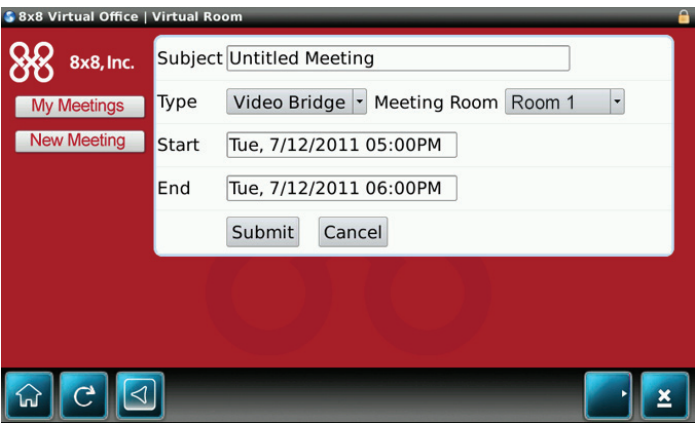
3. Tap the **Virtual Room** button.



4. Tap on the **New Meeting** button



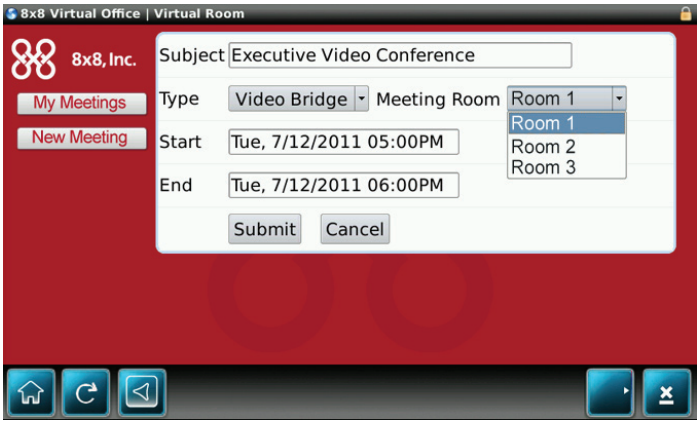
5. In the **Meeting Name** field, type in your meeting name.



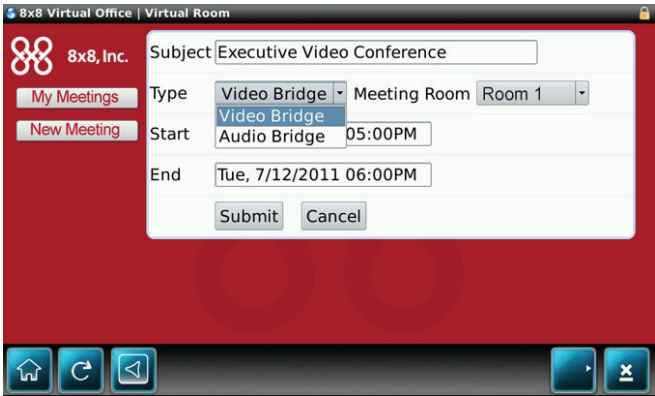
6. The on-screen keyboard makes it easy to type in the meeting subject.



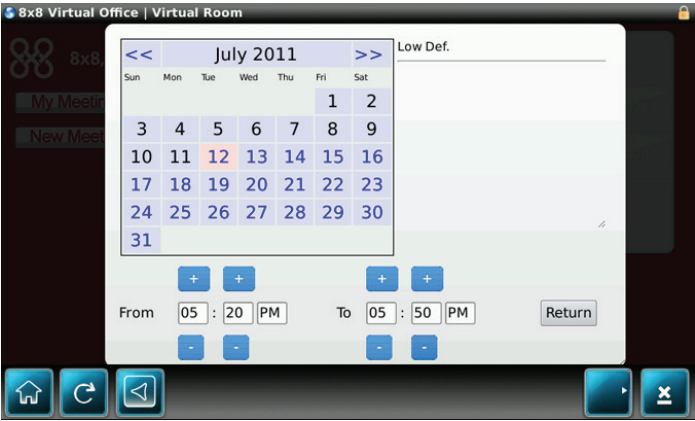
7. If you have more than one Virtual Room, select the room name from the drop down list.



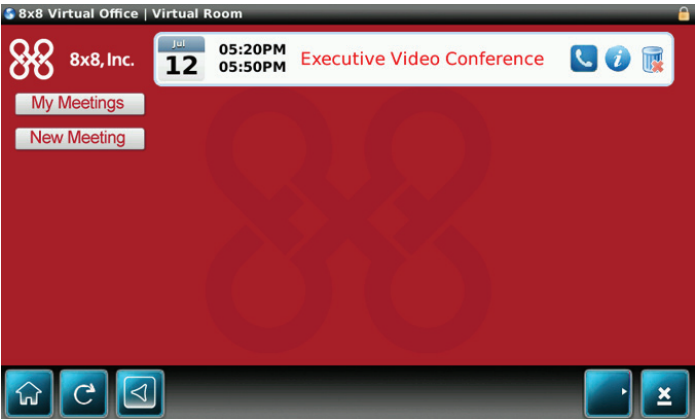
8. Selecting **Video Bridge** creates a Virtual Room video conference. Selecting **Audio Bridge** creates a Virtual Meeting for an audio conference.



9. Select the date, time and duration of the meeting. Room availability is automatically checked on the Virtual Room calendar. Select the **Return** key and your meeting is scheduled.



You have successfully scheduled a Virtual Room meeting as shown below. NOTE: Virtual Rooms reserved from the Polycom VVX 1500 reference the same calendar as reservations made using Virtual Office Pro. You can reserve a Virtual Room from either interface.



### Canceling a Virtual Room Meeting

Open the **My Meetings** window and select the meeting for cancellation. Select the **Cancel Meeting** button at the bottom of the window.

**Quick Meeting**

Meeting Type: ☐ Virtual Meeting ☒ Virtual Room

Meeting Name: Quick Meeting

Virtual Room Name: High Def 1 [Check Room Availability](#)

From: Thu, 07/14/2011 02:10 PM

To: Thu, 07/14/2011 03:00 PM

Time Zone: Pacific Standard Time

All Day: ☐

Repeats: Never

[Show All](#) Options: ☒ Chat ☒ Presentation Sharing  
☐ Require Moderator ☒ Remote Desktop Control (Beta)

(Video, Participants can see each other, Prompt to join Audio, Announce participant on join, Ma: 15

Created By: Bill Korbe VVX Test 2010

Participants: **M Bruce Faithwick** Type the name/email or drag contact

Description: [Add a description to your meeting](#)

[Discard all changes](#) [Start Now](#) **[Cancel Meeting](#)** [Save](#)

Confirm the cancellation in the confirmation dialogue box. You can confirm the meeting is canceled in the **My Meeting** window as shown below.

**My Meetings**

No Meetings Currently in Progress

**Upcoming Meetings**

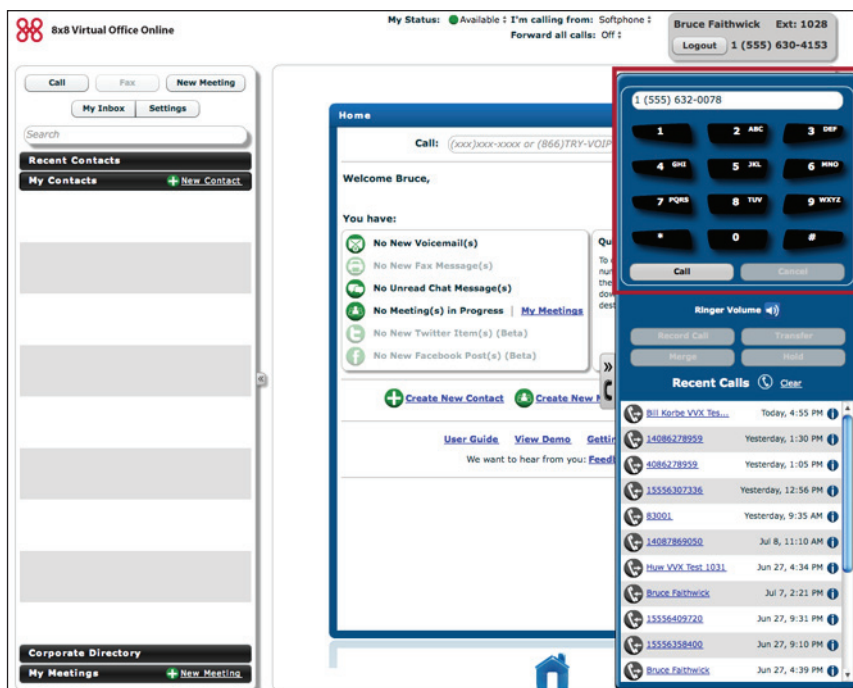
Meeting Title	Start Time	
3rd Wednesday Recurring <small>In room: Low Def.</small>	Wed, 07/20/2011 12:00 PM	<a href="#">Edit</a>
Second Recurring Meeting <small>In room: Low Def.</small>	Wed, 07/20/2011 09:00 AM	<a href="#">Edit</a>
<b>Quick Meeting</b> <small>canceled</small>	Thu, 07/14/2011 02:10 PM	
<a href="#">Start Meeting</a> Recurring Meeting <small>In room: Low Def.</small>	Wed, 07/13/2011 03:30 PM	<a href="#">Edit</a>

## Point to Point Video: Talk Face-to-Face Anytime

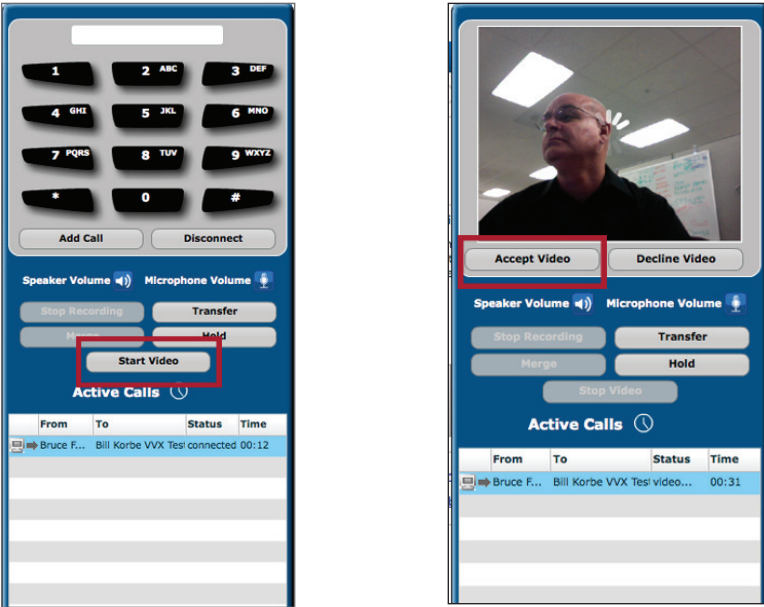
Use Virtual Office to talk face-to-face at any time with other 8x8 Softphone users. If you have an 8x8 Virtual Office account, you already have Virtual Office Online included at no charge.

It is easy to talk face-to-face with the following steps.

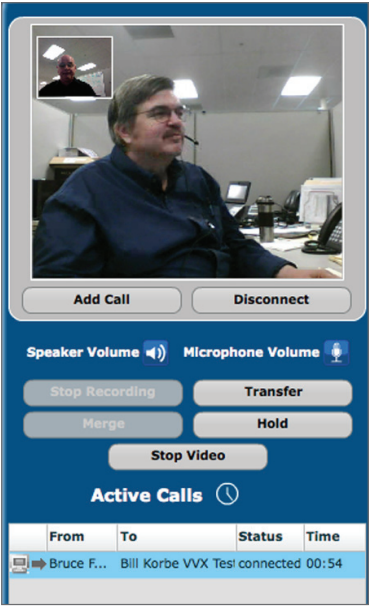
1. Log in to Virtual Office Online at <http://virtualoffice.8x8.com>. Open the dial pad and enter the phone number to a colleague using 8x8 Virtual Office. Now click the **Call** button.



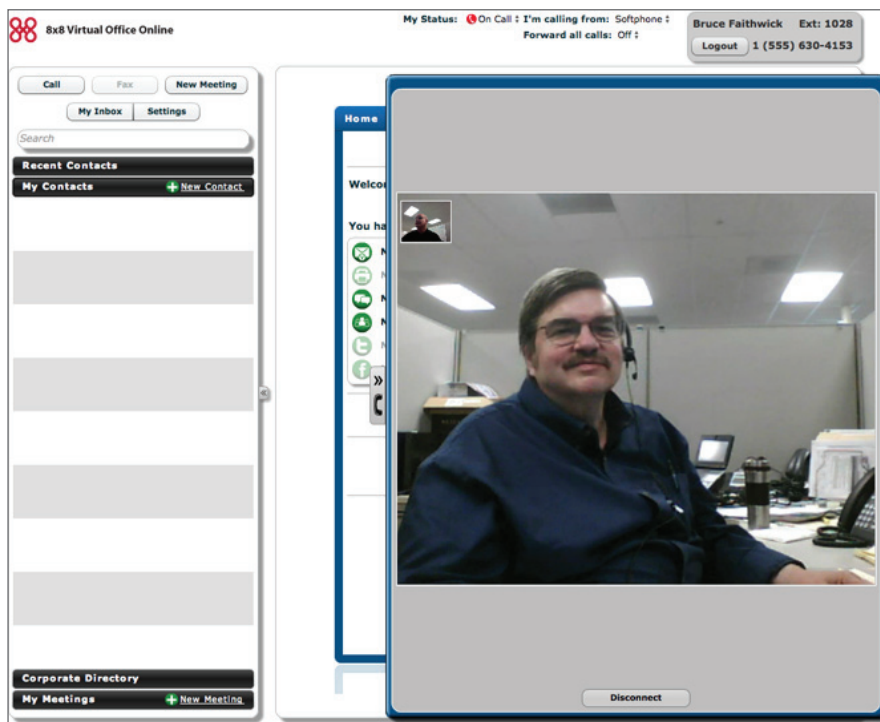
2. Once the call connects, click the **Start Video** button. The colleague you are calling will need to press the **Accept Video** button as shown below.



3. You now have a face-to-face video call as shown below. Your image is shown in the "Picture-In-Picture" small window and your colleague is shown in the large video. If you click on the video, you have the option to maximize it within your browser or show the call in full screen mode.



4. Select **Maximize** for an expanded view of your video conversation.



## Virtual Room Version 1 Release Notes

1. Recording audio during a Virtual Room meeting is not supported at this time. If you have our **record all calls** feature enabled on your 8x8 extension, please turn it off to see video. If you choose to record the call, the video will be disabled.

When it is necessary to record audio on a video conference meeting, use a separate Virtual Office Pro account to dial in for an audio-only call recording. Then, on a separate session dial-in or click the invitation link and enter Virtual Room for the full video conference experience.

2. PBX's that have the same phone system administrator User Profile on all extensions will not be able to invite each extension to a Virtual Room conference.

In this situation the phone system administrator needs to create separate User Profiles for each individual extension to allow individual invitations from Virtual Office Pro.