




INSTRUCTION MANUAL FOR VIDEO MEETINGS VIA JOIN.NHN.NO

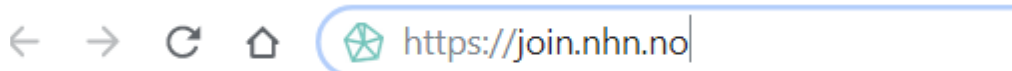
ABOUT THE SERVICE

Video conversations take place directly from your browser. The browser is the window on your PC, tablet or mobile phone where you usually read newspapers and other things on the web.

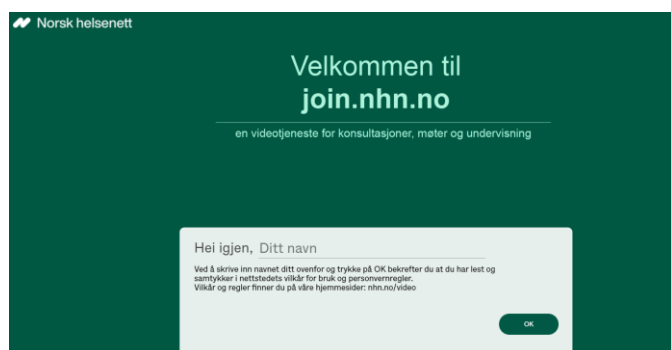
We recommend installing Google Chrome , Microsoft Edge Chromium , or Safari  if you have a Mac or iPhone. (the Internet Explorer browser will not work, but Firefox usually do)

HOW TO USE THE SERVICE

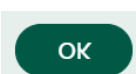
1. Go into <https://join.nhn.no> (write the full address)



2. This brings you to the page: "Welcome to Join"

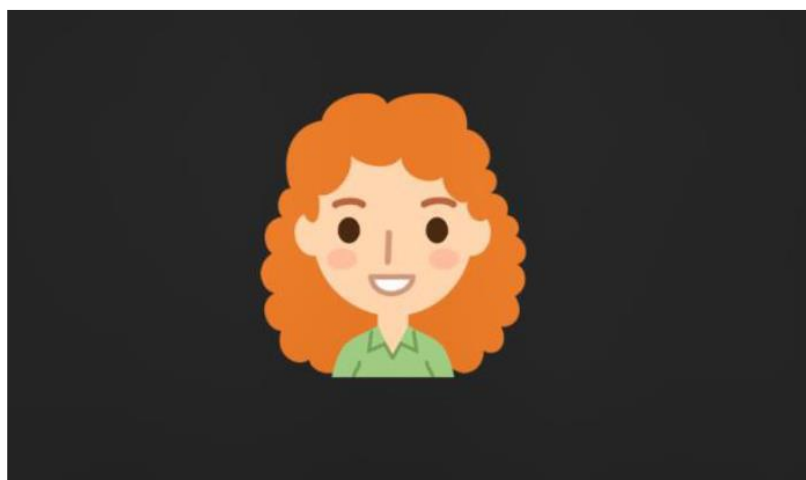


3. Enter your First Name and click OK



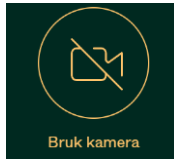
Before dialling

4. Make sure you can see yourself on the screen.



If not:

- a. Click on "Use camera"



- b. Check the settings (three dots on bottom right)



Click the camera icon and make sure you have selected the correct camera

5. Check the sound

- the microphone icon at the bottom right should be green and not crossed out (microphone on)
- and a green line is moving below the image when you are talking



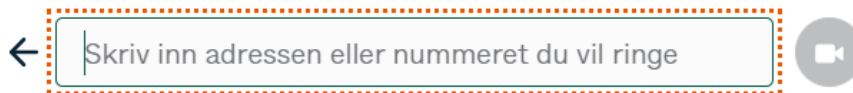
Dialling:



Video

6. Click on

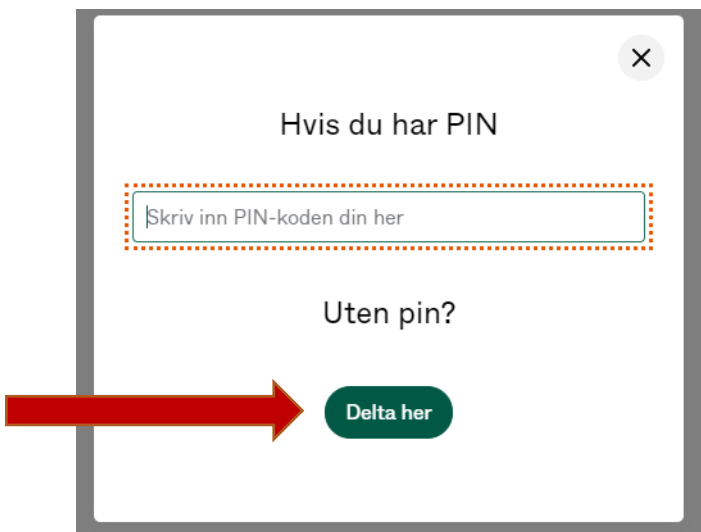
7. Enter the 6 or 8-digit number in the box at the top right:



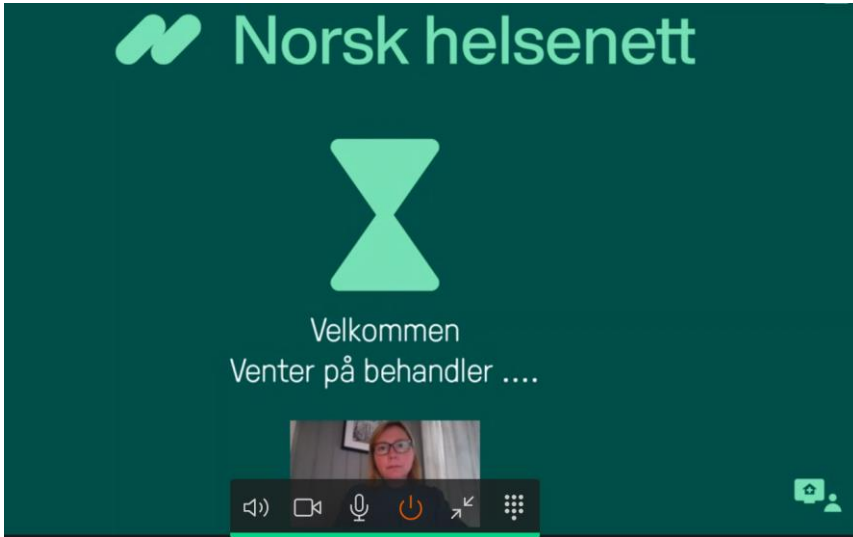
Video

Click

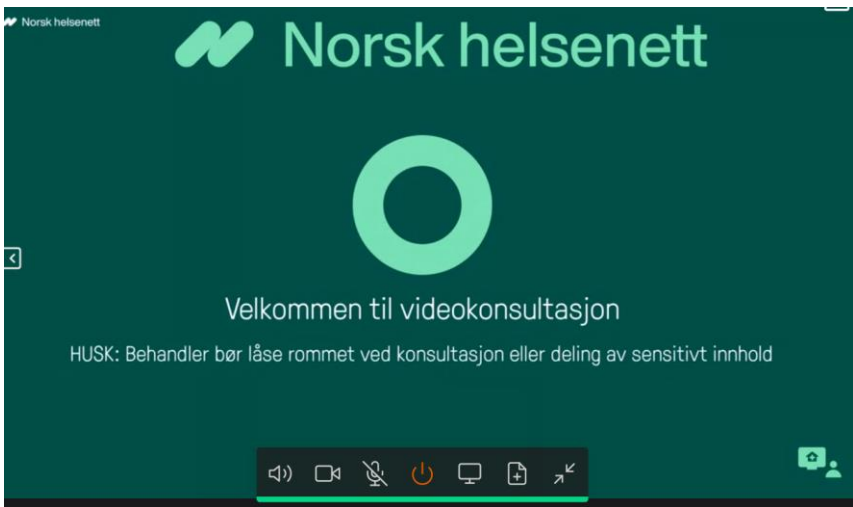
8. Click on the green "Participate here" button ("Delta her"). (You do NOT need a PIN code.)



9. The waiting page opens: "Welcome. Waiting for host..." ("Velkommen. Venter på behandler..")



10. The meeting begins



11. Move the mouse over the image to see more options (bottom of the screen)



Turn off/on your camera



Turn off/on your microphone (mute)



End the conversation

Settings: Sound/picture when you are inside the call:

Click the arrow to the left of the screen



Click on the three dots to see the settings



To set the camera, microphone and speaker:



Velg medieenheter

then click on the appropriate

symbol. Tips: Check that the sound on your PC is on



Self-check: Use this link: <https://join.nhn.no/webapp/conference/998112>

Count from 1- 3. If you can see and hear yourself count, the test is OK.