

## Getting Started with LGfL Video Conferencing

Ensure that your camera, microphone and speakers are connected before you start.

### Step 1: Start Internet Explorer



(Double Click)

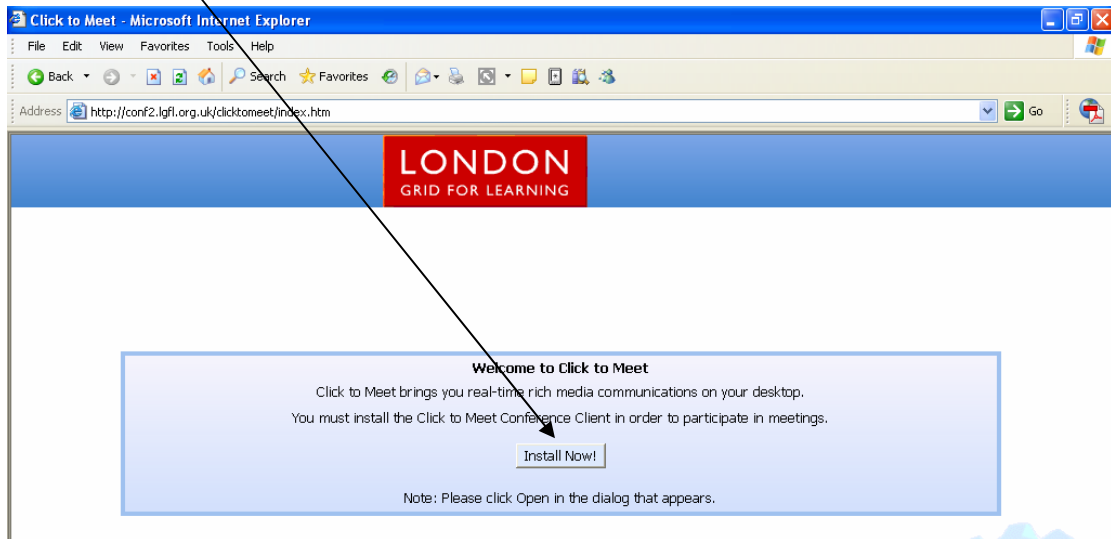
Navigate to the address: <http://vc.lgfl.org.uk>



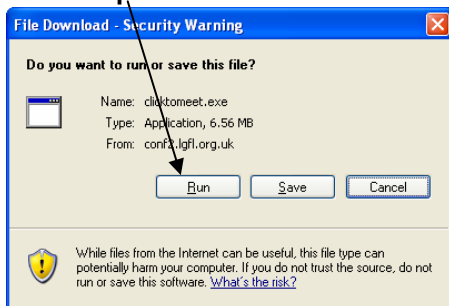
The LGfL VC server welcome screen will be displayed.

**Step 2:** If this is your first visit to the Video Conferencing system, you may need to install the client end on your PC. If you have used this system before, you will be welcomed with a list of conferences available, and can skip to **Step 3**

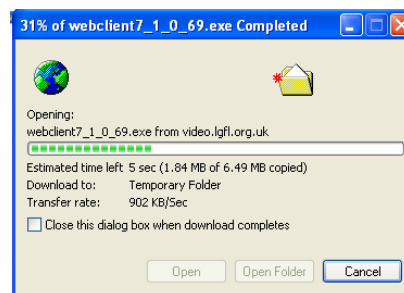
Click on the **Install Now** button to install the conference client.



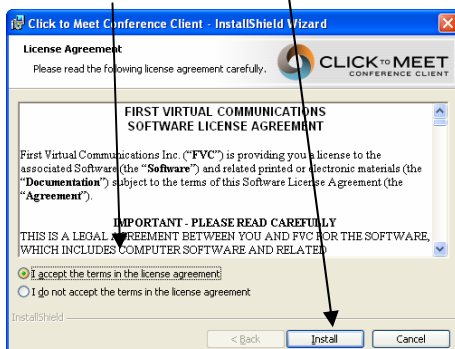
### Select Open or Run



### The client will now download and Open



You will now be prompted to **Accept the Agreement** and click **install**.

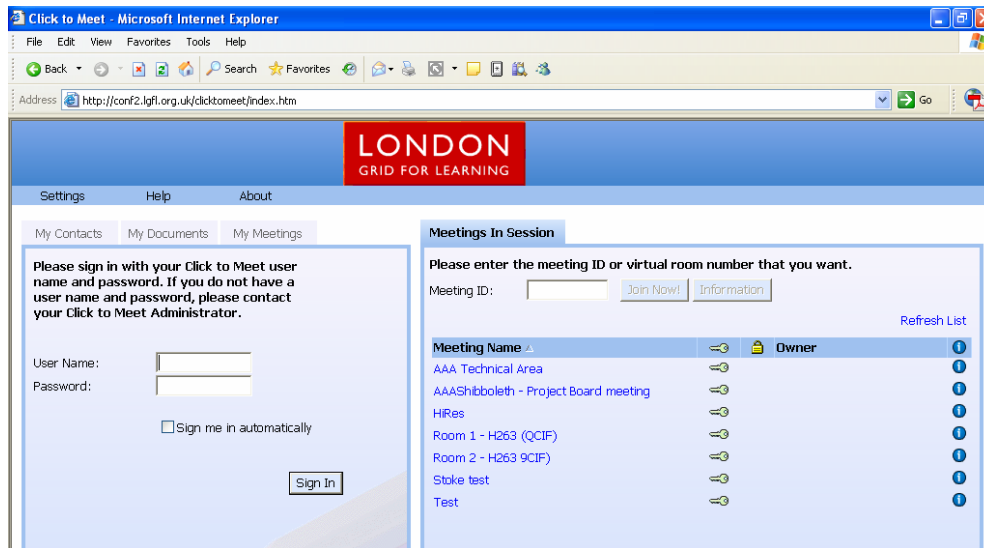


Now click on **Finish**

### Step 3:

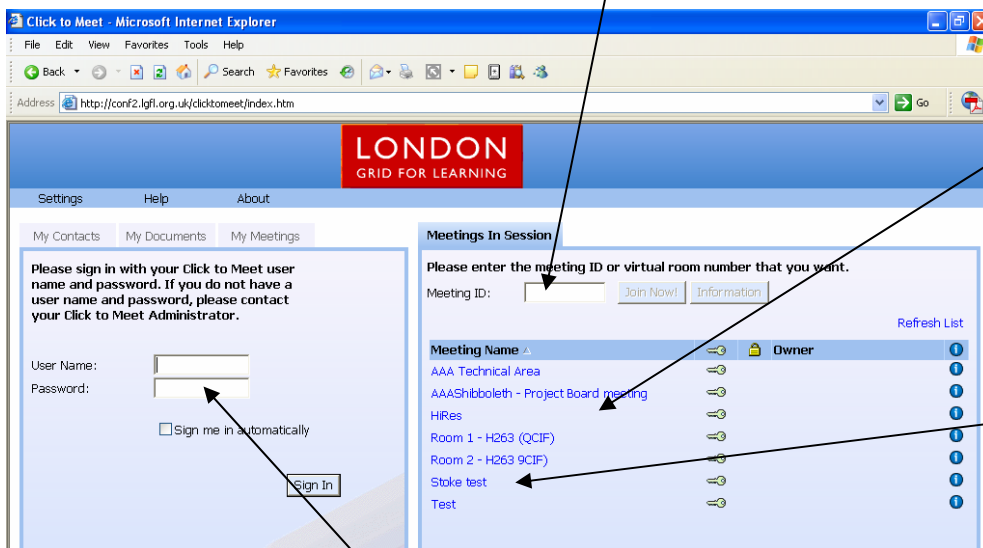


You will now be presented with a screen similar to the following:



#### Step 4:

This screen will display the front end to the VC client. If you know the conference number you wish to join type the number in here.



A list of the public conferences will be displayed.

To join a public conference click on the name of the room you wish to join.

To log into the Click to Meet system enter your username and password here.

Enter your Username and Password.  
(This can be obtained by emailing [accounts@lgfl.org.uk](mailto:accounts@lgfl.org.uk))

Support for the LGfL Video Conferencing system can be obtained by telephone:  
Dial **08700 63 64 65** and select option 3 (You will need your DfES number)  
Web: [support.lgfl.org.uk](http://support.lgfl.org.uk) Email: [accounts@lgfl.org.uk](mailto:accounts@lgfl.org.uk)