



Movi Web Videoconferencing instructions - Student OSU Telemedicine & Distance Learning

1. Launch the “Cisco TelePresence Movi” by double-clicking on Movi icon on Desktop
2. At the Movi pop-up window, check settings:
Click “Advanced” and enter the following information, if needed:
Internal VCX: vccontrol.osutelemed.net
External VCS: vcexpress.osutelemed.net
SIP Domain: osutelemed.net
Click “OK”
3. At the Movi log-in window, enter assigned “Username” and “Password”
4. Check if desired, “Remember my Username, Password, Sign-in Automatically”
(Rural Health student laptops for checkout will lose this information when restarted)
5. Click “Sign in” (Self-view screen may be present)
6. Once a connection is established, click on “Add new contact” at bottom right of “Contacts”
(Already on student laptops for checkout, skip #6 & #7)
7. Type Name as: OSU Bridge / and / Type URI as: 164.58.163.74 / and click “Save”
If the URL puts info before or after the ip address, edit “OSU Bridge” name and delete the:
Sip: (listed before) and the @osutelemed.net (after) the entry (Click on Contact Name & Edit)
8. Click “Save” (already on student laptops) then double-click on “OSU Bridge” entry
9. Wait several minutes for Bridge to connect
10. Roll mouse to bottom of screen on icon bar to see and control:
 - Self-view on/off: Picture-in-Picture or PiP view
(click & hold on corner of PIP picture to move to another location)
 - Camera on/off: self view to others
 - Microphone on/off: used to mute self when not speaking or turn on to speak
 - Volume control: slide all the way up
(also check volume control on computer to increase)
 - Full Screen: self-view of conference screen or may keep in smaller window
 - Presentation view: used to share PowerPoint, Microsoft Office, or Internet, etc
(must have open before clicking icon to pick from list)
(go to what presenting in computer system tray for you to view full-screen)
(when presentation finished, go back to Movi video in self-view,
click on “Presentation view” icon & click on “Stop Sharing”)
 - Hang-up: used to end conference call
11. Top right of window is controls for directional movement into rooms and
Keypad (DTMF) enter pin code
12. OSU Bridge Rooms will be displayed on the blue screen; you are in the Bridge “Auto Attendant”

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13. Use the top-right control on left for directional pad - Up arrow - to navigate to the room
 - ✓ Rural Health Med Ed #1: Rural Clinic rotation
 - ✓ Rural Health Med Ed #2: Community Clinic rotation
14. Press the - Right arrow - on the directional pad
15. Use the top-right control in middle for keypad to enter pin code: **678#**
(Press the # symbol after pin code is entered to connect)
16. You are now connected to the conference
Attendant will notify you if the first participant connected
You will hear a tone as other participants arrive
17. Mute microphone when not speaking (refer to instruction #10)
18. When the meeting/conference is over, hang up (Red icon on bottom right) to end the call
19. Close the Movi video window; then at the "My Contacts" window, click the "green dot" next to your name to arrow-down & "Sign out" of the program; and close the sign-in window
20. To restart Movi from a previous session, look in the computer "System Tray" on the bottom far right to double-click round, gray-color Movi target
Also, may go to Start menu under: "All Programs/Cisco/Cisco TelePresence Movi"
<or> as a desktop shortcut