

Starleaf guide for users of personal devices (computers)

We recommend using the Starleaf Application for the best meeting experience.

To install **Starleaf application** for personal devices

- Visit www.starleaf.com
 - Download Starleaf.
- Once downloaded follow instructions in
 - **Starleaf application setup guide** <http://www.media-studio.co.uk/vc>
- NETWORK - For best results use a computer with a wired internet connection – as this is faster than Wi-Fi, Avoid connecting on a device with a weak Wi-Fi signal
- SPEED CHECK - Check your connection speed by selecting ACCOUNT > SPEED TEST > RUN SPEED TEST
- CAMERA - Keep your camera/device still, movement is distracting to the meeting and will affect Wi-Fi signal.

JOINING A MEETING

- MEETING ID No - this will be provided by your meeting organiser.
- Open the Starleaf application and select **MEETINGS** tab on left
- Select **JOIN** at top and enter the MEETING ID No.

NOTE: if you have been personally invited to the meeting then the meeting will be listed on your MEETINGS page and a green JOIN button will be available at the time of the meeting.

General tips for videoconferencing

- Adjust your camera image to frame yourself – head & shoulders
- Ensure there is nothing visible behind you that people shouldn't see, if necessary turn your camera/monitor to suit, or cover the items.
- Background noise can be distracting to others in the meeting, ensure you are in a quiet place.
- You will see the holding screen with the CUH logo if you are the only person connected. Otherwise you will see other connected participants.

If you have any problems during your call please contact Audio Visual Services who manage this solution

Please remember "End call" when you have finished !

If you need to test your connection before your meeting you can connect to the Test meeting: 452 426 3183