# Instructions for attending QubicaAMF Virtual Training Class

**Access the Online Classroom:**

- Click the link sent to you in your Zoom registration email to access the virtual training classroom. You should receive the link after registering for the class.

- If you have misplaced the Zoom link sent to your email to access the virtual classroom, contact **maxtrainingadmin@qubicaamf.com** to have it re-sent to you right away.

**NOTE:** Please test your access to the virtual classroom as soon as possible. We have had instances in the past where Firewalls block access. In that case, you may need help from your IT department to resolve the issue. You should receive a message that says, "This training is scheduled for (date of class). Please come back at the scheduled time below."

**VOIP and Phone Call Details:**

- You have two options for hearing and participating with the audio portion of the course:

  o **Voice over Internet Protocol** (VOIP), where you use your computer's microphone and speakers to communicate with your instructor and classmates. To use VOIP you will need to ensure you have a working headset and microphone (or a microphone and speakers). After you access the meeting space, simply plug your headset/microphone into your computer and then select **Computer Audio** from the Join Audio button in the bottom left of the screen.

  o **Phone Call:** After joining the meeting via computer, using the link provided, click **Phone Call** from the Join Audio button. Use a standard phone and call the number shown in the Phone Call panel (2 phone numbers, 2 toll free numbers, the meeting ID and your participant ID will be displayed in the panel).

  o If you elect to use a phone, it is highly recommended that you use a headset with your phone-speakerphones can significantly lower your audio quality.

**System Requirements for Accessing the Online Training Room:**

- **For PC-based participants:** *Operating System*- Windows 10,Windows 8 or 8.1,Windows 7,Windows Vista w/SP1 or later,Windows XP w/ SP3 or later,Mac OS X with MacOS 10.7 or later. *Browser* Internet Explorer 7+/Firefox/Chrome/Safari 5+. *System Requirements*- **Minimum** Processor Single Core 1Ghz or higher **Recommended** Dual Core 2Ghz or Higher (i3/i5/i7 or AMX equivalent) 4Gb Ram

- **Headset/Mic:** You will need a computer headset and microphone if you want to use the VOIP features and communicate with the instructor and your fellow students. (Alternatively, you can call into the meeting space with a phone as mentioned above.)