

User Guide



Accessions Meeting For Desktop & Mobile

Quick Start Guide for setting up the Accessions
Meeting for your Desktop and Mobile Device

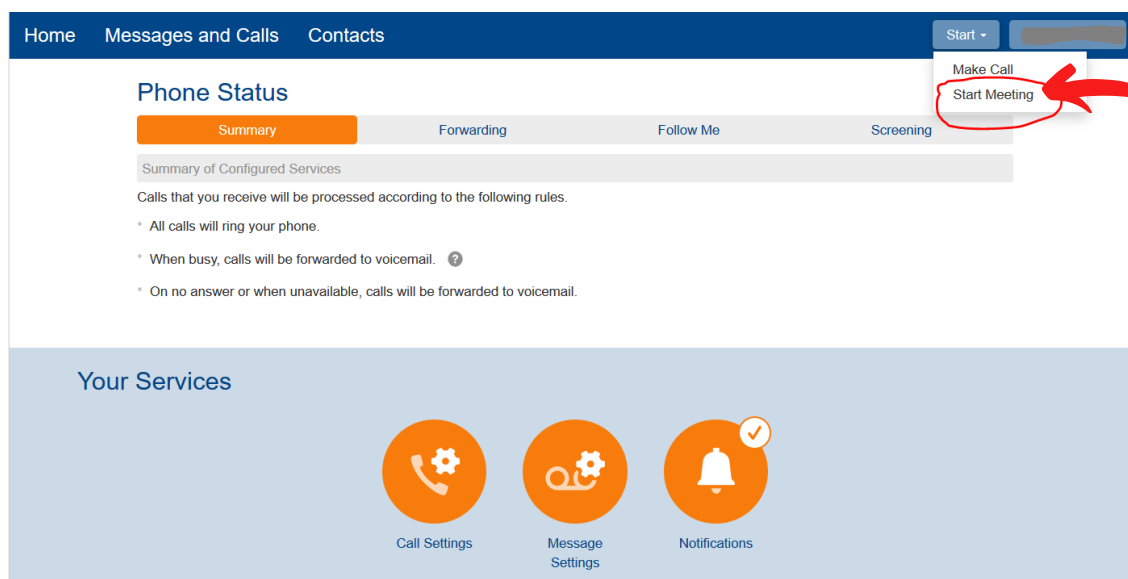
ACCESSION MEETING FOR DESKTOP

Accession Meeting provides audio and video conferencing over the internet, including web collaboration features such as screen sharing, whiteboard annotations, and presentation capabilities.

If you have set up Accession Desktop with Accession Meeting, you can invite any of your contacts to join you in a meeting, even if they do not have Accession Desktop!

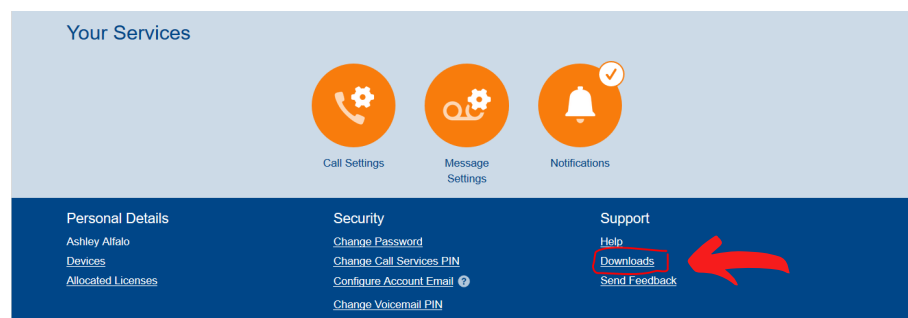
SET UP AN ACCESSION MEETING

You can choose to start an instant meeting from Accession Desktop.

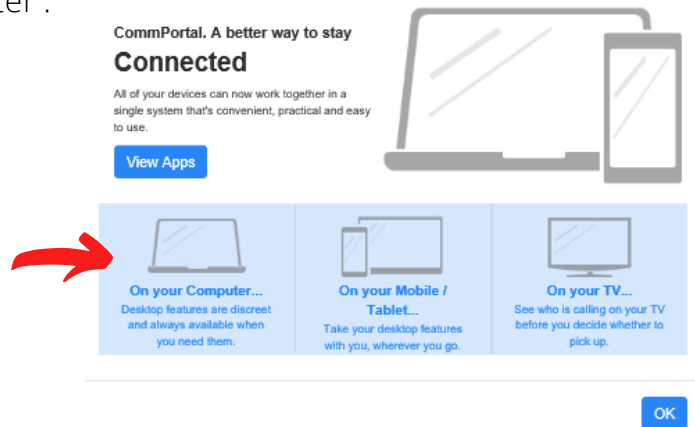


You can also start an instant meeting directly from your Outlook calendar.

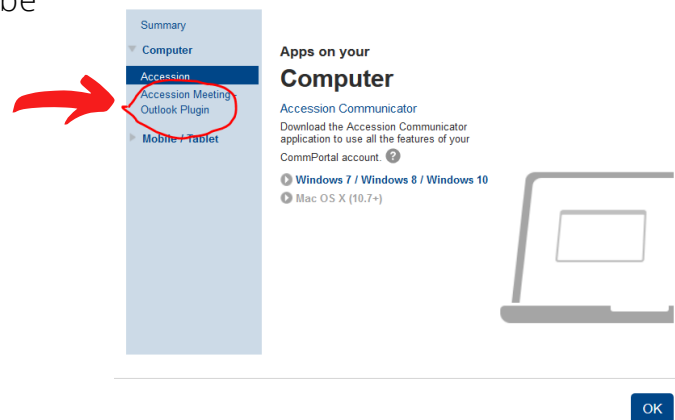
To start an instant meeting directly from your Outlook calendar you will first have to install the Accession Meeting Outlook Plugin. To do this click on downloads at the bottom right hand side of your CommPortal.



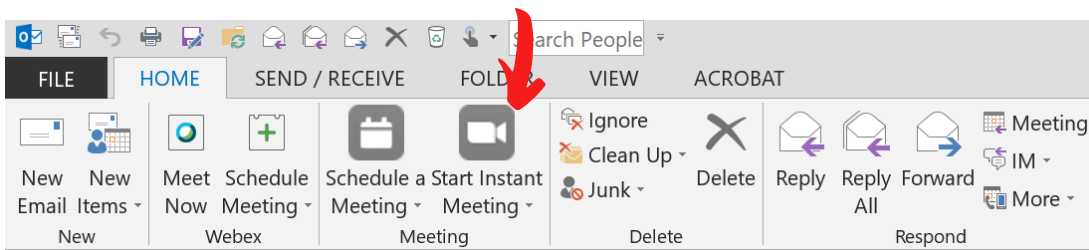
Next you will need to click on 'On your Computer'.



Then you will need to click on Accession Meeting Outlook Plugin on the left side. You will then be prompted to follow the steps and install the plugin.

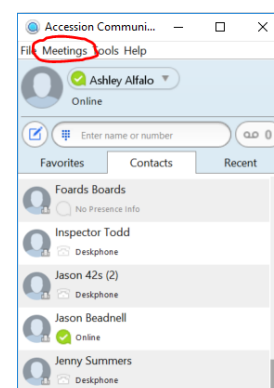


Once the Accession Meeting Outlook Plugin is successfully installed you can open up your Outlook and start an instant meeting.

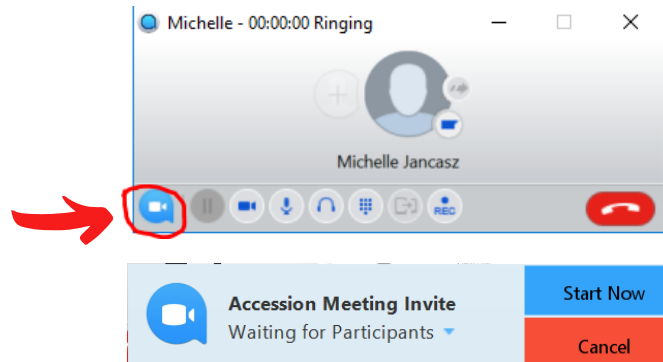
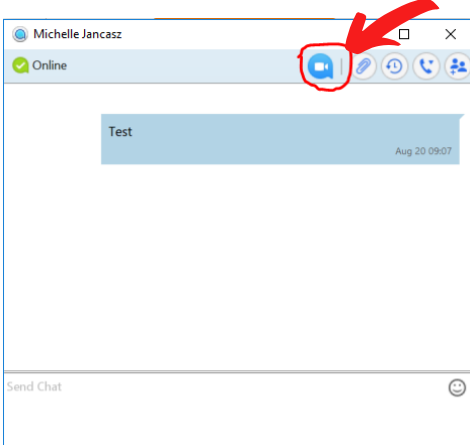


Within Accession Desktop, you can send a meeting invitation:

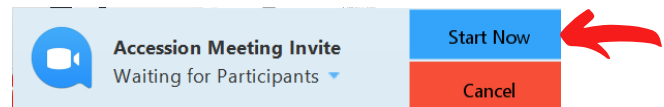
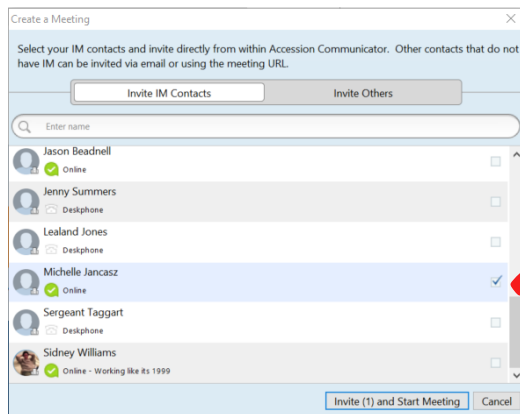
- using the Accession Desktop File menu or from your Contacts list or while viewing a contact's details



You can also send a meeting invite while chatting to a contact using instant messaging or when you are in a call.

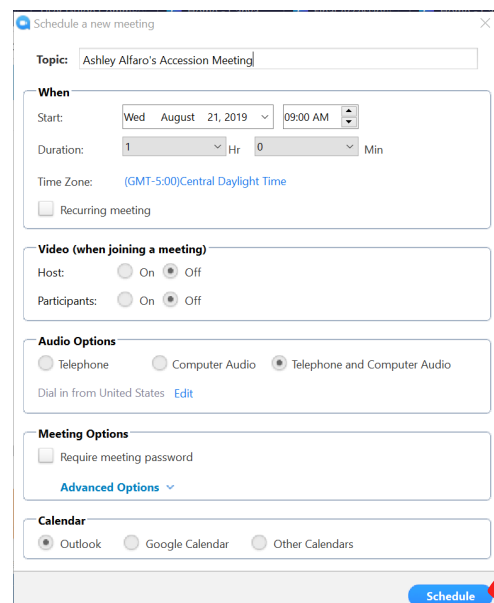


When you start a meeting, you are prompted to select the contacts you want to invite to join you in the meeting. You can then start the meeting and contacts can simply click on the invitation to join your meeting.



SCHEDULE A MEETING

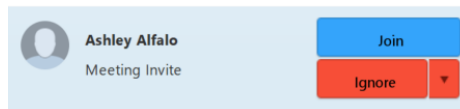
You can use Accession Meeting to schedule a one-off or recurring meeting. Select the Schedule A Meeting option from Accession Desktop, from the CommPortal dashboard, or directly from your Outlook calendar to launch the Schedule A Meeting window. Here, you can set the date, time, and length of the meeting, and specify various other audio and video settings for the meeting.



Then click Schedule to open the meeting invitation and select the participants you want to invite to the meeting before sending the invite. The Accession Meeting is added to the participant's calendar.

JOIN A MEETING

You can join an Accession Meeting by clicking on the on-screen invitation or by opening the Meeting URL in a browser.



EXPLORE THE MEETING WINDOW

While a meeting is in progress, you will either see the participant toolbar or the host toolbar at the bottom of the Meeting window.



Participant toolbar:



Host toolbar:





SET UP YOUR AUDIO


Use the Microphone icon to toggle your microphone on  and off .

Select Join Audio to allow Accession to use either your phone or your computer's microphone and speaker.


Select Leave Audio to prevent Accession from using your speaker and audio device.

Use the Video icon to toggle your video on  and off .


ACCESS THE SETTINGS MENU

Click on  to access the Settings menu, where you can set up and test your microphone, speakers, and video. You can also use the Settings menu to specify where to save recorded meetings and to access additional application settings.

INVITE CONTACTS TO JOIN YOU IN THE MEETING

Click on  **Invite** and select the contacts you want to invite to join you in the meeting. The contacts you select are then sent a meeting invitation.

VIEW MEETING PARTICIPANTS

Click on  **Participants** to see who has joined the meeting. You can access the following options from the Participant window.

- Mouse over your name to mute/unmute yourself or change your display name

At the foot of the screen

- Mute Me - put yourself on mute
- Raise Hand - let the meeting host know you have something say.
- Reclaim host - allows you to take back the role of meeting host.







If you are the meeting host, click on  **Manage Participants** to access the Participants window.

Meeting hosts can use the Mute All or Unmute All options at the foot of the screen to mute or unmute participants.


Select More to access additional options, including:

- Mute Participants on Entry - mute all attendees as they join the meeting.
- Play Enter/Exit Chime when a participant joins or leaves the meeting.
- Lock/Unlock Meeting - no new attendees can join if the meeting is locked.
- Lock Screen Share - only the meeting host can share their screen.

The following icons provide additional information about each attendee.

-  The participant is currently speaking.
-  The participant's microphone is on.
-  The participant's microphone is muted.
-  The participant's video camera is on.
-  The participant's video camera is off.
-  The participant has raised their hand.

SHARE YOUR SCREEN

Click on  and choose the desktop or individual application window that you want to share.

Note: The Share Screen option may not be visible if the meeting host has selected to Lock Screen Share.

Once you are sharing your screen with meeting participants, you will see the Screen Share toolbar.



The Screen Share toolbar provides the following options:

- Mute - toggle your microphone on and off.
- Stop/Start Video - toggle your video sharing on and off.
- New Share - select a new window to share.
- Pause/Resume screen sharing.
- Annotate your shared screen using a variety of shapes and highlight tools, including: a Mouse; Draw options (lines, shapes, and arrows); a Spotlight tool; an Eraser to remove selected annotations; and Undo, Redo and Clear annotation options.
- Note: The Annotate option may not be visible if the meeting host has selected to Disable Attendee Annotation.
- Remote Control - as meeting host, take control of a participant's screen
- More - access Chat, Record, Settings, and Audio Conference options.

Click  below the toolbar to exit screen sharing.

SEND A MESSAGE TO MEETING ATTENDEES

Click on  to open a Chat window and send a message to another meeting attendee.

Click on  to save the conversation to your local computer.

RECORD YOUR MEETING

Click on  **Record** to start recording the meeting.

Click  **Stop Recording** to end recording.

When the meeting ends, you will see a pop-up saying that the meeting recording is being saved and converted to mp4 format.

The directory containing the saved recording then automatically opens showing the recorded file, and the meeting will also appear in your list of recorded meetings within the Accession Meeting application.

You can specify the directory to save recorded meetings to using the Settings menu.


Note: The Record option may not be visible if the meeting host has disabled recording for the meeting.


LEAVE THE MEETING

Click on  **Leave Meeting** to leave the meeting.

If you are the meeting host, click on  **End Meeting** - this will end the meeting for all participants.

ADDITIONAL MEETING WINDOW OPTIONS

 **Enter Full Screen** extends the meeting display to a full-screen display.

 **Exit Full Screen** exits the full-screen display.

 **Gallery View** displays the video for all meeting participants.

 **Speaker View** displays the video for the current speaker.

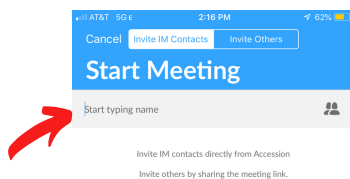
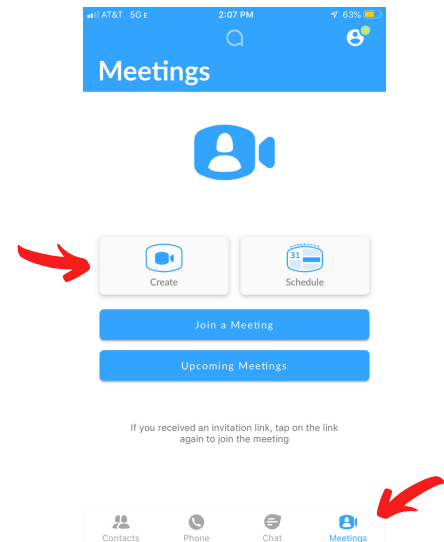
ACCESSION MEETING FOR MOBILE

SEND A MEETING INVITE

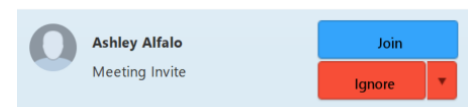
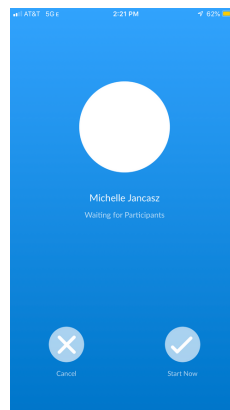
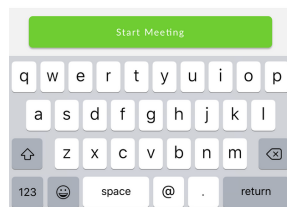
In Accession Mobile, you can send a meeting invitation:

- by selecting the Accession Mobile Meetings tab at the bottom right hand side of your mobile screen, then tap the Create option
- from your Contacts list or while viewing a contact's details
- while chatting to a contact using Instant Messaging when you are in a call

When you start a meeting, you are prompted to select the contacts you want to invite to join you in the meeting.



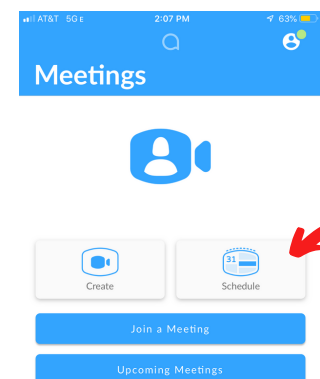
You can then start the meeting and contacts can click on the invitation to join your meeting.



SCHEDULE A MEETING

You can use Accession Meeting to schedule a one-off or recurring meeting.

On the Meetings tab, select Schedule to launch the Schedule A Meeting window.

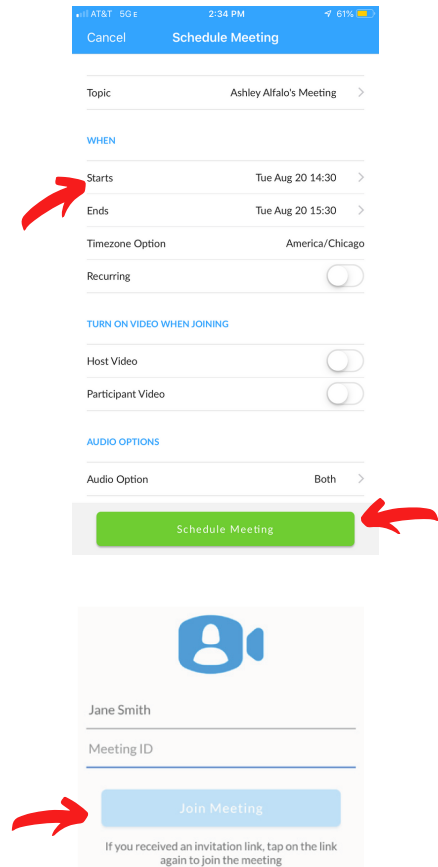


Once you hit Schedule, you can set the date, time, and length of the meeting, and specify various other audio and video settings for the meeting.

Then click Schedule to open the meeting invitation and select the participants you want to invite to the meeting before sending the invite. The Accession Meeting is added to the participant's calendar.

JOIN A MEETING

You can join an Accession Meeting by clicking on the on-screen invitation. Alternatively, you can join a meeting using the Accession Mobile Meetings tab. Tap Join a Meeting, enter the Meeting ID and then tap Join Meeting.





MEETING OPTIONS



While a meeting is in progress, you can see the following toolbar at the bottom of the Meeting window.



AUDIO

Use the Audio icon to toggle your microphone on  and off .

VIDEO

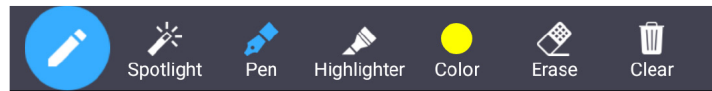
Use the Video icon to toggle your video on  and off .

SHARE



You can share several items using Accession Meeting. Click on the Share icon and select one of the following options.

- Photo - Select File, Drive or Photo to navigate to the image you want to share.
- Document - select a document to share.
- Web URL - enter a URL to share.
- Bookmark - select a bookmark to share.
- Screen - share your screen.
- Share Whiteboard - opens the whiteboard, where you can select one of the following tools from the toolbar to start annotating.



Spotlight - swipe or tap on the screen to move the pointer.

Pen - write or draw on the screen.

Highlighter - swipe over the screen to highlight a section.

Color - change the color of your writing tool.

Erase - swipe over a section of the screen to delete the content.

Clear - delete all the whiteboard content.

Note: The Share option may not be visible if the meeting host has enabled Lock Share.

PARTICIPANTS



Click on Participants to see who has joined the meeting. The following icons provide information about each attendee.



The participant is currently speaking.



The participant's microphone is on.



The participant's microphone is off.



The participant's video camera is on.



The participant's video camera is off.

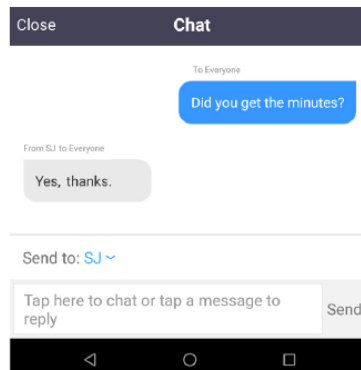


The participant has raised their hand.

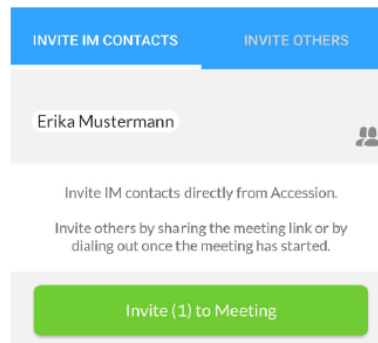
At the bottom of the Participants window, you can access the following options.



- Chats - opens the chat window. Tap on an existing chat to continue a conversation or enter a new comment in the text box and select to send the chat to all meeting attendees or specific attendees.



- Invite - select contacts to invite to join the meeting. Start typing the name of a contact to select an existing Accession contact, then tap Invite to Meeting to send a meeting invitation. To invite non-Accession contacts, tap Invite Others and select one of the available options to send an invite via email, copy the Meeting Link to send via other means, or invite a contact by phone.



- Mute All - (for meeting hosts only) mute all meeting participants.
- Unmute all - (for meeting hosts only) unmute all meeting participants.

MORE



Tap on More to access the following settings.

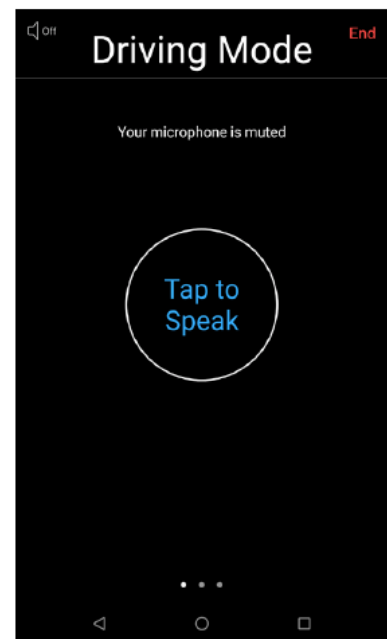
- Lock Meeting - no new attendees can join if the meeting is locked.

- Lock Share - when enabled, only the meeting host can share content.
- Mute Upon Entry - mute participants joining the meeting.
- Play Enter/Exit Chime when a participant joins or leaves the meeting
- Allow Attendees Chat To - specify whether meeting participants can chat with the Host Only or Everyone.

MEETING WINDOW OPTIONS

The central meeting window shows the Speaker View. Swipe right on the main screen to enter Driving Mode or swipe left to see the Gallery View.

- In Driving Mode, your microphone is automatically muted. Use the Tap to Speak icon to unmute your microphone and speak, then tap Done Speaking to mute your microphone again. Swipe left to leave Driving Mode and return to Speaker View.
- Gallery Mode displays a video for each of the meeting attendees. Swipe right to leave Gallery Mode and return to Speaker View.



LEAVING THE MEETING

If you are a meeting participant, tap **Leave** to leave the meeting. If you are the meeting host, tap **End** to end the meeting for all participants.

MORE QUESTIONS?

If you have any additional questions about Accession Meeting, call us at **800-860-2934** or email **businesscare@firstcomm.com**.