

# Conferencing Manual

## Mobile User Guide



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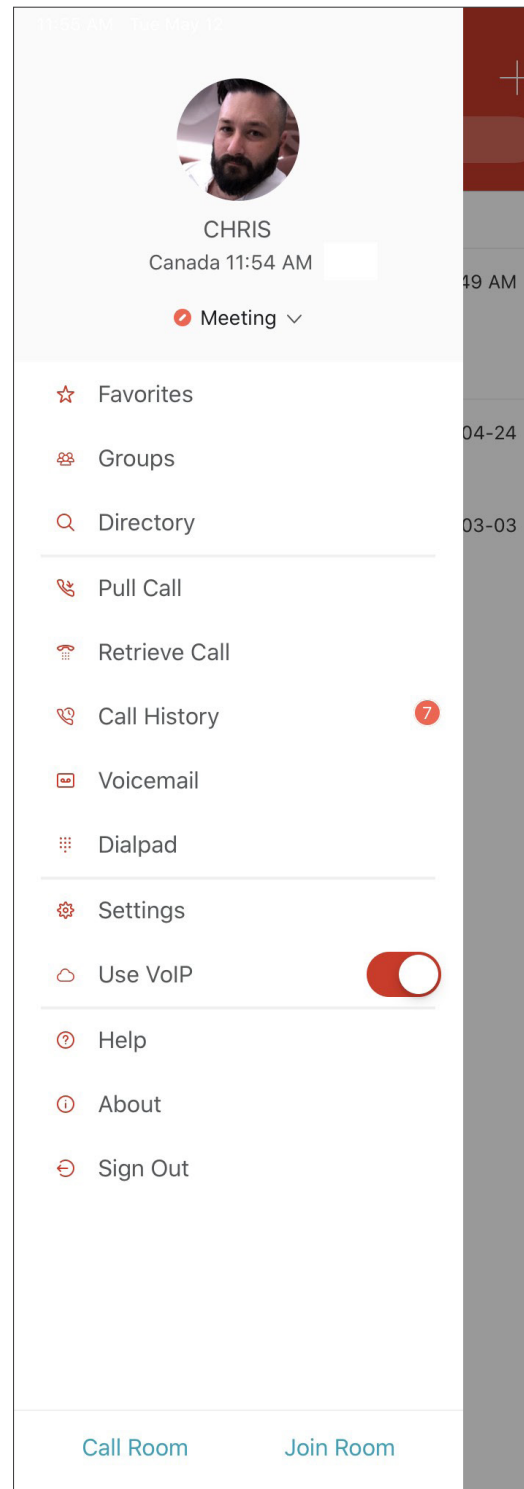


# Joining a Conference Room

01

## Joining Your Room

You can join your own room by using the hamburger menu on the upper left corner to display the softphone menu. Select **Join Room** for Instant Messaging and **Call Room** to add Audio.



# Joining a Conference Room

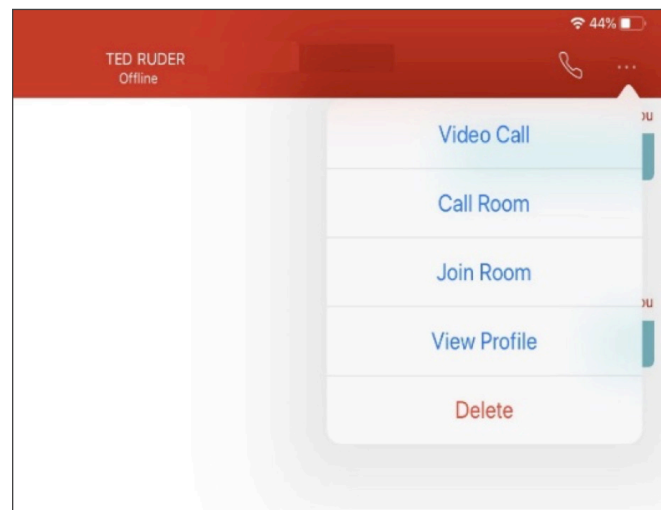
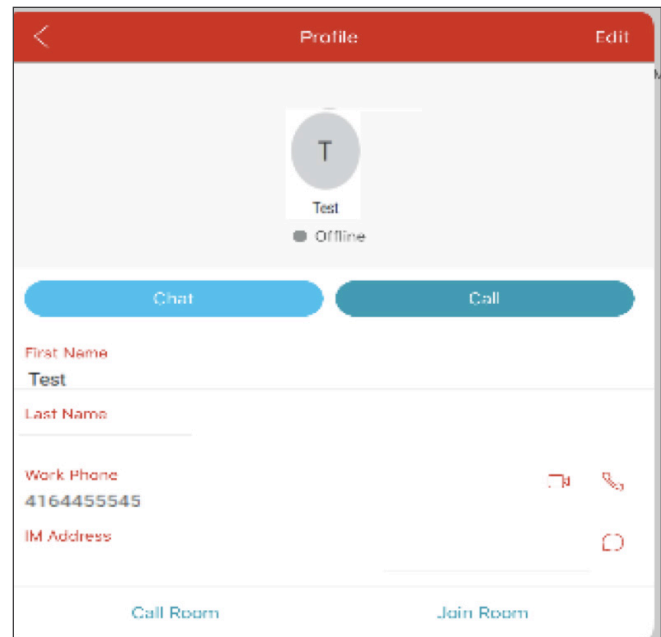
01

## Joining Someone Else's Room

You can join someone's Conference Room multiple ways.

- › **Join Room** - You join the room via Instant Messaging only.
  - › **Call Room** - You join the room via Audio/Video.
1. Select the contact from the Directory or Favorites and press **Join Room** from the contact card.
  2. From an instant message conversation, press the  menu and select **Join Room**.

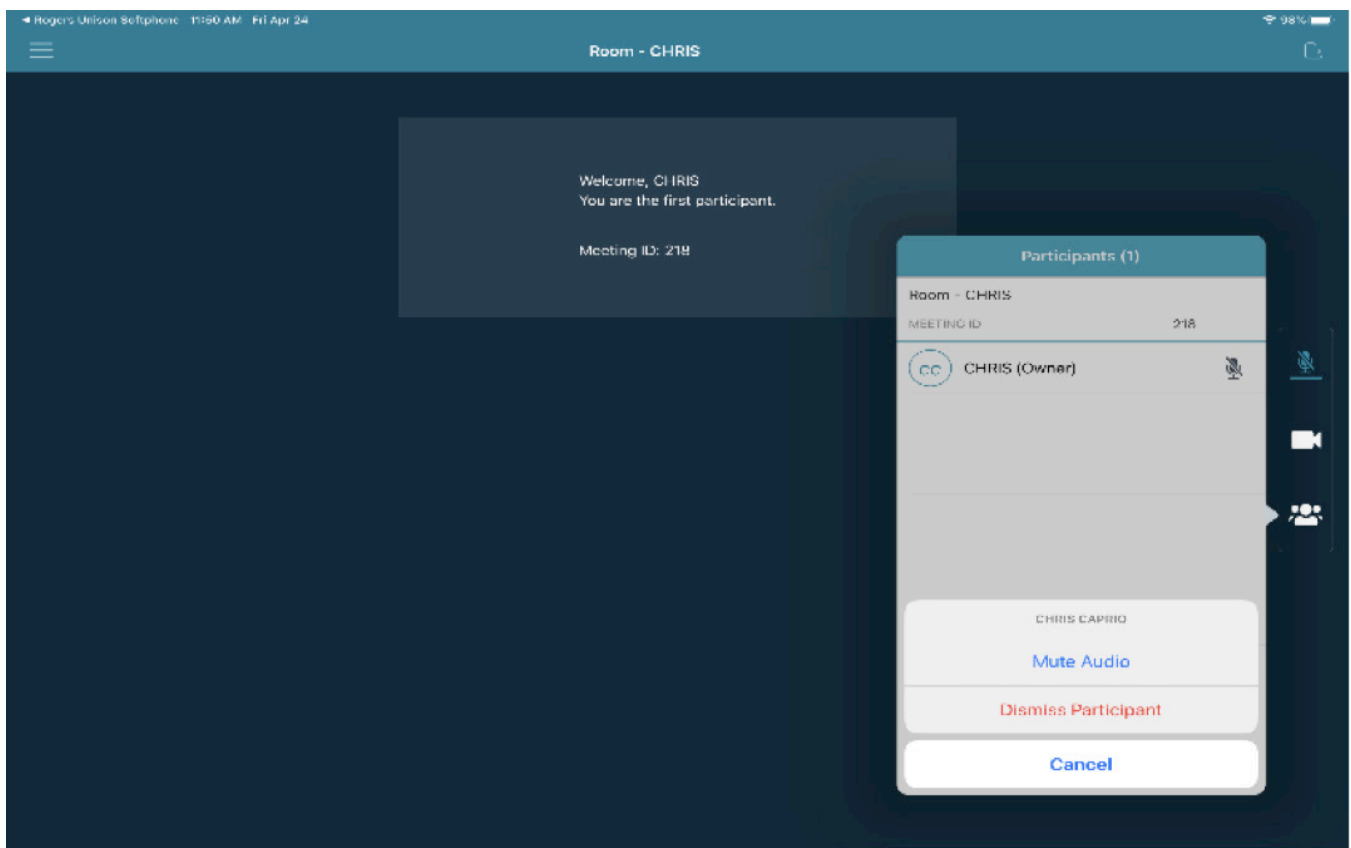
Conferencing on an IOS or Android device requires an add-on app called UC-One Meet. If you do not have it installed on your device. You will be asked if you want to download it and the appropriate App Store page will be loaded. After it is downloaded you will join the conference via audio/video.



# How to Participate in Conference Room

## Mute and Dismiss Participants

You can dismiss or mute an individual participant by using the  **Participant** button on the side of the screen in the Meet app.



## Chatting

You can chat in the meeting by switching back to the softphone application and chatting as you normally would.

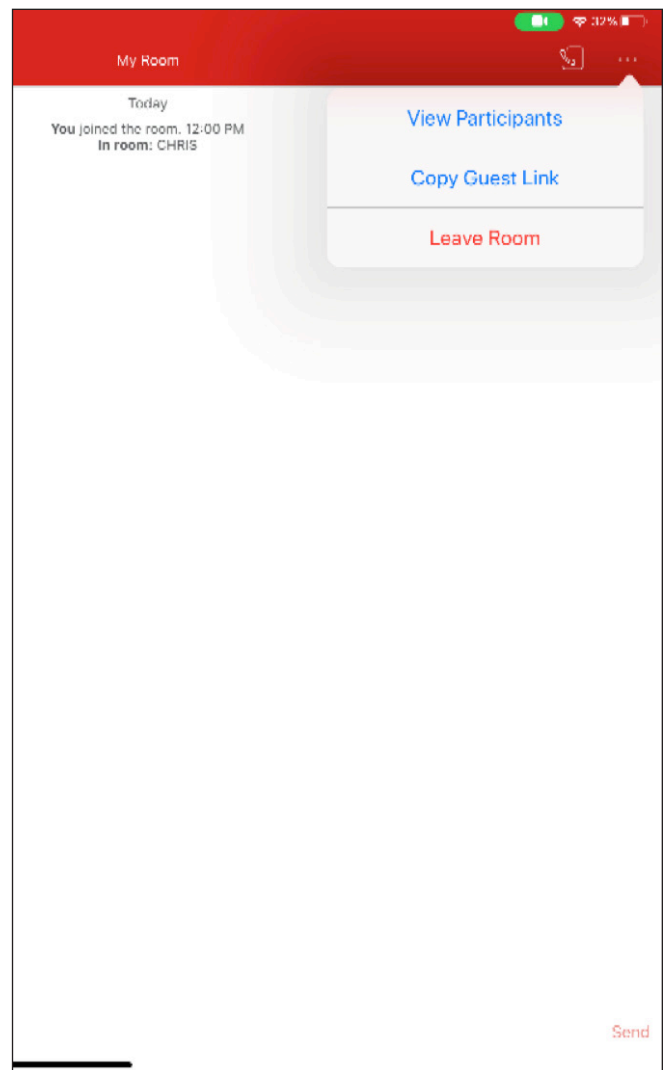


# Adding External and Internal participants to the Conference

03

## External Participants

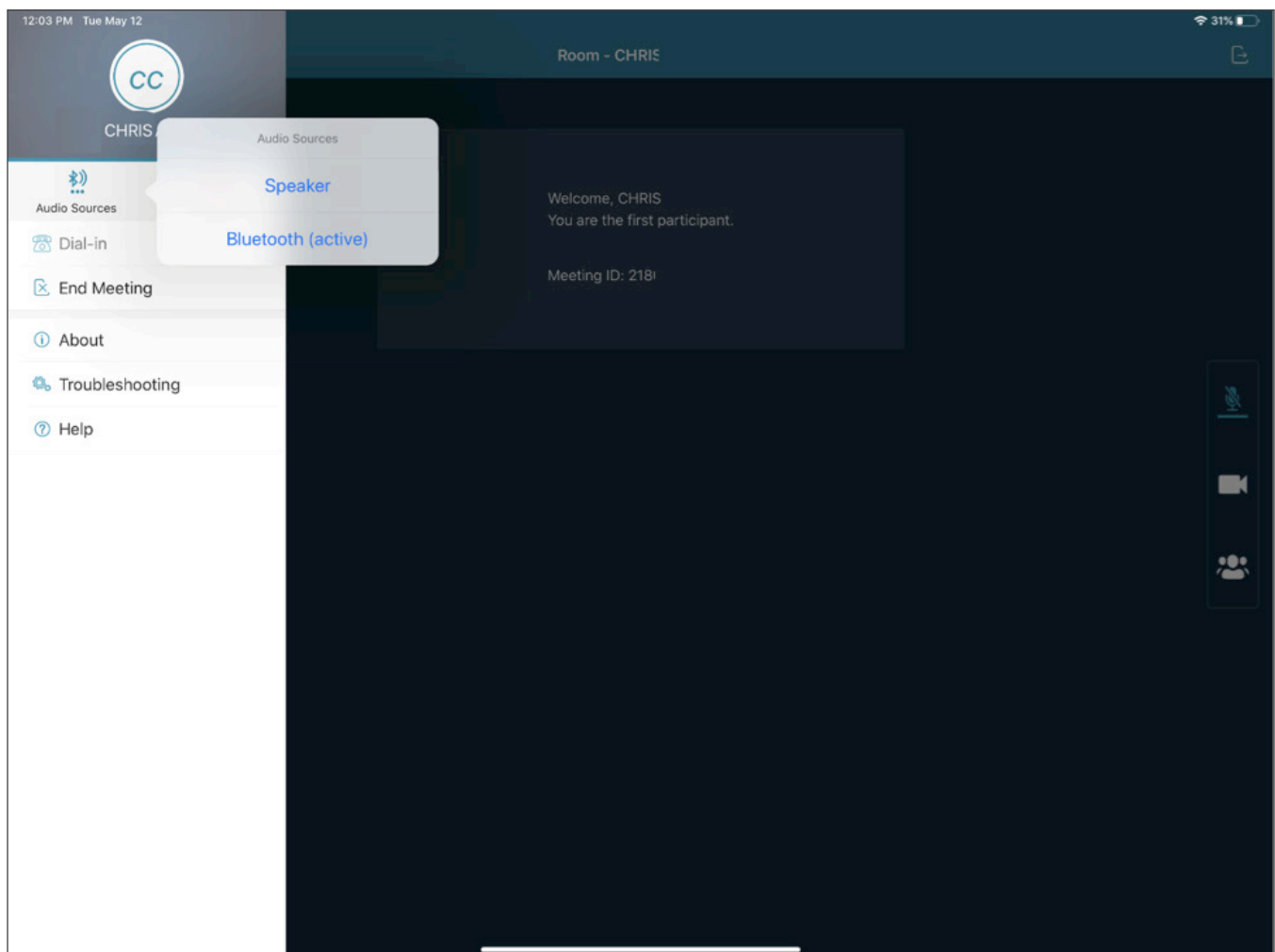
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# In Meeting Audio/Video Control Options

04

In the Meet app you have the options to; switch between audio/video and mute using the side panel on the right side of the screen. You can also select audio sources by pressing the hamburger menu and selecting  **Audio Sources**.



# Leave a Meeting

05

You can leave the audio portion of your call in the meet app by using the  icon in the upper right.

You can leave the chat portion buy using the  menu on the upper right and selecting **Leave Room**.

