

MeetingConnect Mobile Assistant

User Guide



If you are a frequent traveler or often join meetings while out of the office, MeetingConnect Mobile Assistant is an easy-to-use solution that will keep you connected. Now Mobile Assistant, a free* service, gives you one-touch dialing into your conferences from your mobile phone.

Download Mobile Assistant

- 1 Visit <http://www.meetingconnect.net/tools/mobile-assistant.php>.
- 2 If you are on your Blackberry phone, click the **Download** Mobile Assistant for Blackberry link on the right-hand side of the page.
- 3 If you are on a workstation, click on the **Send an email to your BlackBerry** link on the page.
 - a. On your Blackberry, click on the link within the email that is sent to your account.
- 4 Follow the download and install process on your Blackberry phone.

Set-Up Mobile Assistant

- 1 Open the **MeetingConnect** application from your programs listing on your mobile phone.



- 2 Select **New Profile** from the left bottom action menu.

M	MeetingConnect Mobile Assistant
Click Trackwheel to Create Profile	
New Profile	

- 3 Enter a meeting name in the **Assistant Label** section.

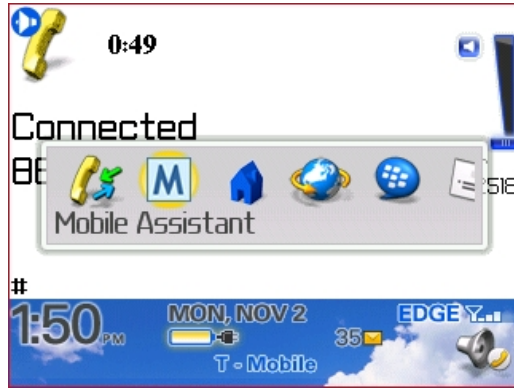
M	MeetingConnect Mobile Assistant
Weekly Meeting	
New Profile	

- 4 Enter the ten-digit toll-free or toll/international dial-in number in the **Conference Number** section.
- 5 Enter the conference code associated with the dial-in number.
- 6 If you are the leader of the conference, enter the leader PIN. If you are not the leader of the conference, leave this section blank.
 - a. The leader PIN will not be displayed during input or editing for security reasons.
- 7 Use the **Notes** section to enter additional details about the conference.
- 8 Click **Save**.

M	Edit Profile
Profile Name: Weekly Meeting	
Dial Delay Compatibility:	Off
Conference Number: 8005551212	
Conference Code: 123456789	
Leader Pin: ****	
Notes: Staff Meeting	

Start or Join a Meeting Using Mobile Assistant

- 1 Open the **MeetingConnect** application.



- 2 Click once on the **profile** of the conference that you wish to initiate or join.



- 3 You will hear prompts to enter your conference information, however you don't need to enter anything – the dialing application will connect you directly to the conference.

**MeetingConnect Mobile Assistant download is FREE. All conferencing charges and other service fees still apply.*