

MeetingConnect Pass—the Digital Wallet Card

Overview and User Guide for iOS Passbook App Integration

Easily secure your meeting information for quick access from your iPhone, iPad or iPod Touch through the Passbook app¹.

You can now add an Add to Passbook option in your welcome email. This allows you to save your meeting profile as a MeetingConnect Pass into your iOS Passbook app for easy access. The MeetingConnect Pass will include the following information: conference code, dial-in numbers, meeting URL, links to other integrated tools (i.e., SmartMeet) and a link to a full-list of your international dial-in numbers.

Saving Your Meeting Information to Passbook

Follow the instructions below to add your conferencing credentials to Passbook.

Requirements

- **Device:** Make sure you have an iOS device (iPhone, iPod or iPad) that runs on iOS 6.0 and higher.
- **Welcome email:** Have your welcome email ready. Please ensure your welcome email was sent on or after November 10, 2014. If your welcome email was received earlier than this, instructions to have it resent to generate the Add to Passbook link is available at the end of this document.

1. Open your welcome email using your iOS device and scroll down to the Reservationless-Plus section.
2. Select **Add to Passbook** to open the Pass.
3. Tap **Add** to save it on your device. Your profile will now be added under the Passbook app on your iOS device.

Additional resources:

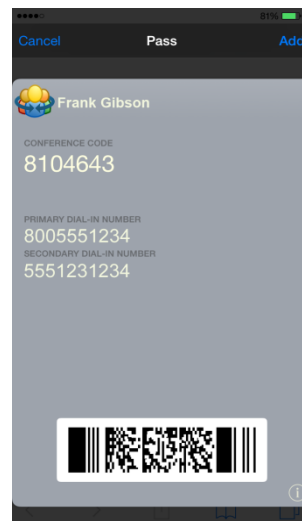
Go to <http://www.meetingconnect.net/rphelp> for more information, including a user guide and a list of phone commands.

Connect on the Go with SmartMeet

Download our FREE mobile app, [SmartMeet](#), so you can take your meetings on the go!



To add this wallet card for your account to Passbook, open this email on your iPhone or iPod touch.



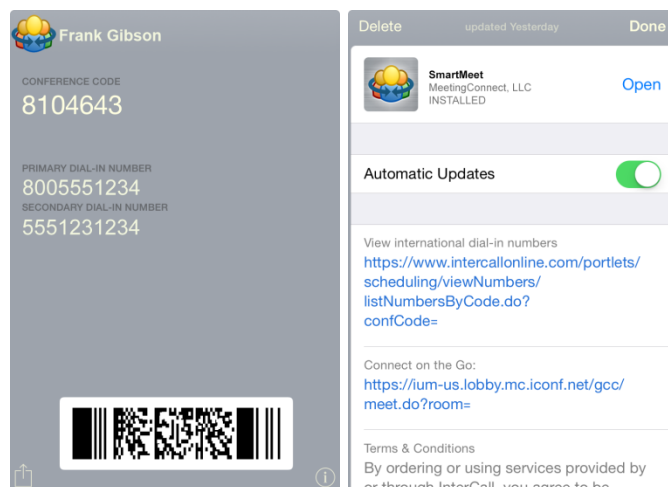
MeetingConnect Pass Benefits

- Save time by quickly accessing your conferencing credentials—no need to dig in your inbox or call customer service to help you find them.
- Access a link to SmartMeet in case you haven't already downloaded the app. SmartMeet lets you easily schedule, start and manage your calls from your iOS device.
- Replace your printed wallet card with this digital and always up-to-date Pass.

Accessing Your Meeting Information from Passbook

Below you will find steps for accessing your conferencing details from Passbook.

1. Launch the Passbook app on your iOS device.
2. Find your MeetingConnect Pass and open it.



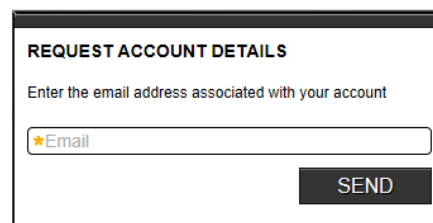
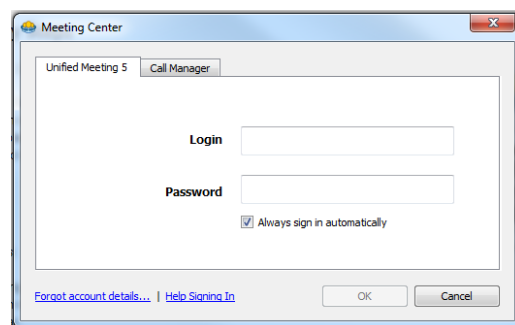
Resending Your Welcome Email

If you have received your welcome email prior to November 10, 2014, you will need to have your welcome email resent to save your meeting information to Passbook. Use one of the following options to have your welcome email resent with the Passbook link included.

From Call Manager or Unified Meeting 5

For both options below, you will be prompted to enter your email address. Please be sure the email address you enter is the one that is associated with your account. If an account exists for your email address, you will receive your welcome email. Otherwise, you will be prompted to enter a different email address.

- If you have Call Manager installed on your desktop, you may select **Forgot Account Details** on the login page. If you have not installed Call Manager go to www.meetingconnect.net/callmanagergo to download it to your desktop and then choose **Forgot Account Details** during the installation process.
- If you have Unified Meeting 5 on your desktop, select **Forgot Account Details** on the login page. If you do not have Unified Meeting 5 on your computer, go to <https://um.lobby.mc.iconf.net/> to download it and click **Forgot Account Details** during the installation process. If your company has a branded Unified Meeting 5 site, please log in from that site instead.



From TCC Online

Go to www.tcconline.com and log into TCC Online. Click **Resend Welcome Email** in the Quick Links section on the right-hand side of your screen.

¹ Passbook, launched by Apple Inc. in 2012, is an iOS application that allows users to store tickets, airline boarding passes, coupons, gift cards and other similar information.