

QUICK START GUIDE

# SmartMeet

## Stay Connected and in Control of Your Meetings While on the Move

SmartMeet is the cornerstone of on-the-go Reservationless-Plus<sup>®</sup> meetings. Discover a full-circle approach to meeting from your iPhone. Not only start and join meetings, but enjoy a richer conferencing experience by sending meeting invites and accessing your enabled features.

Available to download FREE from the Apple App Store, managing your meetings from your smartphone has never been easier.

With SmartMeet you can:

- Use Voice over IP\* to talk and control your meetings with carriers that do not support simultaneous voice and data or when traveling internationally to avoid high roaming charges.
- Add a new level of engagement between yourself, participants and their peers with the in-meeting chat feature.
- Increase meeting security by setting a required application password for all accounts within your organisation that can be set to expire periodically.
- Receive push notifications when someone first enters your waiting room and again after five minutes of inactivity as a reminder to start your meeting.
- See when you have a free moment and the ability to schedule a meeting by using the in-app calendar using your device's native calendar.
- View participants in your meeting or waiting for your approval to join your meeting by easily navigating between the Participant and Waiting Room view tabs.
- Maintain total meeting control with in-app features—mute, unmute, rename, disconnect all or individual participants and much more.

## Set Up SmartMeet

The first time you start SmartMeet, you will be prompted to provide your first and last name, email address, telephone number(s) and if available, your conferencing account details. Once you've entered this information it is saved and remembered each time you use SmartMeet, making it easy to schedule, start or manage your meetings in just a few taps!

### Add User Details (The First Time You Use SmartMeet)

1. On the Welcome screen, enter your name and email address.
2. Tap **Phone Numbers** and add one or more numbers (default fields include Home, Mobile, Work and Other).
3. If desired, toggle Password Protection on and select a unique combination of letters and numbers. Tap **Next**.
4. On the following screen, if you would like to start meetings with your account, enter your conference code and leader PIN.
5. By default, Call Me is enabled, but you have the option to turn this on or off. If enabled, select if prefer to receive push notifications. Tap **Next**.
6. After your account has been verified, choose your default dial-in number or tap **Finish** to skip directly to the Home screen.



### Edit User Details from the Settings Screen

1. Select **Settings**.
2. Select **User Details** and **Edit**.
3. Change your user details and tap **Done**.

## Start a Meeting

You can start a meeting from SmartMeet’s Home screen by tapping **Start Meeting**.

### Start a Meeting with Call Me

When starting a meeting with Call Me enabled, SmartMeet automatically dials your selected telephone number and connects you to the meeting. Call Me numbers can be added, modified or deleted from the User Details screen.

*NOTE: Meeting creation/starting a meeting are only available to moderators and users with active accounts.*

1. On the Home screen, tap **Start Meeting**.
2. Select a Call Me number.  
To change your number, tap the **Call Me** field and select a new number from the list or to add a new Call Me number, tap **Manual Entry**.
3. Tap **Start Meeting Now**.



### Start a Meeting with Dial-In

When starting a meeting with Call Me disabled, you must dial into SmartMeet to launch your meeting. SmartMeet comes with an extensive list of international dial-in numbers to accommodate connections from anywhere in the world.

**By default, the primary dial-in number is the standard local toll-free number for each meeting profile.**

*NOTE: Meeting creation/starting a meeting are only available to moderators and users with active accounts.*

1. On the Home screen, tap **Start Meeting**.
2. Select a dial-in number.  
The default number is your primary toll-free dial-in; to change your dial-in number, tap the **Dial-In Number** field and select a new number from the list.
3. Tap **Start Meeting Now**.

## Start a Meeting with Already Dialed In Selected

If you previously connected to a meeting using the desktop client, a landline, or if you manually dialed into the meeting outside of SmartMeet, you can join via SmartMeet, by selecting the **Already Dialed In** option when starting a meeting. This option allows you to easily switch from desktop to mobile for the same meeting or to assume management of a meeting using SmartMeet options.

*NOTE: Joining a meeting with Already Dialed In selected may require you to synchronise connections.*

1. On the Home screen, tap **Start Meeting**.
2. Using either Call Me or Dial In, select the **Already Dialed In** option.
3. Tap **Connect Now**.

## Start a Meeting with Voice over IP (VoIP)\*

When starting a meeting with VoIP, it must first be authorised by your organisation in order for it to be provisioned and enabled in our system. In addition, to ensure VoIP is available in your country, you must allow SmartMeet access to your device's location services.

1. On the Home screen, tap **Start Meeting**.
2. Choose **Use Voice over IP**.
3. Tap **Connect Now**.

## Join a Meeting

You can join any meeting you are invited to from SmartMeet's Home screen by tapping **Join Meeting**.

You can also use the Already Dialed In option to rejoin a meeting in progress that you have previously joined by landline, desktop client or from outside of SmartMeet.

### Join a Meeting from the Home Screen

1. On the Home screen, tap **Join a Meeting**.
2. Select the meeting profile from either the **Favorites** or **History** tabs.
3. If you have added the moderator's meeting profile to your Favorites list, tap **Favorites**. If you have previously attended their meetings, but do not have their meeting profile, tap **History**.
4. If Call Me is enabled, select a Call Me number.  
To change your number, tap the **Call Me** field and select a new number from the list. To add a new Call Me number, tap **Manual Entry**.
5. If Call Me is disabled, select a dial-in number.  
To change your dial-in number, tap the **Dial-In Number** field and select a new number from the list.
6. Tap **Join Meeting Now**.

### Join a Meeting with Already Dialed In Selected

1. On the Home screen, tap **Join a Meeting**.
2. Using either Call Me or Dial In, select the **Already Dialed In** option.
3. Tap **Connect Now**.

*NOTE: You may be required to synchronise your connections after joining.*

### Join a Meeting with Voice over IP (VoIP)

When starting a meeting with VoIP, it must first be authorised by your organisation in order for it to be provisioned and enabled in our system. In addition, to ensure VoIP is available in your country, you must allow SmartMeet access to your device's location services.

1. On the Home screen, tap **Start Meeting**.
2. Choose **Use Voice over IP**.
3. Tap **Connect Now**.



### Schedule a Meeting

You can schedule a meeting from SmartMeet's Home screen by tapping **Schedule Meeting**.

Meeting scheduling allows for daily, weekly, bi-weekly and monthly recurrences.

*NOTE: Meeting scheduling is only available to moderators and users with active accounts.*

1. On the Home screen, tap **Schedule a Meeting**.
2. To enter a start time, tap the **Starts** field and choose a date and time.
3. To set the length of the meeting tap the **Duration** field and choose a meeting length.
4. Set a time zone (optional).

*NOTE: SmartMeet automatically detects and sets your local time zone as the default.*

5. Schedule recurrences—once, daily, weekly, bi-weekly or monthly.
6. Add invitees from your address book or by entering the information manually.

