

## Mobile 5ggjgUbhSetup & User Guide

If you are a frequent traveler or often join meetings while out of the office, 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 smartphone.

### *Download Mobile Assistant*

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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.
4. On your Blackberry, click on the link within the email that is sent to your account.
5. Follow the download and install process on your Blackberry phone.

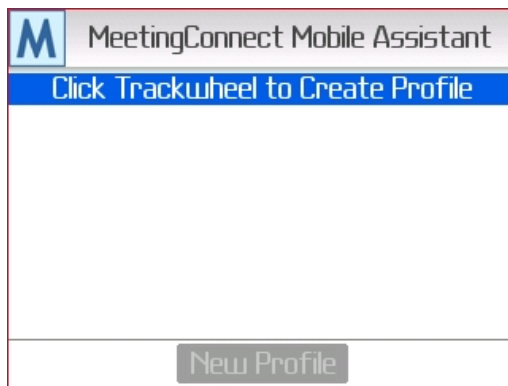
### *Set-Up Mobile Assistant*

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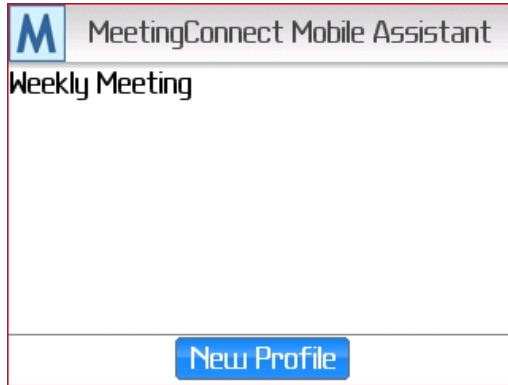
1. Open the **McV]Y5 ggjgUbh** application from your programs listing on your mobile phone.



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

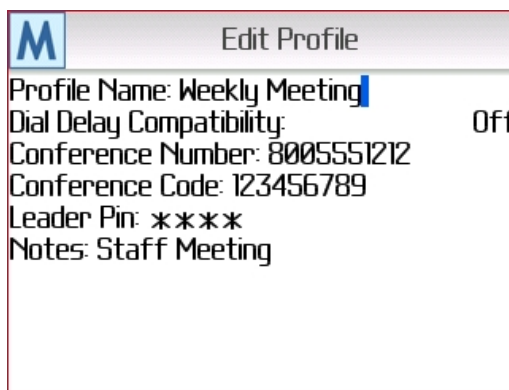


3. Enter a meeting name in the **Assistant Label** section.



The screenshot shows a mobile application interface for creating a meeting profile. At the top, there is a header with a blue square containing the letter 'M' and the text 'MeetingConnect Mobile Assistant'. Below the header is a large text input field containing the text 'Weekly Meeting'. At the bottom of the screen is a blue button with the text 'New Profile'.

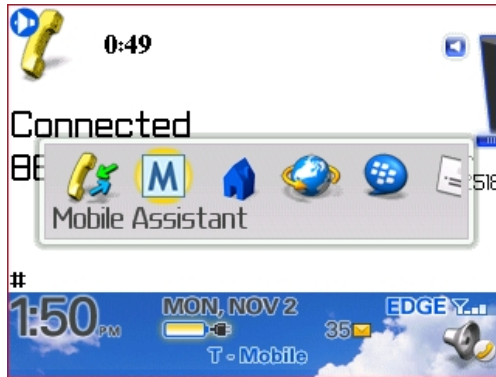
4. Enter the ten-digit toll-free or toll/international dial-in number in the **Conference Number** section.
5. Enter the conference code associated with the dial-in number.
6. If you are the leader of the conference, enter the leader PIN. If you are not the leader of the conference, leave this section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



The screenshot shows the 'Edit Profile' screen in the mobile application. At the top, there is a header with a blue square containing the letter 'M' and the text 'Edit Profile'. Below the header, the following information is displayed: 'Profile Name: Weekly Meeting', 'Dial Delay Compatibility: Off', 'Conference Number: 8005551212', 'Conference Code: 123456789', 'Leader Pin: \*\*\*\*', and 'Notes: Staff Meeting'.

## Start or Join a Meeting Using Mobile Assistant

1. Open the **McV]Y'5 gg]gHbh** 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.*