



Net Tel One *Communications*

Meeting Manager Manual

Host a Meeting

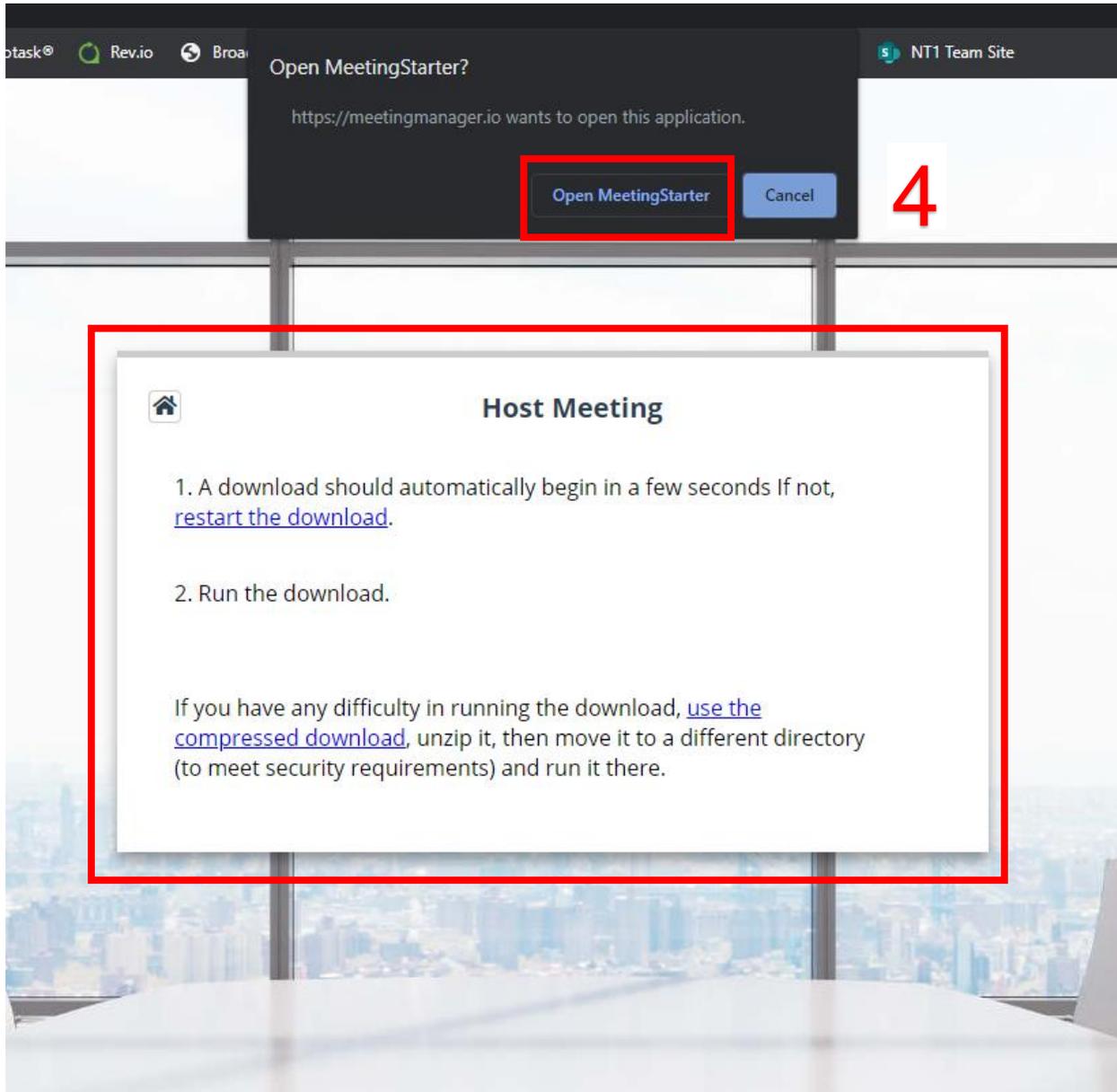
- Download & Install MeetingManager

To host any type of meeting, you need to download and run the **MeetingManager** client.

1. In a web browser, go to <https://meeting.nettelone.com/>
2. Click the Download MeetingManager link.
3. Download MeetingManager.

A screenshot of the Net Tel One Meeting Manager web interface. On the left, there is a logo for Net Tel One Communications with the tagline 'business phones done right.' and contact information '866.3.NETTEL www.nettelone.com'. On the right, there are three input fields labeled 'Meeting ID', 'Name', and 'Password'. Below these fields are two buttons: a black 'Join Meeting' button and a blue 'Download Meeting Manager' button, which is highlighted with a red rectangular border.

4. You will be directed to the page below. The download will either start automatically or you will be asked to open the meeting starter application.
5. If the download doesn't start, follow the instructions below.



Login to MeetingManager

1. Launch **MeetingManager** by clicking the **MeetingManager** shortcut from the desktop.



2. Login using your **PBX Portal Username and Password**. If the Meeting Server Address is blank, enter **meet.nettelone.com**.

If you do not know your PBX portal username or password please reach out to the Net Tel One Support Team at 781-843-3733 or support@nettelone.com.

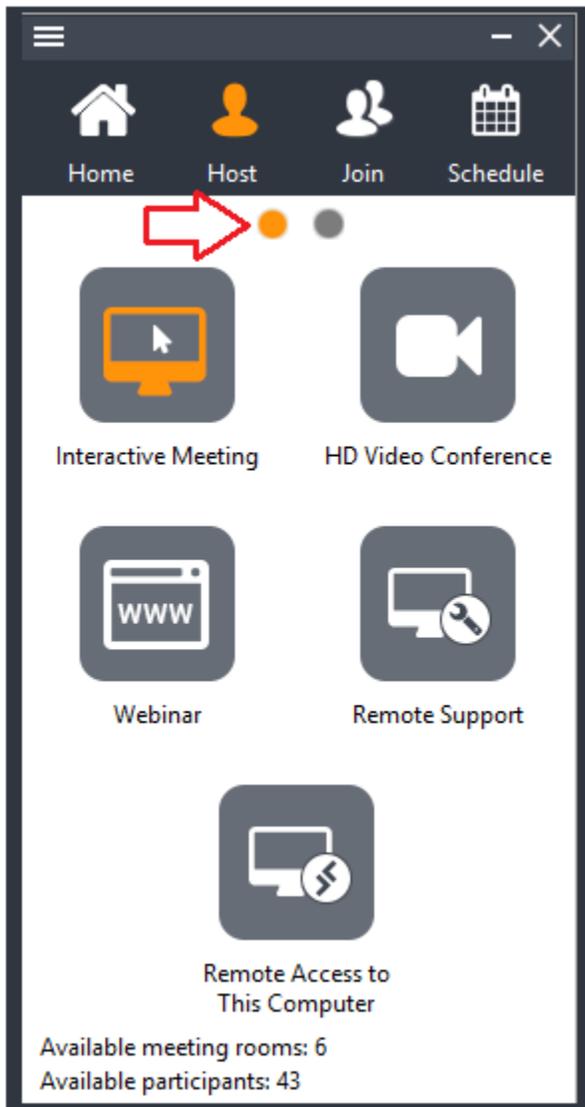
A screenshot of the MeetingManager login interface. The interface is displayed in a window with a dark grey header bar. On the left side of the header bar is a hamburger menu icon, and on the right are standard window control icons (minimize, maximize, close). Below the header bar are two buttons: "Host" with an orange person icon and "Join" with a white person icon. The main content area is white and contains three input fields. The first is labeled "Username" and contains the text "PBX Portal Username" on a yellow background. The second is labeled "Password" and contains the text "PBX Portal Password" on a green background. The third is labeled "Meeting Server Address" and contains the text "Meet.nettelone.com". Below these fields is a checkbox labeled "Remember Me" which is checked. At the bottom center is a grey "Sign in" button.

Choose a Meeting Type

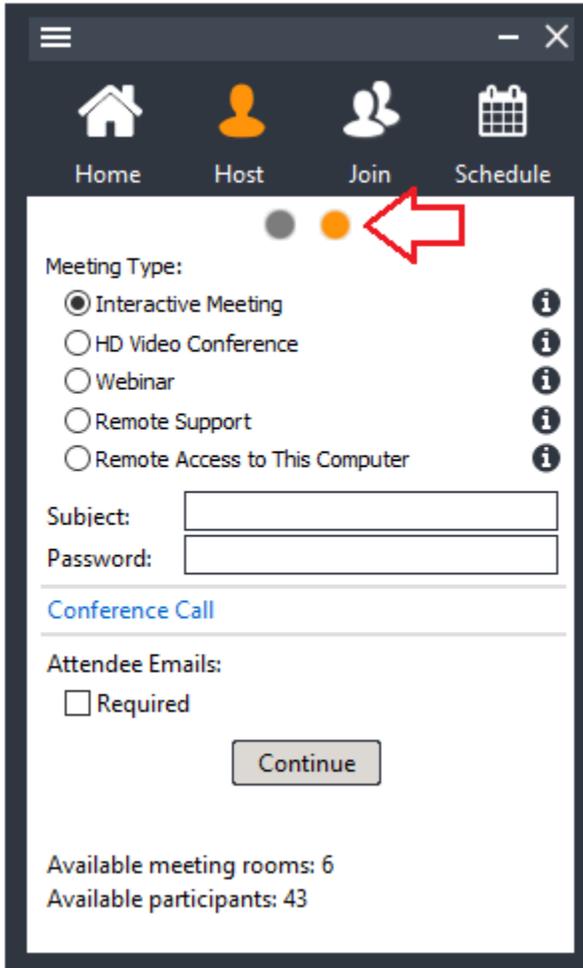
Click **Host** to host an impromptu meeting.

1. Here you may select the type of meeting you would like to immediately launch.

Interactive Meeting	It allows you and your attendees to show and control each other's screen.
HD Video Conference	It allows you to conduct an HD video conference, with multiple parties.
Webinar	Attendees don't need to download anything and can view your presentation instantly with a browser on any platform.
Remote Support	View and control attendee's computer immediately after the attendee joins this meeting.
Remote Access to This Computer	Allow this computer to be remotely controlled. Meeting password is mandatory for this meeting.

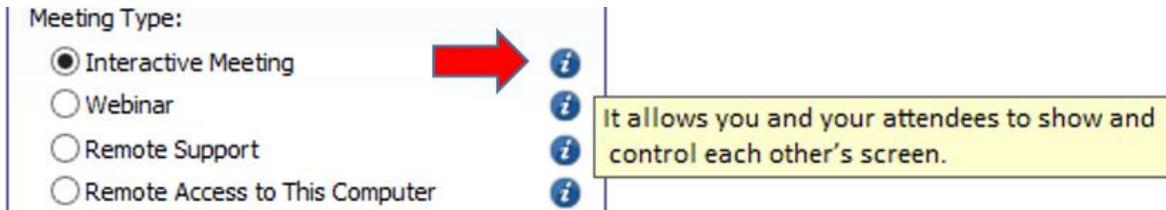


2. Optionally, enter a **Subject** and **Password** by going to the next screen. If you enter a password, the invitees also need to enter the same password.



3. Click Attendee Emails if you want the attendee's emails to be required.
4. To start the meeting Click **Continue**.

Note: MeetingManager offers helpful Informational Notes throughout the Control Panel!

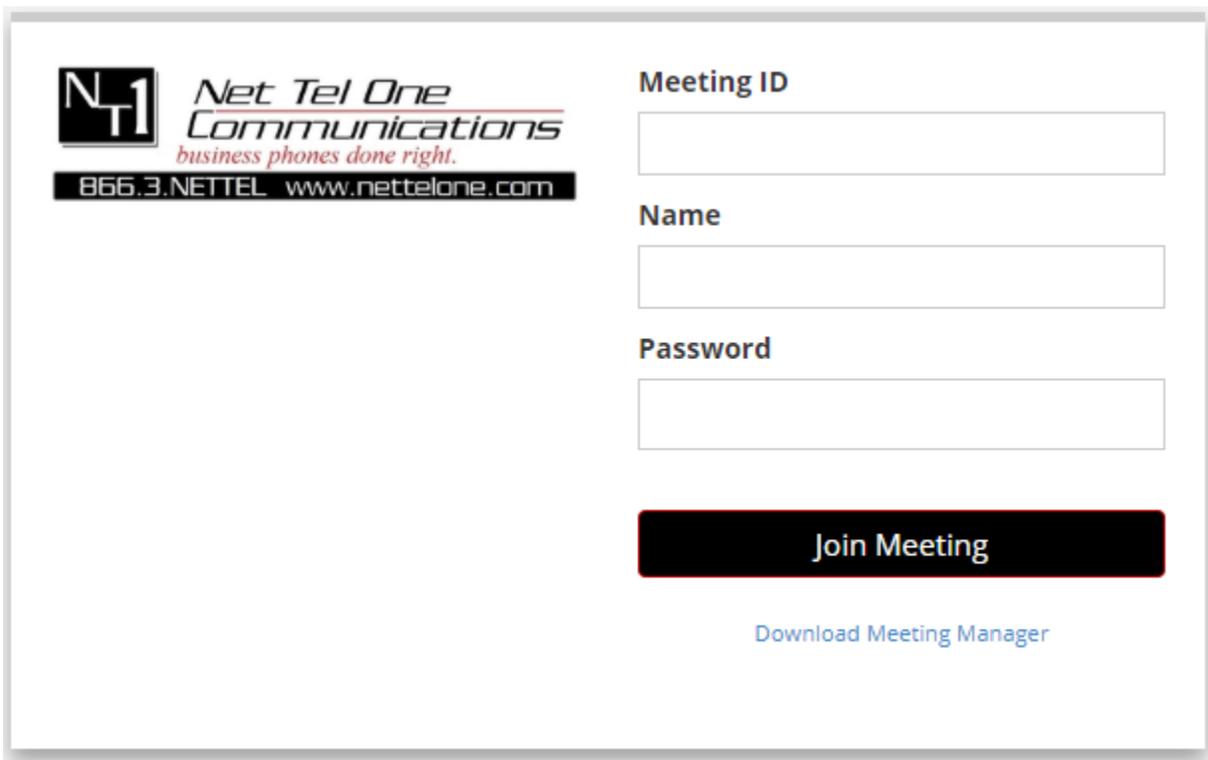


Joining a Meeting

When you receive an email invite from the host, simply click the link in the email. You will be taken to [meet.nettelone.com](https://meeting.nettelone.com) with your meeting ID. All you have to do is enter your name and password if required, and click join.

Alternatively,

1. Go to <https://meeting.nettelone.com>
2. Fill in the **Meeting ID**, **Your Name**, & **Meeting Password** if required.
3. Click the **Join Meeting** button.



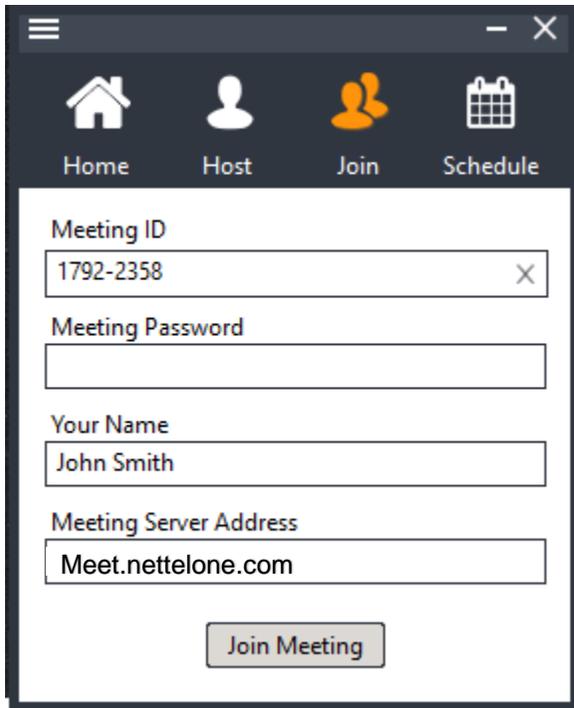
The screenshot shows the Net Tel One meeting join interface. On the left, there is a logo for Net Tel One Communications with the tagline "business phones done right." and contact information: 866.3.NETTEL and www.nettelone.com. On the right, there are three input fields labeled "Meeting ID", "Name", and "Password". Below these fields is a large black button with the text "Join Meeting" in white. At the bottom right, there is a blue link that says "Download Meeting Manager".

4. If the meeting is a webinar, which does not require any download, you now join the meeting.
5. If the meeting is not a webinar a message will prompt you to install MeetingManager. Click **Accept.**, you have to download the MeetingManager client and run it. If you have the **MeetingManager** client already installed, follow these steps to join a meeting:
6. If you have trouble downloading the Meeting Manager, follow Steps 5 & 6 above Under "Download & Install Meeting Manager:."

7. Launch MeetingManager by clicking the **MeetingManager** shortcut from the desktop.



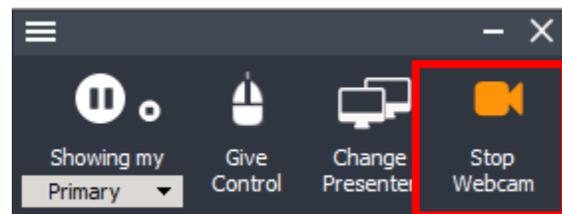
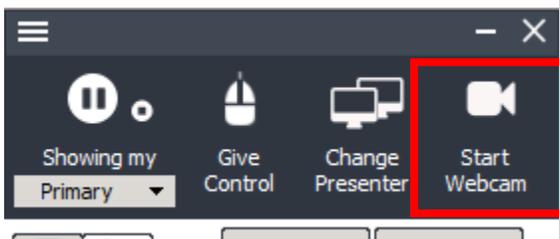
8. Click **Join** then fill in the fields.



9. Enter **MeetingID**, **Meeting Password**(if required), Your **Name** & meet.nettelone.com.
10. Click **Join Meeting**.

Video Controls

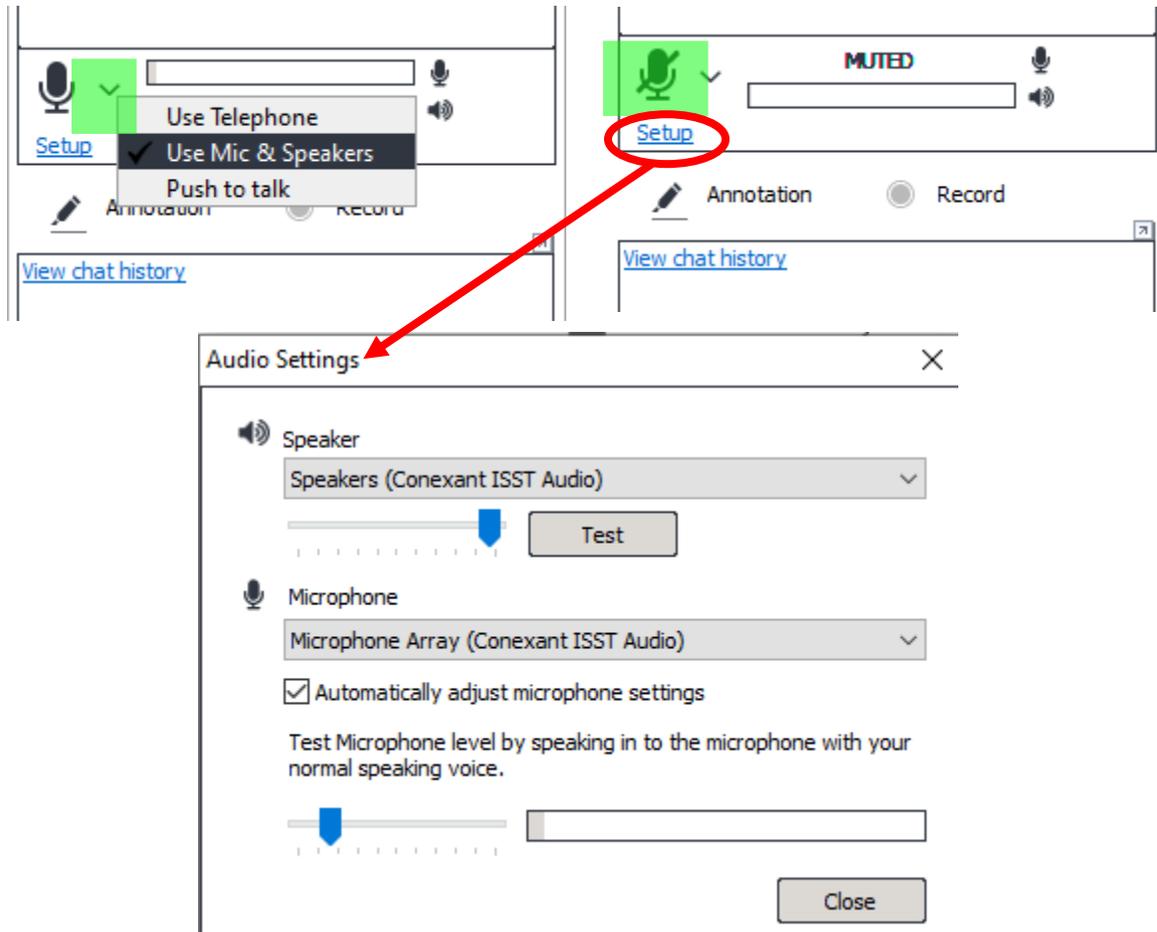
1. To enable your Webcam click the Webcam icon in the top right of the Meeting Manager
2. The icon will change to orange when you webcam is enabled. Click the icon again to shutoff your webcam.



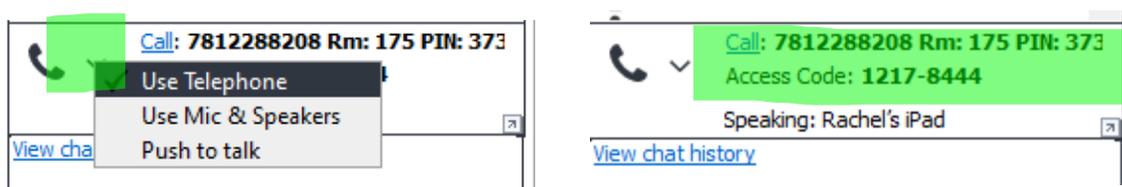
Audio Controls

There are 2 ways to connect to the meetings audio.

1. Use your computers microphone and speakers (VoIP). **It is highly recommended to use a headset when connecting this way**
 - Select the arrow next to the microphone to select “Use Mic & Speakers”
 - To mute yourself click the microphone. To unmute click it again.
 - If you select setup just below the microphone, you can adjust your microphone and speaker settings.



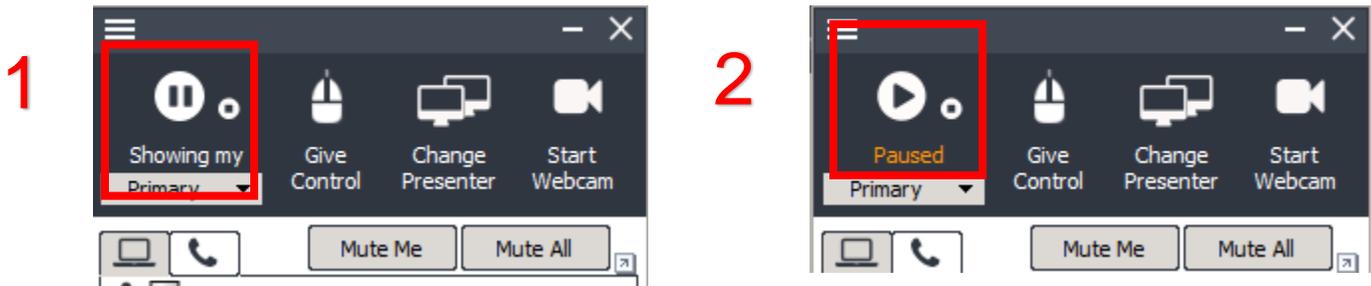
2. Dial in to a conference bridge via a telephone. You should only use this if your computer doesn't have speakers or a microphone
 - Select the arrow next to the phone image (or mic image) and select “Use Telephone”. The conference bridge info will be listed next to the icon.



Pausing and Starting Application Sharing

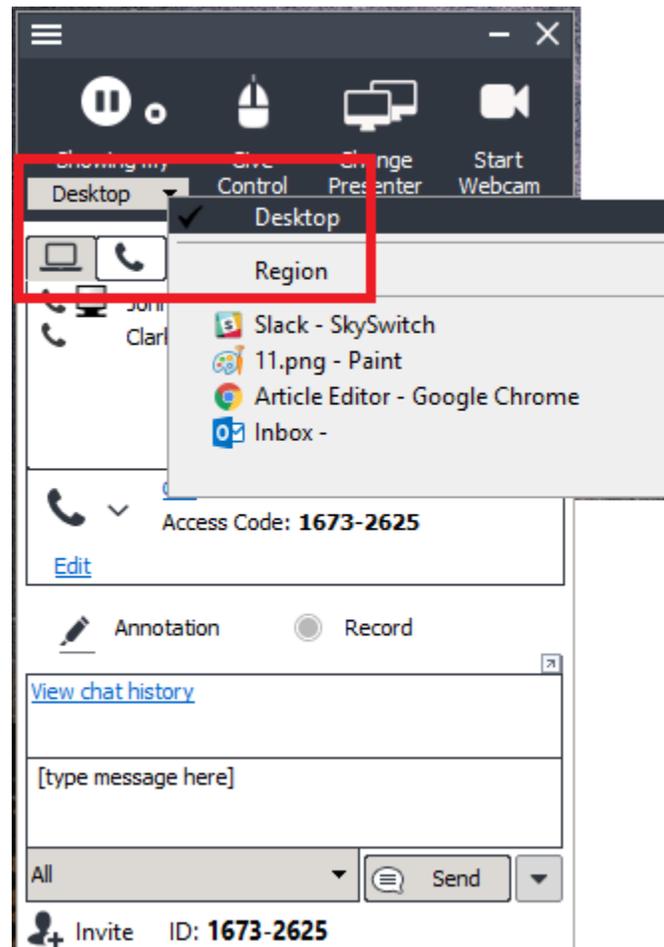
When you start a meeting, by default, your desktop will be shown to meeting attendees.

1. To Pause sharing your screen click the **Pause** button.
2. To start showing your screen again, click the **Start** button.



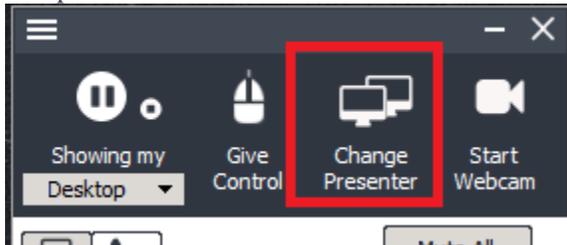
Changing Application Sharing

By default, your desktop is shown to the other attendees. The drop-down list displays all the applications open in your system. To show another application, click the **drop-down** and choose a running application from the list.



Changing Presenter

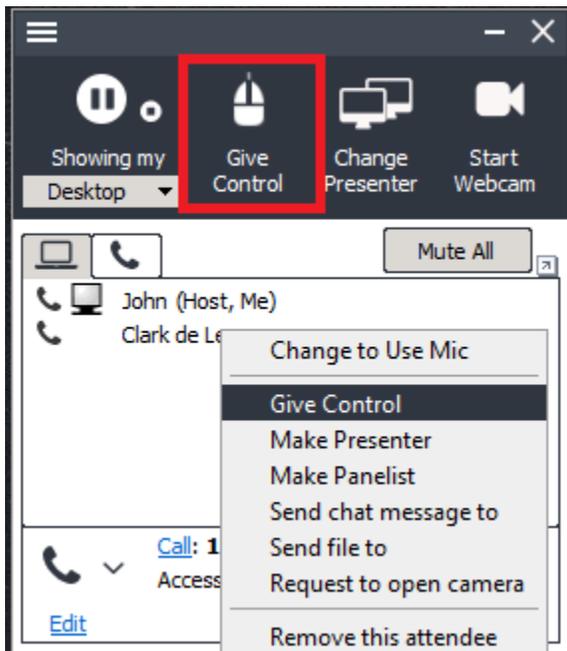
The attendees who have joined the interactive meeting can also be the presenter to show his or her computer screen to other meeting participants. By default, the host will be the presenter. However, during a meeting, the host and the current presenter can assign any participant to be the presenter. To change the presenter, click **Change Presenter** and choose the presenter.



Give Control

During the meeting, you as the presenter can assign a participant as the controller. The controller is the person who can control your mouse and keyboard.

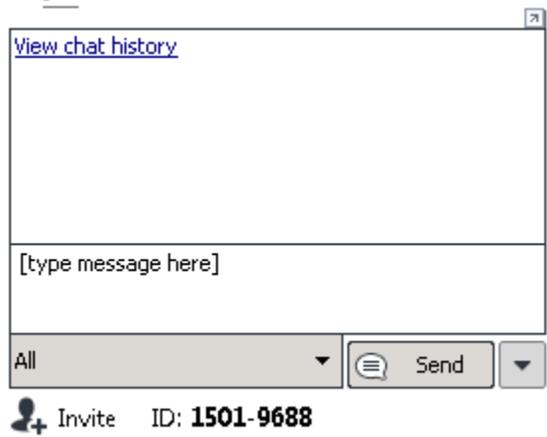
To change the controller, click **Give Control**, then choose the participant you want to assign control to or click on a name in the list of participants and click **Give Control**.



Click **Give Control** then Reclaim Controller to reclaim control from the specified controller(s).

Chatting

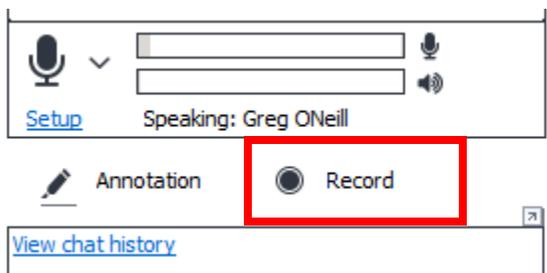
While convening a meeting you can also chat with attendees. To chat with the attendees Click **Chat**.



- In the Chat window, you have the option of choosing the attendees with whom you want to chat. Click the drop-down arrow and select the attendees.
- Type in the text and click **Send**. To save the chat transcript click **Save**. Browse to the location and save the file. The chat is saved as a text file or a rich text file.

Recording

During a meeting, you can record the actions on the presenter's screen. It also records the voice captured by the microphone on the presenter's computer. To record the meeting conversation, you need to turn on your speakerphone and move it close to the microphone in order to capture conversations.



Click the record button to start recording and click it again to stop recording. When stopping the recording, the system prompts to ask you where to save the recording file. The file is an executable. Just run the file and it will replay the entire recording session

Meeting Manager Quick Guide

The screenshot shows a Meeting Manager interface with the following elements and their corresponding descriptions:

- Top Bar:**
 - Start, stop, or pause showing desktop/monitor/apps
 - Grant keyboard & mouse to an attendee
 - Grant presentation rights to an attendee
 - Record presenter screen & webcams
 - Select desktop/monitor/application to show
- Participant List:**
 - Mute me (phone or mic of mine)
 - Mute all (phones & mics of all attendees)
 - Open complete participant list
 - List of phone callers, individually mutable
 - List of participants viewing screen and webcams
 - Participant using microphone
 - Participant using phone
 - Participant using browser-only
 - Participant has started their webcam
- Audio Conferencing:**
 - Option to use mic or phone
 - Audio conferencing information
 - Customize audio conferencing information
- Annotation and Recording:**
 - Highlight anywhere on screen
 - Start/stop webcam
- Chat:**
 - Enlarge the chat window
 - View chat history all time
 - Display the current chat history
 - Chat input area
 - Send chat to one or all attendees
 - Send Q&A or Push URL to attendees
- Meeting Information:**
 - Meeting ID
 - Invite attendees via email/phone /copy-paste