Mobile Conference Connection User Guide
– Android Mobile Device

What is Mobile Conference Connection?
Mobile Conference Connection (MCC) enables registered Instant Meeting leaders and participants to utilize their registered mobile device to manage certain aspects of their Instant Meeting conference or Instant Meeting conference subscription.

Conference Leader features includes:
- The ability to import or manually enter Instant Meeting information to a registered device.
- Add and manage other conferences
- Send e-mail or SMS meeting invitations and start meetings through their registered device.
- Allow participants and leaders to join via a dial out from the audio bridge.

Supported Android Devices
The supported devices include mobile phones with the Google Android 2.1 Platform (API level 7) and above.

Installation Steps
To download the MCC app, go to the Android market and select the app from the “Free Business” category.

Open the downloaded app and enter your Verizon Conferencing Manage My Meetings login name and password at the prompt. Once this step has been validated, your Audio Instant Meeting access number(s) and passcode(s) will automatically be synched to the application so that you do not have to manually add your Instant Meeting information.

User Instructions
To get started, select the MCC app icon. The following connection page will appear. During the connection, the mobile device will display a prompt that the application is processing.
There are four options in the MCC application:

**Calendar Menu:** View your Mobile Calendar and related conferencing events.

**My Conferences Menu:** Add, Modify or View your Audio Instant Meeting conferences, access number(s) and passcode(s).

**Other Menu:** Add, Modify or View frequently used conferences that are hosted by others.

**Preference icon:** Set-up or modify user preferences.

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**Calender Menu**

The “Calendar” Menu, lists all conference related events from your Google calendar account.

Touch the phone icon (quick dial) to Dial-in as a Participant to the selected conference.

Select and hold a calendar event to view other options, as shown below:

Select a meeting (quick touch) to view the conference details.

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**My Conferences Menu**

Use the “My Conferences” menu to open your Audio Instant Meeting subscriptions, view details and join your conferences as a meeting leader.

- Use the drop down arrow key to the right of the dial in number to view additional access numbers if available.
- The drop down arrow key to the right of the participant passcode allows the user to choose a different passcode.
- These arrow key icons are dynamically presented depending on the number of choices available.
- Press the menu button to view the option to Dial-in as a Participant to the conference.

To refresh your Calendar Conferences select the menu button from your mobile device key pad and then select “Refresh” as shown below.
Select a meeting to view the access number(s) and passcode(s) as shown below. Select the drop down arrow key to the right of the dial in number, to view additional access numbers if available.

Other Menu
Use the “Other” Menu to store frequently used conference details for meetings hosted by other individuals.

To add the conference details for a conference hosted by another party:
- Select “Other” from the main menu
- Select “menu” from the mobile device keypad
- Select “+ Add Conference”

Enter the meeting information, including the title of the meeting, the access number(s) and passcode(s), and select “ADD”. Once the meeting has been added the new meeting is reflected in the mobile device.

Select a meeting to view the default access number and passcode(s). To retrieve additional access number(s), select the drop down arrow key to the right of the “Dial in Number”.

To refresh your Instant Meeting subscriptions, select the menu button from your mobile device key pad and then select “Refresh”.

Select the menu key from the mobile device to view additional options:
- Dial out to Me
- Dial in to conference
- Add Participant
- Email Invite
- SMS Invite

Use the Dial in Number arrow to view Instant Meeting dial in number options available for your meeting. Select a number to use as your dial in default for this meeting.

Select a meeting to view the access number(s) and passcode(s) as shown below. Select the drop down arrow key to the right of the dial in number, to view additional access numbers if available.

To refresh your Instant Meeting subscriptions, select the menu button from your mobile device key pad and then select “Refresh”.

Use the “Other” Menu to store frequently used conference details for meetings hosted by other individuals.

Enter the meeting information, including the title of the meeting, the access number(s) and passcode(s), and select “ADD”. Once the meeting has been added the new meeting is reflected in the mobile device.

Select a meeting to view the default access number and passcode(s). To retrieve additional access number(s), select the drop down arrow key to the right of the “Dial in Number”.

To refresh your Instant Meeting subscriptions, select the menu button from your mobile device key pad and then select “Refresh”.

Select the menu key from the mobile device to view additional options:
- Dial out to Me
- Dial in to conference
- Add Participant
- Email Invite
- SMS Invite

Use the Dial in Number arrow to view Instant Meeting dial in number options available for your meeting. Select a number to use as your dial in default for this meeting.
To modify a Meeting, select the menu option on the mobile device keypad. The following options are displayed:

- Edit Conference: Edit the dial in number or passcode information
- Dial in as Leader: Connect to conference as meeting leader
- Dial in as Participant: Connect to conference as participant

To delete a meeting stored in the “Other” menu, touch-hold the meeting you would like to delete. Select “Delete Conference” from the options provided.

The Preferences Menu provides several options:

- Set your Default Country
- Confirm your Default Conferencing access
- Set the passcode delay
- Dial out to a Contact
- Perform a Calendar Search
- About

Preferences Menu
To set-up the user preferences, touch the preferences icon from the title bar of the main screen.

You may view the default conferencing access number and check the corresponding box icon for confirmation. To change the default access number go to the “My Conferences” menu.
Select the number of seconds to establish the passcode and bridge connection by selecting the drop down arrow as shown below.

You can select the option to dial out to participants from their mobile device contact list.

Use the calendar search window to search for specific calendar events. Example: If calendar is set to 4 hours, the user will be prompted for the conferencing calendar events that are scheduled to happen 4 hours from the current date/time.

The “About” section provides the following information:
- Version: Current software version of the application
- Login ID: Manage My Meeting login name (ID)
- Terms & Conditions: Software Agreement
- User Guide: Help Text and Tips
- Logout: Sign out of MCC app