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*Everest Communications, LLC
Sales & service of audio, web
and video conferencing
services since 2003.*

MeetingConnect Mobile Assistant User Guide

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

Download Mobile Assistant

Visit <http://www.meetingconnect.net/tools/mobile-assistant.php>.

1. If you are on your Blackberry phone, click the **Download** Mobile Assistant for Blackberry link on the right-hand side of the page.
2. If you are on a workstation, click on the **Send an email to your BlackBerry** link on the page.
3. On your Blackberry, click on the link within the email that is sent to your account.
4. Follow the download and install process on your Blackberry phone.

Set-Up Mobile Assistant

- Open the **MeetingConnect** application from your programs listing on your mobile phone.



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

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The screenshot shows the 'MeetingConnect Mobile Assistant' interface. At the top, there is a header with a blue 'M' icon and the text 'MeetingConnect Mobile Assistant'. Below the header is a blue button that says 'Click Trackwheel to Create Profile'. The main area is a large white text input field. At the bottom of the screen is a grey button labeled 'New Profile'.

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

This screenshot is similar to the previous one, but the text 'Weekly Meeting' has been entered into the main input field. The 'New Profile' button at the bottom is now blue.

- Enter the ten-digit toll-free or toll/international dial-in number in the **Conference Number** section.
- Enter the conference code associated with the dial-in number.
- 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.
- The leader PIN will not be displayed during input or editing for security reasons.
- Use the **Notes** section to enter additional details about the conference.
- Click **Save**.

The screenshot shows the 'Edit Profile' screen. It has a header with a blue 'M' icon and the text 'Edit Profile'. The main area contains the following text: 'Profile Name: Weekly Meeting', 'Dial Delay Compatibility: Off', 'Conference Number: 8005551212', 'Conference Code: 123456789', 'Leader Pin: ****', and 'Notes: Staff Meeting'. There is a large white text input field at the bottom for additional notes.

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Start or Join a Meeting Using Mobile Assistant

- Open the **MeetingConnect** application.



- Click once on the **profile** of the conference that you wish to initiate or join.



- 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.*

