

ACCESSION MEETING

Accession Meeting provides audio and video conferencing over the internet, including web collaboration features such as screen sharing, whiteboard annotations and presentation capabilities.

If you have set up Accession Mobile with Accession Meeting, you can invite any of your contacts to join you in a meeting, even if they do not have Accession Mobile!

FIND YOUR PASSWORD

You need your **Access One CommPortal** phone number and password to start using Accession Communicator for Mobile and Accession Meeting. If you don't have this information, call us on **800.804.8333**. You will be prompted to change the password as part of completing the login process.

DOWNLOAD AND INSTALL THE APP



Search for Accession in Google Play or iTunes and touch Install to download the app to your device. Check the Terms & Conditions and touch Accept & Continue.

Tap Open on the app and select **Access One** as your Carrier. Enter your **Access One CommPortal** Phone Number and Password and tap Log in.

If you want to have the ability to switch calls to your own cellular network (for example, if you move to an area with poor Wi-Fi connection during a call made on Accession Communicator) enter your own mobile phone number and tap Continue.

SEND A MEETING INVITE

In Accession Mobile, you can send a meeting invitation:

- by selecting the Accession Mobile Meetings tab, then tap the Create option
- from your Contacts list or while viewing a contact's details
- while chatting to a contact using Instant Messaging
- when you are in a call.

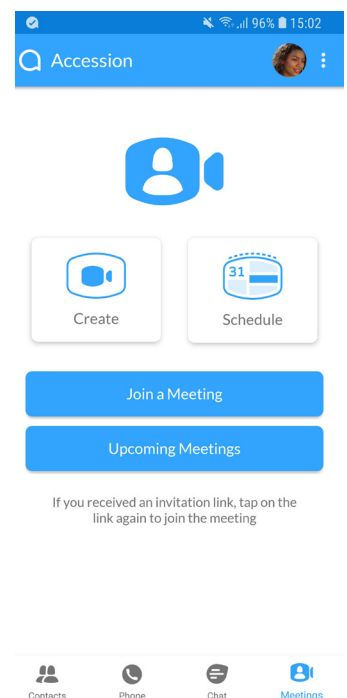
When you start a meeting, you are prompted to select the contacts you want to invite to join you in the meeting. You can then start the meeting and contacts can click on the invitation to join your meeting.

SCHEDULE A MEETING

You can use Accession Meeting to schedule a one-off or recurring meeting.

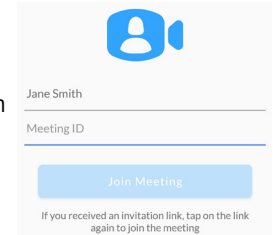
On the Meetings tab, select Schedule to launch the Schedule A Meeting window. Here, you can set the date, time, and length of the meeting, and specify various other audio and video settings for the meeting.

Then click Schedule to open the meeting invitation and select the participants you want to invite to the meeting before sending the invite. The Accession Meeting is added to the participant's calendar.



JOIN A MEETING

You can join an Accession Meeting by clicking on the on-screen invitation. Alternatively, you can join a meeting using the Accession Mobile Meetings tab. Tap Join a Meeting, enter the Meeting ID and then tap Join Meeting.





MEETING OPTIONS



While a meeting is in progress, you can see the following toolbar at the bottom of the Meeting window.



AUDIO

Use the Audio icon to toggle your microphone on  and off .

VIDEO

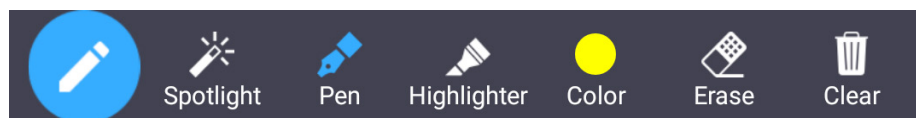
Use the Video icon to toggle your video on  and off .

SHARE



You can share several items using Accession Meeting. Click on the Share icon and select one of the following options.

- Photo - Select File, Drive or Photo to navigate to the image you want to share.
- Document - select a document to share.
- Web URL - enter a URL to share.
- Bookmark - select a bookmark to share.
- Screen - share your screen.
- Share Whiteboard - opens the whiteboard, where you can select one of the following tools from the toolbar to start annotating.



Spotlight - swipe or tap on the screen to move the pointer.

Pen - write or draw on the screen.

Highlighter - swipe over the screen to highlight a section.

Color - change the color of your writing tool.

Erase - swipe over a section of the screen to delete the content.

Clear - delete all the whiteboard content.

Note: The Share option may not be visible if the meeting host has enabled Lock Share.

PARTICIPANTS



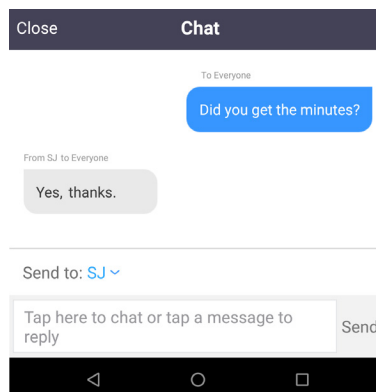
Click on Participants to see who has joined the meeting. The following icons provide information about each attendee.

- The participant is currently speaking.
- The participant's microphone is on.
- The participant's microphone is off.
- The participant's video camera is on.
- The participant's video camera is off.
- The participant has raised their hand.

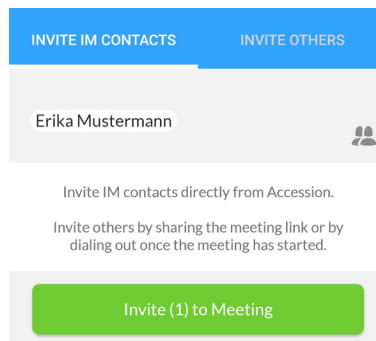
At the bottom of the Participants window, you can access the following options.



- Chats - opens the chat window. Tap on an existing chat to continue a conversation or enter a new comment in the text box and select to send the chat to all meeting attendees or specific attendees.




- Invite - select contacts to invite to join the meeting. Start typing the name of a contact to select an existing Accession contact, then tap Invite to Meeting to send a meeting invitation. To invite non-Accession contacts, tap Invite Others and select one of the available options to send an invite via email, copy the Meeting Link to send via other means, or invite a contact by phone.



- Mute All - (for meeting hosts only) mute all meeting participants.
- Unmute all - (for meeting hosts only) unmute all meeting participants.

MORE

 Tap on More to access the following settings.

More

- Lock Meeting - no new attendees can join if the meeting is locked.
- Lock Share - when enabled, only the meeting host can share content.
- Mute Upon Entry - mute participants joining the meeting.
- Play Enter/Exit Chime when a participant joins or leaves the meeting
- Allow Attendees Chat To - specify whether meeting participants can chat with the Host Only or Everyone.

MEETING WINDOW OPTIONS

The central meeting window shows the Speaker View. Swipe right on the main screen to enter Driving Mode or swipe left to see the Gallery View.

- In Driving Mode, your microphone is automatically muted. Use the Tap to Speak icon to unmute your microphone and speak, then tap Done Speaking to mute your microphone again. Swipe left to leave Driving Mode and return to Speaker View.
- Gallery Mode displays a video for each of the meeting attendees. Swipe right to leave Gallery Mode and return to Speaker View.

LEAVE THE MEETING

If you are a meeting participant, tap **Leave** to leave the meeting. If you are the meeting host, tap **End** to end the meeting for all participants.

MORE QUESTIONS?

If you have any additional questions about Accession Meeting, call us at [800.804.8333](tel:800.804.8333) or email service@accessoneinc.com.

