



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

Accession Mobile is a mobile device application that provides calling capabilities as well as instant messaging and presence.

This guide gives an overview of all primary controls available for Accession Meeting within the Accession Mobile application.

## Installation and Access

Accession Mobile is an application that must be installed on your mobile device for use. Complete instructions and download link may be found by browsing to <https://www.telesystem.us/softphone-green/>.



Additionally, your account credentials are required to log into Accession Mobile application. The credentials are your **telephone number** and **CommPortal password**. If you do not have this information, please contact your system administrator or Telesystem directly.

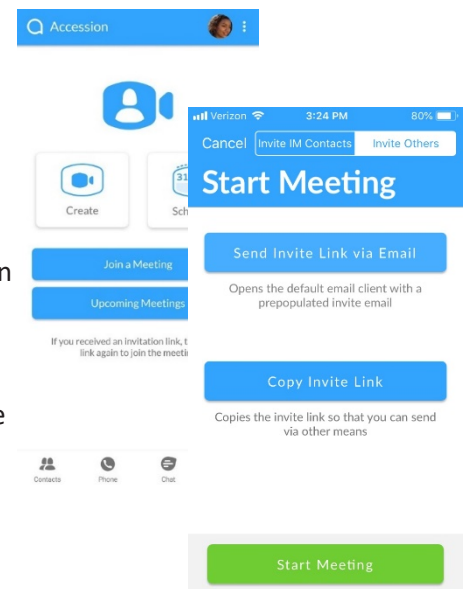
The remainder of this guide assumes that you have installed and logged into the Accession Mobile application.

## Set Up a Meeting

In Accession Mobile, you can set up a meeting:

- while viewing a one of your **contact** details
- during an Instant Message **chat**
- while on a phone **call**
- by tapping the **Meetings** tab to **create** a meeting instantly or **schedule** option in advance. If the *schedule* option is chosen, you may specify timing, audio, and video settings for the meeting.

When you invite contacts to the meeting, you can either *Invite IM Contacts* that are currently logged into Accession or *Invite Others* via an email or a URL link.



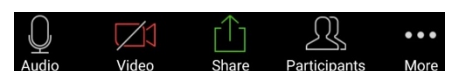
## Viewing Meetings





You can view upcoming meetings via Accession Mobile by tapping on the *Meetings* tab and selecting *Upcoming Meetings*.

Select a meeting to **start** it immediately, **edit** its details such as audio or video preferences, or **invite** participants, or **delete** the meeting.

## Explore the Meeting Window

While a meeting is in progress, tap to view the toolbar at the bottom of the Meeting window:









- Tap the **Audio** icon to toggle your microphone on  and off .
- Tap the **Video** icon to toggle your video on  and off .
- Tap **Share** to share the following content with participants. The following may be available:
  - **Photos** - 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 phone screen
  - **Whiteboard**- opens the whiteboard to collaborate and annotate

*While sharing, the following options may be available:*

  - ✓ **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.
- Tap the **Participants** to view and manage the meeting participants.
- Click **More** to access advanced settings:
  - **Lock Meeting**- allow/disallow new attendees to join
  - **Lock Share**- allow/disallow participants to share content during the meeting
  - **Mute on Entry**- mutes each participant automatically when they join the meeting
  - **Play enter/exit Chime**- plays a chime when participants enter and leave the meeting
  - **Allow Attendees to chat with each other/host only**- allows you to choose whom the attendees may sent chat messages during the meeting

## Participants Pane

Tap **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, moderators can access the following options:

- **Chat** – start or continue a conversation with all meeting attendees or specific attendees.
- **Invite** - to select additional contacts you want to invite to join you in the meeting. *Invite IM Contacts* allows you to send an instant invitation to other users that are currently logged into *Accession* or *Invite Others* via an email or a URL link.
- **Mute All** - (for meeting hosts only) mute all meeting participants.
- **Unmute all** - (for meeting hosts only) unmute all meeting participants.

## Leave the Meeting

Tap **Leave** to leave the meeting.

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