

# Mitel Video


## Quick Start Guide for Meeting Organizers



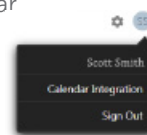
### Before You Begin

What do I need? A computer, camera, microphone, speakers, and an internet connection. It is recommended to use a wired network connection for best playback.

### Getting Ready

- 1) Download Mitel Video desktop and/or mobile clients from Mitel Video connection screen or corresponding App Store
- 2) Sign in with your company provided username and password. Click  to adjust device settings (camera / microphone / speakers) and language preference before logging in

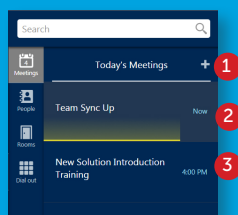
- 3) Once logged in you can modify settings, view account information, and setup calendar integration



### Getting Set

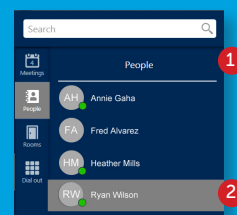
#### Meetings

1. Schedule Mitel Video meetings
2. Meeting in progress
3. Join schedule meetings via Calendar integration (required)



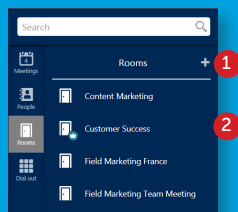
#### People

1. Build a contact list
2. Click a contact's name to:
  - Place Direct Calls
  - Schedule meetings



#### Rooms

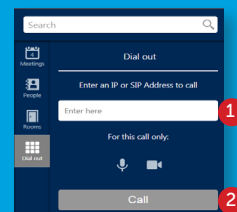
1. Create meeting rooms for teams, topics, or projects\*
2. Click your rooms to:
  - Schedule & join
  - Settings & room PINs



#### Dial out

Connect with third-party conference systems:

1. Enter the IP/SIP address of the conference system
2. Click the Call button



### Go!

Join via a **Calendar Invite**:

1. Select meeting link found within calendar entry
2. Adjust devices and Join

Join via **Collaboration Room**:

1. Select the appropriate room
2. Adjust devices and click Join when ready

Join via **Integrated Calendar**.\*

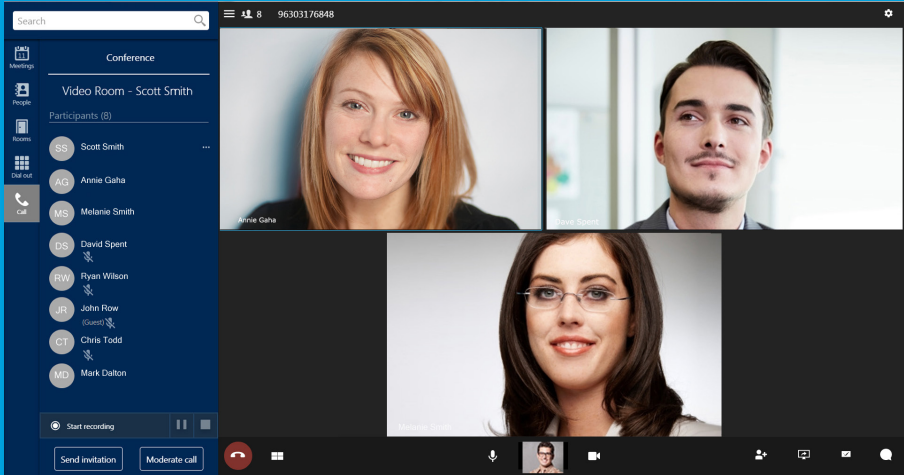
1. Select the desired meeting
2. Adjust devices and click Join when ready

\*Available for organizations using Exchange or Google for their calendar server/client

## Key Meeting Features

- > **Video Rooms:** Personal meeting rooms that provide anytime access to video-based meetings
- > **Content Sharing:** Share content with others during a Mitel Video meeting easily by selecting the document type or entire desktop
- > **Messaging:** Chat with all teams members within a meeting using the group chat function
- > **Attendee List:** View a list of all attendees and connection types and which participants have their microphone or camera muted
- > **Video Conferencing:** Join and create meetings for up to 100 participants. With a single click, participants can quickly join a meeting or dial-out to others using third-party SIP/H.323 video conferencing system
- > **Record Meetings:** Record meetings (video and content sharing) to share with everyone who was in attendance or with those that could not attend

## Key Meeting Controls



The screenshot shows a meeting interface with a participant list on the left and video thumbnails on the right. The participant list includes names and initials: Scott Smith (SS), Annie Gaha (AG), Melanie Smith (MS), David Spent (DS), Ryan Wilson (RW), John Row (JR), Chris Todd (CT), and Mark Dalton (MD). The video thumbnails show three participants: Annie Gaha, Scott Smith, and Mark Dalton.

- Participant list (call controls)
- Settings (Select speaker)
- Disconnect
- Change layout
- Click to mute (Right click/change)
- Click to mute (Right click/change)
- Invite participants
- Share content
- Whiteboard
- Group chat

## Meeting Management

Meeting Moderators have access to an additional set of meeting controls that regular participants do not see enabling them to

1. Initiate meeting recording
2. Send an invite to others
3. Moderate global / individual user controls (mute/unmute/disconnect/lock meeting room)

