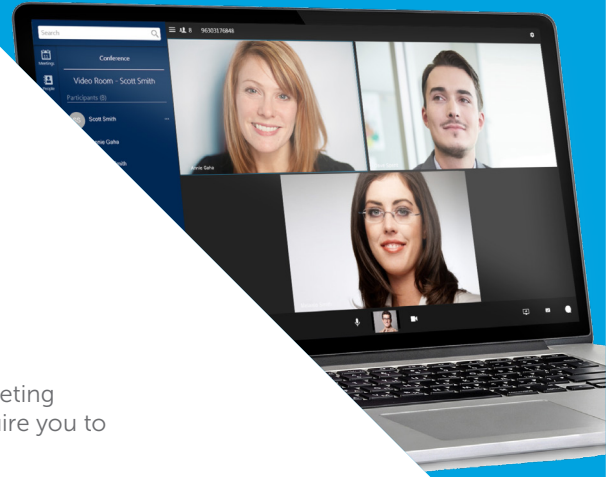


Mitel Video

Quick Start Guide for Mobile Video Meetings



Getting Ready

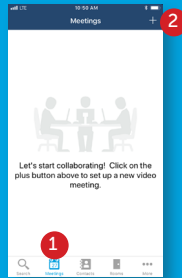
- 1) Download the Mitel Video mobile client from either the Mitel Video meeting invite link or corresponding mobile App Store (using this method will require you to enter the Mitel Video service URL details)
- 2) You will be prompted to sign into Mitel Video with your company provided username and password.
- 3) Once logged in you can modify settings, join video meeting rooms, and view account information

Getting Set

Meetings

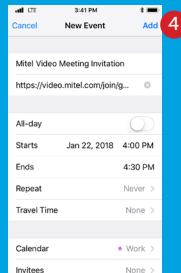
Access your meetings easily with calendar integration*

1. Access Meetings tab
2. Schedule Mitel Video meetings using the + icon



Meeting Creation

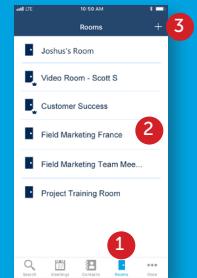
3. Adjust any title, time and date settings before selecting Add
4. Forward invite to others from within mobile device Calendar entry



Rooms

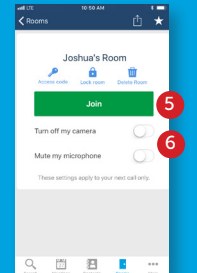
Connect with colleagues easily for ad-hoc discussions

1. Access Rooms tab
2. List of favorite Rooms
3. Access the Add/Search function to locate Rooms by entering part or all of the Room name



Joining a Room Meeting

4. Select the Room from the list of Favorites to join for an ad-hoc meeting
5. From with the Room details select the Join button
6. Adjust device settings as required



Go!

Join via a Calendar Invite:

1. If the meeting has a calendar entry, simply proceed to your device's calendar app, locate the meeting, and select the Join link
2. Before entering the meeting you will be prompted to open the meeting via the Mitel Video mobile application
3. Once inside you can toggle on / off your microphone and video stream options

Join via Collaboration Room:

1. If the meeting is an ad-hoc meeting, simply proceed to the Rooms tab
2. Select the meeting room
3. Followed by selecting the Join button

Key Meeting Features

- > Video Rooms: Personal meeting rooms that provide anytime access to video-based meetings
- > Group 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: Easily join video-based meetings with shared content while on the go
- > View Content: View content being shared by others (who are using the Mitel Video desktop client to share content)

Key Meeting Controls

Participant list (call controls)

Disconnect

Click to mute (Right click/change)

Click to mute (Right click/change)

Group chat

Mitel Video participants list

Mitel Video chat function