

GLOBALMEET FOR iPHONE

GLOBALMEET® FOR iPHONE USER GUIDE



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GLOBALMEET IPHONE OVERVIEW

GlobalMeet for iPhone is an application for your iPhone or other iOS device allowing you to instantly host or join a meeting by making a few simple taps on your screen. Simply download from the App Store and go.

No access numbers to remember or passcodes to dial. GlobalMeet automatically connects you to the meeting with one touch on your iPhone.

It's so simple, it's hard to imagine why no one thought of it before.

With GlobalMeet for iPhone, you can take command of every meeting, even when you're on the go, with your favorite GlobalMeet features right at your fingertips:

- Easily host or join a meeting.
- Invite guests via email or just dial out to your guests.
- See who's talking with GlobalMeet active talker.
- Lock, mute or record your call with a click.
- Adjust participant volumes and mute noisy lines.
- Get one click access to participant profile and contact information.

GlobalMeet is available to current PGI customers and their guests. To sign up for GlobalMeet services, please visit us online at www.GlobalMeet.com.

INSTALLING GLOBALMEET FOR IPHONE

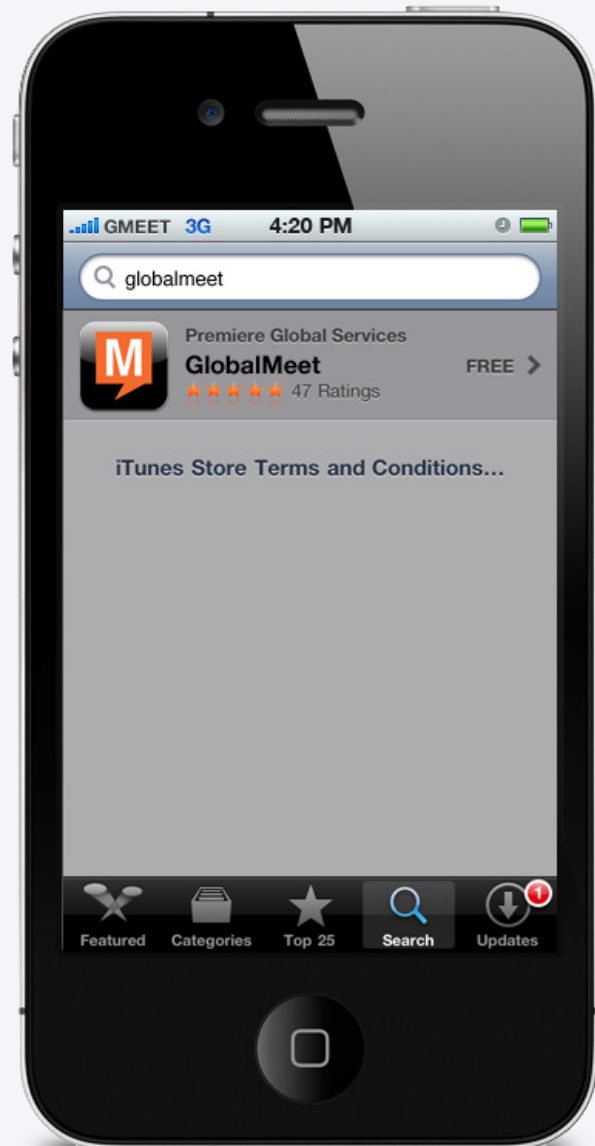
DOWNLOADING IPHONE APP

GlobalMeet for iPhone can be downloaded directly from the App Store.

1. Open the App Store from your iPhone
2. Search for GlobalMeet
3. Install the App

SYSTEM REQUIREMENTS

The GlobalMeet app can be used on iPhone, iPod Touch and iPad devices running iOS 4.0 and above.



GETTING STARTED

ACCESSING THE APP

Once the application has been installed, it can be accessed through the iPhone Home Screen.

GlobalMeet for iPhone App



GETTING STARTED

SETUP

The first step is to set up the app with your account info. On the Setup screen, select Account Holder if you have a GlobalMeet account, or select Visitor if you do not.

For Account Holders: Just enter your Client ID, Password, First and Last Name, and your iPhone Number.

For Visitors: If you do not have a GlobalMeet account and are calling into a GlobalMeet meeting, tap on the Visitor toggle and enter your First and Last Name and iPhone Number.



ACCOUNT HOLDER

MAIN MENU

There are four options on the main menu:

1. START MY MEETING

To start a meeting using your own GlobalMeet account, choose the Start My Meeting button from the home page.

2. JOIN A MEETING

Click this button to join someone else's meeting. You can save up to 20 meetings that you join on a regular basis.

3. INVITE GUESTS

You can invite guests to join a meeting now by sending them an email invitation which automatically populates the dial-in information for your meeting.

4. EDIT SETTINGS

Click this button to manage all of your meeting settings.



ACCOUNT HOLDER

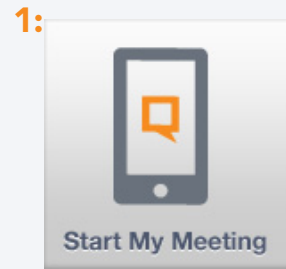
START MY MEETING

Step 1: From the Main Menu, click Start My Meeting.

Step 2: From there you will see a list of all existing meetings associated with your account (if you only have one meeting you will go straight to Step 3). Scroll through the list and select your meeting, then tap the Connect Me button to start the meeting.

Step 3: The next screen allows you to select the number for GlobalMeet to call you. Simply choose one of your saved numbers, or tap "More" to add a new saved number, or select "Enter Number" and enter a number for just this meeting.

Once you select a number, you will see that GlobalMeet is calling you at your selected number.



ACCOUNT HOLDER

NOTE: When the meeting calls your iPhone:

If you are dialing out to your iPhone while using the app, you will need to press the Home button on the iPhone (or double-tap to bring up the MultiTasking bar) after you've answered the call. This will allow you to re-launch the app by tapping the GlobalMeet icon to bring up the main meeting screen.

For CDMA iPhone user dialing out to the same phone:

If you are using a CDMA (i.e. Verizon) iPhone, or do not currently have an active data connection, you will not be able to access the meeting controls if you have GlobalMeet call your iPhone. However, you can use the GlobalMeet meeting controls by simply dialing out to a different phone or by connecting via Wi-Fi.



ACCOUNT HOLDER

MEETING SCREEN: HOST VIEW

When you are hosting a meeting, you have full control of participants and meeting functions.

Working with Participants

The participant list shows all of your meeting guests.

If you click on a participant, the participant's profile page appears.

Active Talker

GlobalMeet's active talker feature highlights the name of the participant who is currently speaking by turning the row orange.

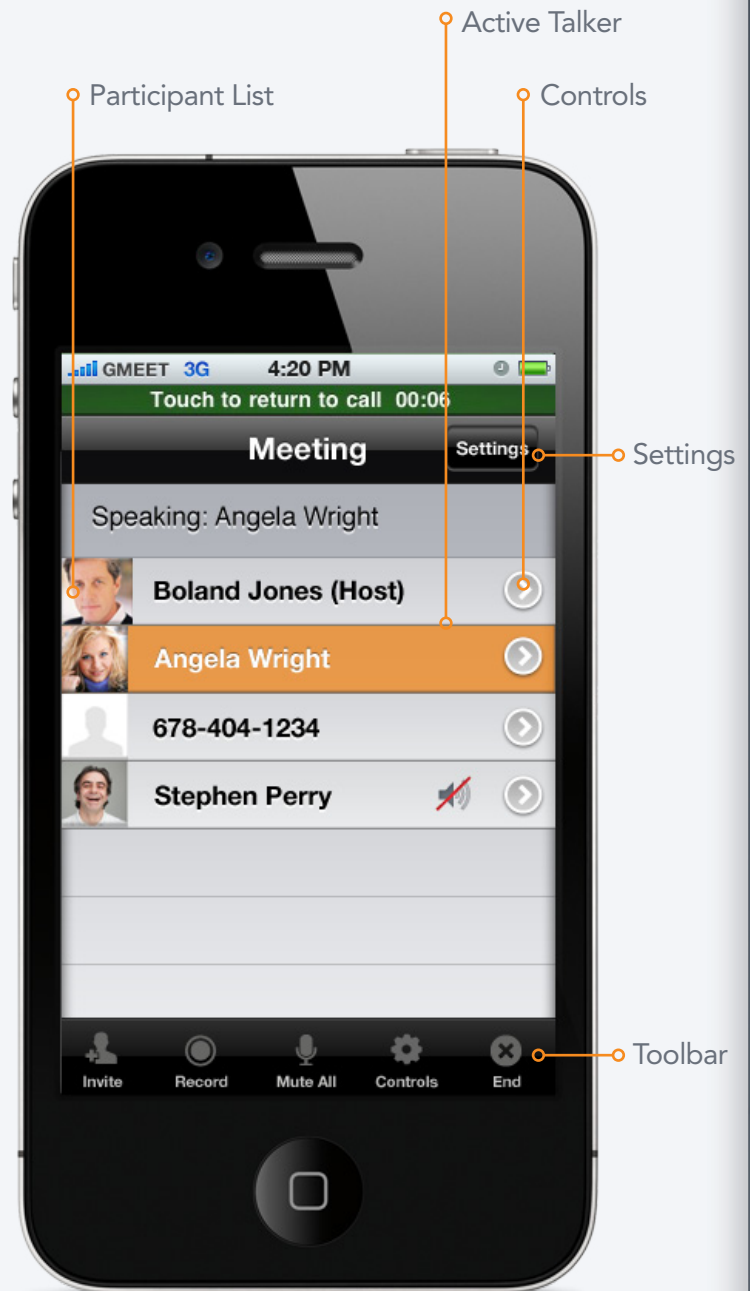
Meeting Toolbar

The Toolbar provides all meeting functions:

- Invite
- Record
- Mute All
- Controls
- End

Settings

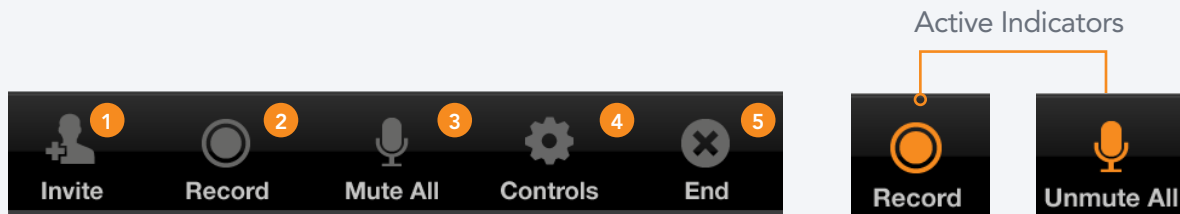
The Settings button takes you to your account settings.



ACCOUNT HOLDER

MEETING TOOLBAR

Across the bottom of the main meeting screen is a toolbar with various controls for managing a successful meeting.



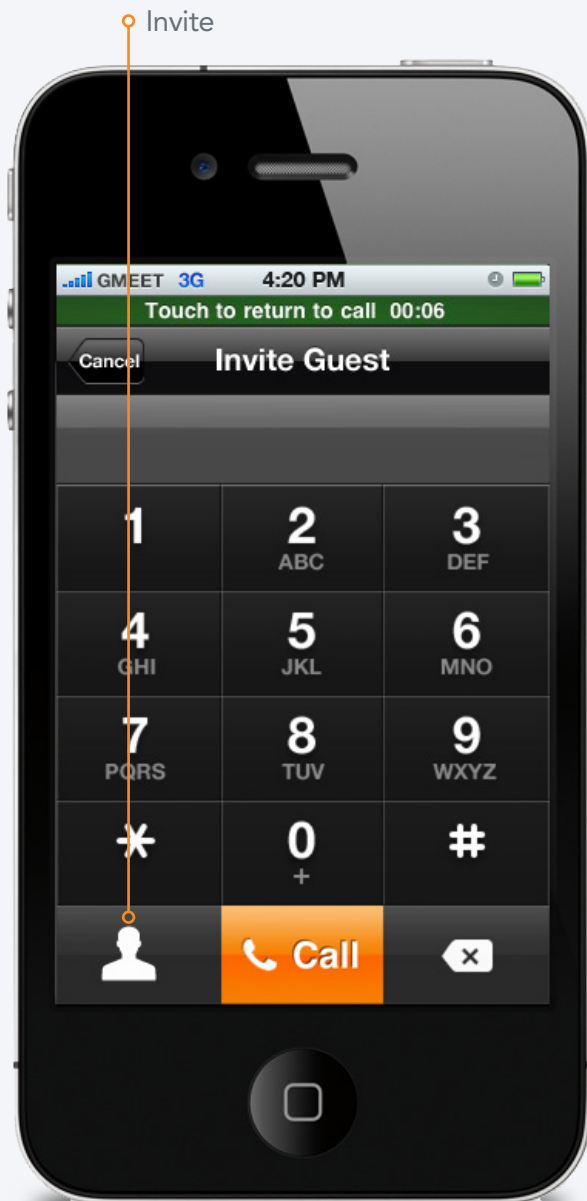
- 1. Invite** – Invite allows the host to dial out to another guest or invite them by email to the meeting already in progress. See more detail about inviting participants on the next page.
- 2. Record** – Hosts use this to start a recording of the call. To stop recording, simply tap Record again.
- 3. Mute All** – Hosts can use this to mute all lines in the call. To unmute, simply tap Mute All again.
- 4. Controls** – Hosts will use this to access additional meeting level controls, including locking the conference or adjusting meeting volume.
- 5. End** – Hosts use the End button to end the meeting for all participants. When this option is selected, a pop up window will appear asking the Host to confirm the selection. To exit a call as a host, without ending the meeting for everyone, simply hang up the phone by tapping the red End button on your iPhone keypad.

ACCOUNT HOLDER

INVITE GUESTS TO YOUR MEETING

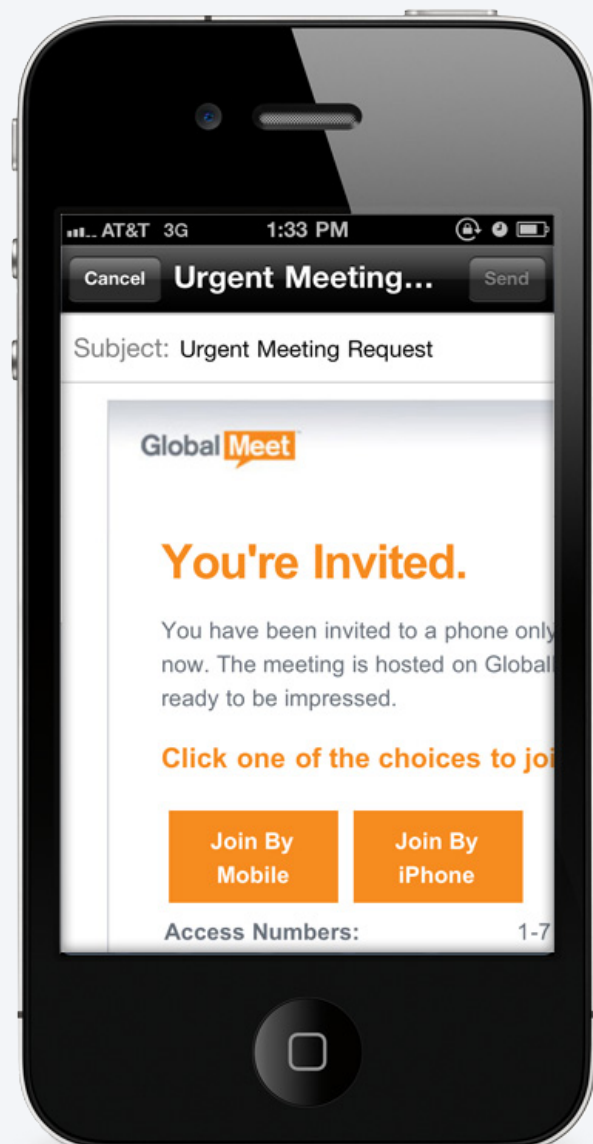
Hosts may add participants using the meeting controls on the device at any time during the meeting.

To invite a guest, tap the invite button on the toolbar of the Meeting screen.



When inviting by phone, you can either enter a number to call, then tap the Call button or select the contacts icon to look up a number from your contacts.

When inviting by email, you can select a recipient from your contact list, or type in an email address.



ACCOUNT HOLDER

MEETING CONTROLS

From the Meeting Controls screen, you can adjust the meeting volume, mute or unmute all participants, and lock or unlock the meeting.

Tap "Help" to reach an operator, view FAQs, and view the current meeting dial-in number and passcode.

Conference Volume



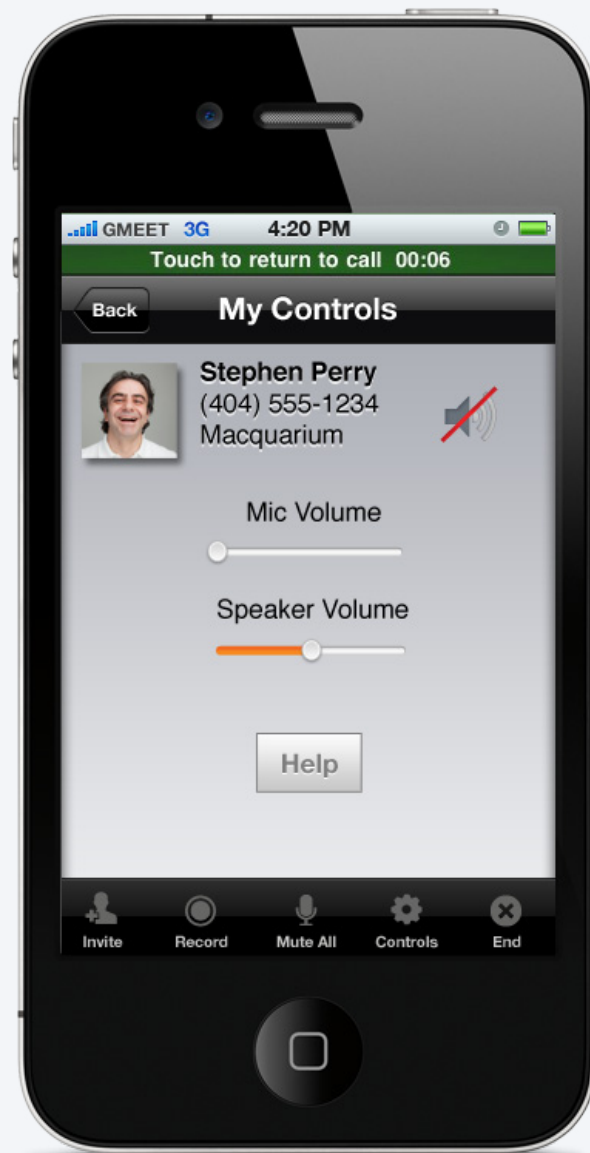
Lock/
Unlock

Controls

ACCOUNT HOLDER

MY CONTROLS

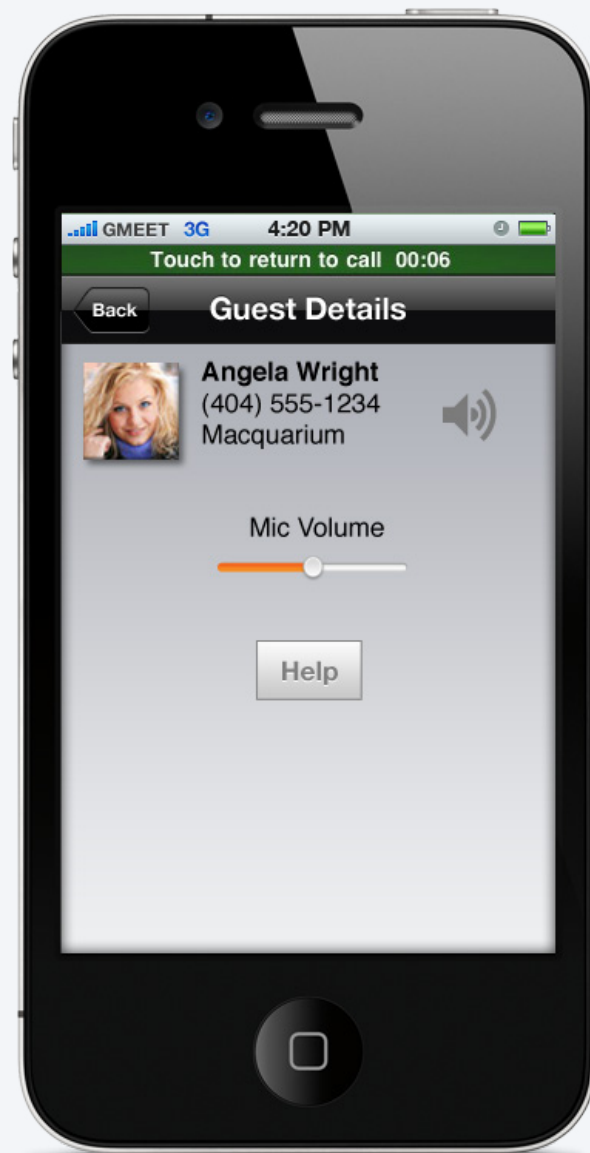
By tapping on your own name, you'll see your controls for your mic and speaker volume.



ACCOUNT HOLDER

GUEST DETAILS

Any meeting participant can view another participant's profile by tapping on that participant's name.



VISITOR

MAIN MENU

There are two options on the main menu:

1. JOIN A MEETING

Click this button to join someone else's meeting. You can save up to 20 meetings that you join on a regular basis.

2. EDIT SETTINGS

Click this button to manage all of your meeting settings.



VISITOR

JOIN A MEETING

The first time you select Join a Meeting from the menu you will need to enter meeting information. Once the meeting information is saved you will be connected to the meeting.



VISITOR

Selecting Join a Meeting when you have at least one meeting saved will display the Select Meeting page. The Select Meeting page allows you to choose which meeting to join. Once the meeting is selected, click the Connect Me button to join.

You can also add a new meeting or edit existing meetings from here. To edit an existing meeting select the edit button that appears next to the meeting. To add a meeting select Add Meeting from the list.



VISITOR

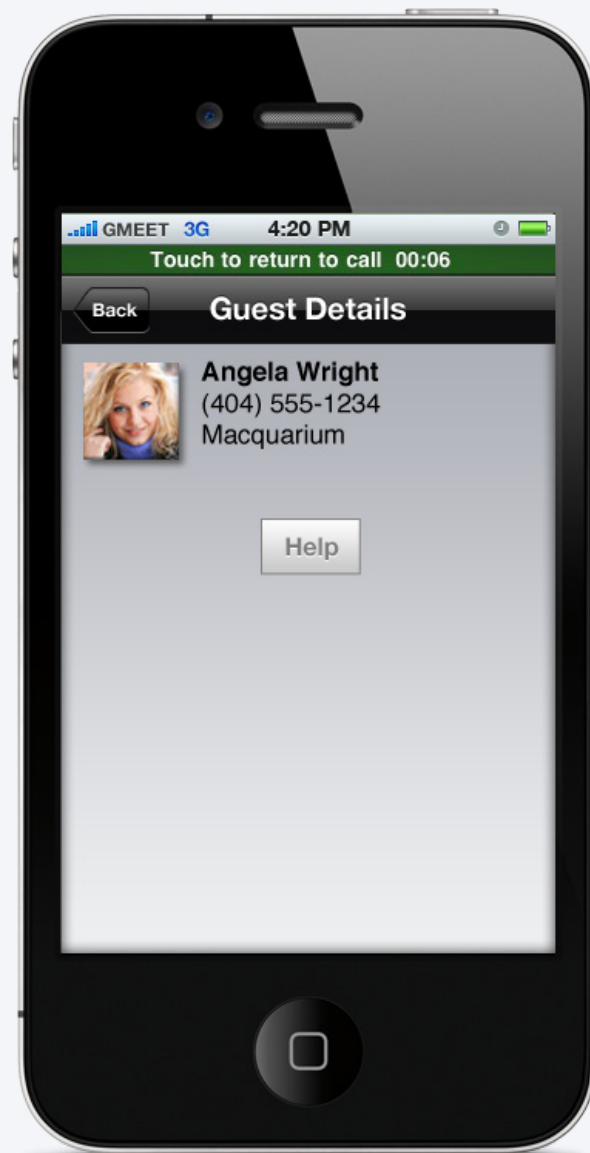
If you join a meeting as a guest (account holder or visitor), the main meeting screen on GlobalMeet for iPhone shows the participant list. As a guest you will not be able to lock the call or mute other users.



VISITOR

GUEST DETAILS

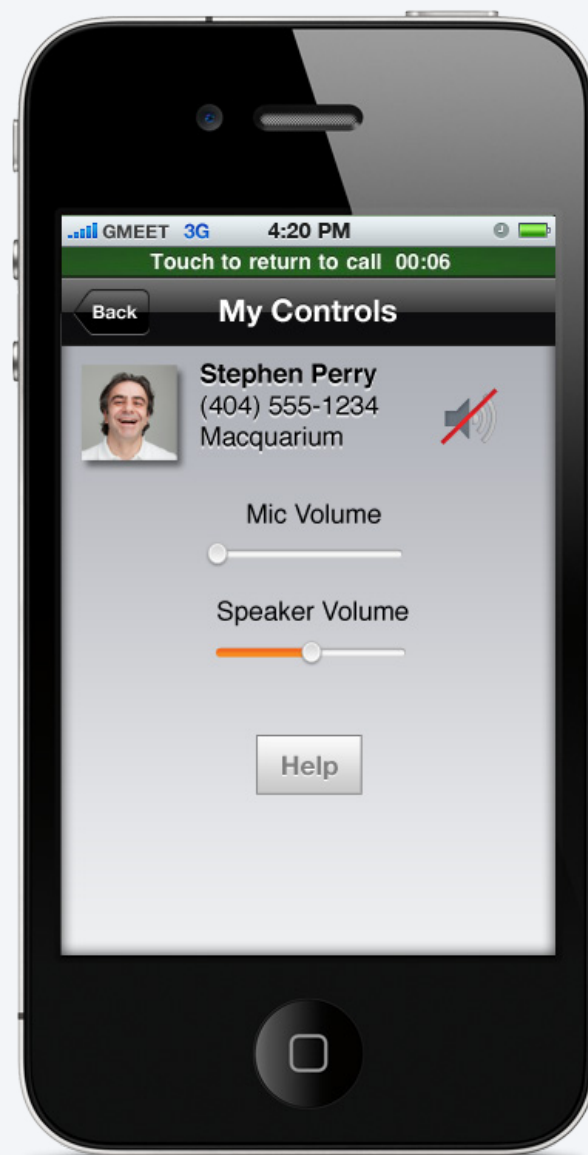
Any meeting participant can view another participant's profile by tapping on that participant's name.



VISITOR

MY CONTROLS

By tapping on your own name, you'll see your controls for your mic and speaker volume.



TECHNICAL ISSUES

GlobalMeet App is Locked

If at any time the GlobalMeet for iPhone app locks up, press and hold the Power button on top of the iPhone for a couple of seconds. The red slider will appear. Next press and hold the Home button until the application quits. This will end the app without restarting the phone.

Account Not Found

Check to see if the Client ID and Password were entered incorrectly and that you have a wireless signal.

1. Verify you have a internet/ data connection. Opening a test browser window to www.google.com on the iPhone should confirm this.
2. Verify that you entered the correct Client ID and Password.

Conferences Missing from List

The GlobalMeet for iPhone app is designed to return all meetings associated with a Client ID. If an audio account does not appear on the list, please verify that the device has not lost signal for the data channel.

Invalid Password Error

If you have changed your password on the GlobalMeet Hub site for your Client ID, an error may occur when starting up GlobalMeet. If you see an error, you will be prompted to enter the Client ID and Password before you can use the application.



From PGi, a leading innovator of software and services that enable real-time virtual meetings. 20 years as a market leader. 4 million meetings and 15 million guests every month. Recognized as a top Channel Program with unparalleled meeting expertise, dedicated partner management and a full suite of global communication solutions.

For more information contact
your Authorized PGi Agent today.

