

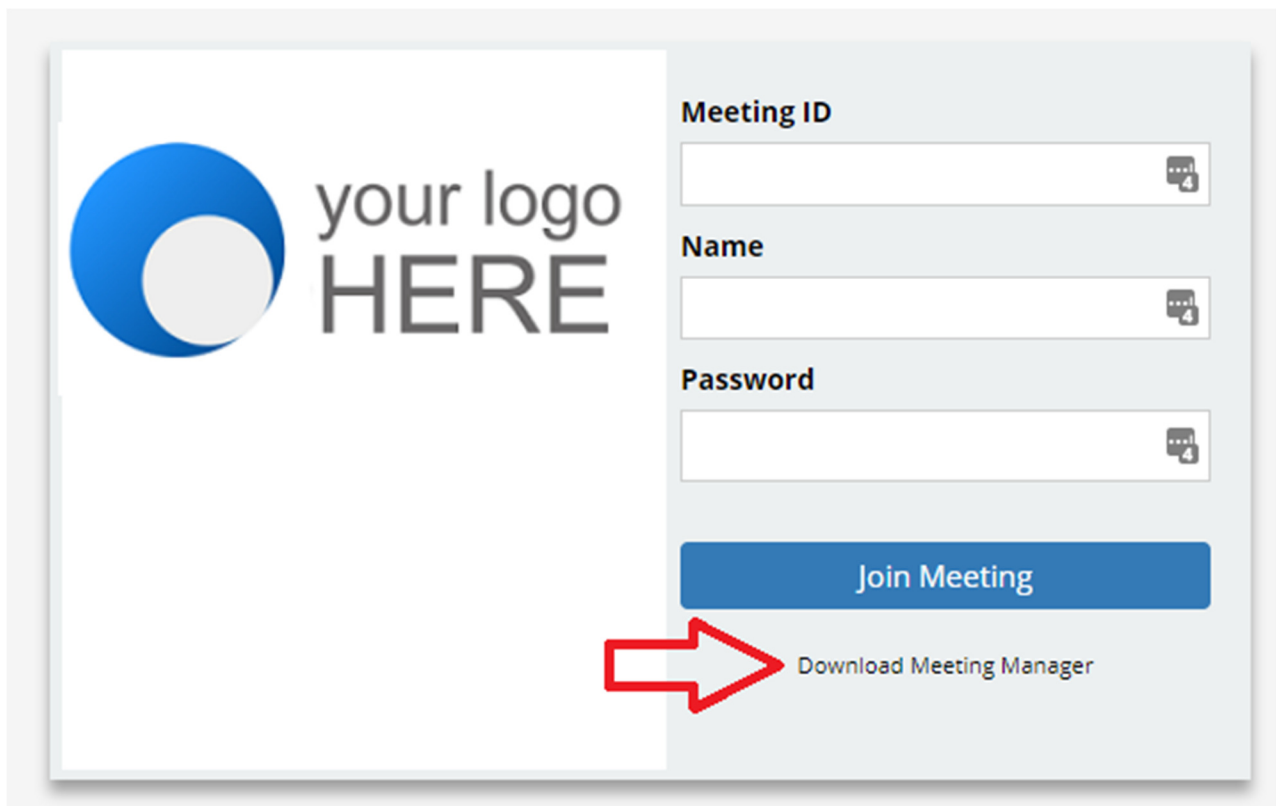


# Meeting Manager Software Explained

## Setting up Meeting Manager

To host any type of meeting, you need to download and run the **Meeting Manager** client.

1. In a web browser, go to your meeting server web address, if branded, or go to <http://meetingmanager.io> for a generic launch point.
2. Click the Download Meeting Manager link.
3. Download Meeting Manager and run it.



Hosting an Interactive Meeting Using **MeetingManager6-in-1** products, you can host four types of meeting. You can choose the type of meeting you want to host.

This section discusses the steps to host an interactive meeting. This meeting type is the conventional method of web conferencing.

Each attendee (using either PC or Mac) can interact in the meeting and can be the Presenter or a Controller.



1. Launch **Meeting Manager** by clicking the **Meeting Manager** shortcut from the desktop.



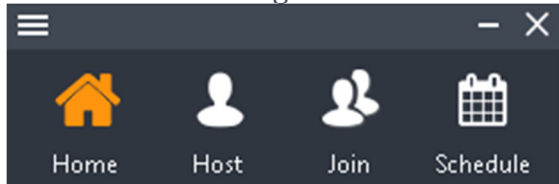
2. Login using your **PBX Portal Username and Password**. If the Meeting Server Address is blank, fill this with [meet.yourdomain.com](http://meet.yourdomain.com).  
**Note:** If **NO Password** has been set or **User Scope has been set as "No Portal"** then use the **Voicemail Pin** for the password field.

A screenshot of the Meeting Manager login form. The form is displayed in a window with a dark header bar containing "Host" and "Join" buttons. The "Host" button has an orange person icon, and the "Join" button has a white person icon. Below the header, there are three input fields: "Username" with a yellow background containing "PBX Portal Username", "Password" with a green background containing "PBX Portal Password", and "Meeting Server Address" with a white background containing "75.98.50.123". Below these fields is a checked checkbox labeled "Remember Me" and a "Sign in" button.

3. After login you can see in the Meeting Manager Control Panel, the list of scheduled meetings and the following options available:
  - Host an unscheduled meeting
  - Join a meeting



- Schedule a meeting



## Hosting a Meeting

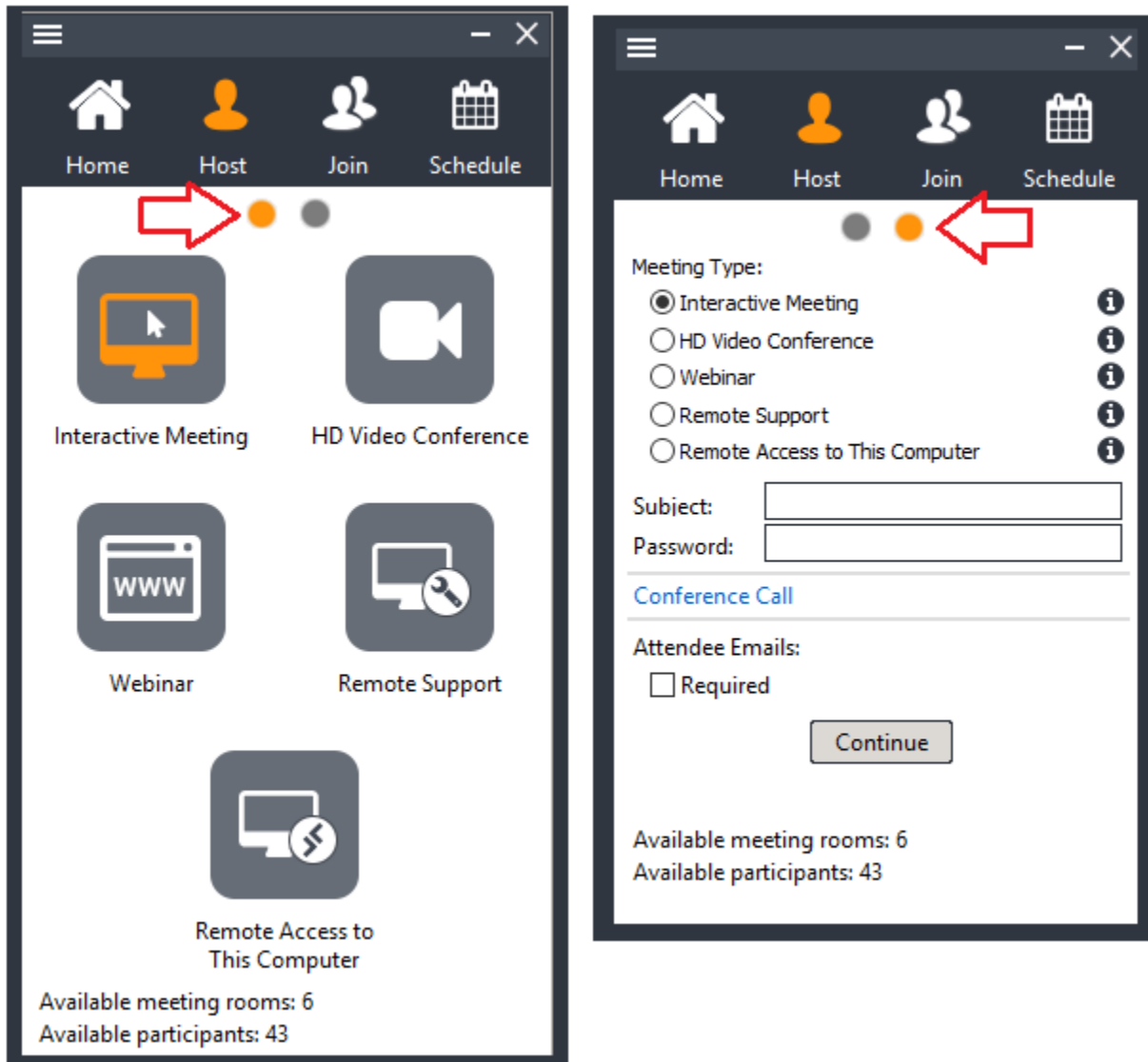
Click **Host** to host an impromptu meeting.

1. Here you may select the type of meeting you would like to immediately launch.

Interactive Meeting	It allows you and your attendees to show and control each other's screen.
HD Video Conference	It allows you to conduct an HD video conference.
Webinar	Attendees don't need to download anything and can view your presentation instantly with a browser on any platform.
Remote Support	View and control attendee's computer immediately after the attendee joins this meeting.
Remote Access to This Computer	Allow this computer to remotely unattended controlled. Meeting password is mandatory for this meeting.



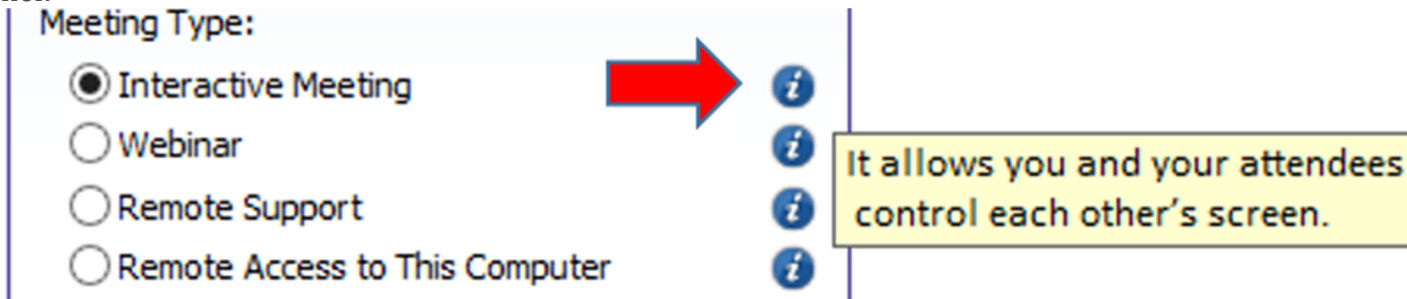
2.



3. Optionally, enter a **Subject** and **Password** by going to the next screen. If you enter a password, the invitees also need to enter the same password.
4. For security reasons, you can limit your meeting attendees to be **Only attendees from my network**, with the exception of authorized public IP addresses. See the Administrator Manual about how to set these authorized public IP addresses.
5. Click Attendee Emails if you want the attendee's emails to be required.
6. Click **Continue**.



Informational Notes As you see in the image below, the Meeting Manager offers helpful Informational Notes throughout the Control Panel!



## Joining a Meeting

When you receive an invite from the host, open your browser and

1. Go to the meeting's server address
2. Click the **Join Meeting** icon.
3. Fill in the **Meeting ID**, **Meeting Password** and **Your Name**.
4. Click the **Join Meeting** button.

**Join Meeting**

Meeting ID:

Meeting Password:

Your Name:  (the name shown in the meeting)

5. If the meeting is a webinar, which does not require any download, you now join the meeting.
6. If the meeting is not a webinar and you have a Java Virtual Machine (JVM) installed on your system a message will prompt you to install Meeting Manager. Click **Accept**. Otherwise, you have to download the Meeting Manager client and run it. If you have the **Meeting Manager** client already installed, follow these steps to join a meeting:



- a. Launch Meeting Manager by clicking the **Meeting Manager** shortcut from the desktop.



- b. Click **Join** then fill in the fields.

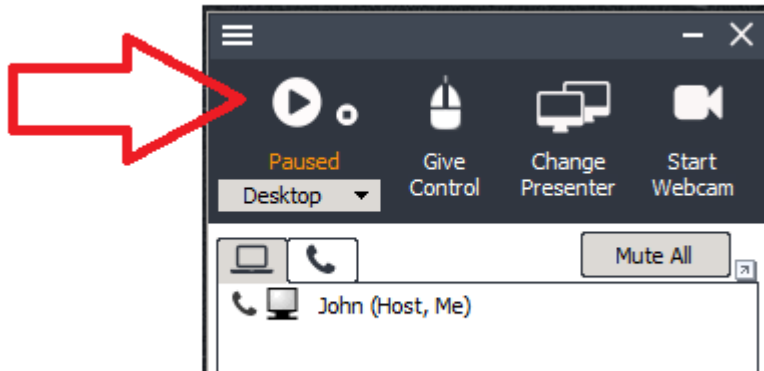
A screenshot of the Meeting Manager application window. The window has a dark grey title bar with a hamburger menu icon on the left and standard window control icons (minimize, maximize, close) on the right. Below the title bar is a navigation bar with four icons: a house for "Home", a person for "Host", two people for "Join" (which is highlighted in orange), and a calendar for "Schedule". The main content area is white and contains four text input fields: "Meeting ID" with the value "1792-2358", "Meeting Password" (empty), "Your Name" with the value "John Smith", and "Meeting Server Address" with the value "75.98.50.123". At the bottom center of the form is a grey button labeled "Join Meeting".

- c. Enter the **Meeting ID**, **Meeting Password**(if required), **Your Name** and the **Meeting Server Address**.
- d. Click **Join Meeting**.

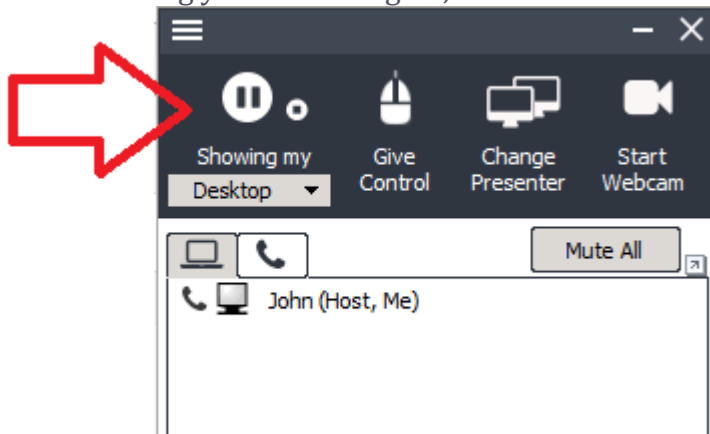
## Pausing and Starting Application Sharing

When you start a meeting, by default, your desktop will be shown to meeting attendees.

- To pause sharing your screen click the **Pause** button.



- To start showing your screen again, click the **Start** button.

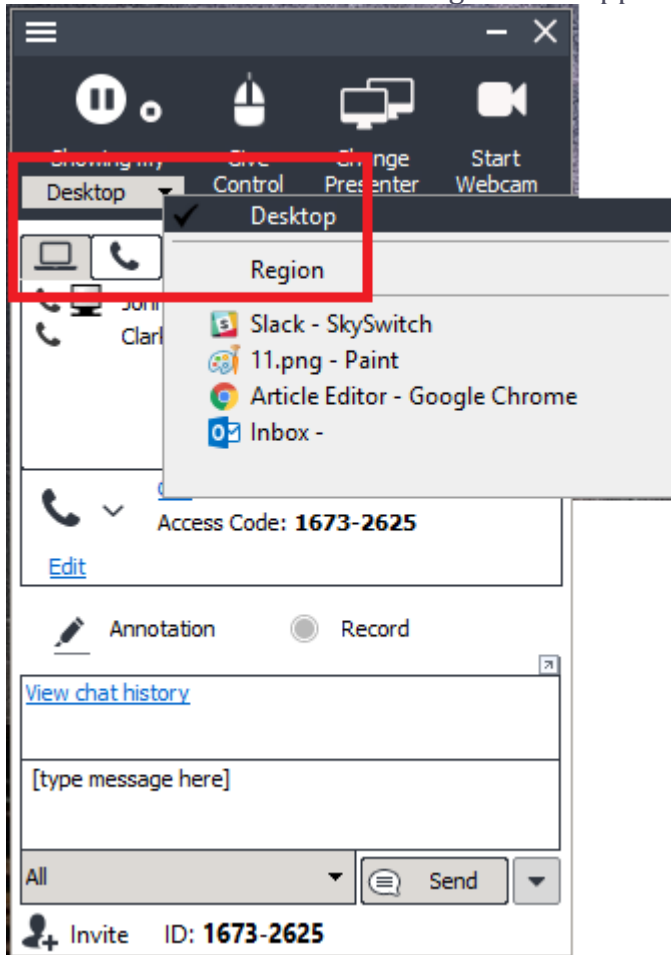


## Changing Application Sharing

By default, your desktop is shown to the other attendees. The drop-down **list** displays all the applications open in your system. To show another application, click the **drop-down** and

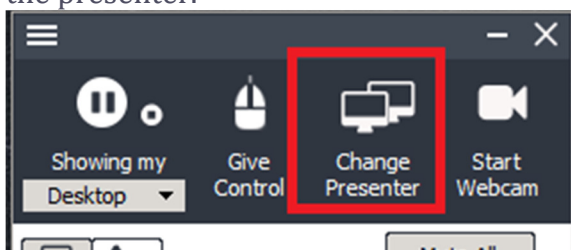


choose a running application from the list.



## Changing Presenter

The attendees who have joined the interactive meeting can also be the presenter to show his or her computer screen to other meeting participants. By default, the host will be the presenter. However, during a meeting, the host and the current presenter can assign any participant to be the presenter. To change the presenter, click **Change Presenter** and choose the presenter.



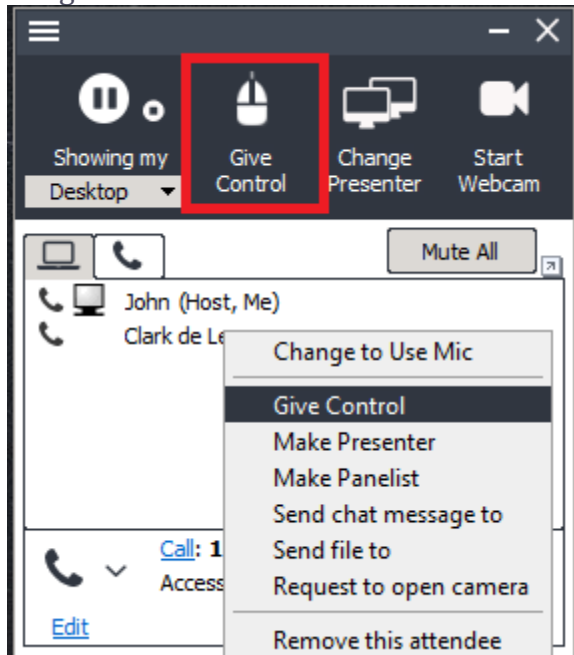




## Give Control

During the meeting, you as the presenter can assign a participant as the controller. The controller is the person who can control your mouse and keyboard.

To change the controller, click **Give Control**, then choose the participant you want to assign control to or click on a name in the list of participants and click **Give Control**.



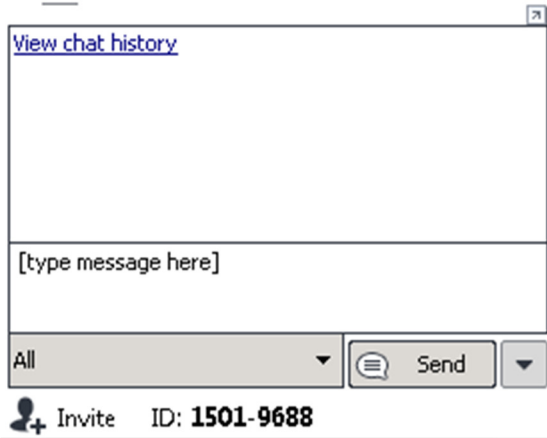
Click **Give Control** then Reclaim Controller to reclaim control from the specified controller(s).

## Chatting

While convening a meeting you can also chat with attendees. To chat with the attendees:



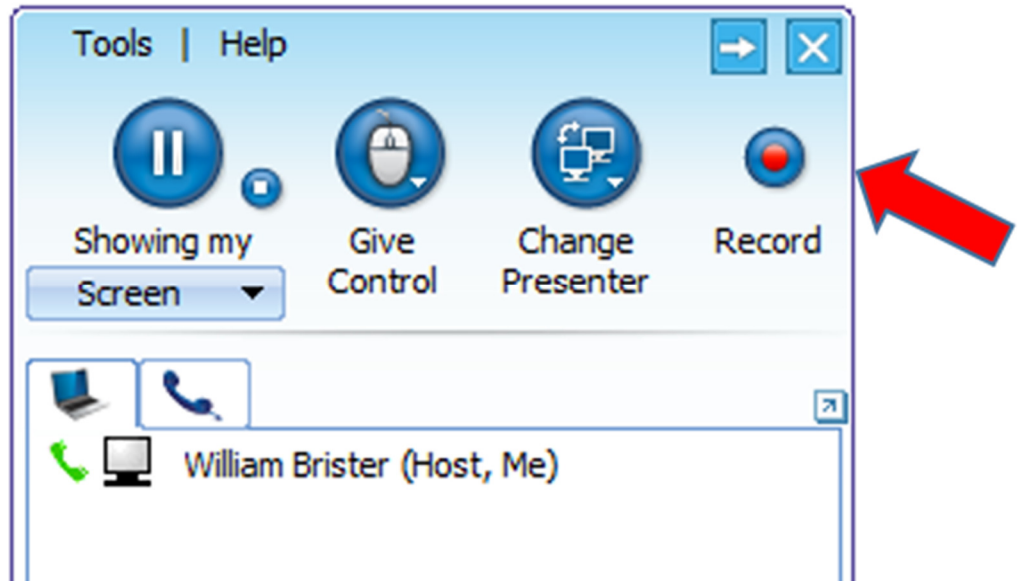
- Click **Chat**.



- In the Chat window, you have the option of choosing the attendees with whom you want to chat. Click the drop-down arrow and select the attendees.
- Type in the text and click **Send**. To save the chat transcript click **Save**. Browse to the location and save the file. The chat is saved as a text file or a rich text file.

### Recording

During a meeting, you can record the actions on the presenter's screen. It also records the voice captured by the microphone on the presenter's computer. To record the meeting conversation, you need to turn on your speakerphone and move it close to the microphone in order to capture conversations.



Click the record button to start recording and click it again to stop recording. When



stopping the recording, the system prompts to ask you where to save the recording file. The file is an executable. Just run the file and it will replay the entire recording session

## Meeting Manager Quick Guide

The screenshot shows the Meeting Manager interface with various tools and options. The interface includes a 'Tools' menu with options like 'Showing my Screen', 'Give Control', 'Change Presenter', and 'Record'. There are also 'Mute Me' and 'Mute All' buttons. A participant list shows names like John Doe (Host, Me), Mary, Dave, Allen, and Brian. The 'Audio' section has options for 'Use Telephone' and 'Use Mic & Speakers'. The 'Conference Call' section displays the number '+1 408-385-2536 (USA)' and 'Access Code: 6443-993 PIN: 937#'. The 'Speaking' section lists 'John Doe, 14086874149, Dave'. There are also 'Annotation' and 'Start Webcam' buttons. A chat window is visible at the bottom with a 'View chat history' link, a text input area, and a 'Send' button. The 'Meeting ID' is '1169-3341' and the host is 'R-HUB'.

- Start, stop or pause showing desktop/monitor/apps
- Grant keyboard & mouse to an attendee
- Grant presentation rights to an attendee
- Record presenter screen, audio & webcams
- Select desktop/monitor/application to show
- Mute me (phone or mic of mine)
- Mute all (phones & mics of all attendees)
- Open complete participant list
- List of phone callers, individually mutable
- List of desktop/iPad/smart-phone attendees
- Attendee using mic
- Attendee using phone
- Attendee using Flash
- Attendee using browser only
- Customize audio conferencing information
- Option to use mic or phone
- Audio conferencing information
- List of mic or phone speakers
- Highlight anywhere on screen
- Start/stop webcam
- Enlarge the chat window
- View chat history all time
- Display the current chat history
- Chat input area
- Send chat to one or all attendees
- Send Q&A or Push URL to attendees
- Meeting ID
- Invite attendees via email/phone /copy-paste

### Meeting Manager (Web Conferencing)

[Meeting Manager \(Web Conferencing\)](#)

[How to Enable Meeting Manager \(Web Conferencing\) for a Domain](#)

[How to Use the Meeting Manager Software](#)



[Using Meeting Manager without a SIP Phone or DID](#)

[Converting Recorded Sessions to MP4](#)

[Web Conferencing Security Considerations Flyer](#)

[How to Setup an External Audio Conference Bridge](#)

[End-User License Agreement \(EULA\)](#)

[Understanding the Meeting Manager Audio Bridges](#)

[Meeting Manager to PBX Conference Bridge Integration](#)

[The Meeting Manager Huddle Room Solution \(HRS\) Setup Guide](#)

**Suggested articles**

[How to Enable Meeting Manager \(Web Conferencing\) for a Domain](#)

[PBX Admin Guide](#)

[Configure vBroadcast](#)

[Polycom Overrides](#)

[VoIP Glossary](#)

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