

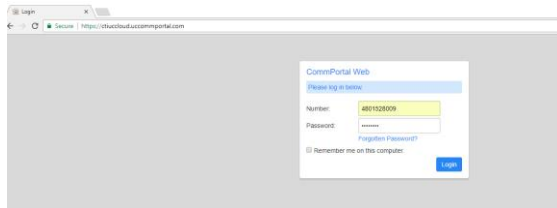
ACCESSION STAND ALONE MEETING USER GUIDE

INSTALLING ACCESSION STAND ALONE MEETING

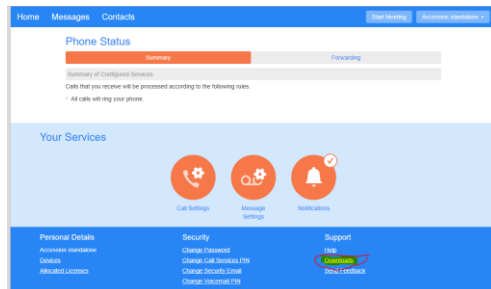
You will be given a routing number for your standalone bridge. It will be in the format of 480-152-8xxx.

You will also be given a password “ Password 1”.

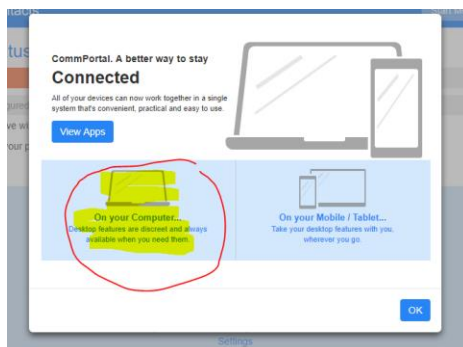
Log into the UCCloud Commportal at: <https://ctiuccloud.ucommportal.com>



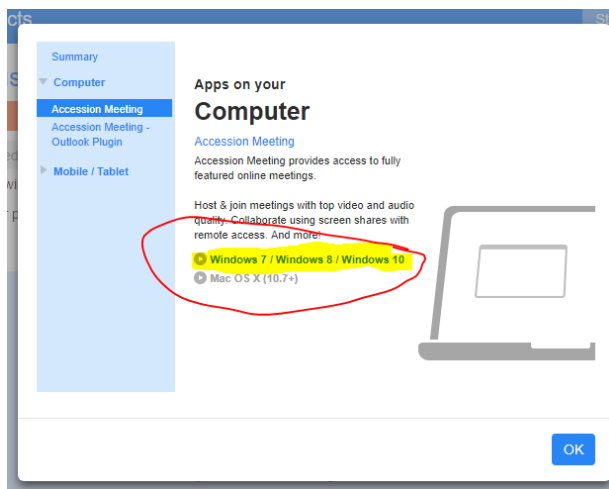
You will be in the Commportal home screen. Select Downloads:



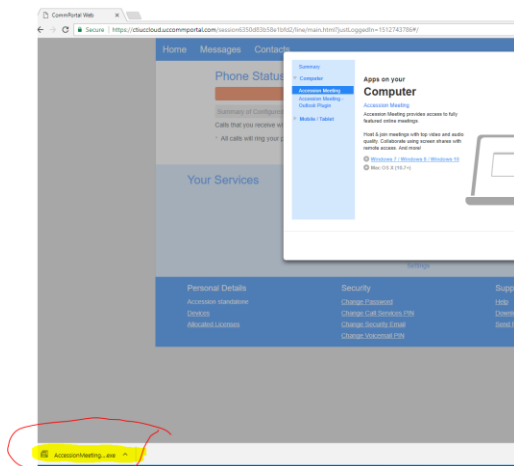
Select on your Computer:



Select your Operating system:

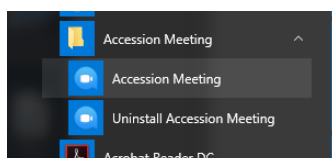


The software should download to your PC:



If you have permission run the installation program. If you do not you may need to ask for assistance from you IT administrator.

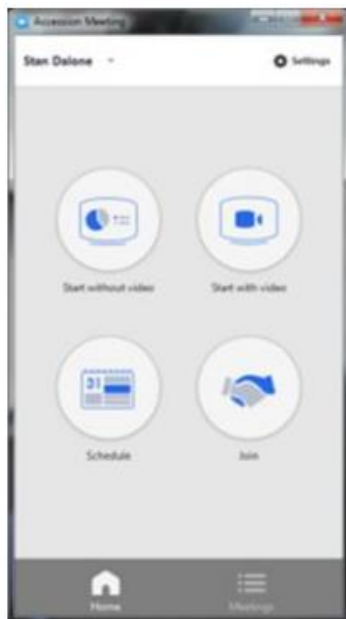
Once the software installs you should be able to find Accession Meeting on your program menu:



USING ACCESSION MEETING

If the subscriber has previously attended an Accession Meeting, the app will still be present on their device, so they will not need to download it. They will see the login screen when they launch the client. Subscribers should log in using their phone number and password. They will then see the Accession Meeting main window, where they can click the icons to

- start a meeting instantly, with or without video
- schedule a meeting for a future time



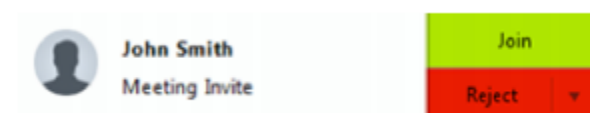
Accession Meeting main window (Standalone client)

These options all open the Accession Meeting UI where the Accession Meeting host can invite participants and configure other aspects of the Accession Meeting.

Participating in an Accession Meeting Participants in an Accession Meeting can use a wide range of features on the Accession Meeting UI.

JOINING AN ACCESSION MEETING

Participants can join an Accession Meeting by responding to an on-screen invitation while using Accession Desktop or, if they have Accession Mobile with Instant Messaging, on their mobile device.



Meeting invitation on Desktop

As well as providing links to join the Accession Meeting or reject the invitation, the invitation also allows the subscriber to use a drop-down to open a chat window and send an Instant Message to explain why they cannot join the meeting.

Accession subscribers can also use the **Join a Meeting** option on the **Meetings** menu of the Accession Desktop or Mobile UI.

If the invited participant is not an Accession Desktop or Mobile subscriber, they will have received the joining details of the Accession Meeting by another means, for example in the email automatically generated by Accession Desktop or Mobile, or by SMS. They can join a meeting by clicking on the login details in an email invitation, by entering the meeting URL in a browser, or, if supported in your deployment, by following the dial-in instructions.

If the invited participant has not yet installed the Accession Meeting client, this will be seamlessly installed as they join the meeting and the Accession Meeting UI will be launched. There is no separate login to Accession Meeting.

Participants in an Accession Meeting who have Accession Desktop should see their Accession Desktop avatar in the Accession Meeting UI. All other participants will use the default Accession Meeting avatar.

Once in a meeting, all participants can use the Accession Meeting UI to invite more contacts.

ACCESSION MEETING FEATURES

All the participants in an Accession Meeting can use the following features, accessed on the bottom ribbon of the Accession Meeting screen.

While the meeting is in progress, the Accession Meeting host has additional control over meeting settings, including configuring the settings of individual participants, for example to mute someone, or the settings of the Meeting as whole, for example to lock the screen sharing feature or prevent the recording of sensitive data.

CHAT

Once in the meeting, participants can chat to another participant in a one-to-one conversation, or send a chat message to all the participants. Participants do not need to have Accession Desktop or Accession Mobile Instant Messaging to chat to other meeting participants.

SCREEN SHARING

Attention: Subscribers must be very careful when sharing their screen to ensure that they are not unintentionally sharing contents of other screens.

In general, other participants should not be able to see the contents of any other windows on a subscriber's PC when a subscriber is sharing an application in Accession Meeting but there are some bugs in Windows 7+ that might allow the contents of other windows to be unintentionally shared. It is therefore good practice to advise subscribers to close any windows that they do not want others to see or, if they cannot do that, to not move away to any other window when sharing an application. Subscribers should also share applications from a screen that is not used to display pop-ups from Microsoft Outlook or Accession Desktop and so on.

All participants can share material with the other participants. The range of material that they can share does depend on the platform they are using to attend the Accession Meeting, but may include:

- their desktop
- a specific application window
- a whiteboard, that all meeting participants can annotate using various tools including a text tool box - participants can save the whiteboard as a png image within Accession Meeting or take a screenshot to save the whiteboard data
- a document from Dropbox or similar document sharing website
- a webpage

Once a screen has been shared, all participants can annotate the screen. The screen sharer can also set another user to have remote control of the shared screen or window.

AUDIO AND VIDEO OPTIONS

Participants can either use their computer audio, or dial in from a phone. They can also turn their video on or off.

When participating in a meeting on a desktop computer, an iPad or an Android phone, a participant can use the pin video feature to disable active speaker view, and view and record just a single speaker. If the participant has a dual monitor, they can pin a second video on the other screen. Pinning video in this way only affects the participant's local view and not the view of the other participants in the meeting.

If the Accession Meeting host enables the feature when creating the Accession Meeting, all participants on desktop computers can share a camera connected to their computer, enabling two cameras to be used at once in an Accession Meeting.

Accession Meeting also supports stereo audio.

An Accession Meeting can be recorded by a participant and saved locally, unless the Accession Meeting host has disabled recording. This recording can also be paused or stopped during the meeting if the participant is using a desktop computer. Subscribers can access recordings of previous meetings through the Accession Meeting interface.

HOT KEYS

When participating in an Accession Meeting using a desktop computer, participants can use hot keys to

- enable/disable the microphone or video
- switch camera
- share screen
- start/stop/pause/resume local and cloud recording of the meeting
- enter full screen
- mute/unmute all participants.

STANDALONE ACCESSION MEETING SETTINGS

The Standalone Accession Meeting client has its own set of settings, accessed in the Accession Meeting UI, so that a user who does not have Accession can

- view and change Accession Meeting options
- manage their audio and video devices
- manage recording settings
- view Help pages on using Accession Meeting.