



**iMeet** for iPhone®  
User Guide



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## Welcome to iMeet for the iPhone.

Host or attend an iMeet meeting right from your iPhone. The iMeet app for has all the key features and functionality of iMeet on the desktop, so you can meet anytime, with anyone around the world.

Your favorite iMeet features are right at your fingertips:


- Up to 15 people from anywhere in the world.
- Easily host or join a meeting with a few simple taps.
- High-quality, two-way video.
- Invite guests by email or have iMeet call them. See who's talking. Their cube will glow green.
- Increase meeting productivity by sharing and presenting files with guests.

Don't have an iMeet room yet to host your own meetings? Just visit [iMeet.com](http://iMeet.com) to sign up today.



# Installing iMeet on your iPhone.

## From your iPhone

1. On your iPhone home screen, tap the App Store icon.
2. In the Search bar, type “iMeet Mobile”.
3. Tap  to install.

## From your computer

1. Open a browser and go to the iMeet App page in the iTunes Store:



<https://itunes.apple.com/us/app/imeet-mobile/id456757257?ls=1&mt=8>

2. Download the app to iTunes.
3. Connect your iPhone to your computer and sync the app.

## System requirements

The iMeet app works on all Apple iPhone devices running iOS 5.1 or later.

# Sign-In.

## Registered Hosts and Guests

To sign in to iMeet on your iPhone for the first time, simply enter your Host or Guest account credentials.

## First Time Guest

You can join someone else's meeting with your name and email. Or you can simply use your Facebook or LinkedIn credentials and you're in.



# Get to know iMeet on the iPhone.

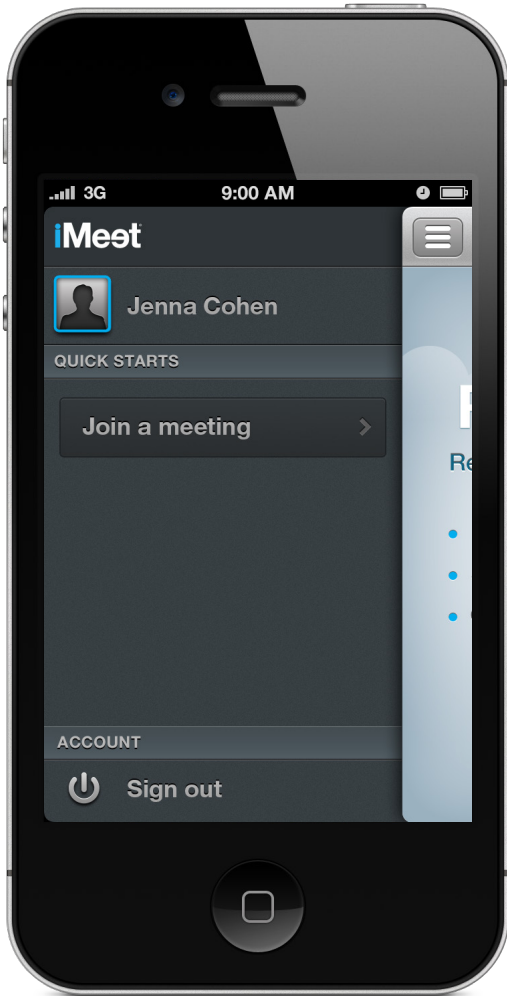
## The iMeet Host home screen

The home screen allows you to manage your contacts, start your meeting, join someone else's meeting and invite guests.



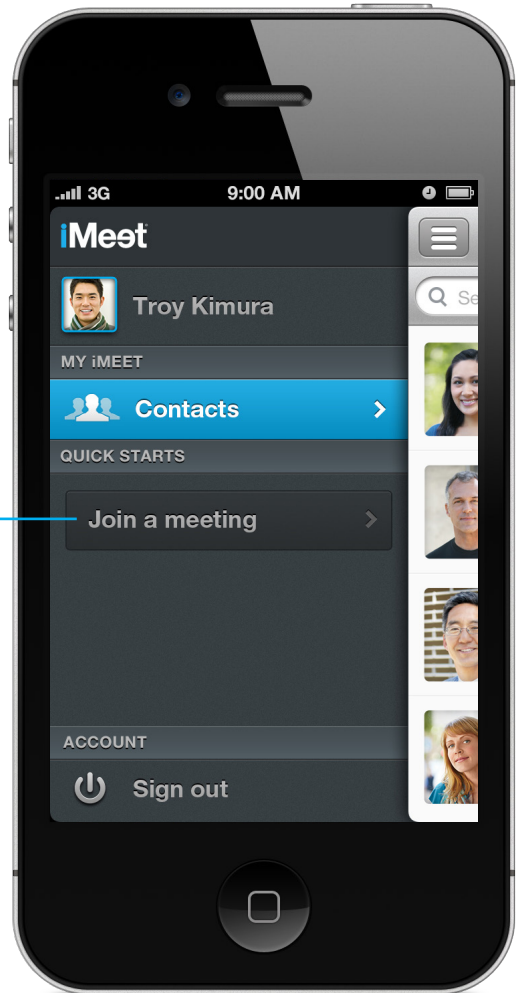
## The iMeet guest home screen

The home screen allows you to manage your contacts and join an iMeet meeting.



Unregistered Guests can easily join a meeting by manually entering the host's iMeet URL.

Registered Guests can manage contacts and join a meeting from the home screen.



[Join a meeting](#) Search your saved iMeet contacts to join their meeting.

# Getting started.

## First time users

If this is your very first time launching the iMeet app, you'll see a Welcome Screen prompting you to get started and build your contacts.

## Current users

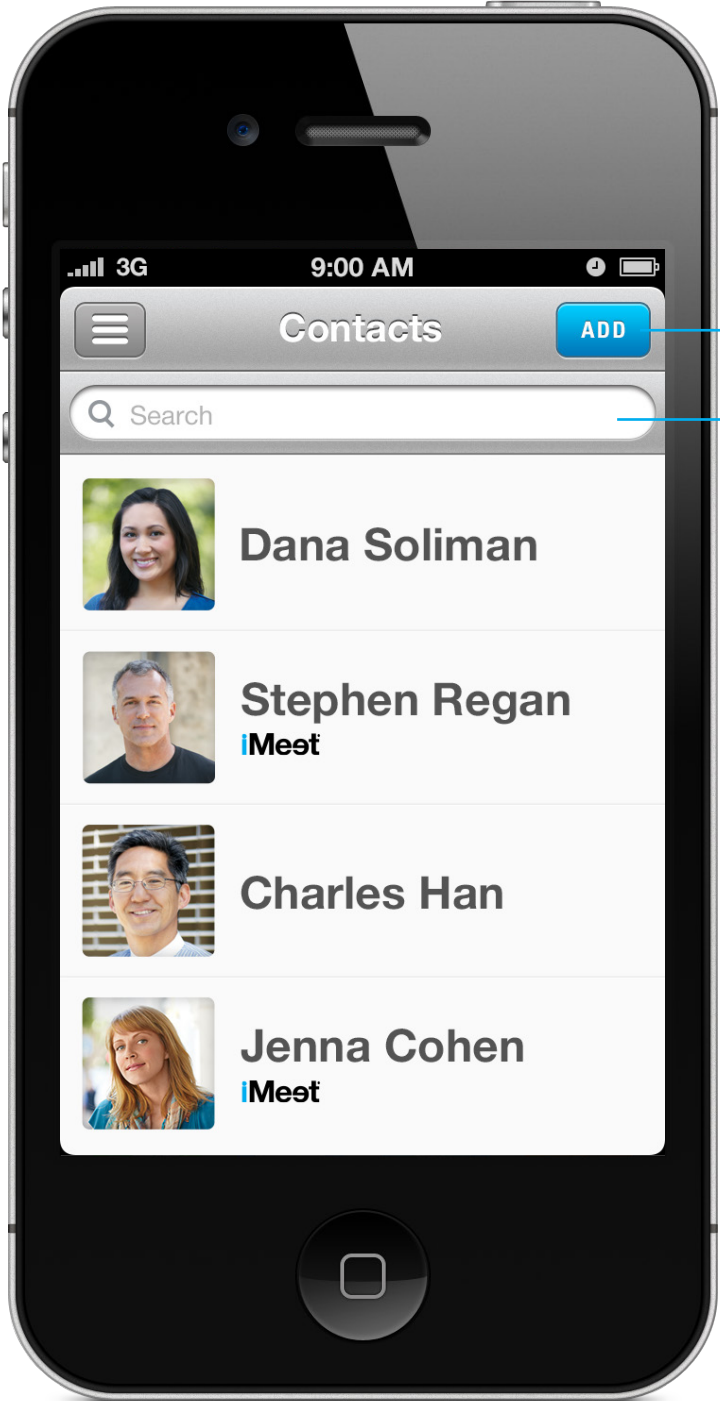
If you've been using iMeet on any of your devices, your iMeet contacts will appear in the main home screen view.





# Manage contacts.

You can manage your contacts, search for other iMeet hosts in your company, and manually add new ones. Plus, iMeet will auto-sync your contacts across all your devices so you're ready to meet and collaborate from anywhere you are.



Manually add new contacts.

Search your saved iMeet contacts.

## Add iMeet Contacts.

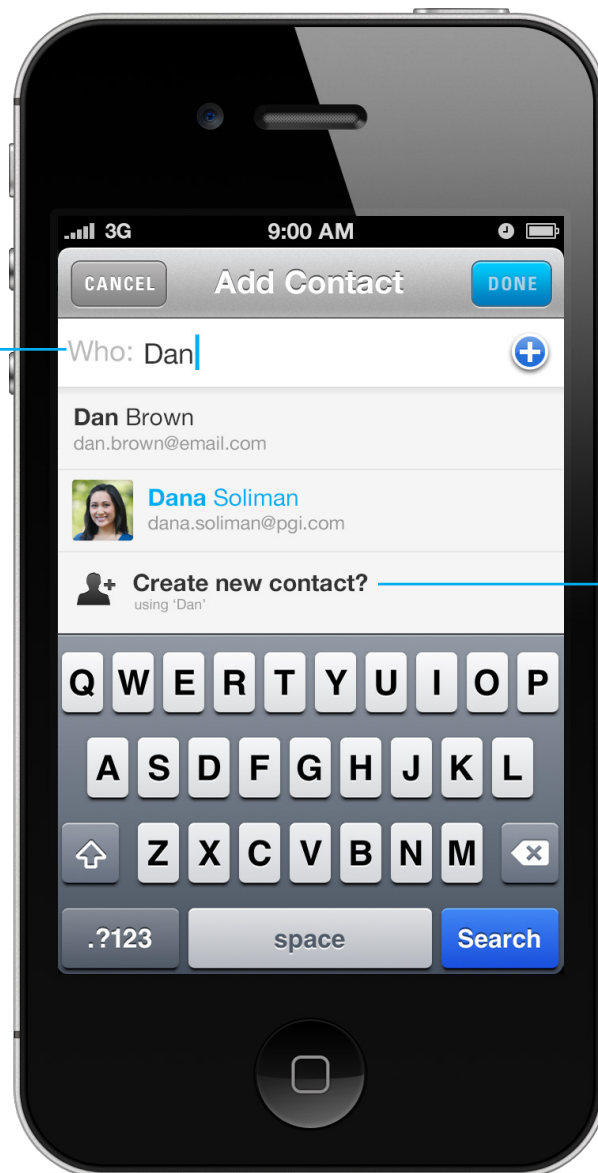
### Search company directory

From the main contact screen, click ADD. Start typing a name or email and iMeet will automatically search for all the iMeet accounts in your company directory. Select the contact, click ADD to save.

### Manually add new contact

If a contact isn't found when searching your company directory, you can manually create and save to your iMeet Contacts.

Type to search iMeet accounts in your company directory.

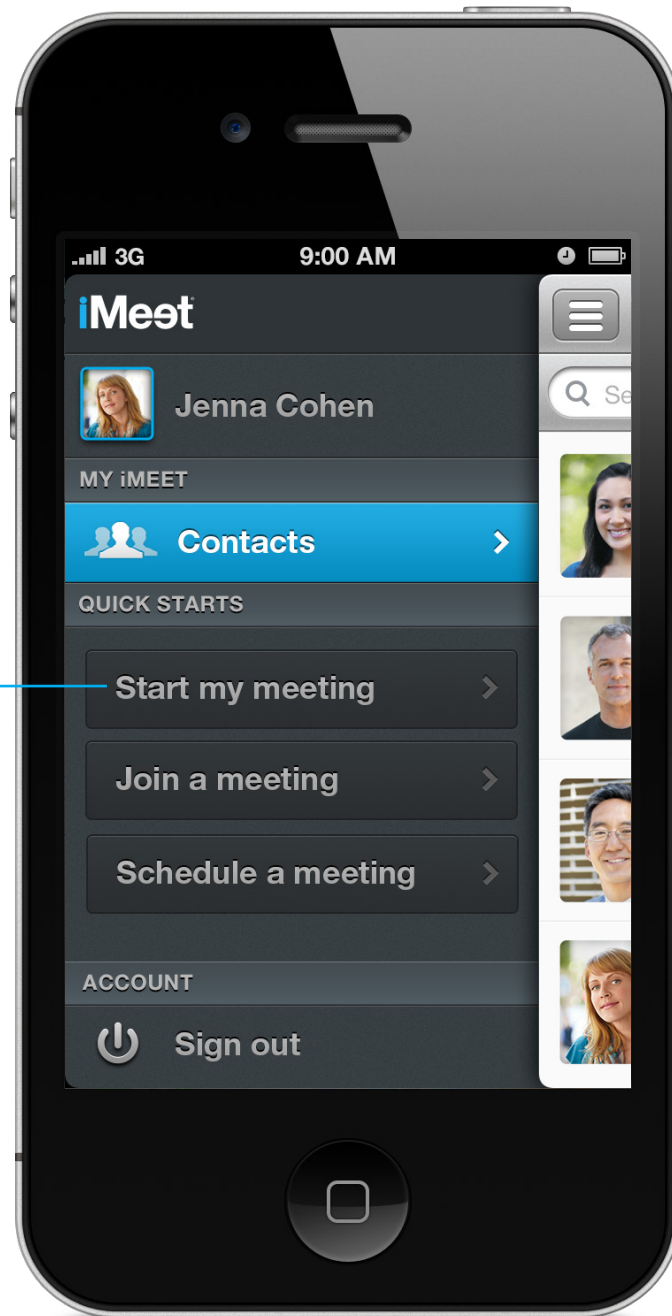


Manually create a new contact.

## Start my meeting.

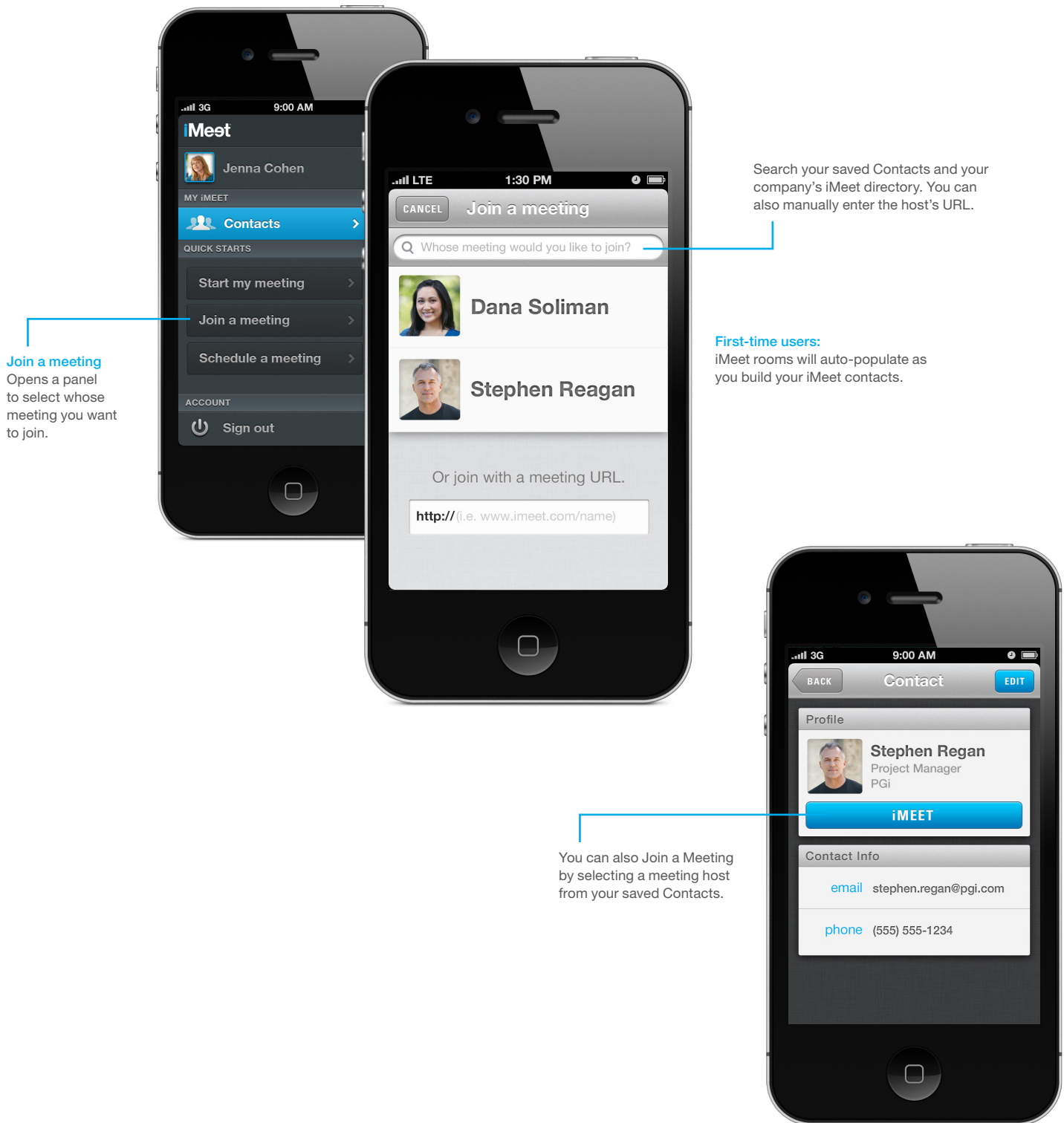
When you click Start my meeting from the main screen, your iMeet room opens and you're automatically connected.

[Start my meeting](#) Instantly launches your iMeet room.



# Join a meeting.

Provides easy access to search and join someone else's iMeet meeting.



# Get to know your meeting room.

Get to know where things are located. If you're familiar with iMeet on the desktop, you'll navigate the iPhone pretty quickly. Some of the features and functionality are available to hosts only.

**Webcam** Stream your video to meeting guests.

**Speaker** Single-click to turn off your speaker phone.

Mute or unmute your audio.

Info to view someone's profile.

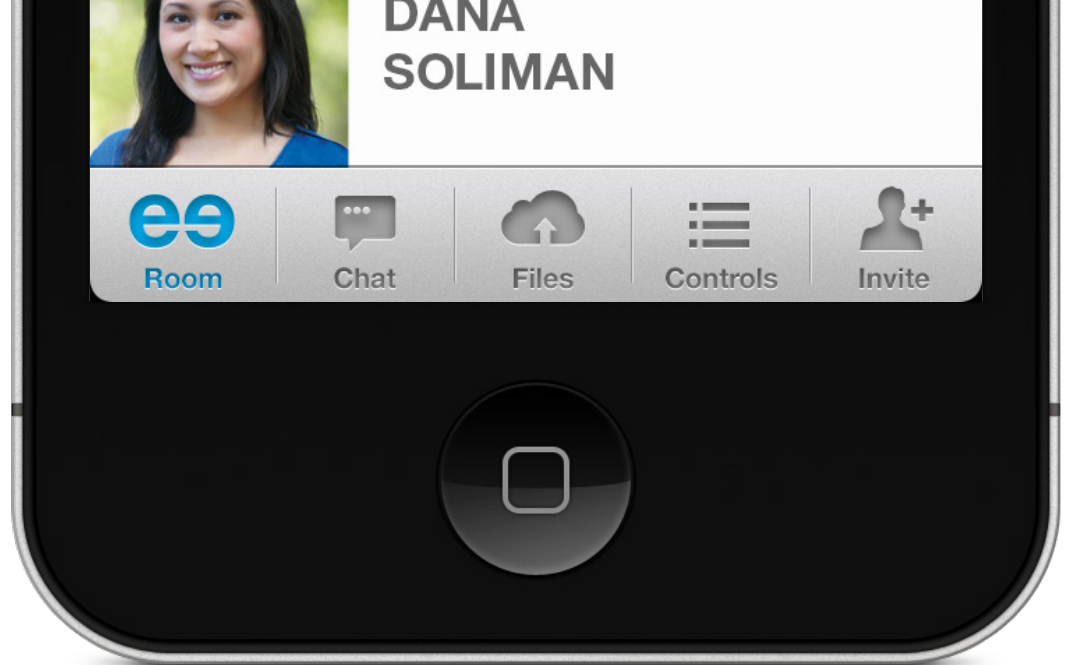
Step away to let someone know you'll be right back.

Raise your hand to ask a question.

Mute your audio.

**Main menu** Single click access to all your main host controls

The image shows an iPhone displaying the iMeet app interface. The screen is divided into several sections. At the top, there's a status bar with 'LTE', '1:30 PM', and a battery icon. Below that is the iMeet header with a menu icon, a video camera icon, the 'iMeet' logo, a speaker icon, and a microphone icon. The main content area shows a list of participants: Jenna Cohen (Meeting Host), Stephen Regan, Andrew Fox, and Michelle Santoro. Each participant has a profile picture and a name. Below Stephen Regan's name are four icons: an information icon, a step-away icon, a question mark icon, and a muted microphone icon. At the bottom of the screen is a navigation bar with five icons: 'Room', 'Chat', 'Files', 'Controls', and 'Invite'. The 'Room' icon has the 'ee' logo. Blue lines connect text labels to specific UI elements on the phone and to a separate set of icons on the right.



## Main menu.

The main menu holds everything you need to host and manage your meeting. When you're in a meeting, this is a convenient place to invite guests, view and share files, and add or change your audio connection.

- **ROOM** presents the view of everyone in your meeting.
- **CHAT** click to send a chat to everyone in your room.
- **FILES** access, show and share files from your cloud-based file cabinet. Hosts can email files directly to their room via their room email: ex. YourRoomName@iMeetFiles.com.
- **CONTROLS** easy access to audio connection, room lock and mute all meeting guests.
- **INVITE** (hosts only) Invite guests by phone or email.

## Invite guests to your meeting.

There are 3 ways for hosts to invite guests to the meeting.

### EMAIL

Tap SCHEDULE A MEETING from the navigation or INVITE during your meeting. An invitation, pre-populated with all the meeting details will open.

### CALL

Have iMeet call your guests to join the meeting by tapping INVITE from your meeting room.

### URL

Simply give guests your personal iMeet Meeting URL.



## Connect your audio.

There are 3 ways for you and your guests to talk in the meeting. As the default, iMeet will Auto-Connect your audio so you can talk right through your iPhone's softphone upon entry. This requires a Wifi or data connection.

### DIAL

To have iMeet call your default landline.

### CHOOSE ANOTHER NUMBER

Access your iPhone contacts or manually enter a number.

### CALL MY IPHONE

Instantly dials your iPhone directly.





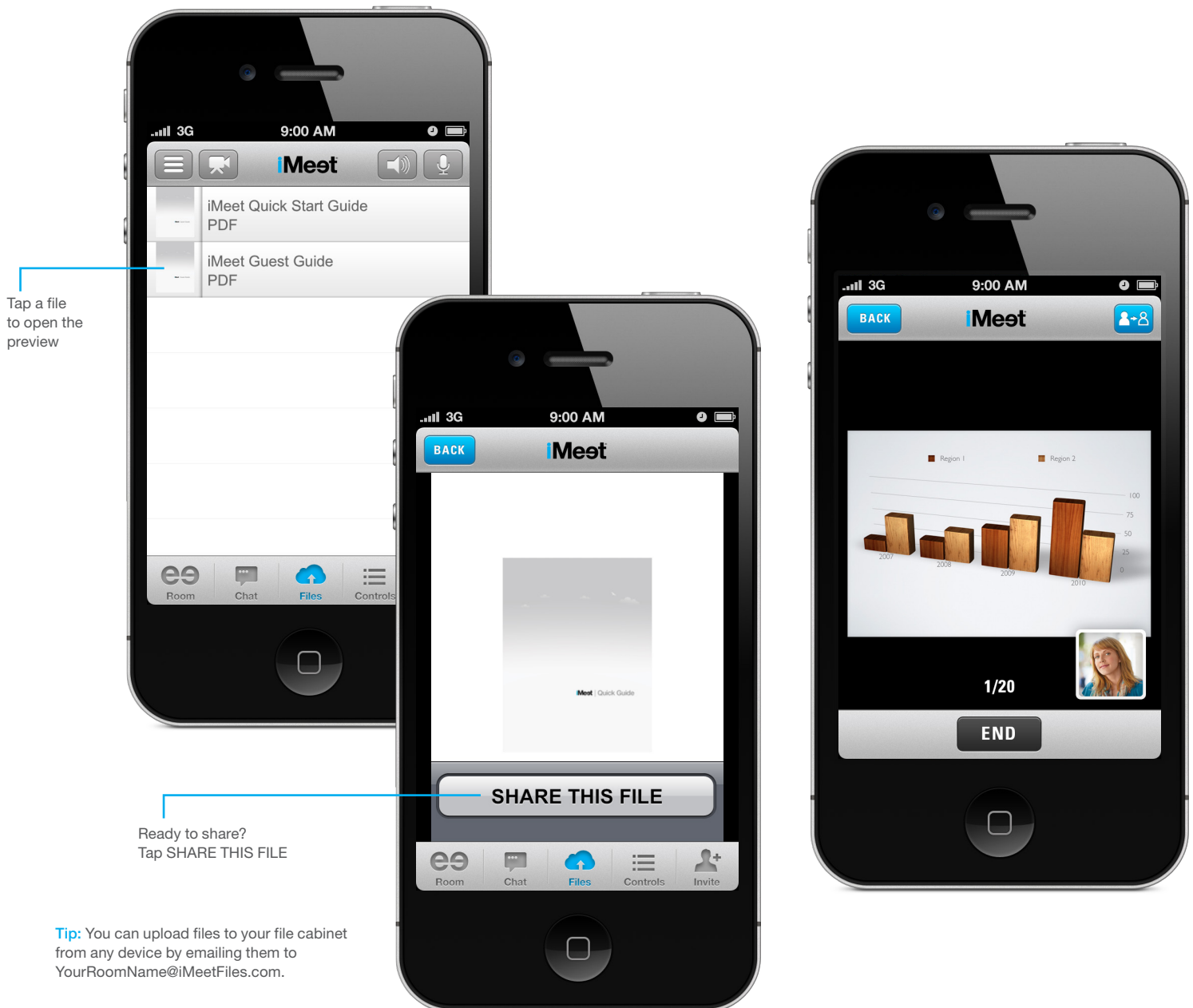
# Meeting productivity.

Get all your guests on the same page, in real-time, by presenting a file from your iMeet file cabinet.

## Share Files


Your files are waiting in the cloud and are in synced in real-time cross all your iMeet platforms.

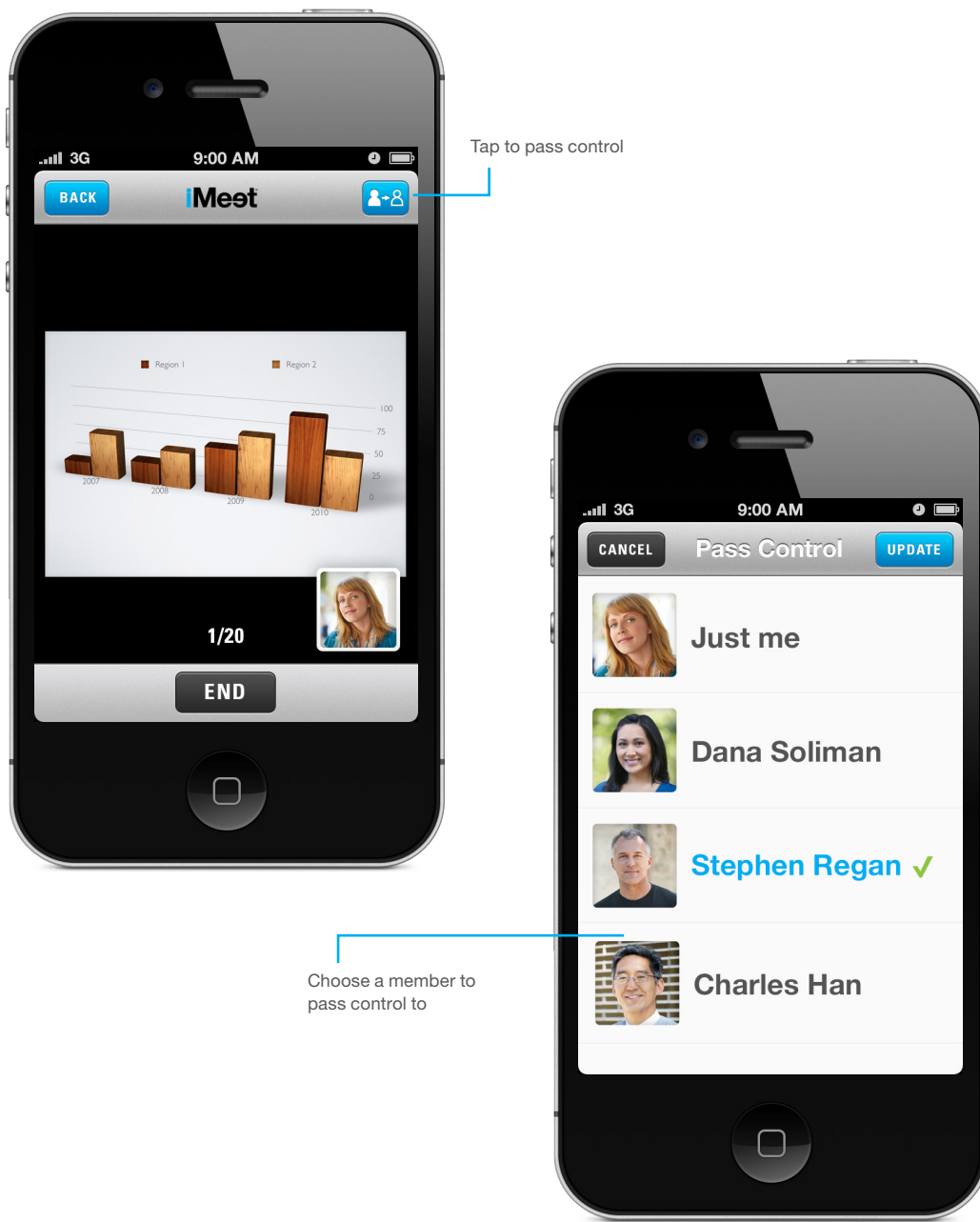
1. Tap Files and scroll through your files.
2. Select a file and tap PRESENT.
  - To zoom in, click “bigger” icon in the upper left corner of the document, then pinch to zoom in and out.
  - Swipe across pages to advance documents with multiple pages.



## Pass Control.

As the host, you can pass controls to another guest in your meeting right from your iPhone.

1. While presenting a file, click the  icon.
2. Select the guest to pass control to.



## Support.

Everyone needs support from time to time and we're here to help.

Visit [iMeet Community](#)

View [video tutorials](#)

Email [help@iMeet.com](mailto:help@iMeet.com)

Thanks for using iMeet. We hope to see you in an iMeet room soon.



**iMeet**<sup>®</sup>  
Reinventing the Meeting.