

## **MeetingConnect Mobile Assistant User Guide (for Private Plus users)**

If you are a frequent traveler or attend meetings while away from your office, MeetingConnect Mobile Assistant\* is an easy-to-use solution that will keep you connected. The free\*\* Mobile Assistant service now offers one-touch dialing into conferences from your mobile phone.

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### **Download Mobile Assistant**

1. Visit Mobile Assistant at the PCCW Conferencing homepage.  
[http://www.conferencing.pccw.com/eng/solutions\\_audio\\_conferencing\\_private\\_mobile\\_assistant.php](http://www.conferencing.pccw.com/eng/solutions_audio_conferencing_private_mobile_assistant.php)
  2. If you are on your BlackBerry phone, click **Download for BlackBerry Now!**
  3. If you are on a workstation, click on the **Send an email to your BlackBerry** link on the page.
    - a. On your BlackBerry, click on the link within the email sent to your account.
  4. Follow the download\*\*\* and install process on your BlackBerry phone.
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### **Setting up Mobile Assistant**

1. Open the **MeetingConnect Mobile Assistant** application from the programs list on your mobile phone.
  2. Select **New Profile** from the bottom-left action menu.
  3. Enter a meeting name in the **Profile Name** section.
  4. Enter the local, toll, toll-free or international dial-in number in the **Conference Number** section.
  5. Enter the Conference Code associated with the dial-in number.
  6. If you are conference leader, enter the leader PIN. If you are not the leader of the conference, leave this section blank.
    - a. For security reasons, the leader PIN will not be displayed during input or editing.
  7. Use the **Notes** section to enter additional conference details.
  8. Click **Save**.
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### **Start or join a meeting using Mobile Assistant**

1. Open the **MeetingConnect Mobile Assistant** application.
  2. Click once on the profile of the conference you wish to initiate or join.
  3. You will hear prompts to enter your conference information. However, you do not need to enter anything – the dialing application will connect you directly to the conference.
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*\*MeetingConnect Mobile Assistant is only available in English.*

*\*\*MeetingConnect Mobile Assistant download is FREE. All conferencing charges and other service fees still apply.*

*\*\*\*If you encounter problems downloading the application with the BlackBerry "Browser", please change your browser preferences to "Internet Browser".*

**For more information, please call our 24-hour conferencing hotline on 2607 8833.**