

## MEET ME NOW User guide



### For the participant Getting started

#### Joining a Meet Me Now web conference

1. Dial in using the telephone number provided by the presenter (or, if dialling in from your Timico multimedia client on the same domain as your chairperson, dial **1000**) and enter the conference access code, followed by the hash **#** key. This connects you to the audio portion of the conference.
2. Copy the conference URL (provided by the presenter) into your web browser.
3. Log in, entering your name, company name and email details, to join the web portion of the conference.

#### Participant web collaboration window



Opens a chat window to send an Instant Message



Raise your hand during the presentation to make a contribution





Switch all participants to full screen



Log off. Ends the web portion of the collaboration.

## Becoming the presenter

When the presenter gives you control of a presentation, a new toolbar will appear giving you a range of tools to use including the document pointer  and the marker . You can choose between presenting any of the documents uploaded to the conference bridge by the main presenter, uploading your own documents, or sharing your own applications or desktop.

For help on uploading or sharing documents, please see the Presenter user guide.

## Accepting transferred files

When your presenter sends you a file, a chat message opens with a link to download the file. Click the link to open the file. Right-click to save it.

## Answering instant polls

When your presenter sends you an instant poll:

1. Select your answers from the list.
2. Click **send**.

## Logging off

To end the web collaboration and conferencing session:

1. On the toolbar, click **log off** 
2. On your phone, or the Timico multimedia client, press **9 2**.

**If you have any questions about setting up or using our Meet Me Now service, you can email us at [tcs.business@timico.co.uk](mailto:tcs.business@timico.co.uk), or call us on 0844 871 8125.**