

ShoreTel Conferencing for iOS

Using the ShoreTel Conferencing for iOS app, you can attend and host previously created ShoreTel Conferences from your iPhone or iPad. The Conferencing app has most of the basic functionality of the ShoreTel Conferencing Web Portal, including:

- Viewing desktop share
- Viewing the Conference whiteboard
- Call me, mute, and other host call controls
- Viewing the conference participant list
- Conference messaging
- Sharing Library content

You do not have to be a ShoreTel user to use the Conferencing app; you only need to be invited to a ShoreTel conference or have a valid ShoreTel Conferencing URL.

Join as a Guest Participant

If you are invited to a conference as a guest participant, you can quickly join the conference using the ShoreTel Conferencing app.

1. Install the ShoreTel Conferencing for iOS app from the Apple App Store.



2. Do one of the following:
 - Start the Safari web browser and enter the conference URL in the address field.
 - Tap the conference link in the conference invitation.

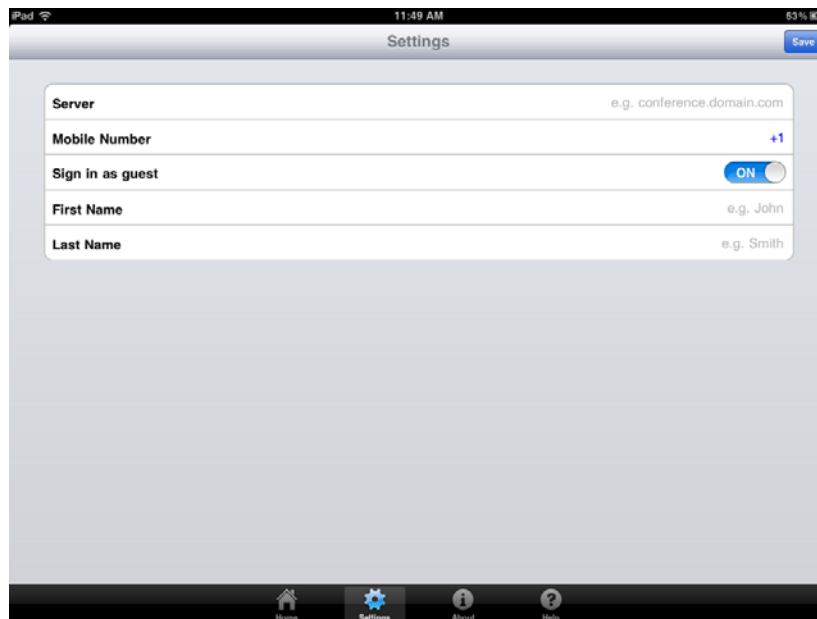


3. The Conferencing app launches and you are joined to the conference as a guest participant.

Join as the Conference Host

You can join a conference as the host if you are a user of a ShoreTel system with a conferencing resource assigned.

1. Install the ShoreTel Conferencing for iOS app from the Apple App Store.
2. Launch the Conferencing app.
3. From the Home screen, tap **Settings**.



4. Enter the Fully Qualified Domain Name (FQDN) or IP address of your ShoreTel Service Appliance.
5. Move the **Sign as Guest** slider to **OFF**.
6. Enter your ShoreTel user name and password, and then tap **Save**.
7. Tap **Home** to return to the Conferencing Home screen.
8. Enter the access code for your conference, and then tap **Join**.



You are joined to the conference as the host and can initiate host functions, such as mute all and start recordings.

Basic User Interface

There are two main screens in the Conferencing app, the Conferencing Home screen and the Conference screen.

Home Screen

If you are not already joined to a conference, the Home screen is the first screen you see when you launch the Conferencing app. This screen is similar to the Conferencing Web Portal page used for joining conferences.







If your server is already configured on the Settings page, you can join a conference by entering the conference access code and then tapping Join.



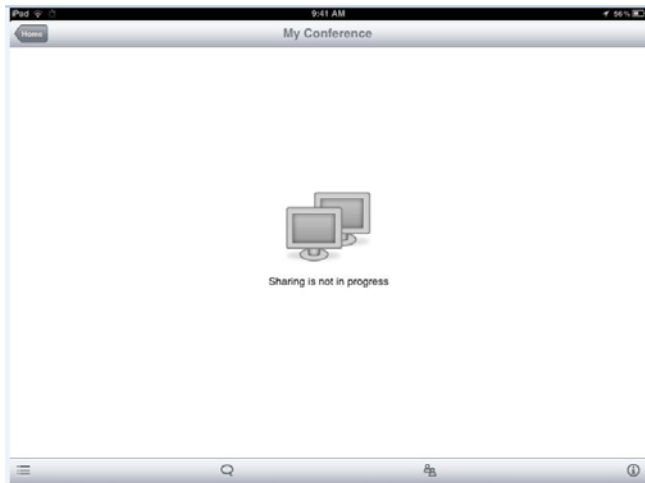
Tip

To join a conference on a different system, you can enter the URL of that conference in the Access Code field and then tap **Join**.


	Home	Return to the Conference Home screen.
	Settings	View the Settings page to configure your user information.
	About	View the version information for the app.
	Help	View the online help.


Conference Screen


The Conference screen appears once you have joined a conference. The name of the conference appears at the top of the screen. This screen is similar to the desktop version of the Conference Viewer. Similar to the desktop version, some functions are only available to the conference host.




The following is a list of functions available from the Conference screen.

-  Actions - Tap to view the Actions menu
 - Share from Library (presenters only)
 - Raise Hand
 - Call Me
 - Leave Conference
 - Mute
 - Lock Conference (host only)
 - Record Conference (host only)
 - Mute All (host only)
 - Call Attendee (host only)
 - End Conference (host only)
 - Restart Conference (host only)

-  Messages- Tap to view the Messages screen
 - View others messages
 - Send a public message to all participants
 - Send a private message to a single participant

-  Participants - Tap to view a list of all participants
 - View participant list
 - Allow another participant to present (host only)
 - Remove participant from the conference (host only)
 - Mute a participant (host only)

-  Conference Info - Tap to view the conference details

Unlike the desktop version you can only share content from the Conference Library, there is no desktop share or media share function.