User Guide

Unify Meeting Desktop App

*Revision:*2.1

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DRAFT

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1. Revision History

1.1   Revision History

Date	Version #	Details of change	Author	Reviewer	Approver
22-Feb-22	2.0.6	Initial Document	Rocky Malvi	Ritesh mPatel	Mahendra Sengar
30-Mar-22	2.1.0	Added clarity	Tom Doddridge	David Anderson	David Anderson

2. Introduction

2.1 Purpose

User guide is a technical communication document intended to assist user on how to Use **Unify Meeting** software program. A User guide may include the following information:

- The first part of a guide provides information on how to use the **Unify Meeting** application.

2.2 Unify Meeting Overview

Unify Meeting software is an innovative idea for a Unified User Interface for the video conference clients, to start with Microsoft Teams, Google Meet and Zoom with the vision of adding convenience and consistent/simplified user experience.
Unify Meeting creates a simple, intuitive UI that is the same no matter which video conferencing platform is in-use. Unify Meeting is for your PC 'at-the-desk', and works with the user-side video conferencing applications. The user is presented with their calendar and can click to join meetings with one intuitive and simple tap. Unify automatically knows which meeting platform to open for the meeting ahead. The buttons and commands are always in the same place. Unify Meetings designed to work best on a second or third screen.
Unify Meeting does not affect the client application and allows you to still see meeting platform's UI on primary/1st screen. Software has visually pleasing UI that consistently displays the user's calendar at all times for easy visibility
Unify Meeting is currently compatible with the three largest video conferencing software platforms: Zoom, Meet, and Teams and runs in Windows.

Benefits of utilizing Unify Meeting

- Eliminates frustration with having to navigate different video conferencing software UIs where functions are in a different location and that consistently update/evolve

- No more wondering where certain buttons or commands are on-screen, since Unify Meeting ensures they are always in the same, reliable place

- Always accessible calendar display to keep your upcoming meetings available

- Join meetings with a simple single tap; no need to open outlook/google calendar and then find and click the link

- Makes navigating/switching between big three video conferencing platforms easier than ever

### 2.3 User Credentials and Permission requests

Unify Meeting keeps all personal information locally and at no time is any customer identifiable information sent to Mimo Monitors or any of its affiliates. The only communication that occurs between the Unify Meeting software and Mimo Monitors is validating the license key.

3. Modules

3.1 Enter license key:

If the software is paired with any Mimo Monitor, a license key is not required. If a Mimo Monitor is not connected, the user must enter a valid license key and click on the submit button then the user will be redirected to the sign screen.

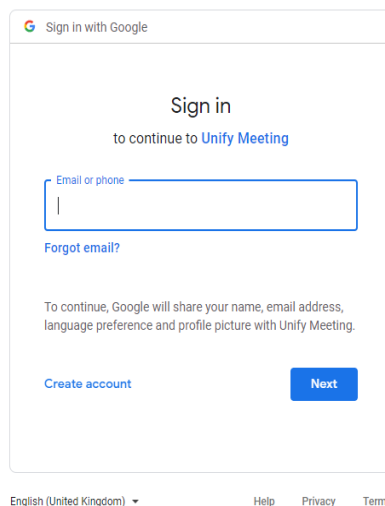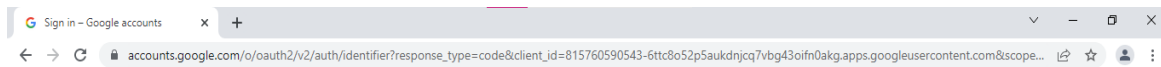License keys may be purchased here: https://www.mimomonitors.com/products/unify
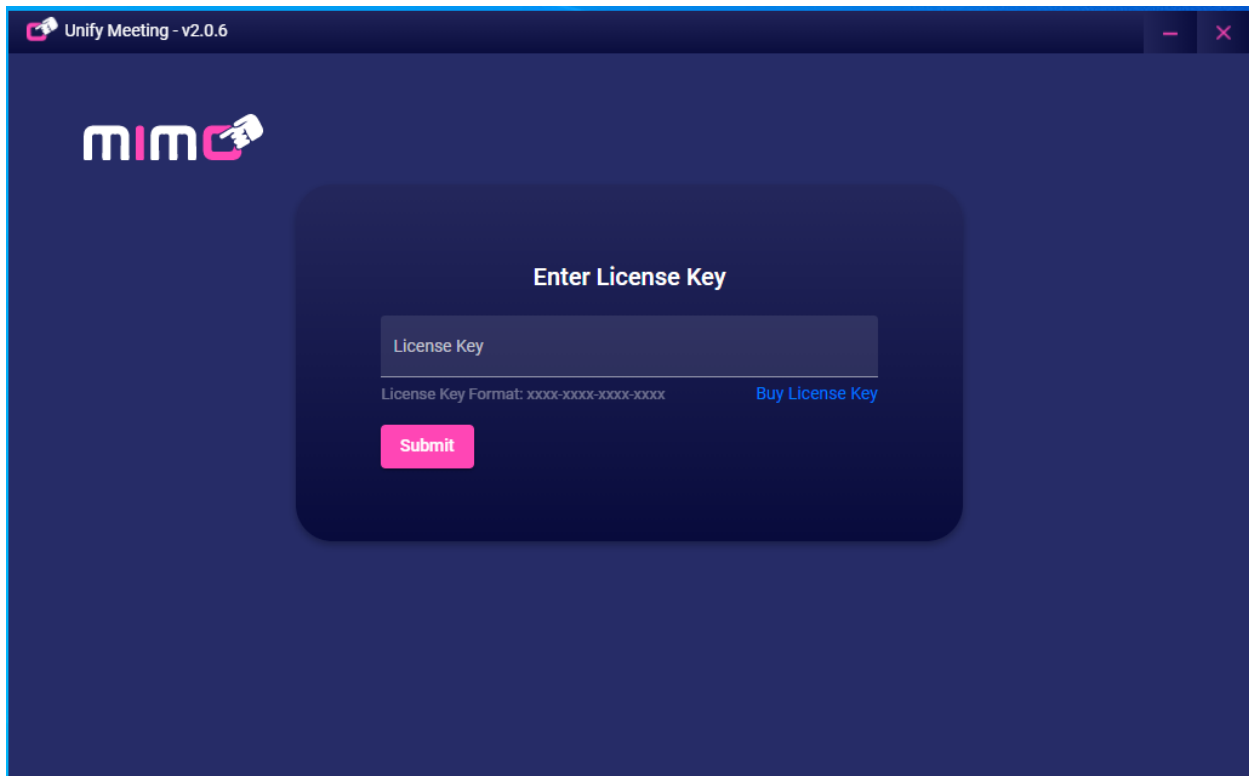
3.2 Sign in Google Account

For user calendar support, the user has to sign in with either a Google or Microsoft Office 365 account from the sign in screen.
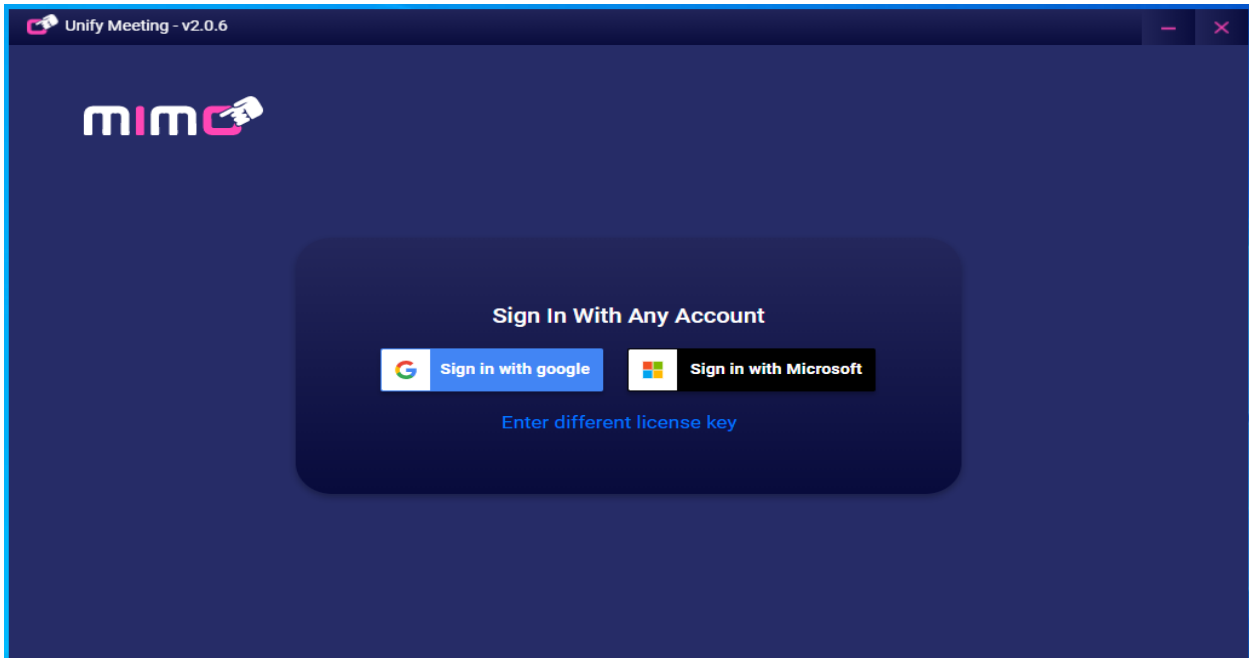
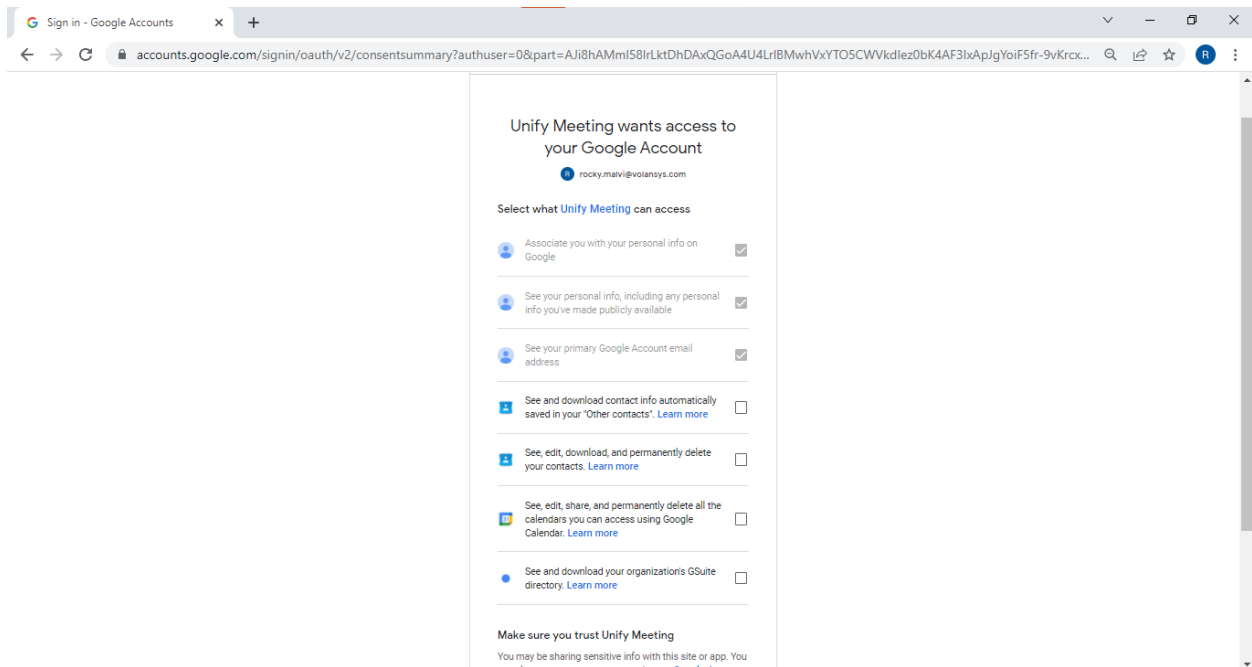Clicking on the "Sign with google button" the user is redirected on the browser for the login.

Enter valid username and password and clicking on the next button so user may to see the below page. The software has been submitted to Google for review, so this page may not be presented in the future
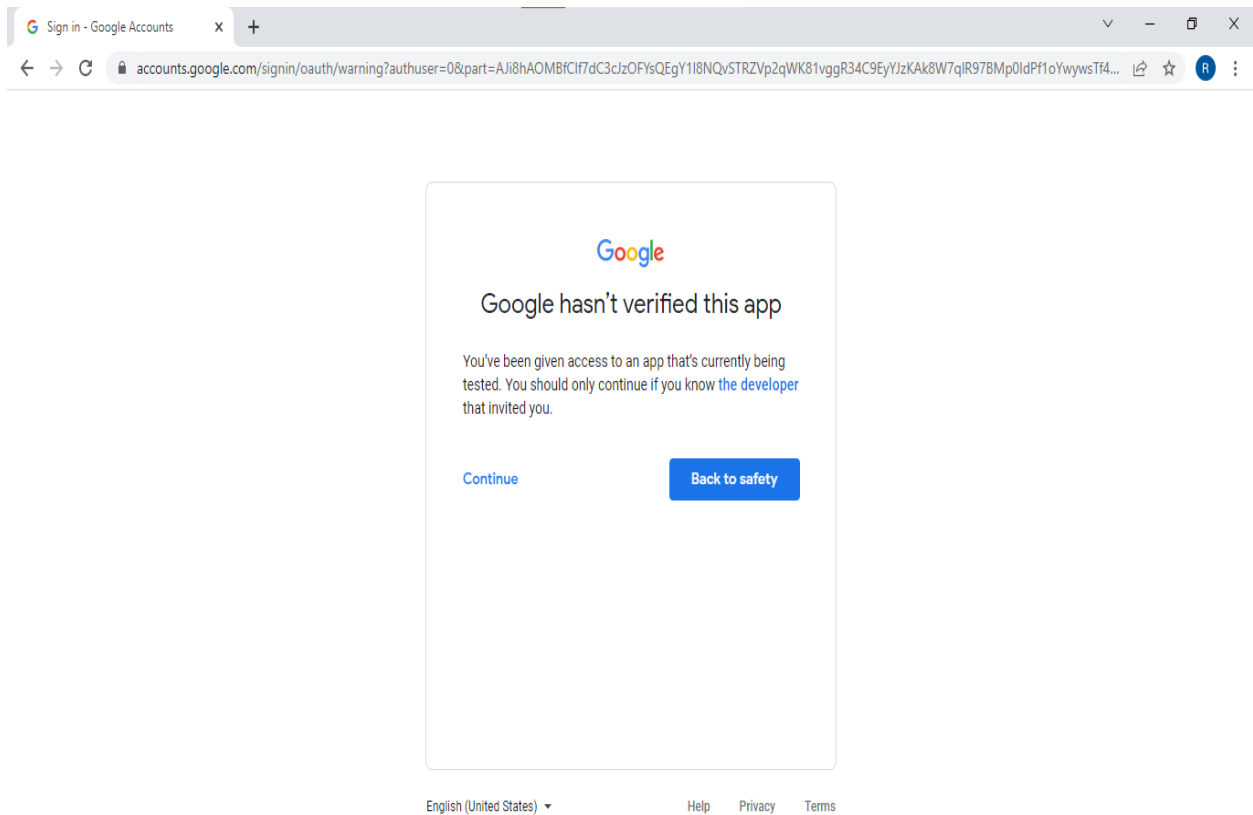
User Must be allow access all permissions and click on the Continue button.

- See and download contact info automatically saved in your "Other contacts".

- See, edit, download, and permanently delete your contacts.

- See, edit, share, and permanently delete all the calendars you can access using Google Calendar.

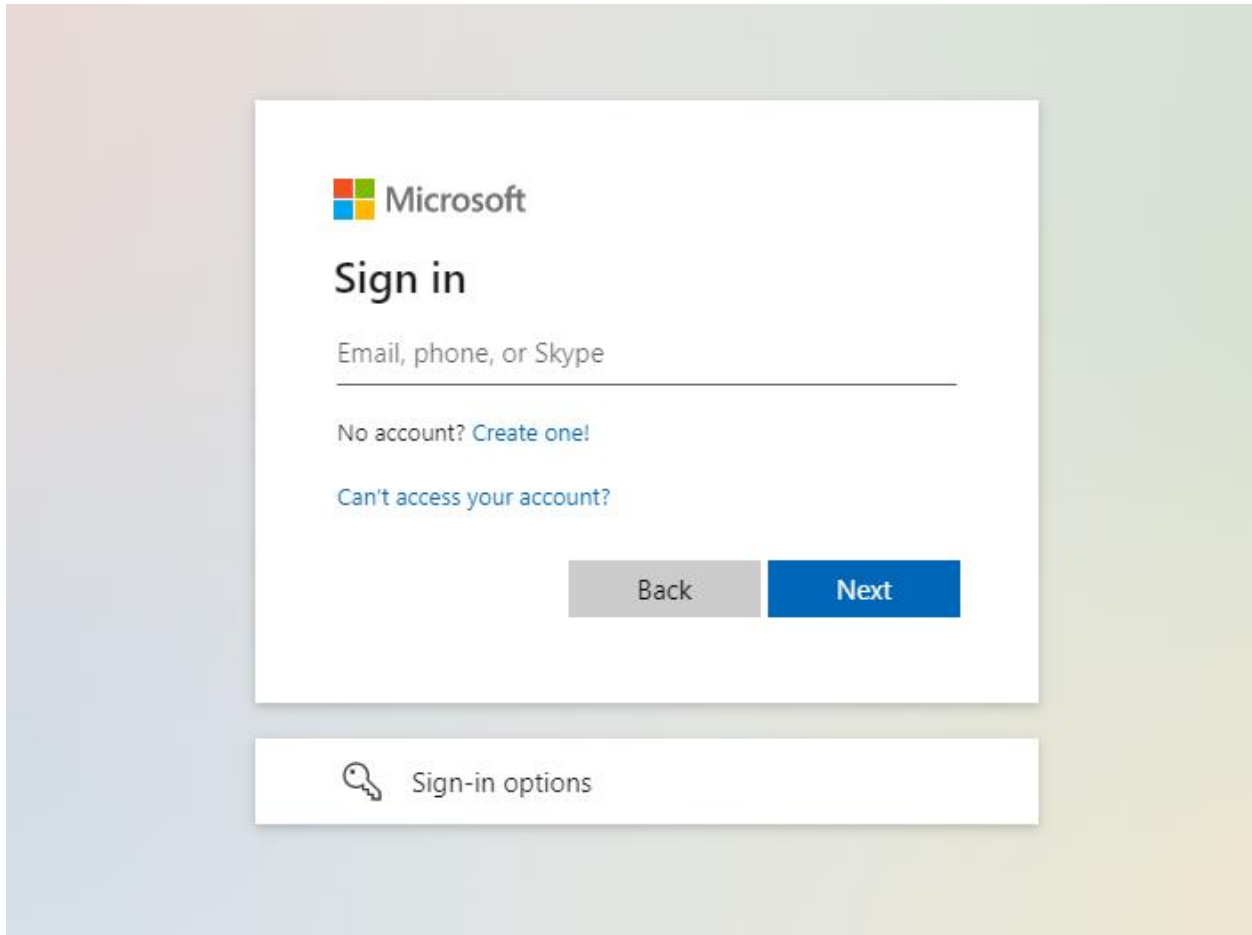- See and download your organization's GSuite directory.
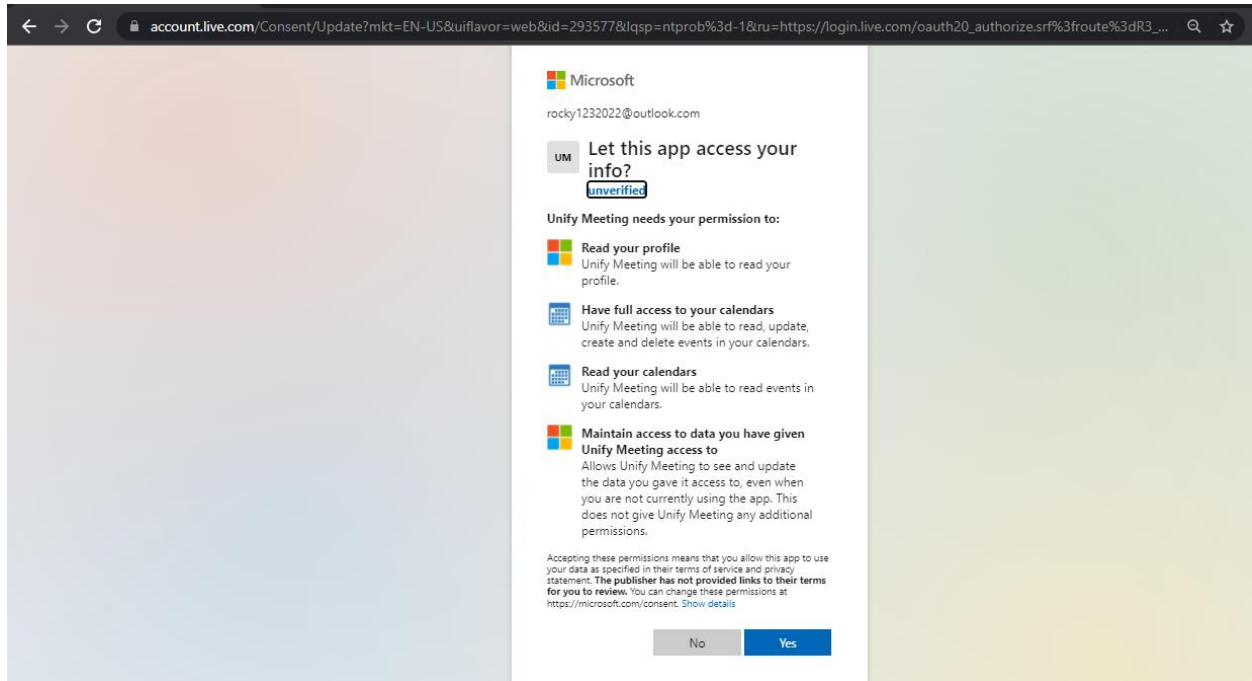
Sign in Microsoft Account

If the user signs in with Microsoft account from the sign in screen.
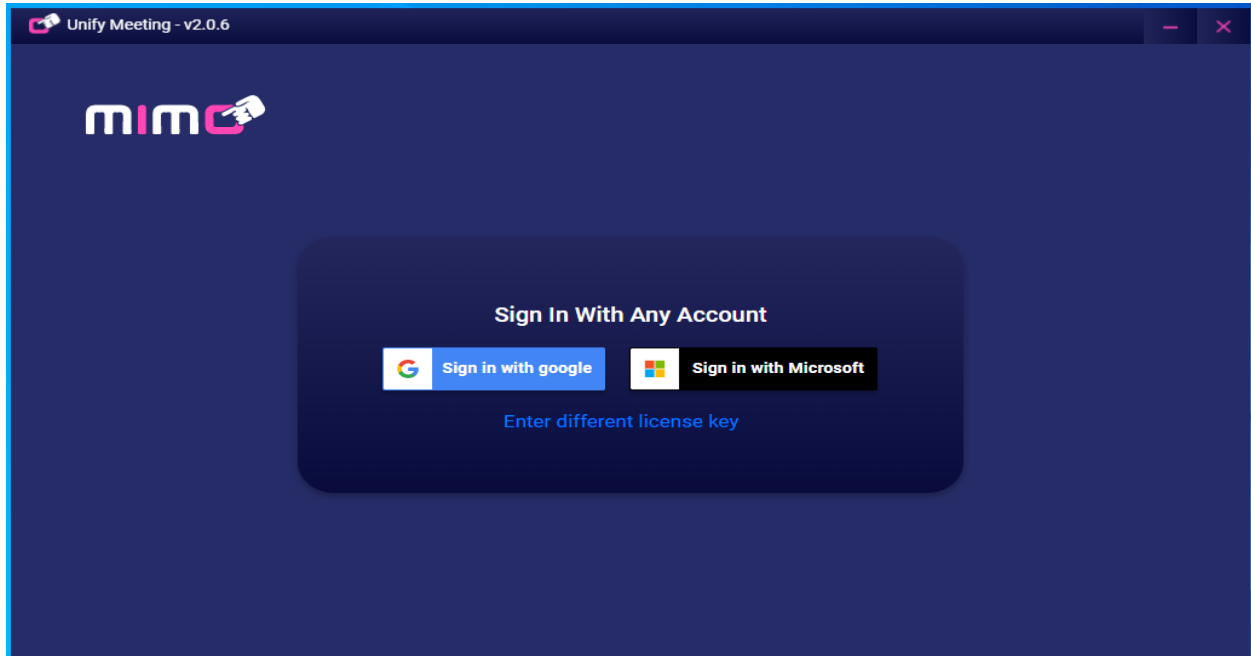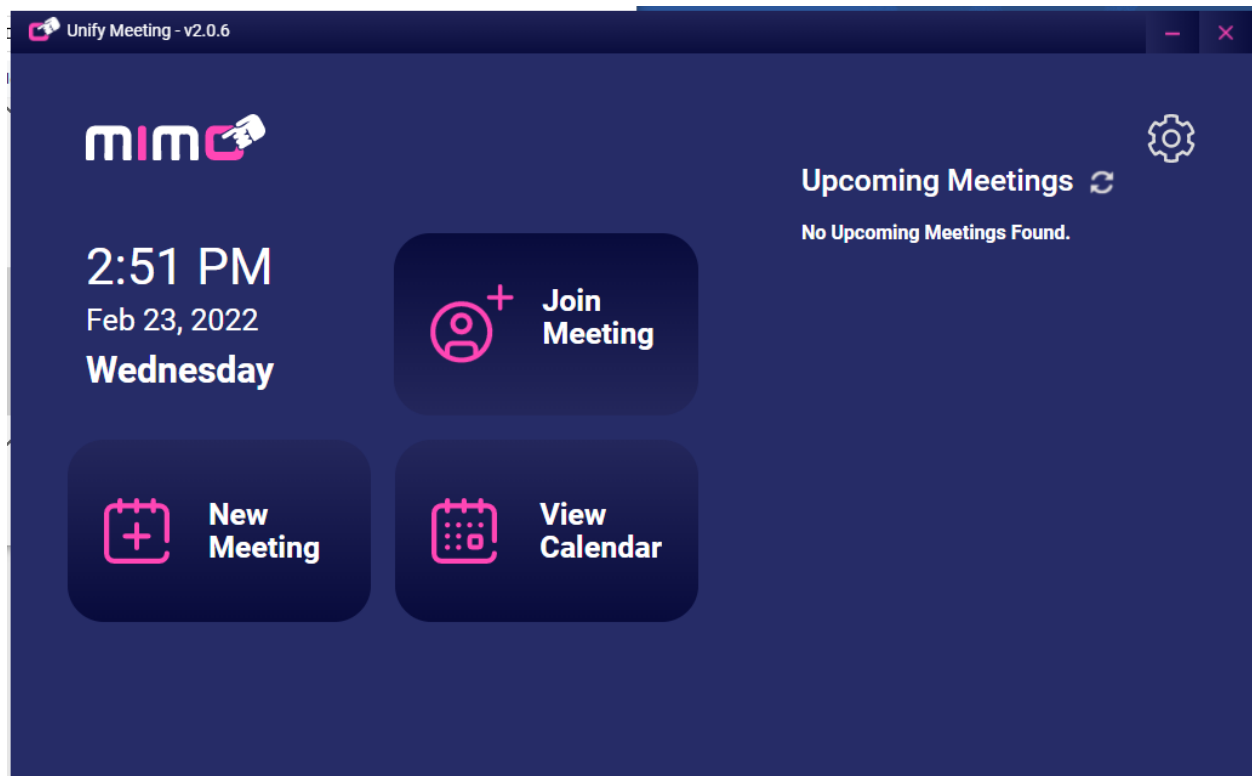
Clicking on the "Sign with Microsoft button" than redirect on the browser for the login.

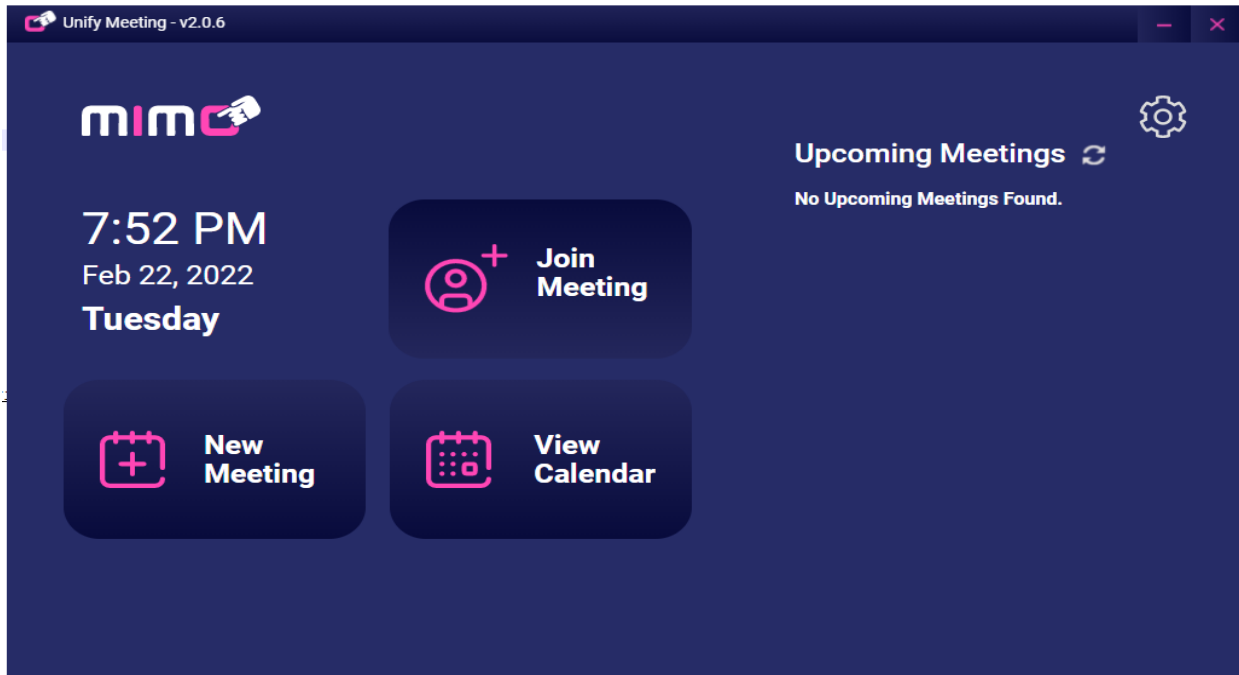Enter valid username and password and clicking on the next button so user will see the below page.

Click on the "Yes" button for the allow all permissions. The user should redirect on the controller.

3.3 Dashboard

From the dashboard screen the user will be able to see the features such as create new meeting, Join meeting, Calendar and Upcoming meeting list.
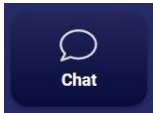
- From the dashboard screen user should able to see the List of Upcoming Meetings. A single click starts the meeting in the proper Zoom, Teams, or Meet application If the meeting is within 5 minutes before to 10 minutes after. If outside that time window, the meeting details will be presented
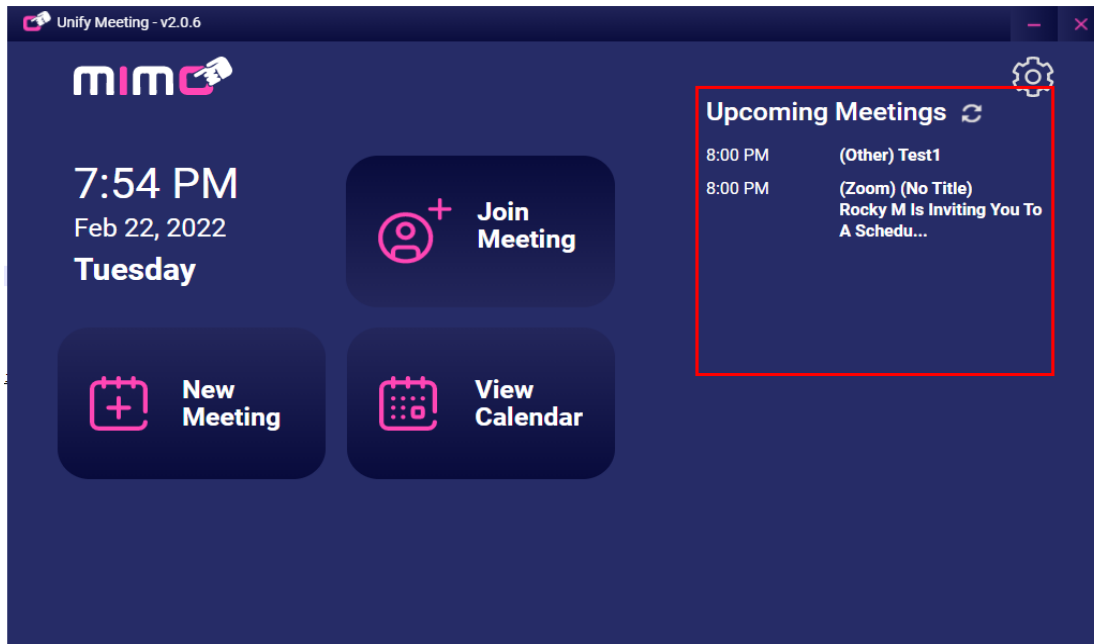
- The meeting Controller page is available after joining meeting. User can control the different features/controls available in client from this screen.
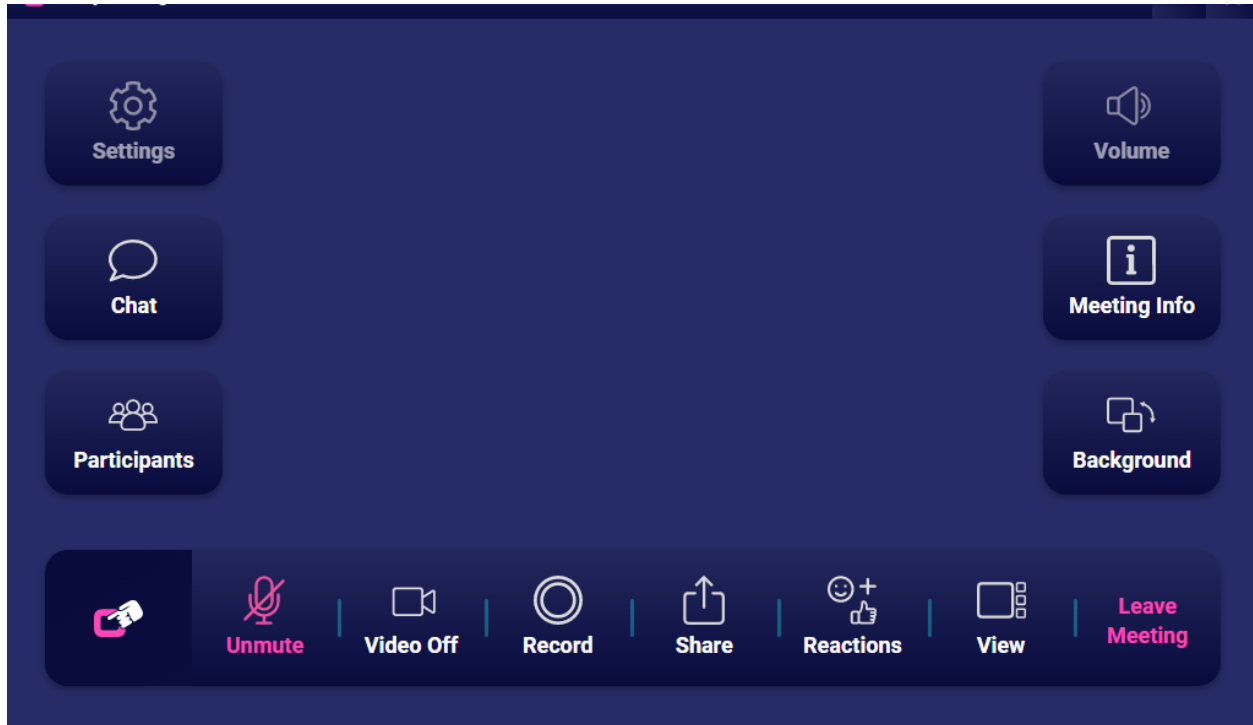

- **Use of buttons details has been below.**

| No	Icon	Details
1	Chat	When user has clicking on the Chat button so user should able to see the open chat feature in the browser for the meet and zoom and Team open in the desktop application.
2	Participants	When user has clicking on the participant button so user should able to see the open participant list in the browser for the meet and zoom and Team open in the desktop application.
3	Mute	User can able to Mute and Unmute audio from the here in all clients.
4	Video Off	User can able to On and Off video from the here in all clients.

| 5	Record	User can able to Record ongoing meeting from the here in all clients.
6	Share	User can able to Shar and stop sharing the here in all clients.
7	Reactions	User can able to give reactions (Raise your hand) from the here in all clients.
8	View	When user has clicking on the View button so user should able to see the open view change option in the browser for the meet and zoom and Team open in the desktop application.
9	Leave Meeting	User can able to leave meeting from the here in all clients.
10	Background	When user has clicking on the Background button so user should able to see the open change background option in the browser for the meet and zoom and Team open in the desktop application.
11	Meeting Info	When user has clicking on the Meeting Info button so user should able to see the open meeting details in the browser for the meet and for the zoom open in the desktop application.

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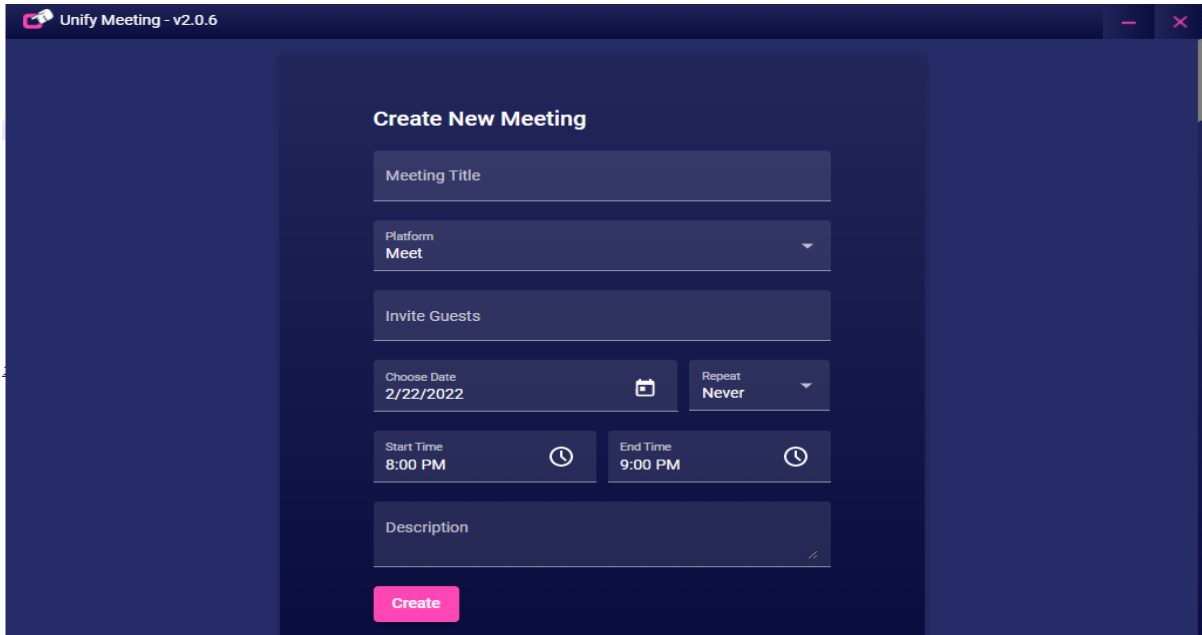- When the user clicks in the Share button so user should able to see the below popup.
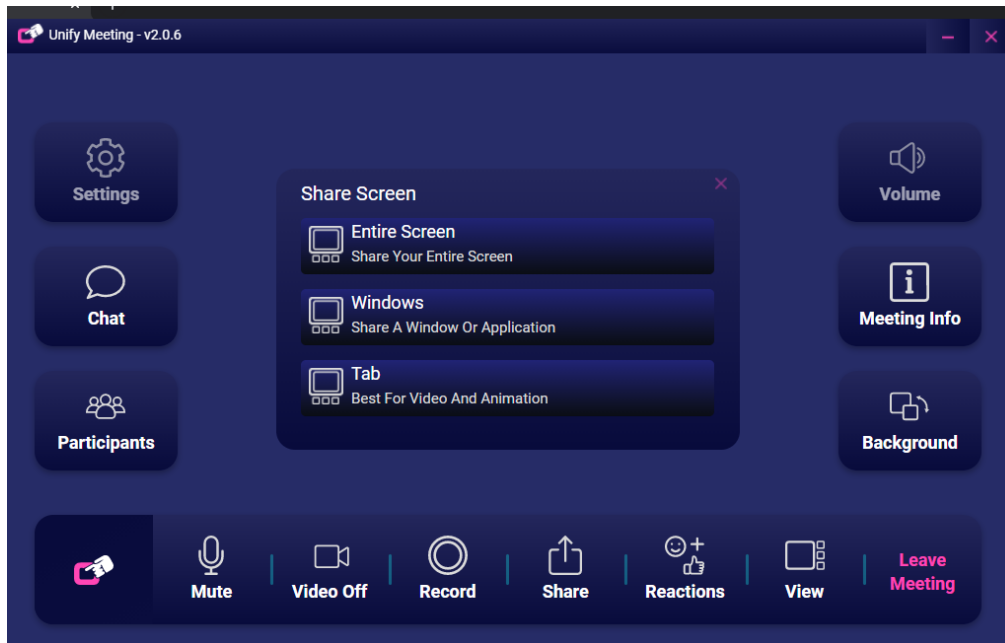
- When user has clicks on the any share screen option the popup so user will see the below loading screen.
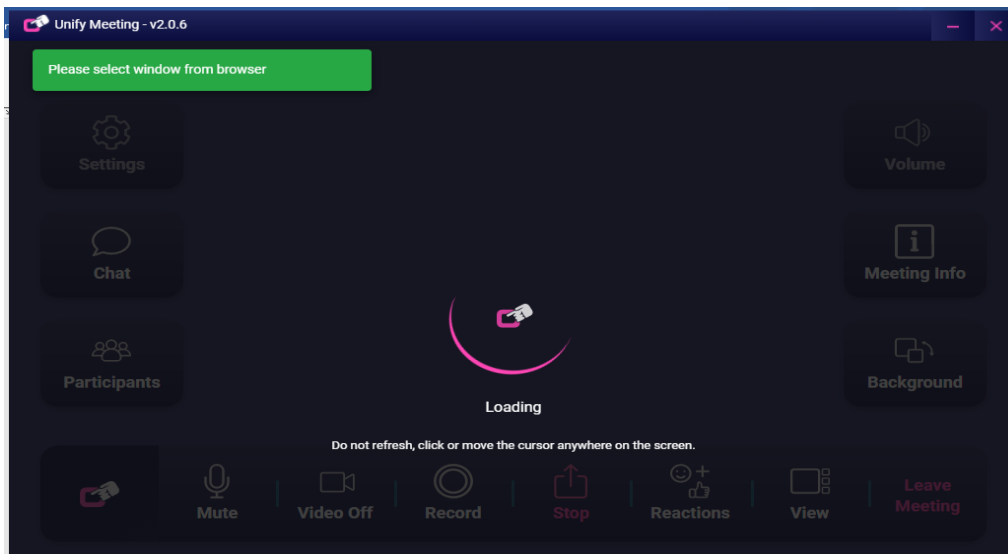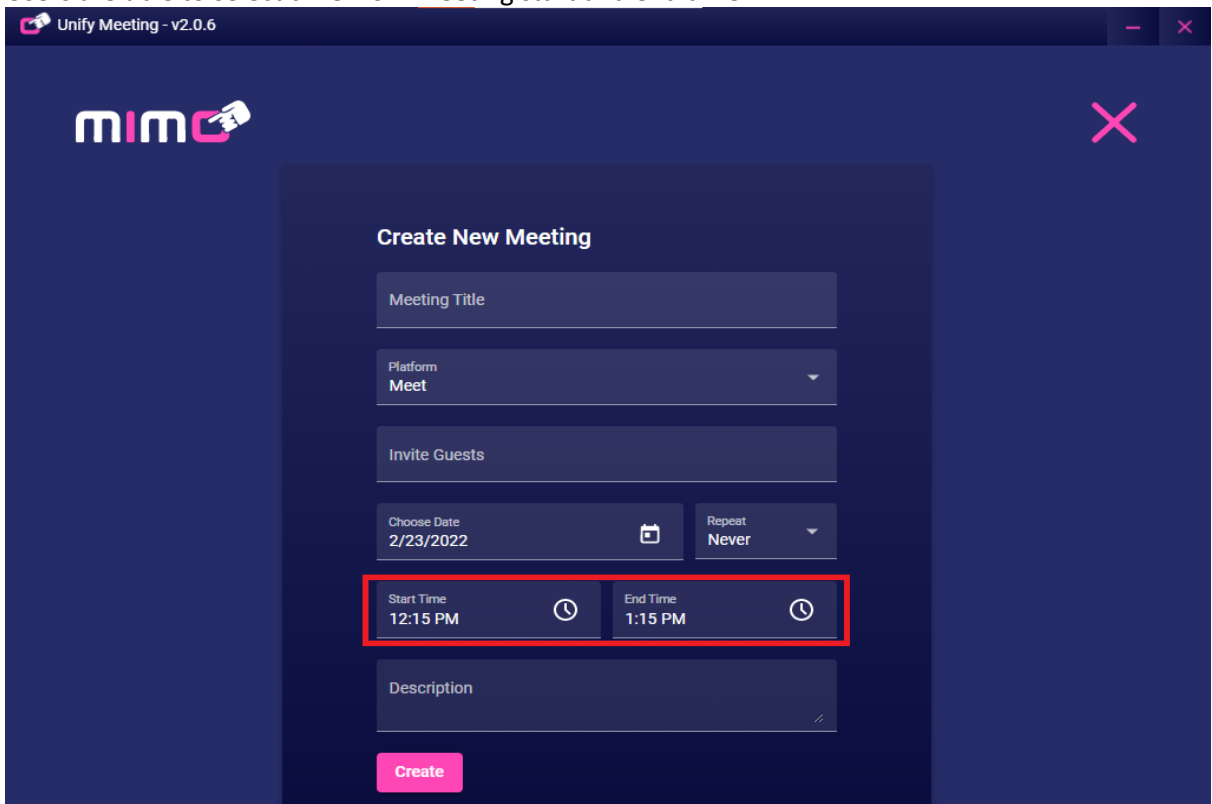
- Create a new meeting for Teams, Meet and Zoom from here.
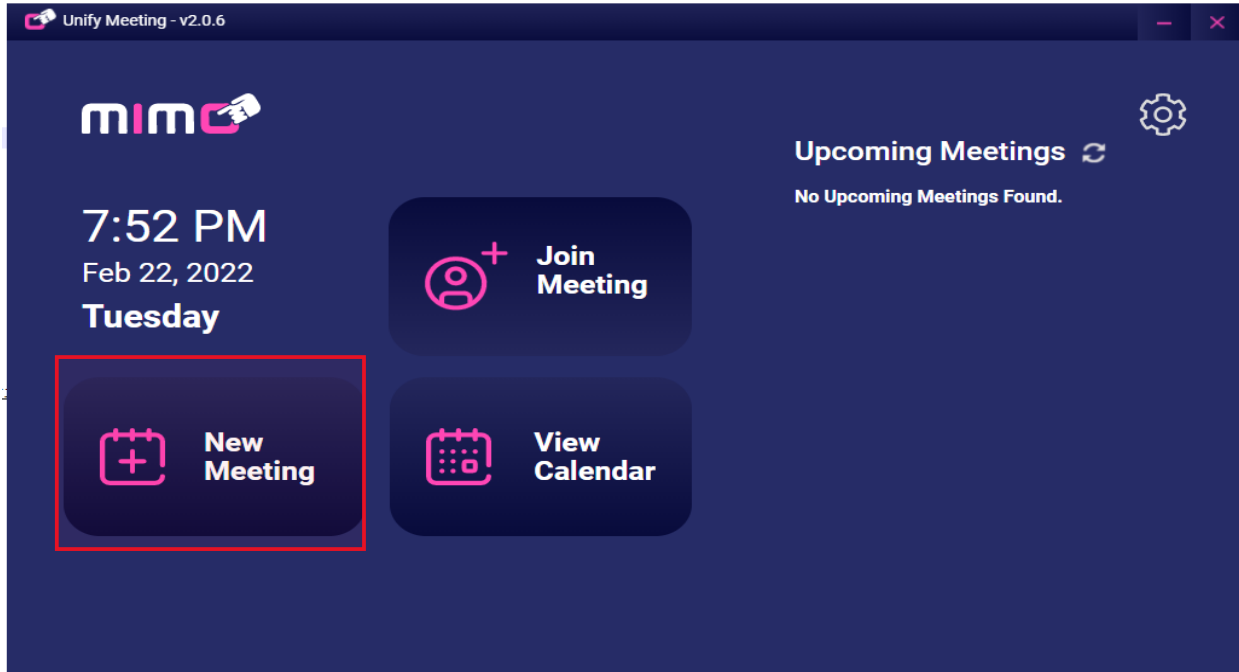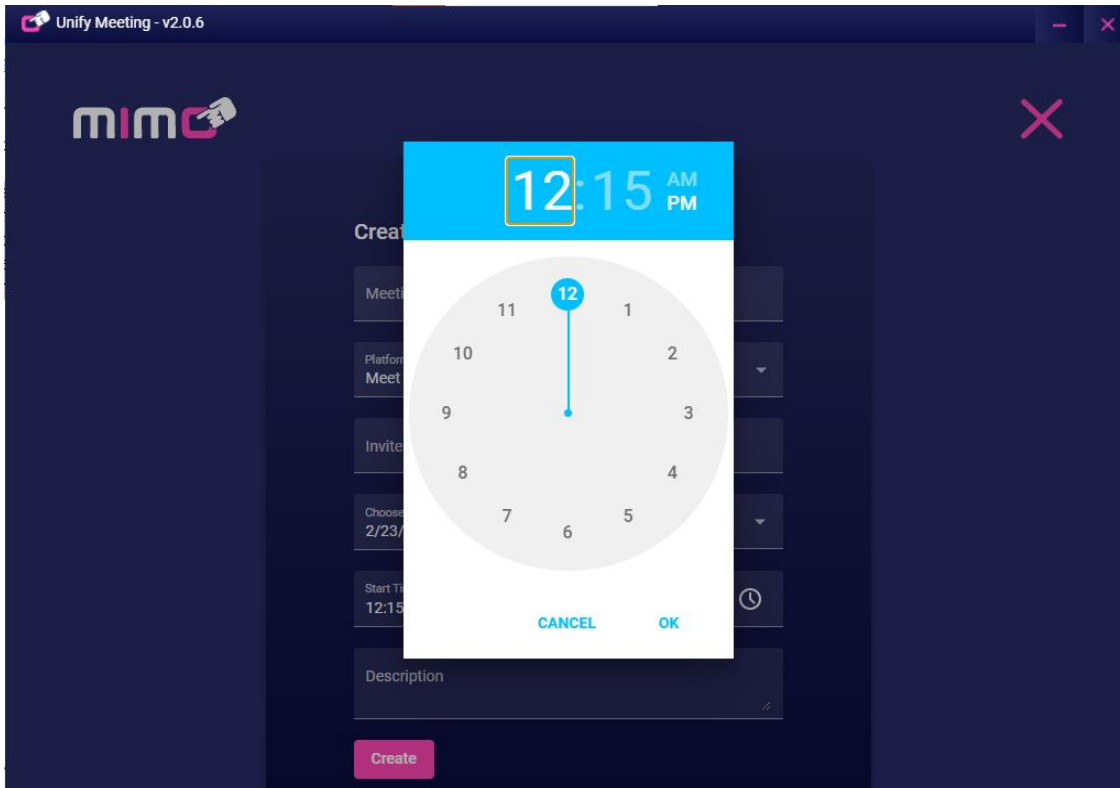
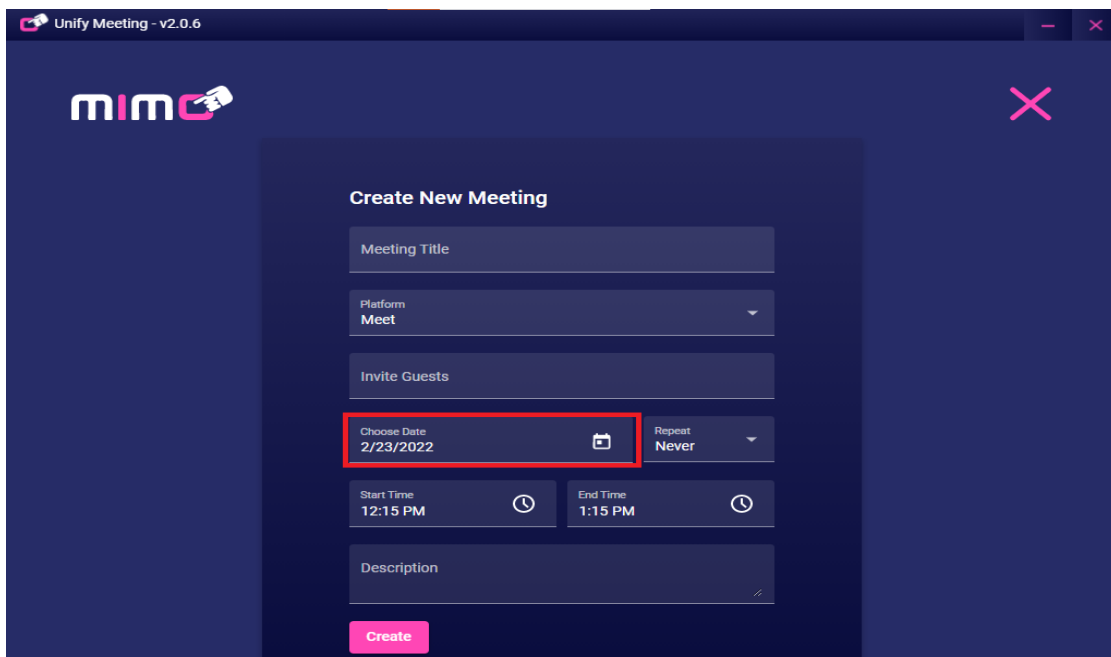This is the 'New Meeting' dialog

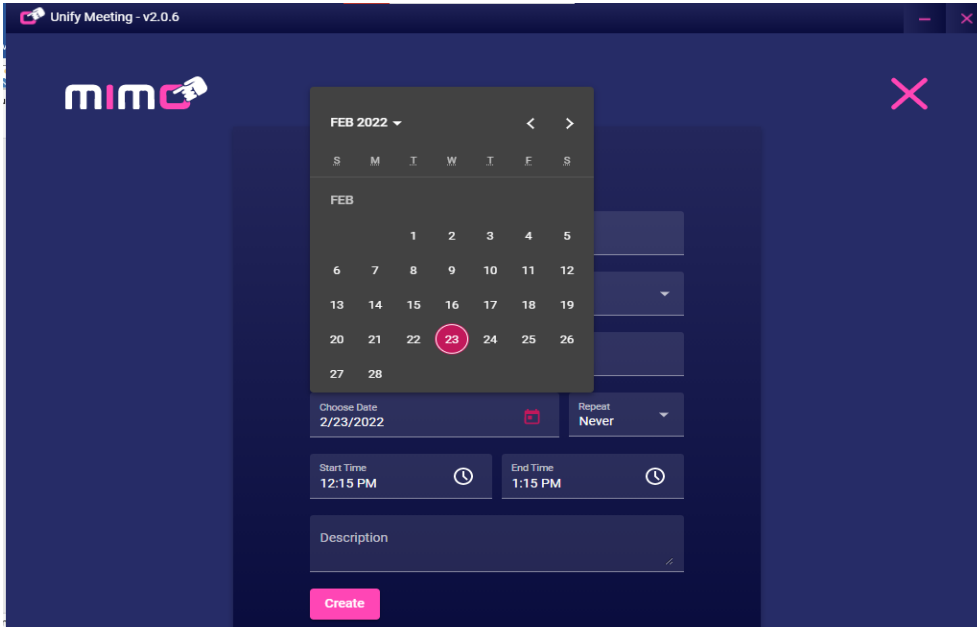- Users are able to select time from meeting start and end time.

When user clicks on the start or end time from the below appears.
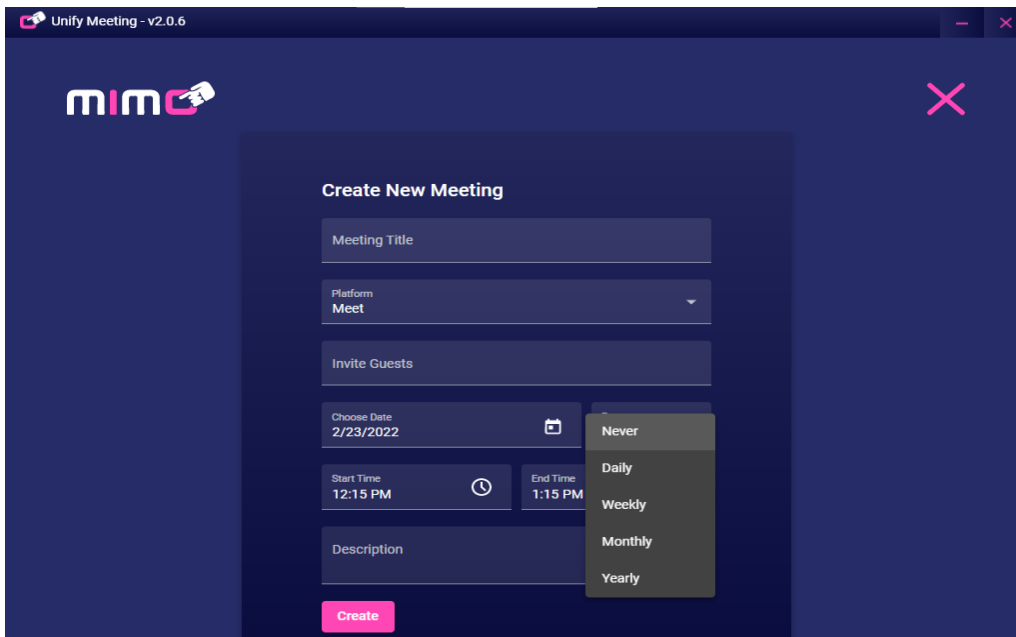

- Users are able to Choose the Date from the create new meeting form.
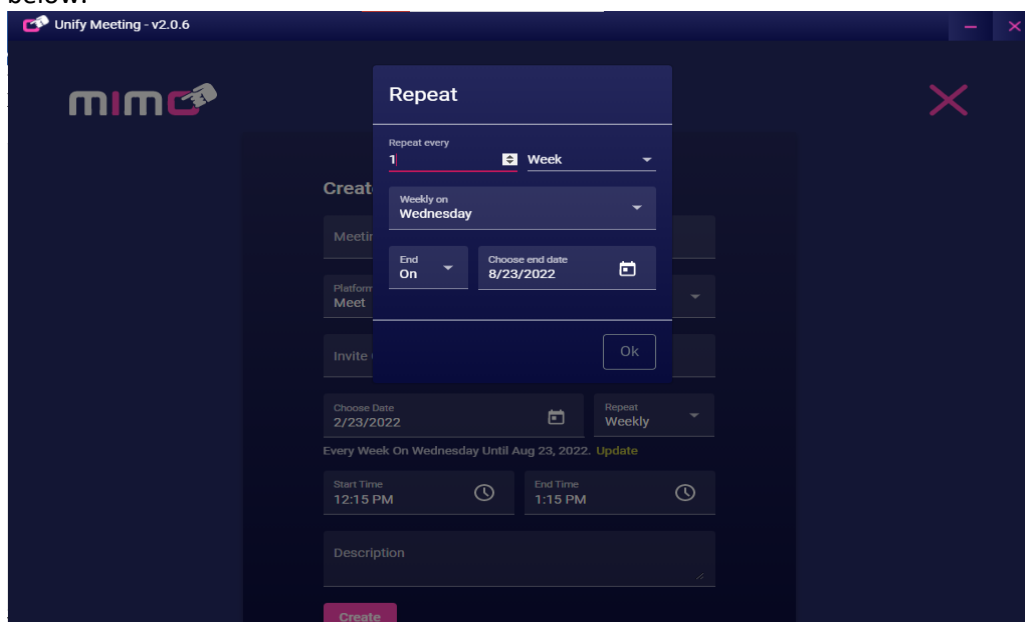
When user click on the Choose date option from the create new meeting page so open the calendar as below.

- Users can able to create daily and recurring meeting from the create new meeting page.
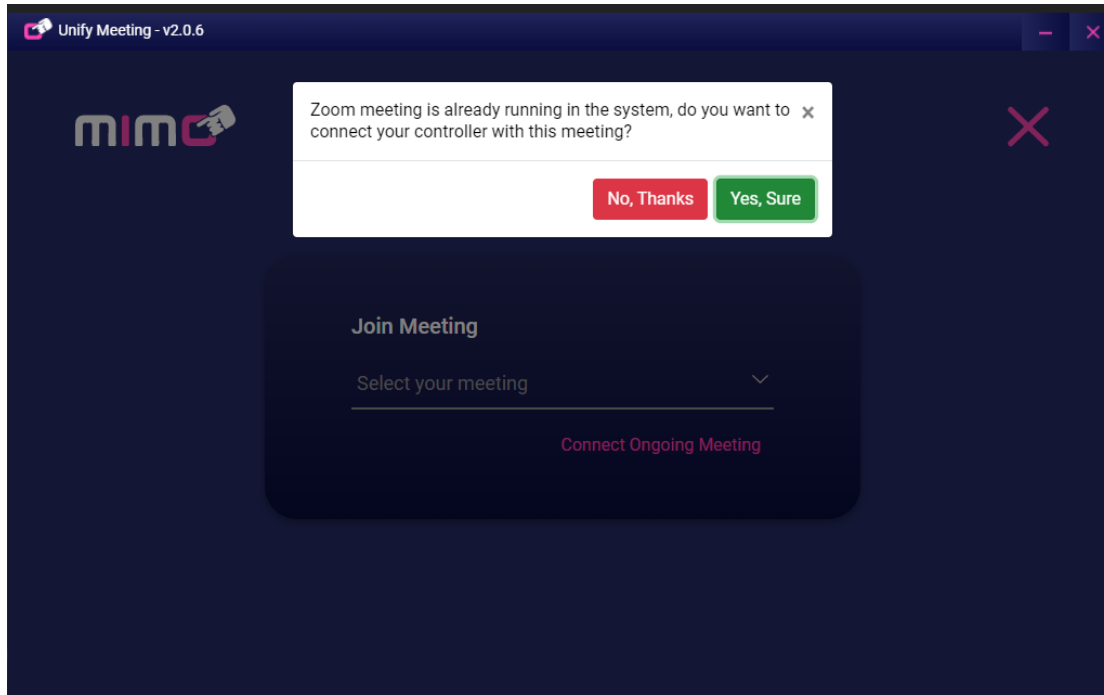
- If the User creates a new recurring meeting so able to see the new popup on the same screen as below.
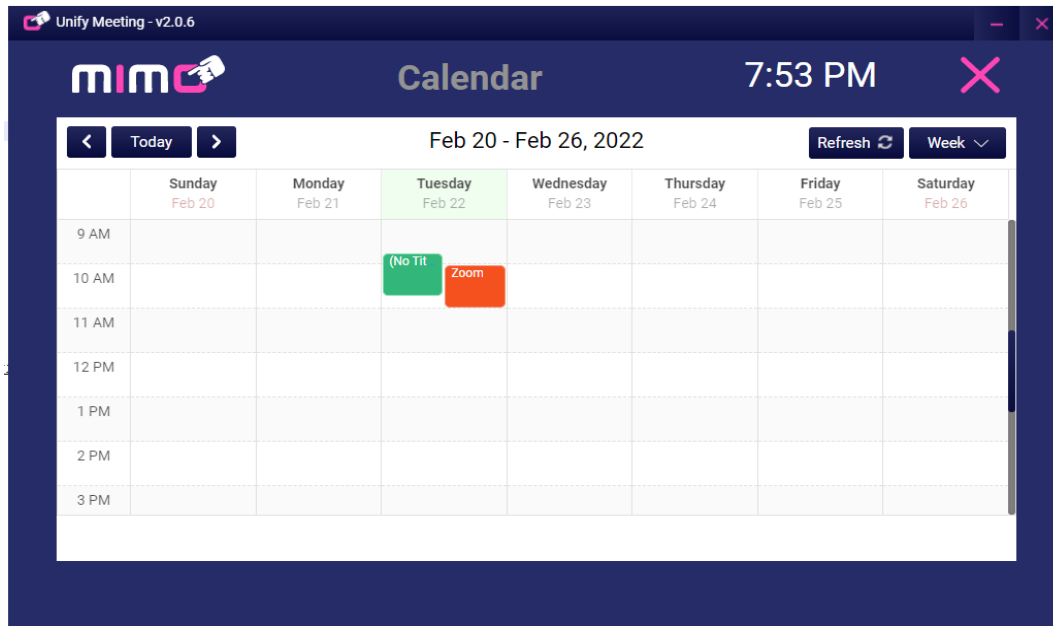
- User can Join ongoing meeting from the Join Meeting page. User can Join meeting using the Invitation link from the Join Meeting page
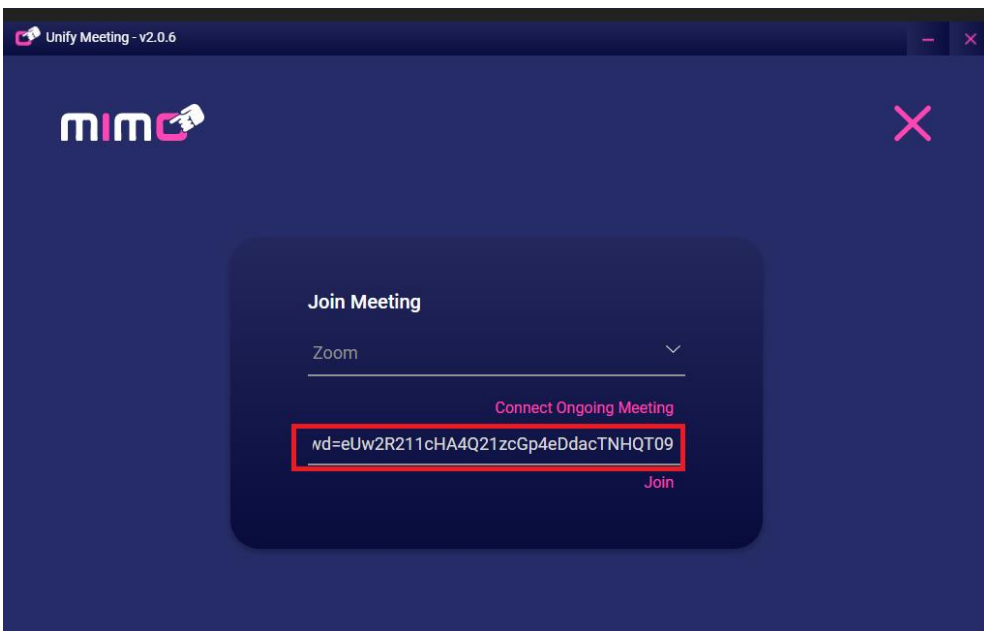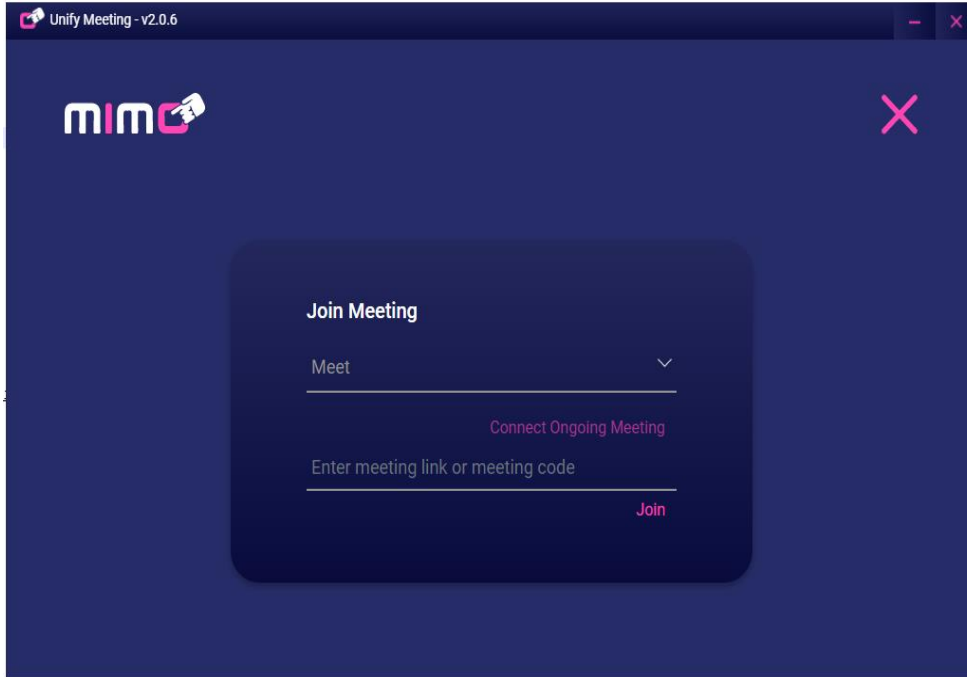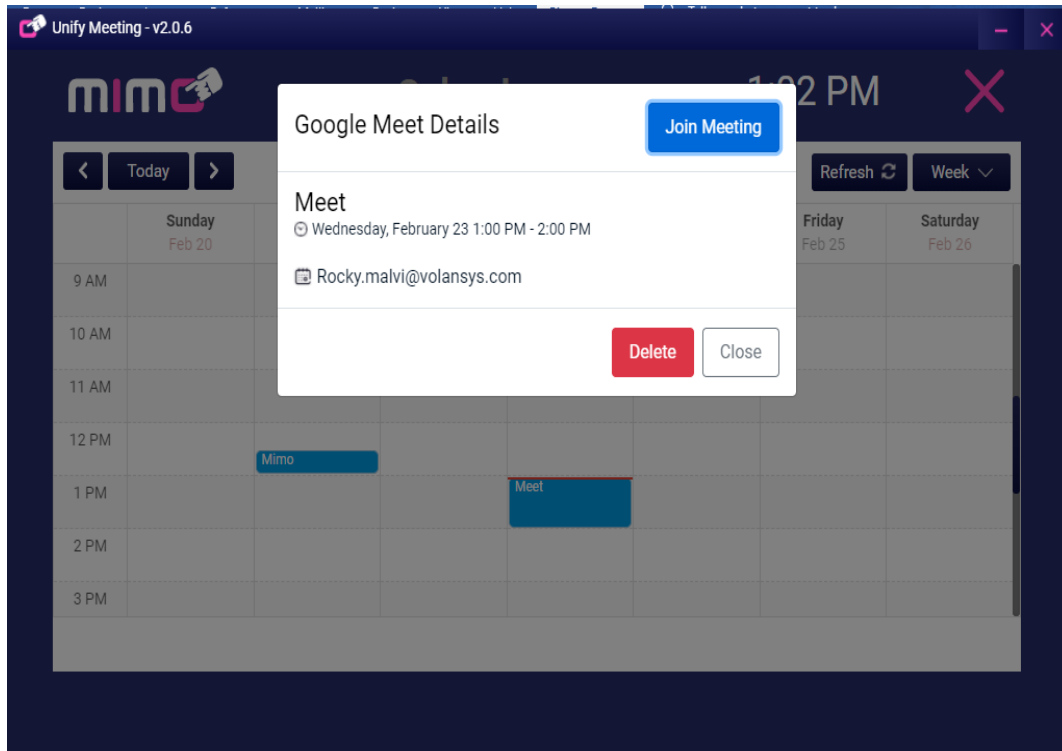
- If any meeting is Ongoing than user should able to see the notification popup as below.
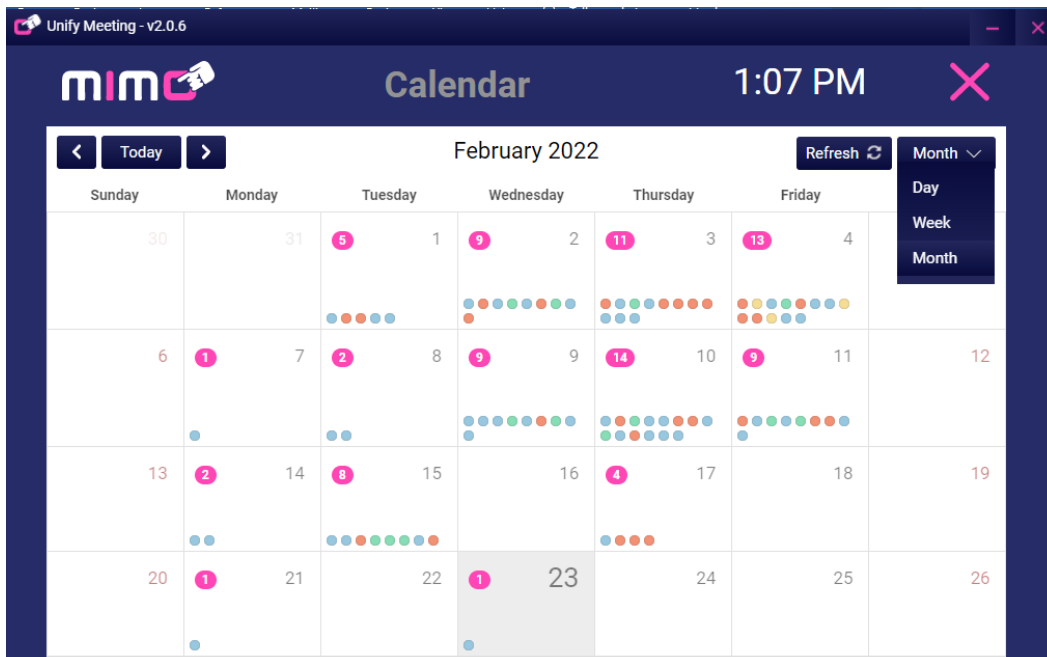

- From Calendar page user can see the created meeting and events in the Calendar

- User can able to delete meeting from the calendar.

User is able change the calendar view to day, week, and month

3.4 Settings:

From the setting screen user should able to see the linked account, set default video, audio and also update application latest version from the here

- **Accounts:** From the account section user is able to see the linked account and primary account here and also user can link or Unlink account from here.
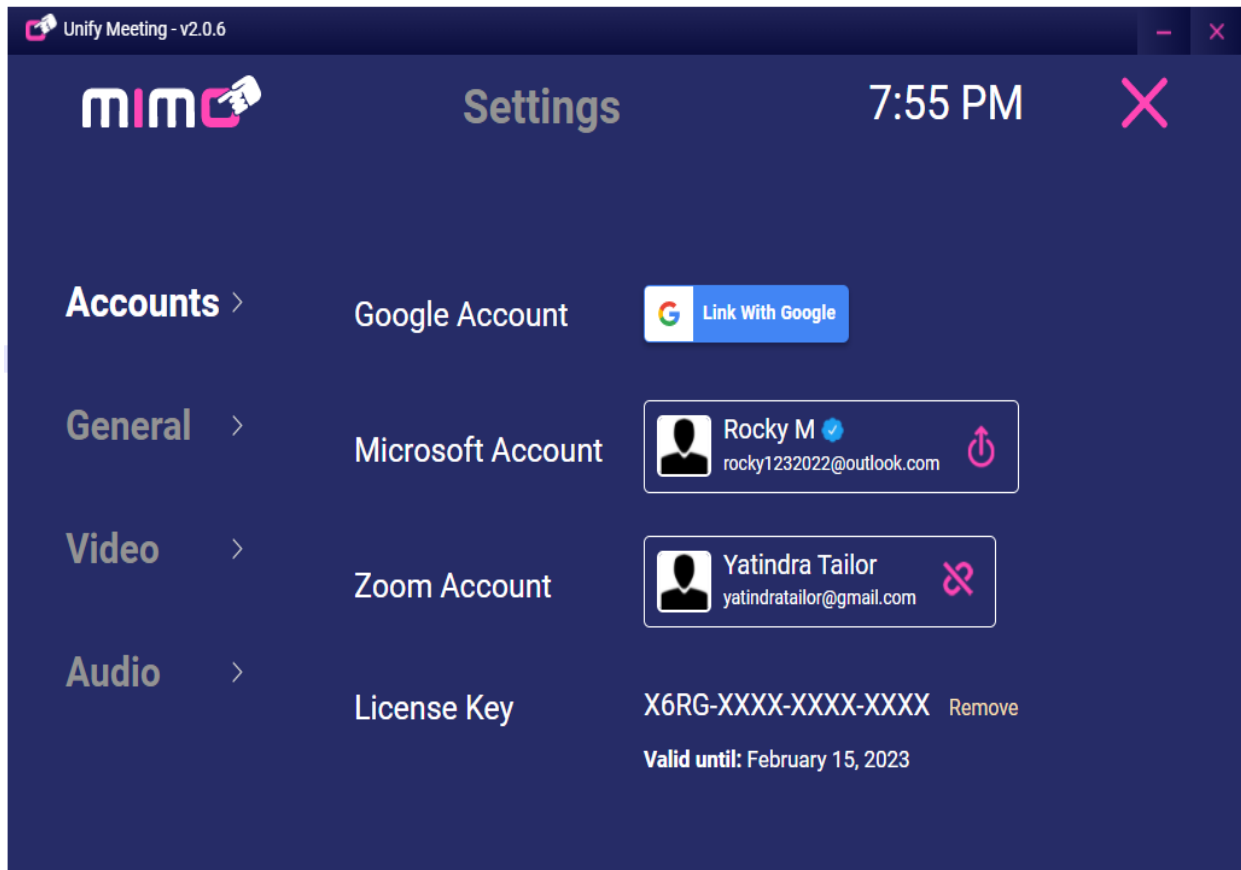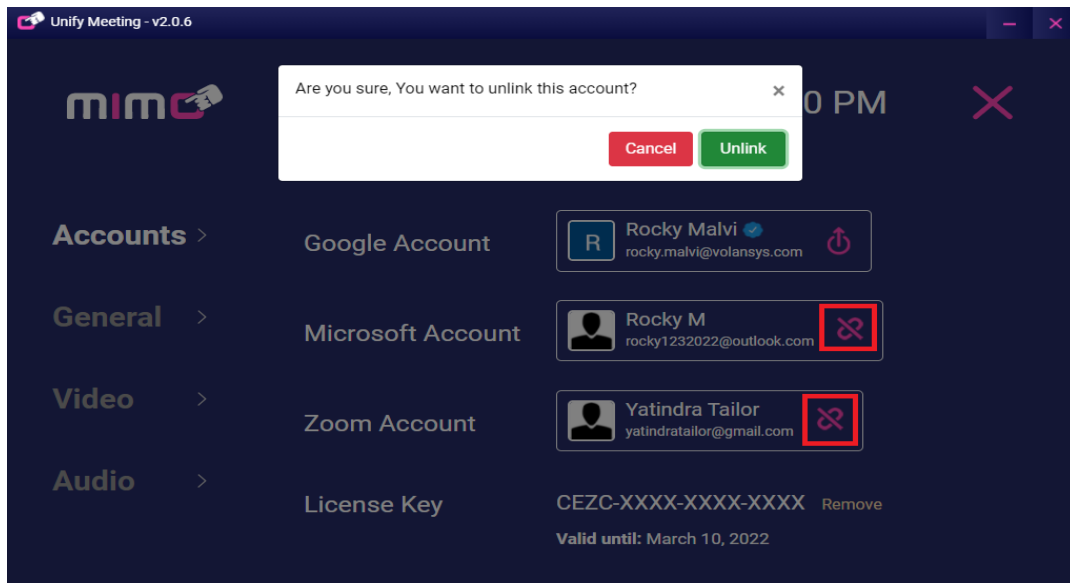

- User can able to link Zoom account from the setting screen. Click on the "Link with Zoom" button so user should able to redirect on the below screen.
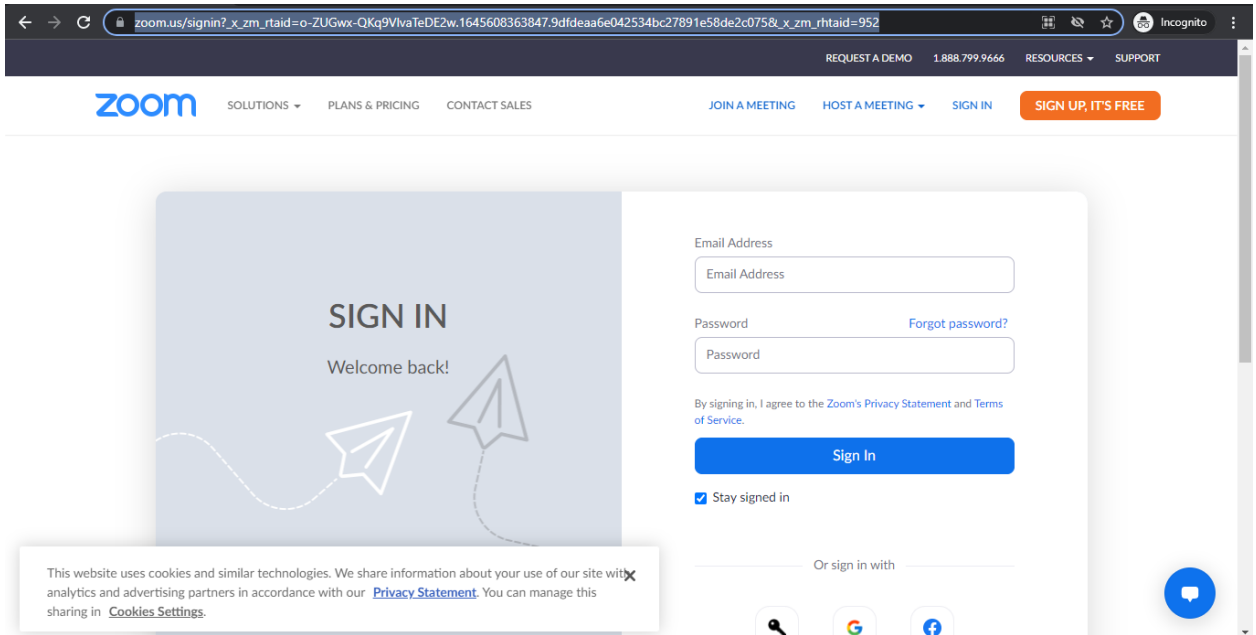
- Enter valid username and password and click on the Sign in button so should redirect in the controller and Zoom account linked successfully.
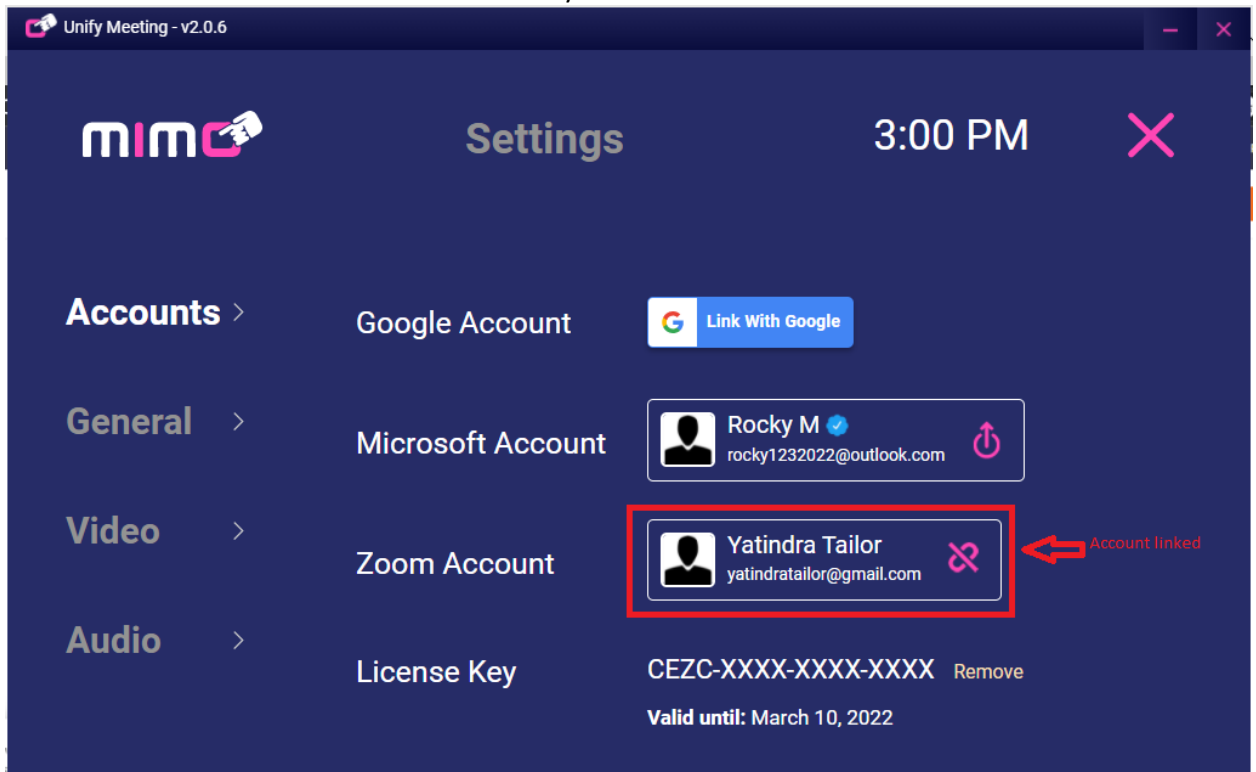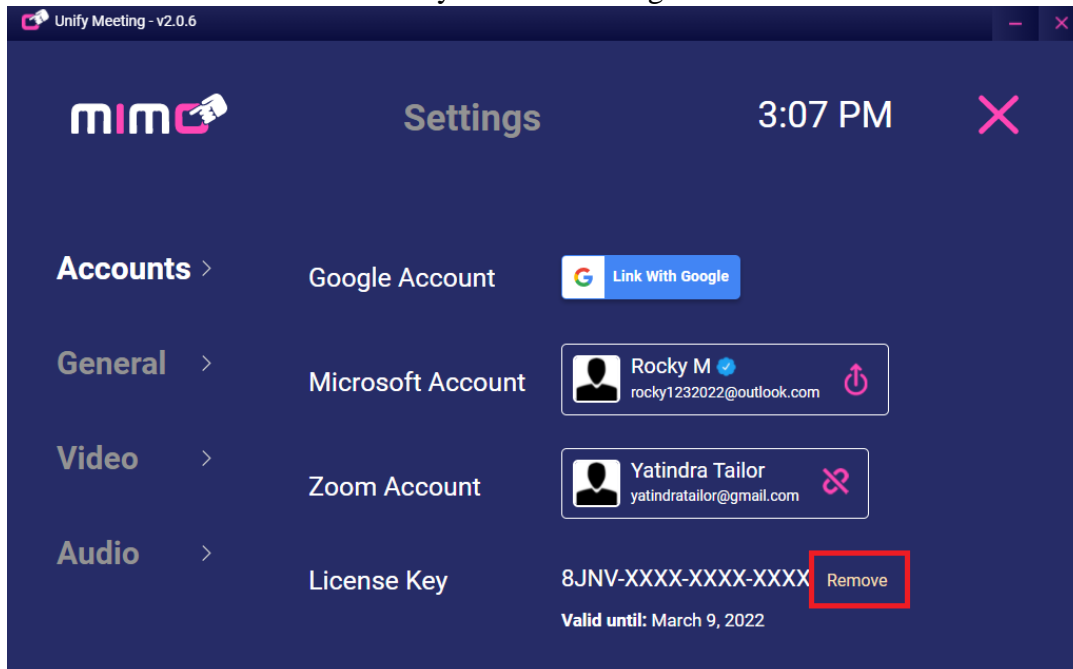
- User can able Unlink account from the setting screen And before the unlink account user can see the notification message on the controller.
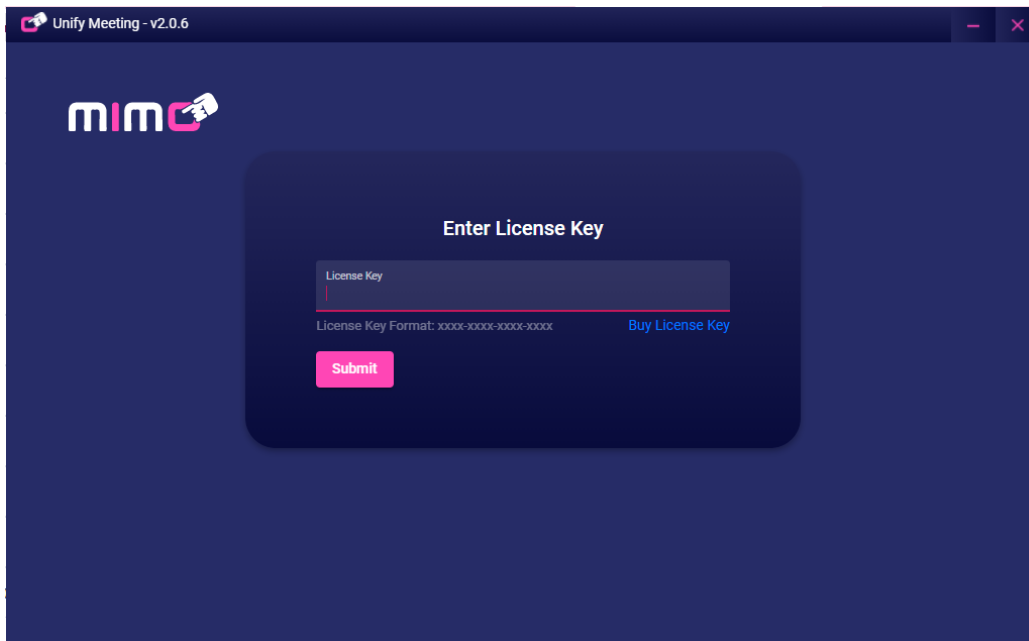

- User can able logout primary account from the setting screen and before the logout account user can see the notification message on the controller as below.
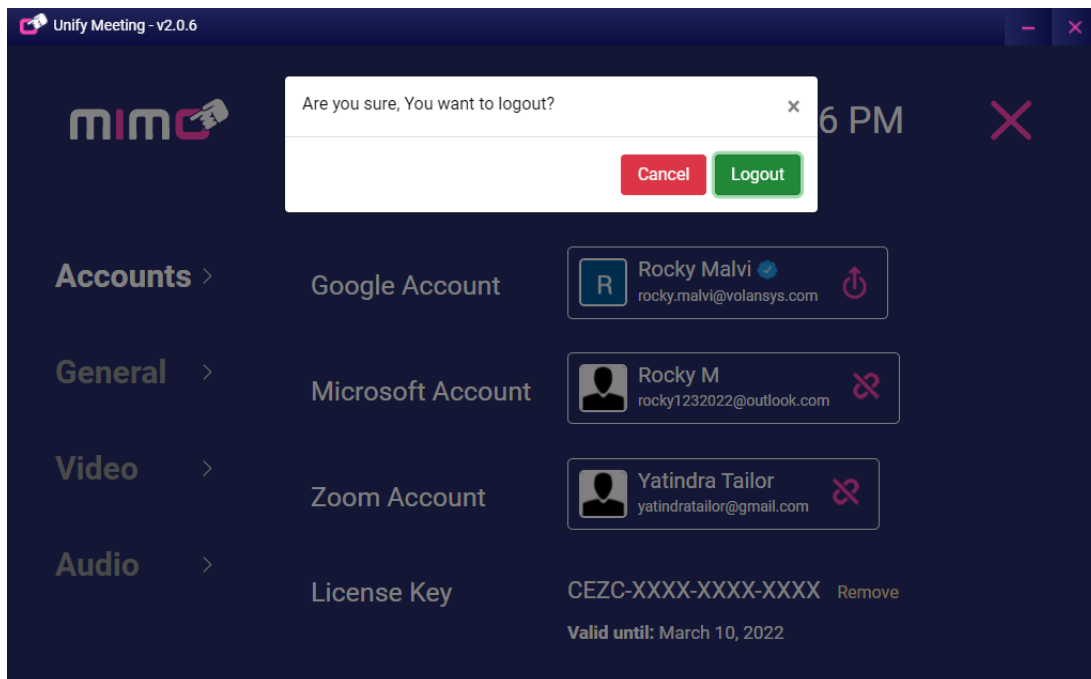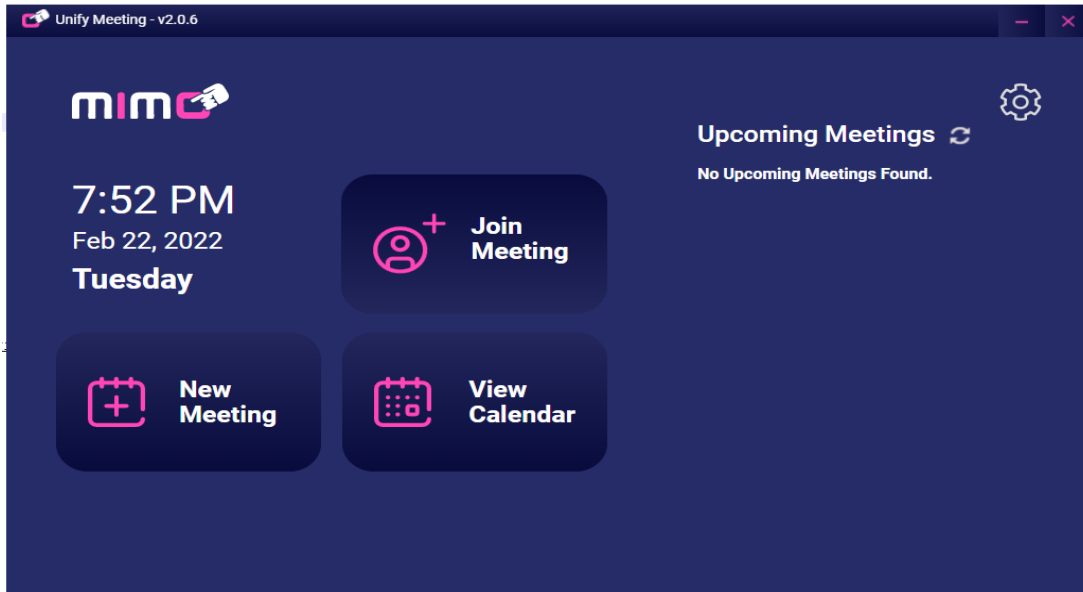
- User can able to Remove license key from the setting screen.

- When user has clicking on the Remove licences key link than it should be moved in the below screen.

- When user has entered valid license key and click on the submit so moved in the controller screen.


If user has enter already used license key in the Enter license key text-box and click on the submit button. So below warning popup should be open. When user has been clicking ion the "Yes" button from the Popup. So "old controller will no longer have access to the controller using this key."
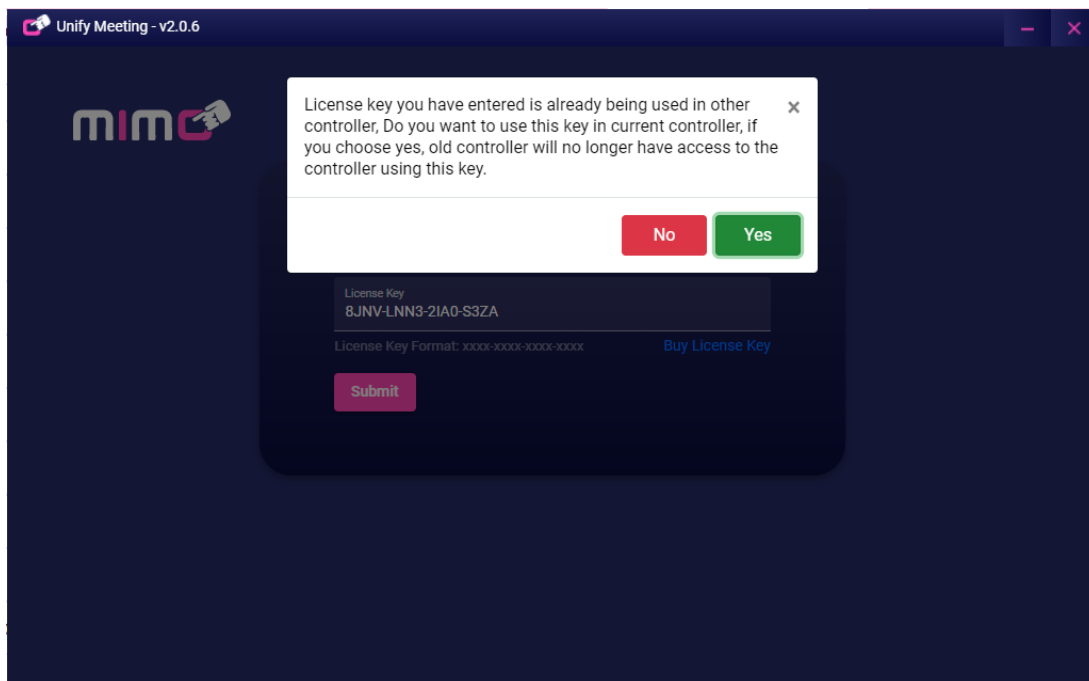
- **General:** From the general section user can select Default Platform for the create new meeting and also download the latest version for application from the here.
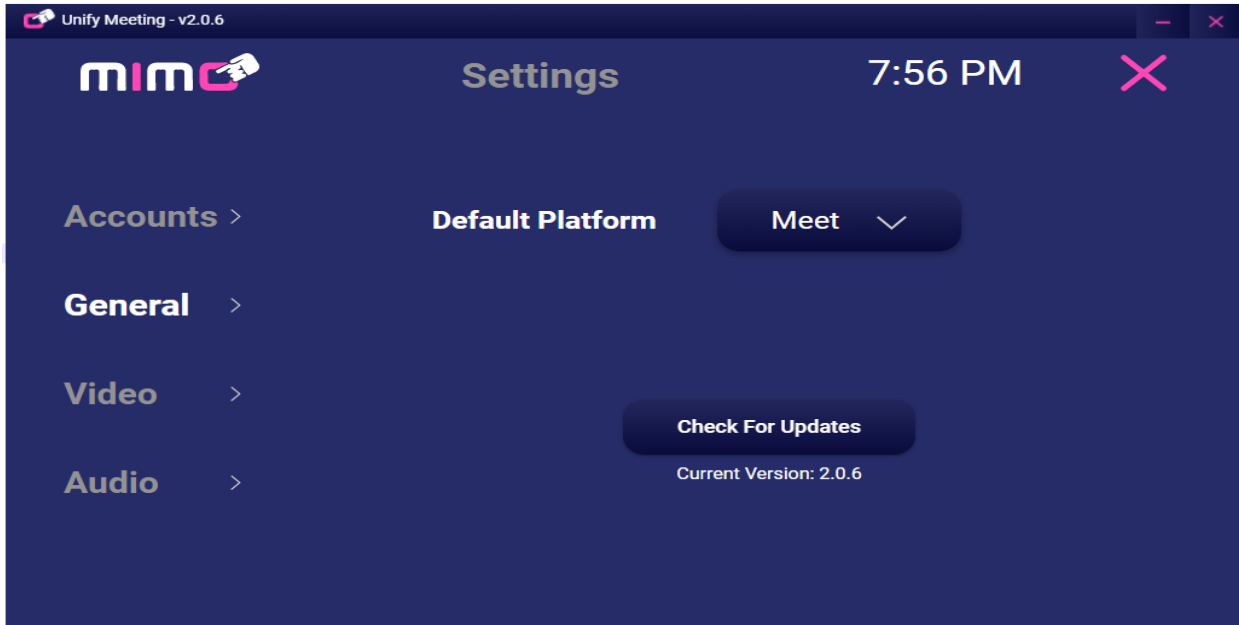
- **Video :** From the video section user is able to set the separate client video On/Off from here.
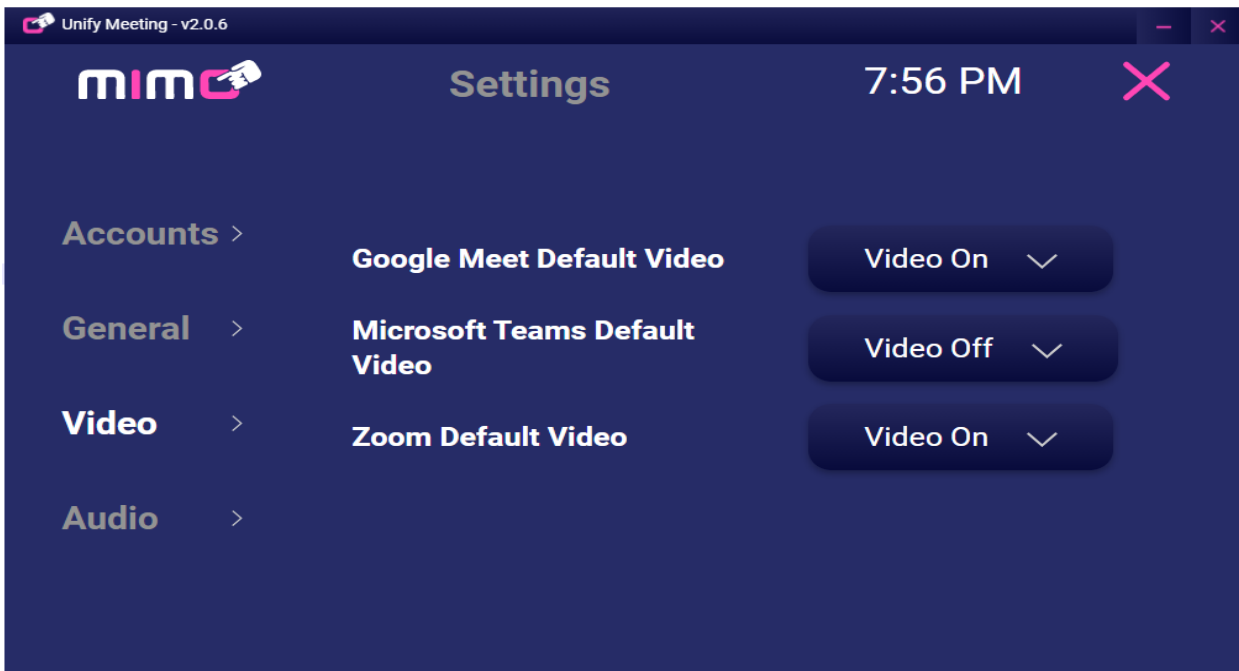
- **Audio:** From the Audio section user is able to set the separate client audio Mute/Unmute from here