



Required Environment

Supported Devices

iPod Touch: 5th generation or later iPhone: iPhone 4S or later iPad: iPad 2 or later

Supported Network Connection

Wi-Fi 3G 4G LTE

Supported OS

iOS 6.0 or later



Table of Contents

Usable Features

Login/Join an Existing Meeting

Meet Now/Schedule a Meeting

Meeting Room

Share Files*

Attendee List

Chat

Files & Handouts

Somnijoin Quick Guide

1. Usable Features

Situation	Feature	Yes/No
	Presence availability	No
Before Meeting	Chat/Message	No
	File transfer (Remote file access)	No
	Schedule a meeting	Yes
	Meet now	Yes
	Show my meeting	Yes
	Join a meeting	Yes
	Invite people*	Yes
	View the attendee list	Yes
	Join a meeting through VoIP or Phone	Yes
	Change layout	Yes
	Display document and video at the same time	Yes
	View shared content with annotations	Yes
	View files and handouts (View the file shared by others through files and handouts)	Yes
	View shared media	Yes
	View whiteboard	Yes
During Meeting	Share documents from the cloud*	Yes
	Share whiteboard	No
	Share browser	No
	Share media	No
	Share pictures taken by embed camera on iPad/iPhone*	Yes
	File and handouts (Share file from cloud)*	Yes
	Annotation: Pointer*	Yes
	Annotation: Drawing	No
	Operation of shared documents:Zoom in/out	Yes
	Chat (Private and Group)	Yes
	Change user level*	Yes

[*] in this manual shows the feature only available for Hosts, and attendees with privileges.



2. Login/Join an Existing Meeting

Startup OmniJoin, then the start screen is displayed as below. You can login to OmniJoin or join existing meetings.





3. Meet Now/Schedule a Meeting

Login to OmniJoin to quickly enter your personal meeting room or schedule a meeting.

3.1 Meet Now

You can enter "My Meeting Room" from the "Meet Now" screen.

Tap to show the following menus.





3.2 Schedule a Meeting

Tap \equiv \rightarrow "Meeting Schedule," then the screen is displayed as below.





4. Meeting Room

4.1 Entering a Meeting Room

If your meeting room is set to use OmniJoin Integrated Audio, the screen below is displayed. (U.S. Only)



NOTE: iPhone users on the Verizon or Sprint network may not connect to the OmniJoin web-based data stream and dial in/dial me over the phone at the same time. (U.S. Only)



4.2 Meeting Room Screen

 Access to Chat, Files & Handouts, and Attendees features.



: Tap to leave or end the meeting.

(Settings): You can check the "Meeting Info" and change video/audio settings. From the "Audio Settings", you can change the audio source you selected.

 / (shared/ unshared):
 Open the "Camera
 Preview" dialog box.

 (muted/ unmuted) (Displayed
 when meeting on phone)
 Mute/unmute the microphone.





video. (When more than 5 video screens are displayed.) Double tap the video to make it larger/ restore to original

: Tap to change the screen layout.



📭 : Tap to invite people to the meeting via email.*



5. Share Files*

Tap 🛃 on the meeting room screen, then the "Share List" screen is displayed as below. Meeting owners can share files stored in OmniJoin Cloud Storage, pictures taken on the device, and pictures stored in the Camera Roll.





5.1 Add a New File to the Share List

Tap "+" in the "Share List" dialog box, then the screen is displayed as below.





When you finished selecting a file or taking a picture, the file/picture is added to "Share List."



Pointer

Double tap the displayed file to zoom in. Double tap again to zoom in further. Double tap once again to make it fit the display area.

Tap to activate/ deactivate the pointer.* Lights blue when activated.



5.2 Remove Files from the Share List

Tap "Edit" in the "Share List" dialog box, then "X" appears as below.





6. Attendee List

Hosts can change meeting roles of attendees during the meeting.

Tap $\blacksquare \rightarrow \blacksquare$ on the meeting room screen, then the "Attendee" screen is displayed as below.

Attendees (5)		- Tap to close the "Attendees" screen.
Change All Video & Audio 🧲	_	Tap to change all
Hosts		attendees' video and
Jennifer's iPhone 〇 텔	>	audio settings.
Presenters		
Robert Powell 이 문 ٩	>	
NJ C ffice	>	 Displays all
Paricipants		attendees and
Hasegawa's iPad ରୁଢ଼ା	>	their role. Tap to change
Sandra Lewis ଠାର୍	>	the role (\Rightarrow 6.1 Change the
	_	Meeting Role).
At edges Chil	12	

Displays whether the video is shared/ unshared.

K Displays when the focus control is activated.



6.1 Change the Meeting Role*

Tap the desired attendee on the "Attendees" screen, then the screen below is displayed.

Tap to change the role.

all 🗢	9:41	85% 📼
Beck	Sand <mark>ra Lewis</mark>	
Manage		
Make	•	>
Audio		
0	Unmute	
Ø	Mute	
Video		
Ģ	Play	
13	Stop	
1		11
ADEFORES	Cut	1485

Hosts: Hosts of the meeting with full privilege.

Presenters:

Attendees who are presenting at the meeting with privileges for the presentation.

Participants with Default Privileges:

Attendees with limited privileges.

Participants without Privileges:

Attendees who cannot change settings in the meeting room other than turning their video/audio on or off.

Displays the audio and video settings.



7. Chat

You can chat with the attendees during the meeting.

7.1 Join a Chat

Tap $\blacksquare \rightarrow \blacksquare$ on the meeting room screen, then the "Chat" screen is displayed as below.

Tap to close the "Chat" screen.





8. Files & Handouts

You can share files with other attendees in the meeting, letting them view or print the files locally.

Tap $\blacksquare \rightarrow \blacksquare$ on the meeting room screen, then the "Files" screen is displayed as below.





8.1 Download a File from the List

Tap the desired file on the "Files" screen, then the screen below is displayed.

