

FUZE Meeting

Attend a Meeting
from Your Blackberry®



fuzemeeting.com

Download and Register Free App.

Get up and running.

Start FUZE Meeting.



First time using FUZE Meeting on the Blackberry...

Create a New FUZE Meeting Account?

No – Already have a FUZE Meeting Username and Password

Yes – Create a Username and Password and activate your FUZE Meeting account

FUZE Meeting remembers your login info from now on.

The first time you log in, FUZE walks you through the importing your contacts.

Check Connections.

Make sure you have Wi-Fi or 3G (or both) on.



Wi-Fi

Why? To attend a meeting, you must be connected to Wi-Fi, 3G or Wi-Fi + Edge.

Best Practice: Use Wi-Fi + 3G

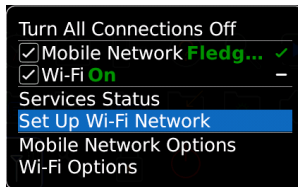
If your Wi-Fi connection drops and you have 3G enabled, FUZE Meeting re-opens the Meeting Room and you will be able to continue attending and moderating the meeting.

Connecting to Wi-Fi

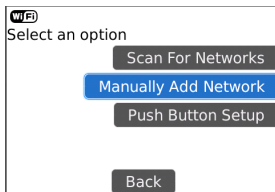
To turn Wi-Fi on, go to **Manage Your Connections**.



Verify Wi-Fi is **On**. If this is the first time connecting, select **Set Up Wi-Fi Network**.



You can either scan for a network or manually add one.

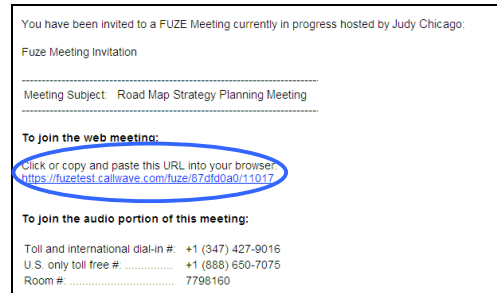


If you are connected to 3G, you will see this:

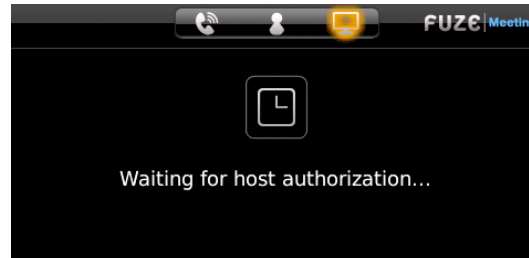


Join a Meeting Via Email.

To join the Web portion of the meeting, go to the meeting URL in your email invite.



Wait for the host to accept you into the meeting.



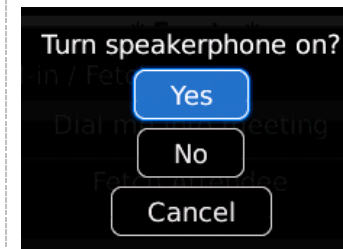
Join the Audio Portion.

- 1 – Be dialed in automatically OR
- 2 – Dial in from your Blackberry OR
- 3 – Be Fetched by the meeting Host

Be Dialed into Audio Automatically
Select **Yes** to be dialed in.



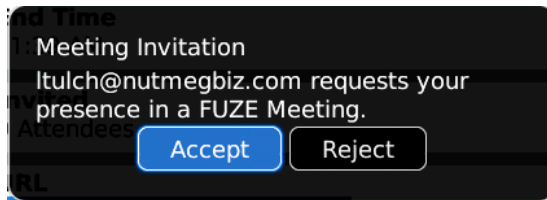
Confirm if you wish to use speakerphone or not.



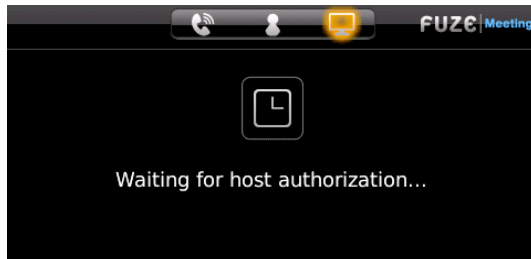
Tip: To return to FUZE, press and hold the app key, and then select the FUZE app.

Join a Meeting Via IM.

To be invited into an active meeting you must already be logged in to FUZE Meeting.



Wait for the host to let you into the meeting room.



Participate.



Call Attendees, Online Attendees, and Media Viewer.

Media

You cannot view video when connected to audio on a BlackBerry and PowerPoint, FUZE Whiteboard, Notes and Annotation are not supported.


Alert the Host

If you're on the Online Attendees menu, you can alert the host.




You will see a red flag on the line with your name.



Lower it when you are done. 

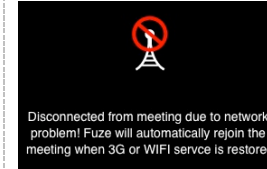
Speak Up

Make sure you dial in or get fetched to participate as a call attendee.

If you see  next to your phone, your line is muted.

Rejoin a Meeting.

If you lose your 3G or Wi-Fi connection, you will temporarily exit the meeting.

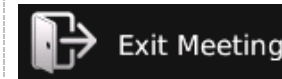


FUZE will automatically reconnect you when your connection is re-established.

Leave the Meeting.

Leave the FUZE meeting. You're done!

Bring up the call controls menu and select **Exit Meeting**.



fuzemeeting.com

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