

FUZE Meeting

Host a Conference Call
from Your Blackberry®



fuzemeeting.com

Download and Register Free App.

Get up and running.

Start FUZE Meeting



First time using FUZE Meeting on 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 will walk you through importing your contacts.

Check Connections.

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



Wi-Fi



3G

Why? To host and moderate a meeting, you must be connected to Wi-Fi, 3G or Wi-Fi + Edge. You cannot moderate a meeting using only 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 hosting and moderating the meeting.

To verify that Wi-Fi is on, check the setup on your Blackberry.

Start a Call Now.

Start a conference call on-the-fly.

From **Meetings**, select **Menu > New Meeting**.



OR

From **Meetings**, select **Menu twice > New Meeting**.

Then, select **New Meeting** in the list and click the trackball to enter the meeting room.



Select **Menu** again to dial in and start fetching attendees

If you exit FUZE and have an active meeting, you will see a suitcase on the app icon and at the top of the Blackberry menu.

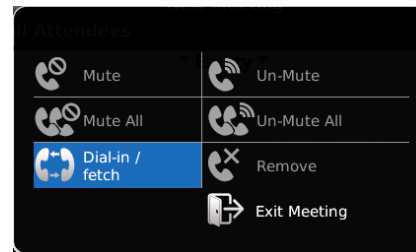


Get Dialed In.

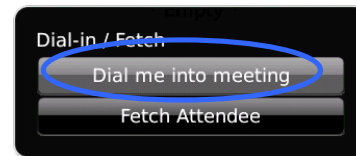
FUZE Meeting places you in the meeting as Host. No need to enter a code or PIN.

Dial Me In

When you first enter the meeting, select **Menu** to bring up call controls then select **Dial-in / fetch**.



Select **Dial me into meeting**.



Choose to use speakerphone or not, answer the call and follow the voice prompts to join the meeting.

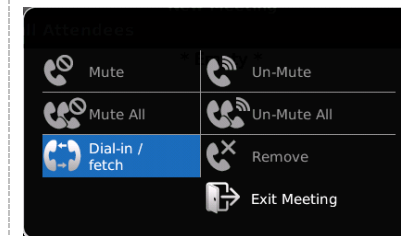
Tip: To return to FUZE, select and hold **Menu**, then select the FUZE app.



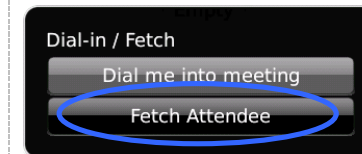
Fetch Attendees.

FUZE Meeting places attendees in the meeting. No need for attendees to enter a code or PIN.

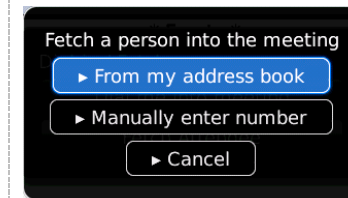
From the meeting, select **Menu** to bring up call controls, then select **Dial-in / fetch**.



Select **Fetch Attendee**.



Fetch the attendee from your address book or manually enter the phone number.

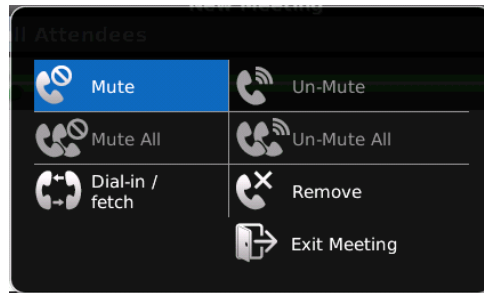


Continue fetching attendees.

Manage Your Call.

Manage your conference call from your Blackberry.

Moderate

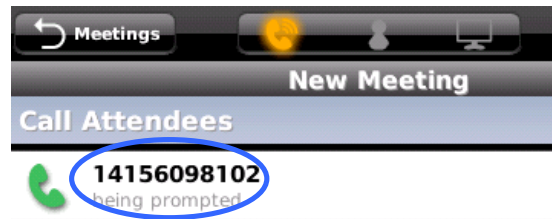


To mute one attendee: select attendee's name > select **Menu** twice > click **Mute**. To un-mute, select **un-Mute**.

To mute all attendees: select **Mute All**. To un-mute, select **Un-Mute All**.

To remove an attendee: select name, bring up the call controls, and select **Remove**.

Check the Call Attendees list.
See who's connected.

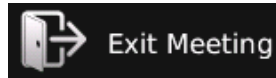


Manage Your Call.

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End the Meeting

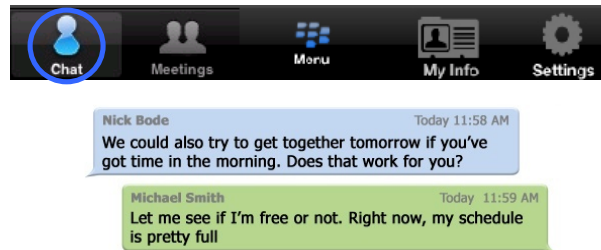
Bring up the call controls and select **Exit Meeting**.



Tip: To end the audio conference, simply end the call.

Chat

Go to **Chat** to send /receive messages outside a meeting.



fuzemeeting.com

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