

SimplicityCOLLAB Table of Contents

Overview.....	Page 1
Getting started.....	Page 1
Video Meeting Hub Page.....	Page 2
Start a Meeting.....	Page 3
Meeting Details.....	Page 3
Adding Participants.....	Page 4
Notifications.....	Page 4
Schedule a Meeting.....	Page 5
Join a Meeting.....	Page 6
Guest.....	Page 7
Meeting Screen Options.....	Page 9
Meeting Info.....	Page 9
Inviting Participants.....	Pages 9 - 10
Meeting Controls.....	Page 12
Screenshare Options.....	Pages 12 - 13
Layout View Options.....	Page 13
Meeting Settings.....	Page 14
Create a Webinar.....	Page 18
Create a Meeting Room.....	Page 19
View Past Meetings.....	Page 21

Overview

SimplicityCOLLAB provides a robust video conferencing platform offering users more control for scheduling, presenting, collaborating, and managing virtual meetings. Users can now video conference with internal and external contacts through the Simplicity platform with more ease than ever before.

Getting Started

Log into the client portal

<https://mysimplicityvoip.com/portal/>

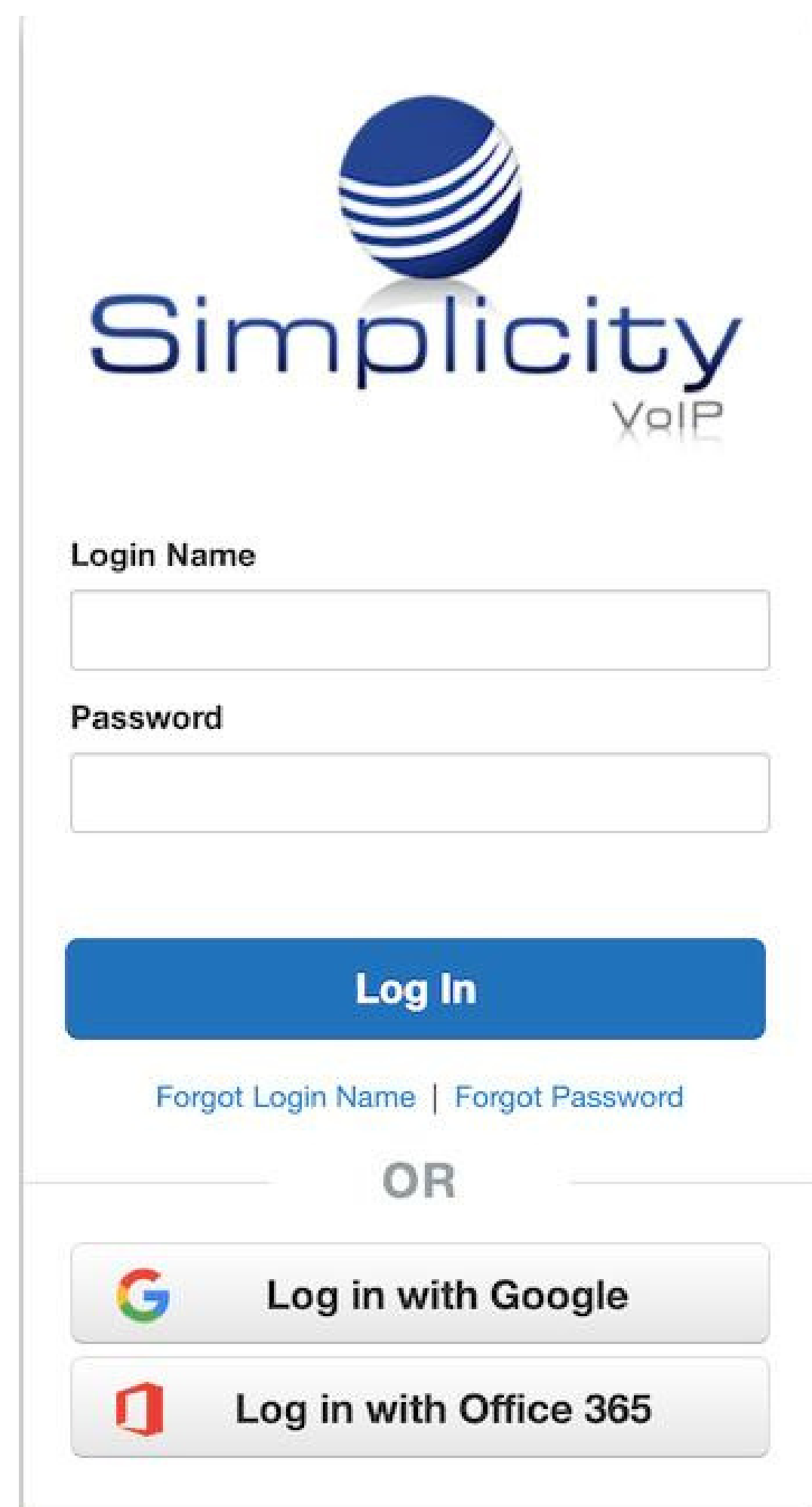
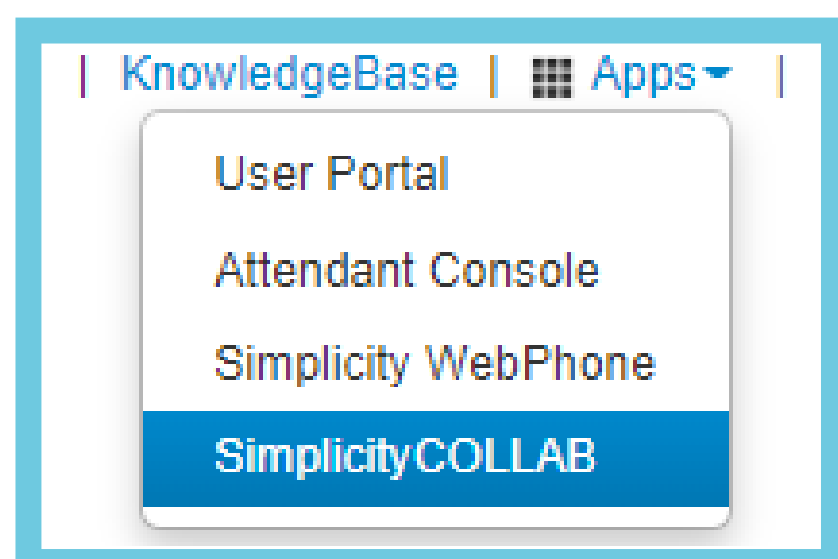
Video URL - Navigate to

<https://mysimplicityvoip.com/video/>

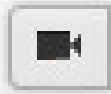
to access video directly

Once in the portal, you have several options to get to the video meeting hub:

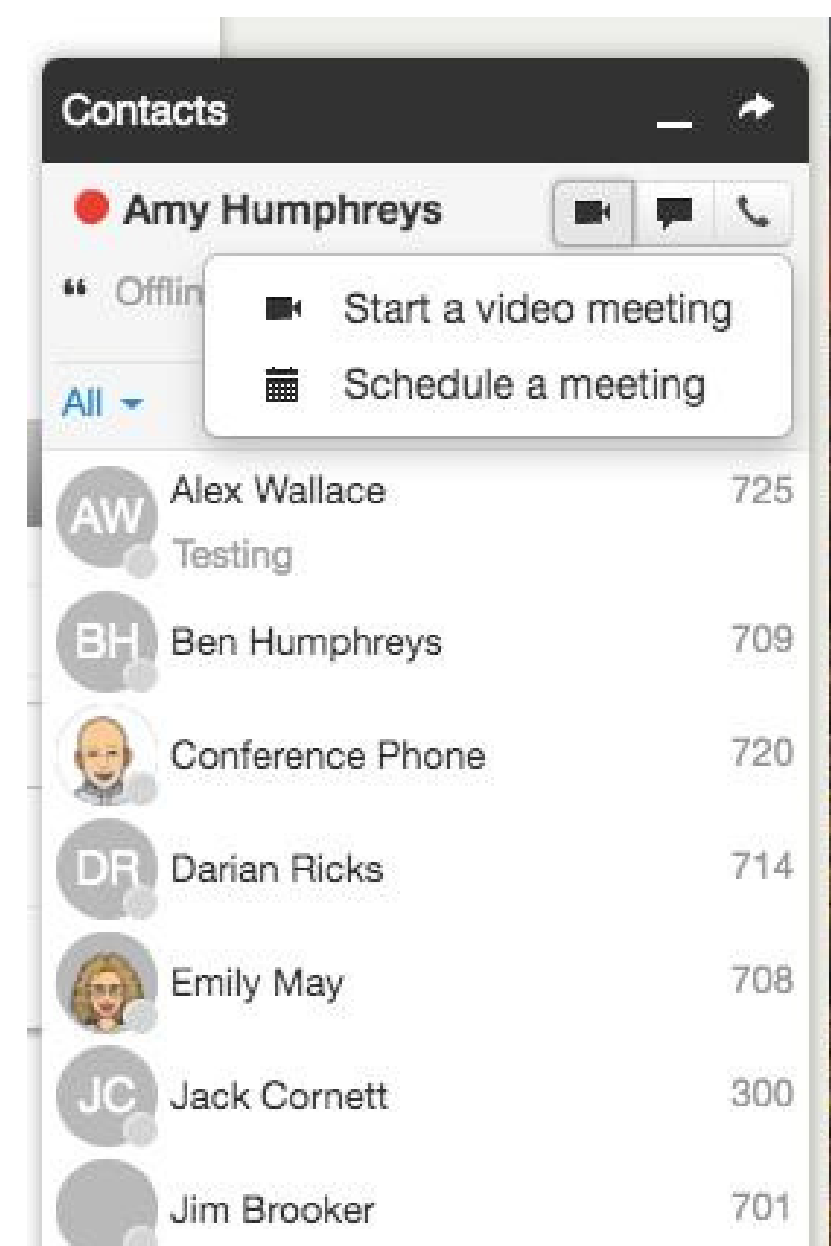
- Go to **Apps** drop-down menu on the top right side of the screen and select **SimplicityCOLLAB**.



The image shows the login page for Simplicity VoIP. It features the Simplicity VoIP logo at the top. Below the logo are two input fields: 'Login Name' and 'Password'. A blue 'Log In' button is positioned below the password field. Underneath the button are links for 'Forgot Login Name' and 'Forgot Password'. Below these links is the word 'OR' in a large font. At the bottom, there are two buttons for social login: 'Log in with Google' (with the Google logo) and 'Log in with Office 365' (with the Office 365 logo).

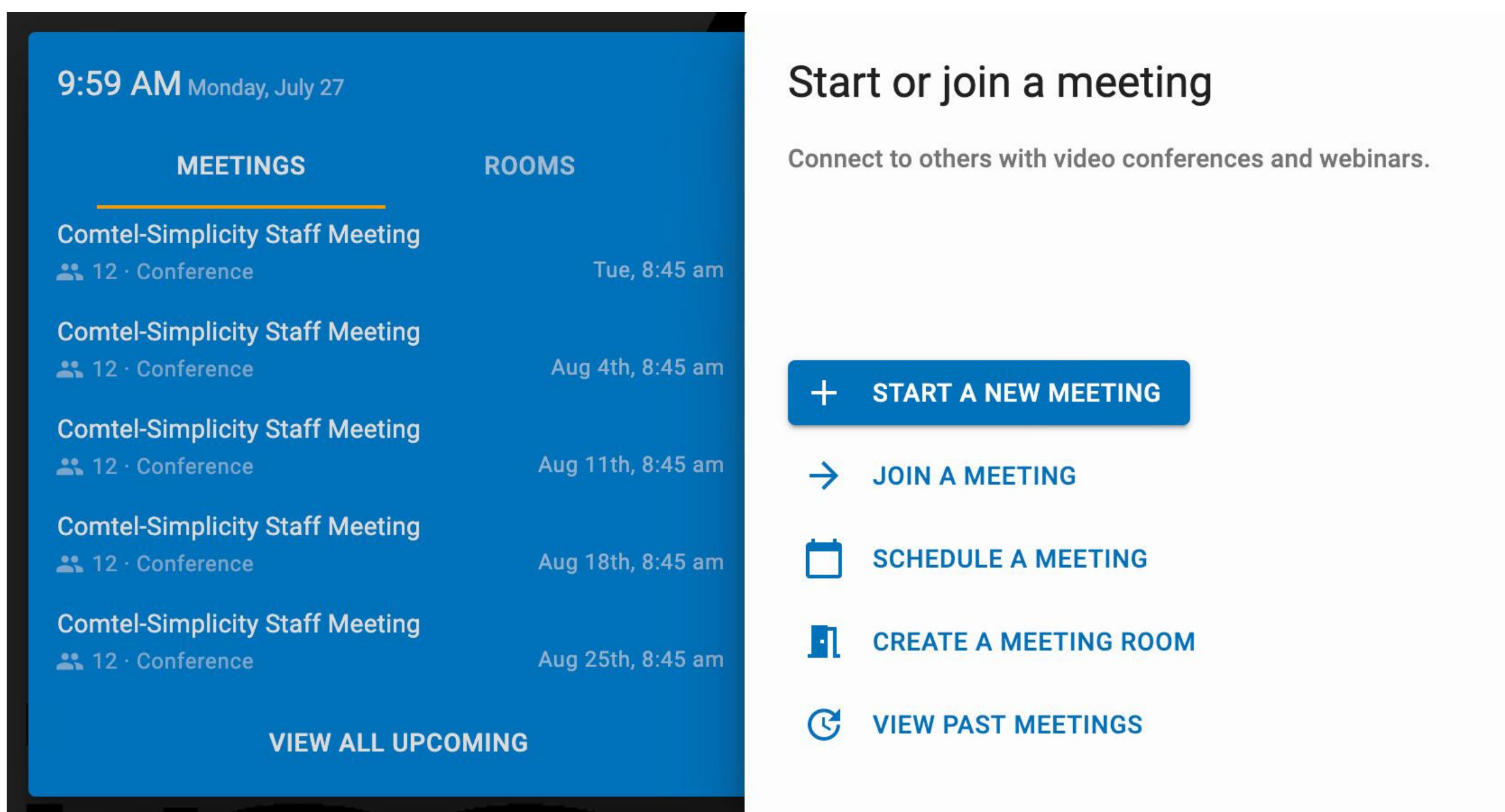
- Or via the **Contact Panel** by clicking on the  video icon at the top of the panel or by selecting the video icon next the person with whom you want to have a video meeting.

From here, you will be taken to the video meeting hub page.



Video Meeting Hub Page

On the left-hand side of the **Video Meeting Hub Page**, under the **Meetings** tab, you can view your last five scheduled meetings, past and upcoming meetings. To view a full list of meeting rooms that you are a member of, on the left-hand side of the page, click the **Rooms** tab. You can also start, join and schedule meetings, create a meeting room, and view past meetings on the right-hand side of the page.



9:59 AM Monday, July 27

MEETINGS
ROOMS

Comtel-Simplicity Staff Meeting <small>12 · Conference</small>	Tue, 8:45 am
Comtel-Simplicity Staff Meeting <small>12 · Conference</small>	Aug 4th, 8:45 am
Comtel-Simplicity Staff Meeting <small>12 · Conference</small>	Aug 11th, 8:45 am
Comtel-Simplicity Staff Meeting <small>12 · Conference</small>	Aug 18th, 8:45 am
Comtel-Simplicity Staff Meeting <small>12 · Conference</small>	Aug 25th, 8:45 am

VIEW ALL UPCOMING

Start or join a meeting

Connect to others with video conferences and webinars.

[+ START A NEW MEETING](#)

[→ JOIN A MEETING](#)

[!\[\]\(45e77d9bf984f4436161332e626e85d4_img.jpg\) SCHEDULE A MEETING](#)

[!\[\]\(59573b4ca4ec789832fa18b36ba9fdcd_img.jpg\) CREATE A MEETING ROOM](#)

[!\[\]\(4ce9fbc78fbfe6281757e97d98427f9a_img.jpg\) VIEW PAST MEETINGS](#)

Start and Schedule a Meeting

+ START A NEW MEETING

On the video meeting hub page (as shown on page 2), click **Start a New Meeting**.

Once on the **Start a New Meeting** page, you have numerous options to customize your meeting details.

1. Meeting Setup

- Meeting Name
- Description

2. Meeting type – Conference or Webinar

3. Video & Audio options

- Allow camera and screen share for everyone
- Host and presenters only
- Controlled by host

4. Microphone options

- Allow camera and screen share for everyone
- Host and presenters only
- Controlled by host

5. Options

- Enable chat
- Hosts can edit meeting
- Hide viewers list and count
- Require invitation or registration to join meeting
- Wait for host
- Record meeting
- Require passcode

Start a new meeting

Meeting name (optional)

Description (optional)

Meeting type

Conference Meet with up to 25 others over video

Webinar Present to up to 150 viewers

Video and audio

Allow camera and screenshare for Everyone

Allow microphone for Everyone

Options

Enable chat

Hosts can edit meeting

Hide viewers list and count

Require invitation or registration to join

Wait for host

Record meeting

Require passcode

[CANCEL](#)

JOIN INFORMATION


Meeting ID
293 500 297

Meeting URL
mysimplicityvoip.com/video?id=293500297

Dial in number
(866) 387-7873
When prompted, enter the meeting ID.

PEOPLE

Add by name, extension, number, or email

 Belinda Carroll Host (Owner)
732

[SCHEDULE](#) [NEXT](#)

Meeting information can be found on the right-hand side of the page. This includes the Meeting ID, Meeting URL, and Dial in number.

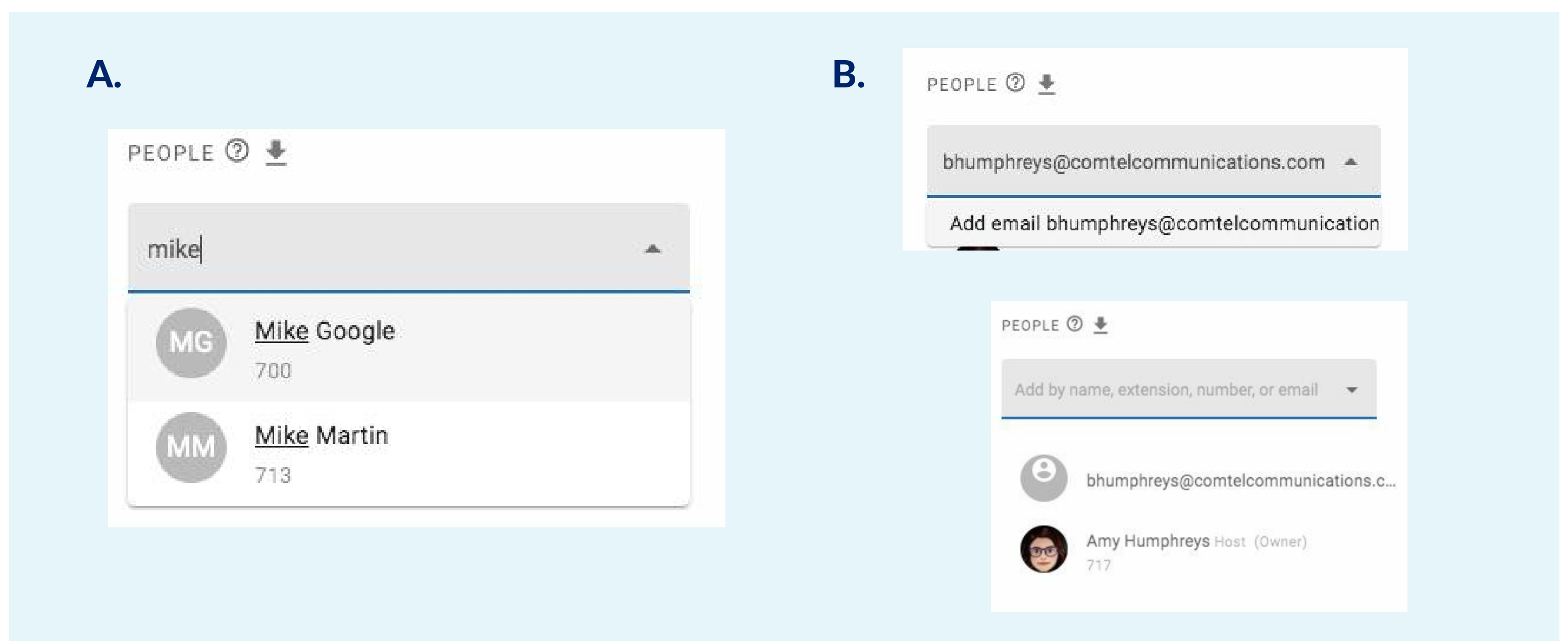
To add participants, go to the **People** section on the meeting hub.

Add people who are:

A. **Internal**- by searching for a name or ext., select name or ext. to add

B. **External**- by entering an email, select email to add

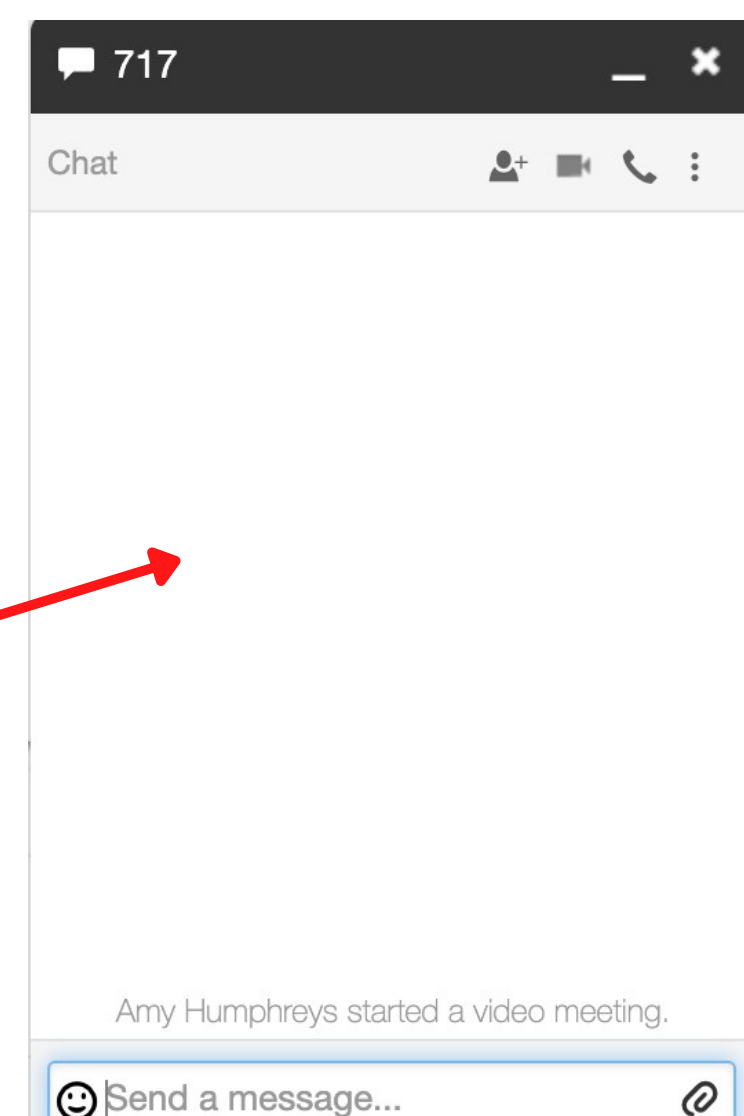
Once all people are selected, click **Next** to proceed.



Notifications:

Those invited to participate in a meeting or meeting room will receive a notification(s).

- Internal – if you invite a user on your platform and they are logged in, they will receive a popup notification.



- Internal and External – Both internal users and external invitees (outside of your platform) will receive an email with a link to join the video meeting



Amy Humphreys is inviting you to a meeting in progress.

MEETING INVITATION

Date and Time
July 28, 2020 1:52 PM (US/Eastern)

Join Information

- **Meeting URL for web browsers (Chrome, Firefox, Edge)**
<https://sandbox2.mysimplicityvoip.com/video/?id=432693947>
- **Dial-in number**
[+1 \(804\) 362-9456](tel:+18043629456)
When prompted, enter the meeting ID and audio ID
Meeting ID: 432 693 947
Audio ID: 11
- **One-tap mobile dial-in**
[+18043629456,,432693947](tel:+18043629456,432693947)

[Join Meeting](#)

Schedule a Meeting



SCHEDULE A MEETING

There are two ways to schedule a meeting:

1. From the video meeting hub page, click **Schedule A Meeting**.

9:59 AM Monday, July 27

MEETINGS	ROOMS
Comtel-Simplicity Staff Meeting <small>12 · Conference</small>	Tue, 8:45 am
Comtel-Simplicity Staff Meeting <small>12 · Conference</small>	Aug 4th, 8:45 am
Comtel-Simplicity Staff Meeting <small>12 · Conference</small>	Aug 11th, 8:45 am
Comtel-Simplicity Staff Meeting <small>12 · Conference</small>	Aug 18th, 8:45 am
Comtel-Simplicity Staff Meeting <small>12 · Conference</small>	Aug 25th, 8:45 am

[VIEW ALL UPCOMING](#)

Start or join a meeting

Connect to others with video conferences and webinars.

+ START A NEW MEETING

[→ JOIN A MEETING](#)

[SCHEDULE A MEETING](#)

[CREATE A MEETING ROOM](#)

[VIEW PAST MEETINGS](#)

2. From the **Start a New Meeting** hub page, you can opt to schedule a meeting by clicking the **Schedule** button (in lower right-hand corner).

When scheduling a meeting, populate all the fields as you would for starting a meeting (meeting name, description, etc. – as referenced on page 3) but also provide date, time, time zone and meeting duration, as well as recurrence (daily, weekly, monthly, yearly).

Click **Next** to save your scheduled meeting.




Start a new meeting


MEETING SETUP

Meeting name (optional)

Description (optional)

Meeting type

Conference  Meet with up to 25 others over video

Webinar  Present to up to 150 viewers

Video and audio

Allow camera and screenshare for Everyone

Allow microphone for Everyone

Options

Enable chat

Hosts can edit meeting


Hide viewers list and count

Require invitation or registration to join meeting

Wait for host

Record meeting



Require passcode

JOIN INFORMATION 


Meeting ID
188 652 733

Meeting URL
mysimplicityvoip.com/video?id=188652733

Dial in number
(866) 387-7873
When prompted, enter the meeting ID.

PEOPLE  

Add by name, extension, number, or email

 Belinda Carroll Host (Owner)
732

CANCEL


SCHEDULE **NEXT**


Schedule a meeting

MEETING SETUP

Meeting name (optional)

Description (optional)

 03/22/2022

 11:24 am

EDT

1 hour 0 min

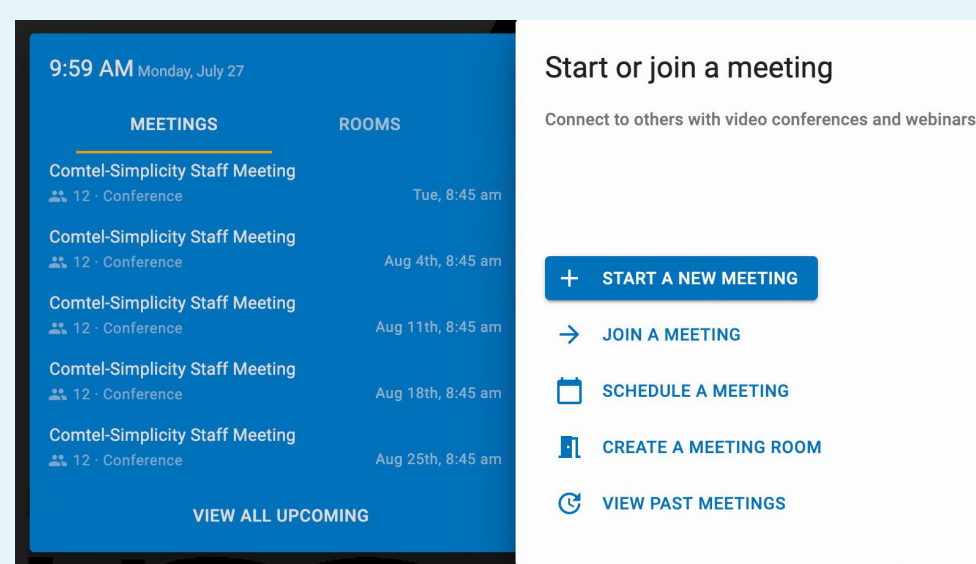
Does not recur

Join a Meeting

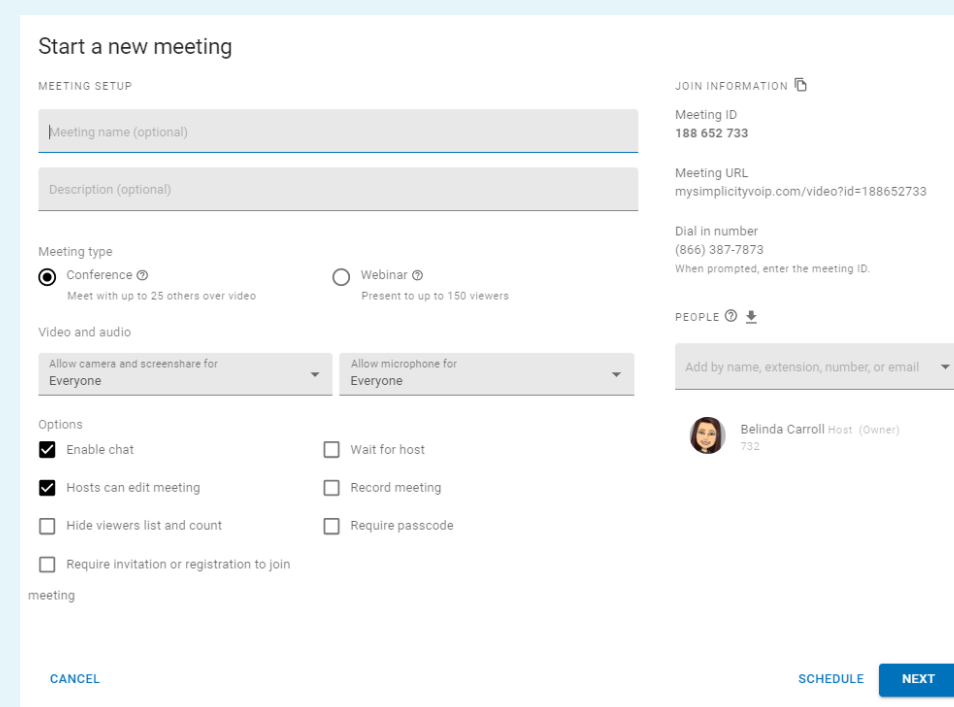
There are numerous options to join a meeting:

1. From the video meeting hub page
2. From the **Start a New Meeting** page, you will proceed to the **Joining Meeting** page, by clicking **Next**
3. From a direct video URL – Example: <https://mysimplicityvoip.com/video/?id=123456789>

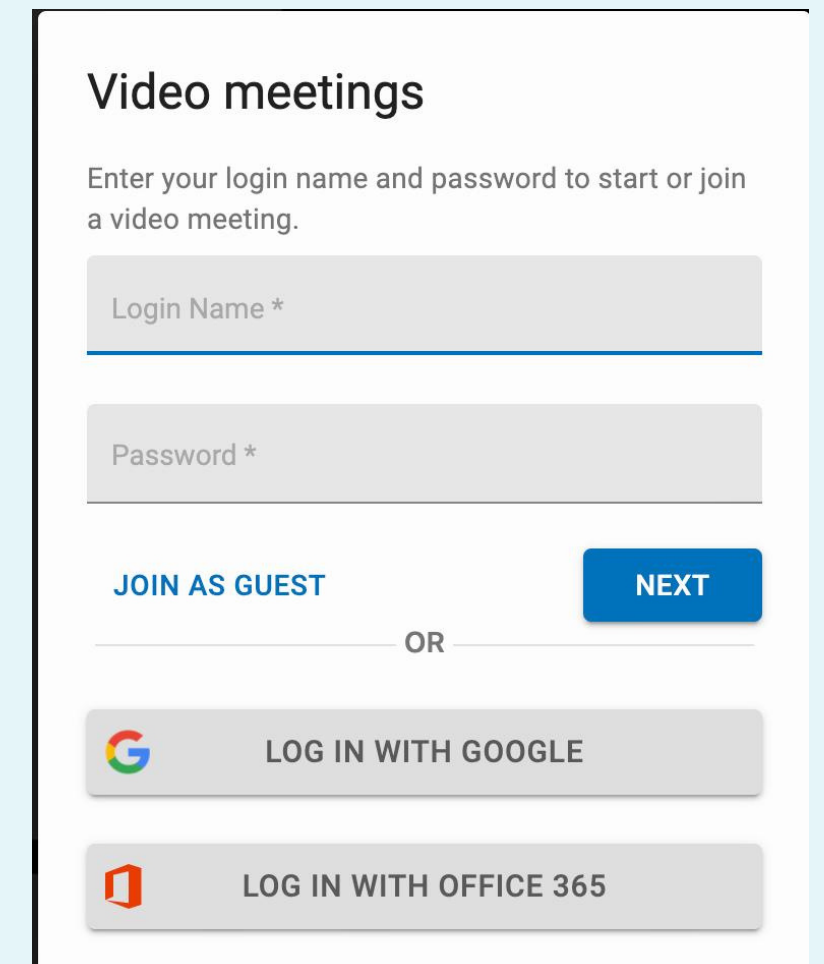
1.



2.



3.



Guest – Joining a Meeting

To join a meeting as a guest using a direct meeting link/URL, you may be required to enter a name, email and Meeting ID.

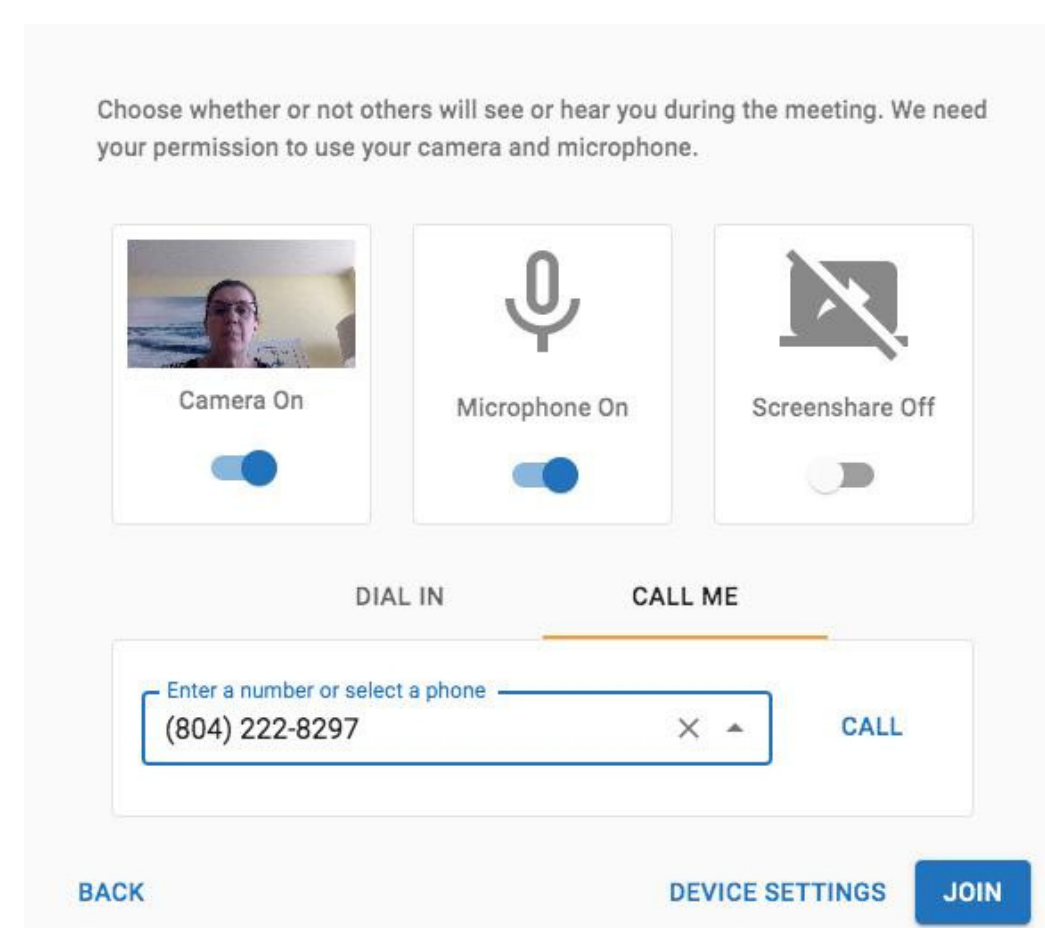
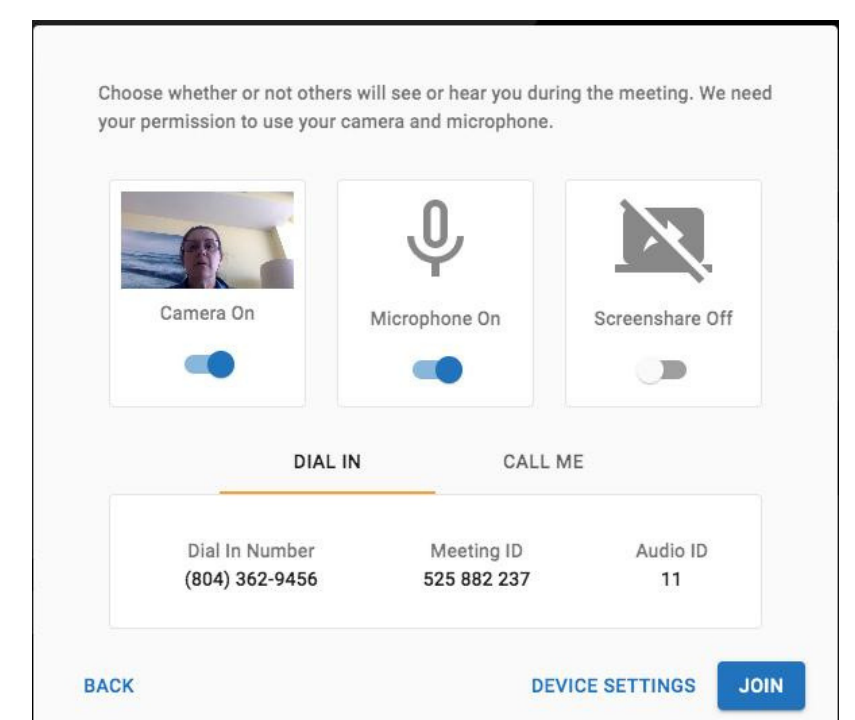
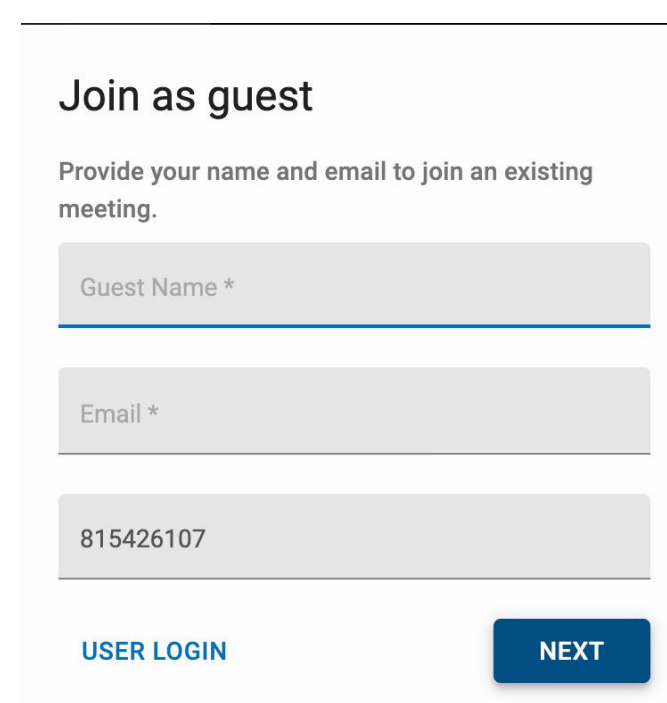
Joining Meeting Page

On the Joining Meeting Page, you have options to enable your camera, microphone, screenshare.

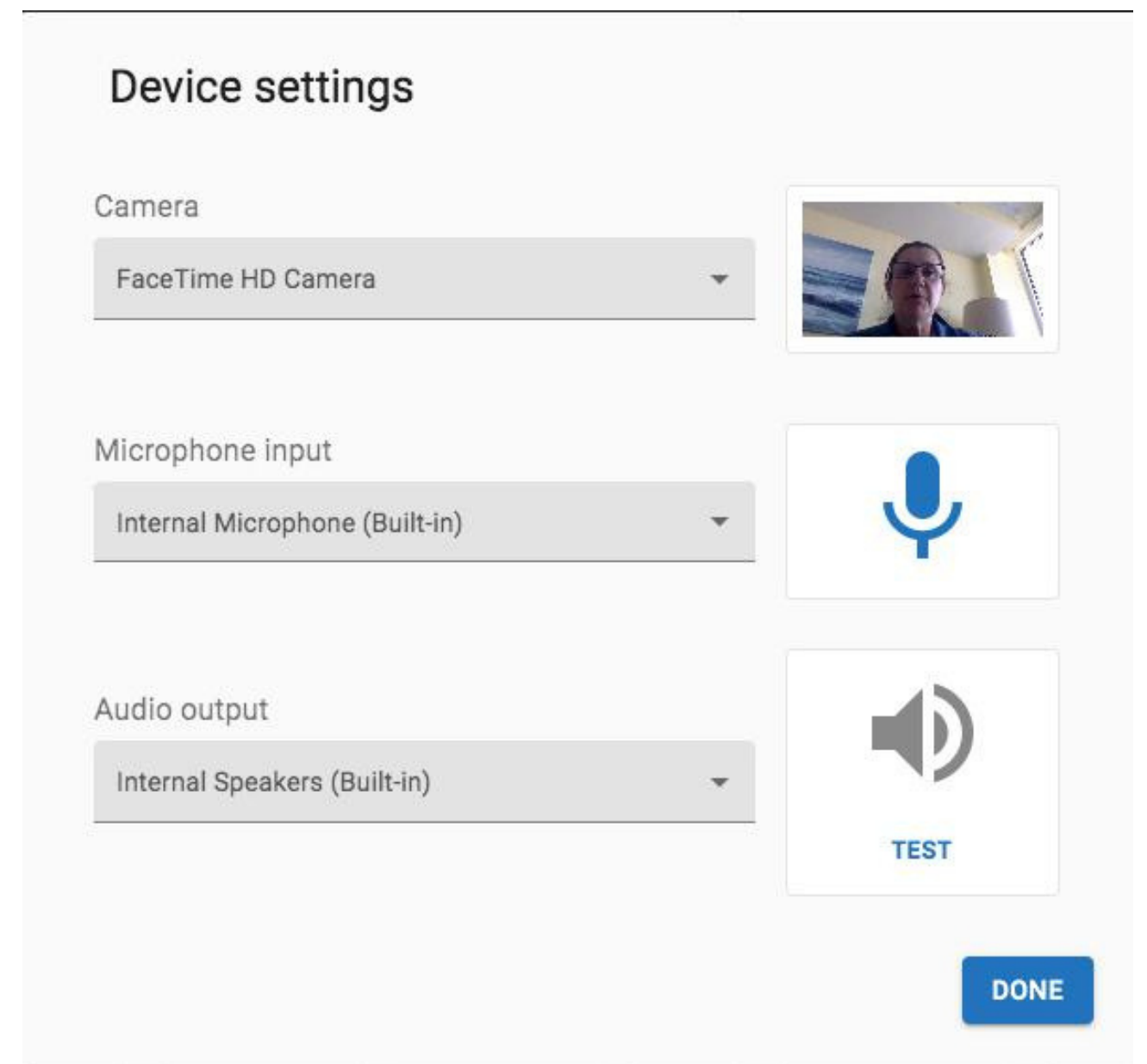
In addition, you will see the Meeting details – dial in number, meeting ID, audio ID – and be given an options to Dial in or have the platform Call Me.

The Call Me function allows you to enter a 10-digit number for the system to call you.

**Note: The Call Me function is for audio only.*



By clicking **Device settings**, you have options to view, control and test (audio only) the available device settings options including Camera, Microphone Input, Audio Output.



Once done with **Device settings**, return to **Join Meeting** page and click **Join** to enter the meeting.

**Note: Upon joining a SimplicityCOLLAB meeting for the first time, you must enable your microphone and camera.*

Allow us to use your camera and microphone

Your camera and microphone are needed so others in the meeting can see and hear you. Please grant access by clicking allow in the browser prompt.

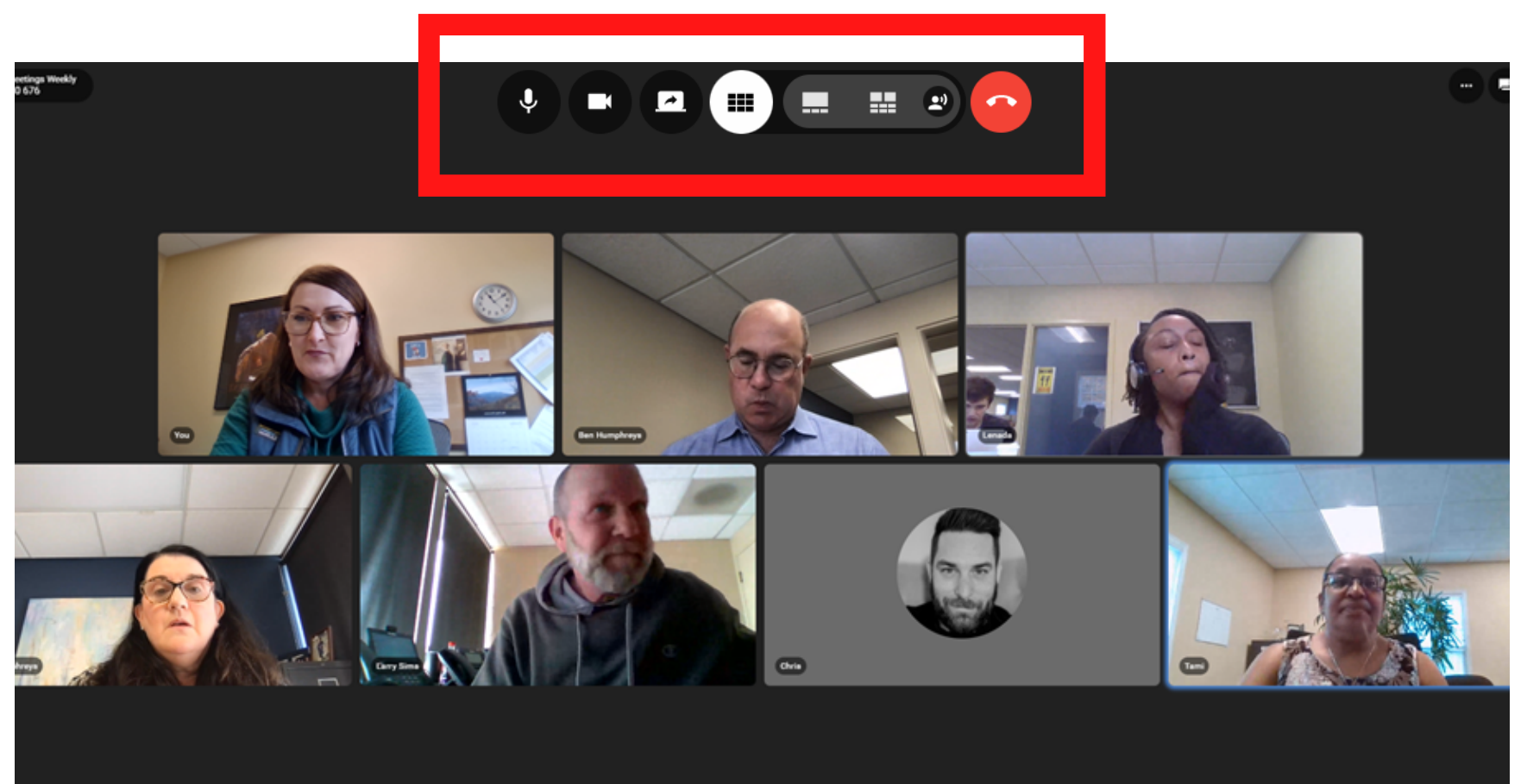
...dbox2.mysimplicityvoip.com wants to

Use your camera

Block

Allow

Once in the meeting, you will see meeting information, and control/access options across the top of the screen.



Meeting Screen Options



Meeting info:

Click **Join Info** to view full meeting details –

- Type of meeting
- Meeting ID
- Meeting URL
- Dial-In Number
- Audio ID

There are also options to invite or call participants, as well as copy meeting details onto your clipboard.

Inviting Participants from Meeting Screen:

You can add additional participants to your meeting by clicking the invite or call tab on the meeting info page.

Invite:

To add for full video and audio select Invite

You can add people who are:

- Internal by searching for a name or ext. – Select name to add
- External people (outside of your platform) by entering an email – Select email to add

Once all people are selected, Click **Next** to proceed

JOIN INFO INVITE CALL

Conference

Meeting ID
258 252 031

Meeting URL
sandbox2.mysimplicityvoip.com/video/?id=258252031

Dial-In Number
(804) 362-9456

Audio ID
12

JOIN INFO INVITE CALL

Search by name, extension, or email

A.

PEOPLE ⓘ ↓

mike

MG Mike Google
700

MM Mike Martin
713

B.

PEOPLE ⓘ ↓

bhumphreys@comtelcommunications.com

Add email bhumphreys@comtelcommunication

PEOPLE ⓘ ↓

Add by name, extension, number, or email

bhumphreys@comtelcommunications.c...

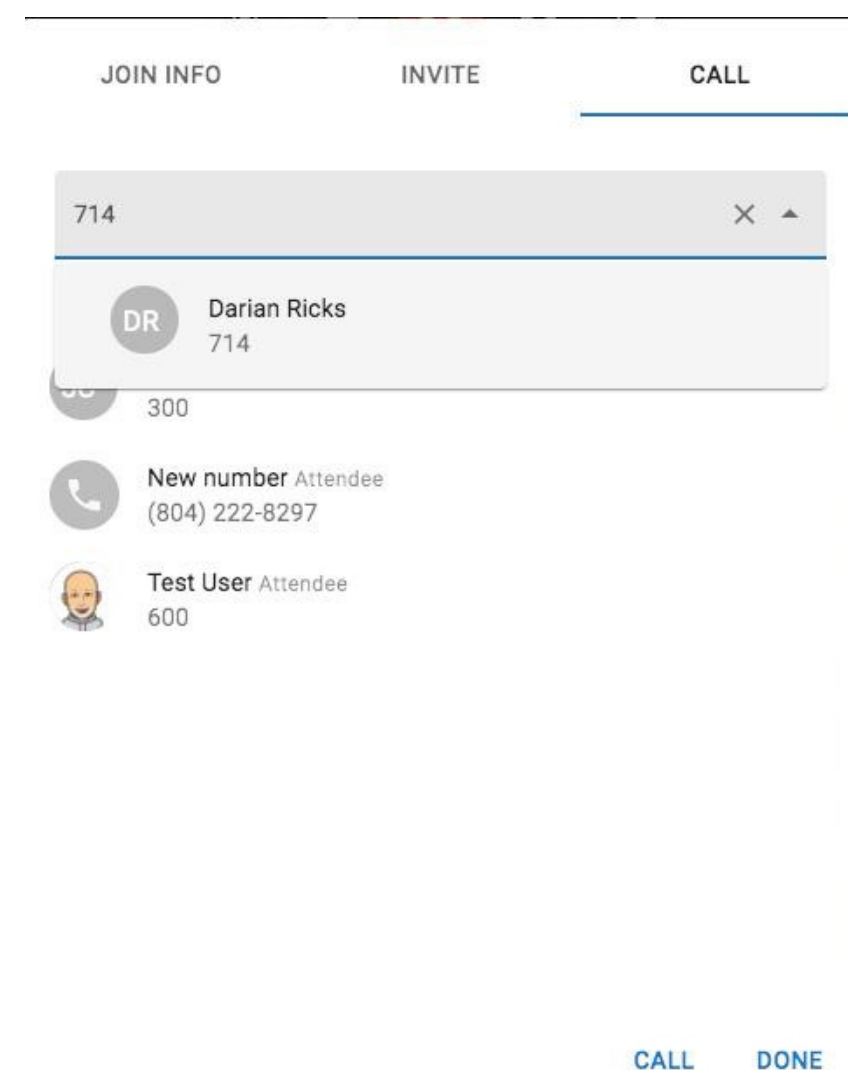
Amy Humphreys Host (Owner)
717

Call:

To add for *audio only*, click on **Call**, search or enter a name, ext. or 10-digit number.

Click Call on lower left to add.

**Note: this is for audio only.*

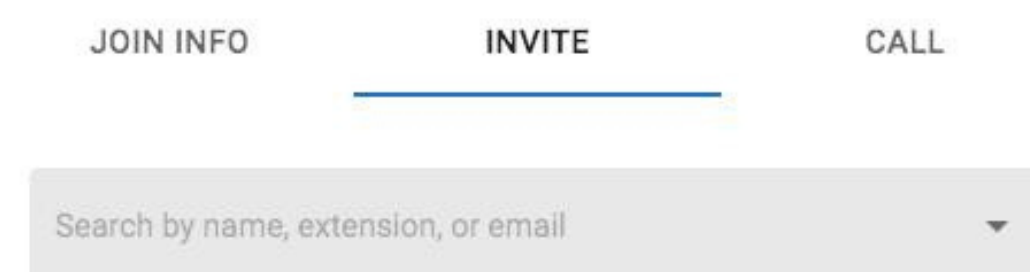


Participant Screen



Inviting participants from Participant Screen:

You can also add participants via the participant options button and by following the same steps as on pages 9 - 10.



Control Options:

Once in a video conference, you will see a set of buttons at the top in the center of the page.

From left to right:

Turn on/off microphone

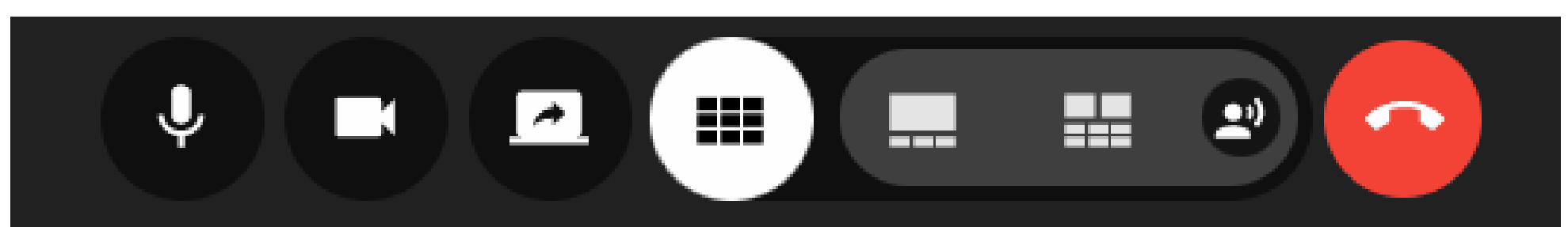
Turn on/off camera

Sharing- Screen, Window, Chrome Tab

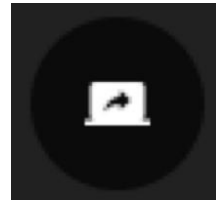
Layout View Options – Grid, Spotlight, Conversation, Automatically

Move and Enlarge Speaking People

Hang up/disconnect from the meeting



Share Screen Options:



Click icon to view the three share options:

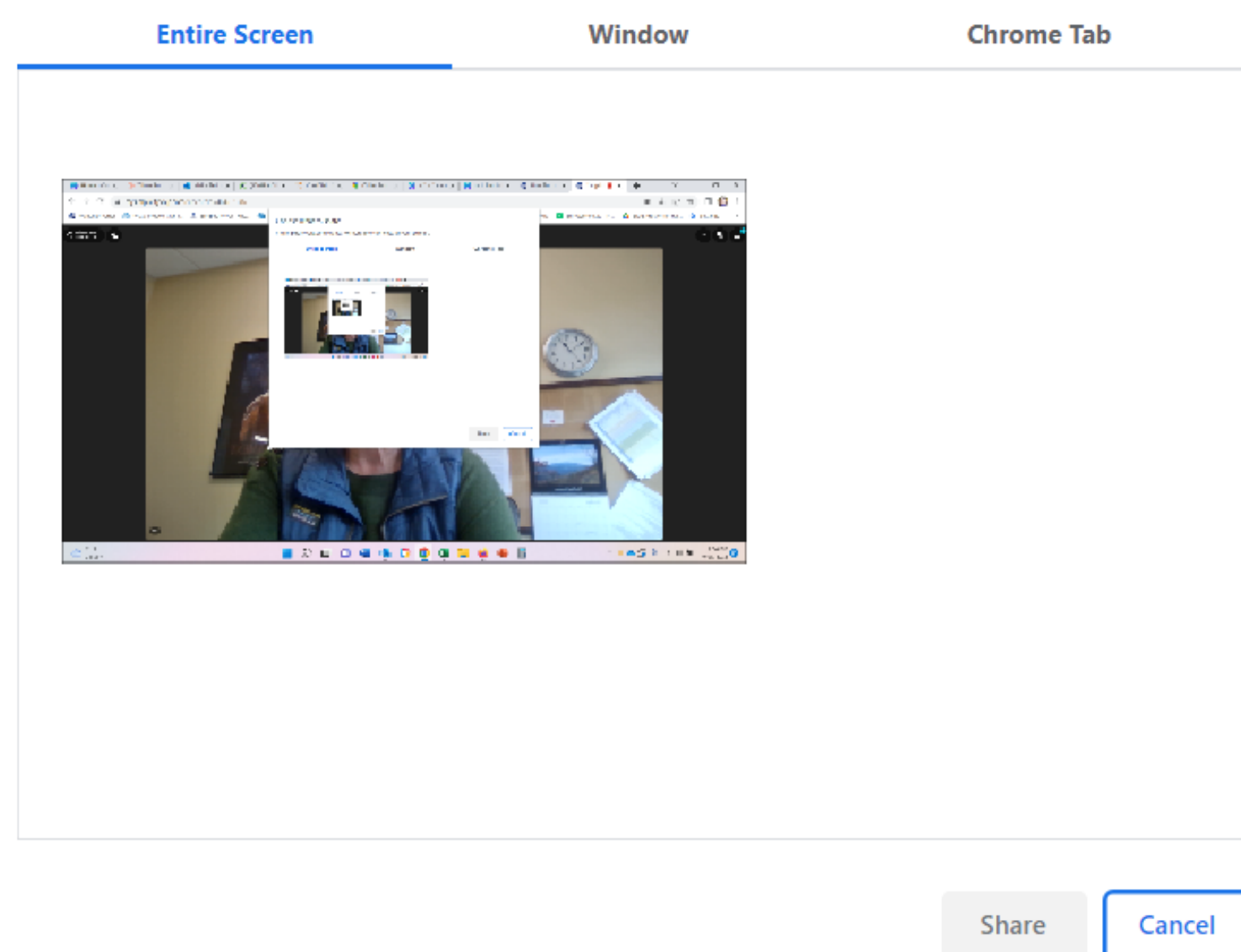
- Your Entire Screen (click screen)
- Application Window (select application)
- Chrome Tab (select tab)

The option selected will turn blue. Click “Share” to share the screen with meeting participants.

a.

Choose what to share

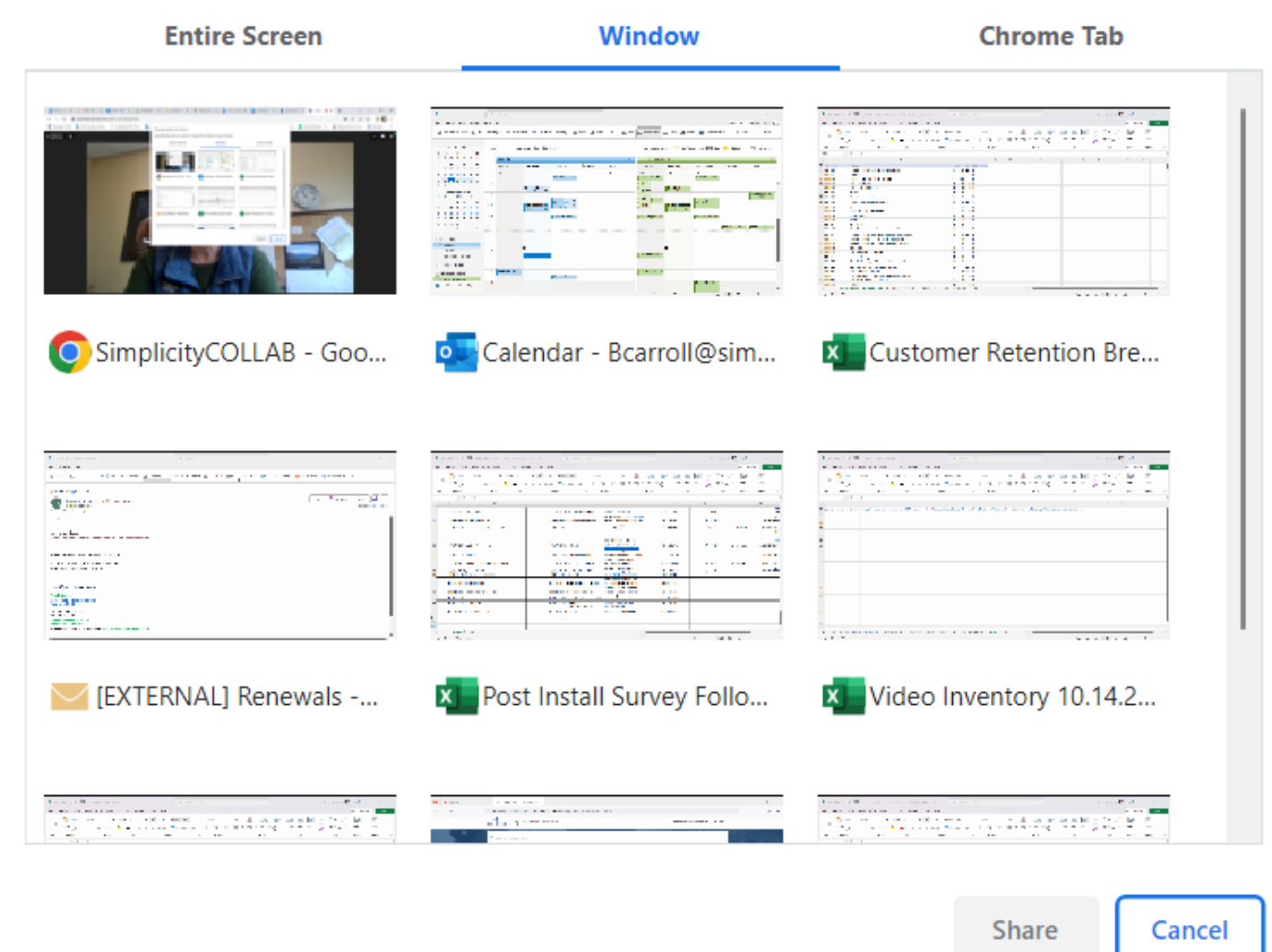
mysimplicityvoip.com wants to share the contents of your screen.



b.

Choose what to share

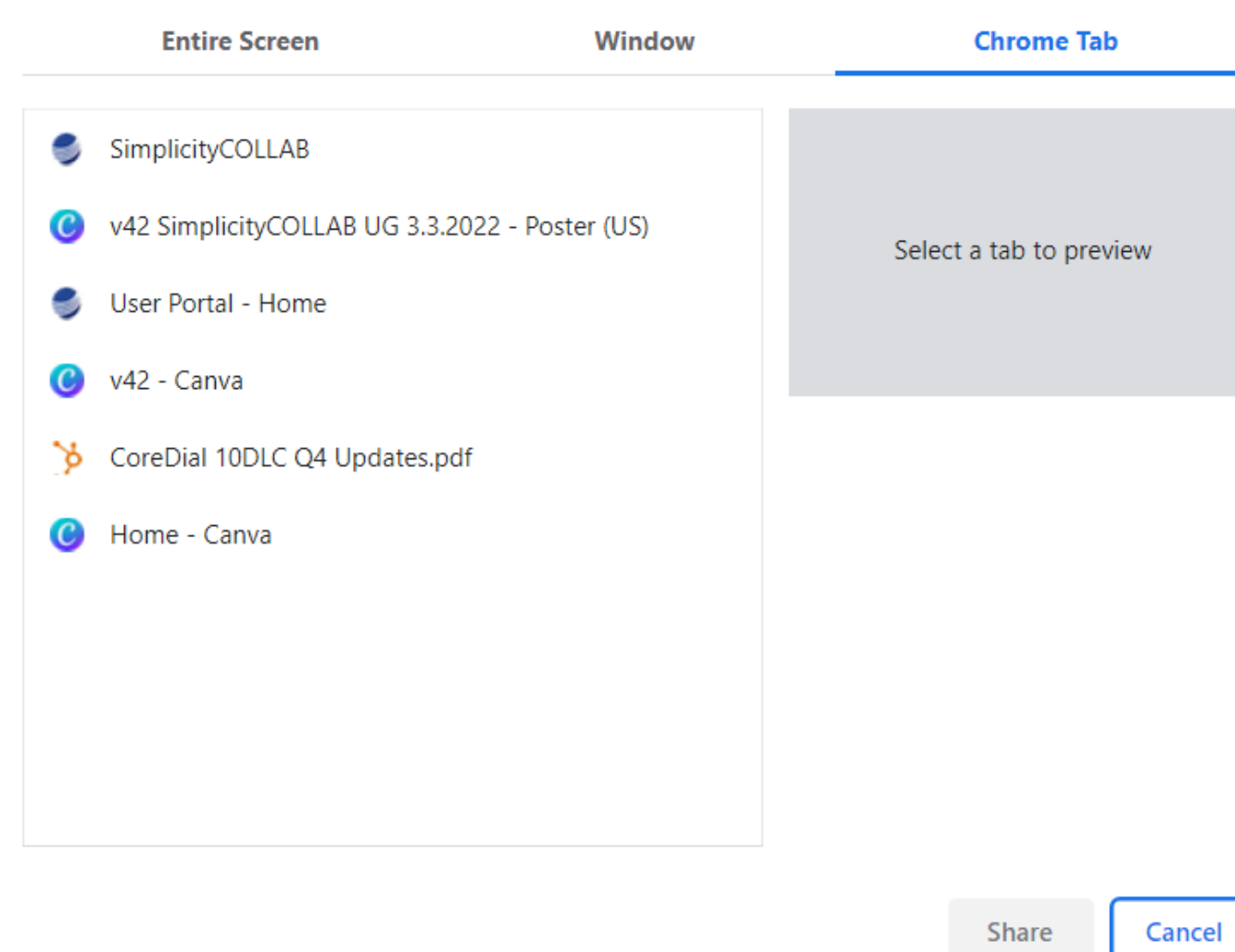
mysimplicityvoip.com wants to share the contents of your screen.



c.

Choose what to share

mysimplicityvoip.com wants to share the contents of your screen.

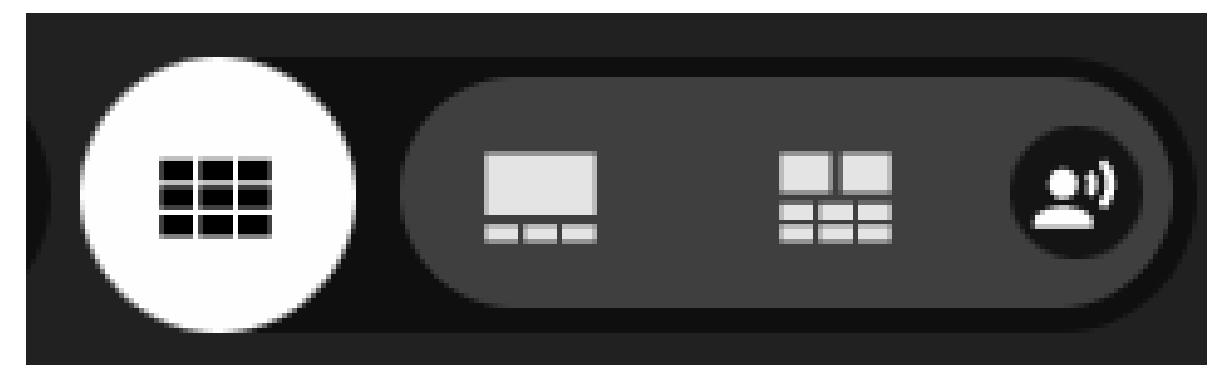


Layout View Options:

There are four layout view options-

Grid, Spotlight, Conversation, and Automatically Move and Enlarge Speakers

For **Spotlight** and **Conversation** views, you have the option to move and enlarge speaking people. The tile of the person speaking will be outlined in blue. If there are more participants than can fit in a tray, scroll buttons will appear to slide and reveal the others.



Grid

Spotlight

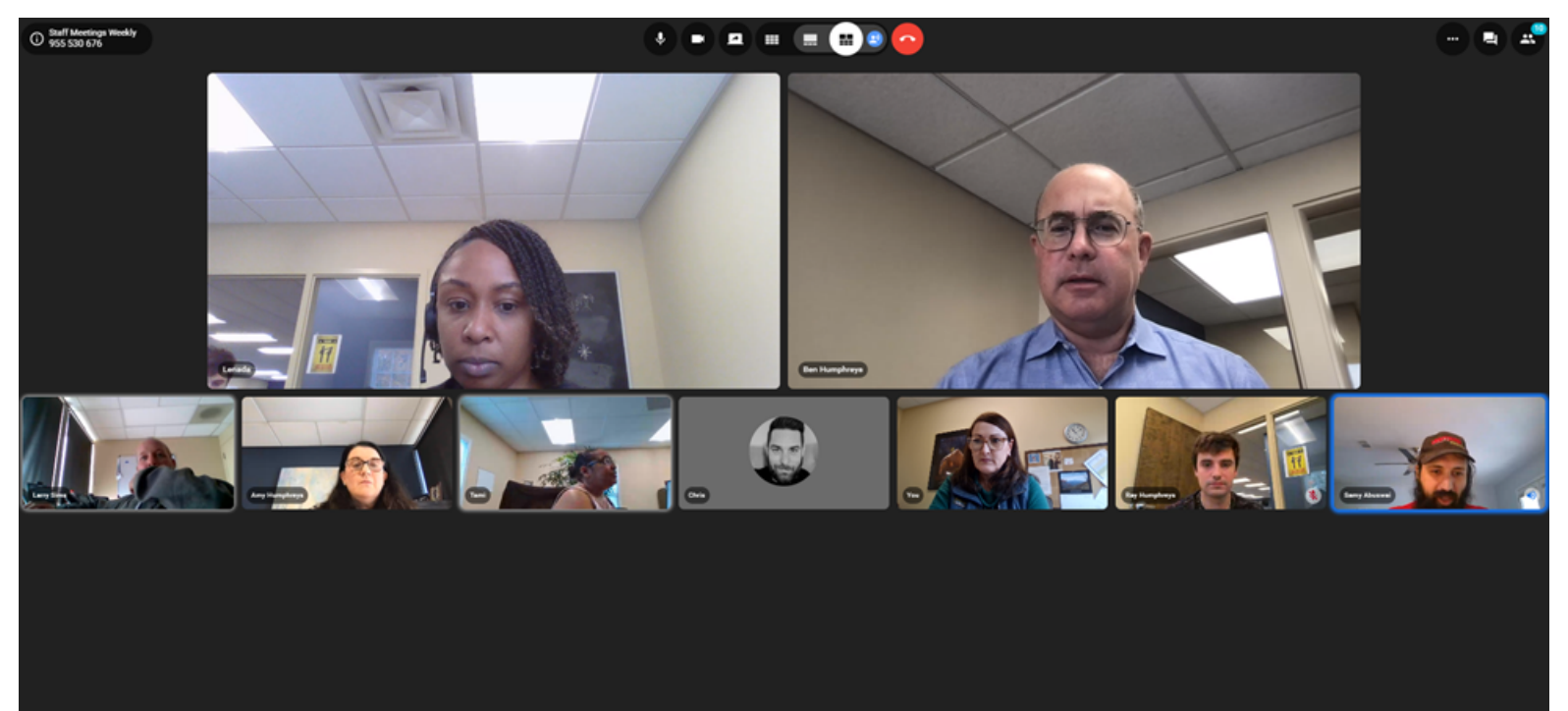
Conversation

Auto Move
& Enlarge
Speakers

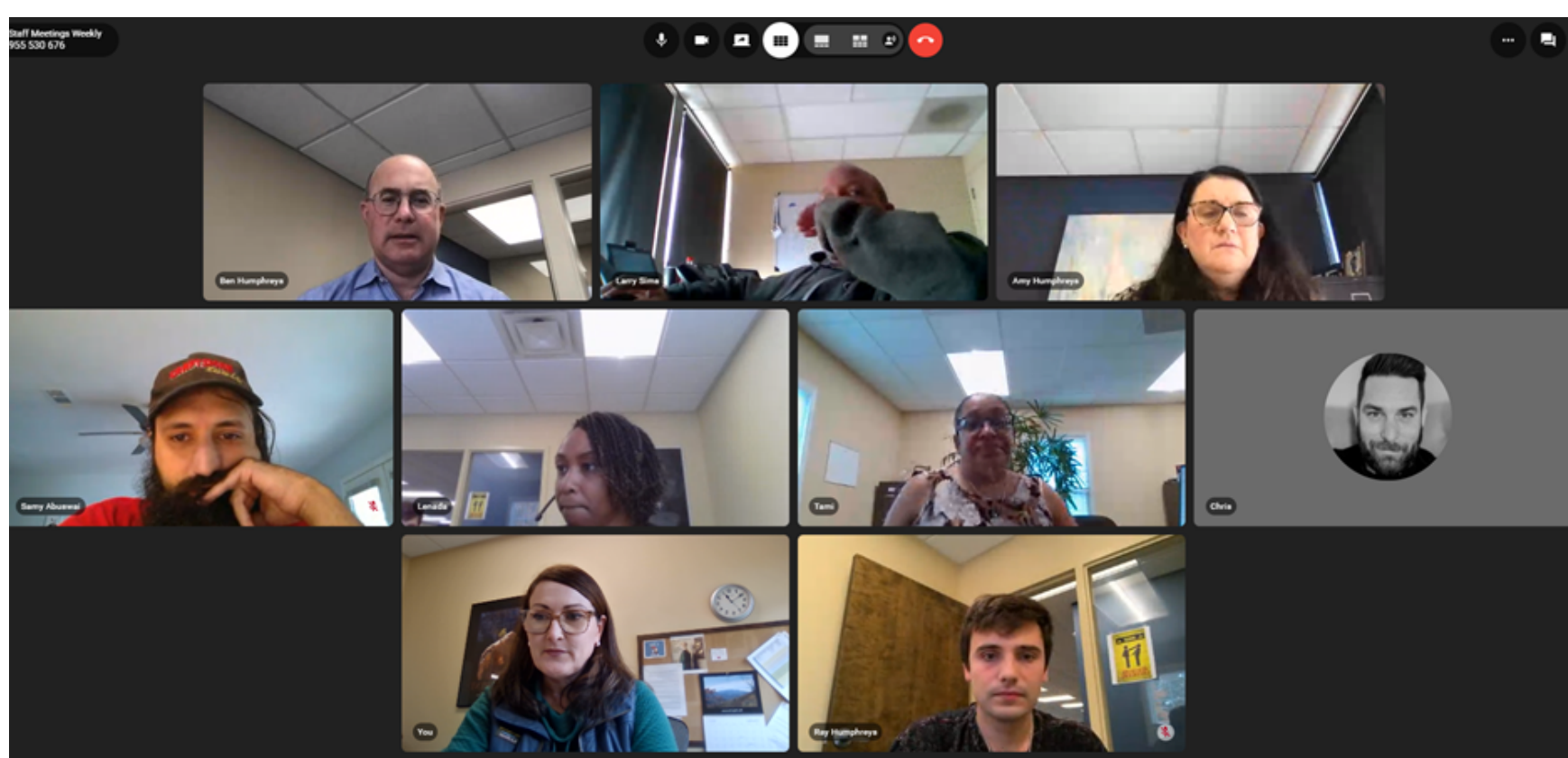
Spotlight



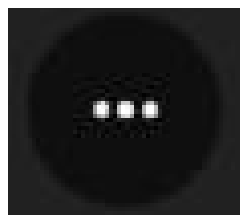
Conversation



Grid

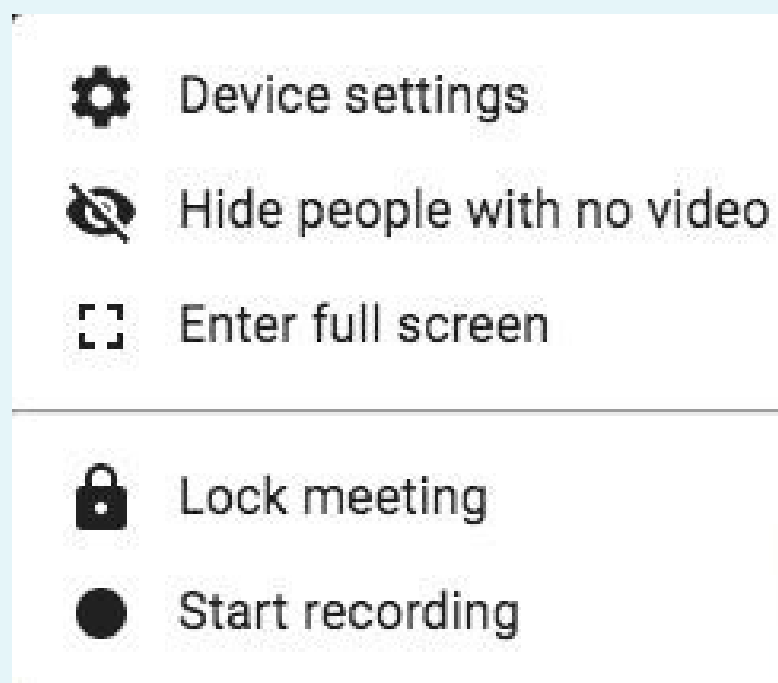


Meeting Settings:

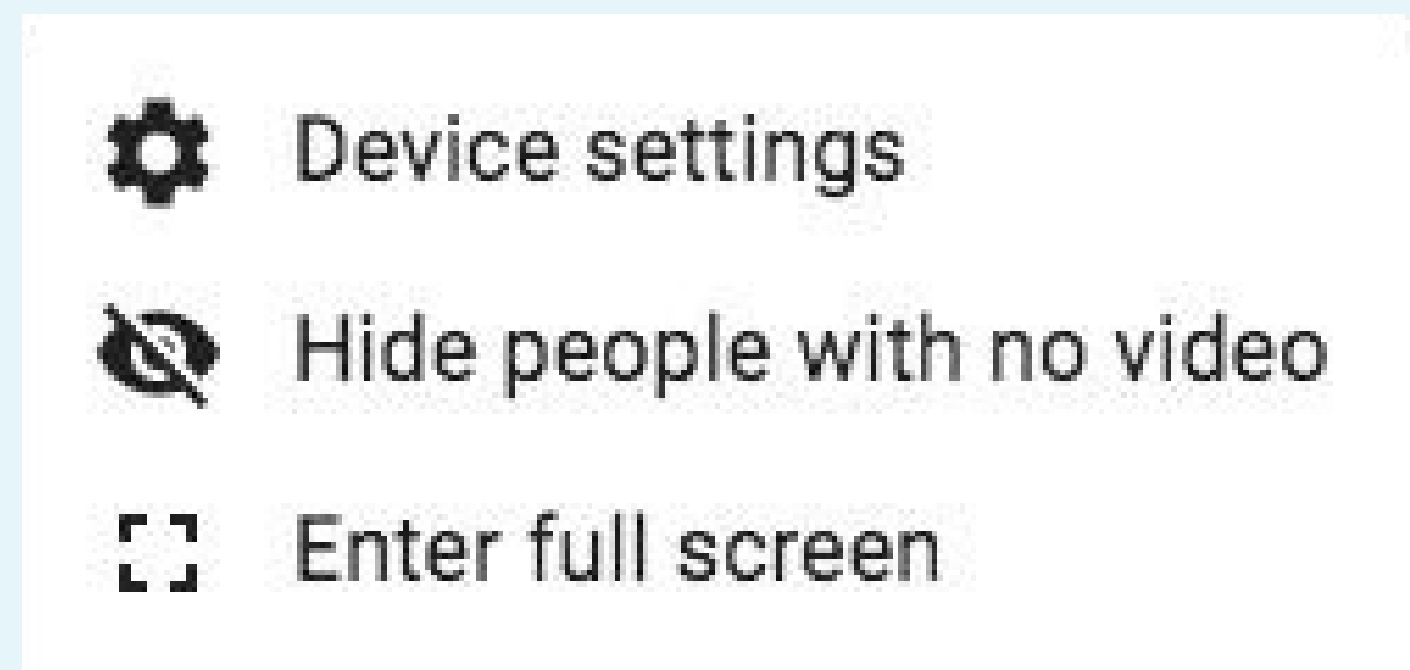


The **Meeting Settings** button allows the host to control device settings, hide people with no video, enter full screen, lock meeting and start/end meeting recordings.

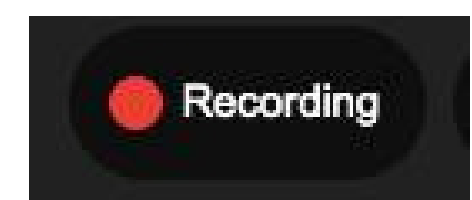
Host View



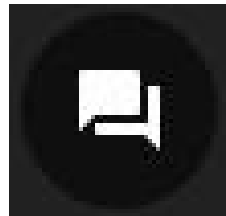
Participant View



*Note: Once enabled, the **Recording** button will appear on the meeting home screen. Once disabled, it will disappear.



Chat Options:



The **Chat** function allows participants to make comments and ask questions during a meeting.

Room

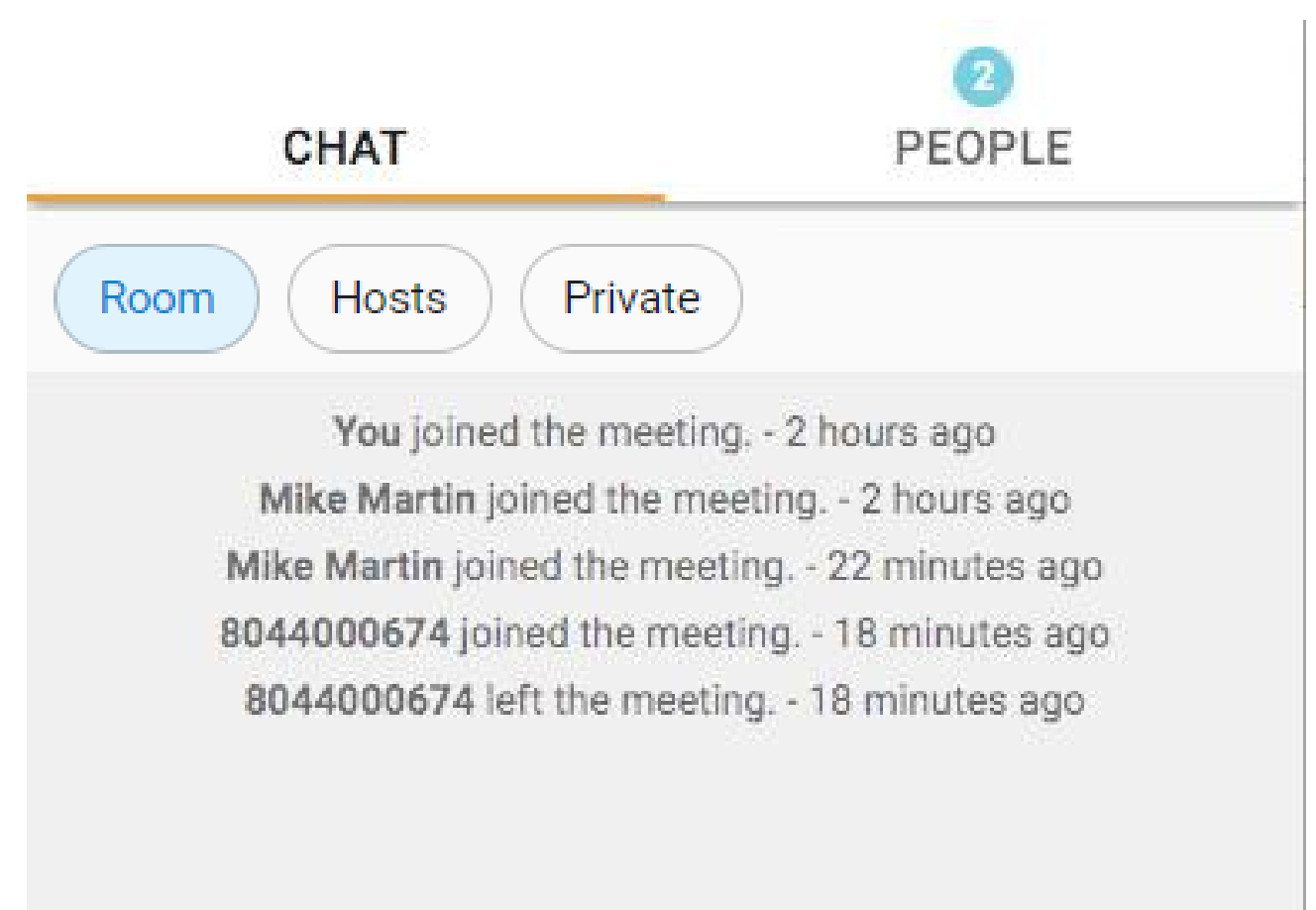
Everyone on the call can see these comments/questions, whether it be text, attachments, and/or emoji's.

Private

Only select individuals on the call can see comments/questions - this is a 1:1 interaction.

To send a private message:

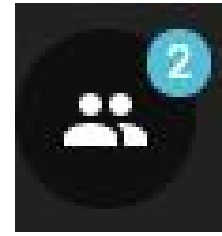
Click **Private**, click **New Private Message**- a list of participants in the meeting will appear. Select the single participant who will receive the message. Type message/text, send attachments, or emoji's. Hit **Enter** to send.





Hosts


Only the Host(s) will see the message(s) that is sent.

Show Participants:



Show Participants button provides the number of participants on a call, list of meeting participants and their role.

Click **Show Participants** button to view participant name, role and to access meeting controls. Participants might have different icons to indicate how they joined the meeting. The  laptop icon means they joined via web browser. The phone icon means they joined via phone by dialing in. 

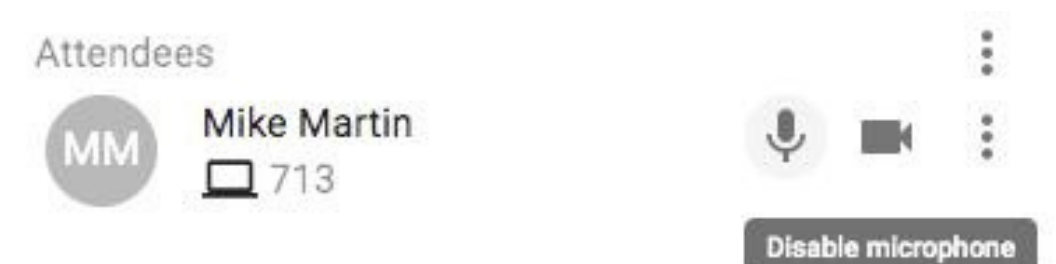
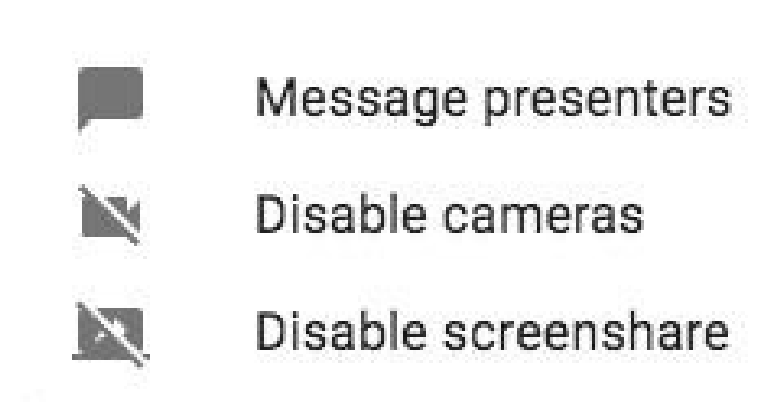
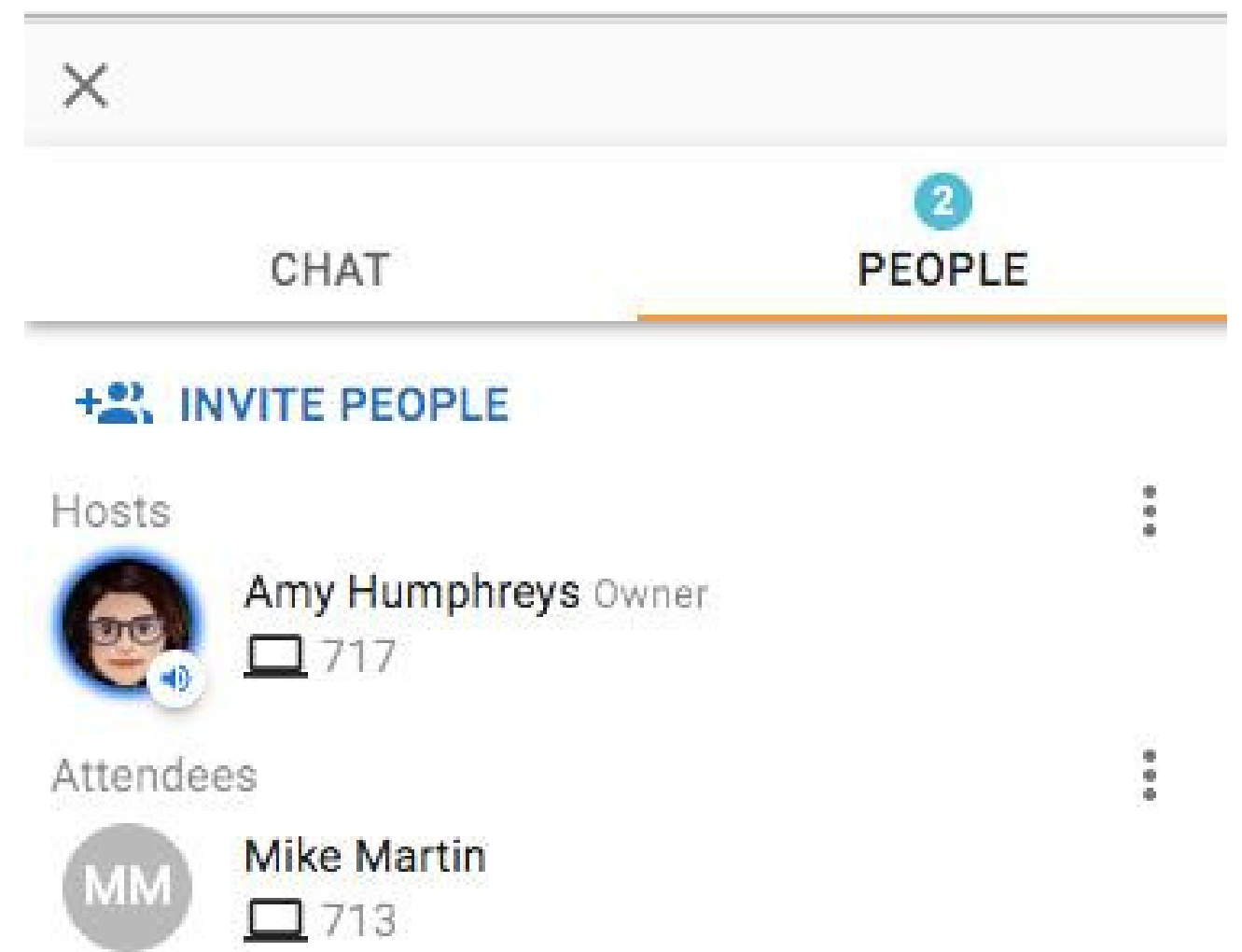
Meeting control functions can be accessed by clicking the three dots. 

Host and participants have different meeting control functions.

Host View:

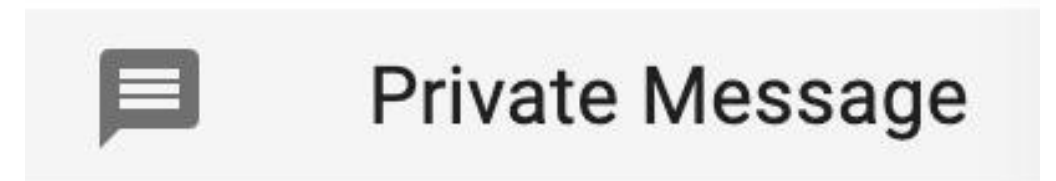
Hosts have the option to message presenter, disable cameras/screenshare at a group level or at the participant level

To manage an individual participant- hover over the participant name and disable microphone/camera



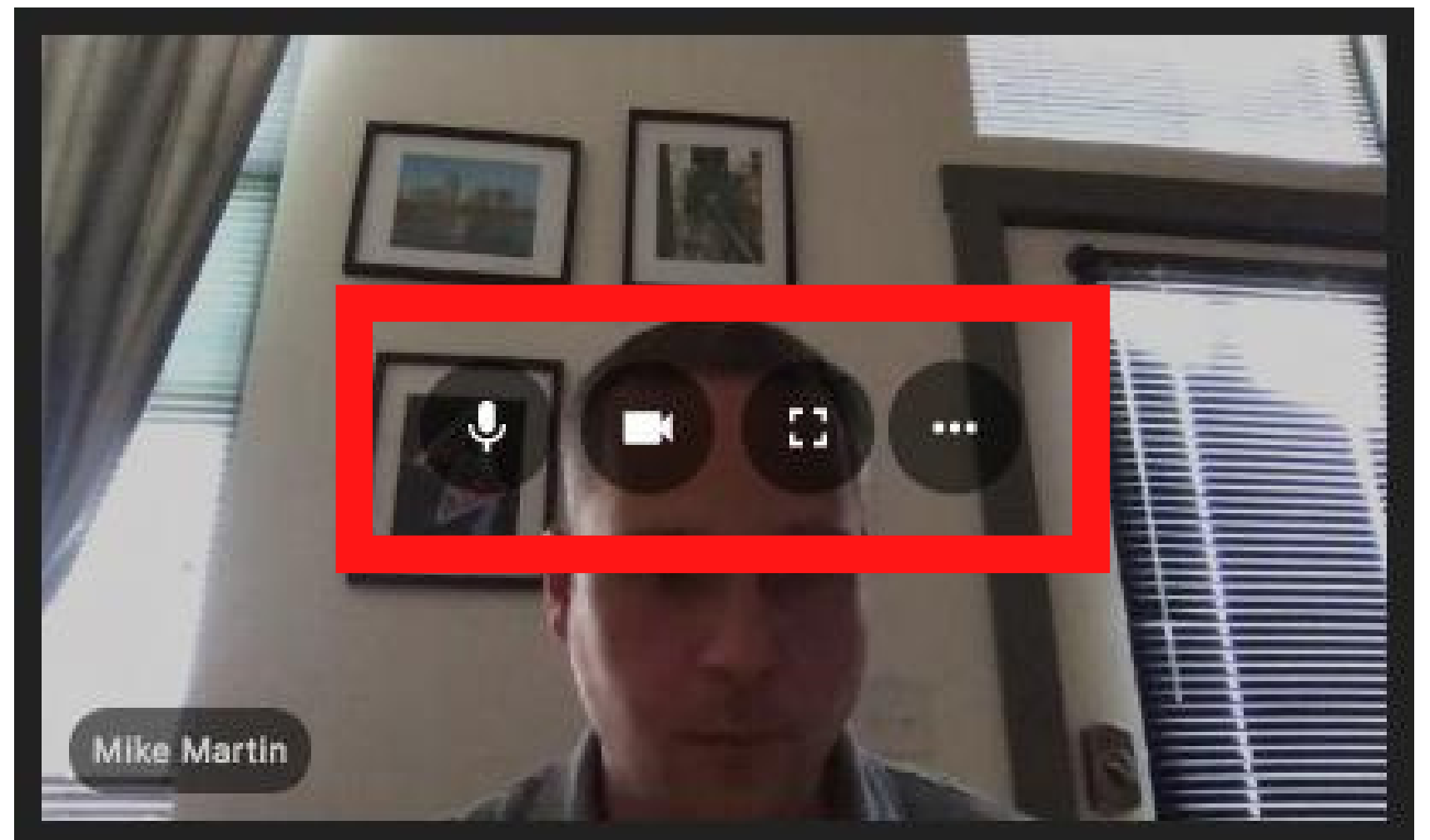
Participant View:

Participants have the option to send a private message to any meeting participant.



Meeting Controls

Meeting participants can access meeting controls by hovering over a participant tile. Hosts and participants have different meeting control options.



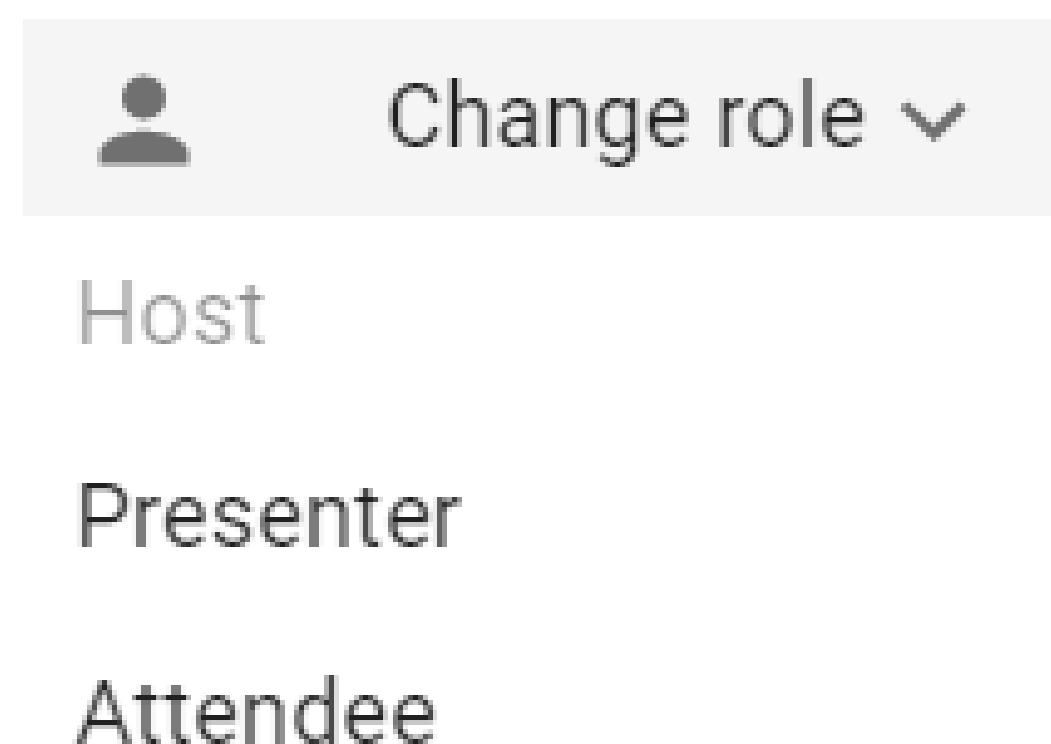
Host Options:

Hosts have 2 options in addition to the tool bar across the top of the screen:

- Enlarge screen



- Three dots – Change role



To change a participant's role:

Select from dropdown options – Host, Presenter, Attendee.

Participant Options:

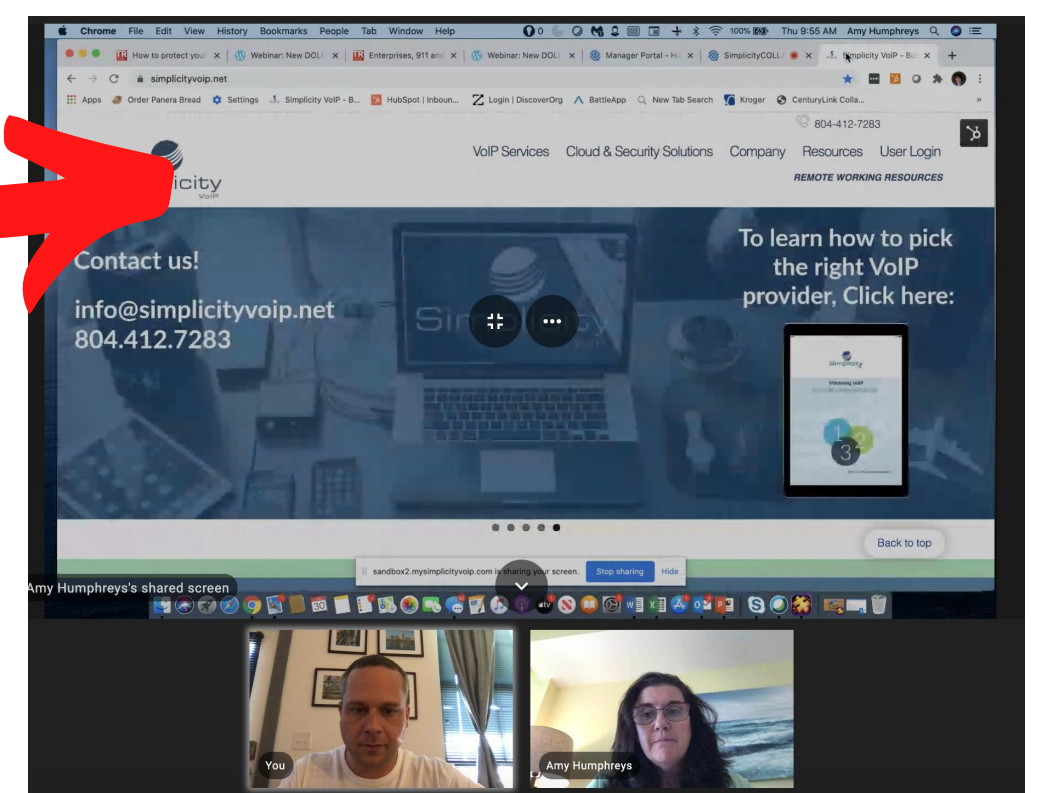
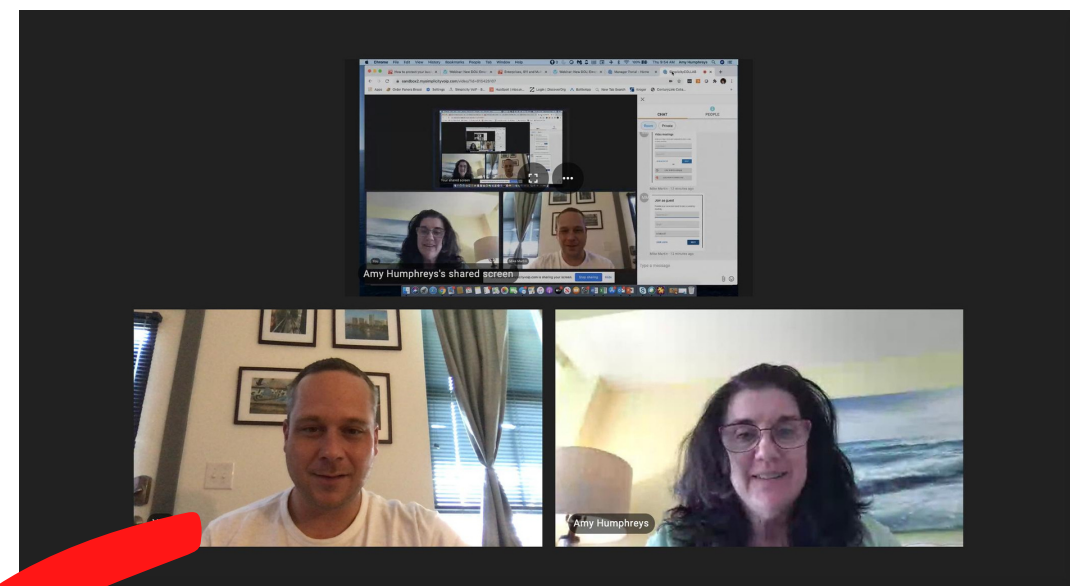
Participants have 2 options – to enlarge and to send a private message:

Enlarge

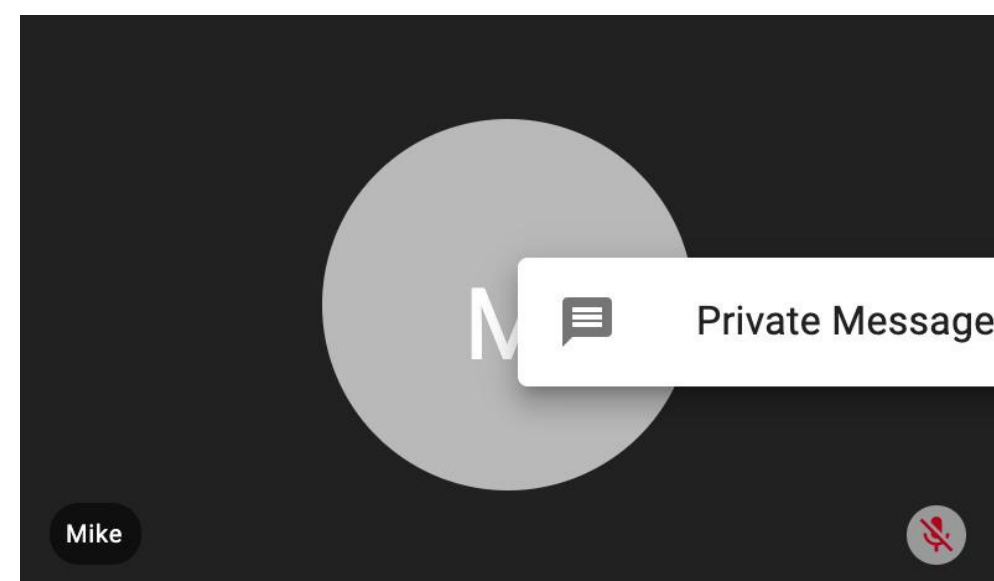


The enlarge feature is helpful during screen sharing for a better view. To enlarge during a screen share, click on enlarge icon.

After enlarging, your view will look like this.



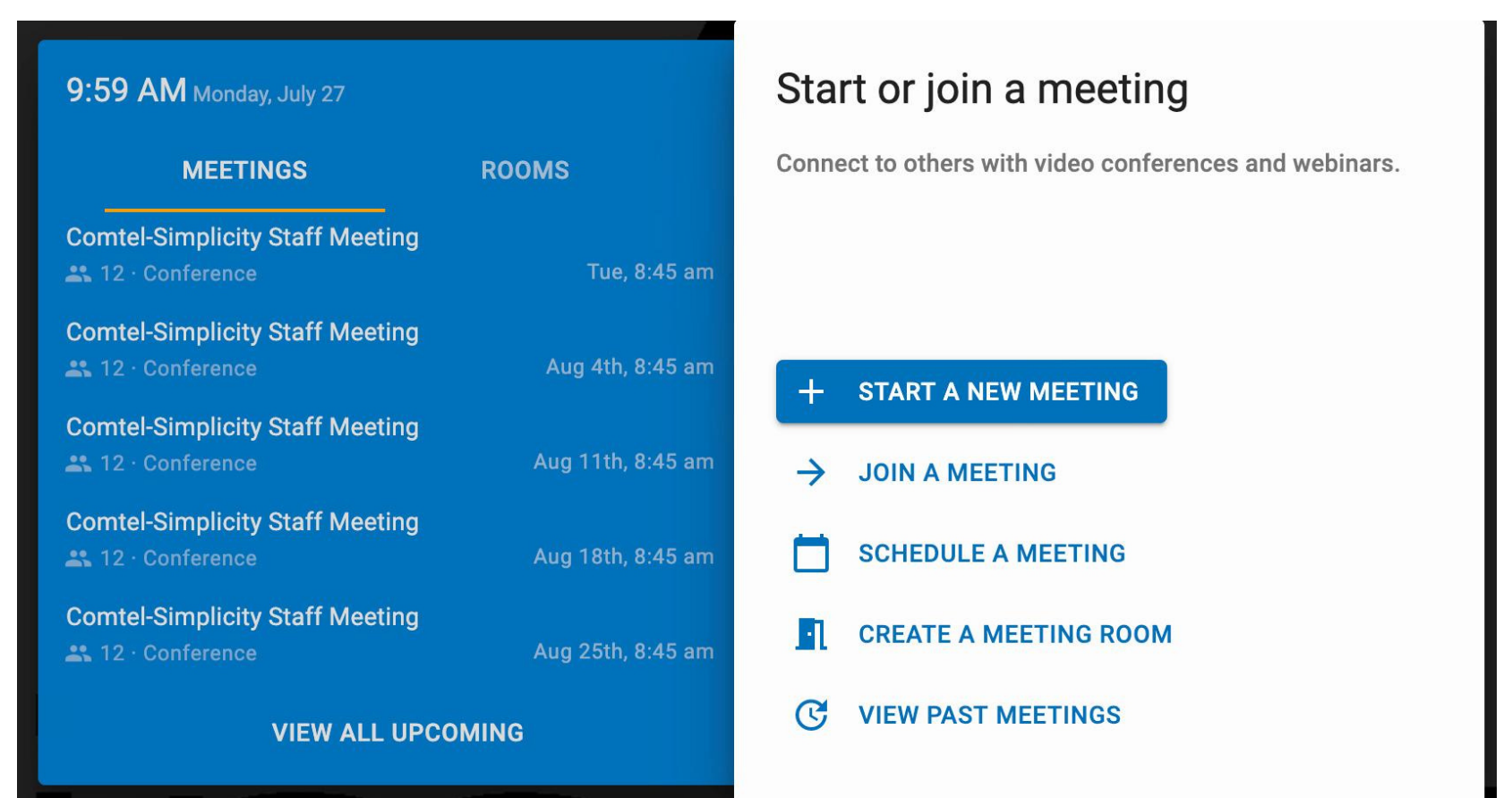
Three dots – to send private message



Create a Webinar

With a webinar, only hosts and presenters can talk and screen share. Participants are in a listen only mode and can submit comments and questions through the chat function.

To start or schedule a webinar, go to the video meeting hub page.



As with the starting/scheduling a conference, when scheduling a webinar, populate all the fields as you would for starting/scheduling a meeting (meeting name, description, etc. – as referenced on page 3) but also provide date, time, time zone and meeting duration, as well as recurrence (daily, weekly, monthly, yearly).

Schedule a meeting

MEETING SETUP

v42 Rollout

Webinar for Current Clients

03/22/2022 11:00 am EDT 1 hour 0 min

Does not recur

Meeting type

Conference
 Meet with up to 25 others over video

Webinar
 Present to up to 150 viewers

Video and audio

Allow camera and screenshare for Hosts and presenters only

Allow microphone for Hosts and presenters only

Options

Enable chat

Hosts can edit meeting

Hide viewers list and count

Require invitation or registration to join

Wait for host

Record meeting

Require passcode

meeting

CANCEL

SAVE

Schedule a meeting

MEETING SETUP

v42 Rollout

Webinar for Current Clients

03/22/2022 11:00 am EDT 1 hour 0 min

Does not recur

Meeting type

Conference
 Meet with up to 25 others over video

Webinar
 Present to up to 150 viewers

Click **Next** to save your scheduled webinar.

To add participants, follow the same steps as on page 4 of this guide.

To invite a large number of participants to join a webinar, copy and send meeting info and generated registration link via an established meeting invitation process.

After clicking the registration link, attendees can register by submitting their name and email, and clicking **Register**.

Registration for
v42 Rollout

DATE
March 22nd, 2022 11:00 am EDT

DESCRIPTION
Webinar for Current Clients

Full Name

Email

Confirm Email

REGISTER

Once registered, attendees will receive confirmation instantly on the screen and also in email.

You are registered for
v42 Rollout

DATE
March 22nd, 2022 11:00 am EDT

JOIN INFORMATION

Meeting ID
213 908 138

Audio ID
11

Meeting URL
mysimplicityvoip.com/video?id=213908138&a=888930

Dial in Number
+ (866) 387-7873

[COPY MEETING INFO](#)


[EXTERNAL] Registration Confirmation: v42 Rollout on March 22, 2022 11:00 AM (US/Eastern)

Belinda Carroll <no-reply@simplicityvoip.net>
To Belinda Carroll

Tue 3/22/2022 10:59 /

[Reply](#) [Reply All](#) [Forward](#) [Print](#) [More](#)

If there are problems with how this message is displayed, click here to view it in a web browser.



REGISTRATION COMPLETE

Meeting Name
v42 Rollout

Date and Time
March 22, 2022 11:00 AM (US/Eastern)

Description
Webinar for Current Clients

Join Information

- Meeting URL for web browsers (Chrome, Firefox, Edge)**
<https://mysimplicityvoip.com/video?id=213908138&a=888930>
- Dial-in number**
[+\(866\) 387-7873](tel:+18663877873)
When prompted, enter the meeting ID and audio ID
Meeting ID: 213 908 138
Audio ID: 11
- One-tap mobile dial-in**
[+8663877873,,213908138](tel:+18663877873,213908138)

[View Meeting](#)

Create a Meeting Room

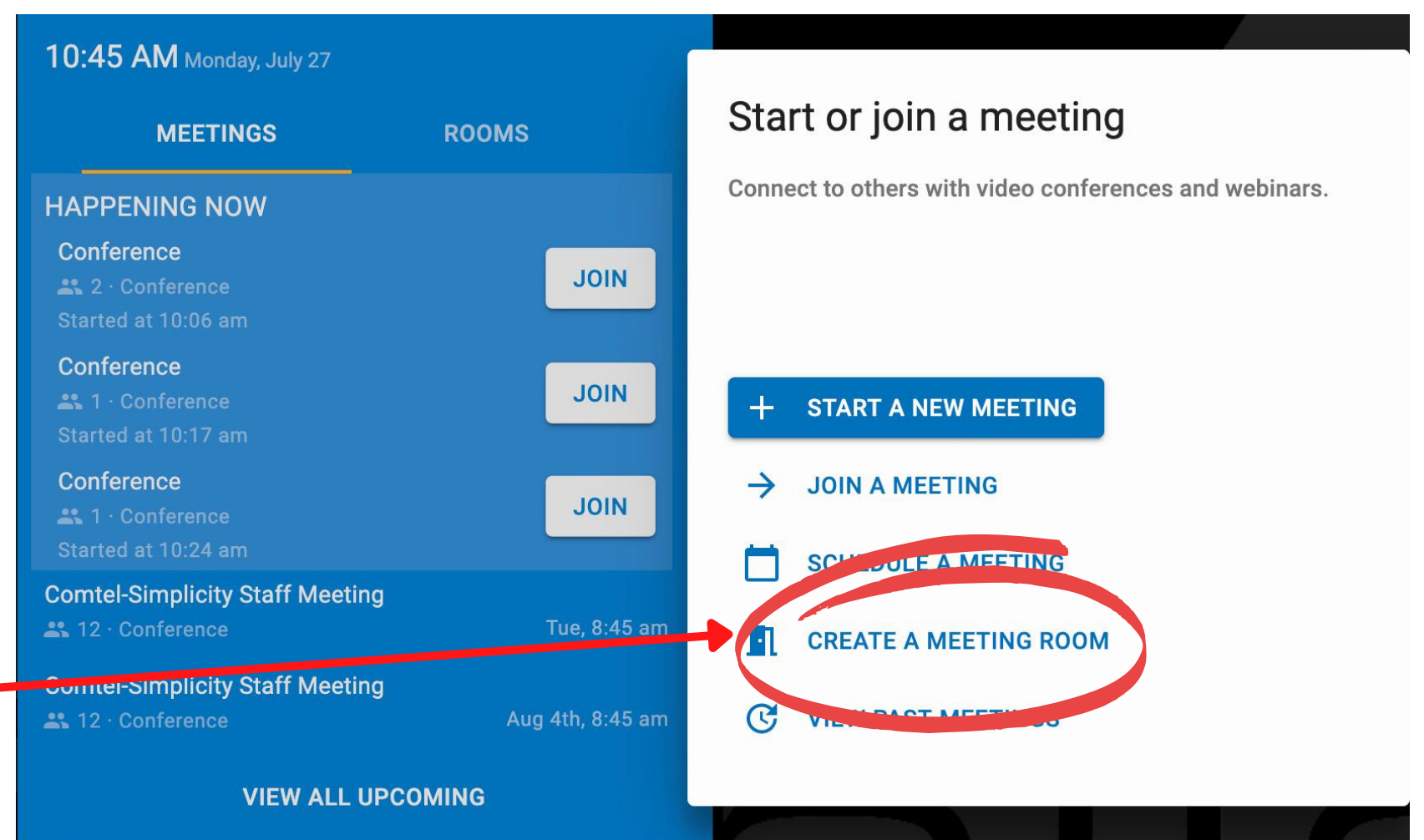
Meeting rooms are conference bridges that are always available to allow departments, team members, task forces, and other groups to have an established video bridge that can be used routinely for group collaboration. Members can quickly come and go as they please without having to always create a meeting. This is especially helpful for people who stay in constant contact with each other. The same meeting information can be reused for a specific group.

Once a member has been added to a meeting room group, they can access that meeting room via the client portal. Only members invited to a meeting can view that particular meeting room or gain access.

In a meeting room, all members can talk and screenshare.

**Note: Only 6 persons can share screens at any one given time in the meeting room.*

To setup a meeting room, go to the video meeting hub, select **Create A Meeting Room.**



As with the starting/scheduling of a Conference/Webinar, you must populate the same fields when setting up a meeting room as per page 3 in this guide. Once complete, click **Save.**

Create a meeting room

ROOM SETUP

Room name (optional)

Description (optional)

Room type
 Conference (Meet with up to 25 others over video)
 Webinar (Present to up to 150 viewers)

Video and audio
 Allow camera and screenshare for Everyone
 Allow microphone for Everyone

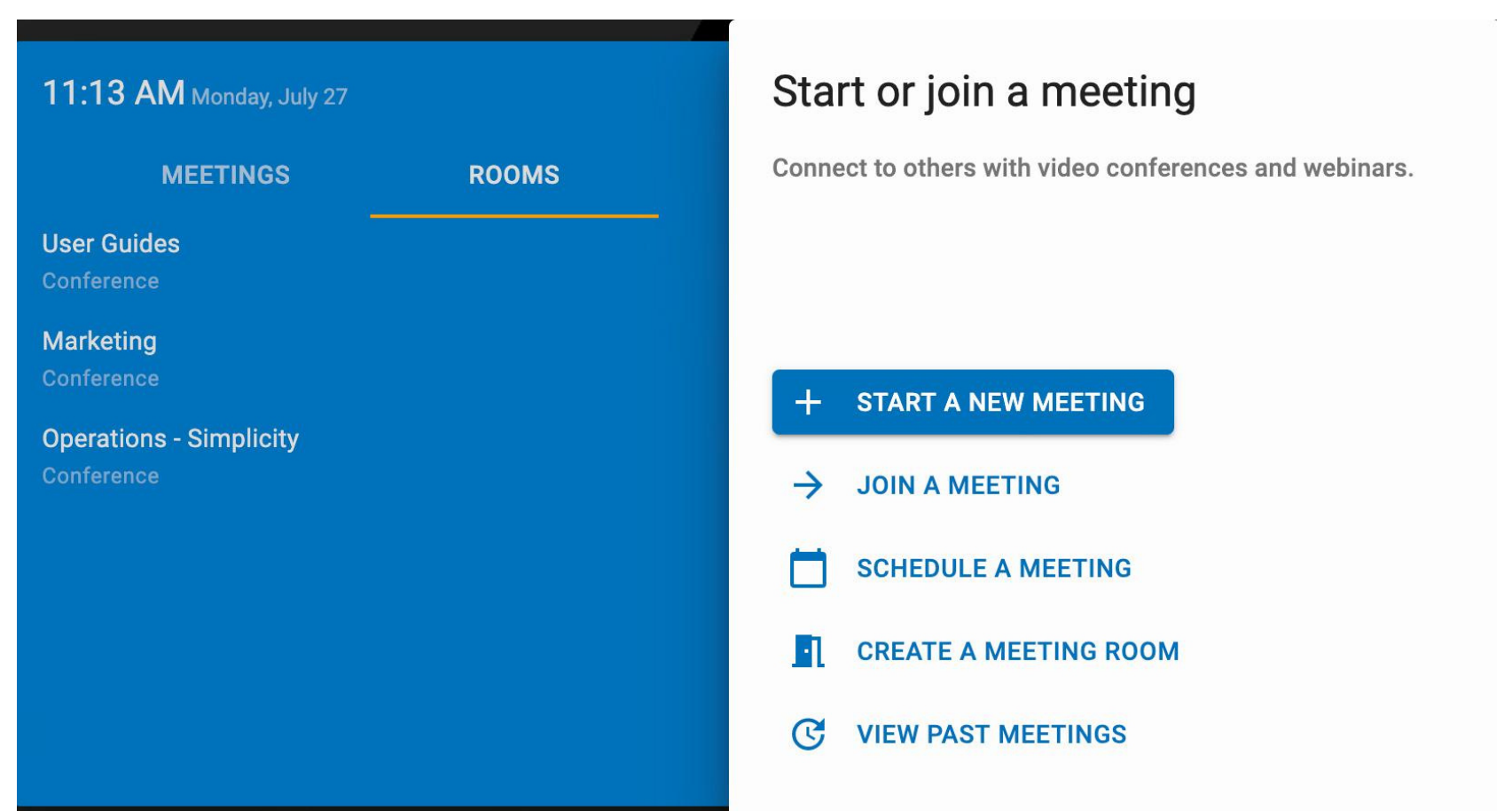
Options
 Enable chat
 Wait for host
 Record meeting
 Require passcode
 Enable chat history
 Hosts can edit meeting
 Hide viewers list and count
 Require invitation or registration to join meeting

JOIN INFORMATION
 Room ID: 364 206 638
 Room URL: mysimplicityvoip.com/video?id=364206638
 Dial in number: (866) 387-7873
 When prompted, enter the meeting ID.

HOSTS
 Add by name, extension, number, or email
 Belinda Carroll Host (Owner) 732

CANCEL SAVE

Meeting rooms can be found and accessed under the **Rooms** tab on the video meeting hub page.

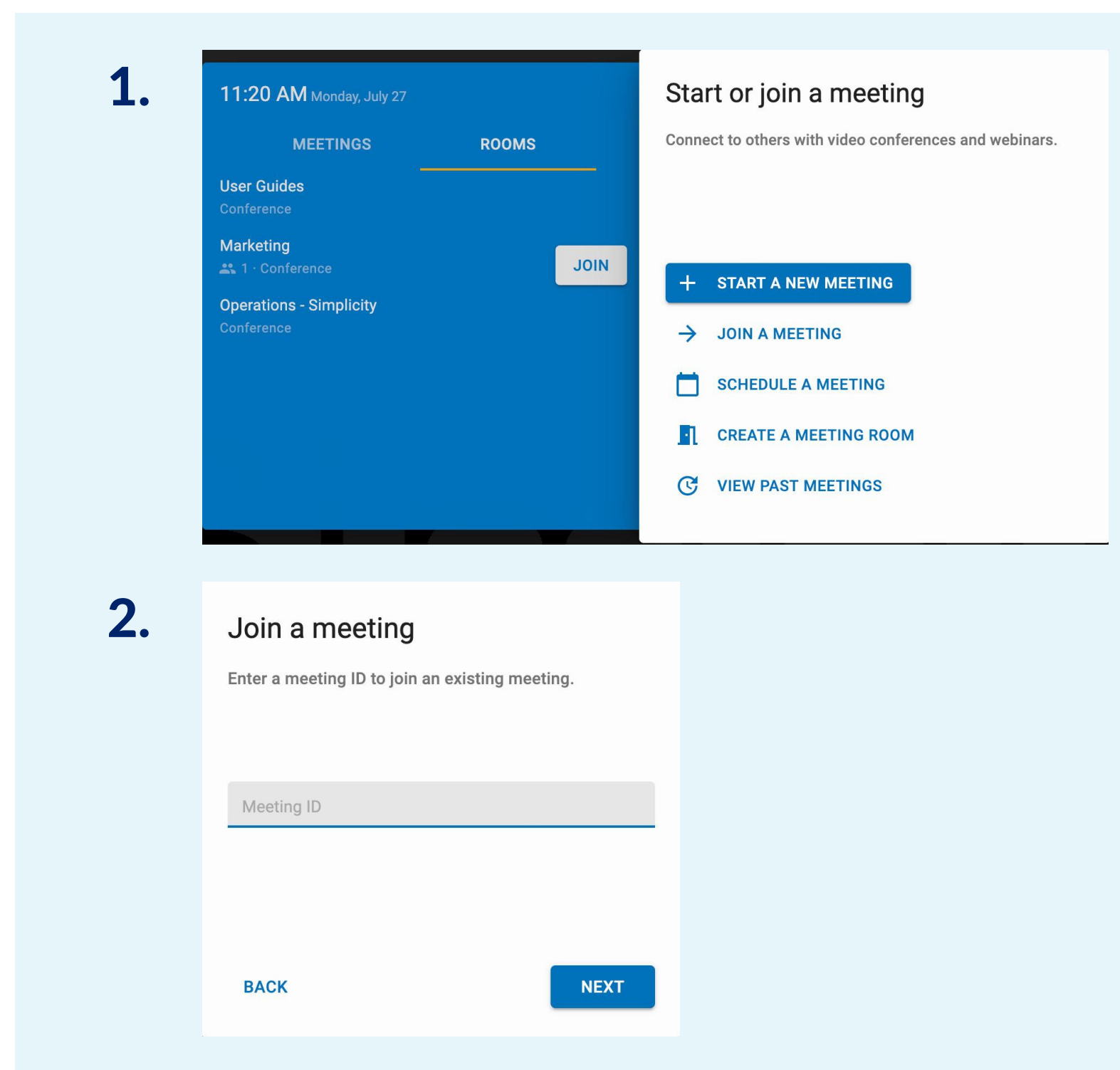


Members can enter the meeting room two ways:

1. Going to the **Rooms** tab and clicking the **Join** button by the meeting room they want to access.

**Note: the Join button will not appear until the Host of the meeting room is online.*

2. Via **Join a meeting** by entering the meeting room ID.

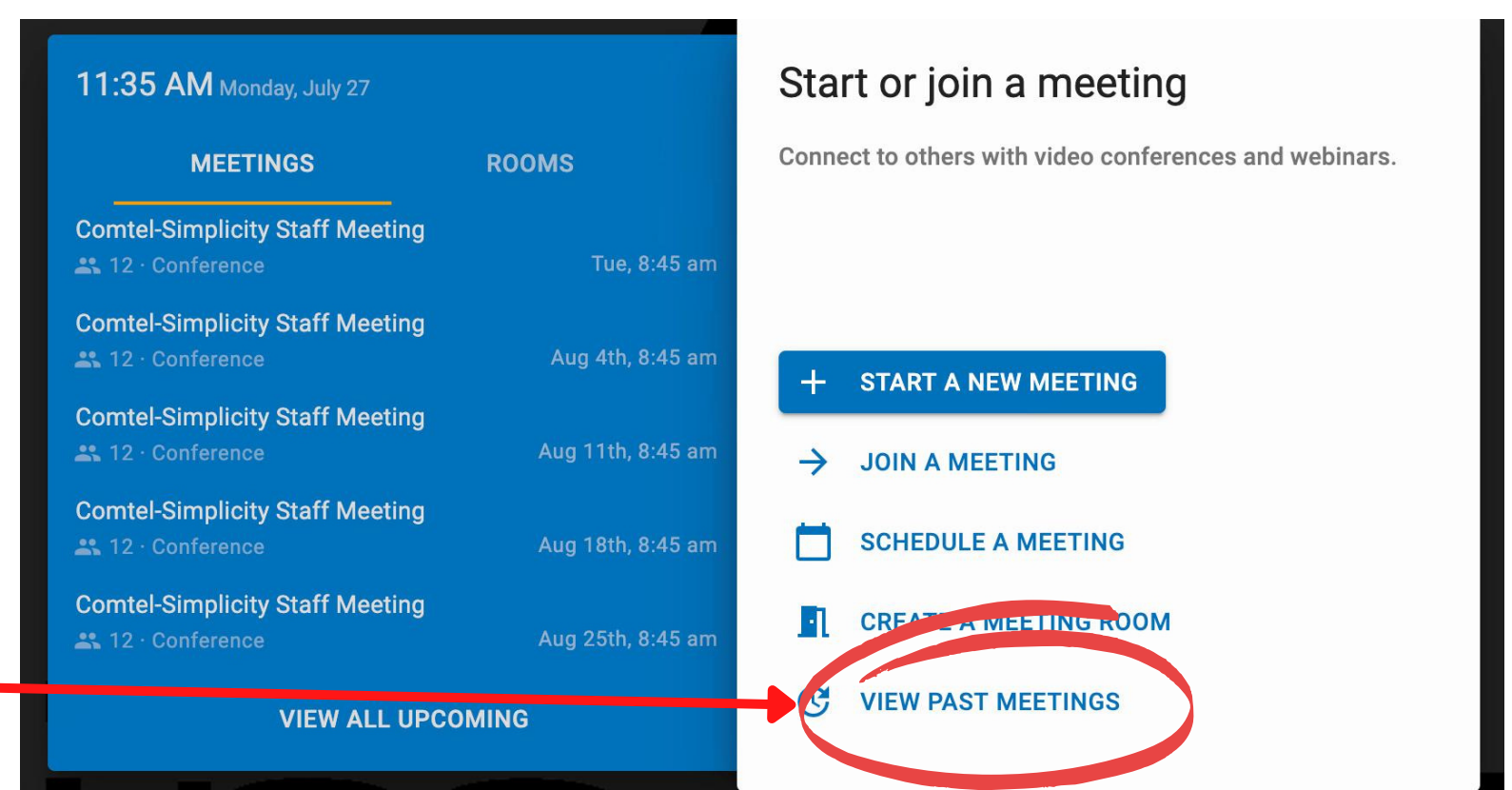


View Past Meetings

Through the video meeting hub, you have the option to view past meeting details.

To view past meetings:

Start in video meeting hub, select **View Past Meetings**.



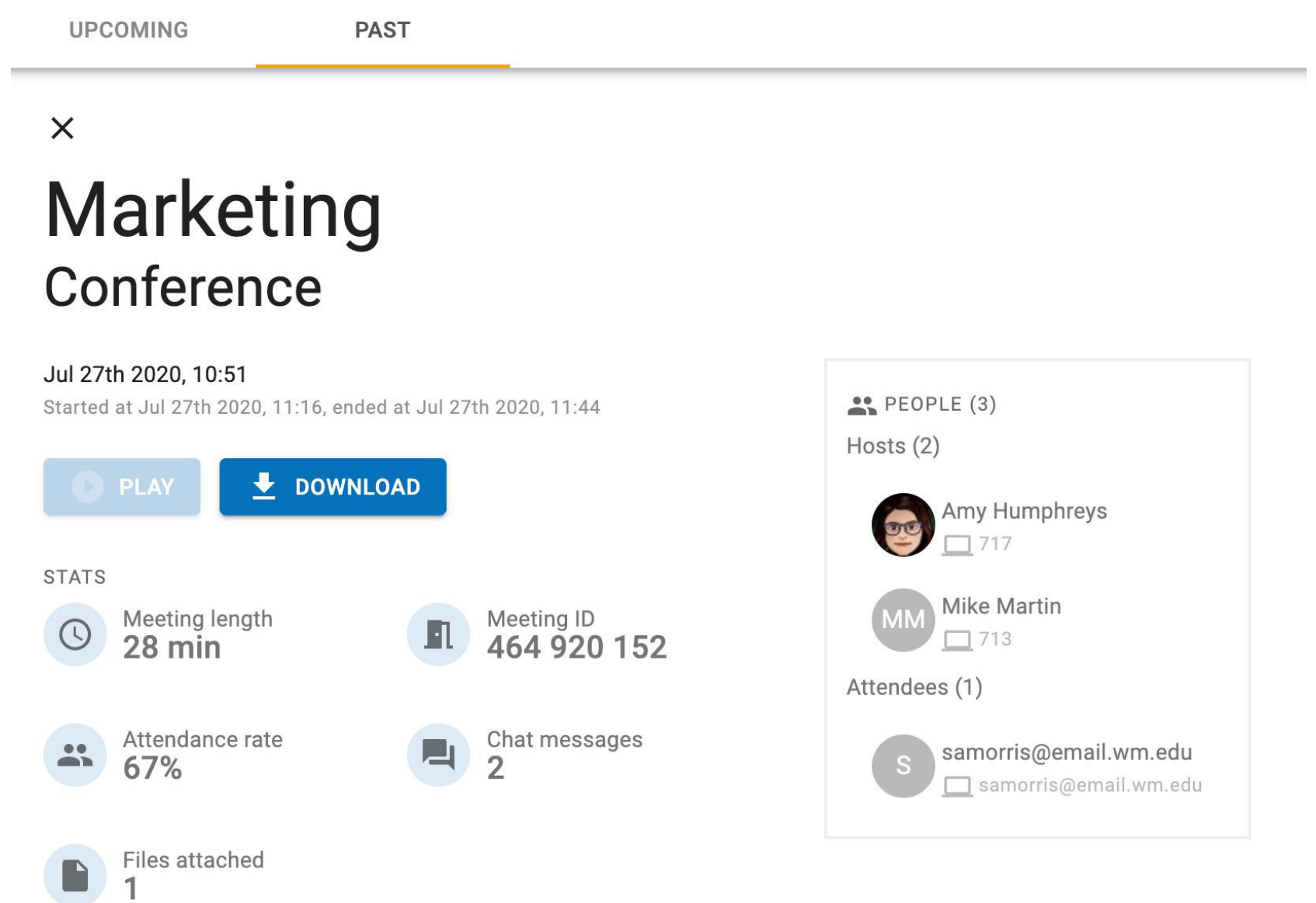
Select meeting you wish to view or for a quick view, hover over the meeting date, click the **Download** button and the items available for download will appear.



**Note: past meetings can be viewed for 30 days.*

Or click the meeting name and the full meeting details will appear, including:

- Meeting name (if indicated)
- Type of meeting (conference, webinar)
- Date and times of meeting
- Call recording (if applicable) – ability for playback
- Stats: Meeting length, meeting ID
- Attendance Rate
- Options selected for that meeting
- People – hosts, attendees



UPCOMING PAST

Marketing Conference

Jul 27th 2020, 10:51
Started at Jul 27th 2020, 11:16, ended at Jul 27th 2020, 11:44

PLAY DOWNLOAD

STATS

- Meeting length: 28 min
- Meeting ID: 464 920 152
- Attendance rate: 67%
- Chat messages: 2
- Files attached: 1

PEOPLE (3)

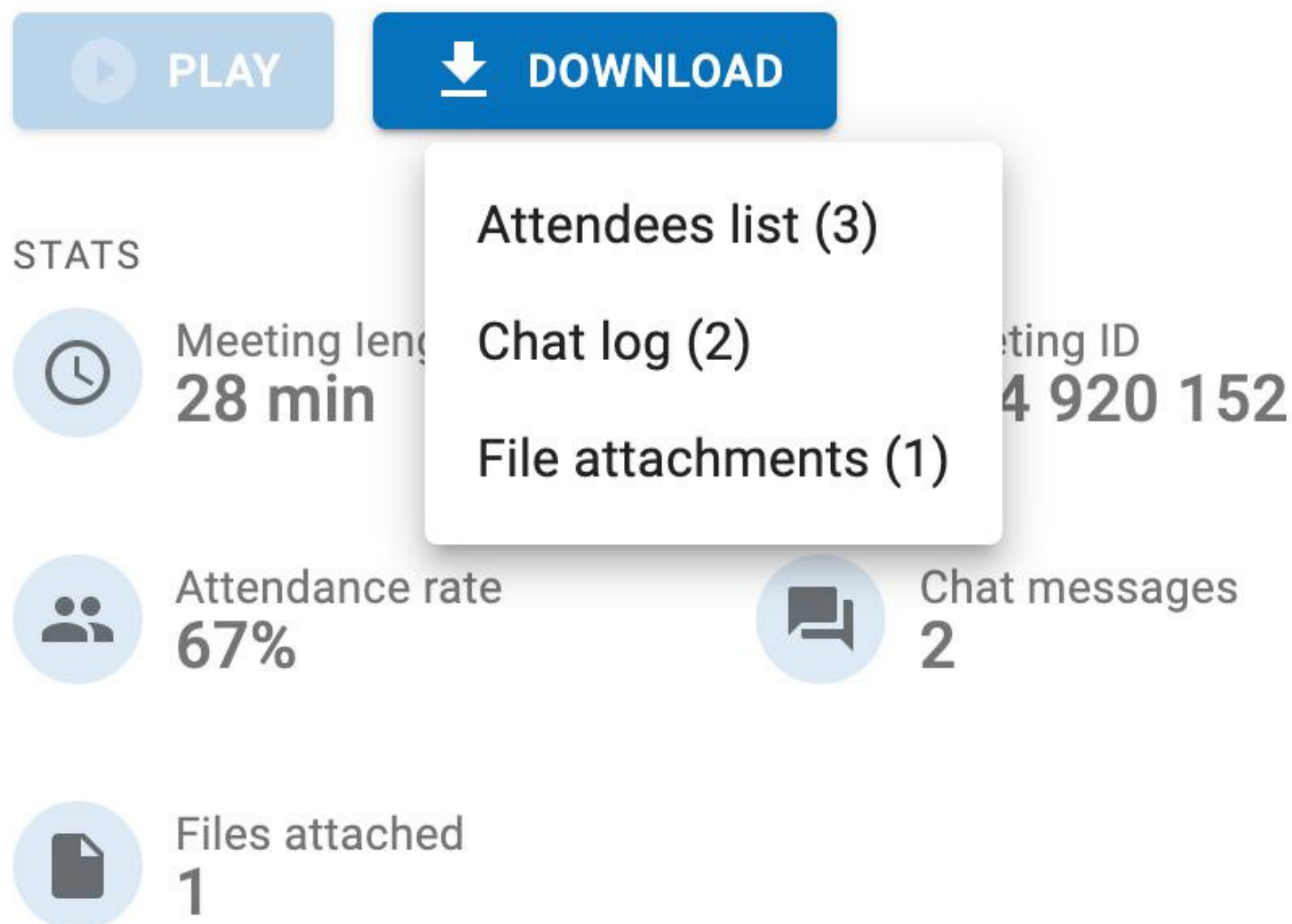
Hosts (2)

- Amy Humphreys (717)
- Mike Martin (713)

Attendees (1)

- samorris@email.wm.edu (samorris@email.wm.edu)

The **Download** option allows you access the attendees list, any chats that occurred during the meeting, and files shared during the meeting.



PLAY DOWNLOAD

STATS

- Meeting length: 28 min
- Meeting ID: 464 920 152
- Attendance rate: 67%
- Chat messages: 2
- Files attached: 1

Attendees list (3)

Chat log (2)

File attachments (1)