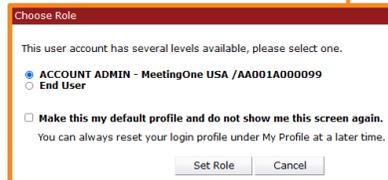


Getting Started

OAM (Online Account Management) gives you the ability to manage your AudioOne Room and Audio Account Information

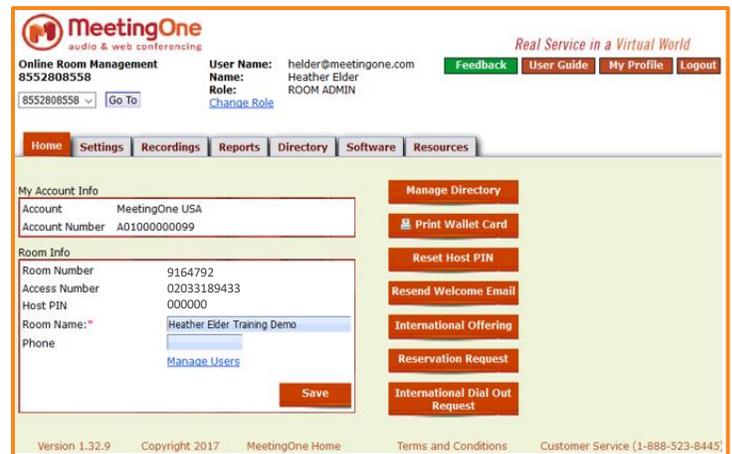
Logging In – Go to www.meetingone.com/eu-en/

- Click **Sign In**
- Click **OAM > Sign In**
- Enter log in credentials from your welcome email (if you are logging in for the first time you will be asked to reset your password)
- Choose Role if prompted
 - **ACCOUNT ADMIN** – Full Account Access
 - **End User** – Room level Access



Room Admin Tabs

- **Home** – Basic Room overview
- **Settings** – Room Settings (i.e. Mute All, Turn on/off doorbell, etc.)
- **Recordings** – Access audio room recordings
- **Reports** – Access usage reports
- **Directory** – List of contacts (OAM Only)
- **History** – List of specific changes performed on the room and/or the account



Account Admin Tabs

- **Account Profile** – Overview of account information
- **Invoice CDRs** – Invoice Call Detail Reports
- **Sub-Accounts** – Subsidiary accounts
- **User Profiles** – Manage Users
- **Software** – MeetingOne Software (If purchased)
- **Resources** - MeetingOne Software Documents

