



VIDEOMOST.COM
video conferencing server

VM.TSIM.EN



TeamSpirit

ver 1.5
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1 INTRODUCTION

Team Spirit IM messenger includes standard options and tools of popular instant messengers such as text messaging, stickers, sharing of photos and files, cloud file storage, personal and group chats, etc. Audio and video files are available directly in the Team Spirit IM interface. You can delete messages after sending, exchange contacts, publish and edit status, share location information (geolocation), add messages to your favorites and forward them. The messenger supports push notifications that can be canceled at your request. You can track the status of the message. The contact list displays the presence status and personalization tools are available (installing an avatar, specifying a name or nickname, adding a short description).

2 SYSTEM REQUIREMENTS

The messenger supports all modern smartphones and tablets based on iOS and Android.

2.1 Requirements for Operating Systems

Android 4.0 and above

iOS 9.0 and above

2.2 IOS Device Requirements

iPhone 4 and up;

iPod Touch - generations 5 and 6;

iPad – 2, 3, 4, Air, Air 2, Pro;

iPad Mini 1, 2, 3, 4.

2.3 Requirements for Android devices

- RAM - at least 256 MB for the application to work;
- based on ARM processors
- core frequency - at least 1.2 GHz for video calls and conferences
- number of cores - at least 4 for video calls and conferences
- support wi-fi, 4G, LTE
- touch screen


3 INSTALLING APP

For iOS users go to the App Spore find and install TeamSpirt IM application
<https://apps.apple.com/app/teamspirit-im/id1434553915>

Mac iPad iPhone Watch TV Music

App Store Preview


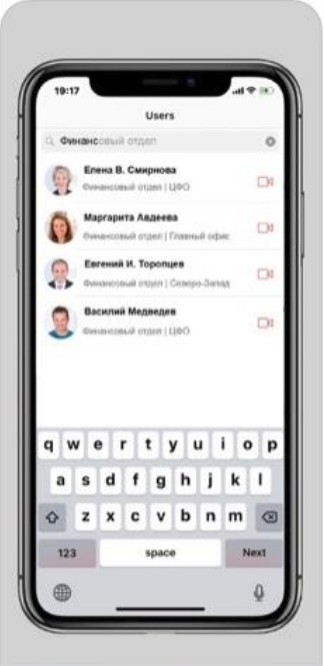
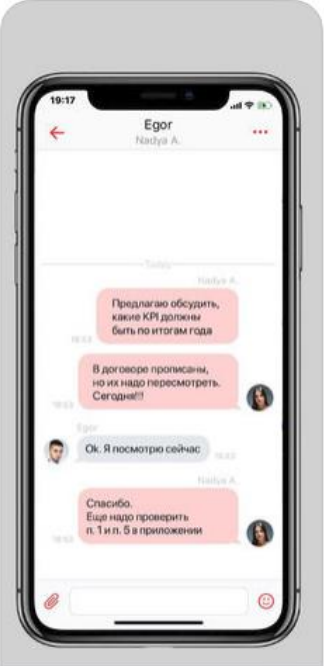

This app is only available on the App Store for iOS devices.



TeamSpirit.IM 17+
SPIRIT KORP, OO
Free

Screenshots

iPhone iPad



For Android users go to the Google Play find and install TeamSpirt IM application
<https://play.google.com/store/apps/details?id=com.videomost.messenger&hl=en>

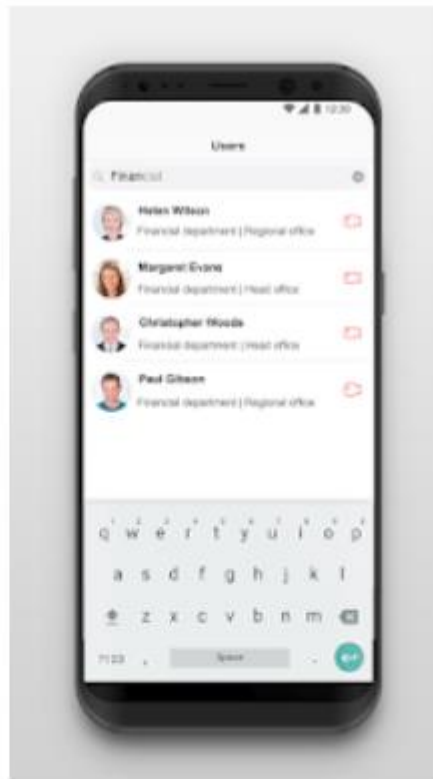


TeamSpirt.im

SPIRIT CORP Communication

12+

 This app is compatible with your device.

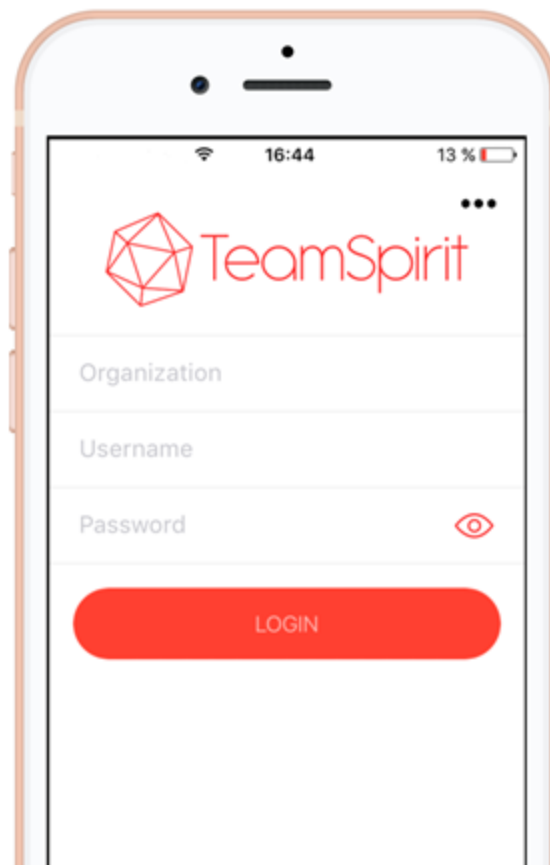


4 SIGN UP

TeamSpirit IM is a corporate messenger. So to get the credential data (organization, username and password) to sign in to the messenger contact your organization administrator who manages the messenger.

Start the app at your device. Select “I have login” item.

Next enter organization, username and password and tap login button

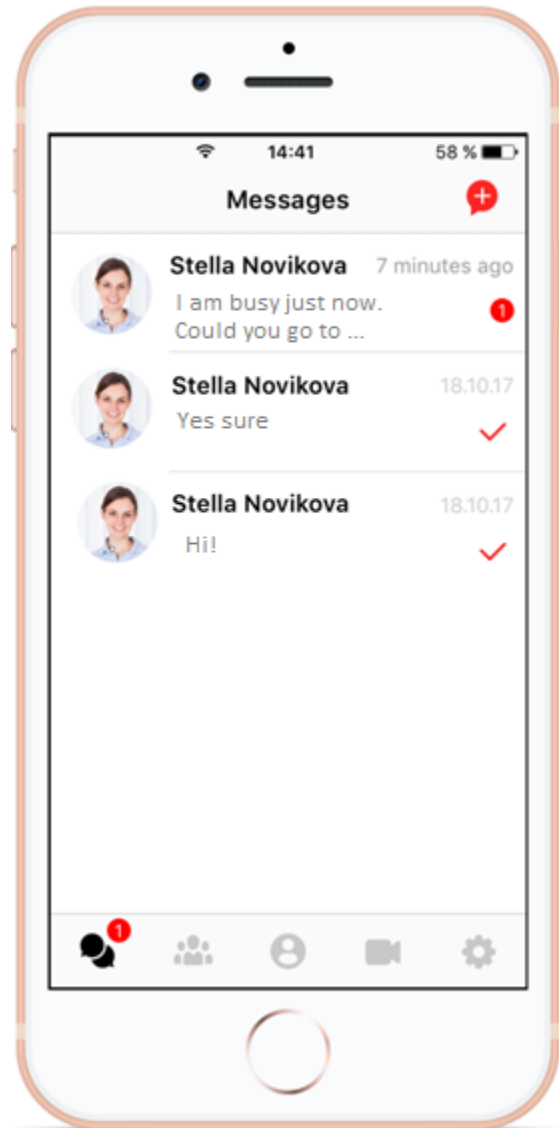


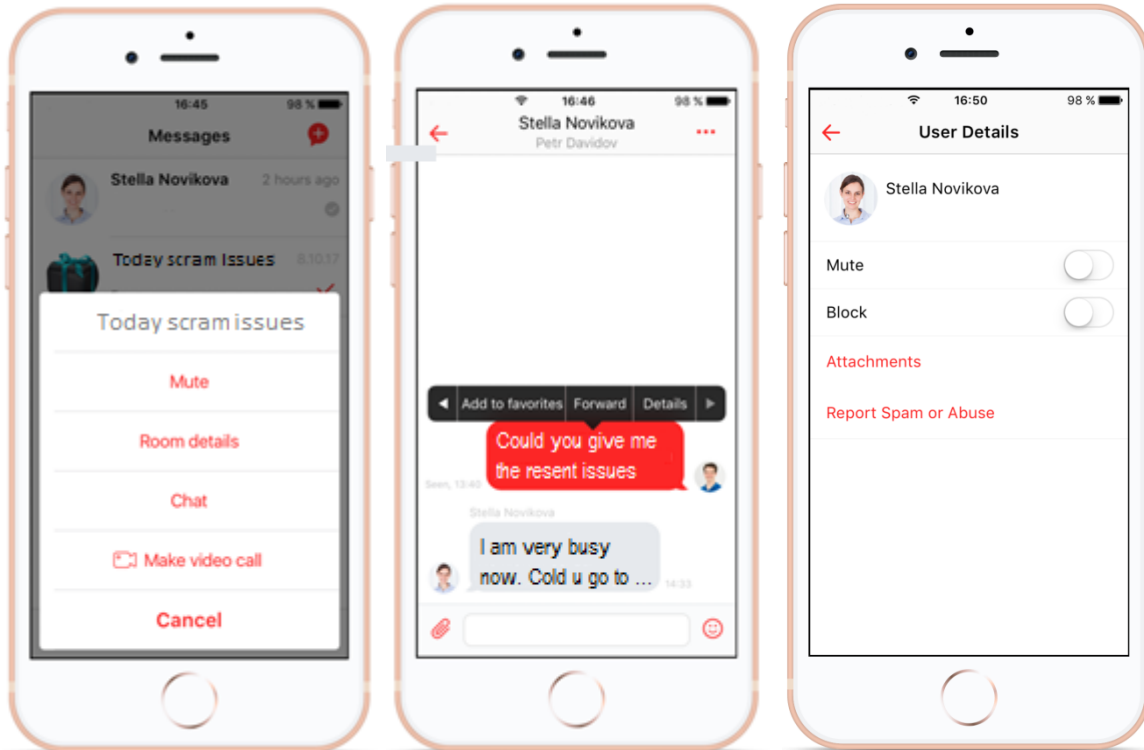
If your phone number registered in the messenger you can enter phone number and enter code from receiving SMS. At that case select “Authorization via sms”.

5 MESSAGES

The "Messages" tab displays recent rooms and user group's activities. You can perform the following actions:

- Find messages
- Create rooms
- Write messages
- Add stickers
- Add attachments
- Put the room in "silent mode"
- View chat attachments
- Add users to the room
- Block users
- Put user in silent mode
- Make a video call
- Leave a room





With a long tap on the room the following options are available:

- *Mute* – put chat into “silent mode”.
- *Chat/Room details* – view room details.
- *Chat* – start a conversation.
- *Make video call* - a video call to another user.
- *Delete* – delete the room (available if you created the room).

With a long press on the message in the room you can:


- *Copy* - copy the message.
- *Delete* – delete the message.
- *Add to favorites* – add the message to favorites.
- *Forward* – forward the message.
- *Details* – view the message details.

When you click / long tap on the user icon in the room you can:

- *Mute* – switch the user to silent mode.
- *Block* – block the user
- *Attachments* - view the user’s attachments.
- *Report Spam or Abuse* – report spam or abuse from the user.



5.1 Find message

To find the message:

1. Tap  ;
2. Enter the message text in the “Search messages” field.



5.2 Write a message

To write a message:

1. Tap  ;
2. Select the desired room;
3. Position the cursor in the field “*Write a message...*”
4. Enter the message text.
5. Tap  .



5.3 Adding Sticker

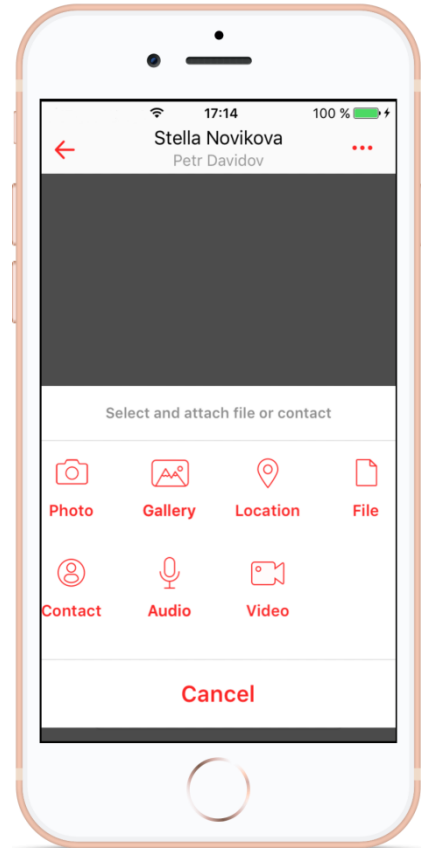
To add a sticker:

1. Tap  ;
2. Select the desired room;
3. Tap  in the bottom left of the screen;
4. Select the desired sticker and click on it..




5.4 Attachments

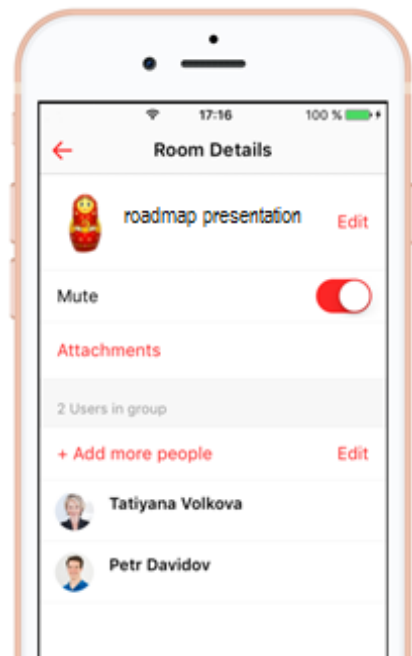
To add an attachment:

1. Tap  ;
2. Select the desired room;
3. Tap  in the lower right corner of the screen;
4. Choose attachment type:
 - *Photo* – make a photo.
 - *Gallery* – add image from gallery.
 - *Location* – add your location.
 - *File* – add file.
 - *Contact* – share contact.
 - *Audio* – record audio.
 - *Video* - record video.






To view room attachments:

1. Tap  ;
2. Select the desired room;
3. Tap  or  depending on the system (ios or android).
4. Select *Chat/Room details*.
5. Tap *Attachments*.






5.5 Creating a room

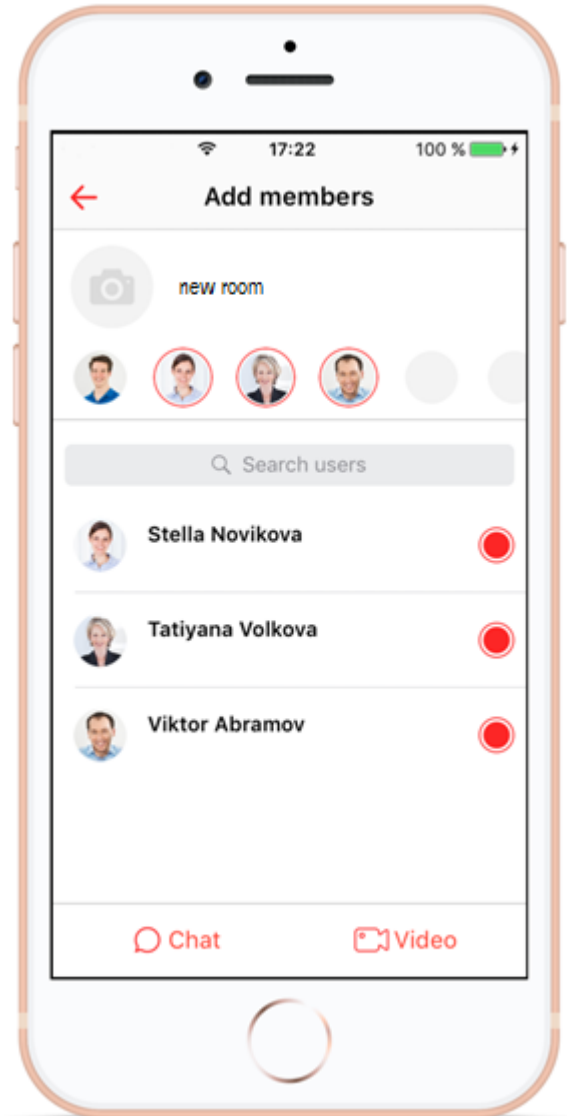
To create a room:

1. Tap  or  ;
2. Tap  in the upper right corner of the screen.
3. Enter chat name in the box “*Enter room name*”
4. Select members to chat.
5. Select the type of communication:
 - *chat* – text chat
 - *video call* – video chat

5.6 Adding Users




To add members to a room:

1. Tap  ;
2. Select the desired room;
3. Tap  or  depending on the system (ios or android).
4. Select *Chat/Room details*;
5. Tap *Add/Add more people*;
6. Select participants;
7. Tap *Add to room*.






5.7 Silent mode


To put a room in silent mode:

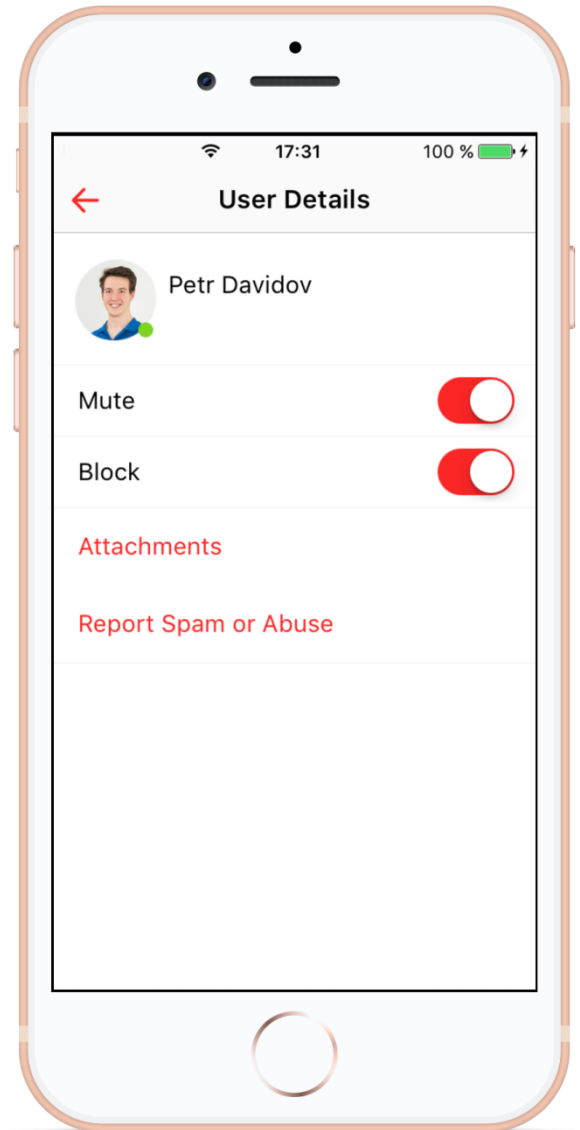
1. Tap  ;
2. Select the desired room;
3. Tap  or  depending on the system (ios or android).
4. Select *Chat/Room details*;
5. Switch Mute to the active position.

To put the user in silent mode:

1. Tap  ;
2. Select the desired room;
3. Tap  or  depending on the system (ios or android).
4. Select *Chat/Room details*;
5. Select the user;
6. Switch Mute to the active position.




To disable silent mode for the user:

1. Tap  ;
2. Tap *Blocked/muted users*;
3. Select *Muted users*;
4. Tap on user;
5. Tap *Unmute*.




5.8 Block user





To block a user:

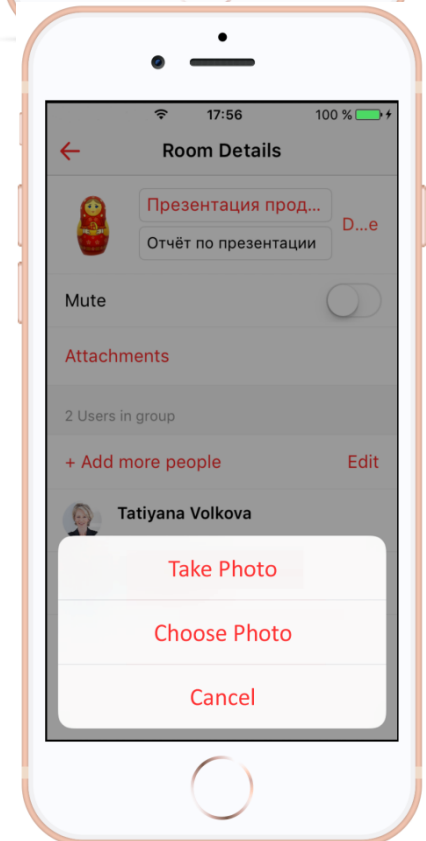
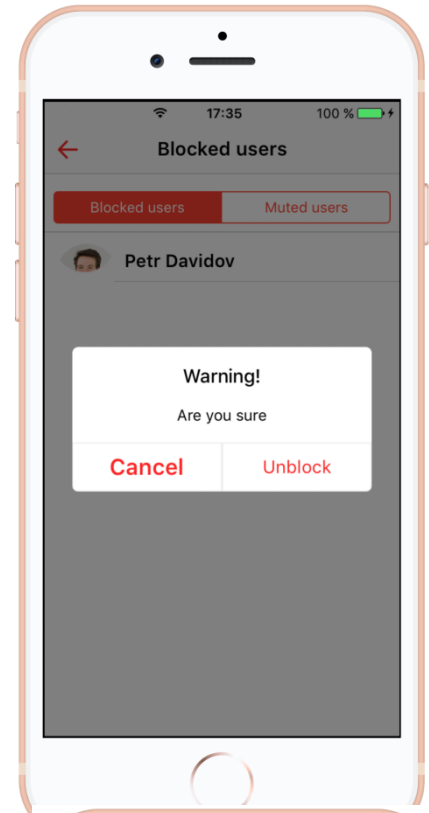
1. Tap  ;
2. Select the desired room;
3. Tap  or  depending on the system (ios or android).
4. Select *Chat/Room details*;
5. Select the user;
6. Switch *Block* in active position.

To unlock a user:

1. Tap  ;
2. Select *Blocked/muted users*;
3. Select *Blocked users*;
4. Tap on user;
5. Tap *Unblock*.

5.9 Change room description or image



1. tap  or  ;
2. Select the desired room;
3. Tap  or  depending on the system (ios or android).
4. Select *Chat/Room details*;
5. Tap *Edit*.
6. Edit the description.
7. Tap on the avatar and select:
 - *Take photo* – make a photo for the room.
 - *Choose photo* – select image.
 - *Cancel* – cancel.
8. Tap *Done*.



5.10 Leave the room

To exit the chat:




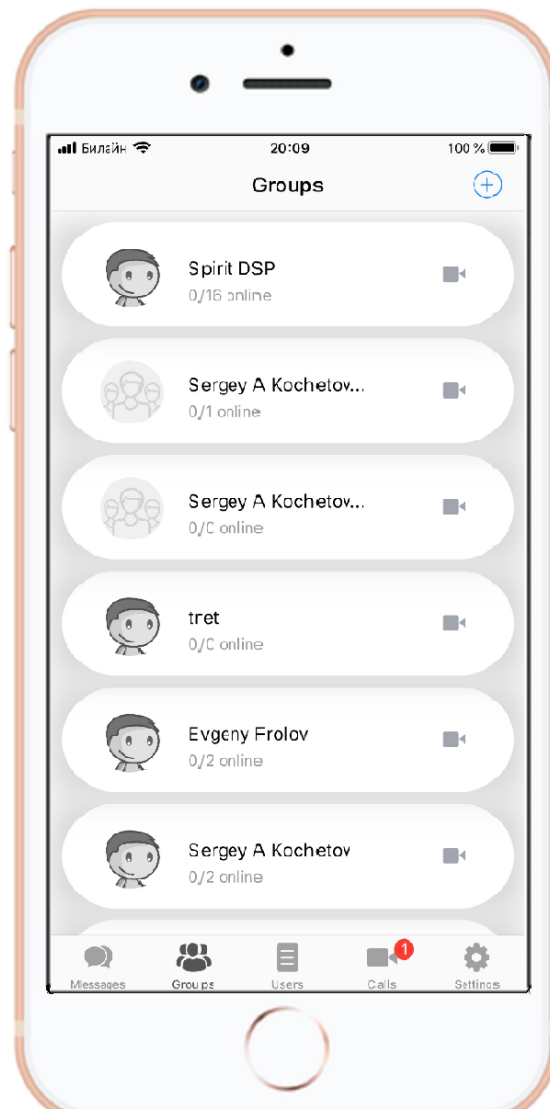
1. tap ;
2. Select the desired room;
3. Tap  or  depending on the system (ios or android).
4. Tap *Leave room/chat*.

6 GROUPS

The tab displays user groups. Here you can search by groups, create a new room or start a video conference. About creating room please see the chapter "[Creating room](#)". For more detail information on how to start a videoconference, see chapter "[Videoconference](#)".

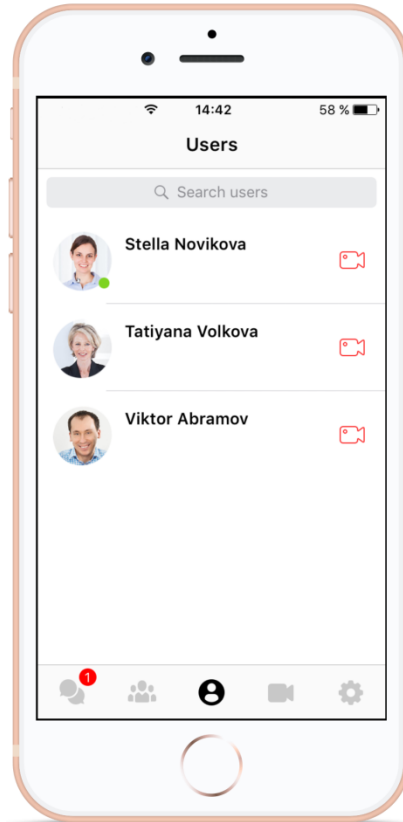
To find a group:

1. Tap  ;
2. Enter the name of the group in the field *Search groups*.





7 USERS

The tab displays available users for communication. Here you can find a user or make a video call. For more information on how to start a videoconference, see chapter "[Videoconference](#)".



To find a user:

1. Tap  or  Users ;

2. Enter user's name in the field *Search users*.

To start a private chat with the user click on user's icon.




With a long press on the user in the "Users" tab you can:

- *User details* – view user details.
- *Chat* – initiate a chat.
- *Make video call* – make a video call.
- *Make audio call* – make an audio call.




8 VIDEOCONFERENCE

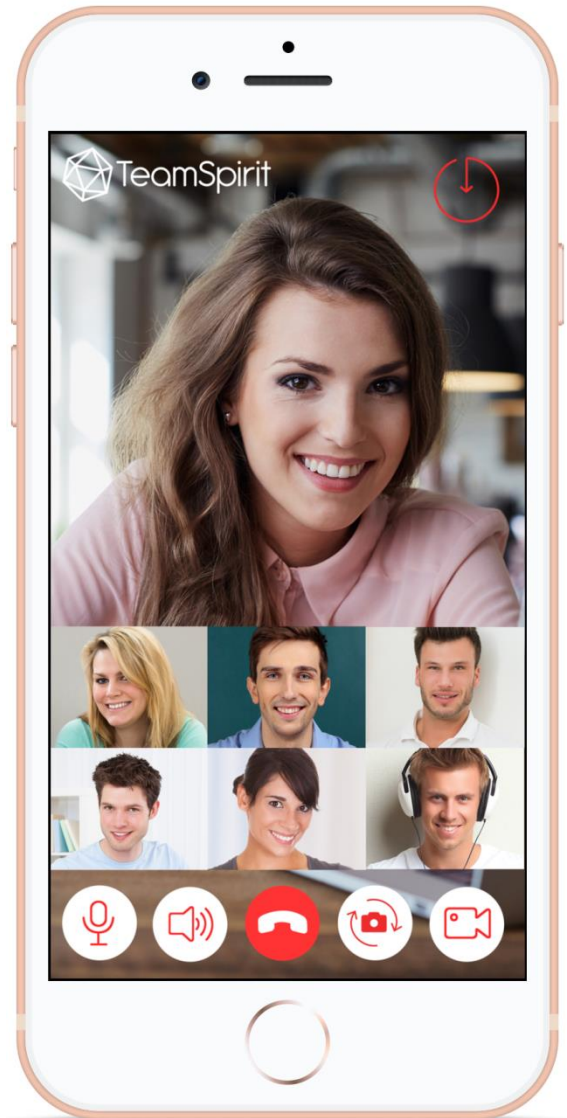
Videoconference can be run in several ways..

To start a video conference from the Messages tab:

1. Tap  ;
2. Select the desired room;
3. Tap  or  depending on the system (ios or android).
4. Select *Make video call*.

To start a video conference with group members:

1. Tap  ;
2. Tap  or  opposite the necessary room.



Use the following tools to manage the conference:



- minimize the video and return to the room window;



- leave the videoconference;



- switch camera;



- enable or disable microphone;



- enable or disable speaker;



- enable or disable video.

9 TRANSLATION

To start the conference with video broadcast:

1. Copy the link to the video you want to broadcast in the conference.;

Note:

The following services are supported: youtube.com, vimeo.com, twitch.tv, bilibili.com

2. Open the application;

3. Tap  ;

4. Select or create a room. (see "[Creation room](#)");

5. Paste the link into the room

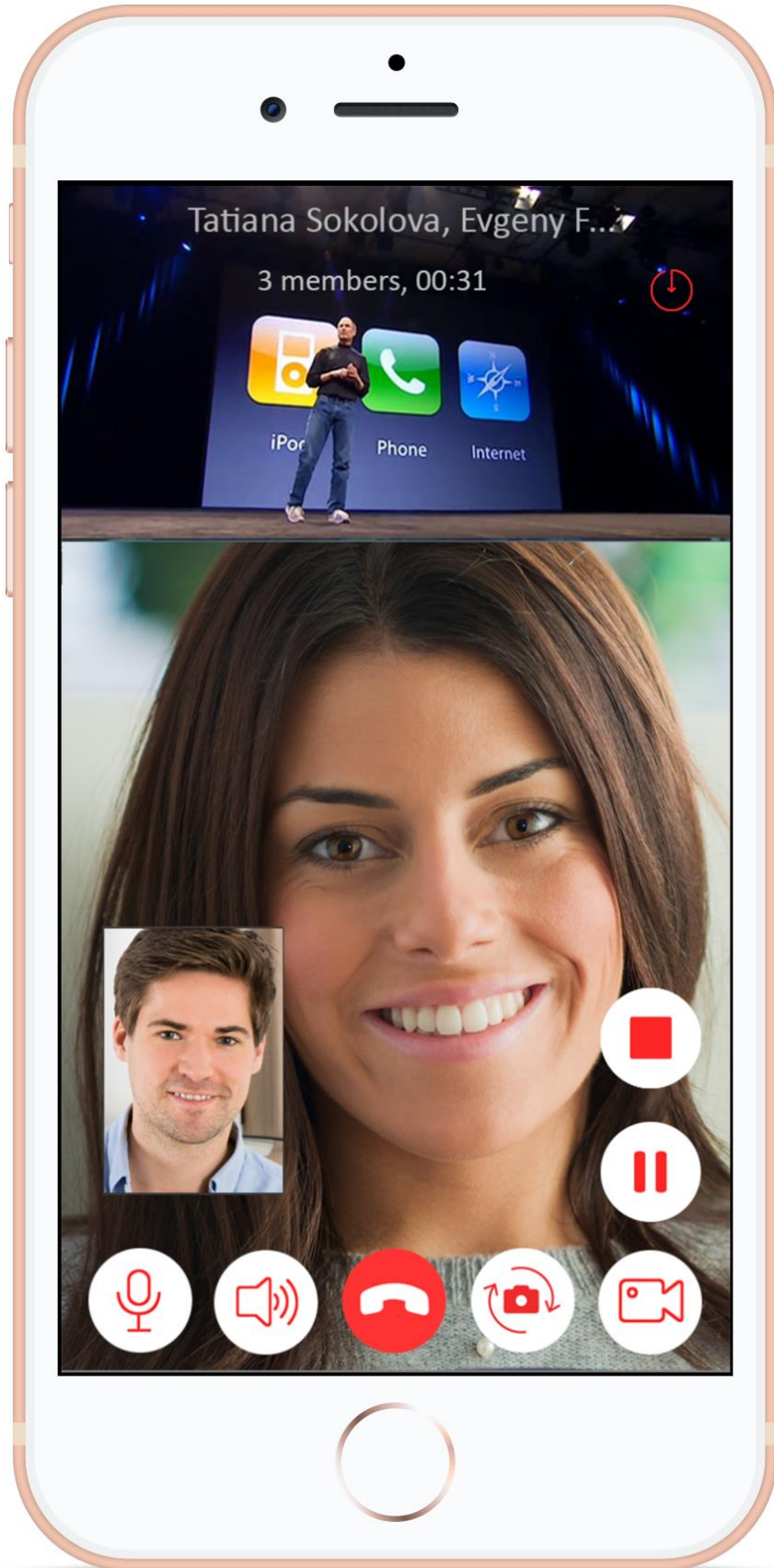
6. Tap  opposite the link;

7. Tap Yes.

To stop broadcasting video tap .

To pause the video tap .



A description of other conference management tools is available in chapter "[Videoconferencing management](#)".




10 AUDIO AND VIDEO CALLS

Making audio and video calls through tabs "Users" и "Calls".



To make a new audio or video call (Android):

1. Tap  ;
2. Tap icon  in the upper right corner of the screen.
3. Select the user you want to call or use the field *Search users*.
4. Select *Audio* or *Video*.


To repeat an audio or video call to the user (Android):

1. Tap  ;
2. Tap username;
3. Select *Make video call* or *Make audio call*.



To make a video call (iOS):

1. Tap  or *Users* ;
2. Tap icon  opposite the required user.

To make an audio call (iOS):

3. tap  or *Users* ;
4. Click on the username hold your finger;
5. Select *Make audio call*.

To delete a call from history:

1. Tap  ;
2. Tap icon  in the upper right corner of the screen;
3. Tap *Delete*.

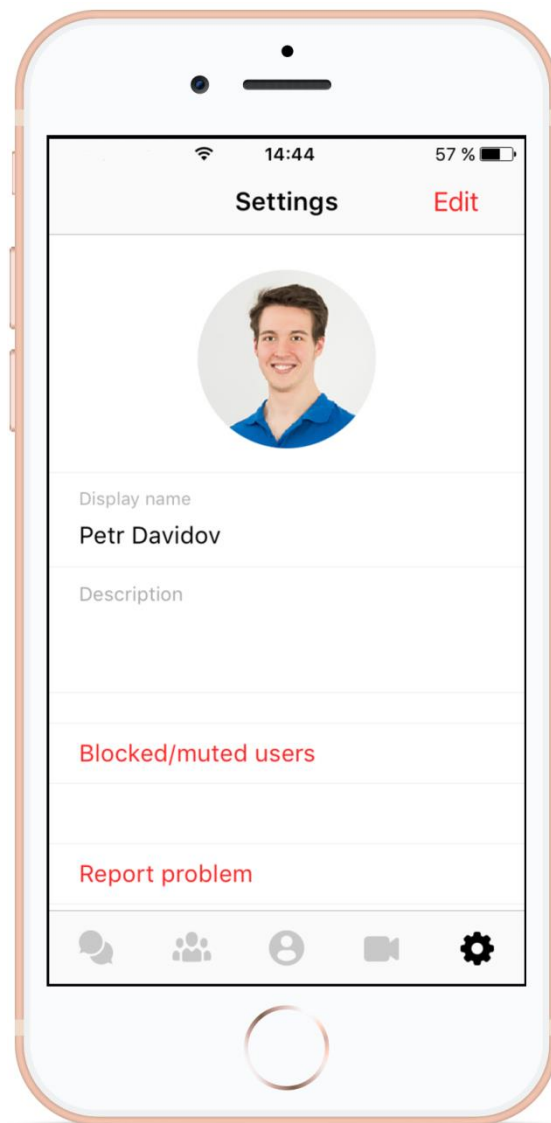


With a long press on the user icon in the "Calls" tab, you can:

- Make video call – make a video call (для Android).
- Make audio call – make an audio call (для Android).
- Chat – initiate a chat.
- User details – view user details.
- Delete – remove call.
- Cancel – cancel.


11 SETTINGS

The Settings tab displays the application settings. Here you can customize the profile image, change the name and profile description, view the list of blocked users, change the password, report a problem with the application and exit.




11.1 Change Profile Picture

To change the profile picture:

1. Tap  ;
2. Tap *Edit* in the upper right corner of the screen;
3. Click on the current profile image;
4. Select one of the options:
 - *Gallery/Choose photo* – upload image from gallery.
 - *Camera/Take photo* – take a picture on camera.
 - *Cancel* - cancel action.
5. Tap *Done*.


11.2 Name and profile description

To change the name and description of the profile:

1. Tap  ;
2. Tap *Edit* in the upper right corner of the screen;
3. Enter a new name and profile description.

11.3 Change Password

To change user password:

1. Tap  ;
2. Tap *Change password*;
3. Enter current and new passwords.;
4. Tap *Change*.

Important!

This option is available only for Android users.


11.4 Report a Problem

To report a problem:

1. Tap  ;
2. Tap *Report a problem*.

12 SIGN OUT

To sign out of the application:

1. Tap  ;
2. Tap *Log out/Sign out*.