COMMUNICATION FOR EVERYDAY LIFE

MeetVea

Message. Call.
Meet.

Contacts, chat and online meetings
in one place.



With colleagues, customers and loved ones.
On the web, Windows and Android.

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WHY MeetVea

Sometimes a message is enough. Another time you have to call.

You can answer a short question in the chat. You explain a more complicated matter in a conversation and invite the whole team to a common topic.

MeetVea gives these options to your contacts. You don't have to start with a new directory or search for a person in another application every time. You choose the method of conversation according to what you need to solve.

Message and direct call

You send a question to a colleague, attach a document or call him. Audio is suitable for a quick explanation, video adds a more personal touch.

Scheduled meeting

You set the date, invite the participants and prepare the room. During the meeting, you have image, sound, joint and private chat at your fingertips.

From one question to a deal

The customer sends a photo of the problem. You complete the question in the chat and then make a short call. If another colleague needs to be involved, you prepare a meeting with a specific time and participants. Every step has its place in MeetVea.

Use the device you have on hand

You can work at your desk in a web browser or in a Windows application. Apart from it, there is an Android application available. You sign in with the same account on your devices.

> ### Who is it suitable for?
> For a smaller team, communication with customers, consultations and regular conversations. The important thing is that people can find each other, connect and continue on topic.

CONTACTS AND AVAILABILITY

Know who you are messaging and when to get in touch.

The directory is the beginning of everyday communication. You find a person, see their availability and select a message or call.



You add a new contact via e-mail

You enter the address of the person you want to communicate with. If MeetVea is not already using it, it will receive an invitation. When contacting, you can add your name and company to better navigate the directory.

Availability will help to choose a suitable method

Online, Away, Offline and Do Not Disturb give a simple indication of a contact's activity. When a colleague does not want to be disturbed, you can leave a message. You can also set your own Do Not Disturb status manually.

You have invited and blocked contacts separately

In the list, you can distinguish between active contacts, sent invitations and blocked items. You can delete, block or unblock a contact as needed. Search will help as the directory grows.

> Practical situation
> You need to add one piece of information from the supplier. You can find him by name, see his availability and decide whether to call him or send a question in the chat.

DIRECT AND GROUP CHATS

The conversation will stay with the people it concerns.

You can open a live chat with one person. You create a group for a common topic and add the necessary contacts.

You don't have to wait in the chat for everyone to be ready to talk. You write the question when you solve it. The reply, link, or file will then stay with the conversation in question.

Live chat

It is suitable for an agreement with a colleague, a question for a customer and a personal conversation. During the conversation, you can also start an audio or video call.

Group

Several people can focus on one topic. The founder can edit the name of the group, add members and manage its composition.

The answer has its context

You can react or reply to a message with a preview of the original content. When there are several questions going on in the group at the same time, it is easier to understand which of them the answer belongs to.

You can correct your own message

You can edit your own report. It is useful in case of a typo, a changed term or an incomplete link. The edited message is marked in the conversation.

Also a place for your own notes

MeetVea also offers personal Notes. You can save the text or attachment there for your own use and come back to it later.

> ### When the topic grows
> You will agree on the materials in the group. If writing is no longer enough, you set up a meeting and go through the open questions together.

FILES, VOICE MESSAGES AND POLLS

Not everything is best explained in writing.

A photo will show the situation, a voice message will add details, and a survey will help you choose from the options.



Share the relevant file in the conversation

You add a file, photo or video to the chat. Depending on the device, you can also use a camera or camera. The attachment will thus remain during the conversation in which the other party needs it.

Record the explanation in your own words

When the text is too long, send a voice message. The recipient will play it when they get to the topic. It is suitable, for example, for a short explanation of the procedure or adding a detail from the field.

Agree via the survey

You enter a question and answer options. Participants vote and you see the result in the chat. You'll also find separate reports for polls, media, and files in the conversation info.

> ### An example from the team
> You need to choose the day of the joint meeting. Instead of a series of "Tuesday suits me" answers, you create a poll and see which option gets the most votes.

DIRECT AUDIO AND VIDEO CALLS

When you need to say it right away.

You start a call with a specific person from a contact or chat. You do not need to prepare a separate room for this.



Choose an audio or video call

Audio is practical for a short consultation. Video will help when personal contact is important. During the call, you control both the microphone and the camera, and you can adjust the devices you are using.

Chat remains handy

When you need to dictate a longer message or send an order number, you may prefer to insert it in the chat during the call. The other side thus has the data ready for copying.

You will return to the missed call

Call history will help you find out who tried to call you. You can call back from the overview. On Android, you also have the option to switch between the front and rear camera during a supported video call.

> ### A short conversation can save long correspondence
> When explanations pile up on one question, you call each other and close it together. You can then fill in the essential data in the chat.

SCHEDULING MEETINGS

Everyone knows when you are supposed to meet.

You specify the name, date, expected length and participants for the meeting. Invitees can confirm or decline their participation.



You prepare a specific date

In the Meetings module, you enter the start date and time as well as the expected duration. You add participants and send the invitation. You will then see the upcoming meetings in the common overview.

The answers will help with your preparation

The organizer can see who has confirmed, declined or not yet responded to the invitation. It will be easier for him to find out if he can count on all the necessary people.

You also decide on the method of entry

Participants can enter directly or remain in the waiting room until the moderator admits them. When you cancel a meeting, an email notification is sent to the invitees.

> ### A name that will help everyone
> For example, "Contract Transfer Agreement" will tell the participants more than a generic "Consultation". Complete the deadline and select people who have something to say about the decision.

WAITING ROOM AND MODERATION

The meeting has a person who leads it.

The moderator monitors incoming participants and helps keep the conversation clear.



You let people in when the room is ready

If the waiting room is on, the participant first waits for admission. The host sees who is coming and decides to let them in. You will use it during consultations, work meetings and gradually connecting guests.

Microphones can be controlled according to the situation

The moderator can work with participants' microphones, including muting. This will help when noise disturbs others or when one person just needs to speak. The participant has his own microphone and camera at hand to control the room.

There is a difference between leaving and ending a meeting

The participant can leave the room. The moderator has the option to end the entire meeting. The discussion thus has a clear beginning, lead and conclusion.

> ### At a larger meeting
> At the beginning, you agree on who will conduct the discussion and how the questions will be supplemented. A waiting room, microphones and a common chat will then support the agreed course.

COLLABORATION IN THE ROOM

Share a document and talk it through.

During a meeting, in addition to video and audio, you also have messages, attachments, and screen sharing in a supported browser.

Shared chat

Send a link, question or file to the room. Participants can view it alongside the conversation and refer back to their own history later.

Private message

You select a specific participant and write to them. It is suitable, for example, for a short organizational agreement during a joint meeting.

Screen sharing for joint explanation

In the web room, you can select the screen, window or tab you want to show, depending on your browser's support. That way, others can see the supporting information you're talking about. You can end sharing and return to the camera.

You can enlarge the important image

For participants' videos, you have viewing options, including zooming. When one person is explaining, you can focus on their image or shared content.

Share attachments directly in the conversation

You add the necessary file to the theme. Room messages and attachments are also processed for the participant's local history. For important documents, agree on who will keep them after the meeting.

> For example, when submitting work
> Show a result on screen, share the relevant file in the group chat and discuss questions with colleagues. Handle organisational details in a private message.

HISTORY OF THE MEETING

Return to your meeting materials later.

MeetVea allows you to save the room history to your own file and open it again in the app.



The export will keep the chat content available

History can include meeting information, messages, and available attachments. The export is created from the content that the participant has on his device. Therefore, you do not rely on a universal server archive of the entire room.

You open the file back in MeetVea

The export has its own MeetVea history format with the .meetvea extension. When importing, the application will load it and display the saved content. In this way, you can save the documents for the order or work case.

A text history is not a video recording

Exporting helps preserve messages and files. It does not automatically record the entire audio or video call. When the meeting is over, it's worth checking that you've saved what you'll need.

> ### What should he have after the advice of his owner
> Agree who will save important attachments and record the tasks you have agreed. The exported history gives you a record to return to as work continues.

WEB, WINDOWS AND ANDROID

At the desk and outside the office.

You can use one account in the web app, in the Windows app, and on your Android phone.



A computer for focused work

You open the website in your browser. There is also a separate application with an installer for Windows. You can comfortably organize your contacts, chat and meeting on the larger screen.

Phone when you're not at your desk

The Android application brings contacts, chat, direct calls and entry into the room. Notifications help to capture a new message or an incoming call even outside the open application screen, according to the phone's permissions.

Notifications are linked to your account

Unread message counts and handled event statuses synchronise between devices. Reading a message updates that status in the other clients too. Local history also depends on the content available on each device.

> ### Choose according to the situation
> You can read longer materials on a computer. You can also handle a short question or call from the phone. When installing, you can find the current versions on the MeetVea website.

PERSONAL SETTINGS AND LANGUAGES

Let the application suit you at work.

From the profile to the ringtone to the microphone: you can set frequently used options to your liking.

Appearance and language

You choose light or dark mode, interface language and add a profile photo. This makes it easier for contacts to recognize you.

Sound and image

You choose the camera and microphone, test the sound and, according to the available options, set sensitivity, echo suppression or noise.

Six interface languages

MeetVea offers Slovak, Czech, English, German, Russian and Chinese. Everyone can choose the environment in which they work more comfortably.

Image blurring during a call

Glass/blur effect allows you to soften the details of the video image. You choose the degree of blur according to the situation. This allows you to adjust how much detail your image shows when chatting from home or work.

Optional translation according to service availability

Voice translation and subtitles are optional, availability depends on service activation. When using it, the listener chooses the language and listening method: original, translation or a combination of them. We will check availability for your use; translation is not an automatic part of every conversation.

> Before the first important meeting
> Try the camera, microphone and sound. If you want to use a translation, we will also agree to verify the available language combination and quality in specific conditions.

CHAT HISTORY AND PRIVACY

Also decide what stays in the conversation.

With regular communication, messages and files increase. MeetVea offers retention settings and options to delete them.

You choose the history period in the settings

You select the period during which the messages are to be kept. Older content is then processed according to the appropriate setting. For work documents, choose a period that corresponds to how long you need to return to them.

A possibility	What do you distinguish about it?
Erase on this device	Removal of local content without the same impact on other devices.
Delete the conversation for everyone	A separate choice with reach to other participants as well, if the conversation allows it.
Delete your own message	Intervention in a specific message according to chat options.
Export room	Save the available history to your own file for further use.

Account and chat history are not the same thing

Servers handle the account, contacts, scheduling, and operation of the service. The content is processed according to the type of communication and the functions enabled. Room history relies on locally available messages and attachments; you keep the saved export yourself.

You have a clear choice when removing

The app differentiates between a delete only for you and a broader delete if that option is available. Before confirming, you can see the extent of intervention you have selected.

> ### Documents that you want to keep longer
> Save an important file or export to your work storage as well. You will have it at hand regardless of the selected period of chat history.

ADVERTISING CAMPAIGNS

Introduce your business to MeetVea users.

The web settings also include the preparation of advertising campaigns with your own budget and an overview of impressions.

If you want to present your company in MeetVea, you fill in company data, a website and a short advertising text. The preview will show you how the ad will look before the campaign is submitted for approval.

Campaign step	What is available to you with it
Preparation	Campaign title, business content and ad preview.
Budget	Prepaid Amount, CPM and Estimated Impressions.
Approval	Request status and subsequent payment instructions.
Progress	Number of impressions, amount spent and remaining budget.

From proposal to active campaign

Submit the campaign for approval. After approval, payment details will be displayed and further progress depends on its status and payment. In the overview, you can also distinguish between a suspended, terminated or rejected campaign.

You monitor the results for a specific campaign

You can see how many impressions have taken place and how much budget is left. The ad appears as an in-app banner. You handle the preparation and management in the web Options.

> ### First, we agree on a goal
> We'll go over what you want to present, what text you want the ad to contain, and what budget you want to spend on it. You can find the current conditions and price when preparing the campaign.

HOW TO START

Start your first conversation in a few steps.

Start with one contact. Try a message and a short call, then set up your first meeting together.

Step	What will you do?
1. Account	You fill in your name and email, set a password and confirm your account with a code.
2. Profile	You review the profile, add a photo and select the language that suits you.
3. Contact	You add a colleague or partner via their email address.
4. Discussion	You send a message, an attachment, and try an audio or video call.
5. Meeting	You choose the date, participants and way of entering the room.
6. Documents	After the meeting, you save important attachments and necessary history.

For a small team

Create a group to work together. Agree on which topics to discuss in the chat and when to call each other. For regular meetings, prepare a meeting with specific participants.

For customer consultation

Add a contact, send the relevant file and agree on a time to talk. When more people are joining, the waiting room and moderator help the meeting run smoothly.

For use on multiple devices

Use the same account on your computer and phone. Set necessary permissions for microphone, camera and notifications. Current installers can be found on the MeetVea website.

> ### We will be happy to show you the whole process
> In a short demo, we'll go through inviting a contact, chatting, calling, and scheduling a meeting, depending on how you want to use MeetVea.

LET'S CONNECT

Let's start by talking about your team.

How do you communicate with colleagues or customers today and what would make your day easier?



Would you like to use MeetVea at work?

We'll show you contacts, chat, direct calls and meeting management. We'll also go over the devices and settings that will be important to your usage pattern.

Do you have a specific situation?

Regular meeting, consultation with the customer or communication of a smaller team. We'll pick your example and take it from invitation to filing.

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Write. Call. Meet up.