

ATConferenceAnywhere

Quick Start Guide

Quick Start

Your web conference

The easy way to enjoy sharing starts here!

Start your conference

Start your web conference

1. Go to www.atconference.com/meet
2. On the login page, click on the 'Host Log In' tab
3. Type in your host code, participant code and name in the appropriate fields and click on 'Log In'
4. You are now in TheLounge. Click 'Start web conference'

Anywhere login page

Join your audio conference

Once logged in to the web conference, a pop-up will invite you to select one of the following options to join the audio conference:

Audio pop-up

- Please call me*: enter your country and phone number and click 'Call me'.
- I will dial in myself: select your country and join using the phone access number and PIN code displayed on your screen.
- I will join using my computer (VOIP)*: click 'Audio device settings' the first time you use this option to test your headset or microphone and speakers. Use the softphone keypad displayed if you need to enter a second level passcode or contact customer service.
- I'm already dialed in: if you have dialed in to the conference, enter the synchronization code displayed to streamline your audio and web sessions to improve the accuracy of the participant list.

*This option will only be displayed if enabled on your account.

Invite participants

OPTION 1 : Before your conference

- Use the Outlook® plugin to create an instant invitation pre-populated with phone access numbers, Participant PIN Code and a one-click access link to the web conference. The plugin is available for download on www.atconference.com.

OR

- Send a message to your participants manually with a link to the login page (www.atconference.com/meet), Phone Access Number and your Participant PIN Code, which can be found in your welcome email or in TheLounge.

OPTION 2 : During your conference

- In the 'Instant Invitation' section, click 'Invite by email' and select one of these options:
- Send a quick invitation by simply typing in the email addresses of your participants
- Or Open your email program to send a personalized invitation
- Or Copy a direct URL and paste it into your email or chat message



Share visual contents

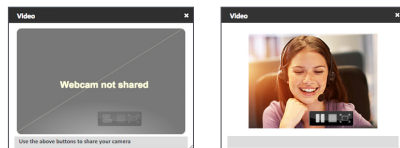
Once logged into your conference as a moderator, the welcome page offers you 3 convenient options to share visual content with your participants:

- Your entire screen: to simultaneously share your entire desktop with all participants. If you are using an extended desktop on a PC, select the screen to be shared.
- Some of your applications: select any of your active applications to share with your audience
- A document as a slideshow: select from your content bank, upload a document from your computer or insert a whiteboard. Accepted formats: doc(x), gif, jpg, pdf, pps, ppt(x), txt, xls(x)

Add video

Check that your webcam is connected.








1.  Click the webcam button** in the Moderator Tools menu to open up the Video panel
2.  Click the camera button on the Video screen to share your webcam
3. To pause or stop your webcam or to increase your video screen to full size use the buttons on the video screen



* If this button is not available, please contact your administrator

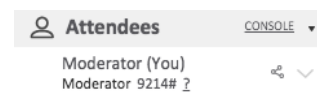
Manage your conference

Moderator tools

-  Join audio conference Re-open the Audio Pop-up
-  Mute all attendees or your own line
-  Switch to full screen mode for either yourself or your attendees
-  Place all attendees on musical hold
-  Chat to moderators / presenters /all attendees
-  Share and view webcams
-  Advanced moderator controls:
 - Lock conference access
 - Assign a billing code
 - Transfer a file
 - Set participant privileges
 - Access address book
 - Manage entry & exit tone
 - Open softphone keypad (VoIP)*
 - Configure social networks*This option will only be displayed if available on your account


Attendees list

Place your cursor over an attendee's name to display the control options:




- View the Social Network contact card of the attendees
- Chat with the participant
- Transfer a file to the participant
- Rename the participant
- Promote the participant as presenter
- Add the participant to your address book
- Disconnect the participant from the meeting
- Click on 'CONSOLE' to switch to the advanced audio control interface and display participants' phone numbers. Click on the 'Back to standard view' button to exit

Recording

-  Click on this icon to start the synchronized audio and web recording. A pulsing icon appears in the bottom right hand corner when the conference is being recorded
- You can pause or stop the recording at any time
- To access your recording, go to the ArkadinLounge portal. You can download it as a WMV or MP3 file or distribute the link

Chat

- Chat boxes appear at the bottom of the screen. You can have several chat boxes active simultaneously
-  Click the icon to clear the conversation or save it as a HTML or text file

Quit the conference

- Click 'Quit the conference' to exit: you can leave without ending the meeting or close the meeting to disconnect all the participants