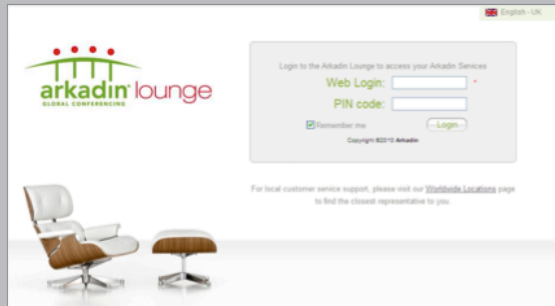


ArkadinLounge™ is your online portal for access to all audio and web services:



- Outlook and Lotus Notes Invitation toolbars
- List of International Access Numbers
- BlackBerry and iPhone applications
- Product Quick Start guides
- Audio Console to manage your audio conference:
  - o View the list of participants
  - o Mute any or all participants
  - o Record the conference

Tip: save the Lounge URL in your favourites.

<https://asia.anywhereconference.com>



ArkadinLounge™  
Your Conferencing Solution Web Portal



ArkadinAnytime™  
Collaboration Audio Conferencing



ArkadinAnywhere™  
Web Conferencing and Webinars



ArkadinEvent™  
Event Conferencing



ArkadinWebcast™  
Webcast - Online Broadcasting



## Mobile Application - BlackBerry Quick Start Guide



# QUICK START GUIDE

## Mobile Application - BlackBerry

### Downloading the Application

**Option 1:** Using your BlackBerry browser

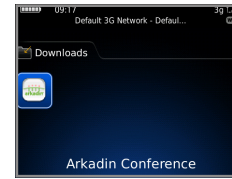
- Go to [wip.arkadin.com/mobile](http://wip.arkadin.com/mobile).
- Enter your Web Login
- Enter your Moderator PIN code
- Click the "Login" button
- Click the "Download" link
- A description of the app is displayed. Click the "Download"
- button to automatically download and install the app.
- You may need to reboot your device after installation.

**Option 2:** Using your computer browser and the BlackBerry desktop manager (available for download from the RIM website: [www.blackberry.com](http://www.blackberry.com))

- Open your BlackBerry desktop manager
- Log into the ArkadinLounge portal <https://asia.anywhereconference.com> using your Web Login and Moderator PIN code
- In the Download menu, select "Mobile Applications" and click on "Blackberry Application"
- Click the option to "download the application on your computer." Download the zip file and unzip on completion of the download.
- Open your BlackBerry desktop manager and go to the Application Loader, following the instructions from the wizard. You will need to click on "Add" and then select "Arkaplugin.alx" from the folder you have just unzipped.
- Click "Next" and the application will be transferred and installed
- Click "Finish."

### First Time Use

Following installation, an Arkadin icon will appear in either the main screen or the Download folder, depending on the version of BlackBerry.



- Click on the Arkadin icon to open the main menu
- Click on the "Account Settings" button and three options are listed: My Account, Audio Conference and Invitation Settings.

#### 1. My Account

Your account Web Login and PIN codes are shown. Enter this information if it is not displayed.

#### 2. Audio Conference

The Conference Access Number is used to dial into your conferences from your BlackBerry. See instructions below on how to import your access number.

#### 3. Invitation Settings

Select the information to be included in your invitations:

- **Type:** Conference type - audio, web or audio & web conference.
- **Language:** the default language for your invitations (if other than English, the invitation will be sent in both English and the language chosen)
- **My display Name:** the name you want to use in your invitations.

#### Import, Edit and Add your Access Numbers

- Click "Manage Access Numbers"
- "Empty" will be displayed. Click the contextual menu button to add and manage your access numbers:

**Import Access numbers:** enter the first 3 digits of your web login and click "Import" to add the full list of International Access Numbers for your account

**Set as "My Access number":** Highlight the number you wish to use to access your audio conferences and click "Set as My Access number"

**Add new Access number:** manually enter the country name, the Access number and number type (local or toll-free).

Select all the international access numbers to be automatically included in your invitations using the checkboxes. The number of countries and access numbers selected will be shown on the invitation Settings page.

### Access your Audio Conference

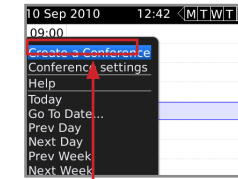
- Click the "Start Conference" button in the main menu to dial straight into your conference. Your Moderator PIN code will be automatically entered.

If either the Access number or the Moderator PIN are missing or incorrect, you will receive a notification and the call will be aborted. Go to the "My Account" menu to check this information.

### Organise a Conference

From the BlackBerry calendar application

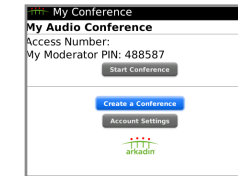
Select "Create a Conference" from the contextual menu



Or

From the Arkadin BlackBerry App

Click the "Create a Conference" button in the main menu



- A conference appointment, pre-populated with the conference access information defined in your "Invitation Settings", will be created.
- Select the date and time of the meeting
- Add participants by selecting "Invite Attendee" from the contextual menu.
- Click "Save the Appointment" to automatically send the invitation to all the selected participants