



Arkadin Academy

2011 COURSE CATALOG

Did you know?

“ Research has shown that people retain information of up to 70% better during a meeting if its reinforced by visuals. See how you can instantly add a visual impact to your meetings today using Arkadin Anywhere’s collaboration tools!”

At Arkadin, we make learning easy!

Take advantage of our training courses to drive maximum value from your Arkadin Conferencing and Collaboration Solutions.

Benefit from our range of self-paced e-learning and instructor-led online classes, quickly get up to speed with conferencing and collaboration tools from Arkadin.

Get started, anytime and anywhere

Learn from the convenience of your office or home and get all the benefits of a live instructor by joining an instructor-led online class. Or if you prefer a more flexible training schedule, choose from our self-paced e-learning classes.

Access Arkadin Academy

Find and register for our live virtual or self paced online training classes at the Arkadin Academy. Learn everything from the basics to the most advanced tips and tricks. Our experienced instructors will show you how easy it is to be a meeting expert.

For more information

For more details, visit www.arkadinapac.com/academy or email arkadin-academy@arkadin.com today.





Instructor Led Online Training

Make the most of our virtual classrooms

ArkadinAnytime™ : Getting Started with Audio Conferencing

Discover for yourself how easy it is to use ArkadinAnytime for your daily business meetings. Learn a faster and easier way to schedule your calls and send out invitations to your participants using Arkadin Outlook Toolbar.

Always on the go? Find out how to start your calls with one click of a button on your mobile using Arkadin Blackberry and iPhone Applications.

Level Beginner

Prerequisite None

Duration 40 minutes

- Objectives**
- Start an audio meeting
 - Use Telephone keypad commands
 - Install Outlook / Lotus Notes Toolbar
 - Schedule calls and send out invitations using Outlook / Lotus Notes Toolbar
 - Install Blackberry and iPhone applications
 - Schedule calls and send out invitations using Blackberry and iPhone applications
 - Schedule an audio meeting with one click from Blackberry and iPhone

ArkadinAnywhere™ : Lounge and ArkadinAnywhere Web Conferencing

Find out how you can engage your participants actively with ArkadinAnywhere Web Conferencing. Learn how to take control of your audio meetings using Arkadin Audio Console and explore Arkadin Lounge to manage your profile and create one time scheduling Pin Code conference.

Level Beginner

Prerequisite ArkadinAnytime™ Getting Started with Audio Conferencing

Duration 40 minutes

- Objectives**
- Start a web meeting
 - Share presentation/application/desktop
 - Use whiteboard, annotations and chat
 - Manage an audio call using the Arkadin Audio Console
 - Dial out to individual participant or a group
 - Change your profile and conference settings in Lounge
 - Schedule a one time PIN Code conference in Lounge

WebEx Meeting Center : Getting Started

Master the skills of incorporating useful tools such as polling and videos to enhance your participants' experience in your web conferencing meetings. Learn how to record your meetings and share them with others.

Level Beginner

Prerequisite None

Duration 40 minutes

- Objectives**
- Start a web meeting
 - Configure your WebEx account
 - Schedule a simple meeting
 - Share presentation/application/desktop
 - Use whiteboard, annotations, polling, chat, recording and video features
 - Manage and share recordings

WebEx Meeting Center : Advanced

Learn how to schedule, start, or join online meetings quickly, without having to go to your WebEx service Web site. Find out how easily you can create multimedia slides using audio, video or flash animations in your presentations to captivate your participants.

Level Advanced

Prerequisite WebEx Meeting Center : Getting Started

Duration 40 minutes

- Objectives**
- Schedule a meeting which requires prior registration
 - Install Productivity Tools and Universal Communications Toolkit
 - Schedule and start a meeting using the Productivity Tools and Universal Communications Toolkit
 - Retrieve usage reports
 - Learn more about enhanced features of WebEx MeetingCenter





Self Paced Training

Learn anytime, anywhere

ArkadinAnytime™ : Getting Started with OneClick - Scheduling and starting a meeting

A quick video tutorial on how to start meetings more effectively using just a few clicks of a mouse.

Level Beginner

Prerequisite None

Duration 10 minutes

Objectives

- Getting started with ArkadinAnytime™
- Setting up OneClick
- Schedule a meeting
- Starting a meeting

ArkadinAnywhere™ : Collaboration with One Click - Add visual impact to your meetings

A quick video tutorial on how to add the power of visuals into your meetings with just OneClick.

Level Beginner

Prerequisite ArkadinAnytime™ : Getting Started with OneClick - Scheduling and starting a meeting

Duration 10 minutes

Objectives

- Start a web conference
- Share presentation/application/desktop
- Grant control
- Present a document
- Use whiteboard, chat and annotation features
- Promote a participant to presenter
- Do a file transfer
- Manage participant privileges

ArkadinAnytime™ : Control your Audio Meetings with One Click

A quick video tutorial on how to control your audio meetings with just OneClick.

Level Beginner

Prerequisite ArkadinAnytime™ : Getting Started with OneClick - Scheduling and starting a meeting

Duration 10 minutes

Objectives

- Start the audio management panel
- Use of Address book
- Use of Dial out feature
- Use of Record feature
- Different muting modes
- Music on hold
- Perform a Room Lock
- Disconnect from meetings

