

CONFERENCE SET UP & MANAGEMENT

Manage your ArkadinAnywhere conference details and settings from the ArkadinLounge.

To login to the ArkadinLounge please go to <https://asia.anywhereconference.com> then use your Web Login + Moderator PIN Code (without #) in the Login section.

Once you are logged into the Lounge, you can access the following:

• SETTINGS:

Select "Settings" in the Lounge then click the 'Web Conference Settings' section. From the Moderator Toolbar in ArkadinAnywhere, you can modify Chat Rights, File Transfer Rights, Participant Content Rights, Participant Display, and Email Settings.

Additional settings in the **ArkadinLounge** include:

- 1. Product Entry Mode:** (Moderator feature only): automatically start in the web conference or the audio console after logging in. You can easily switch from one to the other once you are logged in.
- 2. Identification Code settings:** Mandatory, Optional or None
- 3. Conference Arrival Rights:** Choose how the participants join the conference:
 - Free Access: Allows participants to enter without the Moderator in attendance at any time.
 - Moderator Required: Prohibits participants entering the conference without the moderator in attendance.
 - Waiting page: If the moderator has not started the conference, the participants will receive a waiting message.
- 4. Participant Display**
 - Full screen / Normal screen for participant view. You can easily switch from one to the other during the conference from the **ArkadinAnywhere** participant panel.

• CONTENT BANK:

Pre-store documents in **ArkadinAnywhere**.

1. Upload documents from your computer for online access to share at any time
2. Ticking the box next to the file name to automatically load it into your next web conference

• REPORTS:

View account usage by day, week or month. You can also export the data in Excel format.

Tip: Download the Outlook or Lotus Notes Toolbar from the ArkadinLounge to create quick invitations to audio and/or web conferences directly from your mail box and to access the Lounge in one click.

Dial-in numbers, participant PIN codes and web conference links generated using your account details will pre-populate your email invitations.



ArkadinLounge™
Your Conferencing Solution Web Portal



ArkadinAnytime™
Collaboration Audio Conferencing



ArkadinAnywhere™
Web Conferencing and Webinars



ArkadinEvent™
Event Conferencing



ArkadinWebcast™
Webcast - Online Broadcasting



You can contribute to building a more sustainable world by simply travelling less. It's the small changes you make that will lead to big differences. Please visit us at: www.climatecareday.com



ArkadinAnywhere™ Quick Start Guide



QUICK START

YOUR WEB CONFERENCE

INVITE ATTENDEES

Option 1: (recommended): Download the Arkadin Outlook / Lotus Toolbar from the Arkadin Lounge.

Option 2: Login to ArkadinAnywhere, then select "Invite" and follow the instructions. This option enables you to use your email software address book to invite attendees.

Option 3: Send an email including Date, Time, Access Number, Web Login and your Participant PIN Code to all attendees. (Do not share your moderator PIN Code)

ACCESSING YOUR WEB CONFERENCE

Option 1: (recommended): Use the Arkadin Outlook/Lotus toolbar. Click on "Web Conference".

NEW: When you are logged in to ArkadinAnywhere, a pop-up window asks you to select one of three options * to join the Audio Conference. Choose one of these and then you can start your meeting.

If you are a participant and the moderator used the Arkadin Outlook/Lotus toolbar, or ArkadinAnywhere to invite you, use the 1 click access link included in the invitation message.

Option 2: login to [ArkadinAnywhere: www.arkadin.com](http://www.arkadin.com)

- Click on Moderator or Participant Login
- Enter your Web Login
- Enter your PIN Code (Moderator PIN for the host of the conference; Participant PIN for those invited to attend)
- Click on the link Access the ArkadinAnywhere service
- If you are a participant, enter your name.

* There will only be two options if the dial-out function on your conference bridge is not enabled.

ASSISTANCE

- **CUSTOMER SERVICE**
- Click on Arkadin Customer Service for live assistance.

MODERATOR FEATURES

• SHARING OPTIONS:

- Click on "Start sharing" and select one of the following four options
- "Share an application" to open the application sharing menu
- "Share your desktop" to start desktop sharing
- "Present a document" to upload a local file or select a file from your content bank to present
- "Use a whiteboard" to open a whiteboard with annotation capabilities

• ANNOTATION TOOLS

- Draw within the presentation

• CHAT BOX

- Send private or public instant messages to attendees

• PROCESS A FILE TRANSFER

- Click on a specific participant for a private file transfer
- Click on the icon at the top to transfer a file to all participants

• MODERATOR VIEW (DOCUMENT SHARING)

- Presentation automatically fits to the screen
- Change the presentation size option to zoom in and out

• CHANGE THE PARTICIPANT VIEW

- By default, the presentation automatically fits to the participants' screen
- Activate/deactivate "Full Screen" mode to participants in the presentation size menu. (During Full Screen mode, all Toolbars are hidden or minimized)

• MANAGE THE ACCESS LEVEL OF PARTICIPANTS

- Click on the participant's name. You can Rename, Make Presenter, Allow Annotations, Transfer a File, Mute, Place on Hold or Disconnect Participants.

• AUDIO CONSOLE

- Click on "Audio" to manage your audio conference online

• RECORD

- Click on "Record" to record your audio conference (a message will announce the beginning and the end of recording.)

• DIAL OUT TO A PARTICIPANT

- If enabled, click on "Dial", then enter the phone number and choose the right access level for the new participant

PARTICIPANT FEATURES

- Presentation automatically fits to the participants' screen.
- Participants can view the moderator's documents, shared applications or desktop.
- Moderators can allow participants to use CHAT and FILE TRANSFER features.
- Moderators can upgrade participants to presenters.
- Participants and presenters CANNOT change settings, control the Audio Console or access Customer Service.

SETTINGS

• ESTABLISH THE RIGHTS OF THE PARTICIPANTS:

- Chat Rights: Enable or Disable Public or Private Chat
- Participant Display: Determine the participants' view
- Email Rights (Attendance Report): Receive an attendance report via email
- File Transfer Rights: Allow public or private file transfers
- Content Rights: Set participant rights to Add, Save, Print, Present content, View content individually, or Annotate

WEB REQUIREMENTS

• AUTO BROWSER CHECK:

- ArkadinAnywhere automatically checks your web browser for compatibility. If required, you will be given the option to download a compatible browser.

For a detailed
user guide please
download from
www.arkadin.com