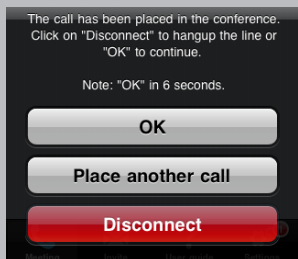


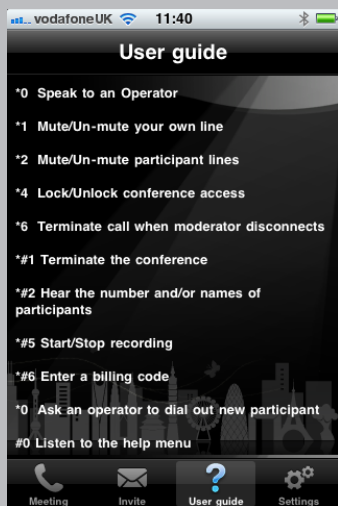
Audio Conferencing - Keypad Functions

If you have dialled out to your iPhone:
Press the Home button on your handset and then select the Arkadin app to display the menu (see below).

If you have requested your dial out to a phone other than your iPhone: the menu (see below) will automatically appear on your iPhone once the call starts.



- To access the User guide at any time, tap the "User guide" tab.



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 - iPhone Quick Start Guide



QUICK START GUIDE

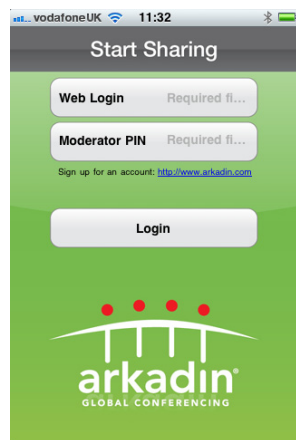
Mobile Application - iPhone

How to Download the Arkadin iPhone app

- Go to the Apple iTunes store, search for Arkadin and tap “Install”
- Once installed, the Arkadin Mobile icon  will appear on your Home screen.

The app is available free of charge.

Set up - Account



- Tap the Arkadin Mobile icon
- Type in your Web Login and Moderator PIN code and then tap the login button (only required for first time access)
- Once authenticated, the application will automatically retrieve your account access numbers.

Set up – Conference Dial Out

You will be invited to input dial out numbers when you have logged into your app. You can add more than one number to be dialled out to.

- Click the  button
- Add a phone number in International format (country code included)
eg: for UK +442081234567
- Assign a name and save.

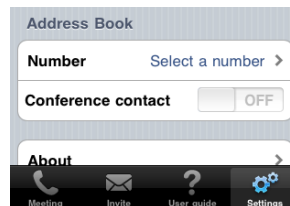


To use the Conference Dial Out option, you will need internet access and your ArkadinAnytime Dial Out feature must be enabled*.

*If this feature is not activated by default on your account, please contact your company IT support or the Arkadin Support Desk.

Set up – Local Number Dial In

- Tap the “Settings” tab
 - Scroll down to the “Address Book” section
 - Tap “Select a number”.
- Select the toll or toll free number for the country where you will be starting your conferences from the access number list.



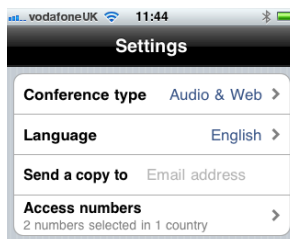
A contact called “ArkadinAnytime Conference” will be created.



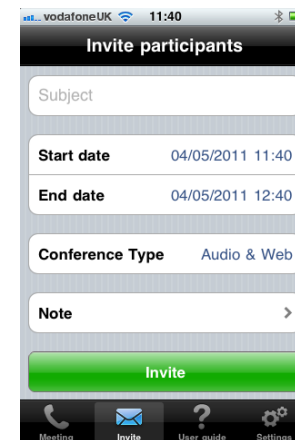
Set up – International Access Numbers

The international access numbers you select will be automatically included in your conference invitations.

- To select numbers:
- Tap the “Settings” tab
 - Scroll down to “Access numbers” and tap
 - Select the required local country access numbers.



Invite Participants



To send invitations to your conference:

- Tap the “Invite” tab
- Enter subject, select time /date range, conference type (audio, web or audio and web) and if required add a personal message using the “Note” text box
- Tap the “Invite” button

- Enter your email address to receive a copy of the invitation
- Select recipients from your contacts or type in email addresses and send the invitation.

Start Your Conference by Dialling In

- Select the ArkadinAnytime Conference from your contacts and dial.
- The contact includes your Moderator PIN code so the conference will start as soon as you are connected.

Start Your Conference using Dial Out

- Tap the “Meeting” tab
 - Select and tap the phone number from the list that you would like to be called on.
- Your conference will start when you answer the call.