

iOS application for  
**arkadin**anywhere

Quick start Guide



an NTT Communications Company

Quick start

## Sharing on the move



The app is available free of charge!  
Go on to the App store™, search for “Arkadin”  
and download it! Once installed, the Arkadin  
App Icon will appear on your Home screen



## Join a meeting

### Join the web conference

#### As a participant

- Tap the direct URL provided in the email invitation sent by the moderator
- Alternatively, you can open the Arkadin App and manually enter the Web login and PIN code provided by the moderator plus your name, and then tap Connect

#### As a moderator

- Enter your Web login, Moderator PIN code and name and then tap Connect
- Your credentials will now be saved and do not need to be re-entered next time you use the app



### Join the audio conference

Once logged in, a pop-up will invite you to connect to the audio conference. Up to 3 options may be offered, depending on your account set-up. Tap the buttons at the bottom of the screen to switch between them.

#### 1. Call me now\*



- Select your country
- Enter your phone number (the app will save the last 3 numbers)
- You will be automatically called back

#### 2. I will call



- Select your country
- Dial the number using another phone or click on  next to the number
- Once you are connected to the audio conference, enter the synchronization code provided on the screen to synchronize your audio and web connections

#### 3. Join the audio conference using Internet\*



- To join the audio conference click on Connect
- You will be instantly connected to the audio conference via the Internet [VoIP]

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

Tip: Re-open the audio menu at anytime by tapping  on iPhone or  on iPad. When you are connected to the audio, you can either use your iPhone headset or select the iPhone speakers from the VoIP panel by clicking on . You can mute your line by tapping .

## Join video conference

- Once connected to the audio, access the video conference by tapping on 
- For iPhone users put your mobile in landscape view to share camera device and tap 
- You can easily pause and stop the sharing by clicking on  and 

Tip:  You will see a red dot on the video icon to inform you sharing is on going. In the attendees list just under your name you will see this icon  to confirm you are sharing your camera.

## Share a presentation

### Step 1: add content

#### Option 1 (before your conference)

- Log into the ArkadinLounge™ Portal <https://www.anywhereconference.com> and go to your Content Bank
- Upload and select the document(s) to be automatically loaded when you open the conference from the iPhone or the iPad

OR

#### Option 2 (during your conference)

- Promote a participant logged in from a Mac or PC to a presenter so they have the rights to upload documents into your conference. Click on .
- From another application on your device, select the content you want to share, choose «Open in...» and then «Arkadin» (You must connect to the conference before you select the content)
- You can share various document types including Word®, Excel® and PowerPoint® plus .pdf, .gif and .jpg. formats

Tip:  Tap this icon on the right hand corner of the slide thumbnails for a reminder of how to add content.

### Step 2: present content

- On the iPad, the sharing screen appears automatically
- On the iPhone: click the sharing icon to access the shared content. The red dot indicates that a document is being shared.
- To move to another slide, just swipe with your finger on the screen



## Manage your conference

### Manage your participants:

- Invite a participant by emailing/calling:
  -  Tap this icon to open a new email invitation which is pre-populated with the access details for your meeting. Or you can invite attendees from your contact list or by typing their number.
- Access the participant list
  -  Tap this icon to see the list. The icon changes to red  when a new participant joins the conference or a participant leaves.
- Tap on a participants name to display and access the following options:
  - Mute/un-mute a participant
  - Place a participant on hold
  - Promote a participant
  - Disconnect a participant



### Monitor and control your audio conference:

 Tap this icon to open the Audio Console on iPad.

For iPhone it can be found in the attendee tab.

- Mute/un-mute all participants
- Place participants on hold
- Start the recording of the audio conference
- Lock the conference to bar access
- Hold all participant

## Other features

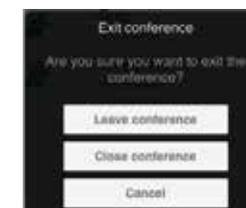
### Chat:

Chat with your participants, in public or private. The icon changes to red when you have a new message:

### Exit conference:

 or  offers you 2 options:

- Leave the conference, without disconnecting the participants
- Close the conference, thus disconnecting all participants



### Live assistance:

If you need help, you can call live assistance:

- By dialing \*0 from the keypad
- Or, from VoIP panel by clicking on 