

Quick start

Chrome Conference Extension

The Chrome Conference Extension is a browser plug-in specifically designed for use with Google Apps (Gmail & Google Calendar). It allows you to quickly access and schedule audio, web and video conferences from your browser.

Download & installation

- Go to the Google Chrome Web store:
<https://chrome.google.com/webstore/category/extensions>
- Search for "Arkadin"
- When prompted, click to confirm the installation of the extension
- Once the installation is finished, the Arkadin logo will appear in the top right corner of your browser window
- Click on the icon and log in with your Web Login & Moderator PIN (or Login & password)

Instant access: quick links

One Click:



web
conference

Click to enter and start your
web conference



audio console

Click to log straight into your
audio console*

*According to your account features the
audio console will offer you different ways
to join the Audio conference.



video
conference

Click to enter and start a video
conference

*Only available and displayed for OneRoom
account holder



web portal

Click to access the
ArkadinLounge Portal to
manage your account, access
your recordings and your
Content Bank

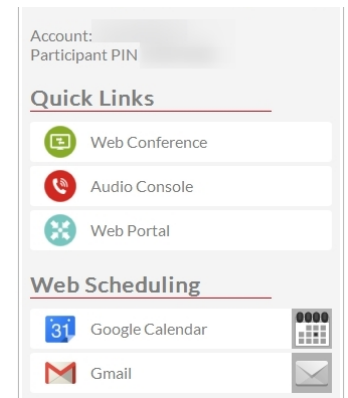


Chrome
conferenceextension

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an NTT Communications Company



Web scheduling

Option 1: schedule from Google Calendar

Pass your cursor over the «Schedule from calendar» and click on «Google Calendar» to open a Google invitation

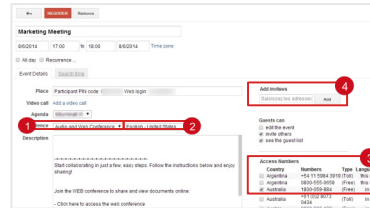
The extension will save the Google Calendar as your default option. To change it, click Other Agenda 

By clicking on Other Agenda, the extension will open an invitation from your default email client such as Outlook or Lotus Notes.


How to edit your invitation

1. Select your conference type: audio, web or video
2. Select your invitation language
3. You can manage your access numbers in your invitation
4. Enter the attendees' email addresses

Once all your conference details are added, click save and your conference invitation will be sent to your attendees.



Option 2: schedule from Gmail

 To schedule a conference from Gmail, click on the icon to open a new message window in your browser

1. Select the conference attendees email addresses
2. Choose your conference type: audio, web and video
3. Define the language displayed in the invitation
4. Add additional access numbers to your invitation by clicking on Manage Access Numbers...
5. Then click on [Send](#)

By clicking on Default Mail Client, the extension will open an invitation from your default email client such as Outlook or Lotus Notes.



Settings

To customize your settings click in the top right corner 


Or right click on the Arkadin icon and click options.

Multiple Account Management:

How to add a new conference account:

- From the settings page, click on «+» and input the following details:
 - Account Name
 - Login or Web Login
 - Password or PIN Code
- Click Validate

Tips:

- You can see your Moderator PIN code by clicking on [Show](#) 
- To modify your account name, move your cursor on it to edit and click

Account Settings:

From the account settings section you can easily set your default conference type and invitation for the selected account

- [Audio and Web Conference](#) Click here to choose your default conference type
- [English - United States](#) Click here to choose your default conference language
- Default number list: scroll down and check the numbers you want to add by default in your invitation

Video Room URL*

- Copy & Paste the Vidyo Room Link in the area
- Add a password to your Video*

*If you have a OneRoom account it will be automatically pre-populated