

arkadin[®] vision

Quick Start Guide



an NTT Communications Company

Quick Start

Your Arkadin Vision conference

This short guide will get you up and running with your Arkadin Vision service in a few simple steps. Arkadin Vision is your Digital Meeting space allowing you to meet across audio, web, and video regardless of your device or location.

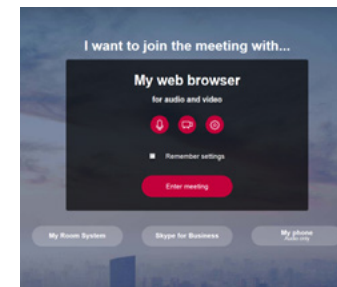


Start your conference

1. Go to www.anywhereconference.com.
2. On the login page, click the 'I'm a moderator' button (if you are a moderator) or click the 'I'm a participant' button (if you are a participant).
3. Type in your Web Login number and Password (found in your welcome email).

Join the meeting

Once you have logged in, you will have to choose how to join the meeting. Arkadin Vision provides a range of ways to join the meeting. Via web browser, video room system, Microsoft Lync and Skype for Business, as well as options for Audio only.



Web Browser: Desktop users can enter the meeting simply by clicking 'Enter Meeting' in the 'My Web Browser' section.

- Microphone and camera icons allow participants to mute or unmute their audio or video prior to entering the meeting.
- The additional settings icon gives users the opportunity to set up advanced audio and video settings for the conference.
- It is recommended to use the 'keep settings' option to make joining easier for future meetings.

Inviting participants

To invite people to join your video conference, you must provide them with your Participant Meeting link and a Participant PIN Code. You can also provide your audio access numbers for participants wishing to join via audio only. Do not share your Moderator PIN Code.

RECOMMENDED OPTION :

- Before your conference - Use the Outlook email toolbar to create an instant invitation prepopulated with all of the necessary joining information required. This is the fastest and easiest way to schedule a meeting and provides participants single click access to join your meeting.

OR

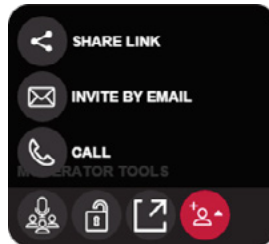
- Send a message to your participants manually including your Participant Meeting link, Phone Access Number, and your Participant PIN Code available from your Welcome Email.

*Install the Outlook email toolbars extension: the Arkadin conference toolbars are by far the easiest and smartest way to send invitations and join conferences. [Download the Outlook toolbar here](#). If your company does not authorize downloads, please contact your IT administrator.

OPTION 2 : During your conference

Moderators can invite participants directly from within the meeting using the moderator control panel on the bottom left corner of the screen:

- Share link: You can use the share link function to copy and paste the meeting link and share it via any instant messaging service you use such as Microsoft Skype for Business.
- Invite by email.



What you need to know during your meeting




Now that you are in your meeting there are few functions you will need to know to get you up to speed with your Arkadin Vision meeting.



The 'Me Panel'

The 'Me Panel' in the top left corner of the screen shows the options for users to manage their audio and video settings.

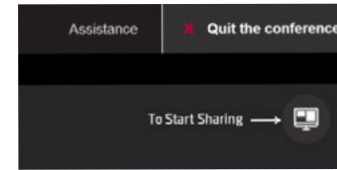
User Controls:

-  Mute/Unmute your audio.
-  Select/Hide camera.
-  Audio and video settings.

Change Self-View : Additionally you can change your self-view options by clicking the 'X' in the top right corner of your image in the 'Me Panel.' This does not stop your video to other participants; however, it is a good tool for those who don't like to see themselves during the meeting.

Screen Sharing

All participants are able to share their screen during the meeting. In order for participants to share their screen they need to have installed the sharing add-on for their browser. This option is available before users enter the meeting and only requires a single download.



Start sharing

To start and stop sharing, simply click on the sharing icon in the top right corner of your screen.

Switch Sharing view

The toggle icon allows users to switch between shared content and video at the click of a button.



Video Priority



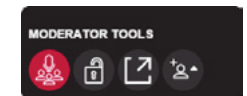
Sharing Priority





Moderating your meeting

Moderators have a variety of controls available to ensure a successful meeting.

Moderator tools

Your moderator tools section is shown in the bottom left corner of your screen.



-  Mute/Unmute the audio of all participants.
-  Lock/Unlock the meeting room. This provides extra security for the meetings that require it.
-  Invite Participants: This provides options to invite by email, share the meeting room link, as well as dial out via audio directly to a participant.
-  Change the video layout for all participants. Only available to the moderator.

Moderating your meeting continued...

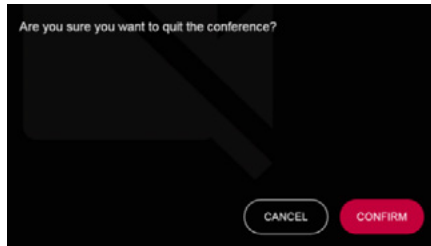
Attendees list

From the attendee list you can:

- Mute/Unmute individuals audio.
- Disconnect individuals from the meeting.
- View how the participant is connected to the meeting (Audio only, Web, Skype for Business, or Room System).

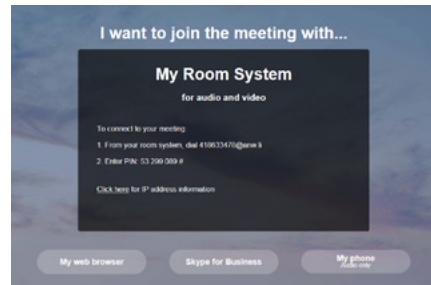


Ending your conference



To end your conference simply click on 'Quit the Conference' in the top right corner of your screen. This will provide a pop up confirming that you want to end the call.

Additional options appear for the moderator to end the entire call or just disconnect himself/herself only.



Join using a Room System

You can join an Arkadin Vision conference using your room system. Once you have entered your credentials, choose the 'My Room System' button at the bottom and follow the instructions to connect to your meeting.

Join using Skype for Business

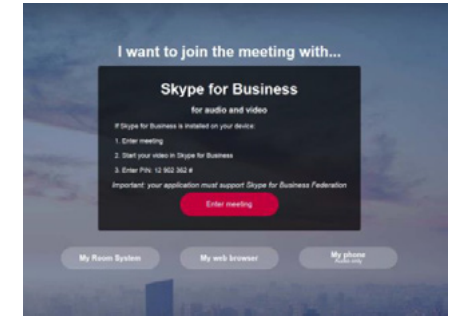
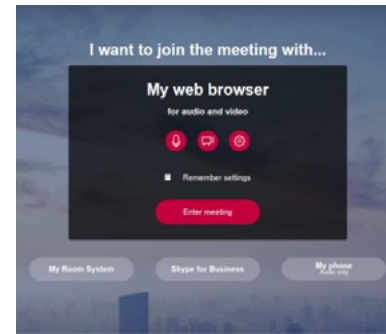
You can join an Arkadin Vision conference using your Skype for Business client in a few simple steps. Please note that your Skype account has to be federated in order for the service to work.

Starting your conference with Skype For Business

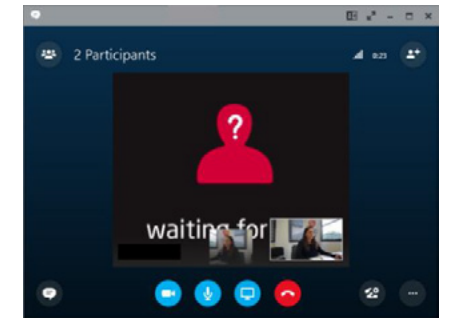
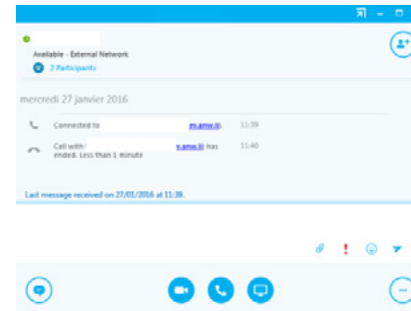
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3. Type in your Web Login number and Password (found in your welcome email from us).



Once you have put in your credentials choose the 'Skype for Business' button at the bottom. From there you will receive a pop up message providing instructions on next steps.



Once you click 'Enter Meeting,' a Skype for Business chat window will automatically open, directly connected to the appropriate meeting. The user will have to start their video using the Skype for Business client and will be placed into the conference as soon as the moderator joins.



Once you have connected to the meeting you can use your Skype for Business client to share your screen and manage your video feed using your client icons.

- A. Start and manage your video.
- B. Share your screen on your chosen monitor.



Get connected with the Mobile App



The Arkadin Vision iOS app is your meeting in the palm of your hand. A unified user experience means that you can enjoy the same benefits on your mobile device as your desktop.

Download it today at the App Store:
Search Arkadin

