



CLOUD COMMUNICATIONS

Arkadin Mobile Site

Quick Start

QUICK START GUIDE

Sharing on the move

With the Arkadin Mobile Site you can access and manage the conference directly from your smartphone. There is no need to download an app to your device. Anyone with a Smartphone can join the conference as a Participant or as a Moderator.

Join a meeting


Join a web conference

As a moderator:

1. Open your device
2. Enter your conferencing URL
3. Click on the "Moderate" button and enter your credentials



Tip1: By checking "Remember "me your credentials will be saved for next time.


Tip2: On the iPhone you can save the page to the Home screen by clicking on  Other smartphones, use the Menu Button.

Tip3: From Android and iOS device the redirection page will permit you to download Arkadin Native App.

Join a web conference


Once logged in, you will be invited to join the audio conference. You may be offered 2 options:


- | | |
|--|--|
| <ol style="list-style-type: none">1. Please call me<ul style="list-style-type: none">• Select your country• Enter your phone number• You will be automatically called back | <ol style="list-style-type: none">2. I will dial myself<ul style="list-style-type: none">• Select your country• Dial the number using another phone• Once you are connected the audio conference, enter the code to synchronise your audio and web connections |
|--|--|

Tip4: Please note that you can reopen the audio console by clicking 


Manage your conference

Manage your participants





 To invite participants, tap on the icon then:

 Tap the email icon to open a new email invitation prepopulated with the access details

or

 Dial out directly to a participant


To access control options for an individual participant, click on the down arrow next to the name


- Mute/unmute a participant 
- Promote a participant 
- Place a participant on hold 
- Disconnect a participant 

All attendees can use the private or public chat




Monitor and control your audio conference

• Click to record the conference: the recording will be accessible from the Lounge 


• Mute/Unmute all participants 

• Place all participants on hold 

• Lock the conference 

Participant access and features

How to join the conference:

- Open the email invitation and click on the conference URL
- On the redirection page select "Continue to mobile site"
- The conference information is prepopulated
- Click on Join Conference 
- Select audio conference access method and join

Conference features available to participants:



- View the participants list
- Mute/UnMute audio line
- Edit or change name by clicking on It
- Access to shared content
- Chat with other attendees

Share a presentation

Step 1: Before your conference add documents to your content bank

- Log into the ArkadinLounge Portal <https://www.anywhereconference.com> and go to your Contentbank
- Upload and select the document(s) to be automatically loaded when you start the conference from the device

Step 2: Share content

- To share the content in your content bank, Click on  then 
- Click on "content bank" and choose the appropriate file



Tap on the slide that you want to present