



NTT

CLOUD COMMUNICATIONS

ArkadinVideo

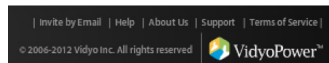
Hybrid quick start guide

Your video conference with hybrid audio

This guide explains how to organize and start video meetings with both online and phone access (Hybrid Audio).

Option 1: manual invitation

If you have Microsoft Outlook installed on your computer, we recommend that you refer to option 2.



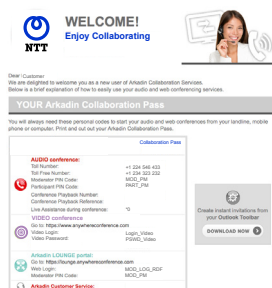
Create a meeting invitation

1. Access your ArkadinVideo Portal <http://company.arkadin.com>
Use your ArkadinVideo login & password provided with your welcome email
2. Click **Invite by Email** on the bottom right of the portal
A new email invitation should be created which contains you personal virtual room link.
Alternatively, go to the Control Meeting section of your Portal, click on Room Links, then Copy Link, and finally paste it in any other invitation or chat conversation for instance.

Add your phone conferencing details

1. Refer to your welcome email
2. Copy one of the conference phone numbers and your participant PIN code
3. Paste both of them into your invitation

International phone numbers are also available from your ArkadinLounge www.anywhereconference.com



Send your invitation

Now that you have added your virtual room link and phone conferencing details, simply define the date and time of your meeting then send your invitation to your participants.

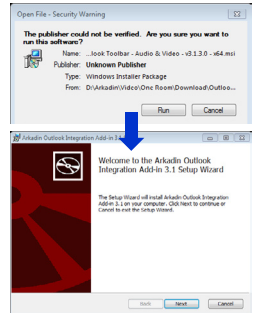
Option 2: Outlook invitation

If you're using Microsoft Outlook, we recommend that you use our Outlook invitation toolbar to create meeting invitations in one-click that are pre-populated with both online and phone access details.

Initial set-up

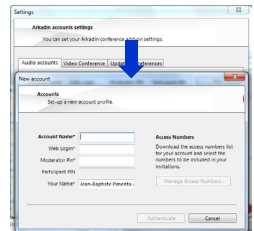
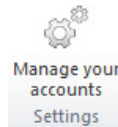
Install our Outlook invitation toolbar

1. Download Arkadin Outlook Invitation Toolbar at http://userguides.arkadin.com/Hybrid_Audio_ArkadinVideo/productivity_tools/Outlook-add-on.zip
The download link can also be found in your welcome email
2. Follow on-screen installation instructions



Configure your invitation toolbar

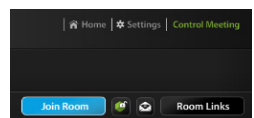
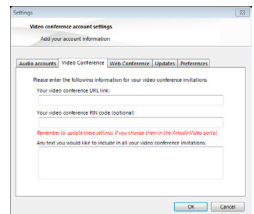
3. Start Microsoft Outlook
4. Click on the **conference** tab
5. Click on **manage your accounts**
6. Under the **audio accounts** tab
 - Click on **new**
 - Enter any **account name**
 - Enter the **web login***
 - Enter the **moderator PIN code***
 - Click **authenticate**



*Your **web login** and **moderator pin code** can be found in your welcome email

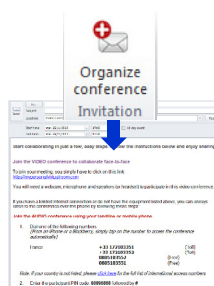
7. Under the **video conference** tab
 - Paste or type your personal video virtual **room link*** in the first field
 - Enter your **room PIN code**, if you have defined one in your ArkadinVideo Portal

*Your virtual room link can be found under the control meeting section of your ArkadinVideo portal. This is also where you would define your room PIN code.



Create & send a meeting invitation from Outlook

1. In the Conference tab of Microsoft Outlook, click on Organize conference. An invitation pre-populated with your account details will appear
2. Define date and time, add participants and an object to your invitation. Then send the invitation.



Start your meeting

1. Simply join your personal virtual room from your ArkadinVideo Portal
2. Wait for your online or phone participants to join your meeting room



You should hear a beep when phone participants connect.

Arkadin operates as the Cloud Communications division of NTT Ltd.

Together we enable the connected future. Visit us at our new website hello.global.ntt