



CLOUD COMMUNICATIONS

Chrome Conference Extension

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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, our 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

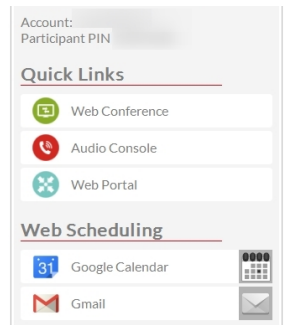
Click to enter and start a video conference

*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



Web scheduling

Option 1: schedule from Google Calendar

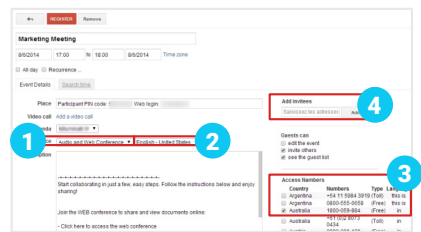
Pass your cursor over the «Schedule from calendar» and click on «Google Calendar» to open a Google invitation.

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 



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:

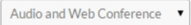

- From the settings page, click on «+» and input the following details:
 - Account Name
 - Login or Web Login
 - Password or PIN Code
- Click Validate

Tips:

- You can see your Moderator PIN code by clicking on
- 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.

-  Click here to choose your default conference type
-  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

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