



**arkadin<sup>®</sup>anytime**

6200 - Quick Start Guide



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an NTT Communications Company

Quick start

# Your audio conference call

The easy way to enjoy sharing starts here!

With your personal PIN codes you can start sharing right away from your landline or mobile phone.

Keep your PIN codes close to hand as you will need them for all your conferences.

## Start your conference

Just follow these 2 easy steps to start your conferencing:

1. Dial the toll or toll free phone access number
2. Dial your Moderator PIN Code, followed by #

## Before your conference

You must provide conference participants with a toll or toll free telephone access number and the Participant PIN Code.

### Option 1: Manual invitation

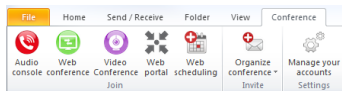
Send a message including date, time, telephone access number and your Participant PIN Code to all attendees. Do not share your Moderator PIN Code.

For international conferences, ensure participants are notified of their local dial in numbers.

The up to date list of international access numbers is available in Arkadin®Lounge, your personal online conferencing portal : [www.anywhereconference.com](http://www.anywhereconference.com)

### Option 2: Automatic invitation from your email application

Use the Outlook®, LotusNotes® conference toolbars or the Chrome® conference extension\* to create an instant invitation prepopulated with phone access numbers and Participant PIN Code



Microsoft Outlook Toolbar

### Download Outlook® or LotusNotes® Arkadin Invitation Toolbar:

1. Go to Arkadin®Lounge, your online conferencing portal: [www.anywhereconference.com](http://www.anywhereconference.com)  
Save this URL link in your favorites for future use.
2. Type in your Login or Web Login and Password or Moderator PIN code and click 'Sign in'
3. Click on the Download or My tools & apps section and select the required toolbar.

NB: If your company does not authorize downloads, please contact your IS administrator.

To download Chrome conference extension: go to the Chrome Web Store, enter «Arkadin» and download the extension

# During your conference

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## Control your conference from your telephone keypad

### Moderator control features:

- \*0 Speak to an Operator
- \*1 Mute/Un-mute your own line
- \*2 Mute/Un-mute participant lines
- \*4 Lock/Unlock conference access
- \*6 Terminate call when moderator disconnects
- \*7 Go to a sub-conference/Return to main conference
- \*#1 Terminate the conference
- \*#2 Hear the number and/or names of participants
- \*#5 Start/Stop recording
- \*#6 Enter a billing code
- \*0 Ask an operator to dial out to a new participant
- #0 Listen to the help menu
- \*#2 Personalize your conference welcome message

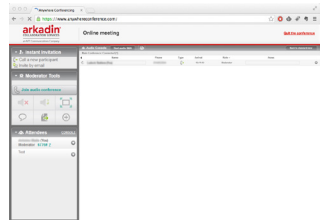
### Participant control features:

- \*0 Speak to an Operator
- \*1 Mute/Un-mute your own line

## Control your conference from your computer

### Moderator control features from the online Arkadin Audio Console:

1. Go to Arkadin®Lounge, your online conferencing portal:  
[www.anywhereconference.com](http://www.anywhereconference.com)  
Save this URL link in your favorites for future use.
2. Type in your Login or Web Login and Password or Moderator PIN code and click 'Sign in'
3. Click on the Audio Console button to access the following control features:
  - List of participants
  - Mute - all or individual participants
  - Recording



Arkadin Audio Console

### Other Arkadin®Lounge functions:

- One-time use PIN code conference scheduling
- Post-conference reports(moderator and participants)
- Documentation, mobile apps and toolbar download

# After your conference call

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## Playback conference from your telephone keypad

To access a single conference recording (moderator and participants):

1. Dial your Conference Playback Access Number (local or toll-free)
2. Enter the Conference Playback Reference Number followed by #
3. Enter your PIN code followed by #

	Rewind	Fast Forward	Pause/Restart
For 1 minute	1	1	5
For 5 minutes	4	4	5
For 20 minutes	7	7	5

NB: Your last 6 recordings are available for up to 30 days.

## Audio conferencing hints & tips

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### For conference moderators:

- Dial in at least 5 minutes early to greet your participants as they join your conference.
- Check the number of participants that have joined the call by using the \*#2 keypad function.
- To reduce background noise on the call, use the \*2 keypad function to mute all participant lines or ask participants to mute their own lines using the \*1 keypad function.

### Security tips:

- Do not share your Moderator PIN Code as it is strictly personal.
- Generate one-time use PIN codes for your conference:
  - Only valid for a pre-determined time period.
  - Avoid the need to share your permanent participant PIN code.
  - Book your one-time use PIN code conference in Arkadin®Lounge.
- Before the conference starts, select the roll call and name on entry options in the Arkadin®Lounge settings menu to hear the names of participants as they join.
- View and manage lines in your conference using the Audio Console to avoid unexpected or unannounced attendees.
- Lock access to your conference, once all your participants have joined using the \*4 keypad.