

# arkadin<sup>®</sup>anytime

Cloud Version - Quick Start Guide



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:

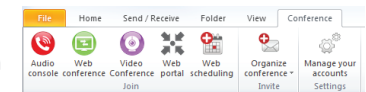
1. Dial the toll or toll free phone access number
2. Dial your Moderator PIN Code, followed by #

## Before your conference

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

### Option 1: Automatic invitation from your email application

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



Microsoft Outlook Toolbar

### Download Outlook<sup>®</sup> or LotusNotes<sup>®</sup> Arkadin

#### Invitation Toolbar:

1. Go to Arkadin<sup>®</sup>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

### Option 2: 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<sup>®</sup>Lounge, your personal online conferencing portal : [www.anywhereconference.com](http://www.anywhereconference.com)

## During your conference

### Control your conference from your telephone keypad

#### Moderator control features:

- |  |   |
|--|---|
| *0 Speak to an Operator  | *#1 Terminate the conference                        |
| *1 Mute/Un-mute your own line  | *#2 Hear the number and/or names of participants    |
| *2 Mute/Un-mute participant lines (participants cannot press *1 to un-mute themselves) | *#5 Start/Stop recording                            |
| *3 Activate/deactivate tone on participant entry and exit                              | *#6 Enter a billing code                            |
| *4 Lock/Unlock conference access   | *0 Ask an operator to dial out to a new participant |
| *5 Mute/Un-mute participant lines (participants can press *1 to un-mute themselves)    | #0 Listen to the help menu                          |
| *6 Terminate call when moderator disconnects   | #2 Personalize your conference welcome message      |
| *7 Go to a sub-conference/Return to main   |   |

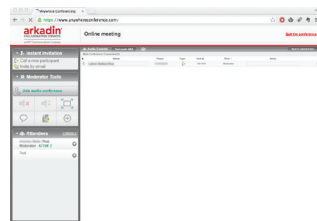
#### Participant control features:

- |                               |  |
|-------------------------------|--|
| *0 Speak to an Operator       | #0 Listen to the help menu               |
| *1 Mute/Un-mute your own line | *7 Go to a sub-conference/Return to main |

### 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
- Documentation, mobile apps and toolbar download

## After your conference call

### Playback conference from your telephone keypad

#### To access a single conference recording (moderator only)

1. Dial your Conference Playback Access Number (local or toll-free)
2. Enter the Conference Playback Reference Number followed by #
3. Enter \* to identify yourself as a moderator, then enter your Moderator PIN Code followed by #
4. Press 1 to listen to the last recording Or press 2 to listen to a previous recording. Your last 6 recordings are available for up to 30 days, and are listed by date and time and allocated a range number from 1 to 6. Press the range number to listen to the preferred recording.

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

5. Dial your Conference Playback Access Number (local or toll-free)
6. Enter the Conference Playback Reference Number followed by #
7. Enter the Recording Reference Number followed by #
8. The following is a list of options available

	Rewind	Fast Forward
For 1 minute	1	3
For 5 minutes	4	6
For 20 minutes	7	9

press: 5: Pause - press: 2: Increase volume - press: 8: Decrease volume

## Audio conferencing hints & tips

### 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.
- 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.