

arkadin[®]mobilesite

Quick start Guide



an NTT Communications Company

Quick start

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



Tips 1 : By checking "Remember" me your credentials will be saved for next time

Tips 2 : On the iPhone you can save the page to the Home screen by clicking on  Menu Button.

Tips 3 : 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 :

- | | |
|---|---|
| 1. Please call me | 2. I will dial myself |
| - Select your country | - Select your country |
| - Enter your phone number | - Dial the number using another phone |
| - You will be automatically called back | - Once you are connected the audio conference, enter the code to synchronise your audio and web connections |

Tips 4 : 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 Content bank
- 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 you want to present