

SETTINGS OF YOUR ARKADIN EXPRESS ACCOUNT

INVITE PARTICIPANTS TO YOUR CONFERENCE CALLS

Send a conference invitation with our tool (you will find it on the Arkadin Express web site, in the "client tools" section) to all your participants. In this email you will have the date, time, phone number and the conference PIN code.

You can also download the Arkadin Express Outlook toolbar to invite your participants in one click!

To download this toolbar, please go to www.arkadin-express.com and visit the "client tools" section.

RECORDING AND PLAYBACK OF CONFERENCE CALLS

Dial *4 during your conference to record it. You can also choose to record all of your conference calls by default. Please log on the Arkadin Express web site and visit the "client tools" section.

You will find all your recordings in the "recording" section under "client tools".

CHANGE YOUR CONFERENCE PIN CODE

You can change your conference PIN code whenever you want. Just go to the "client tools" section on our web site. Then click on "my account".



Arkadin *Express*™
Instant audio, web & video conferencing



ArkadinAnytime™
Unattended Audio Conferencing



ArkadinEvent™
Attended Conferencing



ArkadinAnywhere™
Web Conferencing and Webinars



Arkadin Integrated Solutions
Global Integrated Conferencing Solutions



ArkadinWebcast™
Webcast - Online Broadcasting



Arkadin *Express*™ Quick Start Guide



AUDIO CONFERENCE QUICK START

CREATE MY ARKADIN EXPRESS ACCOUNT

1. Click on the "Register" button on www.arkadin-express.com
2. Enter your first name, last name, and create your personalised conference PIN code. This code should be a 6 to 11 digits number. You can modify it whenever you want.

START/JOIN AN AUDIO CONFERENCE

1. At the scheduled time of your conference, please call from Ireland the audio conferencing number on 0818 270 960.

For other countries please see our international calling list at the following address

www.arkadin-express.com/conference/access-numbers.aspx

2. Then, dial the PIN code you chose during your registration on your phone or the moderator's one followed by #.
3. You start or join the conference.

FEATURES

Please dial these commands on your phone during your conference.

To access the user guide during your conference.	*0
To mute or unmute your own microphone.	*1
To mute or unmute all participants' microphones.	*2
To know how many people are in the conference.	*3
To activate or deactivate the recording. <i>You can also activate this feature on our web site.</i>	*4
To lock or unlock the conference call access.	*5

WEB CONFERENCE QUICK START

START/JOIN A WEB CONFERENCE

1. Join an Arkadin Express Audio Conference.
2. Go to the Arkadin Express web site.
3. Click on "Start" on the top right of the web page.
4. Choose "Start as a Moderator" if you organise the conference. If you are a participant, choose "Start as a Participant".
5. Fill out the requested information, choose the "Web" option and click on GO.
6. A 4 digit code appears on your screen. Dial this code on your phone followed by # to synchronise your audio & web conference.

FEATURES

- Share a document, an application or your entire desktop with participants.
- Several annotation tools available.
- Send private or public instant messages to participants.
- Easily transfer files to participants:
 - Right click on a specific participant, for a private file transfer.
 - Click on the icon at the top to transfer the file to all participants.
- Manage the access level of your participants: you can rename, make a presenter, allow annotations, transfer files, mute, place on hold or disconnect participants.
- Use the audio console and manage your audio conference online.

VIDEO CONFERENCE QUICK START

START/JOIN A VIDEO CONFERENCE

1. Join an Arkadin Express audio conference.
2. Go to the Arkadin Express web site.
3. Click on "Start" on the top right of the web page.
4. Choose "Start as a Moderator" if you organise the conference. If you are a participant, choose "Start as a Participant".
5. Fill out the requested information, choose the "Video" option and click on GO.

FEATURES

- You only need a webcam. No software to download or to install.
- Turn on/off your webcam in 1 click.
- All your participants can be seen on the same screen.
- Enlarge the view of your participants.
- Chat available on the video conferencing service.

