

Adobe® Acrobat® Connect™ Pro

Quick Start Guide

Adobe Acrobat Connect Pro Meeting is a web conferencing product that allows you to conduct live meetings and presentations over the Internet. This quick start guide provides you with the basics of Connect Pro to ensure that your meetings are productive and pain-free.

Getting Started with Acrobat Connect Pro Meetings

CREATE AND ACCESS YOUR MEETING ROOM

- 1 Navigate to your Adobe Acrobat Connect Pro URL in your web browser (URL is located in your welcome email with subject: "Adobe Acrobat Connect Pro – Your Account Information.")
- 2 Log in with your Connect Pro login and password.
 - a. If you don't know your password, click **Forgot your password?**

Login:

Password:

[Forgot your password?](#)

- 3 Once authenticated, you are taken to the Connect Pro Central Home page. Click **Create New: Meeting** to begin the Meeting Wizard.

Create New:

- 4 Fill in a meeting name and an easy-to-remember custom URL such as your login or first name.

Meeting Information

Name: *

Custom URL: <http://intercall.acrobat.com/>

- 5 Associate your InterCall Reservationless-Plus audio account to this room. Scroll down to 'Audio Conference Settings', click the radio button for "Include this audio conference with this meeting:" and select "InterCall" in the drop-down.

Audio Conference Settings

- Do not include any audio conference with this meeting.
- Include this audio conference with this meeting:
(Please note that audio conference setting changes would be effective for new meeting sessions only.)

- 6 Optionally fill in the additional fields and click **Finish**. Your meeting room is now created.
- 7 Enter your meeting room by clicking the meeting room URL on the confirmation page or by typing the URL in your web browser.

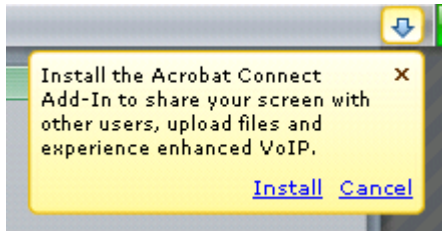
Tip: The meeting room you have just created is always available at the URL you specified. It is a good idea to set a browser bookmark to your room for quick and easy access. Remember to associate your InterCall Reservationless-Plus audio account each time you create a new room.



www.intercalleeurope.com

INSTALL THE ACROBAT CONNECT ADD-IN

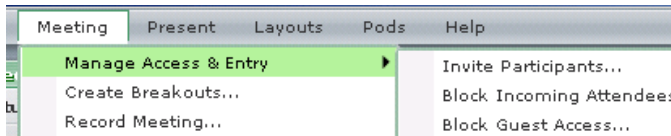
If you have never hosted a Connect Pro meeting, you are prompted to install the Acrobat Connect Add-In. Click **Install** and follow the online instructions.



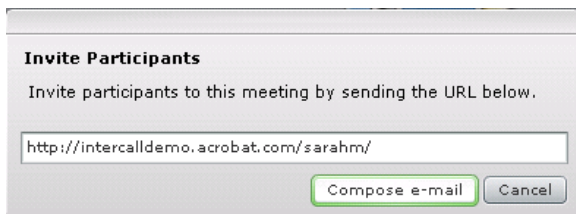
Note: Meeting participants are only required to have the Adobe Flash player installed and do not need to install the Connect Pro add-in

INVITE ATTENDEES

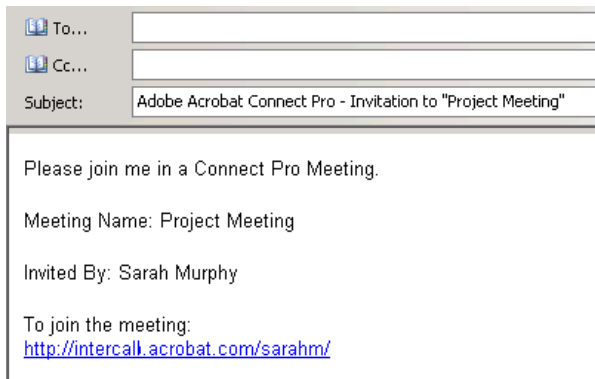
- 1 You can easily invite attendees to your meeting by sharing the meeting room URL in an email, meeting invitation, chat message or even verbally over the phone. From within a meeting, you can invite attendees by opening **Meeting Menu** and selecting **Manage Access & Entry > Invite Participants**.



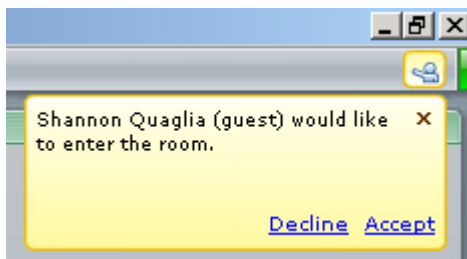
- 2 In the Invite Participants dialog, click **Compose email**. An email appears in computer's default email client that is pre-populated with meeting information.



- Invite attendees by entering in their email addresses and sending the email.

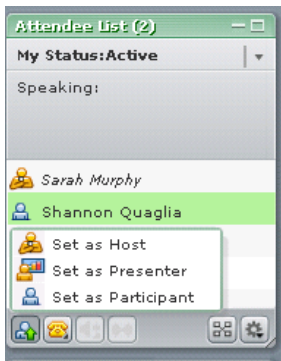


- 3 When attendees arrive to your meeting room, a notification window appears asking you to either accept or decline the attendee. Once accepted, the attendee appears in the attendee list.



MANAGING ATTENDEES

- 1 Meeting attendees fall into three roles:
 - a. **Host:** organises and facilitates the meeting.
 - b. **Presenter:** assists in meeting facilitation, presenting content, screen sharing.
 - c. **Participant:** largely a spectator in the meeting who can chat, respond to polls and change status.



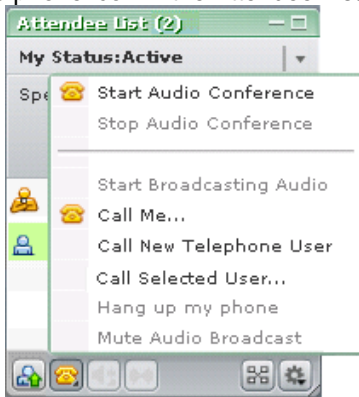
- 2 To change an attendee's role, select the name in the attendee list and click **Set User Role**, then choose the role to assign to selected attendees.

Tip: If you wish to change multiple attendees' roles at the same time, hold down the Control key while selecting their names and then set their role using **Set User Role**.

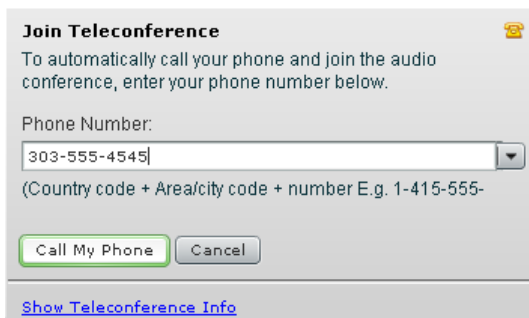
The promoted presenter is prompted to download the Add-in if they go to share their computer screen and have not previously completed the download.

Starting your InterCall Reservationless-Plus® AUDIO CONFERENCE

Click the phone icon in the Attendee List pod and select 'Start Audio Conference'.



- 1 In the Join Teleconference dialog box, enter your phone number then click 'Call My Phone'.



Tip: As noted in the Join Teleconference box, please include your country code (Country code + Area/city code + number (E.g. +441234567890)

- 2 When you answer your phone you will be connected to the audio portion of the conference.

SHARING YOUR SCREEN

- 1 Click **My Computer Screen** in the Share pod.



- 2 In the Start Screen Sharing dialog, choose how you would like to share your screen.
 - a. **Desktop:** Share your entire desktop
 - b. **Windows:** Choose specific, already open windows to share
 - c. **Applications:** Share one or more applications and all its related windows After selecting your desired option, click **Share**.



- 3 A Connect Pro icon appears in your system tray while you are sharing your screen. Click this icon to view a menu to stop sharing or access other available options.



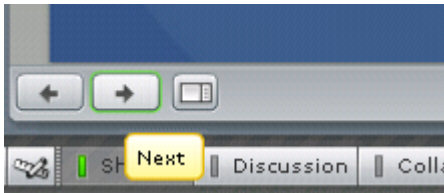
Tip: If you choose to share your entire desktop, it is recommended that your screen resolution is set to 1024x768 pixels or lower. Also, if possible, you should reduce your color quality from Millions of Colors to 32 or 16 bit. Doing this reduces the chances that meeting attendees will encounter issues seeing your screen.

SHARING POWERPOINT® CONTENT

- 1 Click **Documents** in the Share pod. Then choose **Select from My Computer...**



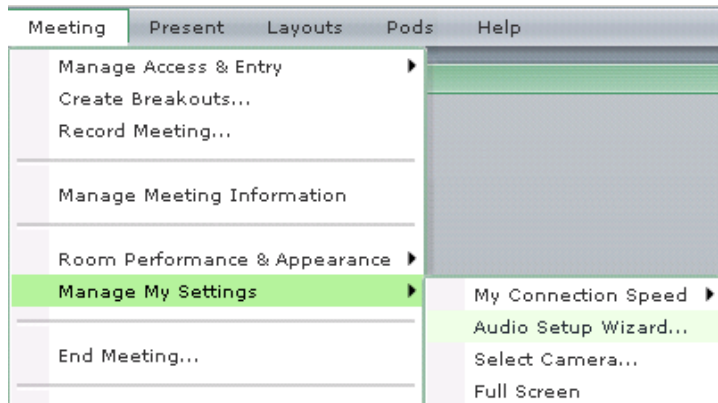
- 2 In the Browse dialog, locate the PowerPoint presentation you wish to share and click **Open**. The file is uploaded and begins converting.
- 3 Once the file is done converting, it appears in the Share pod. Click **Next** or **Previous** to navigate through your presentation.



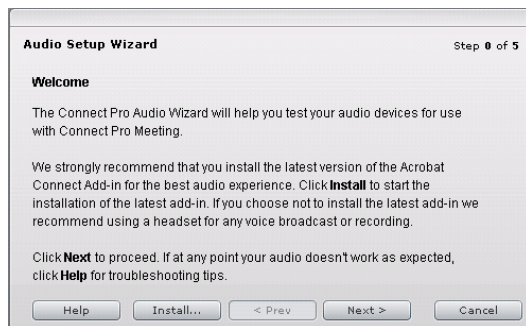
Tip: You can also follow these steps to share other supported file types including image files (JPG), video files (FLV), flash files (SWF) and MP3 audio files.

Using Voice over IP (VoIP) for Audio Communication

- 1 Voice over IP (VoIP) allows you to communicate with meeting attendees using your computer's microphone and speakers. If you intend to use this feature, it is highly recommended that you first run through the Audio Setup Wizard. To do this, begin by selecting **Meeting > Manage My Settings > Audio Setup Wizard....**



- 2 The wizard guides you through five steps in which you are asked to test your speakers, select a microphone and other options.



If you have never used Connect Pro before, you may see a Flash Player settings box asking you for permission to access your camera and microphone. Choose **Allow**. If you wish to avoid this step in the future, click **Remember**.



- 3 To begin using VoIP, locate **Talk** in the Layout bar. While pushing **Talk** your voice is being broadcast and you should see an indicator next to your name in the participant list. Once you let go of **Talk** your voice is no longer broadcast. If you wish to continually broadcast your voice, click **Lock**

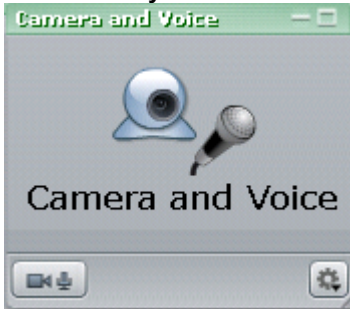


Tip: If you intend to have multiple attendees using VoIP at the same time, it is recommended that they install the Connect Pro Add-In and run through the Audio Setup Wizard prior to the meeting.

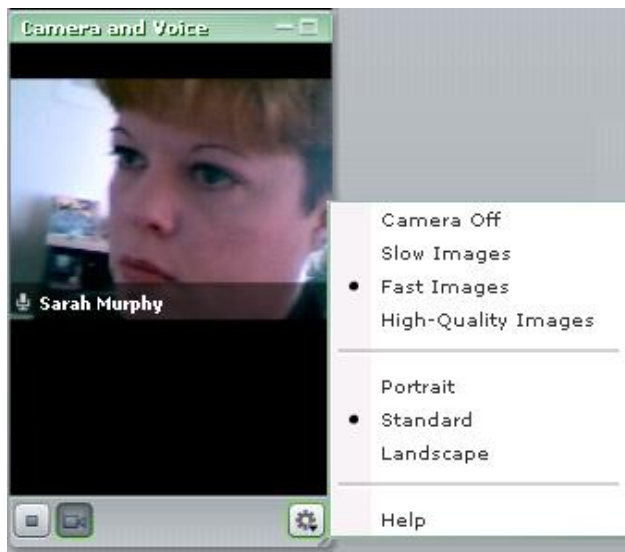


Sharing Web cam Video

- 1 You can easily share web cam video with meeting attendees. To do this, make sure your web cam is plugged in, and click **Start my camera and voice** in the Camera and Voice pod.



- 2 Once your webcam is being shared, you can change the rate at which your video stream is broadcast to attendees. If meeting attendees are on slower connections (dial-up for example), it is recommended that the camera should be set to Fast Images or Slow Images. To change this setting click **Pod Options** on the lower right hand corner of the Pod. Fast Images is the default setting.



TECHNICAL SUPPORT

Technical support during conference

On your phone keypad:
*0 (conference) or 00 (individual)

TRAINING AND RESOURCES

Sign up for free online training, access resources and download a user guide

<http://www.intercalleeurope.com/services/web-conferencing/adobe-connect.php>