

Adobe® Connect™

Visual Quick Start Guide for Meeting Hosts



www.intercalleurope.com

This guide provides instructions to Meeting Hosts on how to:

- Integrate your InterCall Reservationless-Plus audio conferencing and Adobe Connect accounts.
- Create an Adobe Connect meeting with InterCall audio conference controls.
- Host a Adobe Connect meeting with InterCall audio conference controls.
- Share content within your meeting.
- Record your meeting.

CREATING AN AUDIO PROFILE

Meeting Hosts can create an audio profile by following these steps:

Note: Keep your InterCall Welcome Email or Welcome Packet handy to create a new audio profile.

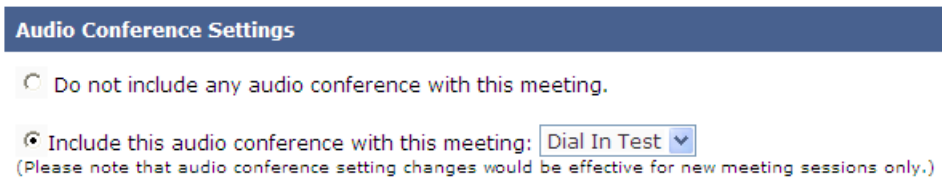
STEP	ACTION
1	Navigate to the Adobe Connect URL in your web browser.
2	Log in with your Adobe Connect username and password. If you don't know your password, click the Forgot your password? link.
3	At the Adobe Connect Central home page, click My Profile and then My Audio Profile from the sub-menu.
2	Click New Profile .
3	Select InterCall in the Provider drop-down menu and enter Reservationless-Plus in the Profile field.
	<p>My Profile Edit My Preferences My Audio Profiles My Audio Providers Group Memberships Organization</p> <div data-bbox="606 1377 1428 1668"><p>New Audio Profile</p><p>Enter Profile Information</p><p>Provider: * InterCall</p><p>Profile Name: * Reservationless-Plus</p><p>Conference Code: * 123456</p><p>Leader Pin: * 0101</p></div>
4	Enter your Conference Code and Leader PIN as shown on your InterCall welcome email or welcome packet.
5	Click Save . Your audio profile will populate with your conference number.

Note: You can enter any Profile Name you choose. It is not limited to just *Reservationless-Plus*.

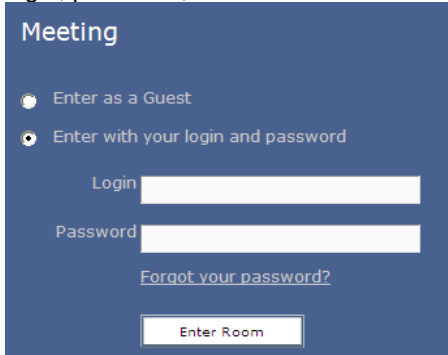

CREATING A MEETING

Meeting Hosts can create a meeting by following these steps:

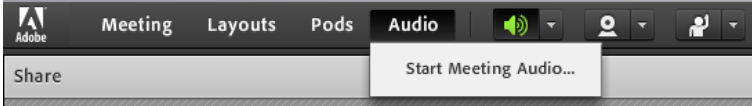


Note: Meeting instances are persistent and always available for future instances regardless of time. Bookmark this URL for easy access to future meetings.

STEP	ACTION
1	At the Adobe Connect Central home page. Click the Create New Meeting button to begin the Meeting Wizard.
2	Enter a meeting name and an easy to remember custom URL such as your first name or username.
3	Select the InterCall audio conferencing profile that you had created from the drop down. 
4	Optionally, fill in the additional fields and click Finish . Your meeting room has been created.

STARTING YOUR MEETING

STEP	ACTION
1	At the time of your meeting, enter by clicking on the meeting room URL on the confirmation page or by typing the URL you had created into your web browser.
2	With the Enter with your login and password radio button selected, enter your login, password, and select Enter Room . 
3	If you have never hosted an Adobe Connect meeting before, you will be prompted to install the Adobe Connect Add-In. Click Install and follow the instructions. 

STARTING AN AUDIO CONFERENCE IN-MEETING

STEP	ACTION
1	Navigate to the Meeting Information page for a specific meeting.
2	Click Enter Meeting Room .
3	<p>From the Audio menu, select Start Meeting Audio.</p> 
4	<p>The Start Meeting Audio dialog box appears. You can select how you want attendees to join the meeting's audio:</p> <ul style="list-style-type: none"> • Using Computers (via VoIP) • Using Phone (via InterCall audio conferencing) <p>It is recommended to enable Using Phone and select Start.</p> 
5	<p>You and your participants will see the Join Audio Conference dialog box appear.</p>  <p>If you select the Dial-out radio button, enter your telephone number as shown in the example (e.g. +Country Code-Area/City Code-Number) and click Join.</p> <p>Shortly thereafter, you will receive a phone call asking you to join the audio conference. Follow the audio prompts to join the conference.</p> <p>If you select Dial-in to the Audio Conference via Phone, then follow the instructions in the dialog box to join the audio conference.</p>

SHARING CONTENT

STEP	ACTION
1	If you would like to Share Applications (i.e. desktop), go to step 1a. If you would like to Upload Content (i.e. PowerPoint), go to step 1b.
1a.	In the Start Screen Sharing dialog, choose how you would like to share your screen: Desktop: Share all applications on your desktop. Windows: Choose specific, already open windows to share. Applications: Share one or more applications along with related windows. After selecting your desired option, click Share .
	An icon appears in your system tray (Windows) or your toolbar (Mac & Linux) while you are sharing your screen. Click on this icon to view a menu where you can stop sharing or access other available options.
1b.	Click the right arrow beside Share My Screen and select Share Document . Click Browse My Computer to select a file from your system. In the browse dialog, locate the PowerPoint (PPT or PPTX) presentation you would like to share and click Open . The file is automatically uploaded and converted. Once the file has been converted, it will appear in the Share pod. Use the Next and Previous controls to navigate through your presentation.

RECORD A MEETING

STEP	ACTION
1	From the menu bar, select Meeting and then Record Meeting .
2	In the Record Meeting dialog box, enter a name and summary for the meeting recording. Note: A recording icon (red circle) appears in the menu bar to indicate that the meeting is being recorded. If a problem occurs during the recording, an error message appears in the upper right corner of the window. You can try to reconnect to the conference audio, record the meeting without audio, or stop recording the meeting.