



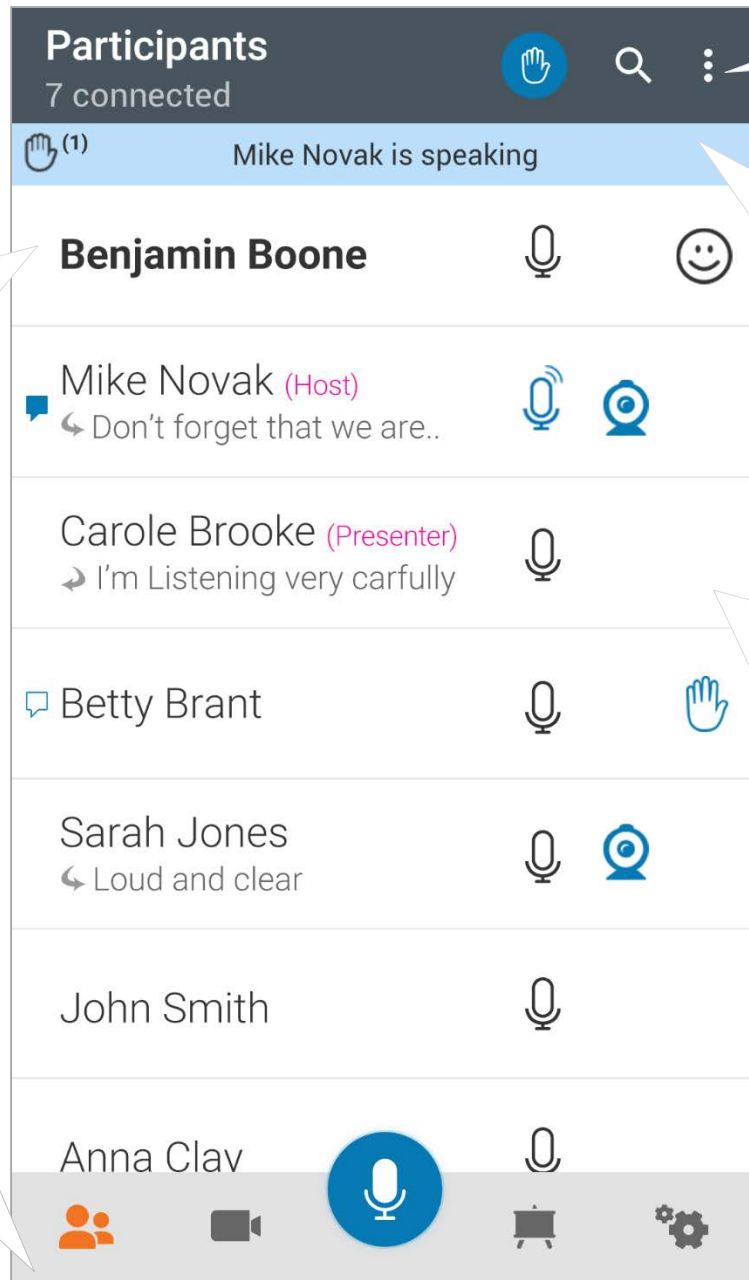
# quick start card

## Using AT&T Connect<sup>®</sup> on your Android handset

For participants, hosts and presenters

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#### Menu button

- Access participant options
- Exit the conference

#### Action bar

- See the number of participants
- Select an emoticon
- Search for a participant

#### Notification bar

- View:
  - Active speaker
  - Number of participants raising their hands
  - Recording indication
  - Connectivity issues (blue bar changes to yellow)

#### Participants list

- View:
  - Participants list
  - Number of participants.
  - Participants' emoticons and connectivity method
  - Host and presenter assignments
  - Video users
  - Chat notifications
  - The host and the presenter.
- Search for a participant

#### Navigation/Audio bar

- Access the Participants, Video, Whiteboard, and Conference Settings screens
- Mute/unmute audio
- Get indications for:
  - Chats
  - Video transmissions
  - Whiteboard updates
  - Conference recordings

Join a conference by accessing your host’s virtual conference room using AT&T Connect® on your Android® handset.

### Download AT&T Connect®

- Typically, you download AT&T Connect for Android from Google Play at: <https://play.google.com/store/apps/details?id=com.att.connect&hl=en>
- You can also download the application from your email invitation to the conference.
- Or, download directly from the AT&T Connect website at: <http://www.corp.att.com/attconnectsupport/downloads/>

### Launch the application

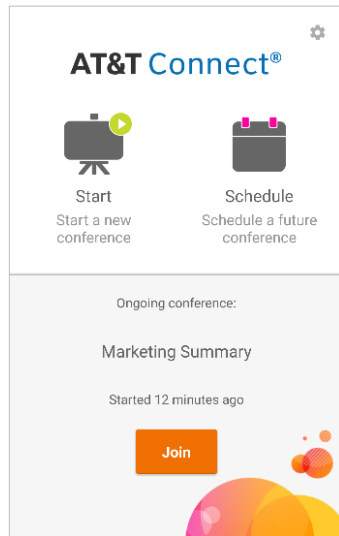
- Tap the AT&T Connect button that now appears in your handset’s home page.



### Join a conference

From the home screen:

- Page to the conference you want to join using the Next and Previous arrows. You can join an ongoing conference, or one that will start within the next fifteen minutes.
- Tap the **Join** button.



From an email invitation:

- Open the mail application on your device.
- Locate your invitation to the Connect conference and tap the link under To connect to the Web Conference.

From your calendar:

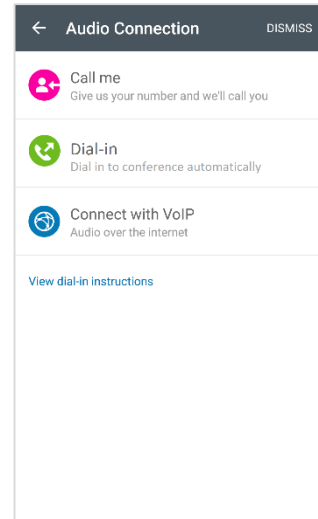
- Open the calendar application on your device. Then open the relevant meeting and tap on the meeting link in the invitation.

### Connect audio

The **Audio** Connection screen pops up when you join a conference. Choose from:

- Call me—requests that AT&T Connect calls you at the number you provided. This feature may be for use only in North America.
- Dial in—dials in to the conference using a local number according to your country and location.
- Connect with VoIP—connects your audio via Voice-over-IP (VoIP).
- View dial-in instructions—tap the link to display instructions for manually dialling in to the conference.

*Audio options depend on company policy and may not be available.*



### Is your audio already connected?

If so, you need to enter a code that you’ll find at the bottom of the Audio Connection screen.

### Participant list icons

When you enter the conference, the **Participants** screen is what you see first. Its icons are described below.

	Audio status: Participant’s audio is not connected.
	Audio status: Participant audio is connected.
	Audio status: Participant is speaking.
	Audio status: Participant is muted.
	Example of emoticon. Participant is raising hand.
	Video Status: Video is activated. Displayed to all participants.
	Video status: Participant’s video is not connected.
	Chat indications: Blue bubbles indicate unread chats. Arrows indicate incoming and outgoing chats.

## Mute/unmute your mike

Remember! When you join a conference, your microphone may be open.

- To mute, tap the active audio button.



## Connect video

- Tap the video button in the navigation bar and then tap the video button in the **Video** tab.
- If you want, you can switch your camera view (**Switch camera**).



*When your video is connected, it's shown to participants only when you are identified as the active speaker or are one of the last six active speakers.*

## Set the video display

- Tap the layout button in the video screen and choose from:
  - Speaker only—video changes dynamically, following the active speaker only.
  - All Equal—video changes dynamically, showing video streams of up to the last six active speakers. All streams are the same frame size.
  - Follow the Speaker—video changes dynamically, broadcasting the video streams of up to the last six active speakers. The current speaker appears in a larger frame size.
- Tap the expand button in the video panel to view the video panel in full-screen mode.



## Use emoticons

- Tap the emoticons button and then select an emoticon from the Choose Emoticon list.
- The list includes icons for raising your hand and stepping in and out of the conference.



## View whiteboard content

When whiteboard content is ready for viewing, a small dot appears on the Whiteboard button.

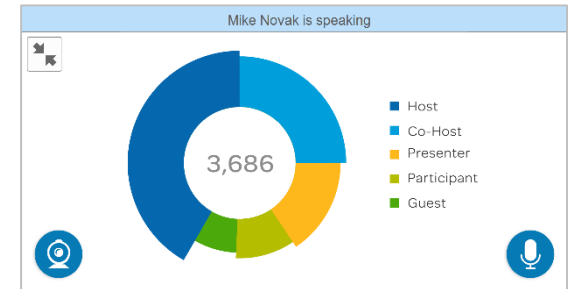
- Tap the button to open the whiteboard. You can view



whiteboard content in both portrait and landscape modes.

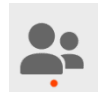
## What else can you do on the whiteboard?

- Zoom in and out by pinching the screen.
- Take a snapshot by tapping the camera button. Snapshots are saved in your device's photo library.
- Mute/unmute your microphone by tapping the audio button.



## Chat with participants

An audio tone and small dot on the Participants button indicates that a new chat has arrived. You access chats in the Participants tab.



- Tap the participant's name in the **Participants** list to open the new chat message.
- To send a chat, tap the participant you want to chat with to open the chat screen.
- Type your message and then tap **Send**.

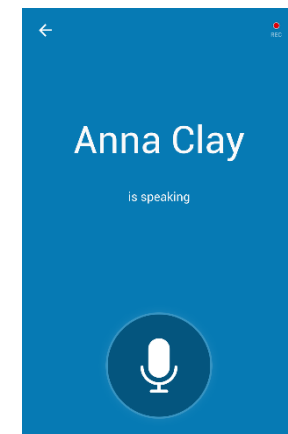
*If you have messages from more than one chat participant open, swipe to the left or right to access their chat thread.*

*If you're an active speaker and your video is transmitting, remember that it continues to transmit, even when you are in the chat screen.*

## Hands-free layout

Display only the name of the current speaker and the **Mute/Unmute** button in a magnified mode.

- To activate hands free-layout, swipe down the main screens where the speaker bar is shown.
- To exit hands-free layout, swipe up on the hands free screen or tap the **Up/Back** button.



## For Hosts

### Activate your account

When you register for the Connect application, you can activate your account by entering your password or requesting an activation email with an activation link. Tap the link to activate your account.

### Start a conference now

- Make sure your account is activated on your device.
- In the home page, tap the **Start** button to enter your conference room.

### Schedule a conference

- Make sure your account is activated on your device.
- Tap the Schedule button in the home screen to open a new event in your calendar application.
- Enter the conference's title and location, and set starting and ending times. Add invitees and set any of the other options.

### Invite participants during a conference

- In the Participants menu, tap Invite Others by Email... to your email application with an invitation containing a link to the conference.
- Add addresses and send.
- If allowed by your company, tap **Invite Others by Phone**. Call participants from your contact list or add numbers manually.

### Mute a participant

- Long tap the participant in the **Participants** tab and then tap **Mute** or **Mute and Lock**.

### Mute all participants

- Tap **Mute All** in the **Participants** menu.

### Give presenting rights

- Long tap the participant in the **Participants** tab and then tap **Give Presenting Rights**.

### Lock the conference

- Tap the conference settings button (cogwheel) in the navigation bar and tap **Lock Conference**.

## End or Exit the Conference

- Tap the conference settings button (cogwheel) in the navigation bar and tap **End Conference** or **Exit**.

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