



# quick start card

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

For participants, hosts and presenters

© 2016 AT&T Intellectual Property. All rights reserved. AT&T, the AT&T logo and all other AT&T marks contained herein are trademarks of AT&T Intellectual Property and/or AT&T affiliated companies. All other marks contained herein are the property of their respective owners. This User Guide is provided for reference purposes only. This Quick Start Card does not modify, alter or amend the terms of any agreement between AT&T and the Customer. This document may include service and feature descriptions that are not presently available. The contents of the document may be revised by AT&T at any time without notice.



### Audio, video and share buttons

- Control your audio and video connection.
- Share websites, images, and files from cloud storage (presenters).
- Select an emoticon.

### Status bar

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

### Menu buttons

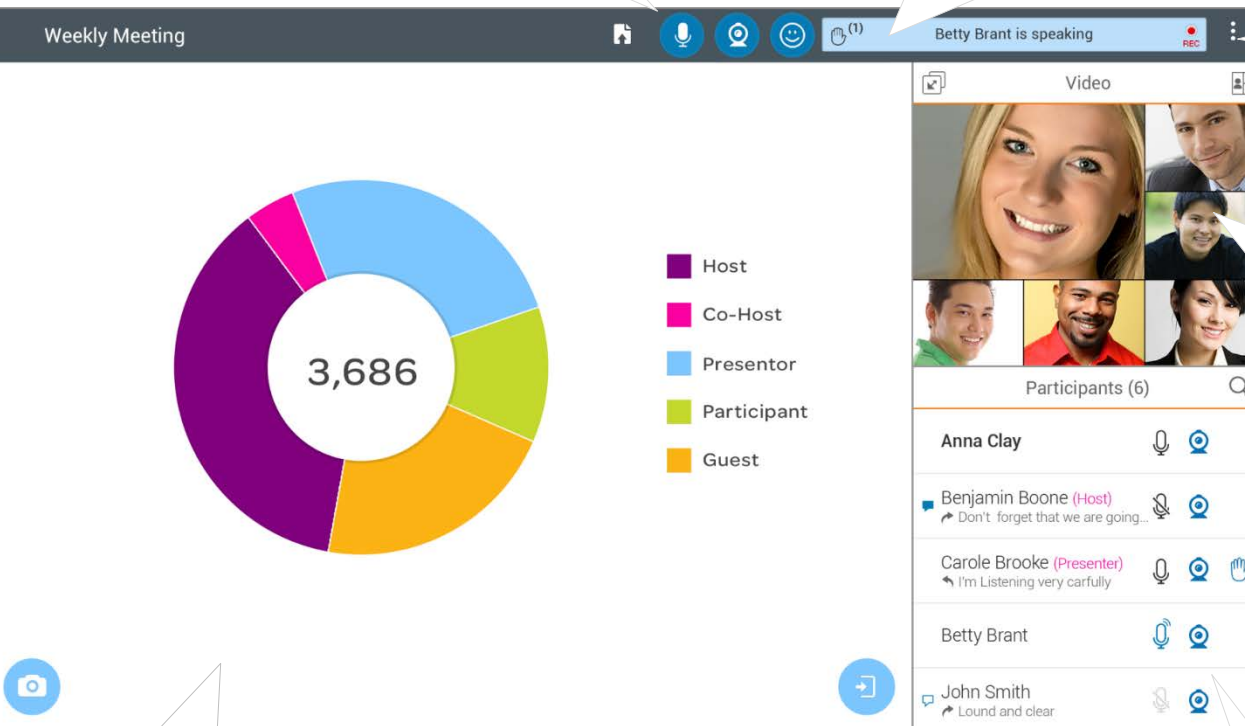
- Access participant options.
- Exit the conference.

### Video panel

- Choose your video layout:
  - Speaker Only: view the current speaker only.
  - All Equal: view up to six of the most recent speakers, equally sized.
  - Follow the Speaker: view up to six speakers, with the current speaker in a larger frame size.

### Participants panel

- 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



### Whiteboard

- View whiteboard in standard and full-screen modes.
- Take snapshots of the content in full-screen mode.
- Switch focus between video and whiteboard.

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

### 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/>

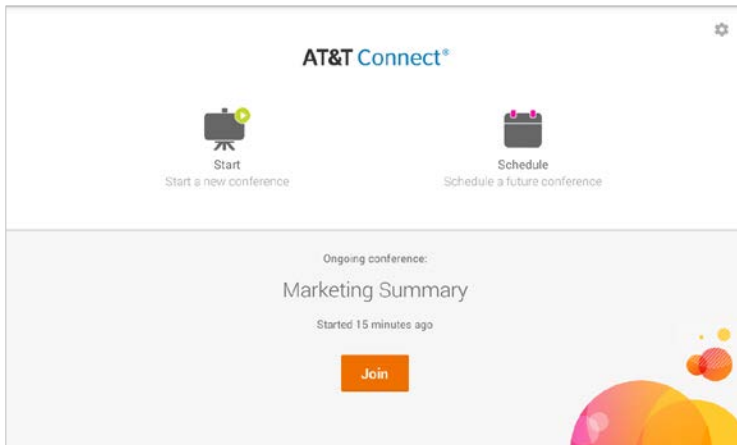
### Launch the application

- Tap the AT&T Connect button that now appears in your tablet'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.

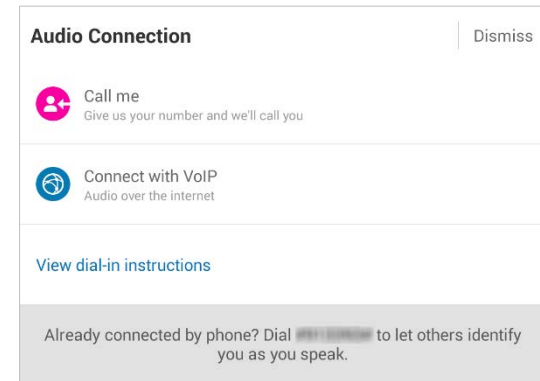
From your calendar:

- 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.
- **Connect with VoIP**—connects your audio via Voice-over-IP (VoIP).
- **View dial-in instructions**—tap the link to display instructions for manually dialing 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 **Connect Your Audio** screen.

### Participant list icons

When you enter the conference, the **Participants** panel displays the list of participants and provides additional information via these icons.

|  |   |
|--|---|
|  | 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 action bar to activate the Video panel.
- If you want to switch your camera view from front to back (and vice versa), tap the video button again and then tap **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 panel 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 “switch” button to switch between the video and whiteboard panels.



### 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.



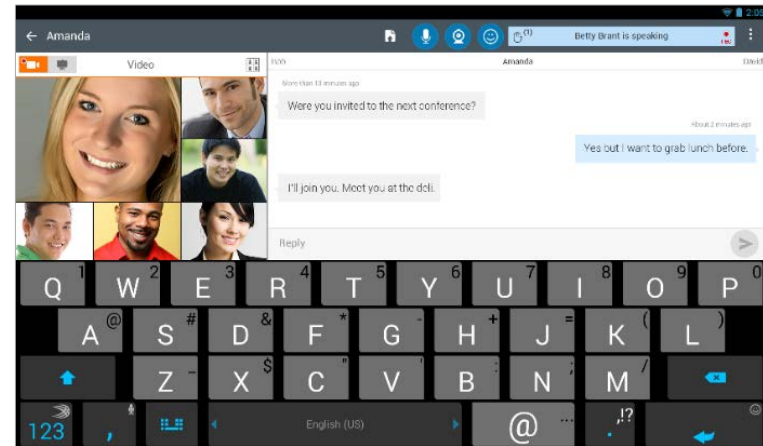
### View whiteboard content

- View whiteboard content in both portrait and landscape modes.
- Zoom or pan the shared content.
- Take a snapshot of the content by tapping the camera button. Snapshots are saved in your tablet's photo library.
- Tap the expand button to expand the whiteboard to full-screen (you can also expand the video panel this way).



### Chat with participants

- Tap the participant's name to open a new chat message. If you have open messages from more than one participant, swipe to the left or right to access each chat thread.
- To send a chat, tap the participant you want to chat with to open the chat screen.



- Type your message and then tap **Send**.

**Important!!** 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.

## 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.

## For Presenters

### Share websites, images, and files from cloud storage

To start the sharing process:

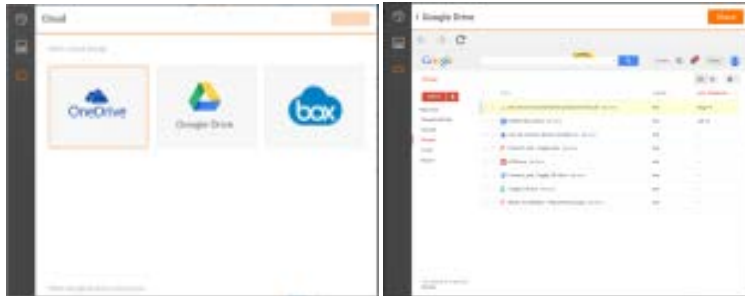
- Tap the Share button in the Action bar.
- Choose from:
  - **Web**—open the Web tab and type in a URL or search string (which will display the Google search results).



- **Image**—open the Image tab and select an image from the gallery on your device.



- Cloud—open the Cloud tab and choose the cloud service you want to use (One Drive, Google Drive or Box). Once you log into your account, select a file and share it.



- Tap the Share button.



Participants can zoom or pan the shared content (image, website and file).

---

© 2016 AT&T Intellectual Property. All rights reserved. AT&T, the AT&T logo and all other AT&T marks contained herein are trademarks of AT&T Intellectual Property and/or AT&T affiliated companies. All other marks contained herein are the property of their respective owners.

This User Guide is provided for reference purposes only. This Quick Start Card does not modify, alter or amend the terms of any agreement between AT&T and the Customer. This document may include service and feature descriptions that are not presently available. The contents of the document may be revised by AT&T at any time without notice.