



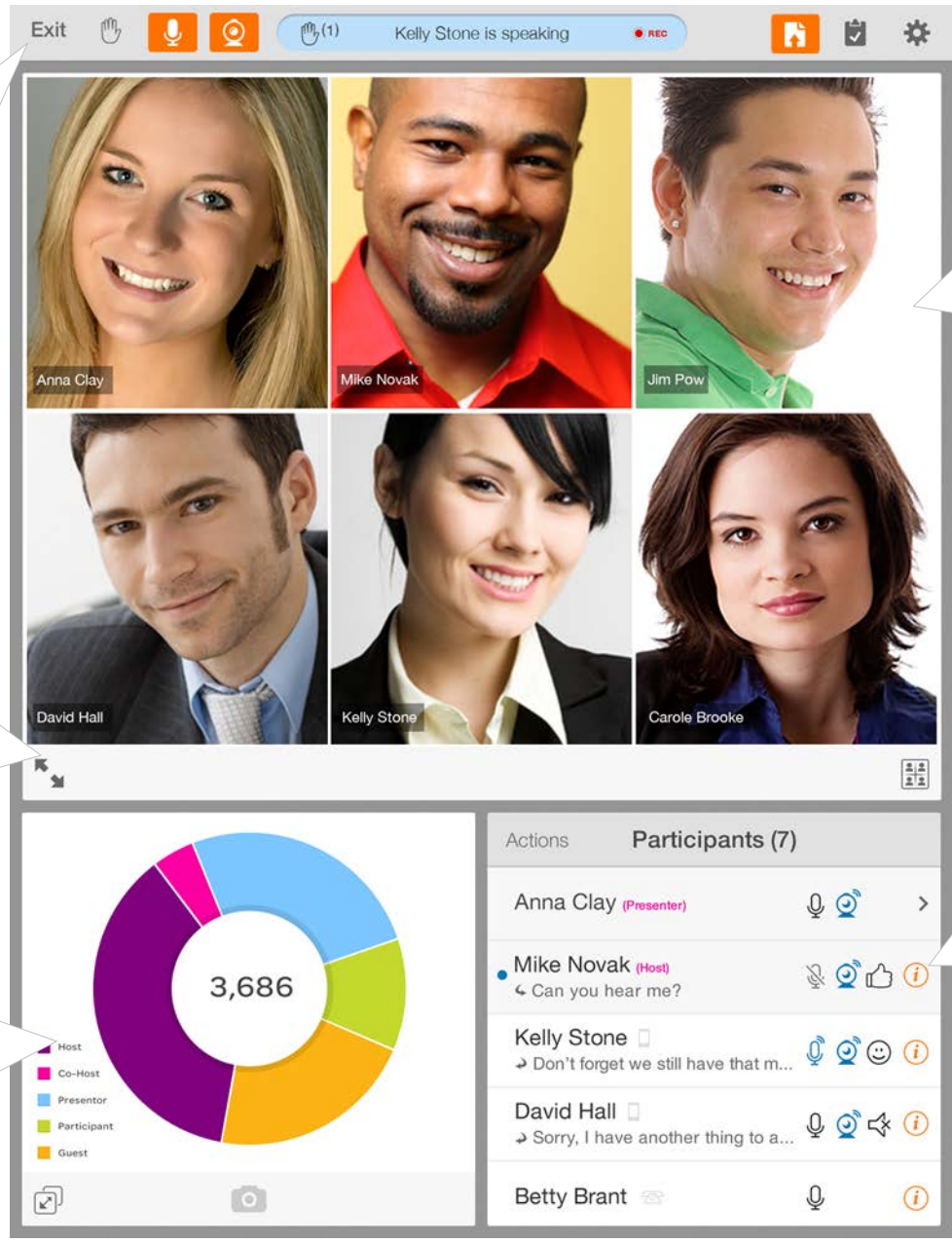
quick start card

Using AT&T Connect[®] on your iPad[®]

For participants, hosts and presenters

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Action bar

- View:
 - Active speaker
 - Number of participants raising their hands
- Select an emoticon.
- Mute or unmute audio.
- Activate video.
- Write meeting minutes.
- Access conference settings.
- Switch between whiteboard and video panels.
- Exit the conference.

Resizable panel layout

- **Resize panels to switch focus between video and whiteboard.**
- Choose full screen mode to focus in on a single view.
- Video streams automatically resize to fit selected view.

Whiteboard

- **View whiteboard content in:**
 - Standard and full-screen modes
 - Landscape and portrait modes
- **Take snapshots of content.**

Video panel

- **Follow the current speaker or up to six of the most recent speakers.**
- Activate video during the conference.
- **Pause, resume, and stop your video.**
- **Switch your iPad's camera view from front to rear, or vice versa.**

Participants panel

- View:
 - Individual participants
 - Host and presenter assignments
 - Active speaker
 - Participants' emoticons
 - Participants' method of connectivity
 - Video users
 - Chat notifications
- Access the Actions Menu to invite new participants and manage the conference.
- Search for a participant.

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

Download AT&T Connect®

You can download AT&T Connect from:

- **App Store (recommended)**
- **AT&T Connect website**
at: <http://www.corp.att.com/attconnectsupport/downloads/>
- **The download link in your email invitation**

Launch the application

Tap the AT&T Connect button that now appears on your iPad home page.



Join a conference

From the home screen

- Tap the **Join** button. This opens the **Current Conferences** screen with a list of your ongoing conferences and those that will occur within the next two hours. You can join an ongoing conference, or one that will start within the next fifteen minutes.
- Tap the conference you want to join and you will be connected within a few moments.

Note: Only the conferences that exist in the iPad calendar appear in the **Current Conferences** screen.

From an email invitation

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

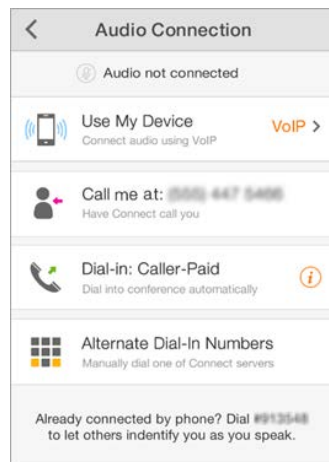
From your calendar

- Open the calendar application in your iPad and tap the meeting link.

Connect audio

The **Audio Connection** screen pops up when you join a conference for choosing a connection option:

- **Use My Device**—connects your audio via Voice-over-IP (VoIP), using your earphones.



- **Call me at**— requests that AT&T Connect calls you at the number you specified in **Audio Settings/My Phone Numbers**.
- **Dial-In**—automatically dials in to the conference using a local number according to your country and location.
- **Alternate Dial-In Numbers**—displays the dial-in instructions to the conference.

Note: Audio options depend on company policy and some 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** panel displays the list of participants and provides additional information via the icons described in the table.

| | |
|--|---|
| | Audio status: Participant’s audio is not connected. |
| | Audio status: Participant’s audio is connected. |
| | Audio status: Participant is speaking. |
| | Audio status: Participant is muted. |
| | Audio status: Participant is muted and locked. |
| | Video status: Participants video is stopped. If no icon is shown, indicates that video cannot be transmitted. |
| | Video status: Video is activated. |
| | Example of emoticons: Participant is raising hand. |
| | Chat indications: Blue dot indicates an unread chat. Arrows indicate incoming and outgoing chats, respectively. |

Mute/unmute your mike

Remember! When you join a conference, your microphone is on.

- To mute, tap the audio button in the action bar.



Connect video

- Tap the video button in the action bar to open the **Video Stream** popup and then tap **Activate Video**.
- Tap **Front Camera** or **Back Camera** to switch your camera view.



Note: 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 bottom-right of the video panel and choose from:
 - **Follow the Speaker**—video changes dynamically, following the active speaker only.
 - **Fit to Pane**—video changes dynamically, broadcasting the video streams of up to the last six active speakers.
- Tap the expand button at the bottom-left of the video panel to view the video panel in full-screen mode.



Use emoticons

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



View and save whiteboard content

- View inserted materials, shared applications, web tours, and poll results.
- Pinch the whiteboard area to zoom in and out.
- View whiteboard content in both portrait and landscape modes by rotating your device.
- Take a snapshot of the whiteboard by tapping the camera button. The snapshot is saved in your iPad's Photos folder.



Change panel focus

- Tap the switch button in the bottom-left corner of the panel to switch the whiteboard with the video panel.



View whiteboard content and video panels in full-screen mode

- Tap the expand button in the bottom-left corner of the panel. The toolbars at the top and bottom of the whiteboard are displayed for five seconds and then disappear.
- To redisplay the toolbars, tap anywhere on the screen.

Chat with participants

- Tap the participant's row with the blue dot to open a 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**.



Write meeting minutes

- Tap the meeting minutes button in the action bar to open the **Meeting Minutes** panel.
- Type in your minutes and then tap **Done**.



- To send the minutes by email, tap the **Send** button in the upper-right corner of the **Meeting Minutes** panel to open the email template.
- Type in the recipients' names and then tap **Send**.

For Hosts

Activate your account

- Make sure your account is activated on your device.
- Tap the activation link in the registration email that you received from AT&T Connect.

Start a conference now

- In the home page, tap the Start button to enter your conference room.

Schedule a conference

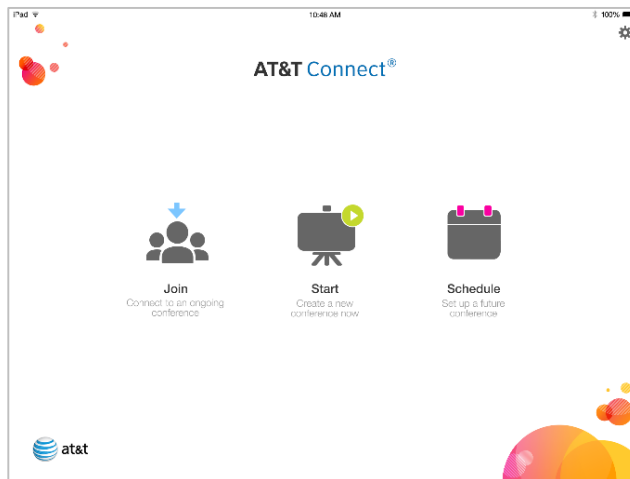
- Make sure your account is activated on your device.
- Tap the Schedule button in the home screen.
- In the Add Event screen, enter the conference's title and location, and set starting and ending times. Add invitees and set any of the other options.

Invite participants during a conference

- In the Participants panel, tap Actions and then tap Invite Others by Email.... Add addresses in the email invitation and send.
- If allowed, tap Invite Others by Phone. Call participants from your contact list or add numbers manually.

Manage the participants

- Mute a participant (and also lock if you want): Tap the participant in the Participants tab. In the Participant Details screen, tap Mute or Mute and Lock.
- Mute all participants: In the Actions screen, tap Mute All.



- Give presenting rights: Tap the participant in the Participants tab and then tap Give Presenting Rights.

Manage the conference

- Access conference settings: Tap the conference settings button (cogwheel) in the navigation bar to open the Conference Settings tab. Here you can:
 - Lock the conference.
 - Redirect participants to a waiting room and automatically notify them.
 - End or exit the conference.

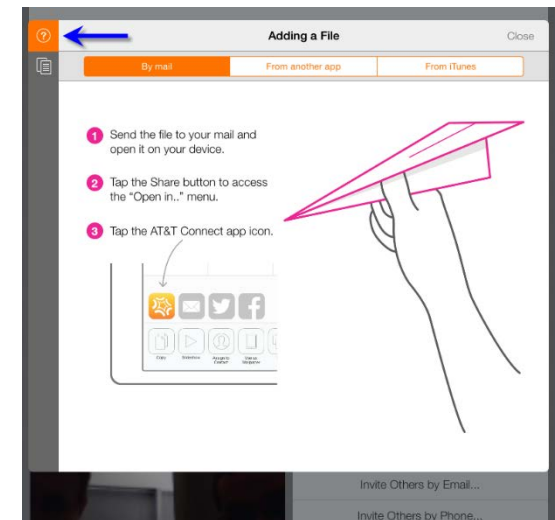
For Presenters

Share files

You can share files with participants from an email attachment, other applications, and iTunes.

To load files for sharing:

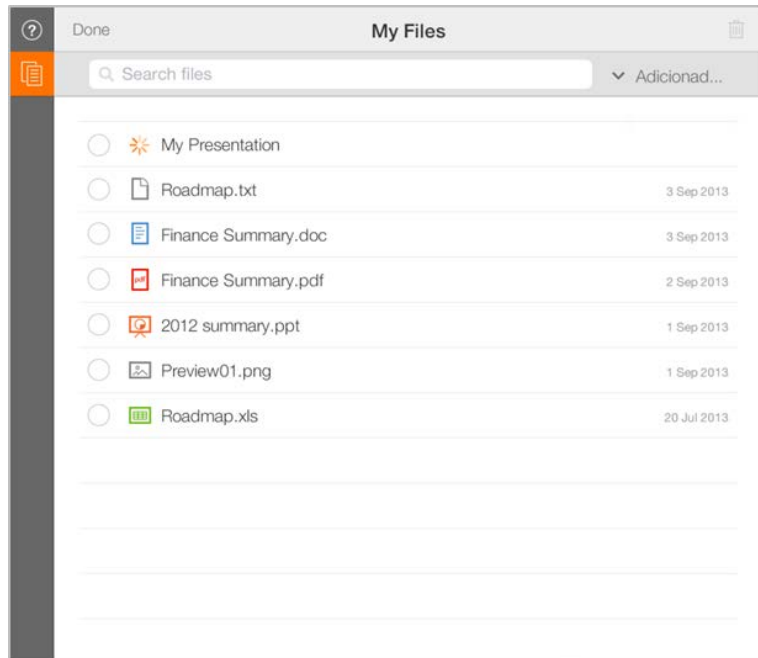
- Tap the Settings button (cogwheel) in the home page and tap My Files to open the My Files popover.
- Tap the the **Help** button at the top of the left panel in the popover for detailed instructions on adding files from an email, applications or iTunes.



You can share the file immediately or at a later time during the conference.

To share a file during the conference:

- Tap the Share button in the action bar to open the My Files popover and select the file you want to share.



- To stop sharing, tap the active Share button and tap Stop Sharing or Share Something Else.

What else can you do in the My Files popover?

- Search for a file.
- Sort files by name, the time the file was added, and file type.
- Delete a file by tapping Select, choosing the file(s) you want to delete, and then tapping the trash bin.

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