



quick start card

Using AT&T Connect[®] on your iPhone[®]

For participants, hosts and presenters

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Action bar

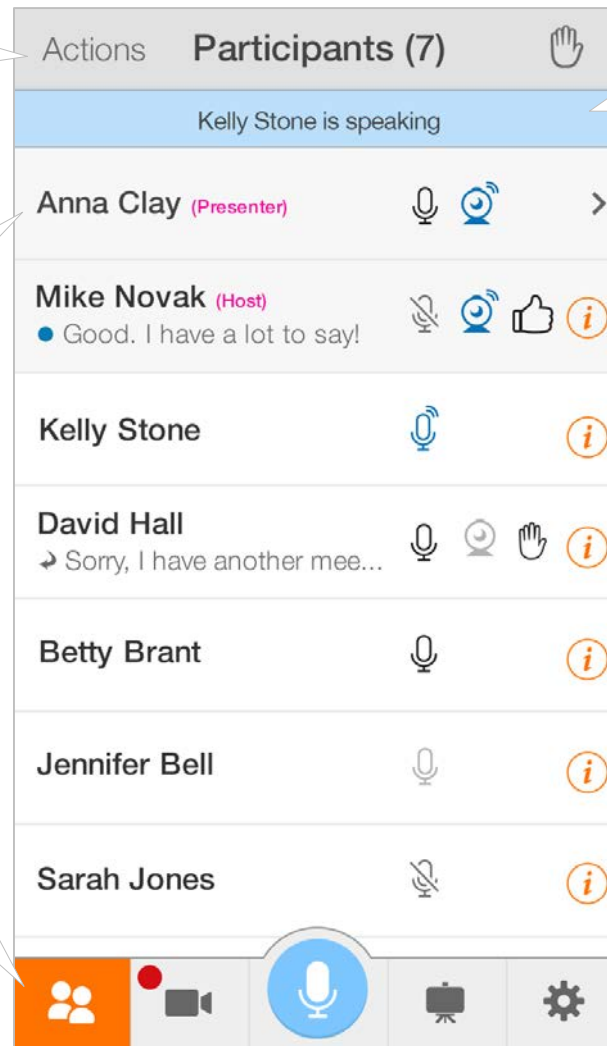
- See number of participants.
- Select an emoticon.
- Access the Actions menu.

"Me" area

- See your name at the top of the list.

Navigation/Audio bar

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



Notification bar

- View:
 - Number of participants raising their hands
 - Active speaker
 - Recording indication
- Get notifications on connectivity issues (action bar turns to yellow or blue).

Participants list

- View:
 - Individual participants
 - Host and presenter assignments
 - Active speaker
 - Participants' emoticons
 - Participants' method of connectivity
 - Video users
 - Chat notifications
- Access participant cards.
- Search for a participant.

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

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 iPhone home page.



Join a conference

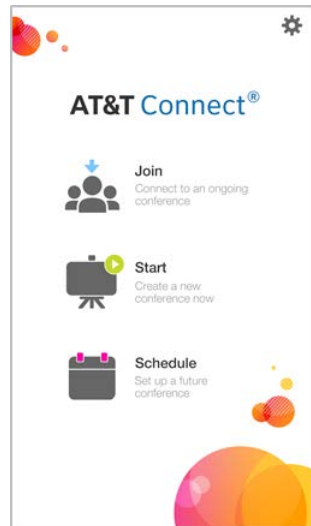
From the home screen

- 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 in a few moments.

Note: Only the conferences that exist in the iPhone calendar appear in the **Current Conferences** popup.

From an email invitation

- Open the mail application on your iPhone.
- 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:

- 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: Caller-Paid—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.

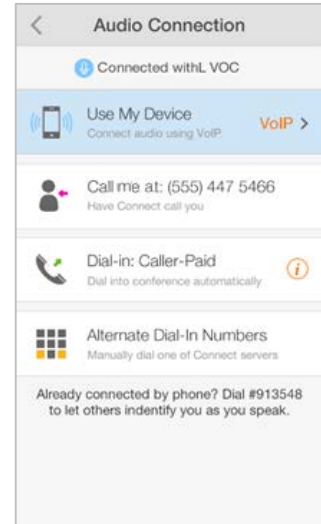
Is your audio already connected?






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** screen is what you see first. Its icons are described here.

	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

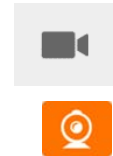
Remember! When you join a conference, your microphone is open.

- To mute, tap the active audio button.



Connect video

- Tap the video button in the navigation bar to open the **Video screen**.
- Tap the video button in the **Video** screen to open **Video Stream** popup and then tap **Activate Video**.
- If you want, switch your camera view (**Front Camera/Back Camera**).



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 video screen 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 in the video panel to view the video screen in full-screen mode.



Use emoticons

- Tap the emoticons button in the action bar and then select an emoticon in the **Change 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, an orange bar 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 an orange bar on the Participants button indicates that a new chat has arrived. A blue dot is also displayed next to the receiver's name in the Participants list.
- 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**.



For Hosts

Activate your account

- Tap the activation link in the registration email that you received from AT&T Connect.

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.
- 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 tab, 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. In the **Participant Details** screen, 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.
 - End or exit the conference.

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