

Title:

WC on iPad – Getting Started Guide for Hosts and Presenters

Description:

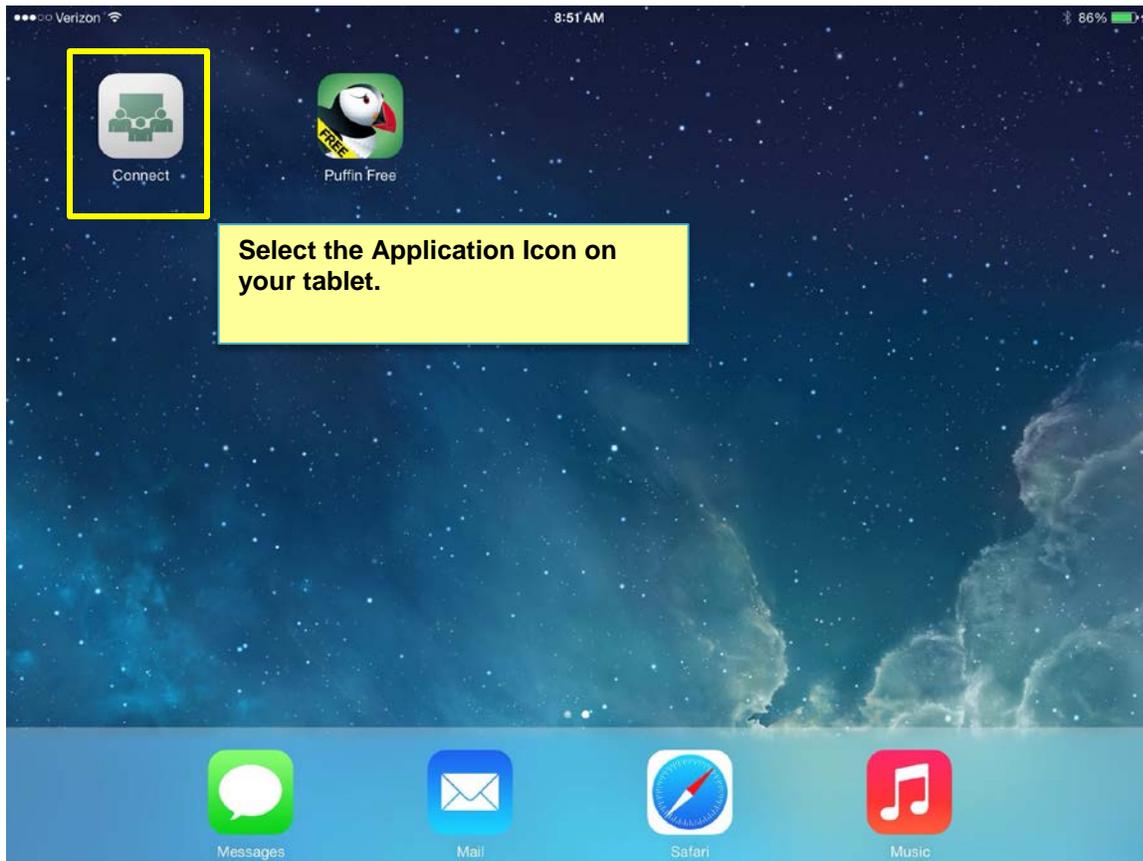
This guide covers extended capabilities available to Hosts and Presenters of Adobe Connect Mobile from a tablet device.

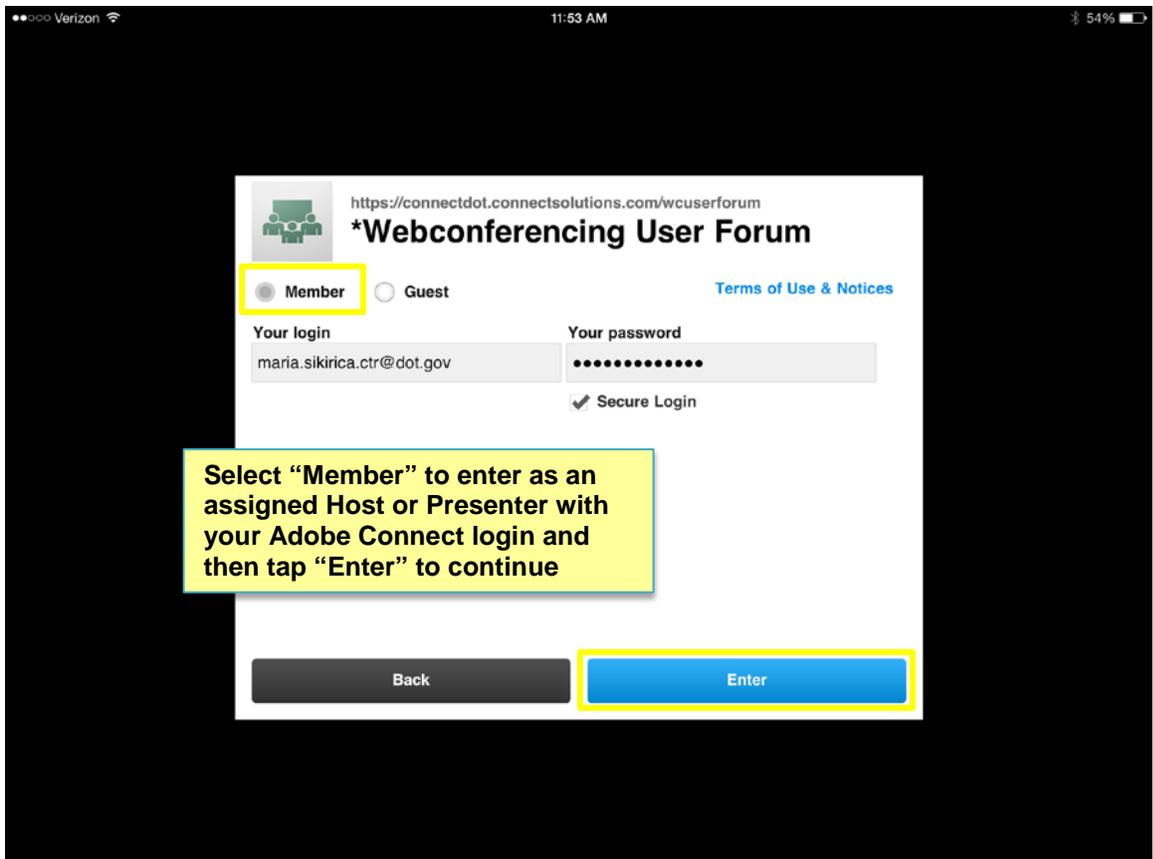
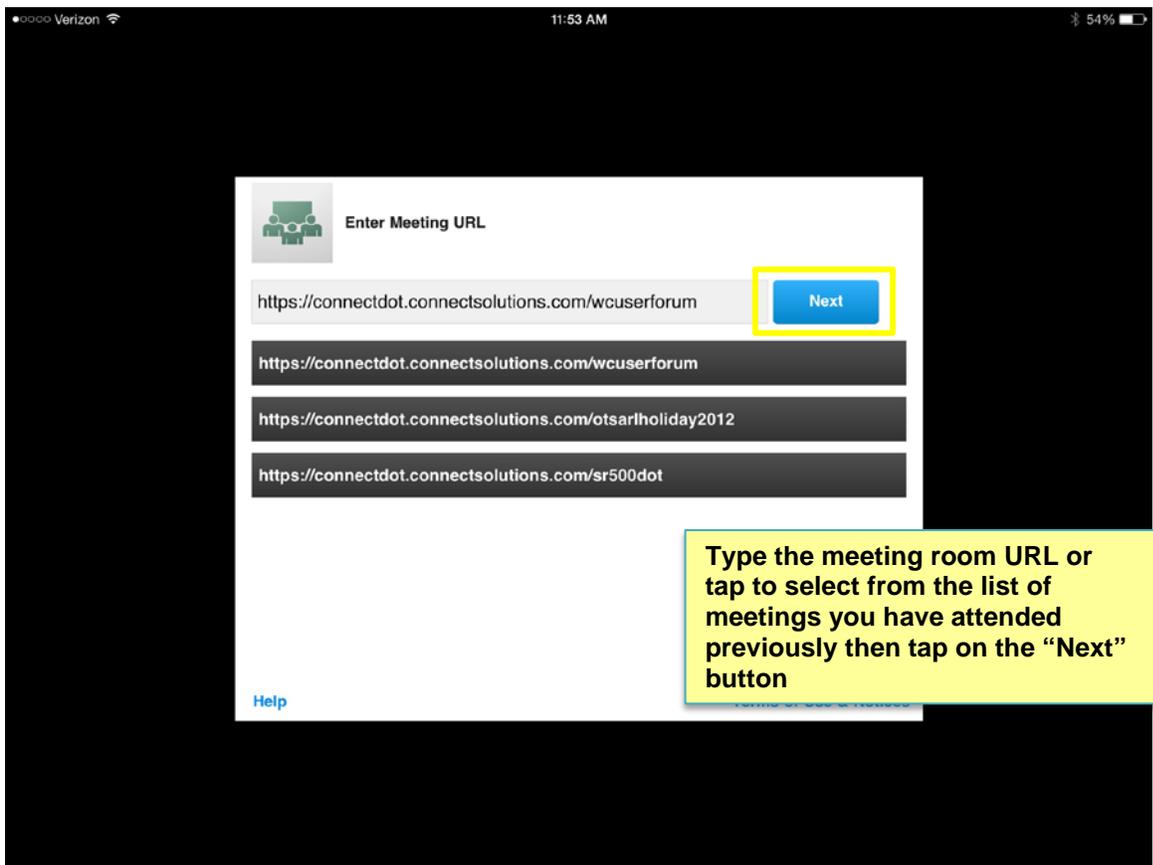
System Requirements:

You must be designated as a **Meeting Host or Presenter** in meeting room to access these features. Adobe Connect Mobile 2 or higher is required. This application can be downloaded from the App Store or Google Play Store.

Process Steps:

Access and Log in:

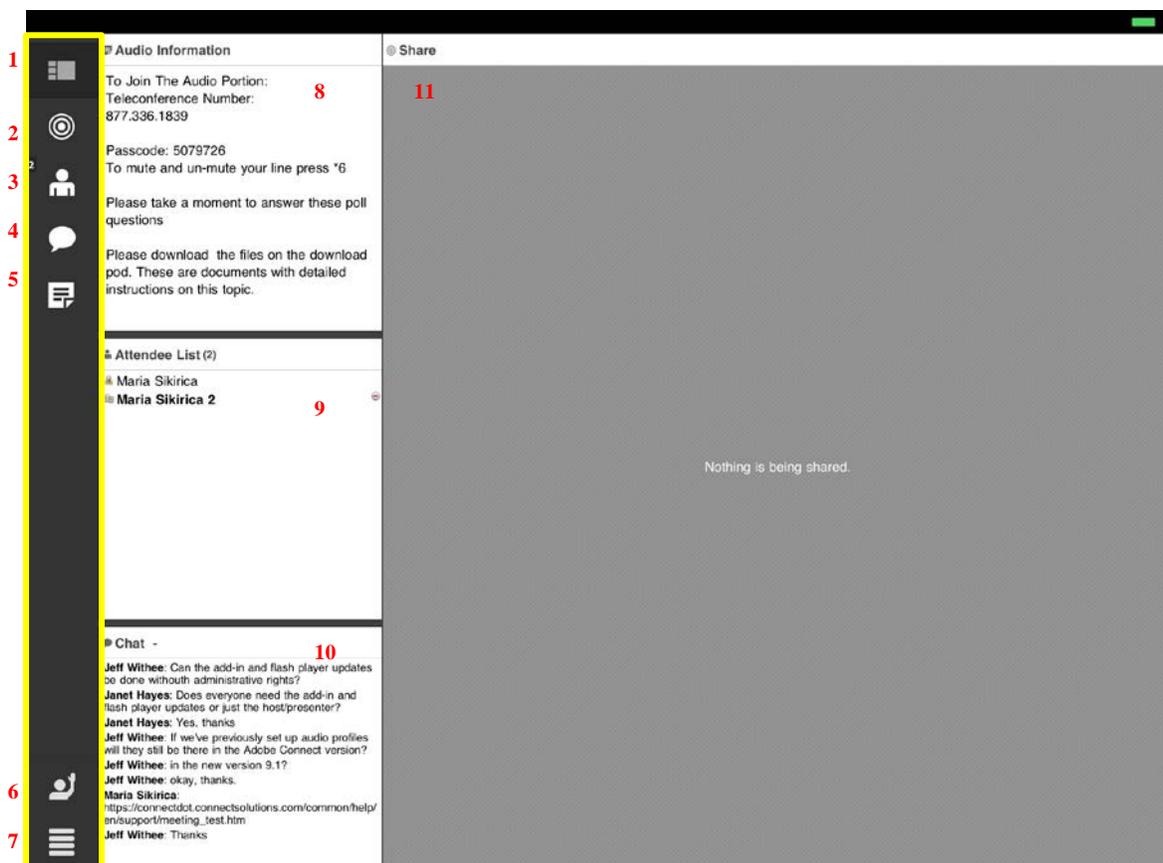




The Interface:

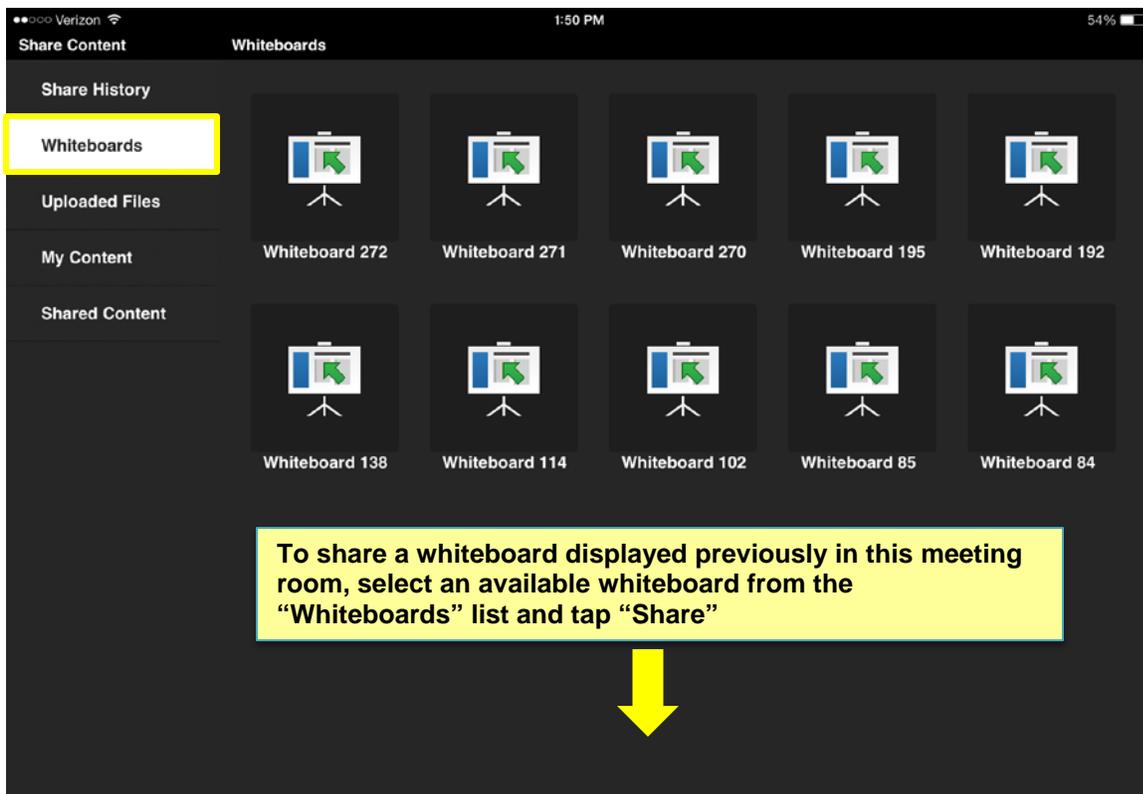
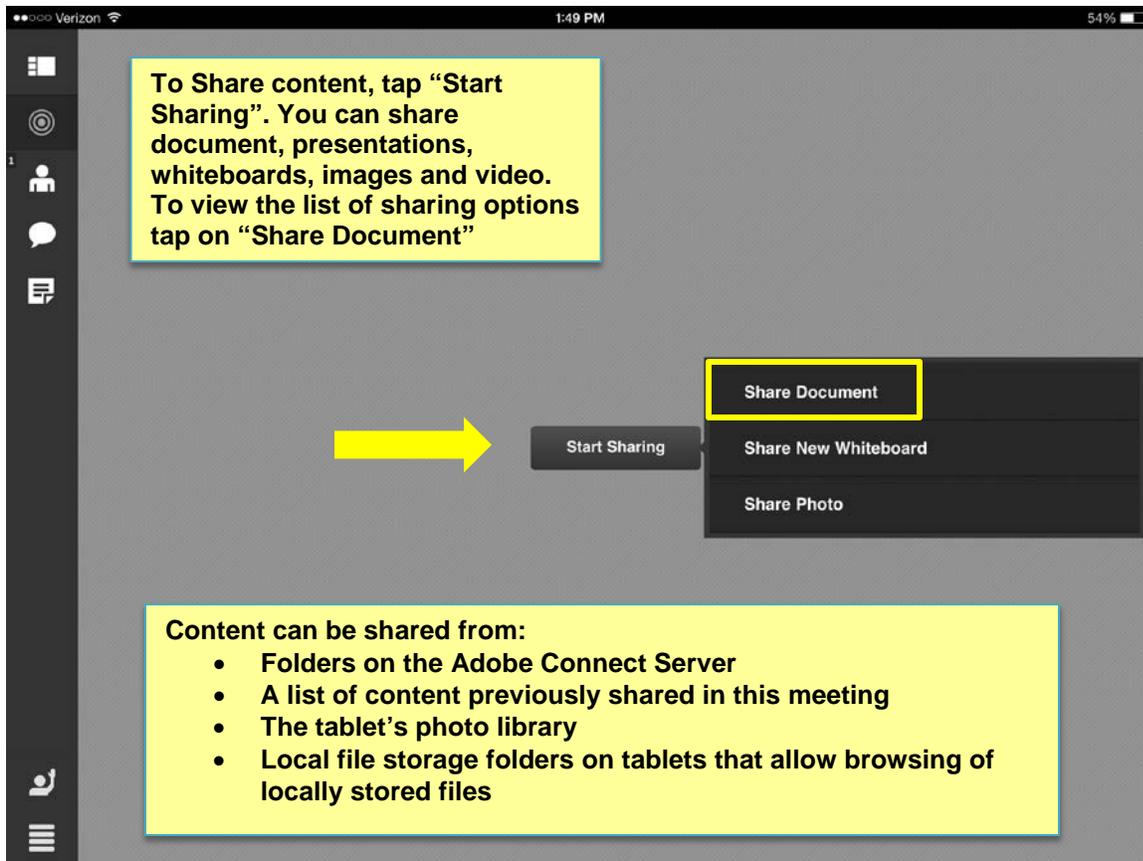
The Adobe Connect Meeting room will display on your tablet in a very similar way as it does on your computer. The room will show the pods and the layout as it was last viewed. The left hand navigation bar gives hosts access to the different assets in the room.

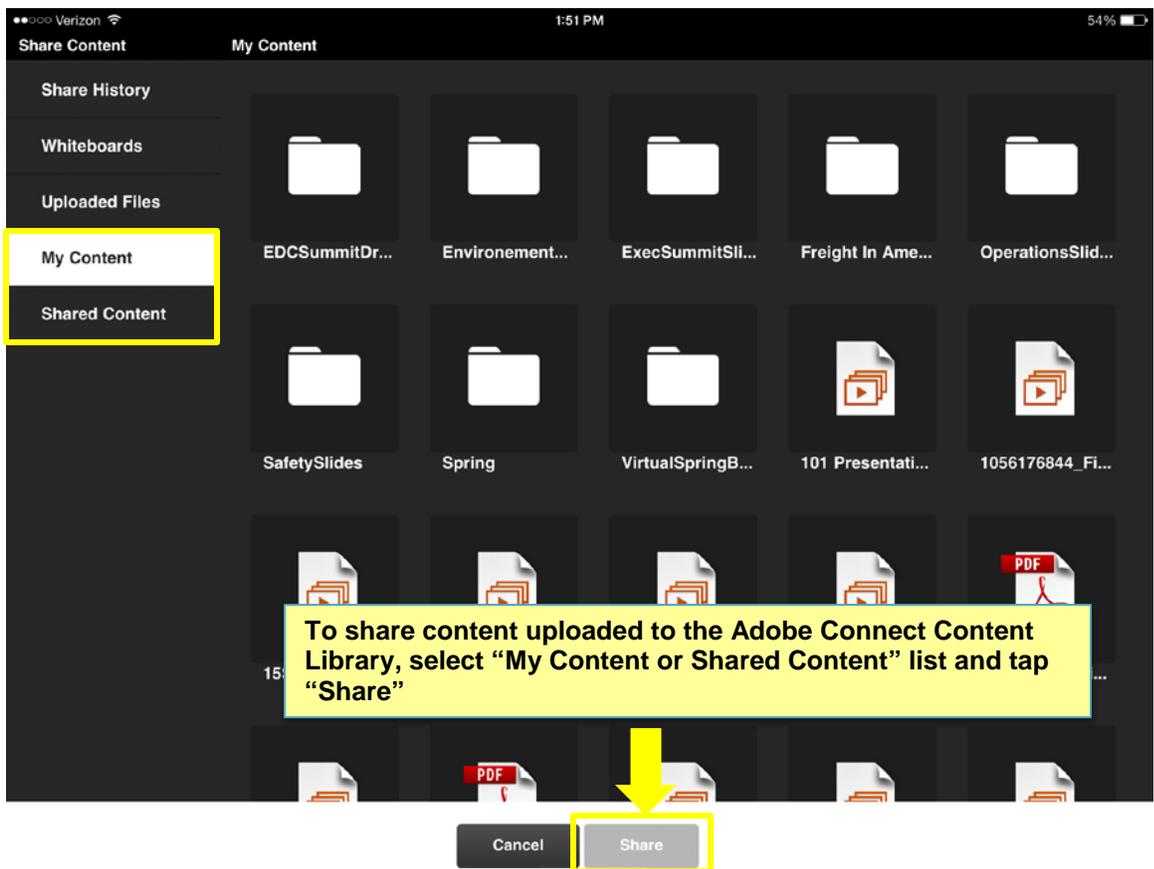
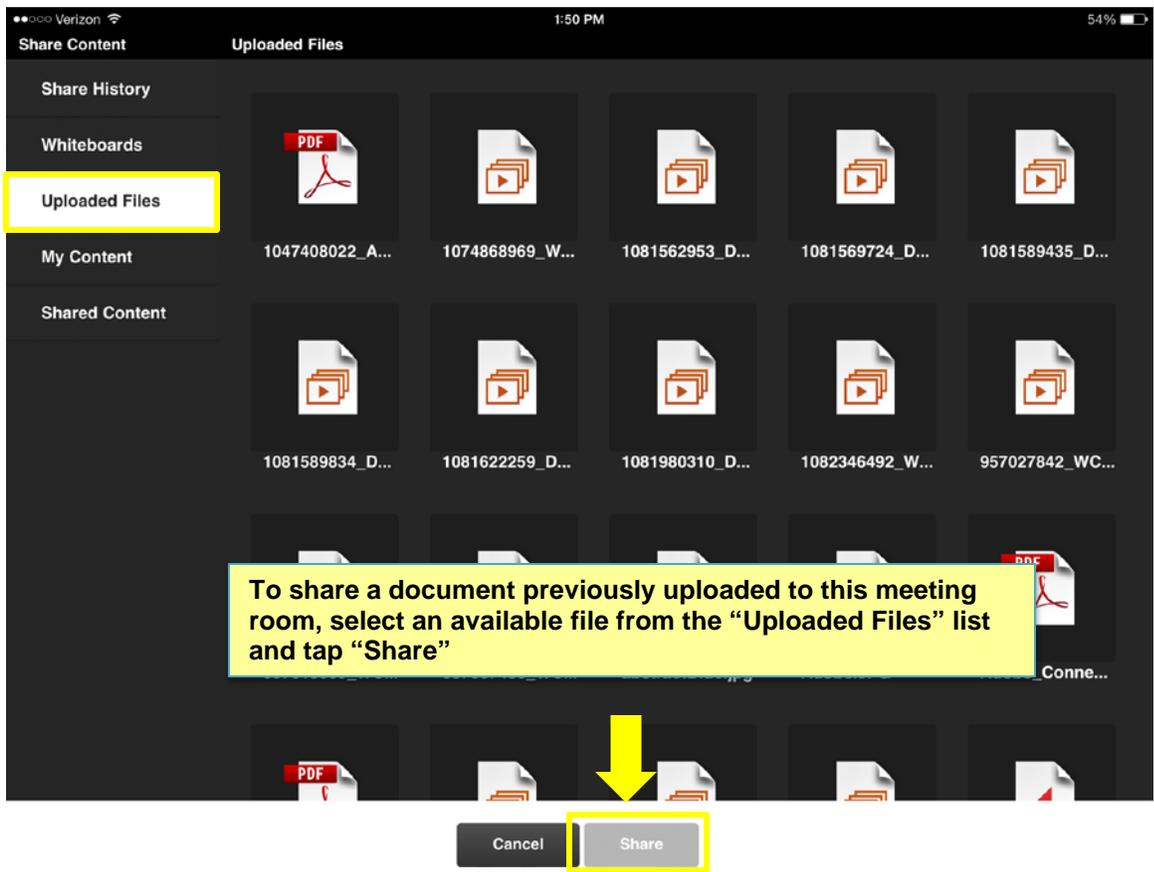
1. Overview Icon: Tap on this icon to have a full view of the meeting room
2. Focus Icon: Tap on this icon to focus on the Share Pod
3. Attendee List Icon: Tap on this icon to view the attendee list
4. Chat Icon: Tap on this icon to view the chat
5. Notes Icon: Tap on this icon to view the notes
6. Status Icon: Tap on this icon to view the attendee status
7. Menu Icon: tap on this icon to access the Host and Presenter controls
8. Notes Pod as displayed in the full view
9. Attendee List Pod as displayed in the full view
10. Chat Pod as displayed in the full view
11. Share Pod as displayed in the full view

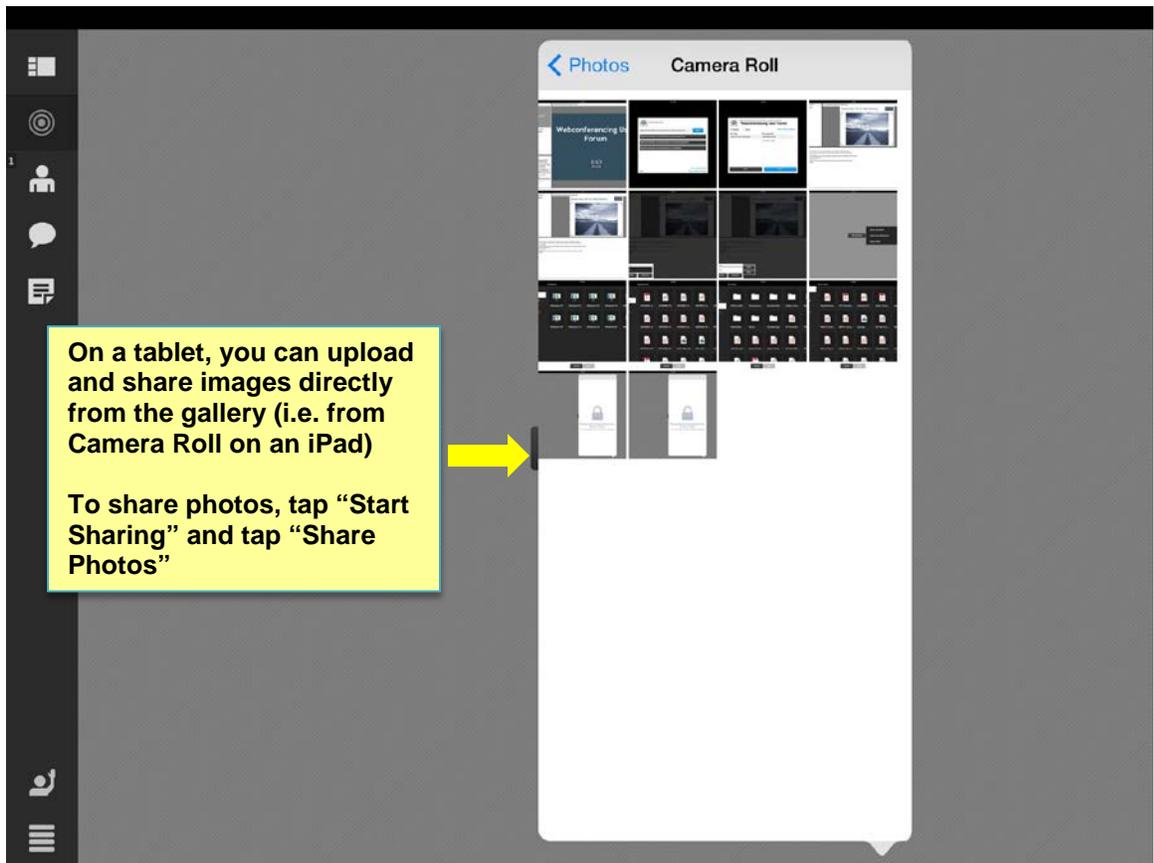
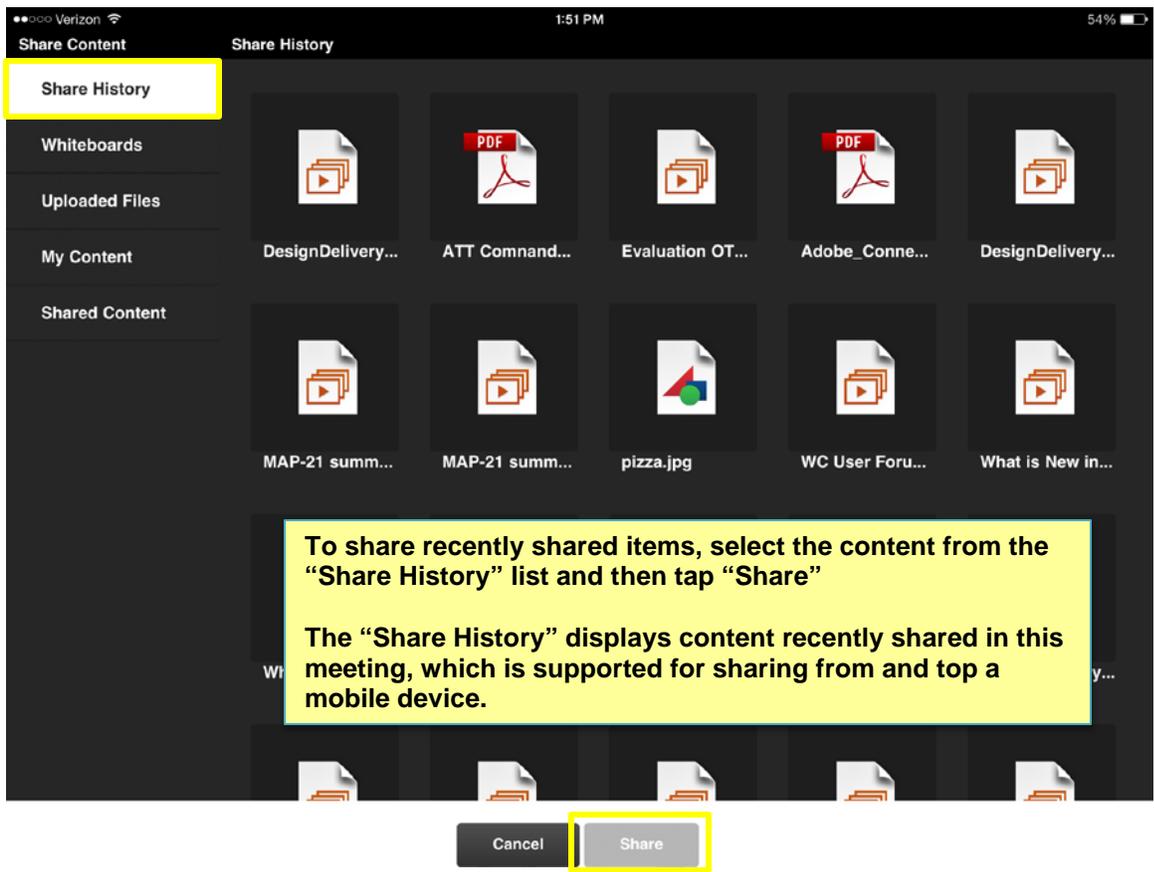


Additional icons may be displayed on the right side bar if the layout in display has additional pods such as the Camera or the Poll Pod.

Sharing Content:







Draw Sync Stop Sharing

WC Tips & Tricks

HAD
HAIS

17/21

This screenshot shows the first slide of a presentation. The slide has a dark blue background with white text. The title 'WC Tips & Tricks' is centered in a large font. Below the title is the logo for 'HAD HAIS'. At the top right, there are three buttons: 'Draw', 'Sync', and 'Stop Sharing'. On the left side, there is a vertical toolbar with several icons, including a target icon. At the bottom center, there is a navigation bar with left and right arrow icons and the text '17/21'.

Sync Stop Sharing

Part 2: WC Tips & Tricks

HAD
HAIS

- Tip #1: Standard fonts > 18
- Tip #2: Import Graphics as JPGs
- Tip # 3: Keep it Simple - text, animation
- Tip #4: Save as PPT
- Tip # 5: Test, Test, Test

Tap on arrow icons at the bottom or swipe the page to move to the next/previous slide.

If animations are included in the slide, use the arrows. Animation sequences display only when using the arrows for navigation.

18/21

This screenshot shows the second slide of the presentation. The slide has a white background with a grey border. The title 'Part 2: WC Tips & Tricks' is at the top left. The 'HAD HAIS' logo is at the top right. The main content is a list of five tips. A yellow callout box on the right side contains instructions on how to navigate between slides. At the bottom center, there is a navigation bar with left and right arrow icons and the text '18/21'.

Part 2: WC Tips

Tip #1: Standalone

Tip #2: Important

Tip # 3: Keep

Tip #4: Save as PPT

Tip # 5: Test, Test, Test

Presentations are in “Sync” by default. When Sync is in blue, it indicates Sync is on.

- Tap “Sync” to disable synchronization and allow participants to browse through slides independently
- Tap “Sync” again to force everyone to view the same content as the host or presenter’s screen

Draw Sync Stop Sharing

HAD HAIS

18/21

Part 2: WC Tips

Tip #1: Standalone

Tip #2: Important

Tip # 3: Keep

Tip #4: Save as PPT

Tip # 5: Test, Test, Test

Tap “Draw” to enable and disable drawing tools. Hosts and Presenters can draw on top of a presentation, whiteboard, video or an image.

A host or Presenter can:

- Change type, color and size of the pointer or object
- Select, resize, rotate and delete drawn objects

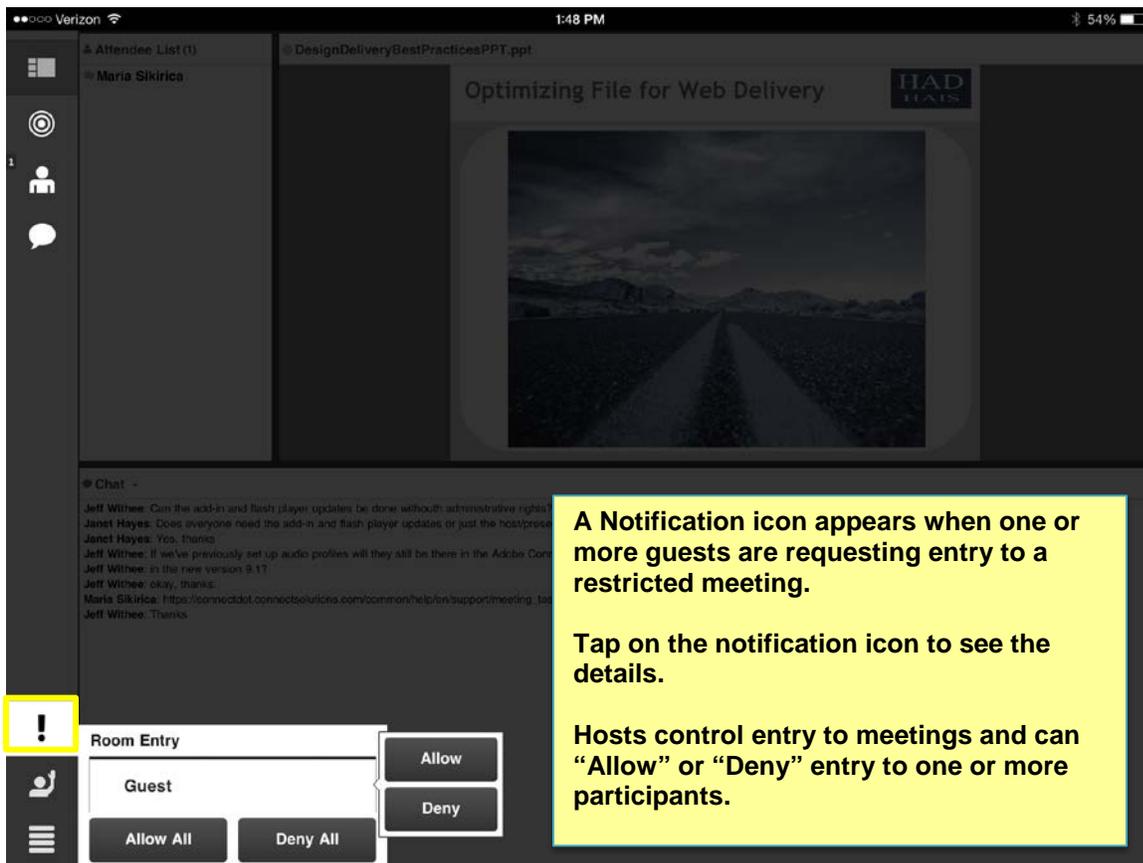
Tap and hold the pencil tool to see all objects

Draw Sync Stop Sharing

HAD HAIS

18/21

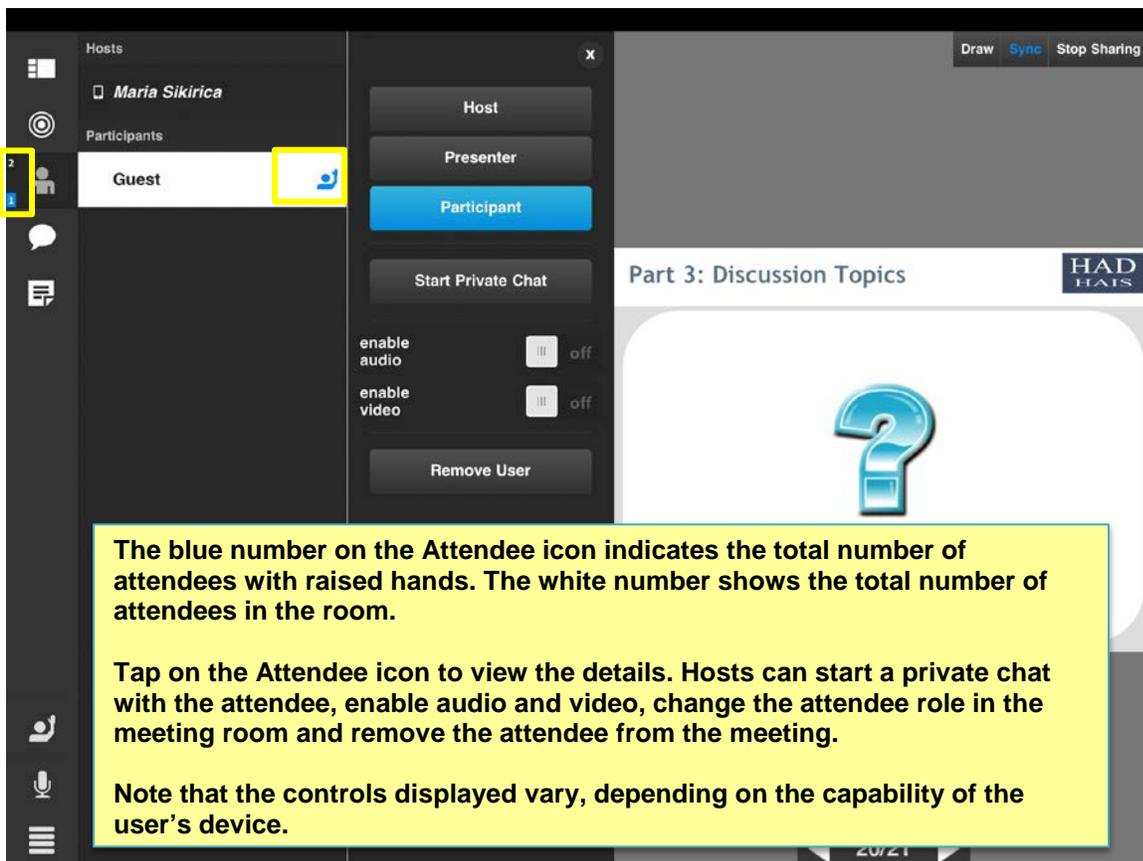
Attendee Management:



A Notification icon appears when one or more guests are requesting entry to a restricted meeting.

Tap on the notification icon to see the details.

Hosts control entry to meetings and can “Allow” or “Deny” entry to one or more participants.



The blue number on the Attendee icon indicates the total number of attendees with raised hands. The white number shows the total number of attendees in the room.

Tap on the Attendee icon to view the details. Hosts can start a private chat with the attendee, enable audio and video, change the attendee role in the meeting room and remove the attendee from the meeting.

Note that the controls displayed vary, depending on the capability of the user’s device.

Entering Notes:

The screenshot displays a mobile application interface for a meeting. On the left is a dark sidebar with icons for home, search, participants, chat, and notes. The 'Notes' icon is highlighted with a yellow box. The main screen is divided into several sections: 'Audio Information' (highlighted with a yellow box) containing teleconference details; a 'Notes 14' pod; a central text area with instructions; a 'Part 3: Discussion Topics' section with a large blue question mark icon; and a bottom navigation bar with a '20/21' indicator. A yellow callout box is overlaid on the screen, providing instructions on how to use the notes feature.

Audio Information

To Join The Audio Portion:
Teleconference Number:
877.336.1839

Passcode: 5079726
To mute and un-mute your line
press *6

Please take a moment to answer
these poll questions

Please download the files on the
download pod. These are
documents with detailed instructions
on this topic.

Notes 14

Part 3: Discussion Topics

**HAD
HATS**

You can review and edit the meeting notes in the Notes Pod.

To edit an existing note, tap on its content. Changes made in the Notes Pod are immediately visible.

If more than one Notes Pod is available on the layout, a list will be displayed and the Host can tap to view the different pods.

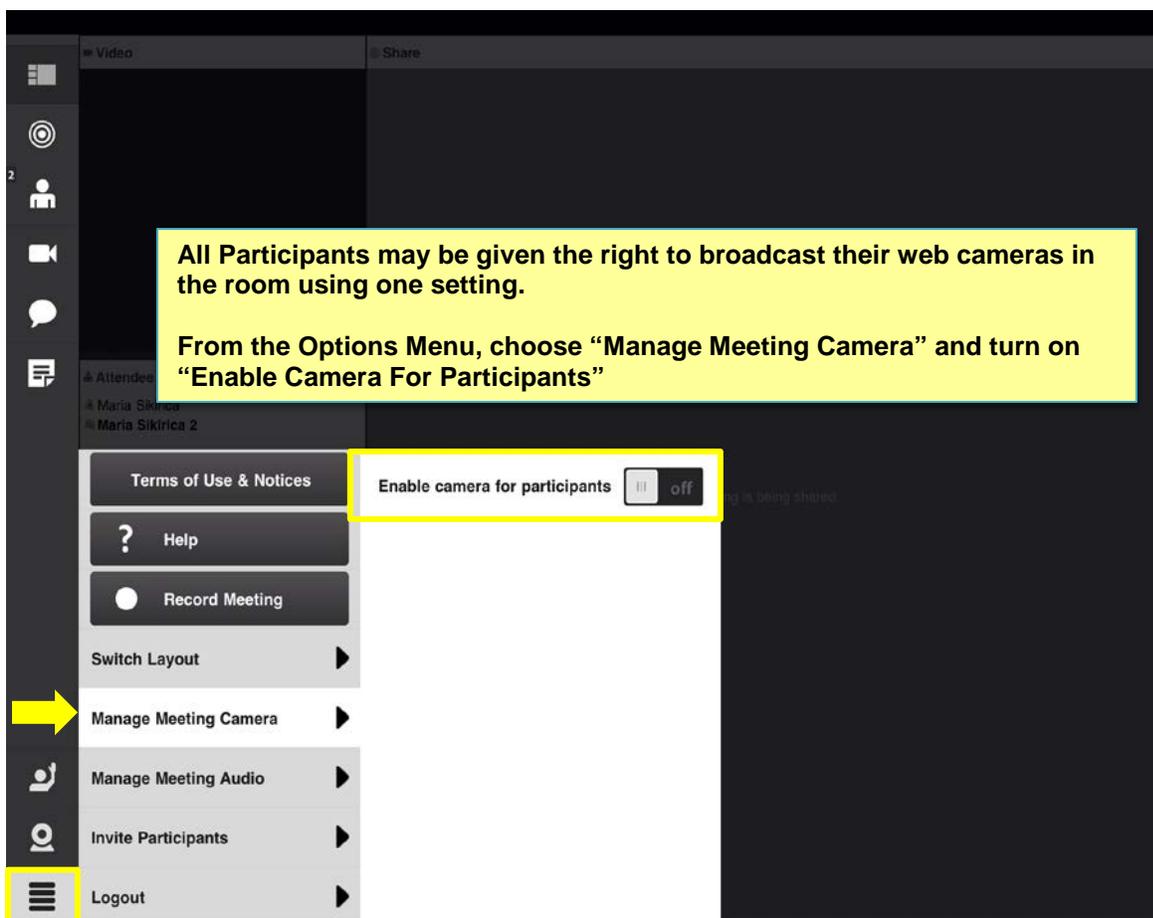
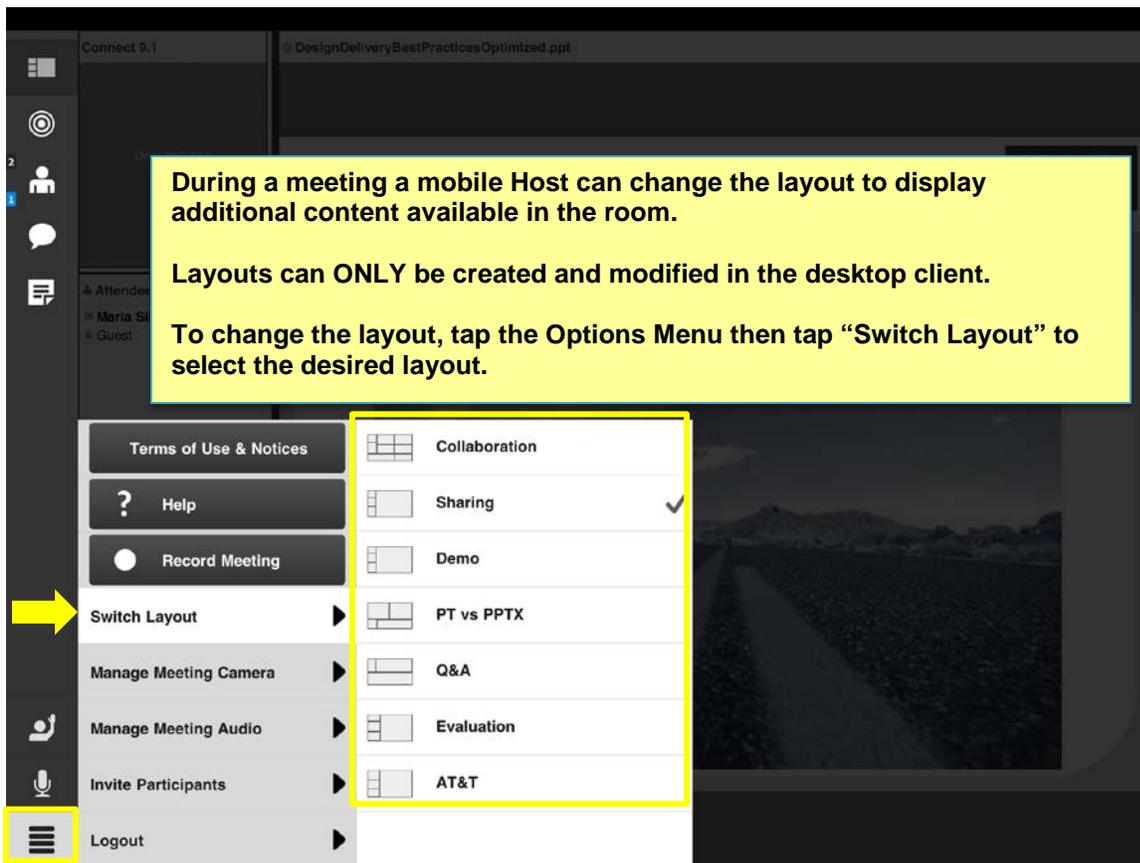
20/21

The Options Menu:

From the Options Menu, the Host can:

1. Switch Layouts
2. Manage Meeting Camera
3. Manage Meeting Audio
4. Invite Participants
5. Record the meeting
6. Logout or end the meeting
7. Access Adobe's Mobile Help and FAQ's

Note that some of the options will vary depending on the capability of the user's device.



Connect 9.1 DesignDeliveryBestPracticesOptimized.ppt

Audio can be broadcast using VoIP (device audio) or teleconferencing or both (Adobe Connect Universal Voice).

Tap the Options Menu, “Manage Meeting Audio”, then tap to turn on audio broadcast either “Using Phone”, “Using Computers”, or both with “Start broadcasting telephony audio” turned on.

To grant VoIP microphone rights to all attendees at once, turn on “Microphone rights for participants”

Terms of Use & Notices

Help

Record Meeting

Switch Layout

Manage Meeting Camera

Manage Meeting Audio

Invite Participants

Logout

How do you want attendees to join this meeting's audio conference?

Using Phone on

Start broadcasting telephony audio on

Using Computers on

Microphone rights for participants off

From the Options Menu, tap “Invite Participants” and then tap “by Email”.

Connect Mobile launches a composed message in your device's email client, which includes a URL to the meeting room.

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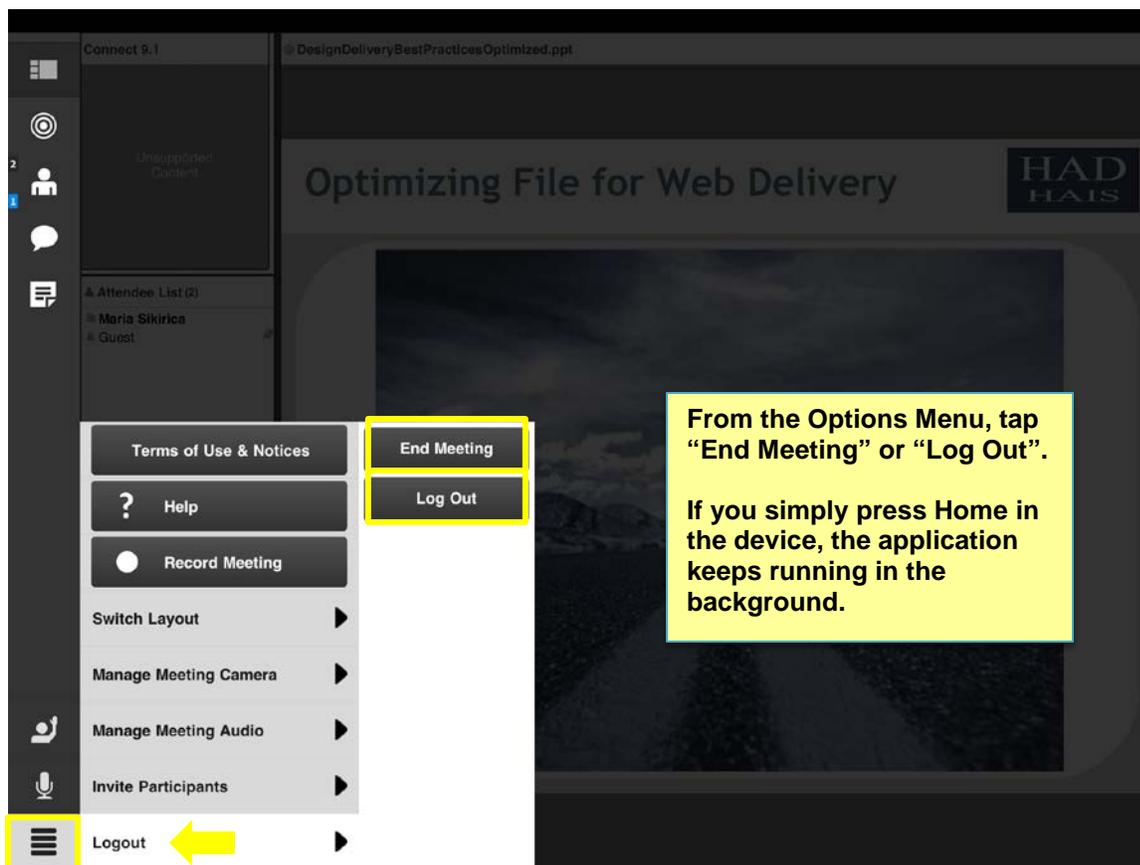
Manage Meeting Audio

Invite Participants

Logout

by Email

Start Sharing



Limitations with Hosting Meetings on Mobile Devices:

Some Pods are not supported on Mobile devices:

- File Pod
- Web Links Pod
- Closed Captioning Pod
- Share Screen

Some Hosts tools are not available on Mobile devices:

- Presenter Only Area
- Create or move Pods
- Create Layouts
- Create Polls
- Start Audio Bridge (With version 2.2, you can start or stop the audio conference bridge, VoIP, or both, for even more control)

Some content types are not supported on Mobile devices:

- Flash Files (swf)
- Presenter Quizzes

Tips for Hosts and Presenters:

- Prepare your meeting room from your desktop client with multiple layouts
- Have all your content uploaded to the Content Library for easy access
- Have multiple Notes Pods available in your layouts so you can use them for different purposes
- Prepare all your Polls from your client desktop

Additional Resources:

Overview: https://www.connectusers.com/tutorials/2012/08/adobe_connect_mobile_20_overview/

References:

[Adobe® Connect™ Mobile 2.0 Getting Started For Hosts and Presenters](#)

[Adobe® Connect™ Mobile 2.0 Getting Started For Participants](#)