

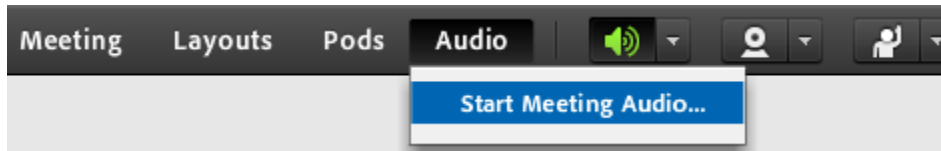


[COLLABORATIVE ADVANTAGE]

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1 HOST DIAL OUT

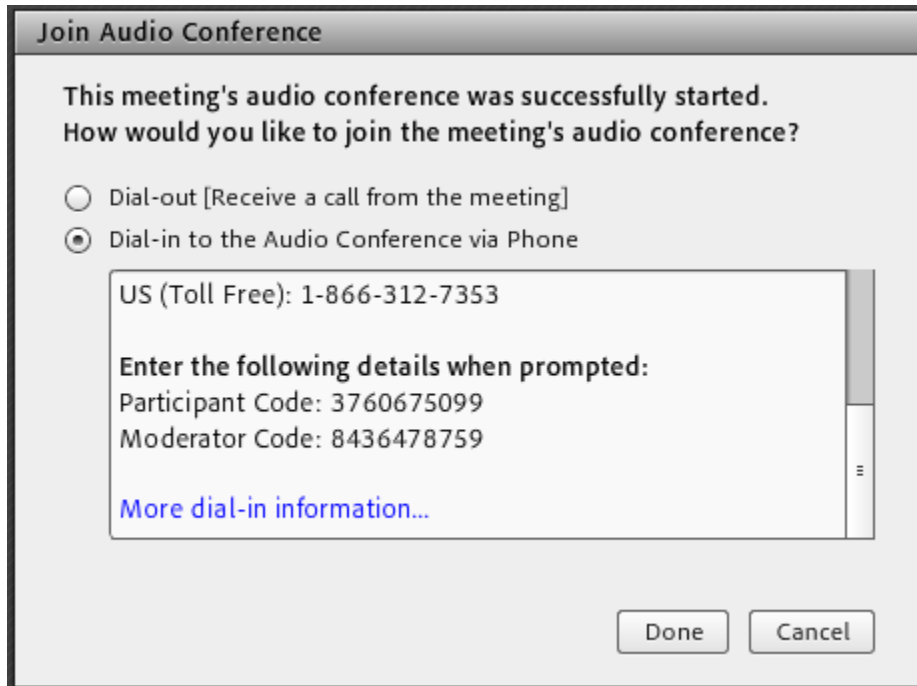


- Select audio menu
- Select start meeting audio
- Select dial out`
- Select your country code from the drop-down and enter your area code and phone number (with no prefix 0's)
- Select join

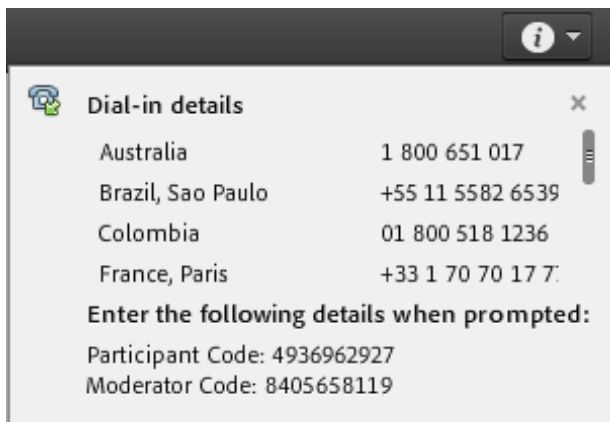
A screenshot of a dialog box titled 'Join Audio Conference'. The dialog box has a light grey background and a dark grey title bar. The text inside reads: 'This meeting's audio conference was successfully started. How would you like to join the meeting's audio conference?'. There are two radio button options. The first option is 'Dial-out [Receive a call from the meeting]' and is selected. Below this option, there is a dropdown menu showing '+49 (DEU)' and a text input field containing '622771234'. The second option is 'Dial-in to the Audio Conference via Phone'. At the bottom right of the dialog box, there are two buttons: 'Join' and 'Cancel'.

2 PARTICIPANT DIAL IN

- Select dial-in to the audio conference via phone
- Dial a number from the list or provided in the meeting invite.
- At the prompt, enter the participant code followed by #
- Select done to close the window.

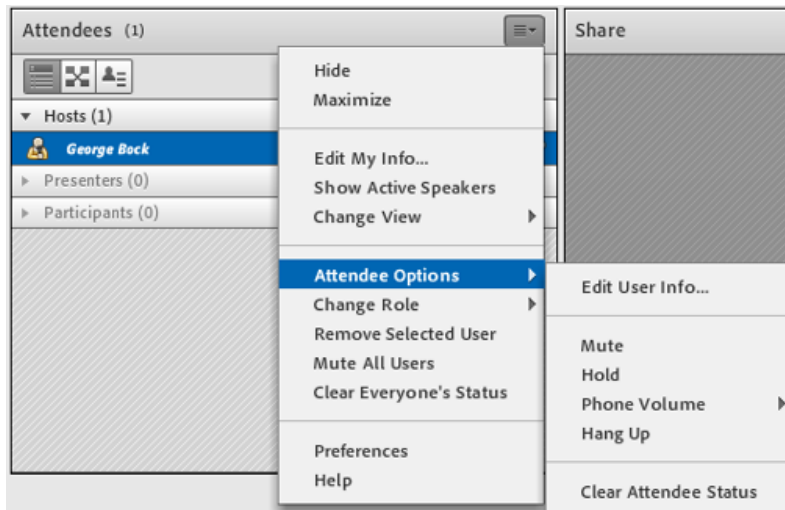


- Click on the *i* icon in the upper right corner of the meeting room to find this information again

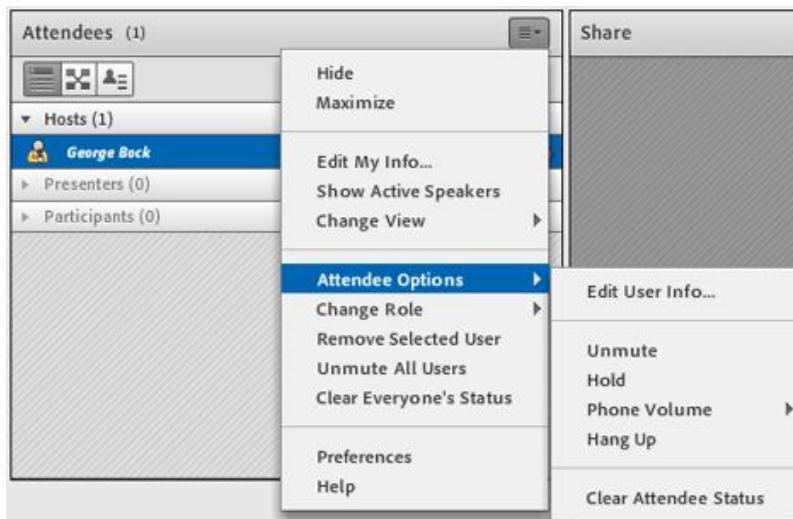


3 MUTE & UNMUTE

- Select a participant from the Attendees pod
- Select pod options (upper right hand corner of the Attendees pod)
- Select attendee options
- Select mute

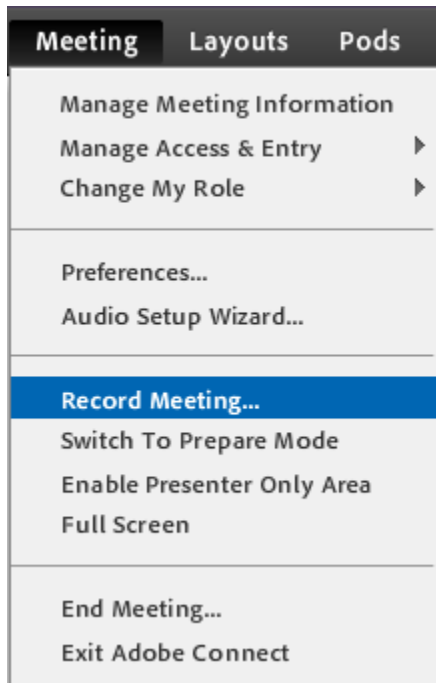


- Select a participant from the Attendees pod
- Select pod options (upper right hand corner of the Attendees pod)
- Select attendee options
- Select unmute



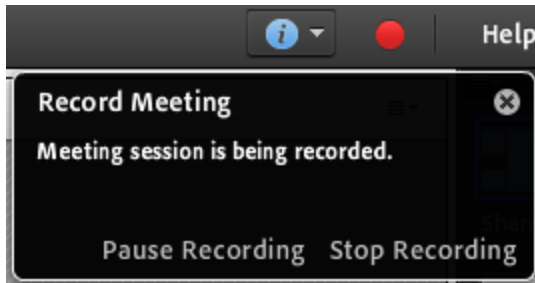
4 RECORD MEETING

- Select meeting menu
- Select record meeting



- Type in the name of the recording
- Select ok

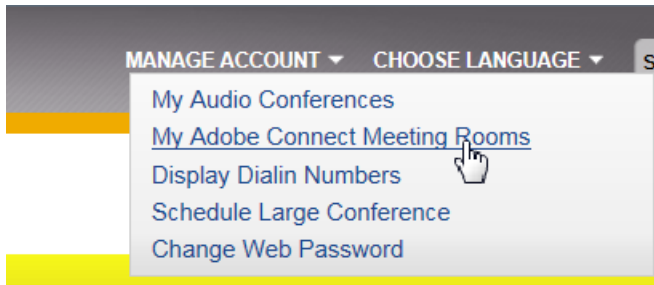




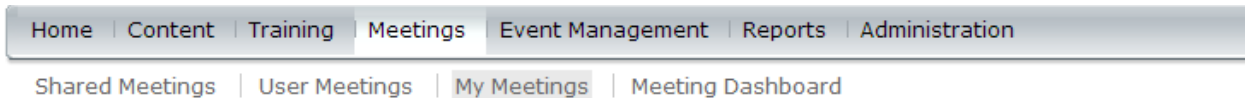
- A recording announcement will play over audio
- Select stop recording when finished recording.

Recordings are stored in your Adobe connect meeting room

- From the SAP CONNECT portal select manage account
- Select My Adobe Connect Meeting Rooms



- Select meetings
- Select my meetings
- Select your meeting room from the list
- Select recordings



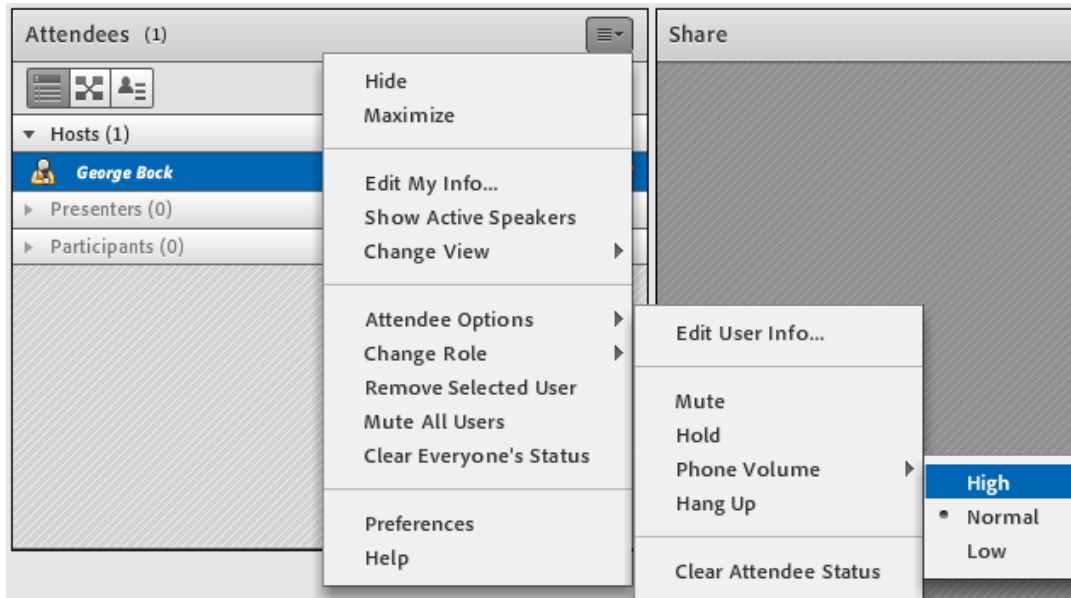
[User Meetings](#) >
 [1999999](#) >
 [Default Meeting Room](#)

[Meeting Information](#) |
 [Edit Information](#) |
 [Edit Participants](#) |
 [Invitations](#) |
 [Uploaded Content](#) |
 [Recordings](#) |
 [Reports](#)

<input type="button" value="Delete"/> <input type="button" value="Move To Folder"/> <input type="button" value="Access Type"/>				
<input type="checkbox"/>	Name ▶	Actions	Access	Recording Date
<input type="checkbox"/>	July 28 Team Meeting	Actions ▼	Private	07/28/2014 10:30
<input type="checkbox"/>	July 25 Client Demo	Actions ▼	Private	07/25/2014 9:49
<input type="checkbox"/>	July 24 Internal Announcement	Actions ▼	Private	07/24/2014 10:24

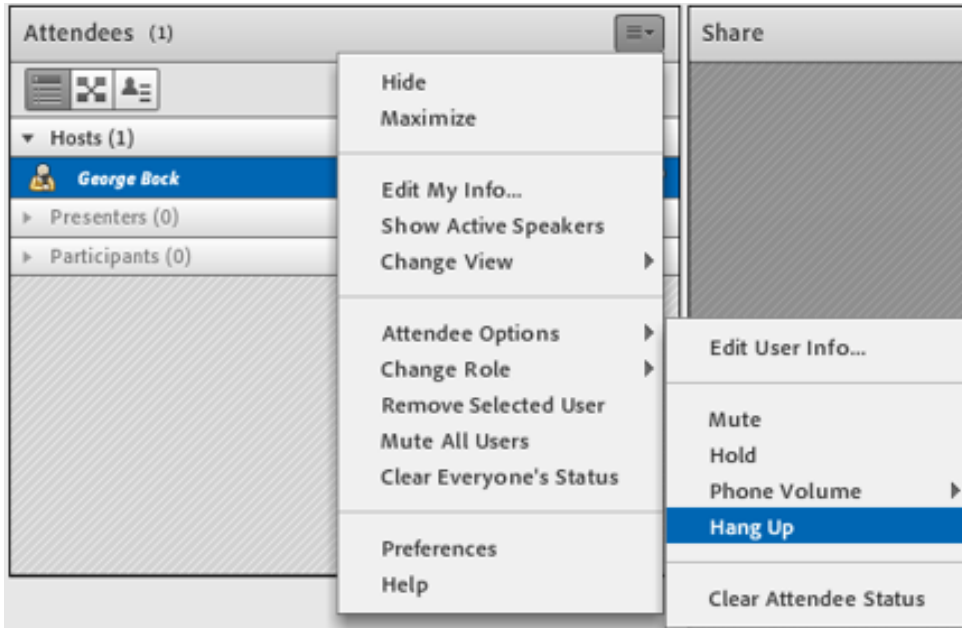
5 PHONE VOLUME CONTROLS

- Select a participant from the Attendees pod
- Select pod options [in the upper right hand corner of attendee pod]
- Select attendee options
- Select phone volume
- Select low, normal, high



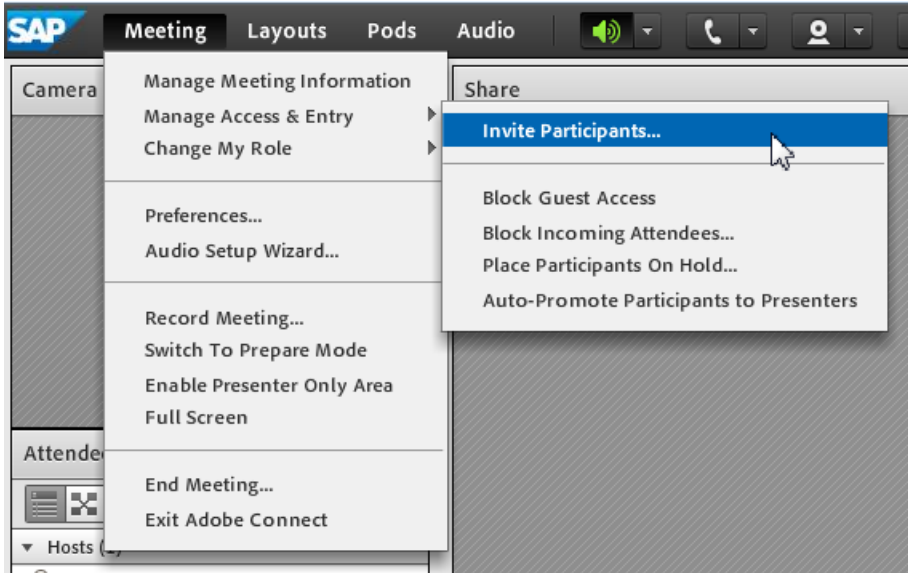
6 DISCONNECT OR HANG UP PARTICIPANTS

- Select a participant from the Attendees pod
- Select pod options [in the upper right hand corner of attendee pod]
- Select attendee options
- Select hang up

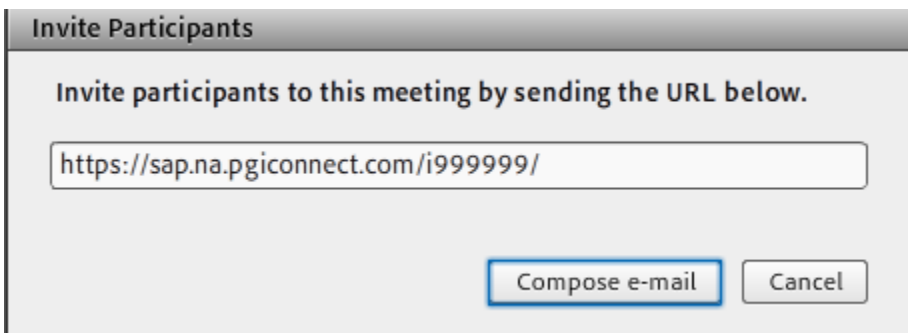


7 INVITE PARTICIPANTS

- Select meeting menu
- Select manage access and entry
- Select invite participants



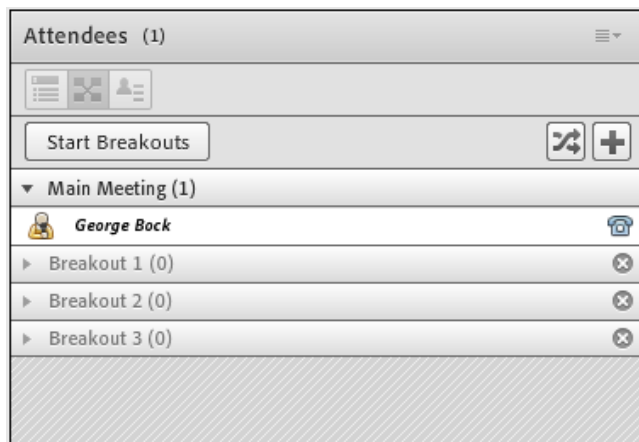
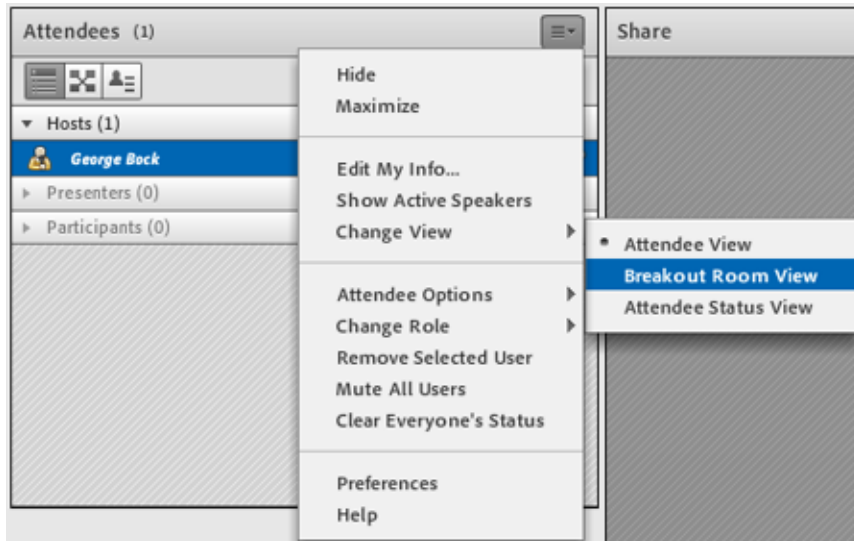
- Select compose email



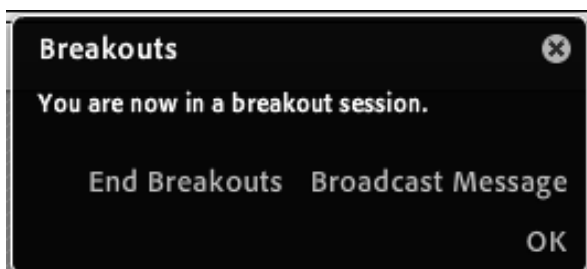
- Your email program will open
- Add "to" recipients and send

8 BREAKOUT ROOMS

- Select pod options [in the upper right hand corner of Attendees pod]
- Select change view
- Select breakout room view



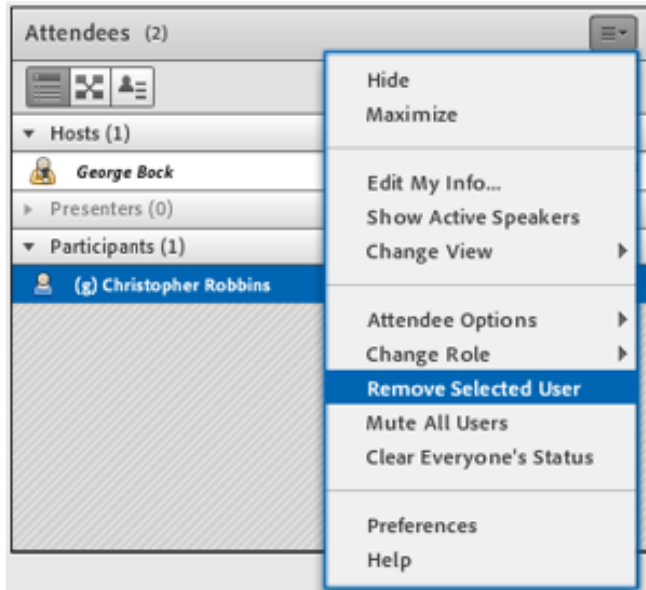
- Click + to add breakout rooms
- Drag and drop participants into breakout rooms
- Select start breakouts



- Select end breakouts to move everyone back to the main meeting

9 REMOVE SELECTED USER

- Select a participant from the Attendees pod
- Select pod options [in the upper right hand corner of attendee pod]
- Select remove selected user



10 CALL A NEW USER

- Select audio menu
- Select call new user



- Enter name, select country code from the drop-down and enter area code and phone number (with no prefix 0's)
- Select call

Call Telephone User

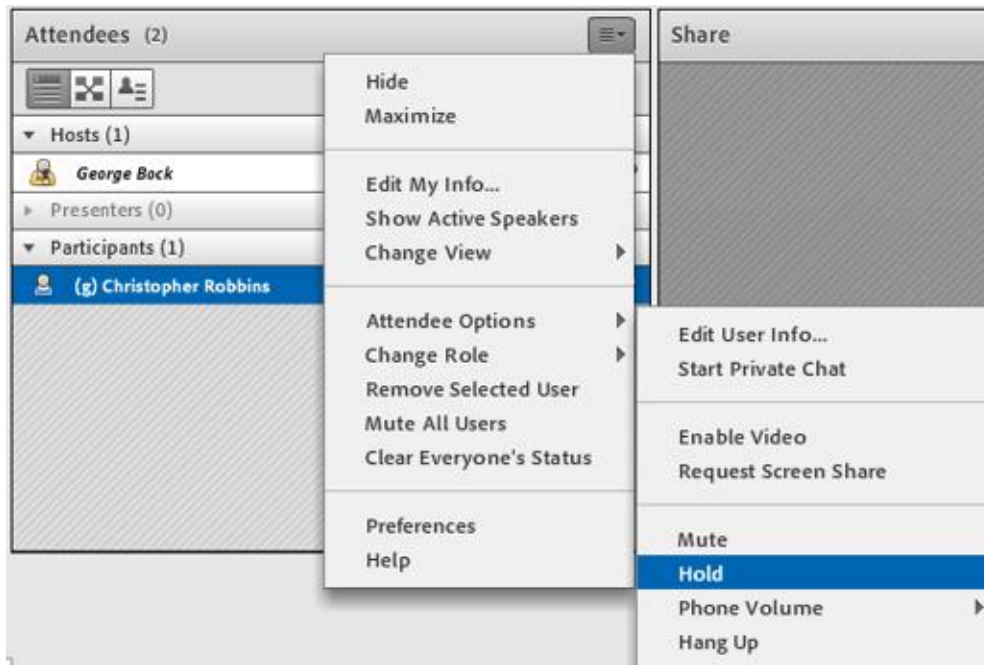
Enter the user's name and phone number to call.

Name

Phone Number

11 PLACE PARTICIPANTS ON HOLD

- Select a participant from the Attendees pod
- Select pod options [in the upper right hand corner of attendee pod]
- Select attendee options
- Select hold



12 UPLOAD CONTENT

- Select pods
- Select share
- Select add new share (Figure 1)
- Select drop-down by share my screen (Figure 2)
- Select share document (Figure 3)

Figure 1:

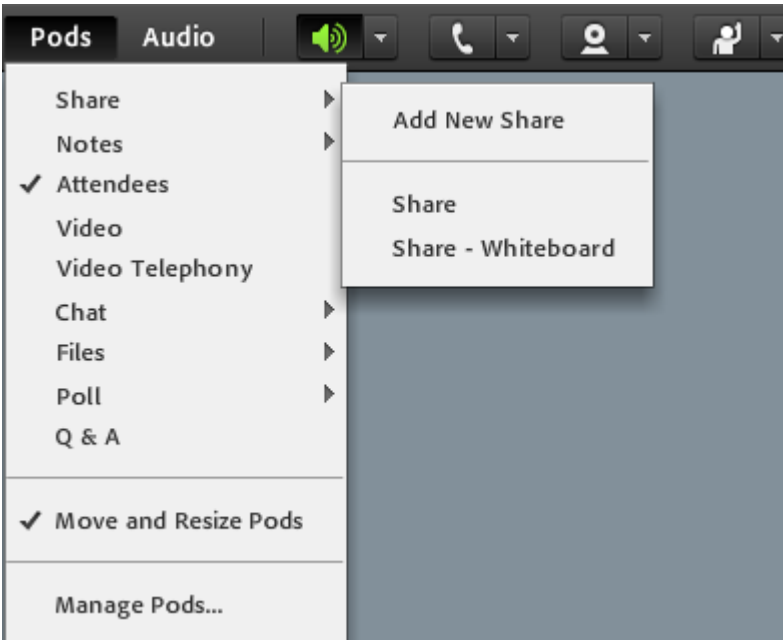


Figure 2:

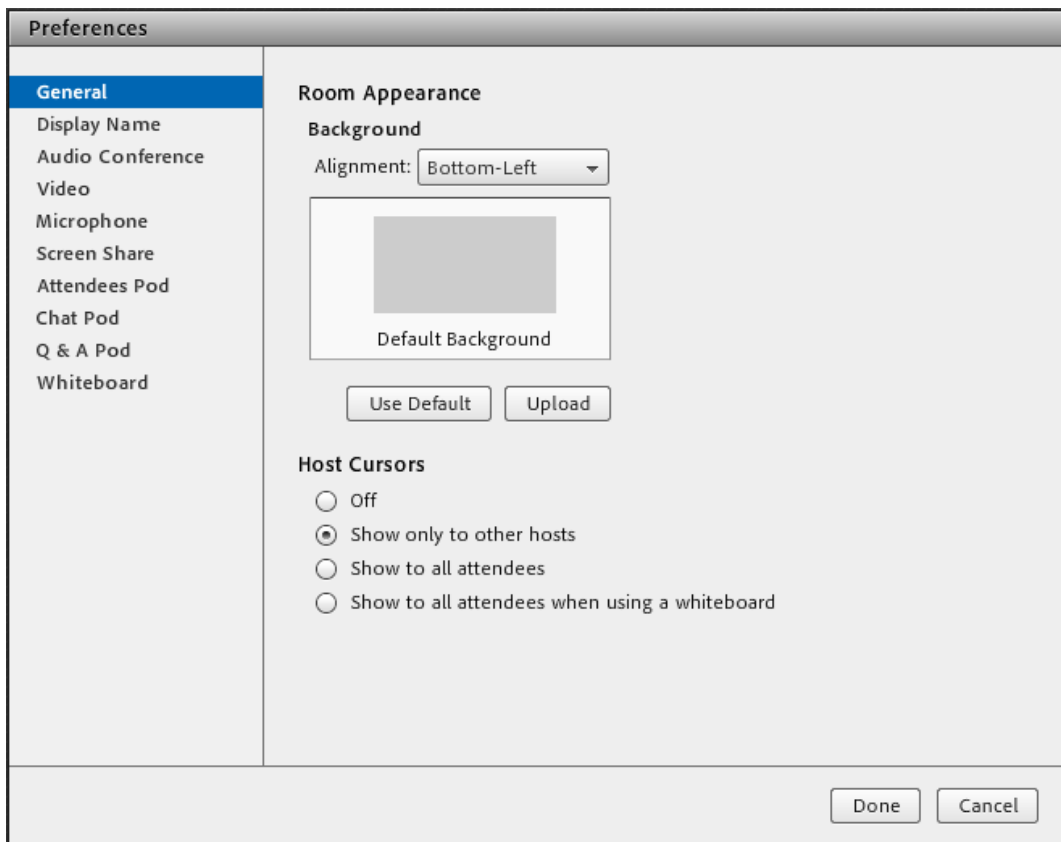
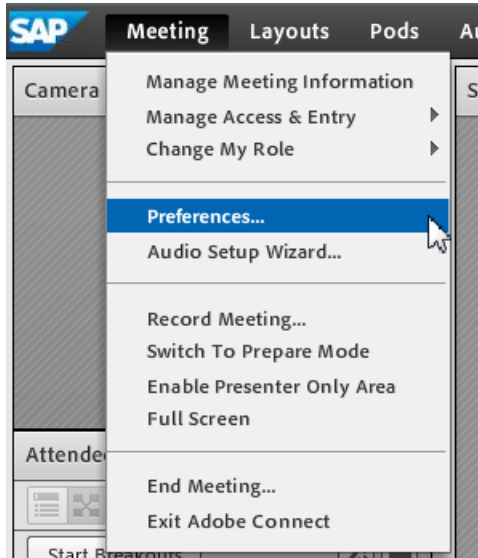


Figure 3:



13 SETTING PREFERENCES

- Select meeting menu
- Select preferences



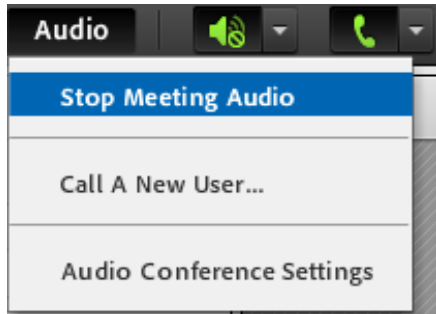
14 RECENTLY SHARED CONTENT

- In the share pod select recently shared
- Select document to share

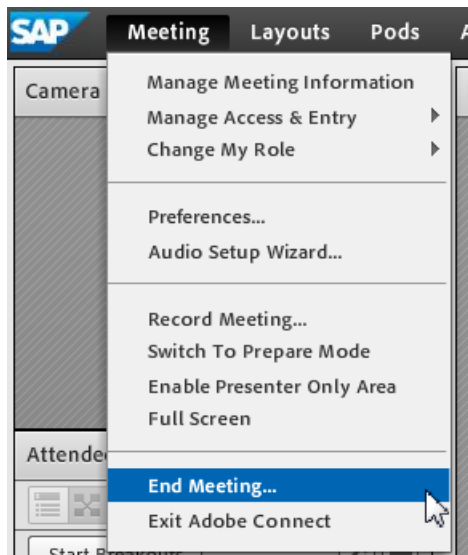


15 END MEETING

- Select audio menu
- Select stop meeting audio



- Select meeting menu
- Select end meeting



- Select ok

