

Adobe® Connect™ Mobile 2.0 Getting Started

For Hosts and Presenters using tablet devices



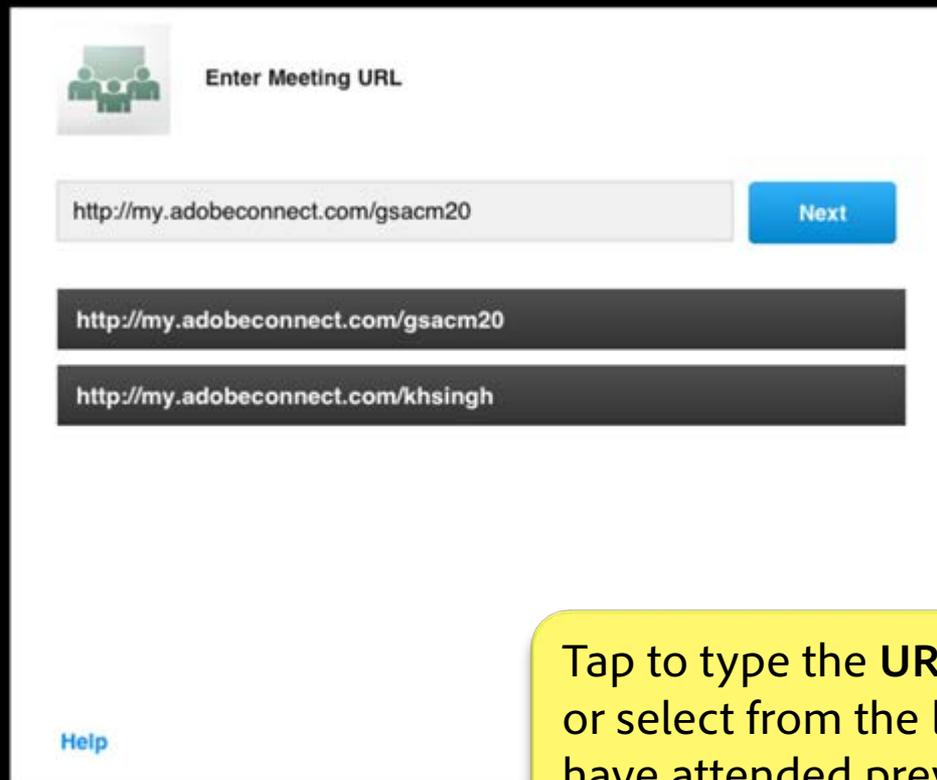
Getting Started for Hosts and Presenters

This guide is additive to the Participants guide, and only includes ***extended capabilities available to Hosts and Presenters.***

Use this Getting Started guide if you plan to use the Host and Presenter capabilities of Adobe® Connect™ Mobile from a tablet device.

View the Getting Started guide for Participants to learn about the general features of Adobe® Connect™ Mobile.

Adobe® Connect™ Mobile: Enter Server URL



Enter Meeting URL

<http://my.adobeconnect.com/gsacm20> Next

<http://my.adobeconnect.com/gsacm20>

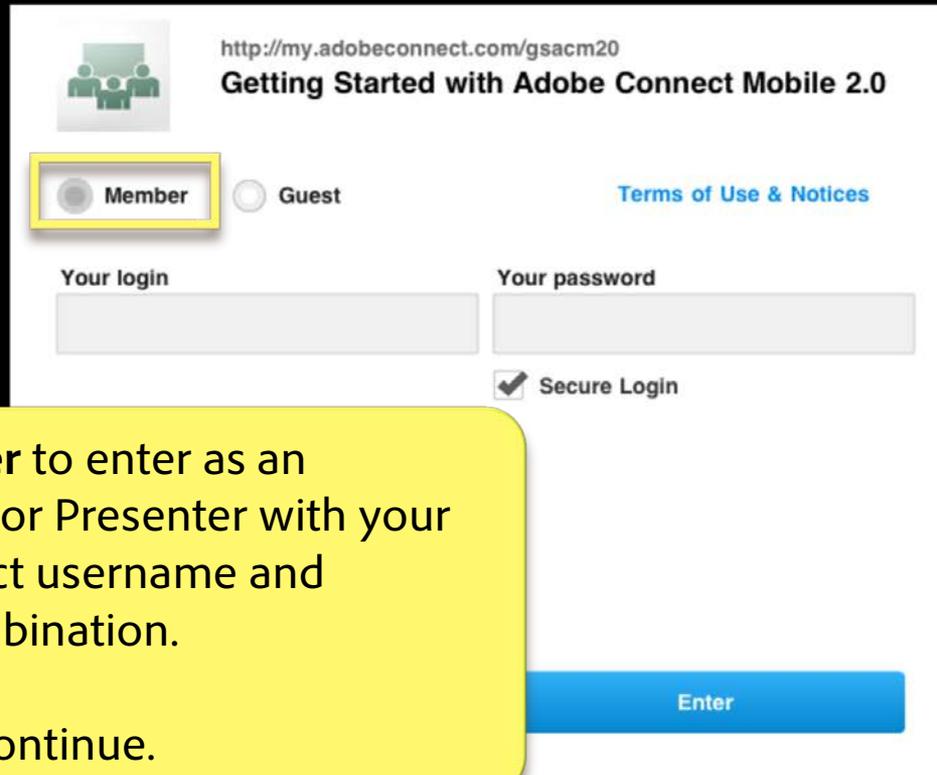
<http://my.adobeconnect.com/khsingh>

[Help](#)

Tap to type the **URL** for your meeting, or select from the list of meetings you have attended previously.

Tap Next.

Adobe® Connect™ Mobile: Enter as Member Option



http://my.adobeconnect.com/gsacm20
Getting Started with Adobe Connect Mobile 2.0

Member Guest [Terms of Use & Notices](#)

Your login

Your password

Secure Login

Enter

Select **Member** to enter as an assigned Host or Presenter with your Adobe Connect username and password combination.

Tap **Enter** to continue.

Adobe® Connect™ Mobile: Control Guest Entry to the Meeting

The screenshot displays the Adobe Connect mobile interface. On the left is a vertical toolbar with icons for video, chat, and notes. A yellow box highlights the notification icon (an exclamation mark) in the toolbar. The main content area shows a video feed of Penny Oliver and a presentation slide titled "Employee New Hire Benefits" with the "MERIDIEN" logo. A yellow callout box explains the notification icon.

Employee New Hire Benefits

MERIDIEN

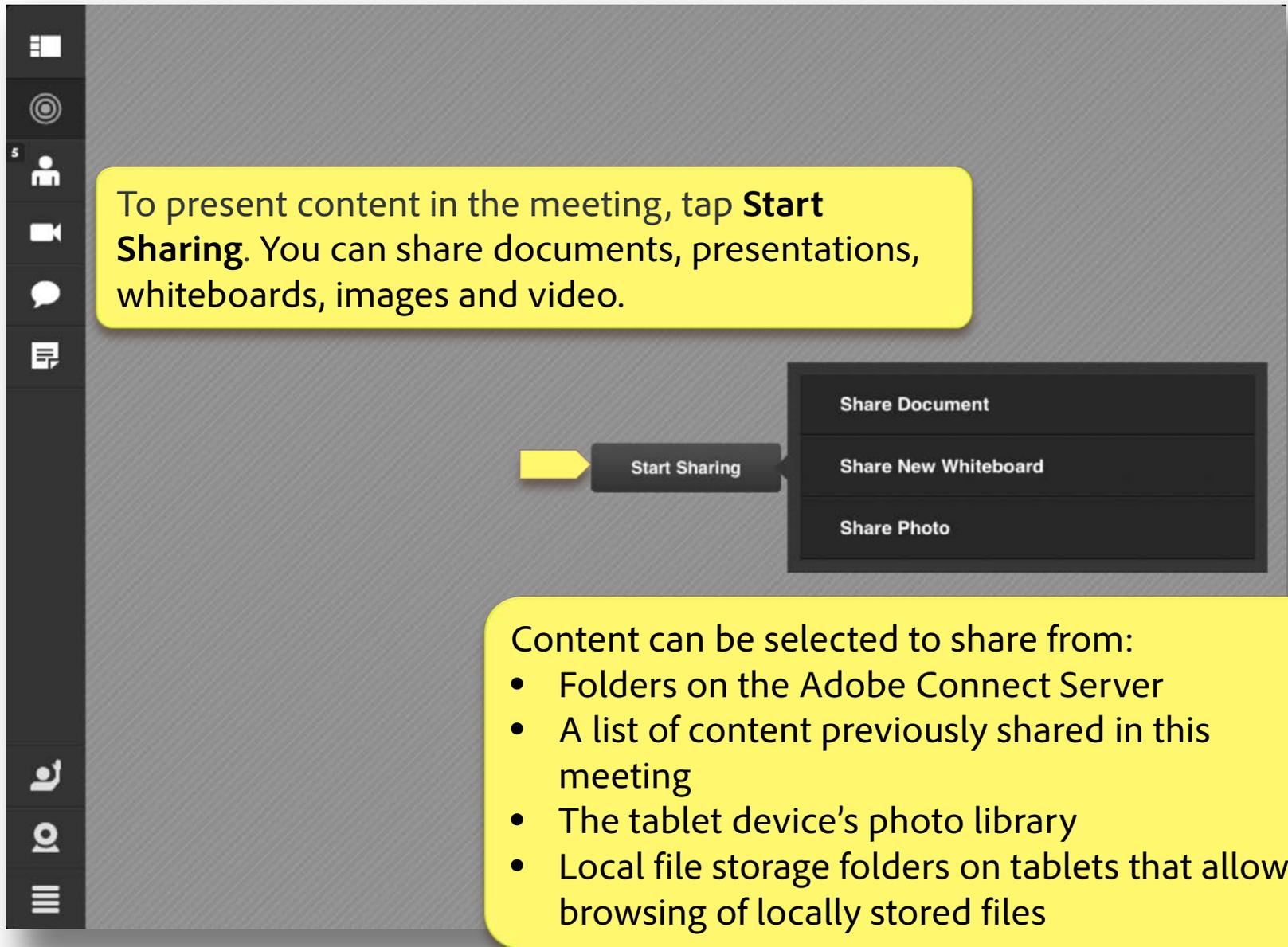
The **Notification** icon appears when one or more guests are requesting entry to a restricted meeting.

Tap to see the notification details.

Adobe® Connect™ Mobile: Control Guest Entry to the Meeting

The screenshot displays the Adobe Connect Mobile interface during a meeting titled "New Employee Benefits". The main content area shows "Employee New Hire Benefits" and the "MERIDIEN" logo. A "Room Entry" overlay is visible, listing attendees: Terry Siddbard and Penny Oliver. Below the list are "Allow All" and "Deny All" buttons. A yellow callout box with a white border contains the text: "Hosts control entry to meetings. Tap the attendees' name to **Allow** or **Deny**." The callout box has two yellow arrows pointing to the "Allow" and "Deny" buttons in the overlay.

Adobe Connect Mobile View: Start Sharing



The screenshot shows the Adobe Connect mobile interface. On the left is a vertical toolbar with icons for home, search, participants (5), video, chat, and documents. The main area has a yellow callout box with text: "To present content in the meeting, tap **Start Sharing**. You can share documents, presentations, whiteboards, images and video." Below this, a "Start Sharing" button is shown with a yellow arrow pointing to it. A dark grey menu is open, listing "Share Document", "Share New Whiteboard", and "Share Photo". At the bottom right, another yellow callout box lists content sources for sharing.

To present content in the meeting, tap **Start Sharing**. You can share documents, presentations, whiteboards, images and video.

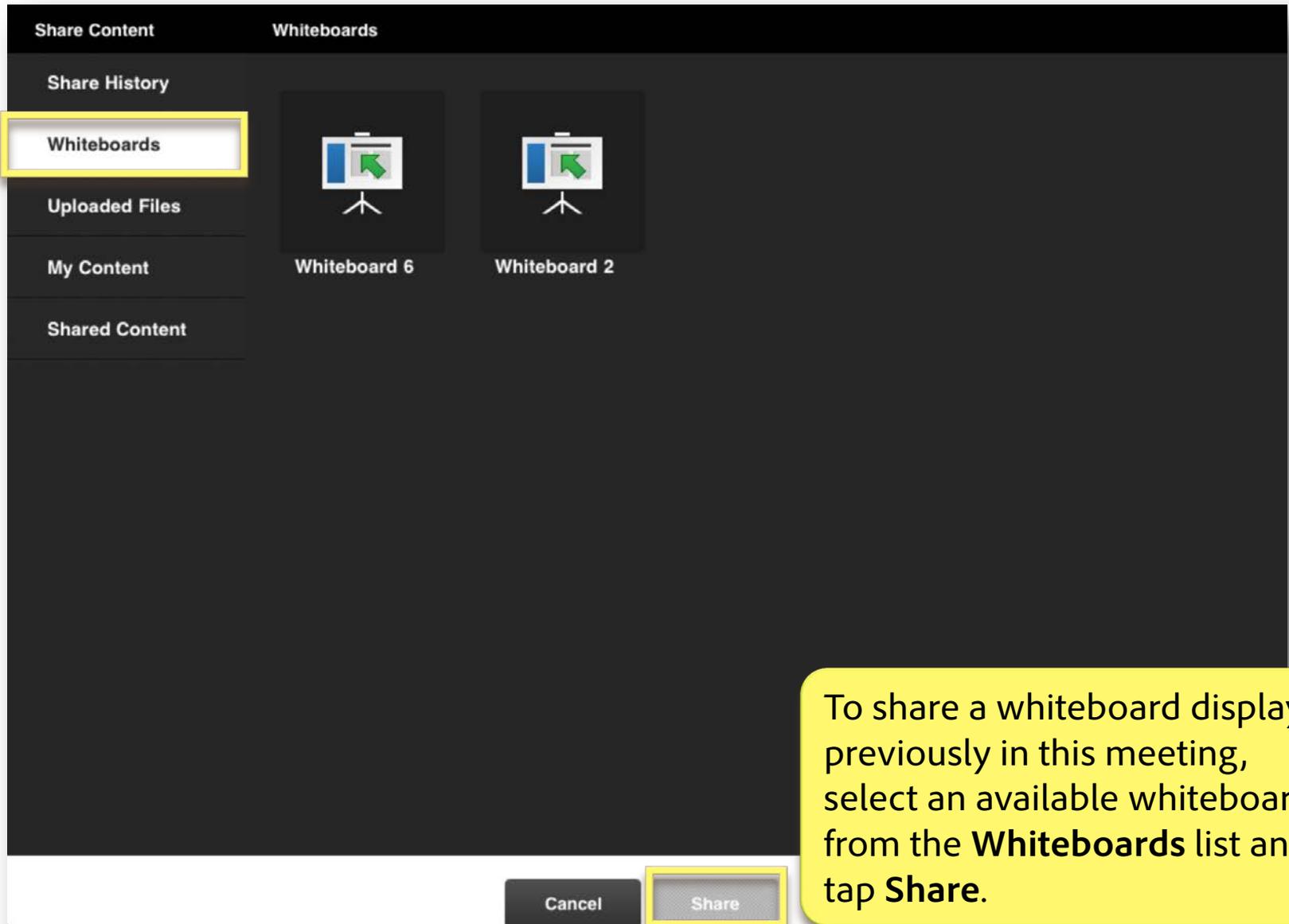
Start Sharing

- Share Document
- Share New Whiteboard
- Share Photo

Content can be selected to share from:

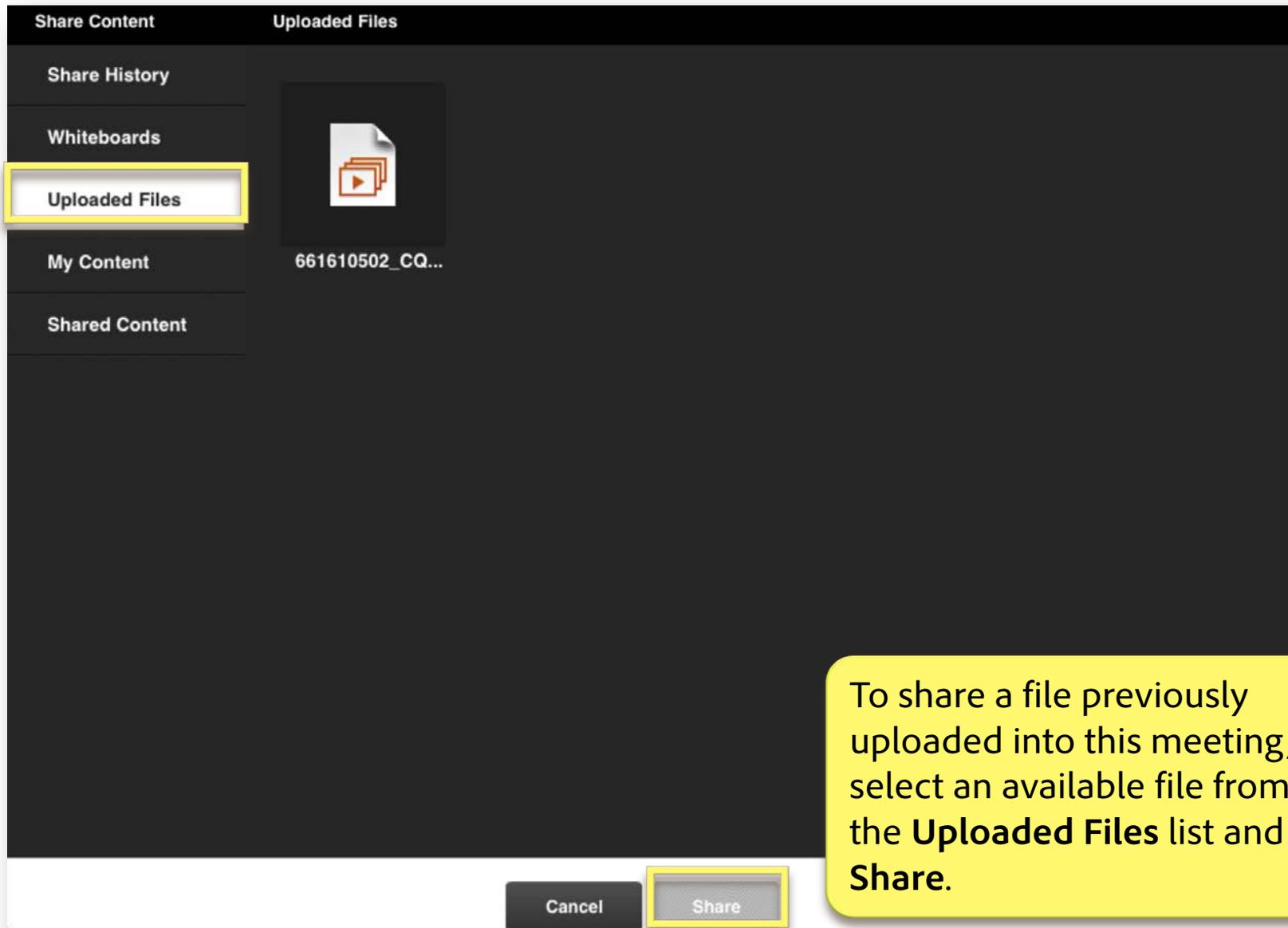
- Folders on the Adobe Connect Server
- A list of content previously shared in this meeting
- The tablet device's photo library
- Local file storage folders on tablets that allow browsing of locally stored files

Adobe Connect Mobile View: Share Whiteboards

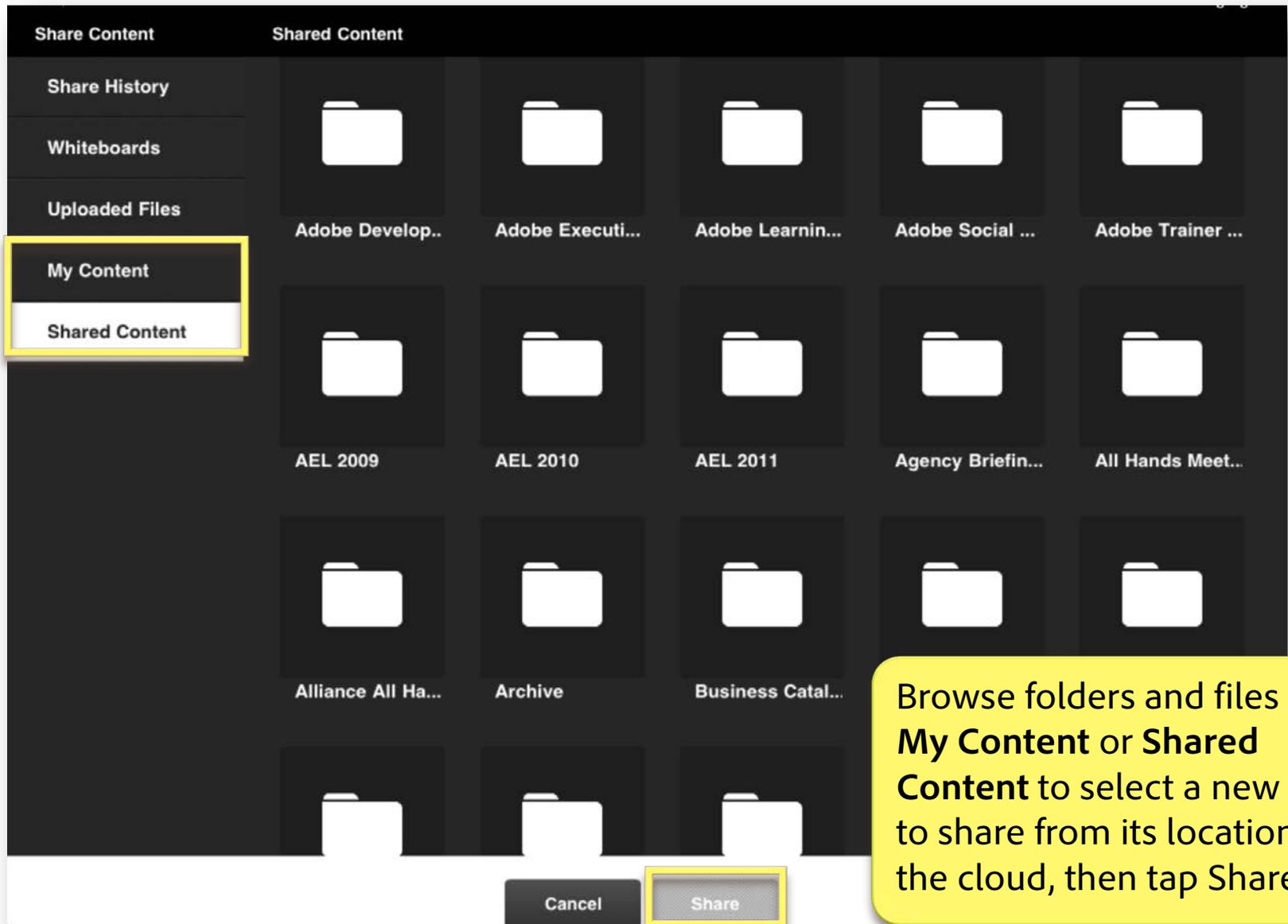


To share a whiteboard displayed previously in this meeting, select an available whiteboard from the **Whiteboards** list and tap **Share**.

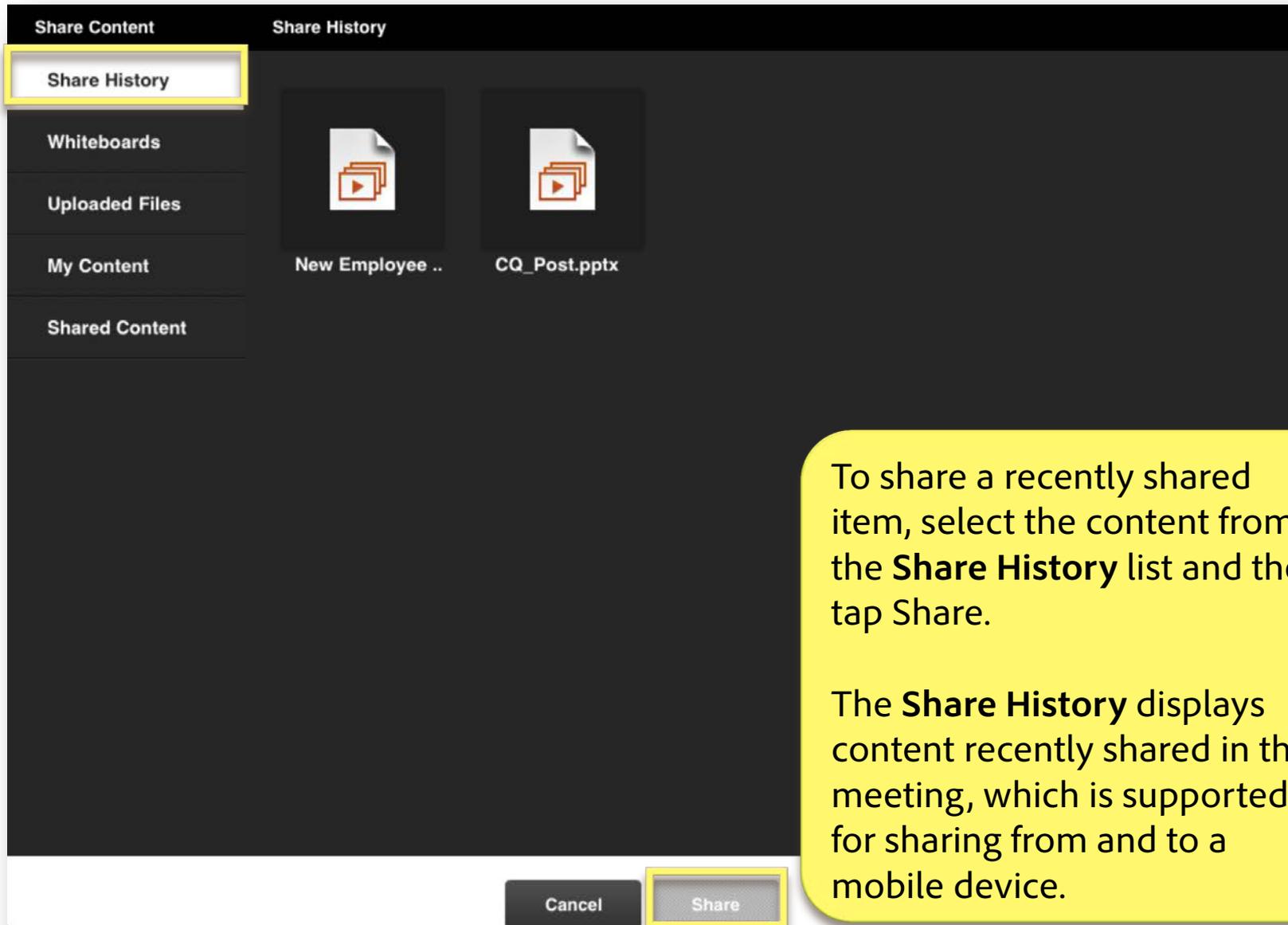
Adobe Connect Mobile View: Share Uploaded Files



Adobe Connect Mobile View: Shared Content



Adobe Connect Mobile View: Share History



To share a recently shared item, select the content from the **Share History** list and then tap Share.

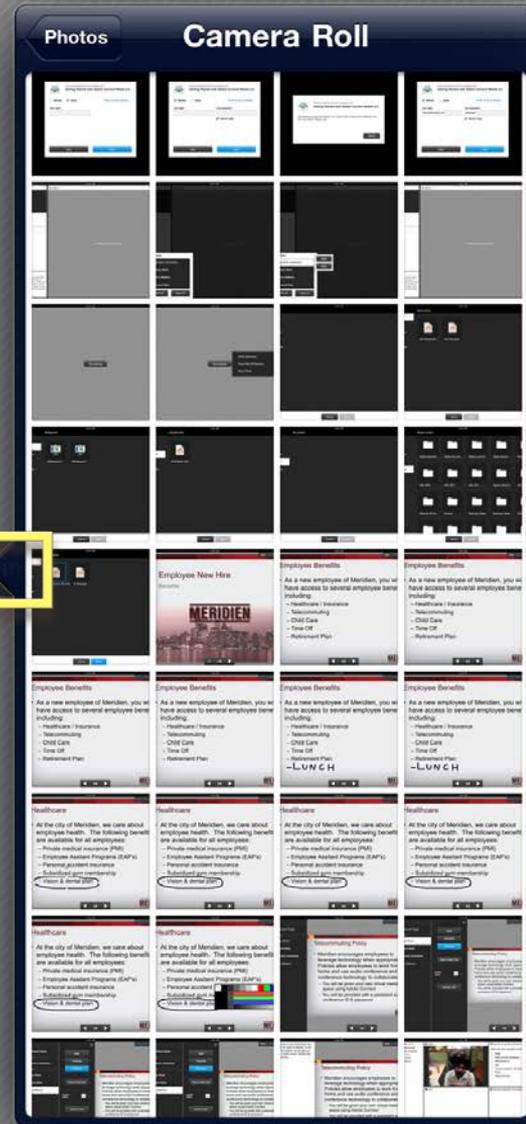
The **Share History** displays content recently shared in this meeting, which is supported for sharing from and to a mobile device.

Adobe Connect Mobile View: Share Photos

On a tablet device, you can upload and share images directly from the gallery (for example, from Camera Roll on an iPad).

To share photos, tap **Start Sharing** and then tap **Share Photos**.

Start Share



Adobe Connect Mobile View: Share Presentations and Documents

The screenshot displays the Adobe Connect Mobile View interface. At the top right, there are buttons for 'Draw', 'Sync', and 'Stop Sharing'. On the left side, a vertical toolbar contains several icons, with the top icon (a target symbol) highlighted by a yellow box. The main content area shows a presentation slide with the title 'Employee New Hire' and the subtitle 'Benefits'. Below the text, the word 'MERIDIEN' is displayed in large, stylized letters over a city skyline background. At the bottom center, there is a navigation bar with left and right arrows and the text '1/8'. A yellow callout box on the right side of the slide contains the following text:

When you're sharing content as a host/presenter, you can perform the following actions:

- Advance slides and animations
- Sync/un-sync viewing of content
- Stop/start sharing
- Draw with the markup tools

Adobe Connect Mobile View: Advance Slides

The screenshot displays the Adobe Connect mobile interface. At the top right, there are buttons for 'Draw', 'Sync', and 'Stop Sharing'. The main content area shows a slide titled 'Employee Benefits' with a bulleted list of benefits. A vertical toolbar on the left contains icons for home, search, participants, video, chat, and notes. At the bottom, a navigation bar includes left and right arrow buttons, a '2/8' indicator, and a yellow arrow pointing right. The 'MERIDIEN' logo is in the bottom right corner.

Employee Benefits

- As a new employee of Meridien, you and your colleagues will have access to several employee benefits including:
 - Healthcare / Insurance
 - Telecommuting
 - Child Care
 - Time Off
 - Retirement Plan

Tap an arrow icon or swipe the page to move to the next/previous slide or page.

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

MERIDIEN

The screenshot shows the Adobe Connect mobile interface. At the top right, there is a yellow arrow button labeled 'Sync' and a grey button labeled 'Stop Sharing'. The main content area displays a slide titled 'Employee Benefits' with the following text:

- As a new employee of Meridien, you will have access to several employee benefits including:
 - Healthcare / Insurance
 - Telecommuting
 - Child Care
 - Time Off
 - Retirement Plan

A yellow callout box on the right side of the slide contains the following text:

Presentations are in 'Sync', by default. Sync in blue indicates that Sync is on.

- Tap **Sync** to disable synchronization and allow participants to browse through slides or documents independently.
- Tap **Sync** again to force everyone to view the same content as on the host's or presenter's screen.

The screenshot displays the Adobe Connect Mobile interface. At the top, a dark red header bar contains the 'Draw' button (highlighted in yellow), 'Sync', and 'Stop Sharing' options. The main content area shows a presentation slide titled 'Employee Benefits' with a bulleted list. A yellow callout box is overlaid on the slide, providing instructions on using the drawing tools. To the right of the slide, a vertical toolbar contains icons for drawing (pencil), selection (crosshair), deletion (trash), undo/redo, size adjustment, color selection, and a navigation arrow. The bottom of the screen features a navigation bar with back and forward arrows and a '2/8' indicator, and the 'MERIDIEN' logo in the bottom right corner.

Employee Benefits

- As a new employee of Meridien, you will have access to several employee benefits including
 - Health
 - Telec
 - Child
 - Time
 - Retire

Tap **Draw** to enable and disable drawing tools. Hosts or presenters can draw on top of a presentation, whiteboard, video, or an image. A host or a presenter can:

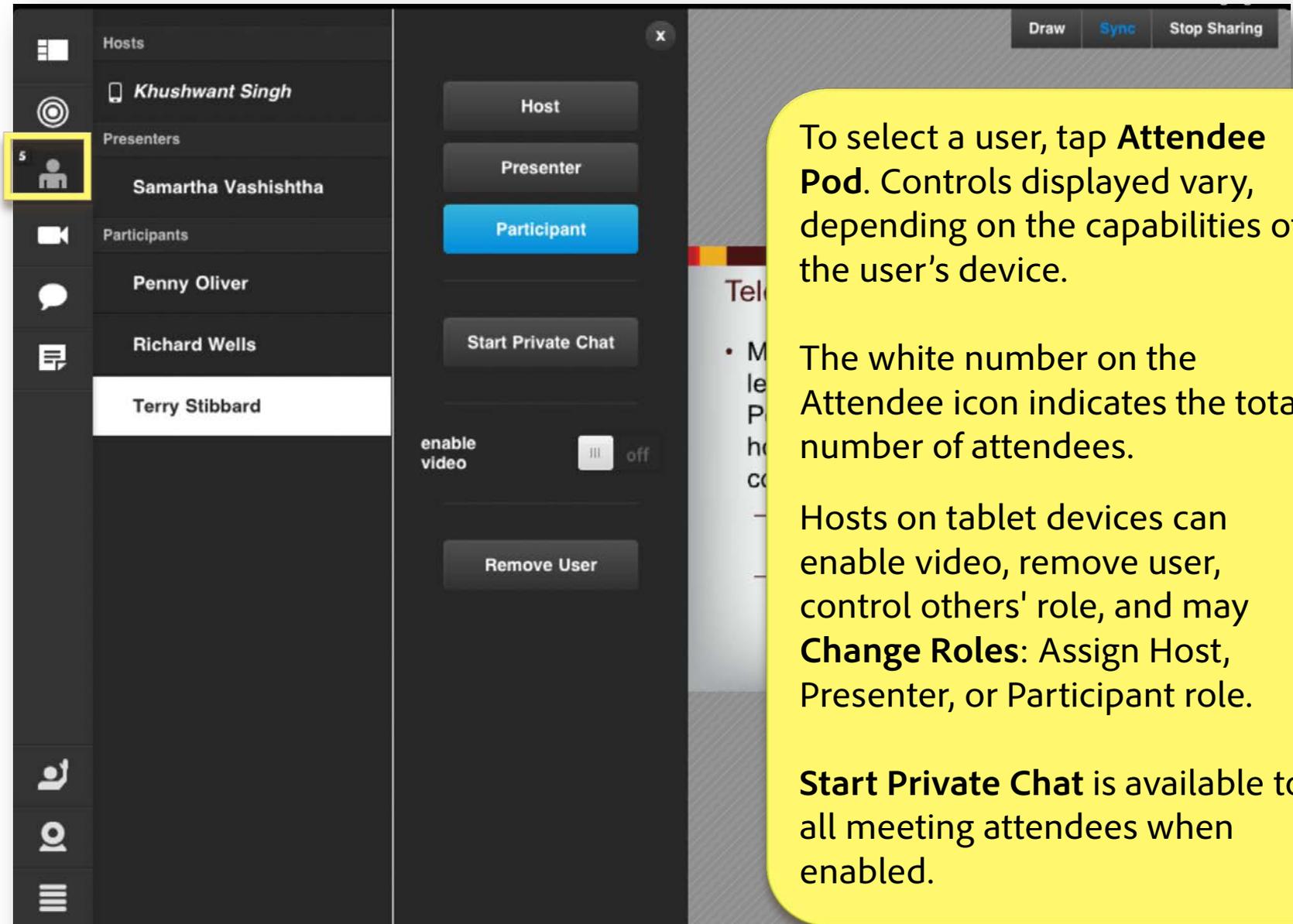
- Change type, color and size of the pointer or object.
- Select, resize, rotate, and delete drawn objects.

Tap and hold the pencil tool to see all objects.

Adobe Connect Mobile View: Stop Sharing



Adobe Connect Mobile View: Attendee Pod Controls



The screenshot shows the Adobe Connect mobile interface. On the left is a vertical sidebar with icons for Hosts, Presenters, and Participants, and a list of names: Khushwant Singh, Samartha Vashishtha, Penny Oliver, Richard Wells, and Terry Stibbard. A yellow box highlights the 'Attendee Pod' icon (a person) with a white number '5' next to it. The main area displays controls for the selected user, including buttons for 'Host', 'Presenter', and 'Participant' (the latter is highlighted in blue), a 'Start Private Chat' button, an 'enable video' toggle (currently off), and a 'Remove User' button. At the top right of the main area are buttons for 'Draw', 'Sync', and 'Stop Sharing'.

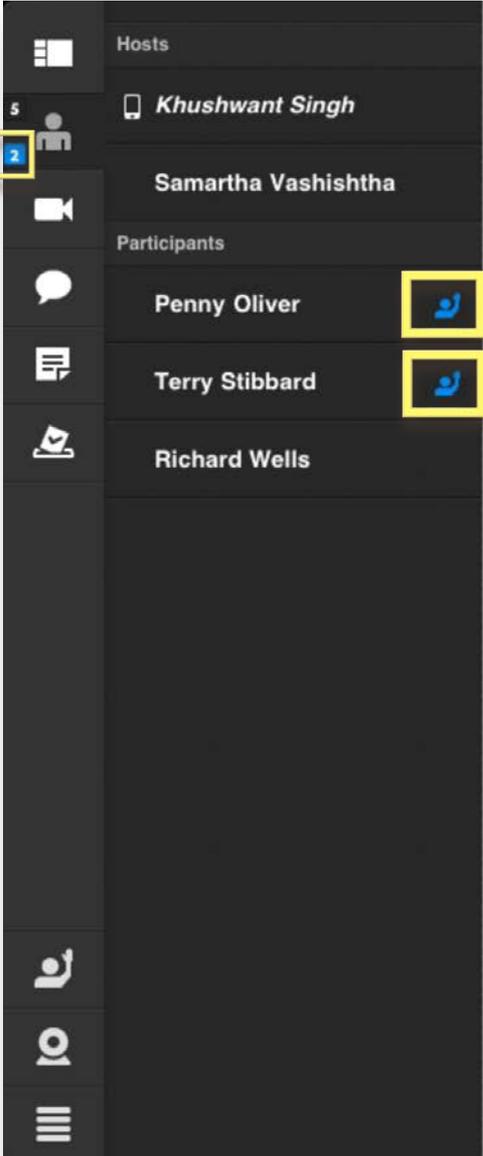
To select a user, tap **Attendee Pod**. Controls displayed vary, depending on the capabilities of the user's device.

The white number on the Attendee icon indicates the total number of attendees.

Hosts on tablet devices can enable video, remove user, control others' role, and may **Change Roles**: Assign Host, Presenter, or Participant role.

Start Private Chat is available to all meeting attendees when enabled.

Adobe Connect Mobile View: Attendee Raised Hands

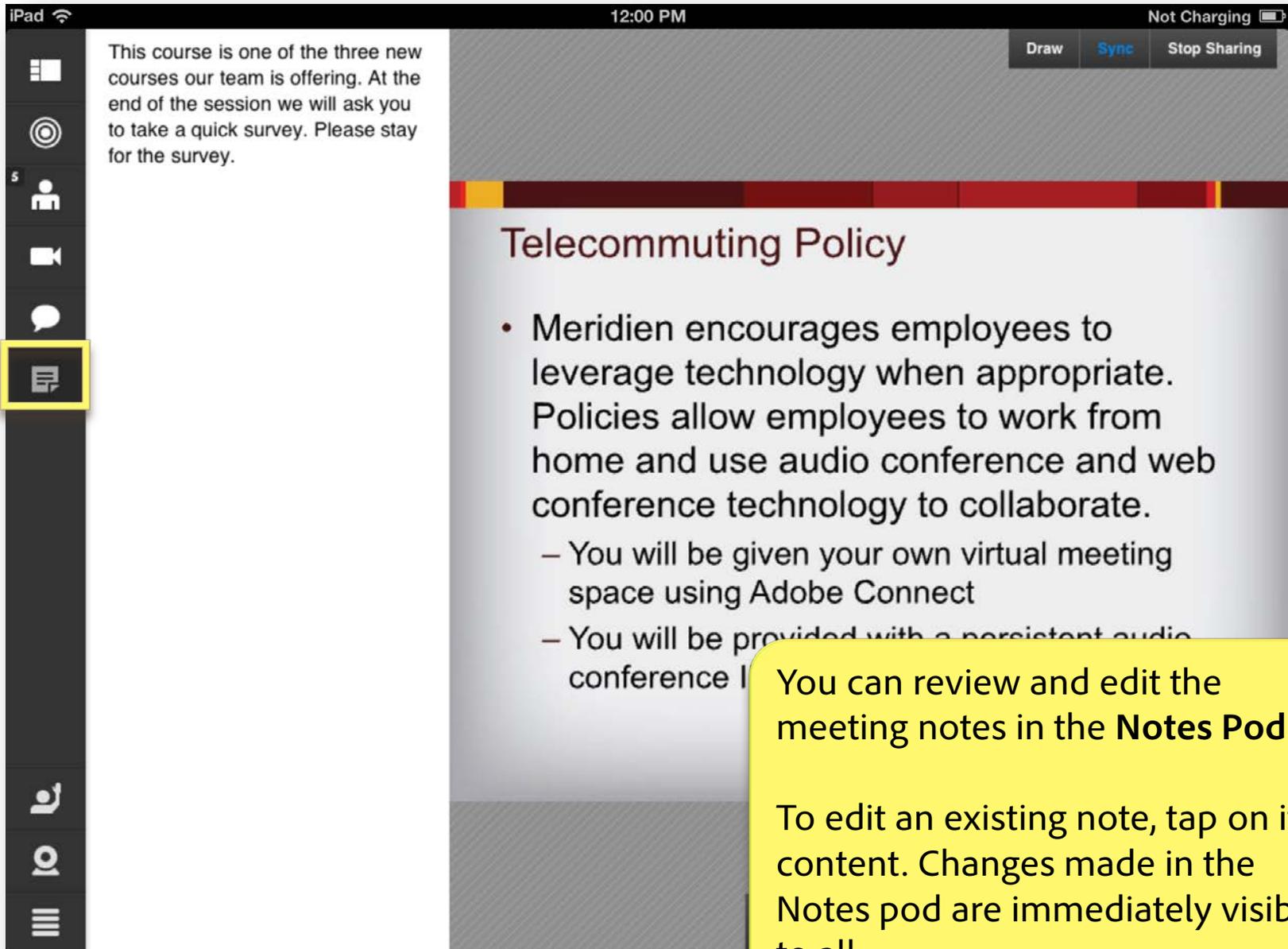


The screenshot displays the Adobe Connect mobile interface. On the left, a vertical sidebar contains navigation icons: a grid, a person icon with a blue '2' (highlighted), a video camera, a speech bubble, a document, and a hand icon. The main area shows a list of participants under the heading 'Participants'. The list includes: Khushwant Singh (Hosts), Samartha Vashishtha (Hosts), Penny Oliver (Participants, with a blue raised hand icon highlighted), Terry Stibbard (Participants, with a blue raised hand icon highlighted), and Richard Wells (Participants). At the bottom of the screen, there are icons for a person, a camera, and a list.

The blue number on the Attendee icon indicates the total number of attendees with raised hands.

Tap the name of a participant with a Raised Hand to access attendee controls and give attendee rights to speak by enabling microphone or web camera. Alternately, ask the attendee to enter his question or comment in the Chat pod.

Adobe Connect Mobile View: Enter Notes



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 to all.

Adobe® Connect™ Mobile: Pod and Layout Changes

The screenshot displays the Adobe Connect mobile interface with a custom layout. On the left is a vertical toolbar with icons for screen sharing, participants, video, chat, document, and poll. The main area is divided into four panels:

- Attendee List (5):** Lists participants: Khushwant Singh, Samartha Vashishtha, Penny Oliver, Richard Wells, and Terry Stibbard.
- Video:** Shows a live video feed of a man in a dark sweater.
- Chat:** Shows a message from Khushwant Singh: "hi".
- How do you usually commute to work?:** A poll with the following data:

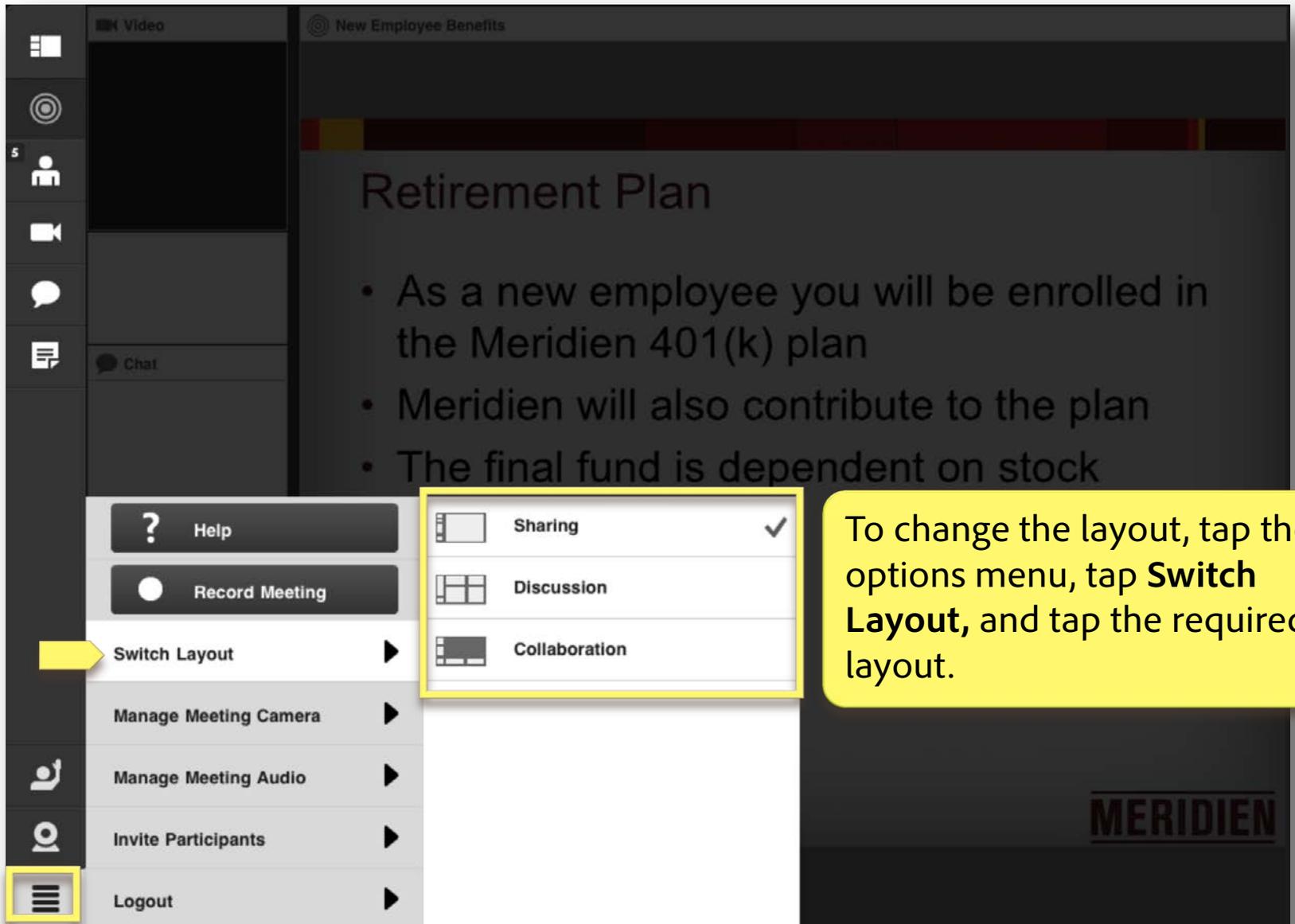
Commuter Method	Percentage	Count
Walk	0%	(0)
Ride (human-powered -	75%	(3)
Motorcycle or	0%	(0)
Car	100%	(4)
Transit (subway, city bus,	0%	(0)
Ferry	0%	(0)
Telecommute	0%	(0)

At the bottom left, there is a **Questions Parking Lot** section with the text: "We will use this list to gather any questions that may require follow up." At the bottom right, there is a **New Hire Challenges and Suggestions** section.

During the meeting a mobile host can change the layout to display additional tools or content available in this room.

Layouts can be created and modified in the desktop client only.

Adobe® Connect™ Mobile: Switch Layout



Adobe® Connect™ Mobile: Manage Meeting Camera

The screenshot displays the Adobe Connect Mobile interface. On the left, a vertical sidebar contains icons for Video, Chat, and a list of participants. The main content area shows a presentation slide titled "New Employee Benefits" with a sub-heading "Retirement Plan" and a bulleted list of points. A menu is open over the bottom-left corner, listing options: Help, Record Meeting, Switch Layout, Manage Meeting Camera, Manage Meeting Audio, Invite Participants, and Logout. A yellow arrow points to the "Manage Meeting Camera" option. A secondary menu is open for "Manage Meeting Camera", showing a toggle switch for "Enable camera for participants" which is currently turned "on".

Retirement Plan

- As a new employee you will be enrolled in the Meridien 401(k) plan
- Meridien will also contribute to the plan
- The final fund is depend

Help

Record Meeting

Switch Layout

Manage Meeting Camera

Manage Meeting Audio

Invite Participants

Logout

Enable camera for participants on

All participants may be given the right to broadcast their web cameras in the room using one setting.

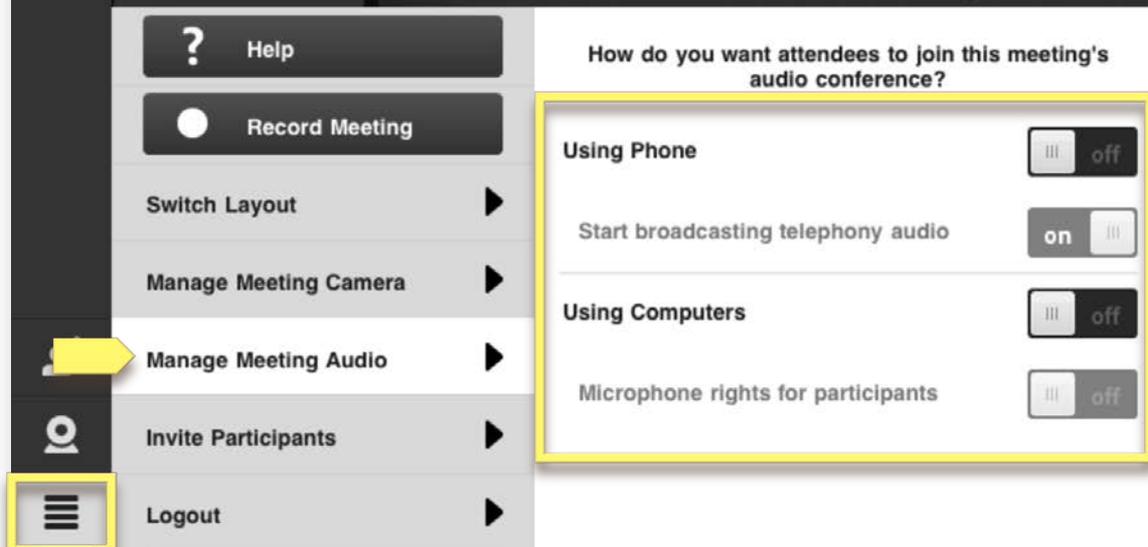
From the options menu, choose **Manage Meeting Camera**, and turn on **Enable Camera For Participants**.

Adobe® Connect™ Mobile: Manage Meeting Audio

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

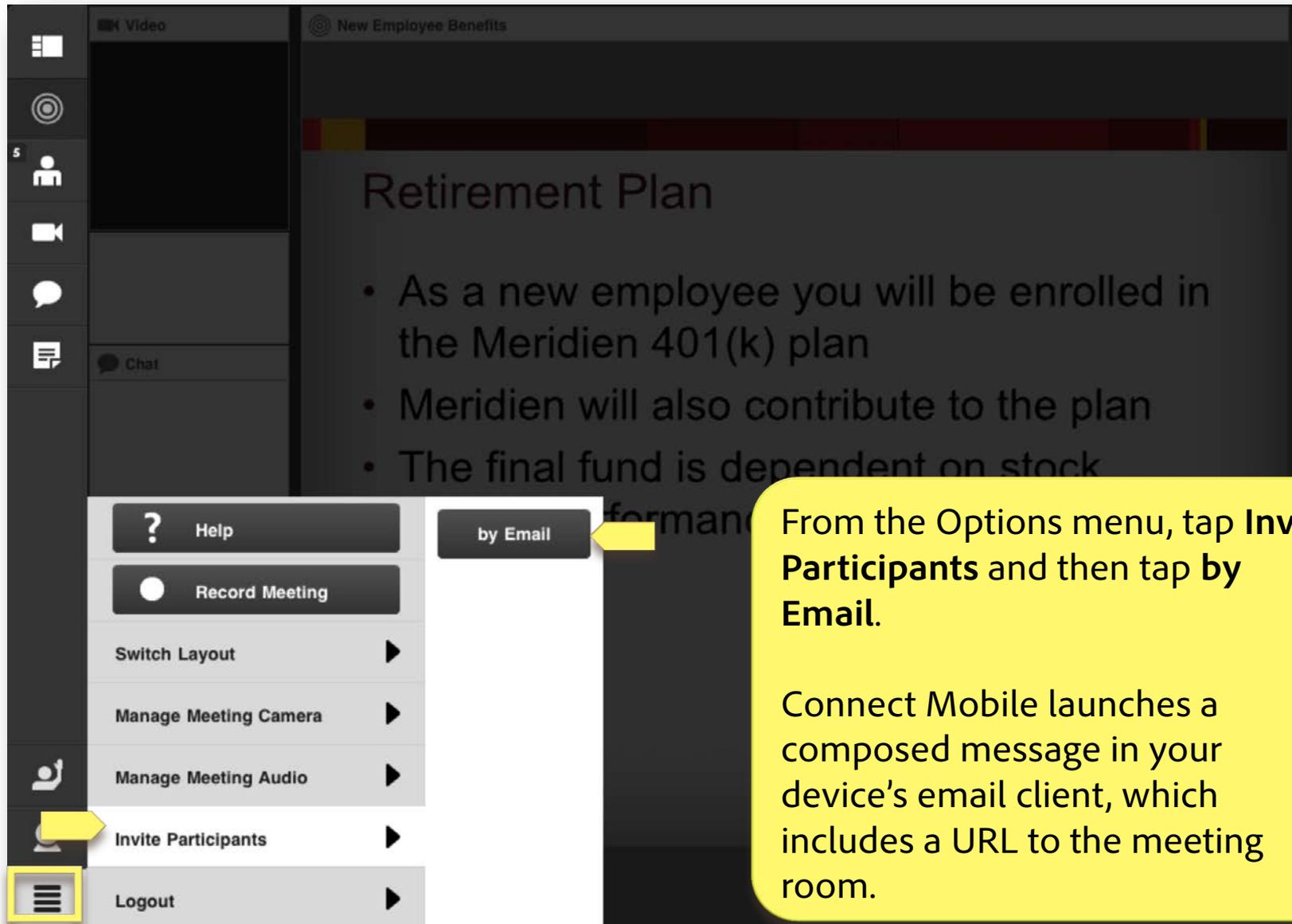
Tap the options menu, **Manage Meeting Audio**, then **Tap** to turn on audio broadcast either **Using Phone**, **Using Computers**, or both with **Start broadcasting telephony audio** turned on.

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

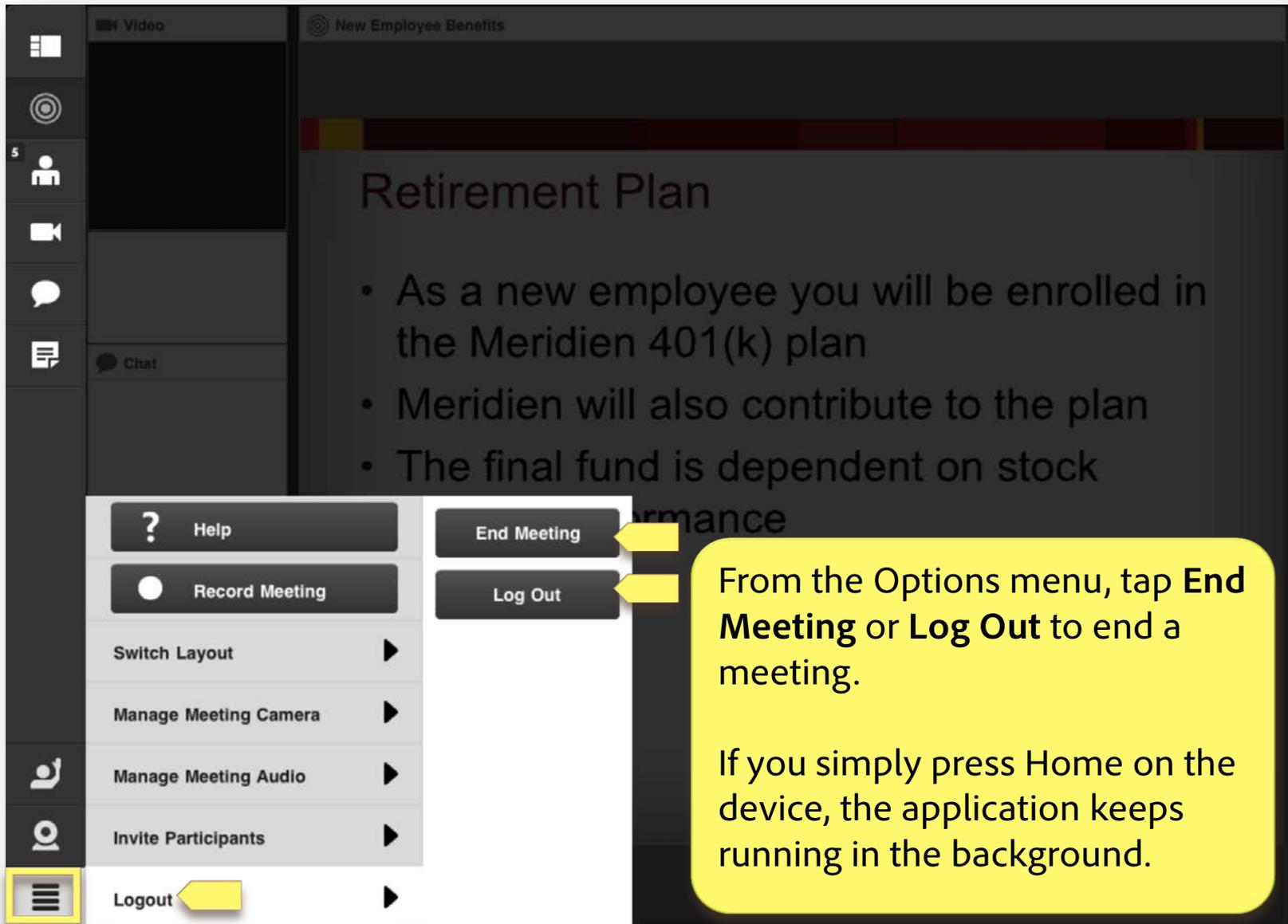


MERIDIEN

Adobe® Connect™ Mobile: Invite Participants



Adobe® Connect™ Mobile: End Meeting



The screenshot displays the Adobe Connect Mobile interface during a meeting. The main content area shows a slide titled "Retirement Plan" with the following bullet points:

- As a new employee you will be enrolled in the Meridien 401(k) plan
- Meridien will also contribute to the plan
- The final fund is dependent on stock performance

The Options menu is open, showing the following items:

- Help
- Record Meeting
- Switch Layout
- Manage Meeting Camera
- Manage Meeting Audio
- Invite Participants
- Logout

The "End Meeting" and "Log Out" options are highlighted with yellow arrows. A yellow callout box contains the following text:

From the Options menu, tap **End Meeting** or **Log Out** to end a meeting.

If you simply press Home on the device, the application keeps running in the background.



Adobe