

### Log in

Navigate to «Room\_url» in your web browser

Log in with your user name: «Log\_in» and Password: «Password»

Login:  
Annatia@itrs.co.nz

Password:  
\*\*\*\*\*

[Forgot your password?](#)

### Check room

When you plan a new meeting it's a good idea to check the room and remove any content from previous meetings. For assistance with content management and saving meeting information see Meeting Host Guide "Advanced Features".

### Prepare room

When you plan a meeting, you may have specific messages or documents to share with your attendees.

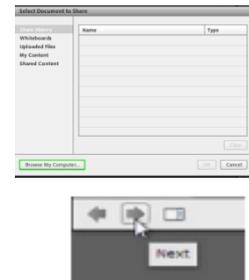
Prepare the meeting room by pre-populating some of the pods with the information that you intend to share.

#### Share a presentation in a share pod

1. Click the right arrow beside **Share My Screen**
2. Select **Share Document**
3. Click **Browse My Computer**
4. Locate your presentation and click **Open**

The file is automatically uploaded and converted.

Use the Next and Previous controls to navigate through your presentation.

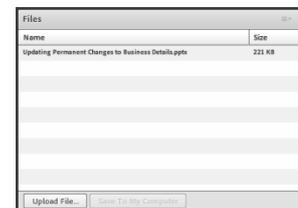


#### Display the meeting agenda in a share pod

- Print or save the meeting agenda to pdf and save to your computer
- Follow the steps for share a presentation

#### Upload files for your attendees to download and save on their computer

1. Click **Upload File** In the Files pod
  2. Click **Browse My Computer**
  3. Locate your file and click **Open**
- The file is automatically uploaded and converted for sharing



#### Meeting minutes ready to go in a notes pod

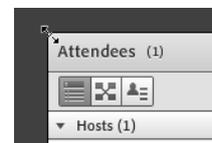
1. Type the headings from your agenda in a notes pod
  2. Display the pod on the layout you are using in the meeting so the minutes can be written during the session
- The text can be formatted and saved to your computer at the end of the meeting

### Change the layout

The room layout can be changed to suit your meeting style.

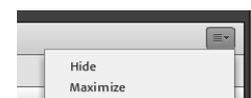
#### Resize a pod

- Click the corner or side of a pod on the arrows and drag to resize
- Click the heading on the pod and drag and drop to relocate



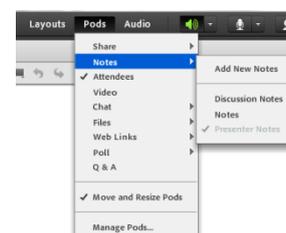
#### Remove a pod

- Click the **Pod Options** menu in the upper right corner
- Click **Hide**



#### Add a pod

- Click **Pods** in the meeting room menu
- Select pod you would like to display
- Click the pod in the list or click the **Add New** option for a blank pod



#### Rename a pod

- Click **Pods** in the meeting room menu
- Select **Manage Pods**
- Click to select the pod and then click **Rename**

### Invite Attendees

Invite people to your meeting in three easy steps.

1. Send the meeting url and meeting details to their email or instant message system
2. Instruct them to click the meeting url and enter the room as a guest.
3. You can let your attendees know that a headset with microphone and webcam is useful but not required.

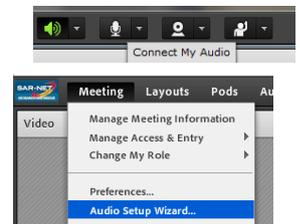
### Manage Attendees

SAR-NET rooms are set up so that registered users can log in to a meeting room but guests must be accepted by the host. Your meeting attendees can enter as a guest, and you can accept them when the pop up appears in the room. By default, your meeting attendees will not be able to share audio or video within the room.

- Permit sharing by clicking their name in the Attendees Pod and select “**Enable Audio**” or “**Enable Video**”
- Allow another attendee to share their screen or documents, change their status to presenter.

### Audio Setup

1. Click the microphone icon to and then click “**Allow**” on the Adobe prompt.
2. Run the audio set up wizard to test your audio capability and performance.
  - Click **Meeting – Audio Setup Wizard**
  - Follow the wizard steps
3. You can ask your meeting attendees to raise their hand if they can hear you



### Share your Screen

1. Click the **Share My Screen** button in the **Share** pod
2. In the **Start Screen Sharing** dialog, choose how you would like to share your screen

**Desktop:** Share your entire desktop

**Applications:** Share one or more applications and all its related windows

**Windows:** Choose specific, already open windows to share

3. After you select an option, click **Share**



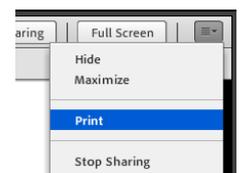
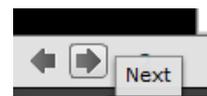
A Connect Pro icon appears in your system tray while you are sharing your screen.

Click on this icon to view a menu where you can Stop Sharing or access other available options.



### White boarding

1. Click a function on the Whiteboard menu to activate
2. Drag and drop shapes on whiteboard
3. Click the T and then click the whiteboard to add text
4. Use the colour box to change shape or text colours
5. Use the Next arrow at the bottom left to add pages
6. Use the previous arrow to view previous board
7. Save the white board session as PDF using the Pod Options Print menu



### Show your Webcam

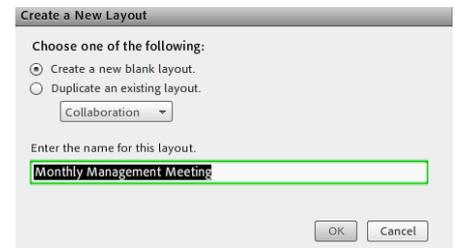
1. Click the **Start My Webcam** button on the video pod
  2. The webcam will give you a preview of what will be shared
  3. If you are happy with the preview, click **Start Sharing** to broadcast your webcam
- The Video pod can accommodate multiple webcams and scale the images appropriately.



### Create Layouts

If you are holding regular meetings, you can create a layout specifically for this meeting. Alternatively, you can add a new layout for a one off meeting as required.

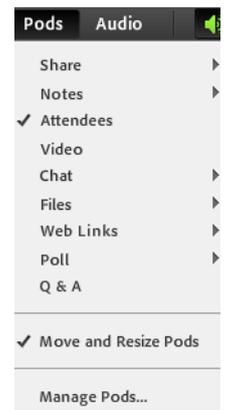
1. Click **Layouts** in the Meeting Room menu
2. Select **Create New Layout**
3. Choose to create from a new blank layout or duplicate an existing layout
4. Enter a name for the new layout
5. Click **OK** to create the new layout
6. Configure the layout by adding pods and resizing as required



### Select Pods

See below for a brief description of the use of each pod available in the room.

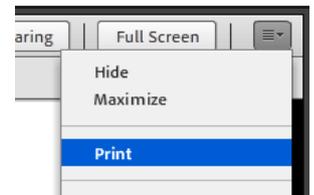
- **Share Pod** used for sharing screen, documents, presentations, video and image files, whiteboards
- **Notes Pod** for creating meeting notes that can be exported to email or rich text file
- **Attendees Pod** for managing meeting attendees permissions and status
- **Video Pod** for sharing webcam
- **Chat Pod** for live chat between attendees or private chat between two or more attendees
- **Files Pod** for sharing files for attendees to download
- **Web Links Pod** for sharing live links to websites – opens the site in attendees browsers
- **Poll Pod** for polling meeting attendees
- **Q & A Pod** used for collecting unique answers to questions



### Content Management

All content that is created or uploaded to the meeting room can be saved to your computer during the meeting or after completion of the meeting. The content can be saved from the meeting room, or from the Adobe Central Console.

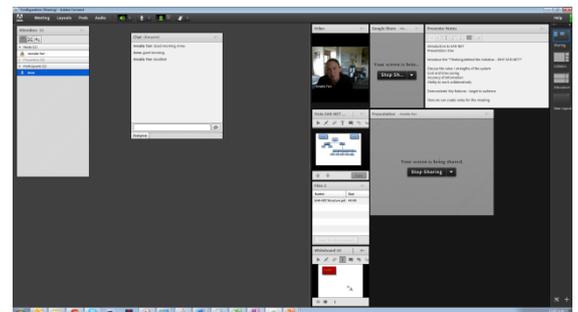
1. **Whiteboard** – Print to PDF from the meeting room using the Pod Options “Print” menu
2. **Notes** – Export from the meeting room using the Pod Options “Export” menu
3. **Chat** – Copy from the chat pod and save to a word document or similar on your computer
4. **Files** – Select the file and click “Save to my Computer”
5. **Shares** – Take a screen dump or snip of any share you want to save



### Presenter View

Presenter view allows the host or presenters to prepare information and chat to each other in private from the meeting attendees. Work that is prepared in presenter view can be added to the room as required throughout the meeting.

1. Click **Meeting** in the Meeting Room Menu
2. Select **Enable Presenter Only Area**
3. Add notes to the Presenter Notes pod
4. Prepare new pods in the presenter area
  - a. Click **Pods** in the Meeting Room Menu
  - b. Select pod type you want to add
  - c. Prepare the pod in the presenter area
  - d. Drag and Drop the pod into the room when required
  - e. Select **Maximise** in the Pod Options menu when sharing



### Adobe Central

Adobe Central is the Administrative Console for Adobe Connect. Your Agency Administrator can create meeting rooms, access meeting room information and manage meeting room content within Adobe Central.

For more information about Adobe Central please see your Agency Administrator or the SAR-Net Administrator.



## Meeting Host Guide Support Resources

«User»  
«Email»

### SAR-Net Support

There is a range of support options available to you to enhance your experience with SAR-Net. Please refer to your quick help guides to get started and discuss your experience with other SAR-Net users, your administrator or the SAR-Net Administrator. There is comprehensive help online provided by Adobe and an easy to follow Help function within the meeting room which provides step by step guides on everything Adobe Connect.

### Adobe Support

Adobe has a comprehensive support library online and within the meeting rooms.

Visit <http://www.adobe.com/support/connect/gettingstarted/index.html> link here for a list of links to Adobe's support library.

Some useful links are below for your quick reference.

For video tutorial about using the screen sharing features:

<http://tv.adobe.com/watch/learn-adobe-connect-8/sharing-screens-and-applications/>

For step by step help, Adobe provides downloadable quick help guides.

[https://seminars.adobeconnect.com/\\_a227210/vgs-hosts/](https://seminars.adobeconnect.com/_a227210/vgs-hosts/)

Click the Help button in your meeting room for a comprehensive library of easy to follow step by step help for Adobe Connect.

### SAR-Net Support Contact Details

#### SAR-Net Support

«Agency» Administrator

«Administrator»

E: «Admin\_Email»

P: «Admin\_Phone» or M: «Admin\_Mob»

#### Technical Support and Alternative Contact

I.T. Rescue Solutions Ltd

Andrew Tarr

E: [Andrew@itrs.co.nz](mailto:Andrew@itrs.co.nz)

P: 07 544 5040 or M: 021 412 502

#### SAR-Net Account and Meeting Support

SAR-NET Administrator

Annatia Tarr

E: [Annatia@itrs.co.nz](mailto:Annatia@itrs.co.nz)

P: 07 544 5040 or M: 021 988 855

#### SAR-Net Management

NZSAR Secretariat

Duncan Ferner

E: [d.ferner@transport.govt.nz](mailto:d.ferner@transport.govt.nz)

P: 04 439 9045 or M: 021 249 0463