



AudioOne

AudioOne Conferencing by MeetingOne

Setup Instructions for Adobe Acrobat Connect Pro with AudioOne

Step 1:
Login to the companies Connect URL along with their 'Admin'

MeetingOne

My Profile | Help | Logout: Nicolas Perdrilat

Home | Content | Training | Meetings | Seminar Rooms | Event Management | Administration

Create New: MEETING | CONTENT | VIRTUAL CLASSROOM | COURSE | CURRICULUM

My Calendar | My Training | Training Catalog | My Meetings | Resources

GETTING STARTED
The Getting Started page provides links to additional tools, the system connection test, and hints to assist you with common tasks. Tools you find here will help you create meetings, publish Presentations, setup users and groups, and find resources such as a feature tour and documentation.
[Open](#)

CONNECT PRO CENTRAL HELP
Open the online help for more information regarding all Connect Pro features.
[Open](#)

CONNECT PRO RESOURCE CENTER
Visit the Connect Pro Resource Center on adobe.com for a wealth of documentation and community information.
[Open](#)

CONNECT PRO DOCUMENTATION
Visit adobe.com for Acrobat PDF versions of Connect Pro documentation files.
[Open](#)

https://admin.acrobat.com/admin/my-profile?principal-id=41846415&tab-id=41854556 admin.acrobat.com



MeetingOne



AudioOne

AudioOne Conferencing by MeetingOne

Setup Instructions for Adobe Acrobat Connect Pro with AudioOne

Step 2:
Click on the 'My Profile' link at the top right of your screen

The screenshot shows the MeetingOne user interface. At the top left is the MeetingOne logo. To the right of the logo is a navigation menu with links: Home, Content, Training, Meetings, Seminar Rooms, Event Management, and Administration. Further right are links for My Profile, Help, and Logout: Nicolas Perdrillat. Below the navigation menu is a search bar. The main content area is titled 'My Profile' and contains two sections: 'User Information' and 'Audio Conference Settings'. The 'User Information' section lists: First Name (Nicolas), Last Name (Perdrillat), E-mail (nperdrillat@meetingone.com), and Phone Number. The 'Audio Conference Settings' section lists: Audio Bridge (MeetingOne), MeetingOne Conference Room Number (877-888-7339), MeetingOne Access Numbers (877-888-7339), Host Access Code (6236), and Participant Access Code. At the bottom of the page, there is a copyright notice: Copyright © 2001 - 2008 Adobe Systems Incorporated and its licensors. All rights reserved. The status bar at the bottom left says 'Done' and the bottom right says 'admin.acrobat.com'.

MeetingOne

My Profile | Help | Logout: Nicolas Perdrillat

Home | Content | Training | Meetings | Seminar Rooms | Event Management | Administration

Search ...

My Profile | [Change My Password](#) | [Edit My Preferences](#) | [Group Memberships](#) | [Organization](#)

User Information

First Name	Nicolas
Last Name	Perdrillat
E-mail	nperdrillat@meetingone.com
Phone Number	

Audio Conference Settings

Audio Bridge	MeetingOne
MeetingOne Conference Room Number	877-888-7339
MeetingOne Access Numbers	877-888-7339
Host Access Code	6236
Participant Access Code	

Copyright © 2001 - 2008 Adobe Systems Incorporated and its licensors. All rights reserved.

Done admin.acrobat.com



MeetingOne



AudioOne

AudioOne Conferencing by MeetingOne

Setup Instructions for Adobe Acrobat Connect Pro with AudioOne

Step 3:

Click on 'Edit My Preferences' and enter the Information as shown below:

The screenshot shows the MeetingOne web application interface. At the top left is the MeetingOne logo. The top right corner contains links for 'My Profile', 'Help', and 'Logout: Nicolas Perdrillat'. Below the logo is a navigation menu with items: Home, Content, Training, Meetings, Seminar Rooms, Event Management, and Administration. A search bar is located to the right of the navigation menu. The main content area is divided into two sections: 'User Information' and 'Audio Conference Settings'. The 'User Information' section lists: First Name (Nicolas), Last Name (Perdrillat), E-mail (nperdrillat@meetingone.com), and Phone Number. The 'Audio Conference Settings' section lists: Audio Bridge (MeetingOne), MeetingOne Conference Room Number (877-888-7339), MeetingOne Access Numbers (877-888-7339), Host Access Code (6236), and Participant Access Code. At the bottom of the page, there is a copyright notice: 'Copyright © 2001 - 2008 Adobe Systems Incorporated and its licensors. All rights reserved.' The status bar at the very bottom shows 'Done' on the left and 'admin.acrobat.com' on the right.

User Information	
First Name	Nicolas
Last Name	Perdrillat
E-mail	nperdrillat@meetingone.com
Phone Number	

Audio Conference Settings	
Audio Bridge	MeetingOne
MeetingOne Conference Room Number	877-888-7339
MeetingOne Access Numbers	877-888-7339
Host Access Code	6236
Participant Access Code	



MeetingOne



AudioOne

AudioOne Conferencing by MeetingOne

Setup Instructions for Adobe Acrobat Connect Pro with AudioOne

Step 4:
Save and go to the Meetings section of the end-user

The screenshot shows the MeetingOne web application interface. At the top, there is a navigation bar with links for Home, Content, Training, Meetings, Seminar Rooms, Event Management, and Administration. A search bar is located on the right. Below the navigation bar, there are tabs for Shared Meetings, User Meetings, My Meetings, and Meeting Dashboard. The current view is 'My Meetings' for the user 'nperdrillat@meetingone.com'. A 'Meeting List' is displayed with columns for Name, Start Time, and Duration. The list contains several meeting entries, including 'My Templates', 'Blue Cross Sample Meeting Room', 'Care2 Meeting Room', 'class one', 'Click&Meet Survey', 'Connect Seminar Room', 'EKS&H Web Meeting Room', 'Event Room', 'Example 1', 'Formation en Francais', and 'Fort Lewis'. The status bar at the bottom shows 'Done' and 'admin.acrobat.com'.

Name	Start Time	Duration
My Templates		
Blue Cross Sample Meeting Room	05/15/2007 11:00 AM	01:00
Care2 Meeting Room	10/17/2006 9:45 AM	01:00
class one	03/29/2006 5:00 PM	01:30
Click&Meet Survey	03/27/2007 3:15 PM	01:00
Connect Seminar Room	01/28/2008 1:15 PM	01:00
EKS&H Web Meeting Room	08/24/2007 12:15 PM	00:15
Event Room	03/21/2006 11:15 AM	-
Example 1	08/26/2007 11:30 AM	01:00
Formation en Francais	12/06/2007 12:00 PM	01:00
Fort Lewis	10/31/2007 3:15 PM	01:00



MeetingOne



AudioOne

AudioOne Conferencing by MeetingOne

Setup Instructions for Adobe Acrobat Connect Pro with AudioOne

Step 5:

Click on an existing Meeting Room or Create a new one and on the 'Edit Information' page select MeetingOne at the bottom and Save and you're done!

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Meeting Information

Name: Blue Cross Sample Meeting Room

Summary: (max length=1000 characters)

Start Time: 15 May 2007 11:00 AM

Duration: 01:00 hours:minutes

Language: English

Access:

- Only registered users may enter the room (guest access is blocked)
- Only registered users and accepted guests may enter the room
- Anyone who has the URL for the meeting can enter the room

Audio Conference Settings

- Do not include any audio conference with this meeting.
- Include this audio conference with this meeting: MeetingOne (Please note that audio conference settings cannot be changed while a meeting takes place.)
- Include other audio conference with this meeting.

Conference Number(s):

Transferring data from admin.acrobat.com... admin.acrobat.com



MeetingOne