SAR-NET Meeting Information

This information will help you to connect to the SAR-NET meeting room that you have been invited to. If you follow the steps in this document you should be able to collaborate online with people from anywhere.

You will need:

- An internet connection
  LAN or any DSL connection is preferred as all rooms are set up for DSL.
- A web browser
- Adobe Flash Player

If you are using 3G or Dial up connection please inform your meeting host at the beginning of the meeting

It's nice to have:

- A webcam
- A headset with microphone
- Or speakers
- If you are not on a fast connection you may notice some lag on your webcam and / or headset microphone

You can meet without the nice to haves:

- You can use a telephone call, or conference call, for the audio component if discussion is required.
- SAR-NET also provides a chat feature which allows you to communicate by text with others in the meeting.

SAR-NET will work on your PC, Laptop, Tablet or Smartphone

Test your connection - https://sar.net.nz/common/help/en/support/meeting_test.htm

SAR-NET will automatically test your connect and report the results at the top of the test page.

The installation of the Adobe Connect Add-in will improve the performance of SAR-NET however is not required for meeting.

Quick Connect Guide
For Meeting Participants

SAR-NET Meeting Information

MS Windows, Apple Mac and MacBook

- Use the internet browser to go to the meeting URL
- Enter the room as a Guest
    - o Use the radio button to select Enter as Guest
    - o Type your name in the field and Click Enter Room

Android

- Go to the Google Play Store and search Adobe Connect
- Download the app
- Open the app and enter the meeting URL, keep the tick in Secure Login
- Enter the room as a Guest
    - o Use the radio button to select Enter as Guest
    - o Type your name in the field and click Enter Room

Apple iPad

- Download the Adobe Connect app from the Apple iTunes Store
- Open the app and enter the meeting URL, keep the tick in Secure Login
- Enter the room as a Guest
    - o Use the radio button to select Enter as Guest
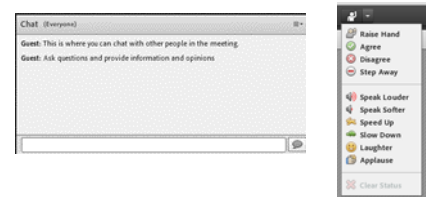   - o Type your name in the field and click Enter Room

Enter the Meeting Room

A request will be sent to the meeting host.
When accepted, the meeting room will open and you will enter the room with participant privileges.

As a participant you can:

- Be involved in the text chat in the chat pod
- Change your status using the flag menu

The meeting host can give you:

Access to the audio features
You will need to set up your microphone using the audio setup wizard

- Click the microphone icon and select connect my audio
    - o Click allow on the flash player message
- Click the Meeting button and select Audio setup wizard
    - o Run through the entire wizard to get optimum performance

Access to the video features

- Click the webcam icon and select Start my webcam
    - o You will see a preview of your webcam image
      Adjust your camera angle, lighting and any settings while in the preview mode
- Click Start Sharing to share your image

Permission to use some of the advanced sharing features in the room
When they set the permissions they will give you verbal or written guidance of how to use the features

For more information click the Help button inside the meeting room and select a topic from the list.