

## ADOBE CONNECT: Booking time and capacity and preparation of meeting

To organize a meeting in the program Adobe Connect, **you need to have:**

- computer (laptop, tablet, phone),
- good internet connection,
- camera,
- microphone,
- headphones,
- user account in Charles University Authentication Service (CAS),
- Adobe Connect meeting application,
- established meeting room and Flash Player version 13.0 or higher installed.

**Automatic booking system** has been launched on June 15, 2020 at <https://meetings.cesnet.cz/cuni/> and it is necessary to use it for all booking after July 1, 2020. The web application for automatic booking of dates and capacity, including the creation and management of virtual rooms in Adobe Connect UK, is provided and operated by the Cesnet Association.

This reservation system creates automatically a virtual room for users. After July 1, 2020, all virtual rooms created in the old system have been moved to the new one. The new system monitors the system capacity utilization. The system warns you if more participants join the webinar than you indicated. It also allows you to create recurring webinars whose virtual room settings will be permanent. The most significant advantage over the previous manual reservation system is that the user receives an immediate response when the booking is complete. The system also sends automatic notifications by e-mail.

After logging in to the reservation system, the user can clearly see all his meeting rooms and can manage his recordings as well.

Log in to the reservation system at <https://meetings.cesnet.cz/cuni/> where you need to authorize through the Central Authentication Service of Charles University (CAS).

**Main page**

Welcome to reservation system for H.323/SIP and Adobe Connect virtual rooms.  
You can send your suggestions to [webinare@cuni.cz](mailto:webinare@cuni.cz).  
Terms and conditions under which personal data collated in providing the CESNET e-infrastructure services are processed you can find [here](#).

What do you want to do?

- **Create new virtual room**
- **View resource capacity utilization**

**Your rooms** | **Your participation in rooms**

List of rooms which you own or which have been made accessible to you by other users.

Type	Room name	Technology	Time slot	State	Action
Permanent room	KFF-testovací	Webconference (Adobe Connect)	Jun 25, 2020 12:00 AM - May 3, 2120 11:59 PM	prepared	<a href="#">Book capacity</a>
Capacity reservations for KFF-testovací: • 5 participants for time slot Jul 1, 2020 10:00 AM - 10:45 AM (booked)					
Permanent room	monday	Webconference (Adobe Connect)	Jun 28, 2020 6:51 PM - Jan 1, 2120 5:51 PM	prepared	<a href="#">Book capacity</a>
Capacity reservations for monday:					

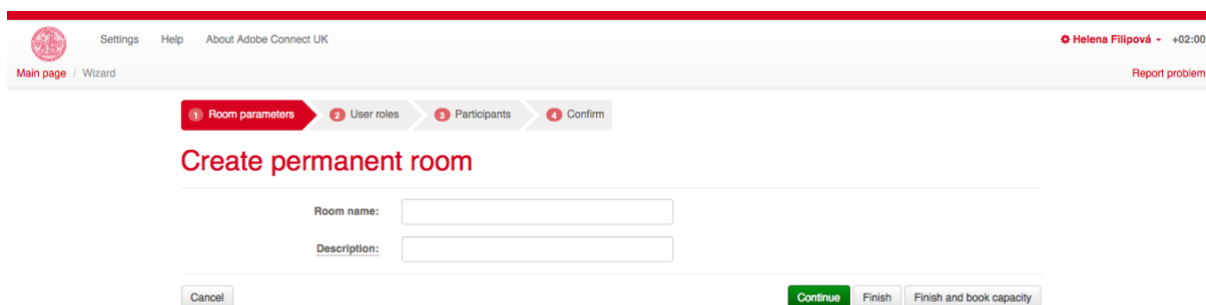
Pic. 1.: Reservation system interface after the log in

## View resource capacity utilization

This button shows you how busy the Adobe Connect is in selected date and time.

## Create new virtual room

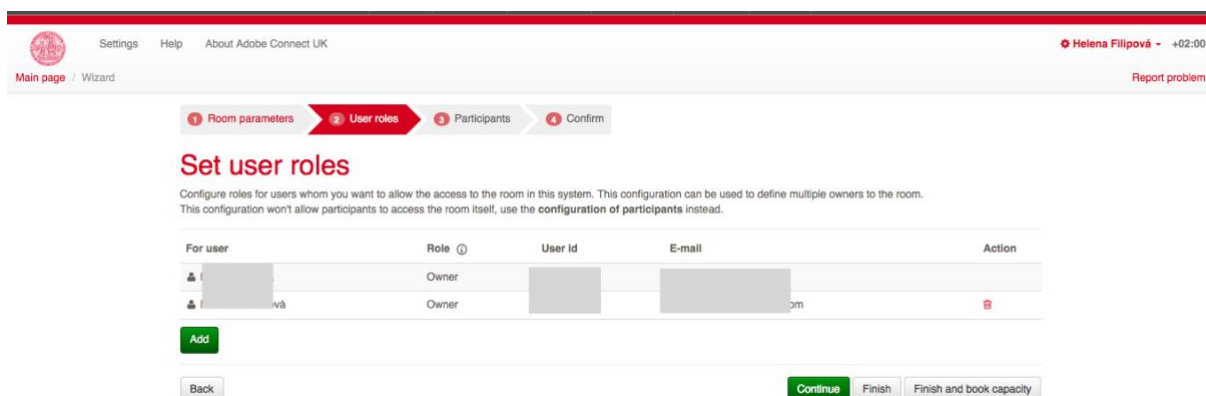
Click on *Create new virtual room* button and choose the name of the room and its description. This name will become a part of URL of the virtual room, therefore it cannot contain other characters than alphanumeric characters without accents, dash or underscore. It's possible to change the name (and URL) later.



Pic. 2: Creating virtual room

In the next step, you can add other users and set their roles – use the green button for it. There are available these roles:

- **Owner** – can view the details of a room reservation request, edit or delete a room, manage the room and its user rights, and reserve capacity for a permanent room.
- **User** – can view the details of the room reservation request, view the room setting and book the capacity for the permanent room.
- **Reader** – this permission only allows you to view the details of the room reservation request and view the room management.



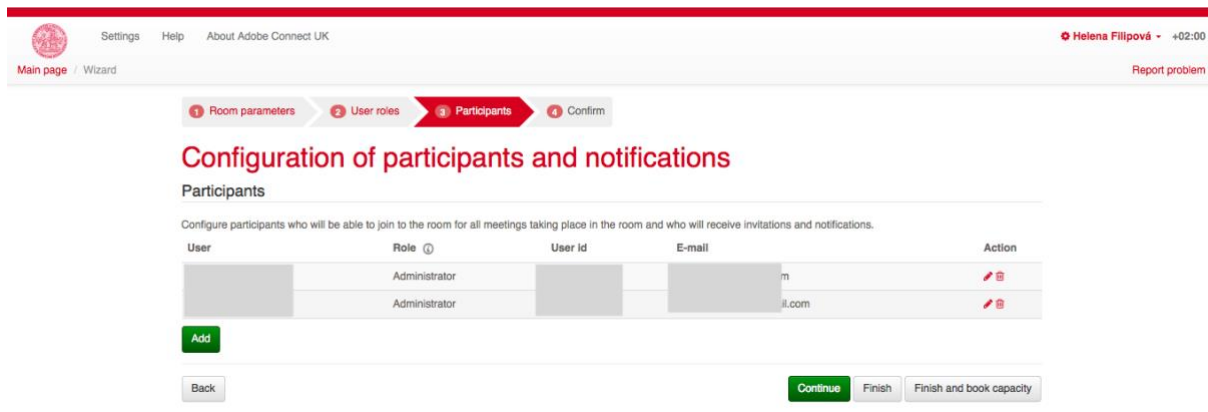
Pic. 3: Setting users roles

In the next step, you can set up web meeting participants. Users with *Owner* privileges are automatically added from the previous step with *Administrator* role. The role can be changed in this step. You can add more participants via the green *Add* button. Participants can also be removed (deleted) from the virtual room. In this step, it is possible to add other users who will also log in to the virtual room with a certain role, for example the *Presenter* role. Both should be regular meeting participants, administrators or presenters. Add students later when you book the time and capacity.

You can search among participants with a user account (that can log in via CAS) or you can fill in a user without a user account (not UK authorized) who will receive an invitation by email.

There are three available roles:

- **Participant** – can join the room. For users without an account, select public or controlled access mode.
- **Presenter** – can connect to a room, share a computer screen and documents, broadcast video and audio. He cannot change the virtual room settings.
- **Administrator** - has all possible permissions for the room.



Settings Help About Adobe Connect UK Helena Filipová +02:00 Report problem

Main page / Wizard

1 Room parameters 2 User roles 3 Participants 4 Confirm

### Configuration of participants and notifications

Participants

Configure participants who will be able to join to the room for all meetings taking place in the room and who will receive invitations and notifications.

User	Role	User id	E-mail	Action
	Administrator			
	Administrator			

Add

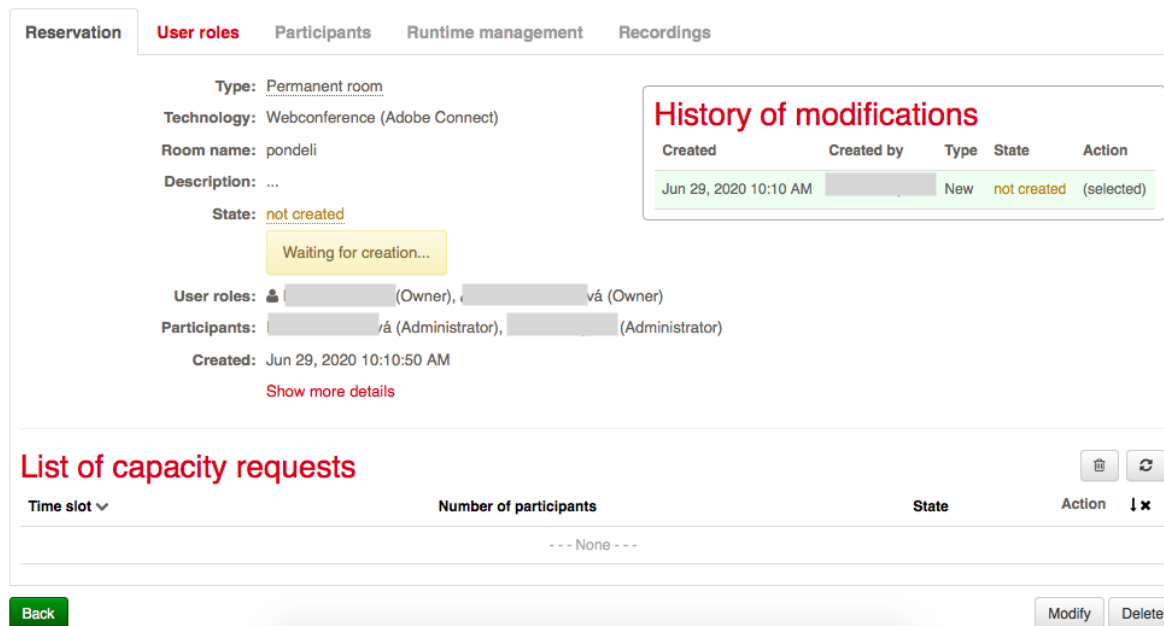
Back Continue Finish Finish and book capacity

Pic. 4: Configuration of participants

In the next step, confirm all previous settings by clicking on the green *Finish* button.

The created room can be edited. You can then see all your settings in a well arranged view. At the bottom, you can see the green *Book time and capacity* button, which allows you to book a specific date for the virtual room.

## Permanent room pondeli



Reservation User roles Participants Runtime management Recordings

Type: Permanent room

Technology: Webconference (Adobe Connect)

Room name: pondeli

Description: ...

State: not created

Waiting for creation...

User roles: (Owner), (Owner)

Participants: /á (Administrator), (Administrator)

Created: Jun 29, 2020 10:10:50 AM

Show more details

### History of modifications

Created	Created by	Type	State	Action
Jun 29, 2020 10:10 AM		New	not created	(selected)

### List of capacity requests

Time slot	Number of participants	State	Action
--- None ---			

Back Modify Delete

Pic. 5: Detail of created room

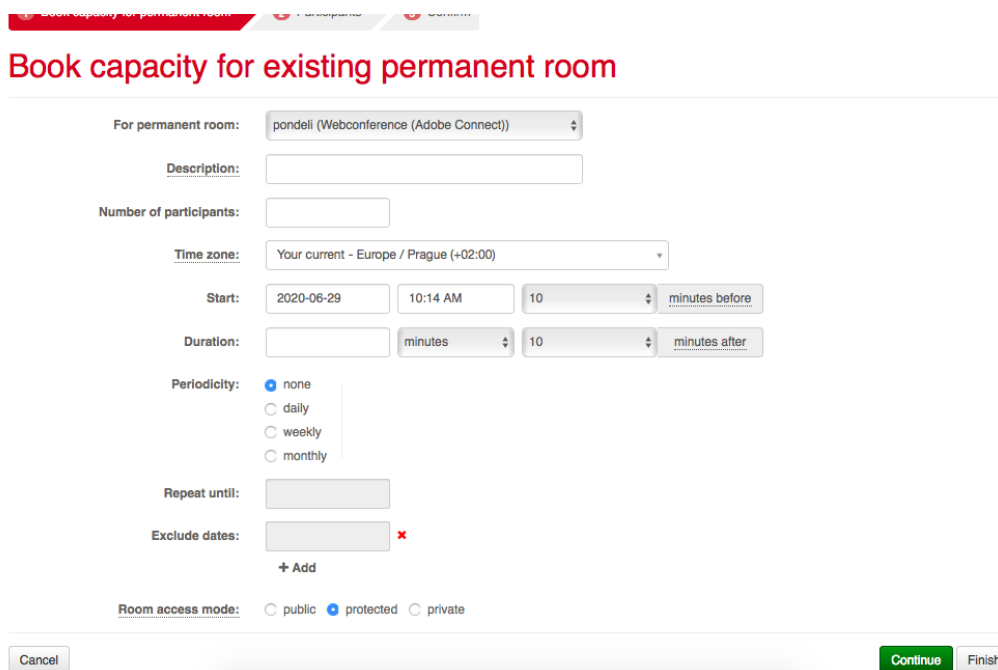
## Booking time and capacity

It is possible to book the time of the meeting and the capacity of the room only for the already created virtual room. In the first step, verify that the capacity is available during the intended time. On the main page, click on the link: *View resource capacity utilization* (see above).

In the next step you fill in the details of the meeting such as the number of participants, date, time and recurrence. The last option is setting the access mode of the room, which allows you to set the way how to connect to the meeting room and who will be able to connect.

There are available these possibilities:

- **Public** – anyone with the room URL can join.
- **Protected** – users set by the administrator (owner) in the "Participants" section and guests with the consent of the Conference Host can join.
- **Private** – only users set by the administrator (owner) in the "Participants" section can connect.



Book capacity for existing permanent room

For permanent room: pondeli (Webconference (Adobe Connect))

Description:

Number of participants:

Time zone: Your current - Europe / Prague (+02:00)

Start: 2020-06-29 10:14 AM 10 minutes before

Duration: minutes 10 minutes after

Periodicity: ☒ none ☐ daily ☐ weekly ☐ monthly

Repeat until:

Exclude dates:  ✖

+ Add

Room access mode: ☐ public ☒ protected ☐ private

Cancel Continue Finish

Pic. 6: Booking time and capacity

In the next step, you can edit the participants and, if necessary, edit the text of the invitation. Then, you need to only confirm the booking. The capacity for the virtual room will begin to build up. Once the capacity is created, the prepared event is displayed in the list.

## Preparing the room before the meeting

If you want to prepare the room before the meeting, book time and capacity also for the preparation. In the reservation system you can book time for yourself at any time. It is important that the server capacity is not used up at that time. It is also possible to set the time for the reserved time before virtual room to be open before the start of the scheduled meeting.