



rPhone pod registration

V.2

Table of contents

[rPhone pod setup](#)

[Pod registration](#)

[Creating a ZipDX profile](#)

[Setting up your Adobe Connect Audio Provider](#)

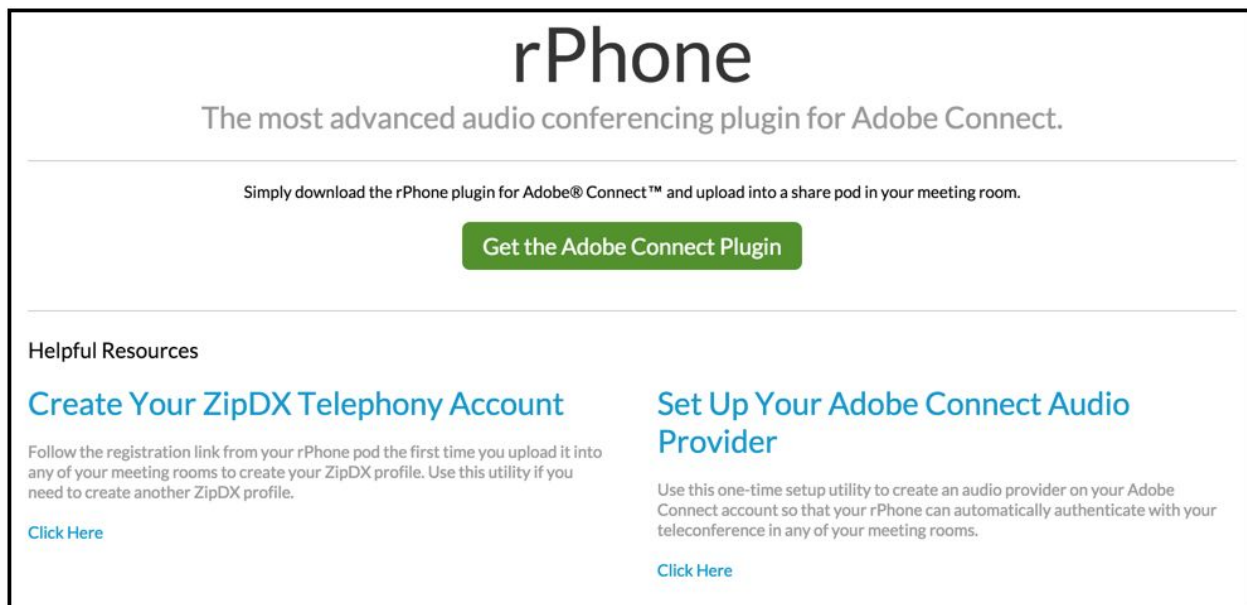
[Selecting an audio profile for an Adobe Connect meeting](#)

The [rPhone pod](#) is a versatile teleconferencing application that provides a host in an Adobe Connect meeting room the ability to control the telephony options for all hosts, presenters, and participants.

rPhone pod setup

1. Select and download the rPhone custom pod from the [website](#).

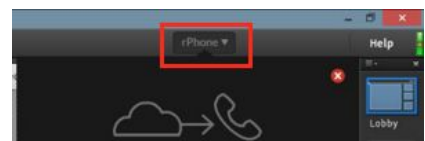
Click [here](#) to learn how to download and install your custom pod.



2. A .zip file will download to your computer. Double click the .zip file to release the contained .swf file.

We recommend creating a folder titled **Refined Data Tools** within the **shared content** tab of Adobe Connect. Use this folder to store all your Refined Data Solutions custom pods.

3. In a meeting room, open a new share pod and size it as small as possible. Select the pod menu and load the rPhone .swf file. When the rPhone pod is loaded in the meeting room, it will disappear from the layout and appear as a menu item in the Adobe Connect meeting menu bar.



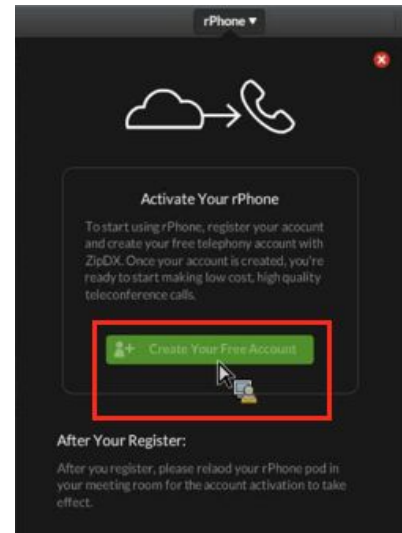
NOTE: It is important that the Presenter Only area is disabled when installing the rPhone pod in the meeting room. If the Presenter Only area is open when the pod is installed, the pod will only appear for hosts and presenters and cannot be used by participants.

4. Once installed, the pod will auto-install itself on each layout in a meeting room. Layouts added to the meeting room after the rPhone pod is added, will also contain the pod.

Pod registration

The very first time the the rPhone pod is added to a meeting room template, a free account must be created on the Refined Data Solutions system to activate the pod. Click the **Create Your Free Account** button in the pod drop down.

The pod registration page will display. Fill in the form, agree to the end user license agreement, and click **Register Now**. When registration is complete, the pod will need to be reloaded within the meeting room.



rPhone
The most advanced audio conferencing plugin for Adobe Connect.

Register Your rPhone
To get started using rPhone, simply register your account below. It only takes a minutes and you'll only have to do this once. Your information will not be shared with anyone, anytime.

Company Name
Refined Data Solutions

First Name: Terry Last Name: Shane

Email: Terry@RefinedData.com Phone: 416-464-3110

Country: Canada

End User License Agreement

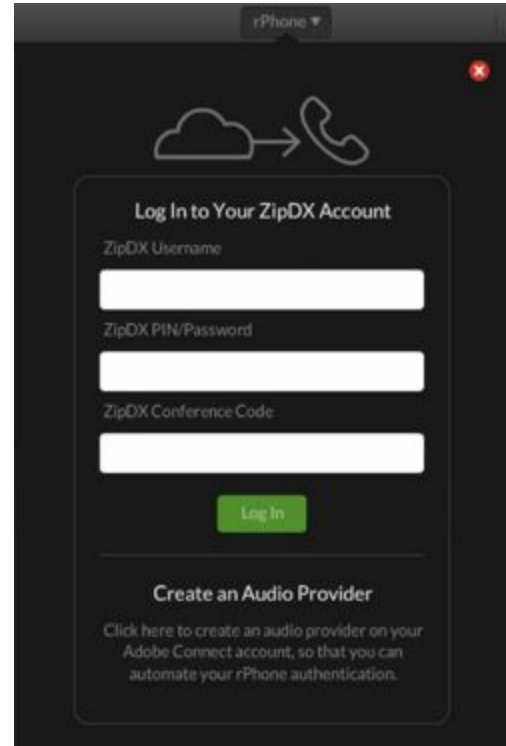
REFINED DATA SOLUTIONS, INC., ADOBE® ACROBAT® CONNECT™ PRO ADD-IN SOFTWARE SUBSCRIPTION AGREEMENT
THIS REFINED DATA SOLUTIONS, INC. ADOBE® ACROBAT® CONNECT™ PRO ADD-IN SOFTWARE SUBSCRIPTION AGREEMENT IS BETWEEN REFINEDDATA (DEFINED BELOW) AND "YOU" (COLLECTIVELY, THE "PARTIES").
BY USING THE REFINEDDATA POD (DEFINED BELOW), YOU AGREE THAT ONTARIO LAW GOVERNS YOUR USE OF THE REFINEDDATA POD IF YOU OBTAIN A SUBSCRIPTION FOR THE USE OF THE REFINEDDATA POD, AND TO THE TERMS REGARDING GOVERNING LAW AND VENUE SET FORTH IN SECTION 17 (GOVERNING LAW).
YOU AGREE THAT THIS AGREEMENT (DEFINED BELOW) IS LIKE ANY WRITTEN NEGOTIATED AGREEMENT SIGNED BY YOU. THIS AGREEMENT IS ENFORCEABLE AGAINST YOU AND ANY LEGAL ENTITY ON WHOSE BEHALF THE REFINEDDATA POD OR ASSOCIATED SOFTWARE SERVICE IS USED. FOR EXAMPLE, YOUR EMPLOYER. YOU MAY HAVE ANOTHER WRITTEN AGREEMENT PURSUANT TO WHICH REFINEDDATA, THAT IT SUPPLIES SERVICES FOR IT, IS PROVIDED AS A SERVICE PROVIDER FOR THE PURPOSES OF THIS AGREEMENT.

Have your read and do you agree with the End User License Agreement? No Yes

Register Now

Once the pod has been reloaded it will ask for ZipDX account login credentials, which are the credentials needed to start a conference call.

To acquire the credentials, a ZipDX profile will need to be created. The prompt to create a ZipDX profile will appear in your browser after completing the pod registration.

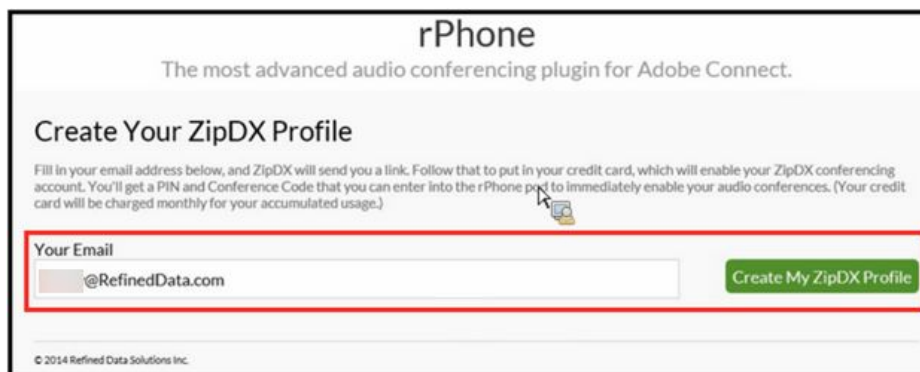


Creating a ZipDX profile

ZipDX is an audio conference calling provider that integrates with the rPhone pod. Each audio host needs a ZipDX profile to start a conference call.

NOTE: If you are a hosted Refined Training client, Refined Data Solutions will set up your administrative account(s) in ZipDX and create the Adobe Connect audio profiles for meeting hosts. Contact support@refineddata.com for more information. A ZipDX email with the Host Pin and Participant Code credentials will be sent to you to log into the rPhone pod.

To create the ZipDX profile, enter an email address and click the **Create My ZipDX Profile** button.



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Create Your ZipDX Profile

Fill in your email address below, and ZipDX will send you a link. Follow that to put in your credit card, which will enable your ZipDX conferencing account. You'll get a PIN and Conference Code that you can enter into the rPhone pod to immediately enable your audio conferences. (Your credit card will be charged monthly for your accumulated usage.)

Your Email
@RefinedData.com


Create My ZipDX Profile

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support@refineddata.com •

ZipDX will send an email containing the ZipDX profile call in phone number, the host pin, and the participant code. This information is used to set up the Audio Provider within Adobe Connect, which allows the rPhone to be used in a meeting room.

Account Invitation



Welcome!

Terry Shane has added you as an **Administrator** to teleconferencing account:

Refined Data

Report level: No invoices or alerts
You can now host conference calls and invite whomever you wish.

Phone Number: [Redacted]
You & your participants dial this number to access. [More access numbers](#)

Host PIN: [Redacted]
Only YOU enter this CONFIDENTIAL number after dialing.
[Customize your profile and manage your conferences.](#)

Participant Code: [Redacted]
Tell your PARTICIPANTS to enter this number to join your meeting.

Access user guides at <https://www.zipdx.com>.

ZipDX keeps all your profile information confidential, including your E-mail address. There is no advertising or solicitation. For more information, see our [privacy policy](#). Contact support@zipdx.com if you have any questions.

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Setting up your Adobe Connect Audio Provider

Once the ZipDX profile creation is complete, it needs to be associated with your Adobe Connect account to be used in the rPhone pod. To do this, return to rphone.refineddata.com and select **Set Up Your Adobe Connect Audio Provider**.

rPhone

The most advanced audio conferencing plugin for Adobe Connect.

Simply download the rPhone plugin for Adobe® Connect™ and upload into a share pod in your meeting room.

[Get the Adobe Connect Plugin](#)

Helpful Resources

Create Your ZipDX Telephony Account

Follow the registration link from your rPhone pod the first time you upload it into any of your meeting rooms to create your ZipDX profile. Use this utility if you need to create another ZipDX profile.

[Click Here](#)

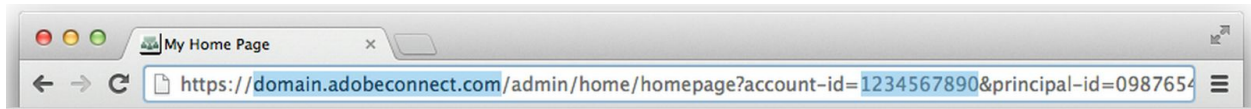
Set Up Your Adobe Connect Audio Provider

Use this one-time setup utility to create an audio provider on your Adobe Connect account so that your rPhone can automatically authenticate with your teleconference in any of your meeting rooms.

[Click Here](#)

To set up the Adobe Connect Audio provider, there are four pieces of information needed:

- 1). the Adobe Connect account domain / URL (which is located at Adobe Connect Central under the **administration** tab >>>> **domain**).
- 2). the Adobe Connect account ID (found in the URL of the Adobe Connect account)



- 3). the Adobe Connect admin login - this is the username
- 4). the Adobe Connect admin password

Enter this information into the Audio Provider form and select the **Create Audio Provider** button. This creates the rPhone as an audio provider option within your Adobe Connect account. This process to add the main audio profile (rPhone embedded credentials) needs to be done only once during the rPhone pod setup.

rPhone

Create Your Adobe® Connect™ Audio Provider

Use this one-time setup utility to create an audio provider on your Adobe Connect account so that your rPhone can automatically authenticate with your teleconference in any of your meeting rooms.

Adobe Connect Account Domain

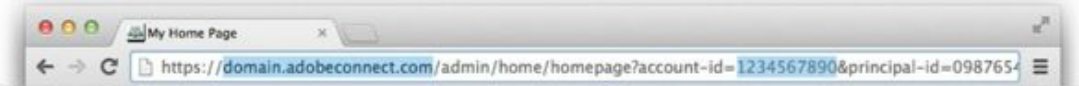
Adobe Connect Account ID

How do I find my Adobe Connect Account Domain?

Your Adobe Connect Account Domain can be easily found from the URL you use to login to your meeting rooms or the administration section where you create your meeting rooms. Please only enter the domain, and do not enter a path (anything past the "/" after the domain).

How do I find my Adobe Connect Account ID?

Your Adobe Connect Account ID will be displayed in the address bar of your web browser after you login to the administration section where you create your meeting rooms. Simply copy and paste that number into this field. (note that on-premise accounts will always have an account ID of '7')



Adobe Connect Admin Login

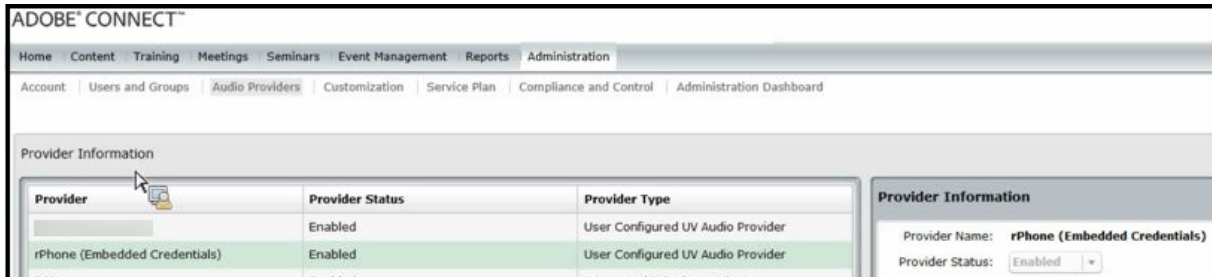
Adobe Connect Admin Password

Once your audio provider is created, you can create audio profiles for your meeting rooms in your Adobe Connect administration section, so that your rPhone can automatically authenticate, allowing your meeting hosts to start an audio conference without having to enter in ZipDX credentials.

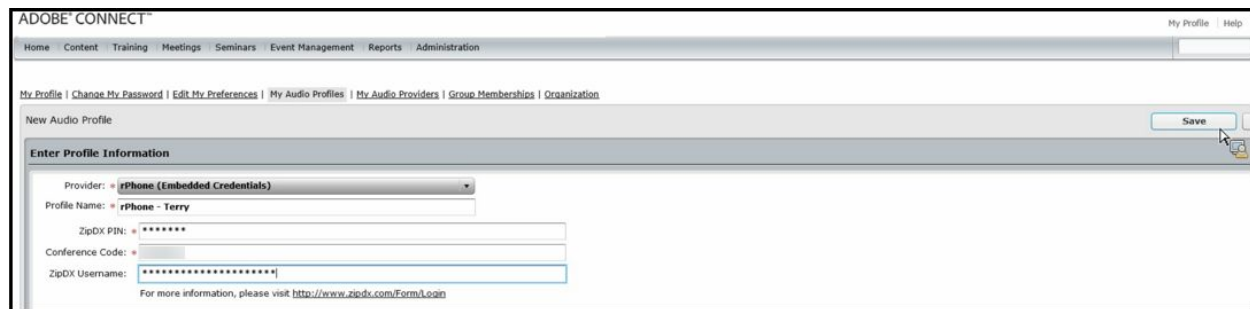
Create Audio Provider

The Audio Provider credentials will be securely retained on the rPhone communication server while your rPhone account is active.

Navigate to Adobe Connect Central to **administration >>>> audio providers**, where the newly created rPhone audio provider information will display as **rPhone (Embedded Credentials)**.



To start using the rPhone pod within a meeting room, the “rPhone (Embedded Credentials)” audio profile will need to be added to the host account using the rPhone in Adobe Connect. To add the rPhone audio profile, navigate to **My profile >>>> My Audio profile >>>> New profile** and select **rPhone (Embedded Credentials)** from the provider drop down menu.



Enter:

- the profile name (this could be “rPhone” + the name of the host). The profile name is displayed in Adobe Connect, or the Refined Training platform, when selecting which audio profile to associate with a meeting room.
- the ZipDX pin is the password for the ZipDX account, which is also the Host Pin from the ZipDX email and is typically seven digits.
- the conference code is the Participant Code from the ZipDX email that is typically six digits.
- the ZipDX username is the ZipDX login name and typically your email address.

Click save to create the audio profile. To allow other users to host a meeting room with their ZipDX conference code and ZipDX credentials, they will need to set up their audio profile with these provided [directions](#).

Selecting an audio profile for an Adobe Connect meeting

To add an audio profile to an Adobe Connect meeting, select the audio conference profile from the **Audio Conference Settings** drop down menu. This menu displays each audio profile created for each host.

Audio Conference Settings

Do not include any audio conference with this meeting.
(Select this option to create a VOIP only meeting.)

Include this audio conference with this meeting: - Select One - [Manage Audio Profiles](#)
(Please note that audio conference setting changes would be effective immediately.)

Include other audio conference with this meeting

Conference Number(s):

Moderator Code:

Participant Code:

Update information for any items linked to this item.

* - indicates required fields