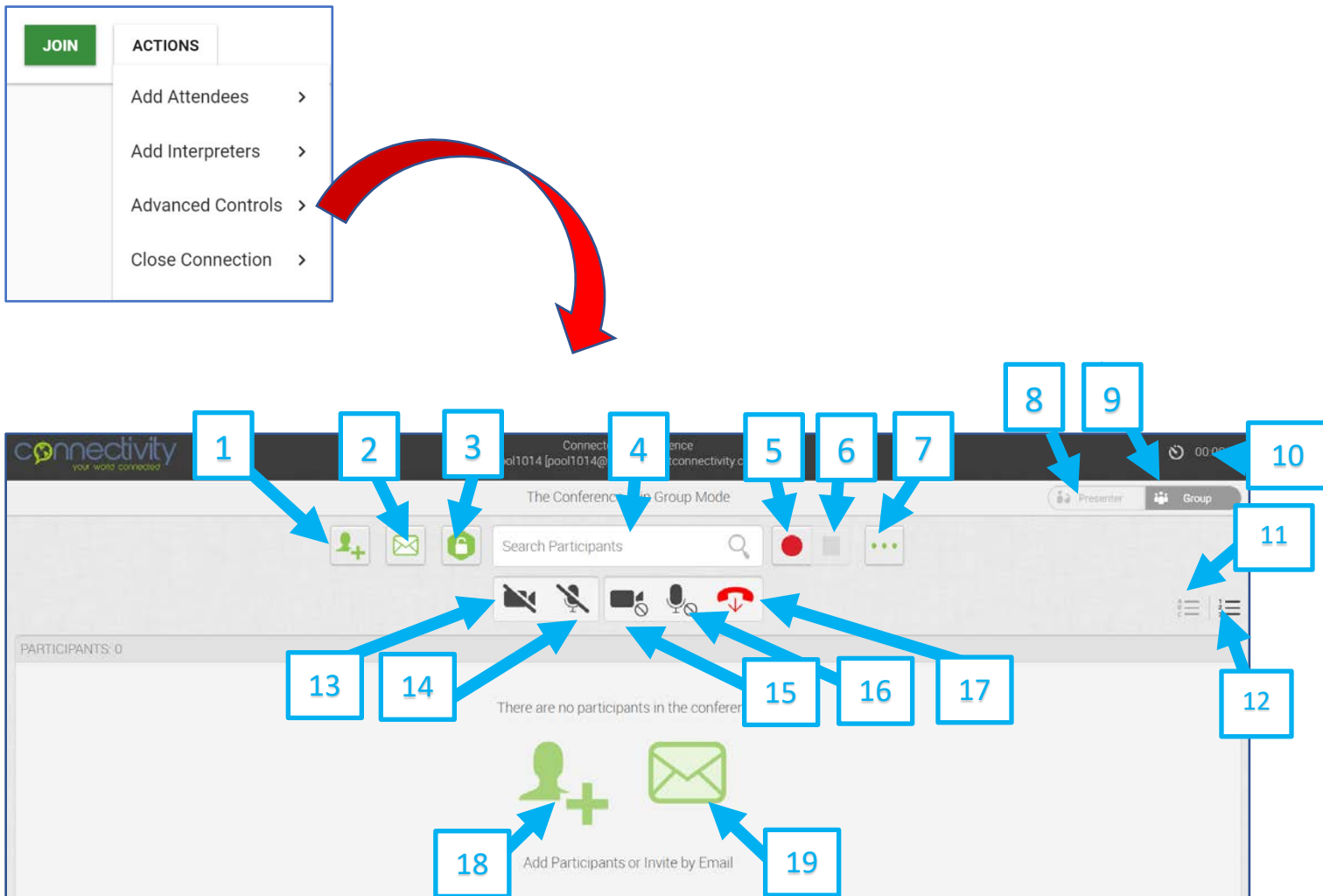# Advanced Controls Use Guide

From your Confirmation or Manage page, click **ACTIONS** to access **Advanced Controls**

1. **Add Participant**- add a participant to your room.

2. **Invite via Email**- invite a participant to your room via email.

3. **Lock/Unlock Room**- toggle between locking and unlocking your room. Locking prevents additional users from accessing your room.

4. **Search Participants**- type a participant's name; as you type, participants without the name will be filtered out.

5. **Record**- record, or record and webcast, an event.

6. **Stop**- stop recording or webcast.

7. *****Settings**- set a moderator PIN, create or remove a room link, and set a room PIN.
   (More detail regarding Settings can be found below.)

8. ****Presenter Mode**- The feature lets the meeting host monitor participants and control their cameras and microphones. The host can designate a participant as a presenter, which allows the participant to speak and share content. Only the active speaker is allowed to share content while the meeting is in presenter mode. Muted participants can click a button to "raise their hand" in order to be unmuted and ask a question.
    (Additional details listed below.)

9. **Group Mode**- all participants will control the sharing of their own camera, audio, or screens.

10. **Session Time, Time/Date**- toggle between viewing the current conference duration and viewing the current time of day. The conference timer is the default view.

11. **Sort participants alphabetically**- alphabetically sort the list of your participants.

12. **Sort participants by order of attendance-** sort the list of your participants in attendance order.

13. **Disable video on participants' camera without allowing participants to re-enable-** Disable video on all participants' cameras without allowing them to re-enable. Or, disable video on a selected participant's camera without allowing that participant to re-enable it.

14. **Mute audio on participants' microphones without allowing participants to re-enable-** Mute audio on all participants' microphones without allowing them to re-enable. Or, mute audio on a single participant's microphone without allowing that participant to re-enable it.

15. **Disable video on participants' cameras and allow participants to re-enable.**

16. **Mute audio on participants' microphones and allow participants to re-enable.**

17. **Disconnect all participants**- Disconnect all participants from your meeting room.

18. **Add participants**- search and add participants by typing in other users.

19. **Invite by email**- Send an invite link to others via email. Also gives the option to send a webcast link if you will be webcasting your event.
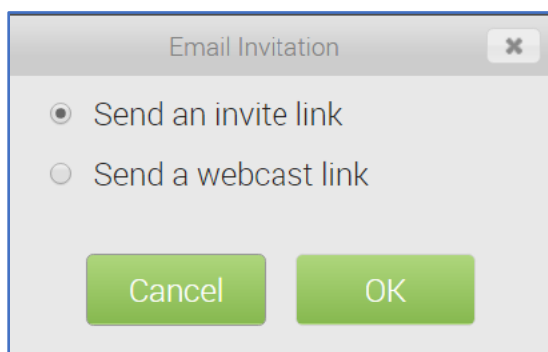
*Settings Details

1. **VidyoReplay**- future feature in development.

> **Accessing Video Recorded Sessions**
> Please contact customer service for your sessions. The development team is currently creating a convenient page for you to manage and access all your recorded content. Updates will be made available as soon as complete.

2. **Moderator PIN**- this feature is available to network administrators and will not be necessary for use by general users.

3. **Room Link**- you may provide this link to other participants; they can use this link to join your connection. It is the same link provided in any email or text invites.
   a. **Create new room link**- this feature is available to network administrators and will not be utilized by general users.
   b. **Remove room link**- this feature is available to network administrators and will not be utilzed by general users.

4. **Room Pin**- this feature is available to network administrators and will not be utilzed by general users.

5. **Webcast Link**- you may provide this link to other participants; they can use this link to join your connection. It is the same link provided in any email or text invites.
   a. **Create new webcast link**- this feature is available to network administrators and will not be utilzed by general users.
   b. **Remove webcast link**- this feature is available to network administrators and will not be utilzed by general users.

6. **Webcast PIN**- this feature is available to network administrators and will not be necessary for use by general users.
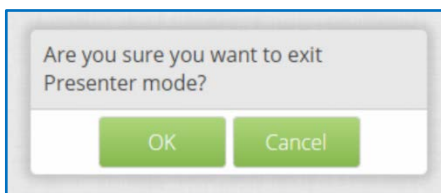
**Presenter Mode Details

Click the Presenter Mode switch to enable or disable Presenter mode. When entering or exiting Presenter mode, the following displays:
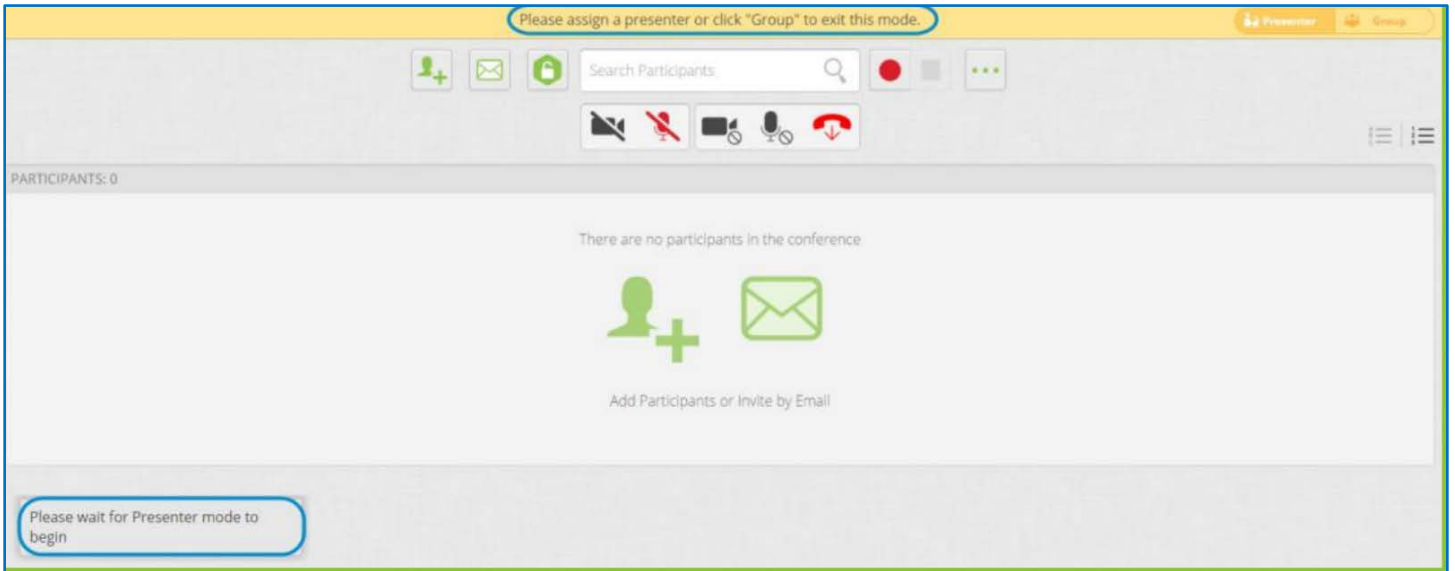
When Presenter Mode is enabled and a user joins a meeting, instead of seeing all the meeting participants, the user sees presenter only, or if the presenter has not yet joined the meeting, the user sees a message telling them to please wait for the meeting to begin. In addition, the user's microphone is muted.

When enabling Presenter mode, a system notification displays at the top of the HTML-based Control Meeting screen asking you to "Please assign a presenter or click 'Group' to exit this mode" and you must select a participant as the presenter. A system notification then displays asking you to "Please wait for Presenter mode to begin."

When disabling Presenter Mode, a notification displays asking "Are you sure you want to exit Presenter mode?" and you must click OK.

A system notification then displays asking you to "Please wait for Presenter mode to end."