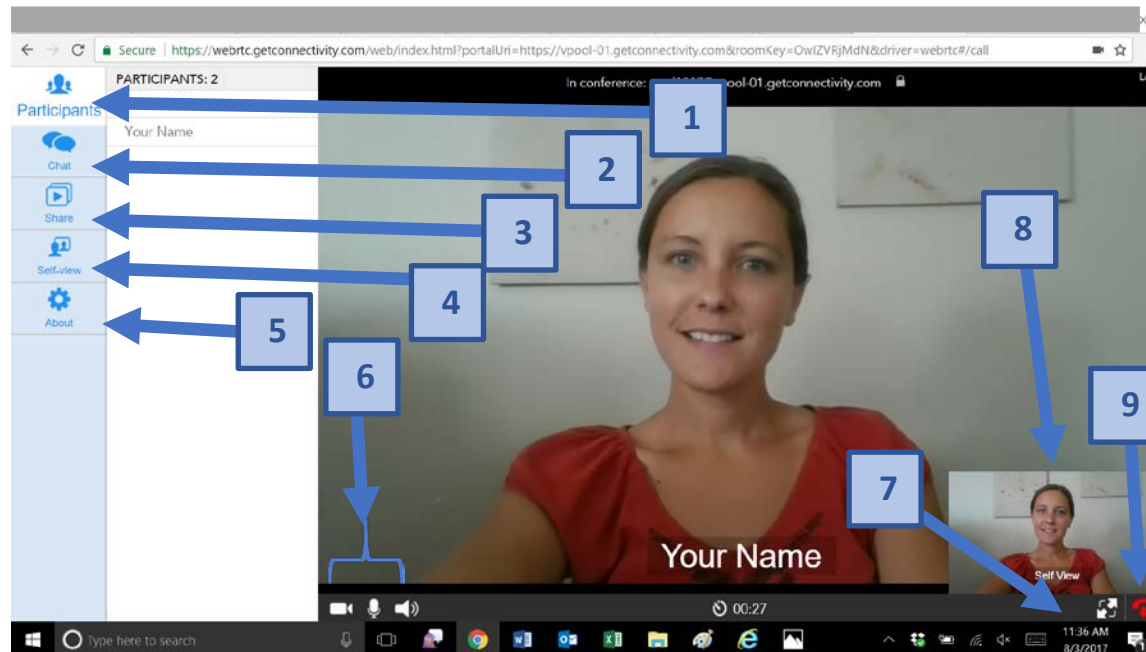


## Video Session Controls

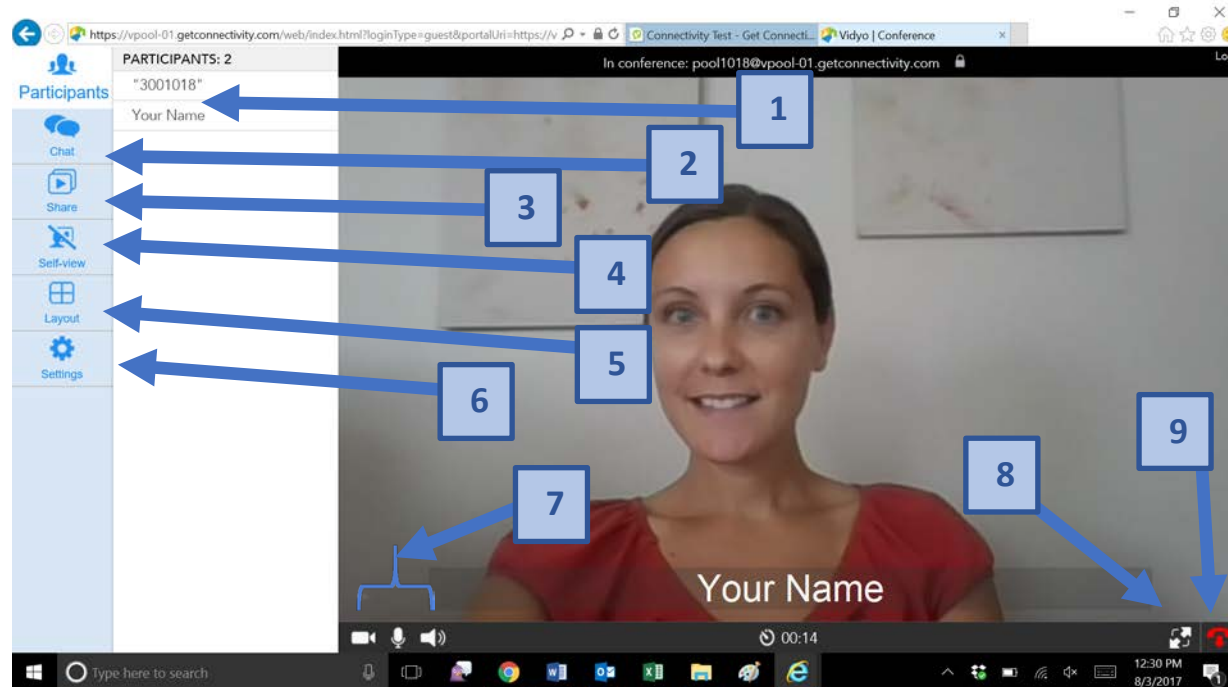
### WEB RTC



1. **Participants**- View a list of all participants. Click on a participant to send a direct chat message.
2. **Chat**- Chat with all the participants as part of the meeting group chat.
3. **Share**- Click to select which application or screen you wish to share in the meeting.
4. **Self-View**- Toggle your self-view preference.
5. **About**- Information relating to the application. (Not usually needed.)
6. **Camera**- Show or hide the video from your camera. RED when camera is 'off'.  
**Microphone**- Mute, unmute, and control the volume of your microphone volume. RED when muted.  
**Speaker**- Mute, unmute, and control the volume of your speaker volume. RED when muted.

7. **Full Screen**- Enter and exit full screen viewing.
8. **Self-View Preview**- A preview of what other participants are viewing from your camera feed.
9. **End Call**- Disconnect yourself from the call.

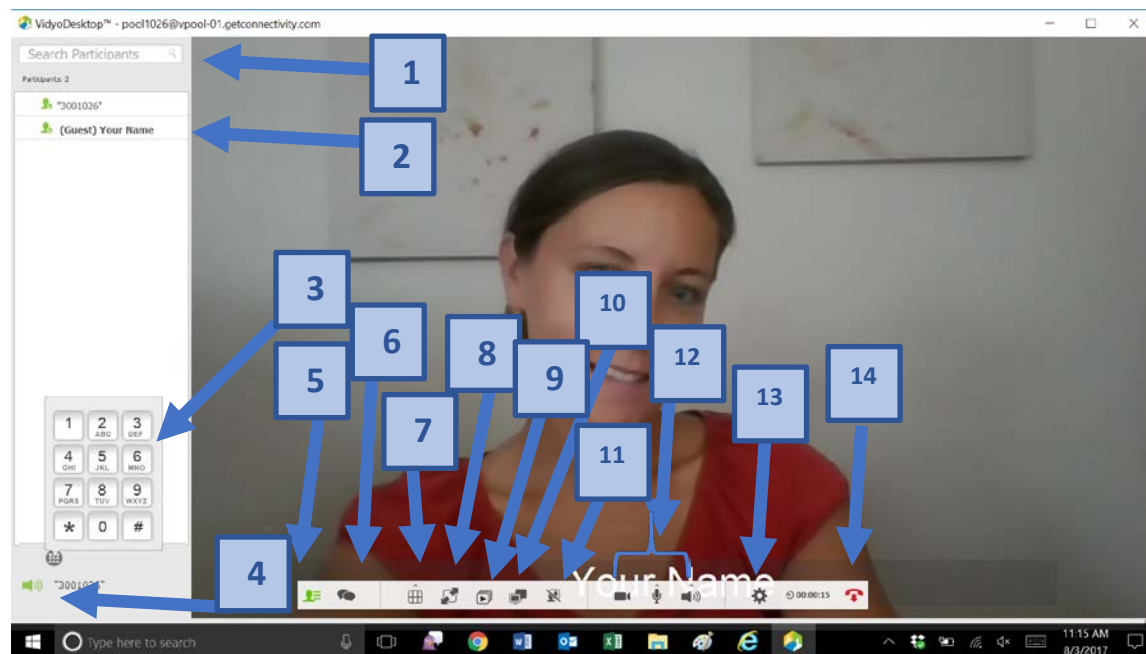
### WEB CLIENT



1. **Participants**- View a list of all participants. Click on a participant to send a direct chat message.
2. **Chat**- Chat with all the participants as part of the meeting group chat.
3. **Share**- Click to select which application or screen you wish to share in the meeting.
4. **Self-View**- Toggle your self-view preference.
5. **Layout**- Select how to view the participants' video windows during the meeting, control the maximum number of windows.
6. **Settings**- Access various settings and preferences and set-up information. (Not usually needed.)

7. **Camera**- Show or hide the video from your camera. RED when 'off'.  
**Microphone**- Mute, unmute, and control the volume of your microphone. RED when off.  
**Speaker**- Mute, unmute, and control the volume of your speaker. RED when off.
8. **Full Screen**- Enter and exit full screen viewing.
9. **End Call**- Disconnect yourself from the call.

### FULLY INSTALLED SOFTWARE CLIENT



1. **Search Participants**- Enter a name in this text box to search for a participant.
2. **Participant List**- View a list of the meeting participants. Click on a participant to send a direct chat message.

3. **DTMF Keypad**- Provides access to DTFM (dual tone multi frequency) mode. This will not call additional participants or dial to other telephone numbers.
4. **Active Speaker Indicator**- Icon and a display name of up to three speakers to indicate which participants are introducing audio.
5. **Show Participant List**- Hide or show the participant list on the left of the screen (2).
6. **Show Group Chat**- Chat with all the participants as part of the meeting group chat.
7. **Change Layout**- Select how to view the participants' video windows during the meeting, and to control the maximum number of windows.
8. **Full Screen**- Enter and exit full screen viewing.
9. **Start Sharing**- Click to select which application or screen you wish to share in the meeting.
10. **Toggle Conference Shares**- Toggle among the applications or screens that are being shared during the meeting.
11. **Change Self-View Options**- Toggle your self-view preference.
12. **Camera Privacy**- Show or hide the video from your camera. RED when camera is 'off'.  
**Microphone Volume**- Mute, unmute, and control the volume of your microphone volume. RED when muted.  
**Speaker Volume**- Mute, unmute, and control the volume of your speaker volume. RED when muted.
13. **Configuration and Status**- Access various settings and preferences and set-up information. (Not usually needed.)
14. **End Call**- Disconnect yourself from the call.