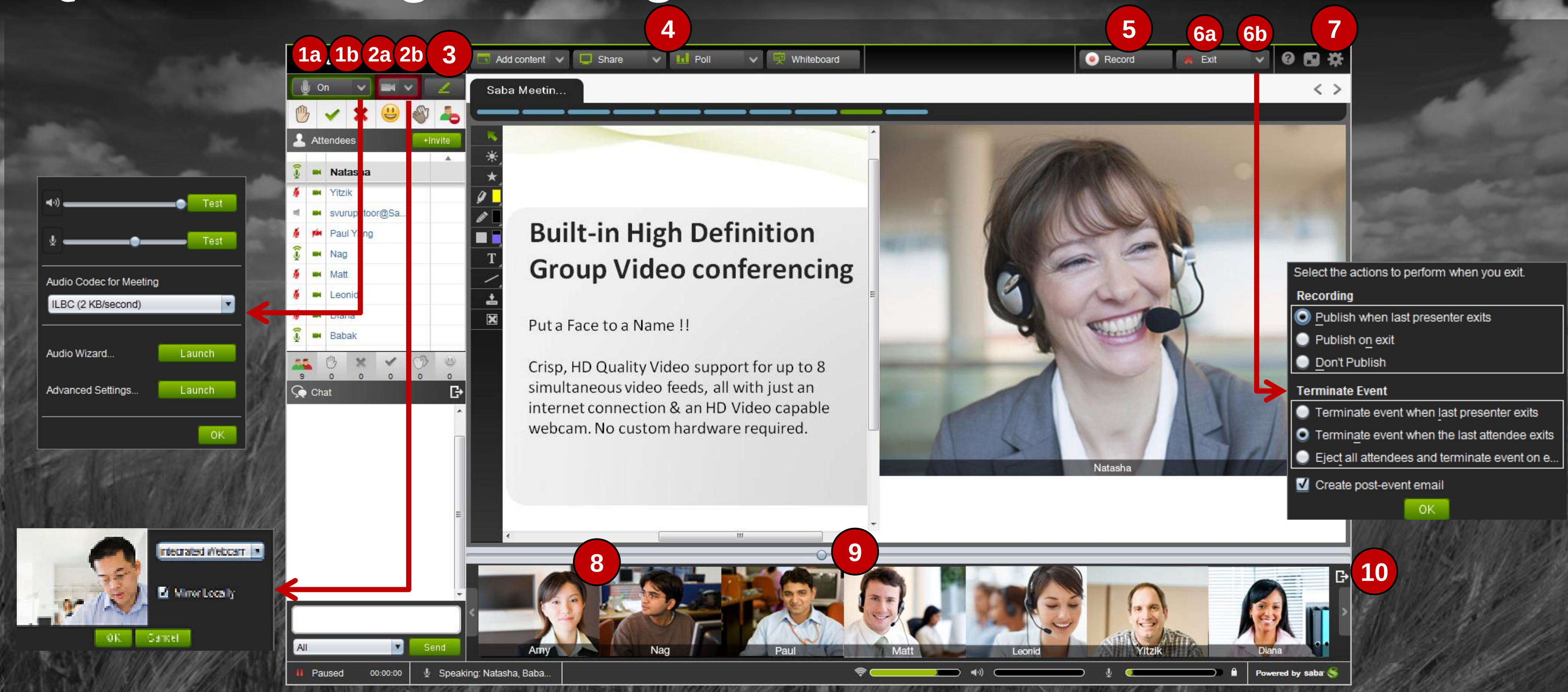
QRC: Leading meetings



VoIP audio

1) (a) Turn on/off your microphone and (b) test your audio settings. You can also enable your microphone by pressing the **CTRL** key on the keyboard.

Live video

2) (a) Turn on/off your camera and (b) test your video settings .

Application share, whiteboard, markup, and polls

3) Display markup tools.

4) Use the top menu controls to start sharing an application, display the whiteboard, start a poll.

Recording and session settings

5) Pause or restart recording the session.

6) (a) Exit the session and (b) select publishing options for when you exit.

7) Edit session settings (chat, appshare, conference call, etc.)

Video modes

8) Click the star in the top-right corner of a video channel to display it as primary.

9) Use the scroll bar to resize the primary video and the agenda panel.

10) Undock the video panel. When undocked, the panel can be displayed vertically or horizontally.

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Leading meetings (Cont'd)

Attendees

11) Invite more people by email.

12) Click the microphone or camera icon to give or take audio and video controls for a person, or

13) Right-click the person's name to give or take controls

14) Click the icon to give or take controls for all attendees at once.

Chat

15) Dock/undock the chat panel.

16) Display time stamps and save chat conversation.

17) Enter text and click **Send** to chat with everyone in the meeting or use the drop-down to select a specific person

Content

18) Use the agenda toolbar to preview content before displaying it to attendees and to navigate the agenda. **Green** indicates an item being displayed to attendees, while **purple** indicates an item being previewed by the presenter.

19) When multiple agendas/slide decks are uploaded, each one appears in its own tab.

20) Use the arrows to navigate to the next agenda item. You can also use the keyboard arrow keys, or a remote control stick