



## Table of Contents

- [Camera](#)
- [Microphone](#)
- [Overlay Controls](#)
- [Screen Sharing](#)
- [Chat](#)
- [File Sharing](#)
  - [Uploading Files](#)
  - [Presenting and Showing Files](#)
- [Media Player](#)
- [Invitations](#)
- [Breakout Rooms](#)
- [Recording](#)
- [Go Live and Streaming](#)
- [Sidebar](#)
  - [Conference Details](#)
  - [Attendee List](#)
- [Live Polling](#)
- [Exit](#)

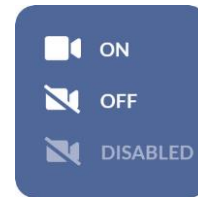
## Camera

### Video Conference

- ✓ Host
- ✓ Guest

### Webinar

- ✓ Host



Click the Camera icon to turn your webcam On or Off.

- The camera icon will appear disabled if you lack permission or ability to stream video.

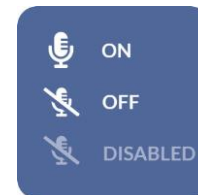
## Microphone

### Video Conference

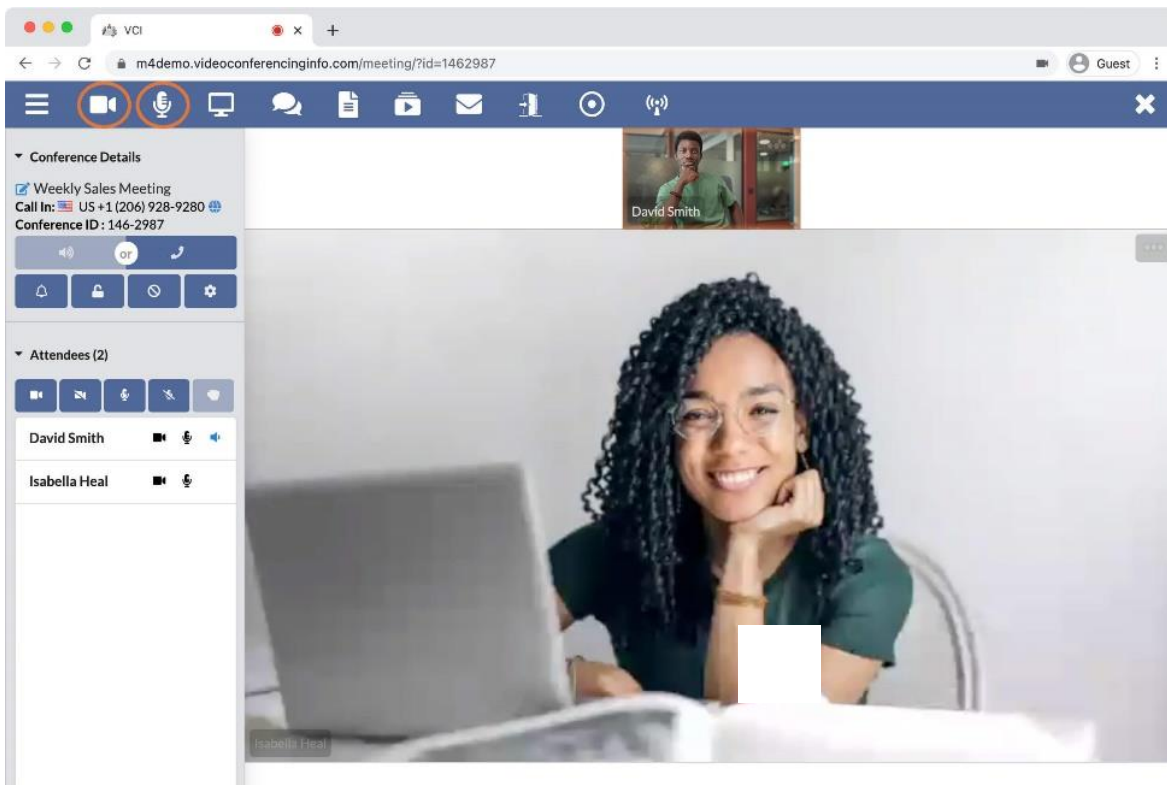
- ✓ Host
- ✓ Guest

### Webinar

- ✓ Host



- Click the Microphone icon to turn your microphone On or Off.
- The microphone icon will appear disabled if you lack permission or ability to stream audio.



## Overlay

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### Video Conference

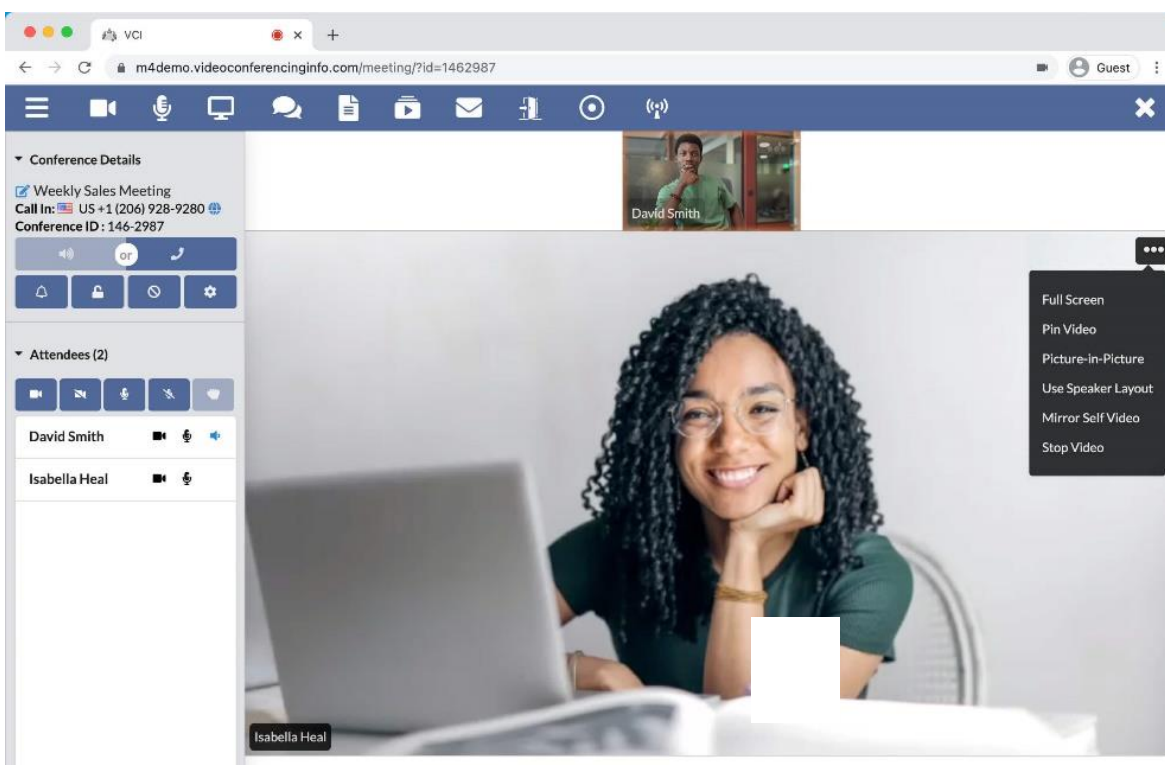
- ✓ Host
- ✓ Guest

### Webinar

- ✓ Host
- ✓ Guest

Use the overlay to control your own video or other participant's videos.

- **Full Screen:** Put this image in full screen.
  - Hit ESC (escape) on your keyboard to get out of full screen.
- **Pin/Unpin Video:** Pinning an image makes it the large video in the center of the meeting at all times.
- **Picture-in-Picture:** Pops the camera image out of the browser window.
- **Use Speaker/Tile Layout:** Toggle between Speaker Layout and Tile Layout.
- **Mirror Self Video** (only available for your own camera image): Flips your camera image horizontally.
- **Stop Video** (only available for your own camera image): Turns your camera image off.



## Screen Sharing

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### Video Conference

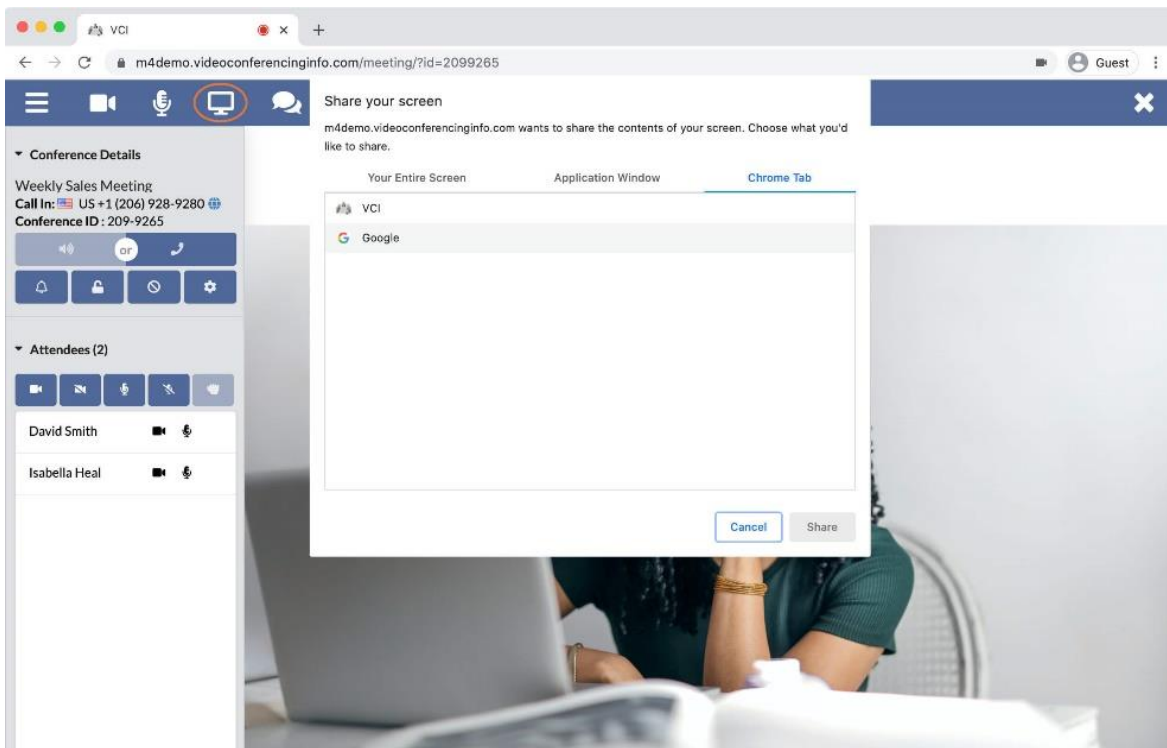
- ✓ Host
- ✓ Guest

### Webinar

- ✓ Host

Screen sharing can be used to show documents, websites, pictures, and other files from your computer to your participants.

- Click the Screen Sharing icon to open the screen selection dialog.
- **Entire Screen:** Share your computer's desktop and all visible application windows.
- **App Window:** Share one specific application window.
- **Chrome Tab:** Share a specific tab from Chrome.
- The screen sharing icon will appear disabled if you lack permission or ability to screen share.



# Chat

## Video Conference

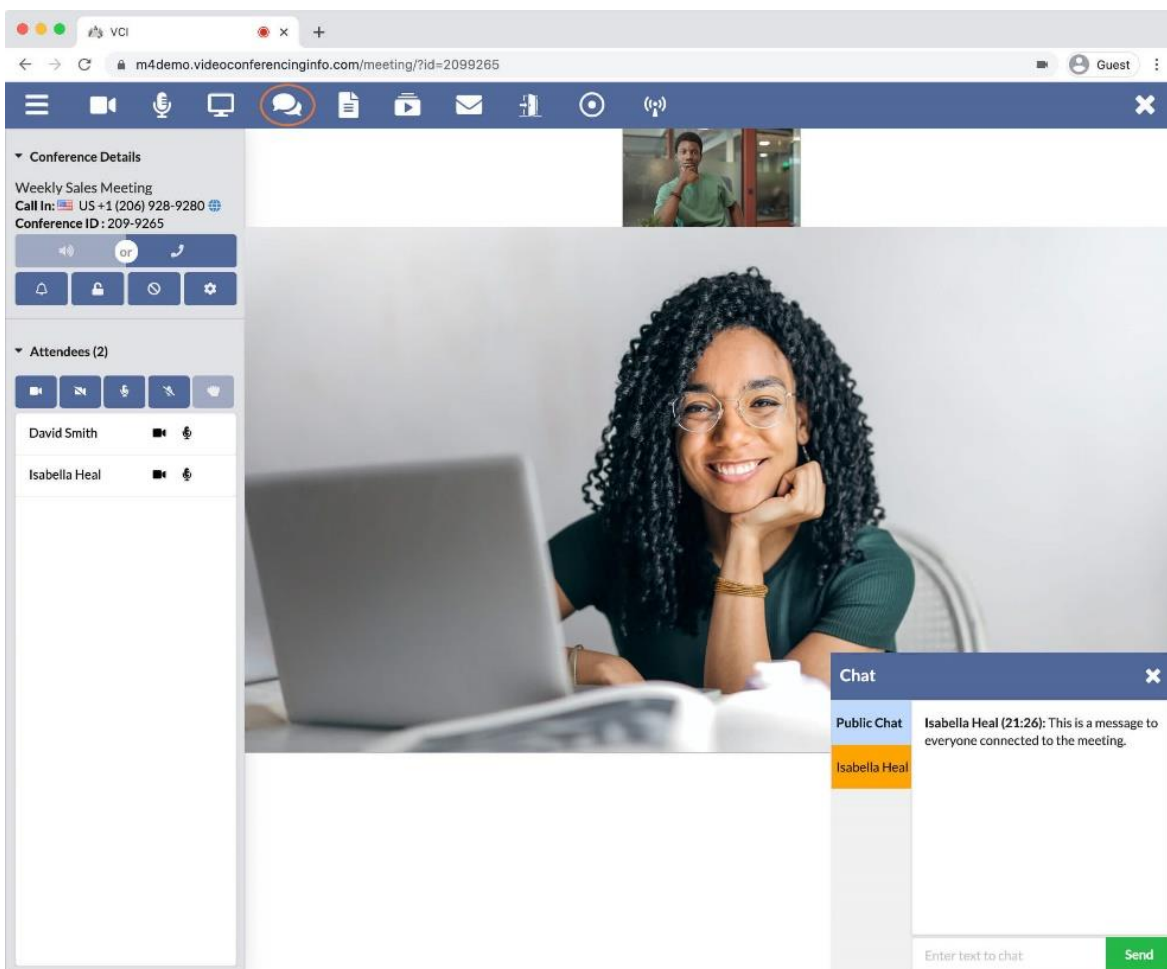
- ✓ Host
- ✓ Guest

## Webinar

- ✓ Host
- ✓ Guest

Send chat messages to participants.

- Click the Chat icon to open the chat window.
- **Public Chat:** during a video conference, public chat is available between all participants.
- **Private Chat:** during a video conference, private chat is available between individual participants.
- **Host Chat:** during a webinar, the host can chat with each attendee, and attendees can only chat with the host.
- The chat icon will appear disabled if you lack permission or ability to chat.



## File Sharing

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### Video Conference

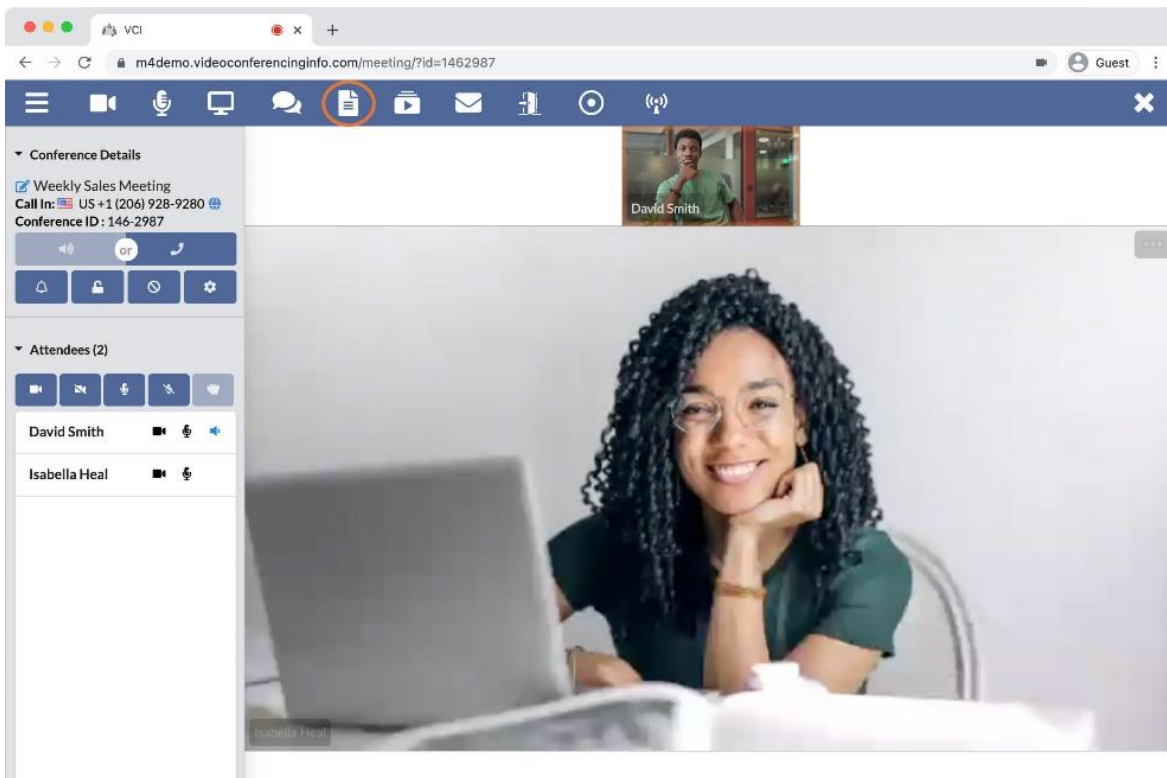
- ✓ Host
- ✓ Guest

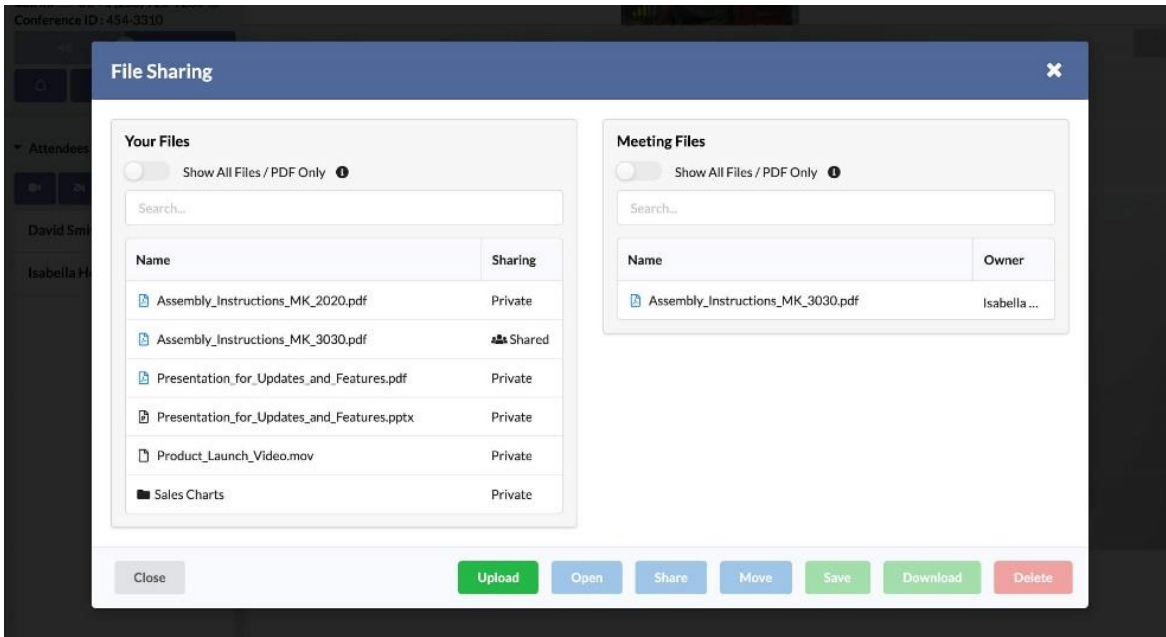
### Webinar

- ✓ Host
- ✓ Guest

File Sharing is used to present uploaded files to your participants or to upload and download files.

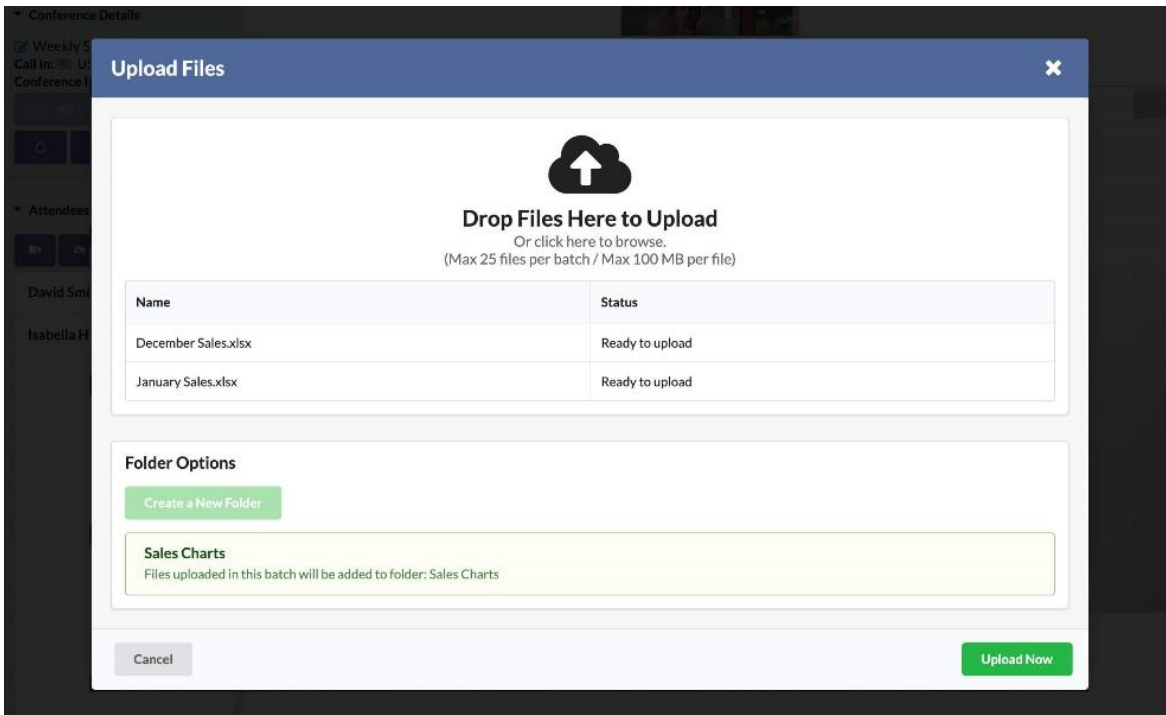
- Click the File Sharing icon to open the file sharing window.
- **Your Files:** All files you have previously uploaded.
- **Meeting Files:** Files that have been shared with this meeting by you or other attendees.
- **Upload:** Add new file(s) from your computer.
- **Open:** Preview file and start presentation.
- **Share/Sharing:** Allow specific people to have access to your file or share it with an entire meeting.
  - When shared with a meeting, the file will appear in the **Meeting Files** list for that meeting and all participants will have access to the file.
  - When shared with a specific user, the file will appear in that user's **Your Files > Shared With You** folder.
- **Save:** Saves a copy of the selected file to Your Files.
- **Download:** Save a selected file to your computer.
- **Delete:** Delete one of your files.
- The File Sharing icon will appear disabled if you lack permission or ability to share files.





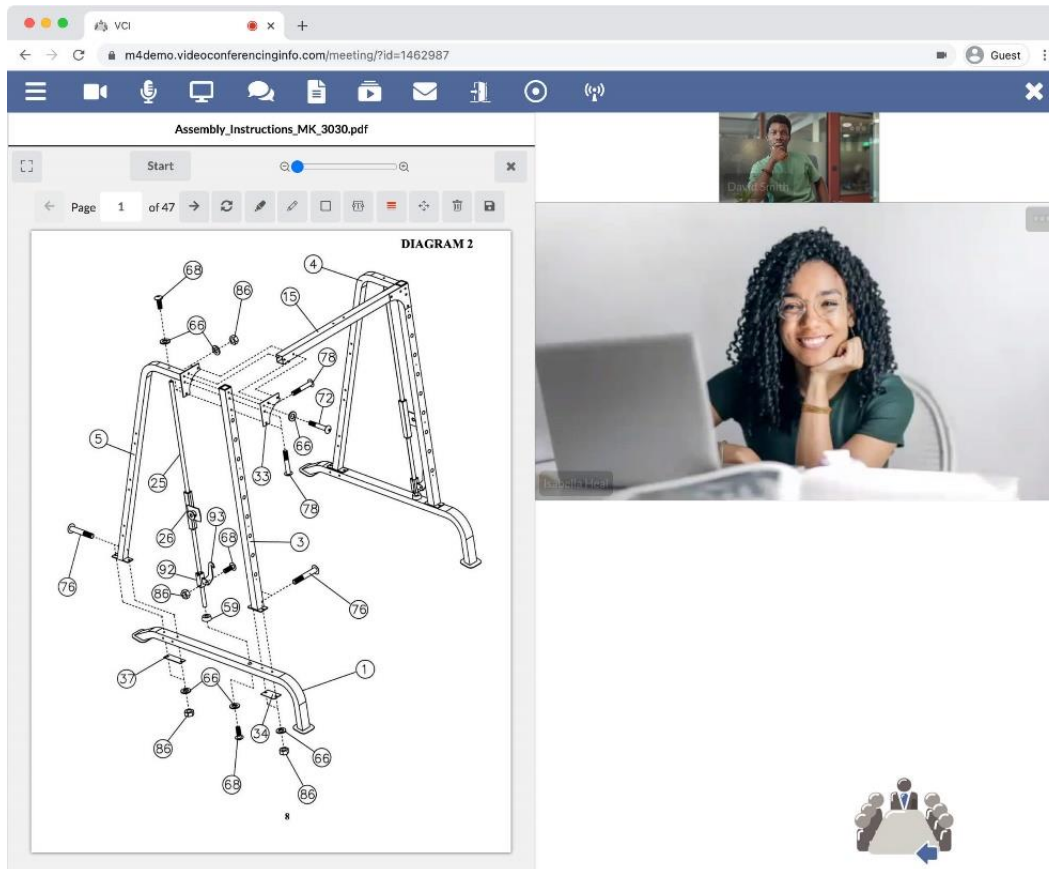
## Uploading Files:

- Click on the Upload button to start uploading files to your meeting.
- You can drag and drop files from your computer onto your browser to get them ready to upload or...
- Click on the upload icon to browse for files instead.
- **Folder Options:** Click on **Create a New Folder** to upload your file(s) to a new folder.
- Click on **Upload Now** to upload your file(s).



## Presenting and Showing Files:

- Select a file from the list and click on the **Open** button.
- The file will open in a preview mode so you can prepare any mark-up or go to the right page.
- When you're ready to start showing your file to everyone connected to the meeting, click on the **Start** button.





The screenshot displays a web browser window with a video conference interface. The address bar shows the URL [m4demo.videoconferencinginfo.com/meeting?id=1462987](https://m4demo.videoconferencinginfo.com/meeting?id=1462987). The document viewer shows a PDF titled "Assembly\_Instructions\_MK\_3030.pdf" on page 8 of 47. The document content is a technical diagram labeled "DIAGRAM 2" showing a mechanical assembly with various parts numbered. Two screws are circled in red. The interface includes a "Stop" button and a toolbar. A video feed of a woman is visible on the right, and a meeting control icon is at the bottom right.

- Use the different tools to navigate your document and to add mark up.
- Click the **Stop** button when you do not want other participants to see your file anymore.

## Media Player

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### Video Conference

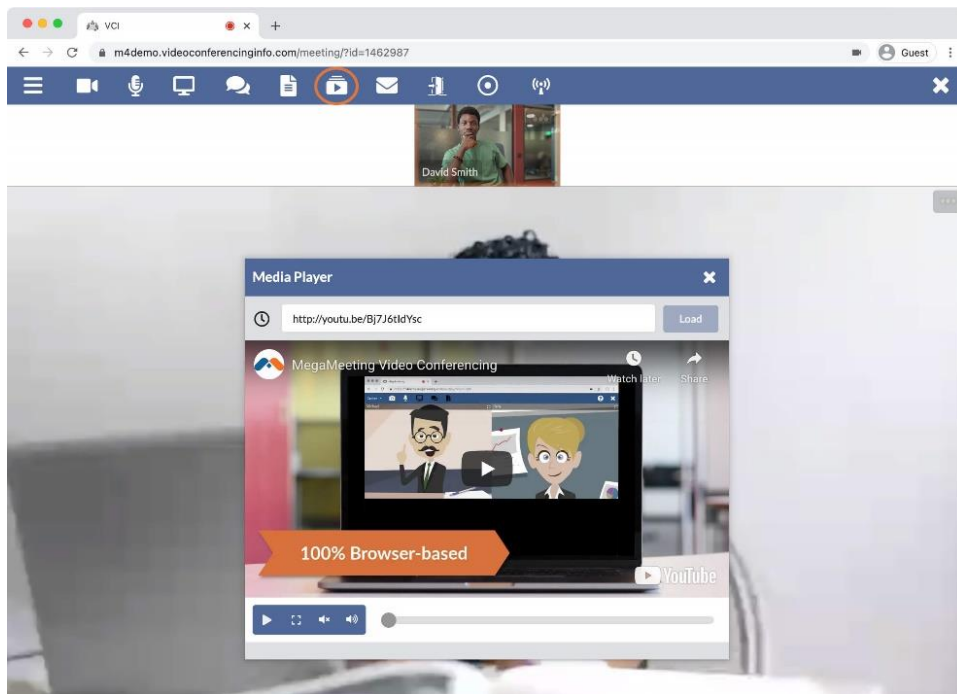
- ✓ Host
- ✓ Guest

### Webinar

- ✓ Host
- ✓ Guest

Use the Media Player to play videos and audio files in your meeting.

- Click the Media Player icon to open the Media Player.
- Paste a supported link in the field and click Load.
  - **Supported Web Links:** YouTube, Vimeo, DailyMotion, Wistia, Vidyard, Twitch, Streamable, SoundCloud, Mixcloud
  - **Supported File Types:** mp3, mp4
    - **Note:** You must use a direct link to the file that is hosted on a public website
- Click the Play button in the bottom left to play the video for all participants.
- You can pause, fast forward, and rewind the video or audio for you and your participants.
- The Media Player icon will appear disabled if you lack permission for the Video Player.



## Invitations

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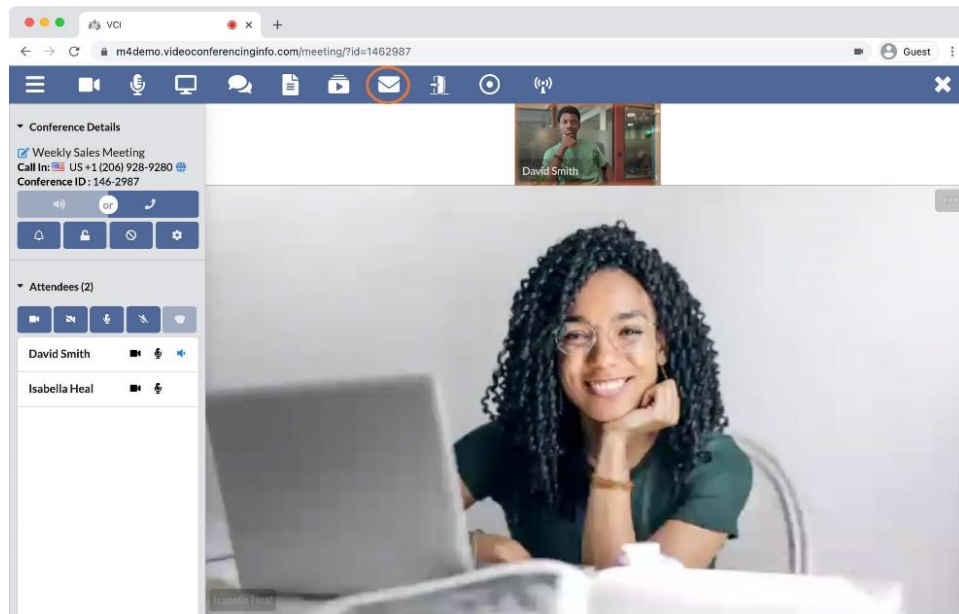
Video Conference

✓ Host

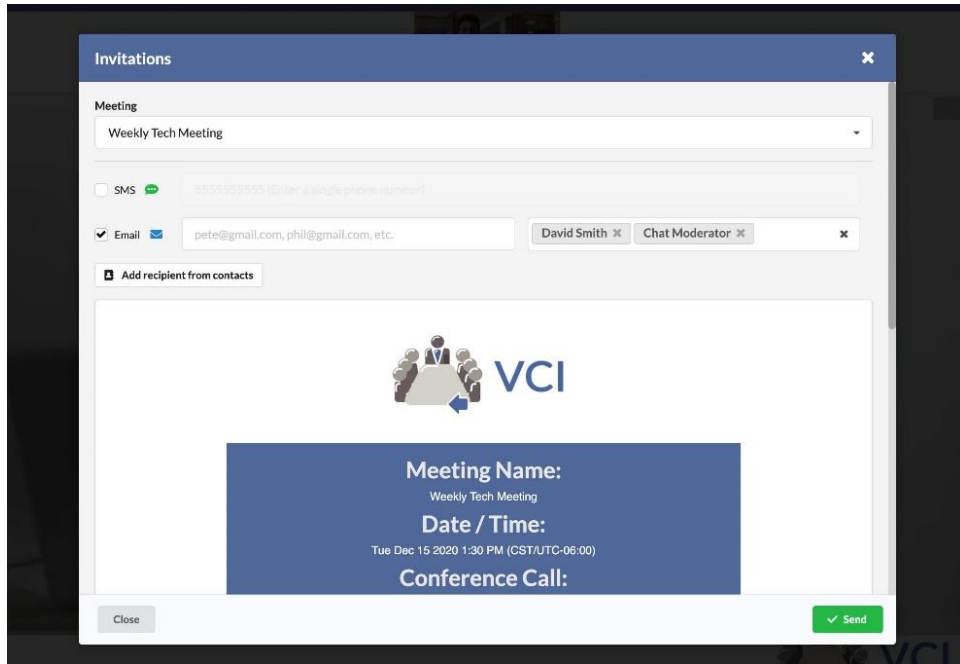
Webinar

✓ Host

Send Invitations to meeting participants.



- Click the Invitations icon to invite participants to your meeting.
- **SMS:** Type a user's cell phone number to send a text with the link for your meeting.
  - Can only be used with the Open Meeting Link.
  - Cannot be sent to Special Attendees.
  - One cell phone number allowed per time.
- **Email:** Enter email addresses to send the Open Meeting link here.
  - To enter multiple email addresses, separate email addresses with a comma.
- **Special Attendees:** Anyone added as a Special Attendee will be added to this section.
  - Delete and Add Special Attendees using the drop-down menu near the top right of the Invitations window.
- **Adding from Contacts:** Click to open your Contacts window. Quickly add previously saved contacts.



## Breakout Rooms

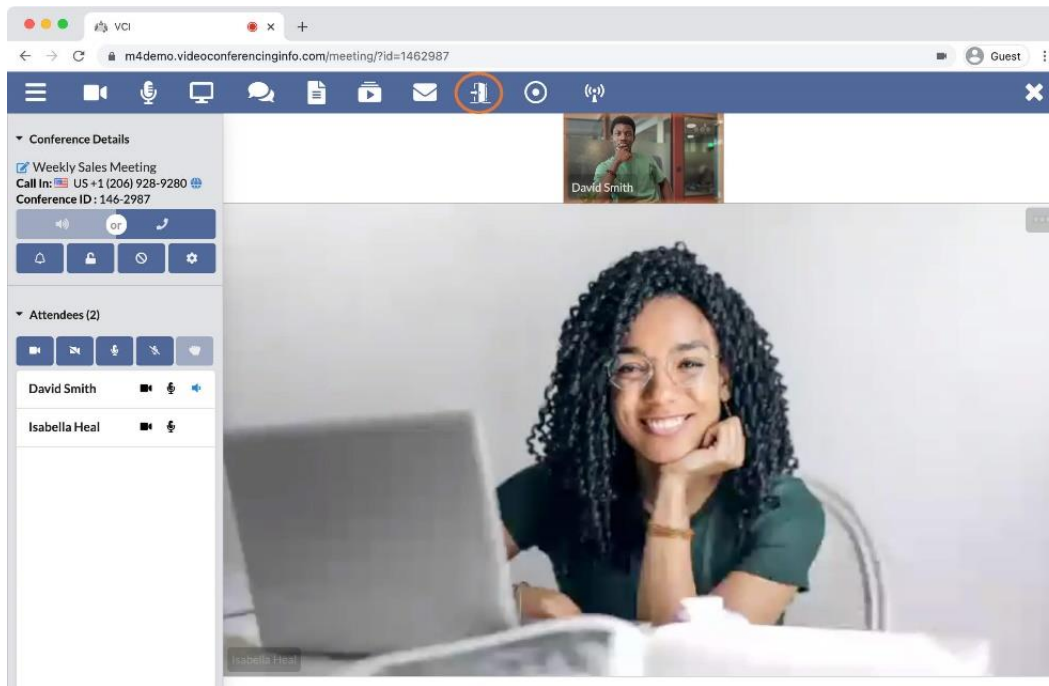
Video Conference

✓ Host

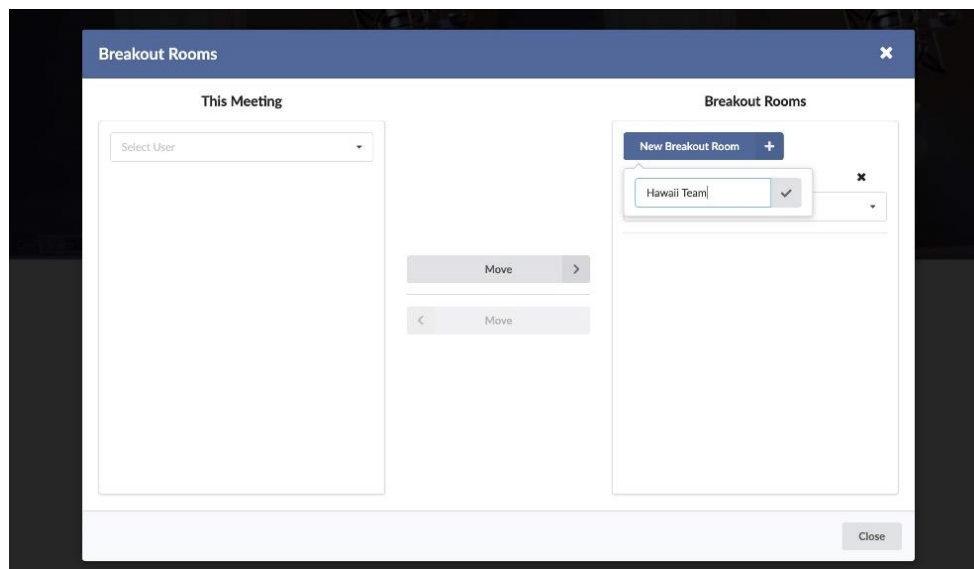
Webinar

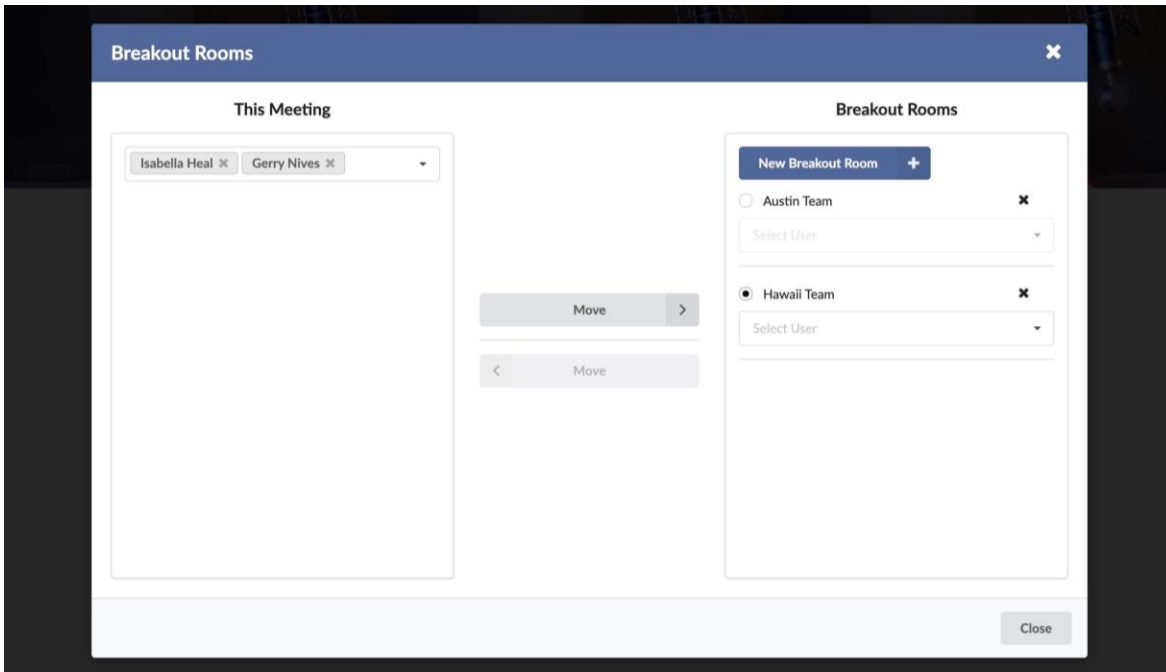
✓ Host

Send your participants to breakout rooms for privacy. Bring them back when they're done.

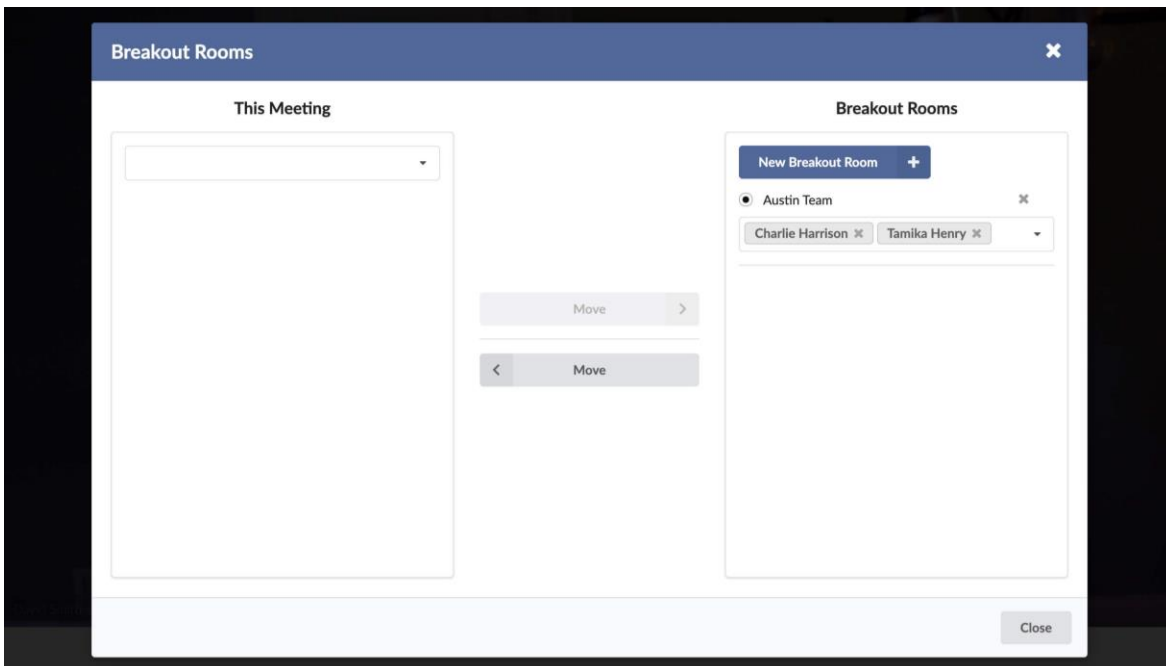


- Click the Breakout Rooms icon to start moving your participants into additional meetings.
- Click on New Breakout Room button and type a Meeting Name.
- Select users from the drop-down menu on the left-hand side of the screen and click the Move button.





- Use the drop-down menus on the right-hand side of the screen to select users connected to Breakout Rooms.
- Click the Move button to bring them back into your original meeting.



## Recording

Video Conference

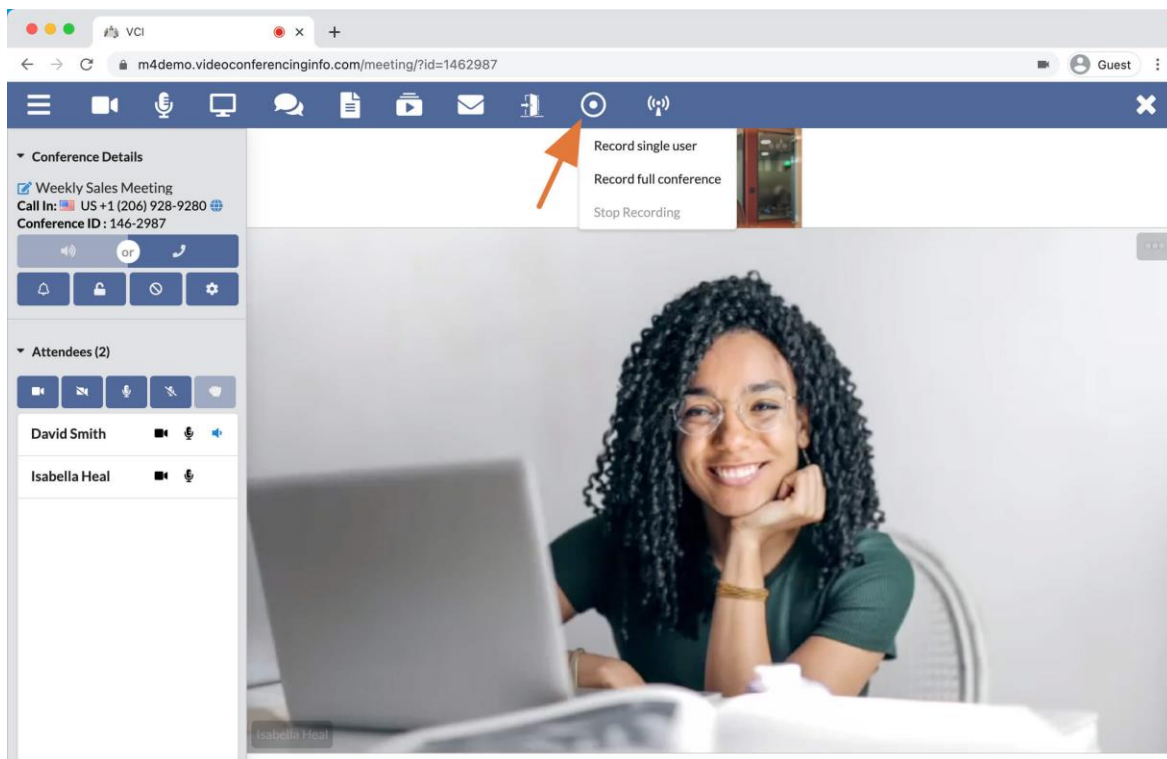
- ✓ Host

Webinar

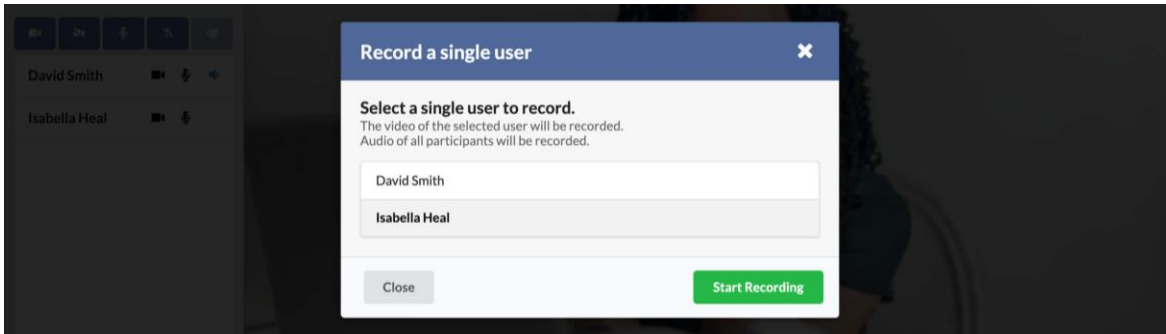
- ✓ Host

Record either the full conference or a single user.

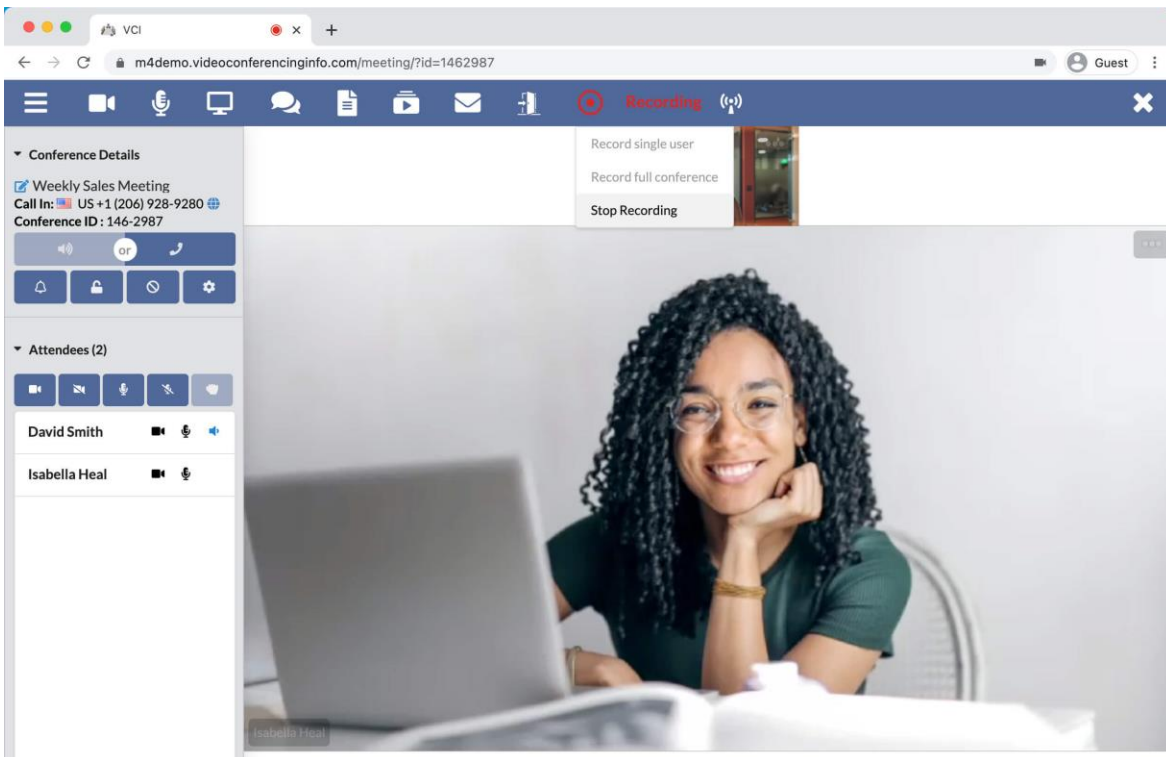
- Recording can be started and stopped by using the icon at the top of the screen.
- When a recording is finished, you will access it from your Account Dashboard.



- Click the Recording icon at the top of the screen.
- Select **Record full conference** to record all video participants and anything shown through screen sharing.
- Choosing the option to **Record single user** captures the video of this participant and all audio for the meeting.
  - Screen sharing is not captured using this mode.



- Click the Recording icon again to Stop Recording.



- To access your recording, leave the meeting and click on the **Recordings** icon in your Account Dashboard.



## Go Live and Streaming

Video Conference

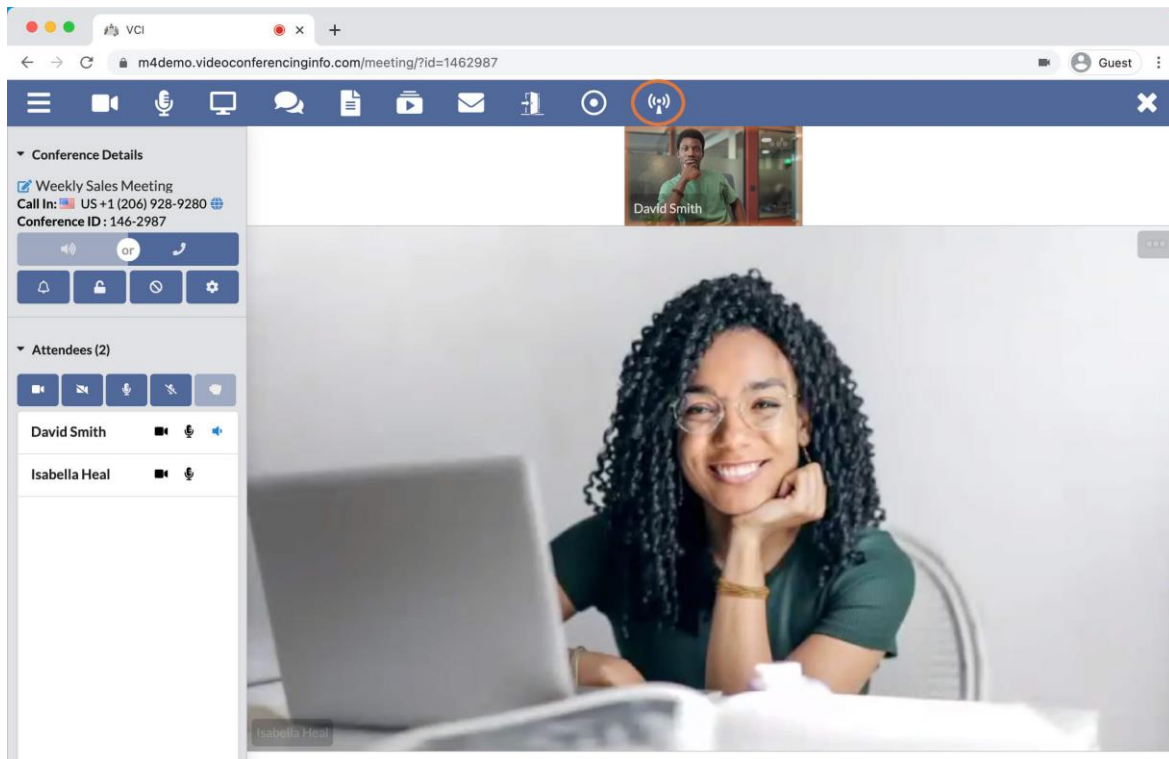
- ✓ Host

Webinar

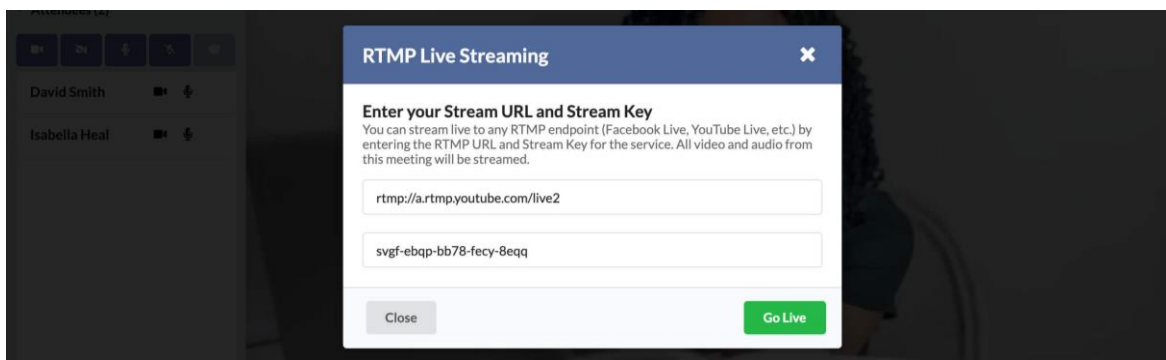
- ✓ Host

This feature allows you to stream your meeting to another service (YouTube, Facebook, Twitch, etc.)

- Click the **Go Live** button.



- Enter your Stream URL and Stream Key for whichever service you're sending your meeting to.
  - These values are found within your streaming account.
  - Do not share your Stream Key with anyone!



## Sidebar

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### Video Conference

- ✓ Host
- ✓ Guest

### Webinar

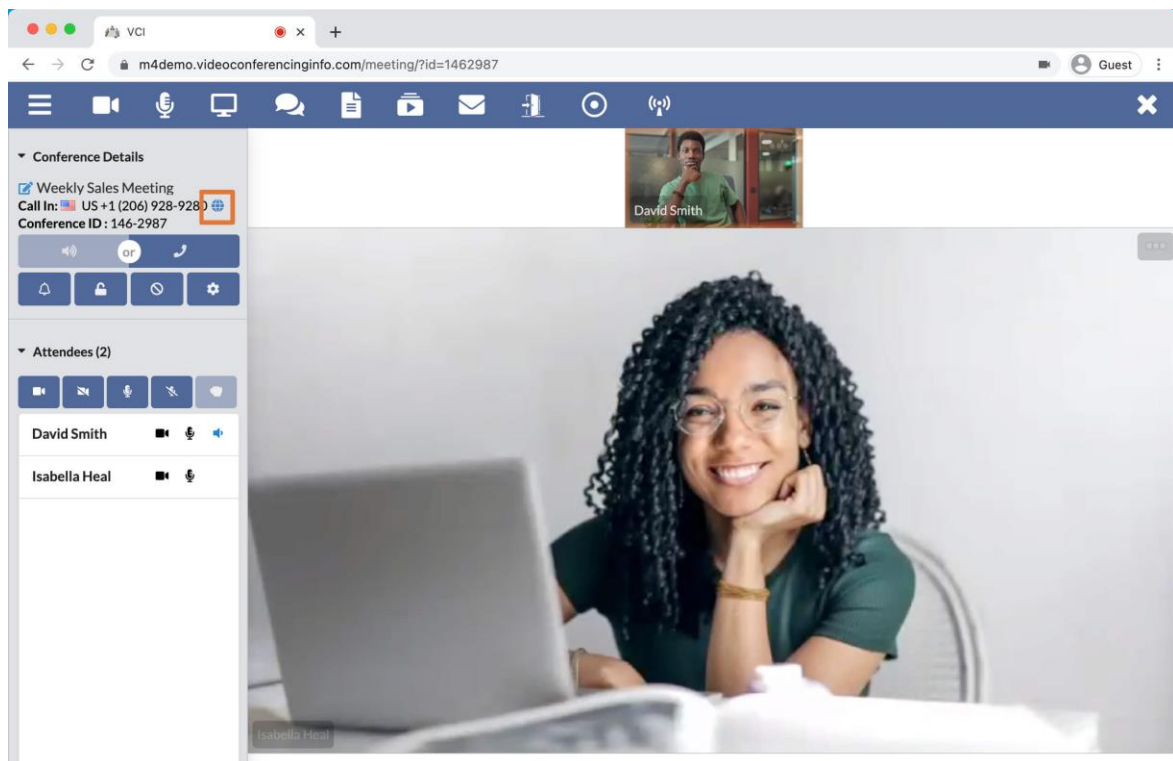
- ✓ Host
- ✓ Guest

The sidebar contains the User List, Conference Details, as well as meeting controls for the Host.

- Click the menu icon in the top left to open the sidebar.

### Conference Details:

- Displays the Call In Number(s) and Conference ID.
- Click the Globe Icon to see the International Conference Numbers available to participants.
- Users will dial the number for their country and use the same Conference ID that is listed in the Conference Details.



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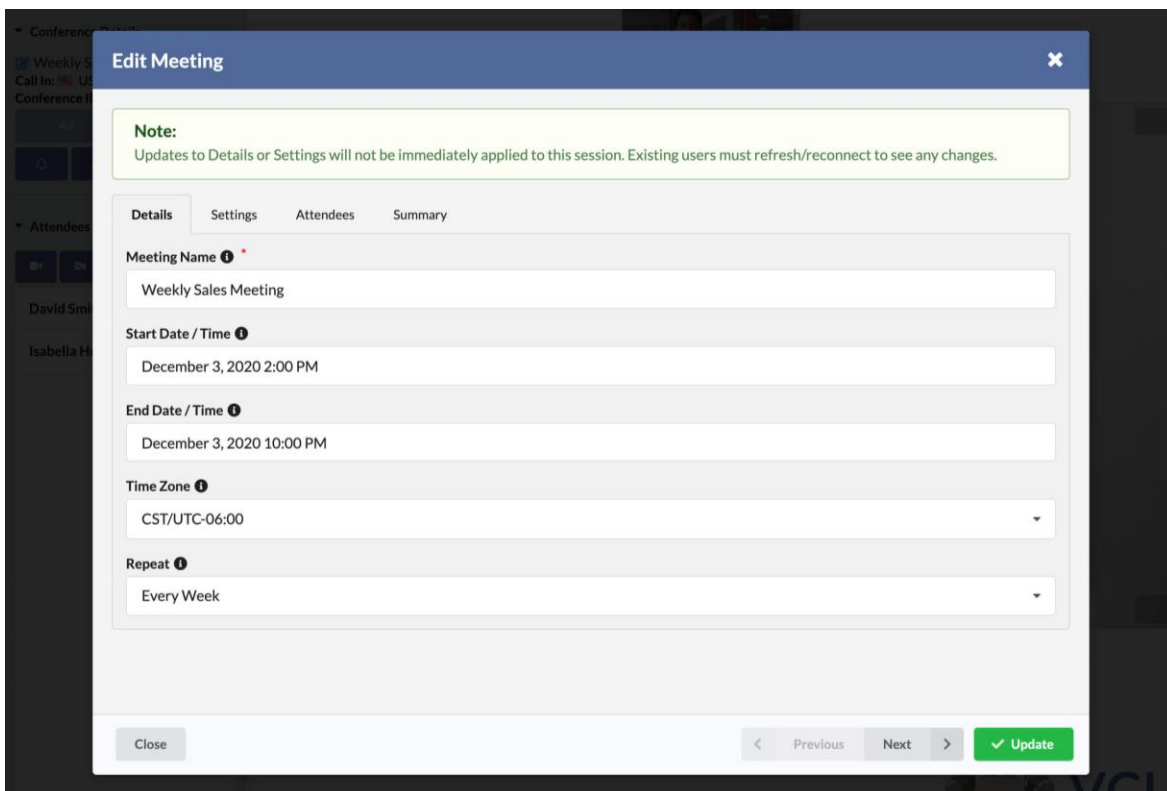
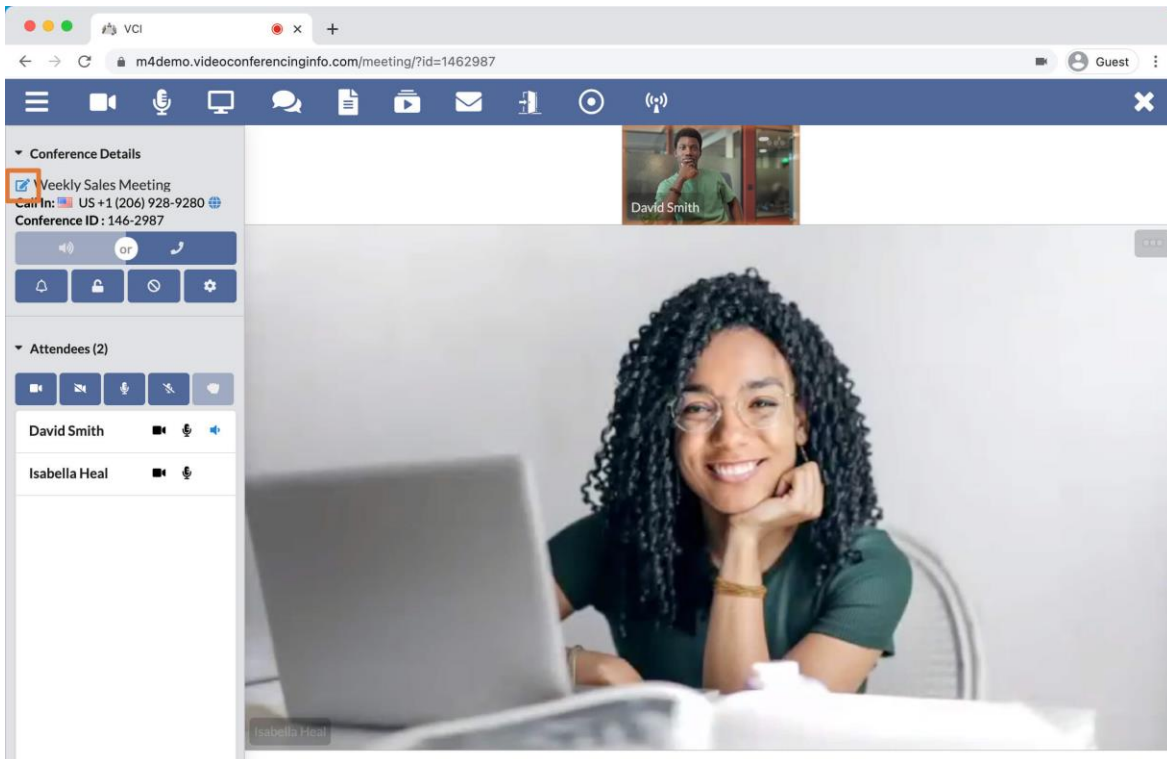
m4demo.videoconferencinginfo.com/meeting-conference-access-numbers.pdf

Select\_Access.pub 1 / 1 100%

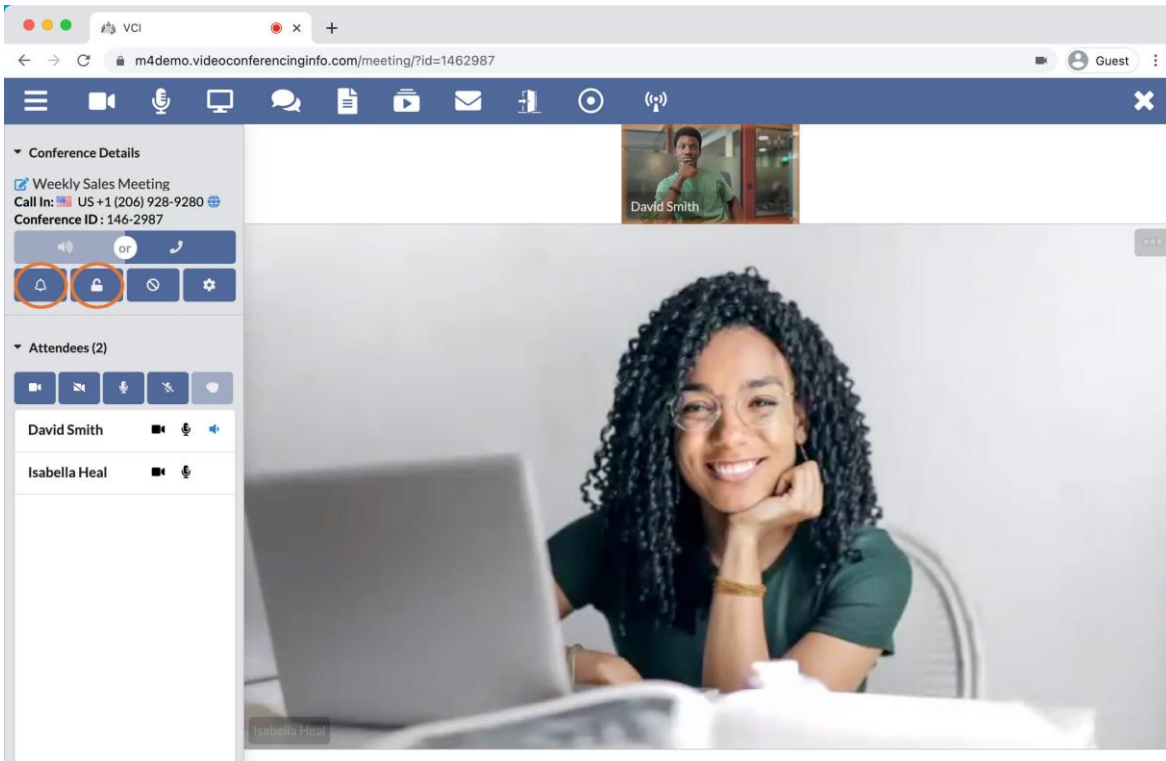
USA Access Numbers		International Access Numbers	
<b>Alabama</b>		<b>Argentina</b>	
Birmingham	(205) 639-0001	Buenos Aires	+54 11 5984 4002
<b>Arizona</b>		<b>Australia</b>	
Phoenix	(480) 297-0061	Brisbane	+61 7 3152 8502
<b>California</b>		Melbourne	+61 3 8820 5697
Los Angeles	(213) 992-4640	Perth	+61 8 6556 1302
Oakland	(510) 227-1017	Sydney	+61 2 8015 2835
Sacramento	(916) 588-1097	<b>Austria</b>	
San Diego	(619) 550-0986	Nationwide	+43 720 883 950
San Francisco	(415) 655-0249	<b>Belgium</b>	
San Jose	(408) 550-1724	Brussels	+32 2 588 41 83
<b>Colorado</b>		<b>Brazil</b>	
Denver	(303) 993-0074	Sao Paulo	+55 11 3198 6124
<b>Connecticut</b>		<b>Bulgaria</b>	
Hartford	(860) 970-0199	Sofia	+359 2 495 2689
<b>District of Columbia</b>		<b>Chile</b>	
Washington	(202) 864-0353	Santiago	+56 22 938 2481
<b>Florida</b>		<b>China</b>	
Jacksonville	(904) 512-0099	Hong Kong	+852 5803 3043
Miami	(305) 677-1033	<b>Costa Rica</b>	
Orlando	(407) 337-0191	Nationwide	+506 4000 3944
Tampa	(813) 850-0013	<b>Croatia</b>	
<b>Georgia</b>		Zagreb	+385 1 775 7116
Atlanta	(404) 801-3222	<b>Czech Republic</b>	
<b>Illinois</b>		Prague	+420 255 719 114
Chicago	(312) 348-8651	<b>Denmark</b>	
<b>Indiana</b>		Nationwide	+45 78 77 38 43
Indianapolis	(317) 559-5415	<b>Estonia</b>	
<b>Kentucky</b>		Nationwide	+372 880 1352
Louisville	(502) 242-0001	<b>Finland</b>	
<b>Louisiana</b>		Helsinki	+358 9 74790175
New Orleans	(504) 383-0002	<b>France</b>	
<b>Maryland</b>		Paris	+33 1 70 06 99 76
Baltimore	(410) 844-0095	<b>Germany</b>	
<b>Massachusetts</b>		Berlin	+49 30 22403074
Boston	(617) 213-1242	Munich	+49 89 14367053
<b>Michigan</b>		<b>Greece</b>	
Detroit	(313) 209-3088	Athens	+30 21 0300 9912
<b>Minnesota</b>		<b>Hungary</b>	
Twin Cities	(612) 345-3002	Budapest	+36 1 848 0341
<b>Mississippi</b>		<b>Ireland</b>	
Jackson	(601) 882-0077	Dublin	+353 1 531 4863
<b>Missouri</b>		<b>Israel</b>	
Kansas City	(816) 659-0001	Tel Aviv	+972 3 927 4614
St. Louis	(314) 932-0209	<b>Italy</b>	
<b>Nevada</b>		Milan	+39 02 9475 2988
Las Vegas	(702) 359-0440	Rome	+39 06 9480 2258
<b>New Jersey</b>		<b>Japan</b>	
Newark	(862) 902-0099	Tokyo	+81 3 4579 0086
<b>New York</b>		<b>Latvia</b>	
Buffalo	(716) 748-0992	Nationwide	+371 6868 8105
New York City	(646) 307-1851	<b>Lithuania</b>	
<b>North Carolina</b>		Vilnius	+370 5 211 1764
Charlotte	(704) 970-0043	<b>Luxembourg</b>	
Raleigh	(919) 324-0006	Nationwide	+371 6868 8105
<b>Ohio</b>		<b>Malaysia</b>	
Cincinnati	(513) 386-0134	Kuala Lumpur	+60 3 9212 1965
Cleveland	(216) 282-0591	<b>Mexico</b>	
Columbus	(614) 907-7850	Mexico City	+52 55 4163 2563
<b>Oklahoma</b>		<b>Netherlands</b>	
Oklahoma City	(405) 875-0102	Amsterdam	+31 20 262 0975
<b>Oregon</b>		<b>New Zealand</b>	
Portland	(503) 360-0001	Auckland	+64 9 801 0553
<b>Pennsylvania</b>		<b>Norway</b>	
Philadelphia	(267) 507-0091	Oslo	+47 21 99 94 15
Pittsburgh	(412) 430-0110	<b>Panama</b>	
<b>Rhode Island</b>		Panama City	+507 833 9672
Providence	(401) 283-7133	<b>Peru</b>	
<b>Tennessee</b>		Lima	+51 1 708 6894
Memphis	(901) 267-0001	<b>Poland</b>	
Nashville	(615) 810-0001	Warsaw	+48 22 116 80 61
<b>Texas</b>		<b>Portugal</b>	
Austin	(512) 807-0003	Lisbon	+351 308 805 456
Dallas	(214) 997-0133	<b>Puerto Rico</b>	
Houston	(832) 413-0162	San Juan	+1 787 945 0205
San Antonio	(210) 714-4023	<b>Romania</b>	
<b>Utah</b>		Bucharest	+40 31 710 6112
Salt Lake City	(801) 448-0007	<b>Russia</b>	
<b>Virginia</b>		Moscow	+7 499 346 77 95
Richmond	(804) 665-0021	<b>Singapore</b>	
<b>Washington</b>		Nationwide	+65 3158 2645
Seattle	(206) 743-0193	<b>Slovakia</b>	
Spokane	(509) 413-0002	Bratislava	+421 2 3332 5680
<b>Wisconsin</b>		<b>Slovenia</b>	
Milwaukee	(262) 439-0043	Ljubljana	+386 1 828 03 49
<b>Canada Access Numbers</b>		<b>South Africa</b>	
Calgary	(587) 316-9305	Johannesburg	+27 10 590 4608
Edmonton	(587) 410-4214	<b>South Korea</b>	
Halifax	(902) 701-7719	Seoul	+82 2 6022 2370
Hamilton	(289) 768-0028	<b>Spain</b>	
Montreal	(438) 794-9206	Barcelona	+34 932 20 65 27
		Madrid	+34 911 33 71 29
		<b>Sweden</b>	
		Stockholm	+46 8 403 088 14
		<b>Switzerland</b>	
		Geneva	+41 22 508 30 33
		Zurich	+41 44 508 30 62
		<b>Turkey</b>	
		Istanbul	+90 216 900 1103
		<b>Ukraine</b>	
		Nationwide	+46 8 403 088 14
		<b>United Kingdom</b>	
		Birmingham	+44 121 667 7163
		Liverpool	+44 151 909 3032
		London	+44 20 3393 1073
		Manchester	+44 161 464 6773
		Nationwide	+44 330 088 9562

Effective as of March 2019

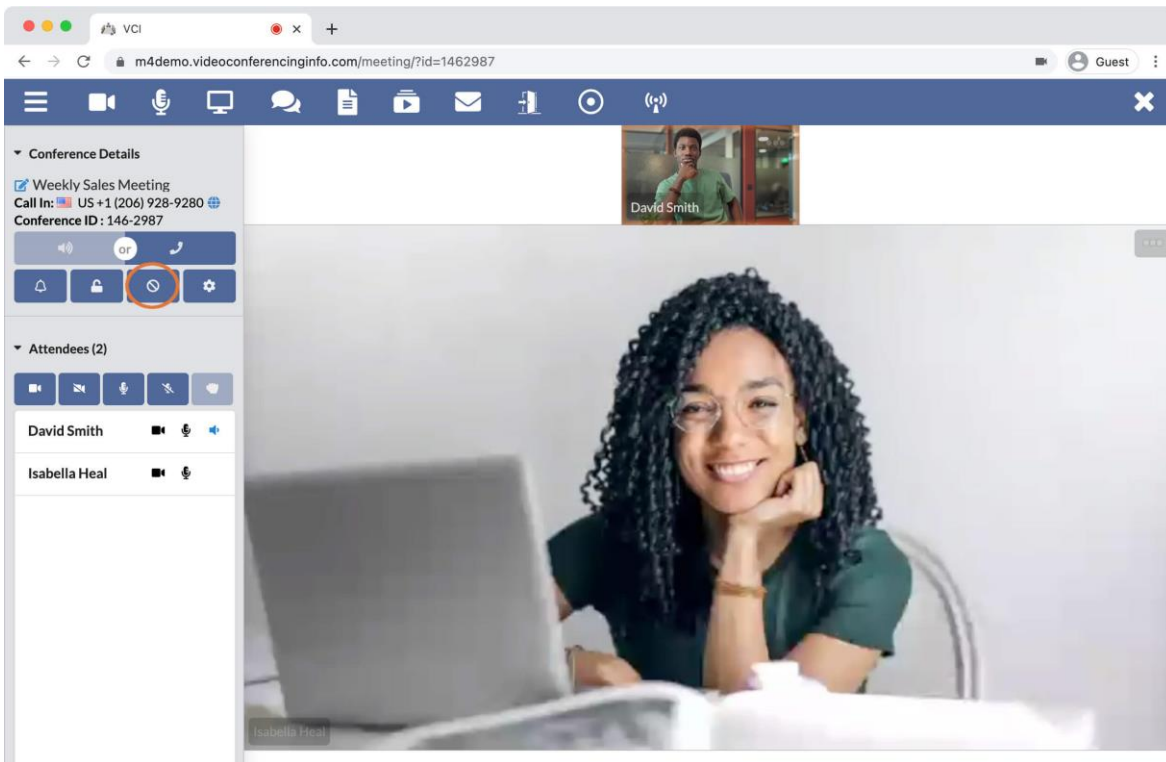
- **Edit Meeting:** Change settings for your meeting.

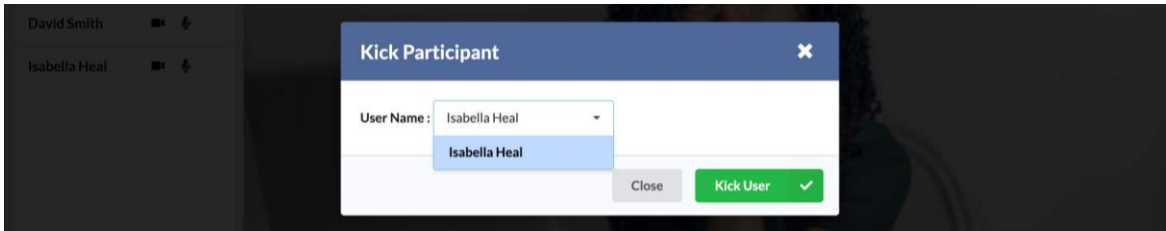


- **Entry and Exit Chimes:** Click to toggle whether or not you and your participants hear the chimes when users connect and disconnect.
- **Lock Conference:** Click to toggle whether or not new participants can join.

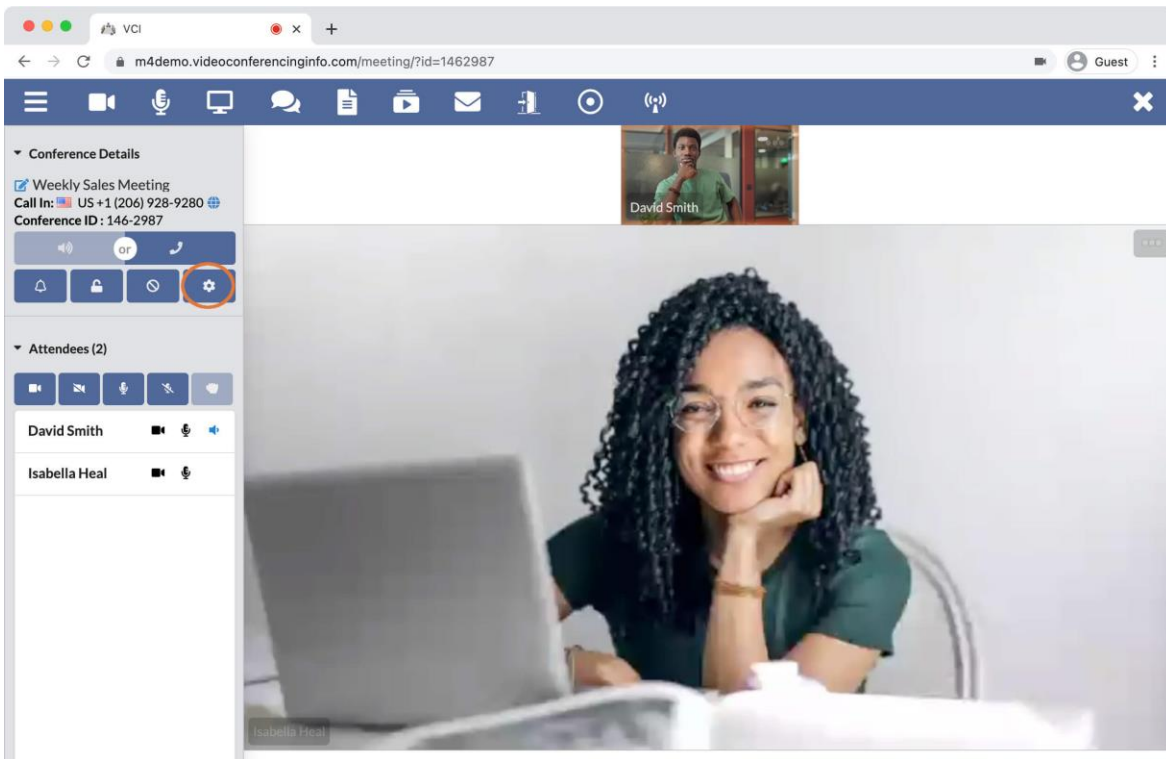


- **Kick Participant:** Select a participant to disconnect from your meeting.





- **Change Camera/Mic:** Ability to change your camera, microphone, and speaker settings.



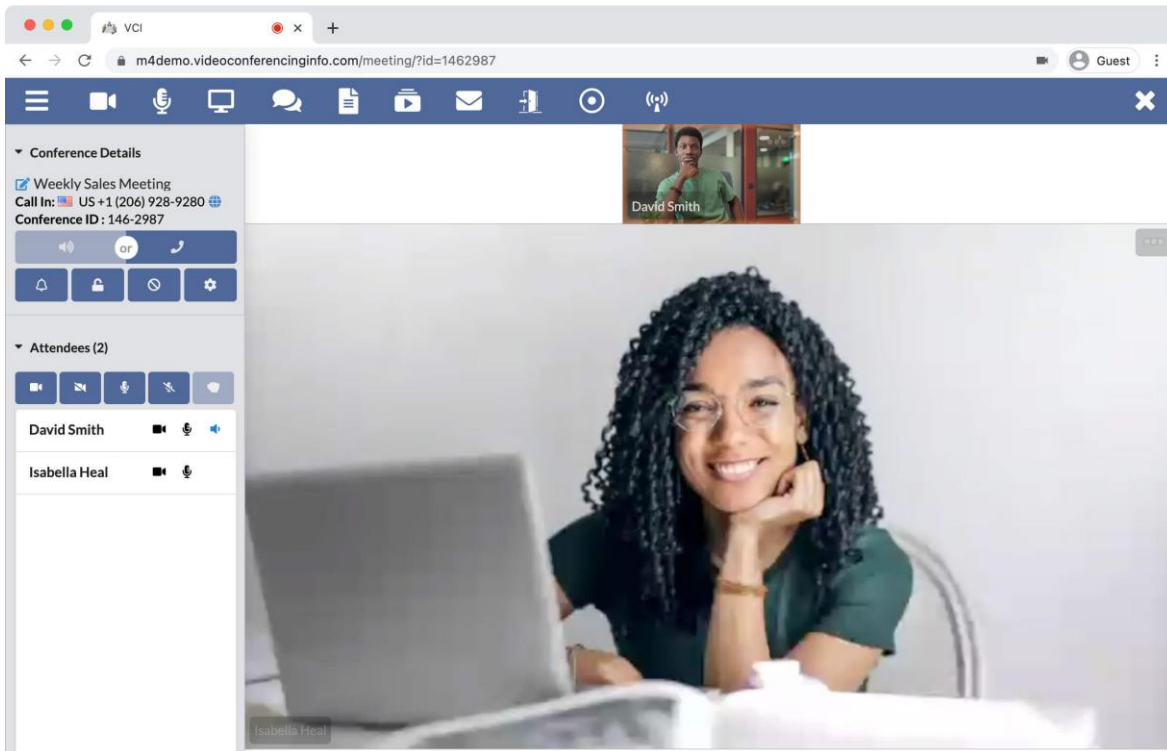
- Available devices can be selected from the dropdown menus.



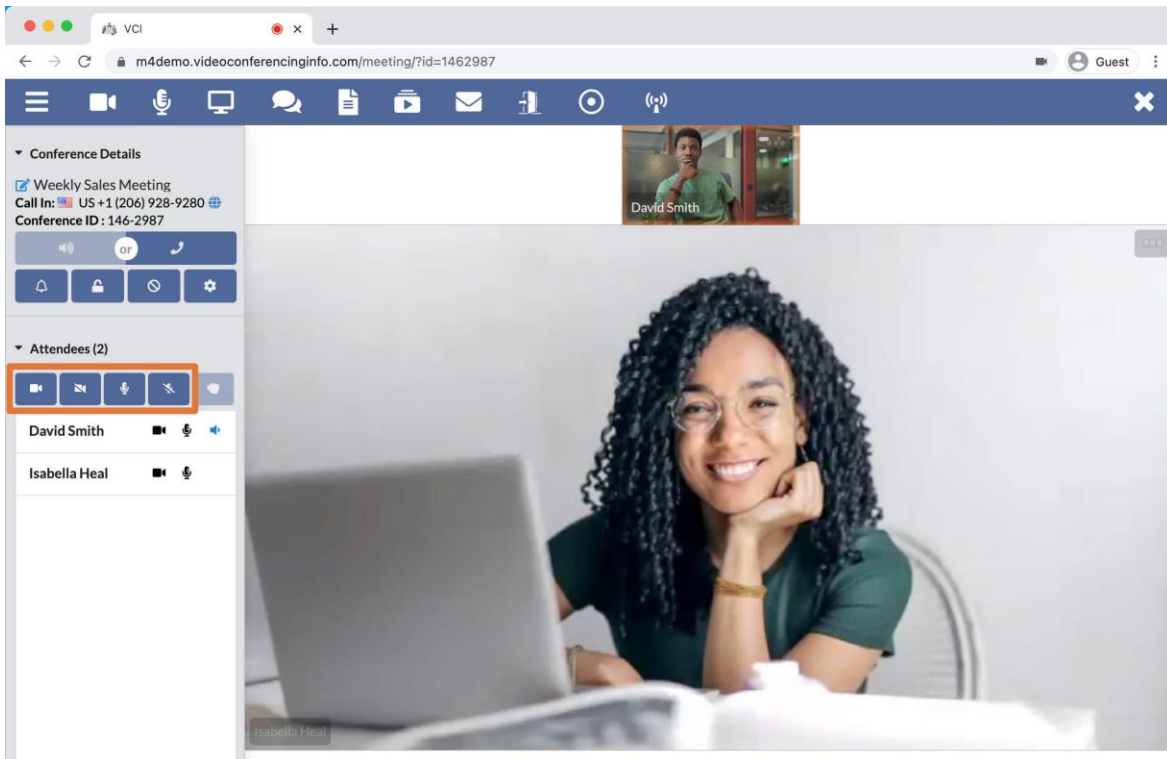


## Attendees List:

- Displays all users currently connected to the meeting.
- Authenticated users can hide all videos and mute all participants.



- **Hide all Videos:** Click to hide all of the active guest videos on screen.
- **Unhide all Videos:** Bring active guest videos back on screen.
- **Mute all Audio:** Click to mute all guests connected to your meeting.
- **Unmute all Audio:** Allow users to speak.





## Live Polling

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### Video Conference

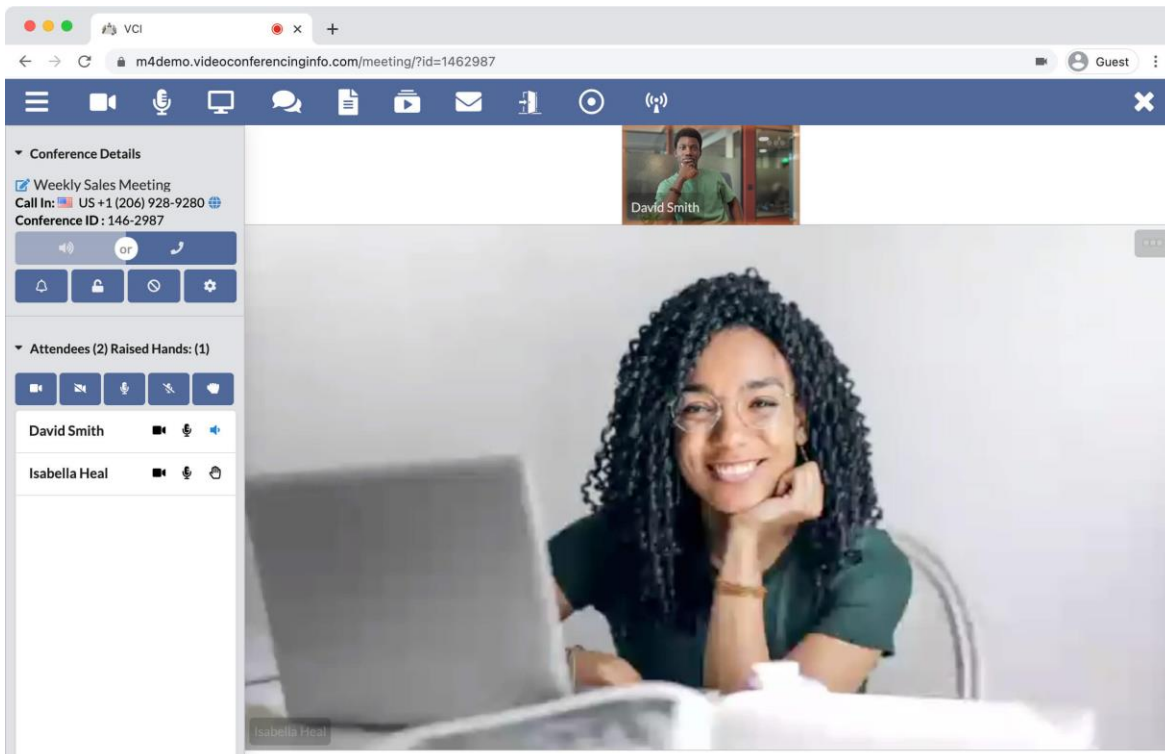
- ✓ Host

### Webinar

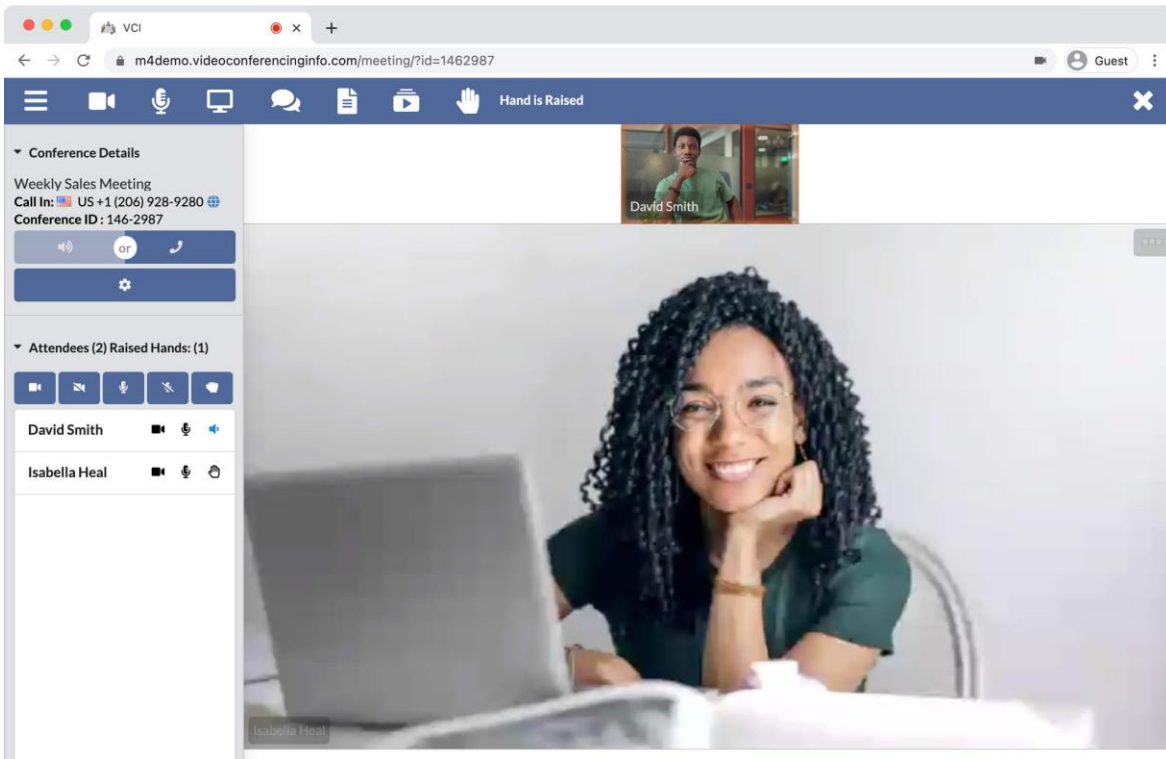
- ✓ Host
- ✓ Guest

During webinar guests can raise their hand in response to questions or for attention, and the Host can view the status of all hands.

- **Hand Raise (Host):**
  - Total number of hands raised.
  - Clear Hands button will remove all hands.



- **Hand Raise (Guest):**



## Exit

---

### Video Conference

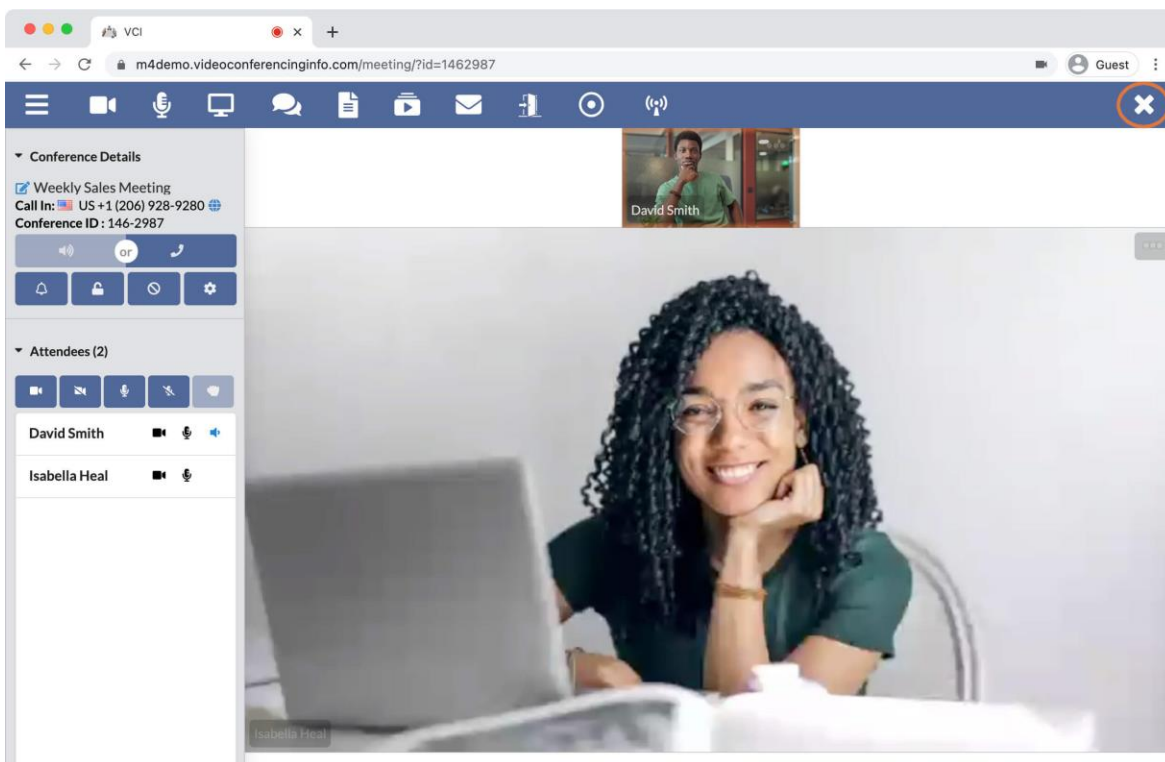
- ✓ Host
- ✓ Guest

### Webinar

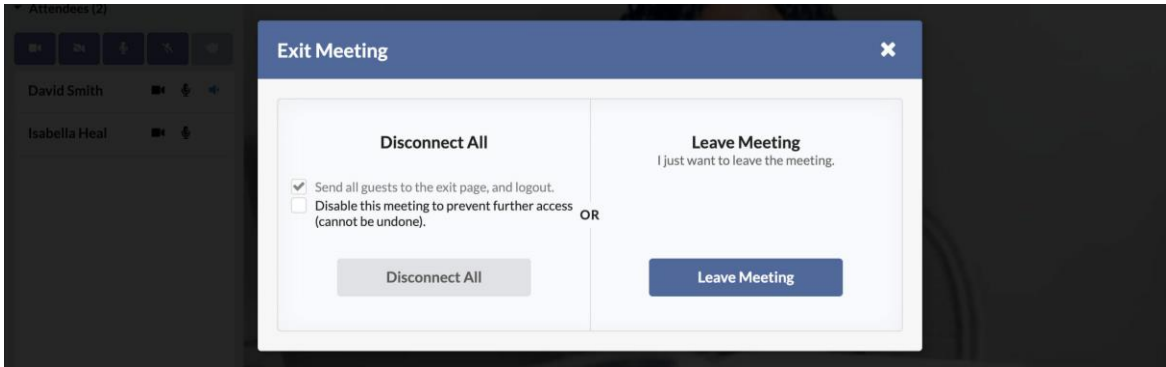
- ✓ Host
- ✓ Guest

The Exit feature allows the Host to end the meeting session and send all participants to the exit page.

- Click the exit icon from the meeting header.



- **Disconnect All:** Only available to authenticated users, not guests.
  - Send all guests to the exit page, and logout: All guests leave the meeting and are sent to the exit page.
  - Disable this meeting to prevent further access (cannot be undone): Deletes the meeting from the account.



- **Leave Meeting:**
  - You disconnect from the meeting.
  - Anyone currently connected will remain connected.
  - Does not prevent users from joining.