

Joining a Collaboration Room

Upon entering the collaboration room users are prompted to choose a default state for their microphone and camera. Once in the room, these options can be changed via controls in the lower left.



Lock Collaboration Room

When locked, new participants are barred from entering the collaboration room (moderator only).



End Collaboration Session

Ends the collaboration session and disconnects all participants (moderator only).



Full Screen

Launches collaboration room into full screen mode. Hit ESC to return to normal.



Help

Provides access to help files and application information.

Menu Pane

View participants, share content, change views or adjust microphone, speaker and camera settings.



Participants

View participants (moderators have additional controls).



Share

Share your screen or application. If multiple participants are sharing - choose the content you wish to view.



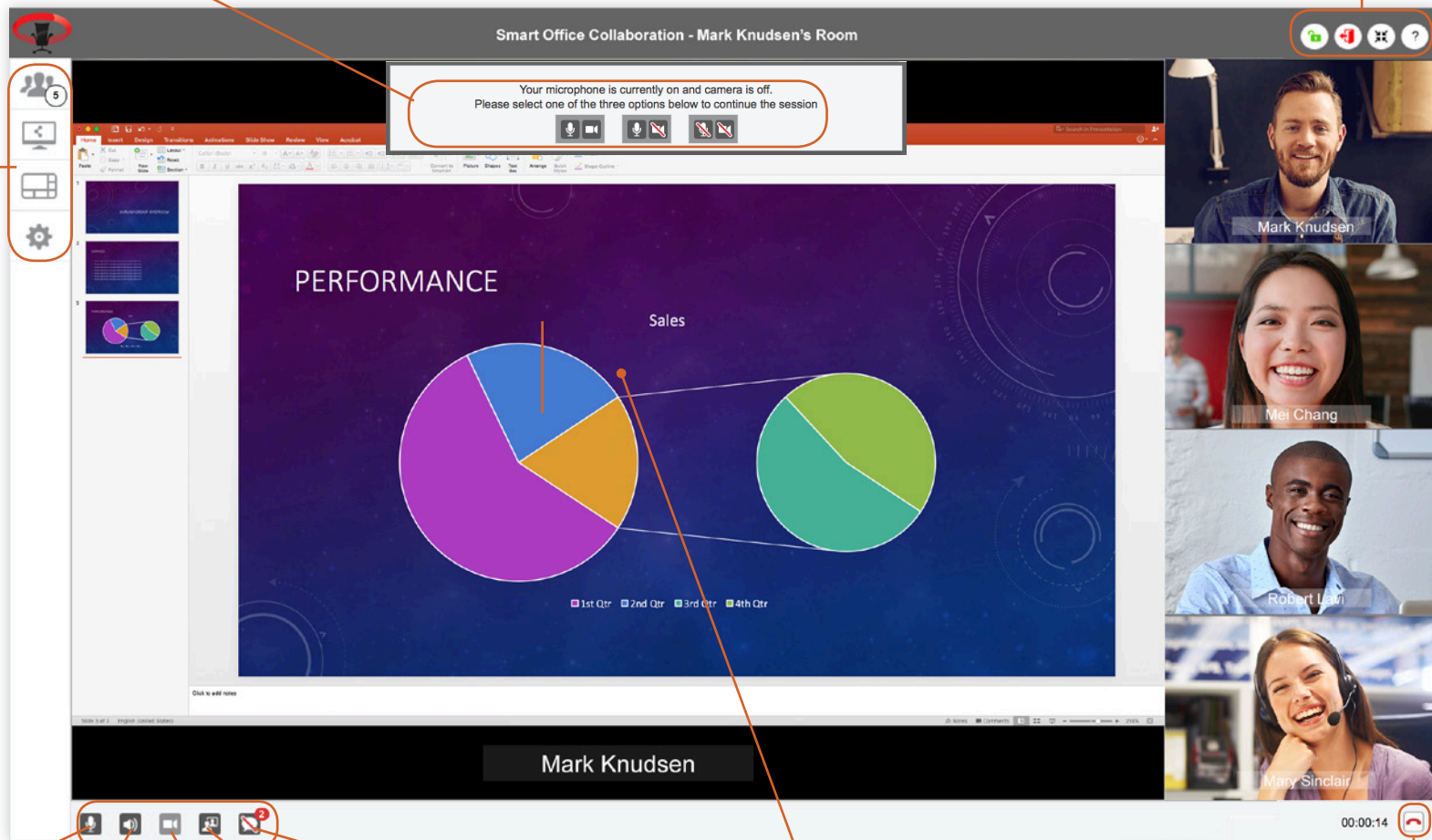
Active Grid Layout

Select a preferred screen layout.



Settings

Select a camera, speaker and microphone.



Mute/Unmute Microphone

Mute/Unmute Speaker

Enable/Disable Camera

Enable/Disable Self-View

Enable/Disable Chat

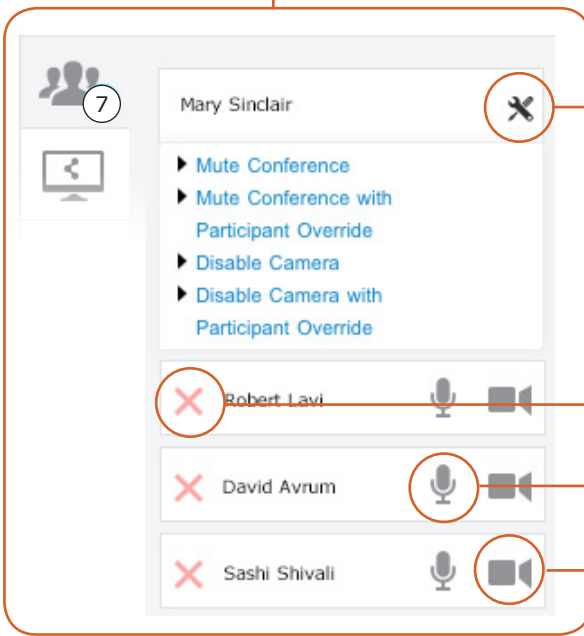
Expand Screen Share

Double click the screen share area to expand the screen share screen. Close the screen share window to return to the previous view.

Exit Collaboration

Participant Tab

Provides a list of participants who are currently in the collaboration session. It also provides moderator controls.

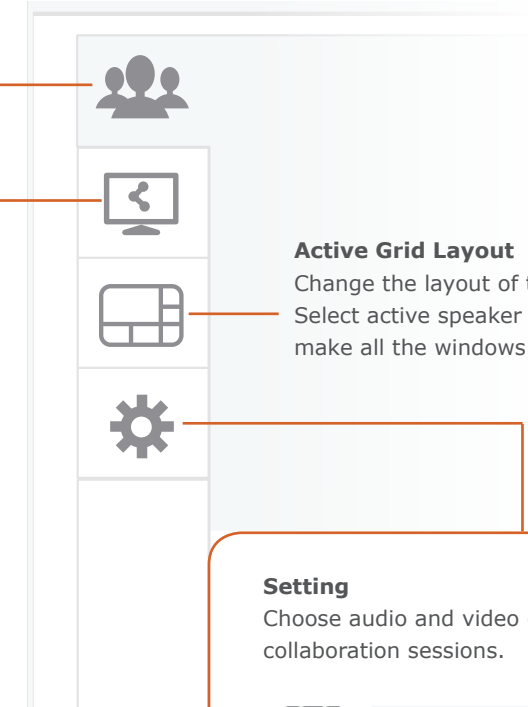


Global Session Controls
Moderators have control over all aspects of a session including the ability to make global changes that control participant's microphones and cameras.

Remove a participant from a session

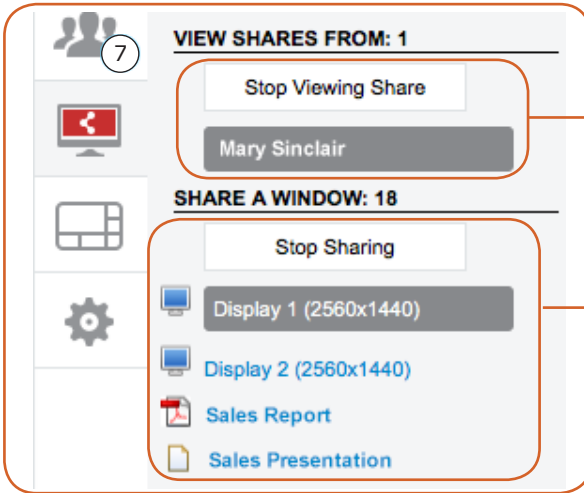
Mute a participants microphone

Disable a participants camera



Active Grid Layout
Change the layout of the collaboration room. Select active speaker or screen share priority or make all the windows the same size.

Setting
Choose audio and video devices to use for collaboration sessions.



View Shares
Multiple participants can share screens. To view a participant's screen share click the participant's name. Stop viewing a participant's screen share by clicking "Stop Viewing Share".

Share a Window
Select an entire display or a single application to share with other participants. Easily switch between displays or open application windows.

