Quick Start Guide to Meeting Controls

Start Meeting

1. Tap the Home icon on the menu bar.

2. Tap your scheduled topic on the meeting list.

3. Tap Start to start the meeting.

Control Meeting

- Start/stop the room video
- Share content from your laptop or mobile device
- Mute/unmute the room microphone
- Lock meeting, enable waiting room and allow participants to share screen, chat, rename, unmute themselves.
- Change video display layout
- Speaker view: displays active speaker
- Gallery view: shows all attendees in grid
- Control PTZ camera settings, presets, or switch to secondary camera
- End or leave the meeting
- View and manage meeting participants

Access to more features like recording to the cloud, chat, reactions, breakout rooms, smart focus, closed captioning and language interpretation.

Your meeting name