

QRC: Attending meetings



Microphone and audio settings

- 1) Click the **Mute/Unmute** button to turn on/off your microphone. You can also enable your microphone by pressing down the **CTRL** key on the keyboard.
- 2) Click the arrow to test and adjust volume for your microphone and speakers.

Camera and video settings

- 3) Click the **Camera** icon to start/stop transmitting live video. A session can have up to 8 simultaneous video channels.
- 4) Click the arrow to test your camera if you are planning to transmit live video.

Emoticons

- 5) Use emoticons to communicate or indicate when you step out.

Chat

- 6) Send a chat message to all presenters or to everyone in the session.
- 7) Dock/undock and move the chat panel to a convenient location.
- 8) Display time stamps and save chat conversation.

Video channels

- 9) Use the scroll bar to resize the primary video and the content area.
- 10) Undock the video panel. The panel can be displayed vertically or horizontally.

Audible alerts

- 11) Enable audible alerts to get notified when a new chat arrives or some other event occurs during a session.