



# Quick Start Camera/Mic/Attendee/Chat Guide

All pods (or windows) have these characteristics:

(Jan 2010)

 A pod can be maximized or minimized by using the icons in the upper right corner.  
(Note: Minimized pods can be resized from drop-down in upper left corner.)

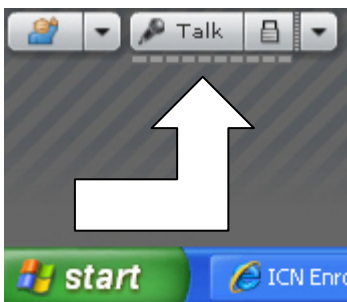
 Pod options (additional functions & controls) are located in the lower right corner and look like this.

- Pods can be sized by using the mouse and approaching any edge and waiting for the cursor to change to a vertical double arrow with a horizontal line through the middle. Then left click and drag the pod to the desired shape/size.
- Pods can be moved by placing your cursor in the colored bar at the top of the pod. Hold the left mouse button and drag the entire pod to where you want it.
- Pods can be renamed by double-clicking anywhere on the name bar. Highlight the current name, then type a new one (see sequence below).



**Microphone:** (As with all icon controls, when they are a **dark gray** they are **active** or “**on.**”)

There is a Camera and Voice Pod, but the microphone is controlled independently in the lower left corner of your monitor by using the icons above and to the right of your Start button:



Talk by clicking and holding the **talk icon** or “hold to talk.” Remove your cursor and the mic is instantly muted.



For “hands-free” talking, click the **lock icon**. The mic will remain on all the time, or off all the time.




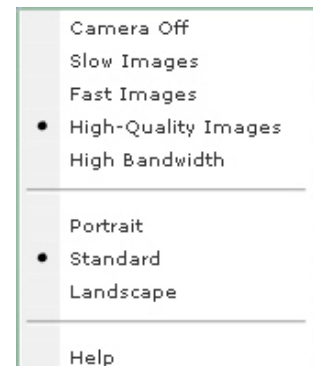
The dropdown audio arrow control should be set to **Voice On – Multiple Speakers**.

Most dropdown audio arrow volume settings should start at **Medium Volume** and be adjusted from there.

## Using the Camera and Voice Pod


Available options:


- Setting camera resolutions (Camera Off, Slow Images, etc.). *Note:* **Camera Off** turns off **ALL** cameras. Use “**box in a box**” control  for only your camera; see below.
- Setting camera layout (Portrait, Standard, Landscape).
- Help



Buttons or icons that are **light gray** are **not activated/off**; when **dark gray** they are **active/on**.

 Click the **camera and microphone icon** to activate the pod.

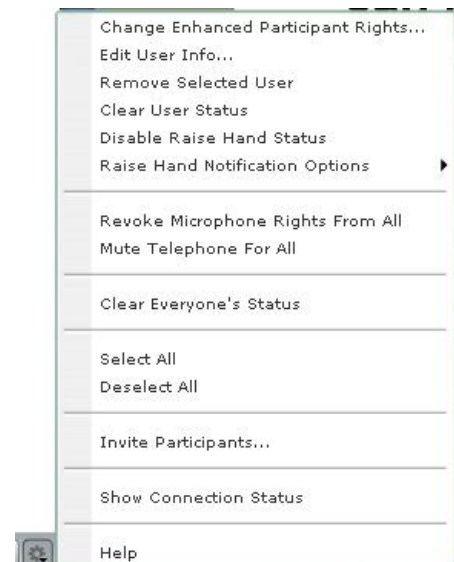
 Freeze your picture by pressing the **camera icon**.

 To deactivate the pod, click the **“box in a box”** or **square icon**.



### Using the Attendee List Pod Options:

- Participant properties and status: change, edit, remove, and clear
- Change Enhanced Participant Rights (select from various pods)
- Select or Deselect All
- Invite Participants
- Show Connection Status
- Help

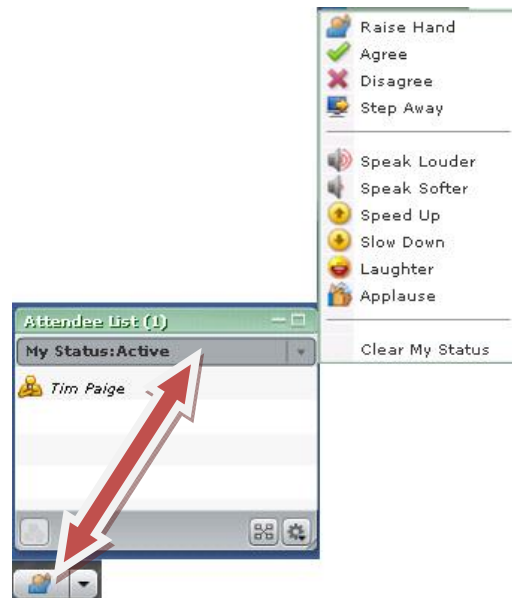


 **Breakout Room Icon Control**

### To promote a participant to either presenter or host status:

- Click the **person with an arrow icon** in the lower left corner of the **Attendee List**.
- Choose the appropriate user level: **Set as Host** or **Set as Presenter** or **re-Set as a Participant**.  
*Note: Hold control key down to select multiple users.*

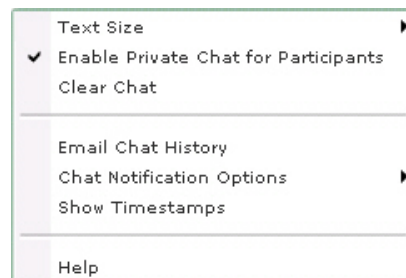
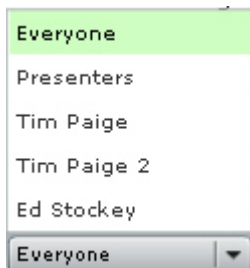
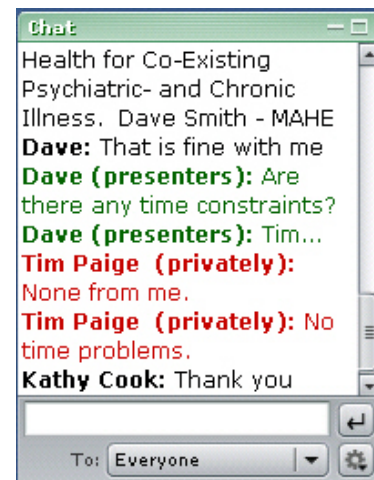
- Any participant, presenter, or host can select a status action icon by moving their cursor over the **My Status** bar at the top of the Attendee List or under the list next to their microphone control. Then, select an option from the dropdown menu of items.



## Using the Chat Pod

- Text size
- Enable Private Chat or not allow for Participants
- Clear Chat
- Disable Chat Notifications
- Help

*Note: Chat history of a meeting can instantly be e-mailed to the host of a meeting by simply clicking on the control in pod options.*



Note: Call the **IHETS Helpdesk** to test your computer, ask questions, verify settings, etc.: **800.246.7615, 317.263.8999.**