

Appendix A: Menubar Quick Reference Guide for Participants

The Menubar Quick Reference Guide describes options within the Breeze Meeting menubar. This section is organized hierarchically and reflects the order of the menubar from left to right, top to bottom.

In this section, you will learn the menubar functions associated with the all menubar items, including:

- Meeting
- Help

Meeting

The **Meeting** drop-down menu contains options for general actions associated with the meeting, including controlling the look of the room and viewing / managing optimization settings.

For **My Connection Speed** choose the speed that most closely matches your location's Internet connection (DSL for DSL and cable, LAN for T1 or better)

The **Audio Setup Wizard** will guide you through optimizing your audio setting prior to the meeting. Please see the "Install and Configure Guide" for instructions on using the **Audio Setup Wizard**.

Meeting, *cont'd.*

The **Select Camera** option allows you to select which camera to use for your meeting. If you have a camera hooked up but receive the warning “No Camera Detected,” your camera is probably not installed properly and you should refer to the camera manufacturer’s instructions for installation.

The **Full Screen** option adjusts the size of the meeting room to fit the screen.

Help

The **Help** drop-down menu offers assistance in tackling Breeze Meeting functionality.

The **Breeze Meeting Help** option opens an online help center in a new window. You can search for answers using the index or keyword search feature.

The **Quickstart** option opens a new window that provides short demonstrations on some of Breeze Meeting’s most important features, including sharing files, uploading content, transmitting video, and more.

The **Breeze Resource Center** provides a wealth of information, including product tours, tutorials and help documentation. A search box helps you narrow your scope to locate information.

The **Connection Status** option runs an automatic test on your local machine and informs you whether or not your bandwidth will support a Breeze Meeting.

The **Troubleshooting** option addresses some common problems for users who have trouble connecting to a Breeze meeting.

About Breeze Meeting provides information on which Breeze Meeting and add-in versions you are running.

