







Call Control Quick Guide

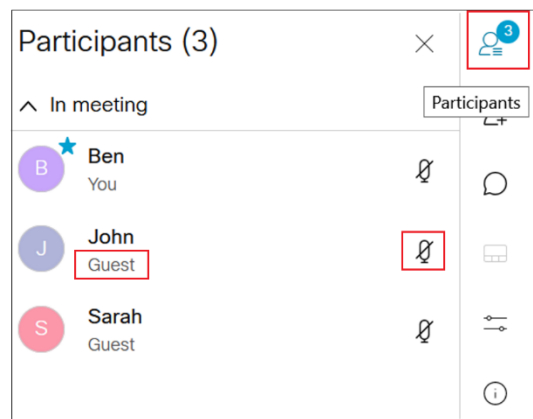
Meeting Toolbars

-  Display Participants
-  Add Participant to Meeting
-  Meeting Room Chat (if enabled)
-  Change layout (if enabled)
-  Call Control Panel
-  Meeting Room Information

Display Participants

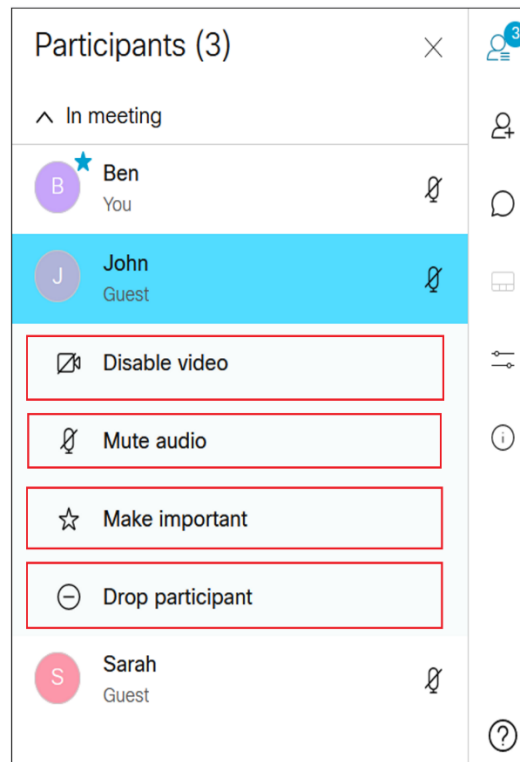
To display current participants, select the Participants Icon highlighted below.

Participant marked as 'Important' ★ will be displayed on top. From this view, Hosts and Guests are identified as well as the current audio state.




Managing Participants

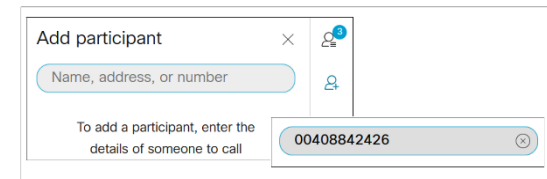
Within the Participants Pane, each participant can be managed individually. By selecting a participant, the video can be enabled/disabled, the microphone can be muted/unmuted, the participant can be marked as Important and the participant can be dropped from the meeting.



Note: Only the Host has these privileges. Guests can only control their own audio and camera


Adding a Participant to the Meeting

Hosts can add participants to the meeting while in progress. Select the 'Add Participant' icon, , then type the Phone Number of the participant and press 'Enter'.



Note: To dial an external phone number, prefix the phone number with a '0' as shown in the below image.

Manage ALL Participants

From the Call Control Pane,  All Participants can be bulk managed. This allows the host to mute, unmute, enable/disable camera for all active participants.

