

Smart Office Collaboration Room Client - Quick Reference Guide

Menu Pane - Participants

Select "Hamburger" Menu to view participant roster.

Use Menu to access Moderator Controls

View the number of participants in the room

Break-out or Enlarge Content

Select the Break-out icon to view the shared content in a separate window.

Select the Magnifying Glass icon to enlarge the shared content.

Exit Collaboration

Active Grid Layout

Select a preferred screen layout

Microphone/Mute

Mic control - right clicking on the microphone icon opens microphone settings

Self View

Camera Enable/Disable

Camera control - right clicking on the camera icon opens camera settings

Settings

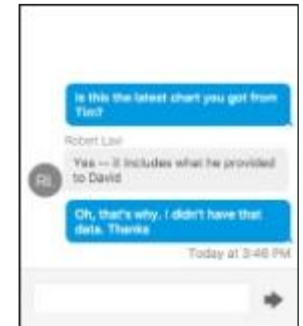
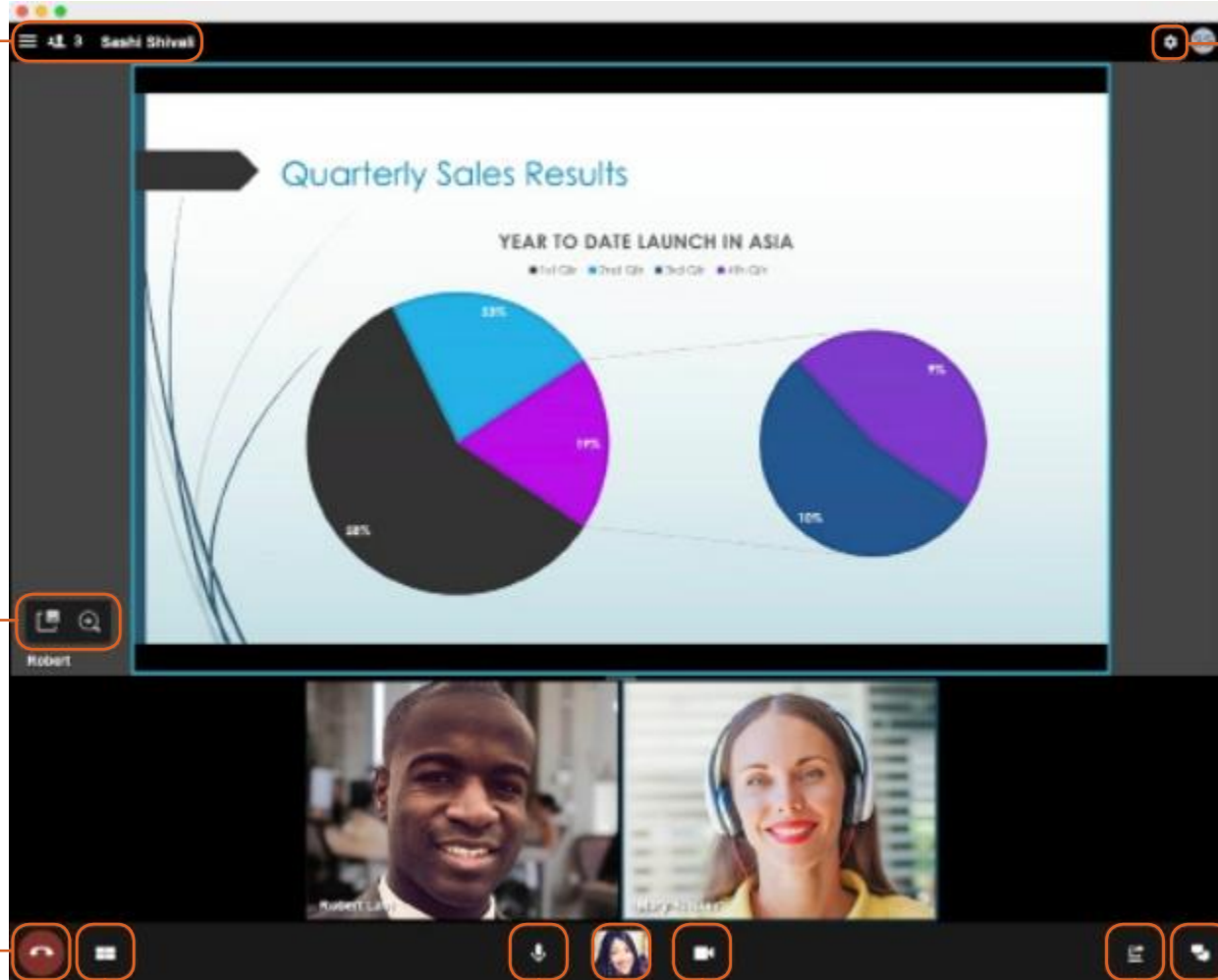
(mic/camera/speakers)

Select the Gear icon to view and choose microphone, camera and speaker options for computer.

Enable/Disable Group Chat Pane

Share

Selecting the Share icon opens a menu to select an application or screen to share with room participants



Moderator Controls

Room Lock

Enabling Room Lock prevents any additional participants from entering the room

Menu

Use PIN settings to manage Room access



Camera Disable -All

Turn off all participants' cameras

Mic Disable -All Turn off all participants' microphones

Camera Disable-with Override

Turn off all participants' cameras -participants can re-enable

End Session

Mic Disable-with Override

Turn off all participants' microphones participants can re-enable



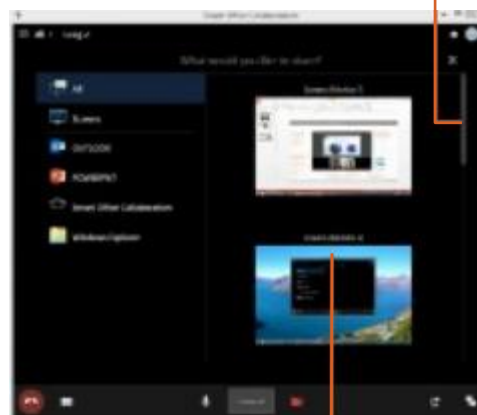
Individual Participants

Individual audio/video controls

Remove participant from the Room

Select Screen or Application to Share

Scroll to Preview More Content



Select Content

Hover over the preview of the content you wish to share. Select the Share button when it appears

Mini Screen - Active While Sharing

Enlarge Screen

End Sharing



End Session

Tips and Tricks:

If you are the moderator, be sure to enter your Collaboration Room credentials to enable moderator controls. You can still access your own room as a guest but access to controls will be lost.

When sharing your screen or application the client will shrink in size to make it easier to see and manage the content. A green icon with arrows allows you to enlarge the client, as desired.

If you use multiple browsers on your computer, each browser will save your credentials and preferences separately the first time you access the client from that browser.

Your computer's browsers use cookies to remember your preferences and credentials. Deleting your cookies will require you to re-enter this information.

Audio from phone participants and computer participants has different levels of delay, as a result a mix of participants is more likely to create echo. Moderator controls includes a setting to mute all with participant override. This is an ideal way to proactively manage this issue.