



1. Microphone Mute/Unmute Toggle Button
2. Microphone Gain Slider (adjusts microphone volume)
3. Speaker Mute/Unmute Toggle Button
4. Speaker volume slider
5. Raise Hand (available in Lecture Mode only)
6. Present Button
7. Moderator's Pull Down Menu

8. Information Pull Down Menu (Network Statistics, Client Settings, About SCOPIA Desktop)
9. Meeting Room Button Options: Leave (exit) or Remain in a meeting
10. Swap Views button

11. Other Participant(s) Window
12. Camera On/Off Toggle Button
13. Picture-in-Picture Options
14. My (Video) Layout /Screen Layout Options/Pause & Start Video
15. Main Viewing Window (triggered by last person talking or drag & drop windows here)

16. Chat Box Pull Down Menu (public or individual)
17. Type your chat here
18. Chat Window (shows messages to and from)
19. Clear Chat
20. Participants Window Controls Left to Right (Mic status & mute/unmute, Camera Status & Block Video. Right Click on a participant for other functions)
21. Presentation Window