



**Sending/Receiving Audio/Video/Data & Moderator Controls**

1. Microphone Mute/Unmute Toggle Button
2. Microphone Gain Slider (adjusts microphone volume)
3. Speaker Mute/Unmute Toggle Button
4. Speaker volume slider
5. Your Camera ON/OFF Toggle Button
6. Request (formerly Raise Hand) (available in Lecture Mode only)
7. View
8. Present Button
9. Moderator's Pull Down Menu
10. Mobile Link (endpoint detection)

**In Meeting Statics & Leave Meeting Button**

11. Information Pull Down Menu
  12. Leave Meeting Room Button
  13. Network Conditions
  14. Meeting Encrypted
- Presentation Window & Controls**
15. Presentation Window
  16. Scale Content to Fit
  17. See the Previous Slide
  18. See the Next Slide
  19. Swap Views (with Video Window)
  20. Enter Full Screen

**Video Windows & Controls**

21. Picture-in-Picture Options
22. Video Window-Remote Video Button (My (Video) Layout/ Screen Layout Options
23. Main Viewing Window (triggered by last person talking or drag & drop windows here)
24. Video Window of Participant(s) who are not talking
25. Enter Full Screen
26. Swap Views (with Presentation Window)

**Chat Windows & Controls**

28. Send Message to Chat Room
29. Chat Box Pull Down Menu (public or individual)
30. Type your chat here
31. Insert Emoticon
32. Chat Window (shows messages to and from)
33. Clear Chat
34. Toggle Time Stamps Button
35. Font Button

**Participant(s) Window & Controls**

36. Mic Status & mute/unmute
37. Camera sending video
38. Watching Presentation
39. Presenting Data (for example, PowerPoint)