C&M
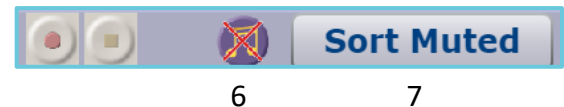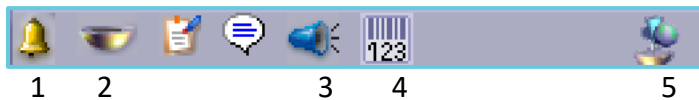click&meet

Managing your Audio conference call has never been easier! Using Click&Meet you have complete control of your call with a few simple mouse clicks.

Unmute Participants – Unmute All Participants

Mute Participants – Mute All Participants

1   2   3   4   5

6   7

Top Bar Commands

1. **Toggle Doorbell** – Turns on/off the doorbell when a participant enters/leaves the conference

2. **Clear Empty Seats** – Removes any empty pods from the screen and sorts the remaining participants

3. **Toggle Audio Prompts** – Turns on/off the conference audio prompts

4. **Set Billing Code** – Will open a box where you can type in your desired billing code

5. **Toggle Roll Call** – Request that all meeting participants announce their name upon entering the room to the entire room (Will not work if audio prompts are disabled)

6. **Toggle Room Music** – Turns on/off room music

7. **Sort Muted** – Sorts participants by their current Mute status and removes empty pods from the screen

Click&Meet

Manage Your Call, continued

Empty Seats – Caller has disconnected

Sort Muted/Clear Empty Seats

See who is talking – Speaking Participants will show in green

Right Click Options –
- Mute participant
- View Profile in directory
- Add to Directory
- Disconnect Participant
- *Move to sub conf 1-8
- Make Participant a Host

*See Using Sub Conference Rooms