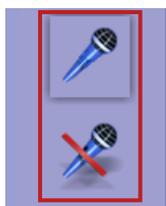


Click&Meet
Manage Your Call

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



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

