

## Floor Request Mode

Manage orderly floor request/Q&A sessions visually from the Click&Meet interface. You will be able to see who requested the floor and in what order. You will then have the ability to reorder and skip participants.

### Floor Request Mode –

- Optional - Mute Participants or Speakers
- Click **Open Floor**
- Participants hear instructions to press \*# on their telephone to request the floor (if audio prompts are on).
  - Participants will be placed in the Floor Request Mode queue in order of request.
- Participants can also be dragged and dropped into the floor request queue.
- Colors indicate the order in which participants are in line for the floor.
  - Yellow: Participant is on deck for the floor.
  - Orange: Participant is in the hole for the floor.
  - Blue: Participant is in the floor request queue.
- **Grant Floor Access:** Click the participant followed by the **Next Participant** button or press \*# on the Host's line to give them the floor.
- **Reorder Participants:** Click the participant followed by the **Move** button(s) or Click and drag participants to reorder them.
- **Skip caller:** skips selected participant.

