Quick Start Guide to Meeting Controls

**Start Meeting**

- Start a scheduled meeting
- Make a phone call
- Call a contact

**Control Meeting**

- Mute/unmute the room microphone
- Start/stop the room video
- Share content from your laptop or mobile device
- Lock meeting, enable waiting room and allow participants to share screen, chat, rename, unmute themselves.
- Change video display layout
- Speaker view: displays active speaker
- Gallery view: shows all attendees in grid
- Control PTZ camera settings, presets, or switch to secondary camera
- End or leave the meeting
- View and manage meeting participants
- Access to more features like recording to the cloud, chat, reactions, breakout rooms, smart focus, closed captioning and language interpretation.