

Operator's Manual



The future has arrived and Smart House Calls has made it easy. With telemedicine House Calls, both you and your patients win!

Are you ready to Start?

Provider Manual

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1 Preparing for your Conference

Before your Telemedicine Video Conference begins, here are some helpful hints and steps you can follow to ensure a smooth and productive meeting with your patients and colleagues:

In General:

- Make sure all your guests have the equipment they will need for the video meeting setup properly PRIOR to beginning. Not having to troubleshoot video or audio problems during the meeting will make the experience better for everyone involved.
- Make sure you have the latest versions of both your browser and of the Adobe Flash Player. You can check <http://get.adobe.com/flashplayer/> for the newest version of Flash Player.
- Clear your browser cache of any old files and try to close any applications that are not crucial to your conference.
- Always make sure to select ALLOW if the Flash Player Settings box prompts you before you join a Telemedicine video conference. This is important, if you select DENY then no feeds (Video/Audio/SMD) will function in the conference.

For Providers/Hosts:

- Make sure you have configured your meeting the way you want it to be well in advance of the scheduled date/time.
- Make sure that no other applications are using your camera (MSN messenger, Camera Software, etc) before you log into your meeting.
- Use a headset if possible if you plan on using VOIP in the meeting as it will reduce many issues that may arise.

2 Provider/Host Login

Host Login

- Open the web browser of your choice (Internet Explorer, Firefox, Safari, etc.) and enter <https://examroom.smarthousecalls.com> .



- Click the Host button to continue. Logging in as a Provider/Host allows you to create meetings.
- Your patients or colleagues will click the Guest button to participate.

A screenshot of the 'Host Login' form. The form has a title 'Host Login' at the top left. Below the title, there are two input fields: 'User Name:' followed by a text box containing 'User Name', and 'Password:' followed by a text box containing '*****'. At the bottom left, there is a checked checkbox labeled 'Remember my User Name'. At the bottom right, there is a 'Submit' button.

- Enter your personal User Name and Password that was created when your account was established. This security measure is necessary for HIPAA compliance.

3 The Host Options Screen and Functionality



3.1 Create a Meeting

Create an Exam Room/Meeting

- To create an Exam Room, simply click the Create Meeting button. All the features below are optional, use them to enable optional features or disable features you don't need.

 A screenshot of a "Create Meeting" dialog box. The dialog has a title bar with "Create Meeting" and a close button (X). It contains three input fields: "Meeting Name:" with the text "My Meeting" and a green checkmark icon to its right; "Meeting Date:" with the text "09/20/2010" and a calendar icon to its right; and "Meeting Time:" with three dropdown menus showing "3", ":30", and "PM". Below these fields is a link for "Advanced Options" with a right-pointing arrow. At the bottom of the dialog are two buttons: "OK" and "Cancel".

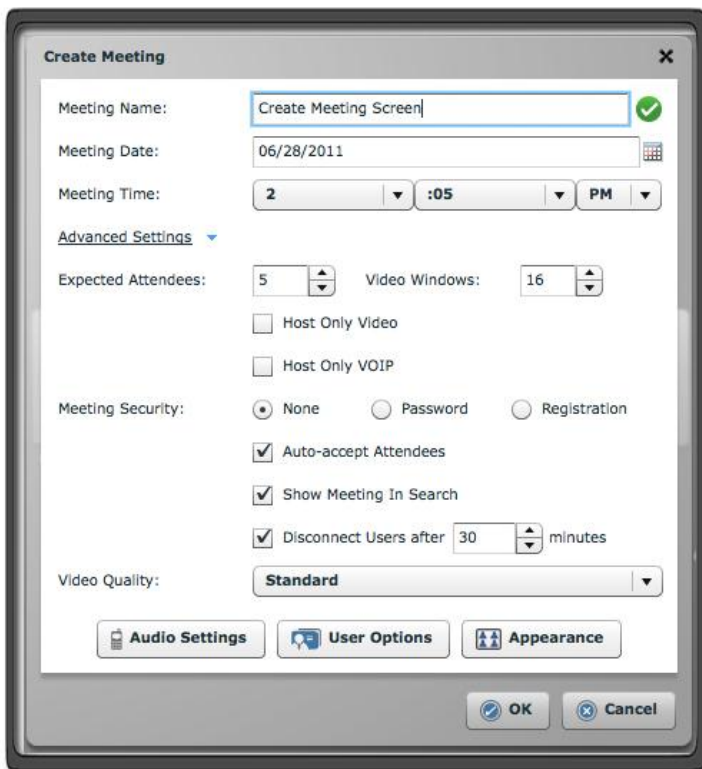
- Meeting Name: Type any name you wish to call your meeting. Most providers will make up three (3) Exam Rooms (eg. Dr. Jones Exam Room 1, Dr. Jones Exam Room 2, etc) and three (3) Waiting Rooms. You have an unlimited number of rooms/ meetings that you can create but be specific with your name to make it

easier for you and your patients. If the name is available and not already in use on the account, the green circle with a checkmark will appear to the right.

- Meeting Date/Time: You can set the date and time for your exam room/ meeting here. This information is primarily for the benefit of the guests you are inviting via the email invitations, as the system does not restrict the Provider/Host from using the meeting at any time or based on this setting. In other words you can use this meeting whenever you like regardless of the date/time settings, but as far as your guests know the date/time you set is when they are supposed to join.



- Click the Advanced Options To open the Advanced Parameters you can set for this meeting:



- Expected Attendees: Change this number to the amount of attendees (including Hosts) you expect in your meeting and the system will use this number to determine how many total video windows to show based on the number in the Video Windows selection.

- Video Windows: This setting will determine the total amount of video windows you wish to display in the meeting, any attendees over this amount

will not display a video window.

- Host Only Video: With this selected only the host will have video in the meeting.

- Host Only VOIP: With this selected only the host will be able to use VOIP audio in the meeting.
- Meeting Security: You can set an optional password for your meeting by selecting Password or require the patients/ guests to register by their email address by selecting Registration. When you select Password you can enter the password desired in the box below, if you click Registration you will need to click the Registration Options to access your options (See Below).

Registration Options

First, select the Registration fields to display from the list below or click Add Item to create a new field.

Display	Required	Item Name	Item Hint	Item Type	Item Options
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Email	Your Email Address	text	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Phone	Your Telephone number	text	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full Name	Your Full Name (First an	text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Password	Your personal password.	text	

Add Item Delete Selected Item

Next, adjust the order that the questions will appear on the Registration page below.

Full Name
Email
Password

Finally, select the max number of Guests that can register for this meeting. If you would like to confirm each Guest before they are allowed to enter the meeting, check the Require Confirmation box below.

Max Registrants: 1 Require Confirmation

OK Cancel

- Registration Options: The default choices for your attendees to specify
- Maximum Attendees: From here you can change the total amount of attendees for this conference. Your maximum number is determined by the amount of seats you have purchased for the account.
- Auto Accept Attendees Checkbox: Checking this box works great for meetings you have scheduled with colleagues or staff so that they can be in the meeting room prior to you entering.

To protect HIPAA compliance this box should always be UNCHECKED for ALL PATIENT EXAM ROOMS. By having this box checked it will bypass

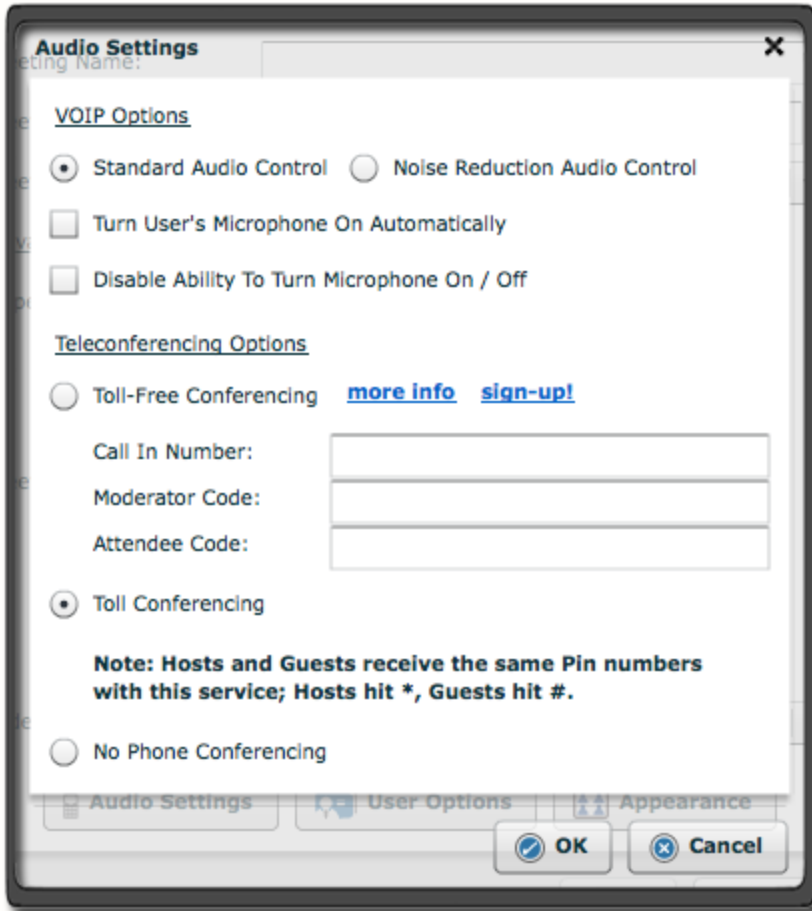
To ensure HIPAA compliance, the “Auto Accept Attendees” should always be UNCHECKED for exam rooms.

asking you as the provider if a patient can join or not. With this box checked, patients can jump into that exam room/meeting at any time, even if you are using it to talk with another patient.

- **Show Meeting in Search:** You should use this for meetings with staff or colleagues only. If checked this will allow the meeting to appear in the Guest Meeting Name field as a searchable meeting. This means if the Guest types in the name it will search for the name, otherwise this meeting will have to be typed fully in the field in order for the Guest to find and join it thereby preventing a patient from accidentally joining an exam room.
- **Disconnect Users after x minutes:** If you're having a meeting for a particular amount of time, you can automatically disconnect your users after x amount of minutes. For example, if the value is set to 30 minutes, each user will be disconnected after 30 minutes. If one party joins a meeting at 9:00, he or she will be disconnected at 9:30. If another party joins the same meeting at 9:05, he or she will be disconnected at 9:35.
- **Video Quality:** Choose between Standard or Low (Bandwidth) options for all camera images. Low (Bandwidth) should be used if your patients have poor internet speeds and their video appears choppy. By lowering the video quality, much less data is being transmitted, improving audio and video lag.

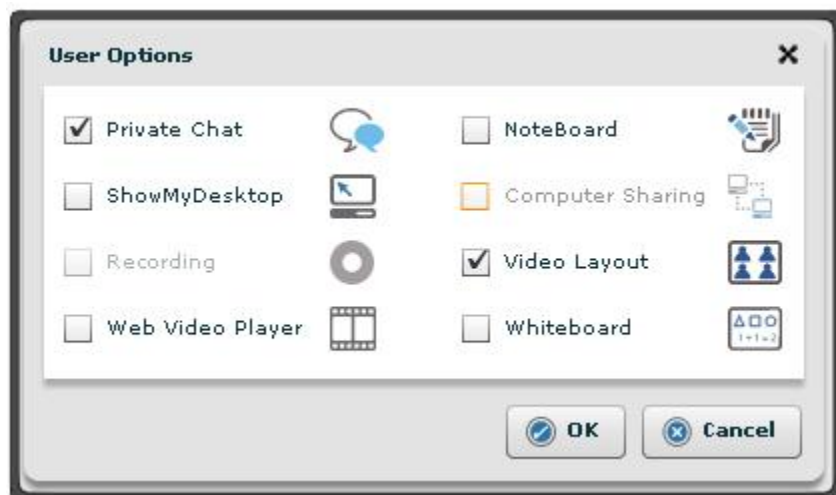
You can still use HD in these situations for close-up images (eg. lacerations, skin lesions) but there may be significant lag.

When your patient's internet connection is slow, your video will lag or be choppy. Decrease the video quality to improve normal conversational speed.

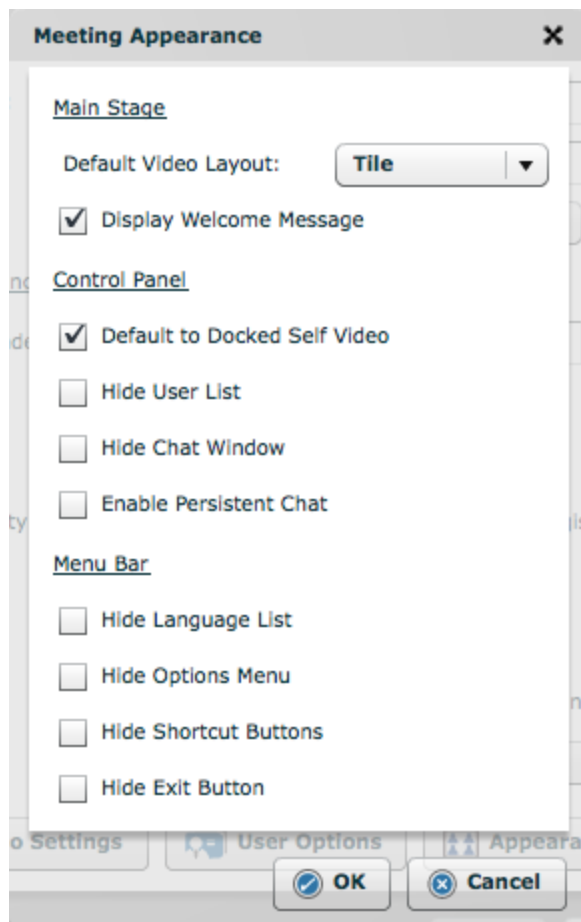


- Audio Settings: Your two main options for audio in the meeting are setting up a telephone conference bridge using the options below, or using the internal VOIP system that is automatically available by default in every meeting. The VOIP system requires either a headset with built-in microphone (recommended) or an external microphone and speakers on the computer you are using.
- Phone and VOIP Options:
 - Standard Audio Control: Recommended for those with headsets. Offers manual microphone gain for direct control of sound setup.
 - Noise Reduction Audio Control: Recommended for those on external desktop/laptop audio setup. Auto-configure will help you automatically configure your microphone gain.
 - Turn User's Microphone On Automatically: The Patient/Guest microphone will be turned on automatically when they join the meeting.

- **Disable Ability To Turn Microphone On / Off:** Your guests will not have the opportunity to turn their microphones on or off. The host would control this setting.
- **Use Toll Free Conferencing:** If you wish to provide your participants with a toll free number to call, simply click on Sign Up to start a new account. Once this process is complete, you will be given a toll free call in number, as well as a unique code to use in your conferences. You also have the option of entering your own teleconferencing information in these fields if you do not wish to use one of our systems. Simply enter the number and code appropriately and this number will be including in your email invitations and in the conference room.
- **Use Toll Conferencing:** This is the free version of our teleconferencing, where all you and your guests pay is the long distance fee (if applicable) to a US area code.
- **User Options Button:** These are the options to control what the Guests can use by default inside your meeting.



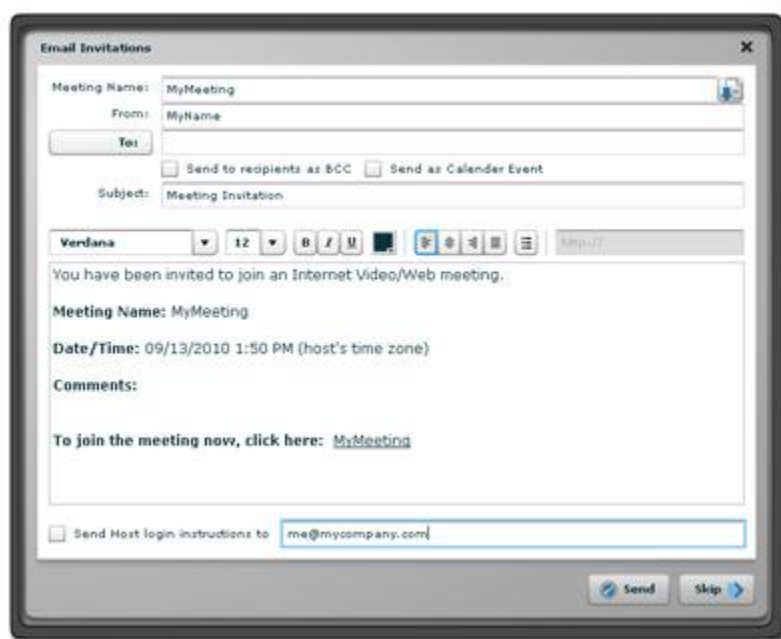
- Any option you check on in the User Options box will be enabled for the Guest by default and can be taken away from the Edit Meeting or from within the meeting itself. You can get a detailed usage of the above items in the subsequent sections below.



- Default Video Layout: Choose between all Video Layout options as a default for your meeting. See this link for a detailed explanation of each option - http://m3wiki.videoconferencinginfo.com/index.php?title=Host_guide#i.29_Video_Layout
- Display Welcome Message: If unselected the Welcome window with the Meeting info will not appear when a patient joins the exam room/meeting. Meeting Info is still available via the Meeting Information label on the Control Panel.
- Default To Docked Self Video: If unselected, each Client will begin the meeting with his/her video window on the stage instead of in the 'docked' position on the Control Panel.
- Hide User List Checkbox: If you wish to hide the User List in the conference check this box. Note: The Host will always see the user list.
- Hide Chat Window: If selected the chat window will not be visible and usable by all participants for text chat messages in the meeting.

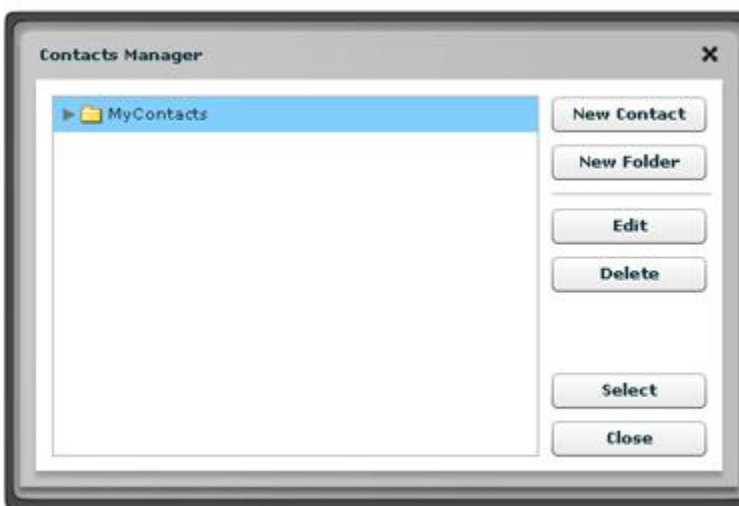
- **Enable Persistent Chat:** If enabled this will log all public chat messages and display all past messages to any new participants that login to the meeting.
- **Hide Language List:** Clicking this checkbox removes the Language List Dropdown menu from the top left hand portion of the screen.
- **Hide Options Menu:** Clicking this checkbox removes the Options Menu from the top left hand portion of the screen.
- **Hide Shortcut Buttons:** Clicking this checkbox leaves only the Disconnect and Exit buttons in the top right hand portion of your screen. Note: your guests will only see the Exit button in the top right hand portion of their screen.
- **Hide Exit Button:** Clicking this checkbox will not show the Exit button in the top right hand portion of the meeting screen. Hosts will still have the Disconnect button.

The Final Step to create your conference is to click Ok and you may send out your optional Email Invitations before joining.



3.2 Email Invitations

- The invitations panel is used for meetings either at a future date or ones you are about to create. It pulls the parameters you set in the previous screen and places them in an email with a link to your meeting.
- Click the To Button to add recipients to your recipients list, these can be added individually or added from your Contacts Manager list that you may populate ahead of time. To add contacts to your Contacts Manager you can add them from this screen, or add them to the Contacts Manager by clicking on the Options button in the upper left of your screen as the Provider/Host.



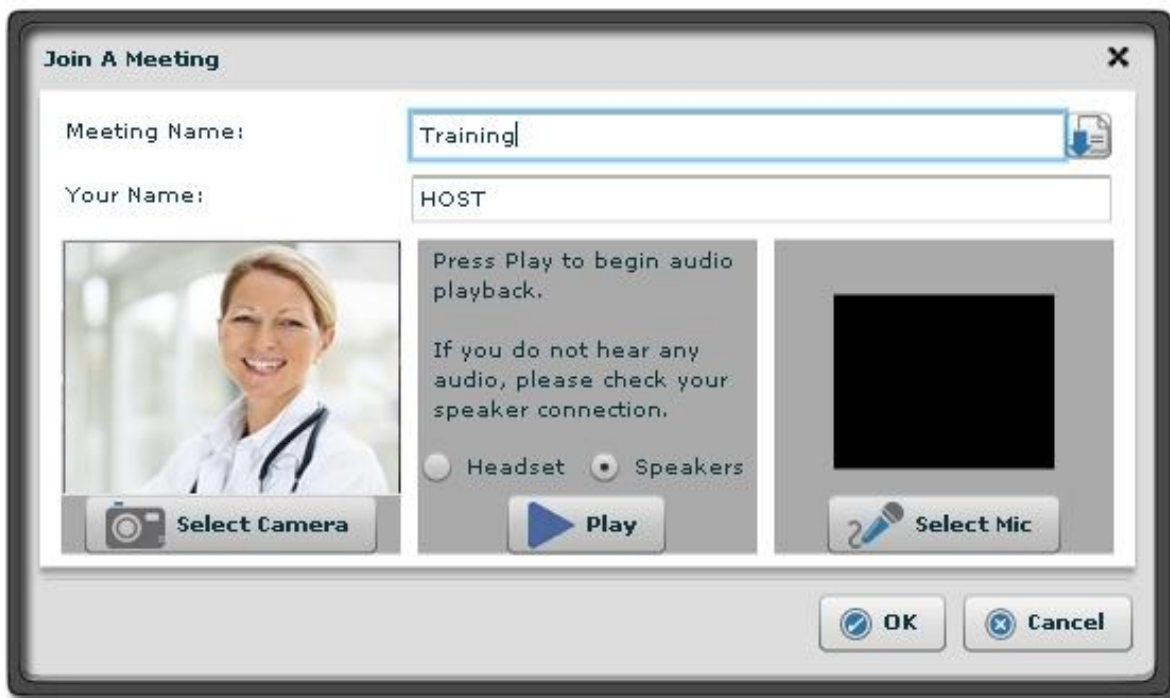
- You may send as a BCC if you do not wish that your Guests can see the other participants invited to this meeting by checking Send to Recipients as BCC.
- You can also send the invitation out in a format that allows the Guest to add it as a calendar item by checking Send as Calendar Event. This is compatible with Outlook, Gmail etc.
- The contents of this invite can be adjusted to your tastes and specific needs in the main body section, simply adjust or add text and change as needed.

You can send invitations as a calendar item that works with Outlook, Gmail, etc.

- Lastly you may also send Host login instructions to the email in the field at the bottom by checking the checkbox accordingly. This is useful if you are simply creating the meeting for someone else or if you wish to have another colleague/provider login to this meeting.
- Once you click Ok your email will be sent out and your telemedicine meeting will be created. Alternatively you may also Skip this step if you do not wish to send out Email Invitations at this time, you may always opt to send them later from within the conference.

3.3 Joining an Exam Room/ Meeting

- You can reuse any meeting you have held in the past by simply selecting it from this dropdown list and clicking the Join Meeting button. Meetings will retain all the parameters you originally set them up with, but do not store information or remember who attended last.



- Before you join, you will be able to configure your camera and microphone accordingly. Use Select Camera and Select Mic to setup and choose your respective devices before choosing or typing your Meeting Name and Your Name above.

A camera and Microphone are not required to join an exam room/meeting; this screen is merely to help you set these up before you join

To Continue: Skip to the Using Your Conference Section Below

3.4 Editing an Exam Room/Meeting

- To edit the parameters of a previously created meeting, click the Edit Meeting button. All the features below are optional, use them to enable optional features or disable features you don't need.

- You may edit any meeting you have previously created from this screen. This includes General Settings, Advanced Settings, Audio Settings and User Options, all of which will be applied the next time you use this meeting.
- After you select the meeting to edit in the drop-down at the top (or you can type the name in the box to the left) simply click the appropriate section you wish to edit about this meeting.

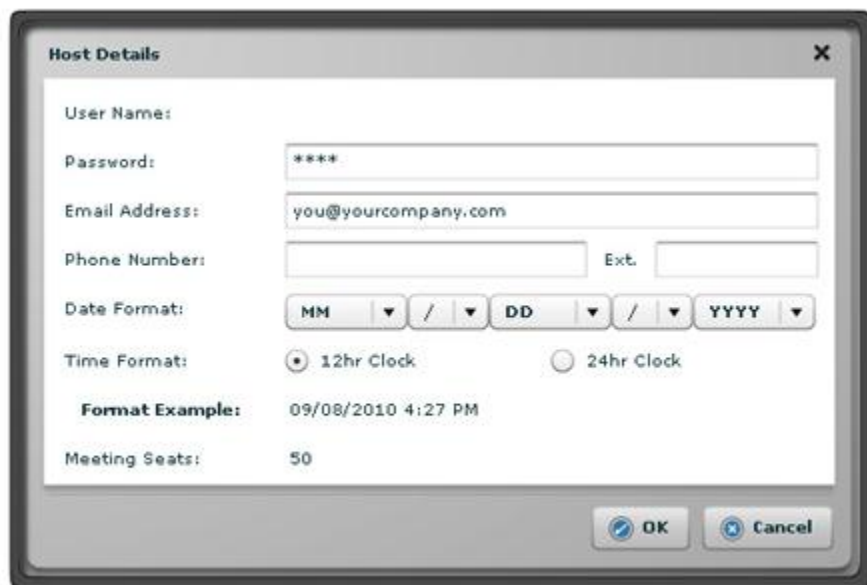
3.5 Ending a Meeting

- To delete and remove a previously saved meeting from the Join Meeting List, click the End Meeting button. All meetings created will be saved under the account login they were created with until you delete them in this manner.



3.6 Editing the Provider/Host Options

- To edit the Provider/Host Options, click the Edit Host Options button in the upper left of your screen after you have logged in as a Host.

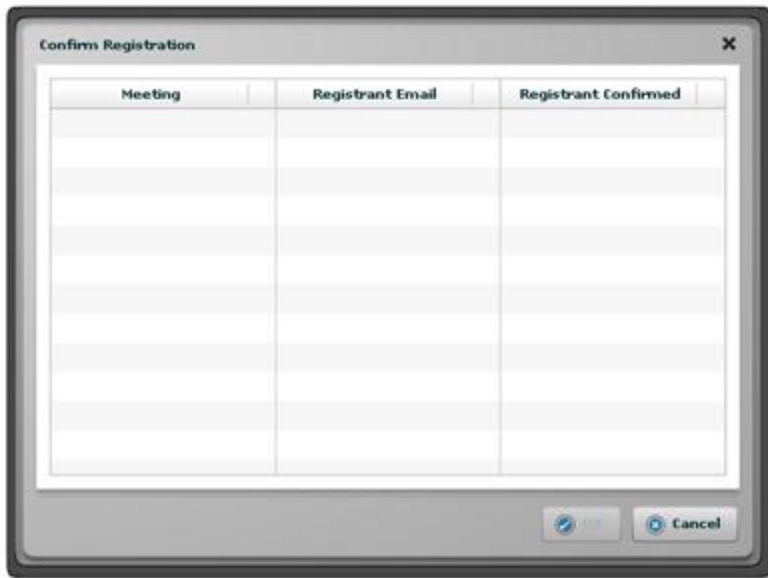
A screenshot of a dialog box titled "Host Details" with a close button (X) in the top right corner. The dialog contains several fields and options:

- User Name: (empty text field)
- Password: (text field with masked characters ****)
- Email Address: (text field with value you@yourcompany.com)
- Phone Numbers: (text field) Ext. (text field)
- Date Format: (MM / DD YYYY) with dropdown arrows for MM, DD, and YYYY.
- Time Format: (12hr Clock) (radio button selected) (24hr Clock) (radio button)
- Format Example: 09/08/2010 4:27 PM
- Meeting Seats: 50

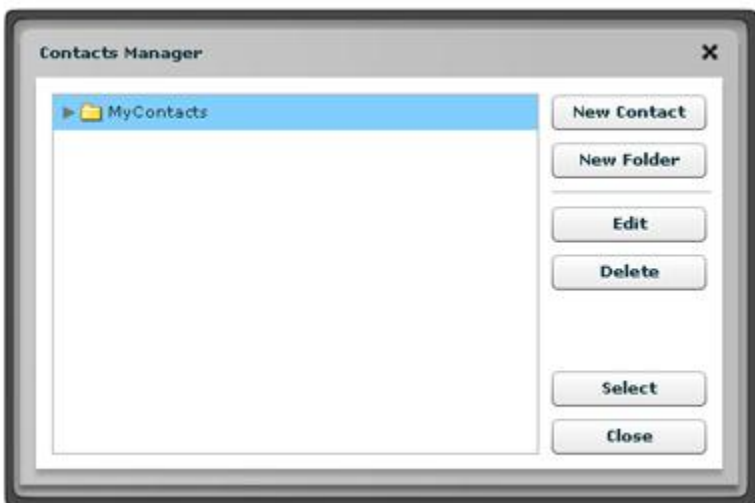
At the bottom right, there are two buttons: "OK" with a blue circular icon and "Cancel" with a blue circular icon.

3.7 Options

- You can access additional tools from this dropdown.
- Confirm Registration: You can use this tool to see who has responded to your registration setup.

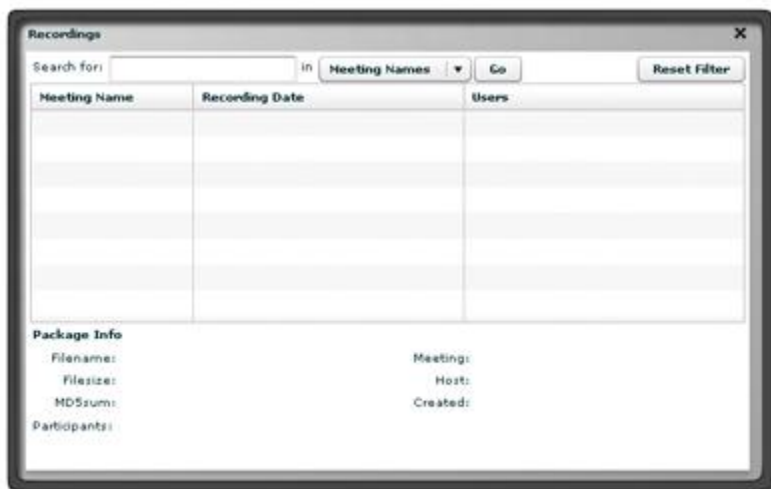


- Contacts Manager: You can use the Contacts Manager to add email addresses to your account, which are used in the Invitations To Contacts.



- Email Invitations: Use this Invitations Method to send Invites to patients or colleagues to any meeting you like, without having to create a meeting.

- Recordings: Use this screen to manage all your previous recordings, you may delete and download any recording done on the account from this screen.



- The Smart House Calls Recording Feature allows you to create an archive of your meeting for use offline. The following components are recorded during your meeting: Host and Participant Video, Host and Participant Voice Over Internet Protocol (VOIP) (way to talk over the internet instead of telephone lines) Audio, Host and Participant Public Chat messages, ShowMyDesktop Presentations, Noteboard content and Whiteboard content.
- Recording are saved for a maximum of 30 days before being deleted.
- Recordings are limited to 3 hours.
- If all users leave the meeting the recording will stop automatically and may require up to 48 hours before it is available to download
- Utilities: You can download any of the additional items on your account from here. This includes the ShowMyDesktop Application, the SMD Highlighter Tool (Windows Users Only) as well as the Outlook Plugin Tool.

Though we strongly recommend against it, you can get recording ability at Smart House Calls for an additional charge.



- The Outlook Meeting Addin Tool allows you to import your Contacts List from Outlook into your Contacts Manager lists, as well as create and/or join meetings.
- To use the Outlook Meeting Addin:
 - Close Outlook, then Download or Run the file
 - Once installed, you can access the Tool under the My Meetings dropdown in the upper left of your Outlook screen.



- From the dropdown you are able to Join a Meeting, Create a Meeting and End a Meeting after you specify your Domain and Login Info under Settings. In addition you can upload your Contacts from Outlook into your Contacts Manager under your specific login Username/Password.



4 Exam Room Functionality as a Provider/Host



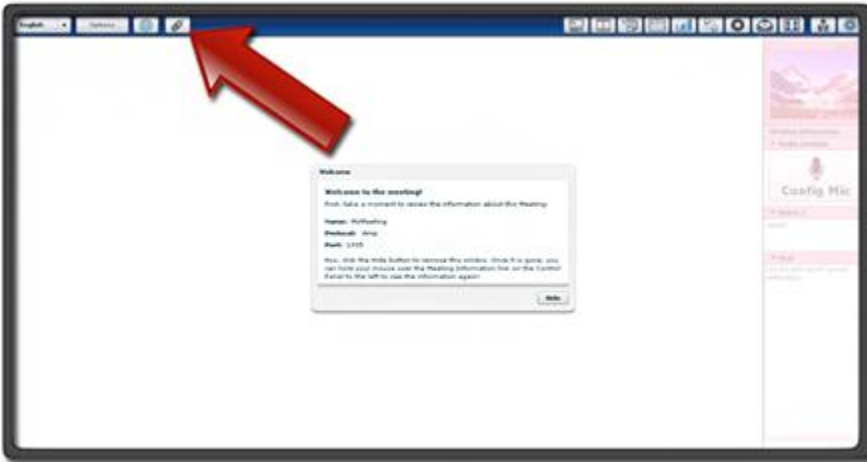
1) Meeting Info Box/Welcome: This box will hold the meeting name, default port setting, Teleconferencing call-in number and code, and security protocol (SMTP).

2) Your Video Box: This is the default location for your video box when you enter the Exam Room/meeting. The video boxes, as well as the components below, are contained within the sidebar box. This sidebar can be minimized, as well as disconnected from the



right hand side of the screen and moved around. Click the small  to hide the sidebar.

The sidebar will disappear, instead of showing in the normal space (illustrated in red below) it will be hidden from the conference area.



You can restore the sidebar by clicking the  icon that appears to the right of the Help Button.

To float this panel and make it movable on the screen, click the icon shown in the upper right corner of the sidebar.



3) Audio Options: To use the VOIP capabilities of the meeting area, first choose the type of audio you expect to be using: Headset or Speakers.

- Headset: Acoustic Echo Cancellation operates in low-echo mode. This offers the least amount of echo cancellation but is also the least processor-intensive.
- Speakers > USB Mic: Auto echo cancellation operates in Half Duplex mode. In Half Duplex mode, only one party should speak at a time, as part of the echo-cancellation includes lowering the volume of other Users. Labeled USB Mic because USB microphones do NOT support Full Duplex mode. More processor intensive than Low-Echo (headset) mode.
- Speakers > Line/Built-In Mic: Auto echo cancellation operates in Full Duplex mode, which offers the highest quality of Echo Cancellation. Allows users to speak at once without lowering volume or producing echoes. Will NOT work with USB microphones; must be line-in or built-in. Requires the most processing power of the three options.

4) User List: This displays the current attendees in your conference including the Host(s).

5) Chat Area: Use this to text chat with attendees in your conference.

6) Functionality Buttons: These are your buttons to activate the functionality as a Host in the conference room.



4.1 ShowMyDesktop

- Please see the [Show My Desktop Guide](#)



4.2 Web Video Player



With Smart House Calls you can upload patient educational videos that can be shown to your patients during your telemedicine encounter!

The FLV player allows you to stream patient education videos from a URL with full sound and video to all participants at once.

Source URL: Enter a URL for a video file to play in your meeting.

Launch Host Video In New Browser Window: The video will open in a new browser window for the host.

Prerequisite I) The video must be in one of the following formats:

- .FLV – Flash Format
- .F4V – Flash Format
- .F4P – Flash Format
- .F4A – Flash Format
- .F4B – Flash Format
- .MOV – Standard Mac Output

Format

- .MP4 – Other Codecs
- .3GP – Other Codecs

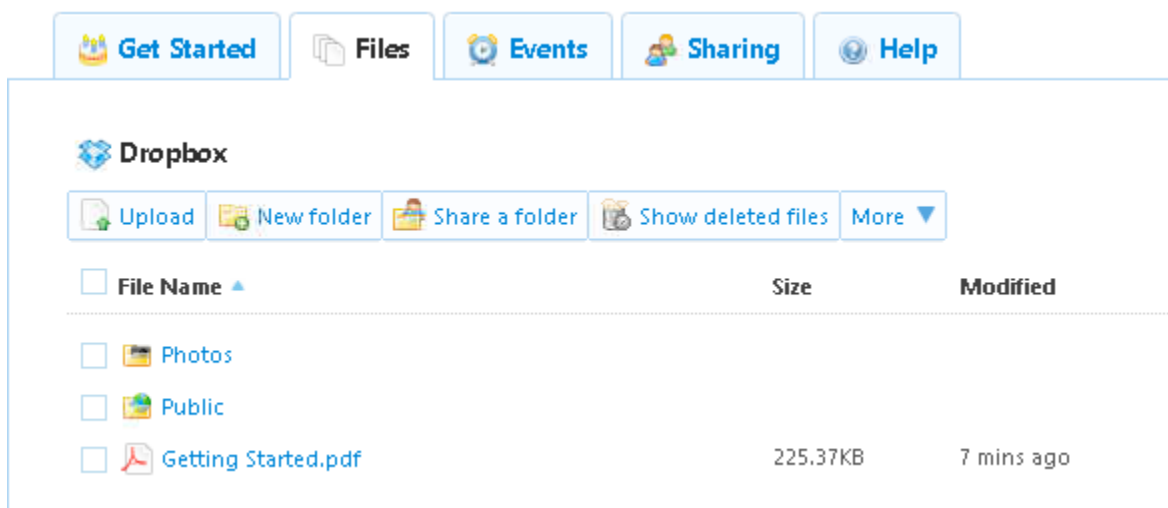
Prerequisite II) The video cannot be in a location like YouTube or any other website that does not have the full direct path to the video. The video file must reside in a location other than the local computer or from a website where the video is embedded. The file can be uploaded via FTP to a web server or uploaded to any location that would allow the full path to be propagated (e.g.: www.mywebserver.com/myvideo.flv)

PLEASE NOTE: Smart House Calls.com does not endorse, nor support any of the third party websites or third party software mentioned in this article!

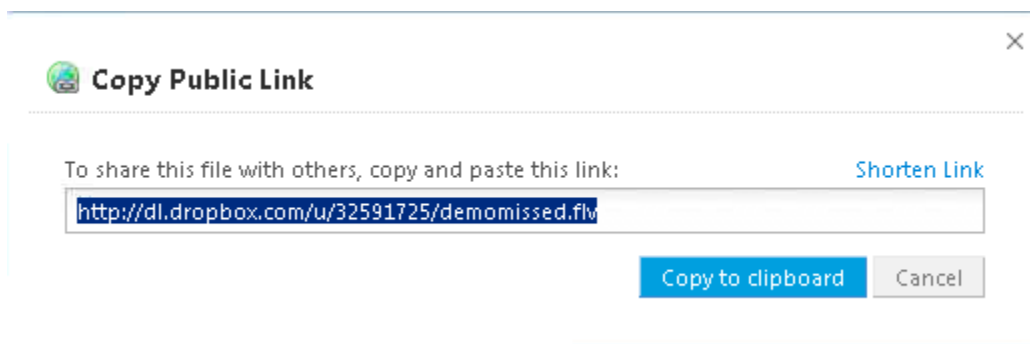
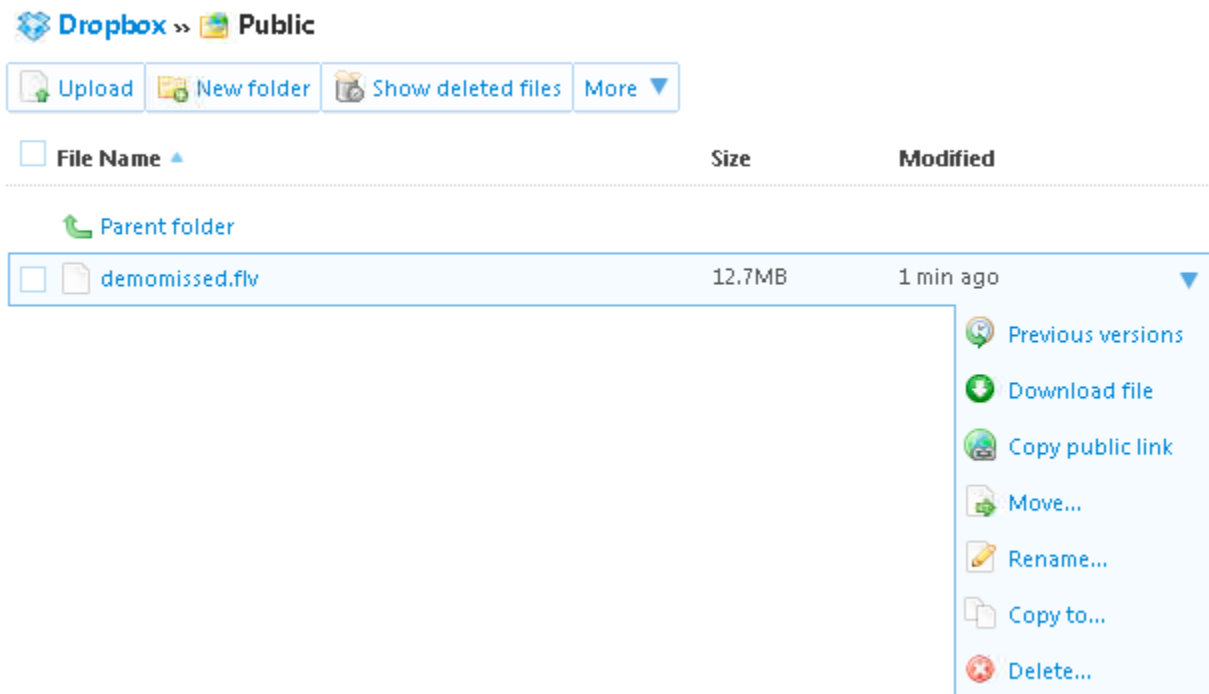
- If you have a video that is not in one of these formats, you will need to convert your video to one of these formats. The most common formats are FLV, MOV, and MP4. Here are some links for conversion software - <http://www.rivavx.com/index.php?encoder&L=3> and <http://www.flv-converter.org/>

- once again, please note that these are pieces of software that are not in relation with nor supported by Smart House Calls.

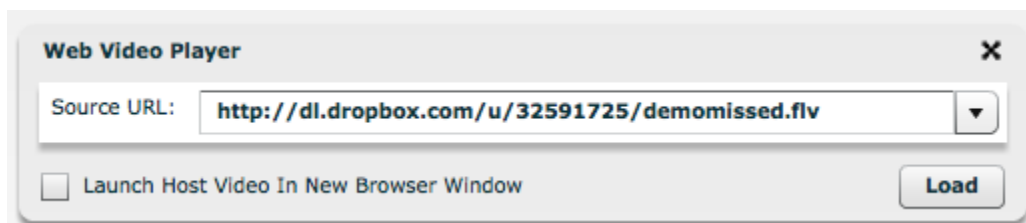
- Once your file is in the correct format, you will need to upload the file somewhere on the internet.
 - If you host your own website or have access to the company that does host your site, the best thing to do is to upload the video there. After all is said and done, you will have a direct hyperlink to your video. This is the hyperlink you would paste into the Web Video Player.
 - If you do not want to host this video on your website, you will have to find another place to host it, as Smart House Calls cannot play the video directly from your computer. Most websites that host FLV videos will charge a fee to do so, however if you have a photobucket account, you can also use them to host your FLV video, at no cost at the time this document was written. You can check out photobucket here - <http://photobucket.com/> . Once hosted, you will get a direct link to the video. Copy the link, delete the text "?action=view¤t=" from the direct link. Now you have a direct link to the file which you can paste into the Web Video Player window.
- Dropbox is another solution that can be found here - <http://www.dropbox.com> - please follow the steps below to upload your video file.
 - Create an account for Dropbox.
 - Click on the Files tab.
 - Click on Public folder and then Upload.



- Once uploaded, click on the arrow on the right and then Copy public link to receive the URL for the video.



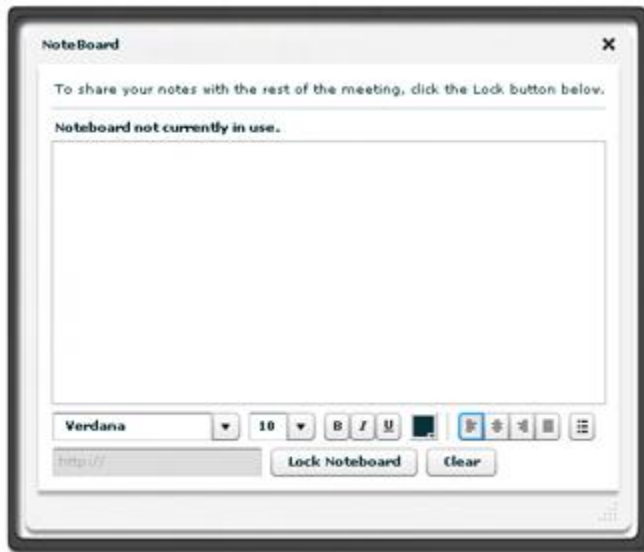
- Paste this URL into the Web Video Player window and click Load.





4.3 NoteBoard

- The Noteboard can be used to collaborate with attendees in a text format.

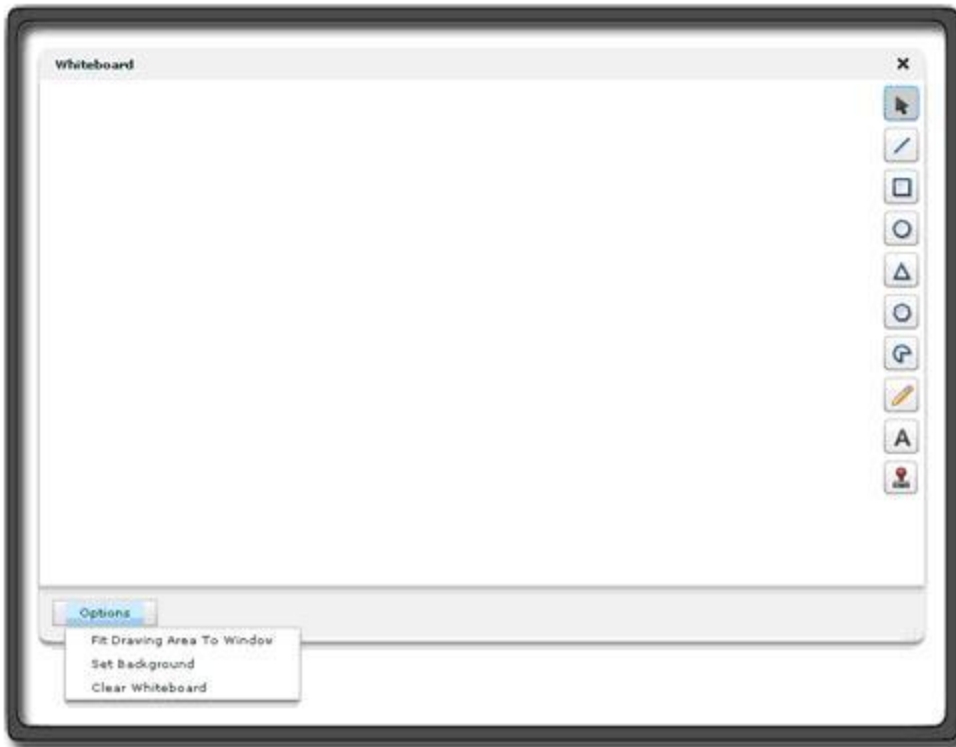


- The Note Board can be edited by anyone inside the Meeting. Simply click Lock Noteboard to type into the box, then Unlock Noteboard when done.
- The following image illustrates all the text options you have simply by choosing them from the bottom portion of the Noteboard.



4.4 Whiteboard

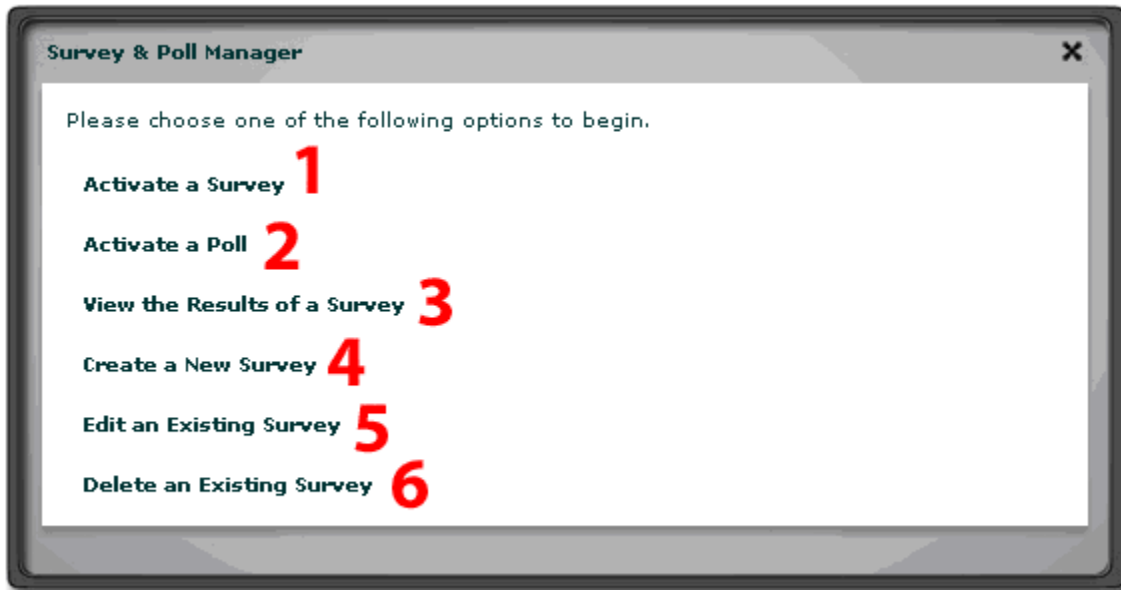
- You can collaborate in a visual format with the Whiteboard.
- The White Board allows you as the host to upload an image (JPG format only) into the background of the whiteboard that all attendees can add notes to using the tools on the right.



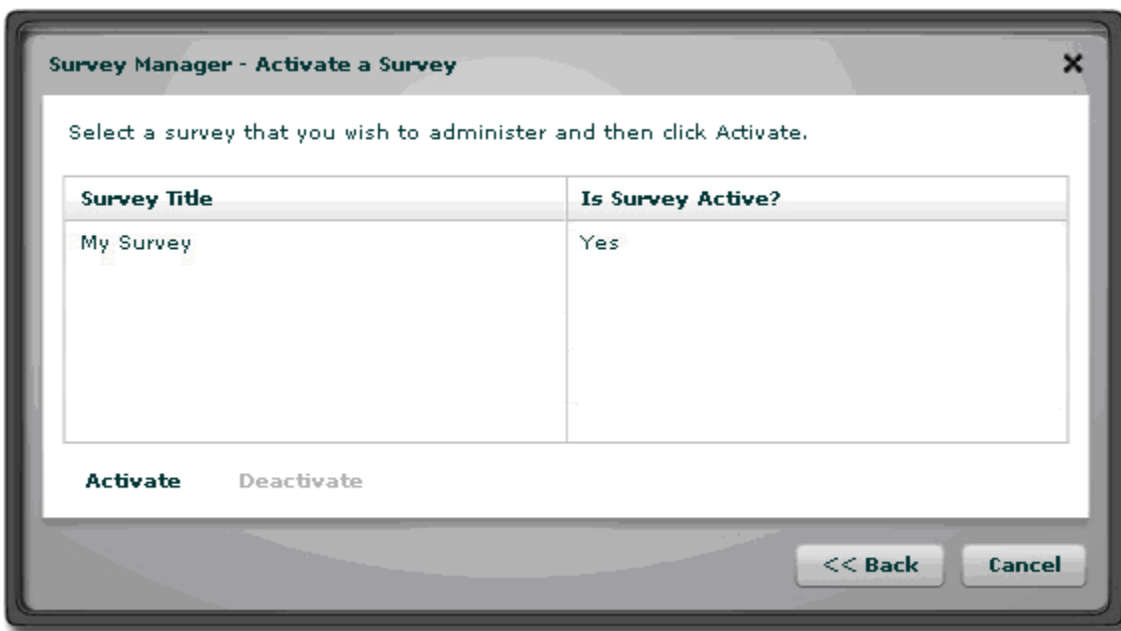
- Click Options to activate the options available to the Host.
- Click the Set Background button to upload an image
- Click the Fit Drawing Area to Window to fit this image into the box
- Click the Clear Whiteboard to clear the notes made



4.5 Survey Manager



1) Activate a Survey: Click here to Activate a previously created survey



2) Activate a Poll:

Survey Manager - Activate a Poll

First, select a survey below to view a list of questions.

Survey Title	Created On
My Survey	2010-12-17 19:36:22

Next, select the question(s) you would like to poll.

How is this?

Next, review your selected question(s).

How is this?

Remove Selected **Remove All**

Next, select whether or not to display the total number of responses for each question.

Display Answers Total Hide Answers Total

Finally, select who should see the Live Results of the Poll.

Hosts Only

<< Back View Results Activate Cancel

3) View the Results of a Survey:

Survey Manager - View the Results of a Survey

First, select a survey below to view a list of respondents.

Survey Title	Created On
My Survey	2010-12-17 19:36:22

Next, select a respondent and then click View Details to see how that user answered.

View Details

<< Back Cancel

4) Create a New Survey:

Survey Manager - Create a New Survey [X]

Please enter a title and a welcome message for your survey. Click Next to continue.

Survey Title:

Welcome Message:

<< Back Next >> Cancel

Survey Manager - Create a New Survey [X]

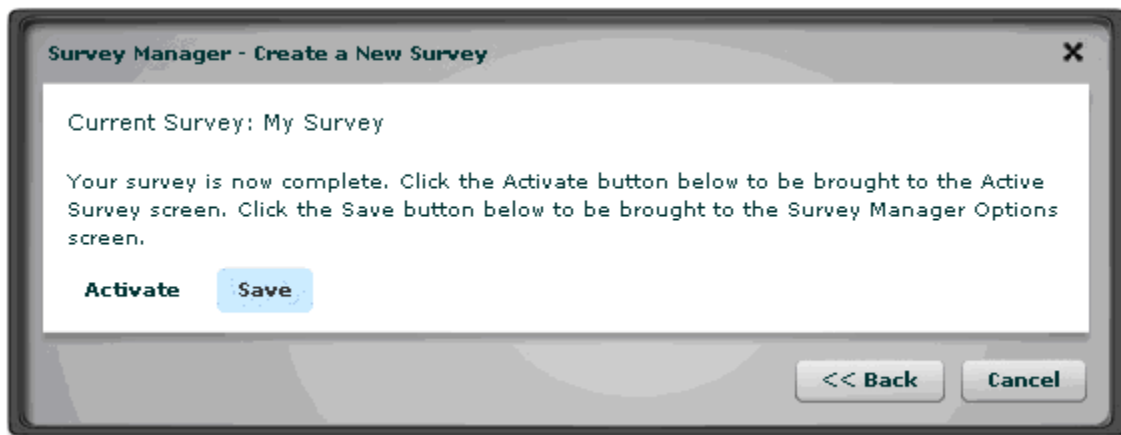
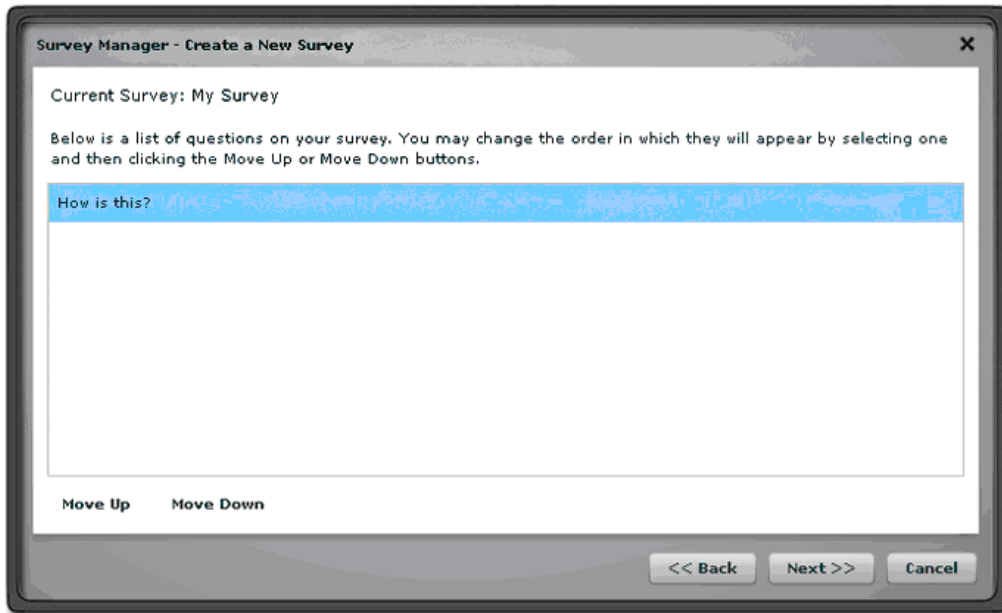
Current Survey: My Survey

Question	Type	Answers	Required?
<input checked="" type="checkbox"/> How is this?	Checkbox	+/-	No

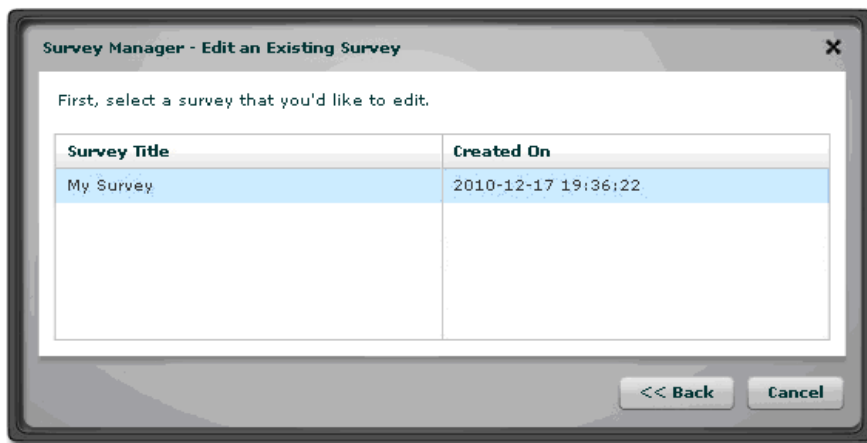
Select All Items

New Item Delete Selected Items

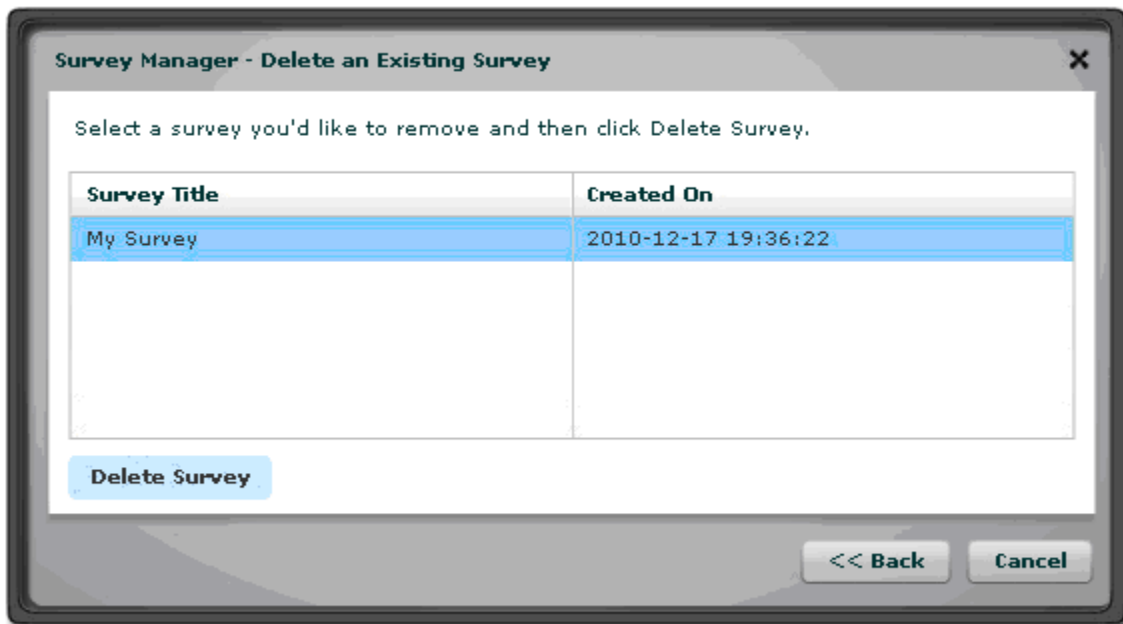
<< Back Next >> Cancel



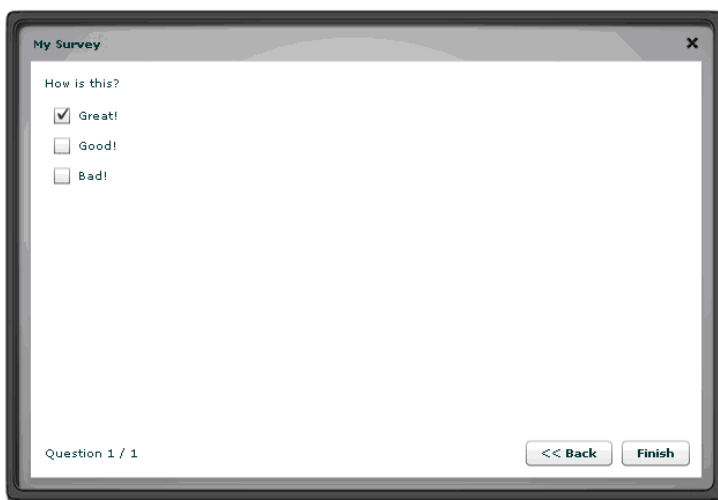
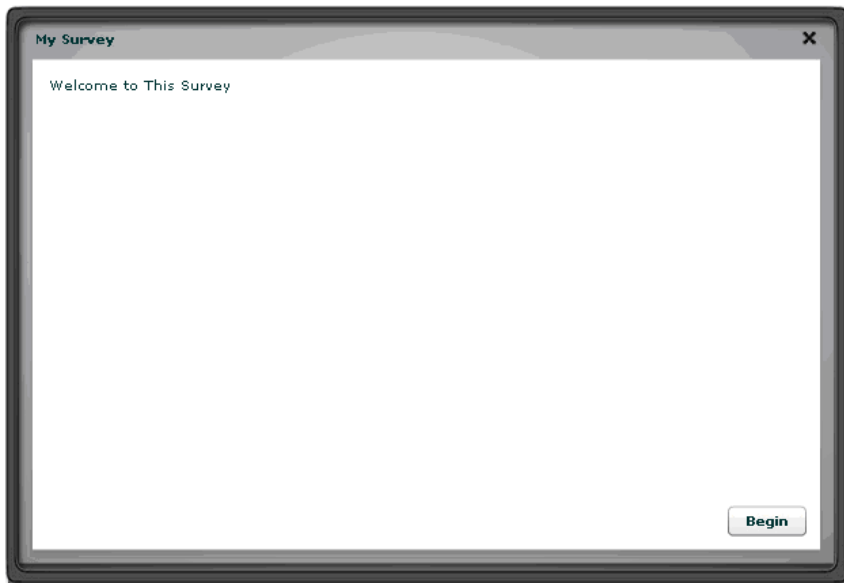
5) Edit an Existing Survey:



6) Delete an Existing Survey:



Answering a Survey:



4.6 Computer Sharing

- The Computer Sharing tool allows you to take remote control over a participant's computer or allow control of your own to an attendee in the room. Please see the [Computer Sharing Guide](#)



4.7 Recording

If recording is enabled on your account, you can turn the recording off/on from this button. The unique recording feature within the meeting enables you to record any feed in the meeting, allowing you to replay the meeting inside a browser again at a later time.



= Recording Stopped



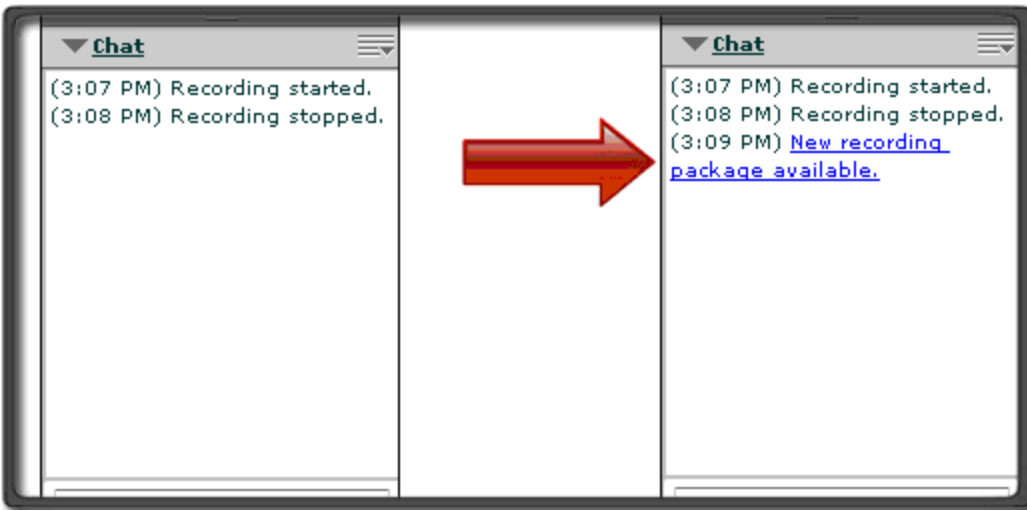
= Recording in Progress

You will hear a chime sound to indicate your recording has started or stopped, in addition you will see both visual and chat text indicators.

Recording option only is applicable if you have recording purchased for this account. If you wish to enable recording please contact your sales representative.

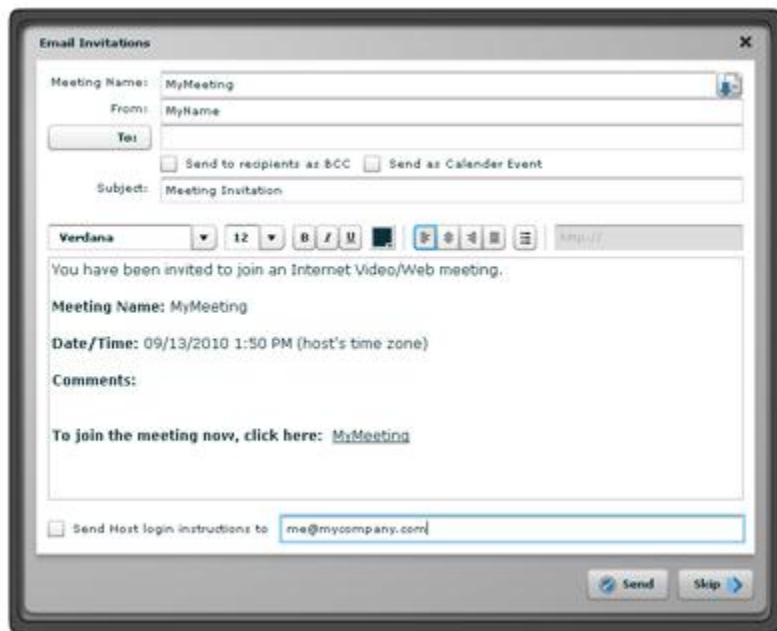


In the chat box you will see text indicating when you start or stop a recording, as well as when the recording has been packaged and ready to download. You can also download your recordings from the previous host options screen (See section above).



4.8 Email Invitations

- You can also send email invites to any previously created meeting from within your current meeting from the Email Invitations. *For detailed usage please see the previous section.*



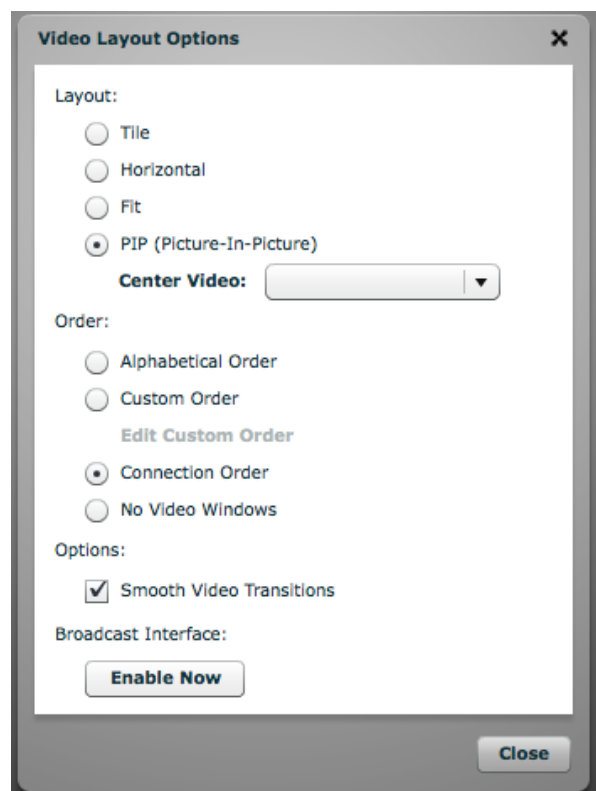


4.9 Video Layout

- You can change the position of single attendees or the entire group from the Video Layout.

- Layout
 - Tile: Set the videos in tiled order
 - Horizontal: Sets the videos in horizontal order
 - Fit: Fits all videos into available screen size
 - PIP: Short for Picture in Picture, this is a great setting for one-on-one meetings. It allows you to have one large camera image and one smaller image inside the larger camera image.

- Order: This affects the Provider/Host's view only and not the view of those attending the Meeting.
 - Alphabetical Order: This option will organize the attendees alphabetically by user name.
 - Custom Order: Define the order you wish the videos to appear in the room. Click Custom Order then Edit Custom Order.





- Connection Order: This is the default option. It will organize the attendees based on the order in which they entered the Meeting.
 - No Video Windows: This option will remove all video feeds from the room. It will not remove any attendees, only their video windows.
- Use Transition Animations Checkbox: Uncheck this to disable the transitional animations shown when changes are made.
- Broadcast Video Size and Position*
- Broadcast Interface allows the host to control the size and placement of the video windows that all attendees see in the meeting room. Once in place, the attendees cannot alter these settings.

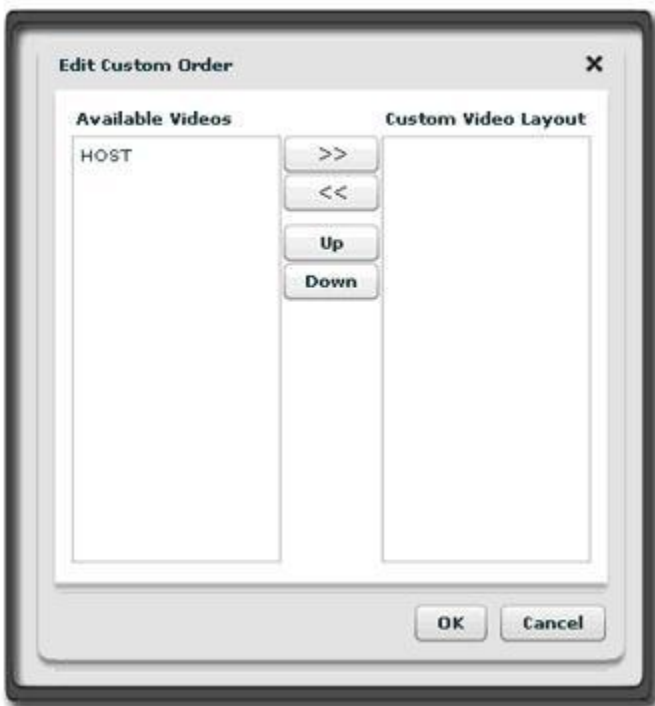
To set, adjust the size and placement of the Host video windows as desired, then click Enable Now. The Enable Now button will change to Disable Now. To release, click Disable Now. All attendees' windows will revert to their original settings.

Layout:

- Tile – Set the videos in tiled order
- Horizontal – Sets the videos in horizontal order
- Fit – Fits all videos into available screen size

Order: This affects the Provider/Host's view only and not the view of those attending the Meeting.

- Alphabetical Order: This option will organize the attendees alphabetically by user name.
- Custom Order: Define the order you wish the videos to appear in the room. Click Custom Order then Edit Custom Order.



- Connection Order: This is the default option. It will organize the attendees based on the order in which they entered the Meeting.
- No Video Windows: This option will remove all video feeds from the room. It will not remove any attendees, only their video windows.

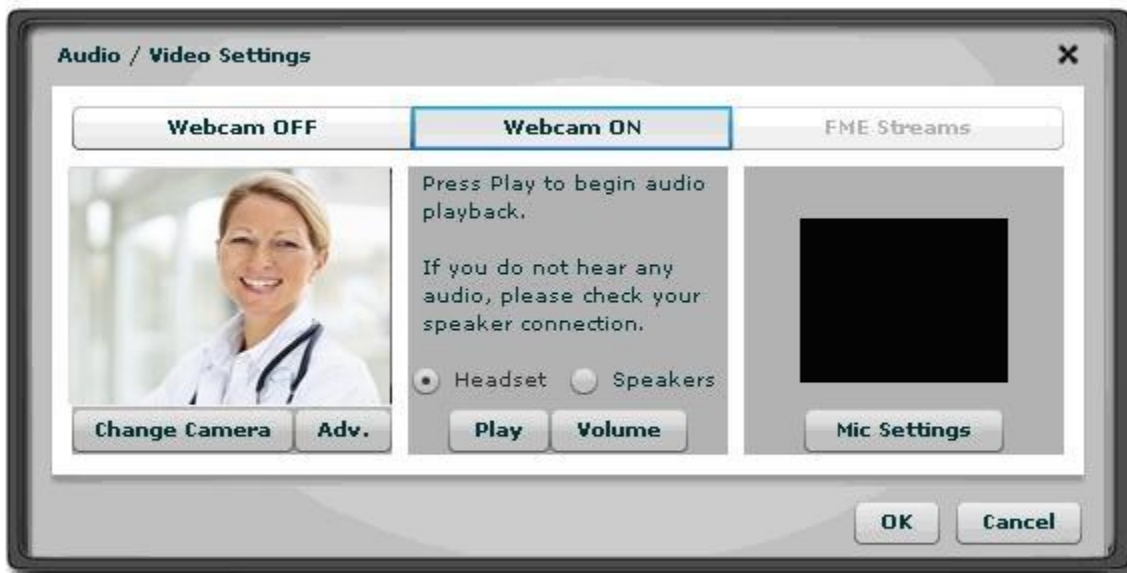
Broadcast Video Size and Position

- Broadcast Interface allows the host to control the size and placement of the video windows that all attendees see in the meeting room. Once in place, the attendees cannot alter these settings.
- To set, adjust the size and placement of the Host video windows as desired, then click Enable Now. The Enable Now button will change to Disable Now.
- To release, click Disable Now. All attendees windows will revert to their original settings.



4.10 Audio / Video Settings

- Click this to turn on or off your webcam and microphone as well as adjust sound levels and choose other devices.



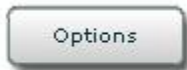
4.11 Return to the Provider/Host Screen

- Click this to disconnect from the current meeting and return to the Host Options Screen.



4.12 Exit the Application

- Logs you out completely as Guest or Host.



4.13 Options Dropdown List

Many of the same Functionality buttons can be accessed from this dropdown.