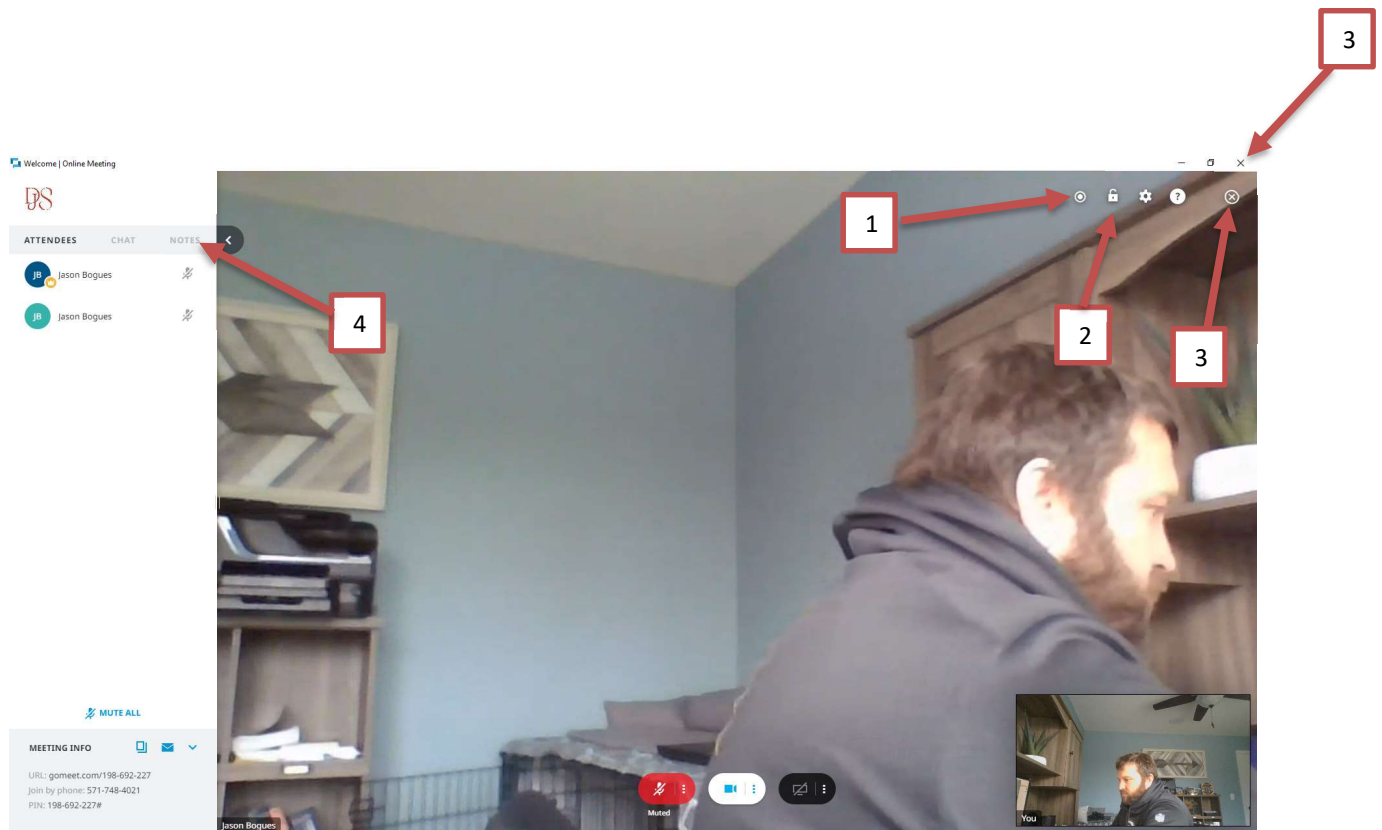




## Options for use while in video chat



- 1) This button will record the session.
- 2) This lock icon will lock the meeting not allowing anyone else to join. **It is recommended to lock the meeting once all parties have joined.**
- 3) The X in the top right corner and the X with the circle around it will give you an option to end for all or Leave. Leaving the meeting will keep it running for your attendees. If you are hosting, then we recommend disconnecting everyone when done. Unless you want the other parties to continue with the meeting after you have left.
- 4) On the left side, notes, if you put any notes in this section, they will be e-mailed out to all attendees upon conclusion of the video conference.



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Welcome | Online Meeting



ATTENDEES

CHAT

NOTES



Jason Bogues



Jason Bogues

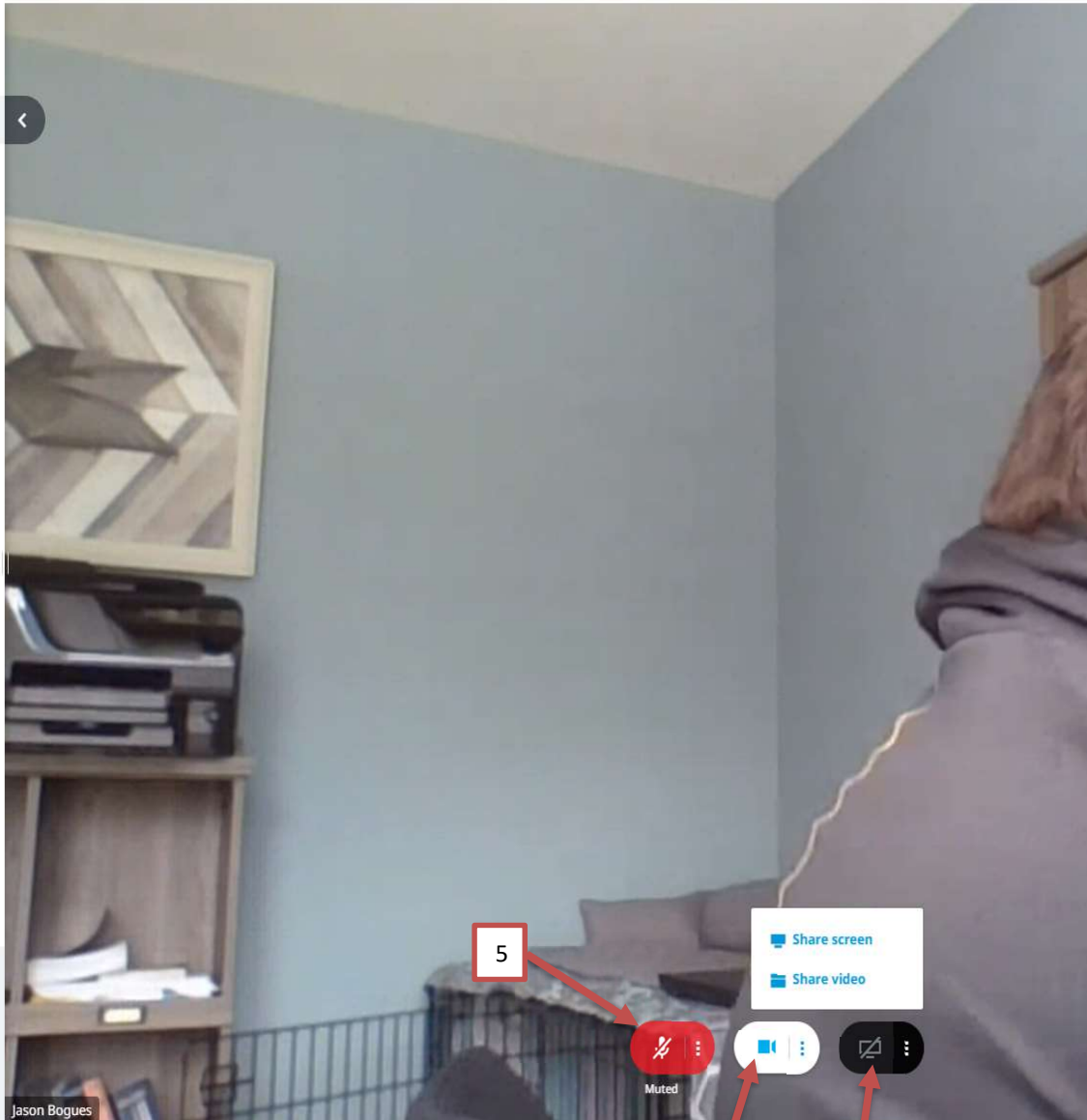


MUTE ALL

MEETING INFO



URL: [gomeet.com/198-692-227](https://gomeet.com/198-692-227)  
Join by phone: 571-748-4021  
PIN: 198-692-227#



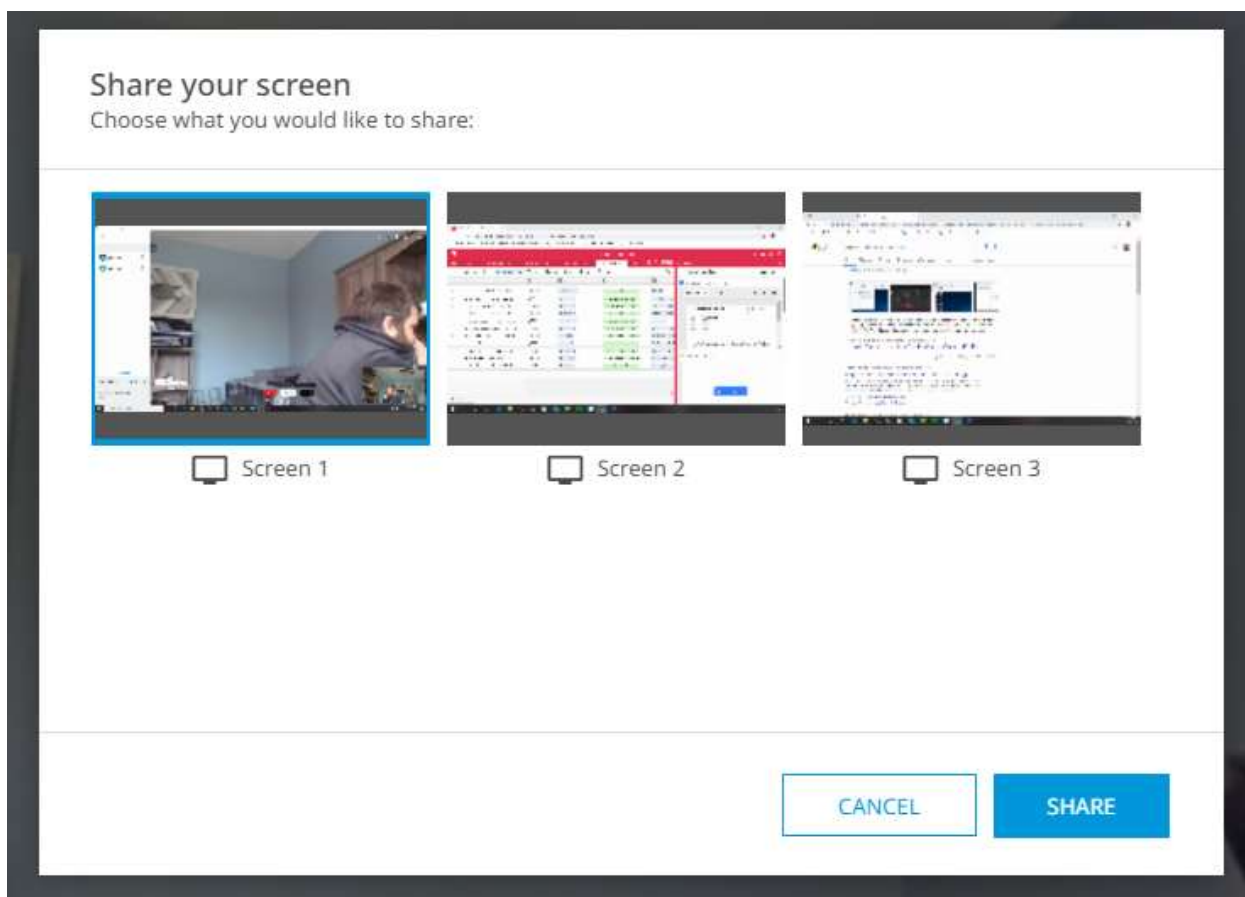
- 5) For muting and unmuting your conversation also to choose your mic for audio.
- 6) This button will activate or stop sharing your webcam.
- 7) By selecting this it will allow you to share a screen (See the next section for details).

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# How to use Screen Share

- 1) Select the screen share button.
- 2) Next select the screen you wish to share if you have more than one screen.



- 3) Once the screen is selected everyone in the meeting will now see your screen. **We recommend having more than one screen to do this. If you have only one screen and you share it, you will not be able to see the attendees that are in the videoconference.**



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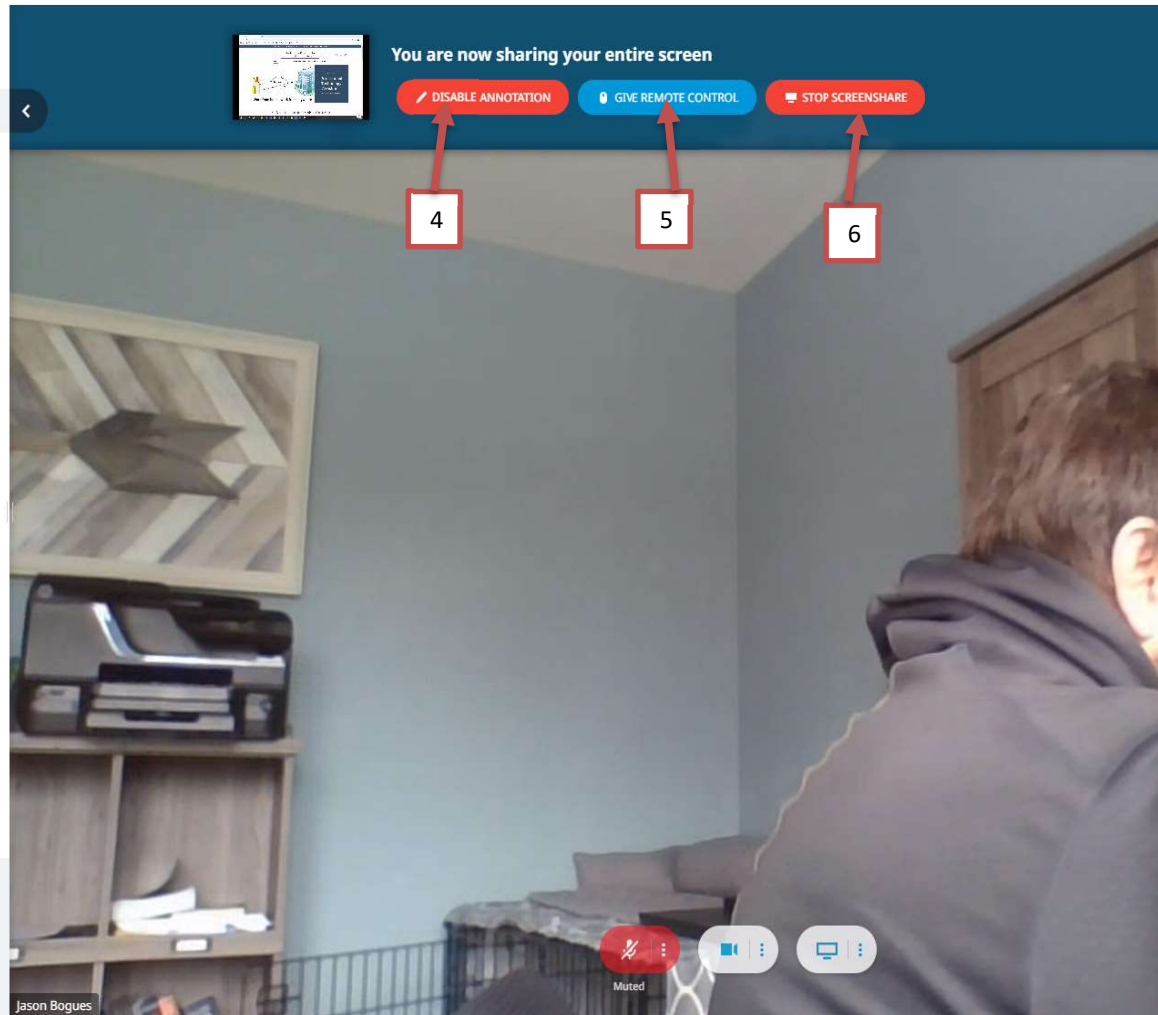
ATTENDEES    CHAT    NOTES

- JB Jason Bogues
- JB Jason Bogues

MUTE ALL

MEETING INFO

URL: [gomeet.com/198-692-227](https://gomeet.com/198-692-227)  
Join by phone: 571-748-4021  
PIN: 198-692-227#



- 4) This option will allow users to draw on the screen.
- 5) This option will allow users to control your PC.
- 6) This will end the screen share and go back to the video conference.

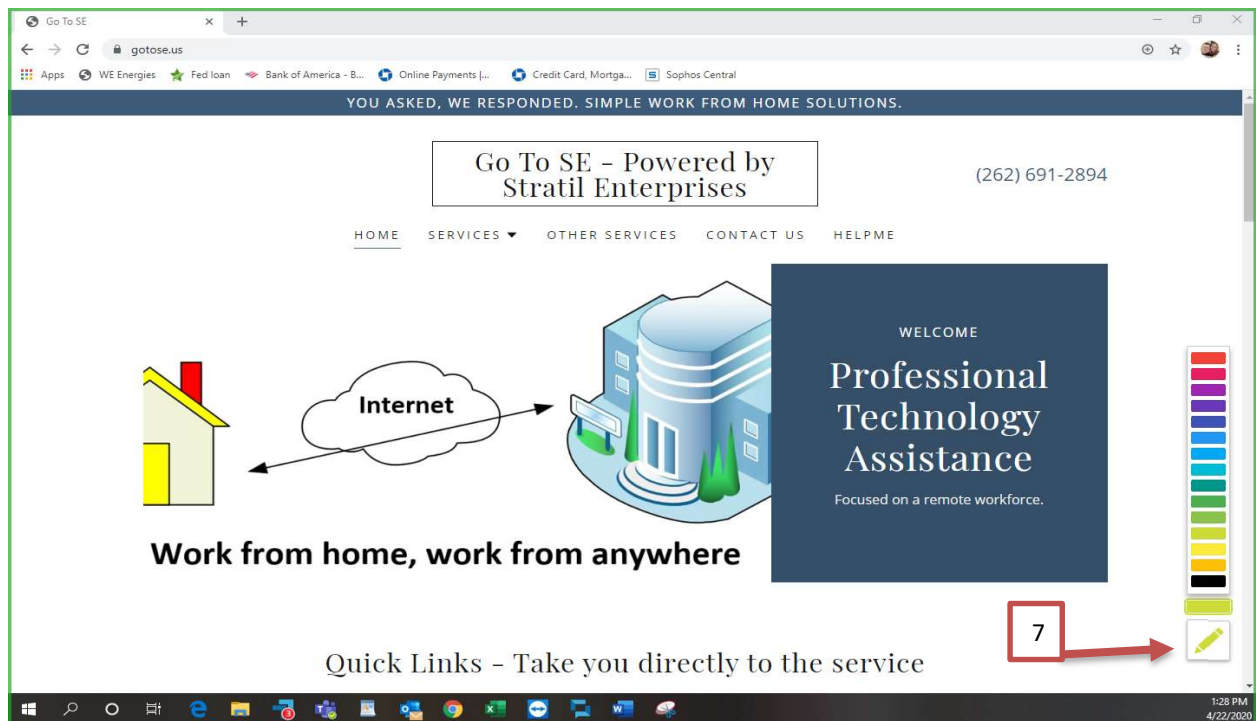
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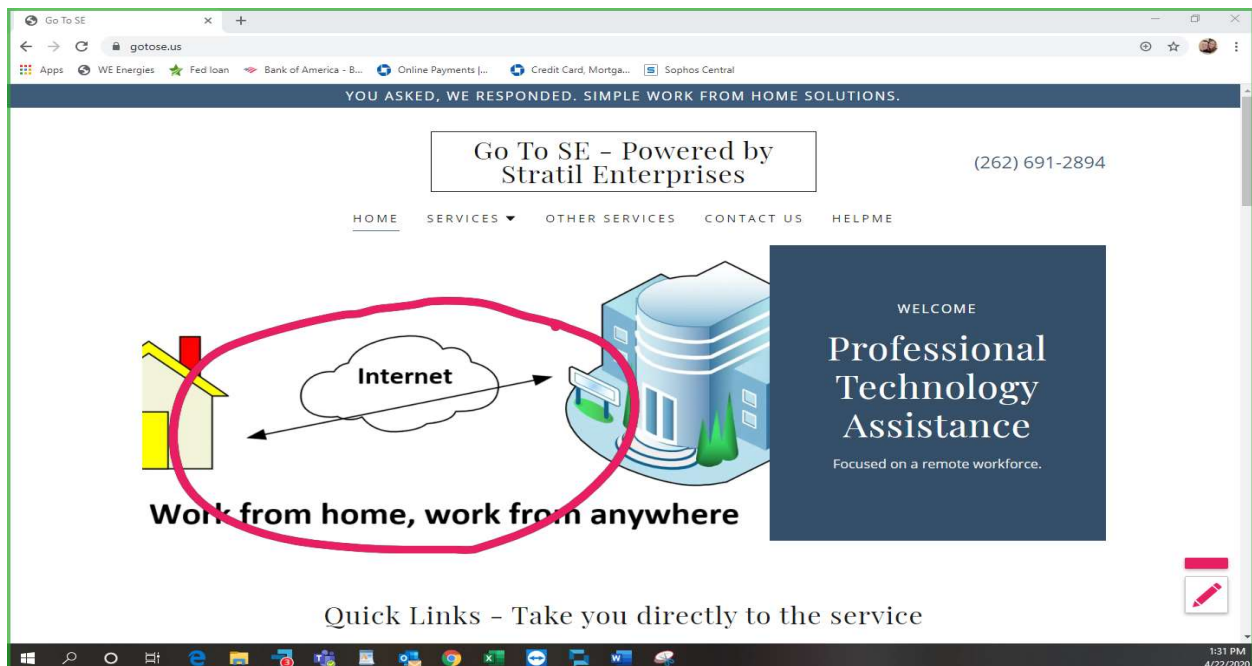


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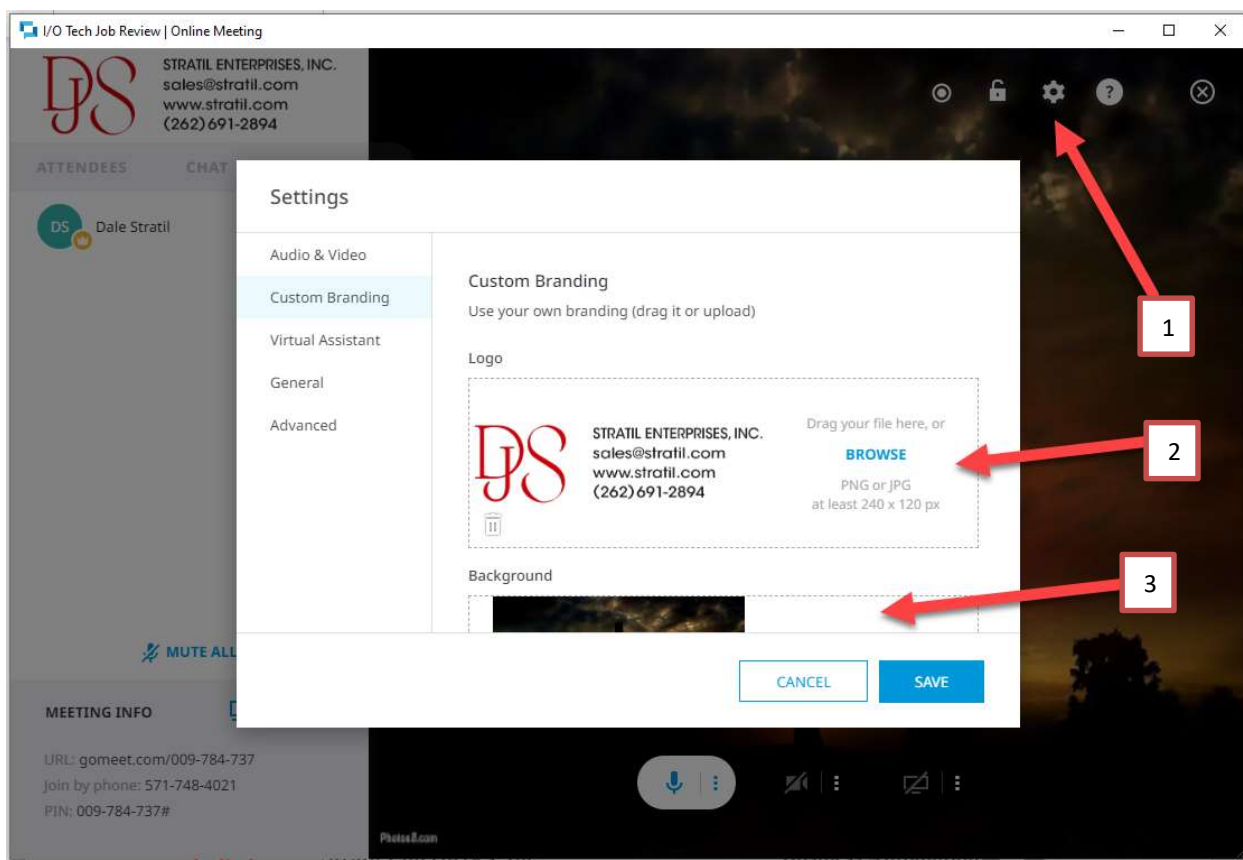
- 7) In the lower right you will see a pencil on the screen your sharing, clicking on this and selecting a color, this will allow you to draw things on your screen. The area you edited will disappear after a few seconds.



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# Customizing Your Application

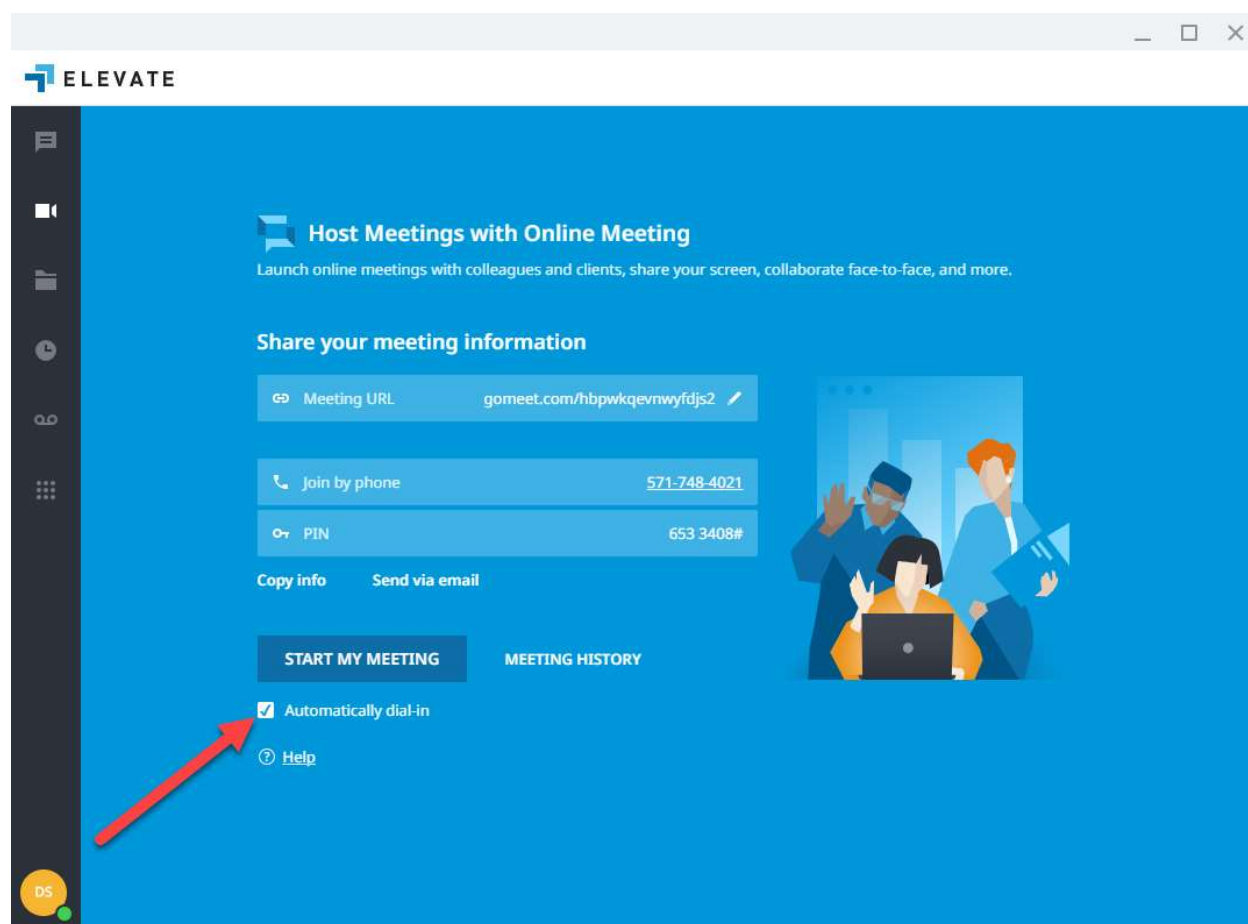


- 1) Go to the gear
- 2) Drag and drop logo, it appears in the upper left
- 3) Drag and drop Background, it appears as the screen or application background.



# My Phone Rings When I Join A Meeting?

If you are using the Elevate software along with our Hosted PBX VoIP phone service you will notice that the Unified Communications (UC) ties these together. This is what allows you to use your PC like a phone or click on a phone number to dial it. You may also have experienced that when you start or join a meeting, your phone rings. If you are using a headset on your PC/Laptop, or a web camera with a mic, there is no need to use your phone.





To not have your phone automatically ring or dial-in, in the Elevate software, remove the check from the box in front of "Automatically dial-in".






☐ Automatically dial-in


When this is not selected, you will then start the meeting with a prompt to select how you want to use the audio portion of the meeting.

**Choose Your Meeting Audio**

 **JOIN WITH COMPUTER AUDIO**  **1**  
Use your mic and speakers, but ideally a headset.

 **JOIN BY PHONE**  **2**  
Dial into our conference bridge, using your phone.

**I don't need audio now**  **3**  
Use this when you're already connected to the audio,  
like in a conference room or a separate call.

**4**  ☐ Don't show this again

From this prompt you can select if you would like to:

- 1.) Join the meeting via your computer audio
- 2.) Or join the meeting by phone
- 3.) You can also select "I don't need audio now" and you will start the meeting muted.
- 4.) If you do not want to see this prompt each time, check the box "Don't show this again".