



Meeting Manager Quick Guide

The screenshot shows the Net Tel One Meeting Manager interface with various controls and participant information. Red lines connect specific UI elements to their descriptions on the right.

- Showing my Desktop**: Start, stop, or pause showing desktop/monitor/apps
- Give Control**: Grant keyboard & mouse to an attendee
- Change Presenter**: Grant presentation rights to an attendee
- Start Webcam**: Record presenter screen & webcams
- Mute Me**: Mute me (phone or mic of mine)
- Mute All**: Mute all (phones & mics of all attendees)
- Participant List**: Open complete participant list
- Participant Icons**: List of phone callers, individually mutable
- Participant Icons**: List of participants viewing screen and webcams
- Participant Icons**: Participant using microphone
- Participant Icons**: Participant using phone
- Participant Icons**: Participant using browser-only
- Participant Icons**: Participant has started their webcam
- Call: +1 408-385-2536 (USA)**: Option to use mic or phone
- Access Code: 3872-019 PIN: 906#**: Audio conferencing information
- Edit**: Customize audio conferencing information
- Annotation**: Highlight anywhere on screen
- Record**: Start/stop webcam
- View chat history**: Enlarge the chat window
- View chat history**: View chat history all time
- Chat History**: Display the current chat history
- [type message here]**: Chat input area
- All**: Send chat to one or all attendees
- Send**: Send Q&A or Push URL to attendees
- Meeting ID**: Meeting ID
- Invite**: Invite attendees via email/phone /copy-paste