Here is what the **lobby page** will look like with your **personalization**

Guests join by entering their **NAME** and clicking on **ENTER AS A GUEST**

Once your guest clicks on **"Enter as Guest",** Guest will select

WebRTC and join via a web browser, no download required. Use this method if you are only using endpoint to endpoint (1on1) or multipoint (3 or more guests) video (no features available like screen sharing)
TrueConf for Windows or iOS APP download the full temporary application. This is recommended for the full experience with features like screen sharing and whiteboard
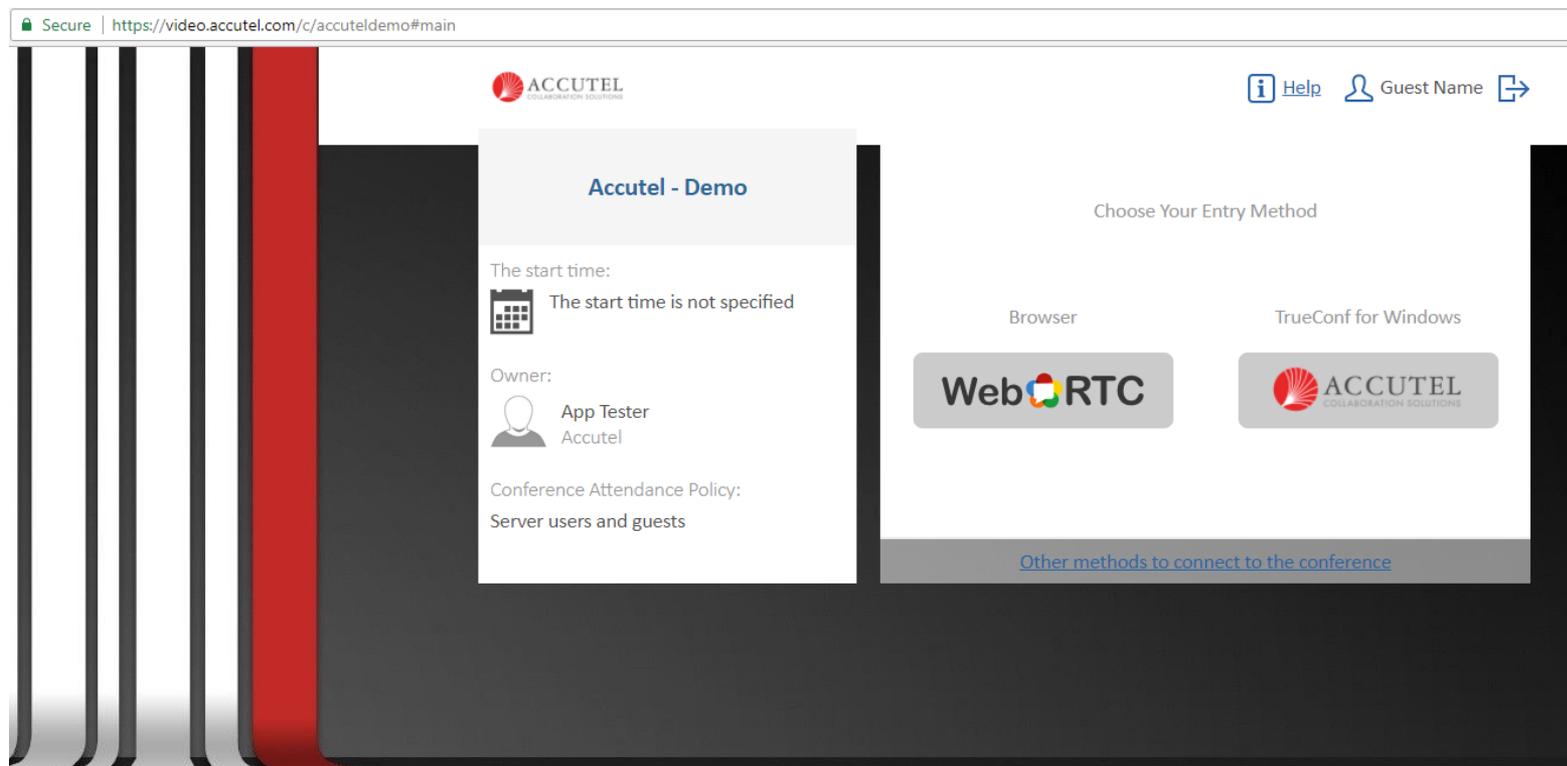
If they click on WebRTC, the screen will show all video feeds. Along the bottom are your volume controls for both your speakers and mic, ability to take a still picture should you wish to display a picture instead of live video feed, initiate a chat session and go into full screen mode. If a guest would like to switch to using the app, the link to download is at the bottom of the window.

🔒 Secure | https://video.accutel.com/c/accuteldemo#main

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ⓘ Help 👤 Guest Name ➡

Accutel - Demo

The start time:
📅 The start time is not specified

Owner:
App Tester
Accutel

Conference Attendance Policy:
Server users and guests

App Tester   Guest Name

Other methods to connect to the conference

AUDIO CONFERENCING ⌄
WEB CONFERENCING ⌄
VIDEO CONFERENCING ⌄
STREAMED MEDIA & WEB CASTING ⌄
EVENT CONFERENCING ⌄
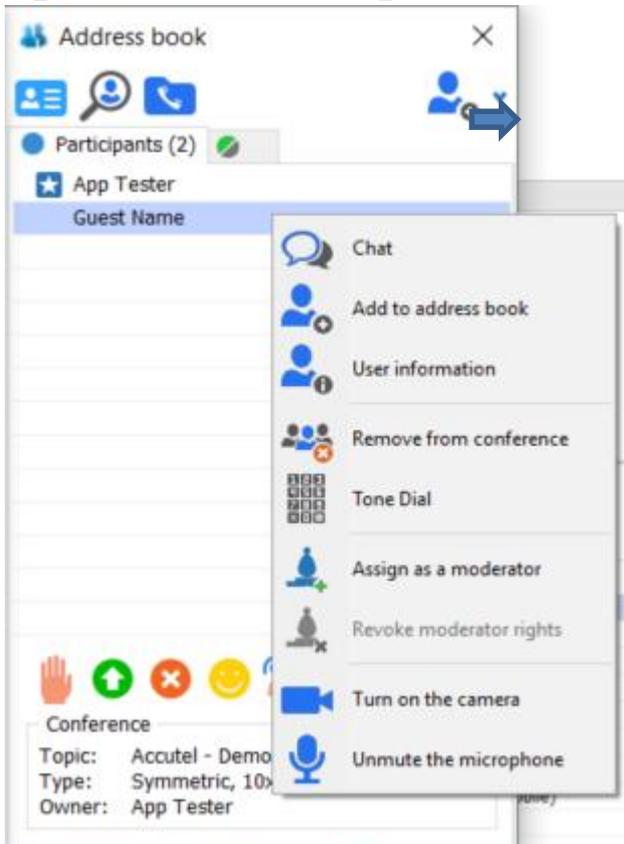**REPORTING & WEB PRESENTER** ⌄

By right clicking on a participants name, you can.....

CHAT: initiate one on one chat with this specific participant

ADD TO ADDRESS BOOK: One click add if you will be meeting with this participant often

USER INFORMATION: will display Name provided

REMOVE FROM CONFERENCE: logs out participant and removes them from the conference

ASSIGN AS A MODERATOR: Promote a participant to Moderator status giving them rights to lead the conference and utilize features

REVOKE MODERATOR RIGHTS: Take full control of the conference back from the person you originally promoted

TURN ON THE CAMERA: if the participant has given permissions to broadcast their camera, you can turn their camera on.

UNMUTE THE MICROPHONE: Mute and unmute participant line

AUDIO CONFERENCING
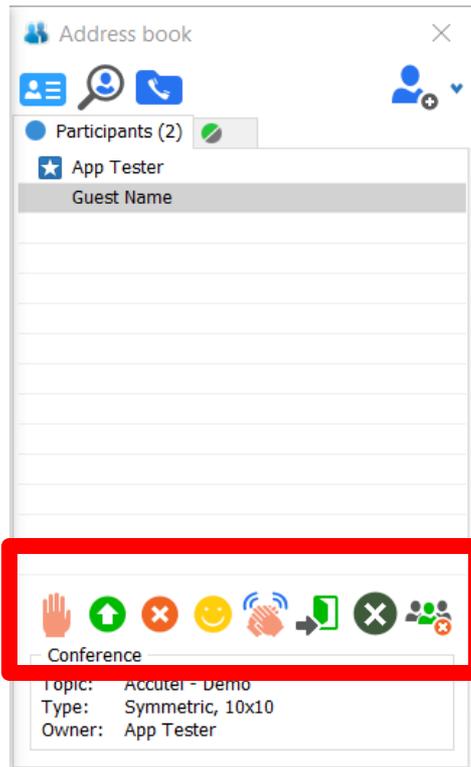WEB CONFERENCING
VIDEO CONFERENCING
STREAMED MEDIA & WEB CASTING
EVENT CONFERENCING
REPORTING & WEB PRESENTER

Participants can use the status icons to communicate with the Host when in lecture mode (all lines muted) or if they don't want to interrupt the speaker to get their attention

Participants can click on the icons to indicate:

✋ **Raise Hand**

⬆️ ⊗ **YES or NO** to vote

🙂 **Laugh**

👏 **Applaud**

Step Out

AUDIO CONFERENCING

WEB CONFERENCING

VIDEO CONFERENCING

STREAMED MEDIA & WEB CASTING

EVENT CONFERENCING

REPORTING & WEB PRESENTER

Answer 📞

Hang Up 📞

Audio Dial Pad – allows you to dial out to a participant. Audio per minute rates will apply ⌨

Call phone

4165034568
Test User
416-354-4000
Joanna Hollas
4162522424
Loretta Gauthier
4019
Steven Demsyn
4167008144
Ritchie
4163544005
4163544004

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
*	0 +	#

Invite

AUDIO CONFERENCING

WEB CONFERENCING

VIDEO CONFERENCING

STREAMED MEDIA & WEB CASTING
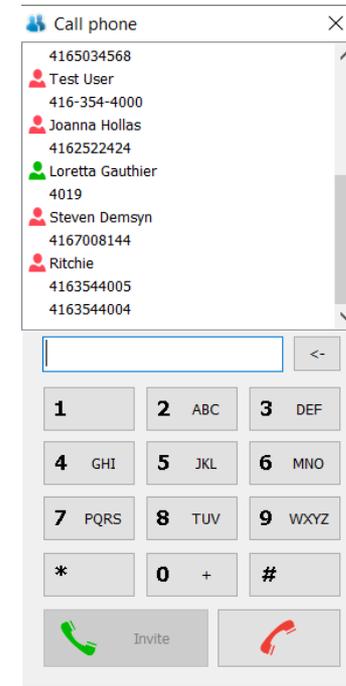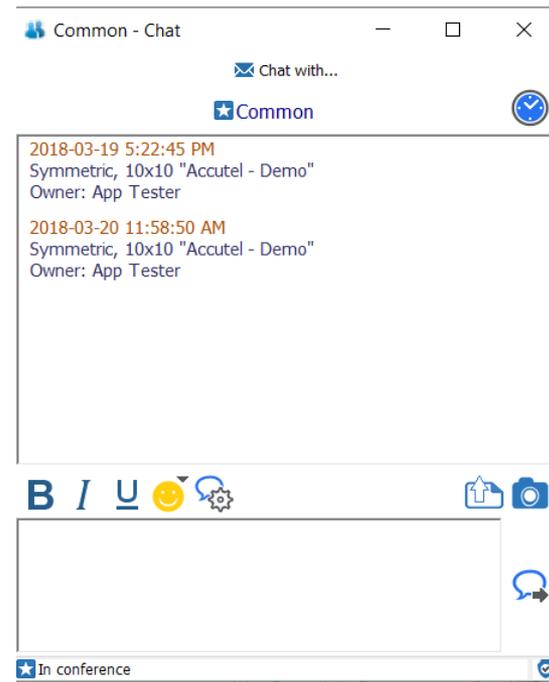

EVENT CONFERENCING

REPORTING & WEB PRESENTER

Start a Group Chat where each guest is able to speak to everyone in the conference.

You can **bold**, **italicize** or **underline** your fonts. Everyone loves **emojis** as well. You can access your chat **settings** and change things like **notifications** when messages are received.

FILE TRANSFER (icon of file with up arrow) feature built into the chat where you can send documents or pictures (camera icon) while in conference

AUDIO CONFERENCING

WEB CONFERENCING

VIDEO CONFERENCING
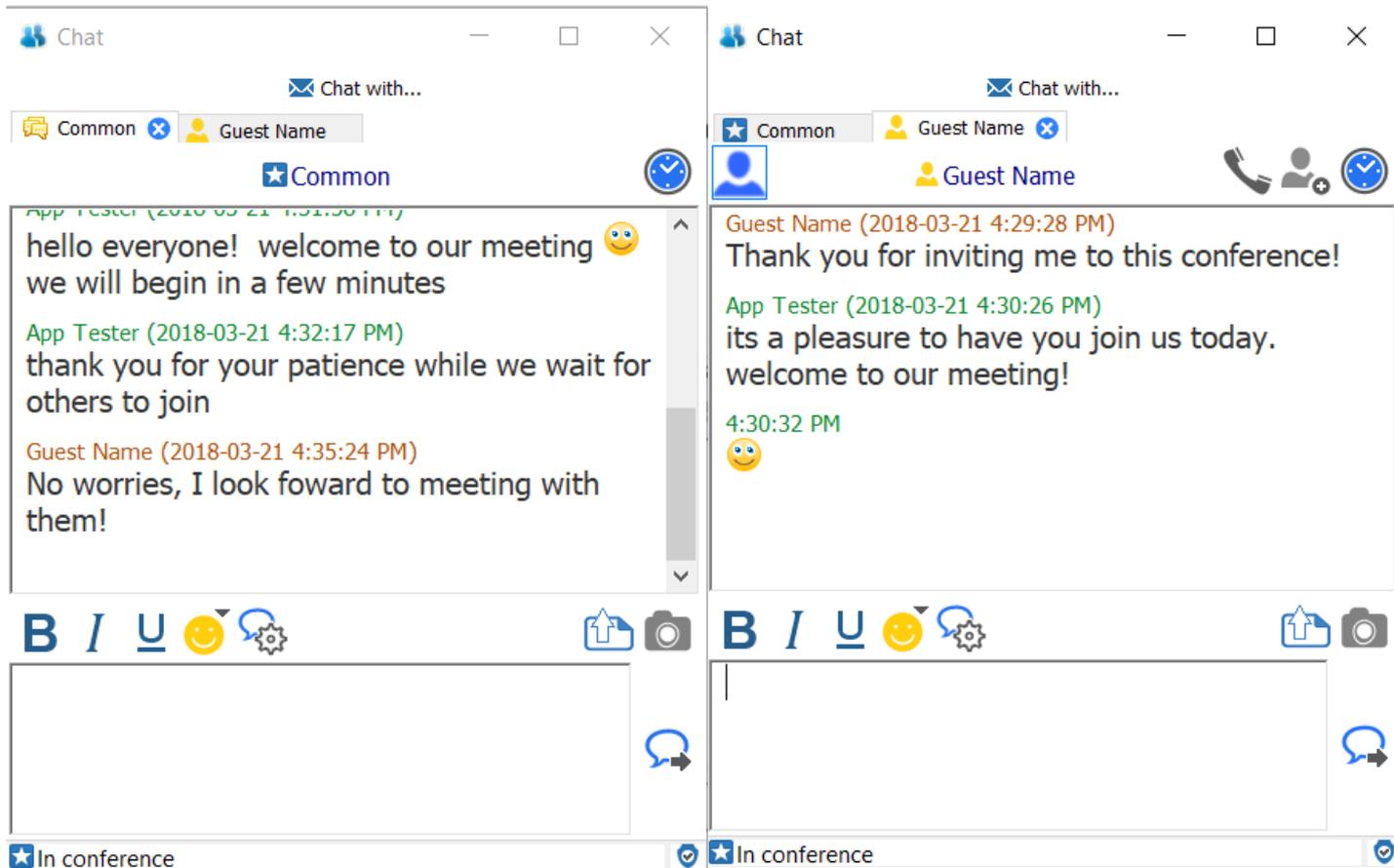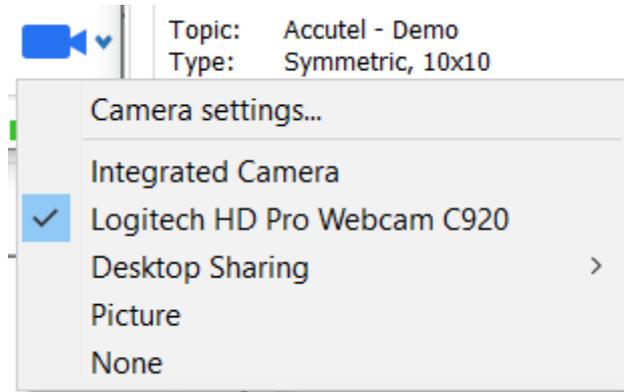
STREAMED MEDIA & WEB CASTING

EVENT CONFERENCING

REPORTING & WEB PRESENTER

When you chat one on one, you are in a private chat with that person only. You will see a tab open for every conversation initiated and can toggle between each conversation.
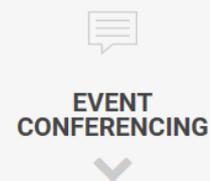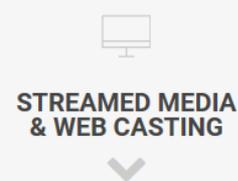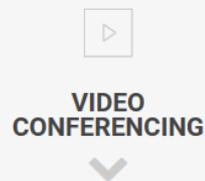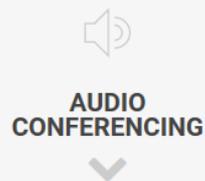
Video, Speaker and Mic controls

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Topic: Accutel - Demo
Type: Symmetric, 10x10

Camera settings...

Integrated Camera
✓ Logitech HD Pro Webcam C920
Desktop Sharing
Picture
None

The camera Icon

- **Select the camera** you would like to use in your session
- You can **share your desktop** from here but keep in mind it is NOT full screen using this method
- If you select **picture**, a still picture is displayed instead of live feed. You can upload a picture or take a picture using the camera icon on the left (create an avatar)
- If you select **none**, your square will appear blank

AUDIO
CONFERENCING

WEB
CONFERENCING

VIDEO
CONFERENCING

STREAMED MEDIA
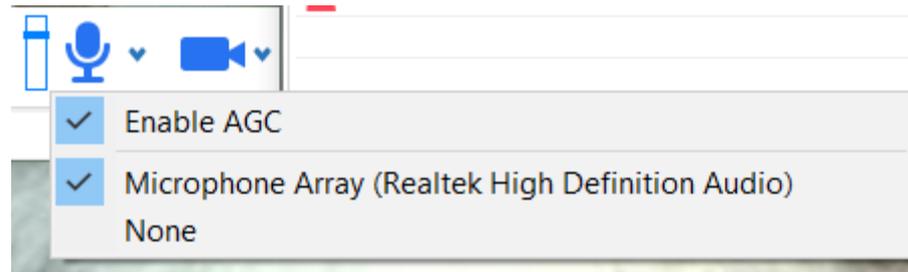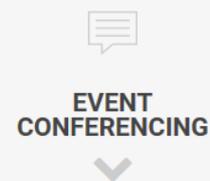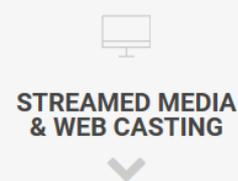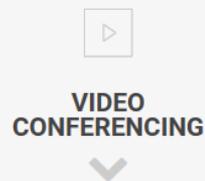& WEB CASTING

EVENT
CONFERENCING

REPORTING &
WEB PRESENTER

Video, Speaker and Mic controls

Clicking on the **microphone** icon will allow you to turn your mic on and off if you are using VoIP. If you are using the audio bridge, set this to **none** so you don't get feedback into the conference from being connected to two audio sources

AUDIO
CONFERENCING

WEB
CONFERENCING
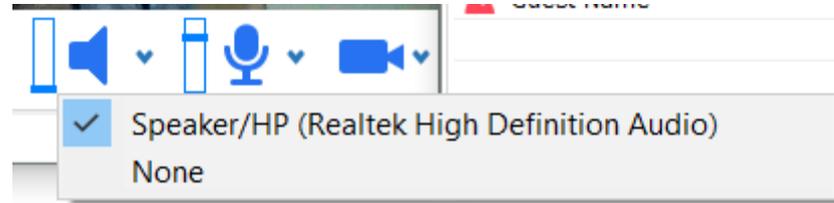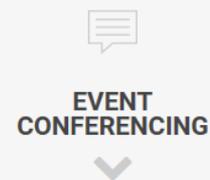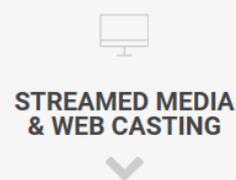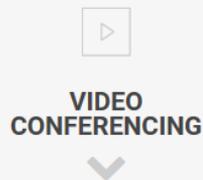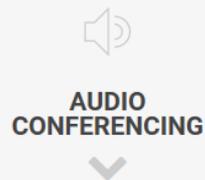
VIDEO
CONFERENCING

STREAMED MEDIA
& WEB CASTING

EVENT
CONFERENCING

REPORTING &
WEB PRESENTER
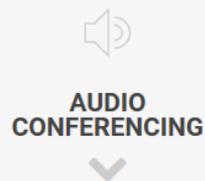
Video, Speaker and Mic controls

Clicking on the **Speaker** icon will allow you to turn your speakers on and off if you are using VoIP. If you are using the audio bridge, set this to **none** so you don't get feedback into the conference from being connected to two audio sources

AUDIO CONFERENCING

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VIDEO CONFERENCING

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ACCUTEL VIDEO FEATURES

When you click on this icon, it takes a still picture of you. You can save this file if you wish to display your picture instead of live feed.

Preview

Your avatar will be updated at server in 10 minutes.

● Save as a local file

○ Upload to My Profile

✔ OK   ✖ Cancel

AUDIO CONFERENCING

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