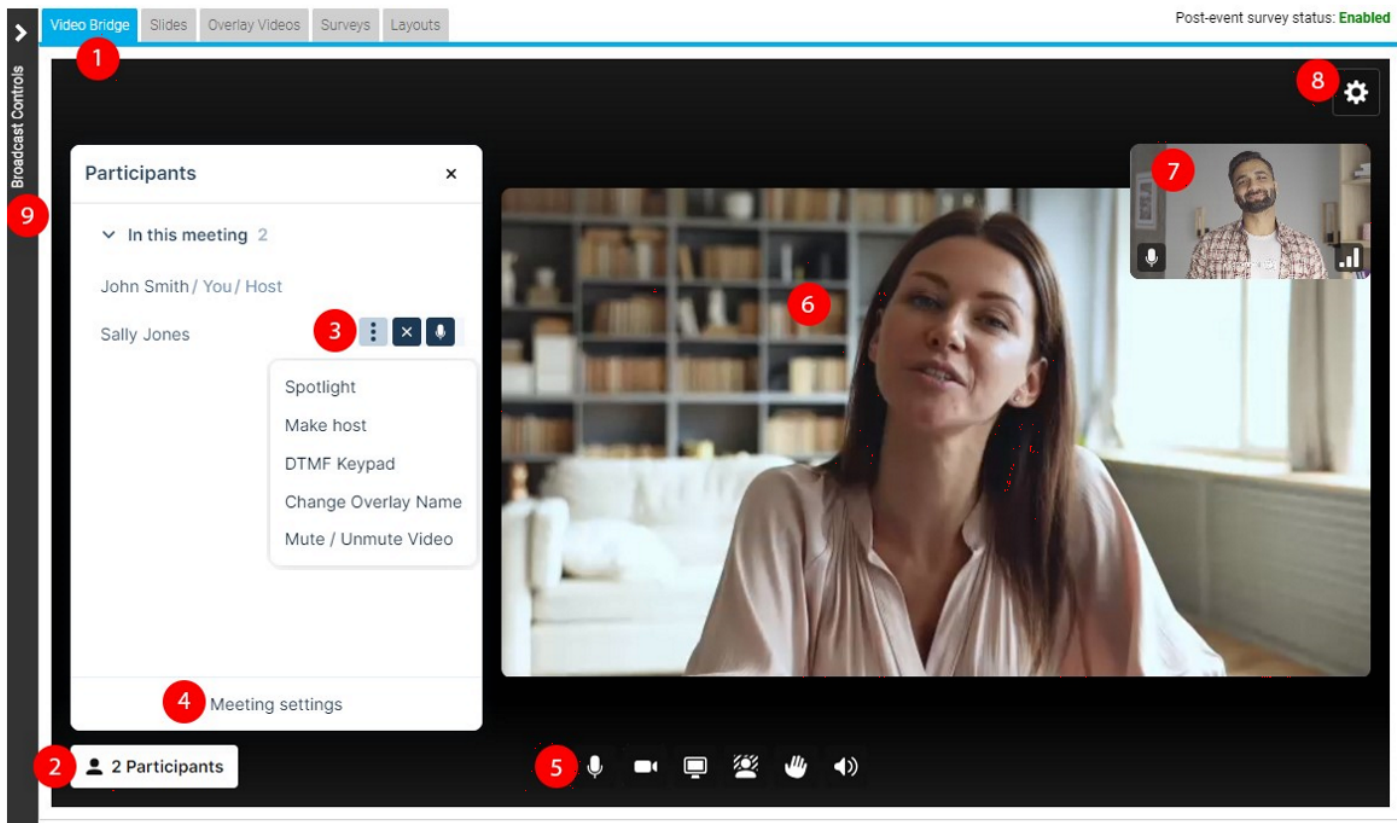


Video Bridge Overview (Moderators)



Number	Feature	Description
1	Live Studio tabs	<p>Controls for different aspects of the event are grouped into tabs. Click the Video Bridge tab to manage your own webcam and audio, select a webcam layout, and to manage presenter webcams and audio.</p> <p>Controls for Slides, Surveys, Overlay Videos, and other content you uploaded to the event are displayed in their own tabs next to the Video Bridge tab.</p>

2	Presenter List	The moderators and presenters who are connected to the Video Bridge. Click on the Participants text to display (or hide) the Participant panel.
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Hover over each presenter on the Participant list to display a list of options. Use the microphone button to mute the presenter's mic, use the "X" button to remove a presenter, or use the settings button to display a list of additional options. Available options:

- Spotlight a presenter to pin them to the large video frame of the selected layout.
- Change a presenter between the Host and Guest role.
Hosts can access additional Video Bridge controls.
- Access the keypad to use the dialing option (commonly used with external meeting room connections).
- Change the presenter's name as it appears to viewers.
- Hide a presenter's camera, which will hide them from the selected layout.

Access options to control personal and meeting settings. Click on the **Meeting settings** text in the **Participant** panel to access the available options.

On the **Meeting settings** tab:

- **Lock the meeting** to prevent additional presenters from joining.
- **Show name labels** can be enabled to display a presenter's name below their video feed.

On the **Meeting layout** tab:

- Select from a variety of options to change layout of the video feed(s) that your viewers will see. To learn more, see [Change the Presenter Webcam Layout on the Video Bridge](#).

On the **Virtual Background** tab:

- Add a virtual or blurred background to your video feed.

Presenters can use the available options to control their connection to the Video Bridge. Available options:

- The microphone icon can be used to mute/unmute your microphone.
- The camera icon can be used to hide/display your webcam.
- The monitor icon can be used to share your screen with viewers.
- The person icon can be used to enable/disable a virtual or blurred background on your video feed.
- The hand icon can be used to alert the event moderator of your desire to speak.
- The speaker icon can be used to mute/unmute the audio from the Video Bridge.
- The arrow icon can be used to enter/exit

6	Active speaker(s)	<p>The webcam of the presenter who is speaking. Voice-activated camera switching is used to highlight the webcam of the presenter who is speaking (and recent speakers when using multiple frame layouts).</p> <p>To choose whose webcams are on stage, review this article: Spotlight Presenter Webcams on the Video Bridge.</p>
7	Your webcam view	<p>A live view of your webcam. Hover over the window to access a button in the top right of the window to hide your self-view.</p>

8	Advanced Video Bridge settings	<p>Additional options for Advanced Video Bridge events. Click the gear icon to access the advanced settings menu. Available options:</p> <ul style="list-style-type: none">• Dial Out to a participant can be used to dial out to an external meeting room or presenter.• Settings can be used to access options to control personal and meeting settings. Refer to #4 above for additional details.• Download log can be used to download logs on your Video Bridge connection.• Version Info can be used to access details on the Video Bridge software.
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9	Broadcast Controls	<p>Controls to connect the Video Bridge and start/end the event. Access the Broadcast Controls using the > icon access the options to manage the event.</p> <p>For instructions on connecting a Video Bridge and starting/ending the event, review this article: How do I broadcast using the Video Bridge?</p>
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