

Host Guide for EasyConnect HD

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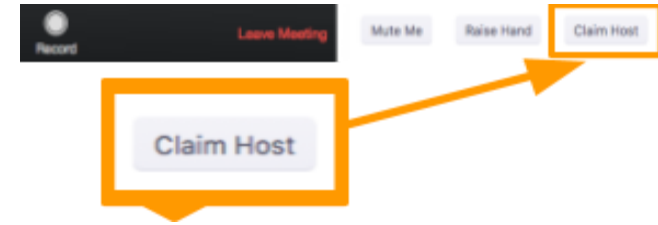
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Claim Host Role

1. Click the “Participants” button

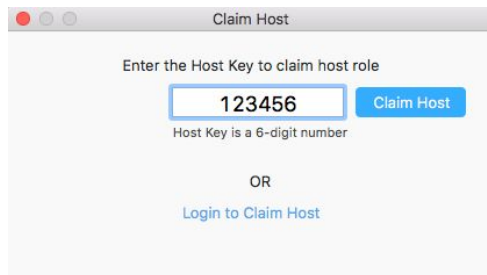


2. Click “Claim Host” in the participants panel



3. Enter Host Key **“123456”** OR **“414216”**

4. Click “Claim Host”



5. You are now the Host of the meeting until the meeting ends or you make someone else host.

Host Meeting Controls

The "Host" of the meeting will have control over all functions and features in the meeting. To access these controls select "Manage Participants" located in your in-meeting menu bar.

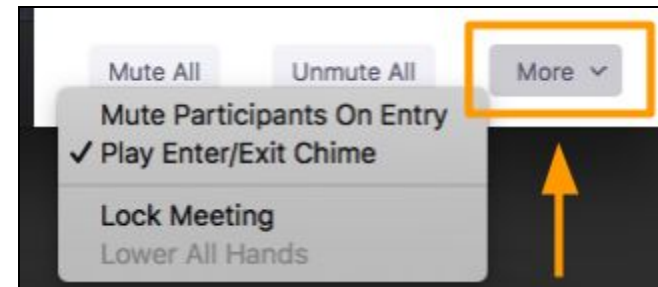
- Click on the **"Manage Participants"** icon



Meeting Controls

The main panel contains several functionalities related to the meeting.

1. Click “More” button

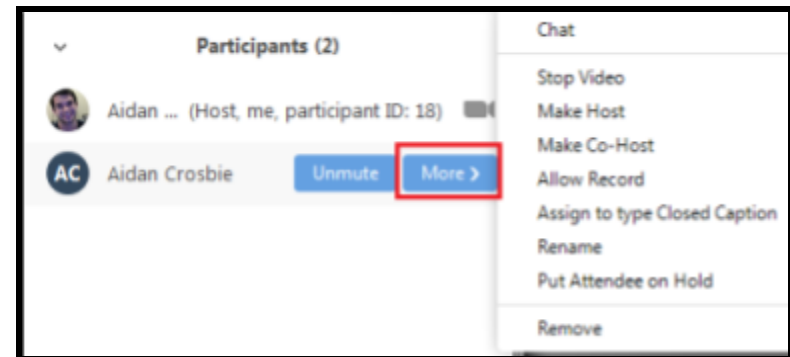


Mute/Unmute All	Mute/unmute all participants in meeting - you will be given the option (checkbox) to allow or not allow participants to unmute
Lock Screen Sharing	Select this to prohibit other participants from being able to share screen
Mute on Entry	Participants will automatically mute as they enter the meeting
Play Enter/Exit Chime	Plays a sound as participants join and leave the meeting
Lock Meeting	You can lock your meeting so that no other participants may join

Participant Controls

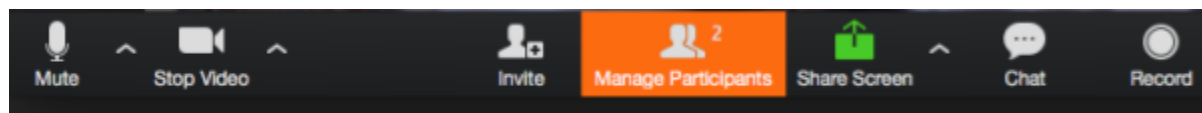
Other options are also available by hovering over a specific participant.

- 1.) Hover over a specific participant
- 2.) Click “More” button

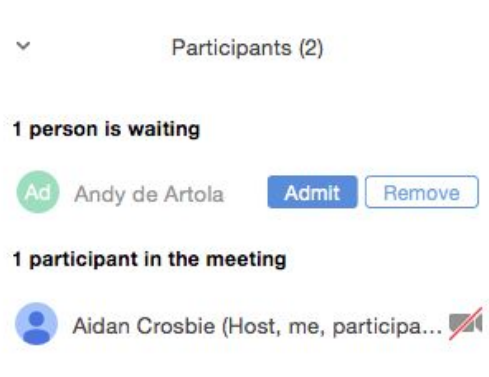


Stop/Ask to Start Video	Stop or request to start participant's video stream
Make Host	You can grant another participant permission to be the host of the meeting.
Remove	You can kick/boot participant(s) from the meeting.
Allow Record	You can allow other participants the option of recording the meeting
Rename	Rename the attendee name selection
Put Attendee on hold	Place the participant "on-hold", removing them from the video and audio conference

Virtual Waiting Room

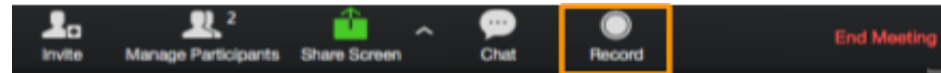


1. Click “Manage Participants”
2. Click “Admit” or “Remove”



Recording Meetings

1. Select "Record"



2. The host can click the Pause or Stop button anytime during recording



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- Continued -

3. Once the meeting has ended, the recording(s) will automatically convert and the folder will open where the files are located.

