

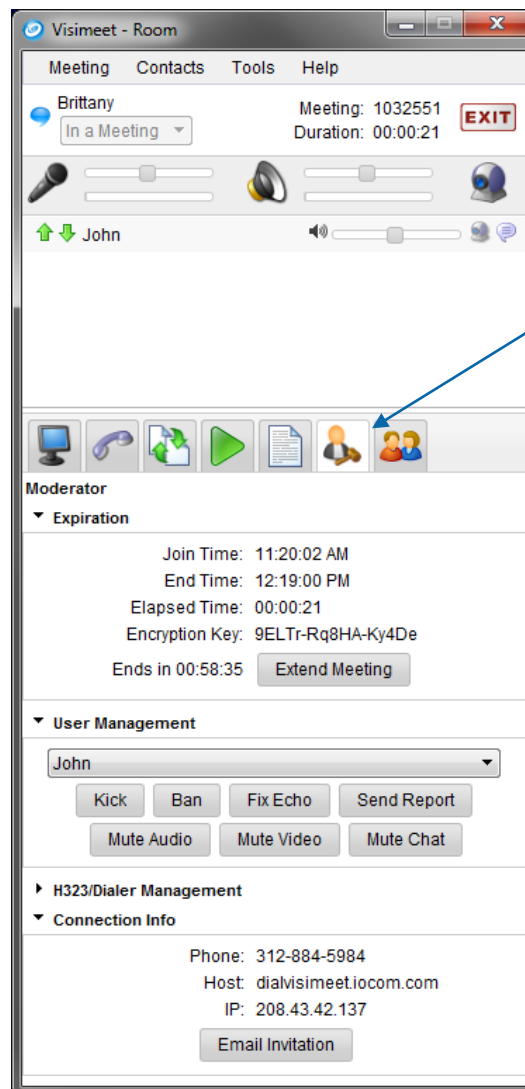
# How to Manage a Meeting and Attendees



The creator of a meeting is automatically designated as a meeting moderator. If the meeting was created through the Meeting Scheduler, the creator of the scheduled meeting can designate other attendees as moderators. Any attendee can view the Moderator tool even if they are not designated as such but some abilities will not be active.

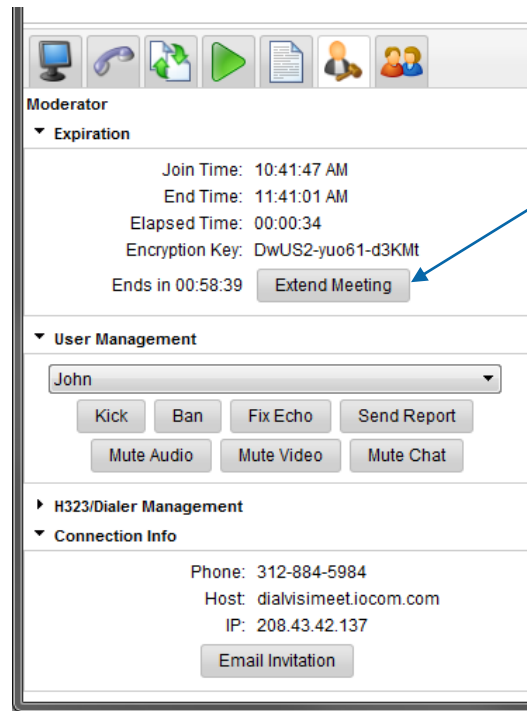
## How to Extend a Meeting

1. Click the Moderator tool icon



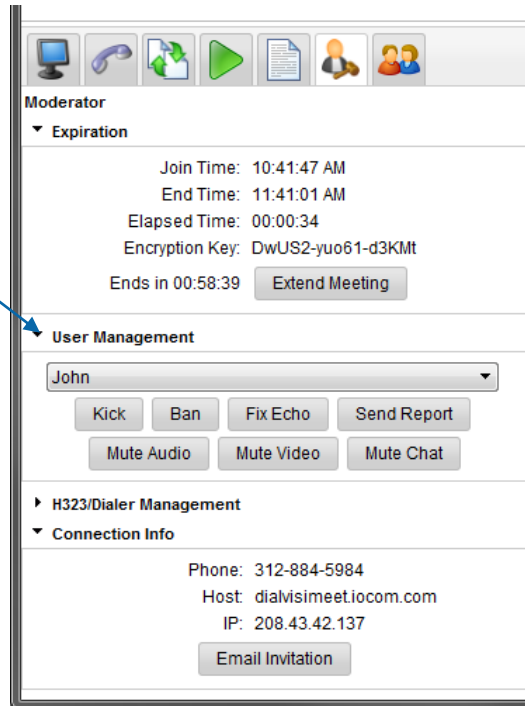
2. From here you can remove attendees from a meeting, stop video or audio transmission, extend the meeting, or email an invitation to the meeting.

- Meetings are automatically set to last for one hour but you can extend the meeting by clicking “Extend Meeting” this will extend your meeting by half an hour and can click for a maximum of one additional hour.

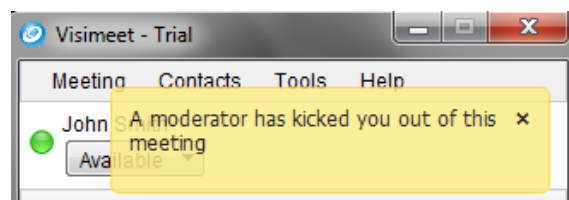


## User Management

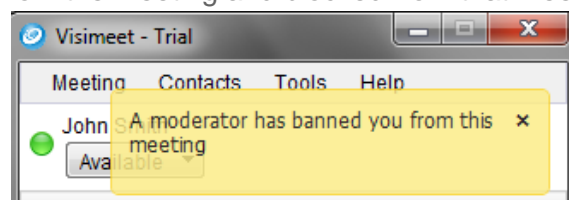
This section of the Moderator is used to manage attendees. You can limit their capabilities or remove them if necessary.



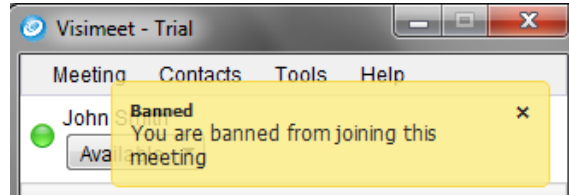
1. If an attendee needs to be removed for any reason, under “User Management” choose the name of the attendee you would like to remove and select “Kick.” This user will be removed from the meeting but will have the ability to return. Kicked users see the following notice on their Visimeet application:



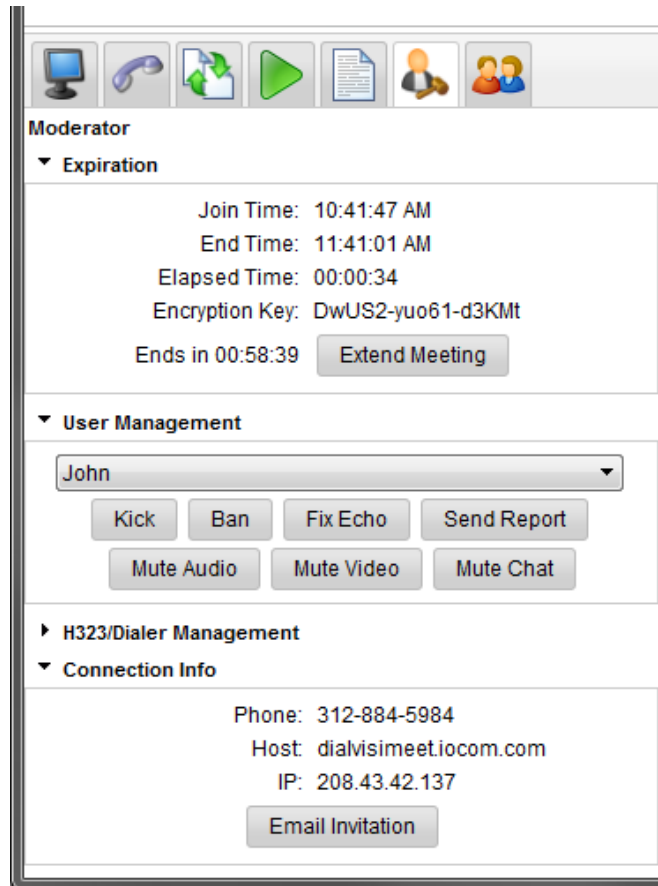
2. If you do not want the attendee to have the ability to return, you can ban them by choosing who you would like to ban from the list of attendees and click “Ban” and the user will be removed from the meeting and blocked from that meeting code.



If the attempt to rejoin they will be notified that they are banned:



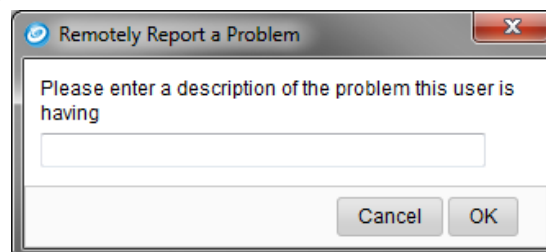
3. If a site is causing echo, use the “[Fix Echo](#)” feature to reduce echo



To fix a site’s echo, choose the name from the drop-down menu and click “Fix Echo.”

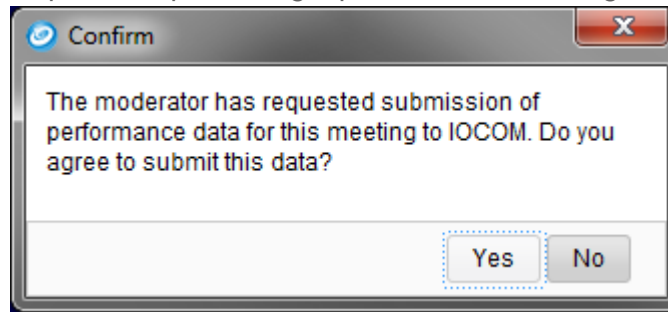
If the site continues to cause echo ask them to correct the echo from their side by going to Help-Fix Echo

4. If a site is having any troubleshooting issues, you can report the problem to IOCOM by selecting the user experiencing a problem and clicking the “[Send Report](#)” option then completing the prompt.



Please contact IOCOM Support at [support@iocom.com](mailto:support@iocom.com) for more information.

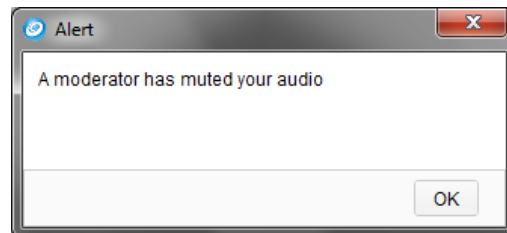
The user you have reported experiencing a problem will receive the following alert.



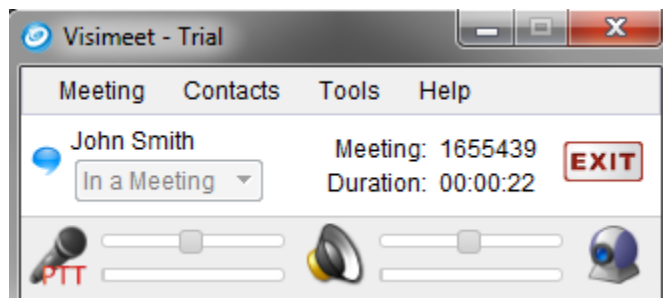
If the user selects “Yes” a report will be submitted to the IOCOM team, selecting “No” will not send a report. Some reports will be used for IOCOM informational and development purposes only while others may receive a response to assist the user. If a user would like a follow-up response or has a question, they should contact Support ([support@iocom.com](mailto:support@iocom.com)).

5. If you do not want certain attendees to have the ability to transmit their video or audio, you can limit their ability to do so by choosing the attendee you would like to modify and clicking “Mute Audio” or “Mute Video.” They will still be able to transmit their video or audio but they must manually set the camera or microphone to share by pressing the microphone symbol to talk or clicking to transmit their video.

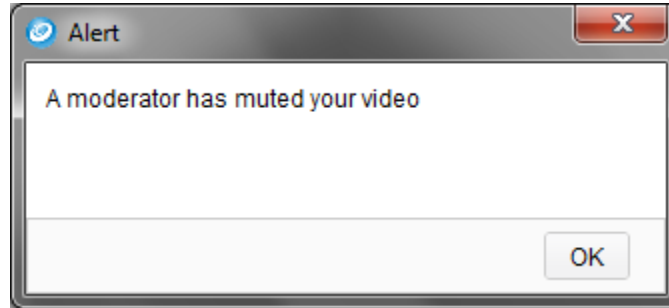
An attendee with muted audio will receive the following message:



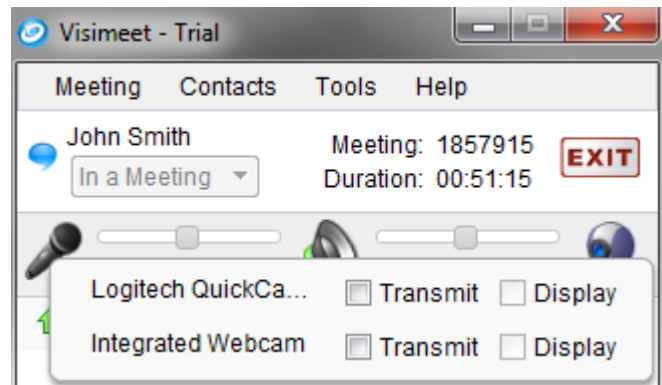
The letters “PTT” will be over their microphone, standing for “Push to Talk” and when they wish to talk they must click the microphone and hold it while talking.



When an attendee’s video is muted, they receive the following message:

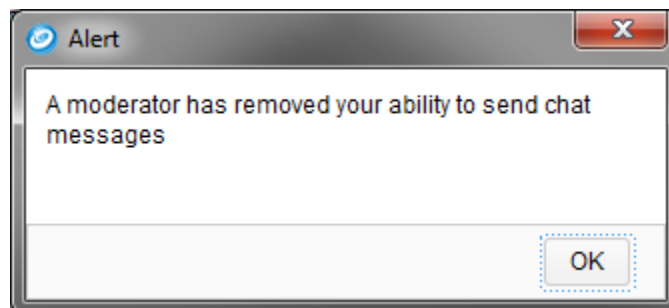


If they wish to send their audio they can click the camera and check "Transmit"



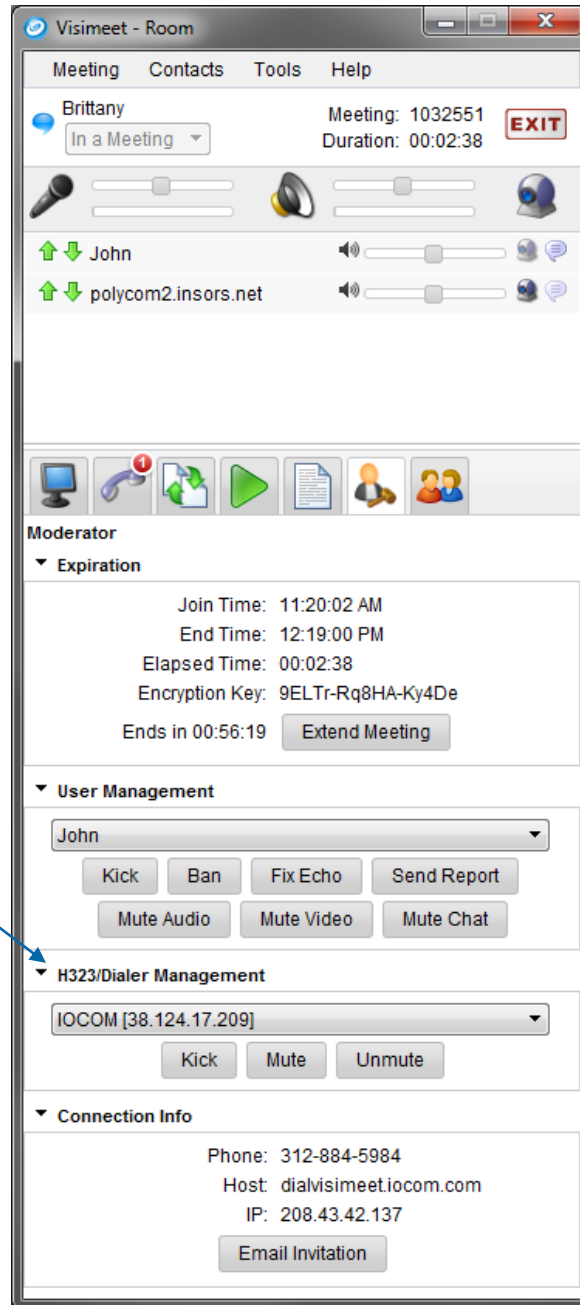
6. If you would like to prevent a user(s) from using the chat/notes feature you can select their name from the drop-down list and select "Mute Chat." The user will no longer be permitted to enter text in the Meeting Notes tool but will have the ability to read anything entered.

The user will receive the following alert when their chat is muted:



## H.323/Dialer Management

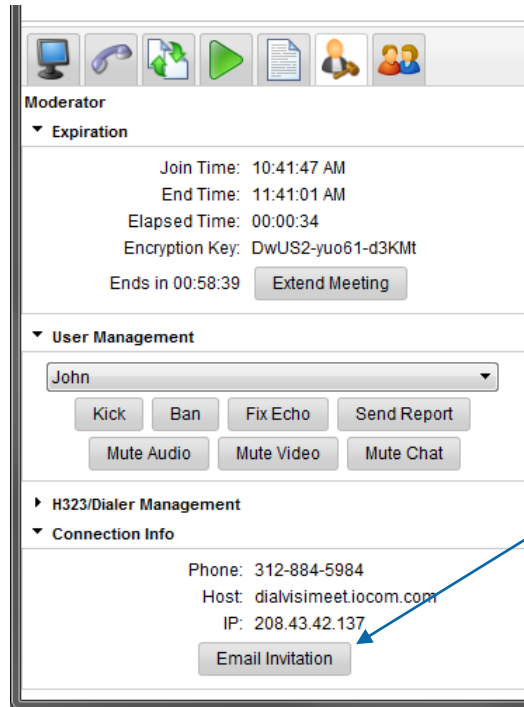
Use the H.323/ Dialer Management to remove or mute an attendee from an H.323 site or any other users joining through the Visimeet Dialer, such as SIP or those on by phone.



1. To remove an attendee, select the H.323/Dialer site from the drop down menu that you would like to remove and select “Kick”  
The site will no longer be part of the meeting and cannot see or hear any video or audio being transmitted
2. If you would like to **mute** the audio of a site, choose the site from the drop down menu and press “Mute.” You will not hear their audio but they will continue to receive audio from the meeting 12246594952
3. To **unmute** a muted site press “unmute”

## How to Send an Email Invitation

Send an invitation to join a meeting that is in progress by clicking the “Email Invitation” button at the bottom of the Moderator tool.



Your email application will open with an email message providing the meeting information.

