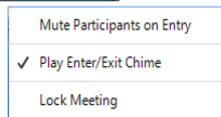
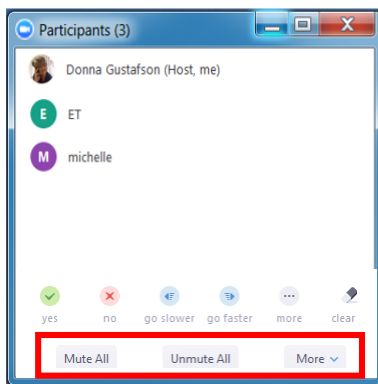


# ConferZoom

The meeting host has control over all meeting room functionality that affect all participants. The host can also select functional options for individual participants such as making a participant a Host, or giving permission to record.

## FUNCTIONALITY CONTROLS

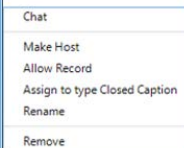
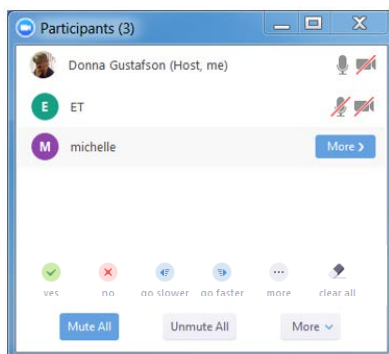
- Select **Manage Participants** located on the menu bar
- The **Participants** window opens
  - as a separate window when in full screen mode
  - as an expanded window when in minimized mode
- **Mute All** or **Unmute All** while the meeting is in progress



Select **More** for additional room options

- **Mute Participants on Entry:** mutes the mic and telephone for everyone joining the meeting.
- **Play Enter/Exit Chime:** plays a sound as participants join and leave the meeting.
- **Lock Meeting:** lock access to the session so no other participants may join.

## INDIVIDUAL PARTICIPANT OPTIONS



- **Chat:** private chat to the individual
- **Make Host:** make a participant the meeting host; you can reclaim host privileges at any time.
- **Allow Record:** all others the option to record the meeting (must have a basic or pro account)
- **Assign to type Closed Caption:** allow a participant to provide the conversation in text.
- **Rename:** change the screen name as it appears to others
- **Remove:** remove the participant from the meeting including audio