

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 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> |

Video Bridge Controls

Select from the available options to access controls:



Select to display the Presenter List and controls for managing presenter connections.



Select to share your screen with viewers.



Select to raise your hand to get the attention of the host/moderator.








Select to display the Video Bridge in full-screen view. Press Esc to exit full-screen view.



Select to mute your

Next to each presenter connection, you may see the following icons:

| | |
|---|---|
|  | Indicates a presenter's microphone is unmuted. |
|  | Indicates a presenter's microphone is muted. |
|  | Indicates a presenter's microphone is unmuted. |
|  | Indicates a presenter's microphone is muted. Presenters with a muted camera will be prevented from appearing in the video stream for the event. |
|  | Indicates a presenter is not Spotlit. |

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



Use the microphone icon to mute/unmute your microphone.







Use the camera icon to mute/unmute your camera. Muting your camera will prevent you from appearing on the video stream for the event.

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|---|-------------------|--|
| 5 | Active Speaker(s) | <p>The webcam of the presenter(s) will appear here. The number of speaker and layout of be determined by the layout selected by the Administrator. For more details on adjusting the layout of the Video Bridge, review this article: About Presenter Layouts</p> <p>Voice-activated camera switching is used to highlight the webcam of the presenter who is speaking (and recent speakers when using multiple frame layouts). To choose whose webcams are on stage, review this article: Spotlight Presenter Webcams on the Video Bridge</p> |
| 6 | Your Camera 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. Click and drag this window to another location on the Video Bridge to change where it appears locally.</p> |

Click on the gear icon to access the advanced settings menu. Available options:

- Select **Meeting Layout** to adjust the Layout of the Video Bridge. Options are grouped into a variety of layout types including Filmstrip, Grid, Speaker, Individual and Adaptive. Refer to our help articles for additional details on layout options. Click Save at the bottom to save any changes to the Video Bridge layout.
- Select **Meeting Settings** to access additional meeting settings. Enable "lock the meeting" to prevent presenters from automatically joining. Hosts will have the ability to approve or deny access to any presenters that try to join when the meeting is locked. Enable to "Show

Small indicators display at the top center of the Video Bridge view in Live Studio to show important details about your presenters. These indicators are not broadcast to your audience.

| | |
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|  | <p>Presenter count:</p> <p>Total number of presenters when there are more than can be shown in the current layout</p> |
|  | <p>Phone participants: Number of presenters connected by phone</p> |
|  | <p>Muted cameras:</p> <p>Number of presenters with video off</p> |
|  | <p>Raised hands:</p> |

| | | |
|----|----------------------|--|
| 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> |
| 10 | Manage Q&A | <p>Use the Manage Q&A section to manage the Q&A on the event.</p> <p>For additional information on Q&A, review this article: About Q&A</p> |
| 11 | Presenter Discussion | <p>Use the Presenter Discussion to have a private chat with presenters before and during the event.</p> |

Revision #5

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