

Feel free to call your department's IT staff member or KITCATS if features are not working as Intended or if you need additional assistance (410)-516-6699

Getting Started

Join a Meeting

Tap the **JOIN** icon on the menu bar

Enter the **MEETING ID** on the number pad

Tap **JOIN** to join the meeting

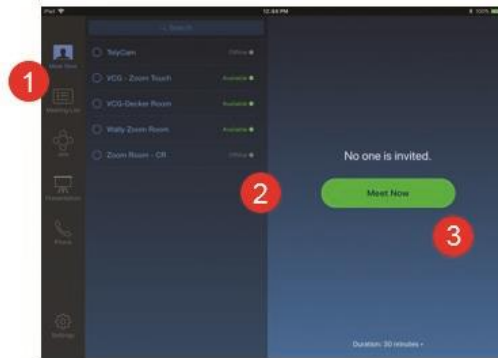


Meet Now

Tap the **MEET NOW** icon on the menu bar

Select **ROOMS, CONTACTS,** and **H.323/SIP** endpoints to invite to the meeting

Tap the green **MEET NOW** button to start your instant meeting



Navigating

Control Meeting

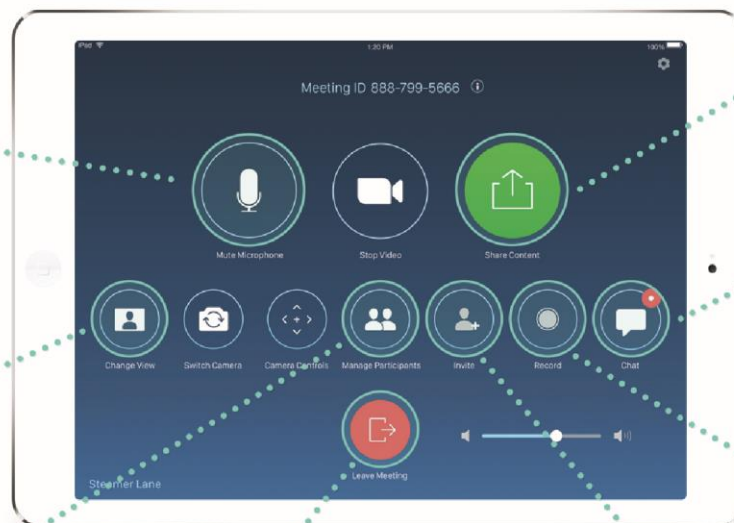
Mute/unmute room microphone

Change video display layout

Speaker view: displays active speaker

Gallery view: shows all attendees in grid

View and manage meeting participants



Leave the meeting or end the meeting if host

Invite others into the meeting

Share content from your laptop or mobile device via HDMI

View meeting chat messages. You can even enable chat messages for the room display.

Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)