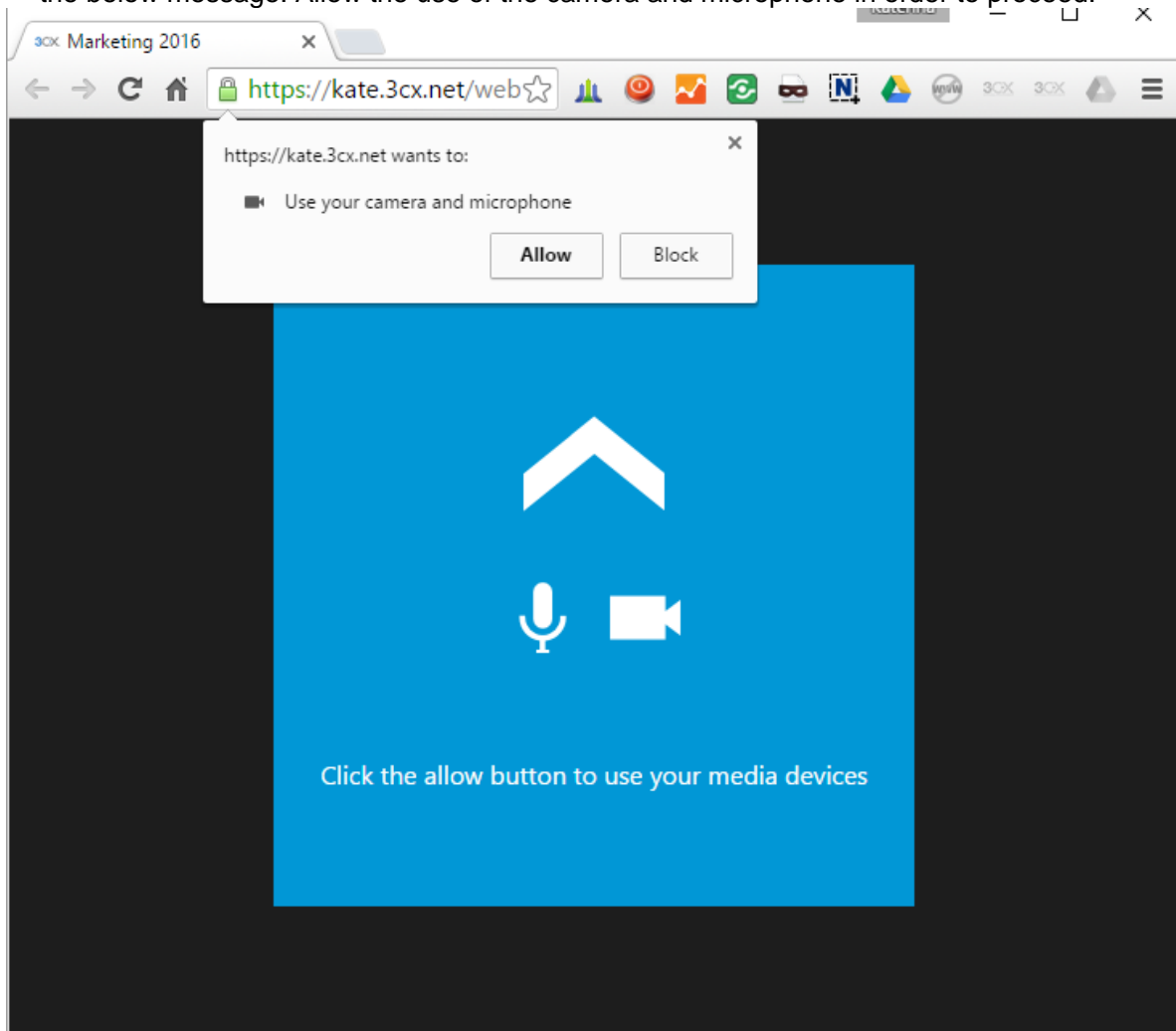



## Creating a Video Conference



1. Click on the “Webmeeting” link.
2. Click on the “Add Participant” button at the left. Enter their name and “Email” address. You can also add participants from the (+) in the Attendees list.
3. If this is the first time you are using the video conferencing feature then you will receive the below message. Allow the use of the camera and microphone in order to proceed.




## Recording

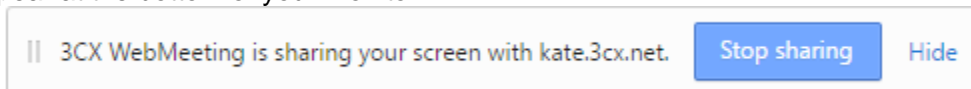
You can record your video conference / webinar by pressing the  button. The icon will turn red. Once the participants exit the meeting, the organizer will receive a report e-mail with

the download link to the mp4 recording. The recordings are available for 7 days. After that they are automatically deleted.

## Screen Sharing

This feature is extremely helpful when conducting a product presentation or collaborating with colleagues. You can share your whole screen, including IM and email notifications, or a single window or application which will only show what takes place in that window.

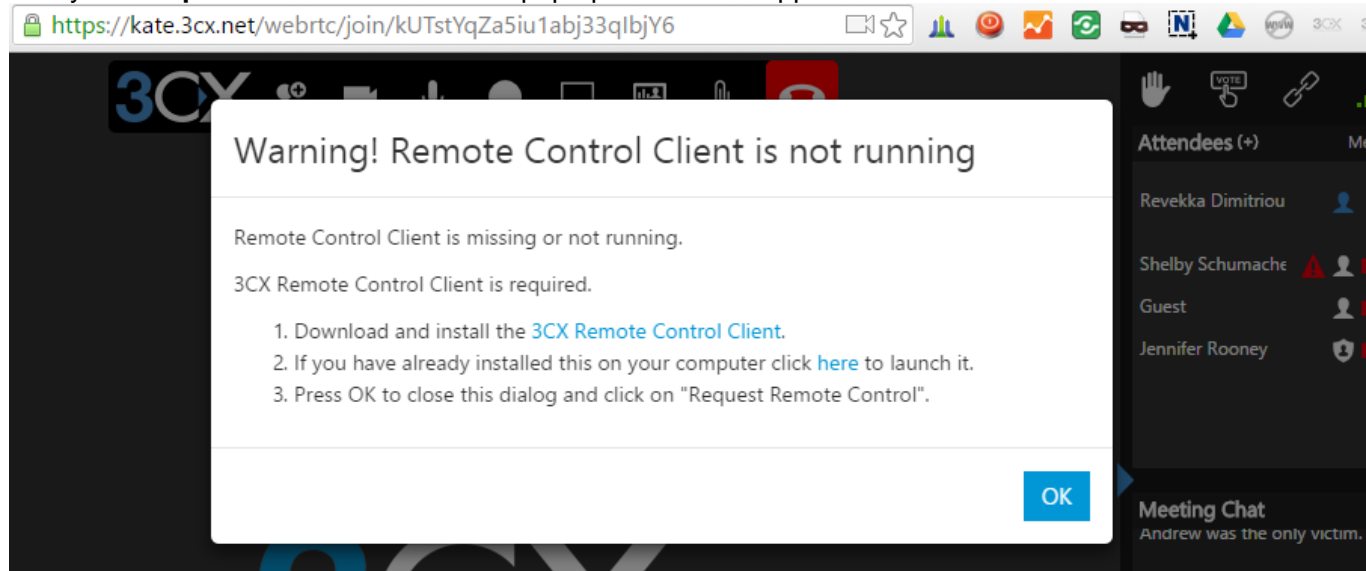
To share your screen press the **“Start Screen Sharing”**  button. A new window will open with the available screens you can share. Once you share your screen the following message will appear at the bottom of your monitor:



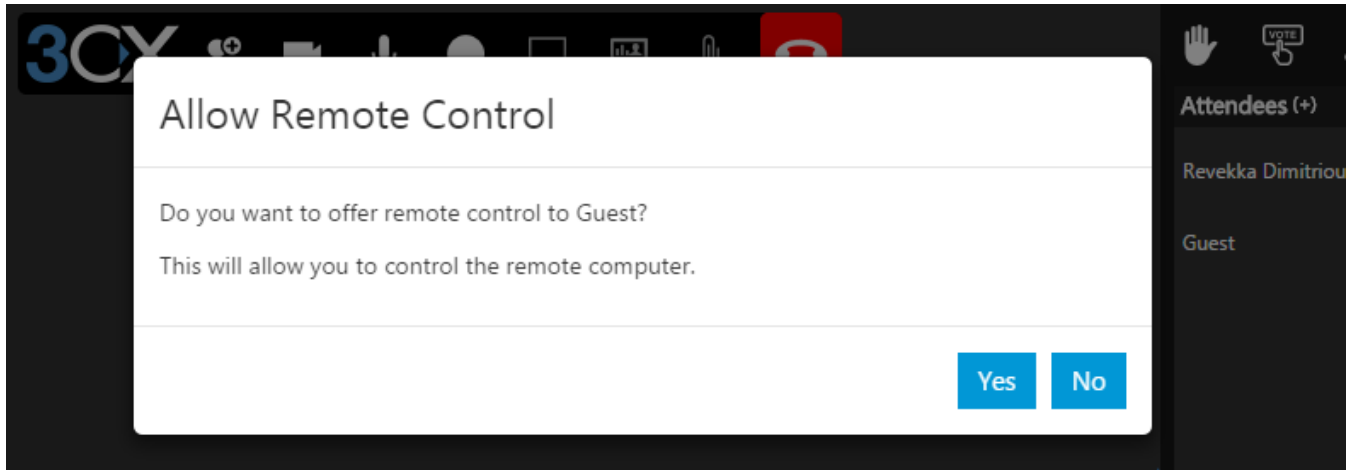
To stop the screen sharing you click **“Stop Sharing”** button from the above message.


## Remote Control

The remote control feature is an excellent way to provide exceptional customer service and solve problems quickly and efficiently. In order to take advantage of this feature the 3CX Remote Control Extension must be installed. The download link will be provided to you the first time you **“Request Remote Control”**. A pop up window will appear as below:



If the WebMeeting Extension is not installed you will receive a message prompting you to install it. Once you do you will receive the notification whether to open or not the 3CX Remote




1. Only organizers can launch a Remote Control request. If there is no organizer in the meeting then the **“Request Remote Control”**  button will not be available. Press the button to offer assistance.
2. You will be prompted to confirm offering remote assistance.
3. The participant will then have to choose which screen or application to share.
4. To end the session click the **“Request Remote Control”** button or the **“Stop Sharing”** button at the bottom of the screen.

## Share PDF


When in a meeting, notes, reports and presentations are often required. Being able to share those documents on the spot is essential for the video conference to run smoothly. With 3CX WebMeeting you can share PDFs and more with just a few clicks. You may upload it at the time or have them ready in your Repository. You are also able to highlight areas with the tool box on the bottom of the page. To share a PDF document:



1. While in meeting, click the **“Share PDF”**  button.
2. A new window **“Shared Documents Repository”** will open from where you can **“Upload,” “Preview,” “Delete”** and **“Share.”**
3. All the uploads are saved automatically in the **“Shared Documents Repository.”**
4. Once sharing has been established you will see the document on your screen and you will be able to interact with the tools shown above.
5. To stop sharing the document press the **“Stop Sharing”** button as shown above.

## Whiteboard


The Whiteboard feature is an ideal tool for brainstorming sessions, business presentations or online classrooms. To use the Whiteboard:


1. While in meeting, click the **“Whiteboard”**  button.
2. Choose the template you want to use **“Blank”** or **“Dotted Grid”**.
3. At the bottom of the screen you may select between the following:

- Brush
  - Eraser
  - Text Box
  - Color
  - Line thickness
  - Clear
  - Window layout
4. To stop sharing the document press the **“Stop Sharing”** button as shown above.

## Add More Participants to an Ongoing Conference



1. From within your browser you can start inviting participants in the following ways:
  - Click the  icon.
  - Press the **“plus”** icon next to **“Attendees”**.
1. For these 2 methods, a window will appear asking you to add participants by providing the name and email. Then click on the **“Add”** button. Once all participants have been added to the list click on the **“OK”** button. An email will be automatically sent to all participants with the link to enter the web meeting.

Additionally, you can click on the  icon or the **“Link”** next to the **“Meeting Info”** in the top right corner of your browser and the meeting link will be automatically copied to your clipboard. You can then send the link to other participants.

Note: Participants entering an ongoing conference will not be able to see previous comments.