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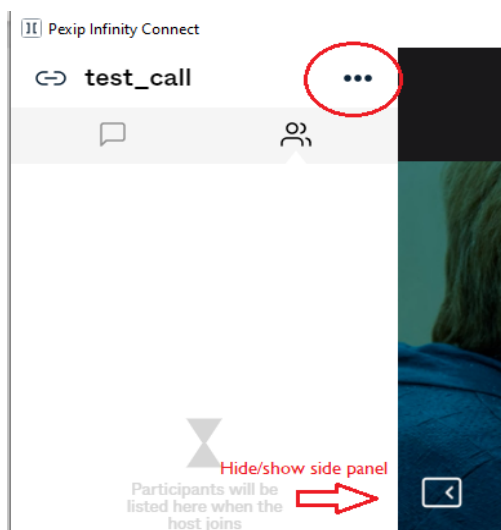
[Send and receive chat messages, and share online videos and images](#)

[Share a link to the meeting](#)

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Change your Camera, Microphone or Speakers during the video call

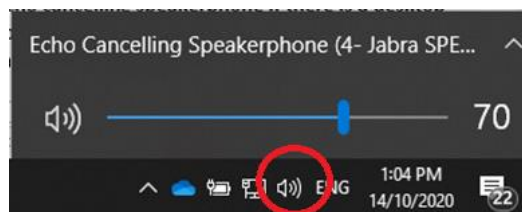
1. From the top of the side panel within Pexip, select '**Control**' (3 dots), then click '**Select Media Devices**'.
If using a browser connection, click icon for '**Change Camera/Microphone**' in bottom right hand corner of screen.
2. Select the appropriate camera, microphone or speakers/headset from the drop-down list of available options.



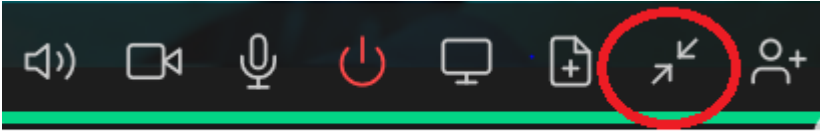
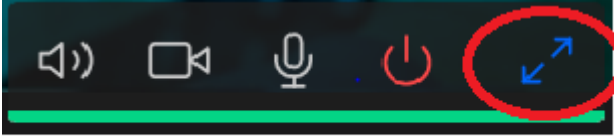
Browser connection



3. Ensure that the volume setting on your computer is set at the right level. This can be controlled from the main screen of your computer – bottom right as pictured below.




Pin a minimised version of the video window to your screen

<p>1. From the toolbar at the bottom of the screen, select 'Open Minimised View'. The main video window (including thumbnails) will shrink and be pinned on top of all your other application windows.'</p>	 <p>Open minimized view</p>
<p>2. To re-set to the maximised view, select 'Open Maximised View'.</p>	 <p>Open maximised view</p>
<p>F.Y.I. This feature is useful if you wish to continue to see the patient but also access other notes or documents</p>	

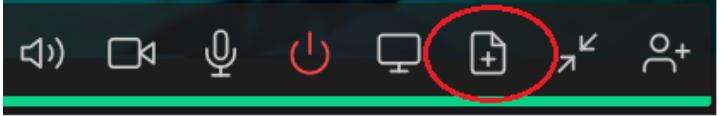
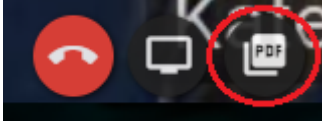

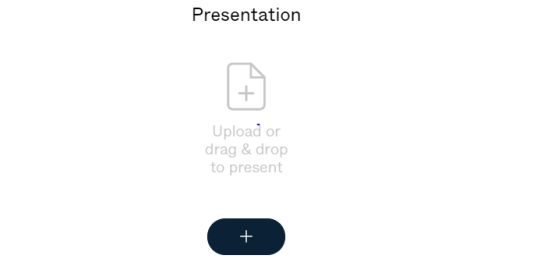

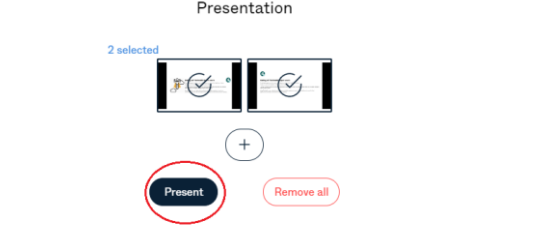



Share your screen with all other participants

<p>1. From the toolbar at the bottom of the window, select 'Share my screen' .</p>	 <p>Share my screen icon</p>
<p>2. Select the window, screen or tab you want to share. When you are sharing, the icon changes to blue. To stop sharing, select 'Stop sharing my screen'.</p>	 <p>Stop sharing my screen icon</p>

Start/stop sending and receiving video or audio

<p>1. From the toolbar at the bottom of the window, select the icon to turn on the camera and microphone. When the camera and microphone area turned off, they appear with a diagonal line through them as shown.</p>	
<p>F.Y.I. Users who have initially joined the call without audio or video can use this function to activate their audio and video</p>	

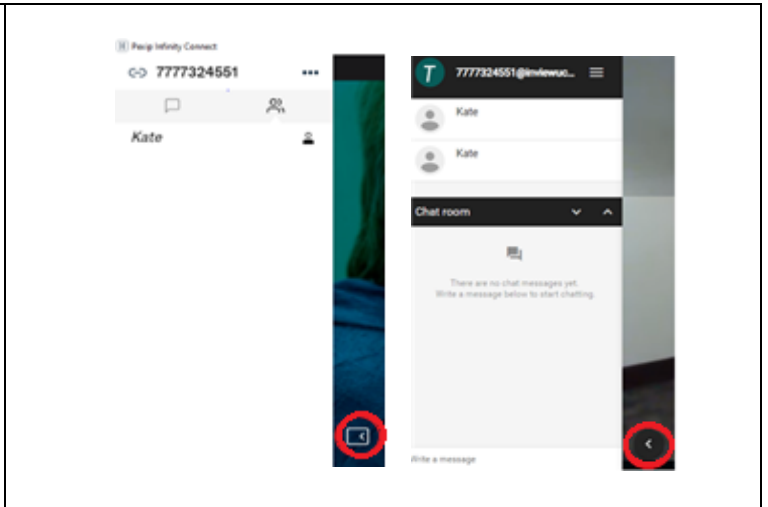
Share images or PDFs with all other participants

<p>1. From the toolbar at the bottom of the screen, select 'Present Files'. The Presentation screen appears as pictured below.</p>	 <p style="text-align: center;">Present files icon</p> 
<p>2. Select , or drag and drop the file(s) you want to share into the Presentation window. You can add multiple files, and they can be a combination of images (JPEG, BMP, PNG or GIF) and PDFs (if supported by your device). Each image and PDF page is converted into an individual slide.</p>	
<p>3. By default, every slide is selected for presenting, but you can click on individual slides to select and deselect them.</p>	
<p>4. When you have selected all the slides you want to share, select 'Present'. Use the left < and right > on-screen controls, or the arrow keys on your keyboard, to scroll through the slides. You also have the option to view the presentation in a separate window.</p>	
<p>5. To stop sharing the slides, from the toolbar select 'Stop presenting'.</p>	 <p style="text-align: center;">Stop presenting icon</p> 
<p> F.Y.I. The ability to present into a conference may have been restricted to Hosts only.</p>	

Show or hide the side panel

1. To show or hide the side panel (containing the Participant list tab and the Events tab, and the Control menu), select the Hide side panel < and Show side panel > icons.

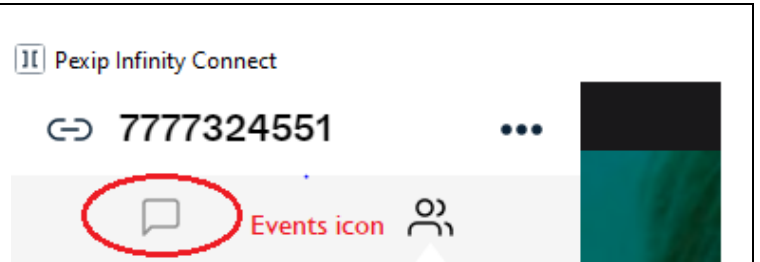
These icons are located at the middle left or bottom of the screen, depending on your device and screen width.



Send and receive chat messages, and share online videos and images

1. All events, including chat messages, are shown in the Events tab of the side panel (which is to the left of or at the bottom of the screen, depending on the screen width).

Click the **'Events'** icon in the side panel to make the events visible on your screen.



2. To send a chat message, type it into the text box. Messages are visible to everyone else in the conference.

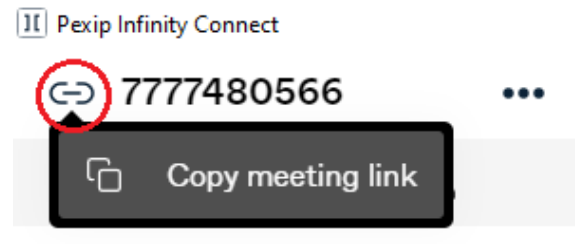
You can also share videos and images by pasting the URL into the text box.



This function is available when Chat has been enabled by the Administrator.

Share a link to the meeting

1. To send a link to someone so that they can join the meeting, select the '**Share**' icon at the top left of the screen. Select '**Copy meeting link**'.
2. Send this link, e.g.
<https://meet.inviewuc.cloud/dhhs/?conference=7777480566@inviewuc.cloud> to the participant – they can paste the link into their browser to join the meeting.



Spotlight a Telehealth Participant

1. To prioritise an attendee during a videoconference, both Pexip and the web browser Telehealth will allow you to 'spotlight' a participant. The 'Spotlight' feature will enable you to prioritise a participant as the main viewscreen.

2. If using Pexip, click the participant's name you wish to make the primary viewscreen and select '**Spotlight**'.

If dialling in via a web browser, click the three (3) horizontal lines and select '**Conference Spotlight**'. You can then select/deselect which participant is to be in the spotlight.

