Audio/Video Panel—Video

This feature enables Participants and Moderators to transmit and receive video broadcasts with others in a session. A video broadcast is video that is sent live using a web cam. Up to six simultaneous camera transmissions can be displayed at one time.

NOTE:
- This feature should not be confused with a pre-recorded video/movie. These videos/movies can be played using the Multimedia feature.
- Video broadcasts are not supported on mobile devices.

Audio/Video Window
The following components are available in the Audio/Video window. An illustration of the Video Panel appears below.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand/Collapse Button</td>
<td>This button is used to expand or collapse the Audio and Video Panel.</td>
</tr>
<tr>
<td>Options Menu</td>
<td>To make changes to the setup of the Audio/Video window, select this button.</td>
</tr>
<tr>
<td>Primary Video Display</td>
<td>This is the area where the video displays. The Participant’s Name also will appear in this area.</td>
</tr>
<tr>
<td>Preview Video Button</td>
<td>Select this button to preview what the video will look like. It is a good idea to preview the video before transmitting it to the Participants.</td>
</tr>
<tr>
<td>Transmit Video Button</td>
<td>Use this button to send the video to the other Participants.</td>
</tr>
</tbody>
</table>

Activity and Permission Indicators
The state of Video activity and permissions can be monitored through the indicators displayed in the Participants List of the Participants Panel. The table below describes the icons that are
displayed in the Participants List to indicate Moderator and Participant permissions and activity while using Video.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td>The Video camera has been turned on by the Moderator or Participant.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
<td>This icon indicates that Video permission has been set globally to <strong>ON</strong> but the Moderator has revoked Video permission from the Participant.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
<td>The Moderator has set Video permission globally to <strong>OFF</strong> but Video permission has been granted for this Participant.</td>
</tr>
</tbody>
</table>

**Status Indicators**

These indicators appear in the **Video Activity Indicator** icons of **Video Users** in the **Participants List**. They display when there are delays in the transmission or receipt of the Video. The degree of delay is indicated by color as explained below.

- **Amber Indicator** – This color will appear when a Participants receipt of transmission is moderately delayed.
- **Red Indicator** – When a Participant’s receipt or transmission of Video is significantly delayed, this color will appear.
  - When this color appears, it could indicate a problem with the network connection.
  - It will often be followed by the Participant being disconnected from the session.

**Preview Video**

- Before a Video is transmitted to other Participants, it is a good idea to Preview it first in order to check the quality of the Video.
- If the Video is not satisfactory, it may be necessary to adjust the Webcam settings.
- To preview the Video, click the **Preview** button as shown in the illustration at the right.
  - When this button is activated, it will turn **blue**.
  - The images will display in the **Primary Video Display** along with the word **Preview**.
  - None of the other **Participants** will be able to see the Video.
  - If this button is not accessible (grayed out), it may mean one of the following:
    - A Moderator has removed the Participants access to the Video.
    - The number of simultaneous cameras (6) has been reached.
- If the Audio and Video Panel is collapsed, it will open automatically when a Video is previewed or transmitted.
- If an error appears when the Moderator or Participant tries to view a Video, one of the following could be the reason:
  - The camera could be in use by another application.
  - The correct camera is not selected under Preferences.

**Transmit Video**

- When a Video is being transmitted, the icon shown at the right will appear next to the Participant’s Name.
- Moderators have the ability to use all the Video features.
- Participants can use a subset of the Video features.
The table below shows the features that can be used by Moderators and the ones that can be used by Participants.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Moderators</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the ability to preview a Video transmission</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Can transmit a Video broadcast</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Can receive a Video broadcast</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Has the ability to set Video camera preferences</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Can capture a Video image and send it to the Whiteboard</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Has the ability to change what is shown in the primary Video display</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Can make the Video display follow the current speaker</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Can make the Video display follow the Moderator’s focus</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Can grant/revoke the Video permission to or from Participants</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has the ability to configure simultaneous cameras</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Do one of the following to transmit Video to all the Participants.

- Click the Transmit Video button in the Audio and Video Panel (see illustration at right).
- On a Windows computer, use the keyboard combination Ctrl + F3.
- On a Mac computer, use the keyboard combination Command-F3.

When the Video is activated, a red camera will display on the Video button as shown in the illustration on the right.

Stop Video Transmission

To stop the transmission of a Video, do one of the following:

- Click the Video button in the Audio and Video Panel.
- On a Windows computer, use the keyboard combination Ctrl + F3.
- On a Mac computer, use the keyboard combination Command-F3.
- Click the Preview button on the Audio and Video Panel.
  - The Video will continue to display for the Moderator or Participant who was displaying it.
  - Other Participants in the session will not be able to view the Video.

Select Video Camera

If a Moderator or Participant only has one camera installed on the computer, that one is automatically used. If more than one camera is installed, then you must complete one of the steps below to select the device to be used using the Preferences window.

- Do one of the following to open the Preferences window.
  - On a Windows computer, click the Edit Menu and then select Preferences.
  - On a Mac computer, on the Web Conferencing Menu, select Preferences.
  - On a Windows computer, use the keyboard combination Ctrl + Comma.
  - On a Mac computer, use the keyboard combination Command-Comma.

- The Preferences window will display (see illustration on next page).
- In the left pane of the window, select Camera Settings under Audio/Video.
- In the Select the camera to use list, select the desired camera.
- Select any of the other desired options.
Click the OK button to save the Preferences.
Click Apply to save the changes without closing the Preferences window.
Click Cancel to exit the Preferences window without saving the changes.
Any changes made under Preferences will remain for all other sessions until they are changed again.

View Video
To view a Video that is displayed by other Participants, the Primary Video Display must be opened.
- To expand the Video window, do one of the following:
  - Click the Expand/Collapse button to open it
  - Click the Preview Video button.
  - Click the Video button.
- If the Moderator or Participant does not wish to view a Video, he/she can collapse the display by clicking the Expand/Collapse button again.
  - When the Video button is collapsed, incoming Video is not transmitted.
  - Collapsing the Video button to discontinue incoming Video from transmitting helps to reduce the bandwidth used.
  - Reducing the bandwidth will help to improve overall responsiveness.
- When Video is being transmitted, the Participants and Moderator will see the Participants profile picture, default profile icon, or the Video transmission.
- The Name of the Participant will appear in the Primary Display window.
Default Views

- The options Make Video Follow Speaker is turned On and Make Video Follow Moderator is turned Off by default.
- These two options determine what is shown in the Primary Video Display.
- When the default options are maintained, the following will happen in the Primary Video Display as Participants and Moderators join the session, transmit video, or speak.
  - When the first person enters the session, the Primary Video Display will be blank.
  - When the Transmit Video button is selected, the Moderator’s own transmission will display in the Primary Video display.
  - When a second Participant joins the session, the Moderator will see that Participants Video transmission.
  - If the second Participant is not displaying Video, their profile picture will display.
  - The program assumes that the Moderator will want to see that Participant instead of his/herself.
  - As new Participants transmit Video or speak, their Video transmission or profile picture will display.
    - If neither of the first two Participants transmits a video, when a third Participant joins the session, the Primary Video Display will go blank.
    - When one of the Participants displays a Video, then that Video will display on the screen.
  - When a Participant speaks, the Primary Video Display will always show the Profile Picture or the Video Transmission of the current speaker.
  - If no one is speaking, the Profile Picture or Video Transmission of the last Participant to speak will display.
  - The Profile Picture or Video Transmission of the Participant who is currently speaking will display.