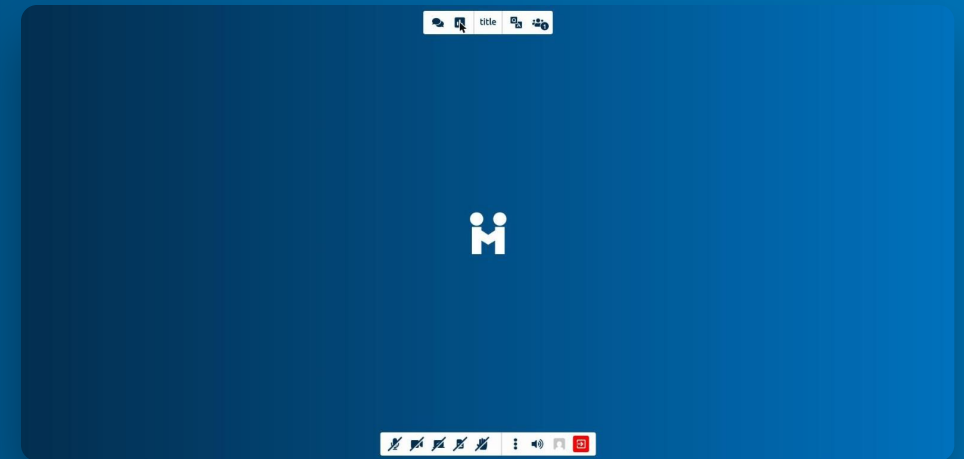


Meetecho session client

A quick tour of the tools available inside a session room



GETTING IN

Join the session

1. Open the session link
2. Choose a display name
3. Press **login**
4. In the pre-flight check, press **request browser permissions** to test microphone and camera

Audio and video always start OFF when you enter the room.

ieee802lmsc

Free

login





pre-flight

this is a pre-flight test that allows you to select and test your capture devices

please try to speak during this test: you'll see a green bar moving according to your audio level!

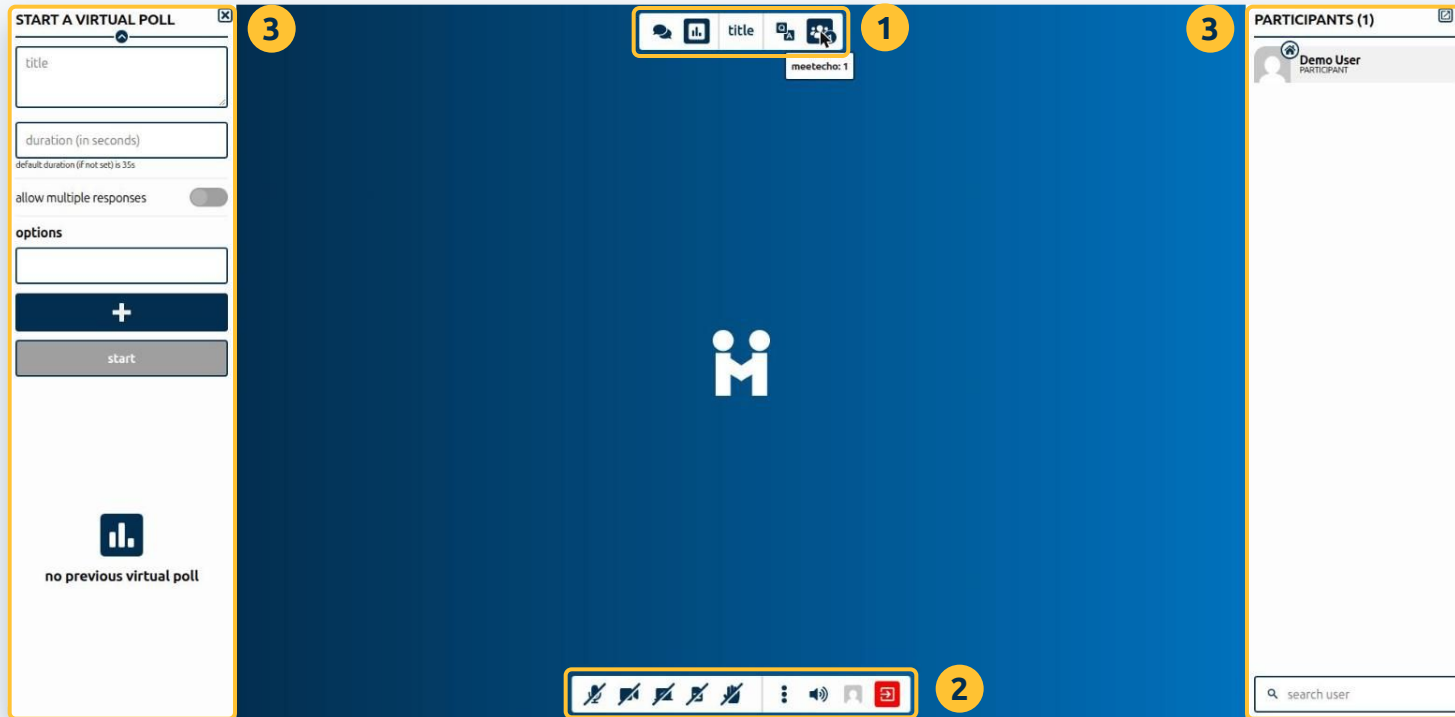
devices will be released after the test. you will always start with audio and video OFF when you enter the room!



request browser permissions

GETTING IN

The room at a glance



1 • Top bar

Opens the tools: chat, virtual poll, Q&A and participants.

2 • Media bar

Audio, video, screen share, slides share, and the speaking queue, plus preferences and leave.

3 • Side panels

Each tool opens as a panel on the left or right edge; the room stays visible.

TOP BAR

Available tools



Button	What it does
chat	Public room chat: read and send messages
virtual poll	Start a poll, or vote in a running one
title	Shows the room title
Q&A	Send a question, or archive/delete existing ones
participants	Who is in the room; the badge shows the count



TOP BAR · CHAT

Chat

- Opens as a panel on the left
- Public chat room
- Direct messages displayed as separate tabs
- The icons at the top right of the panel pop it out or close it

START A VIRTUAL POLL

title

duration (in seconds)

default duration (if not set) is 35s

allow multiple responses

options

+

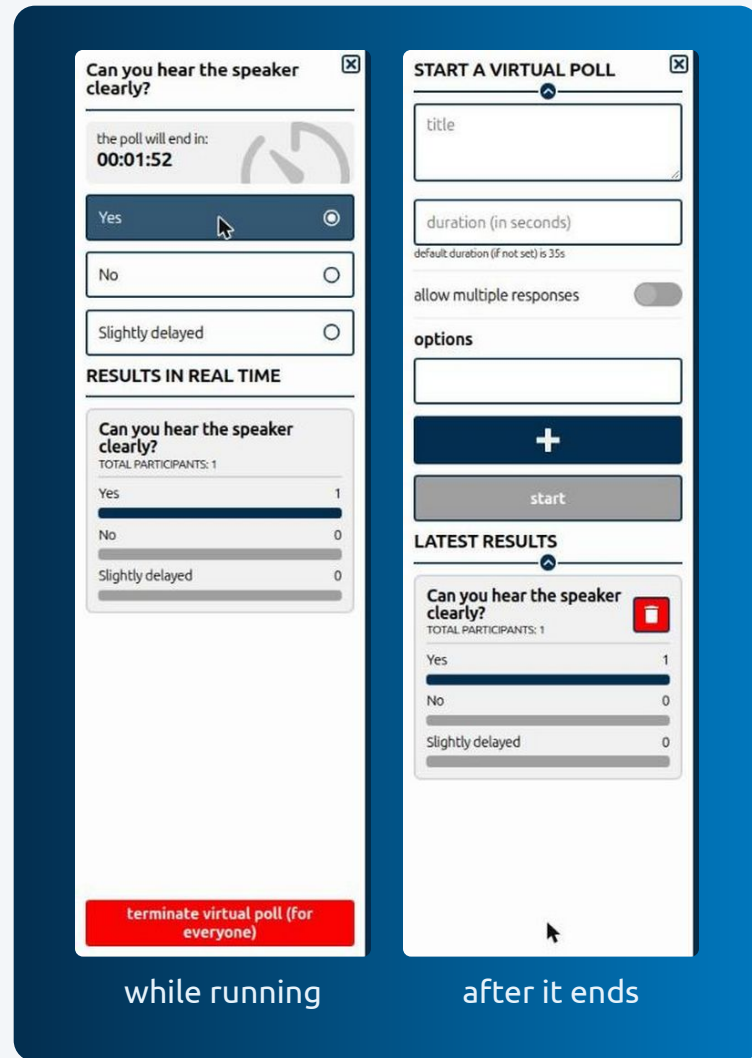
start

no previous virtual poll

TOP BAR · VIRTUAL POLL

Start a virtual poll

title	The question everyone will see
duration (in seconds)	How long the poll stays open; 35 s if left empty
allow multiple responses	Switch on to let people pick more than one answer
+	Adds an option field; the × removes it
start	Launches the poll; grey until the form is complete



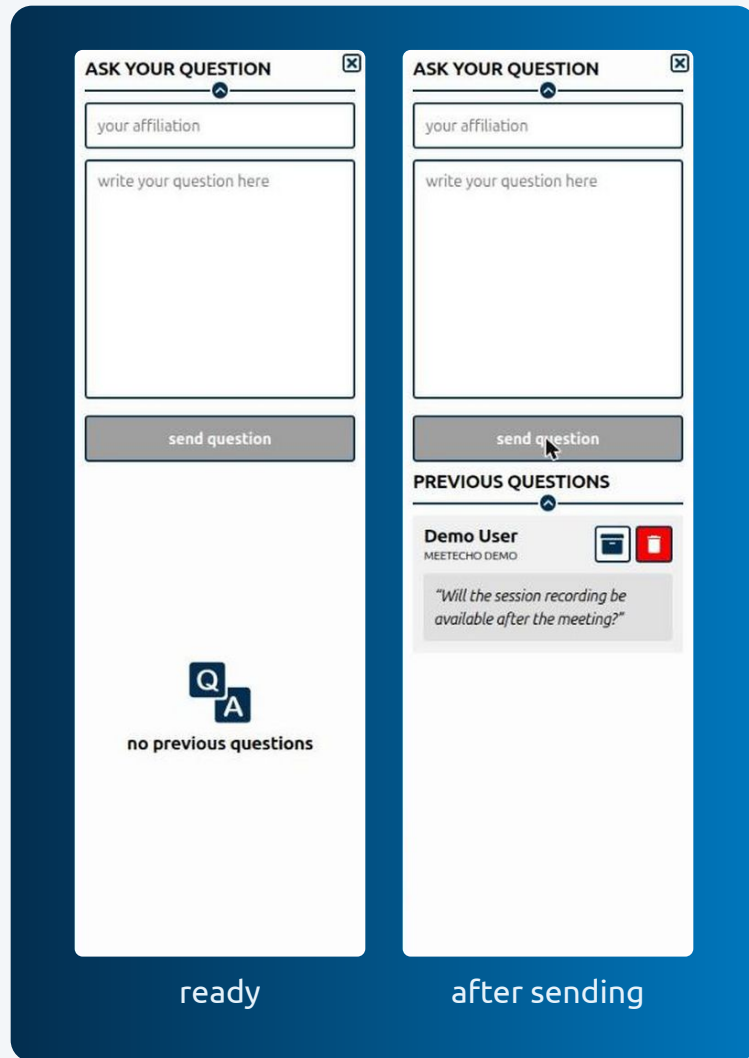
TOP BAR · VIRTUAL POLL

Vote and follow the results

- A countdown shows how long the poll stays open
- Press an option to vote; your choice is highlighted
- **Results in real time:** the bars grow as votes arrive
- When it closes, the poll stays listed under **Latest results**

terminate virtual poll (for everyone)

The red button ends the poll for all participants right away.



TOP BAR · Q&A

Ask a question

your affiliation

Who you speak for

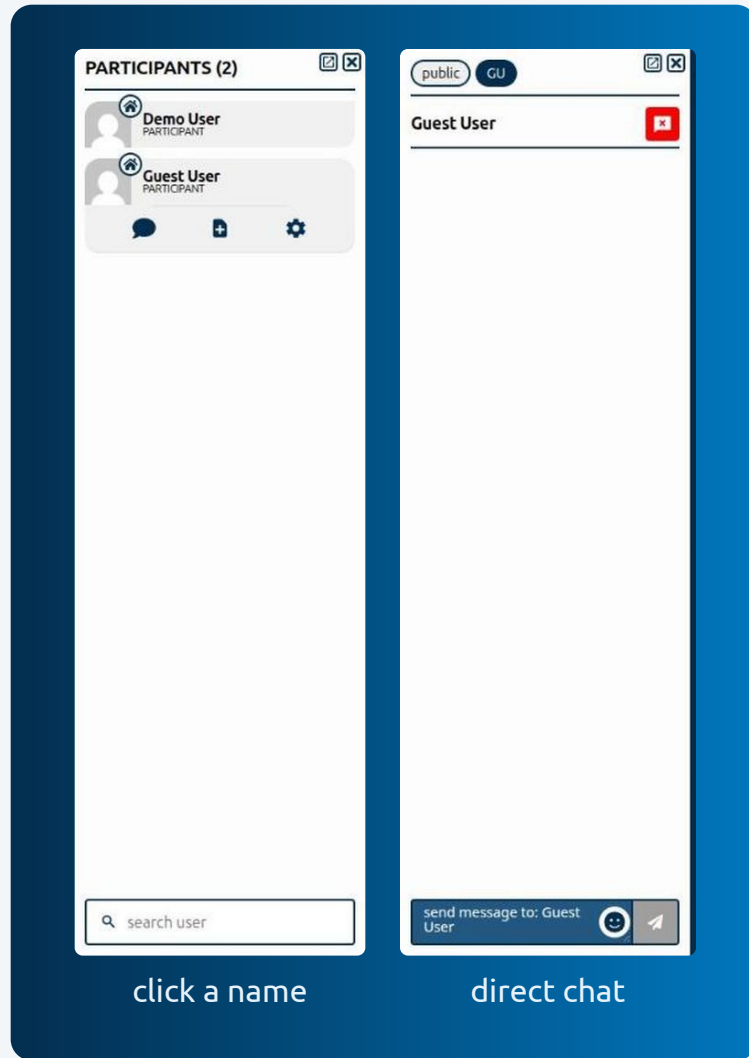
write your question here

The text of your question

send question

Sends it; a “question delivered!” message confirms

Sent questions are listed under **Previous questions** with your name and affiliation, and two icons to archive or delete them (for everybody).



TOP BAR · PARTICIPANTS

Participants

Everyone in the room is listed with a name and a status label; the top bar badge counts them. **search user** filters the list. **Click a name** to open its sub-menu:



direct chat

Opens a direct conversation: a tab with the person's initials appears in the chat panel.



pass slides control

Hands control of the slide presentation over to that person.



user management

Opens the user card: authorized participants can change role or remove users.



MEDIA BAR

Media controls and actions



unmute audio

Microphone on



send video

Share your camera



share screen

Share your screen



share slides

Present uploaded slides



join queue

Enter the virtual queue



more tools

Extra tools (slides 13-14)



volume

Room volume



preferences

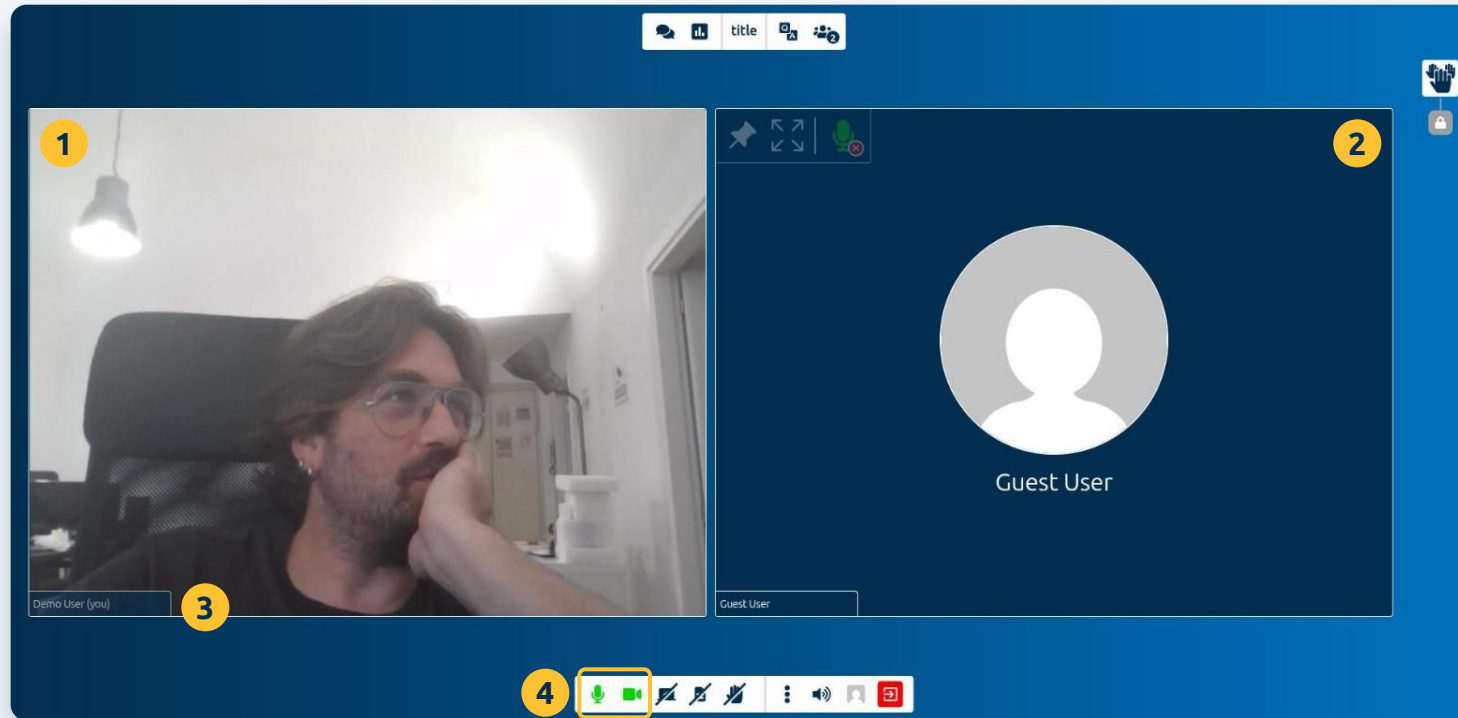
Profile and settings



leave room

Exit the session

Where audio and video appear



1 • Video box

Live camera picture, published with send video

2 • Audio-only box

Avatar and name while only the microphone is on

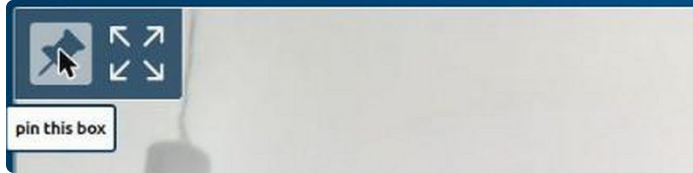
3 • Name label

Bottom left of each box

4 • Active buttons

Microphone, camera, etc. turn green while published

Controls on each box



Pin and fullscreen

Hover over a box to reveal two buttons: **pin this box** and **switch this box to fullscreen**.



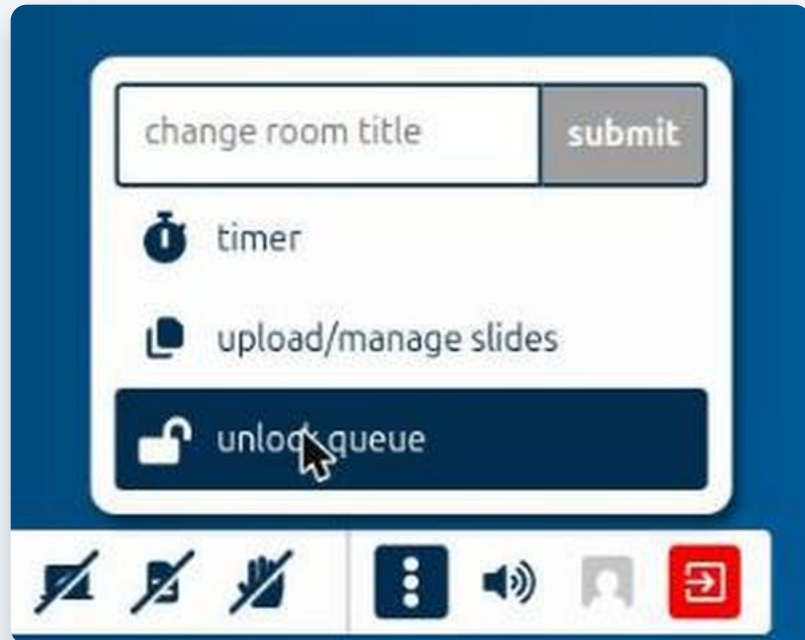
revoke audio/video

Hover over another participant's box to show the buttons to **revoke audio** and **revoke video**.



Bitrate badge

A small label at the top right of a video box shows the stream bitrate, for example 224 kbps.



MEDIA BAR • MORE TOOLS

More tools (:)

change room title

Type a new title and press **submit**

timer

Start a countdown for the room

upload/manage slides

Pre-load the slides you want to present

lock/unlock queue

Show/hide an indication that the queue is closed



MEDIA BAR • PREFERENCES

Preferences

Look and labels

- **use system theme**: follow your device; **switch theme** is greyed out while it is on
- **show speaking labels** and **motion reduced mode**

Audio notifications

Switch a sound on or off for **media**, **timer** and **chat**.

test local speakers

Play a sample sound off the speakers

select your devices

Change microphone and camera devices in use