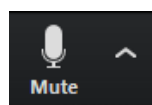


# RINGCENTRAL MEETINGS – CONTROLS

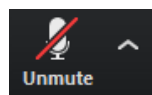


## Meeting Control Icons

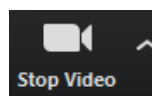


### Unmute/Mute

Click the microphone icon to toggle between mute and unmute or  
Alt A or

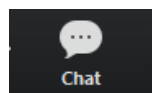
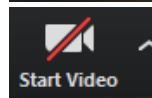


Hold the spacebar



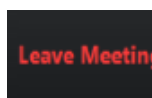
### Stop Video/Start Video

Click the video icon to toggle between stop and start video or  
Alt V



### Chat

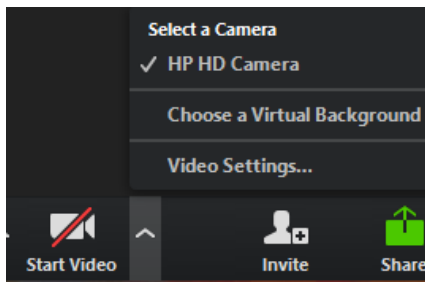
Select the chat icon to chat with the group



### Leave Meeting

Select Leave Meeting to close out your session

## Settings - Video and Audio



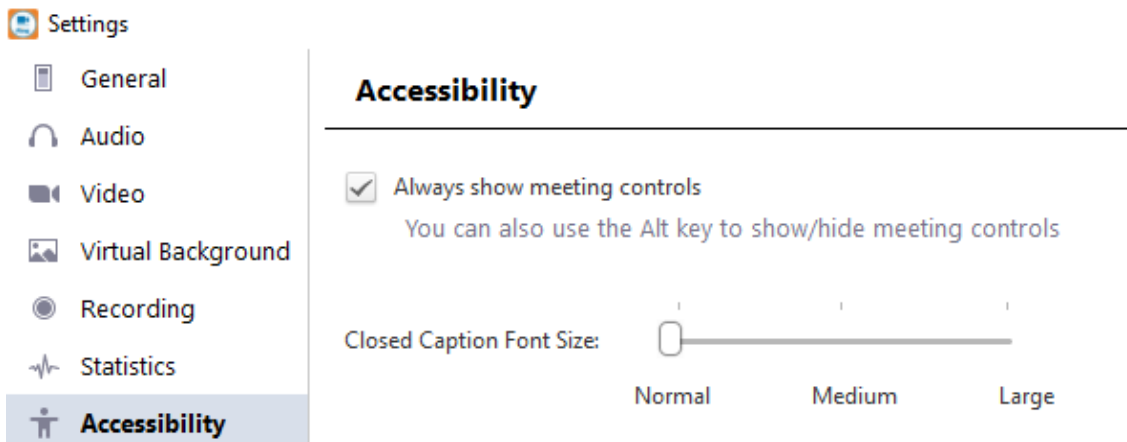
Select the arrow next to audio or video icons to adjust the settings.

\*Note - under the settings for video, you can enable **Touch up my appearance**.

- My Video:
- Enable HD
  - Enable mirror effect
  - Enable hardware acceleration
  - Touch up my appearance

## Settings – Meeting Control Icons

The meeting control icons at the bottom of the screen will disappear from your screen when not in use. To keep the icons from disappearing, you can enable **Always show meeting controls** from Accessibility in the Settings menu.



## Top Navigation



Views - top right hand side



Full Screen



Gallery View

Gallery View - see meeting participants in a grid



Speaker View

Speaker View - speaker is primary image