

Free Video Conferencing

No PINs. No Downloads. Talk, Video and Screenshare Immediately #WorkFromAnywhere

SIGN UP, IT'S FREE

R Public Inquiry S record (www.uberconference.com/bkoppenaal) LOGIN SIGN UP







Click Settings, then v the camera/ microph speakerphone you w use.

Settings	Device Settings		
Hi! 🔌 Welcome to Bill's	Camera Microphone	Disable Camera Communications - Microphone Array	
conference What's your name?	Speakers Test	Communications - Speakers (Teradic	
e.g. Dana Scully			
View or present screenshare only	Enter your name		
Join Now			
By joining this call, you agree to our <u>Terms of Service</u> , <u>Terms of Use</u> , and <u>Privacy Policy</u> .	Then c	lick Join	
Already have an account? <u>Log in</u>			
		Camera and mic	

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CONFERENCE SCREEN BASICS



Please see the corresponding numbers on the next page to learn about each Conference Screen Control.



Thanks for using UberConference Free. Upgrade to the full version for more features!

- **Speaker:** Whoever is talking will generate a blue highlight around their Participant card 1.
- **Meeting Information:** See the name and duration of the conference, conference URL, 2. and dial-in number; you're also able to invite others via name, number, or email address
- **Chat:** View and send messages between other Participants 3.
- **Participants:** See who's on the conference; this list also allows you to view user 4. profiles, unmute Participants, and remove Participants (as the Organizer)
- **Help:** Receive assistance directly from the conference; someone will chat with you to 5. answer any questions about UberConference
- **Mute:** Turn your microphone on or off 6.
- 7. Video: Turn your camera on or off
- Hang Up: Exit the conference or, if you're the Organizer, choose to end the conference 8. for all Participants
- **Screen Share:** Share your screen with others on the conference 9.
- **10.** Change Device Settings: Decide the camera, microphone, and speakers used for the conference
- **11.** Action Items: Gather and assign notes to keep track of next steps without interrupting the flow of conversation
- **12. Organizer Controls:** Record call, toggle Voice Intelligence, mute all Participants, or lock the conference to prevent anyone else from joining
- **13.** Layout: Change layout between Grid, Dynamic, and Spotlight during the conference