Cisco Meeting App

Overview of Buttons and Indicators

	Top bar	
New call	New call	Create new call with one or multiple participants
Activity	Activity	View and access calls in progress and recent chats
People	People	See and manage your contacts and search for people in the directory
Spaces	Spaces	Access your spaces and create new spaces
🖥	Audio and video options	Select device to use
⚙	Settings and info	Select and test camera, microphone and speakers Collect diagnostics data, find version number and set preferences and advanced settings

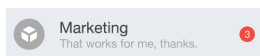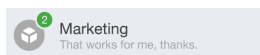|	Add or edit options	
Invite	Invite	Invite someone to participate in a call or visit a space
Info	Contact info	View contact details
Edit	Edit	View or edit contact details or space details, set passcode for space
Add contact	Add contact	Add the contact to your contacts list

Badges and status indicators

Activity [3]	View badge	The number of unread messages is a view
Marketing / That works for me, thanks. [3]	Conversation badge	The number of unread messages in a conversation
[2] Marketing / That works for me, thanks.	Call status	The number of participants currently in a call
● (green)	User status	User is available
○ (white)	User status	User is offline
● (red)	User status	User is in a call
(grey icon)	User status	No status available (e.g. for phone or video system)

Join call options		
🎥	Join call	Join a space or make a call
⌄	Join call options	Select devices and join call
Return to call ❯	Return to call	Return to the active call
🎥	Join call	Return to the active call
💻	Use this computer	
💻	View screen share	See presentation on this screen, audio and video are off
🖥	Use a video system	Connect a SIP or H.323 endpoint to the call
📱	Use a phone for audio	

	Leave options	
‹ Back	Back	Return to main views. You can still hear and send audio, and other participants can see your video
Leave	Leave	Leave the call
⌄	Leave options	Leave the call or disconnect this device If you disconnect this device, you are still in the call with your other devices

	Self-view controls	
×	Hide self-view	Minimize self-view
↗	Restore self-view	Restore self-view from minimised state
⌁	Turn off camera	
Switch Camera	Switch between front and rear camera*	

*iOS only

	Top bar during call	
🎤	Mute	Mute your microphone
↗↙	Toggle full screen	
Share screen	Share screen	Present a screen or an application
◉ Record	Record	Start recording
◉ Stop	Stop	Stop recording
◉	Recording indicator	The call is being recorded. You don't have permission to stop the recording
👤	Participants	See participants status, call additional participants, mute participants' audio or stop video
💬	Chat	View and send in-call messages
💻	Audio and video options	Select device to use
⚙	Settings and info	Select and test camera, microphone and speakers Collect diagnostics data, find version number and set preferences and advanced settings
○○○	More options	Change layout, use keypad, see call information
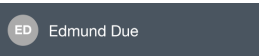
	Participant view	
Participants ⌄	Mute	Mute or unmute all participants
🔊	Activate speaker	Engage the iPhone's internal speaker*
Call	Call	Call additional participants during a call
Invite	Invite	Send invitation during a call
ED Edmund Due	Participant	Click to control participant's audio or video, or to remove participant
)))	Speaking	Participant is speaking
🎤̷	Muted	Participant's audio is muted
⚬	Presenting	Participant is presenting
▮	Connecting	The participant it connecting
⚠	Participant issue	There is a problem with the participant's audio or network connection

*iOS only

	Settings and info view	
Sign out	Sign out	Sign out of Cisco Meeting
	Turn camera off	Turn your camera on or off
	Camera settings	Configure advanced camera settings
	Mute microphone	Mute or unmute your microphone
	Test microphone	A blue bar indicates microphone input
	Test speaker audio	Test your speakers
	Help	Access online help
	Diagnostics	Save report for troubleshooting
	About	See Cisco Meeting App version
More settings	More settings	Mute or unmute all participants