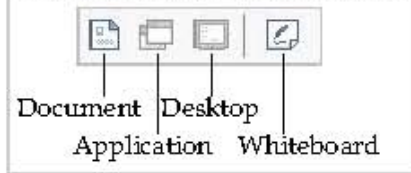


# Quick Reference Card

**MENU BAR:**  
Use the menu bar to access Training

**SHARE BUTTONS:**  
Click a share button to quick share that item (presenters only).



**SESSION NUMBER, TELECONFERENCE CONNECTED INDICATORS:**  
Display the session number and indicates if you are connected to the teleconference.

**VIEW MENU:**  
used to control your view of the presentation.



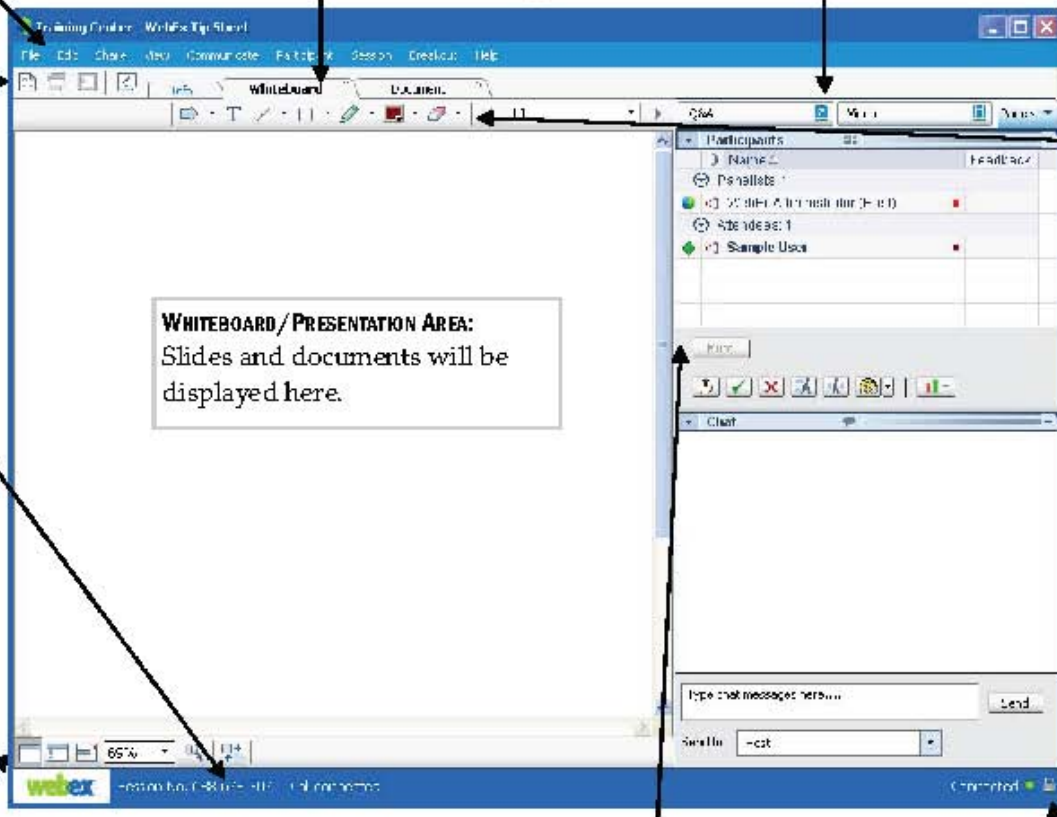
Zoom level, menu and magnifying glass, use to adjust your zoom.

69%

Synchronize view, use to synchronize your view with the presenter.

**TABS:**  
If allowed, select which document, presentation or whiteboard to view.

**PANEL BUTTONS:**  
Click to open a panel. Use the dropdown to find additional panels.



**PARTICIPANT PANEL:**  
Contains the list of participants and feedback buttons.

Ready to participate  
Teleconference connected

Sample User  
Participant name  
Default annotation color

Mute\*  
Go Faster  
Go Slower

Mute  
Raise hand  
Yes  
No  
Emoticons  
Poll Results

\*Mutes your teleconference connection.

**ANNOTATION TOOLS:**  
If enabled allows you to draw or type on documents, presentations and whiteboards.

Use to place your pointer on the screen.

Use to type text

Use to draw straight lines and arrows

Use to draw shapes

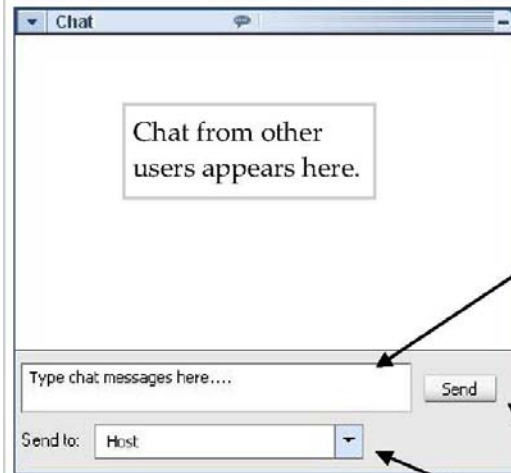
Use to highlight items or draw freehand shapes and lines

Use to select the color of your annotations

Use to erase your pointers and annotations.

**CONNECTED, SECURE INDICATORS:**  
Indicate if you are connected to the network (session) and if the session is secure. All BHNSM sessions are secure.

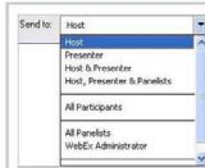
## THE CHAT PANEL



- Send chat messages
1. Type message in the message box.
  2. Select recipients.
  3. Click Send.

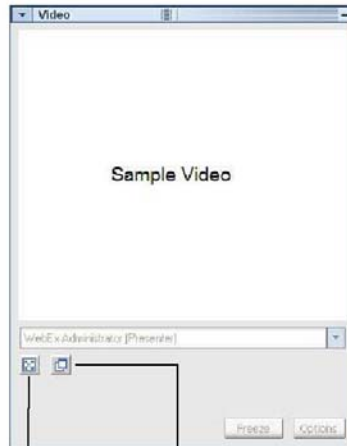
Type chat here.

Click Send to send the message



Select who to send the chat to. Your choices will be limited based on the permissions the host has granted.

## VIDEO PANEL



Full Screen

Float video panel

## FLOATING VIDEO PANEL



Zoom

Freeze

Snapshot

Floating the video panel gives you more control over your view.