After you have logged in, the Rutgers Room Control (RRC) window will automatically open. This is the dashboard from which you control the room.

- Select Videoconference in the bottom left corner.

### Starting the Videoconference

- To start a scheduled meeting, log in at webex.rutgers.edu, locate the meeting, and select Start.
- To start a new meeting: in the center area of Rutgers Room Control, select Webex.
- Login using the email address and password associated with your Webex account.
- The Cisco Webex Meetings application will open. Select Start.

### Connecting the Room to the Videoconference

- Use the Program Volume slider on the right of RRC to adjust the audio level of participants in the conference.
- Remove the lavaliere microphone from the system's drawer, turn it on, and attach it to your collar while pointing the microphone towards your mouth.

### Sharing Content

- To begin sharing content, in Webex select Share Screen. In the pop-up window you may choose to share your entire desktop or individual open applications. Select your option and press Share.
- To use and share the document camera in rooms equipped with one: in the compute dock, click on the Hovercam Flex logo. When prompted to allow Hovercam Flex to use the camera, click OK. The document camera will now be viewable in a computer window. Use the preceding instructions to share that window.

### Controlling the Videoconference

By navigating back to the Cisco Webex Meetings App, you can access various controls.

### Controlling Student Audio and Video

As students join the videoconference, you will see them in the participants that fills the right edge of the Cisco Webex Meetings window. As the meeting host, you can control student audio and video using several controls. Right click on a student to reveal these options:

- **Mute:** mutes the audio of the student on whom you have right-clicked.
- **Unmute:** unmutes the audio of the student on whom you have right-clicked
- **Mute all:** mutes the audio of all students
- **Unmute all:** unmutes the audio of all students. You might wish to do this if there is too much noise or feedback.
- **Stop video:** stops the video of the student on whom you have right-clicked

**Recording Class**
- To record the class, including everything occurring in the videoconference, select the fourth button from the left. In the pop-up that appears, press the **Record** button and record to the cloud.
- To access the recording, login in to [rutgers.webex.com](http://rutgers.webex.com) and select the recordings button from the left column menu.

**Using Multiple Screens**
- In the top center section of Rutgers Room Control, click on the Podium Computer tab.
- Press **Enable Extended Desktop**. If a pop-up window appears, select the location where you would like to view additional tools.
- The room's displays will now show two different desktops. You can put different items on each screen by dragging that item's window off of its current screen to the left or right and on to the other screen.

**Ending the Videoconference**
- In the bottom of the Cisco Webex Meetings window, click the red **X**.
- Select **End Meeting**.
- When you are finished using the room, in Rutgers Room Control, select **Log Out**.