



Getting Started with TrueConf

For Windows, macOS and Linux users

To make the most of your application, connection to TrueConf Server 5.4.0+ is required.

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First steps

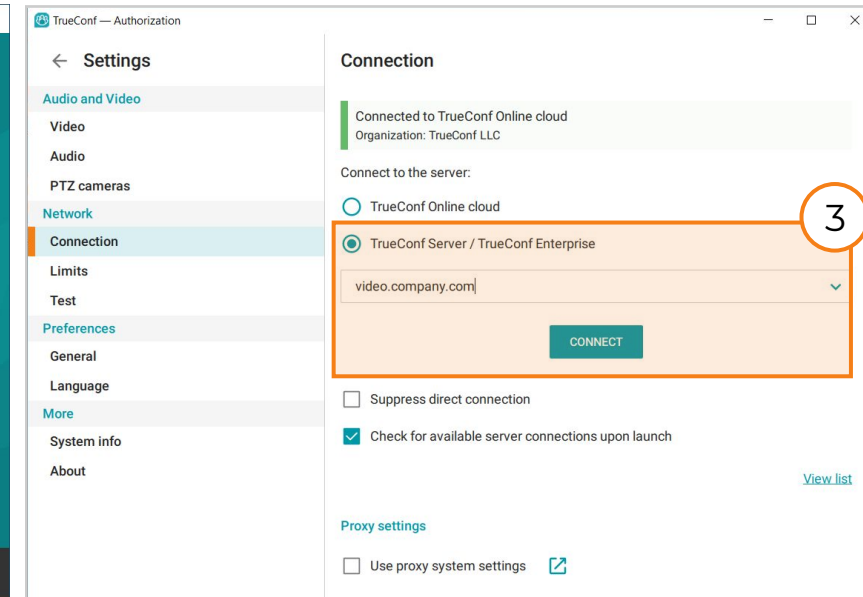
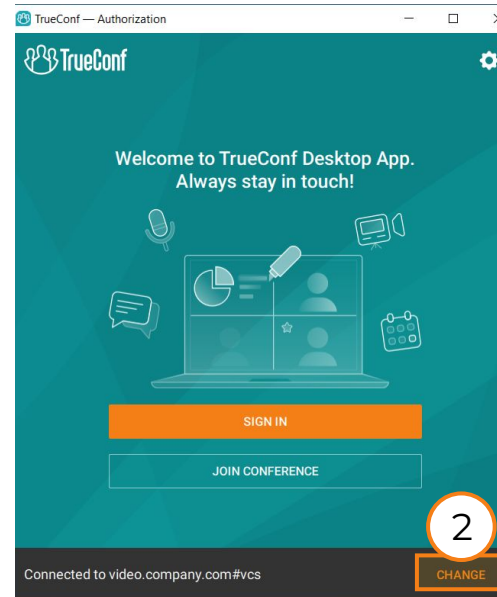


Sign in

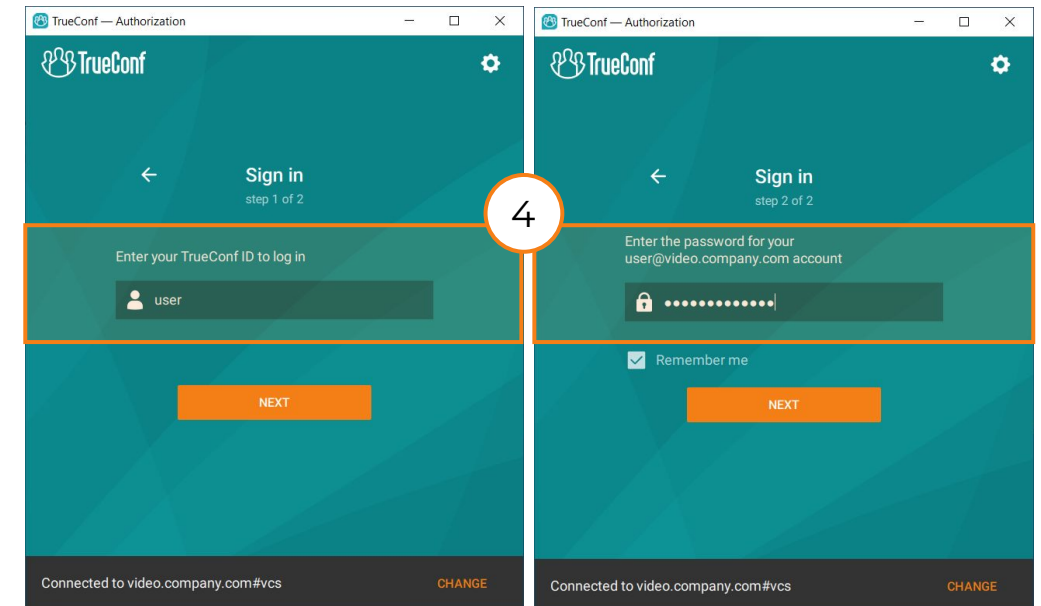
! The application supports three methods of authorization based on server settings:

- Using Single Sign-On (SSO) technology.
- Through the AD FS provider.
- By username and password.

When using SSO, all you need is to authenticate within the system. Login and password authorization is described below, and **AD FS** authorization is described on the corresponding slide.




- 1 Launch the application.
- 2 Click on **Change** button in the bottom right corner of the application.
- 3 In the **Connection** block, select **TrueConf Server / TrueConf Enterprise** and specify your server address (you can ask your administrator for this). Then click **Connect**.
- 4 The home page of the application will open. Click the **Sign in** button. Then enter your **TrueConf ID** (login) and click **Next**. After that, enter your password and click **Next**.

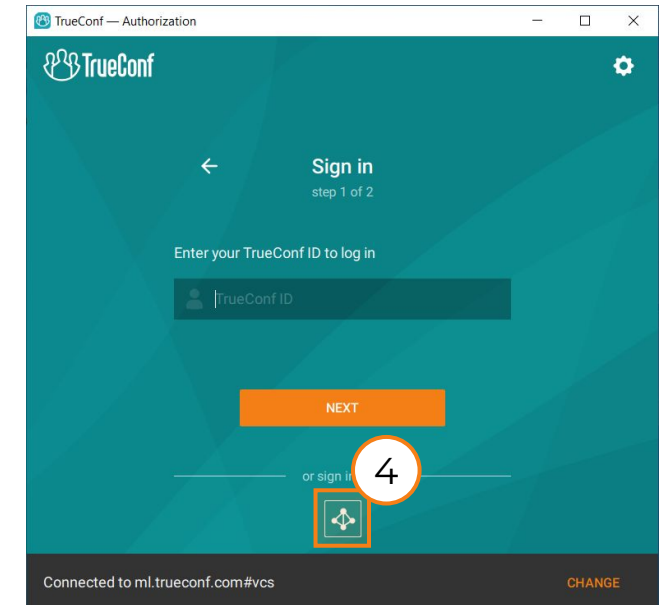
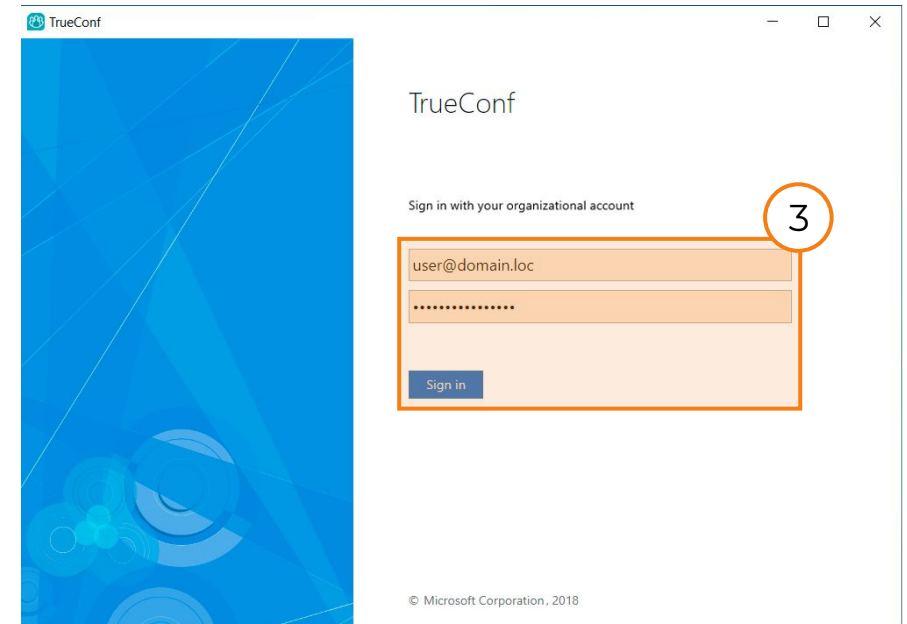


Authorization via Active Directory Federation Services (AD FS)



! This method of authorization will be available only if your TrueConf Server supports that.

- 1 Follow steps 1–3 from **Sign in** slide.
- 2 Click the **Sign in** button at the application's homepage.
- 3 **AD FS** authorization window will pop up. Enter your TrueConf ID and password and then click **Sign in**.
- 4 Additionally, the server can be configured to enable the choice of authorization type: either by username and password or through **AD FS**. In this case, after clicking the **Sign in** button, the login input form will appear. This form will contain a  button to authorize via **AD FS**.

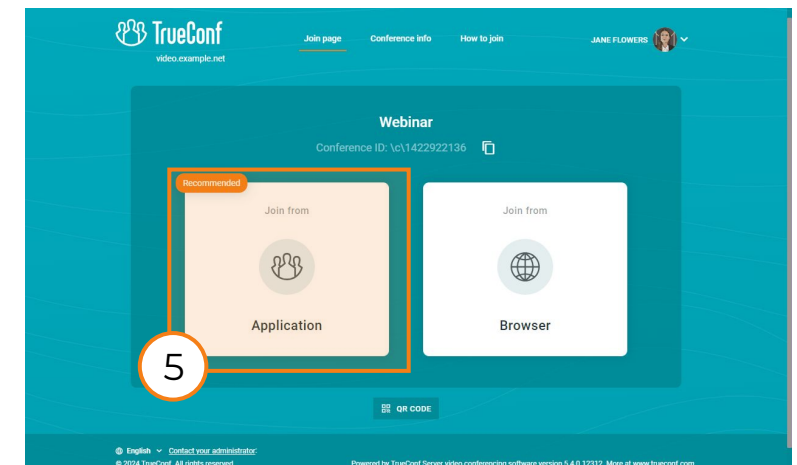
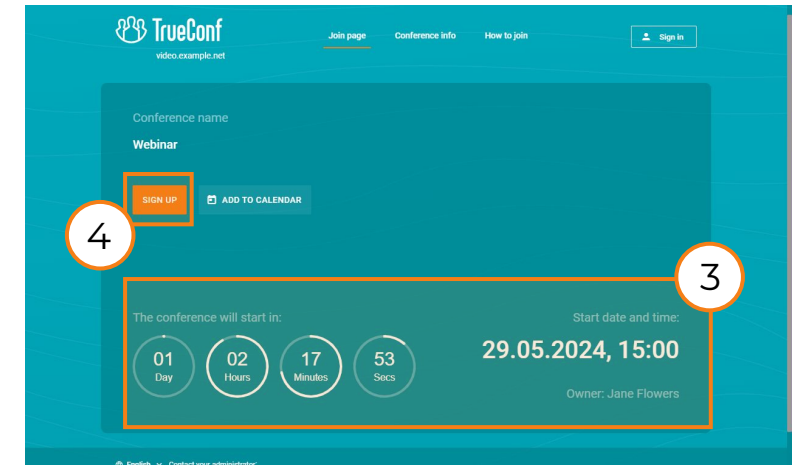




How to join a webinar as a guest

Even if you do not have an account on TrueConf Server, you can be invited to a webinar (public conference) as a guest. In this case you can use a browser, but we recommend joining the event from our client application.

- 1 Install our application from [this page](#).
- 2 Follow the conference page link sent to you.
- 3 If you see a countdown timer, the event has not started yet, Just visit this page later. You can add this event to your calendar so you don't miss it.
- 4 If you see the **Sign up** button, click it and fill out the form. The direct link for joining the event will be sent to the specified email.
- 5 In case you see the buttons for joining the webinar on the page, enter your first and last name and click **Application**.






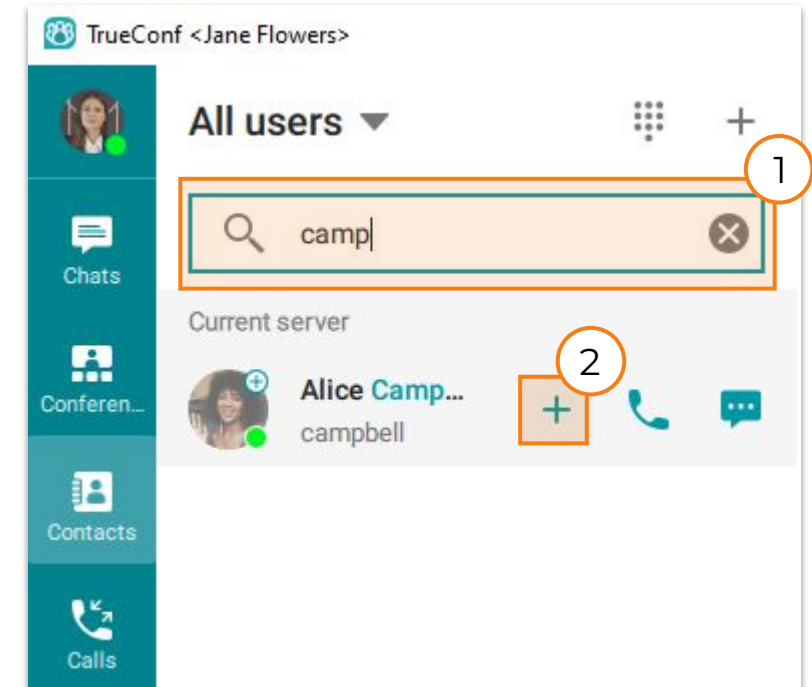
How to find and add contacts to your address book

To open your address book, click  in the application menu.






When you start the application for the first time, your address book may be empty.






- 1 To find a contact, enter the user's name in the search field.
A list of matching contacts will be displayed below.
- 2 If you want to add a contact to your address book, move the mouse over the user's name and click .

! Your address book can be pre-filled by your TrueConf Server administrator. In this case you can also add contacts manually.




After filling out the address book, you will see the list of all added contacts and their statuses:


-  – online
-  - online from a smartphone or tablet
-  - online from a hardware or software SIP/H.323 endpoint
-  - participates in a conference as its owner
-  - busy (in a video call or conference)

-  – away (automatically set after some period of inactivity, the default value is 15 minutes)
-  – recently active: the network status for users who previously signed in to the mobile application, but are currently offline
-  – do not disturb (can be set manually in the profile)
-  – offline
-  – unknown status

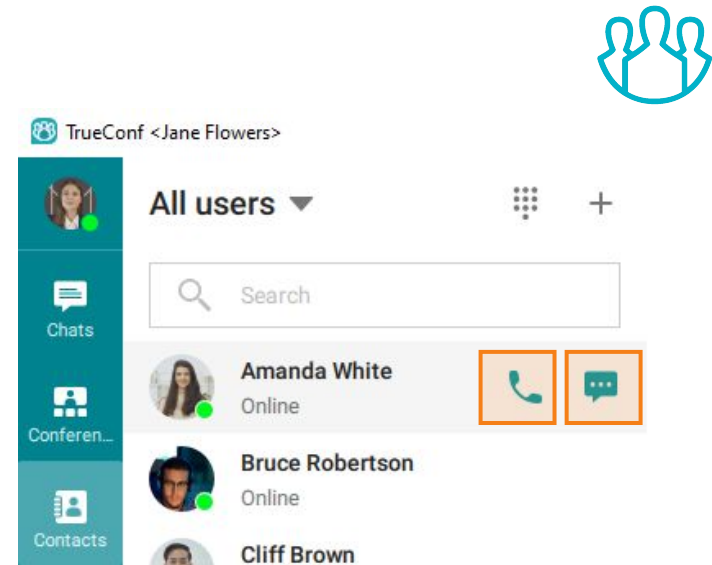
Actions over address book contacts

To call a user:

- hover the mouse pointer over the user's name and click the call button 
- or double-click the user's name.


To send a message, hover the mouse pointer over the necessary user name in the list and click the chat icon .

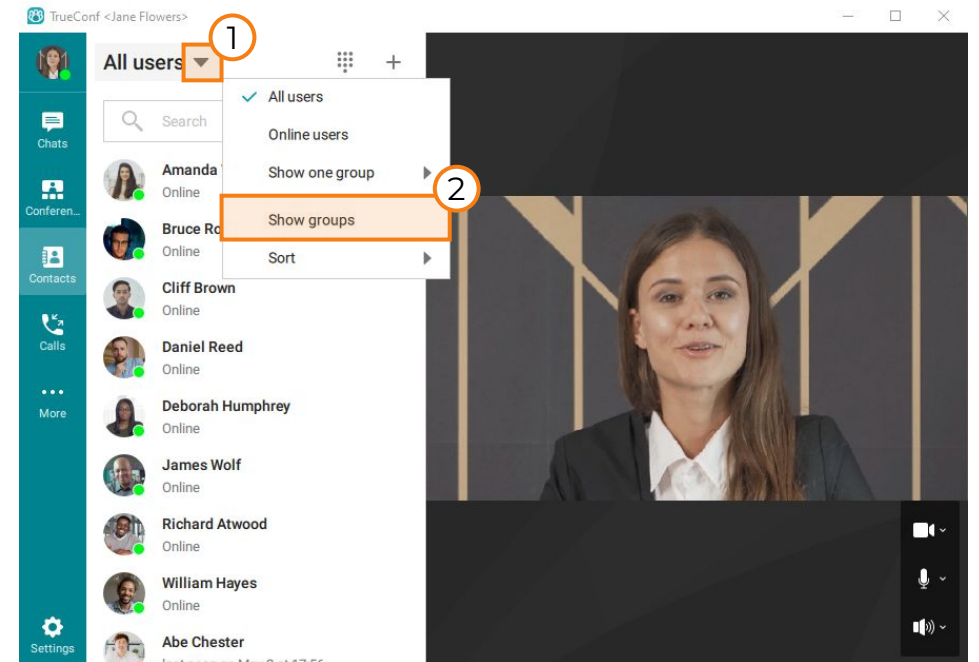
You can also view information about a user, block or delete a user (if you added the user manually). To do this, right-click and select the corresponding option.



User groups

By default, your address book displays the list of all users (i.e. user groups are not displayed). To enable the display of user groups:

- 1 Click the  arrow above the search field.
- 2 Select **Show groups**.



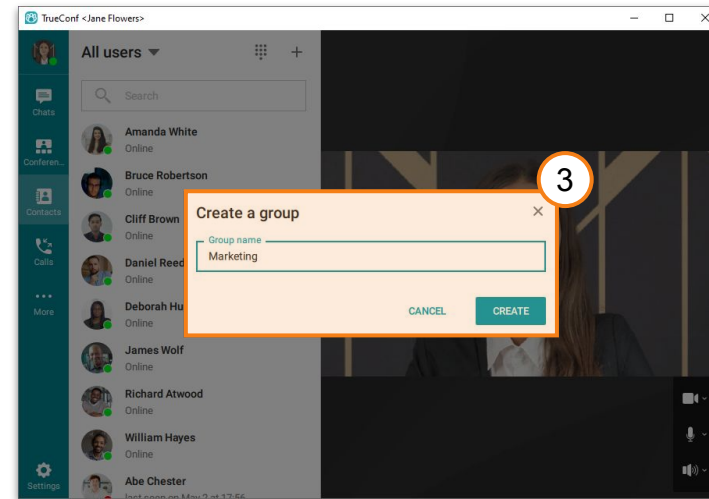
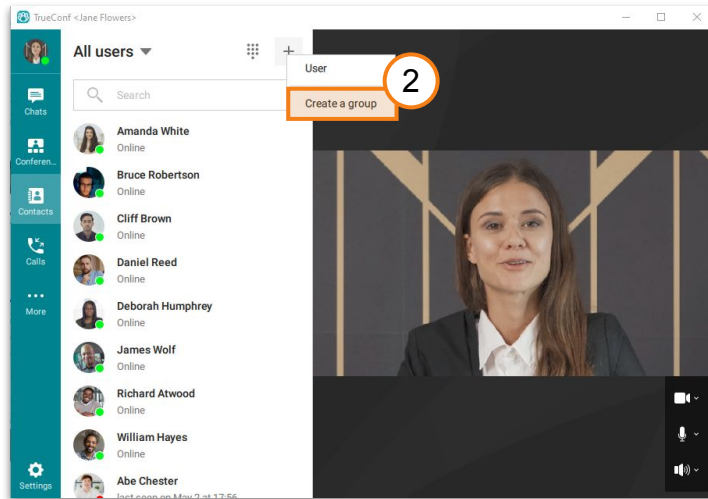


To create a new user group:

1 Click  button at the top right corner of the address book.

2 Select **Create a group** in the context menu.

3 Enter a name for the new group and click **Create**.




4 After creating a user group, you can:

- invite all group users to a conference
- add users to the group
- rename the group
- delete it.




To do this, right-click the group name and select the corresponding option.

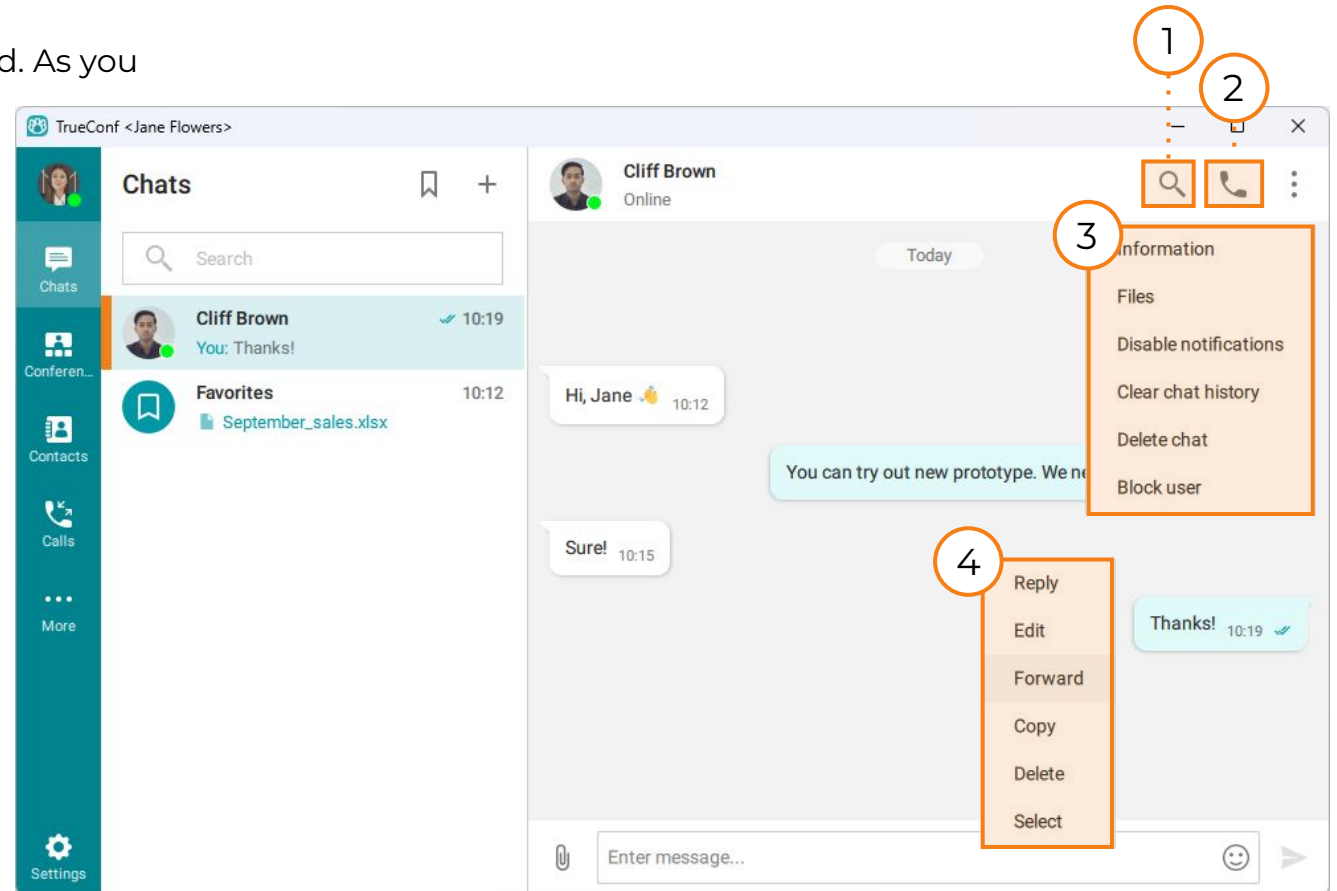
Chats and conversations



To go to the list of your conversations, click  in the application menu.



Apart from texting and exchanging files in chat you can also:

- 1 Search for messages
To do this, click  and enter your query in the search field. As you type, the matching results will be highlighted.
- 2 Call a user.
- 3 Tap  for more options:
 - view information about the user
 - display the list of all files shared in chat
 - clear chat history
 - delete the chat
 - block the user.
- 4 Right-click a message to:
 - reply to it
 - edit
 - forward it to another user
 - copy
 - delete
 - select (for example, select multiple messages and delete, copy or forward them all at once).
- 5 Use the **Favorites** chat to save messages and files from other chats. To open it, click the button 




Group chats

To create a group chat:


- 1 Click  in the application menu to proceed to your chats.
- 2 Click  and enter your chat's name. Here you can also upload a chat avatar by clicking on the icon to the left of the chat name.
- 3 Click **Create**. Select the users from your address book and add them to your chat.

Group chat features

For all participants


Start the conference – go to the selected chat and click the button  in the upper right corner of the application. The selected chat will turn into the chat of the created conference. However, it is possible to remove this binding which means that a new chat can be created for this conference.

For the owner and moderators

Appoint chat moderators – go to a chat and click the button . To give moderator rights to a participant, right-click on this person and select the option **Appoint as moderator** in the context menu. A moderator can add/remove participants, appoint new moderators, delete chat messages, and change the chat name or its avatar.

In addition to regular features such as texting, you can also check which of the chat participants have already read your message (if there are up to 20 participants in the group chat). To do it, right-click on the message.

Views: 1

 Cliff Brown

Reply


Edit


Forward

Copy

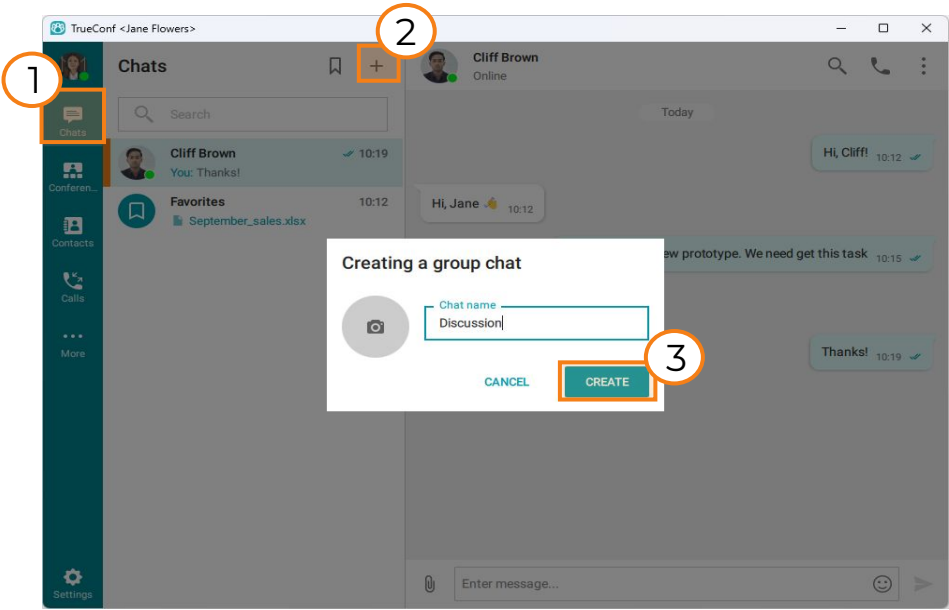
Delete

Select

Add or remove a participant: select a chat in the list of chats and click the button  in the upper right corner of the application.



Only the owner can delete the chat for all participants.



Chat settings



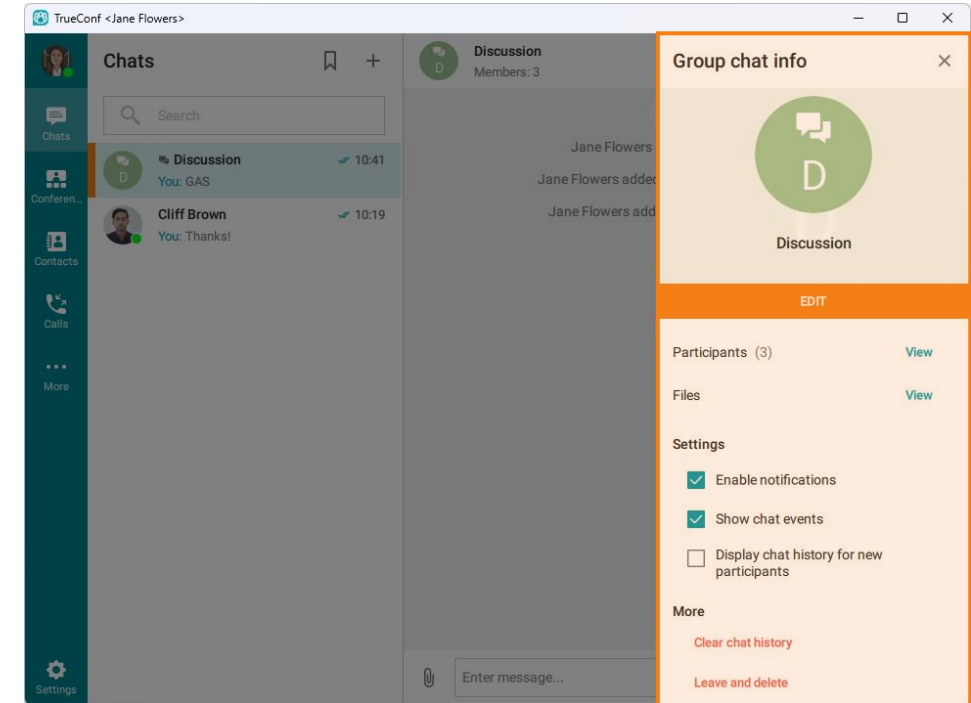
If you are the owner or moderator of a chat, you can change a number of its settings.
To do this:

Right-click on the chat and select **Group chat info** in the context menu.

On the chat info panel you can:

- set the chat avatar;
- change the chat title;
- mute chat notifications;
- configure the visibility of chat history for new participants (if this checkbox is unchecked, new chat participants won't see the messages that were sent before they joined a chat);
- configure the display of chat events (adding/removing participants, changing chat name/avatar).

You can also view lists of chat participants and sent files at this panel.



!

A virtual room or a scheduled conference with a periodic schedule will use the same group chat synchronised with its conference.

Creating a conference



You can create a quick conference with a minimum of settings, and this meeting will start immediately. It is also possible to schedule a conference or create a virtual room (a conference without a schedule).




Quick conference can only be private, i.e. without guest connections.

Every TrueConf conference can be held in four modes:

	Description	Who can be on screen (podium)
Smart meeting	Participants can see and hear only the speakers or those who share content. Maximum number of presenters on podium is set during conference creation.	Every participant who speaks or shares content. Moderator can pin any participant in the conference layout.
Role-based	All participants can see and hear only the speakers on the podium. The maximum number of speakers is set when creating the conference. When this number is reached, no one else can go to the podium, including the moderators.	<ul style="list-style-type: none">• Moderators.• Any participant invited to the podium by the moderator.
All on screen	All participants can see and hear each other.	All participants
Video lecture	Participants can see and hear only the moderators on the podium. The moderators can see and hear everyone.	Moderators

To create a quick conference:



- 1 Click the button  in the application menu to open the **Conferences** section.
- 2 In the left part of the window select **Meet now** in the **Conferences** section.
- 3 Enter the conference name and select its mode in the settings.
- 4 Click the **Add participants** button in the **Participants** section on the right side. Select the users who you want to invite to the conference and click Add.
- 5 To start the conference, click the **Start** button.



When creating a quick conference, you can activate the waiting room. To learn more about this feature, read the [corresponding section](#).

The screenshot shows the 'Conferences' section of the application. The left sidebar contains icons for Chats, Conferences, Contacts, Calls, and More. The 'Conferences' section is active, showing options for 'Meet now', 'Scheduled conferences', and 'Virtual rooms'. The 'Meet now' option is selected. The 'Conference settings' panel is open, showing a 'Conference topic' field, a 'Conference mode' dropdown, and a list of modes: 'Smart meeting', 'Moderated role-based', 'All on screen', and 'Video lecture'. The 'Smart meeting' mode is selected. The 'Other options' section includes checkboxes for 'Automatically approve join requests', 'Mute participants on entry' (checked), 'Stop participants' video on entry', and 'Put participants in waiting room on entry'. The 'Participants' section on the right shows a list of participants with a search bar and a list of names: Jane Flowers (You), Bruce Robertson, Daniel Reed, and Deborah Humphrey. The 'Add participants' button is highlighted. At the bottom right, the 'Start' button is highlighted.

Conference scheduling:



A quick conference will be started at once and will be deleted immediately after its ending. If this option does not meet your needs, you can create:

- a **scheduled conference** that will start at the specified time. Only the owner (the person who created this conference) can join this event before its start.
- a **virtual room** which is a constantly available meeting that can be joined by participants at any time until this event is deleted.

1 Go to the **Conferences** section.

2 Select either scheduled conferences or virtual rooms.

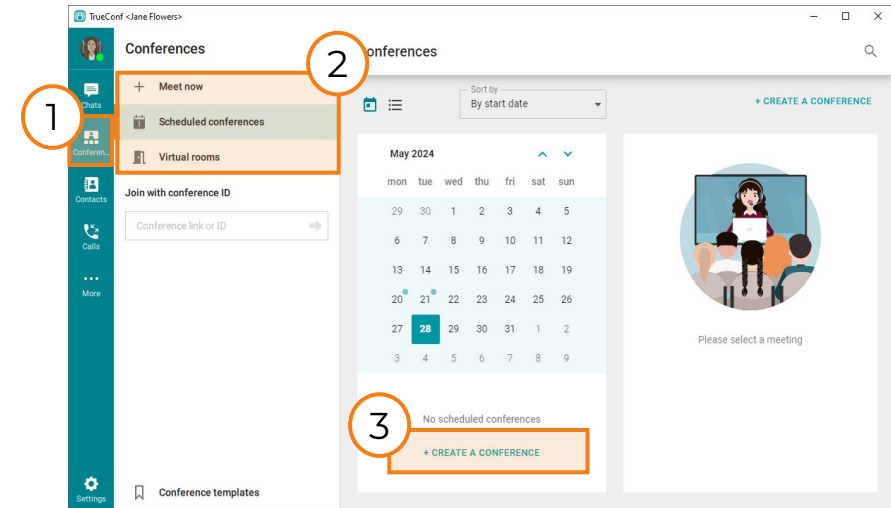
3 Click the button **+ Create a conference** in the selected section.

4 Choose the type of conference:

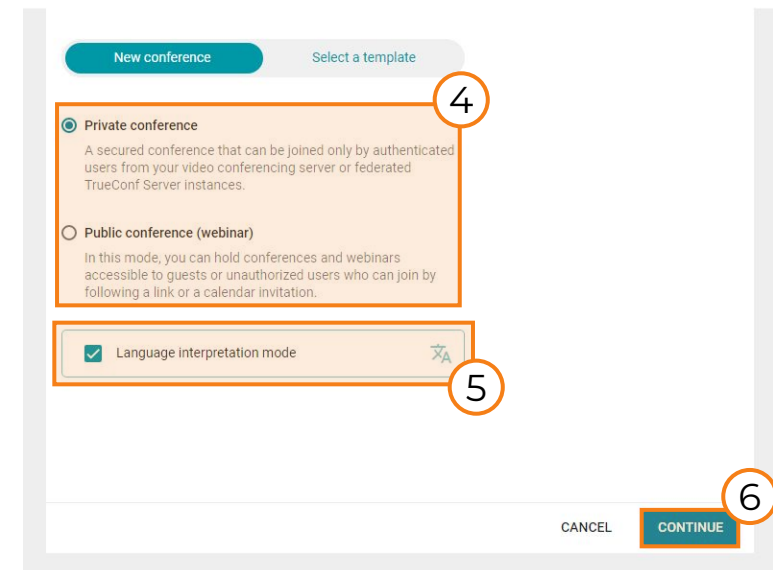
- **Private conference** (default option) where guest connections are not allowed
- **Public conference (webinar)** that can be joined by guests i.e., users who are not registered on the server.

5 **Language interpretation mode** — in such a conference, one can appoint interpreters who will translate the presentation of speakers. This feature may be helpful if you are intending to hold an international event with participants speaking different languages.


6 Click the **Continue** button.



Creating a conference



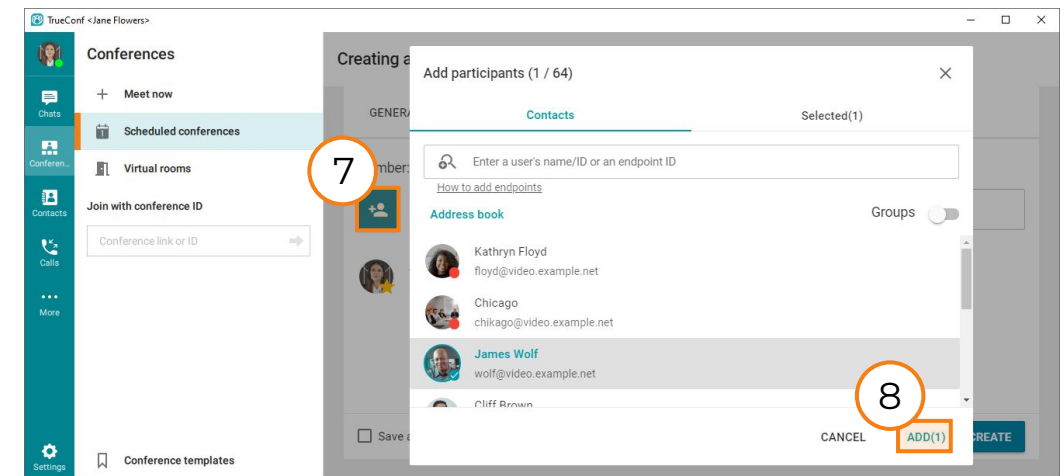
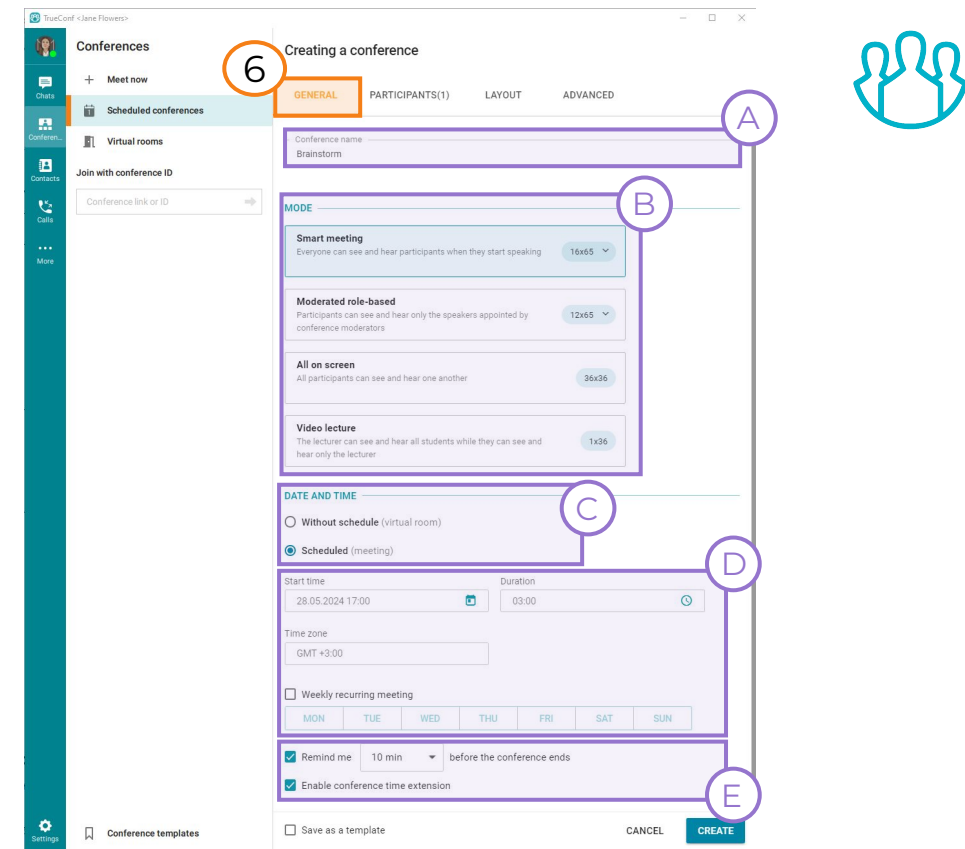
- 6 **General** tab opens. Specify:
- A. Conference name.
 - B. Conferencing mode. For role-based conference you can also specify the number of speakers on the podium and total number of participants.
 - C. Launch mode (scheduled meeting or virtual room).
 - D. Conference start time and frequency.
 - E. Time extension settings for a scheduled conference.

7 Click **Participants** tab to start adding participants (or click ).

8 Select participants and click **Add**. If you are creating a conference with simultaneous translation, go to the **Interpretation** tab to select interpreters among participants and set language pairs.

9 Double-check your settings and click **Create**.

! Any conference can be recorded. To do this, select **Enable conference recording** in the **Advanced** tab. You can also enable recording during a conference in the real-time meeting management widget. Once the conference is over, you, as the conference owner, can download recording directly from the scheduler. To do this just select a conference and then click **Download recording** or **Conference recordings** (if there are several). Read more at the "[Conference recordings](#)" slide.



Registration for the public conferences



Creating a conference

GENERAL PARTICIPANTS(1) LAYOUT **REGISTRATION** ADVANCED

☐ Enable conference registration
All users, except invited participants, will be able to join the conference only after registration

CLOSE REGISTRATION

☐ At conference start

☒ At conference end

☐ Custom date and time
Set the registration start and end time

Select start date and time

Select end date and time

☐ Save as a template CANCEL CREATE

When you select a public type of a conference, you can configure mandatory registration for guest participants. This means that anyone wishing to join your conference will have to complete the registration form first. This allows you to collect information about the participants and restrict access to unwanted guests.

1

Select the **Registration** tab when creating/editing conference.

2

Check the **Enable conference registration** box at the opened tab.

3

Then, configure the registration for your conference. Please note that you will not be able to configure the fields of the registration form if you do this in a conference that has already been created.

Creating a conference

GENERAL PARTICIPANTS(1) LAYOUT **REGISTRATION** ADVANCED

☒ Enable conference registration
All users, except invited participants, will be able to join the conference only after registration

CLOSE REGISTRATION

☐ At conference start

☒ At conference end

☐ Custom date and time
Set the registration start and end time

Select start date and time

Select end date and time

☒ Close registration when the maximum number of participants is reached (depends on the selected webinar mode)

☐ Allow authorized users to join without registration

REGISTRATION FORM SETTINGS

☐ Save as a template CANCEL CREATE

!



Please note that the webinar registration is unavailable for SIP/H.323 endpoints and RTSP devices (such as IP cameras). They can only join the the public meeting if the moderator adds them to the participant list during its creation or editing, or invites them after conference has started.

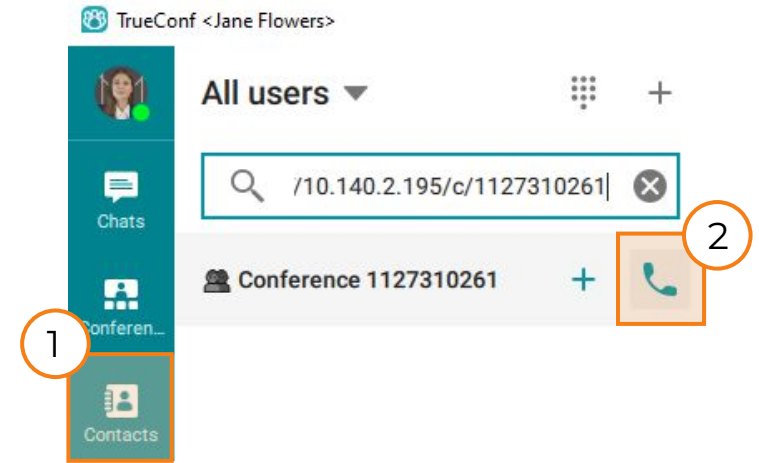
Joining a conference



For TrueConf Server users


If you have a conference join URL

- 1 Click  in the application menu to open your address book.
- 2 Enter the conference join URL in the search field and click the call button .

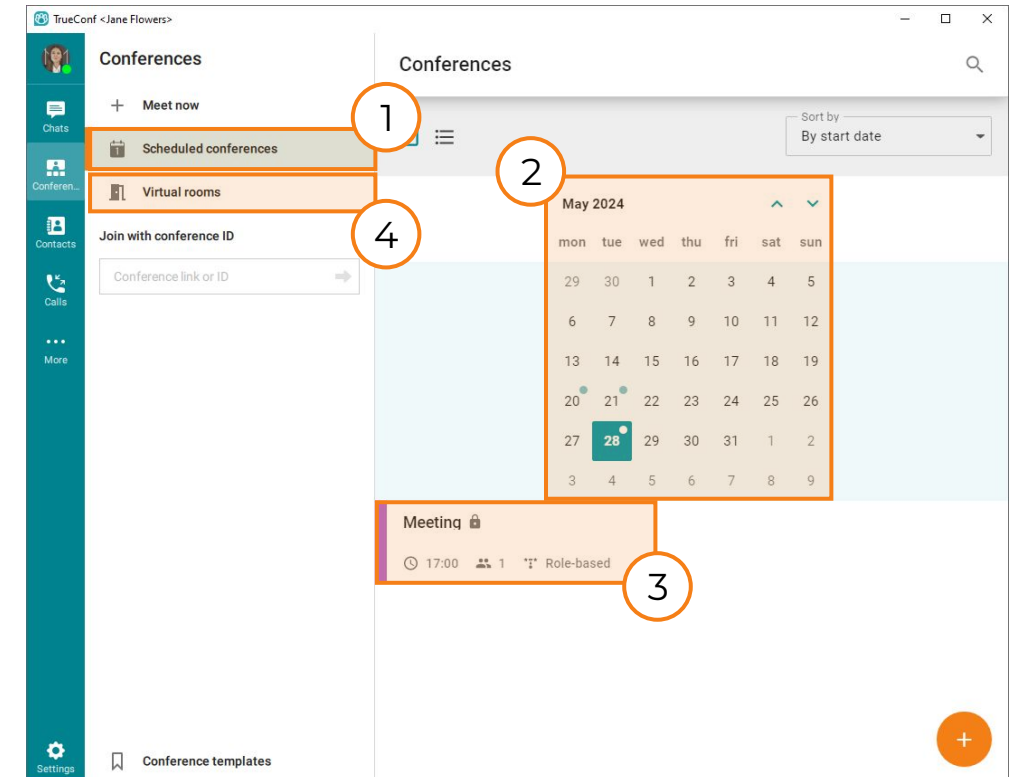


From the conference scheduler:

- ! In the scheduler you can see the list of the conferences you have created, as well as the meetings to which you have been invited as a participant.

- 1 Press  in the application menu and select **Scheduled conferences**.
- 2 Choose a necessary date in the calendar.
- 3 Select a conference from the list and then click **Start a conference**, to start it, or **Connect to the conference** to connect to the ongoing meeting.
- 4 Go to **Virtual rooms** tab for a list of permanently available conferences.

- ! If the conference is scheduled in advance, all participants will be automatically invited when the conference starts.



For guests (users that don't have an account on your TrueConf Server instance)

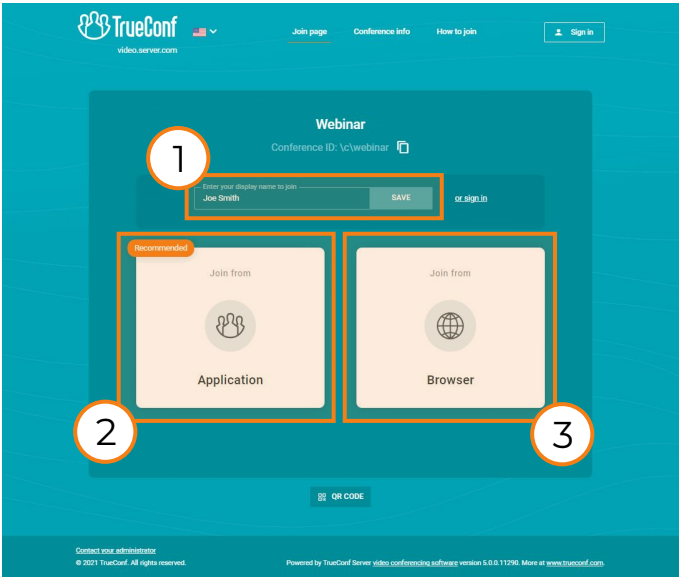


Connecting via browser:

To join the conference, you should have a conference join link. Open it in your browser.

- 1 Enter your full name and click **Save**.
- 2 If you have TrueConf client application installed, click Application. You will be connected to the conference right away.
- 3 If you don't have a TrueConf application and you don't want to install it, click the **Browser** button.
After granting your browser permissions to access your camera and microphone click **Connect**.

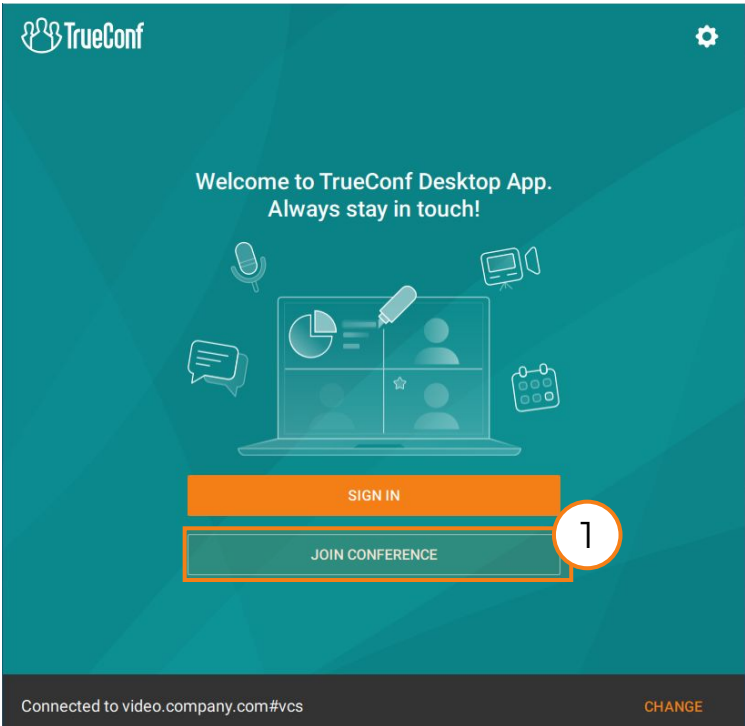
! If the conference hasn't started yet, you will see the meeting countdown on the conference web page.
You can add the conference to your Google Calendar or any other calendar right away by clicking **Add to calendar**.



Connecting via client application:

To join a conference via client application, you will need to have a link to it. However, if you are already connected to the server where the conference is hosted, knowing a Conference ID (CID) will be enough. Note that you cannot join a conference with open registration this way.

- 1 Click the **Join Conference** on the application's home page.
- 2 Enter the conference link (or the Conference ID if you are already connected to the server where conference is hosted).
- 3 A menu for configuring a guest connection will open. Enter your name, configure devices, and click the **Join** button.





Webinar registration

To join a public conference (webinar), registration may be required:

1

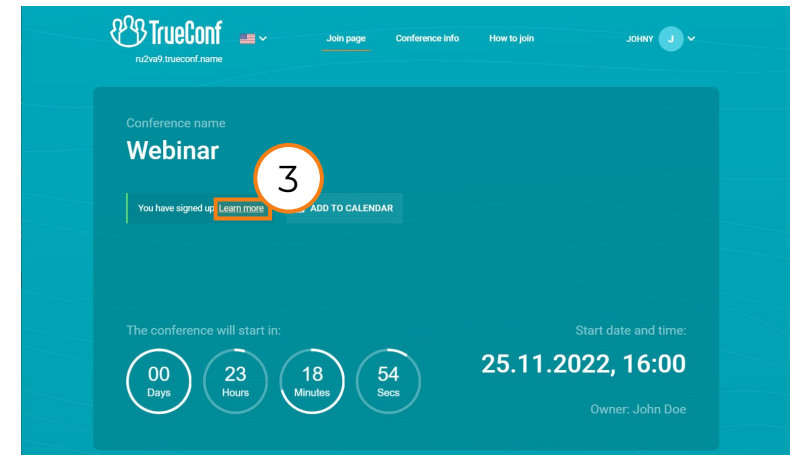
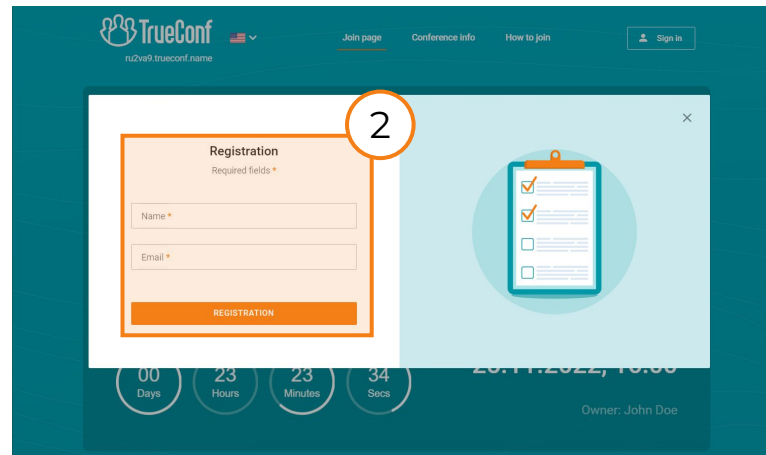
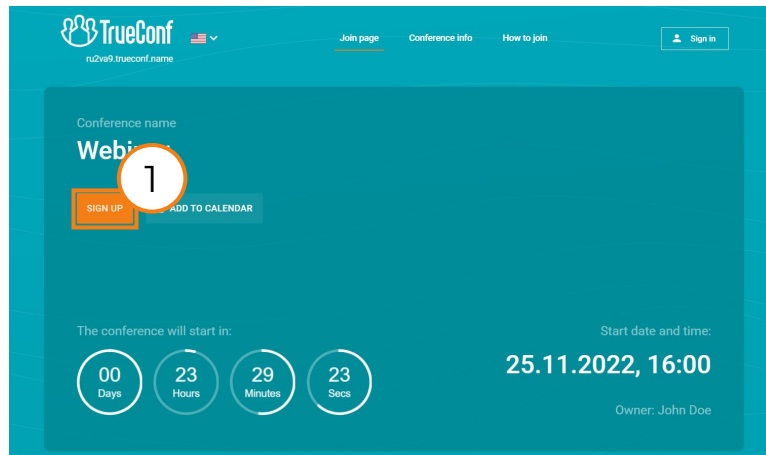
Click the **Sign up** button at the conference guest page.

2

Enter your details (required fields are marked with an asterisk) and click **Registration**. If the server is configured to send invitations, you will receive a connection link in your email. Otherwise, you will have to click the **Copy link** button in the appeared window, and save the link somewhere.

3

If needed, you can change your details by following your conference connection link and clicking on **Learn more**.





Please note that the webinar registration is unavailable for SIP/H.323 endpoints and RTSP devices (such as IP cameras). They can only join the the public meeting if the moderator adds them to the participant list during its creation or editing, or invites them after conference has started.

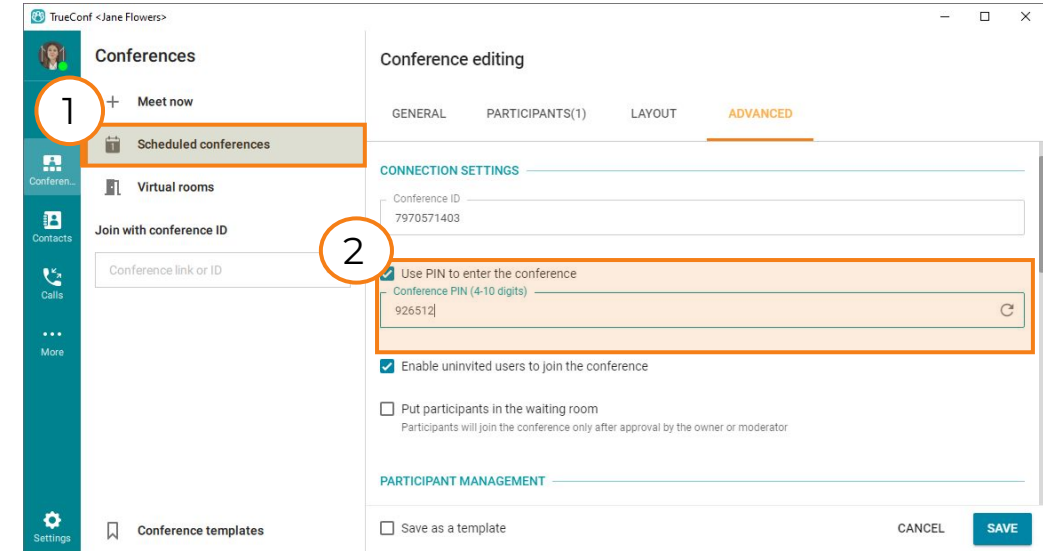
PIN-protected conference



To create a PIN-protected conference:

- 1 Click  in the application menu and select **Scheduled conferences**.
- 2 On the **Advanced** tab, mark the **Use PIN to enter the conference** box. The PIN code will be generated automatically. You can click  to refresh or set your own PIN in the field below.

! You can limit an access to unregistered webinar guests with **Registration** tab. This opportunity is described above.




Joining a PIN-protected conference

Enter PIN to enter the conference

You can request your PIN from the conference owner

Conference PIN

●●●●●●●●



JOIN


If the conference is PIN-protected, enter the PIN in the corresponding field and press **Join**.

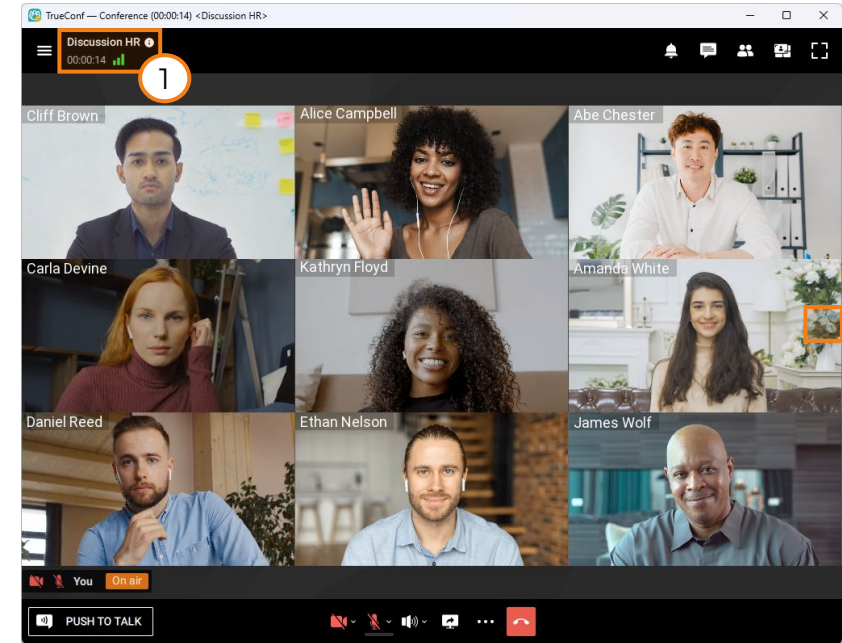
! TrueConf Server provides multiple security levels: from basic to cryptographically impregnable. TrueConf meetings are encrypted and protected from third-party access, while user data is safely stored within your company's environment.



How to change a PIN-code for the ongoing meeting

You can also change the PIN-code for the ongoing conference. To do this:

- 1 In the window of an ongoing conference, click the button  in the upper left corner.
- 2 In the **Conference info** pop-up, click the **Edit** button and you will be able to set a new PIN code.
- 3 Next, click **Save**. The specified PIN code will be saved and used every time when the conference is started.



Conference info

Conference topic

Discussion HR

Owner

Jane Flowers

CID

4044986541

Latin, numbers and -

PIN

1111

Enter 4-10 numbers

Mode

All on screen

Cancel

Save

Conference join link:

<https://10.110.2.240/c/4044986541>

☐ Lock the conference


☐ Automatically approve join requests

☐ Put participants in waiting room on entry



Conference features

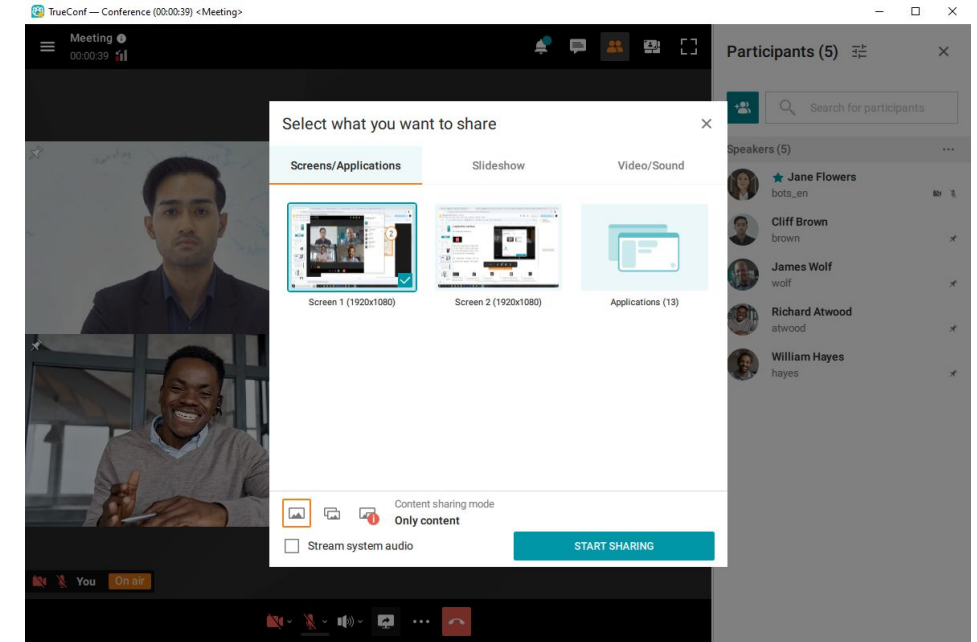
Sharing screen or separate application windows

- 1 Click  at the bottom of the conference window or the **Ctrl + S** key combination.



- 2 Select the screen or application you would like to share with other meeting participants. If you need to share audio also, check the corresponding box in the left bottom corner. Then click **Start sharing**. Content sharing will start immediately.

When content sharing starts, the application window will be minimized and the floating meeting controls will appear in the upper right corner of the screen:



You are now sharing Display 1 (1920x10...



Minimize / maximize widget



Selection of content source and management of audio streaming (button text changes depending on the broadcast source)



Annotating over the shared content (check next slide to learn more about this feature)



Shows list of participants who gained remote control over your desktop



Button for adjusting the settings of content sharing (select if content should be shared in the user's video window or in the separate stream).



Opens advanced conference controls.




Stop content sharing

Annotations over shared content



Content annotation tools can be accessed only when the entire screen (not just one of the application windows) is shared in the user's video window. If content is shared in the separate stream, annotation tools will be unavailable.

You can always make annotations over the shared content. To start annotating, click on the button  in the stream control panel. The panel with drawing tools will be displayed in the left part of your screen.



Enables a user to switch to the OS mouse cursor



Button to drag annotations



Button for drawing



Button to create text blocks



Button to add standard figures like a rectangle, square, or star



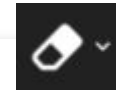
Button to activate the pointer which helps to draw the audience's attention



Button to select the color of drawings and text



Buttons to undo and redo the last action respectively



Button to delete created objects




Button that opens the menu with additional options

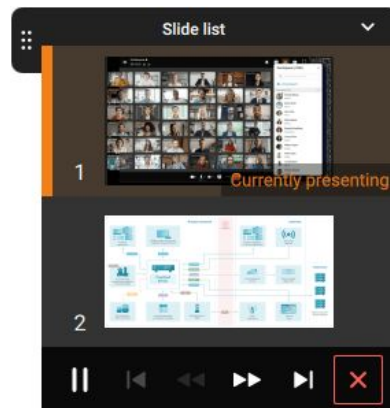
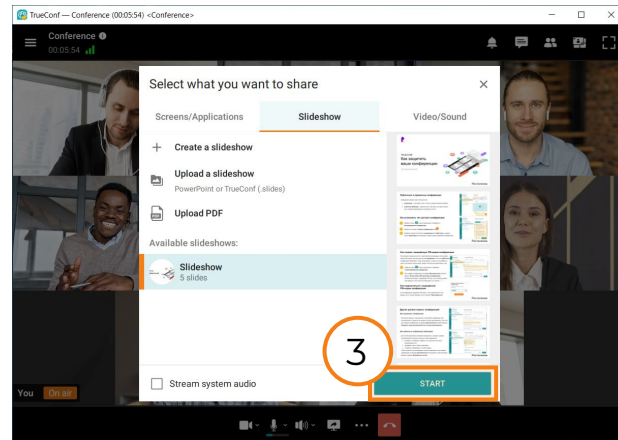
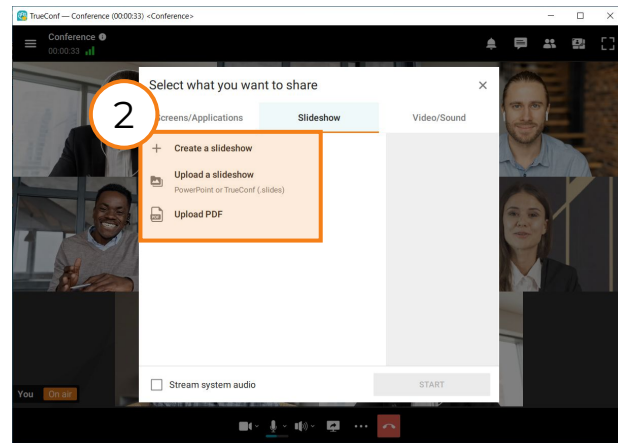
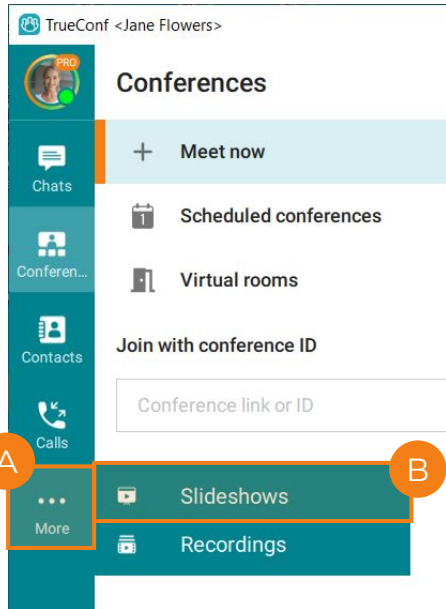


Sharing slides and PDF files




Before the conference starts, you can prepare your slides in advance.

To do this, click  in the application menu and select **Slideshows**.



If you are a Windows user and have a Microsoft PowerPoint installed, you can import your presentations from **PPT** and **PPTX** files. If you are a Mac user, you can import images and pages from PDF files.

1

Click on the  at the conference control panel. Select **Slideshow** in the context menu.

2

A slideshow window will open:




- Click to create a slideshow from images.
- To import a *.ppt / .pptx / .pdf / .odp / .slides* click **Upload slideshow**. After uploading the slideshow, click the **Start** button in the bottom right corner.

It is also possible to select a slideshow uploaded before. If you need to stream sound along with the slideshow, check the corresponding box in the bottom left corner.

3



After importing the file, click **Start**.



During content sharing a management widget is displayed. This widget includes  buttons for navigating through the slides, a  button to pause the slideshow (slideshow will not be shared when paused) and a  button to stop slideshow.

Streaming video files and system audio

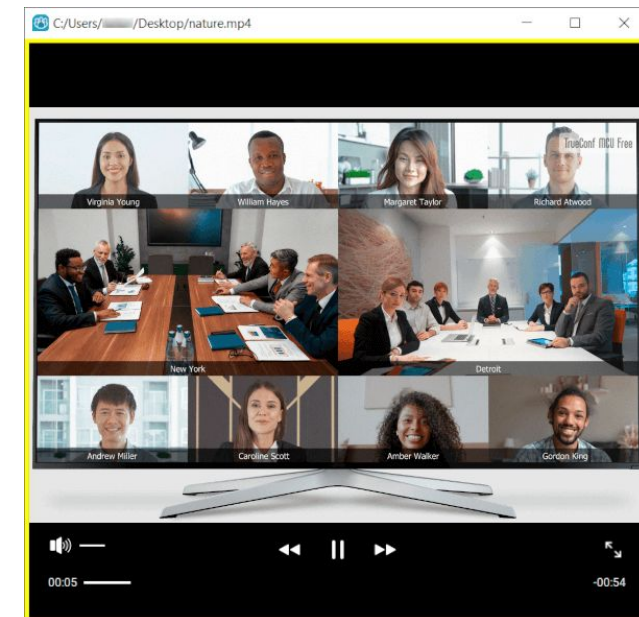
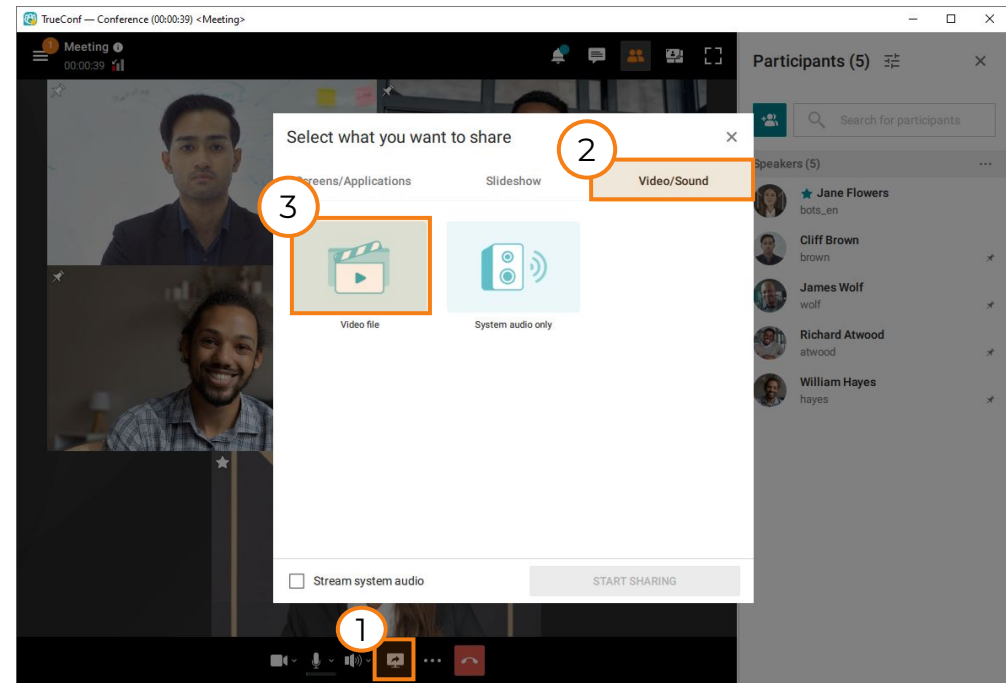
You can stream video files during a conference. To do it, take these steps:

- 1 Click on the button  in the meeting control panel.
- 2 Go to the **Video/Sound** tab in the pop-up window.
- 3 Select **Video file** in the opened tab.
- 4 The file explorer will open on your OS; here, you need to select the file that will be streamed.
- 5 Then in the Video file section, you will see the name of the uploaded file. Additionally, there will be the button . By clicking on it, you can select a different file for streaming.

! The box **Stream system audio** will be checked by default. If you uncheck this box, meeting participants will not be able to hear the audio track from the video file.

- 6 Click on the button **Start sharing**. Video file streaming will begin. There will be a separate window for managing this stream. To end streaming, close the stream management window.

! The following file formats can be used for streaming: avi, mkv, mp4, and webp.




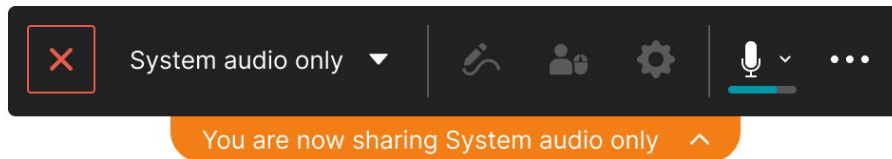
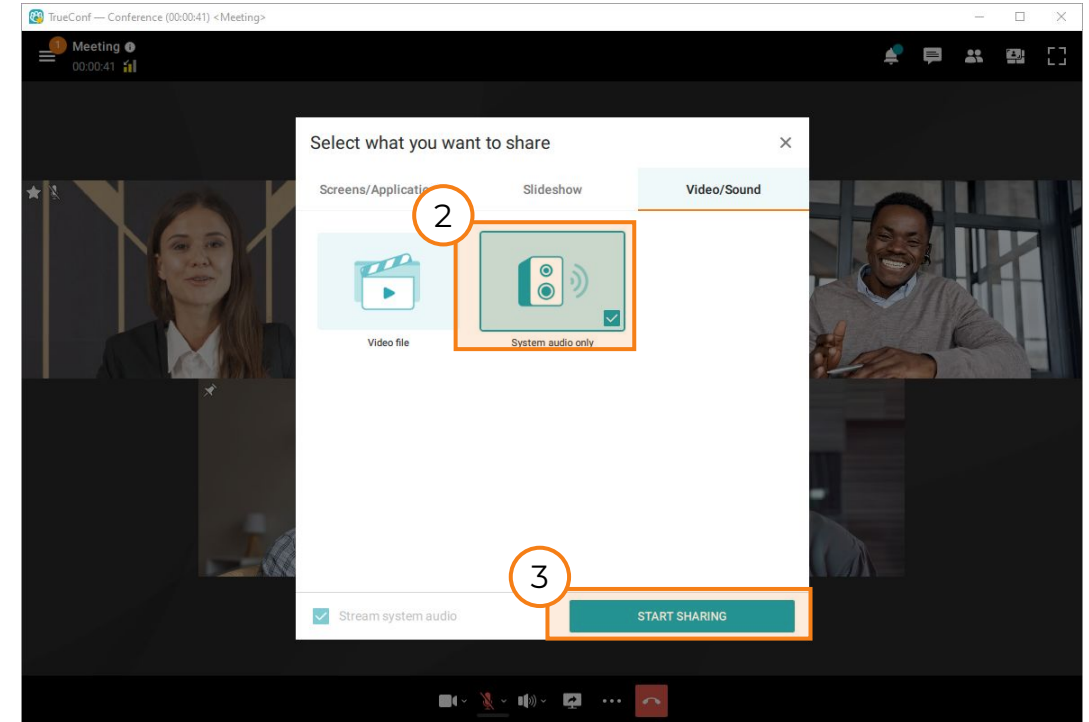


You can stream the audio from your operating system without sharing video. For example, you can play a sound track in the media player for your colleagues. To do it:

- 1 Follow the steps 1 and 2 from the video file streaming guide at this slide.
- 2 Select **System audio only** in the opened tab.
- 3 Click on the **Start sharing**.

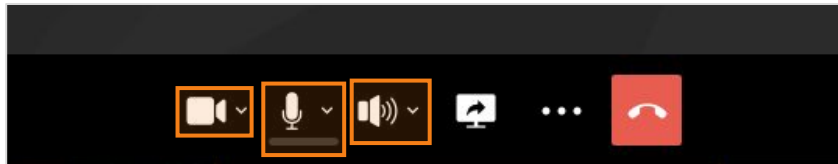
The widget of management of content sharing will appear and conference participants will hear all sounds played at the system level.

To stop sharing system audio, click on the  button on the management widget.



Turning on/off your microphone, camera, and speakers

During a conference you can turn on/off your audio and video devices in the bottom of the window:



- to mute/unmute microphone, click
- to turn on/off camera, click
- to mute/unmute speakers, click .

A muted device is indicated with a crossed icon, e.g., . Click on this icon to turn your device on.

Choosing other microphone, camera, speakers:

To switch to another device during a conference:

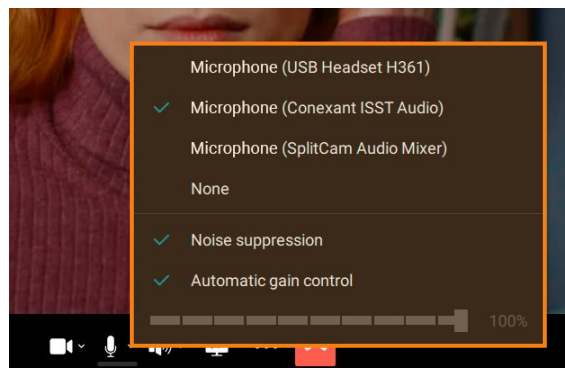
1

Click the button near the necessary device icon or right-click on on the device icon itself.

- – change your microphone
- – change your camera
- – change your audio output device.

2

Select necessary device in the list. In this menu you can also enable noise suppression and automatic gain control.



!

Even if you have turned off your microphone, you still can send an audio remark at any time during the conference.

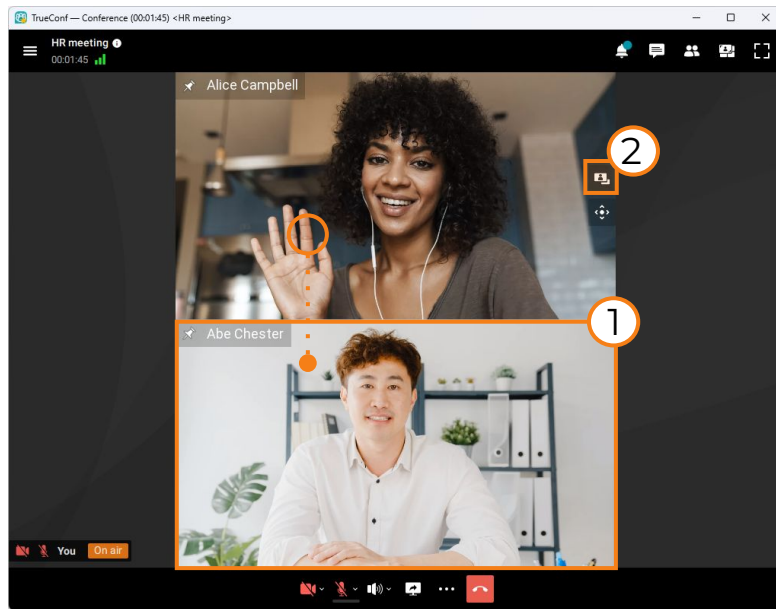
To do this, click **Push to talk** on the left side of the conference floating control panel (or **Space / CTRL + T** key combination).



!

You can also quickly switch between your cameras by clicking icon on your self-view video during the conference.

Video layout settings

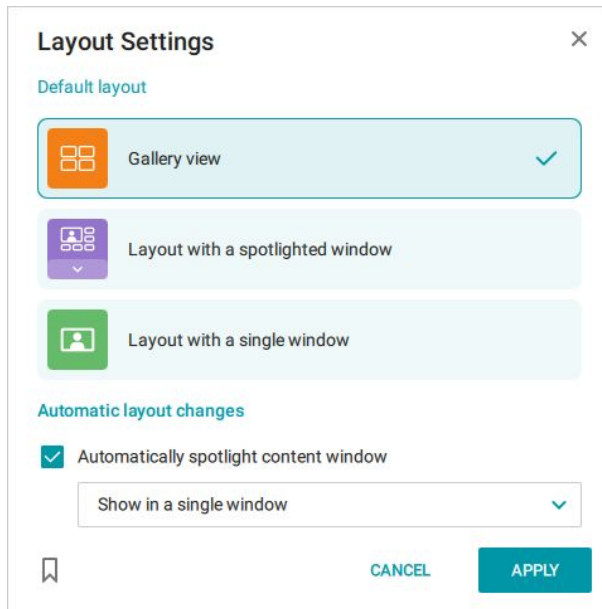


1 To swap participants' windows in the layout:

- Click and hold the window that you want to move.
- Drag it over the window that has to be replaced.
- Release the mouse button and participants' windows will swap.

2 To display a participant in a larger window:

To enlarge a window and display it in the center of the layout, double-click on this window. Other windows will be made smaller and placed around the enlarged window. To restore the previous state of the layout, double-click on the enlarged window.

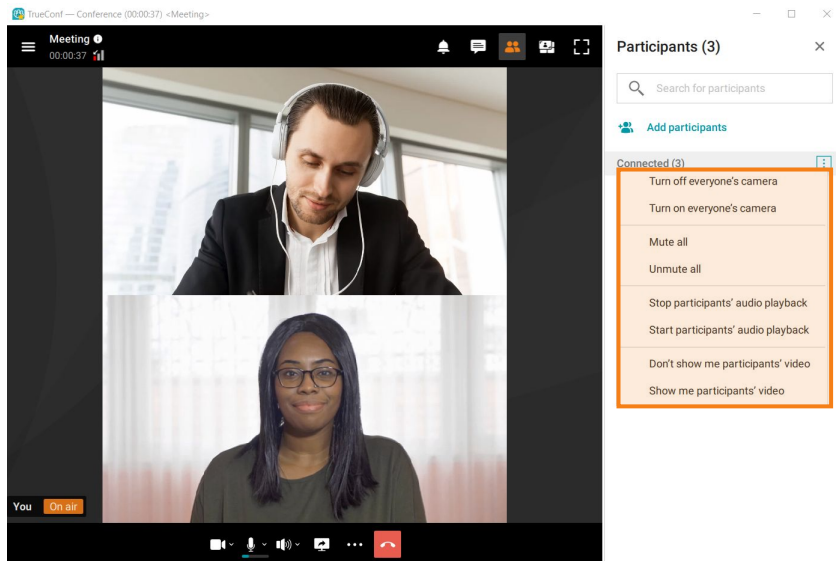
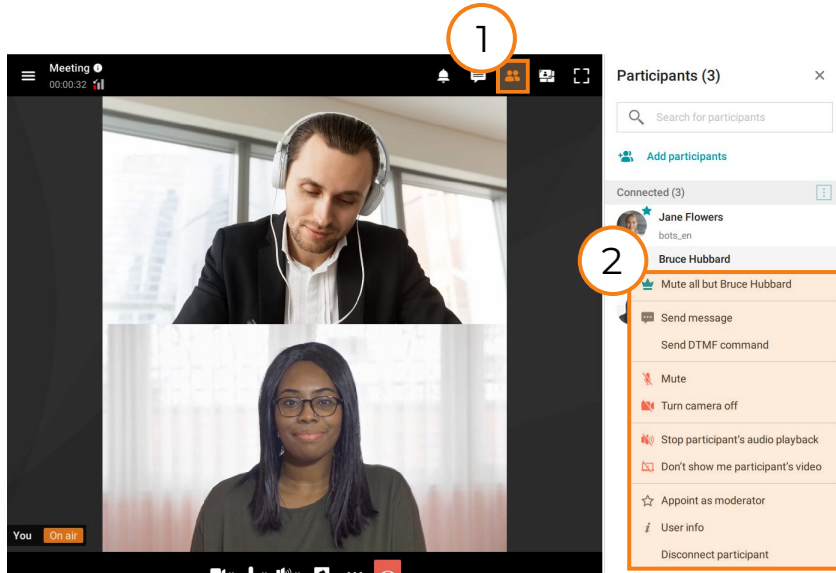


3 To make larger changes in the local layout, click


You will open a pop-up window where users can select one of the three layout types, configure the parameter **Automatic layout changes** and specify the behavior of the layout in cases when a participant's window is automatically enlarged:

- Show only the enlarged window while the windows of other participants will be hidden.
- Display the participant's video in a separate application window.
- Display the video in a spotlighted (enlarged) window in the layout.

Disconnecting member devices



1

Click the button  in the upper right corner of the conference window to open the list of participants.

2

Right-click the participant and select the necessary action:

- **Mute all, but Participant's Name** (mute microphones of all participants, except the selected user);
- Turn on/off microphone/camera (available only for conference **moderators**) to start/stop audio and video of those users to other meeting participants;
- Do not receive audio or video (available **for all**) - only you will stop receiving audio/video from a particular attendee.

!


You can perform the above actions for all conference participants at once.

To do this, click  in the list of participants and select the necessary action.

Waiting rooms

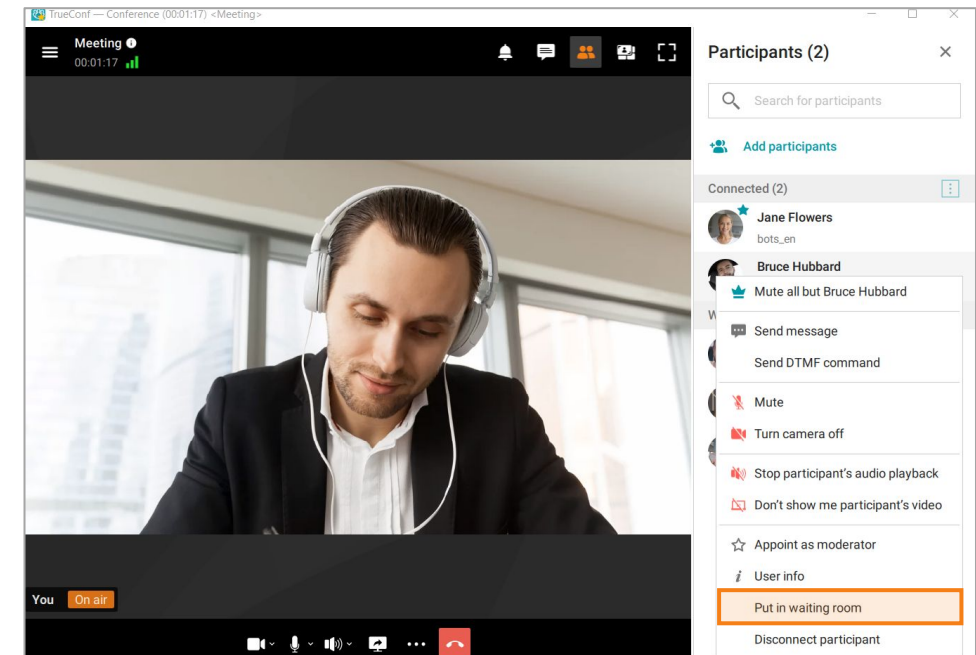
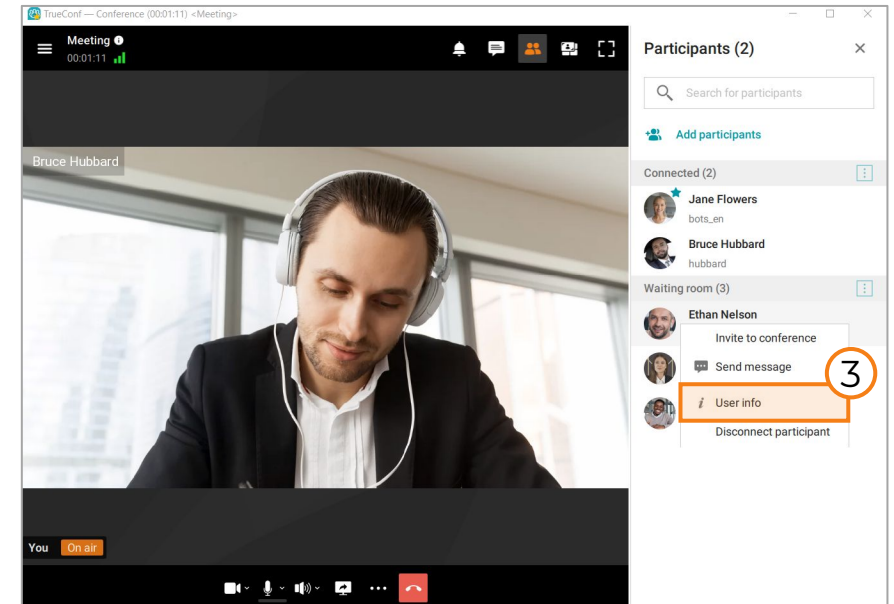
When creating or editing a conference (of any type), you can check the box **Put participants in the waiting room** in the **Advanced** tab. You will also be able to select the category of users who will be directed to the waiting room instead of joining the conference directly. The user, who is put in the waiting room, will be unable to see or hear other participants (and vice versa). Additionally, this person will be unable to access collaboration tools. A participant can be moved to the waiting room only by moderators (including the owner).

To invite user from the waiting room to the conference follow the next steps:

- 1 Click on the  in the upper right corner of the conference window.
- 2 Right-click on the participant In the **Waiting room** section.
- 3 Select **Invite to conference** in the context menu appeared.

Similarly, you can send a participant to the waiting room. To do this right-click on a user in the list of participants and select the option **Put in the waiting room**.

! Waiting rooms are available only if you check the **Put participants in waiting room on entry** box when creating a conference or editing it in real time.



Moderated role-based conference



Roles description

In a **moderated role-based conference**, only the speakers on the podium can be seen or heard.

Only the speaker can share screen and show slides.

All members of a role-based conference can be divided into two groups: the speakers and the attendees. If necessary, audio remarks can be disabled in conference settings (for all participants except the owner and moderators).

If you are a speaker, you can:

1



Take the podium

To do this, click the  **Take podium** button in the floating control panel, or use the **Ctrl + U** key combination.

To stop your presentation, press the  **Leave podium** button which will appear instead of the **Take podium** button.

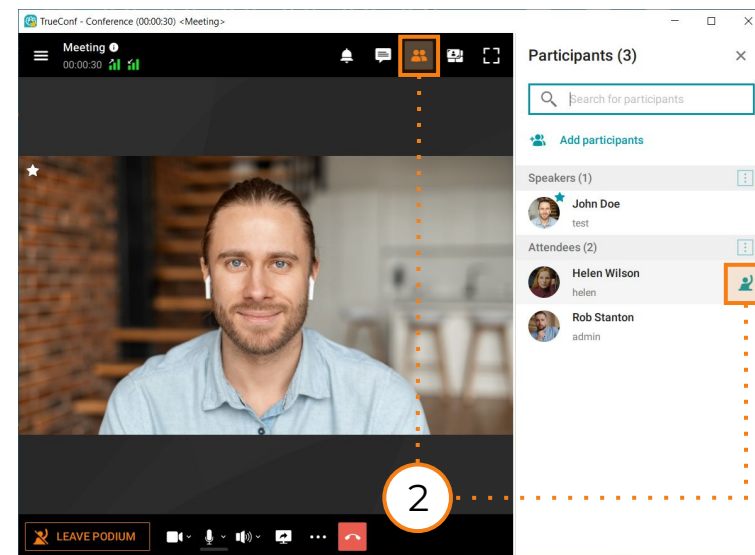
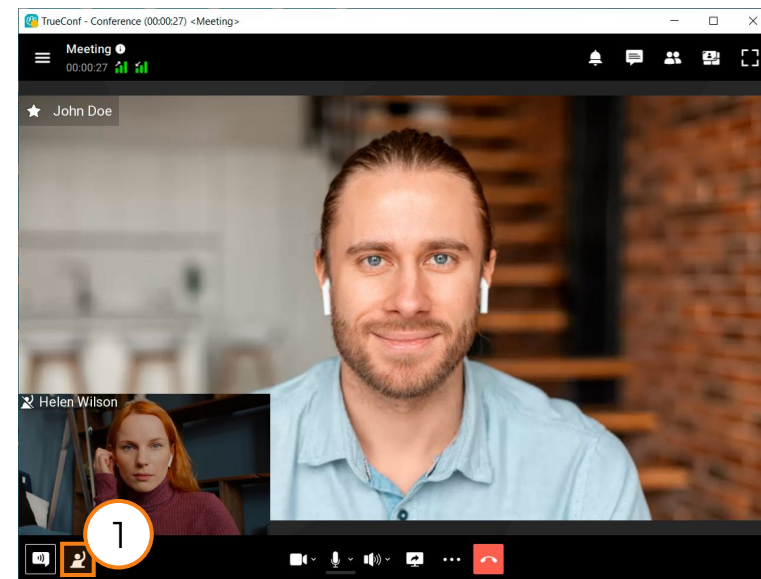
2

Invite another participant to the podium

To do this, click the  button in the upper right corner of the conference window. When the list of participants opens, move your mouse over the attendee and click .



!

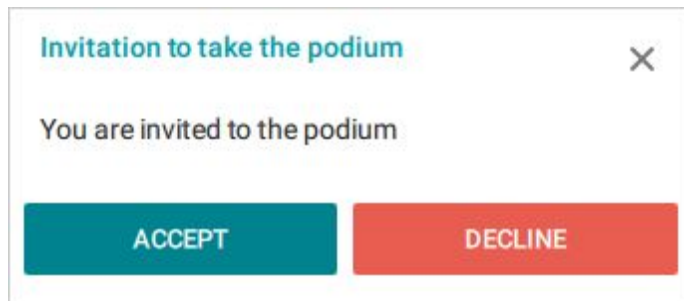
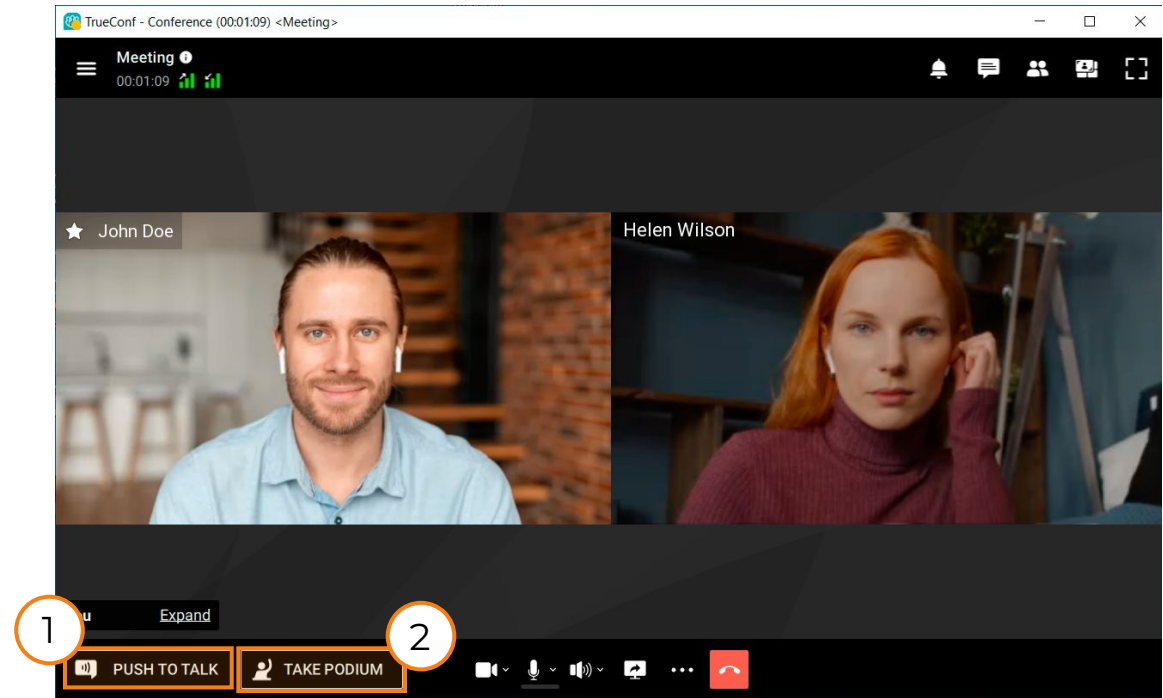
Note: when a role-based conference starts, only the conference owner automatically takes the podium (not the other speakers).





If you are an attendee, you can:

- 1 Make an audio remark without taking the podium**
To do this, press and hold down the  **Push to talk** button at the bottom of the screen (or use the **Space/Ctrl + T** key combination).
- 2 Make a presentation**
To do this, you need to send a request to the podium: click  **Take podium** at the bottom of the screen or use the **Ctrl + U** key combination.
A request will be sent to the moderator and, if confirmed, you will be added to the podium as a speaker.





- !
- The moderator can invite you to the podium, and then you will get a corresponding request. If you agree to speak, click **Accept**.

Smart meeting

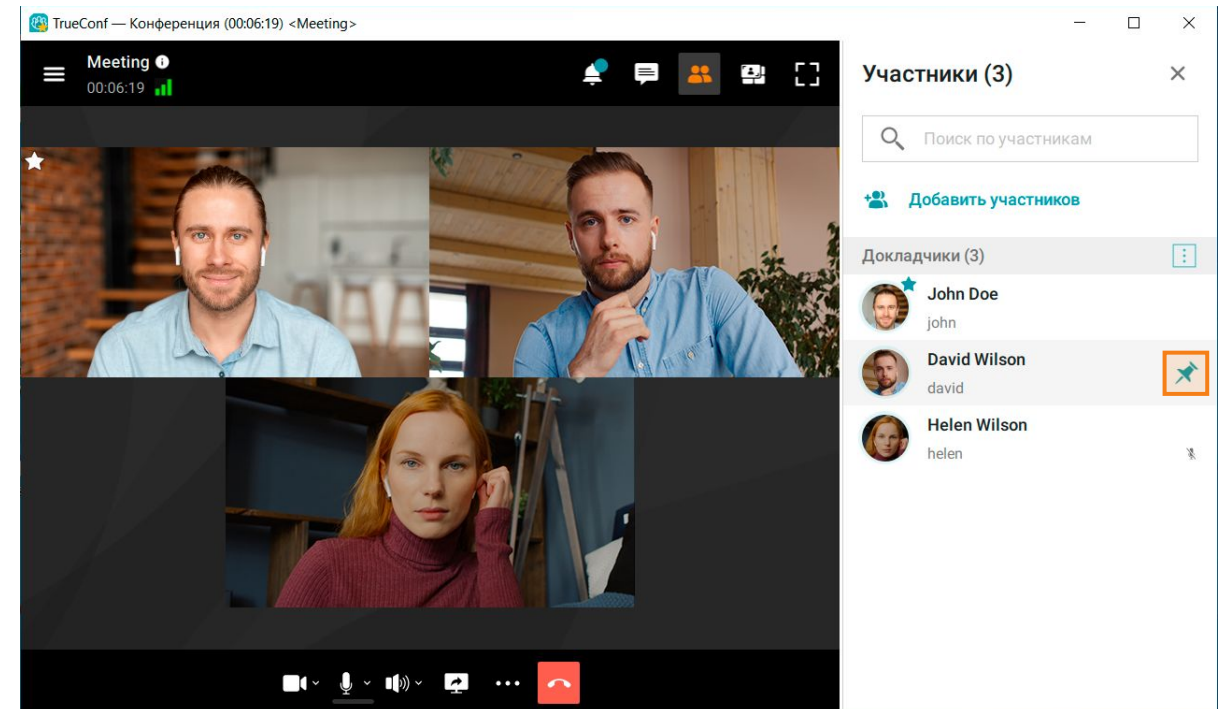
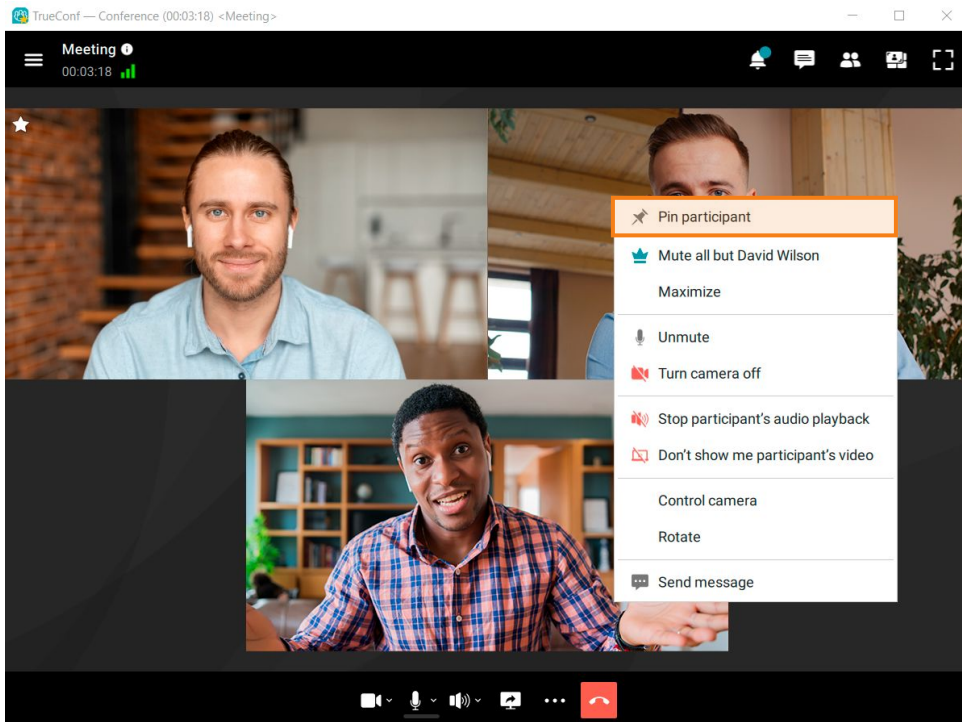


Features of smart meeting

Smart meeting mode is similar to a moderated role-based conference. The difference is that in this case the participant, who is speaking or sharing content, will be automatically displayed in the layout. If several participants are speaking at the same time, the priority will be given to the participant who is speaking louder. In smart meeting mode there can be up to 4 spots on the podium for speakers. If you are configuring the layouts manually, you can select different window types, but at least two of these windows have to be of the **Active speaker** type.




The moderator can pin any participant on the podium to make sure that this user is not replaced even when he/she is silent. To do it, right-click on this participant's video window. Select Pin participant in the context menu. It is also possible to click on the , button displayed when hovering the mouse over a presenter in the list of conference participants. Similarly, you can unpin a participant with the  button or via the context menu. When participant is pinned to podium, his microphone will be automatically unmuted.

Please note: when a smart meeting is created, the **Mute participants on entry** box is checked by default. It is done to make sure that a participant cannot take the podium by accident until he/she intentionally unmutes the microphone. This setting does not mute microphones on the side of SIP/H.323 endpoints.





Client applications that do not support smart meeting mode

Smart meeting mode is available for TrueConf client applications starting from version 8.2.1. If a participant joins a smart meeting from the application that does not support this mode, this meeting will become a moderated role-based conference for this user. In other words, he/she will need to click on the  **Take podium** button to take the podium and the moderator will see the corresponding join request. When this participant takes the podium, he/she will be automatically pinned. The moderator can also pin this participant on the podium by clicking on the  button; in this way, this participant will become a presenter. To leave the podium, this user will need to click on **Leave podium** or the moderator can unpin him/her with the  button.

SIP/H.323 endpoints and RTSP devices

The participants, who join a smart meeting from SIP/H.323 endpoints, and RTSP connections (for example, IP cameras) take the podium when they start speaking or if they are pinned in the layout just as client applications. If an endpoint with a muted microphone starts sharing content in the secondary stream, it will also be added to the layout.



Browsers (via WebRTC)

The participants who join a smart meeting from a browser (via WebRTC) take the podium when they start speaking or when they are pinned in the layout by the moderator. Such participants can become presenters even with a muted microphone when they start content sharing.

Conference mode switching

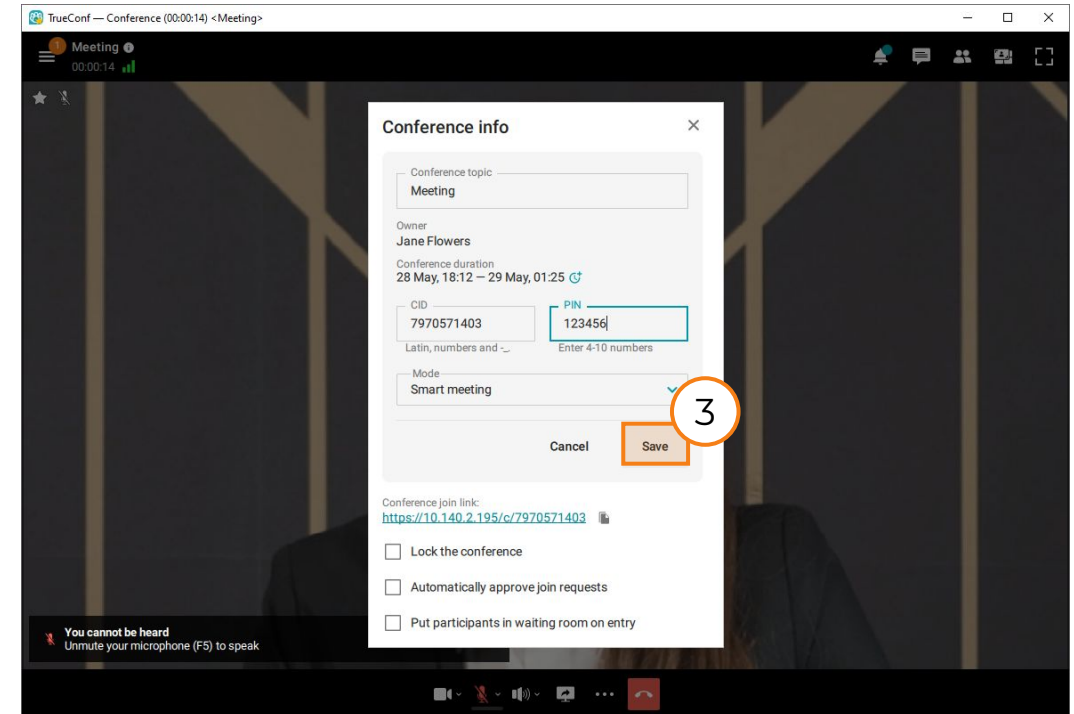
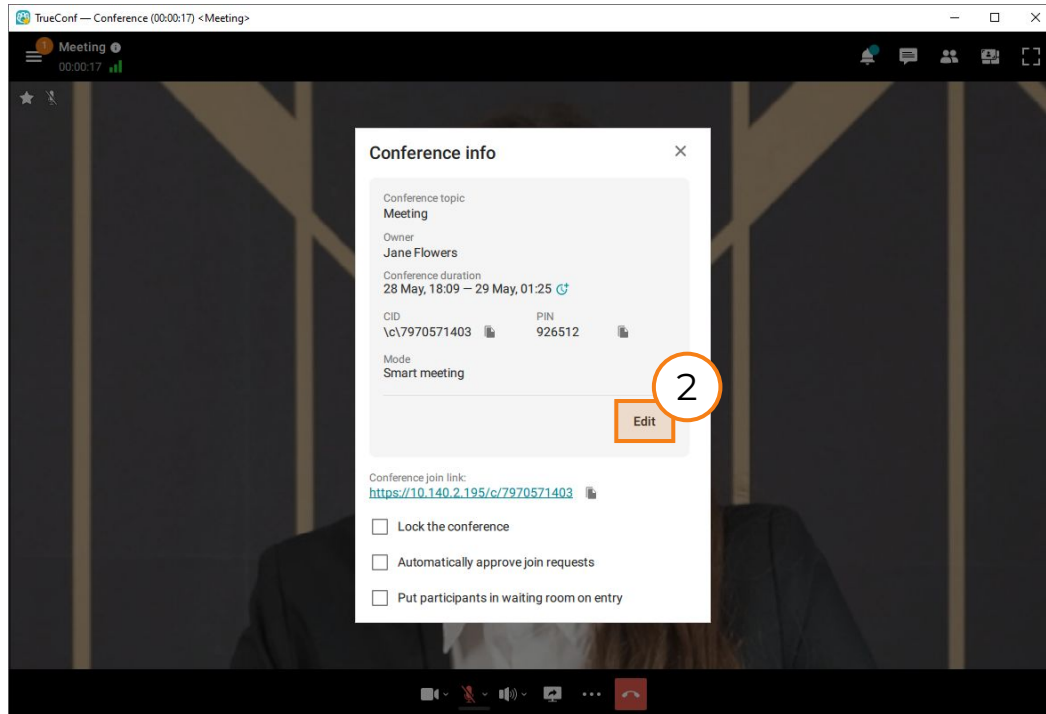


During a smart meeting conference you can switch the mode to **moderated role-based**. To do this:

- 1 Click the  button, in the top left corner of the conference window.
- 2 Click on the  button in the appeared window.
- 3 Then click on the **Switch** button. After that your conference will switch to the **moderated role-based** mode.



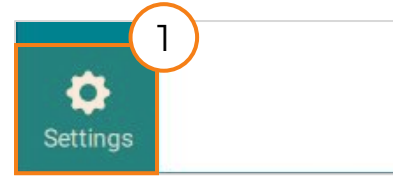
In the same way you can switch conference mode from **moderated role-based** to **smart meeting**.



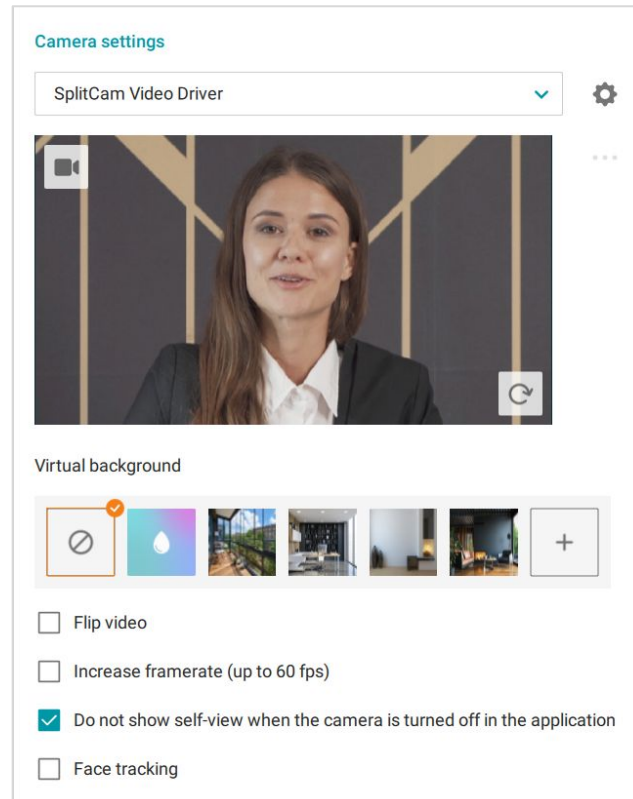


Application settings

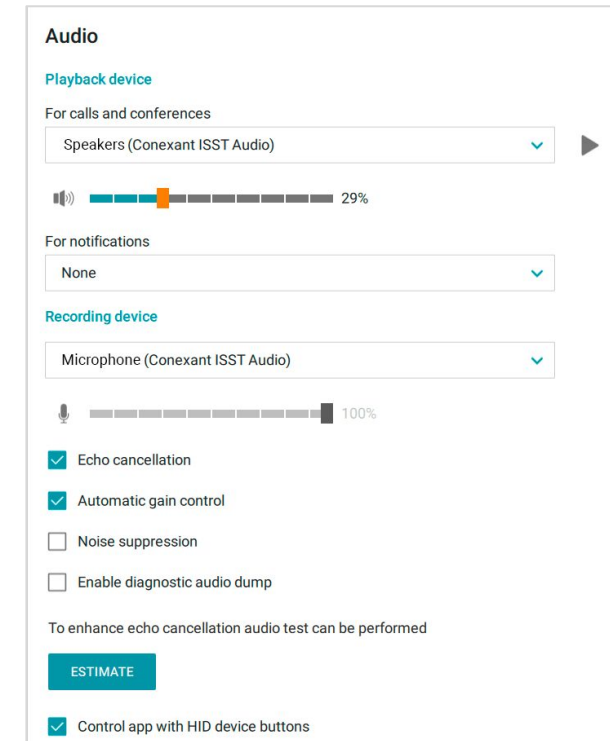
1 Click  in the application menu to open the settings.



2 To configure camera go to **Audio and Video → Video**. Here, you can set up background blurring or choose a virtual background instead of yours. In addition to the available virtual backgrounds, you can add your own. The **Face tracking** checkbox activates an integrated AI module that crops your video so that your face is always centered in the frame. Face tracking is available for cameras with a resolution of 1280x720 (720p) or higher.



3 To configure audio notifications and pop-ups, go to **Audio and Video → Audio**. Here you can make some other configurations, for example you can activate noise suppression.





4

In **Preferences → Notifications and sounds** section you can configure pop-ups: their position, events when they appear, etc.

Notifications and sounds

Pop-ups on the desktop

Location on the screen

Number of notifications: 3

General events

A user goes online

Conference requests

Request for conference participation, desktop or camera/mic control, and podium invitations

Conference events

Video or audio devices turned on/off by the moderator, conference role changes, and responses to requests

A new participant joins the conference

Chat

A new chat message

Show sender's name

Show message preview

5

Sound notifications are configured in **Preferences → Notifications and sounds**. Here you can select notification sounds for different application events.

Notifications and sounds

Sound notifications

Calls

Incoming call

Main

Outgoing call

Classic

Call/conference start

Accord

Call failure

Drum

Conferences

Conference events

Nature

Conference requests

Bell

A new participant joins the conference

Illumination

Messages

Message sent in chat

Rattle

Message received in chat

Tap

6

To access the list of all available hotkey combinations, go to the **More → Hotkeys**. Hotkeys can be reassigned. To do this, double-click on the desired combination in the **Keyboard shortcut** column and press the new key combination on your keyboard.

Hotkeys

Enable keyboard shortcuts

Action	Keyboard shortcut
Main sections	
<div>Open the dialer</div>	Ctrl + D
<div>Open the address book</div>	Ctrl + 1
<div>Open the Conferences tab</div>	Ctrl + 2
<div>Open the Chat tab</div>	Ctrl + 3
<div>Open Call history</div>	Ctrl + 4
<div>Open settings</div>	Ctrl + E
<div>Open the search menu</div>	Ctrl + F

To customize hotkeys, click on a shortcut and then press the shortcut you want to use.

RESTORE DEFAULT SHORTCUTS



7

To change the application's appearance settings, navigate to **Preferences → Appearance**.

Appearance

Theme

- ☒ Light theme
- ☐ Dark theme
- ☐ System settings

Video area

Frame color of active speaker window

- ☐ Custom
- ☒ Standard

Space between video windows

0 8

List

- ☐ Compact display of contact list

Video area background

Select the background type

Background image:

8

To configure the application's operating preferences, go to **Preferences → General**. In the **Contacts** subsection, you can set a text that will be displayed below the user name in the contact list.

General

Application

- ☒ Minimize to the tray when closing
- ☒ Sign in automatically
- ☐ Launch automatically at startup
- ☒ Set **Away** status on inactivity for 15 minutes

1 60

Calls

- ☐ Automatically receive calls and invitations
- ☐ Accept calls from contacts in my Address Book only

Contacts

Additional information about users in the contact list

- ☐ Apply these settings to conference participant list

9

In the **Preferences → Conference** section you can configure certain conference settings.

Conference

General

- ☐ Allow participants to take podium automatically
- ☐ Automatically accept invitations from the Conference Owner to take the podium
- ☒ Display the conference widget when the application window is minimized
- ☐ Remember the last widget position

Video area


- ☒ Highlight active speakers
- ☐ Do not display non-video participants in the layout
- ☒ Display names for conference participants


- ☒ Automatically hide when idle
- ☐ Always display self-view over the video layout
- ☐ Save self-view settings for video calls



Settings of the main menu

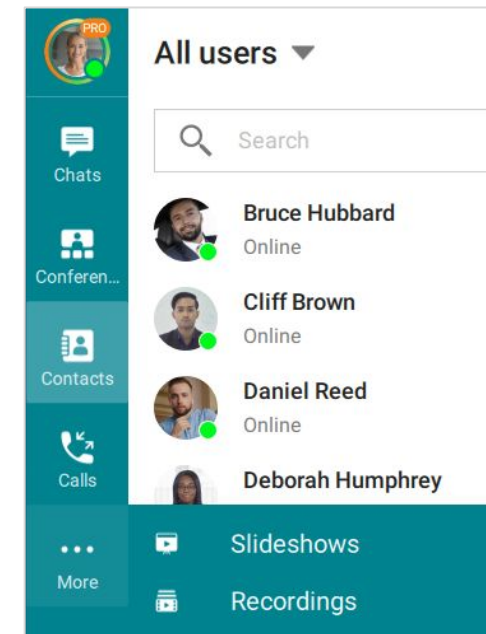
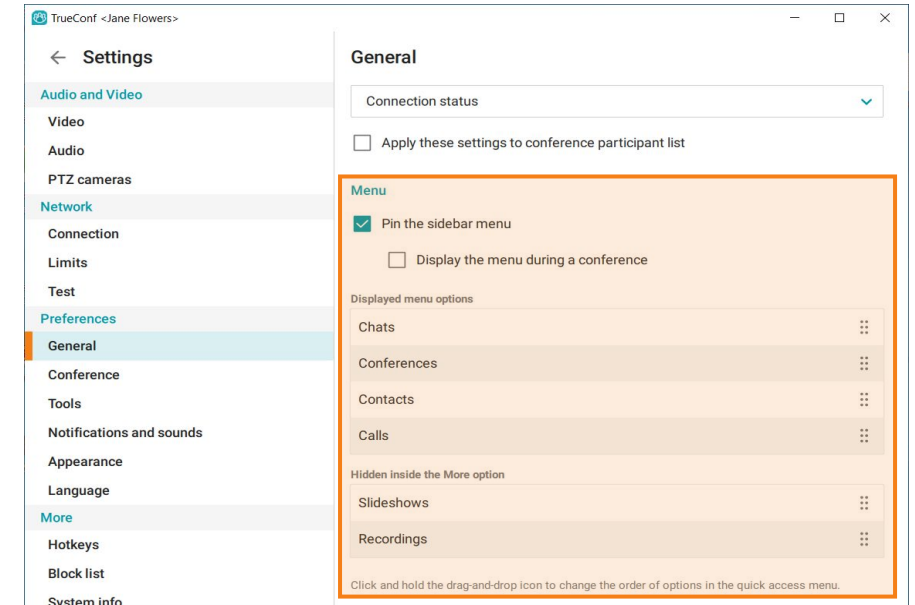
In the **Settings → General → Menu** section, you can customize the main application menu.

To make sure that the main menu is always displayed in the left part of the application window (except when you are in a meeting or have accessed the settings menu), check the box **Pin the sidebar menu** (checked by default). If the box is unchecked, the menu will be hidden under the button .

In this section you can also change the order of options that are constantly available in the main menu. It is possible to hide additional options by moving them in the **Hidden inside the More option** list. To move an option to the required location, click and hold on the button  which is opposite to the option name and drag it.

Then the options from the **Displayed menu options** block will be always displayed in the main menu, while the options from the **Hidden inside the More option** block can be found in the drop-down list that can be opened by clicking on the **More** button.

If the box **Pin the sidebar menu** is unchecked, the menu will include the options from both sections. However, the options from the **Others** block will be displayed below others under the separator bar.





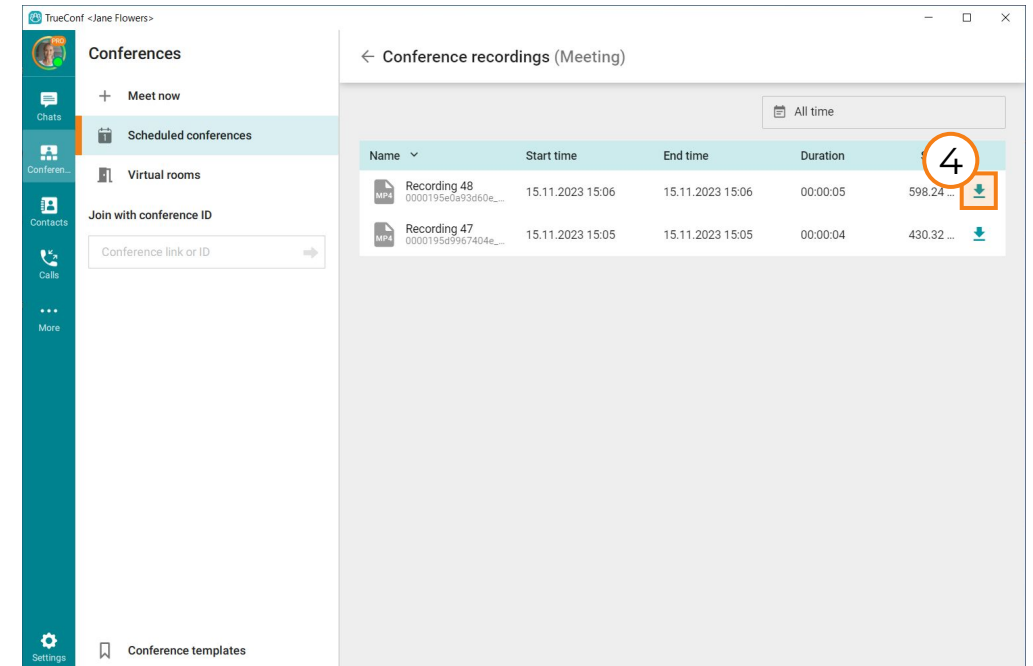
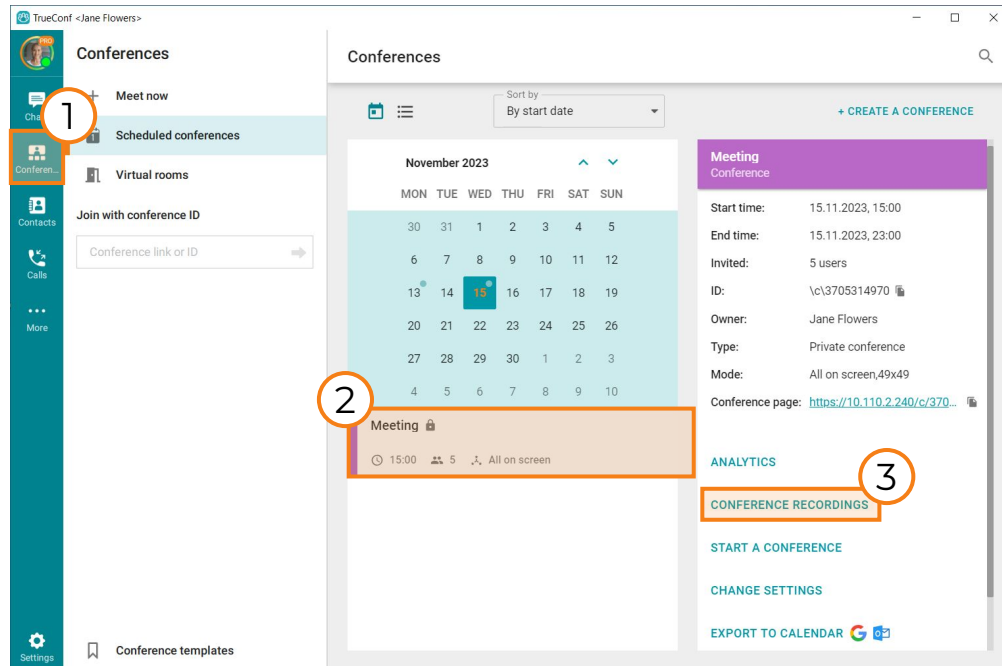


Conference recordings

Downloading of automatically created recordings

The administrator can record all conferences hosted on your TrueConf Server. Recording can be activated for all conferences, or be configured only for some of them. In the second case you will need to check the **Enable conference recording** box in the **Recording** section which is in the **Advanced** tab. Downloading of the automatically created recordings will be available only for the conference owner. To download conference recording:





- 1 Click on the  button in the application menu to navigate to **Conferences** section.
- 2 Choose a conference which recording you want to download.
- 3 In the new menu, click on the **Download recording** button.
- 4 If there are multiple recordings of a conference, the **Conference recordings** button will be displayed instead of **Download recording**. If you click on this button, you will see the list of available recordings. To download the selected recording, click on the  button.

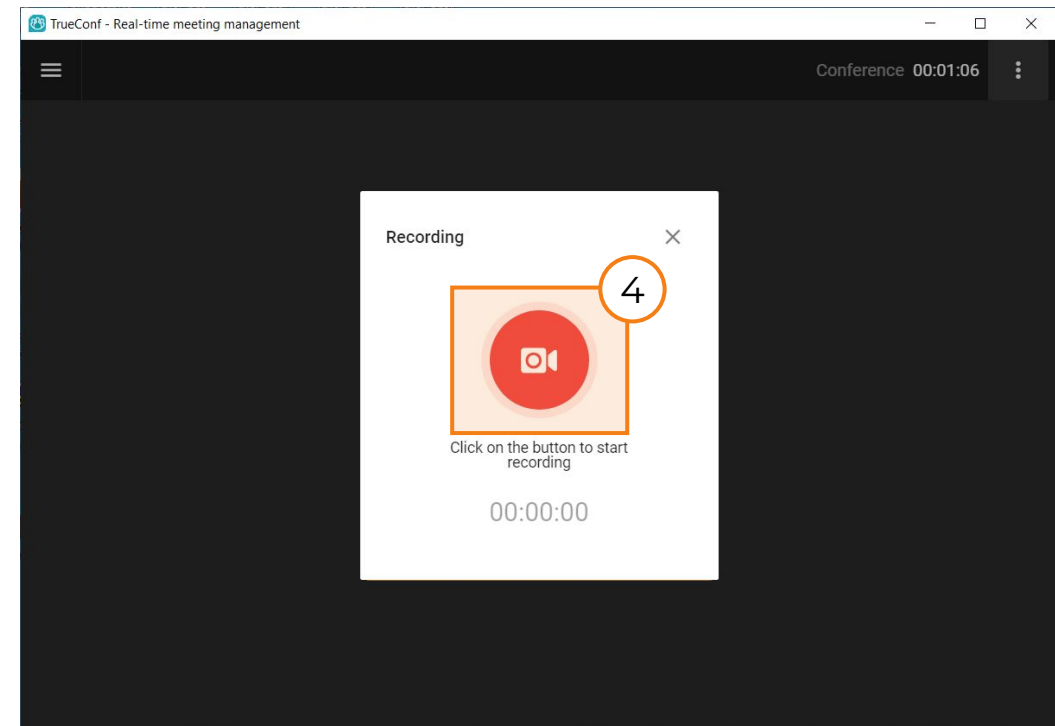
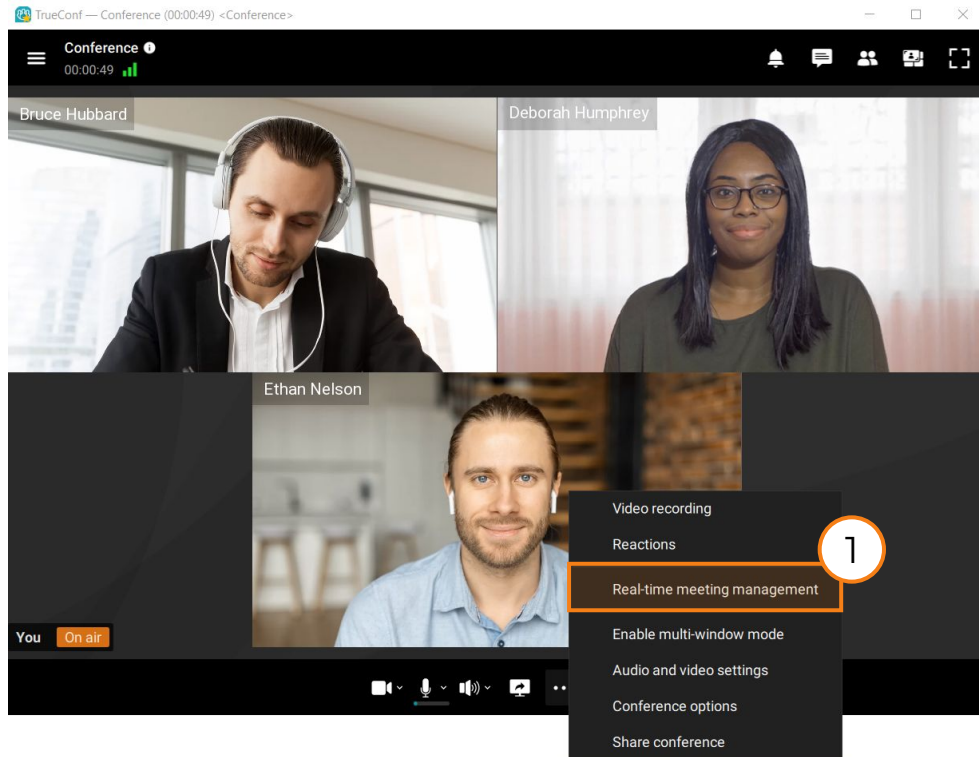


Controlling a recording during a conference



The conference owner can control a recording that is stored on the server. To do this:

- 1 Click the  button on the conference control panel and select **Real-time meeting management** in the context menu.
- 2 In the top right corner of the appeared window click on the  button.
- 3 Choose **Recording**.
- 4 Click on the  to start a conference recording. You can stop the recording and save it on server by clicking  button. The recording can be downloaded as described in **Downloading of automatically created recordings** section.

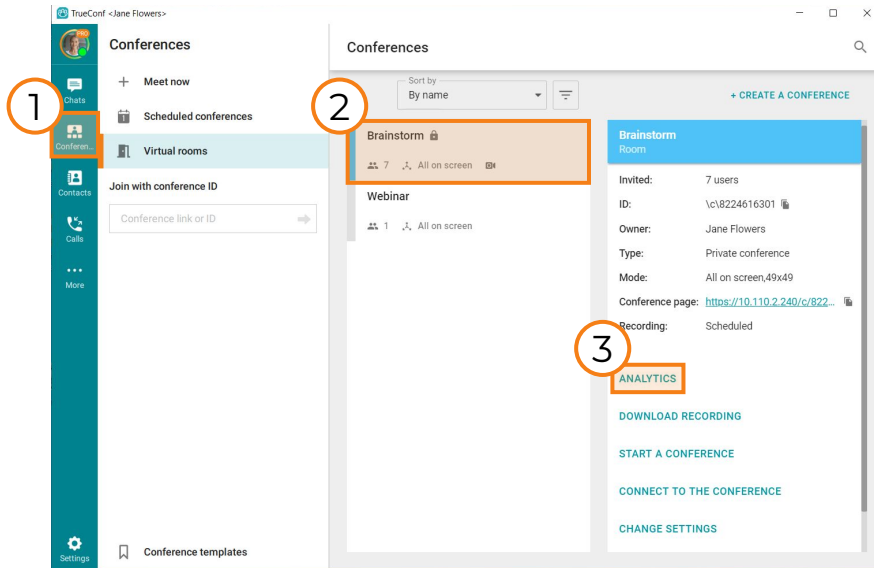





Analytics: extended reports

Viewing the analytics

In scheduler you can view the detailed information about conference participants and their activity:



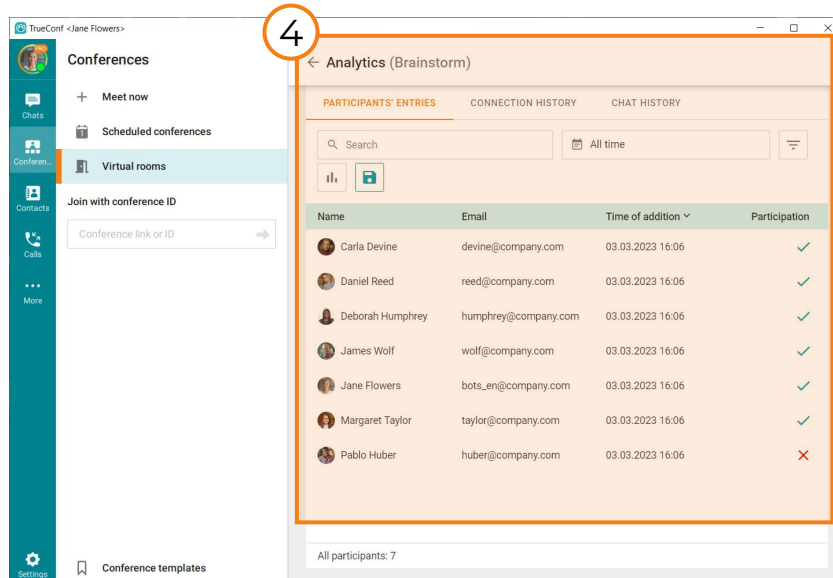
1 Click on the  to navigate to **Conferences** section.


2 Click on the conference for which you want to check the analytics.

3 Click on the **Analytics** button in the conference card.

In analytics section you can explore next conference data:

- 4
- Information about participants.
 - Connection history.
 - Messages sent to the common chat.



It is also possible to search within these data and apply filters. If necessary, any list can be saved to a csv file. To do it, click on the  button.