

# TrueConf for Android

User guide



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# 1. Setting up

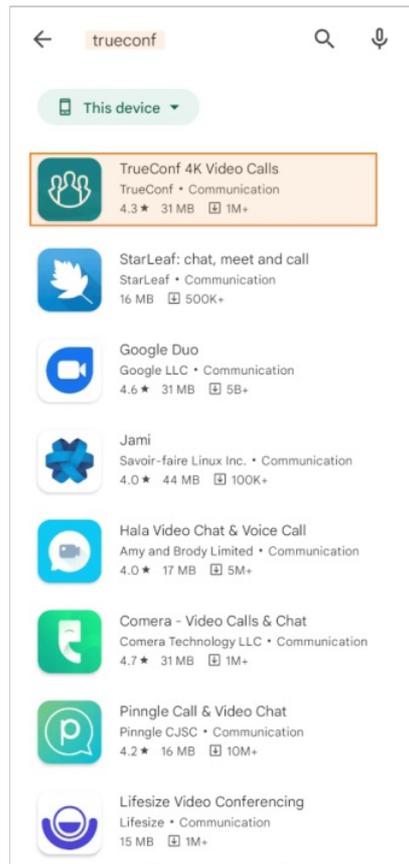
## 1.1. TrueConf for Android client application features

- Enjoy 4K (Ultra HD) video calls and conferences with a frame rate of 60 fps.
- Run meetings with up to 1,000 participants (up to 1600 using UDP Multicast mode).
- Sign in using popular social networks as well as your Google account.
- Push notifications.
- Hardware video encoding.
- Adapted both for horizontal and vertical screen orientation.
- When you raise the phone to your ear, loudspeaker mode is automatically disabled.
- Page-by-page display of video windows in the layout.
- Try different video conferencing modes: video call (point-to-point) and four types of video conferences – all on screen, smart meeting, moderated role-based conference and video lecture.
- Private meetings for registered users and public webinars with guest connections.
- Schedule conferences, create virtual rooms, and send email invitations to meeting participants.
- Point-to-point video calls can be run directly between the users bypassing the server.
- In a moderated role-based conference, attendees can send a podium request to the moderator or make an audio reply (without taking the podium), while moderators can invite users to the podium or remove them from the podium.
- Smartphone screen sharing.
- Slideshow.
- Call landline and mobile phone numbers.
- Call SIP/H.323 and RTSP devices.
- Text chats. You can send offline messages in personal chats, while group chats are only accessible during conferences.
- Configure settings for automatic downloading of files received in the chat depending on the type of network connection.
- Chat history, including group chats of the meetings that have already finished.
- Add and remove participants while the conference is in progress.
- Full local and LDAP address book support (adding and deleting contacts, editing contact information, searching and blocking contacts).
- Call history log.
- Built-in echo cancellation algorithms.
- Synchronize the address book when using TrueConf Online cloud service.
- Block incoming calls from the users that are not in your address book.
- Block messages from the users that are not in your address book.
- Automatic call answering.
- Prohibit your video window recording during a call or a conference.
- The widget with conference controls buttons which is displayed if a different application is opened during a meeting or if you are sharing content or showing slides.
- Select a ringtone for notifications about incoming calls.

- The ringtone and vibration signal for chat notifications.
- Ability to set restrictions on the speed of network connection.
- Create group chats that can be escalated into a group conference with all chat participants in one click.
- Change the conference mode on the fly.
- Pin a conference participant in the layout in smart meeting mode.

## 1.2. Installing the application

TrueConf for Android client application is available for free on [Google Play Market](#) .



If needed, you can [download the APK file](#) to install the application.

## 2. Getting started

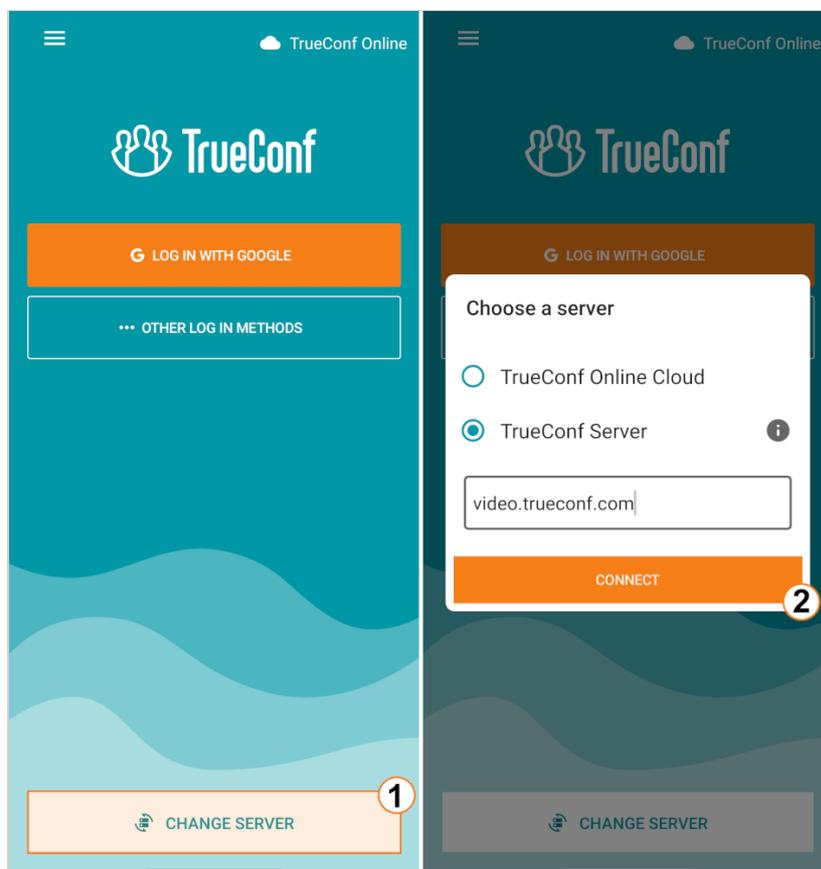
When the application is opened for the first time, you will see the authorization screen. Here, you will be able to:

- [Connect to a different video conferencing server](#) (the application connects to TrueConf Online online cloud service by default)
- Sign in to the cloud service with social network accounts: to do it, tap on the **Other log in methods** button.

### 2.1. Connecting to the corporate video conferencing server

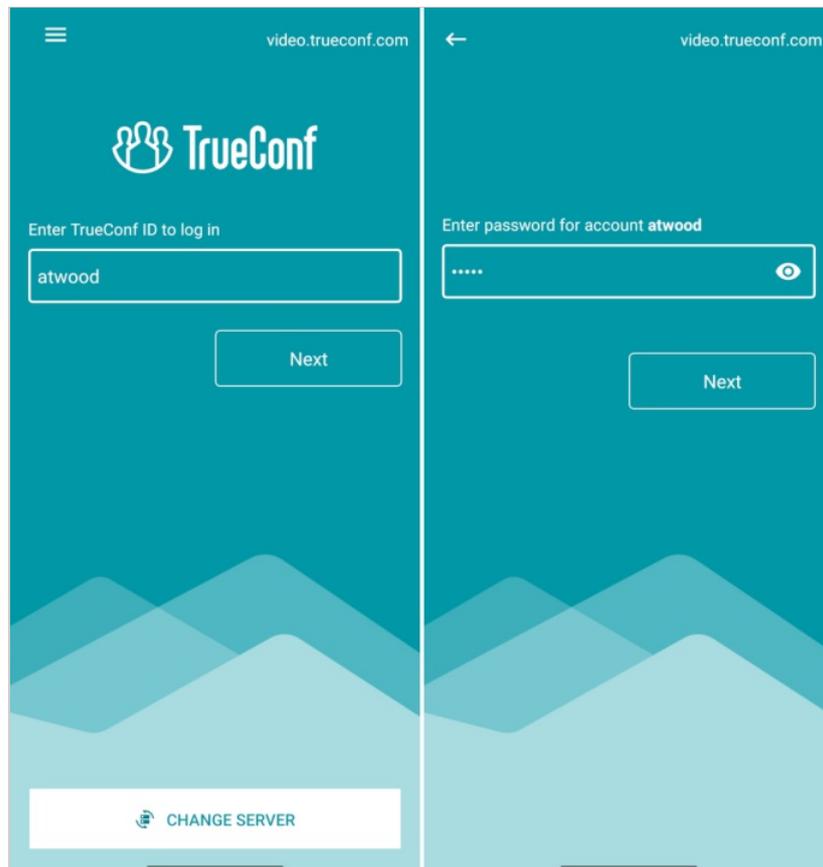
To connect to your [TrueConf Server](#), please take the following steps:

1. Tap on the **Change server** button.
2. In the pop-up window, choose **TrueConf Server** and enter your server's IP address or domain name, e.g., *server.company.com*. Then, tap **Connect**.



### 2.2. Signing in

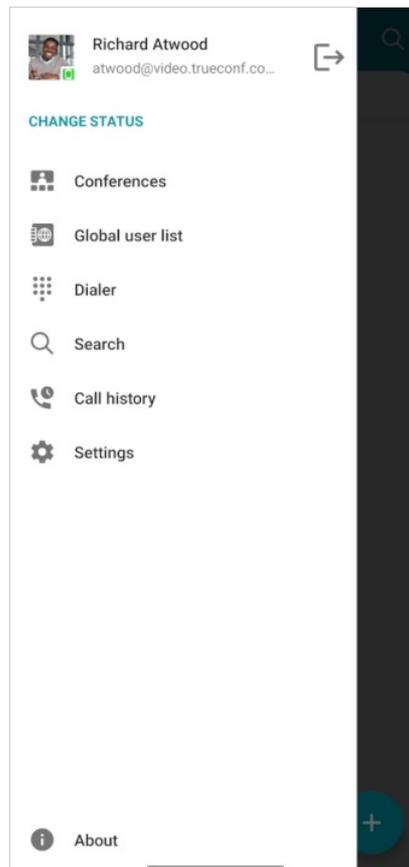
After the connection has been established, enter your TrueConf Server account credentials: [TrueConf ID](#) and password.



When you sign in, you will see the [main screen](#).

## 2.3. Main menu

To go to the main menu, tap on the  button.



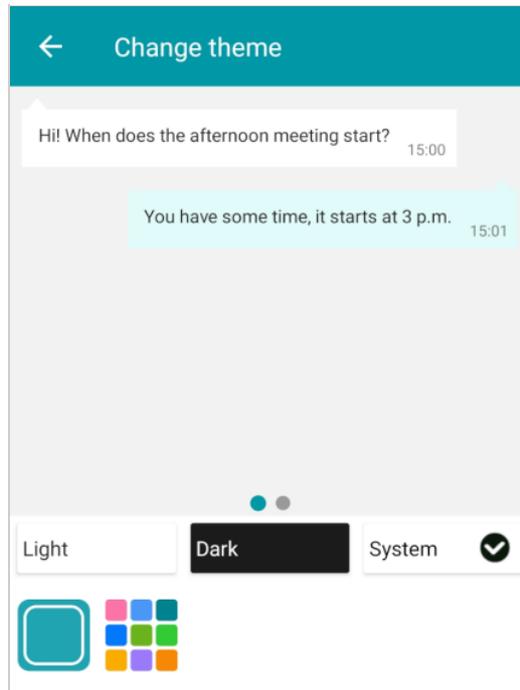
## 2.4. Application settings

In the **Settings** section you will be able to:

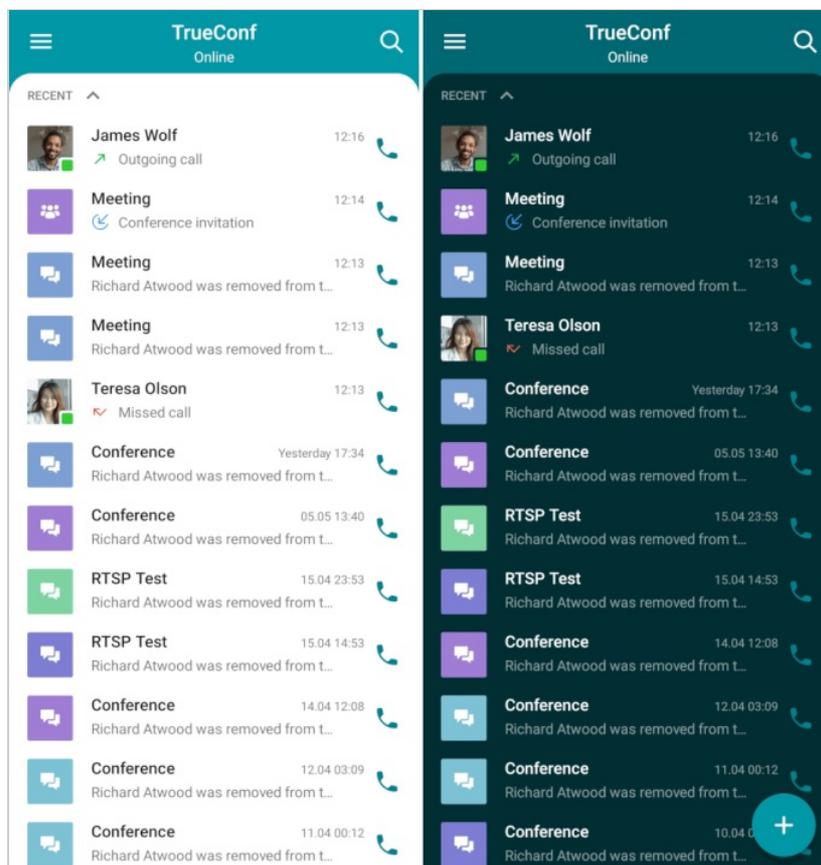
1. [Sign in with a different account](#)
2. Select the [conference performance mode](#)
3. Block calls and messages from the users who are not in your address book
4. Configure settings for automatic call answering
5. Select a default call type.
6. Select the vibration signal and ringtone for calls and messages
7. Clear call history
8. Mirror your self-view video
9. Configure settings for automatic downloading of files received in the [chat](#) depending on the type of network connection.
10. Prohibit direct connection to make sure that [one-on-one calls](#) are always routed through the server.
11. Disable address book contact syncing when using TrueConf cloud service.
12. Enable the group display of users and configure the settings for sorting participants' names.
13. Change [visual settings](#).
14. Configure permissions for recording your video window during a call or group conference.
15. Manually set bitrate restrictions for incoming and outgoing streams.
16. Disable proximity sensors.
17. Enable log collection which may be needed by our [our technical support](#) if any bugs occur.
18. View information about your app version.

## 2.4.1. Visual styles

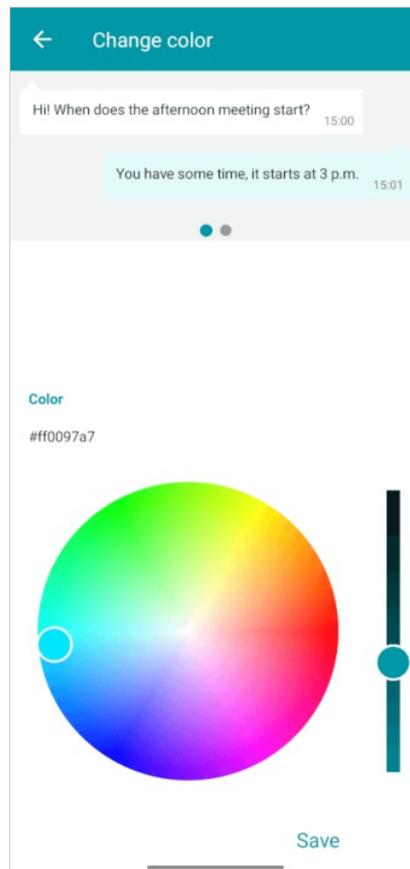
You can change the application theme: in the [main menu](#) go to **Settings** → **Appearance** → **Change theme**:



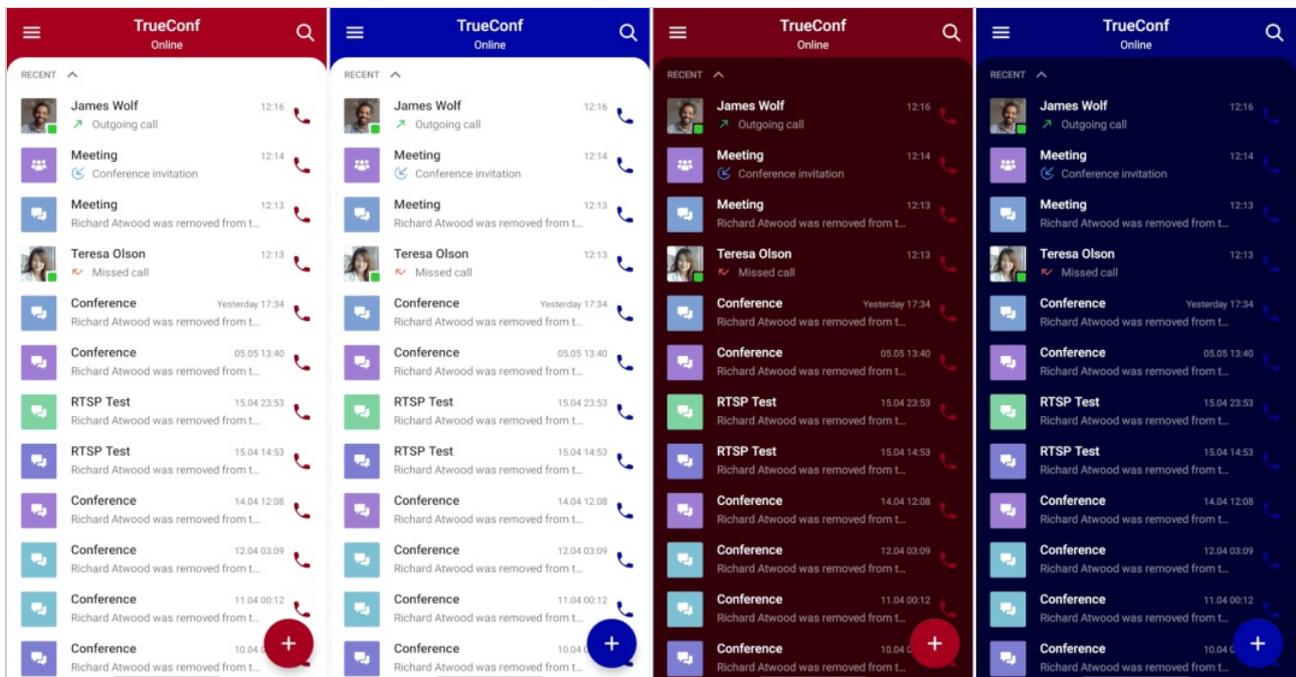
Switch to the **Dark** option to enable the dark mode or select **System** so that the application could adapt to the theme used on your device.



To select the color, tap on :

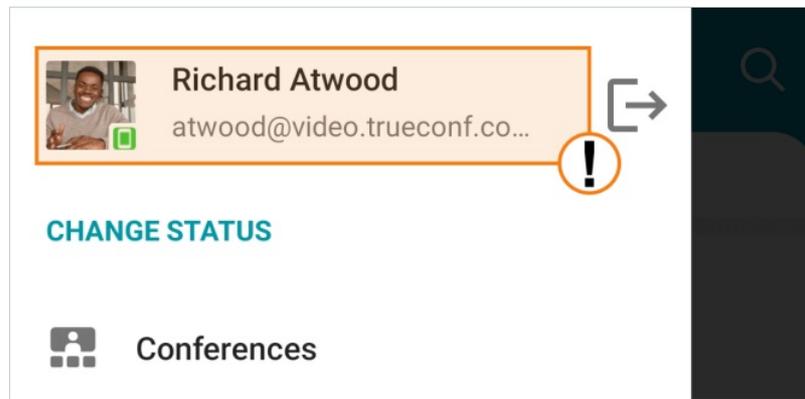


Depending on the selected color and theme, the application may look in one of these ways:



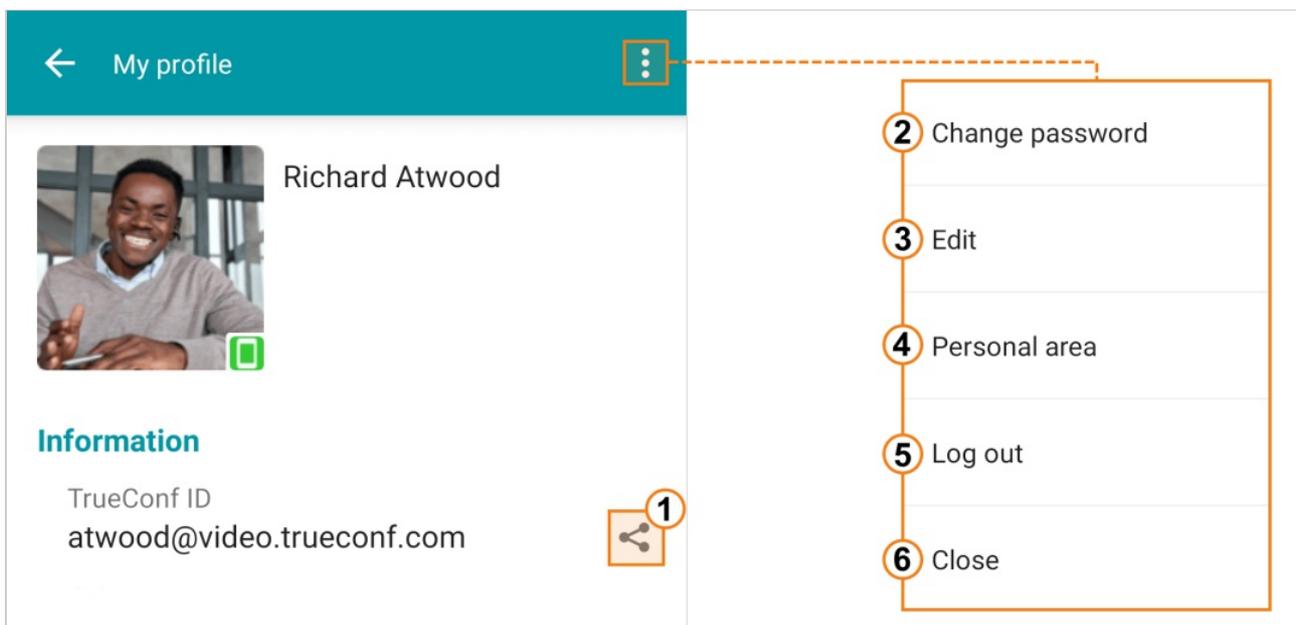
## 2.5. Profile settings

Here you can access and edit your personal data. To do it, tap on the line which includes your name and TrueConf ID.



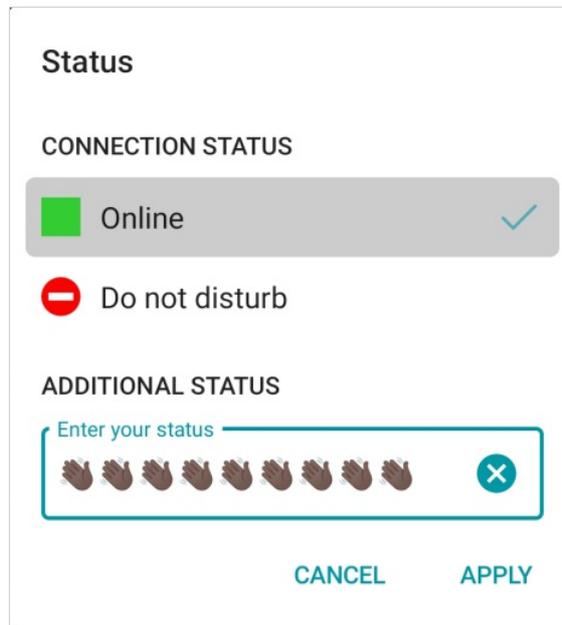
Here, you will be able to:

1. Share TrueConf ID
2. Change your password
3. Edit the information in your profile
4. Go to the [personal area](#).
5. Sign in with a different account
6. Log out



## 2.6. Change your status.

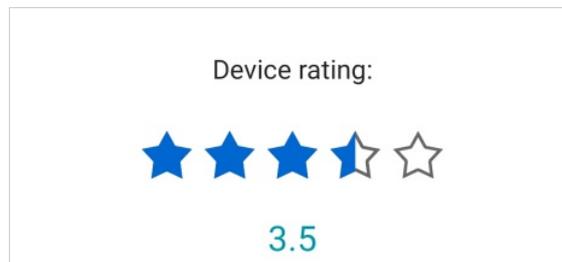
Your network status is set as **Online** by default. To change the status, go to **Main menu** → **Change status**. If the **Do not disturb** status is selected, you will not receive notifications even if they are enabled in the application settings.



You can also set an additional status which may be either a text or smileys. Enter the text in the **Additional status** input field and tap **Apply**.

## 2.7. Conference performance mode

Each time when launching, the application rates your device. This rating can be found in the **Main menu** → **About** section.



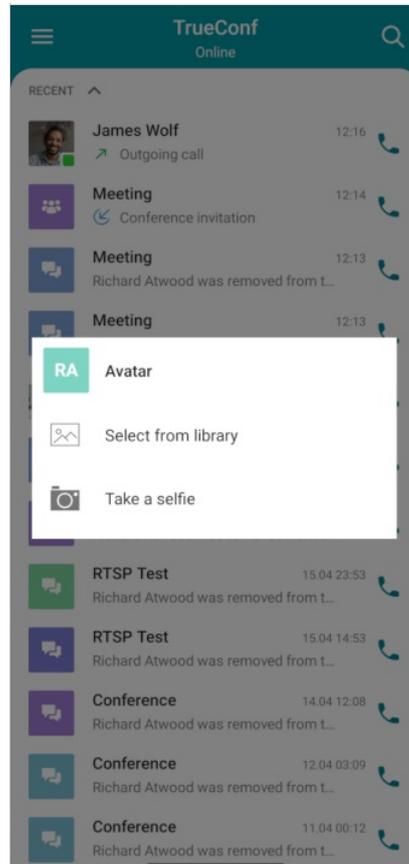
The rating affects the frame rate and blurring in the video layout. By default, the performance mode is selected in the following way: if the rating is more or equal to 3.5 stars, the application will select the **Highest** mode; otherwise the **Low** mode will be selected.

You can manually select the conference performance mode in the **Settings** → **Performance** → **In-meeting video performance** :

1. **Highest** - 60fps frame rate with background blurring **enabled**.
2. **Balanced** - 60fps frame rate with background blurring **disabled**.
3. **Low** - 30fps frame rate with background blurring **disabled**.

### 3. Main Screen

When you sign in to the application for the first time, the application will check if there is an avatar. If an avatar is unavailable, you will be offered to select a photo from the gallery or take a selfie.

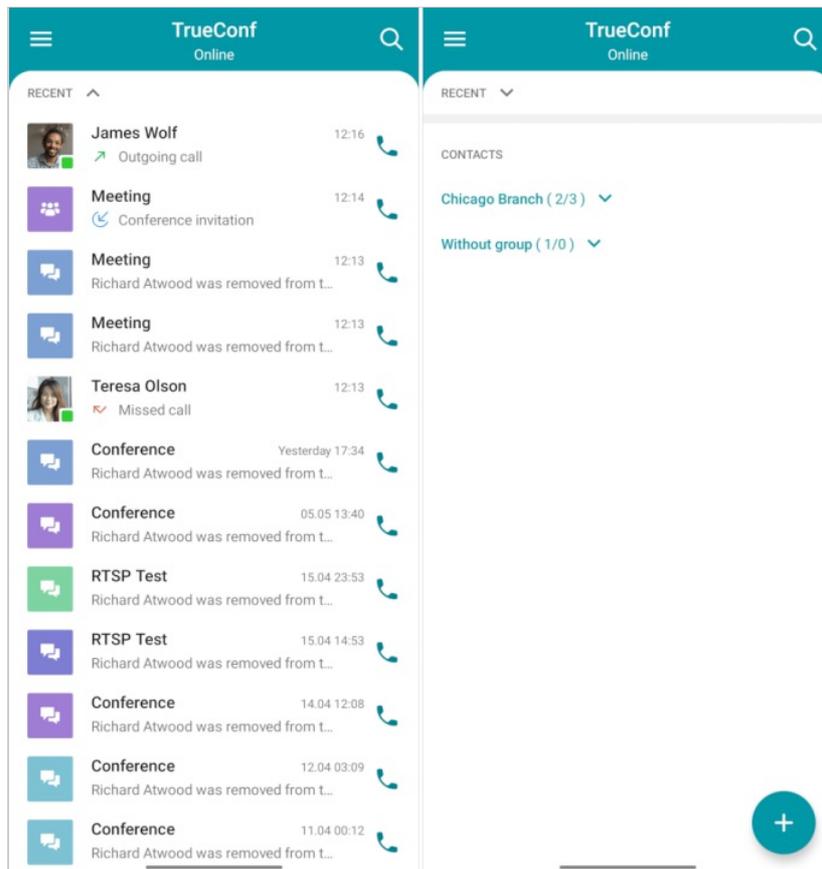


Later, you will be able to change the avatar in the [profile settings](#).

The main screen consists of two parts:

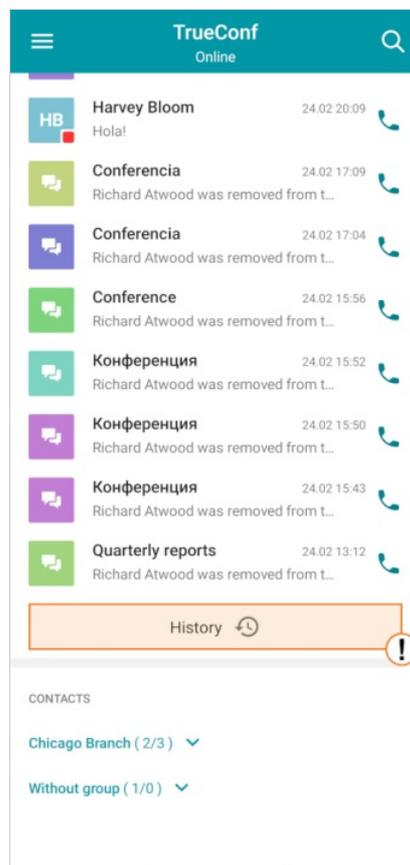
1. [Recent](#)
2. [Contacts](#)

Every block can be collapsed (folded) by tapping on the arrow button which is next to the block name.



### 3.1. Recent

In this section, the app will display 24 chats that have been recently active. To open all chats, you will need to scroll down to the end of the list and tap on the **History** button.



To learn more about chats, please check [this section](#).

## 3.2. Address book

### 3.2.1. User statuses

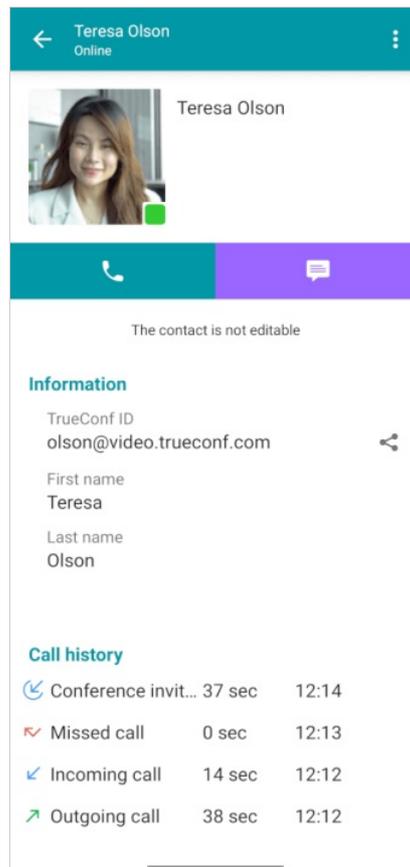
Each user in the address book will be displayed with one of the following statuses:

- — [Online](#)
- — online from a smartphone or tablet
- 📠 — online from a [hardware](#) or [software SIP/H.323 endpoint](#)
- — recent activity: this network status is given to a user who previously signed into the mobile application, but is currently offline.
- ★ — the [Owner](#) of an ongoing conference
- — Busy (in a video call or conference)
- 🕒 — Away (away from keyboard for a certain time period, 15 minutes by default)
- 🚫 — Do Not Disturb (can be [set manually](#) by a user)
- — Offline
- — Unknown (e.g., an account does not exist or is created on an external server which if not [federated](#) with your server instance. This status may also be assigned to an existing user on the same server which has not been yet added to the address book).

### 3.2.2. User profile

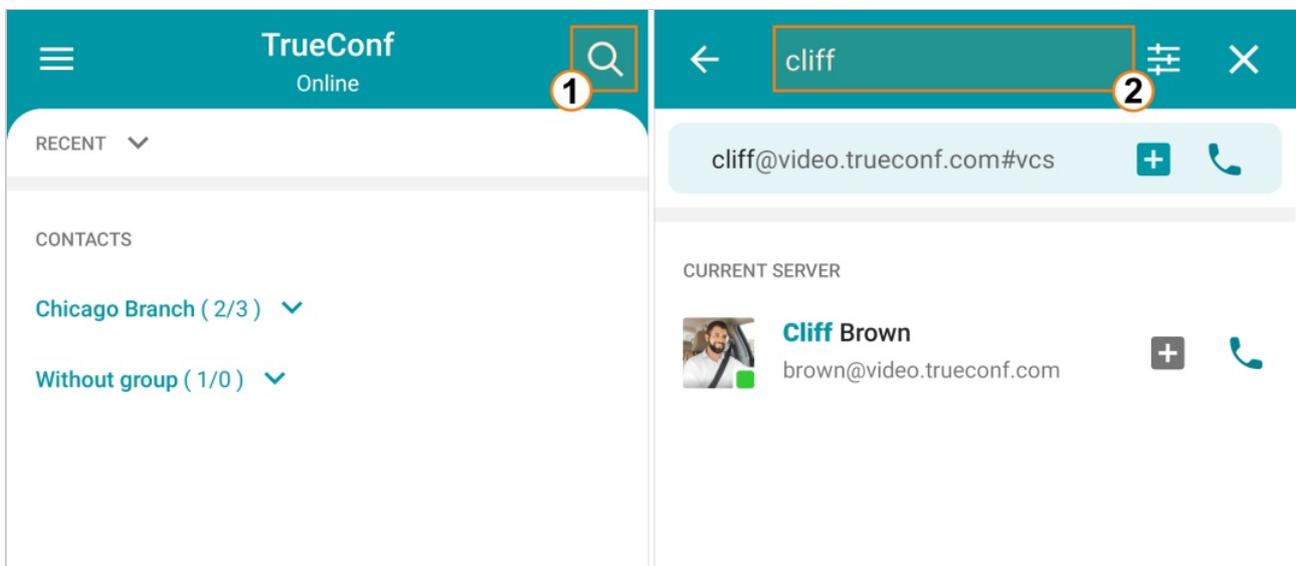
To go to the user profile, tap on the contact name in the address book and tap on **Information** in the pop-up window. Here, you will be able to:

- Call or start a chat with a user
- View the user's name, TrueConf ID and status
- [Block](#) or [delete a contact](#)
- View the [call history](#) with this user.



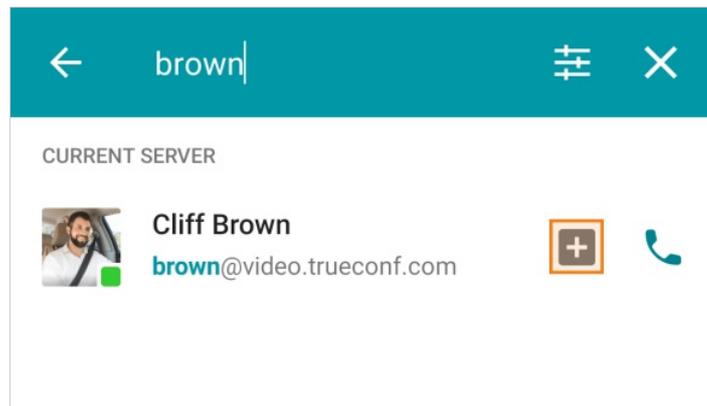
### 3.2.3. How to find a contact

To find a user, enter TrueConf ID or username in the search field (the search field is also available in the [main menu](#)).



### 3.2.4. How to add a new contact

To add a user to the address book, find this user as it is described above and tap on .



\*

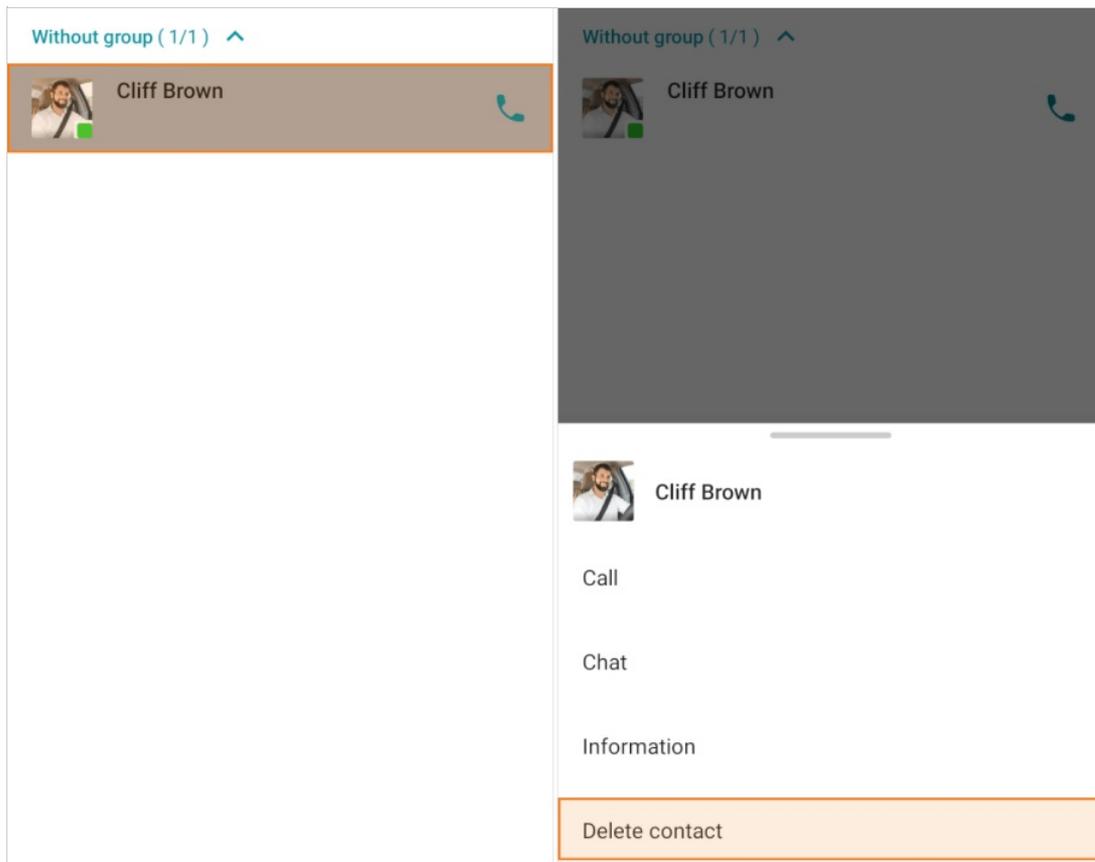
Please note that you don't have to add users manually. Instead, your TrueConf Server administrator can organize your address book and customize user groups automatically.

### 3.2.5. How to block or delete a contact

To make sure that a user cannot call you or send messages, you can go to this [user's profile](#), tap on 

and select **Block**.

To delete a contact from the address book, tap and hold on this user's name and tap on **Delete contact** in the pop-up window.

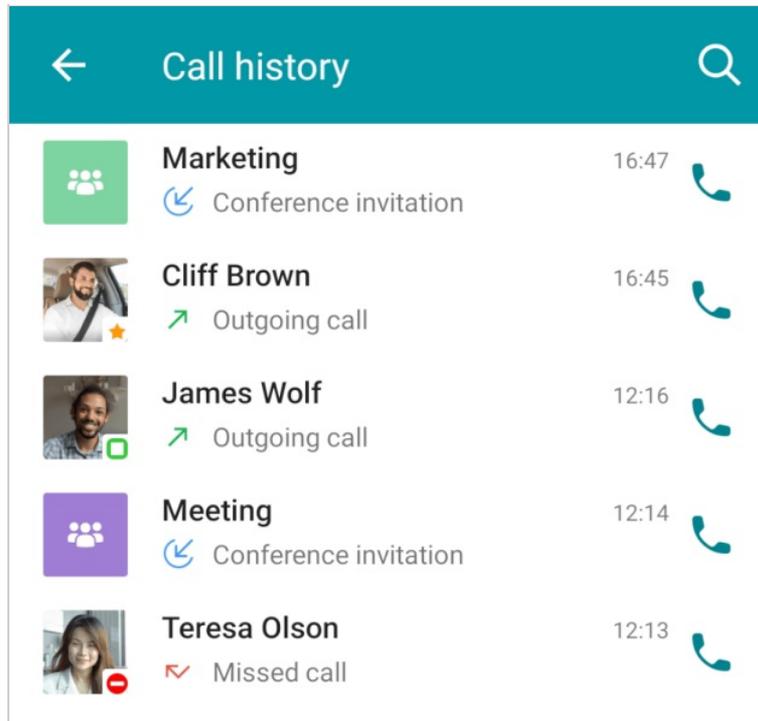


\*

You can also delete a contact by going to the [user profile](#). To do it, tap on  and select **Delete contact**.

### 3.2.6. Call history

In the [main menu](#) select the **Call history** option.

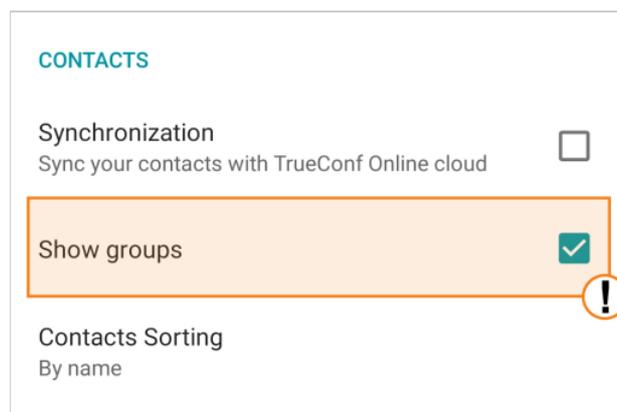


Besides, the call history with the selected contact is available in this user's [profile](#).

### 3.2.7. Organizing address book

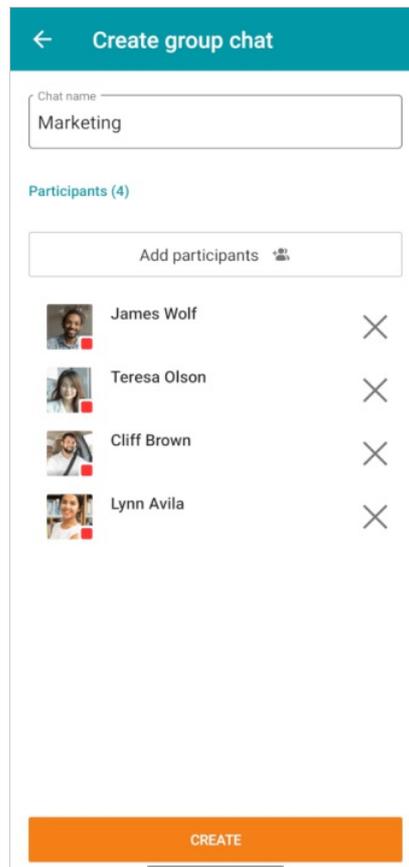
#### 3.2.7.1. Address book display

By default, users are displayed by groups in the address books. To display users' names instead of groups, disable the **Show groups** checkbox in the **Settings** → **Contacts** section.



#### 3.2.7.2. Adding user groups

You can easily add contacts to different groups. To create a new group, tap on the  button in the address book and tap on **Create group**. Then, you will need to enter the group name and tap on the **Create** button.



### 3.2.7.3. Editing or deleting groups

To delete or edit a group, you will need to:

1. Go to the list of groups in the address book (if they are not visible, enable the [group display](#)).
2. Find the group, tap and hold on the group name and select **Edit group** or **Delete** in the context menu.

### 3.2.7.4. Bulk actions

You can select multiple users to perform one of the following actions:



— [create a conference](#)

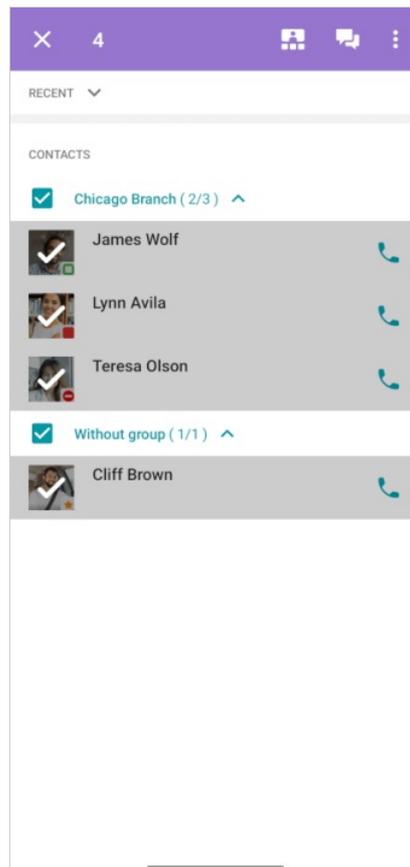


— [create a group chat](#)



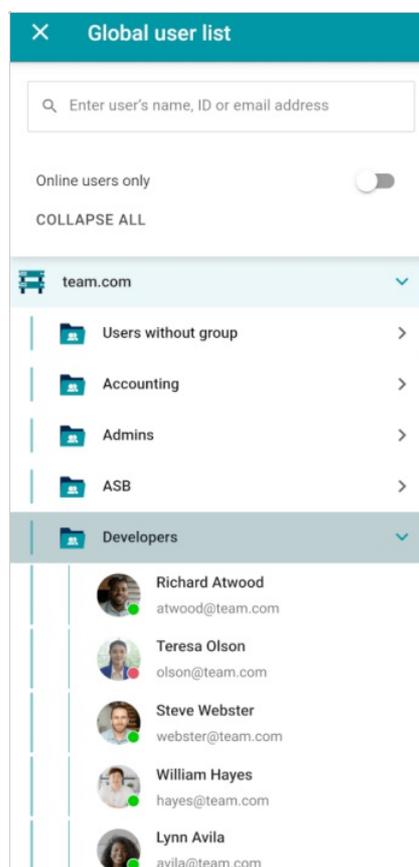
— [create a group](#) or [delete selected users](#).

To select multiple contacts, tap on each of these users' avatars:



### 3.2.8. Global user list

In the [main menu](#) select the **Global user list** option to view the list of user from federated TrueConf Server instances.



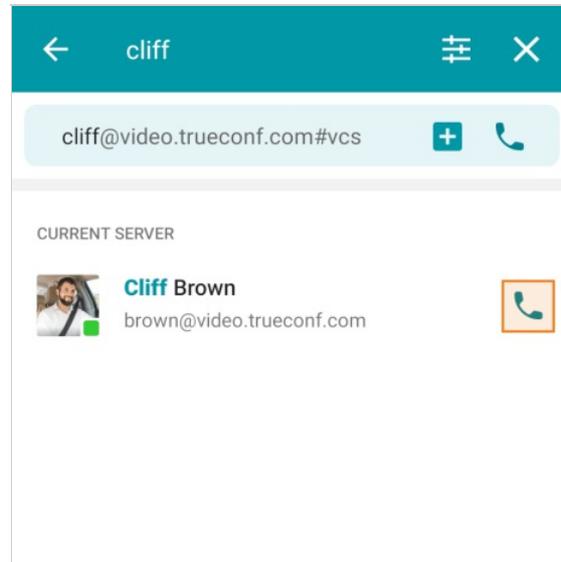


This menu item may not be available if TrueConf Directory integration is not set up on your server.

## 4. Calls

### 4.1. How to make a call

To call a user, enter his/her name or ID in the [search field](#) and tap the  button.



You can also call a user from his/her [profile](#) or from a [chat](#).

### 4.2. Call to a phone number

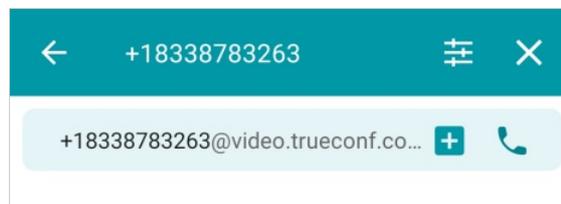
You can call a phone number from the [search field](#) or from the [dialer](#).



To make calls to a phone number, your TrueConf Server instance has to be integrated with the gateway of a corporate PBX.

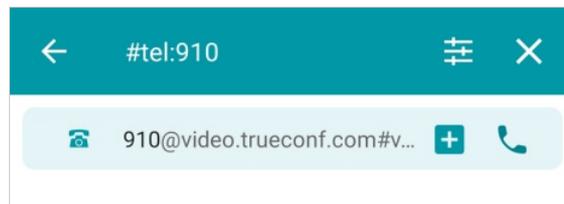
#### 4.2.1. From the search field

Enter a phone number in the international format in the search field and tap on the call button in the menu below. For example, you can dial **+1 (833) 878-32-63** to call TrueConf sales department.



You can also call extension numbers connected to your PBX.

For example, if a user's internal number is `910, tap on the  button, select the **Phone number** option and dial the number.



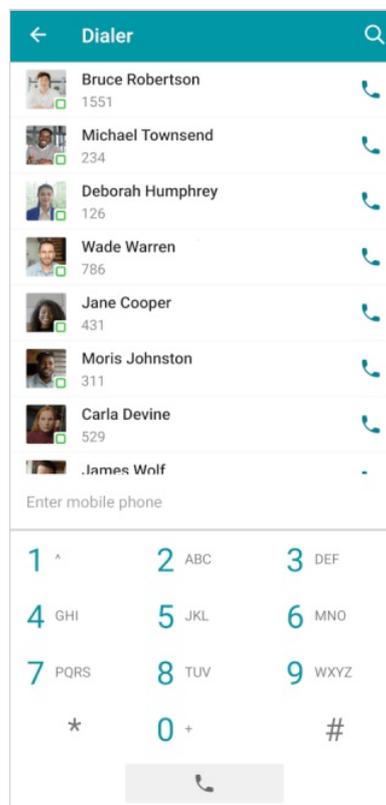
\*

You can also go to the [main menu](#), select the **Search** option and enter the call string in this format: `#tel:910` .

## 4.2.2. From the dialer

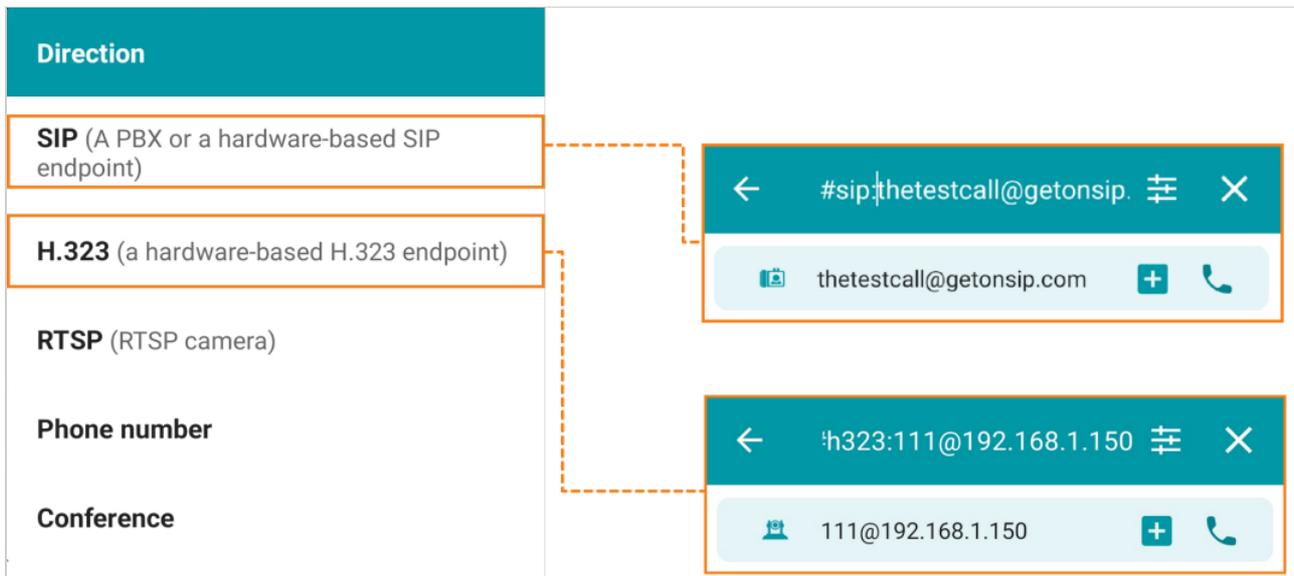
TrueConf applications also allow users to make calls to phone numbers from the dialer where you can find the list of users whose phone numbers are registered on the server.

To open the dialer, please go to the [main menu](#) and tap on the **Dialer** option. Keep in mind that this feature will be available only if your TrueConf Server has been integrated with the gateway of a corporate PBX.



## 4.3. Call to SIP/H.323 and RTSP devices

To call third-party devices or a server, use a [call string](#) in the format corresponding to the address type. Tap on the  button in the [search field](#), select the corresponding direction, enter the call string and tap on the call button.

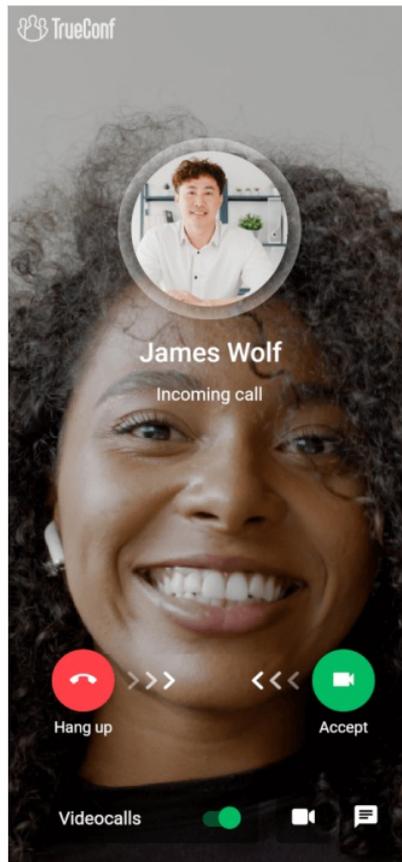


Supported devices and call string formats:

- [SIP endpoints](#) (including tone dialing)
- [H.323 devices](#)
- [RTSP devices](#).

## 4.4. Incoming call menu

In case of an incoming call or conference invitation, you can perform multiple actions apart from accepting or declining the call. The following options are available:



- If the **Videocalls** option is enabled, you will be able to share your video during a meeting;
- Tap on the  button to turn off your camera or turn it on (if it has been disabled previously);

- Tap on the  button to send a message instead of replying to a call. You can select a short reply or type your own message. It will be sent to the caller and the call will be automatically ended. This feature will be available in case of one-on-one call or a conference invitation from one of the moderators in an ongoing conference.

## 5. Conferences

### 5.1. How to join a conference

To join a conference, you will need to:

1. Go to the **Main menu** → **Conferences** section.
2. In the **Join with conference ID** section, enter the conference URL or conference ID in the input field.
3. To join, tap on the  button or **Enter** on your keyboard.

<p><b>Join with conference ID</b></p> <p>Conference link or ID</p> <p><u><a href="https://video.trueconf.com/c/7847574212">https://video.trueconf.com/c/7847574212</a></u> </p>	<p><b>Join with conference ID</b></p> <p>Conference link or ID</p> <p><u>957571244700</u> </p>
--	---

You can also join a conference from the [search field](#) tap , select **Conference**, enter the conference ID and tap on the call button.

Besides, you can join a TrueConf conference in one of the following ways:

- Call a [moderator](#)
- [Go to the conference scheduler](#), select the conference, and tap on **Connect to the conference** (this option is available if you were previously added to the list of conference participants)
- [Join the conference from its webpage](#)
- Go to the conference page from the [server guest page](#) by using the [conference ID](#)
- Go to the conference page from the [personal area](#) (this option will be available only if you are one of the conference moderators)

### 5.2. How to create a conference

With TrueConf for Android, you can create a video conference based on four conference modes: "[all on screen](#)", [smart meeting](#), [moderated role-based](#) or [video lecture](#).

In the main menu, go to the **Conferences** section. In the **New conference** section select **Meet now**. Specify the conference name and select the video conferencing mode in the settings menu.

 To create a conference on the fly, tap on  and select **Create conference** on the [main screen](#).

You can create a conference from the [group chat](#). To do it, tap on the  button which is next to the chat name.

← Create a conference

Conference topic

Conference Mode

- All on screen (49x49)
- Smart meeting (8x320) ✓
- Moderated role-based (4x450)
- Video lecture (1x49)

Settings

Number of speakers and participants

8x320

Automatically approve join requests

Participants (1/320)

Add participants

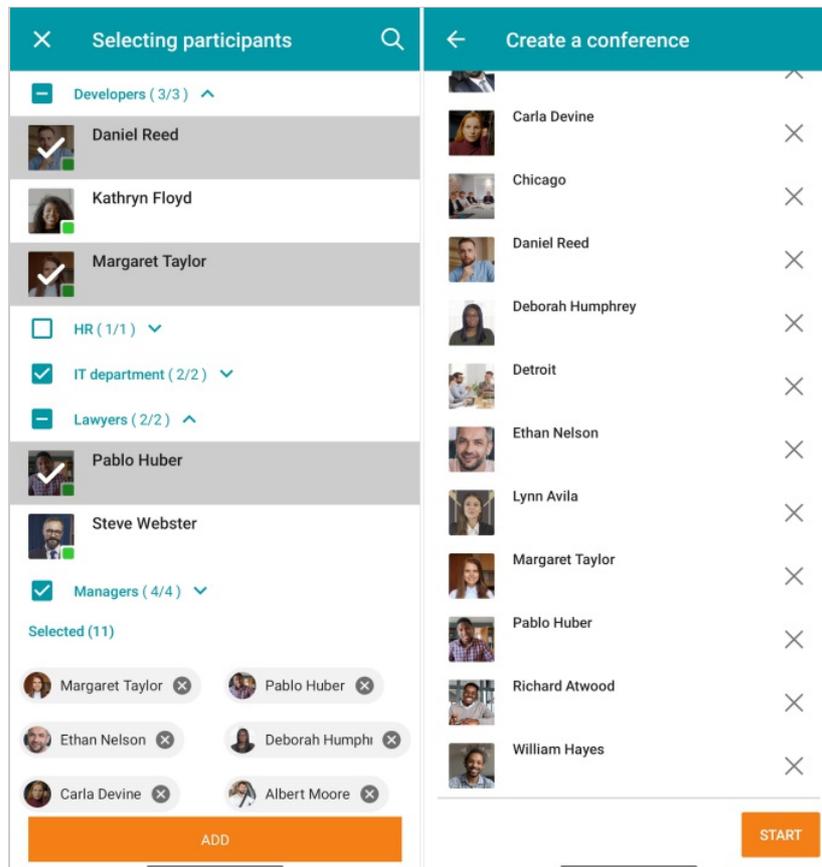
Richard Atwood (you)

START

If a smart meeting or a moderated role-based conference is selected, you will be able to select the number of vacant spots on the podium. In the **Settings** section, tap on the drop-down list **Number of speakers and participants** and select the number. The following sections show how to manage a [smart meeting](#) and a [moderated role-based conference](#).

By default, if a user tries to join a conference by calling its owner, the owner have to confirm the join request. You can change these settings by marking the **Automatically approve join requests** box. In this case, any user, who wishes to take part in the conference, will automatically join it when calling the owner.

Then, tap on the **Add participants** button to open the list of users in your address book. Select users and tap **Add**.

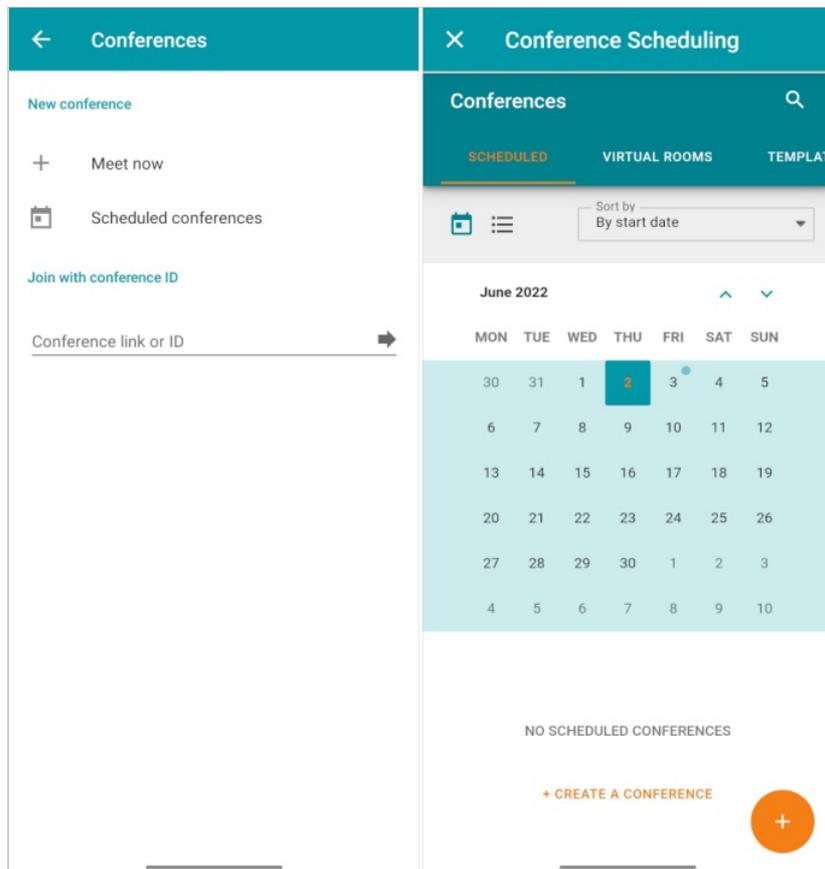


To start the conference, tap **Start**.

### 5.3. How to schedule a conference

To go to the [conference scheduler](#), tap on the **Scheduled conferences** in the **Conferences** section of the > [main menu](#). Here, you will be able to:

- [Schedule a conference](#) on a certain date and adjust its settings
- [Create a virtual room](#) (a conference without schedule)
- Create a conference template.



To learn more about templates, check out [TrueConf for Windows documentation](#).

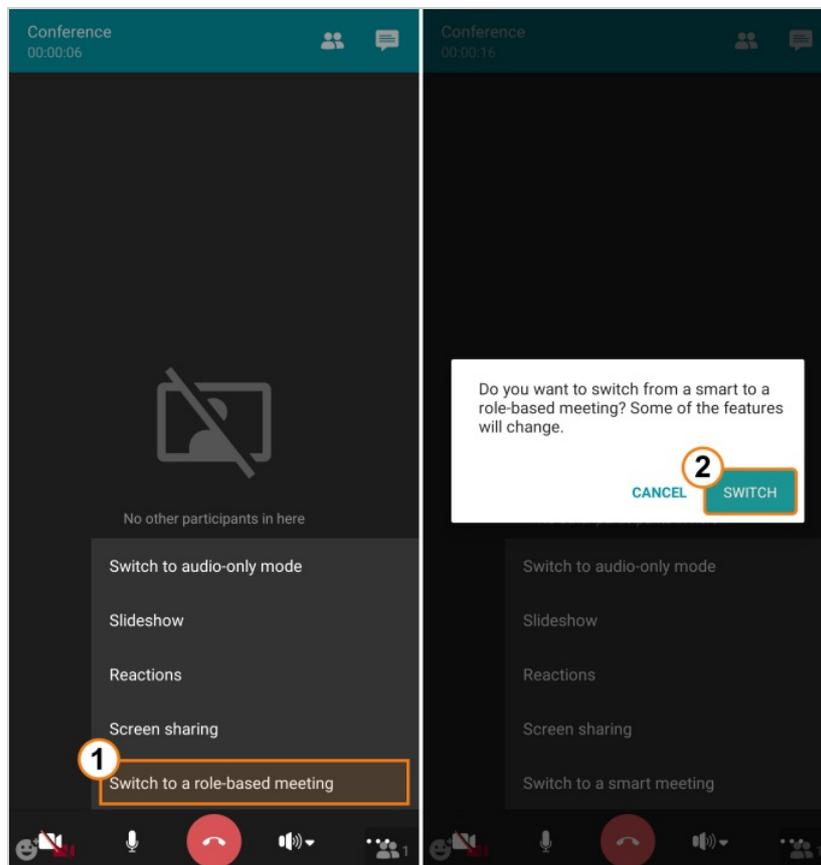
## 6. During the meeting

TrueConf for Android client applications support landscape and portrait modes. For example, the landscape mode is more suitable when viewing [shared content](#).

### 6.1. How to change the conference mode

**i** It is possible to switch only between **Smart meeting** and **Moderated role-based** modes.

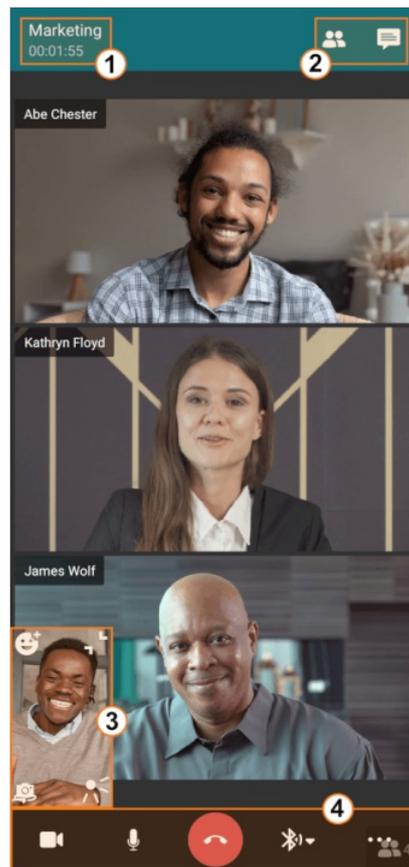
If you are a moderator, you can change the conference mode at any moment. To do it, tap on the  button in the [conference window](#). Then, select the corresponding option (1) and confirm your choice in the pop-up window (2).



### 6.2. Conference window

The window of an ongoing conference window will include the following elements:

1. The information panel which displays the name and duration of a meeting.
2. From here, you can go to:
  - [Conference chat](#)
  - [Conference participant list](#)
3. [Self-view](#)
4. Meeting controls.

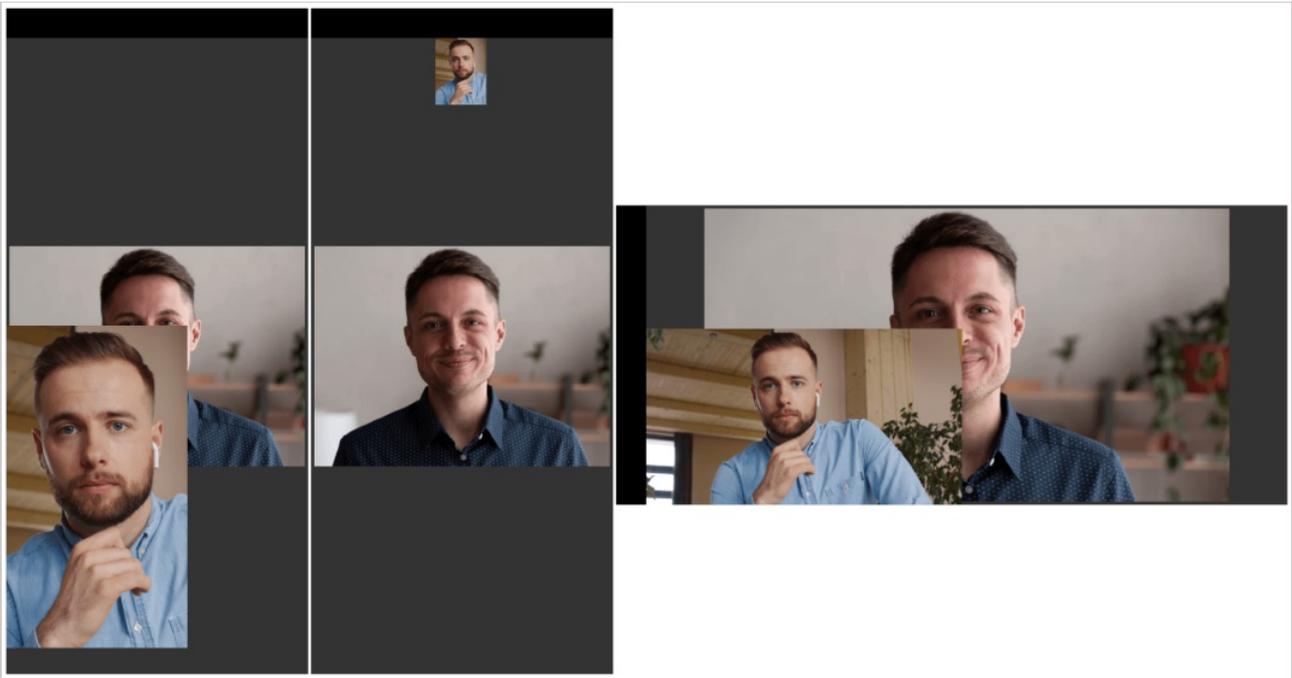


### 6.2.1. Self-view window

The self-view window will include the following buttons and icons:

-  — go to the [reactions and voting](#) panel
-  — hide the self-view
-  — change your [camera](#)
-  — turn the flashlight on or off (available only when using the back camera)
-  — you are not on the podium
-  — your microphone is muted.

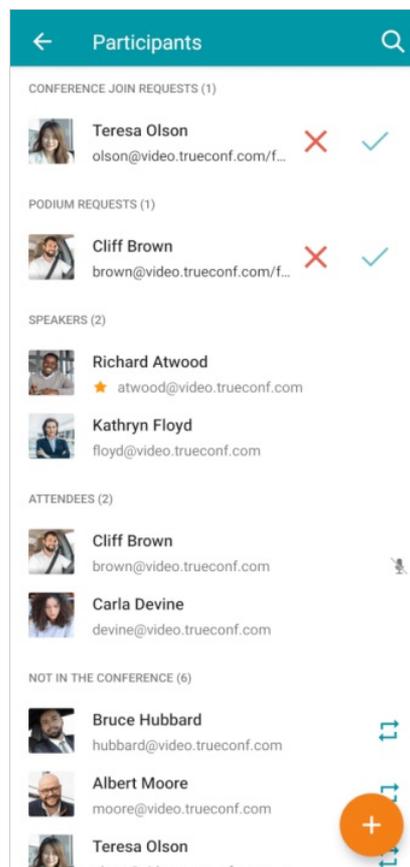
You can tap and hold on the window to drag it to any part of the screen or pinch it to zoom in or out.



## 6.2.2. List of participants

To view the list of meeting participants, tap on the  button. Here, you will be able to:

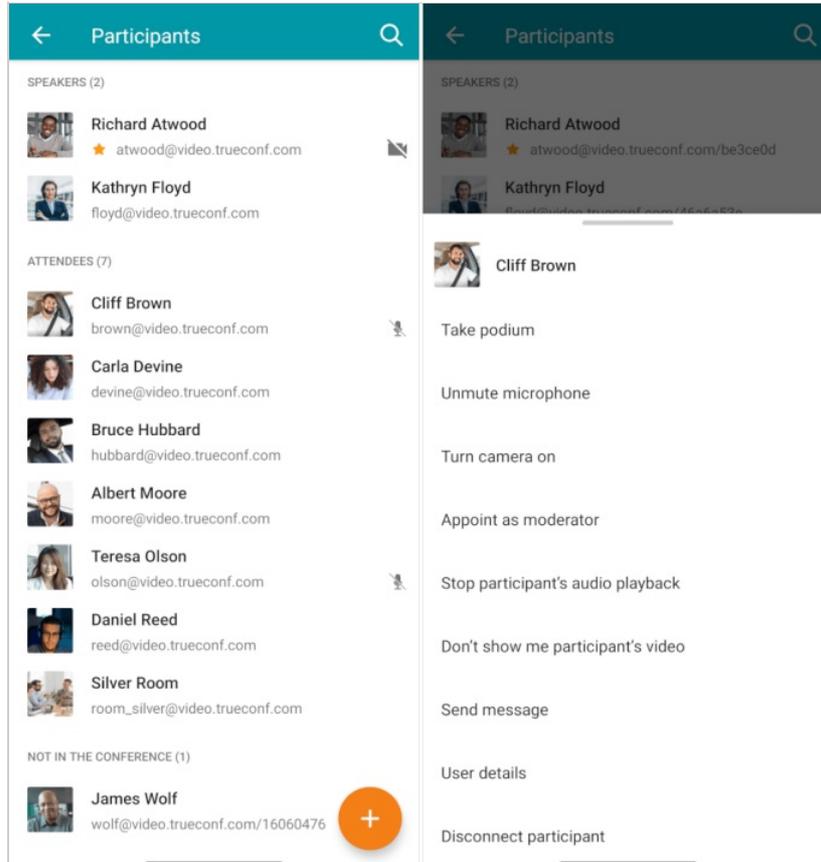
- Add or remove participants
- Accept conference join requests
- Accept podium invitations (if you have been invited by one of the moderators)
- Approve podium requests (if you are the moderator).



- \* The participant list can be divided into multiple groups, for example, in a smart meeting or a moderated role-based conference, there will be the following groups:
- Speakers
  - Attendees
  - Not in the conference.

### 6.2.2.1. Participant management

Tap and hold on a participant's name to open the context menu. The following options will be available:



- \* Similarly, you can tap on a participant's video window in the layout to open the context menu.

### 6.2.3. Conference widget

To use the widget, you will need to enable the **Display over other apps** option. To do it, please follow these instructions:

1. Find TrueConf in your phone menu.
2. Tap and hold on the application icon to open a pop-up window, then tap on **App info**.
3. Find and activate the **Display over other apps** switcher.

- i** Please note that these steps may differ depending on the Android version you are using.

During a conference, you can hide (minimize) the application window. In this case, you will see a conference widget with the video window of the person you are talking to (if it is a one-on-one call), the

[speaker](#) or your self-view.



To switch between video windows, just tap on the current video and you will see the next one.

Here, you can also:

- Turn on/off your microphone and camera
- Start [screen sharing](#)
- Leave the conference or end it.

### 6.3. Adding participants

To invite users to an ongoing meeting, go to the [participant list](#) and tap on . You will be able to invite new participants in two ways:

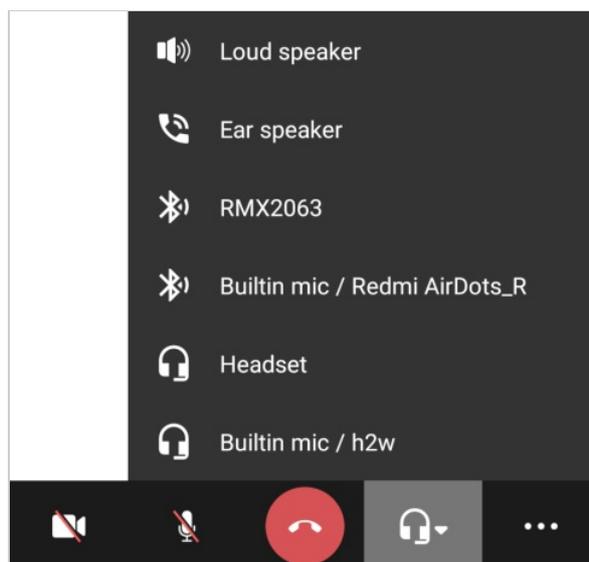
 — from the [address book](#) or by entering a [call string](#) in one of the available formats (SIP/H.323/RTSP)

 — by making a [call to a phone number](#).

### 6.4. Audio and video settings

#### 6.4.1. Speakers

The built-in speaker is used as a default playback device. To select a different speaker, tap on the  in the meeting control panel and select the device.



\*

It is not possible to select microphone and speakers separately. The application will create fixed pairs or combinations of devices (e.g., microphone + speakers or microphone + headset) to make sure that the user can always select the correct combination of devices. This will allow you to quickly select the correct device, for example, if you need to switch from a headset to phone speakers when your Bluetooth earphones are low on charge.

Tap and hold on the  button to turn off the playback device. In this case the button will look in the following way: .

## 6.4.2. Microphone

To mute the microphone, tap on the  button in the meeting control panel. The button will look in the following way: . Besides, the following status will be displayed in the [self-view](#) window: . To unmute the microphone, tap on the  button.

## 6.4.3. Camera

You can turn off/on your camera just the microphone. To turn off the camera, tap on the  button. The button will look in the following way: . Besides, the [self-view window](#) will be hidden.

To switch between the front and rear (main) cameras of your device during the conference, use the  button.

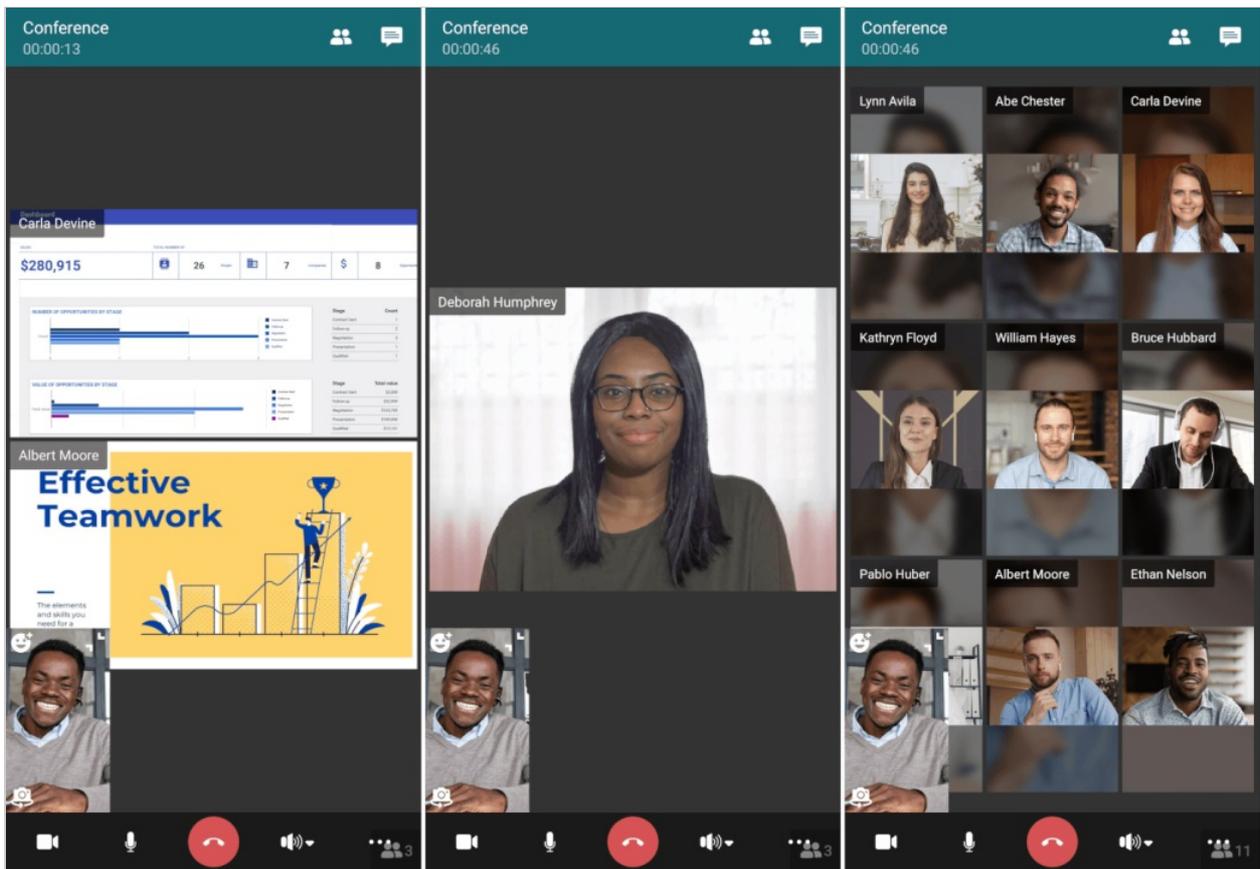
## 6.5. Changing layouts

The conference owner or moderator can set a conference layout that will be received by all meeting participants. The feature is available in the [real-time meeting management](#) section. TrueConf for Android client application will not use this layout because it has its own dynamic multi-screen layout.

### 6.5.1. Layout structure

The layout is generated dynamically and depends on the conference mode. Below, you can see the layout for a moderated role-based conference with the content window and speakers:

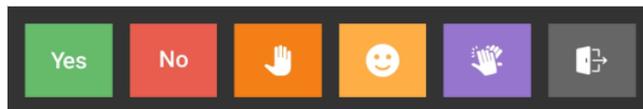
1. Slideshow and content sharing (up to 2 windows on a screen).
2. Active speaker.
3. Podium with multiple speakers.



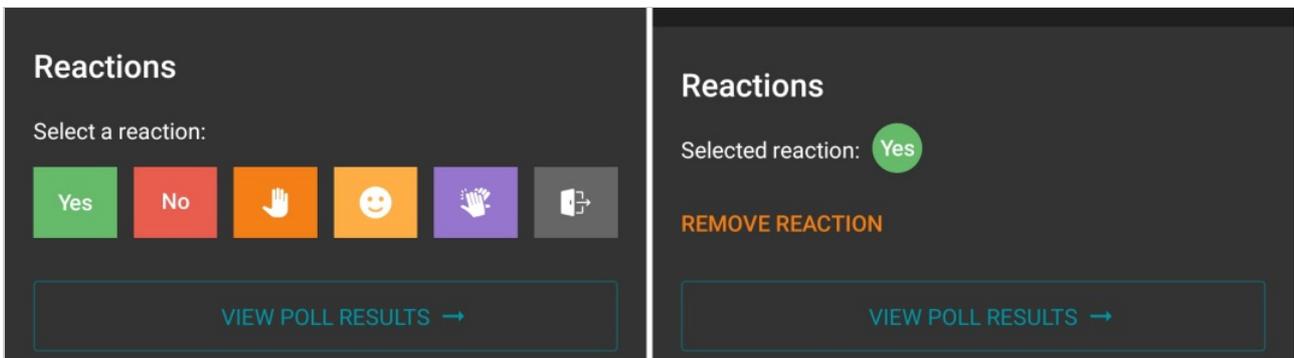
Swipe right or left to switch between video windows. There may be up to 4 screens with speakers. Each screen will have up to 9 participants. So, the layout can display up to 36 video windows at the same time.

### 6.6. Polls and reactions

It is possible to carry out a poll among users during a conference. For this purpose, participants can use small icons that express different reactions and statuses:



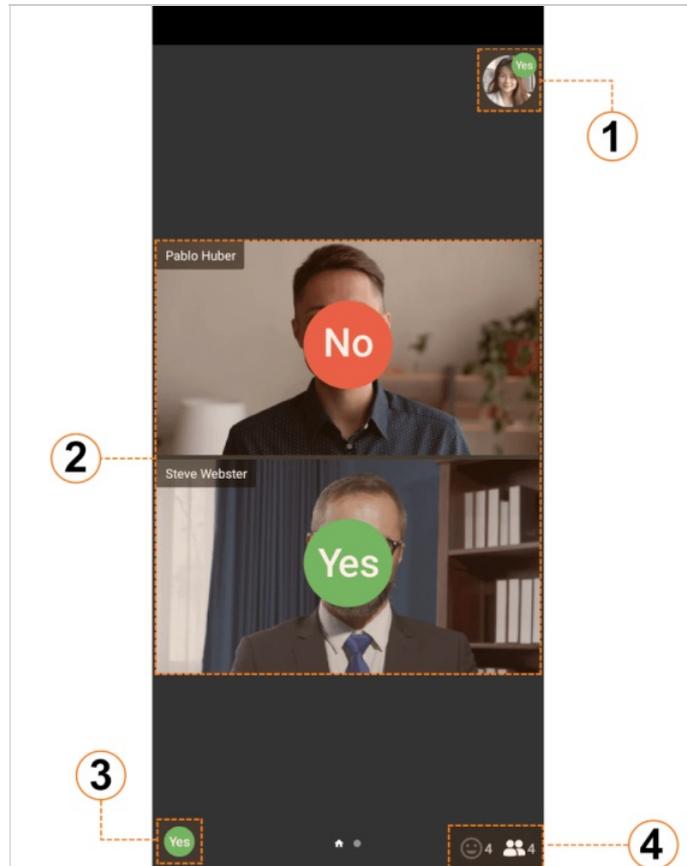
In the meeting control panel, tap on the **...** button and select the **Reactions** option. Here, you can select a status. You can also change your reactions if it is necessary. To do it, tap on the **Remove reaction** button and select a new reaction.



Conference participants' reactions are displayed in the layout in the following way:

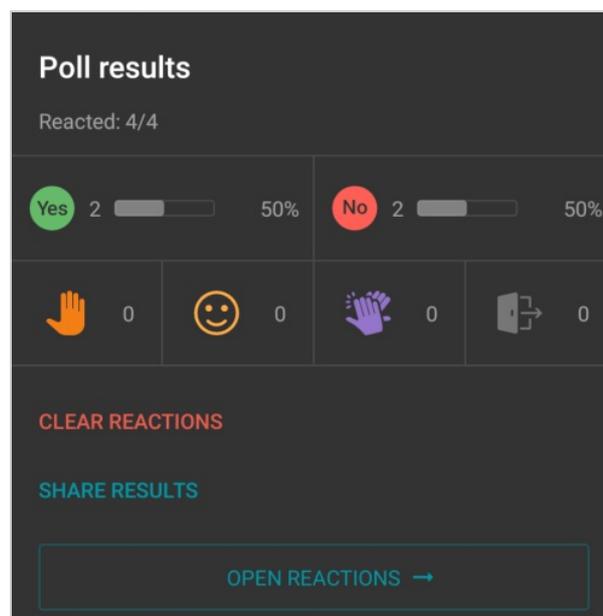
1. Users' reactions and avatars are displayed in the right-hand side of the application window.

2. User reactions are displayed for a few seconds in the video windows.
3. When meeting controls are hidden, your reaction will be displayed in the lower left corner. Tap on the reaction to open the window with the selected status. If meeting controls are not hidden, your reaction will be displayed in the [self-view](#).
4. Number of votes and the total number of conference participants.



### 6.6.1. Poll results

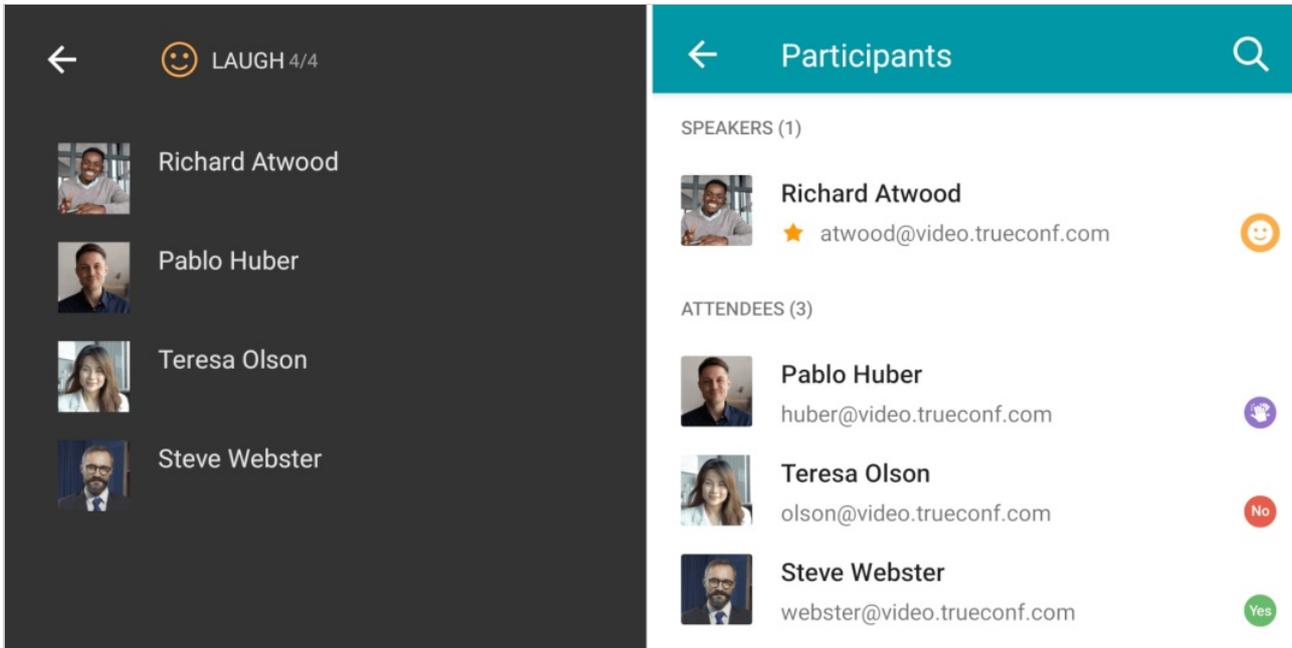
To view detailed information about users' votes, tap on **View poll results**.



Next to the list of all available reactions, there will be the **Reacted** counter indicating the number of participants who took part in the poll.

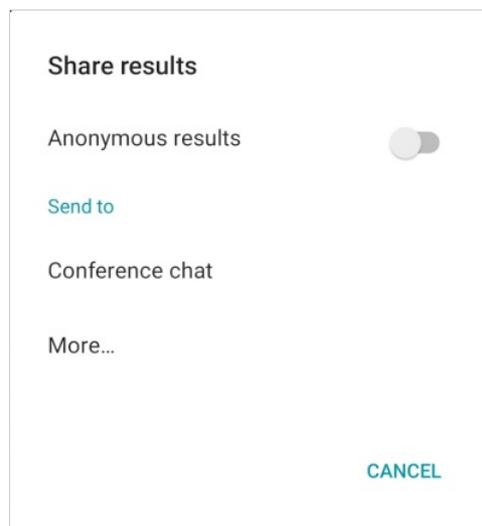
**i** Please note that the percentage for “Yes” and “No” is calculated as the percentage of all meeting participants (not only the ones who took part in the poll). For example, during a conference with 5 participants, one of the users voted “Yes” while others did not take part in the poll. In this case, the “Yes” reaction will have only 20 %.

You can also view the statuses selected by each of the conference participants. They will be displayed in the reactions menu and in the participant list.



The moderator can remove all the reactions posted by meeting participants. To do it, tap on the **Clear reactions** button which is displayed in the lower part of the [poll results menu](#).

In [this menu](#) the moderator can also save the poll results. To do it, tap on the **Share results** button and select **Conference chat**. Tap on **More** to copy the results or use them in a different application.



**i** Tap on the **Anonymous results** checkbox to download anonymous results.

## 6.7. Features available in a smart-meeting conference

During a conference in **Smart meeting** mode, users will be able to see and hear only the participants who are currently on the podium. The participants take the podium automatically according to the following rule: a participant who is speaking or sharing content (even without any voice activity) at the moment will be displayed in the layout instead of the participant who is now silent. The first user to be removed from the layout is the participant who has been silent longer than other presenters or started content sharing earlier (if the microphone was muted).

To learn more about the smart meeting mode, [check the user guide to TrueConf for Windows](#).

The moderator can pin any conference participant on the podium, even if he/she is now silent. To do it, open the [list of participants](#) and select **Pin window** in the [context menu](#) for a participant.

## 6.8. Features available in a moderated role-based conference

### 6.8.1. How to make an audio reply

During a moderated role-based conference you can make a short audio reply without a moderator's permission. To do it, tap on the  button in the meeting control panel and hold this button while you are speaking.

### 6.8.2. How to take and leave the podium

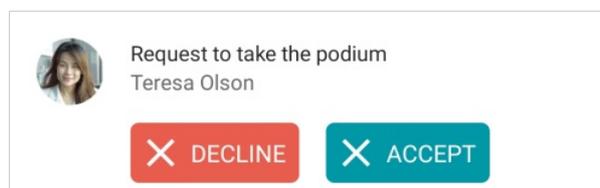
If you are not on the podium, the following status will be displayed in the [self-view window](#) .

To take the podium tap on the  button in the [meeting control panel](#). When the moderator accepts your request, you will see **You are now on the podium** notification in the meeting control panel and other participants will see and hear you. To leave the podium, tap on the  button.

**i** Please note that if you accidentally tap on the  button, you will no longer be able to share audio and video. To take the podium once again, you will need to send another podium request to the moderator.

### 6.8.3. Managing speakers

When a podium request is sent by an attendee, the moderator will see the following notification in the upper part of the screen:



**\*** The request notification will be hidden in a few seconds. If you did not have time to accept the request, go to the [conference participant list](#) and accept the request [there](#).

If you are a moderator in a role-based conference, you can invite any of the participants to the podium. To do it, go to the [participant list](#), tap and hold on a participant's name, and select the **Take podium**

option in the context menu.

## 7. Collaboration tools

### 7.1. Live chat

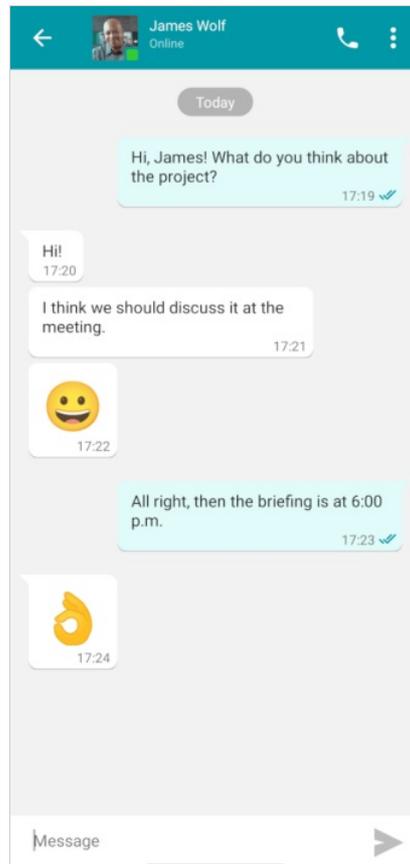
You can share messages with other users both inside and outside video meetings.

\*

When a user signs in to the application on a new device, the chat history saved on the previous device will be synced across devices.

i

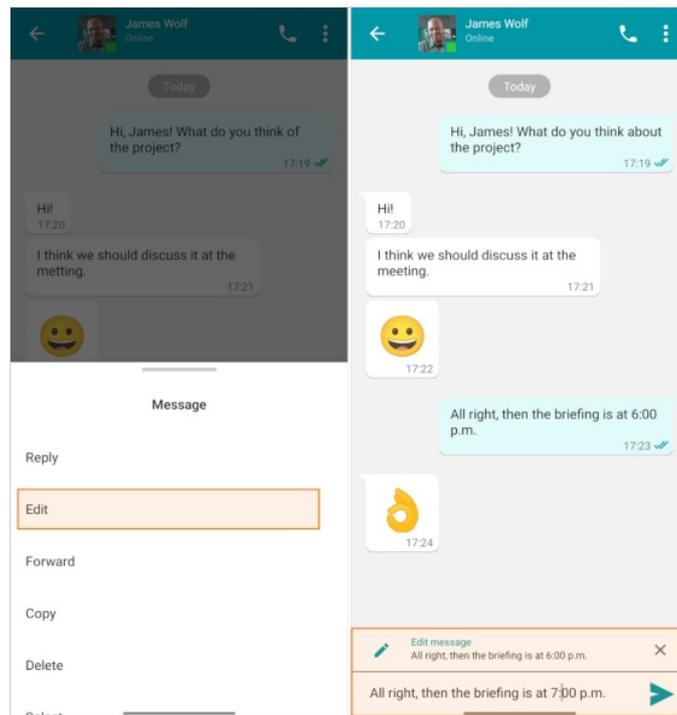
If you connect to TrueConf Server which is below 5.0 version, the chat history will not be synced across your devices.



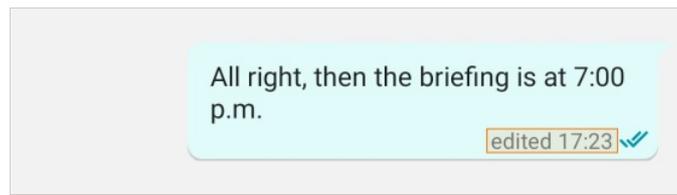
With this messaging platform, you can:

- Send text messages
- Edit, forward, and delete text messages
- [Search for words and phrases](#) in chat messages
- Create a conference on the fly.

All messages that you send can be edited. To do it, tap on a message and select **Edit**.



The message will be marked as “edited” (the date of editing will also be specified).



Besides, you can tap and hold on a message to open the context menu. The following options are available:

- Reply
- Forward
- Copy
- Delete the message (if needed, you can delete it for all chat participants)
- Select multiple messages (e.g., you can select several messages and delete, copy or forward them in bulk).

To access additional features, tap on  which is in the upper right corner.

- View additional information about a user or a [group chat](#)
- View the list of all attached files
- Clear chat history
- Delete a chat (if needed, you can delete the chat for other users by marking the corresponding checkbox)
- Block a user.



Please be careful when clearing chat history or deleting a chat. This action cannot be reversed. Even if you are added to this chat afterwards, you will not be able to view previous messages because all chat history has been removed.

## 7.2. Searching for messages

To find a message in the chat history, tap on  and select **Search**. Type the text in the input field and as you type, the messages matching your query will be highlighted.



If multiple messages have been found, you can switch between them with these buttons:  and .

On the left side of these buttons, there will be a counter indicating the number of messages that match your query.

## 7.3. Group chats

You can create a group chat on the main screen in multiple ways:

1. Tap on  and select **Create group chat**. Enter the chat name, add participants, and tap on **Create**.
2. Select users and tap on the  button. You will only have to enter the chat name and tap on the **Create** button.

## 7.4. Slideshow

During a conference, you can select images from your gallery and start a slideshow. To do it, tap and hold on  and select **Slideshow**. The application will open the pop-up window where you can select photos taken from your camera (this folder will be opened by default).

\*

You can select a different album, if your images are in a different folder. Tap on the  button and you will see the list of all folders and albums with images.

Select all the images you want to show and tap on the **Start slideshow** button.



If you tap on the **Start slideshow** button without selecting any photograph, the slideshow will include all the images from the album.

You will also be prompted to give a title to your slideshow to make sure that other participants can quickly find the right slideshow in cases when multiple users are showing slides during a meeting. Tap **Start** to continue.

**Start slideshow (4 slides)**

You can enter the slideshow name or start right away

Slideshow name

CANCEL
START

Then, you will see a slideshow management widget with the buttons that will allow you to switch between slides and stop the slideshow.



## 7.5. Content sharing

When participating in conferences from a client application you will be able to share your screen and

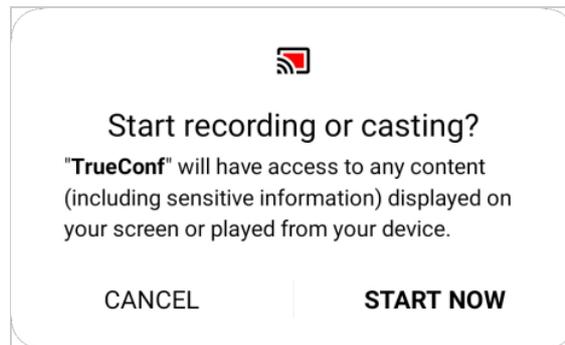
show slides created in popular presentation programs and online editors such as Microsoft PowerPoint, Libre Office, Google Slides, etc. Please note that you will need to install the corresponding software to open these files on your device.

Your screen will be seen by all conference participants who joined from TrueConf client applications and from browsers (via WebRTC). Besides, the content shared during conferences can be recorded.

In the meeting control panel, tap on  and select **Screen sharing**.

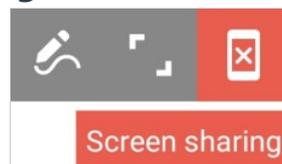
**i** When the application is run for the first time, you will see the **Display over other apps** settings. Find TrueConf for Android and activate the switcher.

Then, you will see a pop-up window notifying that you can start sharing. Tap on **Start now**.



Then, the application will be hidden (minimized) and you will see the [content management widget](#). It will be displayed over other apps all the time while you are sharing content. Other participants will see the content and video from your camera.

### 7.5.1. Content management widget

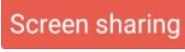


The content management widget includes the following components:

 — stop sharing

 — maximize (enlarge) the widget; you will see the video window of other speaker or your self-view (it works similar to the window in the [conference widget](#))

 — enable screen annotation mode

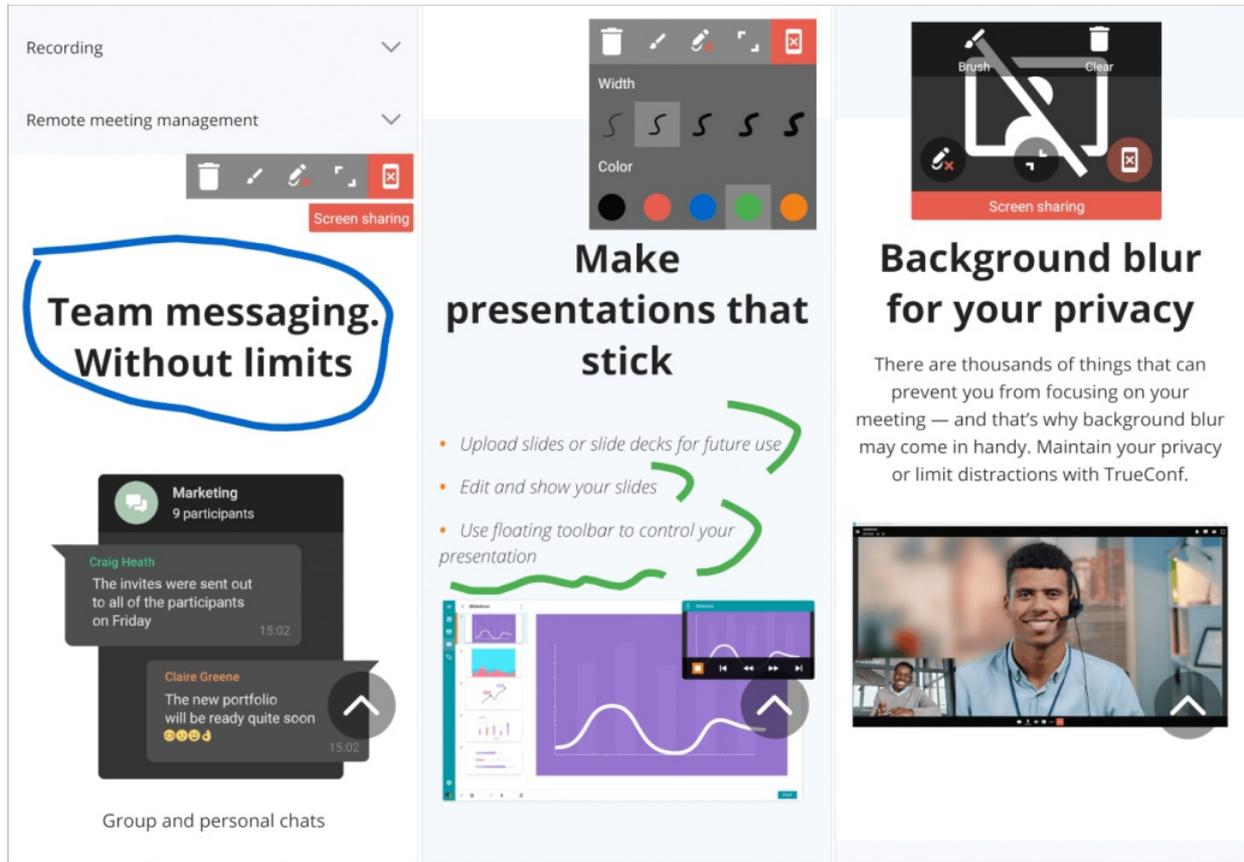
 — the widget title: you can tap on this UI element to drag the widget to any part of the screen.

When screen annotation mode is enabled, the widget will look in the following way:



-  — clear all annotations
-  — brush width and color
-  — disable screen annotations.

Screen annotation is one of the main features in TrueConf for Android because it enables users to highlight the most important parts of the shared content or add key points:



## 7.6. Content sharing by multiple participants

Two conference participants can start a slideshow at the same time. In this case, you can select and zoom a content window in the [content preview screen](#) to make sure you do not miss any details.

