Audio and Video

Table of contents

Description

LiveWebinar's audio and video (AV) window is truly what makes webinars happen, providing you with sound and vision as all camera streams appear here.

Frequently Asked Questions

What can I do with the Audio and Video window?

The Audio and Video window is one of the more important areas in your webinar room. Thanks to it, you can turn on/off your audio and video, mute or unmute attendees and change between camera layouts depending on the needs of your event.

Is it possible to have different camera layouts?

Yes, you can choose between focus speaker view and gallery view. Speaker view places the camera stream of one person above other streams, making it useful when you're hosting a lecture or leading a presentation. Gallery view show everyone's stream at once.

Can I join a meeting without video?

It's possible to join a meeting with only audio. You can add an avatar if you choose, and your stream in the room will be simply visible as your avatar together with your nickname.

How can I activate picture in picture mode?

Turning it on requires expanding the Audio and Video window into the content window, and then opening a new content tab (a presentation, video, etc.). In this manual the **"Picture in Picture"** section describes more in depth how to activate this mode.

Can I hide the Audio and Video window from participants during an event?

Yes, it's possible to hide the window from participants while maintaining audio and video communication between host and presenters. This option is described in this manual, in the **"Audio and Video window anatomy"** section.

How do I turn on Focus Active Speaker and what does it do?

The Focus Active Speaker option places a green frame around the camera stream of the person who's currently talking. To turn it on, click the "**Turn on Focus Active Speaker**" icon that appears in the bottom left of the Audio and Video window.

I've joined a meeting but instead of the camera and microphone buttons I see a blue button with a hand. What is it?
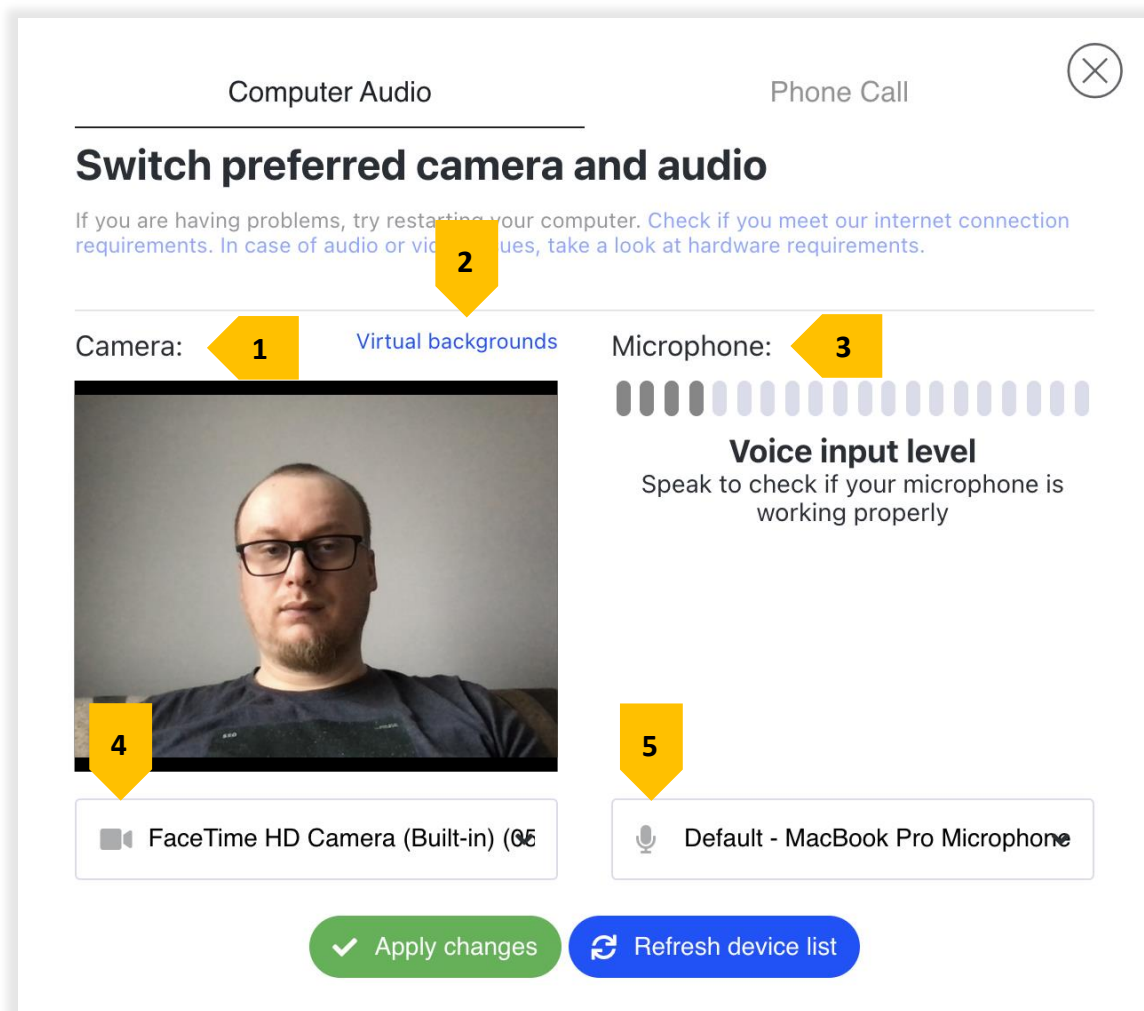
The blue hand appears when the host of the event hasn't yet given permission for you to enable your audio or video. By clicking the icon, you're "raising your hand" so that the host knows that you're trying to get their attention, and from there they can ask you to turn on your audio and video.

What's the difference between the Audio and Video window in the meeting mode and in the webinar mode?

While in meeting mode the Audio and Video window is expanded entirely, so that you can see all other participants. Webinar mode allows for a small Audio and Video window in the sidebar, with the content window at the center of the event. However, you can still expand the Audio and Video window into the content window if you'd like.

Getting Started

When you first enter a room in LiveWebinar, you will see the **Audio and Video Settings** window appear. This window enables you to choose and test your camera and microphone settings.
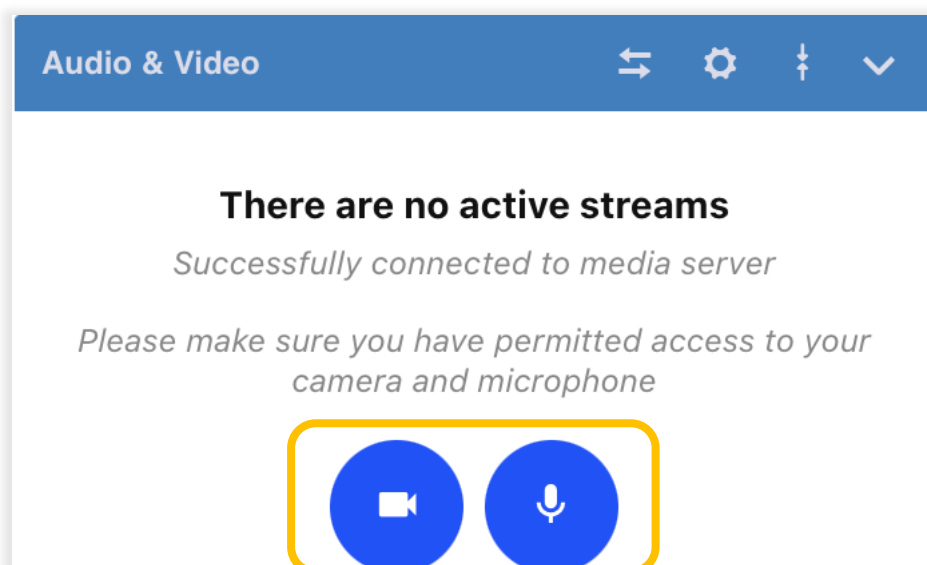

If you have trouble getting your audio and video running, make sure that you allow your browser to use your camera and microphone.
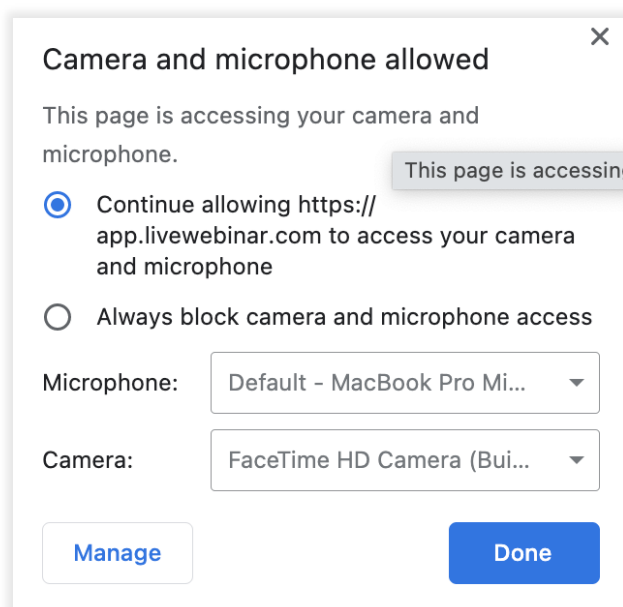
1. **Camera**: test your camera to be sure that everything is working correctly and that your stream looks sharp.

2. **Virtual backgrounds**: add or test a virtual background before you enter the room.

3. **Microphone**: say something to test that your microphone is working and is able to pick up on sound.

4. **Camera selection**: if you have more than one web cam connected (ie your computer's built-in cam and an external web cam), you choose between the outputs here.

5. **Microphone selection**: likewise, you can select the microphone (you'd like to use) if you have more than one connected to your computer.

Once you click "**Apply Changes**" or the **(x)** button, you'll be taken to the webinar room. To turn on your audio only click the **microphone** button, and to turn on your audio and video, click the **camera** icon.

If you have your audio already turned on and want to turn on the camera, click the blue camera button. To turn the camera off, click the camera button again, and if you want to mute yourself, click the microphone button.
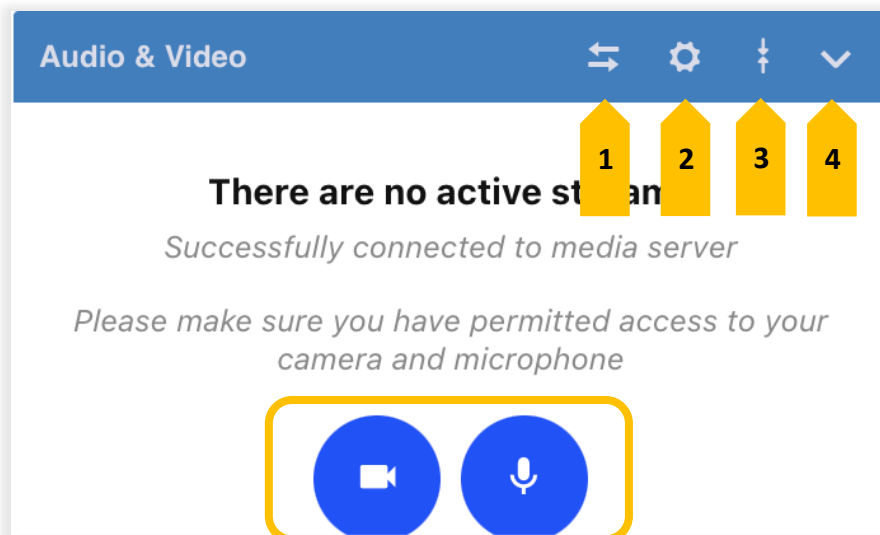

Be sure that you've given your browser access to your microphone and camera (the screenshot below shows the Chrome browser). If you want a guide to turning on audio and video in all browsers, click here.

Audio and Video Window Anatomy

The audio and video window has many functionalities that help you run your webinar. Below, you'll find a quick summary of what you can find there:
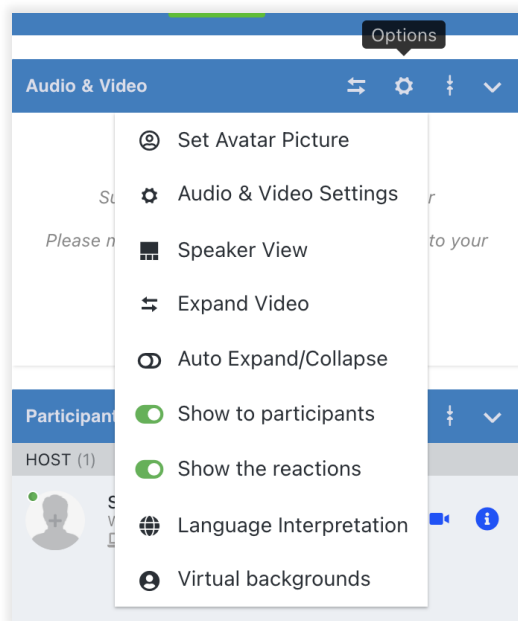

1. **Expand/Collapse Audio and Video window** – by clicking this icon, the Audio and Video window is expanded to the content window, but clicking it again, the Audio and Video window returns to the sidebar.

2. **Settings** – here you can find the various options which are available in your room, they will be described more in depth below.

3. **Expand/Collapse View** – this icon can expand the Audio and Video window to the size of the entire sidebar or collapse it back to its original size

4. **Hide Audio and Video window** – by clicking this icon, the Audio and Video window is entirely hidden from view.
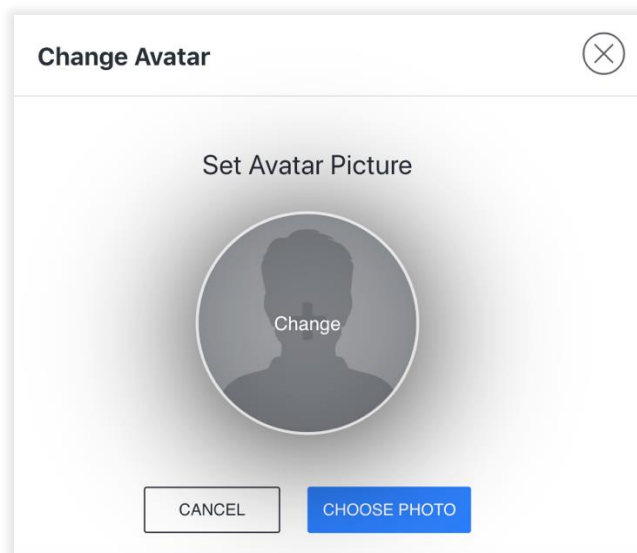
The microphone icon allows you to mute/unmute yourself, while the camera icon lets you start or stop your audio and video.

Audio and Video Settings

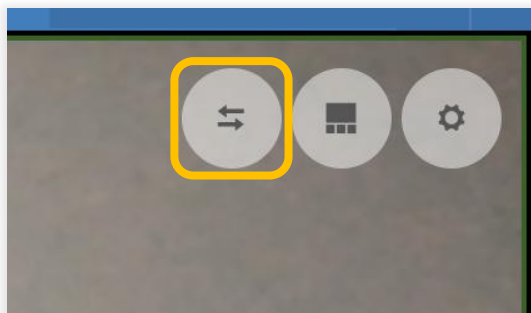Here you will find a short summary of the Settings Window.

- **Set Avatar Picture** – this allows you to add an avatar that will be visible with your nickname in the Audio and Video window and the Participant's List (when you choose to activate audio only). When you select this option, the "**Change Avatar**" window will appear. To add an image, click either "**Change**" or "**Choose Photo**". You will be asked to take a photo with your webcam, or upload one.
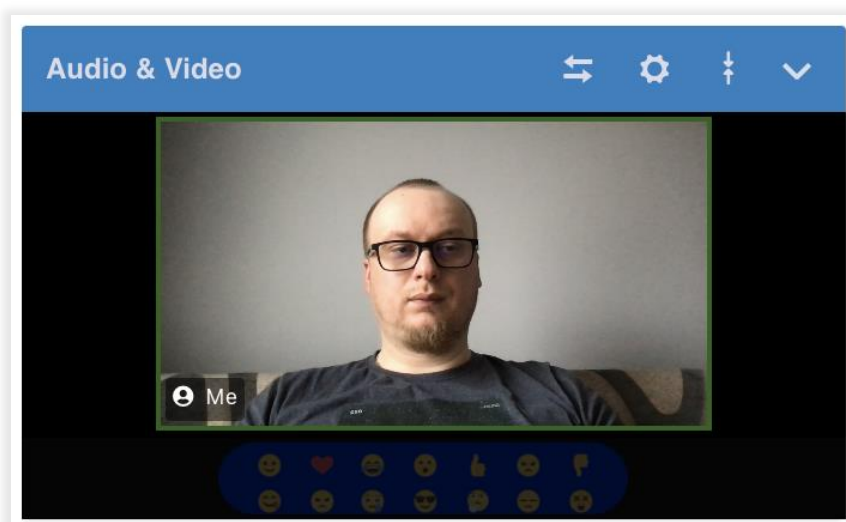

- **Audio and Video Settings** – this option takes you back to the **Audio and Video Settings** window you first see upon entering the room.

- **Speaker/Gallery View** – by clicking this button, you can change the camera layout inside the Audio and Video window.

- **Expand Video** – this allows you to move the audio and video window to the content area.

- **Auto Expand/Collapse** – this option enables the Expand/Collapse icon to be visible in the audio and video window, allowing you to quickly move the audio and video window to and from the content window.

- **Show to Participants** – when this option is toggled on, all participants can see the Audio and Video window, and when it's toggled off, the window is hidden from participants and their audio/video is disabled, but the host and presenters can still communicate with themselves.

- **Show Reactions** – this option enables the Reactions feature which allows attendees react to what's going on in the webinar with emojis.
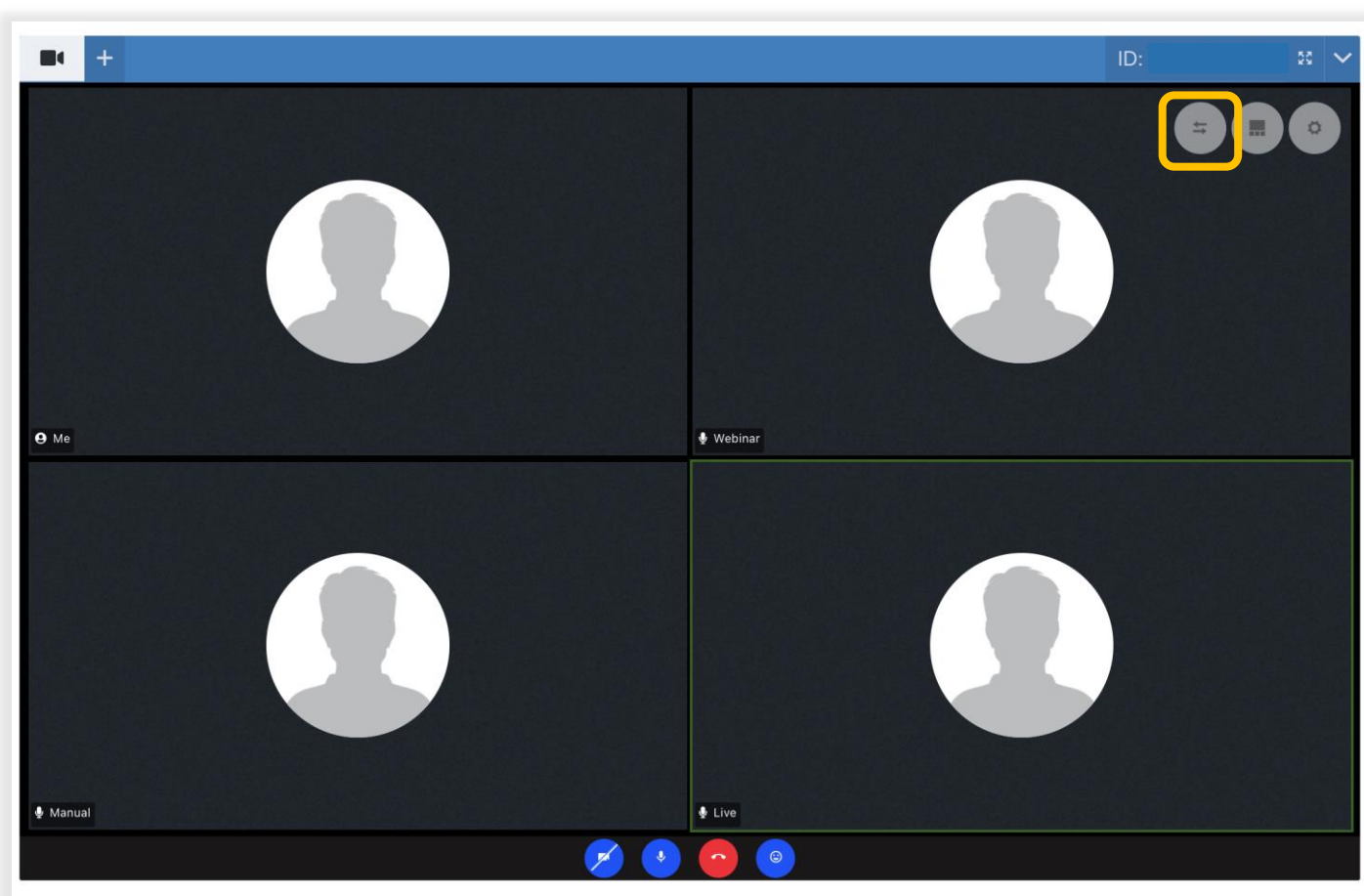

- **Hide Video Streams, Audio Only** – with this option you can hide video streams, and leave only audio.

- **Language Interpretation** – by clicking here, you can enable the Language Interpreters feature. To learn more about how to use this feature, click here.

- **Virtual Backgrounds** – this option lets you select a new, virtual background for your camera feed. To learn more about this feature, click here.
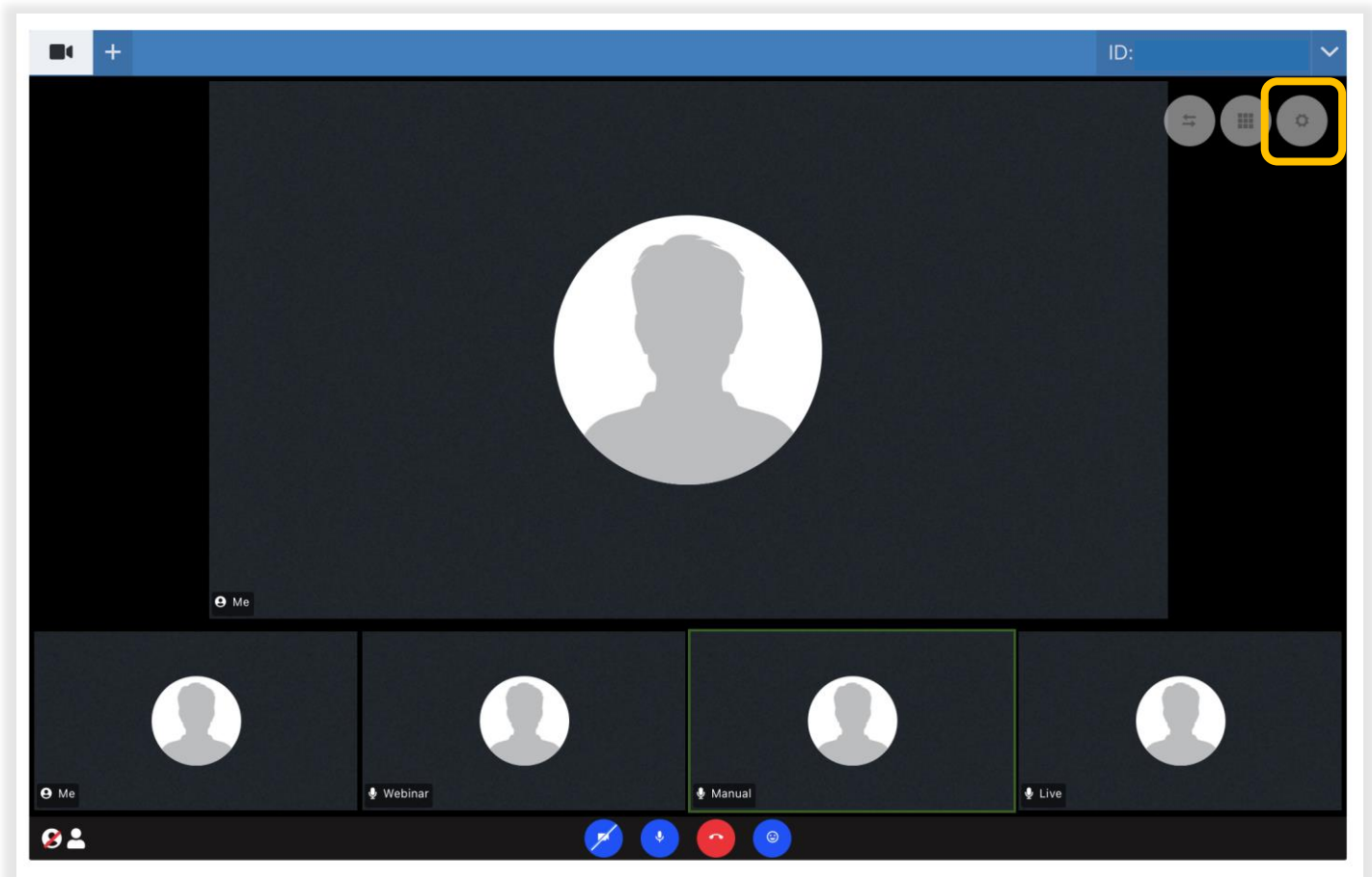
How to Enable and Switch Camera Layouts

The Audio and Video window lets you choose between two different camera layouts: Speaker View and Gallery View. Speaker View places the camera stream of one user at the forefront of the Audio and Video window, making it useful when leading a lecture or a presentation. Gallery View shows the camera streams of all attendees, coming in handy during brainstorming or Q&A sessions.

1. To change layouts in the Audio and Video window, click the **cog** icon inside the window, and select "**Speaker View**". You can do the same if you would like to switch to Gallery View.

2. To move the camera streams into the content window, click the "**Expand/Collapse Video**" button. Once in the expanded Audio and Video window, all the streams will be visible, and will automatically adjust to the size of your room layout and browser window. Below is an example of what gallery view looks like with four attendees.

3. To switch to Speaker View, click the icon between the "**Expand/Collapse AV**" button and the **cog** button.
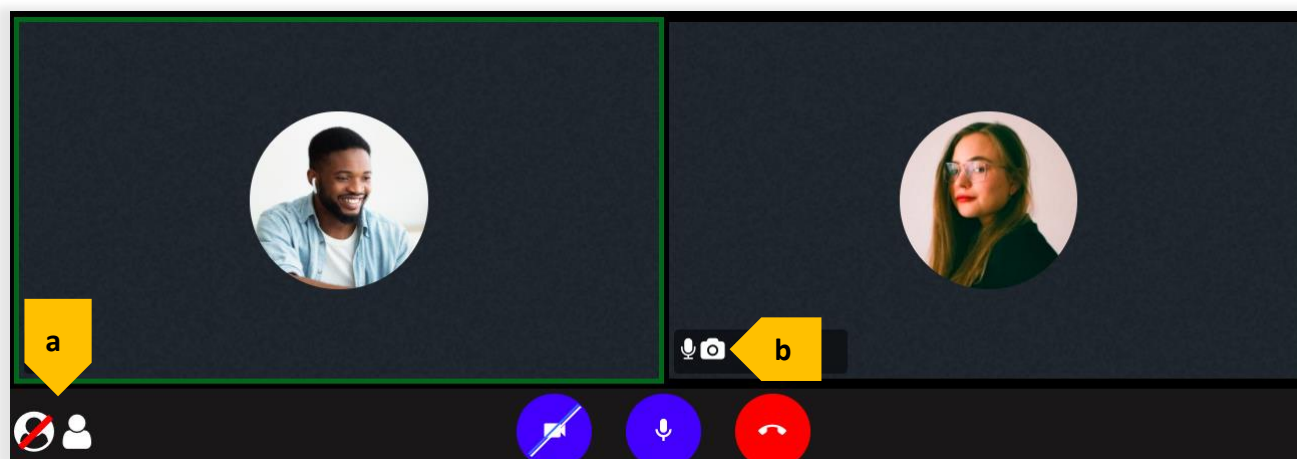
When you'd like to switch between views, likewise, click the middle icon that's visible on the content screen between the "**Collapse Video**" and the **cog** icon.

Audio and Video Controls

You can control your meeting with the help of a few functionalities that you'll find in the Audio and Video window.
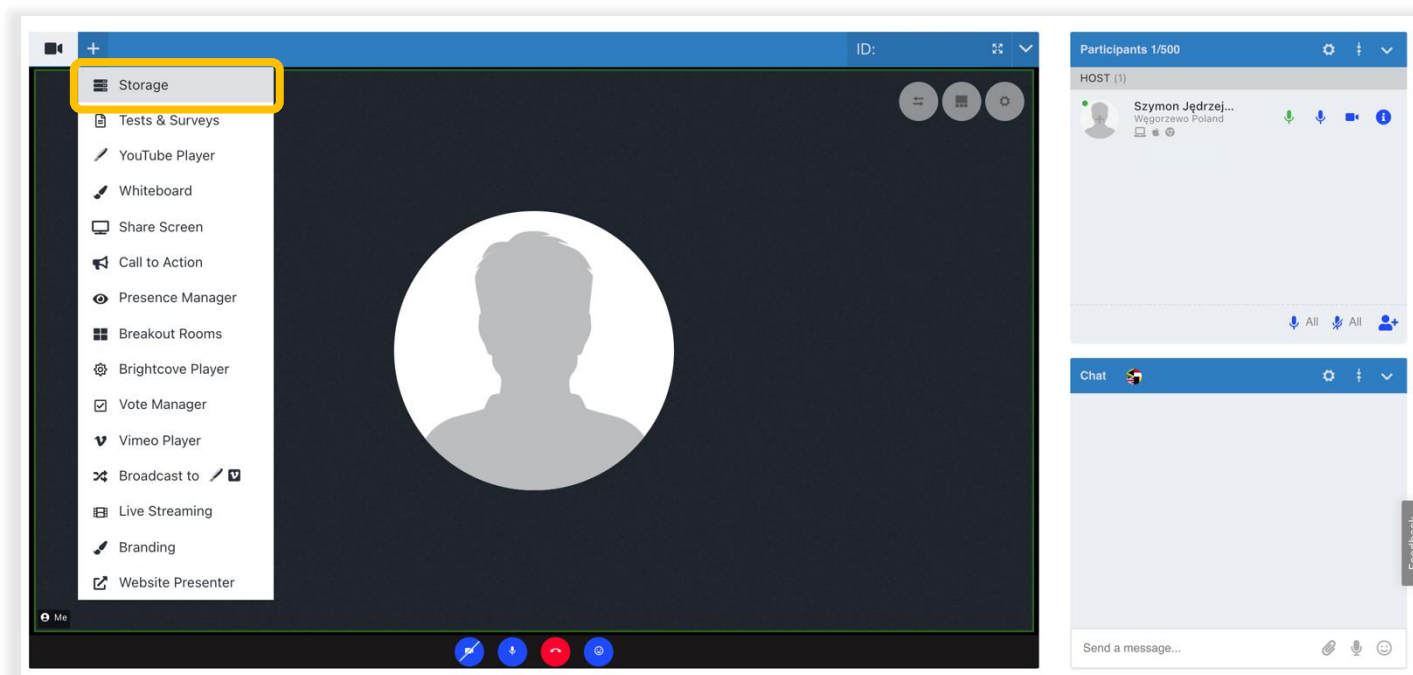

Here's a quick summary of what you can expect to see:

a. The bottom left of the Audio and Video window has two icons: the "**Focus Active Speaker**" icon, and the "**Show Single/Multiple Speaker(s)**" icon. When Focus Active Speaker is enabled, the stream of the person currently talking is highlighted with a green frame, as you can see in the screenshot above. The second option lets you show a single speaker in the Audio and Video window, instead of all the attendee's streams.

b. Each user's camera stream has two icons: the **Mute/Unmute** microphone, and the **Take a Snap** camera icon. The Mute/Unmute icon lets you turn an attendee's audio on or off directly from the window. The Take a Snap functionality lets you take a snapshot of a given attendee's camera stream and the snap is saved to your LiveWebinar storage.

Picture in Picture

If you're leading a presentation but still want participants to see you, use the picture in picture feature.

1. To activate this option, you must first expand the Audio and Video window into the content window.

2. Next, open a new content tab – this can be a presentation, a video or the whiteboard. Once you have an open content tab, your camera stream will be visible as a floating window.

3. Your attendees can move it around or adjust as they like. To exit the Picture in Picture option you can either close the content tab clicking the small **(x)** or click the **cog** icon visible in the floating window and select "**Collapse Video**".