ROOM COMPONENTS INSTRUCTION – NAVBAR
1. **Wifi** - this icon shows if you have a good internet connection
2. **Help** - allows you to test your device and send your feedback
3. **About** - information about the room (see About)
4. **Invite** - invitation of the participants (see Invite)
5. **Layout** - you can choose a layout of the room (see Layout)
6. **Room Mode** - you can choose the most convenient room mode (see Room Mode)
7. **Webinar** - allows you to choose interface template (see Webinar)
8. **Lock / Unlock** - you can lock and unlock your room
9. **Recording** - allows you to record your session
10. **Start Session** - by clicking you will start your session
11. **Dashboard** - by clicking you will got to dashboard
12. **Language** - allows you to change the interface language

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**About**

**karo**
by Karolina
**TIMEZONE:** Europe/Warsaw

**Presenter Phone PIN:** 6017521895 
**Participant Phone PIN:** 942371930 

**Available Phone Numbers:**
- +46 58 881 04 82
- +1 (858) 295-1025
- +1 (856) 334-1575
- +44 12 7401 9662

**EVENT PRESENTER:**
Karolina

**EVENT AGENDA:**
Presenter has not provided an agenda for this event.
1. Room ID – room number
2. Name of the Room
3. PIN for both presenter and participant required for phone bridge
4. Phone numbers required for phone bridge
5. Presenter Photo
6. Event Agenda

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**Invite**

1. **Email Message** - you can send the invitation to the participant via email
2. **Call Out** - Attendees can join a meeting by answering a phone call
3. **Text Message** - You can send a text message to invite participants
4. **Download Personal URLs** – upload CSV and generate Personal URLs
5. **Cancel** – go back to room view
6. **Copy invitation details** – you can copy invitation details and send it by e-mail
1. Four different room layouts to choose from

**Room Mode**

1. Discussion - all attendees can talk. Up to 25 attendees can talk at the same time. Others listen.

2. Presentation - only presenters are allowed to talk. Attendees listen.

3. Q&A - only presenters can talk. Participants can ask for permission to speak.

1. Discussion - all attendees can talk. Up to 25 attendees can talk at the same time.
2. Presentation - only presenters are allowed to talk. Attendees listen.
3. Questions & Answers - only presenter can talk but attendees can ask for permission to speak.
Webinar

You can switch between interface templates depending on your needs or preferences. All features are the same.

1. **Webinar Interface Template**
   Interface most suitable for webinars and presentations in large groups with all features at hand

2. **Meeting Interface Template**
   An alternative, clean interface layout-like hangouts. Best for meetings in small to medium groups

1. Webinar Interface Template – recommended for webinars and presentations in large groups with all features in hand
2. Meeting Interface Template – recommended for small meetings with interface layout similar to hangouts