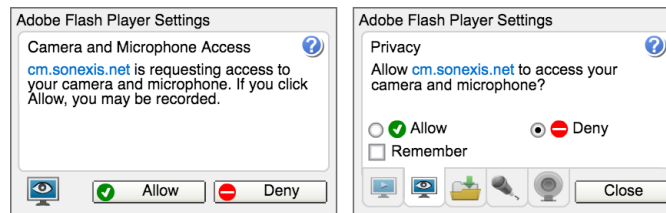
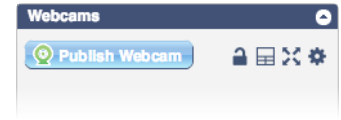


## Getting Started

If your conferencing system and Class of Service support it, you can add webcam video to your web conferences. To display the Webcams panel, select **Allow webcams** either in your host preferences or the conference room preferences.

Webcam use requires Adobe Flash; if you do not have Flash installed, an icon provides a link to Adobe's download site. Once installed, the Webcams panel appears as shown on the right.

When you click **Publish Webcam** or click for the first time, you will see a Flash popup; select **Allow** to provide the conferencing server with access to your camera and microphone.

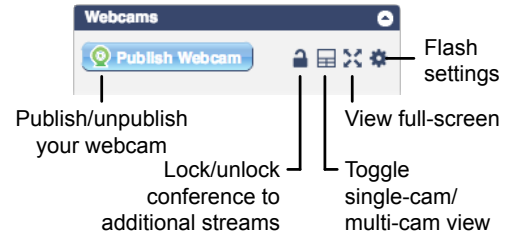


You may click **Unpublish Webcam** at any time to stop your video stream.

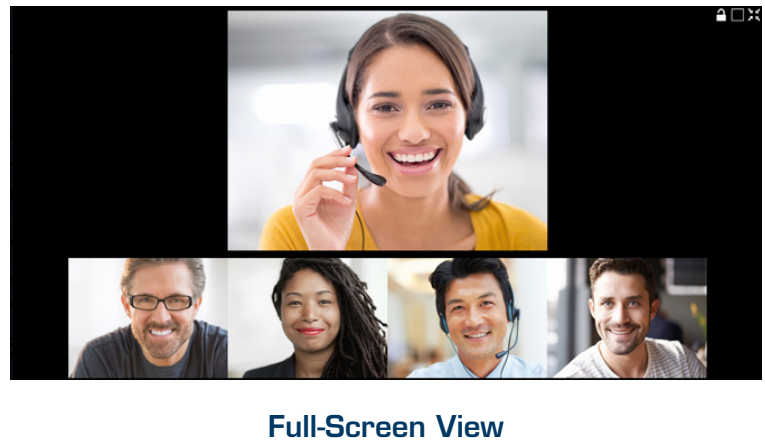
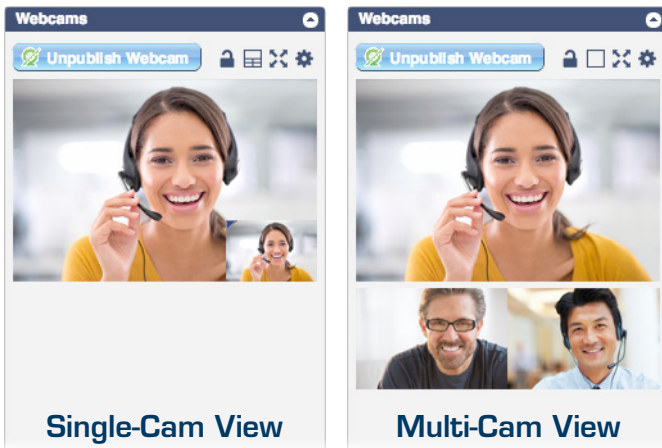
## Controlling Webcam Views

Once running, the Webcams panel appears in one of two views:

- ❖ If yours is the sole video stream, or if you choose not to display participant video (single-cam view), you will see the primary video stream (yours, or a participant's, if you switch to them) and a thumbnail of your stream (if published). You may also click to lock the Webcams panel to additional video streams; click to unlock the panel.
- ❖ To show participants' video streams (multi-cam view) click to display up to four additional streams. Click to return to single-cam view.



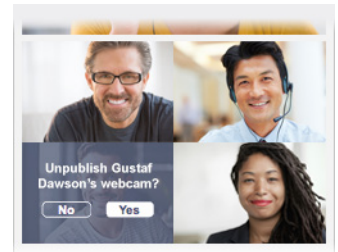
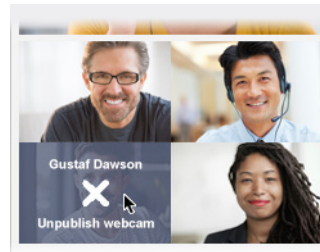
To focus on the webcam component of a meeting, you may click to maximize the video display. Click to return to the conference room; note that the / and / controls also work in full-screen view.



## Managing Multiple Streams

### Stopping a Participant's Video Stream

You can unpublish a participant's stream at any time by hovering over the stream in matrix view, clicking the X, and then clicking Yes to confirm.



### Promoting a Participant's Video Stream

To assign the primary video stream to a participant, hover over your stream and click the arrow icon; then click OK on the stream you wish to promote. Repeat the process to promote a different stream or to reassign yours as the primary stream.

