



Interactio User Guide



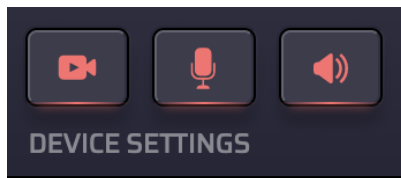
Appendix 2 - Meeting Modes

Single speak button mode

In the single speak button mode, the participants use only one button to activate both the microphone and camera when they wish to speak. This mode is useful in the moderated meetings, where speakers take the floor one after another.

When you join the event:

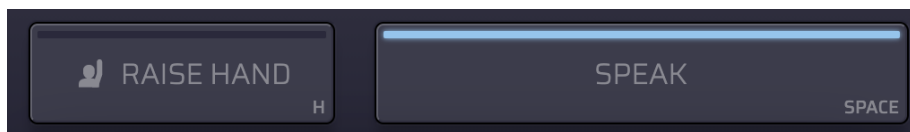
1. You can change your camera, microphone, and output device in the device settings. The red colour indicates that the devices are selected.



2. If you see the grey Speak button - your microphone is closed. If you wish to speak, please press the Raise Hand button and let the moderators know.



3. When your microphone is opened, the Speak button will change the colour to blue. You will appear in the video component as soon as you press the Speak button.



4. When you finished speaking, press the Speak button again to leave the video component.

If the join link is created with the Open Mic option, your speak button will be enabled and you will appear in the video component when joining the meeting.

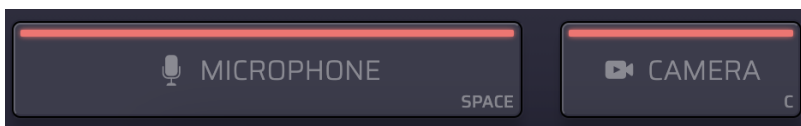
Tip: if you want to participate without the camera, you can turn it off in the device settings before taking the floor.

Two buttons - microphone and camera

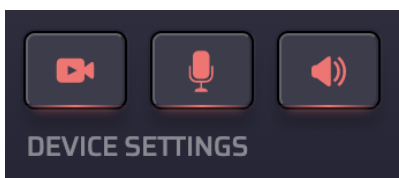
In this mode, the participants can control the camera and microphone separately. This meeting mode is recommended for open mic meetings. Participants can mute their microphones but still have their camera on and stay in the video gallery.

When you join the event:

1. If the join link is created with the Open Mic option, your camera and microphone will be turned on when you join the event. You can mute your microphone and/or turn off your camera using the buttons below the video component.



2. You can change your camera and microphone and output device in the device settings



3. You will appear in the video component when you start speaking.
 - a. If you turn off your camera, a tile with your name will stay in the video component when you are speaking.
 - b. If you mute yourself, you will stay in the video component until another speaker takes your place.

Tip: if you want to completely disappear from the video component, you can temporarily turn off your microphone in the device settings.