



COURTCALL: Host Controls

Connected participants are controlled via the *Participants Control Box*. There are multiple ways to control either individual participants or a group of participants connected.

To open the *Participant Control Box*, press the **'Participants'** button in the bottom control bar.

The screenshot shows the 'Participants (5)' control box. It includes a 'Select Sidebar View' dropdown set to 'Cases', a search icon, and a 'MOVE PARTICIPANTS' button. A 'QUICK ACTIONS' section allows toggling video/audio for all cases. A participant list shows 'Parker Howser (Defendant; Calibration Services, Inc.)' with a 'START' button and a 'Host Indicator' icon. A 'QUICK CONTROL MENU' is visible below the participant name. A 'MANAGE PERMISSIONS' section allows toggling permissions for Chat, Collaborate, Files, Host, and Interpreter. Callout boxes provide detailed descriptions of these features.

- Quick Actions Menu**: Located at the top of the control box, it includes a 'MOVE PARTICIPANTS' button and a 'QUICK ACTIONS' section with icons for video and audio toggles.
- Case Information**
Only in 'Cases' Sidebar View: Points to the 'QUICK ACTIONS' section, which includes a 'Toggle Video/Audio For All Cases' label.
- Start/Stop Case**
Only in 'Cases' Sidebar View: Points to the 'START' button next to the participant name.
- Host Indicator**: Points to the small square icon next to the participant name.
- Quick Control Menu**
Will appear when hovering over the participant with mouse.: Points to the row of icons (microphone, video, chat, share, screen, and stop) that appears when hovering over a participant.
- Manage Permissions Menu**
Press the ... icon to manage an individual's feature permissions.: Points to the three-dot menu icon next to the participant name.
- Manage Permissions Menu**: Points to the 'MANAGE PERMISSIONS' section, which includes a 'Toggle by Feature or Role' label and buttons for Chat, Collaborate, Files, Host, and Interpreter.
- Name Display**: Points to the participant's name, 'Parker Howser (Defendant; Calibration Services, Inc.)'.
- Video/Audio Indicators**: Points to the video and audio icons in the participant's control row.
- Sidebar View**: Points to the 'Select Sidebar View' dropdown menu.



Host Control Details

Quick Actions Menu

While in the 'Cases' sidebar view, the *Quick Actions* menu will allow Hosts to open or close all scheduled participant's video and/or audio. While in the 'Room Overview' or 'Active Participants' sidebar views, you are able to open and close the video and/or audio of any unscheduled participants that have been invited to the conference by a Host.

Case Information

Every matter that is scheduled with CourtCall will be displayed while in the *Cases Sidebar View* within the Host Controls under *Participants*. Each calendar time, case name, and case number will be listed. To see all participants scheduled for a particular case, along with who each participant represents, press the downward arrow to the right of the case name.

Start/Stop Case

Pressing the 'Start' button to the left of the case name will open audio and or video for all participants scheduled for that specific case. Once a case has been started, this button will change to a 'Stop' button.

Host Indicator

If a party has entered as a Host or has been promoted to Host, this indicator will be outlined in dark blue.

Quick Control Menu

The *Quick Control* menu gives options to control a specific participant. To view, hover over a participant's name. Within the menu are choices to mute/unmute audio, start/stop video, change participant's displayed name, move participant's audio/video to a different room, chat the participant, or remove participant from the conference. ***Non-Hosts cannot re-enable audio or video when disabled by a Host.***

Sidebar View

Gives the Host(s) the ability to choose how they view and manipulate the connected participants within their conference. Host(s) who would like to group participant's lines by case name would choose the 'Case' sidebar view. This view would also be used to start and stop cases as they are called. Host(s) who would like to see only parties connected to the conference would choose the 'Active Participants' sidebar view. If the Host(s) would like to see participants within each room (Main Conference, Waiting Room, or any of the many Subconferences), the 'Room Overview' sidebar view would be used.


Name Display

Each participant scheduled through CourtCall will have their name displayed. When using the *Quick Action* and *Manage Permissions* menu, you would find the participant's name and manage their specific connection accordingly.

Video/Audio Indicators

Indicates how parties are connected. A line through either video or audio icon denotes they have been disabled.

Manage Permissions Menu

Press the  icon to the right of a participant's name to view their *Manage Permissions* menu. This allows a Host to enable or disable the features for an individual participant (Chat, Collaborate, Files, or Interpreter) with the press of a button. Additionally, a Host can promote a participant to a Host, if needed, and can demote when the participant no longer requires host capabilities. Participants who enter a meeting as a Host cannot be demoted.