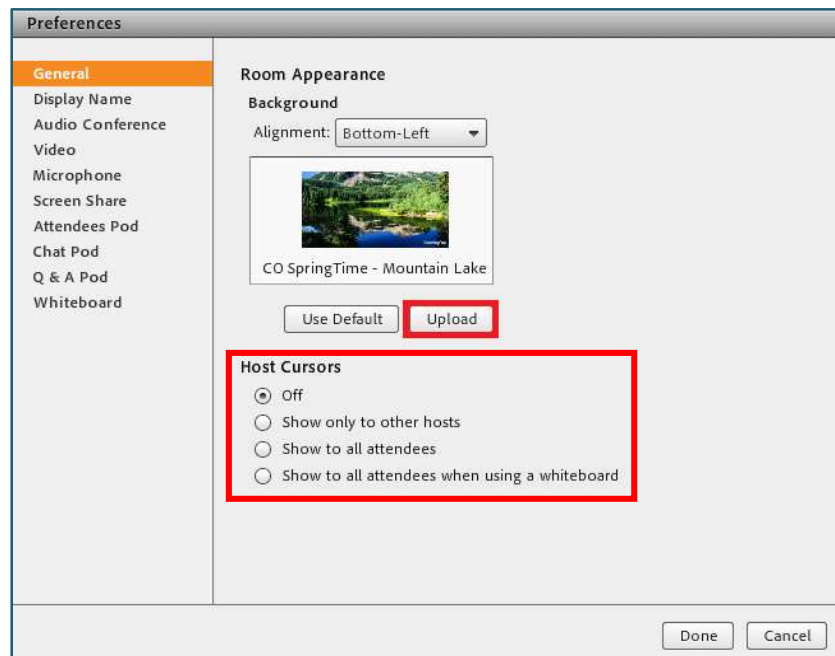
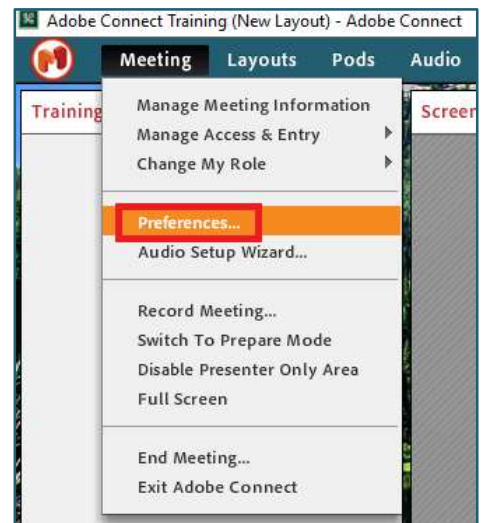


Preferences

***Meeting Preferences** is where you can set general preferences for this meeting room. (I.E. Room background screen share and video quality etc.)*

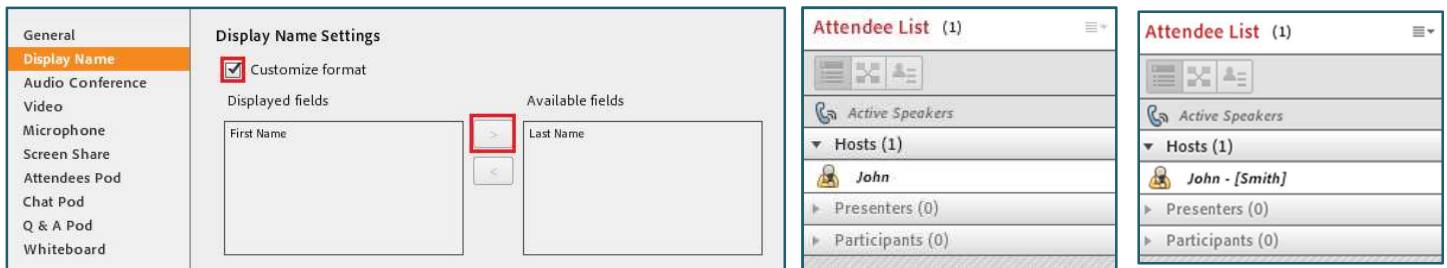
To Access your room preferences, select the **Meeting** drop down menu and select **Preferences**

- **General Tab** - allows you to add a background to your meeting room and choose Host Cursor options.
 - **Background Image**
 - Choose preferred **Alignment** from the drop down
 - Select **Upload** and then **browse my computer** to select the image file you would like to use. The image should be in .PNG or .JPEG format. (Minimum Background image size 1920x1280)
 - **Host Cursor**
 - The host cursor option will allow you to choose whether or not you would like participants to see your cursor on their screen. By default it will be off, you can choose one of the other options to choose who can see your cursor, and when.

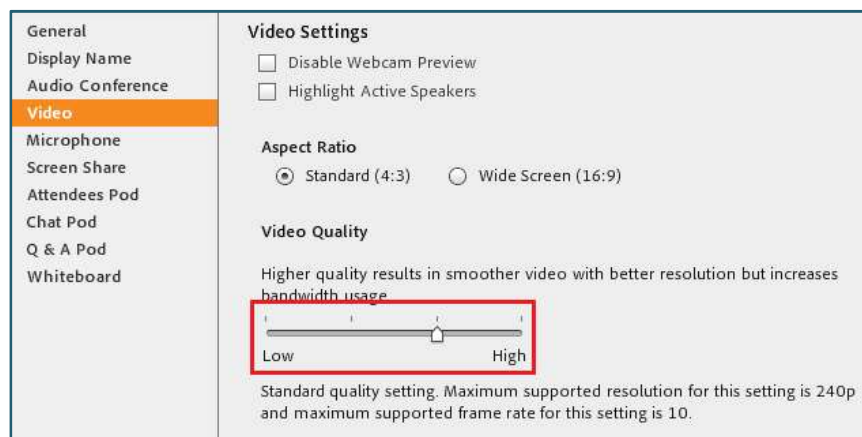


Preferences, continued

- **Display Name Tab** – this will allow you to customize your attendee pod.
 - By default it will show [first name last name] for each attendee.
 - Select the **Customize Format** checkbox, to customize which name is shown (first name or last name only) by moving one name from the **Displayed fields** box on the left, to the **Available fields** box on the right. You can also choose a **Separator for the Name** by clicking the corresponding radial button (not pictured).



- **Audio Conference Tab** – See Audio Set up documents
- **Video Tab** – Allows you to adjust video quality settings. This can be useful for reducing the amount of bandwidth used by the room, and improve performance. Turn the quality settings all the way to low for the best performance. You can also switch the video format from full screen to wide screen.



- **Microphone Tab** – See Audio Set up documents
- **Screen Share – Whiteboard Tabs** – See Pod specific documents