



## **rPhone pod settings**

**V.2**

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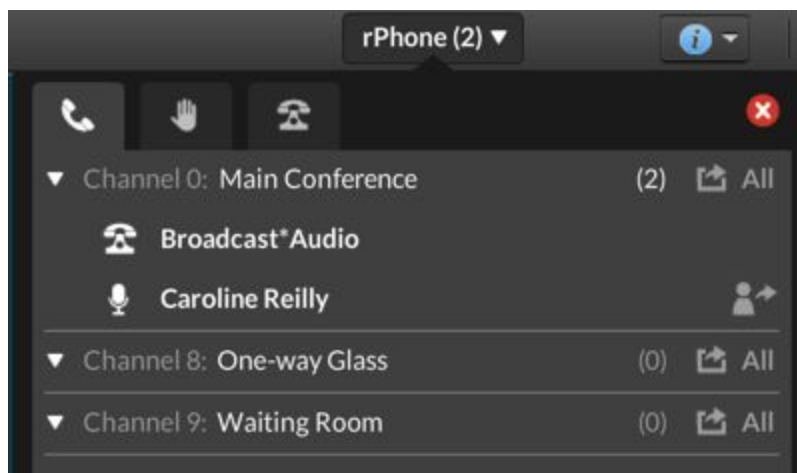
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## rPhone settings

The rPhone pod has a number of settings that filter and customize the pod as needed.

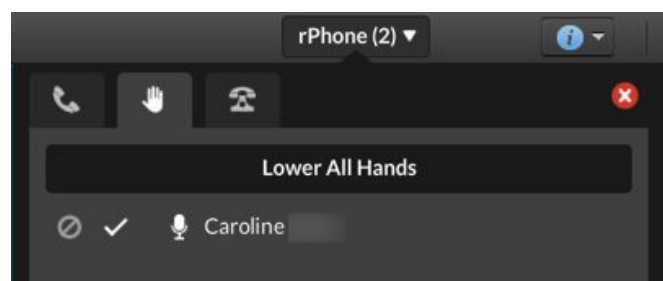
### Receiver icon

The receiver icon is located at the top of the rPhone pod and is where all channels, participants, and participant connections can be viewed. This display is also where participants' identities can be merged/unmerged, where to control volume and connections, and mute and unmute participants.



### Hand raise icon

The hand raise icon displays the hand raise integration with the [Hands Up pod](#). All participants who have raised their hand using the purple hand raise in the Hands Up pod are listed. Two icons appear next to each participant's name who have their hand raised:



- a line icon: when the host clicks the line icon, the participant's hand is lowered and the participant's line stays muted
- checkmark icon: when the host clicks the checkmark icon, the participant's hand is lowered and their audio connection is unmuted

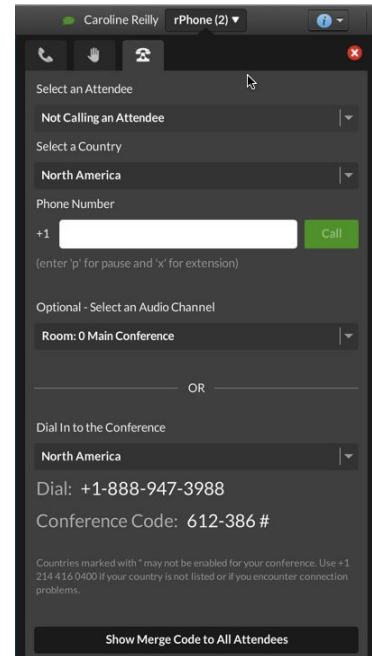
This is a great feature when the host wants to keep an eye on participants who have questions and facilitate participant communication within the meeting room.

The host can individually lower participants hands or lower all hands using the **lower all hands** button.

## Telephone icon

The telephone icon is where the host has the ability to call participants into the meeting room. The host selects an attendee, enters their country and phone number, and can select an audio channel to place the participant into before hitting the green **call** button.

The host also has the ability to display the dial in information (phone number and conference code), to the attendee in a pop up message on the attendee's computer screen by clicking **Show Connect to Audio Options**.



## Mute icon

The mute icon provides the host with the ability to soft mute all participants in the meeting room, except for those in the role of host. After all participants' audio is muted, the host can choose to unmute participants individually or participants can choose unmute themselves.

The mute all icon is a great way to quickly mute all audio connections during a presentation to ensure that extraneous audio does not disrupt the meeting.



## Filter icon

The filter icon allows the host to filter participants by the types of audio connections in the meeting room. The green box around each filter means that the filter is being used.

- The receiver filter (on the left), displays the main screen showing all channels, participants, and participant connections.
- The microphone filter displays participants connected to the audio via VOIP
- The participant filter displays participants who have un-merged identities within the meeting room
- The telephone filter displays participants who have called into the meeting room via a telephone line.

Hosts can use the **show** text box to type a specific participant's name and the rPhone will filter for the participant.

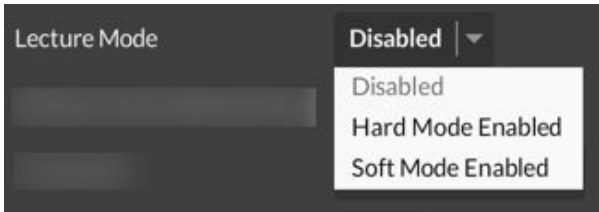
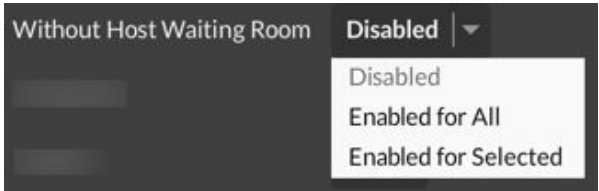


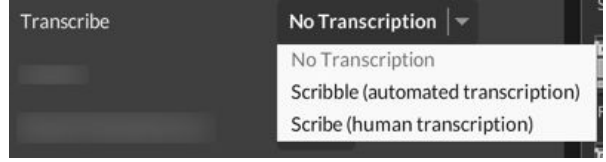
## Settings

The gear icon displays settings for ZipDX, the rPhone pod, and Adobe Connect.

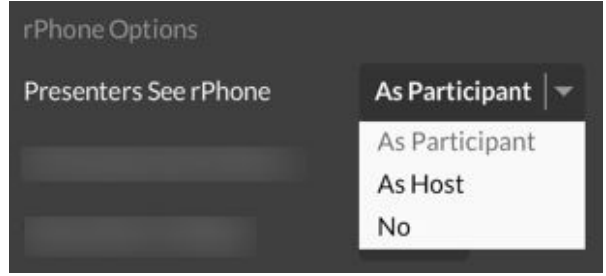


ZipDX conference settings pertain to the settings inside your ZipDX account.

Setting	Description
Chimes	a yes/no option to hear a set of chimes when a participant connects/disconnects to and from the audio conference
Name announce	a yes/no option to hear the name of a participant when connecting to the audio conference
Lecture mode	allows the host to enable a hard mute or soft mute on all participants during a presentation. This is a great setting when presenting to large groups because it quickly and easily ensures that the presenter does not get interrupted. 
Without host waiting room	places participants in the waiting room until the host connects and moves the attendees to another channel. This ensures that participants are not in the meeting room unless a host is there also. 
Transcribe	determines the type of transcription for the audio conference. Additional fees apply

	<p>when using the transcribe feature.</p> 
Locked	a yes/no option to lock the conference so no additional hosts or participants can join the meeting unless they are enrolled.
Record teleconference	a yes/no option to record the teleconference of the meeting.

rPhone settings pertain to the settings for the rPhone pod:

Setting	Description
Presenters see rPhone	<p>a setting to determine in what perspective a presenter will see the rPhone pod in a meeting room.</p> <p><b>As Participant</b> displays the <b>audio options</b> in the Adobe Connect meeting menu bar. When the participant clicks the audio options, they are presented different ways to connect to the audio conference.</p> <p><b>As host</b> displays the rPhone pod in the same way a host will views the pod with all the settings available.</p> <p><b>No</b> removes the visibility of the pod from the meeting room.</p> 
Participants see rPhone	a yes/no option to display the rPhone pod to the participants in the Adobe Connect meeting menu bar. If selecting <b>no</b> the pod

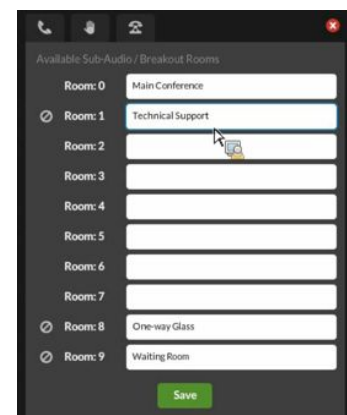
	is hidden entirely from the participant in the meeting room. Participants do not have the option to view the methods of connecting to the audio conference.
Show who's talking	a yes/no option to display the green talk bubble next to participant's names when audio is received through their audio connection. This is helpful in identifying from which participant audio is heard.
Warn when called	a yes/no option to play a verbal warning when a participant is called on after they have raised their hand. This works only when the participant is on a telephone line.

### Adobe Connect Options

Setting	Description
VOIP enabled	a yes/no option to enable VOIP in the meeting room for participants. This settings enables or disables the use of the participant's computer microphone and speakers.

### Channels icon

The channels icon appears a two square boxes at the bottom of the rPhone pod. This tab opens the display window where channels can be names. Room:0 is reserved for the main conference; Room:8 is reserved for One-Way Glass; and Room:9 is reserved for the Waiting Room.

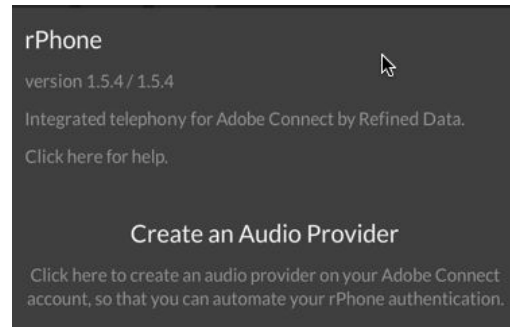


### Question mark icon

The question mark icon provides the rPhone pod information details of the version of the pod and the option to create an audio provider to automate the rPhone authentication. The



rPhone pod is self updating, so there is no need to check here to ensure that you have the latest version.



## Stop conference button

The **stop conference** button is located at the bottom of the rPhone pod and is where a host can easily end the audio conference in a meeting room.



When the **stop conference** button is clicked a warning pop-up message will appear to the host asking if the host is completely sure they would like to end the conference and disconnect all callers. Click the green **OK** button to end the audio conference.

