# K20Video

Managing a Live Videoconference

The person who schedules the conference can, at any time during the conference, open the "Controls" tab to utilize features such as layout control, muting, and messaging.

To do this:

1. Log into K20Video

2. Hit the "Dashboard" button or "Upcoming" tab

3. Click the Pencil icon ✏ next to the live conference you would like to manage

4. From the Summary/Confirmation page, click the "Controls" tab

5. On the "Controls" screen, you can control the layout of the conference. You can force the view to just one participant, mute and un-mute individual participants, send messages to all participants or just individual participants and disconnect participants. You can also dial an endpoint. This option allows you to dial out using a CalREN number, GDS or IP address. You also have the ability to stop recording the videoconference.

6. View the icon glossary below to learn more about the icons available under the "Controls" tab.

7. If you need to extend the end time of your conference, you may do so live in the Edit mode, under the "General" tab.
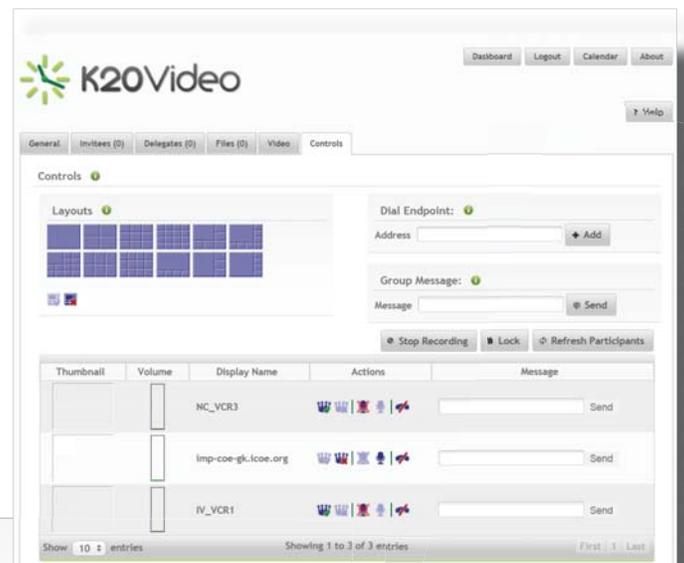
Icon	Description
✂	Disconnects a participant from the conference.
♔✓	Forces the view to that participant. When you force the view to one participant, everyone in the conference ONLY sees that site, no matter who is talking. This is sometimes called lecturer mode. Only one participant can be in the forced view or "lecturer" mode.
♔✗	Removes forced view; returns to previously selected layout.
🔇	Mutes a participant.
🎤	Un-mutes a participant.
▦✗	Prevents all participants from changing their own layout on their end. As the scheduler of a conference, you can control whether individual sites can change the layout they see.
▦✓	Allows participants to change the layout on their end only.