Meeting Center includes two features that allow hosts and presenters more control over interactions in a meeting:

- **Privileges:** the presenter can assign privileges to all attendees (or give a specific attendee special privileges) to control what attendees can see and do in a meeting.
- **Sound Alerts:** the host can choose to receive sound alerts when specific meeting events occur, and attendees can choose to receive a sound alert when a new chat message is received.

Setting Privileges

If the host has not modified privileges when scheduling a meeting, attendees are assigned default privileges. These default privileges provide the ability to:

- ❖ Send private chat messages
- ❖ Broadcast chat to all participants
- ❖ View the list of participants
- ❖ Accept remote control of shared applications, web browsers, and desktops

The presenter can modify the default privileges during the meeting.

To modify participant privileges during a meeting:

1. Right-click in the title bar of the Participants panel or Chat panel, and select **Assign Privileges**.
2. The *Participants Privileges* dialog box displays.
3. Click either the **Participants** tab or the **Communicate** tab.
4. Do one of the following:

To grant privileges or to remove privileges from…	In the pane on the left side of the dialog box…
All participants	Select All Participants
Individual Participants	Expand the participant list, and then select a participant's name.

5. Clear a privilege checkbox to remove the privilege, or select it to allow the participant that privilege.
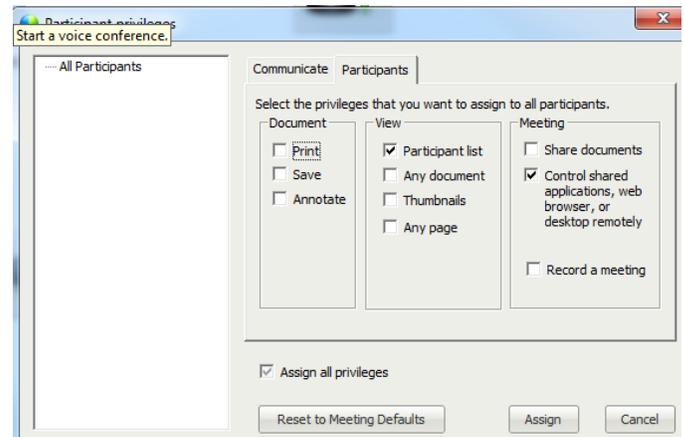
6. Click **Assign**.

To assign all privileges:

1. Select All **Participants** or the participant to whom you want to assign all privileges.
2. Select the **Assign all privileges** checkbox. All privilege checkboxes on both tabs are selected at once.

   Note: If the Assign All privileges checkbox appears inactive, click the box to activate it. All privilege checkboxes on both tabs will be selected automatically.

3. Click **Assign**.

To reset default privileges:

1. Click **Reset to Meeting Defaults**.
2. Click **Assign**. The default privileges set when the meeting was scheduled or started are restored.

Participant Privileges

The table below outlines the options the participant and communication privileges.

Participant tab:

Checkbox	Privilege allows participants to…
Print	Print any shared documents, presentations, or whiteboards that appear in the content viewer.
Annotate	Use the annotation tools, available from the toolbar above the content viewer, to annotate on shared documents, presentations, or whiteboards.
Save	Save any shared documents, presentations, or whiteboards that appear in the content viewer
Participant List	View the names of all other attendees on the Participants panel. If this option is not selected, attendees can view the names of only the meeting host and presenter.
Any document	Navigate through any documents or presentations shared in the content viewer, regardless of the content that appears in the presenter's content viewer.
Thumbnails	Display miniatures of any pages, slides, or whiteboards that appear in the content viewer. This privilege allows attendees to view miniatures at any time, regardless of the content that appears in the presenter's content viewer.
Any Page	Navigate independently through the document or presentation displayed in the presenter's content viewer.
Share Documents	Share documents, presentations, and whiteboards. Copy and paste any pages, slides, and whiteboards in the content viewer.
Control	Request remote control of a shared

Checkbox	Privilege allows participants to…
Shared applications, web browser, or desktop remotely	application, Web browser, or desktop. If this privilege is cleared, the command to request remote control is unavailable to attendees.
Record a meeting	Record all interactions during a meeting and play them back at any time. This option is only available if *Recording* has been selected as a meeting option.

Communicate tab:

Checkbox	Privilege allows participants to…
Host	Chat privately with only the meeting host. If an attendee sends a chat message to the host, it appears in only the host's chat viewer.
Presenter	Chat privately with only the presenter. If an attendee sends a chat message to the presenter, it appears in only the presenter's chat viewer.
Other Participants	Chat privately with any other participant not including the meeting host and the presenter.
Everyone	Chat publicly with all all participants at once, including all attendees, the meeting host, and the presenter.

Setting Sound Alerts

Meeting Manager saves your sound preferences on your computer; however, if you start or join a meeting on another computer, you must specify your preferences again if you want to customize them.

In addition, individual attendees can set their own preferences for sound alerts, which play when a new chat is received.

To set participant sound alerts (host):

1. In the meeting window, select **Edit >Preferences,** or right-click the title bar of the *Participants* panel and select **Sound Alerts**.
2. The Preferences dialog box displays.
3. Click the **Participants** tab.
4. Under When a participant, select the checkbox by each action for which you want to play a sound.
5. Select a sound from the **Sound** drop-down list, or click **Browse**… to browse for a sound on your computer.

    Note: To play the currently selected sound, click the play [▶] button.

6. Click **OK**.
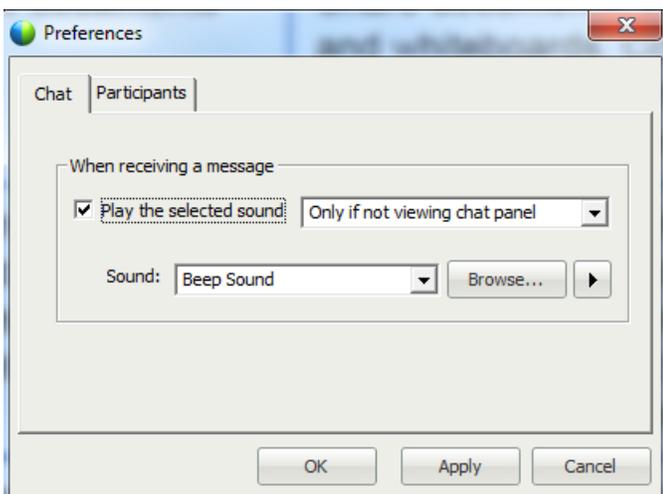
To set chart alerts (attendees):

1. Right-click the title bar of the **Chat** panel, and select Sound Alerts.
2. The *Preferences* dialog box displays.
3. Select the **Play the selected sound** checkbox.
4. In the drop-down list, choose the occasion for which you want to assign the sound.
5. Select a sound from the **Sound** drop-down list, or click **Browse…** to browse for a sound on your computer.

    Note: To play the currently selected sound, click the play [▶] button.

6. Click **OK**.