# RINGCENTRAL VIDEO: AVOIDING AUDIO, VIDEO, AND SCREEN SHARING PITFALLS

RingCentral gives you the option to control the audio, video, and screen sharing settings. The following tips help you avoid common pitfalls and ensure seamless and productive video meetings.

AVOIDING AUDIO PITFALLS

1. While in a video meeting, click the microphone icon to **Mute** and **Unmute** your audio.
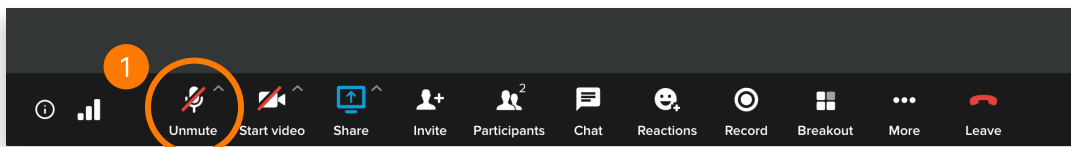

2. Check your audio source to ensure that other participants can hear you and vice versa. Click the ⌃ arrow next to the mute button.
   a. Verify that your preferred microphone and speakers are selected.
   b. Choose between the different levels of background noise removal.
   c. To check if your audio output is clear, click **Test mic and speaker settings**.
      i. Click **Test microphone** to test the microphone clarity.
      ii. Click **Test speakers** to test your audio output.
   d. When clicking **Leave computer audio**, participants lose your audio and vice versa.
   e. When clicking **Switch to phone call**, RingCentral video asks for your phone number. The system then calls the number to transfer the meeting.
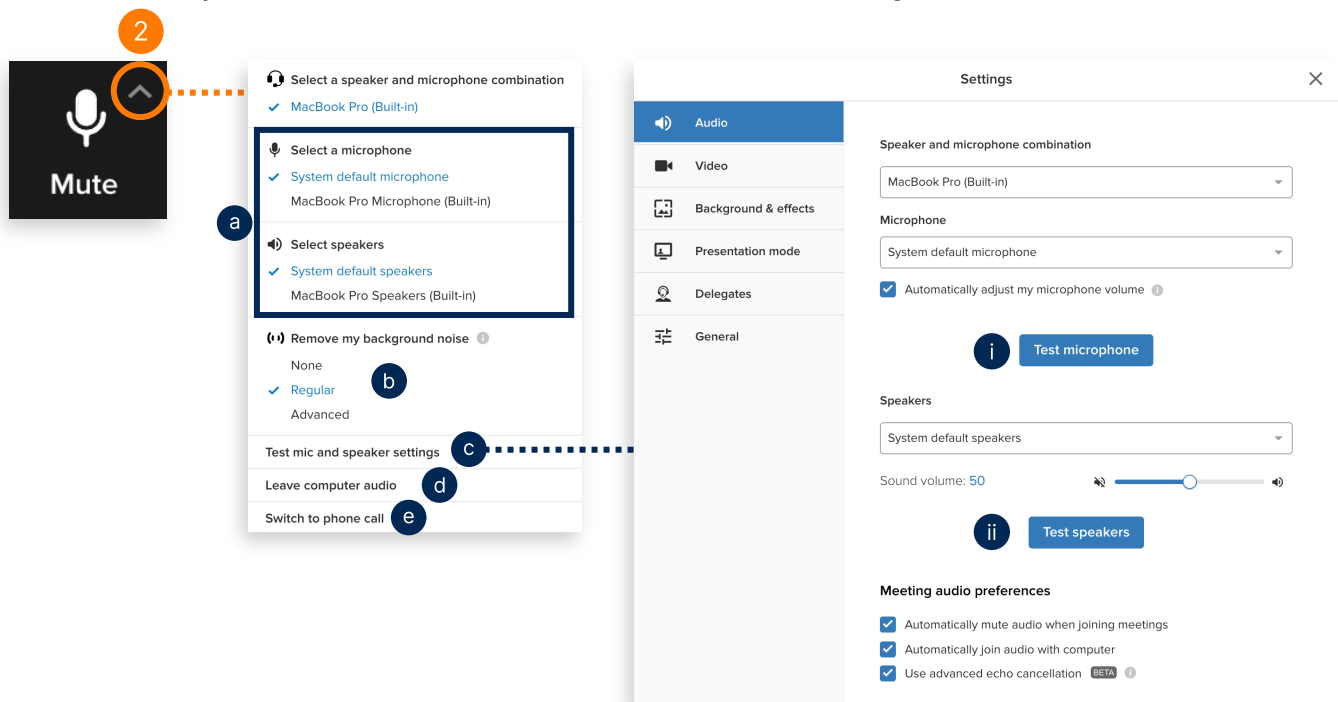
AVOIDING VIDEO PITFALLS

1. Click the video icon to turn your camera on and off.
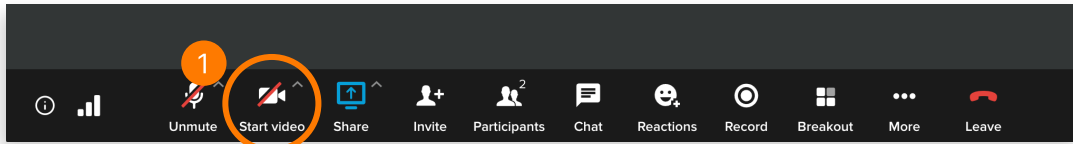
2. To verify the video source and other video settings, click the ⌄ arrow next to the video button.
    a. Verify your preferred video source is selected.
    b. Click **Background & effects** to configure your virtual background settings and other effects.
        i. Select from the default backgrounds, a GIF, or upload your own image or video.
        ii. Under Effects, you can enable **Touch up my skin** and **Improve my video in low light** to improve your appearance in meetings. Choose **Auto-follow**, so the camera automatically adjusts to keep you at the center of the frame as you move around.
    c. Select **Disable incoming video** so anyone who joins the meeting has their video off by default.
    d. To check your video settings and clarity, click **Video settings**.
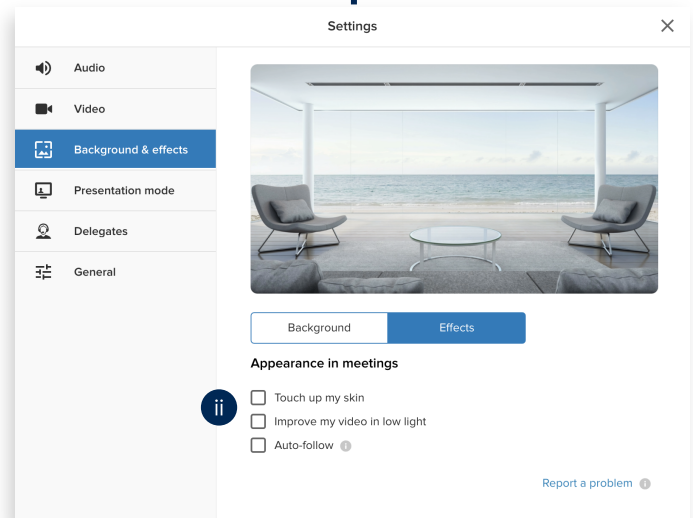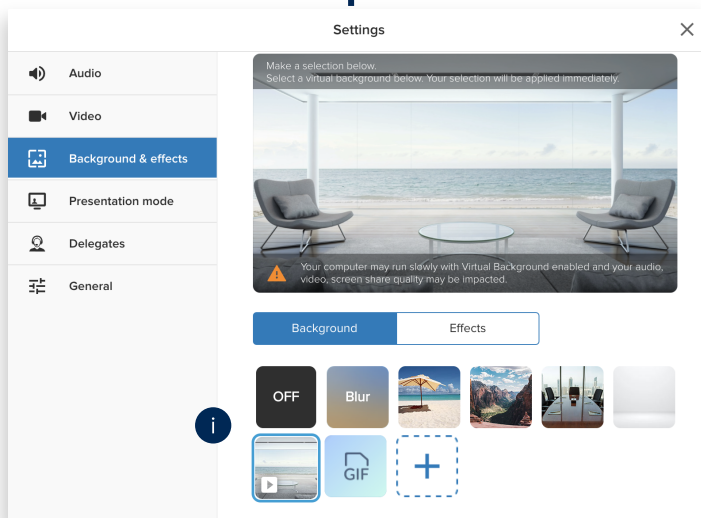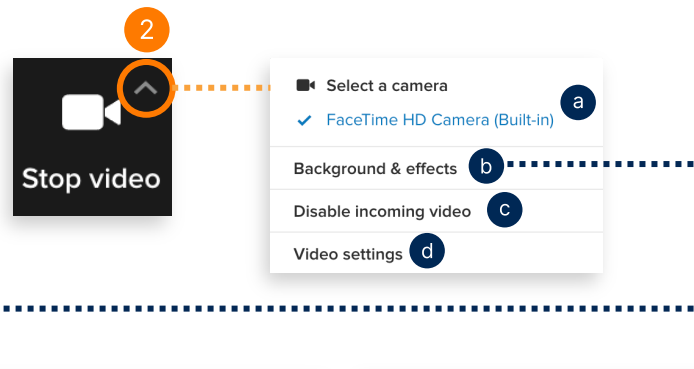
AVOIDING SCREEN SHARING PITFALLS

1. Clicking the **Share** button opens a new window. You have the option to choose what to share.
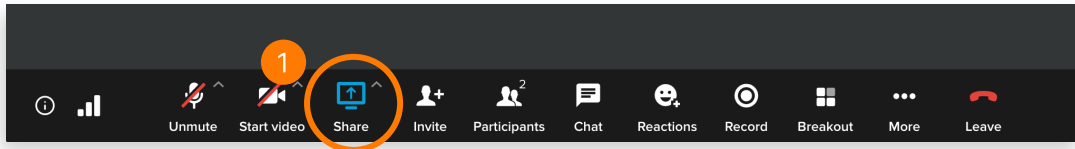
  a. Share your entire screen – All applications, files, etc. If working on multiple screens, you can select which one you want to share.
  b. Application window – Only the application or file that is selected is shared.
      Note: A yellow border appears to indicate which screen, application, or file is about to be shared.

2. Once you have selected what to share, click **Share**. Verify that the yellow border highlights the screen or window that you intended to share.
      i.   While sharing, click **Annotations** to enable screen annotations for yourself and all participants.
      ii.   Click **Participants** to see a list of meeting attendees. The popup window also allows you to send chats while in the meeting.
      iii. **Remote control** gives options to allow or disable requests to control your desktop remotely.
      iv.   Click **Stop sharing** when you are finished.