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

RingCentral gives you the option to control the audio, video, and screen sharing settings.

AVOIDING AUDIO PITFALLS

Check your audio source.

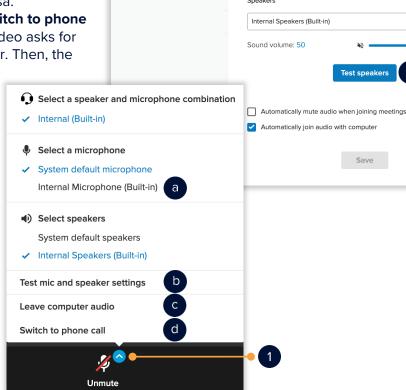1. To the check audio source, click the **audio settings** button.
   a. Verify your preferred audio source is selected.
   b. To verify your audio output is clear, click **Test mic and speaker settings.**
      i. Click **Test microphone** to test the microphone clarity.
      ii. Click **Test speakers** to test your audio output.
   c. When you click **Leave computer audio**, participants lose your audio and vice versa.
   d. When you click **Switch to phone call**, RingCentral video asks for your phone number. Then, the system calls the number to transfer the meeting.
2. Clicking the audio icon mutes and unmutes your audio.
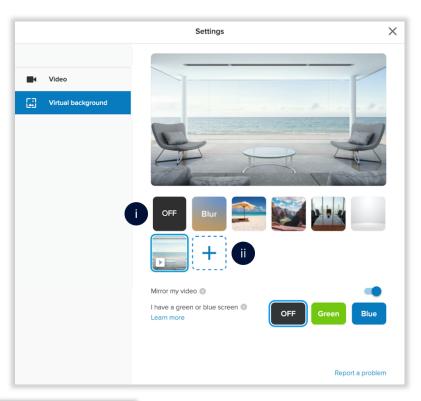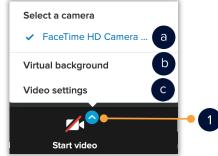
AVOIDING VIDEO PITFALLS

Check your video source.

1. To verify the video source, click the **video settings** button.
   a. Verify your preferred video source is selected.
   b. Clicking **Virtual background** enables your virtual background screen.
      i. Select from the default video backgrounds.
      ii. Click the **Upload** button to upload an additional image or video as your virtual background.
   c. To check your video settings and clarity, click **Video settings**.
2. Clicking the video icon turns video on and off.

AVOIDING SCREEN SHARING PITFALLS

Check your screen sharing settings.

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.
    b. Application window – Only the application or file that is open is shared. The green border indicates which application or file is about to be shared.
    c. Once you have selected what to share, click **Share**.
        i. While sharing, you have the option to annotate. Click **Enable/Disable Annotations**. Enabling annotations gives your participants the ability to annotate on what you are sharing.
        ii. Click **Stop** to stop screen sharing.