



Audio Conference Call Options

Refer to the following table to check the available operations for a host and a participant in an audio conference call

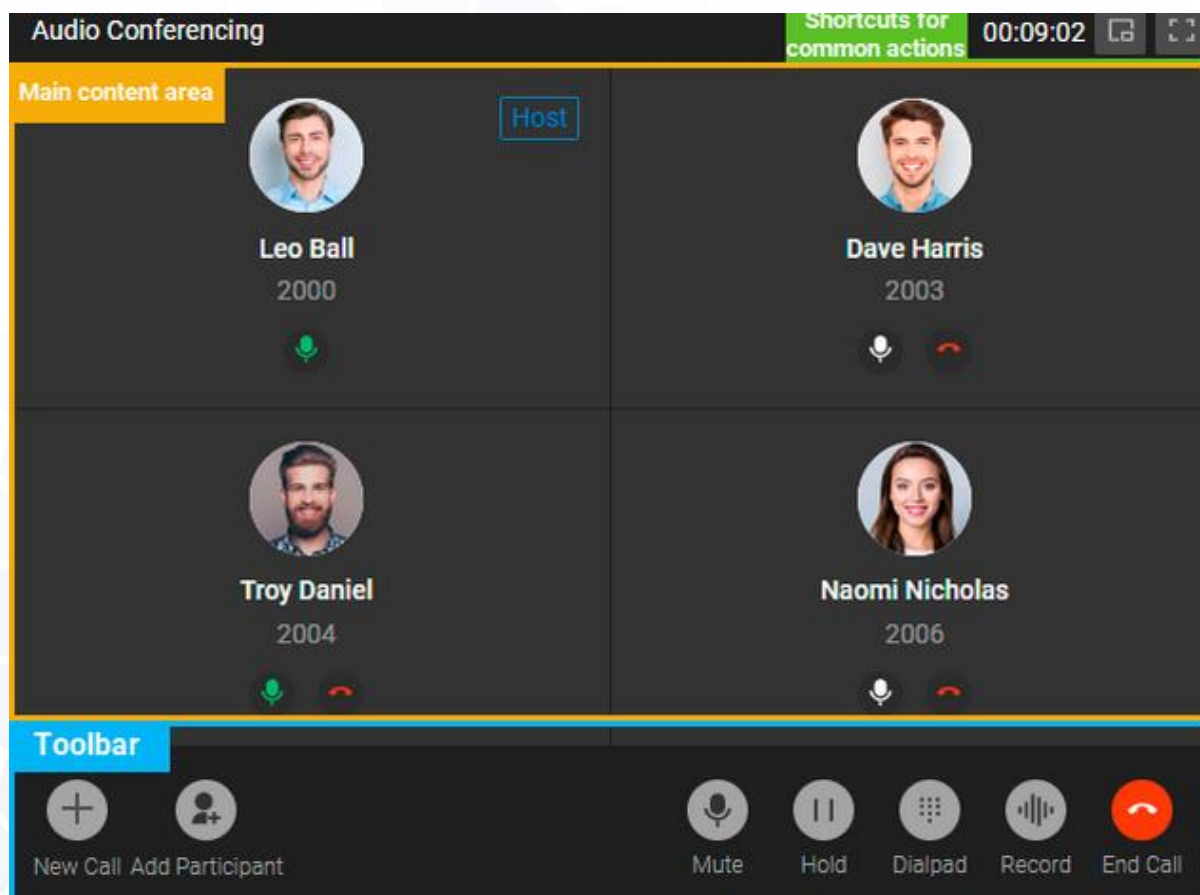
Operation	Host	Participant
Turn on/Turn off one's own audio	√	√
Turn on/Turn off participants' audio	√	×
Record a conference	√	×
End a conference	√	×
Leave a conference	√	√
*View participants list	√	√
*Invite participants	√	√
Remove participants	√	×

Note: Operations marked with * only work for **Cloudline Desktop Client users** and **CloudLine Web Client users**



Control an in-progress audio conference

Preview:



Shortcuts for common actions



Get call window zoomed out





Full screen mode

Main Content Area

Display audio feed of all the participants.

If you are the host, you can manage participants as follows:



- Click  to mute or unmute a specific participant.
- Click  to remove an existing participant from the audio conference, or to cancel inviting a new participant.

Toolbar

New Call

Place another call while you are on the audio conference call

Add Participant

Add participants to the audio conference call

Mute

Mute or unmute yourself

Hold/Resume

Hold or resume yourself

Dialpad

Press a key to send DTMF signal

Record

Control recording for the conference call

Note:

- Only the authorized conference host can control the recording during the conference call, as well as view and manage the recording file generated after the conference call ended
- If conference host exits an audio conference call that is being recorded, the recording would stop

End Call

End or leave the conference call

Note:

- Only the conference host can end the conference call