

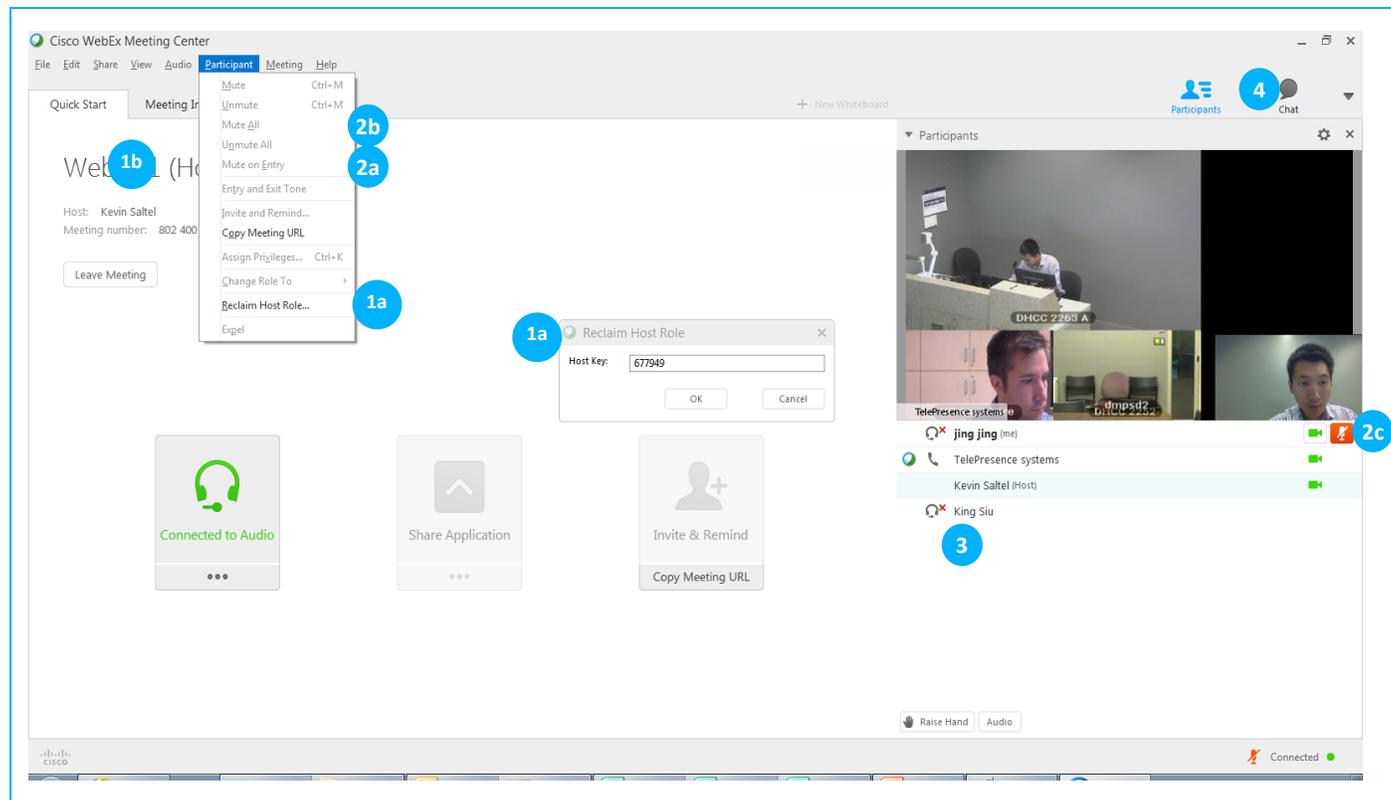
# VC Anywhere Moderator Guide

## Setting up at the venue

1. **Videoconference Room:** Simply use the microphone in the VC room to speak to all VC room and VC Anywhere participants. Do not connect to audio in VC Anywhere.
2. **Non-Videoconference Room:** Follow the steps in the [General User Guide](#) to set up your audio and video. Ensure to use a wired/stable internet connection (wireless can be unreliable).

## Moderator roles & responsibilities

1. **Claim the host role:** Select the Participant menu and select the **1a Reclaim host Role** option. Enter the 6 digit Host key. The Host key is found on the landing page and in the top right corner of the **1b** Quick Start tab .
2. **Muting of Participants:** Select the **2a Mute on Entry** option from the Participant menu, to mute all participants upon entering the session.  
To **Mute All**, select the Participant menu **2b** to select the command.  
To **Mute/Unmute** yourself or individual participants, select the microphone icon next to the person's name .
3. **Attendance:** The moderator has the ability to see and track all VC Anywhere participants using **3** the participant list.
4. **Interacting with participants:** Select **4** the **Chat** feature to broadcast a message to all participants.
5. **VC Anywhere Etiquette Guide:** Review etiquette with participants at the outset to improve the quality of your VC Anywhere session .



For support, please contact **MedIT Service Desk** at **1.877.266.0666 Option 2**.

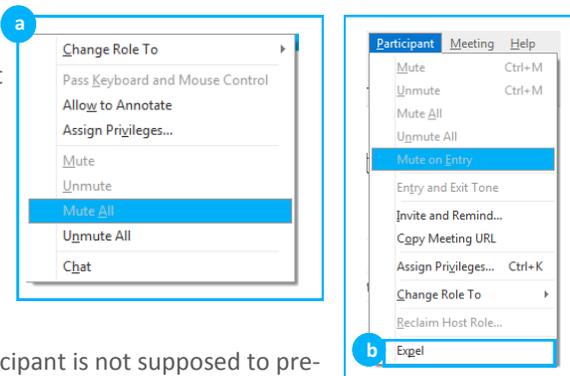
**For support after 5pm**, please contact **WebEx Technical Support** at **1.866.229.3239**.

## Host Privileges

1. **Removing Participants:** To remove a participant select his/her name in the Participant List and select the **Expel** option from the Participant menu.

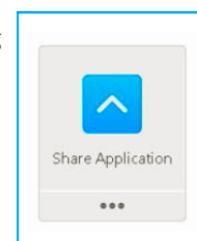
2. **Other Functions:** Right click on a participant's name. It will display a menu of other functions. This menu will allow you to change the role of the participant, assign a privilege, mute/unmute, or chat with the participant.

**Note:** Do not change role or assign privileges to a participant if the participant is not supposed to present or perform the action assigned in VC Anywhere.



3. **Share Desktop:** This feature allows a VC Anywhere participant with the Presenter Role to share anything on their screen. They will be able to choose a file, application or their whole desktop to share with everyone in the videoconference.

**Note:** if a presenter is presenting from a VC room, for best quality the presenter should not present over VC Anywhere. Instead, use the VC room PC to present materials to everyone in the session.



## Additional Resources

**Mobile device:** Use [iOS Mobile](#) or [Android](#) to join a meeting using your iPhone, iPad, Android, or other smartphones.

**Note:** For the optimal experience, we always recommend joining from a desktop with a secure internet connection.

## Support Contact Information

During business hours 7:00AM to 5:00PM, please contact the **MedIT Service Desk** at **1.877.266.0666 Option 2**.

For support after 5pm, please contact **WebEx Technical Support** at **1.866.229.3239**.