

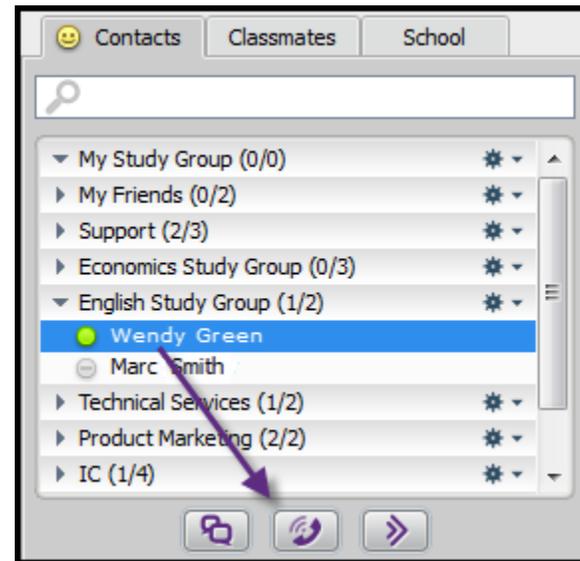
## Using Audio & Video in Blackboard IM Quick Reference Guide

Calling can be used to make online communication more fluid and natural by using your voice for communication. Calling differs from Chat in that you must call a user and wait for him or her to accept your invitation before the call can begin. You can also use Calling in combination with other Blackboard IM features such as Chat and Collaboration. Video is unique because both participants do not need to have video capability in order to participate; using blended media, it is possible for one user to use video while another user participates using only audio.

### Starting a New Call

To start a call click on the Contacts or Classmates tab:

1. Select the name of the user you wish to call and click 



2. Recipient will receive an invitation to join. They must click the Accept button to join the call.



3. Now the participant has joined the call and their profile image will appear in the Audio & Video window.



- Click the  button to begin transmitting audio.

### Starting a Group Call

To start a call with more than one other participants do the following:

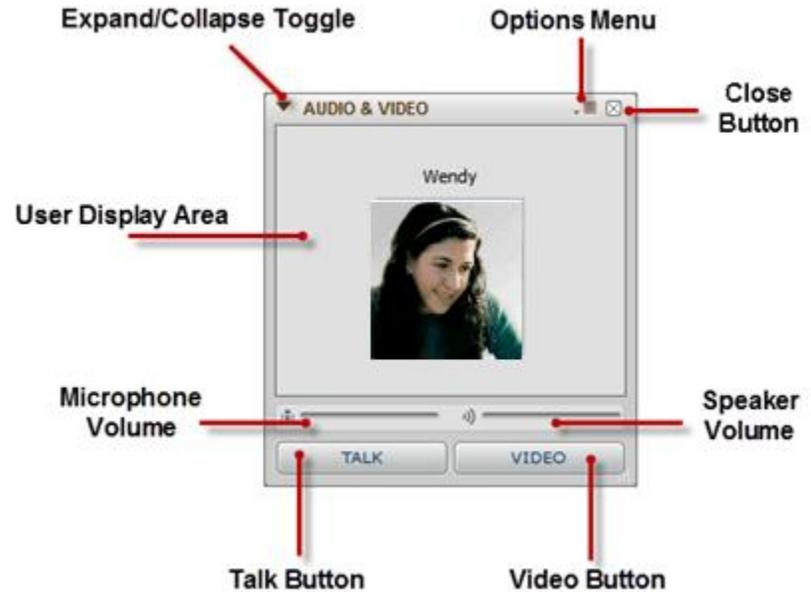
Invite the other participants to a Group Chat.

On the Group chat window, click .

### Starting a Video

Adding video to the call allows you to have a real-time, face-to-face conversation.

### The Audio & Video Window



### The User Display Area

During an audio call, the User Display Area shows the first name and profile picture of the user with whom you are speaking. During a video call, it shows the video.

### The Call Status Bar

The Call Status bar shows the volume level of the incoming audio signal and the volume level of your outgoing audio signal.

## The Talk Button

The **Talk** button allows you to control your outgoing audio. To talk, either click and hold the **Talk** button, or press and hold down the **Ctrl** key on your keyboard.

To lock the **Talk** button down, press **Ctrl+T** (Windows) or **Command+T** (Macintosh) on your keyboard. To unlock it, press **Ctrl+T** or **Command+T** again.

## The Video Button

To use video during the call, click **Video**. (The Video button is only enabled if you have a webcam installed.) While video is being displayed, you can move your cursor over the video preview to access these functions:



toggles the thumbnail preview of your video



toggles full-screen mode for the video



saves a snapshot of the video

## Tips

1. To send your audio, you can use your computer's built-in microphone and standard headphones; but for best call quality, it is recommended that you have a USB headset with an integrated microphone.

2. To send your video, you must have a supported video device (such as a webcam) either built-in or connected to your computer.