

PRODUCT OVERVIEW

Click the menu icon to expand the Control Panel. Click **Edit Your Profile to customize your avatar color, enter a custom status, and control your name display. Click **Settings** to customize your notification pop-ups and sounds, and to change your password. Click **Report A Problem** to report a bug, suggest a feature, or ask a question.**

Click on the arrow to expand or collapse your **Contacts List.**

Click here to search our **Knowledge Base, **Live Chat** with us during support hours, or **Send Email** off hours.**

In the **Media Configuration Panel, click the icons to toggle on your microphone, camera, and screen share. Click the **Gear** icon for additional settings.**

Click **Connection Quality icon to view connection stats for each user, as well as to turn off high bandwidth features such as video if your bandwidth is limited.**

Right-click on the room name to set it as your home room – this is the **Default Location you will go to when you sign on or click the **Home** icon in the top nav bar.**

A red badge means busy! Set your status **Busy by right-clicking on your avatar.**

Audio/Video Settings

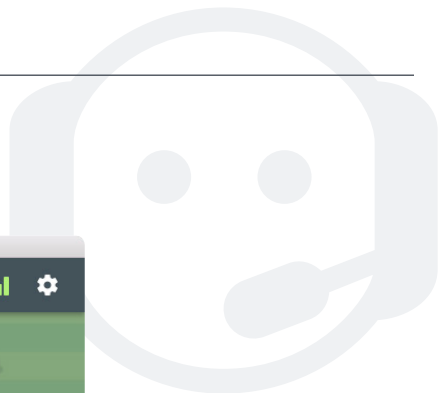
- Microphone: Default
- Camera: Integrated Webcam (05ca...)
- Meeting Audio: Default
- Notification Sounds: Default
- PLAY TEST SOUND

Team Room Context Menu:

- Knock on Team Room
- Get a share link for Team Room
- Zoom to Team Room
- Show entire map
- Edit Team Room
- Set as home room

Want to learn more or need assistance?
Visit sococo.com/support or click the blue Help icon in the lower left corner when signed on.

team + customer engagement



Click the drop-down menu to visit the **Support Center** (available depending on your plan type) or other spaces of which you are a member.

Right-click on the name of the room you are in to see the following options:

- Get a **Share** link that will allow any Chrome browser user to request entry to the room as a Guest
- **Close** the door to limit entry
- **Zoom** in and out from the whole map view to just this room view
- **Edit** the room name

Right-click on a person's avatar to **Get** them to join you in your room, open a private chat, or view their profile information.

Click on a **Video** thumbnail to enlarge. Click the tri-fold map icon to view the map again.

Click on the **Screen** icon to share your entire screen or a particular application window. Click on the **Thumbnail** to enlarge the view.

Get a share link for Team Room

Close the Door

Zoom to Team Room

Show entire map

Edit Team Room

Set as home room

End Meeting

Knock on Team Room

Get a share link for Team Room

Zoom to Team Room

Show entire map

Edit Team Room

Set as home room

Chat with Mandy

Both **Room Chat** and **Private Chats** are displayed here. Click the bar to expand the chat box.

Right-click on the name of any room you are *not* in to see the following options:

- **Knock** on the door to request entry
- Get a **Share** link that will allow any Chrome browser user to request entry to the room as a Guest
- **Zoom** in and out from the whole map view to just this room view
- **Edit** the room name



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YOU CAN ALSO FIND US ON

