The pop-up toolbar

A toolbar with these buttons will appear when you move the mouse pointer over the video window:

Icon	Controls	Description	Toggled
🖼	Selfview	See yourself on camera. (See Selfview and camera control.)	
📹	Camera	Turn your camera off/on. (See Selfview and camera control.)	📹̸
🎤	Microphone	Turn your microphone off/on.	🎤̸
🔈	Speaker volume	Click to mute, or drag slider to adjust.	🔈̸
⛶	Fullscreen	Use entire screen for video.	⛶
🖼	Presentation sharing	Share an application window. (See Presentation sharing.)	
☎	End call	Hang up.	

Move the mouse pointer away from the toolbar to make it disappear.

Selfview and camera control

Selfview is the functionality that lets you see your own camera image.

Click on the **Selfview** button 🖼 during a call. Selfview will appear to you as a picture-in-picture (PiP) inside the video window. You can:

- Double-click a PiP to focus and enlarge it.
- Click and drag to move a PiP around inside the window.

Controlling your camera

📹 on the video pop-up toolbar toggles your camera on and off.

Should you switch off the camera during a call, Movi will continue to show the last video frame as a still image to other call participants.

If you switch the camera off before the recipient answers your call, there will be no image of you available. You may still turn the camera on during the call.

Note: This setting does not affect the cameras of other participants.

Using the keypad (DTMF)

When to use the keypad

Dual-tone multi-frequency (DTMF) signaling is used for telephone calls in the voice-frequency band. A tone is sent representing each number pressed on the keypad.

The tone-based keypad in Movi has several uses, notably:

- The keypad can be used to create and/or enter passwords for multi-part conferences.
- Setting up a new conference may in other ways involve equipment that requires DTMF.
- Voice systems frequently have tone-based menu navigation (such as, "To speak to an operator, please press 1").

How to use the keypad

The **Keypad** button ⊞ on the video info bar brings up the keypad. You can then enter a number using the mouse.

> **Note:** Sending DTMF may fail if the microphone is muted.

Using the keypad during conferences

The keypad may also be used for changing the layout of your video window and far-end camera control during conferences.

> **Note:** This feature relies on the TANDBERG MCU, which may or may not be part of your TANDBERG setup. If in doubt, talk to your IT administrator.

When the keypad is active during multi-part conferences, you may:

- Press 2 or 8 to change the layout.
- Press 4 or 6 to change which participant appears in the largest pane.
- Press 1 or 7 to enable far end camera control.

1 and 7 will then zoom in and out if supported

2, 4, 6, and 8 will work as arrows to move the camera of the participant in the largest pane.

Presentation sharing

How to share

During a call, you can share one of your application windows, such as a PowerPoint presentation.

You can share an application window by:

a. The **Presentation** button ⊡ on the video window pop-up toolbar brings up a list of your open application windows. Select any of them to start sharing. To stop, click the same button again, then click **Stop sharing presentation**.

b. Turn on fullscreen or slideshow view in an application during a call, and Movi will ask you whether you want to share that window. When you exit fullscreen view, Movi will stop sharing.

Your shared window will appear to you as a picture-in-picture (PiP) inside the video window. Double-click a PiP to focus it.

Tip: If bandwidth or system resources are limited, turning off your camera during a presentation will improve presentation quality.

What to share

Participants will see everything that happens in the shared window as it occurs. This feature has many potential uses. Here are a few examples:

- Share your word processor and let call participants see your meeting notes as you type.
- Share pictures from your computer as a slideshow.
- Draw as you go, share an image editor or other visualization tool.
- Share your web browser, email inbox, calendar …

You cannot share the Movi windows themselves or your desktop.

Note: Conference participants will not see your mouse cursor in the shared window.