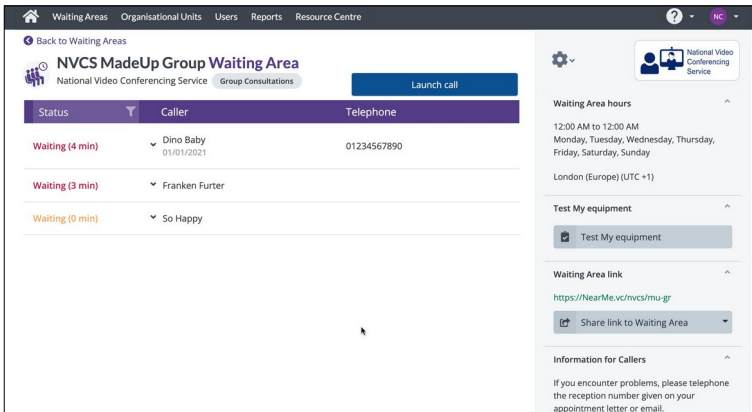


National Video Conferencing Service

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Near Me: Group Calls – Service Provider basics v.1.5



Once logged in, if you have a choice of Waiting Areas, you'll see Group Consultation ones clearly labelled.

Functionality is similar to standard Near Me Waiting Areas, with you able to send the entry link to callers by **SMS or email**.

You cannot enter into a group call before you have callers in your call queue. Once you do, click the blue Launch Call button to start the session.



On entering, you'll see a self-view and a list of your callers waiting in the lobby area, to the right (blue arrow).

To drop unwanted callers before admitting the others, click the small **x** button to the right of their name (yellow arrow). Click Admit All to let the rest in. On entry, their microphones will be muted.

Call controls are at the bottom of the screen. They auto-hide but will reappear if you move your mouse (or tap in blank space, if using a tablet or phone).



If further callers arrive later, they'll appear in the lobby (yellow arrow). Their arrival is also indicated by the Waiting Callers icon (blue arrow).

Once admitted, participant names are displayed below the lobby. The default Waiting Area settings only allow a caller see other callers' initials.

Additional controls for each caller are accessed by clicking the three dots to at the top right of their video tiles.

The end call options are in red.

There is a more detailed guide on the [NVCS website](#) and one covering breakout room use.