



Avaya Workplace Quick Start Guide

Video On/Off and Muting during a call for desktop and Mac computers

The Settings of the Virtual Meeting Room will determine whether your video will be turned on automatically when you join a meeting.

- **Video On/Off**

To enable your video in a meeting:

1. Click on the **Video** button, it will be blue when your camera is **OFF**.



To disable your video in a meeting:

2. Click on the **Video** button, it will be grey when your camera is **ON**.

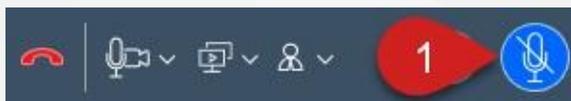


- **Mute**

When you connect to a meeting your microphone will automatically be muted

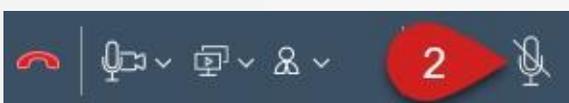
To unmute the Microphone:

1. Click on the **Microphone** button, it will change from blue (muted) to grey (un-muted).



To mute the Microphone:

2. Click on the **Microphone** button, it will change from grey (un-muted) to blue (muted).





Further Information and advice

Internal WA Health users

Intranet: [Telehealth Hub](#)

Phone: WACHS Service Desk **1800 794 748**

Internal and External users

Website: https://healthywa.wa.gov.au/Articles/S_T/Telehealth-appointments-at-home

Email: WACHSICTHelpdesk@health.wa.gov.au