

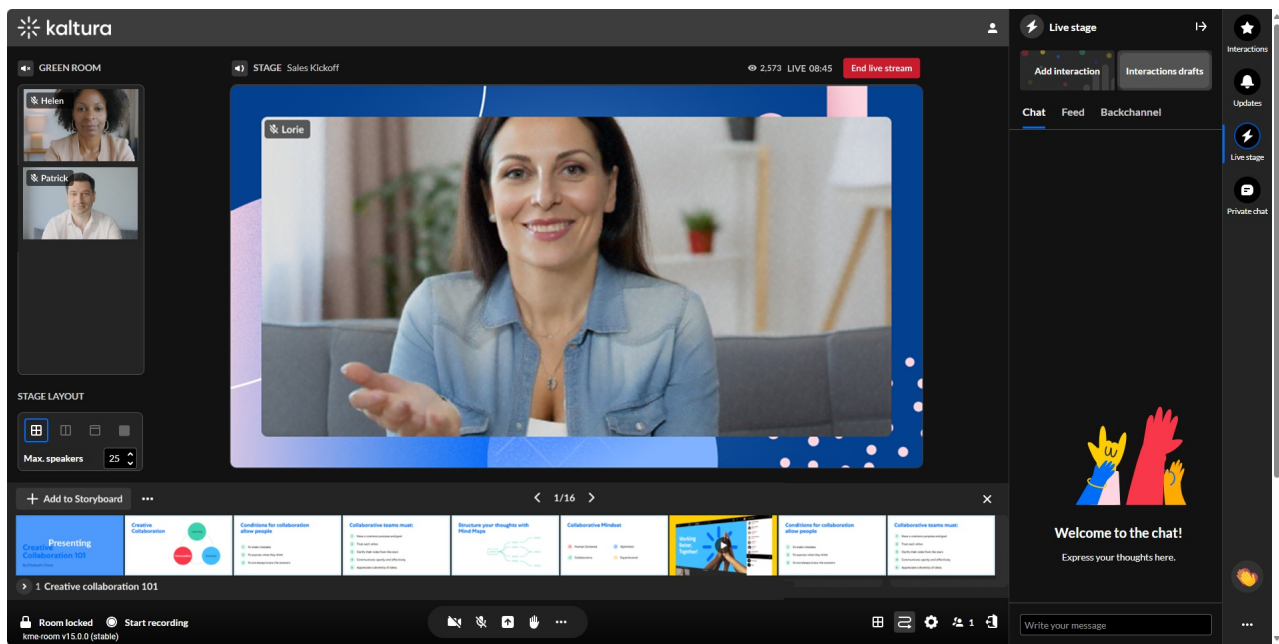
# Green room for Kaltura Studio room

Last Modified on 01/26/2025 8:47 pm IST

 This article is designated for moderators and speakers

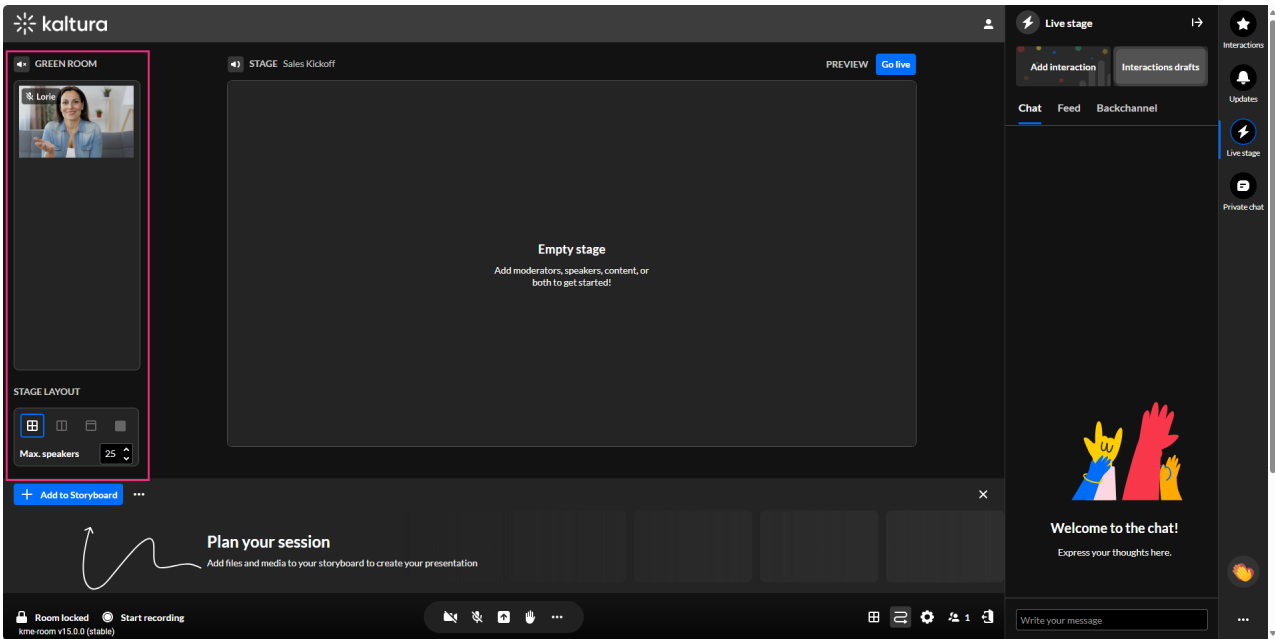
## About

The Green room is a dedicated virtual space where moderators and speakers can meet, prepare, and rehearse before going live. This private backstage area allows for last-minute discussions, troubleshooting, or coordination without the audience seeing or hearing them. The Green Room is designed to improve the flow of events, ensuring that speakers are well-prepared and transitions to live sessions are seamless. This feature is especially valuable for larger, multi-speaker sessions, enhancing overall event professionalism and reducing the risk of technical issues or miscommunication.

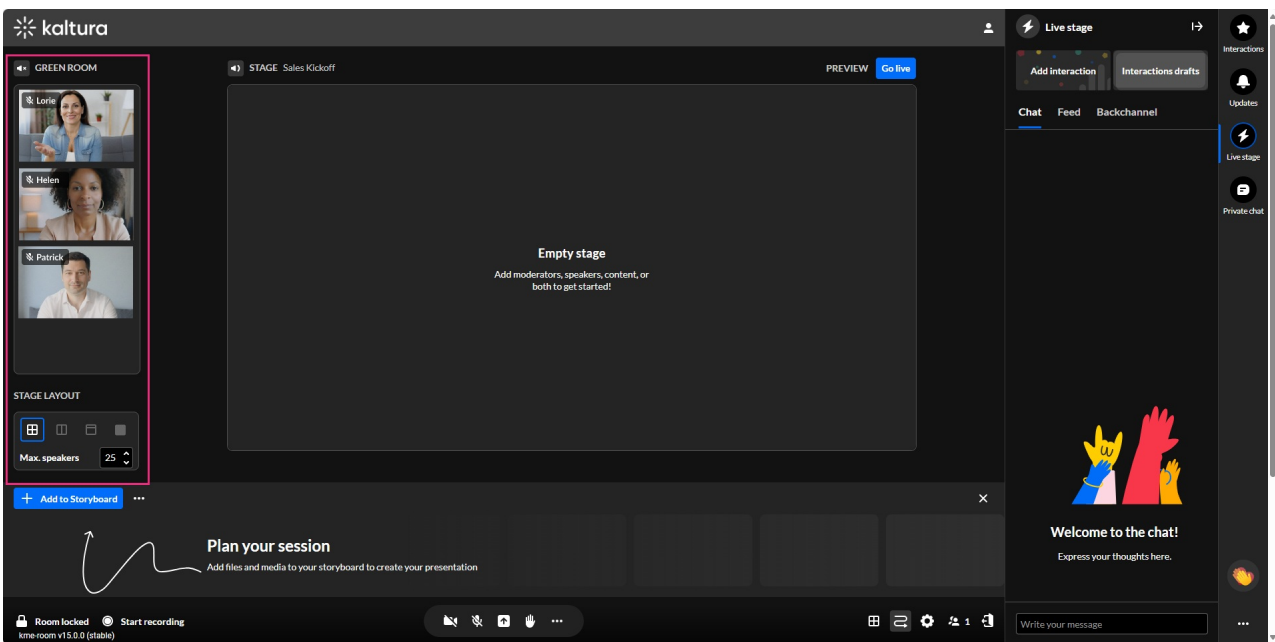


## Getting started

The Green room functionality is displayed on the left side of the Kaltura Studio room screen. Your view as a moderator upon entering the studio for the first time depends on if other moderators have already entered the studio and begun preparing for the broadcast. In our example below, Lorie may have been the first moderator to enter the Kaltura Studio room, seeing as no preparation have been made thus far. The stage is empty from content and streams, and Lorie is the only one in the Green room at this time.

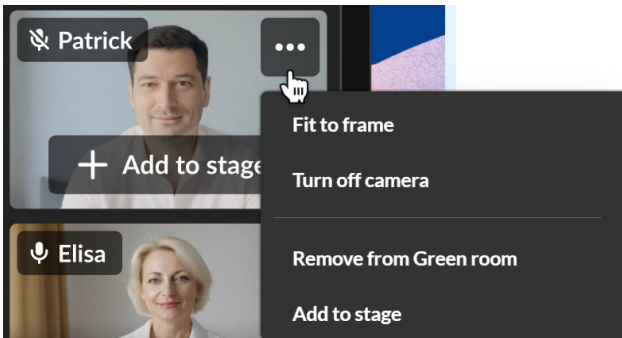


As more moderators enter the Kaltura Studio room, they are added to the Green room.



## Settings menu in Green room

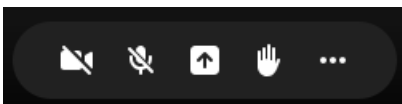
Hover over a moderator in the Green room and click on the Settings (three dot) menu. Additional options display.



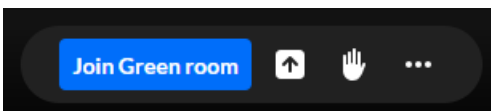
Only those with relevant capability can manipulate their own, as well as other moderators', streams.

**Fit to frame** - Fits the webcam image to the frame of the Green room.

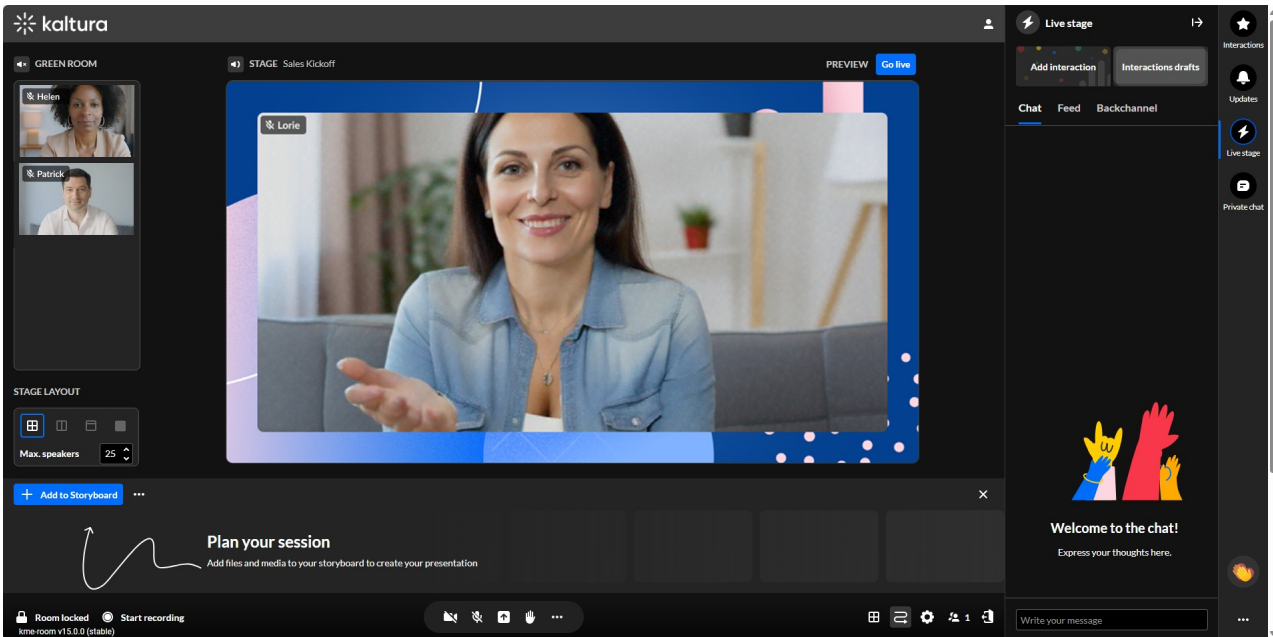
**Turn off camera** - Turns off the webcam. This option is only available if the camera is currently turned on. Once the camera is turned off, you may turn it on again by clicking the camera icon at the bottom of the screen.



**Remove from Green room** - Removes the moderator from the Green room and changes their role to Viewer. That Viewer can always join the Green room again by clicking the **Join Green room** button at the bottom of the screen.

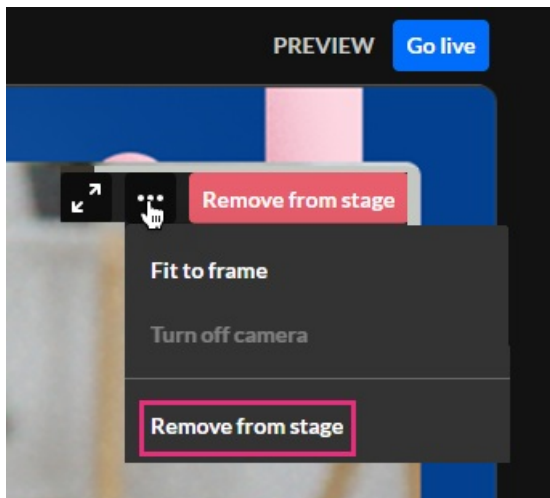


**Add to stage** - Moves the moderator from the Green room to the stage. In our example below, Lorie has been moved from the Green room to the stage.





Once on stage, the moderator can move back to the Green room by hovering over the stage and either -

- Clicking the **Remove from stage** button OR
- Clicking on the Settings (three dot) menu and choosing Remove from stage



### Mute/unmute Green room and stage

You, as a moderator, can control whether or not to listen to streams in the Green room or the stage.

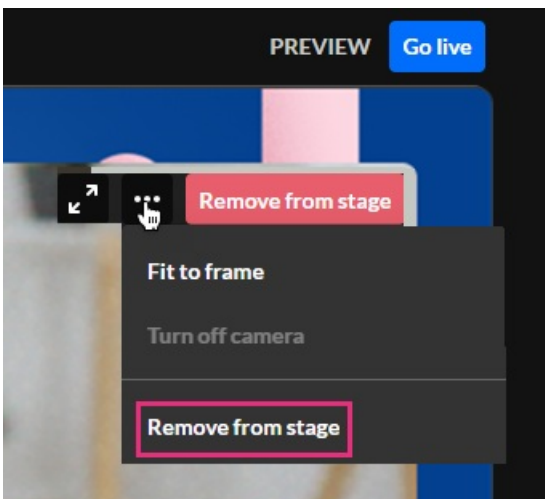
To mute/unmute the Green room, click the volume button to the left of GREEN ROOM.	 <b>GREEN ROOM</b>
To mute/unmute the stage, click the volume button to the left of STAGE.	 <b>STAGE Sales Kickoff</b>

### Important notes:

- The Green room is by default un-muted when entering the studio. The stage is by default un-muted when entering the studio.
- When on stage, a moderator cannot mute the stage.
- When on stage, a moderator can unmute Green room.
- When in green room, a moderator can mute both Green room and stage.
- When moving from stage to Green room, the Green room is automatically muted and the stage is unmuted.

## Settings menu on stage

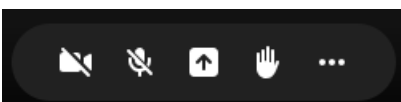
Hover over the stage and click on the Settings (three dot) menu. Additional options display.



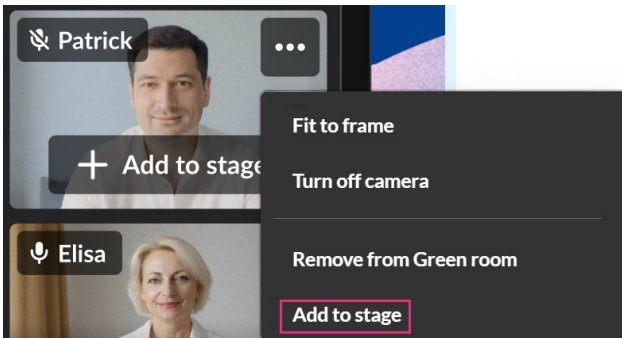
Only those with relevant capability can manipulate their own, as well as other moderators', streams.

**Fit to frame** - Fits the webcam image to the frame of the stage.

**Turn off camera** - Turns off the webcam. This option is only available if the camera is currently turned on. Once the camera is turned off, you may turn it on again by clicking the camera icon at the bottom of the screen.

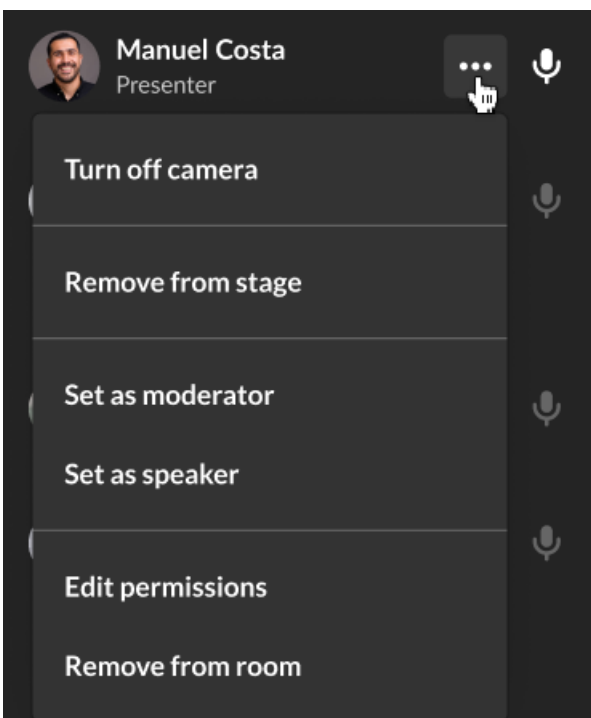


**Remove from stage** - Removes the moderator from the stage and returns them to the Green room. That moderator can always join the stage again by clicking the Add to stage from the Settings menu in the Green room.



## Participants list

Hover over a participant in the Participant list and click on the Settings (three dot) menu. Additional options display.



Items available in the Settings menu depend on user relevant capability and only those with relevant capability can manipulate participants' streams.

**Turn off camera** - Turns off the participant's camera.

**Remove from stage/Remove from Green room** - Adds/removes the participant from the stage or the Green room. That participant can always join the stage or Green room again if enabled by a moderator.

**Set as moderator** - Sets that participant as a moderator. See [Participant list](#).

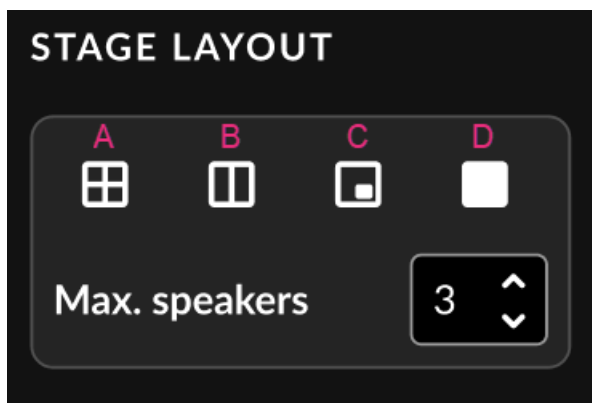
**Set as speaker** - Sets that participant as a speaker. See [Participant list](#).

**Edit permissions** - Edits the participant's user permission. See [User permissions](#).

**Remove from room** - Removes the user from the room. See [Participant list](#).

## Stage layout

Stage layout settings are located at the lower left of your screen, right above the Storyboard.



You may choose from the following stage layout views:

**A - Speakers only** - Tiles are displayed in a grid format, including content.

**B - Side by side** (selected above) - The content tile is highlighted, with the webcam tiles aligned in a tray either vertically or horizontally, based on the dimensions of the window. (If you expand or contract the window size, the webcam tiles will dynamically move to where there is sufficient room, either on the side or on top.) In the side-by-side layout, up to three of the most recent speakers are highlighted on the side of the content tile.

**C - Floating layout** - Coming soon!

**D - Content only** - The active content is displayed on the stage while users are hidden but still able to speak.

You may also set maximum number of speakers using the up and down arrows.

## Looking for more?

For more information on the Kaltura Studio room, including things like Preview mode, beginning the broadcast/going live, ending the broadcast, see [Kaltura Studio room](#).