User Manual

VooV Meeting

V 1.7.1(510)

System Requirements & Firewall Settings

Operating System	Version
Windows	Win 7 or newer
MacOS	10.11 or newer
iOS	9.0 or newer
Android	4.4 or newer

All you need to start using VooV Meeting are the following:
- Windows or Mac Computers, Or mobile devices, with webcam and microphone;
- Internet connections with stability (broadband is the best).
- Monitors for multi display use are supported with bluetooth or HDMI allowed devices.

Suggested Equipment	
	External Webcam (USB or Bluetooth)
	Mic (Use or Bluetooth)

| Software	
	VooV Meeting Desktop App
	VooV Meeting Mobile App from Apple S

It could be a network issue If your app stays in a "Connecting" mode or timed out due to "Network error, please try again!" or "Can't connect to our service, please check your network connection and try again!".
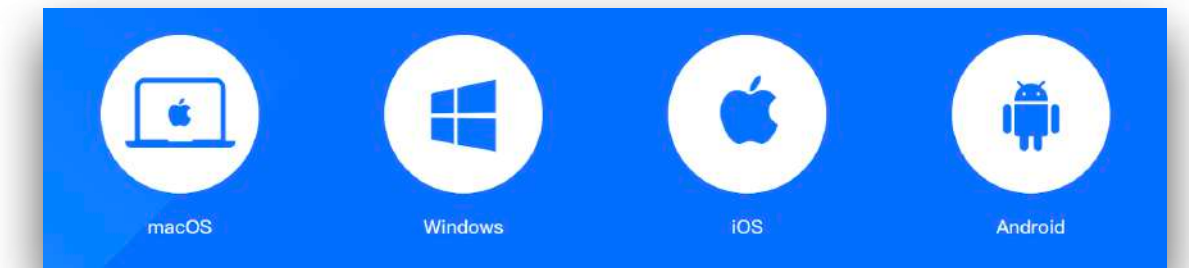
If any aforementioned error has been prompted, please kindly check your network connection by opening a browser and ensure that you can access https://voovmeeting.com/

VooV Meeting

Account Registration
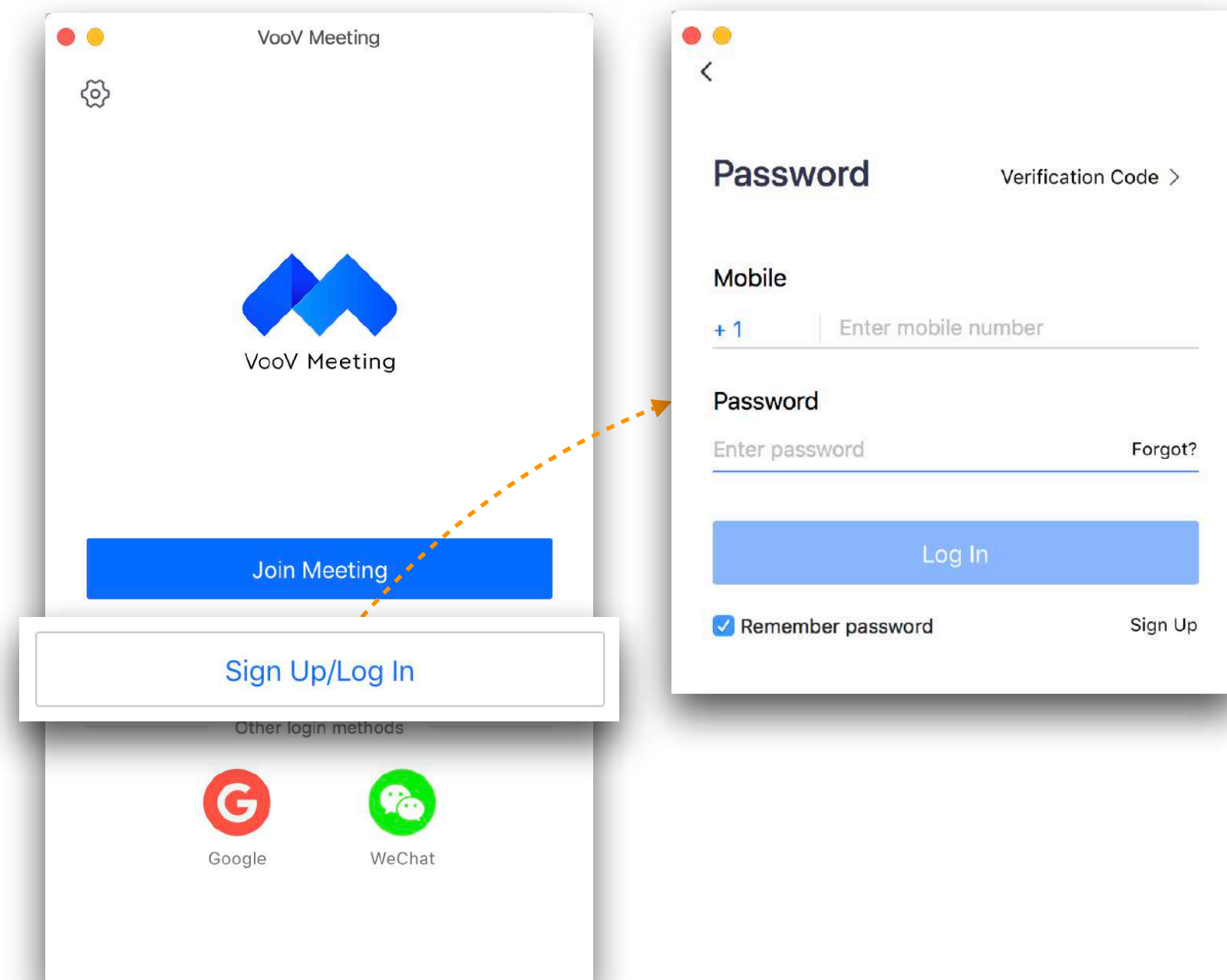
- **Step 1:**

Please go visit https://voovmeeting.com/ and download your preferred version from Download Centre.
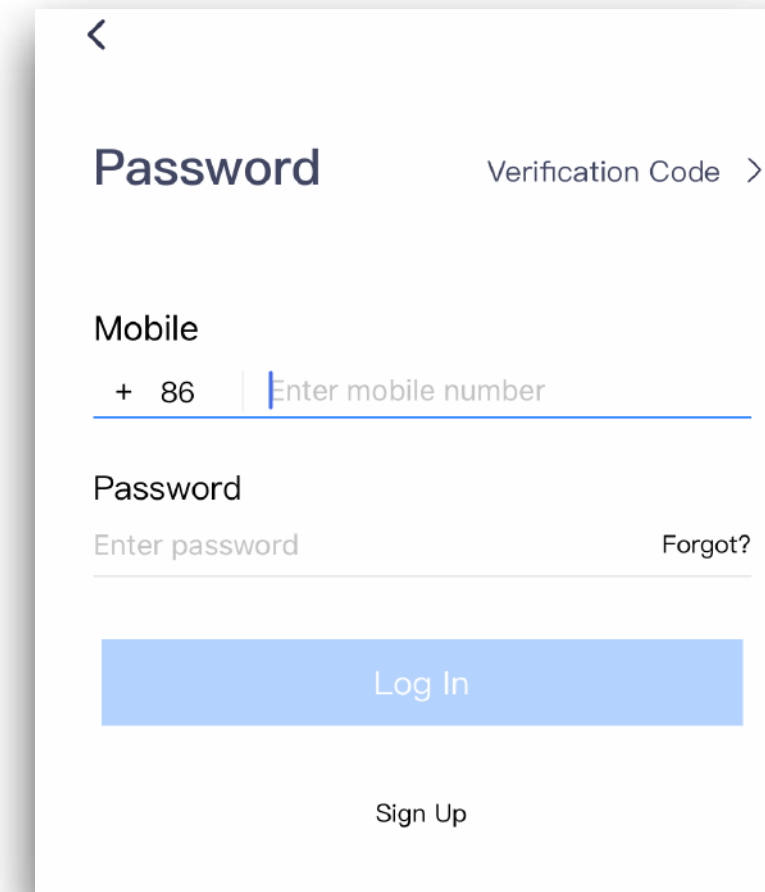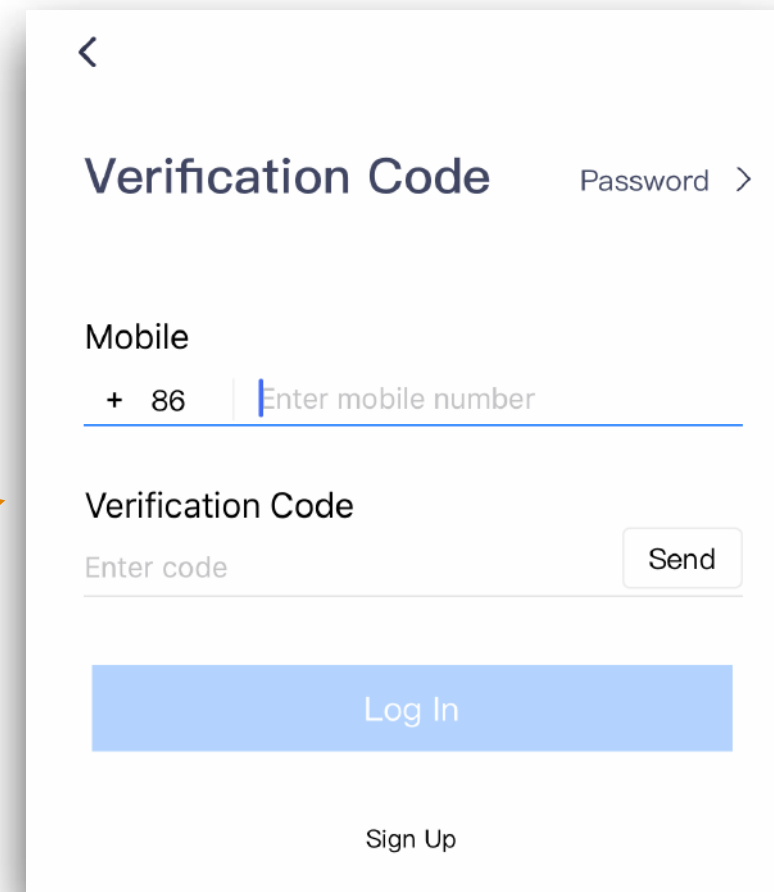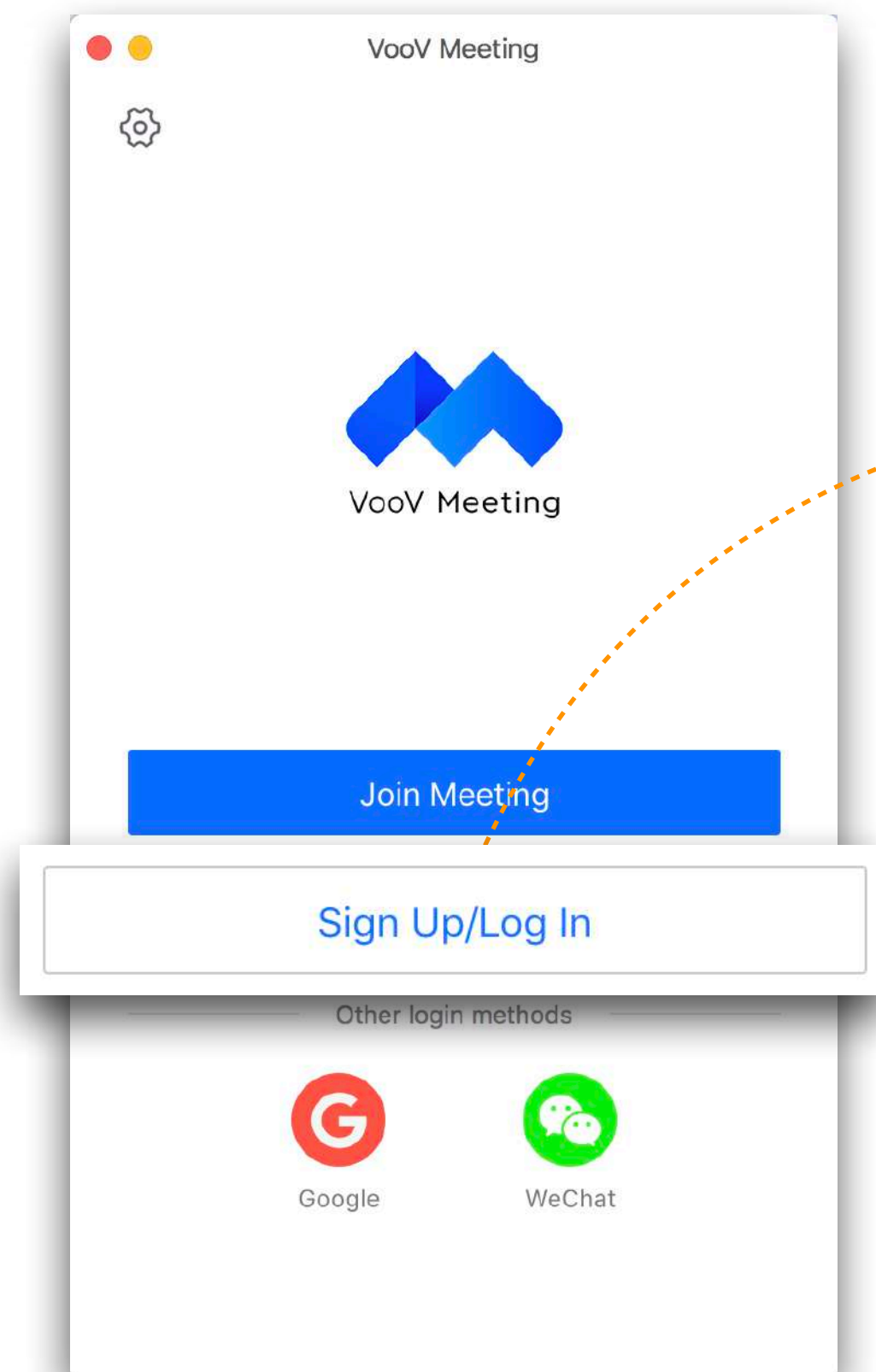
- **Step 2:**

Please click on "Sign Up/Log In".

- **Step 3:**

1. Please click on "Sign Up" and you will be redirected to voovmeeting.com
2. Please follow the instructions to complete the registration.
3. Please provide the actual date of birth and phone number as required.
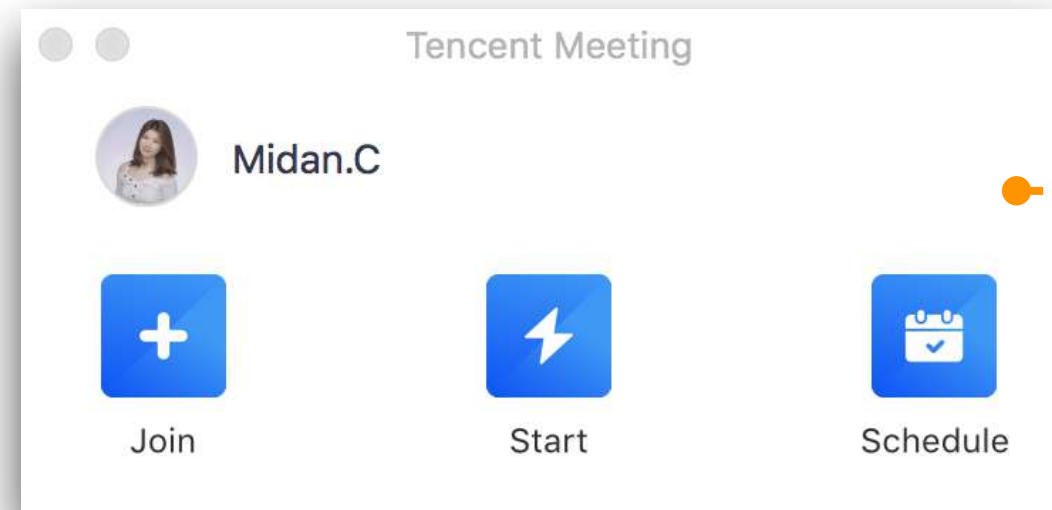
Steps to login

- **Step 1:**

Please click on "Sign Up / Log In".

- **Step 2:**
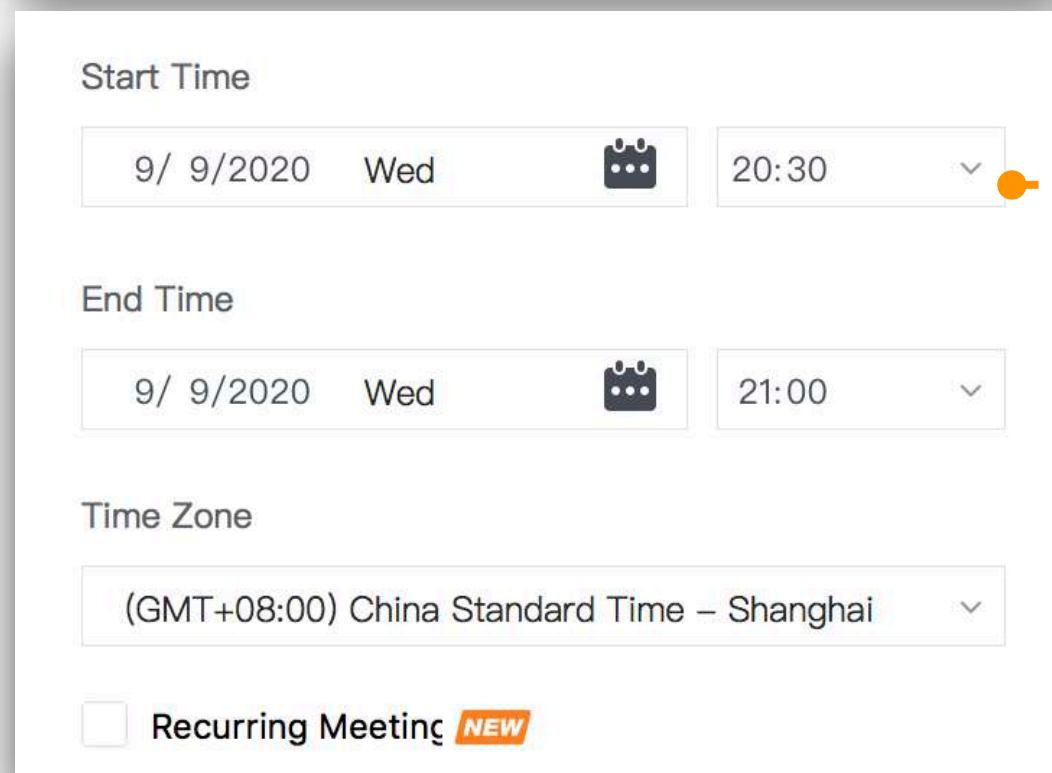
Choose to login via "Verification" Code or "Password"
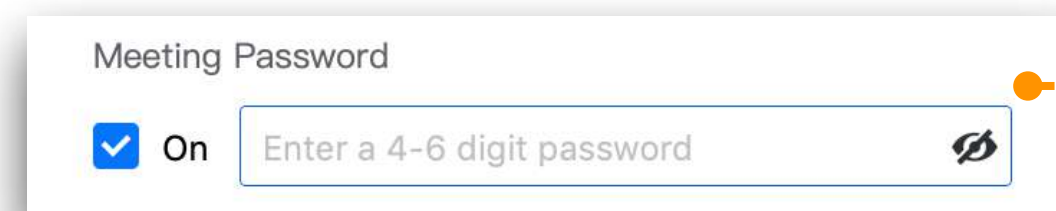
VooV Meeting

Steps to Schedule Meetings

Tencent Meeting

Midan.C

Join | Start | Schedule

Step 1: Create a meeting:

Schedule a meeting quickly

Optional: Define the Meeting Location:

Gives a reminder to attendees about the meeting place.

Location

Enter meeting location (optional)

Meeting Topic

Basic English

Step 2: Name the meeting:

Do not forget to enter the meeting title!

Attendee Restriction

⦿ Open to all

◯ Only enterprise users can join the meeting

Interpretation

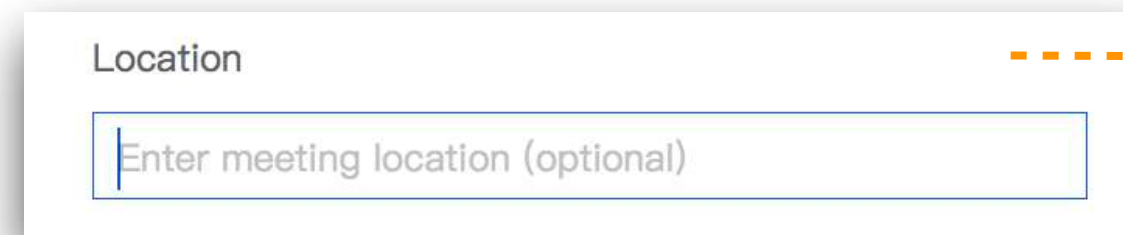☐ Enable Interpretation ⓘ

Start Time

9/ 9/2020   Wed   20:30

Step 3: Set the time:

Select the Start Time and End Time with expected time zone to ensure attendees login to join on time! A recurring meeting can be set for regular online activities.
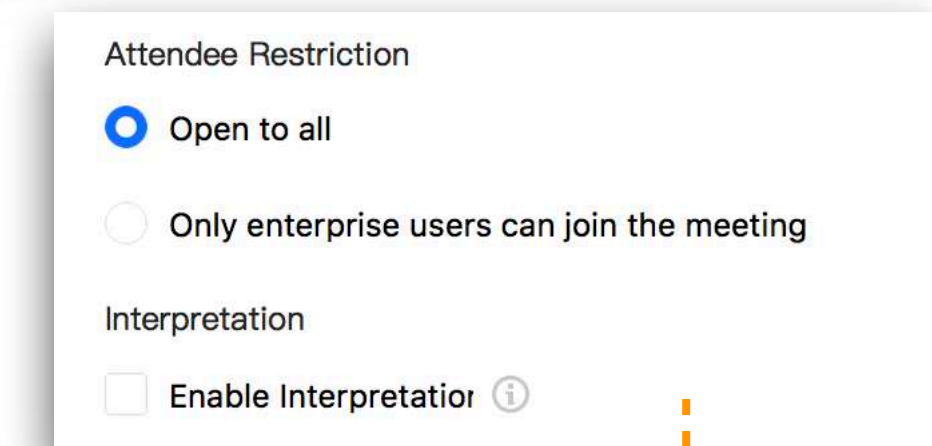
End Time

9/ 9/2020   Wed   21:00

Time Zone

(GMT+08:00) China Standard Time – Shanghai

☐ Recurring Meeting NEW

Attendance Grouping

Set the permission of meeting attendance by groups.

Step 4: Set a Password:

Meeting Password

☑ On   Enter a 4-6 digit password

Set a meeting password for security. Only people with the password can join the meeting.

Meeting Settings

☐ Enable Waiting Room

☑ Allow attendees to join the meeting before the host

☑ Only Logged-in Users Can Join

☐ Mute Attendees When They Join

☐ Add Watermark on Shared Screens
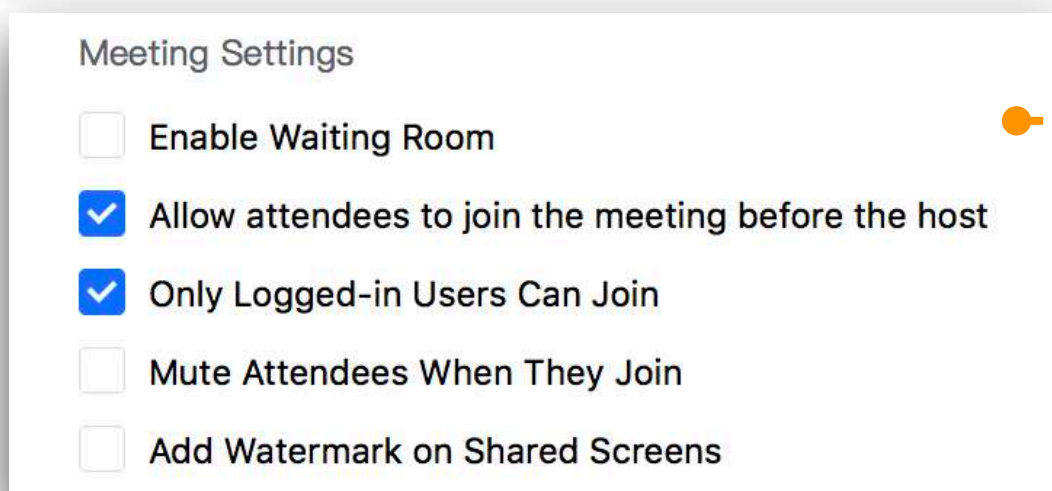
Step 5: Permissions & Watermark:

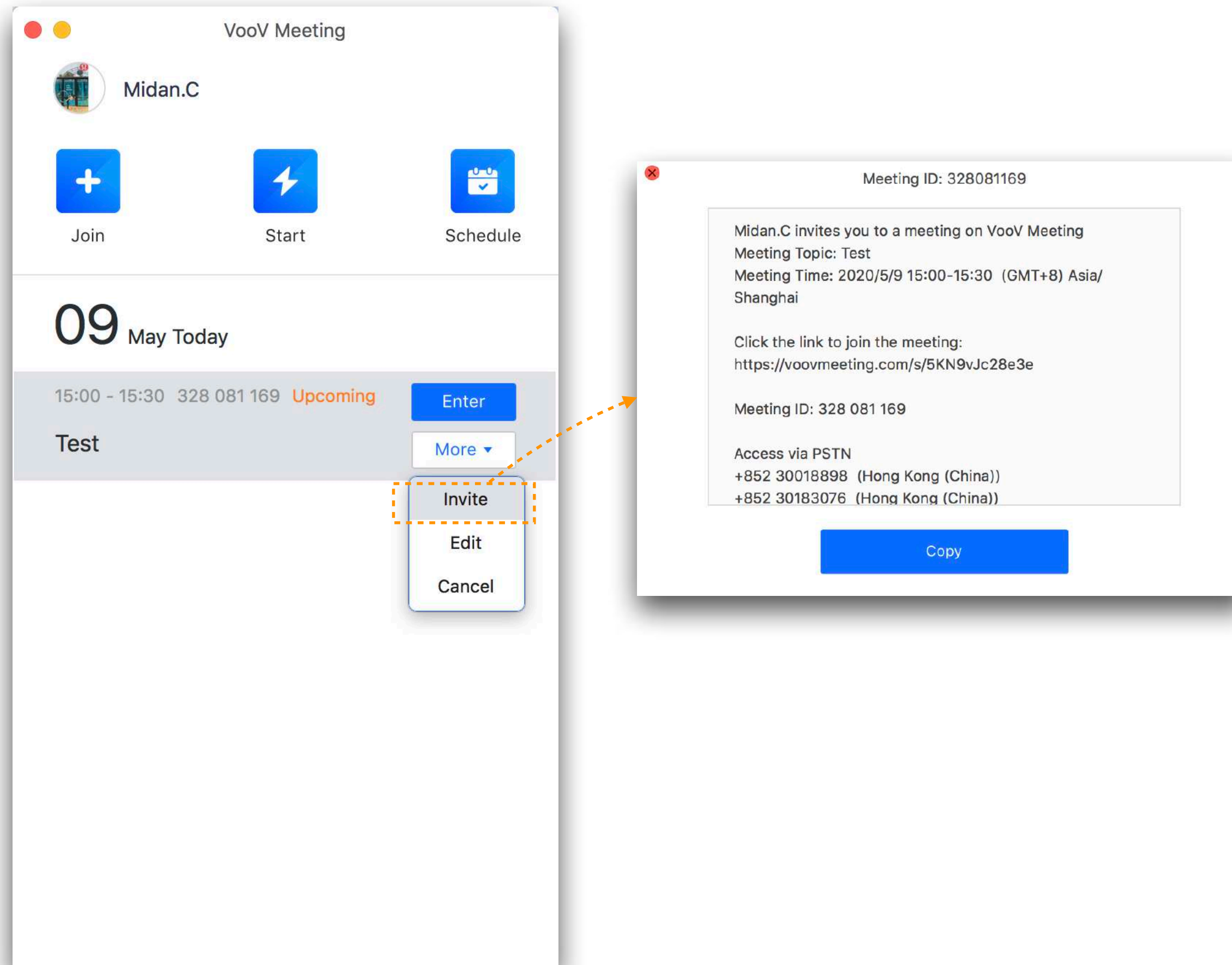Mute all attendees by default to reduce background noise, enable waiting room and add a watermark for data security.

VooV Meeting

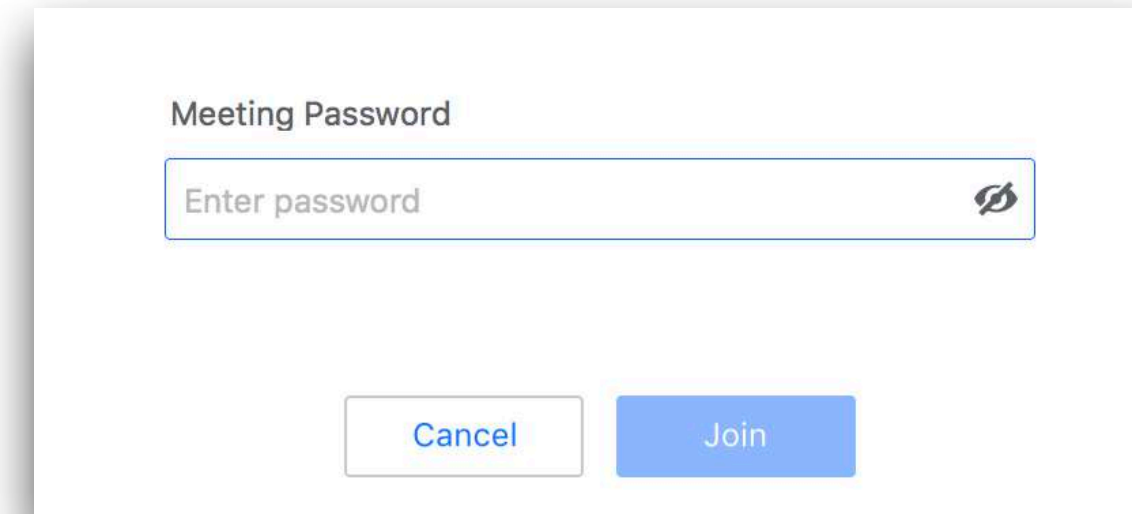# Methods to Share Invitations

Step 1:

Please click on "Join".

Step 2:

1. Please input the given "Meeting ID", for details you may refer to the "Meeting Schedule".
2. Please Input your name to define a value that you would like to use to attend the meeting.
3. Do not forget to tick on the boxes to ensure your audio and camera are turned on to join meetings.

Step 3:

Please input the password of the meeting if requires. For details you may refer to the "Meeting Schedule".

VooV Meeting

Steps to Join Meetings

VooV Meeting

Your Name

Join | **Start** | **Schedule**

No meetings

Join Meeting

Meeting ID

Enter meeting ID

Your Name

Enter your display name

Meeting Settings

☑ Auto-connect to Audio
☑ Turn On Video When Joining a Meeting

Join Meeting

Meeting Password

Enter password
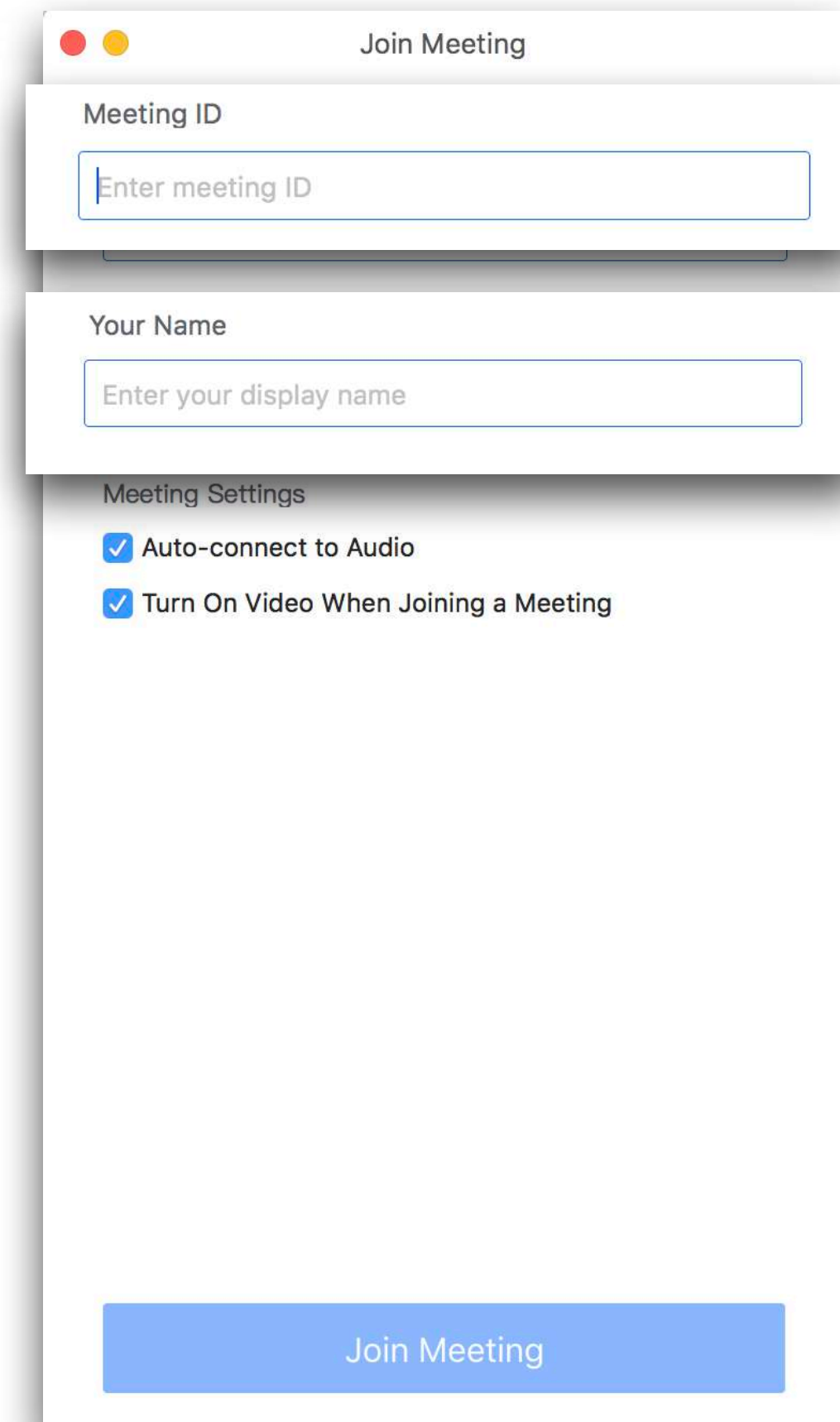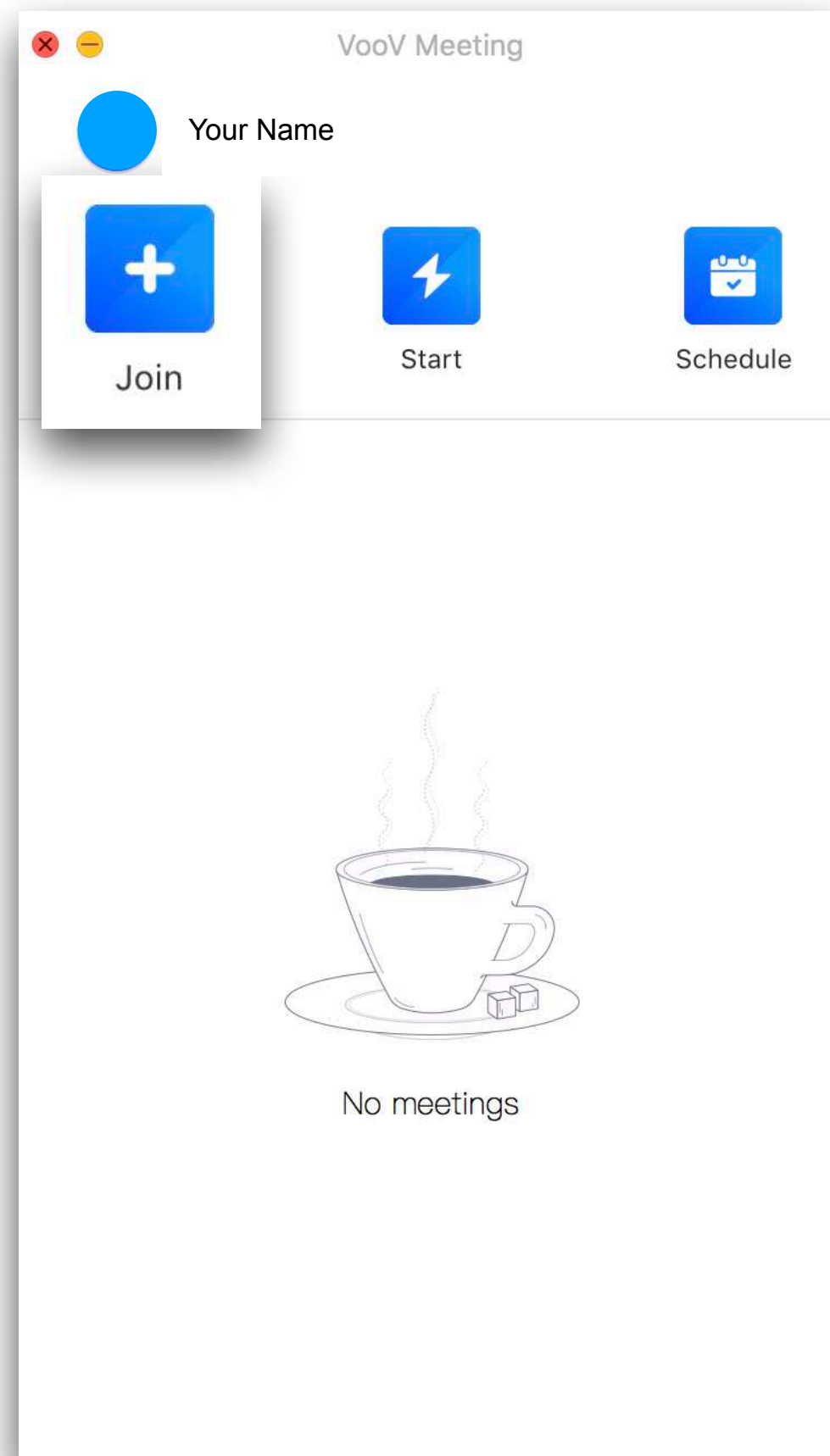
Cancel | Join

- **Step 1:**

Please click on "Join".

- **Step 2:**

1. Please input the given "Meeting ID", for details you may refer to the "Meeting Schedule".
2. Please Input your name to define a value that you would like to use to attend the meeting.
3. Do not forget to tick on the boxes to ensure your audio and camera are turned on to join meetings.

- **Step 3:**

Please input the password of the meeting if requires. For details you may refer to the "Meeting Schedule".

VooV Meeting

Language Interpretation Setup

Chinese
English
Japanese
Korean
German
French
Russian
Portuguese
Spanish
Italian
Arabic
Indonesian
Hindi
Thai
Vietnamese
Malay
Turkish

Supported Languages & Audio Channels:

Currently there are 17 laugaunges enabled as audio channels per language pair.
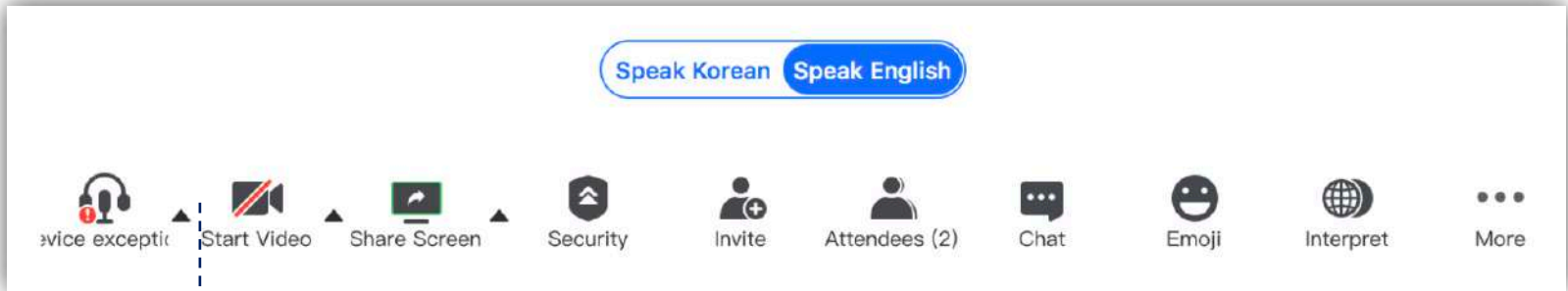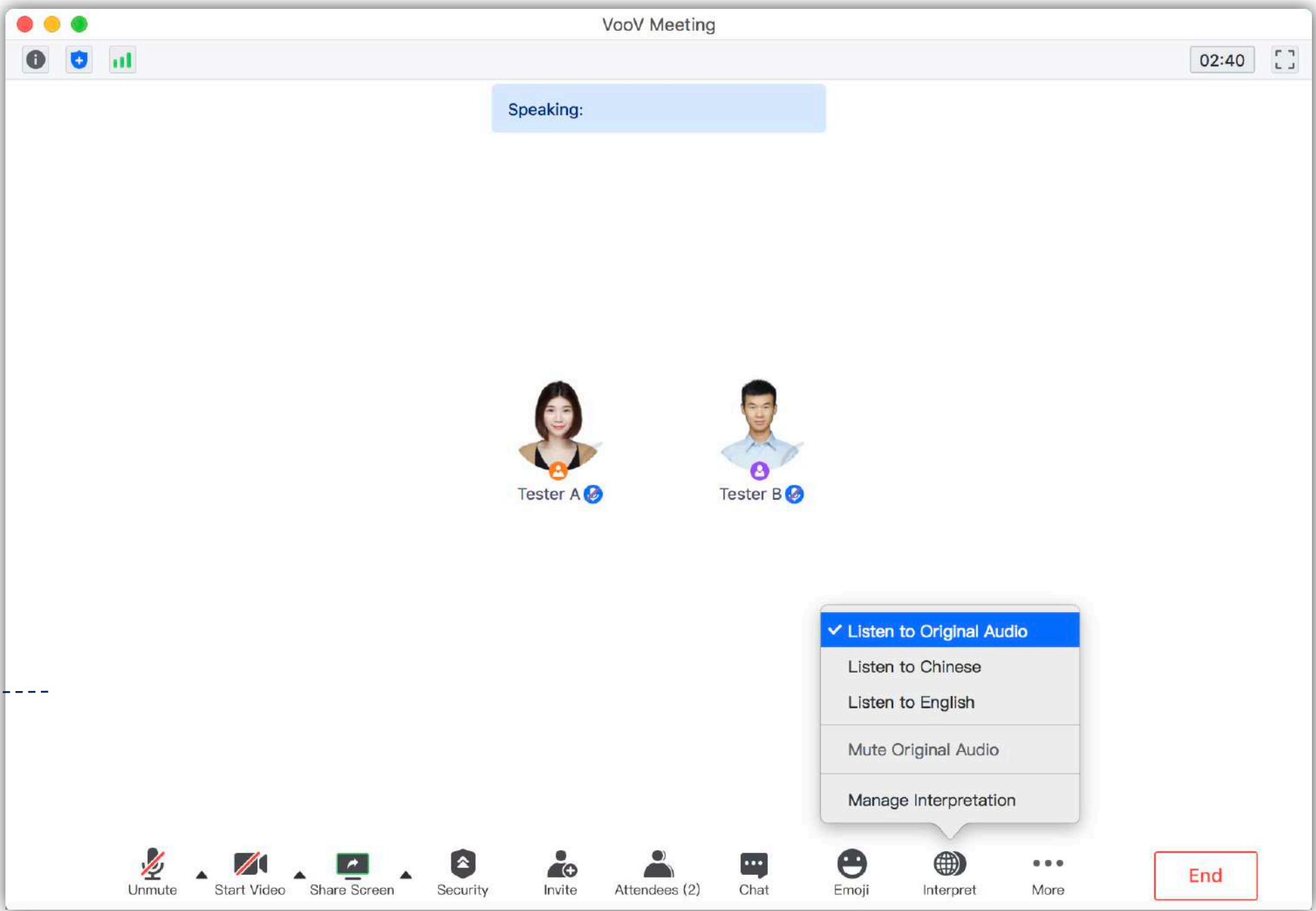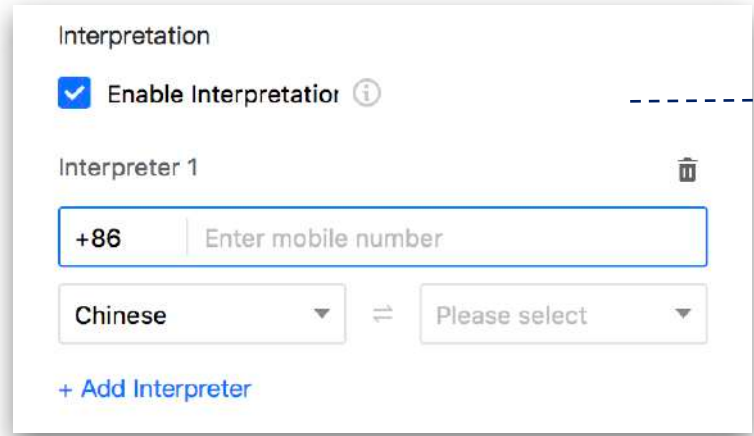
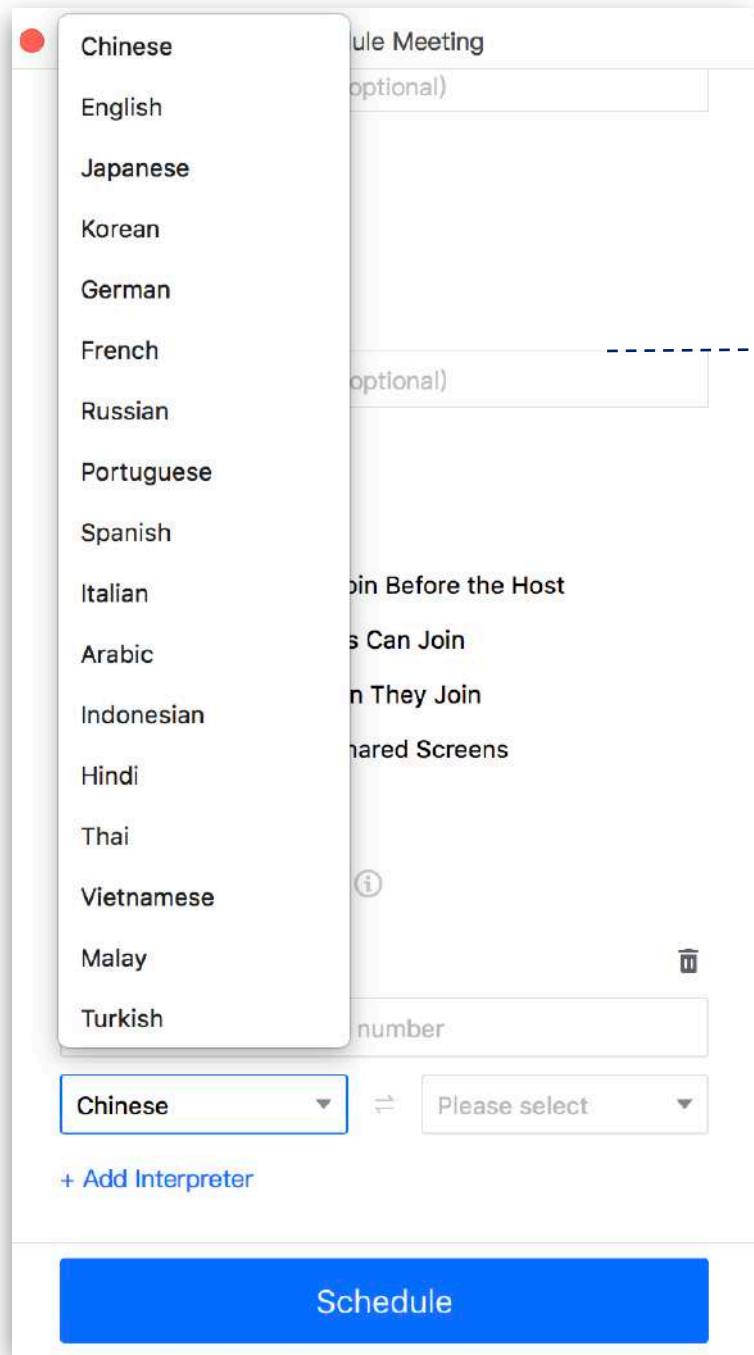**Switching Audio Channels by Participants :**

Participants are allowed to choose audio channels during the session.

Manage Interpreters with Flexibility :
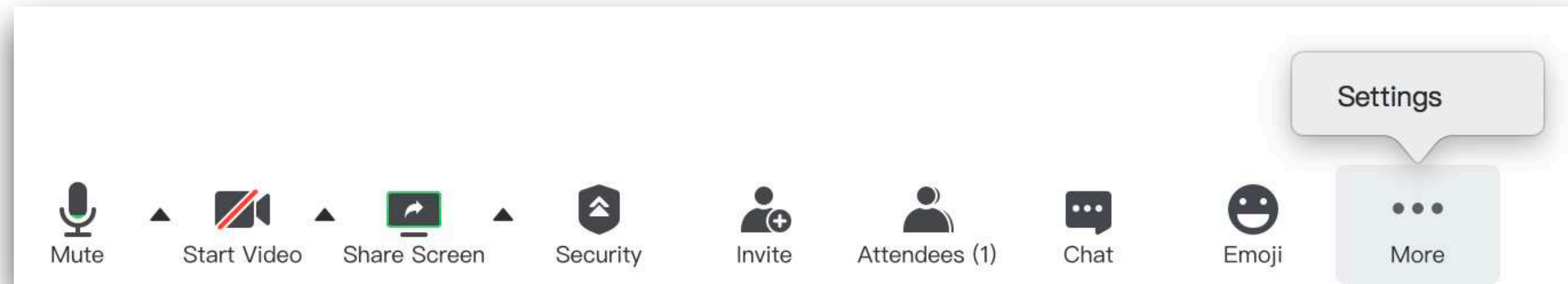
Interpreters are

Switching Audio Channels by Interpreters:

Interpreters are required to switch the audio channels to conduct appropriate interpretations based on needs.

Speaking:

Tester A   Tester B

✓ Listen to Original Audio
Listen to Chinese
Listen to English
Mute Original Audio
Manage Interpretation

Unmute Start Video Share Screen Security Invite Attendees (2) Chat Emoji Interpret More End

Speak Korean Speak English

vice exceptic Start Video Share Screen Security Invite Attendees (2) Chat Emoji Interpret More

Interpretation
☑ Enable Interpretation ⓘ
Interpreter 1
+86 Enter mobile number
Chinese ▾ ⇄ Please select ▾
+ Add Interpreter

VooV Meeting

How to Enjoy Meetings

· **Mute:**

You may mute yourself to avoid if it is the turn for others' speech.

· **Start Video:**

You may turn on the video to say Hi to other attendees.

· **Share Screen:**

You may turn on this function if you have any materials that you want to share with other attendees.

· **Invite:**

You are allowed to invite new attendees during the meeting.

· **Attendees:**

You can check the details of attendee list via this function.

· **Chat:**

You can initiate an instant chat with other attendees.

· **Emoji:**

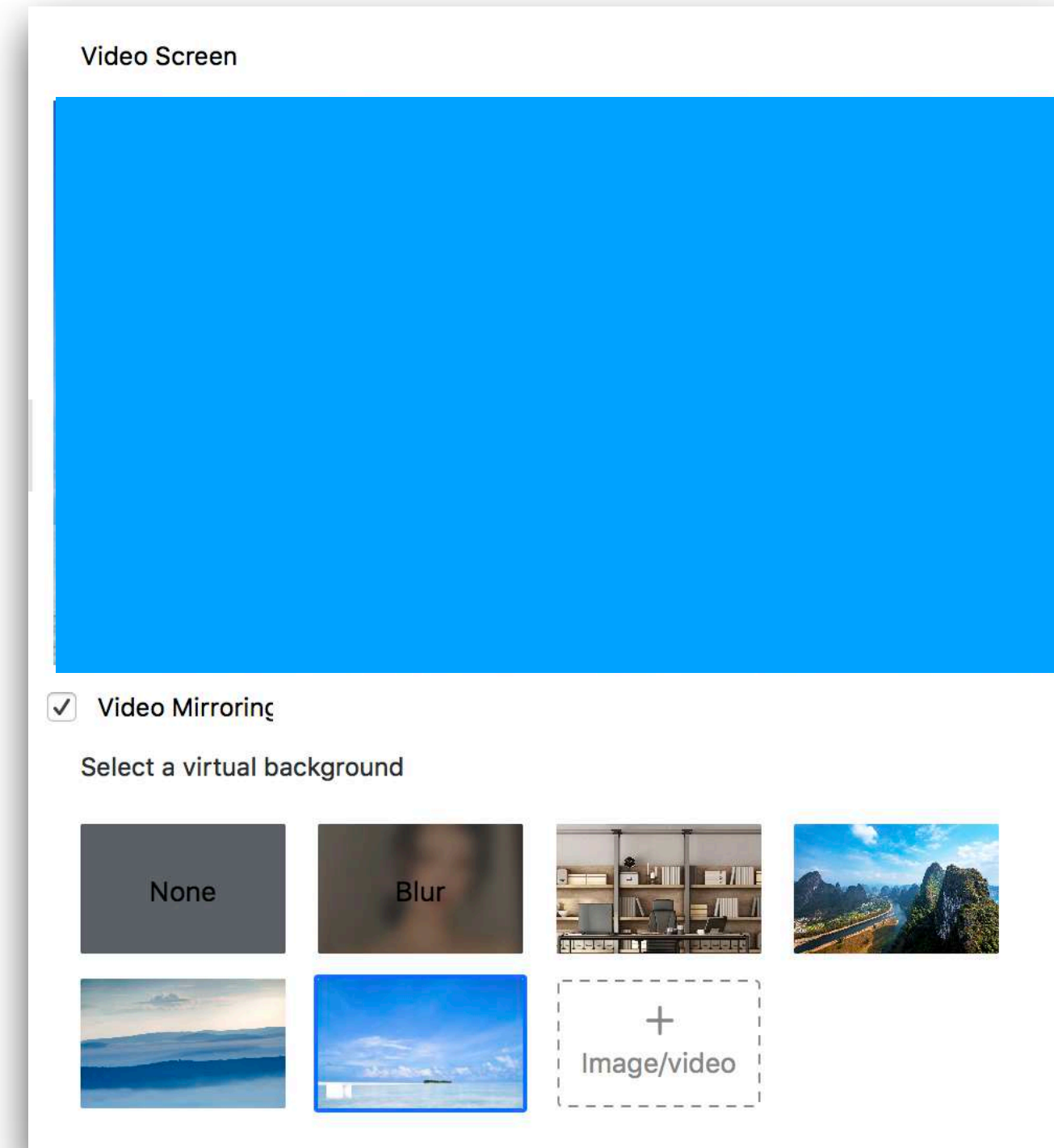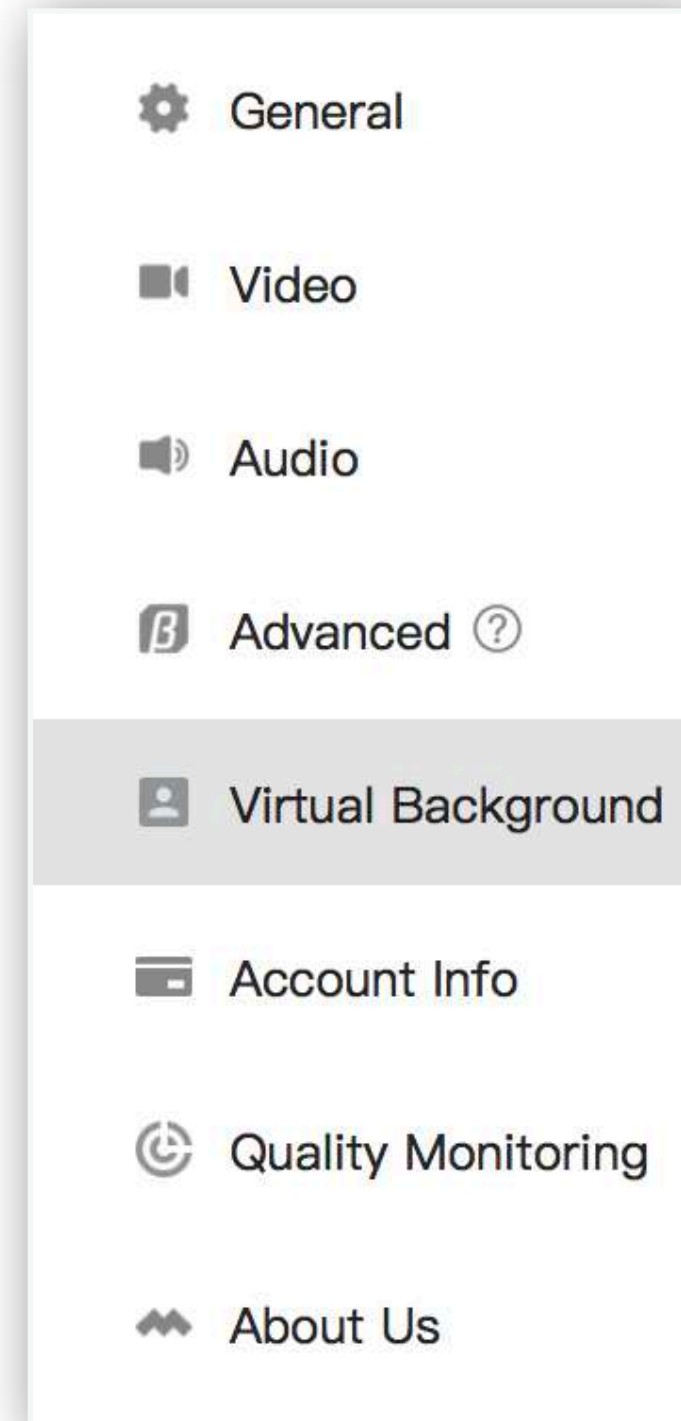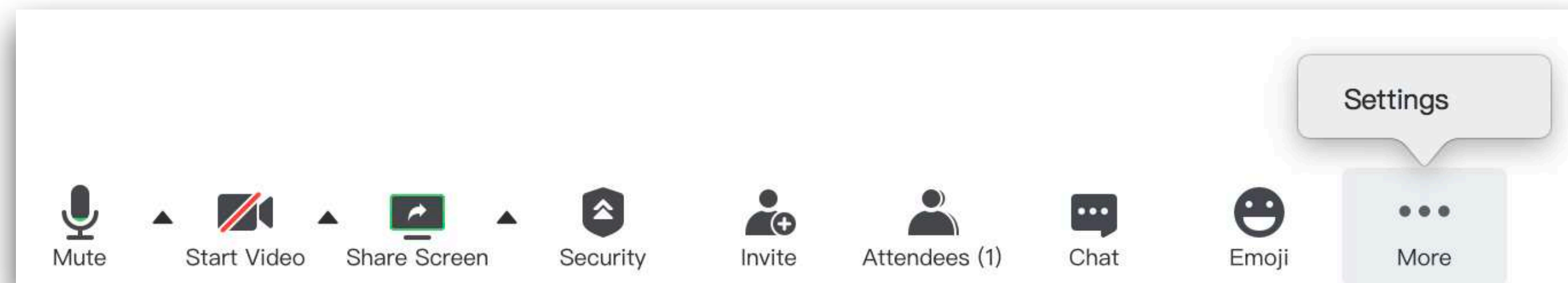You are encouraged to express your opinions with emojis when you are in silent mode.

· **Settings:**

You are allowed to adjust the setting of audio, video and other relevant stuff.

· **Security:**

You are allowed to adjust the setting of meeting management and attendee permissions.

VooV Meeting

How to Set a Virtual Background in Meeting

Settings

Mute | Start Video | Share Screen | Security | Invite | Attendees (1) | Chat | Emoji | More

General

Video

Audio

Advanced ⑦

Virtual Background

Account Info

Quality Monitoring

About Us

Video Screen

☑ Video Mirroring

Select a virtual background

None | Blur | | | | Image/video

- **Virtual Background:**

Please click on "Settings" to get into the Menu and choose "Virtual Background".

1. *You may choose to use any default images.*
2. *If you want to use a self-defined one, please choose "Support Images" and upload the image that you want to use to set for the background.*

VooV Meeting