RemoteMeeting

RSUPPORT Connecting lifestyle

No.1 Cloud based Web Videoconferencing Service

RemoteMeeting

User Guide for Meeting Organizer

www.remotemeeting.com

Gold Microsoft Partner

Windows

Preparing for the meeting

RemoteMeeting

chrome

- RemoteMeeting is a service accessible from **Chrome browser**.
- It requires a **PC connected to the internet.**
- A video conferencing requires to be able to **View (Face) and Talk (Voice)**.
  - Use a PC with a Webcam attached.
  - To avoid background noise, use a headphone or headset.
  - Connect from a stable network for a continuous online meeting.
    (wired network offers a more stable communication than wireless.)

Getting started

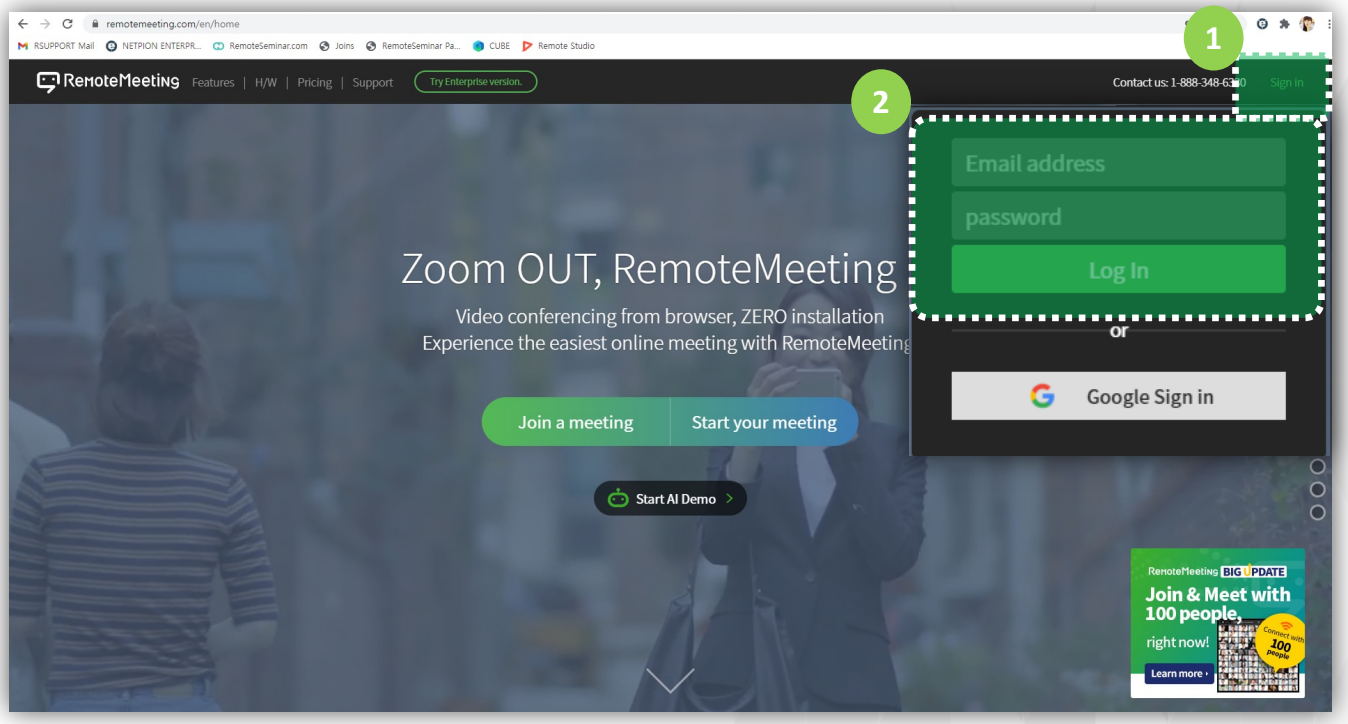
RemoteMeeting

❶ RemoteMeeting does not require additional program to be installed.
Open https://www.remotemeeting.com from Chrome browser.

www.remotemeeting.com

❷ Login using the account (ID/PW) provided by the admin.

Sign In



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Getting started

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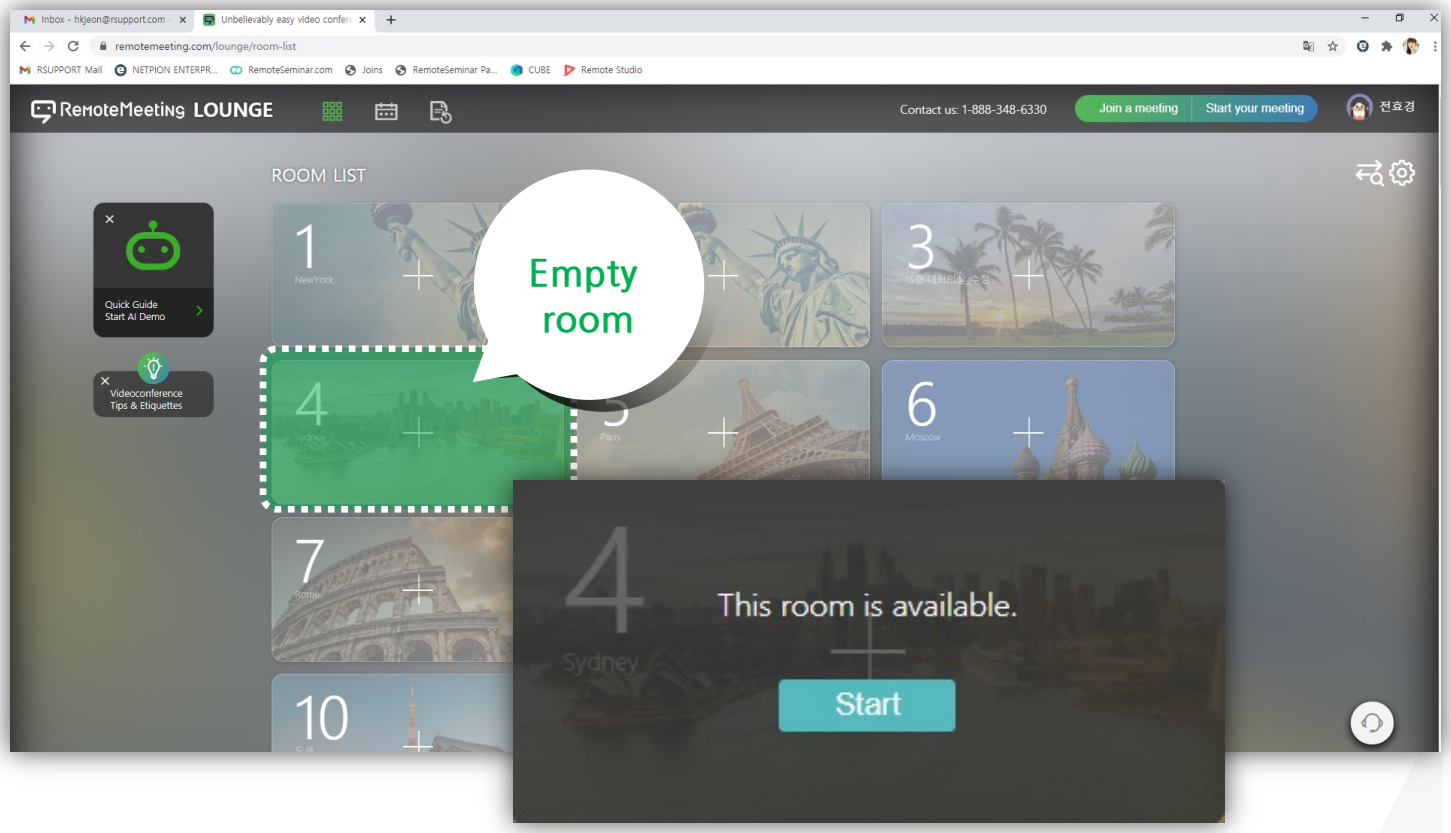
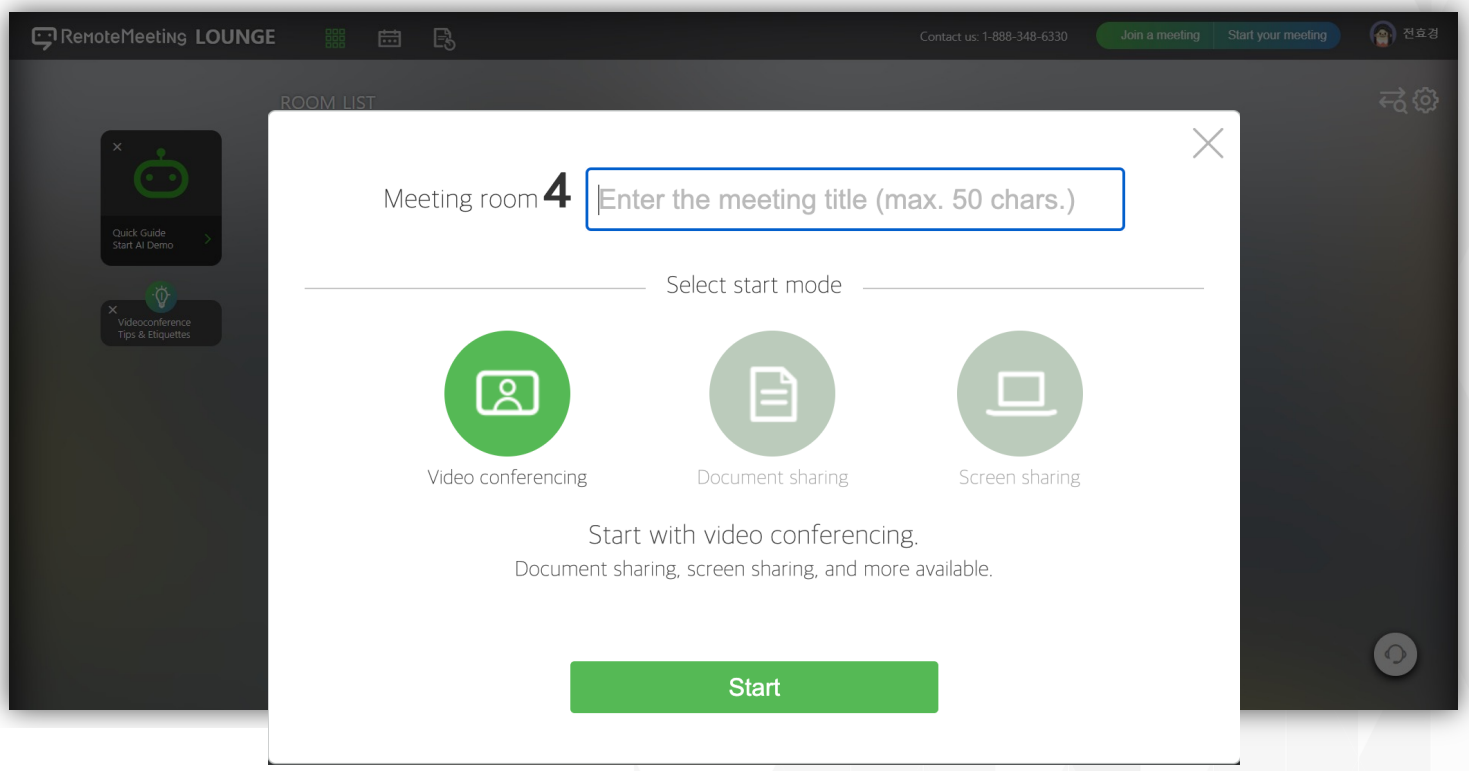
❸ After logging in, meeting lounge will be presented.
Just like an offline meeting, select the room and join in.



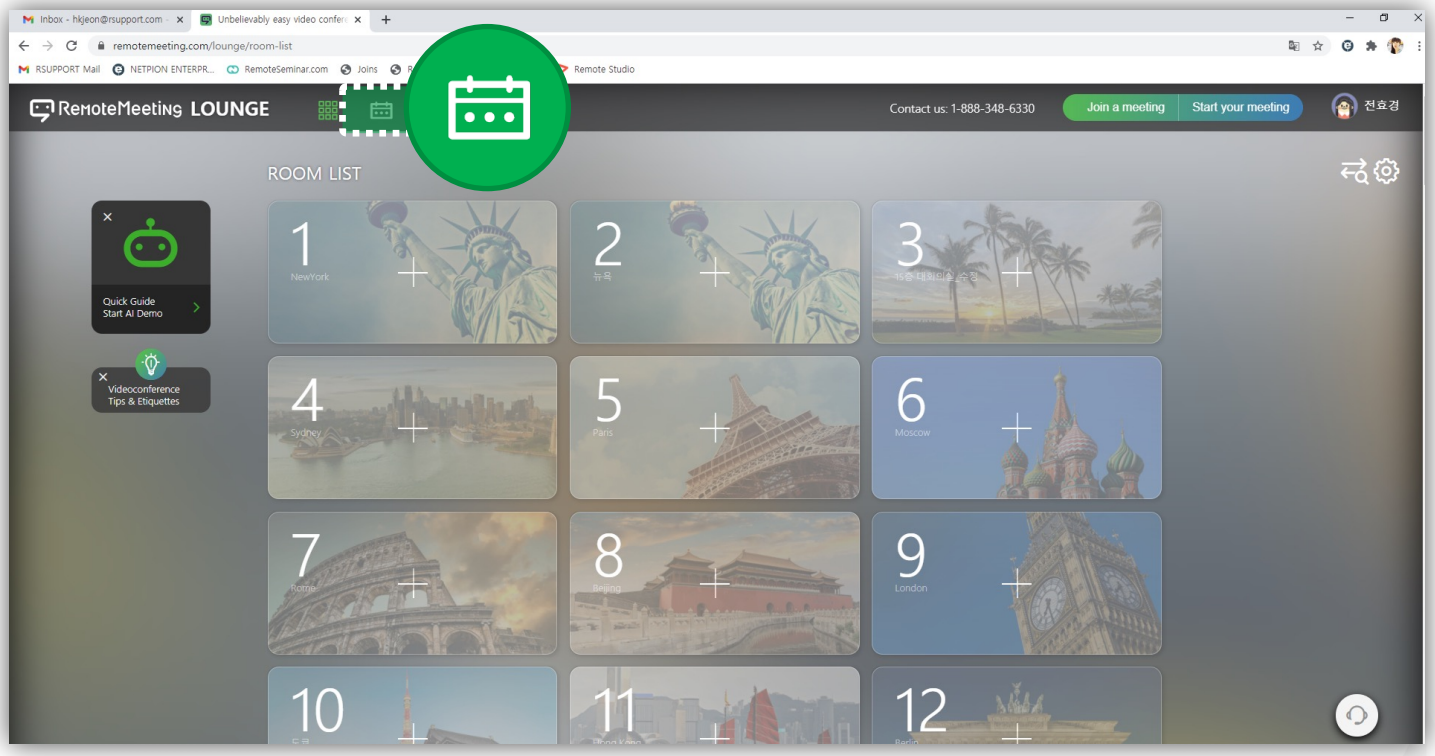
❹ Enter the meeting room title.



Schedule a meeting

RemoteMeeting

❸-❶ After logging in, meeting lounge will be presented.
RemoteMeeting offers scheduling and invite ahead of the meeting.



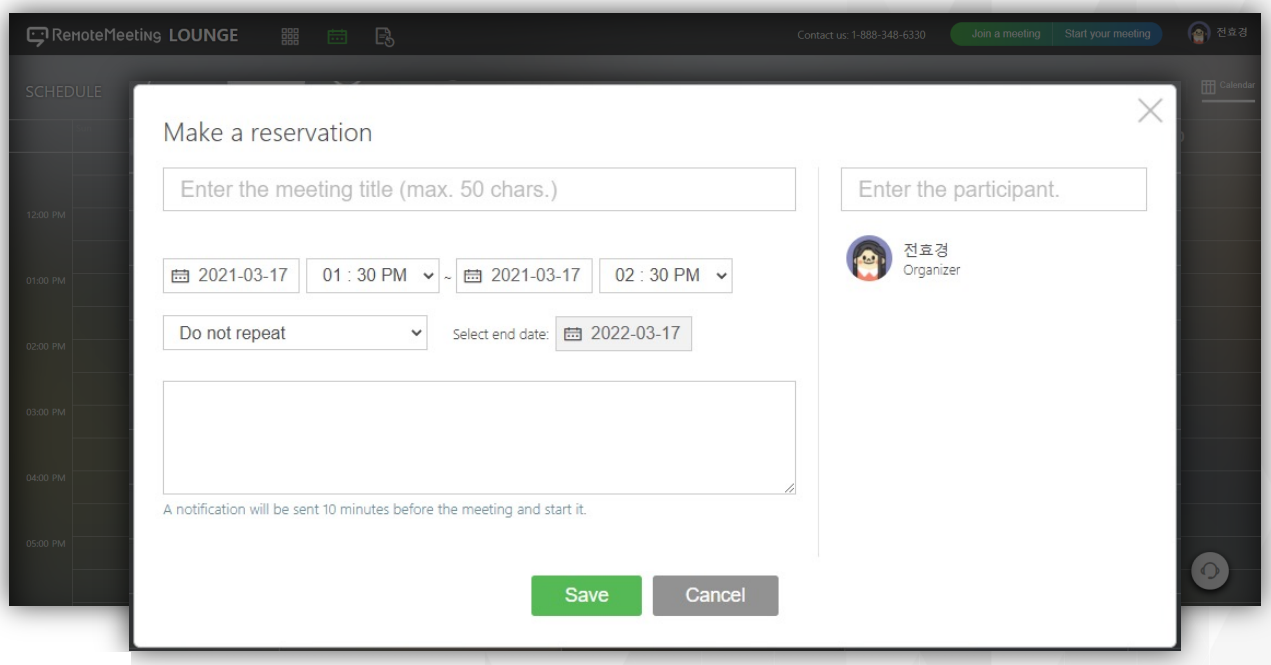
* How to:

① From the lounge, click the SCHEDULE icon on the top.

② Select All or Calendar

③ Press + icon to add a reservation.

④ Enter the title, date and time, brief description and email to send the invitation.



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Invite to the meeting

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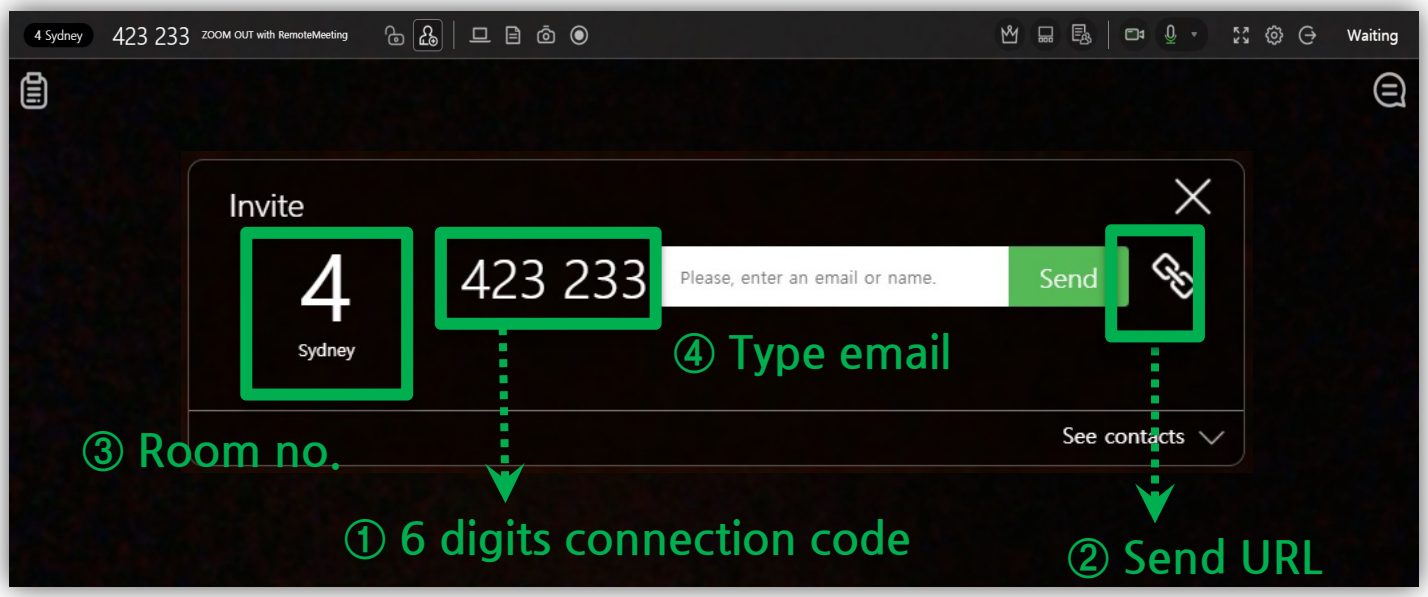
❺ Now the meeting room has been created and available to join in.
Send the invite to the desired attendee.



There are **multiple ways** to invite attendees.

Invites (select one)

Method ① **Share the 6 digits connection code**

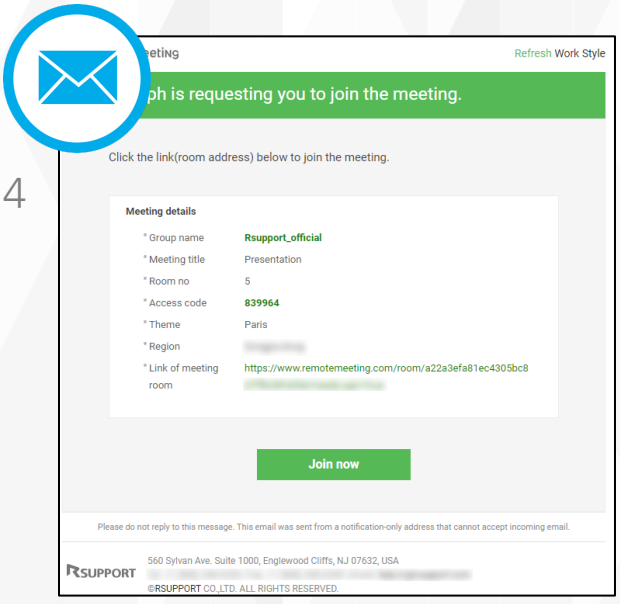
E.g.) Connection code is 122 720.

Method ② **Send URL**

Method ③ **Share the meeting room no.**

E.g.) Come to the room no.4

Method ④ **Send email** (Contacts avail.)



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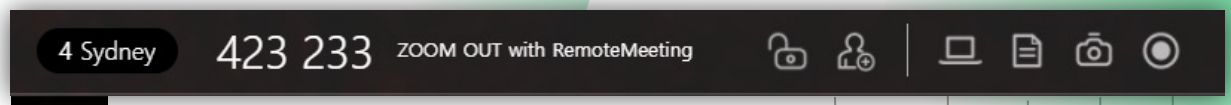
❻ Here is the menu (Top menu bar) and the available option.

Room no.

Room title



Minute

Connection code
(unique 6 digits no.)

①Lock room

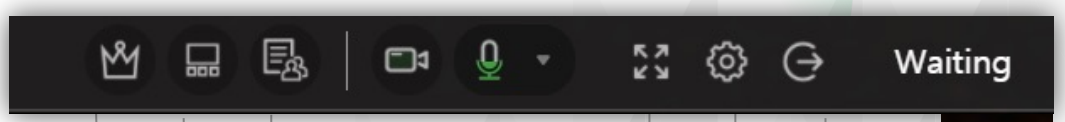
②Invite

③Screen sharing

④Document sharing

⑤Capture

⑥Record



⑦Speaker mode

⑧Switch mode

⑨Participants list

⑩Camera

⑪Microphone

⑫Full screen

⑬Settings

⑭Exit

Timeline

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Learn the features

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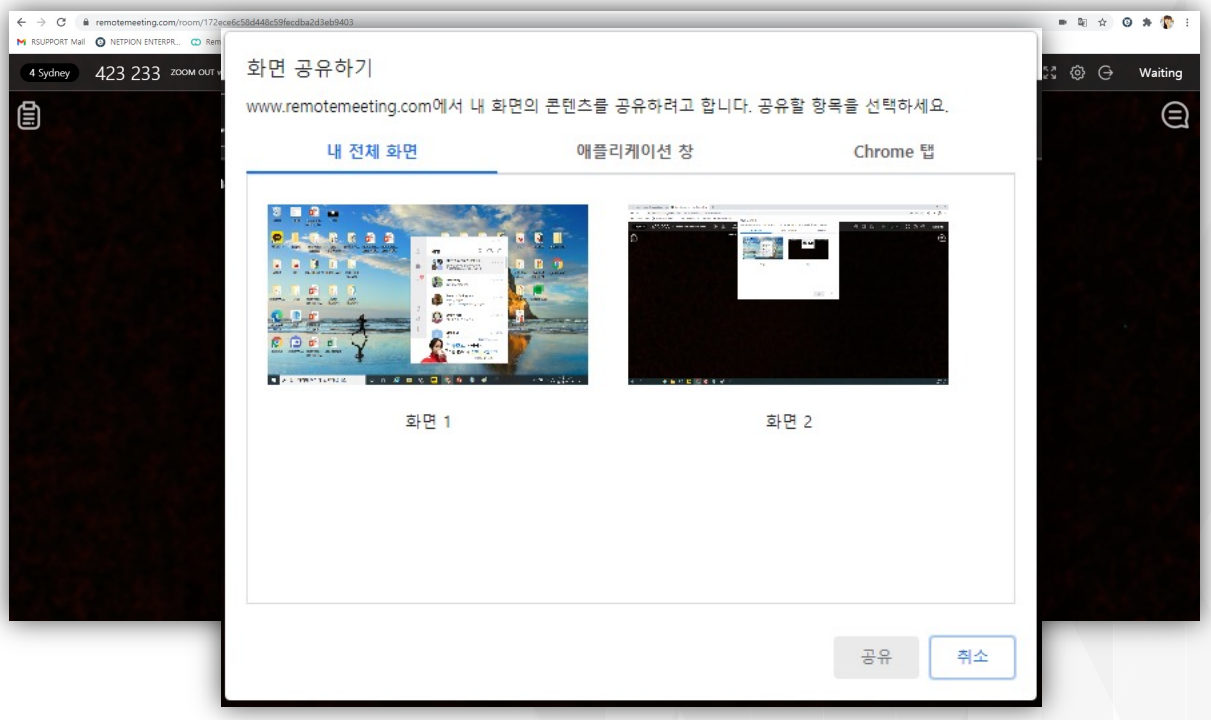
❼ RemoteMeeting offers various collaboration · communication tools.
Learn about the **features and option.**

* (Top Menu Bar) Left → Right

Lock room
Lock or unlock the meeting room blocking any undesired entry.

Invite
Invite to join the meeting, with or without an account.

Screen sharing
Share your PC desktop with the attendees to help conducting a richer and more professional meeting.



* NOTE

Entire screen - show the entire shared desktop

Application window - show a specific application screen

Chrome tab - show a specific tab opened on the Chrome browser

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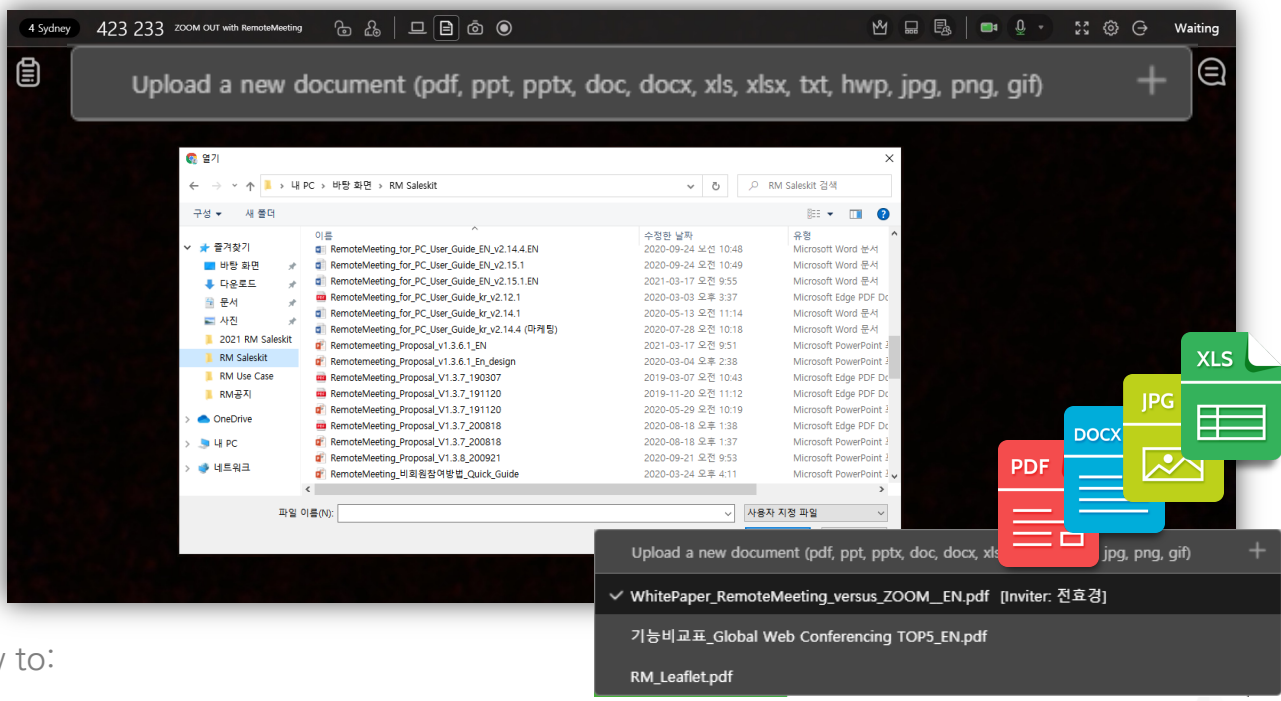
Document sharing

Present documents from MS Office, PDF, HWP to the attendees for presentation, training, etc. without sending the actual file.



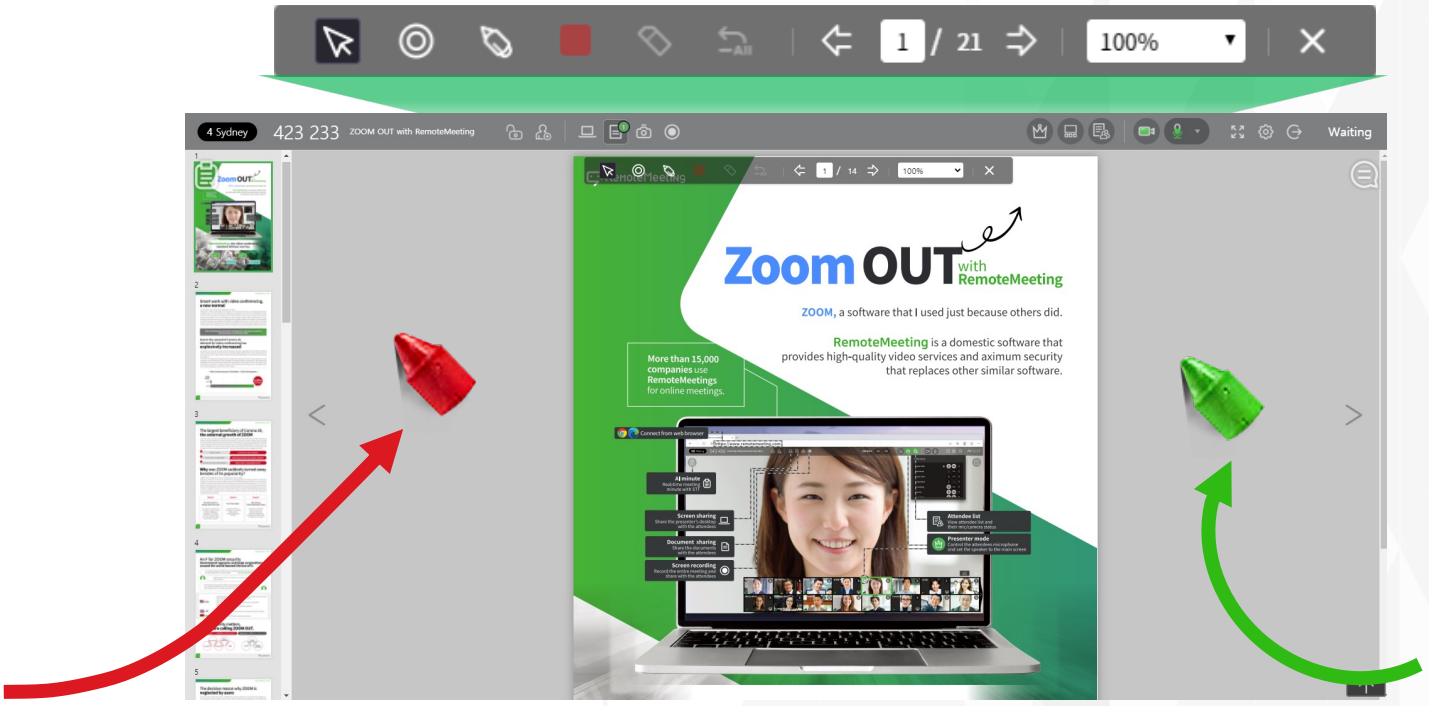
* How to:

①Click **Document sharing** and **Upload a new document+**

②Find the file and press [Open].

* Various documents can be shared regardless of their format

(Word, PPT, PDF, Excel, PDF, etc.) There is no limit on the uploaded documents.



* Communicate by drawing (everyone) on the document using the PEN icon.

Use colors to differentiate with each other.

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Capture

Captures the meeting screen as JPG. Saved file can be stored on the PC and shared with others via Timeline (Chat).

* How to:

①Click on the Capture icon to automatically save the screen.

②From the Timeline, select the captured image to [Save to PC] or [Save to Timeline].

* Captured screen shared on the Timeline

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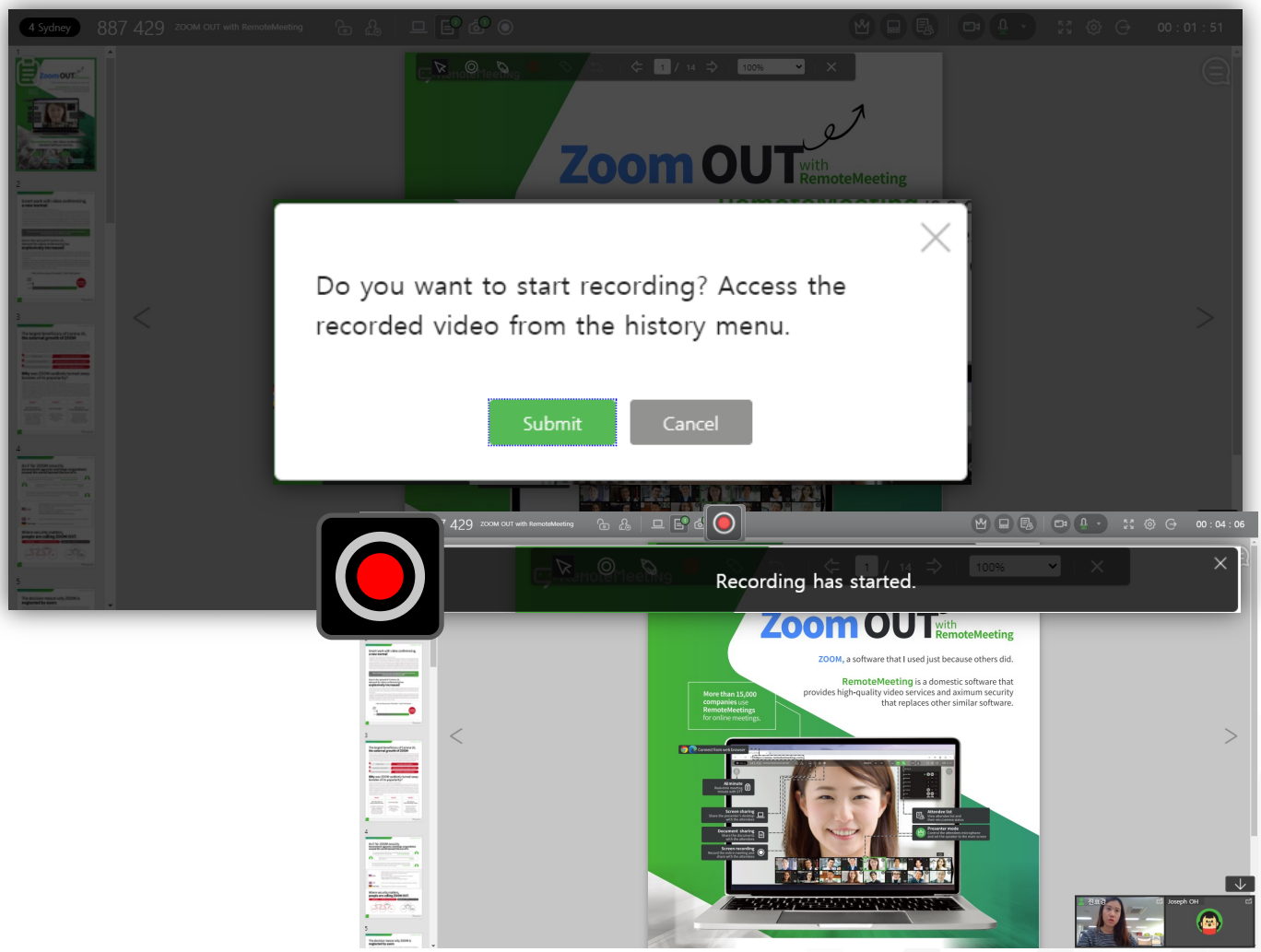
Record

This option records the meeting (AVI) and keeps it in the history.
Review the chat log or share the meeting with others.



* How to:

①Click the **Record icon to start recording. Press it again to stop it.**

②The recorded video can be reviewed from History (Lounge) after the meeting is ended.

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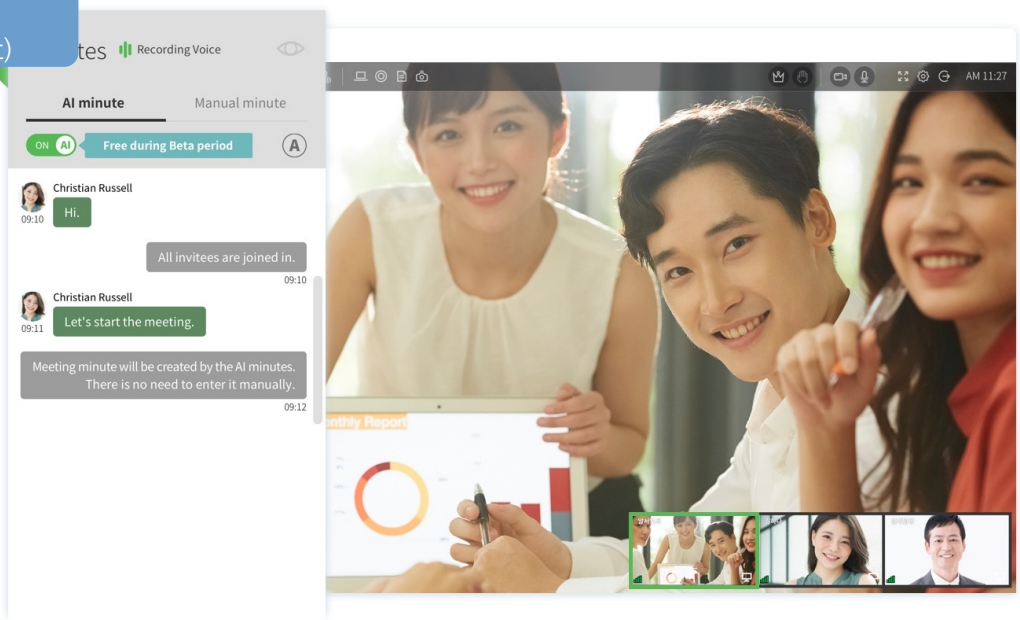
Minute

RemoteMeeting offers (1)AI recording (STT method) that automatically transcribes the conversation and (2)manually type the minute summary.

AI minute
STT(Speech-To-Text)



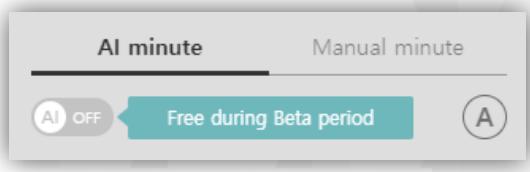
* How to:

①Tab (click) the **Minute icon.**

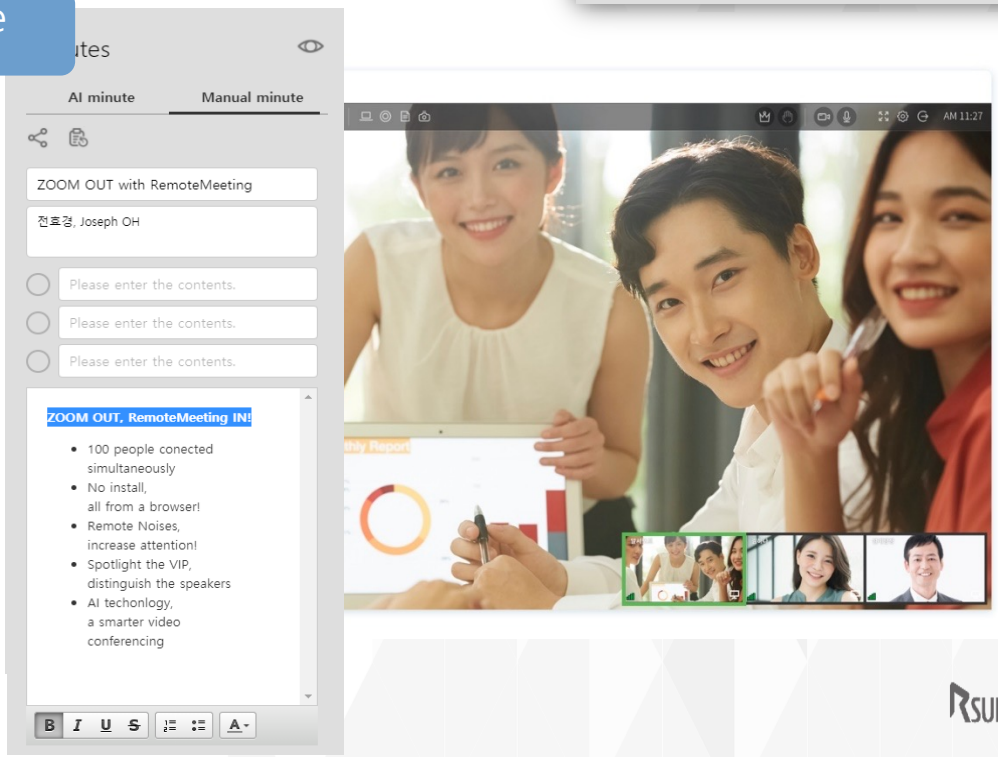
②Select **AI minute** - **Turn ON** - conversation detected by AI is transcribed to the minute.

Select Manual minute - type the description manually.

(Saved Minute can be shared via email.)



Manual minute
Direct type



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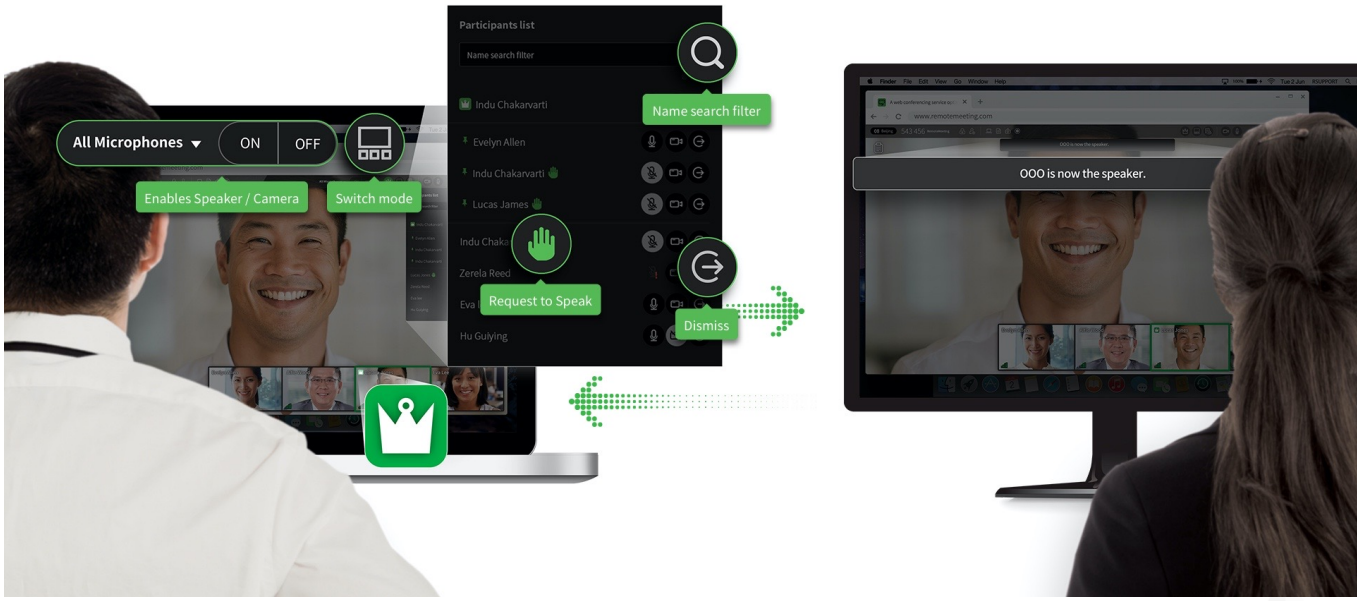
Learn the features

Speaker mode

As the number of participant increases, a moderator is required to control the meeting. In RemoteMeeting, any attendee can be assigned as moderator and control the camera/microphone of the others allowing them to speak and be seen.

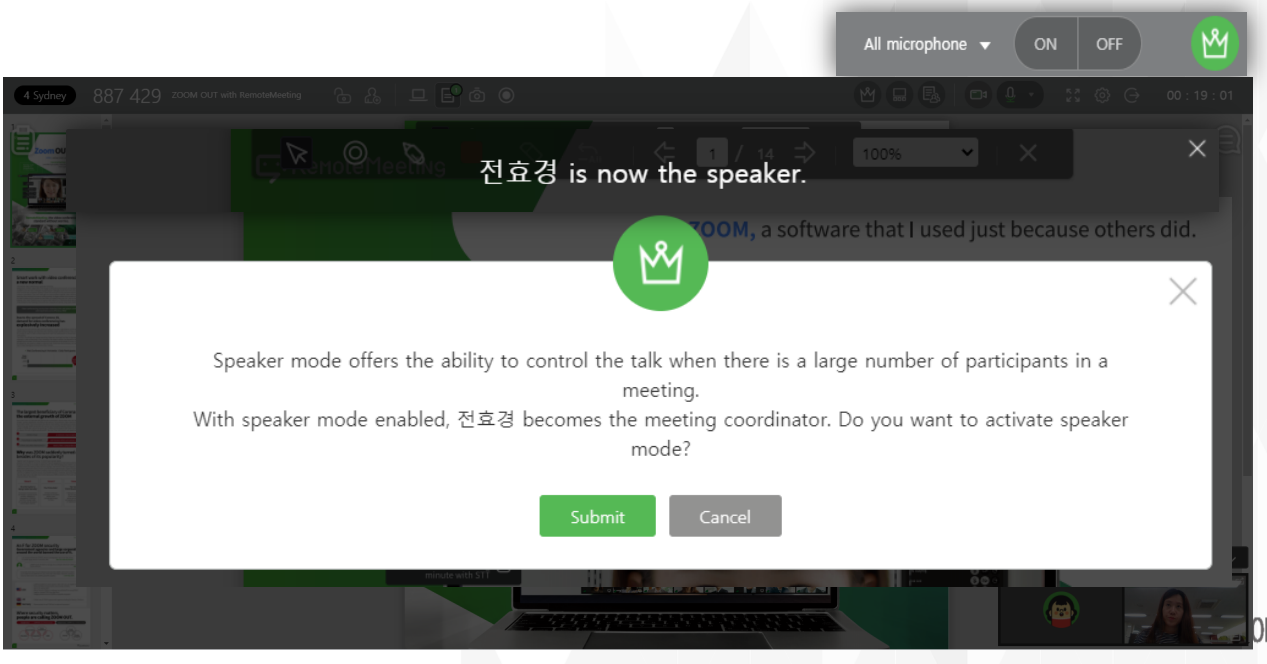


* How to:

①Click on the **Speaker mode icon** to become the speaker.

②Press [Submit] to enable the Speaker mode

- Any attendee can become a moderator even if there is one already assigned.
- A moderator has the control over the participants list to allow their microphone.
- On Speaker mode, All Microphone/Camera ON · OFF option will be visible.



Learn the features

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Switch mode

RemoteMeeting offers 3 types of screen mode.

1) Main screen mode

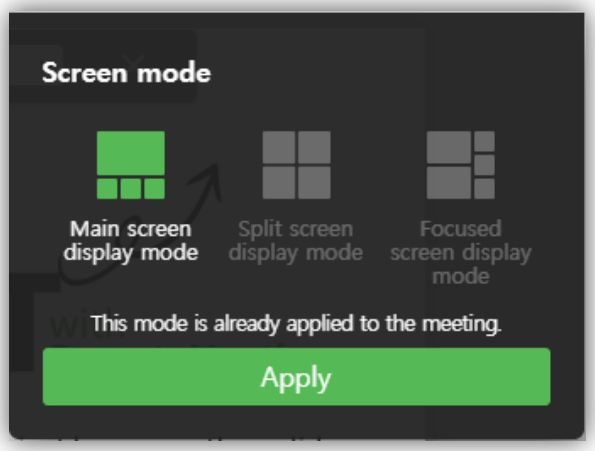
- Default screen. Main screen is shown in the middle and participants are listed at the bottom in the form of PIP.

2) Split screen mode

- No. of attendee = no. of screen
  Attendee are split evenly over the screen in equal sized tiles.

3) Focused screen mode

- Only a specific speaker/s is enlarged on the side, suitable when there is a designated speaker (panelist).



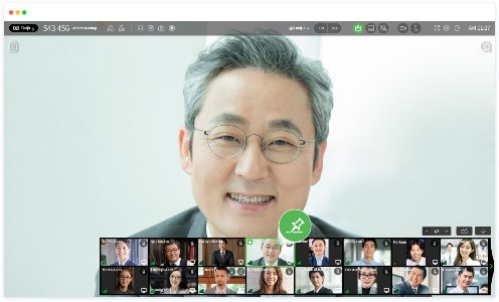
* How to:

① Click on **Switch mode icon**

② Select between **Main / Split / Focused mode**

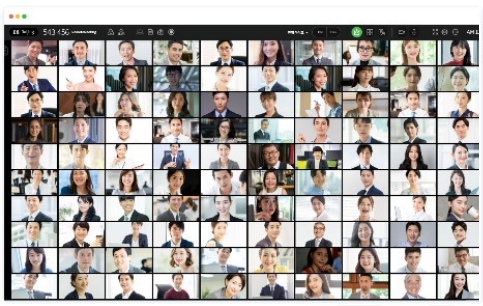
③ Press **Apply.**

Screen by modes



Main screen mode

1 main speaker placed on the main screen



Split screen mode

Suitable for attendance check, Q&A, etc.

Focused screen mode

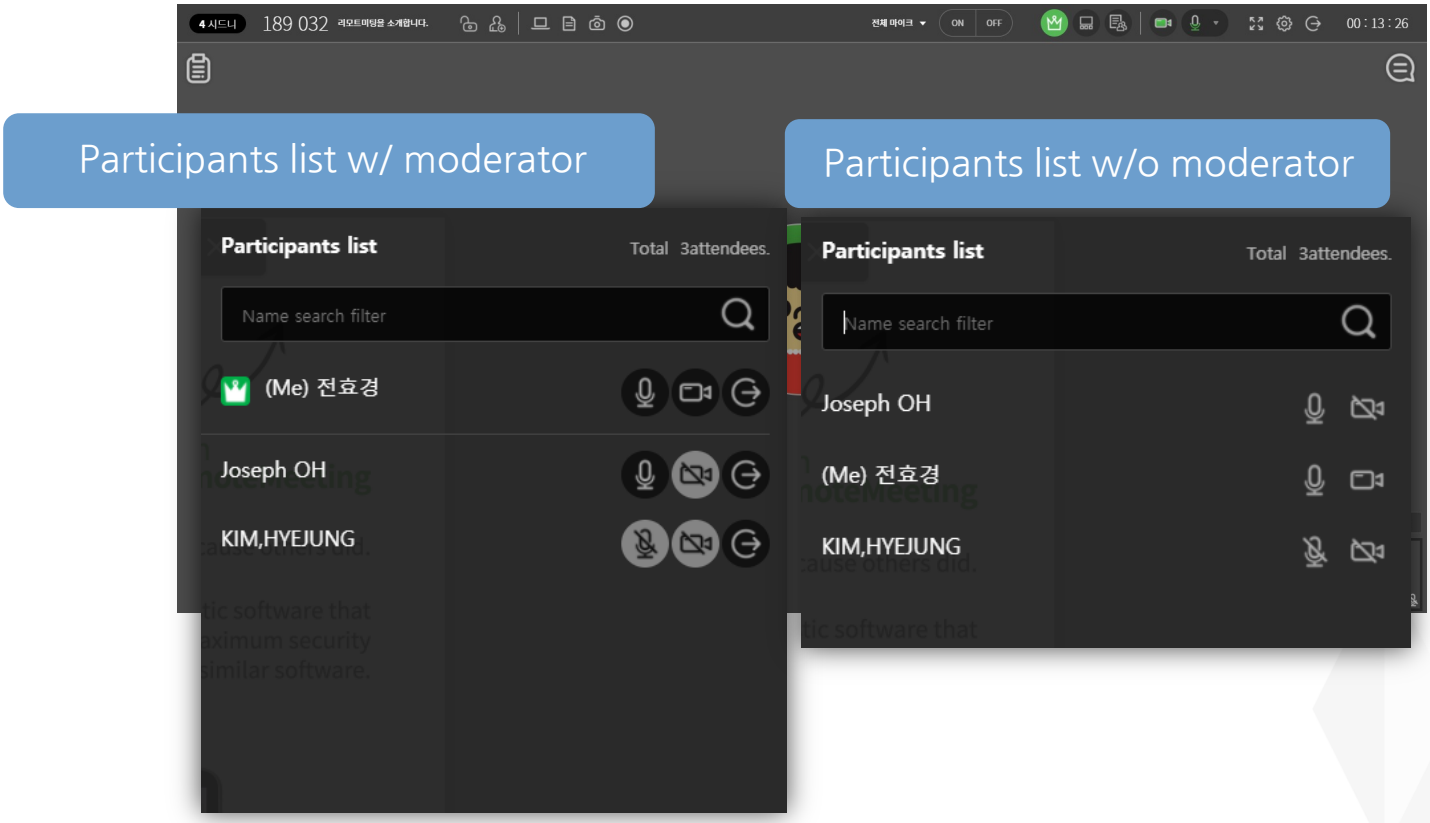
A set number of speakers (up to 4) is preset for the meeting.

Learn the features

RemoteMeeting

Participants list

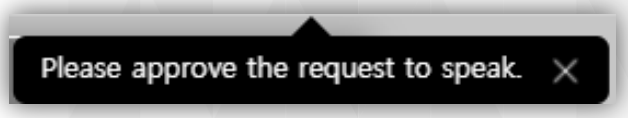
As the number of participant increases, a moderator is required to control the meeting. In RemoteMeeting, any attendee can be assigned as moderator and control the camera/microphone of the others allowing them to speak and be seen.



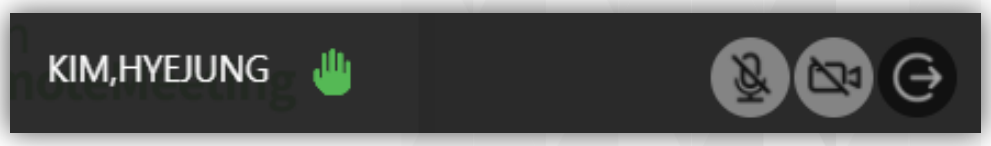
* How to:

①If there is a moderator (Speaker mode ON), click the Participants list to view the attendee's device ON/OFF state.

②Attendee can request to speak.



③ Find the attendee requesting to speak (raised hands) and click the microphone icon next to the name to enable their microphone.



In meeting

Learn the features

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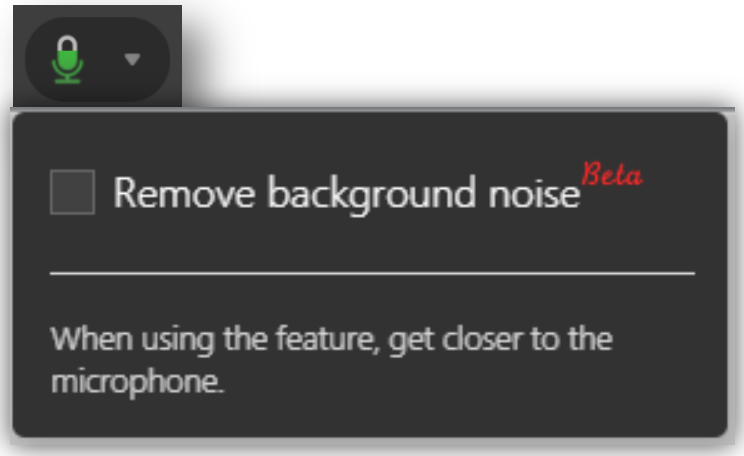
Camera

To show yourself using the camera during the meeting, press the icon to turn it ON. Press it again to turn it OFF.

Microphone

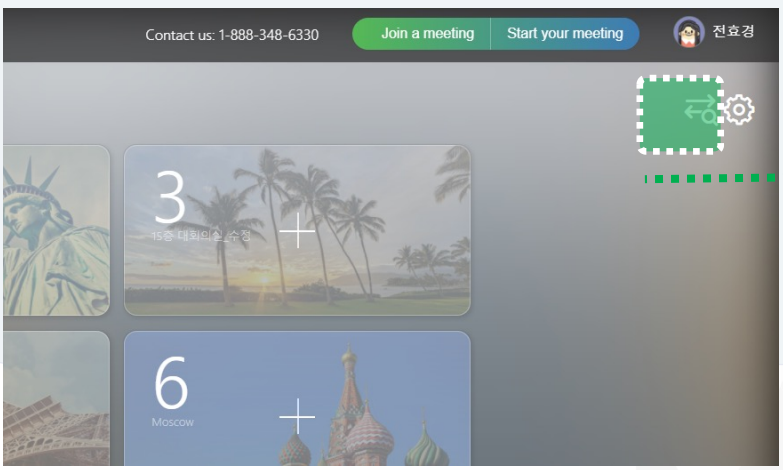
To speak or make yourself heard, press the icon to turn it ON. Press it again to turn it OFF for those listen only type of meeting.

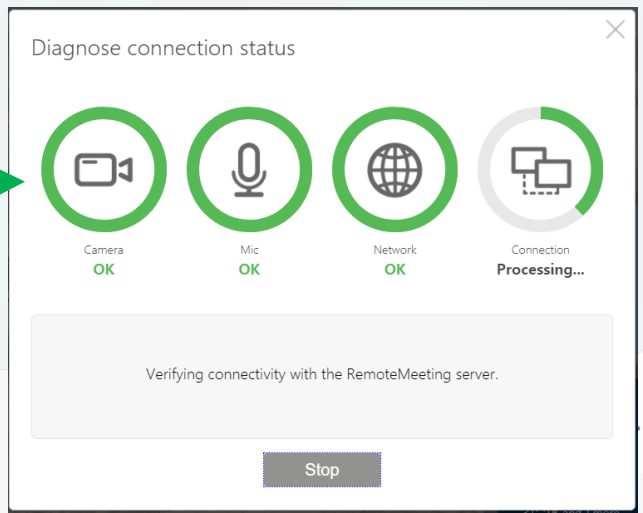


* Press the ↓ next to Microphone icon to select the option
  ☐ Remove background noise

* What is Remote background noise?
  It automatically reduce/remove those background noises (e.g. keyboard typing) that interferes the conversation in a meeting and delivers a cleaner voice.

! Prior to the meeting - Self-diagnose Camera/Microphone/connection, etc.
Click the [Diagnose connection status] icon in the lounge.





Learn the features

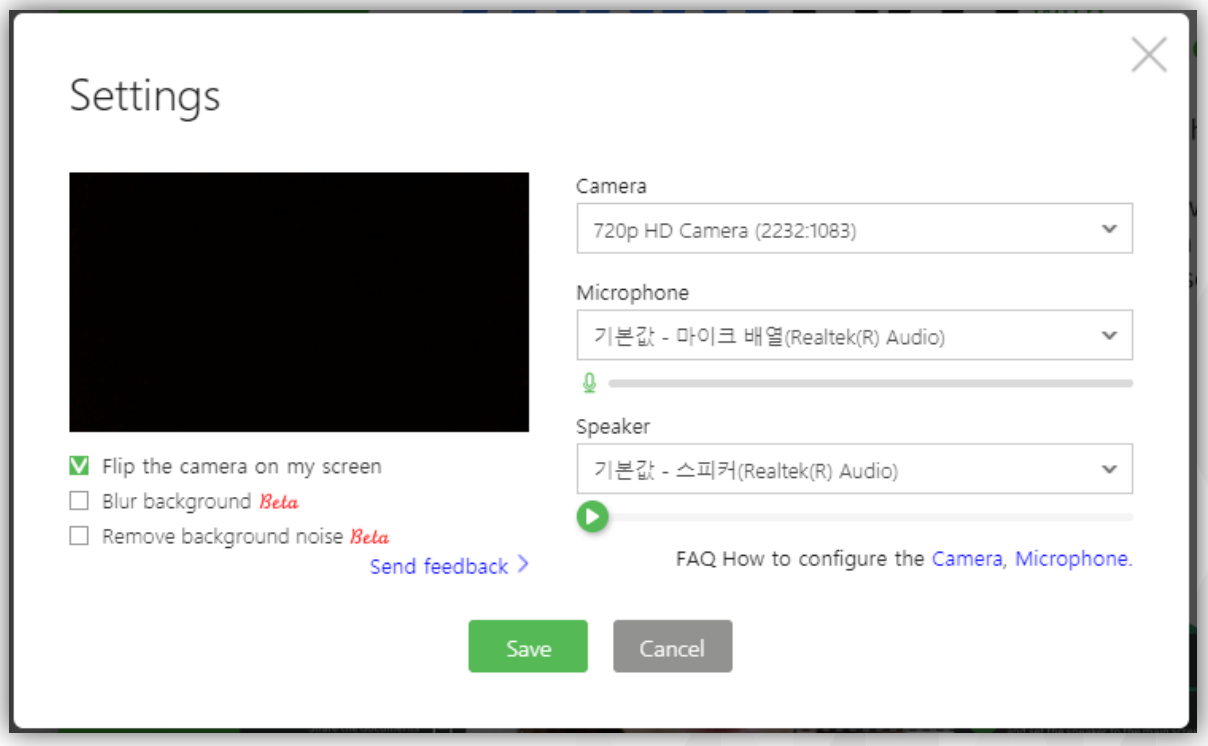
Full screen

Maximize the meeting screen to fit in the entire display. Press ESC or the same icon to restore it to previous size.

Settings

In case there are multiple Camera/Microphone, select the device to be used. Also, you can select the following option.

- Flip the camera on my screen
- Blur background
- Remove background noise



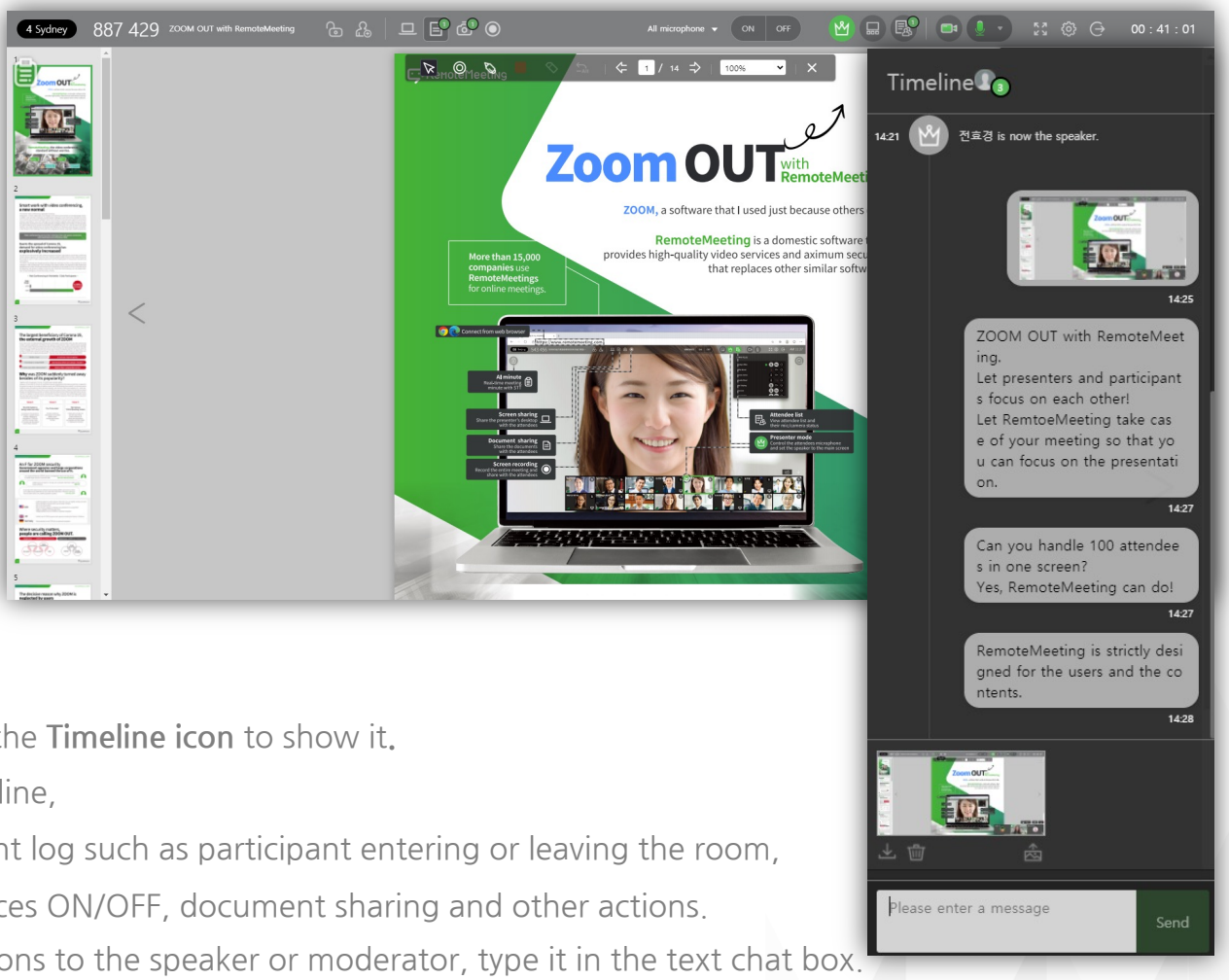
Exit

Leaves the meeting room.

Learn the features

Timeline

Shows the events occurred during the meeting and allows text chat between all attendees (suitable for Q&A).



* How to:

①Tap (click) the **Timeline icon** to show it.

②In the Timeline,

- View event log such as participant entering or leaving the room, their devices ON/OFF, document sharing and other actions.
- For questions to the speaker or moderator, type it in the text chat box.
- View and download captured screen or share it with others.

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Thanks

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