RemoteMeeting

RSUPPORT Connecting lifestyle

No.1 Cloud based Web Videoconferencing Service

RemoteMeeting

User Guide for Meeting Participants

www.remotemeeting.com

Gold Microsoft Partner

Windows

Setting

Preparing for the meeting

RemoteMeeting

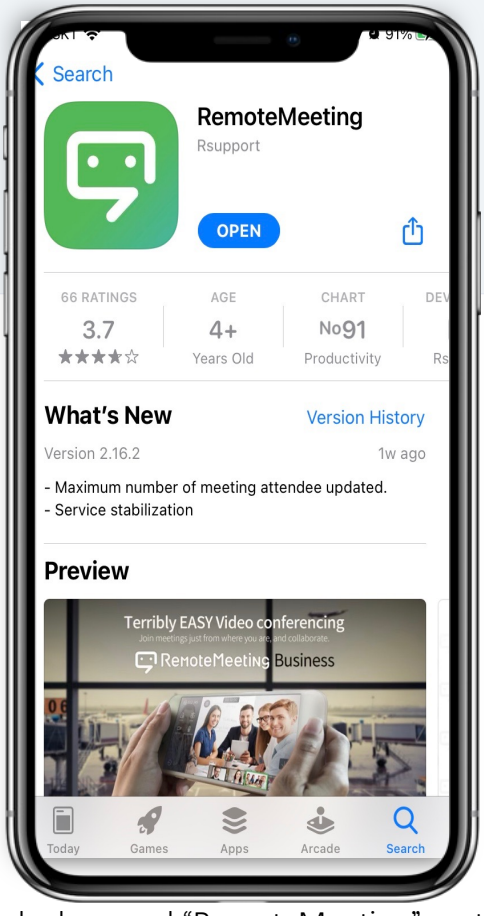
chrome

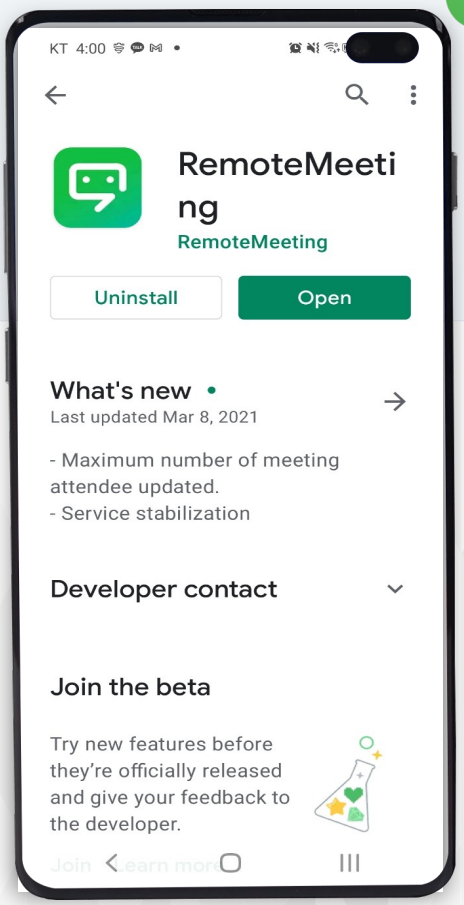
Connecting from a PC →

- RemoteMeeting is a service accessible from Chrome browser.
  (verify that connection is available from your Chrome browser)
- Use a PC with a Webcam attached.
- For a clearer sound, use a headphone or headset.
- It requires a PC connected to the internet.

Connecting from a mobile device →

- Download and install the APP





▣ iOS: search by keyword “RemoteMeeting” on the App Store

▣ Android: search by keyword “RemoteMeeting” on the Play Store

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Join meeting

Getting connected

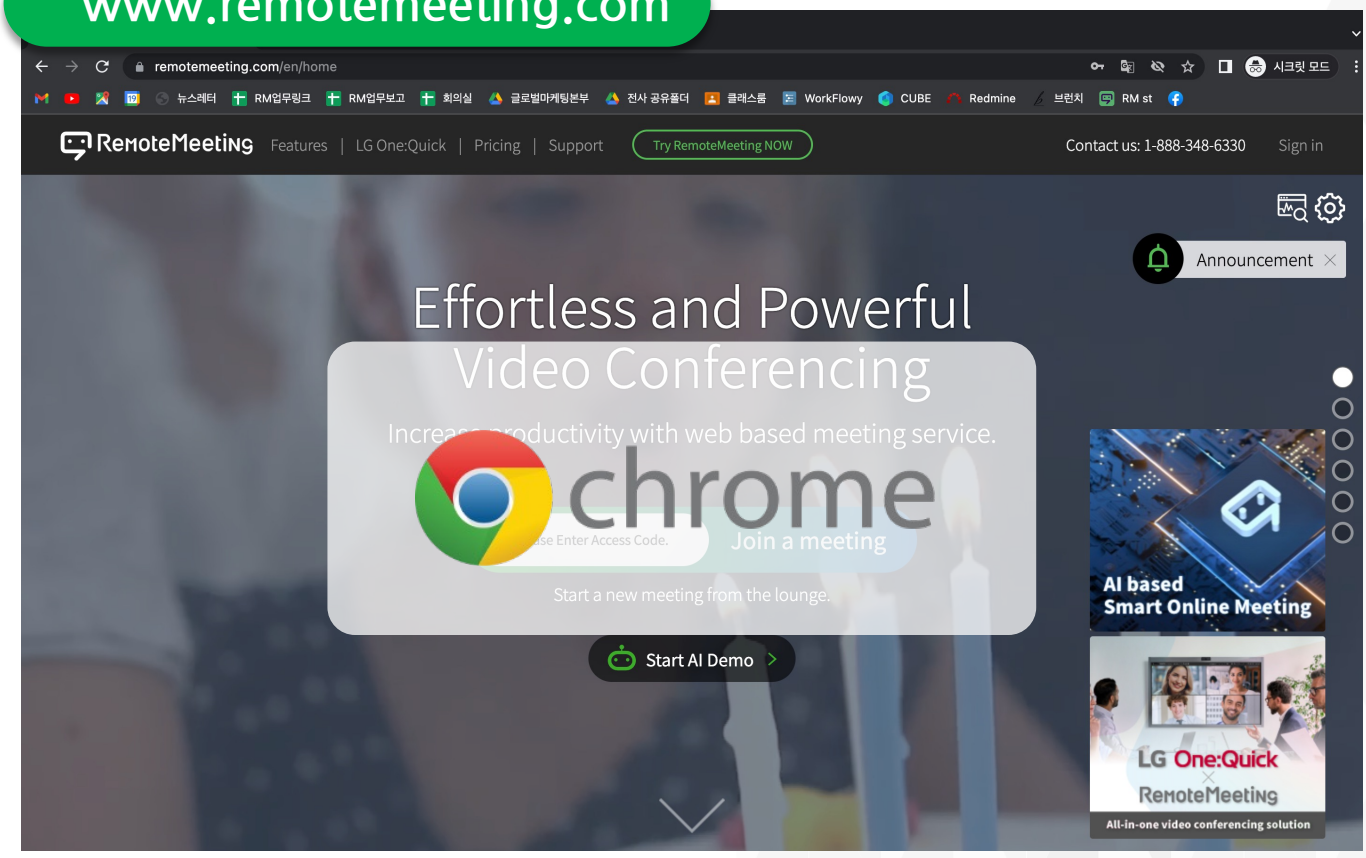
RemoteMeeting

RemoteMeeting offers various ways to join a meeting.
Enter the video conferencing room by selecting (choose one) between the invited way by the meeting organizer or just the most convenient way for you.

Join from a PC

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

www.remotemeeting.com



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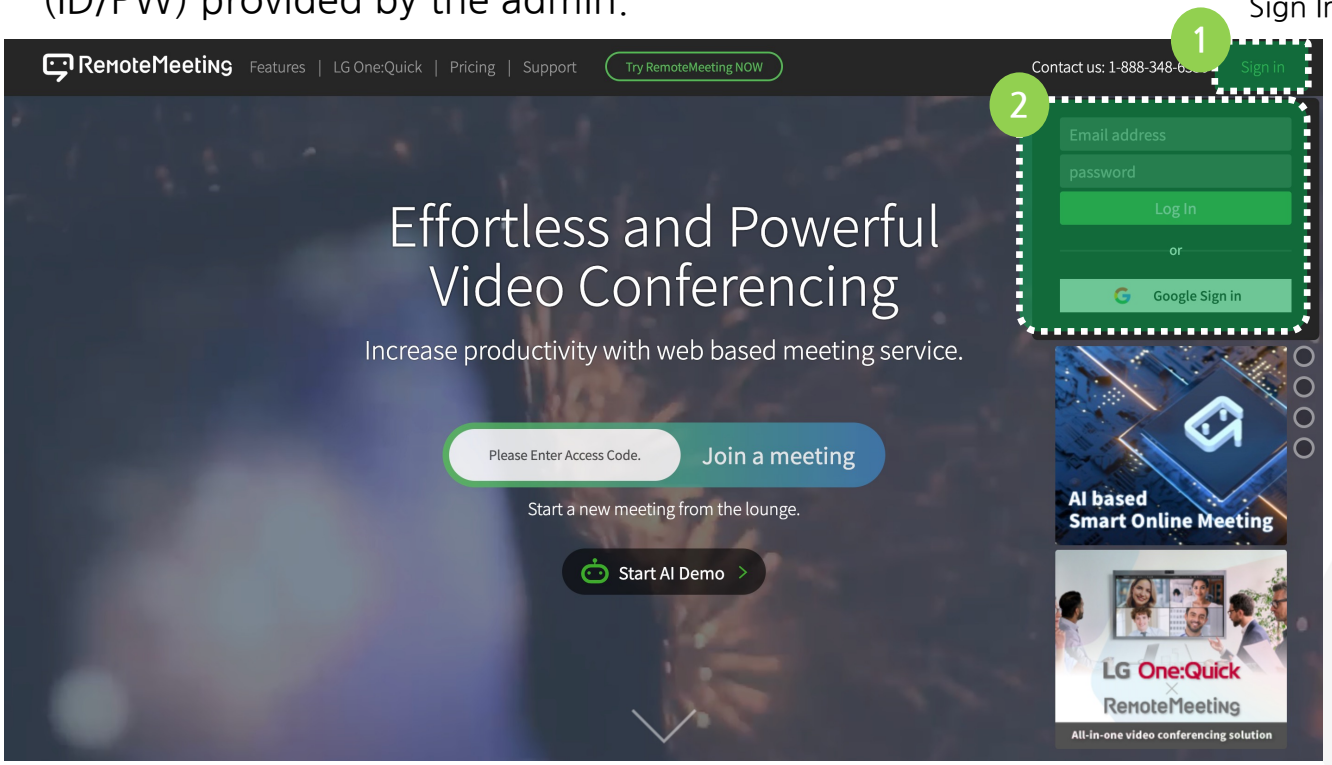
Join meeting

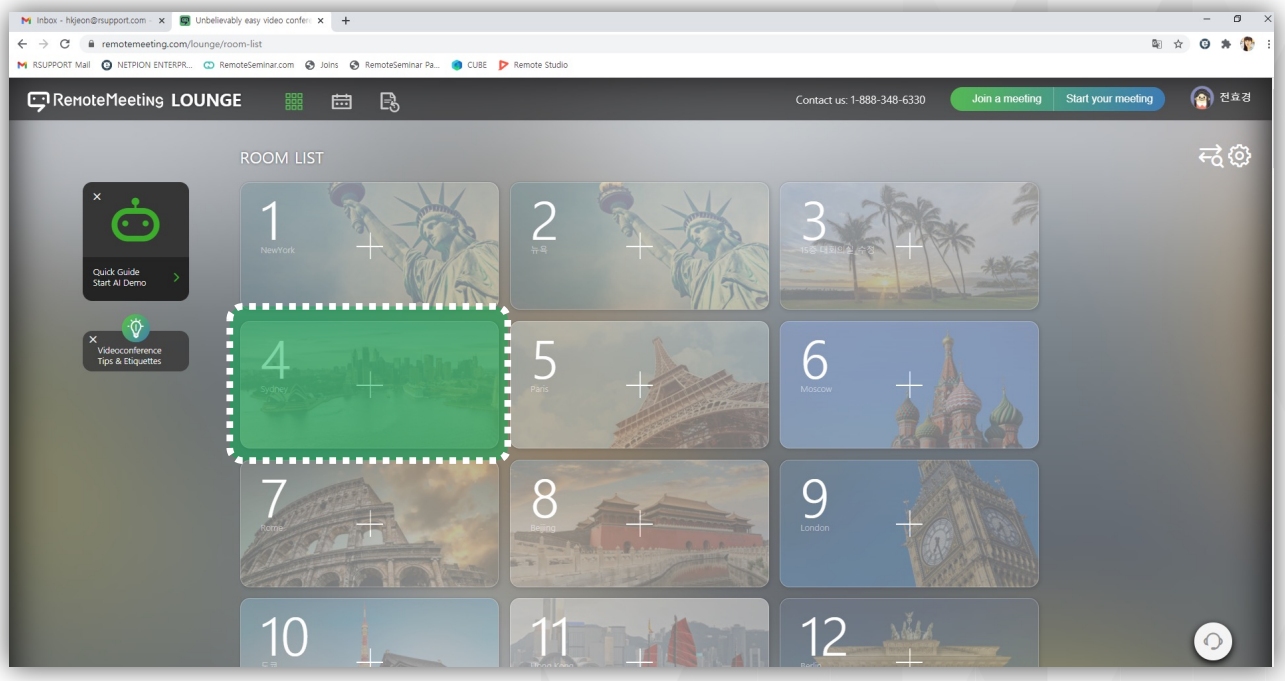
Getting connected

RemoteMeeting

❷-❶ Open https://www.remotemeeting.com and login using the account (ID/PW) provided by the admin.



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



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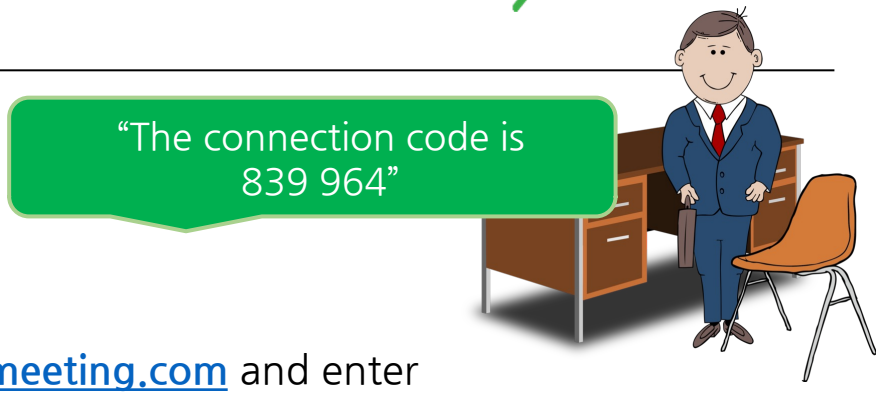
Join meeting

Getting connected

RemoteMeeting



❷-❷ Open https://www.remotemeeting.com and enter the 6 digits connection code received from the organizer.

* Enter the 6 digits connection code and press ENTER to join the meeting.

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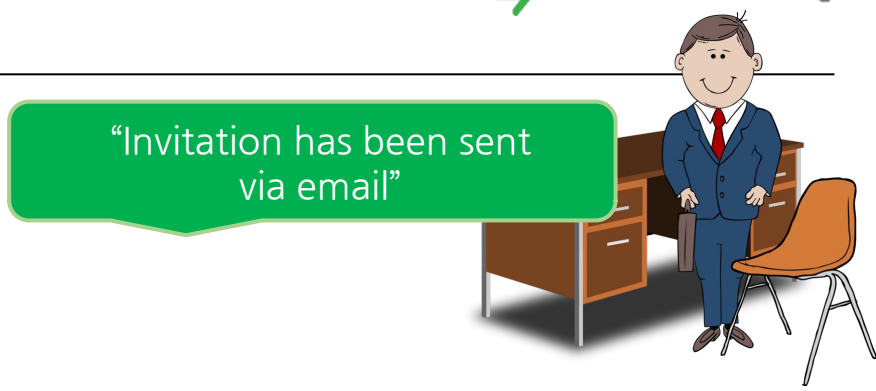
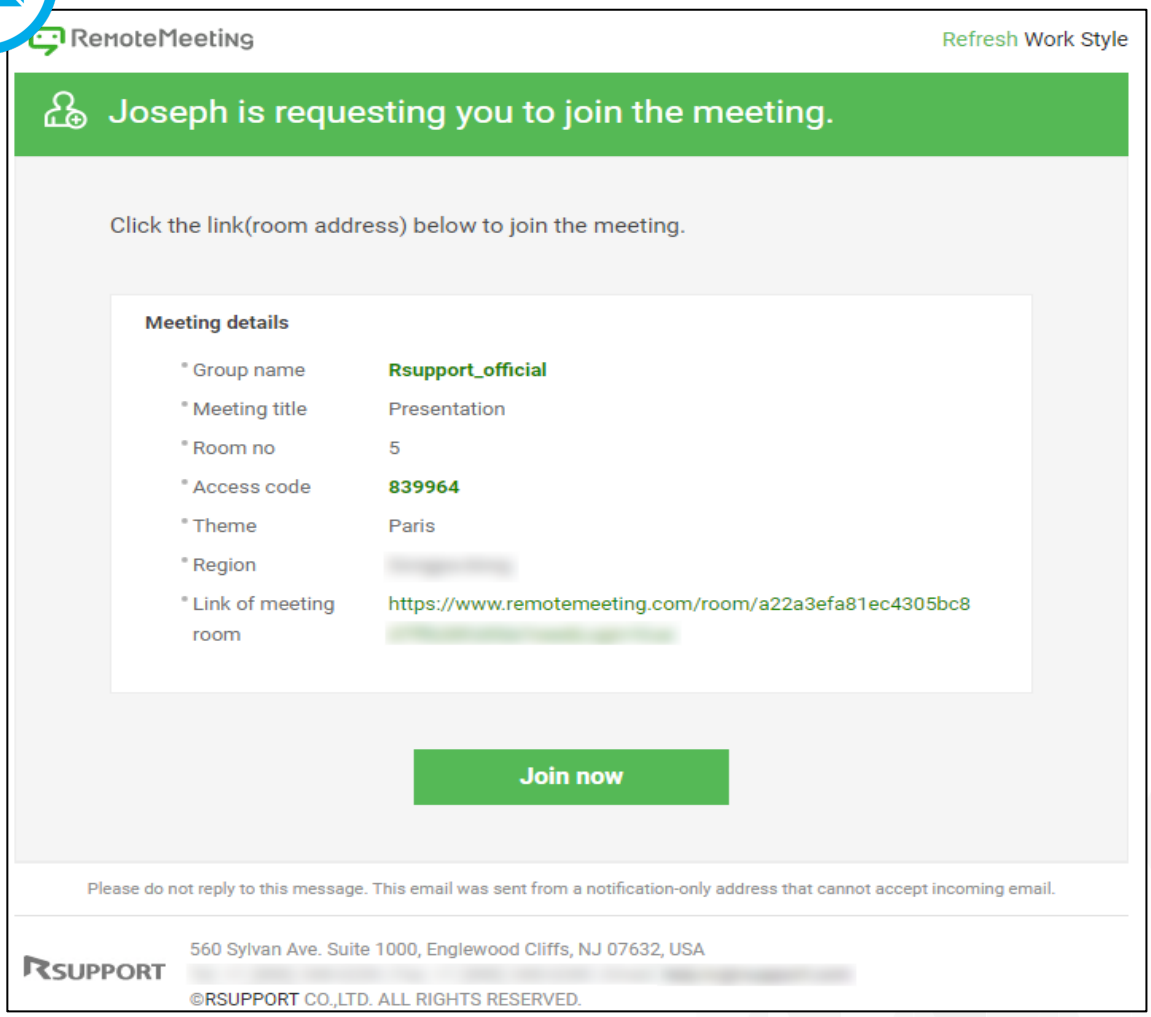
Getting connected

RemoteMeeting



❷-❸ Open the email received by the organizer. (Mail - Inbox)


RemoteMeeting Refresh Work Style

Joseph is requesting you to join the meeting.

Click the link(room address) below to join the meeting.

Meeting details

* Group name	Rsupport_official
* Meeting title	Presentation
* Room no	5
* Access code	839964
* Theme	Paris
* Region	
* Link of meeting room	https://www.remotemeeting.com/room/a22a3efa81ec4305bc8

Join now

Please do not reply to this message. This email was sent from a notification-only address that cannot accept incoming email.

RSUPPORT 560 Sylvan Ave. Suite 1000, Englewood Cliffs, NJ 07632, USA

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* How to:

Click the link on the email or press the [Join now] button.

You will automatically enter the meeting room.

* If this is a scheduled meeting, meeting room will be available to join 10 min before the start.

Join meeting

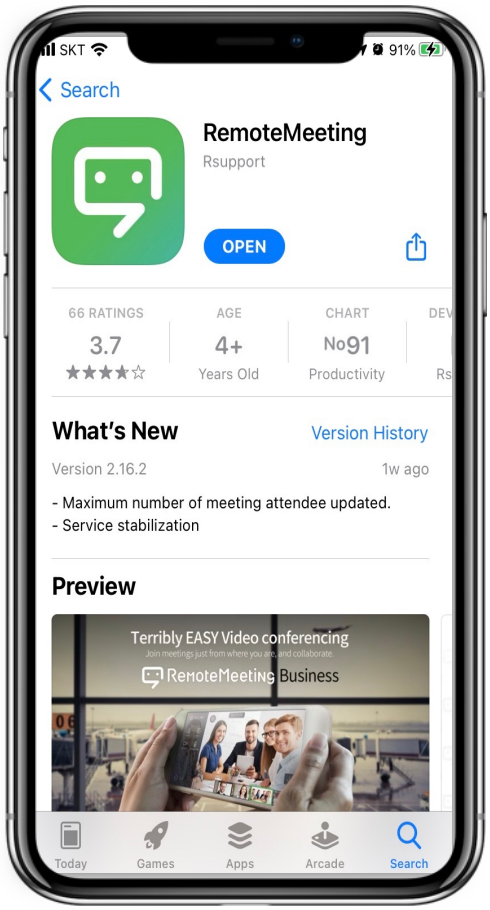
Getting connected

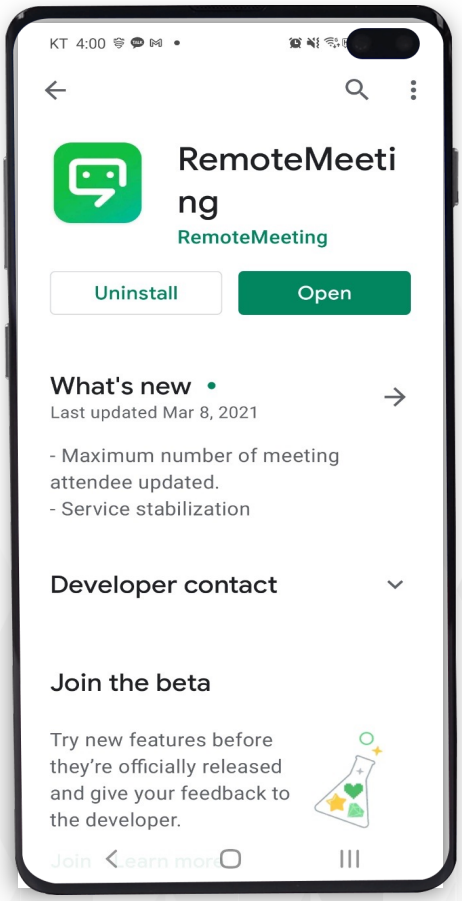
RemoteMeeting

RemoteMeeting offers various ways to join a meeting.
Enter the video conferencing room by selecting (choose one) between the invited way by the meeting organizer or just the most convenient way for you.

Join from a mobile device

❶ When **joining a meeting from a mobile device,**
you will need to download and install the **RemoteMeeting App.**





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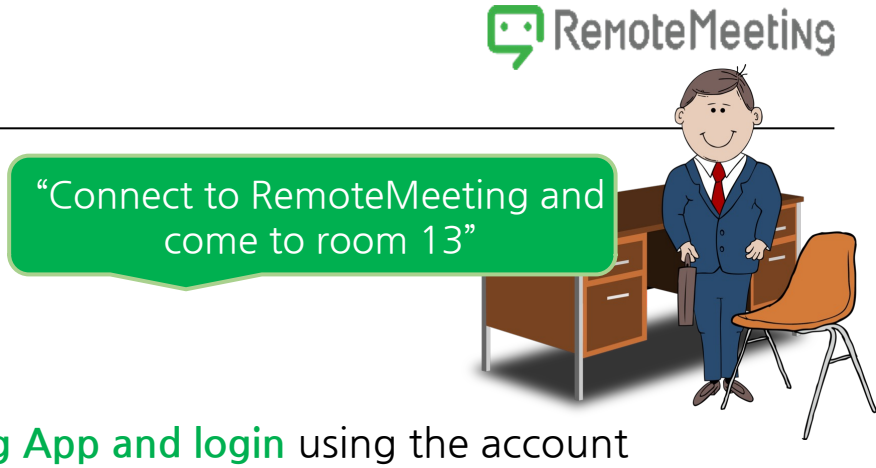
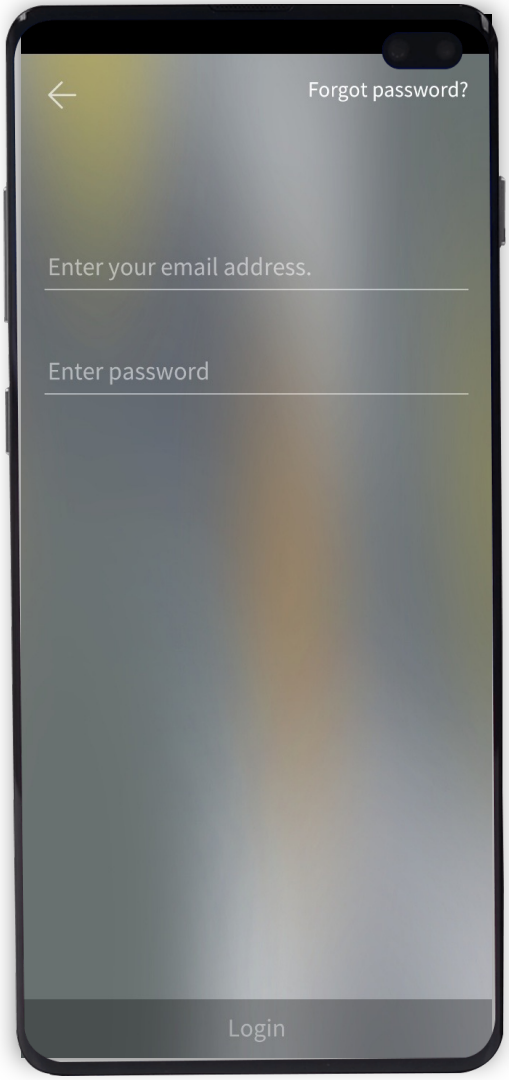
Join meeting

Getting connected



❷-❶ Launch the RemoteMeeting App and login using the account (ID/PW) provided by the admin.



Log in using
the ID (email) and Password.

Find the room from the lounge.

Press [Join].

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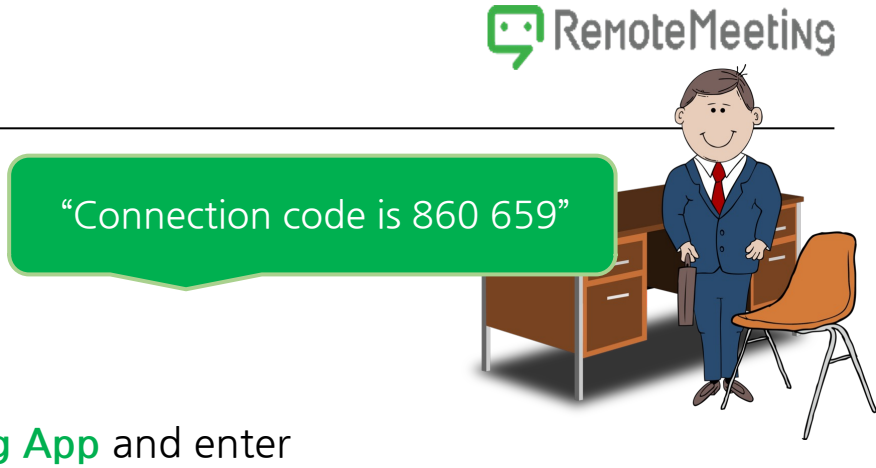
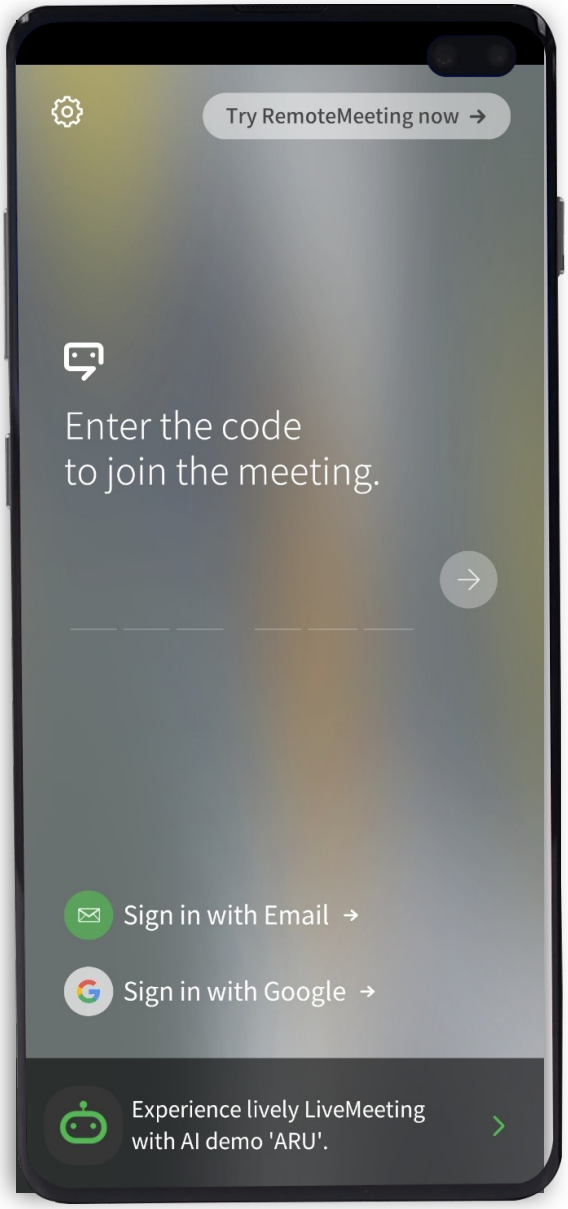
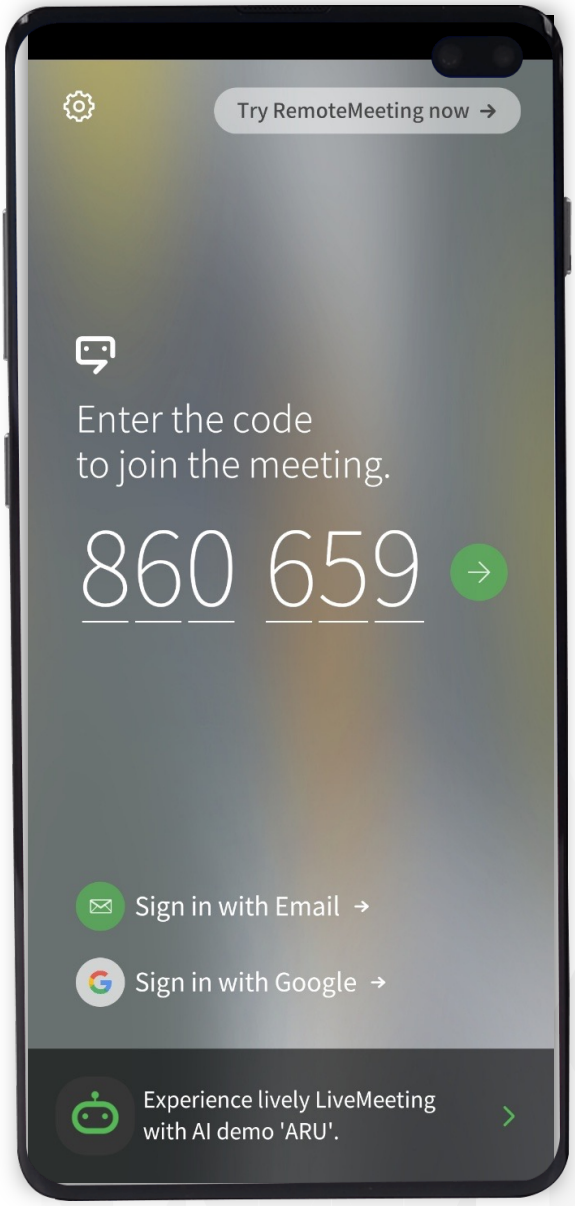
Join meeting

Getting connected

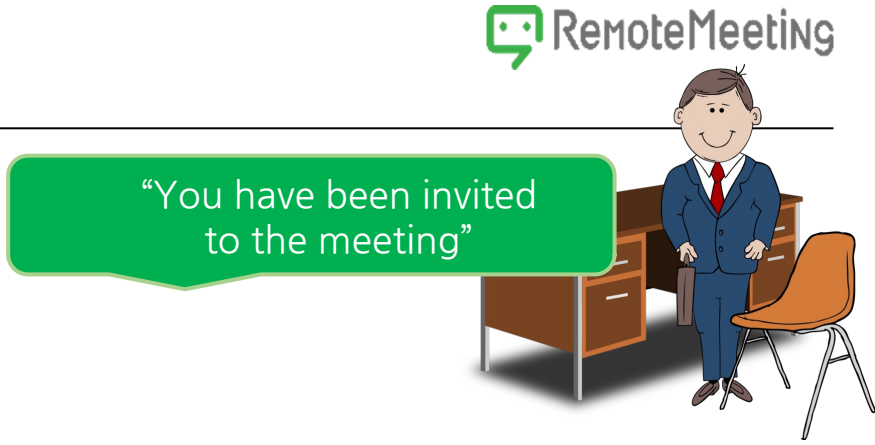


❷-❷ Launch the RemoteMeeting App and enter the 6 digits connection code received from the organizer.

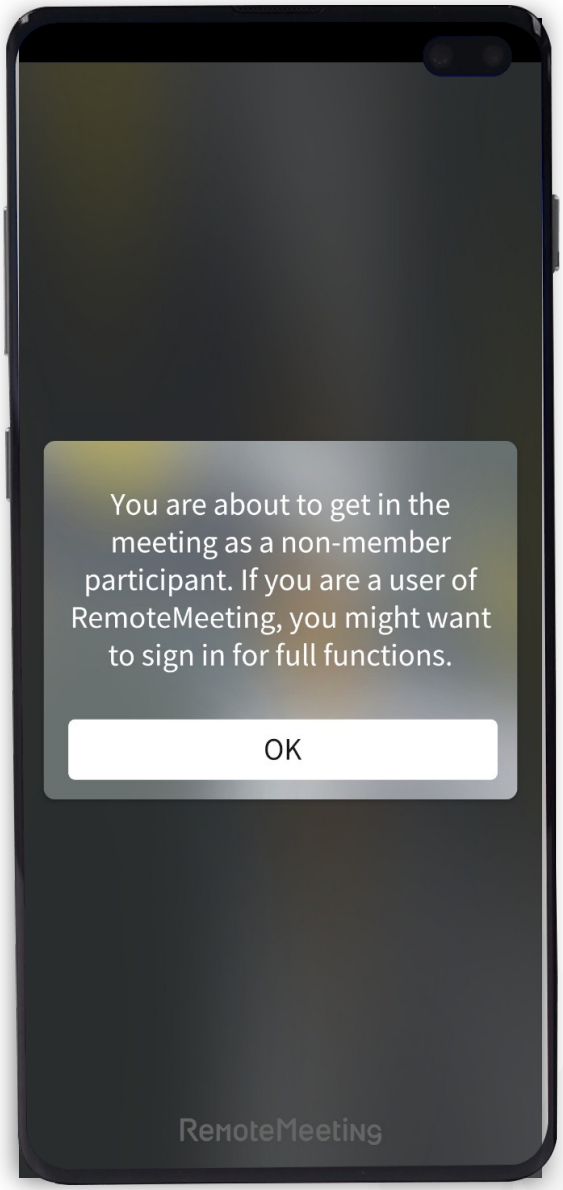




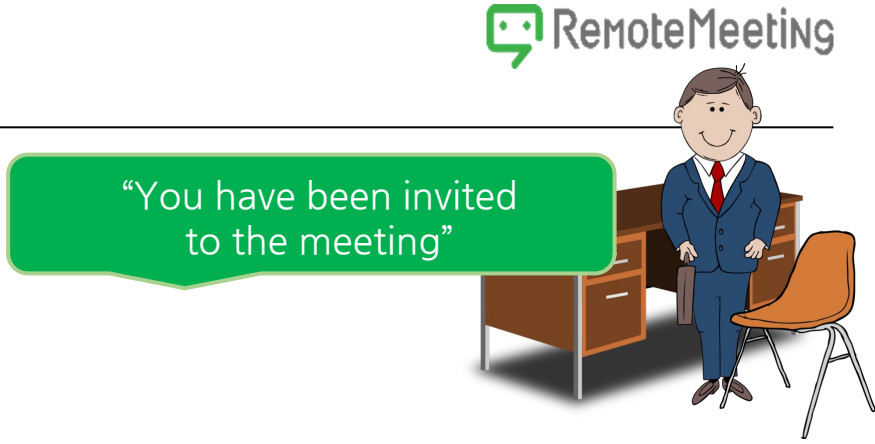
Getting connected



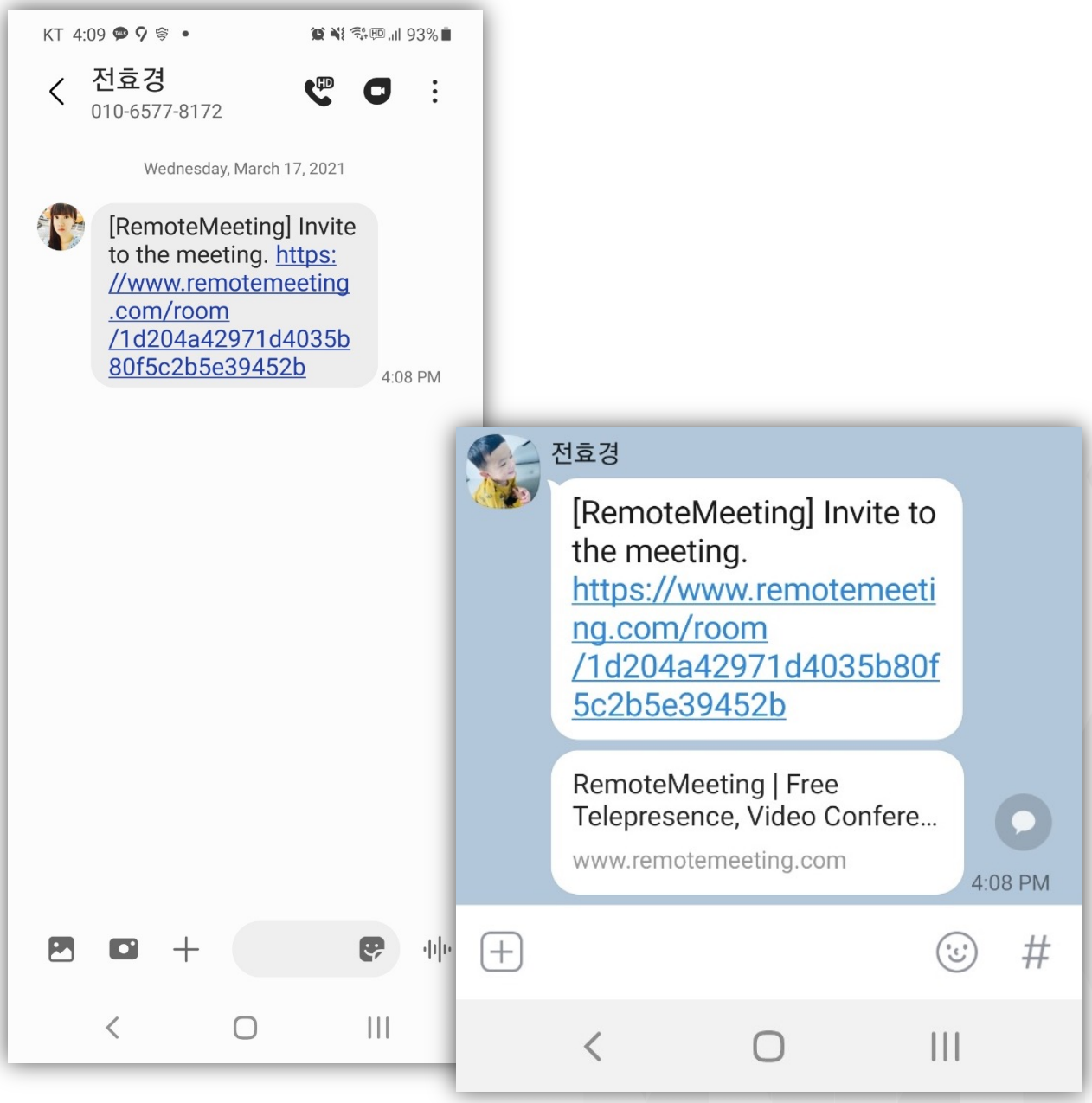
❷-❸ Open the **meeting invite email or alert** received from the organizer and accept the invitation to join in.



Getting connected



❷-❹ Also, click the URL link received via SMS or messengers.



RemoteMeeting

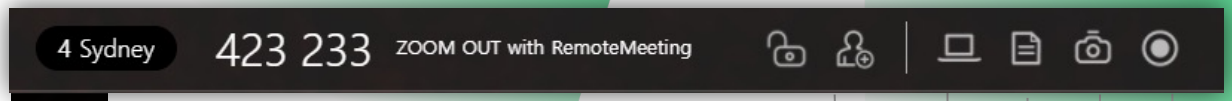
Learn the features

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

Join from a PC

Room no.

Room title



Connection code
(unique 6 digits no.)

Minute

①Lock room

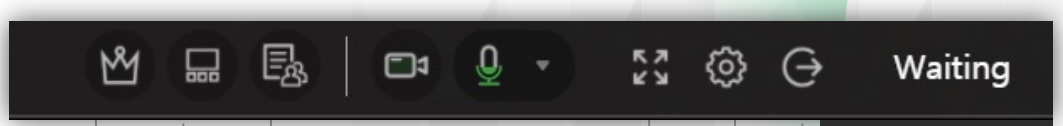
②Invite

③Screen sharing

④Document sharing

⑤Capture

⑥Record



⑩Camera

⑪Microphone

⑦Speaker mode

⑧Switch mode

⑨Participants list

⑫Full screen

Split screen

Timeline

⑬Settings

⑭Exit

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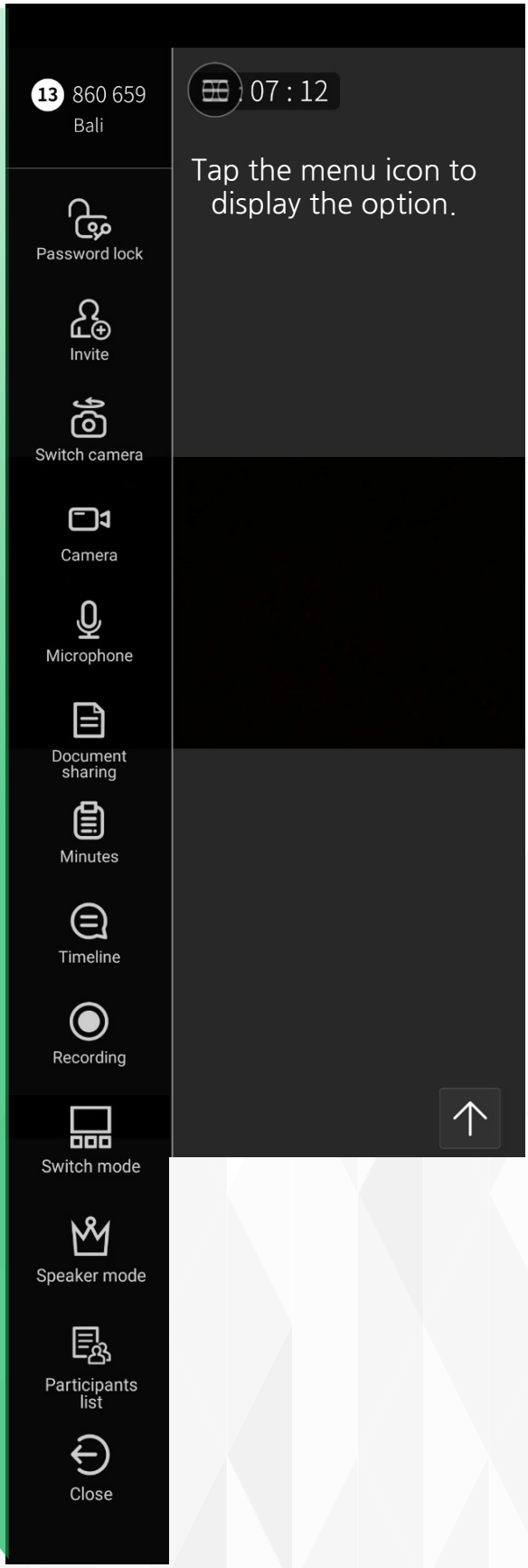
Learn the features

RemoteMeeting

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

Join from a mobile device

Connection code (unique 6 digits no.)
Room no.



①Lock room

②Invite

③Switch camera

④Camera

⑤Microphone

⑥Document sharing

⑦Minute

⑧Timeline

⑨Record

⑩Switch mode

⑪Speaker mode

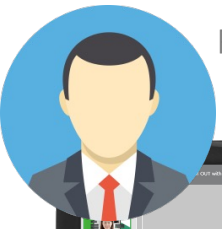
⑫Participants list

⑬Exit

Feature - Document sharing

4 Presenter can share a document.
1)Preview page is available to navigate freely within the shared document.
2)Bi-directional draw is available to mark on the shared document.

Document sharing



Presenter is explaining page 1 of the slides.

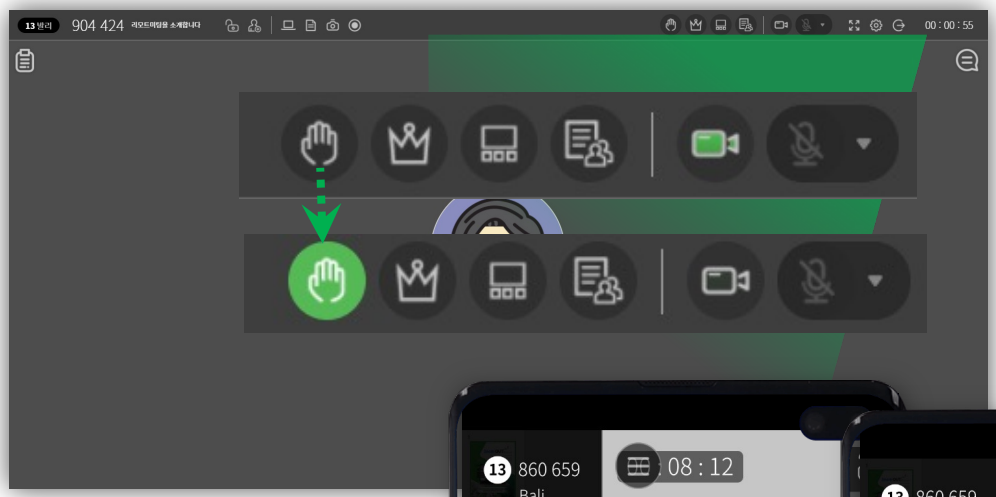
She is looking at the page 4 in advance.

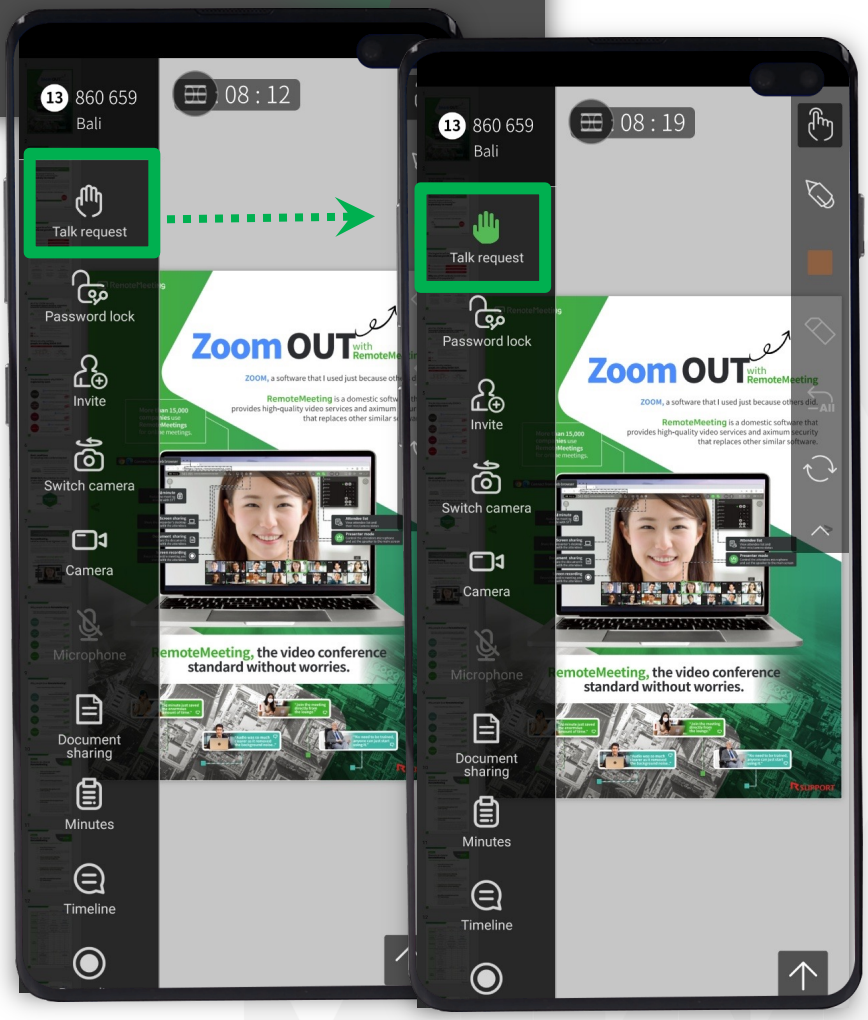
Feature - Talk request

❺-❶ If a moderator (Speaker mode) is assigned, he/she can control the microphone and the camera of all participants. It can activates only the microphone and the camera of the main speaker so that all participants can focus on the speaker's speech.

What if you have a question? - All participants have the ability to **request the right to speak to the moderator**.

Talk request





Feature - Text chat

RemoteMeeting

❺-❷ If you have a questions or want to share materials such as images and links (URL) during the meeting, how would you request and share?

- Try asking and answering through **Timeline chat window.**

Timeline chat

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Feature - Camera · Microphone ON/OFF

RemoteMeeting

❻ There are occasions when you do not want to show your camera to other participants. During the video conference, sometimes the microphones are interlocked creating unpleasant noise.
If you are uncomfortable with exposing your face, you can **turn off the camera**.
If it's not the time for you to speak, **turn off the microphone**

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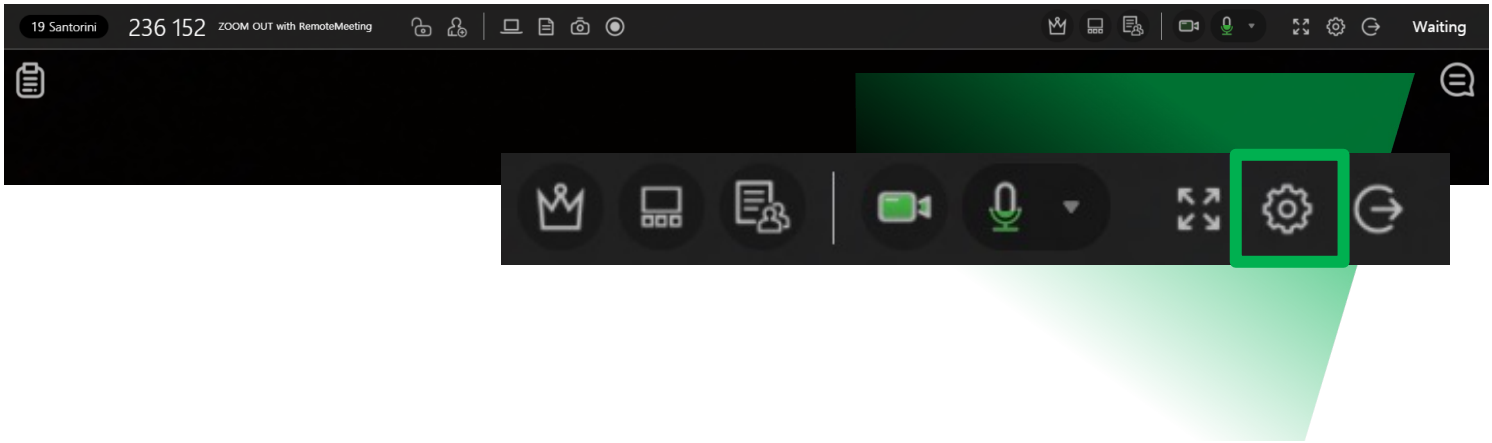
In meeting

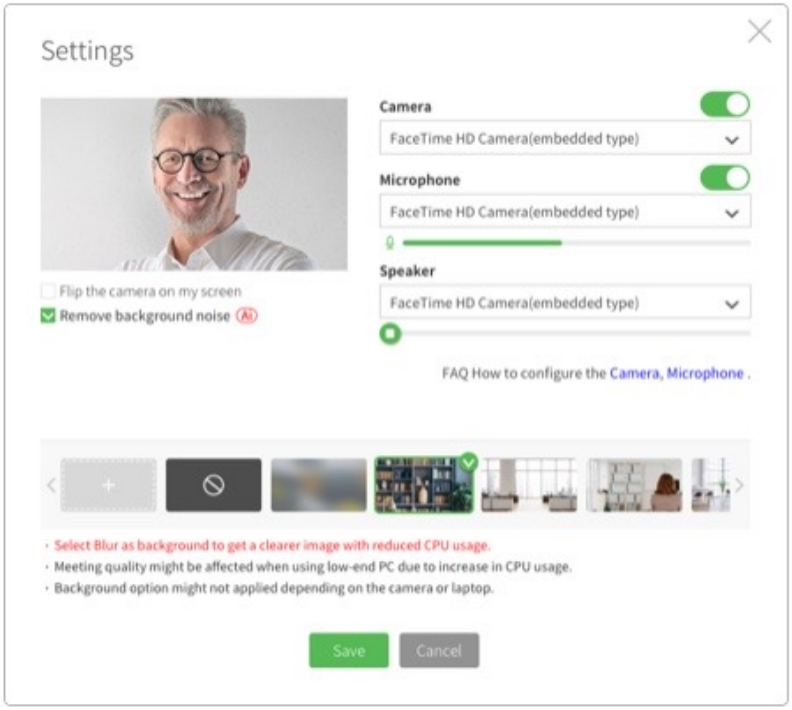
Feature - Virtual background

RemoteMeeting

7 Remove the burden of exposing your surroundings by blurring the background (bedroom, living room, kitchen, etc.) that are naturally exposed during a video conference.



How to enable the feature



1 Open www.remotemeeting.com

2 **Before logging in –**
Click [Settings] on the top left of the main page.

After logging in –
Click [Settings] on the top left of the lounge.

3 **In [Settings],**
check the box ☐ Blur background
or ☐ Virtual background theme

4 Press Save to apply.

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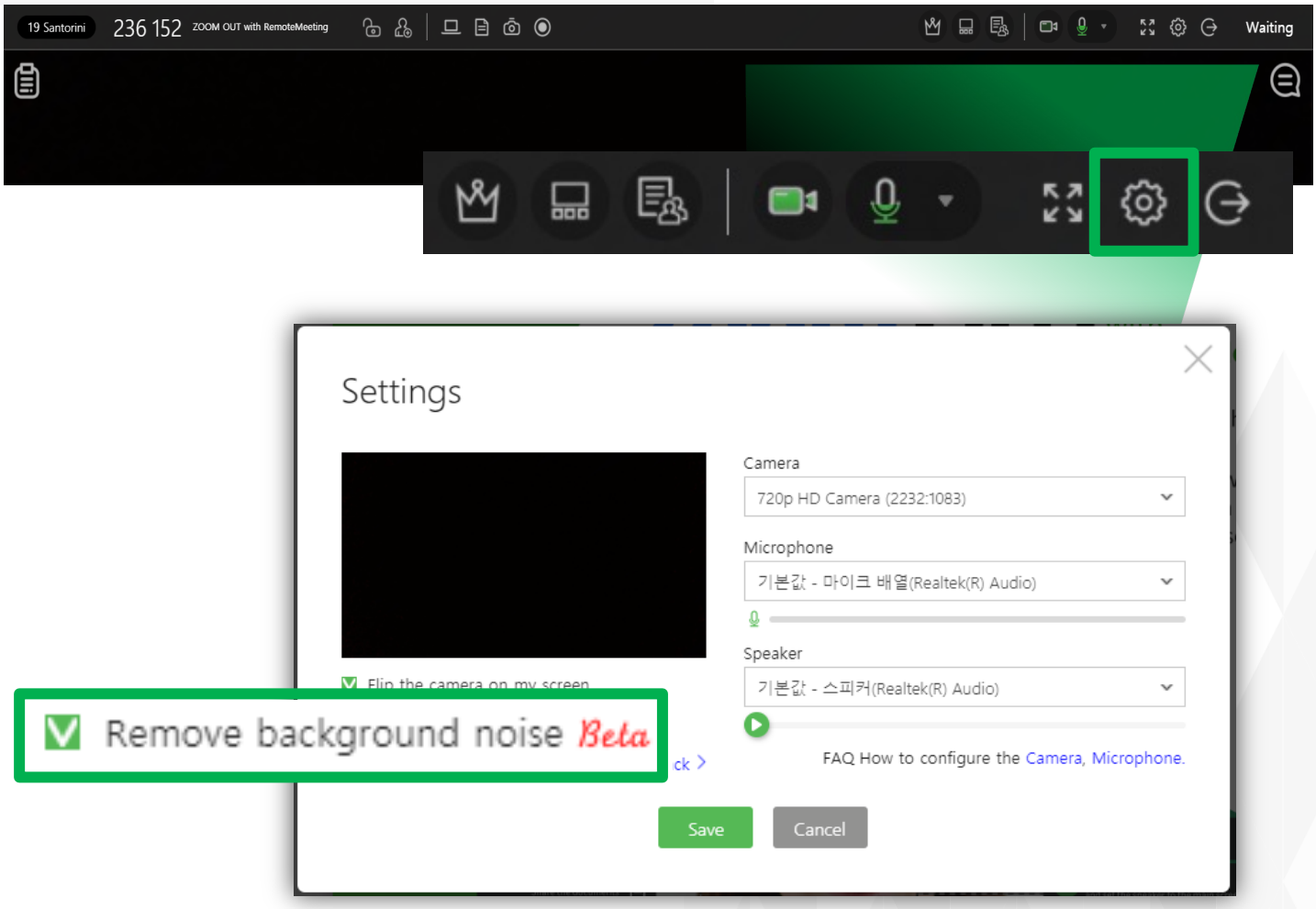
In meeting

Feature - Remove background noise

Those annoying noises that distract attention during a video conferencing (keyboard strokes, fans, dog barking, people chatting, construction, etc.) are removed and **deliver only a clear human voice**.

Remove noise from PC



* How to:

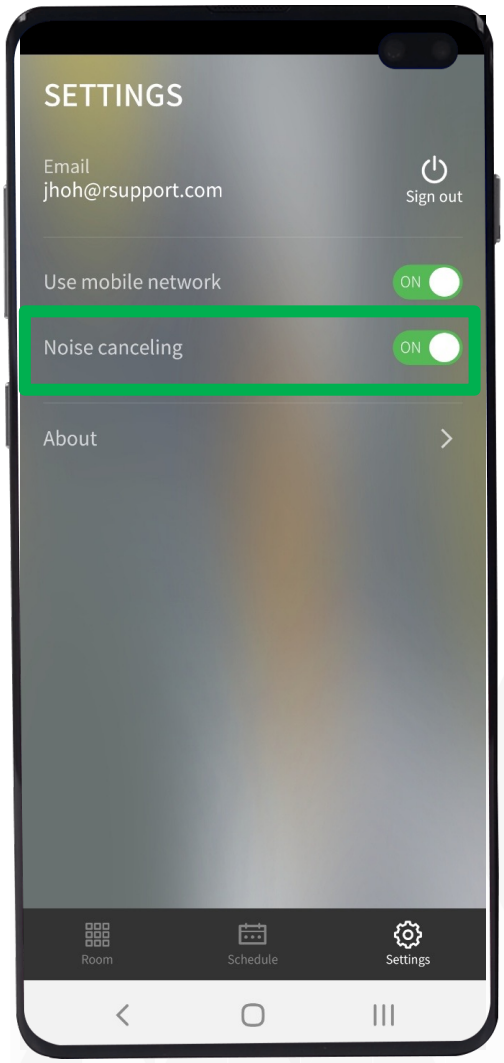
① (Join the meeting) From the top-right menu, select Settings icon.

② Check the option ☐ Remove background noise - Save

Feature - Remove background noise

Those annoying noises that distract attention during a video conferencing (keyboard strokes, fans, dog barking, people chatting, construction, etc.) are removed and **deliver only a clear human voice**.

Remove noise from mobile



* How to:

① (Log in) From the lounge, select Setting

② Enable the Noise cancelling option.

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Thanks

Korea :
138-827 서울시 송파구 위례성대로 10
(방이동 44-5) 에스타워 11~15층
전 화 : +82-70-7011-3900
팩 스 : +82-2-479-4429
기술문의 : support.kr@rsupport.com
구매문의 : sales.kr@rsupport.com

Japan :
〒105-0001 東京都港区虎ノ門1-2-20
第3虎の門電気ビル
TEL : +81-3-3539-5761
FAX : +81-3-3539-5762
Tech & Sales :
https://help.remotemeeting.com

USA :
560 Sylvan Ave. suite 1000,
Englewood Cliffs, NJ 07632, USA
TEL: +1-888-348-6330
FAX : +1-888-348-6340
Tech : support.us@rsupport.com
Sales : sales.us@rsupport.com

China :
北京市朝阳区阜通东大街6号方恒国际
A座2708
电话 : +86-10-8256-1810
支持咨询 : support.cn@rsupport.com
销售咨询 : sales.cn@rsupport.com

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