

User Manual



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

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

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.

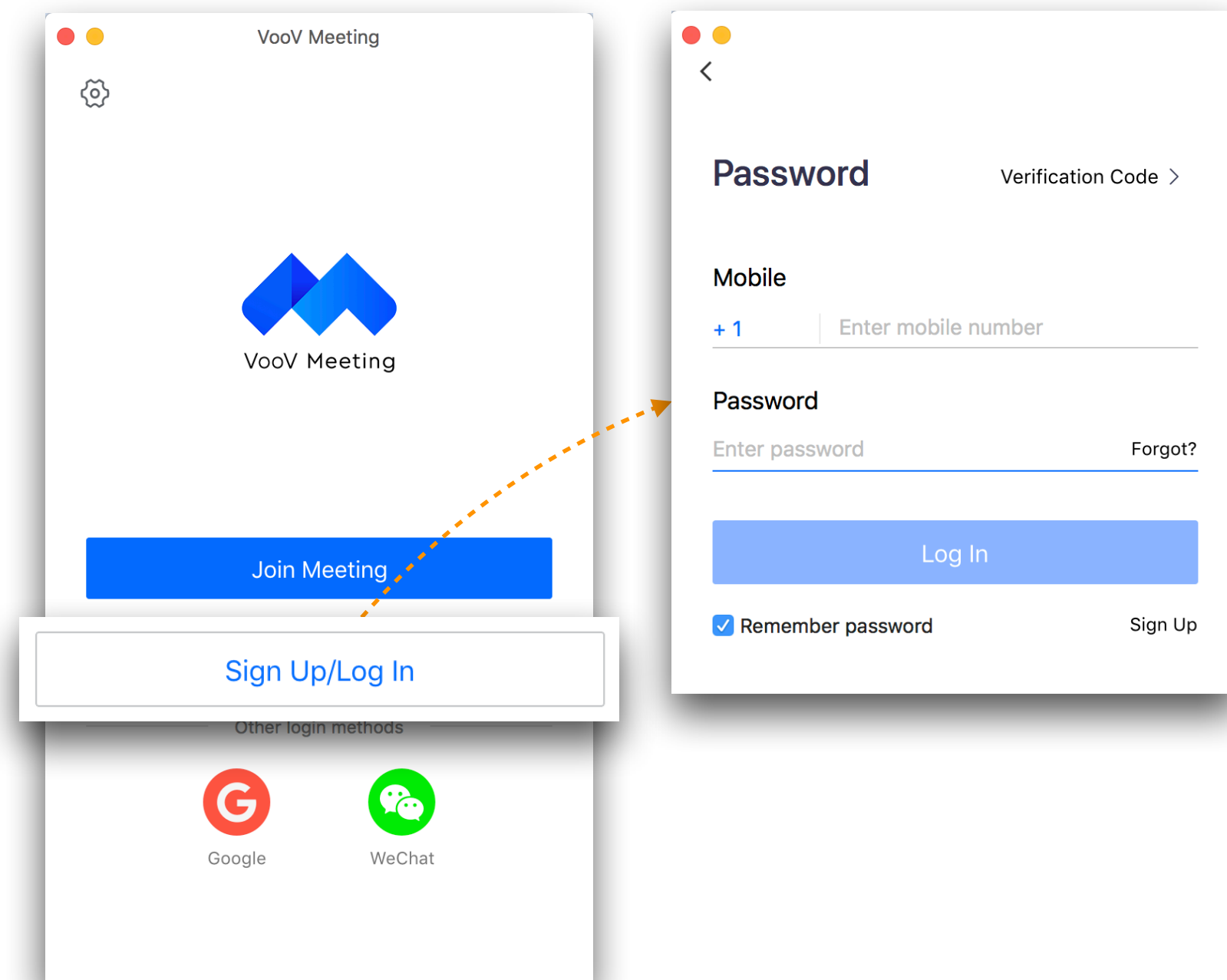
It could be a network issue If your app stays in a “Connecting” mode or timed out due to “Network error, please try again!” or “Can’t connect to our service, please check your network connection and try again!”.

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/>

To configure your network firewall, please refer to the below information:

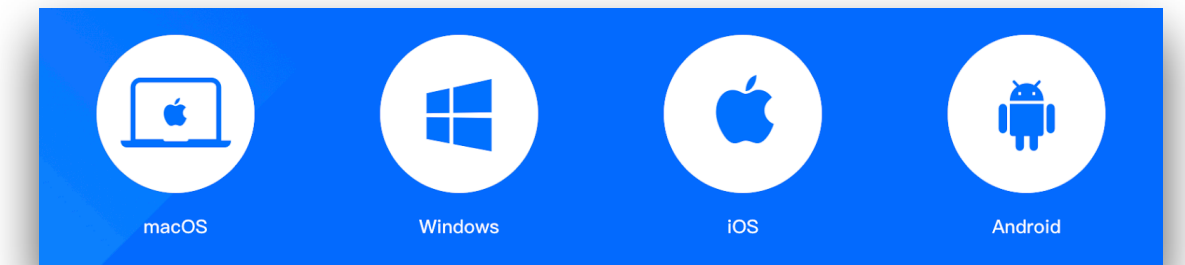
Protocol	Ports	Source	Destination
TCP	80, 443, 15000	All VooV Meeting	*.qq.com
UDP	8000-8020	users	*.tencent.com

Account Registration



- **Step 1:**

Please go visit <https://voovmeeting.com/> and download your preferred version from Download Centre.



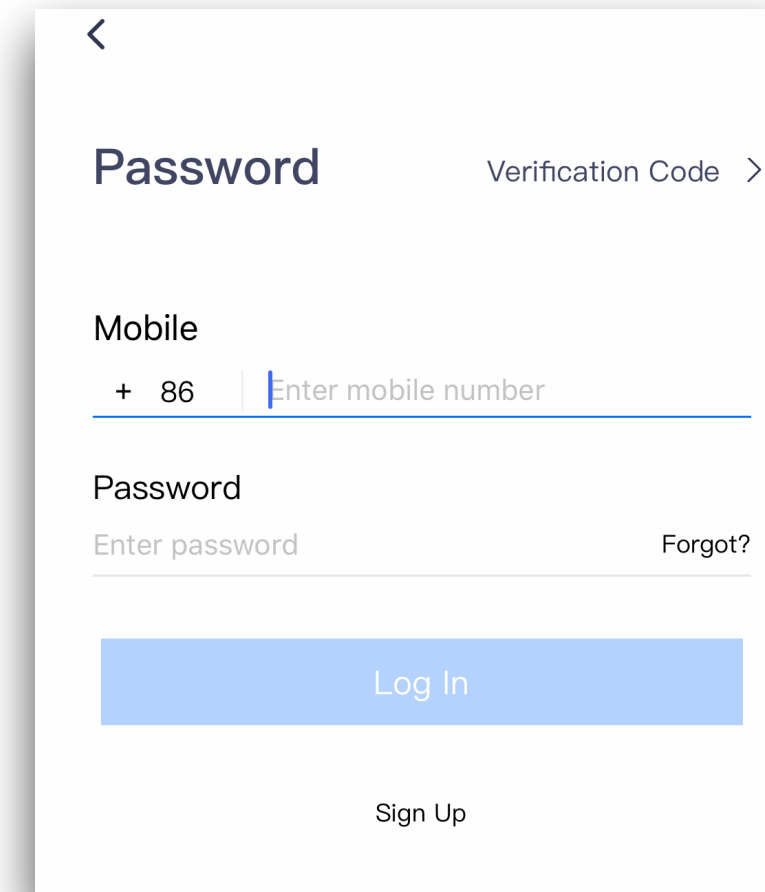
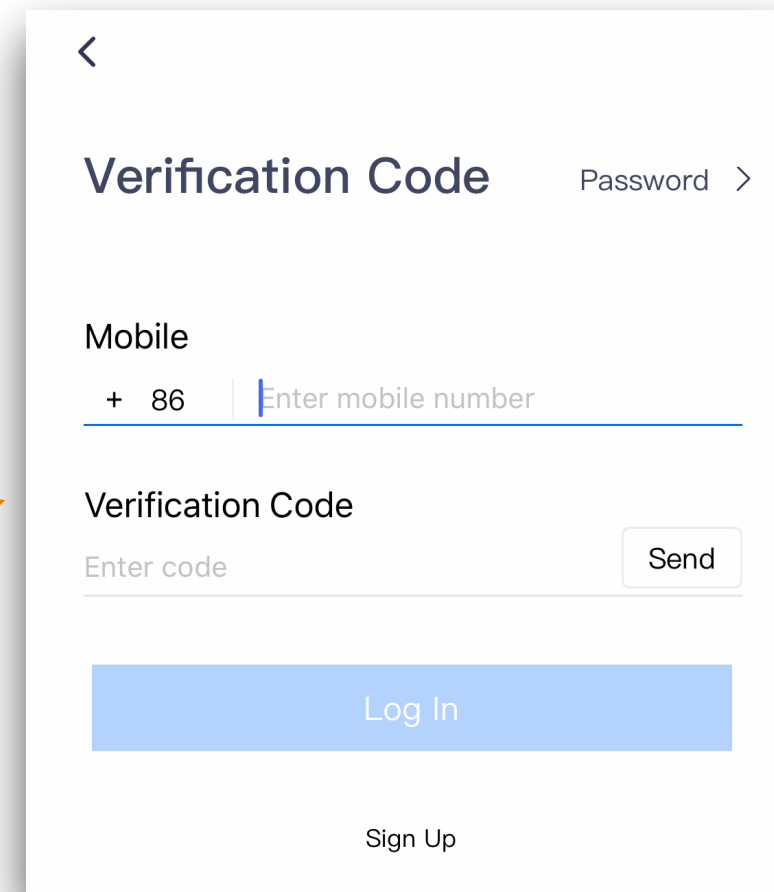
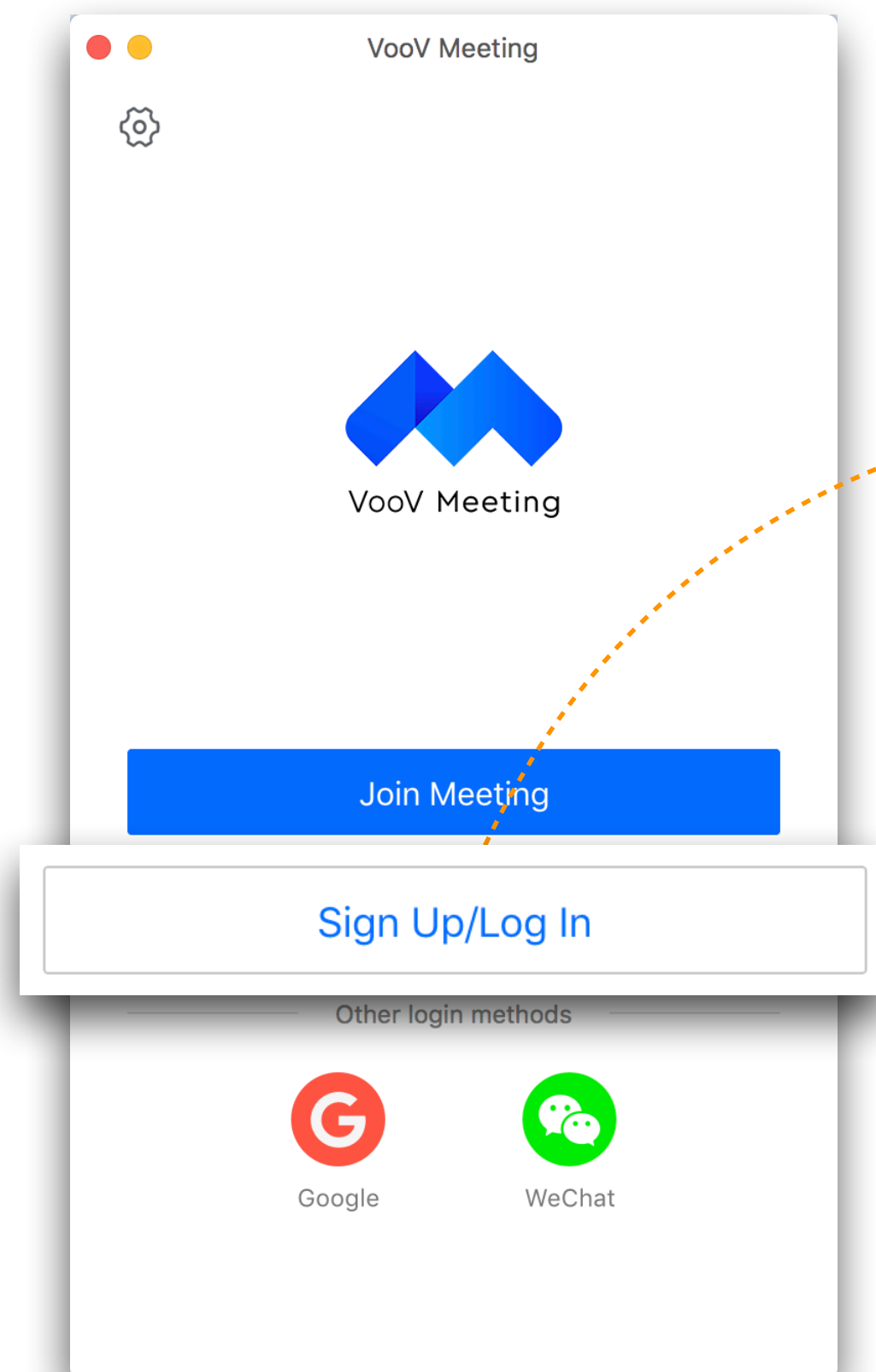
- **Step 2:**

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



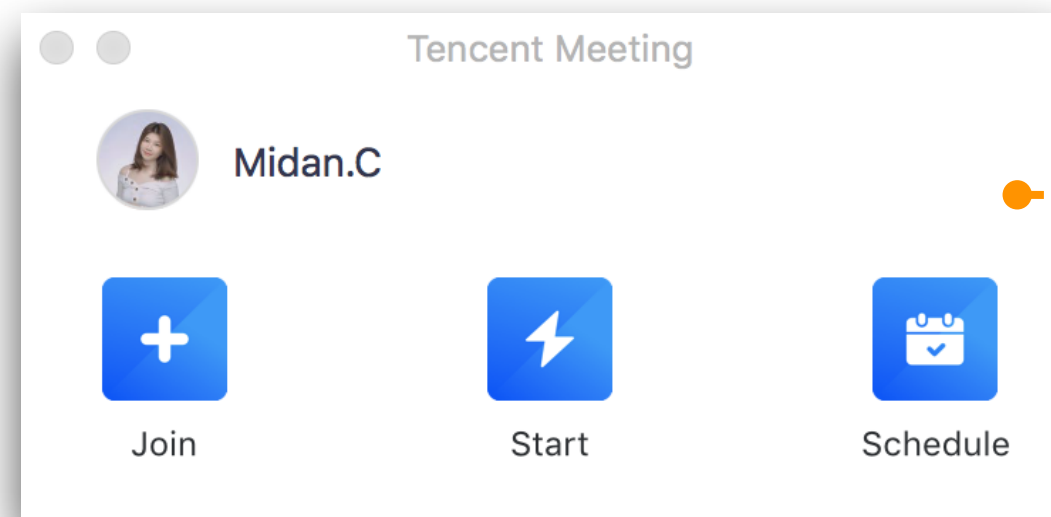
- **Step 1:**

Please click on "Sign Up / Log In".

- **Step 2:**

Choose to login via "Verification" Code or "Password"

Steps to Schedule Meetings



Step 1: Create a meeting:
Schedule a meeting quickly

Location

Optional: Define the Meeting Location:
Gives a reminder to attendees about the meeting place.

Meeting Topic

Step 2: Name the meeting:
Do not forget to enter the meeting title!

Start Time

2020/ 3/ 17 Tue 15:00

End Time

2020/ 3/ 17 Tue 15:30

Step 3: Set the time:
Select the Start Time and End Time to ensure attendees login to join on time!

Meeting Password

☒ On

Step 4: Set a Password:
Set a meeting password for security. Only people with the password can join the meeting.

Meeting Settings

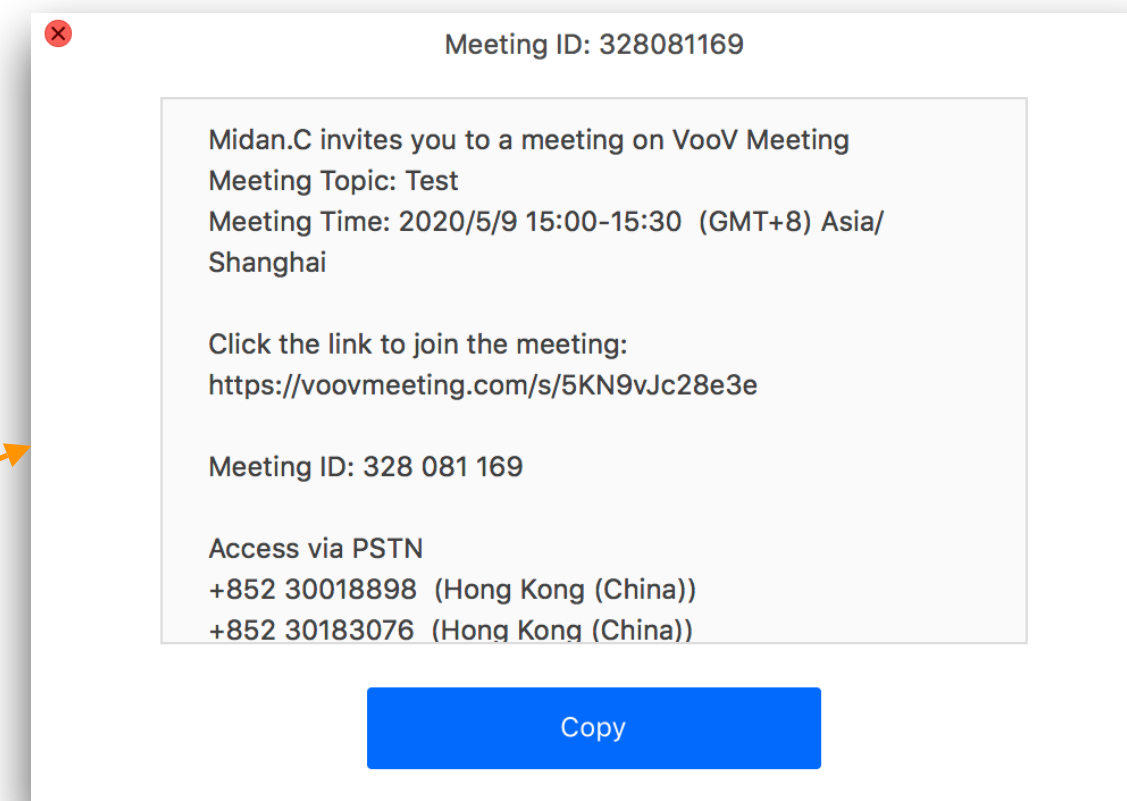
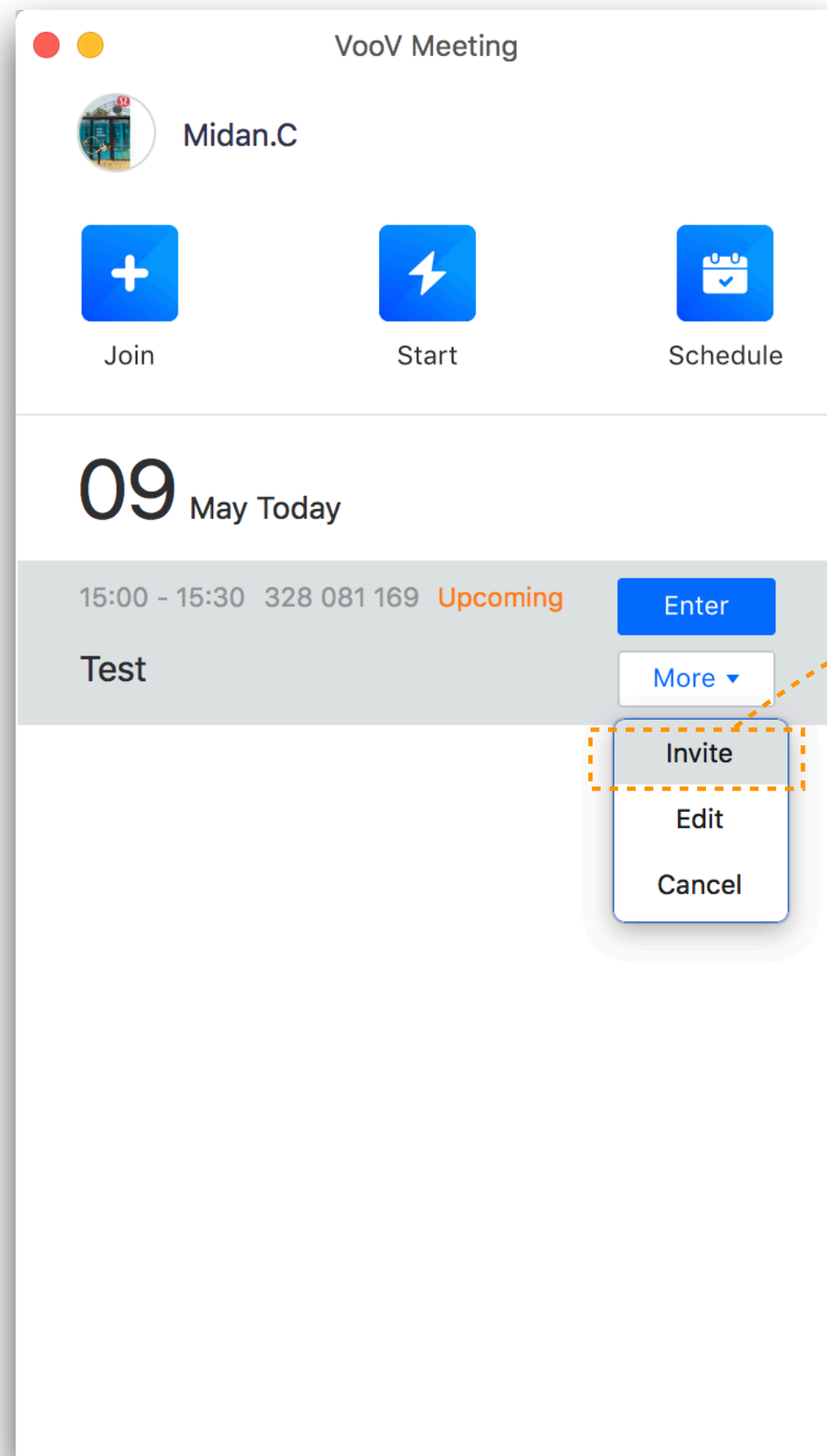
☒ Mute Attendees When They Join

☒ Only Logged-in Users Can Join

☒ Add Watermark on Shared Screens

Step 5: Permissions & Watermark:
Mute all attendees by default to reduce background noise and add a watermark for data security.

Methods to Share Invitations



- **Step 1:**

Please click on "Join".

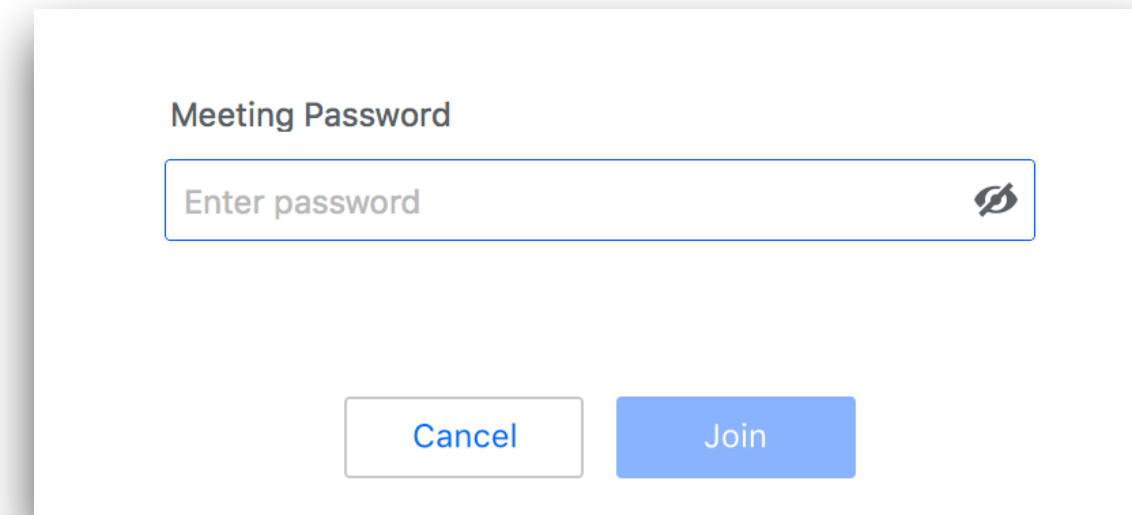
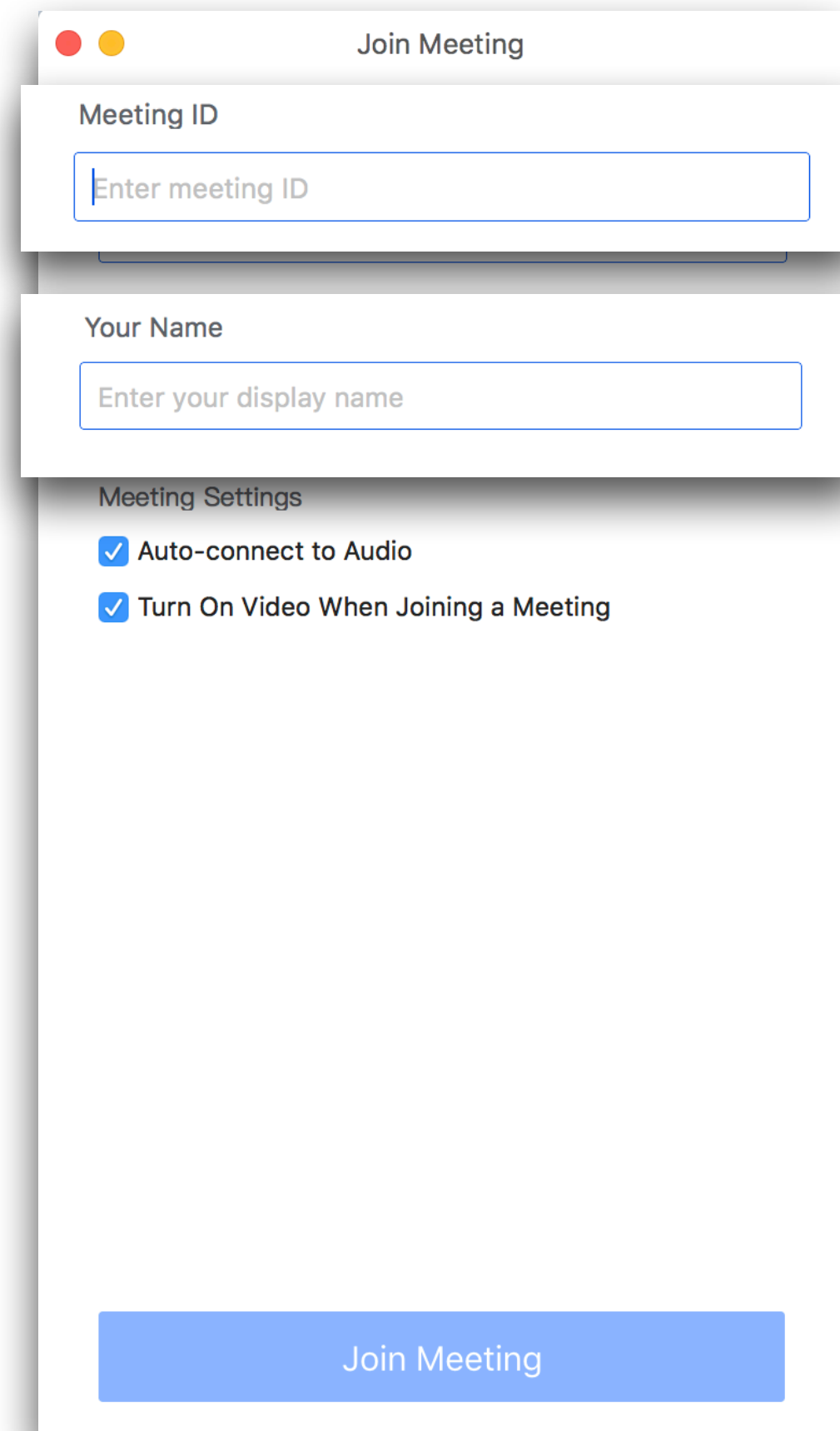
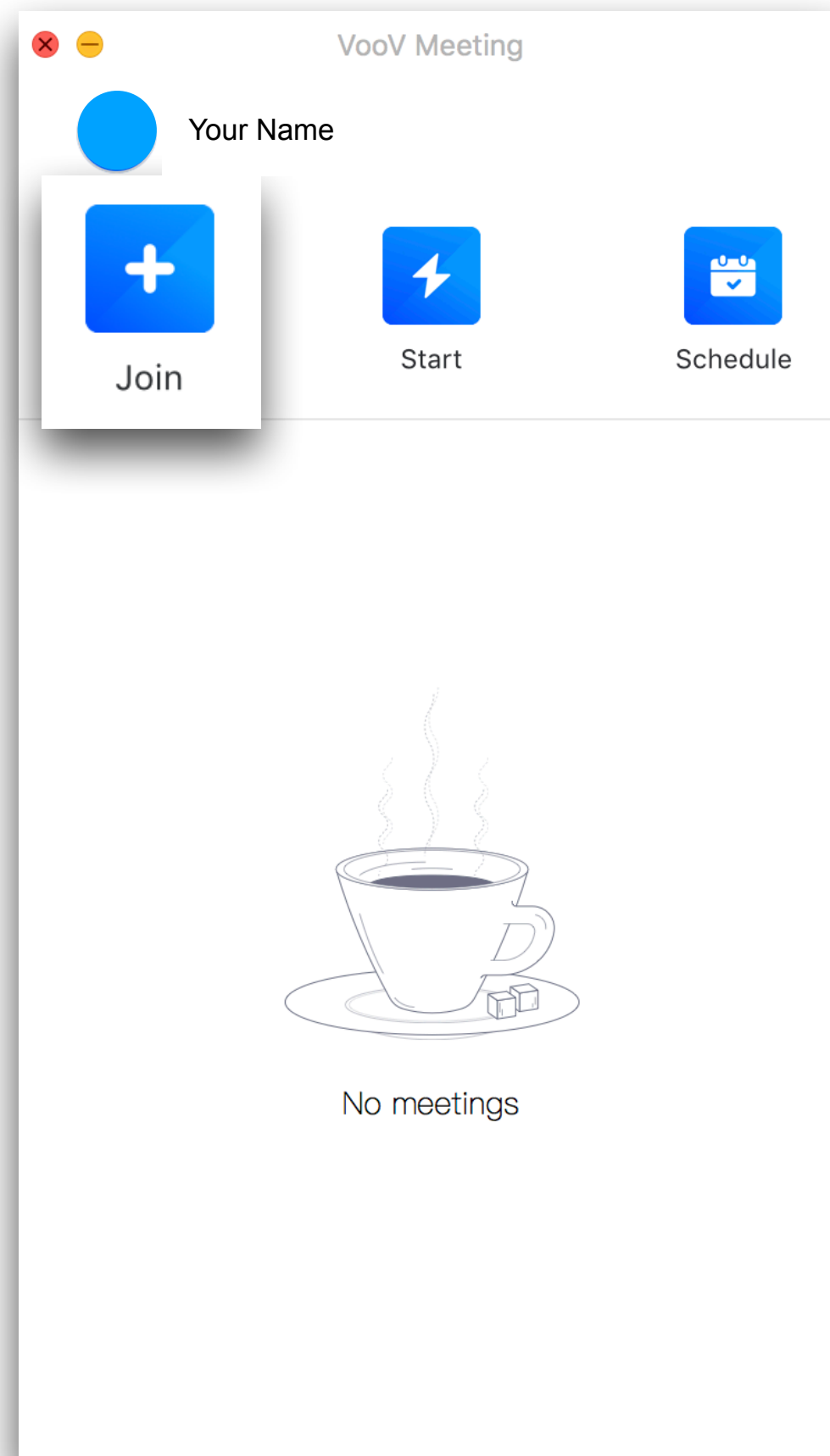
- **Step 2:**

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".

Steps to Join Meetings



- **Step 1:**

Please click on "Join".

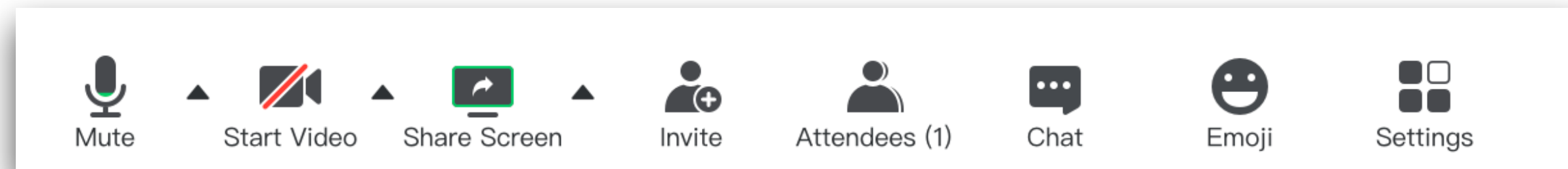
- **Step 2:**

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".

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.

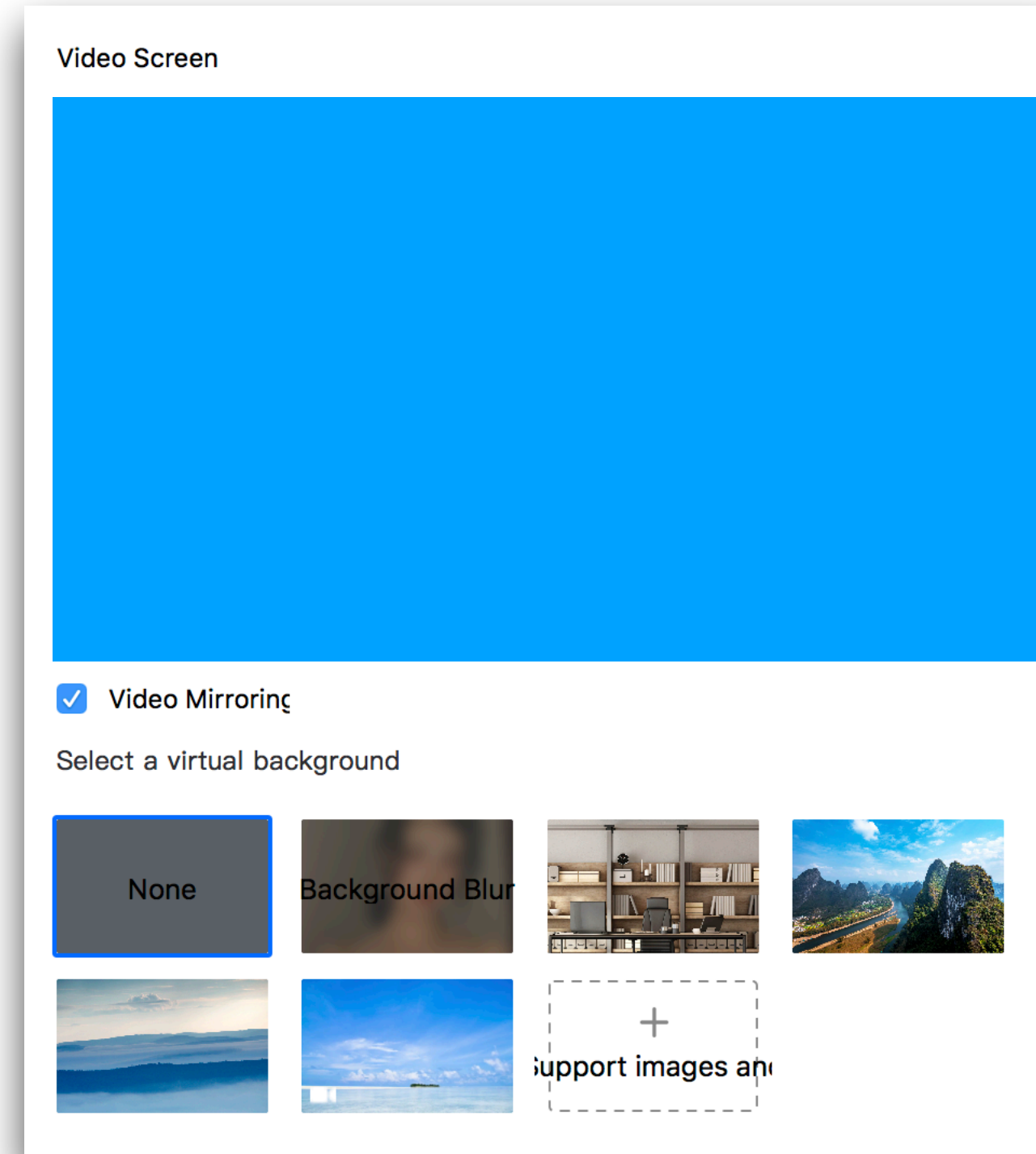
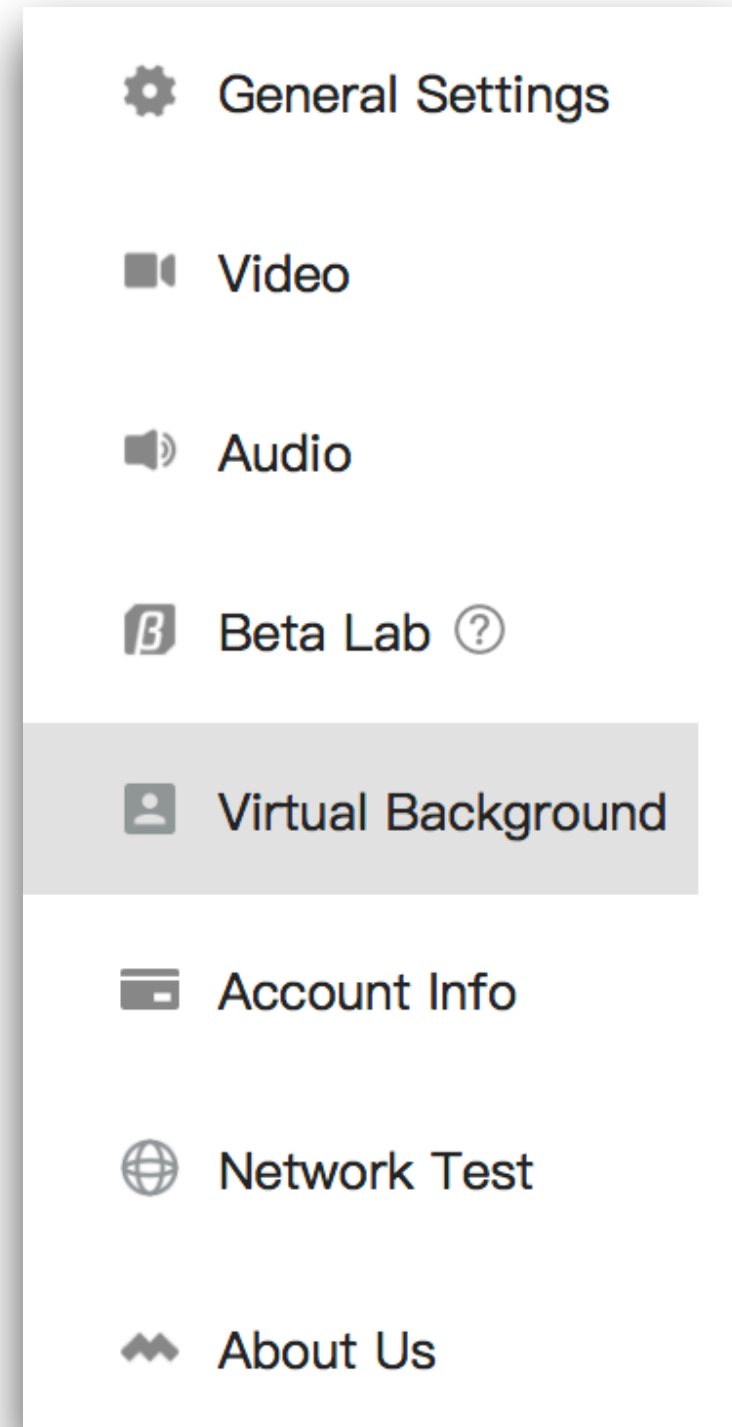
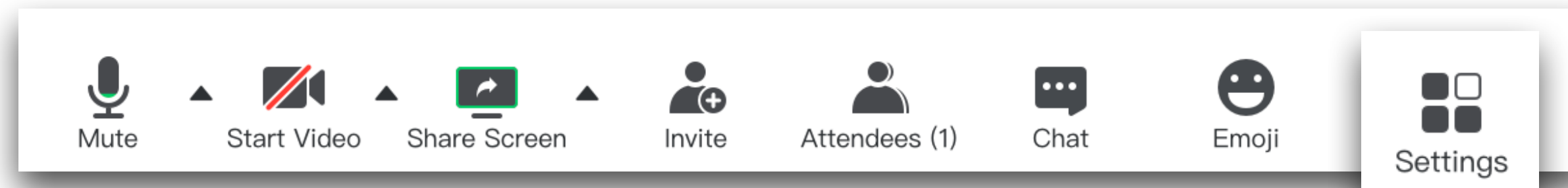
- **Emoji:**

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.

How to Set a Virtual Background in Meeting



- **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.*