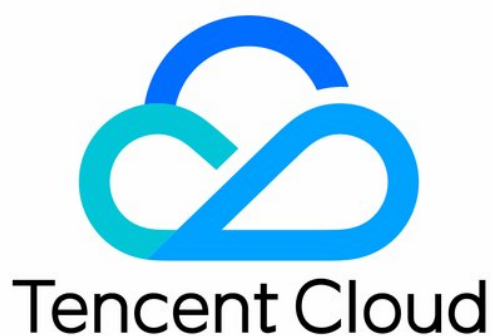


# **Tencent VooV Meeting**

## **Operation Guide**

### **Product Documentation**



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# Operation Guide

## Starting a Meeting

### Starting a Meeting with Personal Meeting ID

Last updated : 2023-12-19 16:41:09

## Feature Overview

A personal meeting ID is your dedicated fixed meeting ID, through which you can start a meeting directly.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user.

**Logged-in device:** Windows, macOS, iOS, or Android.

**Version:** v1.5.0 or later.

## Notes

A personal meeting can be created only as a directly started meeting instead of a scheduled meeting.

On the **Settings** page of Use Personal Meeting ID, you can set the meeting password, enable the waiting room, allow attendees to join the meeting before the host (enabled by default), and mute attendees when they join the meeting. To start a meeting using your personal meeting ID, you can click **Start** and select **Use Personal Meeting ID**. To start a meeting with random meeting ID, you can deselect **Use Personal Meeting ID**.

Currently, meetings started through a personal meeting ID don't support the meeting file feature.

## Using Personal Meeting ID to Start a Meeting

### On PC client

1. Click the drop-down arrow next to **Start** and select **Use Personal Meeting ID**.
2. Click **Start**.

### On mobile client

1. Tap **Start** and select **Use Personal Meeting ID**.

2. Tap **Enter** to enter the meeting.

# Scheduling a Meeting

## Scheduling a Public Meeting

Last updated : 2023-12-19 16:41:22

### Feature Overview

You can schedule a meeting on web and the client.

### Prerequisites

**Logged-in user:** Free or Enterprise Edition user.

**Logged-in device:** Windows, macOS, iOS, or Android.

### Notes

The start time of a scheduled meeting cannot be earlier than the current time, but there is no limit on the number of days before the schedule meeting starts.

You cannot create a meeting if you haven't logged in.

You can help another user schedule a meeting and transfer the host role after entering the meeting.

If you are an Enterprise Edition user and are scheduling a meeting, you can invite your enterprise contacts to join the meeting, and the corresponding meeting name will be displayed in the meeting list on the VooV Meeting client of the invitees.

To batch schedule meetings at different times, select the target times and submit the meeting information.

After a meeting is scheduled successfully, the meeting ID will be retained for 30 days from the scheduled start time, within which you can return to the meeting at any time.

If you use a Free Edition account to schedule a meeting, you can hold only one meeting at any time. If there is another meeting in the specified time period, you can select another meeting time or purchase an Enterprise Edition account.

If you use an Enterprise Edition account to schedule a meeting and the number of scheduled meetings in the specified time period has reached the upper limit of concurrent meetings, your scheduled meeting may not be held normally. In this case, you can select another meeting time or increase the number of concurrent meetings under your Enterprise Edition account.

### Scheduling a Meeting

## Scheduling a meeting on web

1. Log in to the official website and find [Account Center] (<https://voovmeeting.com/user-center/personal-information>).
2. Click **Meeting List** on the left sidebar and click **Schedule a Meeting** in the top-right corner.
3. Enter the relevant meeting information and click **Schedule a Meeting** at the bottom of the page.

## Scheduling a meeting on client

1. Log in to your account on the client homepage and click **Schedule**.
2. Enter the relevant meeting information and click **Schedule**.

# Settings When Scheduling a Meeting

Calendar: you can select **Outlook** or **Other Calendars** to send email invitations.

Add Invitees: you can invite enterprise contacts to join the meeting, and the corresponding meeting name will be displayed in the meeting list on the VooV Meeting client of the invitees, but you can't invite yourself.

Assign Hosts: you can specify the meeting host in advance. If the host is not set, the meeting creator will be the host by default. You can set up to 10 host candidates, among whom the host will be determined by their order of entry. One meeting can have only one host at any time, and you cannot assign yourself as the host.

Meeting Password: if you select **Enable**, users need to enter a password containing **4–6** digits to join the meeting.

Attendee Restriction: you can select **Open to all** or **Enterprise users only**. If you select the latter, non-enterprise users cannot join the meeting.



# Scheduling a Recurring Meeting

Last updated : 2023-12-19 16:41:39

## Feature Overview

The recurring meeting feature can schedule meetings automatically as configured to eliminate your need to schedule meetings one by one.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user.

**Logged-in device:** Windows, macOS, iOS, or Android.

**Version:** v1.7.0 or later.

## Notes

After a recurring meeting is scheduled, you can view all meetings under it and view, modify, and cancel individual meetings.

All meetings under a recurring meeting share the same meeting ID. To improve security, we recommend you use a waiting room to filter attendees before a meeting starts.

Similar to the password of a scheduled meeting, the password of a recurring meeting can also be canceled or changed.

You can select the end time of a recurring meeting and set up to 200 meetings under it.

The files of individual meetings under a recurring meeting can be aggregated to the entire recurring meeting.

Legacy versions don't support scheduling recurring meetings but can display them in the same way as in the recurring meeting main window.

For a meeting minutes template file during recurring meeting scheduling:

If it is edited, it won't be deleted, and a new one will be created automatically for use in the next meeting.

If it isn't edited, it will be deleted, and a new one will be created automatically for use in the next meeting.

Attendees of recurring meeting and users who favorite it can delete it from the meeting list, which won't affect it.

## Scheduling a Recurring Meeting

### Scheduling a meeting on web

1. Log in to the [VooV Meeting official website] (<https://voovmeeting.com/user-center/personal-information>), hover over **Host a Meeting** in the top-right corner, click **Schedule a Meeting** to enter the **Schedule a Meeting** page in Account Center, and select **Recurring Meeting**.
2. Select the frequency and end time, click **Schedule a Meeting**, and a recurring meeting will be successfully scheduled.

### Scheduling a meeting on PC client

1. Click **Schedule** on the homepage to enter the scheduled meeting settings page and select **Recurring Meeting**.
2. Select the frequency and end time, click **Schedule**, and a recurring meeting will be successfully scheduled.

### Scheduling a meeting on mobile client

1. Tap **Schedule**, select **Public Meeting** to enter the scheduled meeting settings page, and select **Recurring Meeting**.
2. Select the frequency and end time, tap **Done**, and a recurring meeting will be successfully scheduled.

# Joining a Meeting

## Joining a Meeting on Clients

Last updated : 2023-12-19 16:41:53

### Feature Overview

You can join a meeting on the mobile or PC client.

### Prerequisites

**Logged-in user:** Free or Enterprise Edition user

**Logged-in device:** Windows, macOS, iOS, or Android

### Notes

Up to 10 meetings can be displayed in the **Meeting ID** drop-down list in the **Join Meeting** window.

After you join a meeting, the system will prompt you to select an audio connection method from the following:

**Call Me** (supported for Enterprise Edition only): VooV Meeting will actively call your meeting room phone number or your personal landline or mobile number. We recommend you use this audio connection method in a meeting room or large meeting to enjoy a better audio experience.

**Call In:** you can use a landline or mobile phone to dial the corresponding number to join the meeting, and the phone rather than the PC mic and speaker will be used as your meeting audio source, which has a better call audio quality.

**PC Audio:** you can directly use the PC mic and speaker (headset) as the meeting audio connection method to join the meeting, which is suitable for small meetings and is not limited by scenarios.

If you don't select an audio connection method, you cannot speak or hear other attendees during the meeting.

## Joining a Meeting

### On mobile client

#### Method 1: Join a meeting through meeting ID

1. Open the VooV Meeting app, tap **Join**, and enter the meeting ID and the corresponding password.
2. Turn on/off the camera and mic and tap **Join Meeting**.

### Method 2: Join a meeting through shared link

1. If you have installed VooV Meeting and the received invitation message contains a link, you can tap the link and verify your identity to join the meeting.
2. After you tap the link to enter the meeting detail page, if the meeting is a scheduled meeting as configured by the meeting creator, you can tap **Add to My Meeting List** at the bottom to add the meeting to your meeting list in case you forget the meeting ID in the future.

### Method 3: Join a meeting on web pages in browser

1. Log in at [<https://voovmeeting.com/r>](<https://voovmeeting.com/r>) and enter the meeting ID to join the meeting.

### Method 4: Join a meeting through one tap on your phone

1. Tap the invitation message for joining the meeting by phone to join the meeting.
2. Dial the VooV Meeting dial-in number in your country/region, enter the meeting ID, and press **#** as prompted to join the meeting.

### On PC client

1. Open the VooV Meeting PC client and click **Join**.
2. Enter the meeting ID and your name and turn on/off the camera and mic.
3. Click **Join Meeting**.
4. After entering the meeting, select **PC Audio** or **Call In** as the audio connection method (i.e., call mode) for the meeting.

# Joining a Meeting on Phone

Last updated : 2023-12-19 16:42:03

## Feature Overview

VooV Meeting allows you to join a meeting on phone without installing the client.

## Prerequisites

A functional landline or mobile phone

**Logged-in user:** Free or Enterprise Edition user

## Notes

In "Call In" mode, you can use a landline or mobile phone to dial the corresponding number instead of using the VooV Meeting client to join a meeting, which has a more stable call audio quality. However, in this connection method, your carrier will charge you for the local or international call according to applicable billing rules.

After you enter the attendee ID, the landline or mobile phone rather than the PC mic and speaker will be used as the meeting audio source, which has a more stable call audio quality. If you don't enter the attendee ID but directly press # to join the meeting, you will enter the meeting as an independent attendee. In the scenario in this document, you don't need to enter the attendee ID and can directly enter # to join the meeting.

Pstn is currently reclaimed as a paid function, which can only be used by corporate accounts and purchased Pstn capabilities.

## How to Use

### On landline phone

1. Call in and enter the meeting ID as prompted to join the meeting.
2. Dial by your location: you can find the applicable dial-in number at [VooV Meeting International Dial-in Numbers](#).
3. Enter the meeting ID and press # for confirmation.
4. Enter the attendee ID and press # for confirmation. If you don't know the attendee ID, directly press # to join the meeting.

5. If **You have joined the meeting, and x attendees are in the meeting currently** is prompted, you have joined the meeting successfully.

**Note:**

if you already have a device in the meeting but want to use a landline or mobile phone as the audio source, you can configure as instructed in [Audio Selection and Testing](#).

## On mobile phone

You can join a meeting in either of the following ways based on your scenario:

### Method 1: through one tap on your mobile phone

Make sure that the received invitation message contains the one-tap meeting joining information; otherwise, select the second method.

1. Tap the number below **One tap mobile** in the invitation message to make a call.
2. Enter the attendee ID and press **#** for confirmation as prompted. If you don't know the attendee ID, directly press **#** to join the meeting.
3. If **You have joined the meeting, and x attendees are in the meeting currently** is prompted, you have joined the meeting successfully.

### Method 2: through dial-in number and meeting ID

1. Dial by your location: you can find the applicable dial-in number at [VooV Meeting International Dial-in Numbers](#).
2. Enter the meeting ID and press **#** for confirmation.
3. Enter the attendee ID and press **#** for confirmation. If you don't know the attendee ID, directly press **#** to join the meeting.
4. If **You have joined the meeting, and x attendees are in the meeting currently** is prompted, you have joined the meeting successfully.

**Note:**

if you already have a device in the meeting but want to use a landline or mobile phone as the audio source, you can configure as instructed in [Audio Selection and Testing](#).

# Mobile Client

## Organizing Meetings

Last updated : 2023-12-19 16:42:36

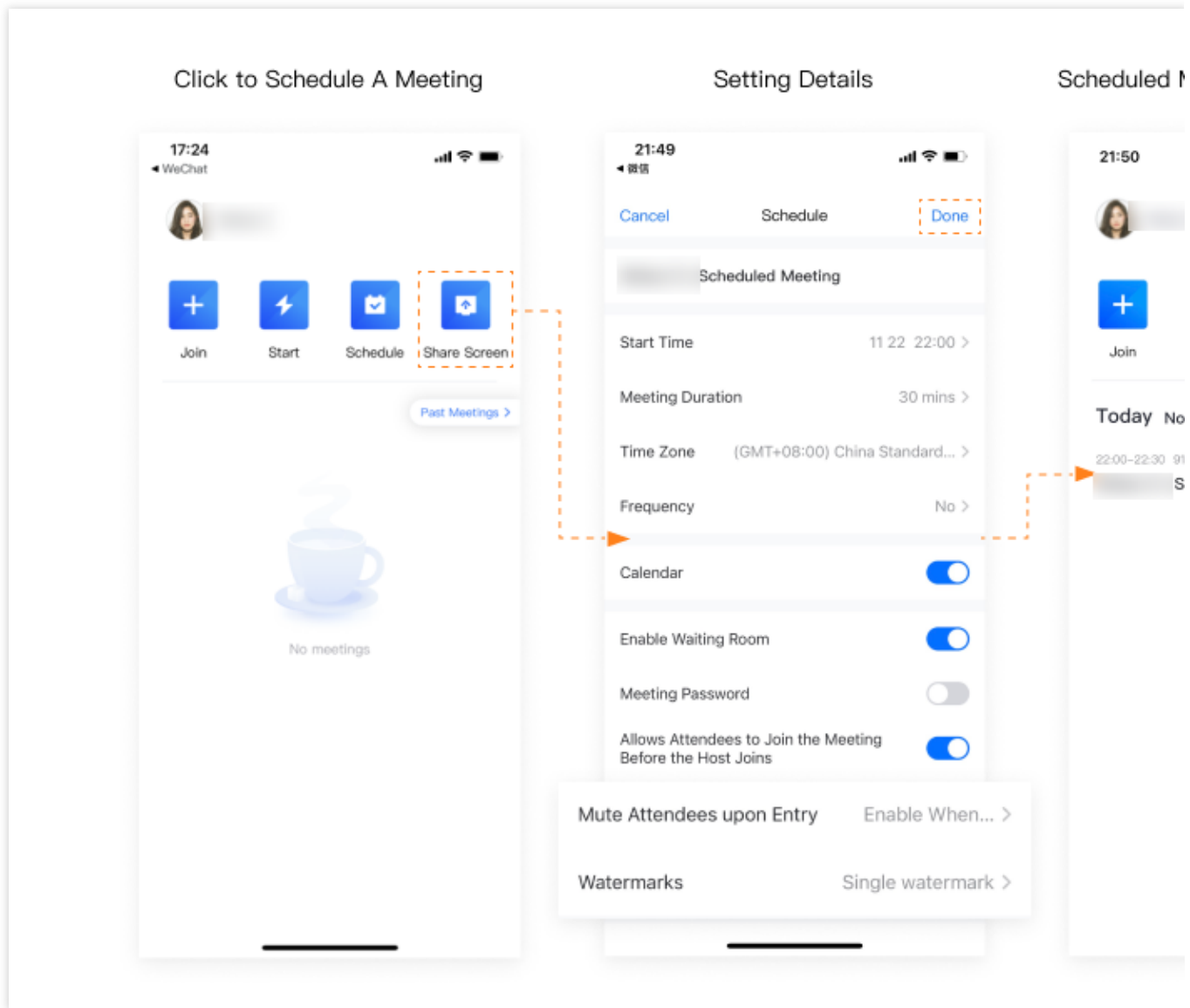
## Organizing Meetings

**Role:** Organizer/Host

### Scheduling a Meeting

Follow the steps to schedule a meeting:

1. Tap **Schedule** after logging in.
2. Enter the meeting topic and set the **Start time** and **End time**.
3. Enable **Mute Attendees upon Entry**.
4. Enable **Screen Sharing Watermark** to ensure data security.



5. Once a meeting is scheduled successfully, it will appear on your meeting list.

6. Tap on the meeting entry on the list to enter the meeting.

## Set Up a Meeting Co-host

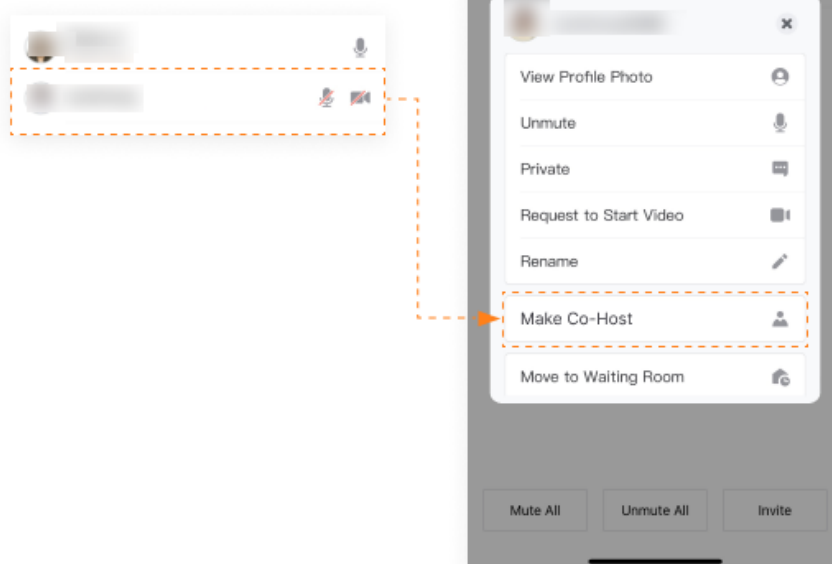
Co-hosts can mute, unmute, and rename attendees. They can also help hosts manage attendees for large-scale online conferences.

1. Tap **Attendees** and select the attendee you want to set as a co-host.

2. Tap the attendee and select **Make Co-host**.



Click on arrow sign and make a host



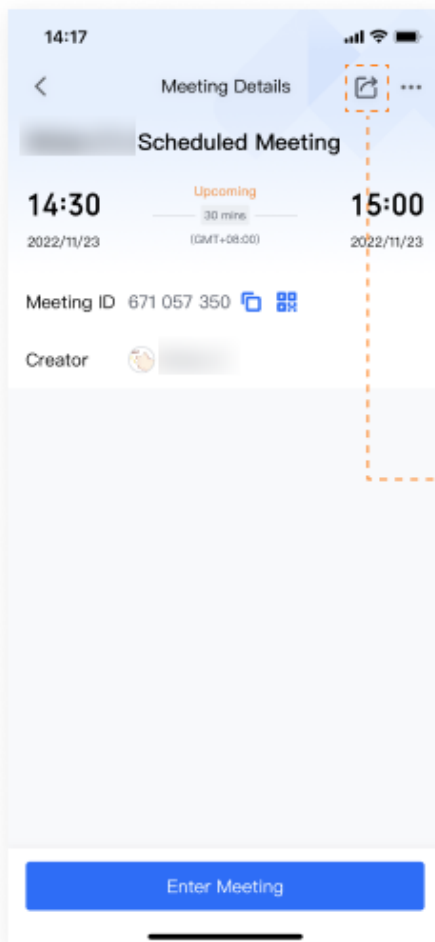
# Inviting Attendees

Last updated : 2023-12-19 16:45:27

## Inviting Attendees

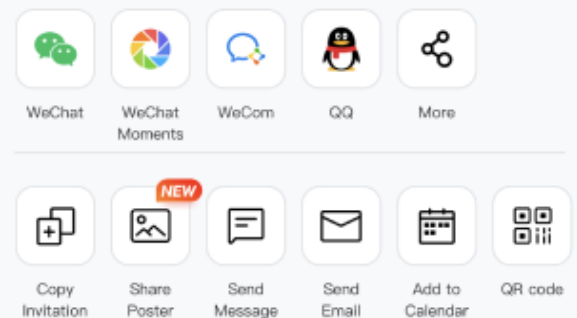
**Role:** Organizer/Co-Host/Attendee

Click to Share Meeting Invitations



Share the Meeting Invitation to different platforms via different methods

Select Invitation Method



## Inviting Attendees

### 1. Before the Meeting Starts

There are two ways to invite attendees before the meeting starts.

a. Tap the icon highlighted in the orange box on the top right-hand corner. Select the method you wish to use to invite attendees.

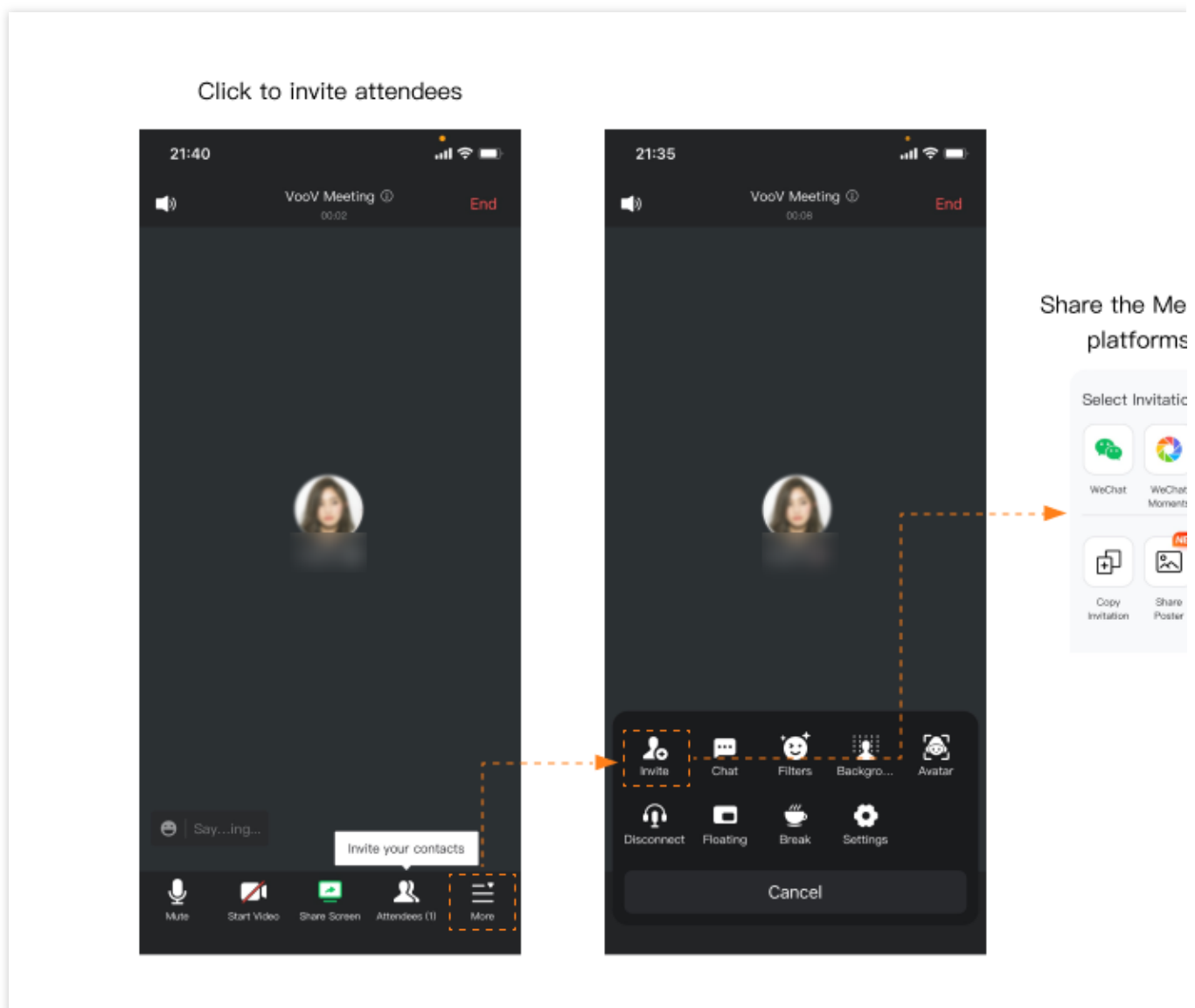
b. Tap the ellipsis icon to modify the meeting details. You can also invite attendees from this page.

## 2. During the Meeting

An invitation will be generated once you complete the steps below. You can **Copy Invitation** and send it to invite attendees.

a. Tap the ellipsis icon highlighted in the orange box at the bottom menu and select **Invite**.

b. Invite attendees via email, WeChat, SMS or other tools.



# Meeting Controls

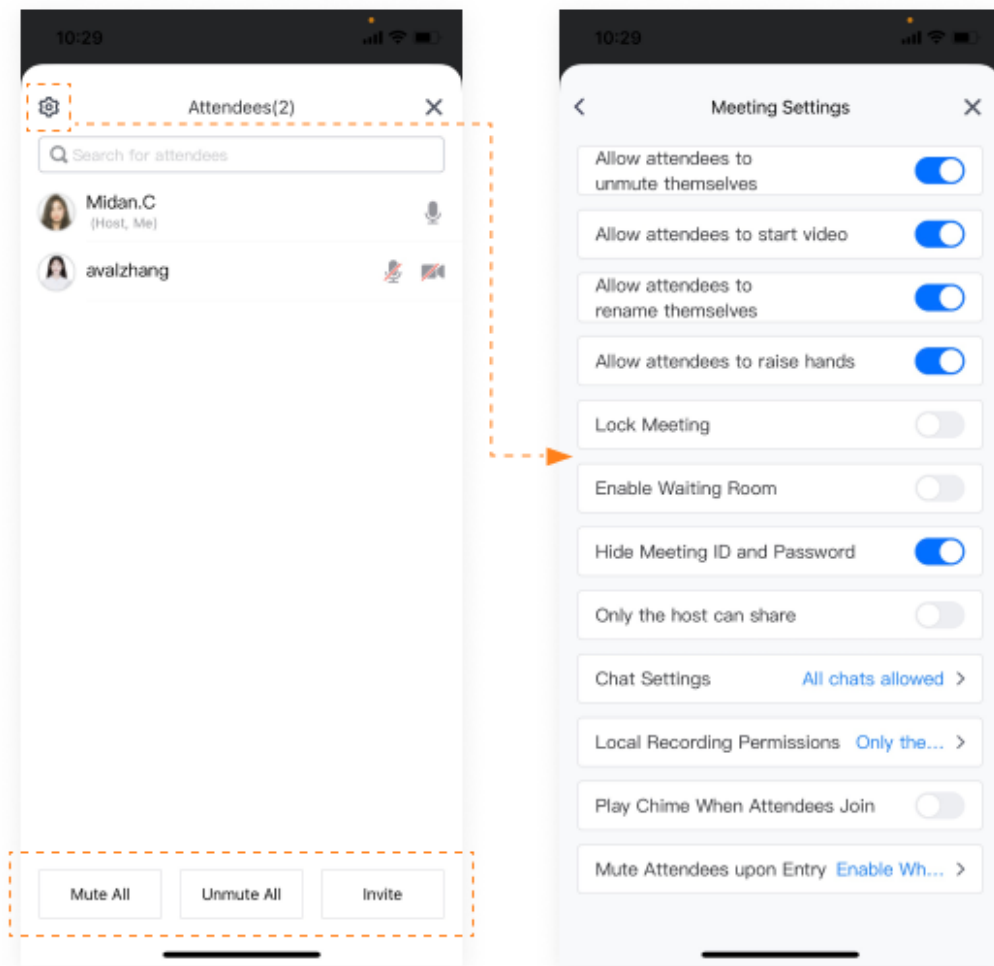
Last updated : 2022-12-12 14:55:56

## Meeting Controls

**Role:** Organizer/Co-Host/Attendee

### Meeting Management & Control

Click to check setting details



The meeting host is allowed to mute or unmute anyone during the meeting. In addition, the meeting can be locked once all of the invited attendees are joined. This feature ensures your meeting security.

1. Tap **Attendees** and tap the icon on the top right-hand corner as shown above.
2. Decide if you want to mute attendees on entry or lock the meeting.

## Enlarging the Video Screen

Double tap the video screen of an attendee to enlarge it.

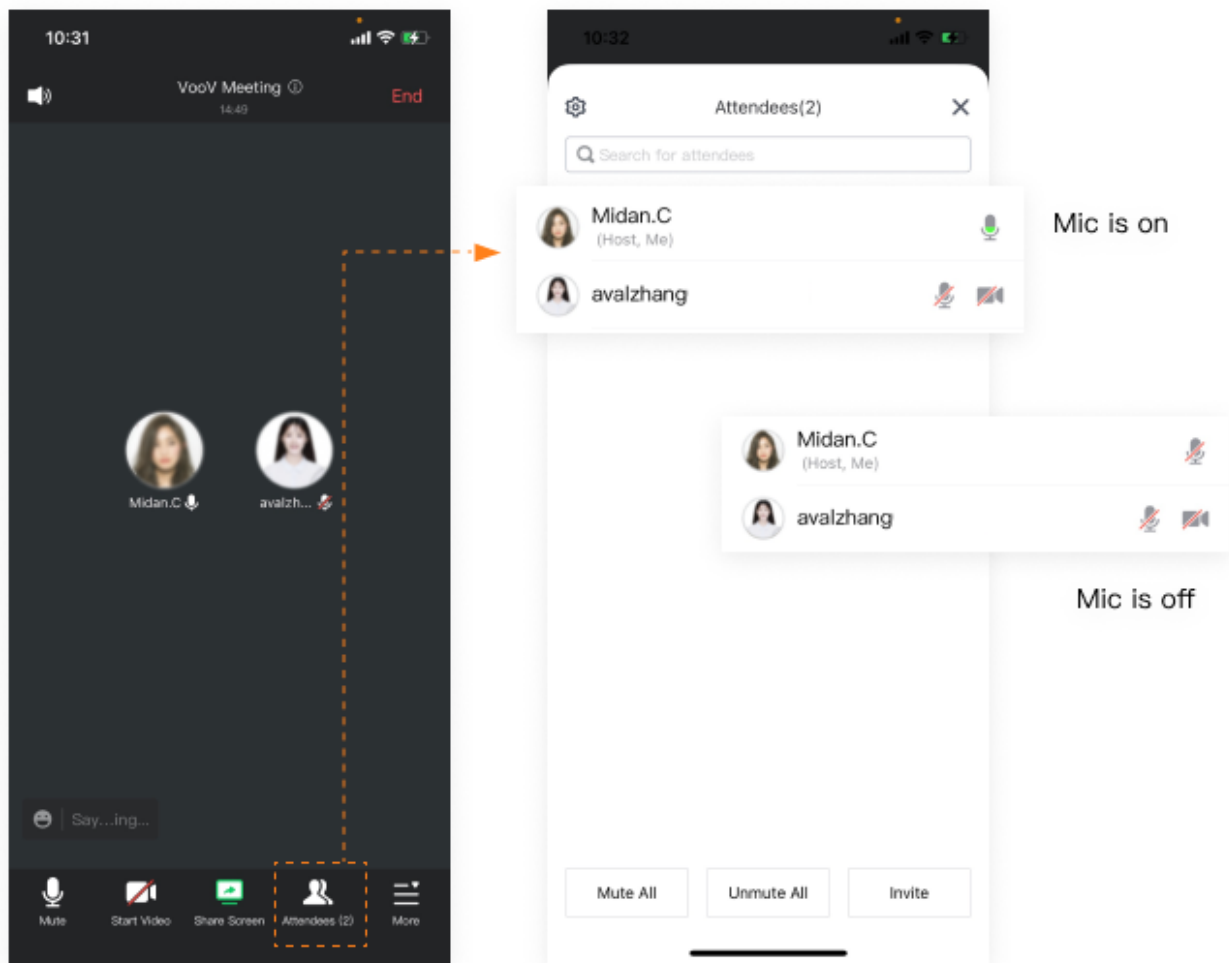
# Microphone Controls

**Role:** Organizer/Co-Host/Attendee

## Checking the Mic Status of Attendees

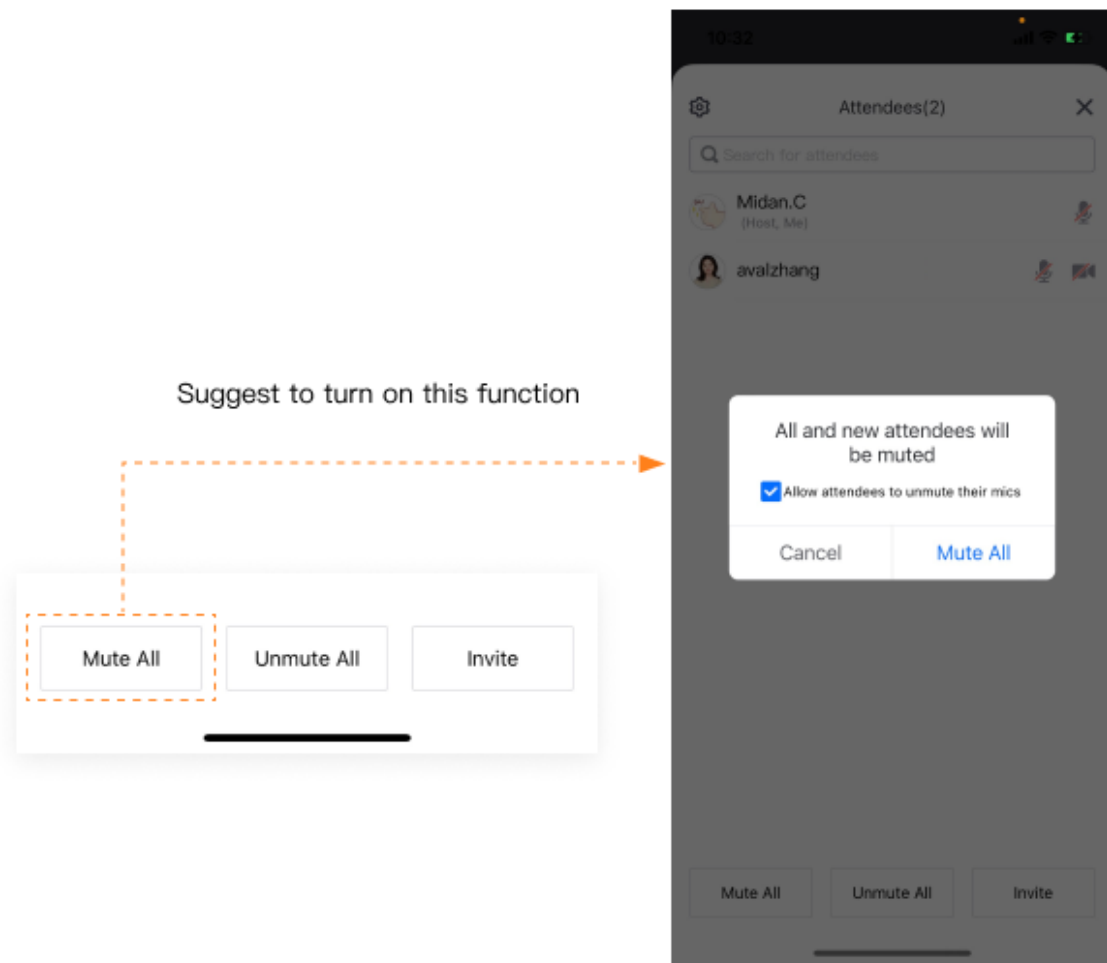
You can check the mic status of each attendee. If an attendee is speaking, their mic icon will turn green.

1. Tap **Attendees** to check if attendees are muted or unmuted.
2. If the user's mic is enabled, the mic icon will be turned on.

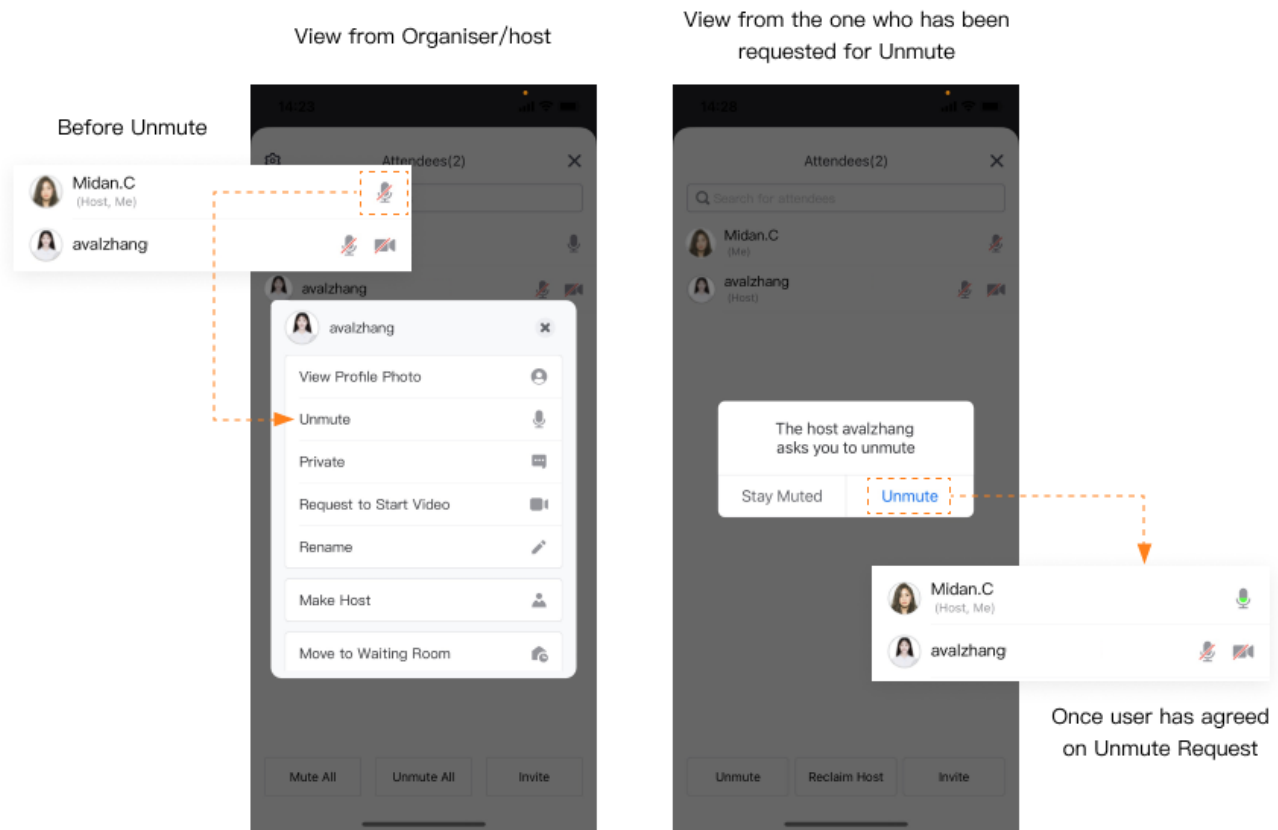


## Muting and Unmuting Attendees

Hosts can mute or unmute attendees during the meeting. We recommend muting all attendees to reduce background noise.



1. If the meeting organizer selected the "Mute All" option, all attendees will be muted by default until the meeting organizer turns this option off. We suggest enabling **Allow Attendees to Unmute Themselves** when you **Mute All**.
2. Hosts can unmute any attendee with their consent during online meetings.



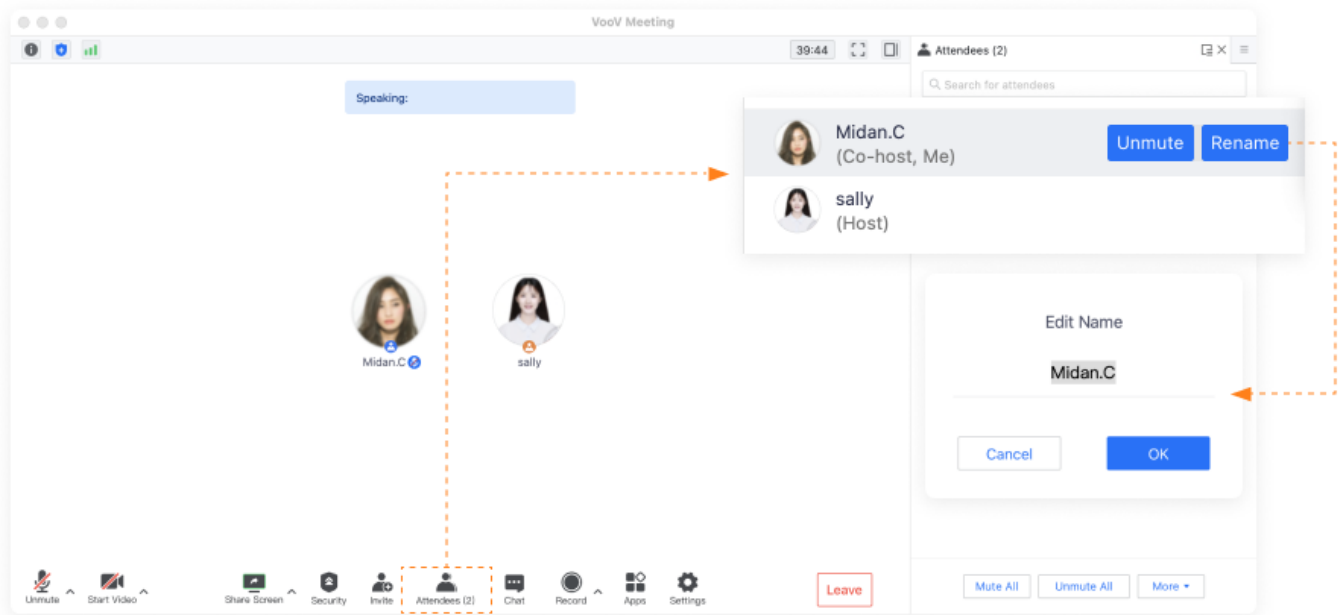
## Renaming Attendees

**Role:** Organizer/Co-Host/Attendee

### Renaming Attendees

We suggest changing your alias before joining the meeting. This will help attendees recognize each other. This especially applies to large-scale conferences with attendees from multiple organizations.





Both the host and co-host can rename attendees.

1. Host/Co-host can select an attendee from the list to change their display name.
2. Attendees can tap on their own names to **Rename** themselves.

# PC Client

## Organizing Meetings

Last updated : 2023-12-19 16:45:52

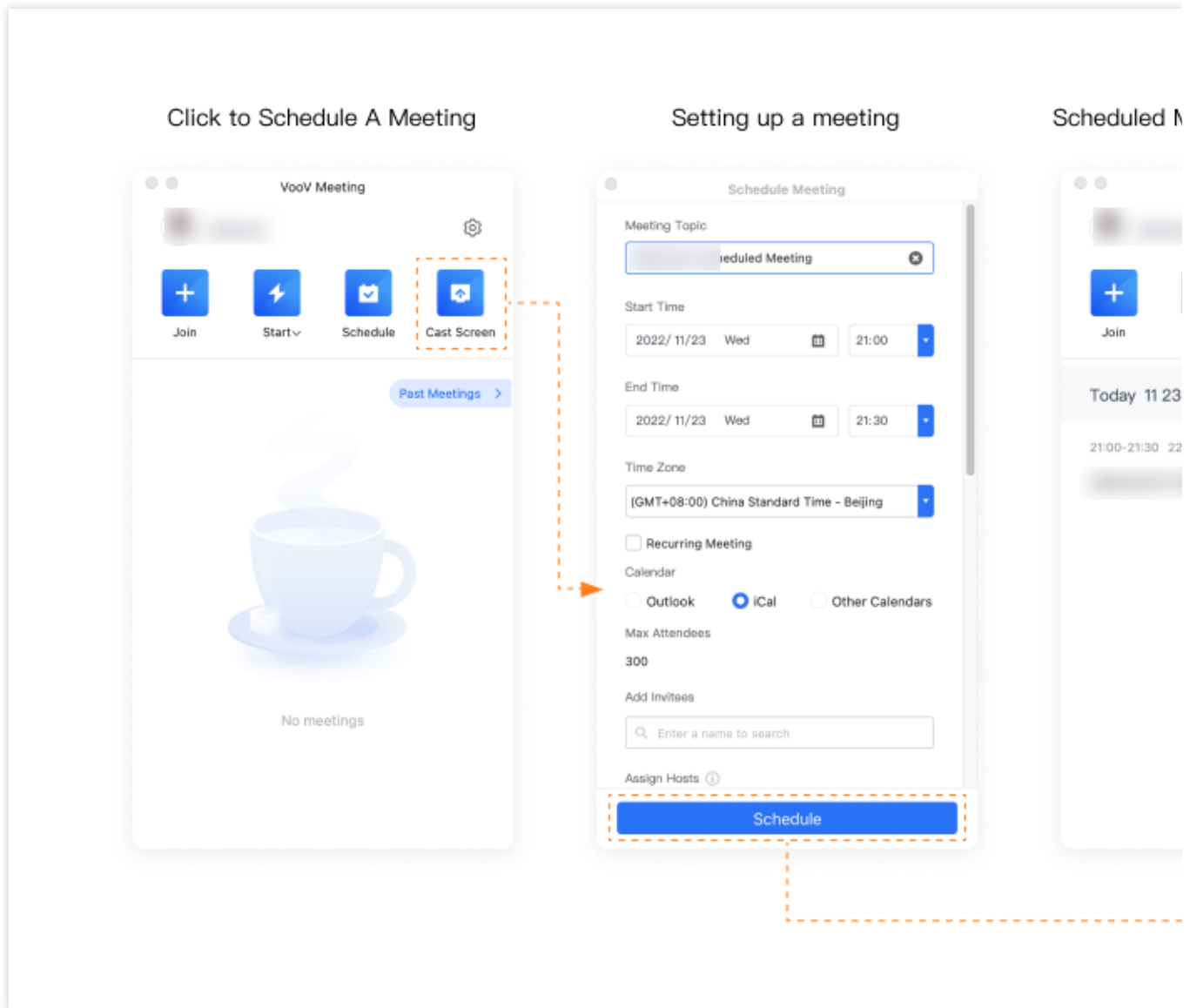
## Organizing Meetings

**Role:** Organizer/Host

### Scheduling a Meeting

Follow the steps to schedule a meeting:

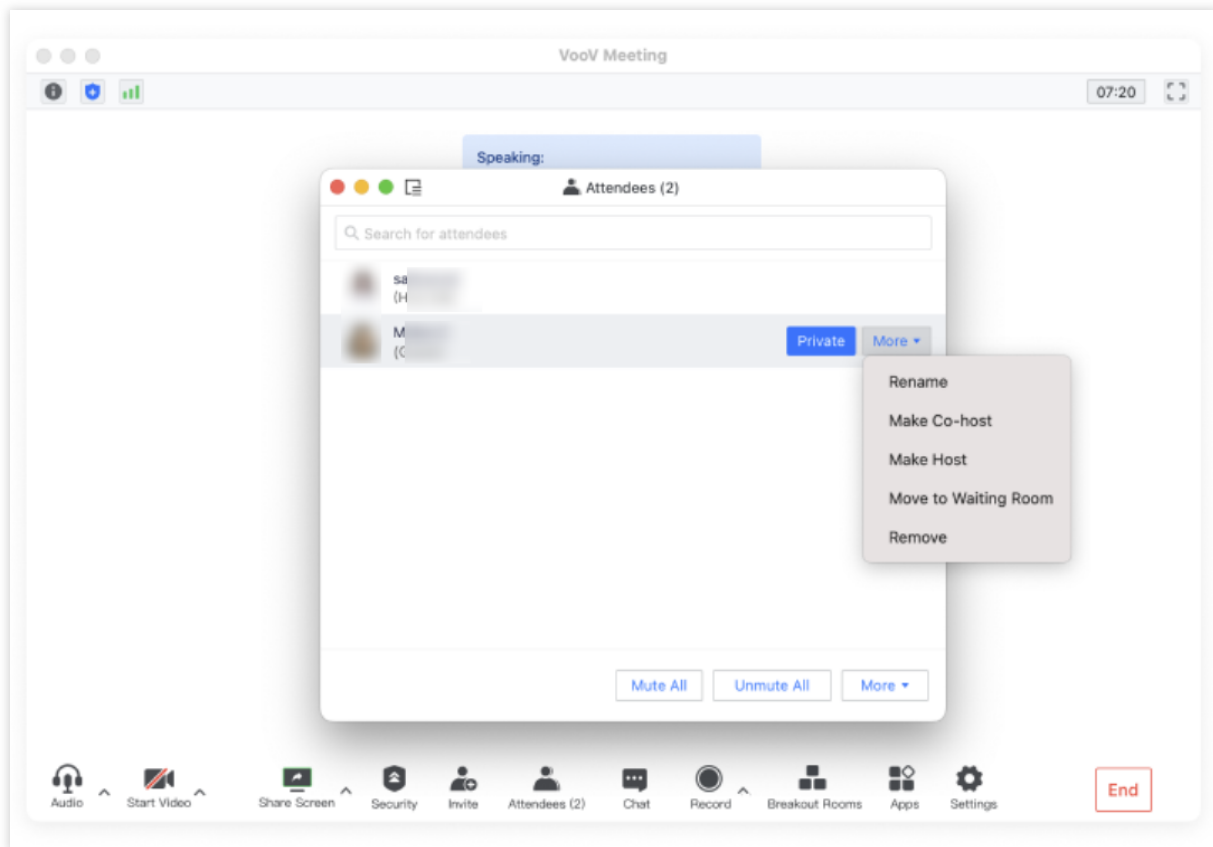
1. Click **Schedule** after logging in.



2. Enter the meeting topic and set the **Start time** and **End time**.
3. Enable **Mute Attendees upon Entry**
4. Enable **Screen Sharing Watermark** to ensure data security.
5. Once a meeting is scheduled successfully, it will appear on your meeting list.
6. Click the meeting entry on the list to enter the meeting.

## Set Up a Meeting Co-host

Co-hosts can mute, unmute, and rename attendees. They can also help hosts manage attendees for large-scale online conferences.



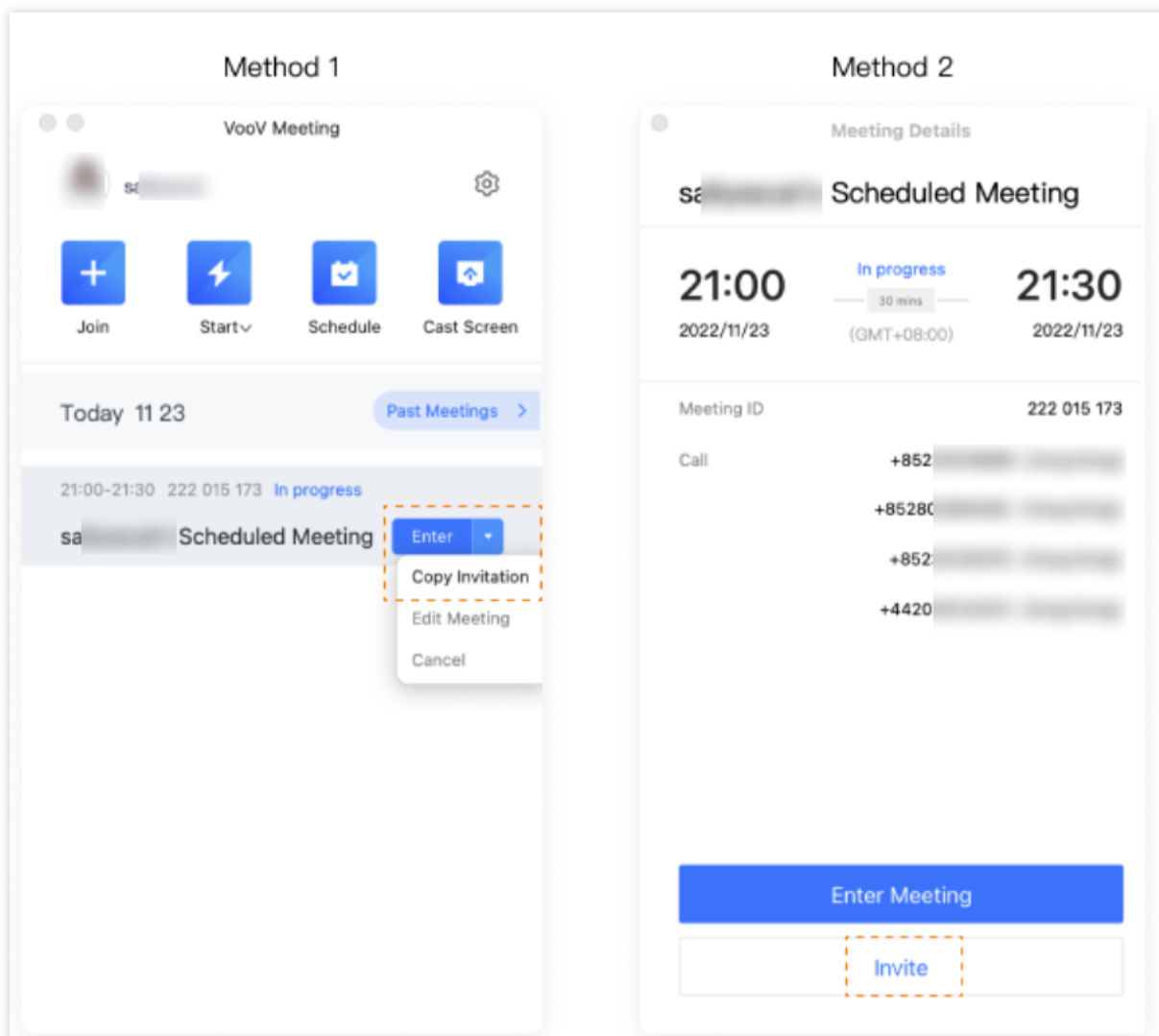
1. Click **Attendees** and select the attendee you want to set as a co-host.
2. Click **More** and select **Make Co-host**.

# Inviting Attendees

Last updated : 2023-12-19 16:46:00

## Inviting Attendees

**Role:** Organizer/Co-Host/Attendee



### Invite Attendees

#### 1. Before the Meeting Starts

There are two ways to invite attendees before the meeting starts.

- Click the dropdown to the right of the meeting title and select **Copy Invitation**.
- Double click the meeting title and select **Invite**.

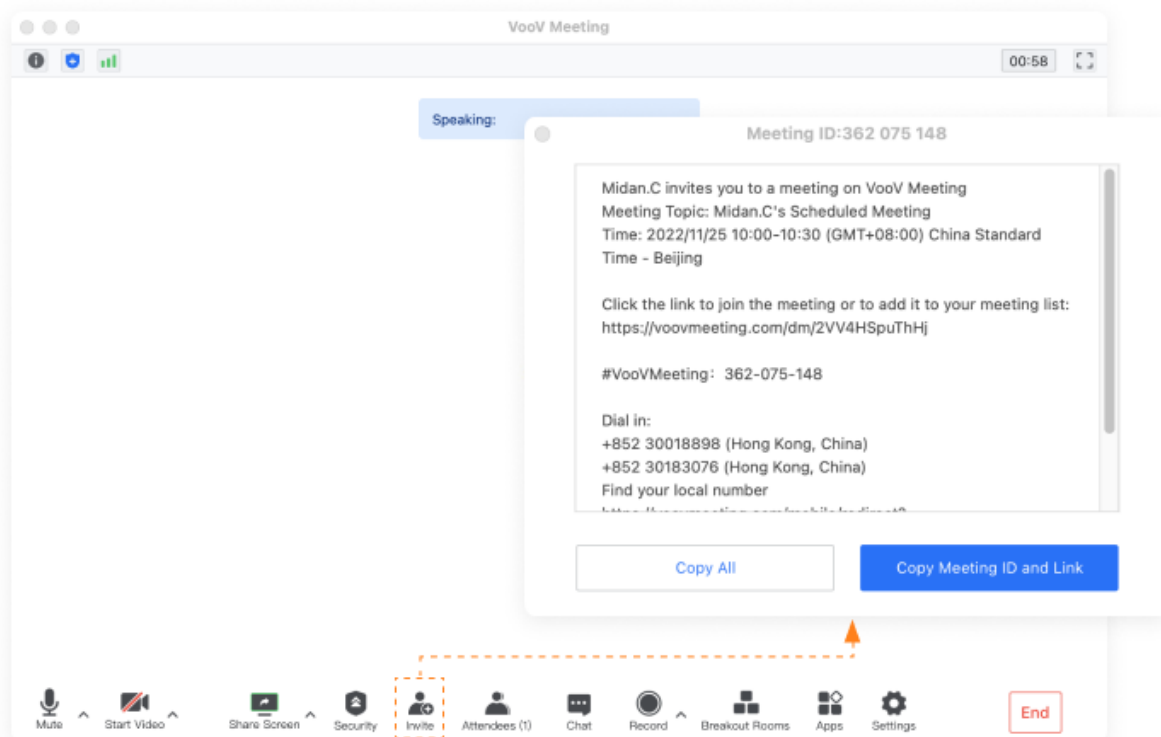
c. You can click **Edit Meeting** to update the meeting time or other details.

## 2. During the Meeting

Click **Invite** on the toolbar to get the invitation information. You can **copy the invitation** and send it to invite attendees.

a. Click **Invite** and **Copy All** or **Copy Meeting ID and Link**.

b. Send the invitation details via email, WeChat, SMS or other tools.



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once clic

A meeting invitation will be generated  
once clicked on "invite"

# Meeting Controls

Last updated : 2023-12-19 16:46:08

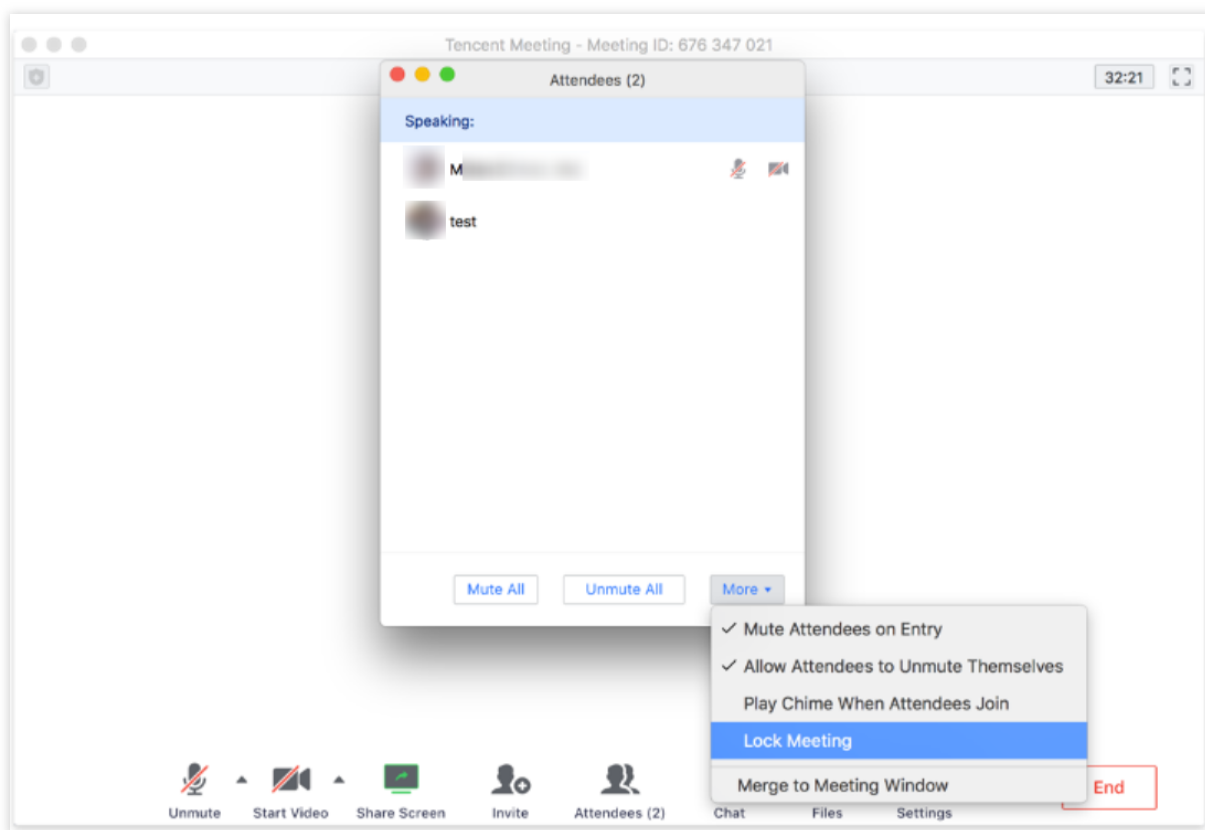
## Meeting Controls

**Role:** Organizer/Co-Host/Attendee

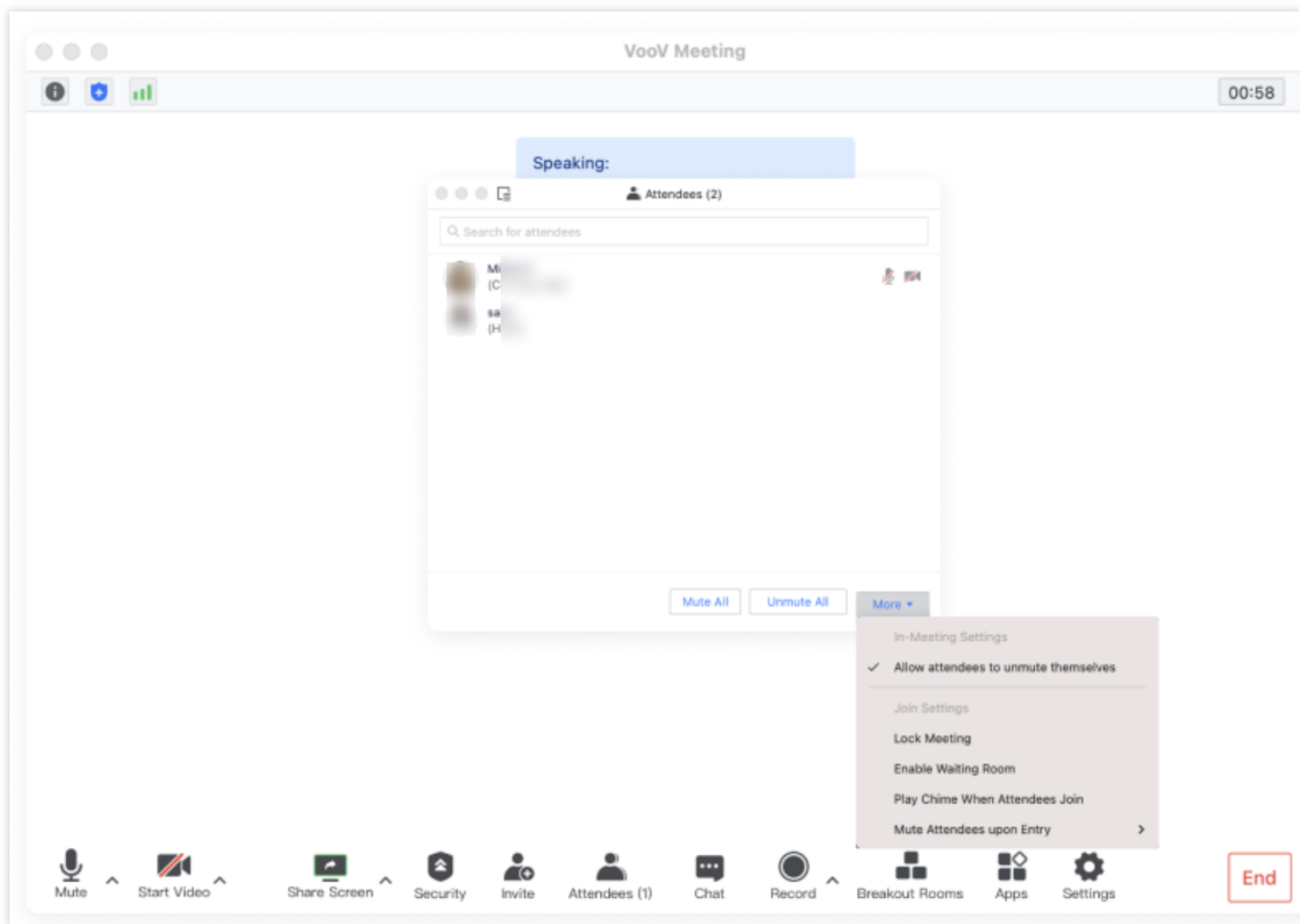
### Meeting Management & Control

The meeting host is allowed to mute or unmute anyone during the meeting. In addition, the meeting can be locked once all of the invited attendees are joined. This feature ensures your meeting security.

1. Click **Attendees** and click the **More** button on the Attendees panel.



2. Decide if you want to mute attendees on entry or lock the meeting.

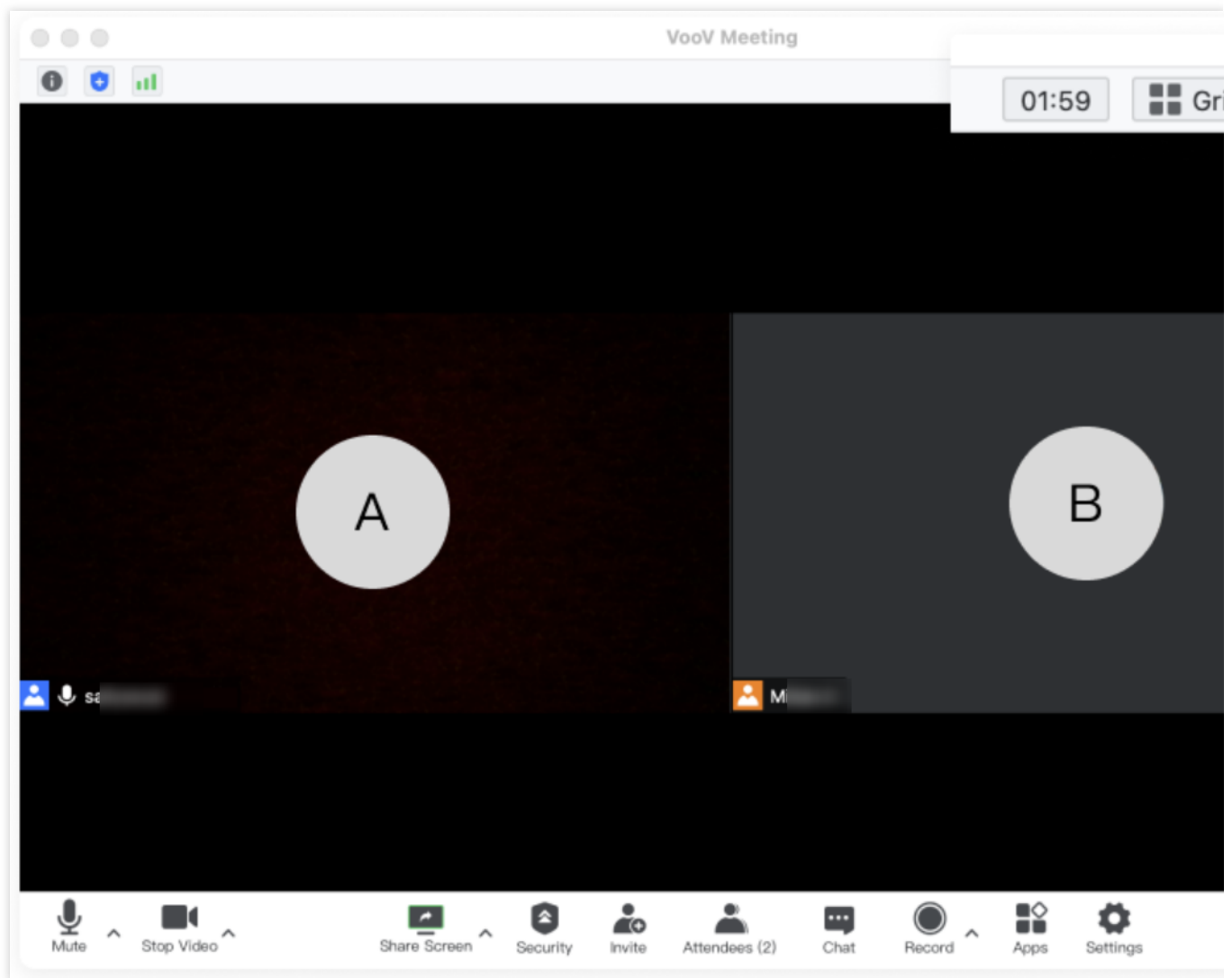


## Enlarging the Video Screen

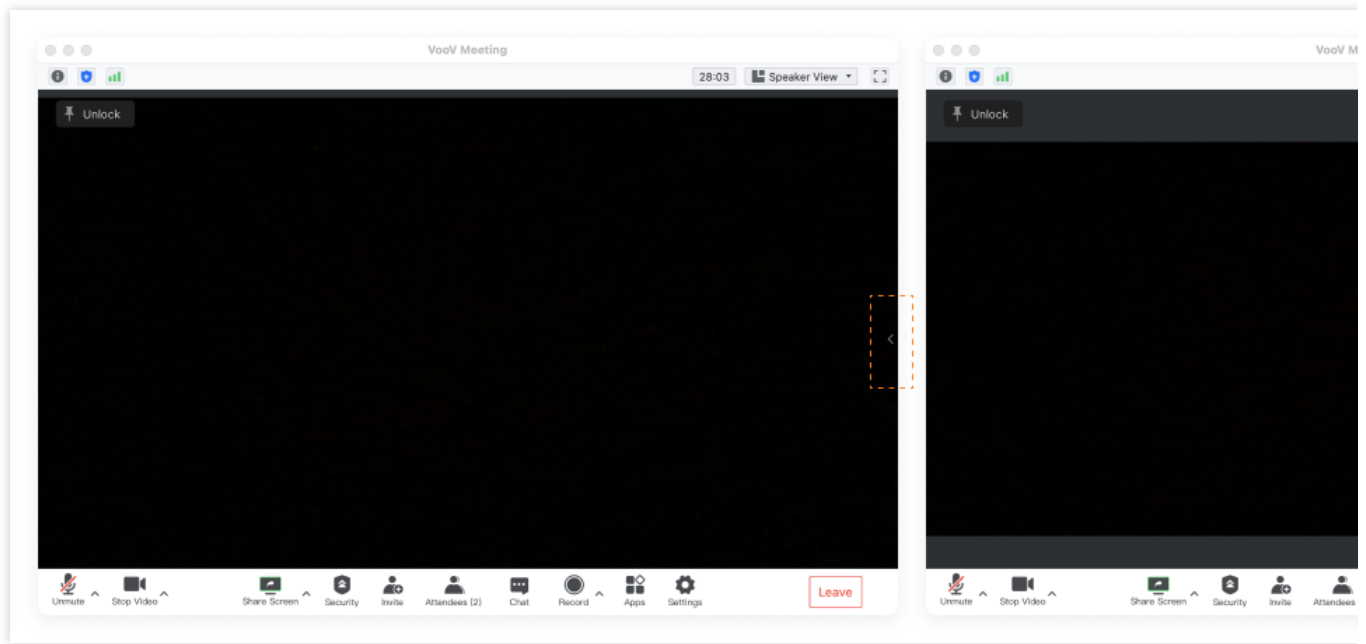
When the video is on, attendees can choose to show the videos in gallery view or to enlarge an individual screen.

1. Click the icon "Grid View" on the top right corner to display the videos side-by-side.





2. Double click the video screen of an attendee to enlarge it.
3. Decide if you want to display the video screen list from the drawer on the right side.



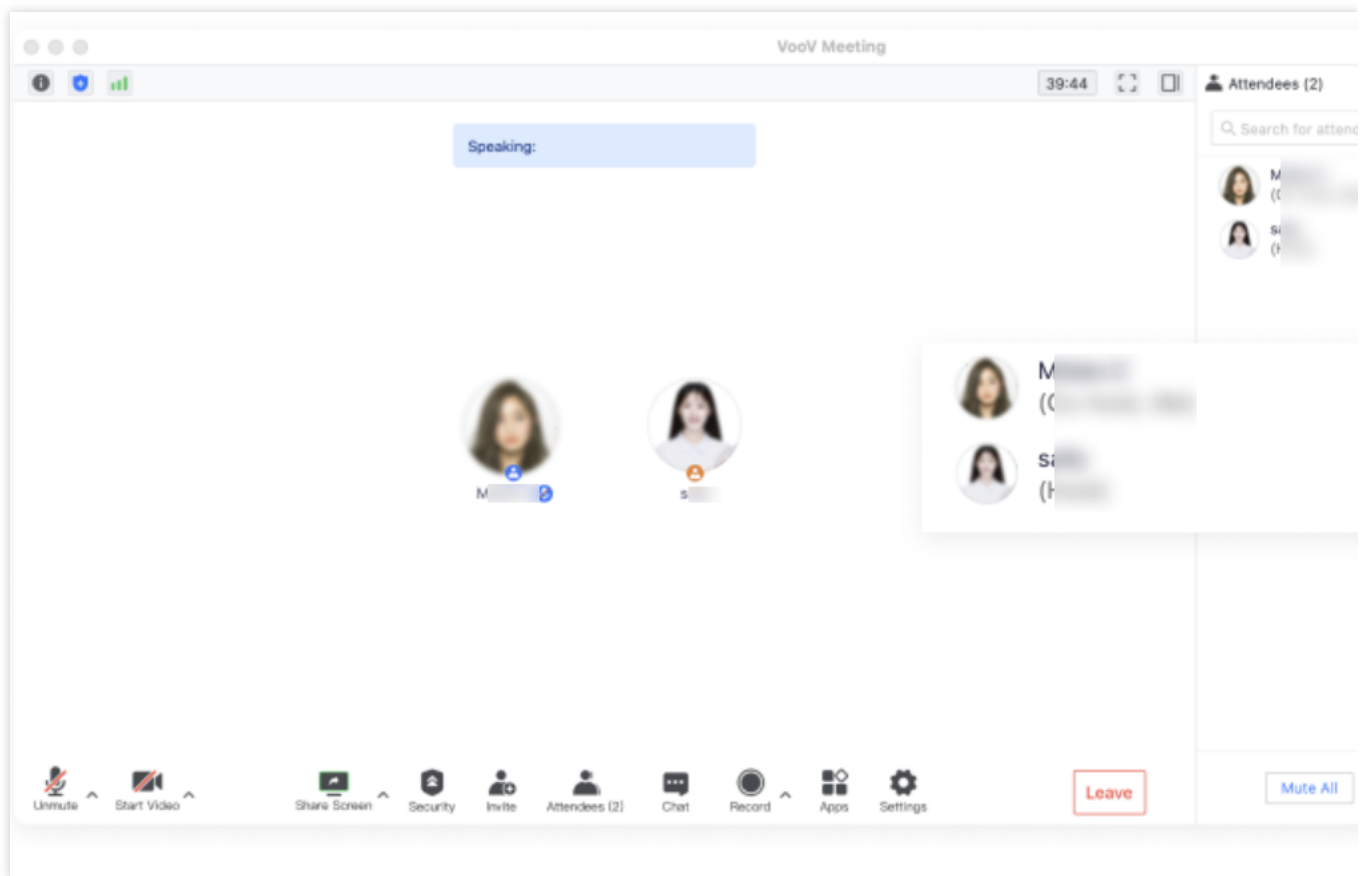
## Microphone Controls

**Role:** Organizer/Co-Host/Attendee

### Checking the Mic Status of Attendees

You can check the mic status of each attendee. If an attendee is speaking, their mic icon will turn green.

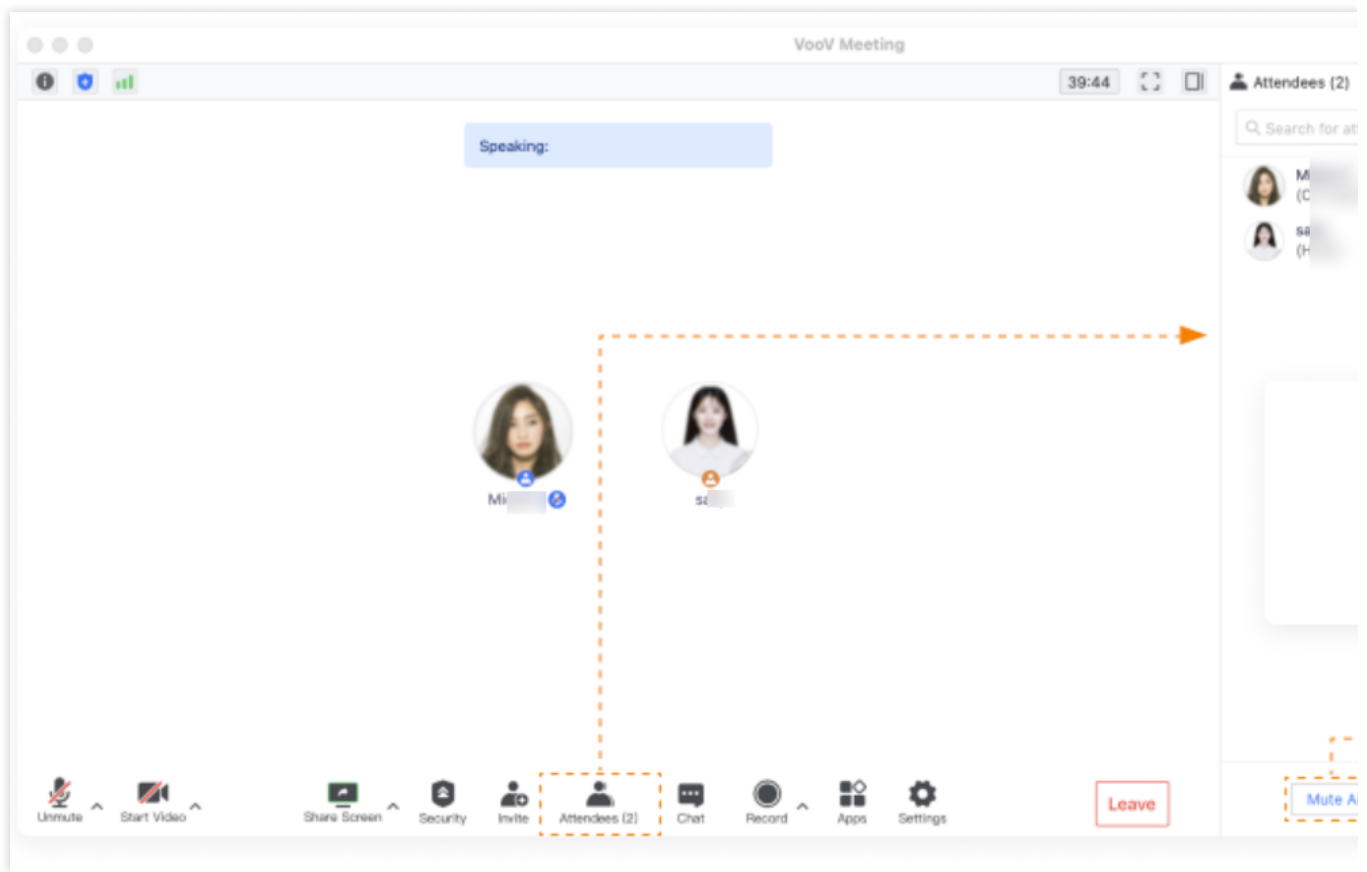
1. Click **Attendees** to check if attendees are muted or unmuted.
2. If the user's mic is enabled, the mic icon will be turned on.



## Muting and Unmuting Attendees

Hosts are allowed to mute or unmute attendees during the meeting. We recommend muting all attendees to reduce background noise.

1. If the meeting organizer selected the "Mute All" option, all attendees will be muted by default until the meeting organizer turns this option off. We suggest enabling **Allow Attendees to Unmute Themselves** when you **Mute All**.



2. Hosts can unmute any attendee with their consent during online meetings.

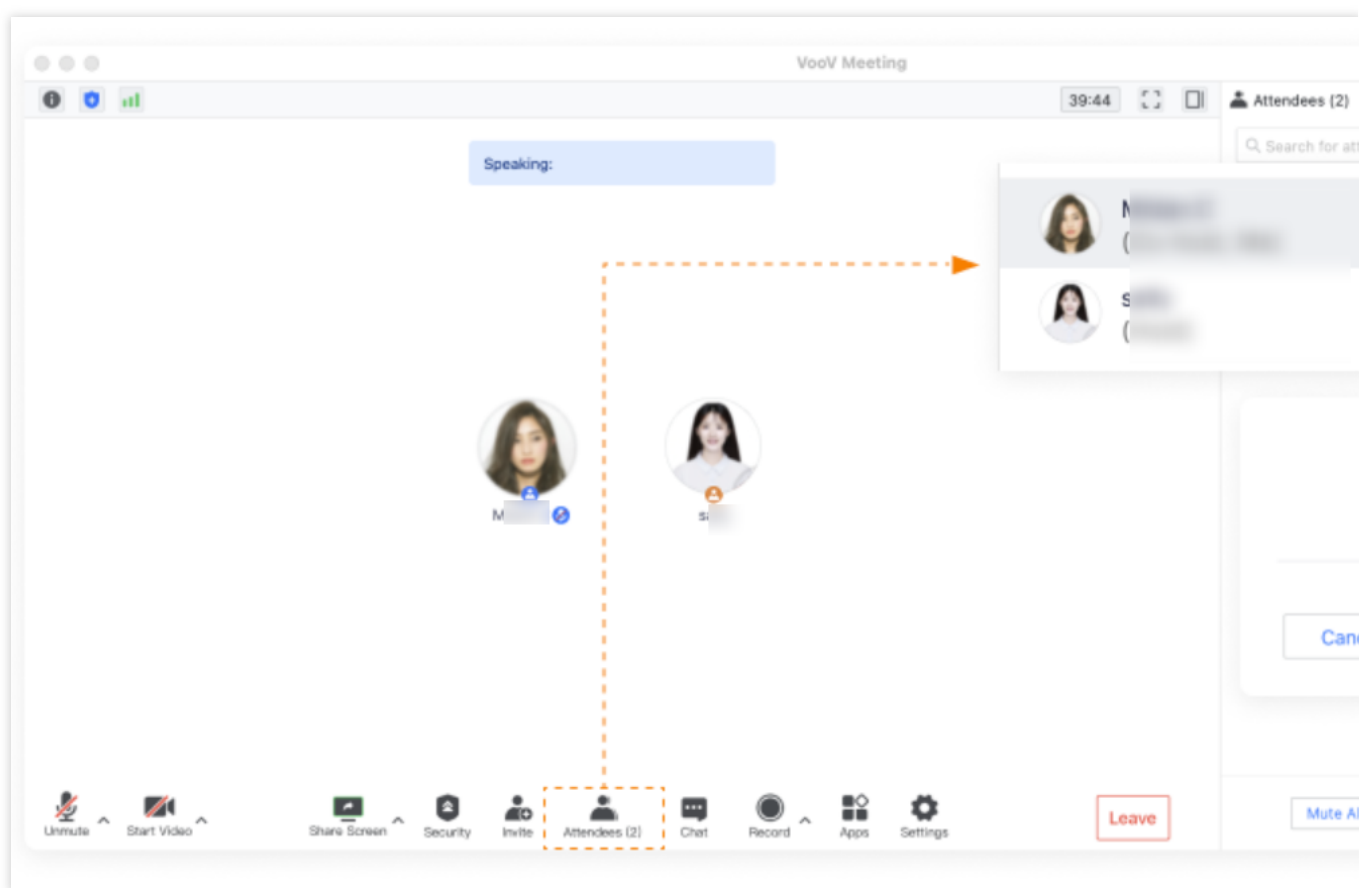
## Renaming Attendees

**Role:** Organizer/Co-Host/Attendee

### Renaming Attendees

We suggest changing your alias before joining the meeting. This will help attendees recognize each other. This especially applies to large-scale conferences with attendees from multiple organizations.

1. Select an attendee from the list to change their display name.
2. Click **Rename** to update their name.
3. Only the meeting organizer and co-host can rename others. Attendees can only rename themselves.



# Meeting Control and Management

## Host and Co-host Management

Last updated : 2023-12-19 16:46:16

### Feature Overview

A co-host can help the host manage attendees and their permissions such as renaming and muting/unmuting to mitigate the pressure of the host and improve the meeting efficiency.

### Prerequisites

**Logged-in user:** Free or Enterprise Edition user.

**Logged-in device:** Windows, macOS, iOS, or Android.

### Notes

Attendees not logged in cannot be made host.

Free Edition: No longer provides the ability to set co-hosts.

Enterprise Edition: you can set up to 10 co-hosts. If the current meeting already has 10 co-hosts and the meeting creator enters the meeting, the creator can become the 11th co-host, but no more co-hosts can be set.

A meeting can have only one host, and only the host can make other attendees co-hosts.

A co-host has fewer permissions than a host. Their main difference is that the host can assign roles to other attendees, while the co-host cannot.

The co-host can be revoked by the host but cannot be proactively given up by the co-host.

If there is a co-host in the meeting and the host leaves the meeting without passing host controls, the co-host will automatically become the host. If there are multiple co-hosts, the earliest one getting the co-host controls will automatically become the host.

When the meeting creator enters or re-enters the meeting, the creator will become a co-host but can reclaim the host controls without the consent of the current host. After the host controls are reclaimed, the original host will become an attendee.

When a co-host who is not the meeting creator re-enters a meeting, the co-host will become an attendee.

If the meeting host and co-hosts perform conflicting or repeated operations on the same feature, the last operation that is performed will take effect.

Role changes do not affect the current mic and camera status.

## Becoming Meeting Host

The meeting creator will be the host by default.

The original host can pass the host controls.

A host can be specified on Enterprise Edition.

## Passing Host Controls in Meetings

### On PC client

1. Click **Attendees** on the meeting panel.
2. Select the target attendee, click **More**, and select **Make Host** in the drop-down list.
3. Click **OK** in the pop-up window.

### On mobile client

1. Tap **Attendees** at the bottom of the meeting page, select the target attendee, and select **Make Host** in the pop-up window.
2. Tap **OK** in the pop-up window.

# Attendee List Management

Last updated : 2023-12-19 16:46:36

## Feature Overview

Users with host or co-host controls can control the meeting.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user.

**Logged-in device:** Windows, macOS, iOS, or Android.

## Notes

VooV Meeting provides two meeting roles of host and co-host for controlling meetings.

In a large-scale meeting, the host can set multiple co-hosts to help control and manage the meeting.

## Guide

### As host

Supported operations: Rename, Mute All, Unmute All, Lock Meeting, Enable Waiting Room, Mute Attendees upon Entry, Allow Attendees to Unmute Themselves, Play Chime When Attendees Join, Merge to Main Window, Attendee Restriction.

Supported operations on general attendees: Rename, Mute/Unmute, Stop Video, Make Co-host, Make Host, Move to Waiting Room, and Remove.

Supported operations on co-hosts: Private Chat, Mute/Unmute, Stop Video, Revoke Co-host, and Make Host.

### As co-host

Supported operations: Rename, Private Chat, Mute All, and Unmute All.

Supported operations on general attendees: Rename, Mute/Unmute, Stop Video, Move to Waiting Room, and Remove.

### As general attendee

Attendees can only rename themselves.



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## As meeting creator with co-host role

Supported operations: Rename, Mute All, Unmute All, Lock Meeting, Enable Waiting Room, Mute Attendees upon Entry, Allow Attendees to Unmute Themselves, Play Chime When Attendees Join, Reclaim Host, Attendee Restriction.

# Meeting Security Control

Last updated : 2023-12-19 16:46:46

## Feature Overview

You can configure security settings before and during a meeting to protect meeting security.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user.

**Logged-in device:** Windows, macOS, iOS, or Android.

**Version:** v1.5.5 or later.

## Controlling Meeting Security

### Before meeting (during meeting scheduling)

**Set Password:** you can set a password when scheduling the meeting, so that only users entering the correct password can join the meeting.

**Screen Sharing Watermark:** if you want to protect the content to be shared, you can enable the screen sharing watermark when scheduling the meeting to prevent the shared content from being screencaptured without permission.

**Waiting Room:** you can select **Enable Waiting Room** when scheduling the meeting to filter attendees.

**Attendee Restriction** (supported by Enterprise Edition): you can select **Enterprise users only** when scheduling the meeting to allow only enterprises users to join the meeting.

### During meeting

**Lock Meeting:** if you don't want irrelevant users to join the meeting in progress, you can select **Attendees > More > Lock Meeting** after all attendees are in the meeting.

**Waiting Room:** during the meeting, you can select **Enable Waiting Room** in **Security** or **Attendees > More** to filter external users.

**Hide Meeting ID and Password:** you can hide the meeting ID and password on the title bar. To view them, hover over the meeting information icon in the top-left corner.

**Initiate Sharing:** after you select this option, all attendees can initiate sharing. The setting is synced to the **All attendees can share** option in Share Screen of the toolbar.

Group and Private Chats: after you select this option, all attendees can start group and private chats freely. Its feature is the same as **All chats allowed** in chat permissions.

### Other security settings

Remove: if a stranger joins your meeting, you can remove them and select **Do not allow the user to join the meeting again**.

Screen Sharing Watermark: if you want to protect the content to be shared, you can select **Screen sharing watermark settings** and select **Enable Watermark** in the meeting to enable the screen sharing watermark so as to prevent the shared content from being screencaptured without permission.

# Controlling Hand Raise

Last updated : 2023-12-19 16:46:56

## Feature Overview

When the host mutes all attendees, if an attendee raises hand, the host can control and manage the attendee's behaviors.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user.

**Logged-in device:** Windows, macOS, iOS, or Android.

## Notes

The current VooV Meeting version cannot record the name of the hand raiser and the number of hand raises. VooV Meeting currently does not support adding text for hand raise.

## Controlling Hand Raise

1. If the host enables **Mute All** and **Attendees Cannot Unmute Themselves**, when you click **Unmute**, you will raise hand to apply to the host for unmuting.
2. When receiving the application, the host can click **Attendees** or click **Raise Hand** above **Attendees** to control your hand raise.
3. If the host accepts your application, you are unmuted. If the host rejects your application or clicks **Lower Hand**, you need to raise hand again to unmute yourself.

# Viewing Past Meetings

Last updated : 2023-12-19 16:47:06

## Feature Overview

You can retain your own meeting records and find the chat content in meetings on the client and web.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user.

**Logged-in device:** Windows, macOS, iOS, or Android.

**Version:** v1.7.5 or later.

## Notes

Records of meetings ended in the last 30 days can be retained on web. The client has no such restrictions.

Meetings in the following status cannot be queried:

Deleted meeting.

Canceled meeting.

Scheduled meeting ended more than 30 days ago.

You can query meeting records such as chats in meetings.

## Querying Past Meeting Details

### On client

1. Open the homepage of the client and click **Past Meetings**.
2. Select the name of the target meeting and click **View Details**.

### On web

1. Go to official website, log in and find [Account Center](#).
2. Click **Meeting List** on the left sidebar and click **Past Meetings** in the top-left corner.
3. Select the name of the target meeting to view the meeting details.

# Waiting Room

Last updated : 2023-12-19 16:47:17

## Waiting Room

### Feature Overview

The waiting room can be used to keeping order when joining meeting and guarantee meeting security. After the waiting room is enabled, all attendees require consent from the host or co-host before they can join the meeting, thus eliminating the concerns over the leakage of meeting ID and improving the meeting efficiency.

### Prerequisites

You are a Free, Enterprise Edition user

Windows/macOS/iOS/Android

v1.5.0 or above

### Notes

1. If both **Waiting Room** and **Attendees Can Join Before the Host** are enabled, attendees will not be able to join the meeting before the host.
2. The waiting room supports up to 3,000 attendees.
3. Attendees in the waiting room cannot chat or make video calls with each other, nor hear the meeting audio.
4. Panelists don't need to enter the waiting room; instead, they can join the meeting directly.

## Enable Waiting Room on Client

### Before meeting

#### Method 1. Personal Profile page

1. Click the **Profile Photo** icon.
2. Click **Personal Meeting ID**.

3. Select **Enable Waiting Room** in the meeting settings.
4. Then, the waiting room is enabled.

### Method 2. Schedule Meeting page

1. Click **Schedule**.
2. Select **Enable Waiting Room** in the meeting settings.
3. Then, the waiting room is enabled.

### Method 3. Start Meeting page

1. Click the triangle icon next to **Start**.
2. Click **Personal Meeting ID > Settings** to enable/disable the waiting room.

### During meeting

1. Click **Attendees**.
2. Select **Enable Waiting Room** in **More**.
3. Then, the waiting room is enabled.

## Enable Waiting Room on Web

1. Log in to the VooV Meeting official website and click **Meeting List**.
2. Click **Schedule a Meeting** and select **Enable Waiting Room** in **Settings**.
3. Then, the waiting room is enabled.

## Send Chat Message to Waiting Room

In a meeting, the host/co-host can click **Send to all attendees in the waiting room** in **Chat** to send messages to the attendees in the waiting room.

## Manage Attendees in Waiting Room

1. Waiting room reminder: after the waiting room is enabled, every time an attendee joins the meeting, you will be reminded that someone is waiting. Then, you can click **View Waiting Room** to view the waiting attendee; if you don't want to receive reminders repeatedly, you can click **Don't Remind Me Again**, and you will no longer receive reminders in the meeting.
2. Process waiting requests: you can click **Attendees** and select the **Waiting** column to view the waiting attendees. You can admit or remove (reject) the request from each attendee.

3. Click **Remove All** or **Admit All** to remove or admit all the attendees in the waiting room.
4. If you don't want an attendee to join the meeting again, you can select **Do not allow the user to join the meeting again** when removing the attendee (or all attendees).
5. Move to waiting room: you can move attendees in the meeting to the waiting room in **Attendees**.
6. You can also set an attendee to be automatically admitted to the meeting without your approval needed.
7. If you don't select **Attendees Can Join Before the Host** when scheduling a meeting, all the attendees in the waiting room will be admitted to the meeting only when the host/assigned host joins the meeting.



# Mute New Attendees for Meetings with 6+ Attendees

Last updated : 2023-12-19 16:47:28

## Mute New Attendees for Meetings with 6+ Attendees

### Feature Overview

This feature is enabled by default and applies to meetings with over 6 attendees. It helps avoid affecting the meeting progress if new attendees are not muted.

### Prerequisites

You are a Free, Pro, or Enterprise Edition user

Windows/macOS/iOS/Android

v2.7.0 or above

### Notes

1. This feature is enabled by default if you use v2.7.0 or above.
2. Except that you can save the setting for muting new attendees on the **Settings** page, you need to configure this setting again when scheduling other types of meetings.
3. This setting only applies to attendees, but not the host.

## Setting "Mute New Attendees for Meetings with 6+ Attendees"

You can configure this setting on the following pages:

Schedule/Edit Meeting:

The **Mute Attendees When They Join a Meeting** option on the public meeting (including recurring meeting) scheduling/editing page.

The **Mute Attendees When They Join a Meeting** option on the private meeting scheduling/editing page.

The **Mute Attendees When They Join a Meeting** option on the **Settings** page.

In meeting:

**Attendees > More > Mute Attendees upon Entry** is automatically enabled after the number of attendees exceeds 6.

# Syncing Meetings from System Calendar

Last updated : 2023-12-19 16:47:46

## Sync VooV Meetings from System Calendar

### Feature Overview

This feature syncs the meeting links saved in your system calendar to the VooV Meeting app and display them on the homepage, making it easier for you to quickly find and join meetings.

### Prerequisites

You are a Free, Enterprise Edition user

iOS/Android

v2.6.0 or above

### Notes

1. Currently, this feature supports syncing the following types of meetings:

Meeting Status: upcoming/in progress.

Meeting Type: scheduled public meetings and recurring meetings.

2. The permission to read your calendar is required when you sync meetings for the first time, so you need to grant the access to your system calendar.

3. Once enabled, meetings containing meeting links added to the system calendar in the last three months will be verified and synced.

4. If a password-protected meeting is added, you need to enter the password first before you can join the meeting and view the documents uploaded during the meeting on the details page.

### Enabling "Sync VooV Meetings from system calendar"

1. Click your profile photo in the top-left corner of the homepage to enter your personal profile page, select **Settings**, and find the **Sync from calendar** option.

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2. Select the **Sync from calendar** option and enable **Sync from system calendar automatically**.

# Collaboration and Interaction

## Chat and Interaction

### Chat in Meeting

Last updated : 2023-12-19 16:47:57

## Feature Overview

VooV Meeting allows attendees to chat in a meeting for efficient communication.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user

**Logged-in device:** Windows, macOS, iOS, or Android

## Basic Chat Features

Window settings: the chat window on PC supports merge and floating. When you click **Chat** to open the chat window for the first time, it will be attached to the main window of the meeting by default, and you can also pop it out as a floating window.

Message content: you can send text, images, and links. When you send a link, it will be automatically converted into the form of URL and opened in the browser upon click.

Notifications: after you receive messages, you can preview them in the main window of the meeting, the messages will be displayed as on-screen comments, and the number of messages will be displayed in the speech bubble.

Emoji: 21 emojis are available to make meetings more active.

## Starting a Chat

### Starting a chat on mobile client

1. In the meeting, tap **Attendees** > **Select Attendees** > **Private** or Tap **More** > **Chat** (select a specific attendee) to start a chat with the attendee.
2. You can select different recipients as needed for private or public chat.
3. The host can set the chat permissions in the meeting.

## Starting a chat on PC client

1. In the meeting, click **Attendees** > **Select Attendees** > **More** > **Private** or click **Chat** (send to a selected attendee) to start a chat with the attendee.
2. You can select different recipients as needed for private or public chat.
3. The host can set the chat permissions in the meeting.

## Starting a chat during screen sharing on PC client

1. During screen sharing, hover over the VooV Meeting at the top of the screen and click **Attendees** > **Select Attendees** > **More** > **Private** or click **Chat** (send to a selected attendee) to start a chat with the attendee.
2. You can select different recipients as needed for private or public chat.
3. The host can set permissions for message recipients.

# Chat Permissions Settings

The host can set chat permissions in the following steps:

1. In the meeting, click **Security** on the toolbar and set whether to allow attendees to chat in **Attendee Permissions**.
2. In the meeting, click **Chat** on the toolbar. Specifically, the host can set the following 4 chat permissions:  
All chats allowed: attendees can start private chats with all attendees and send group chats to all attendees.  
Group chats only: attendees can only send group chats to all attendees but cannot start private chats with all attendees.  
Chat with host only: attendees can start private chats with the host only but not with other attendees.  
Block all attendees: attendees are blocked and cannot start private chats or send group chats to all attendees.

## Chat History Retention after Meeting

You can view all the chat history in all meetings you attended in **Past Meetings** on the client.  
If you don't manually delete a meeting, the chat history in it will be retained for 30 days.

# Unmuting with Shortcut Key

Last updated : 2023-12-19 16:48:24

## Feature Overview

You can press and hold the space key to speak to temporarily unmute yourself.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user

**Logged-in device:** Windows or macOS

**Version:** v2.8.0 or later

## Notes

Pressing and holding the space key to unmute yourself is not a global feature. It will take effect only when the client is active.

The **Press and hold space key to unmute yourself** option in the settings is selected by default and can be disabled.

Prerequisites for the shortcut key to take effect:

The PC audio must be connected when the meeting window is focused.

The mic is currently turned off or you turn off the mic when speaking.

Time when the shortcut key will take effect: you can activate the space shortcut key when you press and hold it for longer than 0.5s. It will be deactivated when you release it, the mic is disconnected exceptionally, or you leave the meeting.

## Using Shortcut Key

After the shortcut key has taken effect, you can unmute yourself to speak by pressing and holding the space key for longer than 0.5s.

# Whiteboard Sharing

Last updated : 2023-12-19 16:48:34

## Feature Overview

VooV Meeting offers a whiteboard feature which makes it easier for you to communicate with team members efficiently.

## Prerequisites

Free or Enterprise Edition users

Windows, macOS, iOS, or Android

v2.2.0 or later

System requirements

### Windows/macOS

1. Windows 7 or later
2. macOS 10.11 or later

### Android/iOS

1. Android 9.0 or later
2. iOS 12 or later (except iOS 13.0)

## Notes

1. You can open the whiteboard/annotation toolbar when you share a whiteboard, window, or desktop on computer.
2. You can use the whiteboard toolbar when you share a whiteboard on mobile.

## Enable Whiteboard Sharing

### Windows/macOS

In a meeting, click **Share Screen** on the toolbar, select **Whiteboard** as the content for sharing, and click **Share**.

### Android/iOS



In a meeting, tap **Share Screen** on the toolbar and select **Share Whiteboard**.

## macOS

1. Select: you can select/click the added whiteboard content and adjust it.

### Caution:

This feature lets you drag, zoom in/out, or switch content that is added with **Pen**, **Highlighter**, or **Graphic**. You can also drag, edit text, change the text color or font size.

2. Spotlight: this feature creates a red point over the shared content, and you can control its movement over the content.

3. Pen: this feature lets you mark the shared content.

### Caution:

You can change the color and thickness of the pen.

4. Highlighter: this feature lets you mark the shared content.

### Caution:

You can change the color and thickness of the highlighter.

5. Text: you can annotate the shared content with text.

6. Graphic: you can add graphics to the shared content.

### Caution:

Currently, you can add five types of graphics, including quadrilateral, circle, triangle, line, and arrow, and change their shape, thickness, and color.

7. Eraser: you can erase annotations.
8. Undo: this feature lets you undo annotations.
9. Redo: you can recover the annotations you just undid.
10. Clear: you can clear all people's annotations, your annotations, and attendees' annotations.
11. Save: you can save the content on the whiteboard locally and view it in meeting minutes.
12. Hide: you can collapse the toolbar.

## Android/iOS

1. Collapse: you can hide the whiteboard toolbar.
2. Pen: you can mark on the whiteboard.

### Caution:

You can change the color and thickness of the pen.

3. Highlighter: you can highlight the content on the whiteboard.

### Caution:

You can change the color and thickness of the highlighter.

4. Arrow: you can add an arrow on the whiteboard.
5. Eraser: you can erase the content on the whiteboard.
6. Undo: this feature lets you undo the content on the whiteboard.

7. Redo: you can recover the annotations you just undid.
8. Save Whiteboard: you can save the content on the whiteboard locally and view it in meeting minutes.
9. Clear: you can clear all people's annotations, your annotations, and attendees' annotations.
10. Annotation Settings: you can set whether to **Allow other attendees to annotate** and **Show annotator name**.

**Caution:**

This feature is supported for Enterprise Edition users only.

11. Hide: this feature lets you hide the whiteboard and disable screen sharing.

# Screen Sharing

## Partial Screen Sharing

Last updated : 2023-12-19 16:48:55

### Overview

You can share partial screen, such as part of the application window or specific slide content area.

### Prerequisites

Free or Enterprise Edition users

Windows, macOS

v2.20.0 or later

OS requirements: Windows 7 or later or macOS 10.11 or later

### Notes

When you select a screen area, VooV Meeting will automatically detect the window based on the cursor position and use it as the candidate area. You can also drag the cursor to select an area.

Before starting sharing, you can adjust the position and size of the area for sharing, which cannot be adjusted after sharing starts. If you want to adjust the area position or size during sharing, you can select **New Share** to select an area again.

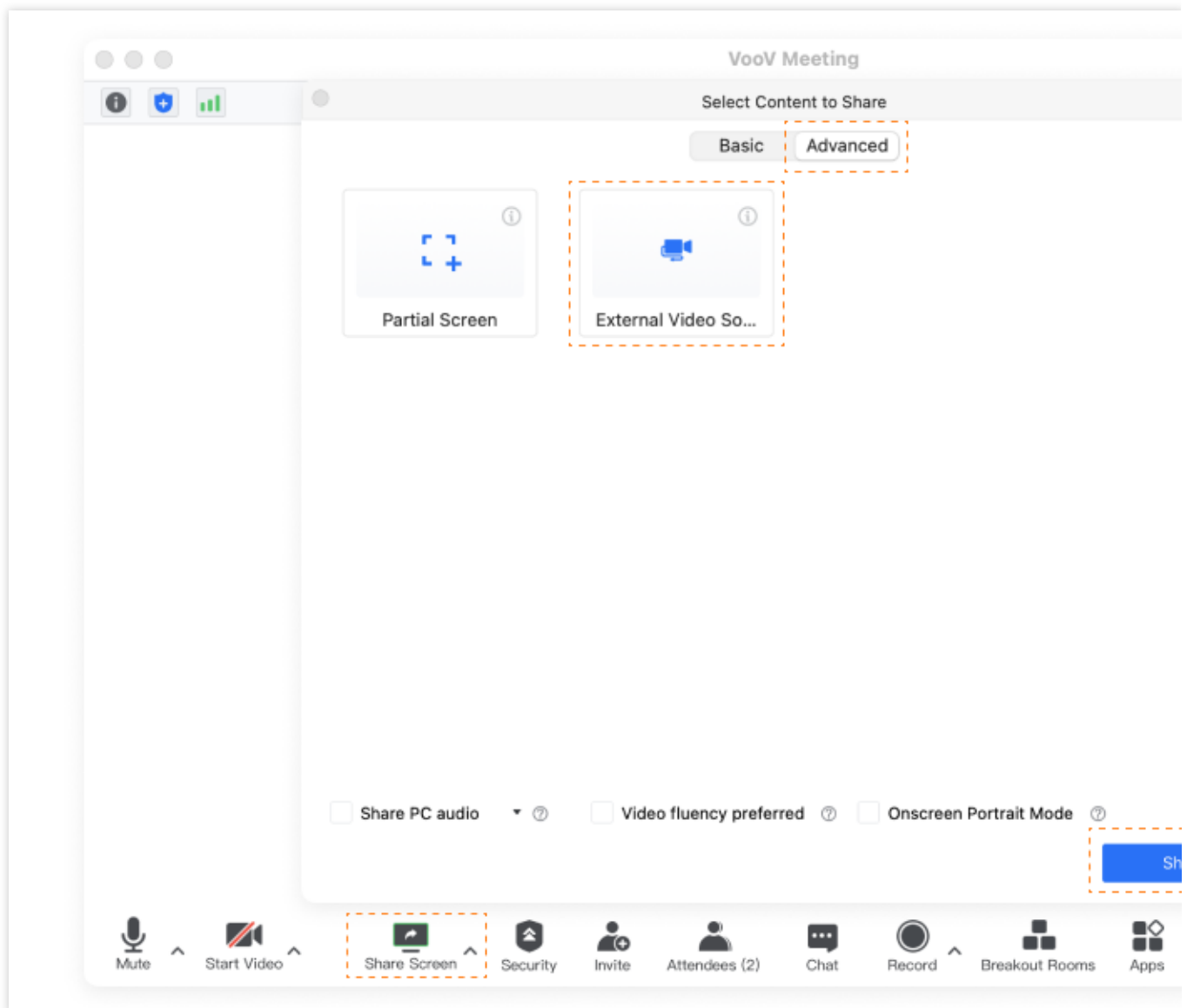
To avoid affecting the watch experience of other attendees, the size of the selected screen sharing area must be above 80 x 80 pixels.

If you use multiple monitors and select partial sharing, you cannot select an area across screens.

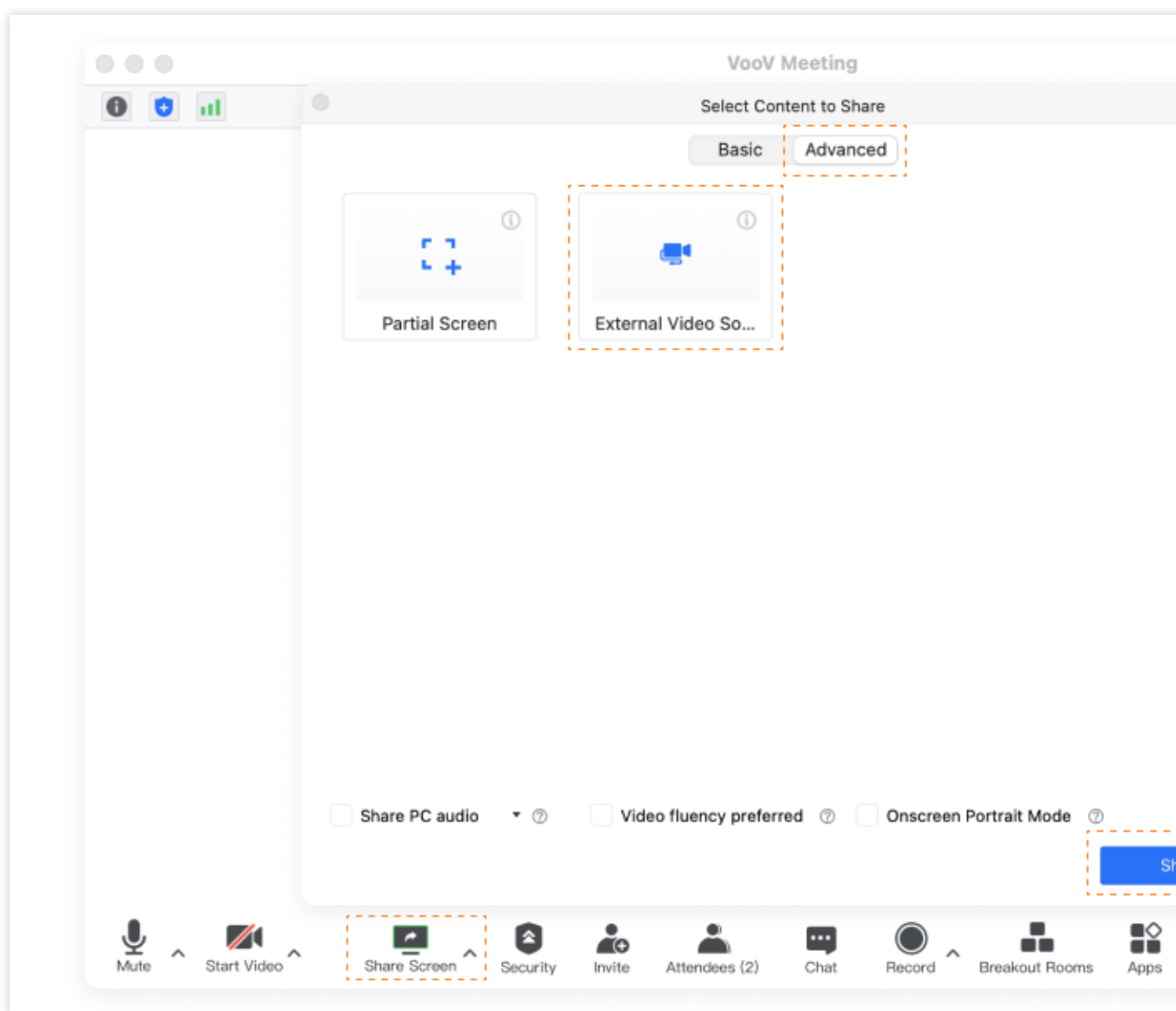
During sharing, all displayed content in the selected area will be shared. Avoid sharing an image area containing private information such as information input, notification message, and personal account.

### Selecting Screen Sharing Area

1. Click **Share Screen** to enter the **Select Content to Share** page.
2. Click **Advanced**, select and double-click **Partial Sharing** or select **Partial Sharing** and click **Share** to select the shared area.



3. After the shared area is selected, the **Cancel** and **Share** buttons will be displayed. You can click **Share** to start sharing the selected area or click **Cancel** to exit sharing.



# Sharing External Video Source

Last updated : 2023-12-19 16:49:07

## Overview

VooV Meeting allows you to connect to an external video source device such as external PC camera, USB video capture card, and image scanner as the second camera and share it to other attendees.

## Prerequisites

Logged-in user: Free or Enterprise Edition user

Device: Windows 7 or later or macOS 10.11 or later

## Notes

We recommend you test the availability of the external video device in advance. For the specific test method, see the usage instructions provided by your device vendor. You can also check the compatibility between the device and VooV Meeting in the video test of VooV Meeting.

### Test before meeting

1. Click the profile photo to enter the personal profile page.
2. On the personal profile page, Click **Settings** > **Video** to enter the **Video** page.
3. Select the target device in the **Device** drop-down list.
4. After selection, check whether the video image is displayed normally.

### Test during meeting

1. Click **Settings** on the toolbar during the meeting and click **Video** to enter the **Video** page.
2. Select the target device in the **Device** drop-down list.
3. After selection, check whether the video image is displayed normally.

## How to Use

An external device source is relative to a built-in device, which is generally an external camera, video capture card, or image scanner. You can share your external video device to other attendees in the following steps:

1. After entering a meeting, select **Share Screen** and open the **Advanced** page in **Select Content to Share**.
2. Select **External Video Source**, select the target device from the identified video devices, and click **Share** to share it as the second video image to other attendees.
3. During sharing, you can view the shared video image or switch between external video devices in the local preview window, which will take effect immediately.

# Share PC Audio During Screen Sharing

Last updated : 2023-12-19 16:49:16

## Share PC Audio During Screen Sharing

### Feature Overview

In addition to sharing your current screen, the screen sharing feature also supports sharing the audio from your PC with other attendees.

### Prerequisites

Free or Enterprise Edition user

Windows/macOS

v2.2.0 or later

System requirements

#### **Windows/macOS**

1. Windows 7 or later
2. macOS 10.11 or later

### Notes

1. The principle that "only one user can share only one screen part at any time during a meeting" also applies to sharing PC audio only as it is also a form of "shared content".
2. When you share PC audio only, you cannot enable annotation, and the toolbar will not be collapsed to the top.
3. During screen sharing, you don't have to enable the mic, but you can also choose to enable **Share PC audio**.
4. When sharing PC audio, please check whether the volume level on your PC is 0, and if so, other attendees will not hear your shared audio.

## Share PC Audio During Screen Sharing

#### **Windows/macOS**



1. When selecting the content to be shared, select **Share PC audio at the same time** in the bottom-left corner of the window to share the audio from your PC with other attendees while sharing the screen.
2. If you only want to share the audio from your PC, please select **Only PC audio**.

# Annotate During Screen Sharing

Last updated : 2023-12-19 16:49:25

## Annotate During Screen Sharing

### Feature Overview

The VooV Meeting client lets multiple users annotate the shared content (including whiteboard) at the same time.

### Prerequisites

Enterprise Edition user

Windows/macOS/iOS/Android

v2.2.0 or later

System requirements

#### **Windows/macOS**

1. Windows 7 or later
2. macOS 10.11 or later

#### **Android/iOS**

1. Android 9.0 or later
2. iOS 12 or later (except iOS 13.0)

### Notes

1. Free Edition users cannot enable the annotation feature, but they can annotate the shared content in meetings started by Enterprise Edition users.
2. Mobile client users can annotate the content shared by desktop client users, but not vice versa.

### Annotation Settings

#### **Windows/macOS**

During screen sharing (desktop/window/whiteboard), click the triangle icon on the right of the **Annotate** button on the toolbar at the top and set whether to **Allow other attendees to annotate** and **Show annotator name** (enabled by default).

### Android/iOS

During whiteboard sharing, tap **More** on the toolbar, select Annotation Settings, and set whether to **Allow other attendees to annotate** and **Show annotator name**.

## Annotation

### Windows/macOS

When watching the shared screen, click the triangle icon on the right of the **Screen Sharing** button to show the **Annotate** option. Click it to show the annotation toolbar.

### Android/iOS

When watching the shared screen, click **More > Annotation** to show the annotation toolbar and add annotations.

# Screen Sharing Watermark

Last updated : 2023-12-19 16:49:34

## Feature Overview

To protect your shared content, VooV Meeting supports setting a watermark for your shared screen.

## Prerequisites

Free or Enterprise Edition user

Windows/macOS/iOS/Android

v2.3.0 or later

System requirements

### Windows/macOS

1. Windows 7 or later
2. macOS 10.11 or later

### Android/iOS

1. Android 9.0 or later
2. iOS 12 or later (except iOS 13.0).

## Notes

### Set watermark

1. Only the host/co-host can set watermarks.
2. Free Edition users can set only a single watermark, while Enterprise Edition users can set a single watermark or multiple watermarks.
3. If multiple watermarks are set for a meeting, only attendees using v2.3 or later will see multiple watermarks, while users on lower versions will only see a single watermark.

### Watermark content and display

1. The content of a watermark is the watching attendee's name in the meeting plus their mobile number.
2. When local recording or cloud recording is used to record the shared content, the watermark will not be recorded.

3. Android users cannot screencapture watermarked shared content, while the screencapturing operation performed by iOS users when watching the watermarked shared content will be recorded by the system.

## Screen Watermark Settings

### Windows/macOS

1. When scheduling a meeting, enable **Screen Sharing Watermark**, and you will see the **Set Watermark** button, and click it to enter the screen sharing watermark settings page. Select **Single** or **Multiple**, click **Apply** after previewing it, and a screen watermark will be set. After the meeting is scheduled, the watermark will be displayed when attendees watch the shared screen.
2. Click the triangle icon on the right of **Share Screen** in the meeting to show the **Screen Sharing Watermark Settings** option. Click it to enter the screen sharing watermark settings page. Select **Single** or **Multiple**, click **Apply** after previewing it, and the screen sharing watermark will take effect immediately.

### Android/iOS

1. When scheduling a meeting, tap **Screen Sharing Watermark** to enter the **Screen Sharing Watermark** page. Enable **Screen Sharing Watermark**, select **Single** or **Multiple**, return to the meeting scheduling page after previewing it, and a screen watermark will be set. After the meeting is scheduled, the watermark will be displayed when attendees watch the shared screen.
2. Tap **More > Settings** in the meeting, find **Enable Screen Watermark** on the settings page, and tap it to enter the screen watermark settings page. Enable **Screen Sharing Watermark**, select **Single** or **Multiple**, return to the settings page after previewing it, and a screen watermark will be set. The watermark will be displayed when attendees watch the shared screen.

# Speaker View Mode

Last updated : 2023-12-19 16:49:43

## Overview

When sharing PowerPoint slides, many users often use the **Speaker View** mode to locally display the **Speaker View**. This document describes how to enable the speaker view when sharing the screen in VooV Meeting.

## Notes

1. Microsoft Office PowerPoint 2016 is used below as an example. When you use only one monitor and enter the **Presenter View**, the two windows **Slide Show** and **Presenter View** will appear. At this time, you can use VooV Meeting to share the **Slide Show** and browse the **Speaker View** locally as desired.
2. When selecting the content to be shared, be sure to double check the name of each window.
3. Open the PowerPoint file, enter the "Presenter View" mode, and then share the screen in sequence.

## How to Use

### Windows:

1. Open the PowerPoint file you are going to share and press Alt + F5 to enter the "Presenter View" mode.
2. Click the **Restore Down** icon in the top-right corner of the **Speaker View** window to restore from "Full Screen" mode to "Window" mode.
3. Switch to the VooV Meeting client, click **Share Screen**, and select the window titled "PowerPoint Slide Show - xxxx (file name)" for sharing.
4. Switch to the "Presenter View" window to deliver the effect.

### macOS:

1. Open the PowerPoint file you are going to share and press Option + Return to enter the "Presenter View" mode.
2. Switch to the VooV Meeting client, click **Share Screen**, and select the **Slide Show** window for sharing.
3. Switch to the **Presenter View** to deliver the effect.

# Audio and Video Management

## Live Streaming Management

### Starting a Live Streaming

Last updated : 2023-12-19 16:49:55

## Feature Overview

Live streaming can relay the shared screen or video image in your current meeting to YouTube, so that more people can watch your meeting.

## Prerequisites

**Logged-in device:** Windows/macOS

## Notes

The live content is delayed by about 20–30s. If the delay time exceeds the normal range, you can start live streaming again.

### Before live streaming

1. Only the host can control live streaming.
2. You can start live streaming only after getting the video content (at least one user in the meeting turns on video or starts screen sharing).
3. You need to get the live streaming permission for your [YouTube account here](#).

### During live streaming

1. After live streaming starts, the live stream replay feature cannot be configured.
2. During live streaming, if all video images are disconnected, live streaming will also end.
3. Only video images can be live streamed, while user chats and files during the meeting cannot.
4. After live streaming ends, you can configure replay and manage the replay content in your YouTube channel.

## Enabling Live Streaming

## Step 1. Configure the client

1. Select **Enable Live Streaming** when scheduling a meeting.
2. In the meeting, turn on the video or start screen sharing to get the live video image.
3. Click **Go Live** on the toolbar to enter the live stream settings page and add a video image for live streaming.
4. Currently, up to 4 (1 big and 3 small) video images can be streamed.
5. Click **Add** on the left of the live stream layout and select an ongoing video image on the right to add it for live streaming.
6. To replace a video image, click the layout frame of the video, deselect it in the ongoing video images on the right, click the layout frame again, and add a new video image to the frame for replacement.
7. To remove a video image from live streaming, select the layout frame of the video image in the live stream layout and deselect it in the ongoing video images on the right.
8. If there is only one video image currently (only one user in the meeting turns on the video or is sharing the screen), it will be the main video image by default and placed to video image 1.
9. After configuring settings, click **Next** to open the browser to configure YouTube live streaming authorization and relayed push.

## Step 2. Configure YouTube authorization and relayed push

1. Log in to YouTube with your Google account in the browser.
2. Set the live stream title and whether to make it public.
3. Click **Live Stream on YouTube** and click **Open VooV Meeting** in the pop-up window.
4. The YouTube page will be redirected to automatically to play back the video or shared screen content in the meeting.

## Inviting Others to Watch Live Stream

Copy the live stream link on the live stream settings page or the YouTube URL in the browser and share to others. Viewers can click the link to enter your live room in the browser to live watch the meeting.



# Video Management

## HD Video

Last updated : 2023-12-19 16:50:08

### Feature Overview

After HD video is enabled, VooV Meeting will provide 1080p HD video image to make your video image in the meeting clearer and more vivid.

### Prerequisites

**Logged-in user:** Enterprise Edition user

**Logged-in device:** Windows or macOS

**Version:** v1.6.0 or later

**Hardware requirements:**

CPU: Intel Core i7 4-core or higher (currently, AMD CPUs are not supported).

Camera: built-in or external camera supporting capturing image at a resolution of 1080p or higher.

Recommended bandwidth: 3–5 Mbps.

### Notes

Enterprise Edition users can enable HD video. After HD video is selected, it will take effect immediately as long as the hardware requirements are met.

If HD video is enabled, the client can encode and send videos with a resolution of up to 1080p and a frame rate of 15 FPS.

If HD video is disabled, the client can encode and send videos with a resolution of up to 720p and a frame rate of 30 FPS.

No matter on which edition (Enterprise, Business, or Free) the receiver client is, it can play back videos with a resolution of up to 1080p and a frame rate of 15 FPS as long as the PC performance allows.

The average CPU utilization within 1 minute cannot exceed 30%; otherwise, the HD video quality cannot be maintained.

### Enabling HD Video

---

On the VooV Meeting homepage or in the window of a meeting in progress, click **Settings** > **Video** and select **HD Video**, and HD video will take effect immediately.

# Floating Window Display

Last updated : 2023-12-19 16:50:27

## Feature Overview

VooV Meeting supports floating window, making it easy for you to switch between tasks.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user

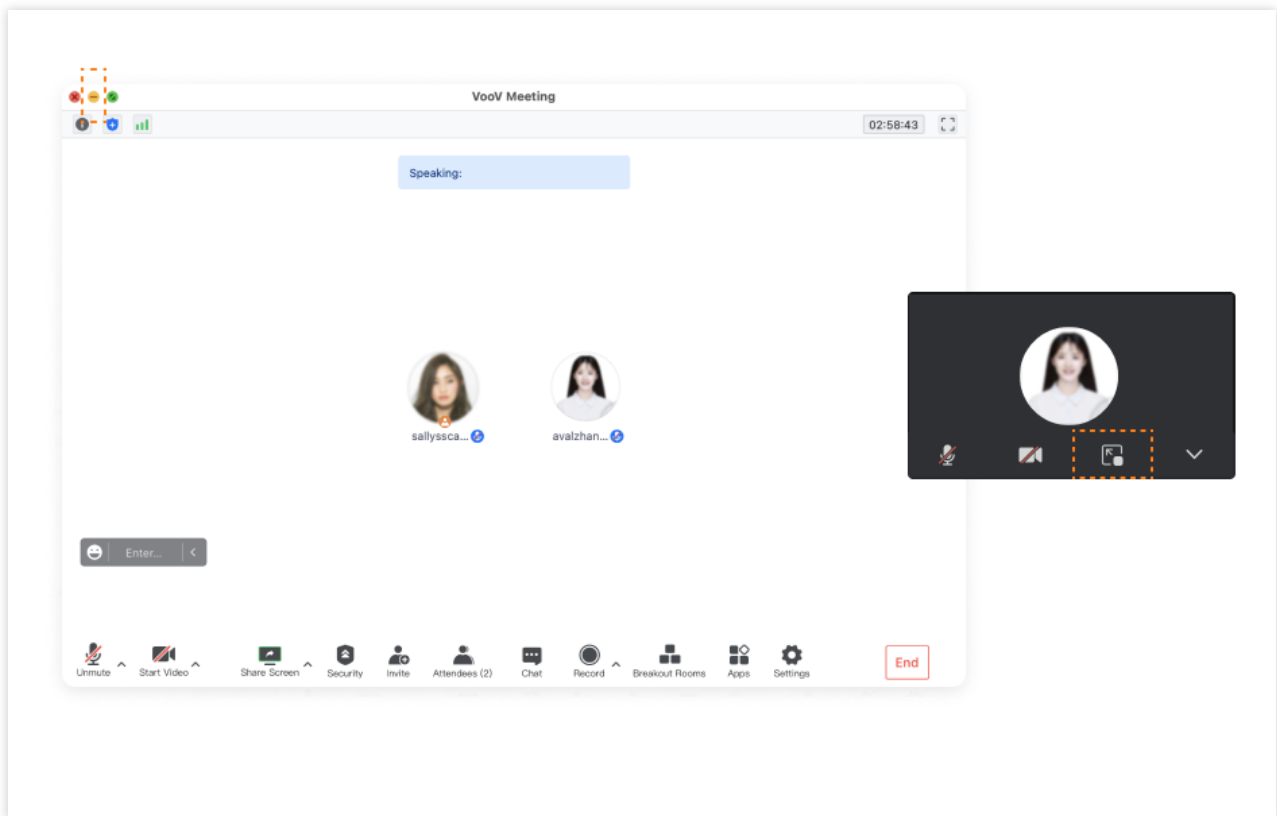
**Logged-in device:** Windows, macOS, iOS, or Android

**Version:** v3.0.0 or later

## Enabling Floating Window

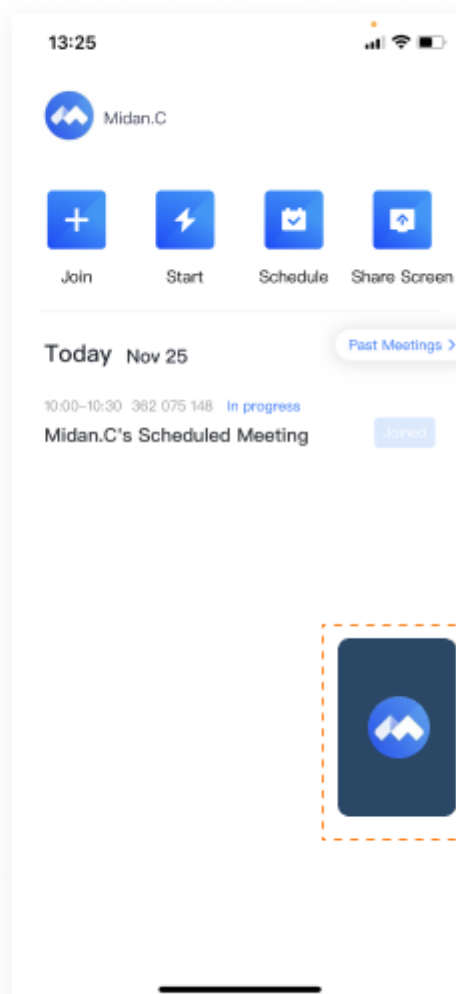
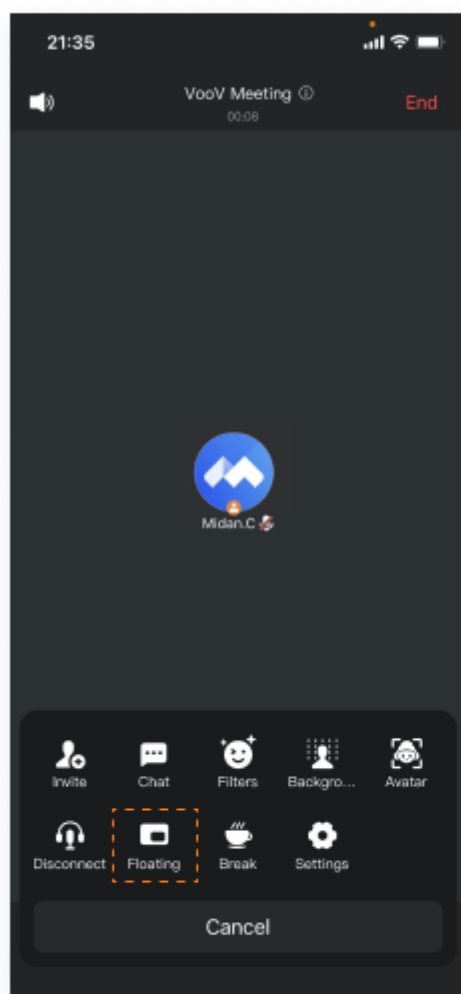
### Windows/macOS

During a meeting, click the **Minimize** icon to display the floating window, where you can choose to return to the main panel or collapse the floating window.



## Android/iOS

During a meeting, tap **More > Floating** to display the floating window. After getting the relevant system permissions, you can display the floating window both in and outside the app on Android, while iOS supports floating window display only in the app.



# Multi-Monitor Mode

Last updated : 2023-12-19 16:50:37

## Overview

If your device is connected to multiple monitors, you can enable the **multi-monitor mode** to display VooV Meeting on the extended monitors for a better meeting experience.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user

**Logged-in device:** Windows

**Version:** v2.2.0 or later

## Notes

VooV Meeting can be displayed on an extended monitor if the following requirements are met:

Two or more monitors are set for the PC.

The extended monitors are selected in **Settings > System > Display > Multiple displays** on Windows.

On the VooV Meeting homepage, go to **Settings > General** and enable **Multi-Monitor Mode**.

If extended monitors are disconnected, the multi-monitor mode will be automatically disabled.

## Extended Display Mode

The secondary window does not have the toolbar and therefore has no meeting control features. It varies a lot in two screen sharing scenarios as detailed:

### If screen sharing is enabled:

You can switch to speaker view/full screen in the secondary window, and speaker spotlight is supported.

If the secondary window is on the monitor of the screen for sharing, after desktop/window sharing starts, the secondary window will be moved to monitor 1. If monitor 1 is shared, the window will be moved to monitor 2 by default (this rule also applies if two or more monitors are connected).

Suppose the secondary window is on monitor 1: if you select monitor 1 or a window on monitor 1 for sharing, the secondary window will be automatically moved to monitor 2. After sharing ends, the secondary window will be automatically restored to the original monitor no matter whether it is moved during sharing.

Suppose the secondary window is on monitor 1: if you select monitor 2 or a window on monitor 2 for sharing, the position of the secondary window will not change. After sharing ends, the secondary window will be automatically restored to the original monitor no matter whether it is moved during sharing.

Suppose over two monitors are connected and the secondary window is not on monitor 1: if you select the monitor where the secondary window is for sharing, the secondary window will be automatically moved to monitor 1 to adapt to the multi-monitor mode.

Suppose the whiteboard is being shared: the monitor displayed on the whiteboard will be the one where the screen sharing selection pop-up window is.

If the whiteboard and the secondary window are on the same monitor:

If two monitors are connected, the secondary window will be automatically moved to the other monitor.

If over two monitors are connected: if the whiteboard is on monitor 1, the secondary window will be moved to monitor 2, otherwise, the secondary window will be moved to monitor 1.

#### **If screen sharing is not enabled:**

Only you yourself are in the meeting: your video image/profile photo will be displayed in the secondary window.

The meeting has two people: your video image/profile photo will be displayed in the secondary window, and the video image/profile photo of the other people will be displayed in the main window (speaker spotlight does not take effect). If the other people starts screen sharing, the secondary window will enter the speaker mode by default, and the layout can be switched.

The meeting has over two people: the secondary window will display only the video image/profile photo of the single speaker. If the attendees start screen sharing, the secondary window will enter the speaker mode by default, and the layout can be switched.

You cannot switch to speaker view/full screen in the secondary window.

If an attendee is watching the shared screen, the screen sharing content will be displayed in the secondary window by default.

## Using Extended Monitor for Display

1. Make sure that your device has been connected to multiple monitors successfully.
2. Select the extended monitors in **Settings > System > Display > Multiple displays** on Windows.
3. On the VooV Meeting homepage, go to **Settings > General** and select **Multi-Monitor Mode**, and the settings will take effect immediately and saved under the current account locally.
4. After configuring the above settings, you can view the corresponding video image in the secondary window.

## Locking Video Image

### **Prerequisites for locking**

The multi-monitor mode is enabled.

The meeting has at least 2 people.

If an attendee enables the camera during the meeting, the attendee will be locked on the screen.

## Notes

If an attendee (including yourself) enables screen sharing during the meeting, the locking feature will be unavailable.

An attendee can be locked on multiple screens, but multiple attendees cannot be locked on the same screen.

## Locking operation

### In grid view

1. In grid view, click ... in the top-right corner or right-click the image, and options **Lock video to screen 1** and **Lock video to screen 2** will be displayed.
2. Click the target option to lock the video image on the corresponding screen.
3. Right click the image in the grid view again or click ... and select **Unlock video from screen N** to unlock.

### In speaker view

1. In speaker view, click ... in the top-right corner of a thumbnail or right-click the image, and options **Lock video to screen 1** and **Lock video to screen 2** will be displayed.
2. Click the target option to lock the video image on the corresponding screen.
3. Right click the image in the speaker view again or click ... and select **Unlock video from screen N** to unlock.



# Gaze Correction

Last updated : 2023-12-19 16:50:47

## Overview

The gaze correction feature can correct the gaze, so that your gaze can remain focused in the video image even when you are not looking at the camera.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user

**Logged-in device:** Windows or macOS

**Version:** v2.4.0 or later

**Hardware requirements:** this feature is supported only on models with a CPU of Intel Core i5 4-core or higher

## Notes

Before using gaze correction, you can check whether your PC supports this feature in **Settings > Video**. If **Gaze Correction** is grayed out, it indicates that the feature is not supported.

Gaze correction can take effect when the positive/negative offset of your face is within  $\pm 30^\circ$  in the pitch, roll, and yaw axes.

If there are multiple users in front of the camera, gaze correction will take effect only for the user whose head occupies the largest proportion of the image.

After gaze correction is enabled, all attendees can view its effect.

## Using Gaze Correction

1. Click the gear icon in the top-right corner of the homepage to enter the settings page and click **Video** to enter the video page.
2. On the video page, select **Gaze Correction**, and this feature will take effect immediately. You can confirm the effect in the video preview.

# Virtual Background

Last updated : 2024-03-18 16:08:35

## Overview

Background is an application of the portrait segmentation technology. During a video meeting, VooV Meeting can automatically recognize the attendees and replace their backgrounds with the specified image or video. On one hand, the virtual background can protect the attendees' privacy; on the other hand, it can replace a real exhibition background to facilitate themed promotion of the meeting and reduce the meeting costs. To get a better virtual background experience, we recommend you use this feature in a simple scenario with even lighting. If you have a green screen, you can use the green screen feature to further improve the virtual background effect.

## Prerequisites

**Logged-in user:** Enterprise Edition user

**Logged-in device:** Windows, macOS, iOS, or Android

**Version:** v1.3.0 or later

**Hardware requirements:**

Hardware	Requirements
Windows/macOS	Models with a CPU that supports AVX2 and has more than two cores (generally, CPUs launched after 2013 meet such requirements).
iOS	iPhone 6s or later and iPad Pro 1st gen launched in 2015 or later (not on iOS 10.3).
Android	Models with the following chips: For Snapdragon 600 series, the chip model must be at least 670, such as vivo X23. For Snapdragon 700 series, the chip model must be at least 710, such as vivo NEX. For Snapdragon 800 series, the chip model must be at least 835, such as Mi MIX 2. For Kirin 700 series, the chip model must be at least 710, such as Honor 20i. For Kirin 800 series, the chip model must be at least 810, such as Honor 9X. For Kirin 900 series, the chip model must be at least 955, such as Huawei P9.

## Notes

**Requirements for customized image or video:**

Image:

Format: .jpg, .bmp, .png

Resolution: 4096 × 4096

Size: within 20 MB

Aspect ratio: 0.01–100. We recommend you use 16:9

Quantity: 19 images for Android/iOS each and 49 images for macOS/Windows each. The quantity includes the numbers of blurred backgrounds, images in the system, and images uploaded by users.

Video:

Format: .mov and .mp4

Resolution: 1920 × 1080

Size: unlimited

**To have a better virtual background experience, we recommend you use this feature in a simple environment:**

If the environment has few objects and monotonous background color, we recommend you use green screen.

A clearer camera is used for the video meeting.

The lighting in the meeting environment is even.

Avoid dressing in the same color as the background.

**If video is used as the virtual background, do not block the camera:**

After the camera is blocked, the capture frame rate will become too low and reduce the refresh rate, which will slow down background loading.

## Using Virtual Background

### Windows/macOS

1. Go to the background settings page:

Click the **Settings** icon in the top-right corner on the meeting homepage to enter the settings page and click **Background&Beauty**.

During the meeting, click **Apps > Filters > Background&Beauty**.

During the meeting, click **Settings > Background&Beauty**.

2. You can also select an image or video in the system as the meeting background or select **Blur** and view the background in the preview window.

3. If you have installed a physical green screen, select **I Have a Green Screen**, and you can use the color picker to select the background color to be removed in the preview window. If the picked color is not accurate, you can click **Reset** to pick the recommended color.

4. To disable the background, select **None**.

### Android/iOS

1. Go to the background settings page:

Tap the profile photo on the homepage to enter the account center page and tap **Settings > Background**.

During the meeting, tap **More** on the toolbar and tap **Background**.

2. You can select an image as the meeting background or select **Blur** and directly view the effect in the preview window.

3. Tap **+** to upload an image as the meeting background. To delete it, select the image and tap **Delete** in the bottom-left corner of the page.

4. To disable the background, select **None**.

# Video Noise Cancellation

Last updated : 2023-12-19 16:51:24

## Overview

VooV Meeting supports video noise cancellation to reduce the video image noise in real time to make the image clearer.

## Prerequisites

**Camera:** built-in or external camera

**Logged-in user:** Free or Enterprise Edition user

**Hardware requirements:**

Hardware	Requirements
Windows	It should support the AVX mode and have more than 2 CPU cores.
macOS	In Metal mode, the OS X system version should be above 10.11. In AVX mode, the number of CPU cores should be above 2.
iOS	In Neon mode, it should be iPhone 7 or later or iPad Pro 12.9-inch 2nd gen or later.
Android	It should support OpenCL in OpenCL mode and Neon in Neon mode.

## How to Use

### On PC client

1. Open VooV Meeting and join a meeting.
2. Click **Settings** on the toolbar during the meeting.
3. Select **Video** on the Settings page.
4. Select **Video Noise Cancellation**.

### On mobile client

1. Open VooV Meeting and join a meeting.
2. Tap **More > Settings** on the bottom bar during the meeting.
3. Scroll down the Settings page and enable **Video Noise Cancellation**.

# Audio Management

## Audio Selection and Testing

Last updated : 2023-12-19 16:51:40

### Feature Overview

VooV Meeting supports "PC Audio" and "Call In" audio connection methods for your choice. Before or after joining a meeting, test your audio device promptly to ensure that the device can be used normally.

### Prerequisites

**Mic:** built-in mic of your device or an external USB, Bluetooth, or wired mic

**Speaker:** built-in speaker of your device or an external USB, Bluetooth, or wired speaker

**Logged-in user:** Free or Enterprise Edition user

**Logged-in device:**

Windows 7 or later

macOS 10.11 or later

Android 4.4 or later

iOS 10 or later

### Notes

When you join a meeting on PC client, we recommend you test whether your audio devices can be used normally in advance:

#### Test before meeting

Click the profile photo to enter the personal profile page.

Click **Settings** > **Audio** on the personal profile page.

Select the devices to be used in the **Speaker** and **Mic** drop-down lists.

After selection, click **Test** to test the speaker and mic respectively.

#### Test during meeting

Click **Settings** on the toolbar during the meeting.

Click **Audio** on the **Settings** page or click the arrow next to **Mute/Unmute** on the toolbar and select **Audio Options** to enter the **Audio** page.

Select the devices to be used in the **Speaker** and **Mic** drop-down lists.

After selection, click **Test** to test the speaker and mic respectively.

**Caution:**

If you don't select an audio connection method, you cannot speak or hear other attendees during the meeting.

## How to Use

### PC audio

In "PC Audio" mode, you can directly use the PC mic and speaker (headset) as the meeting audio connection method to join the meeting, which is suitable for small meetings and is not limited by scenarios. If you want to hold a large meeting, we recommend you use "Call In" as the audio connection method, which has a better audio quality.

After entering a meeting, select **PC Audio** or **Call In** in the **Select a Method to Connect to Meeting Audio** pop-up window.

You can also click the arrow on the right of **Mute/Unmute** in the toolbar of the meeting window and select **PC Audio**.

You can also select **Use PC Audio by Default** on the **PC Audio** tab in the **Select a Method to Connect to Meeting Audio** pop-up window, so that you don't need to select the audio connection method again when joining a meeting next time, and PC audio will be used by default.

### PSTN Call in

In "Call In" mode, you can use a landline or mobile phone to dial the corresponding number to join a meeting, and the phone rather than the PC mic and speaker will be used as your meeting audio source, which has a more stable call audio quality. However, in this connection method, your carrier will charge you for the local or international call according to applicable billing rules.

After you enter a meeting, the **Select a Method to Connect to Meeting Audio** window will pop up.

Click **Call In** in the pop-up window.

Select your country/region.

After selection, dial the number displayed on the page by using your landline or mobile phone.

After the call is connected, enter the meeting ID and press **#** for confirmation as prompted.

Enter your attendee ID and press **#** for confirmation.

If **You have joined the meeting, and x attendees are in the meeting currently** is prompted, you have joined the meeting successfully.

If you use a mobile phone to dial the number, you can press and hold **0** to enter the **+** sign; on a VoIP phone, press and hold **" "** to enter **+**; on a general landline phone, enter **0086** to indicate the **+86** code. Then, enter the attendee ID and press **#** for confirmation as prompted.

After you enter the attendee ID, the landline or mobile phone rather than the PC mic and speaker will be used as the meeting audio source, which has a more stable call audio quality. If you don't enter the attendee ID but directly press # to join the meeting, you will enter the meeting as an independent attendee, and howling may occur on the phone and your original device in the meeting.

**Caution:**

Pstn is currently reclaimed as a paid function, which can only be used by corporate accounts and purchased Pstn capabilities.



# Audio Mode

Last updated : 2023-12-19 16:51:49

## Feature Overview

VooV Meeting supports the audio mode on PC and mobile clients, which can be enabled if your network conditions are poor or you want to reduce traffic and receive only the shared screen and audio.

## Prerequisites

**Mic:** built-in mic of your device or an external USB, Bluetooth, or wired mic

**Speaker:** built-in speaker of your device or an external USB, Bluetooth, or wired speaker

**Logged-in user:** Free or Enterprise Edition user

**Logged-in device:**

Windows 7 or later

macOS 10.11 or later

Android 4.4 or later

iOS 10 or later

**VooV Meeting version:**

Windows/macOS client: v0.9.4 or later

Android/iOS client: v1.7.5 or later

## Notes

You can set the audio mode only during a meeting. After it is enabled, you will receive only the audio streams and shared screens of other attendees but not their video streams.

## How to Use

### On PC client

1. Open VooV Meeting and join a meeting.
2. Click **Settings** on the toolbar during the meeting.
3. On the **Settings** page, select **General** and enable **Audio Mode**.

## On mobile client

1. Open VooV Meeting and join a meeting.
2. Tap **More** > **Settings** on the toolbar during the meeting.
3. Scroll down the settings page and toggle on **Audio Mode**.

# Music Mode

Last updated : 2023-12-19 16:52:21

## Feature Overview

VooV Meeting supports the music mode. After it is enabled, the original audio will be rendered as detailed as possible. If there is any music being played back in the environment, other attendees can hear it more clearly.

## Prerequisites

**Mic:** built-in mic of your device or an external USB, Bluetooth, or wired mic

**Speaker:** built-in speaker of your device or an external USB, Bluetooth, or wired speaker

**Logged-in user:** Free or Enterprise Edition user

**Logged-in device:**

Windows 7 or later

macOS 10.11 or later

Android 4.4 or later

iOS 10 or later

## Notes

The music mode conflicts with audio noise cancellation, and only one of them can be enabled at the same time. On the PC client, if the music mode is enabled, the audio noise cancellation can only be **Close**.

## How to Use

### On PC client

1. Open VooV Meeting and join a meeting.
2. Click **Settings** on the toolbar during the meeting.
3. On the **Settings** page, select **Audio** and **Music Mode and Professional Audio**.

### On mobile client

1. Open VooV Meeting and join a meeting.
2. Tap **More > Settings** on the toolbar during the meeting.

3. Scroll down the settings page and toggle on **Music Mode**.

# Audio Noise Cancellation

Last updated : 2023-12-19 16:52:32

## Feature Overview

VooV Meeting supports audio noise cancellation. After it is enabled, other attendees can hear your voice more clearly even in a noisy environment.

## Prerequisites

**Camera:** built-in or external camera

**Logged-in user:** Free or Enterprise Edition user

**Logged-in device:**

Windows 7 or later

macOS 10.11 or later

Android 4.4 or later with support for OpenCL or NEON

iOS 10 or later

## Notes

The music mode conflicts with audio noise cancellation, and only one of them can be enabled at the same time. On the PC client, if the music mode is enabled, the level of audio noise cancellation can only be **Close** or **Low**.

## How to Use

### On PC client

1. Open VooV Meeting and join a meeting.
2. Click **Settings** on the toolbar during the meeting.
3. Click **Audio** on the settings page.
4. On the **Audio** page, find **Audio Noise Cancellation** and select a level (Close, Low, Medium, or High) in the drop-down list. The higher the level, the stronger the noise cancellation effect. If you want to capture non-human sounds in the environment, we recommend you set a relatively low level.

### On mobile client

1. Open VooV Meeting and join a meeting.
2. Tap **More** > **Settings** on the toolbar during the meeting.
3. Scroll down the settings page and toggle on **Audio Noise Cancellation**.

# Recording Management

## Local Recording

Last updated : 2023-12-19 16:54:28

### Overview

Local recording helps you record meetings quickly and conveniently. It can save the meeting video and shared content in your local folder.

### Prerequisites

**Logged-in user:** Free or Enterprise Edition user

**Logged-in device:** Windows or macOS

**Version:** v2.3.0 or later

### Notes

#### Recording process

During recording, you cannot change the recording file storage path.

If a meeting ends during recording or you are kicked out, recording will stop and the recording file will be converted automatically.

The host and co-hosts are mutually exclusive in local and cloud recording, who share the same start/pause/resume/end operations.

#### Recording permission

The VooV Meeting app does not support local recording but can control the recording permission.

If the permission is **Allow selected attendees to record**, **Allow Recording/Forbid Recording** are displayed in **Attendees > More**.

If the permission is changed from **Allow all attendees to record** to **Allow selected attendees to record**, all attendees can still keep their recording permission, the **Attendees > More > Forbid Recording** option will be displayed for the host to disable recording for a specified attendee, and new attendees after the change cannot record the meeting.

When the recording permission is **Allow selected attendees to record**, if you revoke the co-host role from an attendee, the **Allow Recording** permission will be kept by default. When the recording permission is changed from **Allow selected attendees to record** to **Only the host can record**, the attendees allowed to record will become unable to record.

Before recording the meeting, you can click **Record** to check whether you have the recording permission, and if not, apply to the host for it promptly.

## Recording file

If a meeting has multiple recording segments, multiple recording files will be generated in chronological order. After a recording is resumed, the recording content before pause will be merged with the content after resumption into one recording file.

If a recording is interrupted due to any exception, you can find the recording file in **Past Meetings** and convert it to watch the content before interruption.

# Enabling Local Recording

## Windows/macOS

1. Click **Recording** and select **Local Recording** during a meeting.

If you are muted, you can select **Unmute** or **Record without audio** when starting recording.

If you are not muted, recording will be started normally.

2. After recording is started:

**Record** at the toolbar will become *\*End*.

The recording status will be displayed in the top-left corner of the main window, and the **Pause Recording** and **End Recording** buttons will be displayed.

**Pause Recording** and **End Recording** options will be added to the menu expanded after you click the arrow button on the right of **End** on the toolbar.

Pause Recording: you can click this button to pause the current recording, and the button will become **Resume Recording**.

Resume Recording: you can click it to resume recording.

End Recording: you can click it to end and exit recording, and **After the meeting ends, the recording file will be automatically converted to MP4 format** will be prompted.

The recording status will be displayed in the attendee list.

3. After a meeting ends, the system will automatically convert the recording file and then open its folder, so that you can quickly view the recording file.

## Local Recording Permissions (For Hosts/Co-hosts)



## Windows/macOS

During a meeting, click the arrow icon on the right of **Record** at the toolbar, and three recording permissions will be displayed: **Only the host can record**, **Allow all attendees to record**, and **Allow selected attendees to record**.

**Only the host can record**: this is the default option. If it is selected, only the hosts/co-hosts can enable recording.

**Allow all attendees to record**: all attendees can enable recording.

**Allow selected attendees to record**: after it is enabled, the hosts/co-hosts can enable recording and allow specified attendees to enable recording in **Attendees**.

**Forbid Recording**: when **Allow selected attendees to record** is selected, the hosts/co-hosts can select an attendee allowed to enable recording in **Attendees** and click **Forbid Recording** to revoke the recording permission.

## Android/iOS

During a meeting, tap **More > Settings**, and find Recording Settings, three recording permissions will be displayed:

**Only the host can record**, **Allow all attendees to record**, and **Allow selected attendees to record**.

**Only the host can record**: this is the default option. If it is selected, only the hosts/co-hosts can enable recording.

**Allow all attendees to record**: all attendees can enable recording.

**Allow selected attendees to record**: after it is enabled, the hosts/co-hosts can enable recording and allow specified attendees to enable recording in **Attendees**.

**Forbid Recording**: when **Allow selected attendees to record** is selected, the hosts/co-hosts can select an attendee allowed to enable recording in **Attendees** and click **Forbid Recording** to revoke the recording permission.

# Recording Layout and Content

Last updated : 2023-12-19 16:54:42

## Overview

VooV Meeting supports recording video image in multiple layouts.

## Local Recording Layout and Content

### Recording content in different meeting status

**Pure audio:** attendees only turn on their audio. If no users are speaking, the black background image will be recorded. If a user is speaking, the black background image, speaker name, and speaker audio will be recorded.

**Video:** when all attendees turn on their video, their video images and audio will be recorded.

**Video + audio:** when some users turn on their video while others don't, the video images and audio will be recorded for the former, while the black background image, username, and audio will be recorded for the latter.

**Screen sharing:** if **Record the speaker thumbnail during screen sharing** is not enabled in the settings, only the shared screen and audio will be recorded; otherwise, the shared screen, speaker thumbnail, and audio will be recorded.

#### Screen sharing paused:

Sharer: the last frame before the pause and audio will be recorded during the pause.

Viewer: the black screen and audio will be recorded during the pause.

When an application is being shared, screen sharing will be paused if you drag the application window, and the recording content will be the same as that during screen sharing pause.

### Recording content in different layouts

In a custom layout, content will be recorded in the grid view.

In grid view, the grid image will be recorded.

In speaker view, the large image of the speaker will be recorded, and image can be switched by speaker spotlight. If the image is locked, only the locked image will be recorded.

The recording content will be directly switched upon layout, grid, or video attendee switch.

# Recording File Conversion and Retention

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## Overview

Local recording of VooV Meeting supports the MP4 format, and recording files can be saved to a specified folder. After a meeting is recorded, you can directly find the recording in **Past Meetings**, play it back, open its folder, or delete it.

## Prerequisites

**Logged-in user:** Free or Enterprise Edition user

**Logged-in device:** Windows or macOS

**Version:** v2.3.0 or later

## Notes

During recording, you cannot change the recording file storage path.

If you **delete** a recording in **Past Meetings**, the original local recording file will **also be deleted**.

Recording file format:

Recorded video file: .mp4

Temporary recording file: .wemta, .wemta.idx, .wemtv, and .wemtv.idx

Recorded audio file: .m4a

Resolution and frame rate of recorded video:

If **Record the speaker thumbnail during screen sharing** is not enabled in the settings, the resolution will be 1920 x 1080.

If **Record the speaker thumbnail during screen sharing** is selected, the resolution will be (1920 + 240) x 1080. Here, the big image resolution is 1920 x 1080, and the thumbnail resolution is 240 x 1080.

## Recording File Conversion and Retention

After a meeting ends, the system will automatically convert the recording file and then open its folder, so that you can quickly view the recording.

If recording is interrupted due to an exception, you can find the recording of the meeting in **Past Meetings** and click **Convert** to convert the temporary recording file (.wemta, .wemta.idx, .wemtv, or .wemtv.idx) into a video recording file

(.mp4).

After a meeting is recorded, you can directly find the recording in **Past Meetings**, play it back, open its folder, or delete it.

## Recording Settings

In the Settings page on the meeting homepage, you can specify the following configurations in **Recording**:

Save the recording file to (the folder can be directly opened): specify the folder for saving recording files.

Record the speaker thumbnail during screen sharing: after this is selected, if local recording is started during screen sharing, the image of the shared screen and the speaker image will be recorded together.

Record audio files at the same time: after this is selected, the recorded audio will be output as a separate audio file and saved in the folder.

Save temporary recording files: after this is selected, recording files before conversion will also be saved.

# Account and Management

## Web Account Center

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You can log in to [Account Center](#) at the official website and view the personal information and relevant meeting information.

## Personal Information

### Basic information

Your profile photo, display name, and personal meeting ID are displayed.

### Account type

Your account type is displayed.

### Account security

The mobile number and binding status are displayed.

Email:

If no email address is bound, you will be prompted to improve the security of your account.

If an email address is bound, it will be displayed.

Click **More**, and **Account Cancellation** will be displayed.

#### Caution:

Canceling your VooV Meeting account is an irrecoverable operation. After your account is canceled, you will not be able to log in to or use it. Before canceling your account, make sure that:

The benefits you are entitled to under your account have been settled or properly dealt with, including but not limited to paid account permissions and permissions for value-added services. Such permissions will be no longer available after the cancellation of your account.

All files under your account have been properly saved, including but not limited to meeting recordings.

Your account is not involved in any disputes, including but not limited to complaints, reports, arbitration, and lawsuits.

## Personal Meeting Room

### Personal meeting room information

Personal Meeting ID (copyable)

Meeting Link

Join by Phone: PSTN numbers are displayed (copyable)

Meeting Password

### Meeting settings

Enable Waiting Room

Attendees Can Join Before the Host

Enable Screen watermark

### Mute Attendees upon entry

Enable When Attendees Exceed 6 People

## Meeting List

The meeting list displays upcoming and past meetings.

### Upcoming meetings

You can enter a meeting ID to search for a meeting.

The list displays the following parameters: start time, meeting topic, meeting ID, and operation.

If no meetings are scheduled and you want to schedule a meeting, you can click **Schedule a Meeting** to enter the meeting scheduling page.

### Past meetings

You can enter a meeting ID to search for a meeting.

The list displays the following parameters: start time, meeting topic, meeting ID, and operation.

Clicking **Meeting Topic** will redirect you to **Meeting Details**, where you can sync the meeting start time to your calendar and view the meeting documents.

To schedule a meeting, you can click **Schedule a Meeting** to enter the meeting scheduling page.

# Web Account Center - My Meetings

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## My Meetings

### Personal Profile

#### Basic information

Your profile photo, display name, and personal meeting ID are displayed.

#### Account type

1. Your account type is displayed. If it is Free Edition, you can upgrade it to Pro or Enterprise Edition, which entitles you to more features. Clicking **Upgrade** will redirect you to the upgrade page.
2. The duration per meeting is displayed: 9,999 minutes.

#### Account security

1. Your mobile number and its binding status are displayed.
2. Account Password: if it is set, you can click **Change** to change it. In this case, you must verify your identity with an SMS verification code.
3. Bind WeChat: your bound WeChat ID is displayed.
4. Email Address: if it is not bound, you will be prompted to improve the security of your account; otherwise, the bound email address is displayed.
5. You can click **More** to display the account cancellation option:

Note for account cancellation: canceling your VooV Meeting account is an irrecoverable operation. After your account is canceled, you will not be able to log in to or use it. Before canceling your account, please make sure that:

- 5.1 The benefits you are entitled to under your account have been settled or properly dealt with, including but not limited to paid account permissions and permissions for value-added services. Such permissions will be no longer available after the cancellation of your account.
- 5.2 All files contained within your account have been properly saved, including but not limited to meeting recordings.
- 5.3 Your account is not involved in any disputes, including but not limited to complaints, reports, arbitration, and lawsuits.

### Personal Meeting Room

Personal meeting room info:

Personal meeting ID (copyable).

Meeting link.

Call: PSTN number is displayed (copyable).

Meeting password.

Meeting settings status:

Enable Waiting Room.

Attendees Can Join Before the Host.

Mute Attendees upon Entry.

Enable Screen Watermark.

Attendee settings: the scope of attendees is displayed.

## Edit personal meeting room

Click **Edit Meeting** to edit personal meeting room settings:

1. You can set the password required for attendees to join meetings. It is optional and can contain 4–6 digits. If it is not set, no password will be required for meeting joining.

2. Settings: you can select relevant meeting settings:

Enable Waiting Room.

Attendees Can Join Before the Host.

Mute Attendees upon Entry.

Enable Screen Watermark.

3. Mute Attendees upon Entry: **Enable**, **Disable**, or **Mute New Attendees for Meetings with 6+ Attendees**.

4. Assign Hosts.

5. Attendee settings: **Open to all** or **Enterprise users only**.

Note: if you modify your settings, all meetings started with your personal meeting ID will be modified as well.

## Meeting List

The meeting list displays upcoming meetings, finished meetings, and meetings in progress.

### Upcoming meetings

The list displays the following parameters:

Start Time.

Meeting Topic.

Meeting ID.

Operation.

If no meetings are scheduled and you want to schedule a meeting, you can click **Schedule Meeting**.



Clicking **Schedule Meeting** will redirect you to the meeting scheduling page.

## Finished meetings

You can enter a meeting ID to search for a meeting.

The list displays the following parameters:

Start Time.

Meeting Topic.

Meeting ID.

Operation.

Clicking **Meeting Topic** will redirect you to **Meeting Details**, where you can sync the meeting start time to your calendar and view the meeting documents.

To schedule a meeting, click **Schedule Meeting**.

Clicking **Schedule Meeting** will redirect you to the meeting scheduling page.

You can export the attendee list to an Excel file.

## Meeting Document

You can select the meeting date:

The list displays the following parameters.

Meeting Topic.

Number of Documents.

Meeting ID.

Start Time.

If there are currently no meeting documents, you can schedule a meeting and upload documents.

Clicking **Meeting Topic** will redirect you to the meeting document details.

# VooV Meeting Outlook Plugin

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## Feature Overview

VooV Meeting Outlook plugin lets you to schedule or start a meeting quickly in Microsoft Outlook.

## Prerequisites

Free or Enterprise Edition user

Windows

v2.10.0 or later

## Notes

1. You must install the VooV Meeting client before using Outlook plugin to schedule or start meeting.
2. When you reschedule or cancel meetings in Outlook calendar, updated changes will be synced to VooV Meeting client. And if you reschedule or cancel meetings in VooV Meeting client, changes will also be synced to Outlook calendar.
3. Before scheduling or editing a meeting with Outlook plugin, please make sure VooV Meeting is running.

## Installing VooV Meeting Outlook Plugin

### Windows

Install the Outlook plugin while download the VooV Meeting client by checking the option **Install Outlook Plugin**. Go to Outlook calendar to check whether the plugin is installed after installation completes.

## Scheduling a Meeting with Outlook plugin

1. Go to Outlook calendar, and click **Schedule Meeting** in the toolbar.
  2. Wait for the VooV Meeting to be launched
- Log in to VooV Meeting before configuring meeting settings.

Configure meeting settings, such as meeting passwords, file uploading permission, waiting room permission, muting or unmuting attendees upon entry and meeting invitation email language. Click OK to submit the settings.

3. Enter email addresses of attendees and edit start and end time of meeting. Click **Send** to finish schedule.

## Rescheduling or Canceling Meetings in Outlook Calendar

1. Find the meeting you want to reschedule or cancel in Outlook calendar and double click the meeting to view meeting details.

2. Click **Cancel Meeting** in the toolbar of Outlook calendar.

3. Change meeting settings and reschedule meetings

Click **Meeting Settings** in the toolbar to change settings.

Change start and end time to reschedule meetings.

Click **Send Update** and your attendees will receive rescheduled meeting information.

## Starting a Meeting with Outlook Plugin

1. Go to Outlook and find **Start Meeting** button in the toolbar.

2. Click dropdown arrow of the Start Meeting button, you can click **Start Audio Meeting** to start a meeting with audio on and video off or click **Start Video Meeting** to start a meeting with both audio and video on.

3. Click **Start Meeting** to launch the client and start an audio or video meeting.

# Joining a Meeting from Browser

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## Overview

VooV meeting lets you join a meeting from browser:

1. You can mute or unmute, turn on or off video, add invitees, view attendees, rename and leave meeting.
2. As a host, you can manage audio and video permissions of attendees, set up or revoke co-host, remove attendees and end meeting.

This document describes how to join a meeting from browser.

## Prerequisites

1. Log in to VooV Meeting on the web portal before joining a meeting from browser.
2. We recommend Google Chrome browser.

## Joining a Meeting from Browser

### Joining a Meeting

There are two ways to join a meeting from browser:

1. Open the meeting link in browser and Click **Join From Browser** to join the meeting.
2. Open the link [<https://voovmeeting.com/user-center/join>](<https://voovmeeting.com/user-center/join>) in browser, enter meeting ID and click **Join Meeting**.

## During a Meeting

1. Toolbar:

In the bottom of the page, you can mute or unmute, turn on or off video, add invitees, rename yourself and mute or unmute attendees in attendees list.

In the lower-right corner of the page:

As a host or co-host, you can click **End Meeting** to leave or end meeting.

As attendees, you can click **Leave Meeting** to leave meeting.

2. Active Speaker.

In the upper middle part of the page displays active speaker, and you can drag and drop the box to anywhere in the screen.

### 3. Layout.

When all attendees turn off video or do not share screen:

Thumbnails and name of all attendees are displayed.

When some attendees turn on video or share screen:

The video is in the large display and a trip of thumbnails are displayed in the right side. Click other attendees' video in the right side to switch the video display.

For attendees with video off, only thumbnails are displayed.

## Meeting Management

### Role: Host

1. You can rename yourself and mute or unmute all attendees.
2. You can mute or unmute all attendees.
3. You can mute or unmute selected attendee, set or revoke co-host, set or reclaim host, stop video, stop sharing and remove attendee from meeting.
4. You can set or revoke co-host, stop video and stop sharing.

### Role: Co-host

1. You can rename yourself.
2. You can mute or unmute all attendees.
3. You can mute or unmute selected attendee, stop video, stop sharing and remove the attendee from meeting.

### Role: Attendee

You can mute or unmute yourself, rename yourself and leave meeting.

### Role: Meeting creator as co-host

1. You can rename yourself, mute or unmute all attendees and revoke host privileges.
2. You can mute or unmute all attendees.
3. You can mute or unmute selected attendee, stop video, stop sharing and remove the attendee from meeting.

## Leaving a Meeting or Ending a Meeting

### Role: Host/Co-host

1. Click **End Meeting** at the lower right corner and click **Leave Meeting** in the pop-up window to leave the meeting.

2. Click **End Meeting** at the lower right corner and click **End Meeting** in the pop-up window to end the meeting.

**Role: Attendee**

Click **End Meeting** at the lower right corner and click **Leave Meeting** in the pop-up window to leave the meeting.