Tencent Meeting
Video Conferencing User Guide



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Audio noise cancellation
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Account and Management
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Video Conferencing User Guide
Creating a Meeting
Create Quick Meeting

Last updated：2024-08-27 15:24:42

Description of the Feature

No reservation needed. You can quickly start a temporary meeting with more convenience. You can also use your Dedicated Meeting Number to start a quick meeting with this fixed number.

Prerequisites

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS/iOS/Android.
- **Version Requirements:** v1.5.0 or later.

Note:

- Personal Meeting Number can only be used to create quick meetings, not for scheduled meetings.
- In the Personal Meeting Number settings page, you can set the join password, enable the waiting room, allow members to join before the host (checked by default), enable the meeting watermark, and mute members upon joining. Business and Enterprise Edition users can also set the meeting to only allow Enterprise Internal Users.
- Personal Meeting Numbers are 10 digits long, whereas regular meeting numbers are 9 digits.
- Meetings initiated with a Personal Meeting Number support using the live streaming feature.
- Currently, meetings started through a personal meeting ID don't support the meeting file feature.

How to Start a Quick Meeting

Desktop Version

From the client main interface, click **Quick Meeting** to start a quick meeting.



Mobile Version

From the app main interface, click **Quick Meeting**. After completing the pre-meeting settings, click **Join Meeting** to start a quick meeting.

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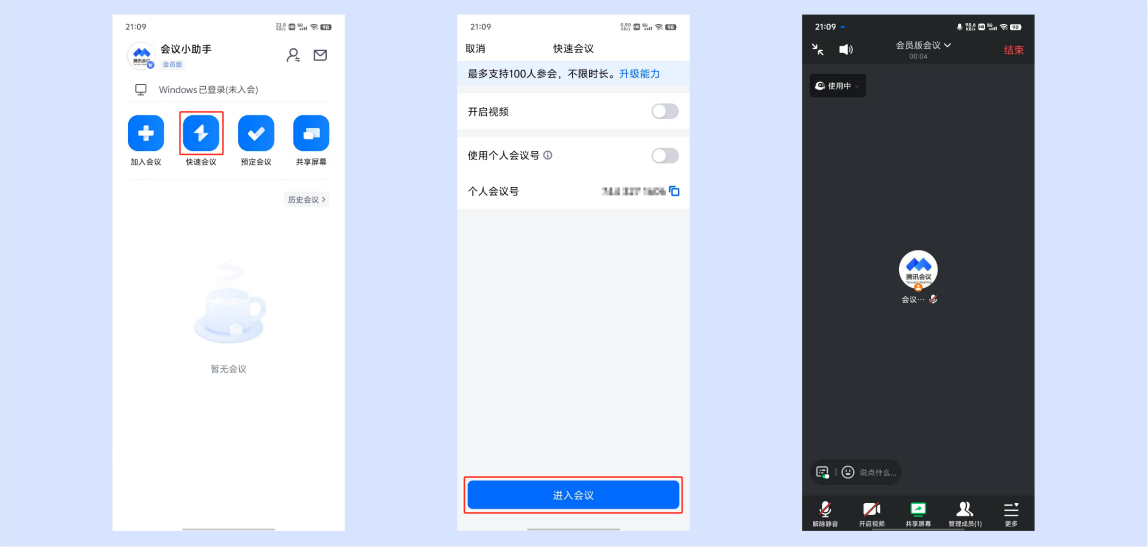

Using Personal Meeting ID to Start a Meeting

Desktop Version

1. On the main interface of the client, click the **Quick Meeting** next to the **dropdown triangle** option, and check the **Use Personal Meeting ID**.
2. Click **Quick Meeting** to start a meeting.
3. Click the dropdown triangle next to the Personal Meeting ID, where you can choose to copy the meeting ID, copy the invitation information, and access Personal Meeting ID settings.



Mobile Version

On the main interface of the app, click **Quick Meeting**, check **Use Personal Meeting ID**, and then click **Join Meeting** to enter the personal meeting.

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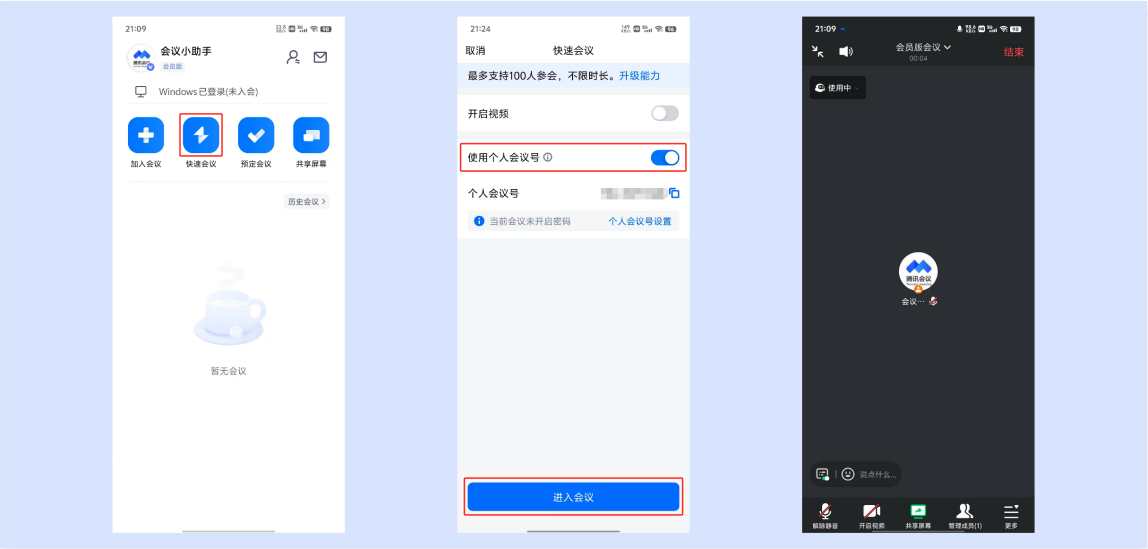

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Set Personal Meeting Room Cover

Last updated：2024-08-27 15:24:59

Description of the Feature

You can set a custom cover for your Personal Meeting ID invitation page, making the meeting invitation more personalized.

Conditions of Use

- **Log in to:** Membership, Business Edition, Enterprise Edition users. >> Go to Purchase
- **Version Requirement:** Client version 3.14 or later.
- **System Requirements:** Windows/macOS/Android/iOS.

Set Personal Meeting Room Cover

Windows & macOS

1. Click **Avatar** > **Personal Meeting Room** > Upper right corner **Change Cover** icon.



2. Click **Upload** to upload a custom cover image. After uploading, you can click **Invitation Page Preview**, **Personal Meeting Room Preview** to preview the cover effect.
3. After confirming, click **Save** to take effect.

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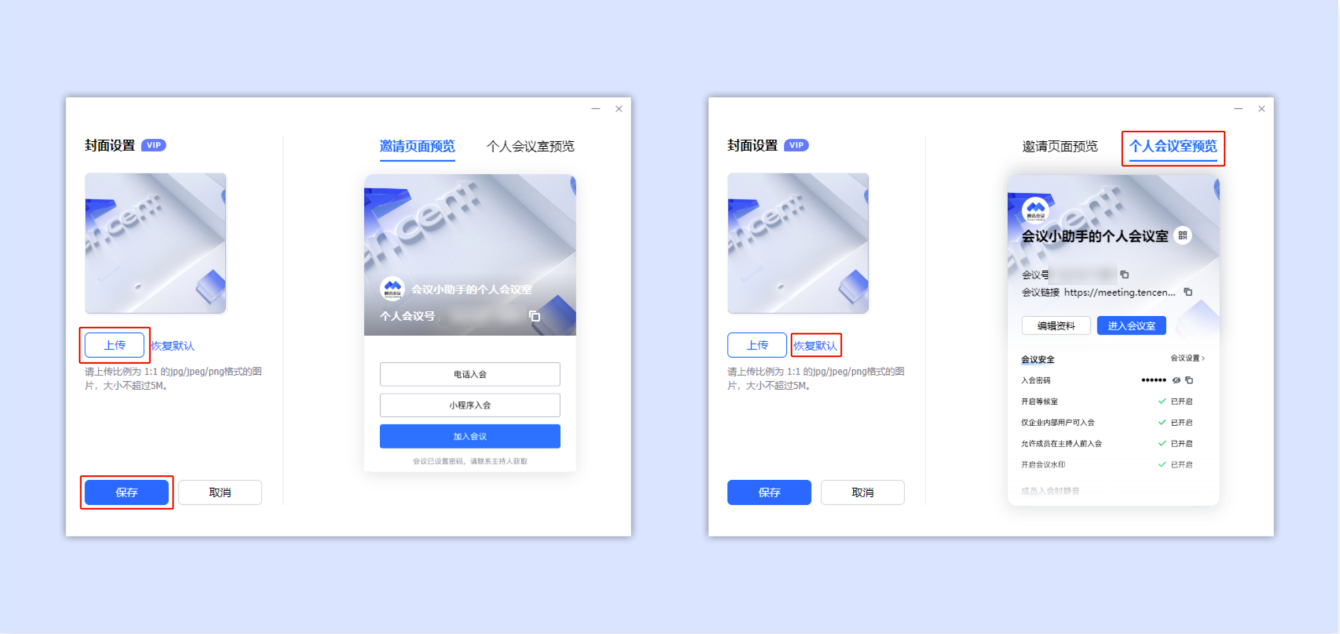

4. After setting the personal meeting room cover, the effects of the personal meeting room and personal meeting invitation page are as follows.



Android and iOS

1. Click **Avatar** > **Personal Meeting Room** > Upper right corner **Change Cover** button > **Change Cover** to upload the cover image.

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2. Supports **Take Photo** and **Select from Mobile Phone Album** to upload cover image.
3. After selecting the image, you can crop and choose the part to display. After confirming, click the upper right corner ✓ to upload the image.
4. After setting the cover image, it will also be applied to the invitation page of the personal meeting room.
5. It also supports reverting to the default cover after setting.



6. After setting the personal meeting room cover, the effects of the personal meeting room and personal meeting invitation page are as follows.

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Notes

Please upload a jpg, jpeg, or png image with a 1:1 ratio, and a size below 5 MB.

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Schedule a meeting
Scheduling a Public Meeting

Last updated：2024-08-27 15:25:33

Description of the Feature

You can schedule a meeting on web and the client.

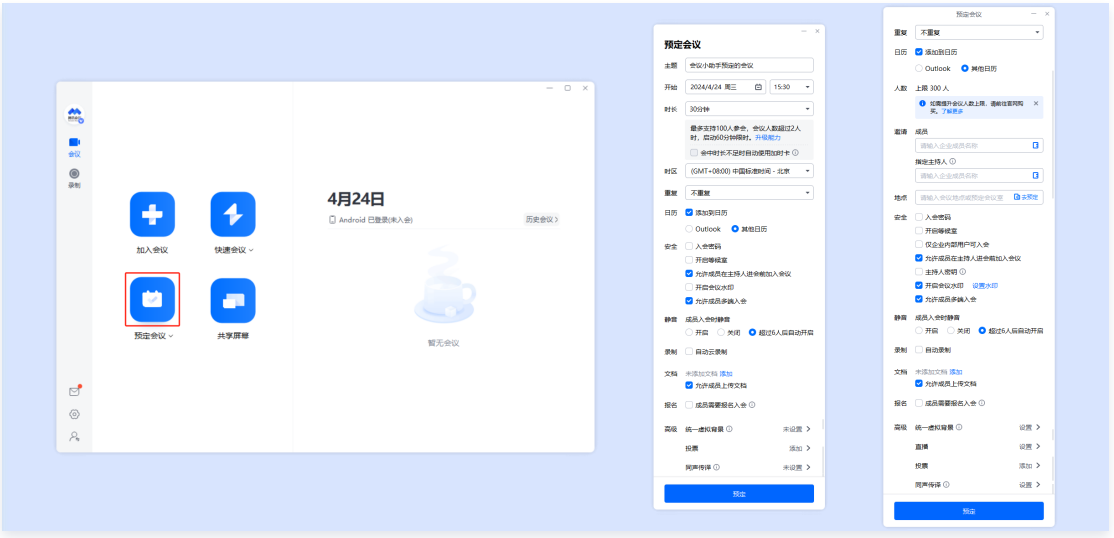
Prerequisites

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version Requirement:** Client version 3.17 and above supports multiple sharing methods for scheduling a meeting.
- **log in to device:** Windows/macOS/iOS/Android.

How to schedule a regular meeting

Windows/macOS

1. On the client homepage, click **Schedule a Meeting** > fill in the meeting information and set relevant permissions > after completing the setup, click **Schedule**.
   - The Free Edition and Member Account support setting: Meeting Topic, Meeting Time, Repetition Cycle, Add to Calendar, Join Password, Enable Waiting Room, Allow Entry Before Host, Meeting Watermark, Multi-end Joining, Mute on Entry, Automatic Cloud Recording, Document Upload, Registration, Voting.
   - The Business Edition and Enterprise Edition accounts additionally support setting: Invite Enterprise Members, Specify Host, Internal Users Only, Host Key, Automatic Meeting Recording, Unified Virtual Background, Live Streaming, and Simultaneous Interpretation.



2. After scheduling, the meeting will be synchronized and displayed in the **Meeting List** on the main interface, supporting **View Details**, **Modify Meeting**, **Cancel Meeting**, and **Copy Invitation Information**.

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- When booking a meeting without selecting **Add to Calendar**, a "**Share Meeting Invitation popup**" will appear after booking, supporting multiple sharing options, making meeting invitations more convenient.
- When booking a meeting and selecting **Add to Calendar** > **Other Calendars**, a "**Share Meeting Invitation popup**" will appear after booking, supporting **sync to default calendar**, **copy all information**, **copy meeting number and link**.



- If you check **Add to Calendar** > **Outlook** when scheduling, the Outlook plugin will be automatically invoked after scheduling.

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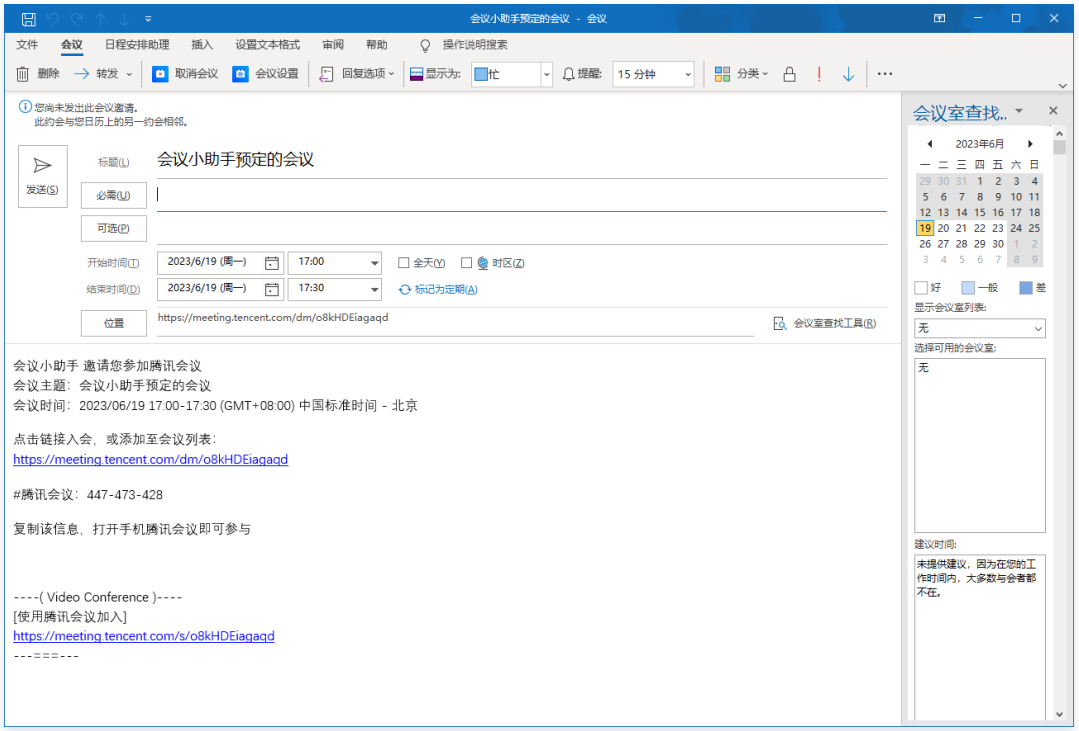
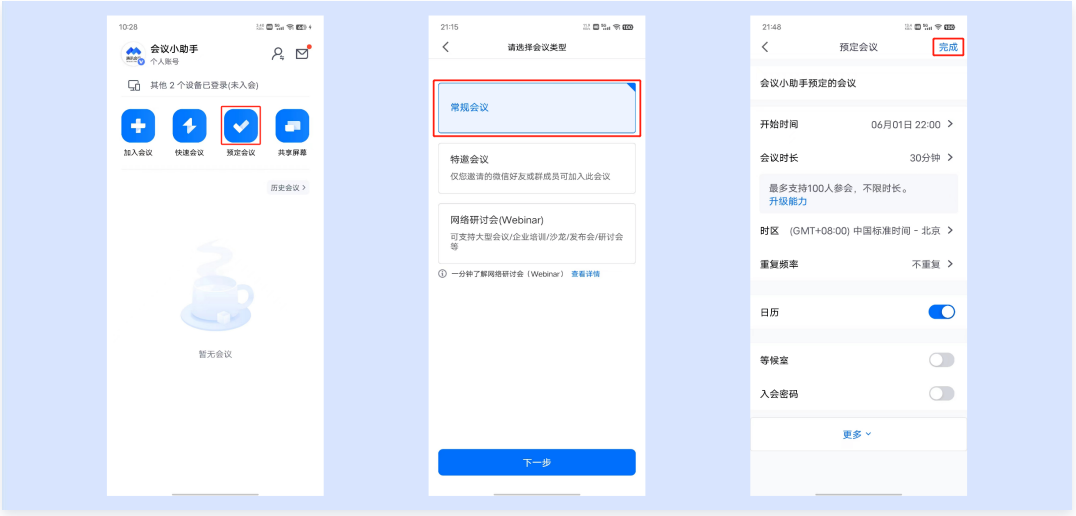


Android/iOS

1. On the app homepage, click **Schedule a Meeting** > select **Regular Meeting** > fill in the meeting information and set relevant permissions > after completing the setup, click **Schedule**.



2. After scheduling, the meeting will be synchronized and displayed in the **Meeting List** on the main interface, and a **Share Meeting Invitation** popup will appear, supporting multiple sharing methods for easier meeting invitations.

   If you check **Add to Calendar** when scheduling a meeting, the selected calendar application will automatically open after scheduling.

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Tencent Meeting Official Website – Personal Center

Log in to the Tencent Meeting Official Website > **Personal Center**, click the upper right corner **Initiate Meeting** > **Schedule Meeting** > fill in the meeting information and set relevant permissions > after completing the setup, click **Schedule**.



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.
- The Business Edition, Member Version, and Free Version (Personal Free Version + Free Enterprise Version) support holding only one meeting at a time. If you need to hold multiple meetings simultaneously, you can consider the Enterprise Edition.
- 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 proceed normally. In this case, you

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can choose another meeting time or upgrade the number of concurrent meetings under your Enterprise Edition account.

Scheduling a Recurring Meeting

Last updated: 2024-08-27 15:25:49

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Description of the Feature

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

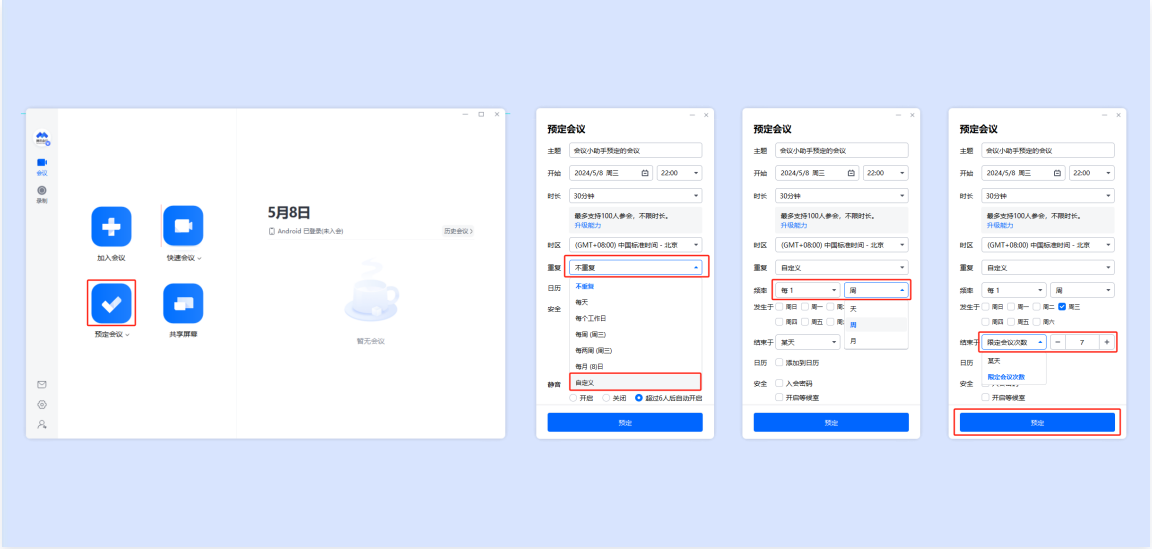
Prerequisites

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS/iOS/Android.
- **Version Requirement:** client version 1.7.0 or later.

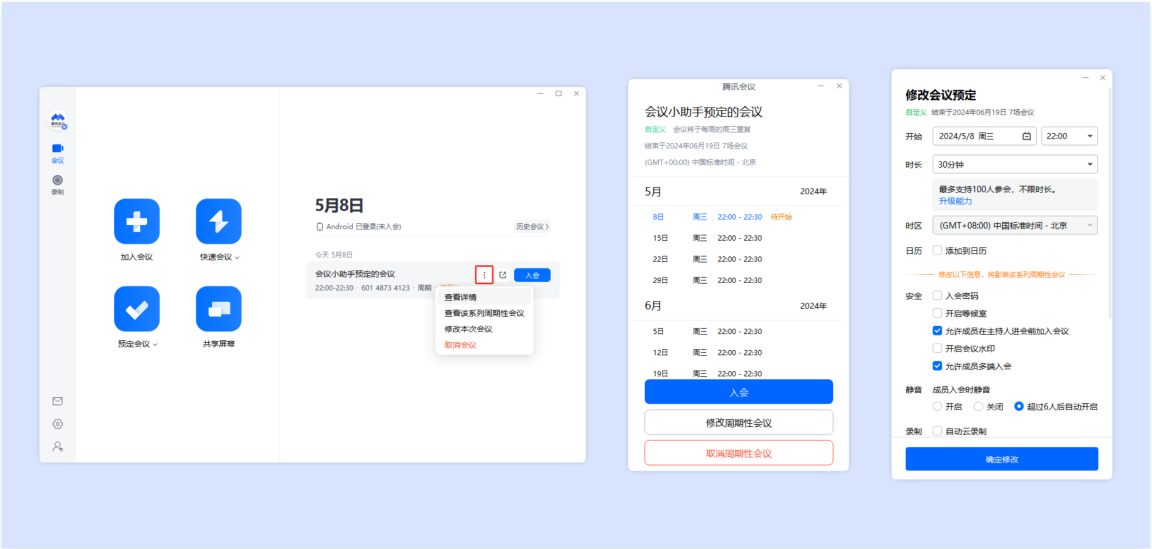
Scheduling a Recurring Meeting

Windows/macOS

1. In the main interface of the client, click **Schedule Meeting** > In the scheduling page, click the **Repeat** dropdown box, select the system default **recurrence frequency** > Fill in the meeting details and set the related permissions > After completing the settings, click **Schedule**. You can also set a **custom recurrence frequency**; in the scheduling page, click **Repeat** dropdown box, click **custom** > Select **recurrence frequency** (daily, weekly, monthly) > Check the specific time of occurrence.
2. Select the end date or number of occurrences for this recurring meeting (up to 200 times) > Fill in the meeting information and set the relevant permissions > After completing the settings, click **Book**.



3. After scheduling, it will be synced and displayed in the main interface **Meeting List**, select the meeting and then click the "**More**" button to choose to view, modify, or cancel this meeting or the series of recurring meetings.



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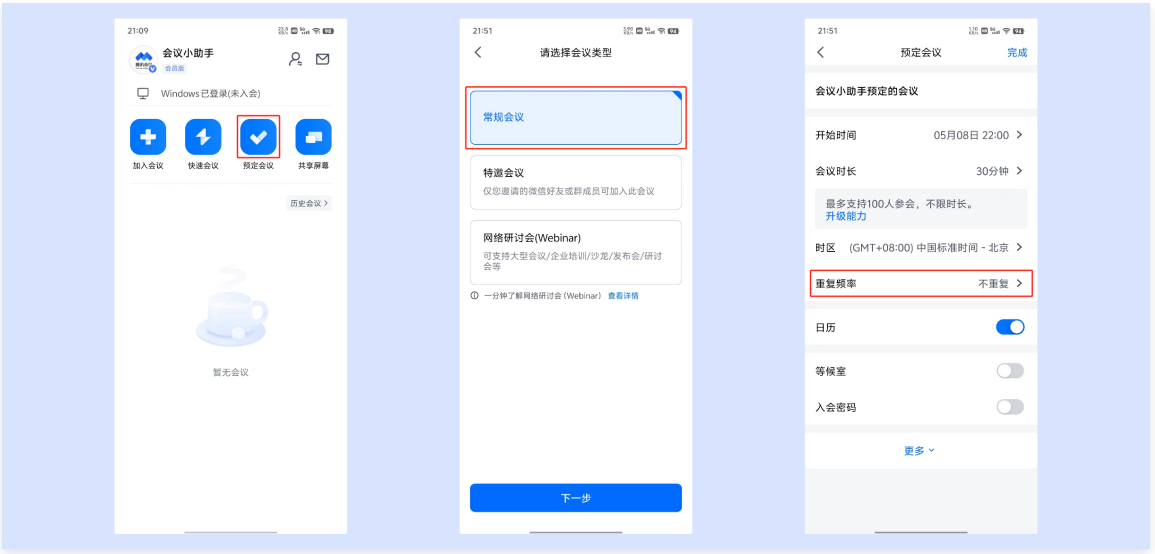
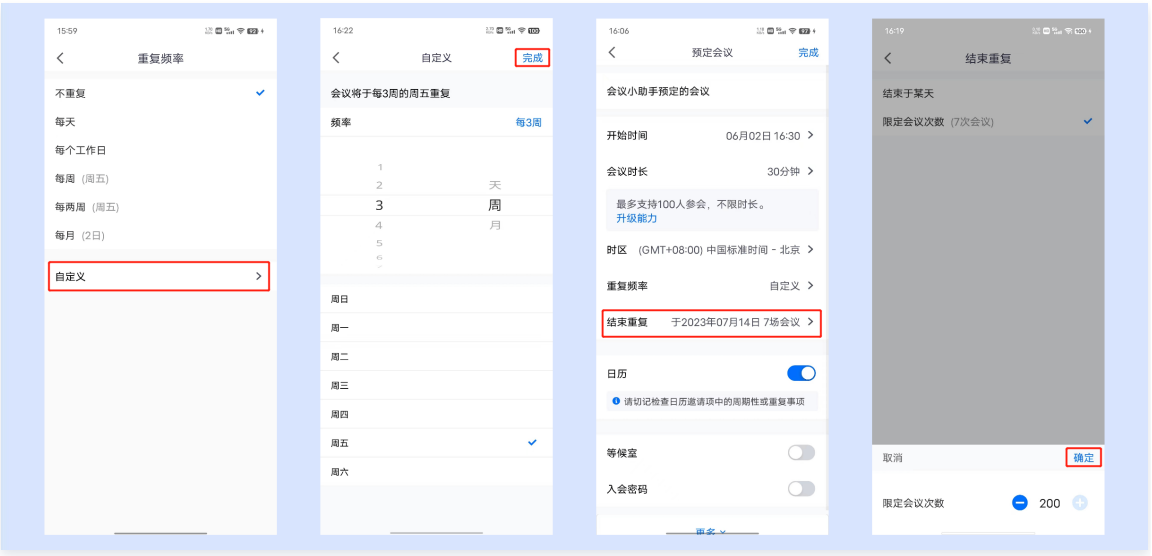
Android/iOS

1. In the main interface of the App, select **Schedule Meeting** > **Public Meeting** > **Repeat Frequency**.



2. You can choose the system default **recurrence frequency**, or a **custom recurrence frequency**.
3. Click **custom** > Select **recurrence frequency** (daily, weekly, monthly) and specific time of occurrence, after completing the settings, click **Finish**.
4. Click **End Repeat** to set the end date or number of occurrences for this cycle (up to 200 times), and after completing the settings, click **Confirm**.



5. Fill in the meeting details and set the related permissions to complete the scheduling, and it will be synced and displayed in the main interface **Meeting List**.
6. Click on the meeting to enter the meeting details page > click the upper-right corner ··· to choose to view, modify, or cancel this meeting or the series of recurring meetings.

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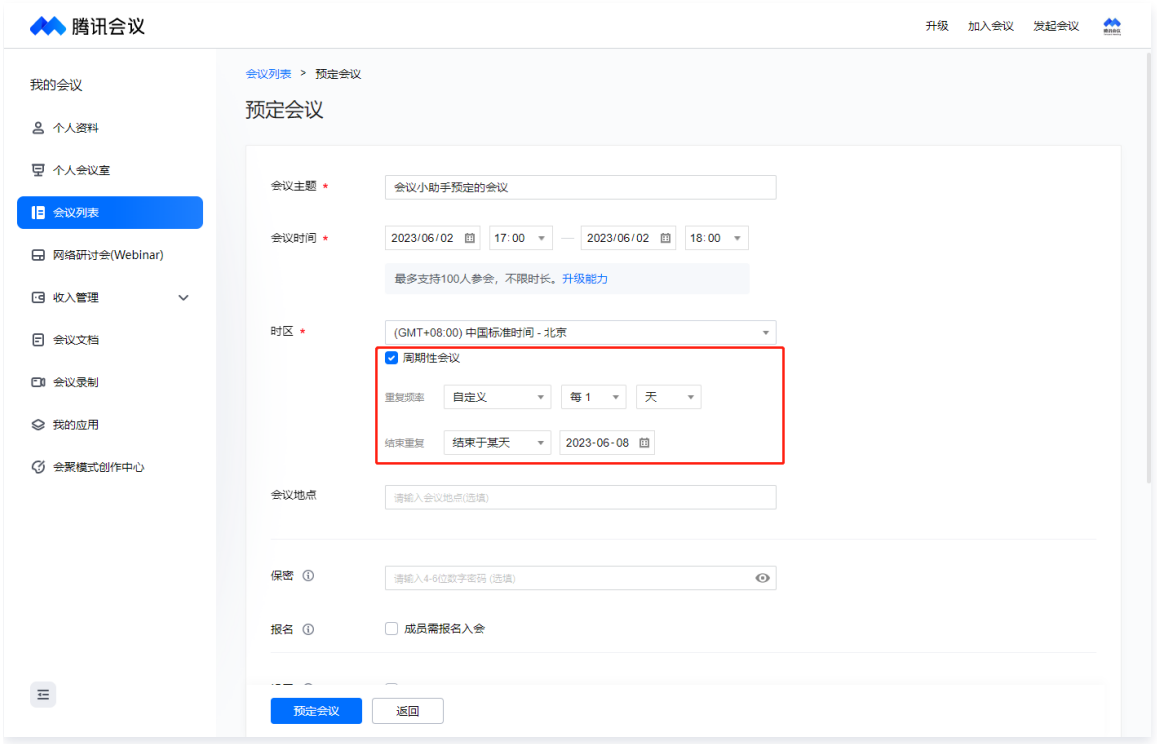
Tencent Meeting Official Website – Personal Center

Log in to Tencent Meeting Official Website > Personal Center > in the scheduling page, select **Recurring Meeting** > set the recurrence frequency, end recurrence > fill in the meeting details and set related permissions > after completing the settings, click **Schedule**.



Note:

- 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.

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- Attendees of recurring meeting and users who favorite it can delete it from the meeting list, which won't affect it.
- When a sub-meeting of a recurring meeting ends, the host must click **End Meeting** to avoid the system mistakenly determining that the meeting has not ended, thus not refreshing the display of the next sub-meeting, which can affect you and other participants' experience in the next recurring sub-meeting.

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Schedule a Specially Invited Meeting

Last updated：2024-08-27 15:26:03

Description of the Feature

A Specially Invited Meeting is a highly secure meeting where only friends or group members invited by the meeting creator can join.

Prerequisites

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS/iOS/Android.
- **Version Requirement**: Requires client version 1.8.0 or above.

How to Schedule a Specially Invited Meeting

Windows/macOS

1. On the client main interface, click the drop-down **triangle** button next to **Schedule Meeting** > select **Specially Invited Meeting** > fill in the meeting information and set related permissions > after completing the settings, click **Next** to complete the scheduling.
   - Free Edition and Membership accounts support settings such as: Meeting Topic, Meeting Time, Enable Waiting Room, Allow Attendees to Join Before Host, Enable Meeting Watermark, Mute Attendees upon Entry, Automatic Cloud Recording, Allow Attendees to Upload Documents, Voting.
   - Business Edition and Enterprise Edition accounts additionally support settings such as: Automatic Meeting Recording (Local Recording), Unified Virtual Background, Live Streaming, Simultaneous Interpretation.
2. After scheduling, a share invitation page will pop up. Use WeChat or the Tencent Meeting app to scan the QR code, select WeChat friends or group chat to send the invitation.
3. WeChat members who receive the invitation can click **Invitation Card** > **Join Meeting** to open Tencent Meeting and join the meeting.



Android/iOS

1. On the app main interface, click **Schedule Meeting** > **Specially Invited Meeting** > fill in the meeting information and set related permissions > after completing the settings, click **Next** to complete the scheduling.
   - Free Edition and Membership accounts support settings such as: Meeting Topic, Meeting Time, Enable Waiting Room, Allow Attendees to Join Before Host, Meeting Watermark, Mute Attendees upon Entry, Automatic Cloud Recording, Allow Attendees to Upload Documents, Voting.
   - Business Edition and Enterprise Edition accounts additionally support settings such as: Unified Virtual Background.
2. After scheduling, a share invitation page will pop up, click **Invite WeChat Friends,** select WeChat friends or group chat to send the invitation.

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3. WeChat members who receive the invitation can click **Invitation Card** > **Join Meeting** to open Tencent Meeting and join the meeting.



Note:

- Tencent Meeting does not currently support changing a Specially Invited Meeting to a regular meeting.
- Tencent Meeting specially invited meetings support extensions. You can select **Modify Meeting Information** in the meeting details to modify the specially invited meeting.
- If you have not bound WeChat before scheduling or joining a specially invited meeting, you need to bind WeChat in Tencent Meeting first.
- Specially invited meetings only allow members who received the invitation mini program to join. Other users cannot join by any means, such as mini programs, links, entering the meeting number, or the main panel.
- Only the meeting creator can send invitations, and specially invited meetings cannot be forwarded by others.
- Only friends or group members invited by the meeting creator can join the meeting.
- You can enter the meeting details to modify or cancel the scheduled specially invited meeting.
- Specially invited meetings support the precipitation of meeting history messages. If the specially invited meeting has not expired, you can click **Join Meeting** to join again.

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Joining a Meeting
Join a Meeting

Last updated：2024-08-27 15:26:34

Description of the Feature

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

Prerequisites

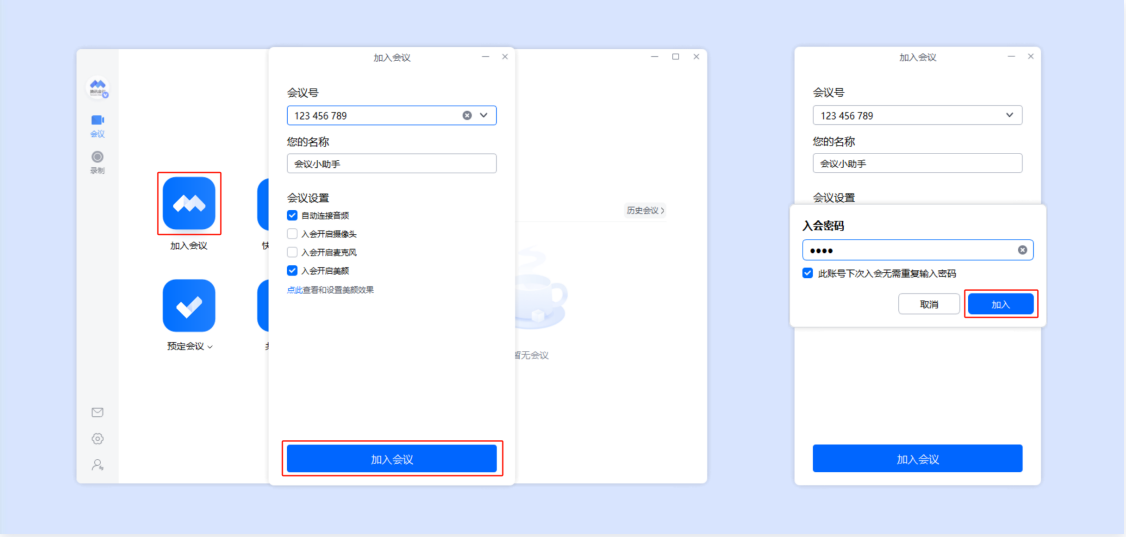
- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Log in to device:** Windows/macOS/Android/iOS.

Joining a Meeting

Windows/macOS

Method 1: Join a meeting through meeting ID

1. Open the Tencent Meeting client, click **Join Meeting.**
2. Enter the meeting ID and your name, set the options to turn on or off the camera and microphone, and click **Join Meeting** to successfully join the meeting.
3. If a join password is set, you need to enter the correct password, and then click **Join** to successfully join the meeting.



Method 2: Join a meeting through shared link

1. When you receive an invitation link, you can click the invitation link, verify your identity, and then click **Join Meeting** to directly enter the meeting.
2. If the meeting creator has created the meeting as a scheduled meeting, **Add to My Meeting** will be displayed below. You can click to add the meeting to your meeting list to avoid forgetting the meeting ID for future join.

Method 3: Join a meeting through WeChat sharing

1. When you receive a WeChat invitation, you can click on the invitation card, verify your identity, and then click **Join Meeting** to enter the meeting directly.
2. If the meeting creator has created the meeting as a scheduled meeting, **Add to My Meeting** will be displayed below. You can click to add the meeting to your meeting list to avoid forgetting the meeting ID for future join.

Method 4: Join a meeting through invitation poster/QR code

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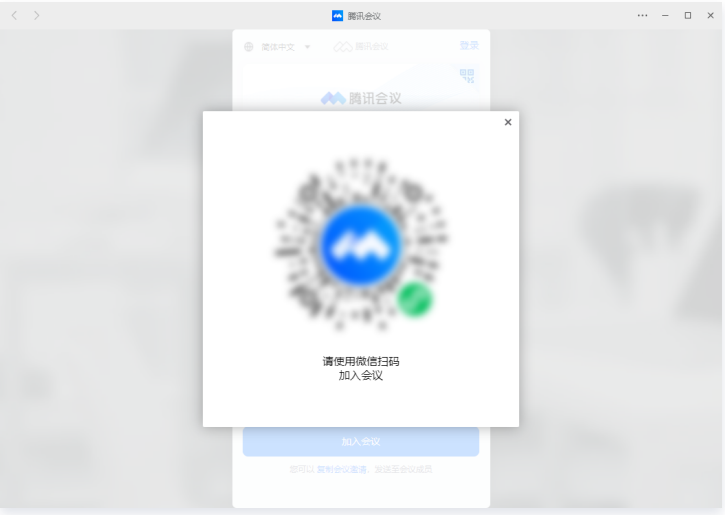
1. When you receive an invitation poster or QR code, you can click to recognize the poster or QR code, verify your identity, and then click **Join Meeting** to enter the meeting directly.
2. If the meeting creator has created the meeting as a scheduled meeting, **Add to My Meeting** will be displayed below. You can click to add the meeting to your meeting list to avoid forgetting the meeting ID for future join.



Method 5: Join a meeting through Mini Program QR Code

1. On the share invitation page, click **Mini Program Membership**.
2. Scan the Mini Program QR Code using WeChat or Tencent Meeting App. After authentication verification, you can directly enter the meeting.



Android/iOS

Method 1: Join a meeting through meeting ID

1. Open the Tencent Meeting App, click **Join**.
2. Enter the meeting ID and your name, set the options to turn on or off the camera and microphone, and click **Join Meeting** to successfully join the meeting.
3. If a join password is set, you need to enter the correct password, and then click **Join** to successfully join the meeting.

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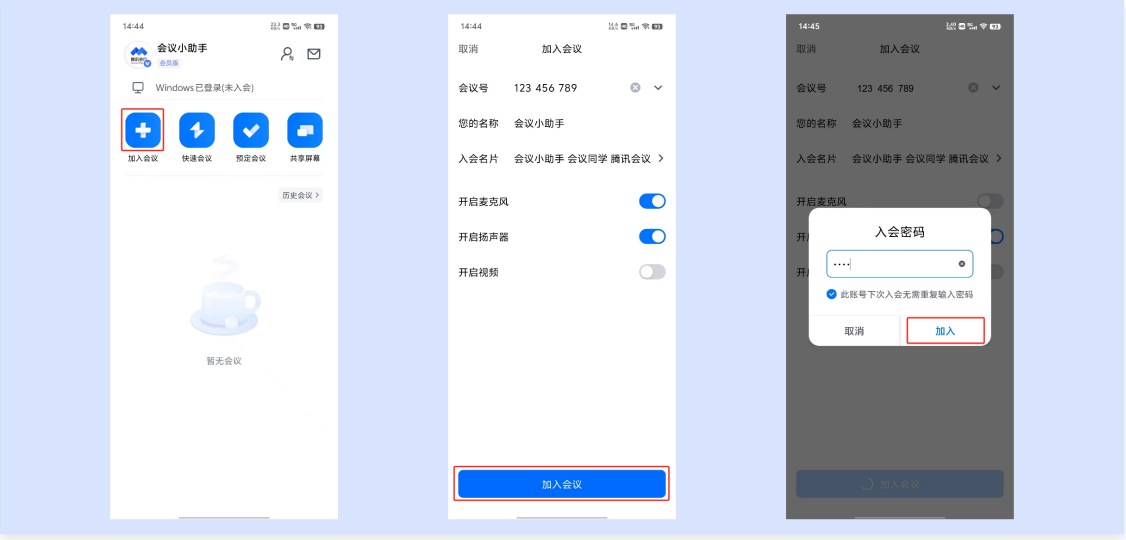

Method 2: Join a meeting through shared link

1. When you receive an invitation link, you can click the invitation link, verify your identity, and then click **Join Meeting** to directly enter the meeting.
2. If the meeting creator has created the meeting as a scheduled meeting, **Add to My Meeting** will be displayed below. You can click to add the meeting to your meeting list to avoid forgetting the meeting ID for future join.

Method 3: Join a meeting through WeChat sharing

1. When you receive a WeChat invitation, you can click on the invitation card, verify your identity, and then click **Join Meeting** to enter the meeting directly.
2. If the meeting creator has created the meeting as a scheduled meeting, **Add to My Meeting** will be displayed below. You can click to add the meeting to your meeting list to avoid forgetting the meeting ID for future join.

Method 4: Join a meeting through invitation poster/QR code

1. When you receive an invitation poster or QR Code, you can click the poster or QR Code, long press to recognize the QR Code, authenticate your identity, and then click **Join** to directly enter the meeting.
2. If the meeting creator has created the meeting as a scheduled meeting, **Add to My Meeting** will be displayed below. You can click to add the meeting to your meeting list to avoid forgetting the meeting ID for future join.

Method 5: Join a meeting through Mini Program QR Code

1. On the share invitation page, click **Mini Program Membership**.
2. Long press the image to recognize the Mini Program QR Code, authenticate your identity, and directly enter the meeting.

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Notes

- The maximum number of meetings in the join meeting dropdown is 10.
- If you encounter issues when joining a meeting through the Mini Program, you can investigate as follows:
  - The current desktop client does not support joining meetings via Mini Program. Please use a mobile phone.
  - Update WeChat to the latest version and try again.
  - Open the Tencent Meeting Mini Program and manually enter the meeting number to see if you can join.
  - Please verify if long pressing other QR Codes presents the same issue. If so, it may be a problem with your phone or WeChat feature. It's recommended to check your mobile settings or consult WeChat staff for assistance.
- The current version of Tencent Meeting supports joining meetings via QR Code. Open the meeting invitation shared to WeChat, scan or recognize the meeting QR Code to directly enter the meeting room.

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Joining a Meeting on Phone

Last updated: 2024-08-27 15:26:48

Overview

Tencent Meeting supports joining a meeting via telephone, allowing you to participate without installing the client.

Prerequisites

- Landline and mobile phones capable of dialing calls.
- You need to purchase the Business Edition or Enterprise Edition and additionally buy the Conference Voice Communication Service Package. If this package has available balance, you can join the meeting by phone Purchase Here.

Note:

- "Joining by Phone" means that you join the meeting by directly dialing the corresponding number with your landline or mobile phone instead of using the Tencent Meeting client. This method generally offers more stable call quality, but your ISP will deduct the corresponding minutes or charges according to local call standards, and international calls will be charged according to international roaming standards.
- Enter the attendee ID, and the landline or mobile phone will be used as your meeting audio instead of the computer's microphone and speaker, giving more stable call quality. If you do not enter the attendee ID and press "#" to join, your phone or landline will enter the meeting as an individual member. In the current scenario, you can press "#" to join directly without entering the attendee ID.

Usage

Landline

Dial the meeting number and follow the voice prompts to enter the meeting ID:

- Dial according to your location: +8675536550000 (Chinese mainland), +85230018898 (Hong Kong, China).
- Enter the meeting ID and press the "#" key to confirm.
- Enter the attendee ID and press the "#" key to confirm. If you do not know the attendee ID, you can press "#" to join directly.
- The voice prompt "You've joined the meeting, N people are currently in the meeting" indicates successful entry.

> **Instructions:**
> When dialing with a mobile phone, long-press "0" to convert to "+"; when dialing with a landline, IP phones support long-pressing "*" to convert to "+"; traditional landlines use "0" to represent the "+86" prefix. Follow the voice prompt and press "#" to join, without entering the attendee ID.
> If you have another device already in the meeting and want to use the landline or mobile phone as auxiliary audio for that device, refer to Audio Selection and Testing.

Mobile Phone

There are two ways to join a meeting by mobile phone. You can choose either based on your scenario:

Method 1: One-touch Dial-in to Conference

> **Instructions:**
> Ensure that the invitation information you received includes one-touch dial-in entry details. If not, use the second method.

- Click the number below "One-touch Dial-in to Conference" in the invitation message and call.
- Follow the voice prompts to enter the attendee ID and press "#" to confirm. If you are unable to determine the attendee ID, you can press "#" directly to join the meeting.
- Voice prompt: "You have joined the meeting. There are currently N participants in the meeting," indicating successful entry into the meeting.

Method 2: Dial the meeting number and follow the voice prompts to enter the meeting ID

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- Dial according to your location: +8675536550000 (Chinese mainland), +85230018898 (Hong Kong, China).
- Enter the meeting ID and press the "#" key to confirm.
- Enter the attendee ID and press the "#" key to confirm. If you do not know the attendee ID, you can press "#" to join directly.
- Voice prompt: "You have joined the meeting. There are currently N participants in the meeting," indicating successful entry into the meeting.



Instructions:
When dialing with a mobile phone, long-press "0" to convert to "+"; when dialing with a landline, IP phones support long-pressing "*" to convert to "+"; traditional landlines use "0" to represent the "+86" prefix. Follow the voice prompt and press "#" to join, without entering the attendee ID.
If you have another device already in the meeting and want to use the landline or mobile phone as auxiliary audio for that device, refer to Audio Selection and Testing.

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Switch Device to Join Meeting

Last updated：2024-08-27 15:27:01

Description of the Feature

For ongoing meetings, users can switch devices to join quickly. If the meeting has a Waiting Room or password, switching devices will automatically bypass the Waiting Room and password, making joining efficient and convenient.

Prerequisites

- **Log in User:** Free Version, Membership, Business Edition, Enterprise Edition.
- **Logged-in Device:** Windows, macOS, iOS, Android.
- **Version Requirement:** Client version 3.8.0 or later.

Note:

- To ensure privacy security, when switching devices to join, the system will automatically set the microphone and video status of the new device to off.
- Webinar Meeting Preparation Mode does not support switching devices to join the meeting.
- WeCom Integrated Conference does not support switching devices to join the meeting.

Switch Device to Join Meeting

When already participating from another device, the meeting list will show the device. Click **Switch** to quickly switch to the current device to join the meeting.

Mobile Version



Desktop Version

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Add meeting notes

Last updated：2024-08-27 15:27:25

Description of the Feature

Add more information to your meeting to set reminders and memos before the meeting.

Conditions of Use

- **Log in to User**: Free Version, Member Version, Business Edition, Enterprise Edition users.
- **Version Requirements**: Client version 3.26.10 or later.
- **System Requirements**: Windows/macOS/Android/iOS.

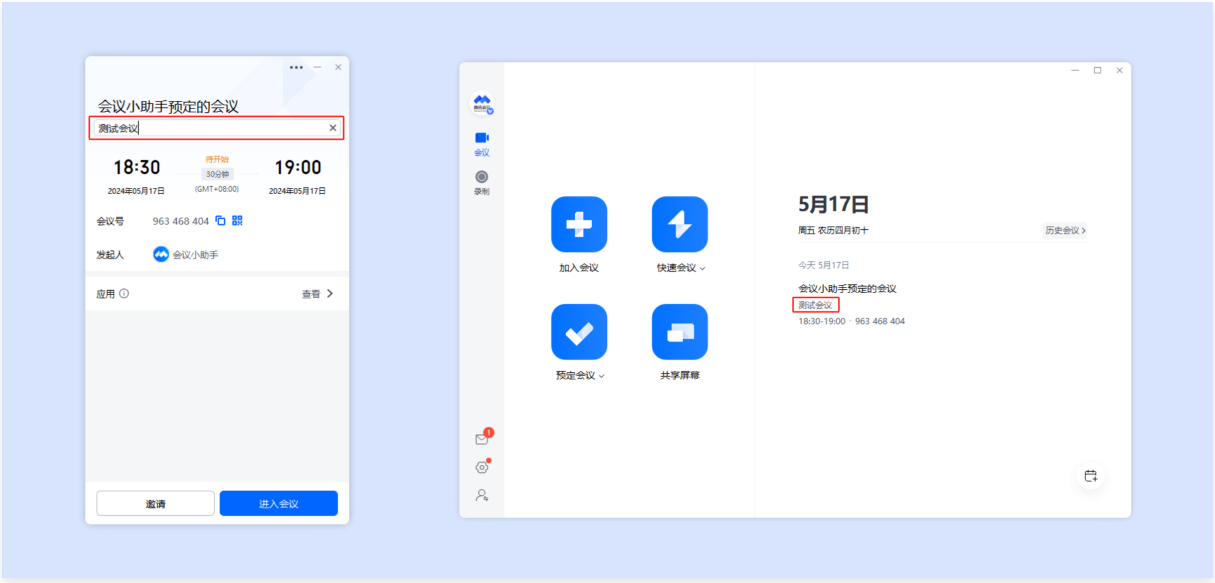
How to add meeting notes

Windows/macOS

1. In the client main panel > Meeting list, select **the meeting you want to add notes to** > click **more icon > View details** > on the meeting details page click **Add notes**.



2. After entering the meeting notes, perform any operation to save, and they will be displayed in the meeting list.



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Android/iOS

1. In the App main panel > Meeting list, click **the meeting you want to add notes to** > on the meeting details page click **Add notes**.
2. After entering the meeting notes, click **Confirm** to save, and they will be displayed in the meeting list.



Notes

- Meeting notes can be up to 30 characters.
- The meeting notes are visible to yourself only.

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Add a meeting to the meeting list

Last updated：2024-08-27 15:27:44

Description of the Feature

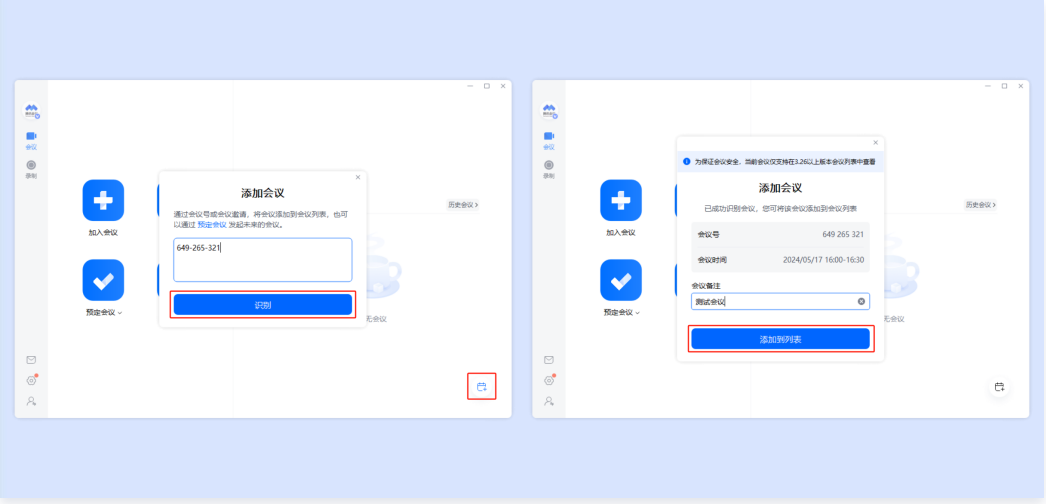
You can quickly add to the meeting list using the meeting number or meeting invitation, making schedule management easier.

Conditions of Use

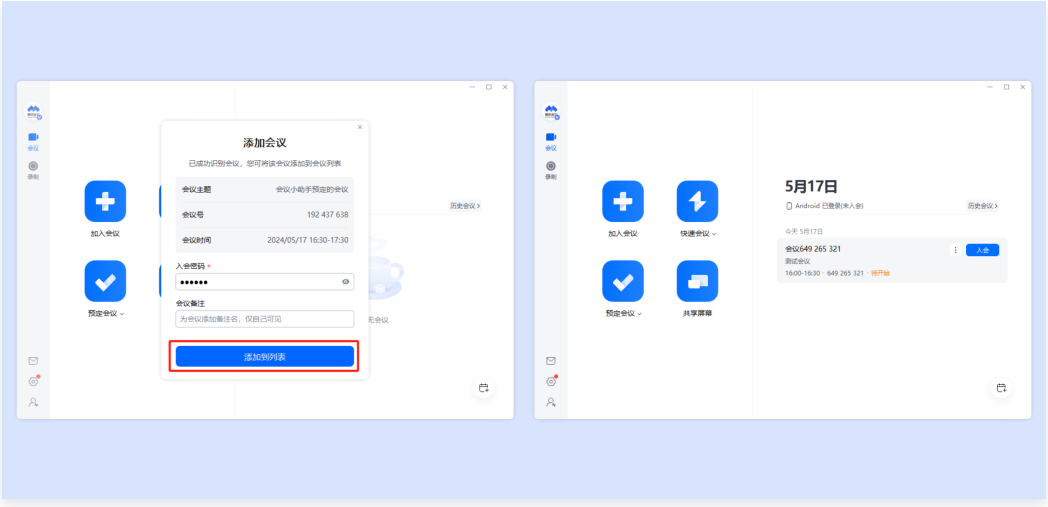
- **Log in to User**: Free Version, Member Version, Business Edition, Enterprise Edition users.
- **Version Requirements**: Client version 3.26.10 or later.
- **System Requirements**: Windows/macOS.

Add a meeting to the meeting list

1. Click the client main panel's bottom right corner **Add Meeting** icon > Enter the meeting number or paste the meeting invitation > Click **Recognize** .
2. Once recognized, the meeting information will be displayed, and you can add meeting notes. Click **Add to List** to show in the meeting list.



- If the invited meeting has password access enabled, you need to recognize or manually add the correct meeting password and then click **Add to List** .



- If the invited meeting has registration enabled, you need to click **Go to Register** . It will be automatically added to the meeting list upon successful registration.

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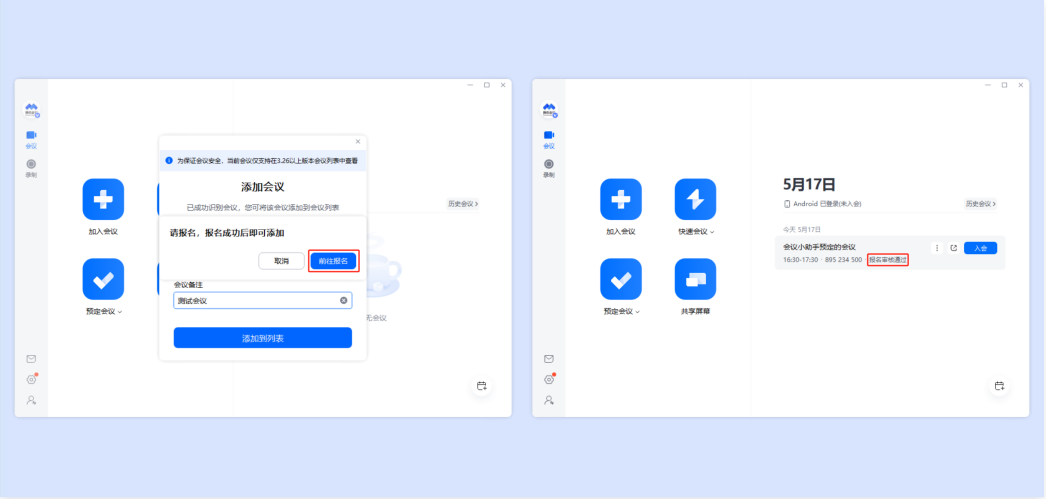
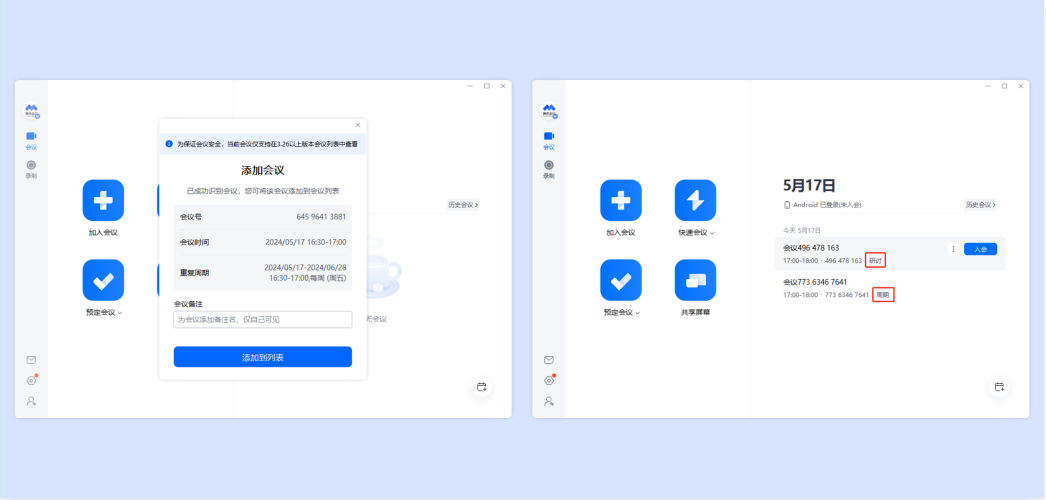


- Currently, only scheduled upcoming or ongoing regular meetings, periodic meetings, and webinars can be added to the meeting list.



Notes

- To ensure meeting security, currently, meetings can only be viewed in the meeting list on client version 3.26 or above.
- Currently, invited meetings, quick meetings, personal meeting rooms, event meetings, and other special meetings cannot be added to the meeting list.
- Meeting notes can be up to 30 characters.

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Meeting Control and Management
Dark Mode

Last updated：2024-08-27 15:28:35

Description of the Feature

Tencent Meeting supports dark mode. Enabling dark mode will follow the system, providing a more comfortable visual experience.

Conditions of Use

- **Version Requirements**: Version 3.27 or later.
- **Log in to User**: Free Version, Member Version, Business Edition, Enterprise Edition users.
- **System Requirements**: Windows/macOS/Android/iOS.

How to set Dark Mode

Windows/macOS

You can click on the lower left corner of the main interface of the client**Settings** > **General Settings** > Check the appearance mode you need in**Appearance**. It will take effect immediately upon selection.

- **Follow System**: Automatically switch to normal mode/dark mode according to the system settings.
- **Normal Mode**: Switch to white day style.
- **Dark Mode**: Switch to black night style.



> **Note:**
> If Follow System is selected, the current appearance mode will automatically switch to match the system mode if it differs. If Follow System is turned off, the current appearance mode will remain unchanged without needing to switch between normal/dark mode.

When the appearance mode is set to**Dark Mode** or**Follow System** to switch to**Dark Mode**, the client appearance will be black.

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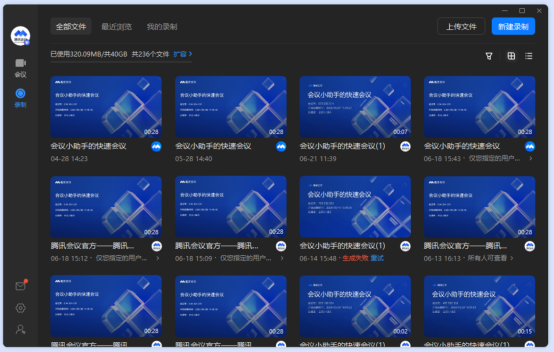
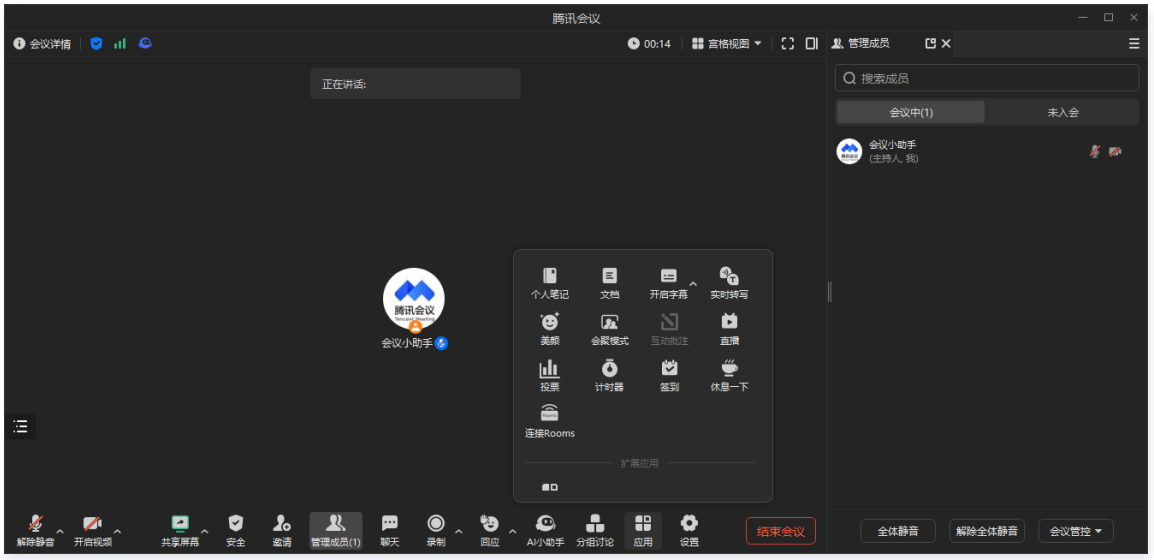


The interface color during meetings will also be black.



Android/iOS

You can click on the **Avatar** in the main interface of the App > Click the top right **Dark Mode**/**Normal Mode** icon on the profile page > **Confirm** to take effect after restarting the Tencent Meeting App.

- **Normal Mode**: Switch to white day style.
- **Dark Mode**: Switch to black night style.

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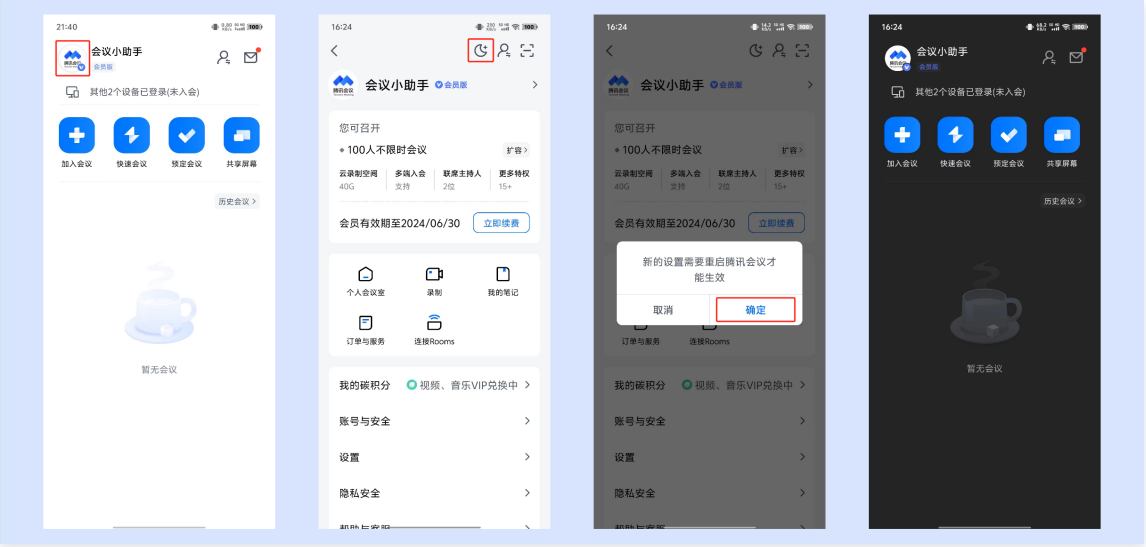
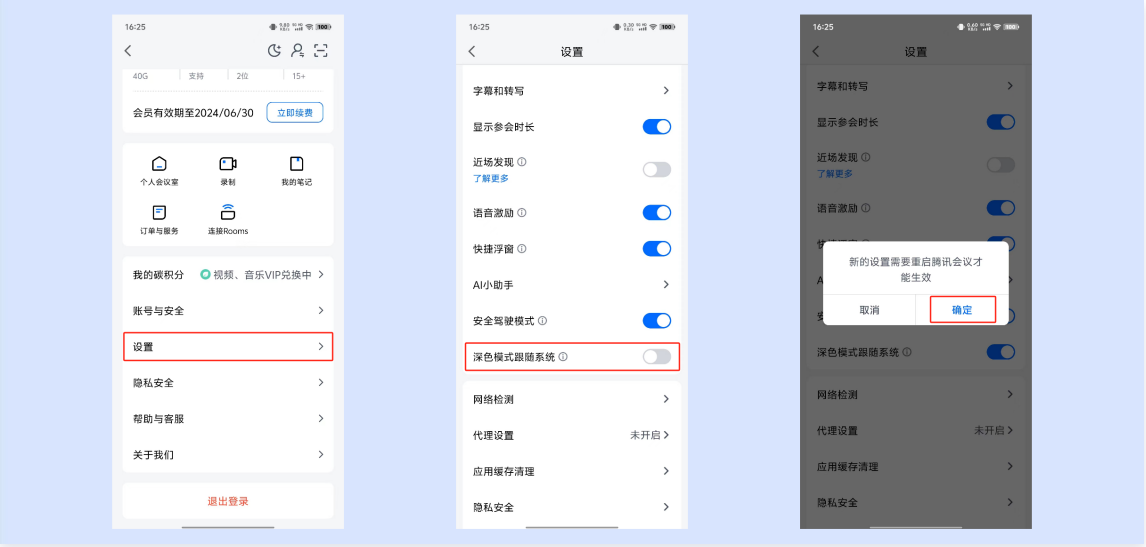


You can also click**Settings** on the profile page > Check **Follow System for Dark Mode** > **Confirm** to take effect after restarting the Tencent Meeting App.



- **Follow System for Dark Mode**: The mode set by the system will automatically switch to **Regular Mode**/**Dark Mode**.

> **Note:**
> If Follow System is selected, the current appearance mode will automatically switch to match the system mode if it differs. If Follow System is turned off, the current appearance mode will remain unchanged without needing to switch between normal/dark mode.

- Switching appearance mode is not supported during a meeting. You can set it after leaving the meeting.
- If you want to switch to another appearance mode while **Follow System for Dark Mode** is enabled, the **Follow System for Dark Mode** feature will be automatically turned off.

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Use Overtime Card

Last updated：2024-08-27 15:29:38

What is an Overtime Card?

After the Tencent Meeting service adjustment, you can try for free to increase meeting duration with Overtime Cards.

- Currently, the available duration for a free version user initiating a single meeting (3–100 people) has been gradually adjusted to 60 minutes. You can try for free to increase the meeting duration with Overtime Cards; meetings with fewer than 2 people are not limited by time.
- Each Overtime Card used increases the duration of a single meeting by 2 hours. Multiple Overtime Cards can be used in a single meeting.

> **Instructions:**
> For free version meetings with 3–100 people, each single meeting is limited to 60 minutes (1 hour). After using one Overtime Card, the meeting duration is increased to 3 hours (applies to regular meetings of Tencent Meeting version 3.15 and above, special invitation meetings, and quick meetings).

View Overtime Card

Click **avatar** > **My Carbon Points** > **My Coupons** > **Pending** to view the number of system-gifted Overtime Cards, expiration dates, and other related information.

Use Overtime Card

When scheduling a meeting

Check **Automatically use** Overtime Card on the meeting information panel. The Overtime Card will be automatically used at the 60th minute of the meeting, each card adding 2 hours of meeting duration.



In meeting

You can use Overtime Cards at any time according to your needs. Click **the top arrow** , click the meeting information panel **Overtime button** to try for free Overtime Cards.

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If the remaining meeting duration is less than 10 minutes, you can click **Try for free** on the prompt window or click **Overtime** in the upper left corner to try for free Overtime Cards.



FAQs

What scenarios are Overtime Cards suitable for?

After the adjustment of the Tencent Meeting Free Version, 2–person meetings are unlimited in time, while 3–100 person meetings are limited to 60 minutes per session. You can try for free Overtime Cards to increase the meeting duration before or during the meeting. If no Overtime Card is used, the meeting will automatically end when the time limit is reached.

How long is the validity period of Overtime Cards? Will they be used automatically?

The System gift Overtime Cards are valid for the current month (calendar month). When scheduling a meeting, check **Automatic use** Overtime Card. At the 60th minute of the meeting, the Overtime Card will be automatically used, extending the meeting duration by 2 hours for each card.

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Does one Overtime Card support multiple uses?

Each Overtime Card can only be used once and does not support partial use or return.

Can Overtime Cards be transferred to others for use?

Overtime Cards can only be used for meetings you create and cannot be transferred to others.

More questions

For more information, see FAQs .

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Set Up Registration for Meetings

Last updated：2024-08-27 15:30:33

Description of the Feature

Supports free and paid registration. After enabling registration, you can collect registration questions from the audience, and either automatically approve or manually review whether to allow the audience to join. You can set up registration questions, deadlines, approval methods, and import/export registration lists.

Applicable Scenario

Online Training, Employee Meeting, Salon Summit, Marketing Presentation.

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version Requirement:** Client version 3.8.0 or later.
- **System Requirements:** Windows/macOS/Android/iOS.

How to Set Up the Registration Feature

Enable Registration

After enabling the registration feature, the meeting creator can collect basic information from participants through a registration questionnaire. Audience members must successfully register before joining the meeting.

Windows/macOS

When booking a meeting on the desktop client, check **Members need to sign up to join** at the bottom of the booking interface > After completing the booking, select the meeting from the meeting list and click **More Menu > View Details**. In the details page, clicking on the **Settings** for the number of sign-ups will take you to the registration settings page to make settings.



Android/iOS

When mobile users schedule a meeting, they need to check **Enable Meeting Registration** at the bottom of the scheduling interface > After completing the scheduling, they can complete the registration page and registration questions in the meeting details page, and view the registration status.

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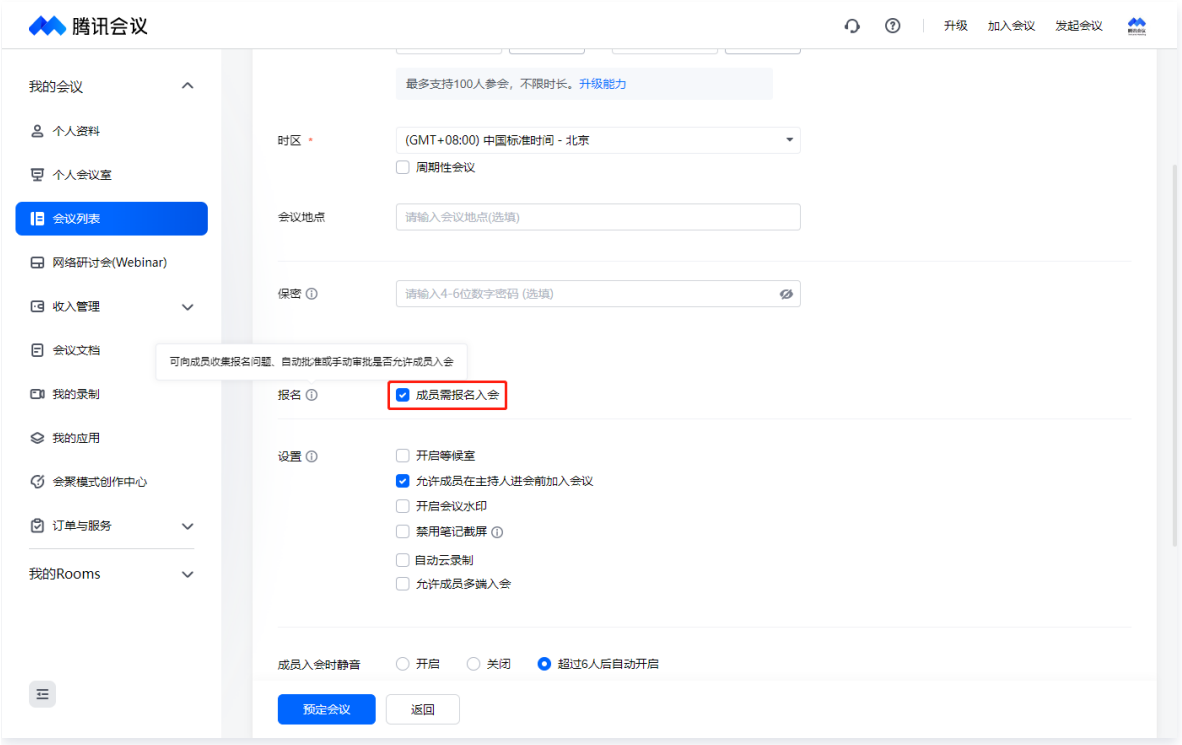
User Center

When booking a meeting in the user center, check **Members need to sign up to join** at the bottom of the booking interface > After completing the booking, you can go to User Center > Meeting List > Meeting Details page to complete the settings for the registration page and registration questions.



Registration Settings

- After enabling registration for a booked meeting, on the meeting details page at the bottom click **Register** then click **Edit** to proceed with the registration settings.

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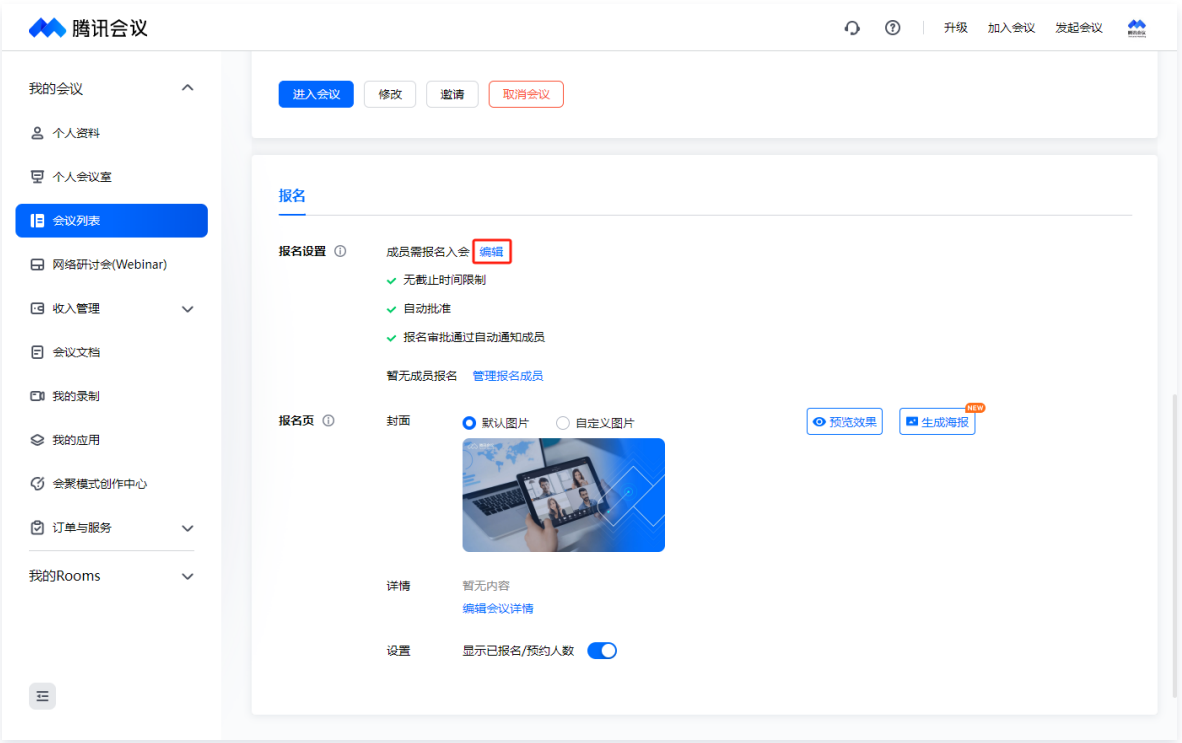

- **Type of Registration**: Supports both free and paid registration types. Paid registration is available only to Business Enterprise Edition users after application review.
- **Number of Registrants**: The maximum number of registrants is the same as the meeting capacity associated with the account.
- **Expire Time**: No default expire time, can be set manually, but not earlier than the scheduled start time.
- **Registration Approval**:
  - **Automatic Approval**: Upon submitting the registration questions set by the organizer, registration will be approved. The organizer can also manually change the registration status.
  - **Manual Approval**: After submitting registration questions, the host needs to manually review them.
- **Registration Notification**: By default, notifications are via the WeChat public account. Participants can receive registration and meeting start notifications after following the Tencent Meeting public account; Business and Enterprise Edition users can use SMS and email notifications, supporting Chinese, English, and bilingual types.
- **Corporate Registration**: Business/Enterprise accounts support corporate registration. When selected, members under the same organization account as the meeting creator do not need to register.

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- Click **Set Notifications** to view and edit the notification content.



  - **Registration Issues**: Click **Issues** and check **Collect Registration Issues** to set registration questions.
    - **Preset Questions**: Supports setting preset questions such as name, phone number, email, organization name, and organization size; phone number supports SMS verification feature.
    - **Custom Questions**: Supports single choice, multiple choices, and simple text types.

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- **Registration Member Management**: View the number of registrations and approvals, approve or reject registrations individually or in bulk, and view answers to registration questions from registered attendees.



- **Bulk Instance Import**: Available for Enterprise and Business editions, members can be imported by userid or phone number, with a maximum of 5000 people per meeting. Imported members do not need to register to attend.
- **Export**: Export the list of registered members, displaying detailed information as a list. Post-meeting, more detailed information such as registration questions can be exported.

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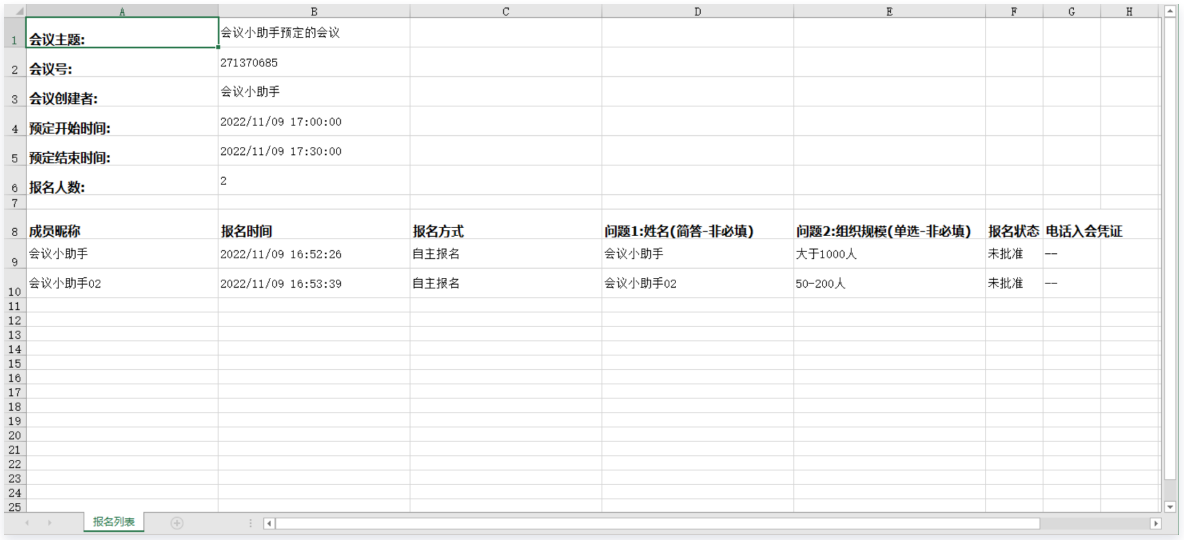

	A	B	C	D	E	F	G	H
1	会议主题:	会议小助手预定的会议						
2	会议号:	271370685						
3	会议创建者:	会议小助手						
4	预定开始时间:	2022/11/09 17:00:00						
5	预定结束时间:	2022/11/09 17:30:00						
6	报名人数:	2						
7								
8	成员昵称	报名时间	报名方式	问题1:姓名(简答-非必填)	问题2:组织规模(单选-非必填)	报名状态	电话入会凭证	
9	会议小助手	2022/11/09 16:52:26	自主报名	会议小助手	大于1000人	未批准	--	
10	会议小助手02	2022/11/09 16:53:39	自主报名	会议小助手02	50-200人	未批准	--	

报名列表

Registration Page

Participants who open the meeting link can view this page, choose a page style, customize the activity page with a cover, meeting introduction, add guests, and schedule introduction.

Page Style: Meetings with registration enabled will automatically bind to the customize activity page feature. Meetings without registration enabled can choose between the regular invitation page or the customize activity page.

If selecting the customize activity page, you can add a cover, meeting introduction, and set whether to display the number of registered or booked participants.

- **Cover**: Multiple custom covers can be added. It is recommended to use high-definition images of 1280*720, with each file being within 5 MB. QR codes and other promotional information are prohibited. Images will be displayed in a carousel and can be sorted by dragging.
- **Details**: You can enter a detailed introduction of the meeting, with up to 10 images inserted, each not exceeding 10 MB.
- **Display number of sign-ups/bookings**: Enable to display the current number of registered and booked participants.



- **Preview Effect**: Click to preview the registration page effect.

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- **Generate Poster**: Click to preview and download the shareable poster. Participants can long-press to recognize the QR code in the poster to join. Already saved posters can also be shared.



Notes

- Registration approval method, registration issues, and other settings need to be configured on the official website user center booking page. The mobile terminal and desktop terminal can only enable registration.
- Batch import of registration list, registration SMS and email notifications, paid registration, and other features are available only to Business Edition and Enterprise Edition users.

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Web Meeting Control

Last updated：2024-08-27 15:30:52

Description of the Feature

Corporate managers can remotely control the microphones, videos, and screen sharing of meeting participants without joining the meeting.

Prerequisites

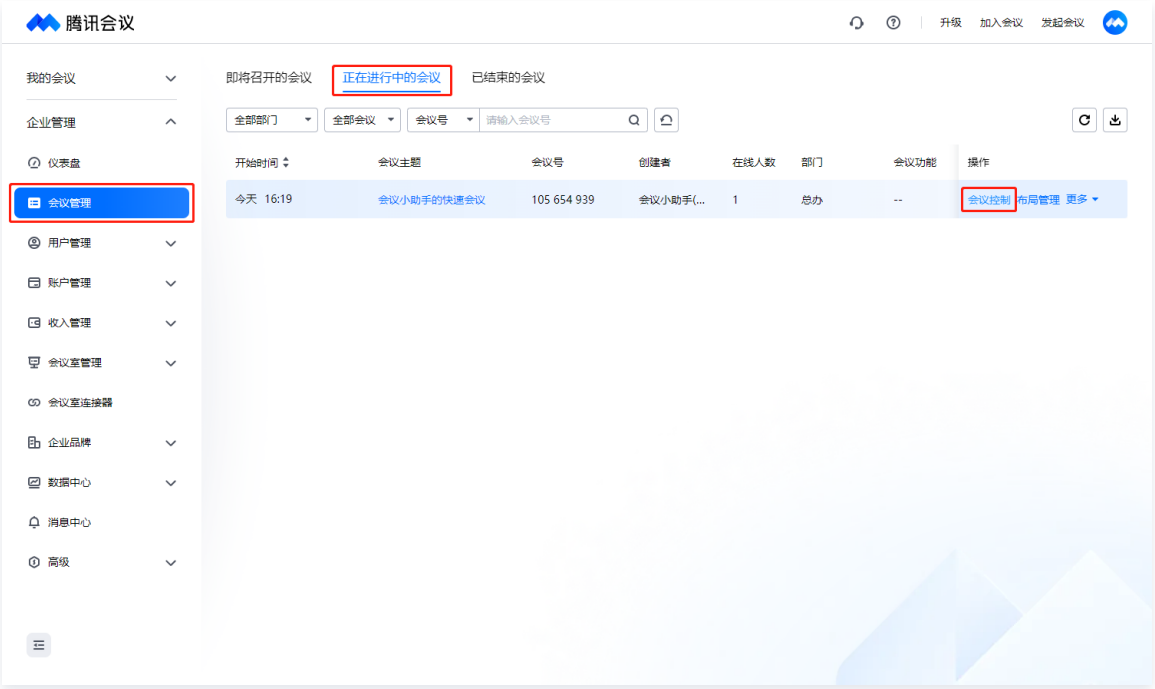
- **log in to user**: Enterprise Edition users.
- **log in to device**: Windows/macOS.

Note:

Only Enterprise Edition admin users can manage permissions.

How to Control a Meeting

1. Log in to Official Website User Center, managing meetings requires logging in to the Super Administrator of the respective enterprise or an account authorized for meeting control permissions by the enterprise administrator.
2. In the left sidebar menu **Enterprise Management > Meeting Management > Ongoing Meetings**, select the meeting you want to control, and click **Conference Control** to manage the meeting.



- Invite Members: Click to choose **Phone Calls** members, invite to **Video Conference Rooms**, or **Copy Invitation** information to share.
- Layout Management: Click to set the in-meeting view layout.
- Mute All: Click **Mute All**, only the host is allowed to speak.
- Unmute All: Click **Unmute All** to allow participants to choose whether to speak.
- Security Settings: Click to manage **Waiting Room**, **Meeting Watermark Settings**, **Initiate Sharing**, **Turn on Video**, **Rename**, **Members Self-Unmute**, **Member Interaction Annotations**, **Free Chat**, **Pause Participant Activity** settings.
- Quality Inspection: Click to view the current meeting members' **Network**, **Audio**, **Video**, and **Screen Sharing** status.
- Conference Setup: Click to choose **Enable Waiting Room**, and set **Meeting Member Restrictions**.
- Join Meeting: Click to launch the client and join the meeting as a Regular User.

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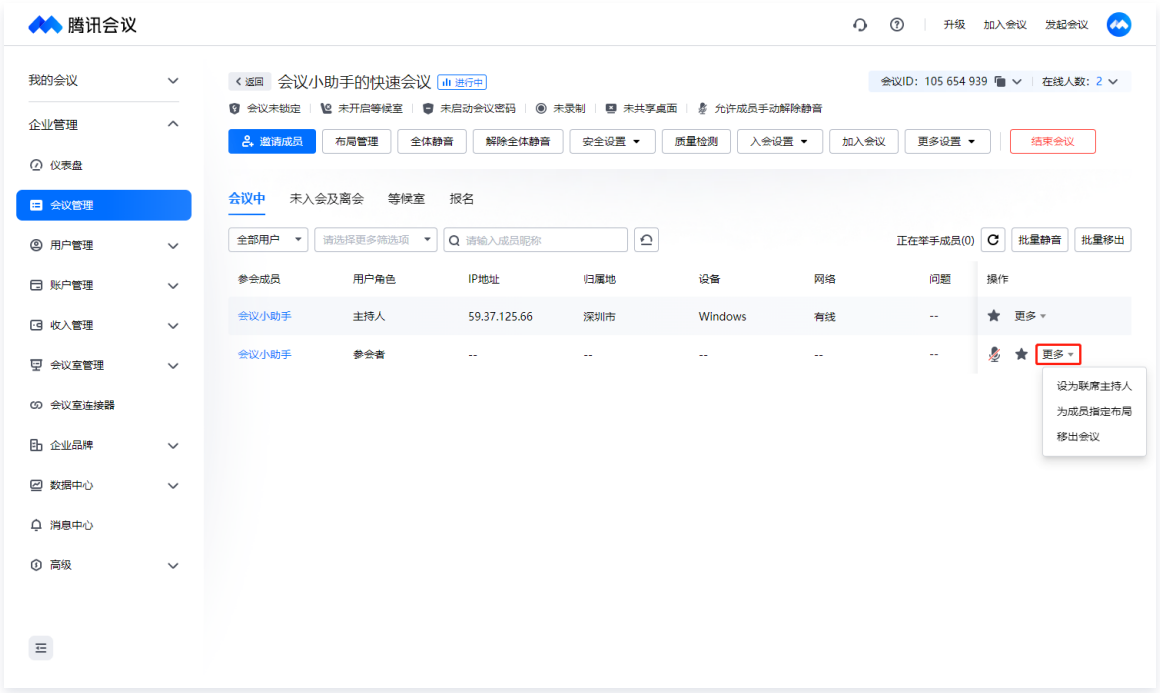
- More Settings: Click **More Settings** to reveal the following options, including **Lock Meeting**, **Automatically mute members upon entry**, **Hide all participants' information**.
- End Meeting: Click **End Meeting**, then confirm with the second popup window **Are you sure you want to end the meeting?**. Click **Confirm** to immediately end the meeting, all attendees will be removed, and you will return to the real-time meetings list.
- Member List: Displays information about current, absent, and waiting room members, as well as those who registered for the meeting, such as version number, device, IP address, position, user role, joining time, operations, refresh, remove, and other actions in a table format. Click **More** to designate a specific member as a Co-host.
- Bulk Mute: Set to default grey. When **users greater than 1** are selected, bulk muting can be performed. Click **Bulk Mute** to mute the microphones of the selected users.
- Mass Removal: Set to default grey. When **users greater than 1** are selected, mass removal can be performed. Click **Bulk Kick out** to remove the selected users from the meeting.



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Add Rooms when scheduling meetings

Last updated: 2024-08-27 15:31:24

Description of the Feature

When scheduling a meeting, you can reserve a meeting with Rooms and display the meeting schedule on the main interface of Tencent Meeting Rooms.

Prerequisites

- **log in to user:** Business Edition and Enterprise Edition users who have purchased Tencent Meeting Rooms.
- **log in to device:** Windows/macOS/iOS/Android.
- **Version Requirement:** Requires client version 2.8.0 or later.

Note:

- When scheduling a meeting, Rooms already occupied by others cannot be selected.
- Only users of the Business Edition/Enterprise Edition who have purchased Rooms service can add Rooms when scheduling meetings.
- Periodic Meetings and WeChat Invited Meetings currently do not support booking Rooms.
- If the creator successfully reserves Rooms, and the backend administrator deletes Rooms or disables the reservation, the reserved Rooms will indicate it is closed and cannot be used further, but the online meeting can still proceed normally.
- To ensure the security of your meeting, it is recommended to set a join password when scheduling an online meeting to prevent other company members using the same Rooms from entering your reserved meetings.
- If the Rooms reservation has been disabled by the administrator, the Rooms schedule will no longer be displayed.

Administrator configures Rooms

Configure Rooms administrative privileges

In the Role Configuration, assign Rooms administrative privileges to role members responsible for Rooms management, including viewing and editing permissions.

Configure Rooms

1. log in to Official Website User Center .
2. click the left menu bar **Enterprise Management > Conference Room Management > Meetings > Add Meeting Room** to configure Rooms.

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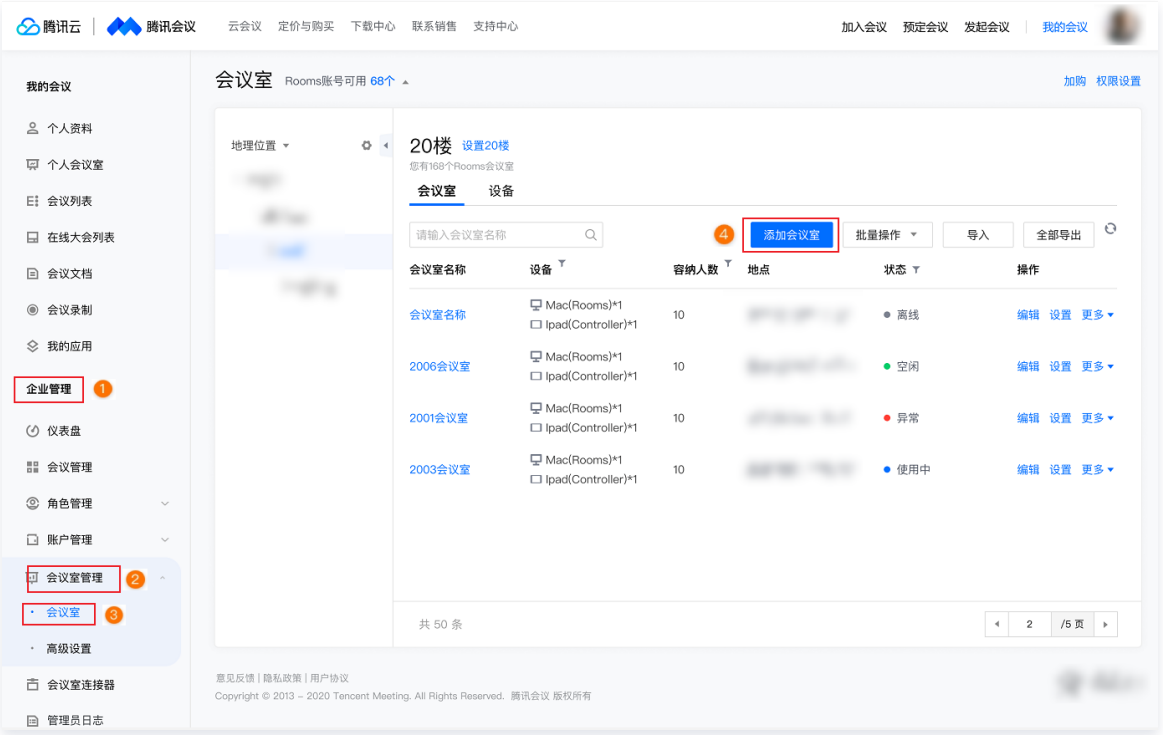

3. Add basic information for Rooms, including name, city, building, floor, number of people, meeting room equipment, description, and administrator password. Once complete, click **Submit**.
4. After Rooms are successfully submitted, the list page will show all the meeting Rooms available for reservation. The left side will display the location nodes of the set Rooms (city, building, floor). Rooms can be filtered and viewed based on location nodes, and you can also separately edit location nodes, i.e., create/modify city, building, floor. When there are no Rooms under a node, the node can be deleted.

Rooms Open for Reservation

For the added Rooms, you can open them for reservation. Once Rooms are opened for reservation, users within the enterprise can search and reserve the Rooms on the client.

Schedule a Meeting with Rooms

Schedule a meeting

1. When scheduling a meeting on Tencent Meeting's desktop terminal, click **Go to Schedule** to enter the **Select Meeting Room** page.
2. Choose the start time range for your meeting and click **Save** to select the designated Rooms.
3. After adding Rooms, return to the meeting scheduling page. If you wish to continue reserving multiple Rooms, you can click **Add**, which will redirect you to the Rooms reservation page. New Rooms can be added, and locked Rooms reservations can be canceled, supporting up to 10 Rooms reservations simultaneously.
4. After selecting Rooms, you can set the current meeting as "Hide Meeting Subject". Once set, the scheduled meeting subject will not be displayed in the Rooms' schedule list.
5. After completing the meeting scheduling, the Rooms reservation will also be completed simultaneously.

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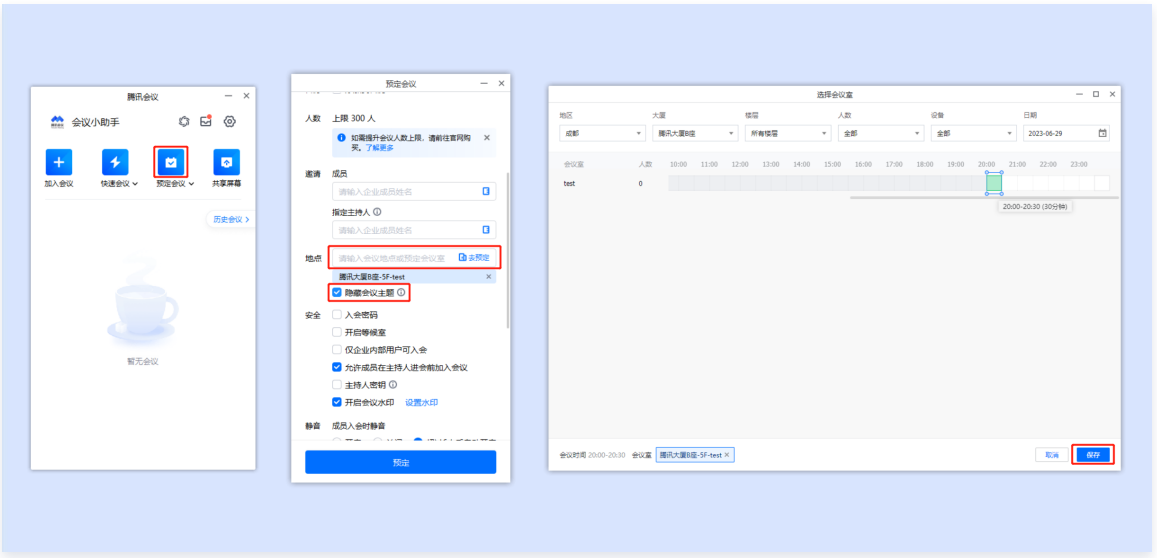

6. When scheduling a meeting on the mobile terminal following the steps above, the Rooms reservation will also be completed upon finishing the meeting scheduling.



Release Rooms

1. If the creator modifies the meeting and re-selects reserved Rooms, the original Rooms will be released.
2. If the creator deletes or cancels the meeting, the corresponding Rooms for that time slot will be released.

Display meeting agenda on the Main Interface of Tencent Meeting Rooms

If the specified Tencent Meeting Rooms are available for online booking, the main interface's schedule list will display the first4upcoming meetings of the day that have not ended, including primary information such as the meeting topic, the person who booked the meeting, and the meeting time.

- If the meeting start time is more than one hour away from the current time, the meeting agenda will not display the meeting topic; only the nickname of the person who booked it will be shown, with a placeholder title indicating "Meeting room booked".
- If the meeting has been set by the booker as "Hide meeting topic", the meeting agenda will not display the meeting topic; only the nickname of the booker will be shown, with a placeholder title indicating "Meeting room booked".
- If the meeting has started, a green dot will indicate that the meeting has begun. Members of Rooms can directly join the meeting through the**Join** option in the schedule.

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Configure Usage Permissions for Large Conference Rooms

Last updated: 2024-08-27 15:31:42

Description of the Feature

Enterprise customers need to allocate resources for large conference rooms. Users with relevant meeting initiation permissions can reserve ultra-large conference rooms, providing enterprises with cloud services and modern conferencing solutions for training, cross-region, and cross-enterprise communications.

Prerequisites

- **log in to user:** Enterprise version users with large room capacity.
- **log in to device:** Windows/macOS/iOS/Android.

Note:

- Only users with meeting initiation permissions can configure large conferences.
- A user can only configure one type of large conference. For example: if User A has the capacity to configure a 500-person room, then User A cannot be configured with the capacity for 1000-person and 2000-person rooms.
- Resource configuration refers to the number of users who can use large rooms. For example: if an enterprise purchases five 500-person rooms, then up to five people can be configured with a 500-person room capacity.
- Users' large room capacity cannot be removed during ongoing large conferences.
- If a user has 500-person room permissions but sets the large room capacity to 300 when reserving a meeting, the reservation is treated as an ordinary meeting.
- If a user has only one large room quota and has reserved multiple large room meetings, when one is ongoing and the user wants to enter the second large room, click **Enter Meeting** to check if the same user has an ongoing large room meeting. If such a meeting exists, the user cannot enter the second meeting.
- Large rooms can be reserved with capacities of 500, 1000, or 2000 people.

How to configure usage permissions for large conference rooms?

1. log in to Official Website User Center.
2. Click the left sidebar **Enterprise Management > Account Management > Resource Configuration**.

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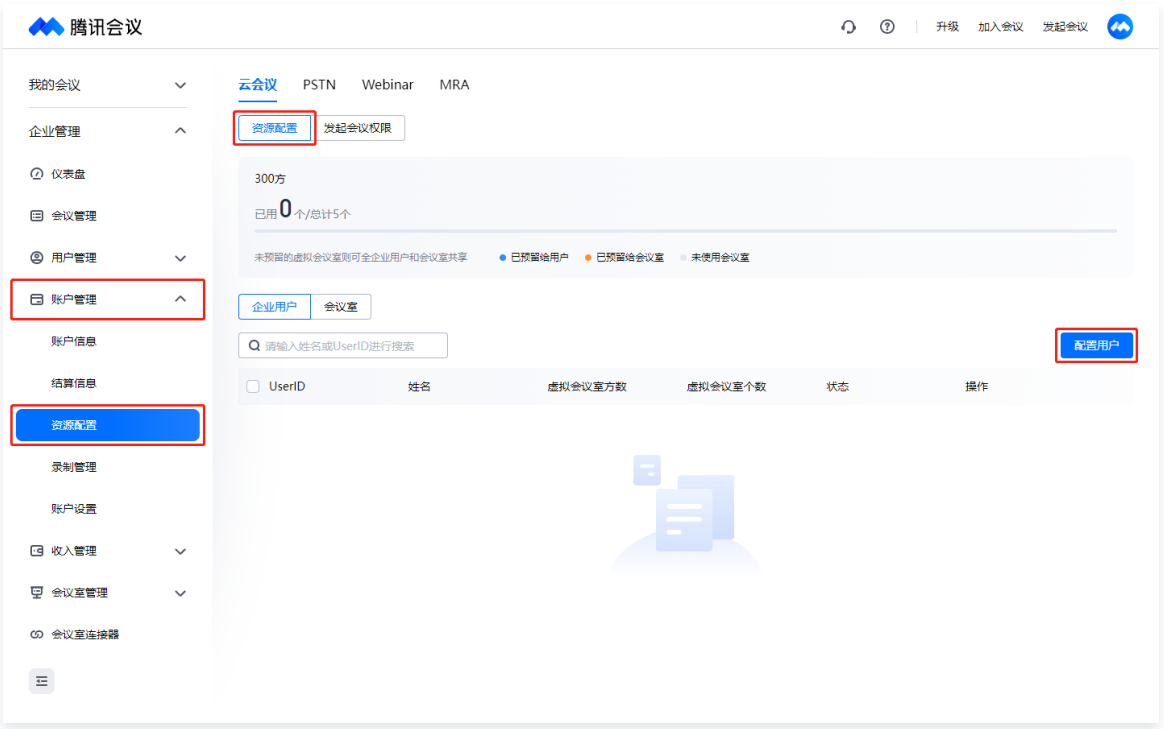
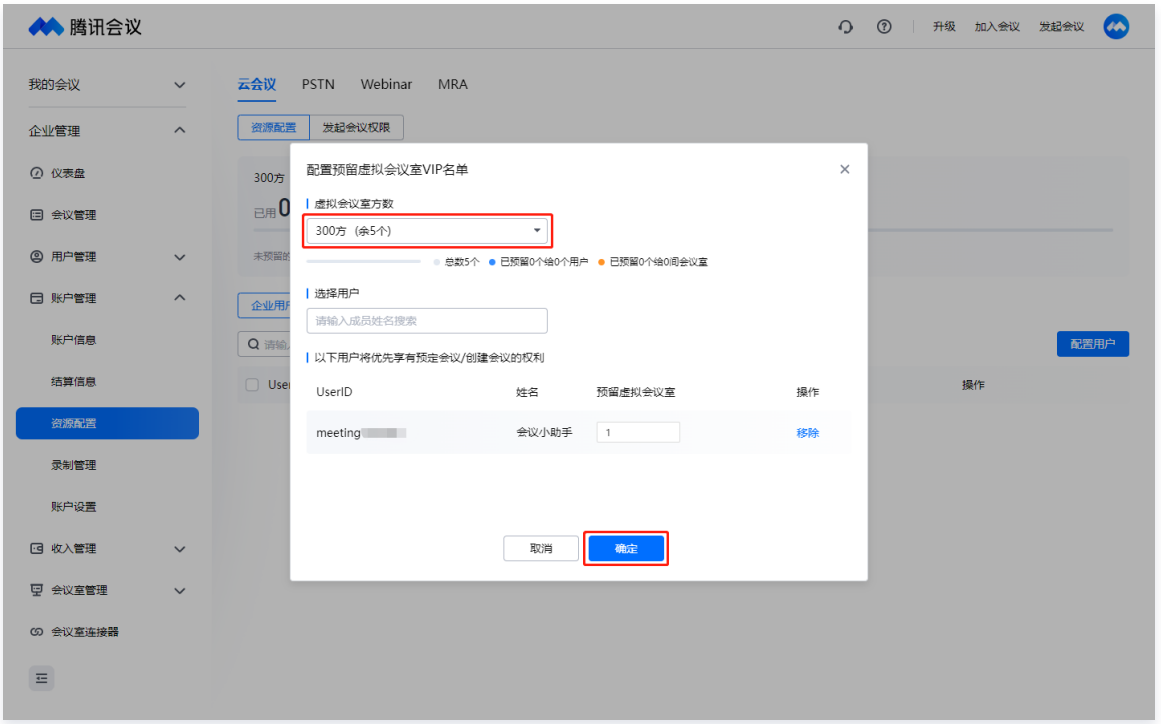


3. Click **Configured Users**, select the number of meeting rooms and type of meeting required, and enter the username with meeting initiation permissions.
4. Click **Confirm** to successfully configure usage permissions for large conference rooms.



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Hosts and Co-hosts

Last updated：2024-08-27 15:31:57

Description of the Feature

Co-hosts can assist hosts in managing members with permissions like renaming, toggling microphones, and cloud recording, thereby sharing control pressure and improving meeting efficiency.

Applicable Scenario

- Large Online Meetings
- Daily Communication
- Online Training
- Business Communication

Conditions of Use

- **Log in to Users:** Membership, Business Edition, Enterprise Edition users.
- **Version Requirement:** Client version 3.11 or later.
- **System Requirements:** Windows/macOS/iOS/Android.

Scope of application

Conventional Meetings, Webinar.

How to set a Co-host

Windows/macOS

During the meeting, the host clicks **Manage Members** > selects a member > **More** > **Set as Co-host**.



Android/iOS

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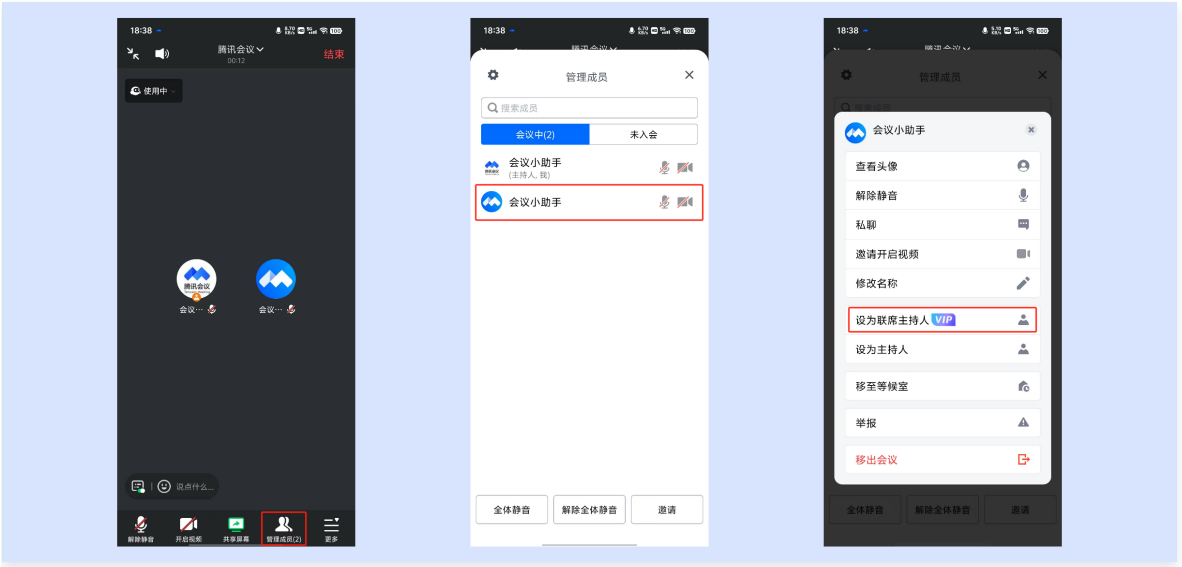
During the meeting, the host clicks **Manage Members** > selects a member > **Set as Co-host**.



Co-host Meeting Control Permissions

Meeting Order Management

- Member Audio Permission Management (Mute or unmute meeting members).
- Member Video Management (Turn off or request to turn on member video).
- Member Chat Permission Management (Private chat, mute, public chat, easily set different chat permissions).
- Screen Sharing Permission Management (Freely set screen sharing permissions and stop current sharing content in real-time).
- Member Identity Management (Change the names of meeting members).

Meeting Collaboration Management

Enable Online Document Collaboration Permissions (Create or import documents during the meeting, set upload, view, or edit permissions).

Meeting Security Management

- Remove Meeting Members (Set members to not rejoin the meeting after being removed).
- Waiting Room Management (Move attendees to the waiting room excluding the host and co-host).
- Lock Meeting (Prevent new members from joining the meeting).
- Set Meeting Watermark.
- Hide Meeting Number and Password.

Note:

Free Edition	Member	Commercial Edition	Enterprise Edition
Not supported	Individual (100 participants rights) 2 seats	10 seats	50 seats
	Education/Non-Profit Special Offer (100 participants rights) 2 seats		
	Team (100 participants rights) 4 seats		
	Team (300 participants rights) 6 seats		
	Team (500 participants rights) 8 seats		

- Non-login users cannot be set as co-hosts
- Free Edition or Free Enterprise Edition: Co-hosts cannot be set.

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- Membership: Up to 8 co-hosts can be set. If the maximum is reached, the co-host option will no longer appear when opening the user list and trying to set other users.
  - If the number of co-hosts reaches the limit, the co-host setting option will still be displayed, and a paid upgrade pop-up will appear.
  - If users use versions below 3.11 after purchasing membership, they can still use the set co-host feature.
  - Click to purchase membership to set up to 8 co-hosts (Individual, Education/Non-Profit Special Offer: 2 seats with 100 participants rights, Team: 4 seats with 100 participants rights, 6 seats with 300 participants rights, 8 seats with 500 participants rights)
- Business Edition: Up to 10 co-hosts can be set. If the maximum is reached, the co-host option will no longer appear when opening the user list and trying to set other users.
- Enterprise Edition: Up to 50 co-hosts can be set. Special case: If there are already 50 co-hosts in the current meeting, the creator can become a co-host upon entering the meeting, making it 51 co-hosts, but no more can be added.
- There can be only one host in a meeting. Currently, only administrative personnel with host status can set other participants as co-hosts.
- The co-host has fewer permissions than the host, primarily in the ability to assign roles to others; a "co-host" cannot assign roles to others.
- The host can revoke the co-host's permissions; a co-host cannot voluntarily renounce the "co-host" status.
- If there are co-hosts in a meeting and the host leaves without transferring the host permissions, the co-host automatically becomes the host. If there are multiple co-hosts, the user who first obtained co-host permissions automatically becomes the host.
- When the meeting creator enters the meeting (including re-entry), they join as a "co-host" but can reclaim "host" privileges without the current host's consent; once the privileges are reclaimed, the original host becomes an attendee.
- If a co-host (who is not the meeting creator) re-enters the meeting, they join as an "attendee".
- When multiple control personnel perform conflicting or repetitive operations on the same feature, the state is determined by the latest signal completion.
- Role changes do not affect the current microphone or camera status.

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Manage Members

Last updated：2024-08-27 15:32:38

Description of the Feature

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

Applicable Audience and Scenarios

- Seminar: academic exchanges, government affairs discussions, etc.
- Training Session: business training, employee training, parent-teacher meetings, etc.
- Sharing Session: salons, lectures, book clubs, etc.
- Marketing Meeting: public courses, private domain marketing meetings, etc.

Conditions of Use

- **Login Users:** Free Version, Member Version, Business Edition, Enterprise Edition users.
- **Version Requirement:** client version 3.14 and above supports grid quick operation.
- **System Requirements:** Windows/macOS/iOS/Android.

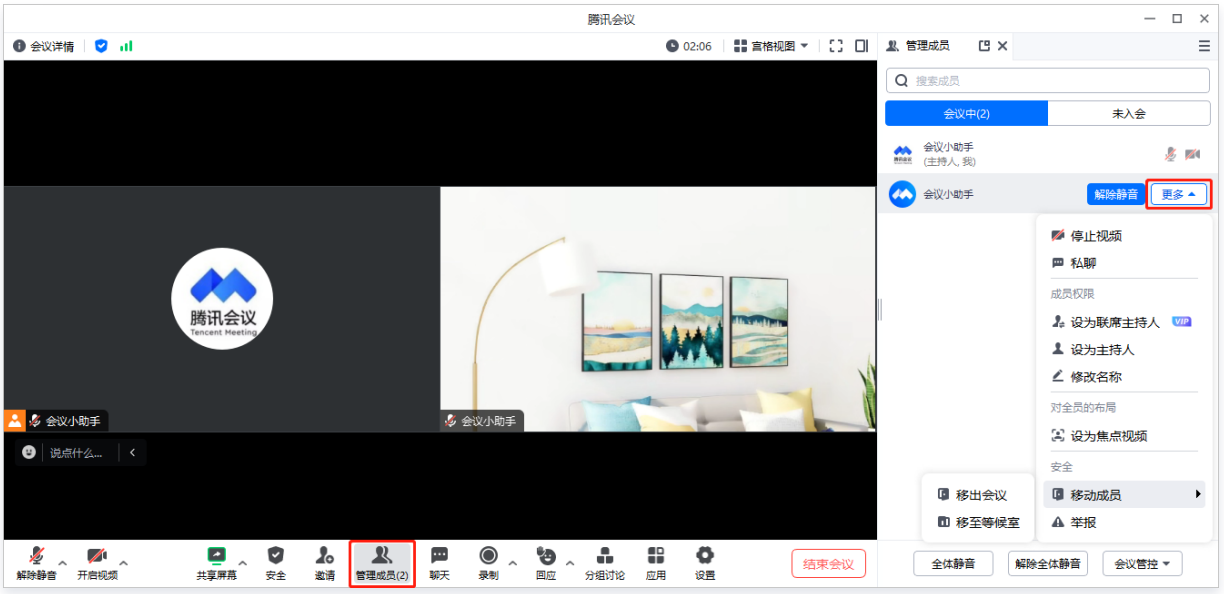
How to Manage Members

Windows/macOS

Manage Members

Host and co-host can click the bottom tool bar **Manage Members** during the meeting to manage all participants in the member list.

- The host can select any regular member for individual control: to **unmute/mute** them, and can also click **More** to **invite to start/stop video**, **private chat**, **set as co-host**, **set as host**, **change name**, **set as the focus video** (available when a participant starts video/shares screen), **move to waiting room**, **remove from meeting**, **report**.



- The host can **unmute/mute** co-hosts, and also click **More** to **invite to start/stop video**, **private chat**, **revoke co-host status**, **set as host**, **set as the focus video** (available when a participant starts video/shares screen), **report**.

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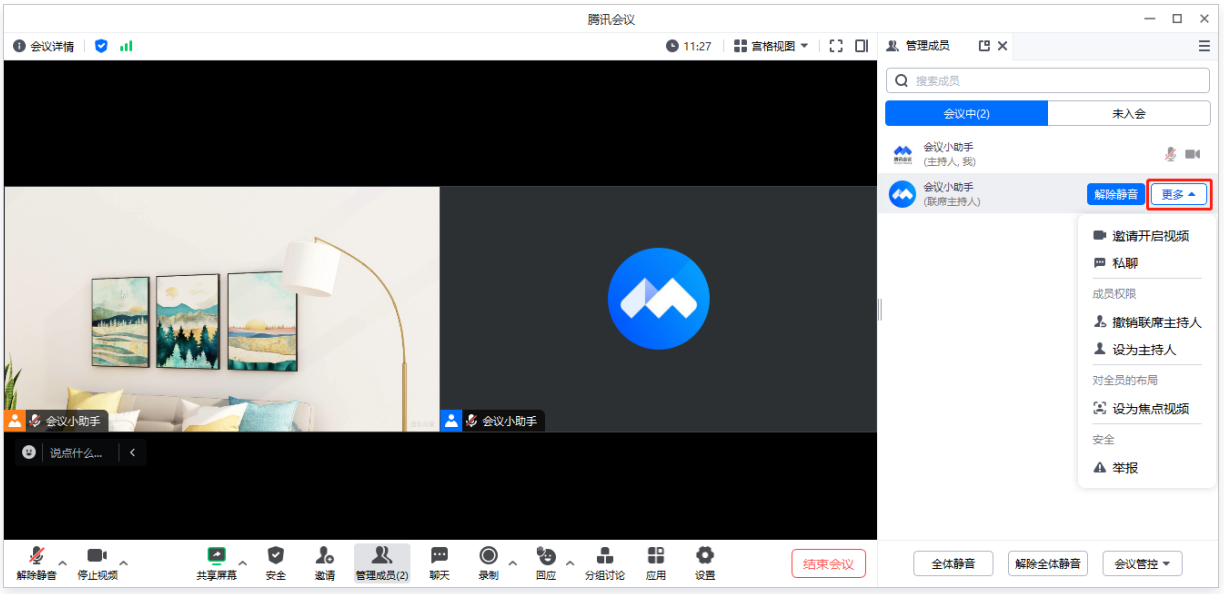
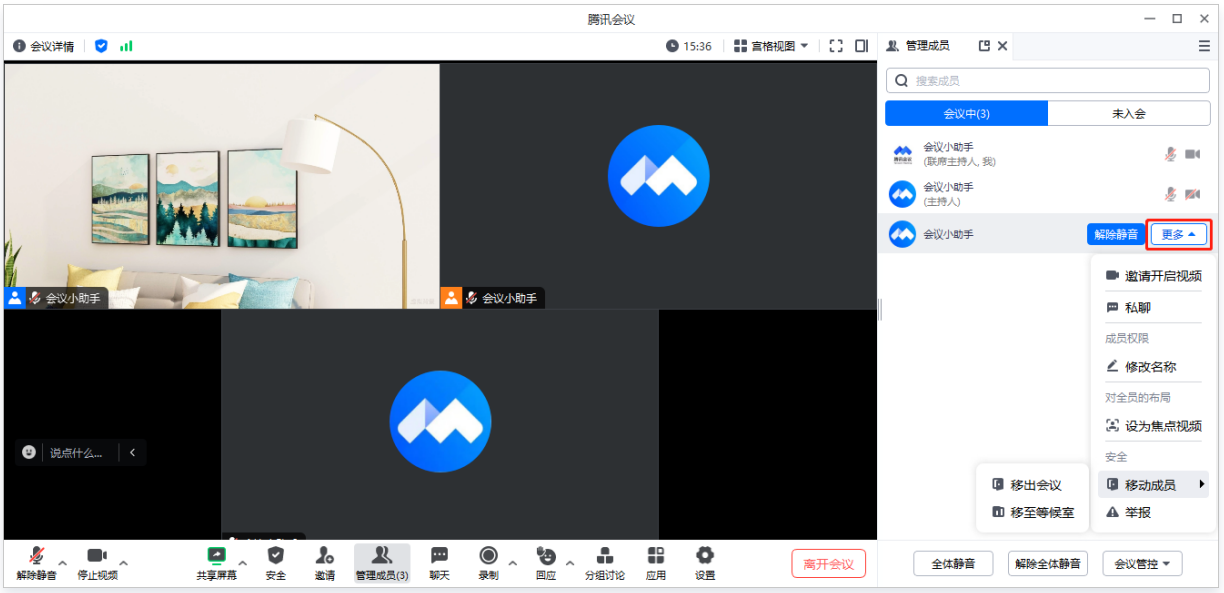


- The authority of a co-host is less than that of the host, does not support assigning roles to others, and cannot automatically relinquish **co-host** authority.



- When the meeting creator is in the meeting, select the host and click **More**> **Revoke Host** to reclaim the host permissions.

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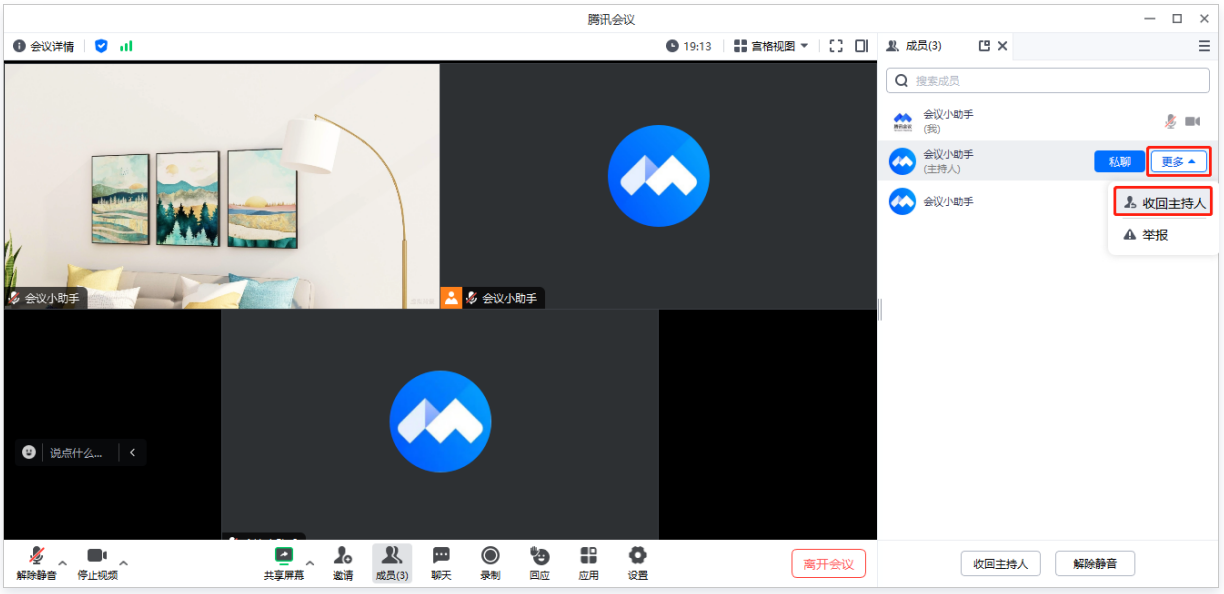
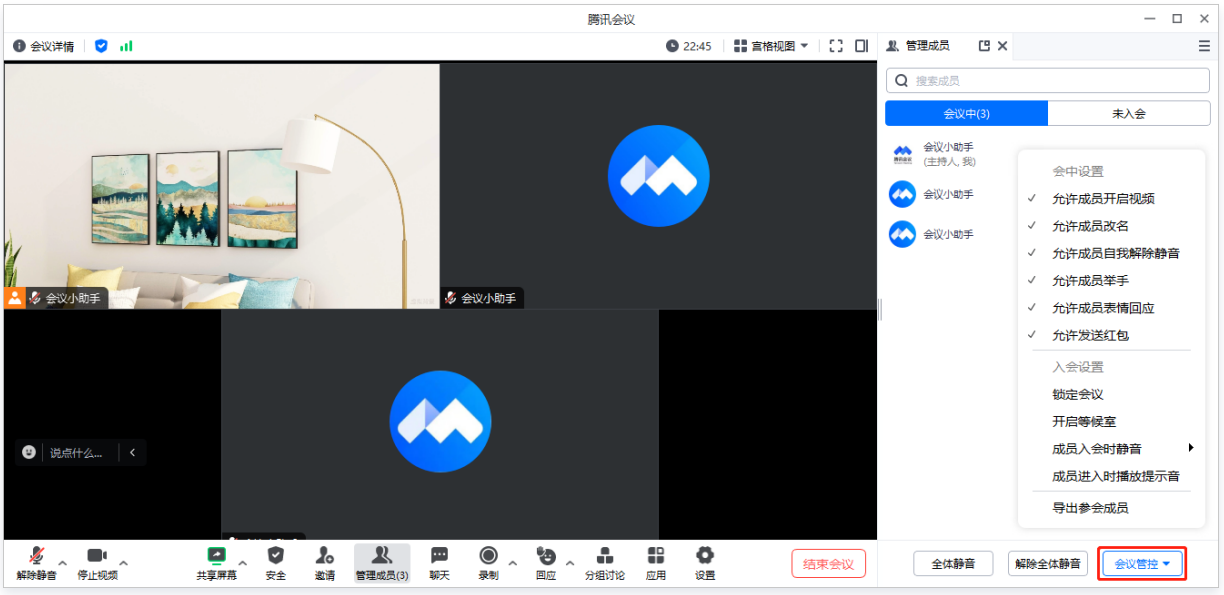


- Moreover, it is possible to centrally control all members in the meeting. At the bottom of the member list, you can **mute all**, **unmute all**, and click **meeting control** settings for **allowing members to turn on video, allowing members to rename themselves, allowing members to unmute themselves, allowing members to raise hands, allowing members to respond with emojis, allowing to send red packets, locking the meeting, enabling waiting room, restricting joining members (only supported by Business and Enterprise editions), muting members upon entry, playing sound when members join, exporting participant list** (only available to the meeting creator when acting as a host/co-host).



Grid Quick Management

1. In the view mode (Grid View, Speaker View, Custom Layout), the host can click ··· or right-click the video screen to access the operation menu and perform actions such as **Unmute/Mute**, **Invite to Turn on Video/Stop Video**, **Private Chat**, **Rename**, **Lock Member's Video** (applicable to members with video on), **Hide All Non-Video Participants**, **Stop Receiving Others' Videos** (applicable to members with video on), **Focus on Member's Video**.

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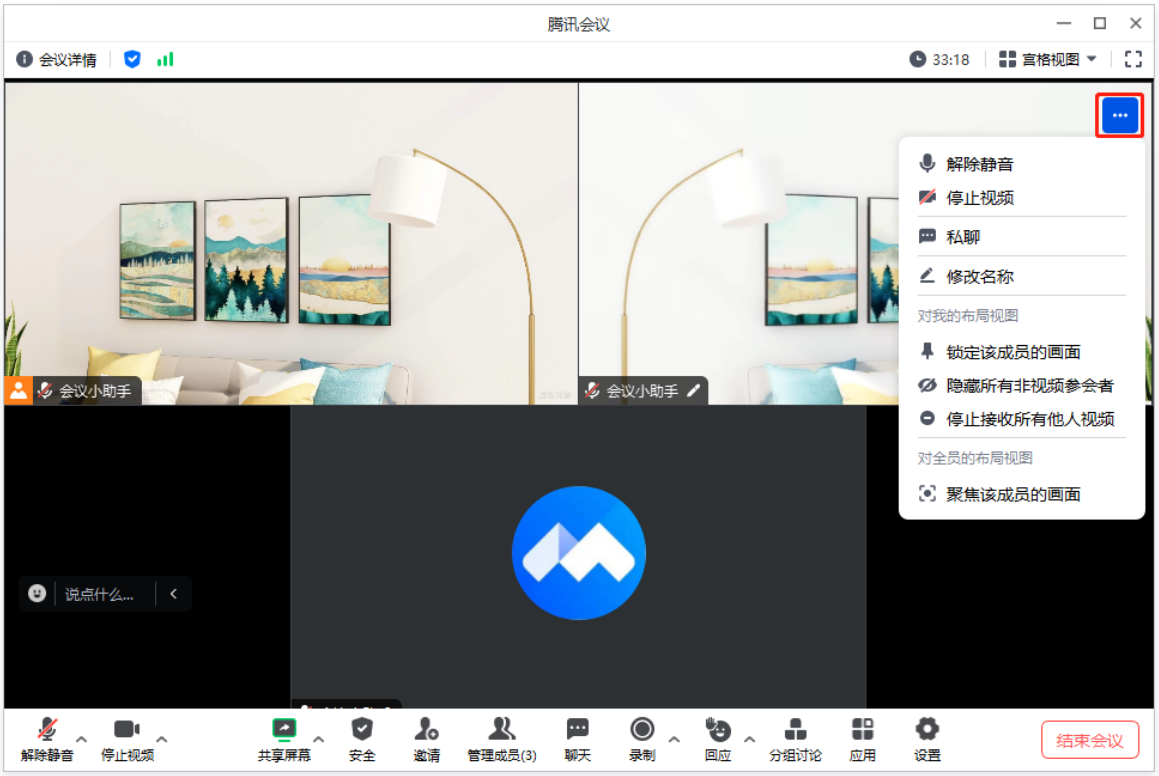
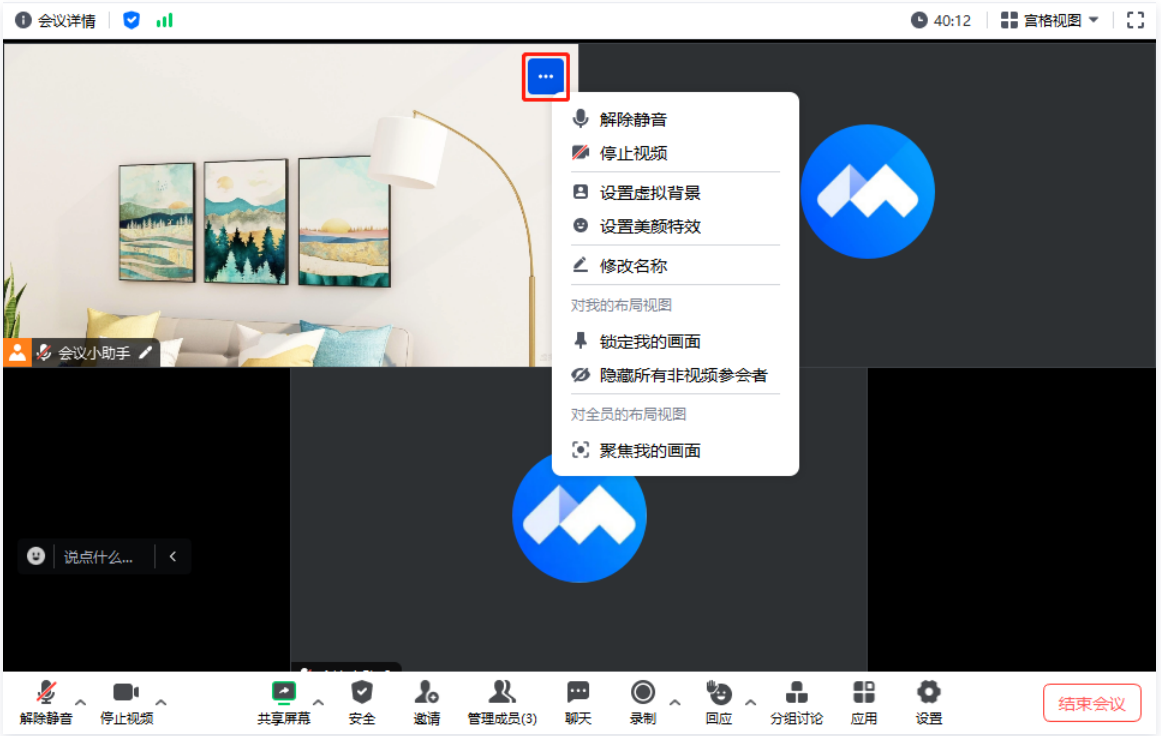


> **Note**
> Windows users use right-click; macOS users use left-click for regular size and right-click for large size screens.

2. You can **Unmute/Mute** yourself, **Turn on Video/Stop Video**, **Set Virtual Background**, **Set Beauty Effects**, **Rename**, **Lock My Video** (available when video is on), **Hide All Non-Video Participants**, **Focus on My Video**.



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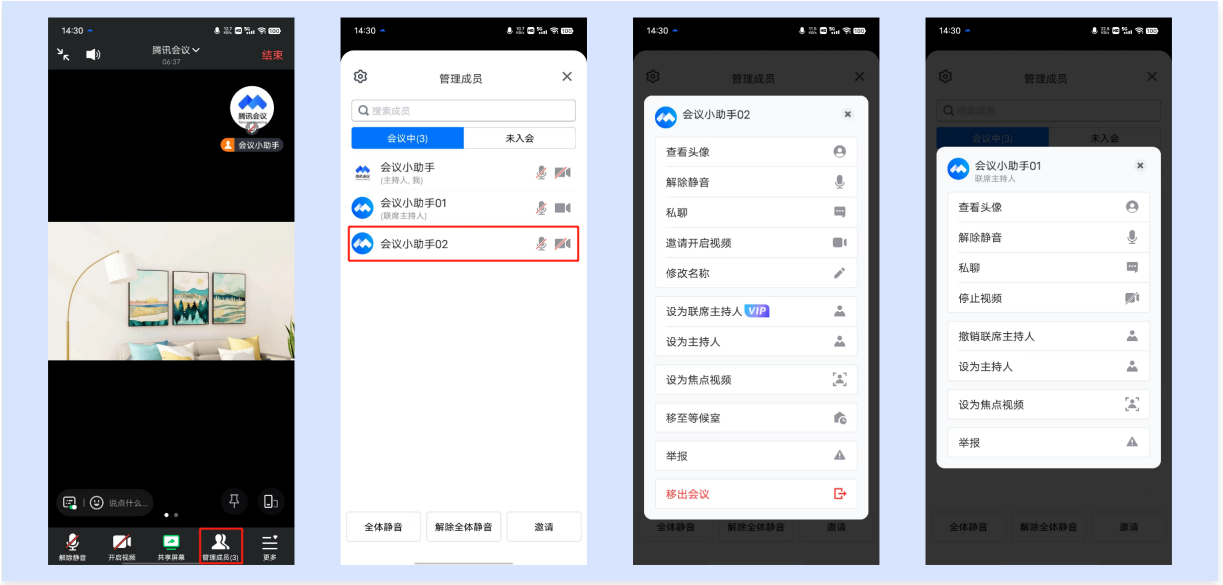
- In voice-only mode, right-click a **Member Avatar** to perform operations.



Android/iOS

Manage Members

- Host and co-host can click the bottom tool bar **Manage Members** during the meeting to manage all participants in the member list.
- The host can click any regular member for individual control: **View Avatar**, **Unmute/Mute**, **Private Chat**, **Invite to Turn on Video/Stop Video**, **Rename**, **Set as Co-host**, **Set as Host**, **Set as Focus Video** (available when a member has video or screen sharing enabled), **Move to Waiting Room**, **Report**, **Remove from Meeting**.
- The host can perform actions on the co-host such as **View Avatar**, **Unmute/Mute**, **Private Chat**, **Invite to Turn on Video/Stop Video**, **Revoke Co-host**, **Set as Host**, **Set as Focus Video** (available when a member has video/sharing enabled), **Report**.



- The authority of a co-host is less than that of the host, does not support assigning roles to others, and cannot automatically relinquish **co-host** authority.

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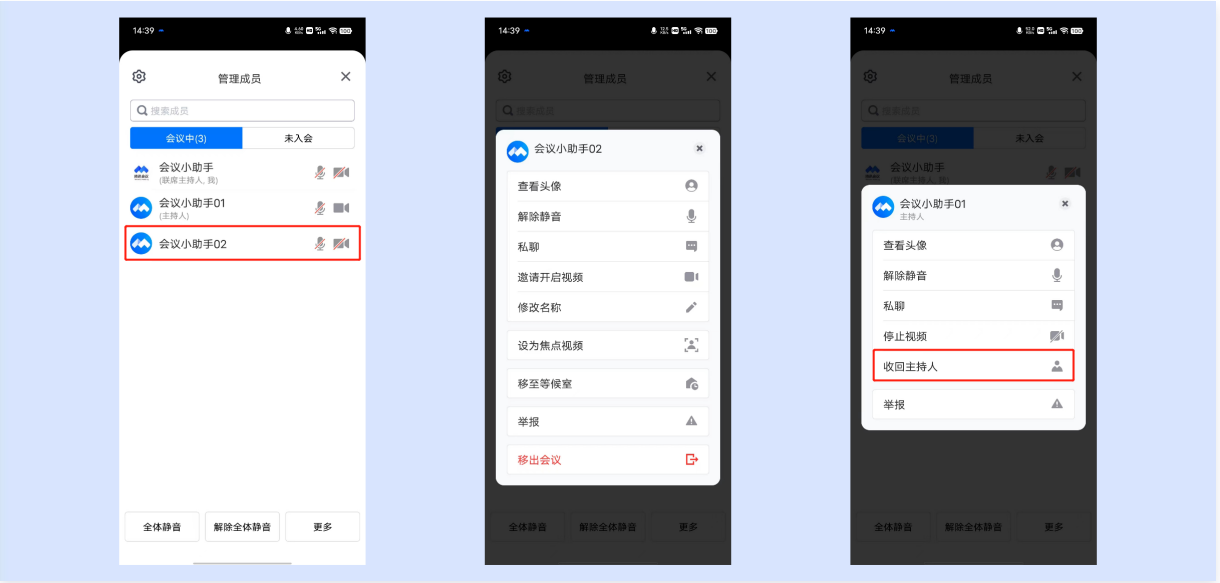
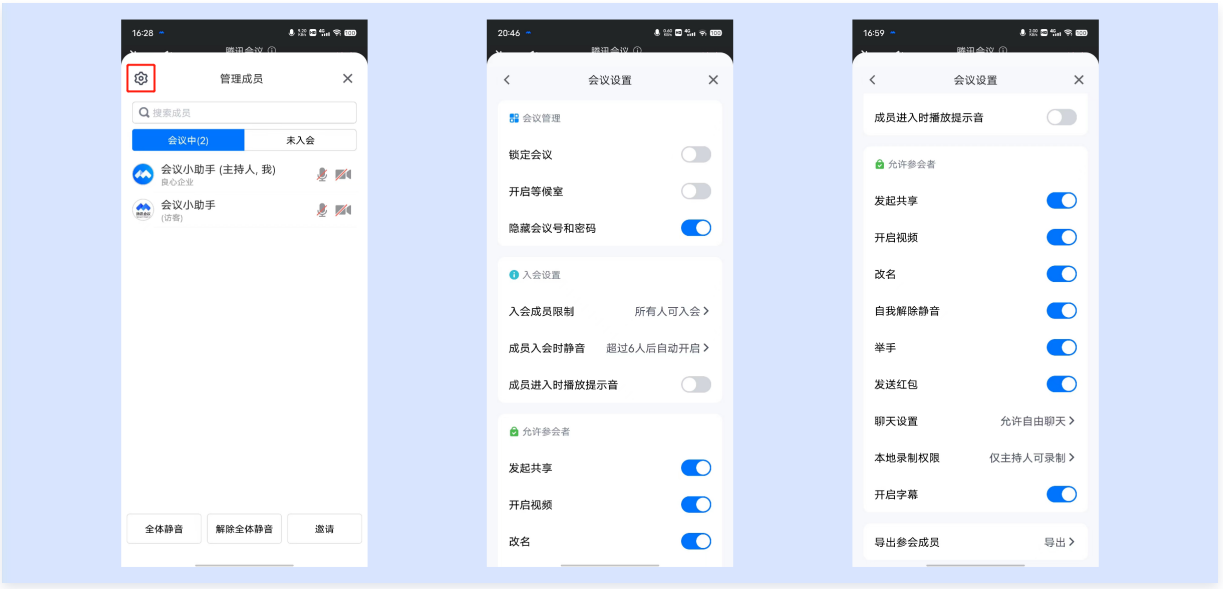
- When the meeting creator is in the meeting, click the host > **Revoke Host** to reclaim the host permissions.



- The host/co-host can click the **settings** button at the top left of the member list to centrally control all members in the meeting. In the **meeting settings** page, you can choose to set **lock meeting**, **enable waiting room**, **hide meeting ID and password**, **restrict joining members** (only supported by Business and Enterprise editions), **mute members upon entry**, **play sound when members enter**, **allow participants to start sharing**, **enable video**, **renaming**, **self-unmute**, **raising hand**, **responding with emojis**, **sending red packets**, **chat settings**, **local recording permission**, **enabling subtitles**, **exporting participant list** (only available to the meeting creator when acting as a host/co-host).



Notes

- Tencent Meeting provides **Host** and **Co-host** roles for meeting control.
- Windows users right-click on the grid for quick operations; macOS users left-click on the grid for quick operations, and right-click for large screen operations.
- The mobile terminal does not support host or co-host clicking on the grid for quick member control.

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Group Discussion

Last updated: 2024-08-27 15:32:58

Description of the Feature

The host can divide attendees into several groups for group discussions during the meeting. After the discussion, they can return to the main venue to continue the meeting.

- Any information discussed within each group is visible only to that group, such as chat, video conferencing, recording, and emoji; it is not visible to members outside the group.
- The host can freely enter and exit each group to participate in discussions.

Application scenario

Scenario	Features
Educational Training	The teacher proposes specific issues, and students engage in group discussions based on those issues.
Recruitment Interviews	In multi-person interviews, the interviewer divides interviewees into groups for discussions and then reconvenes to share their views.
Project Bidding	Each bidding team discusses their internal structures within groups and then reconvenes to present their perspectives.

Prerequisites

- **Login to User:** Free Version, Member Version, Business Edition, Enterprise Edition.
- **Version Requirements:**
  - Client Version 2.12 or later.
  - Free Version and Member Version users: Can create up to 2 discussion groups.
  - Business Edition and Enterprise Edition users: Can create up to 50 discussion groups.
- **System Requirements:**
  - Initiators of group discussions: Windows, macOS, PC terminal.
  - Participants of group discussions: Windows, macOS, iOS, Android.
  - Tencent Meeting Rooms and Meeting Room Connectors are currently not supported.

How to use Group Discussion

Create discussion group

- After the host enters the meeting, click the bottom toolbar **Group Discussion** > select the number of discussion groups required > choose the method of assigning discussion group members > click **Create**.
  - **Auto-allocation:** Participants will be randomly assigned to different discussion groups.
  - **Manual Allocation:** The host can allocate participants to the required discussion groups based on the needs of the meeting.
  - **Allow participants to choose discussion groups:** Participants can choose to join different discussion groups on their own.

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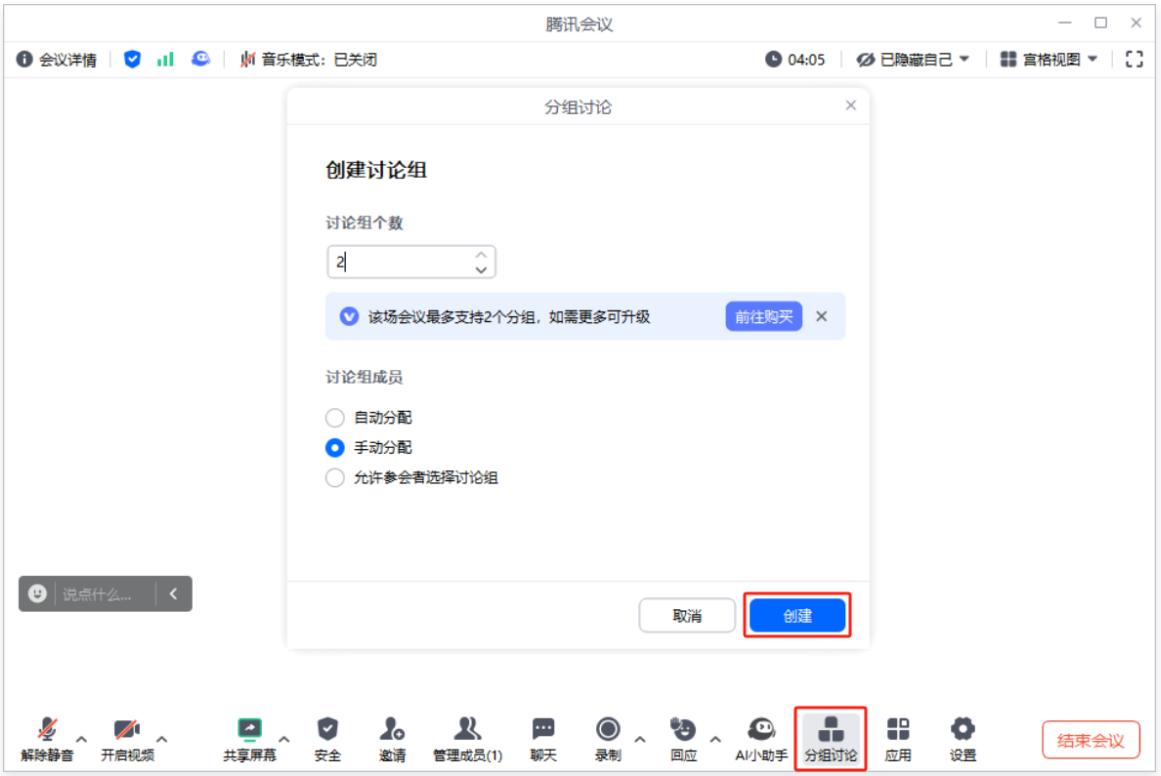

- After creating the discussion group, the host can modify the discussion group name, delete the discussion group, assign discussion group members, and also support recreating and adding discussion groups as needed.
  - **Assign members:** Select the discussion group to be set, click **Assign**, and choose the discussion group members.
  - **Move members:** You can select individual members and move them to another group or back to the main session.



- Click the **Settings** icon in the lower left corner to make more settings for the discussion group > After completing the settings, click **Start Discussion** to start the group discussion.

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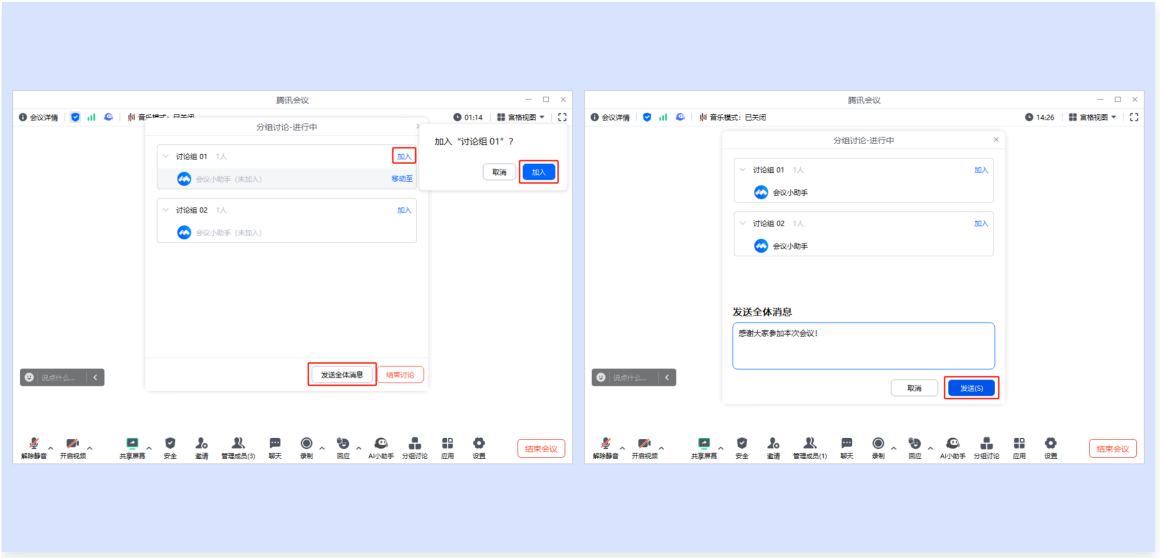
Start Discussion

After the discussion begins, any information discussed within the group, such as chats, video conferences, recordings, and emojis, is only visible to that group and not to members outside the group.

- The host can select the discussion group, choose to join the group, or move members within the discussion group to other groups or the main venue.
  - If the host checks **Allow participants to choose discussion groups** before starting the discussion, participants can choose to join any group on their own.
- The host clicks **Send All Messages** > enters the content to be sent > clicks **Send** to send messages to all members in the meeting.



- Participants can click the bottom toolbar **Request for help** > **Invite Host** to invite the host to the group. The host can handle the invitation after receiving it.

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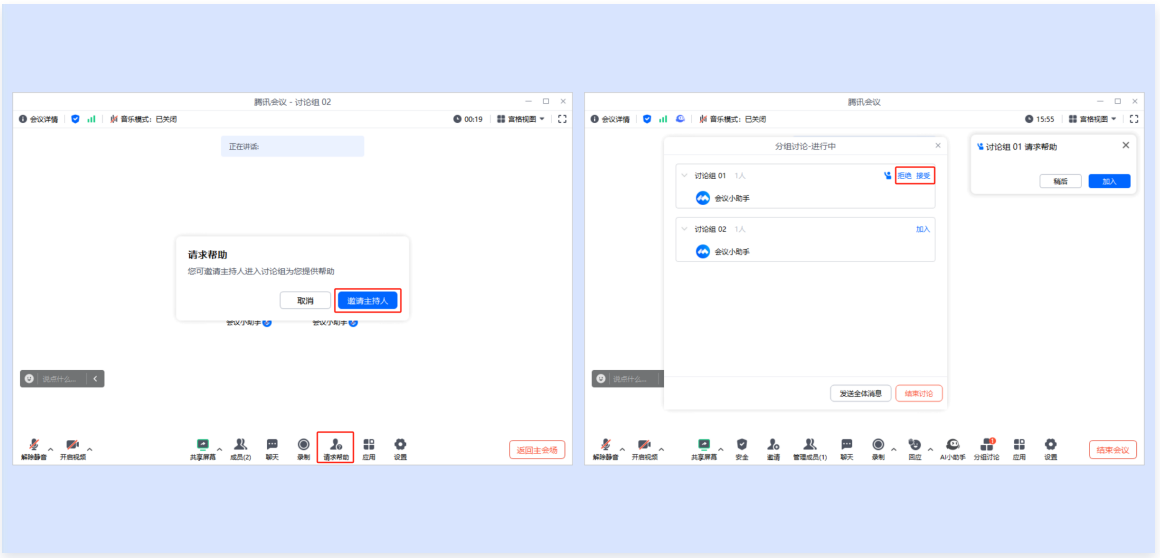

- The host clicks **End Discussion** > **End** to end the group discussion. After ending, all members will return to the main venue.



Notes

- The number of discussion groups can be freely set (the number of groups must be between 0 and 50).
- The number of members in each group can vary, and the host can freely add members.
- Members can choose whether to join the group discussion.
- The host can enter each discussion group.
- Members within the discussion group can request help from the host and call the host to come to the discussion group.
- After the first grouping ends, the second grouping will default to the previous group results.
- The host can set a countdown to end the group discussion, reminding each group to summarize.
- Group discussions support cloud recording. The host can enable cloud recording before and after the grouping. Once recording starts, it will simultaneously record the main venue and each group. After the recording ends, cloud recording files for all venues will be generated under this meeting.
  (For example: setting three groups will generate 1 "Main Venue" + 3 "Sub-venues" totaling 4 cloud recording files.)

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Sync Calendar

Last updated: 2024-08-27 15:37:29

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Description of the Feature

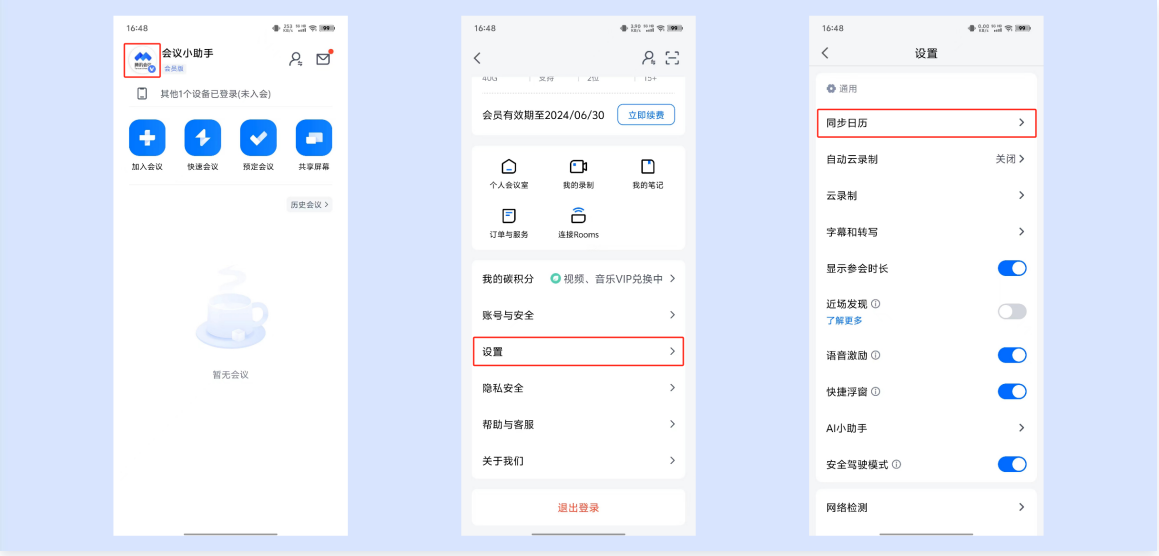
After enabling this feature, when you use the Tencent Meeting App, it will help you sync the meeting links saved in the system calendar to the app, and display them on the homepage for quick access to join meetings.

Prerequisites

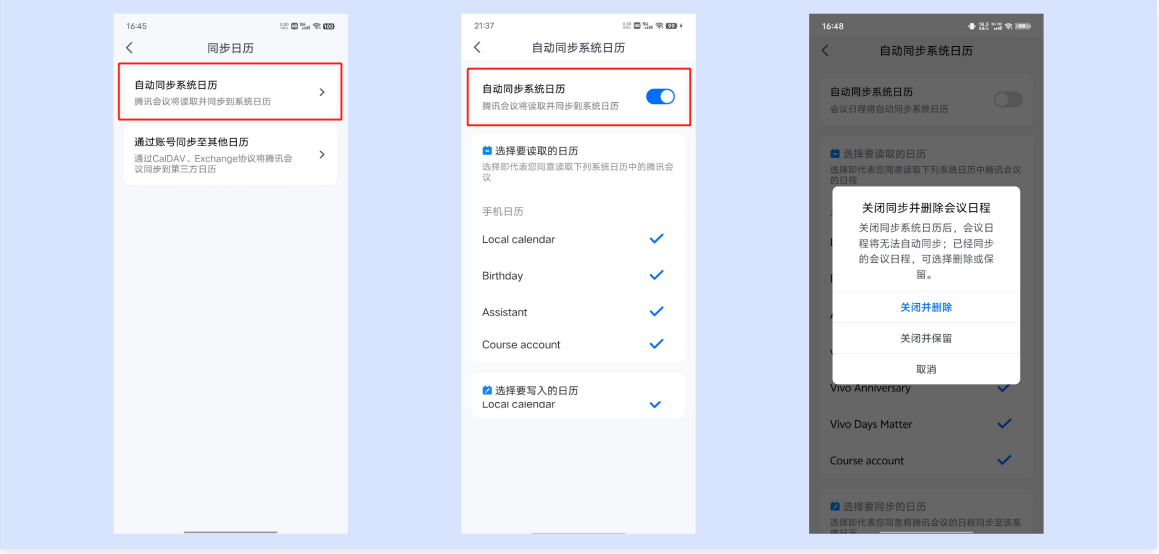
- **Log in to User:** Free, Member, Business, Enterprise Edition users.
- **Version requirement:**
  - Client version 2.6.0 and above supports auto-syncing with the system calendar.
  - Client version 3.15 and above supports syncing to other calendars via account.
- **Log in to System:**
  - Auto-syncing system calendar: Android/iOS.
  - Syncing to other calendars via account: Windows/macOS/Android/iOS.

Auto-syncing system calendar

You can click **Profile Picture** >**Settings** >**Sync Calendar** in the main interface of the app.



- Click and enable **Auto-sync System Calendar** > choose the calendar to read > choose the calendar to write into.
- Click again **Auto-sync System Calendar** to select **Close and Delete/Close and Keep** the Tencent Meeting schedule synced to the system calendar.



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Syncing to other calendars via account

Getting the account password

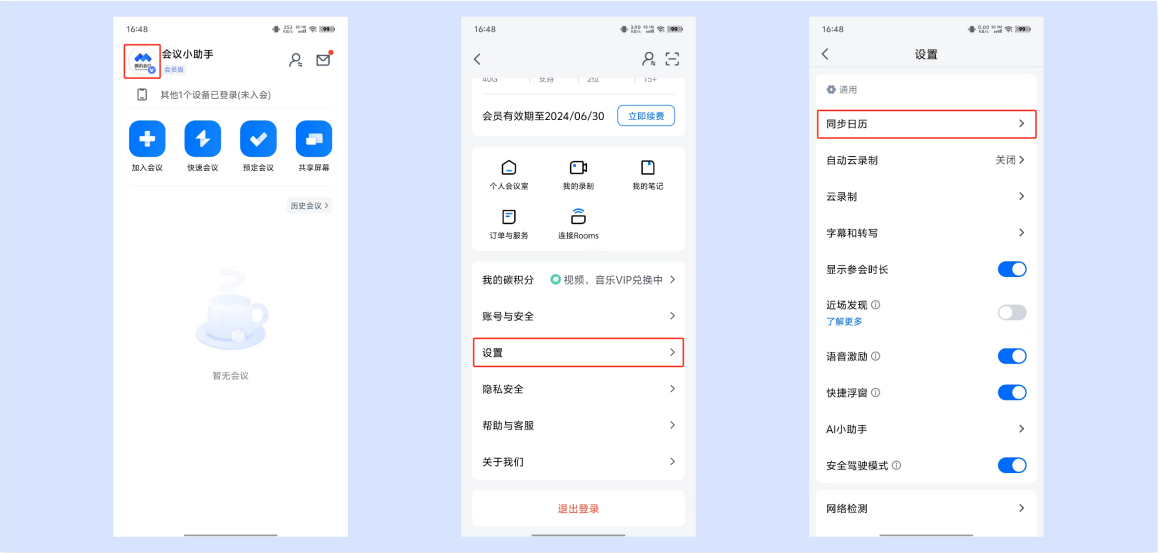
Windows/macOS

- You can click the bottom left **Settings** >**General Settings** >**Sync Calendar** in the main interface of the client to access the details of **Syncing to other calendars via account** and obtain the **Account/Username** ,**Server**, and **password** information for copying.
- Among them, the password needs to be obtained separately by clicking **Retrieve Password** every time you use it to protect data security.



Android/iOS

You can click **Profile Picture** >**Settings** >**Sync Calendar** in the main interface of the app.



- Click **Syncing to other calendars via account** to access the details page and obtain the **Account/Username** ,**Server**, and **password** information for copying.
- Among them, the password needs to be obtained separately by clicking **Retrieve Password** every time you use it to protect data security.

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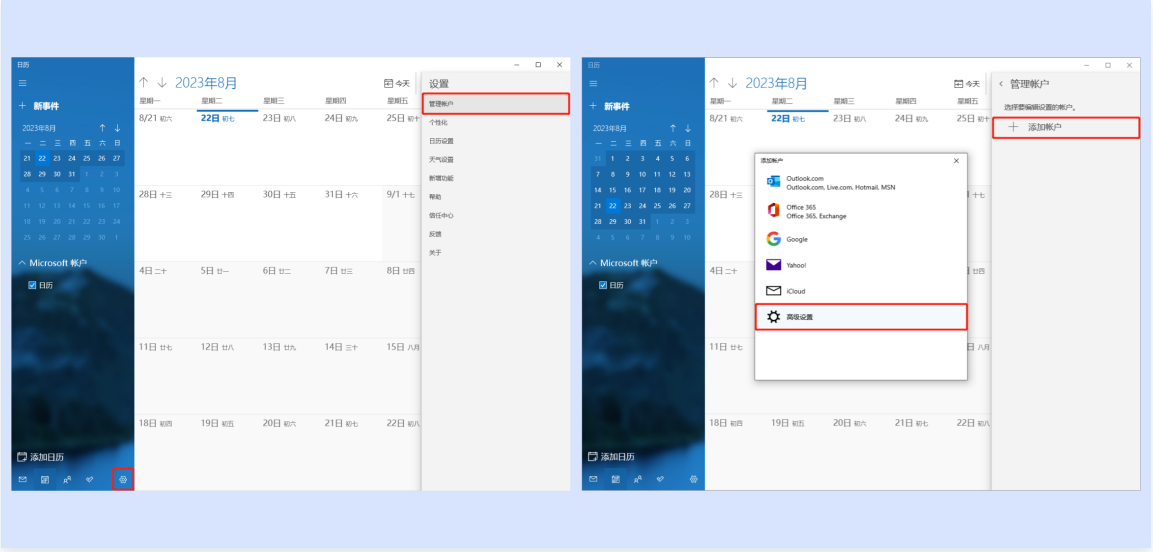
Syncing to other calendars via the Exchange protocol

Exchange is a Remote Information Access (Shared) protocol that allows third-party calendar clients to access meeting schedule information on a shared server. Simply put, it allows authorized users to access a shared meeting schedule.

Windows System Calendar

1. Open the system's built-in calendar application > click the bottom left **Settings>Manage Accounts >Add Account >Advanced settings**.



2. Select **Exchange ActiveSync** and in **Email Address** and **Username**, enter the aforementioned **Account/Username**.
3. In **password** and **Server**, correspondingly fill in the aforementioned **Server** and **password** information.
4. In **Account Name**, enter **Tencent Meeting**; no other information is required.
5. After completing the entries, click **log in to** to finish adding the account.

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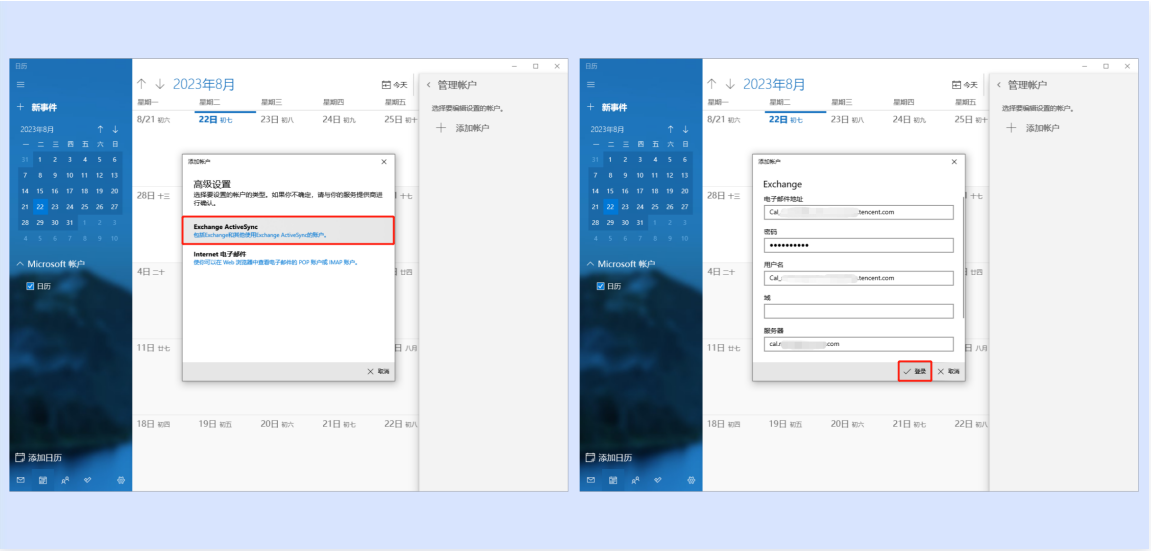
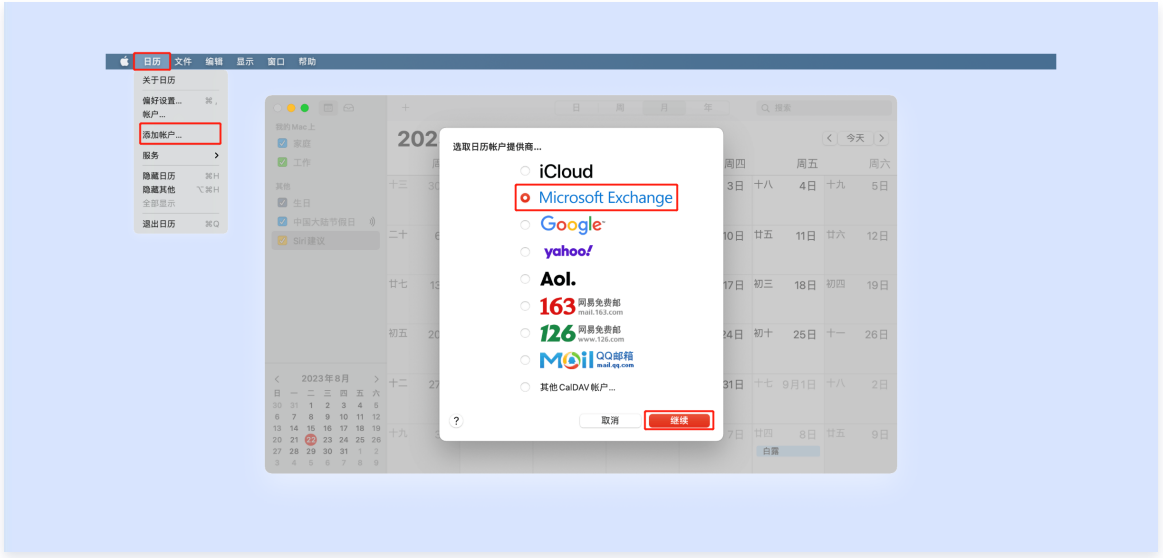
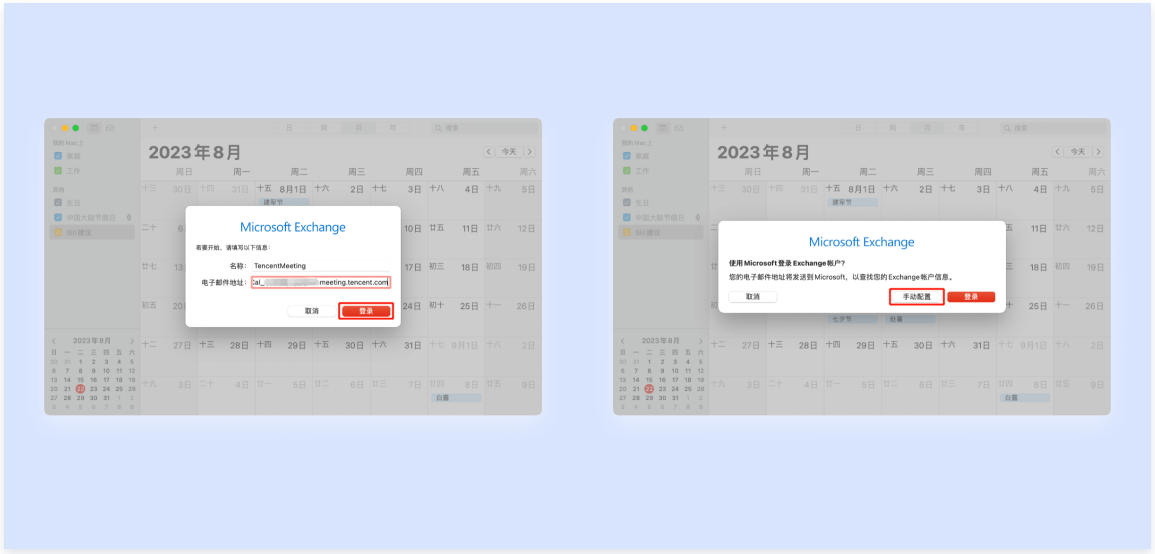


Mac System Calendar

1. Open the system's built-in calendar application > click the top taskbar **Calendar** >**Add Account** , select **Microsoft Exchange** , and click **continue**.



2. In **Email Address**, enter the aforementioned **Account/Username**, and click **log in to>manual configuration**.



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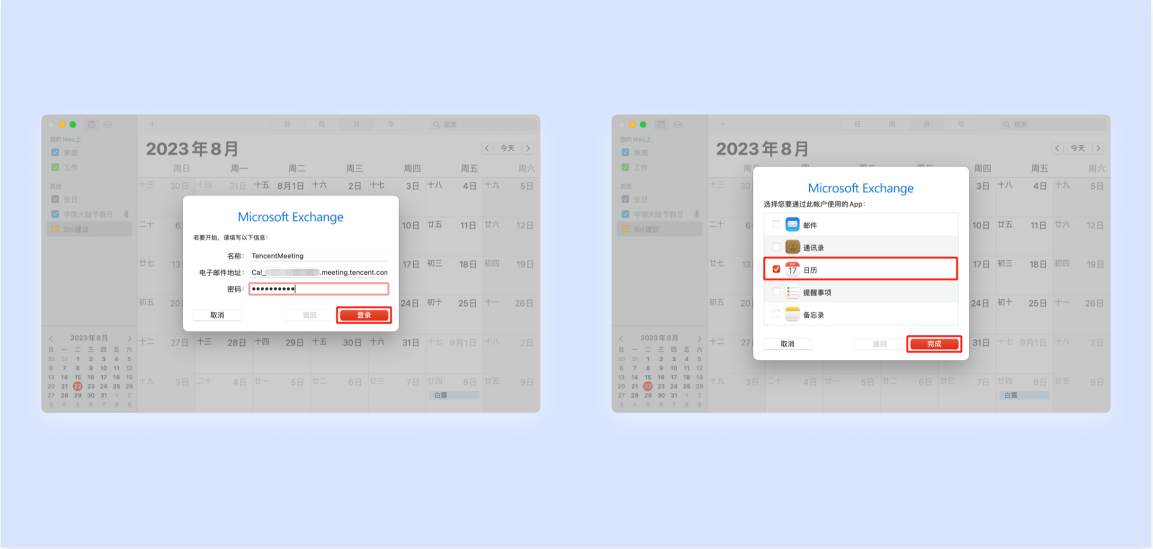
3. Enter the above **password** in the **password** field and click **log in to** > select **Calendar**, and click **Done** to finish.



iOS System Calendar

1. Open **System Settings** > click **Calendar** > **Accounts** > **Add Account**, select **Microsoft Exchange**.



2. Enter the above **account/username** in the **email address** field > in the **description**, enter **Tencent Meeting** > **Next** > in the pop-up, select **log in to**.
3. Enter the above **password** in the **password** field > click **Next** > await verification result, and click **Save** to finish.

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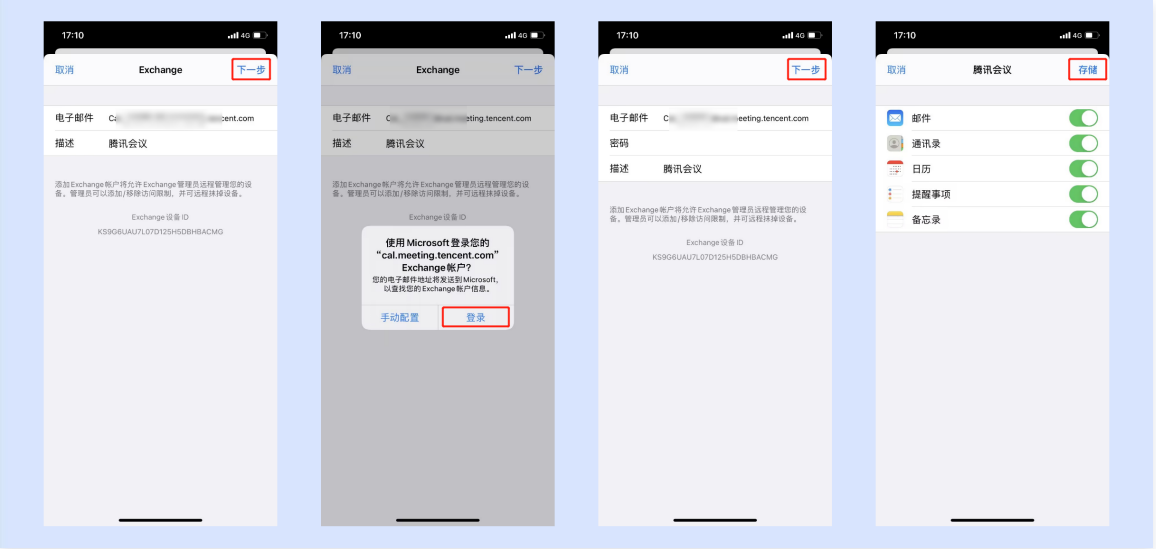
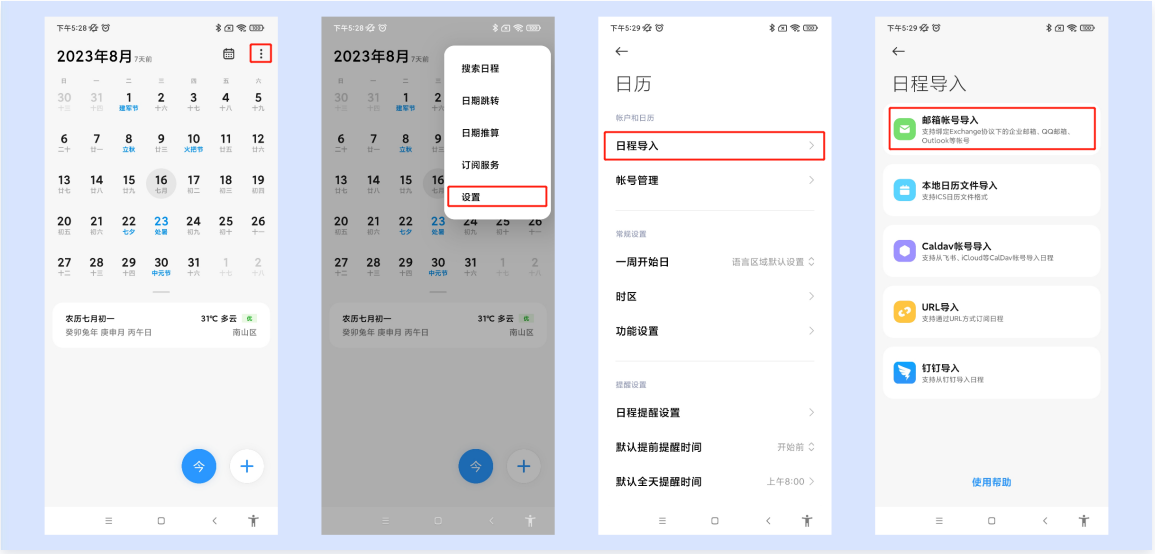


Xiaomi System Calendar

1. Open the system's built-in **Calendar** application > click the upper right **More** > **Settings** > **Schedule Import** > **Email Account Import.**



2. Select **Exchange** > enter the above **account/username** in the **email** field > enter the above **password** in the **password** field > click **Add** > **click**Done to finish.

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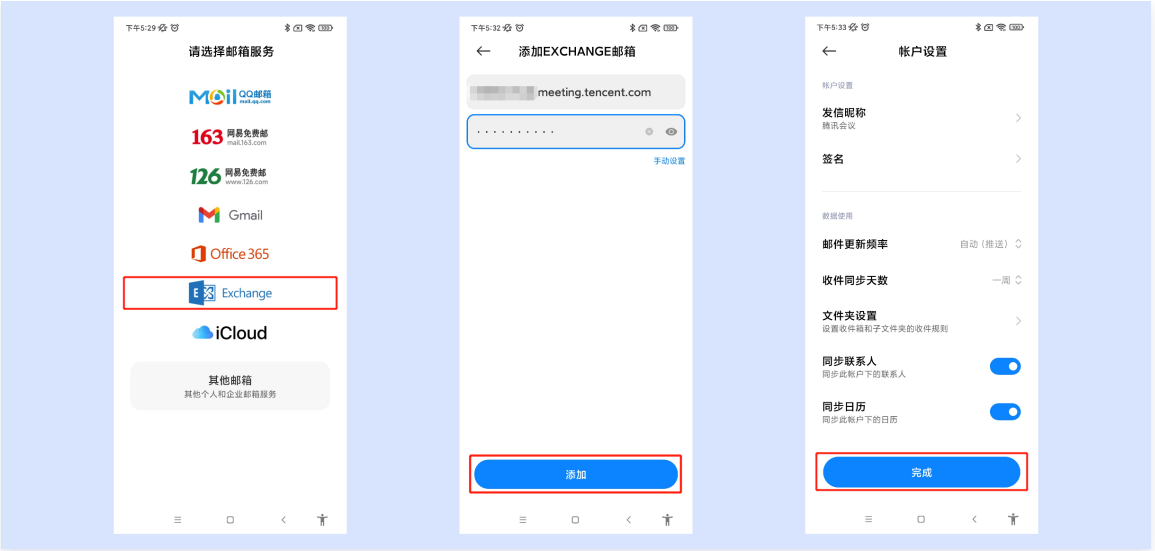

Huawei System Calendar

1. Open the system's built-in **Calendar** application > click the upper right **More** > **Calendar Account Settings** > **Add Email Account** > **Company**.
2. In the **email address** and **username** fields, enter the above **account/username**.
3. Manually enter the above **password** in the **password** field.
4. Click **log in to** > in the pop-up, choose **Agree**, and wait for the addition result.

OPPO System Calendar

1. Open the built-in **Calendar** app > click the top right **More** > **Settings** > **Accounts & Calendar Management** > **Add** > select **Exchange**.
2. Enter the above **Account/Username** and **Password** > Select **Manual Configuration** in the pop-up.
3. Enter the above **Account/Username** and **Server** information respectively to complete the addition.

vivo System Calendar

1. Open the built-in **Calendar** app > click the top right **More** > **Settings** > **Calendar Account** > **Add Account** > select **Exchange**.
2. Enter the above **Account/Username** and **Password**.
3. Enter the above **Server** information in the complete edit page to complete the addition.

Sync to other calendars via the CalDAV protocol

CalDAV is a protocol for remote calendar information access (sharing). It allows third-party calendar clients to access calendar information on a shared server. In simple terms, it allows authorized users to access a shared calendar.

Mac System Calendar

1. Open the built-in **Calendar** app > click the top taskbar **Calendar** > **Add Account** > select **Other CalDAV Account**, click **Continue**.
2. Select **Account Type** > **Manual** > Enter the above **Account/Username**, **Password**, and **Server** information > click **Log In**.

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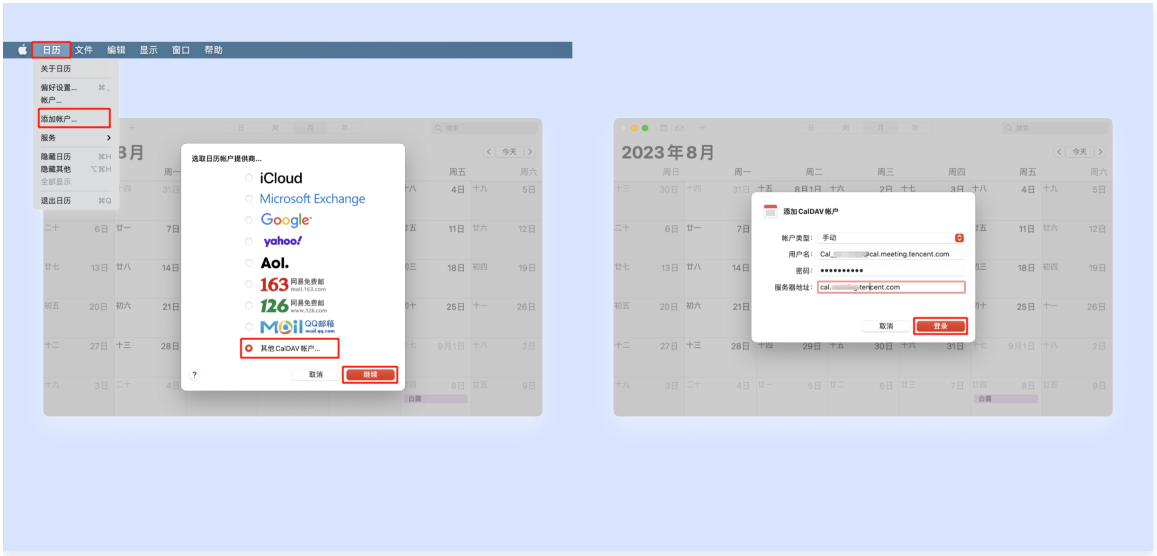
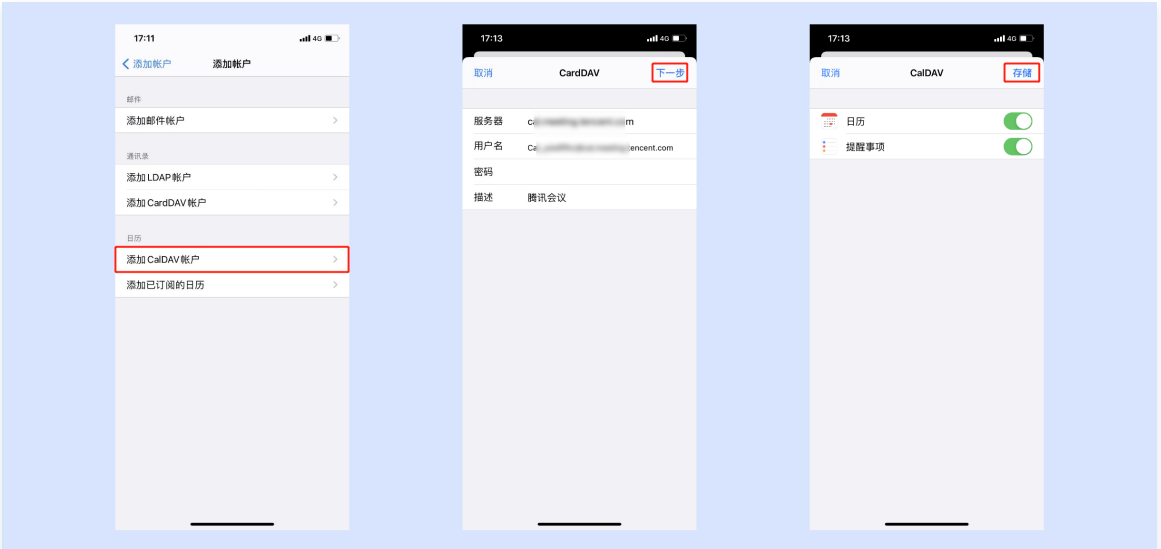


iOS System Calendar

1. Open System Settings > click **Calendar** > **Accounts** > **Add Account** > select **Other**.



2. Select **Calendar** > **Add CalDAV Account** > Enter the above **Server**, **Account/Username**, **Password**, **Description** > click **Next** > await verification result, click **Save**.



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Notes

- Currently, this feature supports syncing the following types of meetings:
  - Meeting Status: Pending/In Progress.
  - Type of Meeting: Scheduled Regular Meeting, Specially Invited Meeting, Periodic Meetings.
- When syncing meetings for the first time, access to reading calendar permissions is required. Therefore, you need to grant access to the system calendar.
- Once the feature is enabled, meetings containing meeting links added to the system calendar in the last three months will be verified and synced.
- If the saved meeting is an encrypted meeting, you will need to enter the password to join the meeting, and documents uploaded during the meeting can only be viewed on the details page after entering the password. If the saved meeting is a specially invited meeting, identity verification will be performed when joining the meeting.

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Take a Break

Last updated：2024-08-27 15:39:31

Description of the Feature

During the meeting, the host can initiate a break, providing an immersive break experience.

Recommended People and Scenarios

Recommended People: Business professionals, teachers, lecturers, students.
Scenarios: Online classroom, online training, business discussions, and other scenarios requiring breaks during the meeting.

Conditions of Use

- **Log in to User**: Free Version, Member Version, Business Edition, Enterprise Edition users.
- **Version Requirements**: Client version 3.9 or later.
- **System Requirements**: Windows/macOS/Android/iOS.

How to Enable Take a Break

Host/Co-host

Windows/macOS

1. Click **Apply** > **Take a Break** on the toolbar at the bottom during the meeting, and the **Take a Break** settings interface will pop up.



2. Select the system default break duration or manually enter the break duration; you can also set the break end time, either by selecting the system default time or manually entering the end time.

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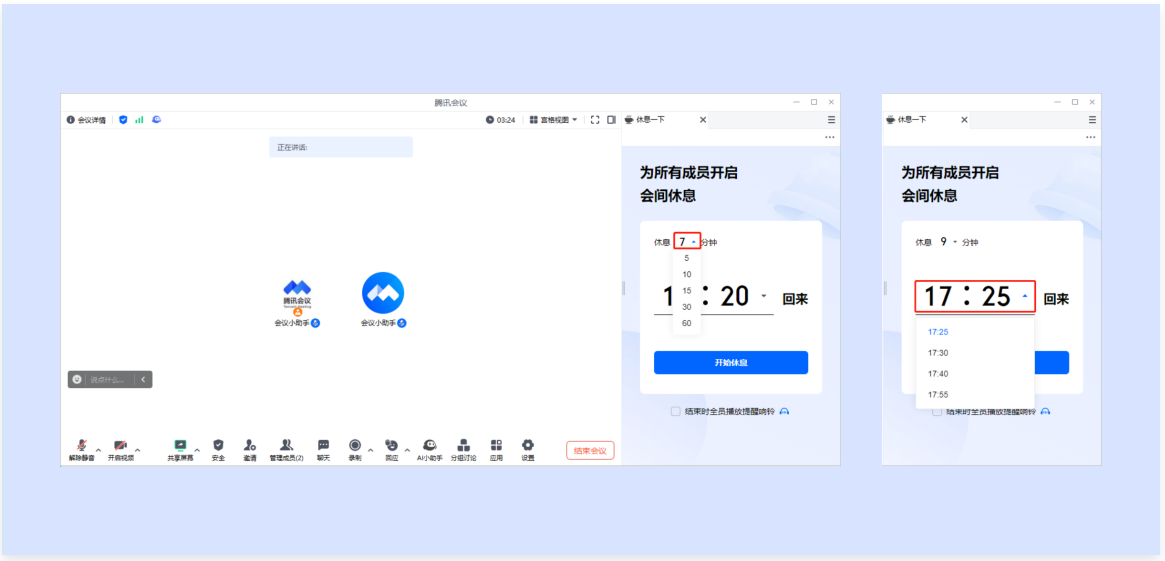

3. Click the **Earphones** button next to **Reminder alarm** at the bottom to preview the "Reminder alarm".
4. Check to enable **Reminder alarm** and a reminder bell will play for all members when the break ends.
5. After completing the setup, click **Start break** to enter the **Intermission** time.



6. After enabling **Take a Break**, you can view the current member status (number of returned members, total number of members during the meeting, attendee list) on the right side of the **Intermission** page and support searching for members.
7. You can synchronize your current status by clicking **I'm back** or **Temporarily away**.

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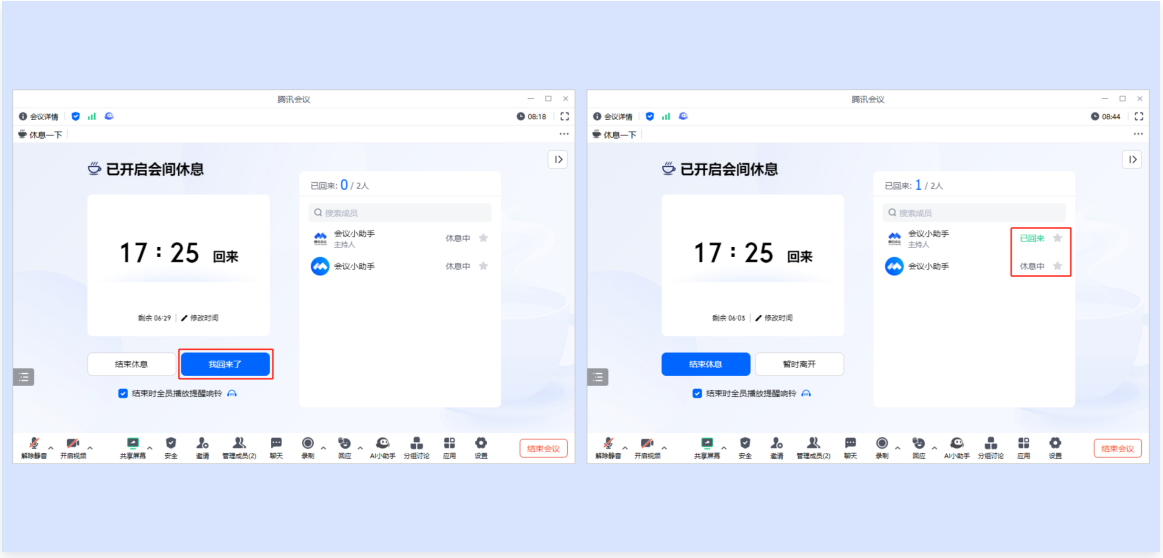
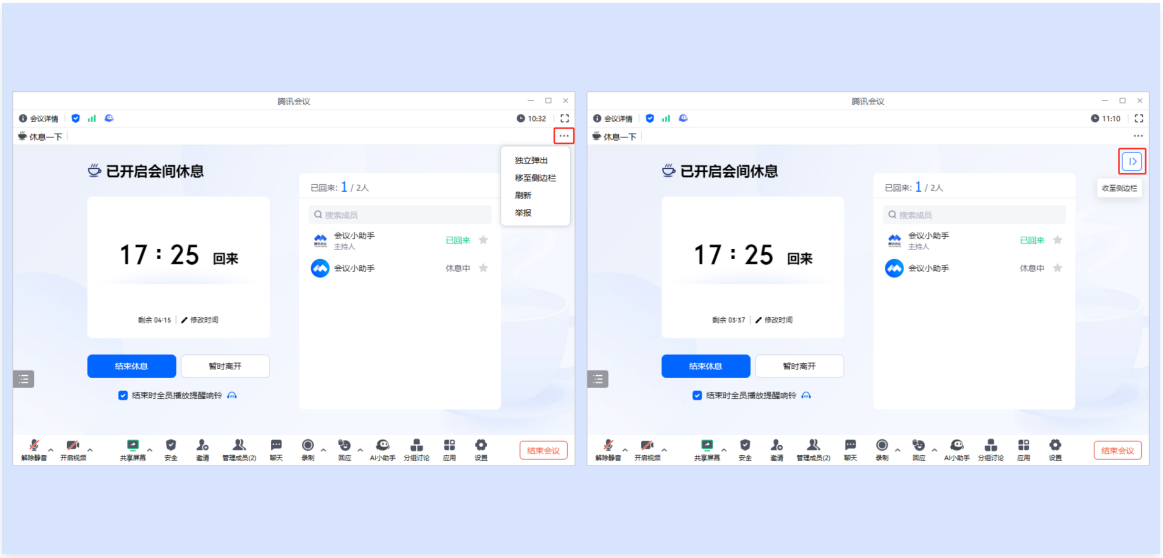
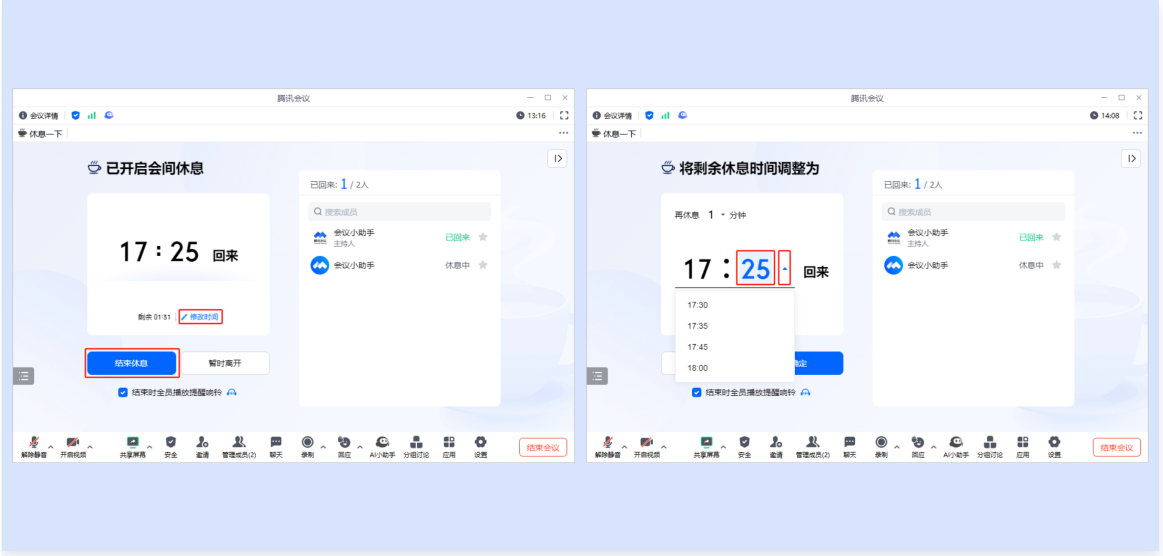


8. Click the top right corner **...** to choose **Pop out**, **Move to sidebar**, **Refresh**, **Report**; click **Collapse** for quick access to the sidebar.



9. Click **Modify time** to adjust the end of the break time again.
10. Click **End break** to automatically close the **Take a break** app for all members in the meeting, returning to the view status before the break began.



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Android/iOS

1. During the meeting, click the bottom toolbar **More** > **Take a break** to pop up the **Take a break** settings interface.
2. Click next to the bottom **End with a reminder ring for all** on **Test** to preview the "reminder ring".
3. Check to enable **Reminder alarm** and a reminder bell will play for all members when the break ends.



4. You can choose to set the break duration, and also set a specific end time for the break.
5. After completing the setup, click **Start break** to enter the **Intermission** time.
6. Click the floating window to return to the main screen of the meeting. Click the **App** button at the bottom right corner of the main screen to go back to the **Take a break** page.



7. After activating **Take a break**, you can view the current member status on the **Break during meeting** page (number of people who have returned, total number of people in the meeting). Click **Details** for the list of participants and member search function.
8. You can synchronize your current status by clicking **I'm back** or **Temporarily away**.
9. Click **Modify time** to adjust the end of the break time again.
10. Click **End break** to automatically close the **Take a break** app for all members in the meeting, returning to the view status before the break began.

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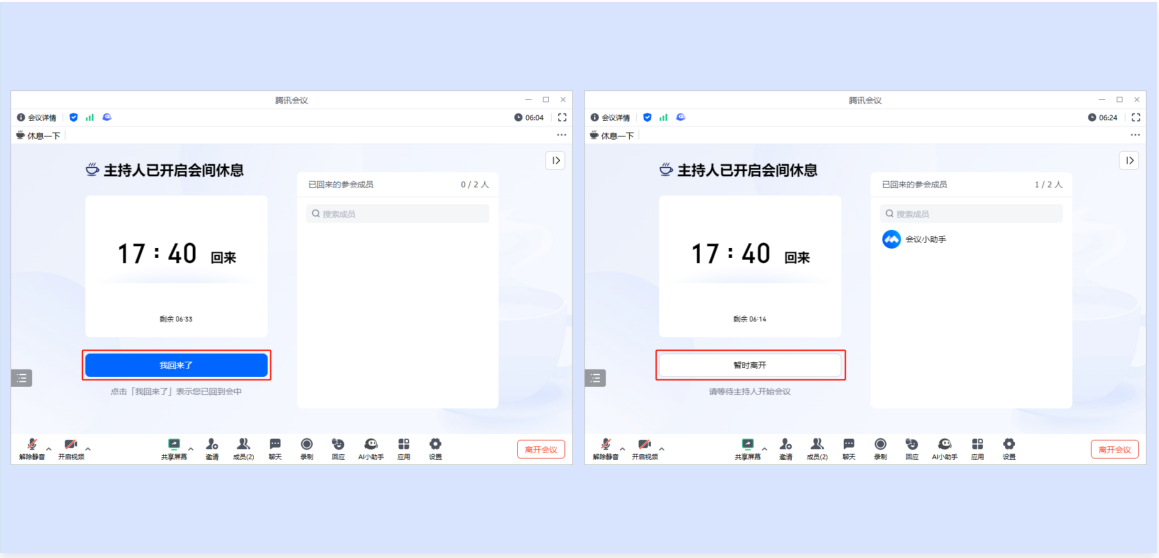
Meeting Participant

Windows/macOS

1. When the host or co-host starts **Take a break** during the meeting, all members will be redirected to the **Break during meeting** page.
2. Participants can view the break end time, remaining break time, current member status (number of people who have returned, total number of people in the meeting, participant list) on the **Break during meeting** page, along with a member search function.
3. Participants can click **I'm back** or **Temporary leave** to synchronize their current status.



4. When the host or co-host checks to enable **Play reminder ringtone for all at the end**, participants can choose to **Enable** or **Off** the rest reminder ringtone.
5. If the host or co-host checks to enable **Play reminder ringtone for all at the end**, the participants' screen will not display the **End ringtone** text.

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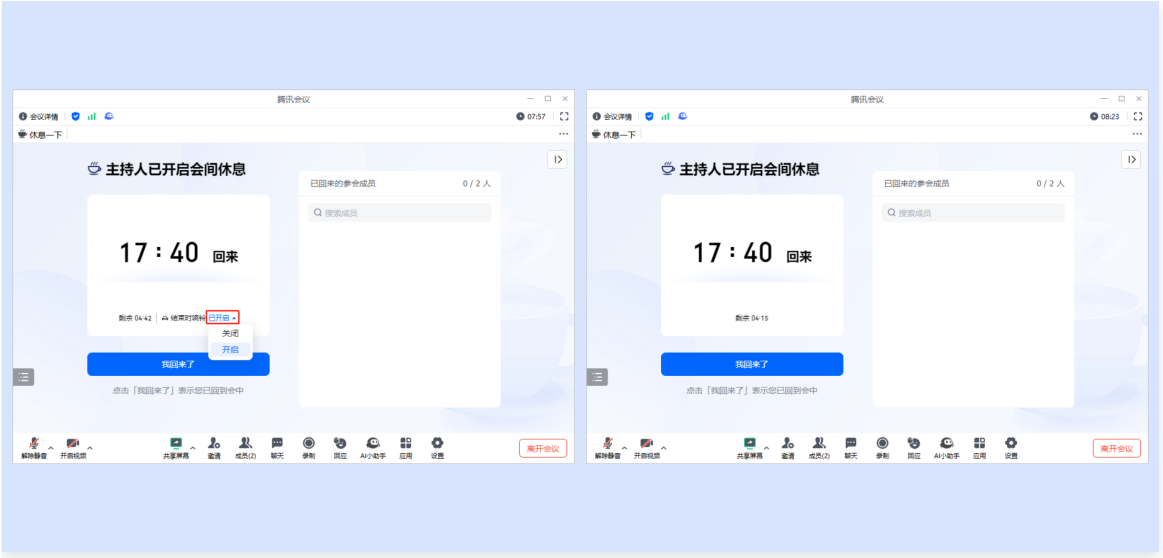
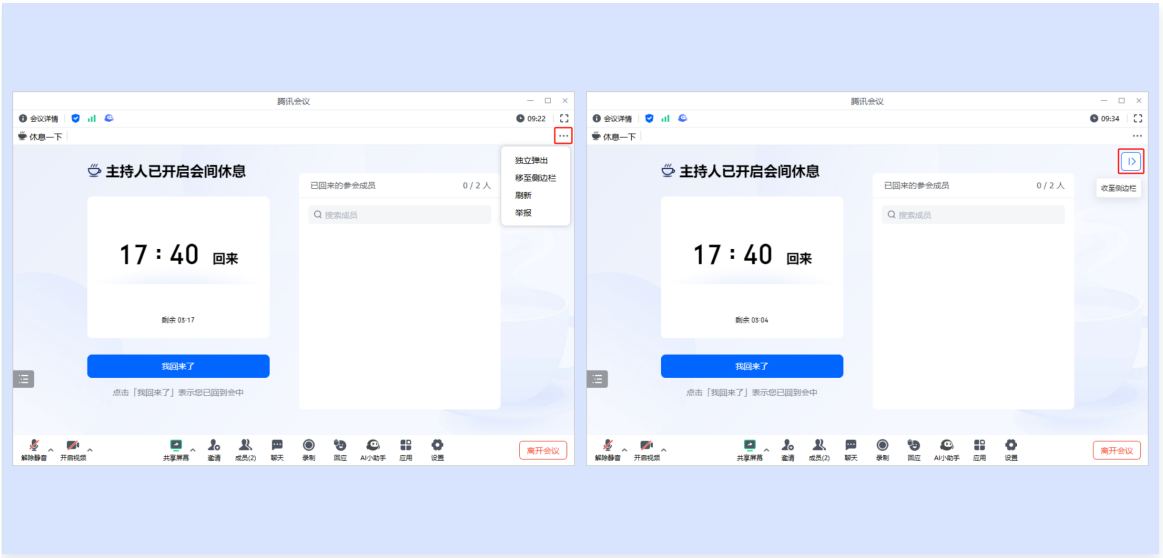


6. Click the top right corner **...** to choose **Pop out**, **Move to sidebar**, **Refresh**, **Report**; click **Collapse** for quick access to the sidebar.
7. When the rest ends, the **Take a break** app will automatically close for all participants, returning to the state before the break started.



Android/iOS

1. When the host or co-host starts **Take a break** during the meeting, all members will be redirected to the **Break during meeting** page.
2. Participants can view the end time of the break, remaining rest time, and current member status (number of people back, total number of people in the meeting) on the **Intermission** page. Click **Details** to see the attendee list and support member search.

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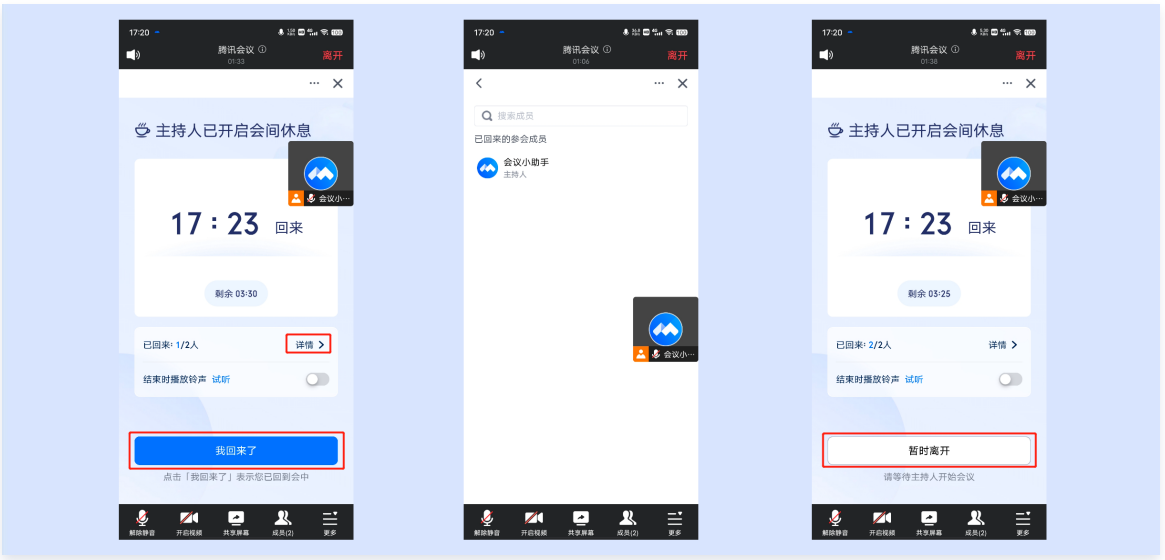
3. Participants can click **I'm back** or **Temporary leave** to synchronize their current status.



4. When the host or co-host checks to enable **Play reminder ringtone for all at the end**, participants can choose to **Enable** or **Off** the rest reminder ringtone, and can also click **Audition** to audition the reminder ringtone.
5. If the host or co-host checks to enable **Play reminder ringtone for all at the end**, the participants' screen will not display the **End ringtone** text.
6. Click the floating window to return to the main screen of the meeting. Click the **App** button at the bottom right corner of the main screen to go back to the **Take a break** page.
7. When the rest ends, the **Take a break** app will automatically close for all participants, returning to the state before the break started.



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Set Waiting Room

Last updated：2024-08-27 15:39:53

Description of the Feature

After enabling the meeting waiting room, all participants need to wait in the waiting room before joining the meeting. They can only join with the consent of the host or co-host. Regardless of whether the waiting room is enabled before the meeting, members can be moved to the waiting room during the meeting. Participants in the waiting room can rename themselves or privately chat with the host.

Applicable People and Scenarios

Recommended People: HR, Trainers, Company/Department Managers, Teachers, etc.
Recommended Scenarios: Graduation Defense, Competition, Roadshow, Online Examination, etc.

Conditions of Use

- **Log in to User:** Free Version, Member Version, Business Edition, Enterprise Edition users.
- **Version Requirements:**
  - Client version 1.5.0 and above supports setting the waiting room.
  - Client version 3.13 and above supports renaming in the waiting room.
- **System Requirements:** Windows/macOS/iOS/Android.

How to Set Up a Waiting Room

Personal Meeting Room

Windows/macOS

In the client main interface, click **Avatar** > **Personal Meeting Room** > **Meeting Settings** > Check **Enable Waiting Room** > Click **Save** to enable the waiting room when starting a quick meeting with your personal meeting ID.



Android/iOS

In the App main interface, click **Avatar** > **Personal Meeting Room** > **Waiting Room** > Click **Enable** to enable the waiting room when starting a quick meeting with your personal meeting ID.

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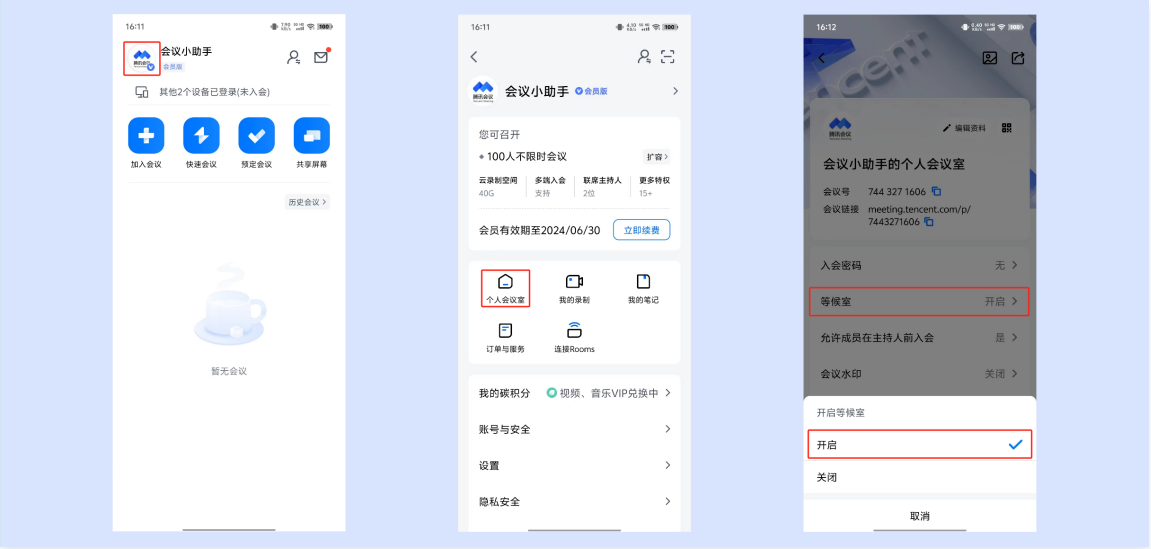

Schedule a meeting

Windows/macOS

When scheduling a regular meeting and specially invited meeting, check **Enable Waiting Room** on the scheduling page, and it will take effect once the scheduling is complete.



Android/iOS

When scheduling a regular meeting and specially invited meeting, check Enable **Waiting Room** on the scheduling page, and it will take effect once the scheduling is complete.

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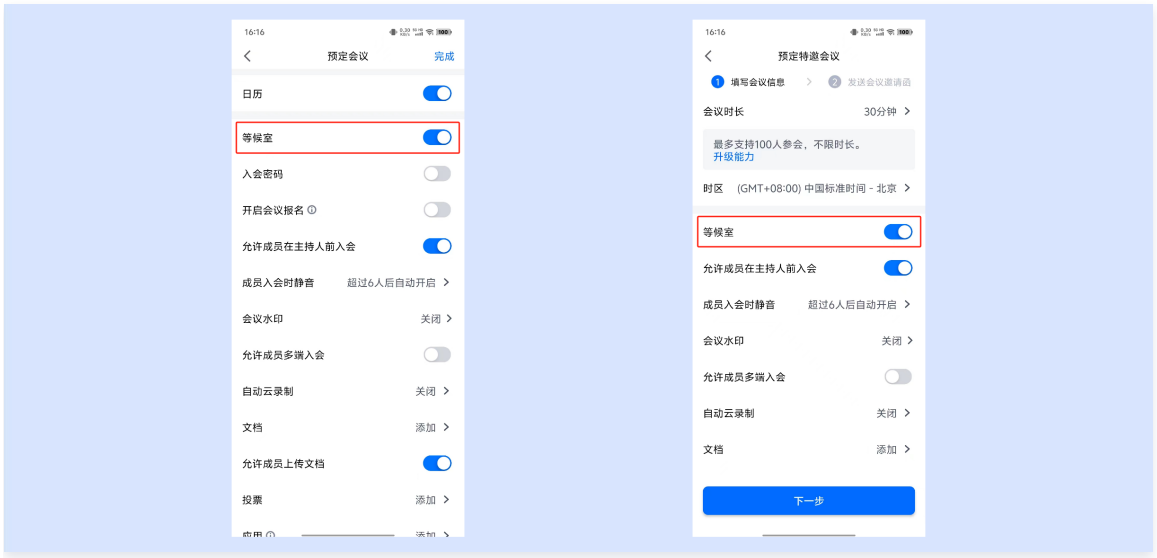

In meeting

Windows/macOS

- During the meeting, click the bottom toolbar **Security** > Check **Enable Waiting Room** to take effect.
- During the meeting, you can click the bottom toolbar **Manage Members** > **Meeting Control** > Check **Enable Waiting Room** to take effect.



Android/iOS

- During the meeting, you can click the bottom toolbar **More** > **Security** > Check **Enable Waiting Room** to take effect.

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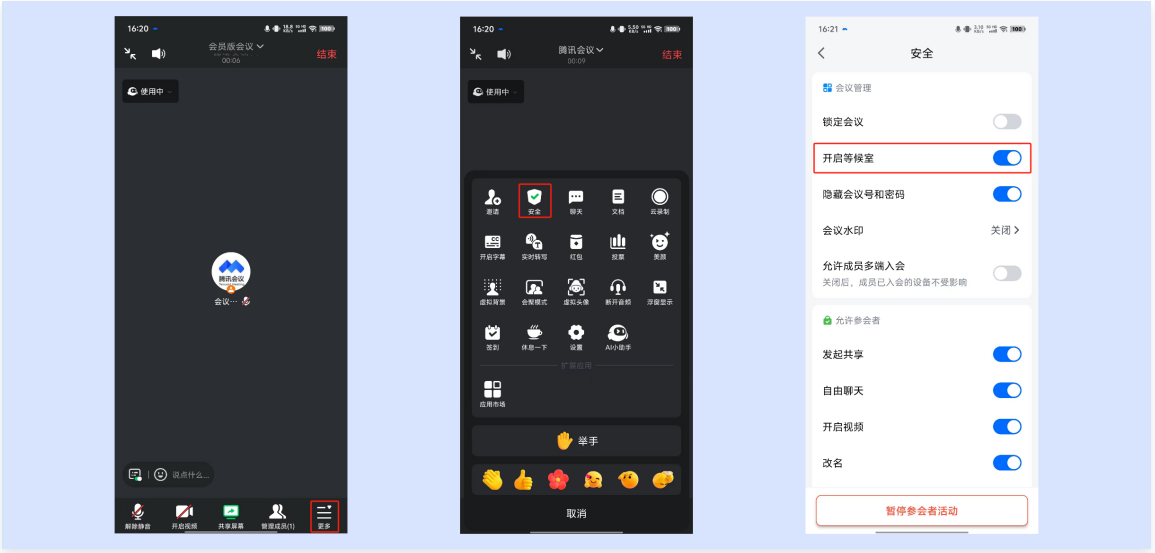
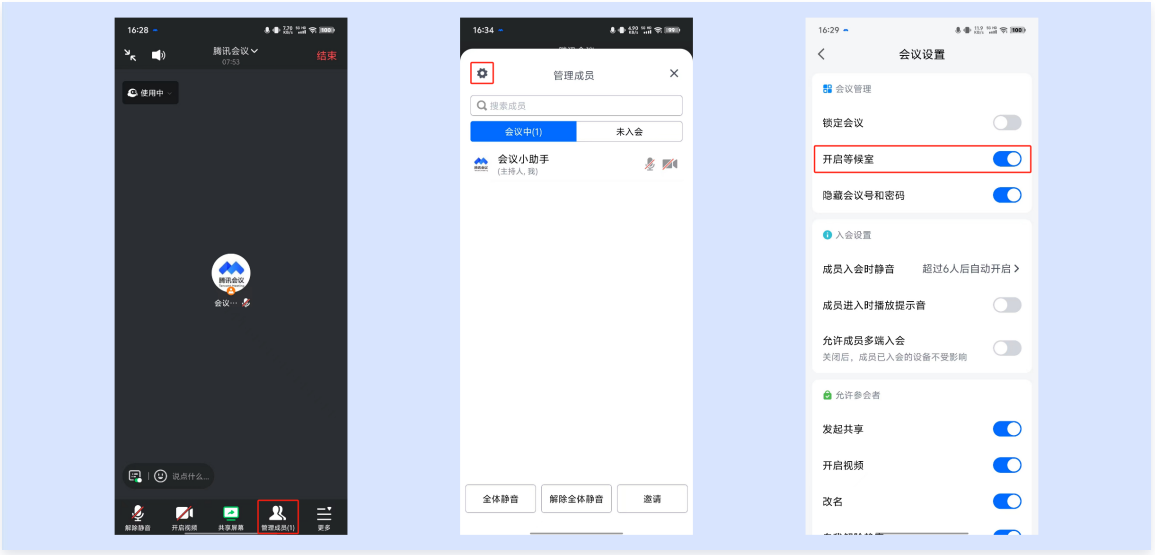


- During the meeting, you can also click the bottom toolbar **Manage Members** > Top-left **Settings** icon > Check **Enable Waiting Room** to take effect.



Move members to the Waiting Room during the meeting

Windows/macOS

- Even if the Waiting Room is not enabled, the host or co-host can move meeting members to the Waiting Room during the meeting by clicking **Manage Members** > Selecting the member **More** > **Move to Waiting Room** .
- Members moved to the Waiting Room can be admitted back to the meeting.

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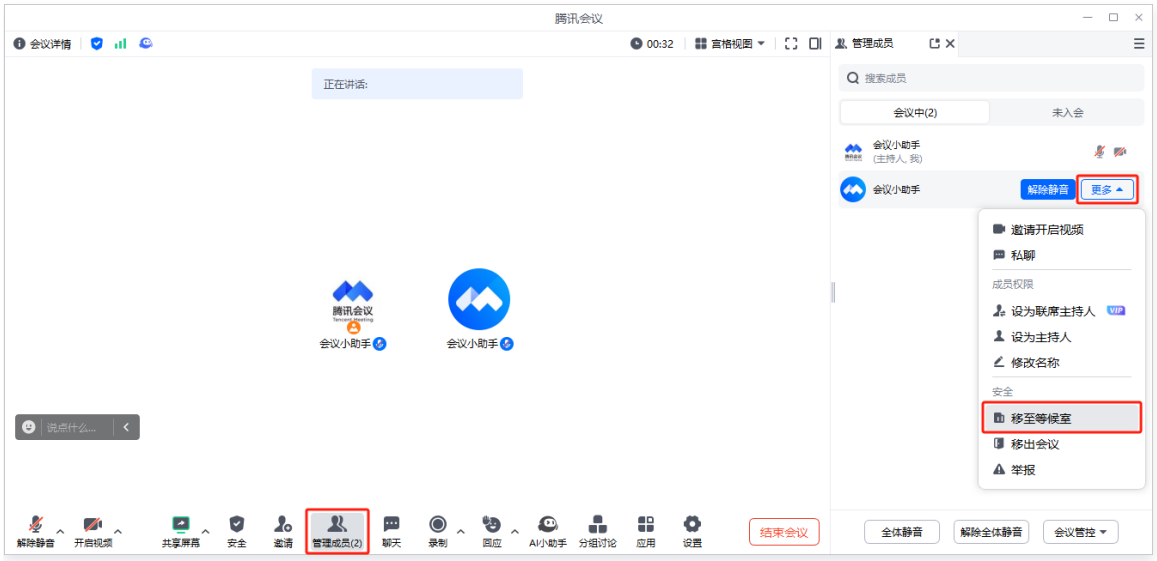
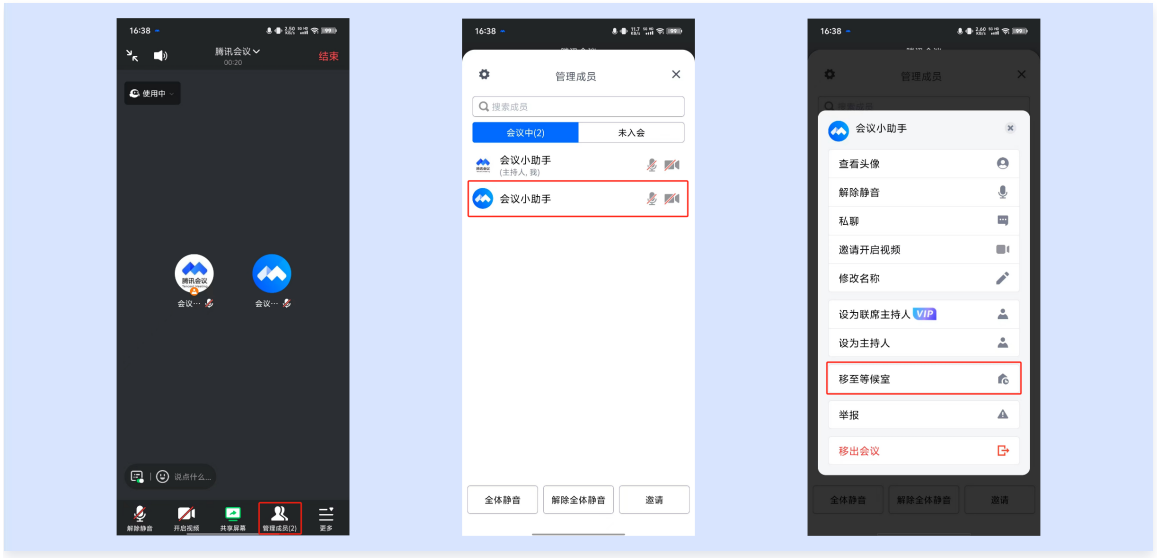


Android/iOS

- Even if the Waiting Room is not enabled, the host or co-host can move meeting members to the Waiting Room during the meeting by clicking **Manage Members** > **Selecting the member** > click **Move to Waiting Room** .
- Members moved to the Waiting Room can be admitted back to the meeting.



Notes

- People in the Waiting Room cannot chat or video call each other, nor can they hear the meeting sound.
- Meeting guests do not need to enter the Waiting Room; they can join the meeting directly.

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Manage Waiting Room

Last updated：2024-08-27 15:40:09

Description of the Feature

After turning on the meeting waiting room, all participants need to wait in the waiting room before joining the meeting and can only enter after being approved by the host or co-host. Whether or not the waiting room was turned on before the meeting, members can be moved to the waiting room during the meeting. Participants in the waiting room can rename themselves or private chat with the host.

Applicable People and Scenarios

Recommended People: HR, trainers, enterprise/department managers, teachers, etc.
Recommended Scenarios: Graduation defenses, competitions, roadshows, online examinations, etc.

Conditions of Use

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **Version Requirement:**
  - Client version 1.5.0 and above supports setting up a waiting room.
  - Client version 3.13 and above supports renaming in the waiting room.
- **System Requirements:** Windows/macOS/iOS/Android.

How Hosts Manage Waiting Room Members

Waiting Room Notifications

- After turning on the waiting room, whenever a member joins, the meeting will notify you that someone is waiting. You can click **View Waiting Room** to see members who are waiting.
- If you don't want to see repeated reminders, you can also click **Don't remind me again**, and you will no longer receive tips in this meeting.



Handling Waiting Requests

Windows/macOS

You can click **Member Management** > **Waiting** to view the members waiting. For each member's request, you can choose to **Allow** or **Remove** (i.e., deny entry); you can also click **Remove All** or **Allow All** to apply to all members in the waiting room.

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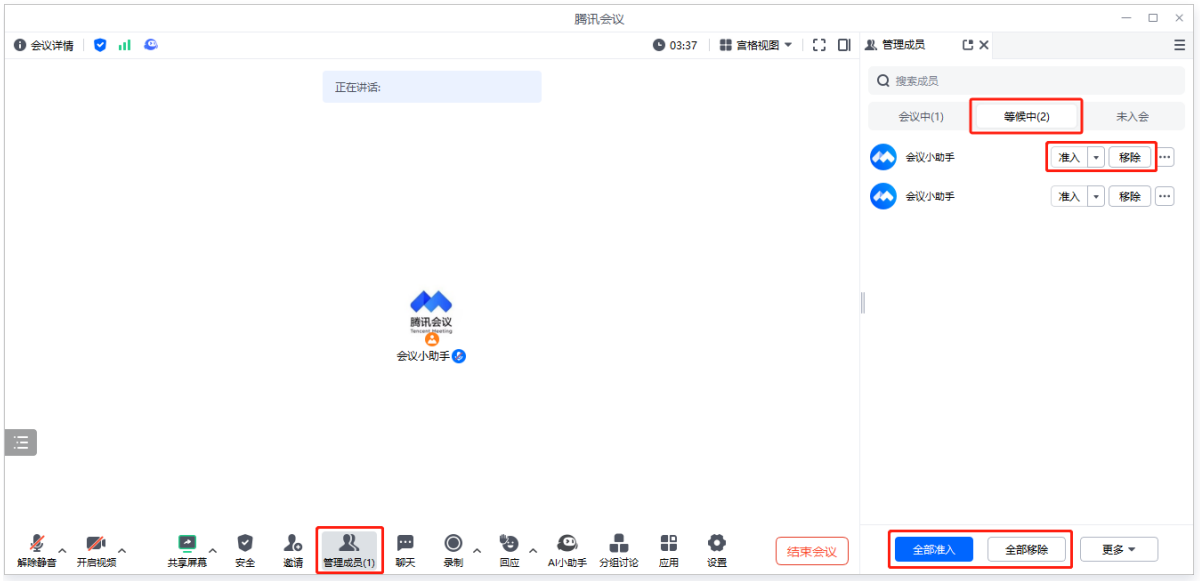
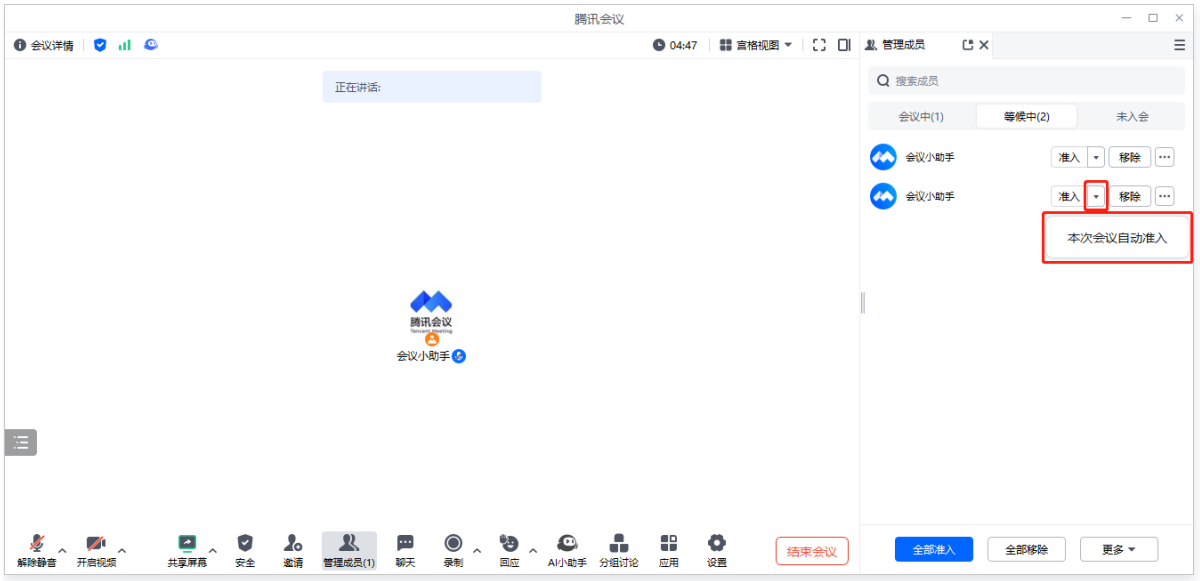


It is also possible to set users to be automatically allowed to enter during this meeting, without your further approval.



- If you do not want a member to rejoin the meeting, select the member and click **Remove** > check **Prohibit users from rejoining the meeting**.
- If you do not want all members in the waiting room to rejoin, you can click **Remove All** > check **Prevent users from rejoining the meeting**.

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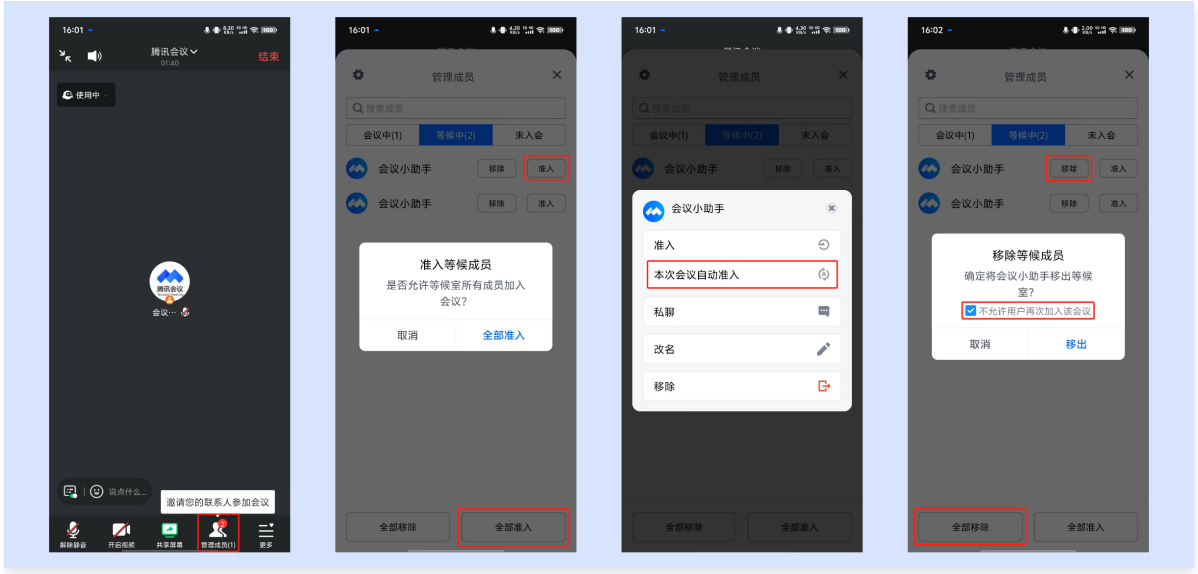
Android/iOS

You can click **Member Management** > **Waiting** to view the members waiting. For each member's request, you can choose to **Allow** or **Remove** (i.e., deny entry); you can also click **Remove All** or **Allow All** to apply to all members in the waiting room.
It is also possible to set users to be automatically allowed to enter during this meeting, without your further approval.

- If you do not want a member to rejoin the meeting, select the member and click **Remove** > check **Prohibit users from rejoining the meeting**.
- If you do not want all members in the waiting room to rejoin, you can click **Remove All** > check **Prevent users from rejoining the meeting**.



Rename members in the waiting room

Windows/macOS

The host or co-host can, during the meeting, click the bottom toolbar **Manage Members** > **Waiting** > select the member and click ··· > click **Rename** to change the member's meeting name.

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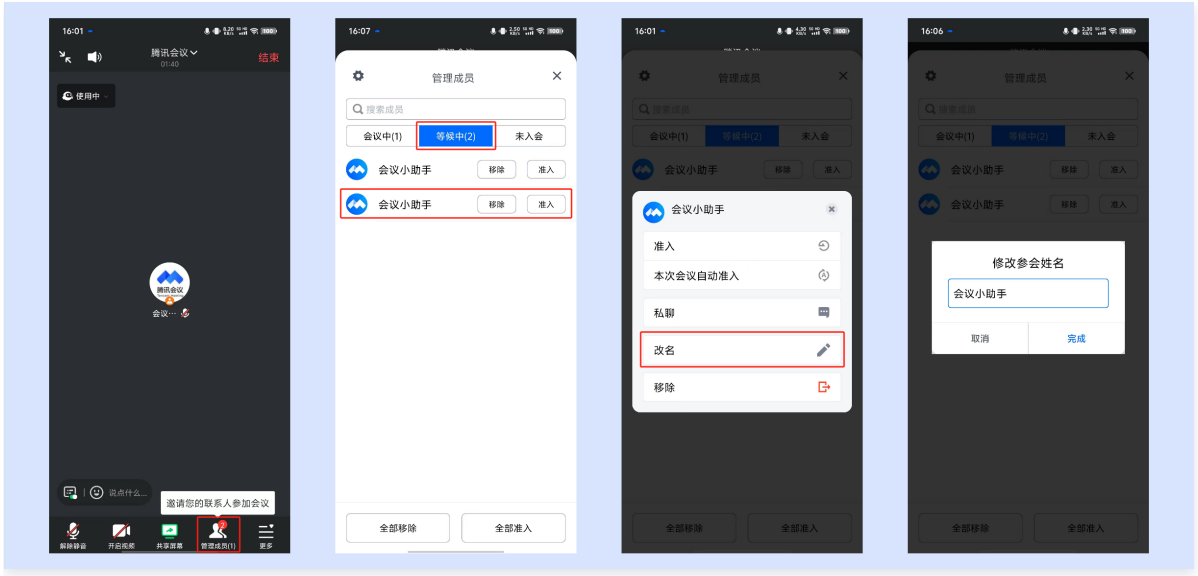
Android/iOS

The host or co-host can, during the meeting, click the bottom toolbar **Manage Members** > **Waiting** > select the member and click **Rename** to change the member's meeting name.



Send chat messages to the waiting room

Windows/macOS

- During a meeting, the host or co-host can **Chat** > send to **Waiting** > select **All people in the waiting room** to send messages to those in the waiting room, or select a member in the waiting room to send a private chat to that member.

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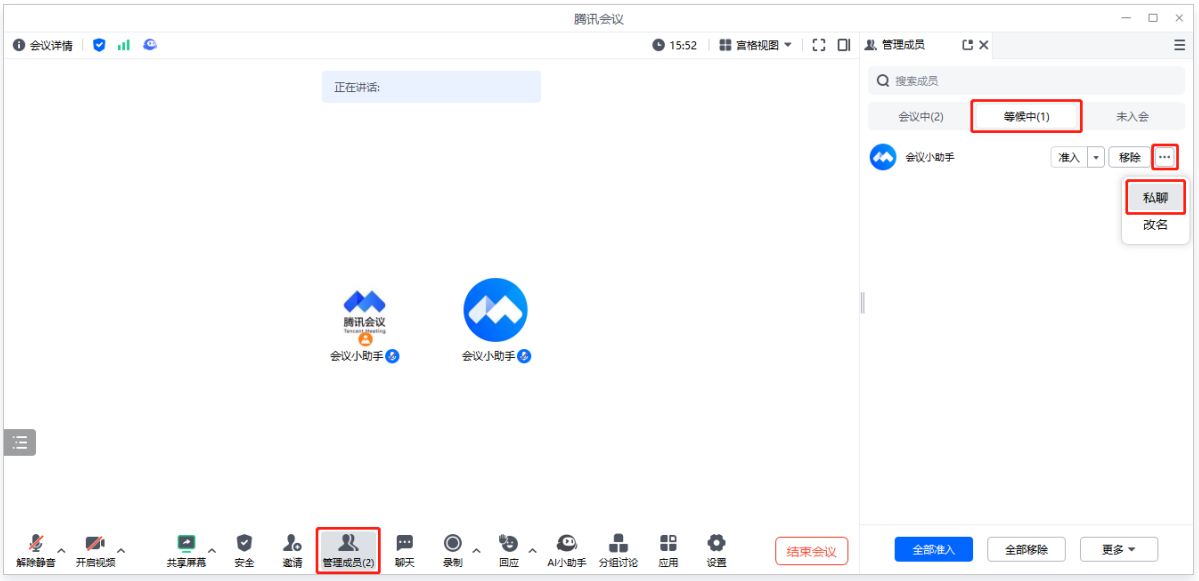
- In the meeting, the host or co-host can also click the bottom toolbar **Manage Participants** > **In Waiting** > after selecting a member, click ··· > click **Chat** to send a private message to that member.



Android/iOS

- During a meeting, the host or co-host can **Chat** > send to **Waiting** > select **All people in the waiting room** to send messages to those in the waiting room, or select a member in the waiting room to send a private chat to that member.

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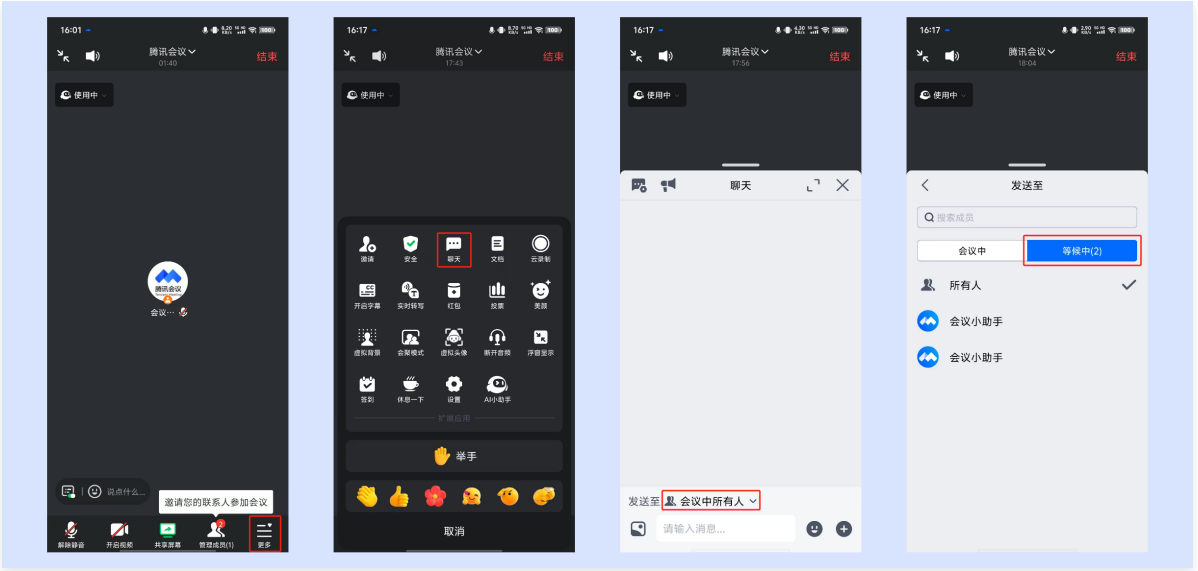
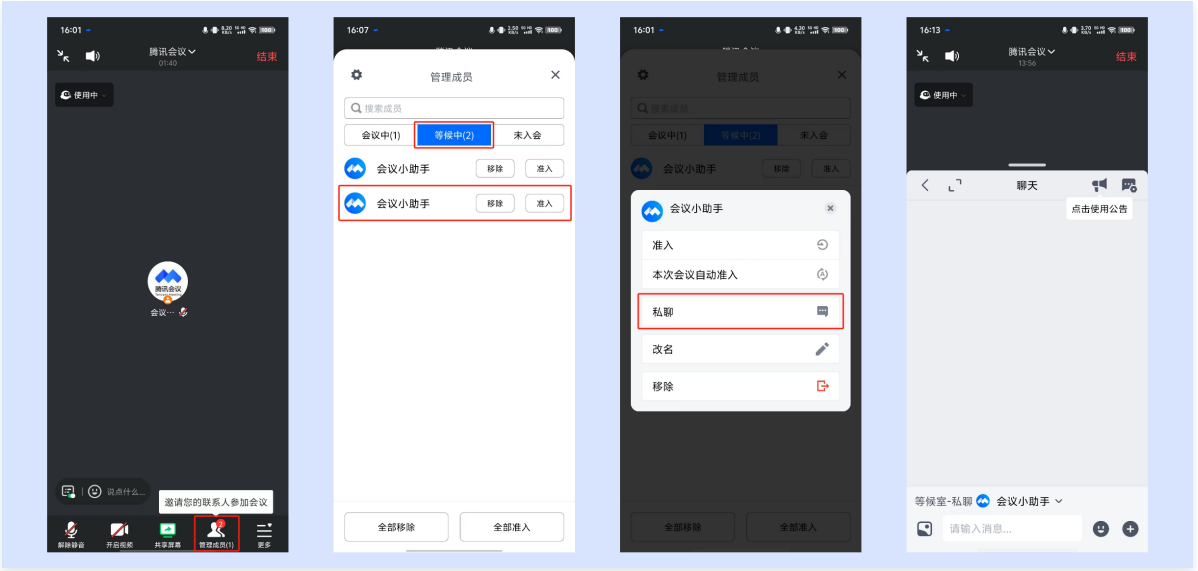


- During a meeting, the host or co-host can click the bottom toolbar **Manage Members** > **Waiting** > select the member and click ··· > click **Chat** to send a private chat to that member.



Notes

- People in the waiting room cannot chat with each other, cannot video call each other, and cannot hear the meeting sound.
- Conference guests can enter the meeting directly without going through the waiting room.

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How to operate as a member in the Waiting Room

Last updated：2024-08-27 15:40:54

Description of the Feature

After enabling the meeting Waiting Room, all participants need to wait in the Waiting Room before joining the meeting. They can only enter the meeting with the consent of the host or co-host. Whether or not the Waiting Room is enabled before the meeting, participants can be moved to the Waiting Room during the meeting. While in the Waiting Room, participants can rename themselves or private chat with the host.

Applicable People and Scenarios

- Recommended for: HR, trainers, corporate/department managers, teachers, etc.
- Recommended Scenarios: Graduation defense, competitions, roadshows, online examinations, etc.

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version Requirement:**
  - Version 1.5.0 and above support setting up the Waiting Room.
  - Version 3.13 and above support renaming in the Waiting Room.
- **System Requirements:** Windows/macOS/iOS/Android.

Operations that members can perform in the Waiting Room

Renaming

Windows/macOS

Members in the Waiting Room can click the **participant's name** next to the **edit** icon to rename themselves in the meeting.

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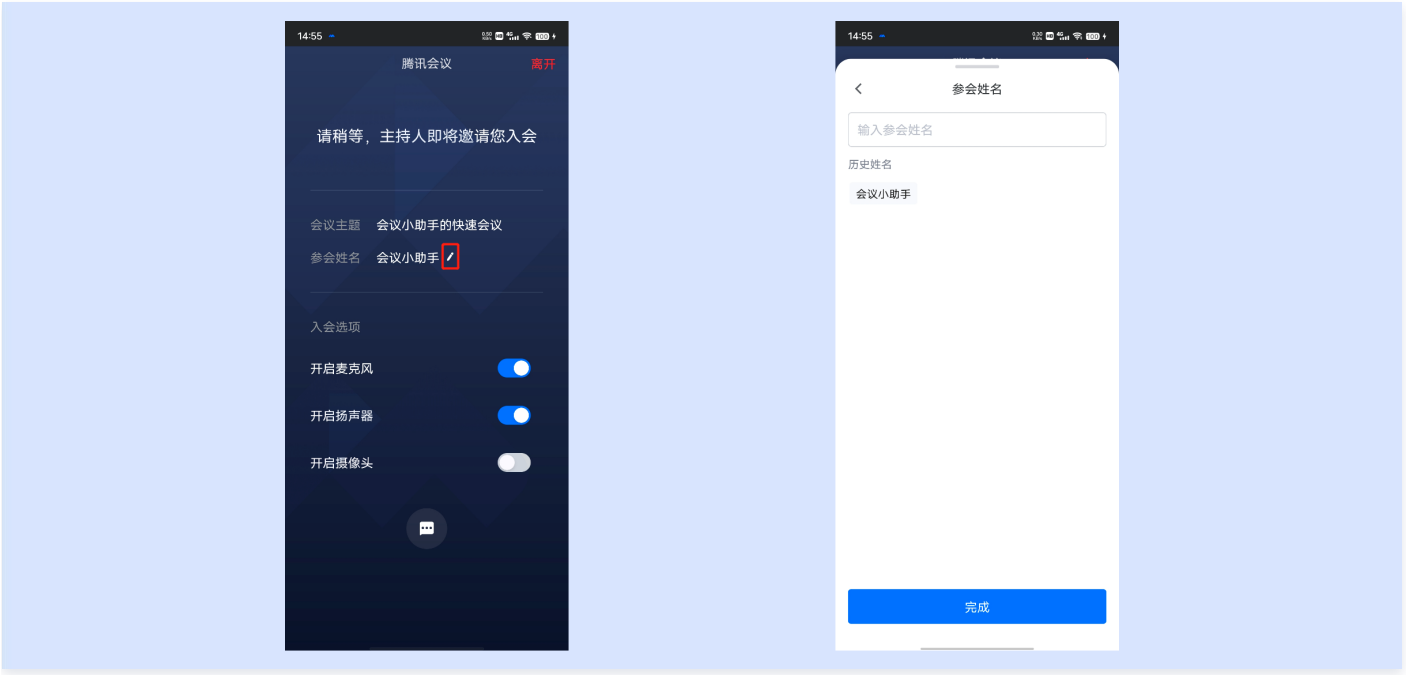
Android/iOS

Members in the Waiting Room can click the **participant's name** next to the **edit** button to rename themselves in the meeting.



Sending chat messages to the host

Windows/macOS

Members in the Waiting Room can click **Chat** to send private messages to the host or co-host.

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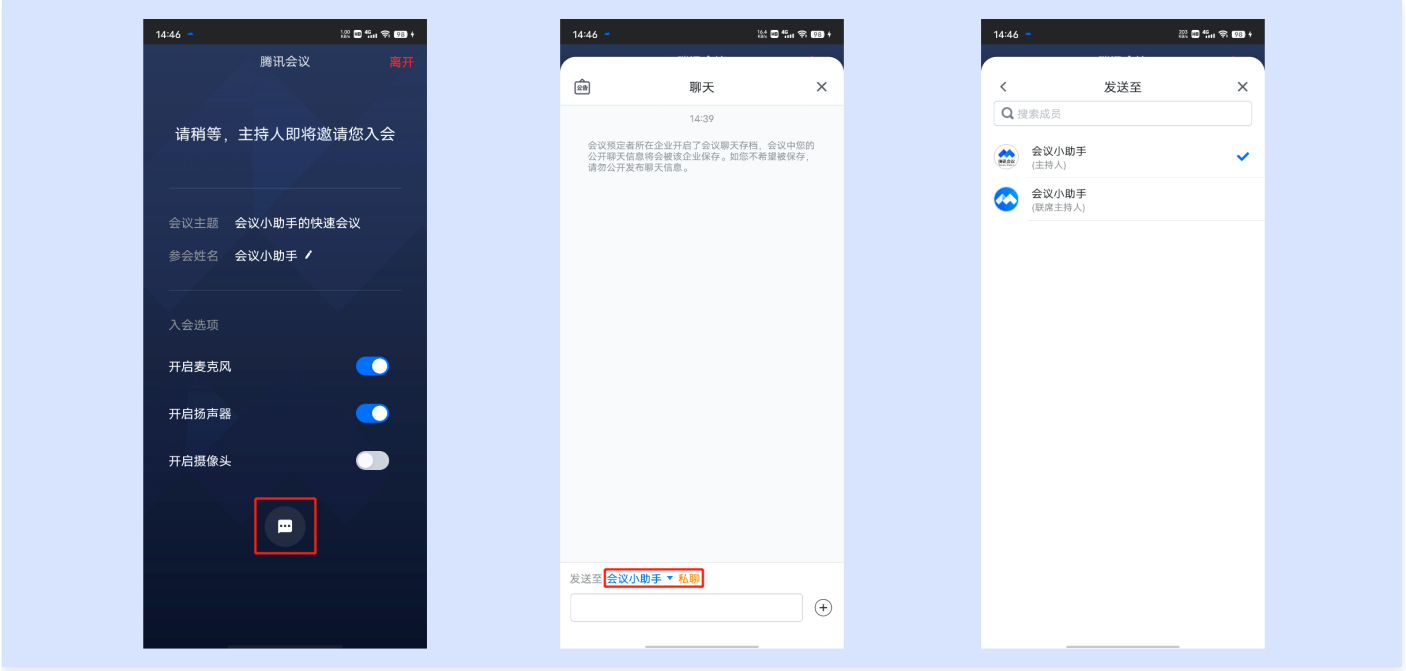
Android/iOS

Members in the Waiting Room can click **Chat** to send private messages to the host or co-host.



Notes

- When scheduling a meeting, if **Allow members to join before the host** is not checked, normal participants will enter the Waiting Room by default. When the host or designated host joins the meeting, everyone in the Waiting Room will automatically join.
- Participants can only join the meeting before the host when both **Enable waiting room** and **Allow members to join before the host** are checked.
- People in the Waiting Room cannot chat with each other, cannot video each other, and cannot hear the meeting sound.
- Meeting guests do not need to enter the Waiting Room and can directly join the meeting.

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Meeting Security Control

Last updated：2024-08-27 15:41:10

Description of the Feature

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

Conditions of Use

- **Login Users:** Free Version, Member Version, Business Edition, Enterprise Edition users.
- **Version Requirement:** Client version 1.5.5 or later.
- **System Requirements:** Windows/macOS/iOS/Android.

How to ensure meeting security before the meeting

Schedule a meeting

Windows/macOS

1. For both the Free and Premium versions, users scheduling a meeting can enhance security on the reservation page by **setting an entry password, enabling a waiting room, allowing members to join the meeting before the host enters**, **enabling meeting watermarks**, **allowing multi-device participation for members** to limit attendees and protect meeting content.
2. Business and Enterprise Version users can additionally set **Enterprise Internal Users Only** and **Host Key** to restrict attendees and protect meeting content.
   - **Join Password:** Once enabled, you can set a password to restrict attendees, requiring them to enter the password to join the meeting.
   - **Enable Waiting Room:** Once enabled, it helps filter attendees before allowing them to join the meeting.
   - **Allow Attendees to Join Before Host:** If not selected, attendees can only join after the host joins the meeting.
   - **Enable Meeting Watermark:** Once selected, a watermark will appear on the meeting screen to protect the content.
   - **Allow Multiple Device Joining:** Once selected, attendees can join the meeting from different devices.
   - **Enterprise Internal Users Only** (Supported only in Business and Enterprise versions): Once **Enterprise Internal Users Only** is selected, non-enterprise users cannot join the meeting.
   - **Host Key:** Once selected, you can set a host key. Attendees who enter the key can become the host, but the meeting creator can reclaim the host role.



Android/iOS

1. For the Free and Premium versions, when scheduling a meeting, users can restrict attendees and protect meeting content on the reservation page by setting up **a waiting room, an entry password, allowing members to join before the host**, **meeting**

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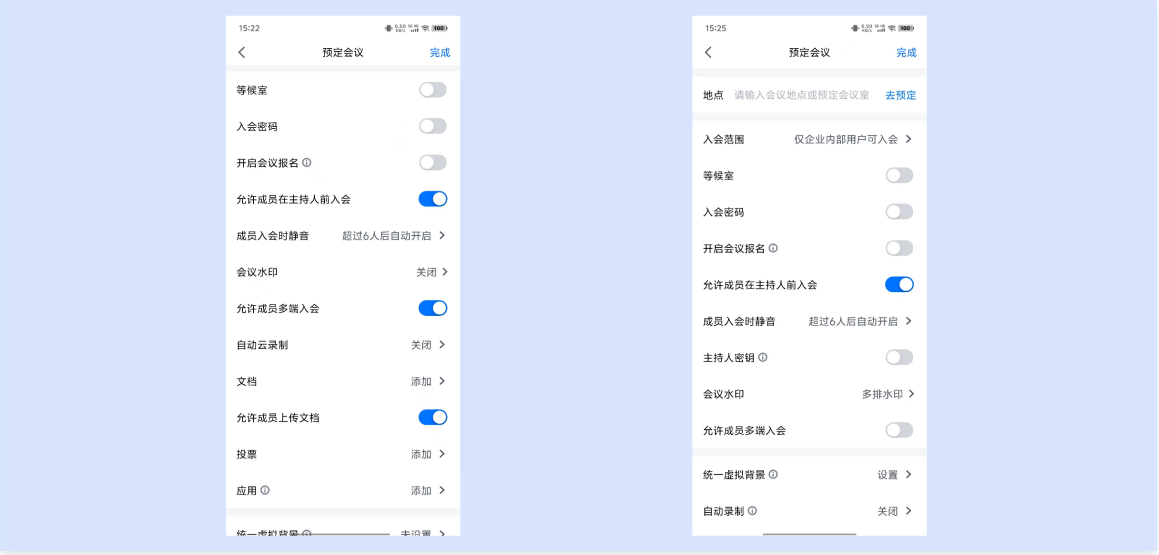
watermarks , **multi-device participation for members** .

2. Business and Enterprise Version users can additionally set **Join Restrictions** and **Host Key** to restrict attendees and protect meeting content.
   - **Waiting Room:** Select to enable the **Waiting Room** to help you screen participants before joining.
   - **Join Password:** Select to enable the **join password**. By setting a password, you can restrict attendees from joining; they need to enter the password to join the meeting.
   - **Allow Members to Join Before the Host:** If unselected, members can only join after the host has joined.
   - **Meeting Watermark:** Select to enable the **meeting watermark**. All members will see a watermark embedded in the meeting content to protect it.
   - **Allow Multiple Device Joining:** Once selected, attendees can join the meeting from different devices.
   - **Joining Scope** (supported only by Business and Enterprise Editions): When scheduling a meeting, select **Enterprise Internal Users Only** to restrict non-enterprise users from joining.
   - **Host Key:** Once selected, you can set a host key. Attendees who enter the key can become the host, but the meeting creator can reclaim the host role.



Special Meeting

Windows/macOS

1. Schedule a special meeting where only your invited WeChat friends or group members can join, and this invitation cannot be forwarded.
2. You can also set up the **waiting room**, **allow members to join before the host**, **meeting watermark**, and **allow multiple device joining** on the scheduling page to restrict participants and safeguard the meeting content.

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Android/iOS

1. Schedule a special meeting where only your invited WeChat friends or group members can join, and this invitation cannot be forwarded.
2. You can also set up the waiting room, allow members to join before the host, meeting watermark, and allow multiple device joining on the scheduling page to restrict participants and safeguard the meeting content.



How to ensure meeting security during the meeting

Windows/macOS

- During the meeting, the host or co-host can quickly manage the meeting and member permissions from the **Security** option in the bottom toolbar.
  - **Lock Meeting:** Select to restrict external participants from joining the ongoing meeting.
  - **Enable Waiting Room:** Select to enable the waiting room to help you screen participants before joining.
  - **Hide Meeting and Password:** Select to hide the meeting ID and password in the title bar. You can hover over the meeting information icon in the top left corner to view it.
  - **Set Meeting Watermark:** Select to embed a watermark in the meeting content to protect it, visible to all participants.
  - **Online Course Mode:** Select to enable security settings for meeting-related and participant-related permissions.
  - **Allow Multiple Device Joining:** Once selected, attendees can join the meeting from different devices.
  - **Initiate Sharing:** Select to allow all attendees to initiate sharing.

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- **Free Chat:** Select to allow all attendees to freely chat.
- **Turn on Video:** Select to allow all attendees to turn on their video.
- **Rename:** Select to allow all attendees to modify their in-meeting nickname.
- **Allow Members to Unmute Themselves:** Select to allow all attendees to unmute themselves.
- **Upload Document:** Select to allow all attendees to upload documents.
- **Share Application:** Select to allow all attendees to share **Extended Applications** with meeting participants.
- **Member Interaction Annotations:** Select to allow all attendees to annotate interactively during screen sharing.



- Versions 3.11 and above support the host or co-host to pause participant activity with one click, controlling member audio, video, screen sharing, annotation, and chat permissions to ensure meeting order.
  - Click Pause Participant Activity > Pause to disable all attendee permissions with one click, lock the meeting, enable the waiting room, and activate the meeting watermark.
- Versions 3.14 and above support the host or co-host to batch remove members and report them to Tencent Meeting.
  - Click **Remove Member** > Select the members to be removed > Click **Confirm** to batch remove members.
  - Select **Send Removed Members to Waiting Room on Rejoining** to send removed members directly to the waiting room upon rejoining, requiring host approval for entry.
  - Select **Report These Members Simultaneously** to report the members to Tencent Meeting when they are removed.
  - One-click pause participant activity simultaneously supports bulk removal of corresponding members and reporting them to Tencent Meeting.

> **Note:**
> A maximum of 20 members can be selected at a time, and the reason for reporting is optional.

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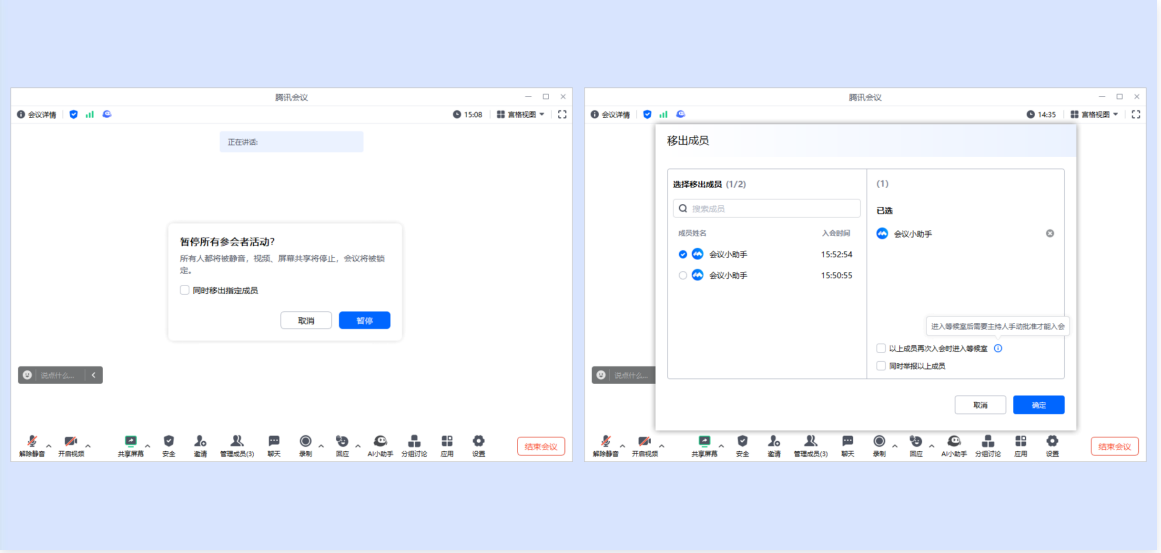

Android/iOS

- During the meeting, the host or co-host can quickly manage meeting and member permissions in the bottom toolbar by going to **More** > **Security**.
  - **Lock Meeting:** Select to restrict external participants from joining the ongoing meeting.
  - **Enable Waiting Room:** Select to enable the waiting room to help you screen participants before joining.
  - **Hide Meeting and Password:** Select to hide the meeting ID and password in the title bar. You can hover over the meeting information icon in the top left corner to view it.
  - **Meeting Watermark:** Select to embed a watermark in the meeting content for all members viewing to protect your meeting content.
  - **Allow Multiple Device Joining:** Once selected, attendees can join the meeting from different devices.
  - **Initiate Sharing:** Select to allow all attendees to initiate sharing.
  - **Free Chat:** Select to allow all attendees to freely chat.
  - **Turn on Video:** Select to allow all attendees to turn on their video.
  - **Rename:** Select to allow all attendees to modify their in-meeting nickname.
  - **Unmute Myself:** Select to allow all attendees to unmute themselves.
  - **Upload Document:** Select to allow all attendees to upload documents.
  - **Share Application:** Select to allow all attendees to share **Extended Applications** with meeting participants.
  - **Interactive Annotation:** Select to allow all attendees to annotate interactively during screen sharing.
- Versions 3.14 and above support the host or co-host to pause participant activity with one click, controlling member audio, video, screen sharing, annotation, and chat permissions to ensure meeting order.
  - Click **Pause Participant Activity** > **Pause** to disable all attendee permissions with one click, lock the meeting, enable the waiting room, and activate the meeting watermark.

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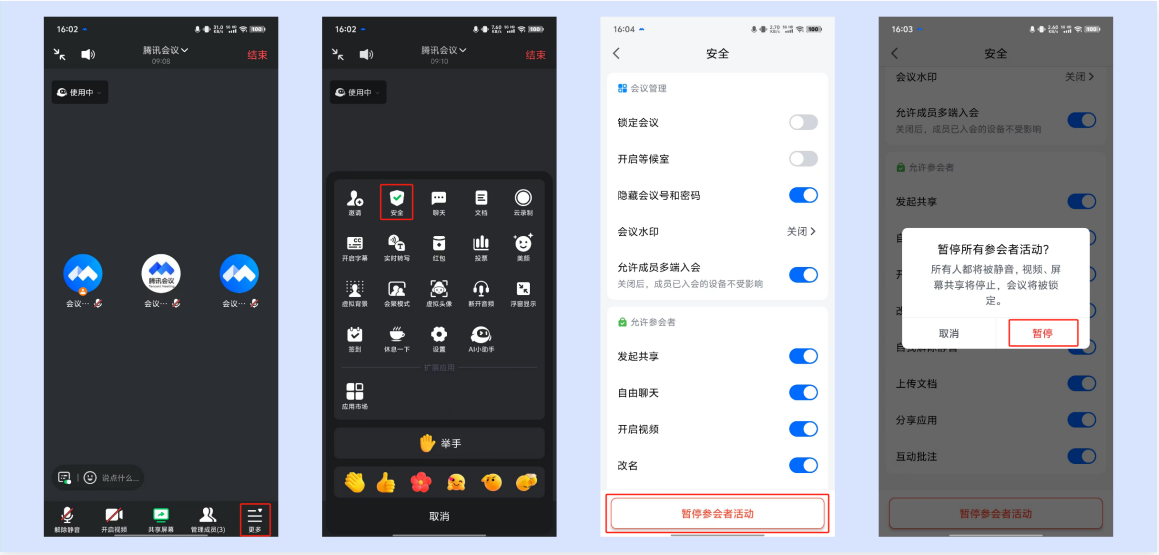

Notes

The mobile terminal does not currently support bulk removal of members. Stay tuned for future updates.

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Emoji Reactions

Last updated：2024-08-27 15:41:26

Description of the Feature

To address the lack of energetic atmosphere in meetings and the need for speakers to interact with other members while sharing, we have supported the emoji reaction feature. In scenarios such as teacher lectures, sharing sessions, and online gatherings with friends, you can use the emoji reaction feature to enhance the atmosphere, increase interaction, and add entertainment value.

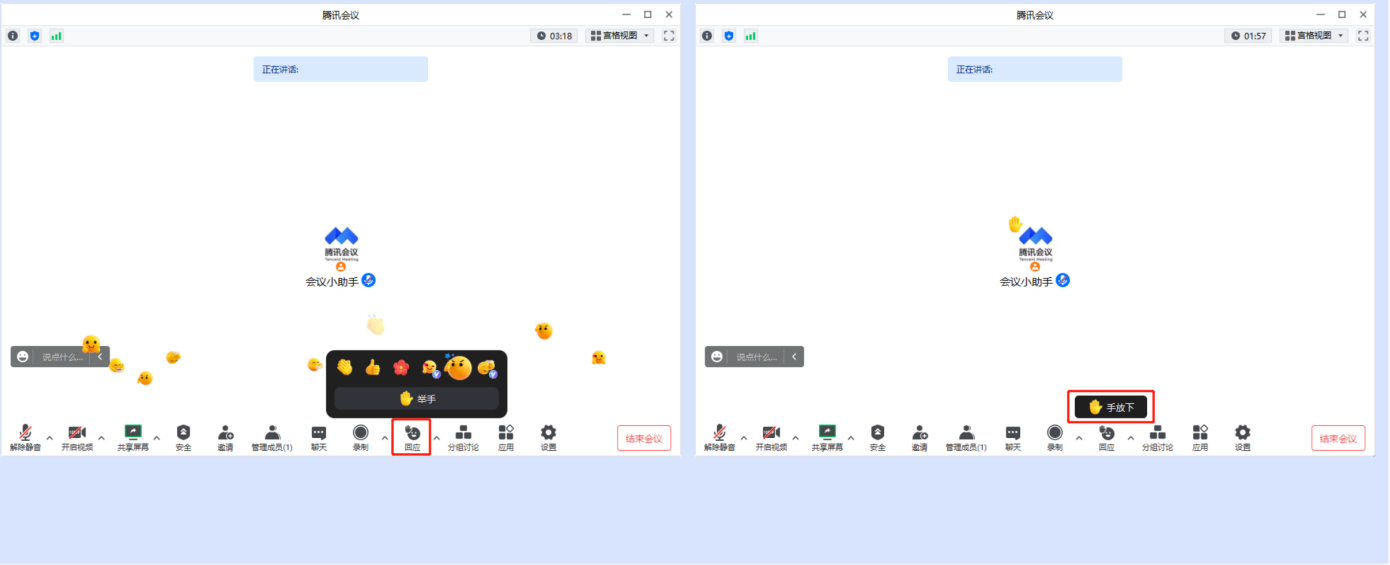
Conditions of Use

- **Log in to Users:** Free version, Member version, Business version, Enterprise version. >>Go to Purchase
- **Version Requirements:** Client version 3.15 or later.
- **System Requirements:** Windows/macOS/iOS/Android.

How to Use Emoji Reactions

Windows/macOS

1. Click the bottom toolbar **Reaction** to select and send emojis or raise hand.
2. When you click **Raise Hand**, the emoji bar retracts, and **Raise Hand** becomes **Lower Hand**.
3. click **lower your hand** to retract the "raise hand" emoji.



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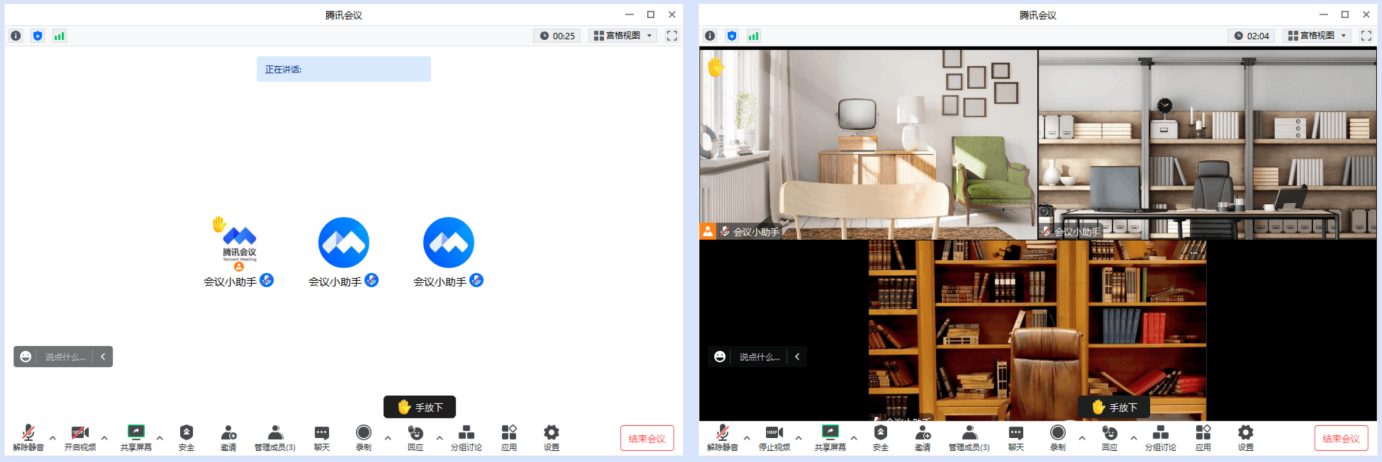
4. After clicking **raise hand**, you can still click on the bottom toolbar **to respond** by selecting to send **an emoji**, **lower your hand**.



5. In voice-only mode, the raised hand status will be displayed at the upper left corner of the avatar and will be visible to all participants.
6. In audio and video mode, the raised hand status will be displayed at the upper left corner of the grid and will be visible to all participants.



Android/iOS

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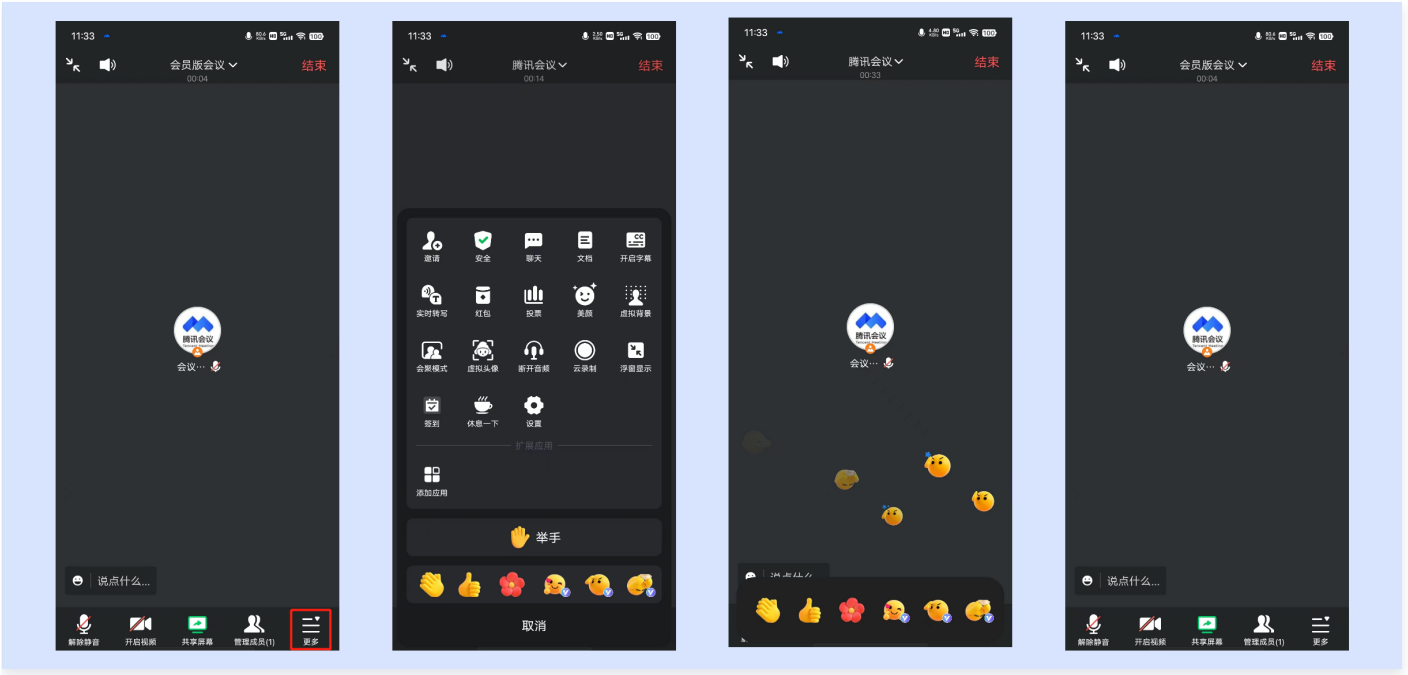
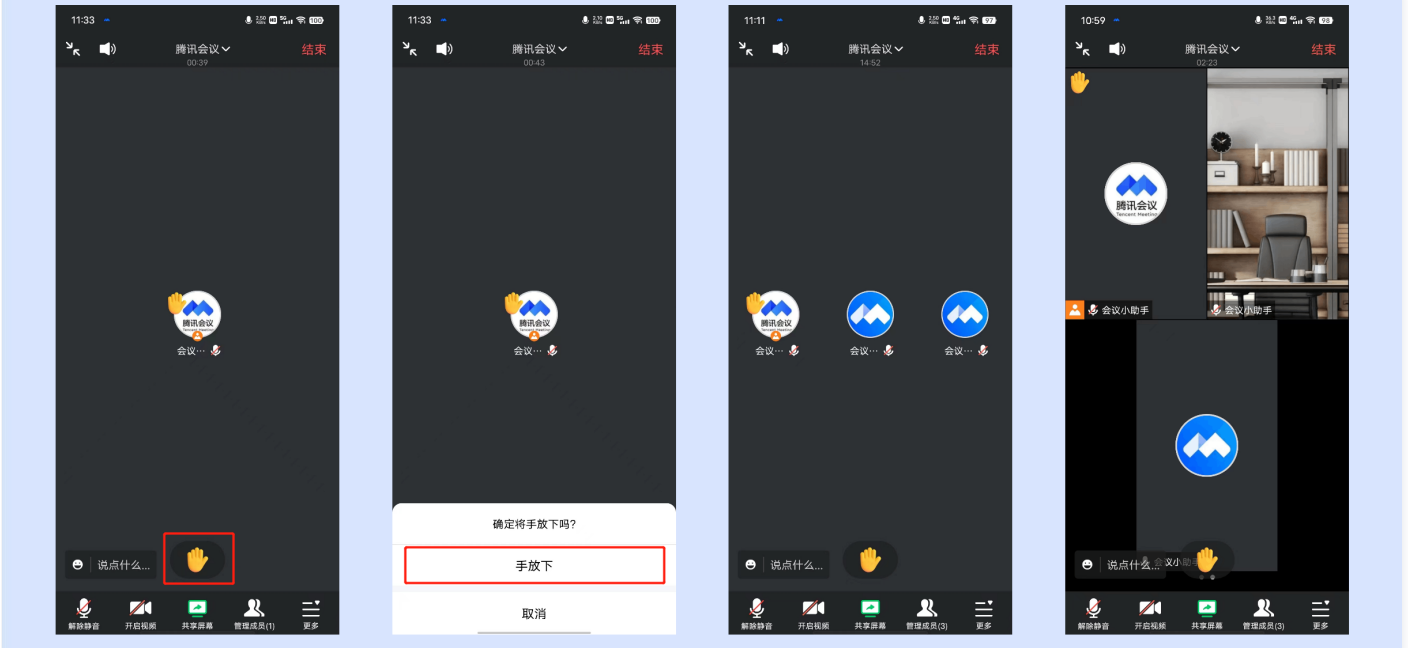
1. Click the bottom toolbar **More** to select and send emojis or raise hand.
2. After clicking to send **Emoji**, the emoji bar will retract to the bottom of the interface. You can continue to click to send more emojis. Clicking elsewhere on the interface will retract the emoji bar.



3. When you click **Raise Hand**, the emoji bar will retract and a **Raise Hand** button will appear at the bottom. Click it to lower your hand.
4. In voice-only mode, the raised hand status will be displayed at the upper left corner of the avatar and will be visible to all participants.
5. In audio and video mode, the raised hand status will be displayed at the upper left corner of the grid and will be visible to all participants.



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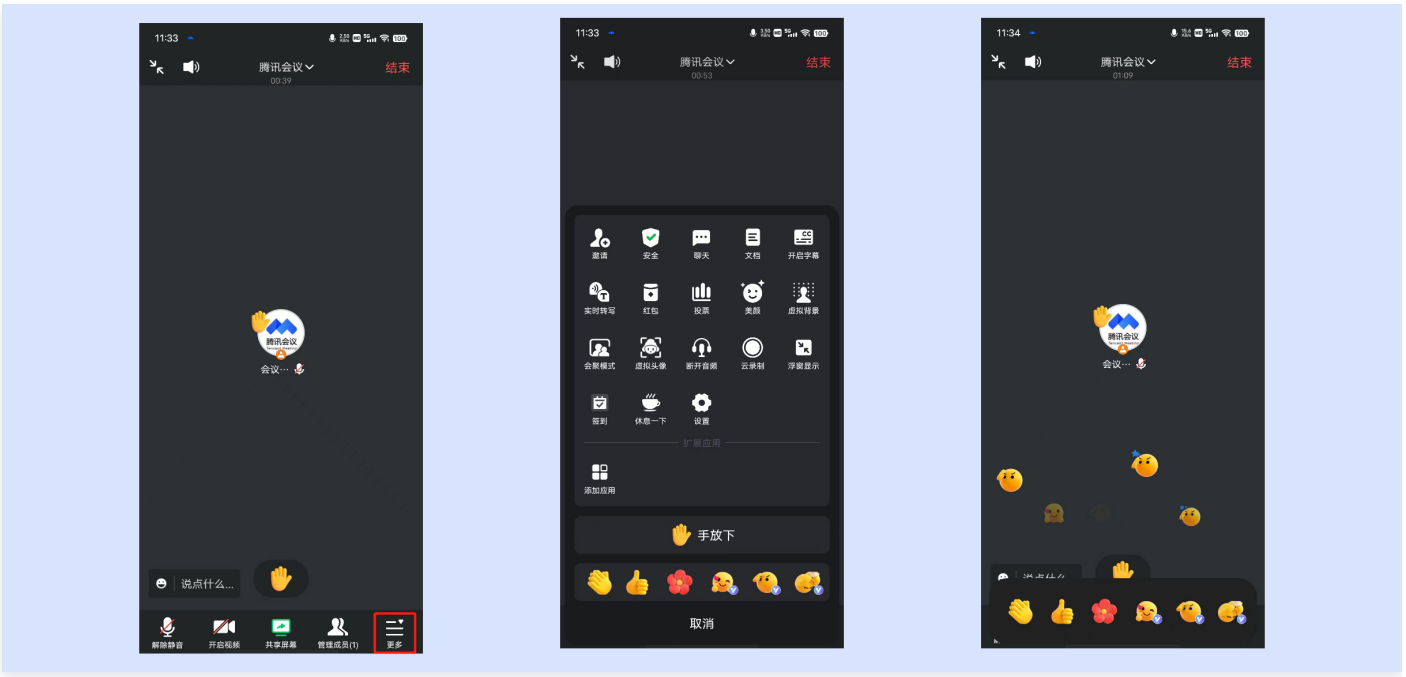
6. While in the **raise hand** status, you can still click the **more** option in the bottom toolbar to send emojis.



How the host/co-host can manage

Windows/macOS

1. When a member raises their hand during a meeting, a **raise hand** icon will be displayed on the top left corner of their avatar or grid view.



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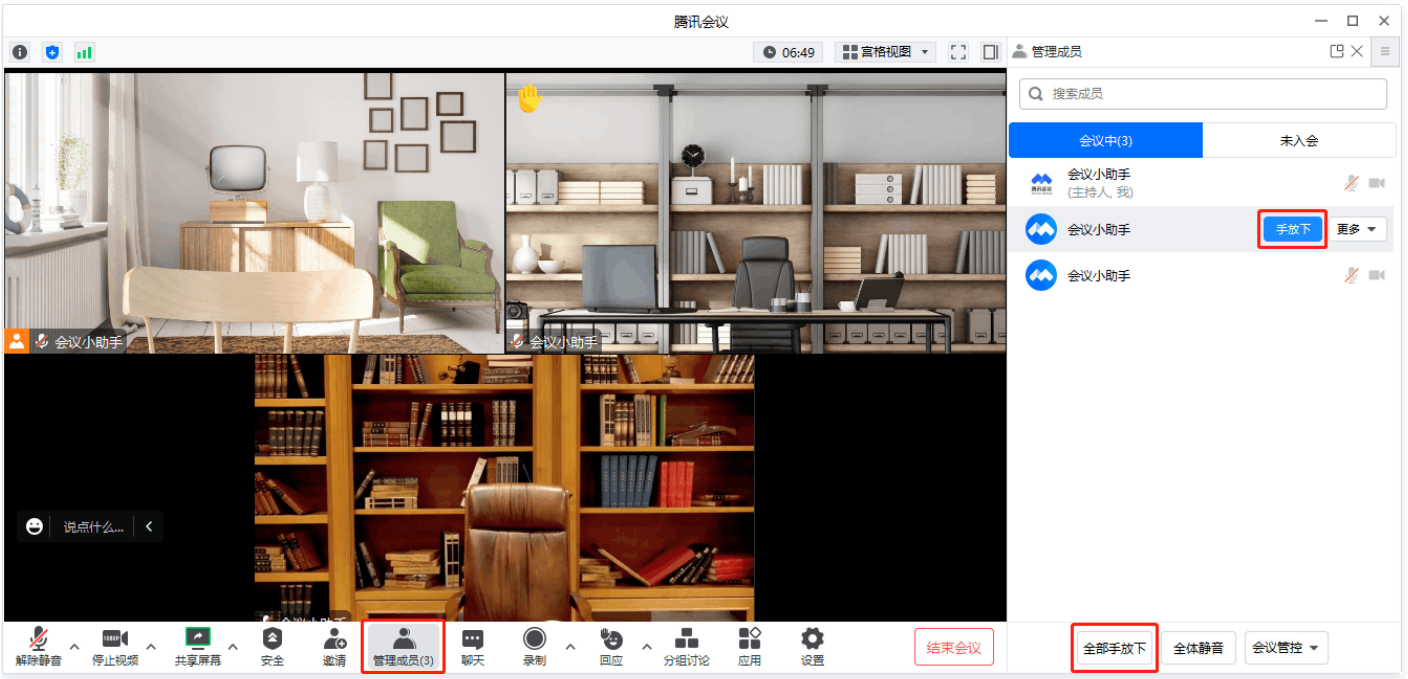
2. A bubble prompt saying **xxx is raising hand** will appear above the **manage members** option on the bottom toolbar, click to open the **manage members** sidebar to view members raising hands > select the member > **lower hand**.
3. When multiple members raise their hands, you can click **lower all hands** at the bottom of the sidebar for unified control.



4. Hosts or co-hosts can also click the **triangle** button next to the **respond** option in the bottom toolbar to choose whether to **allow members to raise hands, allow members to respond with emojis**.



5. You can also click **manage members** > **meeting control** > choose whether to **allow members to raise hands, allow members to respond with emojis**.

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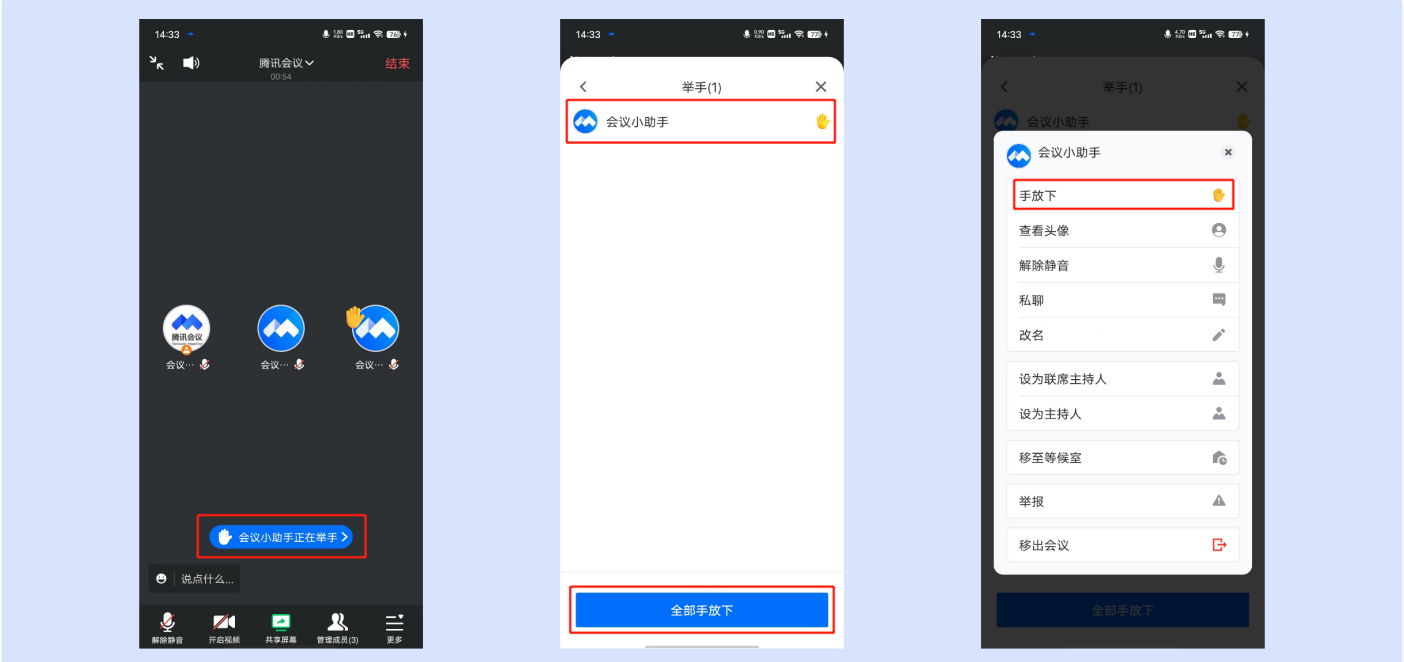
Android/iOS

1. When a member raises their hand during the meeting, a **raise hand** icon will be displayed on the top left corner of their avatar or grid view.
2. A bubble prompt saying **xxx is raising hand** will appear at the bottom, click to view the members raising their hands > select the member > **lower hand**.
3. When multiple members raise their hands, you can click **lower all hands** at the bottom for unified control.



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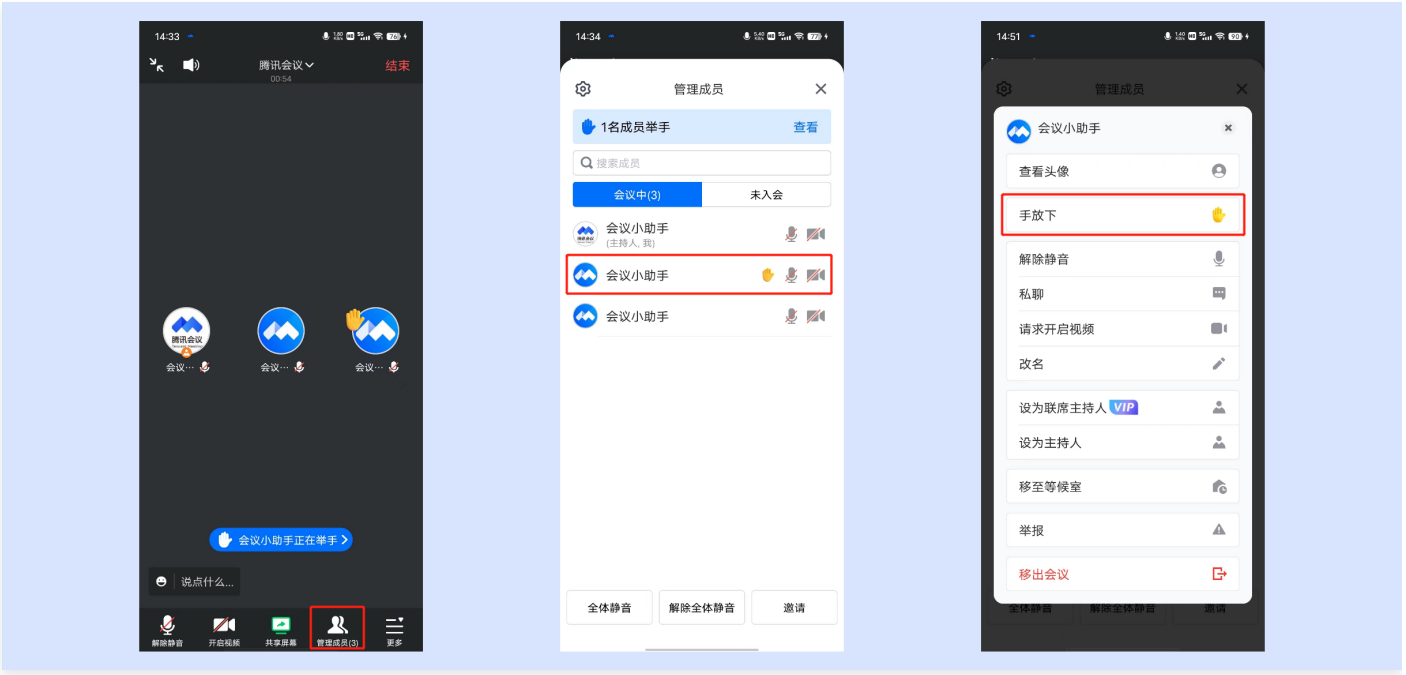
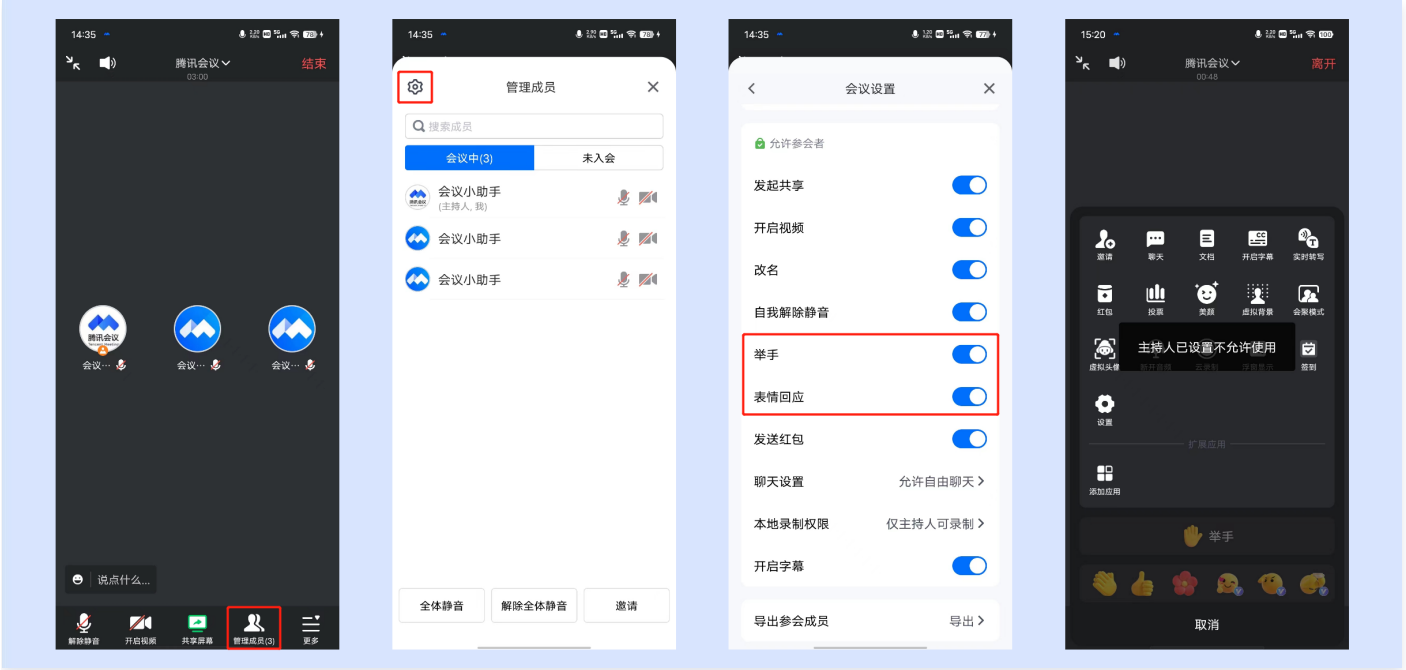
4. You can also click **manage members** > select the raising hand member > **lower hand.**



5. Hosts or co-hosts can also click on the top left **settings** button in **manage members** > to restrict members' ability to respond with emojis by unchecking **raise hand** or **emoji response**.
6. After disabling, the **raise hand** or **emoji** button will be grayed out for members, and clicking will prompt **the host has set this feature unavailable**, only the host or co-host can send normally.



Timer

Last updated：2024-08-27 15:41:40

Description of the Feature

All members in the meeting can use the timer to record speech time, and the host can remind the shareholder to watch the time according to the meeting situation to improve meeting efficiency.

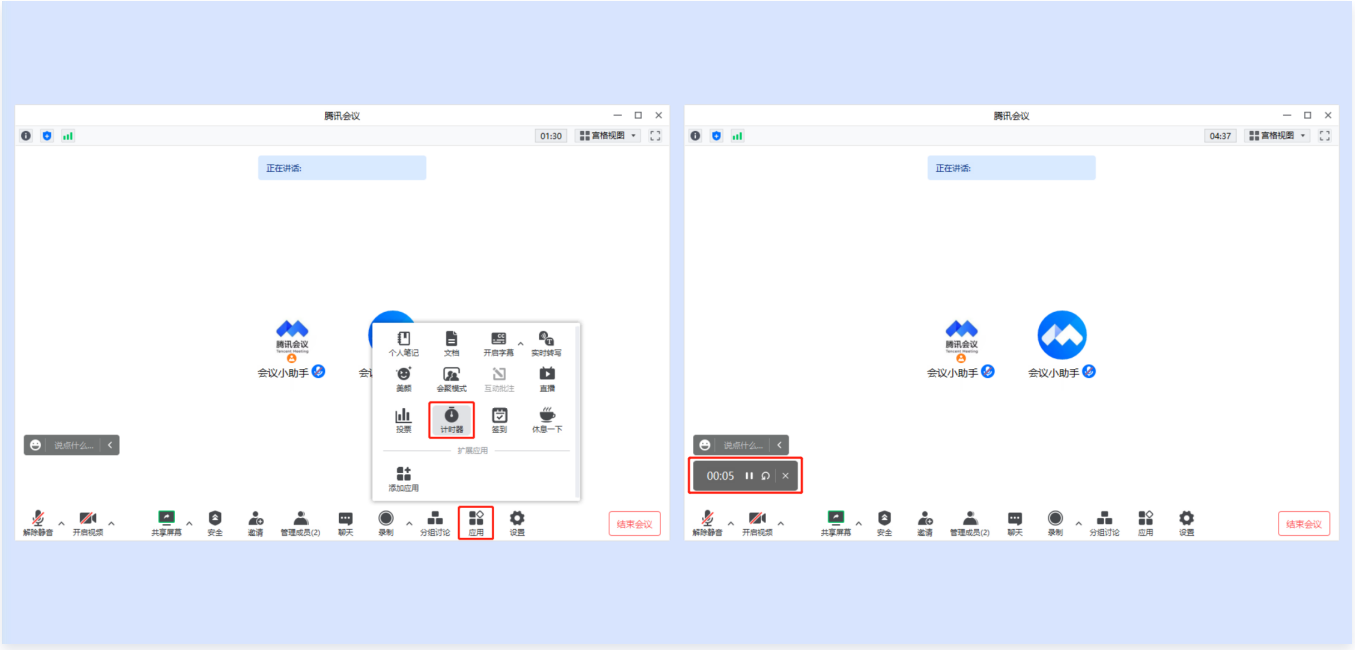
Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version Requirement:** Client v3.1.0 or later.
- **System Requirements:** Windows/macOS.

How to Use the Timer

All members in the meeting can click the bottom toolbar **Application** > **Timer** to start the timer. After activation, the timer is only visible to yourself.

- The timer supports start or pause, reset, and close functions, and it measures time in forward counting.



- When the host or co-host is viewing screen sharing, the timer can remind the shareholder to watch the time. Click **Bell** button > **Remind** to send a private notification **Host is quietly reminding you to watch your speech time** (this reminder is only visible to the

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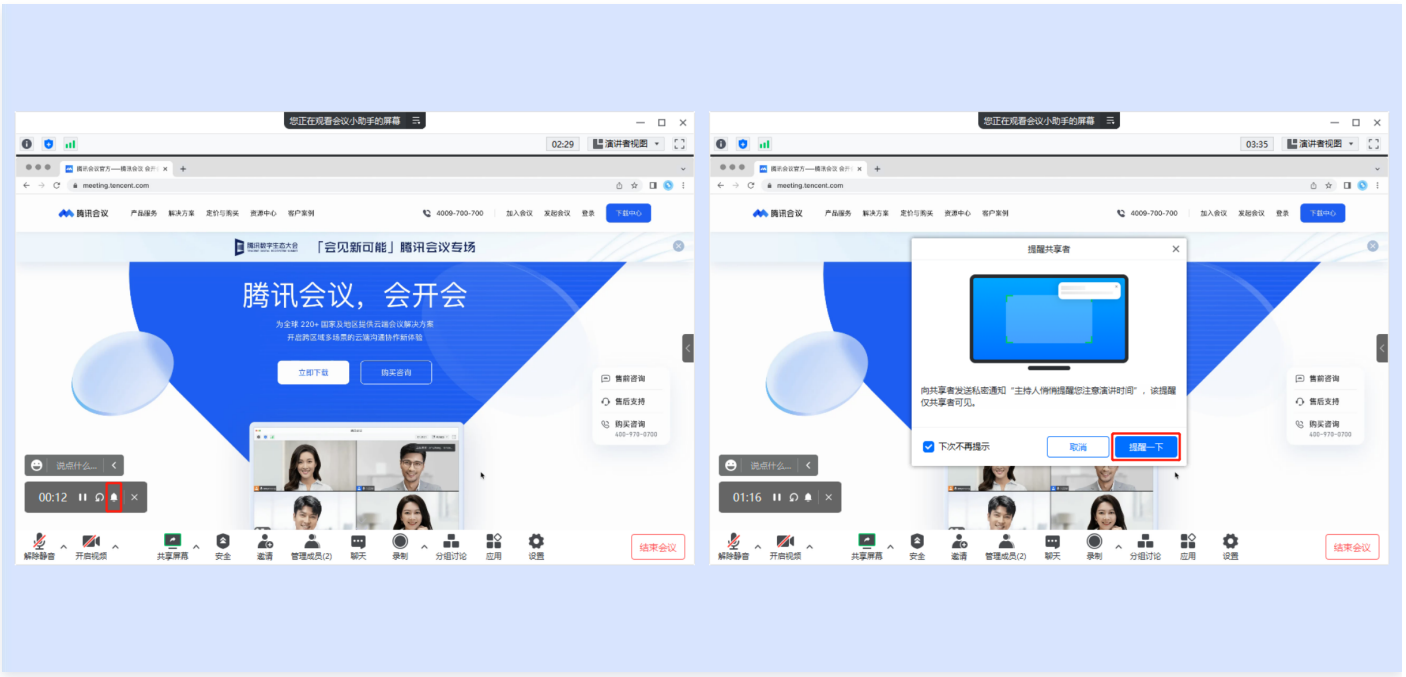
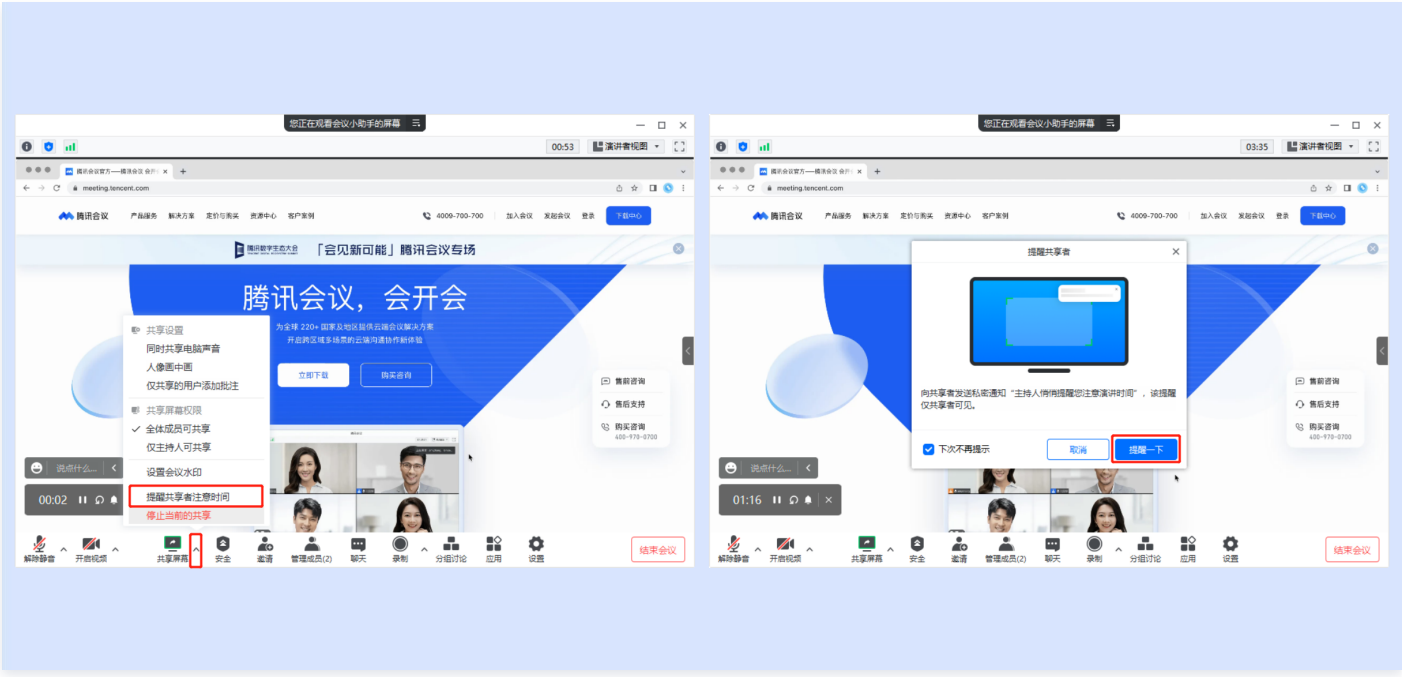
shareholder).



- When the host or co-host is viewing screen sharing and has the timer enabled, they can also click the **Share Screen** next to the **triangle** button > **to remind the sharer to be mindful of the time** > **Just a reminder**, to send a private notification to the sharer **The host subtly reminds you to watch your speaking time**(This reminder is only visible to the sharer).



- After the host or co-host sends a reminder, the sharer will receive a private reminder in the top right corner of the screen **The host subtly reminds you to watch your speaking time**(This reminder is only visible to the sharer).

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- When the sharer is joining from a mobile device, the host or co-host cannot send reminders.



Notes

- Currently, the timer feature is only supported on Windows/macOS. The Android/iOS version does not support it yet.

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- The timer feature is only visible to the user who activated the timer.
- Only the host and co-host can use the timer reminder feature while viewing screen sharing to alert the shareholder to watch the time.

Check-in

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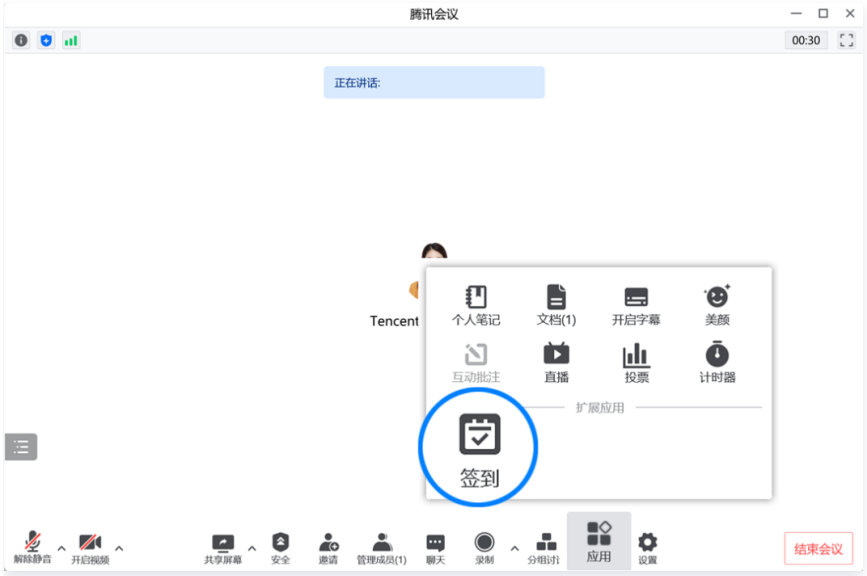
Last updated：2024-08-27 15:41:55

Description of the Feature

Tencent Meeting **Check-in Application** is an in-meeting app. After the host initiates a check-in task, it can be automatically shared with other members. Members will receive a prompt to check-in. After check-in ends, the host can view the check-in data in **Check-in Records** and export it.



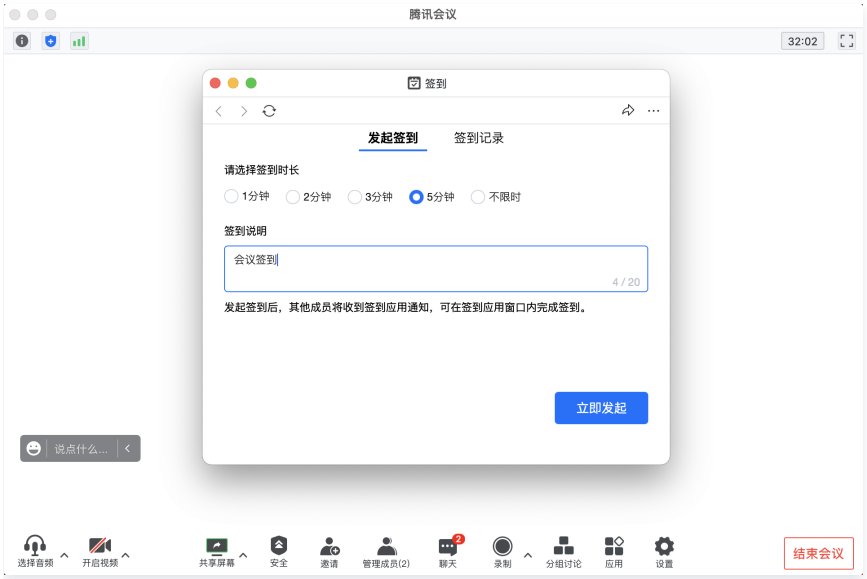
Prerequisites

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **Version Requirements:** Tencent Meeting version 3.1.0 and above.

Host Initiates Check-in

In the meeting, the host can initiate a check-in. The configuration is very flexible, allowing custom Definition Check-in Instructions and Check-in Duration.
Just three simple steps, and you can set up a **1-minute meeting check-in**:

- **Check-in Duration** select **1 minute**.
- **Check-in Instructions** fill in as **Meeting Check-in**.
- Click **Initiate Now** to start the check-in.



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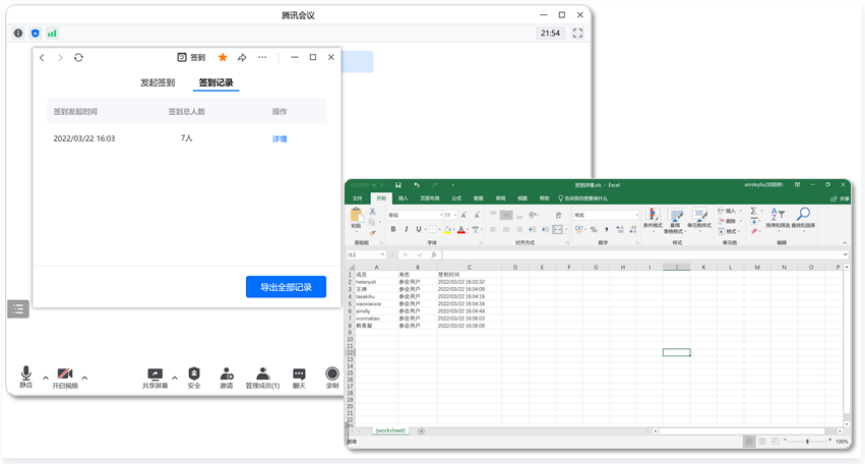
Attendee Check-in

After check-in is initiated, attendees will receive a prompt in the meeting pop-up window. Click **Check-in** to complete the check-in.



Export Check-in Records

After check-in ends, the host can click **Check-in Records** to view results. Click **Details** to view specifics. Click **Export Details** to export the check-in details for unified management.



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Mute attendees upon entry

Last updated：2024-08-27 15:42:14

Description of the Feature

This feature is enabled by default for meetings with more than 6 attendees to avoid disruption when members don't mute upon joining.

Prerequisites

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS/iOS/Android.
- **Version Requirement:** Client v2.7.0 or higher.

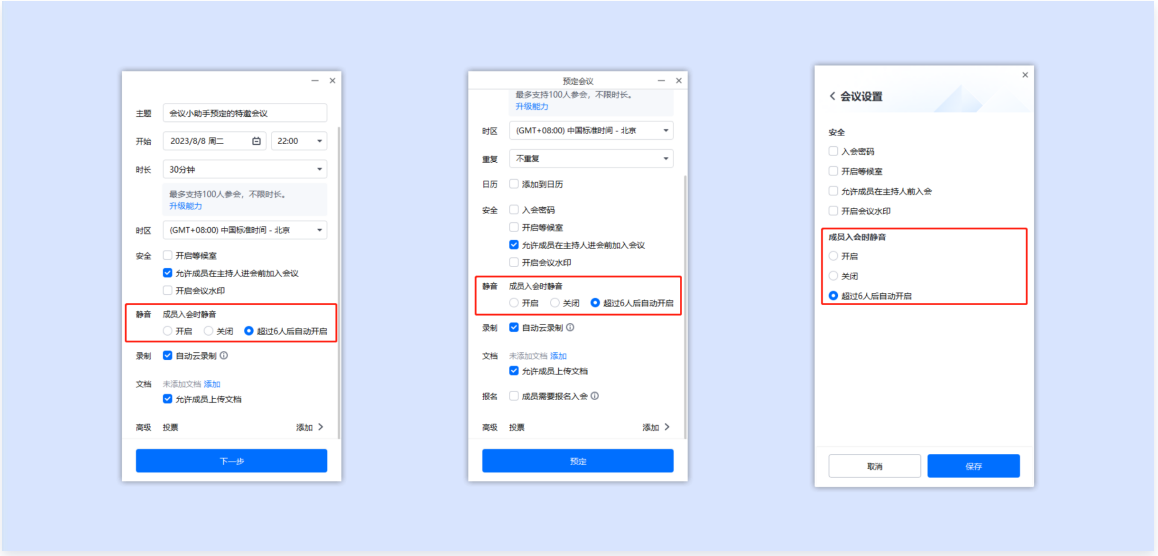
Note:

- This feature is enabled by default if you use v2.7.0 or above.
- Except for saving the setting on the Personal Meeting Number page, you need to reconfigure it for other types of meetings.
- Only attendees are affected by this setting; the host is not impacted.

Automatically enable mute when more than 6 people join

You can configure this setting on the following pages:

- Schedule/Edit Meeting:
  - On the Regular Meeting (including Periodic Meetings) scheduling/editing page, click **Mute attendees upon entry > Automatically enable if more than 6 people join**.
  - On the Specially Invited Meeting scheduling/editing page, click **Mute attendees upon entry > Automatically enable if more than 6 people join**.
  - On the Personal Meeting Number settings page, click **Mute attendees upon entry > Automatically enable if more than 6 people join** to enable successfully.



- In meeting:
  - During the meeting on Windows/macOS, click **Manage Members > Meeting Control > Mute attendees upon entry > Automatically enable if more than 6 people join** to enable successfully.

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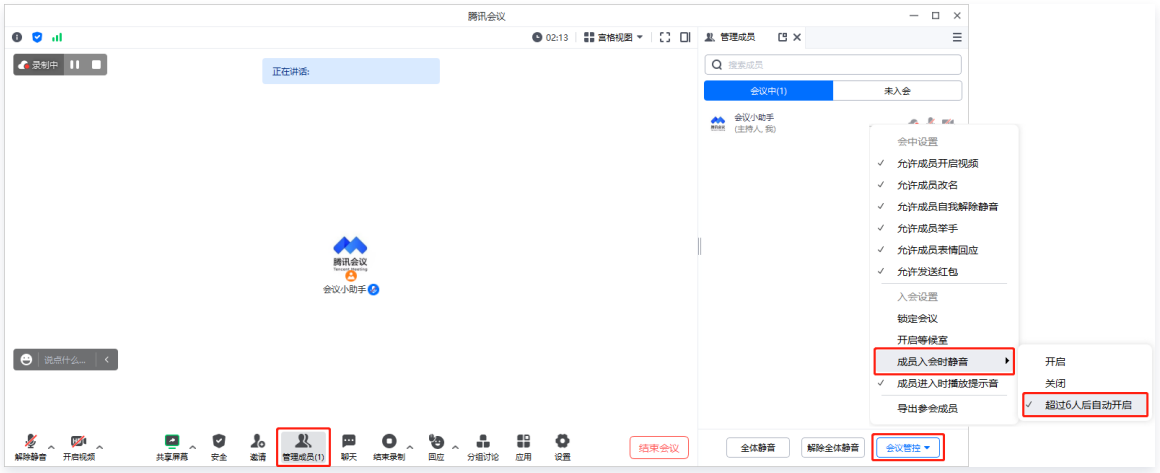
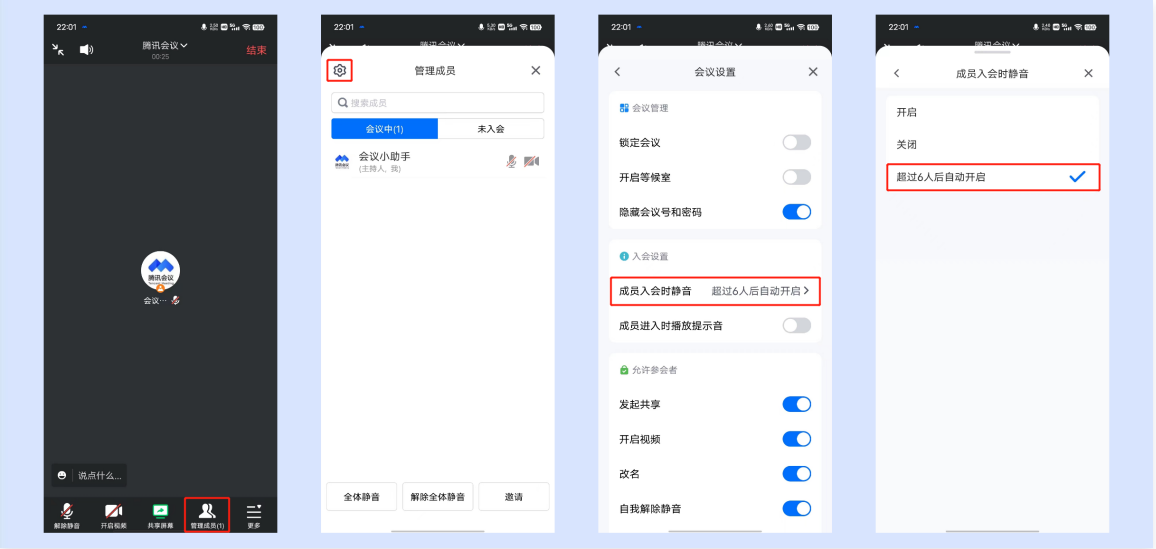


- During the meeting on Android/iOS, click **Manage Members** > **Settings** > **Mute attendees upon entry** > **Automatically enable if more than 6 people join** to enable successfully.



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Export Attendees

Last updated：2024-08-27 15:42:28

Description of the Feature

The meeting creator can export the attendee list during or after the meeting.

Prerequisites

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **Logged-in device:**Windows, macOS, iOS, or Android.

How to Export Attendees

Export during the meeting

Windows/macOS

During the meeting, click the bottom toolbar**Manage Members**> **Meeting Control**> **Export Attendees** to navigate to the webpage for download.



- After downloading, open the folder to view attendee information.
- Attendee information includes conference room information and attendee member information:
  - Conference room information includes the meeting topic, meeting number, scheduled start time, and scheduled end time.
  - Attendee member information includes attendee username, joining time, leaving time, single meeting duration, room type, and other information.

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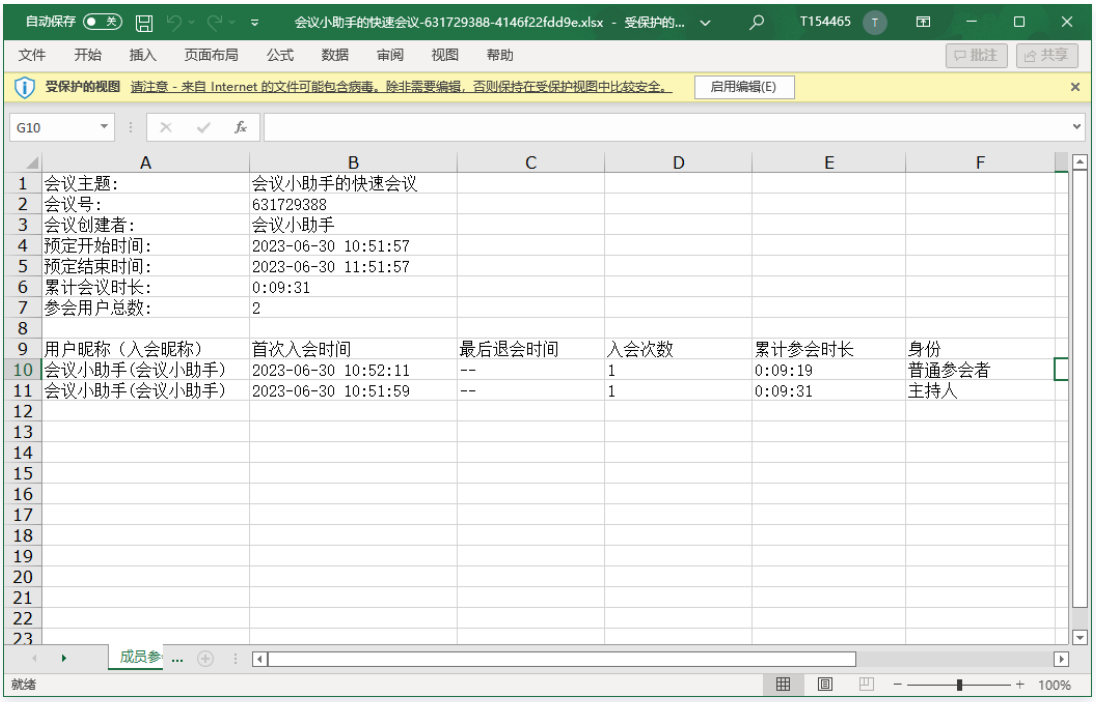
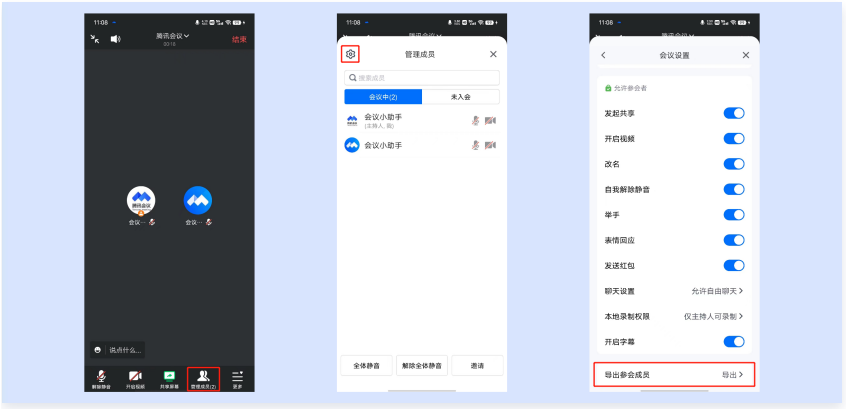


	A	B	C	D	E	F
1	会议主题：	会议小助手的快速会议				
2	会议号：	631729388				
3	会议创建者：	会议小助手				
4	预定开始时间：	2023-06-30 10:51:57				
5	预定结束时间：	2023-06-30 11:51:57				
6	累计会议时长：	0:09:31				
7	参会用户总数：	2				
8						
9	用户昵称（入会昵称）	首次入会时间	最后退会时间	入会次数	累计参会时长	身份
10	会议小助手(会议小助手)	2023-06-30 10:52:11	--	1	0:09:19	普通参会者
11	会议小助手(会议小助手)	2023-06-30 10:51:59	--	1	0:09:31	主持人

Android/iOS

During the meeting, click the bottom toolbar**Manage Members**> **Settings**> **Export Attendees** to navigate to the webpage for download.



- After downloading, open the folder to view attendee information.
- Attendee information includes conference room information and attendee member information:
  - Conference room information includes the meeting topic, meeting number, scheduled start time, and scheduled end time.
  - Attendee member information includes attendee username, joining time, leaving time, single meeting duration, room type, and other information.

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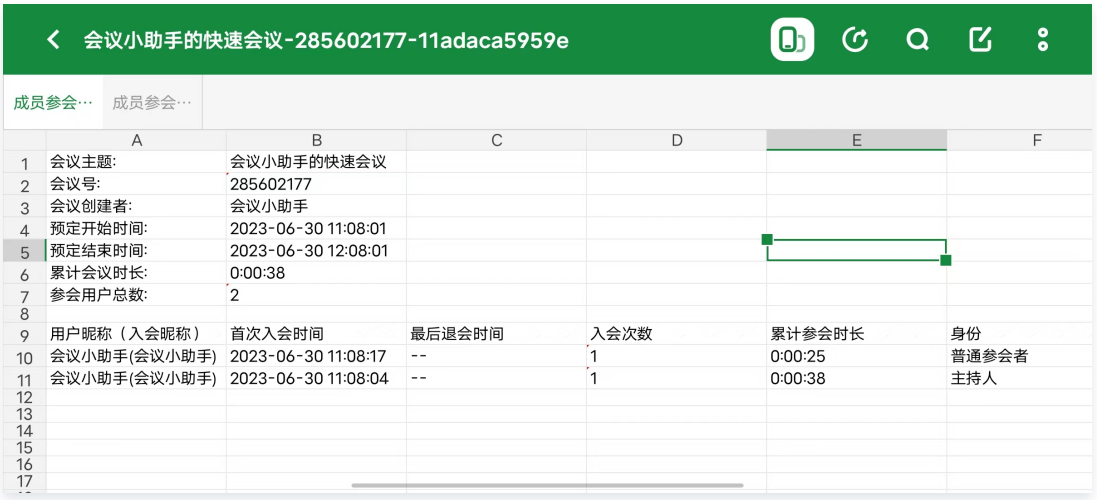

会议小助手的快速会议-285602177-11adaca5959e

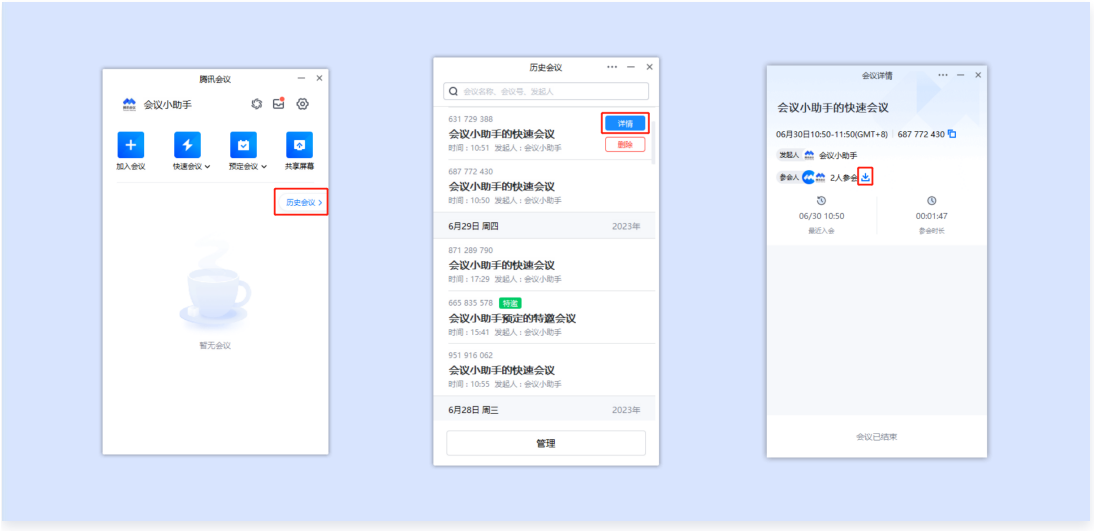
成员参会… 成员参会…

	A	B	C	D	E	F
1	会议主题:	会议小助手的快速会议				
2	会议号:	285602177				
3	会议创建者:	会议小助手				
4	预定开始时间:	2023-06-30 11:08:01				
5	预定结束时间:	2023-06-30 12:08:01				
6	累计会议时长:	0:00:38				
7	参会用户总数:	2				
8						
9	用户昵称（入会昵称）	首次入会时间	最后退会时间	入会次数	累计参会时长	身份
10	会议小助手(会议小助手)	2023-06-30 11:08:17	--	1	0:00:25	普通参会者
11	会议小助手(会议小助手)	2023-06-30 11:08:04	--	1	0:00:38	主持人
12						
13						
14						
15						
16						
17						

Post-meeting Export

Windows/macOS

Click App main interface**Past Meetings**> select the meeting, click **Details**> click meeting details page – attendees**Download button** to redirect to the web page for download.



Android/iOS

Click App main interface**Past Meetings**> select the meeting for which you need to export attendee members > meeting details page – attendees**Download button** to redirect to the web page for download.

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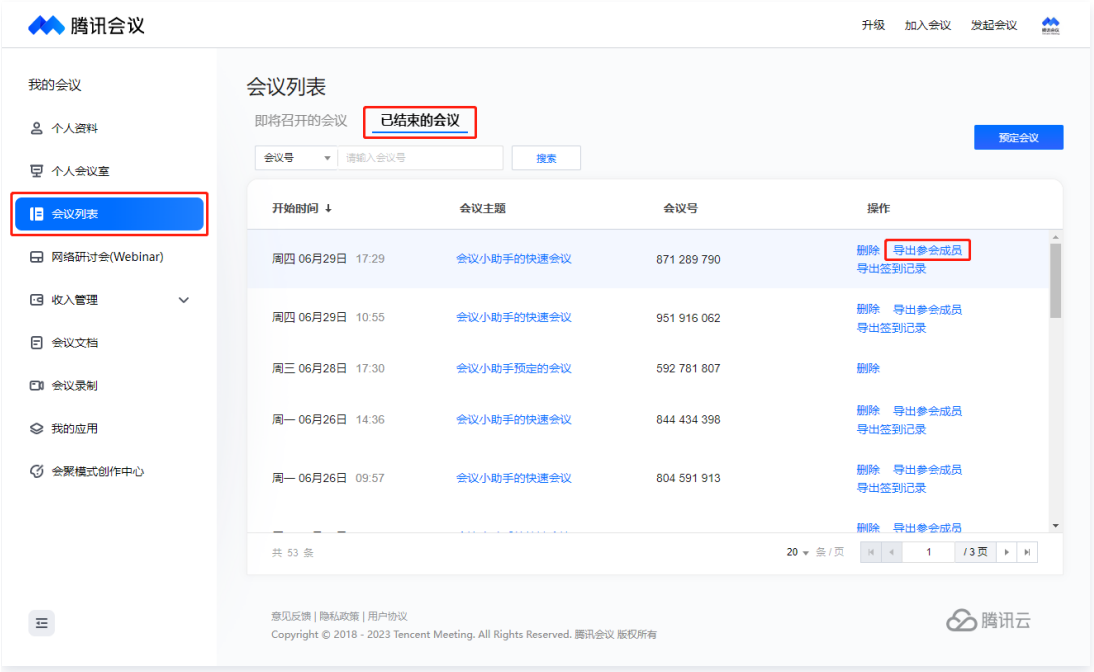
Tencent Meeting official website

Log in to Tencent Meeting official website > Personal Center, click left menu bar**Meeting List**> **Past Meetings**> select the meeting for which you need to export attendee members > click **Export Attendee Members** to redirect to the web page for download.



Notes

- Export the list of attendees as an Excel document. The exported content is consistent with the content exported from past meetings.
- There are several situations where the attendee list cannot be exported:
  - The meeting has been deleted.
  - The meeting has been canceled.
- Querying the attendee's phone number, account, IP, or login device is currently not supported.
- Only the creator of the meeting can export the list of attendees. If you are an attendee, please contact the meeting creator for the export.
- If you need to save for an additional duration beyond the original save period, you can learn about Tencent Meeting's additional meeting storage duration. Additional meeting storage duration refers to extending the original save period. You can choose the Tencent Meeting Enterprise Edition and add this feature in the optional additional packages.

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Past Meetings

Last updated：2024-08-27 15:42:45

Description of the Feature

The client and web version support users in retaining their past meeting records, finding key documents and chat content within meetings.

Applicable Scenario

- Review work progress, view, and recall past meeting records.
- Create meeting minutes, view cloud recording files and key documents related to the meeting.
- Check meeting check-in status, export the attendee list.

Conditions of Use

- **log in to user**: Free, Membership, Business Edition, and Enterprise Edition users.
- **Version Requirement**: Client version 1.7.5 or later.
- **System Requirements**: Windows/macOS/iOS/Android.

Feature Overview

Name	Description
Multi-end synchronization of past meetings	• Client version 3.10 and above supports multi-end synchronization of past meetings, and users can choose to enable or disable the synchronization. • When enabled, the past meeting records will be synced to other log in to devices.
One-click reservation for meetings with the same configuration	• Client version 3.17 and above supports one-click rebooking of meetings with the same configuration. • After rebooking, users can modify the meeting configuration.
Add long-term meetings to the meeting list	• Versions 3.18 and above of the client support adding ongoing long-term meetings from Historical Meetings to the meeting list. • Ongoing long-term meetings: Reserved meetings that have not yet passed the scheduled time and recurring meetings that have not yet surpassed the end time of the last sub-meeting.

Query historical meeting details

Windows/Mac

1. Open the homepage of the client and click **Historical Meetings**.
2. Select the name of the target meeting and click **Details** to view meeting details (cloud recording, local recording, chat, application, export attendees).

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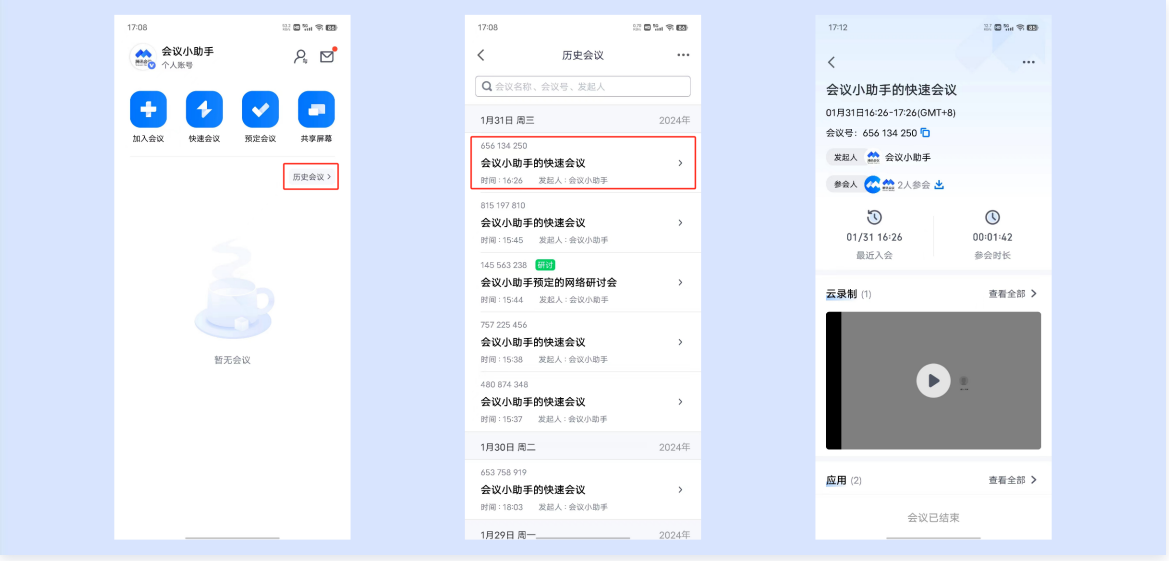
Android/iOS

1. Open the app homepage and click **Historical Meetings**.
2. Click the name of the target meeting to view meeting details (cloud recording, local recording, chat, application, export attendees).



Personal center

1. Desktop users can click **Avatar** > **Personal Center** or log in to **Tencent Meeting Official Website**> Enter **User Center** page > click **Meeting List**.
2. Click **Past Meetings**.
3. Select the name of the target meeting to view the meeting room details.

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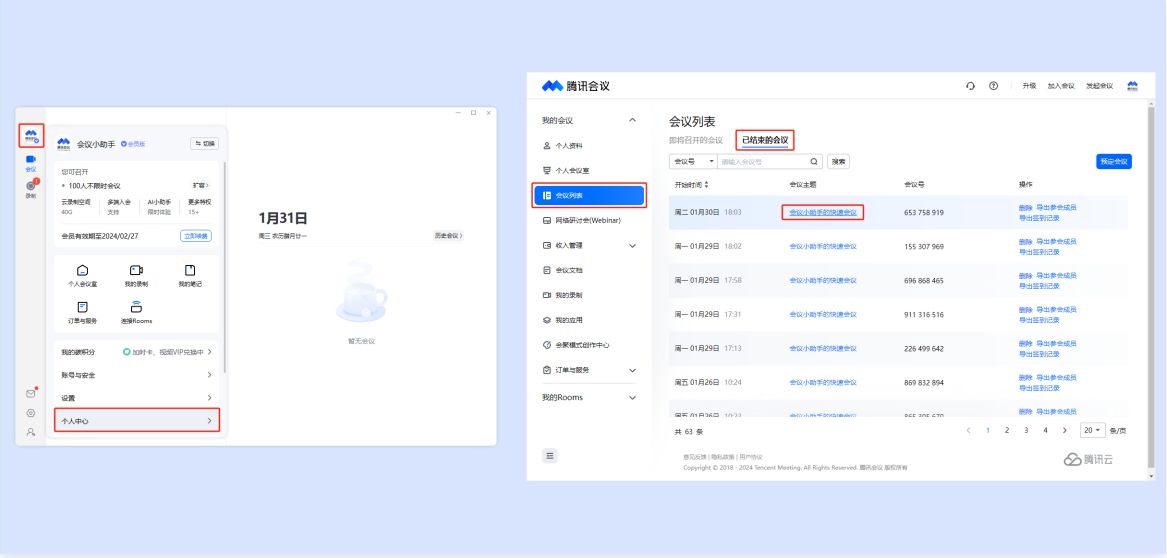

Historical Meeting Roaming

Windows/Mac

1. Click the client homepage **Historical Meetings**.
2. Click the top-right corner of the Historical Meetings page ··· > Check Enable **Sync Historical Meetings** to sync historical meetings to the terminal logged into the account (multi-end synchronization of data will only apply to meeting records after enabling; earlier meeting records will remain local).
3. If historical meeting synchronization is turned off, meeting records on each device will remain locally saved and will not sync to other devices after turning it off.



Android/iOS

1. Click the app homepage **Historical Meetings**.
2. Click the top-right corner of the Historical Meetings page ··· > Check Enable **Sync Historical Meetings** to sync historical meetings to the terminal logged into the account.

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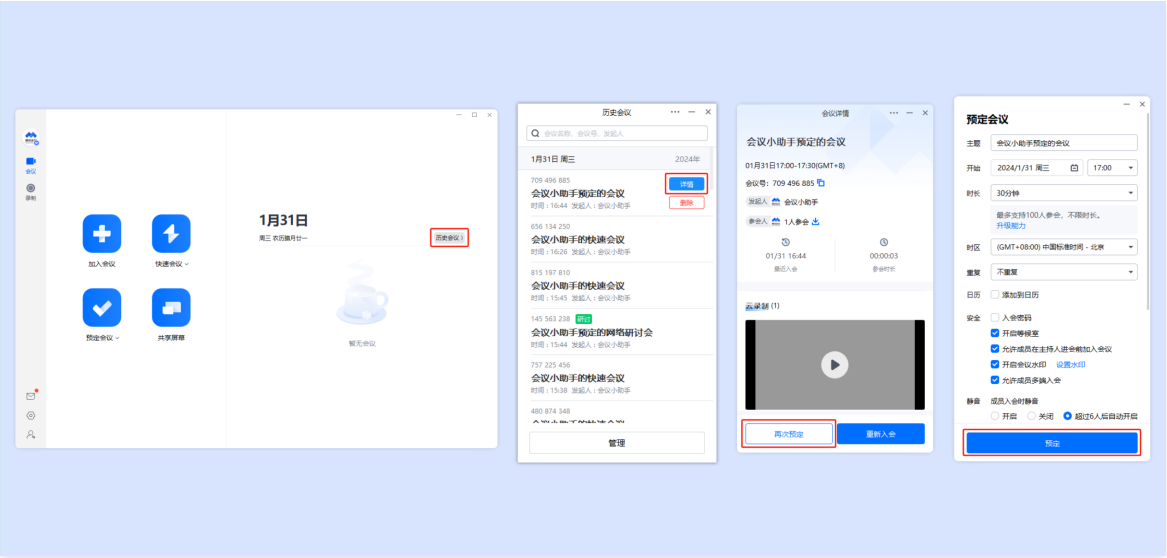
One-click reservation for meetings with the same configuration

Windows/Mac

1. On the main interface of the client, click **Historical Meetings** > select the meeting you want to reschedule, click **Details** > **Reschedule** > to enter the meeting settings page.
2. After modifying and confirming the meeting information on the reservation settings page, click **Schedule** to complete the meeting reservation.



3. One-click reservation for meetings with the same configuration currently does not support configuration documents, registration, applications, live streaming, simultaneous interpretation, and other advanced features.
4. You can reschedule regular meetings (periodic meetings), specially invited meetings, and webinars initiated by yourself with one click.

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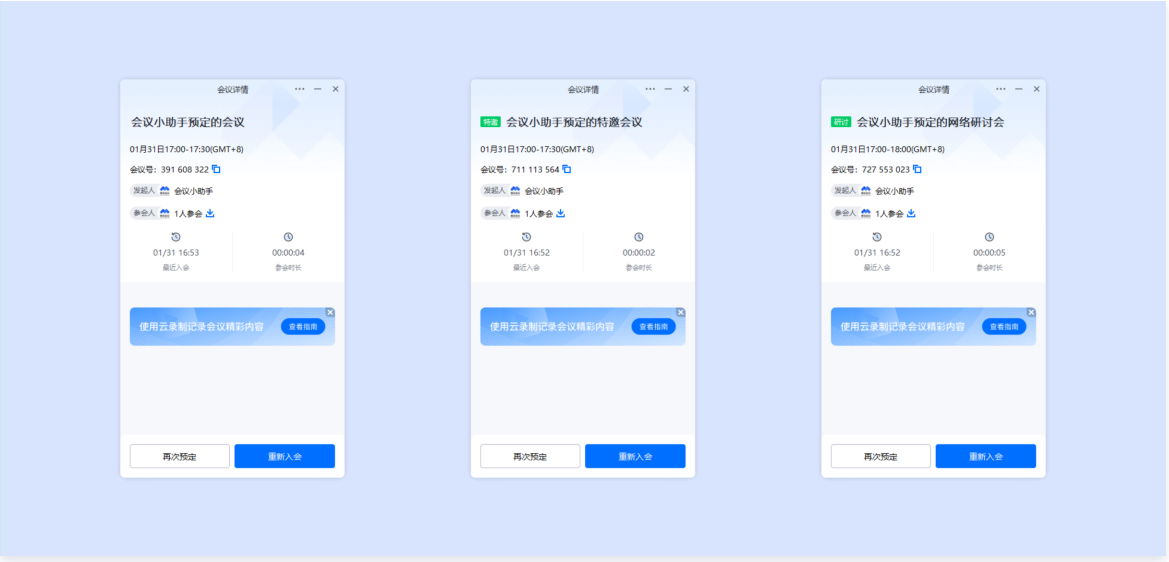

Android/iOS

1. On the main interface of the app, click **Historical Meetings** > select the meeting you want to reschedule > click **Reschedule** > to enter the meeting settings page.
2. After modifying and confirming the meeting information on the reservation settings page, click **Complete** to complete the meeting reservation.



3. One-click reservation for meetings with the same configuration currently does not support configuration documents, registration, applications, live streaming, simultaneous interpretation, and other advanced features.
4. You can reschedule regular meetings (periodic meetings), specially invited meetings, and webinars initiated by yourself with one click.

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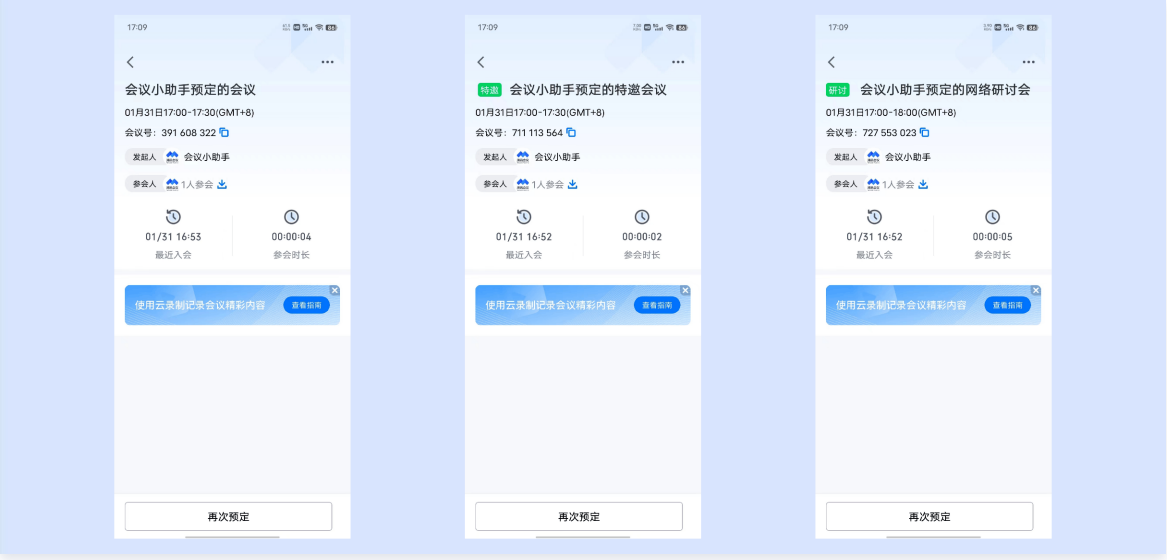

Add long-term meetings to the meeting list

Windows/Mac

Click the main interface of the client **Historical Meetings** > select the meeting you want to add to the meeting list, click **Details** > **Add to Meeting List** > to add the meeting to the meeting list.



Android/iOS

Click the main interface of the app **Historical Meetings** > click the meeting you want to add to the meeting list > **Add to Meeting List** > to add the meeting to the meeting list.

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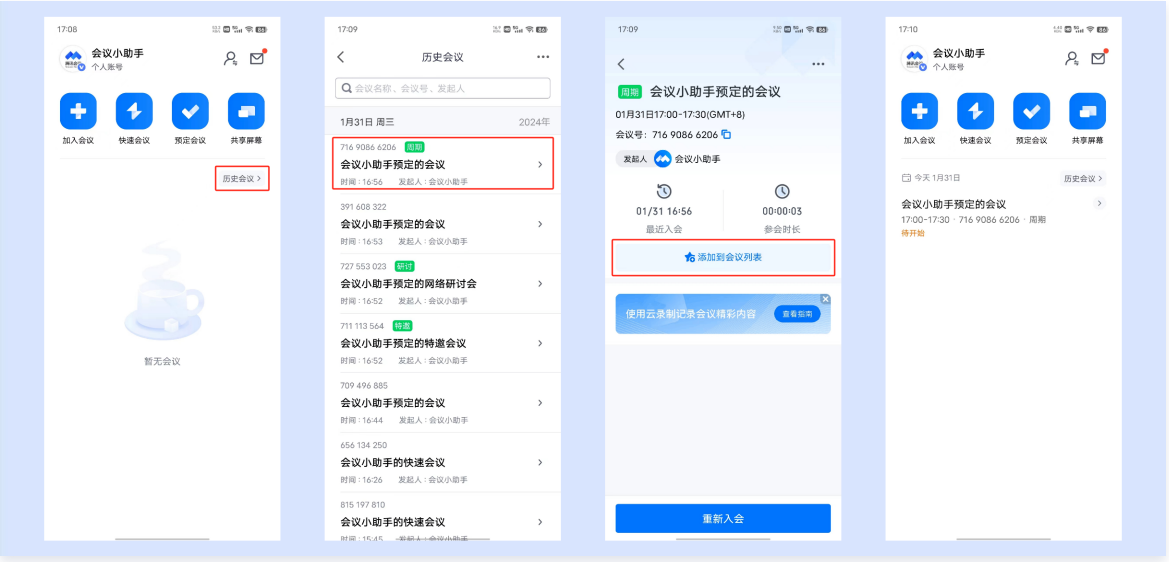

Notes

- Personal accounts can save meeting records from the last 30 days on the Personal Center's Completed Meeting section on the Tencent Meeting official website.
- You can query meetings' chat, recording, annotation, documentation, and other meeting precipitations in the client.
- Adding long-term meetings to the meeting list is only effective for reserved meetings that have not exceeded the scheduled time and periodic meetings that have not exceeded the end time of the last sub-meeting.

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Collaboration and Interaction
Chat and Interaction
In-Meeting Chat

Last updated: 2024-08-27 15:43:40

Description of the Feature

Participants can send and receive real-time messages during the meeting. You can choose to send messages to all participants or have a one-on-one private chat with another participant. The host can set the chat recipients for participants or prohibit them from sending messages in the chat.

Prerequisites

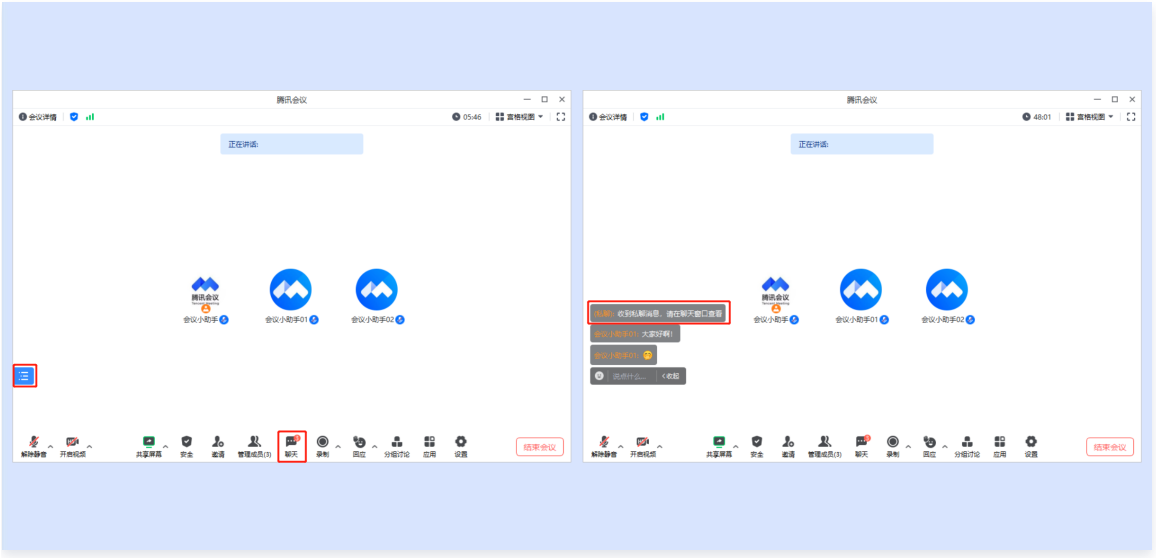
- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS/iOS/Android.
- **Version Requirement**: Client version 3.19 and above supports sending emojis in the chat.

In-Meeting Chat

Windows/macOS

On-screen comments

- When a member sends a chat message during the meeting, the message will pop up in the danmaku area on the left side of the screen, and a red bubble notification will appear on the top right corner of the **Chat** icon in the bottom toolbar, indicating unread messages; if the danmaku area is minimized, it will flash to remind you of unread messages. Click to view chat messages.
- When a member sends you a private chat during the meeting, the danmaku area will not directly display the private chat content. Instead, it will show a notification **(Private Chat) You have received a private message, please check the chat window**. Click to pop up the chat window.



- Danmaku supports sending emojis or text. Currently, sending both emojis and text simultaneously is not supported. Danmaku messages are by default sent to everyone. You can choose to minimize the danmaku.

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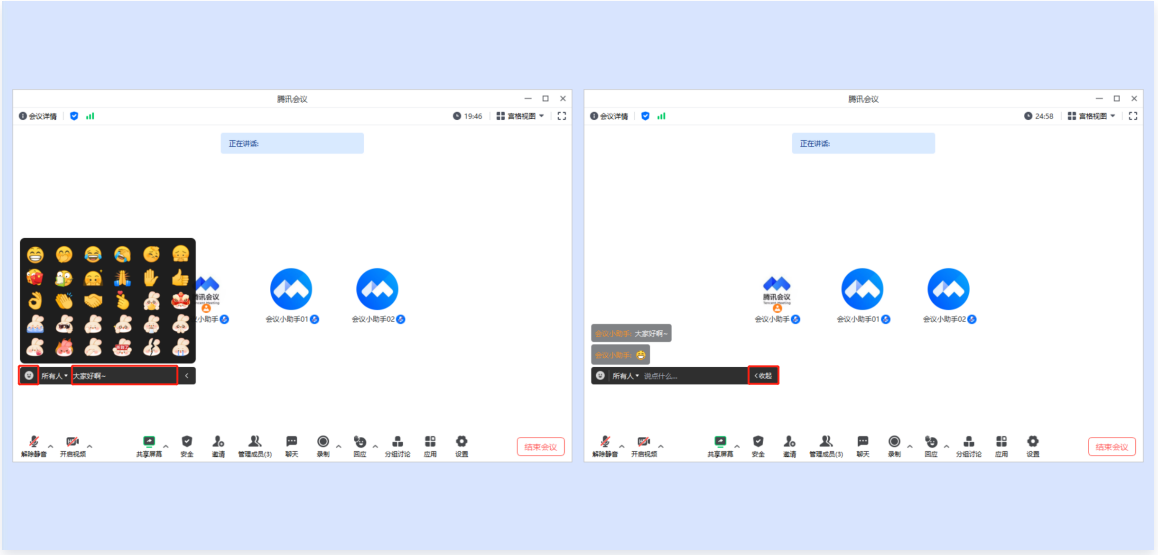
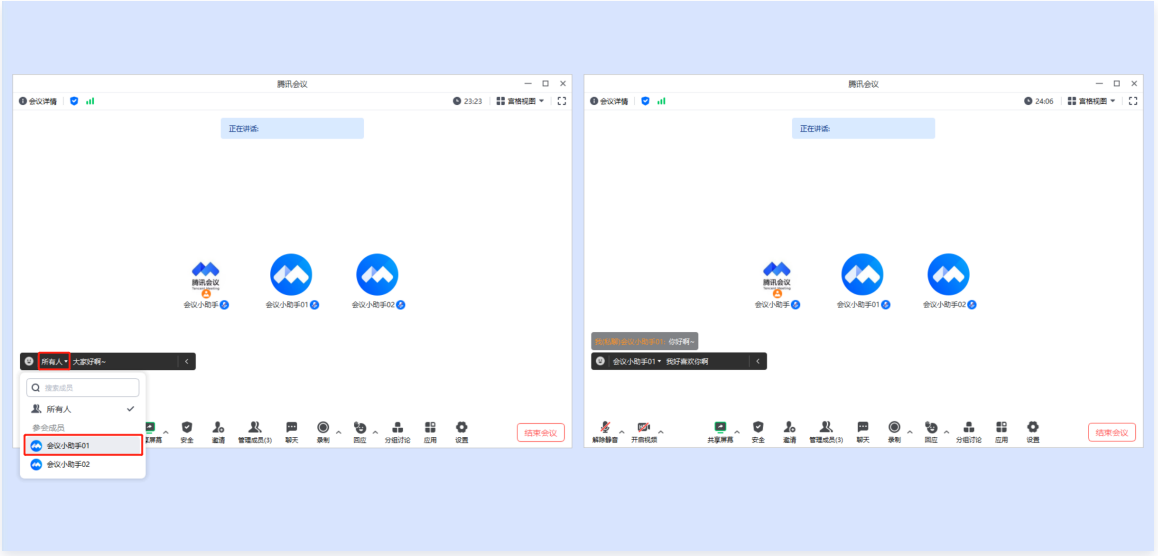
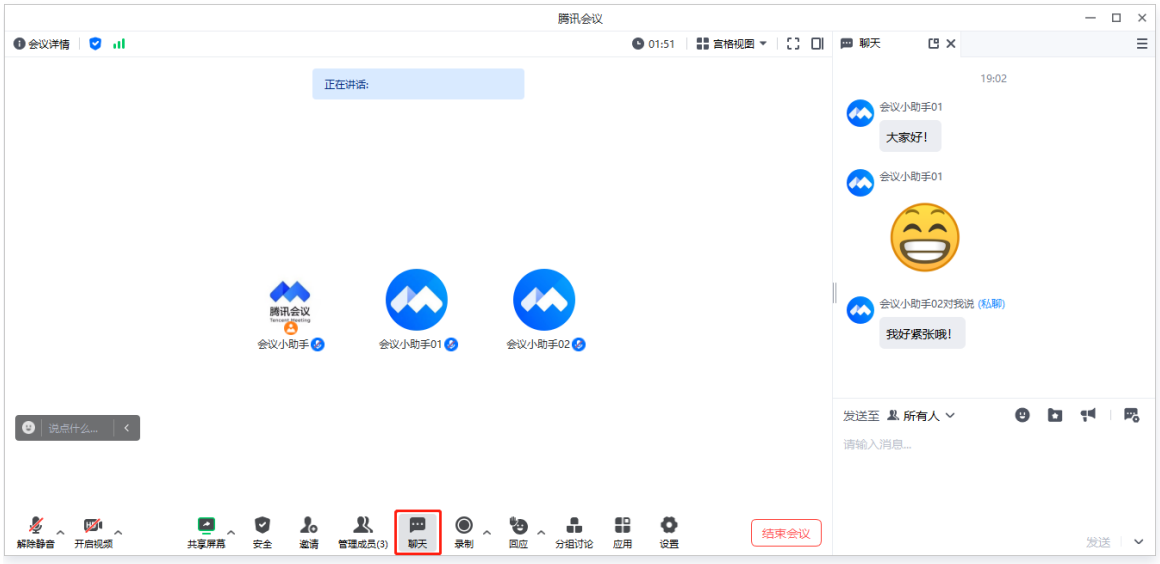


- When you want to send a private chat to a specific member, click **Send To** to select the member for the private chat.



Chat Window

When a member sends a **chat message** to everyone or **a private chat to you** during the meeting, you can click the **Chat** icon in the bottom toolbar to view the chat messages in the pop-up chat window on the sidebar.



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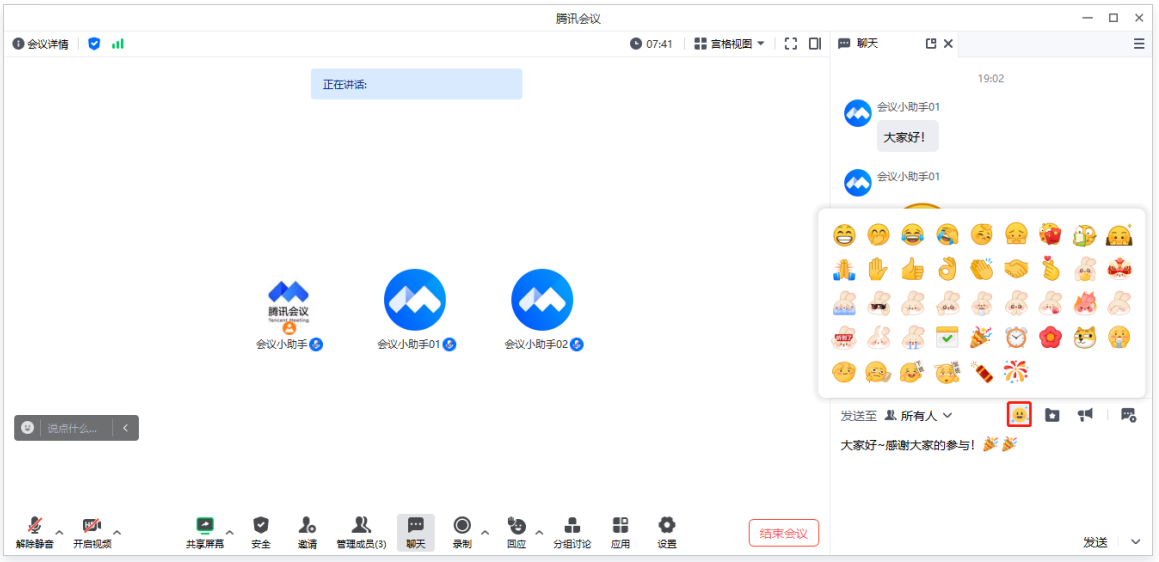
- Supports sending emojis and text. Messages are by default sent to everyone. When sending a single emoji, the emoji will be enlarged.



- Supports sending local files and local images.



- When the most recent message received is a private chat, a double confirmation popup will appear before sending any messages. This is to prevent private messages from being sent to everyone. Click **Send** to send the message to everyone.

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- When you want to send a private chat to a specific member, click **Send To** to choose the private chat recipient.



- You can also click on the avatar of the member you want to privately chat with in the chat window, and then click **Private Chat**; or click on their avatar or video window on the main screen and choose **Private Chat**.



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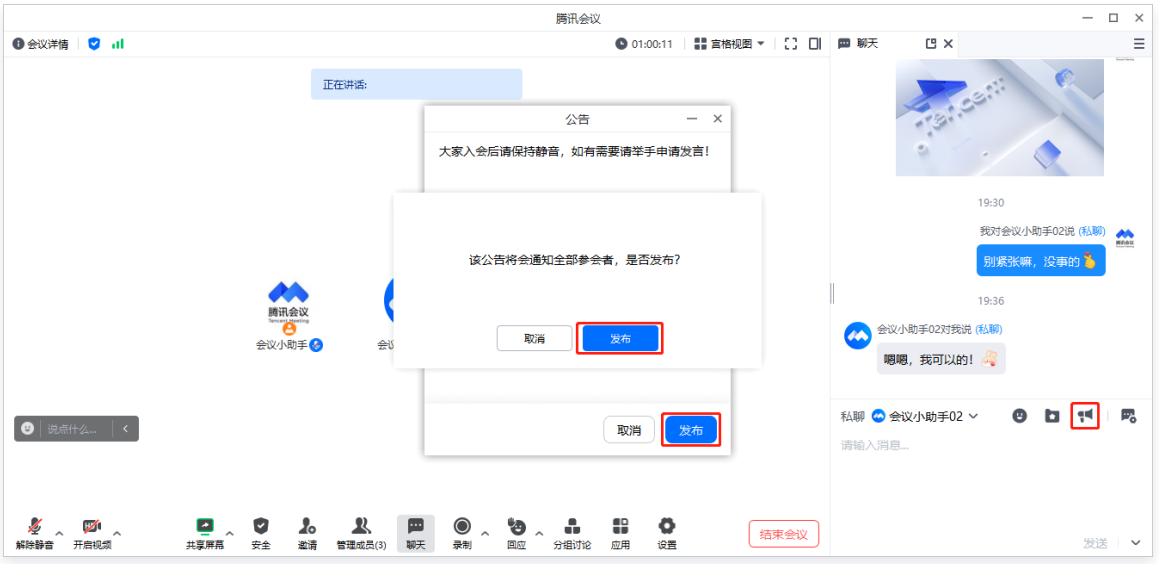
- When hovering over a message with your mouse, click ··· to delete or retract your sent messages. You can only delete messages sent by other members.



- The host and co-hosts can send announcements. Click **Announcement**, compose the announcement content, and then click **Post** to send the announcement to all participants.



- Meeting participants can only view announcements.

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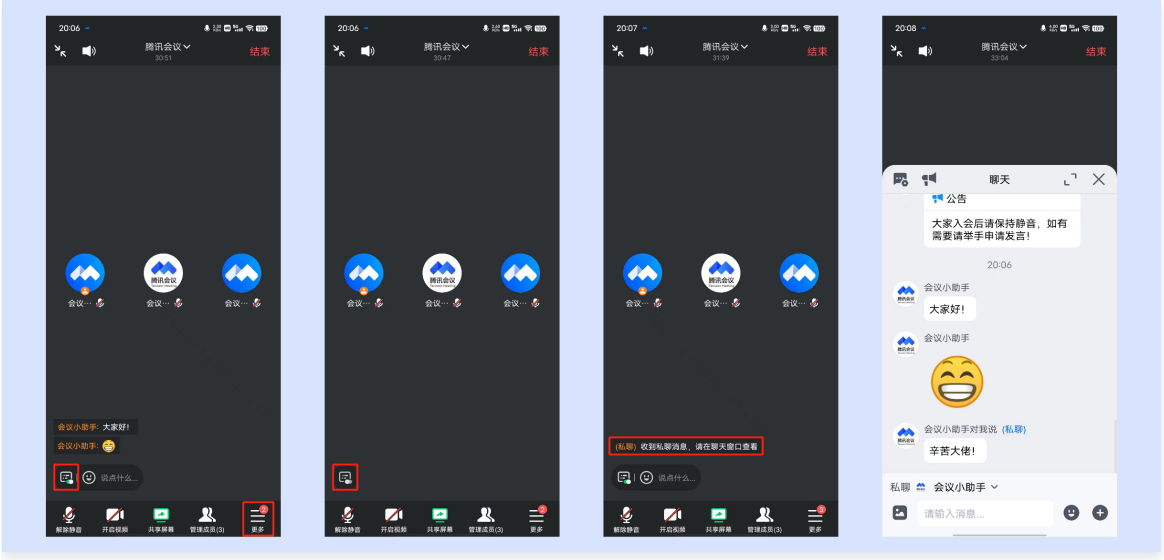
Android/iOS

- When a member sends a chat message to everyone during a meeting, it will pop up in the danmaku area at the bottom of the screen, and a red bubble notification will appear at the top right corner of **More** on the bottom toolbar.
- You can control whether to display the danmaku by clicking **Danmu Switch**. When the danmaku is off, chat messages will not be displayed.
- When a member privately chats with you during a meeting, the danmaku area will not directly display the private chat content. Instead, it will notify you **(Private Chat) You have received a private chat message. Please check it in the chat window.** Click to go to the chat window.



- Click **Smiley Face** to send an emoji directly. Click **Input box** to send text, emojis, and local images in the pop-up chat window.

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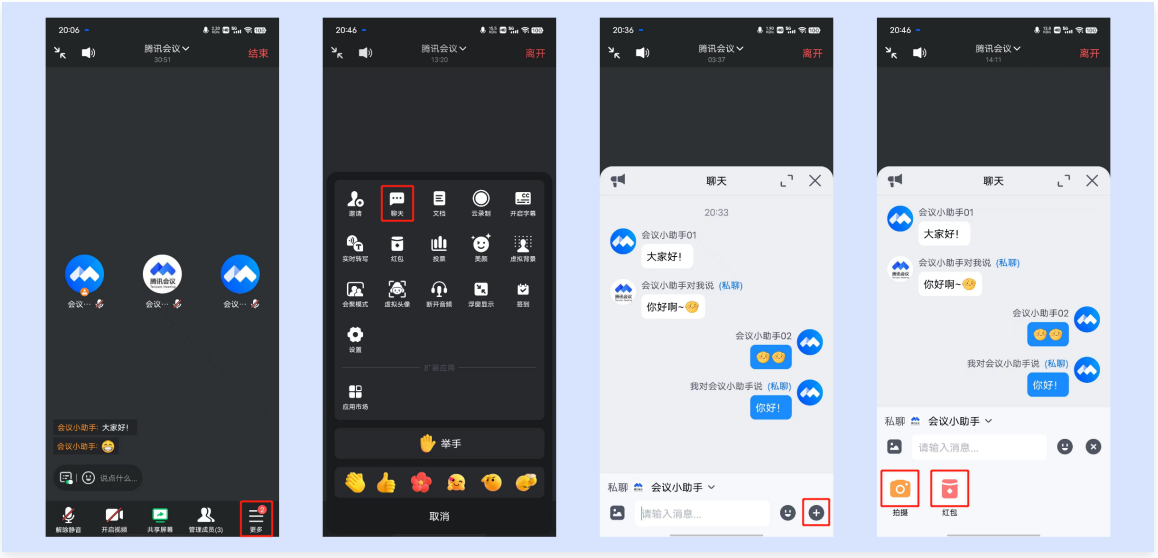
- You can also click **More** on the bottom toolbar, then click **Chat** to open the chat window. In the chat window, click + to use the shooting and red packet features.



- When the most recent message is a private message, a double confirmation popup will appear when you send a message to avoid sending private messages to everyone. Click **Send** to send the message to everyone.
- When you want to send a private message to a member, you can click the avatar of the member you want to privately chat with in the chat window, and then click **Send Private Message**; or click **Send to** in the chat window, then click the member to privately chat with to send a private message to the corresponding member.

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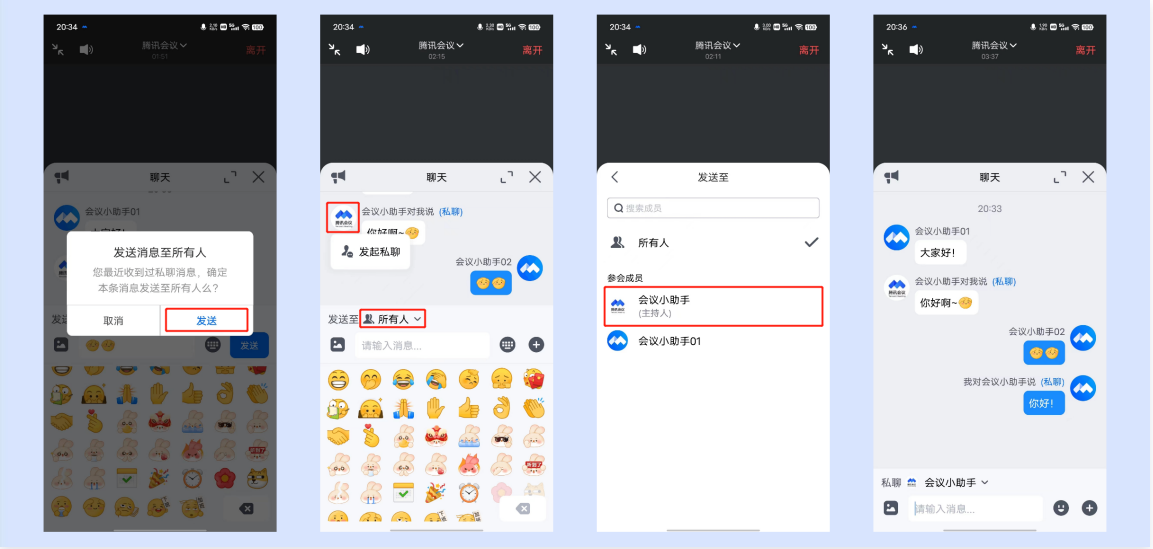
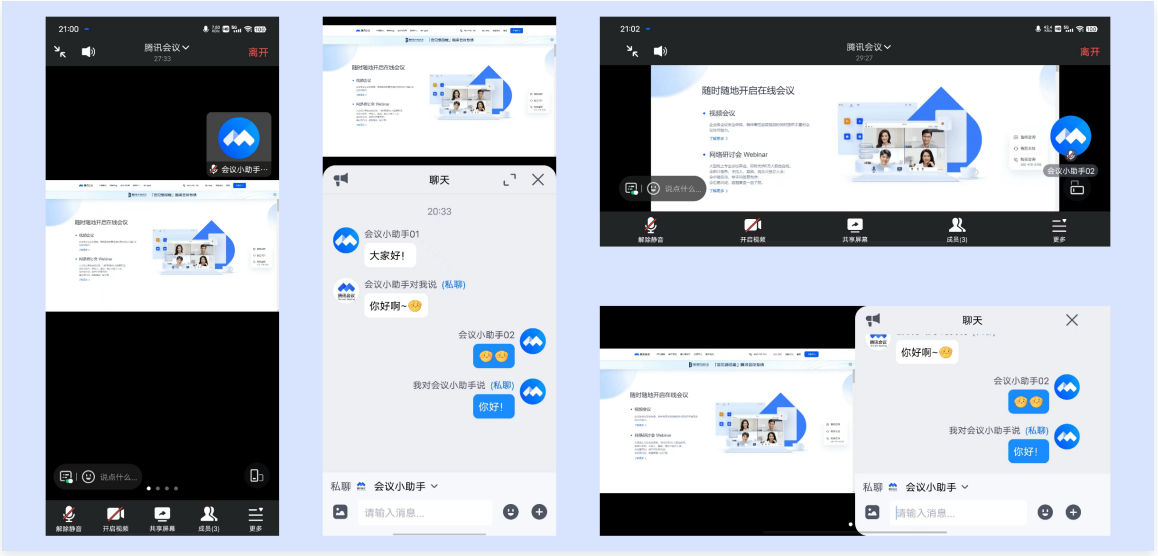


- The host and co-hosts can send announcements by clicking **Announcement Button**, composing the announcement content, and then clicking **Publish** to send the announcement to all participants.



- Supports watching both the screen sharing and the chat window simultaneously.



Control chat permissions during the meeting

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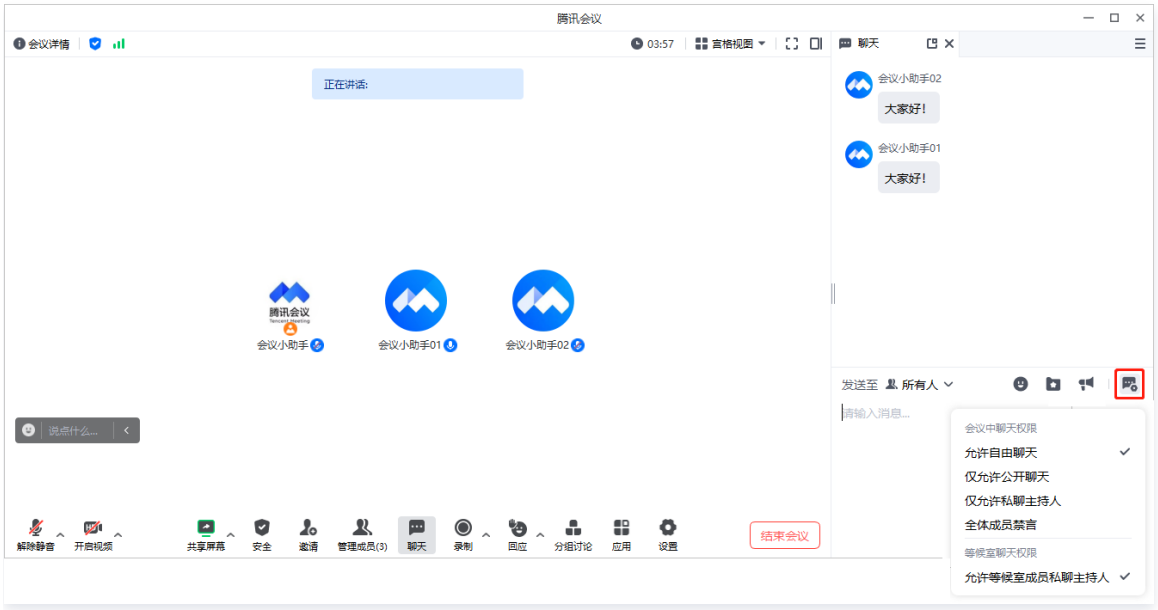
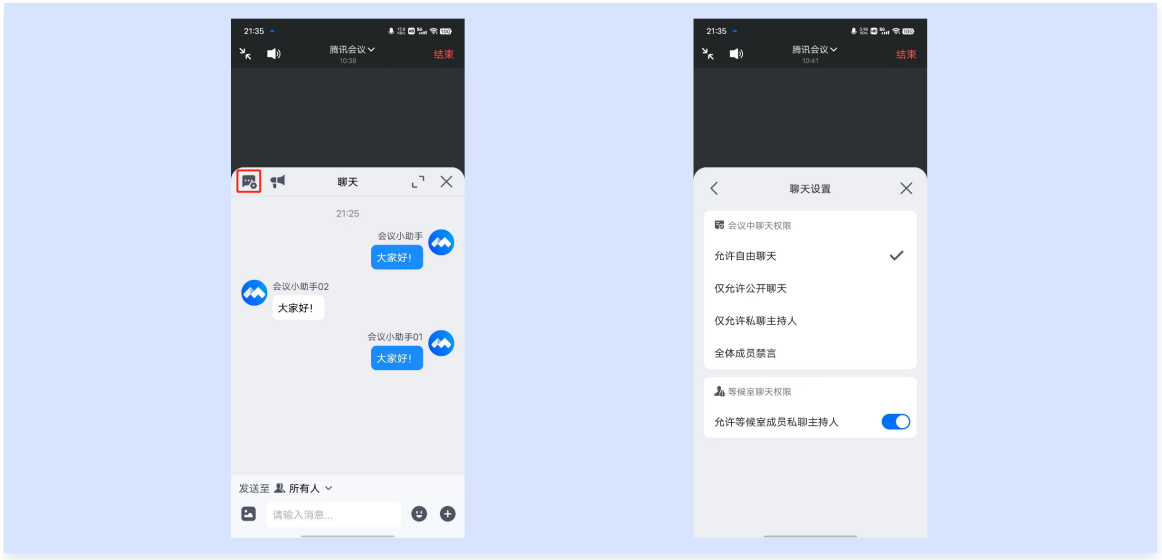
Windows/macOS

The host and co-hosts can click **Chat Settings** to set the chat permissions during the meeting and in the waiting room.



Android/iOS

The host and co-hosts can click **Chat Settings** to set the chat permissions during the meeting and in the waiting room.



View chat records after the meeting

Windows/macOS

After the meeting, click the main interface **Historical Meetings**, find the meeting to view in the **Historical Meetings list**, click **Details** > **View All** to view the chat records. Supports clearing chat records after the meeting.

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Android/iOS

After the meeting, click the main interface **Historical Meetings**, find the meeting to view in the **Historical Meetings list**, click **Details** > **View All** to view the chat records. Supports clearing chat records after the meeting.



Notes

- Members who exit or temporarily leave the meeting can view the chat records received in the meeting after rejoining. Chat records are saved locally and do not roam.
- When a member exits, their chat records from the meeting are not affected.
- Cleared chat records cannot be recovered.

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Voting

Last updated：2024-08-27 15:43:59

Description of the Feature

The conference host can initiate a vote during the meeting to collect voting information from participants and can choose to announce the results to them.

Prerequisites

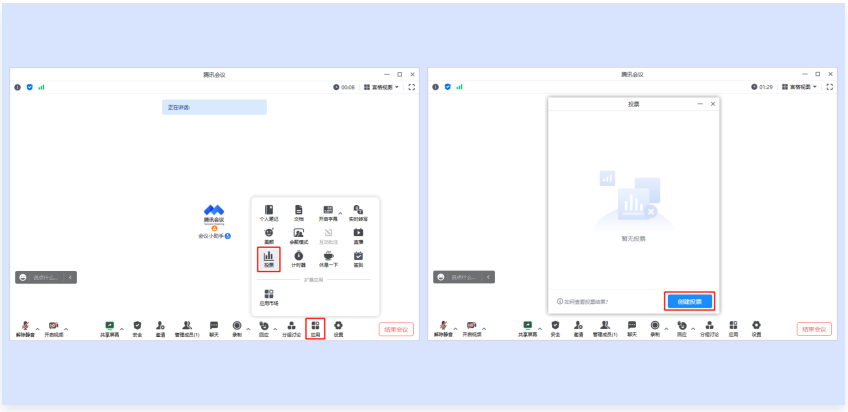
- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS/iOS/Android.
- **Version Requirements:** v1.7.5 or later.

How to Use Meeting Voting

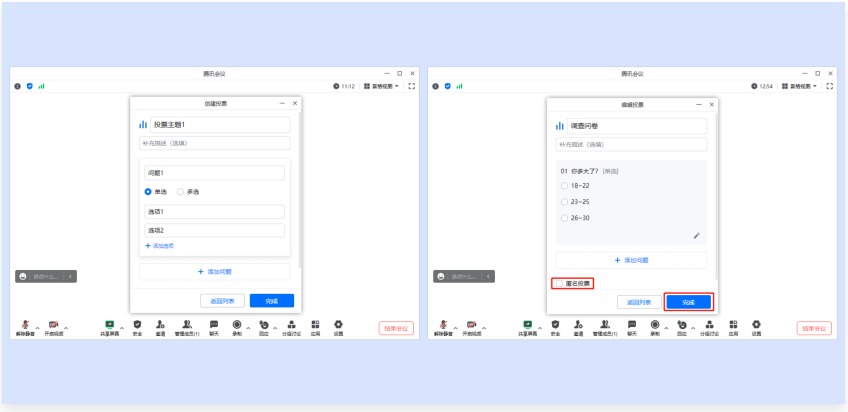
Windows/macOS

Create a Vote

- The host and co-host can click the bottom toolbar **Application** > **Voting** to enter the voting list page > click **Create Vote** to edit the voting content.



- Supports setting the voting topic, topic description, single/multiple choice, anonymous/non-anonymous voting. After editing, click **Finish** to save the voting content. (Each meeting supports creating up to 20 votes. Each vote supports setting up to 10 questions, and each question supports adding up to 10 options)



Initiate and Terminate Voting

- After editing the voting content, click **Initiate Voting** to send the created vote to all participants.
- You can also click **More** to select **Edit Vote** or **Delete Vote** to manage existing votes.

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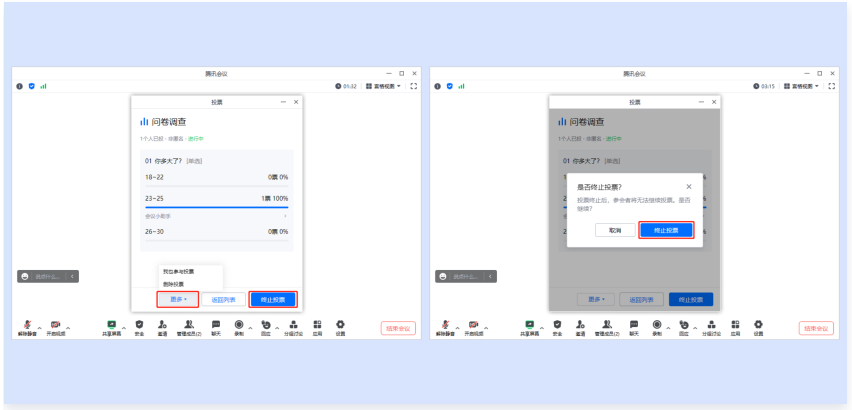
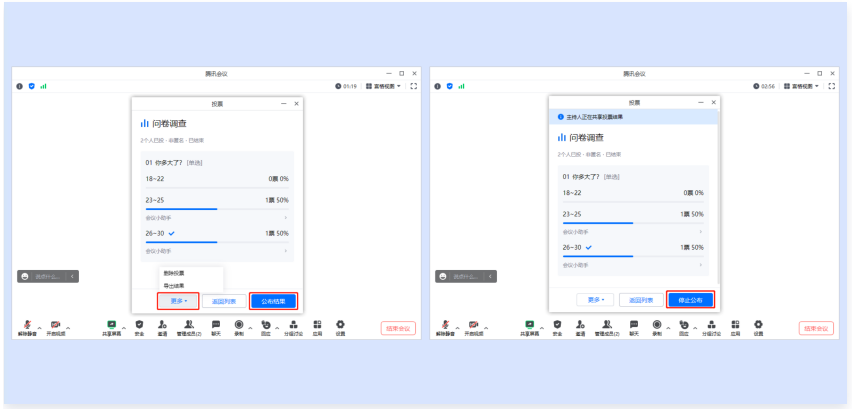
- After initiating the vote, the host and co-host can click **More** > **I Also Participate in Voting** to join the voting. They can also view the voting status of participants in real-time.
- Click **Terminate Voting**, and participants will no longer be able to vote or modify their votes.



Announce Voting Results

- For terminated votes, click **Announce Results** to announce the voting results (including option votes, percentages) to all participants.
- You can also click **More** to select **Delete Vote** or **Export Results** to manage existing votes.



Viewing After Meeting

- The meeting creator can, after the meeting, click on the main interface**Past Meetings**> select the meeting and click **Details**> in the meeting details page, click **Voting** to view the voting results of that meeting.

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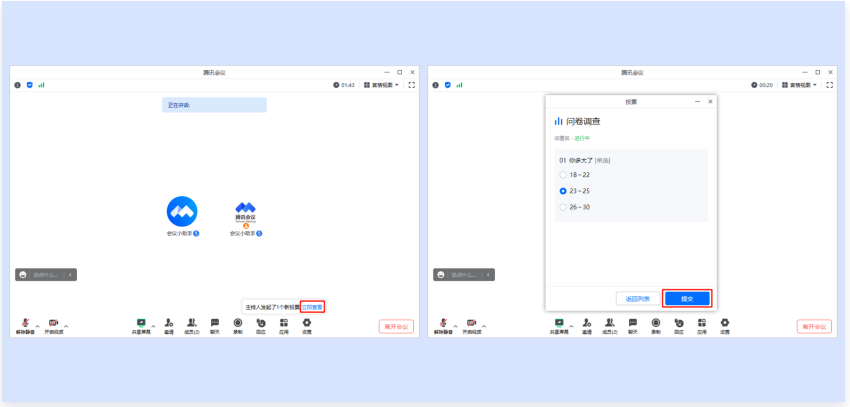
- If there are multiple votes in a meeting, they will all be saved. Click on the voting topic to view the voting details, supporting **Delete Voting** or **Export Results**.
- If the meeting creator does not delete the voting results, the system will save them for 30 days.



Members Voting During Meeting

- During the meeting, when the host and co-host initiate a vote, the system will send a bubble reminder **Host initiated a new vote** to all participants (except PSTN, mini programs). Click **View Now** to participate in the vote.



- You can also click the bottom toolbar **Application** > **Voting** > click the voting list **Ongoing** to participate in the vote.

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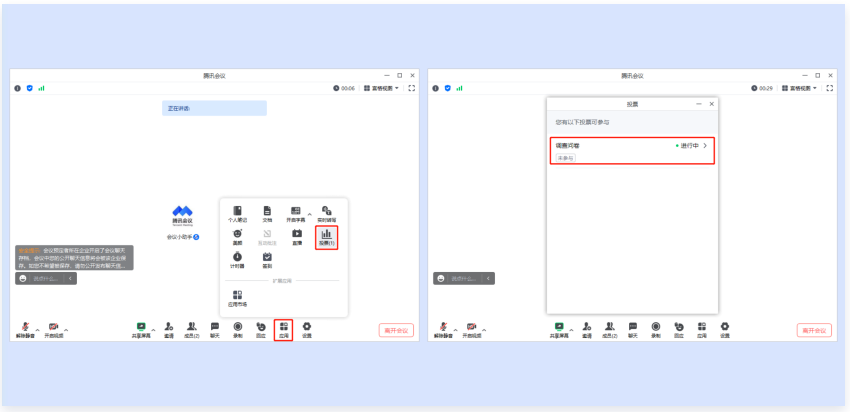
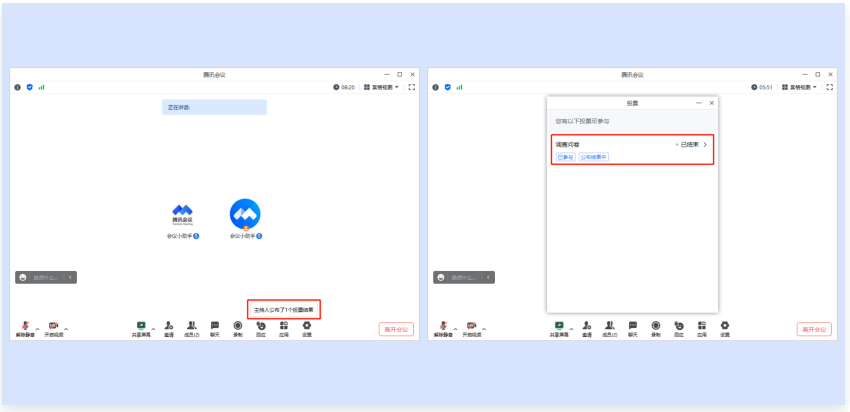


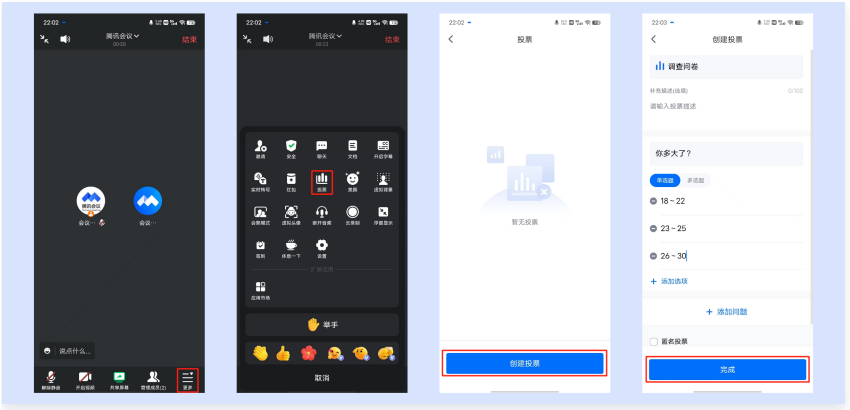
- When the host stops the voting and announces the results, the system will send a **"The host has announced a voting result"** bubble notification to all attendees. Click to enter the voting list, and click on the vote under **"Results Announced"** to view the results.



Android/iOS

Create a Vote

- The host and co-host can click the bottom toolbar **More** > **Voting** to enter the voting list page > click **Create Voting** to edit the voting content.
- Supports setting the voting topic, topic description, single/multiple choice, anonymous/non-anonymous voting. After editing, click **Finish** to save the voting content. (Each meeting supports creating up to 20 votes. Each vote supports setting up to 10 questions, and each question supports adding up to 10 options)



Initiate and Terminate Voting

- After editing the voting content, click **Initiate Voting** to send the created vote to all participants.
- You can also choose to click **Edit** and **Delete** to manage existing votes.

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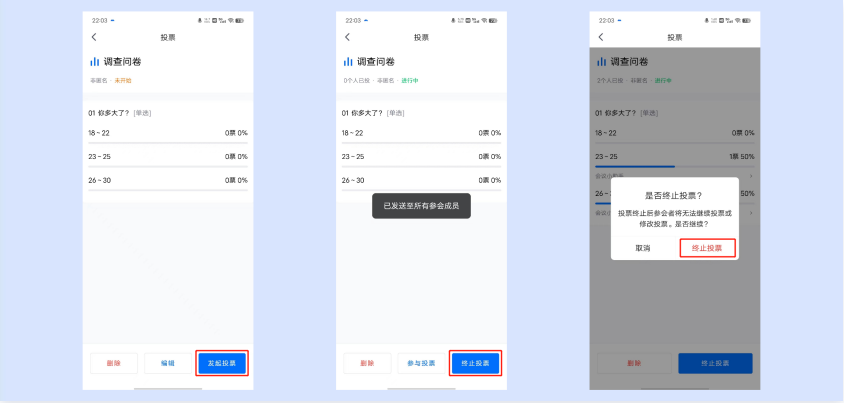
- After initiating the vote, the host and co-host can click **Participate in Voting** to join the vote. They can also view real-time voting situations of each participant.
- Click **Terminate Voting**, and participants will no longer be able to vote or modify their votes.



Announce Voting Results

- For terminated votes, click **Announce Results** to announce the voting results (including option votes, percentages) to all participants.
- You can also choose to click **Delete** and **Export Results** to manage existing votes.



Viewing After Meeting

- The meeting creator can, after the meeting, click on the App main interface**Past Meetings** > click the meeting to be viewed > in the meeting details page, click **Voting** to view the voting results of that meeting.



- If there are multiple votes in a meeting, they will all be saved. Click on the voting topic to view the voting details, supporting **Delete Voting** or **Export Results**.
- If the meeting creator does not delete the voting results, the system will save them for 30 days.

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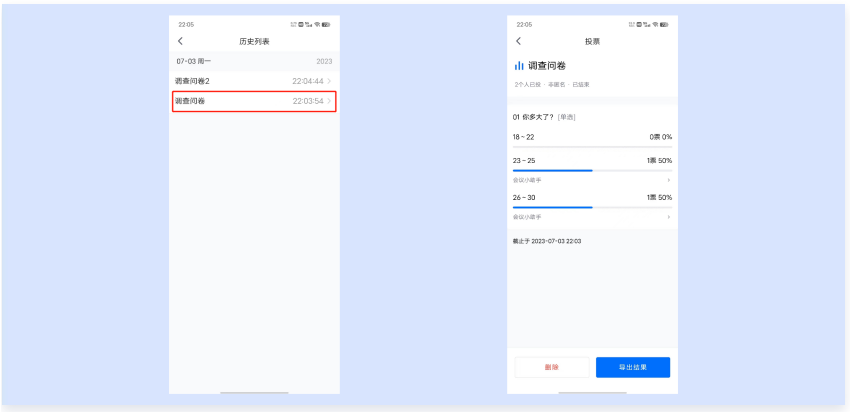
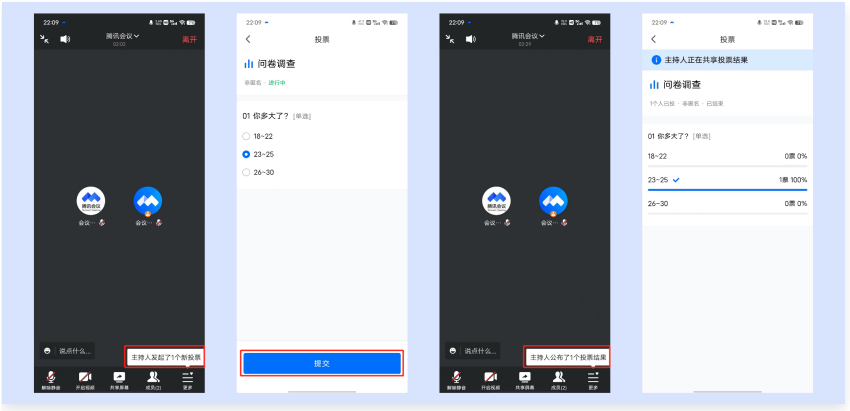
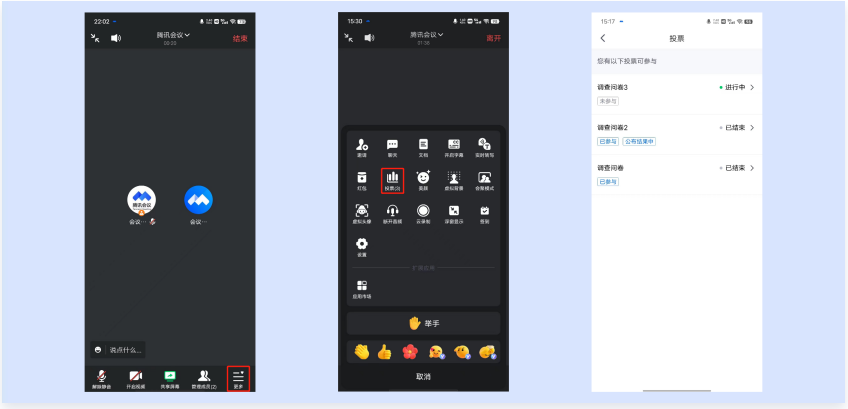


Members Voting During Meeting

- During the meeting, when the host and co-host initiate a vote, the system will send a bubble reminder saying **The host has initiated a new vote** to all meeting participants (excluding PSTN and mini programs). Click to participate in the voting.
- When the host stops voting and announces the results, the system will send a bubble reminder saying **The host has announced the voting results** to all meeting participants. Click to view the voting results.



- You can also click the bottom toolbar**More** > **Voting** > click the ongoing vote**Ongoing** to participate in the voting; click **Result Announcement in Progress** to view the voting results.



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Red Packets

Last updated：2024-08-27 15:44:21

Description of the Feature

In scenarios such as being late to the meeting, timing out, awkward silence, off-topic discussions, etc., you can use red packets to liven up the atmosphere.

Conditions of Use

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **Version Requirement:** Client v1.6.5 or later.
- **System requirements:** iOS/Android.

How to set red packet permissions

Windows/macOS

During the meeting, the host or co-host should click the bottom toolbar **Manage Members** > **Meeting Control** > check **Allow Sending Red Packets**.



Android/iOS

During the meeting, the host or co-host should click the bottom toolbar **Manage Members** > top left **Settings** button > check **Send Red Packets**.

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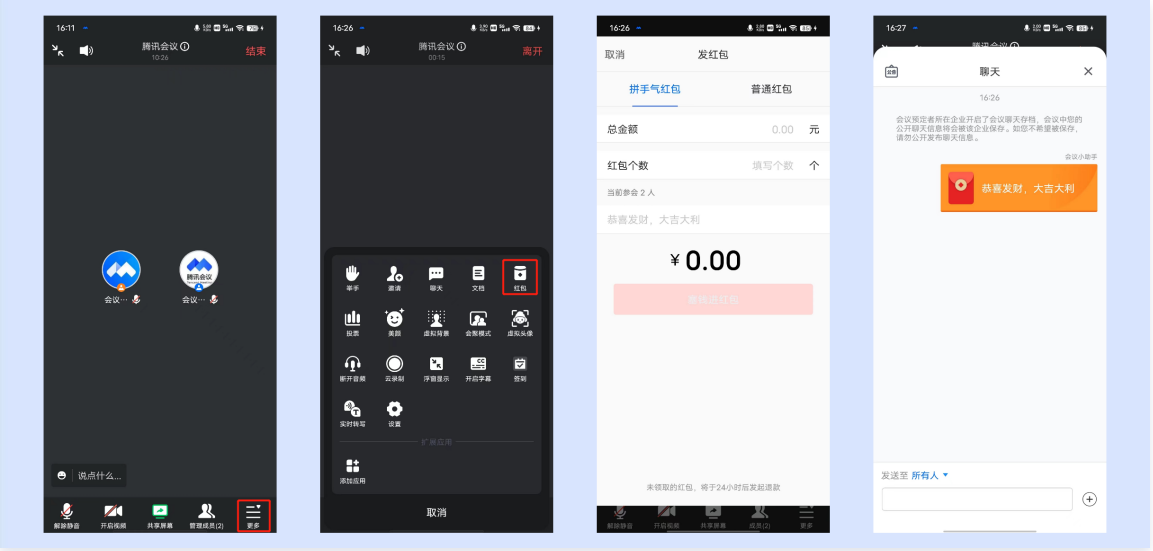
How to use red packets

1. Participants using mobile devices should click the bottom toolbar **More** > **Red Packets**. If not bound, please bind WeChat first.
2. Select the type of red packet > enter the red packet amount and quantity > click **Send Red Packets** > pay on the **WeChat Payment page**.
3. Participants can quickly claim red packets by clicking on them in the **Chat** interface.
4. After clicking to claim the red packet, the amount will be stored in WeChat Wallet.



Notes

- If any unclaimed red packet amount remains, it will be returned to the WeChat Wallet after 24 hours. Red packets claimed by others cannot be refunded.
- To use red packets, the Tencent Meeting account needs to be bound to a WeChat account, and WeChat should have the payment feature enabled.
- If the payment fails, please check the network and WeChat balance.
- The PC version does not support sending or receiving red packets.
- To check if your red packet was sent successfully, you can view your red packet sending and receiving records on the chat page.
- Sent red packets cannot be recalled.
- Two types of red packets are supported: Lucky Red Packet and Ordinary Red Packet.

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- The host can disable the red packet feature, but if a member is entering the password in WeChat during this time, the payment will be successful if the password is entered correctly. Other members will not receive the red packet, and the amount will be returned to the WeChat Wallet after 24 hours.
- After the meeting ends, red packet messages in the chat window will be saved in the chat records of the meeting.

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Shortcut Key Settings

Last updated：2024-08-27 15:44:36

Description of the Feature

Common features support shortcut keys, enabling quick access and convenient switching.

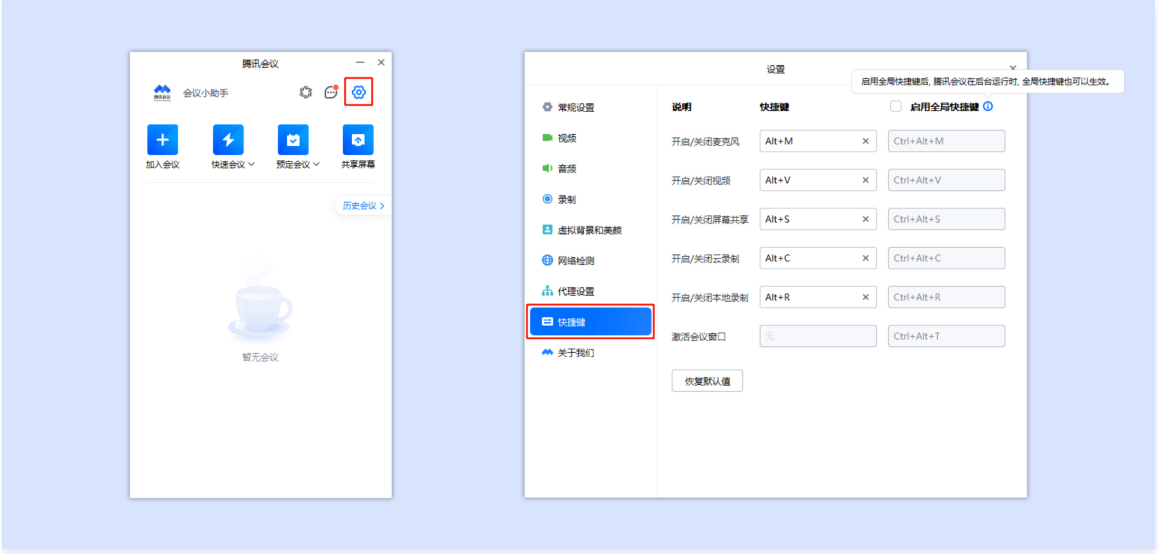
Conditions of Use

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **Version Requirement:**
  - Windows: Client version 3.8 or later.
  - macOS: Client version 3.9 or later.
- **System Requirements:** Windows/macOS.

How to Set Shortcut Keys

Windows

1. Click the **Settings** button at the top right corner of the client's main interface > **Shortcut** to configure the shortcuts for **Enabling/Disabling the Microphone**,**Enabling/Disabling Video**,**Enabling/Disabling Screen Sharing**,**Enabling/Disabling Cloud Recording**,**Enabling/Disabling Local Recording**,**Activating the Meeting Window**.
2. After checking **Enable Global Shortcut**, when Tencent Meeting is running in the background, the global shortcut key can also take effect.
3. Click **Restore Defaults** > **Confirm**, and your (global) shortcuts will be reset to the default shortcuts.



macOS

1. Click the **Settings** button at the top right corner of the client's main interface > **Shortcut** to configure the shortcuts for **Enabling/Disabling the Microphone**,**Enabling/Disabling Video**,**Enabling/Disabling Screen Sharing**,**Enabling/Disabling Cloud Recording**,**Enabling/Disabling Local Recording**,**Activating the Meeting Window**.
2. After checking **Enable Global Shortcut**, when Tencent Meeting is running in the background, the global shortcut key can also take effect.
3. Click **Restore Defaults** > **Confirm**, and your (global) shortcuts will be reset to the default shortcuts.

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Screen Sharing
Screen Sharing

Last updated：2024-08-27 15:45:44

Description of the Feature

Tencent Meeting enables you to use the screen sharing feature to selectively share the content you are currently viewing with other participants in the meeting.

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version requirements:** Client version 2.2.0 or above.
- **System requirements:**
  - **Windows/macOS**
    - Windows 7 or later.
    - MacOS 10.11 or later.
  - **Android/iOS**
    - Android 9.0 or later.
    - iOS 12 or later (excluding iOS 13.0)

Enable screen sharing

Windows/MacOS

1. During the meeting, click the **Share Screen** button in the bottom toolbar, select the content to share, and click **Confirm Share** to start screen sharing.



2. Once screen sharing is successfully enabled, the main window will close, the bottom toolbar will fold to the top of the screen, and the user list in the main window will move to the floating window on the right side of the screen (by default, only your own feed is displayed).

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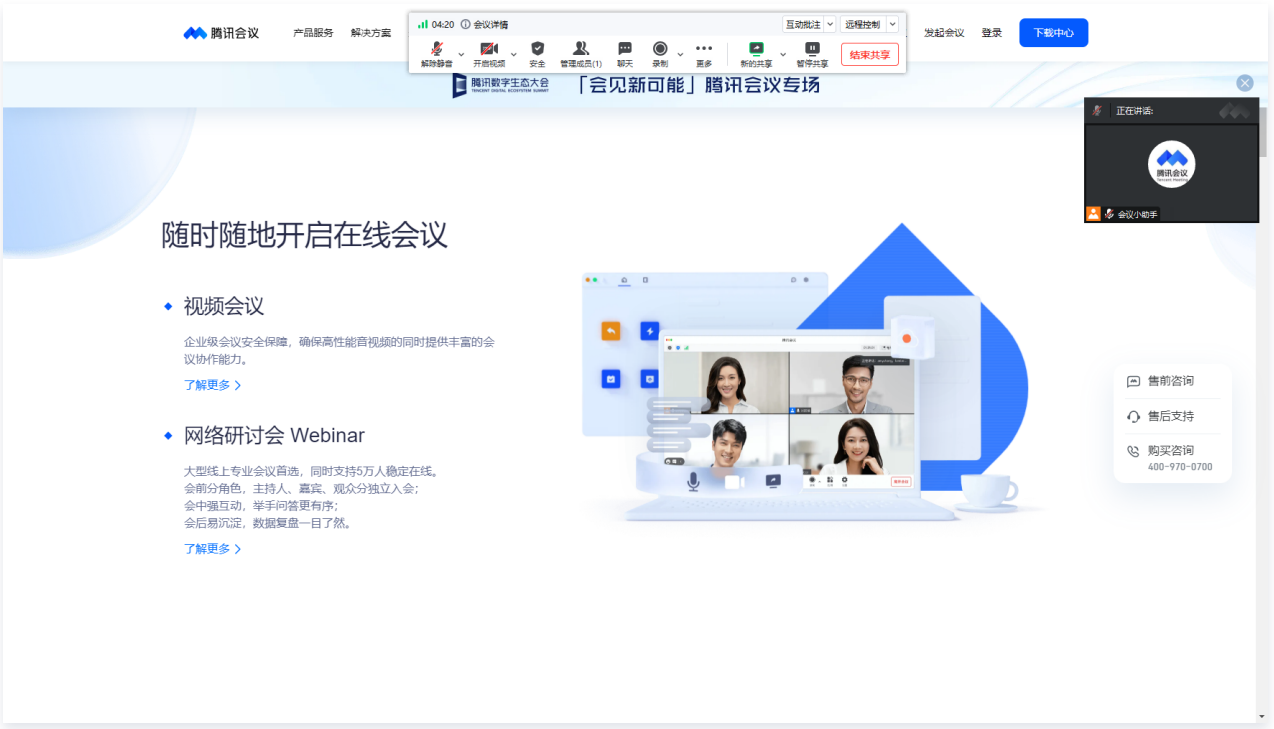
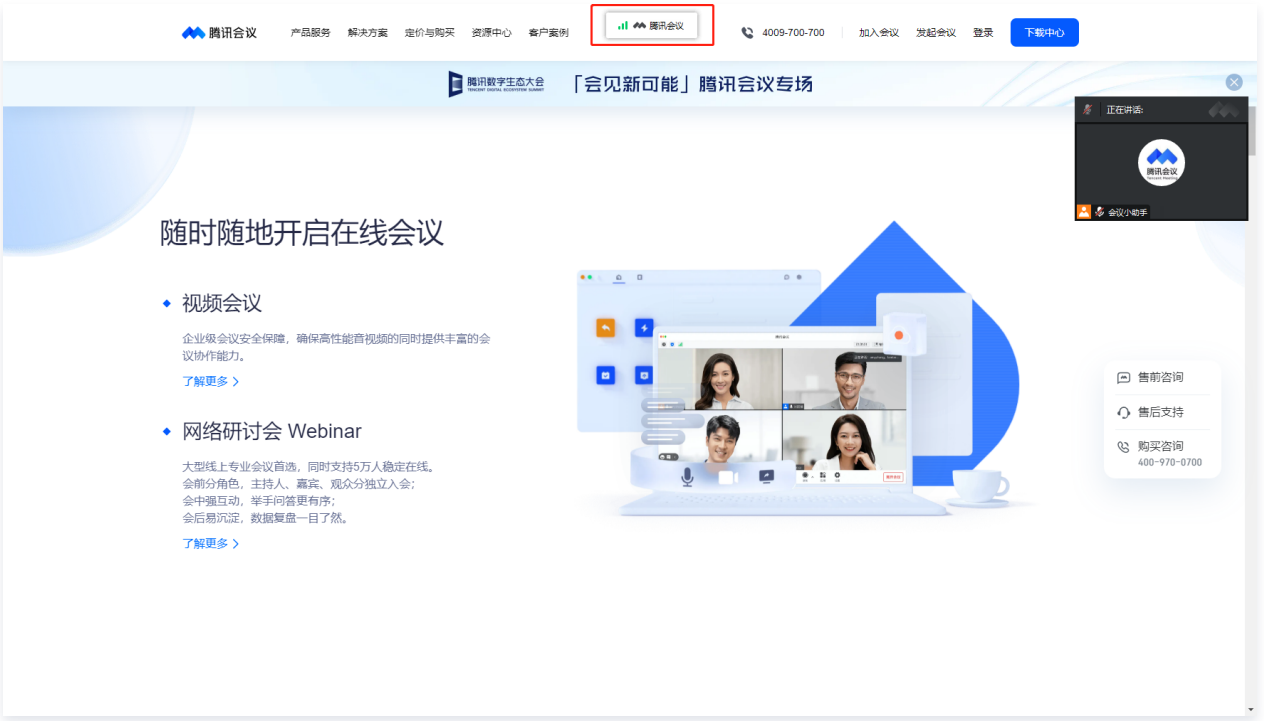


3. Client version 3.15 and above support entering immersive state after 2 seconds of top toolbar inactivity. Hovering the mouse over the toolbar will activate it.



4. You can also long-press the top of the toolbar to drag it to any position on the desktop, and it will enter the immersive state after 3 seconds of inactivity.

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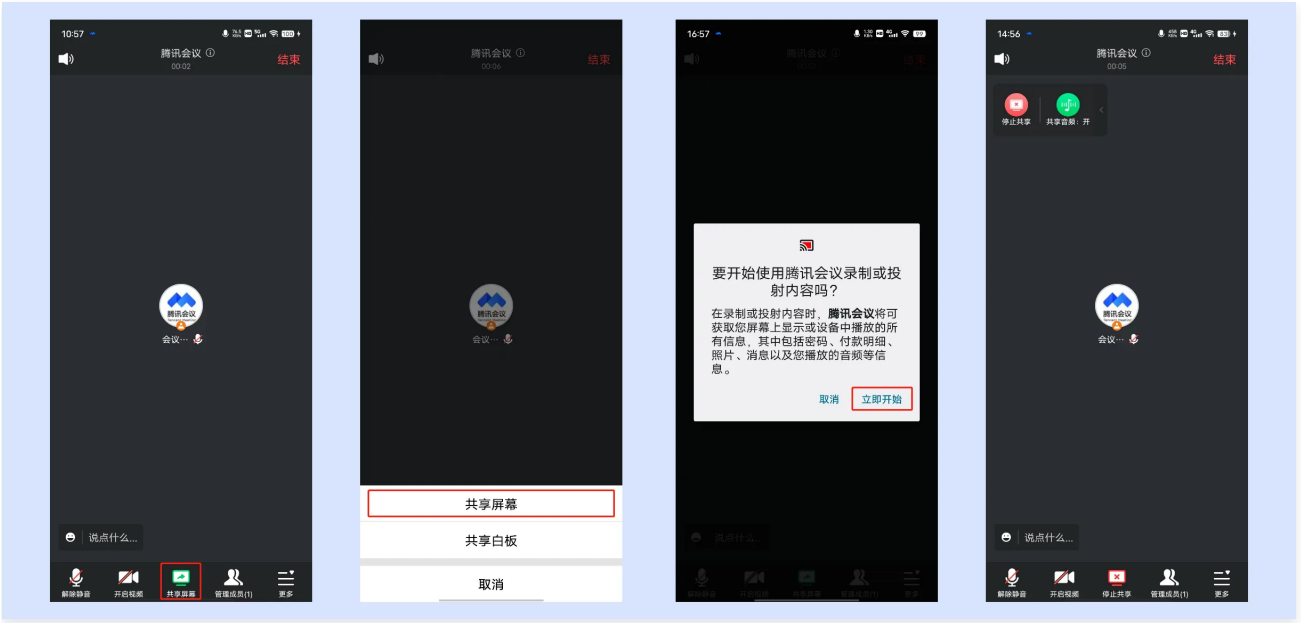
Android

1. During the meeting, click the **Share Screen** button in the bottom toolbar, then **Share Screen**, then **Start Now**, to enter screen sharing mode.
2. During screen sharing, you can share the contents of the current screen (with an option to share audio) with participants.



iOS

1. During the meeting, click the **Share Screen** button in the bottom toolbar, then **Share Screen**, then **Start Live**, to enter screen sharing mode.
2. During screen sharing, you can share the contents of the current screen (with an option to share audio) with participants.

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Screen Sharing Toolbar

Windows/MacOS

In screen sharing mode, the toolbar will add **New Sharing**,**Pause Sharing**,**Interactive Annotation**,**End Sharing**, while **Voting**,**Live Streaming**,**Invitation**,**Recording**,**Beauty Filter**, and other features will be temporarily collapsed into the **More** option.



- **New Sharing:** You can reselect the sharing content. Click **Confirm Sharing** to close the current sharing screen and share the new content.
- **Sharing settings:** click **New share** on the right side of the dropdown icon, you can quickly set **Share computer sound simultaneously**, **Picture-in-picture**, **Prioritize video smoothness**, **Screen sharing permissions**, and **Set screen watermark**.
  - **Share Computer Sound Simultaneously:** When sharing a window, desktop, or whiteboard, you can also share the sound from the computer.
  - **Video Smoothness Priority:** When enabled, it will lower the resolution of the shared screen and increase the frame rate.
    - Before enabling on Windows: 1080P 15fps; After enabling: 720P 30fps.

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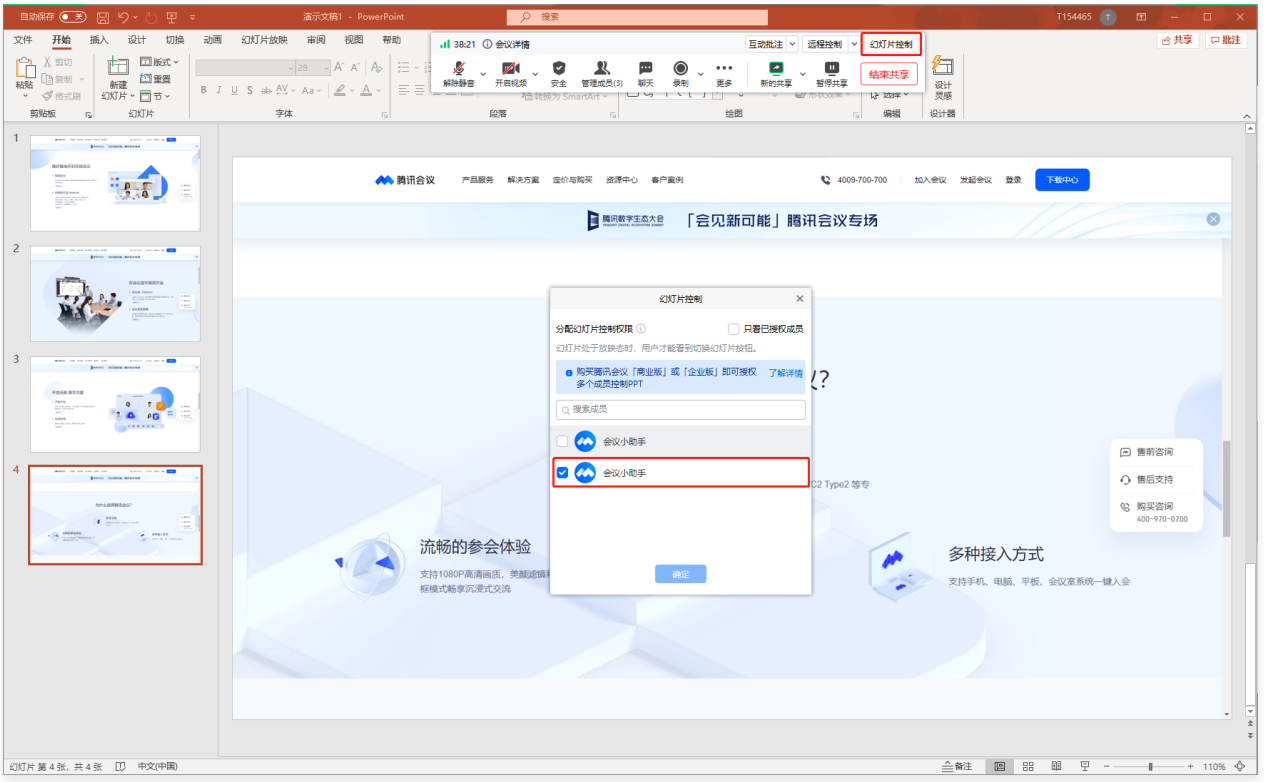
    - Before enabling on macOS: 1080P 15fps; After enabling: 1600 x 900 30fps.
  - **Portrait Picture-in-Picture:** When enabled, your video portrait will overlay the screen-sharing content, providing participants with an immersive viewing experience.
  - **Annotations by Shared Users Only:** When enabled, only the current sharer can annotate. The **Allow Other Members to Add Interactive Annotations** option will be grayed out, and other participants cannot add interactive annotations.
  - **Screen Sharing Permissions:** You can set **All Members Can Share** or **Only Host Can Share**.
    - All Members Can Share: The default option, where all members can share.
    - Only Host Can Share: In this permission state, only the host or co-host can share their screen.
  - **Set Meeting Watermark:** Set the meeting watermark during screen sharing.
- **Pause Sharing:** Will pause the current shared screen.
- **End Sharing:** Will end and exit the sharing state, and the main window will be restored.
- **Close Sharing:** The host or co-host can actively close the user's ongoing screen share.
- **Interactive Annotation:** Open the annotation toolbar to annotate on the currently shared content. Click the dropdown icon on the right side of **Interactive Annotation** to set **Annotation Follow PowerPoint**, **Allow Other Members to Add Interactive Annotations**, **Show Annotator Name**, **Clear All Annotations**.
- **Remote Control:** Participants can request or be invited to remotely control the presenter's computer during screen sharing.
- **Slide Control:** When sharing a PPT, the presenter can select a member to assist in controlling the slide pages.



Members authorized to control the slide pages can click the bottom left < or > to turn the pages when the slides are in presentation mode. They can also use keyboard shortcuts "↑," "↓," "←," "→" to turn the pages.

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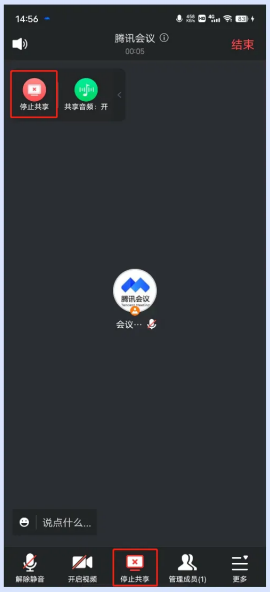
Android/iOS

In screen sharing mode, click **Stop Sharing/Stop Live** to end and exit the sharing state.





Note:

Before starting screen sharing

- Except for Windows systems (which have screen recording permissions enabled by default), users need to grant screen recording permissions on MacOS/Android/iOS devices when using screen sharing for the first time. Screen sharing will proceed after you give permission.

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- Before using screen sharing, please confirm whether you have screen sharing permissions and request them from the host if necessary.

In the process of using screen sharing

- Tencent Meeting currently supports only one user sharing a screen at a time during the meeting, and only one content can be shared. (Shared content includes: window/desktop/whiteboard/computer sound)
- When sharing a specific window, only the operations in that window will be shared, and operations in other windows will not be shown.
- When using the Tencent Meeting mobile app for screen sharing, it shares the content you are currently viewing on your phone (excluding the main window).
- When a user shares the screen, without enabling video smoothness priority, the resolution supports up to 1080P and the frame rate supports up to 15fps. It dynamically adjusts according to the resolution settings of your screen and hardware performance. For example, if your resolution is set to 1366 × 768, the shared screen resolution will also be 1366 × 768.
- When using the desktop client to share a specific window, you need to keep that window open. If you minimize the window to the taskbar or move the window around, screen sharing will temporarily stop. If you close the window directly, screen sharing will end as well.
- **Slide Control** appears only when the shared content is a slide deck.
- Meetings created by free or membership users: only the sharer can set one member to assist with page turning.
- Meetings created by business or enterprise users: up to 10 members can be set to assist with page turning.
- Members authorized to control slide page turning can only do so while the slides are in presentation mode.
- Slide control does not support simultaneous operation with remote control at this time.

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Screen Sharing Image Quality

Last updated：2024-08-27 15:49:17

Description of the Feature

Screen sharing now includes the ability to choose image quality, supporting up to original painting quality. We offer three options: Original painting quality, Automatic Image Quality, and Customized Image Quality. The default selection is Automatic Image Quality. Users can choose different quality and frame rates according to their needs.

Conditions of Use

Version Requirement

- **log in to user**:
  - **Automatic Image Quality**,**Customized Image Quality**: Free version, Member, Commercial version, Enterprise version users.
  - **Original painting quality**: Member, Commercial version, Enterprise version users.
- **Version Requirements**: Client version 3.21.20 or later.
- **System Requirements**: Windows/macOS.

Recommended configuration

- **Windows**:
  - Intel CPU: i5 11th generation, i7 11th generation or later.
  - Lenovo Legion R9000, ThinkPad E14, etc.
- **macOS**: Supported on all macOS devices.

How to set screen sharing quality

Pre-meeting settings

You can click the main interface of the client **Settings** > **General Settings** > **Screen Sharing Settings** to select **Original painting quality**, **Automatic Image Quality**. (The default is Automatic Image Quality for the first time). Your selection will be remembered and will take effect in subsequent meetings, supporting changes during the meeting for the current session.

- **Original painting quality**: Displays the original image, currently supporting up to 2880*1800 at 30 fps (gradually increasing in the future).
- **Automatic Image Quality**: Automatically balances image quality and frame rate, supporting up to 2560*1600 at 30 fps.

> **Note:**
> If **Video Smoothness Priority** is also enabled, when network conditions are insufficient, frame rate is prioritized and image quality is reduced.

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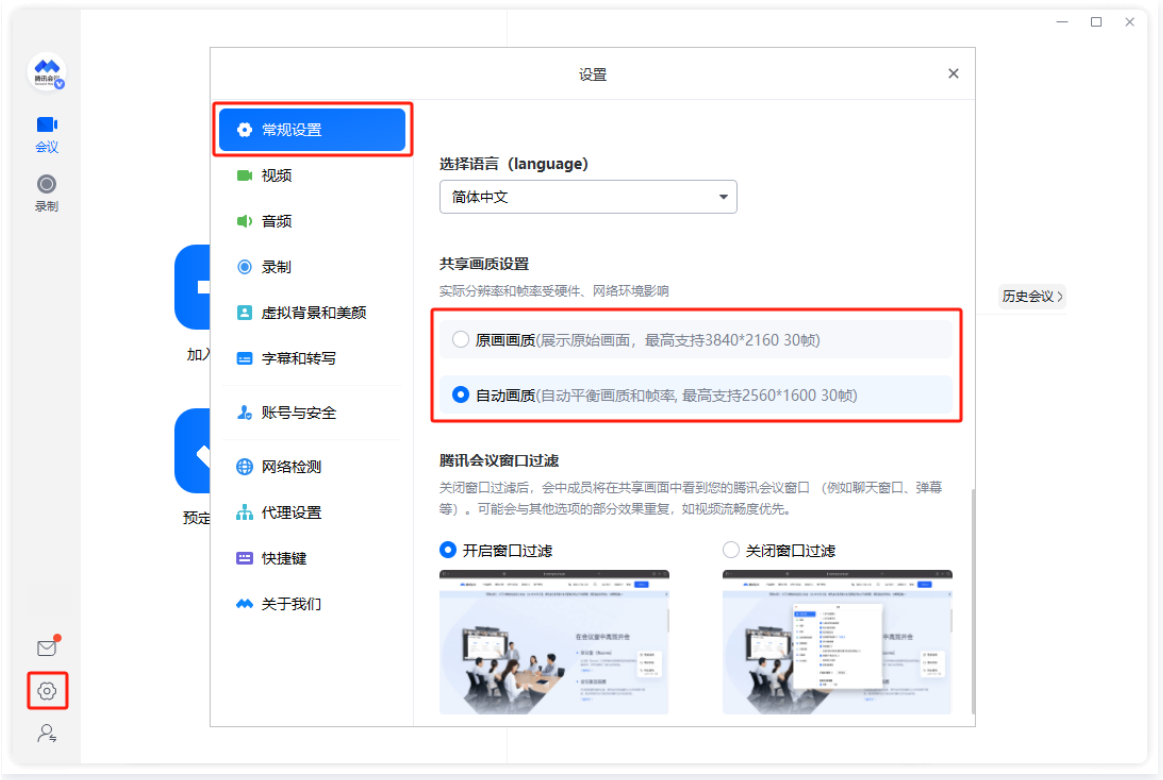
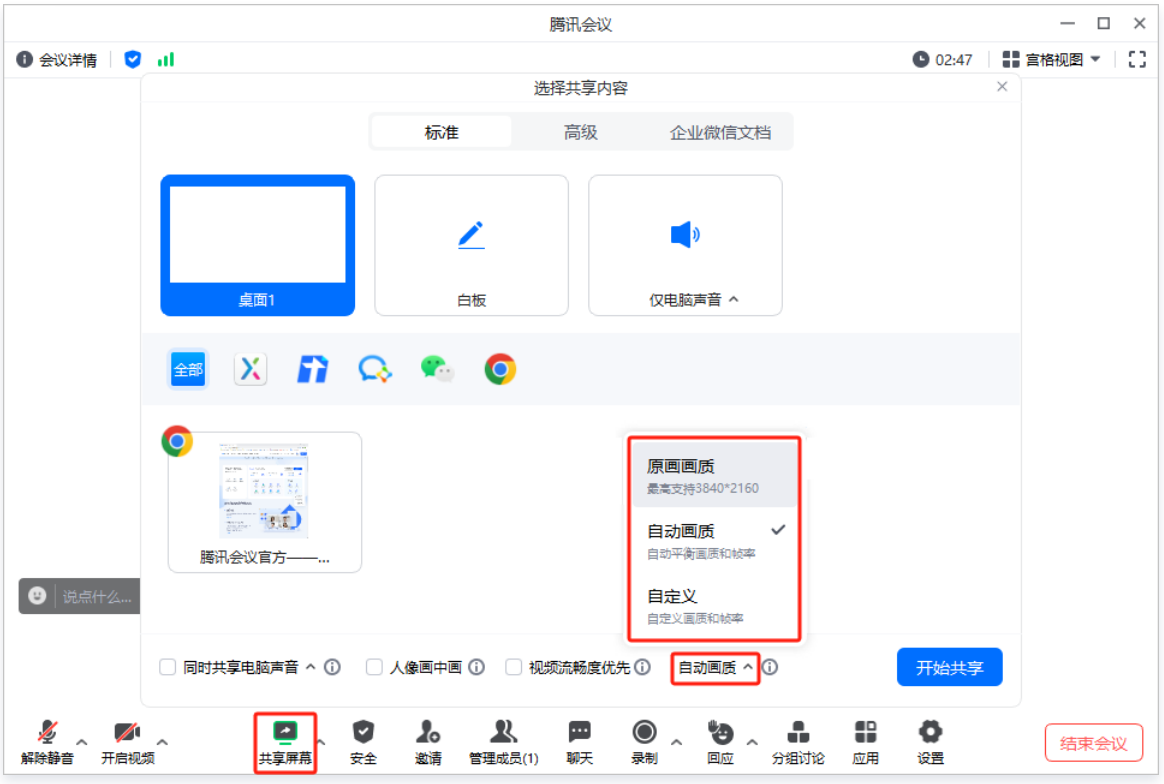


In-meeting settings

Path one:

1. You can choose the shared content by clicking the bottom right corner of the window **Automatic Image Quality** (Initially set to Automatic Image Quality) > select the desired quality > click **Start Sharing** to apply for the current meeting.



2. During the meeting, custom definition quality is supported. Click **Custom Definition** to set the resolution and frame rate.

   Custom Definition Quality: Supports up to 2560*1600 at 30 frames.
   - **Resolution supported settings**: 2K, 1080P, 720P.

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- **Frame rate (FPS) supported settings:** 15 frames, 30 frames.

> **Note:**
> This setting is only valid for the current meeting. The actual resolution and smoothness are affected by hardware, network conditions, and whether the video quality priority is checked; if **Video Quality Priority** is enabled, frame rate is prioritized and quality is reduced under poor network conditions.



Path Two:

You can click the upward arrow next to **Share Screen** on the bottom toolbar > **Share Quality** > select the desired quality to take effect for the current meeting.

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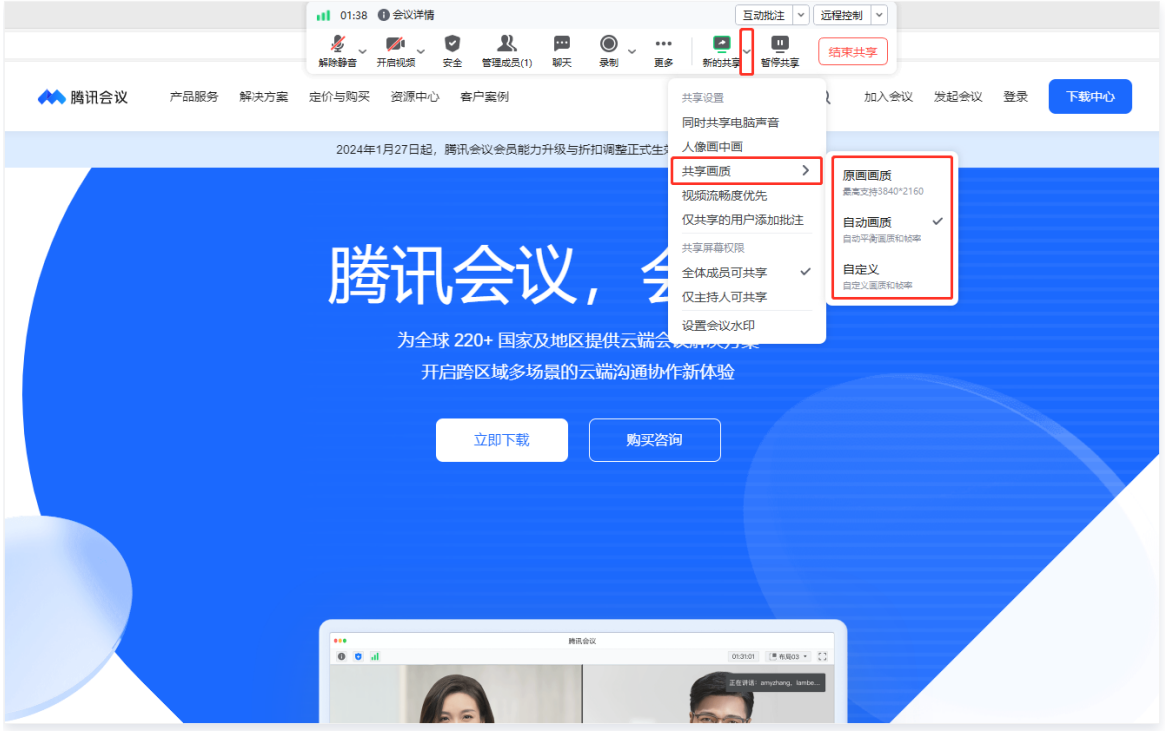
Path Three:

During sharing, you can click the downward arrow next to **New Share** on the top toolbar > **Share Quality** > select the desired quality to take effect for the current meeting.



Notes

- When the device CPU is insufficient, the original image quality option may not be available.
- When the screen resolution is lower than the maximum supported quality, the device's original resolution will be used for sharing.
- When the screen resolution is higher than the highest supported original image quality, the resolution will be reduced.

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- When you set the sharing quality and enable **Video Smoothness Priority**, if the network conditions are poor, frame rate is prioritized and quality is lowered.

Whiteboard Sharing

Last updated：2024-08-27 15:49:52

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Description of the Feature

Tencent Meeting provides a whiteboard feature, making it easy for you to communicate efficiently during team collaboration.

Applicable People and Scenarios

Team brainstorming, whiteboard teaching, scheme discussion.

Conditions of Use

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **Version Requirements:** Client version 2.2.0 or later.
- **System Requirements:**
  - **Windows/macOS**
    - Windows 7 or later.
    - macOS 10.11 or later.
  - **Android/iOS**
    - Android OS: 9.0 or above.
    - iOS 12 or later (excluding iOS 13.0)

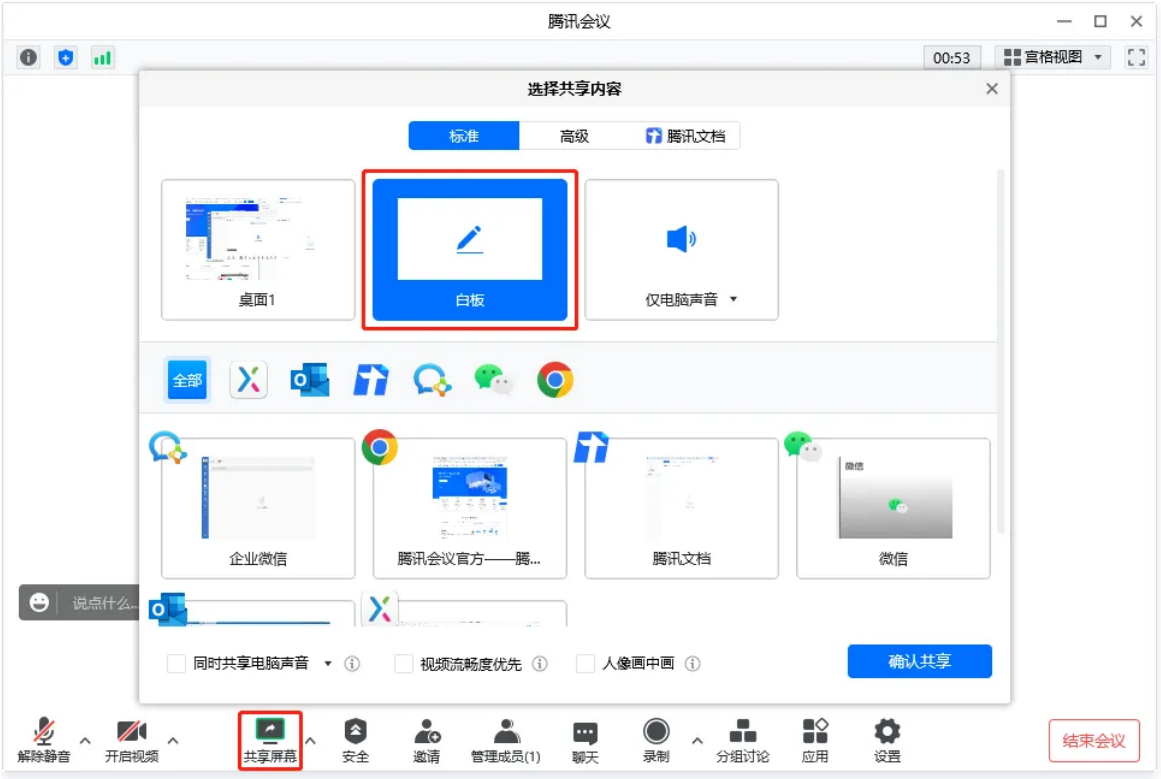
Notes

- The desktop terminal supports opening the whiteboard/annotation toolbar during whiteboard/window/desktop sharing.
- The mobile terminal supports using the whiteboard toolbar only during whiteboard sharing.

Turn on Whiteboard Sharing

Windows/macOS

During the meeting, click the bottom toolbar **Share Screen** > **Whiteboard** as the sharing content, and click Confirm to start whiteboard sharing.



Android/iOS

During the meeting, click the bottom toolbar **Share Screen** > select **Share Whiteboard** to start whiteboard sharing.

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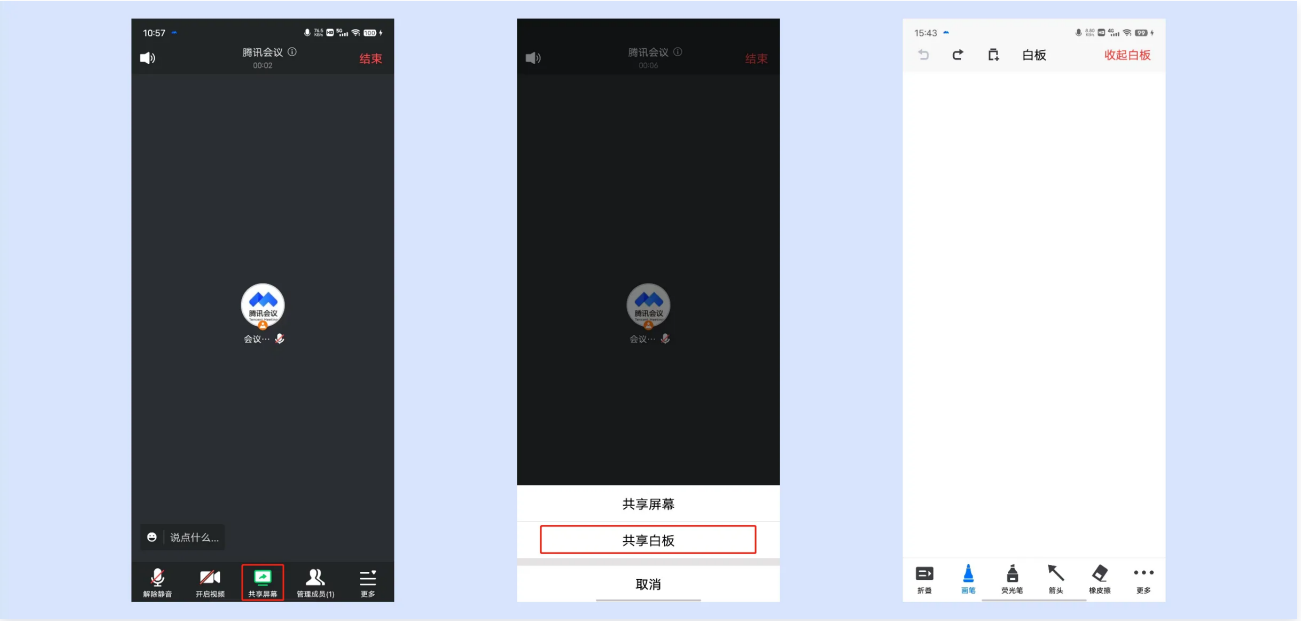
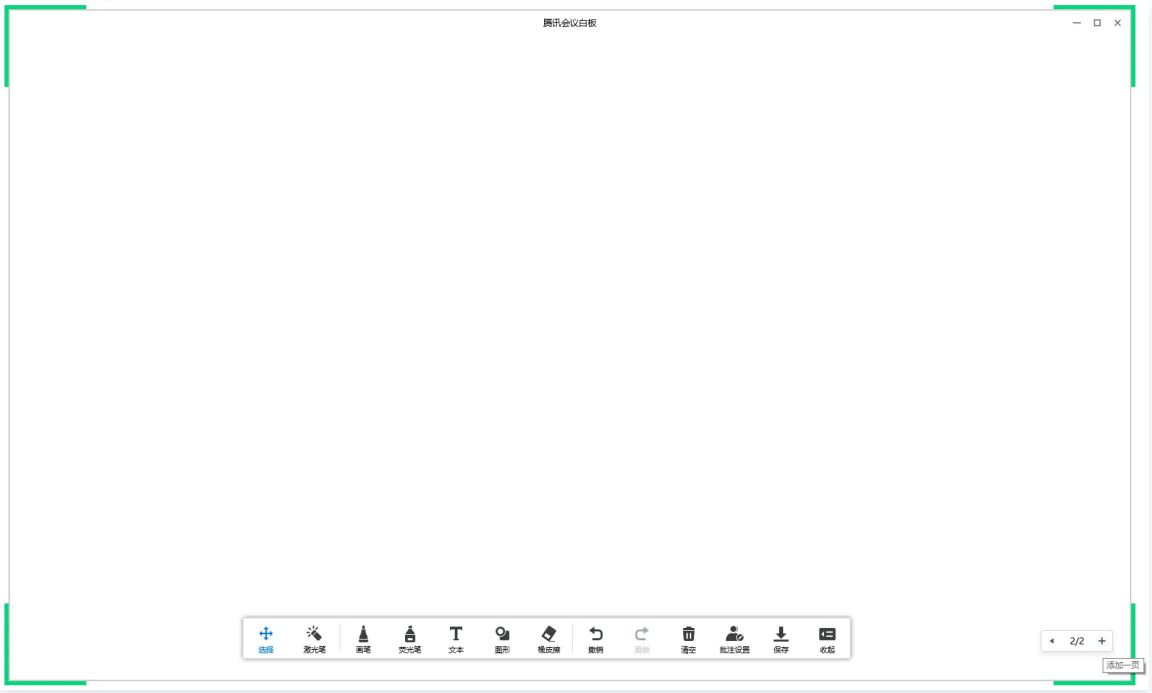


Whiteboard/Annotation Toolbar

Windows/macOS



- **Select**: Marquee select/click already added content for adjustments, supports drag and drop, zoom in, narrow down, reverse using Brush, Highlighter, and shapes tools. For text, supports drag and drop, editing, changing color and font size.
- **Laser Pointer**: Forms a red dot on the screen shared content, allowing the user to control it and move it over the shared content.
- **Brush**: Supports marking on shared content, with adjustable brush color and thickness.
- **Highlighter**: Supports marking on shared content, with adjustable highlighter color and thickness.
- **Text**: Supports using text annotations on shared content.
- **Graphics**: Supports adding various shapes to the shared content. Currently supports quadrilateral, circle, triangle, straight line, and arrow shapes, with adjustable form, thickness, and color.
- **Eraser**: Erase annotation content.
- **Undo**: Undo annotation content.
- **Redo**: Redo the recently undone annotation content.

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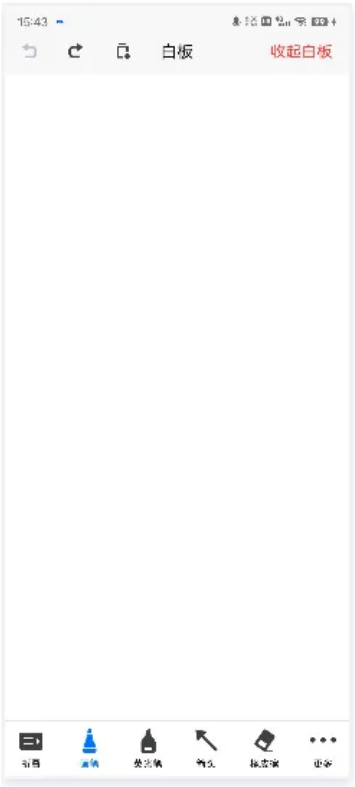
- **Clear**: Support clearing all annotations, my annotations, and participant annotations.
- **Annotation Settings**: Set annotation permissions, annotations following PowerPoint, allowing other members to add interactive annotations, and display annotator's names.
- **Save**: Save annotation content locally, and support viewing in historical records.
- **Collapse**: Collapse the annotation toolbar to the bottom left corner of the whiteboard screen.
- **Add a Page**: Click the bottom right corner of the whiteboard screen + to add a blank whiteboard page. Up to 10 pages can be added.

Android/iOS



- **Collapse**: Temporarily collapse the whiteboard and return to the main window.
- **Brush**: Supports marking on the whiteboard, with adjustable brush color and thickness.
- **Highlighter**: Supports marking on the whiteboard, with adjustable highlighter color and thickness.
- **Arrow**: Supports adding arrows on the whiteboard.
- **Eraser**: Erase content on the whiteboard.
- **Undo**: Undo content on the whiteboard.
- **Redo**: Redo the recently undone content.
- **Add a Page**: Click the top of the whiteboard screen + to add a blank whiteboard page. Up to 10 pages can be added.
- **Save Whiteboard**: Save the content on the whiteboard locally, and view it in history.
- **Clear**: Support clearing all annotations, my annotations, and participant annotations.
- **Interactive Annotation Settings**: Set whether "allow other members to add annotations" and "display annotator's names".
- **Collapse Whiteboard**: Collapse the whiteboard and stop screen sharing.

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Share PC Audio

Last updated：2024-08-27 15:50:28

Description of the Feature

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

Applicable People and Scenarios

When sharing content with built-in sound effects, such as videos and music, make sure to enable it.

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version Requirement:** Version 2.2.0 or later.
- **System Requirements:**
  - Operating system: Windows 7 or later.
  - Operating system: macOS 10.11 or later.

Share Device Sound

Windows/macOS

- When selecting the content to share, check the box in the lower-left corner of the window labeled **Share computer sound**. This will allow you to share your computer's sound along with the screen content to other attendees.



- You can also click the pull-up arrow to the right of **Screen Sharing**, then select **Share computer sound** in the Sharing Settings to enable it.

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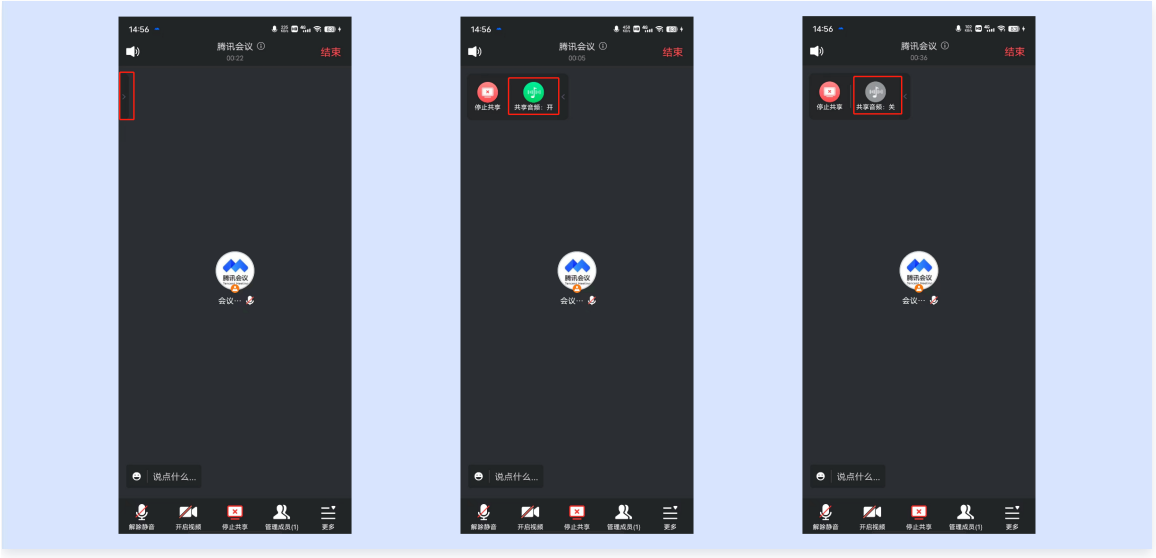
Android/iOS

Mobile users can choose whether to share audio when sharing screen content.



Share Computer Sound Only

Windows/macOS

If you want to share only the sound from your computer, select **Computer sound only** when choosing the content to share.

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Notes

- Sharing computer audio alone is also considered a type of "shared content" and follows the rule that "only one user can share their screen at a time, and only one item can be shared".
- When sharing only the computer sound, annotations cannot be enabled, and the toolbar will not retract to the top.
- During screen sharing, you don't need to turn on the microphone to enable "Share computer sound".
- When sharing computer sound, please check if the computer volume is set to 0. If the computer volume is 0, other participants will not be able to hear the content you are sharing.
- The mobile terminal does not currently support sharing audio content only.

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Share WeCom Document

Last updated：2024-08-27 15:50:55

Description of the Feature

Tencent Meeting provides the Share WeCom Document feature, allowing you to share online documents under your WeCom account and collaborate efficiently with other meeting participants.

Applicable People and Scenarios

Professionals, workplace communication, online collaboration.

Conditions of Use

- **log in to User:** Use your WeCom account to log in to the enterprise version of Tencent Meeting. ≫ Go to Purchase
- **Version Requirement:** v3.14 or later.
- **System Requirements:** Windows/macOS/iOS/Android.

How to Share WeCom Document

Windows/macOS

In the meeting, click **Share Screen** on the bottom toolbar > **WeCom Document** > select the online document you want to share from the document list > **Confirm Share** to share the **WeCom Document**.



The presenter can click on the left side of the screen **Directory** > select the **Subdirectory** you want to navigate to for quick reading.

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After initiating, viewers can follow the presenter's navigation or browse freely, and they can also click on the left side of the screen **Directory** > select the **Subdirectory** they want to navigate to for quick reading.



Android/iOS

In the meeting, click **Share Screen** on the bottom toolbar > select **Share WeCom Document** > select the online document you want to share from the document list > click to share the selected **WeCom Document**.

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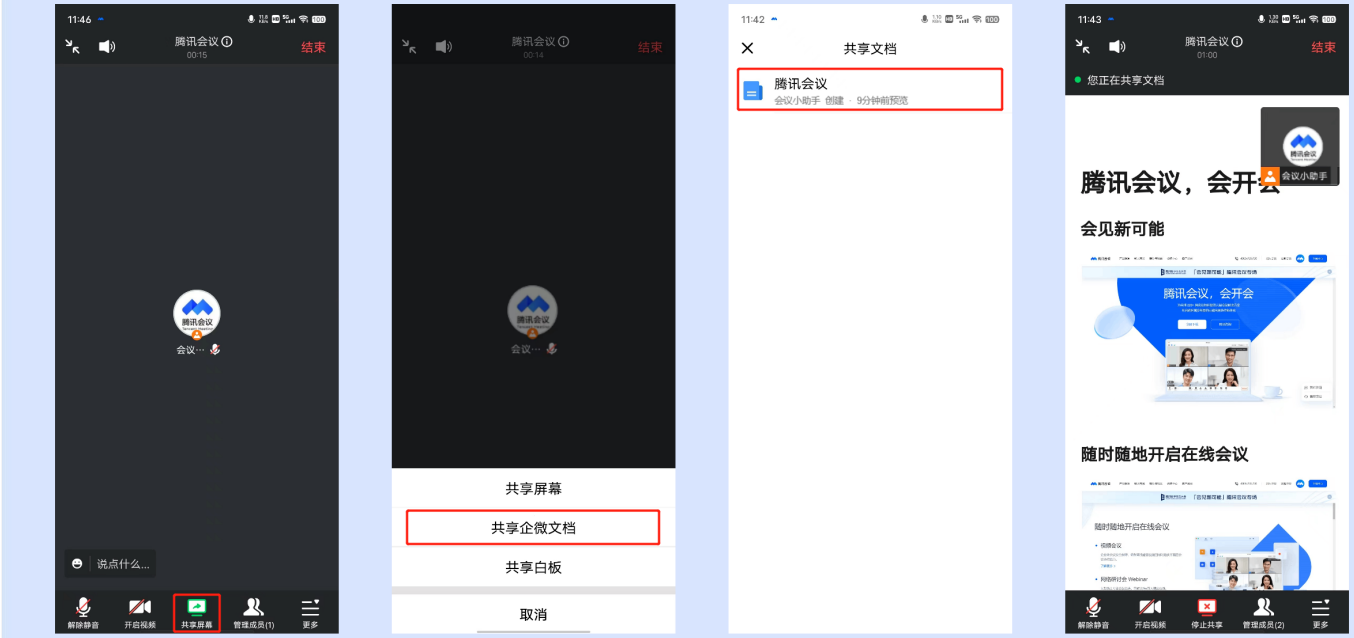
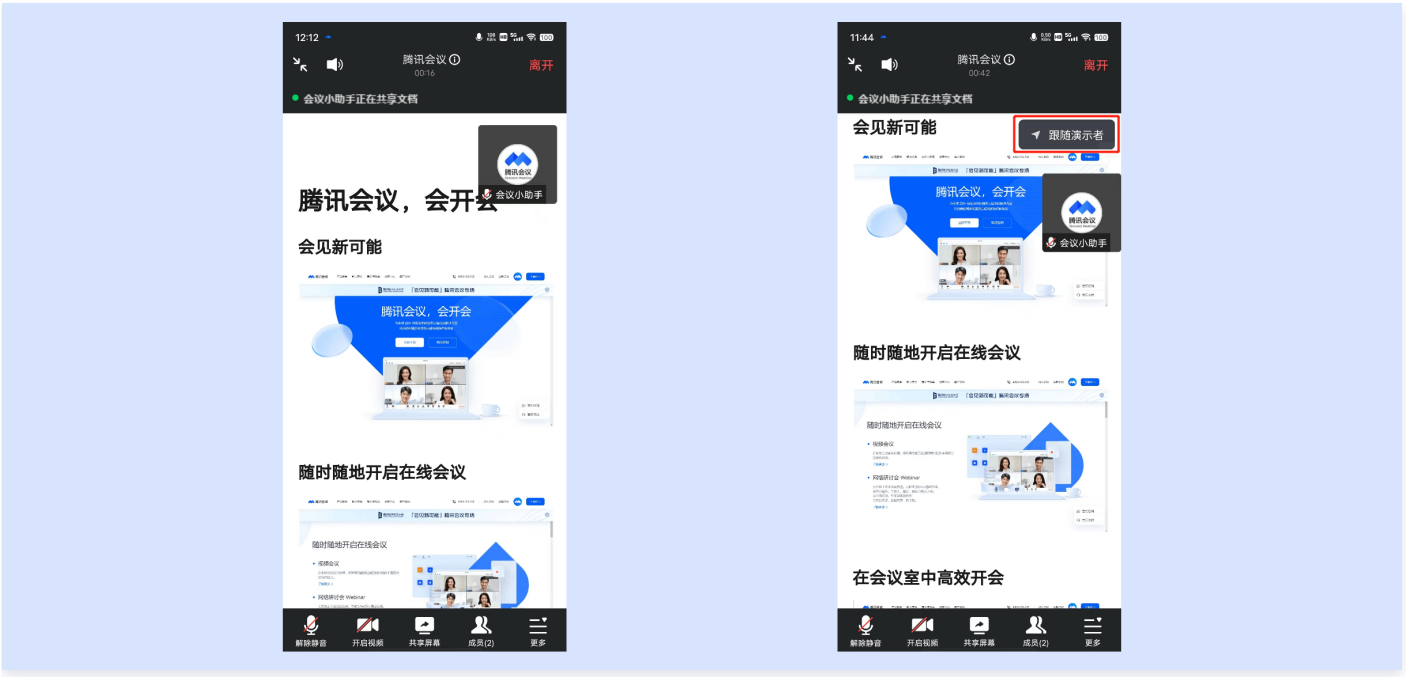


After initiating, viewers can follow the presenter's navigation or browse freely.



Notes

- Users need to log in to Tencent Meeting with their linked WeCom account to start sharing WeCom documents in a meeting.
- Currently, the sharing and viewing ends do not support editing during the sharing session.

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Meeting Watermark

Last updated：2024-08-27 15:51:46

Description of the Feature

To protect your meeting content, Tencent Meeting supports setting watermarks for meeting content.

Conditions of Use

- **log in to user:**
  - Free version users support single-row watermark.
  - Membership, Business Edition, and Enterprise Edition users support single-row and multi-row watermark.
- **Version Requirement:**
  - Client v3.6.0 or later.
  - Client v3.18 or later supports Business Edition and Enterprise Edition administrators to set the opacity of meeting watermarks for their enterprise.
- **System requirements:**
  - **Windows/macOS:**
    - Windows 7 or later.
    - macOS 10.11 or later.
  - **Android/iOS:**
    - Android 9.0 or later.
    - iOS 12 or later (excluding iOS 13.0)

Set the meeting watermark

Windows/macOS

- **Pre-meeting settings.**

  When scheduling a meeting, select enable **Screen Watermark** on the scheduling page, then click **Set Watermark**. On the watermark settings page, select and check **Single-row** or **Multi-row**, and after previewing, click **Apply** to complete the meeting watermark setup. After scheduling, the meeting watermark will be displayed during the meeting.



- **In-meeting settings.**

  1.1 In the meeting, you can click the triangle button next to **Share Screen** in the bottom toolbar > **to set the meeting watermark**, and configure it on the pop-up watermark settings page.

  1.2 You can also click **Security** then **Set Meeting Watermark**, and set it on the popup watermark settings page.

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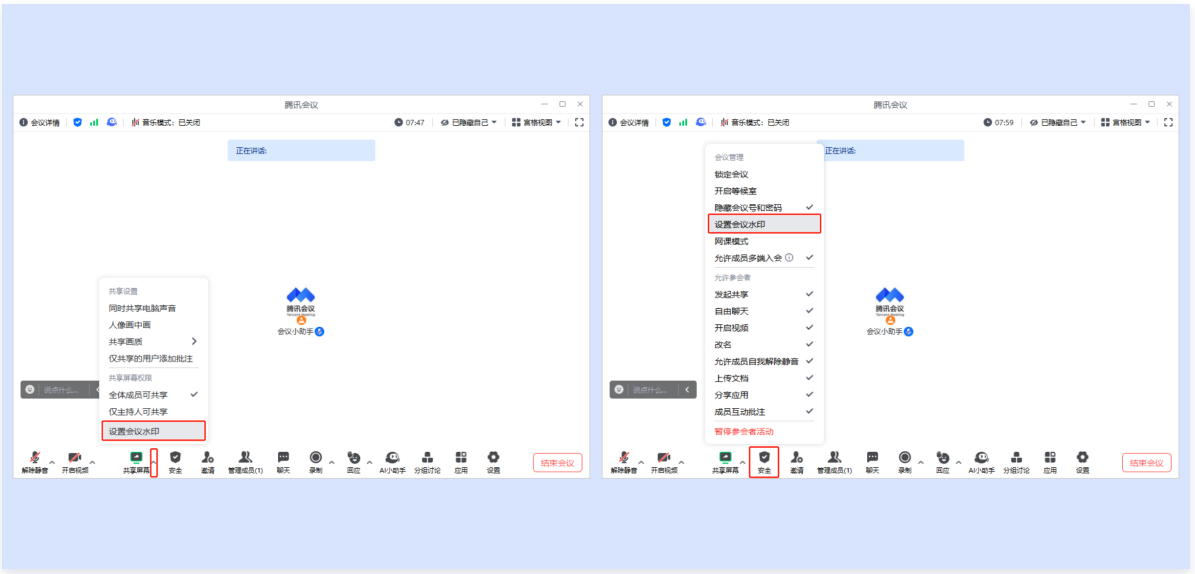

1.3 On the Watermark Settings page, check **Enable Watermark**, select **Single Row** or **Multi-row**, and after previewing, click **Apply** to complete the meeting watermark settings. The watermark will be displayed on the screen.



Android/iOS

- **Pre-meeting settings.**

  When scheduling a meeting, on the Schedule Meeting page, click **Meeting Watermark**, on the Meeting Watermark page, click **Enable Meeting Watermark**, choose **Single Row** or **Multi-row**, preview, and return to the Schedule Meeting page to complete the

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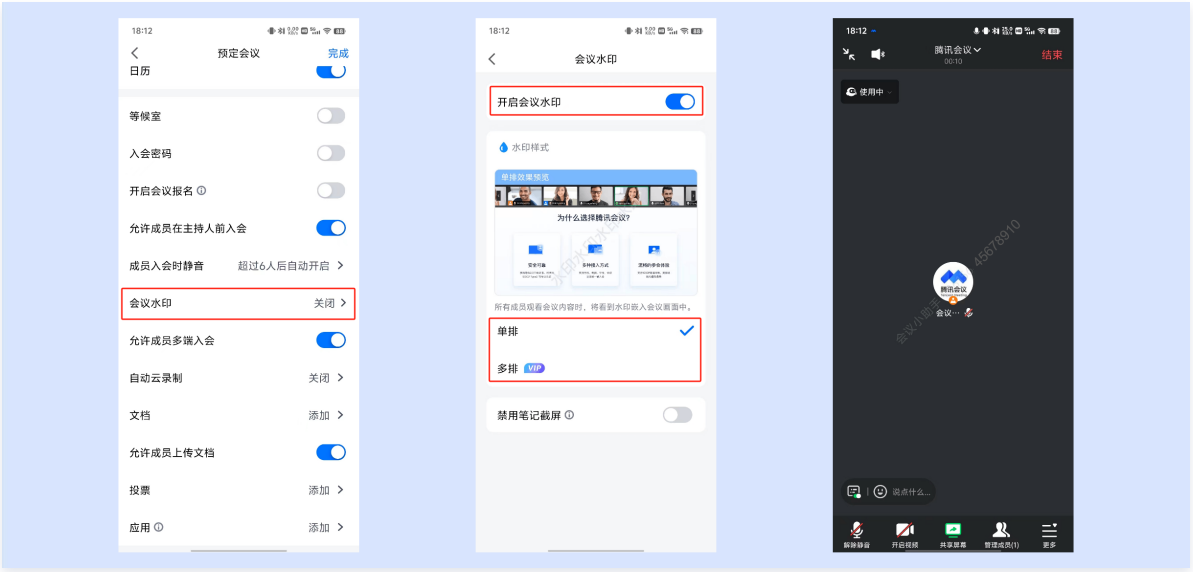
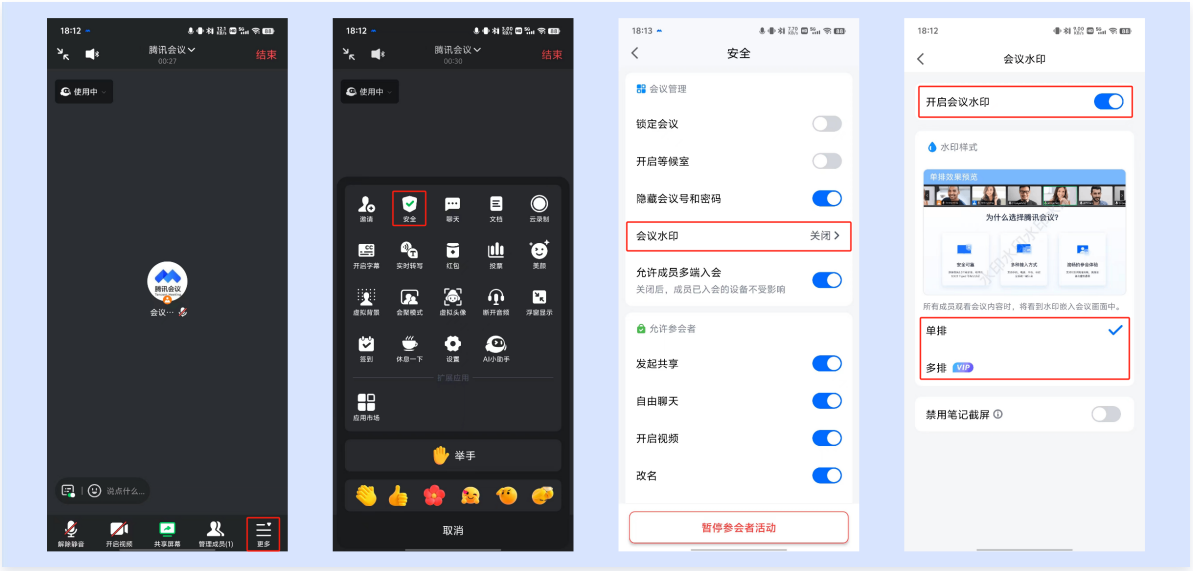
watermark settings. After scheduling, the watermark will be displayed on the screen during the meeting.



- **In-meeting settings.**

  During the meeting, click the bottom toolbar **More** > **Security** > On the Security page, click **Meeting Watermark** > Enter the **Meeting Watermark** page > Check the box for **Enable Meeting Watermark** > Choose to click **Single Row** or **Multiple Rows**, preview, then return to the meeting interface to complete the meeting watermark setting and display it on the screen.



Set watermark opacity

- Enterprise super administrators of the Business Edition and Enterprise Edition, as well as administrators with account settings permissions, can modify watermark-related features for meetings under enterprise accounts in the Enterprise Management Backend > **Account Management > Account Settings > Meeting Settings** under **Security Settings**.
- With the 'Meeting Watermark' feature enabled, you can set the default watermark style for meetings under enterprise accounts by selecting **Single Row Watermark** or **Multi-row Watermark**. The meeting host can modify the watermark style during the meeting.
- With the 'Meeting Watermark' feature enabled, you can also adjust the watermark opacity by dragging the **Buoy**. The preview screen will show a magnified effect for better visibility. After adjusting, click **Save** for it to take effect across the enterprise account.

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Notes

Set watermark

- Only the host and co-host can set the watermark.
- Free version users can only set Single Row Watermarks. Membership, Business Edition, and Enterprise Edition users can set either Single Row or Multi-row Watermarks.
- If a meeting is set with a Multi-row Watermark, only participants using client version 2.3 and above will see the Multi-row Watermark. Older versions will display a Single Row Watermark.
- Users with client versions below 3.6.0 can set and view watermarks only during screen sharing.
- In the Business and Enterprise editions, **Enterprise Super Administrators** and **Administrators with Account Settings Permissions** can set the meeting watermark opacity in the enterprise management console.
- Only client version 3.18 and above support displaying this watermark opacity style, initially set to 25%.

Watermark content and related display

- The watermark content includes: Watchers' information will be overlaid as a watermark in the meeting. Single-line watermarks will be centered, while multi-line watermarks will fill the entire screen.
- When using local recording to record meeting content, the watermark will be recorded.
- When using cloud recording to record meeting content, the watermark will not be recorded.
- Android users cannot take screenshots while viewing shared content with a watermark. iOS users will have their screenshot actions recorded by the system while viewing shared content with a watermark.

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Interactive Annotations

Last updated：2024-08-27 15:52:43

Description of the Feature

To facilitate efficient collaboration, the Tencent Meeting client allows multiple users to annotate shared content (including the whiteboard) simultaneously.

Conditions of Use

- Log in to User: Free, Member, Business, Enterprise Edition user.
- Version: Client 2.2.0 or later.
- System requirements:
  - Windows/macOS:
    - Operating system: Windows 7 or later.
    - Operating system: macOS 10.11 or later.
  - Android/iOS:
    - Android client: Android 9.0 or later.
    - iPhone client: iOS 12 or later (excluding iOS 13.0).

How to use Interactive Annotations

Windows/Mac

Sharer

1. The sharer can set annotation permissions when they share the screen (desktop, application, whiteboard) by clicking the top toolbar**Interactive Annotations** on the right **triangle icon**.
   - Annotations follow PowerPoint.
   - Allow other members to add annotations.
   - Show annotator's name.
   - Clear all annotations.



2. Click **Interactive Annotation** to use the tools in the bottom annotation toolbar to annotate the shared content.

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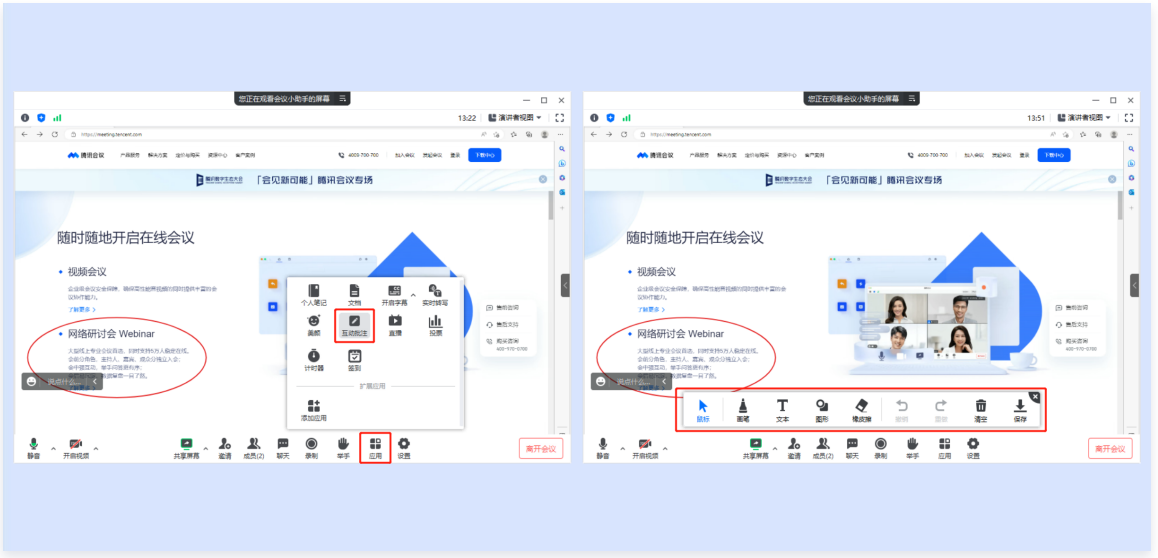
Viewers

1. When participants are watching screen sharing, click the bottom toolbar **Apply** > **Interactive Annotation** to use the tools in the annotation toolbar to annotate the shared content.



2. You can also click the **More** icon in the status bar at the top of the screen > **Interactive Annotation** to annotate the shared content.

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Host/Co-host

1. When members are sharing, the host or co-host can click the triangle icon **Share screen** next to the bottom toolbar **Triangle Icon** > **Annotations by Shared Users Only** to manage whether viewers can annotate.
2. You can also click the bottom toolbar **Security** > **Member Interaction Annotations** to manage whether viewers can annotate.



Android/iOS

Sharer

1. When sharing a whiteboard, the sharer can click **More** in the annotation toolbar > **Collaborative Annotation Permissions** to set collaborative annotation permissions.

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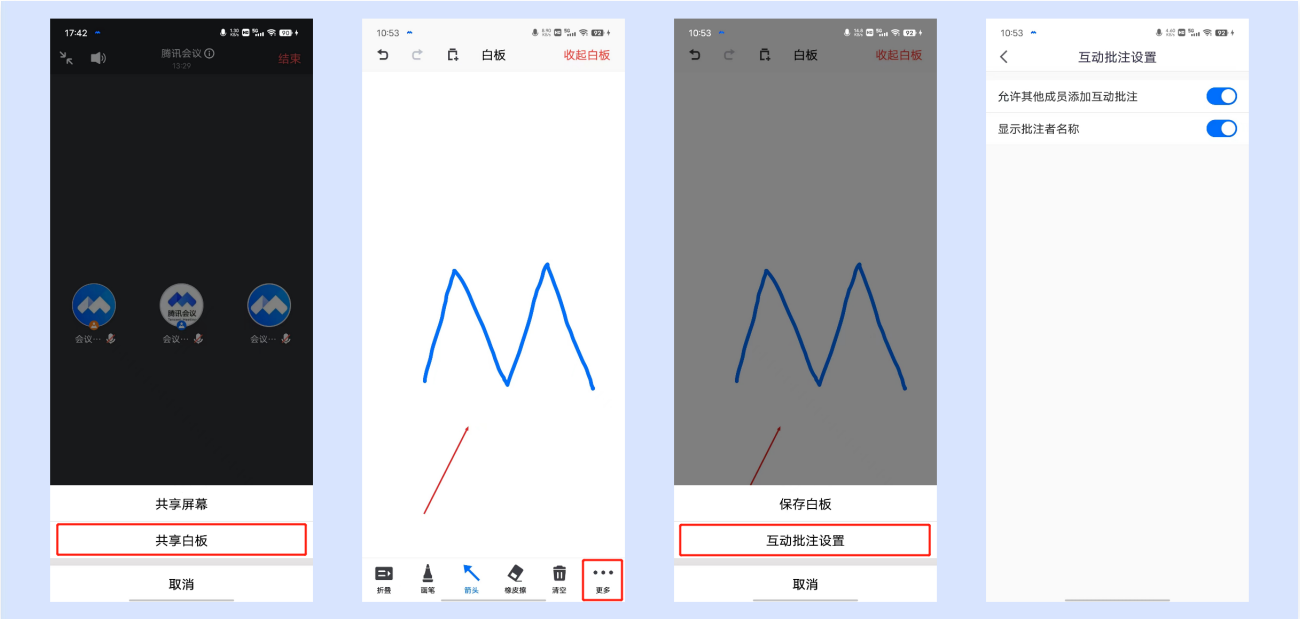
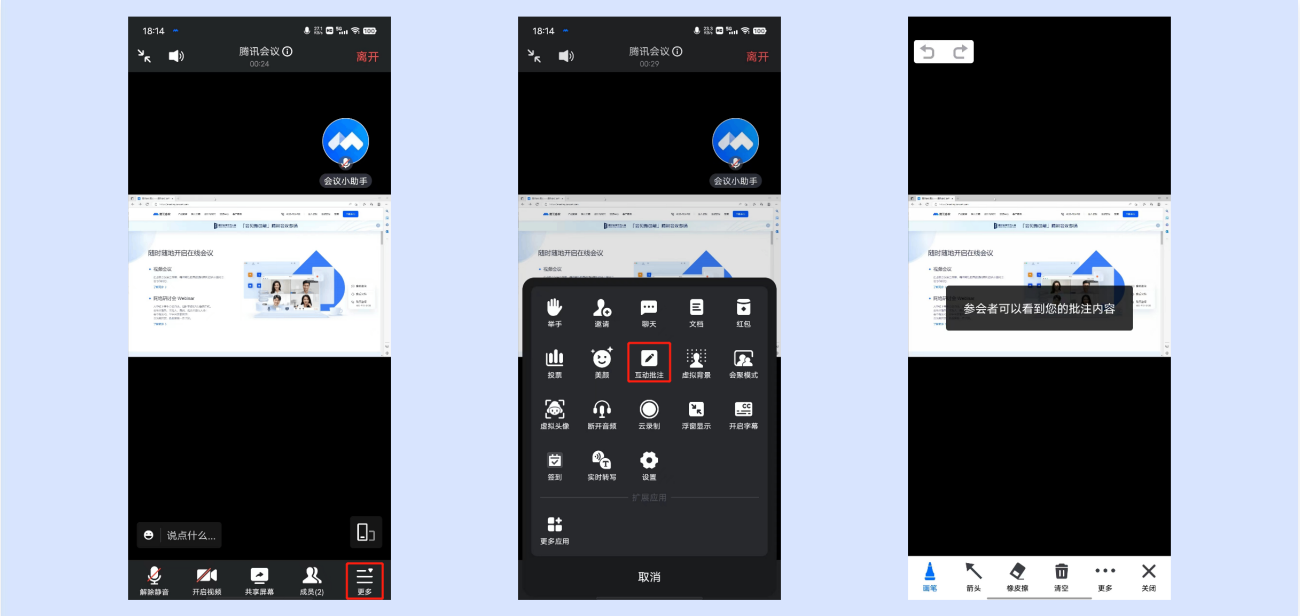
- Allow other members to add annotations
- Show annotator's name.

2. The sharer can use the tools in the annotation toolbar to annotate on the whiteboard.



Viewers

When participants watch a screen share, click the bottom toolbar **More** > **Interactive Annotation** to use the tools in the annotation toolbar to annotate the shared content.



Host/Co-host

When members are sharing, the host or co-host can click the bottom toolbar **More** > **Security** > **Interactive Annotation** to manage whether viewers can annotate.

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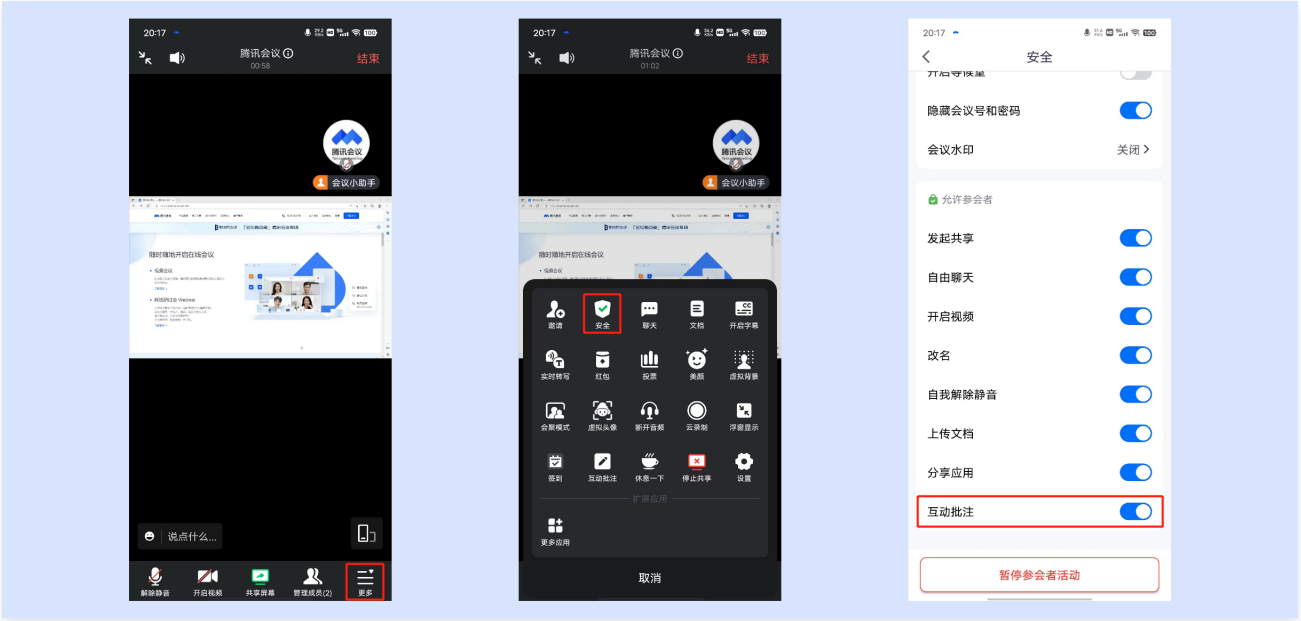

Notes

- For those using mobile devices, interactive annotation feature is only supported during whiteboard sharing, not during screen sharing.
- When the sharer uses a mobile device to share the screen, viewers do not support interactive annotation.
- For Business Edition and Enterprise Edition users, the interactive annotation feature is enabled by default. The enterprise super administrator and administrators with account settings permissions can manage the use permissions for the interactive annotation feature in the **Enterprise Management Backend** > **Account Management** > **Account Settings** > **Meeting Settings** > **In-meeting Settings**. After disabling this feature, all meetings under your account will not be able to use the interactive annotation feature.

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Partial Screen Sharing

Last updated：2024-08-27 15:53:07

Description of the Feature

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

Conditions of Use

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **Version Requirement:** Client v2.20 or later.
- **System Requirement:** Windows/MacOS.

Hardware Requirements

- Windows 7 or later.
- MacOS 10.11 or later.

Selecting Screen Sharing Area

1. During the meeting, click the bottom toolbar **Screen Sharing** > **Advanced** > **Partial Screen Area** > **Confirm Sharing** to start selecting the sharing area.



2. After selecting the sharing area, click **Start Sharing** to share the selected area, or click **Cancel** to exit sharing.

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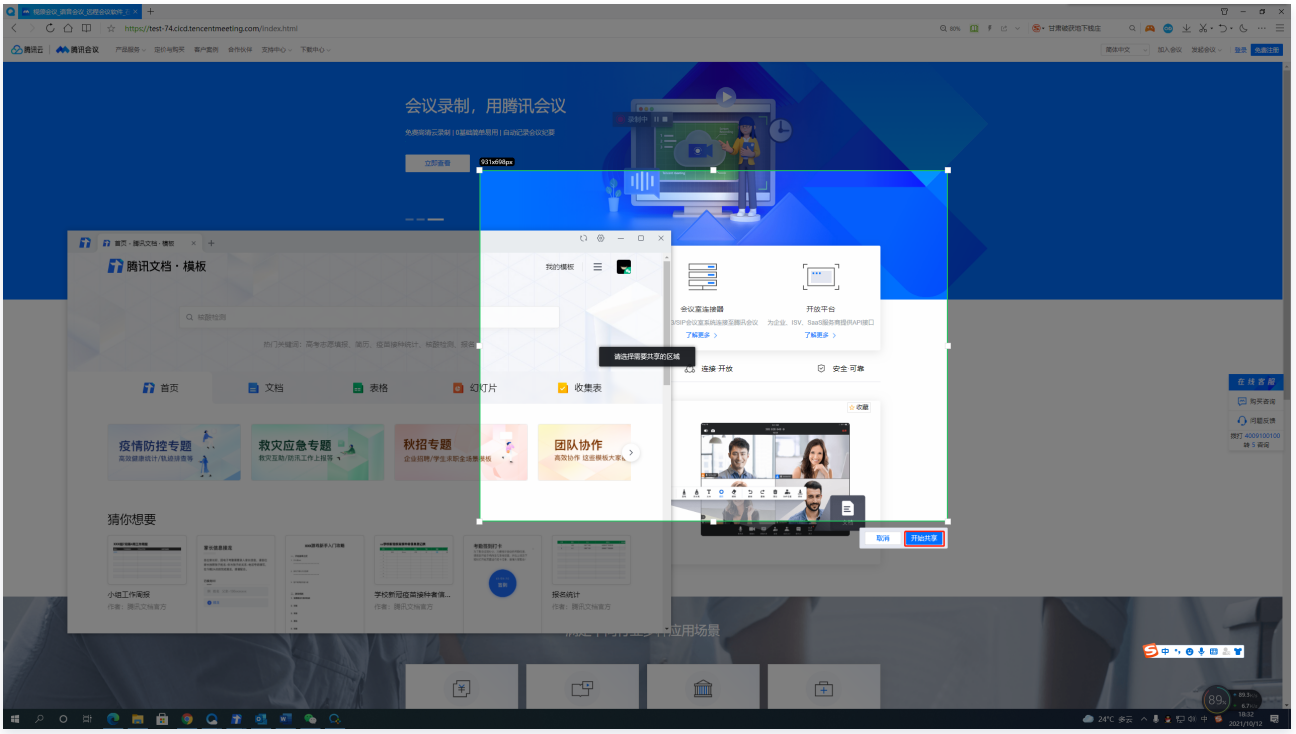

Notes

- During the screen area selection process, based on the position of the mouse pointer, Tencent Meeting will automatically perform window detection for candidate areas. You can also drag and drop to select the screen area.
- 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, selecting a partial screen area does not support cross-screen selection.
- During sharing, all displayed content in the selected area will be shared. Avoid sharing areas that contain private information such as input, notification messages, and personal accounts.

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Sharing External Video Source

Last updated：2024-08-27 15:53:39

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

- **Login to User:** Free Version, Member Version, Business Edition, Enterprise Edition.
- **Hardware Devices:** Windows 7 and later, macOS 10.11 and later.

Note:

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 **Avatar** to enter the Personal Profile Page.
2. click **Settings > Video** on the Personal Profile Page to enter the "Video" page.
3. In the **Select Device** section, select the desired device from the dropdown menu.
4. After selection, check whether the video image is displayed normally.

Test during meeting

1. During the meeting, click **Settings > Video** on the bottom toolbar to enter the "Video" page.
2. In the **Select Device** section, select the desired device from the dropdown menu.
3. After selection, check whether the video image is displayed normally.

Usage

"External Video Source" refers to external devices such as external cameras, video capture cards, and image acquisition scanners, as opposed to system built-in devices. When users need to share external video devices with other attendees, they can follow these steps:

1. After joining the meeting, choose **Screen Sharing** and open the "Advanced" page under "Select Share Content".
2. Select **External Video Source**, choose the desired device from the list of identifiable video devices, click **Confirm Sharing**, and share it with other attendees as the second camera image.
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.

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Remote Control

Last updated：2024-08-27 15:54:20

Description of the Feature

Tencent Meeting supports remote control of the shareholder's computer during screen sharing.

Applicable People and Scenarios

Online Assistance, IT Support, Remote Access, Remote Operations, and other office and assistance scenarios.

Conditions of Use

Name	Description
Version Requirement	• Client version 3.2 or above. • Free Version, Member Users. Business Edition and Enterprise Edition users with remote control permissions.
System Requirements	• Windows 7 or later. • macOS 10.11 or later.

How to perform remote control

Remote control is supported only when a member shares the screen during the meeting.

Shareholder (Controlled Member)

1. During the meeting, the shareholder clicks the bottom toolbar **Share Screen** > on the **Select the content to share** page, select the content to share.



2. After starting the sharing, the shareholder can click the toolbar at the top of the screen **Remote Control** to invite a member to perform remote control.

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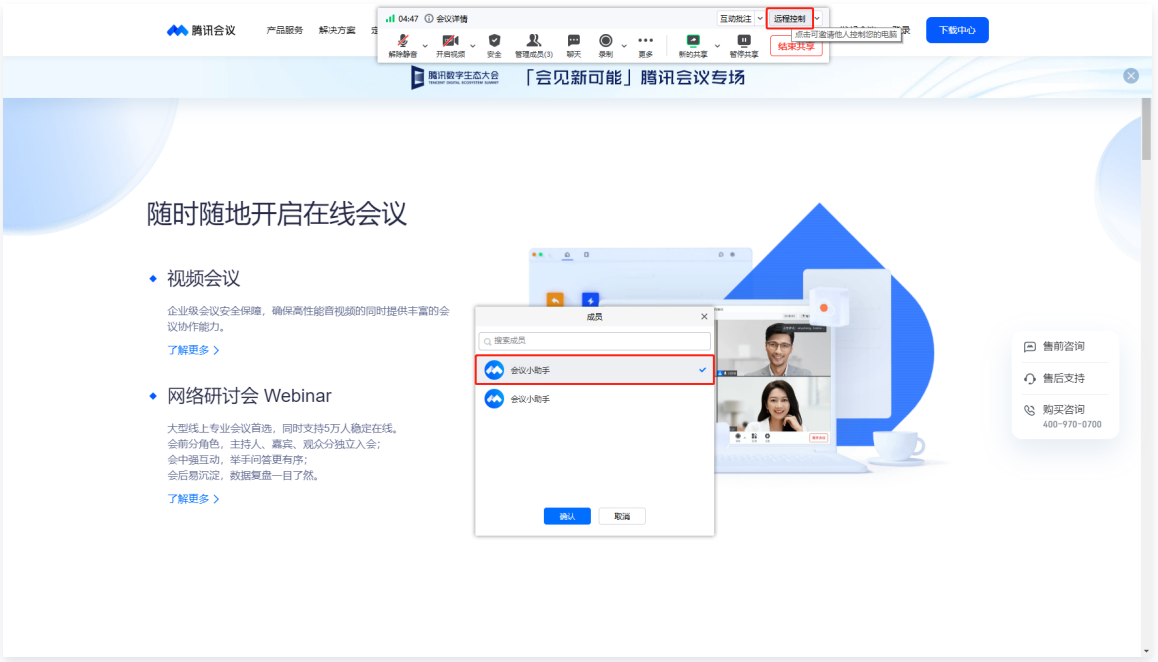

3. When the invited member accepts the remote control invitation, both parties enter the remote control session connection process.



4. Once successfully connected, if the shareholder needs to perform local operations temporarily, they can directly move the mouse or select the **triangle** button next to **Remote Control** in the toolbar at the top of the screen > choose **Disable this user's mouse/keyboard operations**, or select **Clipboard Synchronization** as needed. The controlled user can interrupt remote control at any time.

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5. When the shareholder receives a viewer's request for remote control, they can choose **Accept**, **Decline** or **After declining, the meeting will no longer accept remote control requests for this session**. Choosing **Accept** will begin the remote control session connection process.



Viewer (Main Member/Invited Member)

1. When sharing starts during a meeting, the viewer can click the **More** button in the top sharing status bar and select **Request Remote Control** to send a remote control request to the sharer.

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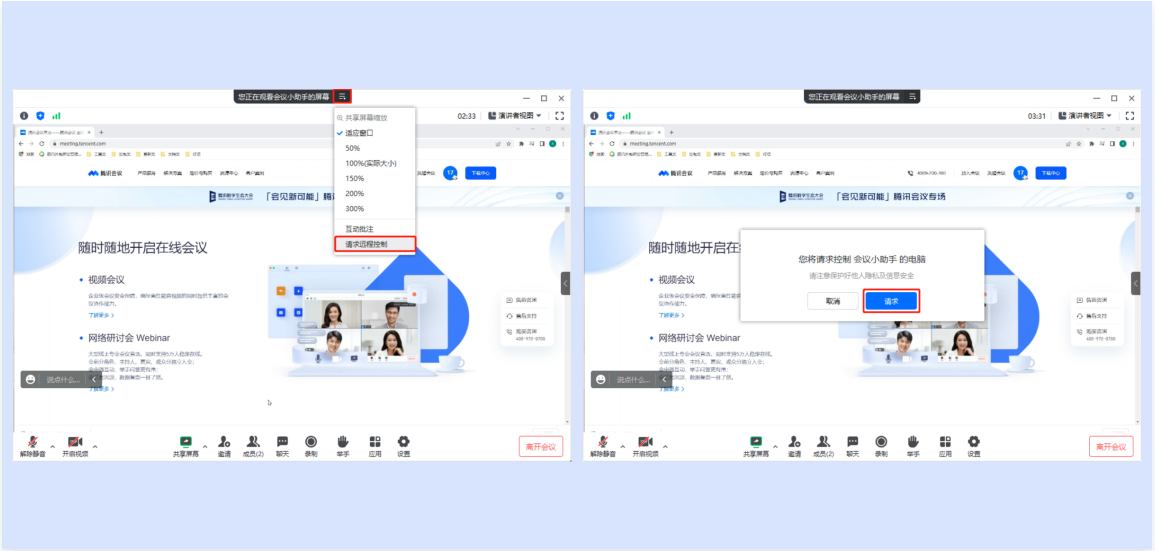
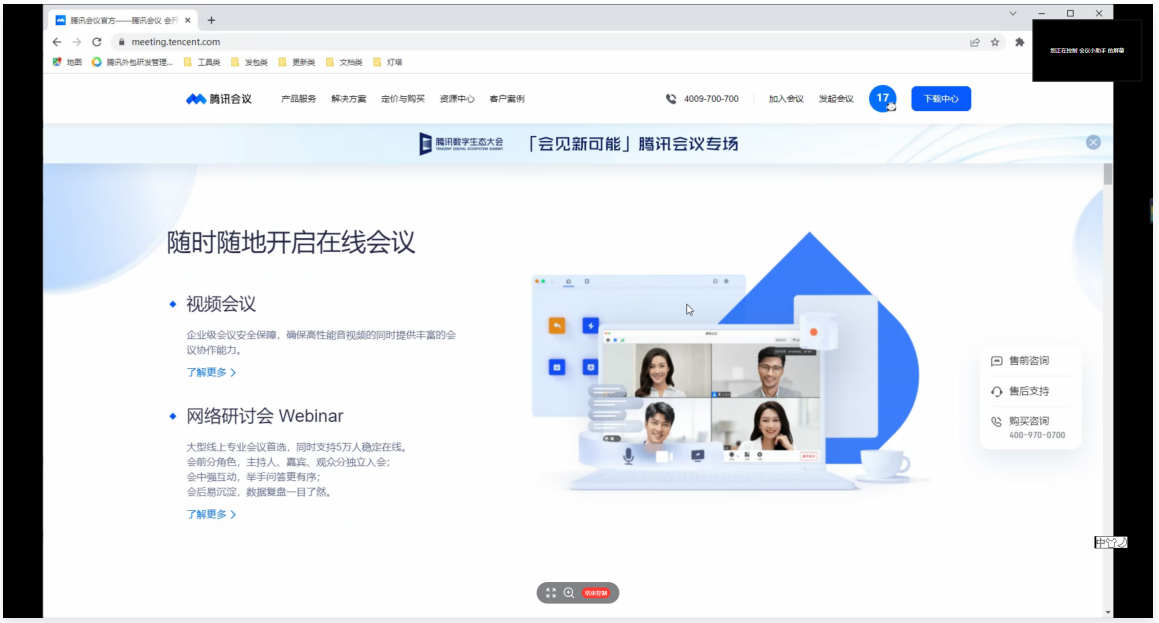


2. Once the sharer accepts the remote control request, both parties enter the remote control session connection process. After successfully connecting, the viewer can perform mouse or keyboard operations within the sharer's shared area and can end remote control at any time.



3. When the viewer receives a remote control invitation from the sharer, they can choose to **Accept** or **Decline**. Choosing **Accept** will begin the remote control session connection process.

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Notes

- When the controlled user is using the Windows operating system, due to the security policies of the OS, if higher application control permissions are needed, after version 3.4 of the Tencent Meeting client, the controlled user can select **Run as administrator** in the Windows device's **Start menu**, and the operation will require confirmation from the controlled user.
- When the controlled user is using the macOS operating system, due to OS security policies, the user needs to authorize Tencent Meeting and related service processes in **System Preferences** > **Security & Privacy** > **Accessibility**.
- When the main user and the controlled user use different operating systems, some operations and keys may not work due to the differences in mouse and keyboard operations between the two OSs.
- By default, the remote control feature switch is not enabled for Business and Enterprise Edition users. The enterprise admin user needs to log in to the web management center and enable the remote control feature switch in **Account Management** > **Account Settings** > **Meeting Settings** > **Security Settings**. After enabling the remote control feature, it is enabled by default for internal enterprise users only. The enterprise admin can adjust it to allow all members to use it.

> **Note:**
> If the number of advanced accounts purchased for the Business Edition is less than 10 or the number of virtual meeting rooms purchased for the Enterprise Edition is less than 10, there is no access to enable this feature. If needed, additional purchases are required.

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Shared Presenter View Mode

Last updated：2024-08-27 15:55:08

Description of the Feature

Many users need to use Presenter View mode when sharing PowerPoint files to display the Presenter View locally while sharing content. Microsoft PowerPoint's Presenter View feature is designed for use when the user's computer is connected to a physical screen. If a user has only one screen, it's less convenient to use Presenter View mode.
This document mainly introduces several methods to enable Presenter View when using Tencent Meeting's screen sharing feature.

Applicable People and Scenarios

Applicable People

IT and internet professionals, finance industry professionals, students, teachers, government employees, etc.

Scenario

Education and training, work reporting, industry conferences, thesis defenses, etc.

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version Requirements:** Client version 3.10.0 or later.
- **System Requirements:** Windows, macOS.

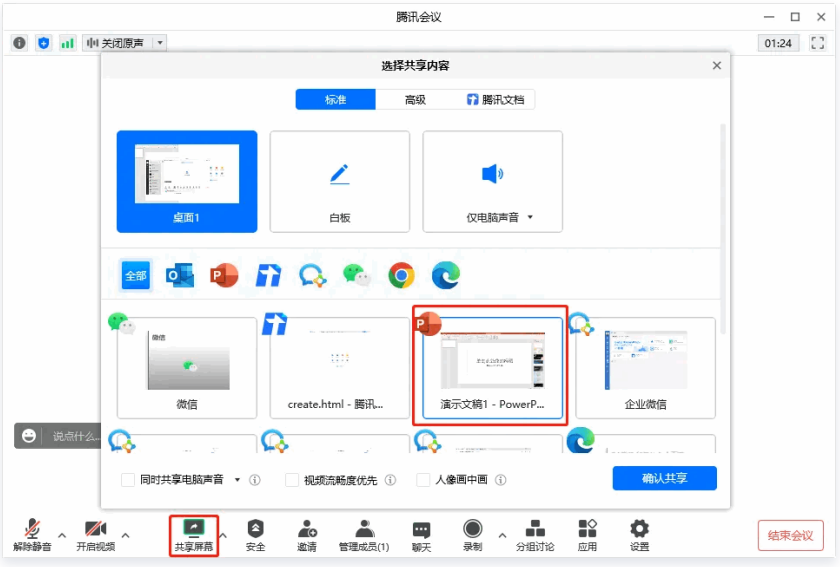
Note:

- This method transcodes the file in the cloud. If the file is large, it is recommended to import the file into Tencent Docs beforehand.
- The sharing Tencent Docs feature is not yet available for the Business Edition and Enterprise Edition, please wait for future updates.
- Due to differences between versions of Microsoft PowerPoint, the following methods mainly use Microsoft Office PowerPoint 2016 as an example. If one method doesn't work, try another.

Operation step

Scenario 1: Share PPT application and then select Presenter View mode

1. Open the PPT you need to share, and click **Screen Sharing** in the bottom toolbar during the meeting to share the corresponding PPT application.



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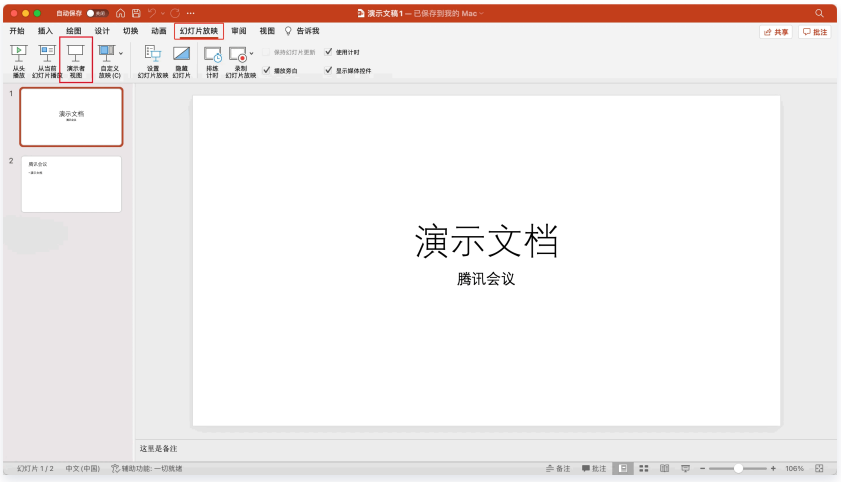
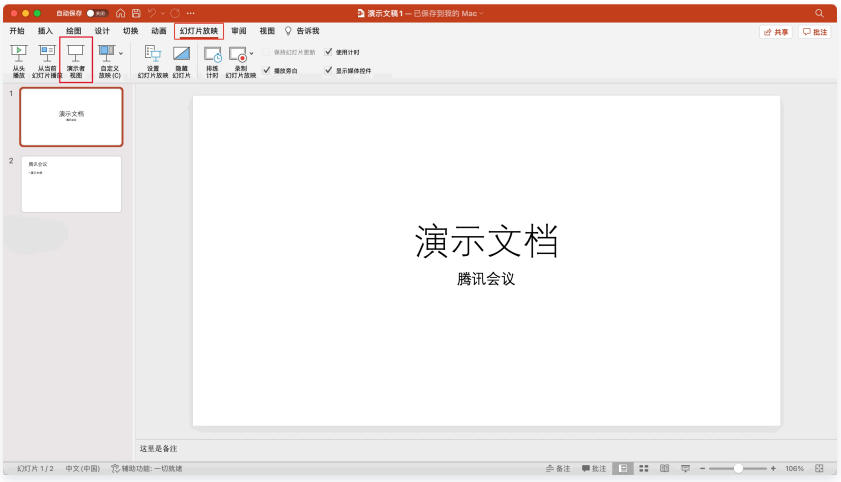
2. In the opened PPT, click **Slide Show** and select **Presenter View** to enter PPT presentation mode.



Scenario 2: Share the application window after entering Presenter View

1. Open the PPT you want to share, click **Slide Show** > **Presenter View** to enter PPT presentation mode.



2. Switch to the Tencent Meeting window, and click **Screen Sharing** in the bottom toolbar during the meeting to share the PPT presentation window.



Scenario 3: Switch to Presenter View after entering normal PPT presentation mode

1. Open the PPT you want to share, click **Slide Show**, select **From Beginning/From Current Slide** to start the slideshow.

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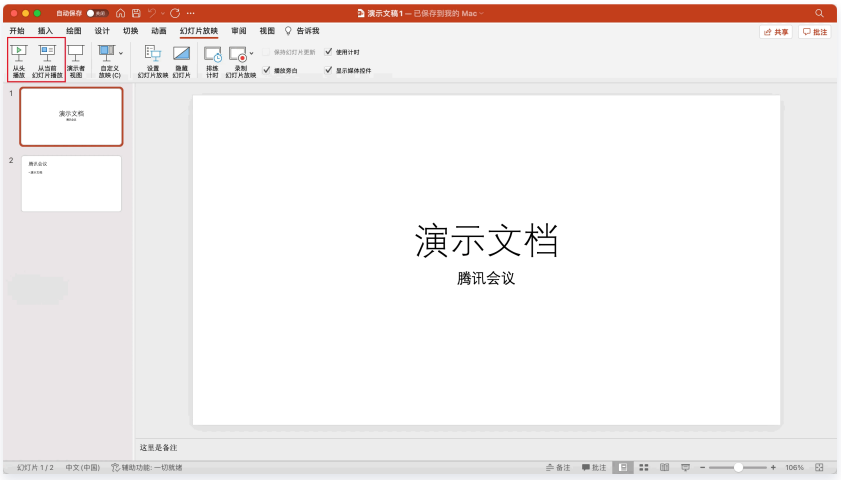

2. Switch to Tencent Meeting, and click **Screen Sharing** in the bottom toolbar during the meeting, and select the PPT presentation window to share.



3. In the PPT presentation window, select to switch to Presenter View.



Scenario 4: Share Tencent Docs

1. In the bottom toolbar during the meeting, click **Screen Sharing** > **Tencent Docs**, choose to import local files or online documents, and click **Confirm Sharing**.

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2. The PPT file will default to presentation mode. At this time, you will see the Presenter View, where you can view notes, navigate pages, etc., while other participants will see the Audience View, showing only the presentation screen.



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Collaboration on documentation
Document Permission Control

Last updated：2024-08-27 15:58:19

Description of the Feature

Tencent Meeting integrates with Tencent Docs. The Host and Attendees in a meeting have different document permission control capabilities.

Prerequisites

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS/iOS/Android.

Document Upload Permission Settings

Windows/macOS

Before the Meeting

- The meeting organizer can control the document upload permission at the **Document** section of the meeting reservation interface by checking or unchecking the **Allow members to upload documents** option; unchecking it means only the host can upload documents.
- You can also click **Add**> on the meeting document page and click the **triangle** icon next to Document Upload Permission to choose between **Host Only/Everyone Can Upload** to control document upload permission.



During the Meeting

- During the meeting, the Host and Co-host can click on the bottom toolbar **Security** and **Upload Document** to control document upload permissions. If unchecked, only the host can upload documents.
- You can also click the bottom toolbar's **Apps**> **Document** > on the meeting document page, click the **triangle** icon next to Document Upload Permission and choose between **Host Only/Everyone Can Upload** to control document upload permission.

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Android/iOS

Before the Meeting

- The meeting creator can control document upload permissions in the scheduled meeting interface by checking or unchecking **Allow members to upload documents**. If unchecked, only the host can upload documents.
- You can also click at the **Document** section**Add**> on the meeting document page, click the upper right **Upload** icon and choose between **Host Only/Everyone Can Upload** to control document upload permission.



During the Meeting

- During the meeting, the Host and Co-host can click on the bottom toolbar **More**, **Security**, and **Upload Document** to control document upload permissions. If unchecked, only the host can upload documents.
- You can also click the bottom toolbar's **More**> **Document** > on the meeting document page, click the upper right **Upload** icon and choose between **Host Only/Everyone Can Upload** to control document upload permission.

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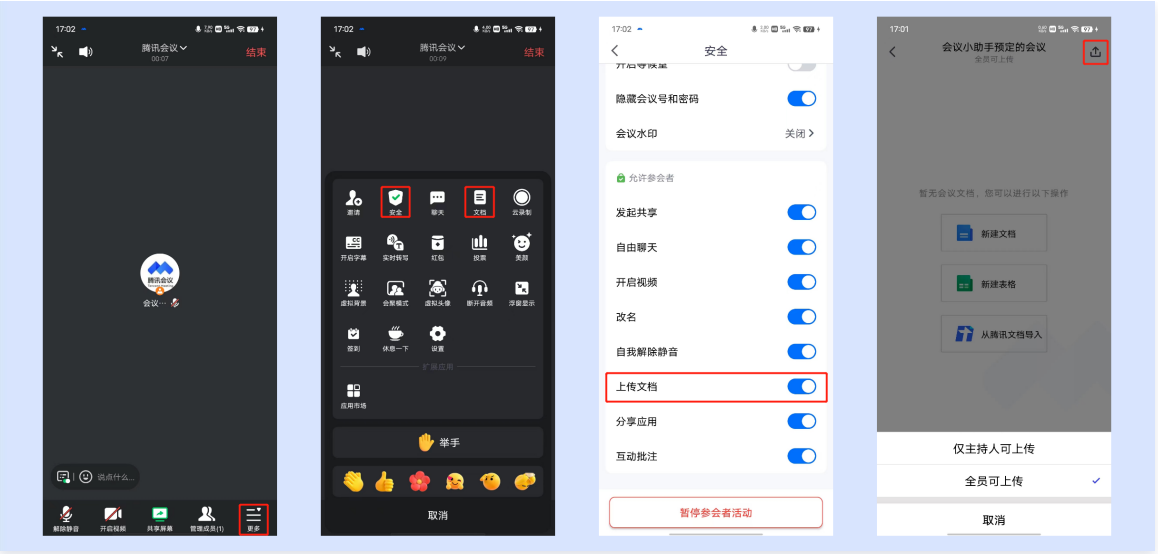
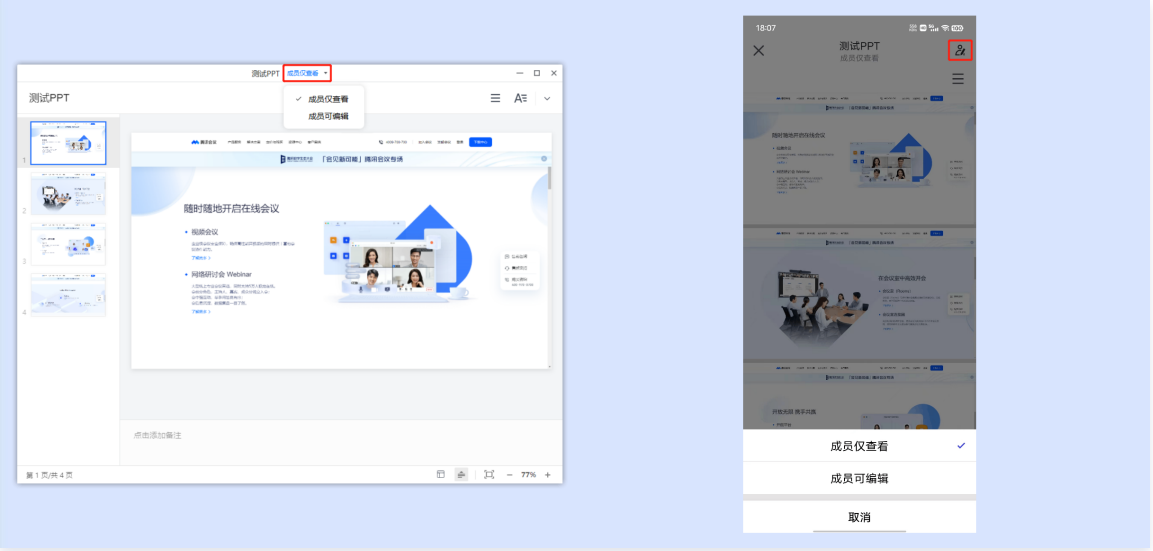


Document Operation Permission Settings

Members who upload documents can set operational permissions for the documents they create/import.

- Desktop users can click on **Document Permissions** at the top of the document details page > and choose **View Only for Members/Editable by Members**.
- Mobile users can click the **Permissions** icon in the upper right corner of the document details page > and choose **View Only for Members/Editable by Members**.



Notes

- Logged-in users can upload documents if the host enables the upload permission for all members; they can also modify documents that other members have granted edit permission.
- Users not logged in can only browse documents. Even if the host has enabled upload permissions, they cannot upload. Similarly, guests cannot edit, even if other members have enabled document editing permissions.
- When scheduling/quick meeting, by default, **Members can upload** documents.
- For scheduled or quick meetings, the default setting is **Members Can Upload** documents; and the documents created/imported are set to **View Only for Members** by default.
- Users who joined the meeting during the document share period have default document view permissions. When the user leaves the meeting or the meeting ends, these permissions are automatically recycled.
- Users retain their original document permissions outside the meeting scenario.

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Document Upload and Export

Last updated：2024-08-27 16:00:44

Description of the Feature

To meet the needs of meeting hosts for uploading documents before, during, and after meetings and sharing them with members, Tencent Meeting supports the document feature. Members can create/import meeting documents during the meeting.

Prerequisites

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS/iOS/Android.

How to Upload Documents

Windows/macOS

Pre-meeting Upload

- The meeting creator can click **Document** on the Schedule Meeting page and then click **Add** to select the documents to be uploaded. Multiple document uploads are supported. After uploading, the number of uploaded documents will be displayed on the Schedule Meeting page. Click **Schedule** to complete the process.



  - You can create new online documents and online spreadsheets (Tencent Documents) to edit document content. You can also import local documents, tables, slides, PDFs, and online documents (Tencent Documents).

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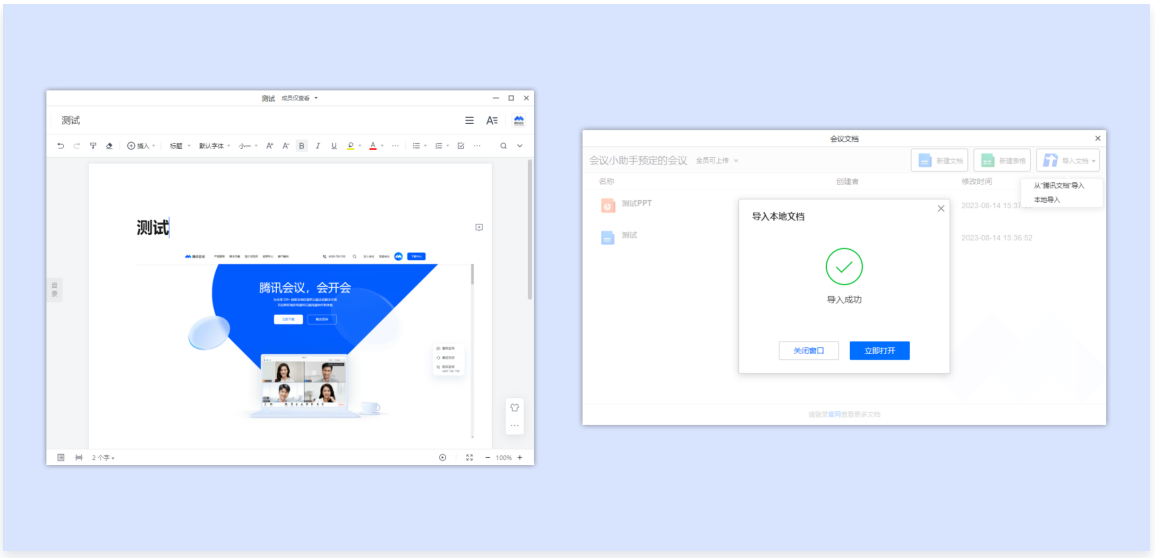
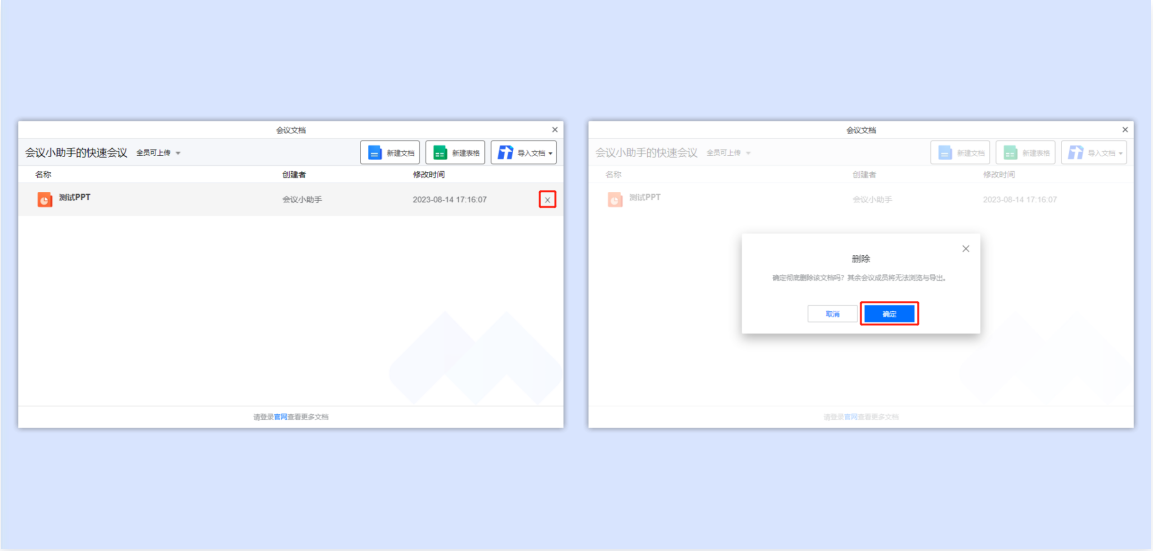


- You can also select a document and click **X** and **Confirm** to delete it. After deletion, other meeting members will not be able to view or export it.



In-meeting Upload

- During the meeting, the host can click **Application** on the bottom toolbar, then click **Document** and select the documents to be uploaded. Multiple document uploads are supported.



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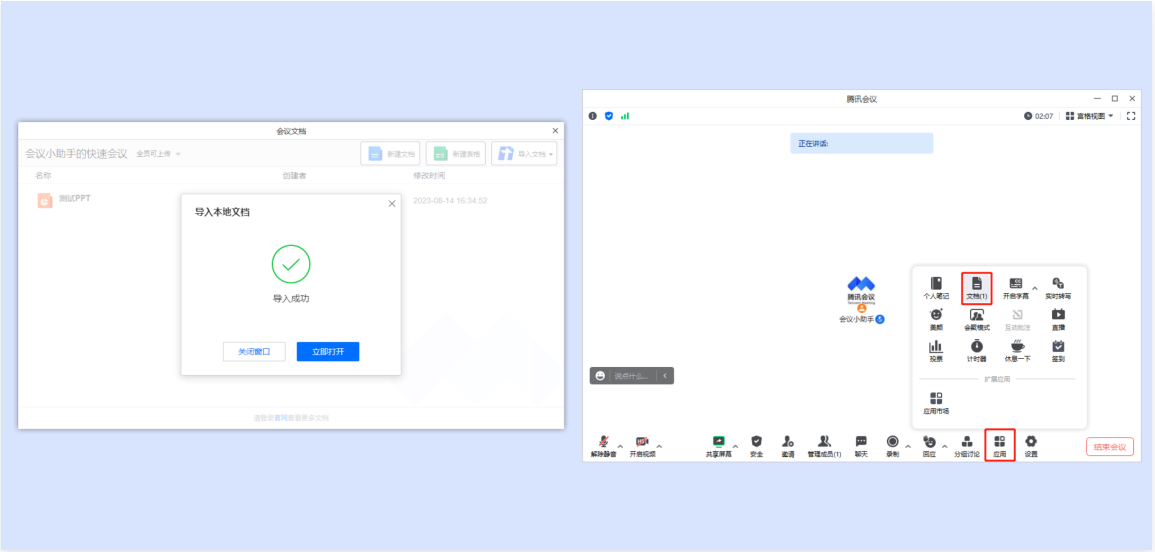
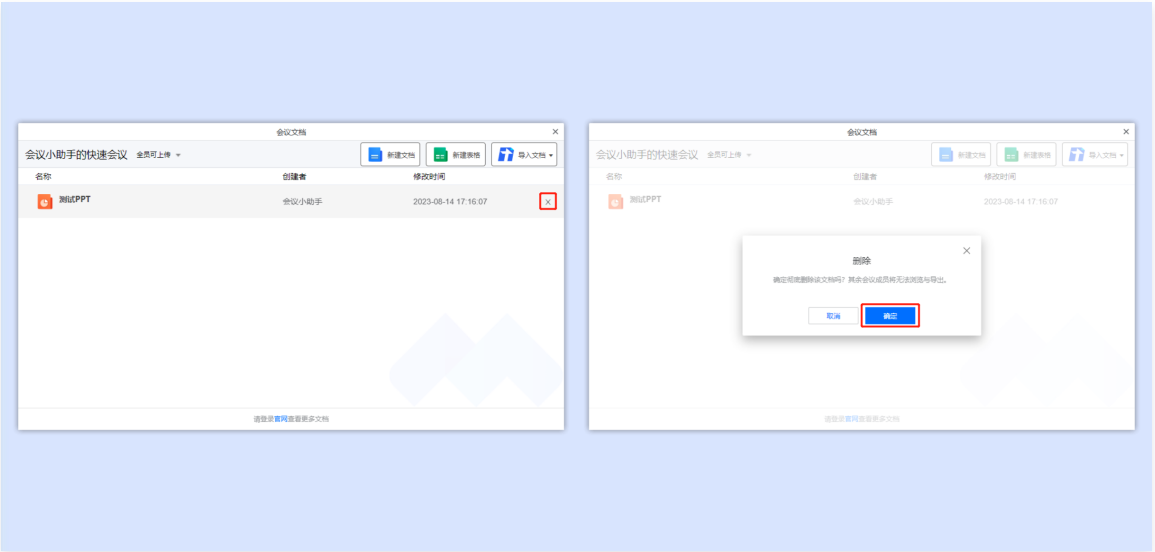
- After uploading, the documents will be displayed in the **Meeting Document List**, with the number of uploaded documents shown next to **Application** and **Document**.



- You can also select a document and click **X** and **Confirm** to delete it. After deletion, other meeting members will not be able to view or export it.



- When upload permissions are set to **All Employees Can Upload**, participants can click **Application** on the bottom toolbar, then **Document**, and select the documents to be uploaded. Multiple document uploads are supported, and participants can delete their own uploaded documents.

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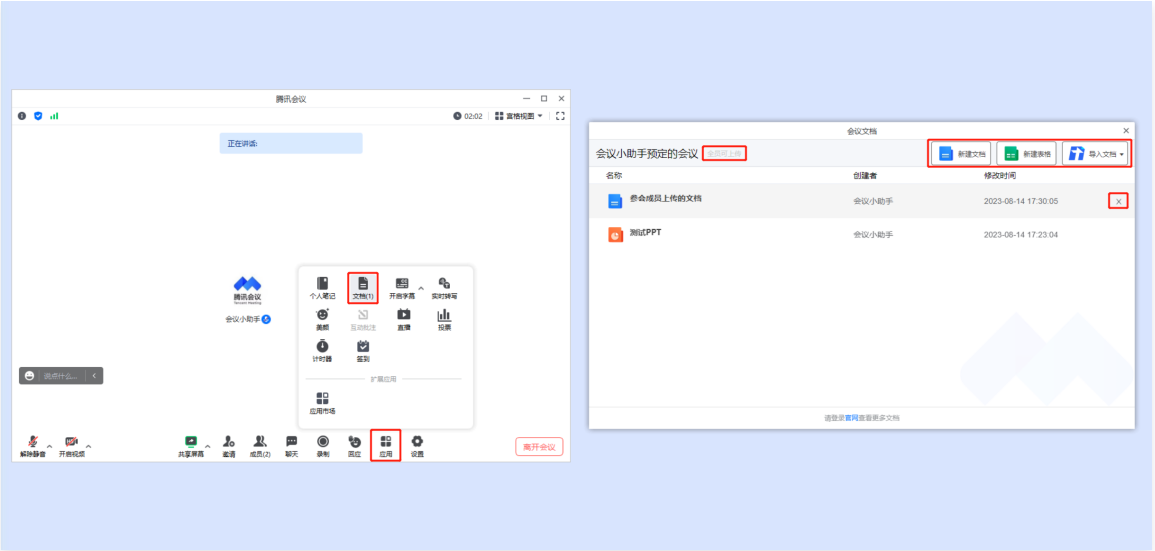
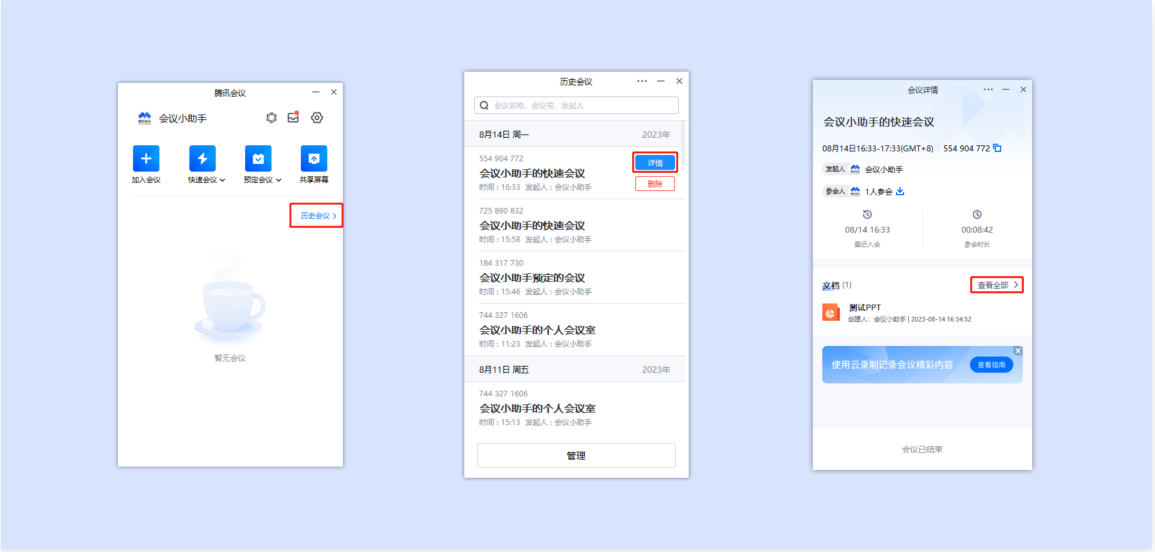
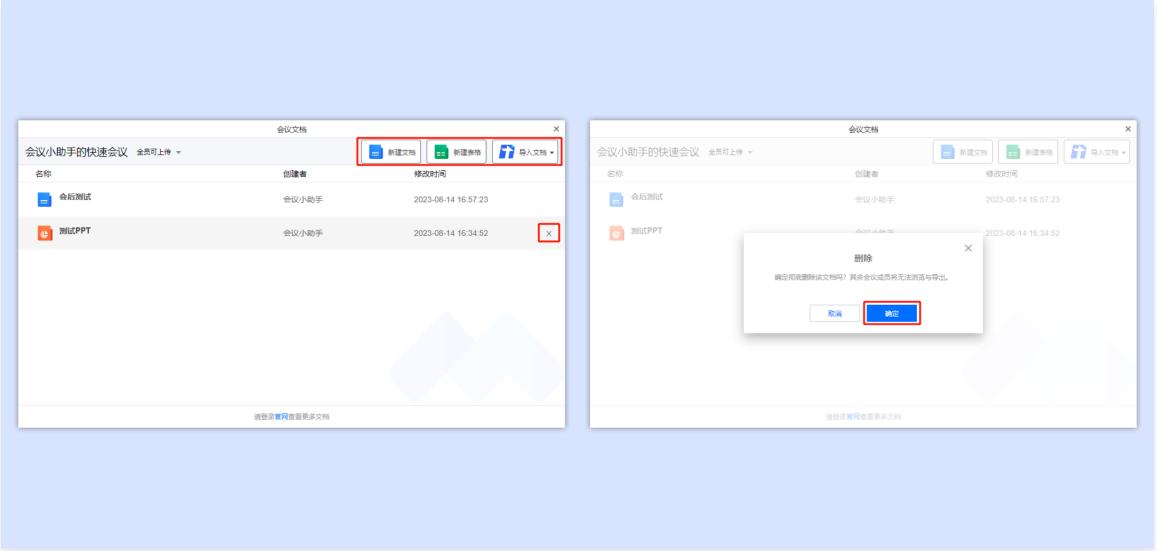


Post-meeting Upload

- The meeting creator can still click **Historical Meetings** on the main interface of the client, choose the meeting, click **Details**, and then click **View All** in Documents.



- Continue to upload documents in the meeting document list and delete uploaded documents.



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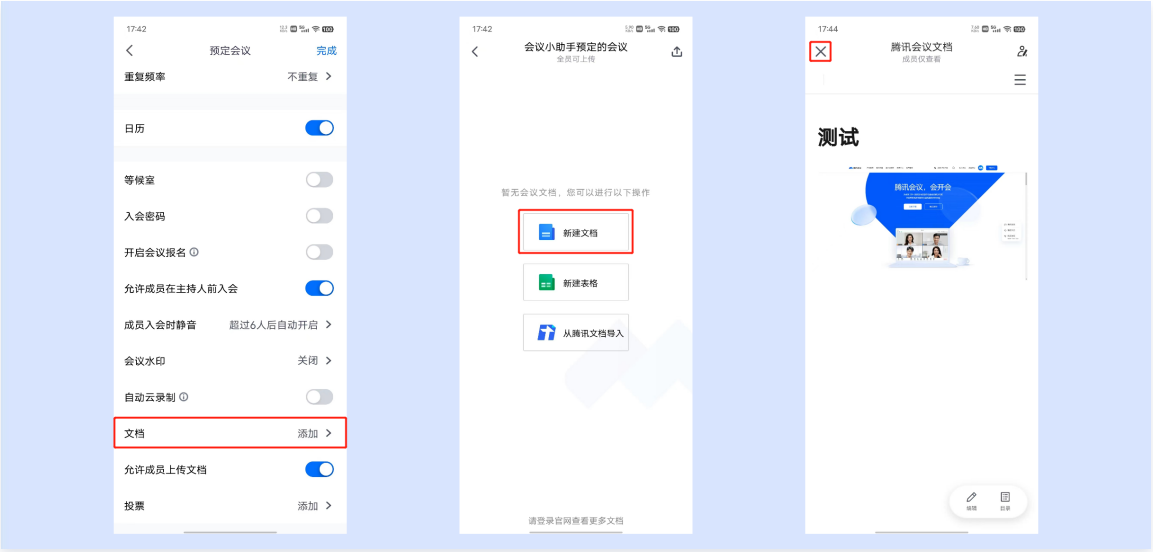
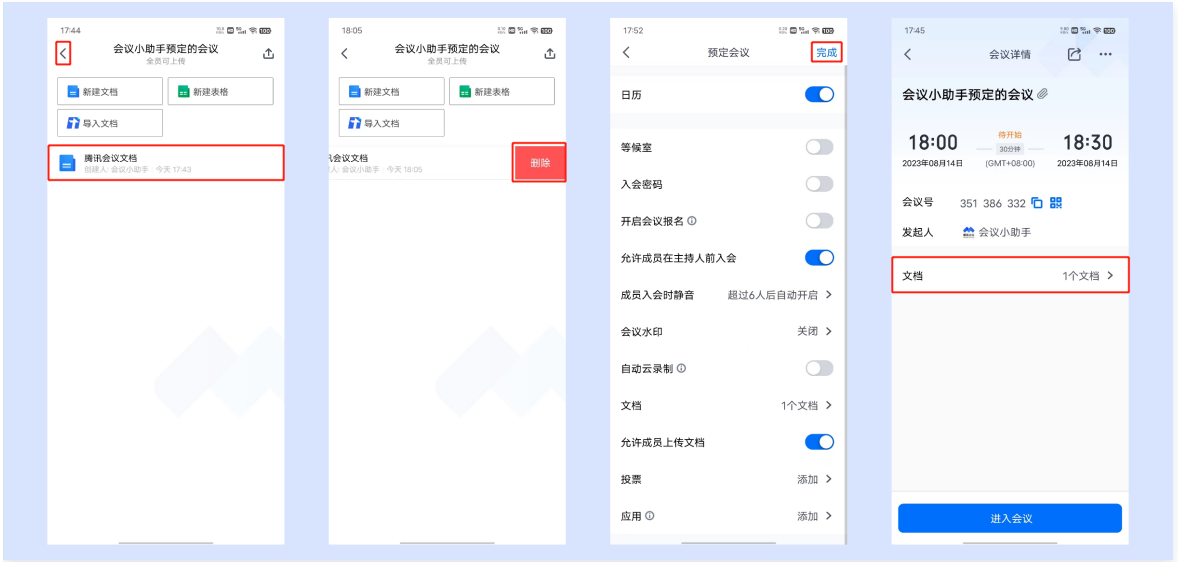
Android/iOS

Pre-meeting Upload

- The meeting creator can click **Documents** on the scheduled meeting interface and select the documents to be uploaded by clicking **Add**. Multiple documents can be uploaded. Click the top-left **X** to return to the document list. (Only online documents are supported)



- After uploading, the documents will be displayed in the document list. Long press the document and slide left to delete it. Once deleted, other meeting members will not be able to view or export it.
- In the document list page, click on the < icon >. To book a meeting, click **Finish** on the booking page, and synchronize the document upload status on the meeting details page.



In-meeting Upload

- During the meeting, the host can click **More** in the bottom toolbar, then click **Documents**. Select the documents to be uploaded, supporting multiple uploads. Click the top-left **X** to return to the document list. (Only online documents are supported)

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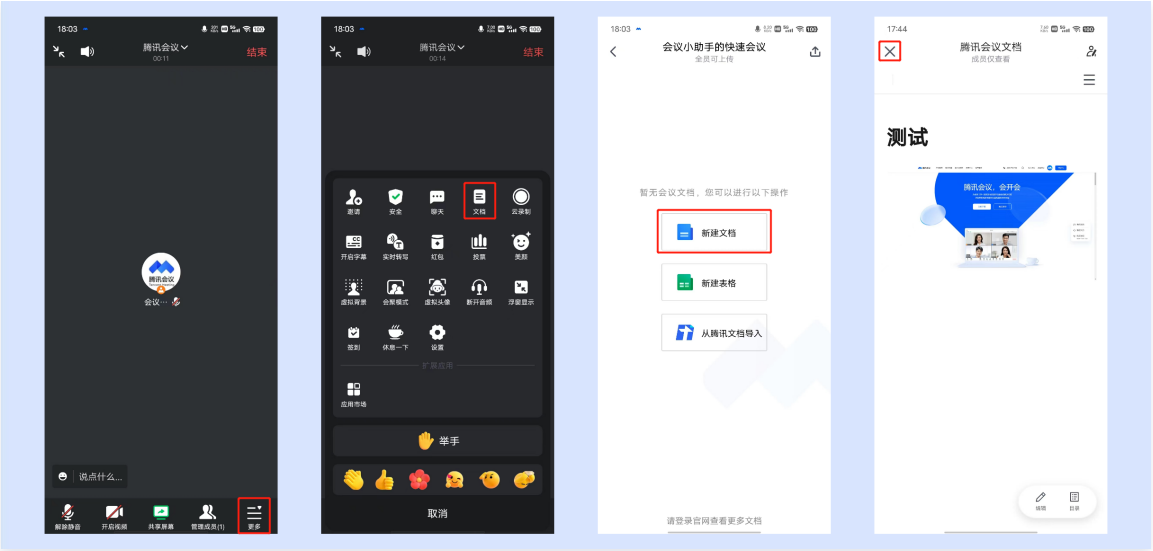
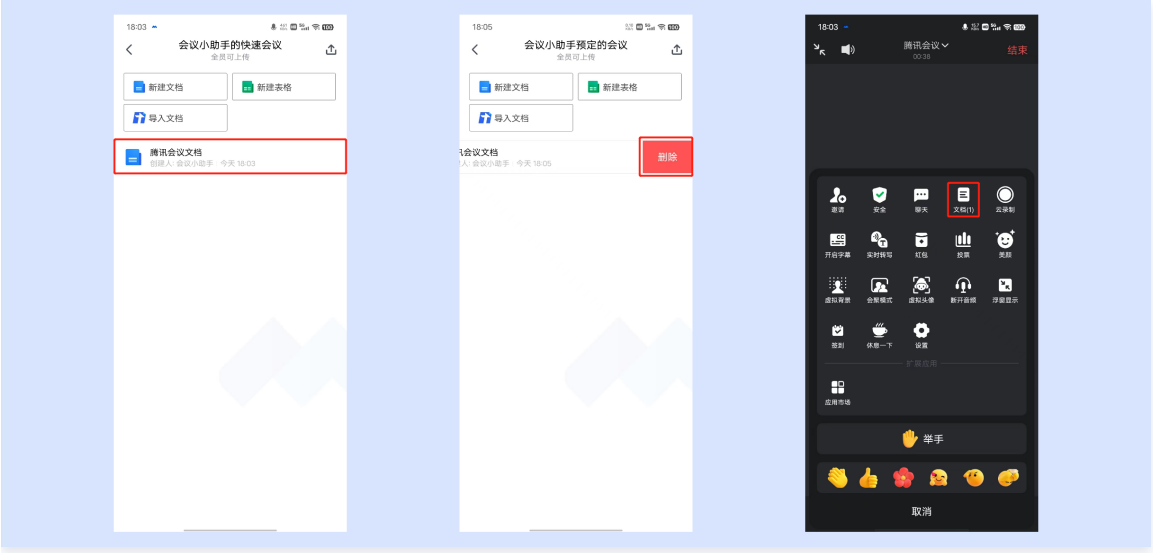


- After uploading, the documents will be displayed in the document list. Long press the document and slide left to delete it. Once deleted, other meeting members will not be able to view or export it.
- The number of uploaded articles is displayed synchronously beside **Applications**>**Documents**.



- When the document upload permission is set to **Everyone can upload**, participants can click **More** in the bottom toolbar, then click **Documents**. Select the documents to be uploaded, supporting multiple uploads, and the participant can delete the documents they uploaded.

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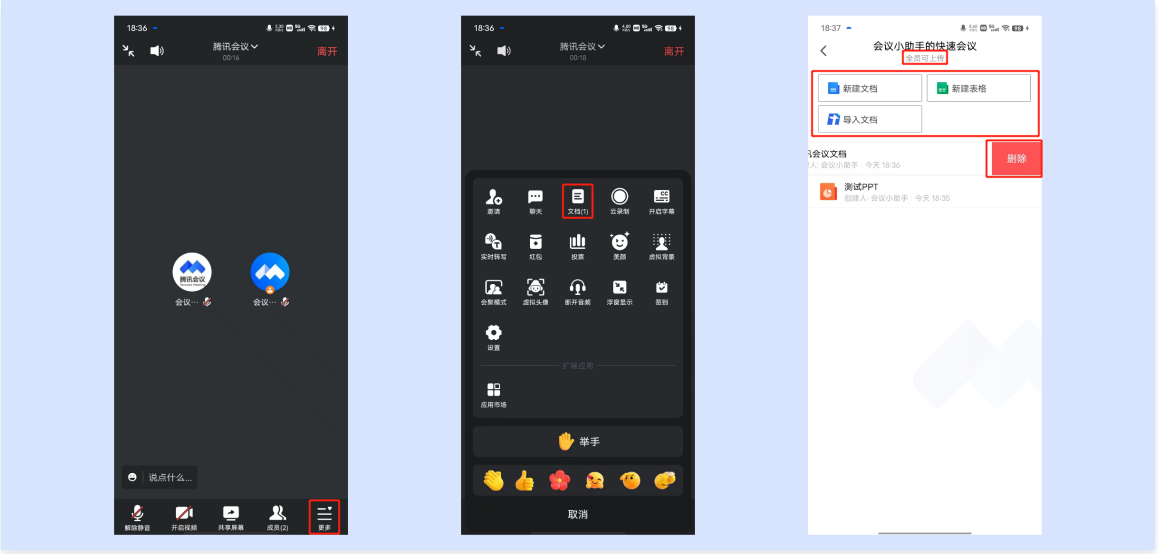
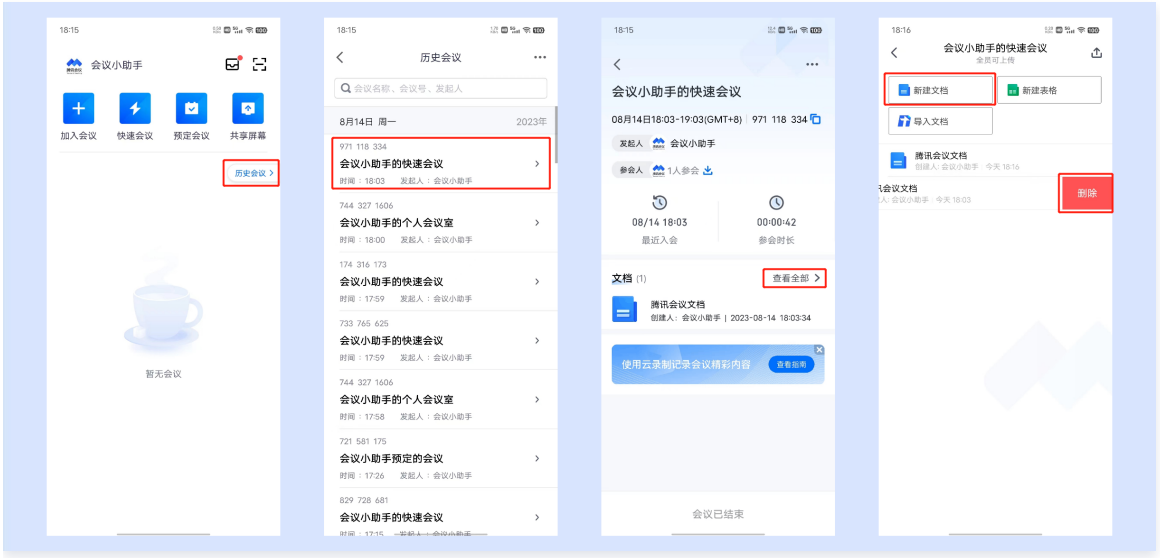


Post-meeting Upload

After the meeting, the meeting creator can still click **Historical Meetings** in the app's main interface, select the meeting, then click **View All** in Documents. Continue uploading or deleting previously uploaded documents in the meeting document list.



How to export documents

Windows/macOS

Pre-meeting Export

Before the meeting, click the corresponding meeting in the conference list on the client’s main interface. Click **Documents** in the meeting details page, then click the documents to be exported.

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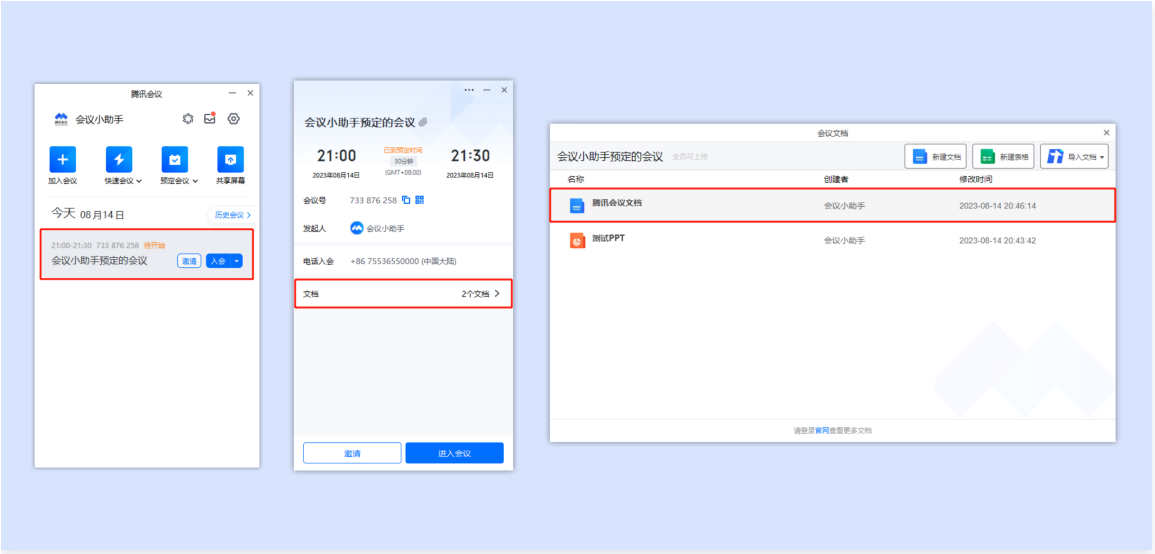
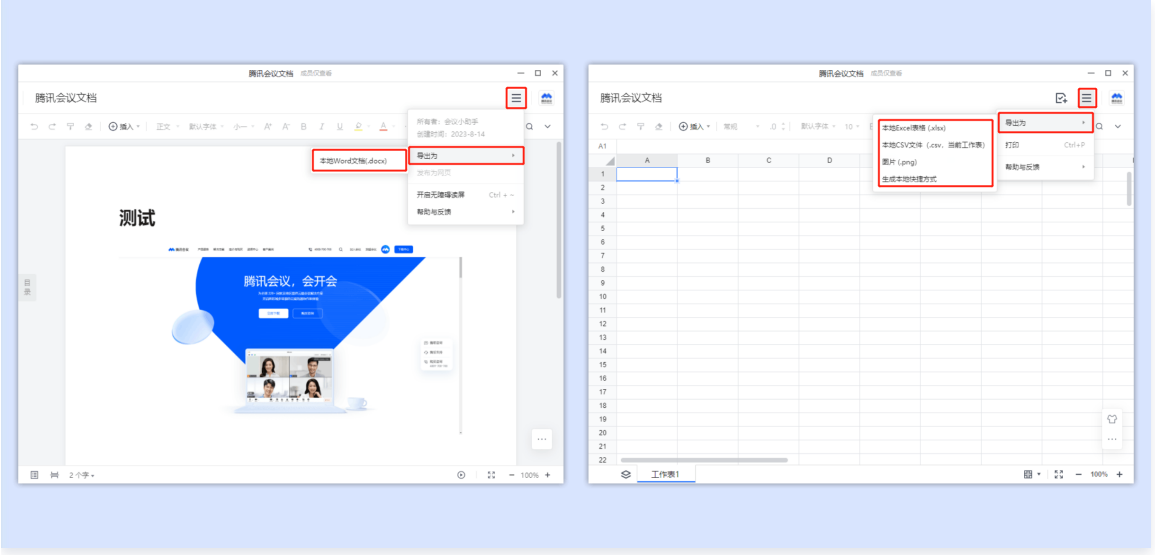
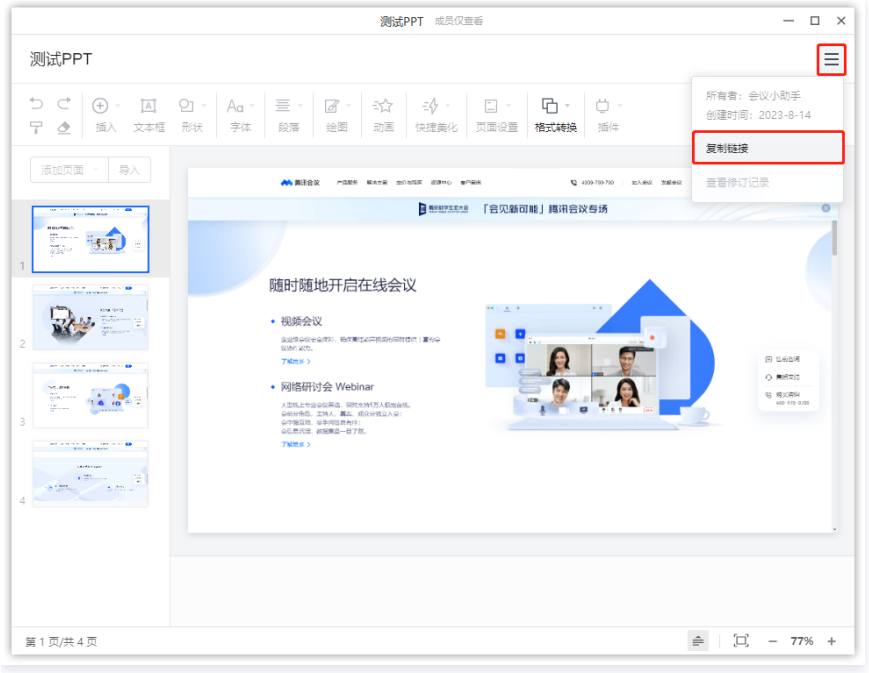


In the document details page, click the top-right **More** icon. Online documents support exporting to local format files.



Local documents only support **Copy Link** for manual browsing and viewing.



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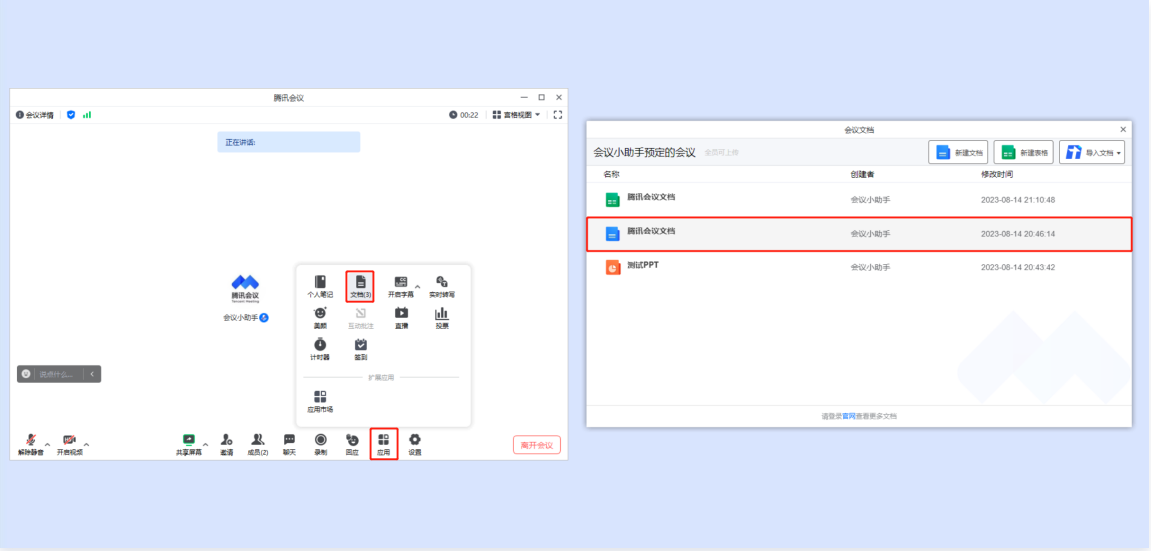
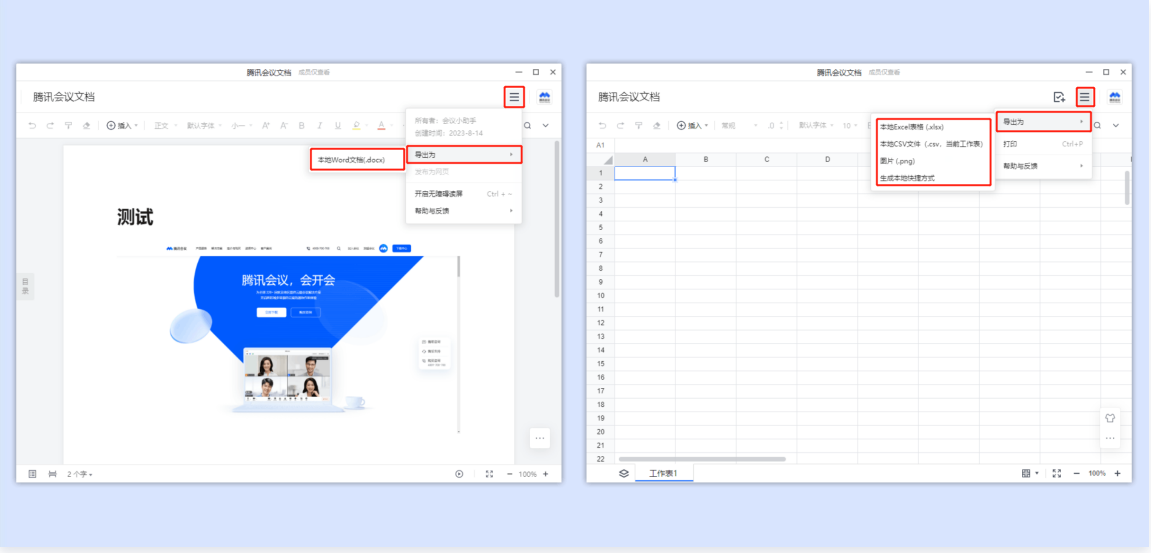
Export during the meeting

During the meeting, click **Applications** in the bottom toolbar, then click **Documents**, and click the documents to be exported.



On the document details page, click the **More** icon in the upper right corner > select Export Document. Online documents support exporting to the corresponding local format file.



Local documents only support **Copy Link** for manual browsing and viewing.

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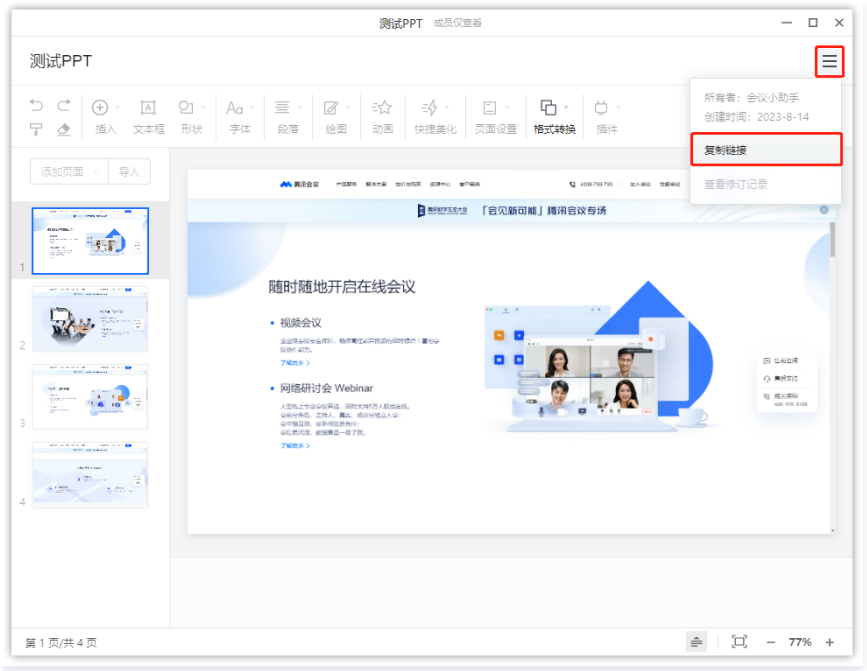
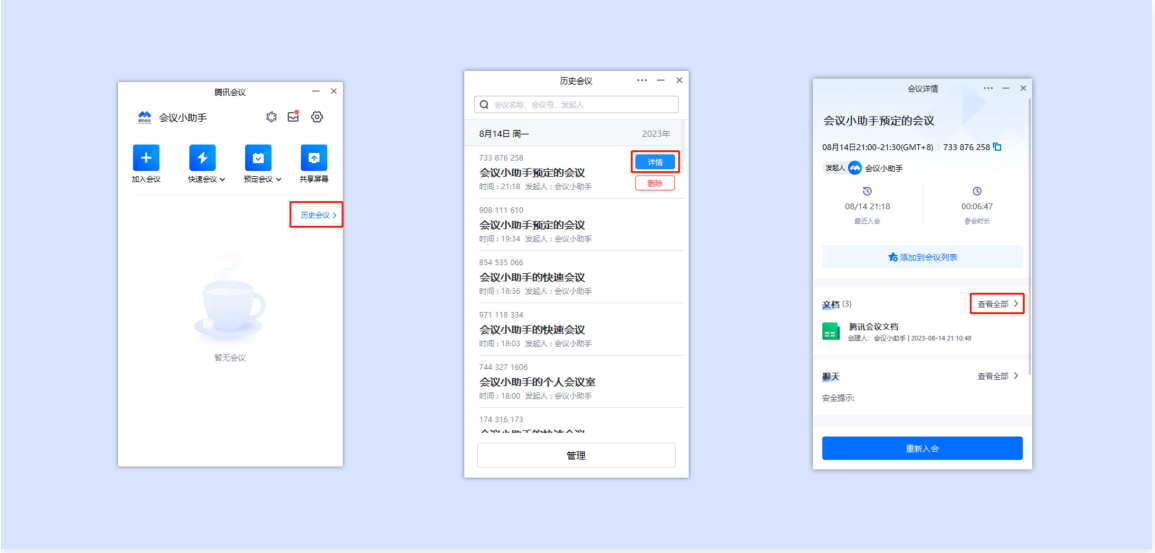


Post-meeting Export

After the meeting, click the client homepage **Past Meetings**> select the meeting > click **Details** > click Documents **View All**.



In the meeting document list, click the document to be exported.
On the document details page, click the **More** icon in the upper right corner. Local documents only support **Copy Link** for manual browsing and viewing.

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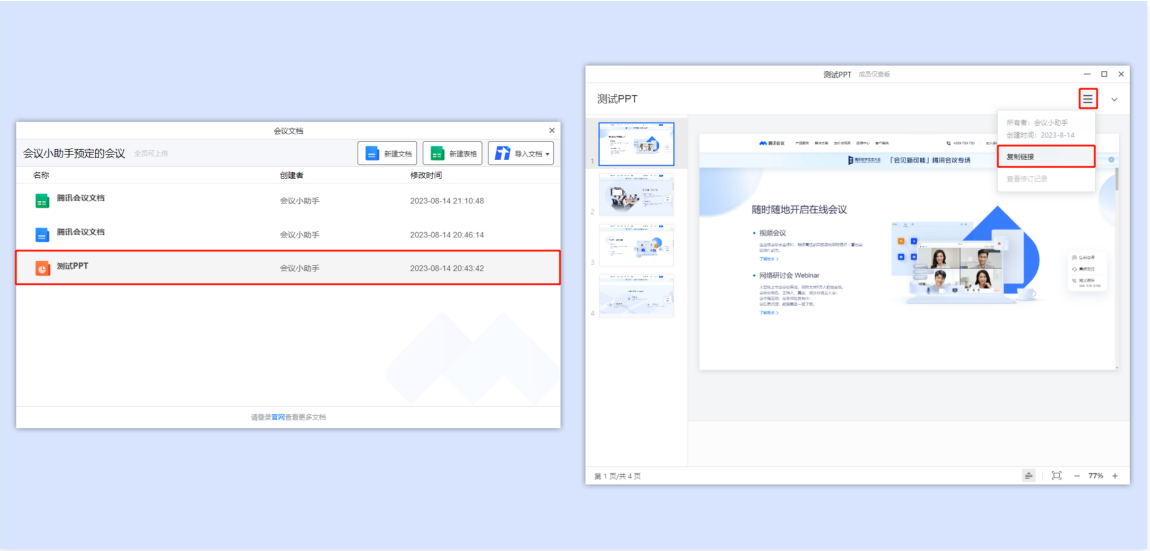
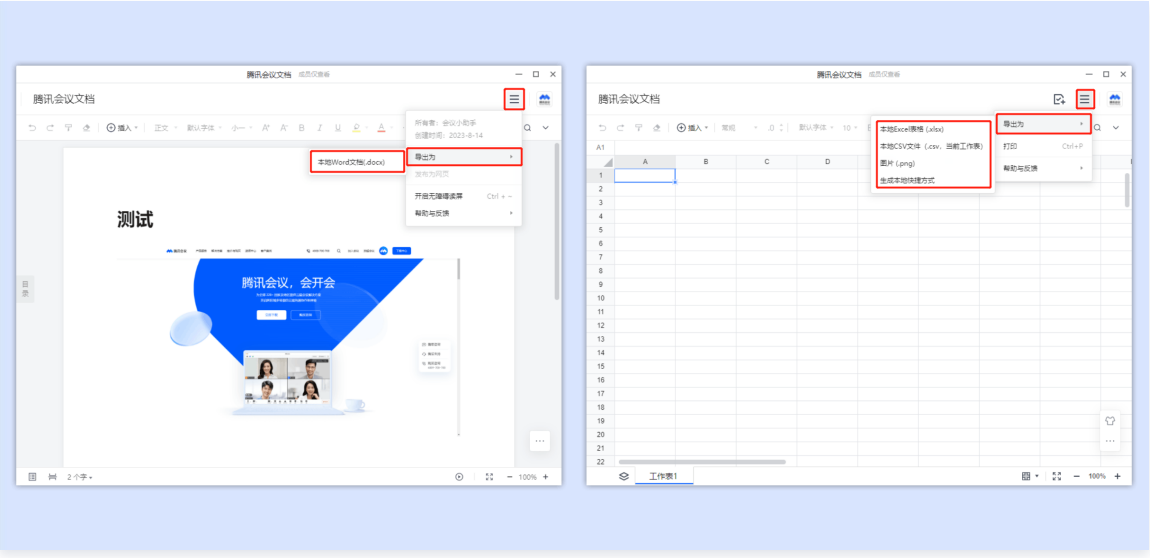


Online documents support selecting to export to the corresponding local format file.



Android/iOS

Pre-meeting Export

Before the meeting, in the App homepage meeting list, click the corresponding meeting. On the meeting details page, click **Document** > click the document to be exported.

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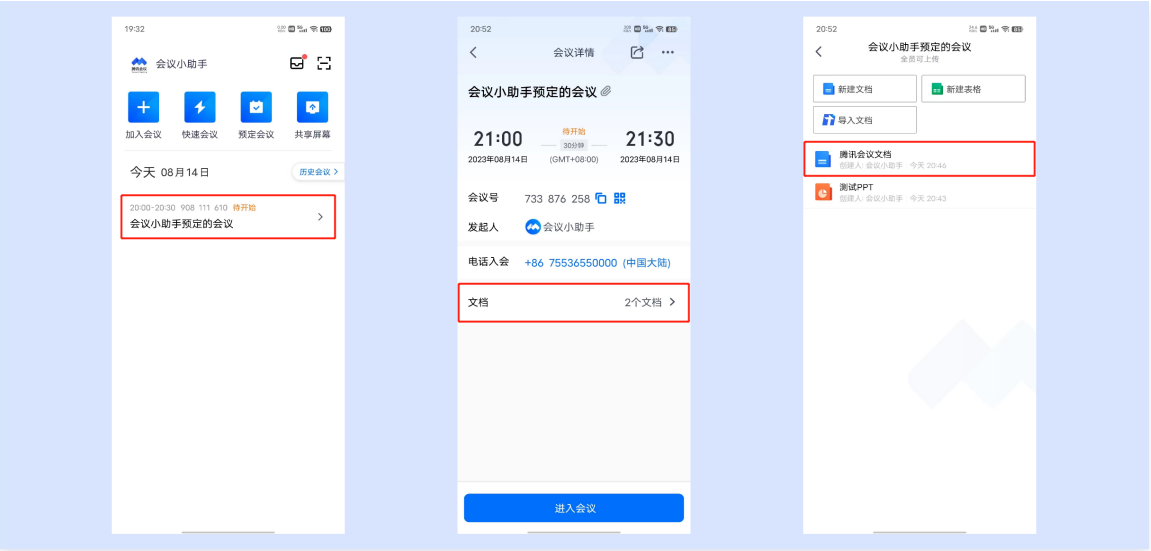
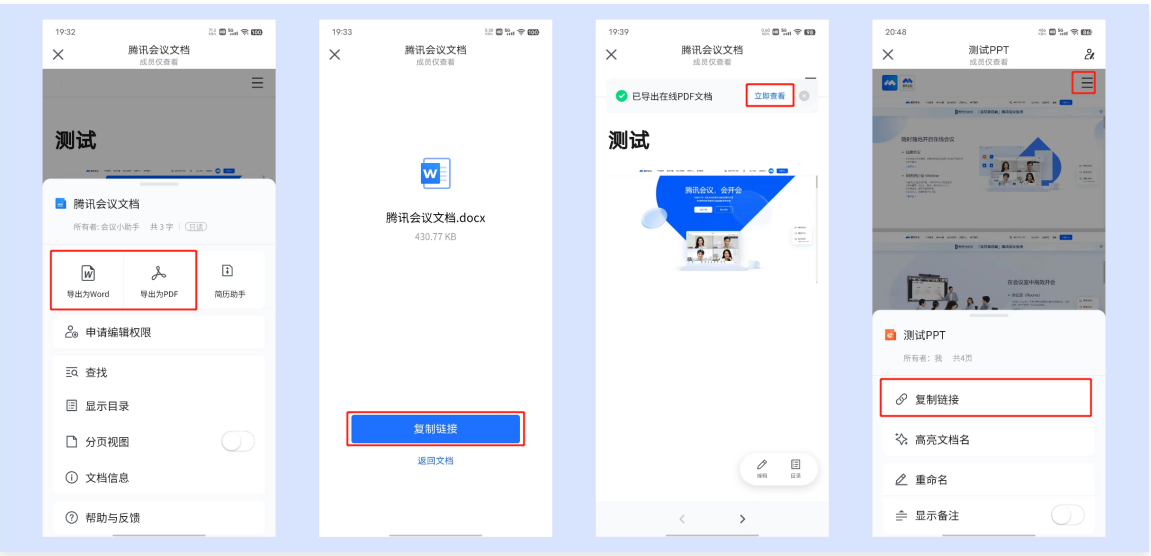
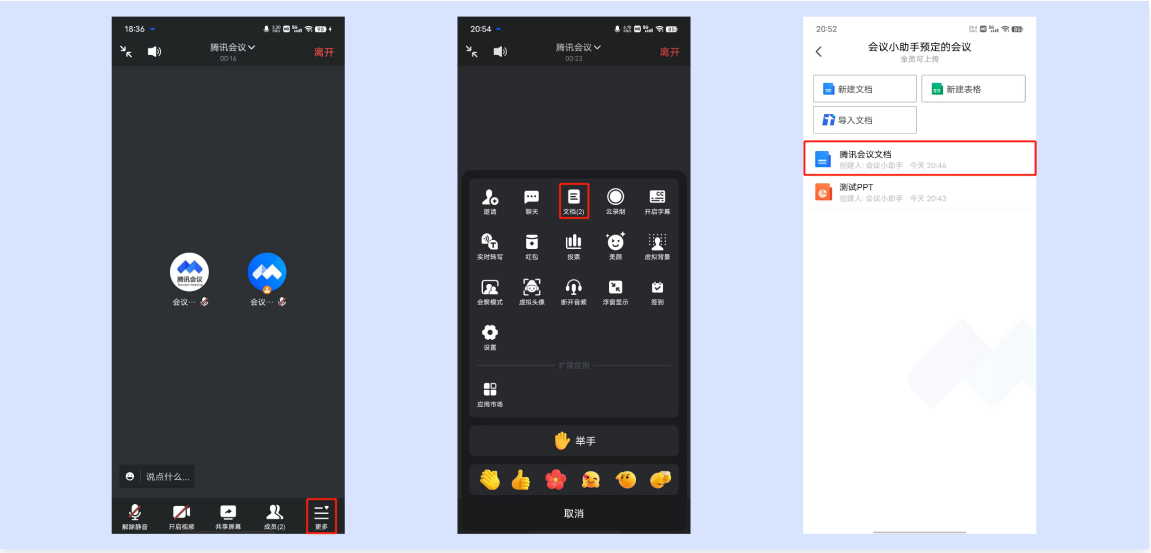


- On the document detail page, click the **More** icon in the top right corner. Online documents support exporting as **Word/PDF**. Follow the prompts for the selected export format to view.
- Local documents only support **Copy Link** for manual browsing and viewing.



Export during the meeting

During the meeting, you can click the bottom toolbar **More** > **Document** > click the document to be exported.



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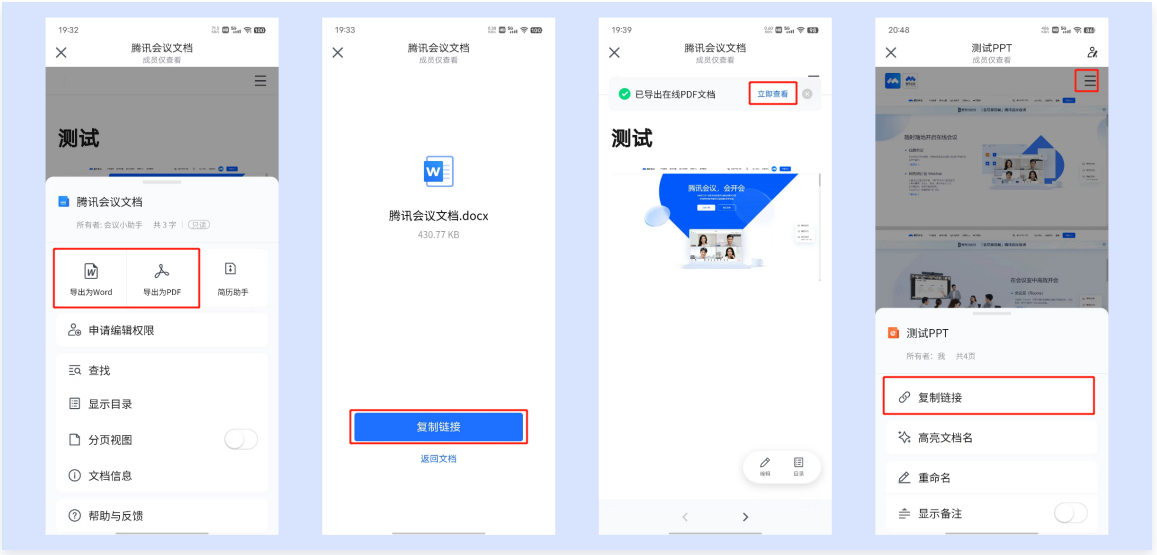
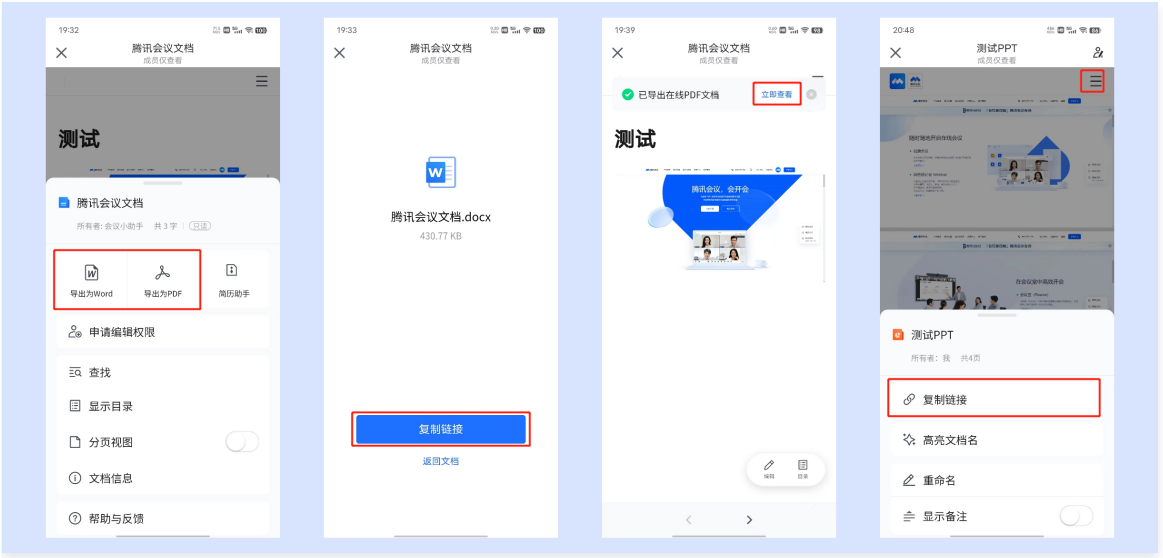
- On the document detail page, click the **More** icon in the top right corner > Online documents support exporting as **Word/PDF**. Follow the prompts for the selected export format to view.
- Local documents only support the option to **copy the link** for searching and viewing on your own.



Post-meeting Export

- After the meeting, you can click the **History Meeting** on the App's main interface > Select the meeting > click on the document **View All** > click on the document you wish to export.
- On the document detail page, click the **More** icon in the top right corner. Online documents support exporting as **Word/PDF**. Follow the prompts for the selected export format to view.
- Local documents only support **Copy Link** for manual browsing and viewing.



Notes

- Documents support importing six major file formats: PDF, Excel, Word, PPT, TXT, and Online Document.

> **Note**
> Currently, only Windows/macOS supports uploading PDF format files. iOS/Android does not support this feature temporarily.

- A single Word or Excel file supports up to 20 MB, and PDF supports up to 50 MB.
- A maximum of 99 documents can be uploaded in one meeting.

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- Meetings started with a personal meeting ID do not support the document feature.
- Hosts/members can upload local files to the meeting, and local files will be automatically converted to online documents.
- If a member's upload is not completed and the host disables the upload permission for everyone, the upload will fail.
- Tencent Meeting supports two import methods: importing from Tencent Docs and local import. Document information is not synced after importing.
- You can import up to 10 documents at a time from Tencent Docs.
- Mobile devices can't import local documents; they can only import documents associated with Tencent Docs.

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Personal Notes

Last updated：2024-08-27 16:02:10

Overview

Tencent Meeting supports users in recording important information during meetings via text, quickly capturing shared screen content, and reviewing notes after the meeting. Personal note editing is visible to the user only.

Prerequisites

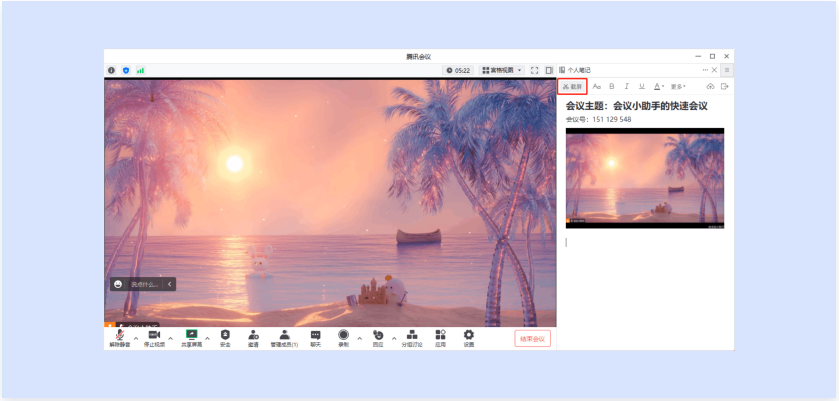
- Editing notes is only supported on the desktop terminal. The mobile terminal supports post-meeting review.
- **Log in to users**: Free Version, Membership, Business Edition, Enterprise Edition.
- **Hardware Requirements**: Windows 7 or later, macOS 10.11 or later.

Usage

During a desktop meeting, click **Applications > Personal Notes** in the bottom toolbar to open the personal notes sidebar for text editing. Users can also pop out the notes window from the sidebar to edit in an independent window.



- **Screenshot**: During a desktop meeting, users can quickly use the screenshot feature in notes to capture shared screen content and add it to notes to quickly record key points of the meeting.



- **Disable Note Screenshot**: During the meeting, the host can go to **Security** > **Set Meeting Watermark** > and check **Disable Note Screenshot** to restrict all members from capturing the meeting screen, ensuring meeting privacy and security.

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- **Review Notes:**
  - Notes created during a meeting can be accessed by clicking **Avatar** to enter the personal profile page, where all notes can be found under **My Notes** for post-meeting editing and review.



  - You can also find the notes on the specified meeting details page in the meeting history.



- **Export Notes:** Created notes can be exported as PDF, Image, or Word documents, and the exported files can be shared with other members.



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Viewing Post-meeting Documents

Last updated：2024-08-27 16:03:15

Description of the Feature

After the meeting ends, the documents are stored in the client and desktop terminals for viewing at any time.

Prerequisites

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **log in to device:** Windows/macOS/iOS/Android.

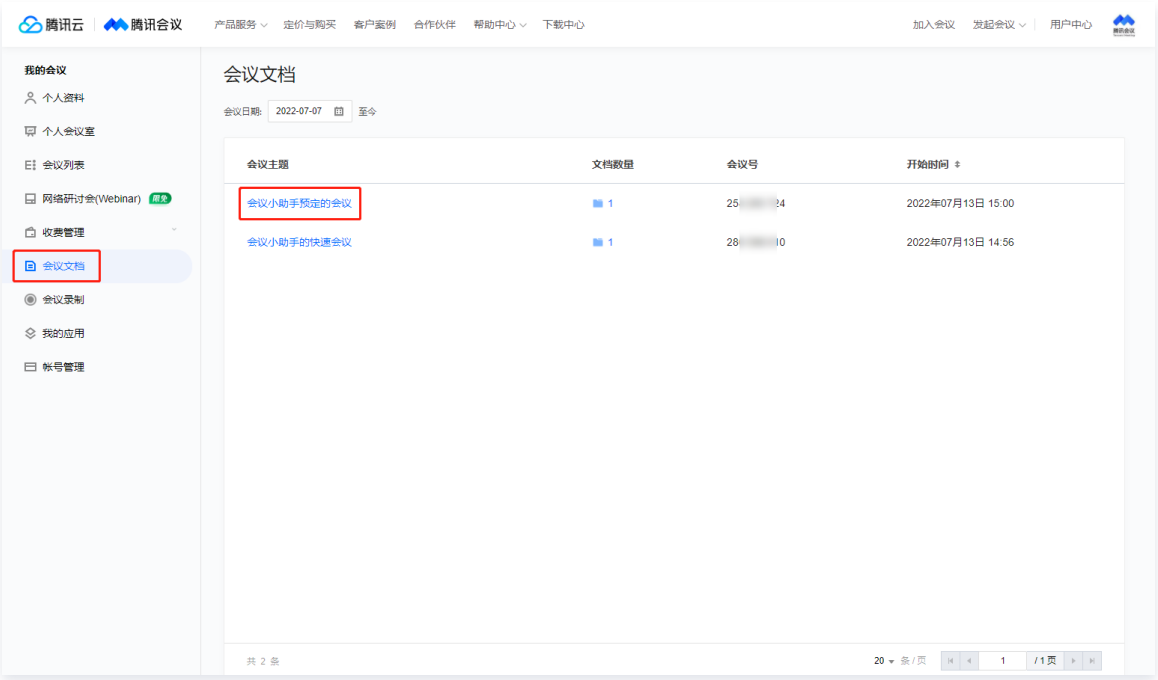
Note:

- If post-meeting documents are not manually deleted by the user, the system will retain them for 30 days before deleting them.
- After leaving the meeting, only the host and invited members can see the meeting details on the main panel and click to open the meeting details page and document window within the same day. After that, the host, invited members, and logged-in members can view the meeting documents on the Web.

How to view meeting documents?

Web

1. Log in to Tencent Meeting Official Website > **User Center**.
2. Click the left menu bar **Meeting Documents** and click the **Meeting Topic** you want to view.



3. Click the document **Name** to view the post-meeting documents.

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Client

1. On the desktop and mobile main interfaces, click **Past Meetings**.
2. Click the meeting you want to view and click **View Details**.
3. In the document bar, click **View All** to see all stored documents for the current meeting.



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AI Assistant

Last updated：2024-08-27 16:03:46

Description of the Feature

Tencent Meeting introduces an AI Assistant that covers the entire meeting process. Through simple and natural commands, it performs complex tasks such as information extraction, content analysis, and intelligent reminders, improving meeting and information flow efficiency.

> **Note:**
> Please rest assured, Tencent Meeting will not associate meeting data with your personal information nor use it for model training or algorithm optimization. For more details, please see the Privacy Policy.

Conditions of Use

- **Log in to user**: Member, Business Edition, and Enterprise Edition users.
- **Version Requirements**: Client version 3.21 or later.
- **System Requirements**: Windows/macOS/Android/iOS.

How to activate AI Assistant during meetings

Windows/macOS

1. During the meeting, the host can click the bottom toolbar **AI Assistant** > select the question permissions for members in the sidebar > click **Start Using**. Members with the proper permissions can then use the AI Assistant.
   - **All members can ask questions about the entire meeting content**: All members can ask questions about content before and after the meeting.
   - **All members can ask questions about content during the meeting**: All members can ask questions only about content after the meeting.
   - **Only the host can ask questions**: Only the host can ask questions. Other members cannot ask questions during the meeting.



2. Once the AI Assistant is activated, you can enter questions you need the AI Assistant to answer or process.

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Android/iOS

During the meeting, the host can click the bottom toolbar **More** > **AI Assistant** > select the question permissions for members > click **Start Using**. Members with the proper permissions can then use the AI Assistant.

- **All members can ask questions about the entire meeting content**: All members can ask questions about content before and after the meeting.
- **All members can ask questions about content during the meeting**: All members can ask questions only about content after the meeting.
- **Only the host can ask questions**: Only the host can ask questions. Other members cannot ask questions during the meeting.



Tasks that the AI Assistant can perform during the meeting

Windows/macOS

Intelligent Reminders feature

1. If you need to handle other emergent matters during the meeting, you can click **Remind** in the AI Assistant chat interface.

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2. Enable **Intelligent Reminders**, and you can use the AI Assistant to set up three types of reminder events: **When someone mentions me**, **When the meeting mentions the following keywords**, **When the following members speak**. After setting up, click **Save** to take effect.



3. When the above events occur, the assistant will send reminders in a timely manner, ensuring you don't miss any important information. The reminders are visible to you only. (Example: Mac Reminders)

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Emergent Review During the Meeting

During long project meetings, staying focused is a major challenge. A slight distraction can cause you to miss key decision points. With the AI Assistant, you don't have to worry about missing critical information due to a lapse in attention. Send the **What was said in the past 5 minutes** command, and the AI Assistant will immediately review the meeting content of the last 5 minutes, allowing you to keep up with the meeting's progress and participate in discussions efficiently.



Summarize Meeting Content

In fast-paced discussions, it is often difficult to organize meeting minutes promptly while maintaining agile output of thoughts and opinions. Therefore, it usually requires a lot of time and effort after the meeting. After your speech, you can send the **Summarize the meeting** command to the AI Assistant to extract the current discussion content in real time, allowing you to view the key points at any time.

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No Worries About Joining Late

Even if you join the meeting late, send the **Summarize the meeting content before I joined** command, and the AI Assistant will retrieve the meeting content prior to your joining, making it easy for you to catch up with the meeting process.



Personalized Minutes Summary

You can unlock the feature to use the assistant to summarize the speech content of designated speakers during the meeting. For example, by sending the **Summarize Xiao Liu's points** command, you can specifically grasp all the content mentioned by the participant Xiao Liu that you care about.

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Android/iOS

Intelligent Reminders feature

1. If you need to handle other emergent matters during the meeting, you can click **Remind** in the AI Assistant chat interface to enable **Intelligent Reminders**.
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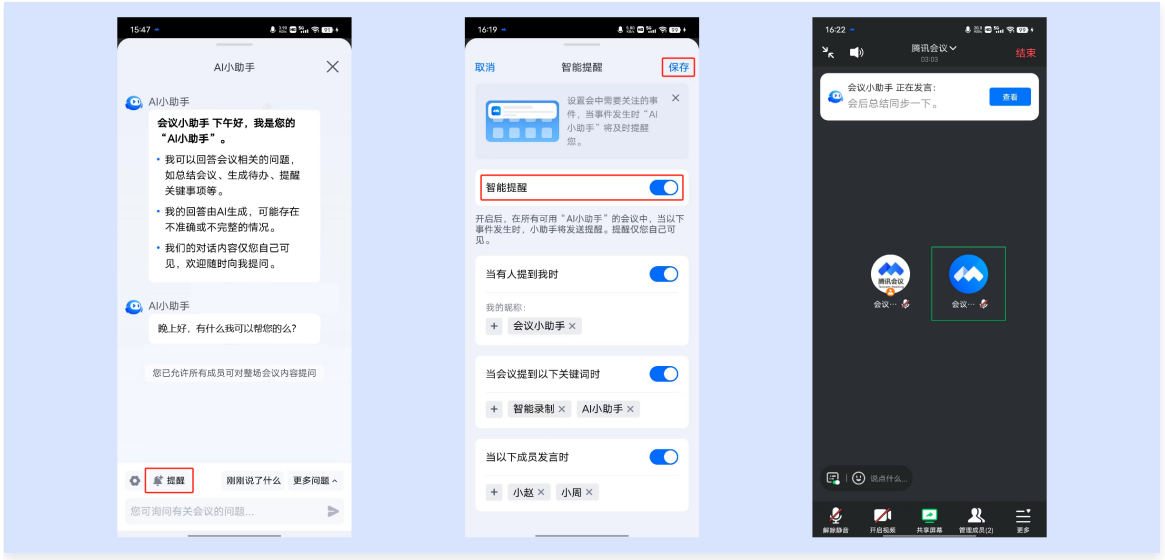
3. When the above events occur, the assistant will send timely reminders to ensure you don't miss any important information. The reminders are visible to you only.



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Post-meeting use of the AI Assistant

If you need to use the AI Assistant after the meeting, you need to enable cloud recording during the meeting. The assistant can help you draft meeting minutes, review key points, and organize to-dos lists.

1. You can go to the details page of the corresponding recording, click the right sidebar on the page **AI Assistant**, and the AI Assistant window will open.

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2. Enter the questions or commands that need processing in the AI Assistant window, and the AI Assistant can answer questions based on the transcription of the cloud recording.



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Audio and Video Management
Recording Management
Using Cloud Recording

Last updated：2024-08-27 16:06:16

Description of the Feature

Free Version, Membership, Business Edition, and Enterprise Edition users can all experience the cloud recording feature and save it in the Web Personal Center. Your videos and screen sharing during the meeting will be fully preserved.

Applicable Scenario

- Remote Office: Meeting Archiving, Meeting Recording, File Sharing.
- Online Training: Store and Edit Training Videos.
- Corporate Training: Store and Share Training Videos.

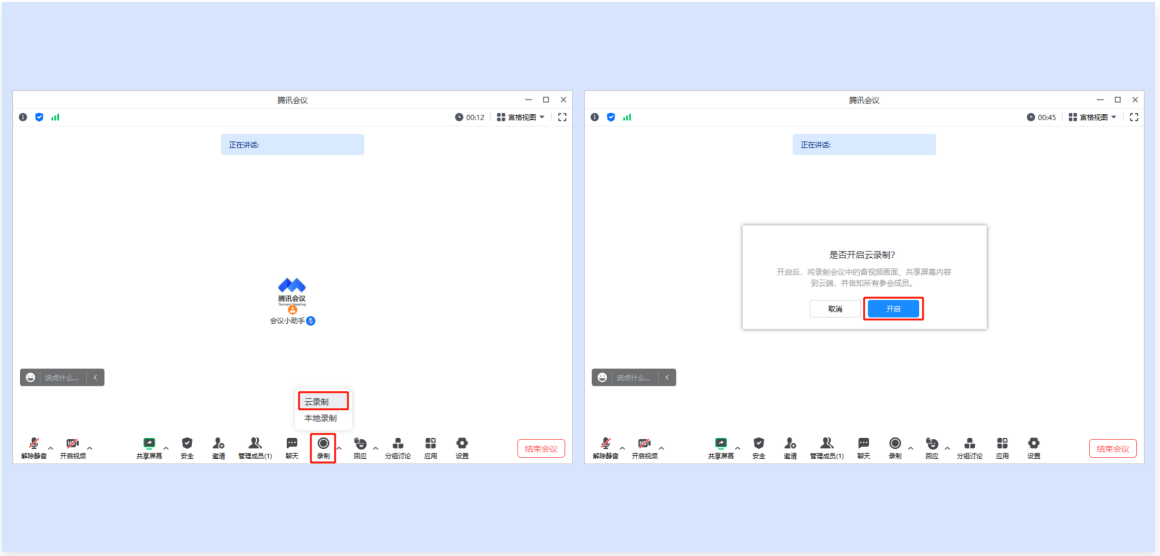
Conditions of Use

- **Log in User:** Free Version, Membership, Business Edition, Enterprise Edition.
- **Version requirements:** Client version 2.2.0 or above.
- **System Requirements:** Windows/macOS/iOS/Android.

Enable Cloud Recording (For Hosts/Co-hosts only)

Windows/macOS

1. During the meeting, the host or co-host clicks the **Recording** button in the toolbar, selects **Cloud Recording**, and clicks **Enable**. If the user is currently unmuted, the recording starts normally.



2. If the user is currently on mute, remind the user **You are on mute**. You can choose to click **Unmute** or **Continue silent recording** to start recording.

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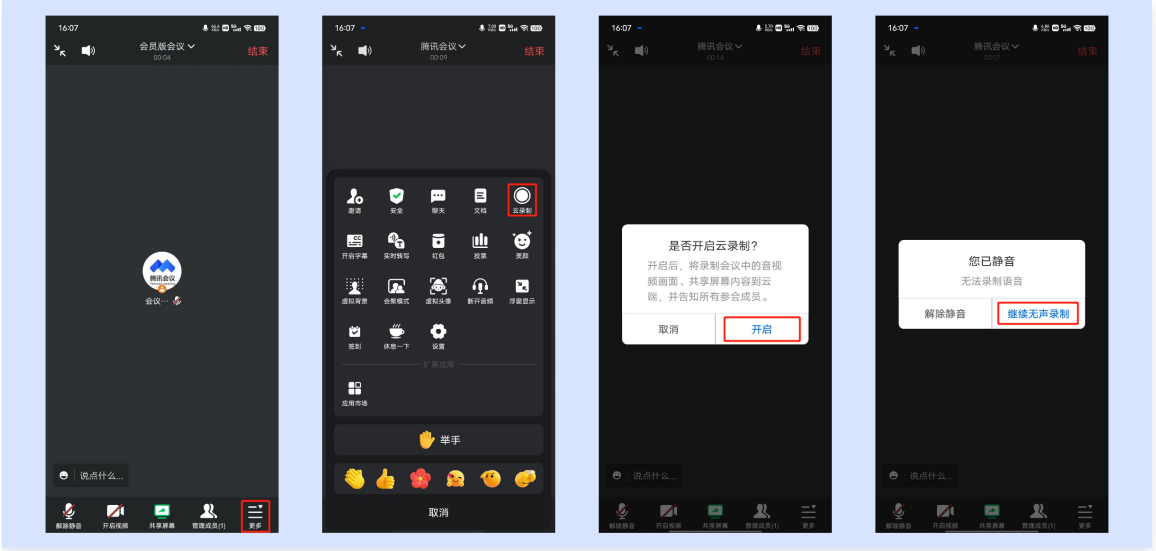
Android/iOS

1. During the meeting, click the **More** button in the toolbar, select **Cloud Recording**, and click **Enable** to begin recording. If the user is unmuted, the recording starts normally.
2. If the user is currently on mute, remind the user **You are on mute**. You can choose to click **Unmute** or **Continue silent recording** to start recording.



Pause/End Cloud Recording

Windows/macOS

1. After starting the recording, the **Recording** button in the toolbar changes to **End Recording**.
2. The recording status is displayed in the upper-left corner of the screen, with control icons for **Pause Recording** and **End Recording**.

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3. Click the triangle icon to the right of the **End Recording** button in the bottom toolbar to open a menu with **Pause Recording** and **End Recording** features.
   - Pause Recording: Click to pause the current recording, and the button changes to **Resume Recording**.
   - Resume Recording: Resumes the recording status.
   - End Recording: Ends and exits the recording status, and a prompt box will pop up **The recorded file will be sent to you through the message center after the meeting ends**. Select **End Recording** to proceed.



4. After the cloud recording ends, a file named after the meeting topic will be generated in the cloud recording space, with each meeting corresponding to a recording folder.

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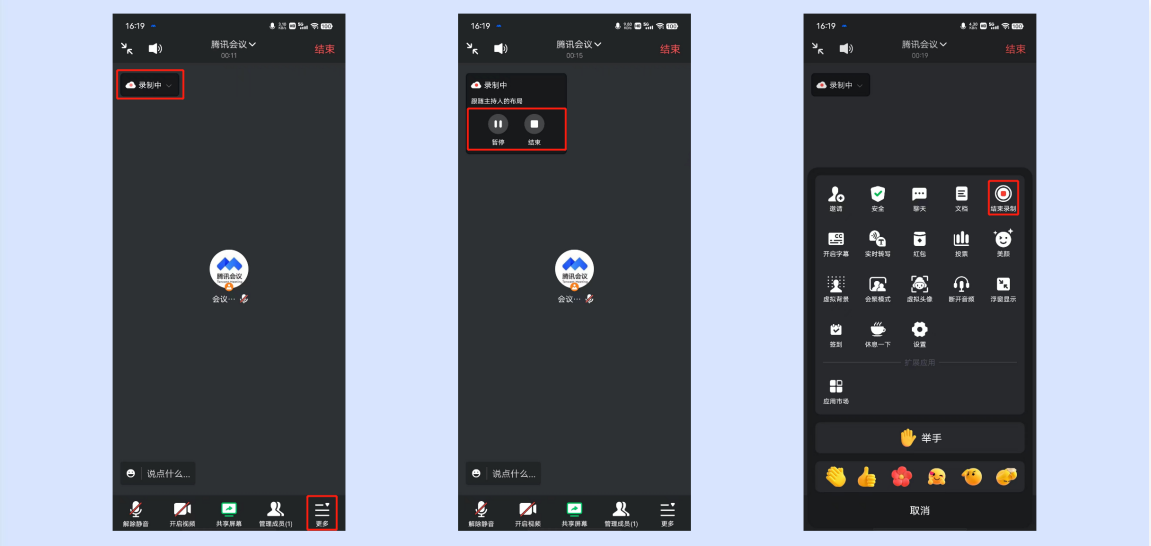
5. If multiple cloud recordings are conducted in one meeting, corresponding cloud recording files will be generated in the cloud recording folder for that meeting.

Android/iOS

1. After enabling recording, **More** will change from **Cloud Recording** to **End Recording**.
2. The recording status is displayed in the upper left corner during the meeting, with control icons for **Pause** and **End**.



3. After the cloud recording ends, a file named after the meeting topic will be generated in the cloud recording space, with each meeting corresponding to a recording folder.
4. If multiple cloud recordings are conducted in one meeting, corresponding cloud recording files will be generated in the cloud recording folder for that meeting.

Members apply to enable cloud recording

Windows/macOS

During the meeting, members can click the bottom toolbar **Record** > **Cloud Recording** > **Send Application** to send a request to the host to enable cloud recording.



- If the host agrees to enable cloud recording, a prompt popup **This meeting is being recorded** will be sent to all members in the meeting, and cloud recording will start simultaneously.
- If the host rejects the cloud recording request, a message **The host has rejected your cloud recording request** will be sent to the applicant.

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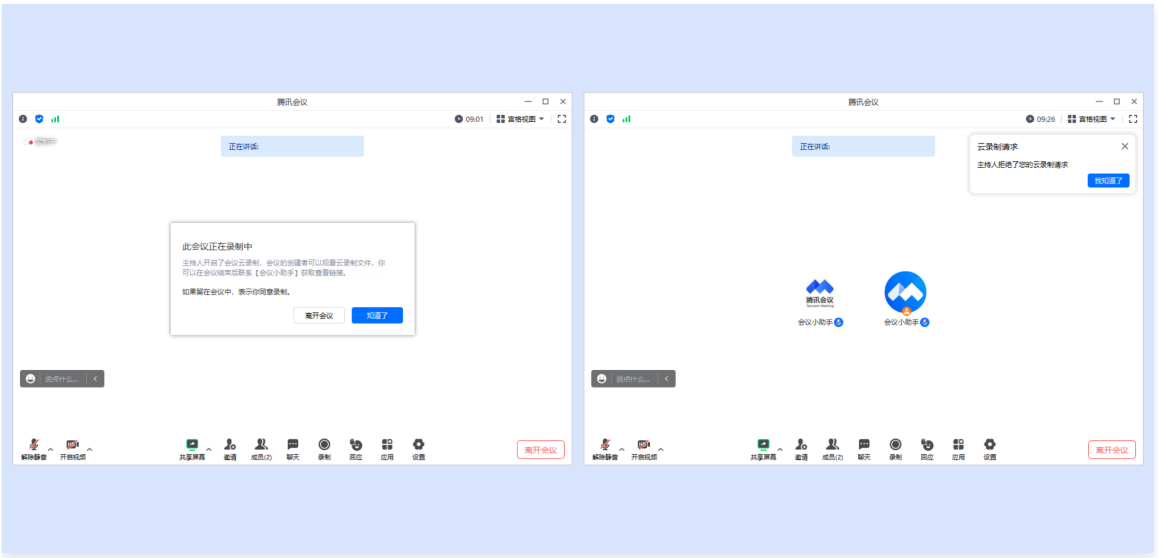
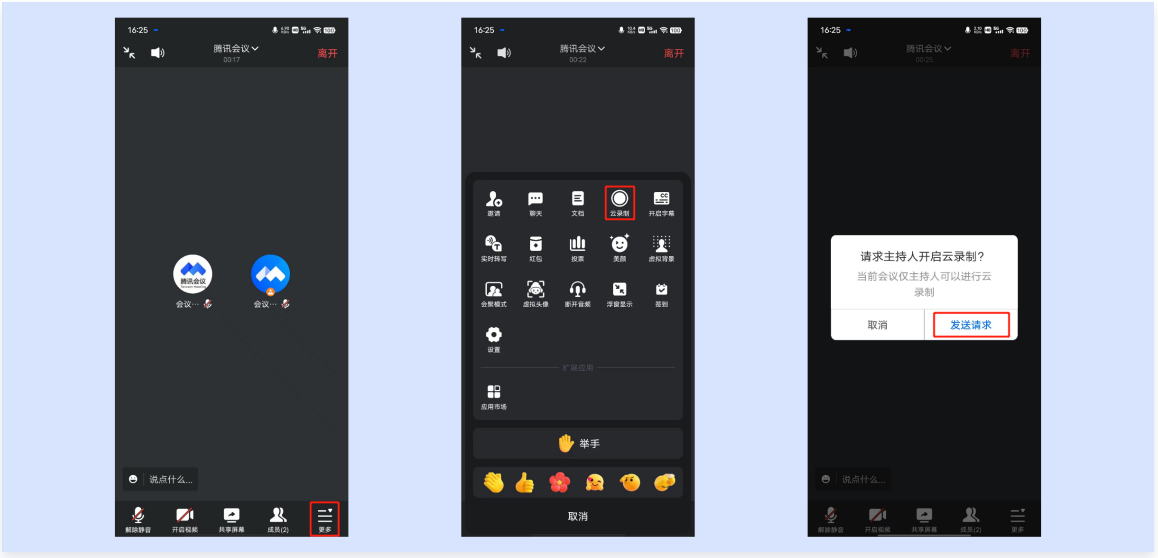


Android/iOS

- During the meeting, members can click the bottom toolbar **More** > **Cloud Recording** > **Send Application** to send a request to the host to enable cloud recording.



- If the host agrees to enable cloud recording, a prompt popup **This meeting is being recorded** will be sent to all members in the meeting, and cloud recording will start simultaneously.
- If the host rejects the cloud recording request, a message **The host has rejected your cloud recording request** will be sent to the applicant.

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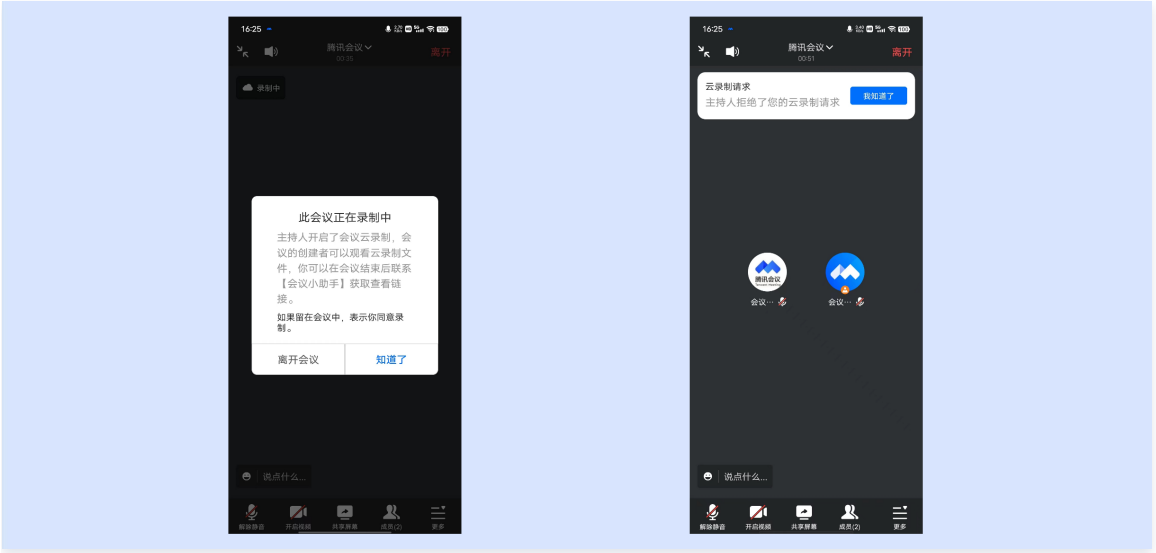

Notes

Cloud Storage Space Capacity and Recording Consumption Reference Value

Cloud Storage Space Capacity:

Free Edition	Member	Commercial Edition	Enterprise Edition
1G Space	Personal (100 Participants) · 40G Space	400GB/Advanced Account, all Commercial Edition users share cloud recording space.	Unlimited
	Education/Charity Special (100 Participants) · 40G Space		
	Team (100/300/500 Participants) · 100G Space		

Upgrade to a member to enjoy up to 100G of extensive cloud recording space, click here to learn about the membership version.
Recording Consumption Reference Value: When video is enabled, 300M/hour (this is a reference value; the specific value may vary with screen dynamics).

Operational Details of Cloud Recording

- Only hosts and co-hosts can record with cloud recording. This has no relation to local recording permissions.
- Cloud recording shares one recording process. Once cloud recording is started by one host or co-host, the state changes to recording for all hosts and co-hosts, allowing to pause, resume, and end recording operations.
- When a co-host starts recording and the host revokes the co-host status, the recording state remains unaffected and can continue. However, if both the host and co-host leave the meeting, cloud recording stops immediately.
- Meeting participants can request the host to start cloud recording. Once started, the cloud recording content belongs to the meeting organizer.

Note on Special Situations

When the payment for enterprise users expires

- If recording is already in progress and the recording storage space has not been exhausted, the user can continue and complete the recording.
- Within 90 days after the enterprise account expires, administrators and creators can still access cloud recording. After 90 days, administrators and creators will no longer have access to cloud recordings, and shared cloud recording links will also expire.

Coupling between local recording and cloud recording

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- Cloud recording and local recording are mutually exclusive for hosts and co-hosts. That is, if a host starts cloud recording, local recording cannot be started; and if local recording is started first, cloud recording cannot be started. Cloud recording and local recording share the same start, pause, resume, and end operations.
- If a co-host starts local recording, the co-host shows a local recording status. If the host or other co-hosts start cloud recording, then all hosts and co-hosts will display a cloud recording status, including the co-host who started local recording. The co-host's local recording is not interrupted. When the co-host who started local recording clicks end recording, both cloud and local recordings end simultaneously. If a co-host who is not recording locally clicks end cloud recording, cloud recording ends, and the co-host who started local recording continues to show a local recording status.

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Manage Cloud Recording

Last updated：2024-08-27 16:07:03

Description of the Feature

When the host or co-host uses cloud recording during the meeting, only one cloud recording file is generated under the account of the meeting creator after the meeting ends. The meeting creator can manage the cloud recording content in the Personal Center.

Applicable Scenario

- Remote office: Meeting archiving, meeting recording file sharing.
- Online training: Store, edit training videos.
- Corporate training: Store, share training videos.

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version Requirements:** Client version 3.7 or later.
- **System Requirements:** Windows/macOS/Android/iOS.

How to Manage Cloud Recording

Recording management list

Windows/macOS

Client version 3.22 or later supports finding and managing recording files on Windows and macOS.

All Files

- Click **Recording** > **All Files** to view all cloud recording files under your account, local recording files in your local device, files of **New Recording** outside the meeting (i.e., original minutes files) and uploaded audio and video files, as well as browsed and pending approval recording files of others, and display your storage space usage (number of cloud recordings, meeting minutes files, and uploaded files you have created, and occupied cloud storage space).
- Files are displayed and sorted by generation and browsing time, prioritizing the latest generated, viewed, or approved files.

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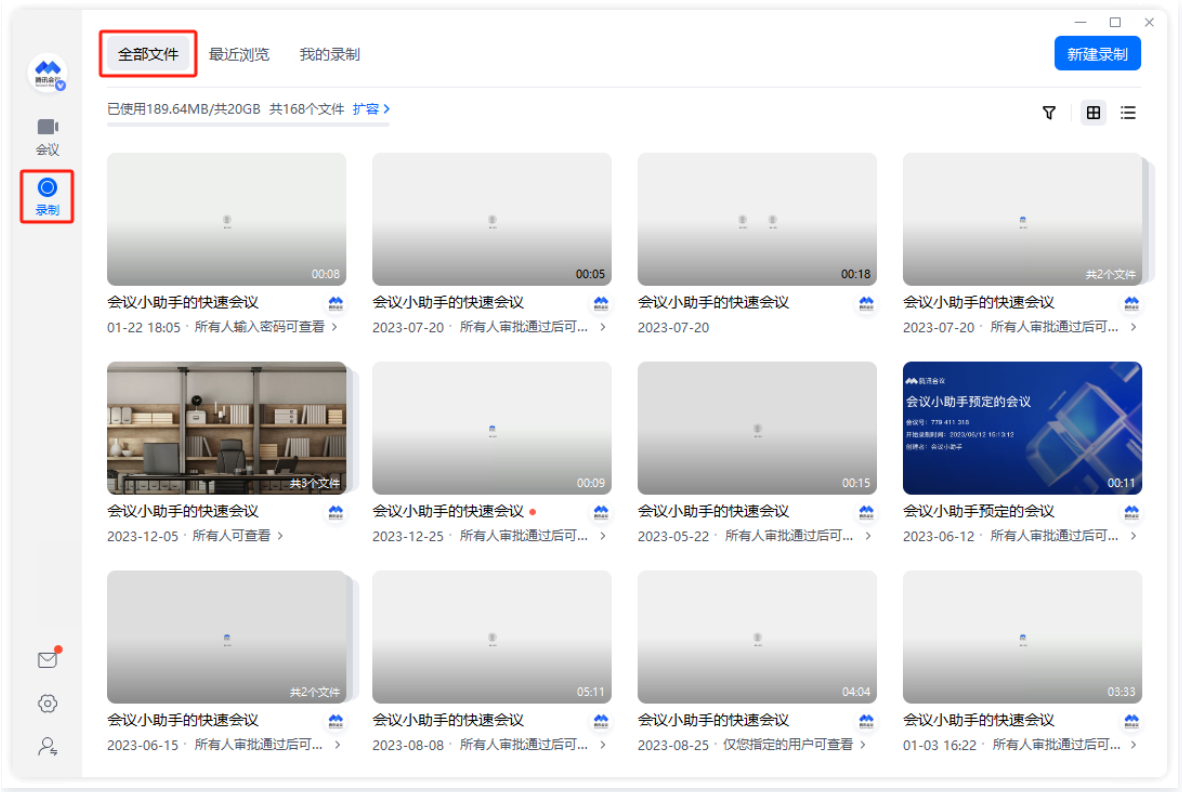
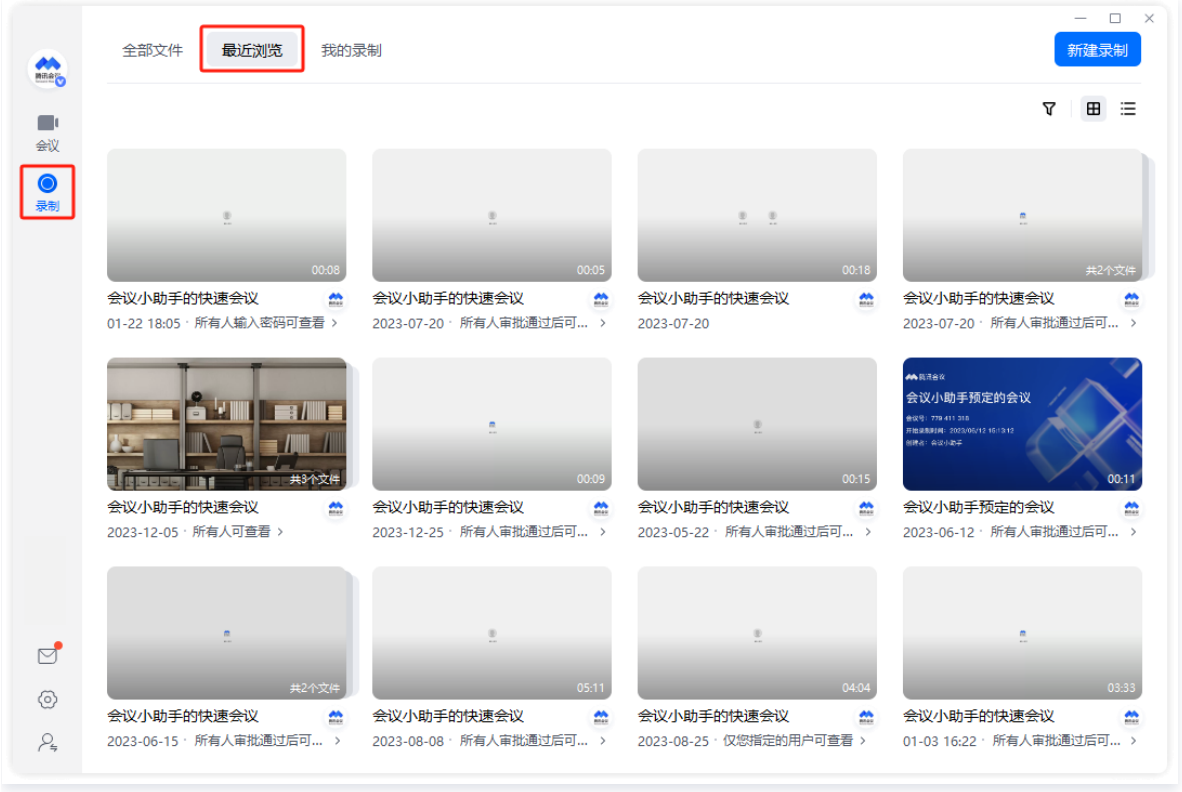


Recently Viewed

- Click **Recording** > **Recently Viewed** to view your recently viewed recording files.
- Files are displayed and sorted by browsing time, prioritizing the latest viewed files.



My Recordings

- click **Recording** > **My Recordings** to view all recording files under your account.

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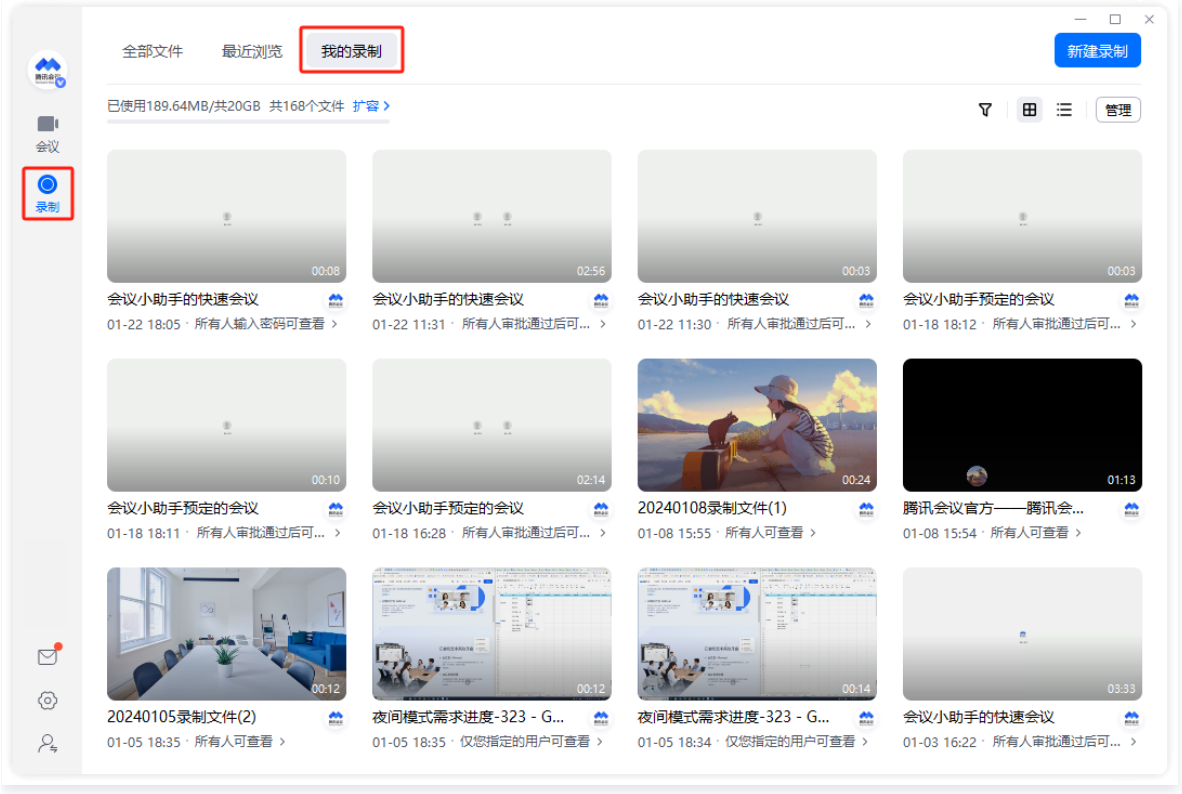
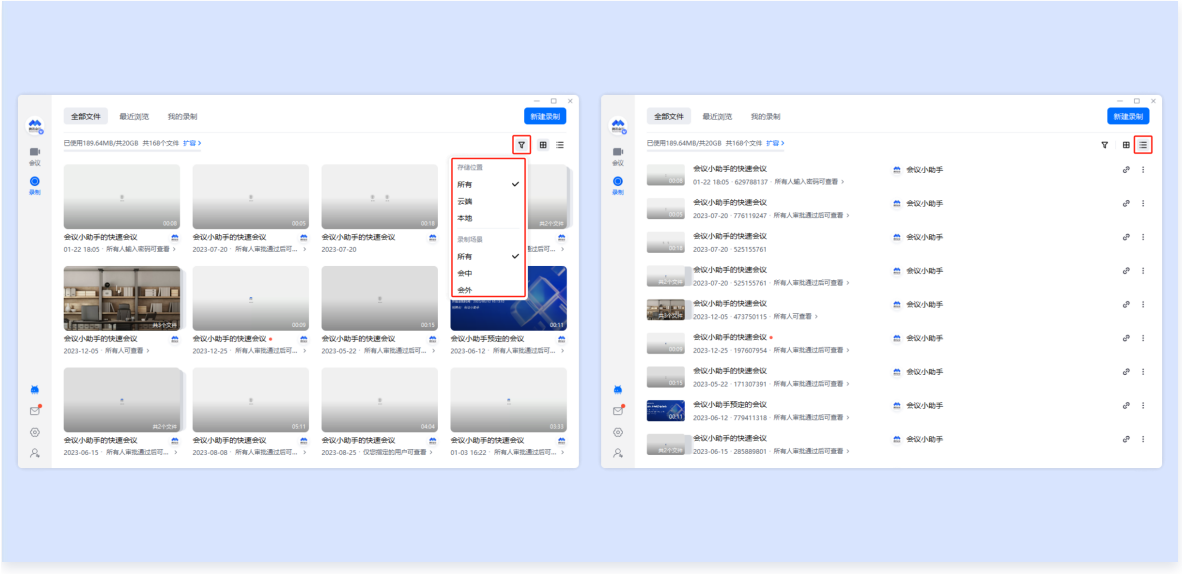
- Files are displayed and sorted by generation time, prioritizing the newly generated files.



Display Layout

- click the **Filter** icon in the upper right corner to select the recording content to be displayed according to your needs.
- click the **Layout** icon in the upper right corner to switch between **Grid** and **List** display layouts.



File Management

click the recording file to view the recording content; hovering the mouse over the file will show operation buttons in the upper right corner of the file. The icon in the lower left corner distinguishes whether the CFS is in the cloud or on local equipment.

- **Local Recording Files:** click **More** to support **Rename**, **Delete**, **Open Local File Location**.
- **Cloud Recording Files:**
  - click the **Link** icon to quickly copy the sharing link.
  - click **More** to support **Share**, **Rename**, **Delete**, **Remove Record** for your own files; for others' files, support **Remove Record**.

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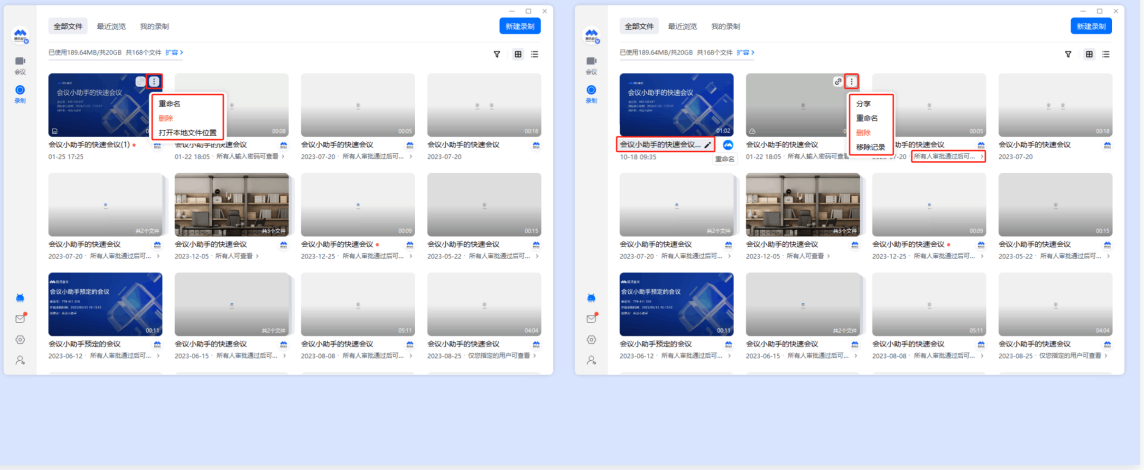
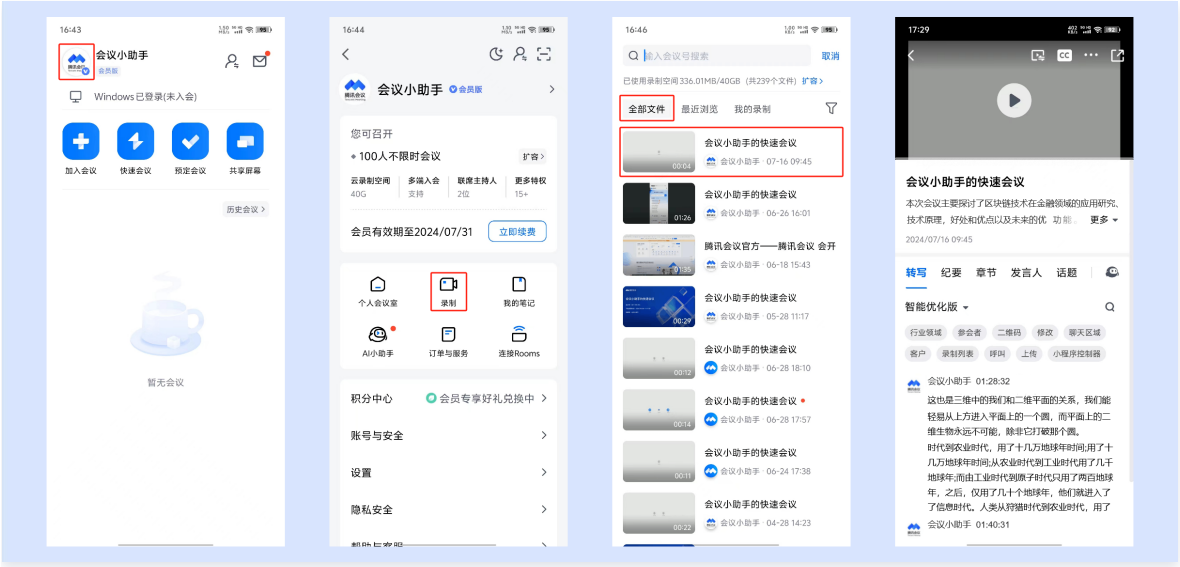
- click the **File Visibility Range** below your cloud recording files to quickly set sharing permissions.
- click the **File Name** to quickly rename.



Android/iOS

All Files

- click the **Avatar** in the upper left corner of the App main interface > **Recordings** > **All Files** to view all cloud recording files under your account, files recorded outside meetings (**Create a New Recording**), and uploaded audio and video files, as well as browsed and under-approval recordings of others, displaying your recording space usage. click the corresponding recording file to view recording details.
- Files are displayed and sorted by generation and browsing time, prioritizing the latest generated, browsed, and approval-passed files.



- Click the top right **Filter** icon to select the recorded content shown under the **All Files** list as needed.
- Swiping left on a single **recording file** allows quick **sharing**, **removing records**, **deleting** the file (**deletion** is only for your own recordings).

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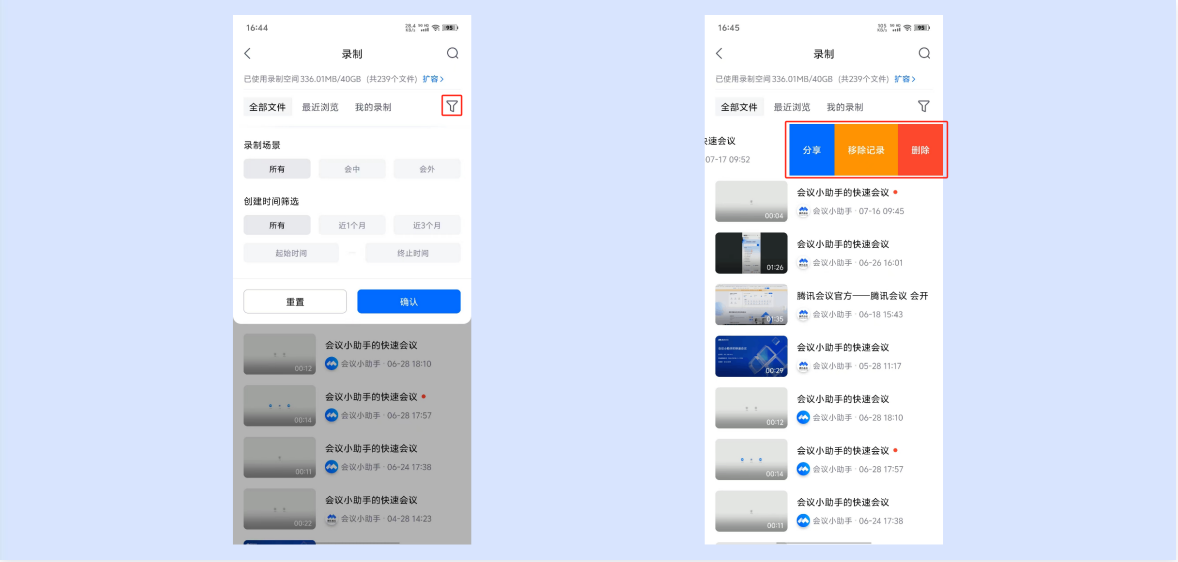
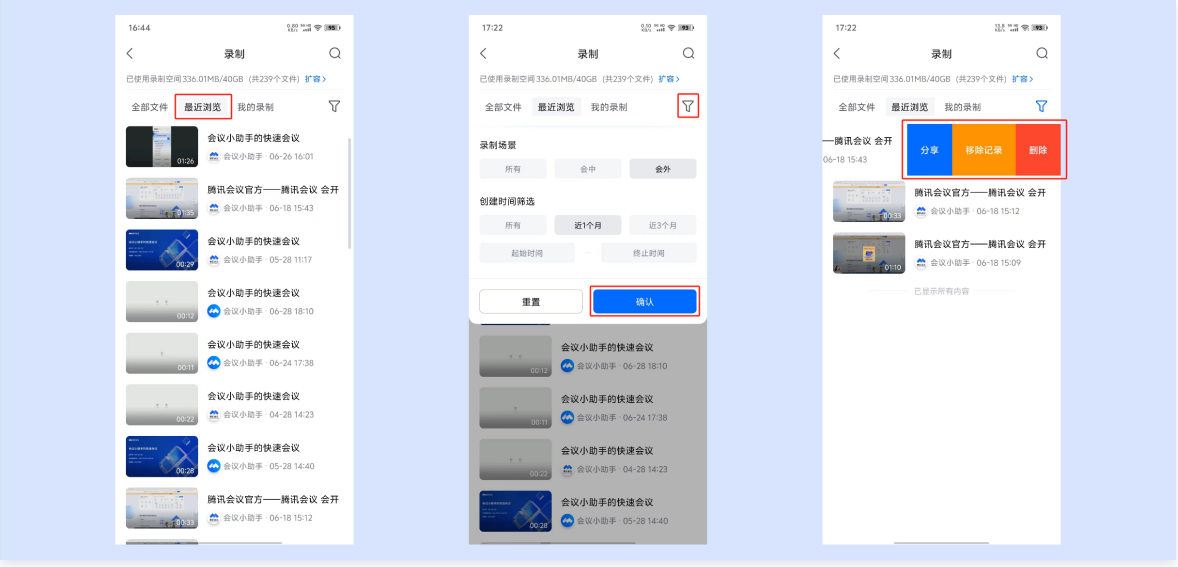


Recently Viewed

- Click **Recently Viewed** to see the recorded files you've recently accessed. Files are displayed in browsing time order, prioritizing the most recently viewed files.
- Click the top right **Filter** icon to select the recorded content shown under the **Recently Viewed** list as needed.
- Swiping left on a single **recording file** allows quick **sharing**, **removing records**, **deleting** the file (**deletion** is only for your own recordings).



My Recordings

- Click **My Recordings** to see all cloud recorded files associated with your account, including files **Create a New Recording** (i.e., original meeting files) and uploaded audio and video files. Files are displayed in order of their creation time, prioritizing the most recently created files.
- Click the top right **Filter** icon to select the recorded content shown under the **My Recordings** list as needed.
- Swiping left on a single **recording file** allows quick **sharing** and **deletion** of the file.
- Click the top right **Batch Management** icon to select and delete multiple recorded files at once.

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My Recording List

- **Storage Space Usage**: Displays your cloud storage and the number of files.
- **Search**: The search box at the top of the list allows you to search by recording file creation time range or meeting ID.
- **File Information**: File name, associated meeting ID, sharing permissions, creation date, file size. Click on a file to enter the recording details page.
- **Copy Link**: Click to quickly copy the share link to the clipboard.
- **More Operations**:
  - **Share**: Enable/disable sharing of this recording, a popup will appear showing the sharing settings after clicking. Here, sharing refers to all recording files in this meeting. Users with the share link/QR code can view/download the meeting recording according to the sharing permissions.
  - **Export**: You can export video content. If there are multiple recording files, all video content will be exported. The export path is the browser's download save location.
  - **Delete**: You can delete all content of this recording file. Once deleted, it cannot be recovered.
  - **Rename**: You can modify the name of the recording file.

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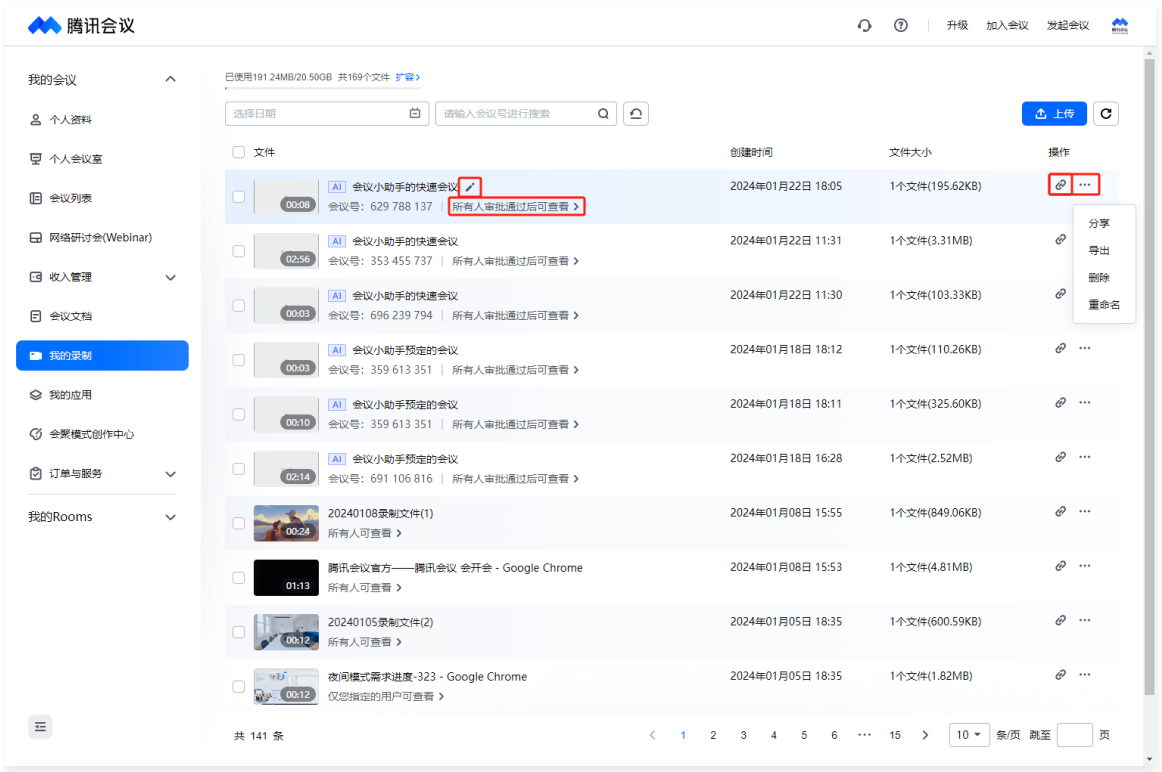
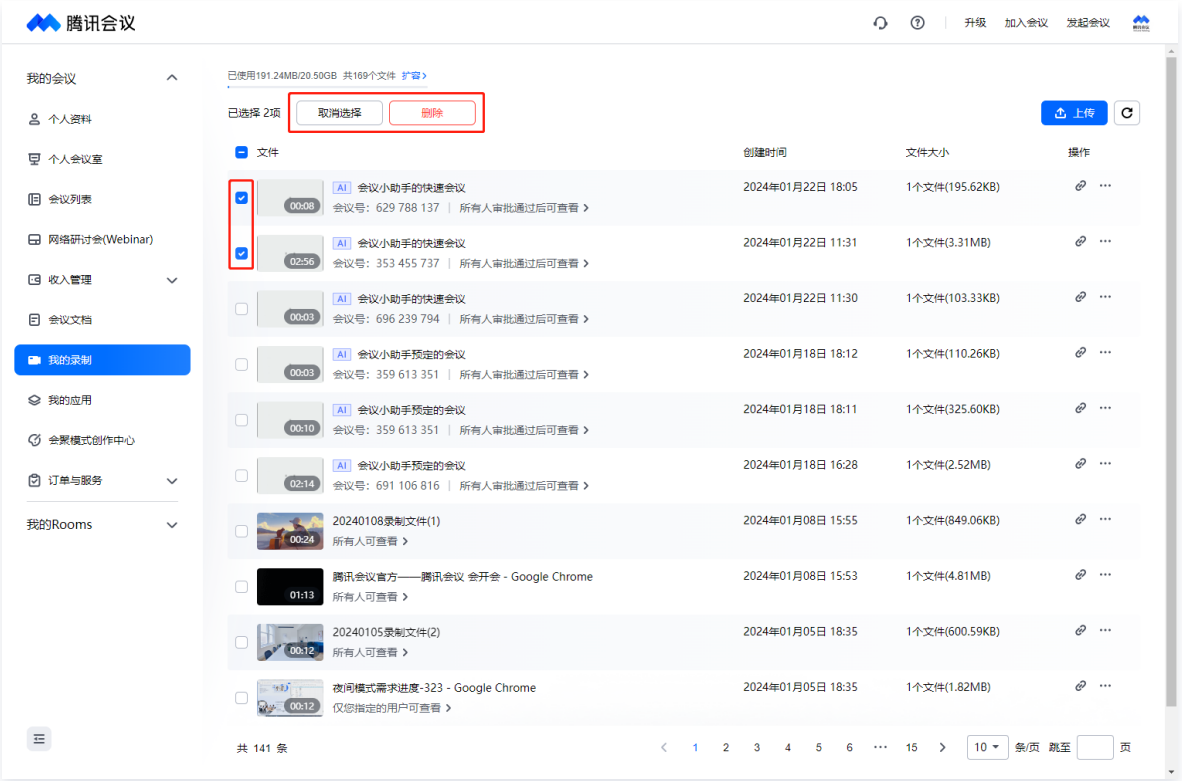


- **Checkbox**: Check the checkbox in front of the file to batch select and delete the selected content. Once deleted, it cannot be recovered.



Meeting Recording Details Page

Cloud Recording Analysis

1. Click the top right corner of the recording details page ··· > **View Statistics** to enter the recording analysis page.

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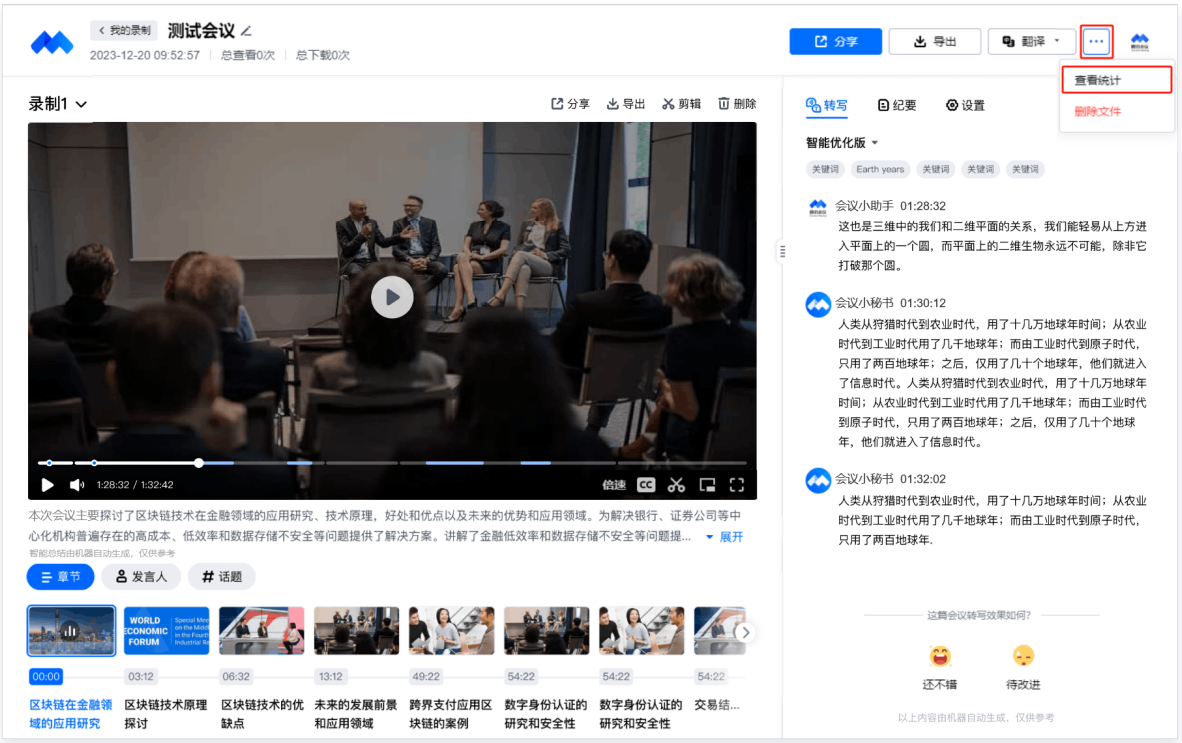
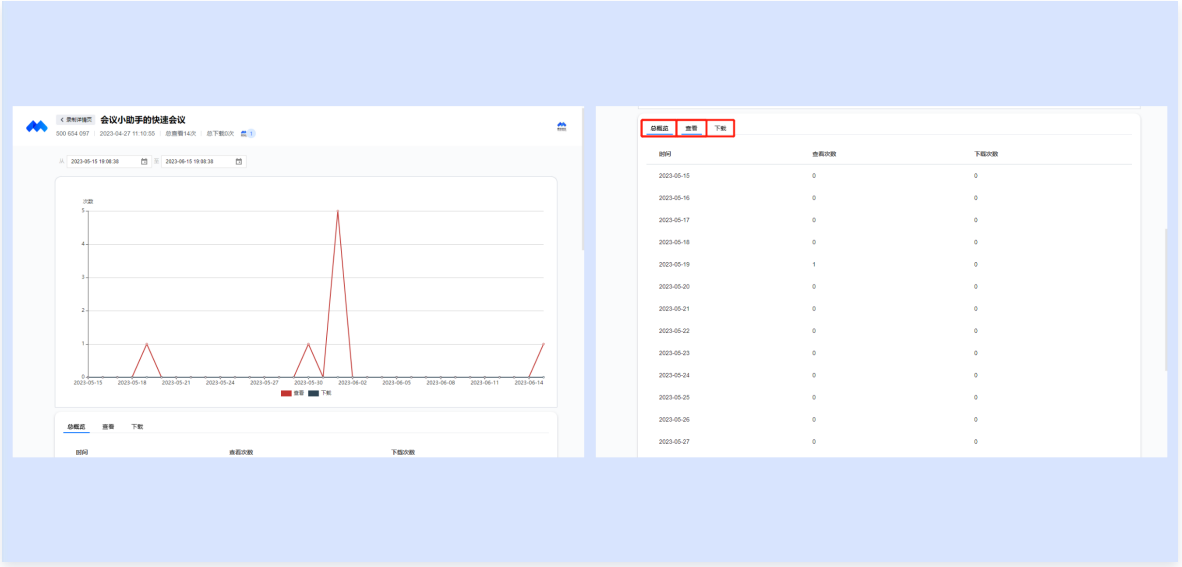


2. On the recording analysis page, you can see the view and download times chart of the recording file. You can also click **Overview**, **View**, **Download** to see details.



Sharing Recordings

- In the recording details page, click **Share** above the video to quickly copy the share link to the clipboard for sharing (if there are multiple recording files, only the currently displayed recording file will be shared; the default viewing permission for sharing is **viewable after approval by everyone**).
- You can also click **Share** at the top right of the recording details page, set the sharing viewing permissions, and copy the share link to the clipboard for sharing (if there are multiple recording files, it will display as **Share All**, allowing you to share all recording files of this meeting).

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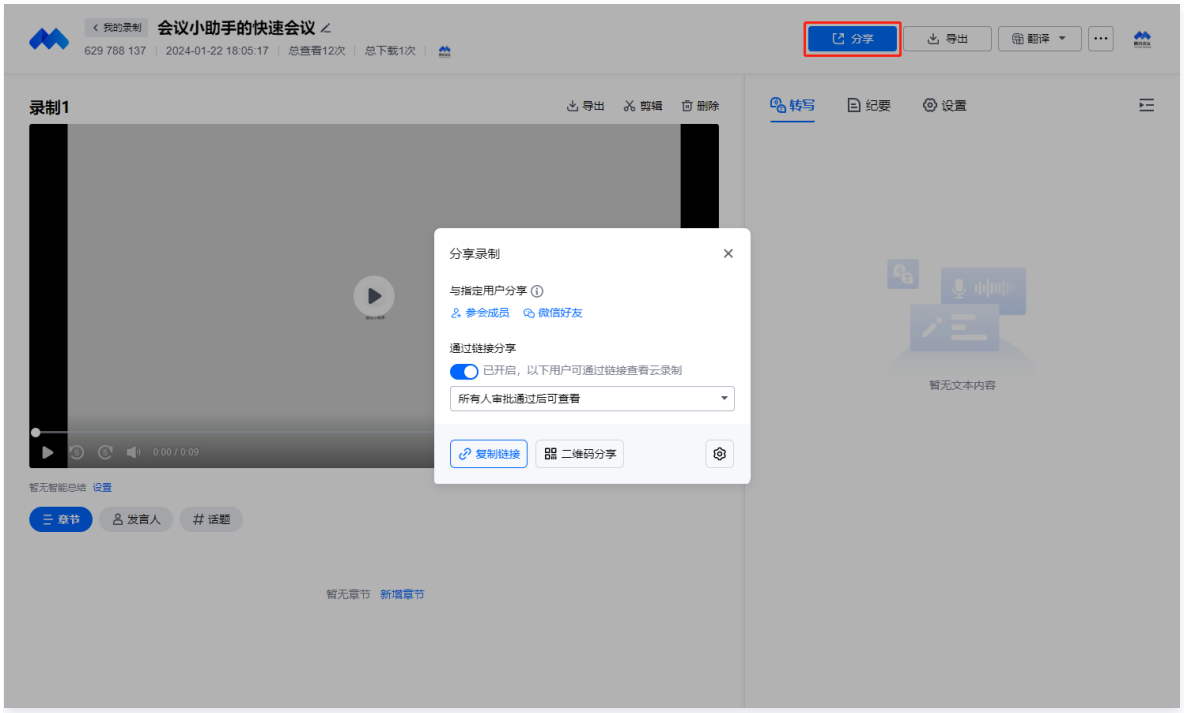
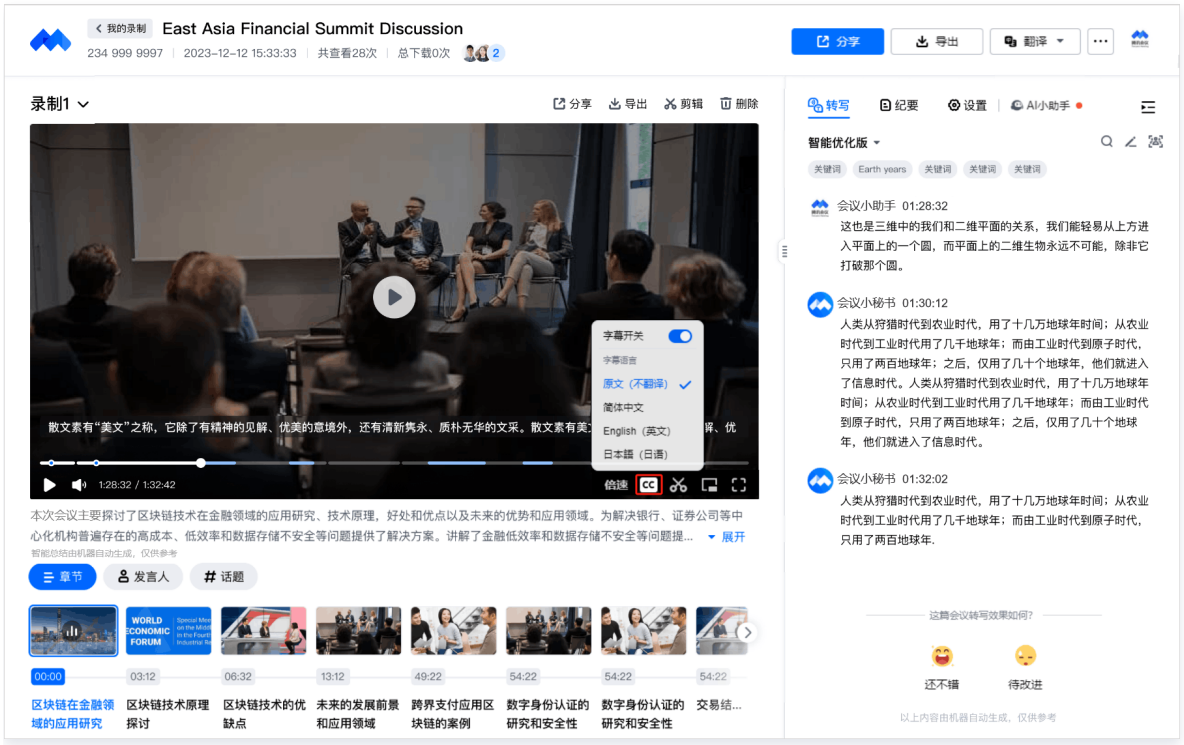


Cloud Recording Subtitles

Windows/macOS

In the recording details page, click the **Subtitles** icon at the bottom right of the video > turn on the **Subtitle Switch** to display cloud recording subtitles; you can also choose the subtitle language. More languages are supported in the Business Edition and Enterprise Edition.



Android/iOS

In the recording details page, click the **Subtitles** icon at the top right of the video > turn on the **Subtitle Switch** to display cloud recording subtitles; you can also choose the subtitle language. More languages are supported in the Business Edition and Enterprise Edition.

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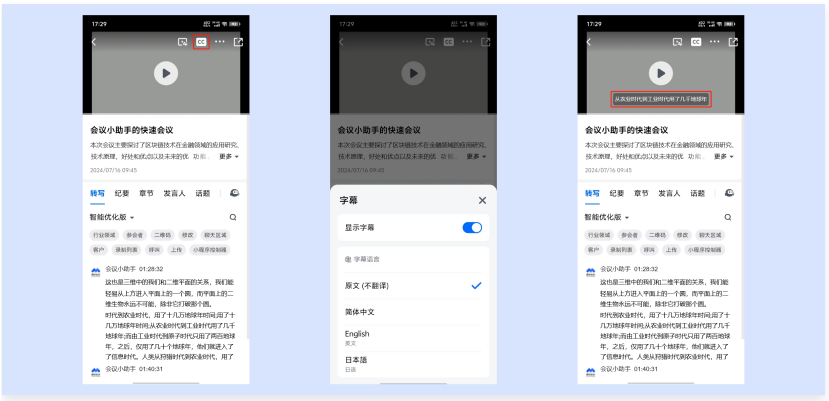

Cloud Recording Watermark

Windows/macOS

In the recording details page, click **Settings** on the right sidebar, and in **Security Settings**, select **Show watermark when members view recording** to manage the display of member nickname information in the recording details page.



Android/iOS

In the recording details page, click ··· at the top right of the page, and select **Show watermark when members view recording** to manage the display of member nickname information in the recording details page.

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> **Note:**
> If the recording permission is **Viewable by everyone** and **Everyone can view by entering the password**, the recording watermark will not be effective.

Export Cloud Recording

- Click **Export** at the top right of the page > select the content you need to export.

  When **Recording audio files simultaneously** and **Enabling transcription during recording** options are selected, and transcription content exists, you can choose to export **Pure audio files** and **Transcription – Original/Intelligent Optimized Versions** files.



- When there are multiple recording files, the top right of the page shows **Export All**. Click to export all recording files of this meeting.

  Click **Export** above the video to export the currently displayed recording file individually.

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Delete Cloud Recording

- Click ··· at the top right of the recording details page > **Delete File** to delete this meeting recording.



- When there are multiple recording files, the top right of the page shows **Delete All Files**. Click to delete all recording files of this meeting.

  Click **Delete** above the video to delete the currently displayed recording file individually.

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Editing Cloud Recording

- Click the **Scissors** icon at the bottom right of the video to enter the **Video Editing Page**, where you can edit the currently displayed recording content.



- Click the **Video Editing Page** bottom right **Advanced Editing** to use more editing features.

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Notes

- Upgrade your membership to enjoy up to 100GB of large cloud recording space, click to learn more about the membership version.
- After the expiration of the Business or Enterprise Edition account, cloud recording files cannot be viewed but can be automatically saved in the background for 90 days.
- Within 90 days, if the user renews successfully, the cloud recording files can be viewed, downloaded, and shared again.
- After 90 days, if the user still does not renew, the cloud recording files will be inaccessible.
- Multi-stream recording does not support editing yet, switch to "Fixed View" for editing.

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Share Cloud Recording

Last updated：2024-08-27 16:07:50

Conditions of Use

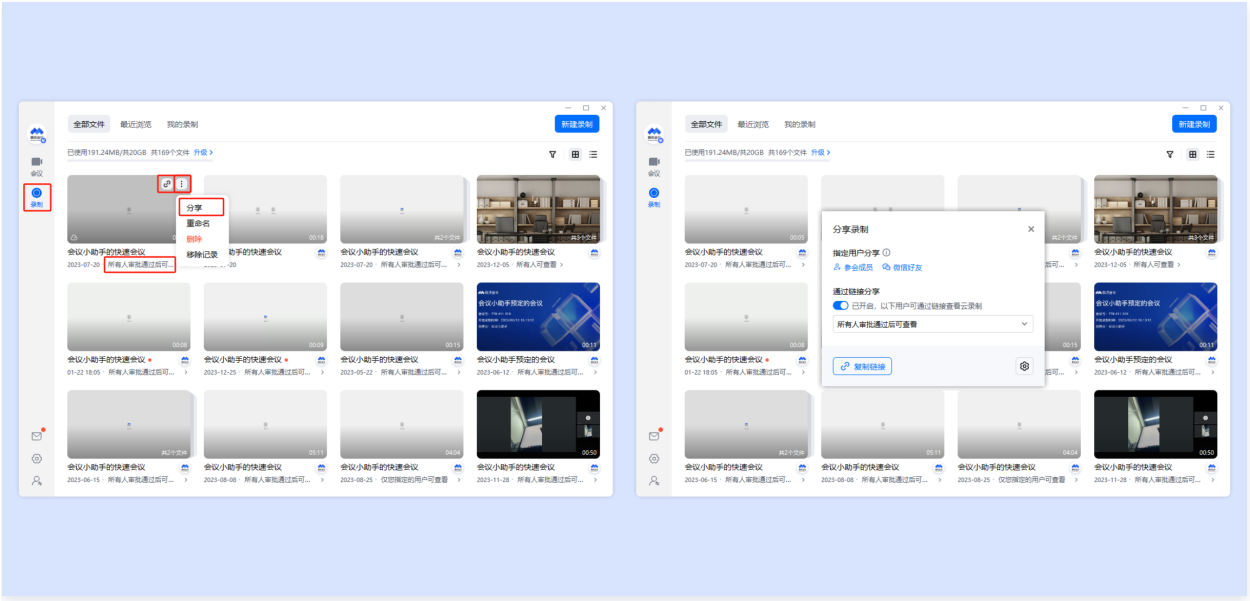
- **Log in with your user account**: Free version, VIP, Business, or Enterprise (in the gray test phase).
- **Version requirement**: Client version 3.20 and above.
- **System requirement**: Windows/macOS/Android/iOS/Web.

How to share cloud recording

Windows/macOS

From version 3.22 and above, you can find and manage recorded files on Windows and macOS.

- Click on the left sidebar of the client main interface **Recordings** > Hover the mouse over the cloud recording file you want to share > Click the **link** icon to quickly copy the share link to the clipboard for sharing. (By default, the viewing permission is **viewable by everyone after approval**, click **Permissions** to set the viewing permissions for the current file).
- You can also click the **More** icon > Select **Share** to set viewing permissions, supporting **sharing with specified attendees**, **sharing with specified WeChat friends**, **sharing via link**; Business/Enterprise users also support **sharing with specified contacts**.



Android/iOS

Click on the main interface **Profile** > **My Recordings** > Select the recording file you want to share > Click on the top-right-corner **Share** icon of the recording details page to set viewing permissions, supporting **sharing with specified attendees**, **sharing with specified WeChat friends**, **sharing via link**, sending **SMS**, sharing via **third-party apps**; Business/Enterprise users also support **sharing with specified contacts**.

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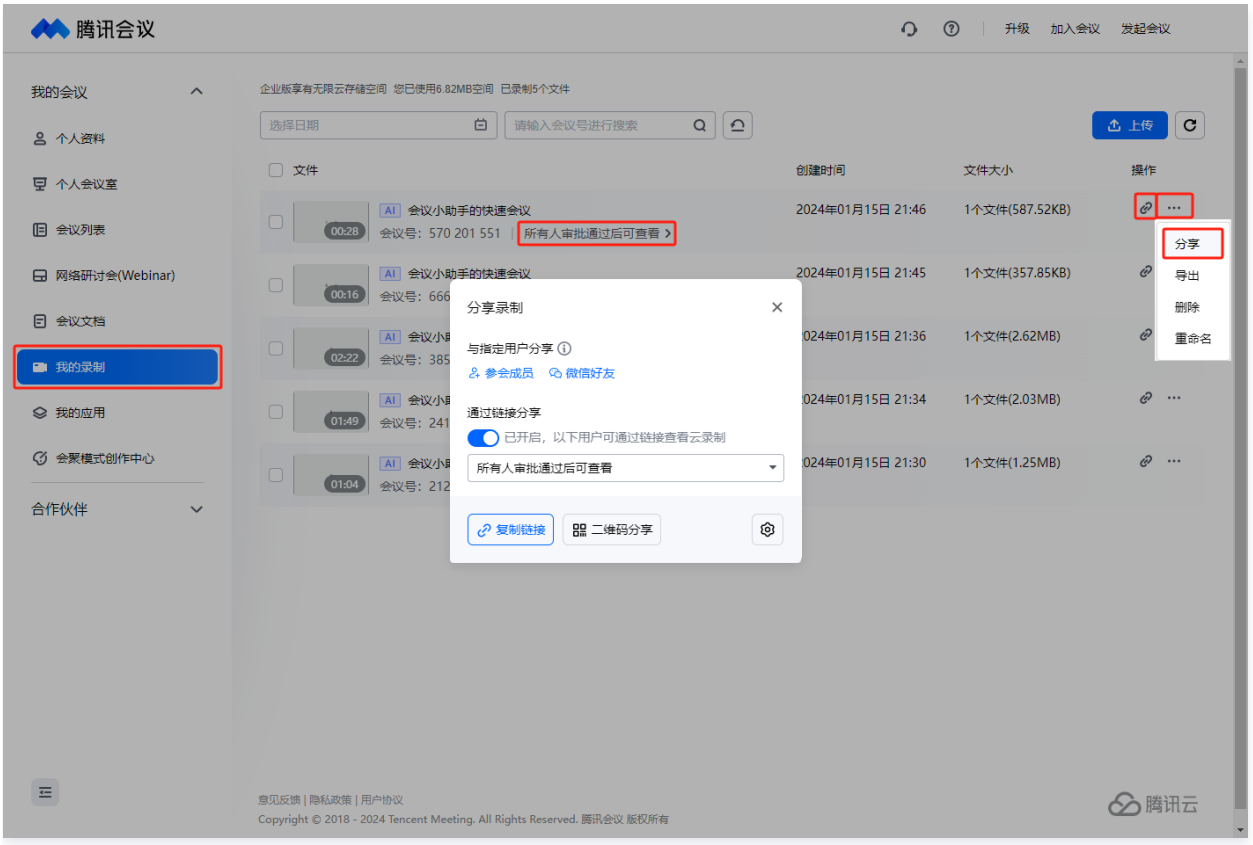
Personal center

Recording List

- You can log in to the Tencent Meeting official website > Personal Center > Click **My Recordings** > Select the recording file you want to share > Click the right-side **link** icon to quickly copy the share link to the clipboard for sharing (By default, the viewing permission is **viewable by everyone after approval**, click **Permissions** to set the viewing permissions for the current file).
- You can also click the **More** icon > Select **Share** to set viewing permissions, supporting **sharing with specified attendees**, **sharing with specified WeChat friends**, **sharing via link**, <11>sharing with a QR code; Business/Enterprise users also support <13>sharing with specified contacts</13>.



Recording Details Page

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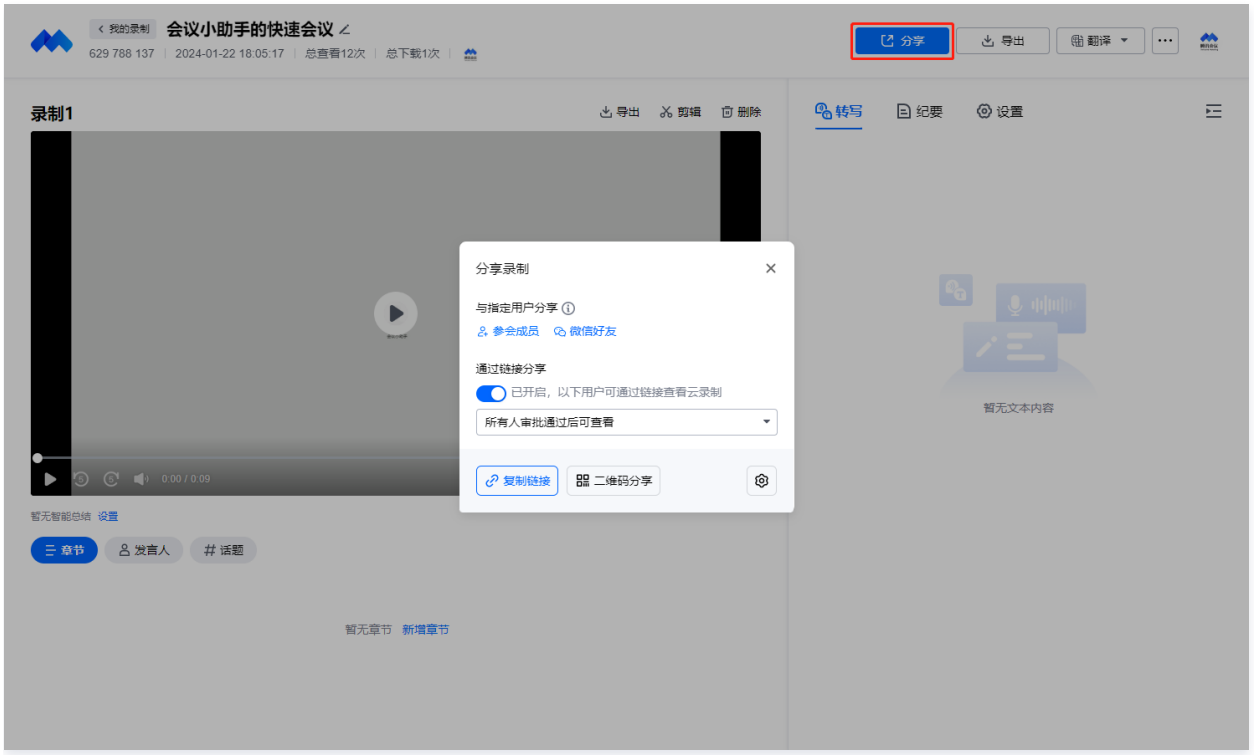
- In the recording details page, click above the video on **Share** to quickly copy the share link to the clipboard for sharing (When multiple recording files exist, only the currently displayed recording file is shared; By default, the viewing permission is **viewable by everyone after approval**).
- You can also click in the upper right corner of the recording details page on **Share**, to set viewing permissions, supporting **sharing with specified attendees**, **sharing with specified WeChat friends**, **sharing via link**, **sharing with a QR code**; Business/Enterprise users also support **sharing with specified contacts**. (When multiple recording files exist, it is displayed as **Share All**, click to share all recording files of the meeting).



Sharing Permission Management

Windows/macOS

Sharing with Designated Meeting Participants

click **Meeting Participants** > Select to add the meeting participants as designated users for the recording. They can access the recording directly using the obtained share link without approval or password verification.



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Sharing with Designated WeChat Friends

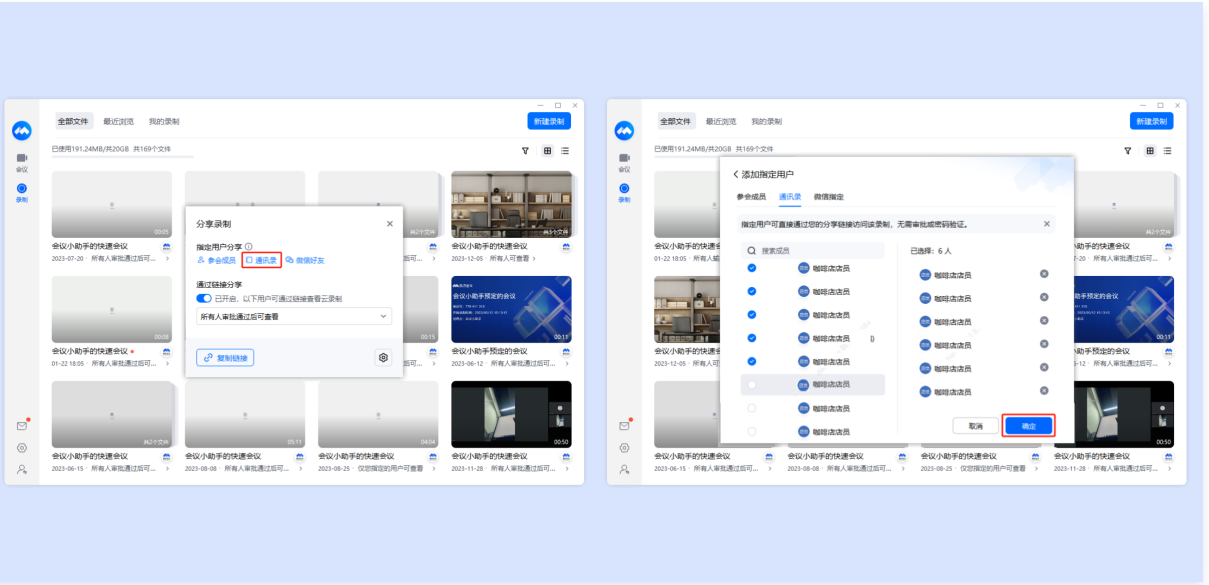
click **WeChat Friends**, and scan the QR code in the image using the WeChat app bound to your phone. Forward the cloud recording card to WeChat friends through the WeChat app. When they click **Share Card**, they will get access to the recording. The shared card cannot be reshared by the friends.



Sharing with Designated Address Book Members

Business Edition/Enterprise Edition users can click **Address Book** to add enterprise members from the address book, granting them access to the recording.

> **Note:**
> Only Business Edition and Enterprise Edition support the corporate address book feature.



Sharing via Link

- When you enable **Link Sharing** and set the view permissions, you can share the recording by copying and sharing the link. Members who have the share link and meet the view permissions can access the recording file.
  - **Free and Premium accounts support these settings:Anyone can view,Anyone can view with password,Anyone can view after approval.**

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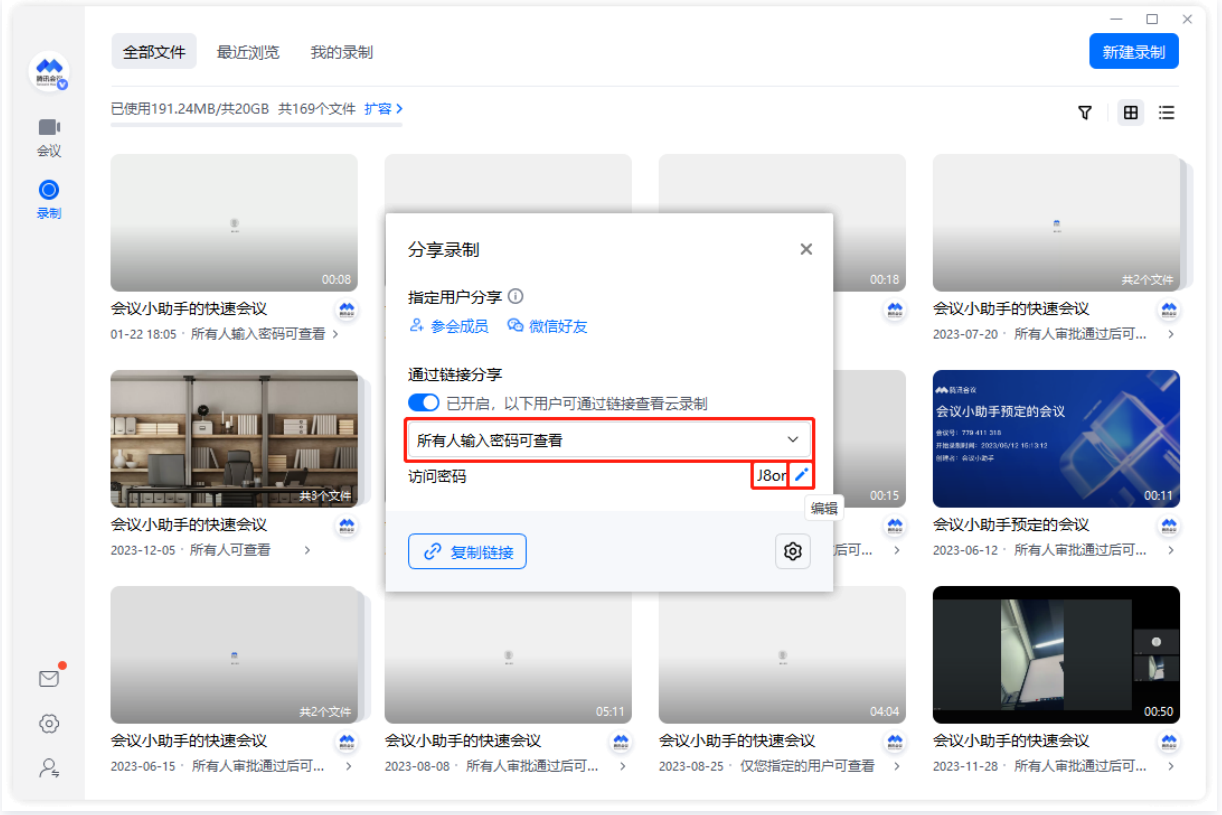
- **Business Edition and Enterprise Edition accounts support these settings:Anyone can view,Anyone can view with password,Anyone can view after approval,Same enterprise can view,Same enterprise can view with password,Same enterprise can view after approval.**



- When the view permission is set to **Anyone can view with password**, members with the share link need to enter the correct password in addition to meeting the view permissions to access the recording. You can set the access password in the settings.

  If a Business Edition or Enterprise Edition account sets the view permission to **Same enterprise can view with password**, only members of the same enterprise can access the cloud recording by entering the password. Non-enterprise accounts will have no access.



- When the view permission is set to **View after approval**, the recording creator can view and approve **applications to view cloud recording files** in the **Inbox**.

  If a Business Edition or Enterprise Edition account sets the view permission to **Same enterprise can view after approval**, only members of the same enterprise can access the cloud recording by entering the password. Non-enterprise accounts will have no access.

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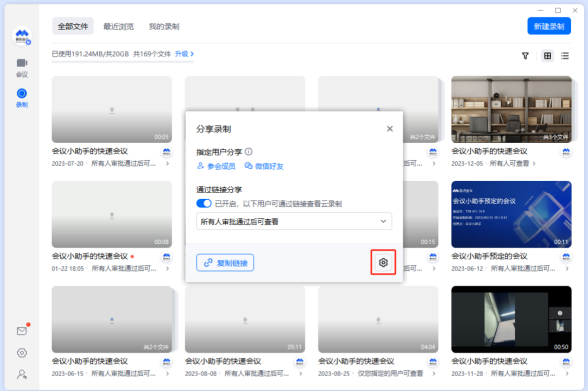
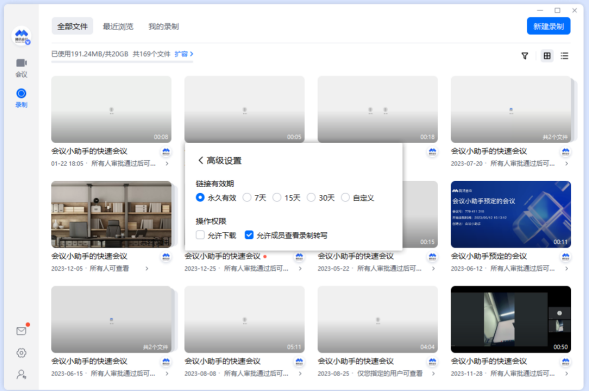
Advanced Settings

- Click the **Settings** icon to set the **Link Validity Period**, supporting **Custom Validity Period**.
- It also supports setting user operation permissions such as **Allow Download** and **Allow Members to View Recording Transcripts**.

> **Note:**
> The Cloud Recording Sharing Permissions in the Personal Center of Tencent Meeting official website are the same as on the desktop version.





Android/iOS

Sharing with Designated Meeting Participants

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Click **Meeting Participants** to add participants of the current meeting as designated users for the recording, granting them access privileges.

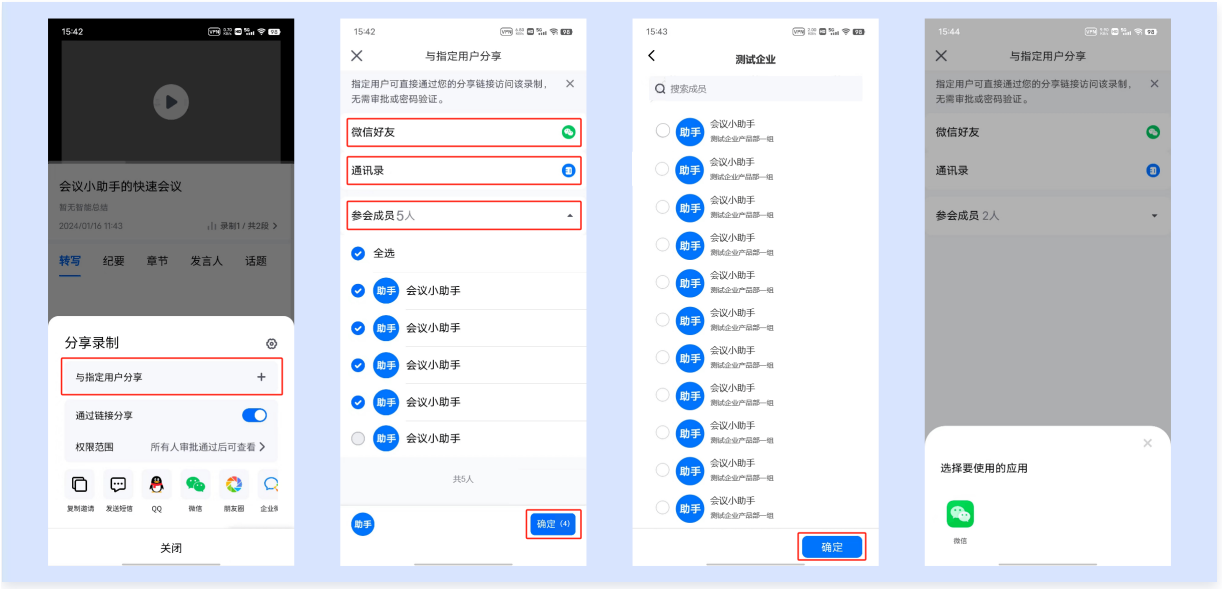
Sharing with Designated WeChat Friends

Click **WeChat friends** to use the WeChat on your phone to scan the QR code in the picture and forward the cloud recording card to WeChat friends. When friends click the shared card, they will get access privileges for the recording. The shared card cannot be forwarded again by friends.

Sharing with Designated Address Book Members

Click **Address Book** to add enterprise members in the address book and grant them access privileges for the recording.

> **Note:**
> Only Business Edition and Enterprise Edition support the corporate address book feature.



Sharing via Link

- When you enable **Link Sharing** and set the view permissions, you can share the recording by copying and sharing the link. Members who have the share link and meet the view permissions can access the recording file.
  - **Free and Premium accounts support these settings:Anyone can view,Anyone can view with password,Anyone can view after approval.**
  - **Business Edition and Enterprise Edition accounts support these settings:Anyone can view,Anyone can view with password,Anyone can view after approval,Same enterprise can view,Same enterprise can view with password,Same enterprise can view after approval.**
- When the view permission is set to **Anyone can view with password**, members with the share link need to enter the correct password in addition to meeting the view permissions to access the recording. You can set the access password in the settings.

  If a Business Edition or Enterprise Edition account sets the view permission to **Same enterprise can view with password**, only members of the same enterprise can access the cloud recording by entering the password. Non-enterprise accounts will have no access.

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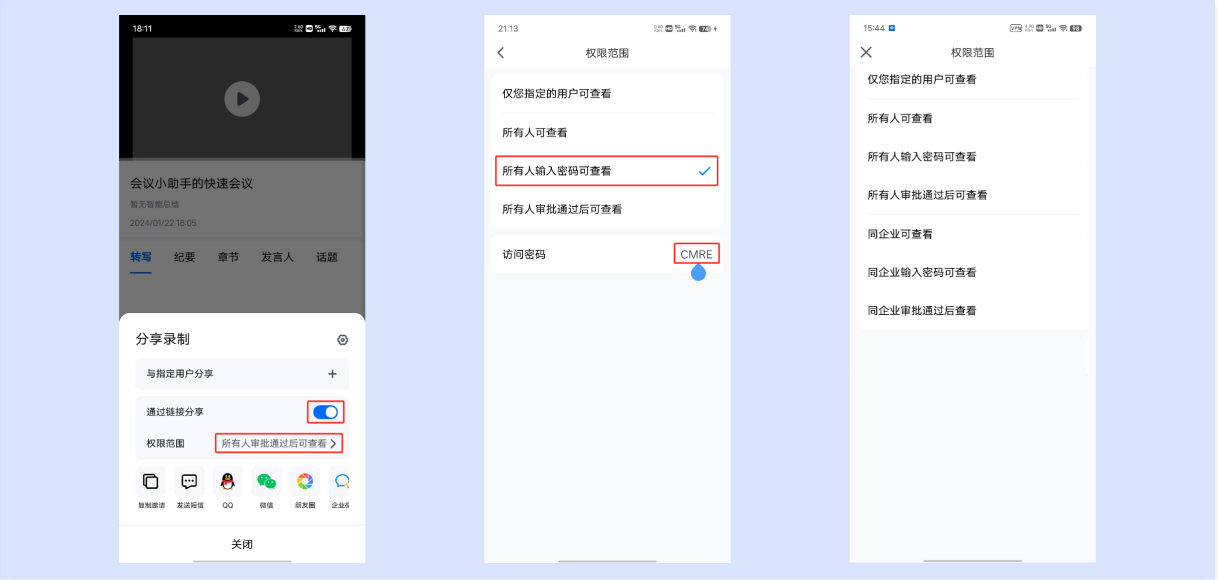

- When the view permission is set to **View after approval**, the recording creator can view and approve **applications to view cloud recording files** in the **Inbox**.

  If a Business Edition or Enterprise Edition account sets the view permission to **Same enterprise can view after approval**, only members of the same enterprise can access the cloud recording by entering the password. Non-enterprise accounts will have no access.



Advanced Settings

- Click the **Settings** icon to set the **Link Validity Period**, supporting **Custom Validity Period**.
- It also supports setting user operation permissions such as **Allow Download** and **Allow Members to View Recording Transcripts**.

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Designate Cloud Recording Administrator

Windows/macOS

Meeting creator designates administrator

- Business and Enterprise edition meeting creators can set the permissions of designated users to **Manageable**, making them administrators of the recording file, with up to 10 administrators.



- When a user is designated as an administrator, they will receive a message notification saying, **xxx (meeting creator) has set your cloud recording permission in [xxxx] (a meeting) to manageable**, and they can click to view details.
- Administrators can **Modify Member Permissions** and **Approve View Applications**.

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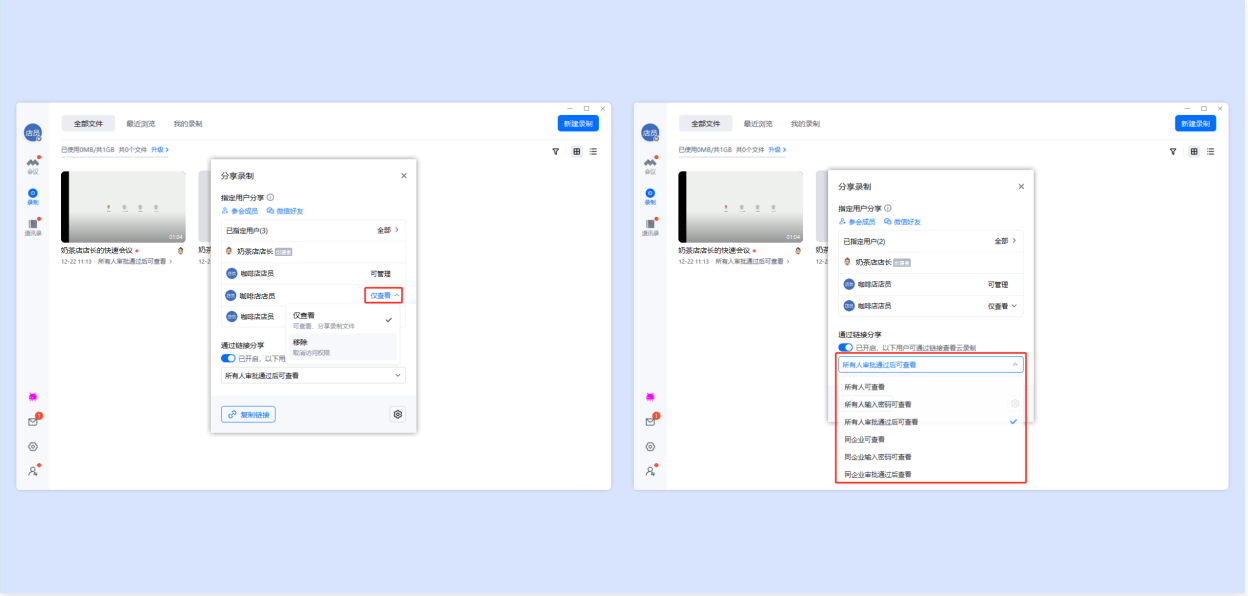
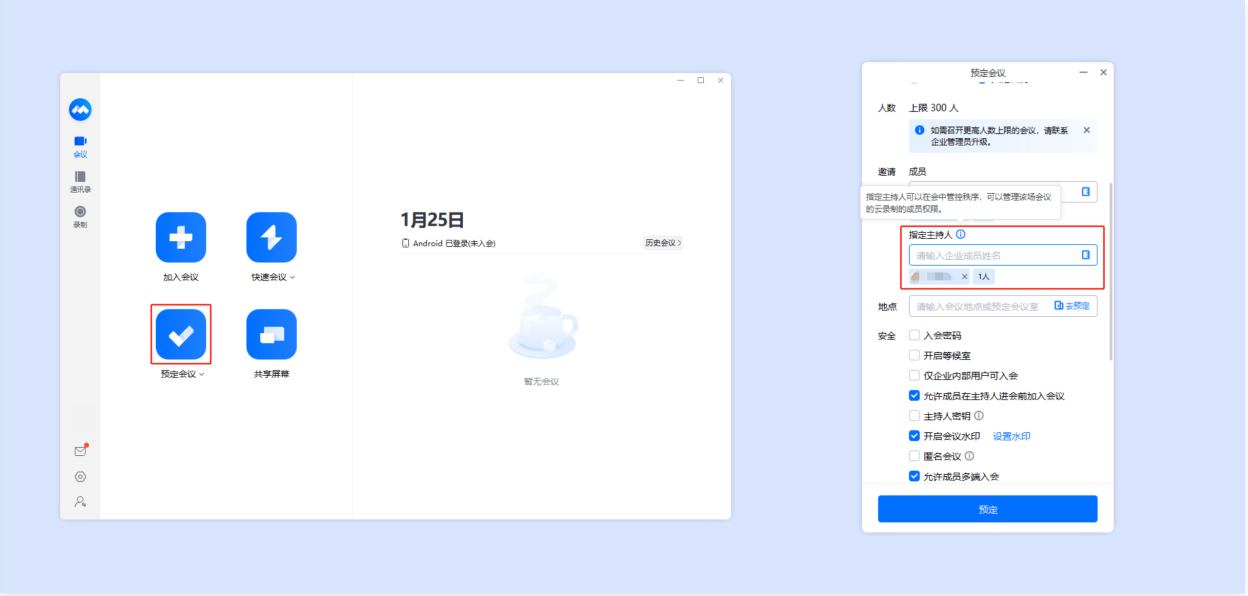


Designated Moderator manages cloud recording for the meeting

When the enterprise administrator enables **Allow designated moderator to manage cloud recording when scheduling a meeting** in the enterprise management backend, the designated moderator will become the cloud recording administrator when the meeting creator schedules the meeting.



Android/iOS

Meeting creator designates administrator

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- When a user is designated as an administrator, they will receive a message notification saying, **xxx (meeting creator) has set your cloud recording permission in [xxxx] (a meeting) to manageable**, and they can click to view details.
- Administrators can **modify member permissions, review and view applications.**

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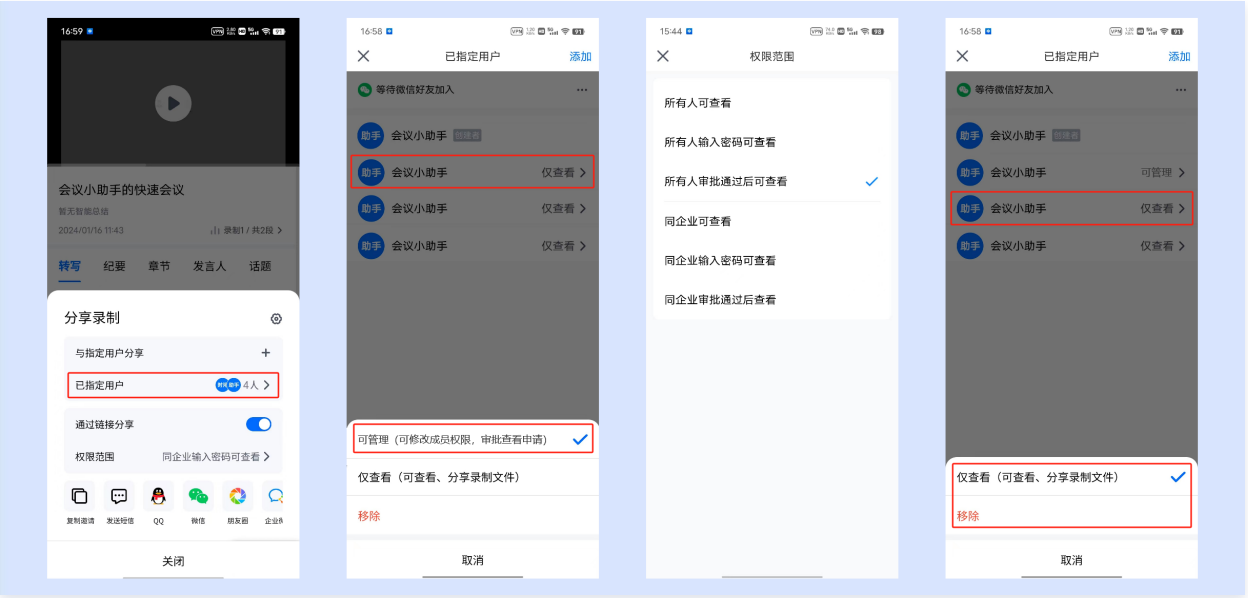

Designated Moderator manages cloud recording for the meeting

When the enterprise administrator enables **Allow designated moderator to manage cloud recording when scheduling a meeting** in the enterprise management backend, the designated moderator will become the cloud recording administrator when the meeting creator schedules the meeting.



Enterprise Management Backend – Default Permission Management for Cloud Recording

Enterprise super administrators and administrators with account settings permissions can modify the default sharing permissions for recordings created by members in the enterprise under **Enterprise Management** > **Account Management** > **Account Settings** > **Recording Settings**. This applies only to new recordings made after the modification.

Share cloud recordings via link

Enterprise administrators can set whether recordings created by members are shared via link by default and modify link access permissions.

Share specific recordings with specific users

Once enabled, all meeting participants are added as designated users by default and can access recordings directly without approval or password verification.

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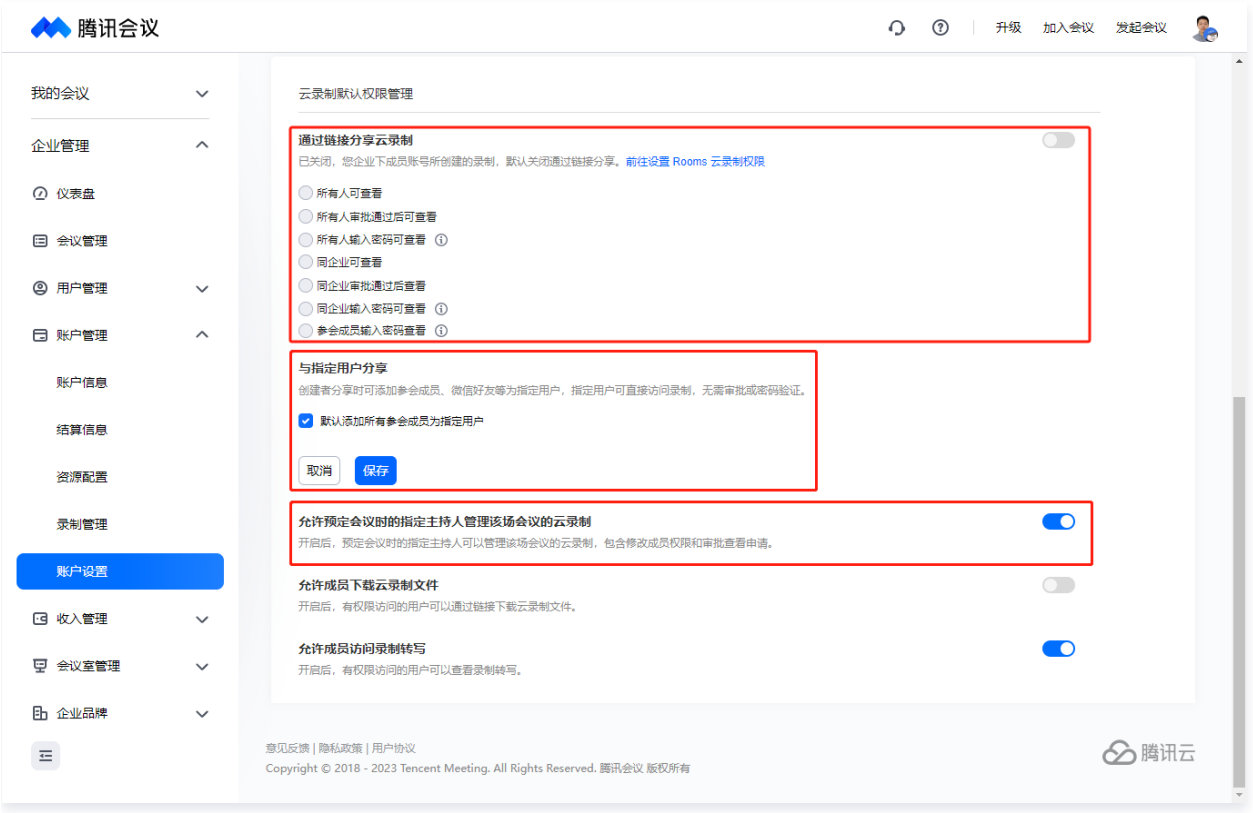
Allow specified hosts managing the meeting to control its cloud recordings when booking

Once enabled, designated hosts during meeting scheduling can manage the cloud recording of that meeting, including modifying member permissions and approving view requests.



Rooms Cloud Recording Permission Settings

- Enterprise administrators can go to the Meeting Room Settings to modify the default permissions for recordings created by **Rooms**. The default permissions include: **viewable by everyone, viewable by everyone with a password, viewable within the same enterprise, viewable within the same enterprise with a password, viewable by meeting participants with a password.**
  - **Viewable by everyone:** which means no password is needed. Once the cloud recording link is obtained, it can be accessed.
  - **Viewable by everyone with a password:** which means a password must be entered after obtaining the link to access the recording.

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Notes

- Upgrade your membership to enjoy up to 100GB of large cloud recording space, click to learn more about the membership version.
- After the expiration of the Business or Enterprise Edition account, cloud recording files cannot be viewed but can be automatically saved in the background for 90 days.
- Within 90 days, if the user renews successfully, the cloud recording files can be viewed, downloaded, and shared again.
- After 90 days, if the user still does not renew, the cloud recording files will be inaccessible.
- Only enterprise accounts support the ability to specify cloud recording administrators. Personal accounts do not support this capability for now.

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Smart recording

Last updated：2024-08-27 16:09:15

Description of the Feature

Intelligent recording is a series of features launched by Tencent Meeting for cloud recording, including Intelligent Summary, Minutes, To-do List, Chapters, Speaker, and Topic, helping you to view cloud recordings more efficiently.

- **Summary**: Condenses the entire meeting content into concise texts, providing basic background information on the topics discussed, allowing you to grasp the overall content of the meeting.



- **Minutes**: Your portable "meeting summary" assistant, intelligently forming abstracts to clearly show you the core issues and key conclusions, helping you quickly understand the meeting as a whole.

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- **To-do List**: Based on the discussion content, it intelligently records to-do items and generates a complete meeting summary along with the abstract. This helps you quickly check the post-meeting to-dos, ensuring you don't miss important conclusions.



- **Chapters**: Automatically divides the meeting into several easy-to-browse chapters, much like a table of contents. Quickly find target content by chapters, grasp the meeting's framework, and locate the desired topics.

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- **Speaker**: Choose "view only" by speaker dimension. By selecting the corresponding speech segments, you can directly view the related transcriptions and quickly find the key speakers.



- **Topic**: Automatically extracts key high-frequency keywords from the meeting. Click on the topic words to quickly locate related content, helping you to efficiently review the hot topics.

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Conditions of Use

- **Version Requirement:** Client version 3.17 and above supports the features of Minutes, Chapters, Speaker, Topic, Summary, and Meeting To-do List.
- **log in to user:**
  - Membership, Business Edition, and Enterprise Edition users support all intelligent recording features.
  - Free Version users can experience the summary feature for a limited time for free. Upgrade to Personal Membership Edition to enjoy advanced intelligent recording features (including Chapters, Minutes, Speaker, Topic, etc.).
- **System Requirements:** Windows/macOS/Android/iOS.
- **Startup path:**
  - You can enable intelligent recording for all meetings initiated by you in **Personal Settings** > **Recording Settings**.
  - You can also enable intelligent recording for the current meeting in the recording details page.

Intelligent Chapters

Enable Intelligent Chapters

Windows/macOS

Click the main interface of the client **Settings** > **Recording** > check **Enable Intelligent Recording feature** > check **Advanced Feature**. Once enabled, all recordings of meetings you create will have intelligent chapters enabled and will display chapter summaries.

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Android/iOS

Click the main interface of the app **Avatar** > **Settings** > **Cloud Recording** > check **Enable Intelligent Recording** > check **Advanced Feature**. Once enabled, all recordings of meetings you create will have intelligent chapters enabled and will display chapter summaries.



Cloud Recording Details Page

- In the recording details page click **Settings** > check **Intelligent Recording** > **Chapters**. Once enabled, the current recording will automatically have intelligent chapters, displaying chapter summaries.

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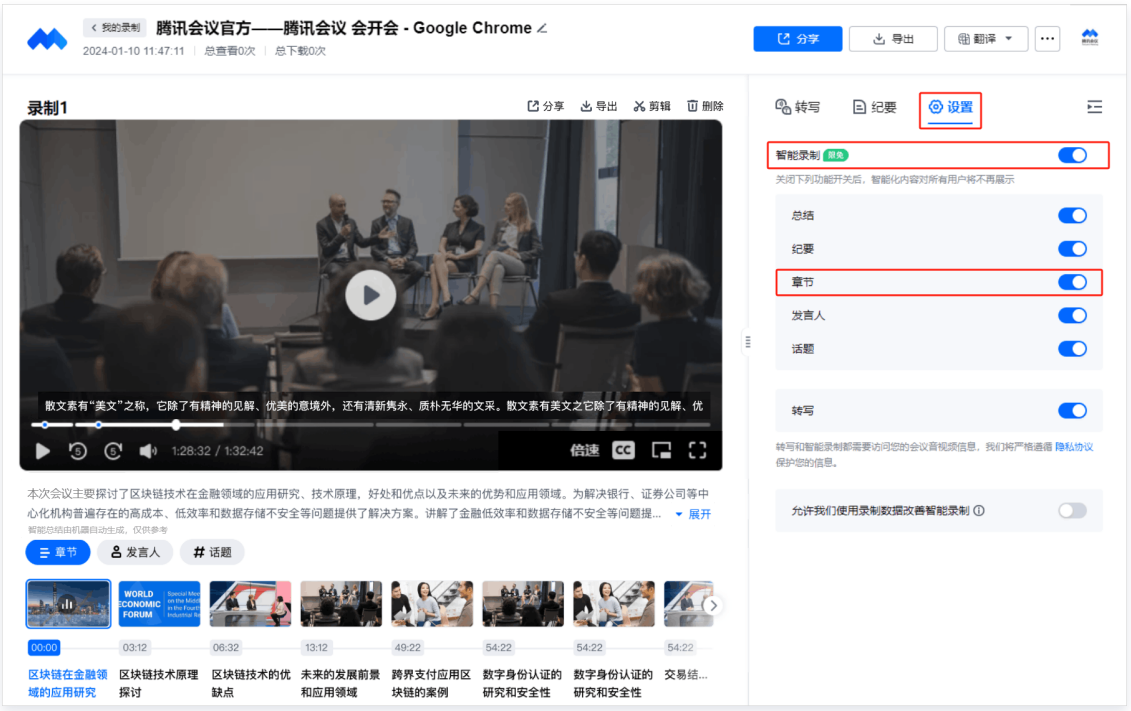

- After the recording creator enables intelligent chapters, sharing the recording with other members will also allow them to see the chapter contents. If the creator disables intelligent chapters, other members will not be able to view chapter contents.

Using Intelligent Chapters

Windows/macOS

- When **Smart Recording > Smart Chapters** is enabled, you can click on the desired **chapter segment** in the **Recording Details page** > **Chapters** to jump to the video, playing the recording transcription at the specified location.



- The meeting creator can click the top right corner of the chapter segment ··· > select **Edit or Delete** the current chapter.

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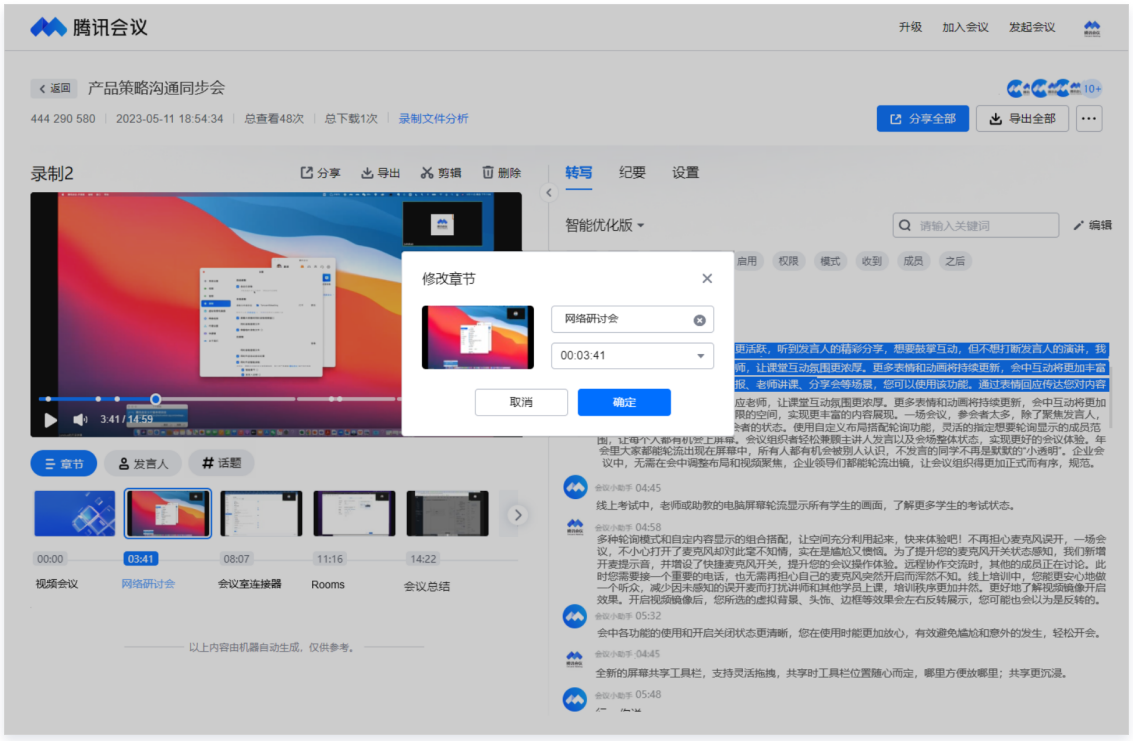
- Click **Edit** to modify the chapter name and start time of the selected segment, and update the chapter cover > click **Confirm** to complete the chapter editing.



- Click **Delete** > After confirmation, click **Delete** again to remove the current chapter. Once deleted, the chapter cannot be recovered.

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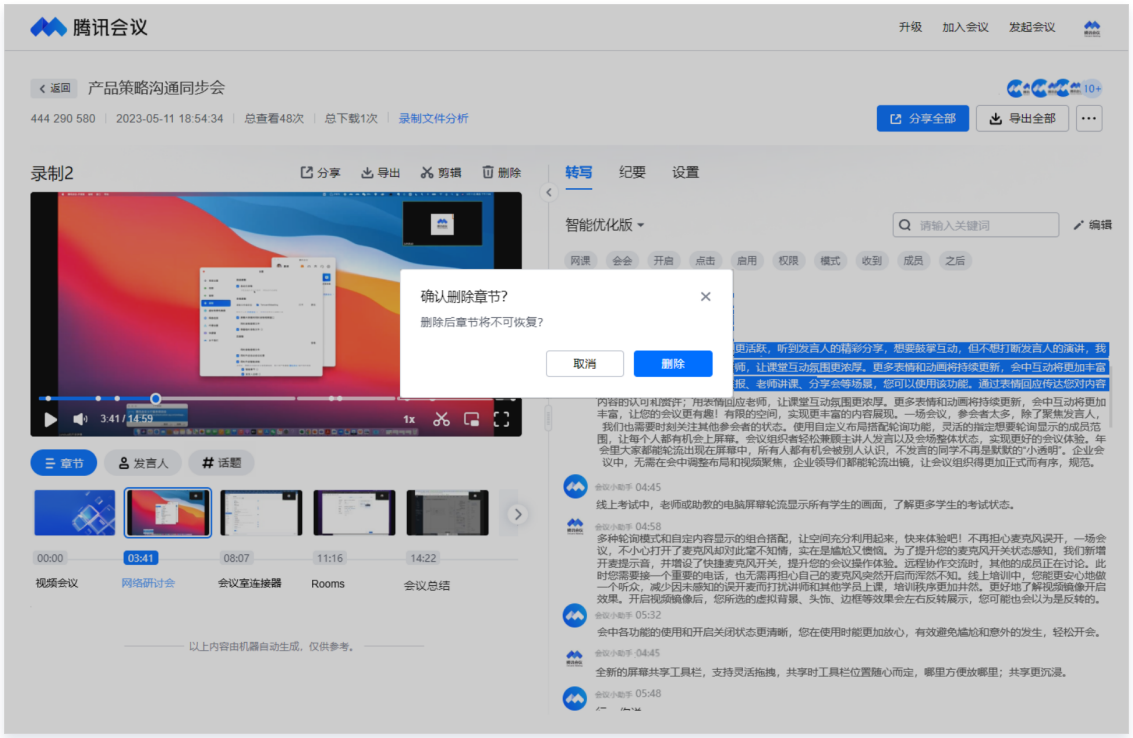
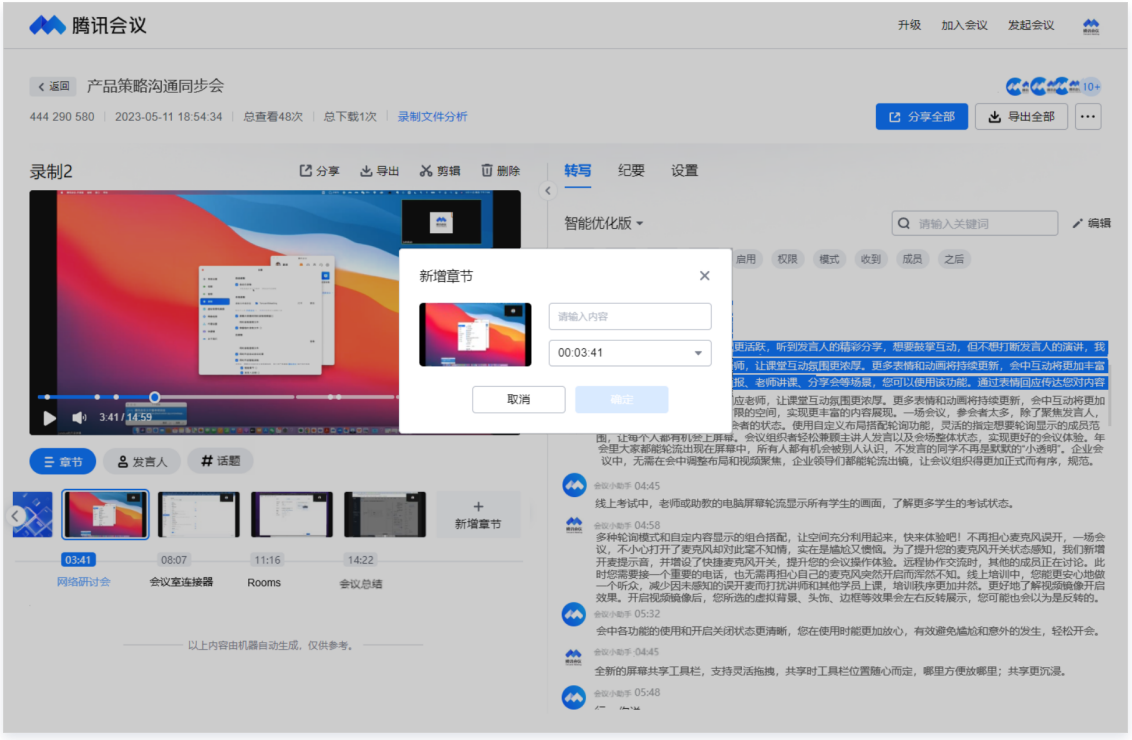


- Click Add Chapter > Enter chapter name, chapter start time > click **Confirm** to complete the creation of a new chapter.



Android/iOS

- Before **Smart Chapters** is enabled, on the Recording Details page, click **Chapters** > **Enable Now** or click the top right corner ··· > to check and enable **Smart Recording** > **Chapters** to activate for the current recording. Once enabled, all members who can view cloud recordings will have access.
- After enabling **Smart Recording** > **Smart Chapters**, on the **Recording Details page** > **Chapters**, clicking on a chapter segment will allow you to jump to the video, playing the recording transcription at the specified position.

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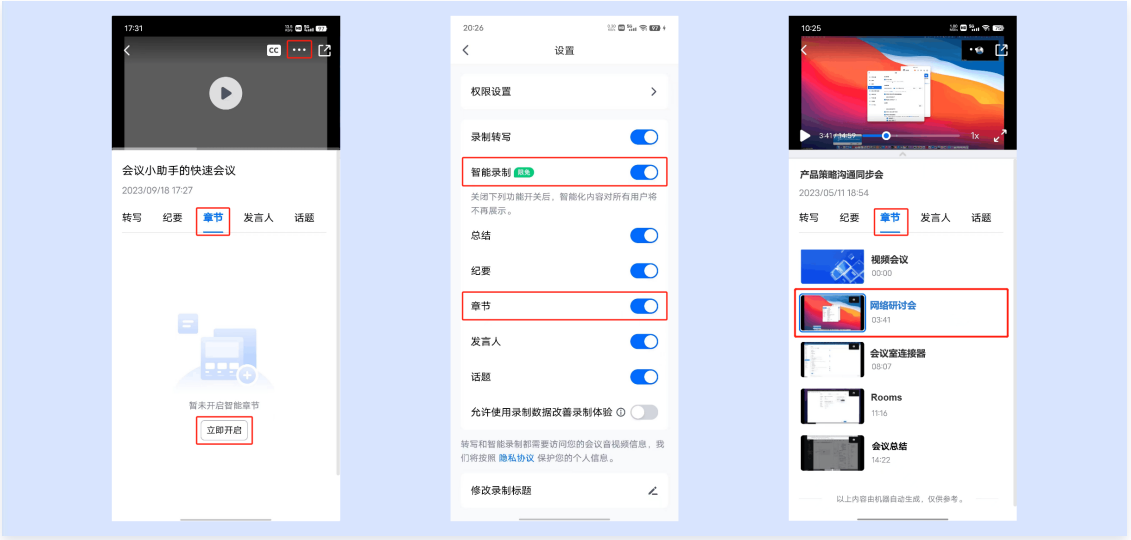

Speaker Summary

Enable Speaker Summary

Windows/macOS

Click on the client main interface**Settings** > **Recording** > Check **Enable Smart Recording** > Check **Advanced feature**; once enabled, all your created meeting recordings will display the speaking time of each speaker.



Android/iOS

Click on the App main interface**Profile** > **Settings** > **Cloud Recording** > Check **Enable Smart Recording** > Check **Advanced feature**; once enabled, all your created meeting recordings will display the speaking time of each speaker.

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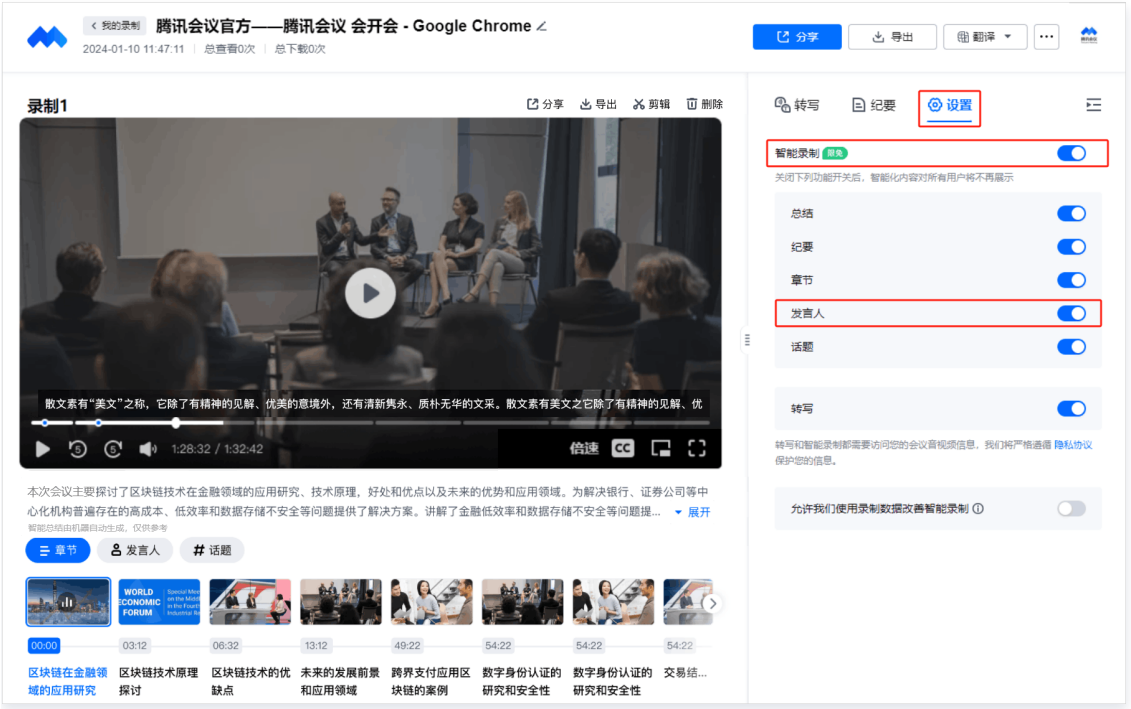
Recording Details Page

In the recording details page, click **Settings** > Check **Smart Recording** > **Speakers**; once enabled, the current recording will display each speaker's speaking time.



Using Speaker Summary

Windows/macOS

When **Smart Recording > Speaker Summary** is enabled, in the **Recording details page > Speaker > Timeline**, click on the speech paragraph you want to view to jump to the video, and the recording transcription will play from the specified location.

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Android/iOS

- When **Speaker Summary** is not enabled, in the recording details page, click **Speakers** > **Enable Now**, or click the top right corner ··· > Check to enable **Smart Recording** > **Speaker** to activate the current recording content. Once enabled, all members with access to cloud recordings will see it.
- When **Smart Recording** > **Speaker Summary** is enabled, in the **Recording details page** > **Speaker** > **Timeline**, click on the speech paragraph you want to view to jump to the video, and the recording transcription will play from the specified location.
- You can also click on the speaker's **Profile Picture**, and in the speaker segment details, click **Segment** to jump to the video, and the recording transcription will play from the specified location.



Intelligent Minutes, Pending Tasks

Enable Intelligent Minutes, Pending Tasks

Windows/macOS

Click on the client main interface**Settings** > **Recording** > Check **Enable Smart Recording** > Check **Advanced feature**; once enabled, all your created meeting recordings will automatically generate smart meeting summaries and action items.

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Android/iOS

Click on the App main interface**Profile** > **Settings** > **Cloud Recording** > Check **Enable Smart Recording** > Check **Advanced feature**; once enabled, all your created meeting recordings will automatically generate smart meeting summaries and action items.



Recording Details Page

In the recording details page, click **Settings** > Check **Smart Recording** > **Summary**; once enabled, the current recording will automatically generate smart meeting summaries and action items.

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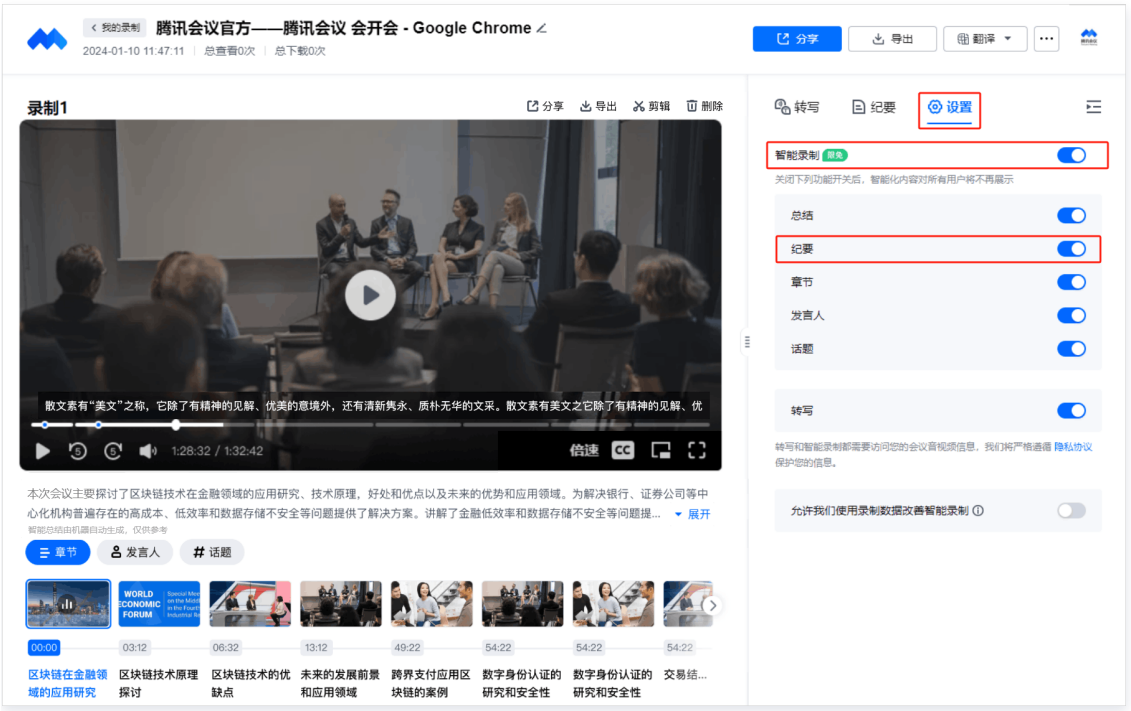

Using Smart Minutes, Pending Tasks

Windows/macOS

- When **Smart Recording>Smart Minutes** is enabled, you can view the meeting summary and pending tasks of the entire recording in **Recording Details Page>Minutes**.



- Click **Edit** to modify the summary and pending tasks. After editing, click **Complete** to activate; Click **Restore Initial Version** to revert the modified content to the initial version.

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Android/iOS

- When **Intelligent Summarization** is not enabled, you can click **Summarize** > **Enable Now** on the recording detail page or click the top right corner ··· > and select to enable **Intelligent Recording** > **Summarization** to enable it for the current recording content. Once turned on, all members who can view cloud recordings will be able to see it.
- When **Smart Recording>Smart Minutes** is enabled, you can view the meeting summary and pending tasks of the entire recording.
- Editing meeting summaries and pending tasks is not supported on mobile terminals.



Smart Topics

Enable Smart Topics

Windows/macOS

Click **Settings**>**Recording** > Check **Enable Smart Recording** simultaneously > Check **Advanced Features**; Once enabled, the recordings of meetings you create will smartly aggregate topic content.

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Android/iOS

Click the App**Profile Picture**>**Settings**>**Cloud Recording**> Check **Enable Smart Recording** simultaneously > Check **Advanced Features**; Once enabled, the recordings of meetings you create will smartly aggregate topic content.



Cloud Recording Details Page

In the recording details page, click **Settings** > Check **Smart Recording** > **Topics**; Once enabled, the recordings of meetings you create will smartly aggregate topic content.

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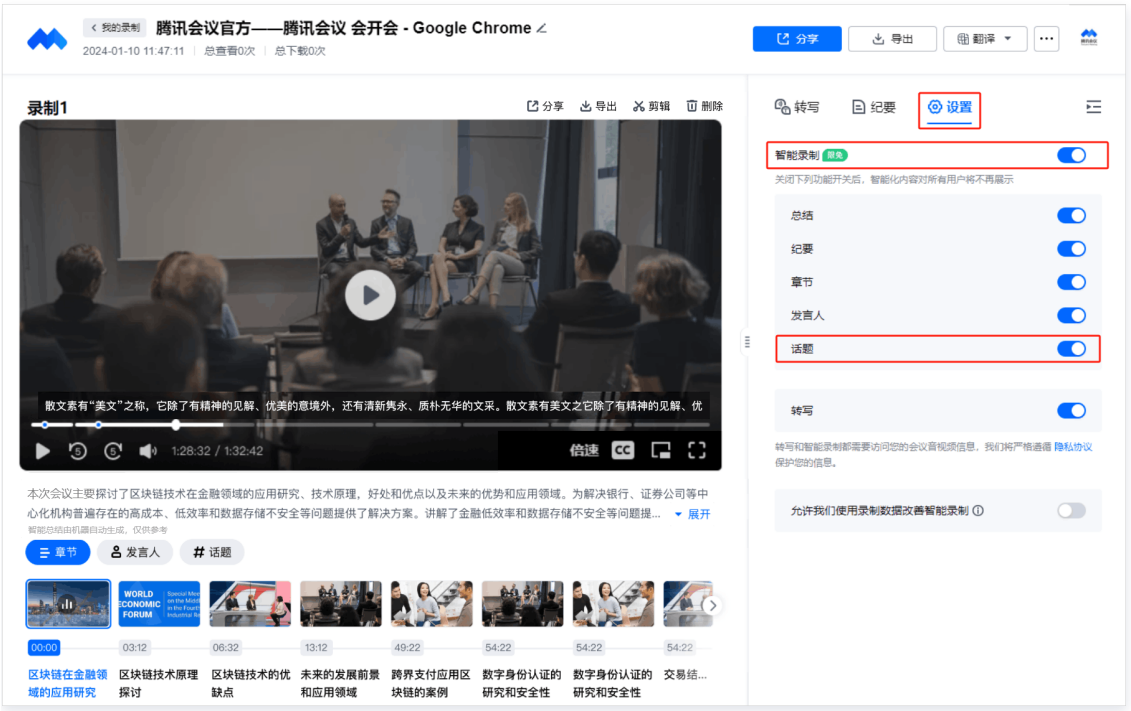
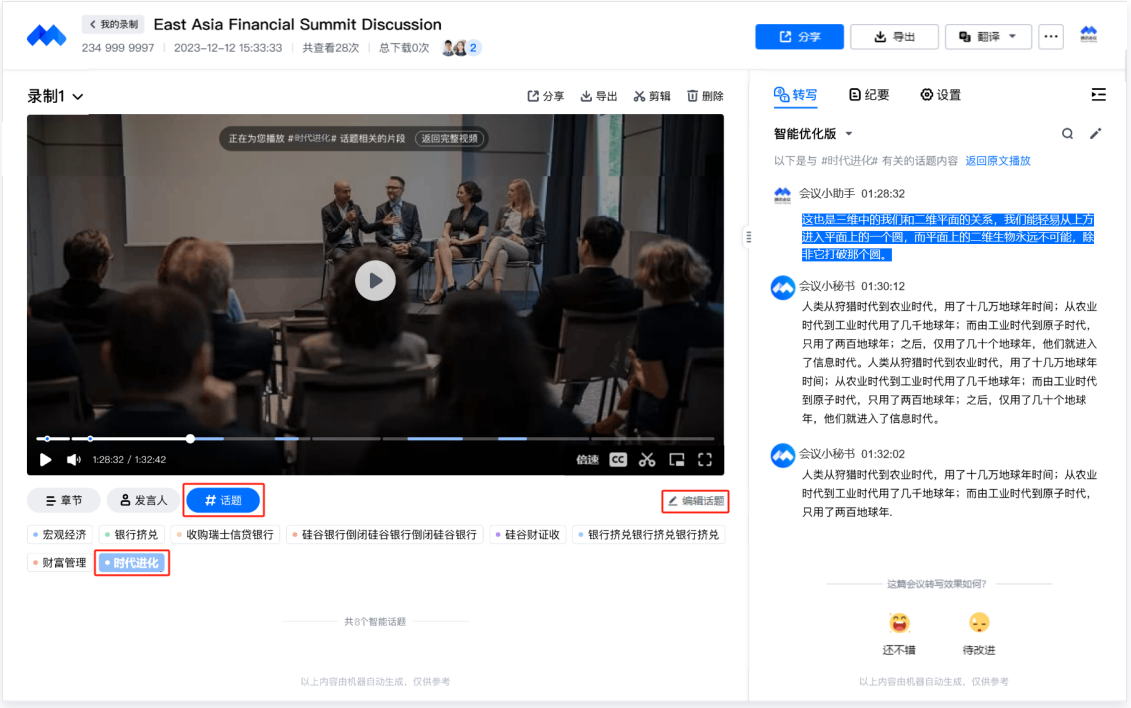


Using Smart Topics

Windows/macOS

- When **Smart Recording – Topics** is enabled, go to the recording details page > **Topics** and click the **Topic Content** you want to view, which allows you to jump to the video, transcribe it to the specified position for playback. It will indicate that the current playback is the chosen topic's related content, and supports one-click **Return to Original Playback**.



- Click **Edit Topic** > Select the **Topic** you want to modify for re-editing.
- After editing, click **Complete** to save the changes.

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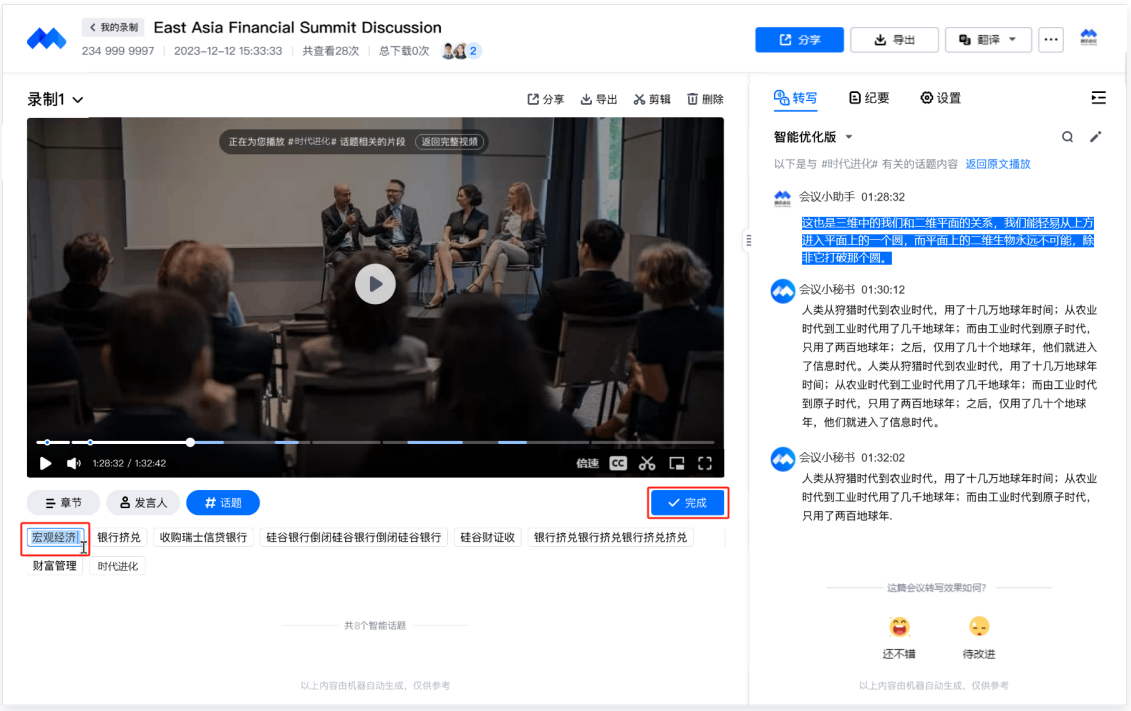

Android/iOS

- Before **Topics** feature is Enabled, go to the recording details page, click **Topics** > **Enable Now** or click the top-right corner ··· > check **Smart Recording** > **Topics** to enable it for the current recording content. Once enabled, all members who can view the cloud recording will be able to see it.
- When **Smart Recording – Topics** is enabled, go to the recording details page > **Topics** and click the **Topic Content** you want to view, which allows you to jump to the video, transcribe it to the specified position for playback. It will indicate that the current playback is the chosen topic's related content, and supports one-click **Return to Original Playback**.



Smart Summary

How to enable Smart Summary

Windows/macOS

In the recording details page, click **Settings** > check **Smart Recording** > **Summary**. Once enabled, it will extract a summary of the entire meeting, allowing for a quick grasp of the entire session.

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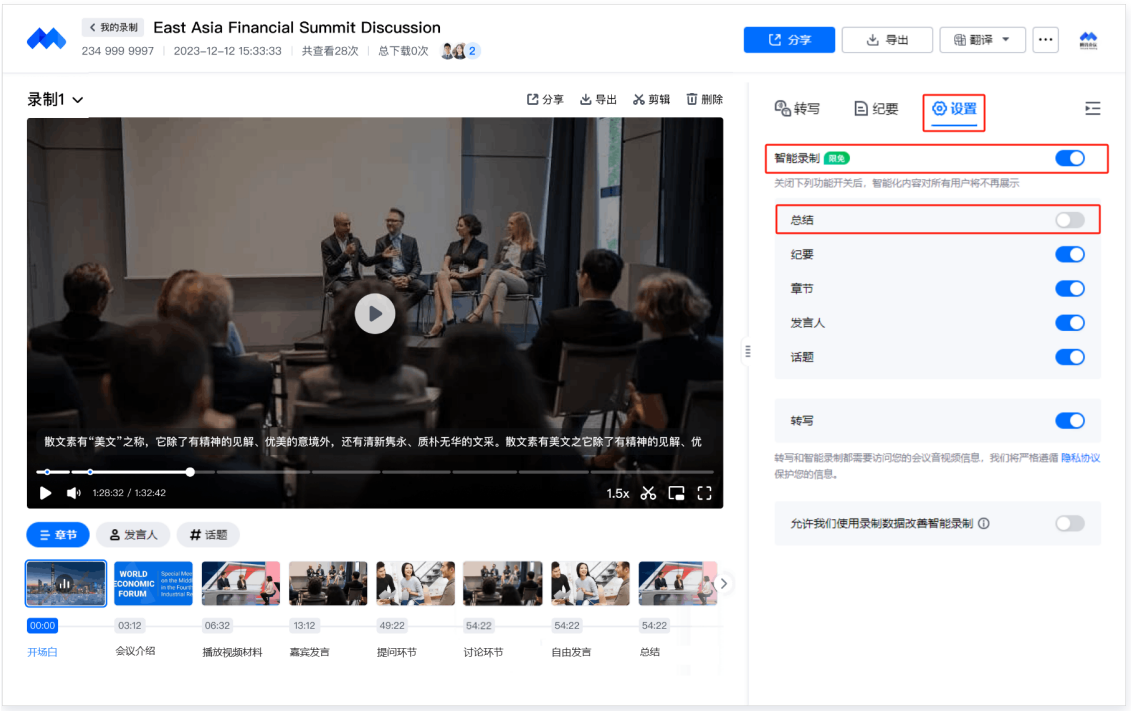
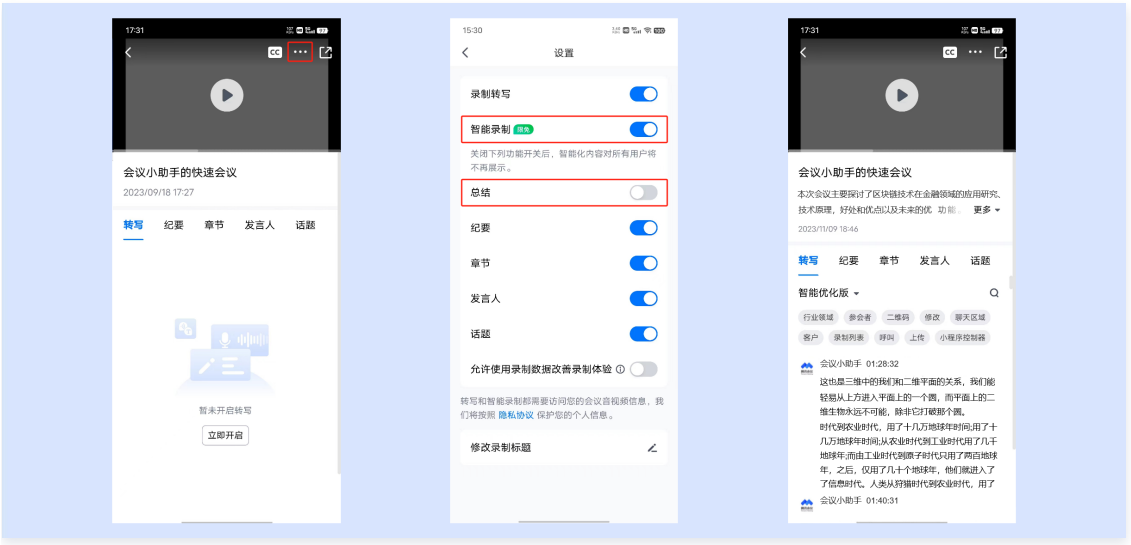


Android/iOS

In the recording detail page, click the top right corner ··· to enable **Intelligent Recording Summary**; once activated, it will synthesize a comprehensive summary of the meeting, facilitating a quick grasp of the entire session.



Using Smart Summary

Windows/macOS

- When **Smart Recording** > **Summary** is Enabled, you can view an overview of the meeting summary below the video on the recording details page.

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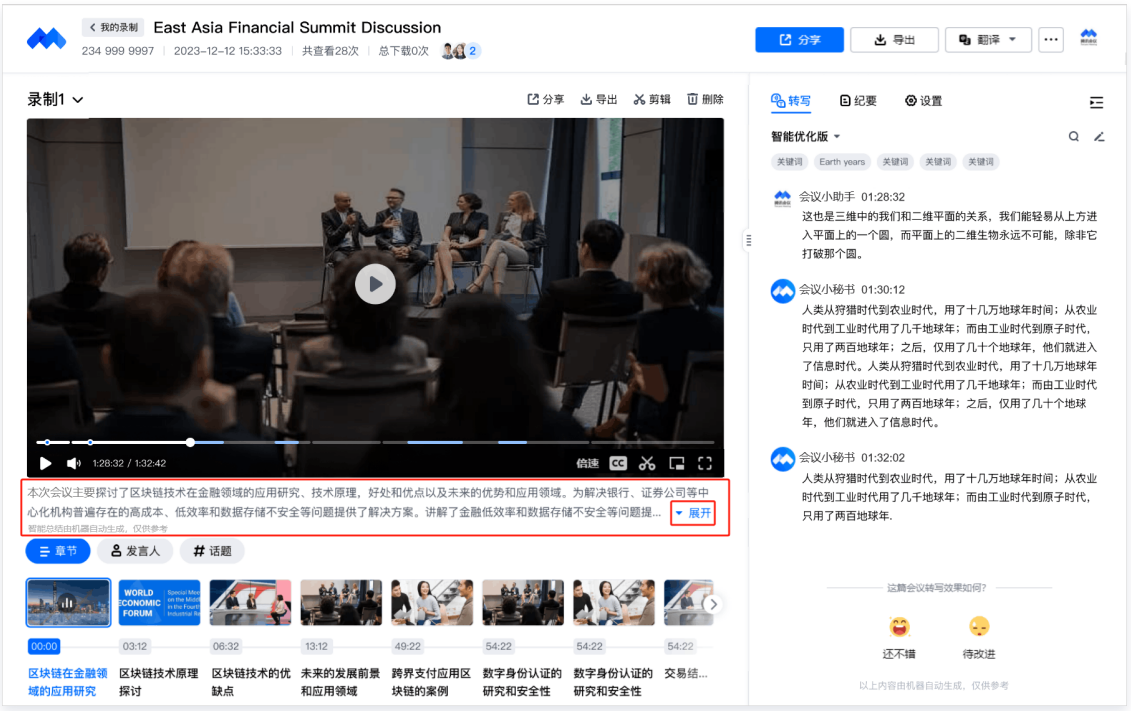
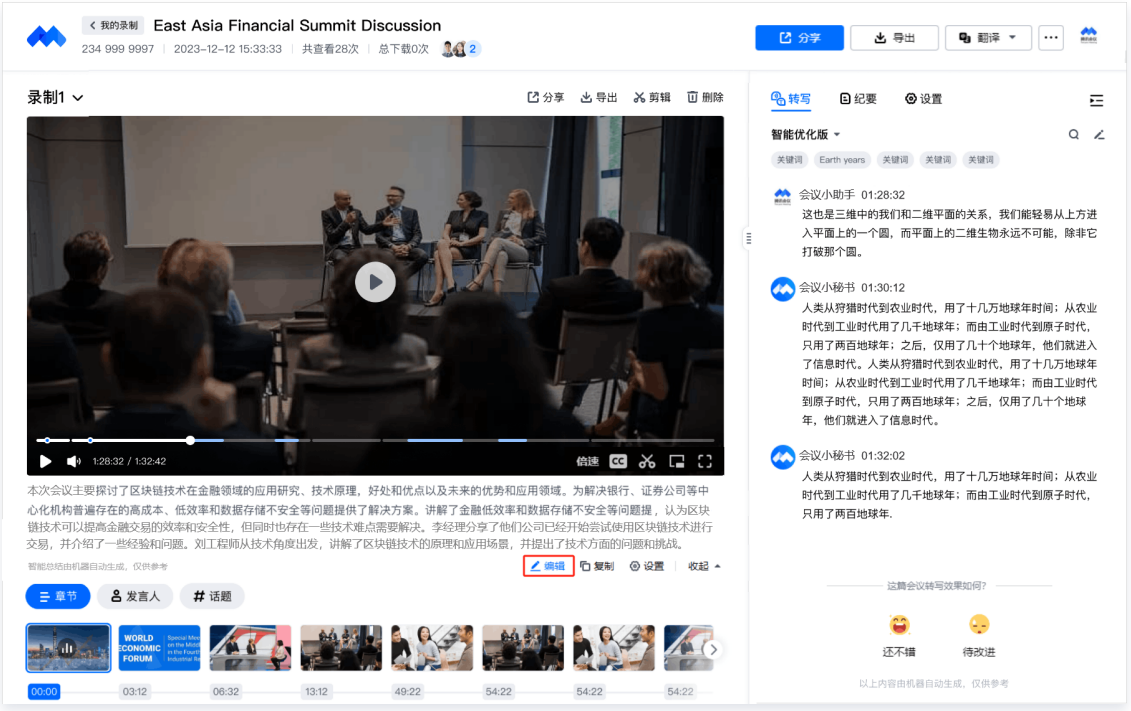


- Click **Expand** to view the full summary content, and supports **Editing**, **Copying**, **Collapsing/Expanding**.



- Click **Edit** to modify the summary content, and after modification, click **Save** to save the changes.

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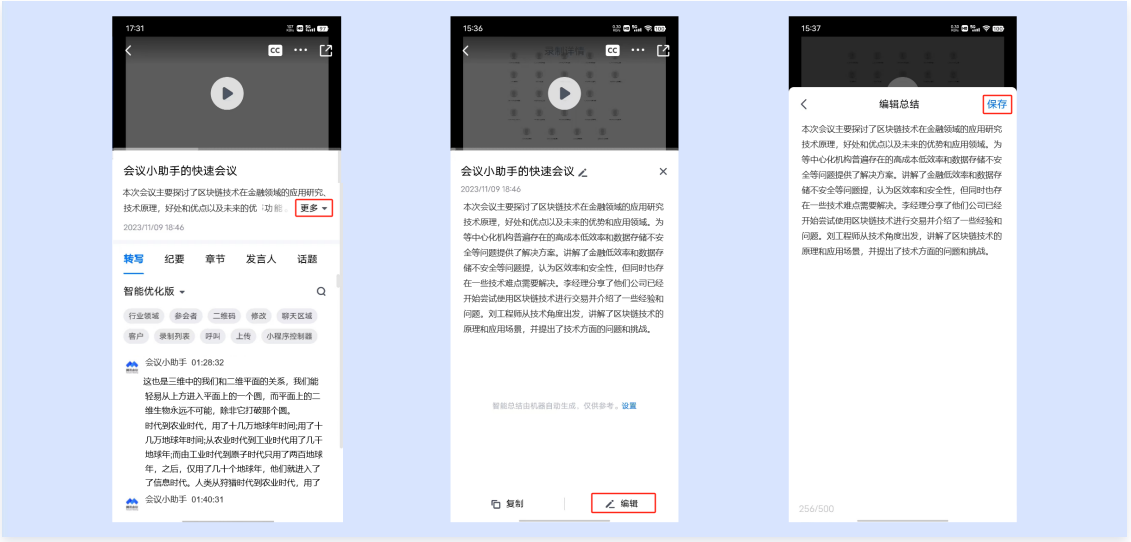
Android/iOS

- When **Smart Recording** > **Summary** is Enabled, you can view an overview of the meeting summary below the video on the recording details page.
- Click **More** to view the full summary content, and supports **Editing**, **Copying**.
- Click **Edit** to modify the summary content. Once the modifications are complete, click **Save** to save the changes.



Notes

- After Smart Recording is enabled, it will need to access your meeting audio information. We will strictly adhere to the Privacy Policy to protect your information.
- Chapter start time supports system drop-down menu selection and manual input.
- Mobile terminal does not support editing, adding, or deleting smart chapter content.
- The speaker summary only displays members who spoke during the meeting. It does not include members who turned on their microphones but did not speak.
- Currently, only the desktop terminal supports modification of topic content. Adding and deleting topics are not supported yet. The mobile terminal supports view only.

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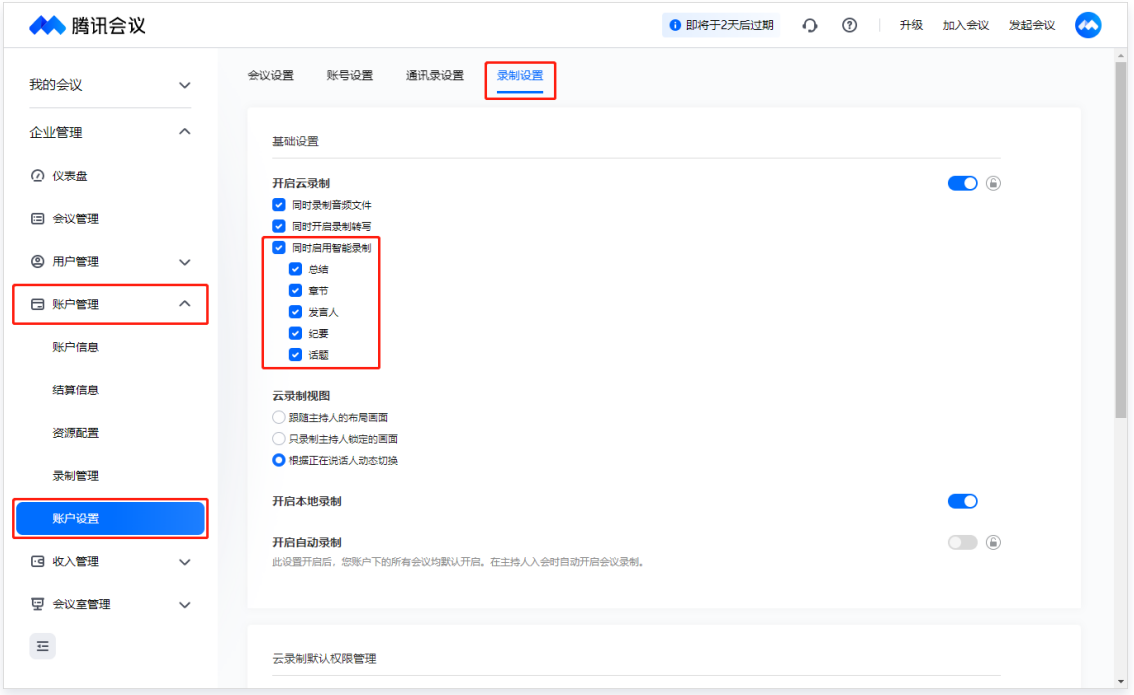
- **Enterprise Super Administrator** and **Administrators with Account Setting Permissions** can modify meeting recording-related features for enterprise accounts in **Enterprise Management** background > **Account Management** > Account Settings > **Recording Settings**.



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Using Local Recording

Last updated：2024-08-27 16:09:44

Description of the Feature

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

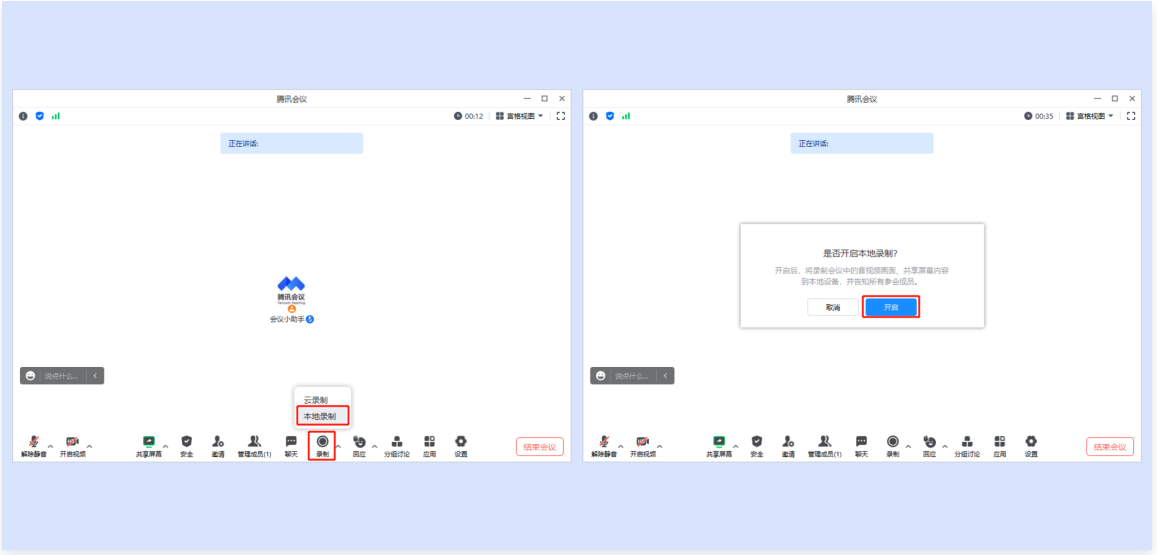
Prerequisites

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS.
- **Version:** v2.3.0 or later.

How to use Local Recording

Enabling Local Recording

- During the meeting, click the bottom toolbar **Record** > **Local Recording** > **Start** to enable local recording, and notify all participants.



- If the user is currently muted, prompt user to **unmute** or **continue silent recording,** then start recording after selection.
- If the user is currently unmuted, start recording normally.

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Pause or End Local Recording

- After starting the recording, the bottom toolbar **Record** changes to **End Recording**.
- The recording status is displayed in the upper left corner of the main window with **Pause Recording** and **End Recording** control icons.
- Click the **triangle button** on the right side of **Stop Recording** in the bottom toolbar, and add **Pause Recording** and **Stop Recording** in the expanded menu.
- In Pause Recording status, **Pause** changes to **Resume Recording**.
  - **Pause Recording**: Click to pause the current recording.
  - **Resume Recording**: Resume recording status.
  - **End Recording**: End and exit recording status, and prompt "The meeting recording will be automatically converted to MP4 format once the meeting ends.".
- In the member list, all members will be able to see the user's recording status.

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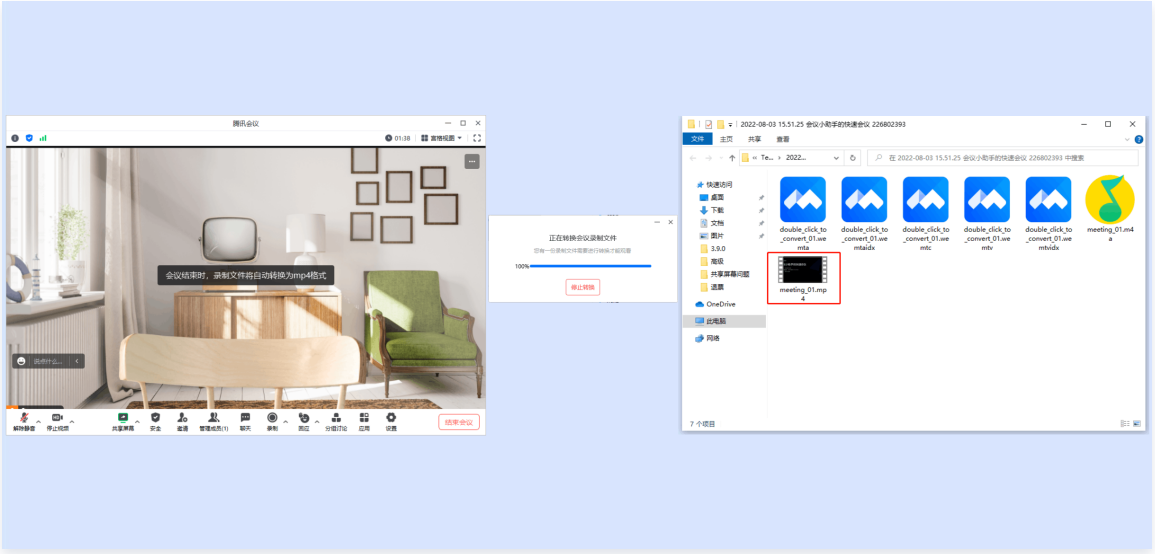
View Local Recording

- After a meeting ends, the system will automatically transcode the recording to MP4 format and open the folder containing the recording file for easy viewing.



- If the option **Record audio files at the same time** is selected before starting local recording, an audio file will be generated separately after the meeting and saved in the folder.
- If the option **Keep temporary recording files** is selected before starting local recording, the original recording files (formats: wemta, wemta.idx, wemtv, wemtv.idx) will be saved after the meeting. You can manually transcode these by double-clicking the original recording files.

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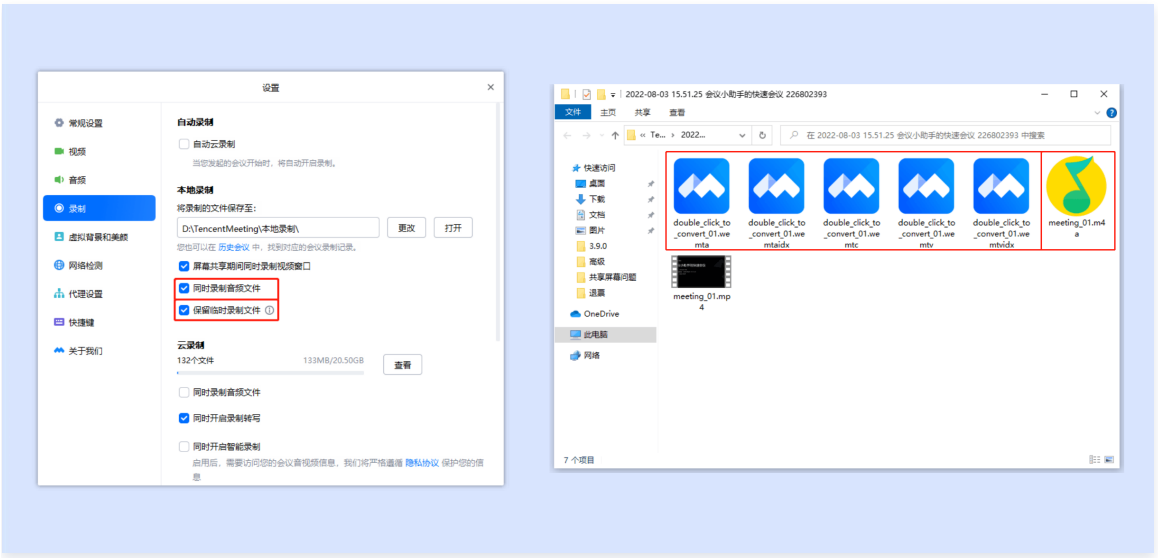
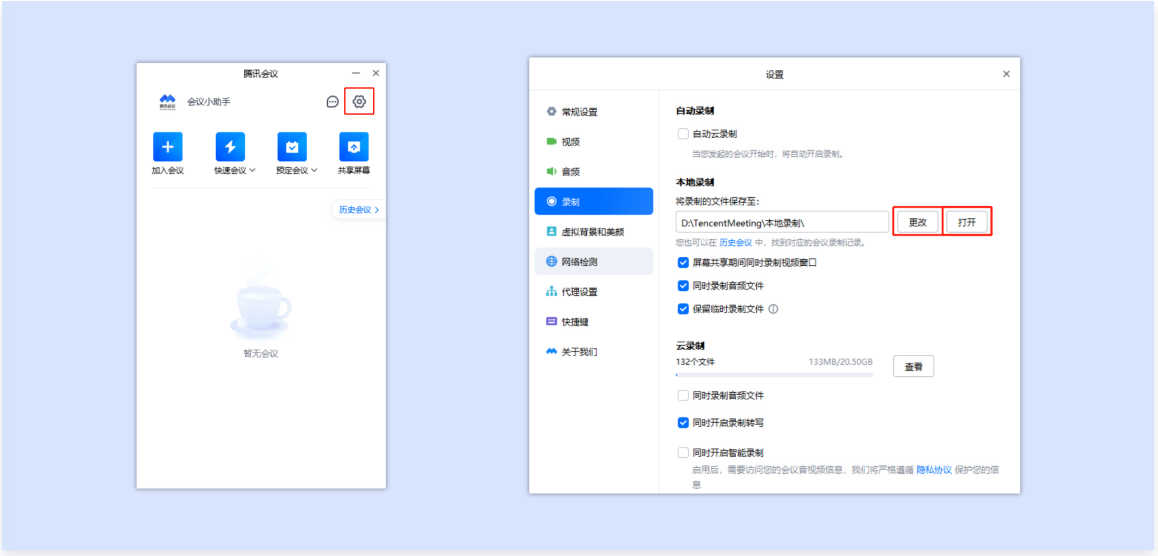


- You can also click **Historical Meetings** on the main interface, select a meeting, then click **Details** and on the meeting details page click **Local Recording** to view the recording content.



- You can click on the client's main interface **settings** > **record** > and select the **locally recorded** recording file save location to the right of **change** to modify the save address. After modifying, your subsequent locally recorded files will be saved to this address; click **open** for quick access to locally recorded content.



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Notes

Notes during the recording process

- During recording, you cannot change the recording file storage path.
- If a meeting ends during recording or you are removed from the meeting, recording will stop and the recording file will be transcoded automatically.
- Cloud and local recording are mutually exclusive for hosts and co-hosts, sharing the same start, pause, resume, and end operations.

Local Recording Format

- Video file: MP4.
- Audio file: m4a.
- Original file: wemta, wemta.idx, wemtv, wemtv.idx.

Recording File Notes

- 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 unforeseen circumstances cause an interruption in recording transcoding, you can perform manual transcoding in two ways.
  - You can find the recorded file of the meeting in Historical Meetings and click the file for transcoding.
  - You can also open the recorded file, find the original recorded files (formats: wemta, wemta.idx, wemtv, wemtv.idx), double-click to start transcoding. Once transcoding is complete, the system will prompt you with the location of the recorded video (MP4 file), and you can open and play it.
- If you delete the local recording log in Historical Meetings, the original recorded files saved locally will also be deleted.

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Cloud Recording Mode

Last updated：2024-08-27 16:10:46

Description of the Feature

Tencent Meeting supports recording video image in multiple layouts through rapid iteration.

Conditions of Use

- **Single-stream recording:**
  - Client version 2.3.0 or later.
  - Free, Pro, Business, Enterprise Edition users.
- **Multi-stream recording :**
  - Client version 3.24 or later.
  - Pro, Business, Enterprise Edition users.
- **log in to Device:**
  - Local Recording: Windows/macOS.
  - Cloud Recording: Windows/macOS/Android/iOS.

Single-stream recording

How to set up Single-stream recording

Windows/Mac

Click the bottom left corner of the client main interface **Settings** > **Recording** > Check **Single-stream recording** > Click the view option to be recorded to generate a file with a fixed view.



Android/iOS

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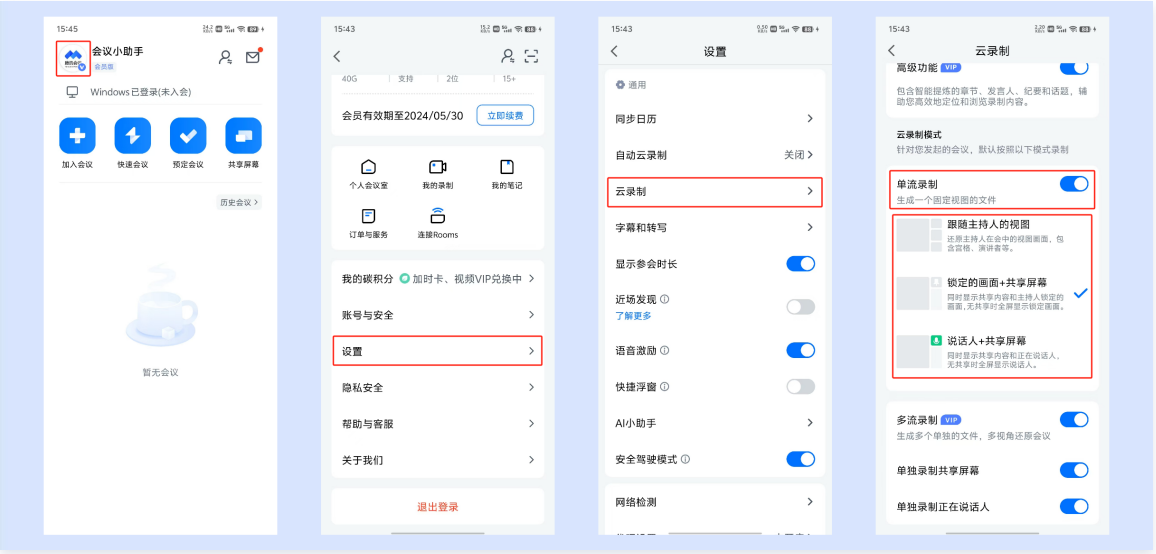
On the App main interface **Avatar** > **Settings** > **Cloud Recording** > Check **Single-stream recording** > Click the view option to be recorded to generate a file with a fixed view.



Cloud recording view

- **Follow the host view** : Restores the host's view during the meeting, including Grid, Speaker View, etc. If the host is transferred, the recording follows the new host's layout.
  - **When the meeting is in audio-only state** : Displays the current meeting members' avatars, up to 25 people per screen.
  - **When the meeting is in video state** : If the host configures Grid layout, displays the current video Grid screen, up to 25 people per screen. If the host configures Peer mode or Self-Definition layout, records Peer/Self-Definition layout screens.
  - **When the host views screen sharing** : Currently in Speaker View, if the host uses Side-by-side layout, member list screen is displayed. If the host uses Floating-window layout, the larger screen shows screen sharing and the smaller screen in the top right shows the speaker.
  - **When the host initiates screen sharing** : The larger screen shows screen sharing and the smaller screen in the top right shows the speaker.
- **Screen lock + Screen sharing** : Simultaneously displays shared content and the screen locked by the host. Full screen displays the lock screen if there's no sharing. If the host is transferred, the recording follows the new host's lock.
  - **When the meeting is in audio-only state** : Attendees only turn on their audio. If no users are speaking, the recording is **black background screen** ; If a user is speaking, the recording is **black background screen + speaker name + speaker audio** .
  - **When the meeting is in video state** : If the host does not lock the video screen, it is recorded based on voice activation, recording the **large video frame + audio of the speaker** . If the host locks the video screen, only the locked person's video is recorded in the larger screen, while the smaller screen in the top right records the speaker's video.
  - **When the meeting is in screen sharing state** : The larger screen records the screen sharing and the smaller screen in the top right shows the current speaker's video.
- **Speaker + screen sharing** : Simultaneously displays shared content and the current speaker. Full screen shows the speaker if there's no sharing.
  - **When the meeting is in audio-only state** : Pure audio state: Attendees only turn on their audio. If no users are speaking, the recording is **black background screen** ; If a user is speaking, the recording is **black background screen + speaker name + speaker audio** .
  - **When the meeting is in video state** : When all attendees turn on their video, it is recorded based on voice activation, recording the **large video frame + audio of the speaker** . If some attendees do not turn on their video, the recording is **black background screen + username + audio** .
  - **When the meeting is in screen sharing + video state** : Records **shared screen + speaker's small video frame + audio** . The small video frame is spliced in the top right corner of the shared screen. The recording maintains this format when switching between video and shared content.

Multi-stream recording

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Pre-meeting settings

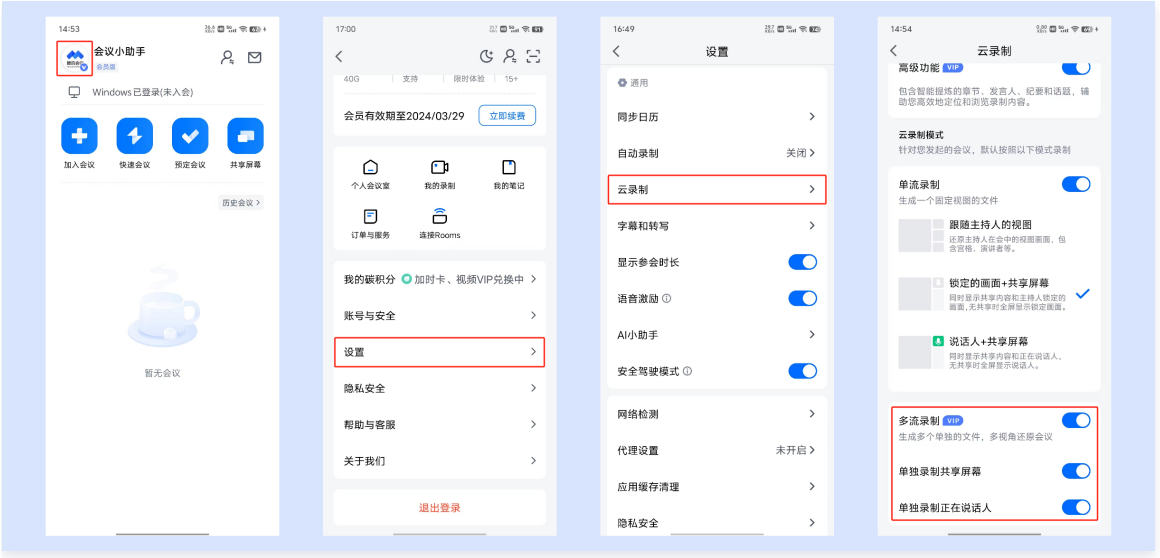
Windows/macOS

Click main interface**Settings** > **Recording** > Check**Multi-stream recording** > Check the views to be recorded for future meetings. Once initialized, the settings will take effect for subsequent cloud recordings, generating separate files for multiple views.



Android/iOS

Click main interface**Avatar** > **Settings**> **Recording** > **Cloud recording** > Click Enable**Multi-stream recording** > Select the views to be recorded, and the default settings will apply to subsequent cloud recordings, generating separate files for multiple views.



In-meeting settings

Windows/macOS

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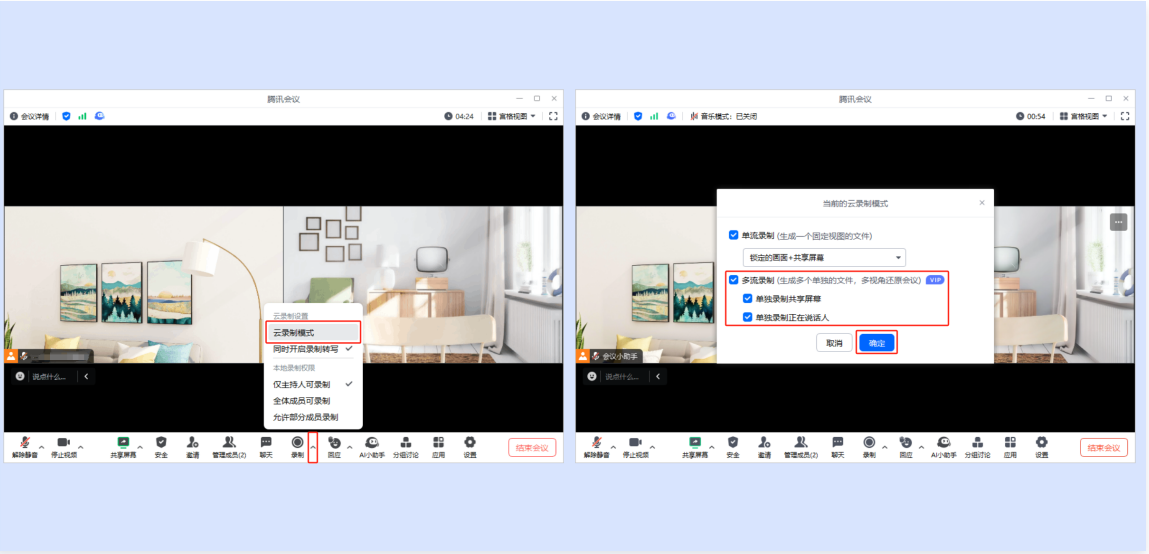
During the meeting, the host can, before initiating cloud recording, click the triangle icon next to Recording **Triangle** icon > **Cloud Recording Mode** > Check the views to be recorded > Click **OK** to record multiple views at the same time, generating separate files after the recording ends.



Note:
If the recording is in progress and you need to change the recording mode, the current recording will end, and a new recording will be initiated.

Multi-stream recording files

When the user enables multi-stream recording, two separate video files will be generated: **Screen Sharing** and **Speaker** (if screen sharing was not enabled during the meeting, there will be no **Screen Sharing** file).

Windows/macOS

- On the recording details page, click the switch recording view icon **Change Recording View** icon > Select the view to be watched to switch playback.



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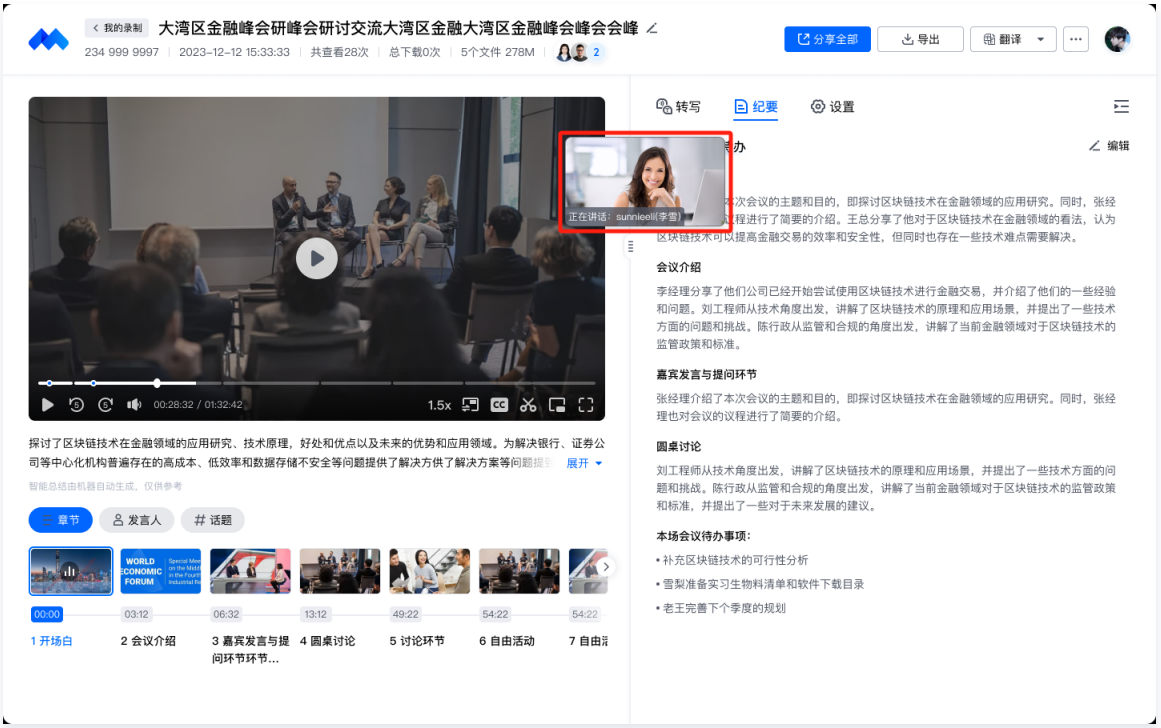
- When selecting **Simultaneous playback of screen sharing and speaker**, you can drag the **video floating window** to the specified position.



- For files with multi-stream recording enabled, click the top "Total N files" to open the file management list, allowing the management of multiple recording files separately.



Android/iOS

On the recording details page, click the switch recording view icon **Change Recording View** icon > Select the view to be watched to switch playback.

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Notes

- Pre-meeting multi-stream recording settings will only apply to subsequent initiated meetings.
- In-meeting multi-stream recording settings will only apply to subsequent initiated cloud recordings.
- Enterprise super administrators and account-setting authorized administrators can modify meeting recording-related features for enterprise accounts in the company management backend > Account Management > Account Settings > Recording Settings.



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Automatic Recording

Last updated：2024-08-27 16:11:27

Description of the Feature

Automatically starting meeting recording helps users better capture the entire meeting process. Cloud recording starts automatically when the meeting begins, eliminating the worry of forgetting to enable it.

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:**
  - Automatically enable cloud recording: Windows/macOS/iOS/Android.
  - Automatically enable local recording: Windows/macOS.
- **Version Requirement:**
  - Client version 2.7.0 and above supports automatic cloud recording and local recording for meetings initiated by Business Edition and Enterprise Edition users.
    - Effective after being configured by an enterprise administrator or enterprise super administrator.
    - Automatic local recording starts only after the host has joined the meeting on the PC terminal.
  - Client version 3.17 and above supports automatic cloud recording for meetings initiated by Free Edition and Membership users.

How to Enable Automatic Recording

Automatically Enable Cloud Recording

Windows/macOS

1. Click on the upper-right corner of the main interface of the client **Set** > **Recording** > check**Automatic Cloud Recording** to automatically start cloud recording when the meeting begins.
   - Meetings initiated by Free Edition and Membership users support automatic cloud recording at the start of the meeting.
   - Meetings initiated by Business Edition and Enterprise Edition users support automatic cloud recording at the start of the meeting.
2. Once enabled, all your subsequent meetings will start with the **automatic cloud recording** feature. Scheduled meetings will default to automatic cloud recording at the time of scheduling, but this can be modified individually.



You can also set whether to enable **automatic cloud recording** for a specific meeting when scheduling.

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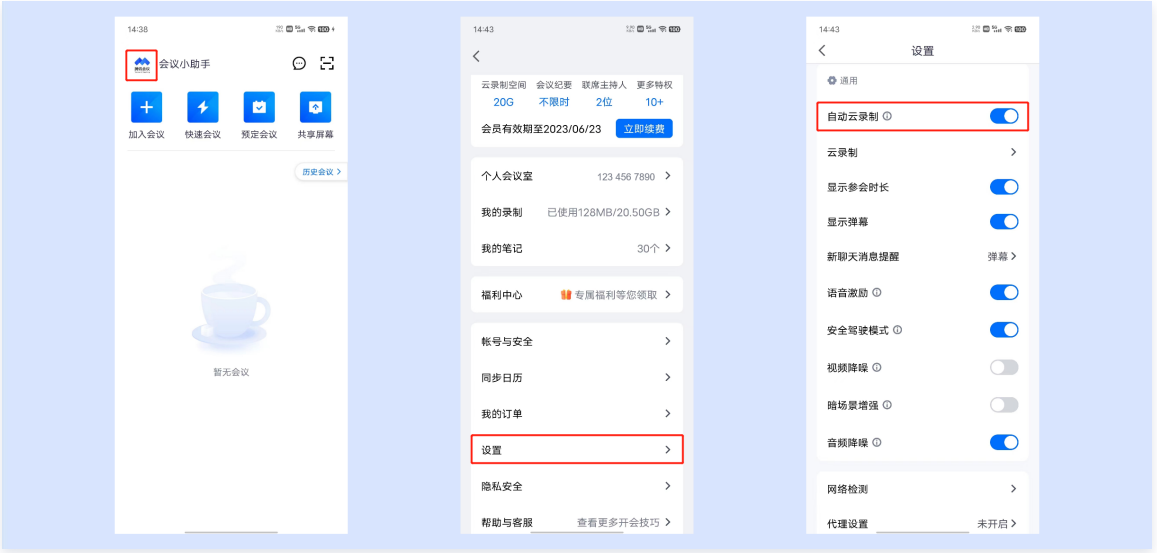
Android/iOS

1. Click on the main interface of the app **Avatar** > **Settings** > select **Automatic Cloud Recording** to automatically enable cloud recording when the meeting starts.
   - Meetings initiated by Free Edition and Membership users support automatic cloud recording at the start of the meeting.
   - Meetings initiated by Business Edition and Enterprise Edition users support automatic cloud recording at the start of the meeting.
2. Once enabled, all your subsequent meetings will start with the **automatic cloud recording** feature. Scheduled meetings will default to automatic cloud recording at the time of scheduling, but this can be modified individually.



You can also set whether to enable **automatic cloud recording** for a specific meeting when scheduling.

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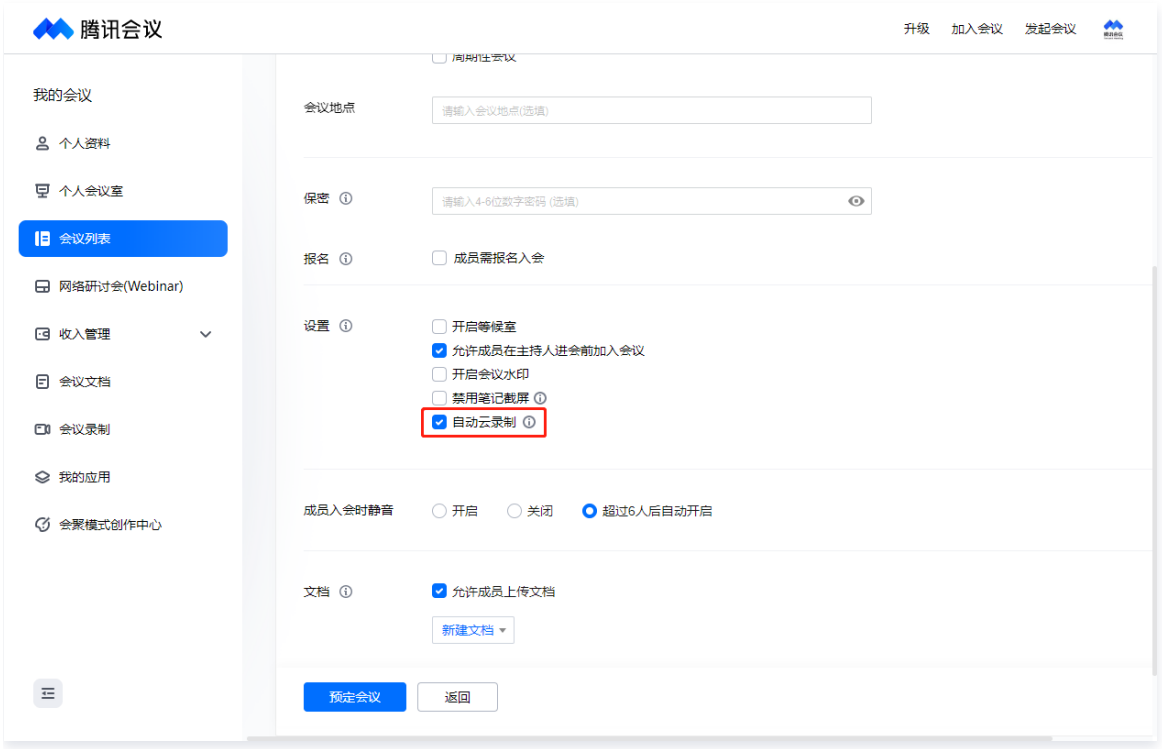
Tencent Meeting Official Website – Personal Center

Go to Tencent Meeting Official Website and check **Automatic Cloud Recording** when scheduling a meeting to automatically start cloud recording when the meeting begins.



Automatically Enable Local Recording

Business and Enterprise Edition meetings support automatic local recording.

Windows/macOS

1. Click on the upper right corner of the client main interface **Settings** > **Recording** > check **Automatic Meeting Recording** > **Enable Local Recording after Host Joins** to automatically enable local recording when the host joins. (The host needs to join via PC)
2. Once enabled, all your subsequent meetings will start with **Enable Local Recording after Host Joins**.

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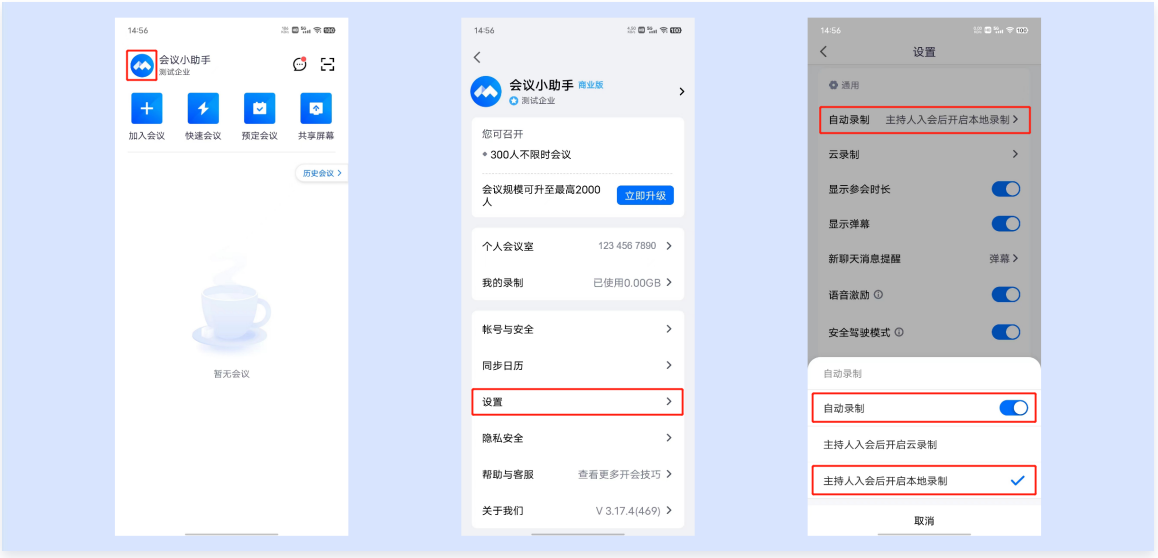
You can also set whether to enable **Enable Local Recording after Host Joins** for a specific meeting when scheduling.

Android/iOS

1. Click on the main interface of the app **Avatar** > **Settings** > click and select **Automatic Recording** > **Enable Local Recording after Host Joins** to automatically start local recording when the host joins. (The host needs to join via PC)
2. Once enabled, all your subsequent meetings will start with **Enable Local Recording after Host Joins**.



You can also set whether to enable **Enable Local Recording after Host Joins** for a specific meeting when scheduling.

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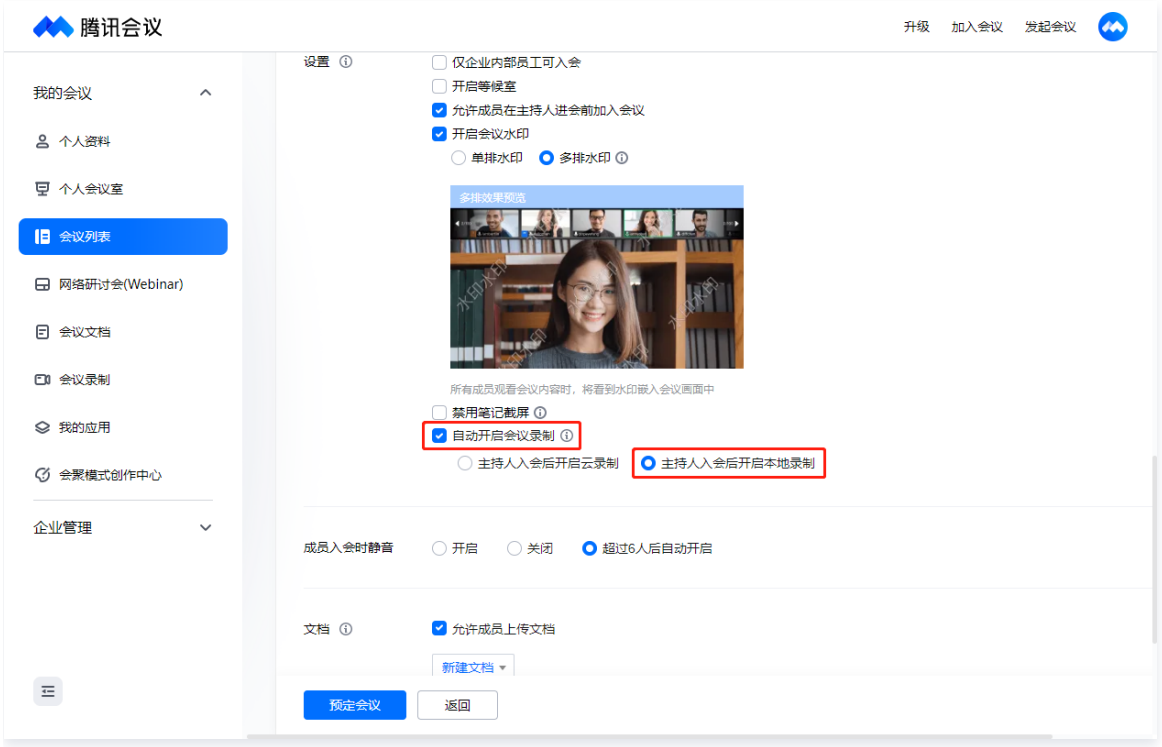
Tencent Meeting Official Website – Personal Center

Go to Tencent Meeting Official Website and check **Automatic Meeting Recording** > **Enable Local Recording after Host Joins** when scheduling a meeting to automatically start local recording when the host joins.



Notes

- Enterprise Super Admins and admins with account settings permissions can modify meeting recording features under their enterprise accounts in **Enterprise Management Backend** > **Account Management** > **Account Settings** > **Recording Settings**.

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- After the admin enables the **Automatic Recording** feature, it will be effective for all types of meetings, including scheduled meetings (regular meetings, specially invited meetings, periodic meetings) and quick meetings (including personal meeting numbers).
- **Automatically start meeting recording** is triggered only when joining the meeting for the first time. Subsequent joining by the host or participants will not automatically trigger cloud recording.
- If the admin configures **Automatic Recording** or enables and locks the feature, selecting **Local Recording** will have no sub-options. The host needs to join using a PC to trigger it.
- If the admin configures **Automatic Recording** or enables and locks the feature, selecting **Cloud Recording** will reveal sub-options **Automatically start cloud recording when any participant joins** and **Host can pause cloud recording.**
  - **Automatically start cloud recording when any participant joins**: Disabled by default. If enabled, cloud recording will start immediately when any participant (including the host) joins.
  - **Host can pause cloud recording**: Enabled by default. If disabled, the host cannot pause or end the cloud recording for that meeting.

- The **Automatically start meeting recording** feature follows the admin configuration with the following states:
  - **Disabled state**: The admin has disabled and locked the **Automatic Recording** feature, or has turned off the main switch for **Cloud Recording** and **Local Recording.** In this case, the **Automatically start meeting recording** option will not be shown when scheduling a meeting in the client;
  - **Free State**: If the administrator has turned off **Automatic Recording** in the backend without locking it, then when booking a meeting via the client, **Automatic Meeting Recording** will not be enabled by default. Users are free to choose whether to enable this feature and are allowed to freely select **Cloud Recording/Local Recording after the host joins the meeting**.
  - **Default enabled state**: The admin has configured the **Automatic Recording** feature and selected automatic **Cloud Recording** or **Local Recording.** In this case, **Automatically start meeting recording** will be checked by default when scheduling a meeting, and **Enable cloud recording/local recording after host joins.** will be default options. Users can still cancel or change the options;
  - **Enabled and locked**: The admin has configured and locked the **Automatic Recording** feature. In this case, when scheduling a meeting in the client, **Automatically start meeting recording** is forcibly selected, and according to the admin configuration, **Enable cloud recording/local recording after host joins** is forcibly selected and cannot be changed.
- Recording End Explanation: After the admin enables the Automatic Recording feature and selects different options, the trigger timing for ending the recording will vary. Specifically:
  - When the admin selects **Local Recording**: Local recording starts when the first host who starts Tencent Meeting on PC joins. It ends automatically when that user leaves the meeting or the meeting ends

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- When the admin selects **Cloud Recording**: The sub-options affect the trigger timing for ending the recording.

Automatically start cloud recording when any participant joins	Host can pause cloud recording	Trigger timing for ending cloud recording
✓	✓	All people leave the meeting / Host proactively ends the meeting / Host proactively ends cloud recording
✓	×	All people leave the meeting / Host proactively ends the meeting
×	✓	All hosts leave the meeting / Host proactively ends the meeting / Host proactively ends cloud recording
×	×	All hosts leave the meeting / Host proactively ends the meeting

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Local Recording Permission Management

Last updated：2024-08-27 16:21:15

Description of the Feature

During the meeting, the host and co-host can manage the local recording permissions of participants.

Prerequisites

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS.
- **Version Requirement:** v2.3.0 or later.

How to Control Local Recording Permissions

Windows/macOS

- During the meeting, the host and co-host can control the local recording permissions of the attendees by clicking the triangular button on the right side of **Record** in the bottom toolbar>, and selecting from **Only the host can record, all members can record, or allow certain members to record.**



  - **Only Host Can Record:** This is the default option. After enabled, only the host and co-host can start recording.
  - **Allow All Attendees to Record:** After enabled, all participants in the meeting can start recording.
  - **Allow Selected Attendees to Record:** After enabled, the host and co-host can start recording and click **Manage Members** > select members from the attendee list > click **More** > **Allow Recording** , allowing them to start local recording; for members who already have local recording permissions, you can also click **Prohibit Recording** to revoke their recording permissions.

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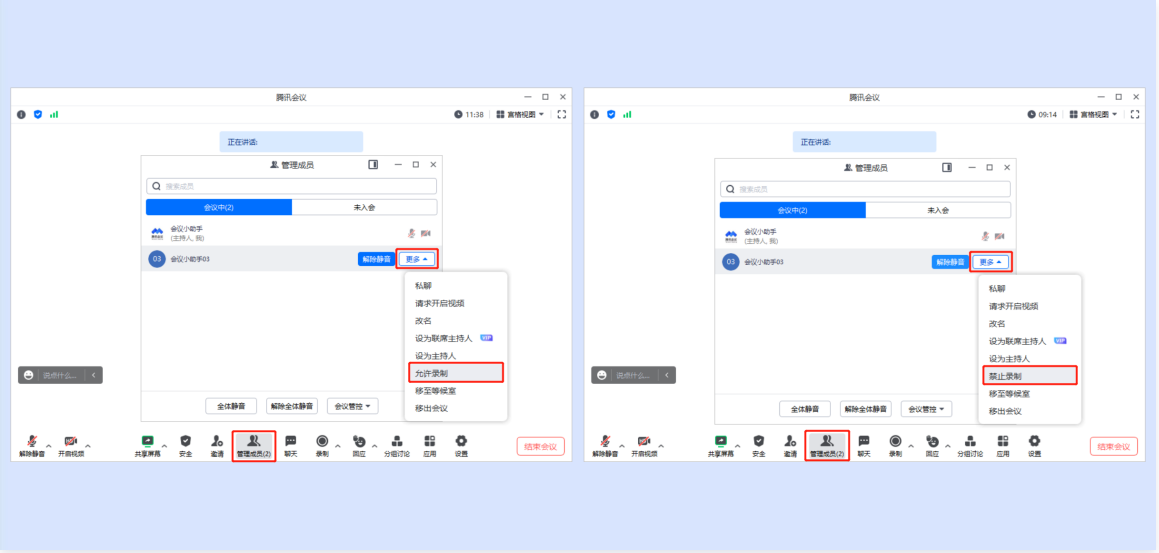
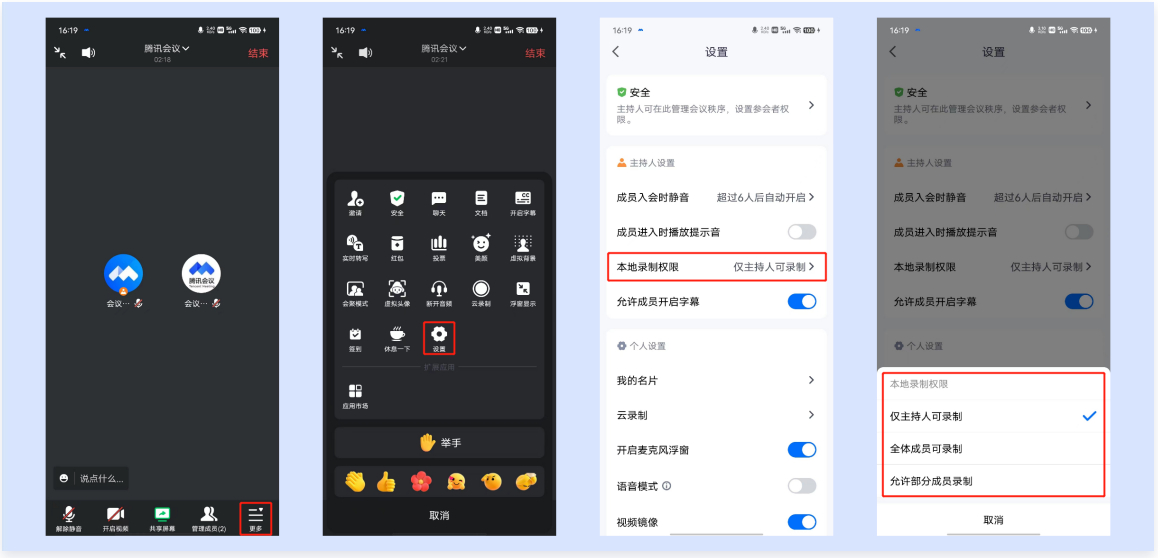


Android/iOS

- During the meeting, the host and co-host can click the bottom toolbar **More** > **Settings** > **Local Recording Permissions** to manage the local recording permissions of participants.



- Alternatively, you can click the bottom toolbar **Manage Members** > top-left **Settings** > **Local Recording Permissions** to manage the local recording permissions of participants.

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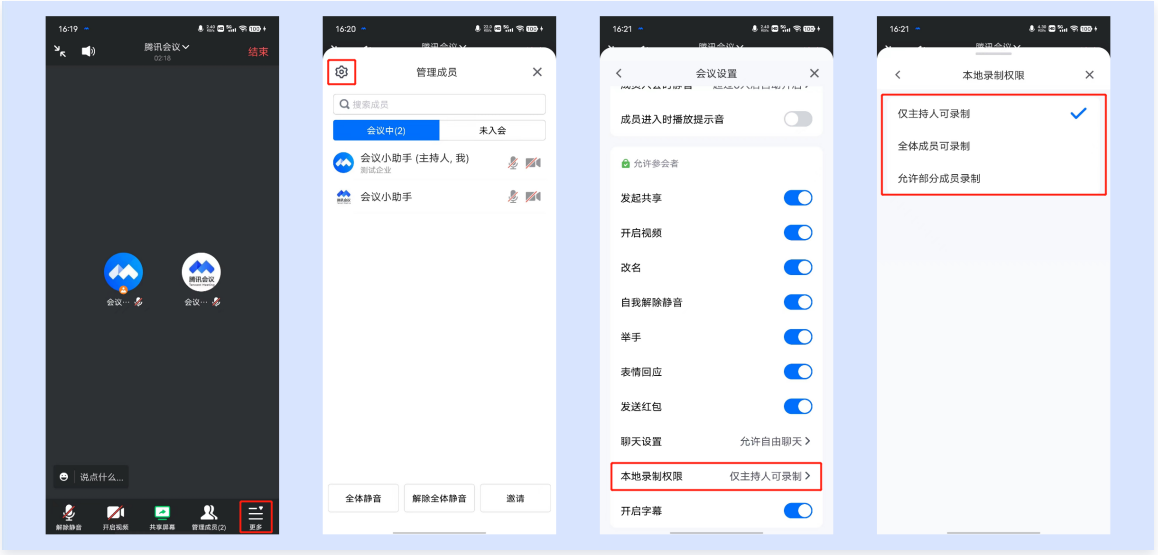
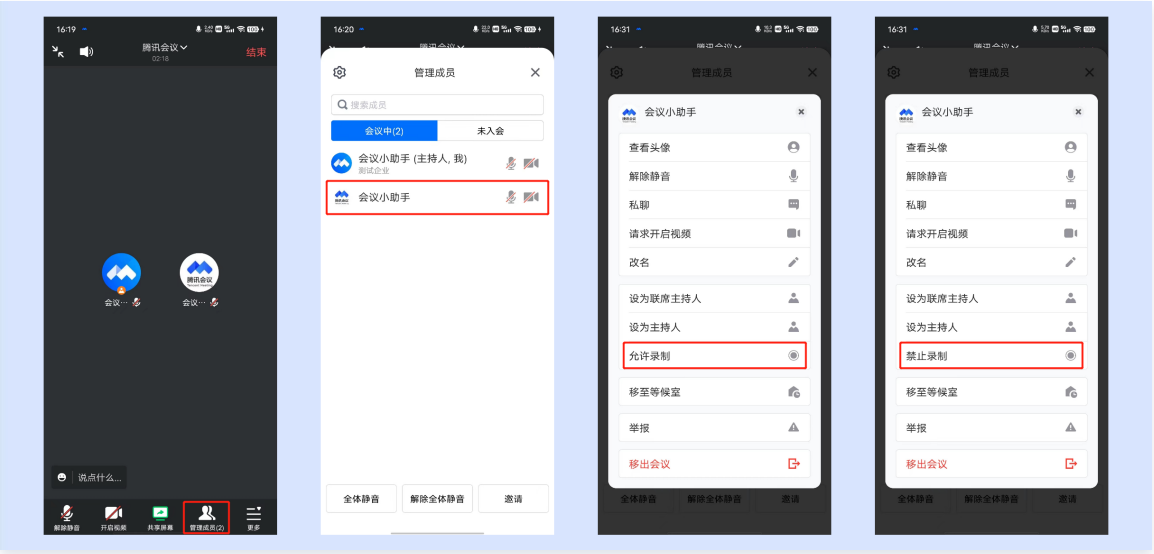


- **Only Host Can Record:** This is the default option. After enabled, only the host and co-host can start recording.
- **Allow All Attendees to Record:** After enabled, all participants in the meeting can start recording.
- **Allow Selected Attendees to Record:** After enabled, the host and co-host can start recording. They can also click **Manage Members** > select members from the attendee list > click **Allow Recording**, allowing them to start local recording; for members who already have local recording permissions, you can also click **Prohibit Recording** to revoke their recording permissions.



Notes

- Currently, the mobile terminal does not support local recording, but the host and co-host can still control recording permissions when attending the meeting using the mobile terminal.
- When you do not have local recording permissions, you can promptly request them from the host and co-host.

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- When the local recording permissions in the meeting change from **Allow All Attendees to Record** to **Allow Selected Attendees to Record**, all existing members will retain their recording permissions, but new members will not be able to record.
- When the local recording permissions in the meeting are set to **Allow Selected Attendees to Record** and the members are using mobile devices to attend, they will not have local recording permissions by default.
- When the local recording permissions in the meeting are set to **Allow Selected Attendees to Record** and a member's co-host status is revoked, the member will retain their recording permissions by default.
- When the recording permissions change from **Allow Selected Attendees to Record** to **Only Host Can Record**, previously authorized members will no longer have recording permissions.
- **Enterprise super administrators** and **administrators with account settings permissions** can modify meeting recording related features for enterprise accounts in **Enterprise Management Console** > **Account Management** > Account Settings > **Recording**

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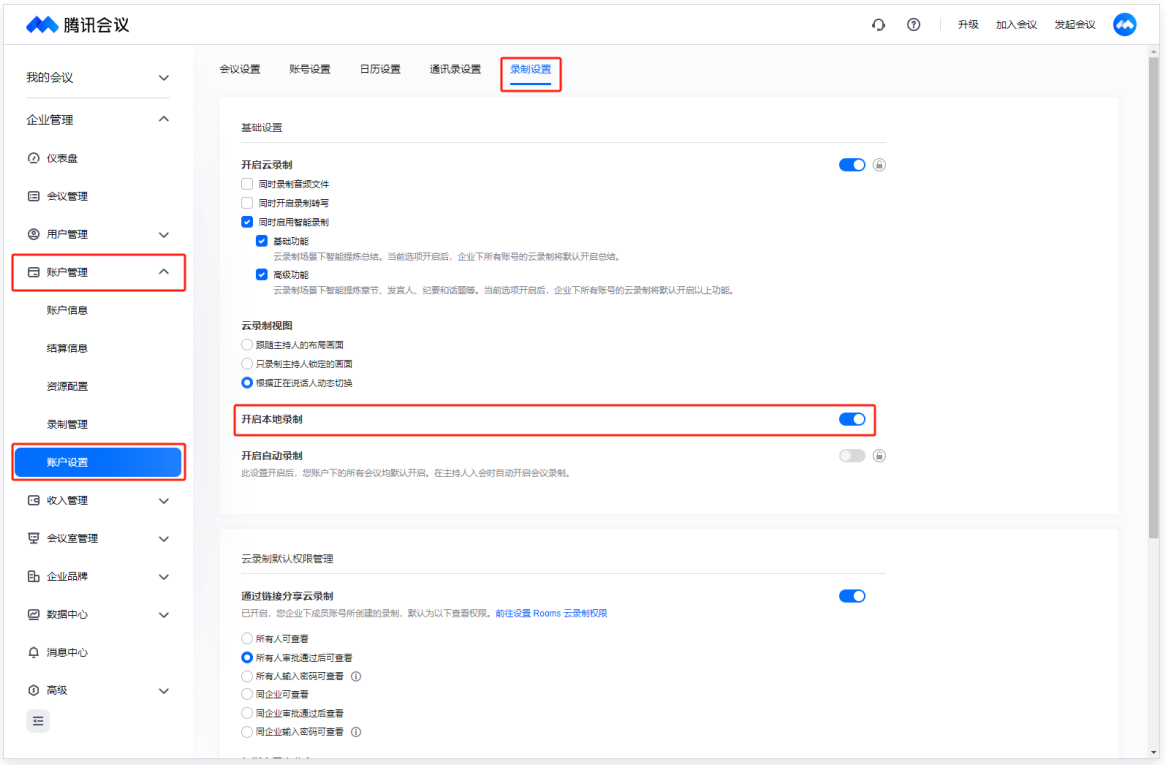

Settings.

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Recording Transcription

Last updated：2024-08-27 16:30:52

Description of the Feature

- During cloud recording, enable recording transcription to convert meeting voice to text, and display the corresponding participants' speech content.
- Supports keyword search for quick location of content, and allows cloud-based editing for easy export.

Recommended People and Scenarios

- Only applicable to the meeting creator.
- Daily Meetings: Focus on the meeting during the session and efficiently output transcriptions afterward.
- Online Classes: Record course content without worrying about missing key points.
- Research Interviews: Fully record all interview Q&A details without missing any detail.

Conditions of Use

- **Version Requirement:**
  - Original version supported by version 2.8 and above.
  - Intelligent optimization version supported by version 3.17 and above.
  - Multilingual translation transcription supported by version 3.20 and above.
  - Splitting speakers in recording details page supported by version 3.22 and above.
- **Log in to Users:** Membership, Business Edition, Enterprise Edition users.
- **System Requirements:** Windows/macOS/Android/iOS.
- Recording transcription feature offers a free limited-time trial.

Enabling Recording Transcription

Enable recording transcription before the meeting

Windows/macOS

click the bottom left corner of the client main interface **Settings** > **Recording** > check **Enable recording transcription simultaneously,** to start **Cloud Recording** in the meeting, which will enable recording transcription at the same time.

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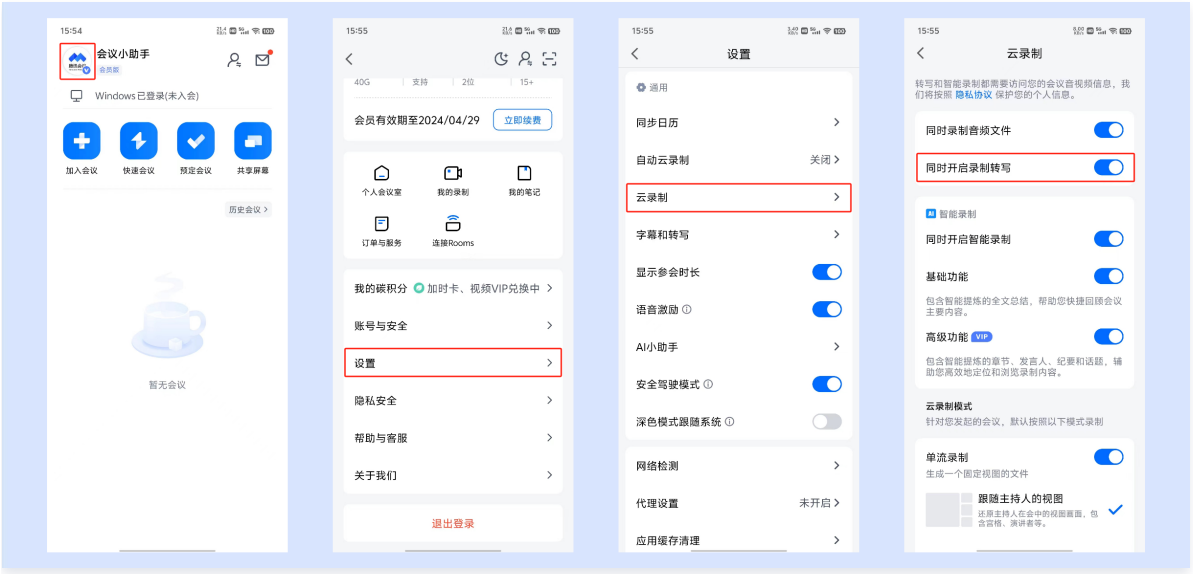
Android/iOS

click the App main interface **profile picture** > **Settings** > **Cloud Recording** > check **Enable recording transcription simultaneously**. Start **Cloud Recording,** which will enable recording transcription at the same time.



Enable recording transcription during the meeting

Windows/macOS

During the meeting, click the **Recording** triangle button and check **Enable recording transcription simultaneously**. Start **Cloud Recording**, which will enable recording transcription at the same time.

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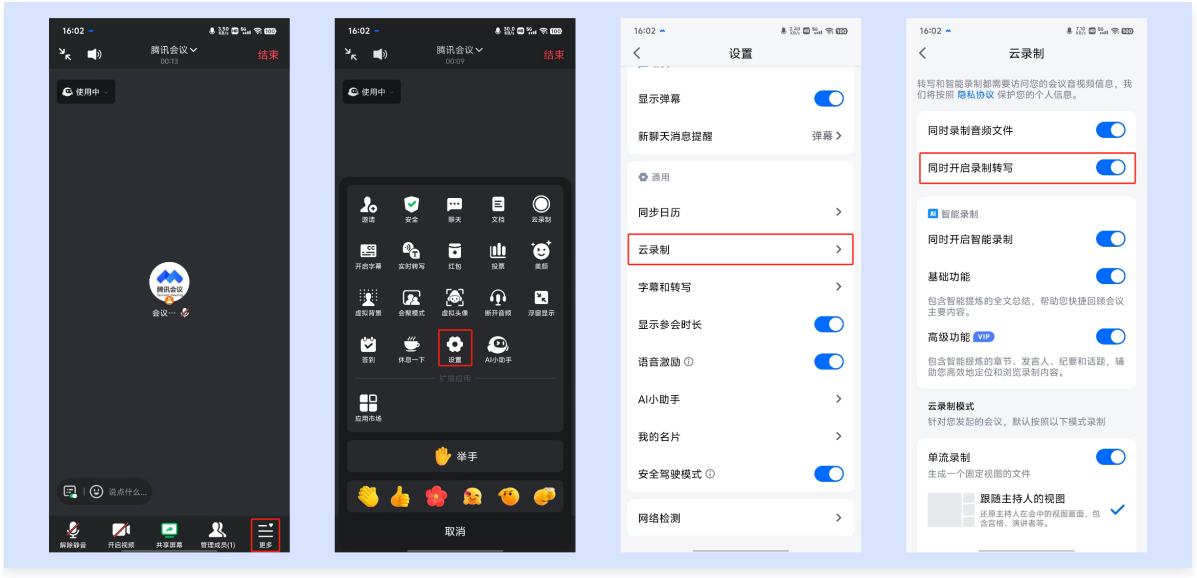
Android/iOS

During the meeting, click **More** > **Settings** > **Cloud Recording** > check **Enable recording transcription simultaneously**. Start **Cloud Recording,** which will enable recording transcription at the same time.



Enable recording transcription after the meeting

- When recording transcription was not enabled during the cloud recording, desktop users can visit the meeting recording details page of the corresponding cloud recording file in **Personal Center** > and click **Enable Transcription.**
- When cloud recording transcription is not enabled, mobile users can go to the **My Recordings** > cloud recording file's meeting recording detail page, and click **Start Now.**

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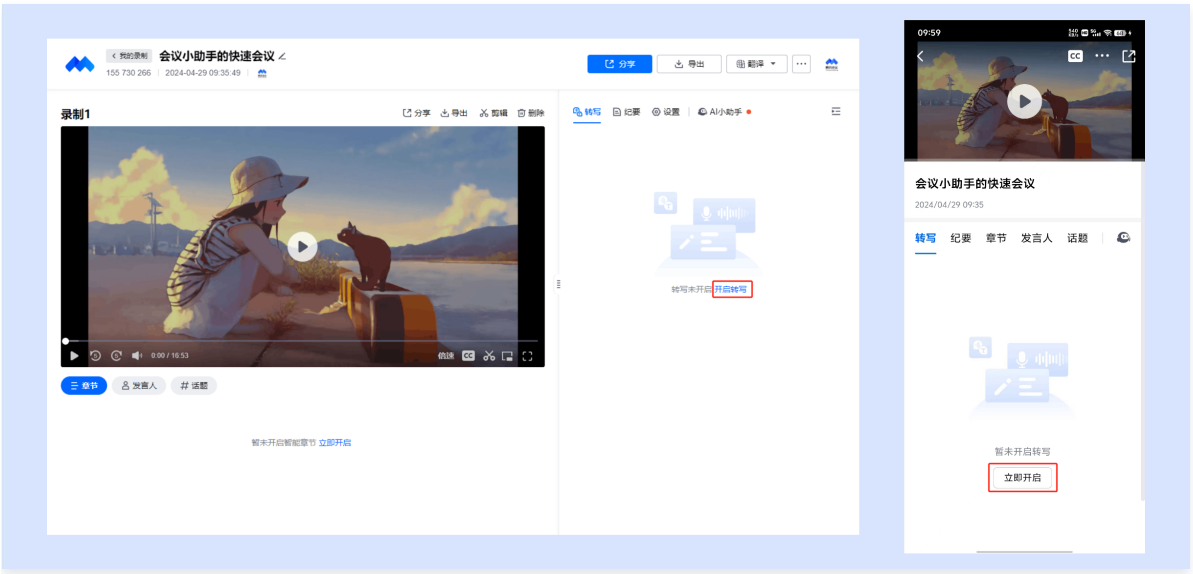
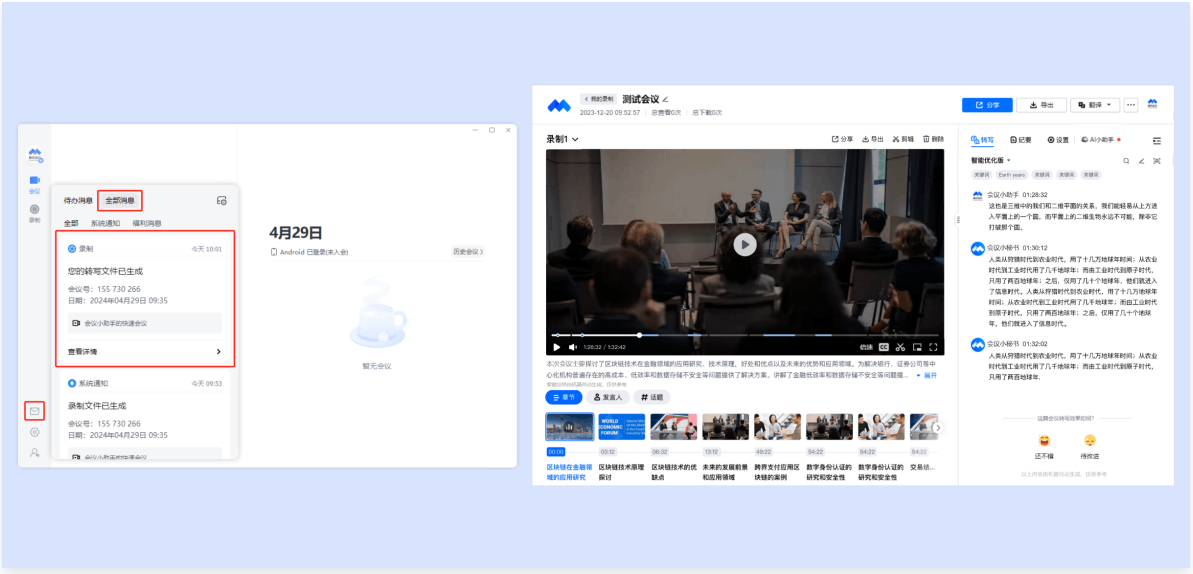


How to view recording transcription

Windows/macOS

- Click the bottom left corner of the client main panel **Inbox** > **All Messages** > select the corresponding recording file or transcription, and click **View**.



- You can also click **Recording** and find the corresponding cloud recording file, then click View.

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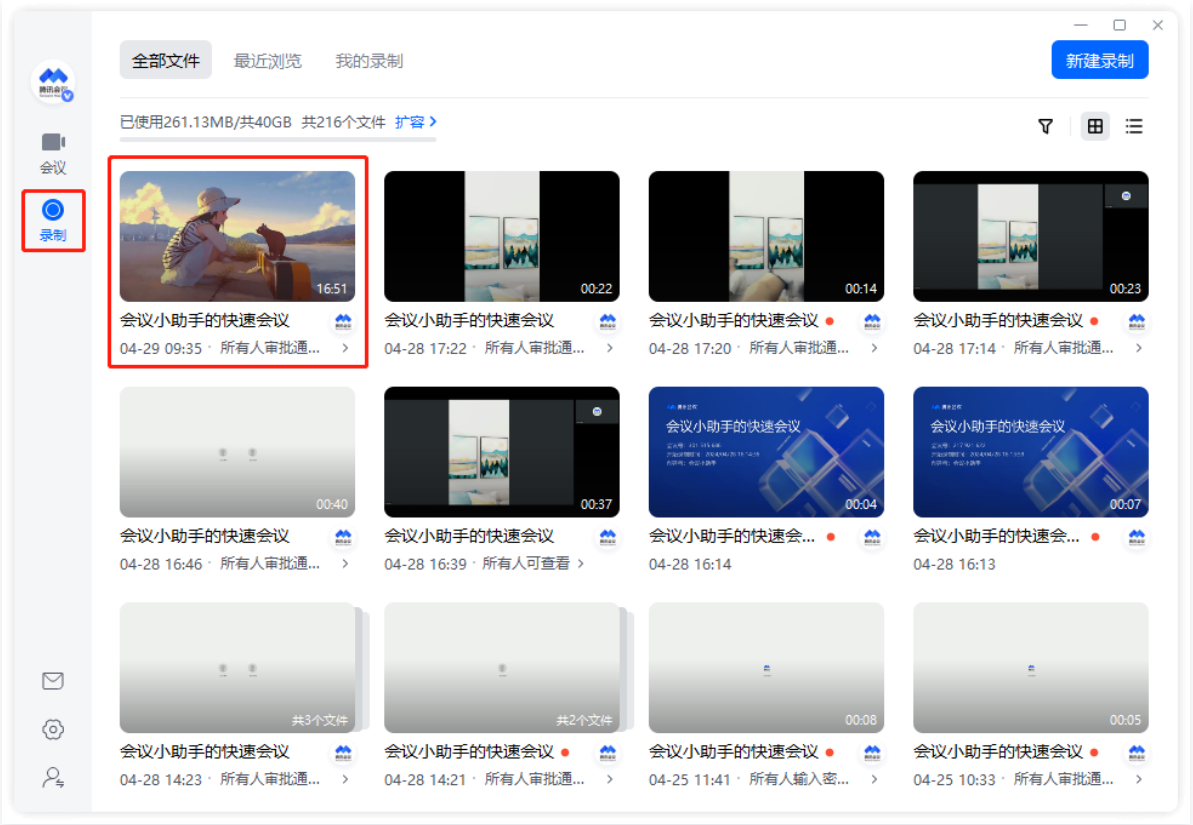
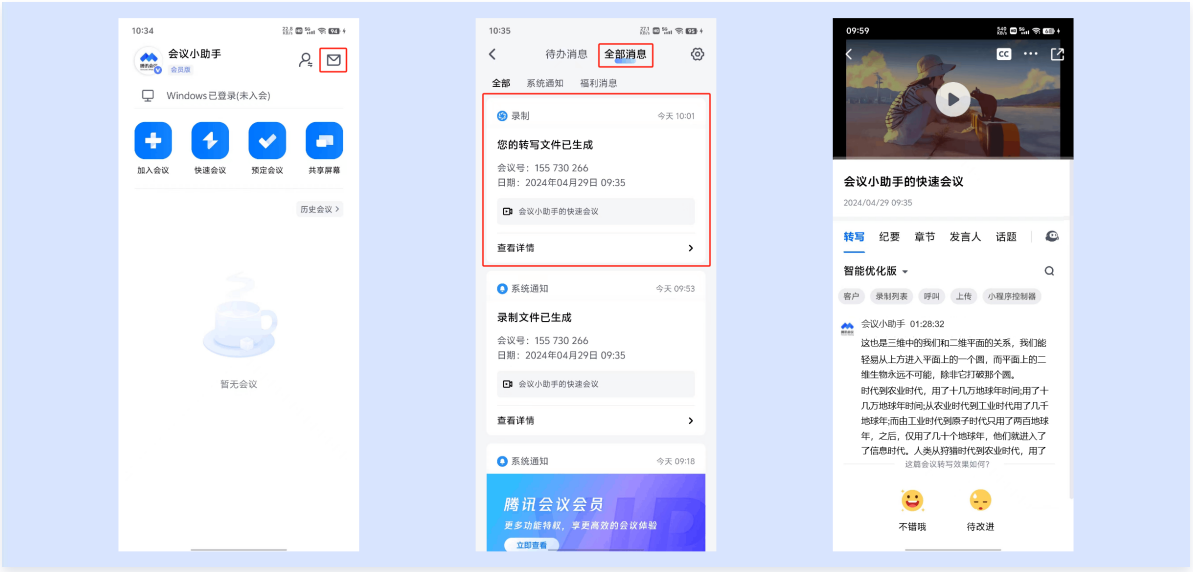


Android/iOS

- Click on the top right corner of the App main panel **Inbox** > **All Messages** > Select the corresponding recording file or recording transcription, and click **View**.



- You can also click **Profile Picture** > **My Recordings** and find the corresponding cloud recording file, then click View.

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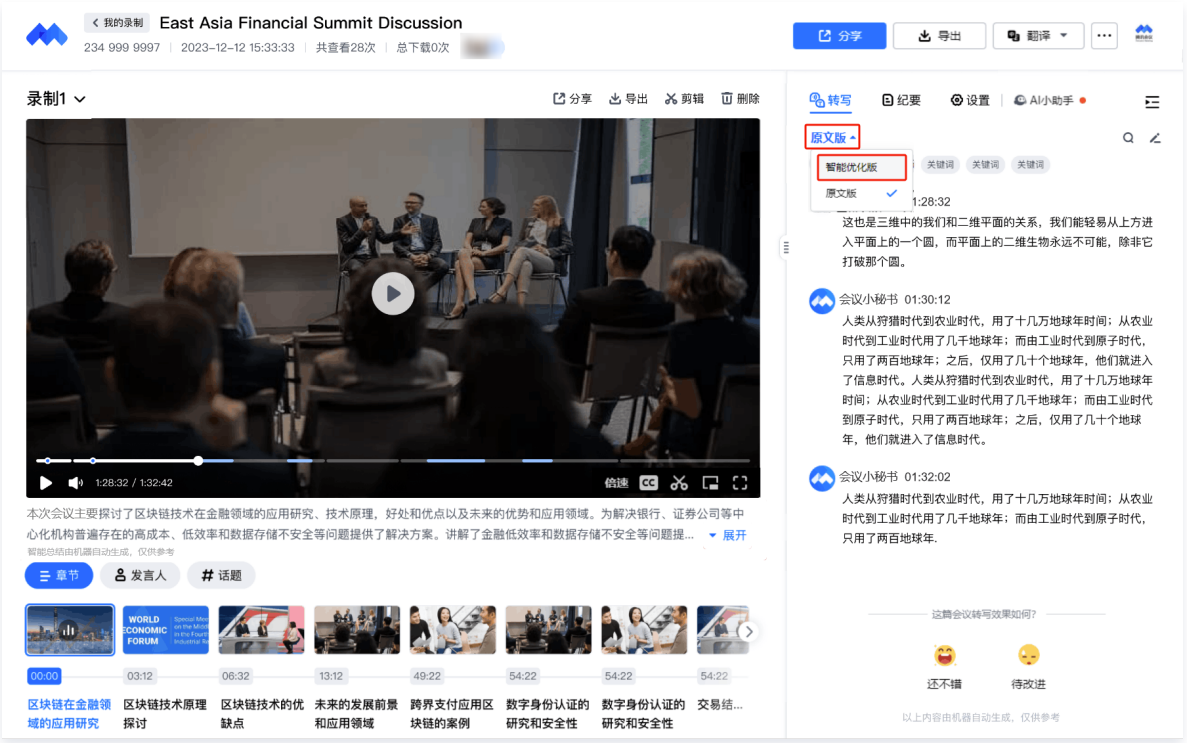
View transcription – Intelligent Optimization Version

Windows/macOS

1. On the right side of the recording details page, in the **Transcription** section, click **Original Version** and select **Intelligent Optimization Version**.



2. After switching to the Intelligent Optimization Version, the transcription content will be intelligently segmented, tone words optimized, and more popular terms recognized, making the transcription more formal and accurate.

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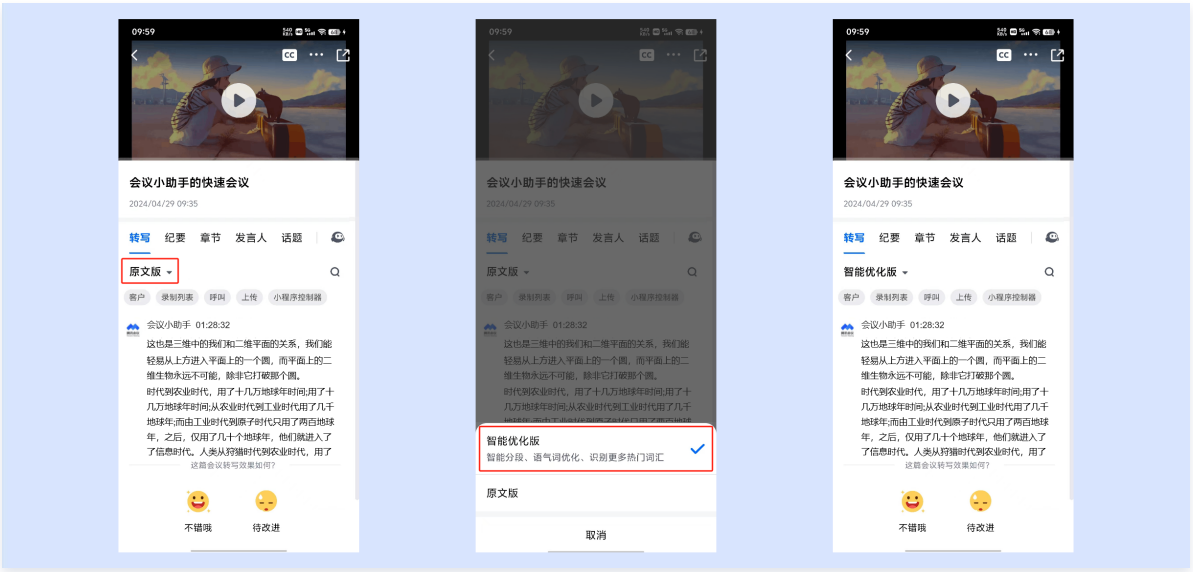
Android/iOS

1. On the recording details page, click **Transcription – Original Version** and select **Intelligent Optimization Version**.
2. After switching to the Intelligent Optimization Version, the transcription content will be intelligently segmented, tone words optimized, and more popular terms recognized, making the transcription more formal and accurate.



Edit Recording Transcription

1. The meeting creator can edit the recorded transcription and share the final edited version with other members, who will see the final modified content.
2. Click the **Edit button** to enter text editing mode, where users can modify or delete the transcription content.

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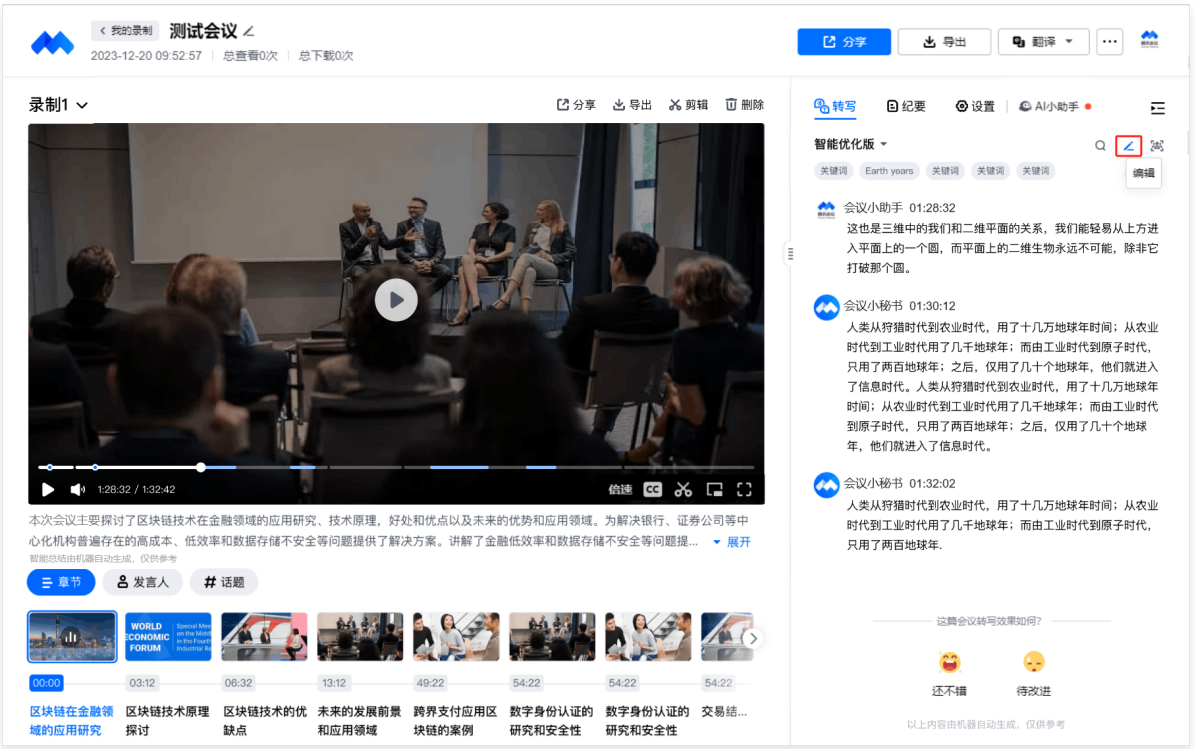
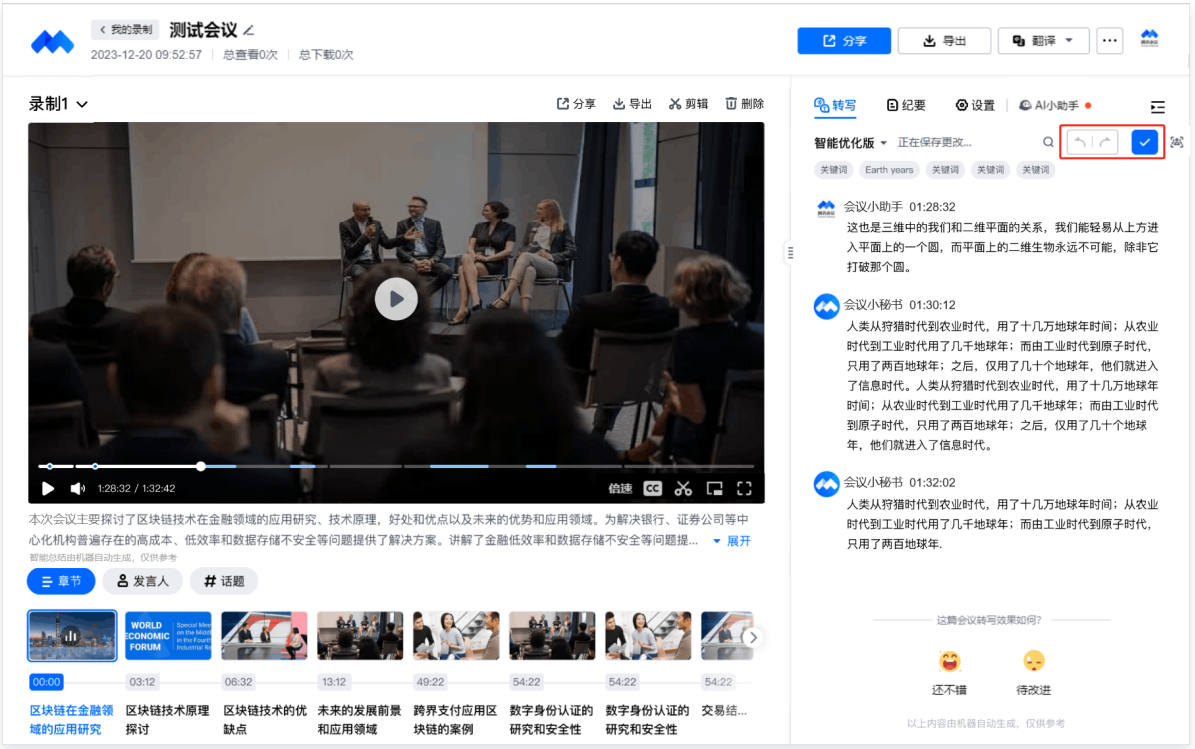


3. During the editing process, changes will be saved in real-time, and revision history will support undo actions. After completing the edits, click ✓ to save the changes.



4. Currently, editing recorded transcription content on mobile devices is not supported.

Export Transcription Content

1. You can click the **Export** button in the top right corner of the recording details page, select the version of the transcription content you want to export, and choose the file format to export.
2. Currently, exporting recorded transcription content on mobile devices is not supported.

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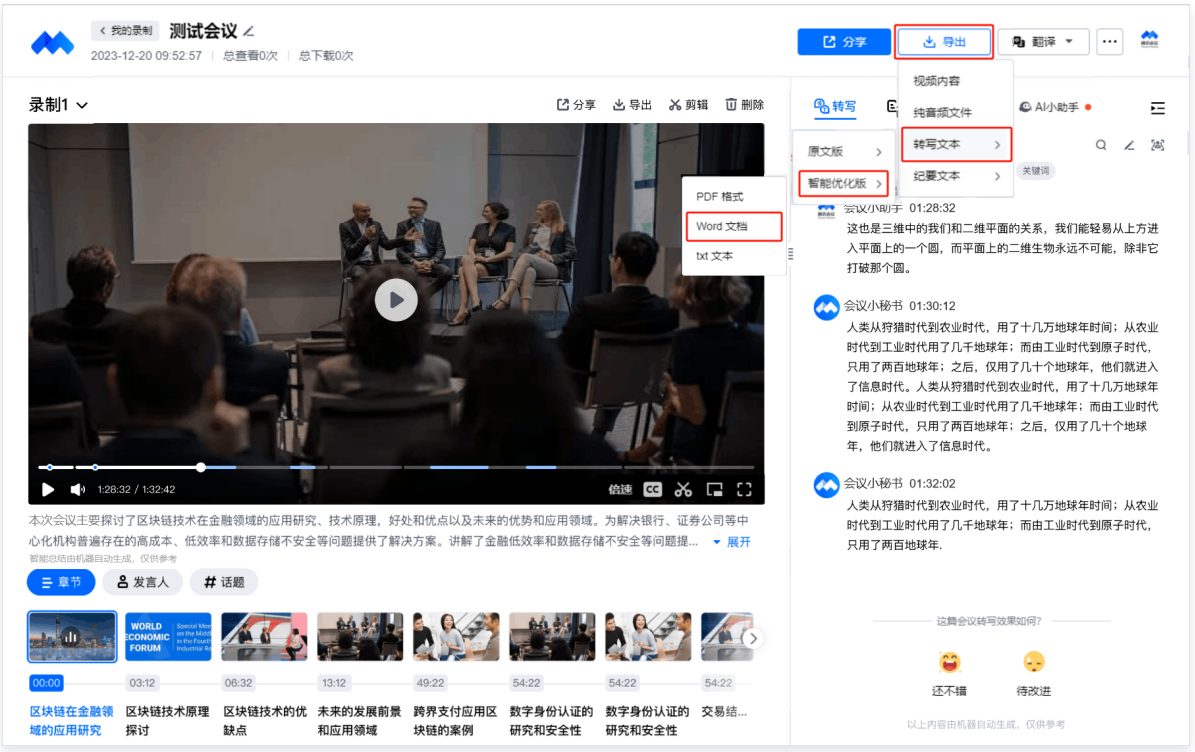
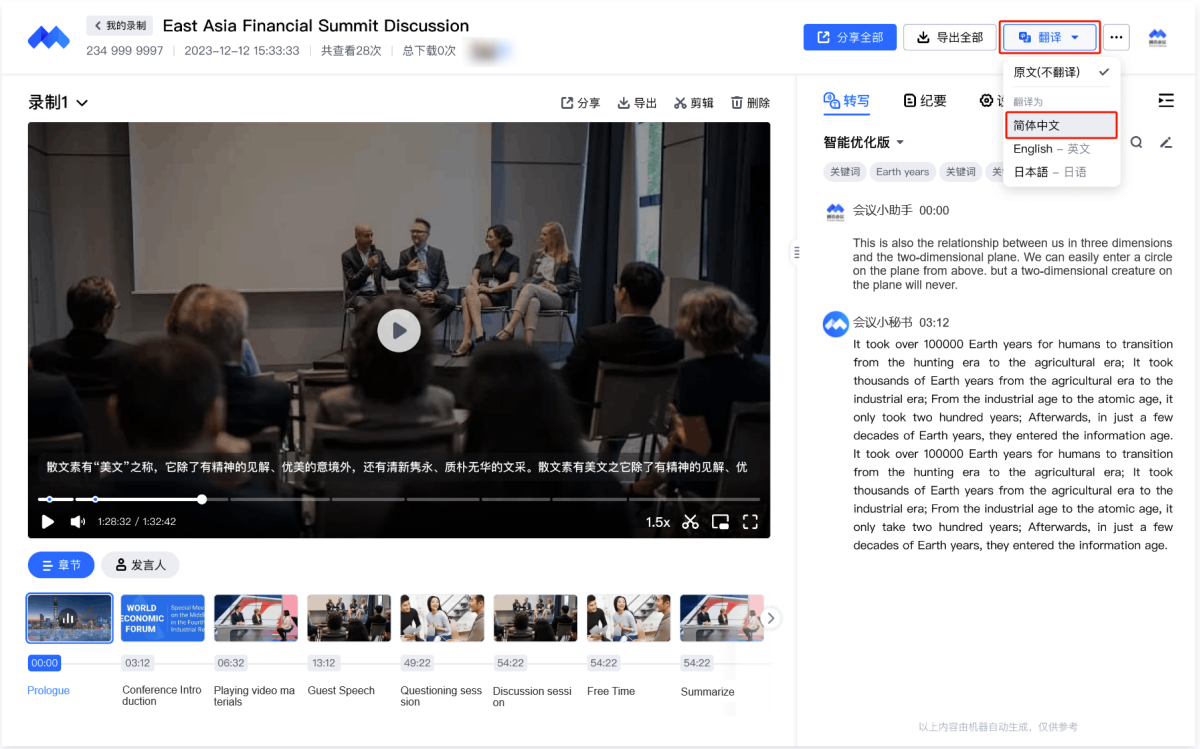


Translate Transcription Content

- You can click the **Translate** button in the top right corner of the recording details page and select the desired language to translate the transcription, intelligent recording text content, and recording file title into the corresponding language.



- The translated content is only visible to yourself and cannot be edited.
- Hovering the mouse over the text content will display the original text.
- Export the transcription/summary text content in the translated language.

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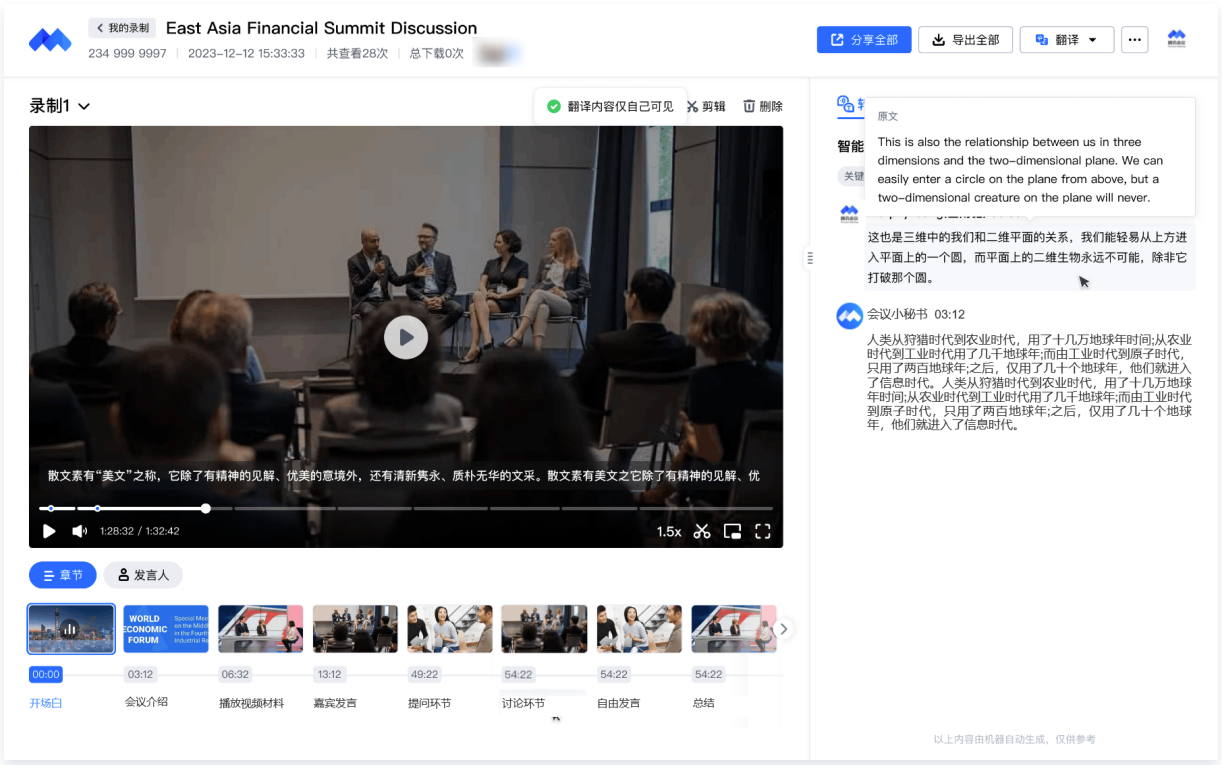


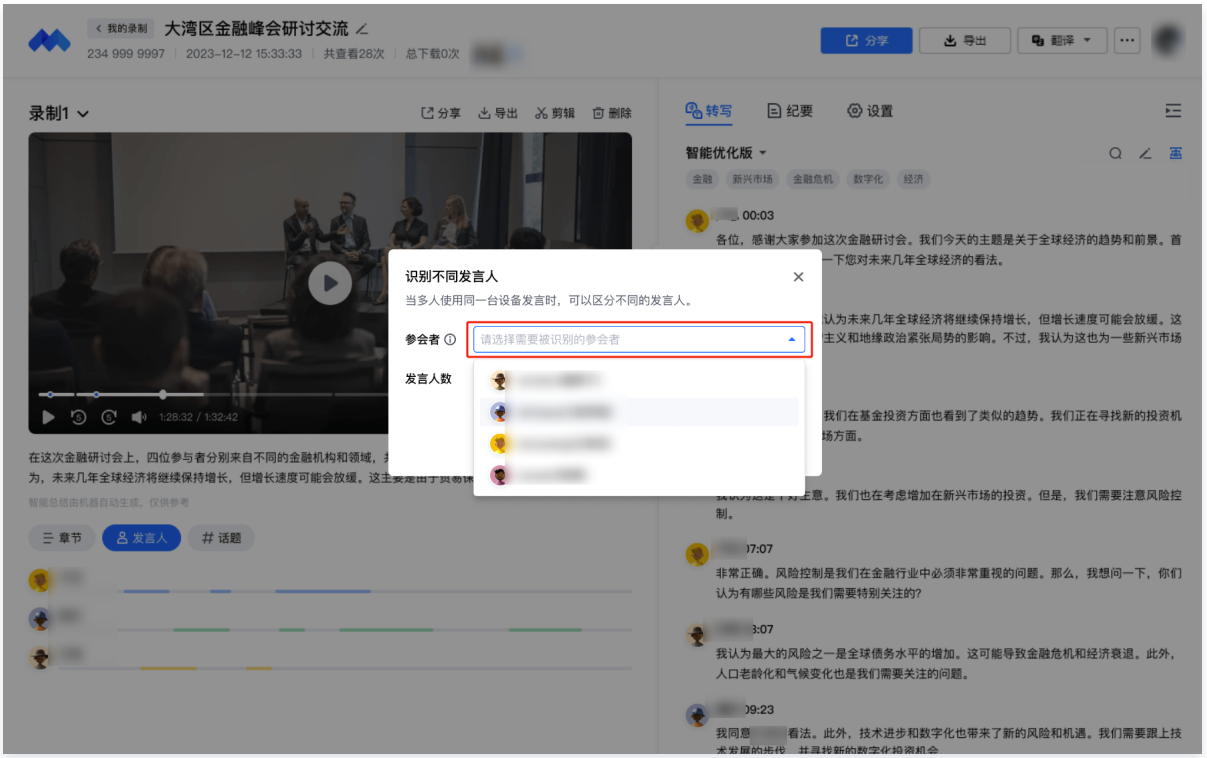
- Currently, the translation feature is not supported on mobile devices. Please use PC devices for this feature.

How to Identify Different Speakers

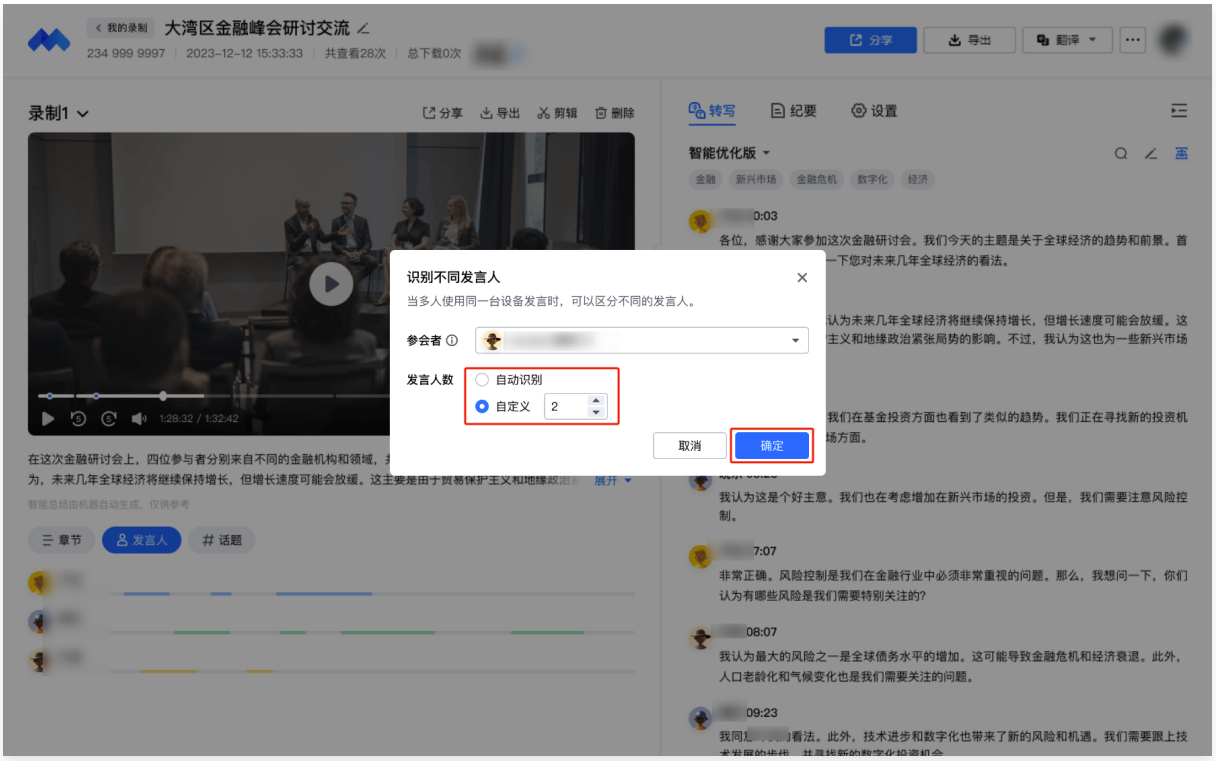
- When multiple participants are speaking from the same device (e.g., several people in a conference room using one device), you can click the "**Identify different speakers**" button in the sidebar of the transcription feature. Select the participants (logged-in users) to be identified, and their transcribed content and speaking time will be individually recognized.



- Select the participants to be identified.



- Set the number of speakers to improve split accuracy; it supports automatic identification and custom definition of the number of speakers (up to 12 users per device).



- Click **OK** after completing the settings to regenerate "Speaker" and "Transcript" content.

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FAQs

Recording transcription feature offers a free limited-time trial.

Click to upgrade to Membership and enjoy unlimited recording transcription privileges .

How can enterprise administrators configure the "Recording Transcription" feature on the web?

Enterprise administrators can enable recording transcription in **Enterprise Management > Account Management > Account Settings > Recording Settings** and check **Voice-to-text transcription**.

What is the function of the lock in "Enterprise Management > Account Management > Account Settings > Recording Settings"?

When unlocked, the client’s recording settings default to the enterprise settings but can be modified by users. When locked, the client’s recording settings are enforced as per enterprise settings and cannot be changed by users.

If the enterprise administrator has not checked the "Enable recording transcription simultaneously" feature, will the transcript text still be displayed when the meeting creator views the cloud recording file?

No. If the **Enable recording transcription simultaneously** option is not checked, only the recorded video file will be displayed, not the transcript text.

Can hosts edit or export the transcript when viewing it?

Currently, only the meeting creator can view, edit, and perform other operations on the transcript file. Non-creators can only view it. If the host is also the meeting creator, they can perform related operations on the transcript file.

Does the recording transcription support pure English recognition?

Currently, the recording transcription feature only supports Chinese meeting recognition and does not support pure English meeting recognition.

Can the recording transcription recognize dialects?

Currently, transcription only supports Mandarin Chinese and does not support dialects.

Why doesn't the mobile version have the feature to identify different speakers?

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Currently, only desktop devices are supported for using the speaker identification feature within **Tencent Meeting official website** > **Personal Center** > **Recording Details** page; it is not supported on mobile devices.

Upload Local Audio and Video Files

Last updated: 2024-08-27 16:31:58

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Description of the Feature

Tencent Meeting supports uploading local audio and video files to the cloud, with transcription to text, minutes creation, chapters, etc.

Conditions of Use

- **Log in to User**: Free Version, Member Version, Business Edition, Enterprise Edition users.
- **System Requirements**: Windows/macOS/web.
- **Audio and Video File Requirements:**
  - Supported audio formats: WAV, AAC, WMA, AIFF, OGG, MP3, AMR, M4A.
  - Supported video formats: M4V, MP4, 3GP, AVI, MOV, FLV, OGG, WMV, MPEG.
  - Audio and video duration cannot exceed 8 hours.
  - You can upload up to 20 audio and video files at a time.
  - Web: Upload up to 20 audio and video files at a time.
  - Windows/macOS: Upload up to 100 audio and video files at a time.
  - You can upload files up to 4GB in size.

Upload Local Audio and Video Files

Windows/macOS

> **Note:**
> - Client version 3.26.0 and above supports Free Version, Member Version users.
> - Client version 3.26.10 and above supports Business Edition, Enterprise Edition users.

- Click the main panel of the client**Recording** > **Upload File**, then click the dotted box to select files or drag and drop files into the dotted box.
- Supports upgrading uploaded local audio and video files to intelligent recording files, which can automatically generate transcriptions and intelligent recording content. (Default syncs whether your account has the intelligent recording feature enabled simultaneously)



- After adding the local audio and video files to be uploaded, you can rename them and set the number of speakers in the audio and video file, so we can more accurately identify the speakers in the recorded file. Supports subsequent modifications; you can also continue to add local audio and video files. A maximum of 100 audio and video files can be uploaded at one time.
- After completing the settings, click **Submit** to upload the local audio and video files.

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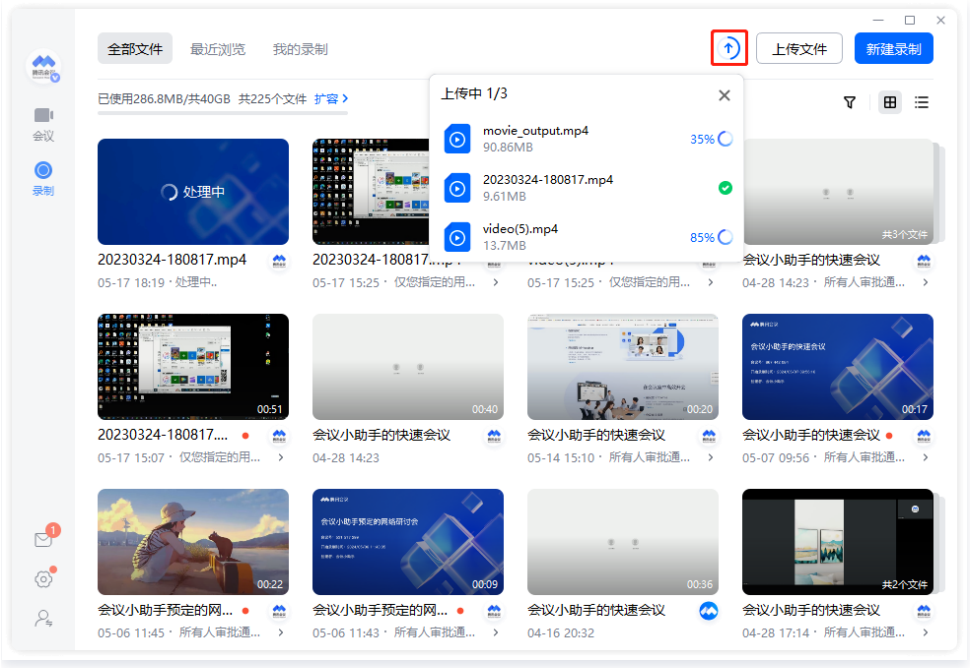

- Once the upload is processed, it will be displayed in the cloud recording list, supporting actions such as **Rename**, **View**, **Share**, and **Delete**.



- If you checked **Upgrade to intelligent recording file** during upload, you can view the transcription and intelligent recording content directly on the meeting details page; if not checked, you can still enable transcription and intelligent recording feature on the recording details page.

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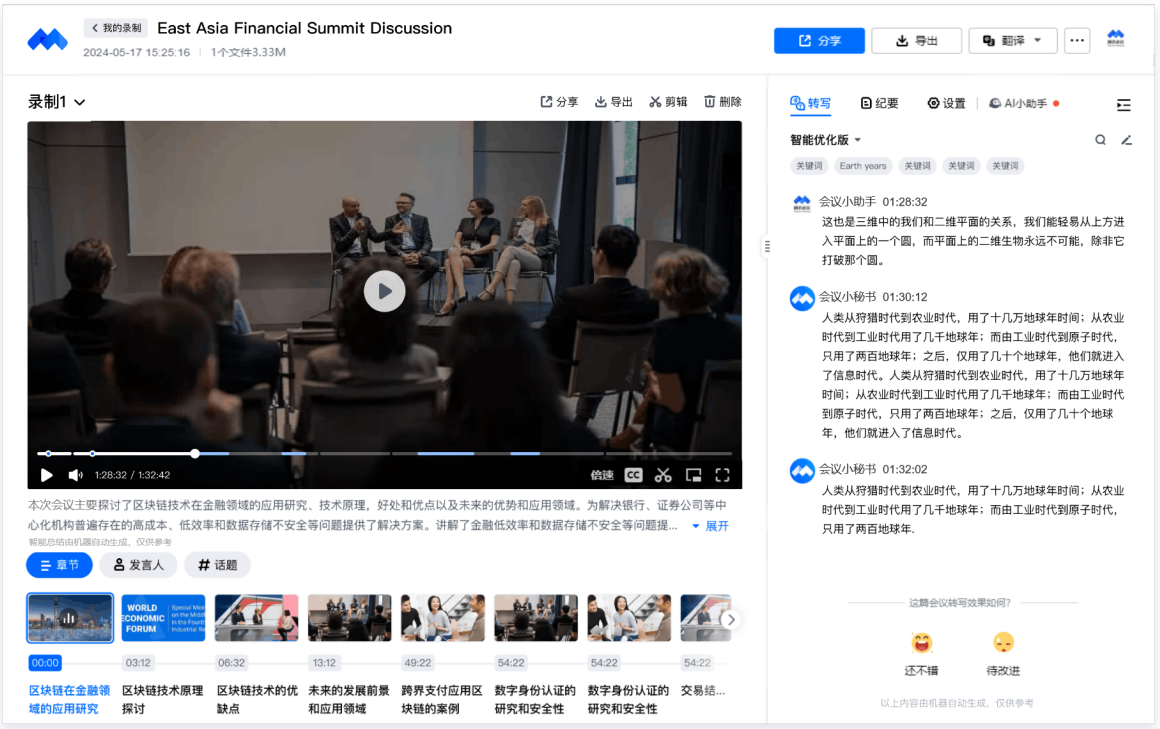
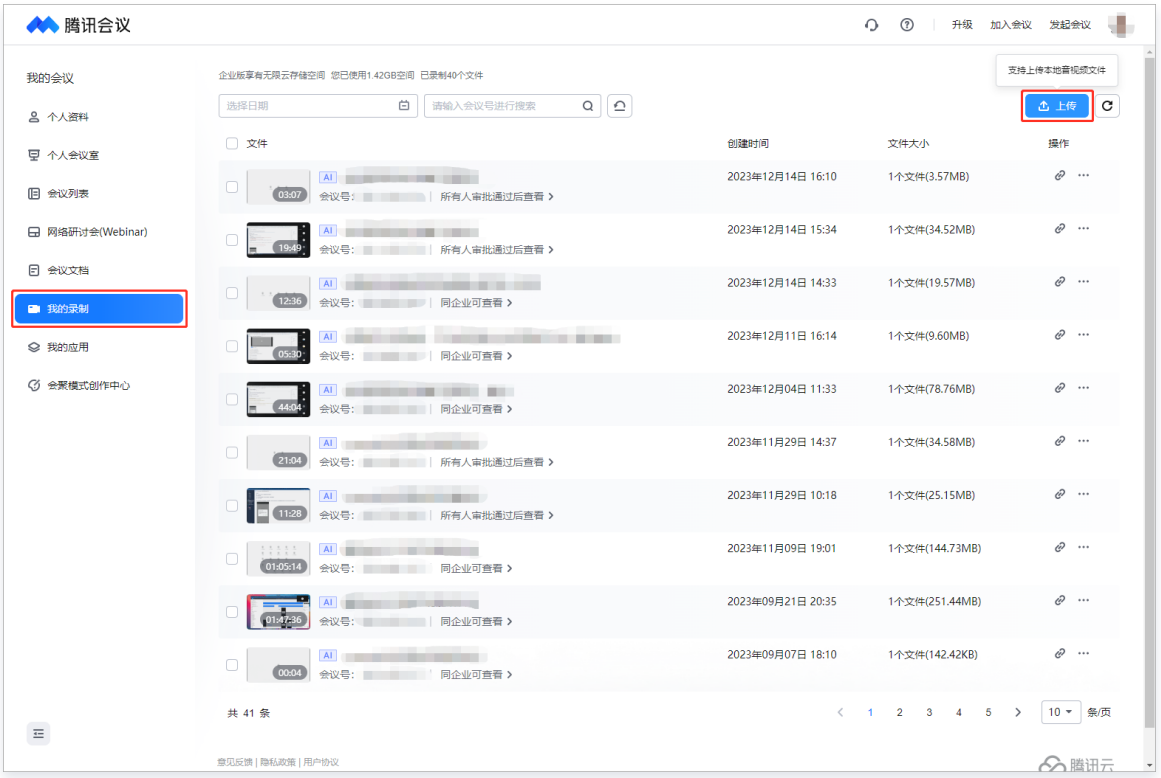


web

- Log in to **Tencent Meeting Official Website** > **Personal Center** > **My Recordings** > click the upper right corner of the recording list**Upload**.



- You can choose to **Click Upload** to open the local folder to select the audio and video files to be uploaded, or you can choose to **Drag** and drop the audio and video files into this area for uploading.
- Supports upgrading uploaded local audio and video files to intelligent recording files, which can automatically generate transcriptions and intelligent recording content.

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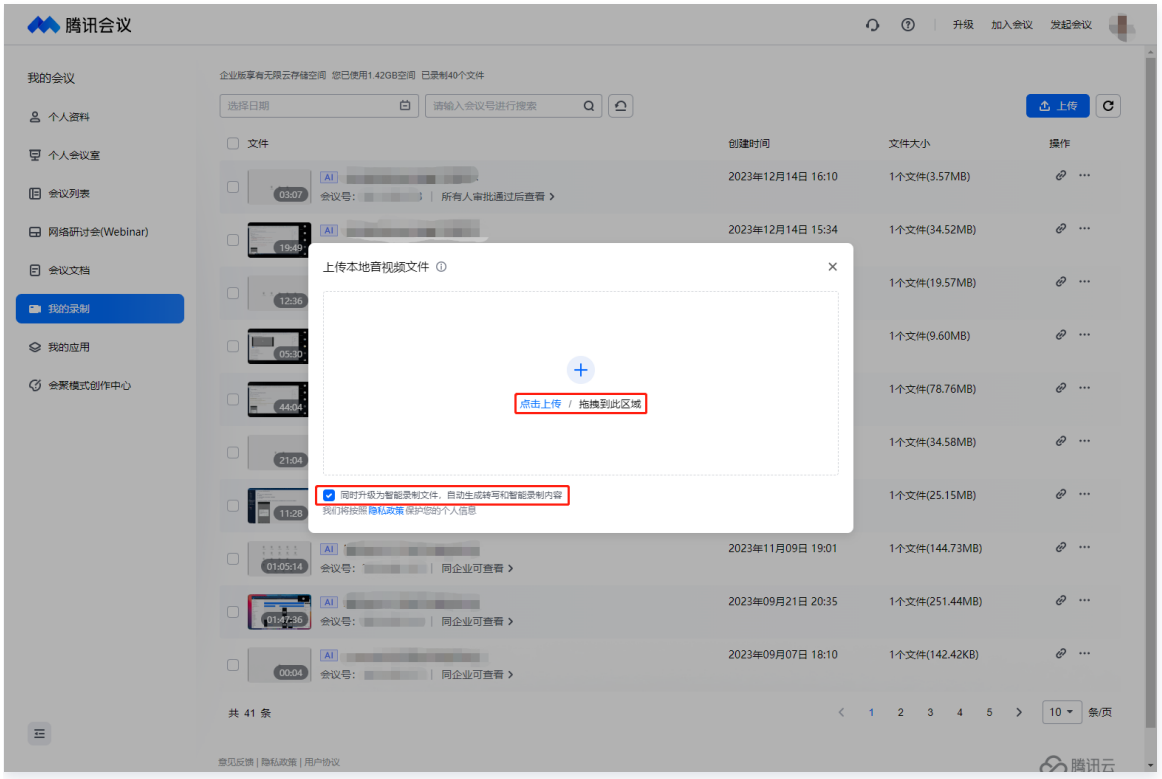

- Default syncs whether your account has the intelligent recording feature enabled simultaneously, i.e., if you checked **Settings>Recording>Enable intelligent recording simultaneously**, then the option to **Upgrade to intelligent recording files, automatically generating transcriptions and intelligent recording content** will be checked by default when uploading local audio and video files



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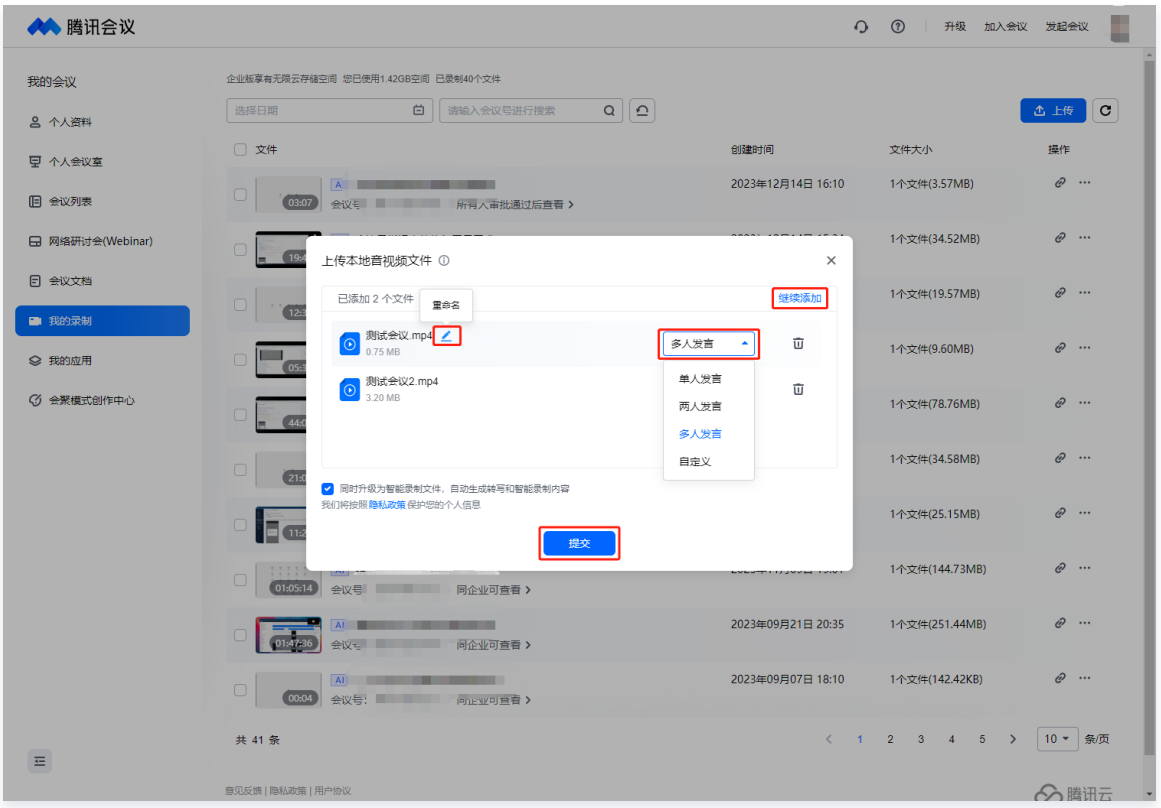
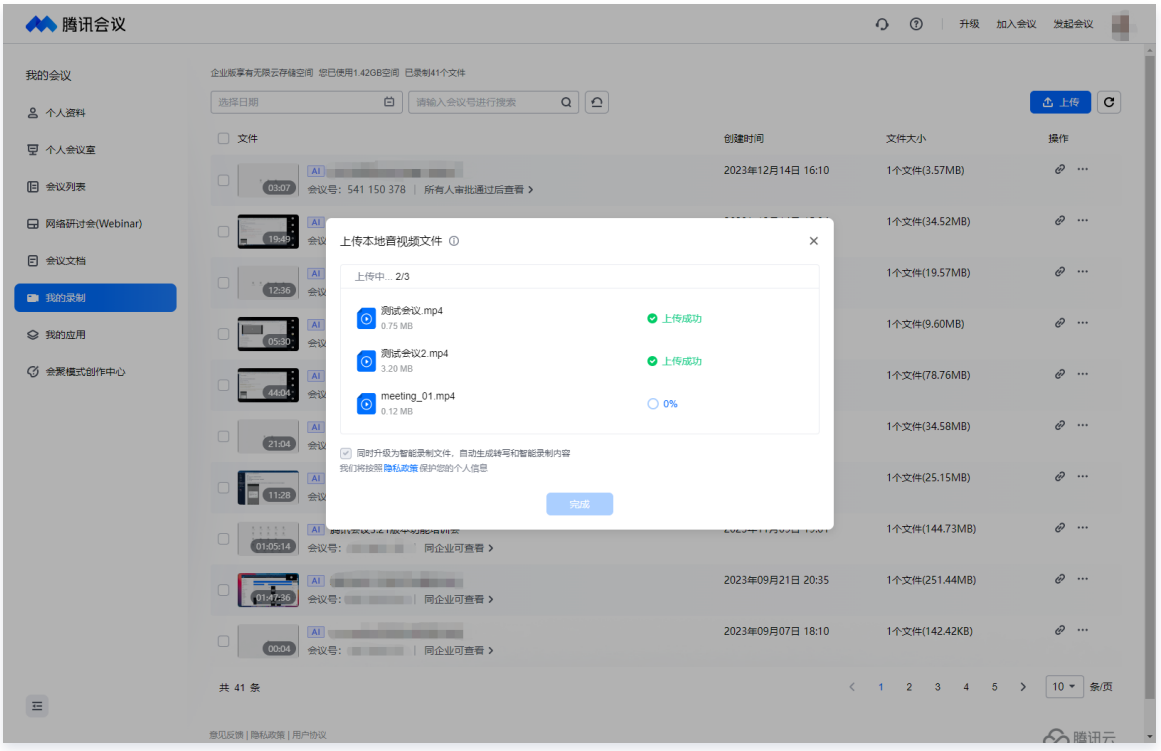
- After adding the local audio and video files to be uploaded, you can rename them and set the number of speakers in the audio and video file, so we can more accurately identify the speakers in the recorded file. Supports subsequent modifications; you can also continue to add local audio and video files. A maximum of 20 audio and video files can be uploaded at one time.



- After completing the settings, click **Submit** to upload the local audio and video files.



- Once the upload is processed, it will be displayed in the cloud recording list, supporting actions such as **Rename**, **View**, **Share**, and **Delete**.

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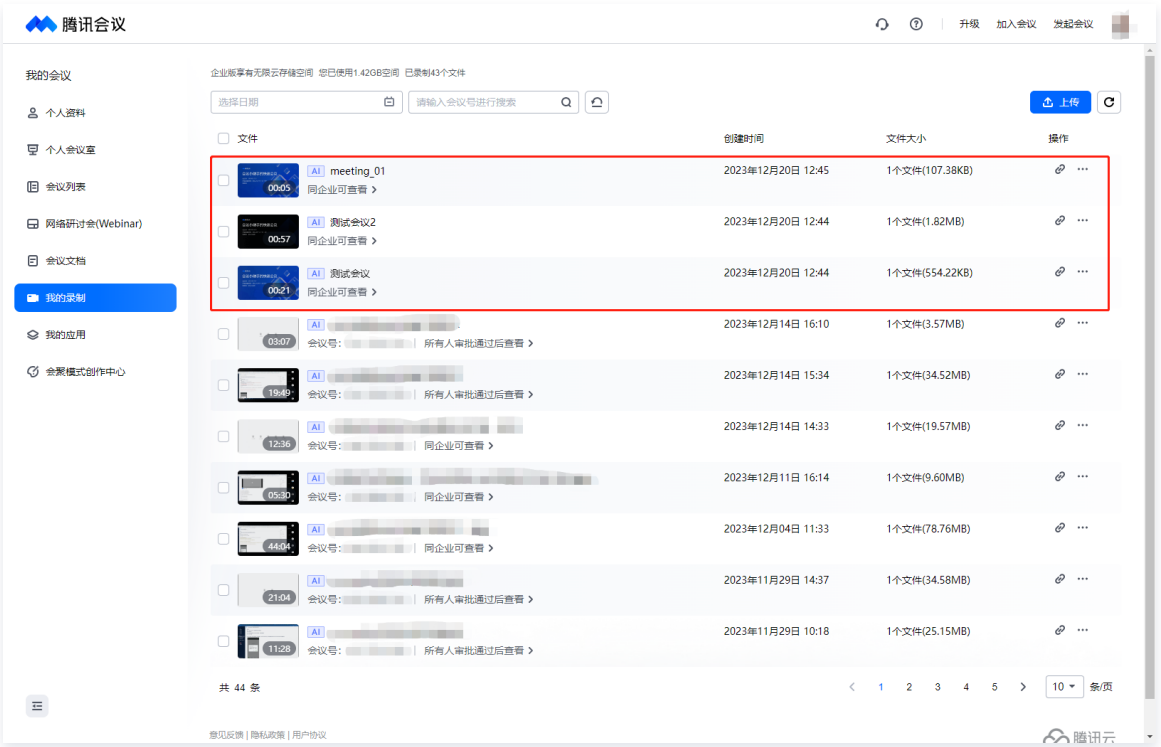
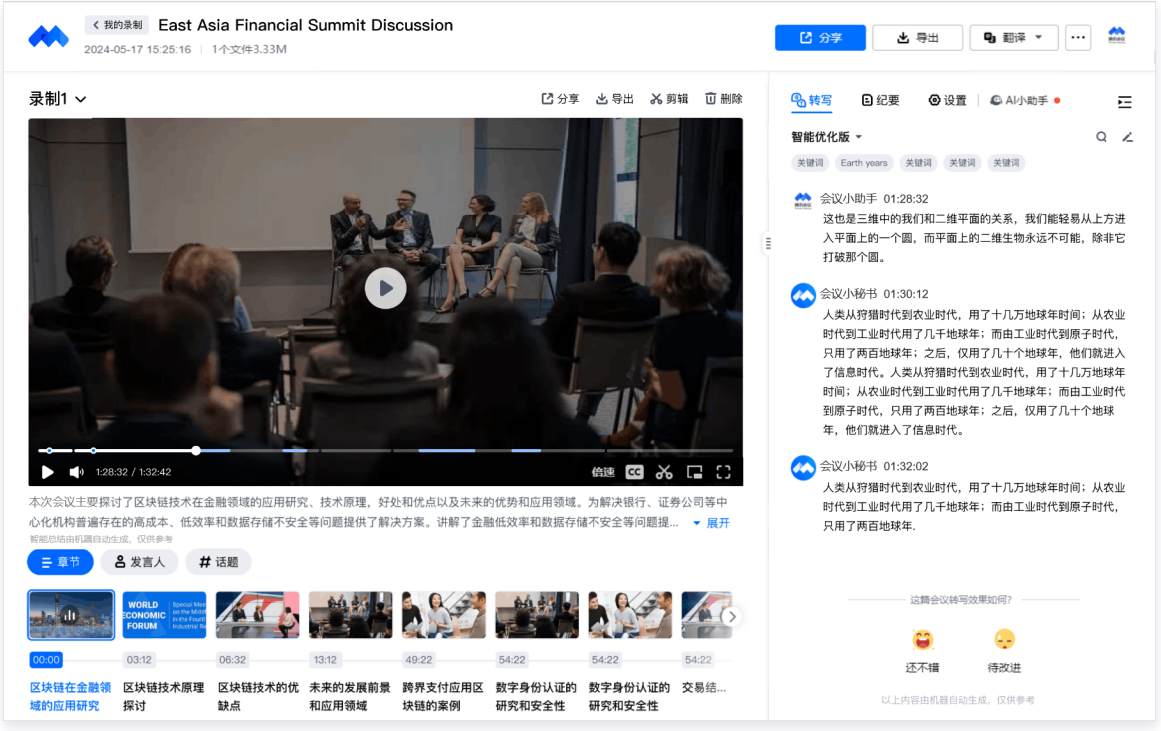


- If you checked **Upgrade to intelligent recording file** during upload, you can view the transcription and intelligent recording content directly on the meeting details page; if not checked, you can still enable transcription and intelligent recording feature on the recording details page.



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Create a New Recording (formerly meeting feature)

Last updated：2024-08-27 16:32:34

Description of the Feature

Create a New Recording (formerly meeting feature) is a minimalist screen recording tool launched by Tencent Meeting. It integrates screen recording, sharing, and interactive commenting features, making it suitable for team communication and collaboration, course recording, information sharing, project presentations, and more.
Compared to the typical screen recording products, the advantage of the new recording feature (originally Meeting Notes feature) lies in: the recording is automatically saved to the cloud; at the same time, the video can be quickly shared through a link, and it can also display "subtitles".

Recommended Use Cases

The new recording feature (originally Meeting Notes feature) can cover all scenarios of video recording and screen recording. By sharing the video link, it facilitates the forwarding and sharing of recordings and enables interactive communication, further meeting the needs of "asynchronous communication". For example:

- **Feedback on issues**: Encountering problems or bugs, use Create a New Recording (formerly meeting feature) to record the screen for issue descriptions.
- **Feature explanation**: Explaining product features and design requirements, use Create a New Recording (formerly meeting feature) to record explanations.
- **Progress synchronization**: Current work progress needs to be remotely synchronized with the team, use Create a New Recording (formerly meeting feature) to record memo contents.
- **Scheme report**: Reporting the current completed scheme and project to superiors, use Create a New Recording (formerly meeting feature) to record contents and complete communication.
- **Customer Service/Sales**: Recording product tutorials, post-sales materials, etc., and sending videos to customers to complete communication.
- **Training course recording**: Teachers or presenters need to record course content, use Create a New Recording (formerly meeting feature) to record and share lessons.

Prerequisites

- **Logged in users**: Free Version, Member Version, Business Edition users.
- **Version requirements:** Version 3.22 or later.
- **System requirements:**
  - Operating system: Windows 7 or later.
  - Operating system: macOS 10.11 or later.

How to Use Create a New Recording

- On the client main panel, click on the left side**Recording** > **Create a New Recording** > select the contents to be recorded, recording area, and audio/video devices > click **Start Recording** to begin recording.

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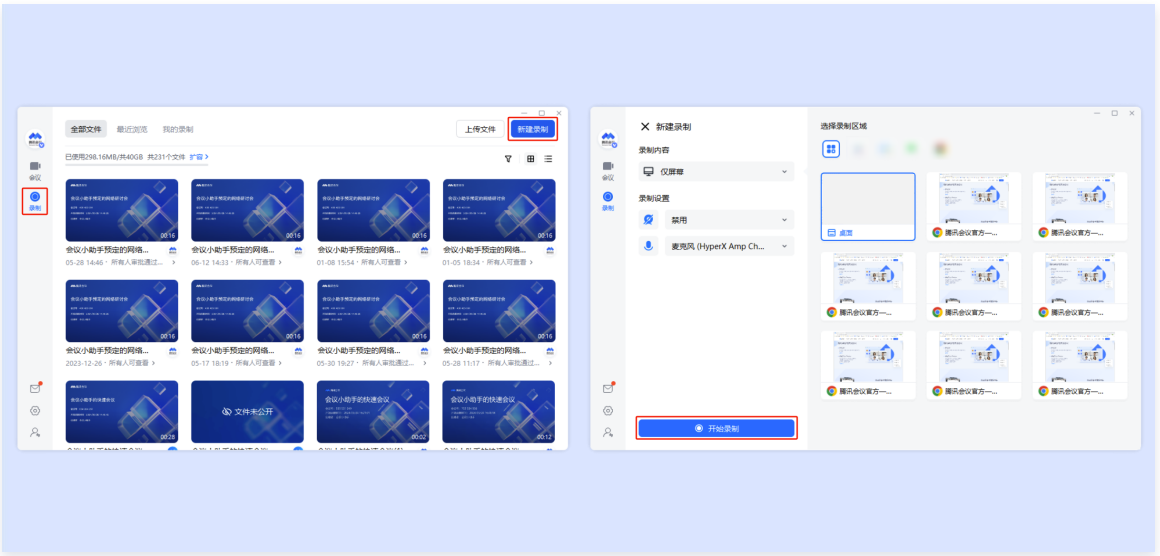
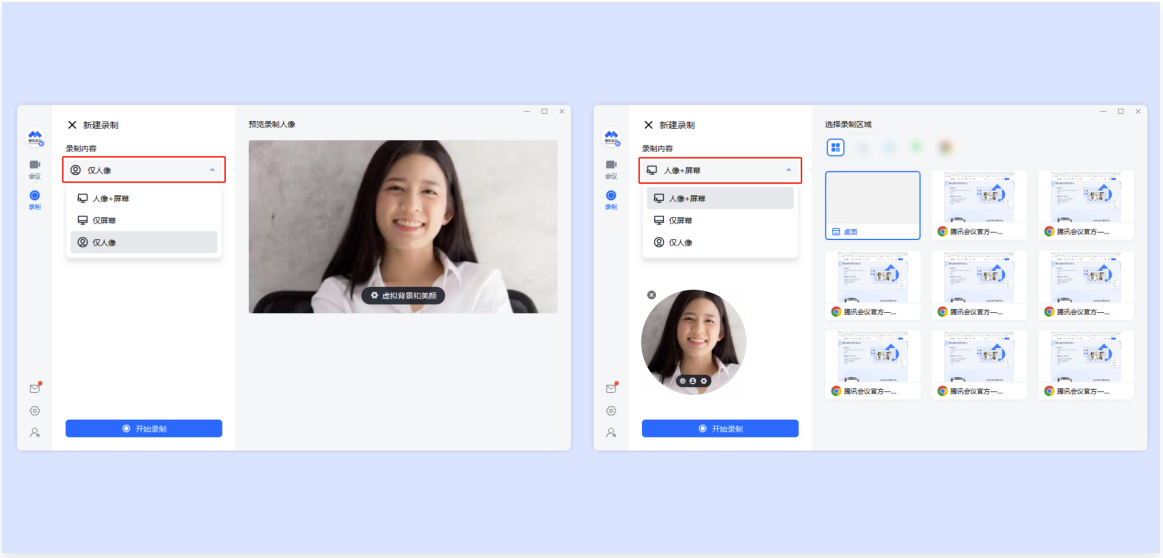


- The recording content supports three modes: **Portrait + Screen Recording**, **Screen Only**, and **Portrait Only**.
- When recording the screen, it also supports two modes: **Desktop** and **Application Window**.



- After clicking **Start Recording**, a 3-second countdown appears in the center of the screen > officially entering the recording state.

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- During recording, you can choose **End Recording**, **Pause Recording**, **Cancel Recording**, and **Turn On/Off Microphone**, **Computer Sound**, **Camera**.
- When the camera is on, select the camera screen to zoom in or out and set the "Virtual Background and Beauty Filter".



- Click **End Recording** to automatically open the recording file details page.
  - For recordings created after version 3.22 (formerly called Note feature), the details page supports some cloud recording features including Recording Transcription, Language Translation, Smart Recording, and AI Assistant. Click to view feature details.

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- Click **Share** > set sharing permissions to share the recording file with other members via "Link/QR Code"; members receiving the "Share Link/QR Code" can view the recording content based on the sharing permissions.



- Supports exporting video/transcription/minutes content. Click **Export** > select the content and file format to be exported.

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- After the recording is completed, it will be uploaded to the cloud and saved locally; you can view the new recording file in **Recording** in the client and it supports **Share**, **Rename**, **Delete**, **Remove Record**, and **Open Local File Location**.



- Users who are shared with or designated to view the new recording can use the features enabled by the sharer.

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Notes

- The new recording (formerly Note feature) does not support starting during meetings and is currently limited to use outside of meetings.
- The new recording (formerly Note feature) only supports video recording on the desktop, but can be viewed on the mobile terminal.
- For recordings created after version 3.22 (formerly called Note feature), the details page removes editing and message interaction features, and no longer supports posting and replying to comments.

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Live Streaming Management
Official Live Streaming

Last updated：2024-08-27 17:14:35

Description of the Feature

The official live streaming feature (limited time free) supports broadcasting the screen sharing or video footage from the current meeting to the live streaming webpage provided by Tencent Meeting, allowing more people to watch the meeting content.

Conditions of Use

Version Requirement

- Client version 1.8.0 or later.
- Users with Business Edition including 2000 party resources, Enterprise Edition users. >>Go to Purchase

System Requirements

Windows/macOS.

Starting a Live Streaming

Schedule a Live Stream Before the Meeting

- When scheduling a meeting, click **Live** > **Settings** on the scheduling page to enter the live stream settings page and schedule the live stream (first-time users need to complete Face Recognition authentication). You can set parameters such as live stream topic, live stream description, live stream watermark, enable live stream password, allow audience discussion, and enable live stream replay.



- If the live streaming feature has already been enabled before the meeting, after joining the meeting, go to the bottom toolbar **Application** > **Live** > click **Start Live Streaming** on the live stream settings page to start live streaming.

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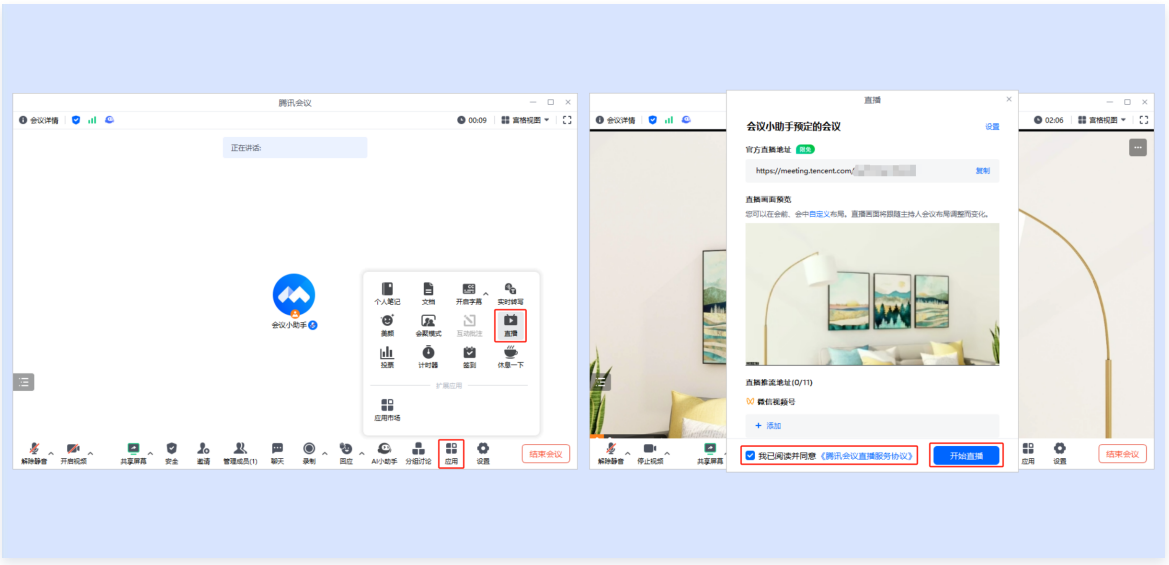
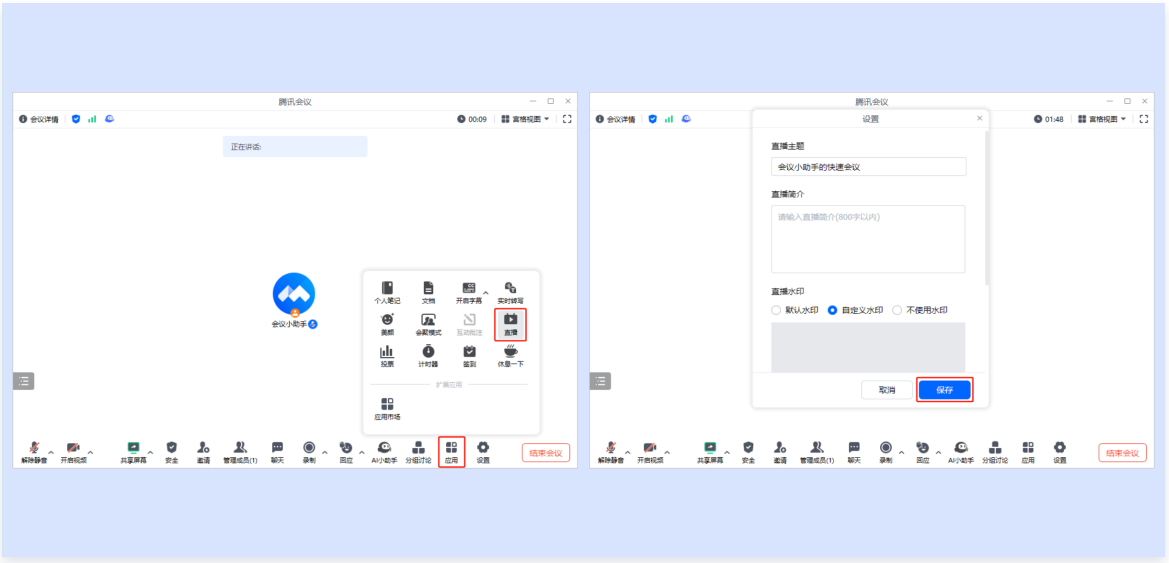


Enable Live Streaming During the Meeting

1. During the meeting, click the toolbar **Application** > **Live** > on the live stream settings page, where you can set parameters such as live stream topic, live stream description, live stream watermark, enable live stream password, allow audience discussion, and enable live stream replay.



2. After completing the live stream settings, copy the **official live streaming URL** on the stream push URL settings page to share and invite the audience to watch the live stream.
3. After previewing the live stream content, please **read and agree to the Tencent Meeting Live Streaming Service Agreement>** > click **Start Live Streaming**.

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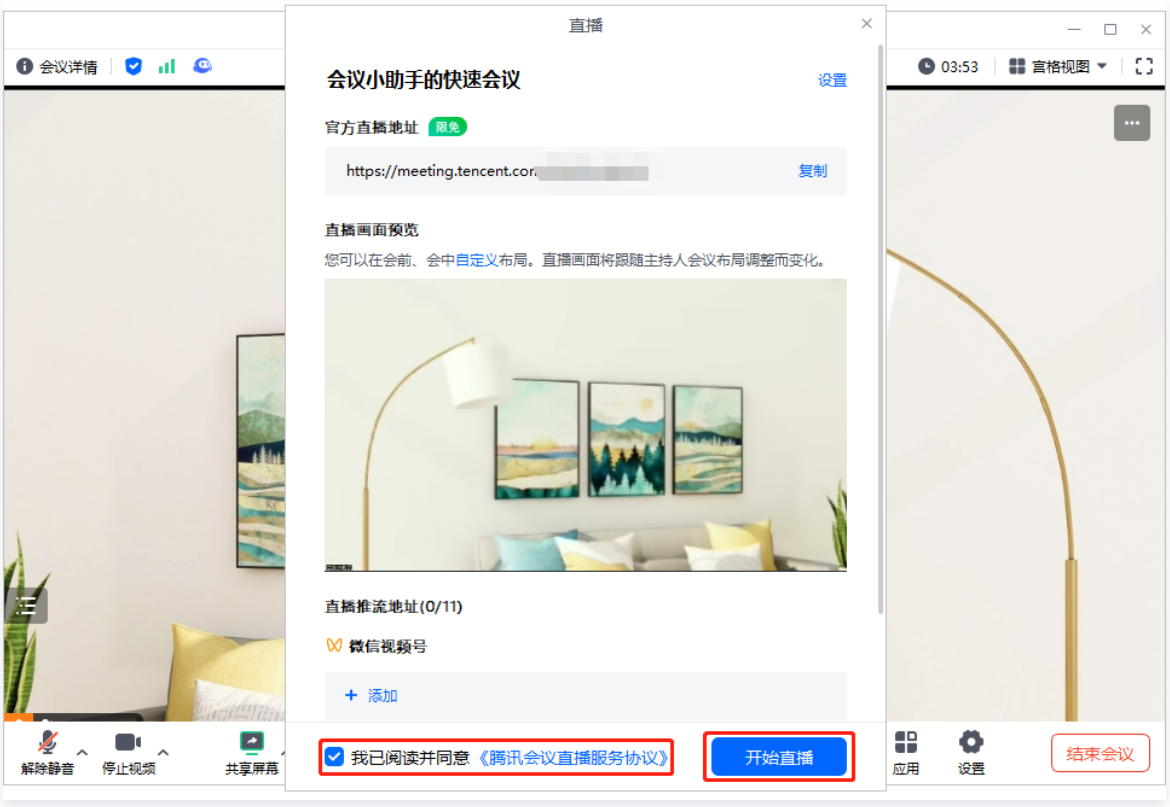
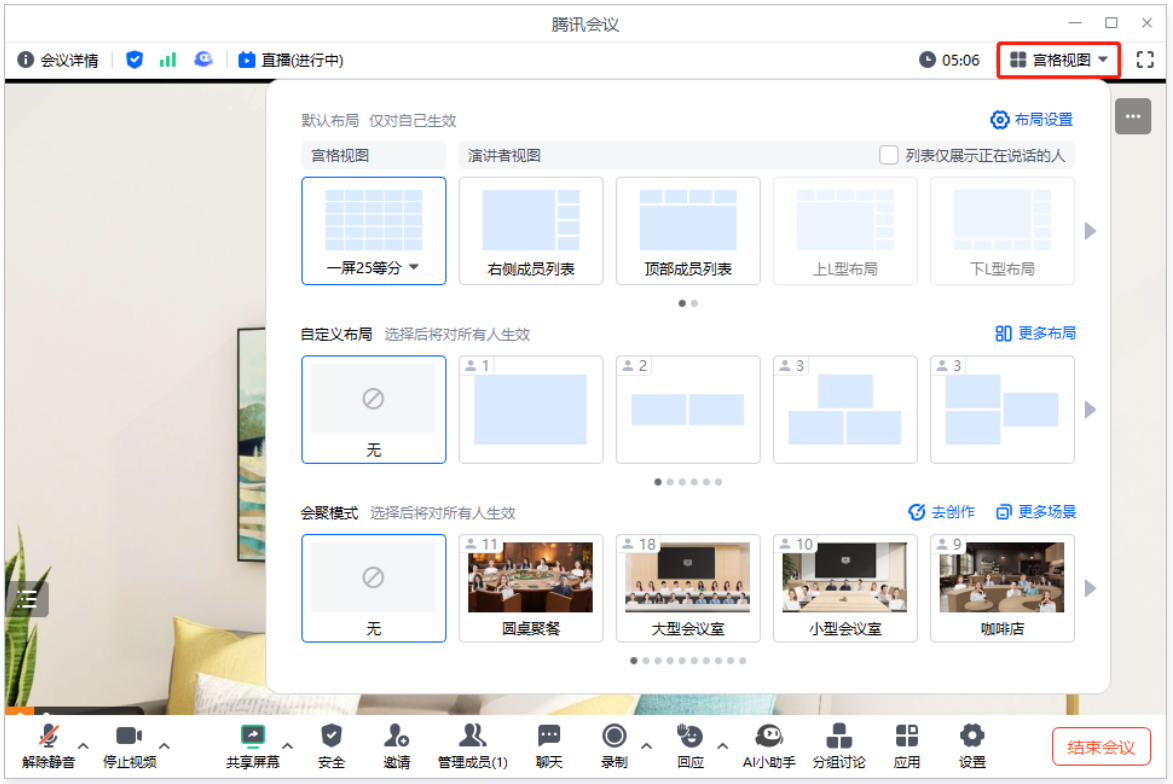


Live Stream Layout

The live stream layout will match the host's meeting client layout, what you see is what you get:

- If the host chooses the grid layout, the live stream will also synchronize the grid layout.
- If the host retracts the right-side list on the client and watches in full screen, the live stream will also synchronize to full screen.
- For Enterprise Version Users, customizable meeting layouts can be set. The live streaming will follow the predefined customizable layout.



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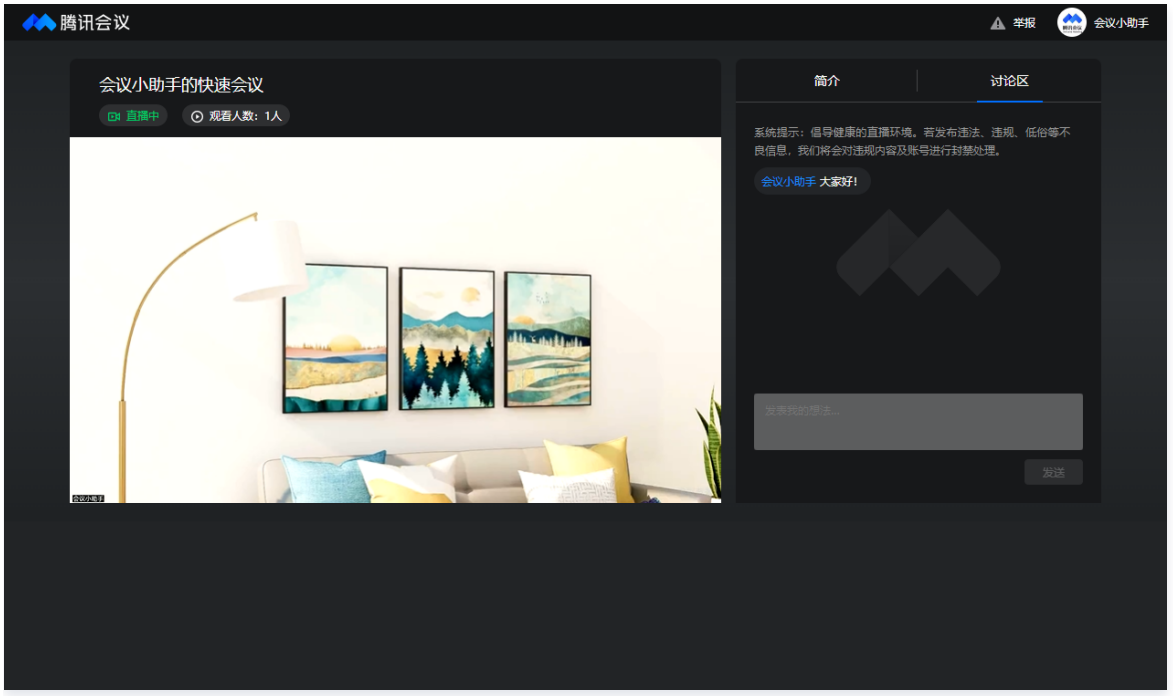
Invite other users to watch the live stream

1. Copy the Live Room Address from the Live Streaming Settings page, or share the Invitation Link (the link to the live room will be automatically added to the invitation link after scheduling the live stream) with others.
2. Viewers can click the Official Live Link to enter the official live room via the browser to watch the conference live stream.



Note:

Before live streaming

- Only the host can start and configure the official live stream.
- Before using the live stream for the first time, users need to complete Face Recognition Authentication.
- Live streaming settings need to be configured before starting the live stream. They can be set in advance when scheduling the meeting, or during the meeting.
- You can start live streaming without enabling video; the live stream will only capture the audio from the meeting.

During live streaming

- After starting the live stream, you can click Settings to modify the live streaming settings.
- The live streaming feature only supports broadcasting video. Chat content, documents, etc., within the meeting will not be included in the live stream.
- The live stream will follow the changes on the host's client screen.

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Streaming to WeChat Video Accounts

Last updated：2024-08-27 17:15:21

Description of the Feature

For users who have completed Video Account authentication, Tencent Meeting can be used to live stream your meeting to the Video Account.

Conditions of Use

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **Version requirement:** Client version 2.7.0 or above.
- Users who have completed Video Account authentication.
- **System Requirements:** Windows/macOS.

Using WeChat Video Accounts for live streaming

Pre-meeting settings

1. Users with 2000-participant resources in the Business Edition or Enterprise Edition can click **Live Streaming** > **Settings** on the reservation screen to enter the live streaming settings to schedule a live stream (First-time live stream users need Face Recognition authentication).
2. Supports setting live stream topics, introductions, watermarks, live stream passwords, allowing audience discussions, live stream reviews, and other parameters; also supports synchronization with WeChat Video Accounts by filling in the WeChat Video Account information. These settings take effect during the meeting after scheduling.



3. After joining the meeting, the host can click **Application** > **Live Streaming** > read and agree to the< Tencent Meeting Live Service Agreement> > click **Start Live Streaming** to begin.

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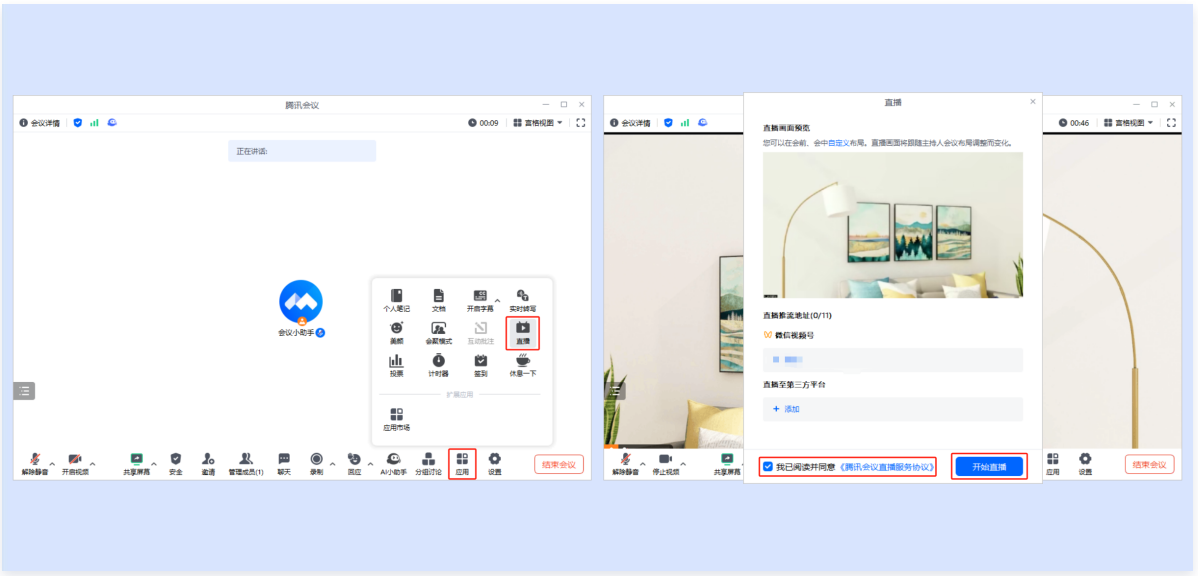
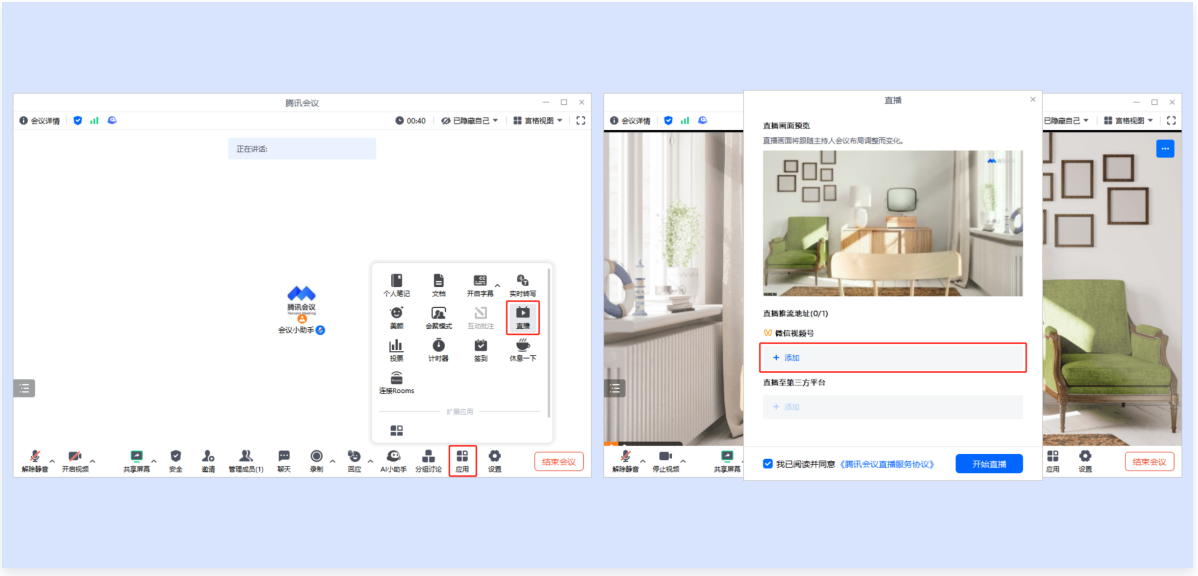


In-meeting settings

1. The host can, in meetings of users with a Free, Member, or Business version, click the toolbar **Apps** > **Live Streaming** > to directly enter the page for filling in the streaming URL.



2. In meetings for Business Edition with 2000-participant resources and Enterprise Edition, the host can click the toolbar **Application** > **Live Streaming** to enter the live streaming settings. Support setting live stream topics, introductions, watermarks, live stream passwords, allowing audience discussions, live stream reviews, and other parameters.

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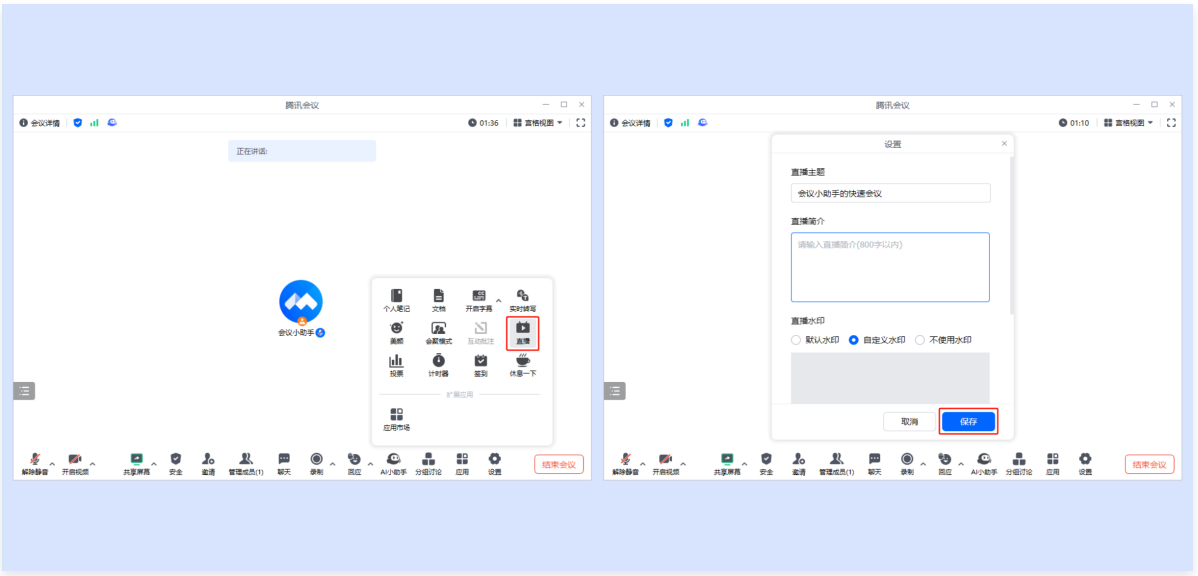
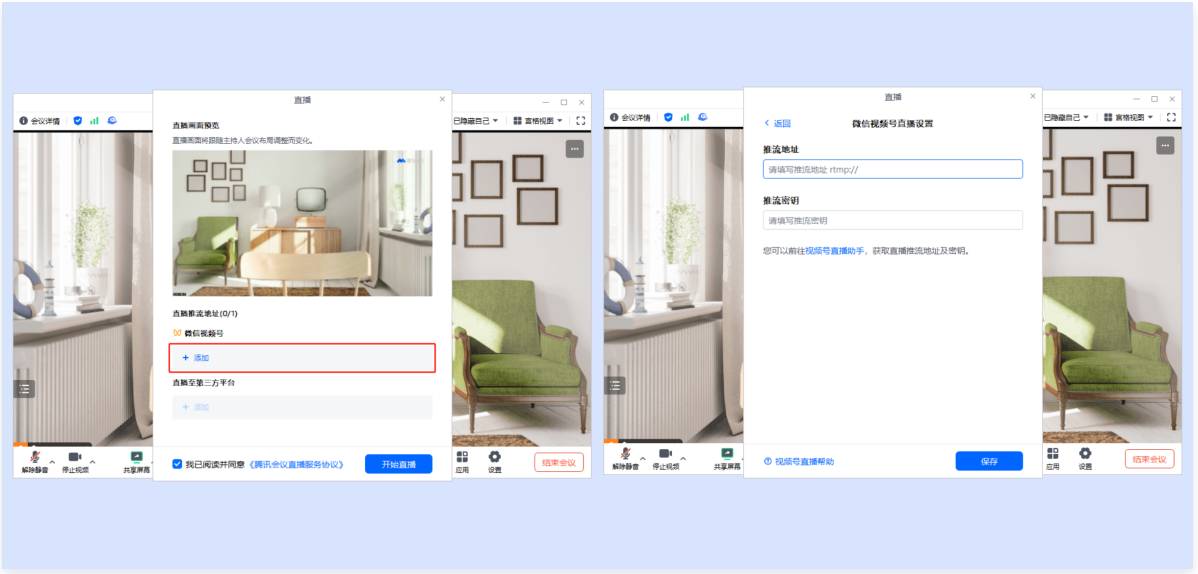


3. After completing the live streaming settings, select **Sync to WeChat Video Accounts** > fill in the WeChat Video Account information on the streaming address setting page.
   - Streaming Address: Mandatory. If a non-Video Account streaming address is detected after verification, it will prompt "This is a required field" and cannot be saved.
   - Stream Key: Mandatory. Enter the stream key provided by the Video Account.

   (You can go to Video Accounts Live Assistant to get the live stream's address and key.)



4. After completing the above live stream settings, read and agree to the < Tencent Meeting Live Service Agreement> > click **Start Live Streaming** to start.

Notes

- Streaming to the Video Account requires obtaining the stream address and stream key. The live streaming capability of the Video Account (including stream address and stream key) can only be obtained after completing Video Account authentication.
- **Video Account Authentication Path:** WeChat > Discover > Video Account > Top right corner Personal Center > My Video Account > My Video Account Details page > More Settings > Authentication.
- Streaming to the WeChat Video Account will not change the live streaming layout logic, therefore, the logic of starting the live stream is the same as self-definition streaming, and only the host is supported to set it up.
- After completing Video Account streaming information settings, these can only be saved in the current meeting. If you enter a new scheduled meeting, the previous Video Account streaming information will not be displayed.

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Streaming to Third-party Platforms

Last updated：2024-08-27 17:15:43

Description of the Feature

You can stream your live broadcast to third-party platforms other than Tencent Meeting. Business Edition and Enterprise Edition users can set up to 10 platforms.

Conditions of Use

- **Log in to User:** Business Edition and Enterprise Edition users Go to Purchase.
- **Version Requirement:** Client v3.2.4 or later.
- **System Requirements:** Windows/macOS.

Using Streaming to Third-party Platforms

Pre-meeting settings

1. Business Edition users with resources for 2,000 participants and Enterprise Edition users can, when scheduling a meeting, click **Live** > **Settings** to enter the live streaming settings interface to schedule a live stream (users need to complete Face Recognition authentication before using live streaming for the first time).
2. Supports setting live streaming topics, introduction, watermark, enabling live stream password, allowing audience discussion, enabling live stream review, etc., and supports streaming to third-party platforms by filling in third-party platform information. After completing the reservation, it will be effective during the meeting.



3. After joining the meeting, the host can click **Application** > **Live** > Read and agree to the < Tencent Meeting Live Streaming Service Agreement > > click **Start live streaming** to begin.

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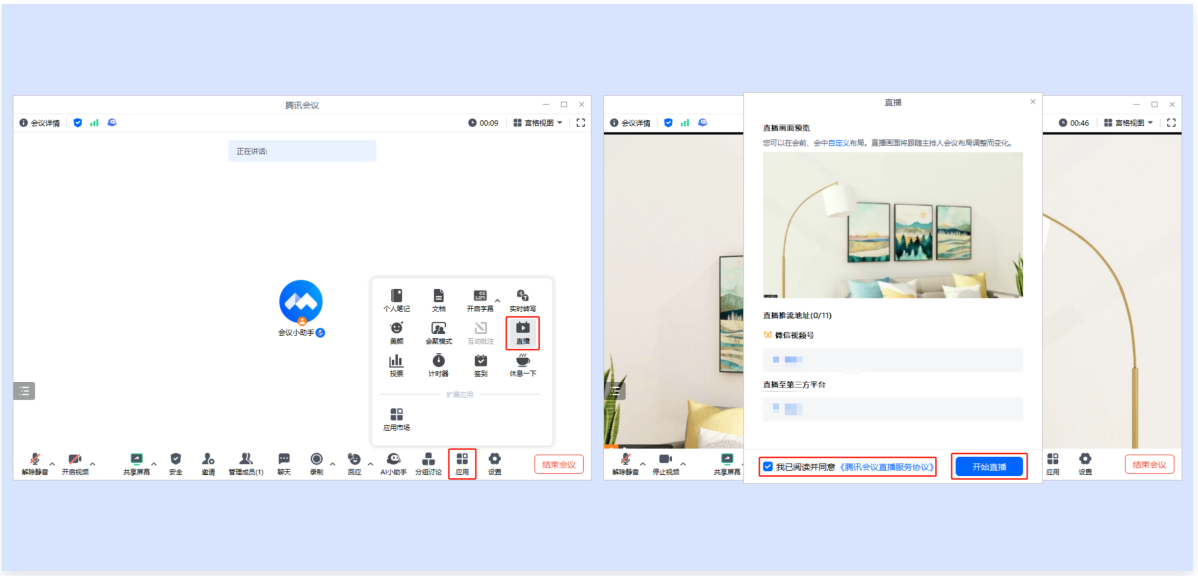
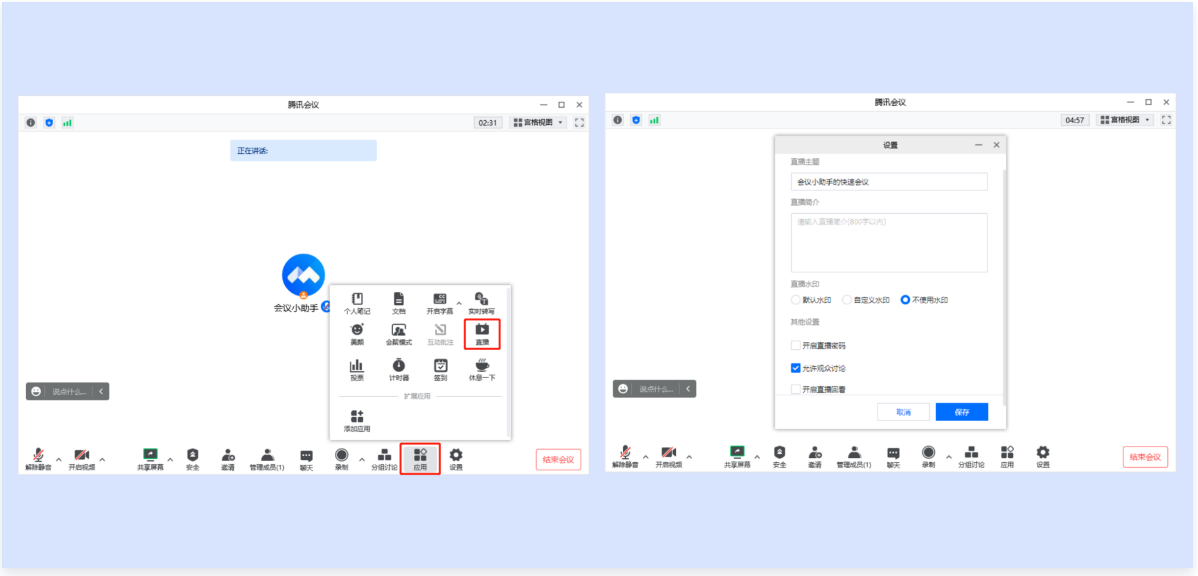


In-meeting settings

1. The host can, in the meeting of Business Edition users, click the toolbar **Application** > **Live** to directly enter the stream URL input page.
2. The host can, in the meeting of Business Edition users with resources for 2,000 participants and Enterprise Edition users, click the toolbar **Application** > **Live** to enter the live streaming settings page. After completing the settings, click **Save** to jump to the stream URL settings page.

   Supports setting live streaming topics, introduction, watermark, enabling live stream password, allowing audience discussion, enabling live stream review, etc.



3. In the stream URL settings page, select **Stream to Third-party Platform** > fill in third-party platform streaming information.
   - **Platform Name:** Required, fill in the platform name to be streamed.
   - **Streaming URL:** Required, only RTMP protocol addresses are supported. A message will appear if the format is incorrect: "Please enter a valid RTMP address".
   - **Streaming Key:** Required, set the streaming key.

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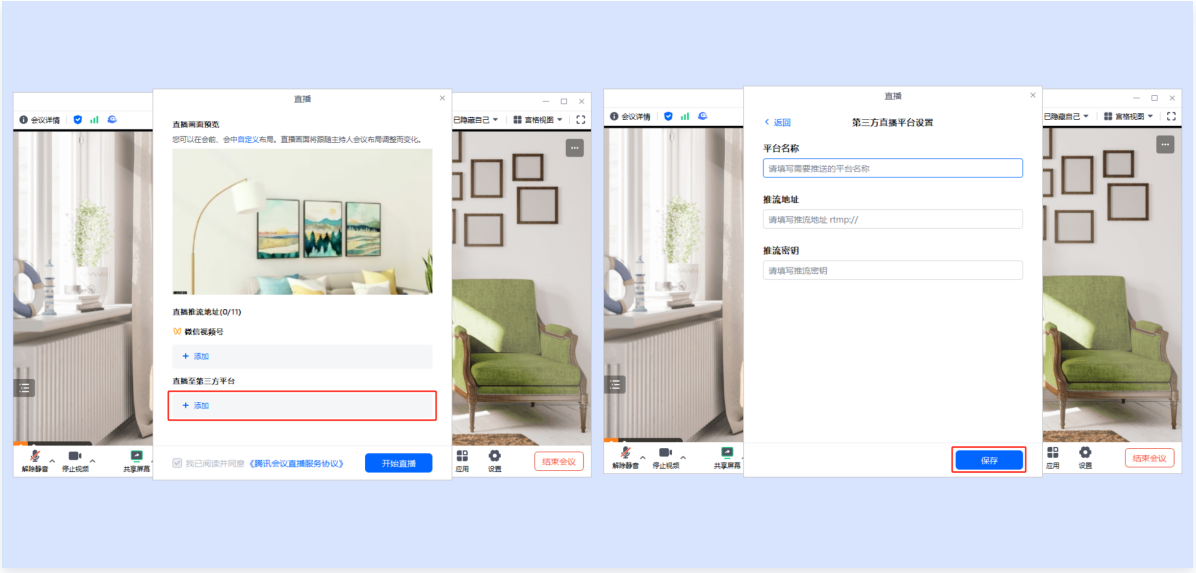

4. After completing the above live streaming settings, please read and agree to the < Tencent Meeting Live Streaming Service Agreement> > click **Start live streaming**.

Note:

- Only the host can start live streaming, and it is only supported on the PC.
- Streaming platform name, streaming URL, and streaming key are required. You need to obtain the above information first.
- You must select at least one live streaming platform to start streaming.
- Enterprise Edition/Business Edition users can set multiple third-party platforms, up to 10. Tencent Meeting will stream to multiple platforms simultaneously after the live stream starts.
- Third-party platforms can be created, started, stopped, modified, and changes made during the live stream will take effect immediately.
- All live broadcast screens will remain unified and consistent with the meeting main interface.
- During the live broadcast, you cannot switch the streaming platform. You need to stop the current live stream, reselect the streaming platform, and then start the live broadcast.

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Watching and discussing live streams

Last updated：2024-08-27 17:16:06

Description of the Feature

Viewers can watch ongoing meetings on Tencent Meeting's live platform via the client and discuss in the live chat room. After the meeting, the live stream can be reviewed.

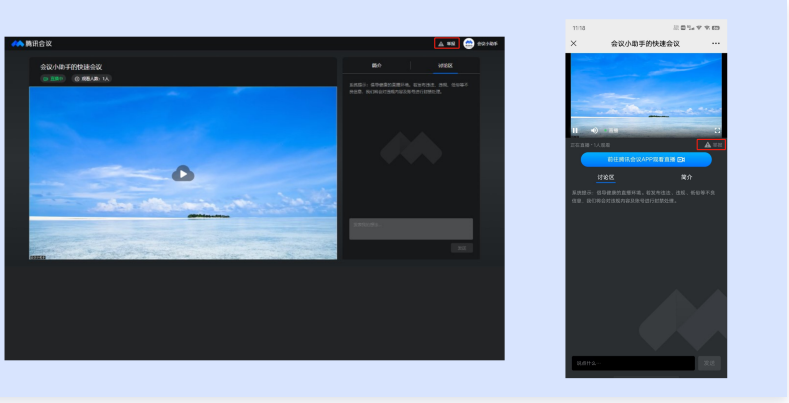
Conditions of Use

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **Version Requirements:** Client version 2.1.0 or later.
- **System Requirements:** Web/Android/iOS.

Live Stream Viewing and Discussion

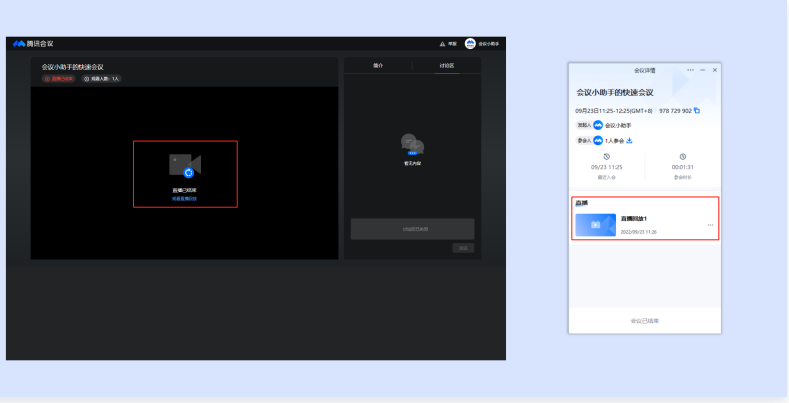
Open the live stream link in any web browser (supports Flash Plugin) to enter the live chat room and watch the meeting live.

- If on a mobile device, you can also click "Open Tencent Meeting App to Watch Live" on the page to watch the live broadcast through the Tencent Meeting App.
- If you wish to discuss with other viewers in the live chat room, you need to log in; if you are watching live via Tencent Meeting App, your login status will be automatically synchronized.
- If you discover any obscene, pornographic, gambling, violent, terroristic, or superstitious content during the live stream, you can log in and click **Report** on the top right corner to report the stream.



Live Stream Review

If the host has enabled review for the live stream, users who have the live stream link can enter the live chat room via a browser to view the review content after the live stream ends. Review supports playing, pausing, speed adjustment, and full-screen mode. Users can view the content repeatedly within the 30-day validity period.



Notes

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- Viewers in the live chat room need to log in to view or participate in discussions. If you haven't registered on Tencent Meeting, you need to complete registration before logging in to and participating in the chat room discussions.
- Network bandwidth requirements for live streaming: 1.8M~3M/s per stream (dynamic adjustment).
- Resolution and frame rate for live streaming:
  - Resolution: 1280*720.
  - Frame Rate: 25 fps.

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Managing Audio/Video Files
Headwear

Last updated: 2024-08-27 17:17:03

Description of the Feature

Member-exclusive headwear meets the needs of more meeting scenarios, making video appearances lively and interesting, quickly bridging the distance between participants, and energizing the meeting atmosphere. More fun, paid member-exclusive headwear has been added in version 3.11 and above.
Subscribe to a membership to use exclusive member headwear.

Applicable Scenario

- Daily Communication
- Online Training
- Social Entertainment

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version Requirement:** client version 3.11 and above.
- **System Requirements:** Windows/macOS/Android/iOS.

Hardware Requirements

Device System	Description
Windows	• Intel GPU minimum driver version: 14.51.11.5437. • NVIDIA GPU minimum driver version: 9.18.13.4196. • CPU Instruction Set: AVX2 supported. • CPU Version: Intel i3 series > 10000 (10th gen and above), Intel i5 series > 8400, Intel i7 series > 7000, Intel i9 full series.

macOS	• CPU should support AVX2 or Apple series chips:
	  ○ For Intel i5 series, Mac requires 2 or more cores, Windows requires 4 or more cores; for higher than i5 series no core requirement.
	  ○ For AMD chip series, Mac requires 2 or more cores, Windows requires 4 or more cores; for Series 5 or higher no core requirement.
	  ○ System version 10.15.0 and above.
	• Unsupported GPU driver versions:
	  ○ Intel GPU, Version: 0x8086_14.51.11.5437.
	  ○ NVIDIA GPU, Version: 0x10DE_9.18.13.4196.

iOS	Requires iPhone X or later, or iPad (6th generation) or later.

Android	• Android version 10 or above.
	• Devices with the following CPU models:
	  ○ For Snapdragon series, the chip model must be at least 625, such as Mi Max 2.
	  ○ For Kirin series, the chip model must be at least 810, such as Huawei nova 5.
	  ○ For MediaTek series, the chip model must be at least Dimensity 700 series, such as Redmi Note 10.
	  ○ For MediaTek Kunpeng series, the chip model must be at least Kunpeng 1300T series, such as Honor Tablet V7 Pro.
	  ○ For Samsung series, the chip model must be Exynos 1000/2000 series, or at least Exynos 9 series, such as vivo X30 Pro.

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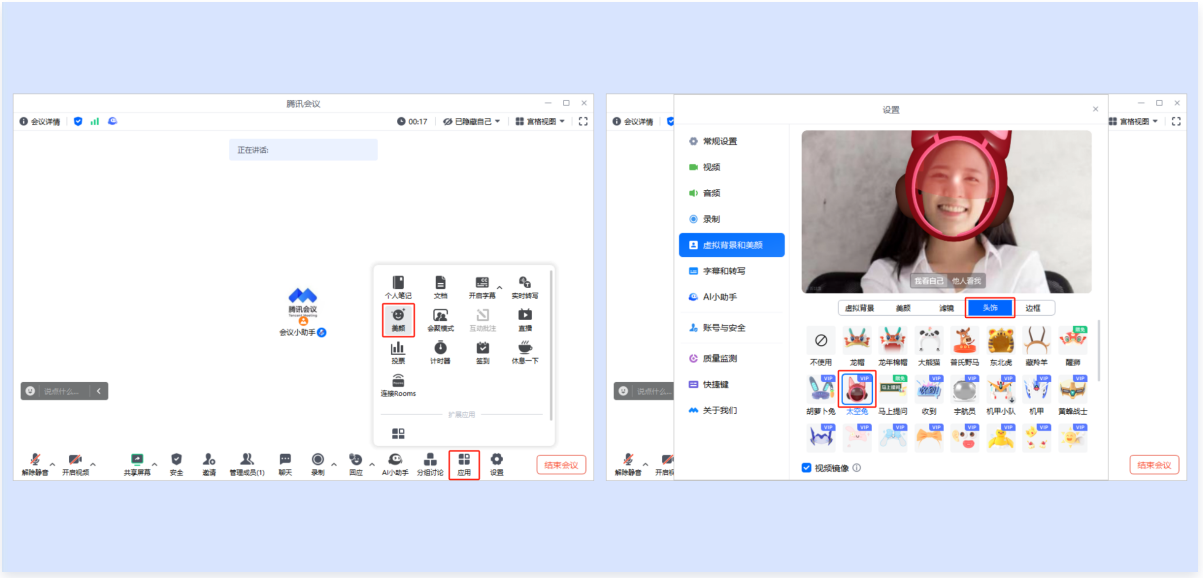
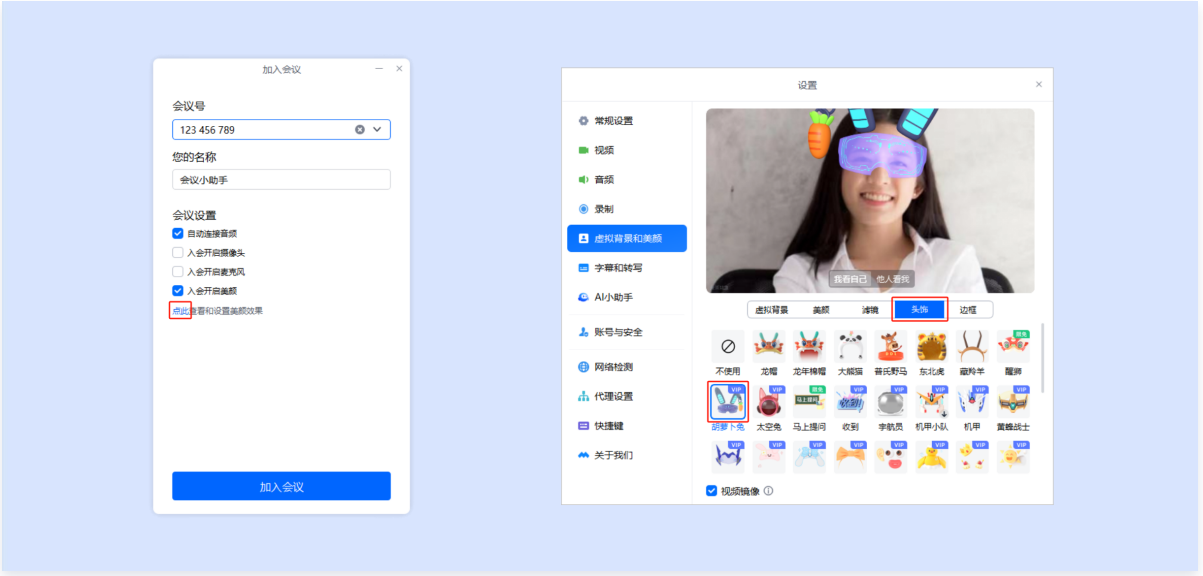
How to use headgear

Windows/macOS

- In a meeting, you can click the bottom toolbar **Application** > **Beauty Filter** > **Headgear** > select headgear > turn on the video to apply it.



- You can also check **Enable Beauty Filter upon joining** > **Beauty Filter** > **Headgear** > **select headgear** > join the meeting and turn on the video to apply it.



Android/iOS

- In a meeting, you can click the bottom toolbar **More** > **Beauty Filter** > **Headgear** > select headgear > turn on the video to apply it.

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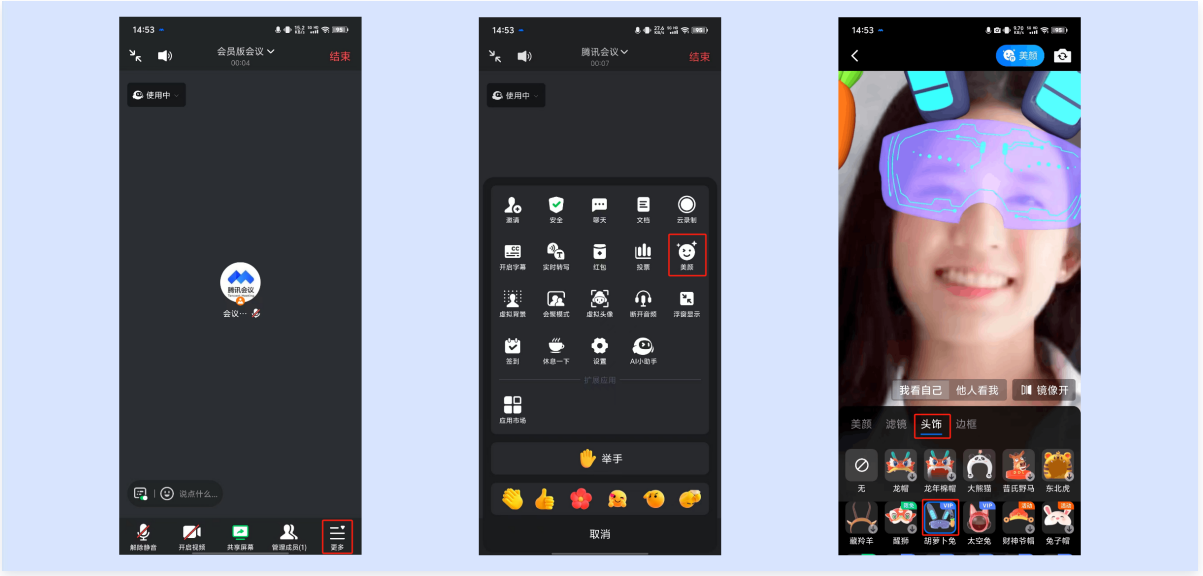
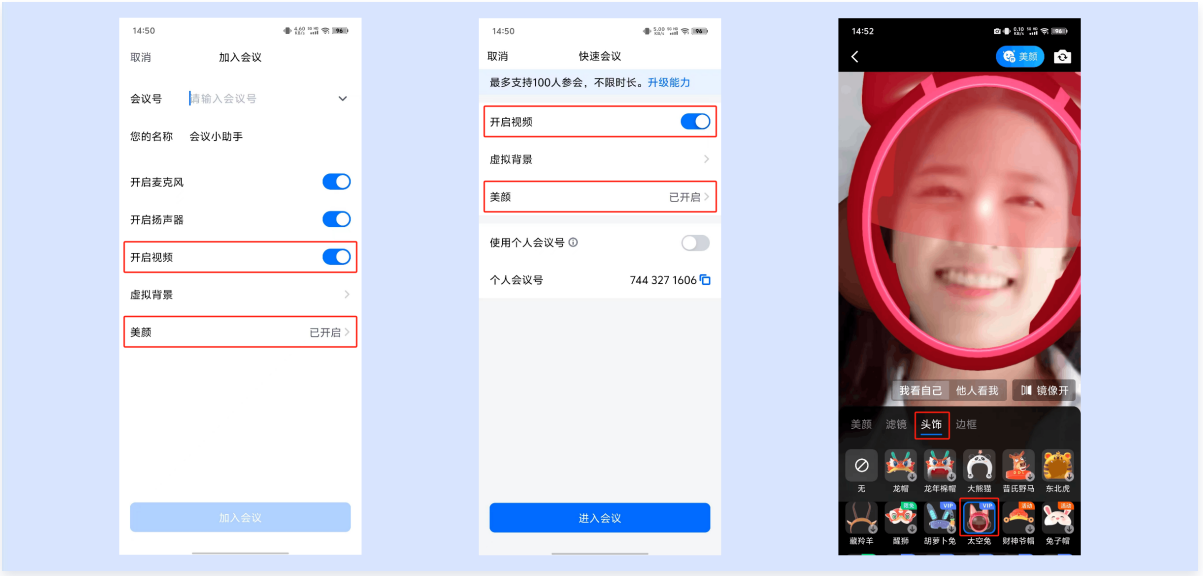


- You can also check **Join meeting** or **start quick meeting**, then check **Enable video** > **Beauty Filter** > **Headgear** > select headgear > join the meeting to apply it.



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Real-time Assistive Subtitles

Last updated: 2024-08-27 17:18:03

Description of the Feature

Tencent Meeting supports enabling real-time assistive subtitles during the meeting, which will automatically recognize the speech content in the meeting and display the text to users in real-time.

Recommended People and Scenarios

- Business Discussion: Real-time transcription of meeting content, no need to organize notes afterward.
- Brainstorming: Real-time transcription of discussion ideas, capturing innovative thoughts.
- Online Training: Real-time transcription of training content, easily capturing key points.

Conditions of Use

- **Log in to User:** Membership, Business Edition, Enterprise Edition users, click to Purchase.
- **Version Requirement:**
  - Client versions 3.7 and above support fixed usage.
  - Client versions 3.13 and above support dragging and stretching subtitles.
  - Client version 3.19.22 and above supports pre-meeting subtitle feature setup and adding custom hot words.
  - Client version 3.21 and above supports selecting industry fields.
  - Client version 3.21 and above supports meeting participants modifying the sound source language.
- **Log in to device:** Windows/macOS/Android/iOS.

How to use subtitles

Host/Co-host

Windows/macOS

1. Click on the bottom toolbar **Application** > **Enable Subtitles** to activate the subtitle feature (visible to yourself only).
2. Hosts and co-hosts can click on the **Enable Subtitles** button next to the **triangle** button to set the **sound source language**, **translation display**, **simultaneous bilingual display**, **industry field**, **custom hot words**, whether to allow members **to use the subtitle feature** , **modify the sound source language**, **modify the industry field**.
   - **Sound Source Language**: You can switch the sound source language to more accurately recognize the speech content.
   - **Translation Display**: Supports translating and displaying the voice content in Chinese/English.
   - **Simultaneous Bilingual Display**: After enabling translation, you can set to display both languages simultaneously. The subtitle area will show both the source language and the target language.
   - **Industry Field**: You can choose frequently used industry fields to improve the accuracy of related industry vocabulary. This setting affects subtitles and jargon for all meeting participants. The default setting is General (i.e., no specific industry field). Options include Education, Finance, Health, Law, and Technology.
   - **Custom Definition Hotword**: You can add "Custom Definition Hotword" to enhance the accuracy of subtitles and transcriptions.
   - **Using Subtitle Function**: When checked, all participants can use the subtitle feature during the meeting.
   - **Modify Audio Source Language**: When checked, members are allowed to change the sound source language.
   - **Modify Industry Field**: When checked, members are allowed to change the industry field.
3. After enabling subtitles, click the **Subtitles area** at the top right corner and press the **Settings** button to adjust **font size**, **enable real-time transcription**, and set **industry fields**, **Custom Definition Hotword**, as well as the host identity. It supports the setting of whether to allow members to **use the Subtitles feature**, **change the source language**, and **change the industry field**.

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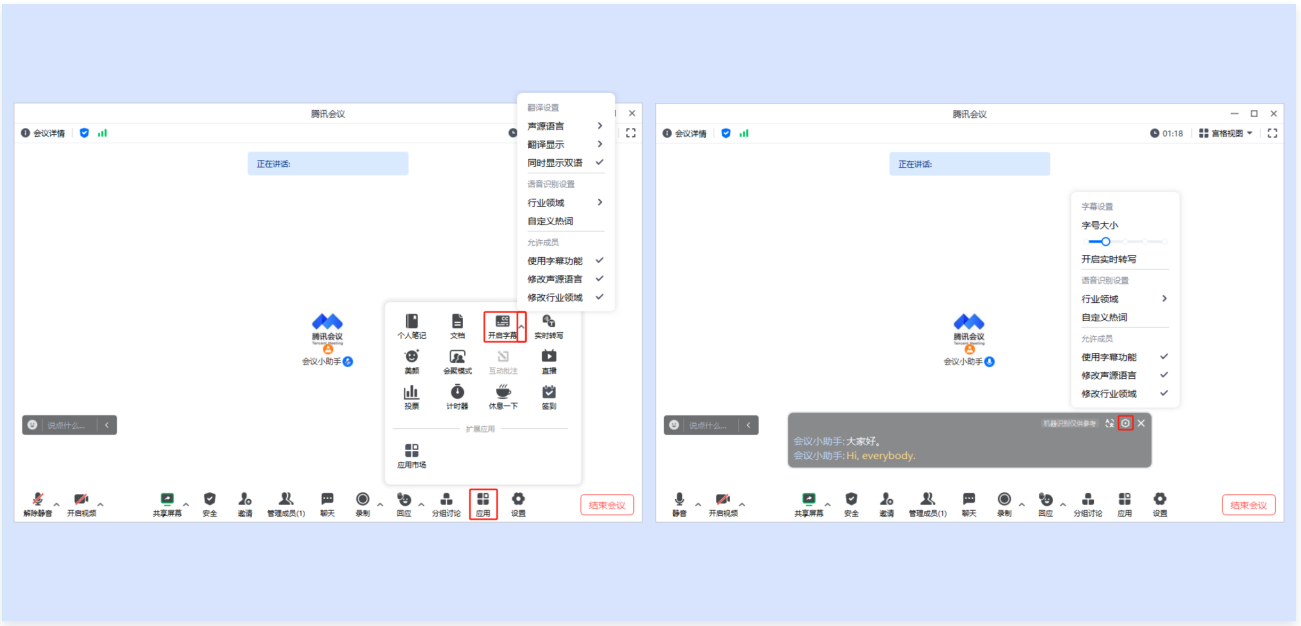

4. Click the **Subtitles area** at the top right corner and press the **Translate** button, which supports setting the **source language**, **translation display**, and whether to **display both languages simultaneously**.
5. Long press the **Subtitles** to freely drag them within the meeting window and adjust the subtitle width as needed.



6. When sharing your screen, long press on the **Subtitle Area** to freely drag it within the desktop.

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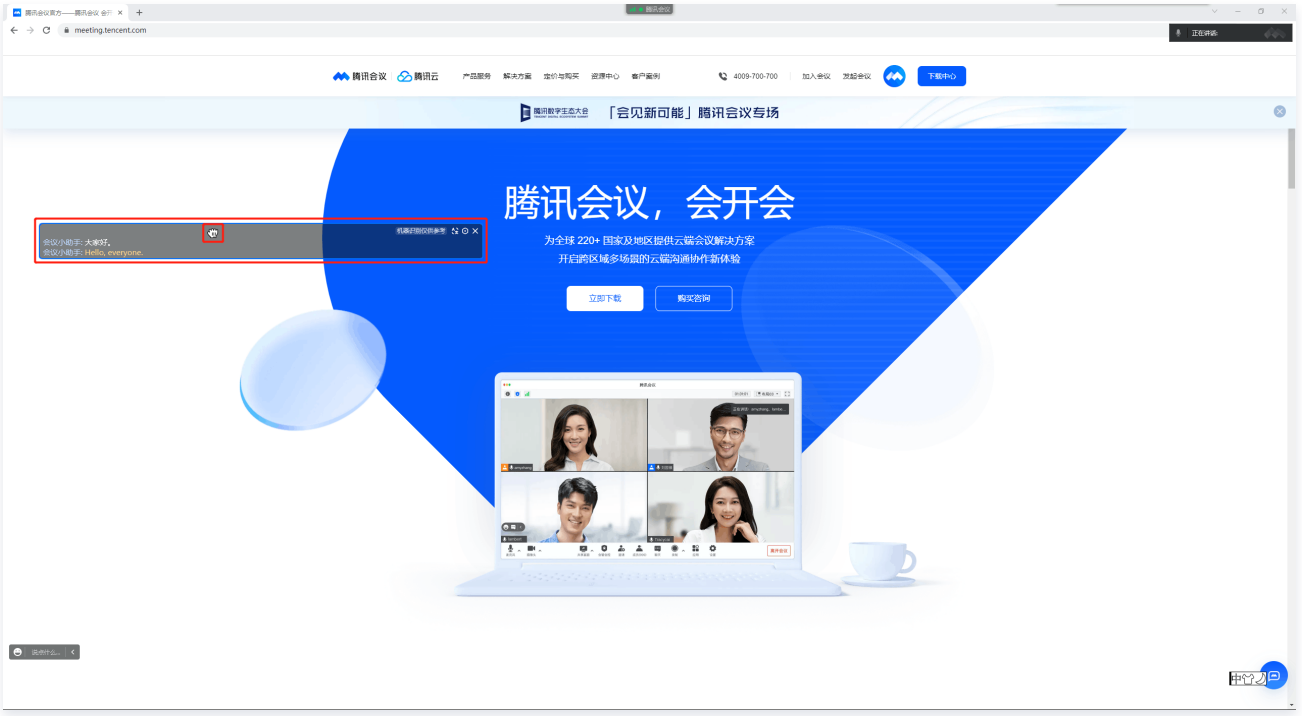

Android/iOS

1. Click on the bottom toolbar **More** > **Enable Subtitles** to activate the subtitle feature (visible to yourself only).
2. After enabling subtitles, click on the **Subtitle Area** to configure the **Sound Source Language**, **Translation Display**, **Simultaneous Bilingual Display**, **Industry Field**, **Custom Hot Words**, **Enable Real-time Transcription**, and the Host Identity. You can also set whether members are allowed **to use the subtitle feature**, **modify the sound source language**, and **modify the industry field**.
   - **Sound Source Language**: You can switch the sound source language to more accurately recognize the speech content.
   - **Translation Display**: Supports translating and displaying the voice content in Chinese/English.
   - **Simultaneous Bilingual Display**: After enabling translation, you can set to display both languages simultaneously. The subtitle area will show both the source language and the target language.
   - **Industry Field**: You can choose frequently used industry fields to improve the accuracy of related industry vocabulary. This setting affects subtitles and jargon for all meeting participants. The default setting is General (i.e., no specific industry field). Options include Education, Finance, Health, Law, and Technology.
   - **Custom Definition Hotword**: You can add "Custom Definition Hotword" to enhance the accuracy of subtitles and transcriptions.
   - **Using Subtitle Function**: When checked, all participants can use the subtitle feature during the meeting.
   - **Modify Audio Source Language**: When checked, members are allowed to change the sound source language.
   - **Modify Industry Field**: When checked, members are allowed to change the industry field.

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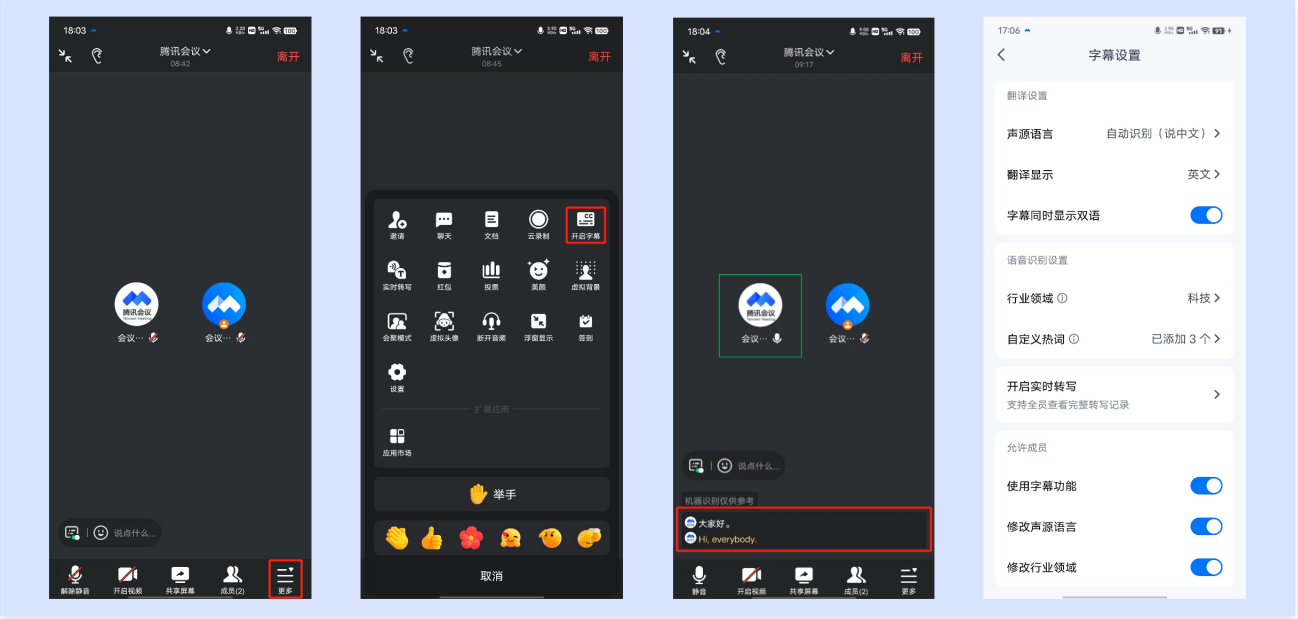
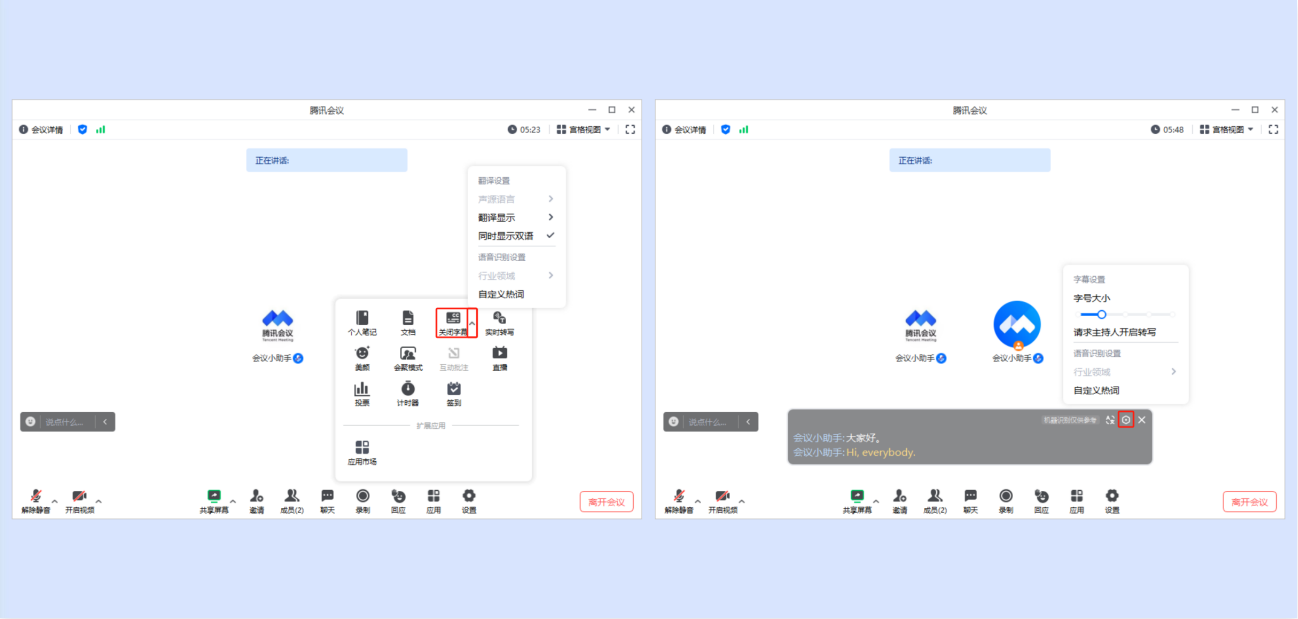


Meeting Participant

Windows/macOS

1. When the host or co-host enables the **use captions feature**, participants can click on the **Apps** button in the bottom toolbar > **Turn on Captions** to activate the captions feature (visible to oneself only).
2. Participants can click the **Turn on Captions** next to the **triangle** button to set up **translation display**, whether to **display bilingual captions simultaneously**, and to **request real-time transcription**.
3. After turning on captions, click on the **caption area** in the upper right corner **settings icon** to adjust the **font size**, **request the host to enable transcription**, and set up **custom definition hotwords**.
4. When the host or co-host sets the permissions to allow members to **change Sound Source Language**, all participants can change the sound source language for the current meeting. The change will be effective for all subtitles and transcriptions for the conference participants.
5. When the host or co-host sets the permissions to allow members to **change Industry Fields**, all participants can change the industry field for the current meeting. The change will be effective for all subtitles and transcriptions for the conference participants.



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6. Click the **Subtitles area** at the top right corner and press the **Translate** button, which supports setting the **source language**, **translation display**, and whether to **display both languages simultaneously**.
7. Long press the **Subtitles area** to freely drag it within the meeting window and adjust the subtitle width as needed.



8. When sharing your screen, long press on the **Subtitle Area** to freely drag it within the desktop.



Android/iOS

1. When the host or co-host enables the **Subtitles feature**, click the bottom toolbar and select **More** > **Enable Subtitles** to enable the subtitles feature (visible to themselves only).
2. After enabling subtitles, click **Subtitles** to set the **Translation Display**, whether to **display both languages simultaneously**, and to **request to enable Real-time Transcription**.
3. When the host or co-host sets the permissions to allow members to **change Sound Source Language**, all participants can change the sound source language for the current meeting. The change will be effective for all subtitles and transcriptions for the conference participants.

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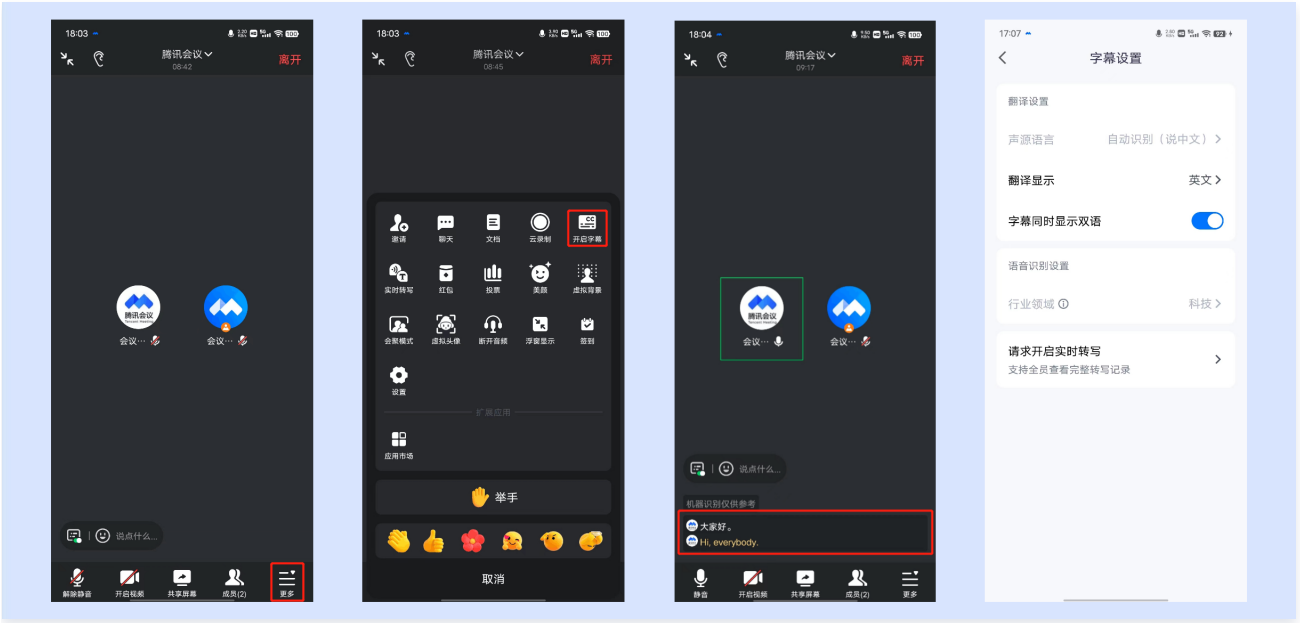
4. When the host or co-host sets the permissions to allow members to **change Industry Fields**, all participants can change the industry field for the current meeting. The change will be effective for all subtitles and transcriptions for the conference participants.



Pre-meeting settings

Windows/macOS

Subtitle Settings

Click on the top right corner of the main interface **Settings** > **Subtitles and Transcription** to adjust the **Subtitle Settings** by dragging the **Slider** to change **Font Size**, and the subtitle text size sample will be displayed simultaneously.

Translation Settings

In **Translation Settings**, you can select the **Display Language** (No Translation, Chinese, English) and **Bilingual Display for Transcription**. Once the settings are completed, they will be automatically saved and effective during the meeting by default.



Custom Hot Words

- **Custom Hot Words** help improve the accuracy of subtitles, transcription, and intelligent recording features for your meetings.

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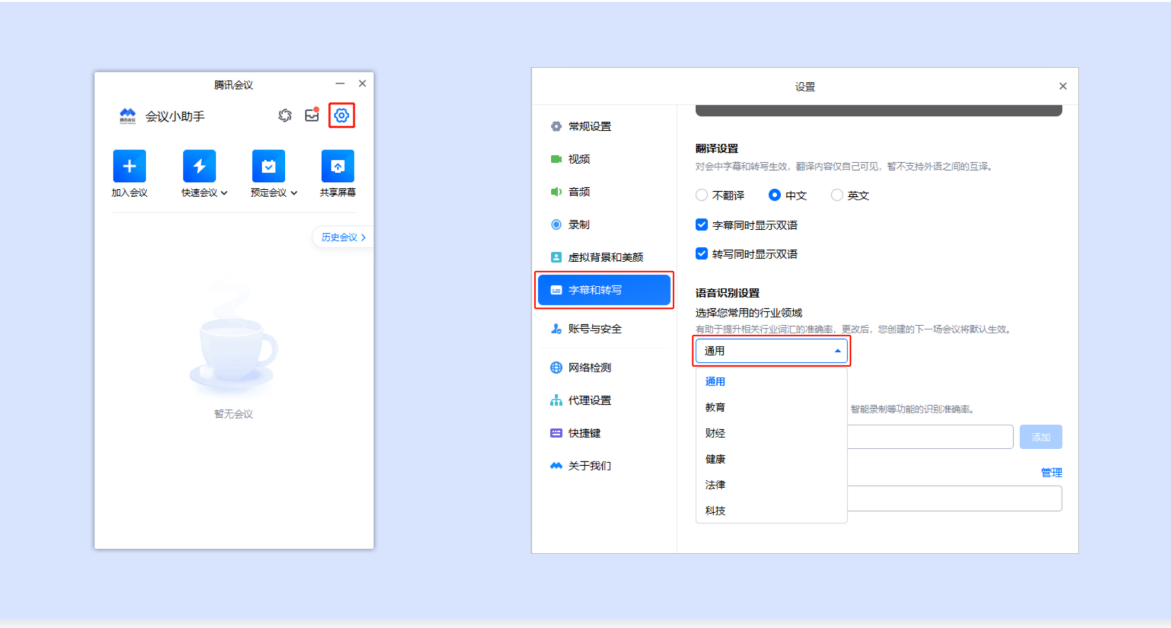
- In the **input box**, type common terms used in meetings, and click **Add** to apply. The added **Hot Words** will then be displayed below.
- Click **Manage** to delete added hot words. Click **Done** to save the edited content.



Choose Common Industry Fields

- Selecting your commonly used industry field helps to improve the accuracy of related industry terms. After change, this will take effect in your next created meeting by default.
- Click on the top right corner of the client's main interface **Settings** >**Captions and Transcription** to select common industry fields in **ASR Settings**. Once selected, your next meeting will default to these settings.



Android/iOS

Translation Settings

Click on the App's main interface **Profile Picture** > **Settings** > **Captions and Transcription** to select **Translation Settings** with **Display Language** options (No Translation, Chinese, English) and **Simultaneous Bilingual Captions**; settings are automatically saved upon completion and default to being active during meetings.

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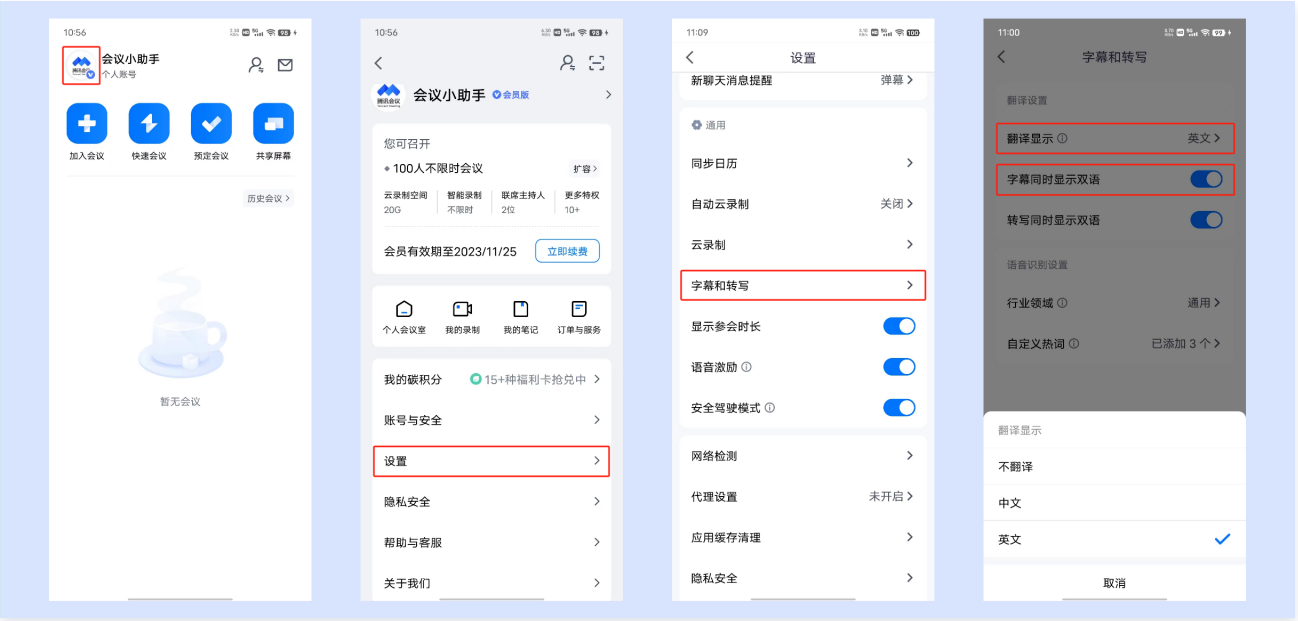
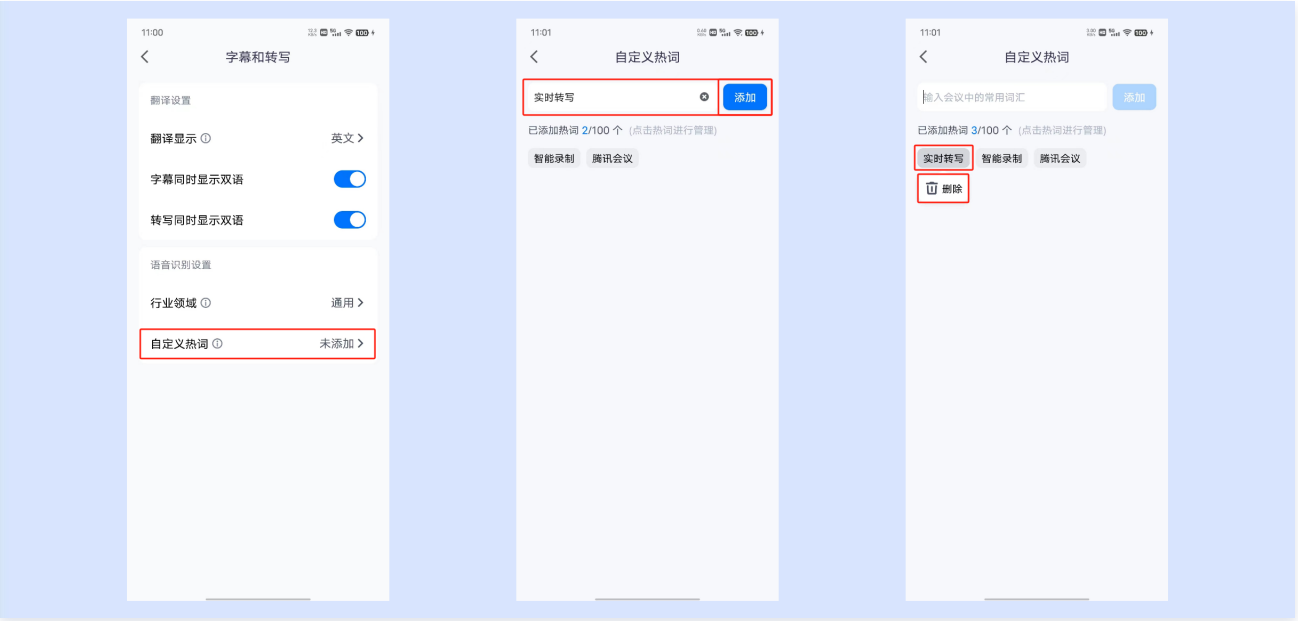


Custom Hot Words

- **Custom Hot Words** help improve the accuracy of subtitles, transcription, and intelligent recording features for your meetings.
- Click **Custom Hot Words** in the **input box**, type common terms used in meetings, and click **Add** to apply. The added **Hot Words** will then be displayed below.
- Click **Hot Words** to choose and delete selected words. The content is automatically saved after deletion.



Choose Common Industry Fields

- Selecting your commonly used industry field helps to improve the accuracy of related industry terms. After change, this will take effect in your next created meeting by default.
- Click **Industry Fields** > Select common industry fields. Once selected, your next meeting will default to these settings.

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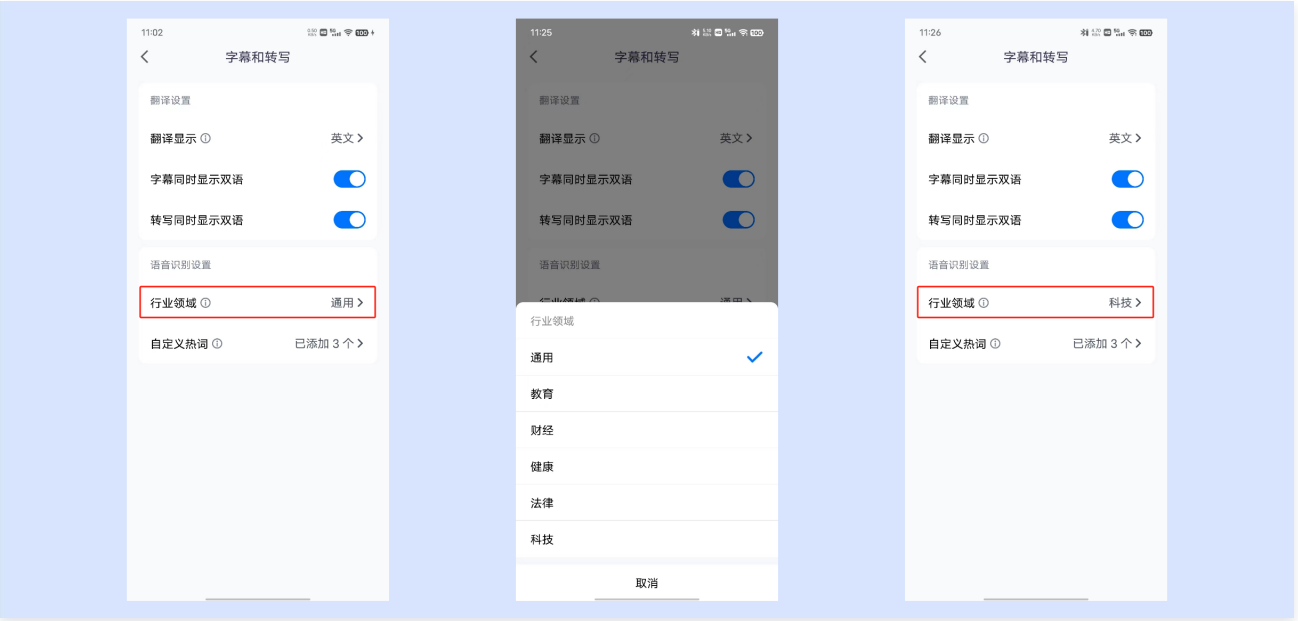

Notes

- Subtitles are a paid feature. Members, Enterprise Edition, Business Edition, and other users can enjoy unlimited use of subtitles. Click to subscribe to membership and enjoy unlimited subtitles.
- The mobile terminal currently does not support adjusting font size.
- The mobile terminal currently does not support dragging subtitles.
- Currently, subtitles only support Mandarin Chinese and English Recognition, and do not support dialect recognition. Machine recognition is for reference only.
- Business and Enterprise users have the **subtitle** feature switch enabled by default. **Enterprise super administrators** and **administrators with account setting permissions** can manage the use permissions for the subtitle feature in the **Enterprise Management Backend** > **Account Management** > Account Settings > **Meeting Settings** > **In-meeting Settings**. Disabling this feature will prevent all meetings under your account from using the subtitle feature.



- **Enterprise Super Administrators** and **Administrators with Account Settings permissions** can select the corresponding industry fields for the enterprise or add custom hot words in the **Enterprise Management Backend** > **Account Management** > Account

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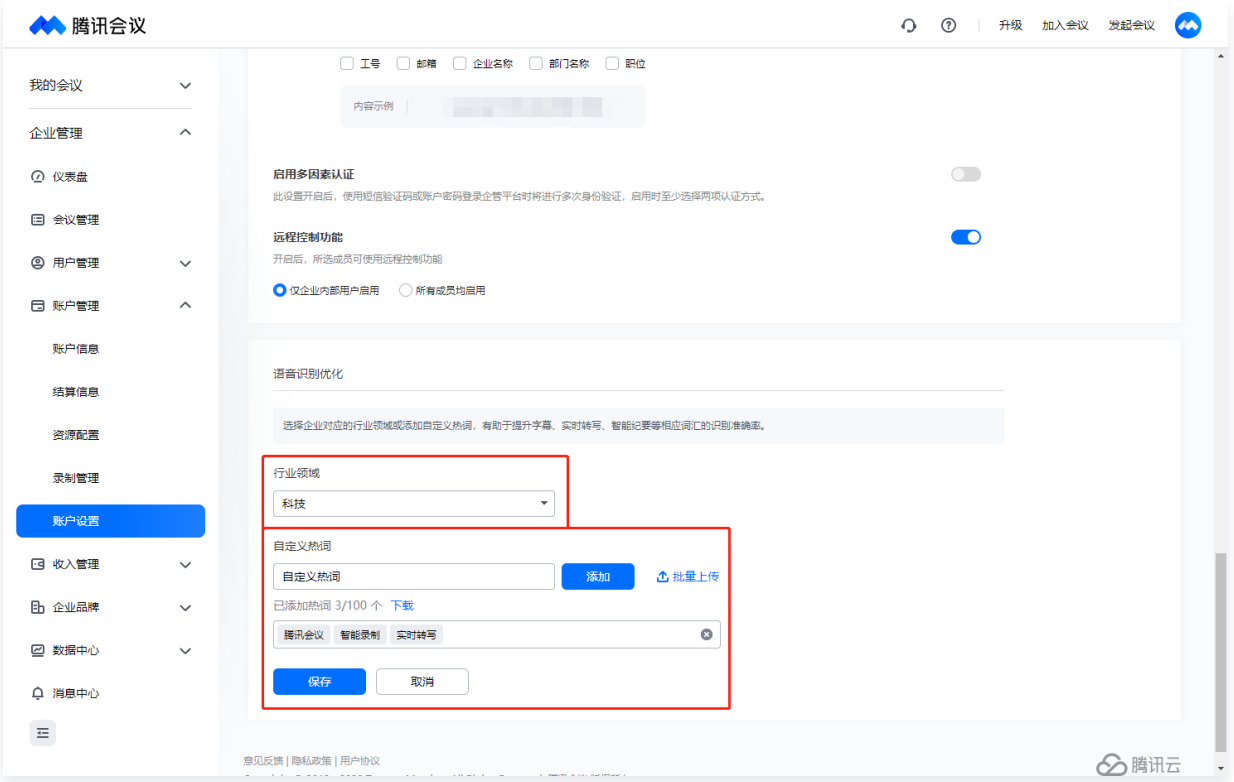
Settings > **Meeting Settings** > **In-meeting Settings** section. This helps improve the recognition accuracy of terms in subtitles, real-time transcription, and intelligent minutes. Once set, this will take effect as the default for all meetings under your account, and members of the enterprise can modify their commonly used industry fields.



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More video participants

Last updated：2024-08-27 17:18:49

Description of the Feature

In the meeting, multiple participants can turn on their cameras simultaneously, making online communication more engaging and enhancing the focus and engagement of more participants.

Applicable Scenario

- Online training
- Daily Communication
- Business conference
- Online class scenario

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version Requirement:** Client version 3.11 or later.
- **log in to device:** Windows/macOS/iOS/Android.

Permissions

- Upgrading to more video participants is a capability of the conference booker.
- The upgrade prompt for more video participants during the meeting is only displayed to the host. If the meeting host is not the conference booker, they need to contact the conference booker to upgrade the account to a member, after which the meeting can enjoy the privilege of more video participants.
- Membership:
  - In the meeting, when the meeting creator upgrades to a member, the meeting can support up to 60-500 participants turning on their cameras simultaneously.
  - During the membership period, the meetings booked by the account can support up to 60-500 participants turning on their cameras simultaneously.
- Commercial or Enterprise Edition: After purchasing the business or enterprise version accounts, the meetings booked by the account can support up to 300-1000 participants turning on their cameras simultaneously.

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Different versions support different numbers of participants turning on their cameras

	Free Edition	Member	Commercial Edition	Enterprise Edition
Number of participants with video enabled simultaneously	Up to 30 people	100/300/500 participants correspond to meeting sizes of 60/300/500 people	300–1000 participants (matching the size of the meeting room)	300–1000 participants (matching the size of the meeting room)

Note:

- Free to initiate meetings of up to 100 participants for a limited time, the free version only supports 30 participants turning on their cameras simultaneously. To allow more participants to turn on their cameras, you need to upgrade to Membership or upgrade to the Business or Enterprise Editions. Click to upgrade to Membership, supporting up to 500 participants turning on their cameras simultaneously.
- If the host is not the meeting creator, please contact the meeting creator to upgrade to Membership or purchase the Business or Enterprise Editions to support more participants turning on their cameras in the meeting.
- More advanced video uplink capabilities are available to the meeting scheduler. Meetings booked by Membership users have more advanced capabilities.
- In-meeting upgrade prompts are aimed at the host. If the meeting scheduler is not the host, the joint meeting scheduler needs to upgrade their account for the meeting to enjoy higher rights.
- After upgrading rights, the meeting takes effect immediately.

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Virtual Avatar

Last updated：2024-08-27 17:19:30

Description of the Feature

Tencent Meeting 3D virtual avatar allows users to choose fun virtual images to represent themselves in meetings.
Moreover, Tencent Meeting's virtual avatar allows users to choose and match their favorite virtual persona based on a specific style, creating "my custom virtual avatar."
Tencent Meeting virtual avatars help users interact with others in online meetings in a more fun way. It adds fun to meetings.
Users don't have to worry about their appearance being perfect; virtual avatars can help relieve the pressure of showing one's face in meetings. It makes meetings more relaxed.

Recommended People and Scenarios

Recommended People

Students, Teachers, Knowledge Anchors, etc.

Applicable Scenarios

Online Study Room, Live Streaming, Chat Party with Friends, Fun Meetings.

Conditions of Use

- **Log in to User:** Currently a free feature, users of the Free Version, Member Version, Business Edition, and Enterprise Edition can Try for Free.
- **Version Requirement:** client version 3.11 and above.
- **System Requirements:** Android/iOS.

Hardware Requirements

Device System	Description
iOS	• iPhone 11 and later models. • iPad 9 and later models. • iPad Mini 6 and later models. • iPad Pro 11 inch third generation and later models. • iPad Pro 12.9 inch fifth generation and later models. • iPad Air is not supported yet.
Android	• MediaTek series: Dimensity 1200 and later models. • Kirin series: Kirin 980 and later models. • Qualcomm series: SDM712 and later models.

How to use Virtual Avatar

1. click the main interface of the meeting**More** > **Virtual Avatar**.

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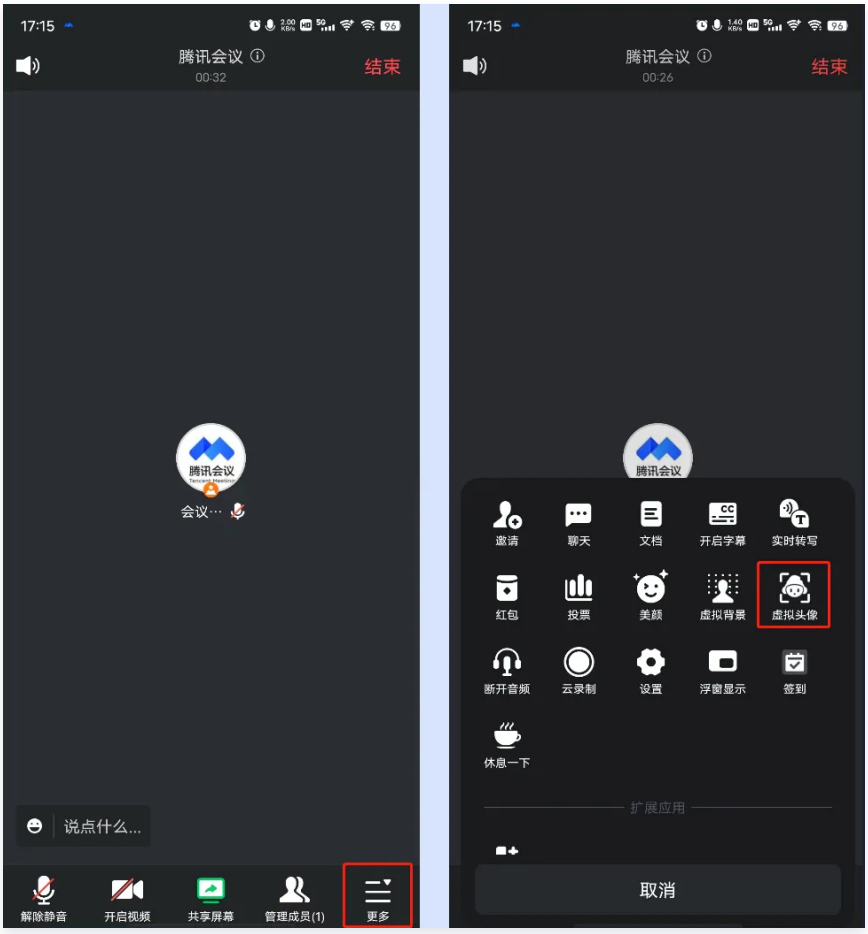

2. Quickly select style avatar: (Currently, there is one cute version for each gender, and more style avatars will be added continuously)
   - After entering the 3D Virtual Avatar interface, users can quickly select different styles of avatars and preview the avatar effects.
   - Preview successful > click the upper right corner**Return** button to apply immediately and start your meeting.
3. Free Definition Face Sculpting (limited-time feature).

   After selecting a style avatar, you can click **Face Sculpting** to configure the style avatar to some extent.

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4. Face Sculpting interface.
   - After entering the Face Sculpting interface, users can mix and match given "parts" (subject to the actual product interface).
   - Currently hosting cute style, users can choose (facial features, hairstyle, glasses, earrings).
   - Modification: Users can use Forward–Backward–Refresh to assist in the Face Sculpting process.
   - Save: Click "Checkmark" to save the Face Sculpting.
   - Off: Click "Cross" to exit the Face Sculpting process.
5. My Sculpted Faces.
   - After users complete the Face Sculpting, they return to the previous page. This Custom Virtual Avatar can appear in **My Sculpted Avatars**.
   - Select my avatar to delete or edit it again.

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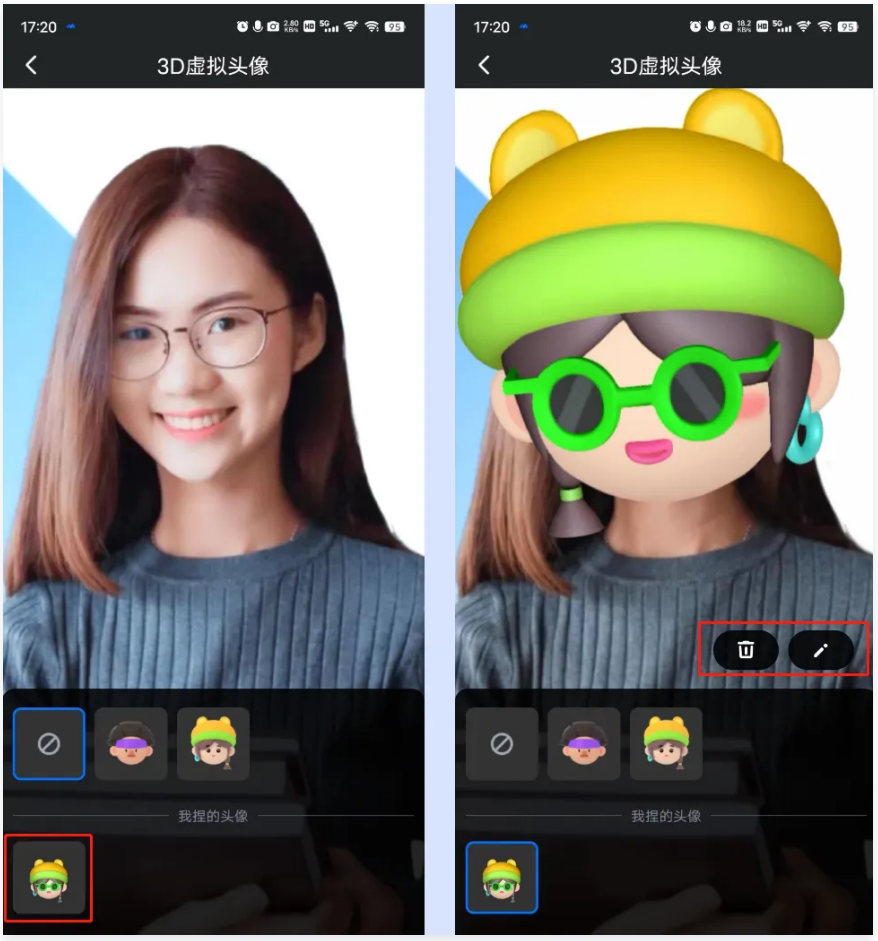

Notes

- The Custom Face Sculpting feature is currently a free feature.
- Currently, only mobile models that meet performance requirements are supported.
- A maximum of five Custom Virtual Avatars can be added.

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Video mirroring

Last updated：2024-08-27 17:21:00

Description of the Feature

When you enable mirroring and use effects like Virtual Background, Headgear, Border, etc., are you curious about how these effects appear to other members in the meeting? Choose **How others see me** to switch to their perspective. Additionally, when you enable mirroring, the selected effects will be displayed in reverse, which might make you think others see the effects in reverse too. To solve this misunderstanding, we support perspective switching, allowing you to see how the effects appear from others' viewpoints.

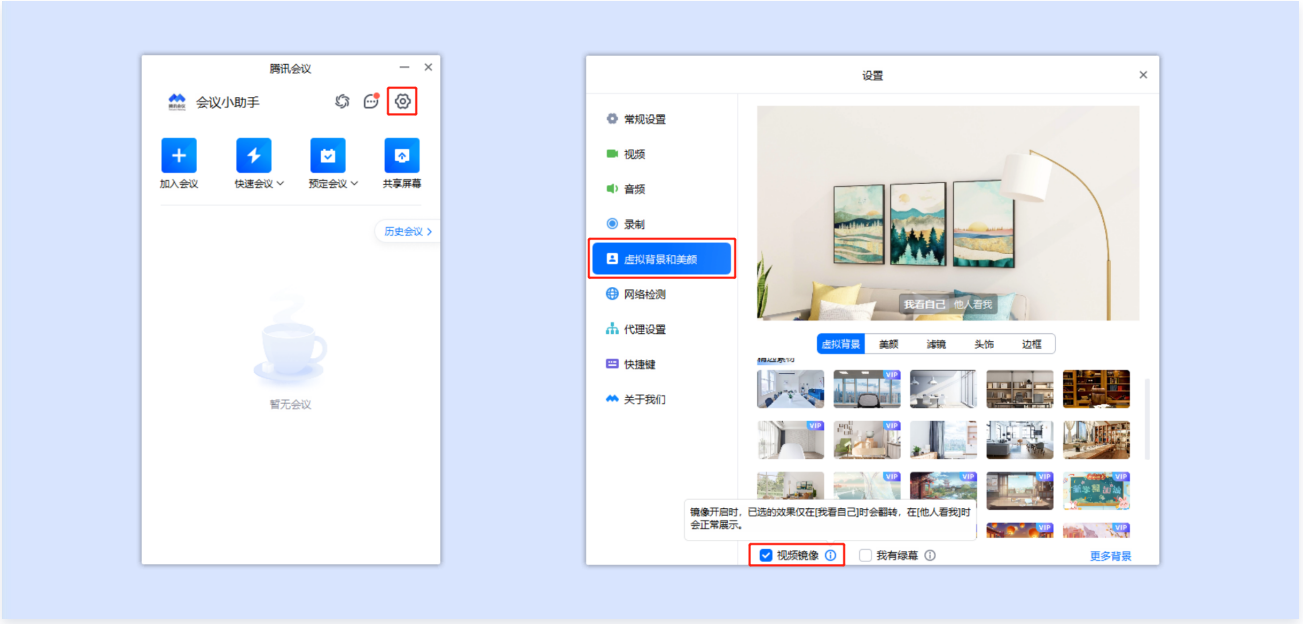
Conditions of Use

- **log in to user:** Free Version, Member Version, Business Edition, Enterprise Edition users. >>Purchase Now
- **Version Requirement:**
  - Client v1.3.0 or later.
  - Client v3.16 or later supports previewing video performance from others' perspectives.
- **log in to device:** Windows/macOS/iOS/Android.

Sets the mirror mode for encoded video

Windows/macOS

1. Before the meeting, you can click **Settings** > **Virtual Background and Beauty Mode** > at the bottom of the interface, check to enable **Video Mirroring**.



2. After enabling the video mirroring feature, click the preview screen's **How I see myself** or **How others see me** to preview the effects from your and others' perspectives.

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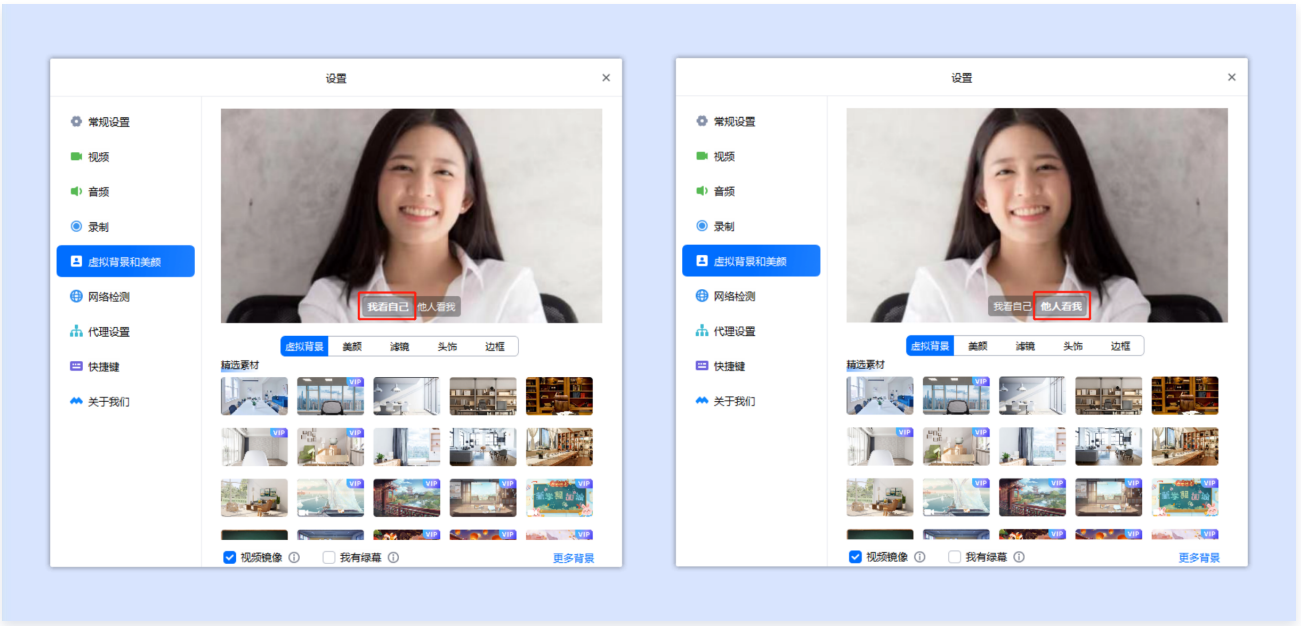
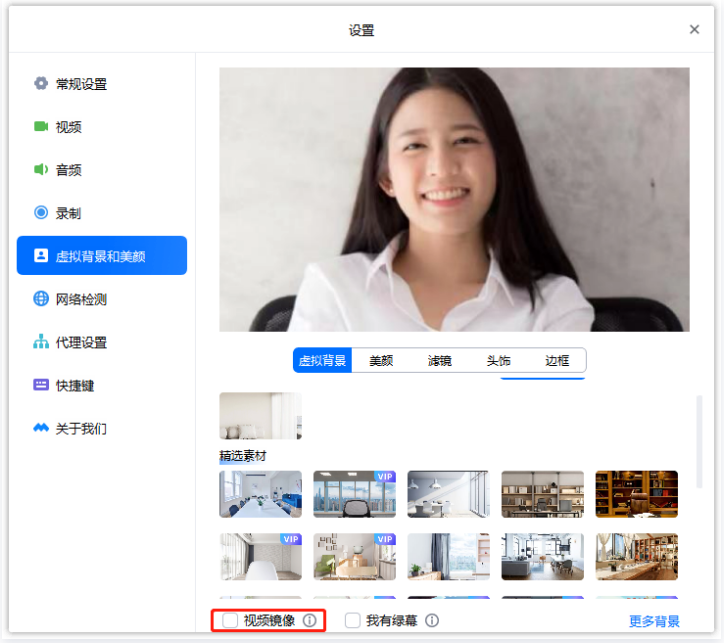


3. When the video mirroring feature is disabled, the options **How I see myself** or **How others see me** are not displayed.



Android/iOS

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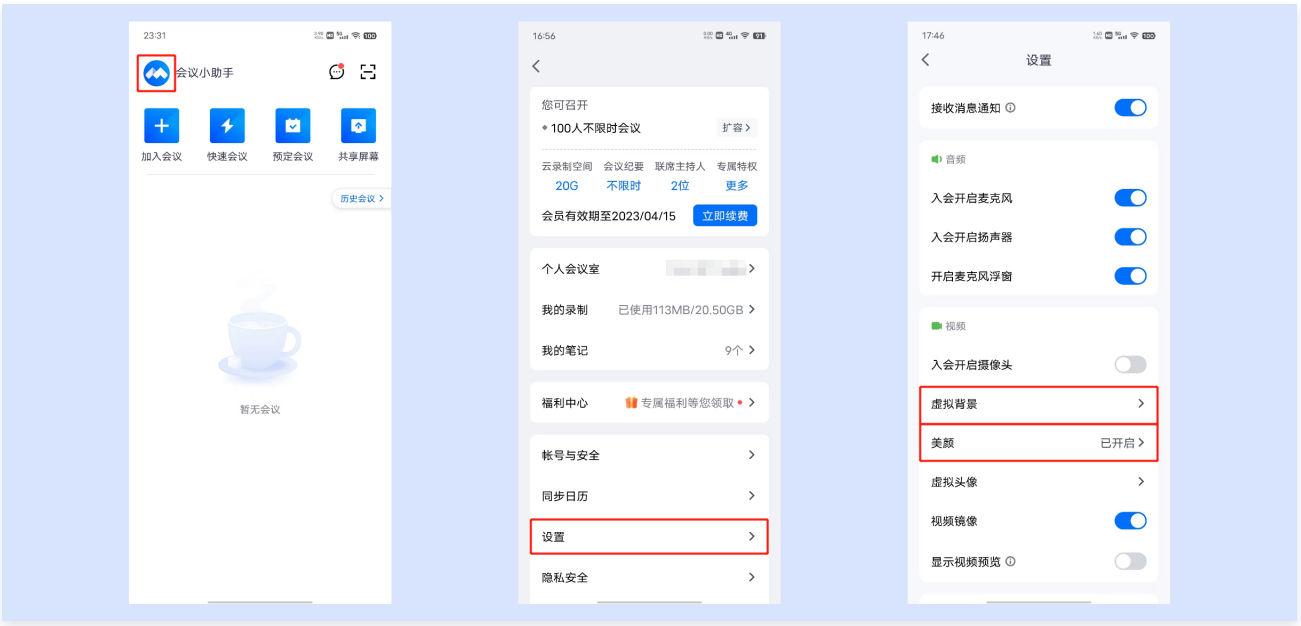
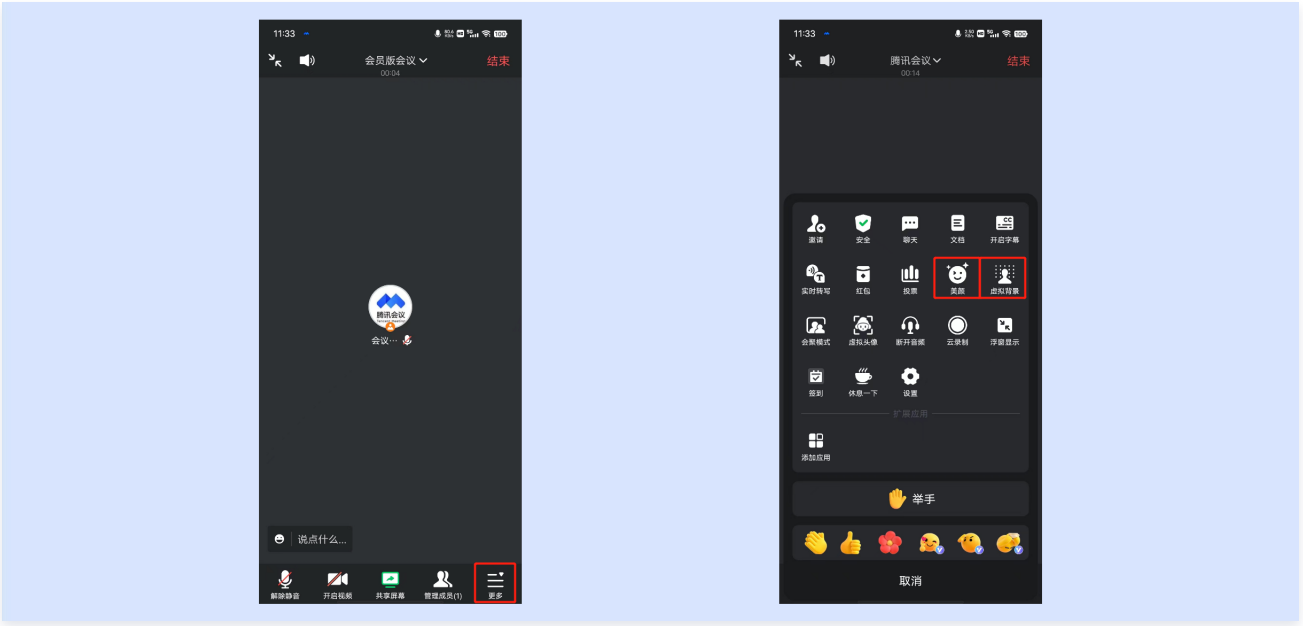
1. Before the meeting, click **Profile Picture** > **Settings** > **Beauty Filter** or **Virtual Background**.



2. During the meeting, click **More** > **Beauty Filter** or **Virtual Background**.



3. In the settings preview interface, enable the video mirroring feature, and click the preview screen's **How I see myself** or **How others see me** to preview the effects from your and others' perspectives.

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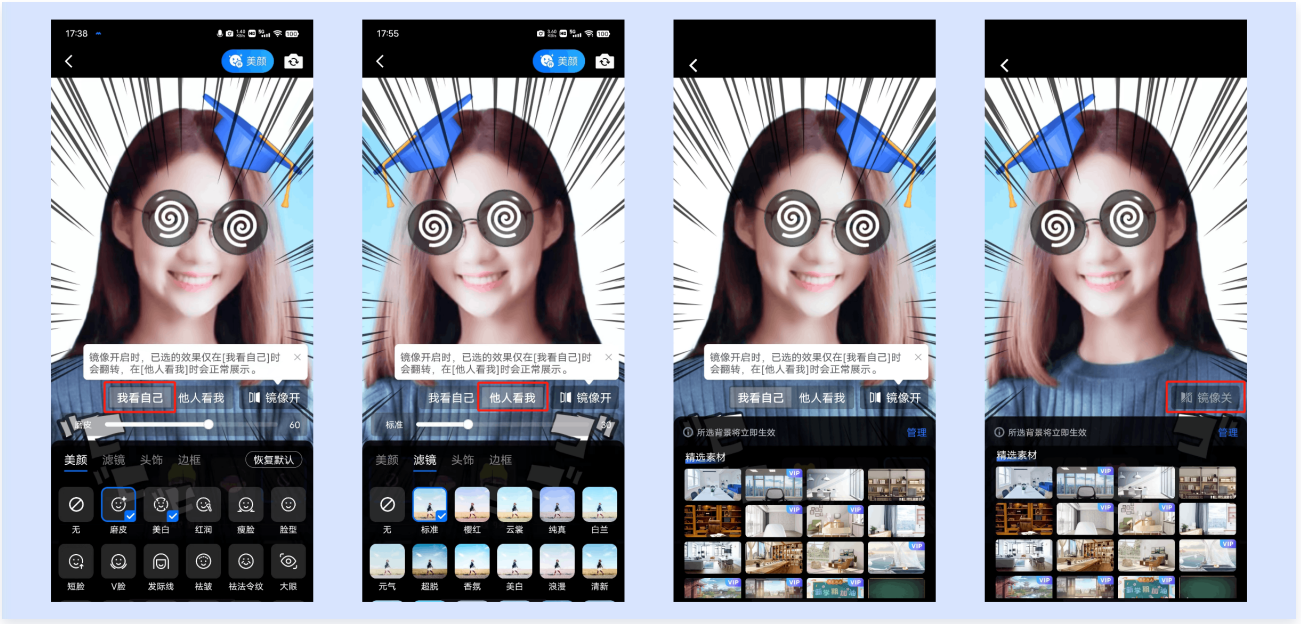
4. When the video mirroring feature is disabled, the options **How I see myself** or **How others see me** are not displayed.



Notes

- The video mirroring feature also supports Virtual Background, Beauty Filter, Filter, Headgear, and Border features.
- The video mirroring feature is enabled by default, and the operation will be effective the next time you join a meeting.

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Video Border

Last updated：2024-08-27 17:29:01

Description of the Feature

We provide a variety of video borders to enhance the atmosphere during your meetings. Choose your favorite border to make your video communication more lively.

Conditions of Use

- **log in to user:** Free Edition, Membership Edition, Business Edition, Enterprise Edition users. >>Visit to Purchase
- **Version Requirement:** Client version 3.14 or above.
- **System Requirements:** Windows/macOS/iOS/Android.

How to Set Video Border

Pre-meeting settings

Windows/macOS

Click the bottom-left corner of the client main interface **Settings** > **Virtual Background and Beauty Filter** > **Border** > click to select your favorite video border > enable video during the meeting to display**Video Border**.



You can also select **Enable Beauty Filter upon joining** > click **View and Set Beauty Effects** > **Border** > click to select your favorite video border > enable video during the meeting to display**Video Border**.

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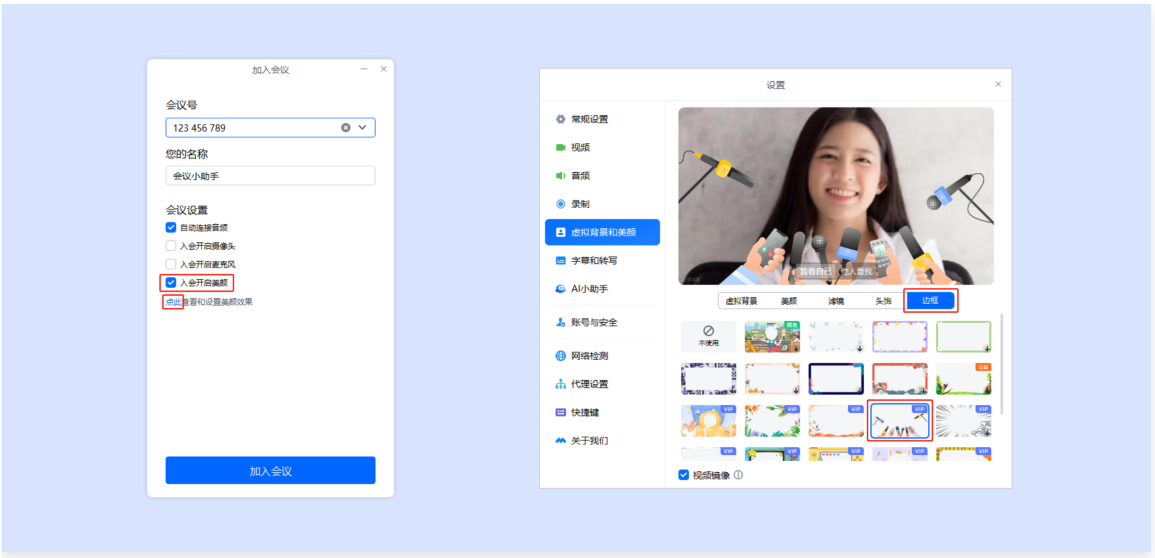
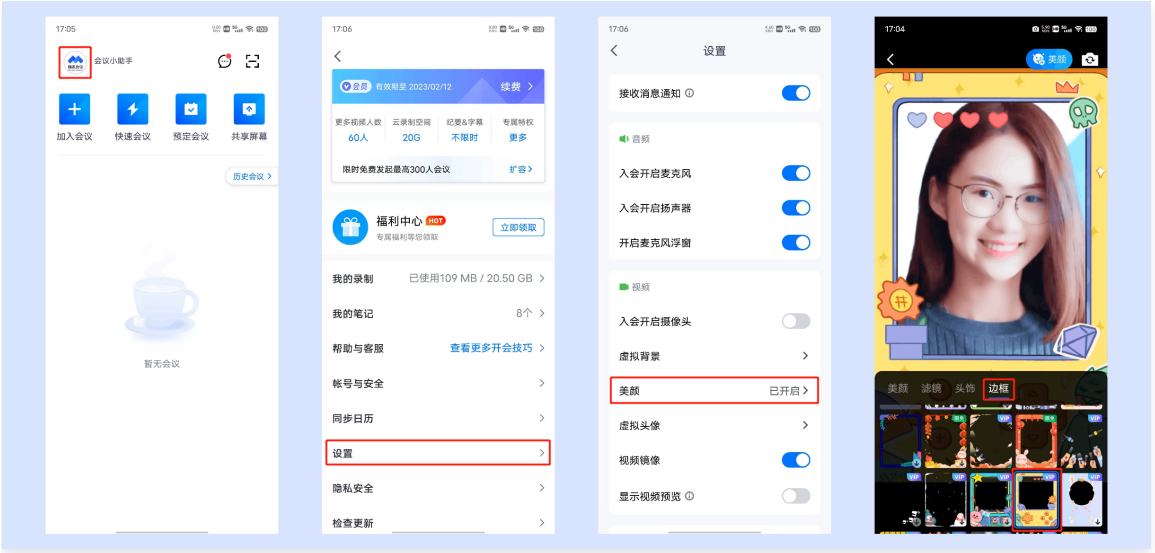


Android/iOS

You can click on the App's main interface **avatar** > **settings** > **beauty mode** > **border** > click to select your desired video border > activating the video during a meeting will display the **video border**.



You can also select **Enable Video upon entering the meeting** > click **Beauty Filter** > Border > click to select your favorite video border > enable video during the meeting to display**Video Border**.

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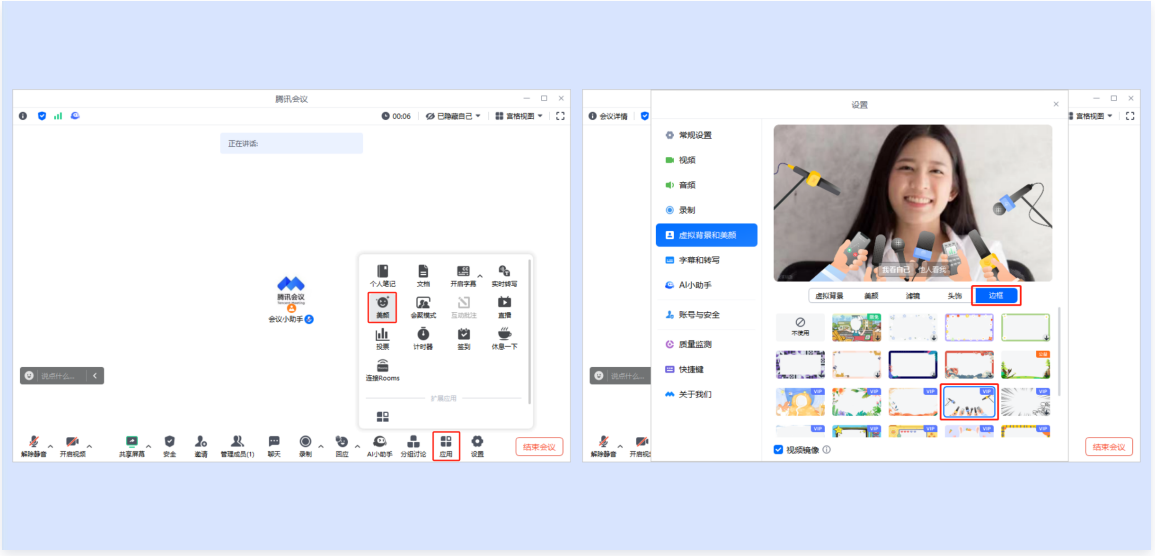
In-meeting settings

Windows/macOS

- During the meeting, click the bottom toolbar **Apps** > **Beauty Filter** > **Border** > click to select your favorite video border > enable video to display**Video Border**.



- You can also click the **triangle** button next to the **start video** in the bottom toolbar > **virtual backgrounds and beauty mode**, to set the video border.
- Client version 3.14 and above supports right-click the **Avatar** or **Grid Screen** > **Set Beauty Effects** to set the video border.

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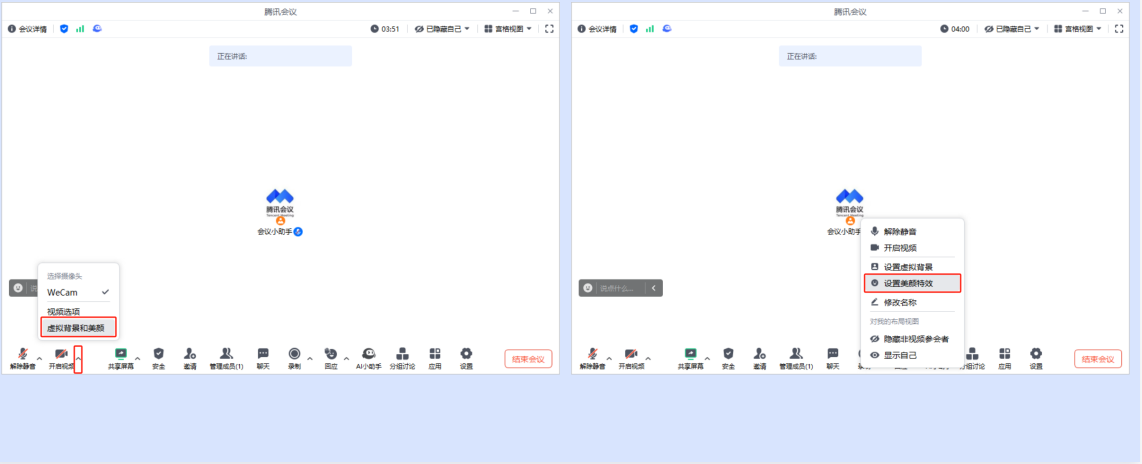
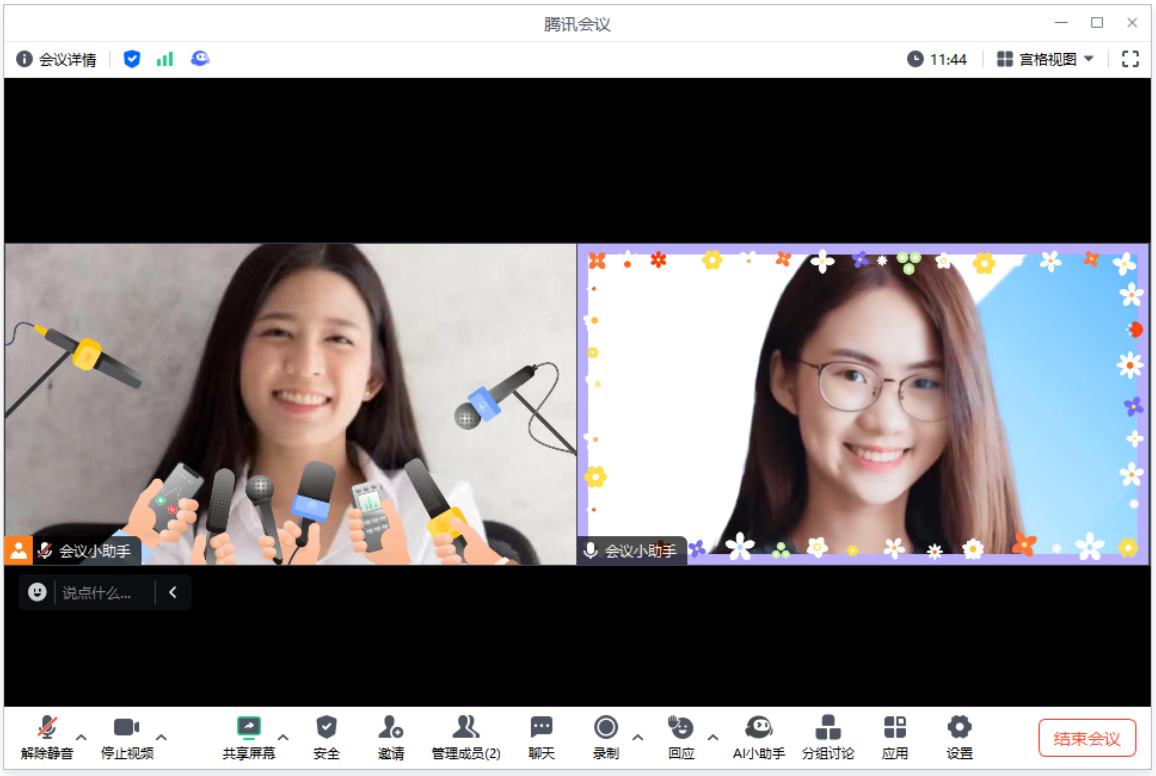


Note:
Windows users use right-click; macOS users use left-click for regular size and right-click for large size screens.

- The visual effect after enabling the **Video Border**.



Android/iOS

During a meeting, click **more** in the bottom toolbar > **beauty mode** > **border** > click to select your desired video border > starting the video will display the **video border**.

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Notes

Borders are divided into free and membership borders; membership borders are available only to members, commercial, and enterprise users.
Subscribe to a membership to use exclusive member borders.

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Unified Background

Last updated: 2024-08-27 17:29:55

Description of the Feature

Tencent Meeting supports setting a unified virtual background. After setting, members will use this background by default when they turn on their video in the meeting.

Applicable People and Scenarios

- Crowd: Business professionals, students, teachers, etc.
- Scenario: Lectures, training, opening ceremonies, sharing sessions, etc.

Conditions of Use

- **Log in to User**: Business Edition, Enterprise Edition users.
- **Version Requirement:** client version 3.11 and above.
- **Setting Virtual Background System Requirements:**
  - Log in to Device: Windows web/macOS web.

Using Virtual Background Hardware Requirements

Device System	Description
Windows/Mac	Models with a CPU that supports AVX2 and has more than two cores (generally, CPUs launched after 2013 meet such requirements)
iOS	• Supports iPhone 6s and later iPhone models. • Supports iPad Pro series 1st generation and later iPad Pro models. • Supports iPad Air series 3rd generation and later iPad Air models. • Supports iPad series 5th generation and later iPad models. • Supports iPad mini series 5th generation and later iPad mini models.

Android (models that meet either of the following two conditions can support virtual backgrounds)	• For Adreno series GPUs, the model must be at least 512, or 508, 509 models, such as Oppo R11s.
	• Devices with the following CPU models:
	  ○ 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 Qualcomm QCS series, the chip model must be at least QCS603.
	  ○ 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.
	  ○ For Samsung series, the chip model must be at least Exynos 9 series, such as vivo X30 Pro.
	  ○ For MediaTek series, the chip model must be at least Dimensity 700 series, such as Redmi Note 10.
	  ○ For MediaTek Kunpeng series, the chip model must be at least Kunpeng 1300T series, such as Honor Tablet V7 Pro.

Note:
If your device model is not listed, please be patient as we will gradually support more models.

How to set a unified virtual background

Tencent Meeting official website

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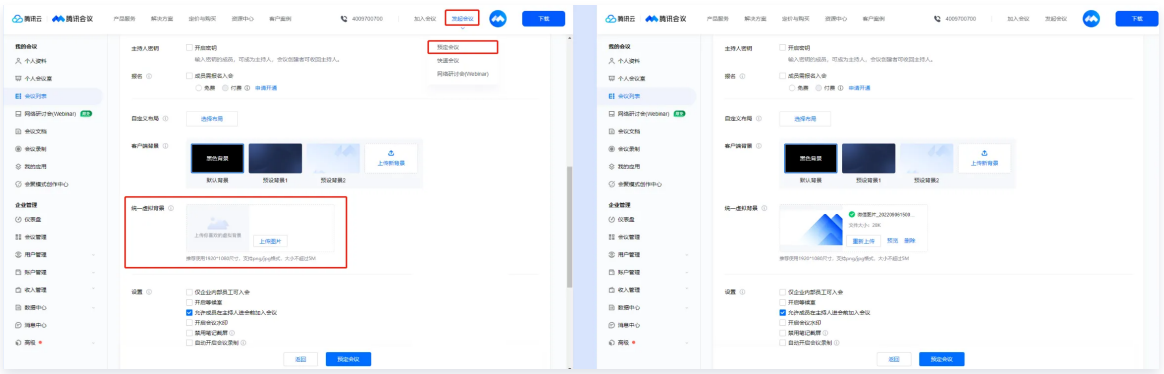
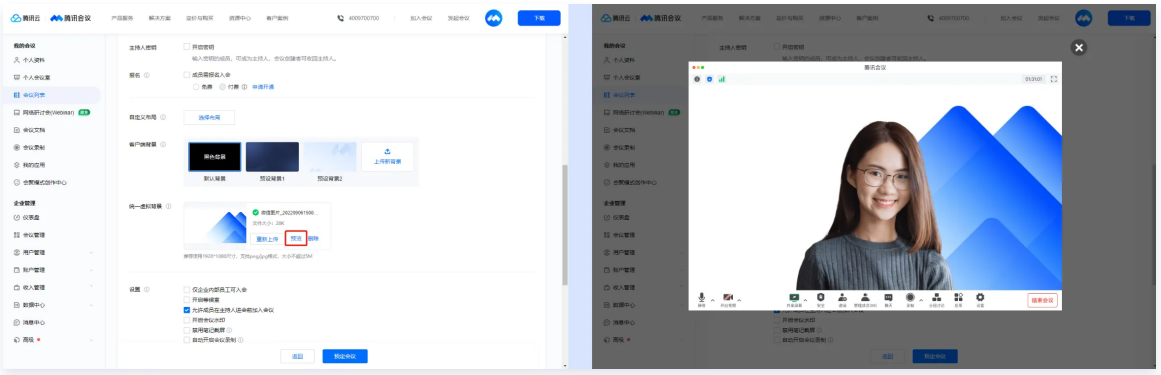
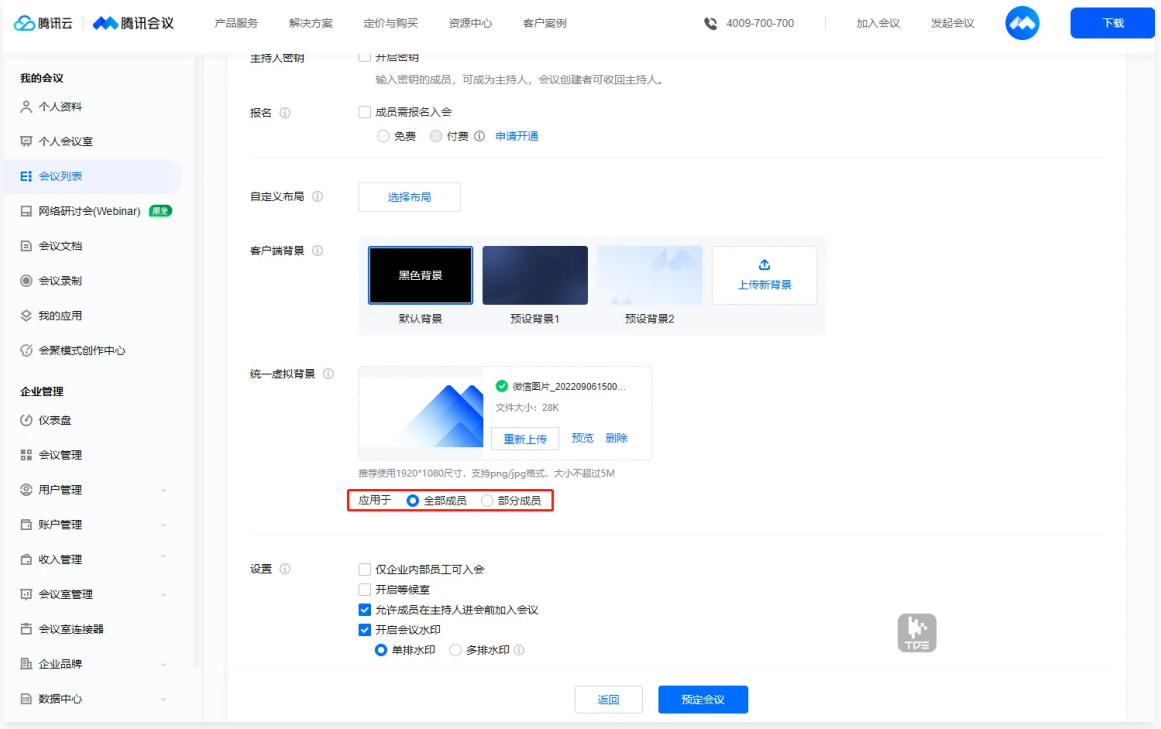
1. Business and Enterprise Edition users can click **Start Meeting** > **Schedule Meeting** > **Virtual Background** upload image on the Tencent Meeting official website to set a unified virtual background. After setting, members will use this background by default when they turn on their video in the meeting (supported in version 3.7.0 and above).



2. After uploading the image, click **Preview** to preview the effect in the meeting, click **Schedule Meeting**, and all members in the meeting will uniformly use the default virtual background.



3. Enterprise Edition users can also apply this virtual background to "All Members" or "Some Members." After successfully uploading the virtual background, the default selection is to apply to "All Members" (supported in version 3.11 and above).



4. If you select **Some Members**, a member selection window will appear where you can search for members within the enterprise and the members already invited to this meeting.

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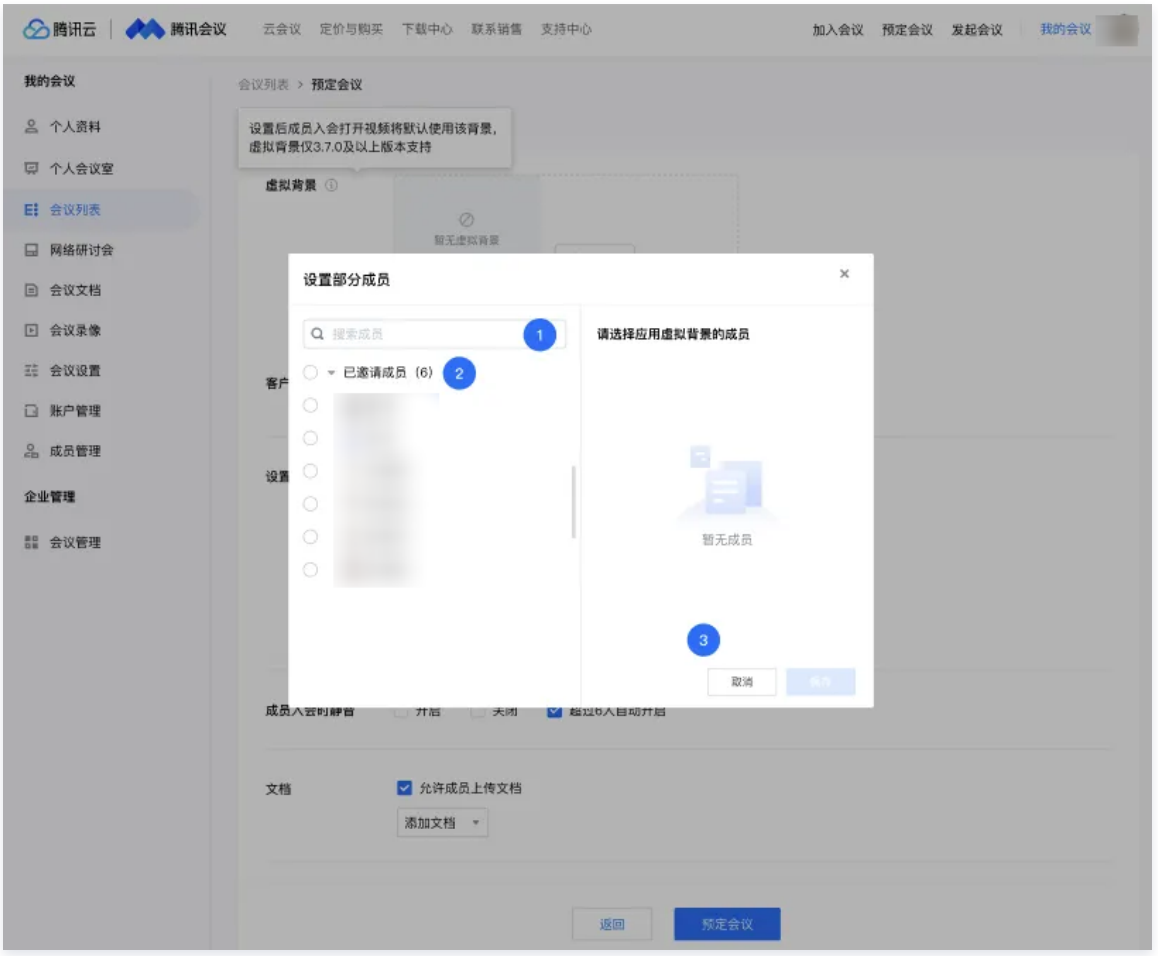

Windows/macOS

1. Business and Enterprise Edition users can set a unified virtual background by selecting **Advanced** > **Unified Virtual Background** > **Upload Image** at the bottom of the meeting scheduling interface in the Tencent Meeting client.
2. After uploading the image, click **Preview** to preview the effect during the meeting.
3. If the preview is correct, click **Apply**, and all members will use the background by default when they turn on their video in the meeting (supported in version 3.11 and above).



4. Enterprise users can also set this virtual background to be applied to "all members" or "specific members". After successfully uploading the virtual background, it is set by default to apply to "all members".
5. If you select **Some Members**, a member selection window will appear where you can search for members within the enterprise and the members already invited to this meeting.
6. After selecting specific members and clicking **save**, you can display **manage** in the virtual meeting background settings interface. By clicking, you can manage **specific members**. After confirming that everything is correct, click the **apply** button at the bottom.

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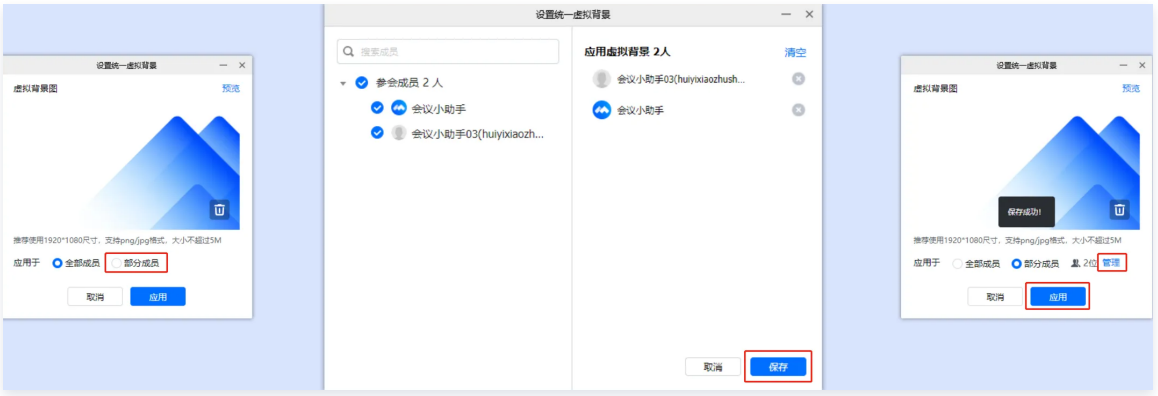

Android/iOS

1. Business and Enterprise Edition users can set a unified virtual background by selecting **Unified Virtual Background** > **Upload** at the bottom of the meeting scheduling interface in the Tencent Meeting App.
2. After uploading the image, click **Preview** to preview the effect during the meeting.
3. If the preview is correct, return to the meeting scheduling interface, and all members will use the background by default when they turn on their video in the meeting (supported in version 3.11 and above).



4. Enterprise users can also set this virtual background to be applied to "all members" or "specific members". After successfully uploading the virtual background, it is set by default to apply to "all members".
5. If you select **Some Members**, a member selection window will appear where you can search for members within the enterprise and the members already invited to this meeting.
6. After selecting specific members and clicking **Confirm**, the number of selected members will be displayed on the virtual background settings interface. You can manage "Some Members," and once confirmed, click **Finish** in the top right corner.

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Content Requirements

- Format: jpg, png.
- Recommended size: 1920 * 1080.
- Size: No more than 5M.

Notes

- For scheduled meetings with a unified virtual background, the background can still be modified before the meeting starts.
- If the virtual background is uploaded and applied to "Partial Members" without selecting specific members, the virtual background preview will not be displayed to anyone upon joining, nor will the unified virtual background be displayed during the meeting.
- Only Enterprise Version Users can set the unified virtual background for members.

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PIP Video Portrait

Last updated：2024-08-27 17:30:41

Description of the Feature

When you are in teaching or defense scenarios, enabling PIP Video Portrait allows your video portrait to overlay on top of the shared screen content, making it more immersive for participants to watch the shared content.

Conditions of Use

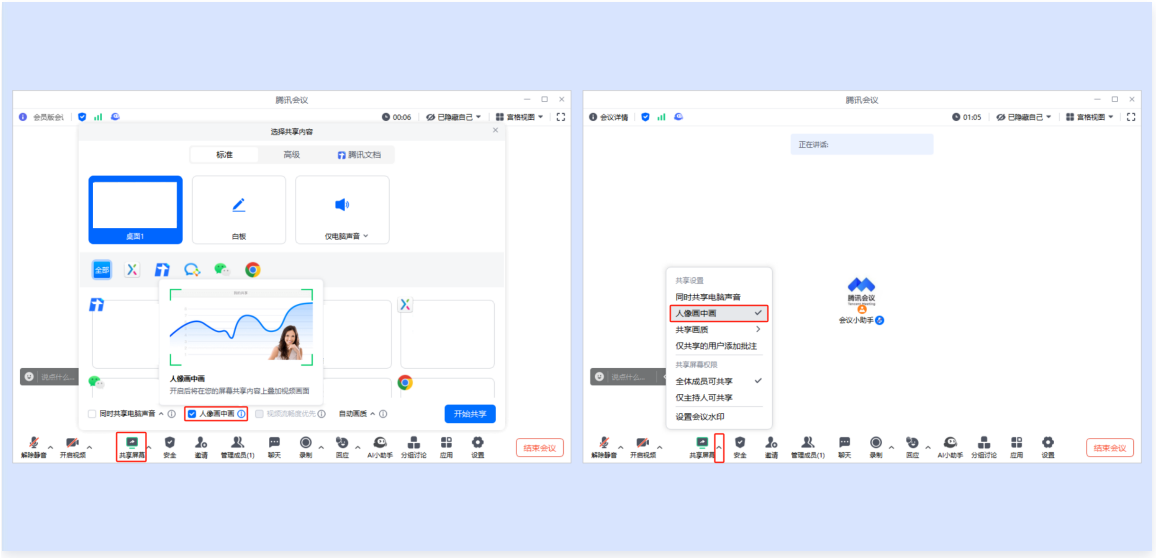
- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS.
- **Version Requirement:** Client version 2.6.0 or above.

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).

How to Use PIP Video Portrait

1. Join the meeting, turn on the camera, and ensure the portrait is in the video frame.
2. Click the bottom toolbar **Screen Sharing** > In the **Select Content to Share** window, check **PIP Video Portrait**, and start sharing.
3. You can also first click the drop-down menu to the right of the bottom toolbar **Screen Sharing**, check **PIP Video Portrait**, and then start sharing. This will also enable PIP Video Portrait.



4. After enabling PIP Video Portrait, a new **PIP Video Portrait** control button will appear in the comments bar, which can be used to hide/show the PIP Video Portrait.

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5. When the mouse hovers over the PIP Video Portrait area, it supports using the mouse to drag, enlarge, shrink, and hide the PIP.



Notes

- Conditions for PIP Video Portrait Effectiveness:
  - The camera is on, and the portrait is in the video frame.
  - The user enables screen sharing and checks PIP Video Portrait.
  - The shared window's size meets the conditions for expanding the PIP Video Portrait window.
  - The portrait is not set to hidden.
- After PIP Video Portrait is enabled, the Virtual Background and Video Mirroring features are temporarily disabled and will automatically resume once it is closed.

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- After PIP Video Portrait is enabled, the Video Smoothness Priority feature is temporarily disabled and will automatically resume once it is closed.
- When the sharing window is too small (length less than 160 or width less than 90), the PIP Video Portrait window will be automatically hidden (minimum size: 160x90). Conversely, if the sharing window is larger than 160x90, the PIP Video Portrait will automatically resume.
- If screen sharing is paused, the PIP Video Portrait will pause as well; if screen sharing resumes, the PIP Video Portrait will also resume; when screen sharing ends, the PIP Video Portrait will end too.

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Multi-Monitor Mode

Last updated: 2024-08-27 17:31:08

Description of the Feature

If you have connected multiple monitors, you can set **Multi-Monitor Mode** to display Tencent Meeting on an extended screen for a better meeting experience.

Prerequisites

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **Log in to devices:** Windows.
- **Version Requirement:** client v2.2.0 or later.

Using Multi-Monitor Mode

Windows

1. Confirm that your device has successfully connected multiple monitors.
2. In Windows system settings > Display settings, select **Screen** > in Multi-Monitor Settings, select **Extend These Displays**.
3. In the client's main interface, click **Settings** > in **General Settings**, check **Multi-Monitor Mode**. (After setting, it takes effect in real time and is saved to the local account)
4. After completing the above settings, once you enter a meeting, you can see the corresponding screen in the secondary window.
5. When the extended display is disconnected, the multi-monitor mode will automatically turn off.

How to lock the screen to Screen 1/Screen 2

Lock feature conditions

- Multi-Monitor Mode takes effect.
- Number of attendees >= 2.
- If someone in the meeting turns on the camera, you can lock that user on the screen.

Notes

- When someone in the meeting starts screen sharing (including yourself), the lock option is not provided.
- You can lock the same person to multiple screens, but you cannot lock multiple people to the same screen.

How to lock the screen to a specific screen

Grid View

- In Grid View, click the ··· in the top right corner of a grid or right-click it to bring up the options **Lock video to Screen 1** and **Lock video to Screen 2**.
- Select the screen you want to lock and click the option to lock the video to that screen.
- Right-click (or click ···) the grid view again to choose **Unlock from Screen n**.

Speaker View

1. In Speaker View, click the ··· in the top right corner of a small video window or right-click it to bring up the options **Lock video to Screen 1** and **Lock video to Screen 2**.
2. Select the screen you want to lock and click the option to lock the video to that screen.
3. Right-click (or click ···) the video in Speaker View again to choose **Unlock from Screen n**.

Extended Display Mode

The secondary window has no toolbar and does not support meeting controls. Significant differentiation in two scenarios: screen sharing and not screen sharing.

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Screen Sharing

- The secondary window can switch between Speaker View/Full Screen Mode, with voice activation.
- If Screen Sharing is selected and the secondary window is on the corresponding monitor, after sharing the desktop/window, the secondary window will default to Display 1. If Display 1 is being shared, it will default to Display 2 (also applicable when more than two monitors are connected).
  - Assuming the secondary window is on Display 1: if you select to share Display 1 (or a window on Display 1), the secondary window will automatically jump to Display 2 (after stopping the sharing, the secondary window will return to its original display regardless of whether it was moved during the sharing period).
  - Assuming the secondary window is on Display 1: if you select to share Display 2 (or a window on Display 2), the position of the secondary window will not change (after stopping the sharing, the secondary window will return to its original display regardless of whether it was moved during the sharing period).
- With more than two monitors connected, assuming the secondary window is not on Display 1: if you select to share the display where the secondary window is located, the secondary window will jump to Display 1 (to adapt to multi-monitor scenarios).

Screen sharing is not enabled

- If you are the only person in the meeting: the secondary window displays your own video and avatar.
- If there are two people in the meeting: the secondary window displays your own video and avatar; the main window displays the other person's video and avatar (voice activation is not effective). If someone else starts screen sharing, it will default to Speaker Mode, and layout switching will be supported.
- If there are more than two people in the meeting: the secondary window will only display the video and avatar of the person with voice activation (single person); if the other person starts screen sharing, it will default to Speaker Mode, and layout switching will be supported.
- The secondary window cannot switch to Speaker View or Full Screen Mode.
- If someone is watching screen sharing, the secondary window will default to display the screen sharing content.

When the shared content is a whiteboard

The display showing the whiteboard and the display chosen in the screen sharing selection window should be the same.

If the whiteboard and the secondary window are on the same display

- When connecting two displays: the secondary window will automatically jump to the other display.
- When connecting more than two displays:
  - If the whiteboard is on Display 1: the secondary window will jump to Display 2.
  - If the whiteboard is not on Display 1: the secondary window will jump to Display 1.

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Gallery View and Speaker View

Last updated：2024-08-27 17:31:47

Description of the Feature

The video display layout offers two different styles when watching screen sharing or video, allowing you to focus on the content you want to see.

Conditions of Use

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **log in to device:** Windows/macOS/iOS/Android.
- **Client:**
  - Client version 1.9.0 and above supports setting the basic layout.
  - Client version 3.12 and above supports setting the upper L-shaped layout.
  - Client version 3.13 and above supports setting the lower L-shaped layout.
  - Client version 3.21 and above supports hiding your own view.
  - Client version 3.25 and above supports gesture zoom for iPad Gallery View.
  - Client version 3.27 and above supports a 49-tile screen (7x7 layout) in Gallery View.

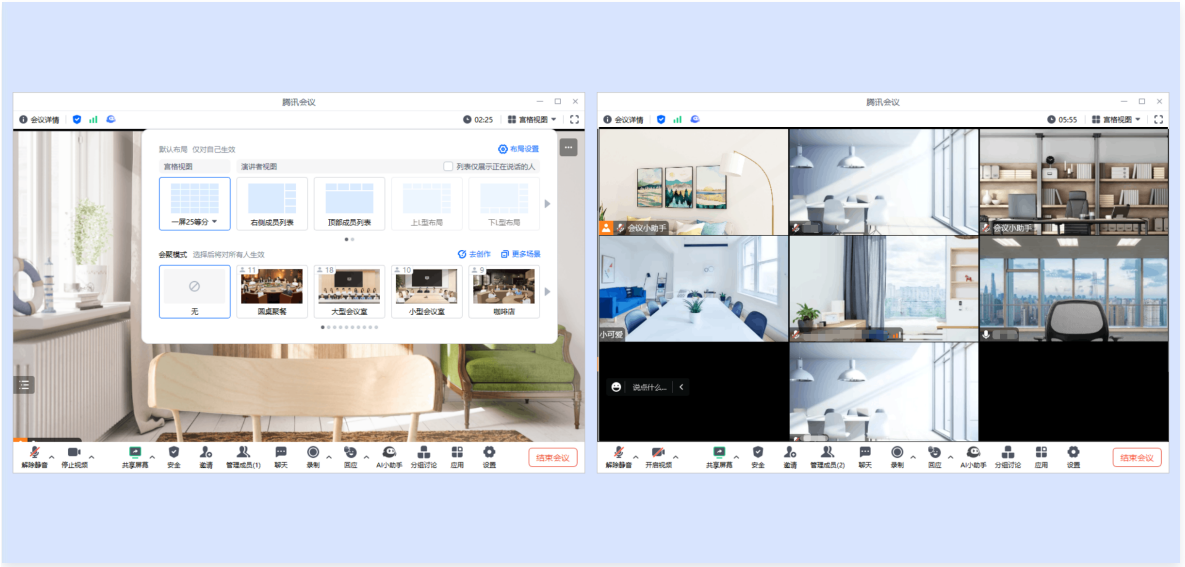
How to set Gallery View and Speaker View

Participants joining via the desktop can click on the top-right **Gallery View**. In the pop-up window for Gallery View and Speaker View modes, select the desired view layout mode and click to switch.

Windows/Mac

Gallery View

The layout can only be switched to **grid view** when a member in the meeting turns on their video. It only takes effect for yourself.



If no member has enabled video, a pop-up window **Switch to layout requires a member to enable video** will appear when switching to Gallery View. Click **Turn on Video** to enable video and switch to this layout; click **Not now** to revert to the default layout.

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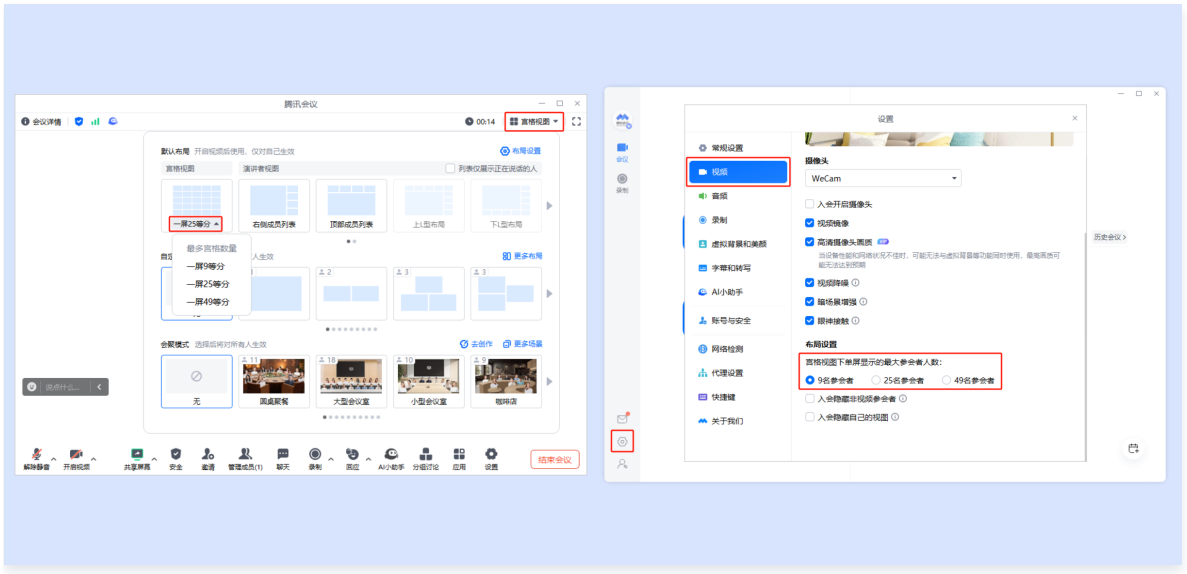
You can also click on **Gallery View** top-right **Layout Settings** and choose to set the maximum number of participants displayed on a single screen for Gallery View as **9 participants/25 participants/49 participants**.



When a member is sharing their screen, switching to Grid View is not possible, and the Grid View option will be grayed out and unselectable.

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Speaker View

The layout can only be switched to **Speaker View** when a member in the meeting activates video or shares their screen.
If no member has enabled video or shared their screen, a pop-up window **Switch to layout requires a member to enable video** will appear. Click **Turn on Video** to enable video and switch to this layout; click **Not now** to revert to the default layout.



When there are fewer than 7 members in the meeting, the **Top L-shaped Layout** and **Bottom L-shaped Layout** will be grayed out and unavailable, only allowing switching to the **Right Member List** and **Top Member List** layouts.

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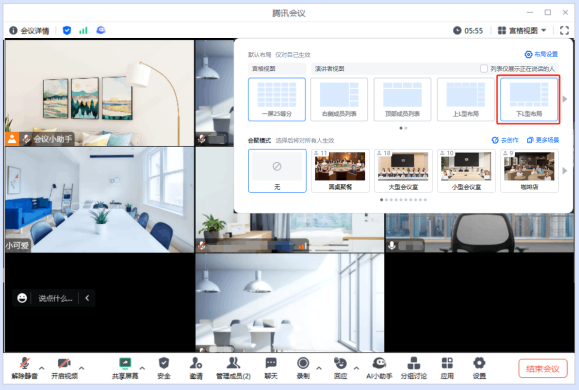
When there are 7 or more members in the meeting, the **Top L-shaped Layout** and **Bottom L-shaped Layout** can be switched.




In fullscreen mode, you can switch to the Floating List View.

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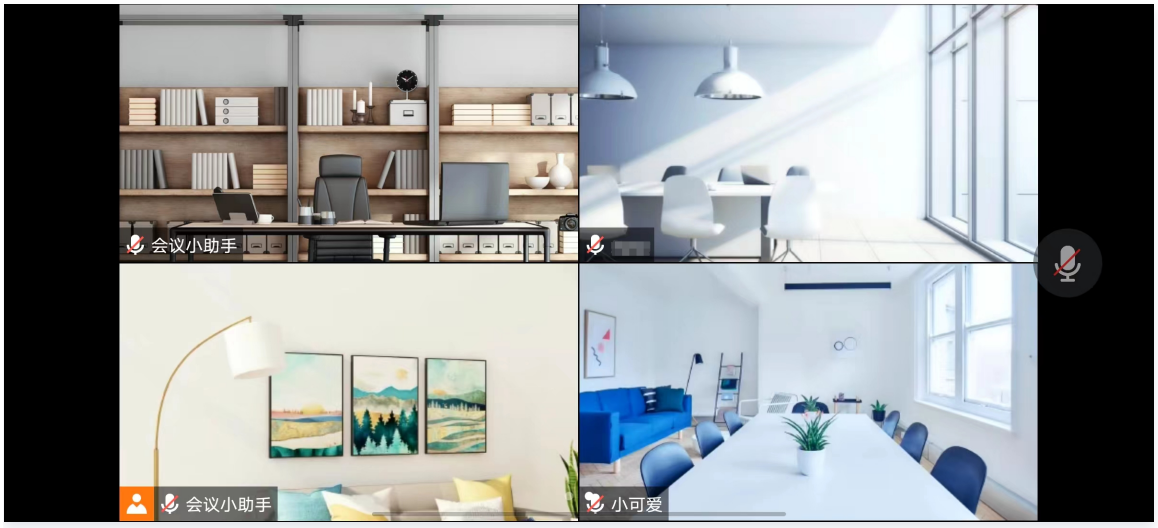
Android/iOS

No settings are required; the video screen supports a 4-split screen by default.



Gallery View

- Up to 3 people per row, centered if fewer than 3.
- Up to 3 rows, vertically centered.
- Swipe left in Grid View to switch to Speaker View.

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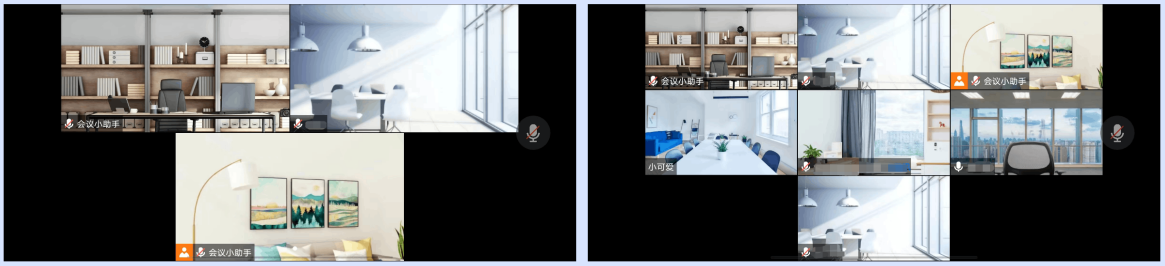

- On the iPad, Grid View supports up to 5 people per row and up to 5 rows (the number displayed depends on the device model). From version 3.25 and above, you can use gestures to zoom and change the number of grids.



Speaker View

1. When entering a meeting for the first time or switching to video mode for the first time, Speaker View is displayed by default. The main screen shows the speaker/screen sharing, and the small screen shows yourself. Screen lock is supported.
2. Swipe right in Speaker View to switch to Grid View.

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Video Display Order

Display order in Grid Layout

- In Grid Layout, the display order is influenced only by roles and video state.
- From the user's own perspective, the arrangement is as follows:
  - Video users: Arranged by the order in which the cameras were turned on.
  - The user themselves.
  - Host.
  - Co-host.
  - Other participants: Arranged by the order of joining.

Display Order in Speaker View

- In Speaker View, the display order is influenced by roles, video, and screen sharing status.
- From the user's own perspective, the arrangement is as follows:
  - When screen sharing is active:
    - Sharing user.
    - Video users: Arranged by the order in which the cameras were turned on.
    - The user themselves.
    - Host.
    - Co-host.
    - Other participants: Arranged by the order of joining.
  - In non-screen sharing mode:
    - Video users: Arranged by the order in which the cameras were turned on.
    - The user themselves.
    - Host.
    - Co-host.
    - Other participants: Arranged by the order of joining.

How to hide your own view

Windows/Mac

Pre-meeting settings

1. Click the client main interface **Settings** > **Video** > Check **Hide own view when joining** to hide your view by default when joining a meeting. (Your view will not be displayed on your own interface, but other members can still see your view)

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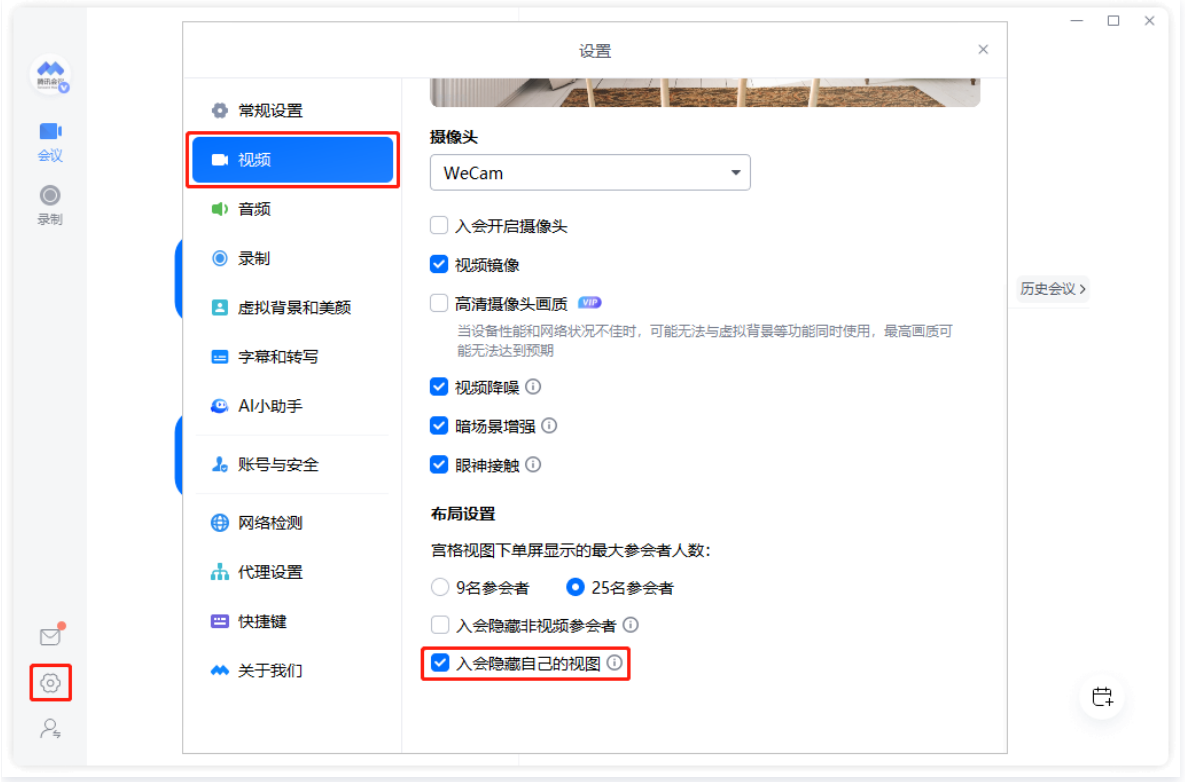
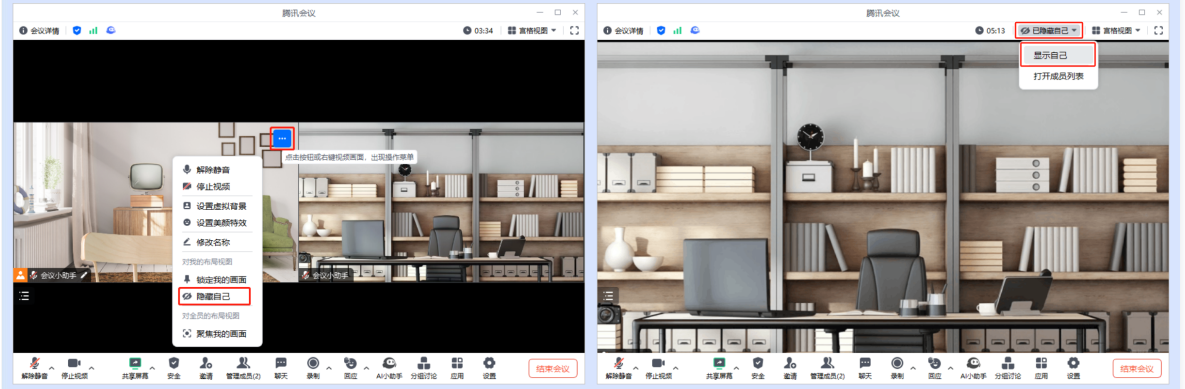
2. To unhide after hiding your view, uncheck **Hide own view when joining**.



Gallery View

1. When in Grid View during the meeting, right-click your own view or avatar > **Hide yourself** to hide your view. (Your view will not be displayed on your own interface, but other members can still see your view)
2. To unhide after hiding your view, click the upper right corner **Hidden yourself** > **Show yourself**.



> **Note:**
> Windows users use right-click; macOS users use left-click for regular size and right-click for large size screens.

Speaker View

1. When in Speaker View during the meeting, click the top right corner of your view ・・・ > **Hide yourself** to hide your view. (Your view will not be displayed on your own interface, but other members can still see your view)

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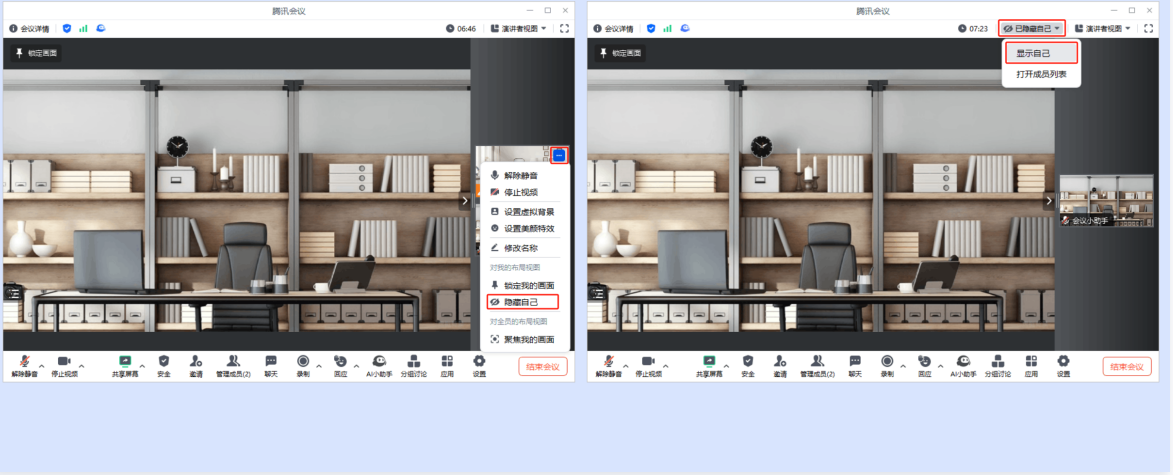
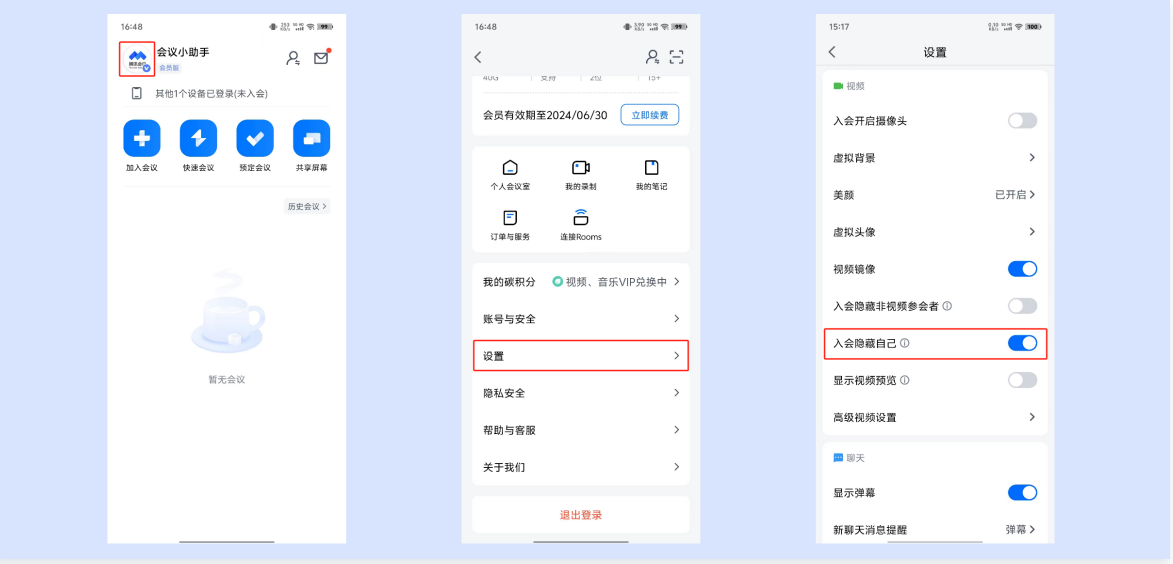
2. To unhide after hiding your view, click the upper right corner **Hidden yourself** > **Show yourself**.



Android/iOS

Pre-meeting settings

1. Click the app main interface **Avatar** > **Settings** > Check **Hide own view when joining** to hide your view by default when joining a meeting. (Your view will not be displayed on your own interface, but other members can still see your view)
2. To unhide after hiding your view, uncheck **Hide own view when joining**.



In-meeting settings

1. Click the bottom toolbar **More** > **Settings** > Check **Hide yourself** to hide your view. (Your view will not be displayed on your own interface, but other members can still see your view)
2. To unhide after hiding your view, uncheck **Hide yourself**.

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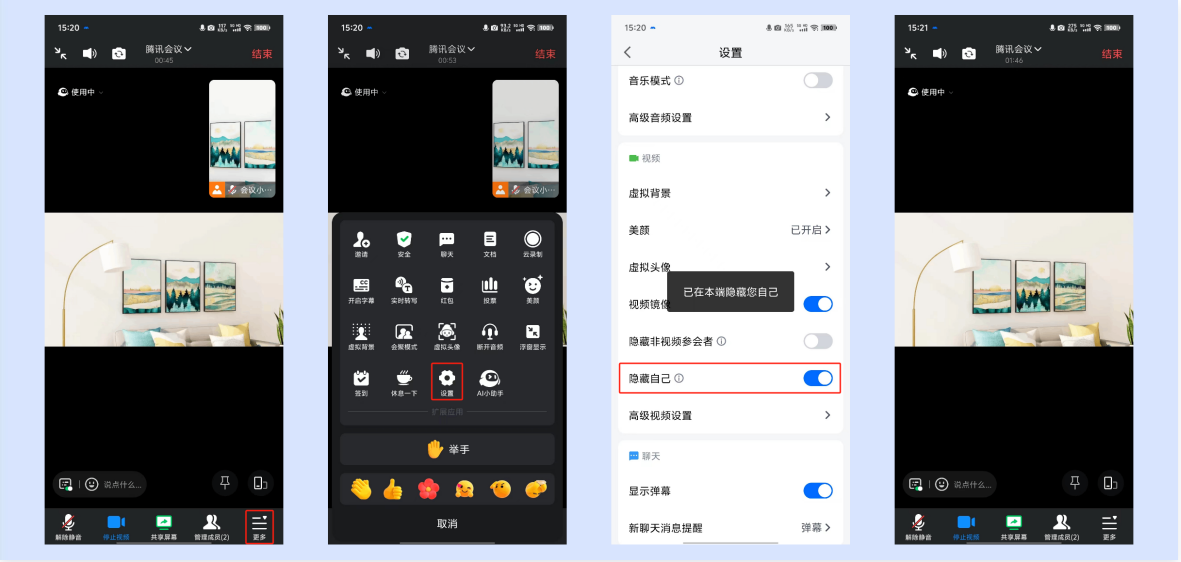

Notes

- Voice-Only Mode does not display the layout selection entry.
- When there is 1 or more members with video turned on, and there are 2 or more members in the meeting, you can switch to Grid View.
- When a member in the meeting is sharing their video or screen, you can switch to Speaker View.
- When a member is sharing their screen in the meeting, Speaker View is used by default and you cannot switch to Grid View.
- iPhone 7 and newer models support the 3x3 layout, while iPhone models older than iPhone 7 only support the 2x2 layout.
- Android models with 8-core CPU, 2GHz, and 4GB memory or higher support the 3x3 layout. Other models only support the 2x2 layout.
- When you enable Hide own view, your view is not displayed on your interface, but other members can still see your view.
- The 7*7 layout mode has high device performance requirements and is currently only supported on desktop devices that meet the performance criteria.

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Custom Definition Layout

Last updated：2024-08-27 17:32:26

Description of the Feature

When watching videos or screen sharing, you can flexibly choose different video screen layout styles to display more content, making it easier for participants to focus on the content you want to present.

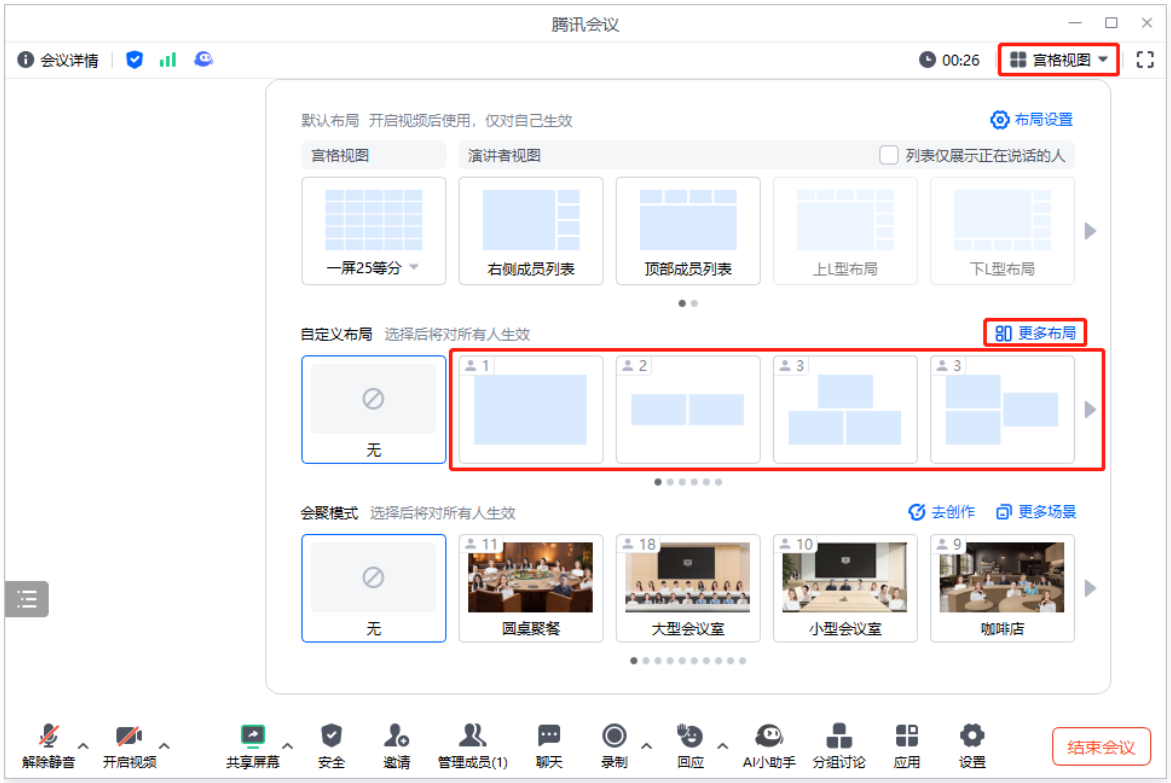
Conditions of Use

- **Log in to Users:** Business Edition, Enterprise Edition users. >>Go to Purchase
- **Version Requirement:**
  - Client version 2.13 and above supports Web settings redirection.
  - Client version 3.13 and above supports settings within the client.
  - Client version 3.18 and above supports meeting creators and enterprise administrators to assign layouts to members.
- **System Requirements:** Windows/macOS.

Set Custom Definition Layout

Windows/macOS

During the meeting, the host and co-host can click the top right **Grid View**, select any view from **Custom Definition Layout** or click **More Layouts** to enter the **Custom Definition Layout** interface for settings.



- Click the top left **Layout** to modify the layout name.

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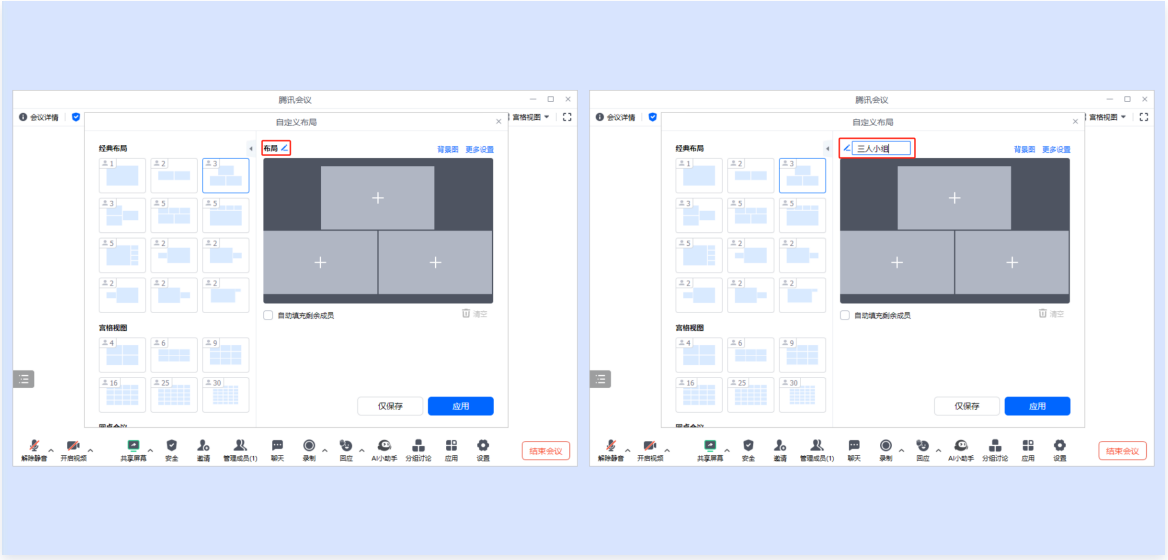
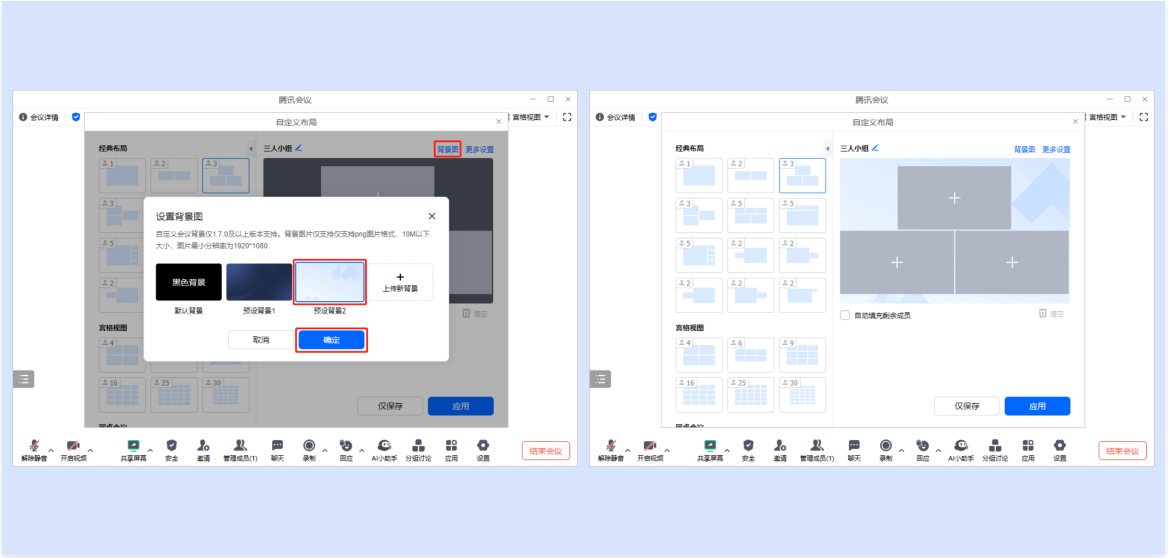


- Click the top right **Background Image** > select **Background** > click **Confirm** to set the background image of the layout to take effect during the meeting, supporting new background uploads.

  Only client version 1.7.0 and above supports Custom Definition meeting backgrounds. Background images only support PNG formats, below 10MB, with a minimum resolution of 1920x1080.



- Click + in the grid to add people, shared screens, and web applications to the position.

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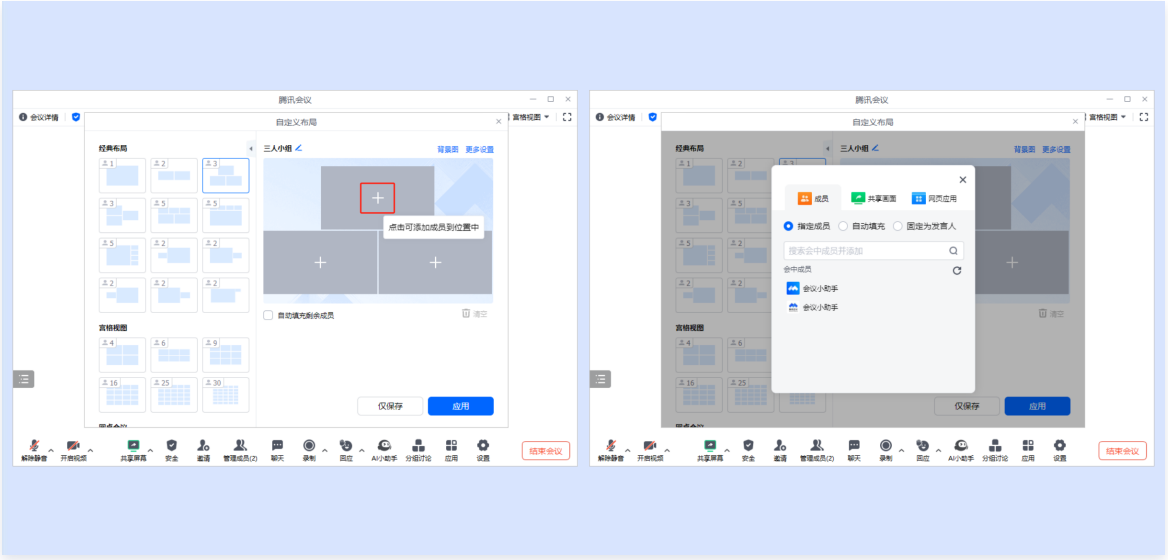
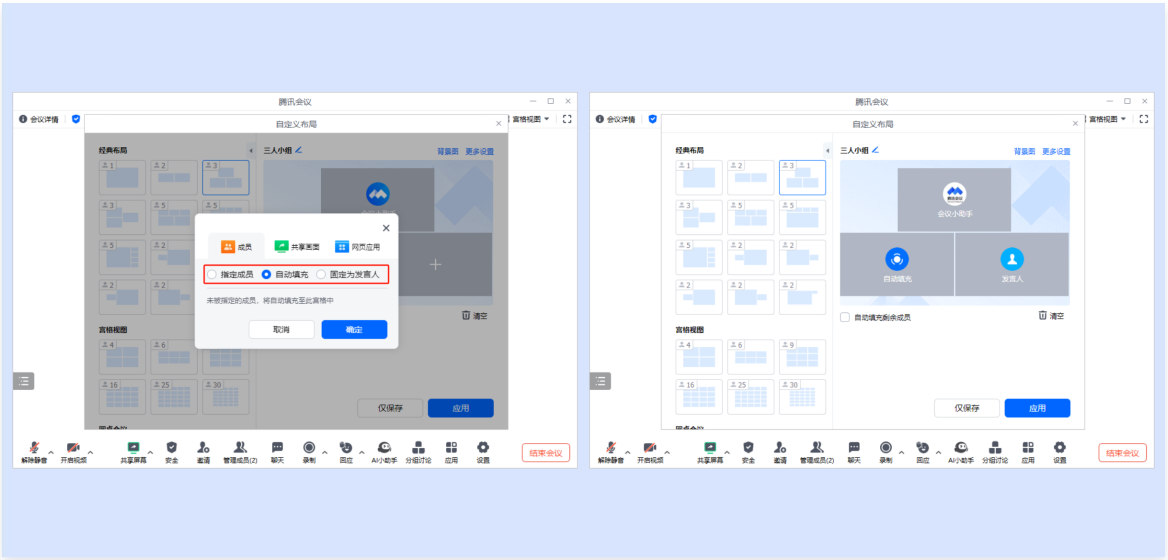


- **Specify Member**: You can specify the member's screen to fill this grid.
- **Auto Fill**: Members not specified will automatically fill this grid.
- **Fix as Speaker**: The grid will show the person who is speaking in the meeting.



- **Shared Screen**: You can fill this grid with the shared screen of a member in the meeting.
- **Web Application**: You can fill this grid with **Check-in** and add **Third-party Applications** from the applications.

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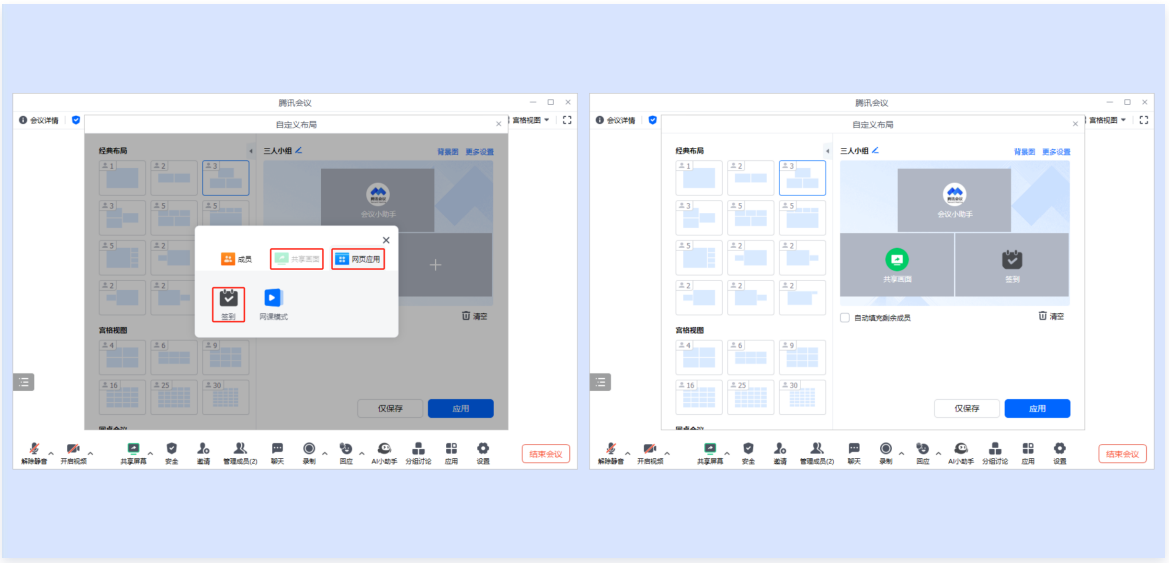
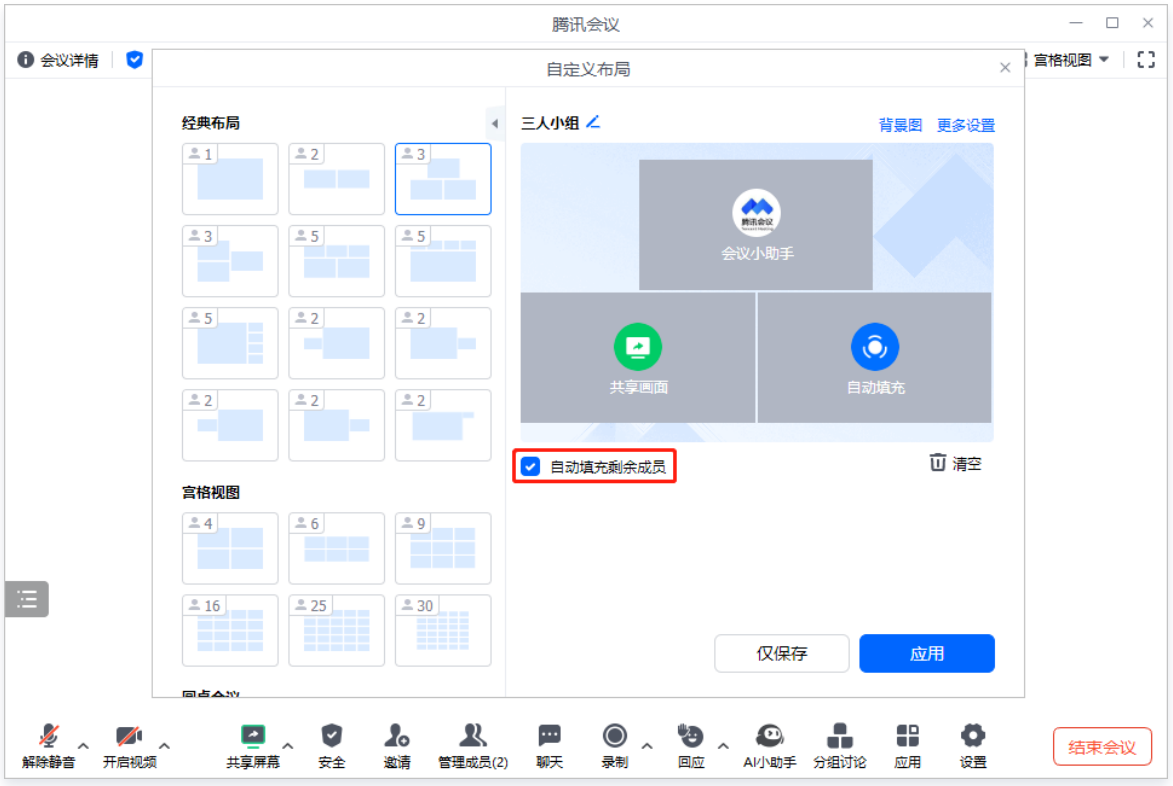


- **Auto-fill Remaining Members**: After selecting, you can automatically fill the unused grids with the remaining members.



- Select the filled grid > click the **x** at the top right of the grid > **Delete** to remove the content arranged in the current grid.

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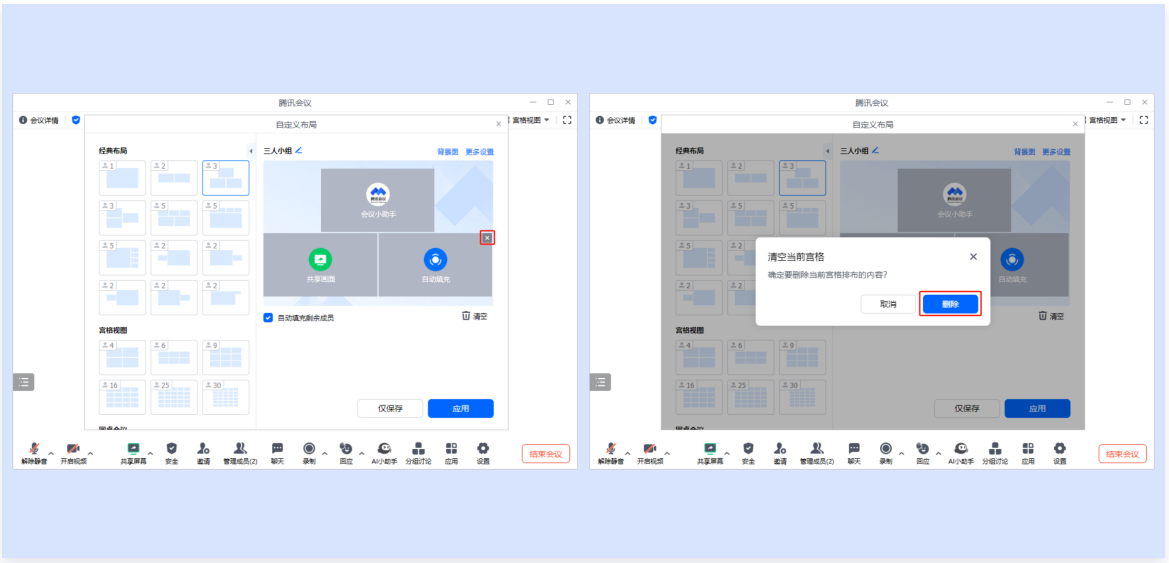
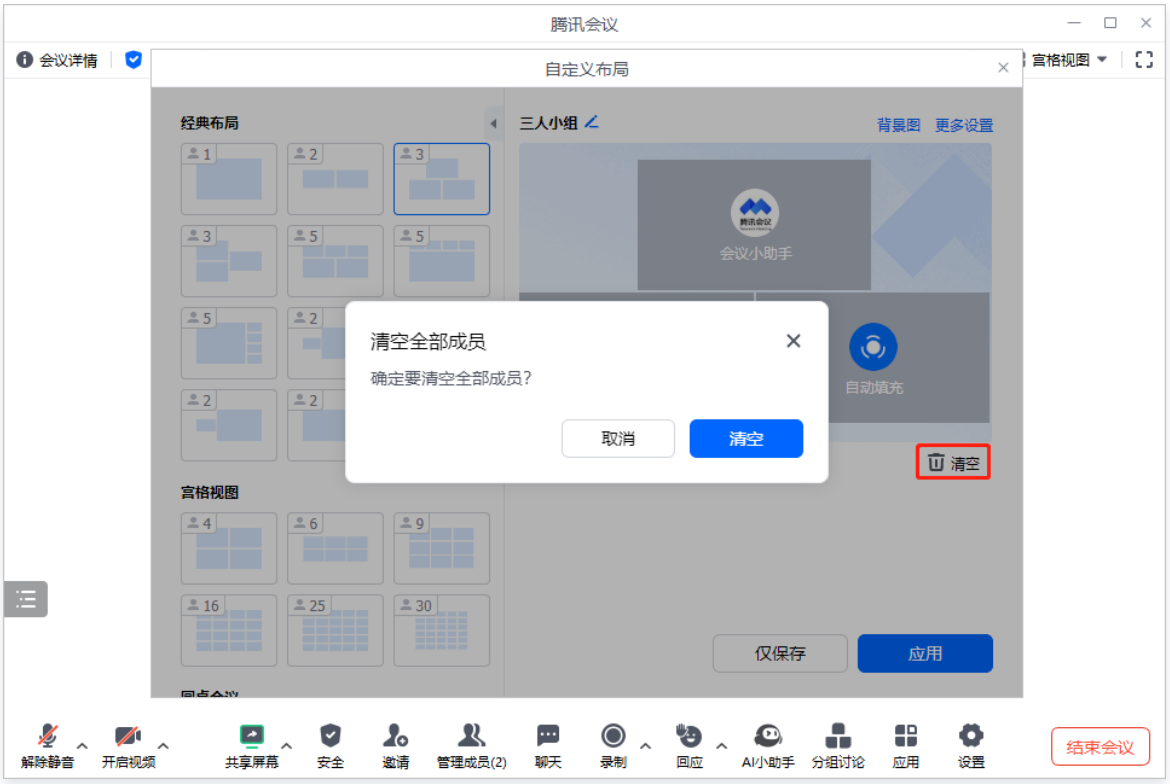


- Click **Clear** below to clear all the content arranged in the current grid.



- Long press and drag the filled grid to exchange grid positions.

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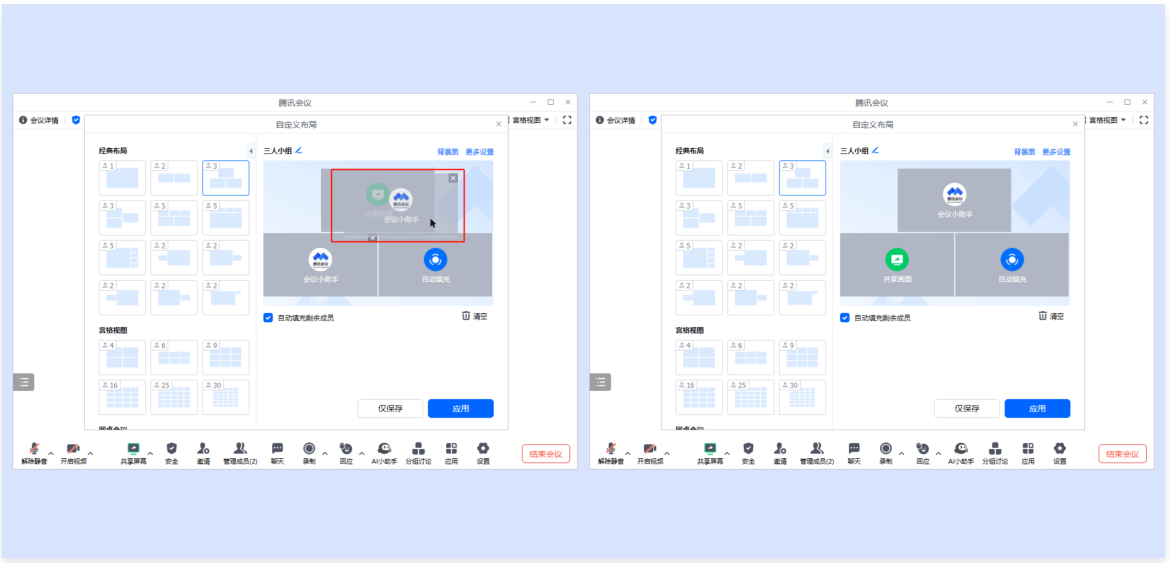
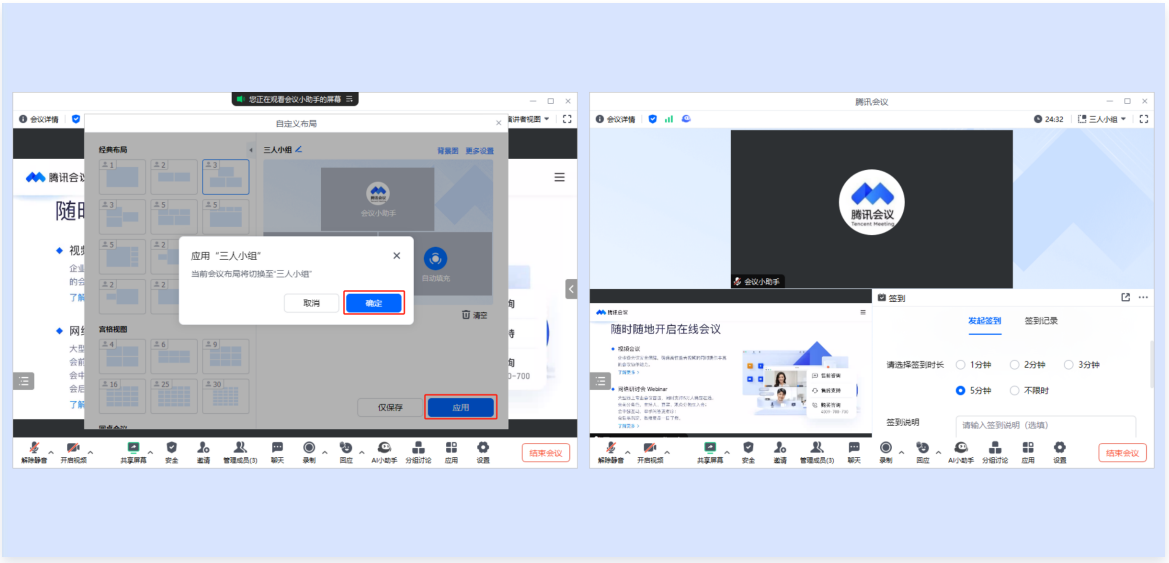


- After completing the layout, click **Apply** > **Confirm** to apply the layout to the meeting.



Web (More Settings)

Click **More Settings** to go to the official website for multi-screen layout settings.

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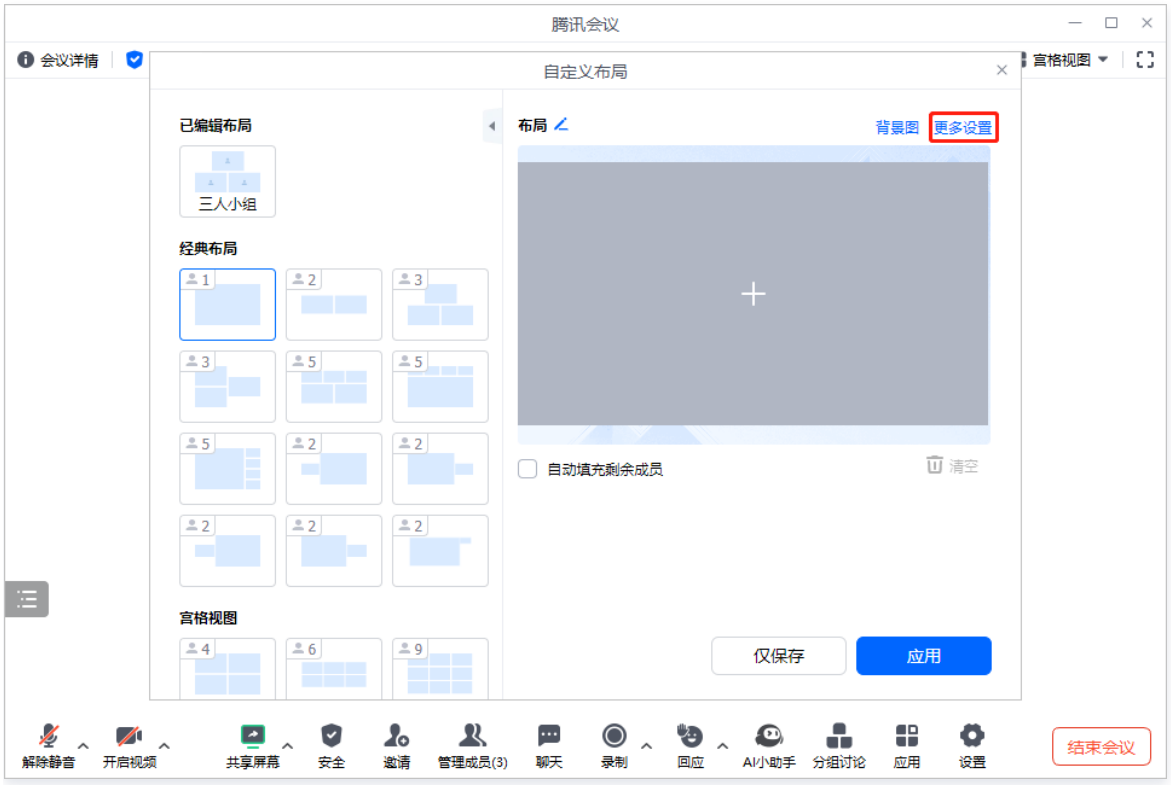
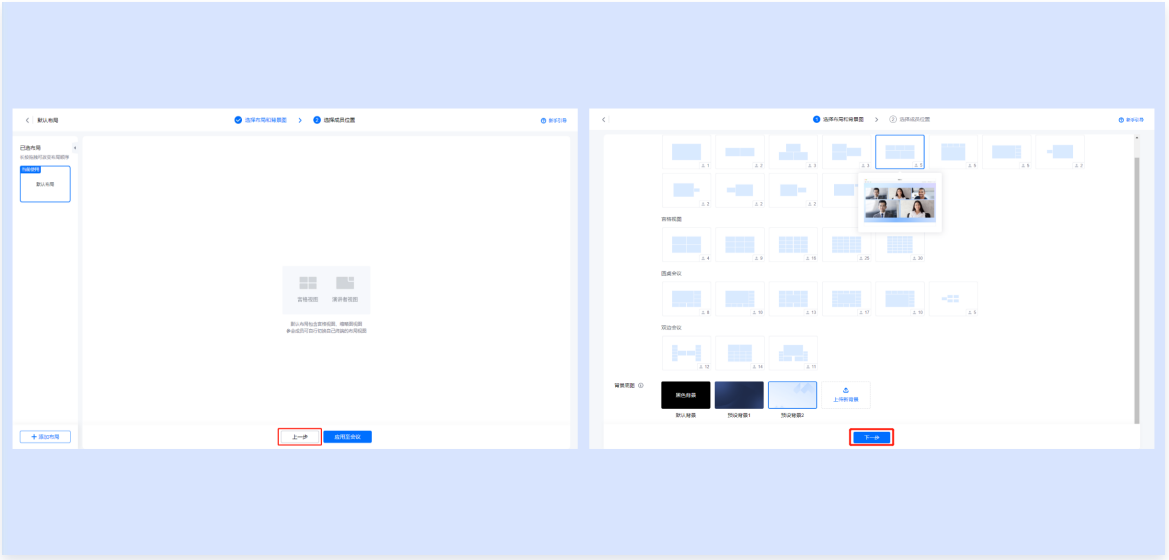


- This page displays the currently used layout by default. Click **Back** to reselect the layout and background image.



- Click **Layout** to modify the layout name. Click **Add Layout** to add a new layout under this background image for editing.

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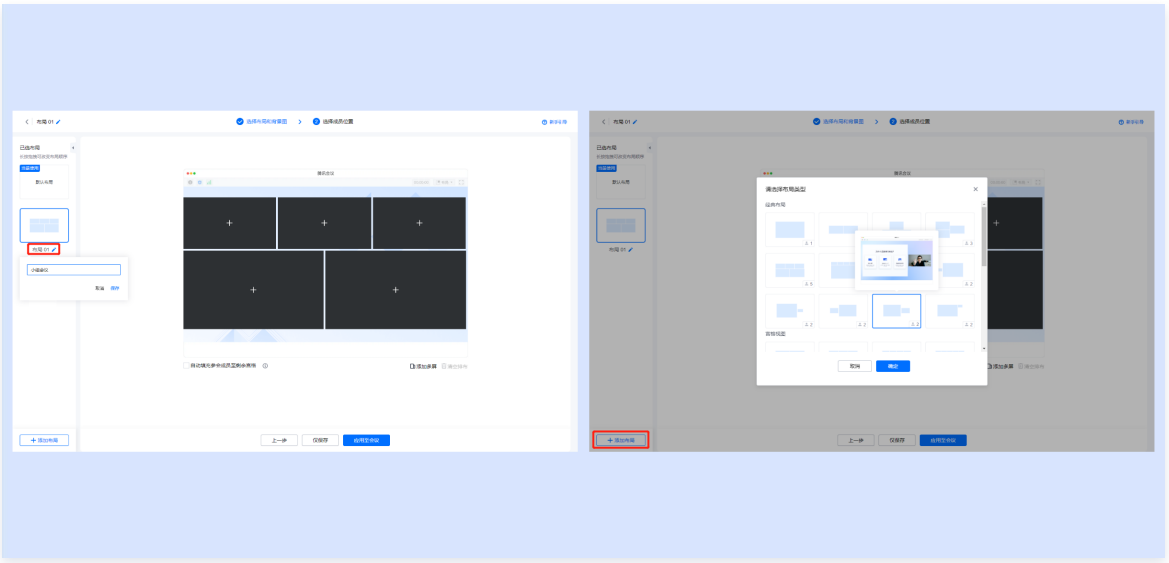
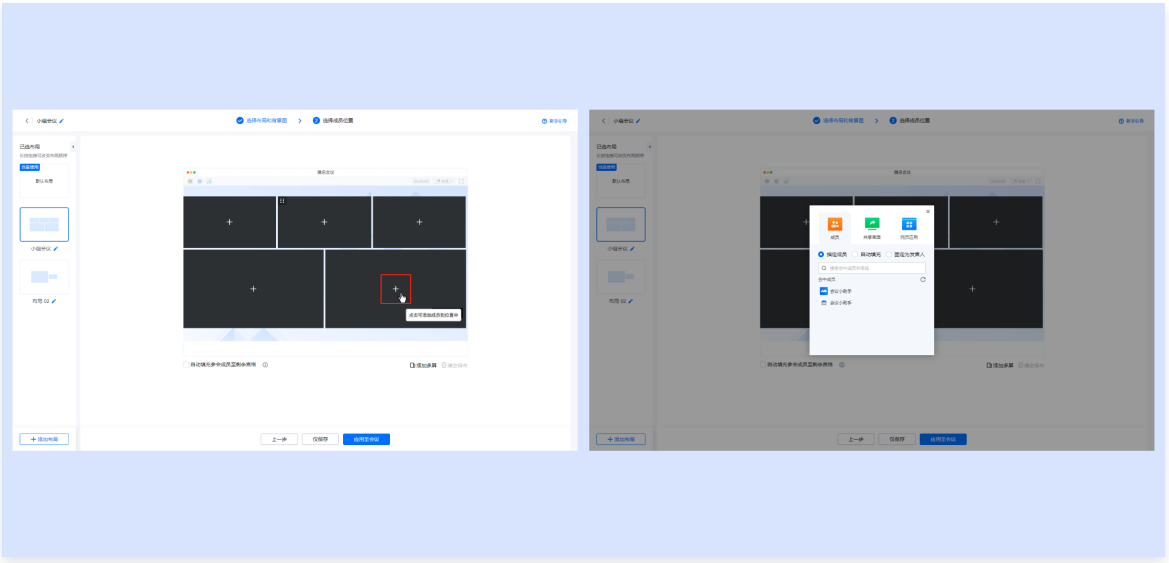
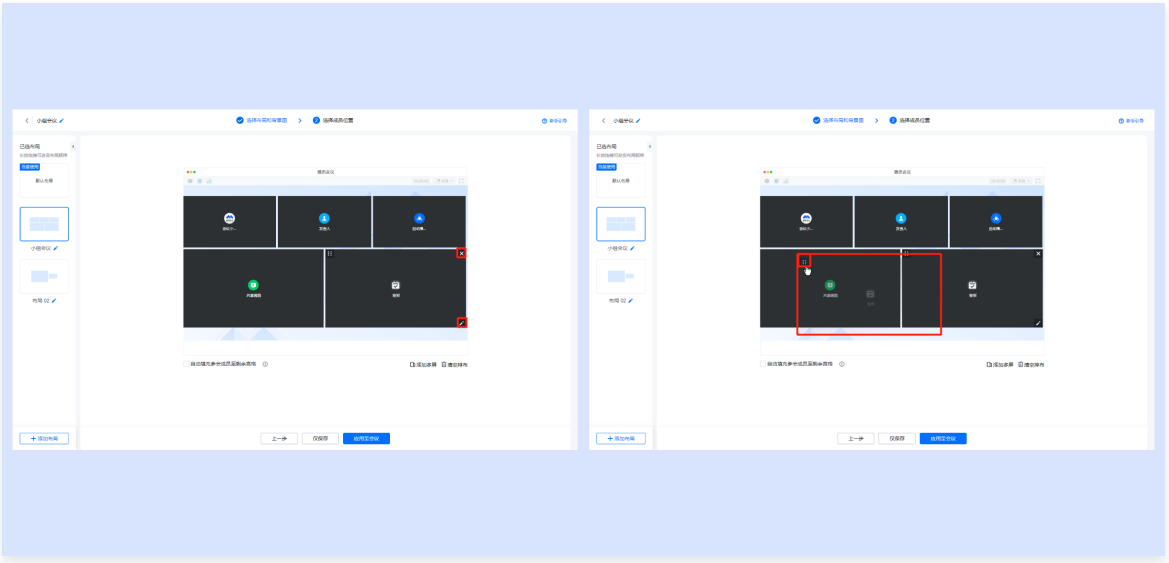


- Click + in the grid to add people, shared screens, and web applications to the position.



  - Select the grid, then click the **x** at the top right of the grid to delete the current grid arrangement.
  - Select the grid, then click the **Modification** at the bottom right of the grid to refill the grid content.
  - Select the grid, then long press the **Move** at the top left of the grid to drag and exchange grid positions.



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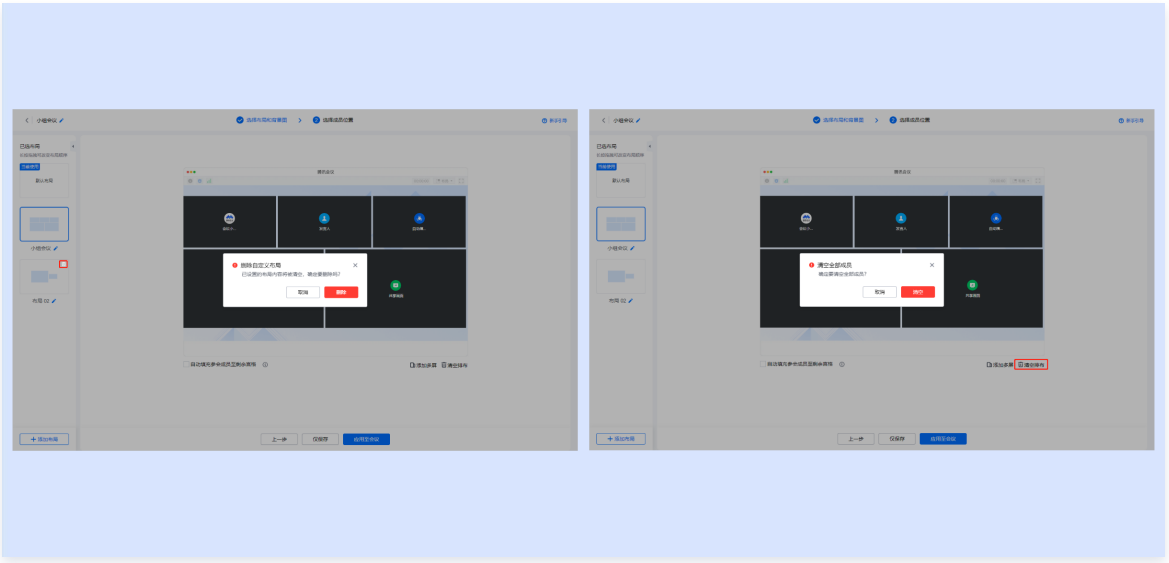
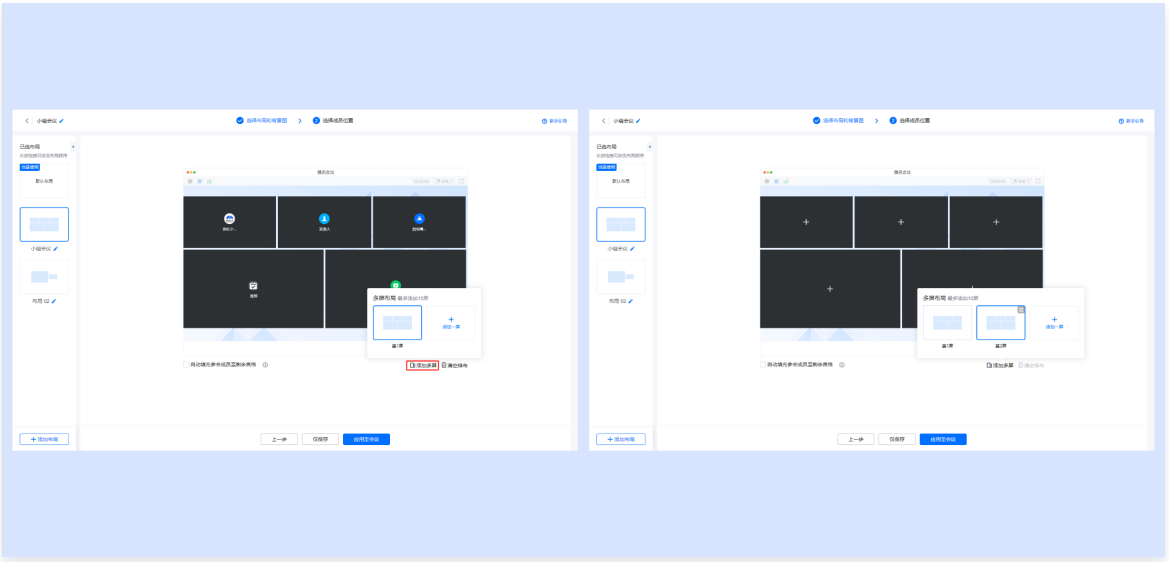
- Click the **x** at the top right of the selected layout on the left to delete the layout.
- Click the bottom right corner **Clear Layout** to clear all the arranged content in the current grid.



- Click the bottom right corner **Add Multiple Screens** to add a page with the same template layout but different content. Each layout template can add up to 10 screens.



- **Automatic Polling**: After enabling, you can automatically rotate the display of all members in the layout or rotate the display of specified members within a single grid.

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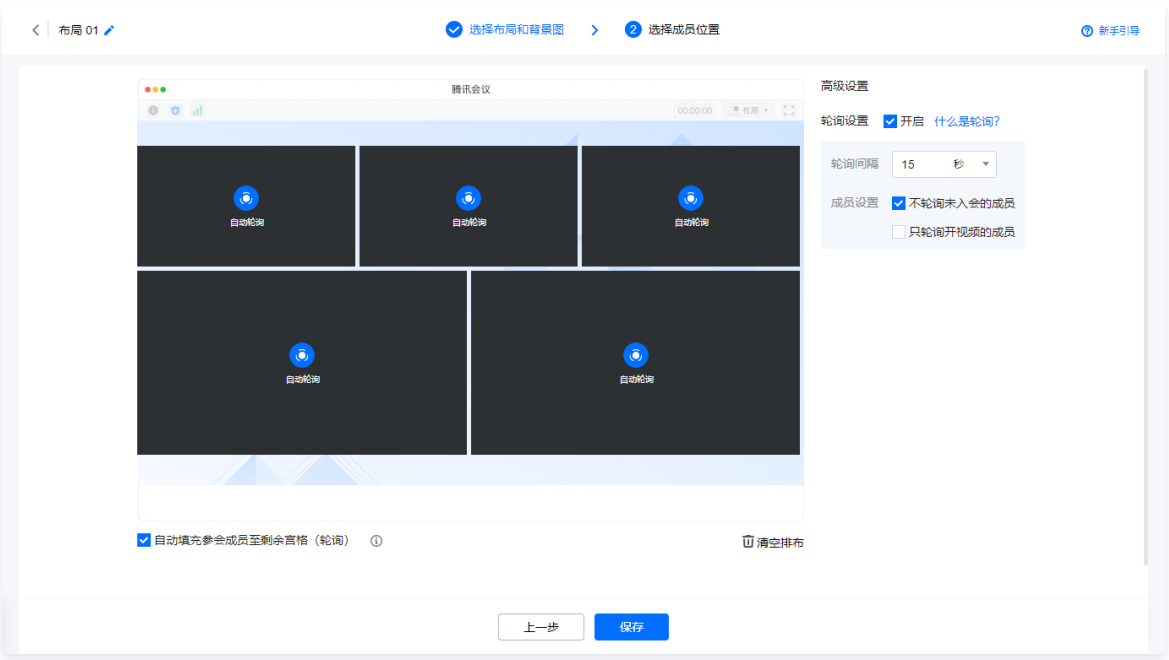
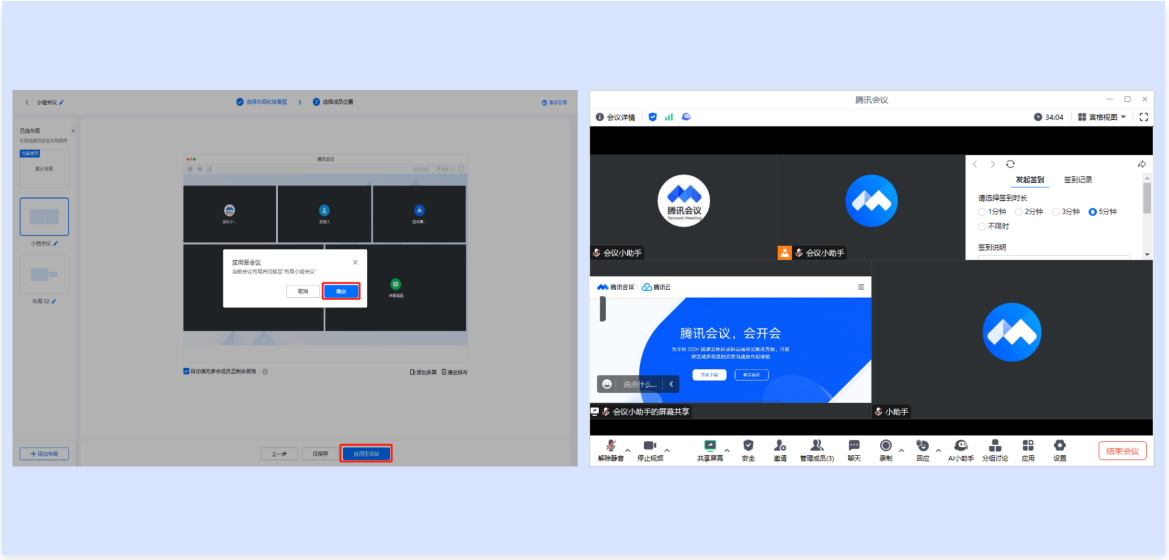


- After completing the layout, click **Apply to Meeting** > **Confirm** to apply the layout to the meeting.



web(Schedule Meeting)

For Business and Enterprise users, when booking a meeting in Personal Center, you can set a custom layout. (The setting method is the same as described above)

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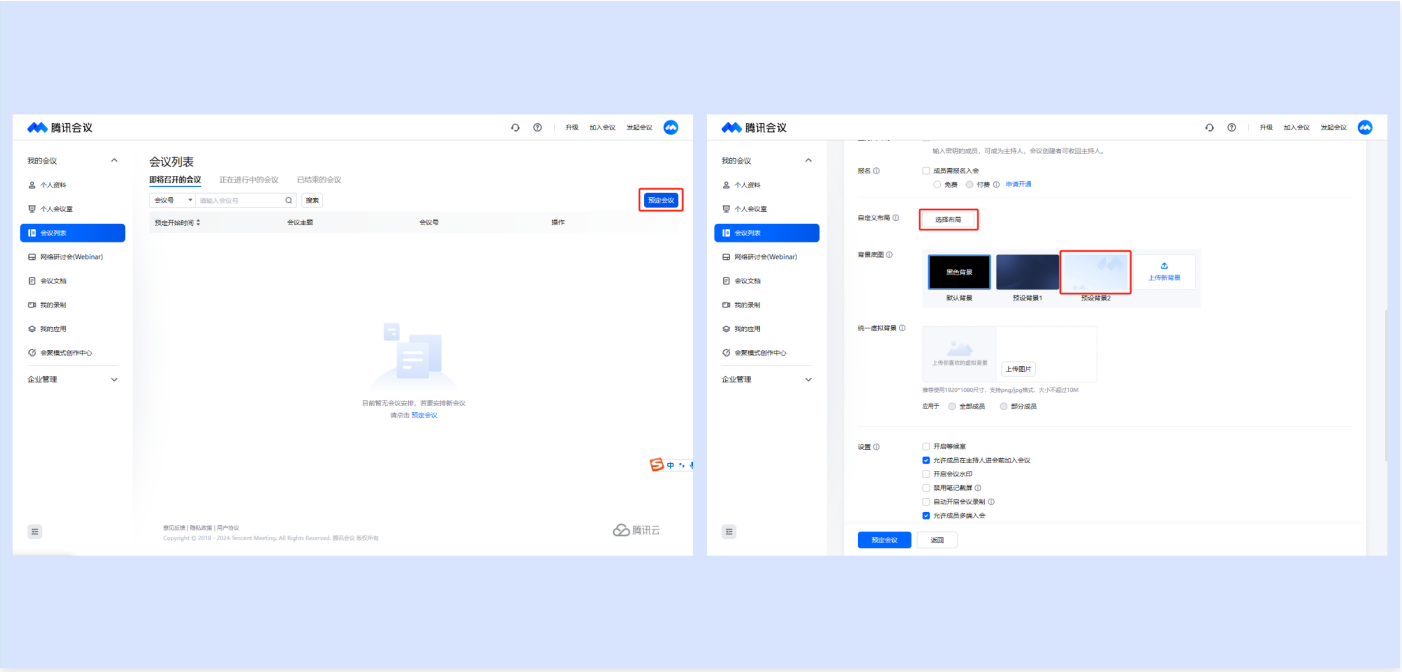
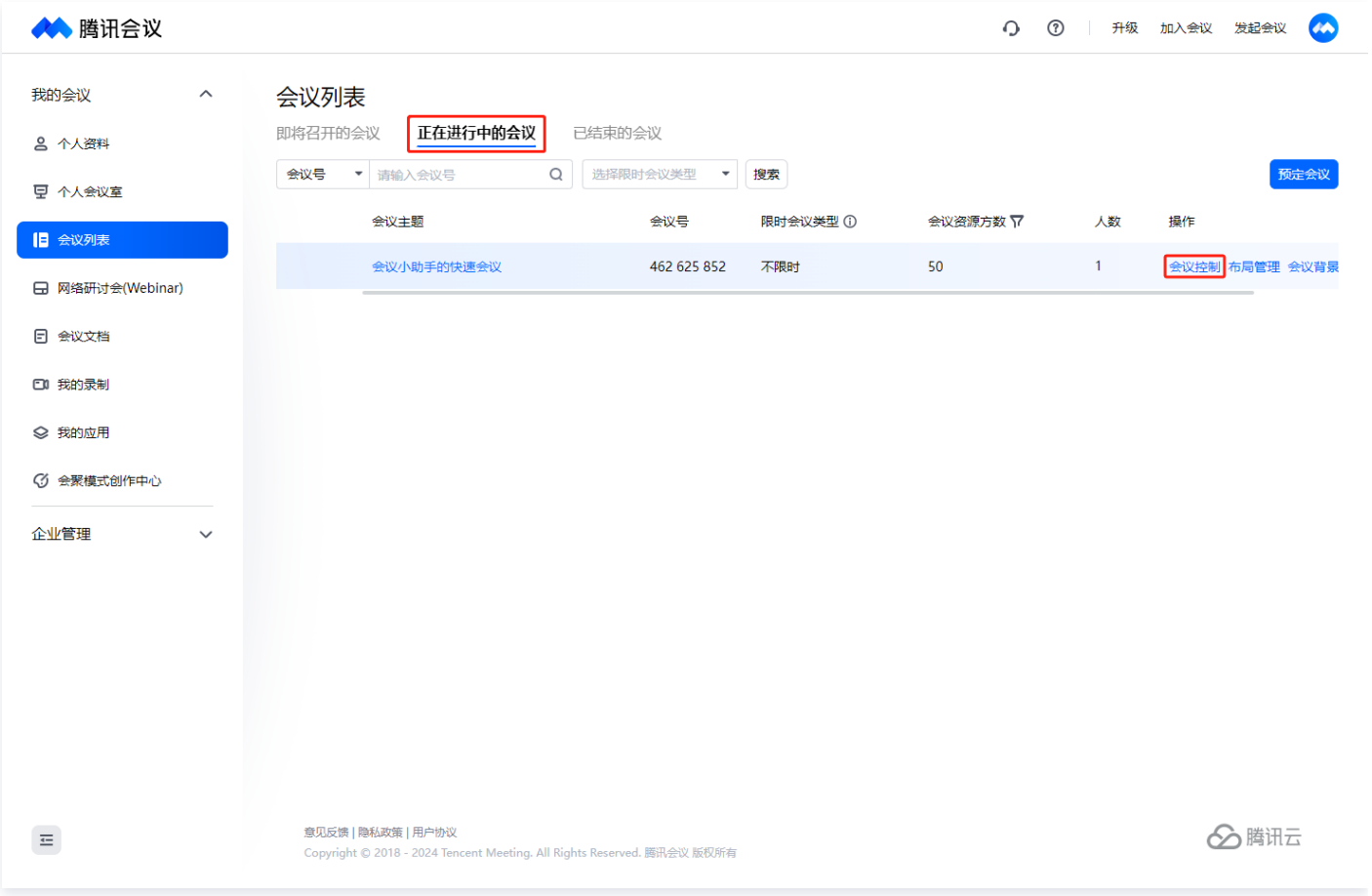


Assign Layout for Specified Members

1. The meeting creator in the Enterprise Edition can find the meeting to be configured in **Personal Center** > **Meeting List** > Ongoing Meetings, then click **Conference Control** to enter the conference control page.



2. Find the member to be configured and click **More** > **Assign Layout for Members** to jump to the specify layout page.

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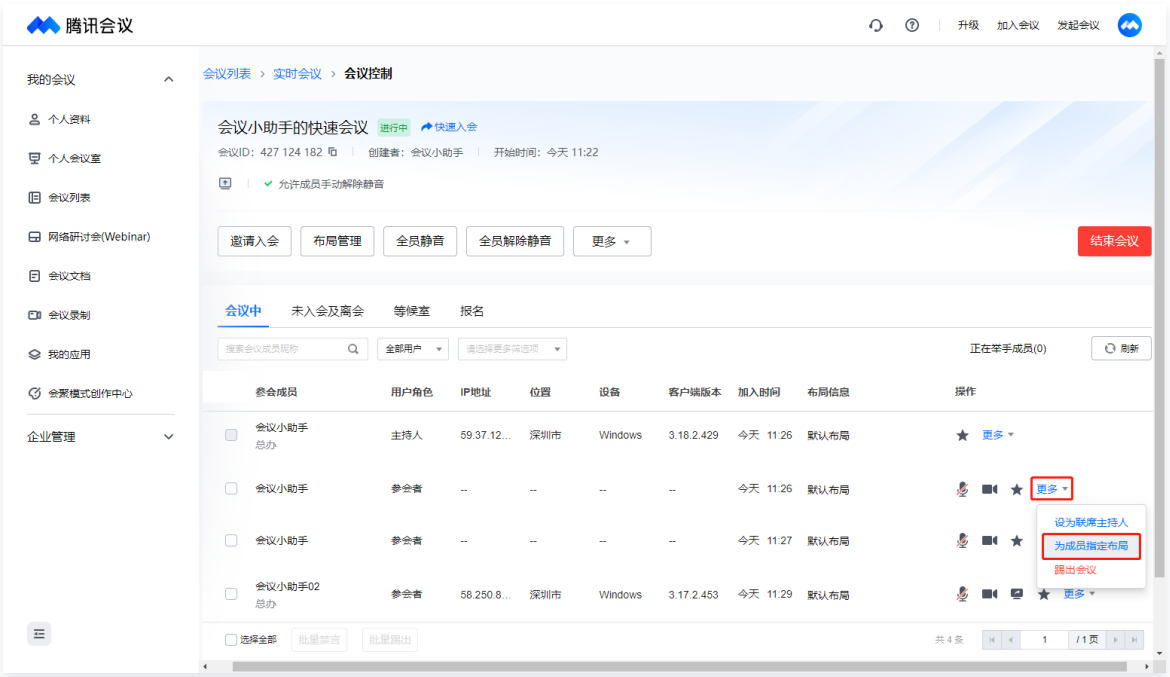
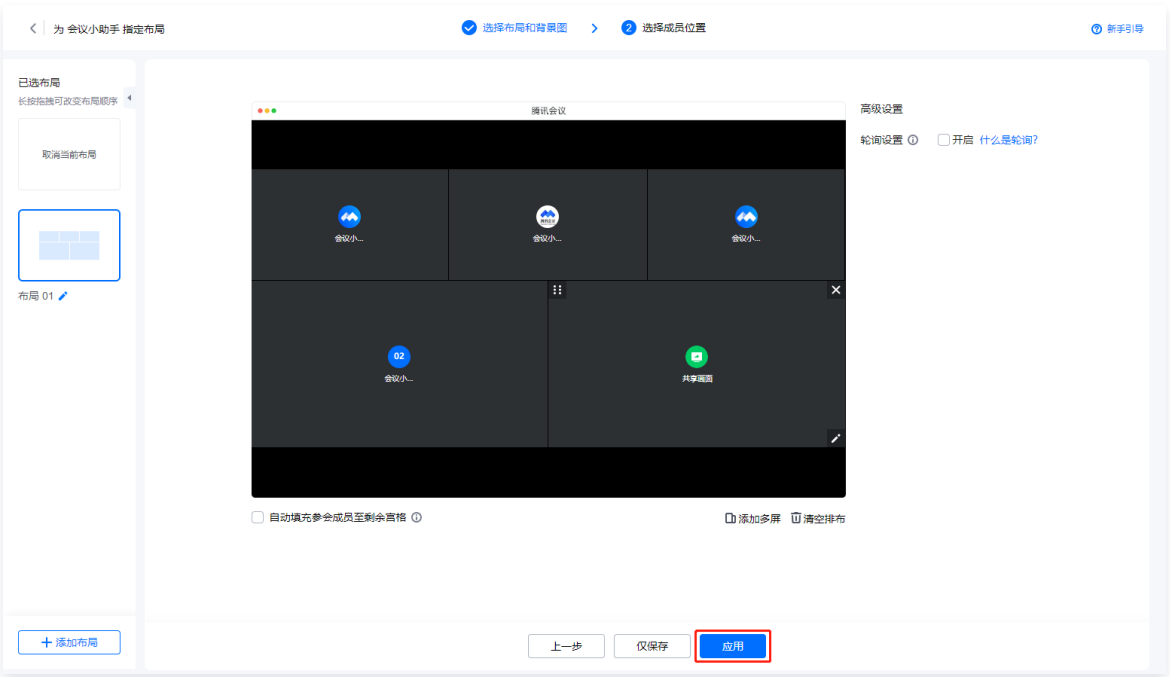


3. After completing the configuration on the specify layout page, click **Apply** to make it effective during the meeting.



4. It supports assigning layouts for multiple members in the same meeting.

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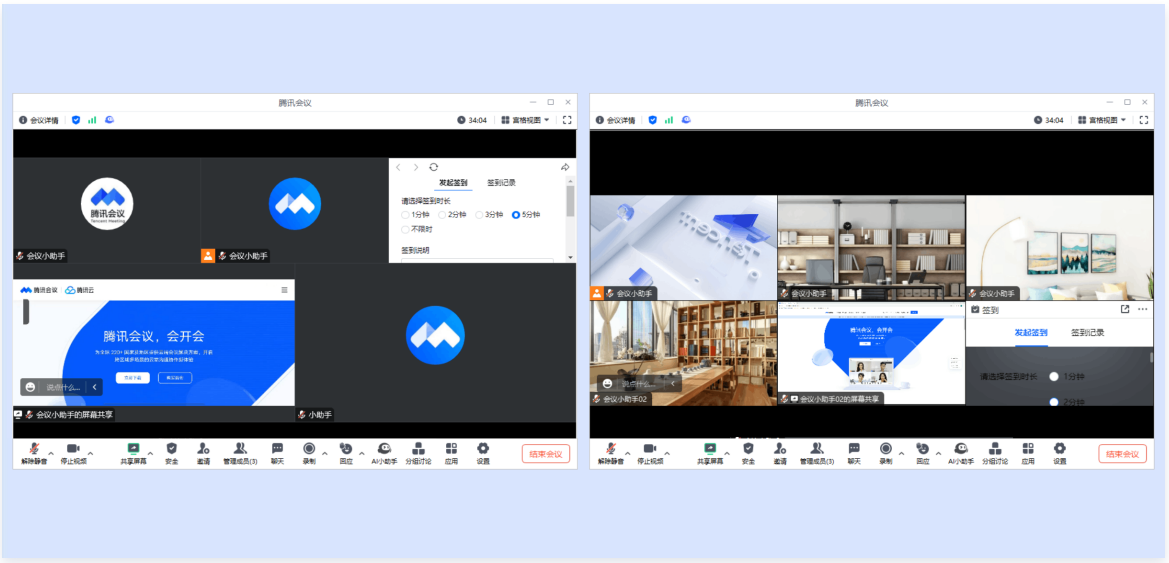
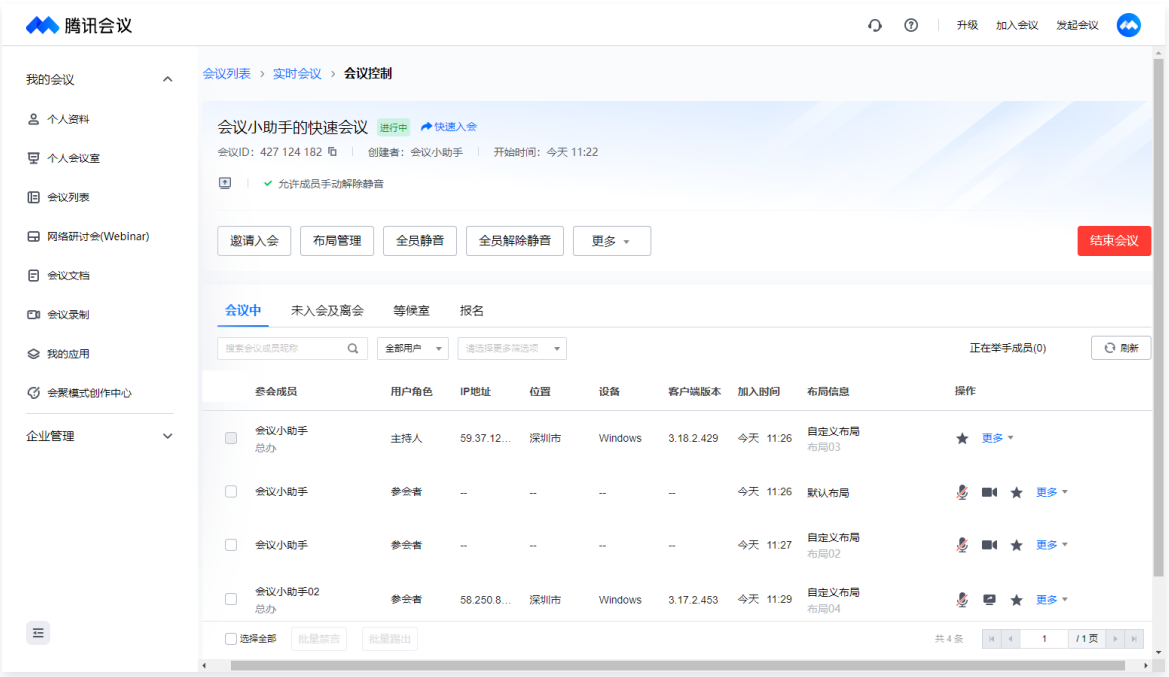


5. After setting, you can view the member layout information on the conference control page.



6. Enterprise super administrators and administrators with account setting permissions can go to **Enterprise Management** backend > **Meeting Management** > **Ongoing Meetings** > find the meeting that needs to be configured, and click **Meeting Control** to enter the meeting control page.

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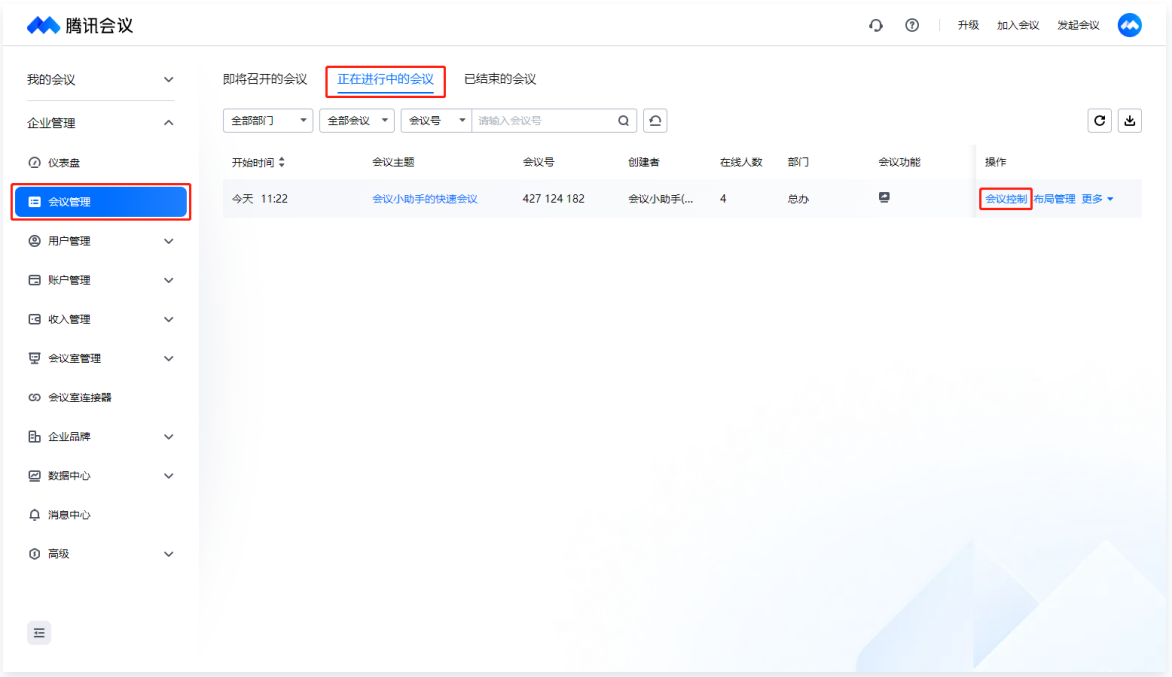
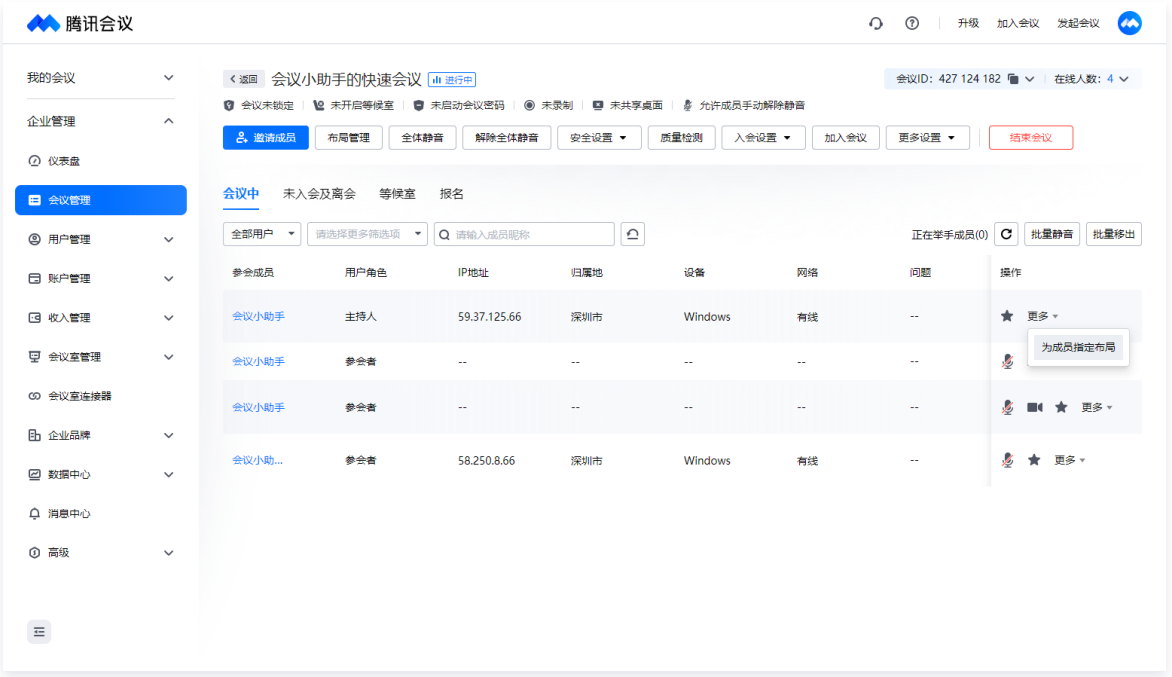


7. Find the member to be configured and click **More** > **Assign Layout for Members** to jump to the specify layout page for configuration. Once the configuration is complete, it will be effective during the meeting.



Notes

- After setting a custom layout, the layout will be effective for all members or specified members during the meeting. Compared to the layout for all members, the meeting members will be displayed with their specified layout first.
- The mobile terminal only supports viewing partial custom layouts.
- Automatic Polling: PC Terminal, Mobile Phone, and Tablet need to be upgraded to version 3.16 or above; Windows and Mac Rooms clients need to be upgraded to version 3.13.190 or above; Android Rooms clients need to be upgraded to version 3.14.200 or above.

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Gaze Correction

Last updated：2024-08-27 17:33:31

Description of the Feature

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.

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version Requirement:** Client version 2.4.0 or later.
- **System Requirements:** Windows/macOS.

Hardware Requirements

Currently, only Intel Core series i5 quad-core and above models are supported.

How to use Gaze Correction

Pre-meeting settings

1. Click the **Settings** in the lower left corner of the client main interface > **Video** > Check to enable **Gaze Correction**, and it will take effect during the meeting.
2. You can confirm the effect in the video preview.



In-meeting settings

1. During the meeting, click on the bottom toolbar of the main interface **Turn on Video** to the right of the **upward triangle button** > **Video Options** or **Settings** > **Video**, and in the video settings interface, check the option for **Eye Contact** to activate it during the meeting.
2. You can confirm the effect in the video preview.

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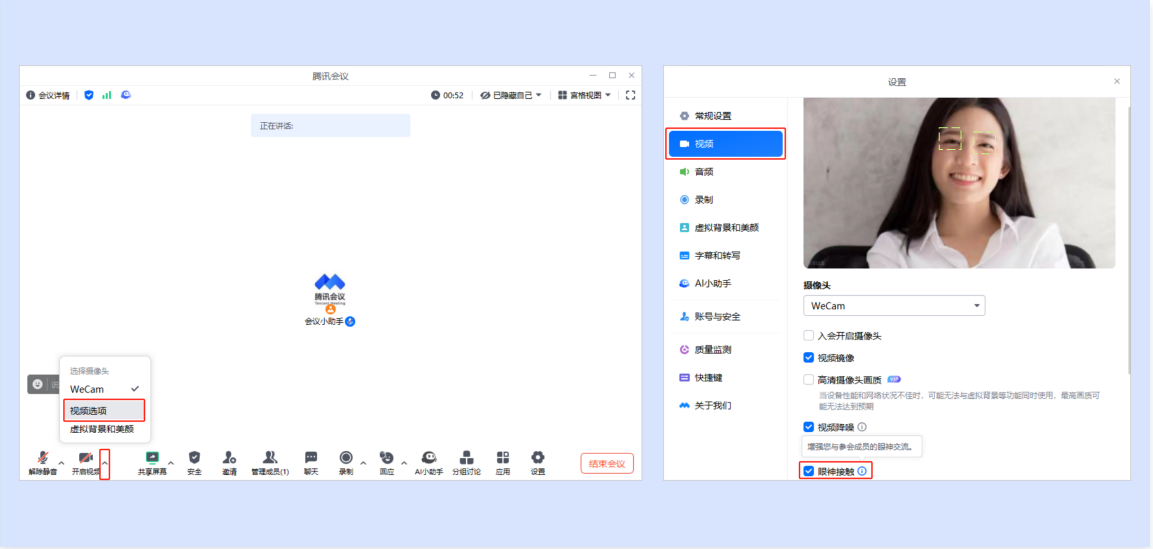

Notes

- Before using Gaze Correction, you can first confirm whether your computer supports this feature in **Settings** > **Video**. If the **Gaze Correction** check option is grayed out, it means that this feature is not supported; otherwise, it is supported.
- If the user's face has a pitch, roll, or yaw deviation within ±30° in three dimensions, the Gaze Correction feature can take effect.
- 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.

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Real-time Transcription

Last updated: 2024-08-28 10:28:01

Description of the Feature

Tencent Meeting supports the host to enable real-time transcription during the meeting. This feature converts spoken dialogue into text, allowing all members to query and review in real-time. After the meeting ends, the creator can also export the transcribed content for review.

Recommended People and Scenarios

- Business Discussion: Real-time transcription of meeting content, no need to organize notes afterward.
- Brainstorming: Real-time transcription of discussion ideas, capturing innovative thoughts.
- Online Training: Real-time transcription of training content, easily capturing key points.

Conditions of Use

- **Log in to User:** Member Version, Business Edition, Enterprise Edition users, click Purchase Now.
- **Log in to Device:** Windows/Mac/Android/iOS.
- **Client:**
  - Client version 3.7 and above supports voice transcription.
  - Client version 3.13 and above supports voice content translation.
  - Client version 3.19.22 and above supports pre-meeting transcription feature and adding custom definition hotwords.
  - Client version 3.21 and above supports selecting industry fields.
  - Client version 3.21 and above supports meeting participants modifying the sound source language.

How to use real-time transcription

Host/Co-host

Windows/macOS

1. During the meeting, click the bottom toolbar**Application** > **Real-time Transcription** to enable real-time transcription.
2. After activating **Real-Time Transcription**, a notification that **the host has enabled Real-Time Transcription** will be sent to all participants, and everyone can activate **Real-Time Transcription**.
3. Hosts and co-hosts can click on the **Settings** in the transcription interface to configure **Source Language**, **Translation Display**, **Bilingual Display**, **Industry Domain**, **Custom Defined Hot Words**, and whether to allow members to **Change Source Language**, **Modify Industry Domain**. They can also search the transcribed content by keywords for a quicker and more precise positioning of specific content.
   - **Source Language**: Switching the source language can more accurately recognize the voice content, affecting subtitles and transcriptions for all meeting members. It supports automatic recognition, speaking in Chinese, and speaking in English.
   - **Translation Display**: Supports translating and displaying the voice content in Chinese/English.
   - **Simultaneous Bilingual Display**: After enabling translation, you can select to display both languages simultaneously, with the source language and translation shown in separate lines in the transcription area.
   - **Industry Field**: Common industry fields can be selected to improve the accuracy of related industry terms. This will affect subtitles and professional transcriptions for all members. The default setting is General (not effective for any specific industry field). You can select from Education, Finance, Health, Law, and Technology.
   - **Custom Definition Hotword**: You can add "Custom Definition Hotword" to enhance the accuracy of subtitles and transcriptions.
   - **Modify Audio Source Language**: When checked, members are allowed to change the sound source language.
   - **Modify Industry Field**: When checked, members are allowed to change the industry field.

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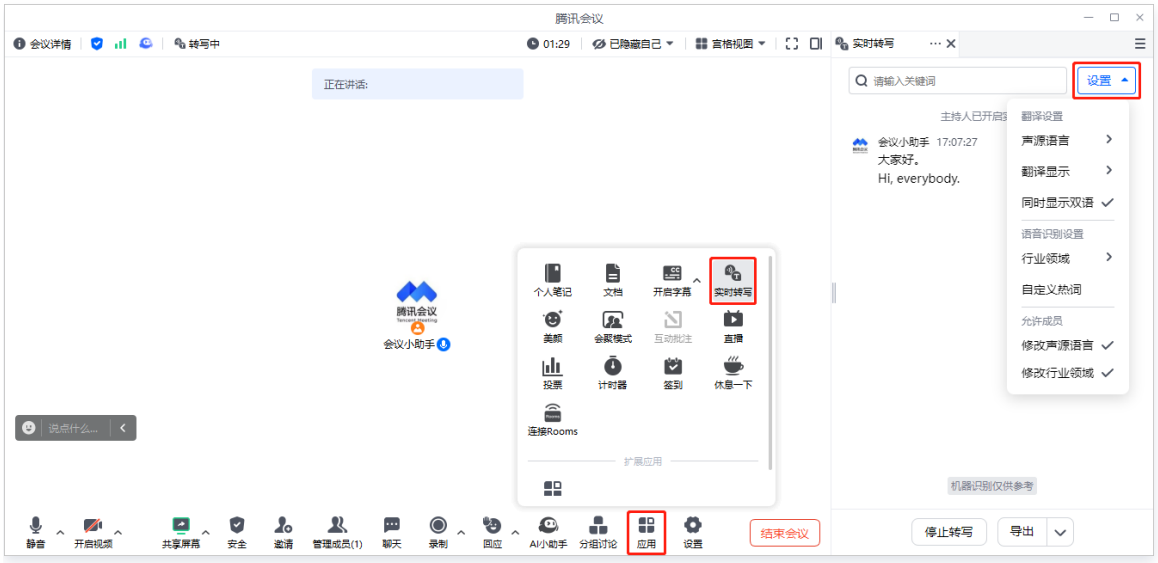
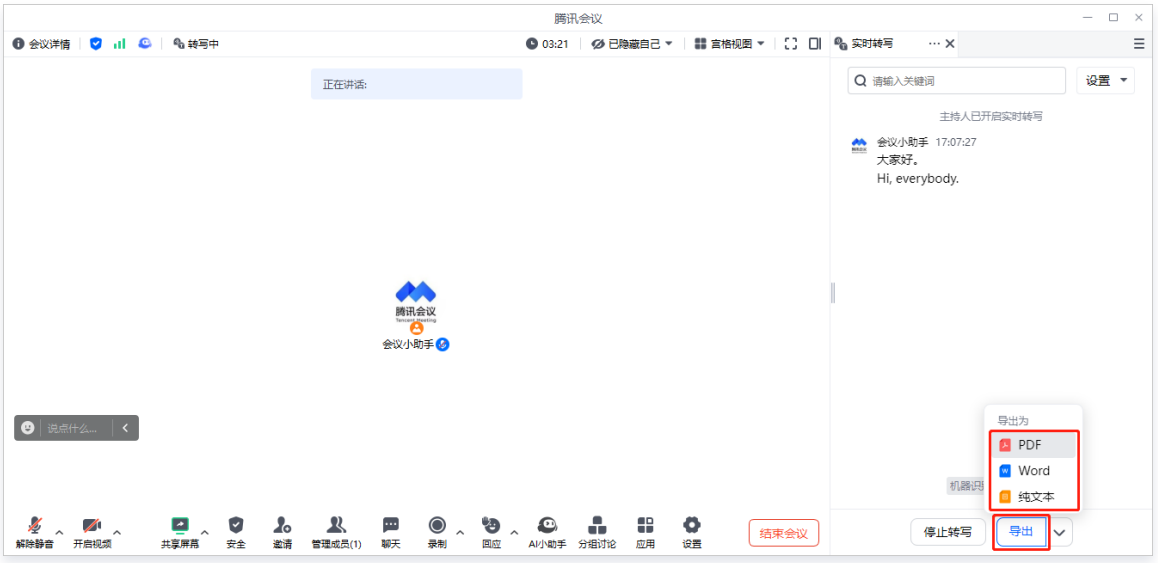
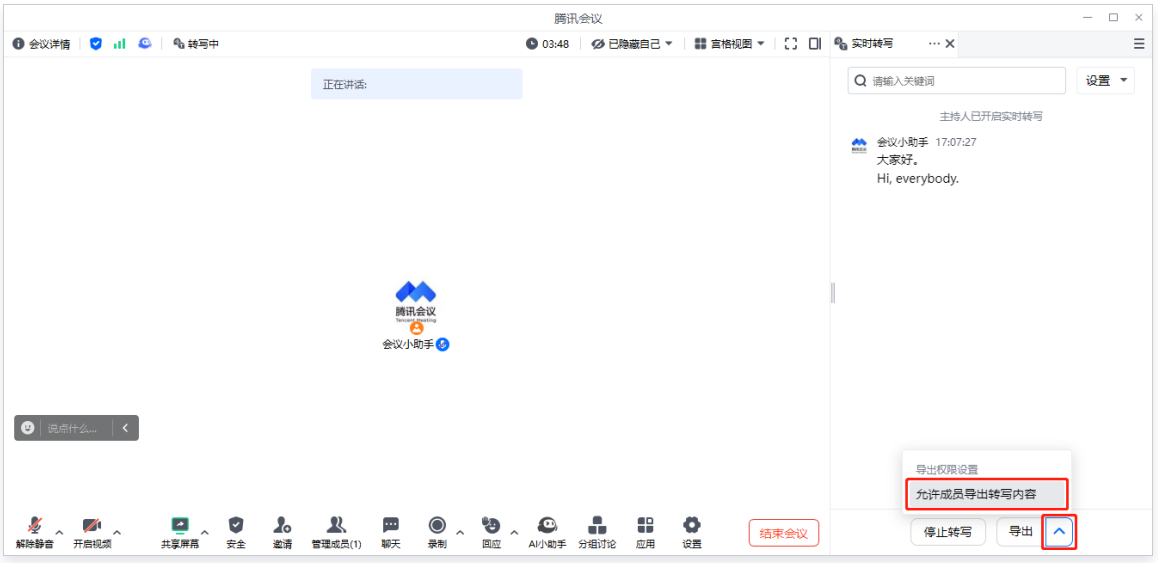


4. Click the bottom of the transcription interface**Export** to export the transcription content as **Word, PDF, or plain text** format files.



5. Click the **Export** next to the **triangle** icon at the bottom of the transcription interface > **Allow members to export the transcription content**, thus enabling all participants to export the transcription as **word, pdf, or plain text** files.



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6. When a participant requests to initiate **live transcription**, the host and co-host will see a **live transcription request** pop-up, allowing them to choose whether to enable **live transcription** and **block further requests**; once **live transcription** is enabled, clicking on **In transcription** at the top left of the main screen allows quick access to the **live transcription** page.



7. After the meeting ends, the creator can click on the main interface **Past meetings** > Select the meeting and click on **Details** > **Live transcription** to view the **live transcription** content.



- On the **live transcription** page, you can search for keywords within the transcription content for faster and more precise content location.
- Click on the **live transcription** page's right side **Settings** to set **translation display** options and whether to **display in bilingual format**.
- Click the download button at the top right of the **Real-time Transcription** page to export the transcription content in **word, pdf, or plain text** format.

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Android/iOS

1. Click **More** in the bottom toolbar during the meeting > **Real-time Transcription** to enable Real-time Transcription.
2. After activating **Real-Time Transcription**, a notification that **the host has enabled Real-Time Transcription** will be sent to all participants, and everyone can activate **Real-Time Transcription**.
3. After enabling the Real-time Transcription feature, you can search for transcription content by keywords on the **Real-time Transcription** page to quickly and precisely locate specific content.
4. Click the **live transcription** page's right side **Settings** button to set the **source language**, **translation display**, **bilingual display**, **industry field**, **custom Definition hotwords**, and whether to allow members to **change the source language**, **modify the industry field**.
   - **Audio Source Language**: Switching the audio source language can help more accurately recognize the spoken content, applying to subtitles and professionals for all meeting members. It supports automatic identification, Chinese speaking, and English speaking.
   - **Translation Display**: The spoken content supports being translated and displayed in Chinese or English.
   - **Simultaneous Bilingual Display**: After enabling translation, you can select to display both languages simultaneously, with the source language and translation shown in separate lines in the transcription area.
   - **Industry Field**: You can choose commonly used industry fields to improve the accuracy of related industry terms, applied to subtitles and transcriptions for all meeting members. The default setting is General, with options for Education, Finance, Health, Law, and Technology.
   - **Custom Definition Hotword**: You can add "Custom Definition Hotword" to enhance the accuracy of subtitles and transcriptions.
   - **Modify Audio Source Language**: When checked, members are allowed to change the sound source language.
   - **Modify Industry Field**: When checked, members are allowed to change the industry field.

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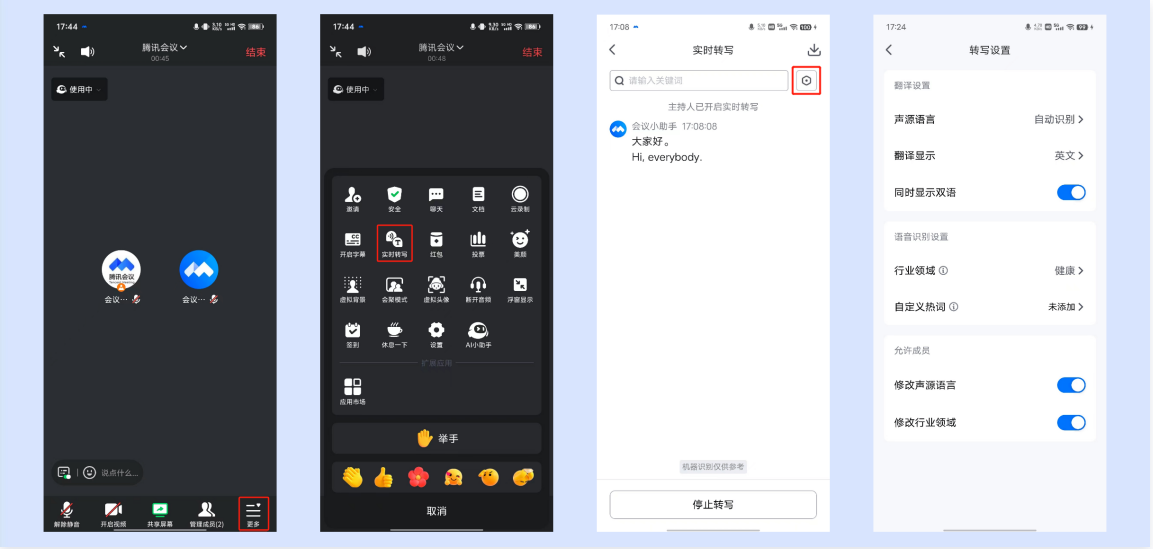
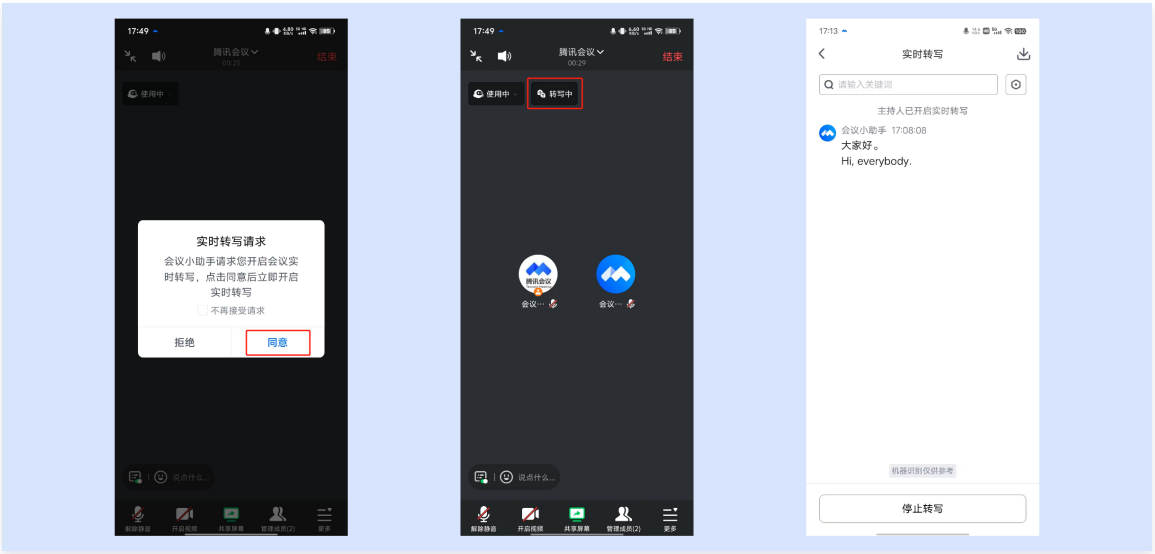


5. Click the **live transcription** page's top right corner **Download** to export the transcription content as a **word, pdf, or plain text** file, and set the option to **allow members to export the transcription content**.



6. When a participant requests to start **live transcription**, the host/co-host will see a **live transcription request** pop-up, allowing them to choose whether to enable **live transcription** and **block further requests**; clicking on the top left corner **In transcription** of the main screen provides quick access to the **live transcription** page.



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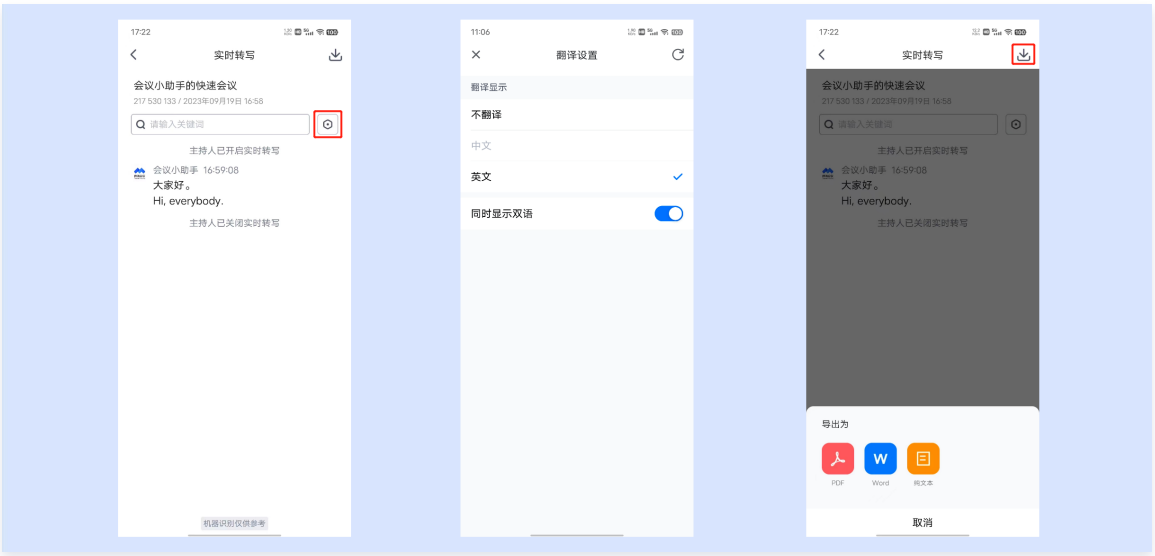
7. After the meeting, the creator can click on the main interface **Past meetings** > Select and click on the meeting > **Live transcription** to view the **live transcription** content.



- On the **live transcription** page, you can search for keywords within the transcription content for faster and more precise content location.
- Click the settings button on the right side of the **Real-time Transcription** page to set **Translation Display** and whether to **Display Bilingual Simultaneously**.
- Click the download button at the top right of the **Real-time Transcription** page to export the transcription content in **word, pdf, or plain text** format.



Meeting Participant

Windows/macOS

1. When the host or co-host has not enabled the **Real-time Transcription** feature, you can click the bottom feature bar **Application** > **Real-time Transcription** > send a request to the host to enable **Real-time Transcription**. If the host or co-host agrees, all members in the meeting can enable **Real-time Transcription**.

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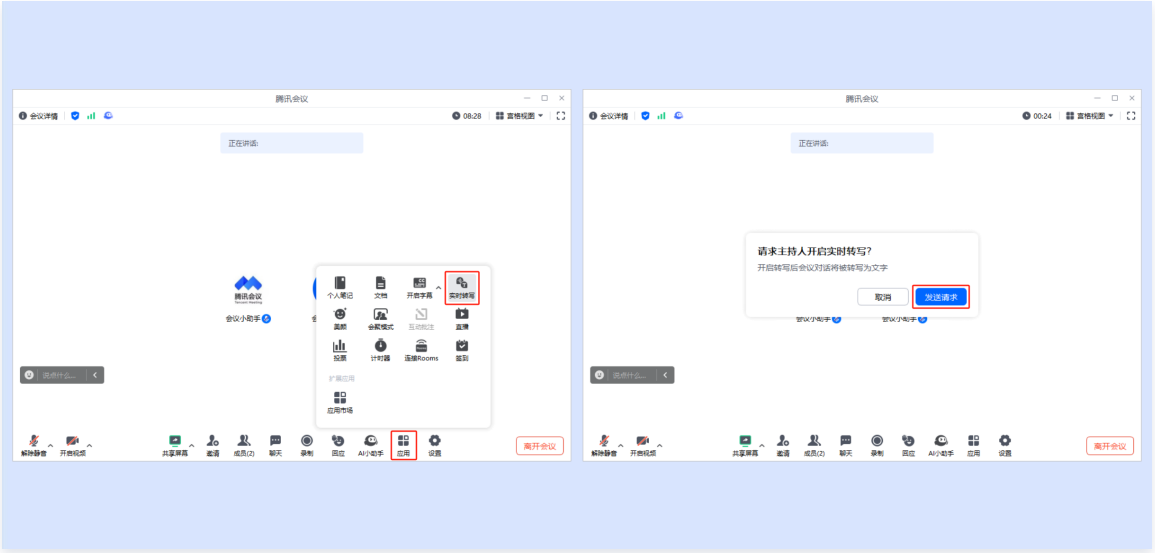
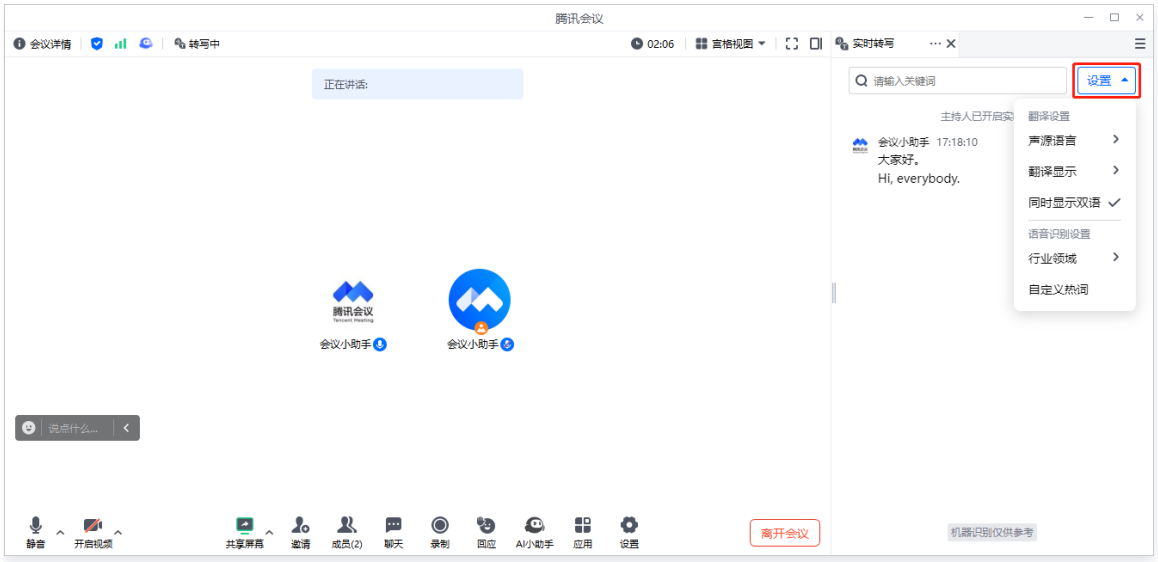


2. After enabling the **Real-time Transcription** feature, click **Transcription in Progress** in the upper left corner of the main screen to quickly jump to the **Real-time Transcription** page.
3. On the **live transcription** page, you can search for keywords within the transcription content for faster and more precise content location.
4. Click on **Real-time transcription** on the right side of the page and **Settings** to configure **Translation Display**, **Display both languages simultaneously**, **Custom Hotwords from Definition**.
5. When the host or co-host sets the option to allow members to **Modify Audio Source Language**, all members in the meeting can change the audio source language. The change will affect the subtitles and transcription for all meeting members.
6. When the host or co-host sets the option to allow members to **Modify Industry Field**, all members in the meeting can change the industry field. The change will affect the subtitles and transcription for all meeting members.



7. When the host or co-host sets the option to **Allow Members to Export Transcribed Content**, all members can click **Export** in the bottom right corner of the transcription interface to export the transcription content as a **word, pdf or plain text** file.

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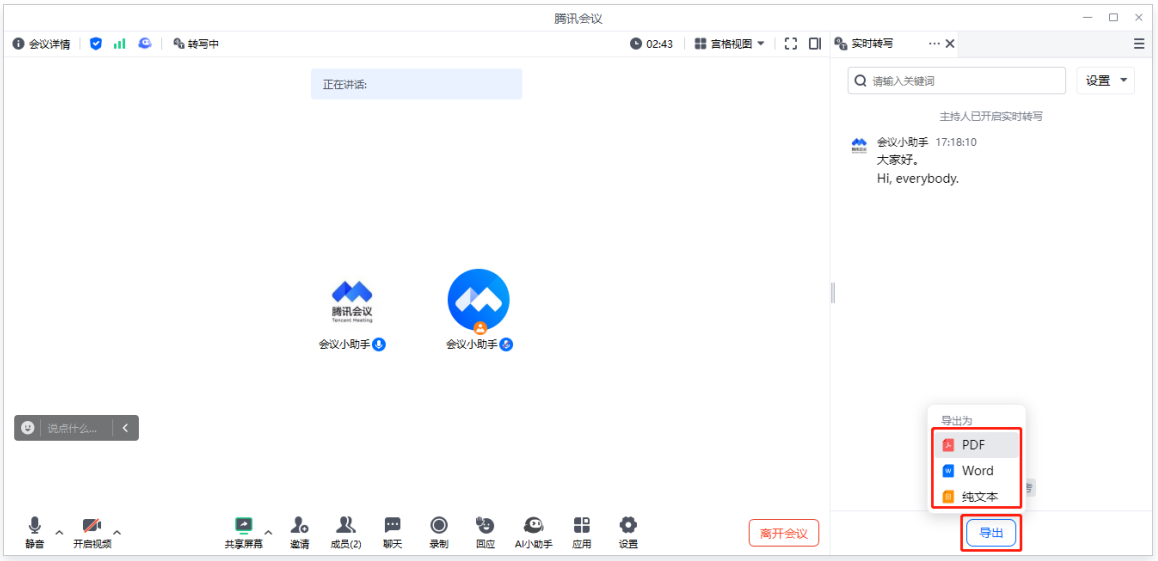
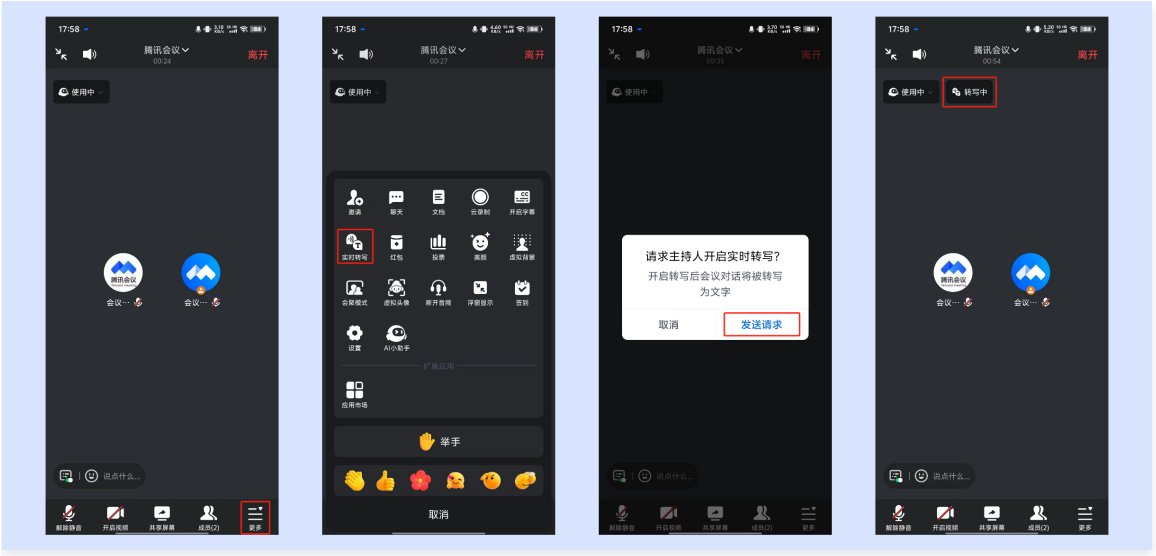


Android/iOS

1. When the host or co-host has not enabled the **Real-time Transcription** feature, you can click the bottom feature bar **More** > **Real-time Transcription** > send a request to the host to enable **Real-time Transcription**. If the host or co-host agrees, all members in the meeting can enable **Real-time Transcription**.
2. When the host or co-host enables the **Real-time Transcription** feature, click **Transcription in Progress** in the upper left corner of the main screen to quickly jump to the **Real-time Transcription** page.



3. After enabling the **Real-time Transcription** feature, you can search the transcription content by keywords on the **Real-time Transcription** page to quickly and accurately locate the specified content.
4. Click on the **live transcription** page's right side **Settings** to set **translation display** options and whether to **display in bilingual format**.
5. When the host or co-host sets the option to allow members to **Modify Audio Source Language**, all members in the meeting can change the audio source language. The change will affect the subtitles and transcription for all meeting members.
6. When the host or co-host sets the option to allow members to **Modify Industry Field**, all members in the meeting can change the industry field. The change will affect the subtitles and transcription for all meeting members.
7. When the host or co-host sets the option to **Allow Members to Export Transcribed Content**, all members can click **Export** in the upper right corner of the transcription interface to export the transcription content as a **word/pdf/plain text** file.

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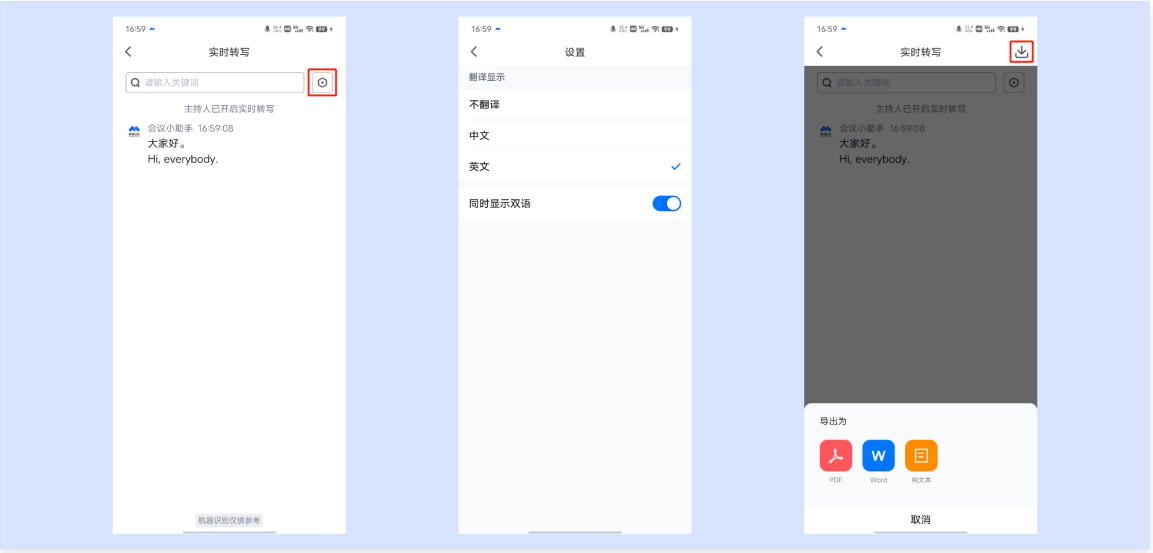

Pre-meeting settings

Windows/macOS

Translation Settings

Click on **Settings** at the bottom left corner of the client's main interface > **Subtitles and Transcription** to choose **Translation settings** including **Display Language** (No Translation, Chinese, English) and **Simultaneous display of transcription/subtitles in both languages**; Settings are automatically saved upon completion and will take effect by default during meetings.



Custom Hot Words

1. **Custom Hot Words** help improve the accuracy of subtitles, transcription, and intelligent recording features for your meetings.
2. In the **input box**, enter common terms used in meetings, click **Add** to take effect, and the added Hot Words will be displayed below.
3. Click **Manage** to delete added hot words. Click **Done** to save the edited content.

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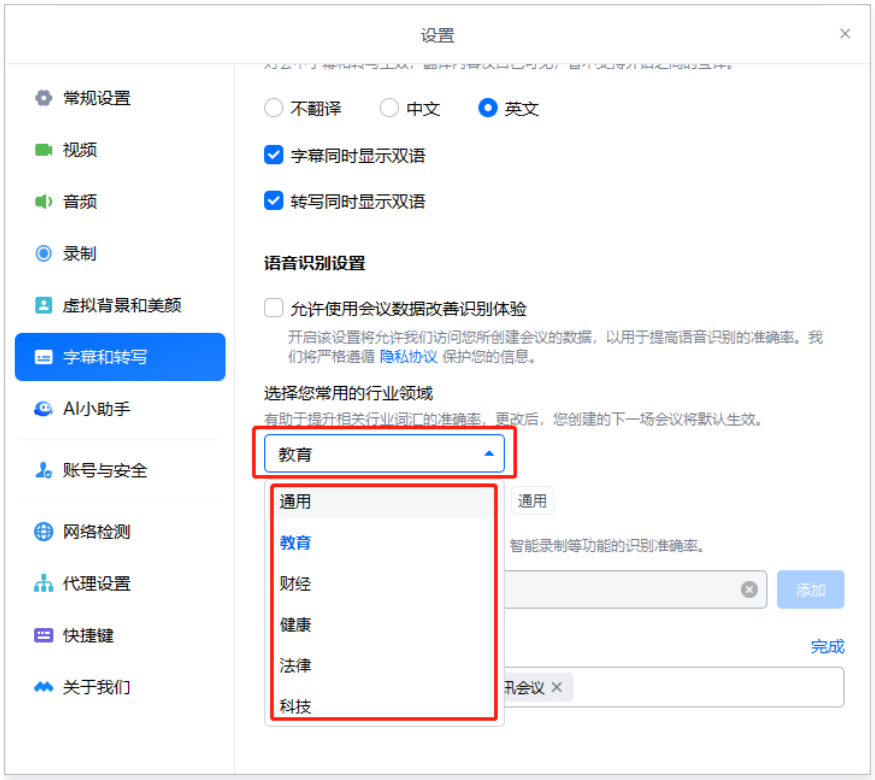
Choose Common Industry Fields

- Selecting your commonly used industry field helps to improve the accuracy of related industry terms. After change, this will take effect in your next created meeting by default.
- You can select common industry fields in the **ASR Settings**. Once selected, your next meeting will default to these settings.



Android/iOS

Translation Settings

Click the App main interface**Profile**> **Settings**> **Subtitles and Transcription**, and you can select the **Display Language** (No Translation, Chinese, English) and **Transcription/Subtitles Dual Display** in the **Translation Settings**. The settings are automatically saved once completed and will take effect by default during the meeting.

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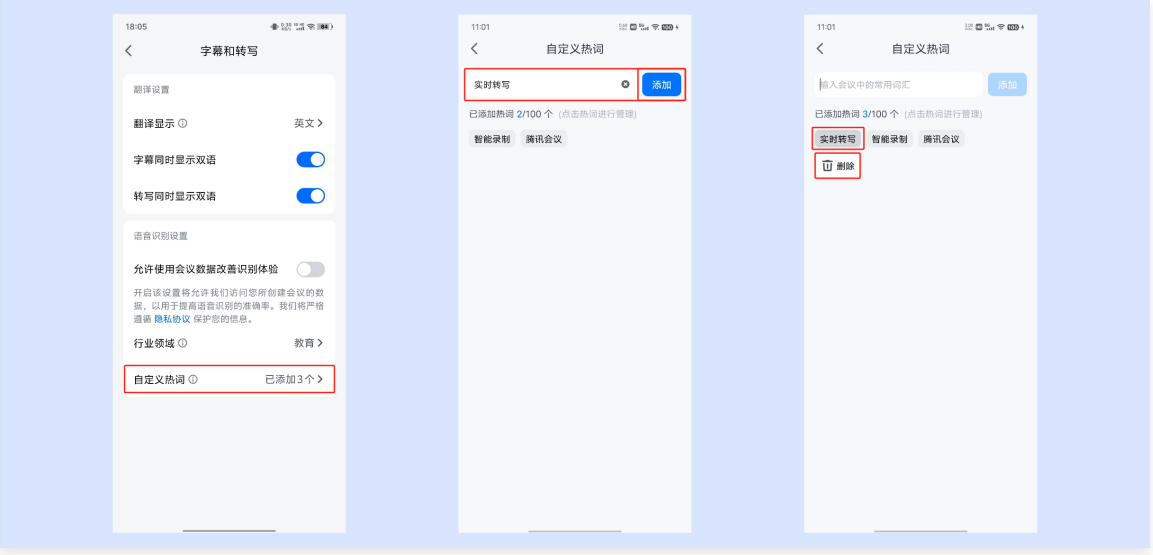
Custom Hot Words

- **Custom Hot Words** help improve the accuracy of subtitles, transcription, and intelligent recording features for your meetings.
- Click **Custom Hot Words** in the **input box**, type common terms used in meetings, and click **Add** to apply. The added **Hot Words** will then be displayed below.
- Click **Hot Words** to choose and delete selected words. The content is automatically saved after deletion.



Choose Common Industry Fields

- Selecting your commonly used industry field helps to improve the accuracy of related industry terms. After change, this will take effect in your next created meeting by default.
- Click **Industry Fields** > Select common industry fields. Once selected, your next meeting will default to these settings.

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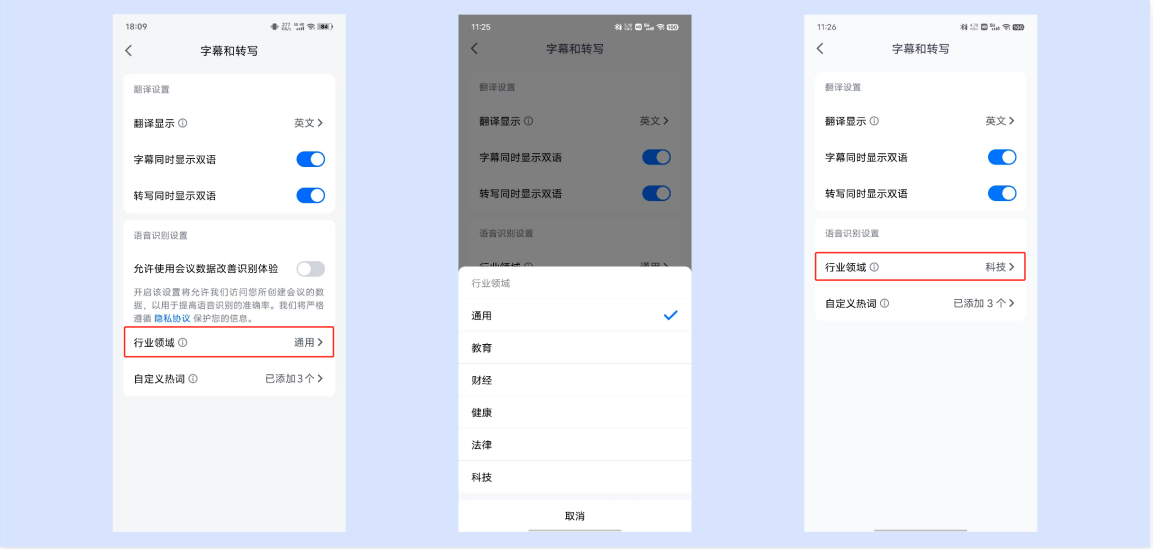

Notes

- Subtitles are a paid feature. Members, Enterprise Edition, and Business Edition users can enjoy the privilege of using subtitles without time limits. Click Activate Membership to enjoy the privilege of real-time transcription without time limits.
- For client version 3.7 and later, real-time transcription can only be enabled by the host or co-host, and all members can view it. All members are notified that transcription has started.
- All members can only view the real-time transcription records received during the meeting and cannot view records before joining the meeting.
- Currently, subtitles only support Mandarin Chinese and English Recognition, and do not support dialect recognition. Machine recognition is for reference only.
- Business and Enterprise Edition users have the **real-time transcription** feature enabled by default. **Enterprise Super Administrators** and **administrators with account settings permissions** can manage the use permissions of the **Enterprise Management Backend** > **Account Management** > **Account Settings** > Meeting Settings > **In-meeting Settings** for **real-time transcription**. If this feature is turned off, all meetings under your account cannot use the **real-time transcription** feature.



- **Super administrators** and **administrators with account setting permissions** can select the corresponding **industry field** for the enterprise or add **custom Definition hotwords** under > **Enterprise Management Backend** > Account Management > **Account Settings** > **Meeting Settings** > **In-Meeting Settings**. This helps improve the accuracy of subtitles, real-time transcription, and

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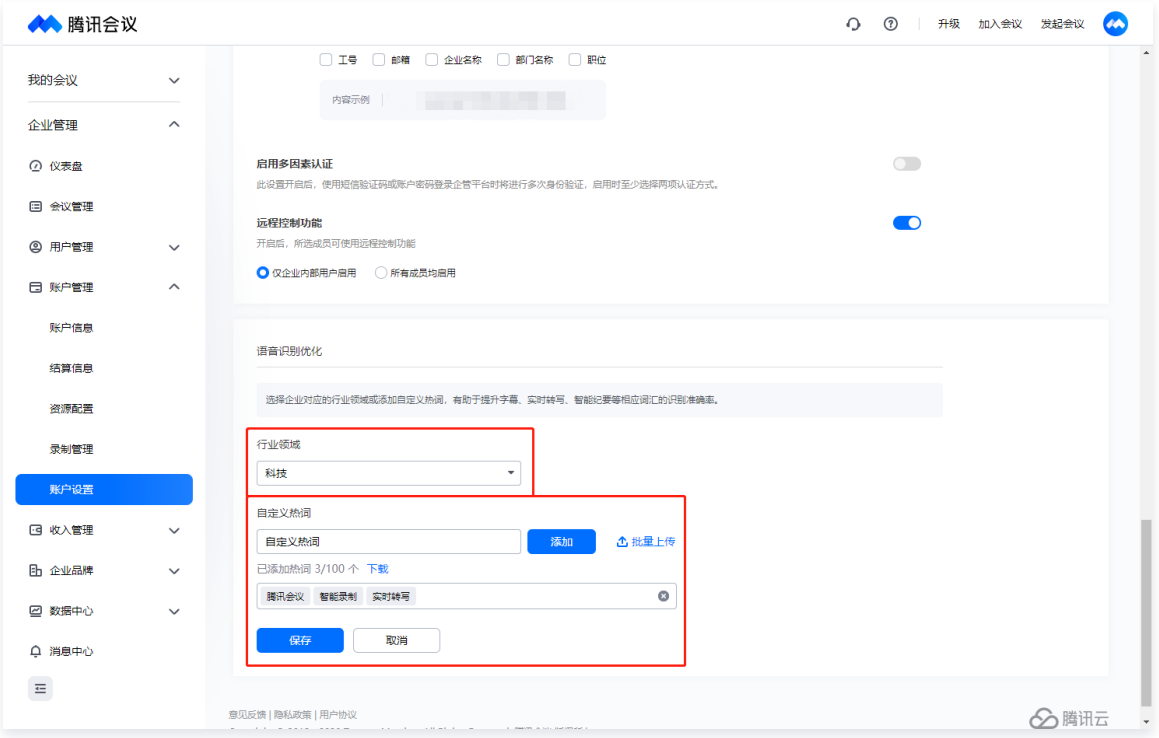
intelligent summaries among other vocabulary recognitions. Once set, this will default apply to all meetings under your account, and members of the enterprise can modify their commonly used industry fields.



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Background

Last updated: 2024-08-28 10:29:48

Description of the Feature

Virtual Background is an application based on Portrait Segmentation Technology. During video conferences, Tencent Meeting automatically recognizes participants and replaces their surroundings with a specified image or video.
For a better virtual background experience, Tencent Meeting recommends using this feature in simple scenarios with even lighting. If users have a green screen, using the Green Screen feature can provide better virtual background effects.
Membership Capabilities:

- Currently, desktop membership users can customize image and video backgrounds.
- Currently, mobile membership users can customize image backgrounds.

Applicable People and Scenarios

- Some participants have privacy protection needs.
- Enhance meeting fun.
- Replace the Exhibition Background Wall, using a uniform virtual background to promote the meeting theme.
- Reduce the setup of physical backgrounds, saving conference costs.

Conditions of Use

Version Requirement

Custom Virtual Background

- Client v1.3.0 or later.
- Free, Membership, Pro, Enterprise Edition users. Go to Purchase.

Enterprise Virtual Background

Enterprise users with client version 2.19.0 and above can use corporate virtual background settings.

System Requirements

Windows/macOS/iOS/Android.

Hardware Requirements

Device System	Description
Windows/macOS	Models with a CPU that supports AVX2 and has more than two cores (generally, CPUs launched after 2013 meet such requirements).
iOS	• Supports iPhone 6s and later iPhone models. • Supports iPad Pro series 1st generation and later iPad Pro models. • Supports iPad Air series 3rd generation and later iPad Air models. • Supports iPad series 5th generation and later iPad models. • Supports iPad mini series 5th generation and later iPad mini models.

Android (models that meet either of the following two conditions can support virtual backgrounds)	• GPU model must be from the Adreno series, with a model number greater than or equal to 512, or exactly 508 or 509, such as oppo r11s.
	• Devices with the following CPU models:
	  ○ 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 Qualcomm QCS series chips, the model number must be at least QCS603.
	  ○ 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.

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	○ For Kirin 900 series, the chip model must be at least 955, such as Huawei P9. ○ For Samsung series chips, the model number must be at least Exynos 9 series, such as vivo X30 pro. ○ For MediaTek series, the chip model must be at least Dimensity 700 series, such as Redmi Note 10. ○ For MediaTek Kunpeng series, the chip model must be at least Kunpeng 1300T series, such as Honor Tablet V7 Pro.

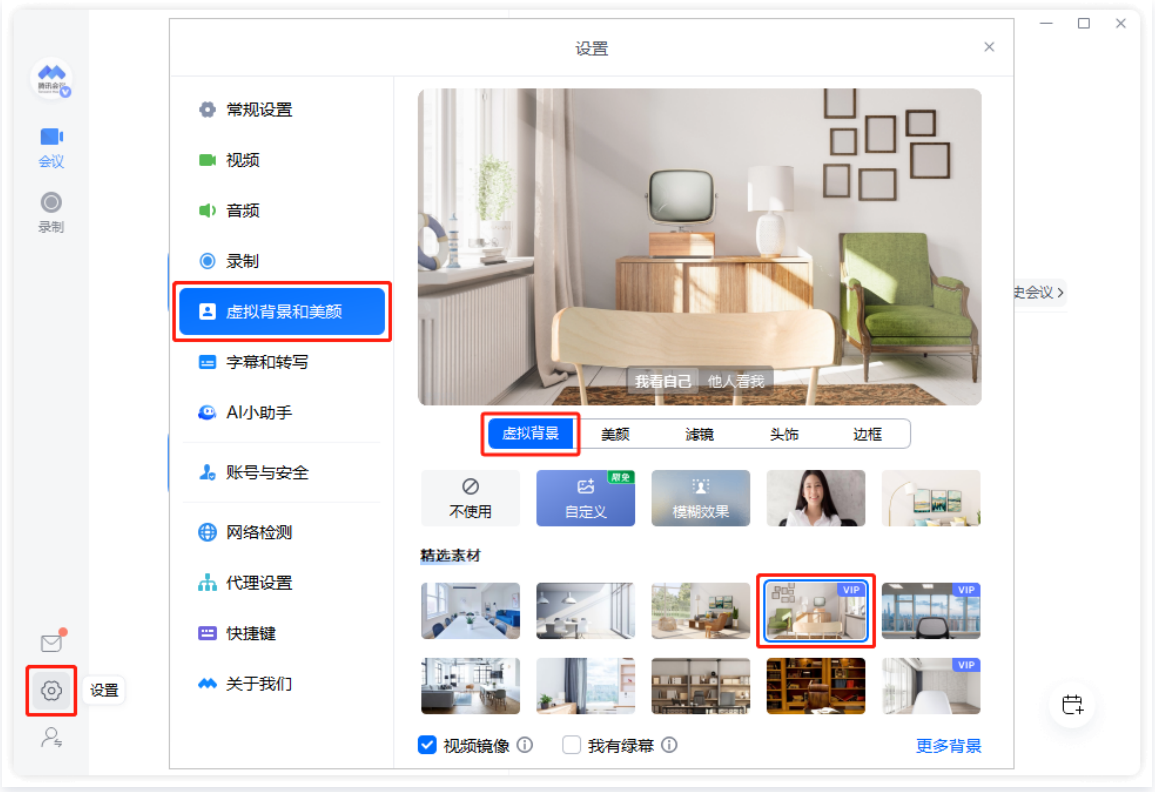
Note:
If your device model is not listed, please be patient as we will gradually support more models.

How to use the Virtual Background

Pre-meeting settings

Windows/macOS

1. On the client main interface, click **Settings** > **Background and Beauty Filter** > choose a preset image or video from**Virtual Background** as the meeting virtual background, or select a blurred background. You can view the effect in the preview window. After confirming the background, return to the main interface to apply the selected background by default.



2. If you have a physical green screen installed, check **I Have a Green Screen** > **Confirm Enable**, then use the **Color Picker** in the preview window to select the background color to be removed. If the picked color is not accurate, you can click **Reset** to return to the recommended color.

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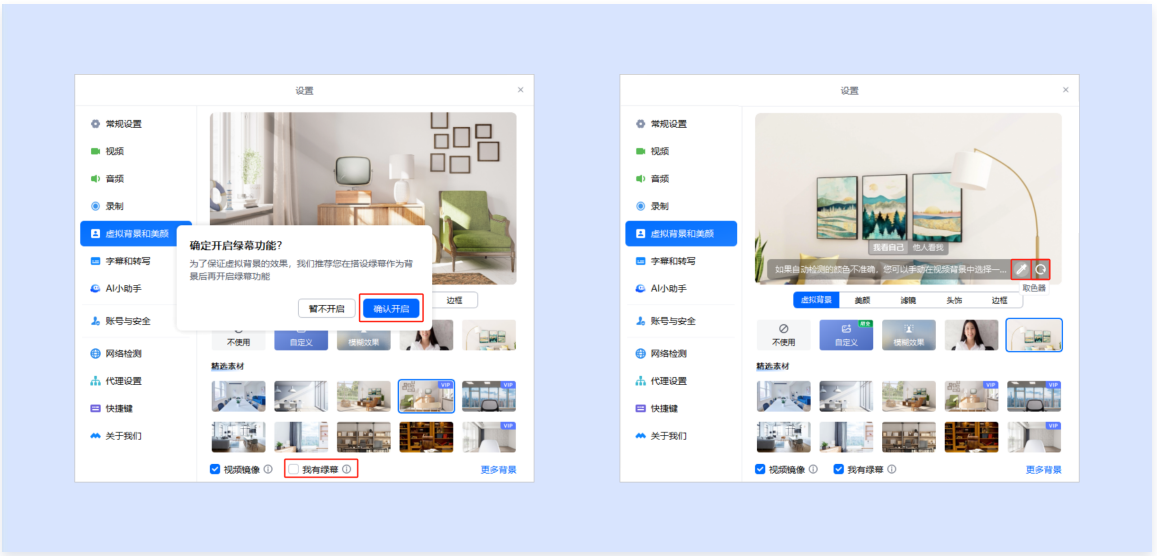
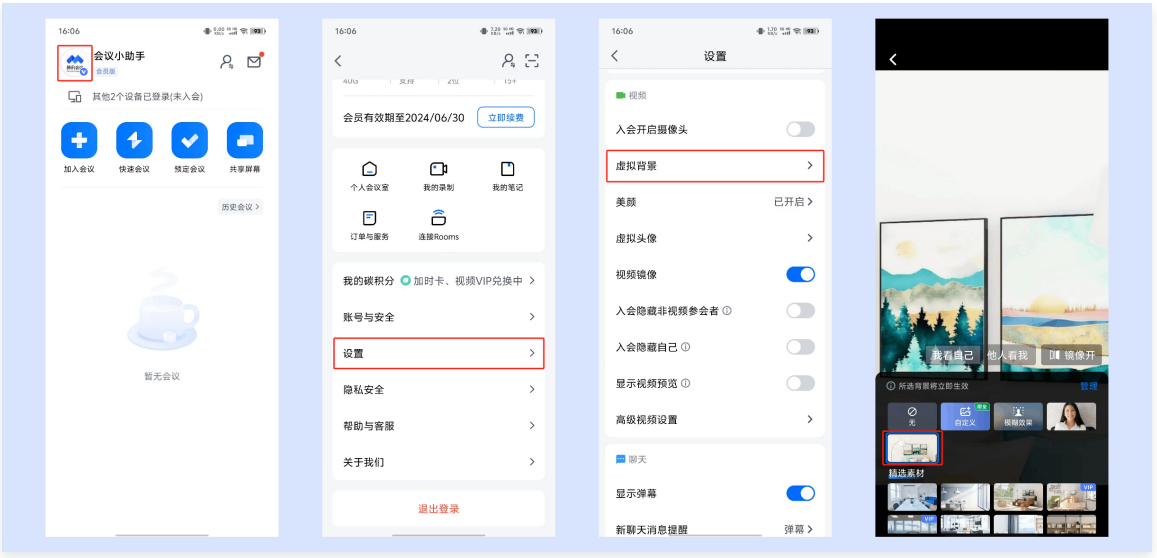


Android/iOS

- On the App main interface, click **Avatar** > **Settings** > **Virtual Background** > choose an image or a blurred background for the meeting virtual background, and view the effect directly in the preview window. After confirming the background, it will be applied by default when joining the meeting.



- You can also select **Joining a Meeting** or initiate a **Quick Meeting**, check **Turn on Video** > click **Virtual Background** > choose an image or a blurred background for the meeting virtual background, and view the effect directly in the preview window. After confirming the background, it will be applied by default when you return to the main meeting interface.

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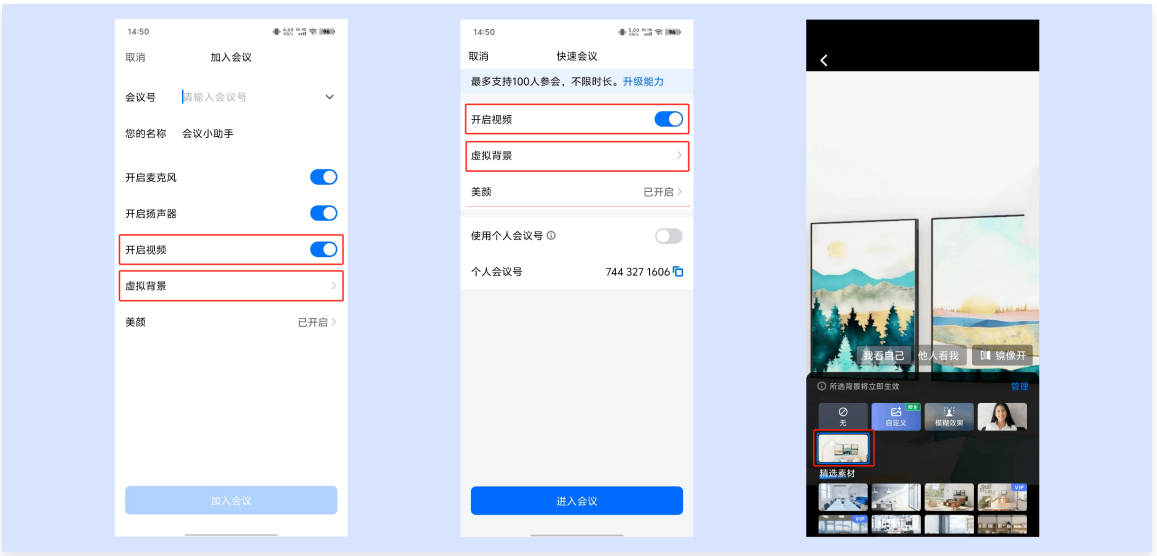
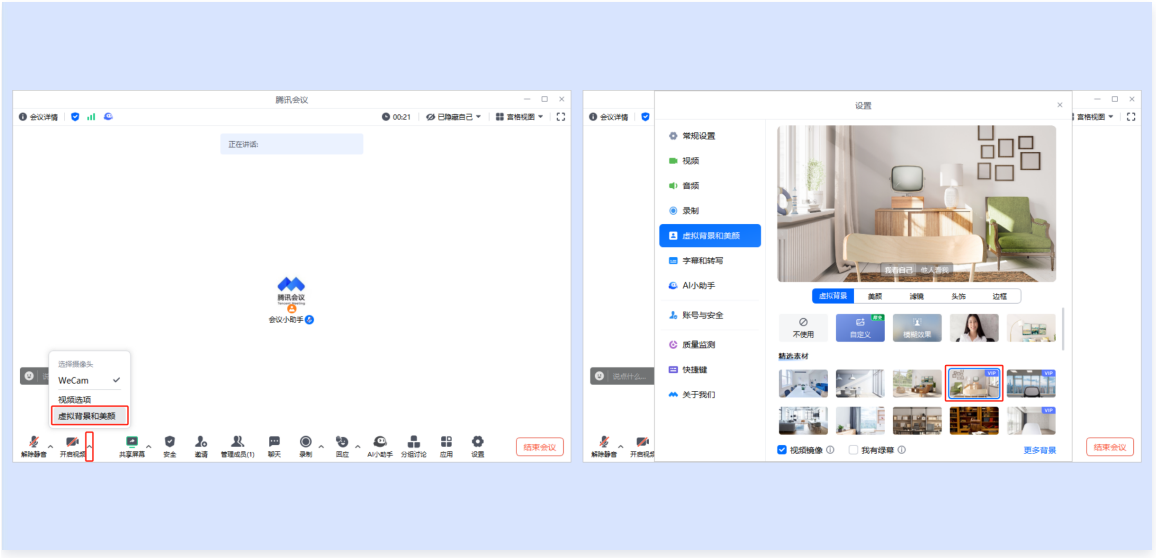


In-meeting settings

Windows/macOS

In the meeting, click the triangle button next to **Turn on Video** on the bottom toolbar > **Background and Beauty Filter** > choose a preset image or video from **Virtual Background** as the meeting virtual background, or select a blurred background. You can view the effect in the preview window. After confirming the background, return to the main meeting interface to apply the selected background by default.



Android/iOS

In the meeting, click the **More** button on the bottom toolbar > **Virtual Background**, choose an image or a blurred background for the meeting virtual background, and view the effect directly in the preview window. After confirming the background, return to the main meeting interface to apply the selected background by default.

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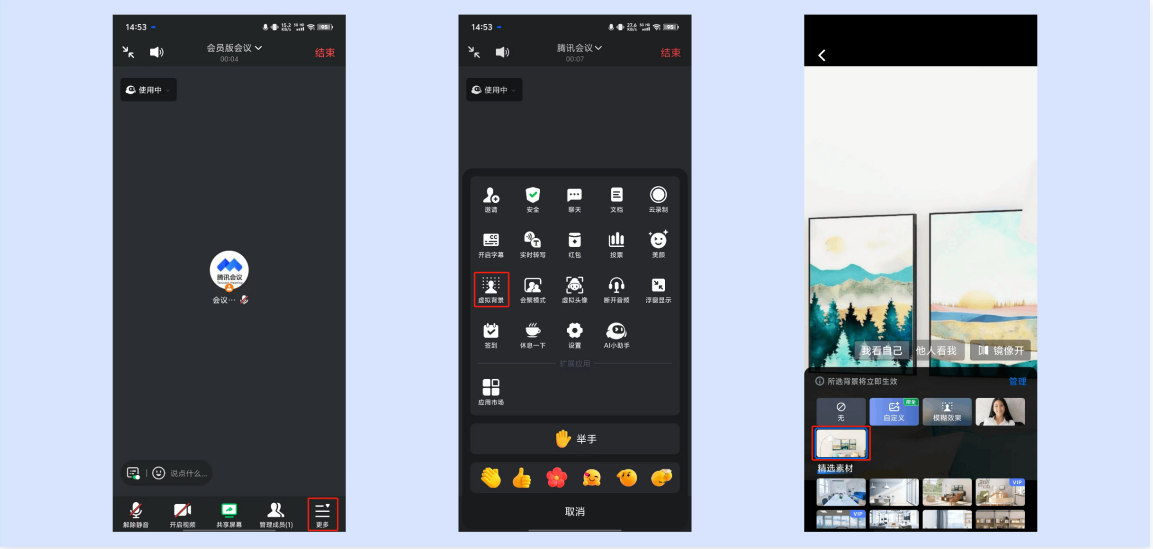
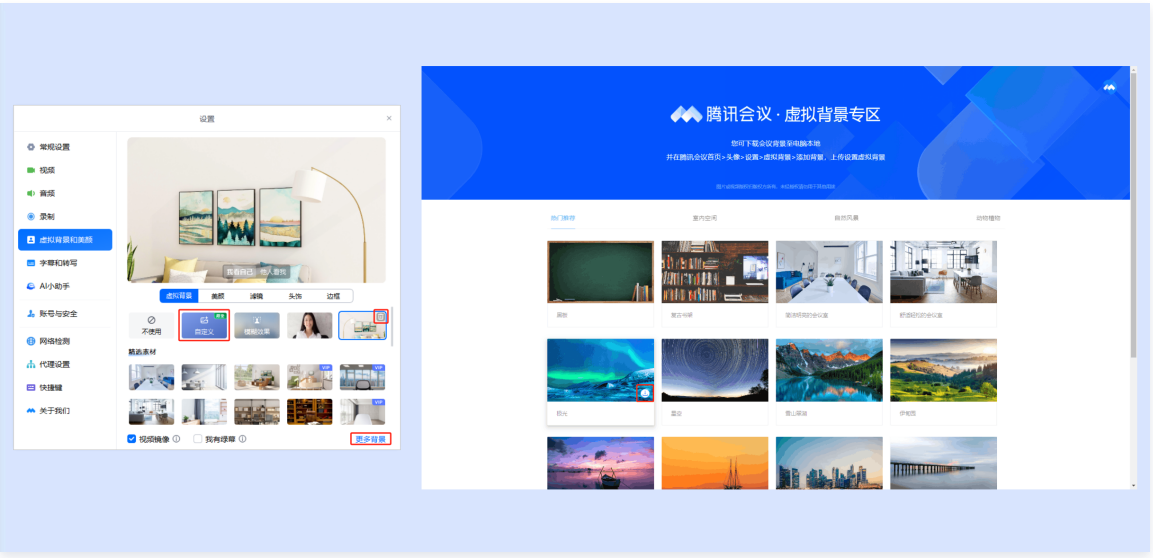


How to Add Virtual Background

Windows/macOS

- On the **Virtual Background** settings page, click **Add Background** to upload a custom image or video as your meeting virtual background.
- You can also click **More Backgrounds** to access the **Tencent Meeting Virtual Background Library**, select your favorite background, download it to your local computer, and on the **Virtual Background** settings page, click **Add Background** to upload the virtual background.
- If you want to delete an added background, click the **Delete** in the top right corner of the image.



Android/iOS

- On the **Virtual Background** settings page, click **Custom** to upload a custom image or video as your virtual meeting background.
- If you want to delete an added custom background, click **Manage**, select the image, then click the **x** in the top right corner of the image and click **Delete**.

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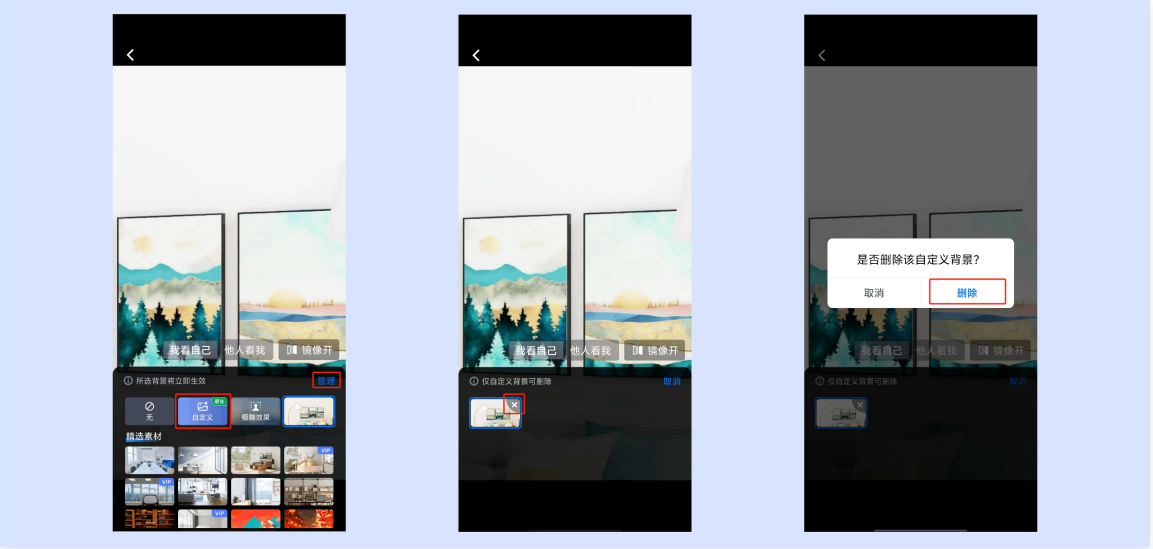
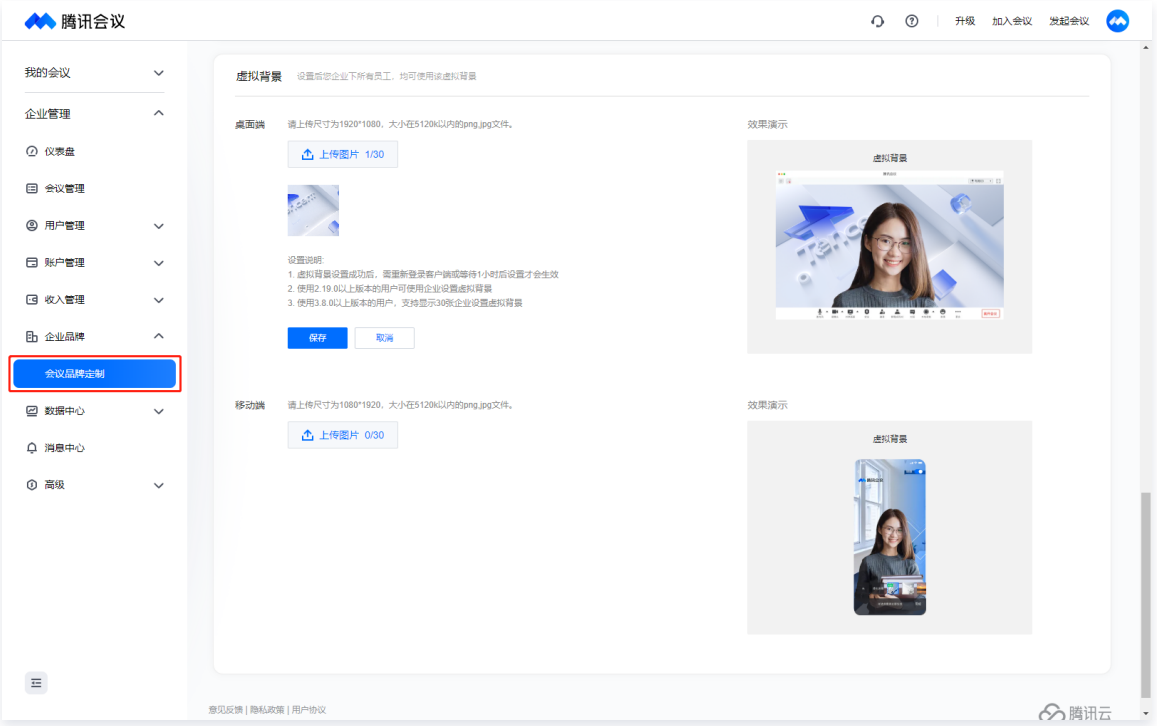


Enterprise Virtual Background

- Enterprise Super Administrators can set an enterprise virtual background in the **Enterprise Management Platform** > **Corporate Brand** > Conference Brand Customization > **Basic Settings**. Once set, all employees under the enterprise can use the virtual background.



- Enterprise members can choose to use the enterprise virtual background in **Virtual Background** > **Corporate Customization**.

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Content Requirements

Image

Custom Virtual Background Image

- **Formats**: jpg, bmp, png.
- **Resolution**: 1920x1080 or below.
- **Size**: within 20MB.
- **Aspect Ratio**: 0.01~100, recommended 16:9.
- **Quantity**: Android/iOS 30 images; macOS/Windows 30 images.

Enterprise Virtual Background Image

- **Formats**: png, jpg.
- **Desktop Resolution**: 1920x1080.
- **Mobile Resolution**: 1080x1920.
- **Size**: within 5120k.
- **Quantity**: For users with version 3.8.0 or above, both the desktop and mobile clients support displaying 30 corporate virtual backgrounds.

Video

- **Format**: mov, mp4 (currently only supported on desktop)
- **Resolution**: 1920x1080 or below
- **Size**: within 20MB

Notes

- To have a better virtual background experience, Tencent Meeting recommends users 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.

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  - 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, reducing the refresh rate, which will slow down background loading.
- After setting the corporate virtual background successfully, you must re-log in to the client or wait for 1 hour for the setting to take effect.

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Image noise removal

Last updated：2024-08-28 10:30:20

Description of the Feature

Tencent Meeting supports the video noise reduction feature, which can reduce video image noise in real time, making the image clearer.

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **System Requirements:** Windows/macOS/Android/iOS.

Hardware Requirements

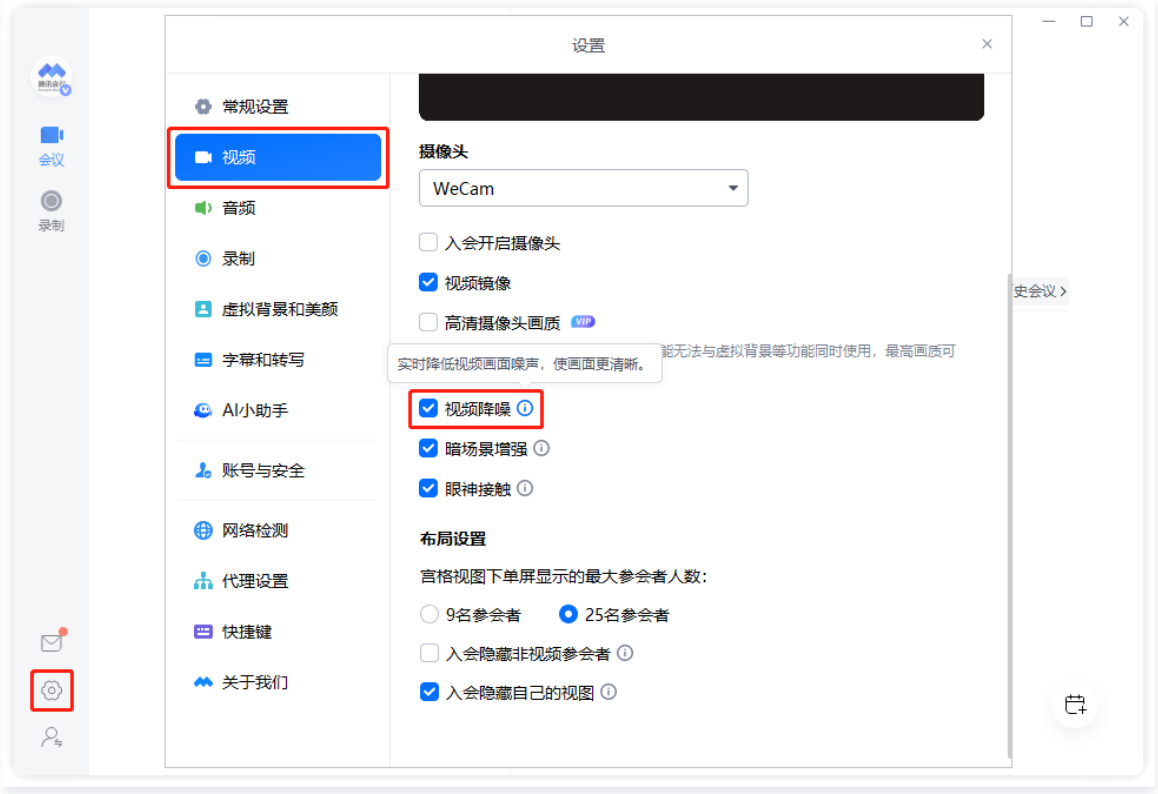
- Camera: built-in or external camera.
- Windows: Supports AVX mode and requires more than 2 CPU cores.
- macOS: In Metal mode, the OS X system version must be above 10.11; in AVX mode, it requires more than 2 CPU cores.
- iOS: In Neon mode, it requires iPhone 7 or later or iPad Pro 12.9-inch 2nd gen or later.
- Android:
  - In OpenCL mode, it should support OpenCL.
  - In Neon mode, it should support Neon.

How to enable video noise reduction

Windows/macOS

Pre-meeting settings

Click the **Settings** in the bottom left corner of the client main interface > **Video** > Check to enable **Video Noise Reduction**, and it will take effect during the meeting.



In-meeting settings

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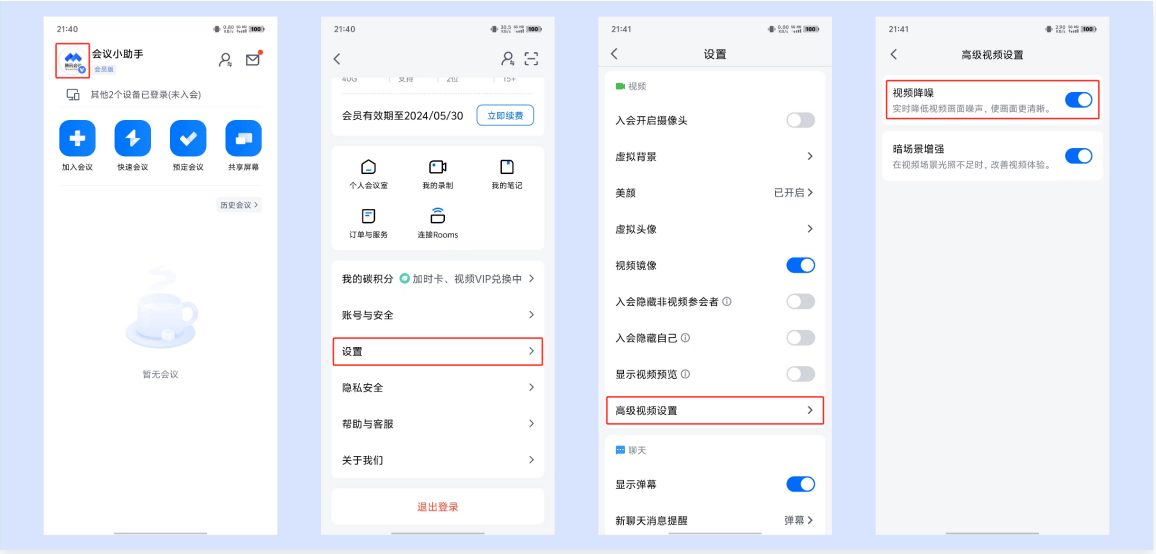
During the meeting, click the **Settings** in the bottom toolbar > **Video** > Check to enable **Video Noise Reduction** to take effect.



Android/iOS

Pre-meeting settings

Click the **Avatar** in the upper left corner of the app main interface > **Settings** > **Advanced audio settings** > Check to enable **Video Noise Reduction**, and it will take effect during the meeting.



In-meeting settings

During the meeting, click the **More** in the bottom toolbar > **Settings** > **Advanced audio settings** > Check to enable **Video Noise Reduction** to take effect.

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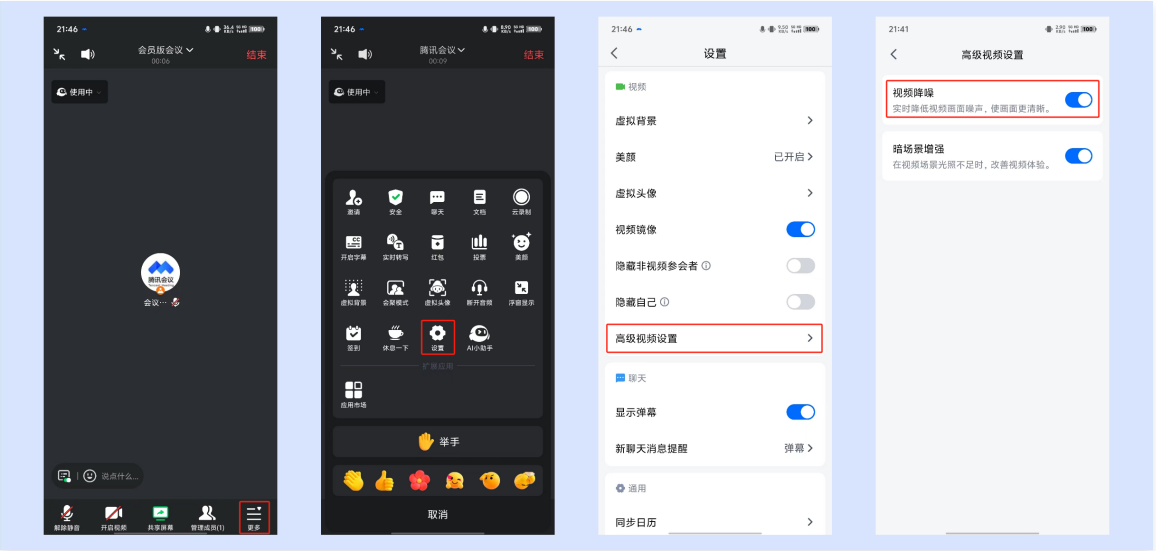

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HD Webcam Quality

Last updated：2024-08-28 10:30:52

Description of the Feature

After enabling HD webcam quality, Tencent Meeting will provide you with up to 1080p high-definition video, making your appearance in meetings clearer and more vivid.

Recommended People and Scenarios

- Daily Communication
- Business conference
- Meeting Screen Sharing

Conditions of Use

- **Log in to user:** Member, Business, and Enterprise Edition users.
- **Version Requirement:** client version 3.11 and above.
- **System Requirements:** Windows/macOS.

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.

How to Enable HD Quality

On the client main interface, click the bottom left corner **Settings** > **Video** > Check **HD Webcam Quality**.

> **Note:**
> The mobile terminal does not support enabling HD webcam quality.



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Note:

- After subscribing to the free version, turning on the camera enables you to enjoy the privilege of high-definition camera quality, making your video clearer. Subscribe and enjoy the privilege of high-definition camera quality.
- Business and Enterprise Edition users can enable HD webcam quality. After selection, it takes effect immediately provided that hardware requirements are met. The client supports up to 1080p at 30 FPS for encoding when selected; otherwise, it supports up to 720p at 30 FPS.
- No matter whether the receiver client is Enterprise, Business, Member, or Free Edition, they can watch video at up to 1080p at 30 FPS as long as their computer performance allows.
- The average CPU utilization within 1 minute cannot exceed 30%; otherwise, the HD webcam quality cannot be maintained.

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Floating Window Display

Last updated：2024-08-28 10:31:17

Description of the Feature

The floating window display is supported during the meeting, making task switching more convenient.

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version Requirements:** Client version 3.0.0 or later.
- **System Requirements:** Windows, MacOS, Android, iOS.

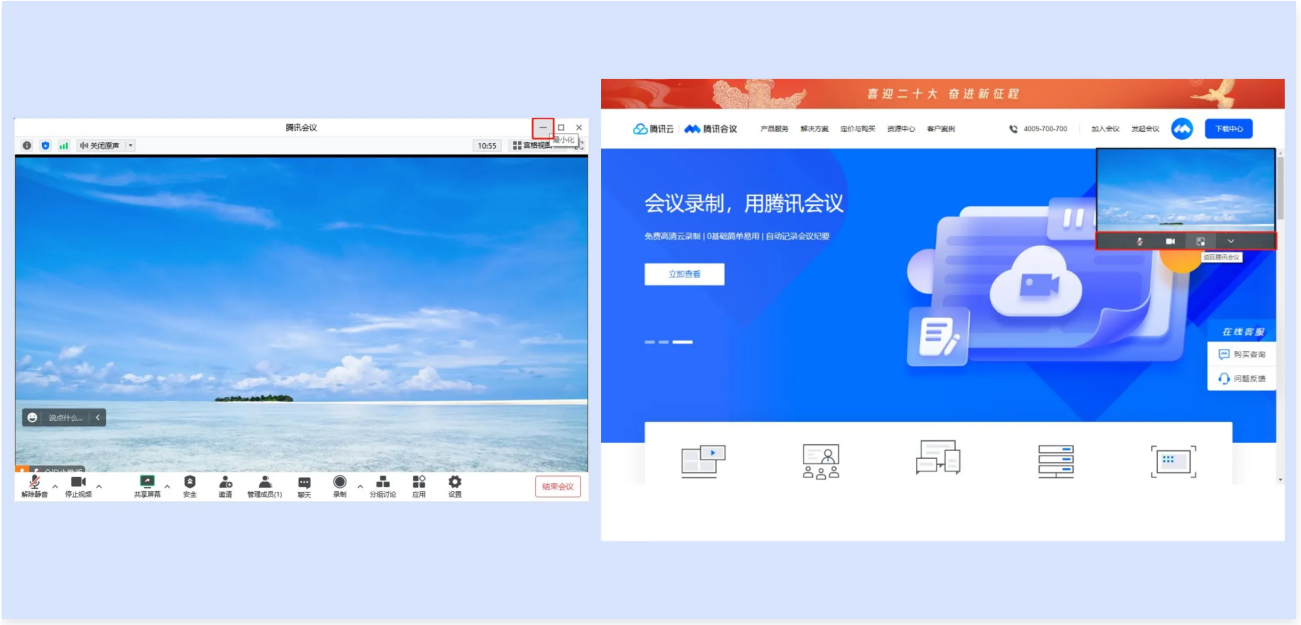
Hardware Requirements

- iOS: No device restrictions.
- Android: Version 8.0 and above, meeting the virtual background configuration requirements.

Flowchart

Windows/macOS

1. During the meeting, click the top right corner — (minimize) to enable **Floating Window Display**.
2. In **Floating Window Display** mode, you can click the buttons in the feature bar at the bottom of the floating window to select "Mute/Unmute", "Turn on Video/Stop Video", "Return to Tencent Meeting", or "Minimize Window".



3. In "Floating Window Display" mode, you can also adjust the size of the window miniature by dragging the border of the floating window.

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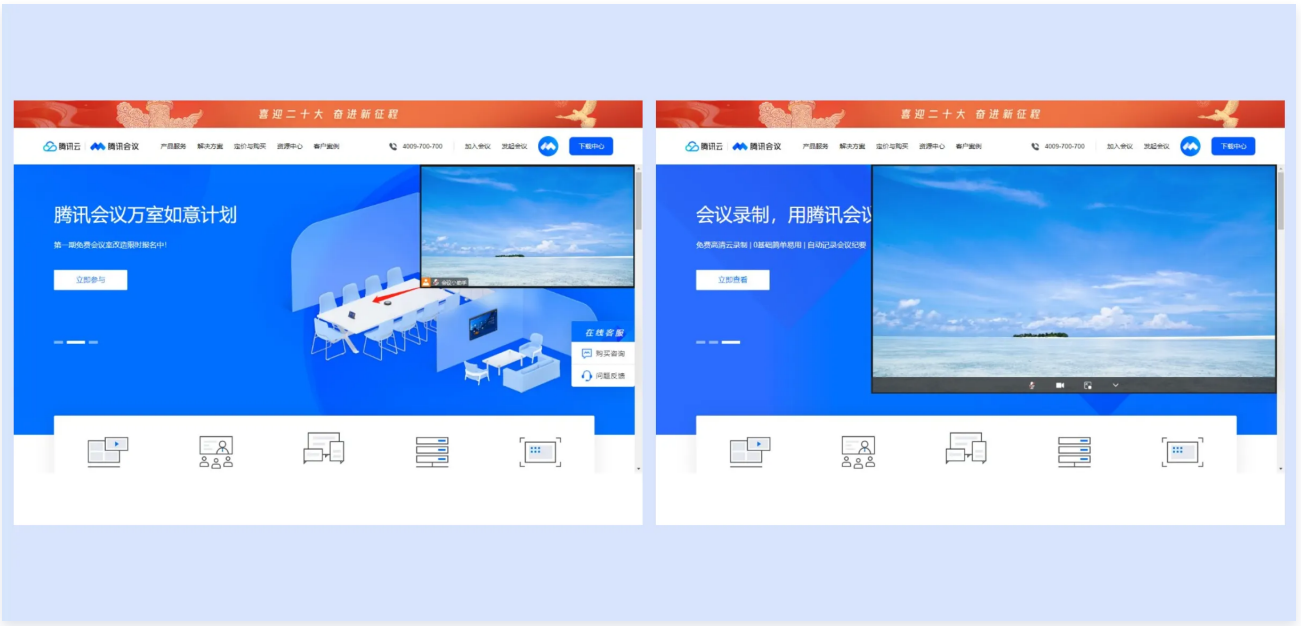
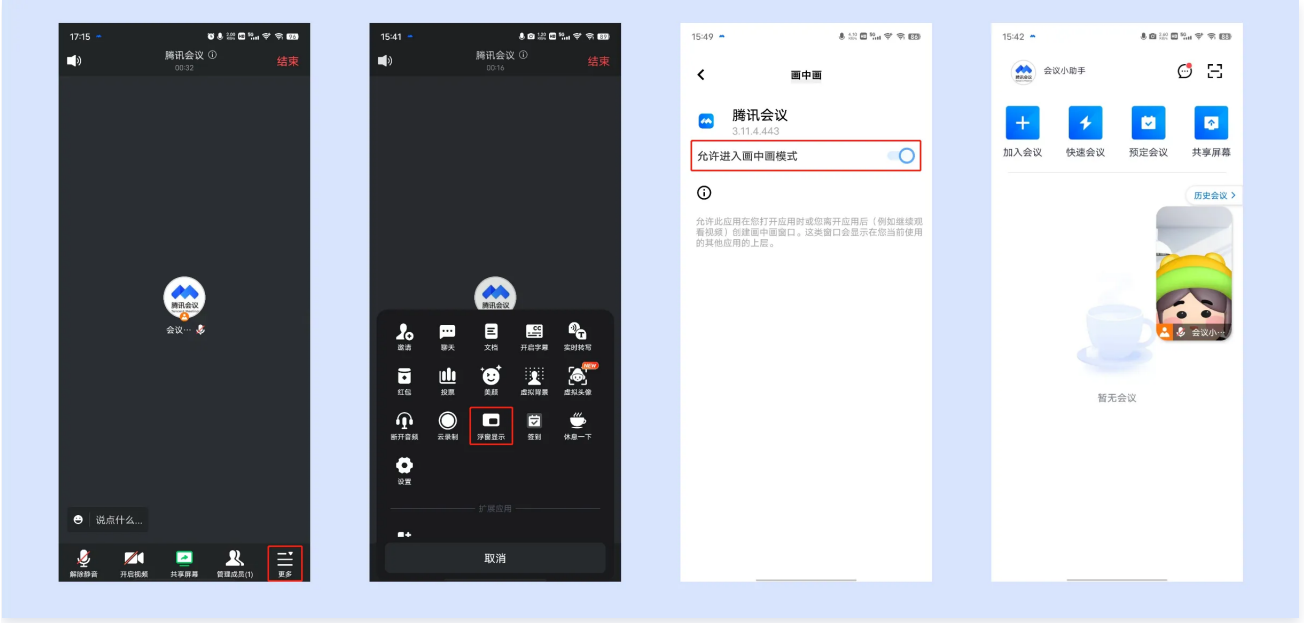


Android/iOS

1. During the meeting, click the bottom toolbar **More** > **Floating Window Display** to enable "Window Miniature".
2. When enabling the "Floating Window Display" feature for the first time, you will be redirected to the Picture-in-Picture settings page. You need to check **Allow entering Picture-in-Picture mode**.
3. After enabling the relevant system permissions, Android and iOS support "Window Miniature" within and outside the app.
4. When the floating window feature is enabled on iOS devices, it automatically turns off the camera of the device, retains the original state of the microphone, and displays the video footage of the meeting in a miniature window.



5. In "Floating Window Display" mode:
   - You can adjust the size of the window miniature by pinching with two fingers.
   - You can click the "Fullscreen Button" in the middle of the "Window Miniature" to return to the meeting.

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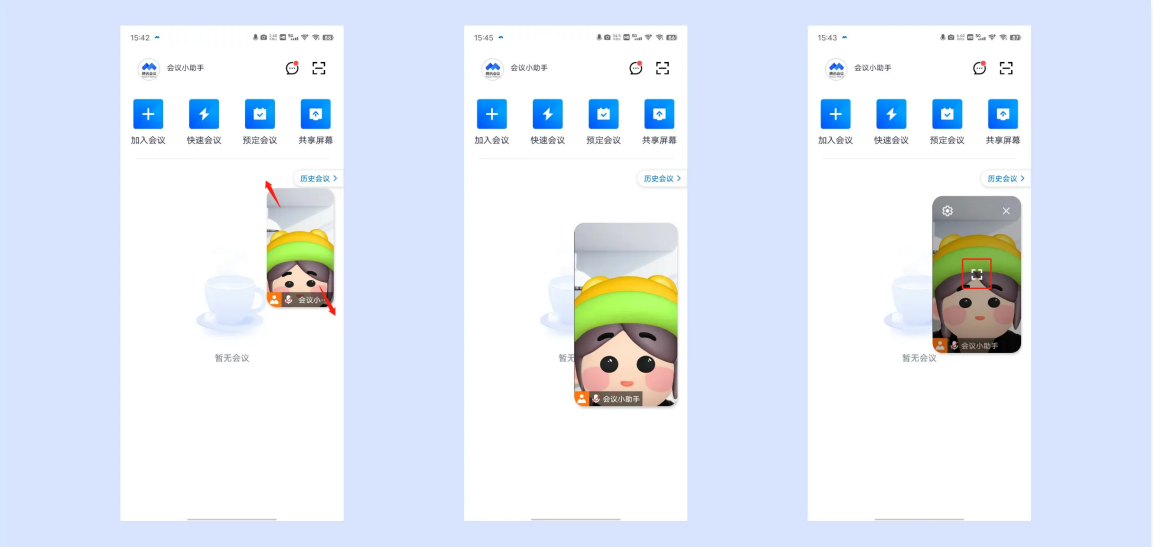

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Converge Mode

Last updated：2024-08-28 11:11:22

Description of the Feature

Converge Mode is an application based on portrait segmentation technology. During video meetings, Tencent Meeting will automatically identify participants and replace the environment around them with a specified image or video.
On one hand, using Converge Mode can bring a more immersive and entertaining meeting experience. On the other hand, a unified virtual background can reduce participants' fatigue. For a better Converge Mode experience, Tencent Meeting recommends users to use this feature in simple scenarios with even lighting.

Applicable People and Scenarios

Daily communication, education and training, and formal business.

Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:** Windows/macOS/Android/iOS.
- **Version Requirement:**
  - Windows/macOS: Version 2.15 and above supports activation.
  - Windows/macOS: Version 3.12.0 and above supports seat setting.
  - Android/iOS: Version 3.12.0 and above supports activation, Version 3.8.0 and above supports viewing.

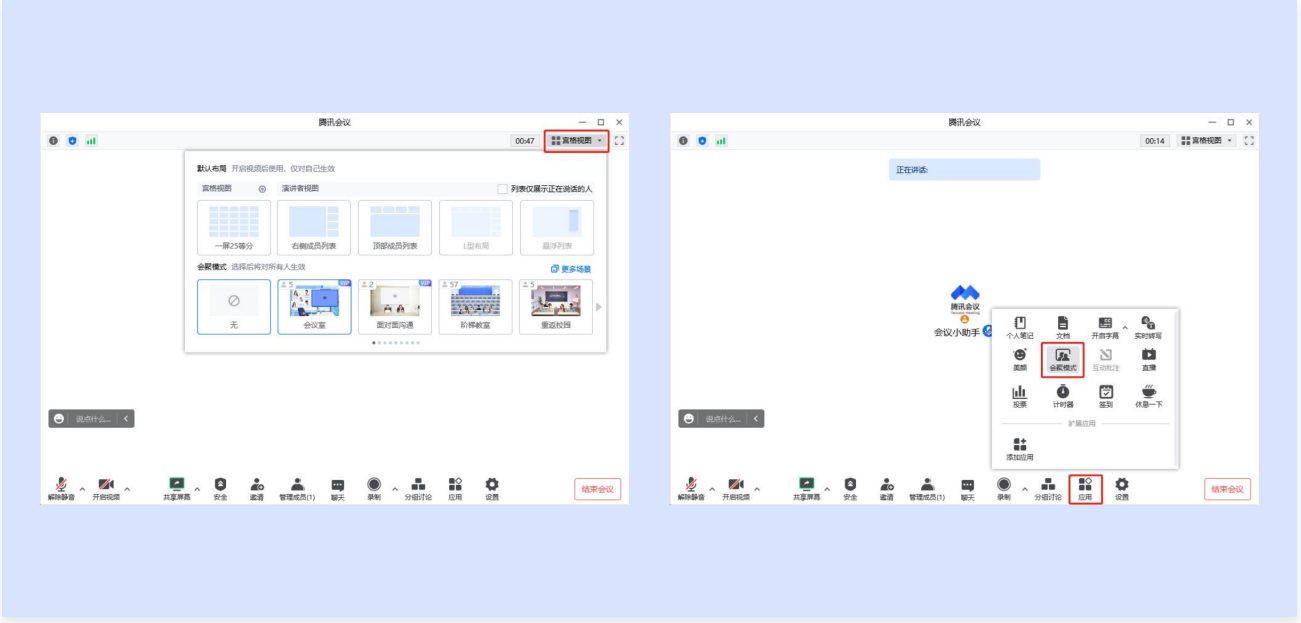
Hardware Requirements

Windows/macOS, models with a CPU that supports AVX2 and has more than two cores (generally, CPUs launched after 2013 meet such requirements).

Activate Converge Mode

Windows/macOS

1. Click on the top right corner **grid view** of the meeting interface, or the bottom toolbar **App** > **Convergence mode** to display the "Convergence mode" with 42 scenes.



2. Choose one scene from the 42 options such as "Symposium", "Classroom", etc., to enter the details pop-up of the Convergence mode.

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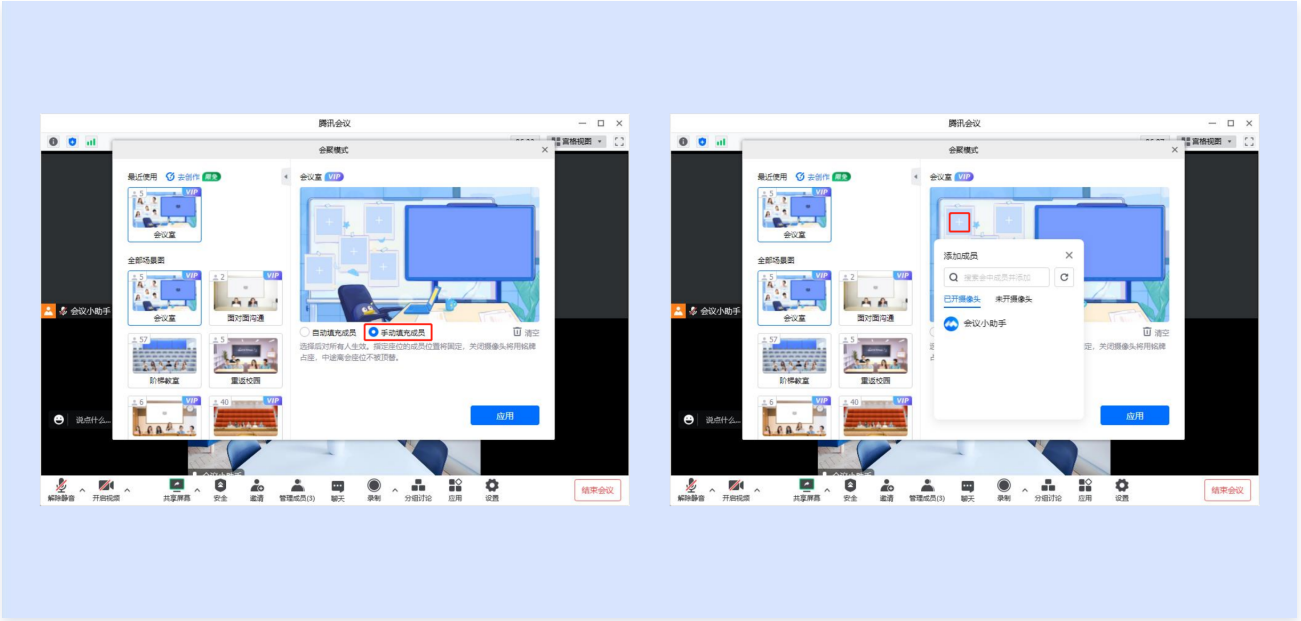
3. You can choose automatic member filling or manual member arrangement; automatic member filling will automatically fill the screen based on the order in which members turn on their cameras. Members who turn off their cameras will be replaced. Click **Apply** to take effect.
4. Members' positions specified by manual member arrangement will be fixed. If members turn off their cameras, a nameplate will occupy their seat. Seats will not be replaced if members leave midway. Click + to choose or search for participants in the meeting to arrange seats. Click Apply to take effect after arranging the seats.



5. Click **Go to Create** to go to the official website DIY Converge Mode scenarios. For details, please refer to Converge Mode Creation Center.
6. After successful application, if you need to end Converge Mode, click the top right corner of the meeting interface **Grid View** > select Converge Mode's scenario as **None** > **Apply** to return to the default layout.

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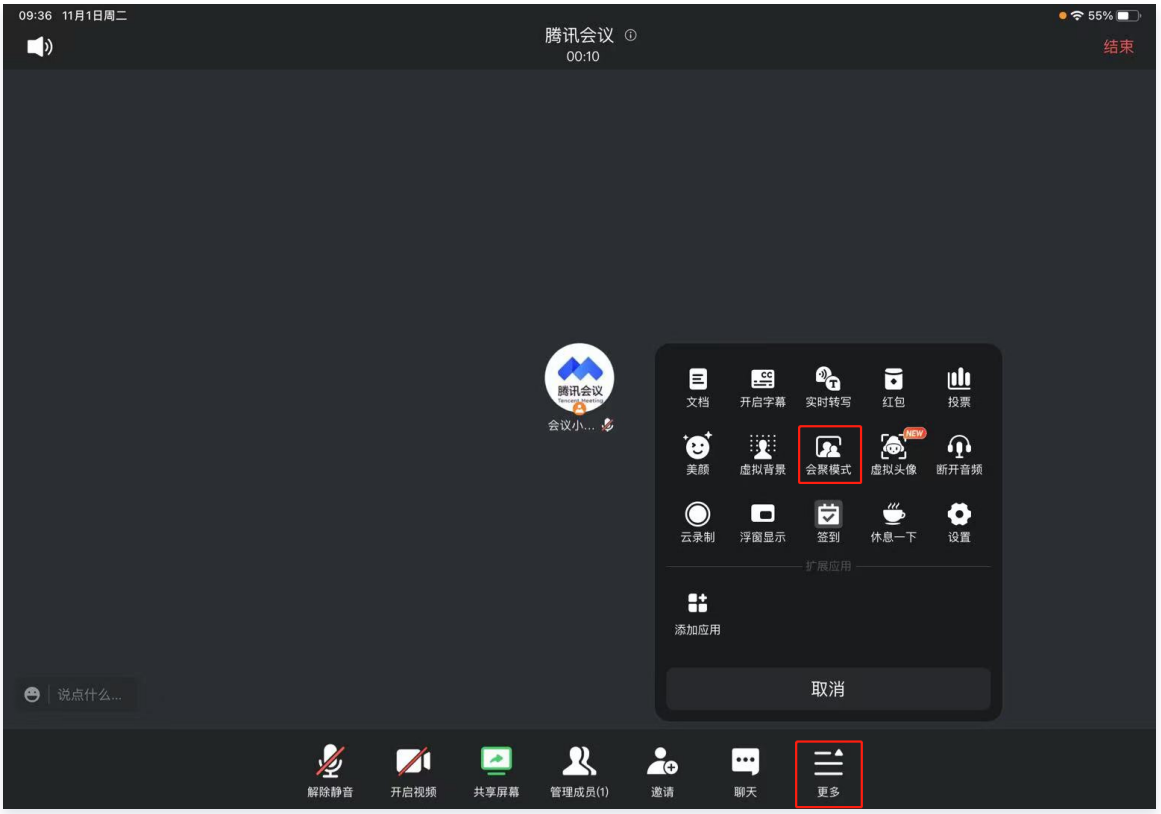
Android/iOS

1. Click the bottom toolbar of the meeting interface **More** > **Converge Mode** to display the 42 scenarios of "Converge Mode".



2. When a participant enables video or screen sharing during the meeting, iPad users can also click the top left corner **Layout View** to enter the Converge Mode scenario selection.

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3. You can scroll to view scenario images, click **Apply** to take effect.



4. **Recently Used** will record the 6 most recent materials applied by the host and co-host.

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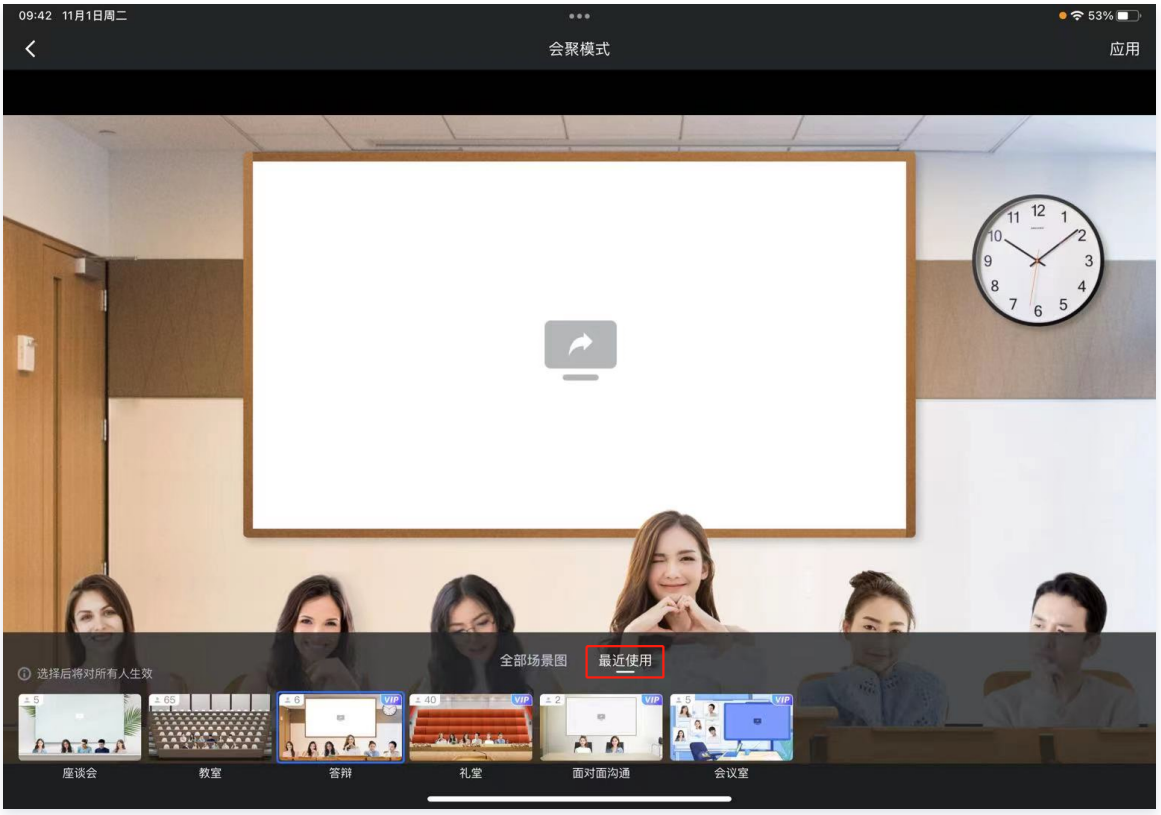

5. View the screen during the meeting.



6. After successful application, if you need to end Converge Mode, click the bottom toolbar of the meeting interface **More** > **Converge Mode**, select **None**, and then click **Apply** to return to the default layout.

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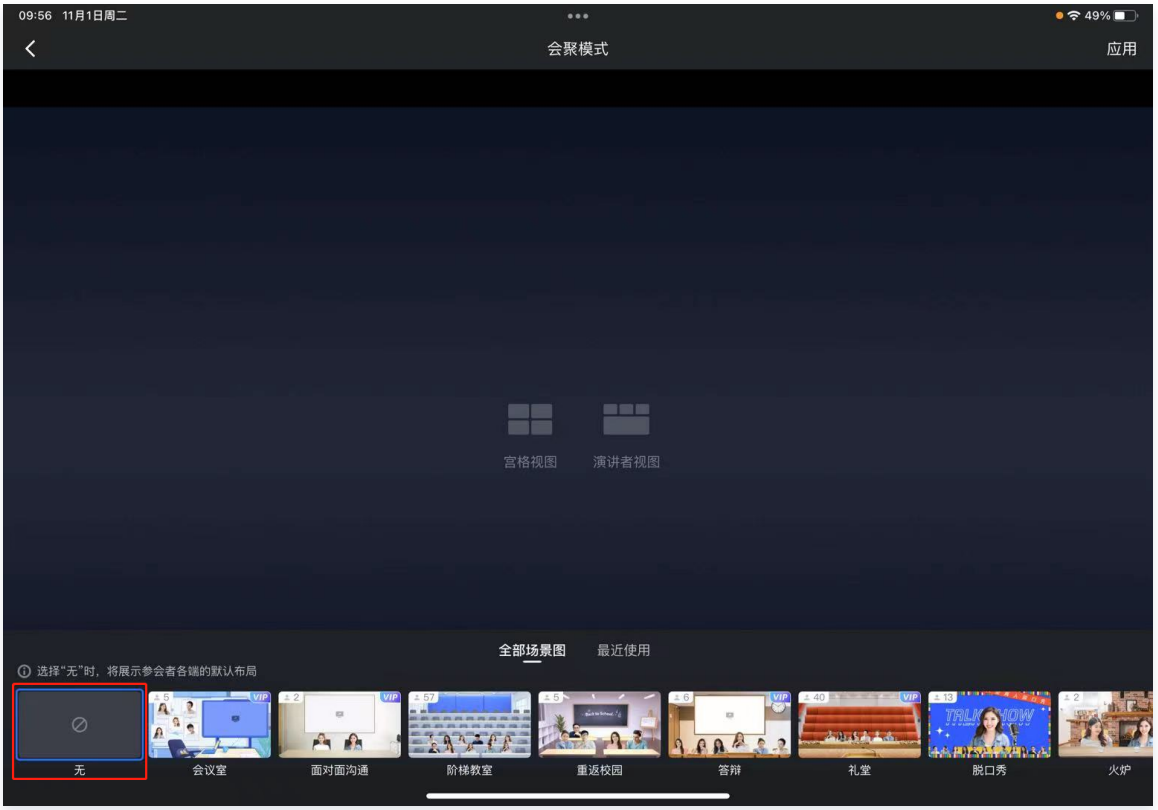

Notes

- Only the host and co-host can change the layout to **Converge Mode**.
- Exclusive Converge Mode materials for members: VIP materials follow the creator permissions, please refer to Click to Activate Membership.
  - For example: if the meeting creator is a member and transfers the host role to a non-member participant, VIP Converge Mode materials can be used for the meeting. If the meeting creator is a non-member and transfers the host role to a member participant, the system will remind the host to contact the creator to upgrade the account.
- The number of participants supported for display varies with different scenarios. When the maximum number of supported participants is exceeded, other users can still join the meeting but will not be displayed in the scenario.
  - The **Grand Lecture Hall** scenario supports displaying only 1 person.
  - The scenarios **Face-to-Face Communication**, **Furnace**, **Spaceship**, **Date**, and **Punk Ancient Town** support displaying up to 2 people.
  - The scenarios **Neighborhood**, **Watch Matches**, **Singer Competition**, **Library**, **News Broadcast Room**, and **Family Reception** support displaying up to 3 people.
  - The scenarios **Interview Speech**, **Birthday Party**, **RV (Recreational Vehicle)**, **The Voice**, **Tea Room**, **Outdoor Camping**, **Travel Journal**, and **Graduation Season** support displaying up to 4 people.
  - The scenarios **Meeting Room**, **Return to Campus**, **Watch Movies**, **Image Design Competition**, **Symposium**, **Vending Machine**, **Stream Campsite**, and **Times Square** support displaying up to 5 people.
  - The scenarios **Lecture Hall**, **Defense**, **Tree Hole**, **Magic House**, **Art Exhibition**, and **Movie Salon**, **Youth Memorial Album** support displaying up to 6 people.
  - The scenario **VIP Sideline Seats** supports displaying up to 8 people.
  - The scenario **Calendar** supports displaying up to 10 people.
  - The scenarios **Talk Show**, and **Graduation Photo Wall** support displaying up to 13 people.
  - The scenario **Auditorium** supports displaying up to 40 people.
  - The scenario **Lecture Room** supports displaying up to 57 people.
  - The scenario **Classroom** supports displaying up to 65 people.

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- Among the 42 scenarios displayed in aggregation mode, only **Meeting Room**, **Face-to-Face Communication**, **Defense**, **Lecture Hall**, **VIP Sideline Seats**, **Outdoor Camping**, **Times Square**, **Symposium**, **Birthday Party**, **Grand Lecture Hall**, **Watch Matches**, **Watch Movies**, and **Art Exhibition** support "Share screen" in "aggregation mode".

Audio Management

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Audio Selection and Testing

Last updated: 2024-08-28 11:12:16

Description of the Feature

Tencent Meeting supports multiple audio access options for you to choose from: **Computer Audio Access** and **Telephone Audio Access** . Please test your audio devices before or after joining the meeting to ensure they are usable.

Conditions of Use

- **log in to user:**
  - Free, Member, Business, Enterprise.
  - Only supported for Business/Enterprise editions and requires purchasing additional Meeting Voice Communication Service Package. The meeting can support telephone dial-in only if the service package has sufficient balance. Purchase
- **System requirements:**
  - Windows 7 or later.
  - macOS 10.11 or later.

Hardware Requirements

- Microphone: Built-in or external microphones like USB, Bluetooth, wired, etc.
- Speaker: Built-in or external speakers like USB, Bluetooth, wired, etc.

How to test audio

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

1. Click the **Settings** button at the top right corner of the main client interface > Select **Audio** to enter the **Audio Settings** page.
2. In **Speaker** and **Microphone**, click the **drop-down menu** to select the device you need to use.
3. After selecting the device, click **Test Speaker** and **Test Microphone** on the right side to test.
4. Check **Automatically adjust microphone volume**, **Press and hold the spacebar to temporarily unmute** for more convenient voice calls.



Test during meeting

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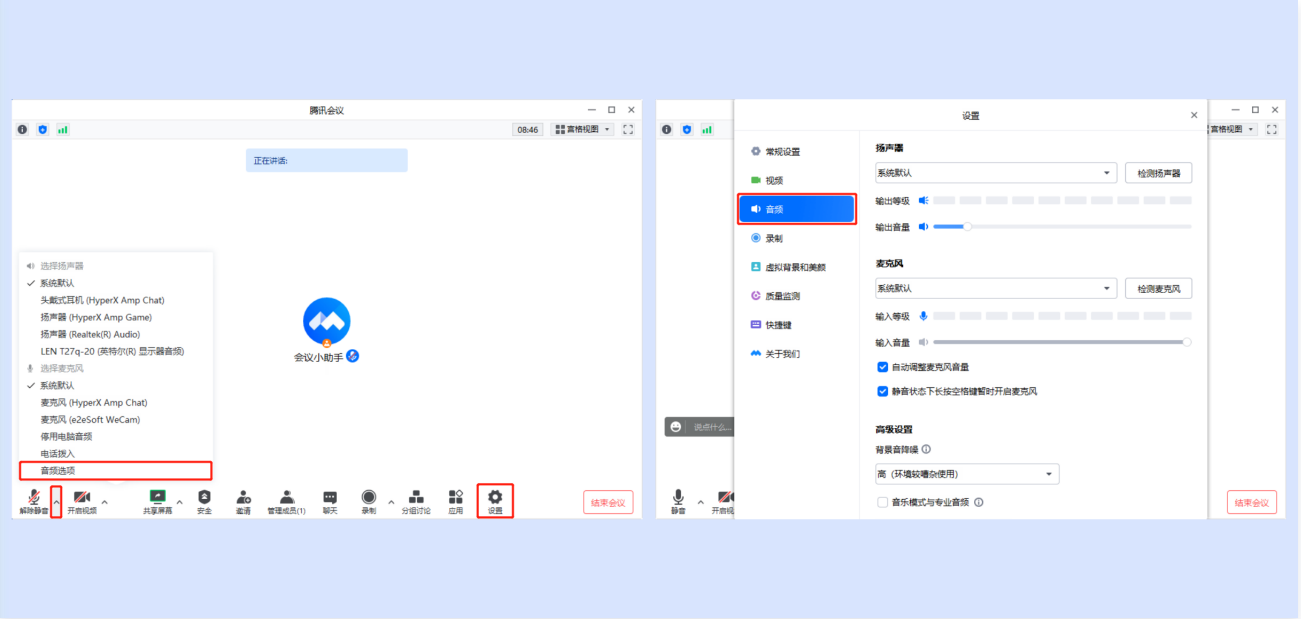
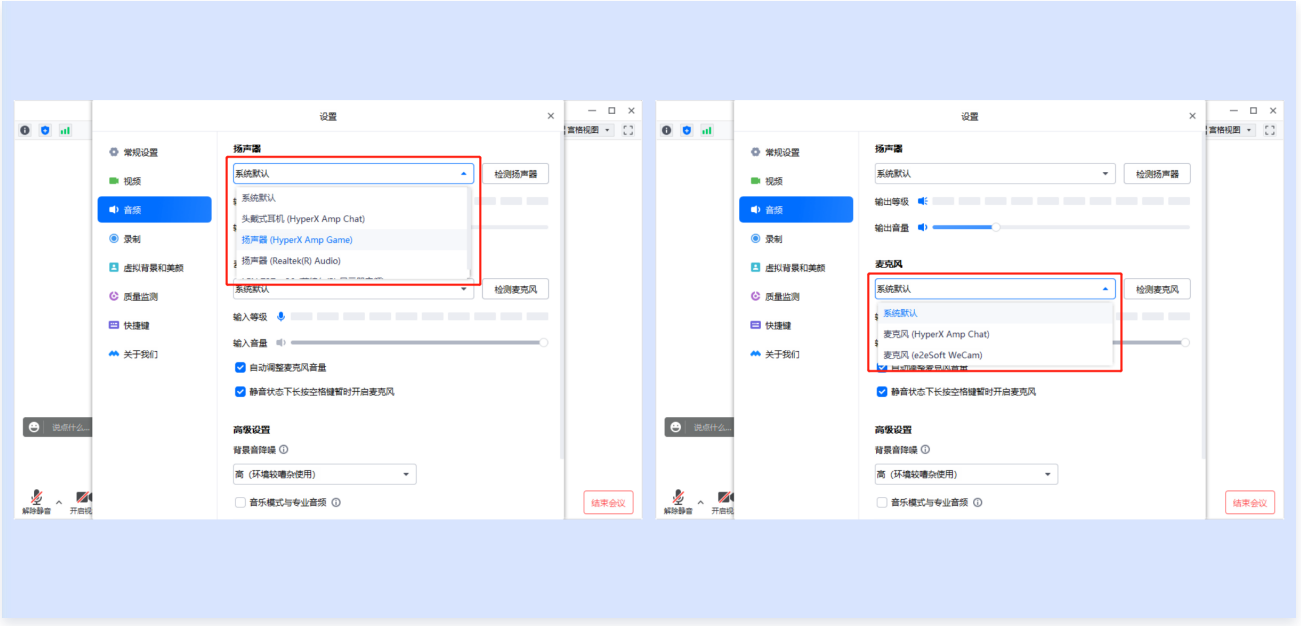
1. You can click the **mute/unmute** on the right side of the bottom toolbar**triangle arrow** > select **Audio Options** to enter the **Audio Settings** page.
2. You can also click the **Settings** on the bottom toolbar > **Audio** to enter the **Audio Settings** page.



3. In **Speaker** and **Microphone**, click the **drop-down menu** to select the device you need to use.



4. After selecting the device, click **Test Speaker** and **Test Microphone** on the right side to test.
   - Click **Test Speaker** > The system will play a prompt sound. You can choose to **change the speaker** and adjust **output volume** based on the effect of the prompt sound.

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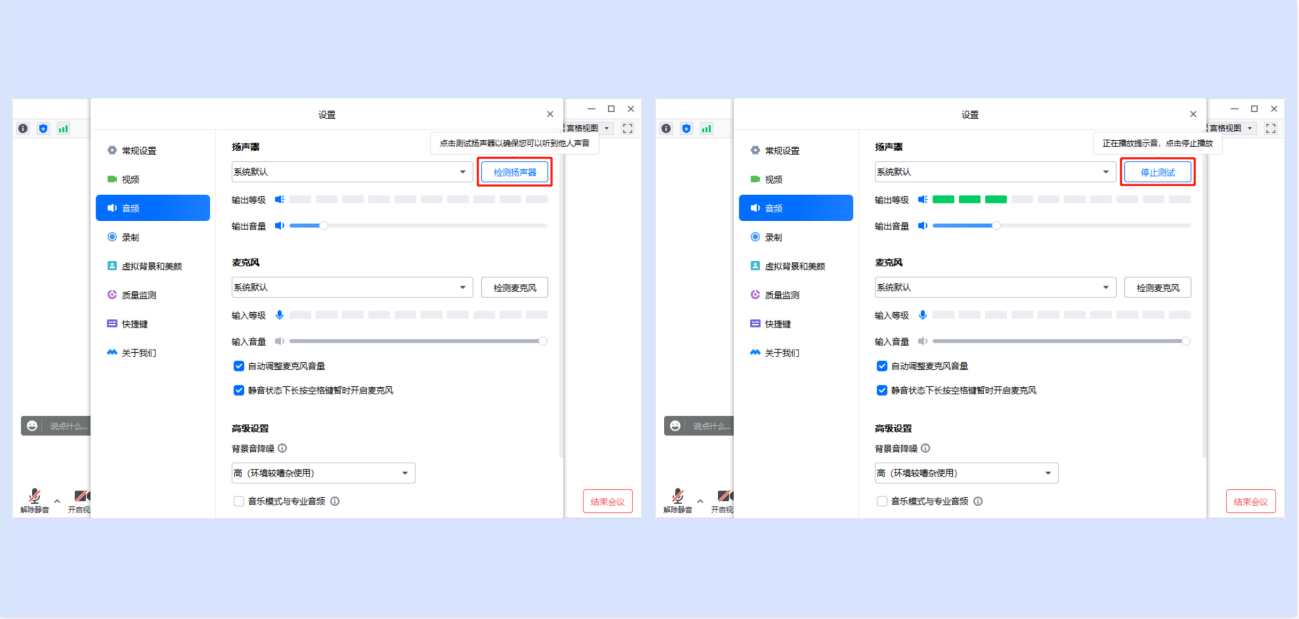
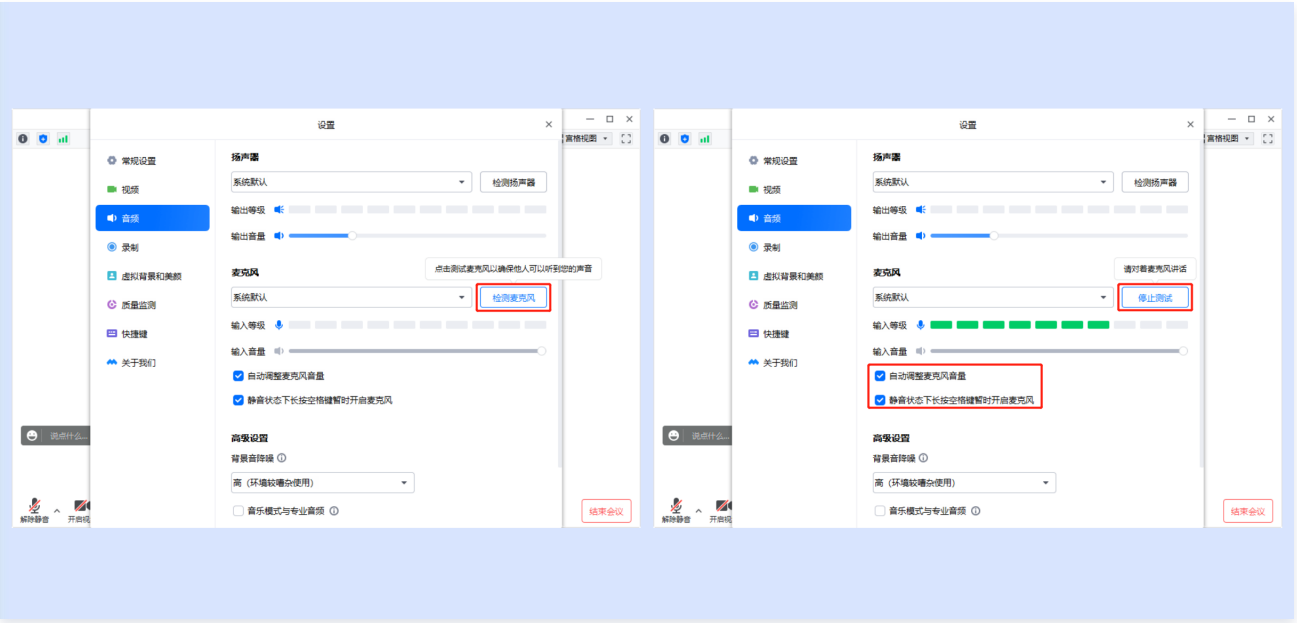


- Click **Test Microphone** > Speak into the microphone, and based on the feedback you hear, you can choose to **changethe microphone**and adjust **inputvolume**. Check **Automatically Adjust Microphone Volume** and **Long press the space bar in silent mode to temporarily enable the microphone** for a more convenient voice call experience.



How to select an audio connection method during a meeting

PC Audio

PC Audio means using your computer’s microphone and speaker (headset) to join the meeting. This method is suitable for small meetings and is not limited by scenarios. For large meetings, we recommend using **Call In** for better call quality.

1. After joining the meeting, in the **Please select the meeting audio connection method** popup window, click **PC Audio** > **Use PC Audio**.
2. Check **Use PC Audio when joining the meeting** to default to **Use PC Audio** next time you join a meeting.

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3. You can also click the **Select Audio** icon in the bottom toolbar, then click the **arrow** on the right and select **PC Audio**.



Call In

Call In means using a landline or mobile phone to call the respective number to join the meeting, instead of using the Tencent Meeting client. This method provides relatively more stable call quality. However, the ISP will deduct the corresponding package minutes or fees from your phone according to local call standards. International calls will be charged according to international roaming rates.

1. After joining the meeting, in the **Please select the meeting audio connection method** popup window, click **Call In**.

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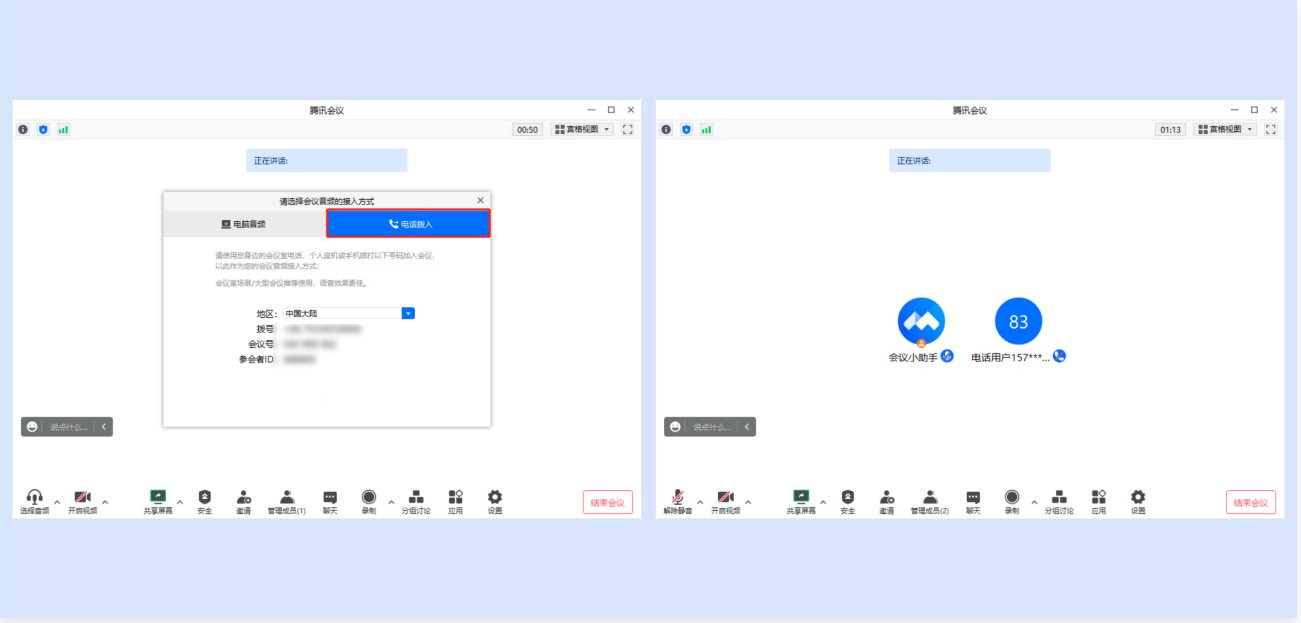
2. Please use a conference room phone, personal landline, or mobile phone to dial the following number to join the meeting as your audio connection method.
3. After dialing, follow the voice prompts to enter the meeting number and press # to confirm.
4. Then enter your participant ID and press # again to confirm.
5. Voice prompt: "You have joined the meeting, there are currently x people in the meeting," which means you have joined successfully. For details, please refer to Phone Conference.



Notes

- If you don't select an audio connection method, you cannot speak or hear other attendees during the meeting.
- When dialing on a mobile phone, long press "0" to convert to the "+" symbol; for landline dialing, IP phones support long-pressing "*" to convert to "+" symbol, while conventional phones use "0086" to represent the "+86" prefix. Follow the voice prompts and press "#" to confirm your participant ID.
- After entering the participant ID, the landline or mobile phone will serve as your conference audio, replacing the computer's microphone and speaker. This generally provides more stable call quality. If you do not enter the participant ID and press # directly to join the meeting, your mobile phone or landline will join the meeting as an independent participant, which may cause howling with your original conference equipment.

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Mobile Audio

Last updated：2024-08-28 11:12:49

Description of the Feature

When using Tencent Meeting on a mobile terminal, you can manually adjust the audio to suit different conference scenarios.

Conditions of Use

- **Login to User:** Free Version, Member Version, Business Edition, Enterprise Edition.
- **System requirements:**
  - Android 4.4 or above.
  - iOS 10 and later.

Hardware Requirements

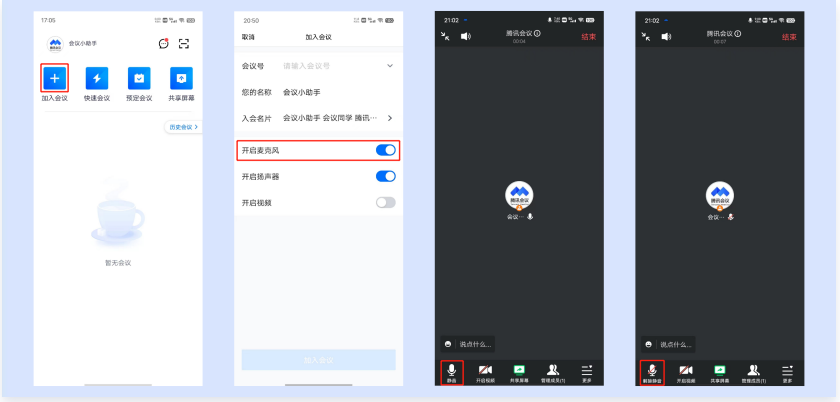
- Microphone: Built-in device microphone or external USB, Bluetooth, wired microphones.
- Speaker: Built-in device speaker or external USB, Bluetooth, wired speakers.

Setup

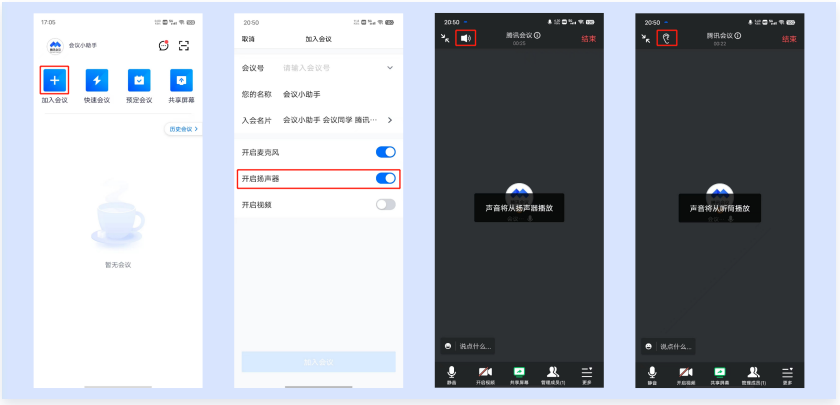
Before meeting

When you join a meeting, you can choose whether to turn on the **Microphone** and **Speaker** on the joining page.

- If you select **Enable Microphone**, the phone microphone will be enabled by default when you enter the meeting. If you deselect **Enable Microphone**, the microphone will be muted by default when you enter the meeting.



- If you select **Enable Speaker**, the phone speaker will be enabled by default when you enter the meeting. If you select **Disable Speaker**, the earphone earpiece playback mode will be enabled by default when you enter the meeting.



In meeting

1. While in a meeting, you can manually click the **Microphone** (mute/unmute) button to switch the status.

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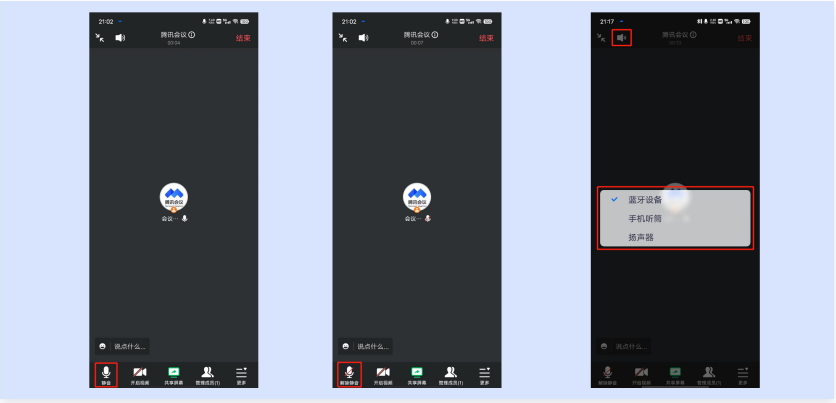
2. If your phone is connected to Bluetooth headphones or you want to switch the speaker mode, you can click the upper left corner **Speaker or Ear** icon. After clicking, you can choose the mode you need to switch to.



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Simultaneous interpretation

Last updated：2024-08-28 11:13:50

Overview

Tencent Meeting supports Simultaneous Interpretation, aimed at providing users with a better experience when participating in multilingual online meetings. When using this feature, the initiator of the meeting can assign interpreters and allocate corresponding language channels during the meeting schedule. After the meeting starts, the host can also further assign or adjust interpreters and their corresponding language channels. During the meeting, interpreters only need to select the corresponding language channel when speaking. Other participants can select the corresponding language channel to listen through the Simultaneous Interpretation menu. The original sound will be preserved with attenuation by default. If needed, users can choose to mute the original sound while listening to the interpreter’s translation.

Prerequisites

- **Microphone:** Built-in microphone or USB, Bluetooth, wired, etc. external microphones.
- **Speaker:** Built-in speaker or USB, Bluetooth, wired, etc. external speakers.
- **log in to user:** Business Edition, Enterprise Edition user.
- **Log in to System:**
  - Windows 7 or later.
  - macOS 10.11 or later.
  - Android 4.4 or above.
  - iOS 10 and later.

Configure Simultaneous Interpretation

You can click **Simultaneous Interpretation**> **Enable Simultaneous Interpretation**> **add interpreters**> Add the phone number bound to the meeting account of the Interpreter and the Listening, Interpreting Language> click **Save** to complete the schedule.

- If the enterprise has set a designated voice for Simultaneous Interpretation, and the designated language does not include the language you need to configure, you can contact the enterprise administrator for configuration; the enterprise administrator can quickly jump to the configuration by **clicking here**.



- When the Simultaneous Interpretation configuration is completed when scheduling a meeting, the host can click the bottom toolbar during the meeting**Apply**> **Simultaneous Interpretation**> **configure Simultaneous Interpretation** on the Simultaneous Interpretation configuration page to check the status of the interpreters and support modification of the interpreting language and addition/deletion of interpreters.
- After the interpreters join the meeting, they can click **Start Simultaneous Interpretation** to begin the Simultaneous Interpretation.

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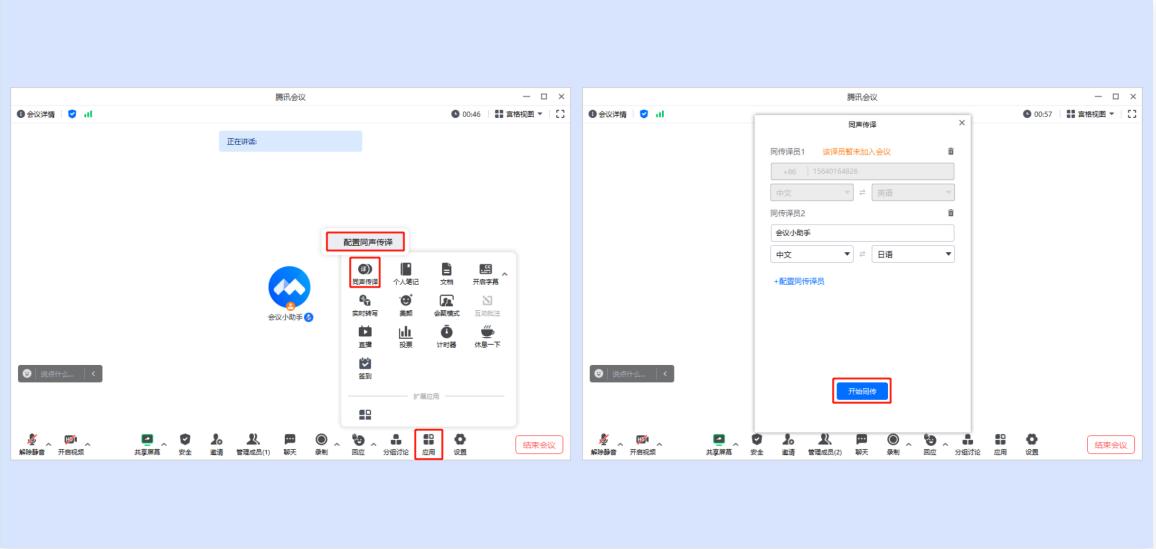
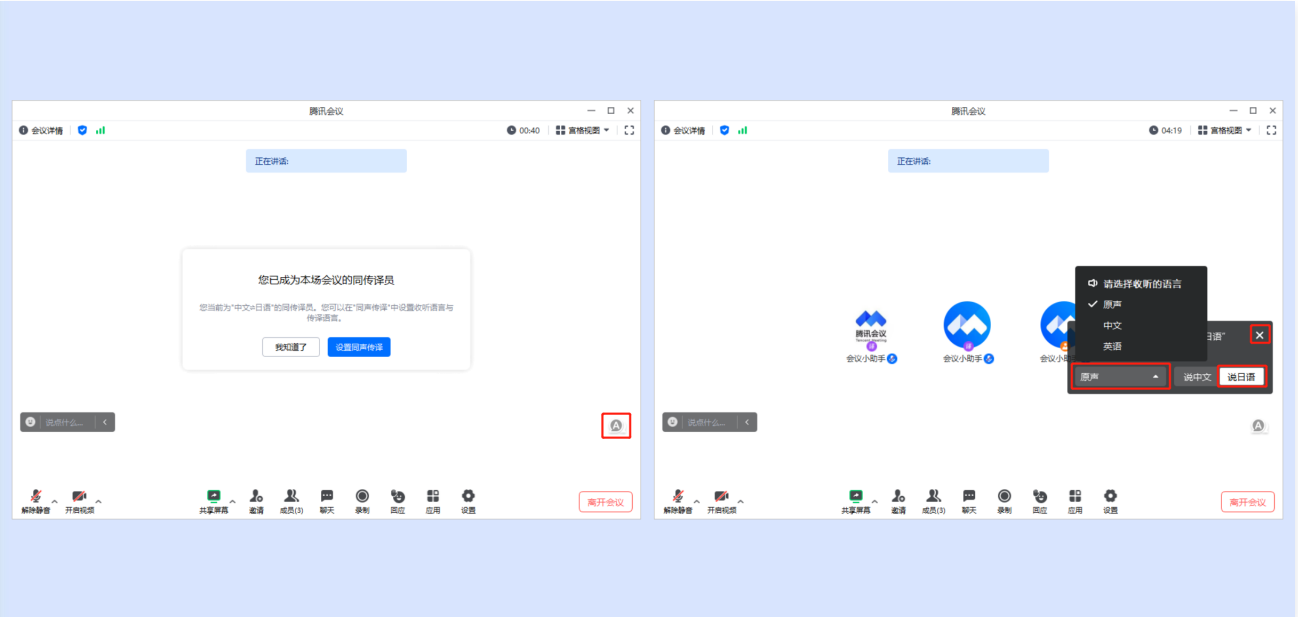


How to perform Simultaneous Interpretation

Windows/macOS

- When the host clicks **Start Simultaneous Interpretation**, a prompt popup will appear on the designated interpreter’s screen. They can click **Got it** to start the Simultaneous Interpretation.
- Interpreters can click the **Interpret** button in the lower right corner to bring up the **Interpretation Settings Panel**, where they can switch between **Listening Language** and **Interpreting Language**; clicking **X** will close the **Interpretation Settings Panel**.
- Version 3.20 and above supports clicking the **Settings for Simultaneous Interpretation** in the prompt popup to quickly bring up the **Interpretation Settings Panel**, where they can switch between **Listening Language** and **Interpreting Language**.



- When the listening language is a language other than the original sound, it supports choosing to **Listen to Original Sound Simultaneously**.
- Supports long-pressing the **Interpretation Settings Panel** and dragging it to any position on the desktop.

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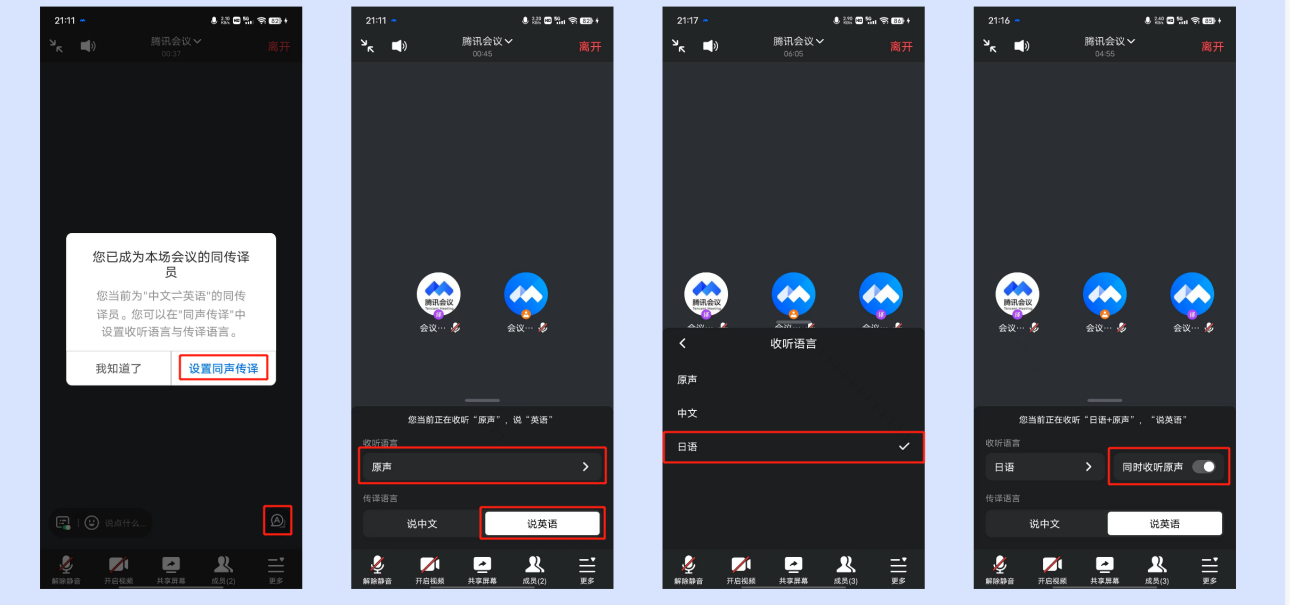
Android/iOS

- When simultaneous interpretation begins, a prompt popup will appear on the designated interpreter's screen; click **Got it** to start simultaneous interpretation.
- The interpreter can click the **Interpret** button at the bottom right, then choose **Listening Language** and **Interpreting Language**.
- When the listening language is a language other than the original sound, it supports choosing to **Listen to Original Sound Simultaneously**.



How to listen to simultaneous interpretation

Windows/macOS

When simultaneous interpretation begins, members whose interpreter status has been revoked, hosts, and regular members can click the bottom toolbar **Application** > **Simultaneous Interpretation** > select the language they need to listen to.

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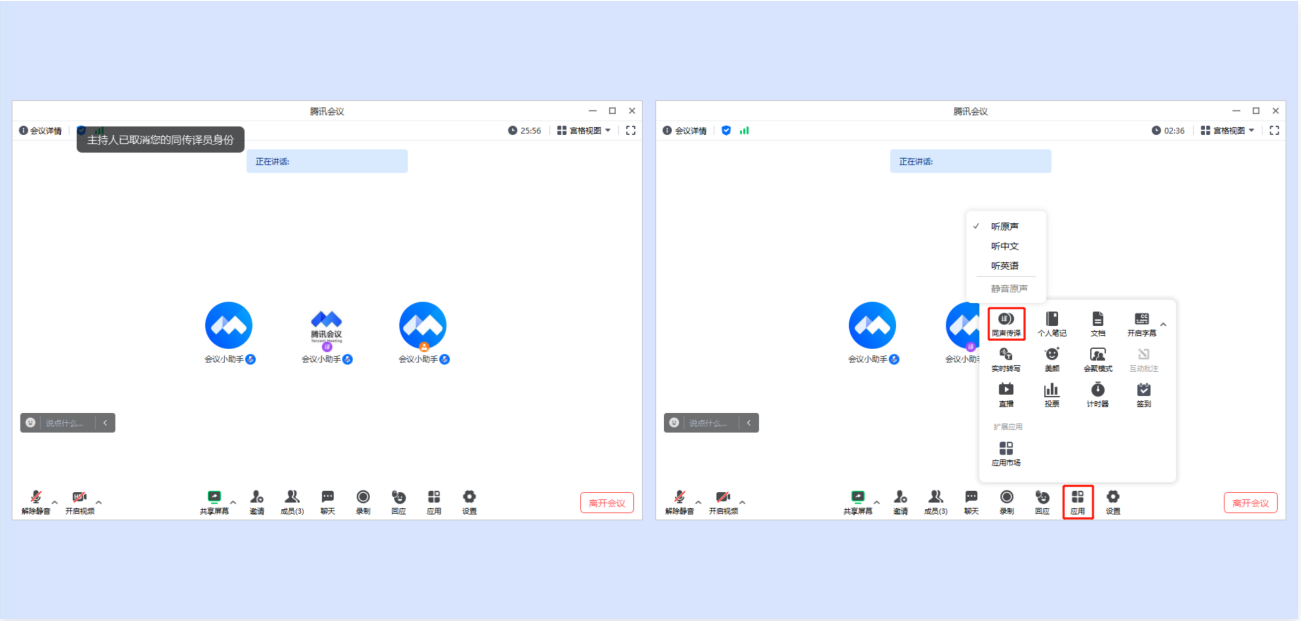

Android/iOS

When simultaneous interpretation begins, members whose interpreter status has been revoked, hosts, and regular members can click the bottom toolbar **Application** > **Simultaneous Interpretation** > select the language they need to listen to.



Notes

- The simultaneous interpretation feature only supports human simultaneous interpretation and does not yet support TMT, so it requires support from human interpreters to experience this feature.
- Currently, simultaneous interpretation is only supported when **booking a meeting** from the desktop. Quick meetings and booked meetings where simultaneous interpretation was not enabled at the time of booking cannot use this feature during the meeting.
- Enterprise super administrators and administrators with account settings permissions can specify the languages supported by the simultaneous interpretation feature under the enterprise account in the **Enterprise Management** backend > **Account Management** > **Account Settings** > **Meeting Settings**. By default, 17 languages are supported (Chinese, English, Japanese, Korean, German, French, Russian, Portuguese, Spanish, Italian, Arabic, Indonesian, Hindi, Thai, Vietnamese, Malay, Turkish)

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- Only the host can configure interpreters during the meeting. Co-hosts are not yet supported for configuration.
- Hosts/Co-hosts cannot be set as interpreters.
- Rooms and Mra do not currently support becoming interpreters.
- Currently, a maximum of 60 simultaneous interpreters are supported at the same time.

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Audio Mode

Last updated：2024-08-28 11:14:47

Overview

Tencent Meeting desktop and mobile clients support the audio mode. If your network conditions are poor or you want to reduce traffic and receive only the shared screen and audio, you can enable this mode.

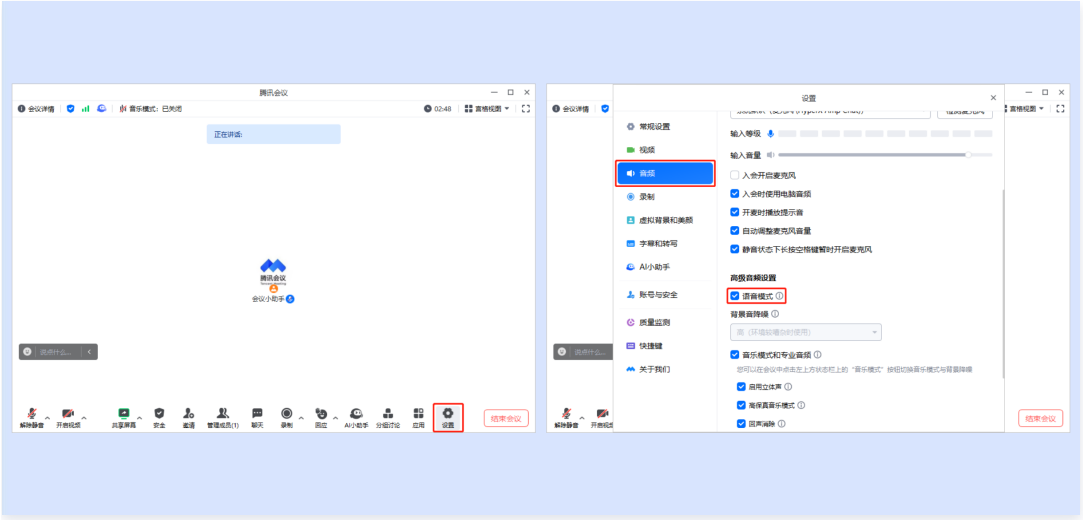
Prerequisites

- **Microphone:** Built-in microphone or external microphone via USB, Bluetooth, wired connection, etc.
- **Speaker:** Built-in speaker or external speaker via USB, Bluetooth, wired connection, etc.
- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **log in to device:**
  - Windows 7 or later.
  - macOS 10.11 or later.
  - Android 4.4 or above.
  - iOS 10 and later.
- **Tencent Meeting Version Requirements:**
  - Desktop version 0.9.4 or above.
  - Mobile version 1.7.5 or above.

Usage

Windows/macOS

During the meeting, click the bottom toolbar **Settings** > click **Audio** > check to enable **Audio Mode**, and you will stop receiving other members' video, keeping only the shared screen.



Android/iOS

During the meeting, click **More** > **Settings** > check to enable **Audio Mode**, and you will stop receiving other members' video, keeping only the shared screen.

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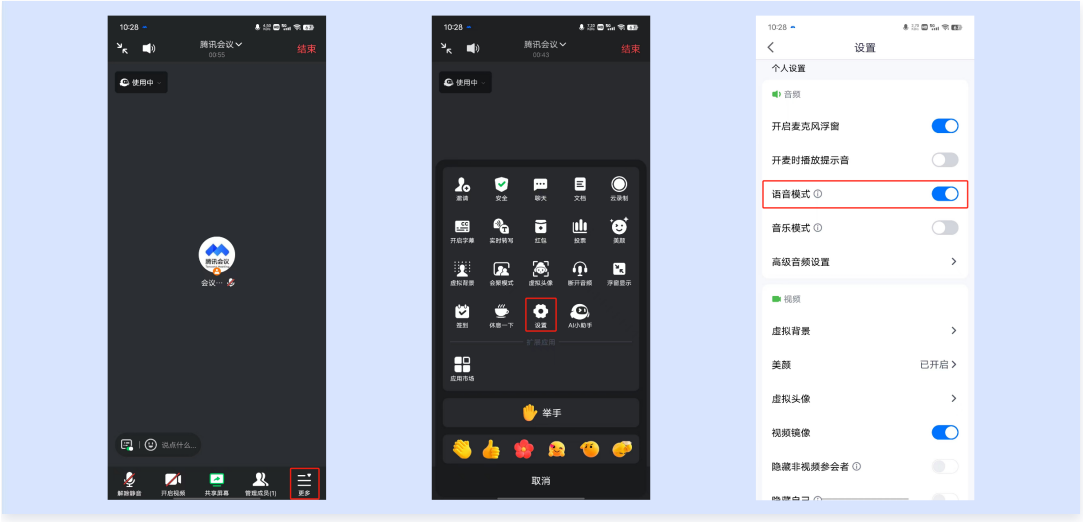

Notes

Audio mode can only be set during a meeting. Once enabled, you will no longer receive the video streams of other participants, only audio and shared screens.

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Personalized Voice Enhancement

Last updated：2024-08-28 11:15:14

Description of the Feature

In common meeting systems, the background noise reduction feature can only eliminate environmental noise. When there is human speech in the surrounding environment, the usual background noise reduction is inadequate. For example, in an office where workstations are close to each other, the conversation of nearby people can easily be overheard by other participants, affecting the meeting experience.
Tencent Meeting supports a personalized voice enhancement feature. Users can pre-record a voice sample locally. Based on voiceprint recognition technology, Tencent Meeting analyzes the user's voice characteristics locally, enabling it to identify the user's speech from ambient human voices during a meeting, thereby enhancing the meeting experience for participants.

Prerequisites

- **Login to User:** Free Version, Member Version, Business Edition, Enterprise Edition.
- **Login to System:** Currently supported on iOS only.
- **Version Requirement:** Tencent Meeting client version 3.4 or above.

Usage

1. In the main app screen **Profile Photo** > click **Settings** > check to enable **Personalized Voice Enhancement** > Voice will be automatically collected after joining the meeting.
2. If you want to re-analyze collected voice, click **Update** to restart the analysis process.



Notes

- When enabling the personalized voice enhancement feature for the first time, read and agree to the **Personalized Voice Enhancement Statement**. After confirmation, you can enable and use it.
- Voiceprint information is stored locally and is associated with your recording device. If you change devices such as your phone or headset, you need to re-record your voiceprint.
- The personalized voice enhancement feature is currently only adapted for Bluetooth headsets. It requires the Bluetooth headset to support wideband voice (most Bluetooth headsets on the market support this). It is recommended to refer to the list of recommended headset models.
- To enable the personalized voice enhancement capability during a meeting, you need to wear the same model Bluetooth headset that was used to record the voiceprint.

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- For more accurate voiceprint information, it is recommended to record your voice in a quiet environment (such as an empty meeting room or room) with ambient noise less than 50dB. You can refer to the sample text for reading during the recording.

Music Mode

Last updated：2024-08-28 11:16:10

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Description of the Feature

In professional and music scenarios with high sound quality requirements, you can enable this option. Once enabled, it will retain the original sound details to the greatest extent possible, allowing the other party to hear the music more clearly when external music is playing. It is recommended to enable this only if your audio device supports Hardware 3A.

Conditions of Use

- **Login to User:** Free Version, Member Version, Business Edition, Enterprise Edition.
- **Version Requirement:** Client version 2.19 or later.
- **System requirements:**
  - Windows 7 or later.
  - macOS 10.11 or later.
  - Android 4.4 or above.
  - iOS 10 and later.

Hardware Requirements

- Microphone: Built-in device microphone or external USB, Bluetooth, wired microphones.
- Speaker: Built-in device speaker or external USB, Bluetooth, wired speakers.

How to enable

Before meeting

Windows/macOS

1. Click the **Settings** button in the upper right corner of the client interface > **Audio** > Check to enable **Music Mode and Professional Audio**.
2. After selecting the necessary **Audio Capabilities**, it will automatically take effect when you join the meeting.



- **Enable Stereo**: This option requires your hardware (microphone, speakers, headphones, etc.) to support stereo effects. Once enabled, Tencent Meeting will use audio stereo encoding, which will increase CPU utilization and network bandwidth usage.
- **High-fidelity Music Mode**: Enhances the collected sound quality while retaining the original sound from the device as much as possible, which will increase CPU utilization.
- **Echo Cancellation**: If you are not using headphones or your device does not support echo cancellation, it is recommended to enable this option to avoid echo.
- **Enable Digital AGC**: Amplifies the collected signal to prevent low input volume. It is not recommended to enable this when using professional music equipment.

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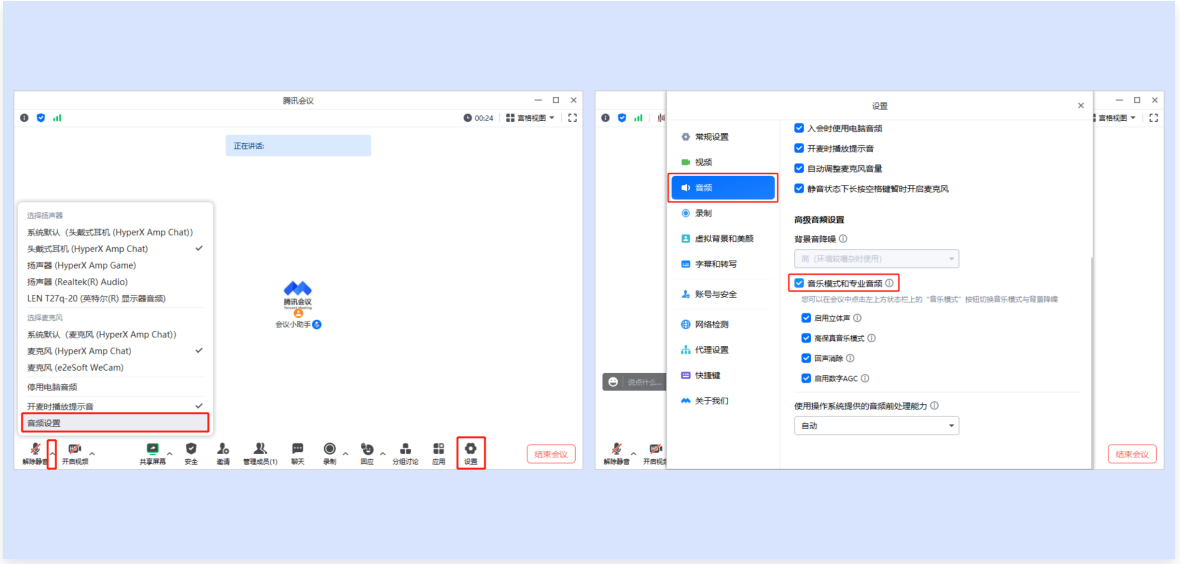
3. After enabling **Music Mode and Professional Audio**, the **Music Mode: Enabled** notification will appear in the upper-left corner during the meeting. You can click it to manually toggle music mode on/off.
4. When music mode is enabled, background noise reduction will be automatically disabled; when music mode is disabled, background noise reduction will be automatically enabled.



In meeting

Windows/macOS

1. During the meeting, click the **Unmute** button in the bottom toolbar, followed by the **Triangle** button > **Audio Options** to enter the audio settings page.
2. You can also click **Settings** > **Audio** in the bottom toolbar to enter the audio settings page.
3. On the audio settings page, check to enable **Music Mode and Professional Audio** > Select the necessary **Audio Capabilities**, and it will automatically take effect.



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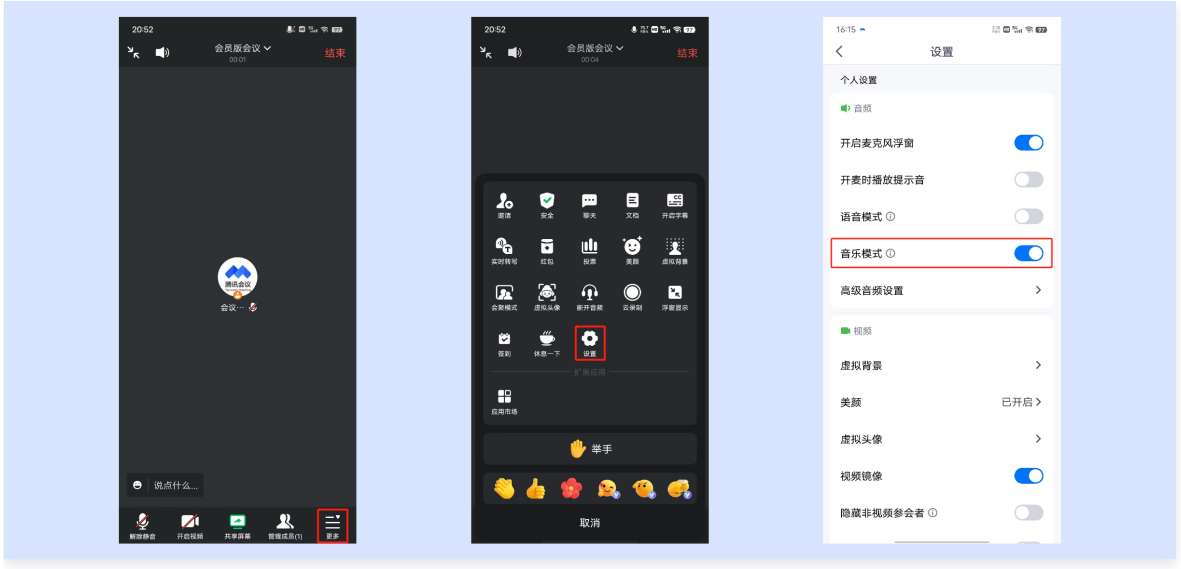
4. When music mode is enabled, background noise reduction will be automatically disabled; when music mode is disabled, background noise reduction will be automatically enabled.



Android/iOS

In the meeting, click the bottom toolbar **More** > **Settings** > Check to enable **Music Mode**; once enabled, Tencent Meeting's built-in audio noise reduction will be disabled.



Notes

- **Music Mode and Professional Audio** cannot be used simultaneously with **Background Noise Reduction**.
- The mobile version does not support setting **Music Mode and Professional Audio** before the meeting.
- The mobile version does not support **Enabling Stereo**, **High-fidelity Music Mode**, **Echo Cancellation**, **Enabling Digital AGC** capabilities.

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Audio noise cancellation

Last updated：2024-08-28 11:16:34

Description of the Feature

Tencent Meeting desktop terminal and mobile terminal support audio noise cancellation. After this feature is enabled, other attendees can hear your voice more clearly in a noisy environment.

Conditions of Use

- **Log in User:** Free Version, Membership, Business Edition, Enterprise Edition.
- **System requirements:**
  - Windows 7 or later.
  - macOS 10.11 or later.
  - Android 4.4 or above, supports opencl or neon.
  - iOS 10 and later.
- **Hardware requirements:** Microphone (built-in or external).

How to enable audio noise cancellation

Before meeting

Windows/macOS

1. Click the **Settings** button at the top right corner of the client main interface > **Audio** > Select the corresponding level in the **Background Noise Reduction** dropdown menu, it will take effect automatically upon joining.
2. The higher the level, the stronger the noise reduction effect. If you need to capture non-human voices in the environment, it is recommended not to set this level too high.



Android/iOS

Click on the **Avatar** at the top left corner of the App main interface > **Settings** > Check to enable **Noise Reduction**, it will take effect automatically upon joining.

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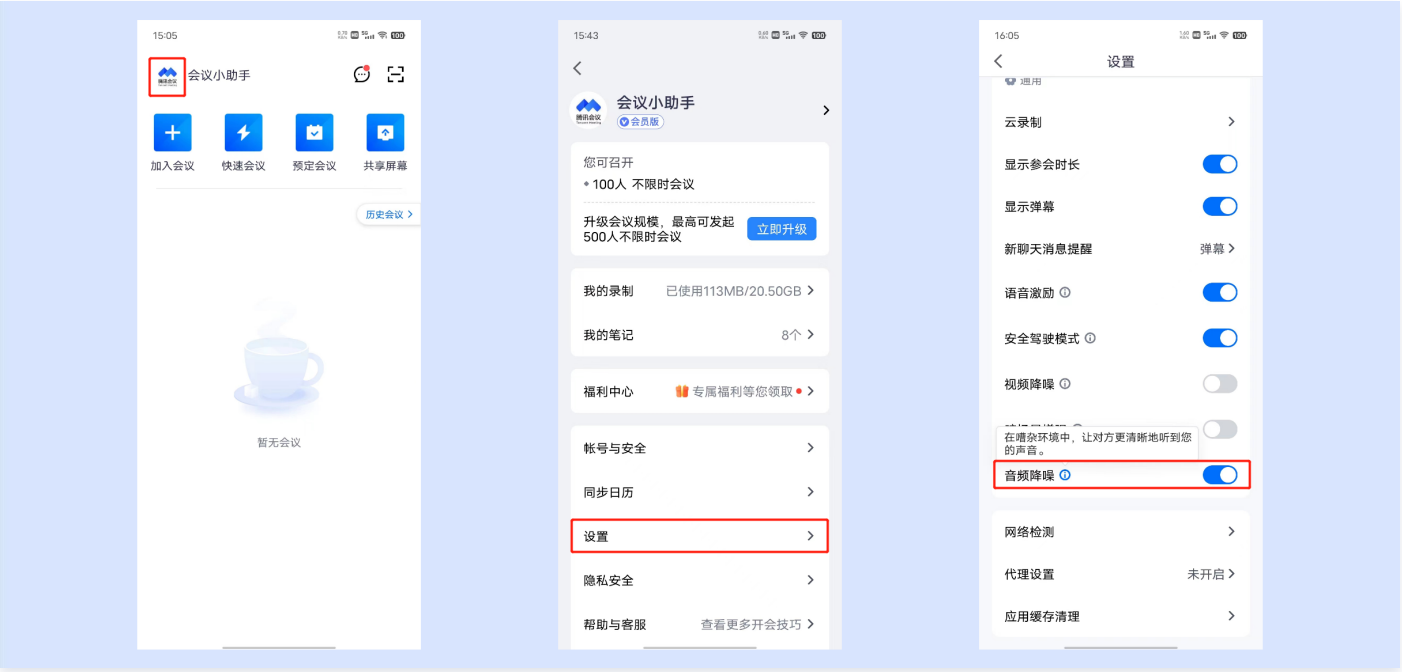
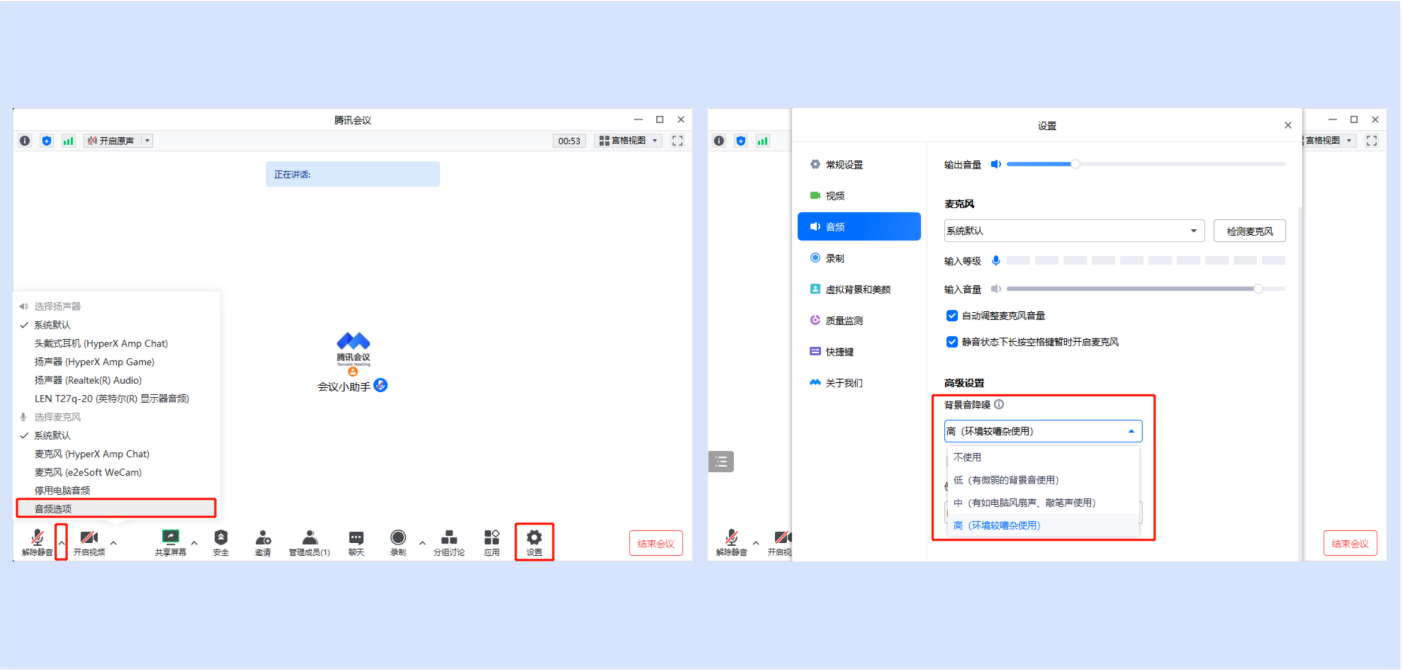


In meeting

Windows/macOS

1. During the meeting, click the **triangle** button next to **Unmute** at the bottom toolbar > **Audio Options** to enter the audio settings page.
2. You can also click **Settings** in the bottom toolbar > **Audio** to enter the audio settings page.
3. Select the corresponding level in the **Background Noise Reduction** dropdown menu to activate it automatically.



Android/iOS

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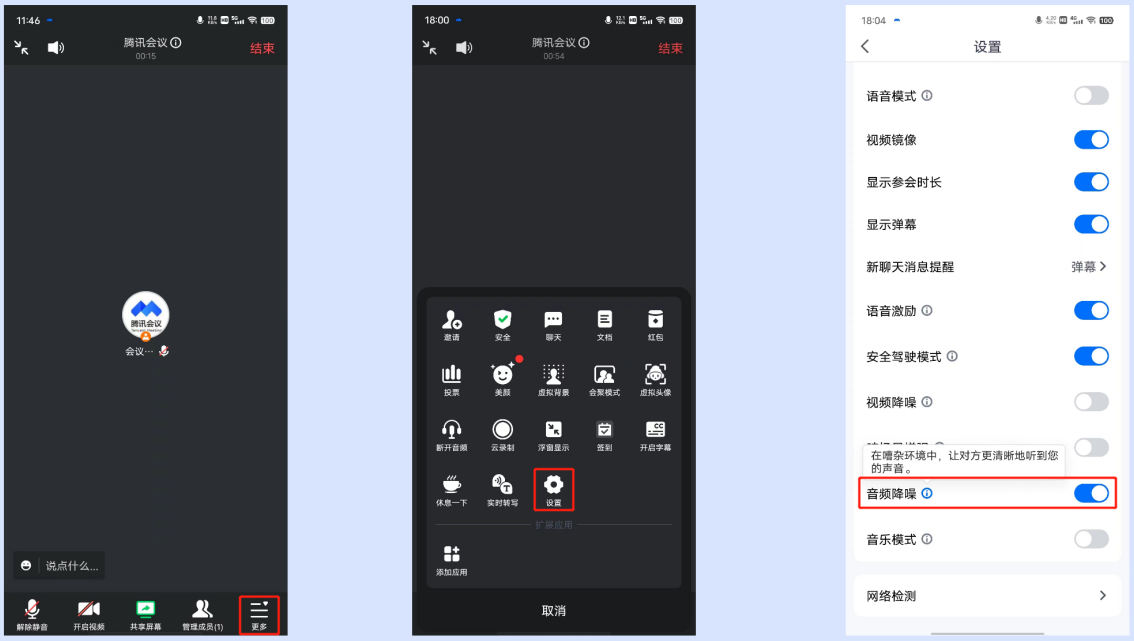
During the meeting, click **More** in the bottom toolbar > **Settings** > Check to enable **Noise Reduction**.



Notes

- **Noise Reduction** is not supported for use with **Music Mode and Professional Audio** simultaneously.
- The mobile version does not currently support selecting **Noise Reduction** levels.

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Safe Driving Mode

Last updated：2024-08-28 11:16:56

Description of the Feature

Tencent Meeting provides an audio-only Safe Driving Mode to reduce interference. It handles frequent network base station switches, signal interference at congested intersections, and complex road electromagnetic environments. In Safe Driving Mode, Tencent Meeting uses an ultra-low bit rate mode to ensure call quality while enhancing weak network resistance.

Use Cases and Target Audience

Helps users focus more on vehicle control and driving safety.

Conditions of Use

- **Login Users:** Free, Member, Business, and Enterprise Edition users.
- **Version Requirements:** client version 3.1 or later.
- **System requirements:**
  - iOS 10 and later.
  - Android 5.0 and later.

How to Use Safe Driving Mode

After entering the meeting, swipe right on the screen for half the screen width to enter **Safe Driving Mode**.

- In **Safe Driving Mode**, swipe left on the screen for half the screen width to exit **Safe Driving Mode**.
- In **Safe Driving Mode**, your camera will be turned off, and all video footage will be disabled.
- In **Safe Driving Mode**, you can switch the microphone status by **speaking** or **muting**.
- In **Safe Driving Mode**, you can quickly check the current microphone status. When the microphone is on, the text prompt will be green; when the microphone is off, the text prompt will be light gray.



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When turning on the microphone, play a notification sound

Last updated：2024-08-28 11:18:44

Description of the Feature

In a meeting, if you accidentally turn on the microphone without realizing it, it can be both embarrassing and annoying. To address the issue of not being aware when the microphone is inadvertently activated, we've introduced a feature that plays a notification sound when turning on the microphone, allowing you to always be aware of your microphone status.
Simply activate the **Play notification sound when turning on the microphone** option in the settings, and thereafter, you will be alerted by a notification sound every time the microphone is activated. Additionally, we have added a quick toggle for the microphone for your convenience.

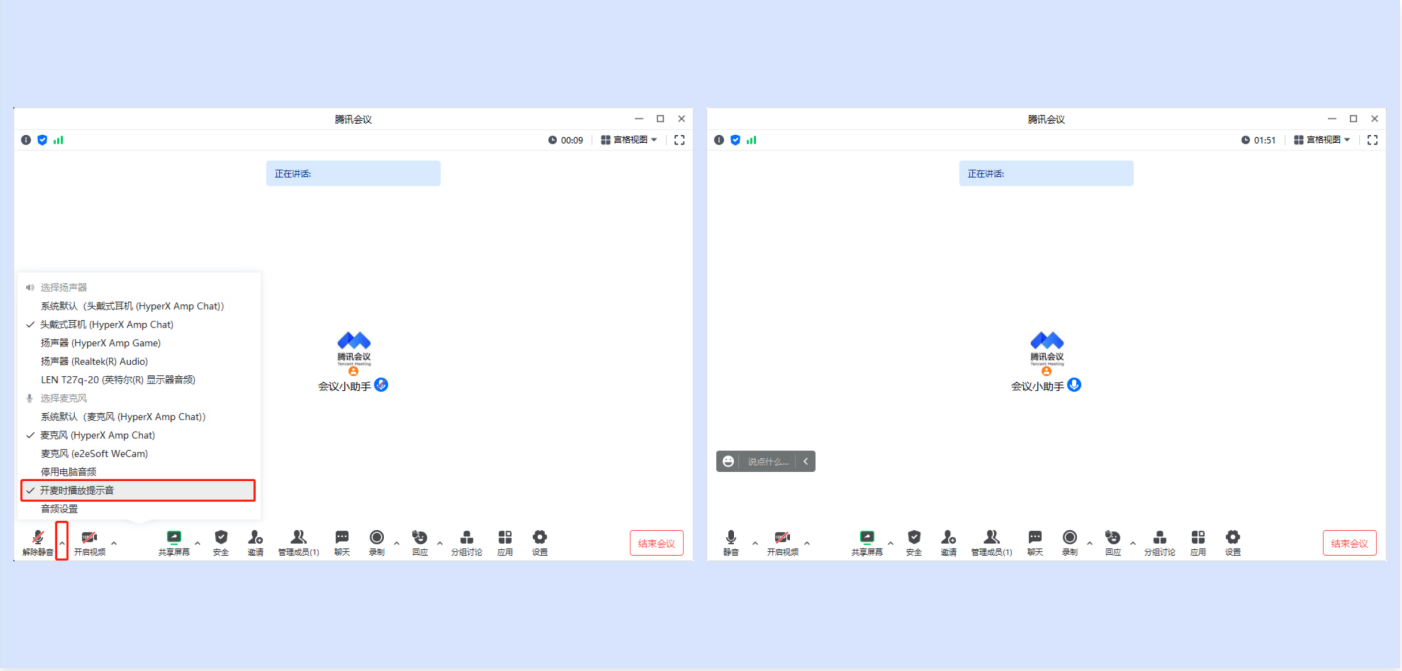
Conditions of Use

- **log in to user:** Free Edition, Membership, Business Edition, Enterprise Edition user.
- **Version requirement:**Client version 3.16 and above.
- **System Requirements:** Windows/macOS/iOS/Android.

How to set up the notification sound for turning on the microphone

Windows/macOS

1. In a meeting, click the **Mute** or **Unmute** button next to the **triangle** icon at the bottom toolbar > Check the **Play notification sound when turning on the microphone** option to trigger a "ding-ding" notification sound when unmuting.
2. The system automatically records and applies the last setting state, meaning the "ding-ding" notification sound will also be triggered when joining a meeting with the microphone on.



3. After enabling the notification sound for turning on the microphone, it will also be triggered by the "ding-ding" sound when accepting requests from the host or co-host to unmute.

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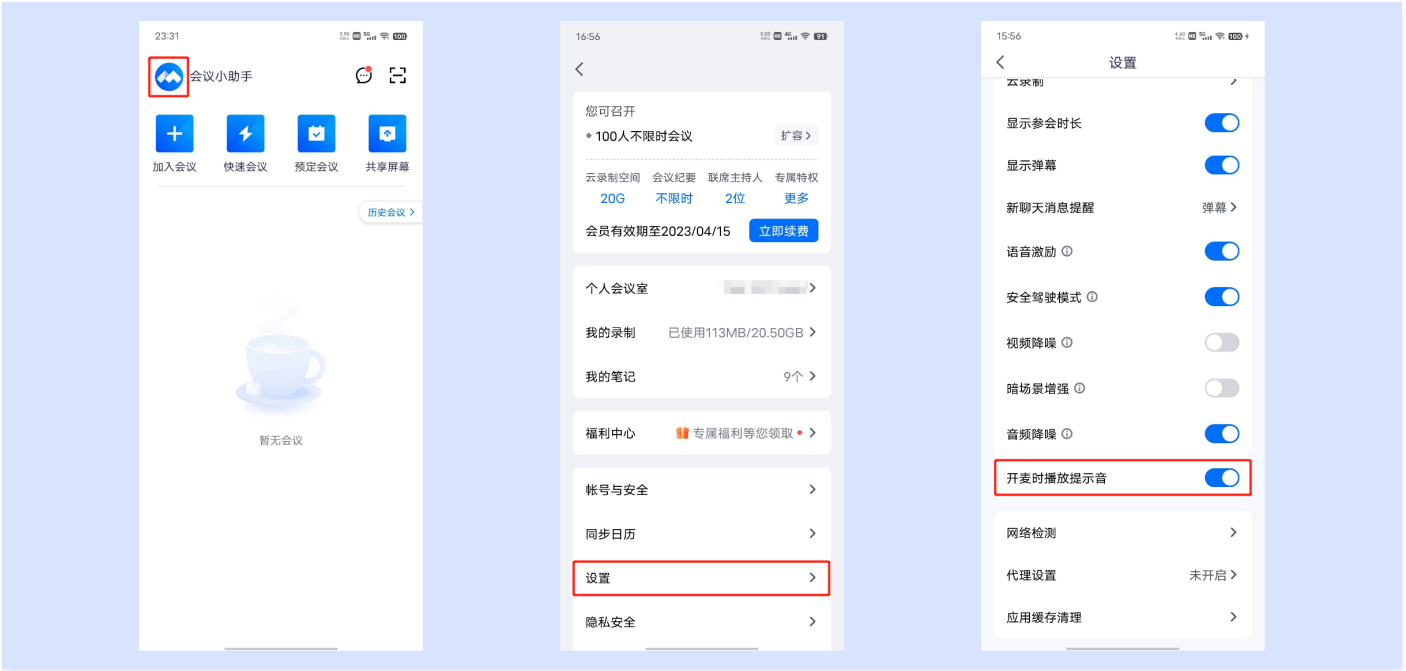
Android/iOS

1. Before the meeting, you can click on the **Profile** icon on the App's main interface > **Settings** > Check the **Play notification sound when turning on the microphone** option to trigger the "ding-ding" sound when unmuting during the meeting.
2. The system automatically records and applies the last setting state, meaning the "ding-ding" notification sound will also be triggered when joining a meeting with the microphone on.



3. You can also click the **More** button at the bottom toolbar in the meeting > **Settings** > Check the **Play notification sound when turning on the microphone** option to trigger the "ding-ding" sound when unmuting.

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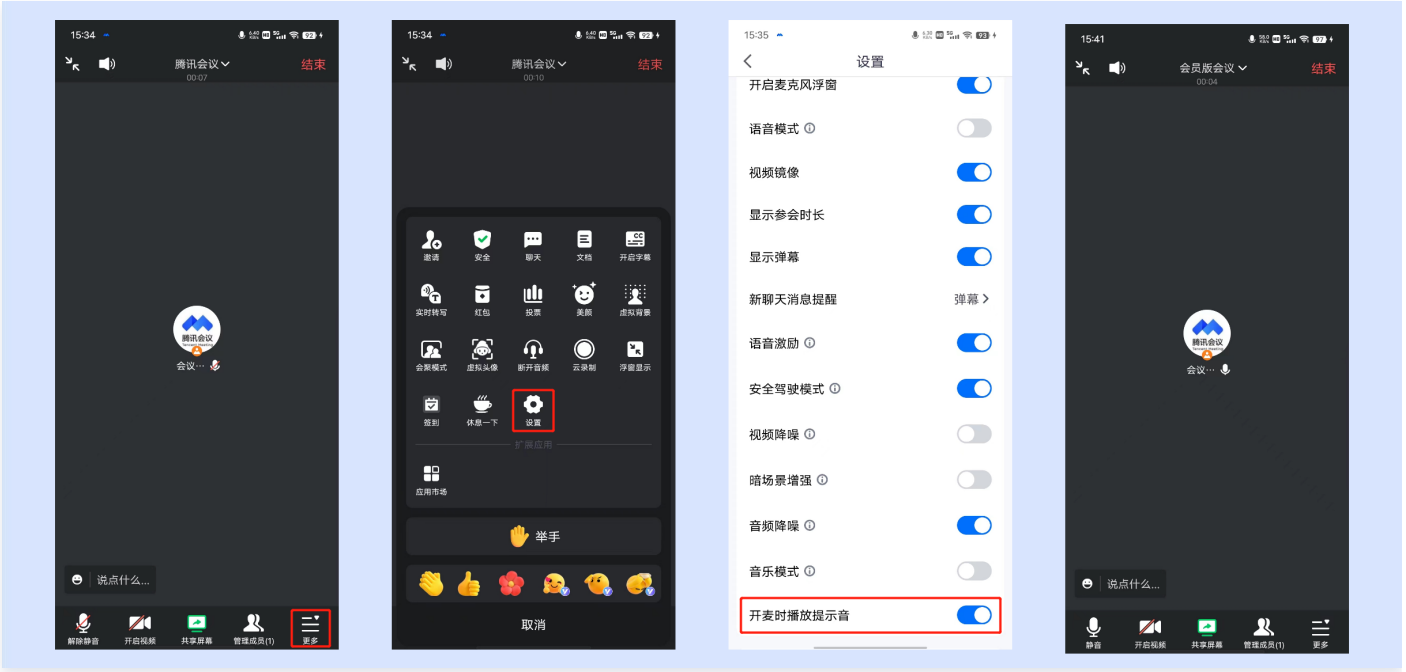
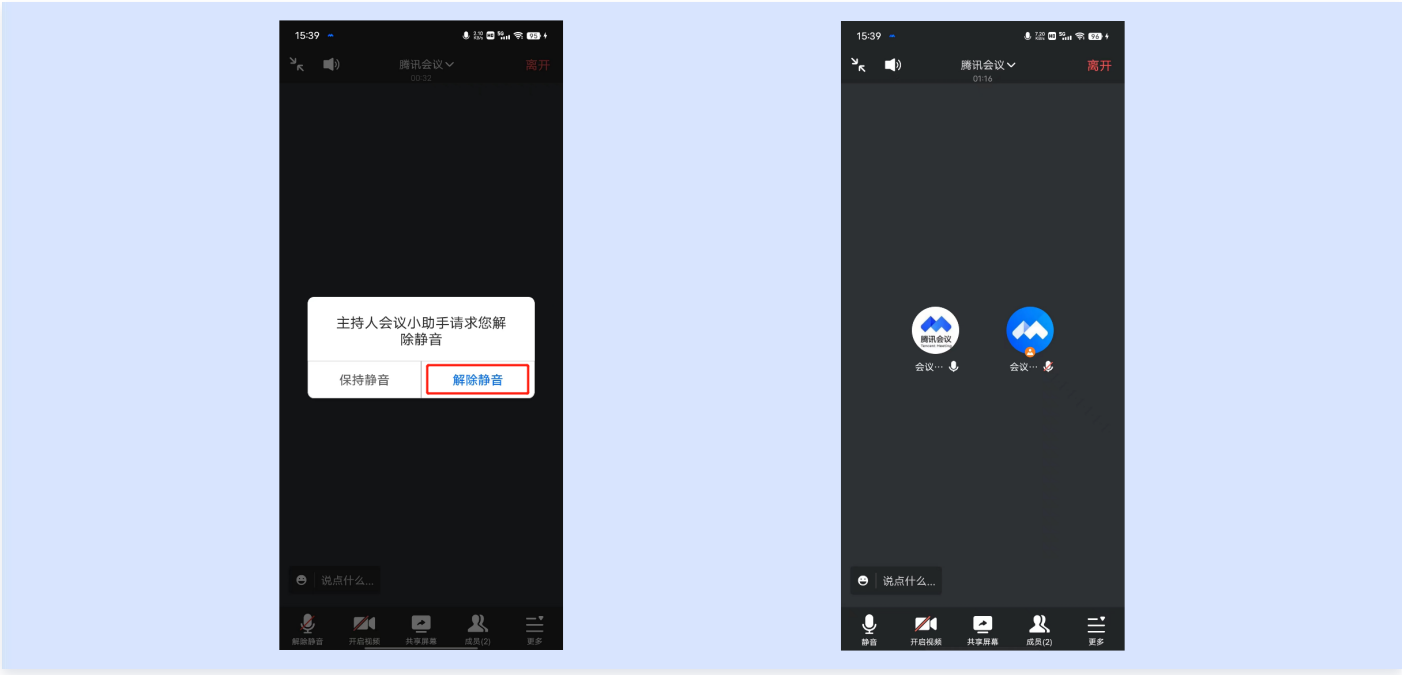


4. When accepting requests from the host or co-host to unmute, the "ding-ding" notification sound will also be triggered.



System status bar quick control

Windows

Right-click the **Tencent Meeting** icon on the bottom right corner of the desktop status bar >**Mute** or **Unmute** to quickly set the microphone status during the meeting.

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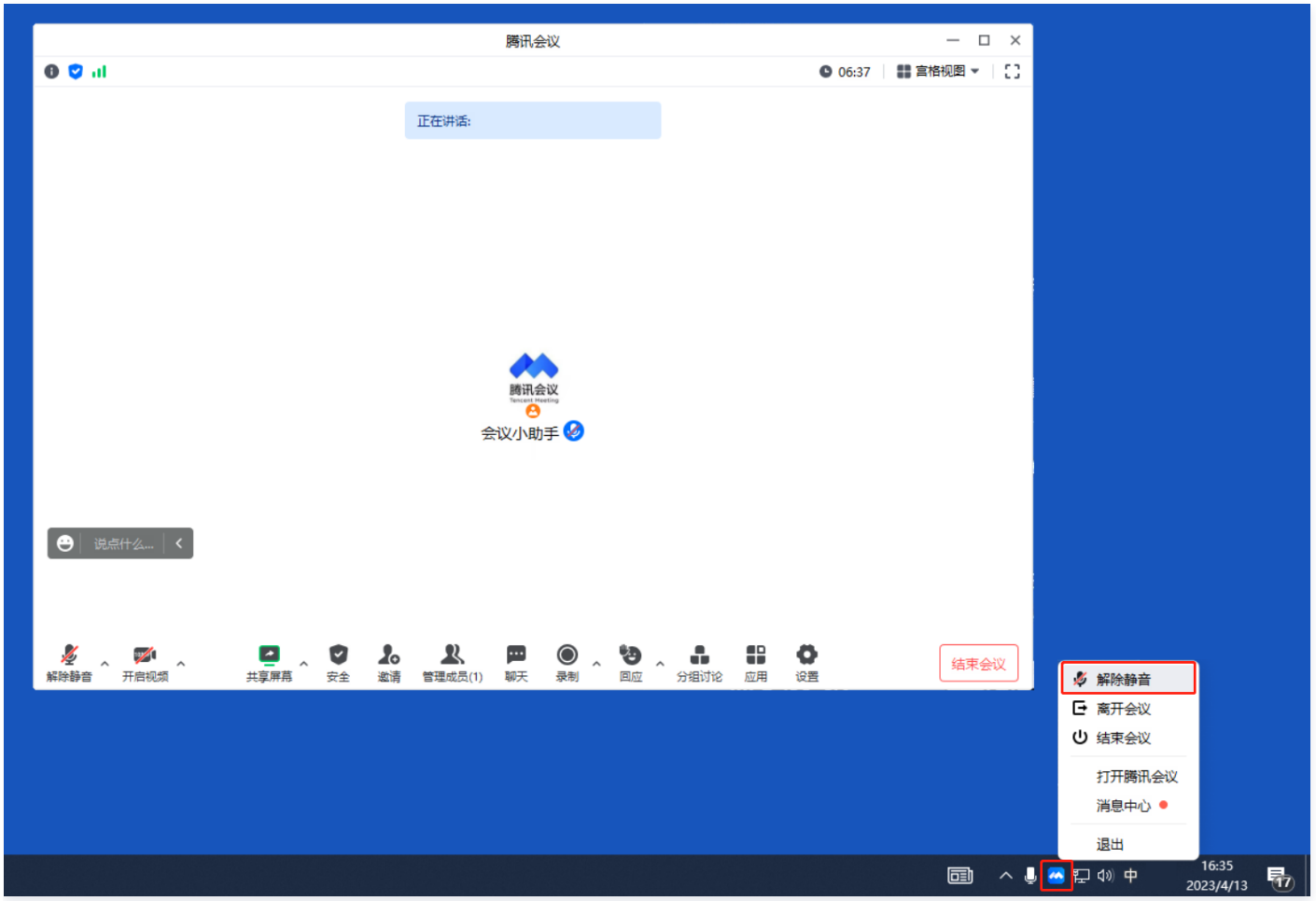

macOS

Click the **Tencent Meeting** icon at the top of the desktop status bar > **Mute** or **Unmute** to quickly set the microphone status during the meeting.

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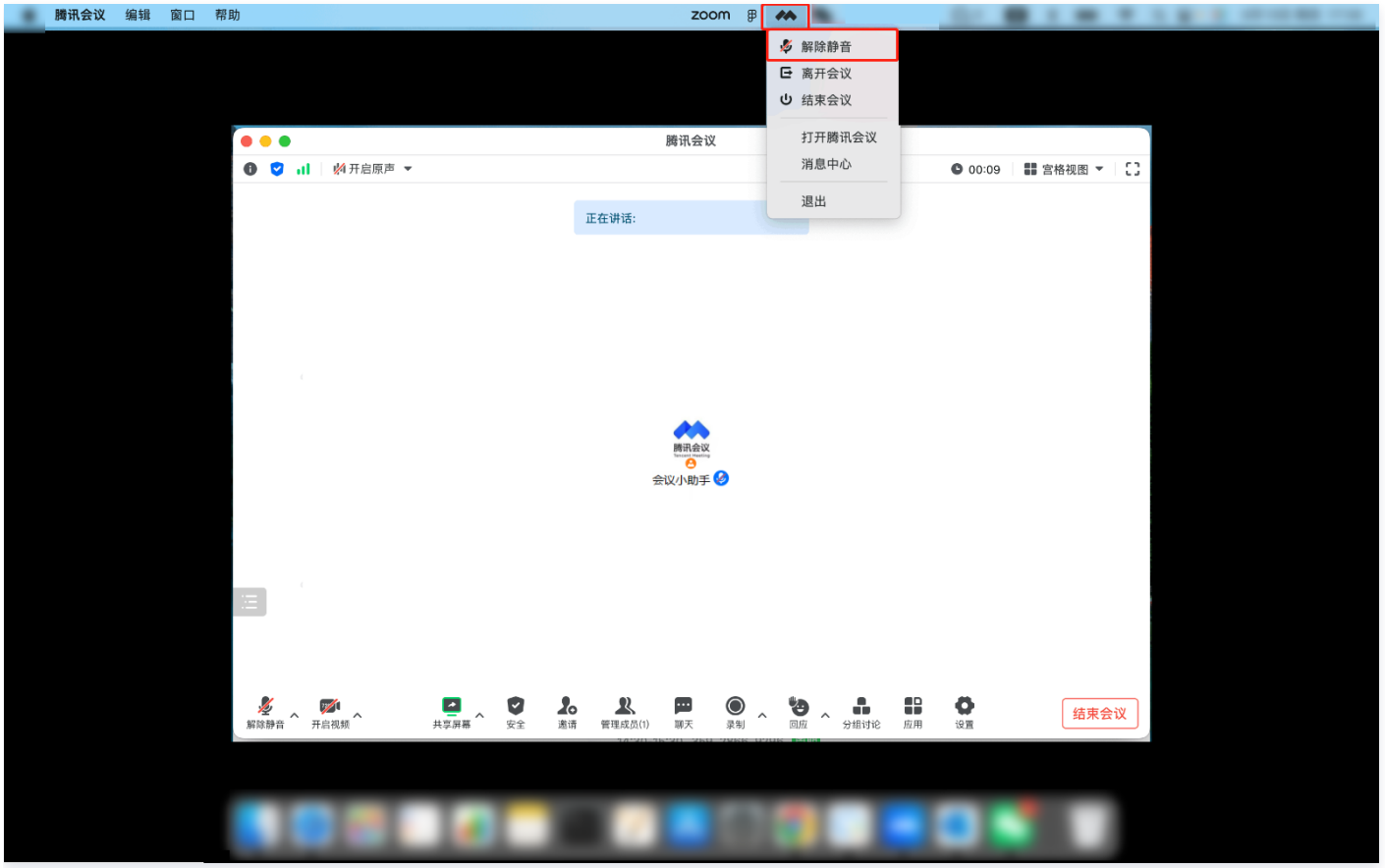

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Account and Management
Web Account Center

Last updated：2024-08-28 11:19:42

Log in to the Official Website User Center to view your profile and related meeting information.

Personal Information

Basic information

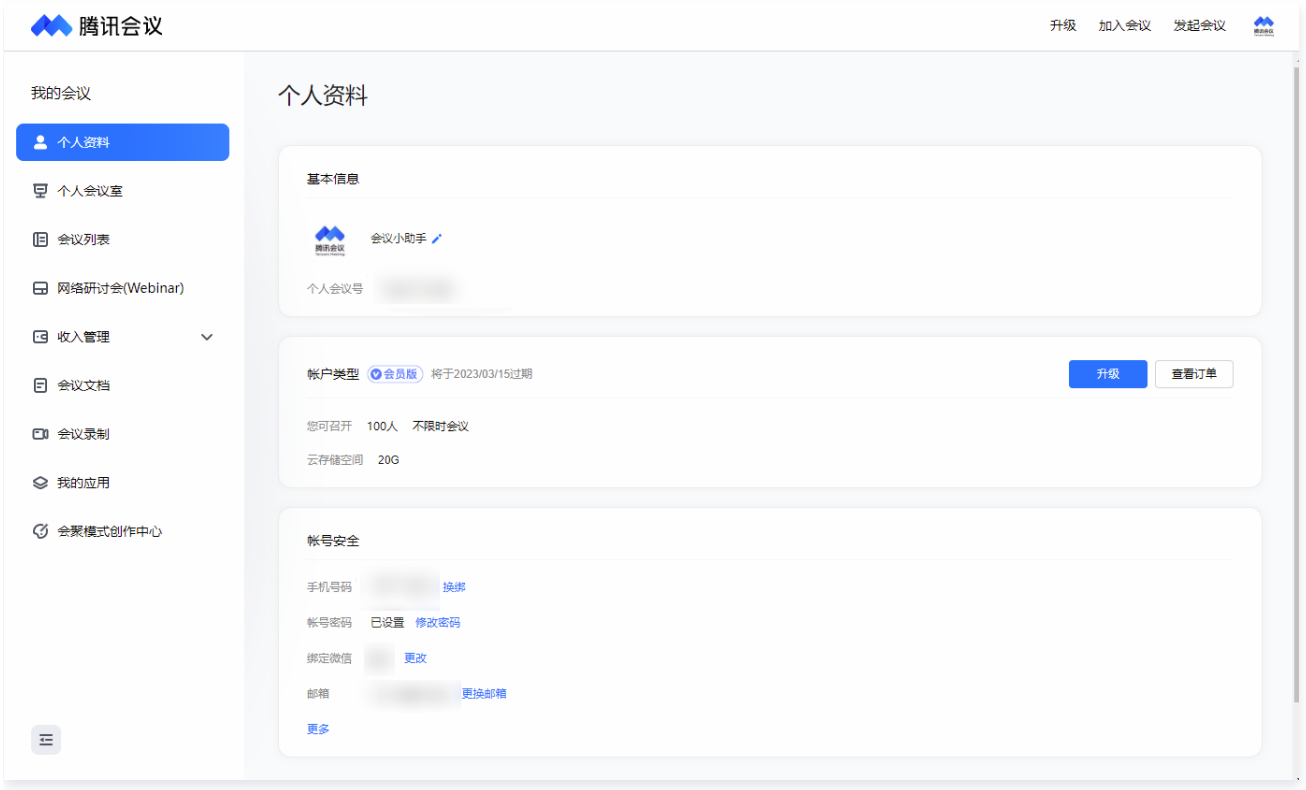
- **Profile Picture:** click to Change Profile Picture.
- **Nickname:** click to Change Nickname.
- Personal Meeting ID.

Account type

- **Account Type:**Free Edition, Member, Business Edition, Enterprise Edition.
- Account resources are displayed based on account type. For example: Duration of a single meeting, maximum number of meeting participants, cloud storage space, etc.

Account Security

- **Phone Number:** Displays the current binding status, supports changing bound phone numbers.
- **Account Password:** Displays the current password status. If an account password is set, you can click **Change Password** to modify it. Changing the account password requires identity verification and obtaining a mobile Captcha.
- **Bind WeChat:** Displays the bound WeChat account and status, supports changing bound WeChat.
- **Email:** Displays the current binding status, supports changing emails (Business and Enterprise Edition users are temporarily unable to personally change emails, please contact the company's super administrator if needed).



- **Account Cancellation:** click **More** to show account cancellation, supports account cancellation (Business and Enterprise Edition users are temporarily unable to cancel accounts on their own, please contact the company's super administrator if needed).

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Personal Meeting Room

- Personal meeting room information:
  - Personal Meeting ID.
  - Meeting Link.
- Conference Security:
  - Join Password.
  - Enable Waiting Room.
  - Only enterprise internal users can join. (Supported by Business Edition and Enterprise Edition users only)
  - Allow attendees to join before the host.
  - Screen Watermark.
  - Disable Note Screenshot.
- Mute attendees upon entry (Supported by Business Edition and Enterprise Edition users only).
- Designate Host.

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Personal Meeting Room Settings

click Bottom **Modify Meeting Room Settings** to enter the Personal Meeting Room Settings page.

- Conference Security:
  - Join Password: Can set a password for members to join, optional, 4–6 Arabic numerals, only numbers are supported; if not filled, joining does not require a password.
  - Enable Waiting Room.
  - Only enterprise internal users can join. (Supported by Business Edition and Enterprise Edition users only)
  - Allow attendees to join before the host.
  - Enable meeting watermark.
  - Disable Note Screenshot.
- Mute members upon joining.

  Support the option to enable, disable, or automatically enable when exceeding 6 participants.
- Designate Host.

  When you are not in the meeting, the invited member will be prioritized as the host. Up to 10 hosts can be designated. (Only supported for Business and Enterprise Edition users)

> ⚠ **Note:**
> After modifying the settings, all meetings initiated with your personal meeting number will be synchronously updated. If the enterprise has unified settings, the enterprise meeting settings will be used.

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Meeting List

The meeting list displays upcoming meetings, ended meetings, and real-time meetings.

Upcoming meetings

- **Meeting Search:** Support searching for meetings by meeting number or topic.
- **List Display Parameters:**
  - Scheduled start time.
  - Meeting topic.
  - Meeting number.
  - Operations: Join, Cancel, More (Export attendees, Export sign-in records).

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Completed meetings

- **Meeting Search:** Support searching for meetings by meeting number or topic.
- **List Display Parameters:**
  - Start Time.
  - Meeting topic.
  - Meeting number.
  - Operations: Delete, Export Attendees, Export Check-in Records (all exported in Excel format).

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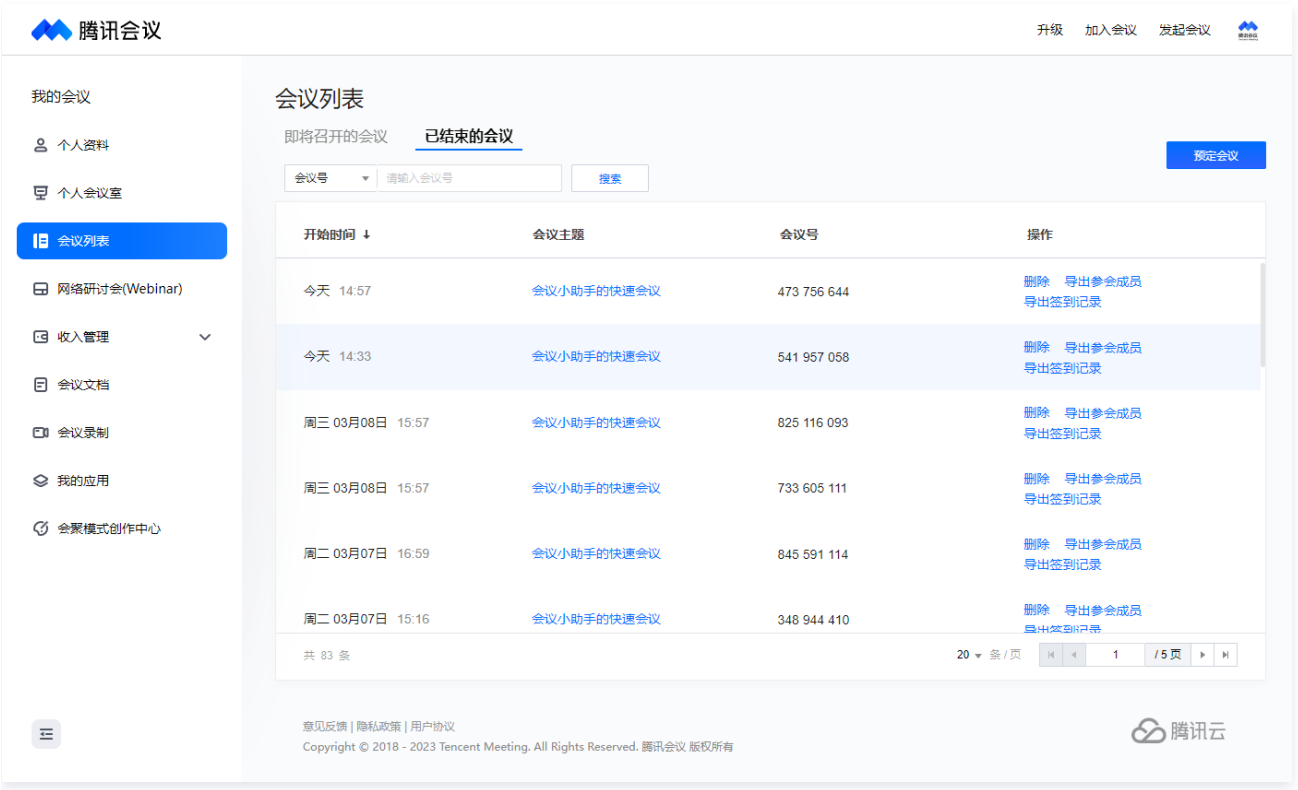

- Click on the meeting topic to jump to the meeting details. In the meeting details, you can sync the meeting start time to the calendar, and view meeting documents.



Real-Time Meetings

- **Meeting Search:** Support searching for meetings by meeting number or topic.
- **List Display Parameters:**
  - Start Time.
  - Meeting topic.

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- Meeting number.
- Number of Participants.
- Operations: Layout Management, Meeting Background (click to set, effective during the meeting)

> **Note:**
> Supported only for Business Edition and Enterprise Edition users.



Meeting Documents

- Can be filtered by selecting the meeting date.
- **List Display Parameters:**
  - Meeting topic.
  - Number of Documents.
  - Meeting number.
  - Start Time.

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- Click on the meeting topic to view the meeting document details.
- You can view the document name, creator, modification time, document permissions (members can only view, members can edit), delete.
- Click on the document name to view the document content.



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Enterprise Management Dashboard Cloud Meeting

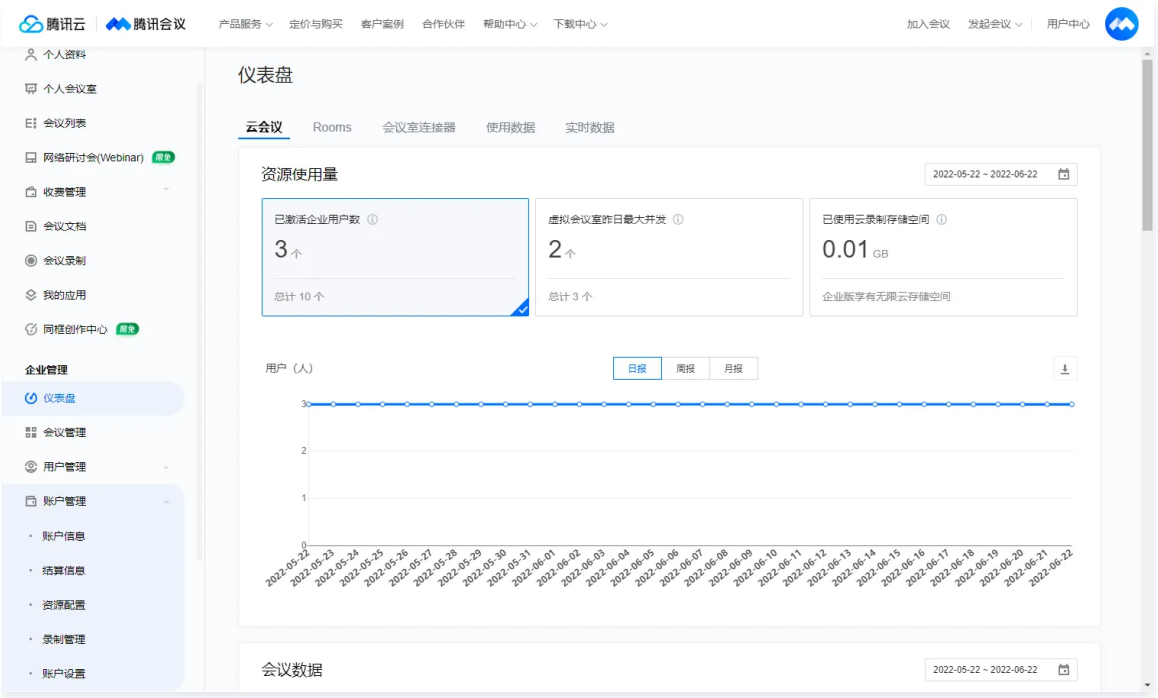
Last updated: 2024-08-28 11:20:53

Overview

The Cloud Meeting section of the Conference Dashboard compiles various data related to cloud meetings, including resource usage, meeting data, and meeting distribution.

Resource usage

- Activated Corporate Users: The total count of activated corporate users, with statistics up to yesterday.
- Maximum Concurrent Virtual Meeting Rooms Yesterday: The highest concurrency of virtual meeting rooms yesterday.
- Used Cloud Recording Storage Space: The total used cloud recording space, with statistics up to yesterday.
- Resource Usage Statistics Chart:
  - Resource usage statistics include the number of activated corporate users, virtual meeting room concurrency, and cloud recording storage.
  - Displayed in a line chart, with support for downloading in chart or Excel Spreadsheet format.
  - Choose freely between Daily Report, Weekly Report, and Monthly Report for display, or select the time by Definition.
  - Hovering the mouse over a time point displays the specific value at that time point.



Meeting Data

- Total Number of Meetings: The cumulative number of meetings, with statistics up to yesterday.
- Total Number of Attendees: The cumulative number of attendees, with statistics up to yesterday.
- Total User Attendance Duration: The total meeting duration of all attendees, with statistics up to yesterday.
- Last Month's Monthly Active Users: The total de-duplicated number of attendees for the last month.
- Meeting Data Statistics Chart:
  - Conference Data Statistics include: Number of Meetings, Attendees, User Meeting Duration.
  - Displayed in a line chart, with support for downloading in chart or Excel Spreadsheet format.

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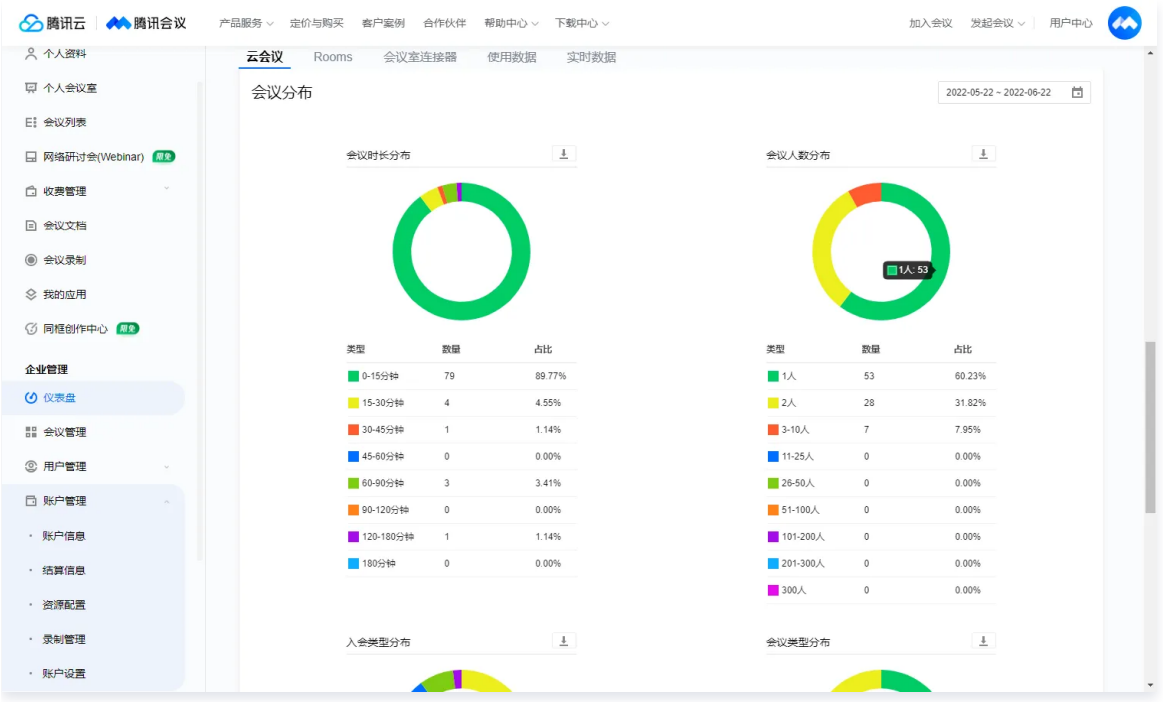
- Choose freely between Daily Report, Weekly Report, and Monthly Report for display, or select the time by Definition.
- Hovering the mouse over a time point displays the specific value at that time point.



Meeting Distribution

Meeting Distribution mainly includes Meeting Duration Distribution, Meeting Attendee Distribution, Join Type Distribution, and Meeting Type Distribution.

- Each distribution chart is displayed in a circular statistical chart, with support for downloading in chart or Excel Spreadsheet format.
- Each distribution chart mainly shows Type, Quantity, and Proportion, and the time can be selected by Definition.



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Rooms

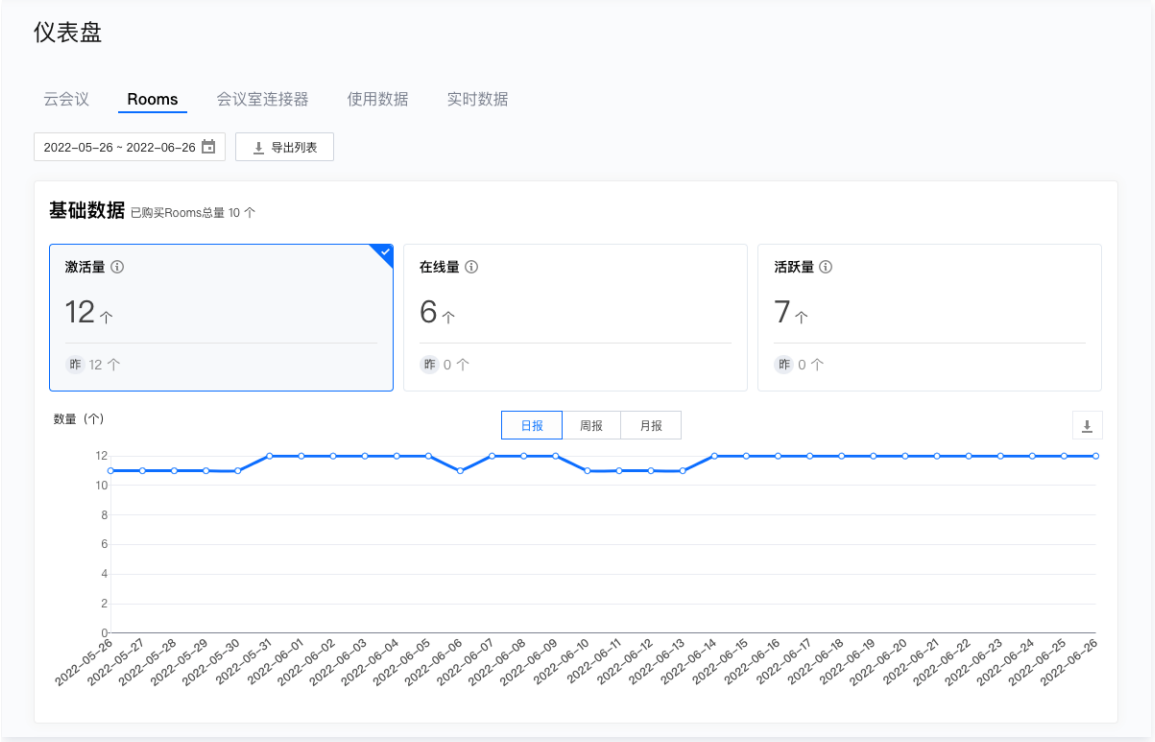
Last updated：2024-08-28 11:21:11

Overview

In the Rooms section of the Conference Dashboard, when an enterprise purchases a Rooms account, the dashboard can display relevant data, including Basic Data, Usage Data, Ranking, and Distribution for Rooms.

Rooms Basic Data

- Rooms Activation Volume: The number of activated Rooms accounts within the selected time period, with data counted until 23:59 of the statistical date.
- Rooms Online Volume: The number of activated Rooms accounts within the selected time period, with data counted until 23:59 of the statistical date.
- Rooms Active Volume: The number of Rooms accounts used within the selected time period, with data counted until 23:59 of the statistical date.
- Rooms Basic Data Statistical Chart:
  - Data statistics include: Activation Volume, Online Volume, Active Volume.
  - Displayed as a line chart and supports download in chart or Excel spreadsheet format.
  - You can freely choose to display Daily Report, Weekly Report, Monthly Report, or select the time from the Definition.
  - Hovering the mouse over a specific time point displays the exact value at that time.



Rooms Usage Data

- Rooms Number of Meetings: The total number of meetings attended through Rooms within the selected time period, with data counted until 23:59 of the statistical date.
- Rooms Meeting Duration: The total duration of meetings attended through Rooms within the selected time period, with data counted until 23:59 of the statistical date.
- Rooms Number of Pre-meeting Screen Casts: The total number of pre-meeting screen casts using Rooms within the selected time period, with data counted until 23:59 of the statistical date.
- Rooms Duration of Pre-meeting Screen Casts: The total duration of pre-meeting screen casts using Rooms within the selected time period, with data counted until 23:59 of the statistical date.

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- Rooms Number of Whiteboard Uses: The total number of times the whiteboard in Rooms was used within the selected time period, including both pre-meeting and during the meeting, with data counted until 23:59 of the statistical date.
- Rooms Duration of Whiteboard Use: The total duration of whiteboard usage in Rooms within the selected time period, including both pre-meeting and during the meeting, with data counted until 23:59 of the statistical date.
- Rooms Usage Data Statistical Chart:
  - Data statistics include: number of meetings, meeting duration, number of pre-meeting screen casts, duration of pre-meeting screen casts, number of whiteboard uses, duration of whiteboard use.
  - The number of meetings, meeting duration, number of pre-meeting screen casts, and duration of pre-meeting screen casts are displayed as line charts, supporting download in chart or Excel spreadsheet format.
  - The number of whiteboard uses and duration of whiteboard use are displayed as bar charts, supporting download in chart or Excel spreadsheet format.
  - You can freely choose to display Daily Report, Weekly Report, Monthly Report, or select the time from the Definition.
  - Hovering the mouse over a specific time point displays the exact value at that time.



Rooms Distribution

- Rooms distribution mainly includes meeting duration distribution, device type distribution, and software version distribution.
- Each distribution chart is displayed as a circular statistical chart, supporting download in chart or Excel spreadsheet format.
- Each distribution chart mainly displays type, quantity, and percentage, and the time can be selected from the Definition.

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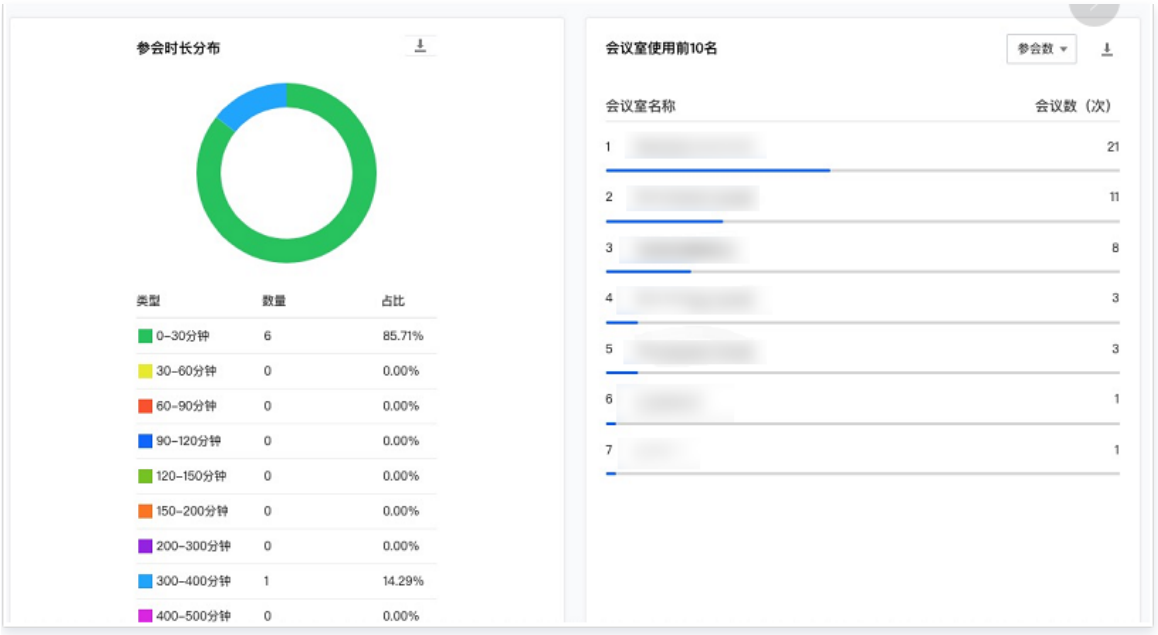

Rooms Ranking

- Rooms ranking includes: number of participants, cumulative meeting duration, number of pre-meeting screen casts, duration of pre-meeting screen casts, number of whiteboard activities, and whiteboard duration.
- Each ranking shows only the top ten meeting rooms, supporting download in Excel spreadsheet format.
- Each ranking shows the meeting room and the corresponding quantity or duration, and the time can be selected from the Definition.

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Meeting Room Connector

Last updated：2024-08-28 11:21:28

Overview

In the Meeting Room Connector section of the Conference Dashboard, after purchasing a Meeting Room Connector account, the dashboard can display relevant data information, including Resource Usage Data, Registered Device Usage Data, and Registered Device Usage List.

Resource Usage Data

- Current Concurrency: The number of concurrent calls for the enterprise's Meeting Room Connector during the selected time period. Click the number to display the current call list (clicking is not available when the number is 0).
- Number of Meetings of the Day: The total number of meetings for the enterprise's Meeting Room Connector during the selected time period.
- Usage Data Statistical Chart:
  - Usage data statistics include: Current Concurrency, Number of Meetings of the Day.
  - Displayed in a line chart, with support for downloading in chart or Excel Spreadsheet format.
  - Choose freely between Daily Report, Weekly Report, and Monthly Report for display, or select the time by Definition.
  - Hovering the mouse over a time point displays the specific value and details at that time point.



Registered Device Usage Data

- Current Online Devices: The number of currently registered devices online for the enterprise during the selected time period.
- Daily Active Devices: The number of registered devices that were used on a single day within the selected time period.
- Number of Meetings of the Day: The number of meetings attended by registered devices for the enterprise on a single day within the selected time period.
- Usage Data Statistical Chart:
  - Usage data statistics include: Current Online Devices, Daily Active Devices, Number of Meetings of the Day.
  - Displayed in a line chart, with support for downloading in chart or Excel Spreadsheet format.
  - Choose freely between Daily Report, Weekly Report, and Monthly Report for display, or select the time by Definition.
  - Hovering the mouse over a time point displays the specific value at that time point.

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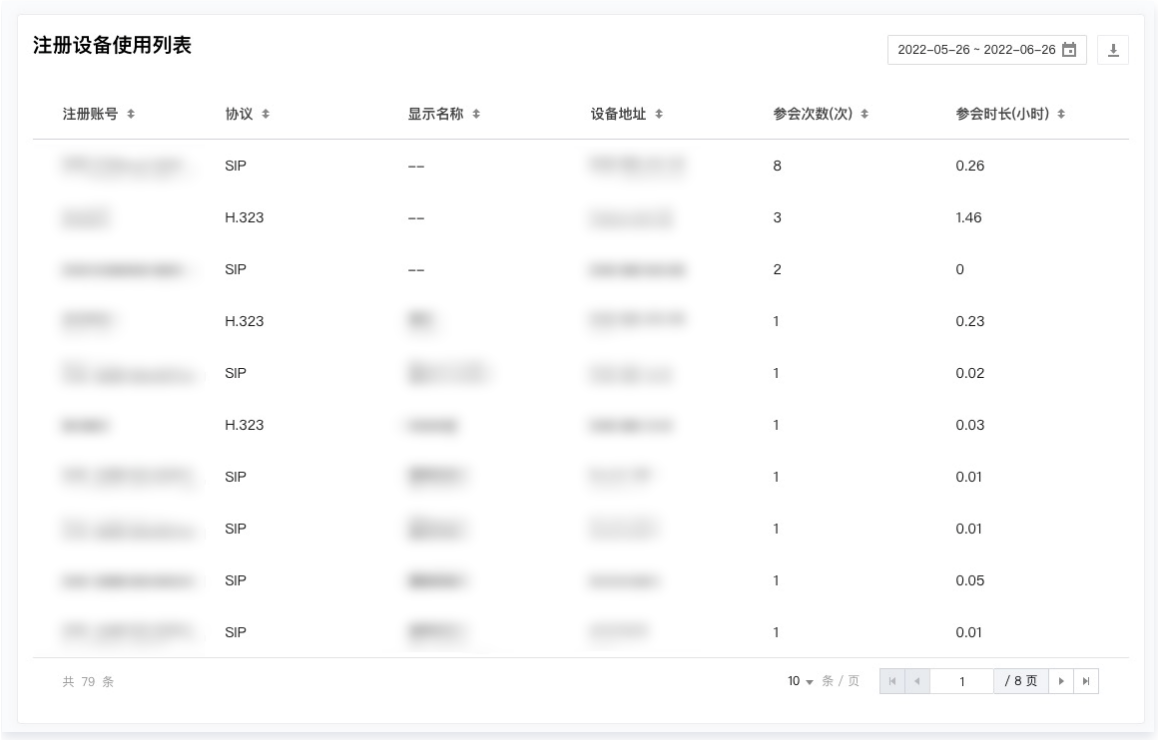
Registered Device Usage List

- Registered Account: Statistics are up to yesterday. The current registered accounts for the enterprise during the selected time period, supporting sorting in ascending or descending order by characters.
- Protocol: Statistics are up to yesterday. The content of the current account protocol for the enterprise during the selected time period, supporting sorting in ascending or descending order by characters.
- Display Name: Statistics are up to yesterday. The current account display name for the enterprise during the selected time period, supporting sorting in ascending or descending order by characters.
- Device Address: Statistics are up to yesterday. The current account device address for the enterprise during the selected time period, supporting sorting in ascending or descending order by characters.
- Number of Attendances: Statistics are up to yesterday. The cumulative number of attendances for the current account of the enterprise during the selected time period, supporting sorting in ascending or descending order by cumulative attendances.
- Meeting Duration: Statistics are up to yesterday. The cumulative meeting duration for the current account of the enterprise during the selected time period, supporting sorting in ascending or descending order by cumulative duration.
- The meeting list supports exporting as an Excel file based on search criteria.



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Usage Data

Last updated：2024-08-28 11:21:46

Overview

The usage data section of the Conference Dashboard includes basic usage data, user usage situation, and user data details.

Basic data

- Number of Employees: The peak value of the de-duplicated cumulative number of employees imported or synced within the enterprise during the selected time span (including activated, deactivated, and unactivated users), with the statistics cut off at 23:59 on the statistical date.
- Activated Users: The peak value of the de-duplicated cumulative number of activated users within the enterprise during the selected time span (imported or synced users are default activated users), with the statistics cut off at 23:59 on the statistical date.
- Active Users: The peak value of the de-duplicated cumulative number of active users within the selected time span (those who logged in through the client, browser, or used related features), with the statistics cut off at 23:59 on the statistical date.
- Online User Count: The peak value of the de-duplicated cumulative number of online users within the selected time span (those who joined meetings through the client or initiated meetings), with the statistics cut off at 23:59 on the statistical date.
- Basic Data Statistical Charts:
  - Basic data statistics include: Number of Employees, Activated Users, Active Users, Online User Count.
  - Displayed as a line chart and supports download in chart or Excel spreadsheet format.
  - The line chart statistics are based on the dimensions of numbers and time.
  - You can freely choose to display Daily Report, Weekly Report, Monthly Report, or select the time from the Definition.
  - Hovering the mouse over a specific time point displays the exact value at that time.



User Usage Situation

- User Usage Ranking:
  - User Usage Ranking includes: Number of Attendances, Number of Meetings Initiated, Meeting Duration.
  - Only the user information of the top ten rankings is displayed, supporting download in Excel spreadsheet format.

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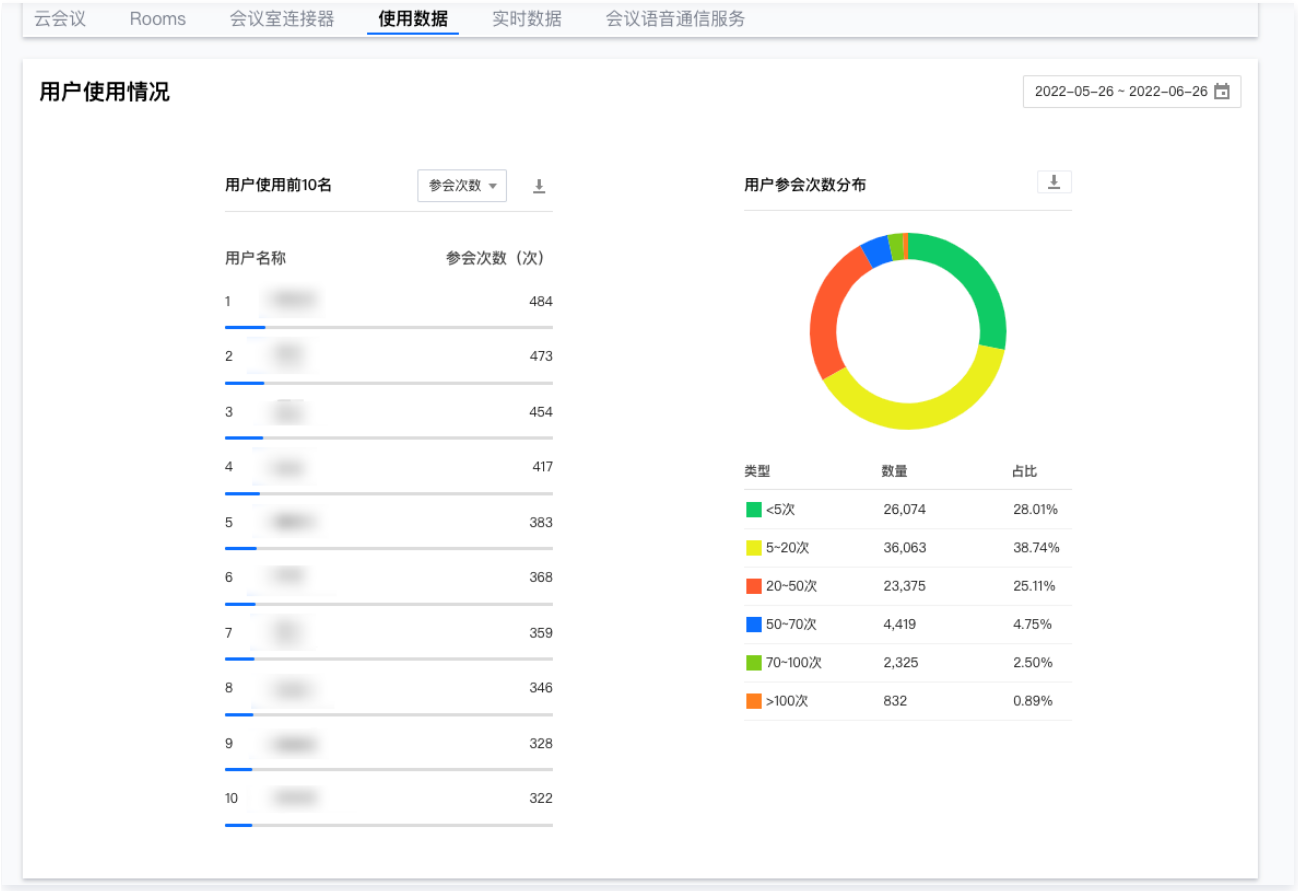
- Each ranking shows the user and the corresponding number or duration, with the time selectable from the Definition.

- User Usage Distribution:
  - User Usage Distribution is primarily displayed by the number of attendances, the number of meetings initiated, and the distribution of participation duration.
  - Each distribution chart is displayed as a circular statistical chart, supporting download in chart or Excel spreadsheet format.
  - Each distribution chart mainly displays type, quantity, and percentage, and the time can be selected from the Definition.



User Data Details

- Click the top **Filtering** button to choose the information displayed in the list.
- List Display Information:
  - User Personal Information: UserID, Name, Last Active Time, Department, Role.
  - Activation Status: Whether the user has activated the account within the selected time period, with the statistical data updated up to 23:59 on the date of statistics.
  - Last Active Time: The last active time of the user within the selected time period (logged in or used a related feature through the client or browser), with the statistical data updated up to 23:59 on the date of statistics.
  - Number of Attendances: The total number of meetings attended by the user within the selected time period, with the statistical data updated up to 23:59 on the date of statistics.
  - Number of Meetings Initiated: The total number of meetings initiated by the user within the selected time period, with the statistical data updated up to 23:59 on the date of statistics.
  - Participation Duration: The total participation duration of the user within the selected time period, with the statistical data updated up to 23:59 on the date of statistics.

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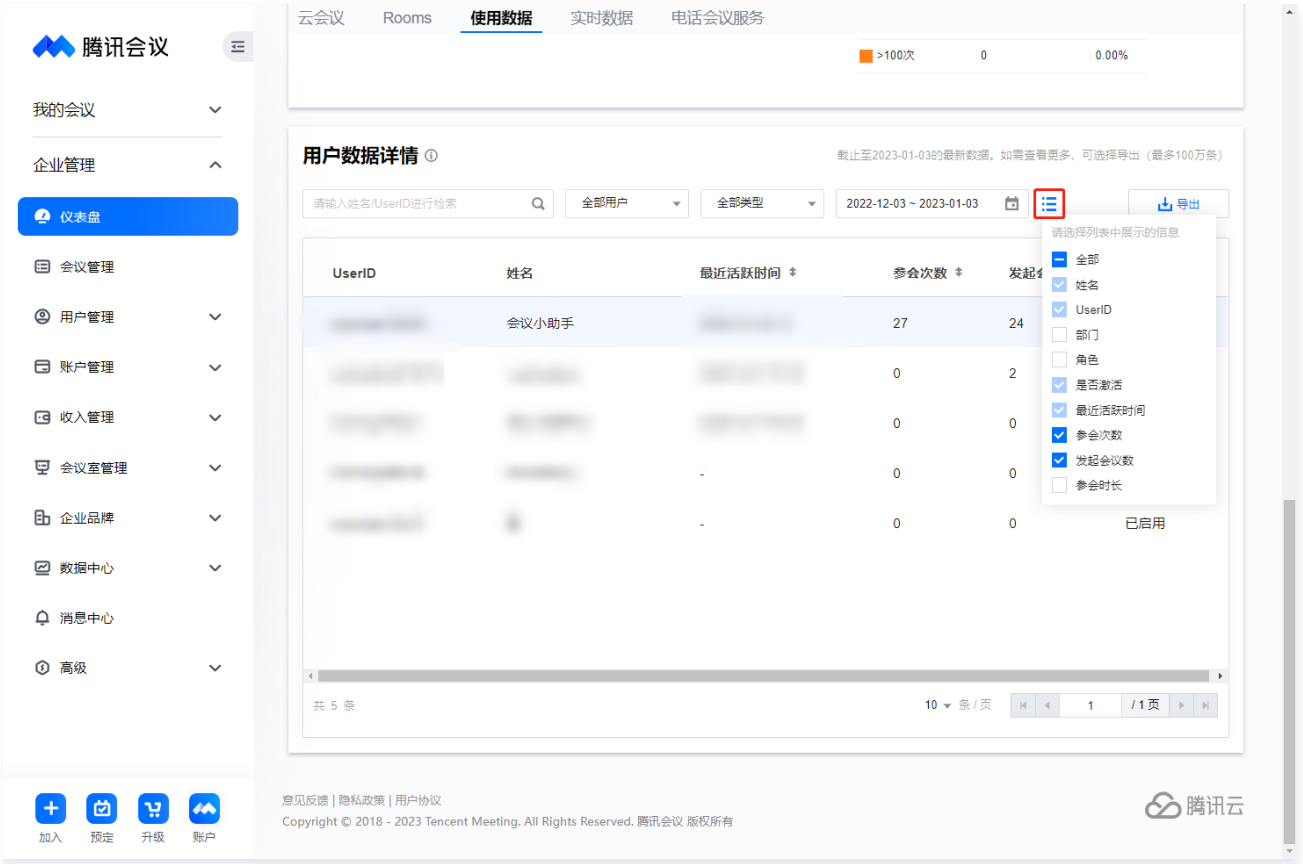

- Display Sorting:
  - Users can be sorted by last active time, number of attendances, number of meetings initiated, and participation duration.
  - Click the arrow on a sorting item to sort users in descending or ascending order.
- Custom List Display: Query data items as needed and customize the list display to focus on important information.
- Quickly search and locate users by name or UserID.
- Filter users by status (Enabled, Inactive, Disabled), activity, or custom time selection.
- The meeting list can be exported in Excel format based on search criteria.
- Due to overseas compliance requirements, user data details display only domestic data, not overseas data.

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Real-time Data

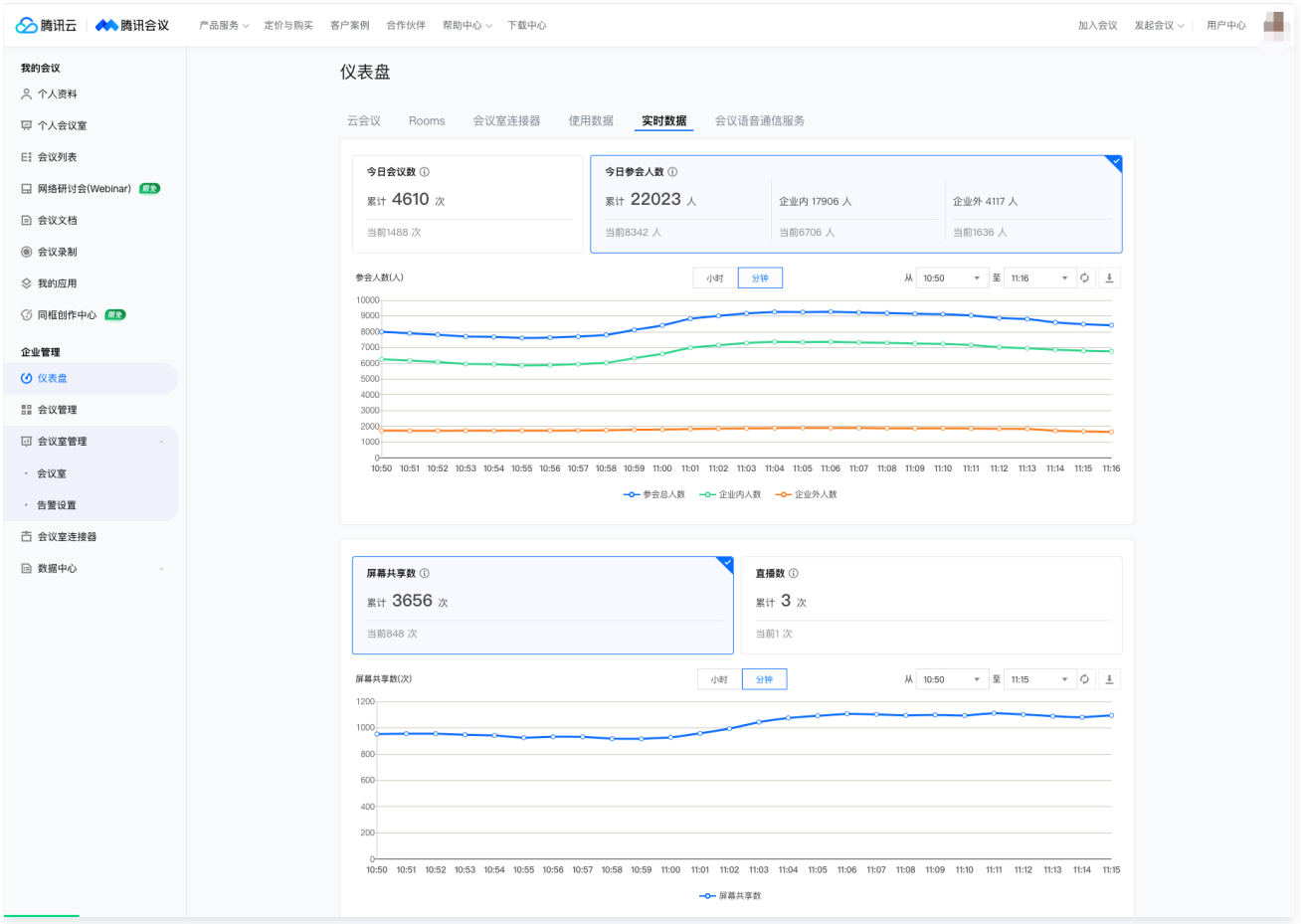
Last updated：2024-08-28 11:22:02

Overview

The real-time data section of the conference dashboard includes basic real-time meeting data.

Feature Details

- Number of meetings today: From today's 00:00 to the current time, the sum of meetings initiated by users within the enterprise (deduplicated within the enterprise).
- Number of participants today: From today's 00:00 to the current time, the total number of participants within the enterprise after deduplication (including cumulative participants, participants in internal meetings, and participants in external meetings).
- Number of shared screens: From today's 00:00 to the current time, the total number of screen sharing sessions initiated by users within meetings (after deduplication).
- Number of live broadcasts: From today's 00:00 to the current time, the total number of live broadcasts initiated by users within meetings (after deduplication).
- Real-time Statistical Chart:
  - Displayed as a line chart and supports download in chart or Excel spreadsheet format.
  - The line chart statistics are based on the two dimensions of number of people, time, or number of times, time.
  - You can freely choose to display in hours or minutes, and you can also select the time period from today's 00:00 to the current time (accurate to the minute).
  - Hovering the mouse over a specific time point displays the exact value at that time.
  - Real-time data is calculated every minute and supports manual refresh.



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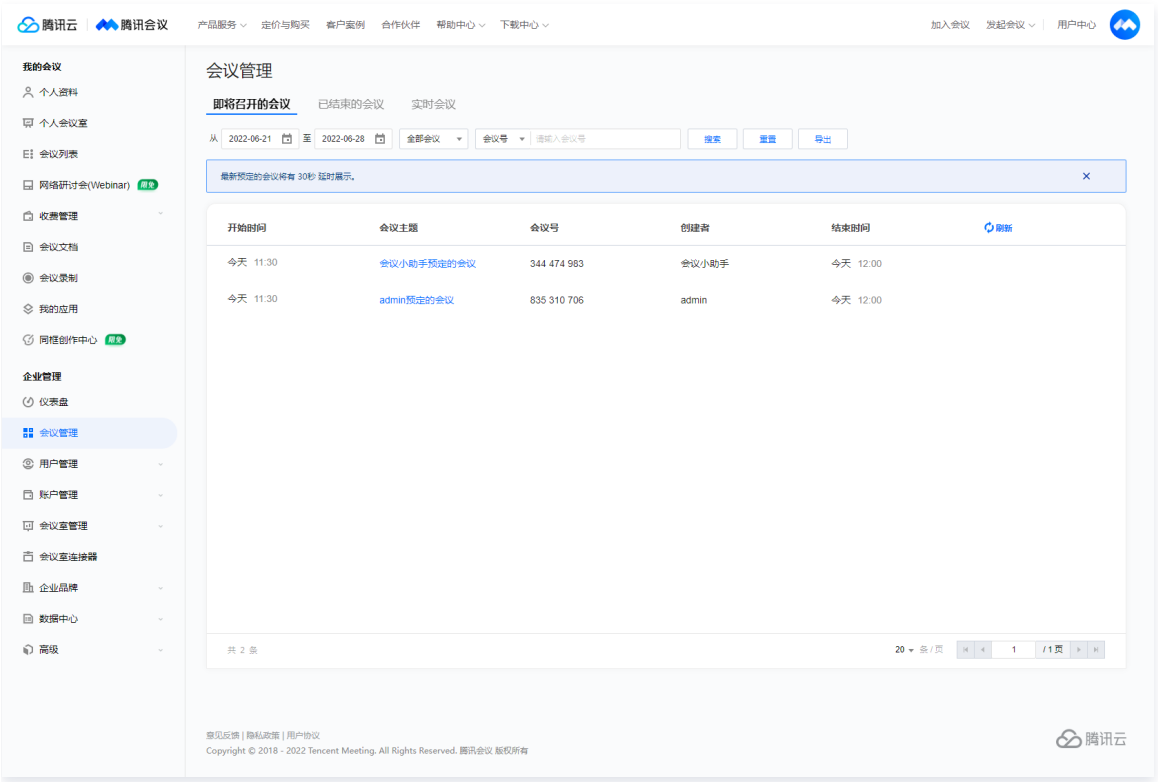
Meeting Management
Manage Meetings

Last updated：2024-08-28 11:24:36

Upcoming meetings

- You can search meetings by type, custom-defined time, meeting number, creator's name, attendee's name, and meeting topic. The meeting list supports exporting in Excel format.
- The displayed parameters of the meeting list are:
  - Start Time: The scheduled start time of the meeting. If the meeting is a periodic meeting, it will be tagged with a **Period** Meeting Tag.
  - Meeting Topic: The topic of the scheduled meeting. Click **Meeting Topic** to navigate to the meeting details.
  - Meeting Number: The meeting number.
  - Creator: The person who created the meeting.
  - End Time: The scheduled end time of the meeting.
- Manual refresh is supported.



Completed meetings

- You can search meetings by type, custom-defined time, meeting number, creator's name, attendee's name, and meeting topic.
- The meeting list supports exporting only the list (in Excel format) or exporting both the list and the details of the attendees of the selected meetings (in a compressed package).
- The displayed parameters of the meeting list are:
  - Start Time: The actual start time of the meeting.
  - Meeting Topic: The topic of the completed meetings. Click **Meeting Topic** to navigate to the meeting details.
  - Meeting Number: The number of the completed meetings.
  - Creator: The person who created the meeting.
  - Number of Attendees: The total number of participants, including those who joined and left during the meeting.
  - End Time: The actual end time of the meeting.

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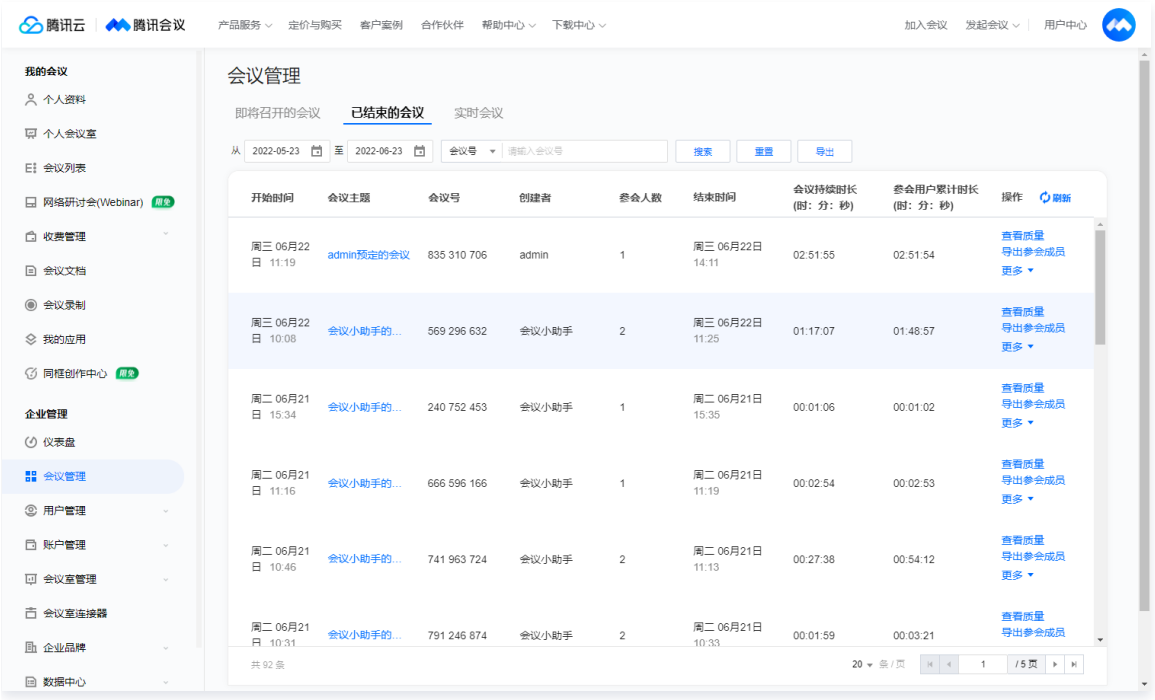
  - Meeting Duration: The time from the start to the end of the meeting.
  - Cumulative User Time: The total time all participants spent in the meeting.
  - Operations: View quality, export attendees, custom export of attendees.
- View Quality: Click **View Quality** to see the quality data of the meeting (including participant situations and meeting data).
- Export Attendees: Export an overview of attendees or custom data (including UserID, phone number, email, quality data).
- Manual refresh is supported.



Real-Time Meetings

- You can search meetings by type, meeting number, creator's name, attendee's name, or meeting topic. The meeting list supports export in Excel format.
- The displayed parameters of the meeting list are:
  - Start Time: The actual start time of the meeting.
  - Meeting Topic: The topic of an ongoing meeting. For quick meetings, the topic will display "Quick meeting of xxx"; click **Meeting Topic** to go to the meeting details.
  - Meeting Number: The number of an ongoing meeting.
  - Creator: The person who created the meeting.
  - Online User Count: The number of attendees.
  - Meeting Features: The features enabled for the current meeting (registration, live streaming, screen sharing, etc.).
  - Operations: Conference control, layout management, meeting background, export attendees, custom export of attendees.
- Conference Control: Click **Conference Control** to manage the meeting. You can select a specific attendee to operate on, or choose to operate on all attendees.
- Layout Management: Click **Layout Management** to navigate to custom meeting layout management. Both basic and advanced layouts (only applicable for H.323/SIP) are supported. Once selected, the layout type cannot be changed.
- Meeting Background: Click **Meeting Background** to add an image. The chosen background will be displayed to attendees upon joining the meeting. Custom meeting backgrounds are supported in version 1.7.0 and above.
- Export Attendees: Export an overview of attendees or custom data (including UserID, phone number, email, quality data).
- Manual refresh is supported.

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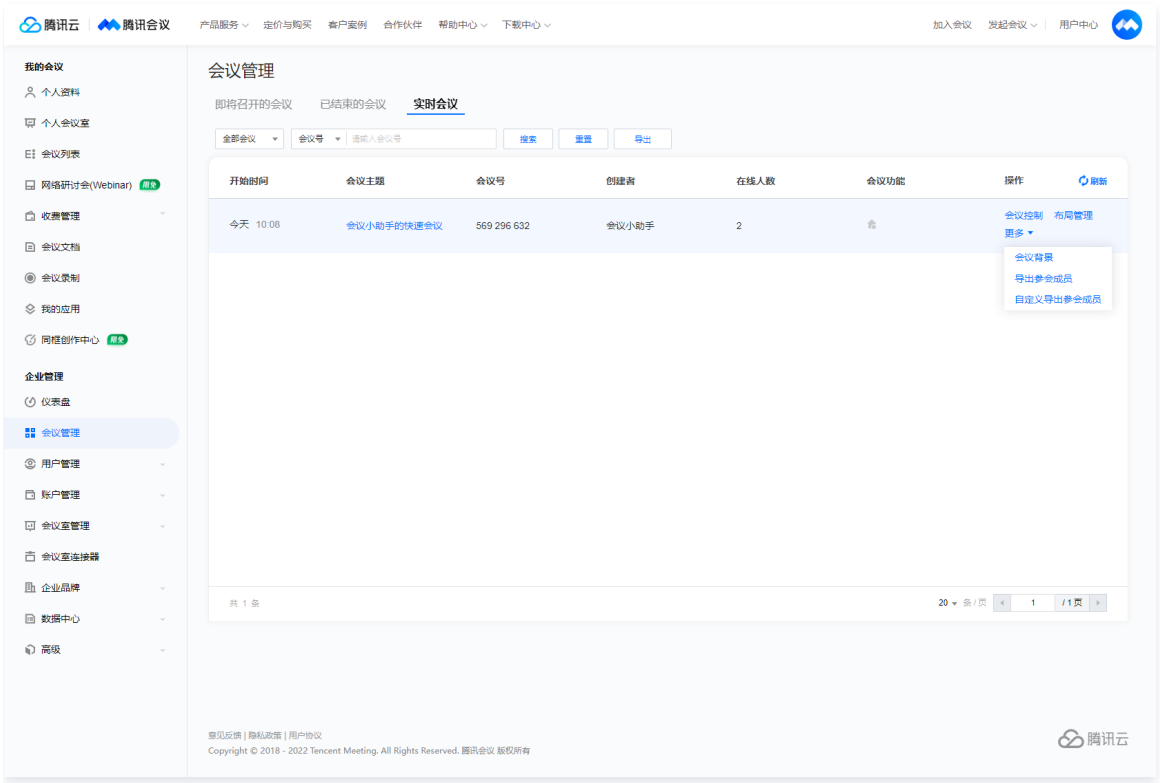

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Control Meeting Order

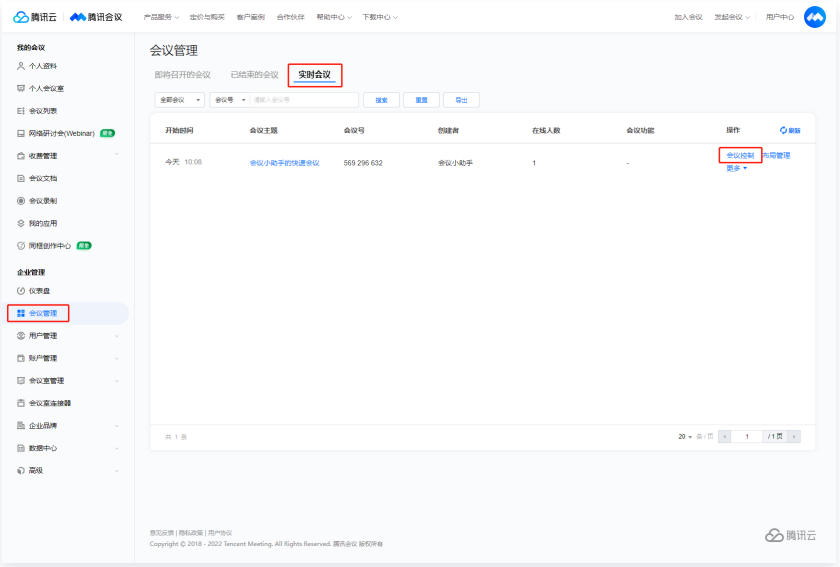
Last updated：2024-08-28 11:25:35

Overview

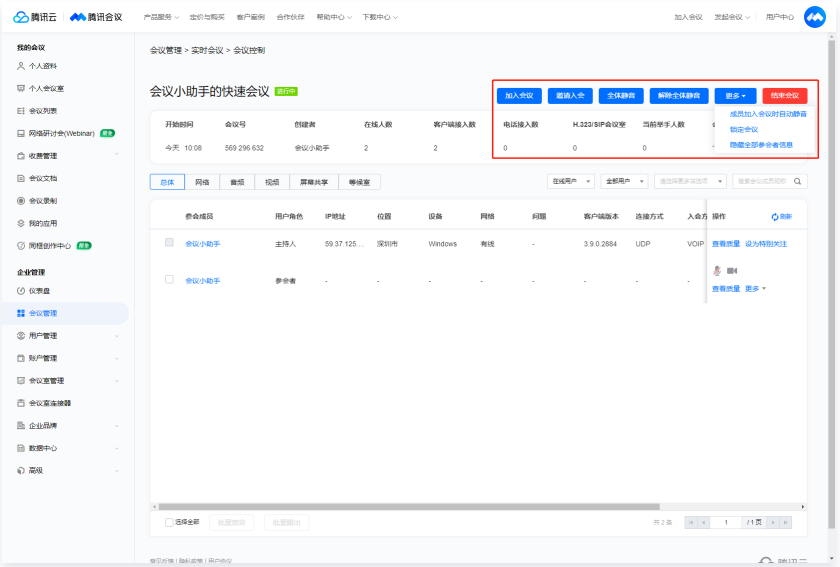
As an Enterprise Super Administrator or with Conference Control Permissions granted by an enterprise administrator, you can manage ongoing meetings within the enterprise.

Meeting Control

- You can find ongoing meetings in the conference management page under **Real-Time Meetings**, then click the corresponding **Meeting Control** on the right.



- In the meeting control interface, you can manage and control the meeting.
  - You can view current meetings and the entry information and quality data for each participant.
  - You can perform actions on all participants: Mute All or Unmute, automatically mute participants when entering the meeting room, lock the meeting, hide all participant information, and end the meeting.



- You can perform actions on individual participants: set Special Attention, Make Co-Host, mute or unmute, turn off the camera, propose a meeting, and move to the waiting room.

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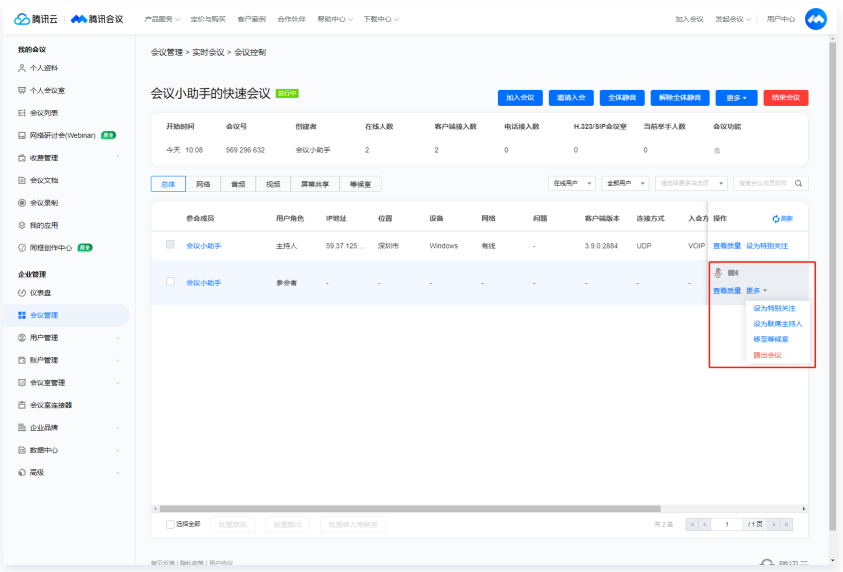

- You can search for participant information based on meeting status, whether they are from within or outside the enterprise, their nickname, and more dimensions.

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Change Meeting Layout

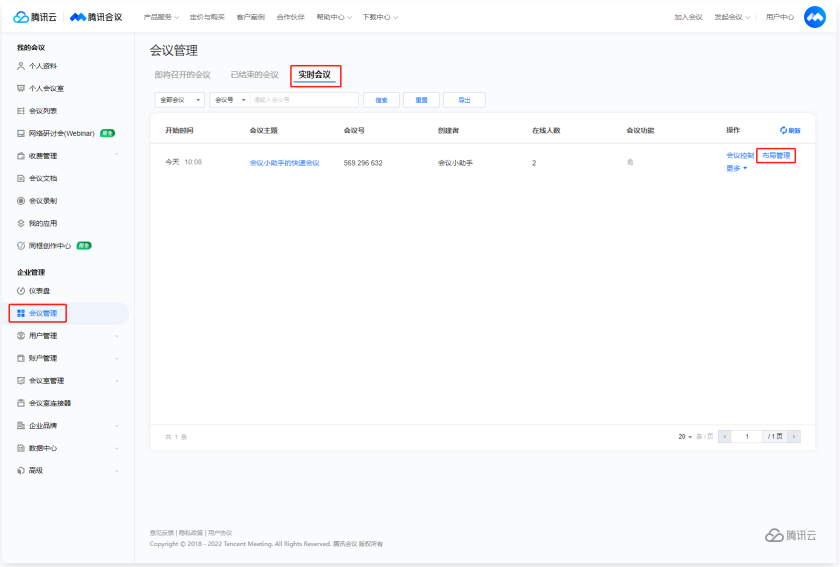
Last updated：2024-08-28 11:26:13

Overview

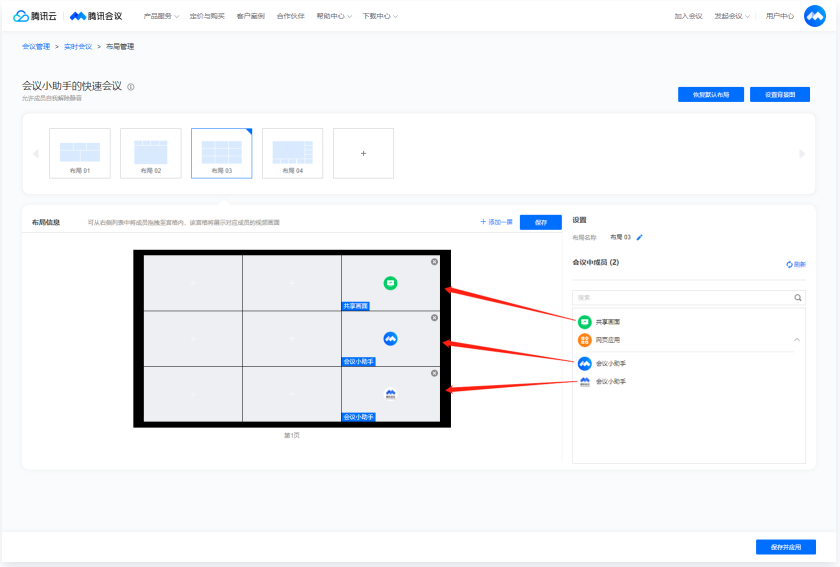
If you are a super administrator of the enterprise or have been authorized conference control permissions by an enterprise administrator, you can control the layout of ongoing meetings within the enterprise.

Layout Management

- In the meeting management page, you can find ongoing meetings under **Real-time Meeting** and then click on the corresponding **Layout Management** on the right.



- On the change layout page, you can add multiple optional layouts.



- After selecting the relevant layout, you can drag members from the meeting on the right to the corresponding positions on the layout. After saving, the screen layout of the meeting will also change accordingly.
- You can also choose to **Add a Screen** to modify the second page of the meeting layout.
- You can sort the multiple layouts you have set and give them Custom Naming for easy management.
- In the upper right corner, you can also restore the default layout or set a Unified Layout Background Image (applies to all members in the meeting).

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Monitoring Meeting Quality

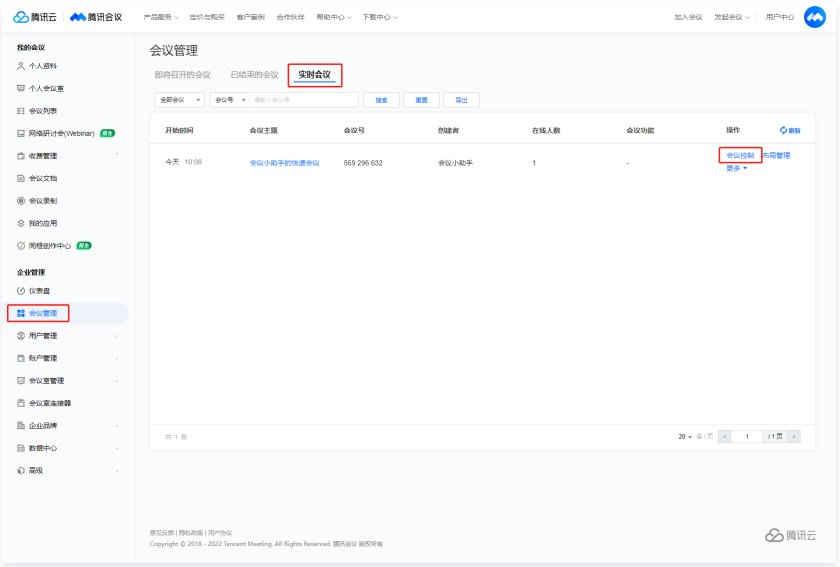
Last updated：2024-08-28 11:26:35

Overview

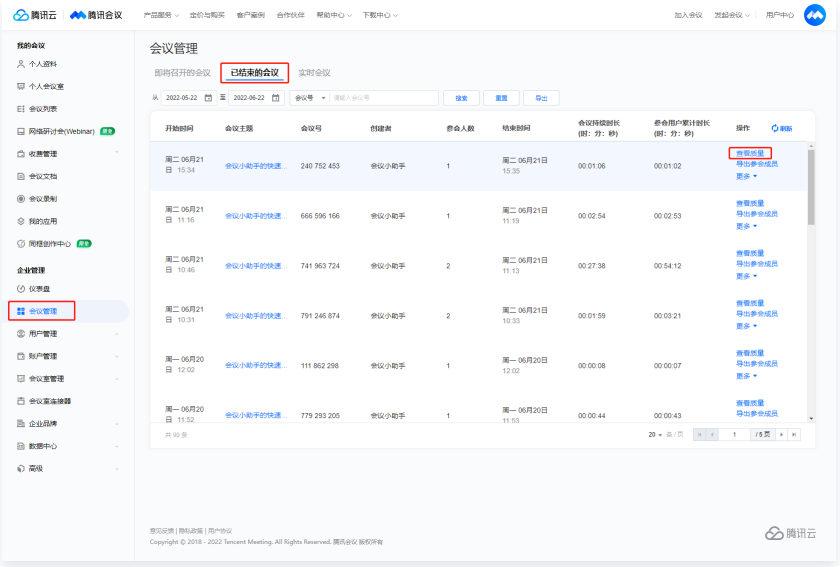
When you are an Enterprise Super Administrator or have been granted conference control permissions by the enterprise administrator, you can monitor the quality of ongoing meetings within the enterprise.

Meeting Quality

- In the meeting management page, find the ongoing meeting you want to view in the **Real-time Meeting** section, click **Meeting Control** on the right.



- In the meeting management page, find the historical meeting you want to view in the **Ended Meeting** section, click **Viewing Quality** on the right.



Meeting Details

Meeting details include the meeting name, meeting start time, meeting ID, creator, number of participants, and meeting features.

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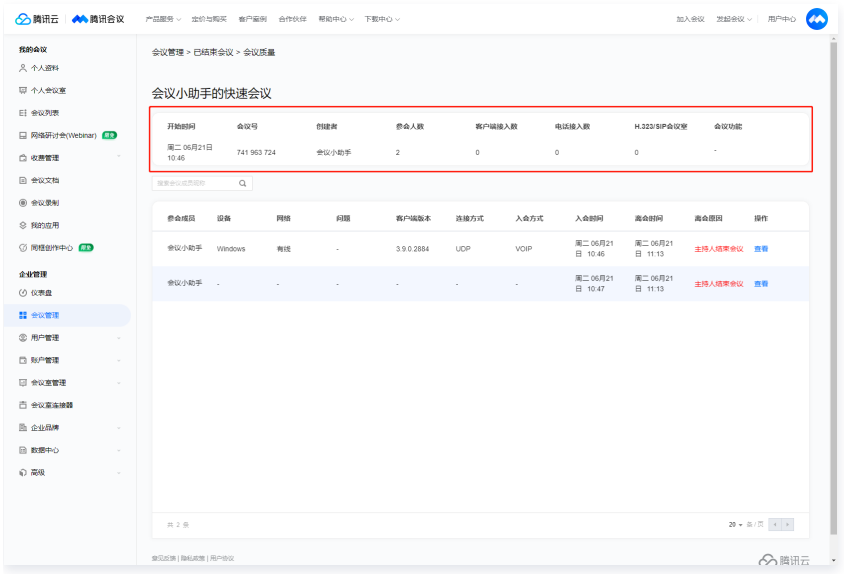
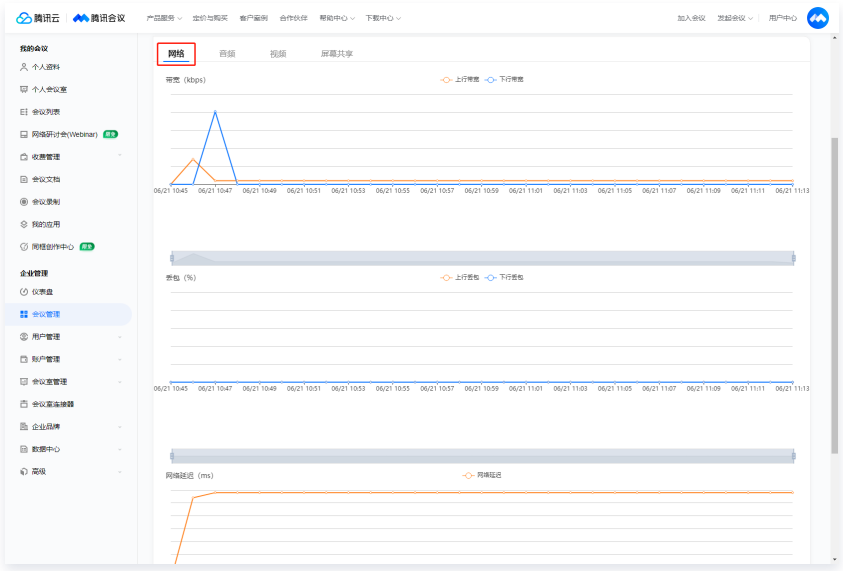


Participant Quality Monitoring

By clicking **View** on the right side of each participant, you can see the network bandwidth quality, including:

- Network: Bandwidth (kbps) includes **Upstream bandwidth**, **Downstream bandwidth**; Packet Loss (%) includes **Upstream Packet Loss**, **Downstream Packet Loss**; Network Latency (ms).



- Audio: Bitrate (kbps) includes **Upstream Bitrate**, **Downstream Bitrate**; Audio Energy (db) includes **Microphone Capture**, **Speaker Playback**.

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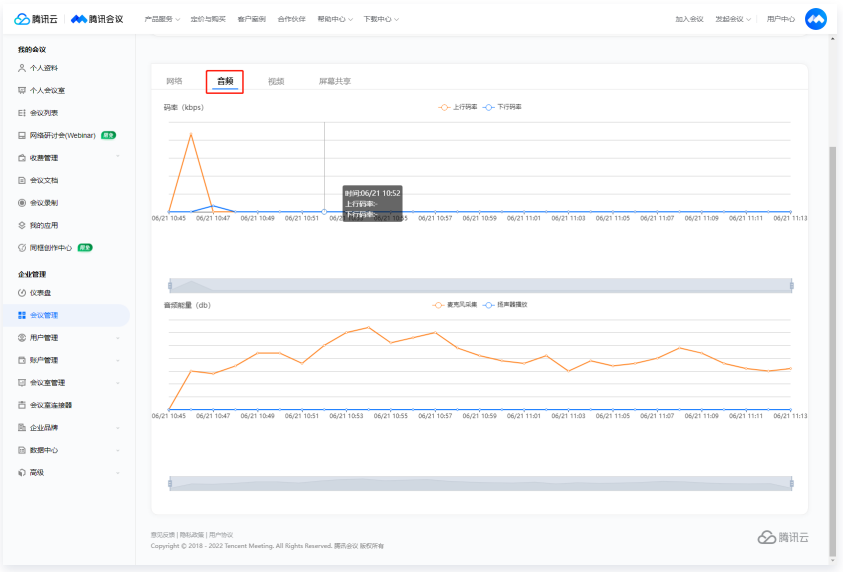
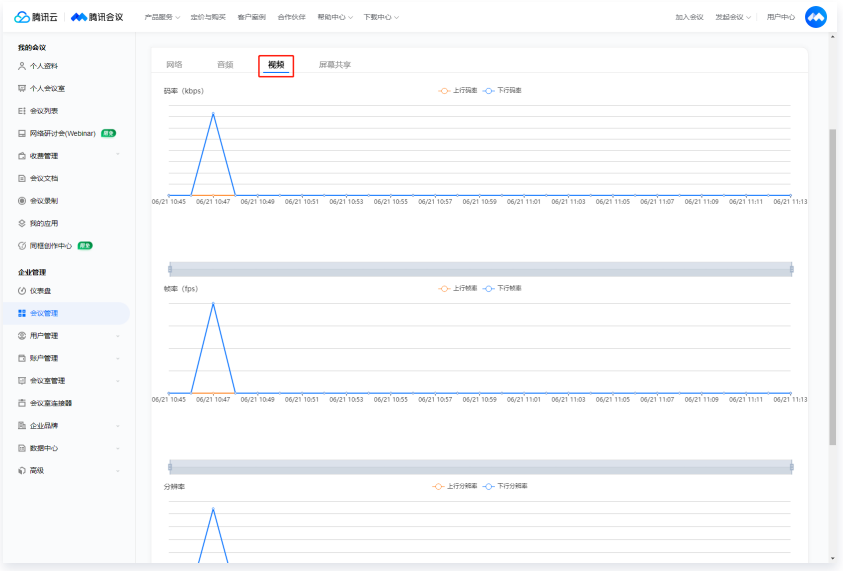
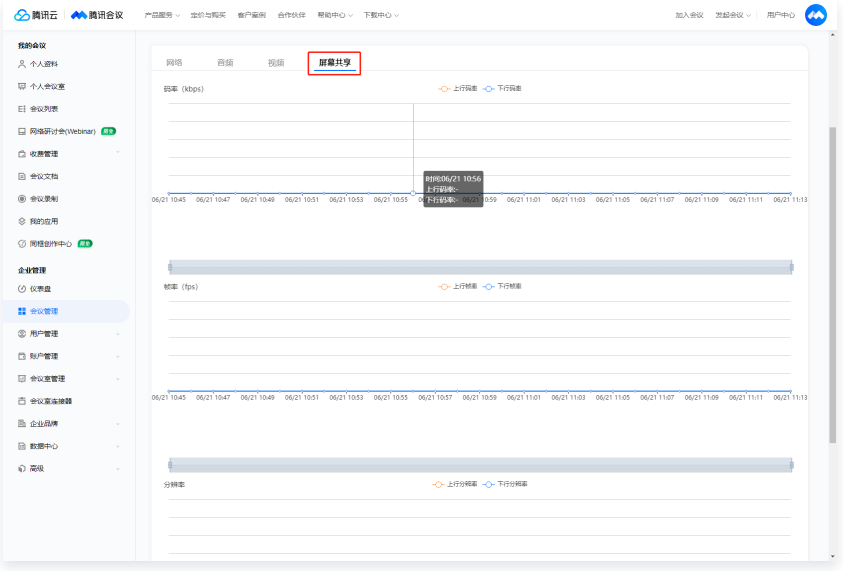


- Video: Bitrate (kbps) includes **Upstream Bitrate**, **Downstream Bitrate**; Frame Rate (fps) includes **Upstream Frame Rate**, **Downstream Frame Rate**; Resolution includes **Upstream Resolution**, **Downstream Resolution**.



- Screen Sharing: Bitrate (kbps) includes **Upstream Bitrate**, **Downstream Bitrate**; Frame Rate (fps) includes **Upstream Frame Rate**, **Downstream Frame Rate**; Resolution includes **Upstream Resolution**, **Downstream Resolution**.



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User management
User List

Last updated：2024-08-28 11:27:16

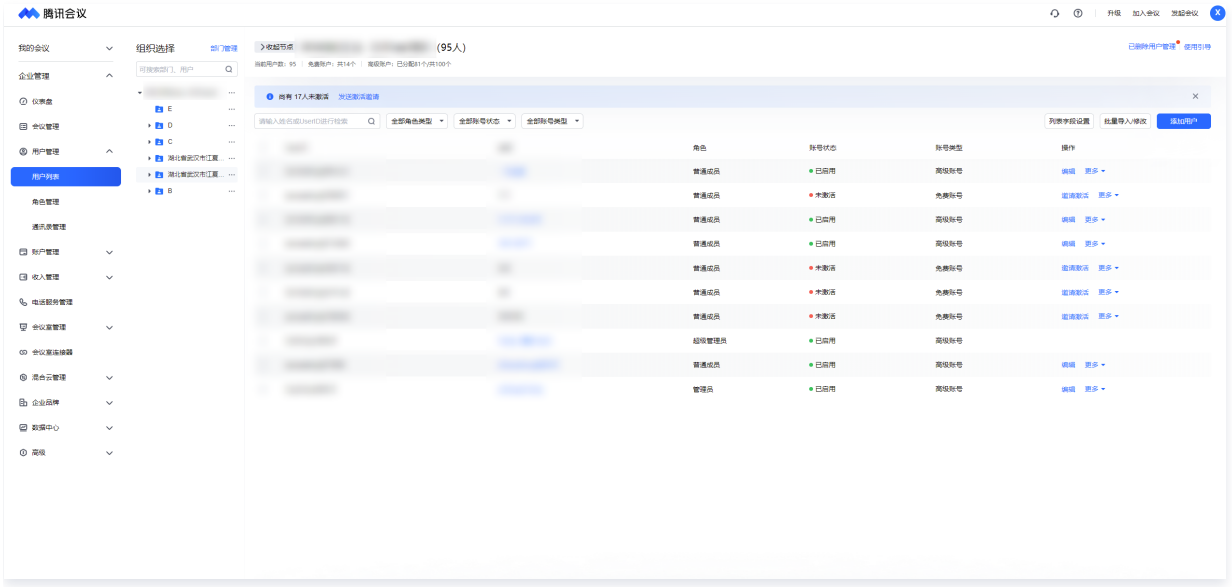
Description of the Feature

You can easily and clearly manage user information under the enterprise.

Flowchart

User List

You can search by name or UserID, and filter by all role types, all account statuses, and all account types.



List Field Settings

You can choose the field information to be displayed in the user list.

Add User

Fill in the user information to add, and after adding, click **Invite Activation**. The system will send an invitation to the user via SMS to activate the account. The invitation link is valid for 48 hours.

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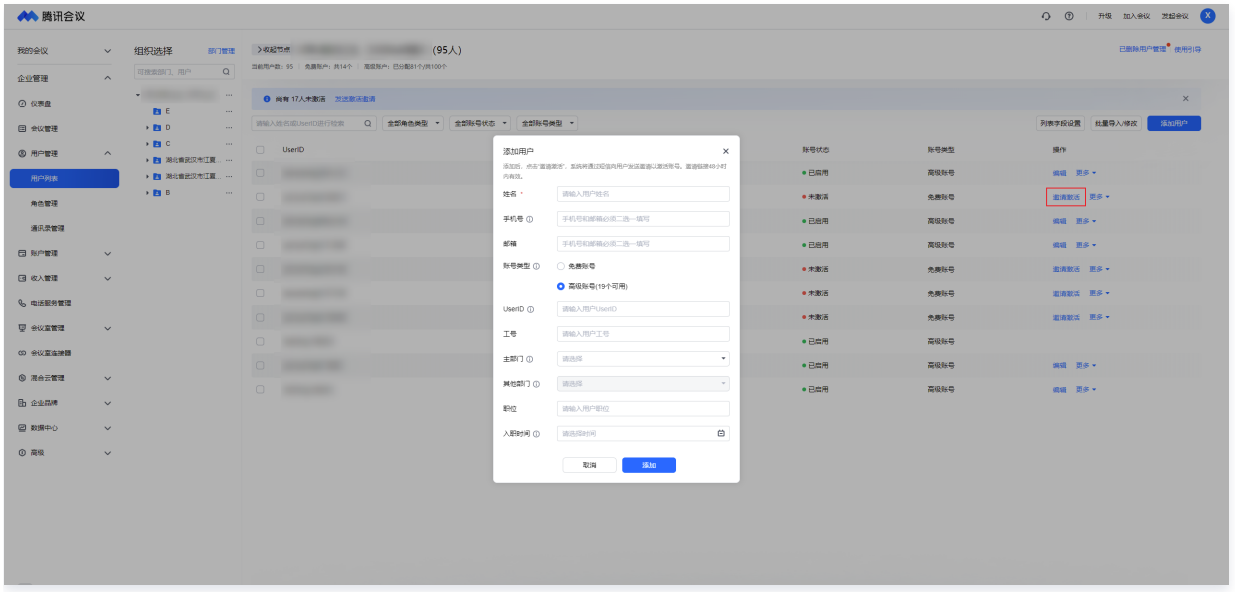
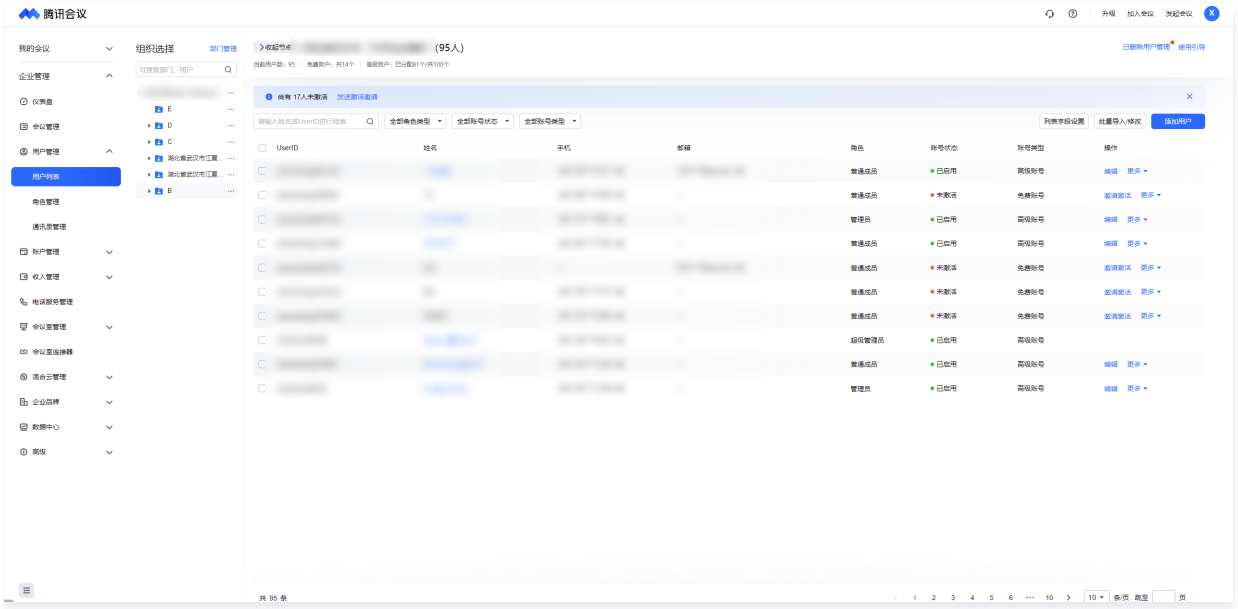


Phone Number and Email Encryption

Only super administrators or other enterprise administrators with relevant permissions can view the complete phone number, email information, and export the user list.



Roles with access to phone number and email sensitive information can view it normally. However, if the limit is reached, a notification will be sent to the super administrator via the Tencent Meeting client.

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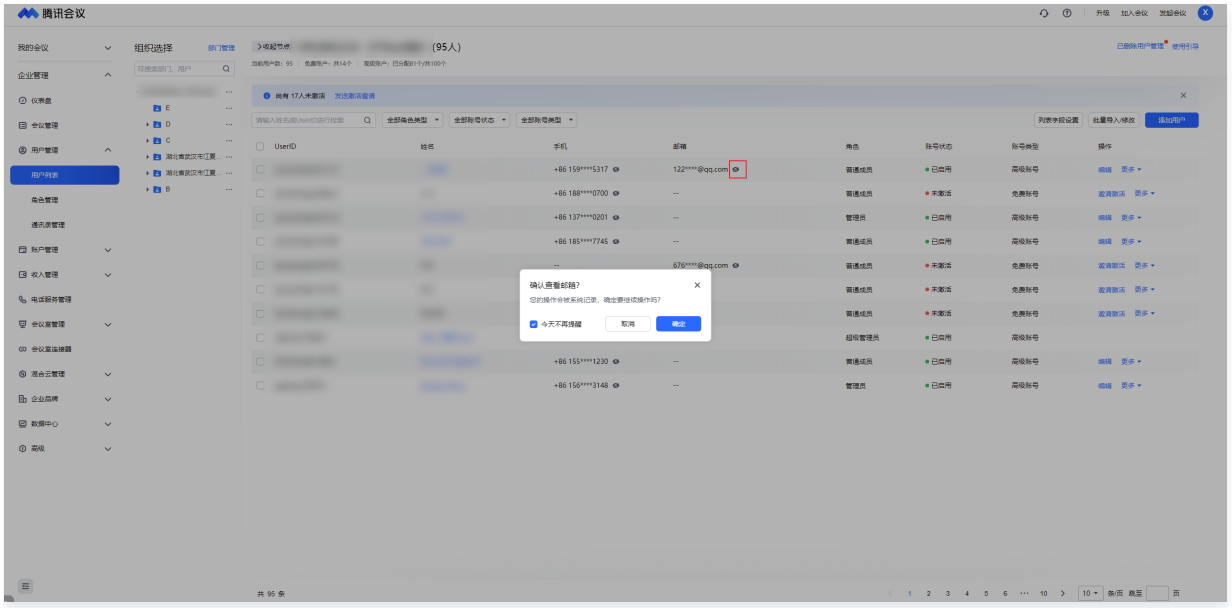
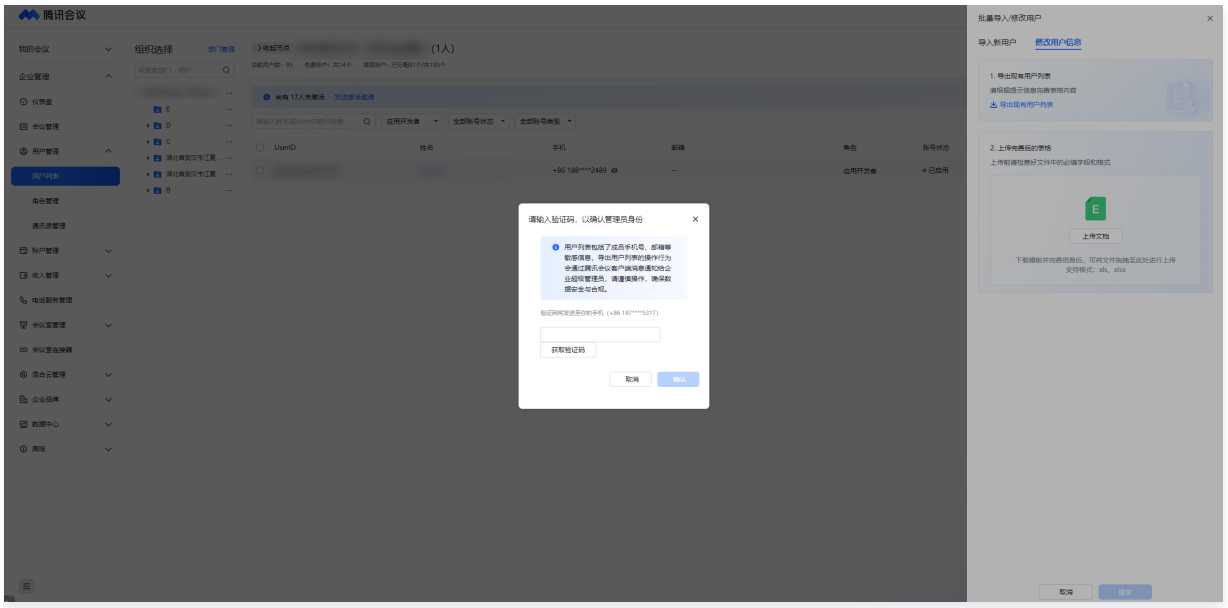


Roles with export user list permissions can export the user list, and the export action will also notify the super administrator via the Tencent Meeting client.



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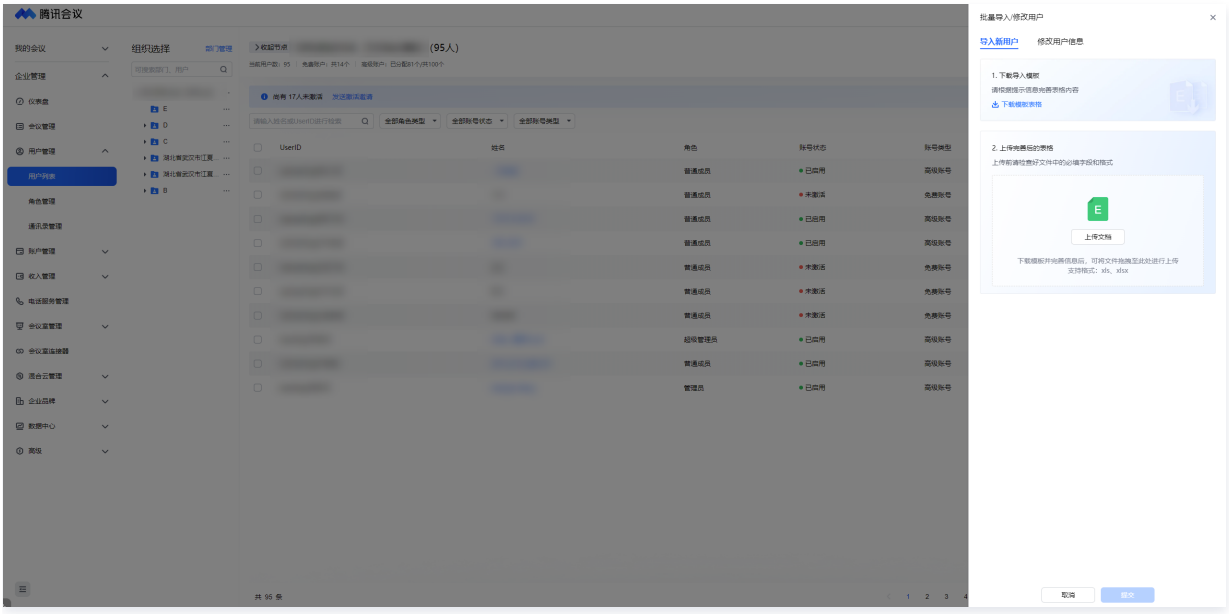
Bulk Import or Modify User

Import new users

1. Download the import template and complete the form content according to the guidelines.
2. Upload the completed form. Only .xls and .xlsx files are supported.
3. Click **Submit** to import new users.



Modifying User Information

1. Export the existing user list and complete the form content according to the guidelines.
2. Upload the completed form. Only .xls and .xlsx files are supported.
3. Click **Submit** to modify user information.

> ⚠ **Note:**

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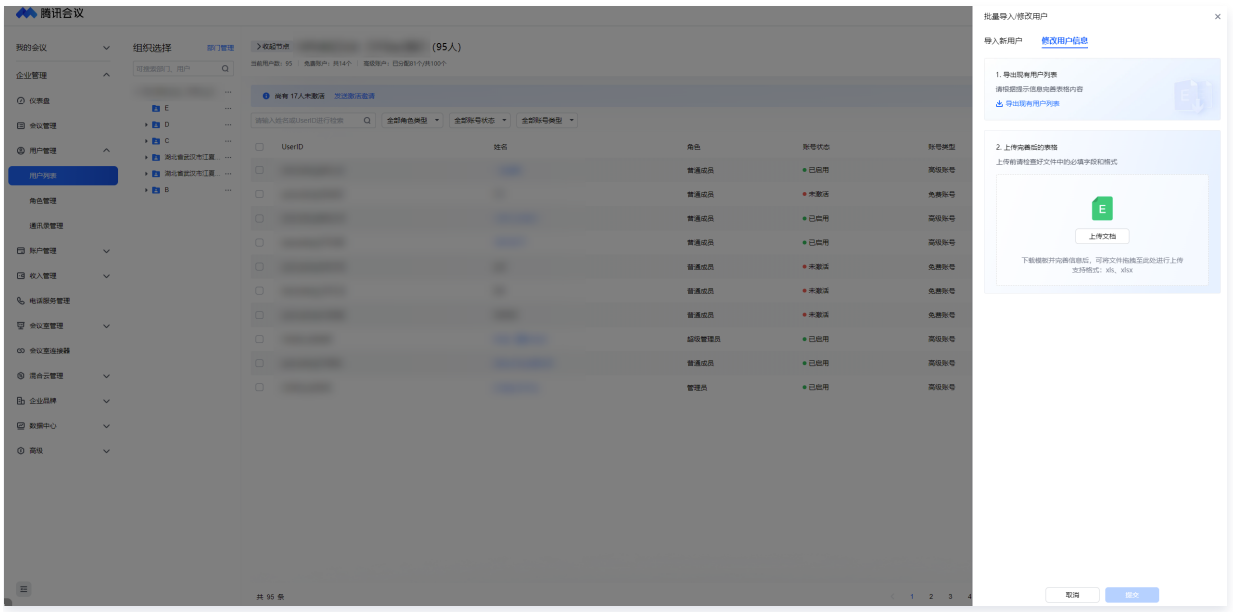
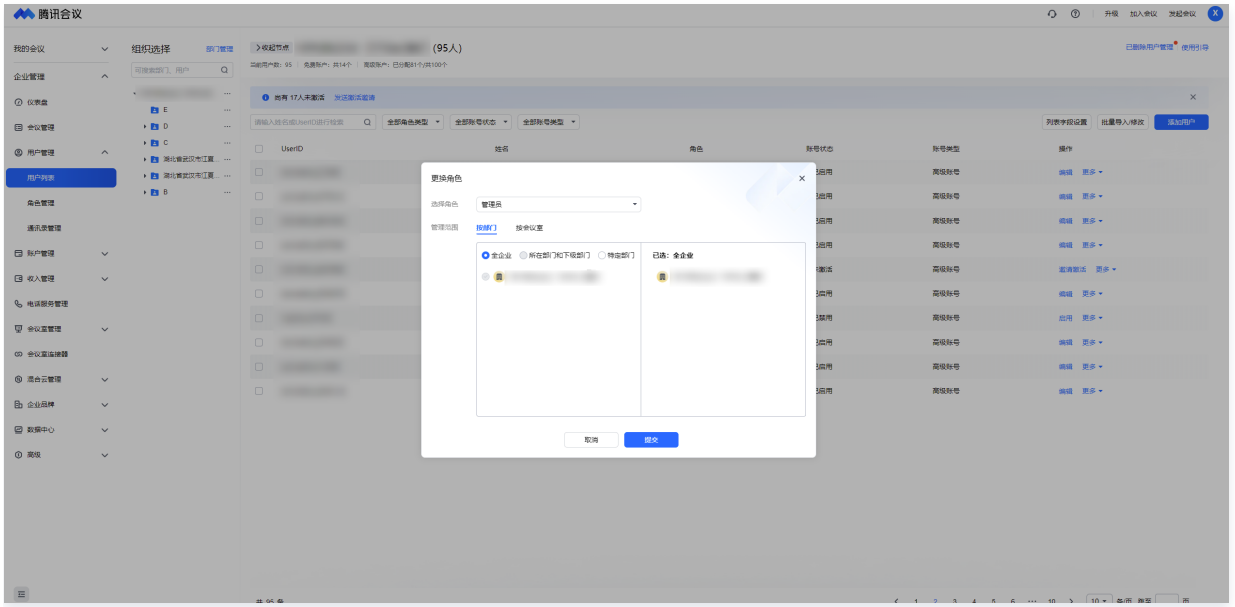
Importing will overwrite existing enterprise personnel information. To update existing personnel information, please first export the user list, then modify it in the exported file and re-import it. Modifying existing members' phone numbers and email addresses is not supported; they need to log in to the client to rebind and modify them themselves.



Change Role

You can change the role of users in the list who are activated and not disabled. If the selected new role has a management scope, you can set the management scope by Department or Meeting Room.



Delete User

Delete Activated User

1. Transfer the user's data to another user: set data recipients and select the data to be transferred.
2. Directly delete the user's data.

Note:
The system will delete all meetings scheduled by this user and all cloud recording files.

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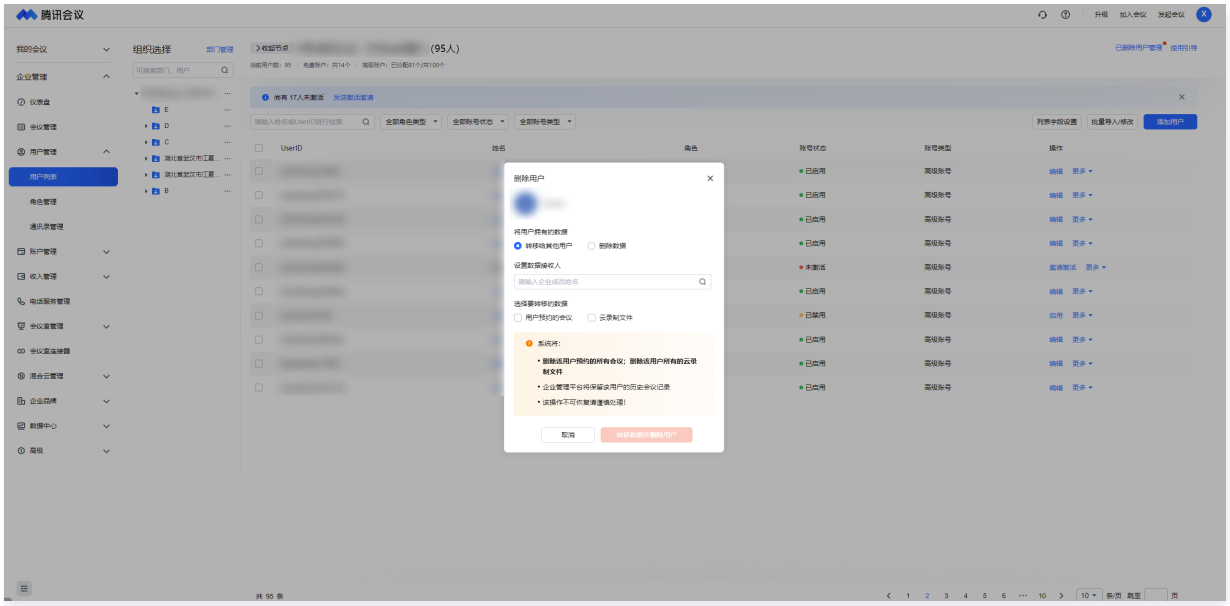

Delete Unactivated User

After confirmation, the user's employee information will be destroyed and the resources allocated to the user will be released.

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Department management

Last updated：2024-08-28 11:27:32

Add Department

- Manual Addition: Administrators with administrative privileges can manually add departments and set the parent department simultaneously.
- Bulk Import or Modification: Download the template, and based on the template, batch set or modify existing department information.

View/Edit Department

- View Department: View department names and department size by organizational structure.
- Department Operations: Support adding sub-departments, editing department names, deleting the department (when there are no members in the department), and drag and drop sorting.



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Role management

Last updated：2024-08-28 11:27:55

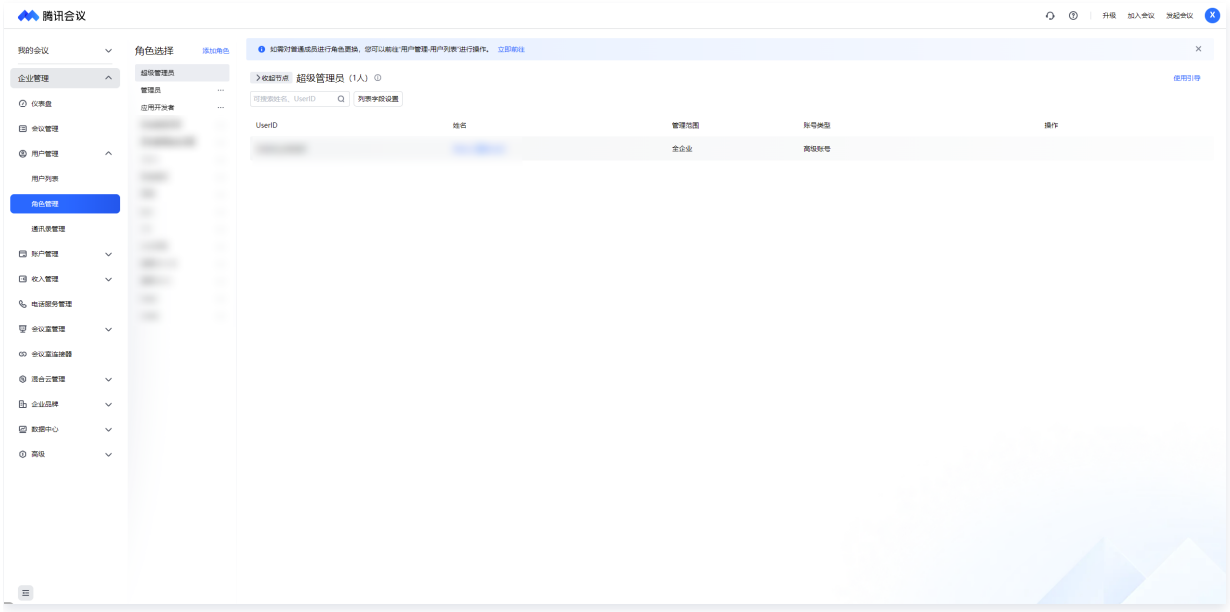
Description of the Feature

Easily manage the role information under the enterprise.

Flowchart

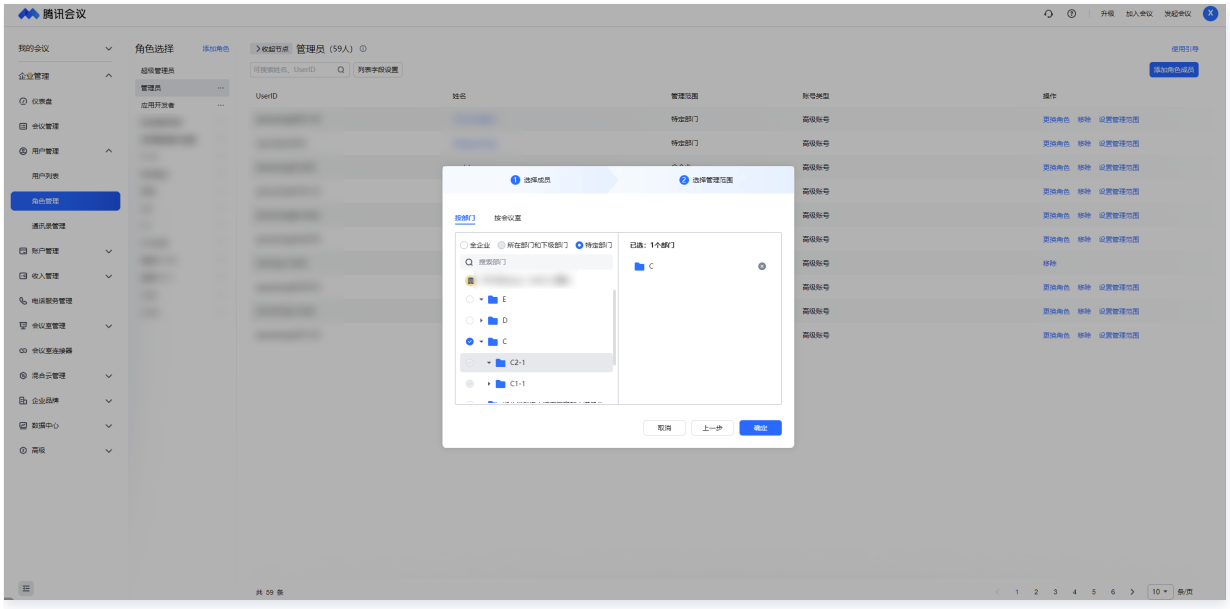
Tencent Meeting Web platform supports three default roles:

- **Super Admin:** The Super Admin has all permissions to access and manage the enterprise account.
- **Admin:** The Admin has extensive permissions to access and manage the enterprise account.
- **App Developer:** The App Developer has the right to manage and view the applications they have created.



Add Role Member

You can choose a member and set the management scope according to departments and meeting rooms.



Change Role

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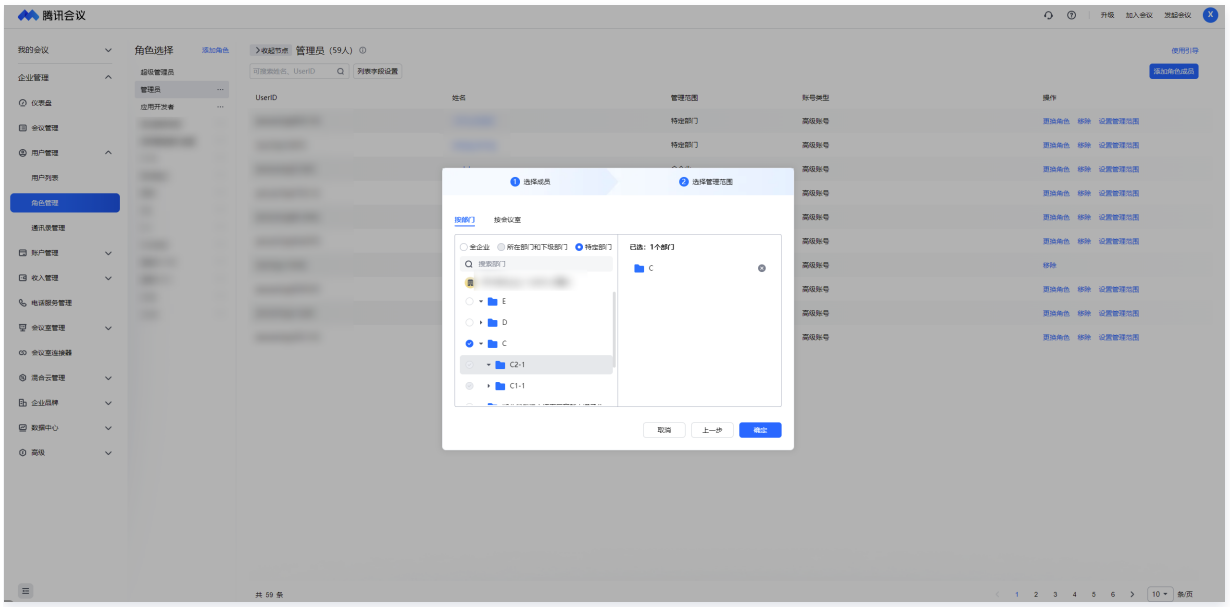
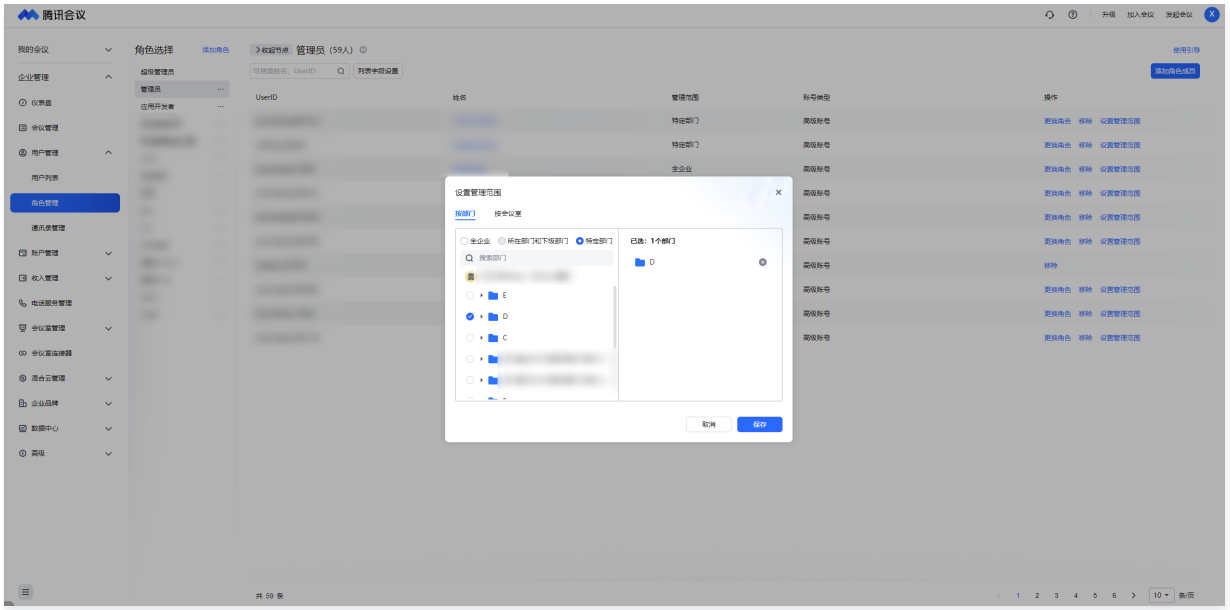
You can change the role of the members in the list. If the selected role has a management scope, you can set the management scope according to departments and meeting rooms.



Set Management Scope

You can reset the management scope for members in the list according to departments and meeting rooms.



Add Role

You can also choose to add a custom role and set permissions for the role.

- Role Information: Enter the custom role information (role name, role description).
- Role Authorization: Select the permissions for the role:
  - Dashboard (Dashboard homepage).
  - Meeting Management (Meeting list).
  - User Management (User list, phone number information, email information, export user list, role management, department management).
  - Account Management (account information, recording management, resource allocation, billing information, account settings).
  - Paid Management (order management, order withdrawal).

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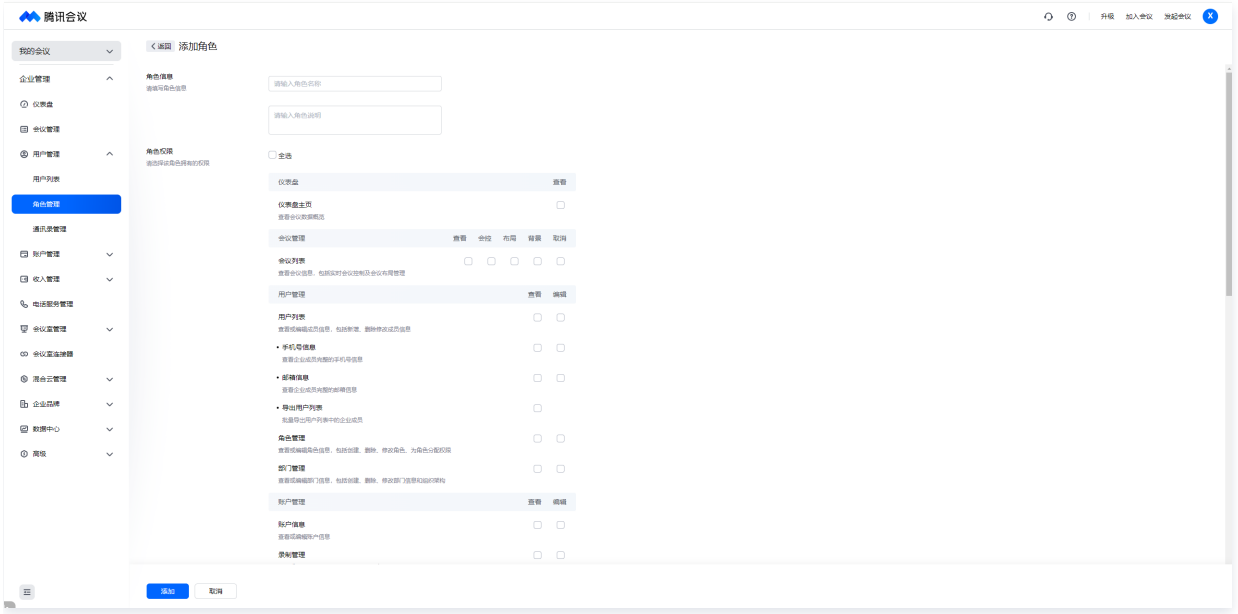
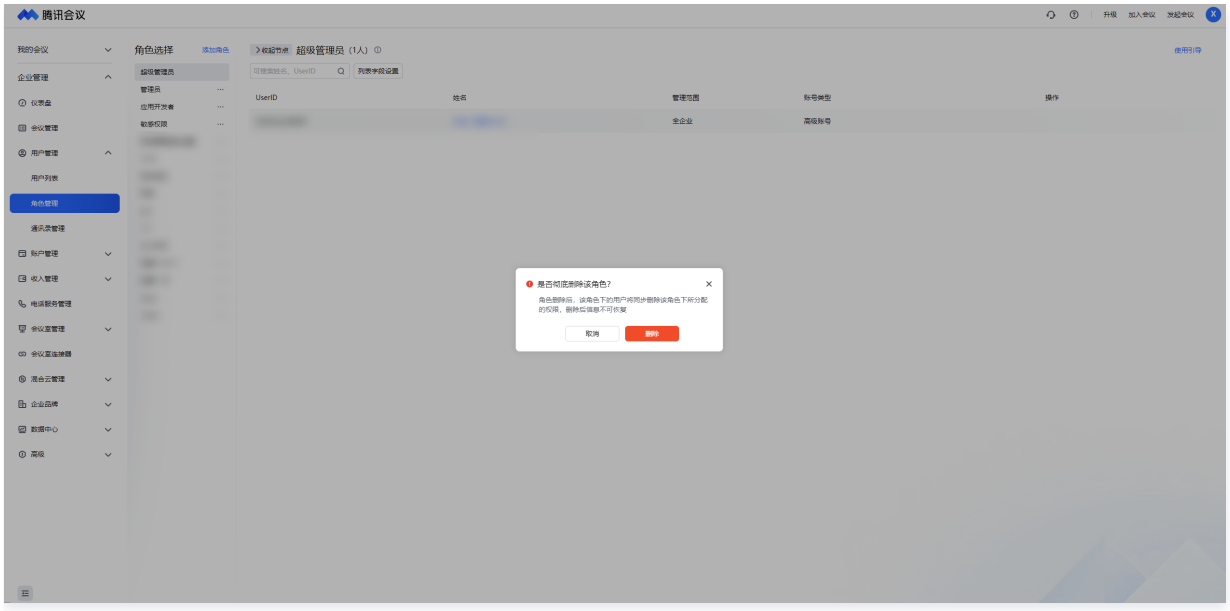
- Administrator Records (records list).
- Activity Log (records list).
- Telephone Service Management (telephone service management).
- Conference Room Management (conference room management).
- Meeting Room Connector (meeting room connector).
- Hybrid Cloud Management (hybrid cloud management).
- Brand Customization.
- Message Center (message list).
- Advanced (viewing and editing permissions for enterprise-built applications, third-party applications, enterprise application management). Click **Add** to complete.



Delete Role

You can delete the custom role in the role selection on the left.



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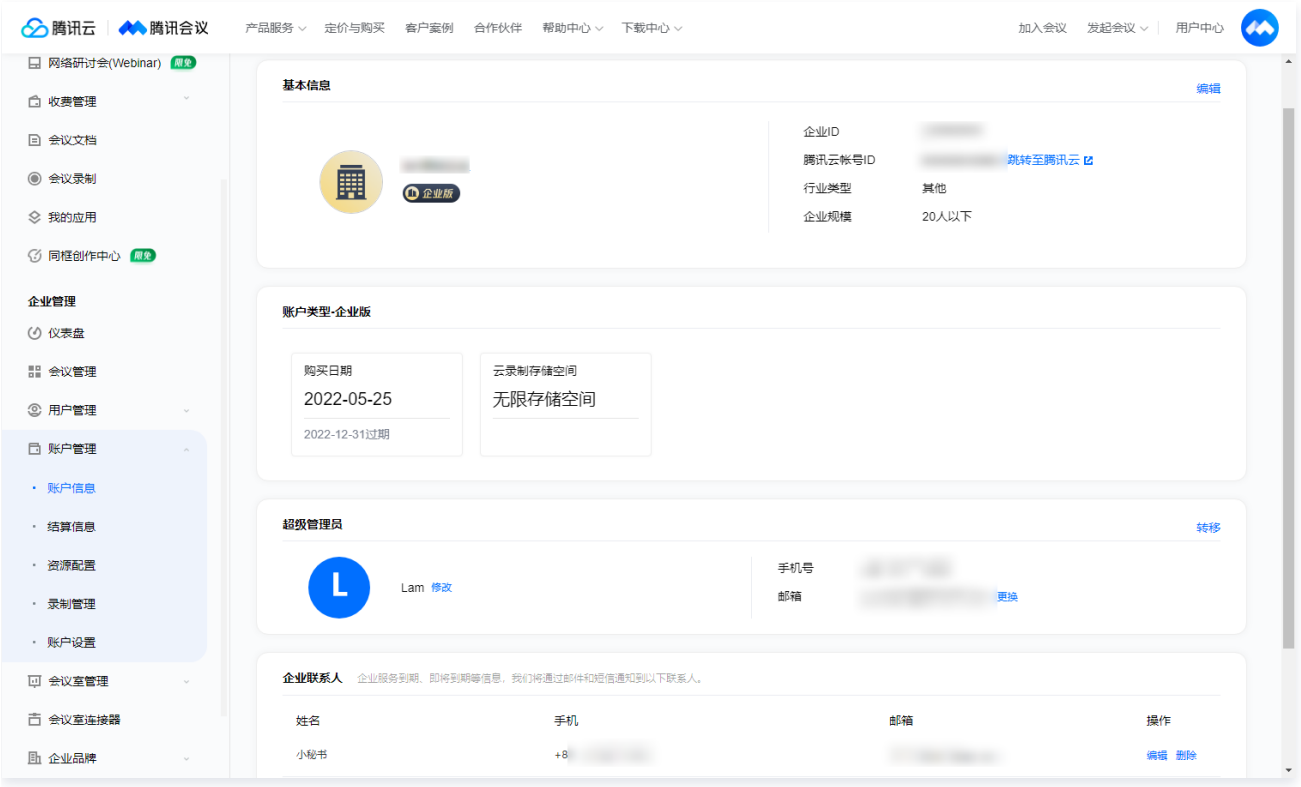
Account Management
Account Information

Last updated：2024-08-28 11:28:27

- Basic Information: Enterprise Name, Enterprise ID, Tencent Cloud Account ID, Industry Type, Enterprise Scale.
- Account Type: Enterprise Edition or Commercial Edition, Purchase Date, Expiration Time, Cloud Recording Storage Space.
- Super Administrator: Name, Phone Number, Email.
- Corporate Contact Person: Name, Phone Number, Email.



- Modify Enterprise Information:
  - Tencent Meeting supports modifying enterprise information on the Enterprise Operation Platform.
  - Enter the Account Information Page, click **Editing** to modify.

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Billing Information

Last updated：2024-08-28 11:28:43

Current Service

- Displays the services you have currently purchased, with their effective status and effective time.
- Parameters shown: Service Name, Quantity, End Date, Service Status, Renewal Method, Operations (only Enterprise Super Administrator can operate upgrades).
- Only the Enterprise Super Administrator can perform service upgrades, renewal settings, and invoice management operations.



Historical Order Information

- Displays the services you have purchased in the past, with their effective status and effective time.
- Parameters shown: Order Number, Order Time, Service Effective Time, Order Type, Purchase Service, Number of Services, Order Amount.

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Resource configuration

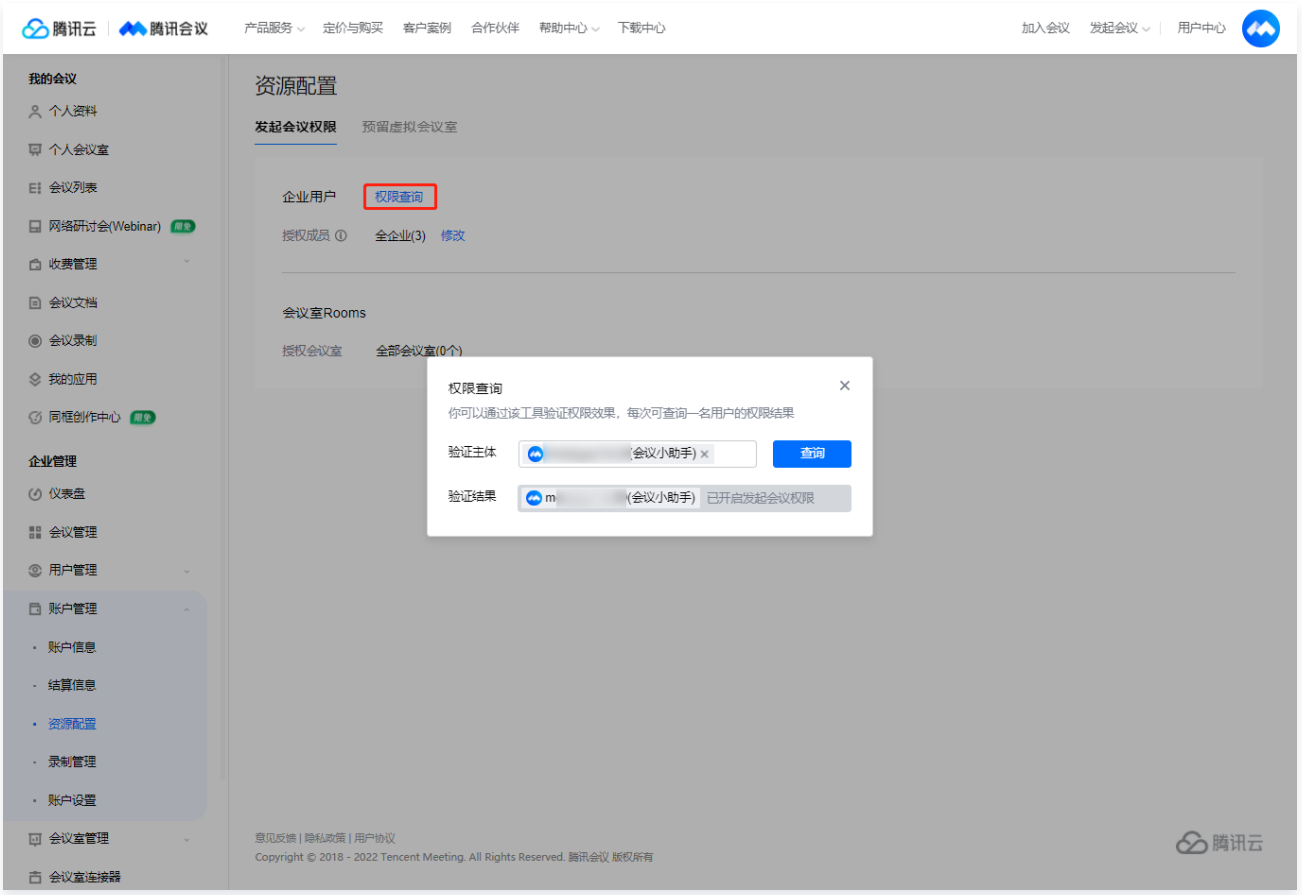
Last updated：2024-08-28 11:29:04

Initiate Meeting Permission

Enterprise Users

Enterprise Super Administrator or Enterprise Administrator can query and configure the permission for members to initiate meetings within the enterprise.

- Permission Query: This tool allows you to verify permission effects. You can query the permission result of one user at a time.



- Authorized Members: Configure the permission for members or specific departments to initiate meetings. Only configured members can initiate meetings. Unconfigured members will be unable to initiate meetings.

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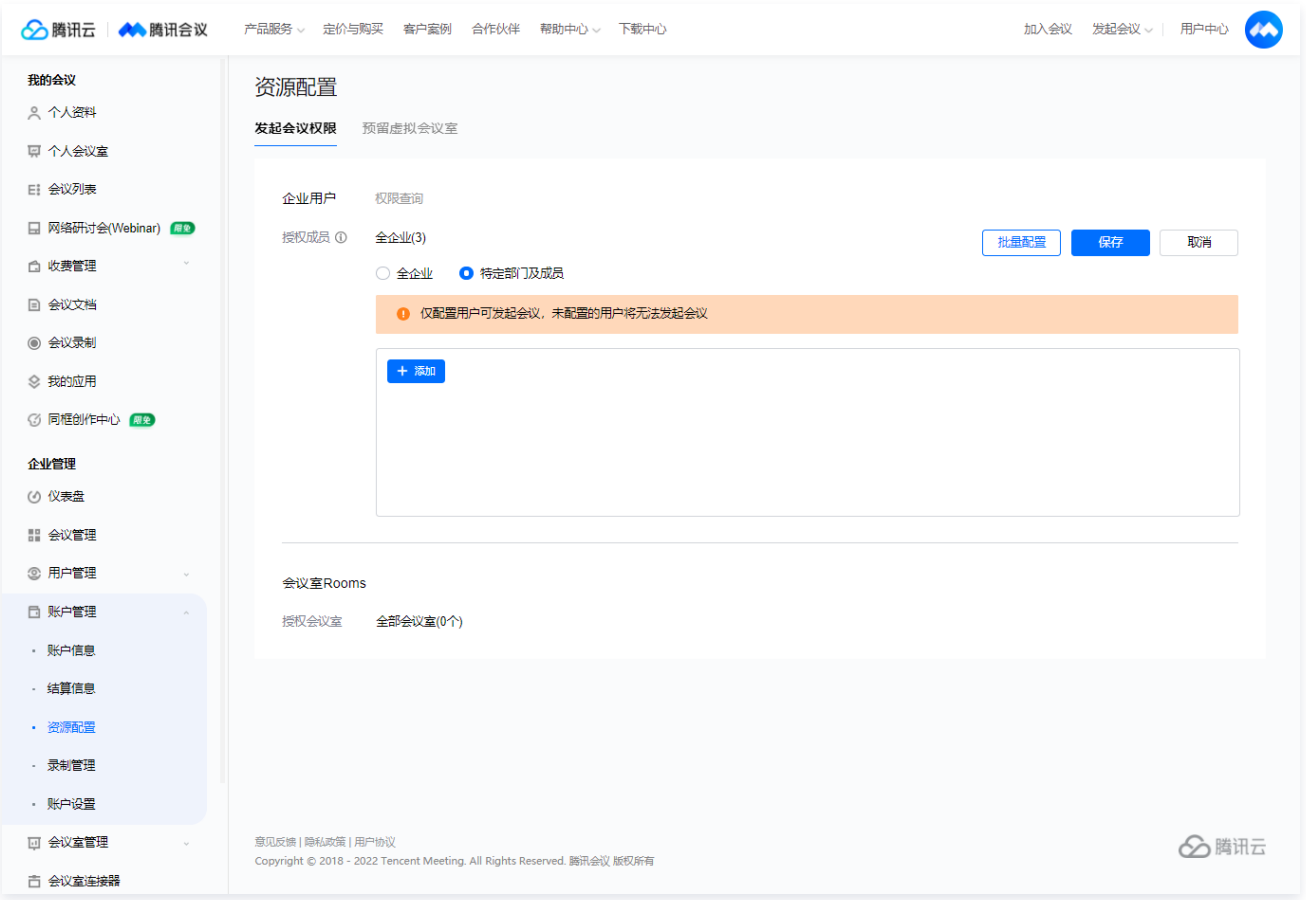
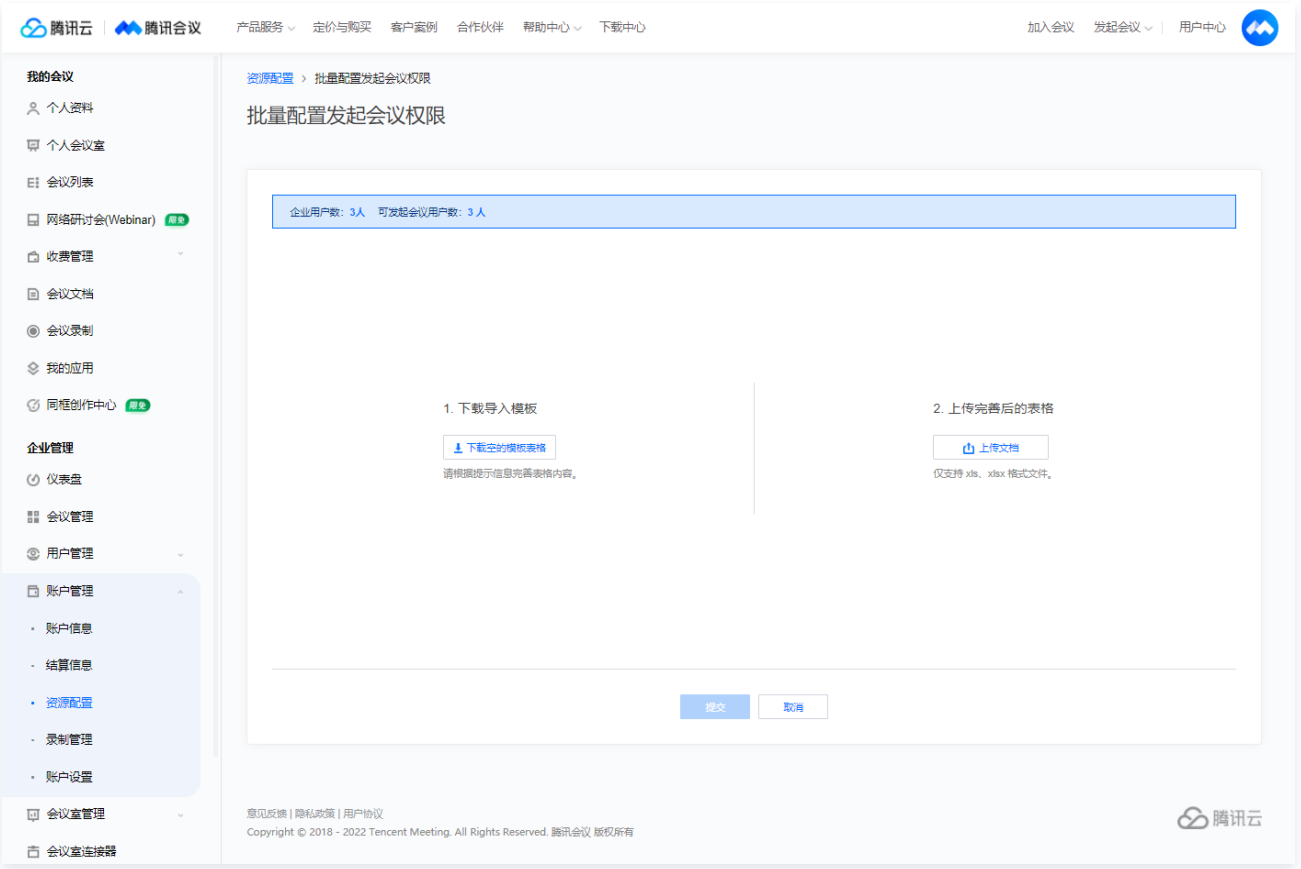


- Batch Configuration: Download the import template, complete the form as per the instructions, and upload the form.



Meeting Rooms

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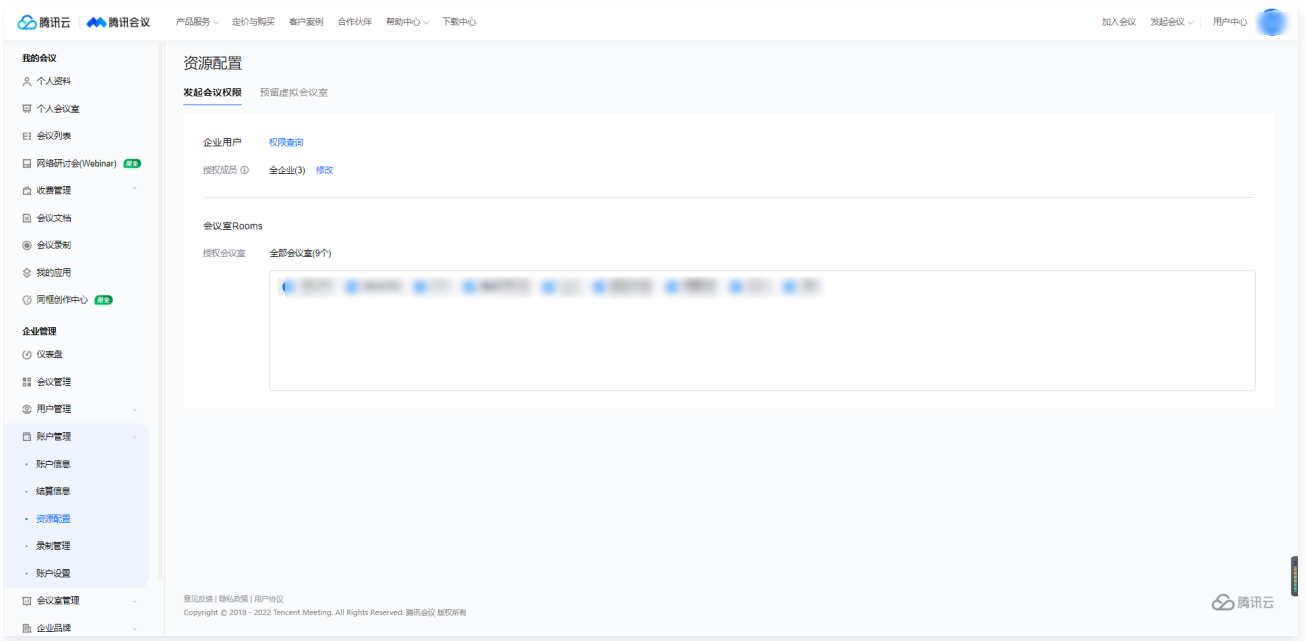
Display all meeting rooms that can initiate meetings within the enterprise.



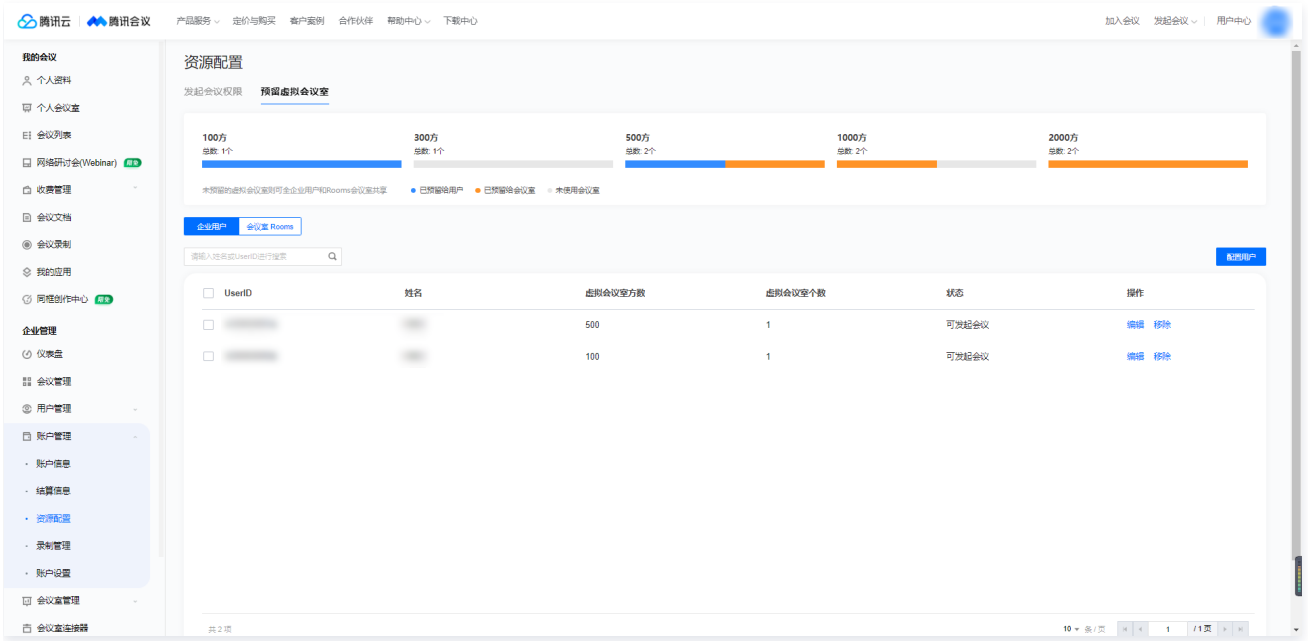
Reserve Virtual Meeting Room

Display the usage status of virtual meeting room resources within the enterprise. Configure these resources for enterprise users and meeting rooms.

Enterprise Users

View and configure virtual meeting room resources for enterprise users.

- Search by name or UserID to view the virtual meeting room resource configuration for enterprise users.
- The displayed parameters include: UserID, Name, Number of Virtual Meeting Rooms, Virtual Meeting Room Count, Status, Actions (Edit, Delete).



- Configured Users: Configure virtual meeting rooms for enterprise users as needed. Configured users will have the privilege to reserve or create meetings first.

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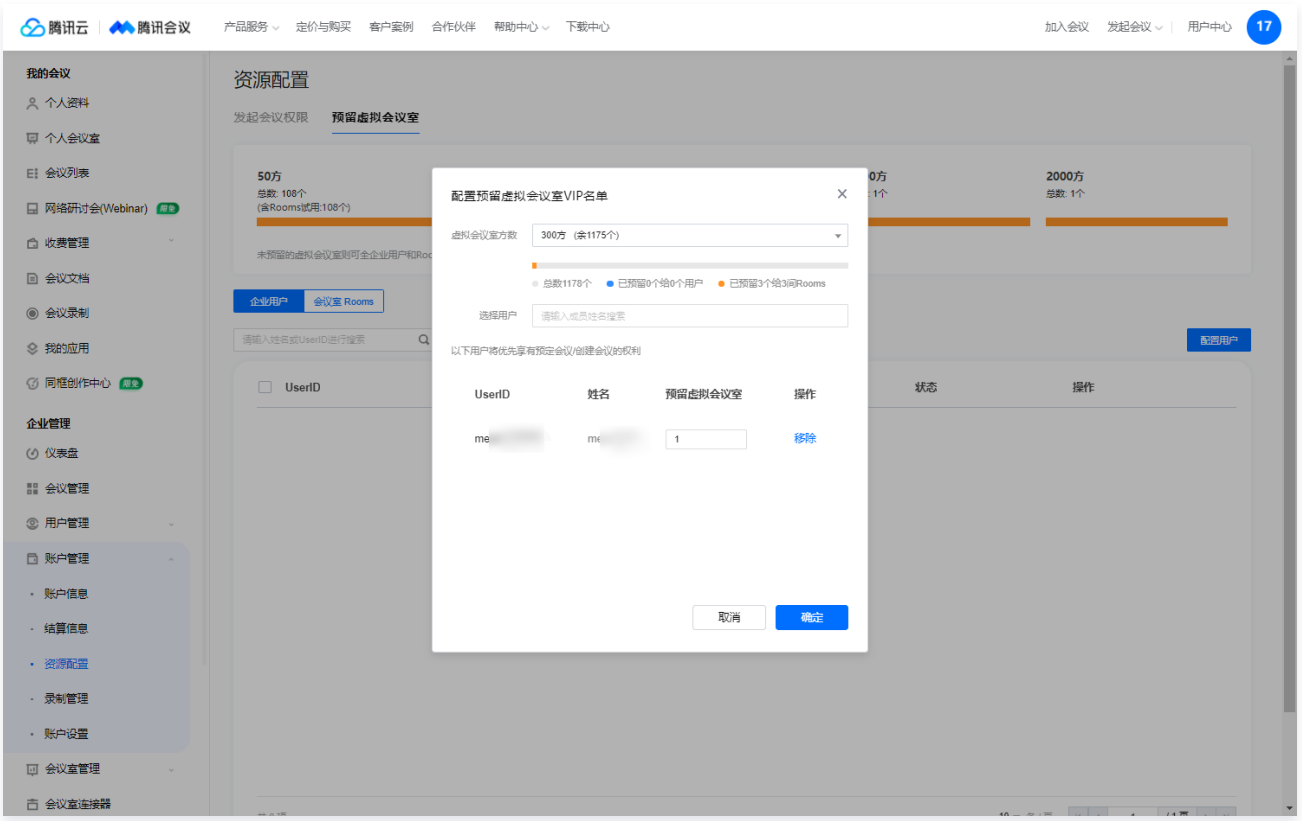
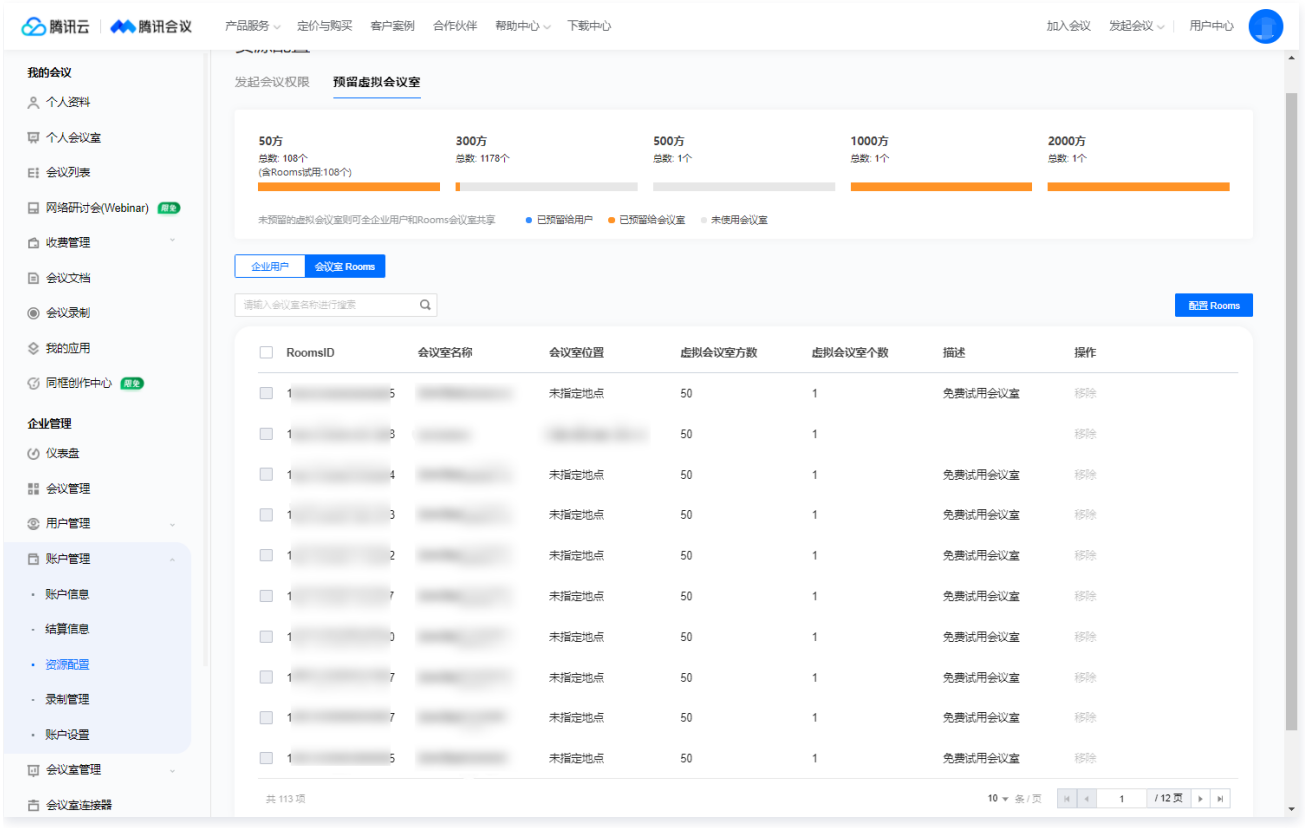


Meeting Rooms

View and configure virtual meeting room resources for enterprise users.

- Search by meeting room name to view the virtual meeting room resource configuration of the meeting room.
- The displayed parameters include: RoomsID, Meeting Room Name, Meeting Room Position, Number of Virtual Meeting Rooms, Virtual Meeting Room Count, Description, Actions (Remove).



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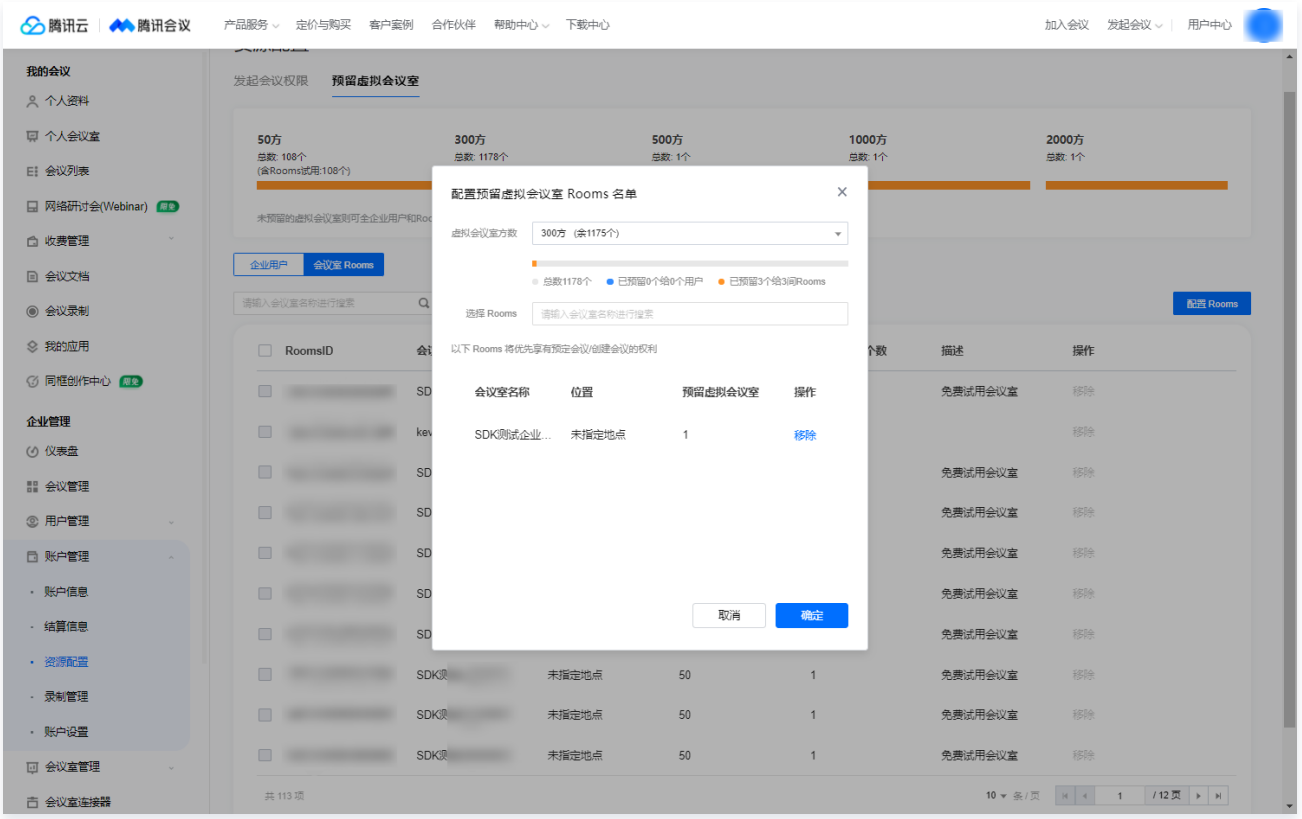
- Configured Rooms: Configure virtual meeting rooms for meeting rooms as needed. Configured rooms will have the privilege to reserve or create meetings first.



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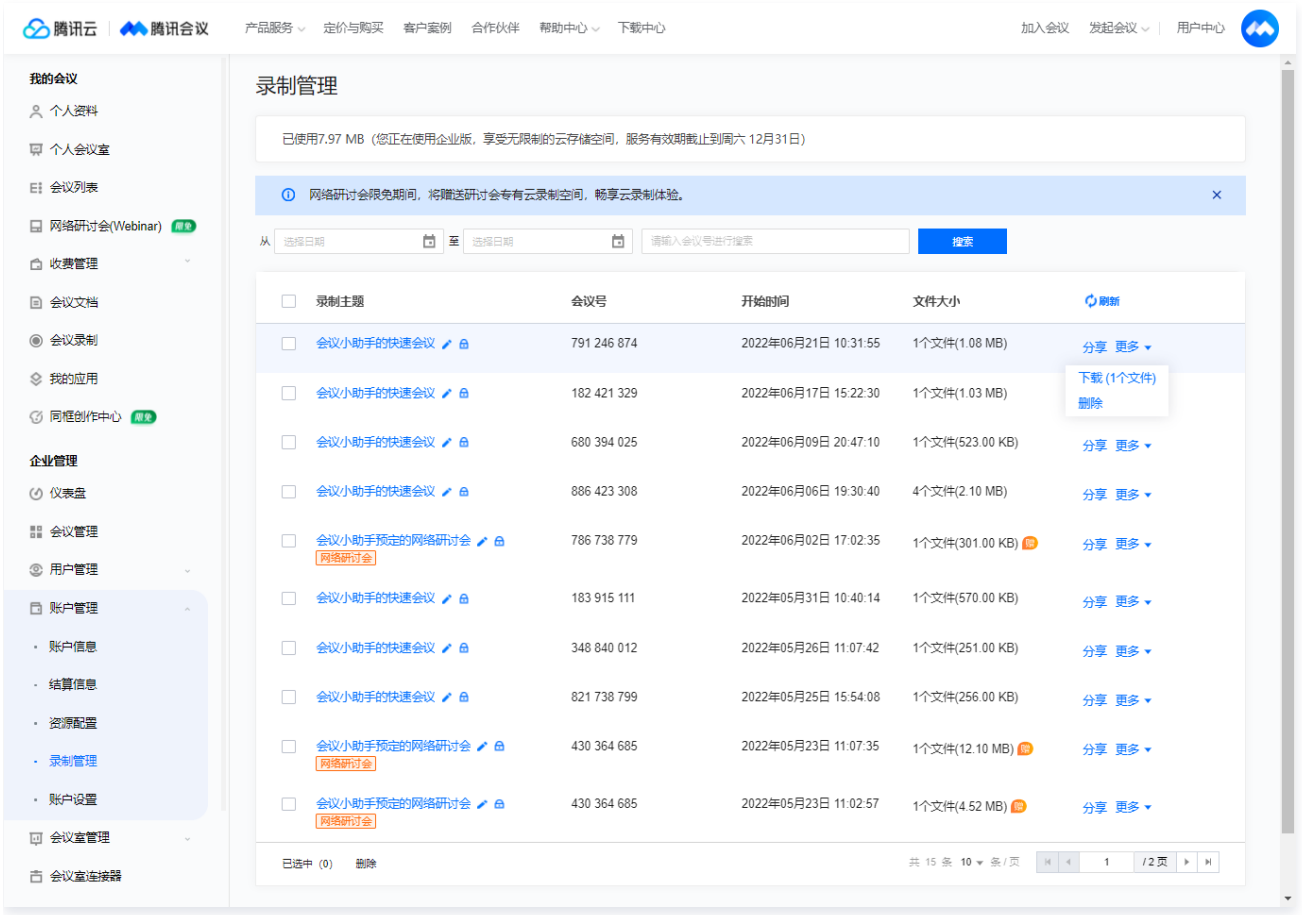
Recording Management

Last updated：2024-08-28 11:29:22

Record meetings

Display cloud recording storage space, used capacity, total capacity; you can also select meeting recordings for a specific time period.
Display parameters include: Recording Topic, Meeting Number, Start Time, File Size, Refresh, Share, More (Download, Delete).



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Account Settings

Last updated：2024-08-28 11:29:43

Meeting Settings

Unified enterprise meeting feature settings for secure and efficient meeting management.

Pre-meeting settings

Includes Virtual Background, Meeting Documents, Automatic End Time, Modify Nickname, and Change Avatar.

- Virtual Background: Once enabled, all meetings under the enterprise can set images as virtual backgrounds.
- Meeting Documents: Once enabled, all meetings under the enterprise can set meeting documents.
- Automatic End Time: Once enabled and a timeout period is set, meetings under the enterprise with only one participant will automatically end after the set time.
- Modify Nickname: Once enabled, all members under the enterprise are allowed to modify their nicknames.
- Change Avatar: Once enabled, all members under the enterprise are allowed to change their avatars.



In-meeting settings

Includes Meeting Red Envelopes, Meeting Chat, and Vote During Meeting.

- Meeting Red Envelopes: Once enabled, all meetings under the enterprise can use the red envelope feature.
- Meeting Chat: Once enabled, all meetings under the enterprise can set user chat permissions.
  - Chat permissions can be set as: Free Chat, Public Chat Only, Private Message to Host Only, Mute All Participants.
  - Once locked, all meetings under the enterprise will follow these chat settings.
- Meeting Chat Archiving: Once enabled, public chats in all meetings under your account will be saved to the cloud for 60 days.
- In-meeting Voting: Once this feature is enabled, all meetings under the enterprise can initiate voting.
- Subtitles: Once this feature is disabled, all meetings under your account will not have the subtitle feature.
- Real-time Transcription: Once this feature is disabled, all meetings under your account will not have the real-time transcription feature.
- Simultaneous Interpretation Language Designation: Once enabled, the interpretation language will be limited to the specified language; once this feature is disabled, the interpretation language supports the default 17 languages.

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- Default Languages: Chinese, English, Japanese, Korean, German, French, Russian, Portuguese, Spanish, Italian, Arabic, Indonesian, Hindi, Thai, Vietnamese, Malay, Turkish.

- Add Application Entry: Once this feature is disabled, the add application entry will not be shown in any meeting under your account and third-party applications cannot be added.
- Interactive Annotation: Allows hosts and participants to use the interactive annotation feature during screen sharing.
  - Option Selection: By default, only the user currently sharing can use the interactive annotation feature.



Security settings

Member Admission Restrictions, Meeting Watermark, Multi-Factor Authentication, Remote Control.

- Member Admission Restrictions: All meetings under the enterprise can choose member admission restrictions.
  - Selectable Admission Criteria: Only allow enterprise internal members to join, or allow all members to join.
  - Once the admission method is locked, all meetings under the enterprise will follow this method.
- Meeting Watermark: Once this feature is enabled, all members will see a watermark embedded in the meeting screen during meetings under the enterprise.
  - Selectable Watermark Modes: Single-row watermark, Multi-row watermark.
  - Once locked, all meetings under the enterprise will only use this watermark mode.
- Multi-Factor Authentication: After enabling this feature, using SMS Captcha or account password to log in to the management platform will require multiple identity verifications. At least two authentication methods must be selected when enabling.
- Remote Control: After enabling this feature, selected members can use the remote control feature, and you can choose whether it is enabled only for internal enterprise users or for all members.

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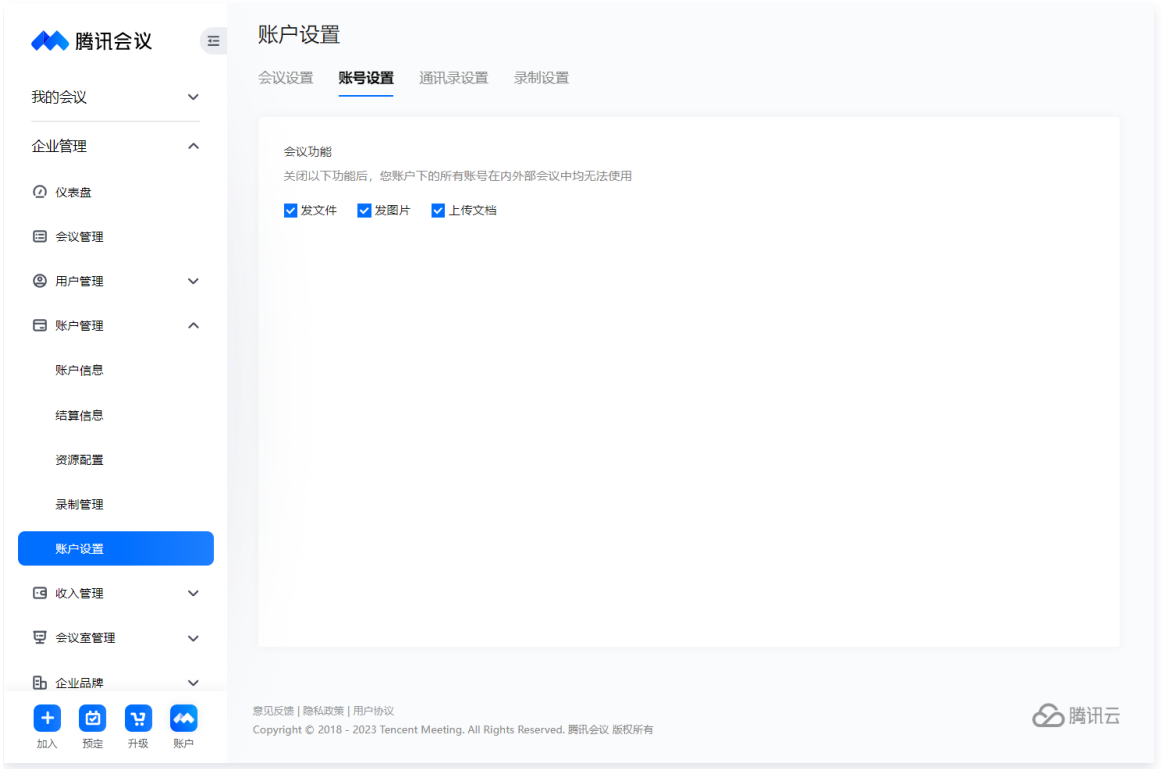
Account Settings

Meeting Features: Send files, Send images, upload files. Once any feature is disabled, all accounts under the enterprise will be unable to use the feature in both internal and external meetings.



Directory Settings

- Corporate Directory: After enabling, you can view the corporate directory before and during the meeting, and call members to join, making it convenient for corporate members to view the organizational structure.

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- Display Corporate Organizational Structure: After enabling, the directory will display the organizational structure and member information of the enterprise.
- Set Members Not Allowed to Be Called: Set invisible members. Members in the enterprise directory will not be able to directly view these members, protecting special personnel and executives. You can flexibly set the visibility of internal members in the directory.
- Personal Business Card: After enabling, corporate members can set personal business cards and display them in the member list during the meeting.



Recording Settings

Unified enterprise meeting recording feature settings for secure management of meeting recordings.

Cloud Recording and View

- Enable Cloud Recording: After enabling this feature, all meetings under the enterprise can use cloud recording.
  - Option to simultaneously record audio files with cloud recording, enable transcription during recording, and enable intelligent recording.
  - Once locked, all meetings under the enterprise will only use this configuration for recording meetings.
- Cloud Recording View:
  - After enabling cloud recording, you can choose to enable the cloud recording view mode.
  - View options: Follow the host's layout, record only the host's locked screen, or switch dynamically based on the speaker with three mode options.
- Enable Local Recording: After enabling this feature, all meetings under the enterprise can use local recording.
- Enable Automatic Recording:
  - Once automatic recording is enabled, all meetings under your account will automatically start recording when the host joins the meeting by default.
  - Automatic Recording Options: Cloud Recording, Local Recording.
    - Cloud Recording: To choose this option, cloud recording must be enabled first.
      - Support setting to start cloud recording immediately when attendees join; if there are no attendees, recording will start automatically when the host joins.
      - Support setting for the host to pause or stop cloud recording. Once set, the host can pause or stop cloud recording during the meeting.

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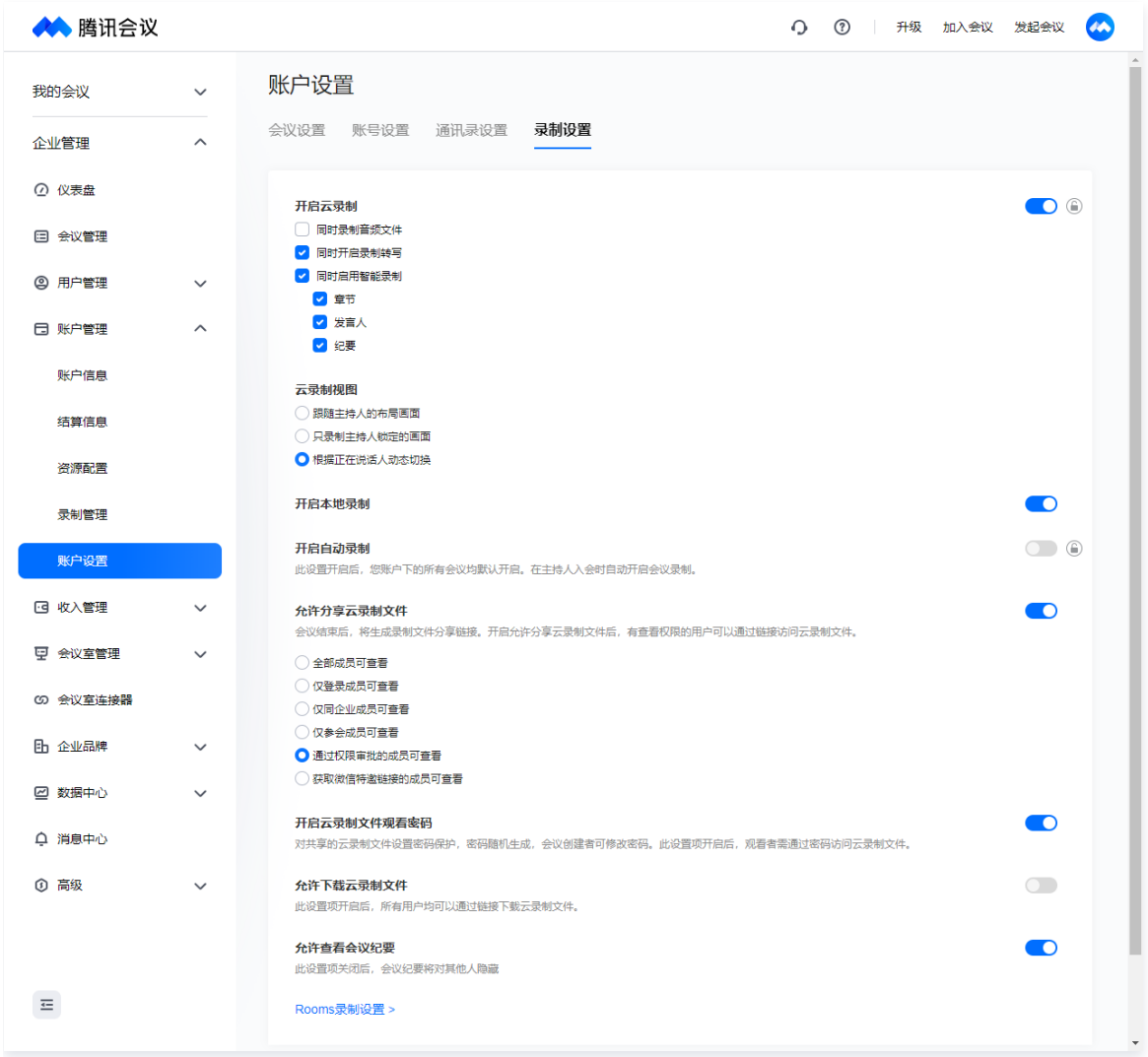
    - Local Recording: To choose this option, local recording must be enabled first.
- Once the automatic recording method is locked, all meetings under the enterprise will default to this method and automatically start recording during the meeting.
- Recording File Settings:
    - Allow Sharing of Cloud Recording Files:
        - After the meeting ends, a share link for the recording file will be generated. When allowing sharing of cloud recording files is enabled, users with view permissions can access the cloud recording files through the link.
        - User Sharing Permissions: All members can view, only logged-in members can view, only members of the same enterprise can view, only attendees can view, members approved for access can view, members with a special WeChat invitation link can view.
    - Enable Cloud Recording File Viewing Password: Set a password to protect the shared cloud recording file. The password is randomly generated, and the meeting creator can modify it. Once this setting is enabled, viewers need the password to access the cloud recording file.
    - Allow Download of Cloud Recording Files: When this setting is enabled, all users can download the cloud recording file via the link.
    - Allow Viewing of Meeting Minutes: When this setting is disabled, the meeting minutes will be hidden from others.



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Meeting Room Management
Meeting Room

Last updated：2024-08-28 11:30:49

Shows how many Rooms accounts you have, as well as the usage status and number of devices.

Meeting Room List

- Meeting Room Name: Meeting Room Location.
- Account Types: All, Dedicated Account, Paid Account, Trial Account.
- Activation Code: This activation code is generated by the administrator and used to activate Rooms devices. It can be regenerated.
- Meeting Room Status: Meeting room statuses include available, offline, not logged in, in use.
- Reservation Status: All, Reservation Not Available, Reservation Available.
- Number of People Allowed: Number of people this meeting room can accommodate.
- Equipment: All, TV, Projector, Conference Phone, MIC, Video TV, PC, Wireless Screen Projection.
- Operations: Click **Set** to go to meeting room details; Click **More** for operations like enabling reservations, prohibiting calls, logging out, deleting.
- Batch operations: Batch add meeting rooms, batch add activation codes, batch switch to official service, batch renew dedicated account, batch logout, batch delete, batch enable reservations, batch disable reservations, batch allow calls, batch prohibit calls.
- Export List: Export all meeting room list data on the current page.
- Header Settings: Customize the information items displayed in the list.



Set

Set individual meeting rooms in the meeting room list, or set meeting rooms in a specific area from all meeting rooms.

Basic information

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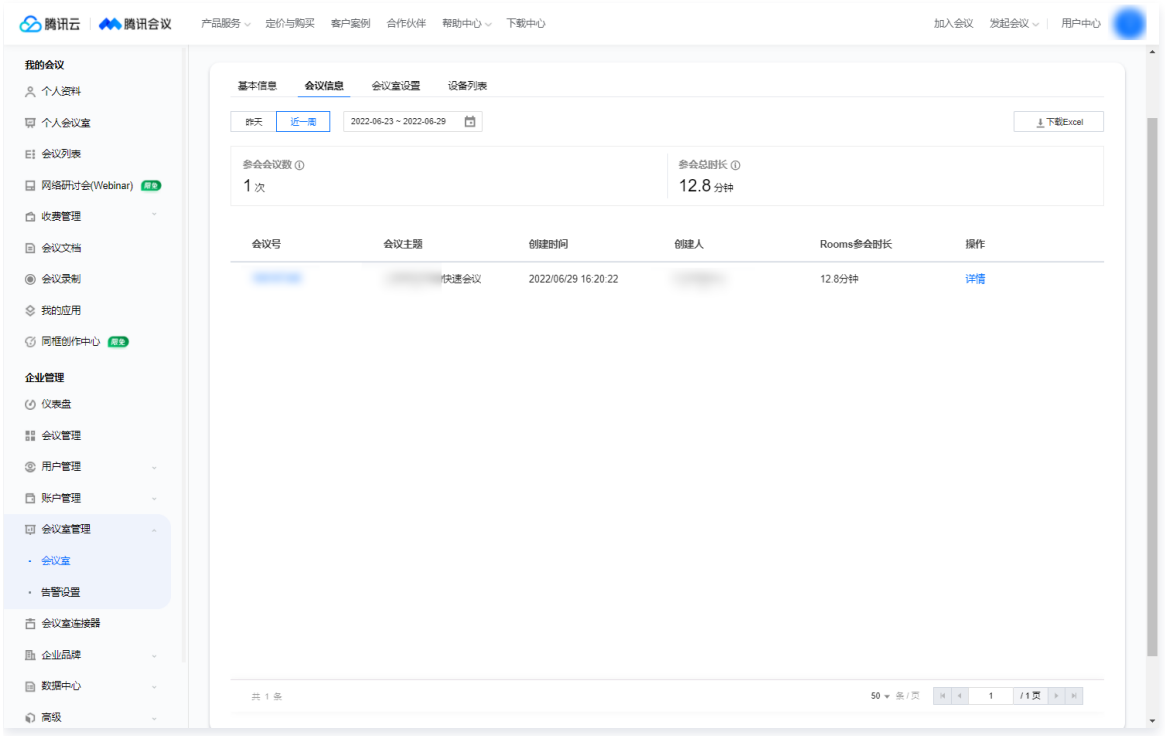
You can view the current information of meeting rooms Rooms.



Meeting Information

- Number of meetings attended: The number of meetings this Rooms has attended within a specified period.
- Total duration of attendance: The attendance duration of meetings this Rooms has attended within a specified period.
- Meeting list: Current meeting's meeting number, topic, creation time, creator, Rooms attendance duration, actions (view details).
- Supports downloading Excel format files.



Meeting Room Settings

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- Equipment: Can set the basic capabilities of Rooms equipment.



- Screen Display: Can adjust the screen display layout settings for all meeting rooms or an individual meeting room Rooms.



- Brand Customization:

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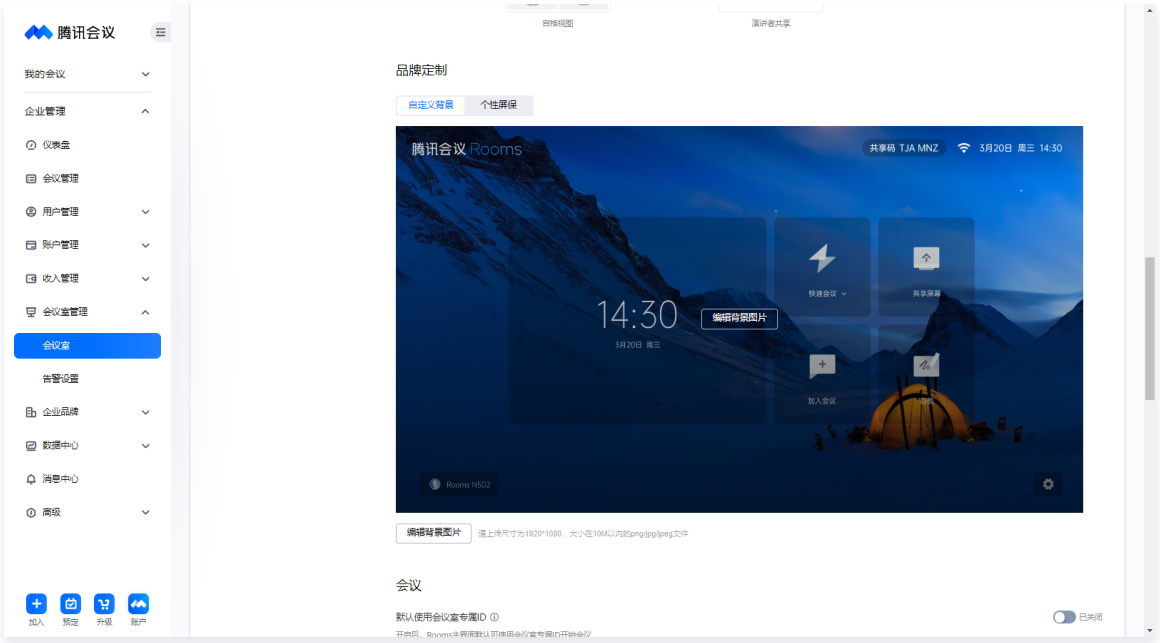
- Custom Background: Can set the background image for all meeting rooms or an individual meeting room.



- Personalized Screen Saver: Can set the screen saver image for all meeting rooms or an individual meeting room.



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- Meeting: Can set features for all meeting rooms or an individual meeting room during meetings.



- Recording Settings:
  - Allow sharing of cloud recording files: After enabling, users with viewing permissions can access cloud recording files through a link.
  - Allow downloading of cloud recording files: After enabling, all users can download cloud recording files through a link.



Add Meeting Room

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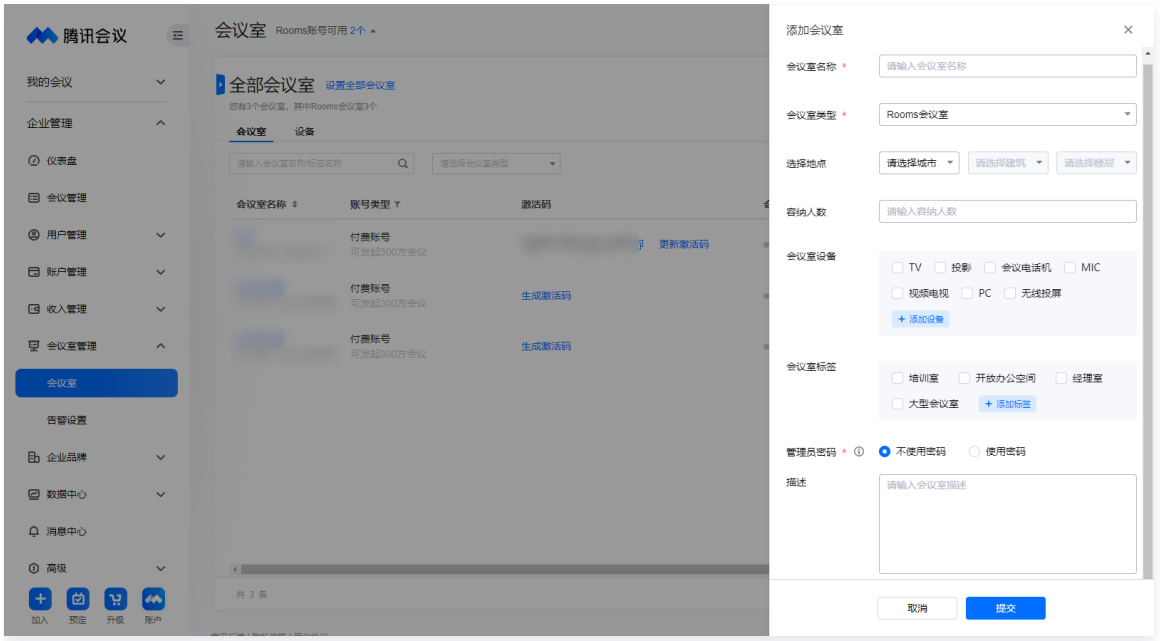
Click **Add Meeting Room** to add new meeting room information. You can also batch add meeting rooms through bulk operations.



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Device

Last updated：2024-08-28 11:31:58

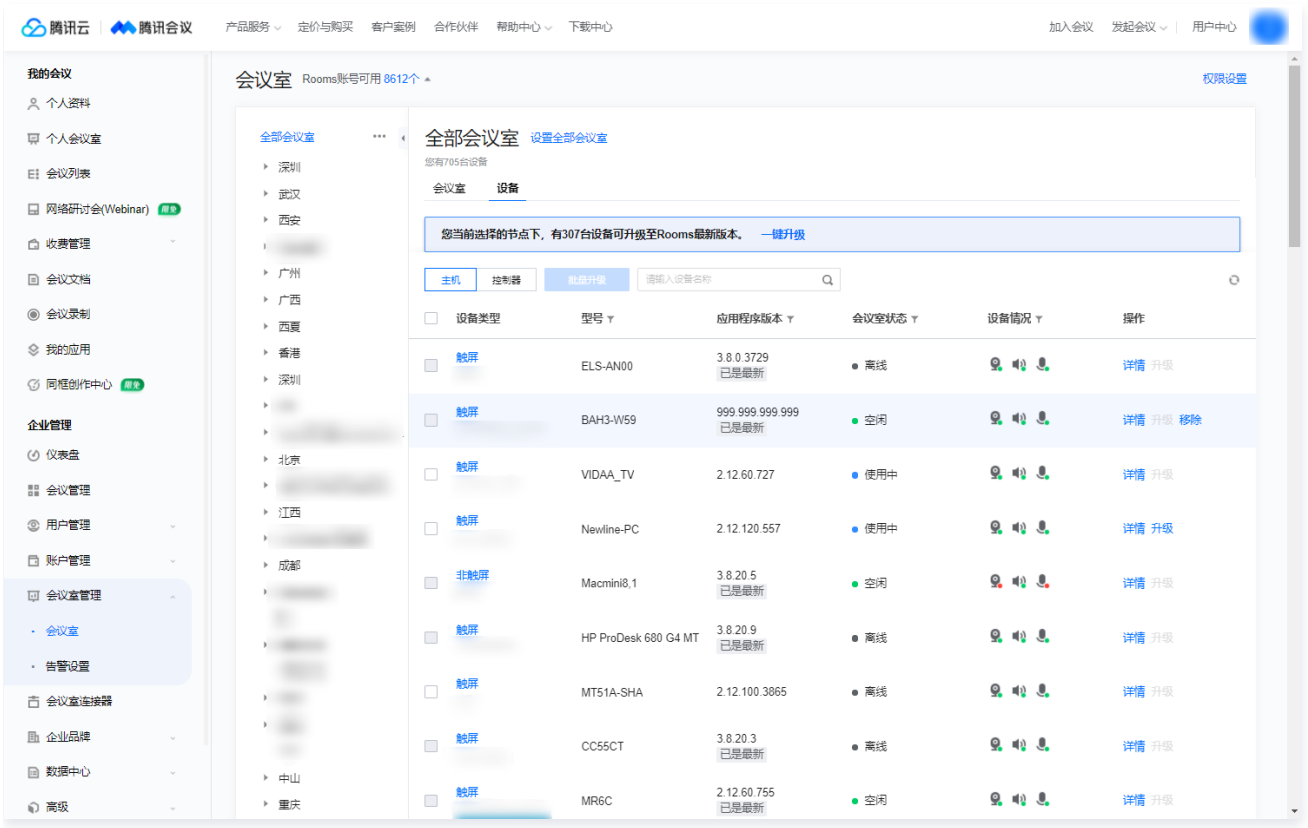
Host

List of Meeting Room Host Equipment

- Device Type: Current hardware device type (Touch Screen, Non-Touch Screen).
- Model: Current host model in use.
- Application Version: Current application version installed on the device.
- Meeting Room Status: Current device status (Idle, Offline, In Use).
- Equipment Condition: Current status of meeting room equipment such as cameras, speakers, and microphones (Healthy, Warning, Critical).
- Operations: You can perform operations like (View details, Upgrade, Remove) on this meeting room.

> **Note:**
> The meeting room equipment list supports manual refresh, and you can search by device name.

- One-click upgrade: Under the currently selected node, there are xxx devices that can be upgraded to the latest version of Rooms with one click.



Controller

List of Meeting Room Controller Equipment

- Device Type: Current hardware device type (Controller).
- Model: Current controller model in use.
- Application Version: Current application version installed on the device.
- Device Status: Current status of the meeting room controller (Online, Offline).
- Operations: You can perform operations like (View details, Upgrade, Remove) on this meeting room.

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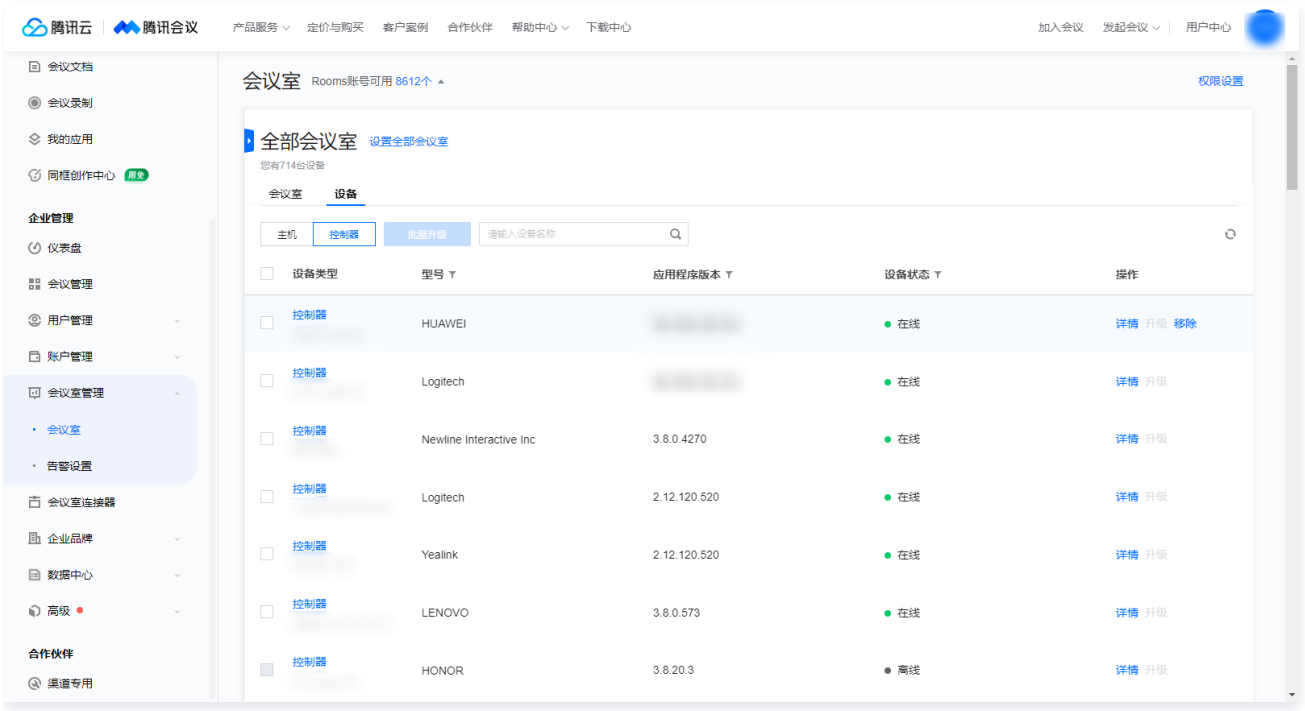
Note:
The meeting room equipment list supports manual refresh, and you can search by device name.



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Alarm settings

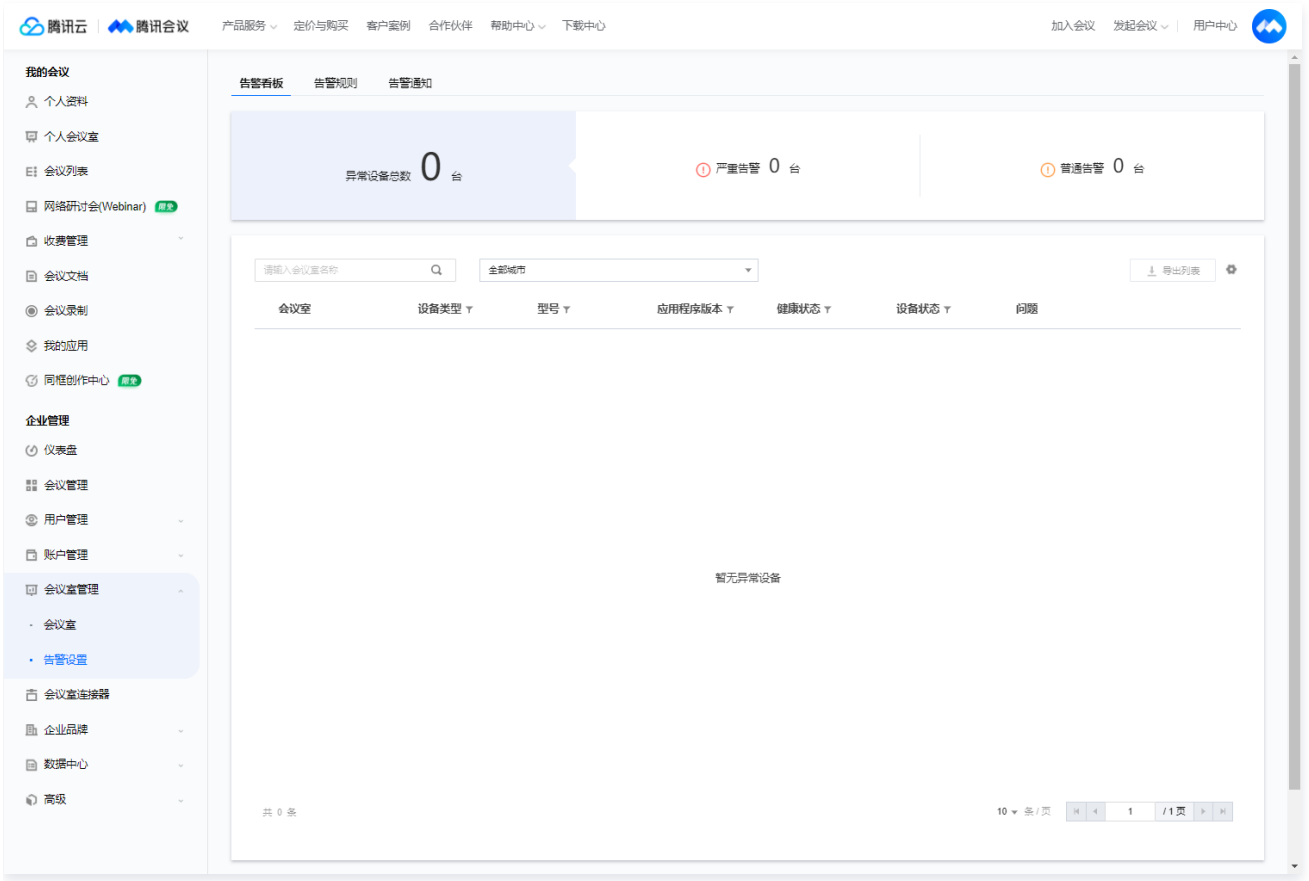
Last updated：2024-08-28 11:32:18

By configuring alarms, when the meeting room status is critical or warning, a notification will be sent via email.

Alarm dashboard

Displays the total number of abnormal devices in all your meeting rooms, the number of critical alert devices, the number of general alert devices, and the current information and issues of each specific device.

- Total number of abnormal devices: The total number of devices with anomalies in all meeting rooms.
- Critical warning: When the device is detected to have issues specified in "Alarm rule – Critical alert – Enable rule", it is recorded as a critical alert device.
- General warning: When the device is detected to have issues specified in "Alarm rule – General alert – Enable rule", it is recorded as a general alert device.
- Meeting Room: Current meeting room name.
- Device Type: Current hardware device type (Touch Screen, Non-Touch Screen).
- Model: Current hardware device model.
- Application Version: Current application version installed on the device.
- Health Status: Current health status of the device (Critical alert, General alert).
- Device Status: Current status of the device (Idle, Offline, In use).
- Issue: The issue causing the alarm for the current device.



Alarm rule

You can set rules for each type of alarm trigger for meeting room devices.

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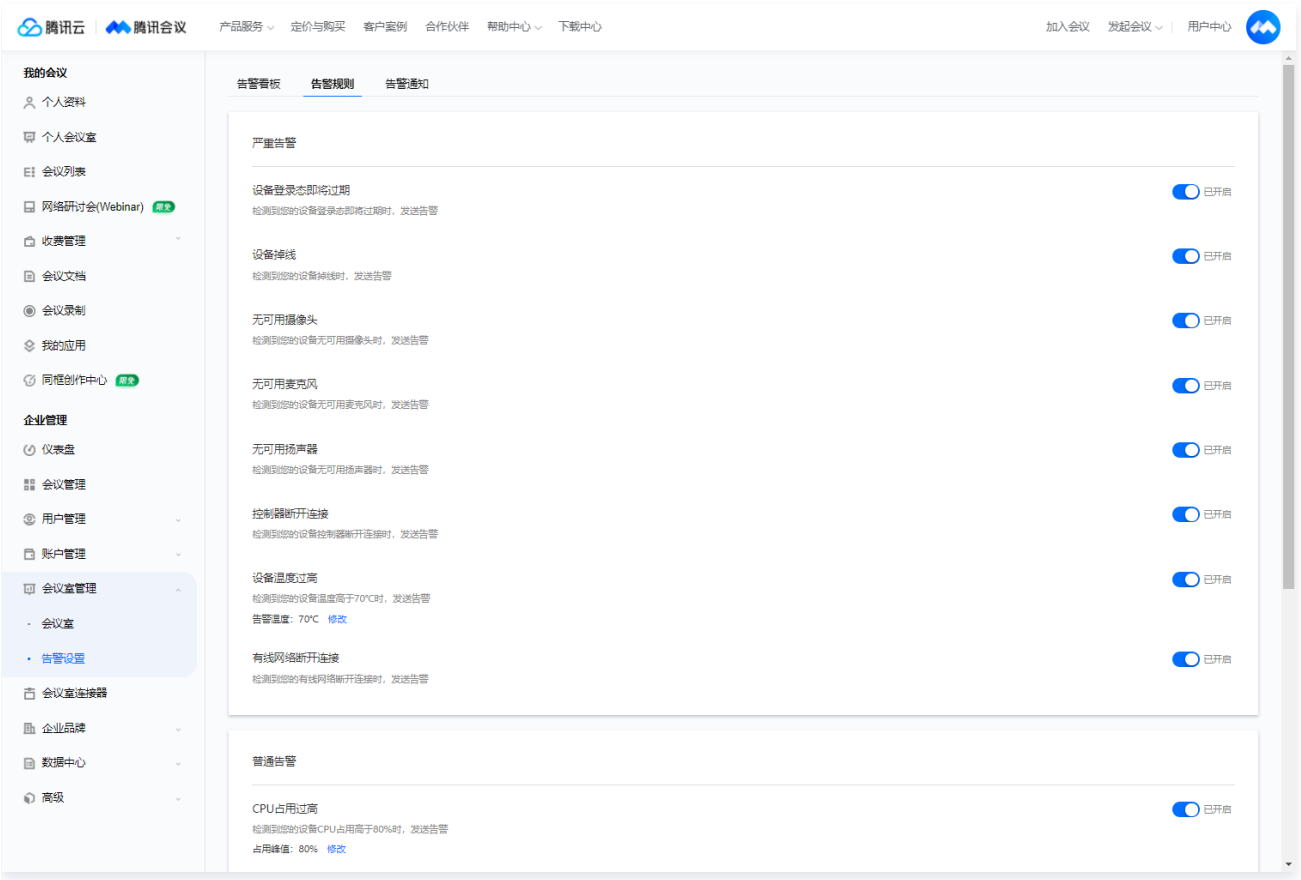

Alarm notification

By configuring alarm contacts, when a meeting room device detects anomalies specified in the alarm rule configuration, the system will send a notification via email to the alarm contact.

Alarm notification list

- Alarm Name: Alarm event name.
- Status Switch: Whether to send notifications via email according to alarm notification rules when there is an anomaly in the corresponding meeting room device.
- Monitored Meeting Room: The name of the meeting room to be monitored.
- Notification Email: Email to receive alarm notifications.
- Operations: Edit, Delete.

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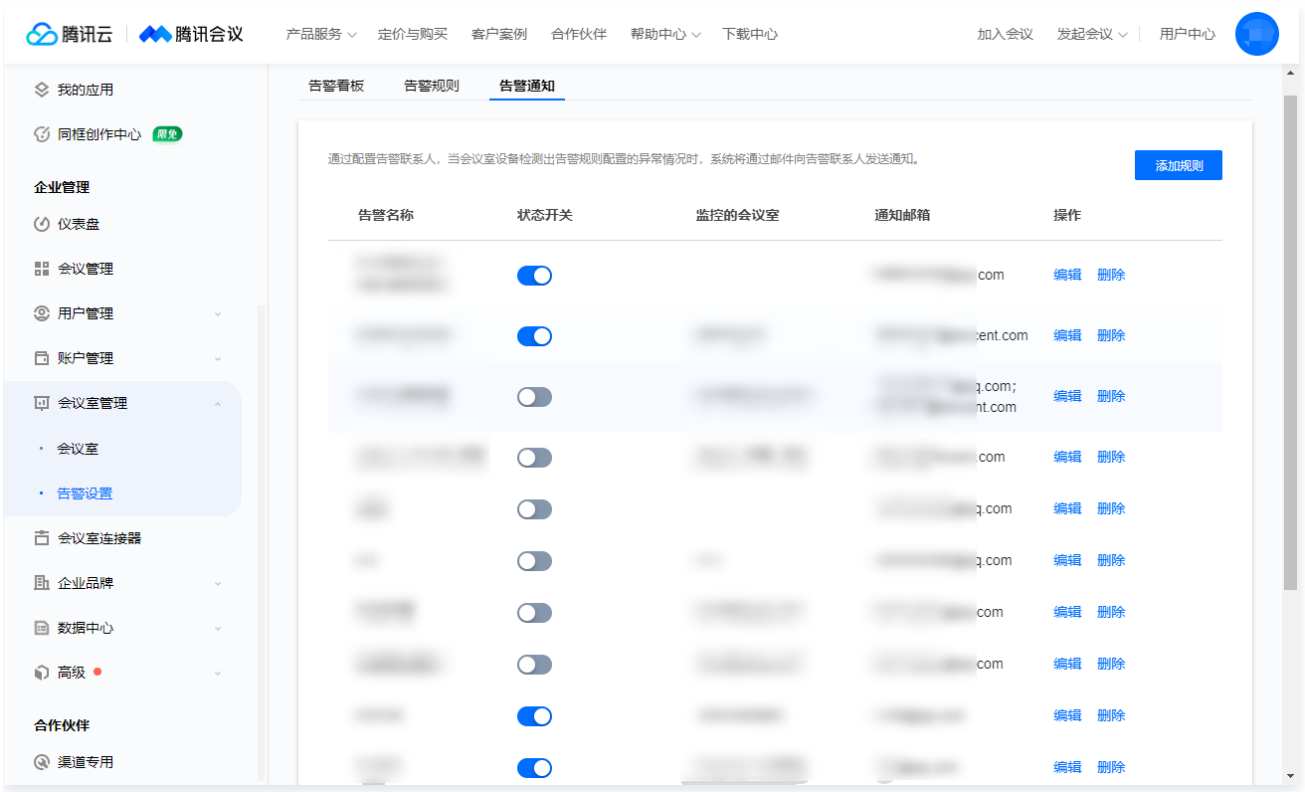

Adding a Rule

- Alarm Name: Please enter the name of the alarm event.
- Monitored Meeting Room: Please select a meeting room.
- Notification Email: Enter the notification email (up to 5 email addresses, separated by semicolons).
- Timing of Notification: When an alarm occurs, when an alarm is cleared.

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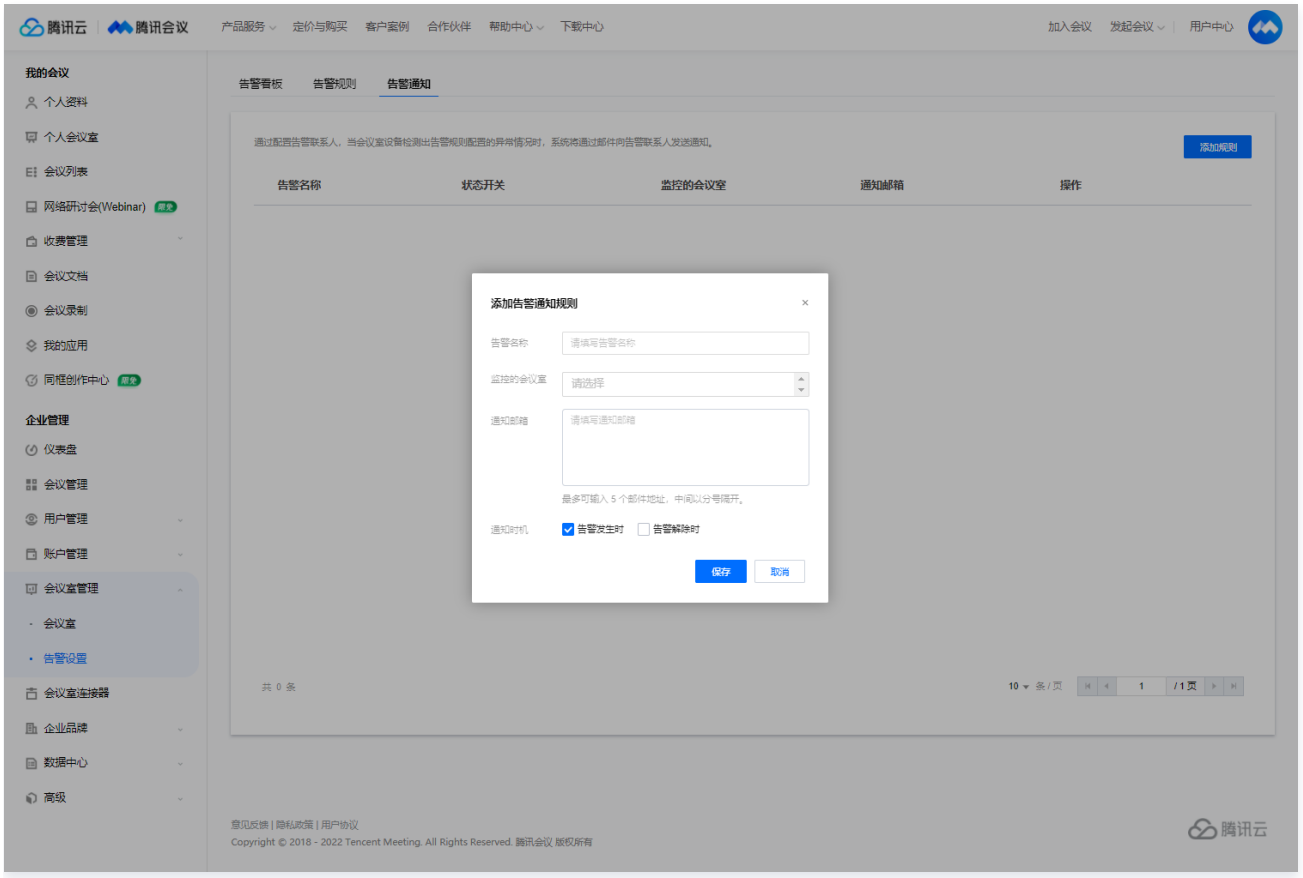

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Meeting Room Connector

Last updated: 2024-08-28 11:32:42

Cloud Service

Meeting Room Connector Access IP

Dial the corresponding IP on the Meeting Room Connector device to access the Meeting Room Connector deployed in the respective region.

> ⚠ **Note:**
> Different regions have different IP addresses.

Meeting Room Connector User Manual

Meeting Room Connector Introduction

- Your traditional video conferencing devices can connect to the Meeting Room Connector via H.323/SIP calls, allowing them to join Tencent Meeting.
- You have purchased the Meeting Room Connector Concurrent License. Meetings organized by members under your enterprise account can allow H.323/SIP devices to join. When an H.323/SIP device joins a meeting hosted by your enterprise member, it will consume one concurrent license from your enterprise.

Supported H.323/SIP Devices

Please refer to the Tencent Meeting official website Help Center > User Guide > Meeting Room Connector > Compatible Device List.

Ports that need to be open for using the Meeting Room Connector

Please refer to the Tencent Meeting official website Help Center > User Guide > Meeting Room Connector > Enterprise Firewall for Meeting Room Connector.

> ⚠ **Note:**
> For more questions, please visit Meeting Room Connector Usage FAQ.

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Configuration

- Default Split Screen Settings: Set the default split screen mode for H.323/SIP devices after joining a meeting.
- Default Non-Video Attendees: Set H.323/SIP devices to show or hide non-video attendees by default in the split screen display.
- Default Chat Message: Set H.323/SIP devices to show or hide chat messages by default after joining a meeting.
- H.323/SIP Meeting Room Dialing Rules: Choose this setting to include the dialing rules for joining a meeting using the enterprise's H.323/SIP meeting room in the invite.
- Maximum Call Rate: Choose this setting to use the enterprise default H.323/SIP device call rate.
- Feature Configuration – H.323/SIP Registration: Enable this option to support H.323/SIP device registration and display the H.323/SIP account management page.
- Mobile Control Assistant: Enable this option to pair with H.323/SIP devices for in-meeting call control using the Tencent Meeting App or WeChat scan code.
- Automatic Response Host Enable Video Operation: Set whether H.323/SIP devices automatically respond to the host's request to enable video operation after joining the meeting.
- Disallow Joining Meetings Created by Personal Accounts: Visible only when local deployment is enabled. For local deployment, set whether to allow joining meetings created by personal accounts using a locally deployed call.

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Local Deployment

Enterprise only displays the local deployment option after enabling the local deployment feature.

Download and Activation

- Meeting Room Connector: Click OVA to download the Meeting Room Connector local deployment OVA image software.
- Activation Code: Activation code for the Meeting Room Connector local deployment.

Upgrade

- Automatic Update: Whether to enable the automatic update feature.
- Version Information: The current version of the enterprise Meeting Room Connector local deployment.
- Manual Update: Visible only when automatic update is disabled, allowing manual upgrade operations for a single cluster.

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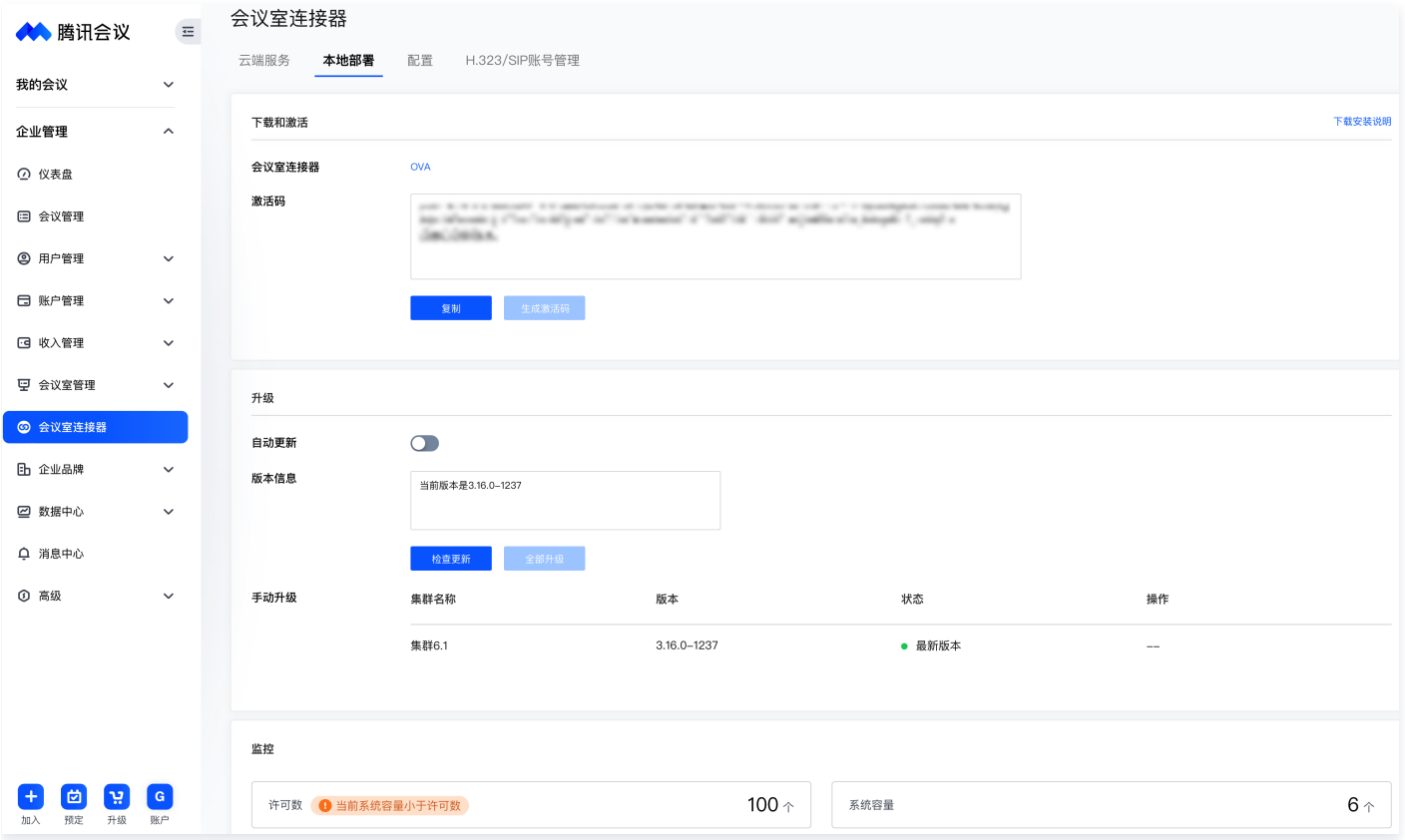

Monitoring

- License Count: The total number of licenses purchased by the enterprise for the Meeting Room Connector.
- System Capacity: The total system capacity supported by the current local deployment of the Meeting Room Connector.
- Cluster Name: The cluster name of the local deployment of the Meeting Room Connector.
- VM IP: The IP address of the cluster node in the local deployment of the Meeting Room Connector.
- Version: The current version of the node in the local deployment of the Meeting Room Connector.
- Status: The current status of the node in the local deployment of the Meeting Room Connector.
- Call Count: The current call count of the node in the local deployment of the Meeting Room Connector.
- Capacity: The call capacity of the node in the local deployment of the Meeting Room Connector.
- Service Type: The service type of the node in the local deployment of the Meeting Room Connector.

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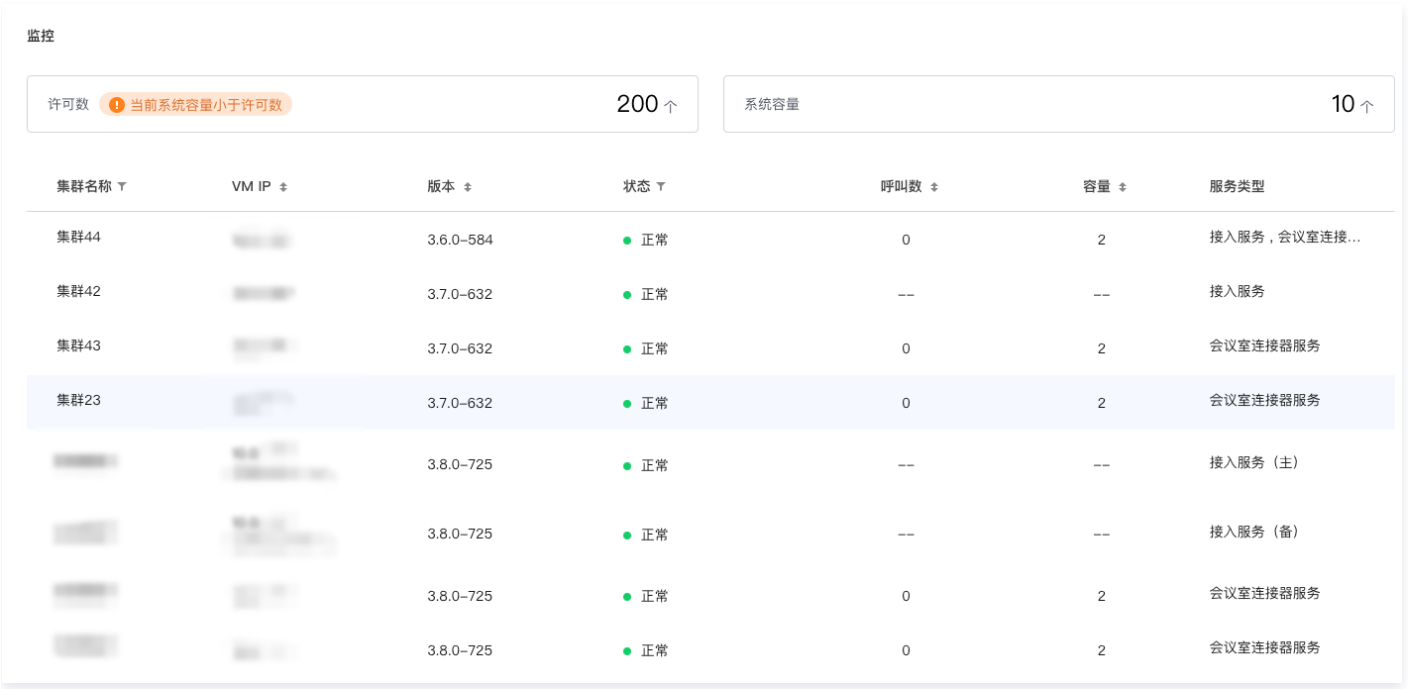

H.323/SIP Account Management

H.323/SIP Account Management is displayed only after the enterprise has activated the H.323/SIP Device Registration feature.

H.323

- Registration Service Address: The service address for H.323 device registration.
- Enterprise Short Number Prefix: The short number prefix assigned to the enterprise during H.323 device registration.
- For detailed information, please refer to the Tencent Meeting Official Website Help Center > User Guide > Meeting Room Connector > H.323 Device Registration to Meeting Room Connector > H.323 Device Registration Entry Guide.



SIP

- Registration Service Address: The service address for SIP device registration.
- Enterprise Short Number Prefix: The account suffix assigned to the enterprise during SIP device registration.
- For detailed information, please refer to the Tencent Meeting Official Website Help Center > User Guide > Meeting Room Connector > SIP Device Registration to Meeting Room Connector > SIP Device Registration Entry Guide.

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Data Center
Administrator Logs

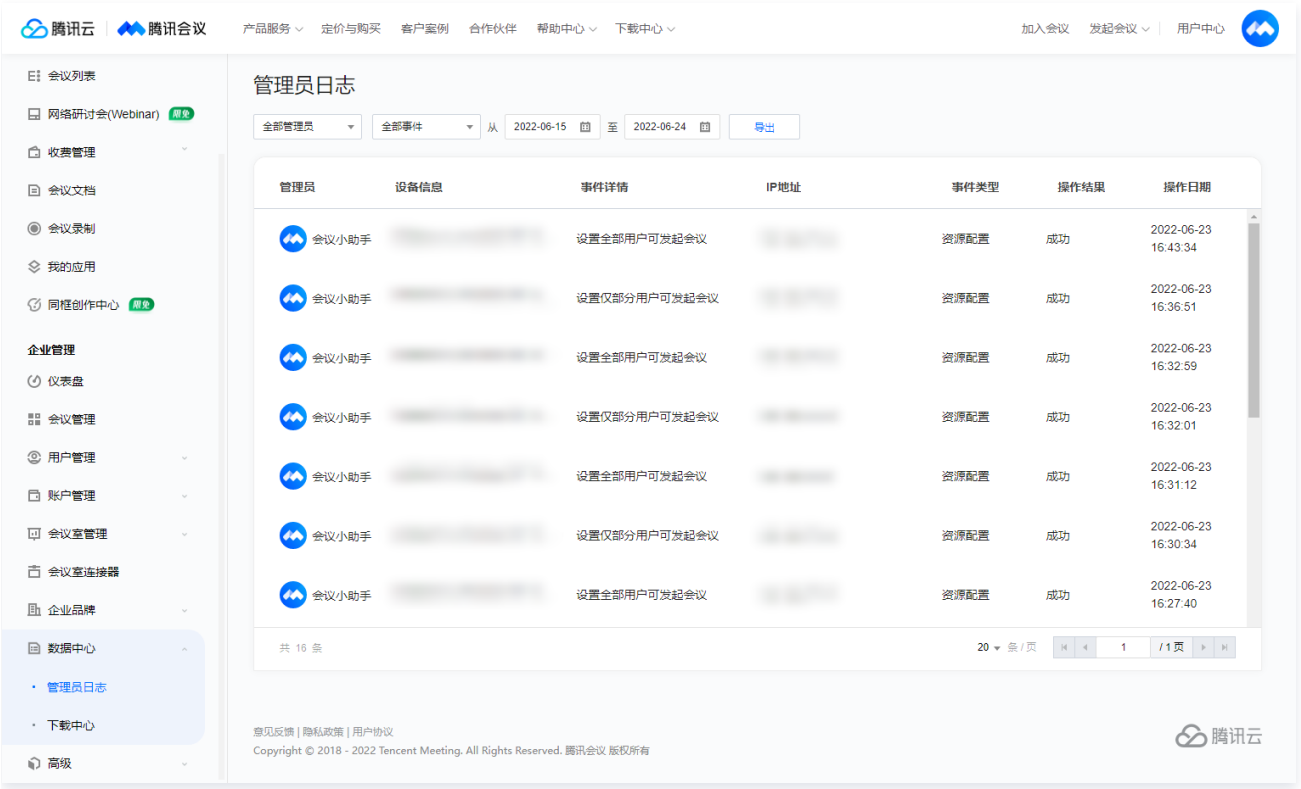
Last updated：2024-08-28 11:33:28

Can be viewed by **Administrator**, **Event**, **Time Period**, and supports export.

Log list

Displayed content includes: Administrator, Device Information, Time Details, IP Address, Event Type, Operation Result, Operation Date.

- Administrator: Display avatar, name.
- Event Details: Shows the specific operations performed by the administrator.
- Event Type: Categorize the types of operations performed by the administrator.
- Operation Date: The date the administrator performed this operation.



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Download

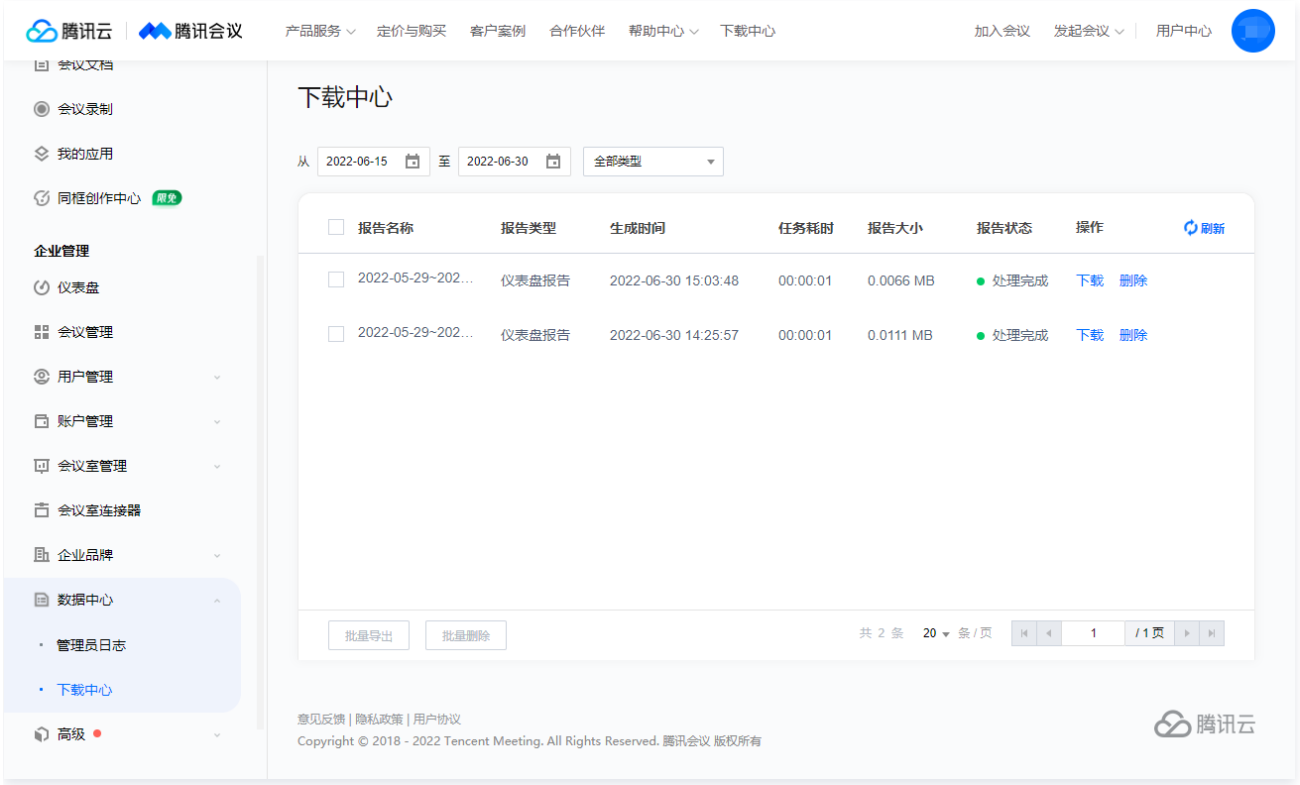
Last updated：2024-08-28 11:34:08

Description of the Feature

- Download tasks created in the management backend can be viewed in the Download Center. Secondary downloads are supported, and files can be viewed based on **Time Period** and **File Type**.
- Administrators can only see files they have created. Super Administrators can see all files created by administrators within the enterprise and can choose to view by creator.

Download Center List

- Report Name: Download File Name.
- Report Type: Includes Dashboard Report, Meeting Data Report, Admin Log, Settlement Information Report.
- Creator: Displays the name of the creator.
- Generation Time: The time when the file creation was initiated.
- Task Duration: The time required to generate the file.
- Report Size: The size of the file.
- Report Status: The current status of the task.
- Processing Completed: The file is generated and can be repeatedly downloaded or deleted.
- Failed Processing: The file processing failed and the task can be re-initiated.
- Task Expired: The file download time has expired. Expired tasks cannot be downloaded again but can be deleted or re-initiated.
- Operations: Depending on the task status, you can download, delete, or re-initiate the task.



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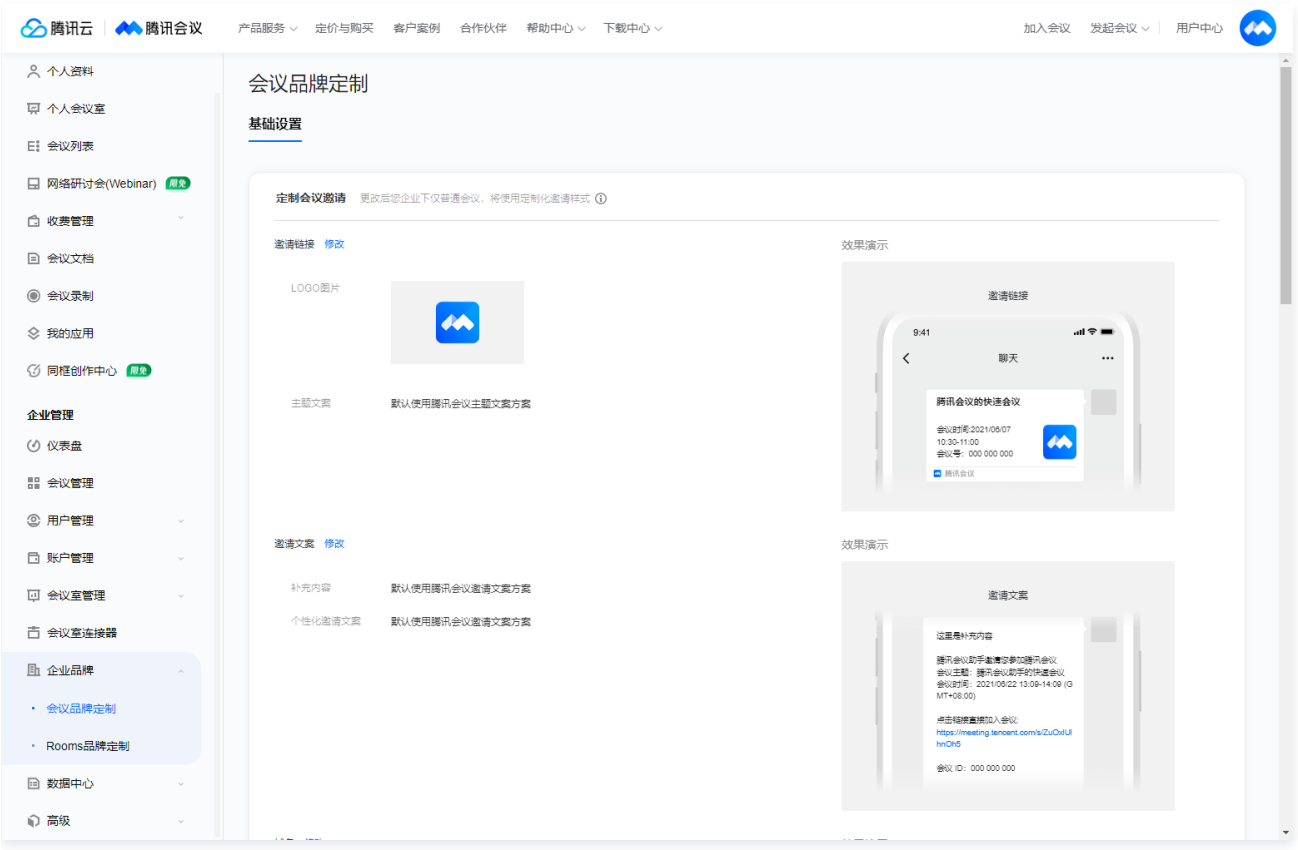
Enterprise brand Meeting Brand Customization

Last updated：2024-08-28 11:35:10

Basic settings

- Invitation Link:
  - Custom share page logo image and share copywriting. Once set successfully, the company's meeting share card will display the company's custom image and copywriting.
  - After being set successfully, please wait patiently for it to take effect.
- Invitation Copy: Custom share link invitation copy. Once set successfully, the company's meeting invitation information will display the company's custom copy and additional copy.



- Domain name:
  - Custom personalized domain name prefix. Once set successfully, the company's meeting link will display the custom domain name link.
  - Domain name applications require manual review. After submitting an application, please wait patiently. Once approved, the custom domain name will take effect.
- Invitation Detail Page Header Image: Customize the meeting invitation header image. Once set successfully, the company's meeting invitation detail page will display the image.
- PC Invitation Background: Customize the meeting invitation header image. Once set successfully, the company's PC meeting invitation background will display the image.
- Setup Instructions:
  - Users with versions above 2.19.0 can use this feature.
  - You can preview the effect in the demo area on the right.
  - Only ordinary meeting shares display customized content. Specially invited meetings, webinars, personal meeting rooms, and WeChat Work meeting shares do not display personalized settings.

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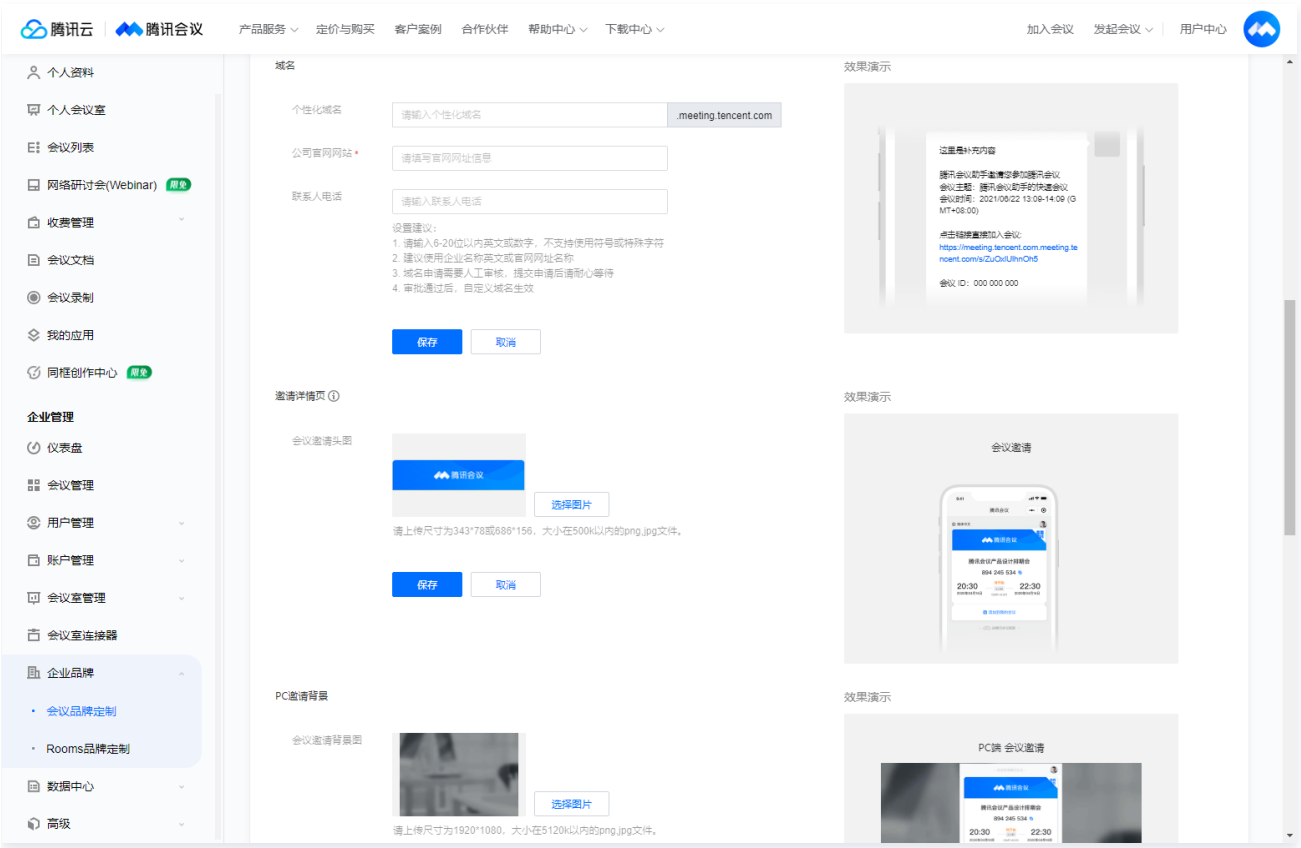


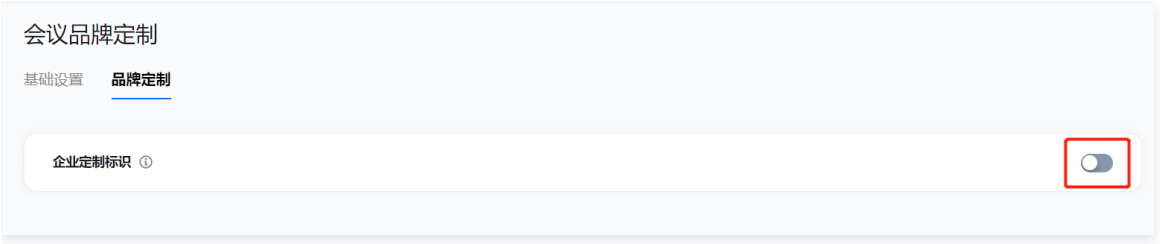
Custom Corporate Virtual Background

- Once set successfully, the corporate custom virtual backgrounds will be displayed in the virtual background library for all users under the enterprise, and users can choose to use them.
- Separate background images can be set for mobile and desktop terminals, with up to 30 virtual backgrounds for each terminal.
- After setting successfully, please wait patiently or restart the App for it to take effect. Users with version 2.19.0 and above can use it.

Customized Meeting Brand Logo

Description of the Feature

- We recommend updating to version v3.9 or above, as webinars currently do not support displaying logos.
- Webinar meetings do not display logo-related information.
- Click the switch to turn on or off the **Corporate Customized Logo**.



Preconditions

Administrators with corporate brand management permissions (only supported for enterprise and education editions).

Process Configuration

User Edit Settings

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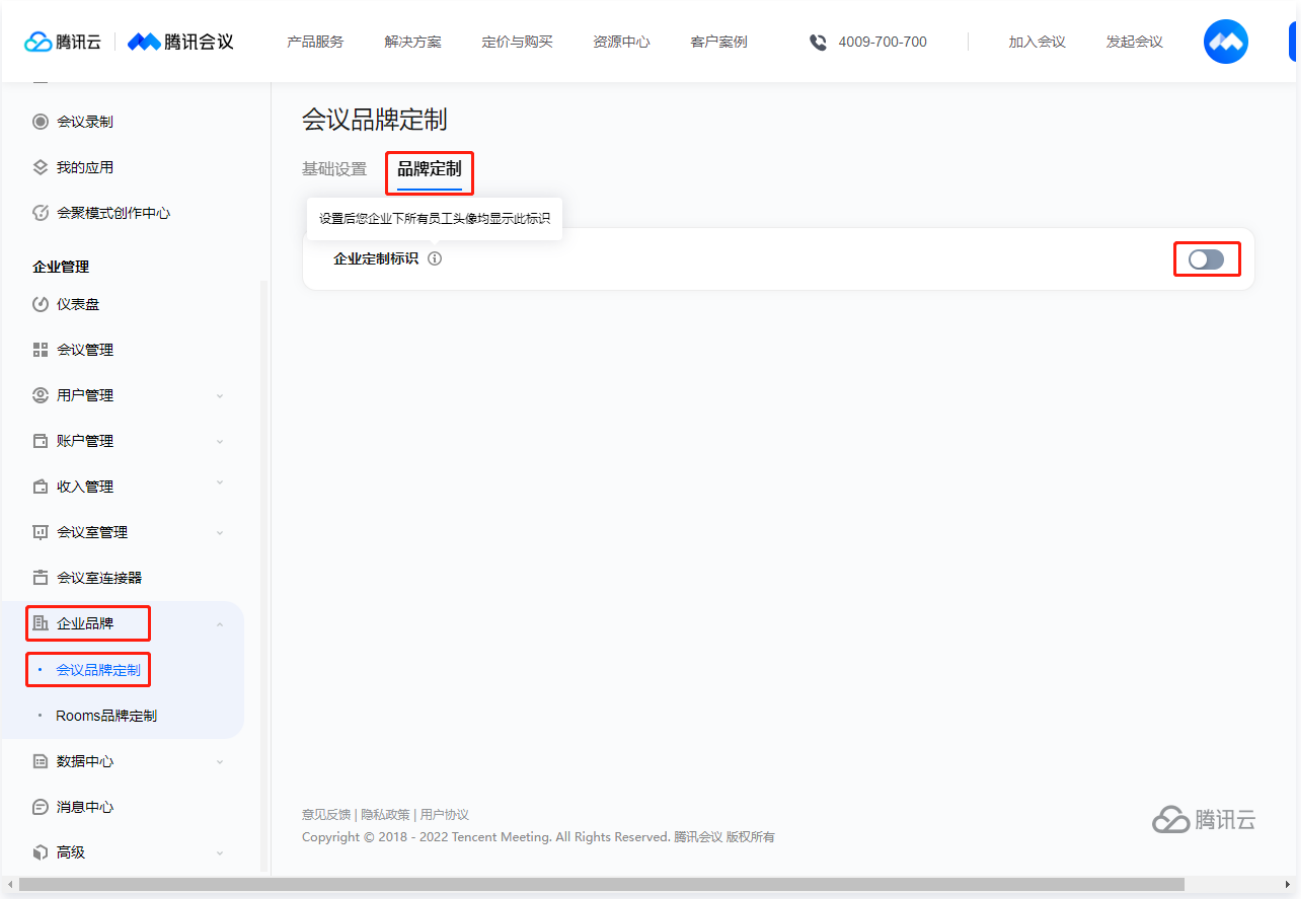
- Log in to the Enterprise Management Backend, click **Corporate Brand** > **Meeting Brand Customization** > **Brand Customization** tag, and **Corporate Customized Logo** is enabled.



- Logo:
  - For the logo, try to use simple patterns with local brand colors or characteristics. Avoid placing text in the corner area to prevent it from being obscured.
  - The logo is recommended to be a circular pattern with a diameter of 80px. The image size should be within 80*80 and 16k, and it should be a PNG or JPG file.
- Suffix Text:
  - Please set the suffix text to be within 10 characters, matching the enterprise name in Chinese, English, or numbers.
- Display Settings:
  - All meetings display: Enterprise members participating in internal or external enterprise meetings will have the label displayed by default when joining.
  - Only external enterprise meetings display: Enterprise members participating in external enterprise meetings will have the label displayed by default when joining. Internal enterprise meetings will not display the label by default.
    - Internal Enterprise Meetings: The creator and participants are from the same enterprise.
    - External Enterprise Meetings: The creator and participants are not from the same enterprise.
  - Enterprise members can choose to show or hide the label during the meeting.

> **Note:**
> Only modifying the logo or suffix text will trigger approval.

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Setup Instructions will be audited after submission

- It will take effect immediately after approval.
- Settings will not take effect during the audit or if the audit fails.

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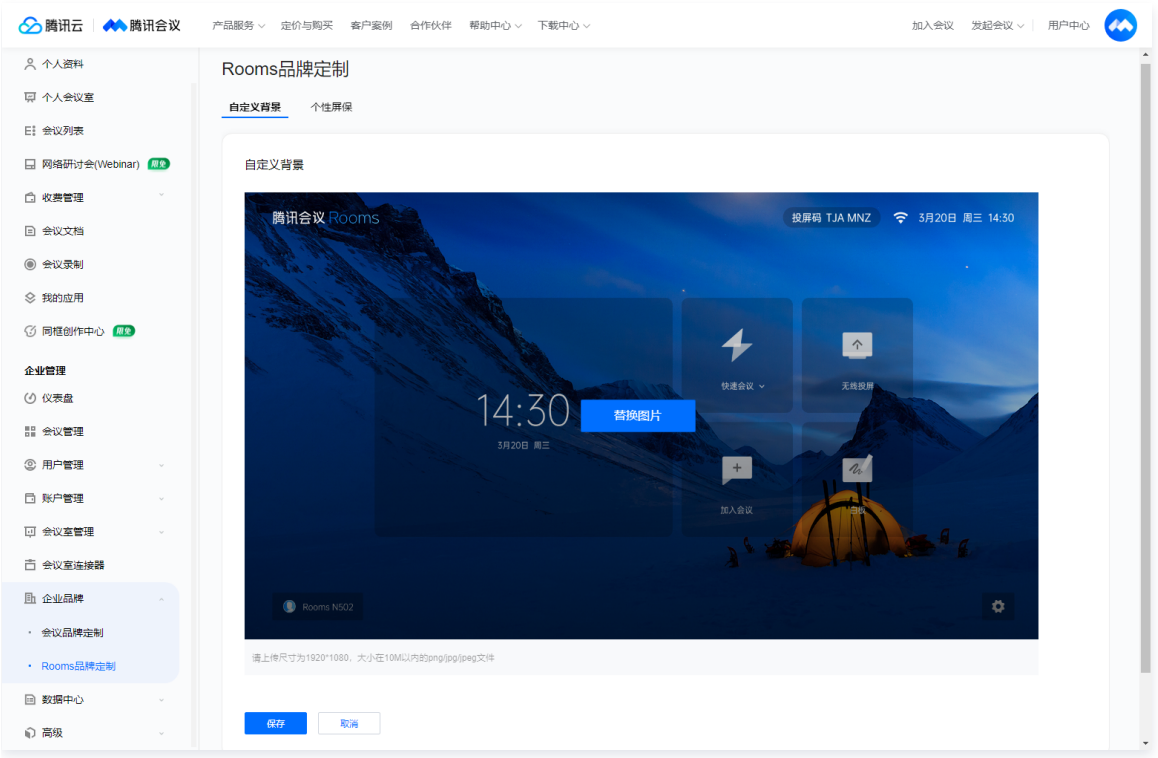
Rooms Brand Customization

Last updated：2024-08-28 11:36:45

Custom Background

- After setting successfully, all meeting rooms and matching controllers under the enterprise will display the currently set background image.
- It supports individual background image settings for each meeting room within the conference room management.



Personalized Screensaver

- After enabling the screensaver, all meeting rooms under the enterprise will display the screensaver in standby mode.
- Supports custom screensaver background images, top display elements, etc.
- Supports setting screensaver display time. The screensaver will appear during idle times after the set display time. The screensaver will disappear after waking up Rooms.

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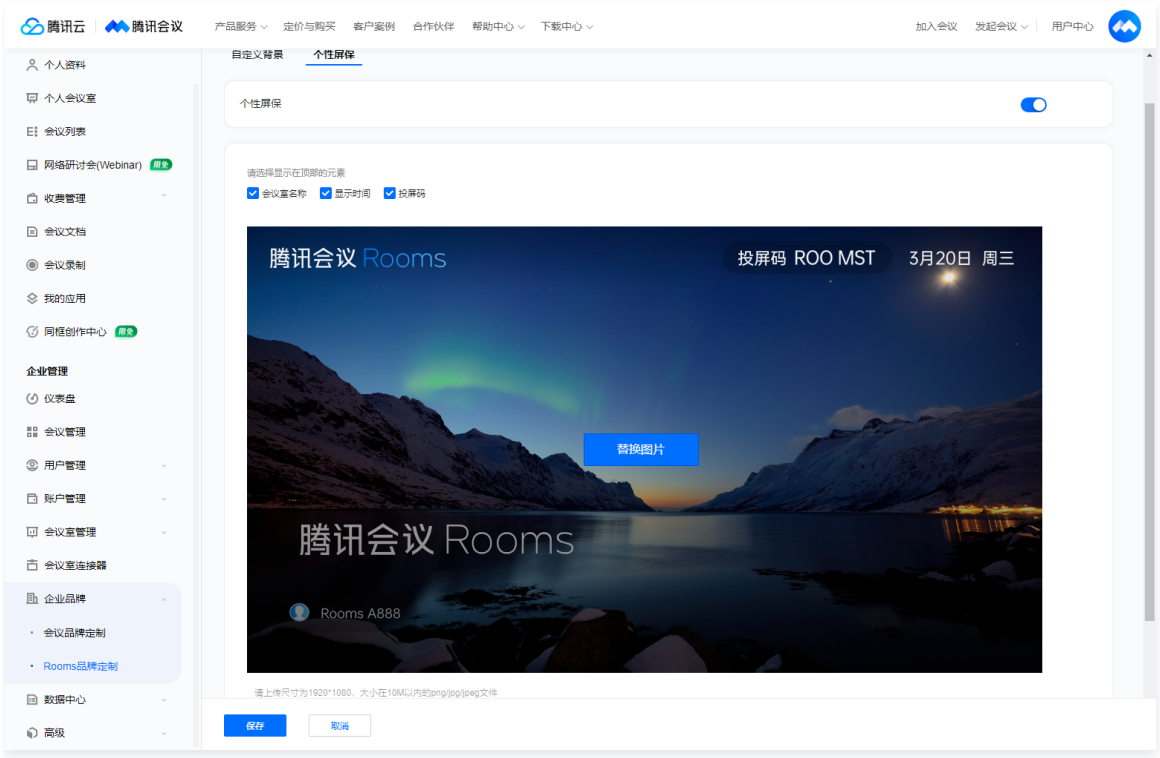

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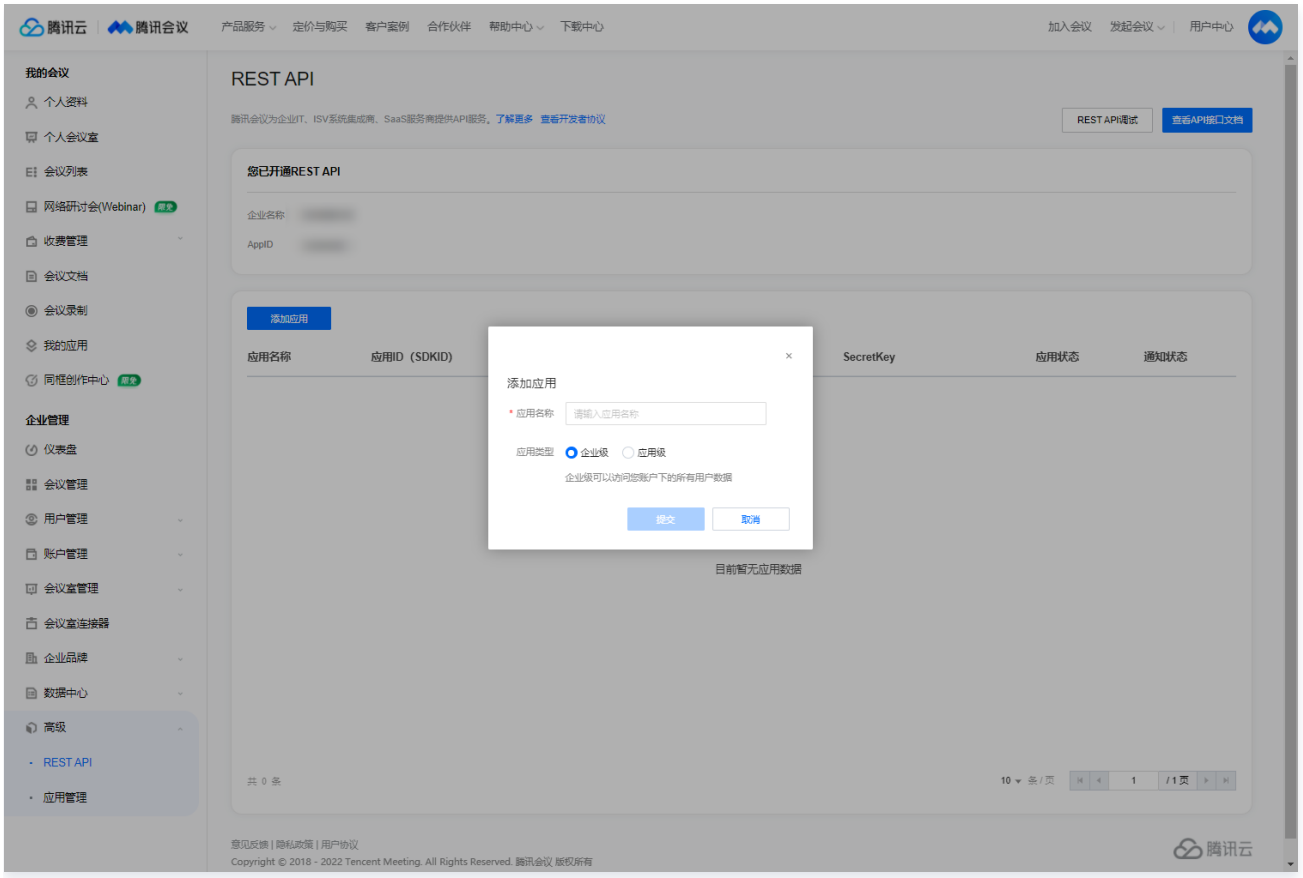
Advanced RESTful APIs

Last updated：2024-08-28 11:37:16

Add application

- Create enterprise-built applications for internal use. Enterprise-built applications use JSON Web Token for authentication.
- Enterprise-built applications are divided into enterprise-level and application-level types.
  - Enterprise-level: Enterprise-level can access all data under your enterprise account, including user data created through various means like the Tencent Meeting App, Tencent Meeting API, etc., and can retrieve data across applications.
  - Application-level: Application-level can only access data relevant to the specific application and cannot retrieve data across applications.



- After the application is created, you can use AppID, SDKID, SecretKey, and SecretID for authentication to make API calls. For detailed authentication methods, please see Enterprise Internal Application Authentication.

REST API Debugging

Provides debugging tools for developers to facilitate development.

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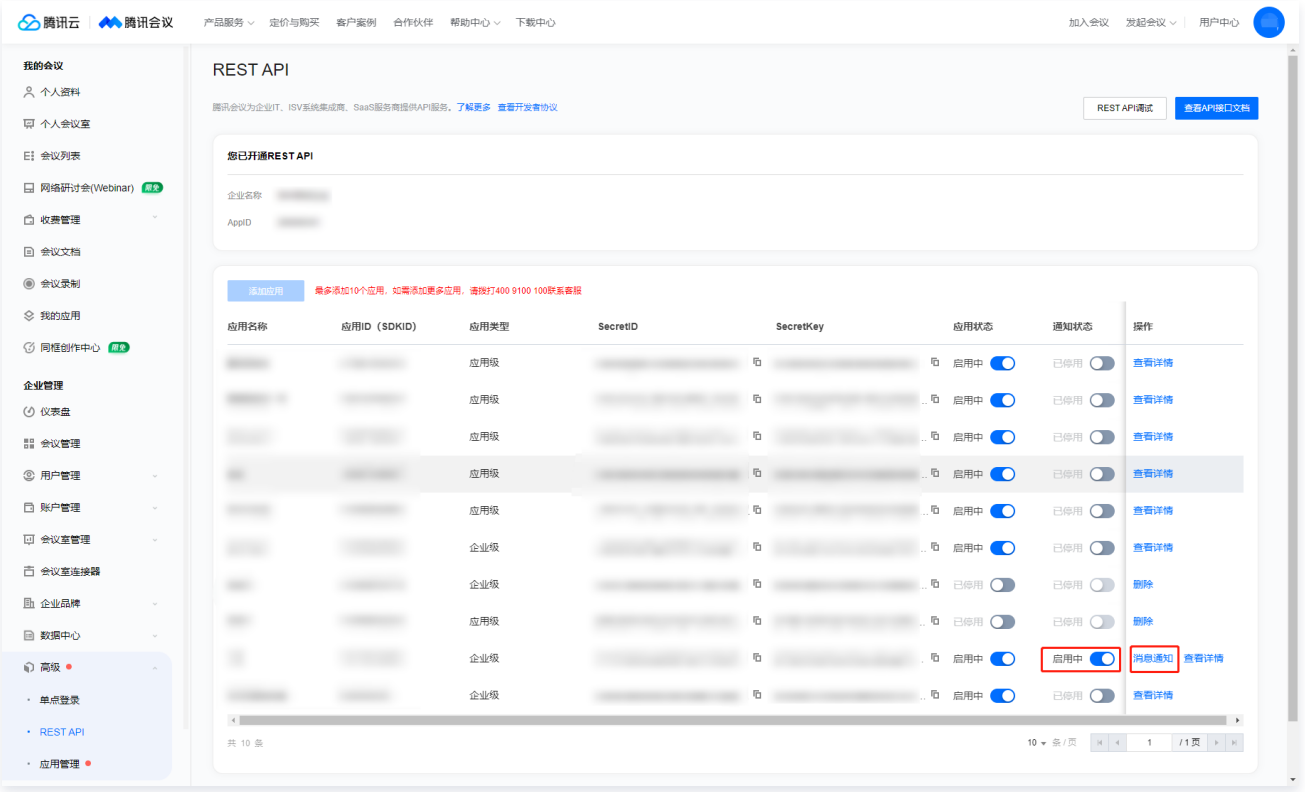
Event Subscription

- Enable notification status, and click **Message Notifications** to configure events.



- Click the top-right corner **Add Message Notification**, fill in the message notification name, the URL address to receive message notifications, and select the event types you need to subscribe to, to complete message event subscription.

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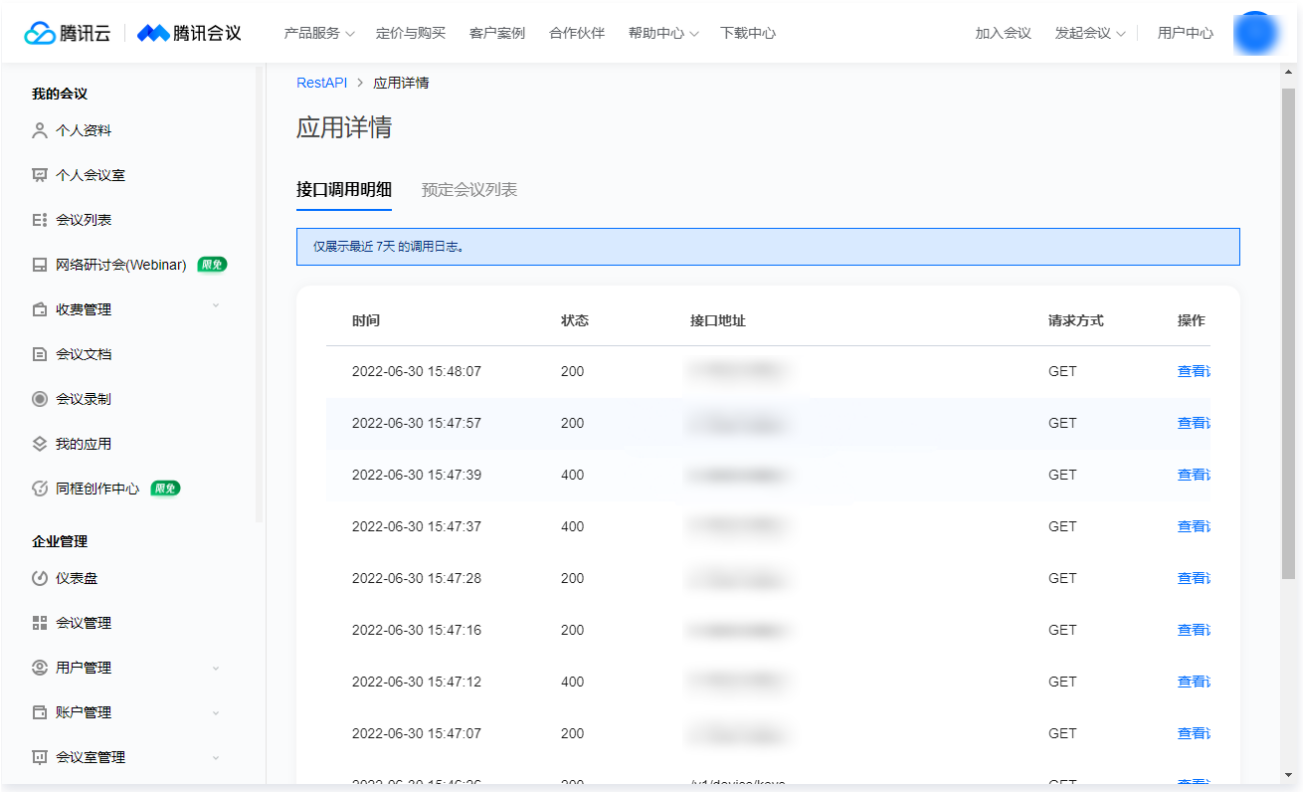
Application Details

Click the action bar **View Details** to see application details, including API call details and scheduled meeting list information.



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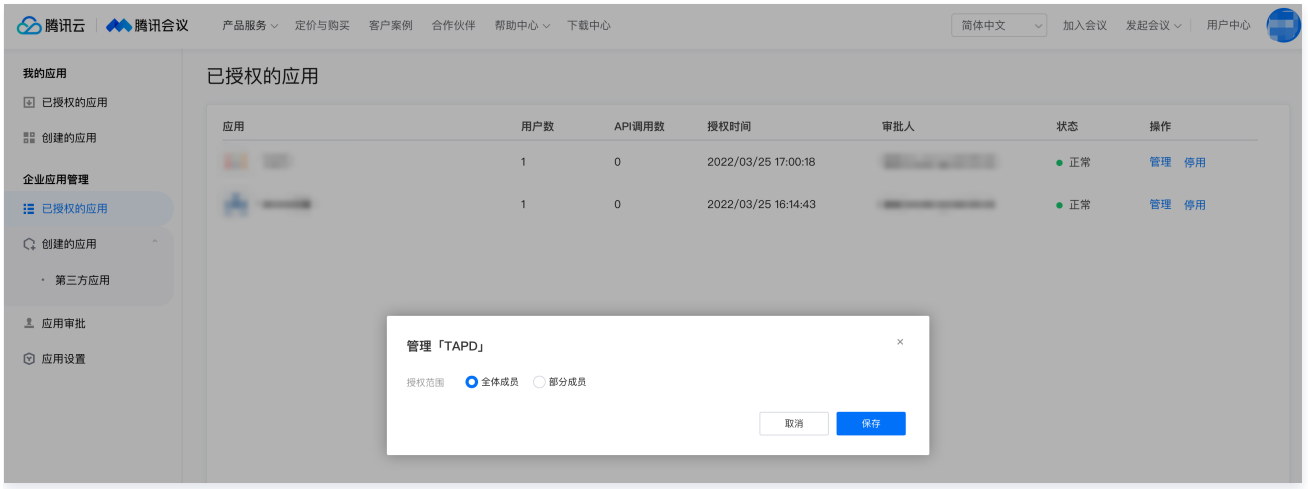
Application Management

Last updated：2024-08-28 11:37:38

Authorized Applications

- Authorized Applications: List of applications that users have authorized.
- Click **Manage** to configure the scope of application authorization, including all members and some members; click **Disable** to revoke authorization.



Created Applications

- Create third-party applications for external users to use, leveraging the OAuth2.0 standard protocol for user authentication and authorization.
- Click **Create Application**, select **Application Type** (choose user-level application), fill in the application name, application icon, and a brief description, then click **Create**.



- Application Credential: After creating an application, the application credential (Application ID and Customer Key) will be automatically generated; you can fill in the post-installation redirect URL, callback address, and allowlist information.

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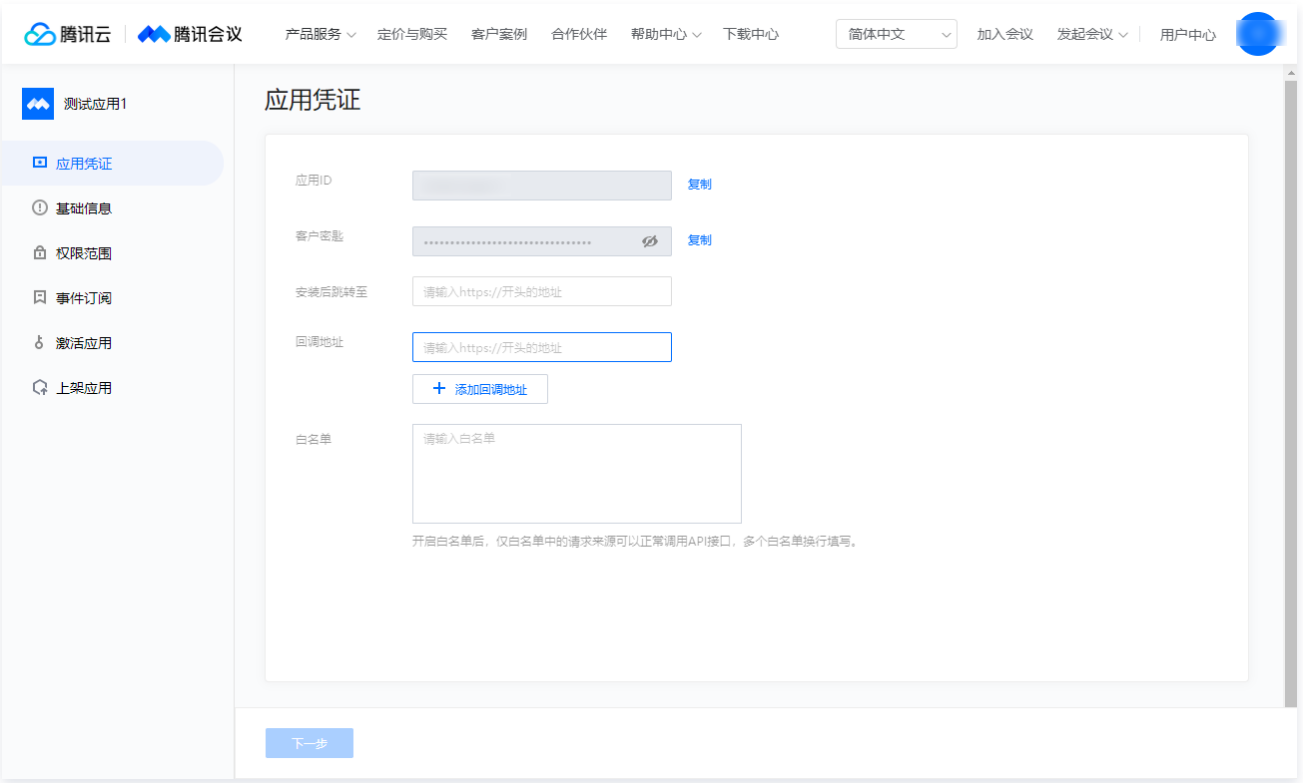

- Basic Information: After creating an application, you need to supplement the basic information of the application, including application category, application introduction, detailed description, preview content, associated company, application official website, privacy policy address, terms of use address, company logo, customer service phone number, application contact information, etc.



- Permission Scope: Choose the API permissions that the application needs to call, in order to obtain user-related specified resources. You can click in the top-right corner to add permission scope and select the permission scope.

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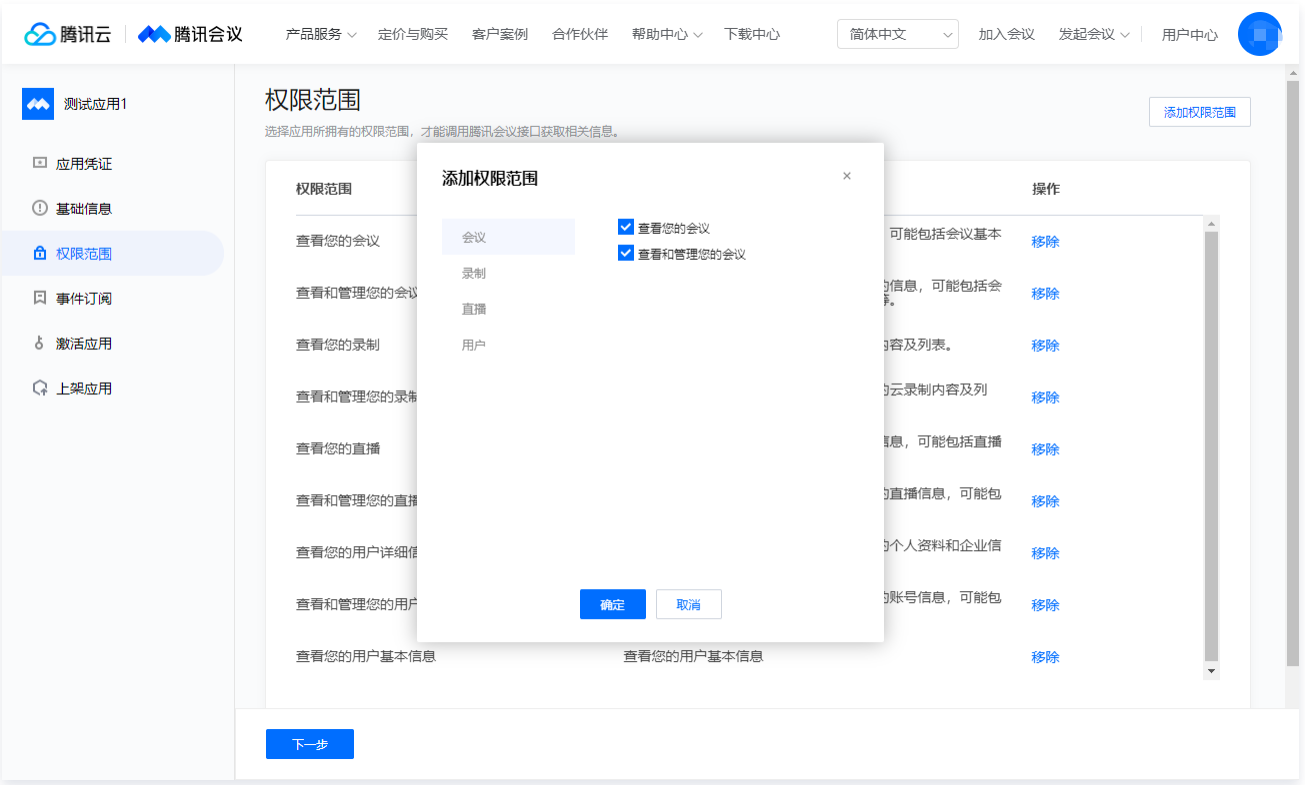

- Event Subscription: After subscribing to events, event messages will be pushed when events occur. This allows the application to send message notifications to your webhook address when certain specific events or actions are triggered. Click in the top-right corner **Add Event**, fill in the notification name, event notification URL address, and select the event types you need to subscribe to.



- When activating the application, mandatory content checks are performed. You need to complete all mandatory fields as required to finalize the application creation. After creation, the application can proceed to initial installation testing.

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- Once application development is complete, you can apply to have the application listed on the Tencent Meeting App Market. You need to provide product scenario descriptions, product test reports, etc., according to the template.



- You can view the application listing status on the third-party application list page.
- Applications that have been listed on the app market appear in the listed applications list.

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- Applications not listed on the app market appear in the unlisted applications list.



Application Approval

- Enterprise administrators can approve application authorization requests from enterprise members. Simply operate in the action column. Once approved by the administrator, enterprise members will be allowed to authorize the application.
- Click the application icon or name to view application details.
- Click to view the applicant's information.

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Application Settings

Administrators can configure the application authorization method, including allowing enterprise members to self-authorize applications or only administrators can authorize applications.



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Enterprise account synchronization and SSO log in to

Last updated：2024-08-28 11:38:03

The User List Management Platform provides identity-related management services. When you connect to Tencent Meeting, the User List Management Platform offers account data synchronization, single sign-on, and multiple authentication source log in to capabilities for Tencent Meeting.

Authentication Source Management

Authentication Source Management offers more authentication methods for employees to log in to Tencent Meeting. In authentication scenarios, the User List Management Platform serves as a central platform, bridging various authentication systems with Tencent Meeting. This helps enterprises quickly integrate existing authentication systems and allows employees to use their existing accounts to log in to Tencent Meeting.
We will guide users with illustrations on how to configure a specific authentication source. Taking CAS as an example, the User List Management Platform has pre-integrated CAS protocol access capability, enabling employees to use CAS authentication source to directly log in to Tencent Meeting.

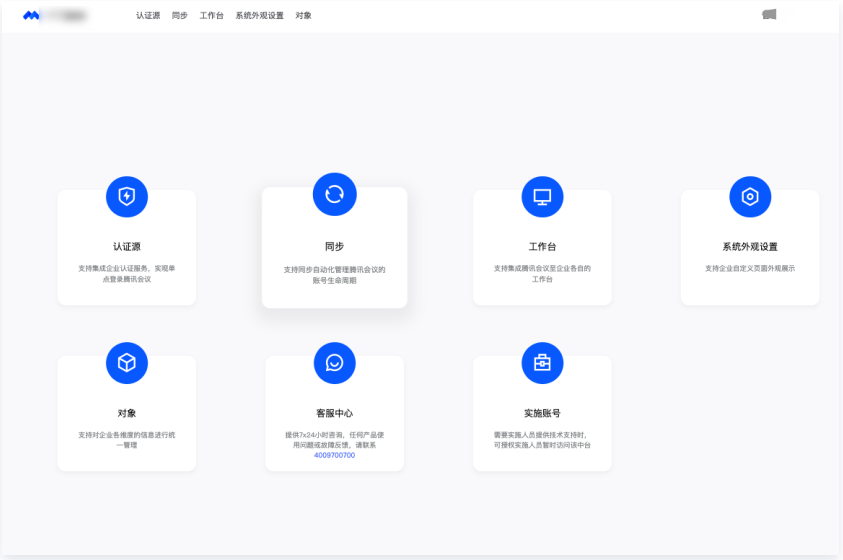
Preconditions

- Tencent Meeting admin account.
- CAS authentication source admin account within the enterprise.
- You can manage your Tencent Meeting version through the User Management Platform.

Process Configuration

Step 1: Create a CAS authentication source on the User List Management Platform

1. Enter the User List Management Platform, click **Authentication Source** to access the authentication source module. Click **Add Authentication Source**.



2. Select **CAS Authentication Source**, enter the configuration page, and fill in the basic information. Then click **OK**.

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3. After filling in the configuration parameters, click Generate Callback Link:



CAS Authentication Source Parameters	Description
CAS Server log in to Address	The access request will redirect to the CAS Server log in to address.
CAS Ticket Verification Address	During the authentication process, the CAS Server needs to validate the Service Ticket's legitimacy; this is the verification address.

4. Insert the callback URL into the CAS authentication source settings of the company, click **Confirm**.

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5. Set up the association for the account, click **Confirm**.



Step 2: Configure the relevant parameters in the enterprise CAS certification source

Assign the callback link mentioned above to the CAS certification source within the enterprise. (CAS certification sources may display different pages in different enterprises.)

Authentication Source Settings

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Enable, edit, and set the default authentication source: Configured authentication sources can be enabled or disabled, set as the default authentication source (after setting as the default, the log in to page will initially display this log in to method. To use a non-default log in to method, you need to click **Switch**), edit authentication source settings, etc. Disabled authentication sources can be deleted.

Sync Management

1. The user list management platform acts as a bridge, syncing information from various systems (organizational structure, personnel, or other dimensions) to your Tencent Meeting system, significantly reducing the tedious manual creation and maintenance work.
2. When your enterprise has data sources like HR, OA, and WeCom to manage personnel, the user list management platform will use the sync feature to help sync personnel to Tencent Meeting, ensuring data consistency across enterprise systems.
3. During synchronization, the data flow direction is: Data source > User List Management Platform > Tencent Meeting. Since synchronization is triggered at certain intervals (initial configuration is every 4 hours, adjustable based on enterprise account number), there may be some delay in meeting data update when upstream data source changes occur. If you have data synchronization needs, please contact us.

Single Sign-On

Single Sign-On (SSO) is a secure communication technology that allows users to access multiple systems within the enterprise using a unified account.

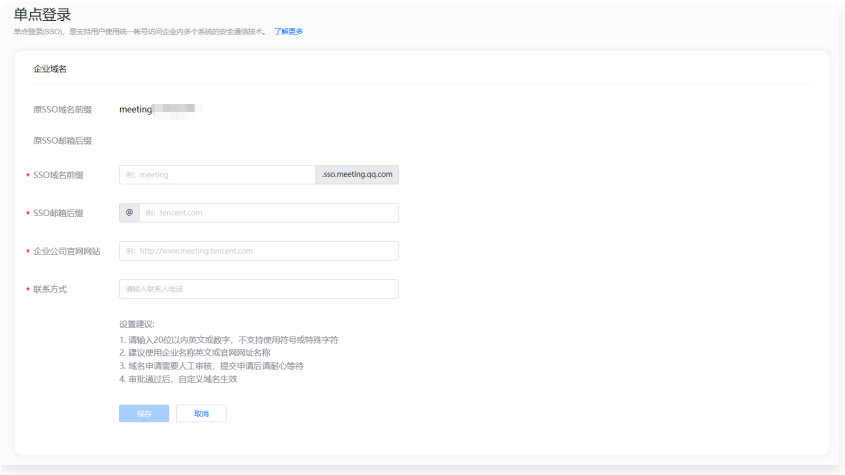
Preconditions

- Enterprise Super Administrator.
- Enterprise Activated IDaaS Service.

Process Configuration

Step 1: User Edit Settings

1. log in to **Enterprise Management Backend** > click **Advanced** > **Single Sign-On** > **Edit**.
2. Edit Settings: Domain Prefix, Email Suffix, Company Website, Contact Information.
   - Please enter 6-20 English letters or numbers. Symbols or special characters are not supported.
   - It is recommended to use the company's English name or website URL.



Step 2: Submit for Approval After Setting

- It will take effect immediately after approval.
- If under review or if the review fails, the settings will not take effect.

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Network and Firewall

Last updated: 2024-08-28 11:38:58

Preparations

When using the intelligent agent, you need to make the following preparations:

1. Configuration storage location.
   - **Windows directory:** %appdata%\Tencent\Wemeet\Global\wemeet_proxy.dat (e.g.: C:\Users\ username \AppData\Roaming\Tencent\Wemeet\Global\wemeet_proxy.dat)
   - **mac directory:** ~Library/Containers/com.tencent.meeting/Data/Library/Global/wemeet_proxy.dat (e.g.: /Users/ username /Library/Containers/com.tencent.meeting/Data/Library/Global/wemeet_proxy.dat)
2. Configuration content is in JSON format.
   - **Specific fields:**

```
{
 "enable": true,          // Whether to enable
 "type": 1,       // Proxy type: 1 = SOCKS5 proxy, 2 = HTTP proxy, 4 = System proxy
 "server": "127.0.0.1",  // Proxy server address
 "port": 1080,        // Proxy server port
 "username": "user",      // [Optional] Proxy authentication username
 "password": "password", // [Optional] Proxy authentication password
 "scope" : 0          // Proxy mode: 0 = Full proxy, 1 = Media traffic proxy, 2 = Non-media traffic
proxy
 }
```

   - **Example:**

```
{"enable": false, "type": 1, "scope": 0, "server": "10.10.88.52", "port": 1080, "username": "",
"password": ""}
```

Service Enablement

1. After completing the above preparations, log in to Tencent Meeting on the PC.
2. Click the profile photo to enter your personal homepage, and then go to the settings page.
3. Click **Proxy Settings**, fill in the information, and click **Enable Proxy**.

> **Note:**
> - If the "scope" field in the configuration table is set to 0, the mode type is **Global Mode**, where all data will be processed through the proxy.
> - If the "scope" field is set to 2, the mode type is **Smart Mode**, where audio and video data will not be processed through the proxy.

Proxy Configuration File Encryption Adjustment

1. Previously, the proxy configuration file was not encrypted. Considering that the proxy configuration file contains username and password information, customers provided feedback regarding potential security risks. Starting from version 2.19, the proxy configuration file will be encrypted by the program.
2. The correspondence between the original configuration file and the encrypted configuration file names is as follows:
   - proxy.dat > encrypted_proxy.dat
   - wemeet_proxy.dat > wemeet_encrypted_proxy.dat

Proxy Configuration File Encryption Logic

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1. For apps after version 2.19, when the proxy is configured for the first time, the app will directly save it as an encrypted file. Please refer to Proxy Configuration File Encryption Adjustment for the file name.
2. Considering backward compatibility: For apps containing the old plaintext configuration file, after upgrading to version 2.19, the program will automatically load the plaintext configuration file upon startup and, as described in "Proxy Configuration File Encryption Adjustment", encrypt the configuration, save it, and delete the original plaintext configuration file.
3. External Import Configuration File: For the previous method of externally importing configuration files, please remain consistent with the past practices and ensure first to delete the encrypted configuration files described in "Proxy Configuration File Encryption Adjustment".

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Export log

Last updated：2024-08-28 11:39:21

Upload from client

Windows/Mac

In the client's main interface, click **Avatar** > **About Us** > select the time and then click **Upload Log**. After the upload is successful, click **Copy Log ID**.



Android/iOS

In the App's main interface, click **Avatar** > **About Us** > Upload Log.

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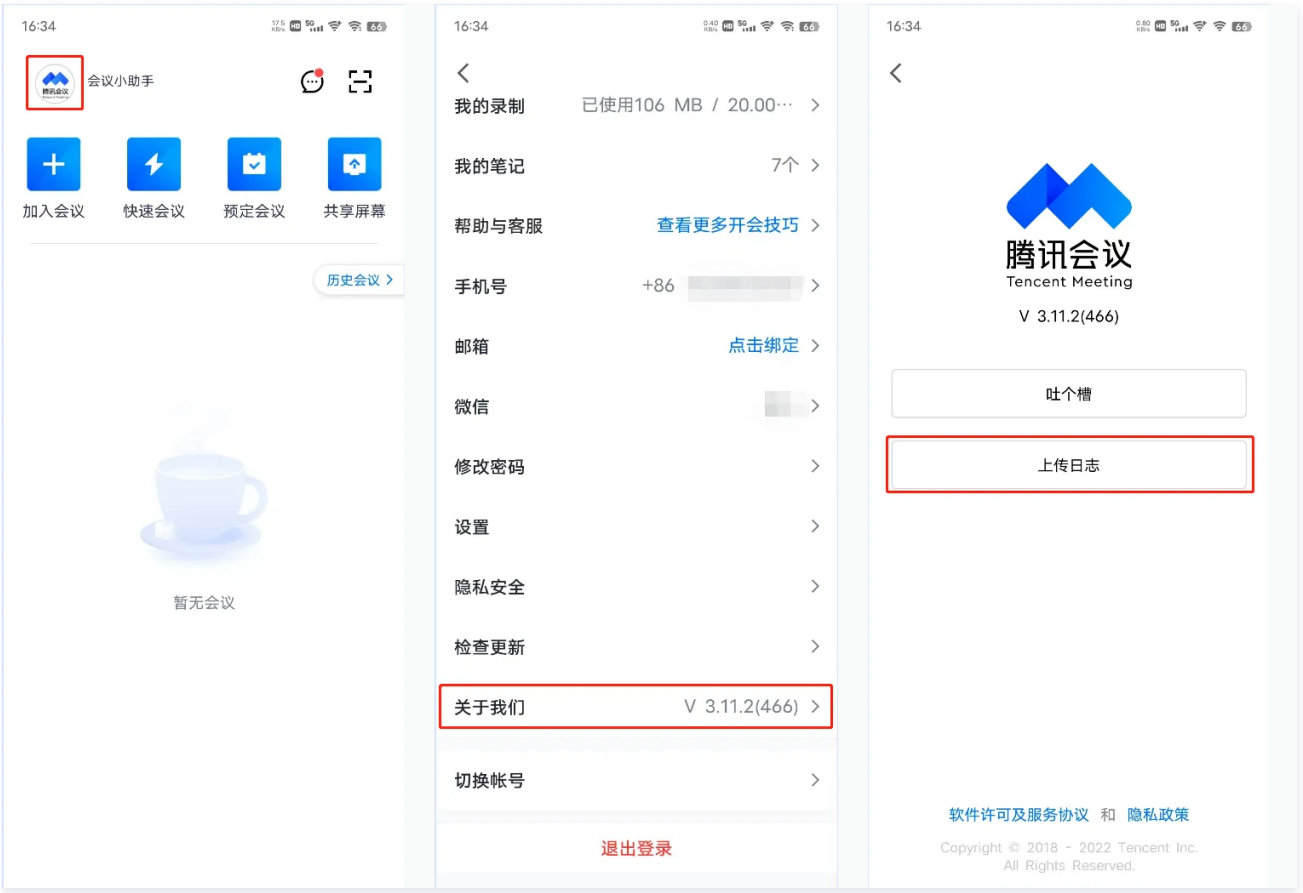
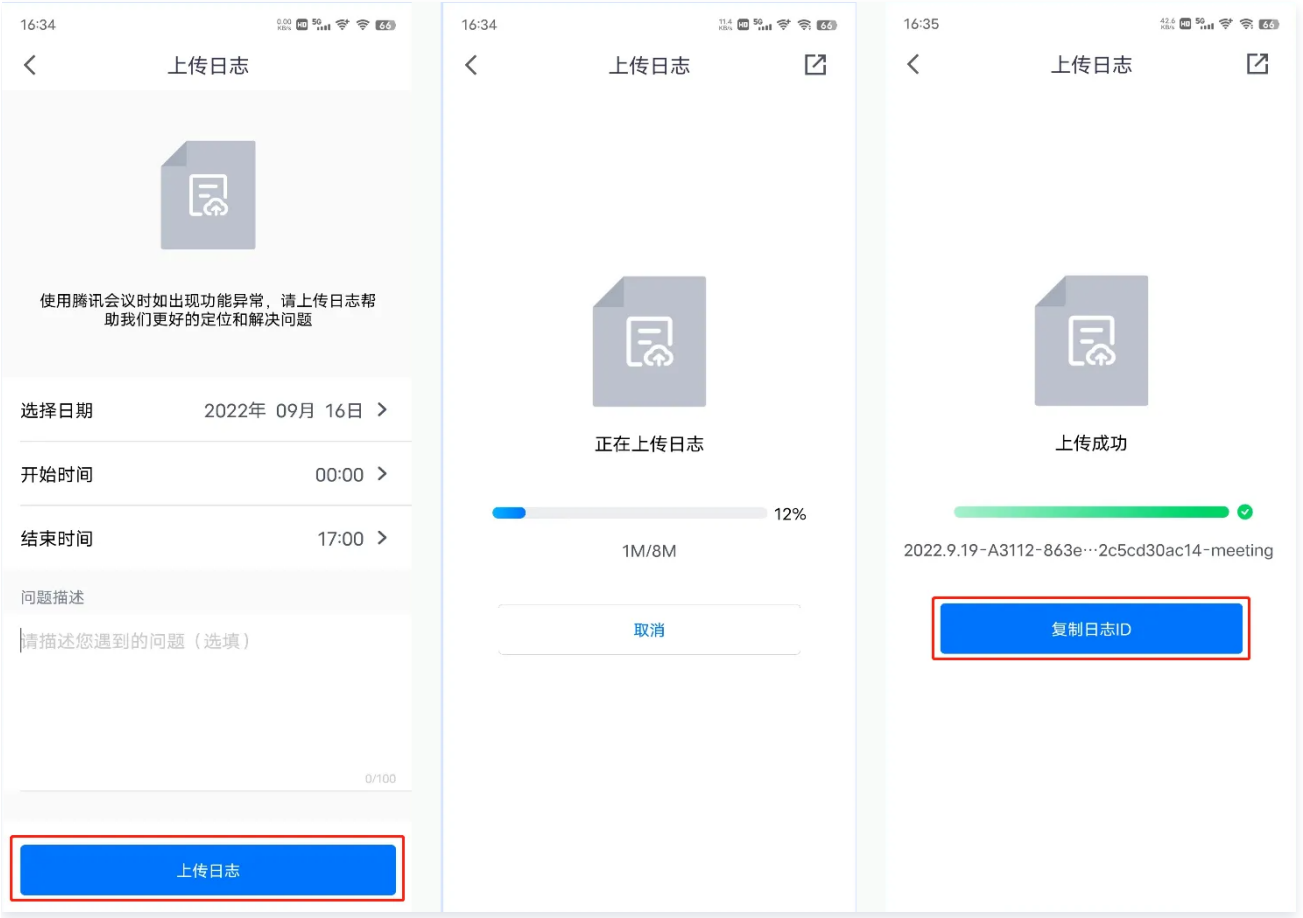


Select the time and then click **Upload Log**. After the upload is successful, click **Copy Log ID**.



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Local retrieval

Windows

- Log Address:
  - v2.15 and below: Right-click on the Start Menu or press the Win+R key on the keyboard > Run > enter %appdata%\tencent\WeMeet\Logs.
  - v2.16 and above: Right-click on the Start Menu or press the Win+R key on the keyboard > Run > enter %appdata%\Tencent\WeMeet\Global\Logs.
- The detailed steps are as follows:

  1.1 Right-click on the **Start** menu or press the Win+R key.

  1.2 Select **Run** and click, wait for the Run input box to pop up.

  1.3 Enter in the run dialog box "Open": %appdata%\Tencent\WeMeet\Global\Logs.

  1.4 After clicking **Confirm**, the log folder will pop up and you can choose the logs you want.
- VooV log: Right-click on the Start Menu or press the Win+R key > Run > enter %appdata%\tencent\VooVMeeting\Global\Logs.
  The detailed steps are as follows:

  1.1 Right-click on the **Start** menu or press the Win+R key.

  1.2 Select **Run** and click, wait for the Run input box to pop up.

  1.3 In the Run input box's "Open" field, enter: %appdata%\tencent\VooVMeeting\Global\Logs.

  1.4 After clicking **Confirm**, the log folder will pop up and you can choose the logs you want.
- Dump file address: Right-click the Start menu or press Win+R on the keyboard > Run > enter %temp%\Tencent\.
  The detailed steps are as follows:

  1.1 Right-click on the **Start** menu or press the Win+R key.

  1.2 Select **Run** and click, wait for the Run input box to pop up.

  1.3 In the Run input box's "Open" field, enter: %temp%\Tencent\.

  1.4 After clicking **Confirm**, the log folder will pop up and you can choose the logs you want.
- Recording feature log address: Right-click the Start menu or press Win+R on the keyboard > Run > enter %appdata%\Tencent\liteav\log.
  The detailed steps are as follows:

  1.1 Right-click on the **Start** menu or press the Win+R key.

  1.2 Select **Run** and click, wait for the Run input box to pop up.

  1.3 In the Run input box's "Open" field, enter: %appdata%\Tencent\liteav\log.

  1.4 After clicking **Confirm**, the log folder will pop up and you can choose the logs you want.

Mac

- Get log address:
  - Version 2.15 and below: ~/Library/Containers/com.tencent.meeting/Data/Library/Caches/Storage/.
  - Version 2.16 and above: ~/Library/Containers/com.tencent.meeting/Data/Library/Global/Logs.
- The detailed steps are as follows:

  1.1 Click the search button at the top right of the desktop. If the search button is not displayed in the top right, you can select **Go to** in the top menu bar and then click **Go to Folder**, enter the log address in the pop-up box and go to it.

  1.2 Wait for the search input box to pop up, then enter the log address: ~/Library/Containers/com.tencent.meeting/Data/Library/Global/Logs.

  1.3 Select and click **Storage** folder, then select **Logs** folder on the right side.

  1.4 Click **Logs** folder, all logs are displayed on the right side, and you can select the logs you want.
- VooV log address: ~/Library/Containers/com.tencent.tencentmeeting/Data/Library/Global/Logs.
  The detailed steps are as follows:

  1.1 Click the search button at the top right of the desktop. If the search button is not displayed in the top right, you can select **Go to** in the top menu bar and then click **Go to Folder**, enter the log address in the pop-up box and go to it.

  1.2 Wait for the search input box to pop up, then enter the log address: ~/Library/Containers/com.tencent.tencentmeeting/Data/Library/Global/Logs.

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1.3 Select and click **Storage** folder, then select **Logs** folder on the right side.

1.4 Click **Logs** folder, all logs are displayed on the right side, and you can select the logs you want.

- Crash file address: ~/Library/Logs/DiagnosticReports/.
  The specific steps are as follows:

  1.1 Click the search button at the top right of the desktop. If the search button is not displayed in the top right, you can select **Go to** in the top menu bar and then click **Go to Folder**, enter the log address in the pop-up box and go to it.

  1.2 Wait for the search input box to pop up, then enter the log address: ~/Library/Logs/DiagnosticReports/.

  1.3 Select and click **DiagnosticReports** folder, then choose **Retired** folder on the right.

  1.4 Click **Retired** folder. All logs are displayed on the right side, and you can select the logs you want.

Android/iOS

Log address: Avatar > About Us > Tap the Tencent Meeting logo 6 times. The specific steps are as follows:

1. Open the Tencent Meeting app.
2. Click **Avatar** to enter the personal center, and scroll down to About Us.
3. Click **About Us**, and tap the Tencent Meeting logo 6 times.
4. Once the packaging is complete, a log will pop up at the bottom of the phone.

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