



USER GUIDE

Platform of the Videoconference

UCmeet 2.0



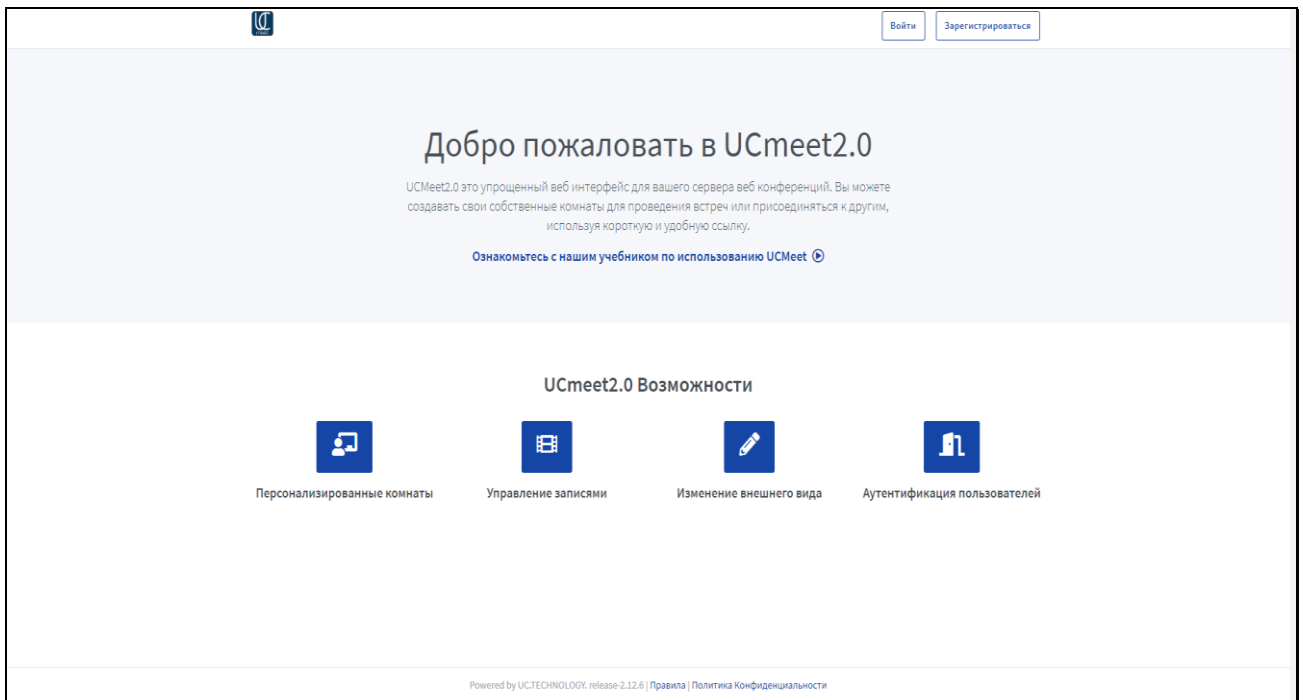
The instruction for work

Videoconference of UCMEET

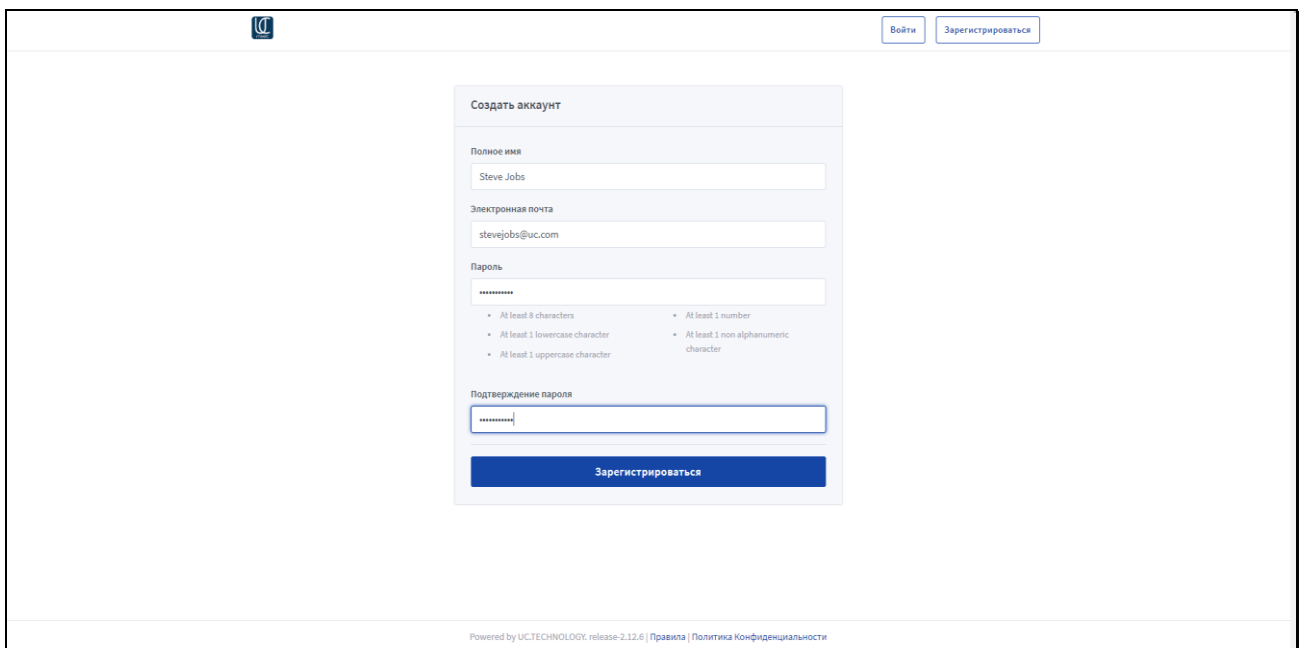
In this instruction the step-by-step algorithm of actions necessary for creation and setup of conferences is specified.

The instruction intends for all users of a system of the Video conferencing of UCMEET.

For access to broad functionality of UCMEET pass to the website ucmeet.online from the computer or any mobile device.



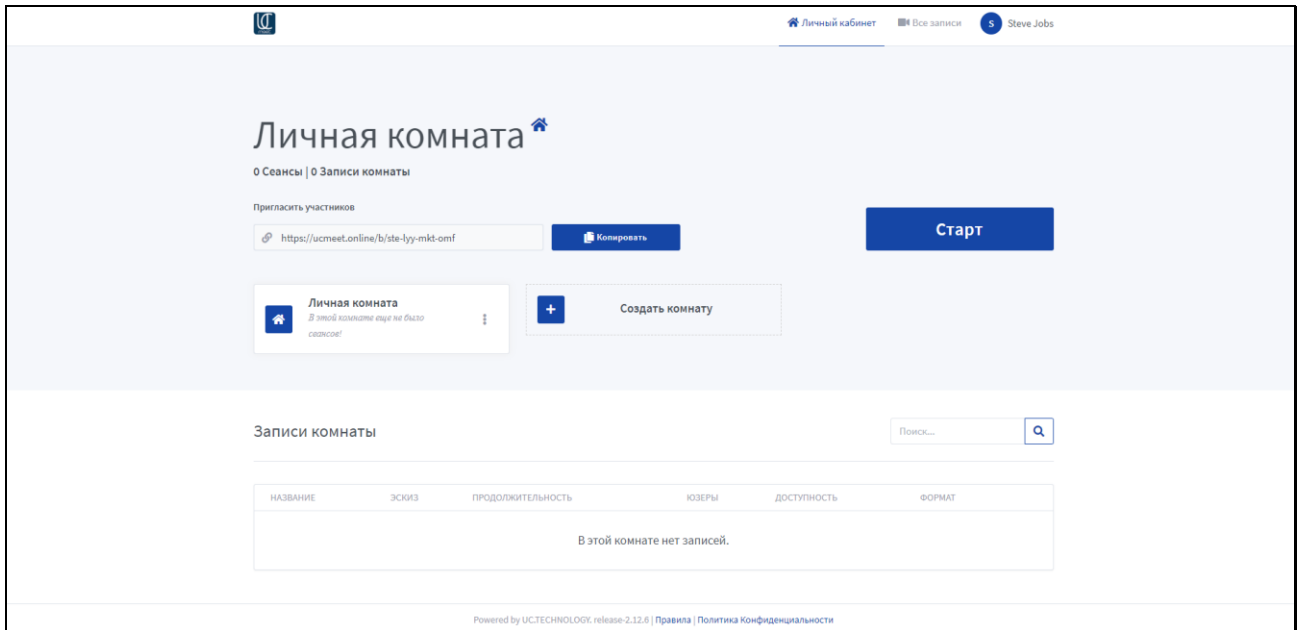
Be registered, having entered the name, mail and the password, and then click "Enter".



How to configure UCMEET for work

Interface of the desktop version

After start of the desktop version of UCmeet you get on the homepage of service with the personal room.

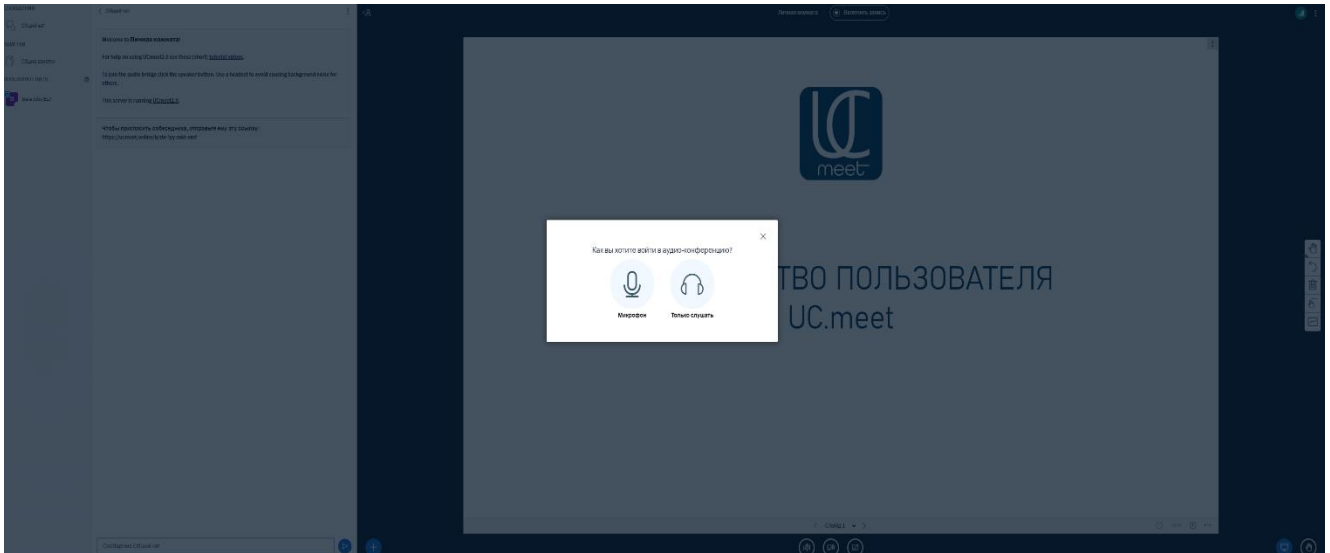


On the homepage with the personal room you can:

- Begin a conference in this room;
- Look at records of the carried-out broadcastings;
- Copy the unique link to the room for the invitation of participants;
- Create other room for participants under the requirements.

Beginning of a videoconference

To begin the first conference click "Start"



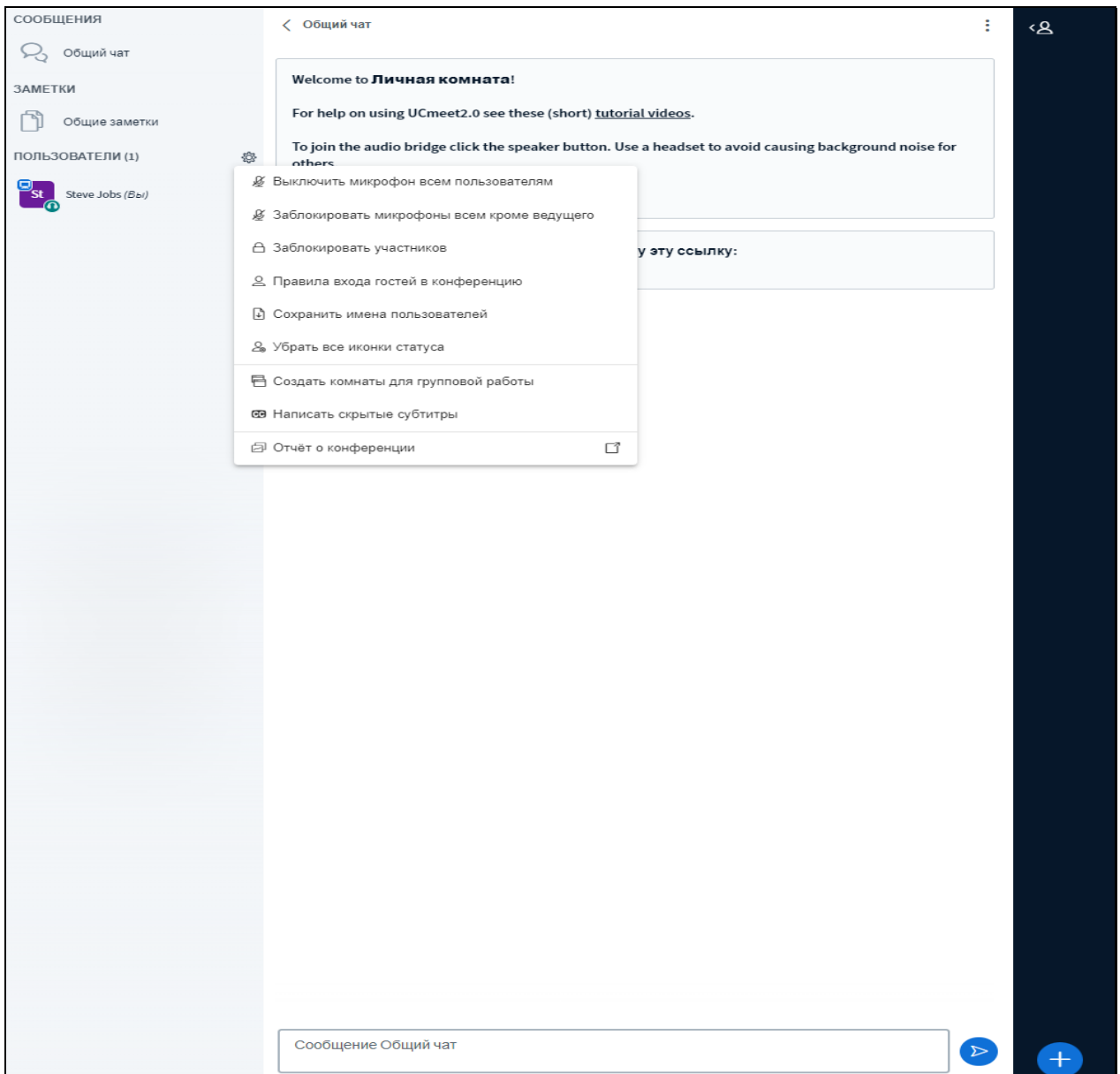
At the first start the system suggests to check operability of earphones and the microphone. It is possible to be started without microphone, as the listener.

The interface is conditionally divided into 2 main parts:

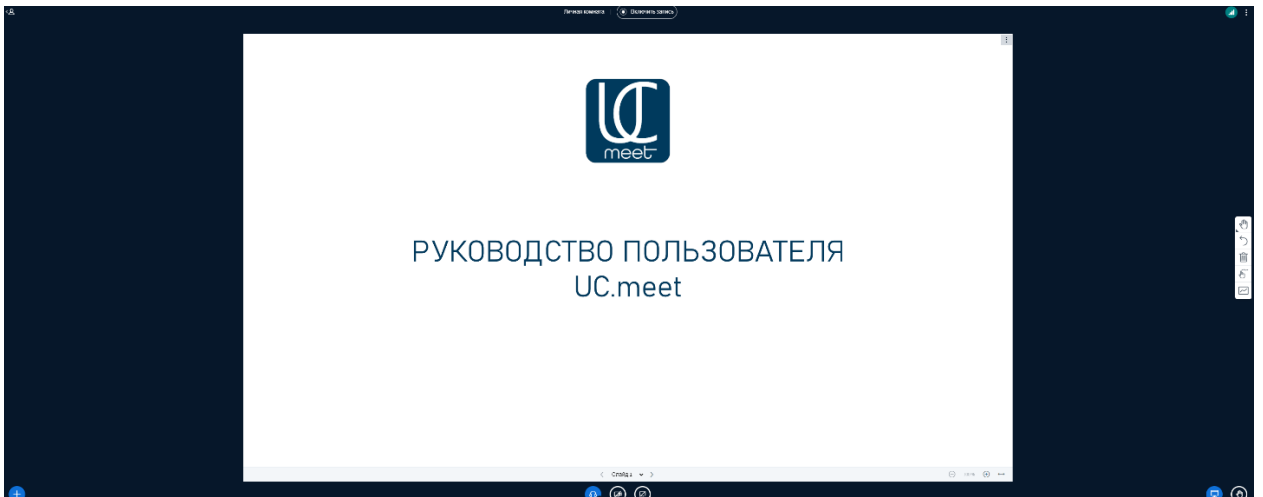
Left – for interaction with the audience.

Right – for management of the presentation and administration.

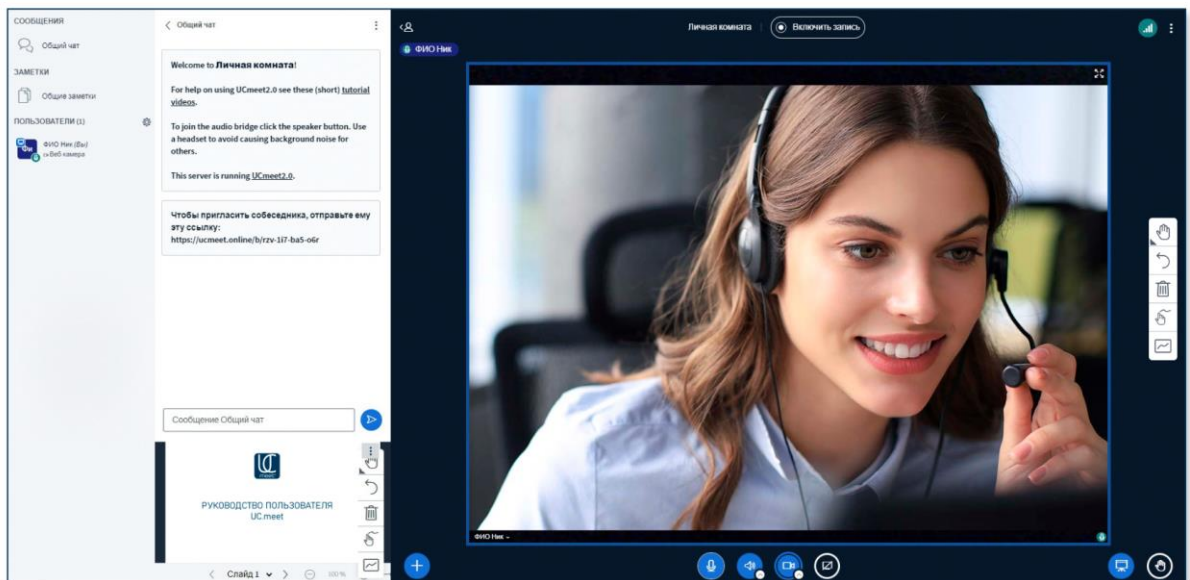
Analysis of functionality of each part



- In the left part the general chat among conferees is available.
- The column "General Notes" allows the administrator and users to leave the comments on the uniform screen.
- In the section "Users" management of actions of participants at the event is available to us. Here we can manage microphones of all participants, delete from the room, change rules of an entrance to the room, write the closed captions, create rooms for group work of participants and send the report on a conference.



On the right – a window of audio and a videoconference with controls.



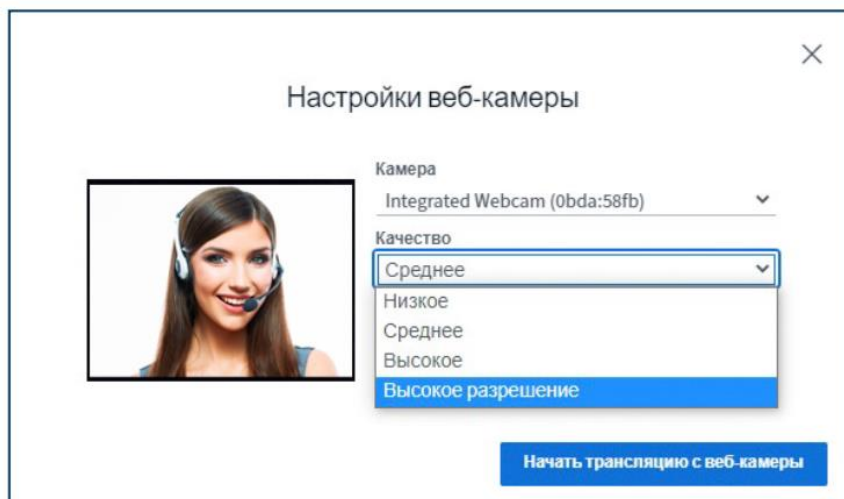
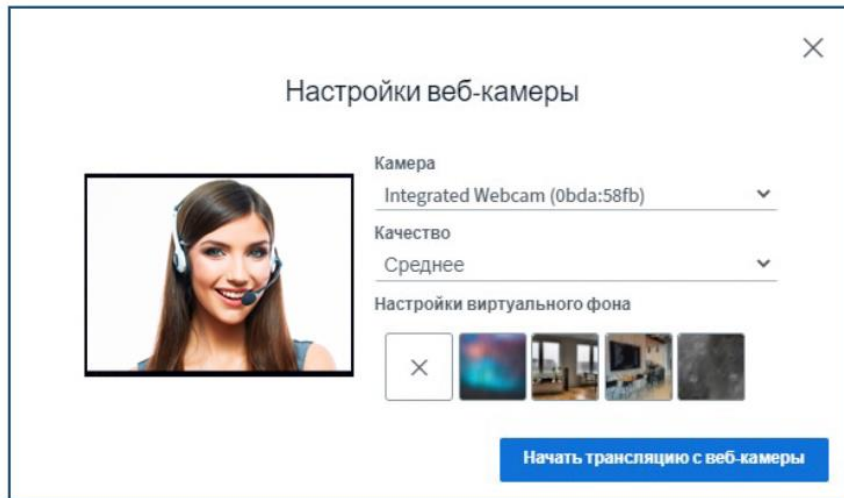
Визуально окно ВКС разделено на две части: в левой – традиционный чат, справа – окно аудио- видеоконференции с элементами управления

Включение/Выключение микрофона
 Управление микрофоном и динамиком
 Вкл./Выкл./Управление видеосъемками
 Включение демонстрации экрана

Управление презентацией
 «Поднять руку»

Here we can manage the microphone or the loudspeaker, to include or switch-off video cameras, to manage the loaded presentation or "raise a hand".

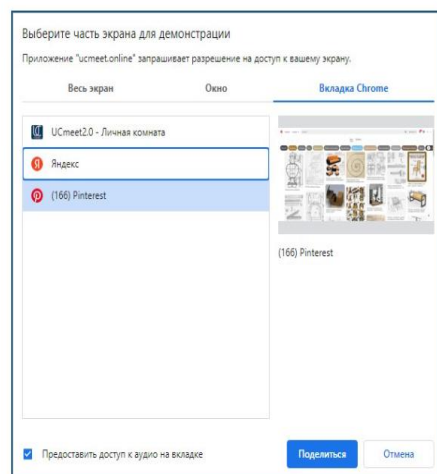
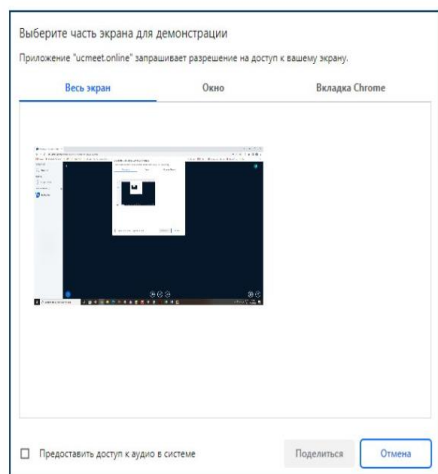
To begin record of broadcasting click "begin record" on top.



Setup of the webcam allows to select a virtual background from offered, or to add the.

Resolution of the webcam can be exposed from low to high, process is limited only to the technical resolution of the built-in or connected camera.

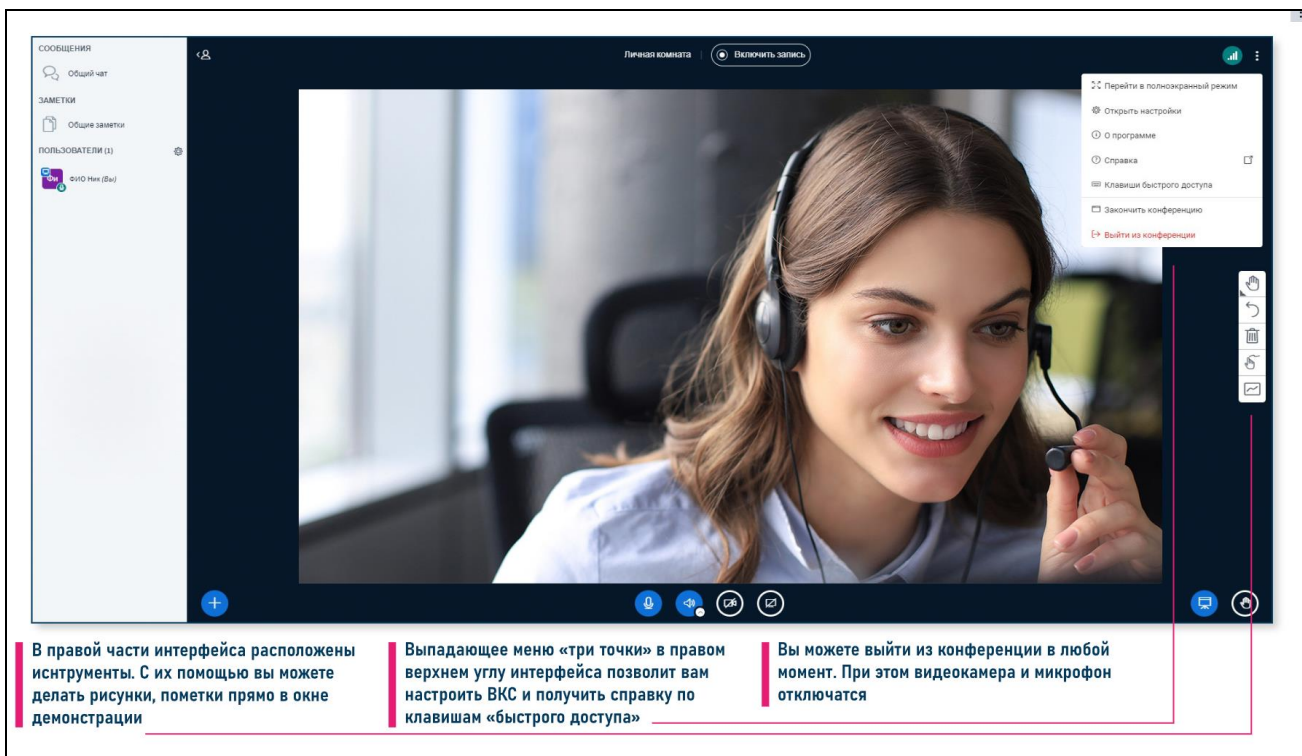
You can connect at the same time up to 40 video cameras with any resolution up to 8K.



The Demonstration of the Screen function offers:

- demonstration of the relevant screen of the user;
- demonstration of any window (the opened application, mail, etc.);
- demonstration of any open tab of the web browser.

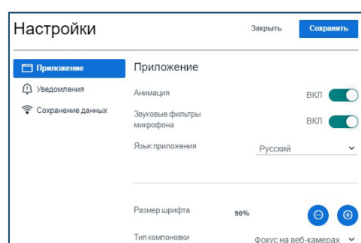
You can also select a tab visually and also provide to the Room access to audio-maintenance which broadcasts the selected Internet resource.



By means of tools in the right part of the screen it is possible to do drawings, to leave marks directly in a demonstration window.

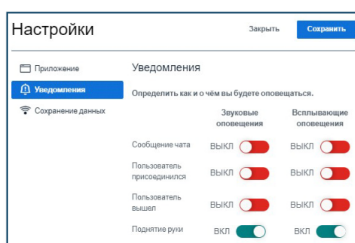
The dropping-out "three points" allow to configure Aerospace Forces and to get help on keys of "quick access".

You can finish a conference or to leave it at any time. For this purpose it is necessary to press the corresponding button.

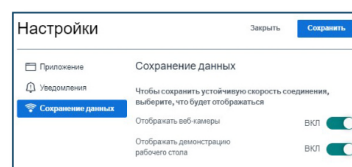


Вы можете настроить приложение, включив или выключив анимацию, звуковые фильтры микрофона, изменить размер шрифта.

Выберите язык принтерфейса



ВКС UC.meet позволяет вам гибко настроить уведомления, которые вы желаете получать во время общения с вашими собеседниками



Вы также можете влиять на скорость и устойчивость соединения, включая либо отключая отображение веб-камеры и рабочего стола

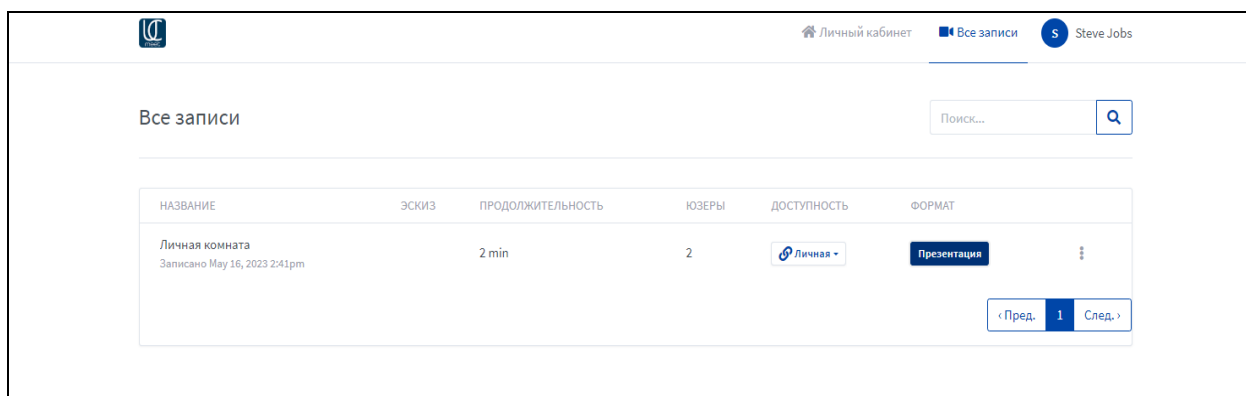
In the section "Open Settings" it is possible to configure the application, having included animation, microphone filters, or to change a font.

You can also configure notifications which will come to communication time.

It is also possible to manage Internet connection, having included or having switched-off cameras at users.

After you complete a conference, the report will be available to you.

Viewing records of conferences

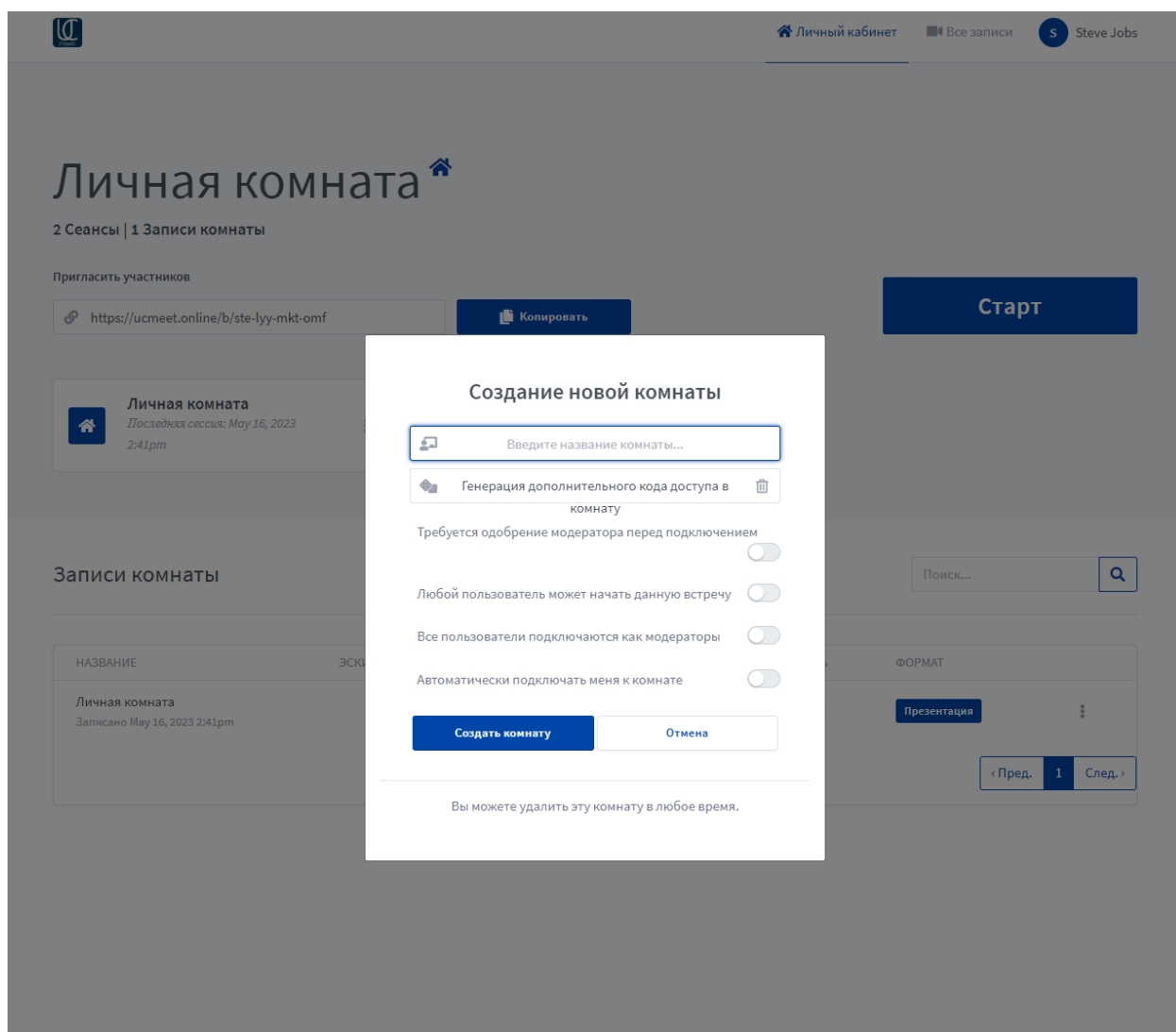


The screenshot displays a web interface for viewing conference records. At the top, there is a navigation bar with a home icon, the text "Личный кабинет", a menu icon, "Все записи", a user profile icon with the name "Steve Jobs", and a search bar with the text "Поиск...". Below the navigation bar, the main content area is titled "Все записи". A table lists conference records with the following columns: "НАЗВАНИЕ", "ЭСКИЗ", "ПРОДОЛЖИТЕЛЬНОСТЬ", "ЮЗЕРЫ", "ДОСТУПНОСТЬ", and "ФОРМАТ". The table contains one record: "Личная комната" with a subtitle "Записано May 16, 2023 2:41pm", a duration of "2 min", "2" users, and a status of "Личная". The format is "Презентация". Below the table, there are navigation buttons: "« Пред.", "1", and "След. »".

НАЗВАНИЕ	ЭСКИЗ	ПРОДОЛЖИТЕЛЬНОСТЬ	ЮЗЕРЫ	ДОСТУПНОСТЬ	ФОРМАТ
Личная комната Записано May 16, 2023 2:41pm		2 min	2	Личная	Презентация

In the section "All Records" it is possible to look at last conferences and to share record according to the link. It is also possible to wind off a separate piece of the presentation in due time.

Creation of the new room



By clicking "Creation of the new room" it is possible:

- specify the unique name for an upcoming event;
- add the additional code of access without which the participant will not be able to be connected;
- include approval by moderation before connection;
- grant the right of the moderator to all users of a conference;
- connect you to the room automatically.