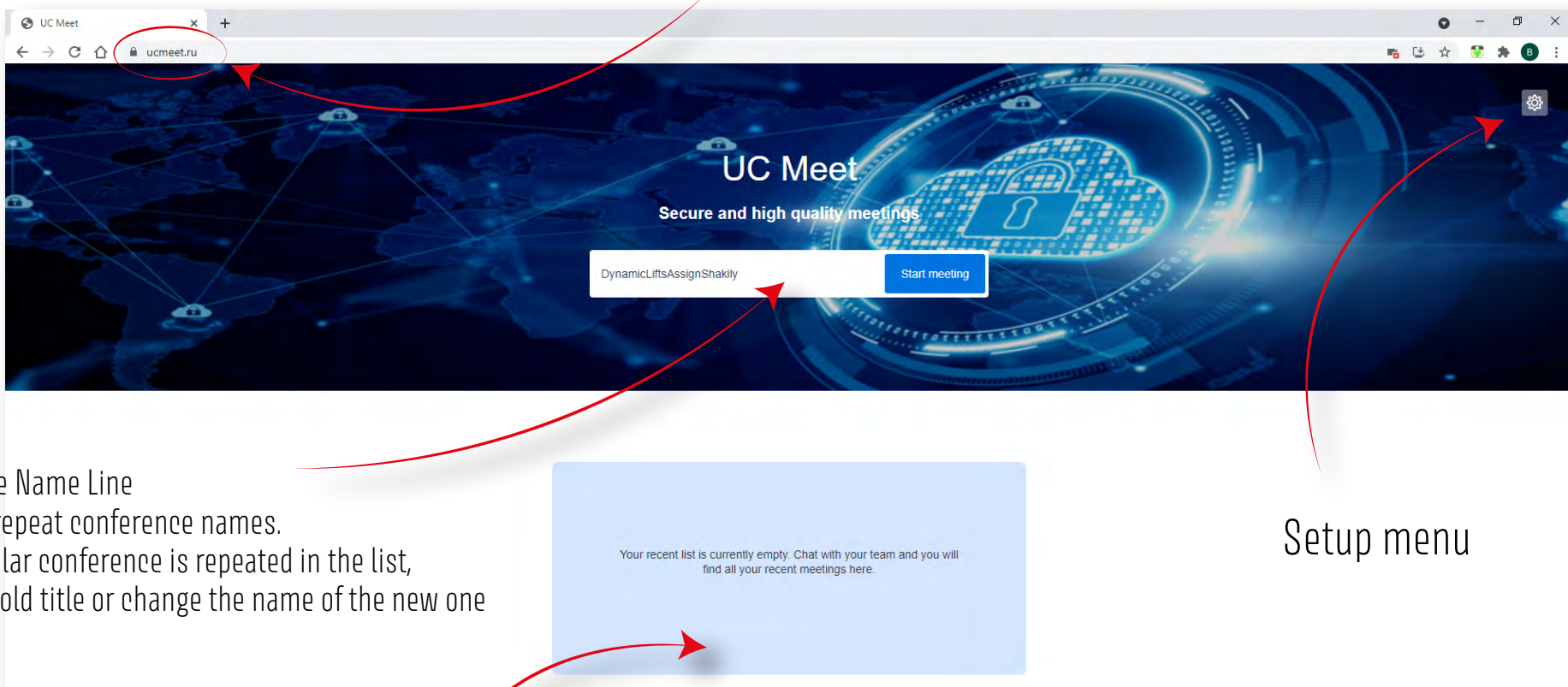




In this manual you will find all the main points of a secure videoconferencing system (VCS)

Pay attention! The website of the system works exclusively on the protocol https://ucmeet.ru because only this protocol is able to give the first line of protection of the system

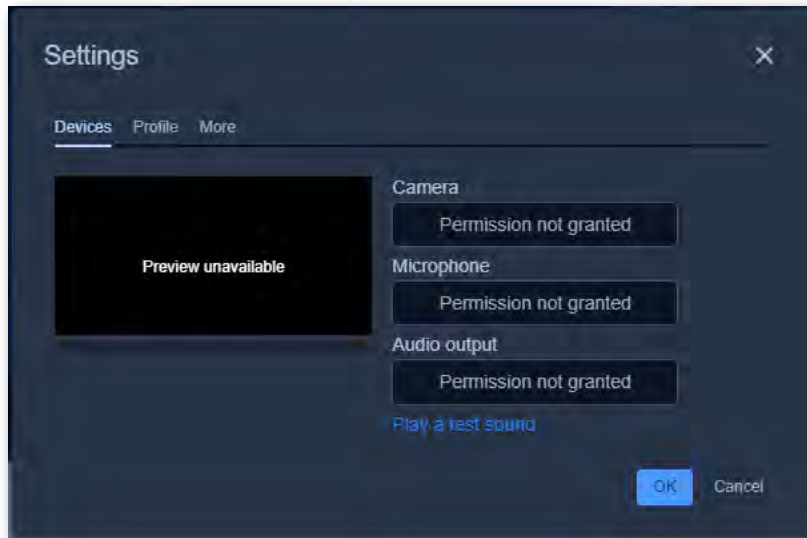


Conference Name Line
Try not to repeat conference names.
If a particular conference is repeated in the list,
delete the old title or change the name of the new one

Setup menu

A list of the conferences you have created
or conferences in which you have participated

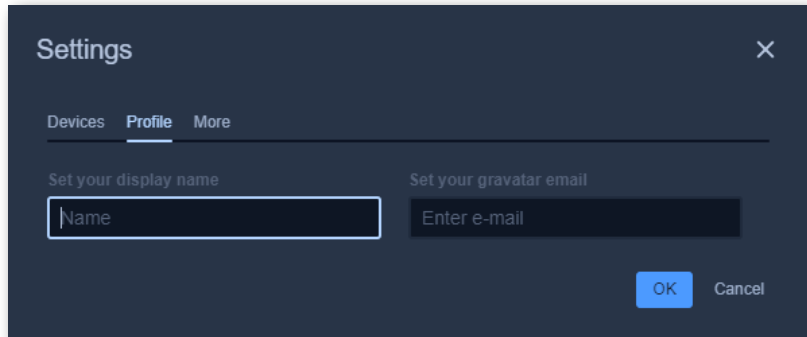
Let's take a closer look at the setup menu



Settings Menu

Here you can select the camera of your computer that you want to use

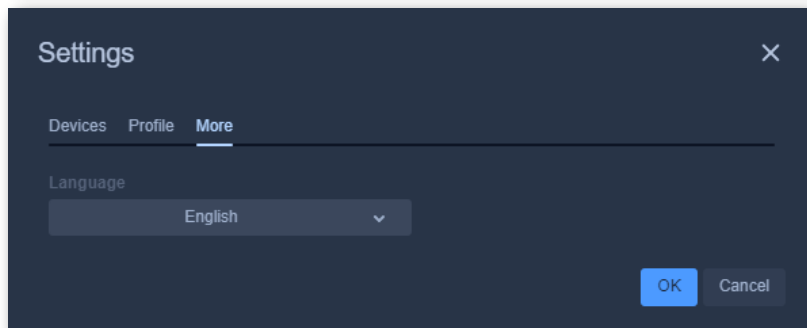
Just below the camera menu you need to select the sound source that you have on your PC



Profile tab

Here you need to enter your name and e-mail

So the system can identify your devices and members can see your name and can contact you



The language selection menu

Let's look at the main conference menu

Quality control scale provided by your camera

Full screen mode

Managing conference security settings

Recording a videoconference to a server

The option to turn off all microphones by default so they don't disturb during connections

Disabling cameras so only the speaker of the conference is visible

Enter the code from the YOUTUBE client

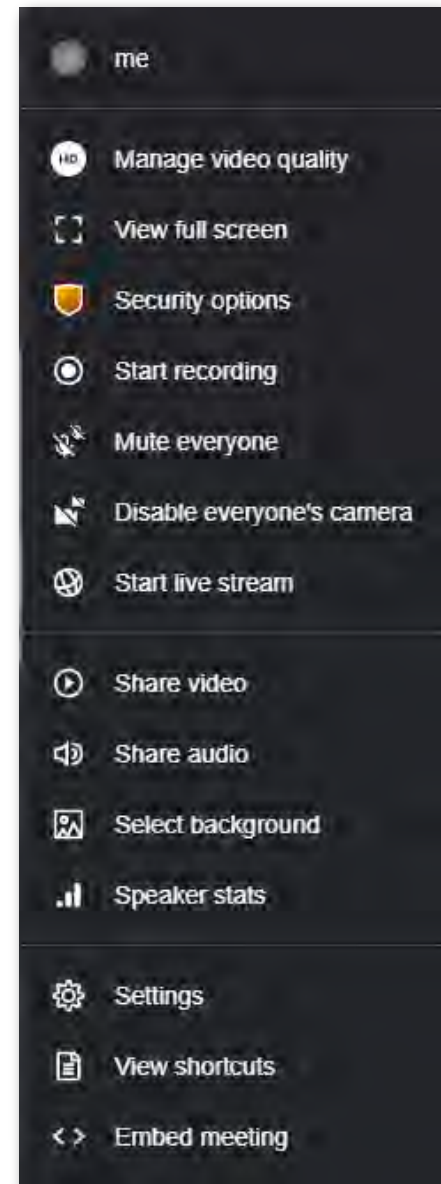
To be able to put this entire conference on the Internet at once

Upload a video file to the conference

Upload an audio file to the conference

Choosing your current background

Direct link to your conference to be placed on an HTML website



Mute or quick change of audio input device

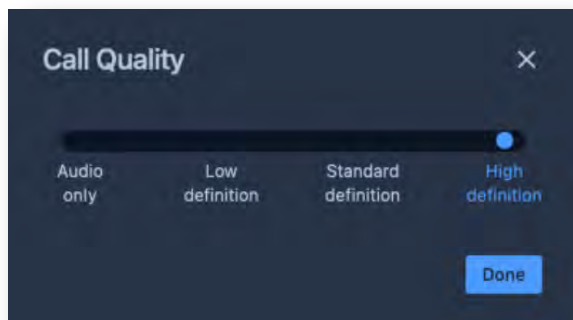


Turning off or changing the video camera

Turn on screen broadcasting to show content

Chat with participants

Changing the layout of the cameras on the screen



Video quality control menu for your camera

In standard mode the setup checks the equipment and the connection speed at the moment of connection

Then it sets the quality that it considers optimal for the configuration

Optionally the picture quality which can be broadcasted is up to 8K

Security options ✕

Lobby mode lets you protect your meeting by only allowing people to enter after a formal approval by a moderator.

Enable lobby



You can add a password to your meeting. Participants will need to provide the password before they are allowed to join the meeting.

Password: None

[Add password](#)

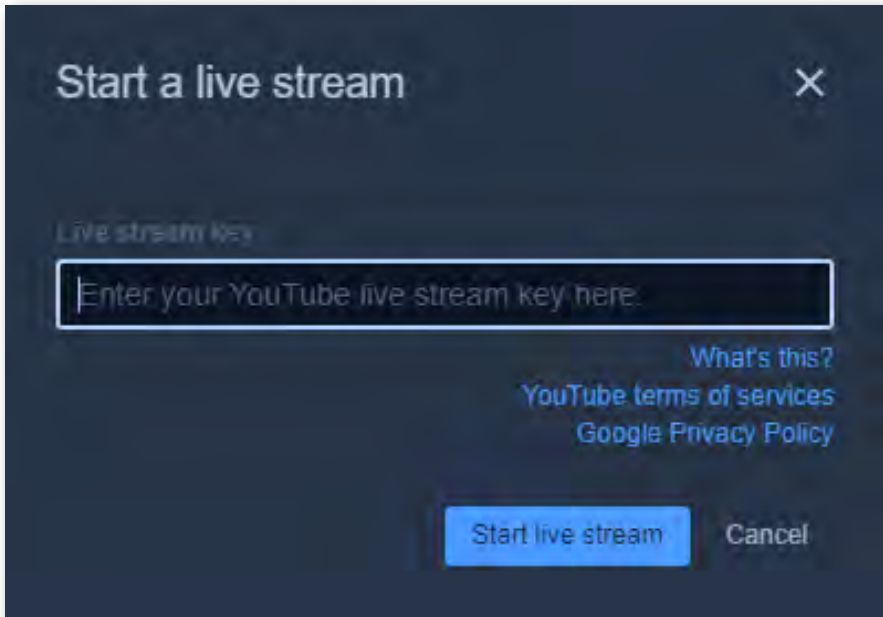
Enabling the lobby

This option helps you make access to the conference only by your permission

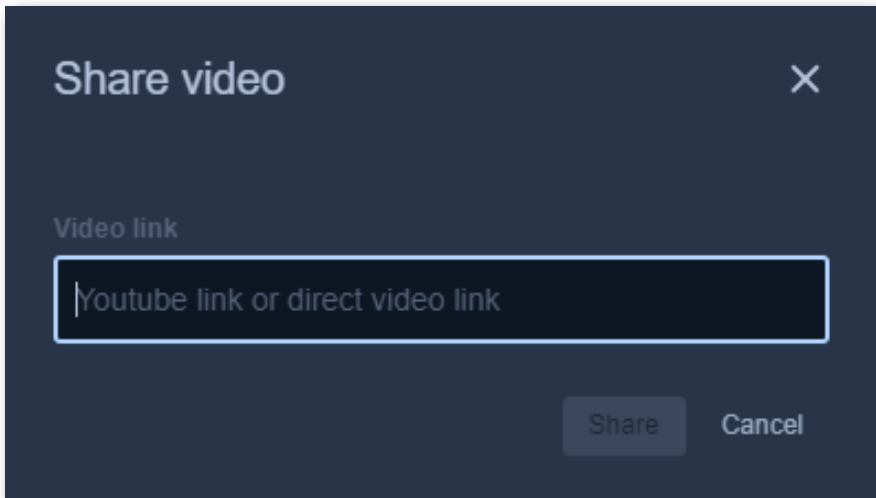
I.e. after enabling this item, if you are uncomfortable passing the password to a conference participant, you will need to allow access to all participants on the pop-up menu manually

Creating a password

This is where you need to create a password for access to your conference. Each participant will have to enter it before entering conference room



This menu is used to allow you to immediately after entering your YOUTUBE code broadcast the conference online and reach as many listeners as possible



Quite a useful menu option when you don't want to hold a conference yourself and you're just playing someone else's material

In our view the most successful scheme of work with video conferencing

Go to <https://ucmeet.ru>

Go to settings and enter your name and e-mail

Enter the name of your video conference (try to enter it in English for convenience)

In the window that will open, navigate using the button with three dots to the security settings

There set a password for your conference room

After that, using the button "Tile" change the view to the tile (for your convenience)

After that send the participants a link from the browser with your conference name and a password which you have just set and wait for all participants in the conference room

Enjoy using it!

And remember this manual is only our view of your work process

Your UC.Meet Team