**oVice Manual for Workshop "Cross the Border!"**
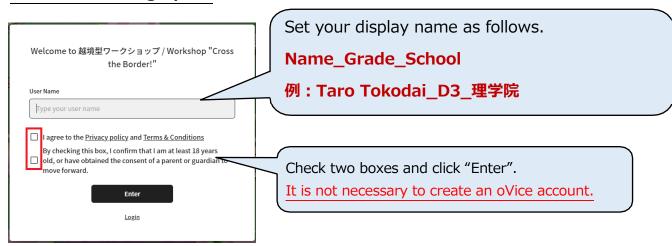
**Recommended System Requirements**

- Use the **latest version of Chrome for PC**.

- For connection stability, a wired LAN cable connection is recommended.

- Please **prepare a camera, microphone and speakers (or earphones)** and confirm **in advance** that **they will work.**
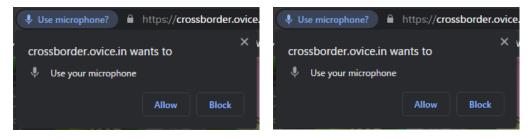
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### STEP.1　Entering Space



Set your display name as follows.

**Name_Grade_School**

**例：Taro Tokodai_D3_理学院**

Check two boxes and click "Enter".
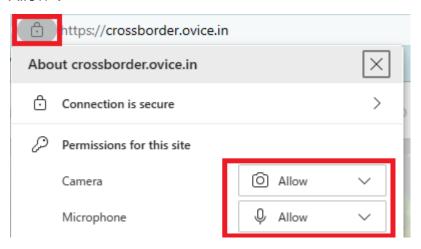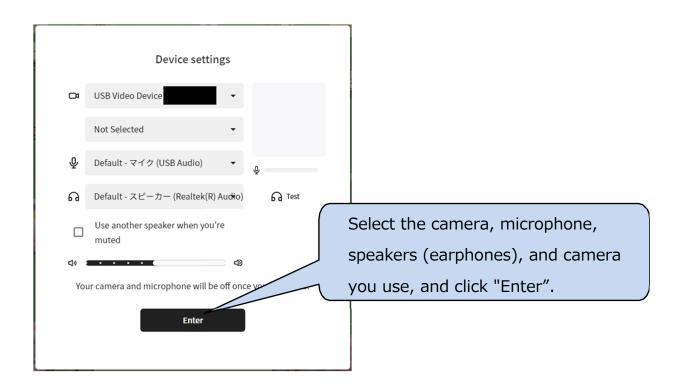It is not necessary to create an oVice account.

## STEP.2　Camera and Audio Settings

The "Use your camera" and "Use your microphone" will appear on

your browser, select "Allow" for both.



*If you have selected "Block" by mistake, click on 🔒 mark on the left side of the address
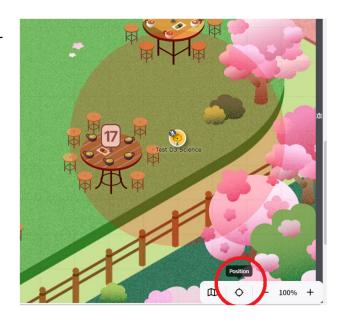
bar and switch to "Allow".





Select the camera, microphone, speakers (earphones), and camera you use, and click "Enter".

### STEP.3　Moving

**How to Check Your Current Location**

Click "Position" button in the lower right corner of the screen to move the screen to your avatar, and the orange circle around your avatar indicates your location.



**How to Move**

Your avatar can move in any of the following ways.

- Drag and drop your avatar.
- Double click on the point you want to move.
- Press the arrow keys on your keyboard.

　The area near the entrance will be crowded. Please move quickly after entering the space.

**Minimap**

Click "Minimap" button in the lower right corner of the screen to display the minimap.

Clicking on the minimap instantly takes you to the point you clicked on.

### STEP.4　Profile Settings

**Starting Personal Settings**

Click your avatar → Click the pencil mark

**Photo in Your Avatar (Optional)**

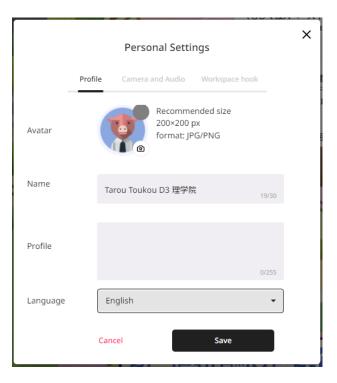Click the camera mark and select the image.

**Profile – Introduce Yourself!**

・Research topic

・Hobbies

・Destination, duration, etc. of off-campus study

・Received job offer for DC, etc.

**Language**

If you speak only English, please select English

### STEP.5　Talking

**Toggle between Mute and Unmute**
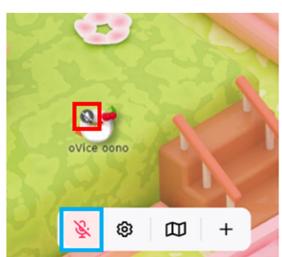
If your microphone is muted:

Red frame : Mute mark will appear in the upper left corner of your avatar.

Blue frame : The microphone symbol at the bottom of the screen is red.

There are two methods of unmute.

● Click the microphone button in the blue frame.

● Press the space key on your keyboard.

When unmuting, the mute mark in the upper left corner of your avatar will disappear.

## Voice Range

The voice range is ONLY with in the black circle that appears when trying drag your avatar. The black circle is kept wide in the front side of the orange triangle▲.
In the right image, both avatars cannot hear each other as they are outside the black circle.



## How to Use "Meeting Camera"

Clicking on "Meeting Camera" 👥 mark makes your avatar connecting it and your avatar with a line, and you can have a video chat and share your PC screen with other participants.
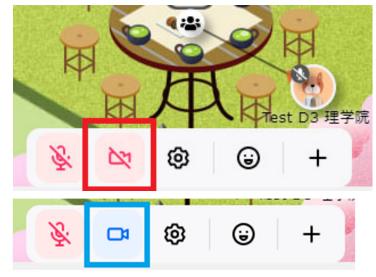Leaving outside the black circle around the 👥 mark means you leave the meeting (the line is broken).
When talking with other participants at the table, please be sure to connect to "Meeting Camera."



## Turn on Camera（Optional）

1. Click on "Meeting Camera" 👥 mark.
2. Click the camera button at the bottom of the screen.
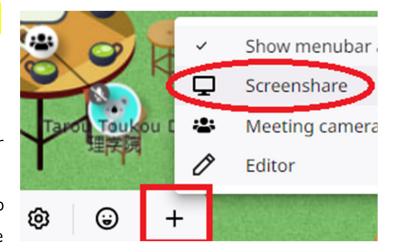3. When the camera is turned on, the camera button turns blue.

**Reaction - Emoji for Expressing Your Emotion**

1. Click on the emoticon button at the bottom of the screen.

2. Click on any of Emoji displayed.

3. Emoji is displayed on your avatar as a speech balloon with a sound effect.

4. You can also react typing in the corresponding character (hand, etc.) on your keyboard without clicking Emoji. Feel free to react to the topic and have a pleasant conversation!

**How to Share Your PC Screen**

1. Click on "Meeting Camera" 👥 mark.

2. Click on the "+ (plus sign)" at the bottom of the screen.

3. Select "Screenshare."

4. You can choose to either share your full screen, window, or a tab (make sure to tick the "share audio" box to activate any sound coming from the shared tab) and click "Share."
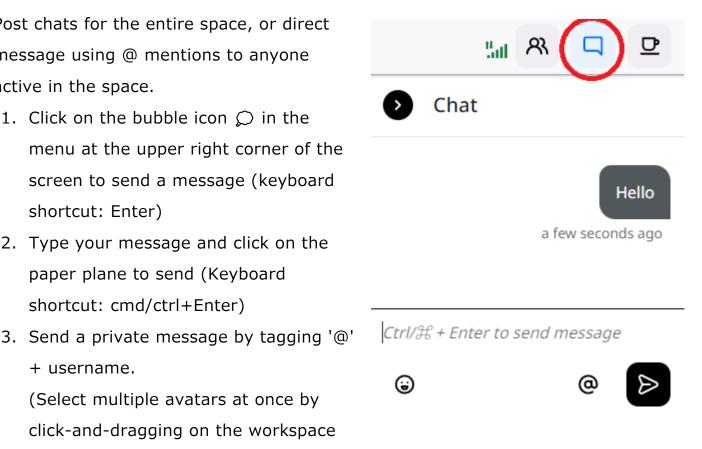
**Screen Layout**

"Screenshare" and "Presenter Video" is displayed in separate windows. They will initially over lap and appear in the center of the screen, please drag them and resize by yourself.

**Chat**

Post chats for the entire space, or direct message using @ mentions to anyone active in the space.

1. Click on the bubble icon 🗩 in the menu at the upper right corner of the screen to send a message (keyboard shortcut: Enter)
2. Type your message and click on the paper plane to send (Keyboard shortcut: cmd/ctrl+Enter)
3. Send a private message by tagging '@' + username.
   (Select multiple avatars at once by click-and-dragging on the workspace for an automatic tag)

**Zoom/Zoom out**

Click on the "+ (plus sign)" or "− (minus sign)" in the menu at the lower right corner of the screen to zoom/zoom out as you like.

### STEP.6　Leaving Space

Click on the triple bar mark in the upper left corner of the screen, and then click on "Leave the space."



### Trouble

If you have any problem in the space, please inform the staff with the red circle badge on the upper right corner of their avatars.