

# XR Meeting User Manual

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## Opening a Meeting Room

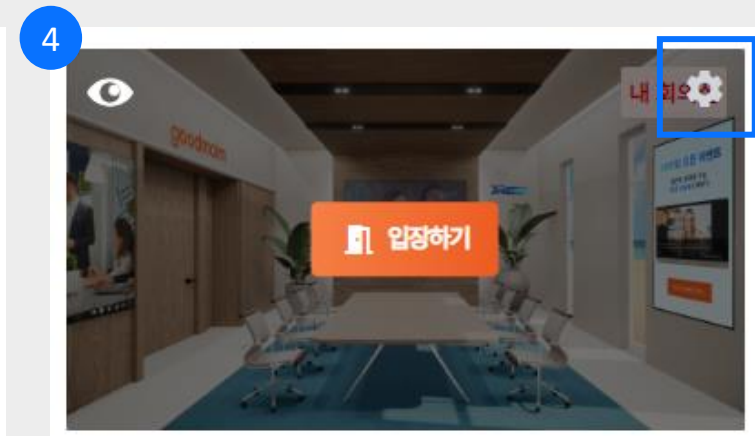
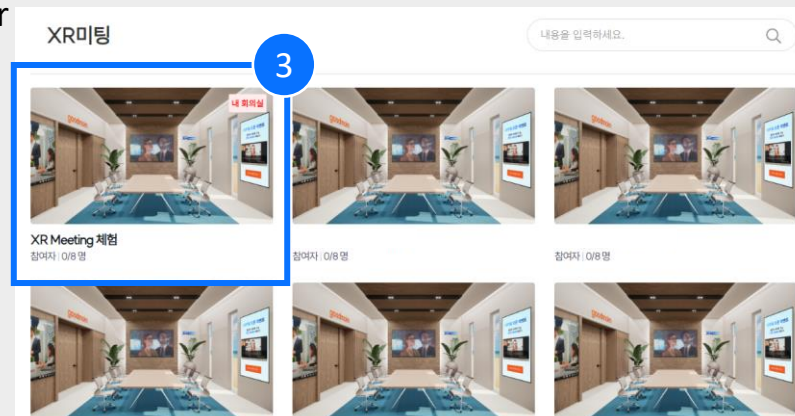


1 Access Goodmoim Website > [Purchase] > [XR Meeting] > Purchase Service.

2 Visit Goodmoim Website > [XR Meeting].

3 Navigate to the Meeting Room List page, and your "My Meeting Room" will be generated at the top.

4 Click the gear icon at the top right of "My Meeting Room" to configure the meeting room settings.



## Meeting room Settings

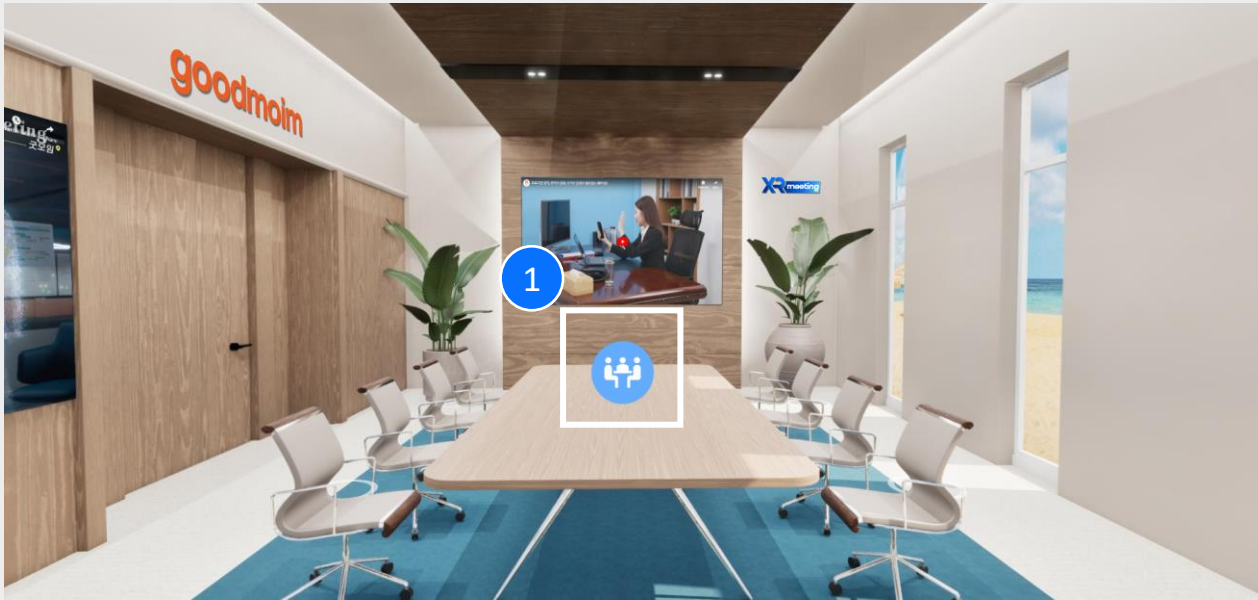
The screenshot shows the 'XR 미팅룸 설정' (XR Meeting Room Settings) interface. It is divided into two main columns. The left column contains settings for the meeting room name, password, visibility, recording permissions, and opening status. The right column contains settings for the meeting room theme, maximum number of participants, and the invitation link. A '저장하기' (Save) button is located at the bottom.


- 1 미팅룸 이름: XR미팅 룸
- 2 미팅룸 입장 시 암호: 미사용 (Selected)
- 3 굿모임 XR미팅 리스트: 노출 (Selected)
- 4 녹화 권한 설정: 진행자만 녹화 (Selected)
- 5 미팅룸 오픈: 상시 오픈 (Selected)
- 6 회의실선택: 8번스킨 (Selected)
- 7 최대 참석인원 설정: 8명 (Selected)
- 8 초대 링크 복사하기: [https://www.goodmoim.com/xrcity/Xr\\_Meeting\\_Room/view/76](https://www.goodmoim.com/xrcity/Xr_Meeting_Room/view/76)

- 1 Set the Meeting Room Name.
- 2 Choose whether participants should enter a password upon joining.
- 3 Decide whether to display the room in the Meeting Room List.
- 4 Set Recording Permissions for the session.
- 5 Configure opening settings based on the account holder status.
- 6 Select a Meeting Room Theme.
- 7 Set the Maximum Number of Participants (up to 8 people).
- 8 Copy the Invitation Link for the created meeting room.

## 02. Before meeting

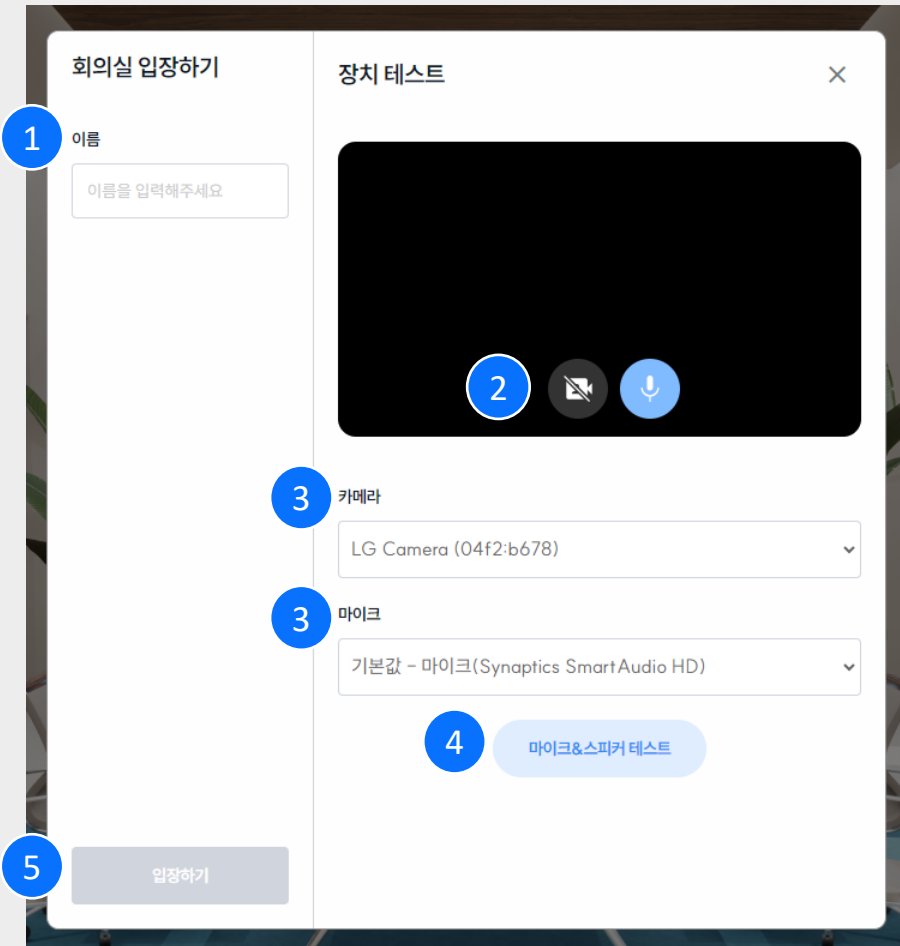
### Entering the Meeting Room



- 1 Click on the Meeting Room icon  within your "My Meeting Room" to start the session.

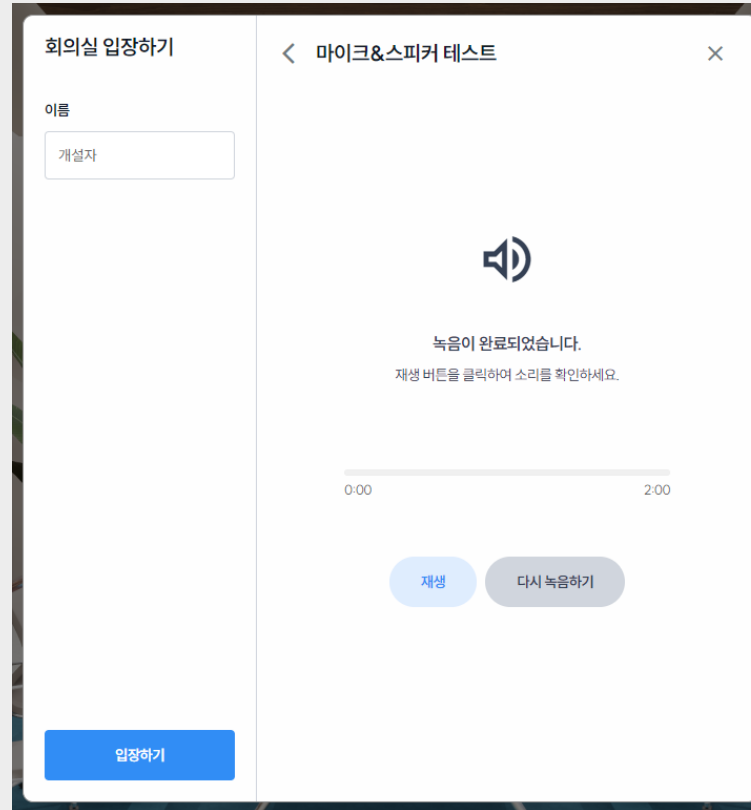
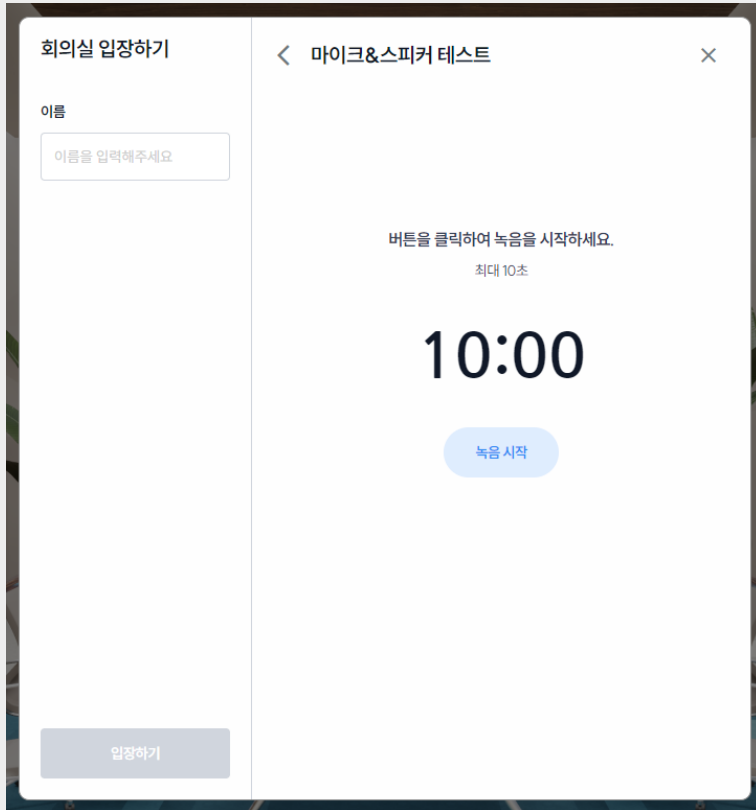
## 02. Before meeting

### Setting



- 1 Enter your name to use in the meeting
- 2 Camera and microphone ON/OFF buttons
- 3 Setting up the camera and microphone devices to connect
- 4 A button that allows you to test the operation of the microphone and speaker before a meeting.
- 5 'Enter' button

### Device testing

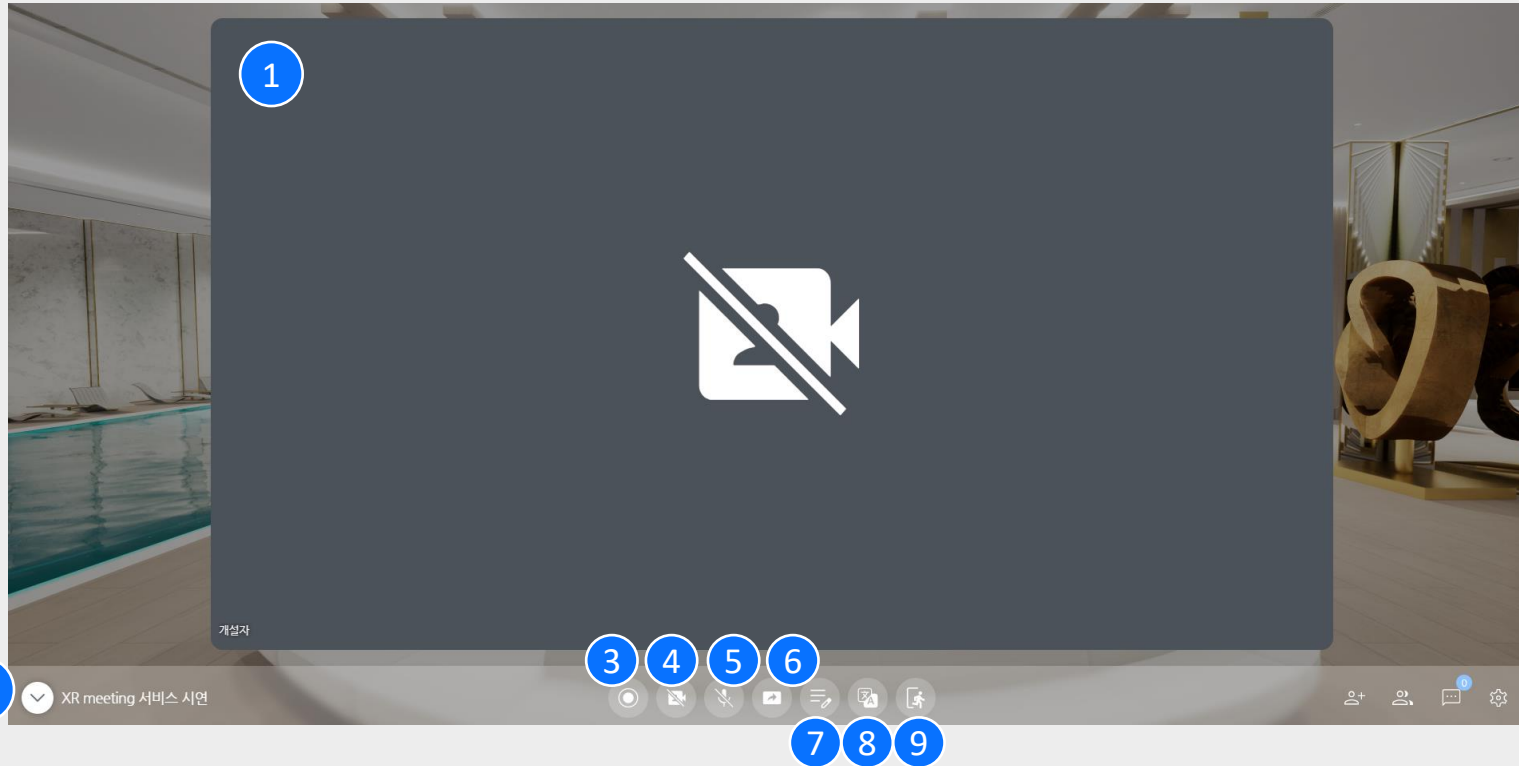


1. Click the 'Start Recording' button to record sound.

2. When you click the 'Stop Recording' button > 'Play' button, if you can hear the sound well, it is a normal connection.

## 03. During meeting

### All functions

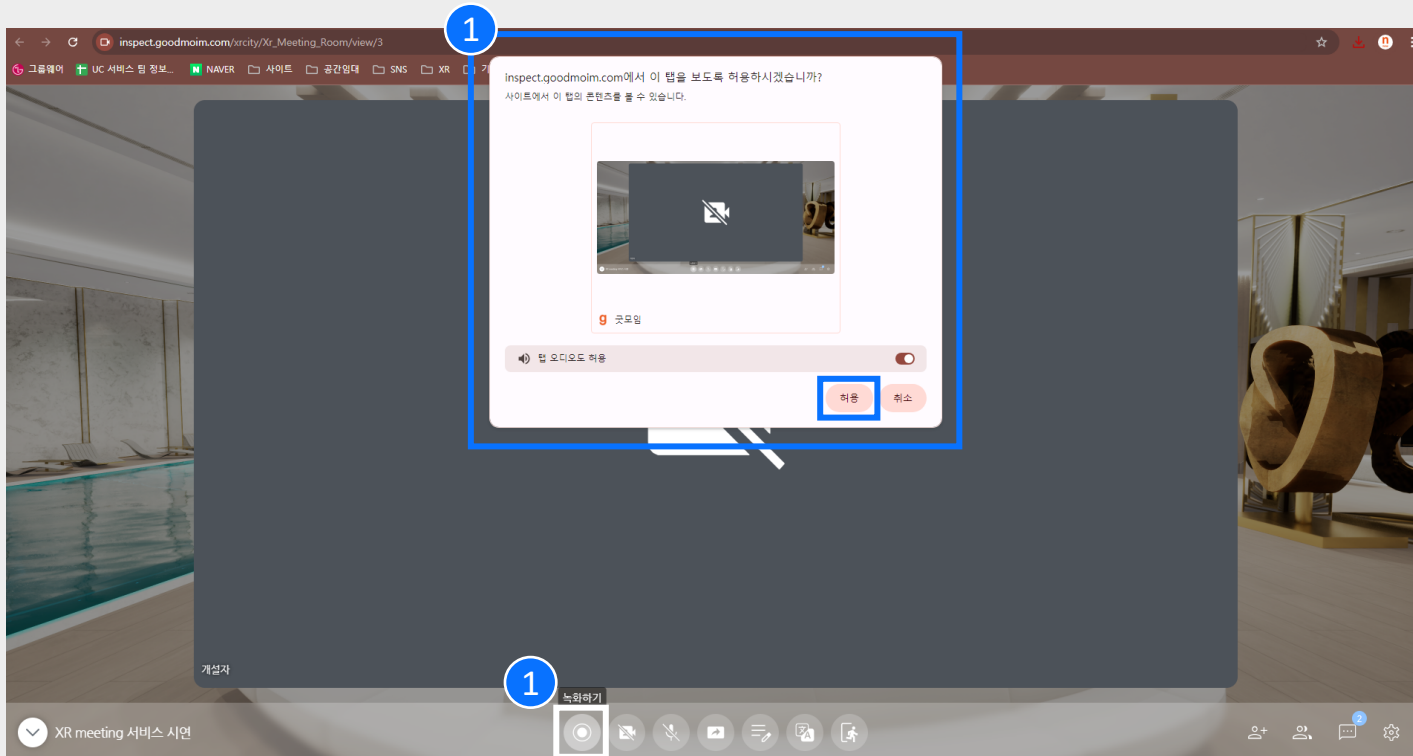


- 1 Attendee
- 2 Hide/show Meeting Menu
- 3 Recording
- 4 Camera ON/OFF
- 5 Microphone ON/OFF
- 6 Screen sharing
- 7 Meeting notes
- 8 Translation
- 9 Exit

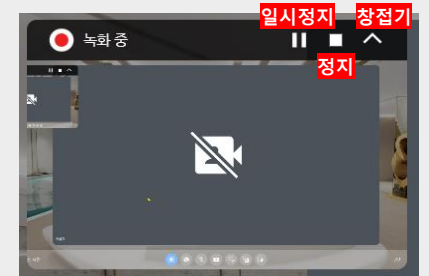


# 03. During meeting

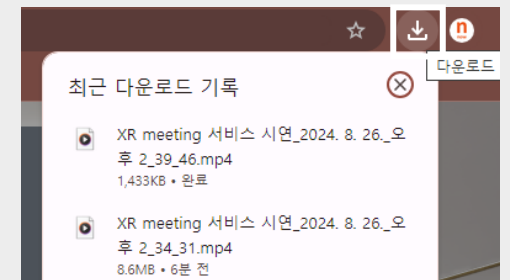
## Recording



- 1 Click the 'Record' button to 'Allow' screen and audio recording
  - When the recording function is activated, below screen appears in the upper left corner.

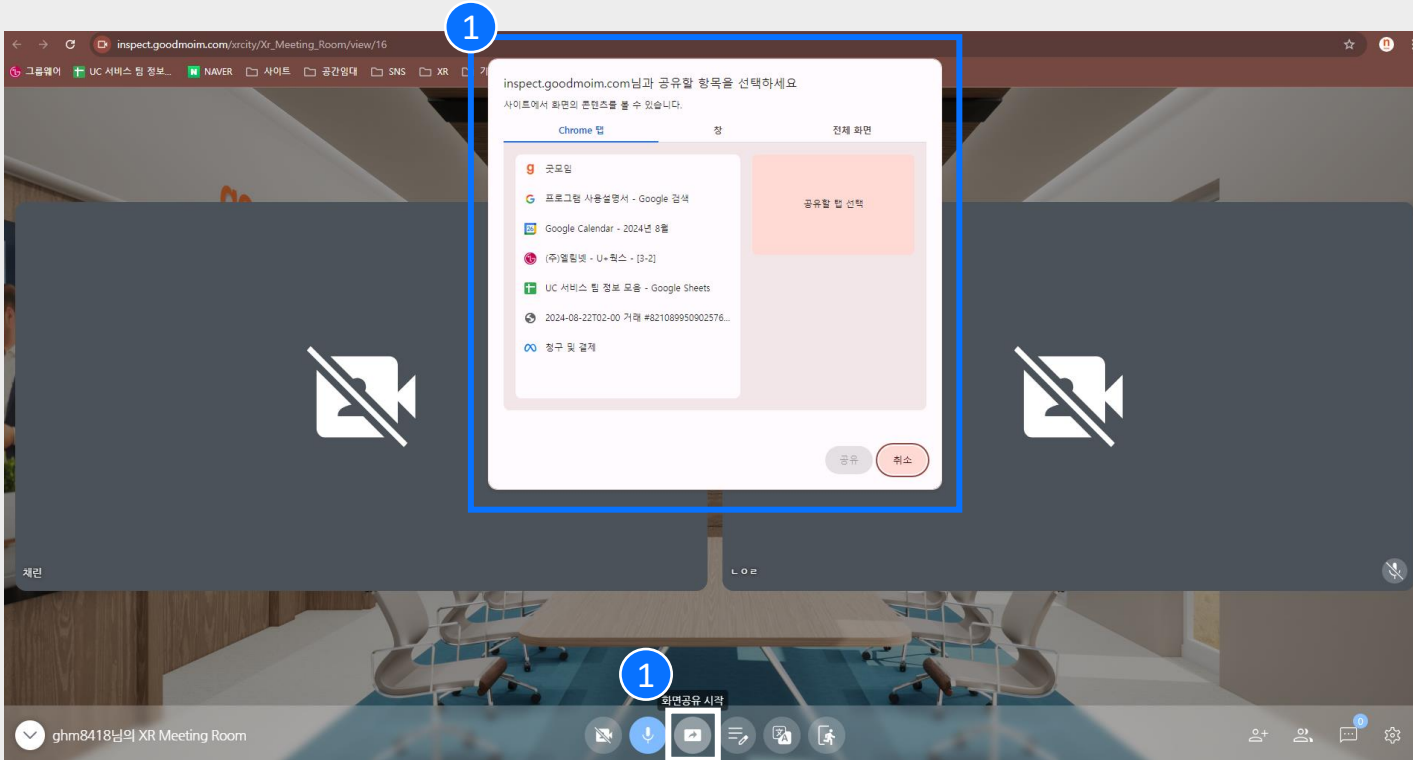


- When you click the Stop Screen Recording (■) button, the recording file is automatically saved (user PC).

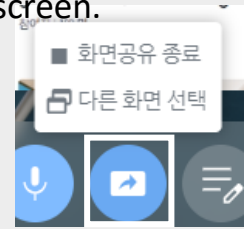



### 03. During meeting

#### Screen sharing

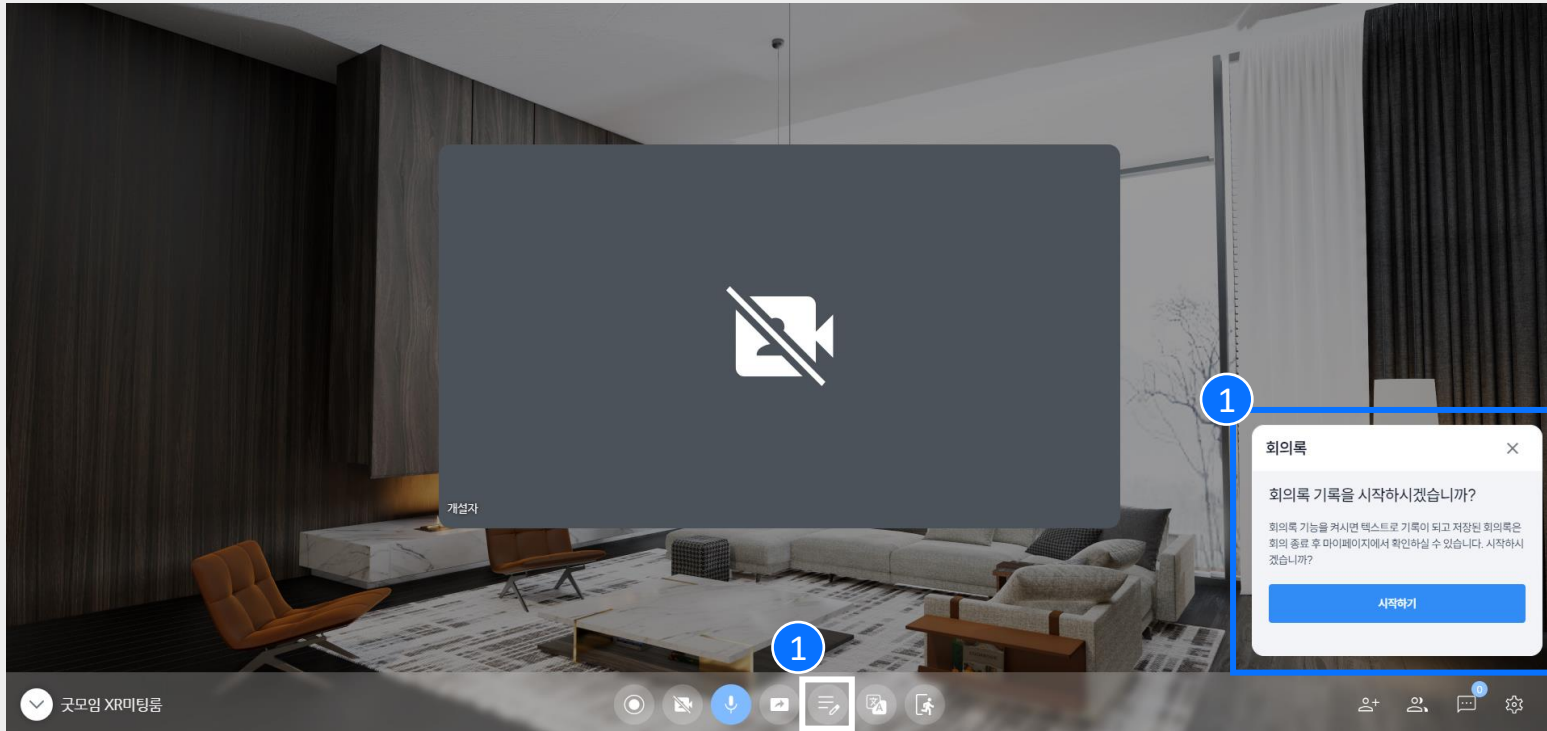


- 1 Click the 'Share Screen' button to select the tab/window/screen you want to share
  - After the 'screen sharing' is activated, you can click the same button to end screen sharing/select another screen.

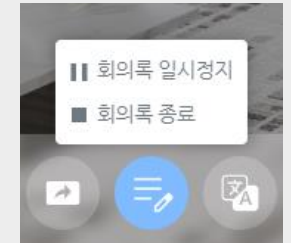


- After sharing the screen, if you click the recording button , you can also record the screen.

## Meeting notes

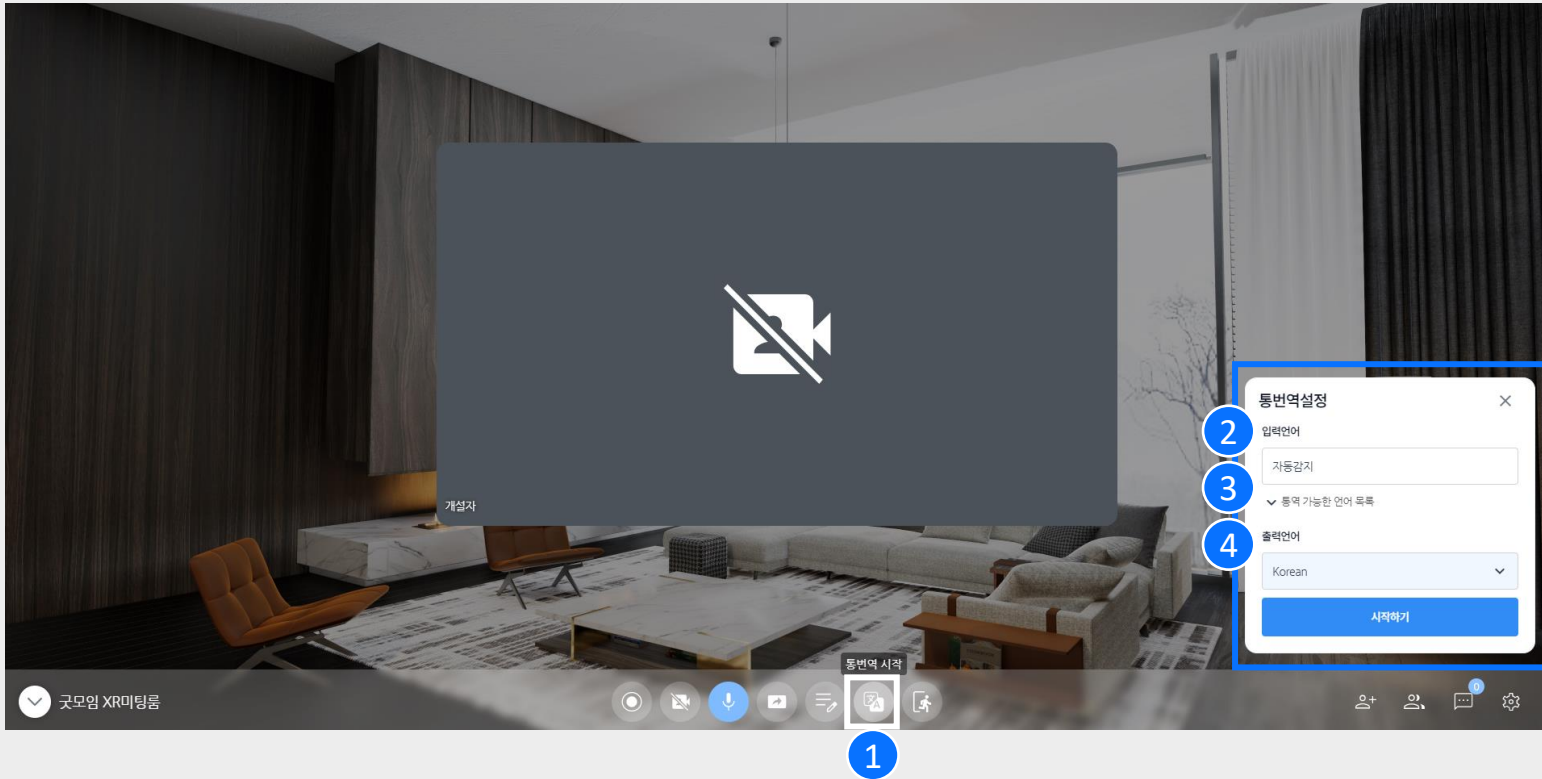


- 1 Click the 'Meeting notes' > 'Start' button to start recording meeting notes
  - You can pause/stop by clicking the activated 'Meeting notes' button again.



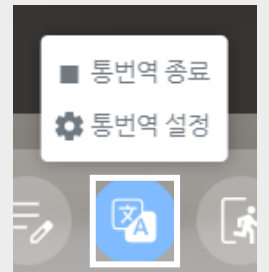
- The recorded meeting notes can be checked in [My Page] after the meeting.

## Interpretation(1)

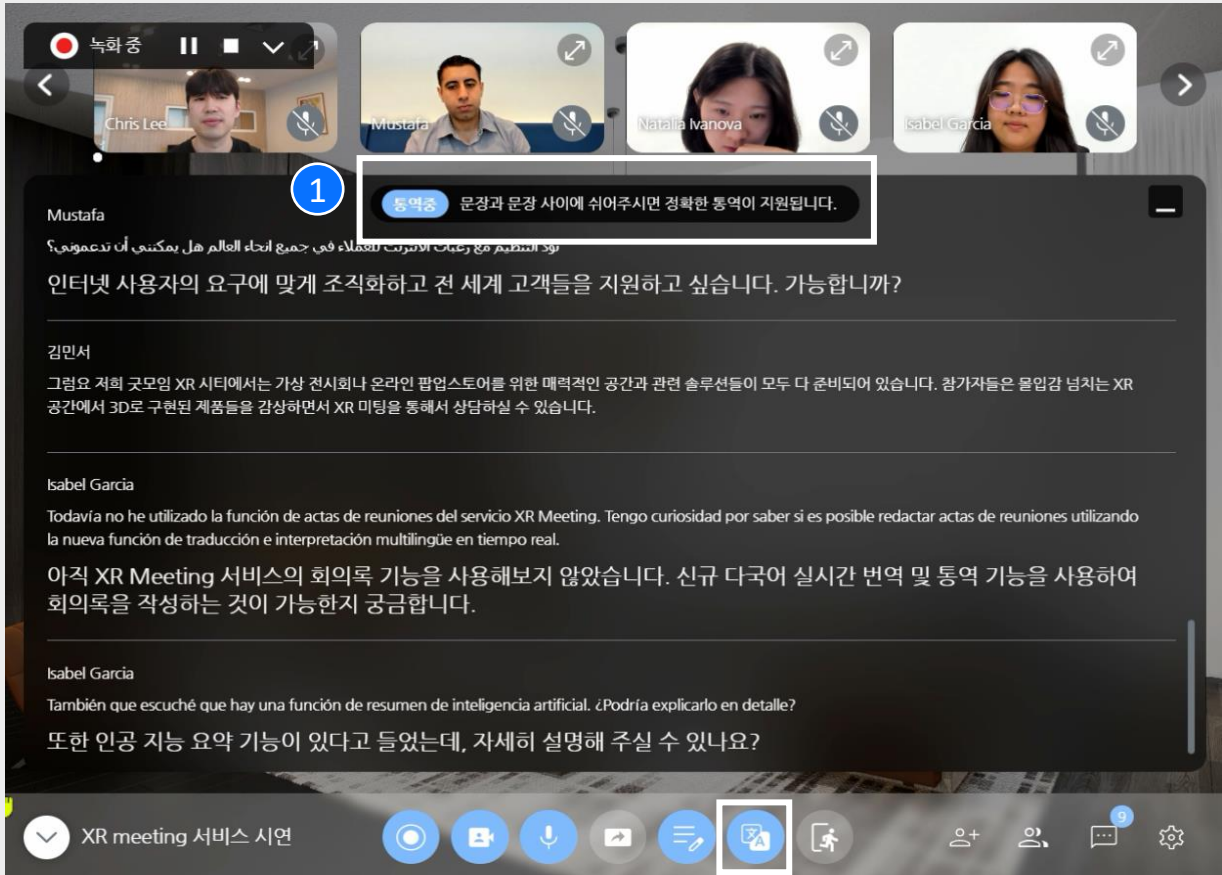


- 1 Translation function ON
- 2 Automatically detects input language
- 3 Check the list of languages available for interpretation
- 4 Select the language to be interpreted

— After the translation function is activated, you can click the same button to end translation/set translation.



## Interpretation(2)

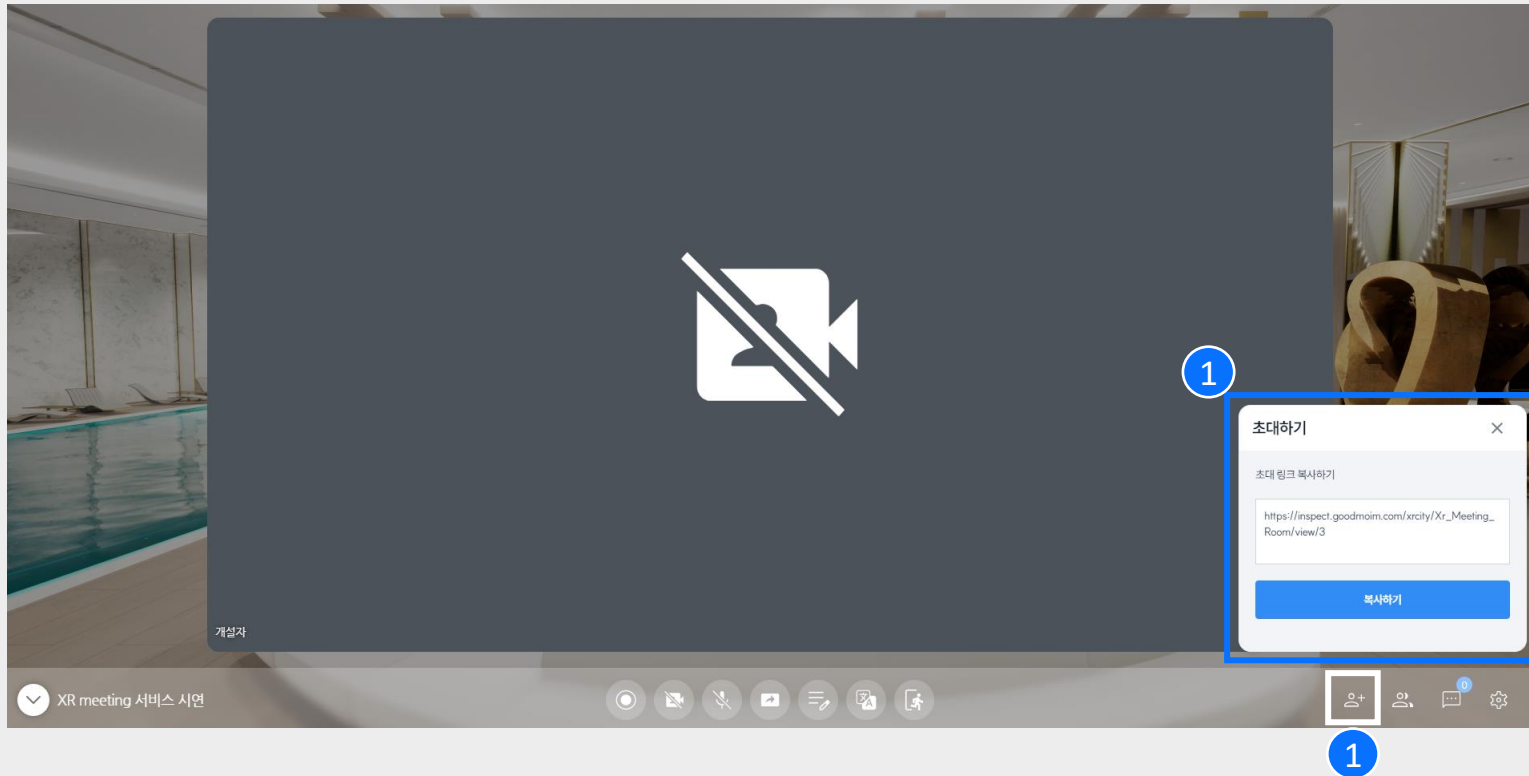


1

For smooth interpretation, when using the interpretation function, it is recommended to leave time between sentences

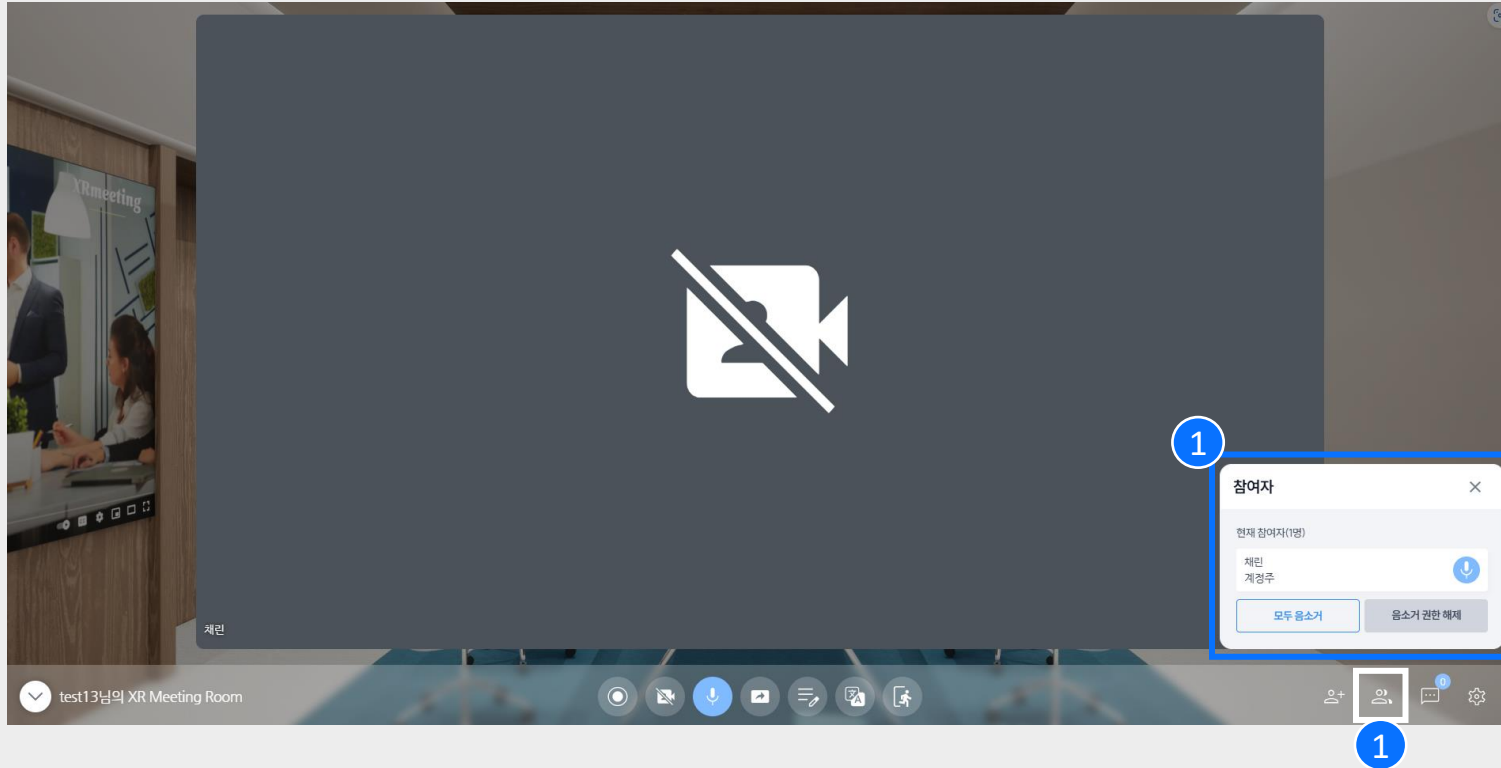
## 03. During meeting

Invite



- 1 When you click 'Invite', an invitation link is automatically generated and can be sent to attendees

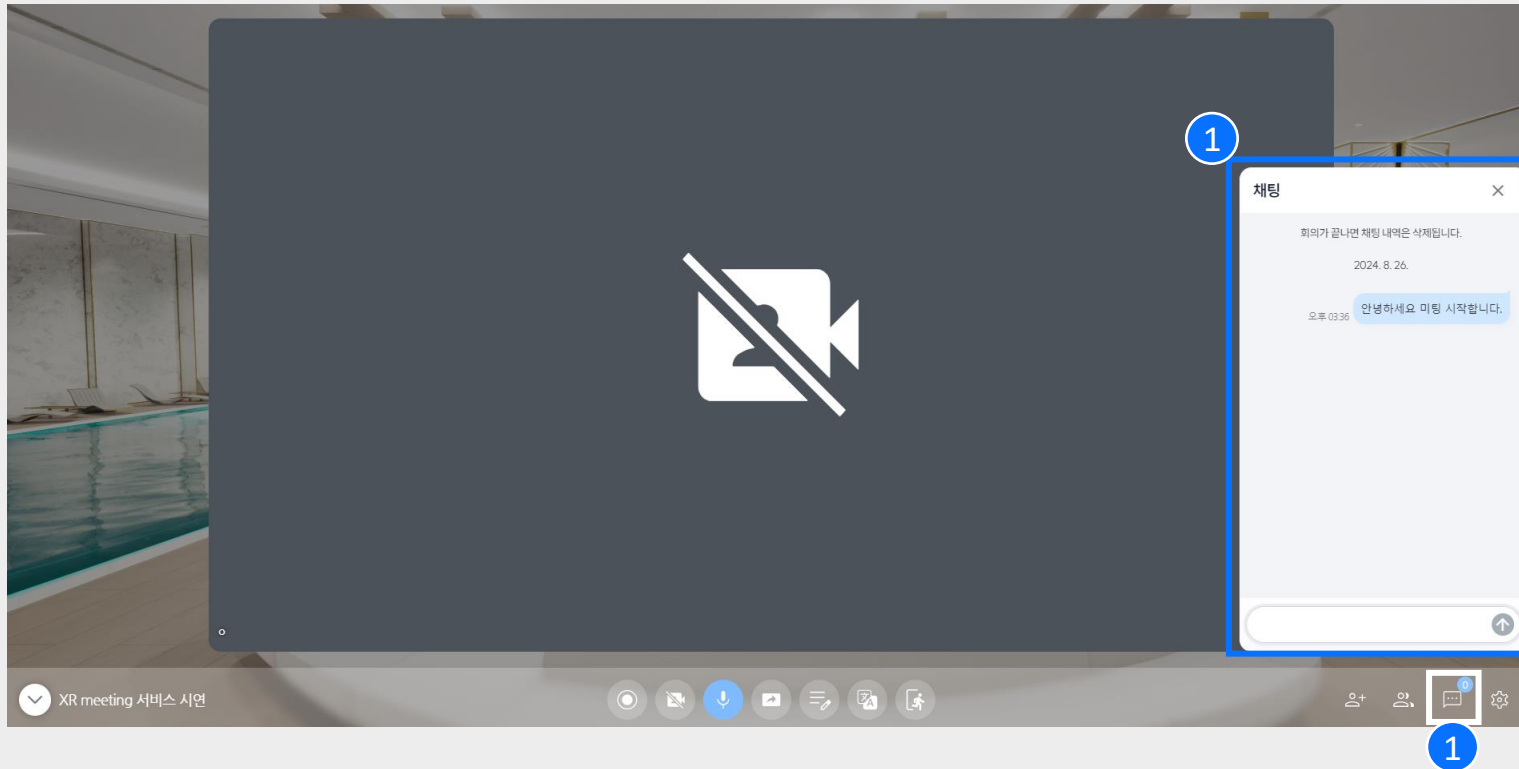
## Participants



- 1 Control the microphone mute authority of individual participants or all participants from the 'Participants' list

## 03. During meeting

Chat

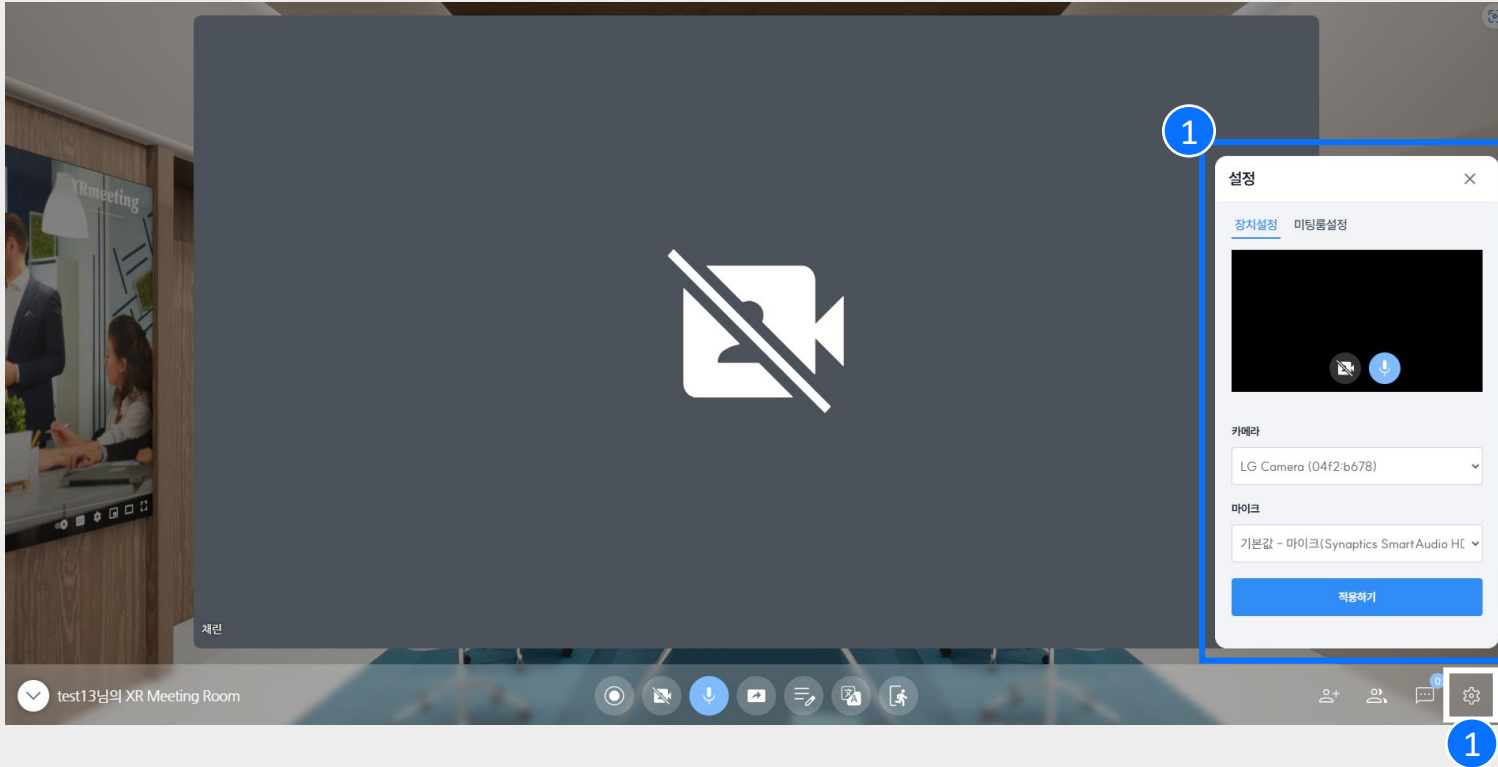


1 Click 'Chat' to chat with participants



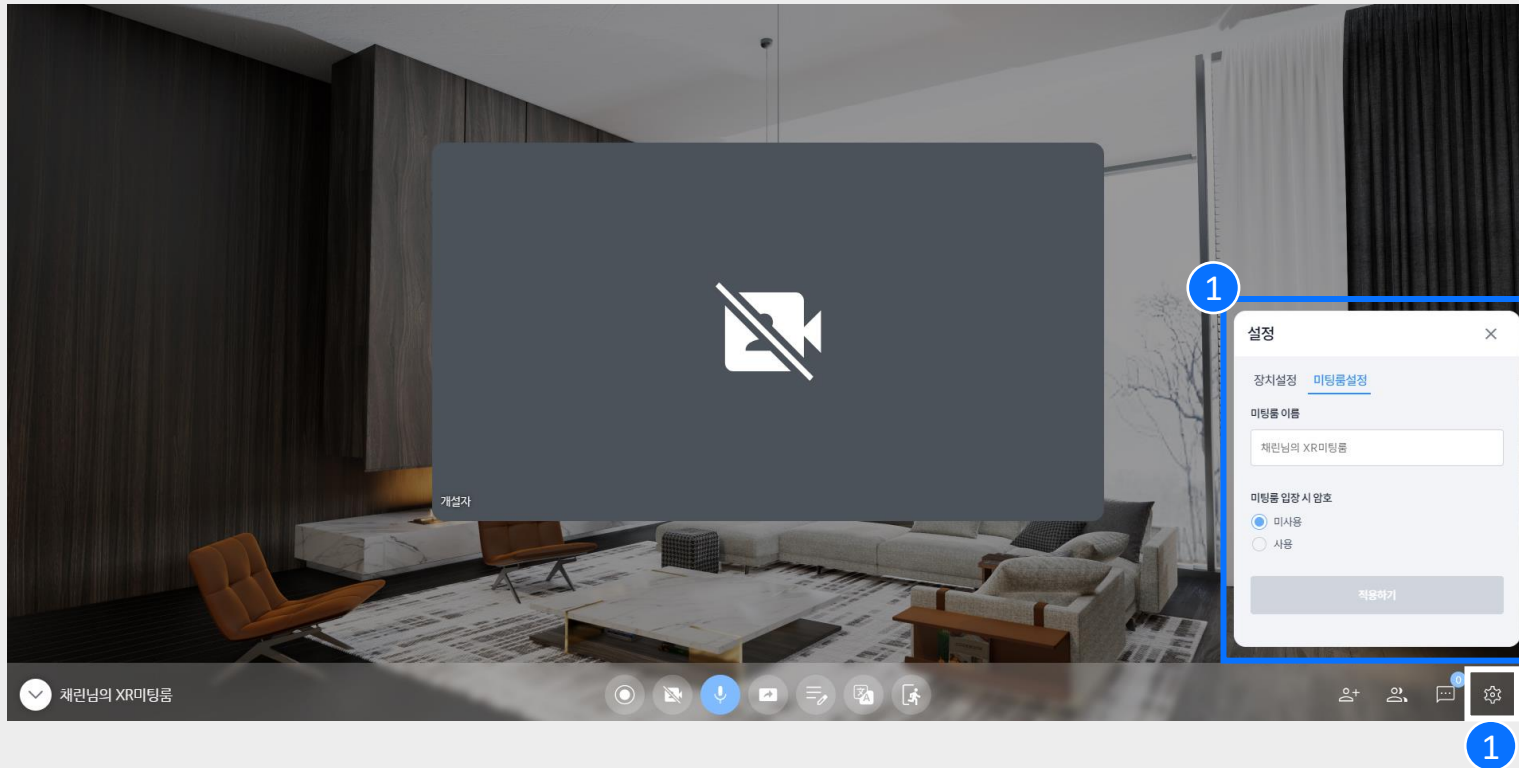
# 03. During meeting

## Device Settings



1 You can change camera and microphone devices during a meeting by clicking 'Device Settings'

### Meeting Room Settings



- 1 You can change the meeting room name and password settings during the meeting by clicking 'Meeting Room Settings'

# 04. After meeting

## Meeting notes(1)

goodmoim | + 모임 개설하기 | 모임 참가하기 | XR시티 | XR미팅 **new** | 구매하기 | 서비스소개 | 고객센터

테스트14님 | 로그인 | 공지사항 | 고객센터 | 02-3149-4811

XR미팅  
회원정보, 등록된 모임을 안전하고 편리하게  
확인 하실 수 있습니다.

마이페이지 | 회원정보 | 결제정보 | 등록된 모임 | 신청한 모임 | **XR미팅**

### XR미팅 회의록

회의실번호	회의명	회의록	시작시점	종료시점
12	XR 미팅 체험관		2024. 08. 26. (월) 오후 05:23	2024. 08. 26. (월) 오후 05:29
12	XR 미팅 체험관		2024. 08. 26. (월) 오후 05:01	2024. 08. 26. (월) 오후 05:01
12	XR 미팅 체험관		2024. 08. 26. (월) 오후 04:50	2024. 08. 26. (월) 오후 05:01
12	XR 미팅 체험관		2024. 08. 26. (월) 오후 04:35	2024. 08. 26. (월) 오후 04:40
8	저장 누르지 않은 회의록		2024. 08. 26. (월) 오전 10:17	2024. 08. 26. (월) 오전 10:52
8	버즈ABC//버즈B		2024. 08. 26. (월) 오전 09:49	2024. 08. 26. (월) 오전 09:49

- 1 Click on the account name in the upper right corner of the website to go to [My Page]
- 2 Select the 'XR Meeting' tab
- 3 The names of the meetings that took place and the meeting notes of those meetings are listed
- 4 View/download/delete meeting notes

회의록

**download**

**view** **delete**

## Meeting notes(2)

**1** XR 미팅 체험관

일시 : 2024-08-26 17:23:31 ~ 2024-08-26 17:29:33

**2** 검색어를 입력하세요  **4** 원문복구

**3**

guest163f48fa1d0(이경녕) 2024-08-26 17:25:03 ~ 2024-08-26 17:25:04 :  
One more change...

guest163f48fa1d0(이경녕) 2024-08-26 17:25:04 ~ 2024-08-26 17:25:05 :  
Oh

guest163f48fa1d0(이경녕) 2024-08-26 17:25:08 ~ 2024-08-26 17:25:09 :  
I'll see you next time.

guest163f48fa1d0(이경녕) 2024-08-26 17:25:14 ~ 2024-08-26 17:25:15 :  
Have a good one.

test14(host)(sangho) 2024-08-26 17:25:14 ~ 2024-08-26 17:25:15 :

**6** AI 요약 실행 **5** 복사하기

### 시 요약

**7**

- # 회의 기본 정보
- 회의 제목: 온라인 회의 참석 인원 조정에 관한 논의
- 회의 일시: 2024-08-26 17:23:31 ~ 2024-08-26 17:29:33
- 참석자: guest163f48fa1d0( ), test14(host)(sangho), test13( )

## 회의 주제별 핵심 내용 요약##

- ## - 주요 논의 내용:
- 참석자 수 제한에 관한 토의
- ## - 결정 사항:
- 8명까지는 가능하며, 계정 지워도 가능
- ## - 유보 사항:
- 9명 이상은 불가, 계정이 필요한 경우는 예외
- ## - 향후 처리 계획 및 Action Plan:
- 참석자 수 제한과 관련한 운영 방침 재고

**8** 언어선택  복사하기

**9** 저장 목록

- 1 Meeting room name and meeting notes date and time
- 2 Searching content in meeting notes
- 3 Editing the meeting notes
- 4 The edited content is restored to the original text.
- 5 Copy the meeting notes
- 6 AI Summary Execution
- 7 'Meeting basic information' and AI-summarized 'by topic/by attendee/by time zone' content are generated
- 8 Meeting notes language can be changed
- 9 Save the entire contents of the meeting notes

**Thank you**