

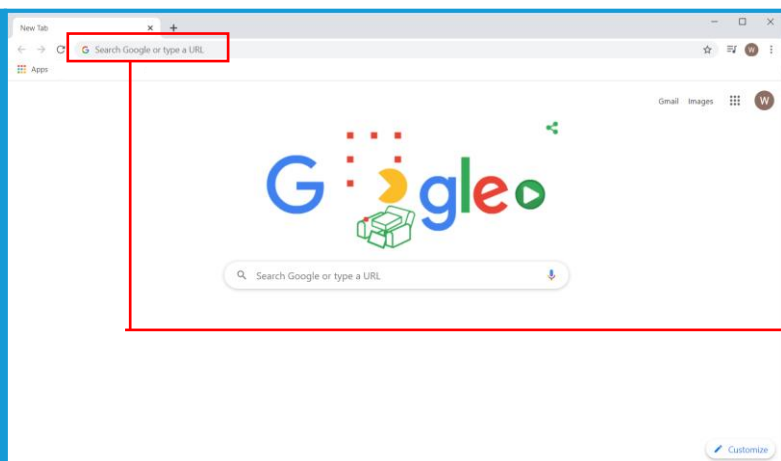
User manual

Online conference system

PC / Notebook

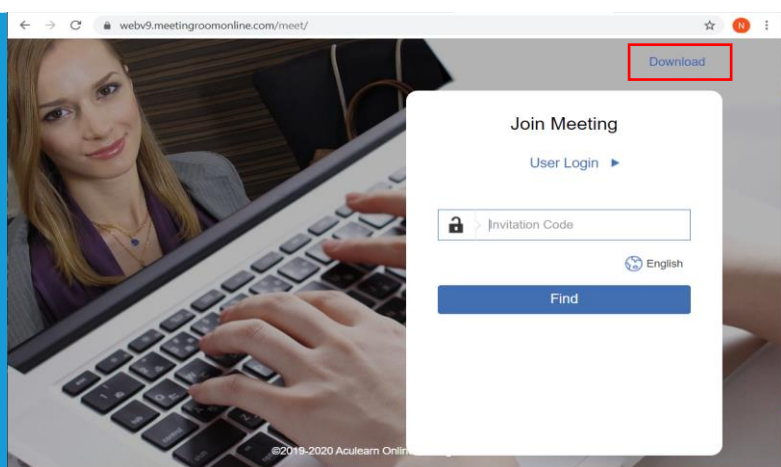


Installation : AcuConference 9

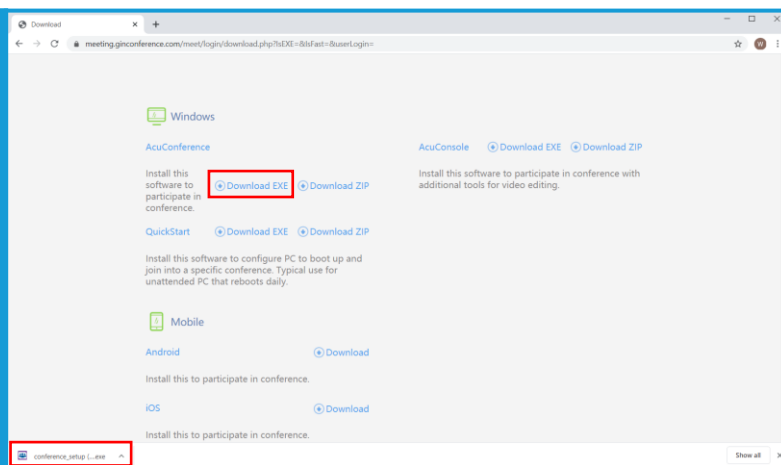


1. Open a browser >
Google Chrome(or others)

2. Go to URL :
webv9.meetingroomonline.com



3. Click “Download” on the top right.



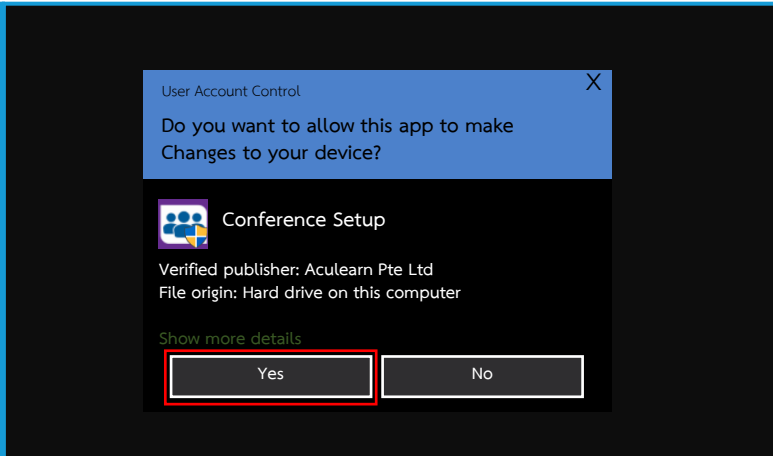
4. Click “Download EXE”

Download EXE

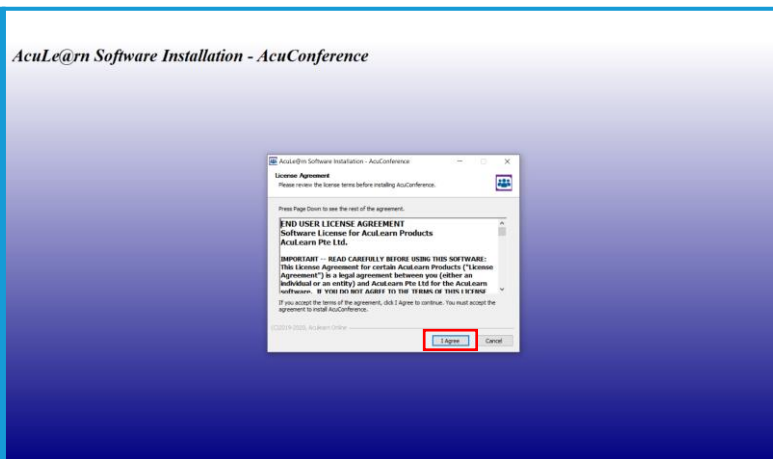
5. The download tab will appear on lower left corner, Double click file to install.

conference_setup.exe

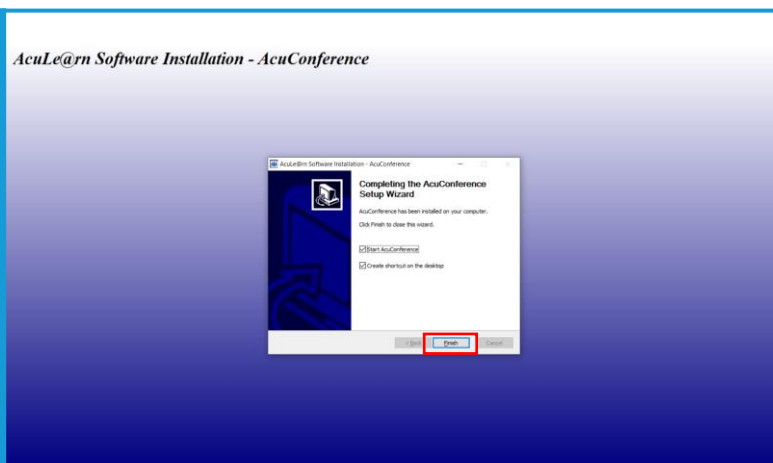
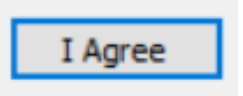
Installation : AcuConference 9



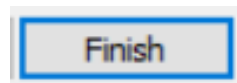
4. Click "Yes" button to allow program installation on your computer.



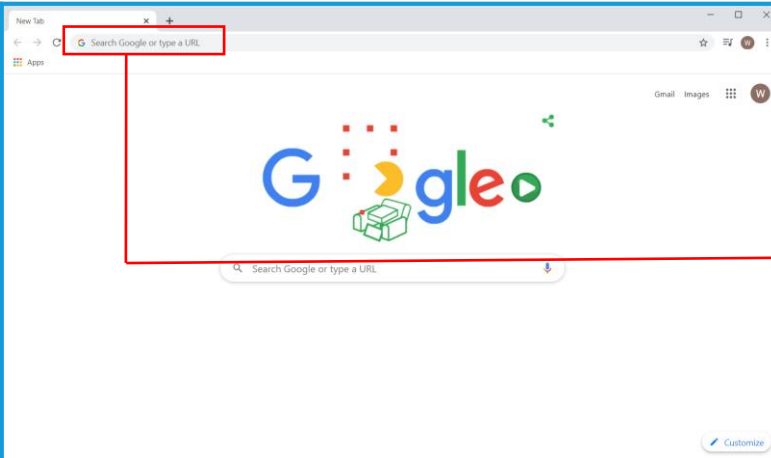
5. Click "I Agree" start the installation.



6. Wait for the installation to complete and Click "Finish".

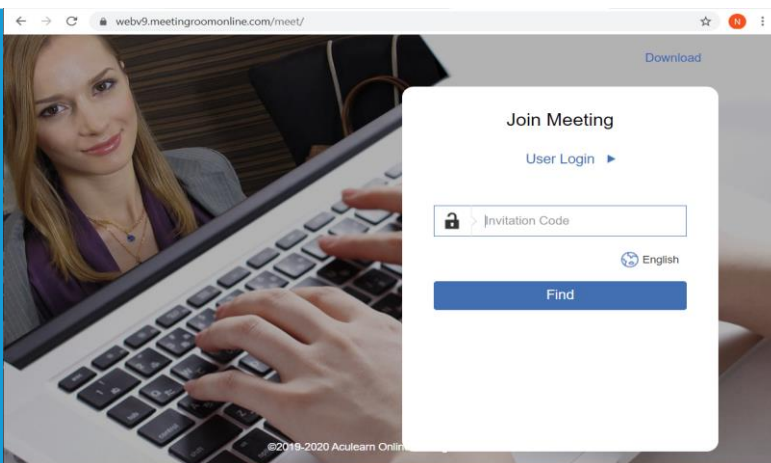


Entering online meeting room

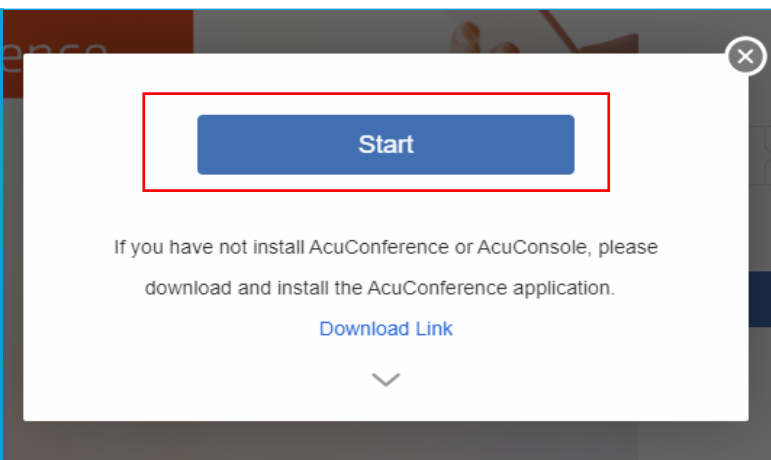
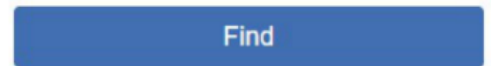


1. Open a browser > Google Chrome(or others)

2. Go to URL : webv9.meetingroomonline.com



3. On “Join Meeting” tab enter “[Invitation Code](#)” and press “[Find](#)” button.



4. Click “[Start](#)”.



Entering online meeting room

Open starter?

https://web.meetingroomonline.com wants to open this application.

Always allow web.meetingroomonline.com to open links of this type in the associated app

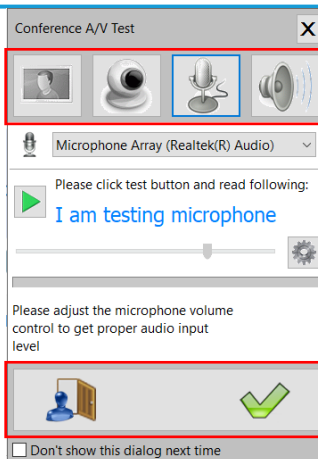
Open starter


Cancel

5. Click “Open starter”

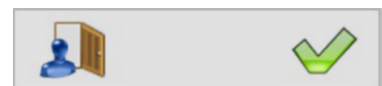


6. Setting pop-up will appear automatically Click “Enable Video”.



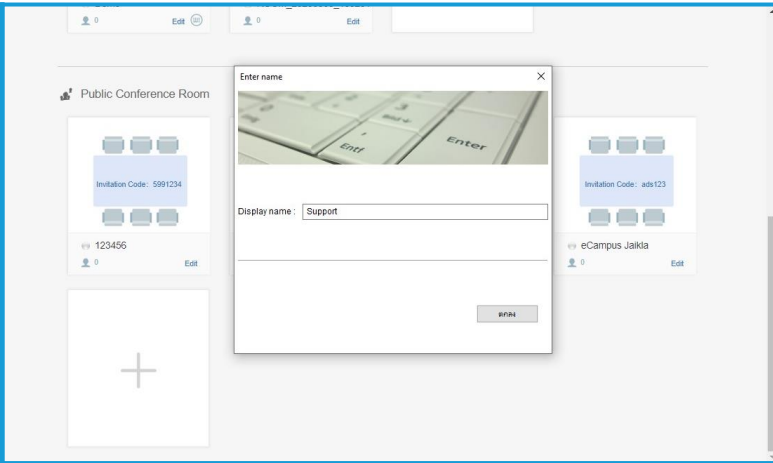
7. Select camera, microphone and speaker. Press button .

8. When finished setting Click on button

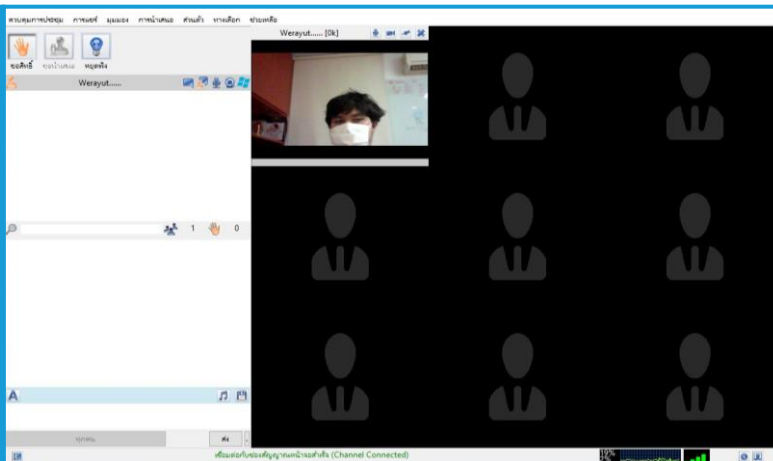


to enter the meeting room.

Entering online meeting room



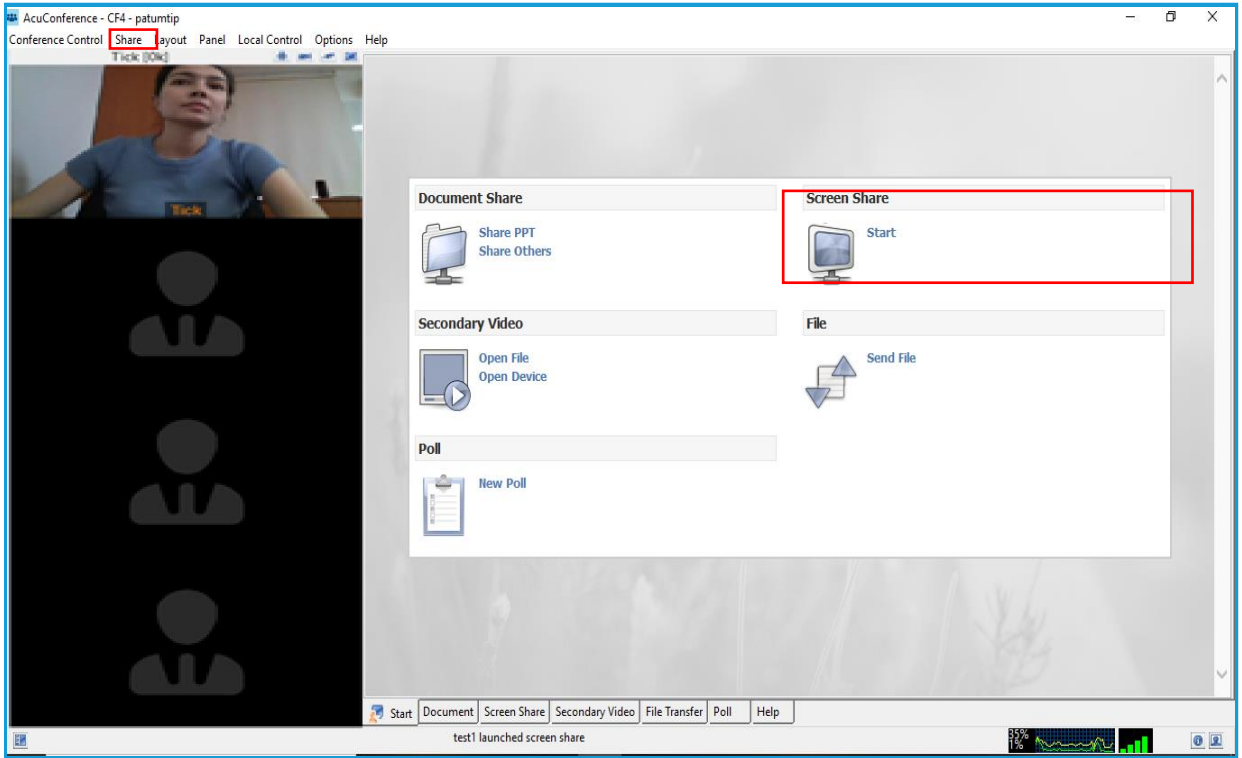
9. Enter your name on “Display name” Box.



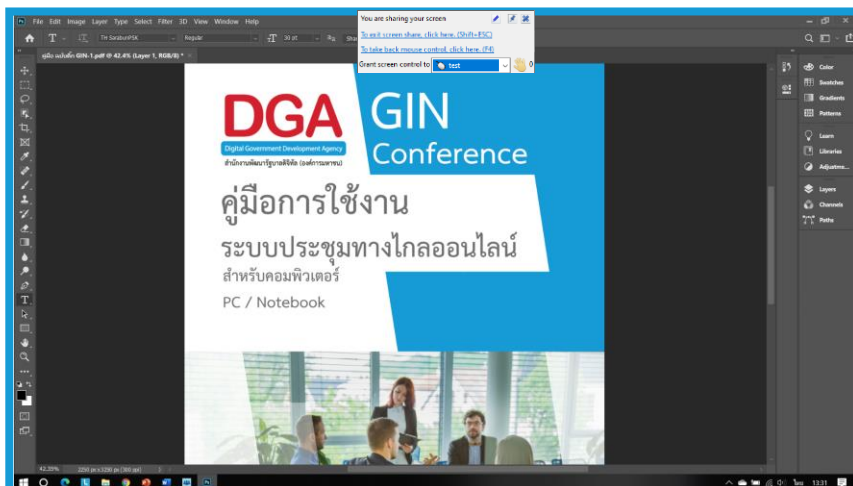
10. The meeting room is ready.

Meeting room control function

:: Screen sharing function

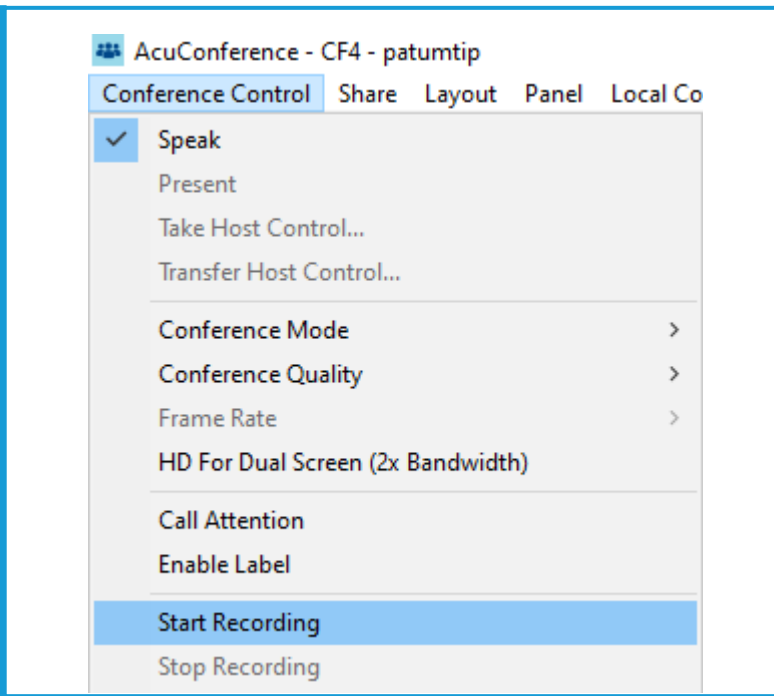


1. Click Share > Screen Share
2. Your screen with share in conference.
3. When you point mouse to pop-up on top you can allow another participant control your screen or cancel share screen.

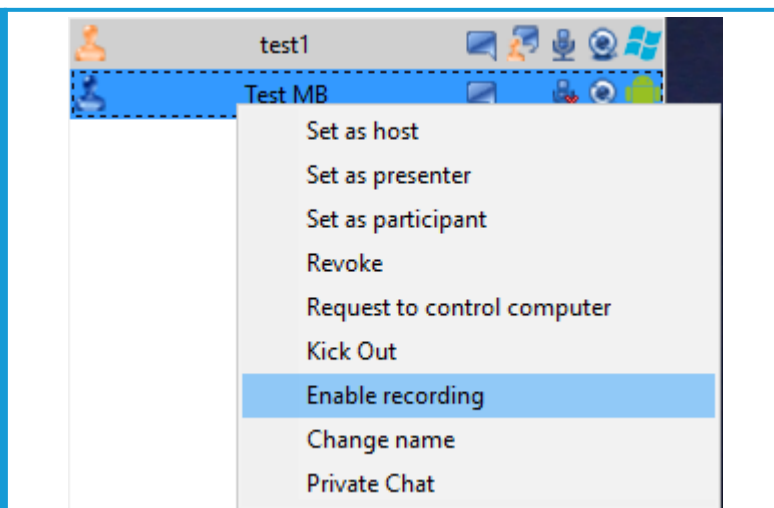


Example

Meeting record function

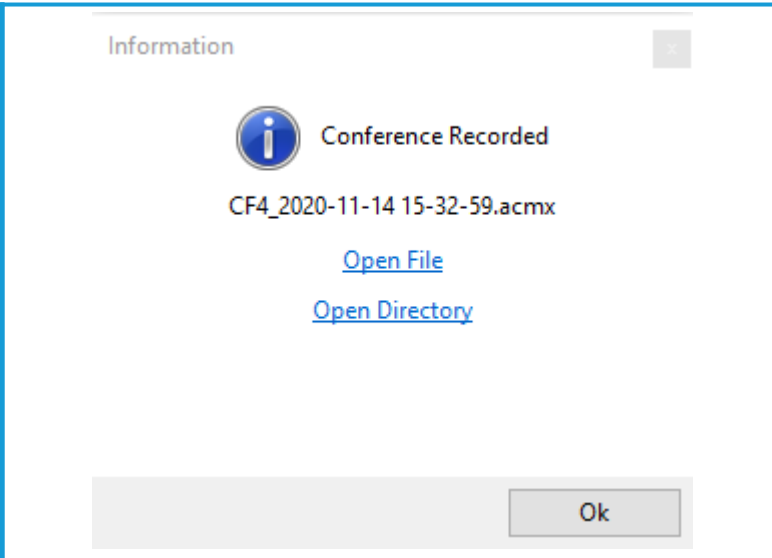


1. Click **Conference Control** > **Start Recording**

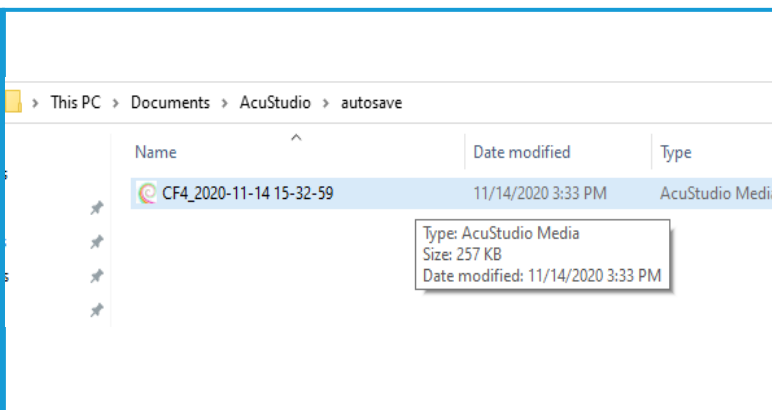


2. You can allow another participant to record meeting by Right Click on their name > Click **Enable recording**

Meeting record function

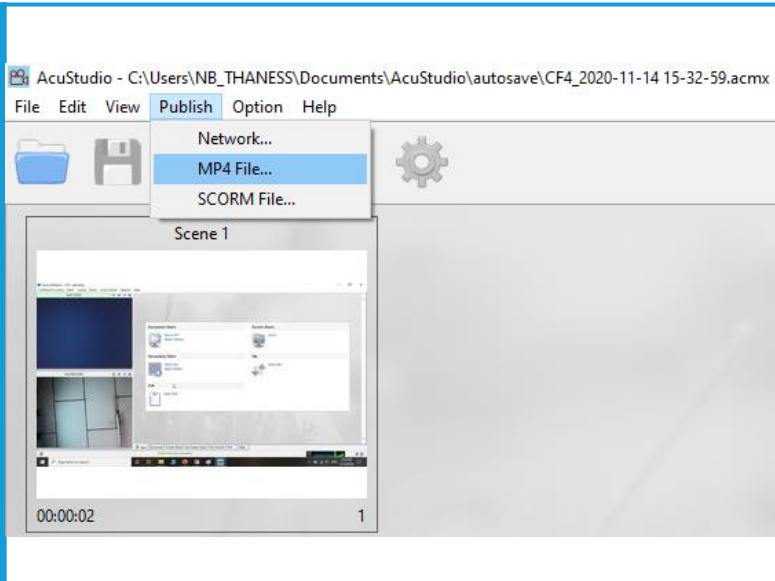


3. When you click **Stop recording**, a pop-up will appear to save the file. Click **Open Directory** to go to that file.



4. The file will be saved as file type **.acmx** to enable video editing.

Meeting record function



5. When finished editing, you can export it to an .MP4 file by Click **Publish** > **MP4 File...**