



**Power-Up Your
3dtv Video-
Conference Meetings**



In the age of remote work, mastering virtual meetings is essential. **Meet 3dtv:** the revolutionary video-conferencing tool reshaping hotel and event management meetings inside digital twins with its advanced 3D immersive technology.



Our **3dtv** platform seamlessly integrates collaborative multiplayer environments inside your digital twin spaces, enhancing teamwork and problem-solving. Experience true presence with customizable avatars, mouse-pointer lasers, and feature commands, such as, "Follow Me" "Go-To" or "Gather All". Ready? Let's get your started!

3dtv "How to User Guide"



Welcome to your Immersive 3dtv Video-Conference Meeting Web-App

Step-by-step guide to navigate the features of our 3dtv video-conference meeting tool

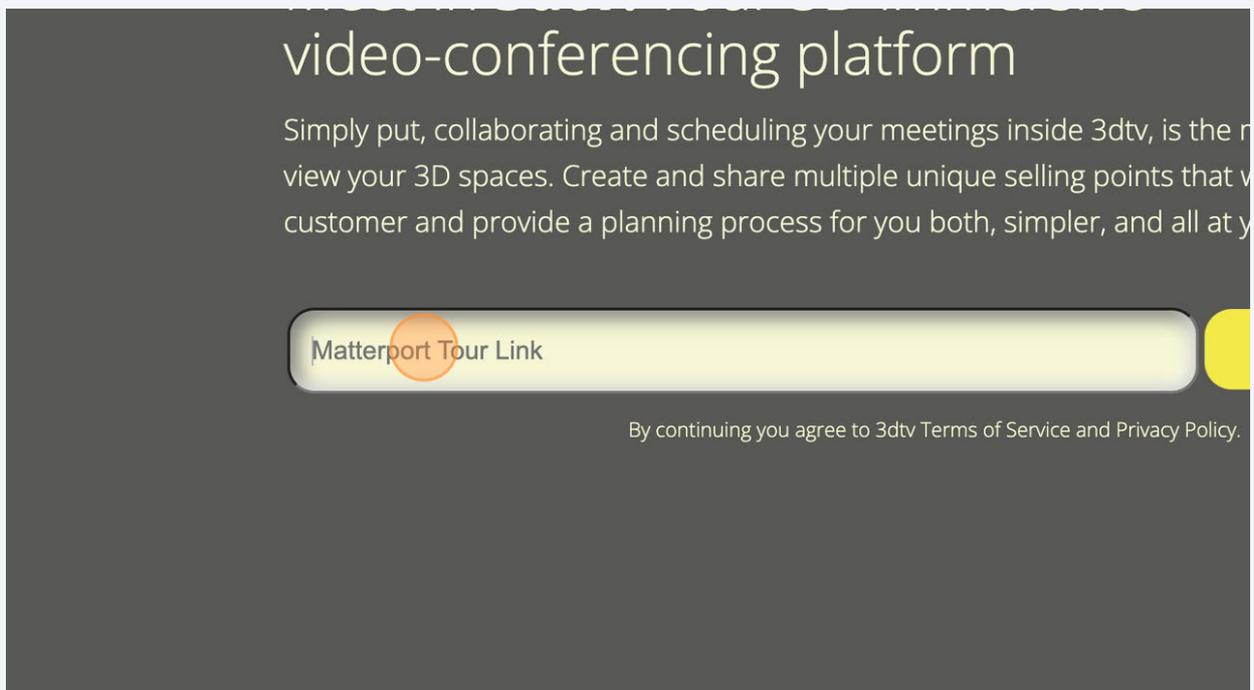
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Let's Get you Started with your First Immersive 3dtv Video-Conference Meeting



1 Type in your browser and navigate to <https://3dtv.la/>

2 Click the "**Matterport Tour Link**" field and paste your Matterport tour link.



True Tour Users: How to Access your 3D Virtual Tour Link

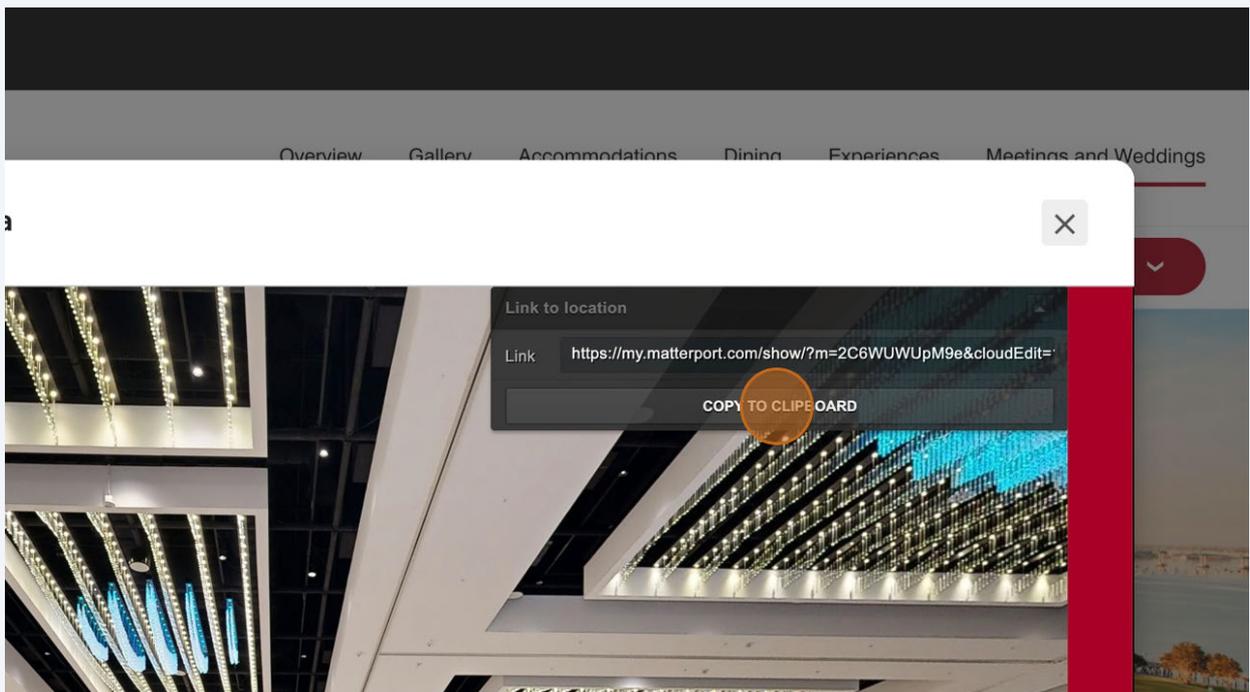


1

True Tour Users: Open up your True Tour web-app, and choose the correct space you want to have a meeting inside.

2

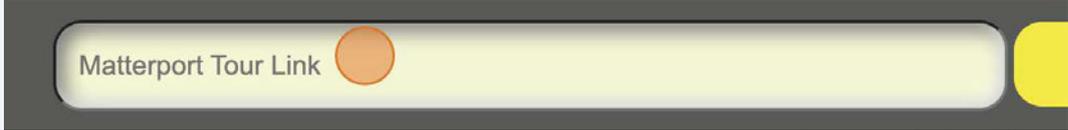
Click the **"U"** key on your keyboard, then click **"Copy to Clipboard."** Click the **"U"** key again to make option disappear.



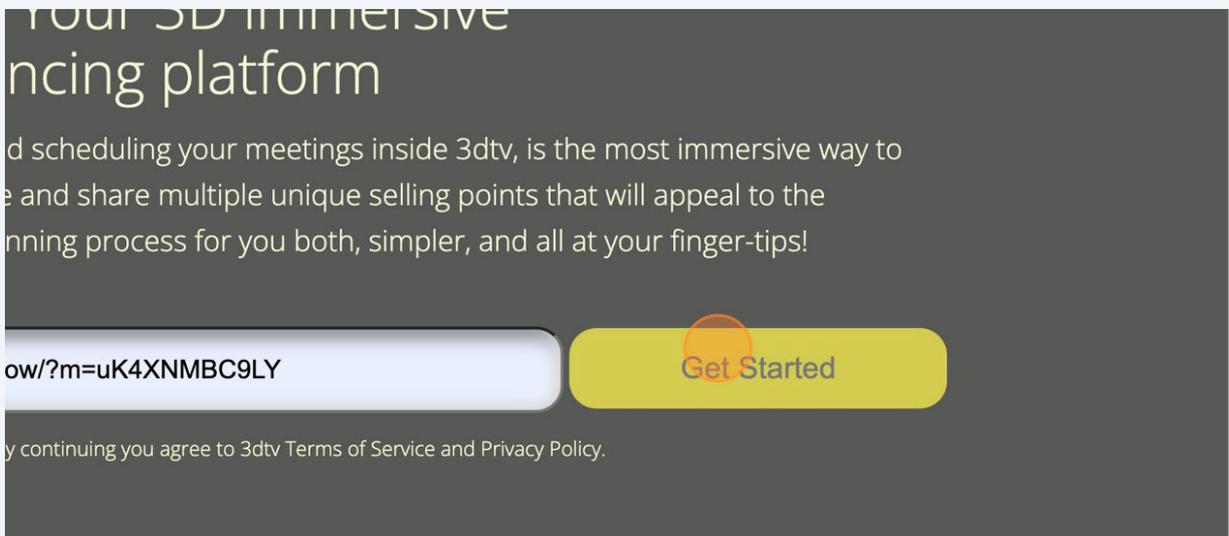
Where Do I Paste My 3D Tour Link?



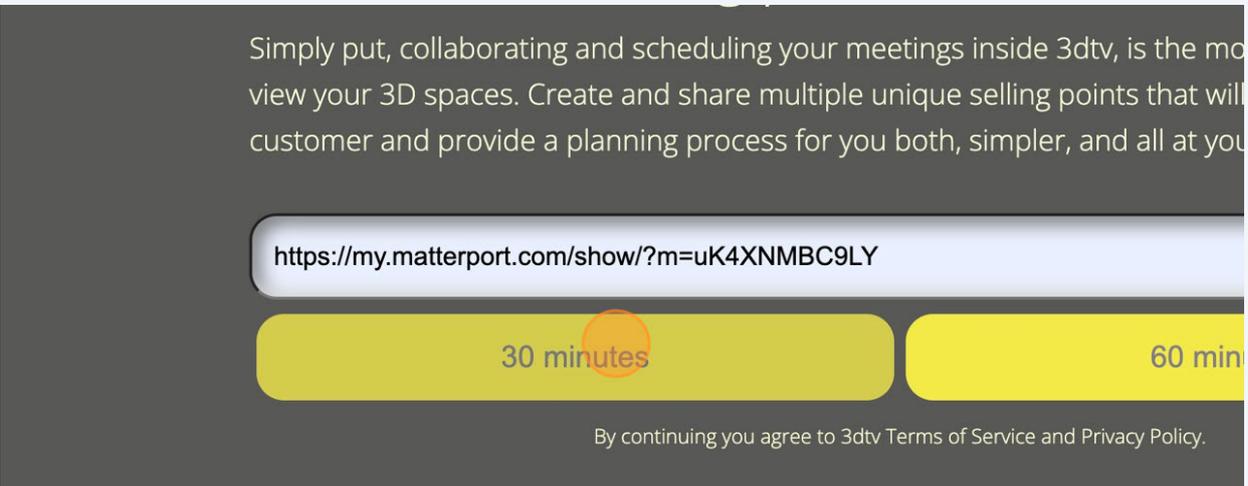
- 1 Paste your Matterport tour link click in the Matterport Tour Link section



- 2 After pasting your Matterport tour link click **"Get Started"**



- 3 Click and choose your meeting minutes: **"30-minutes"** or **"60-minute"** meeting



Filling Out Your CC & Email Account Information



1 Fill out your email and credit card details then click pay.

nce \$3.00
ute video-conference
win using 3dtv

\$3.00

\$3.00

Pay with Pay with link

Or pay with card

Email

Card information

1234 1234 1234 1234

MM / YY CVC

Cardholder name

Full name on card

Country or region

2 Click to "Start" your 3dtv video-conference.

Your meeting link is ready!
Copy the link and share with others to join you.

ne.3dtv.la/#/meet/G59XDO

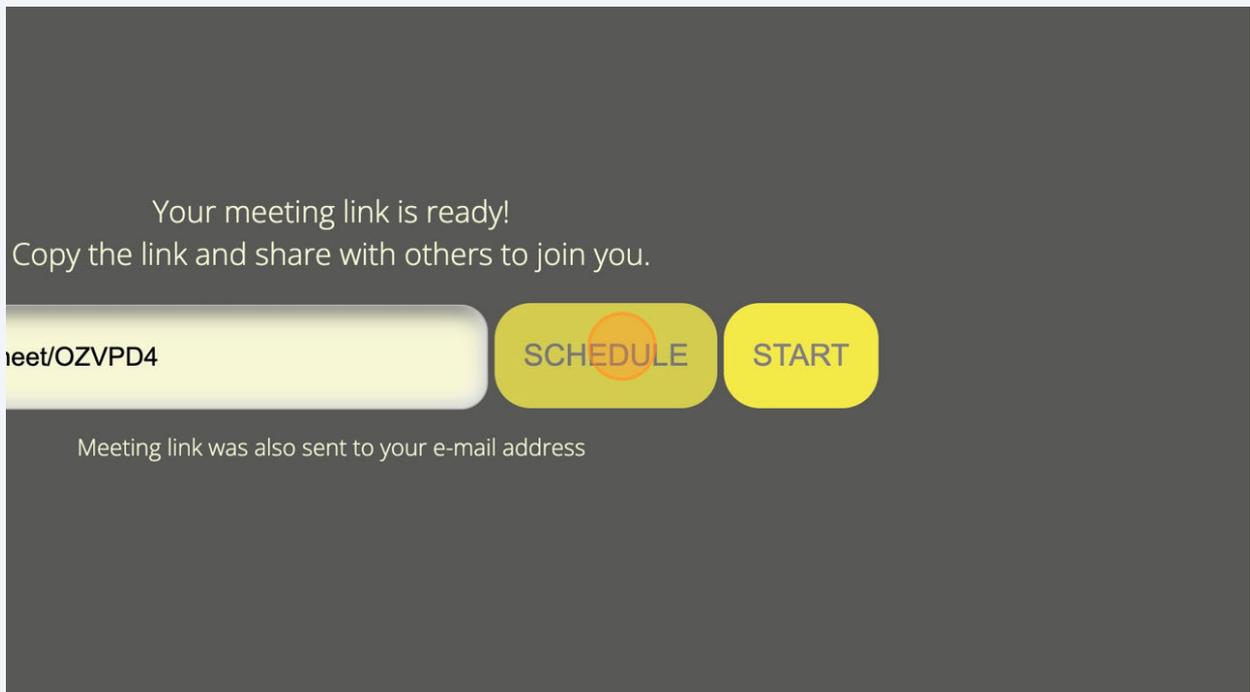
SCHEDULE START

Meeting link was also sent to your e-mail address

Scheduling your 3dtv Immersive Meeting for Later



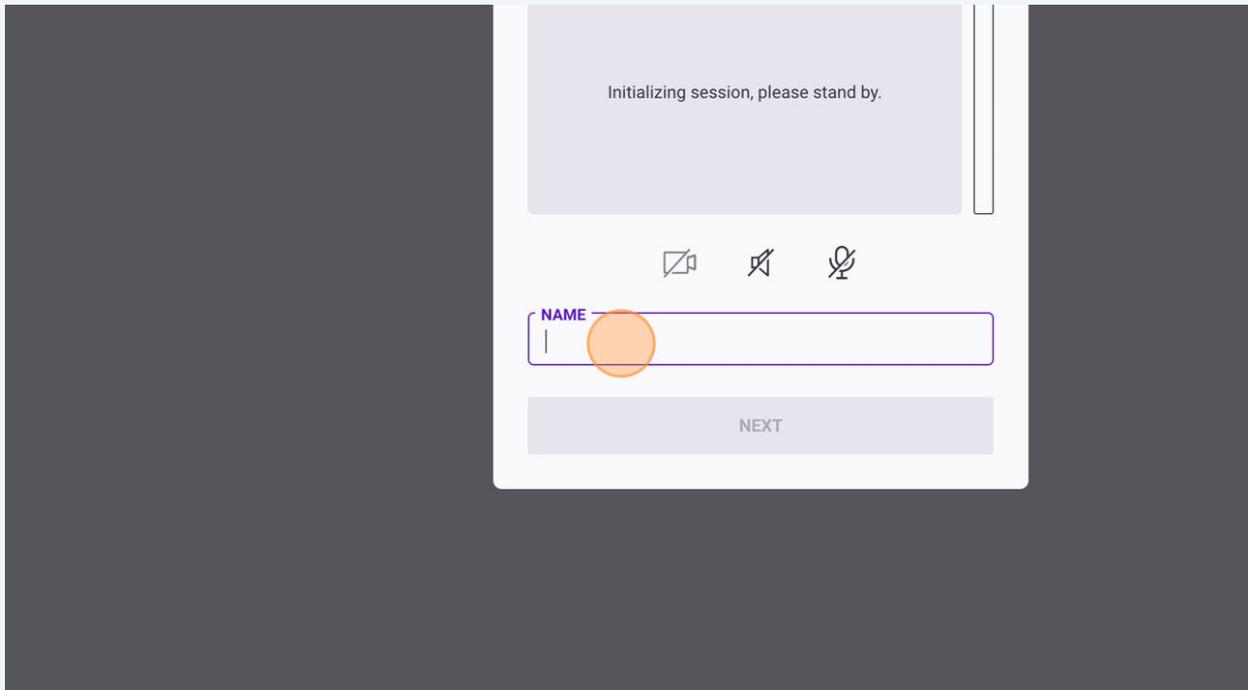
- 1 Click to "**Schedule**" your 3dtv video-conference for later.



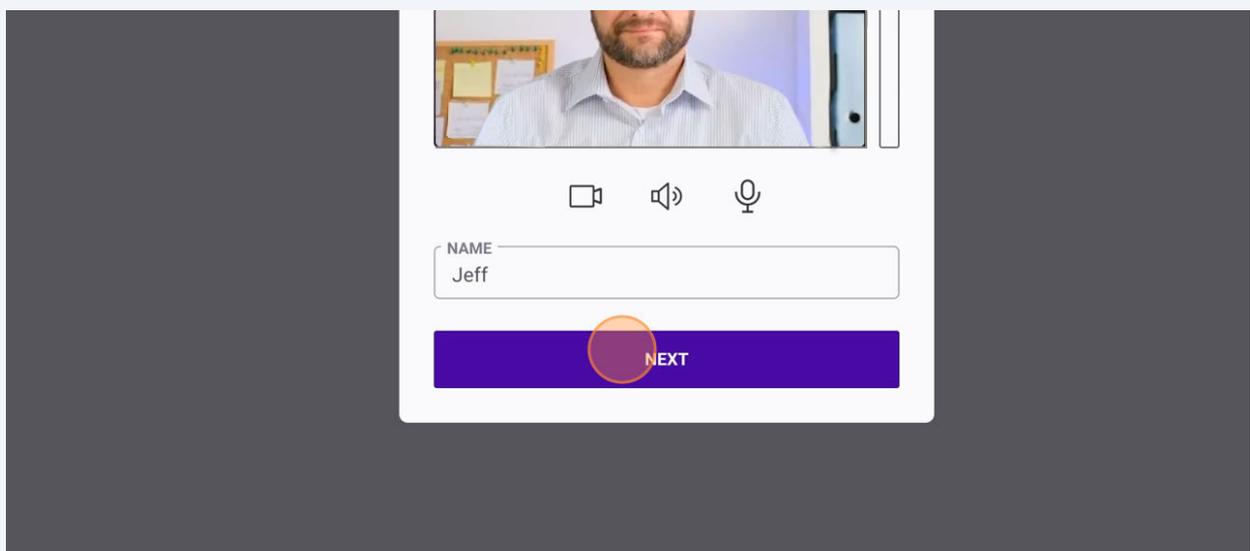
- 2 A link will be emailed to you. Please set up your scheduled meeting with your client or co-worker and add them add it to your calendar or emails.

Signing in with your Name and Choosing your Avatar

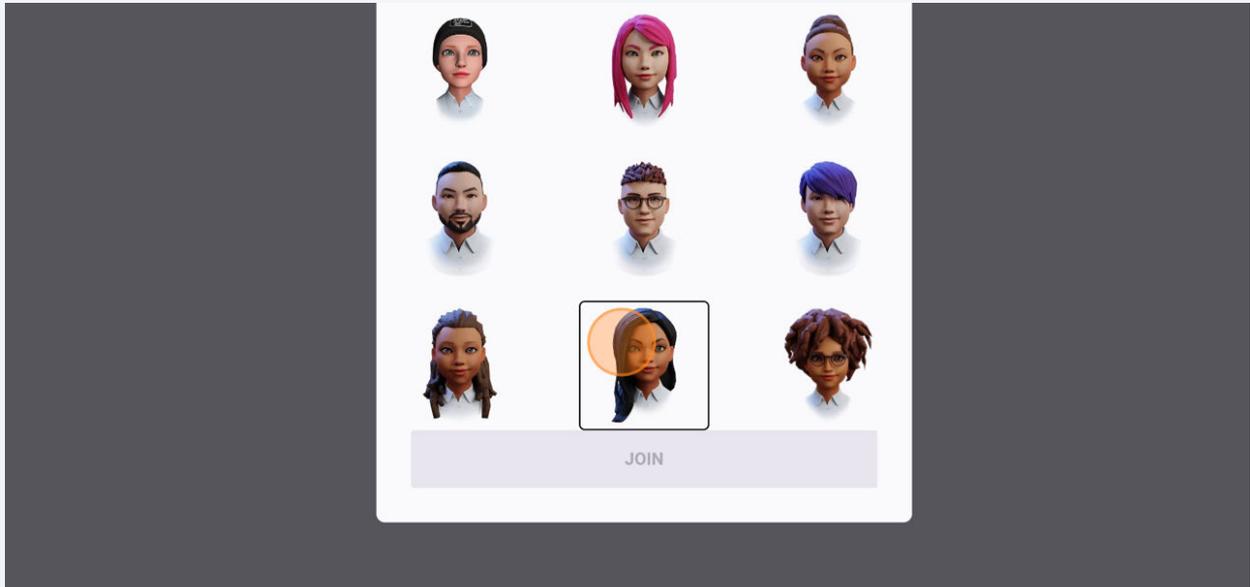
- 1 Click in this text field and type your name.



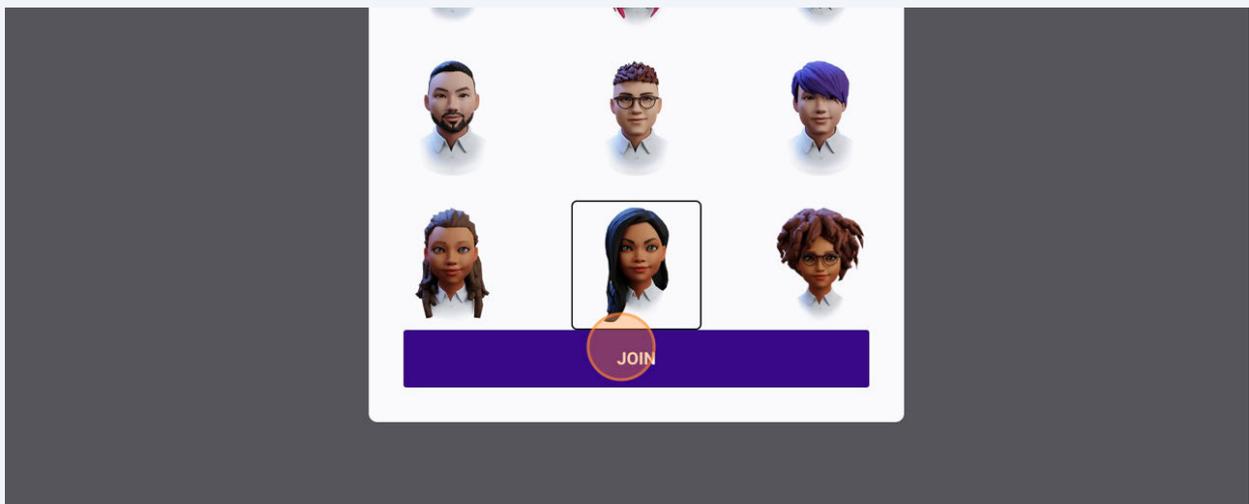
- 2 Please make sure your microphone and camera are turned on. Click "Next"



3 Choose your Avatar.



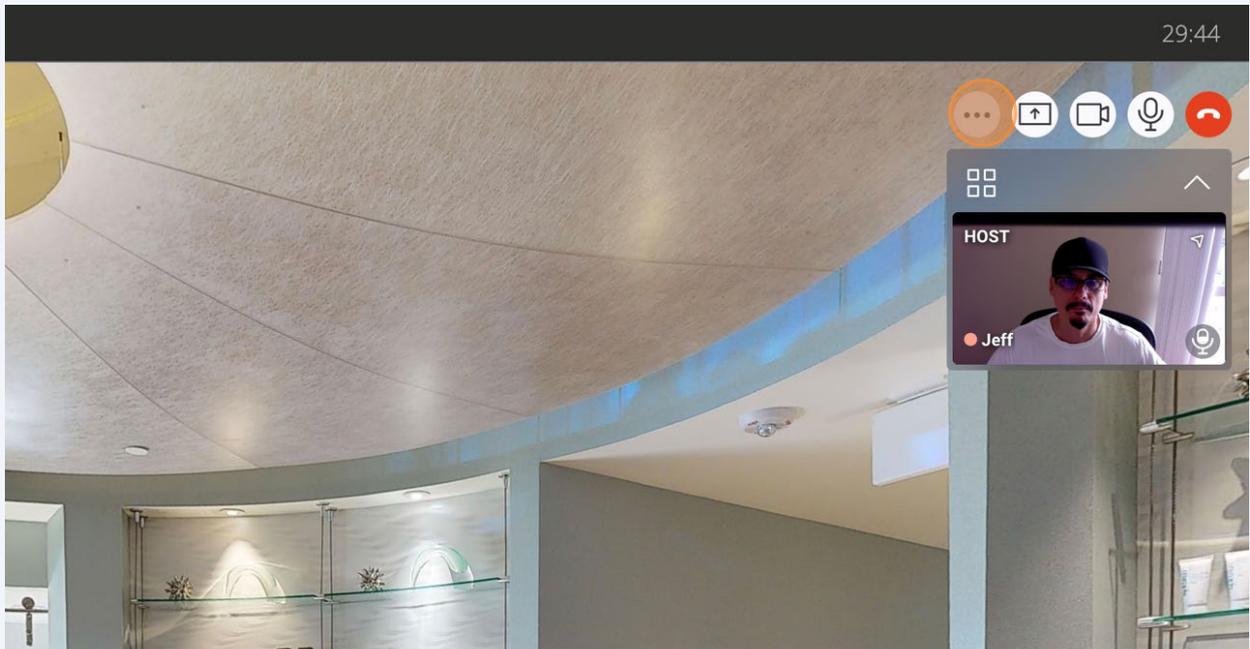
4 Click "**Join**" to enter your immersive 3dtv meeting.



5 Now you can begin your 3dtv video-conference meeting!

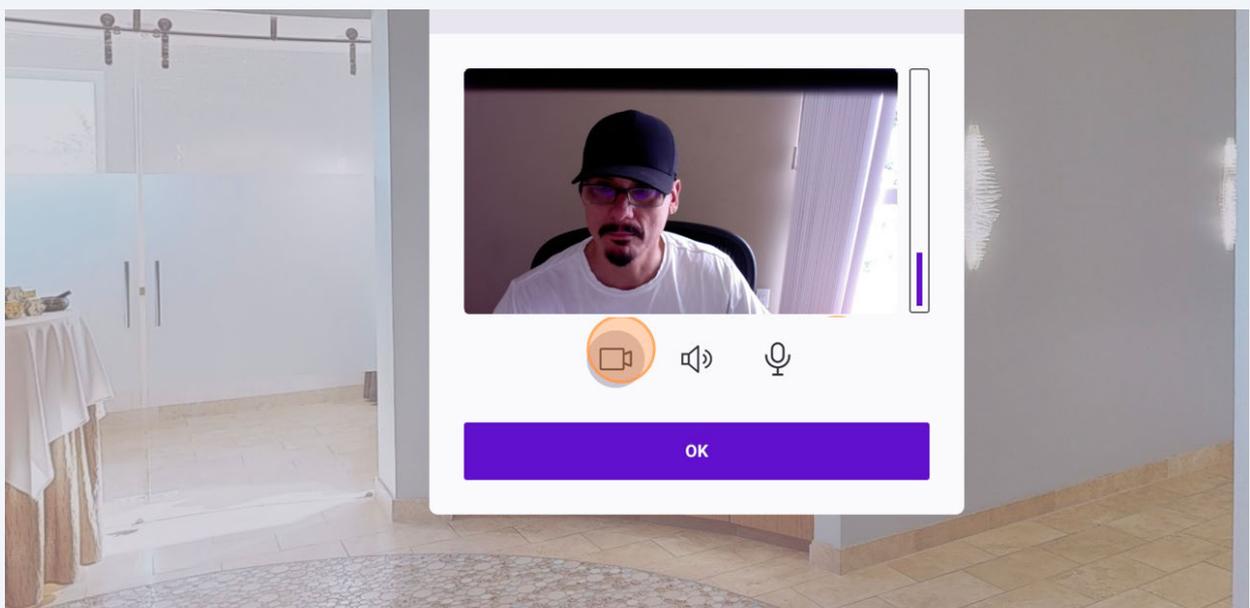
1

After logging into your 3dtv video-conference meeting. Click on the three ellipses, the three dots. to open your Meeting Setup

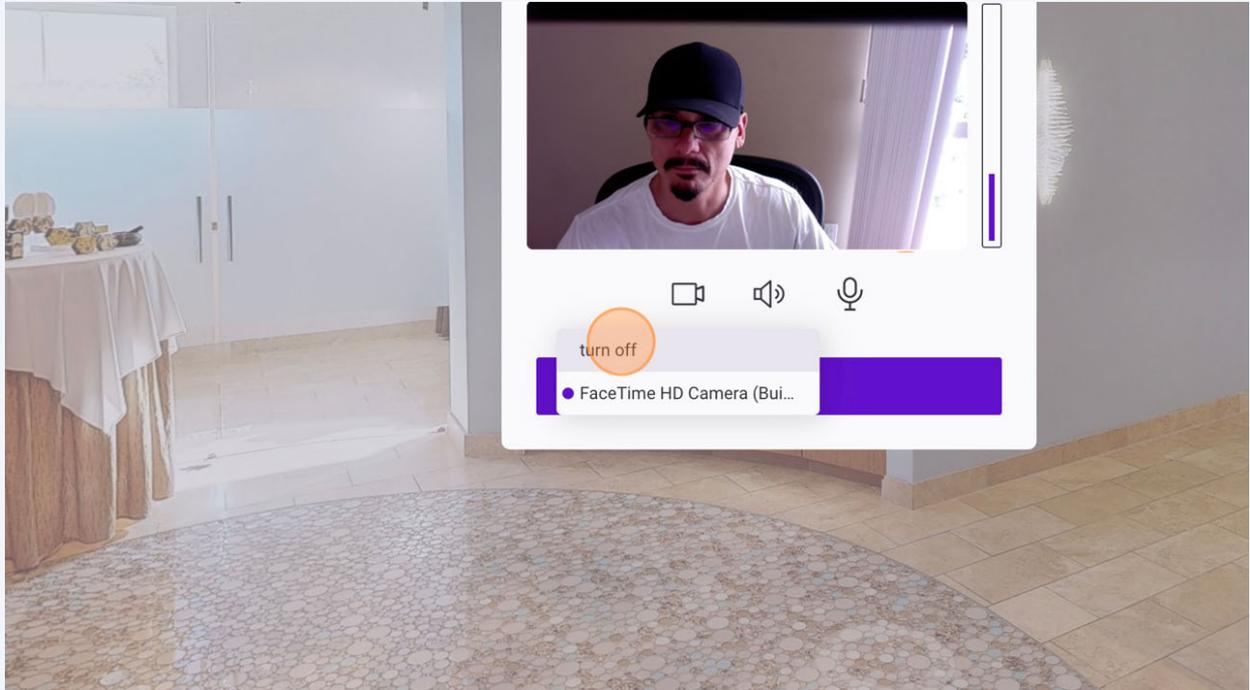


2

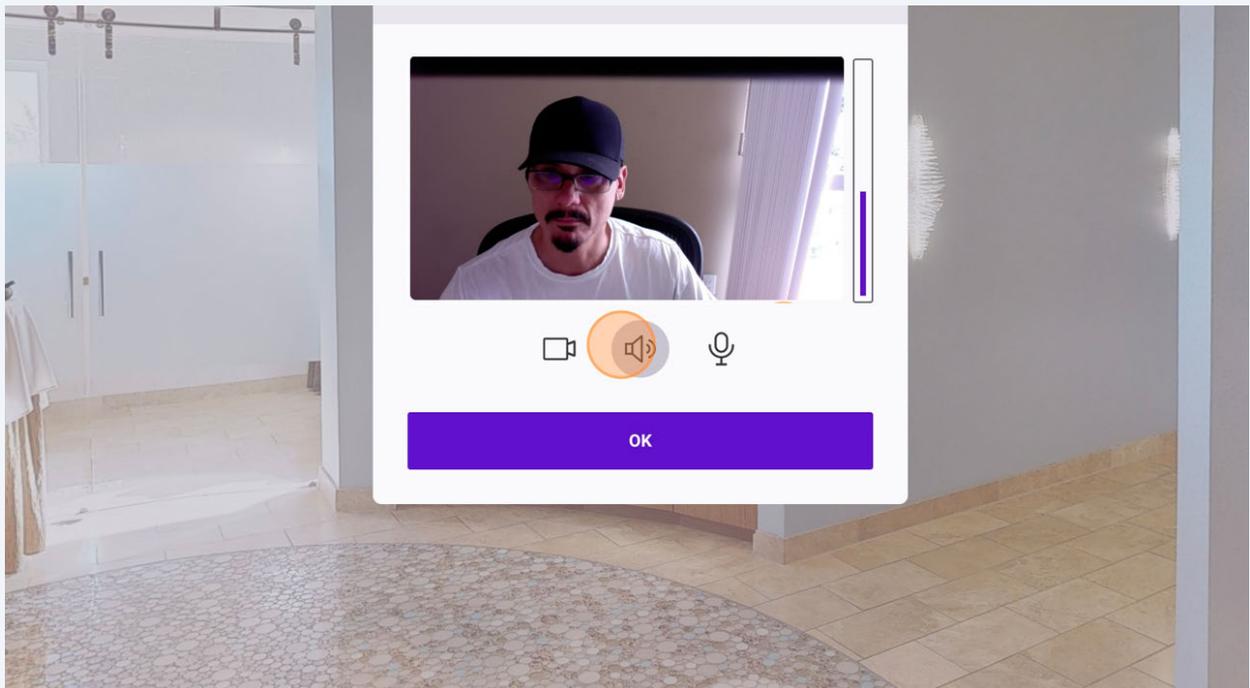
The Meeting Setup allows setup and choice of camera, speakers and microphone options



3 A drop-down menu offers two choices, **"turn off"** or **"FaceTime HD Camera"**

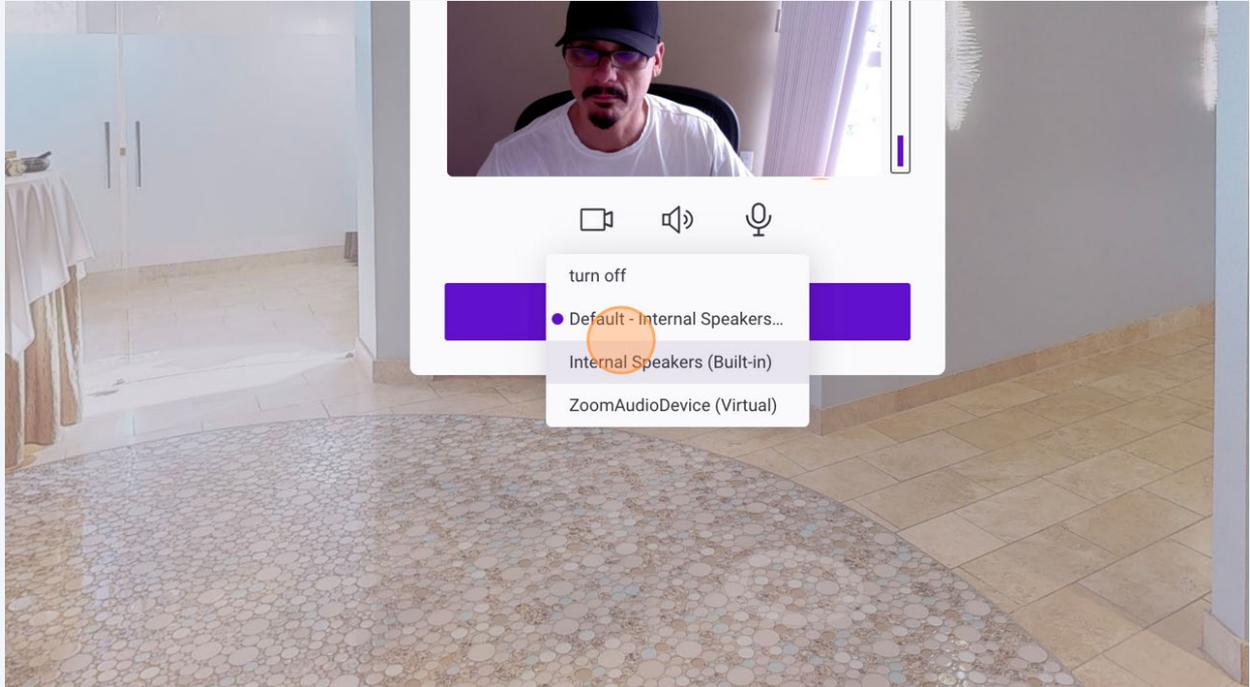


4 Click on the Sound icon to choose your options.



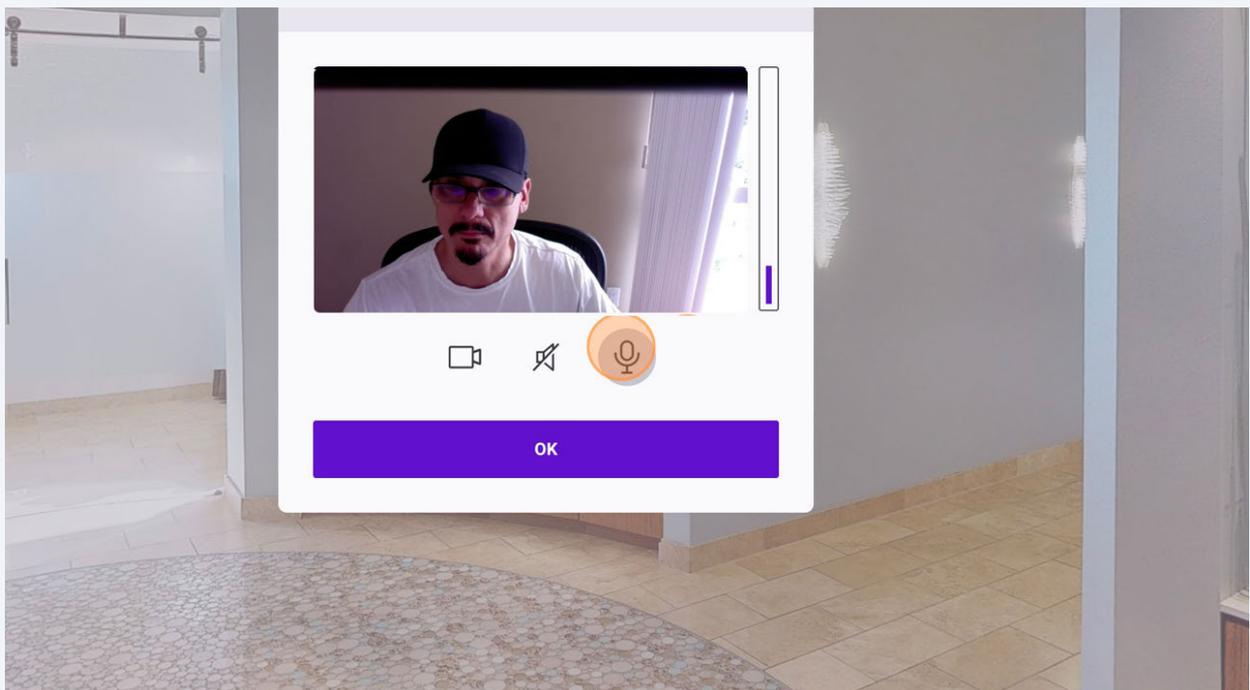
5

Click to choose **"Internal Speakers (Built-in)"**, **"Default - Internal Speakers"**, **"Zoom Audio Device"** or **"turn off"** the microphone

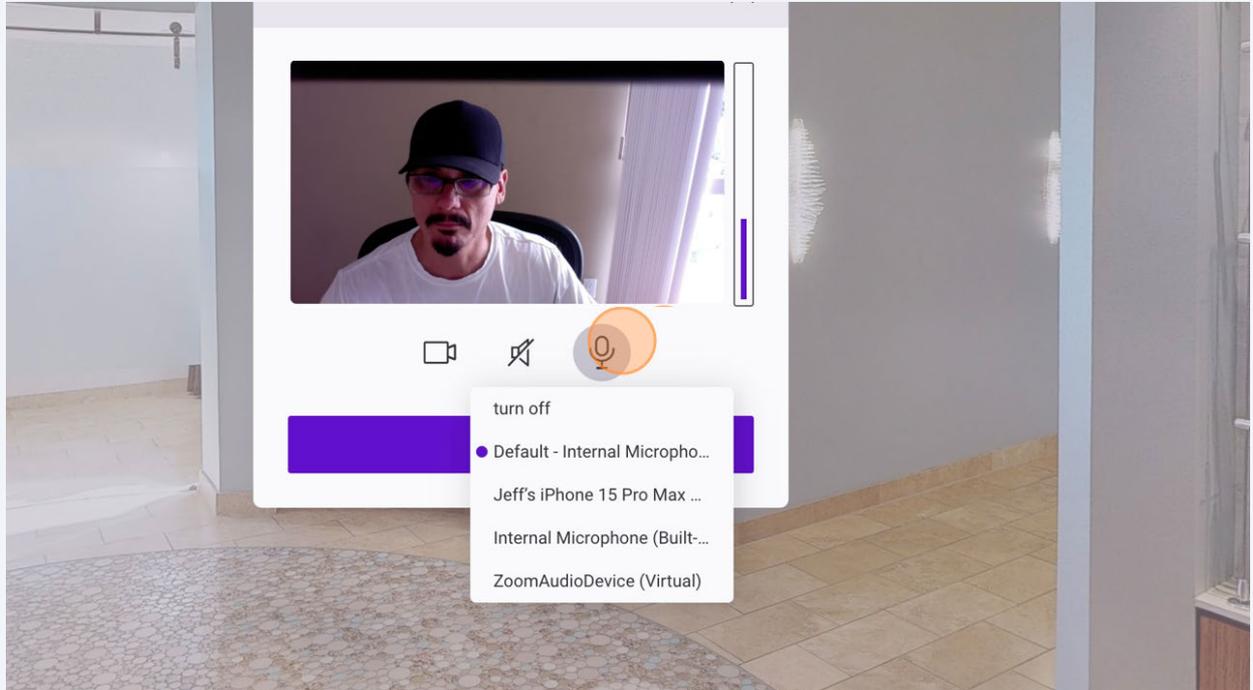


6

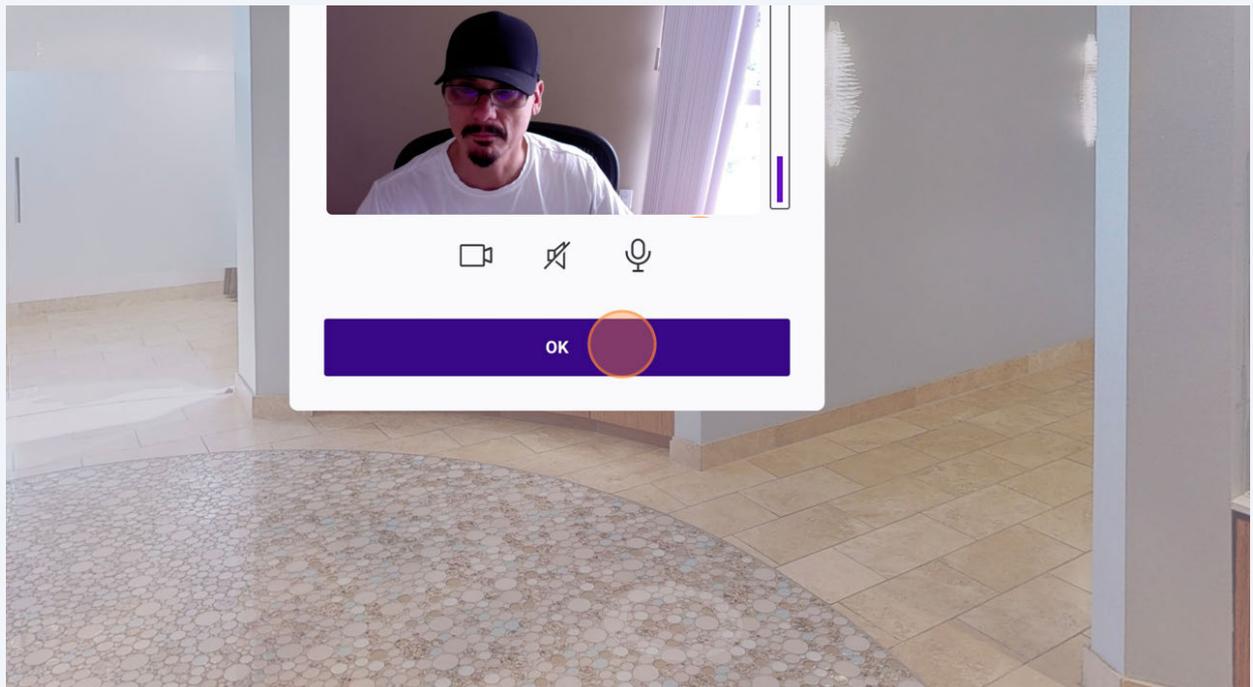
Click the microphone icon to choose your options



7 The default setup is your Internal Microphone



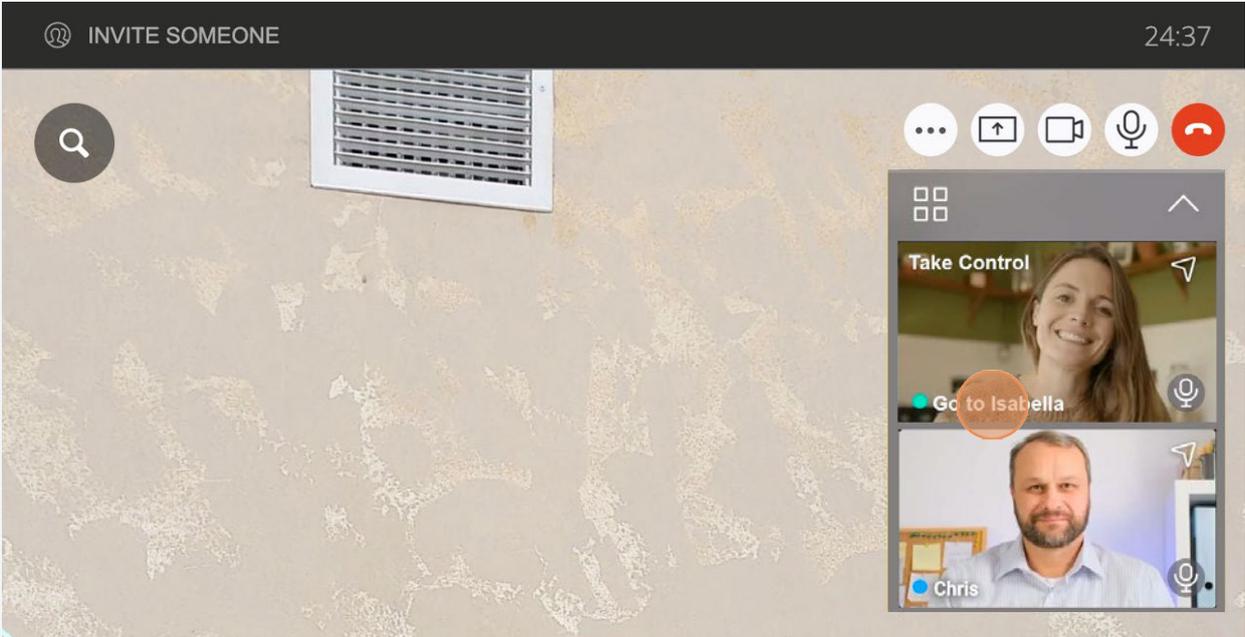
8 Click "OK" after choosing your options



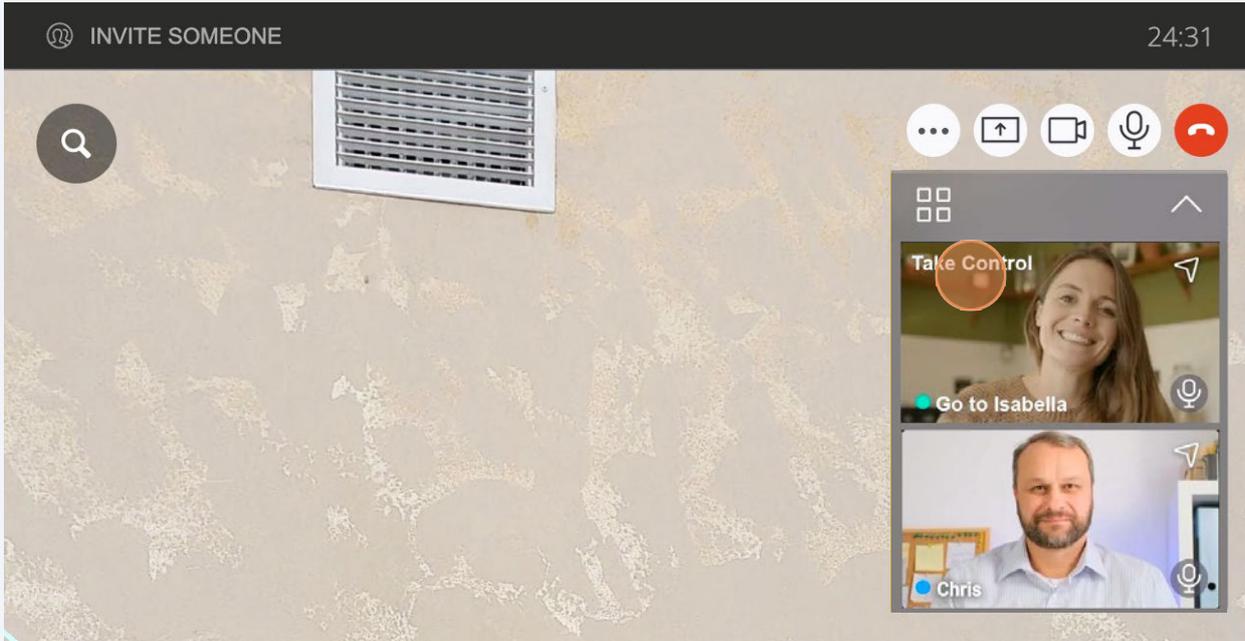
Our Command Features: Go To, Gather All, and Follow Me



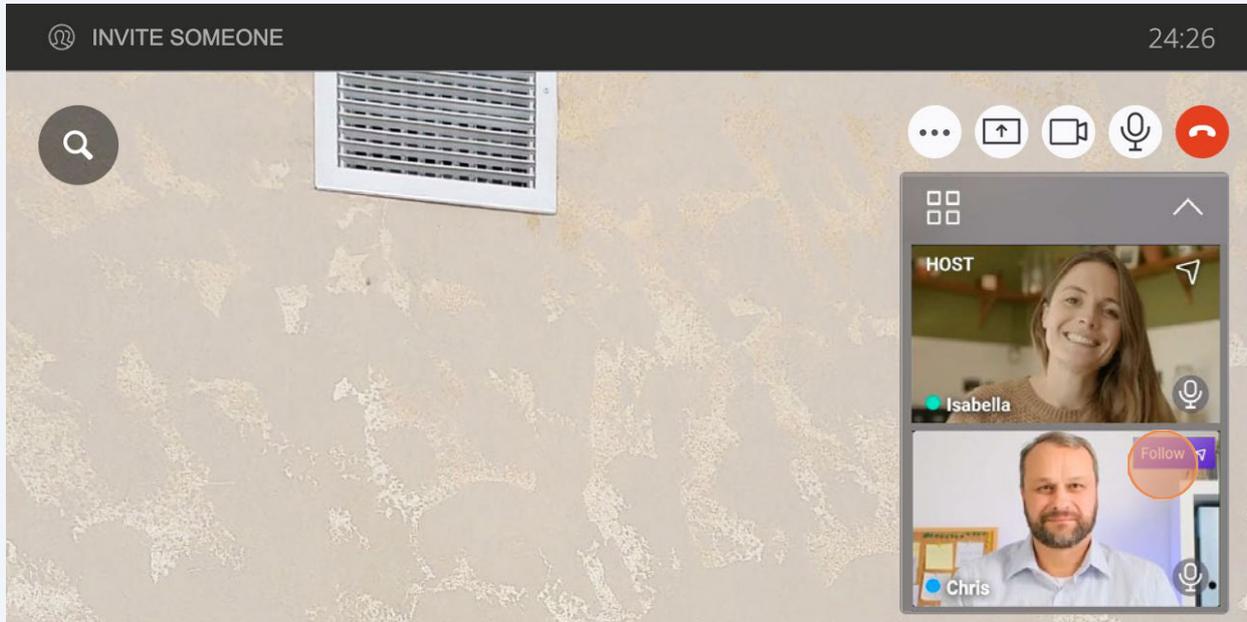
1 When you click on **"Go To"**, in this example **"Go to Isabella"**, the person jumps to that participant's position in the 3D tour



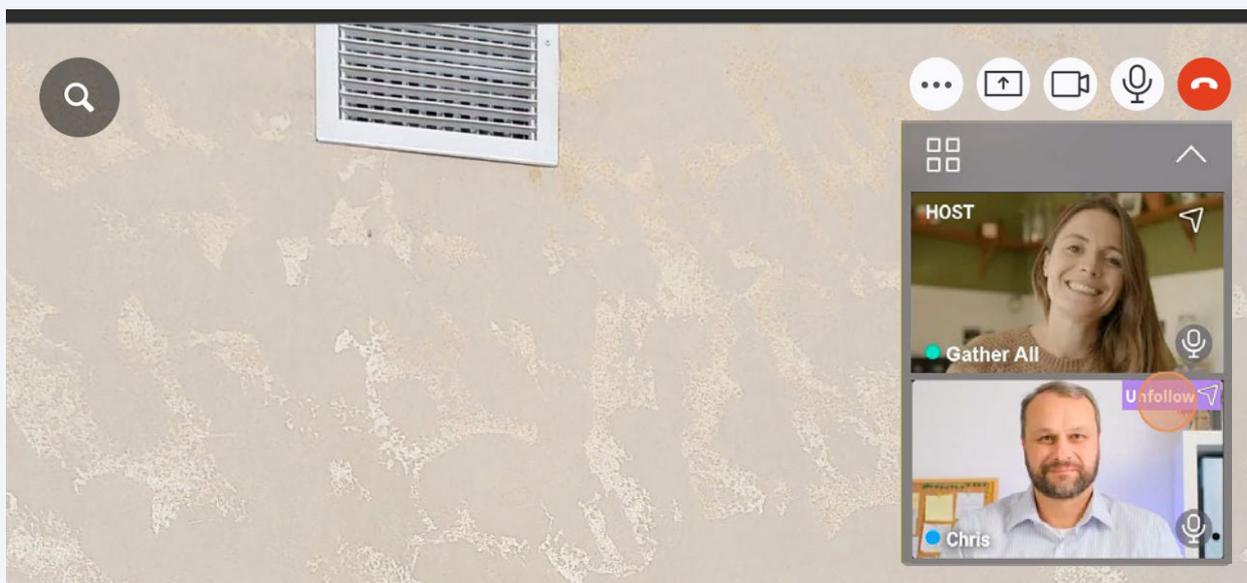
2 Click **"Take Control"** and you become the Host. Note your Webcam Frame will switch and the participant who is on control will have their Webcam Frame on the top



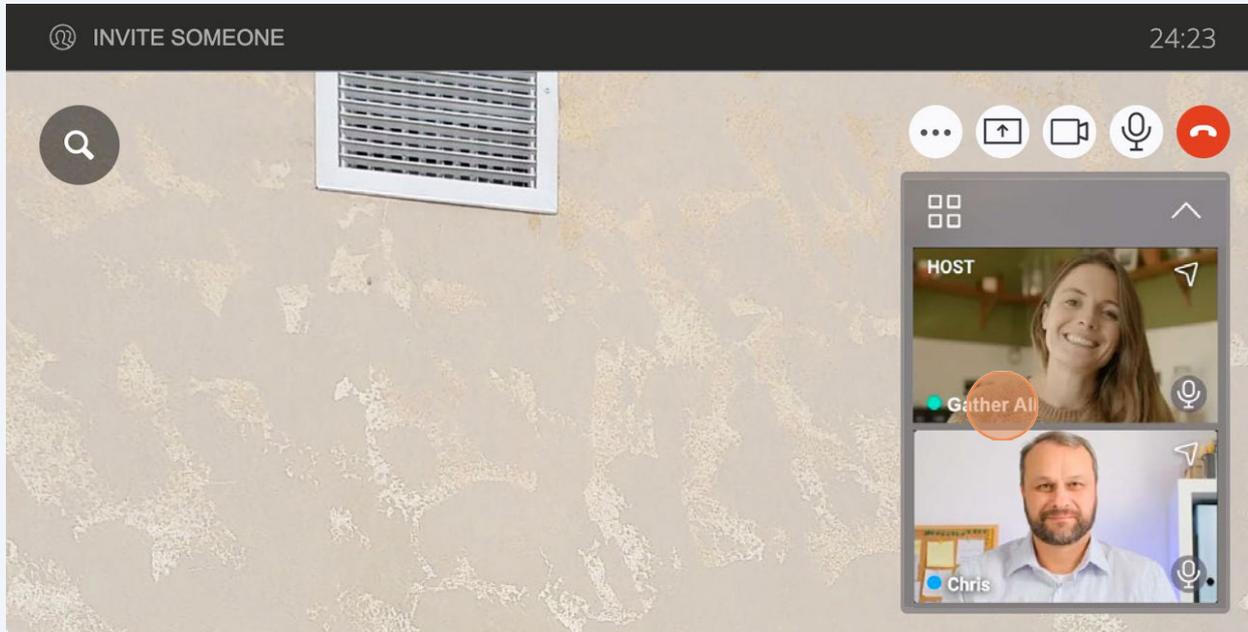
- 4 The **"Follow"** feature, when activated, the person being followed becomes the tour guide



- 5 Click to **"Unfollow"** and turn it off and stop following the participant

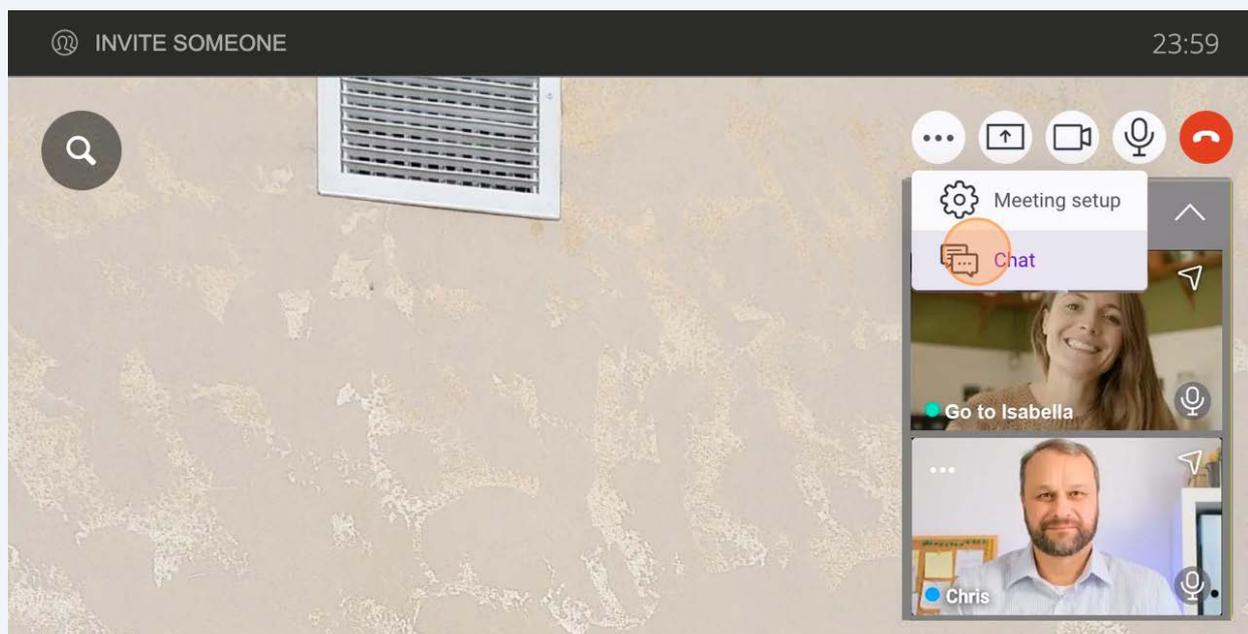


- The "**Gather All**" feature is a one-click feature. Only the host can turn it on. To activate it, the host simply clicks "**Gather All**" button on the webcam frame and this will bring the other participant to your exact location and view.

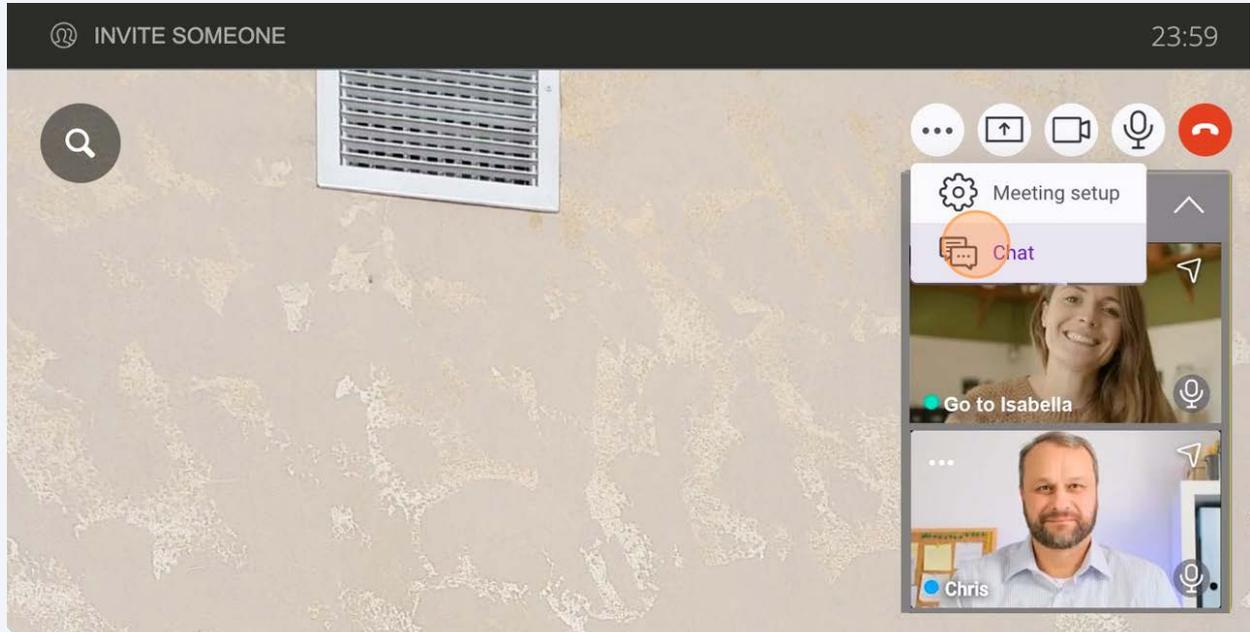


How to Use the Chat Option

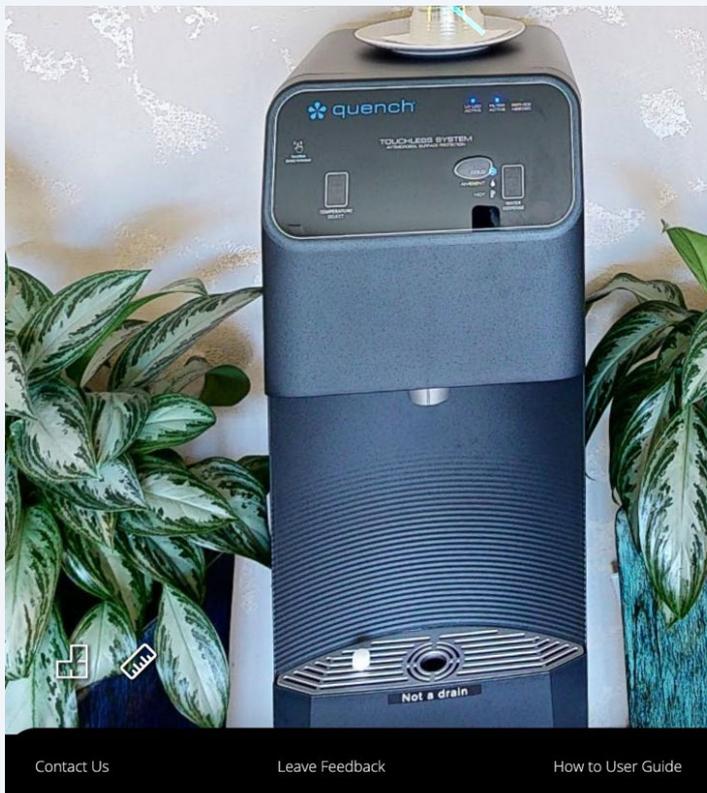
- Click the three ellipses and you "**Chat**" with the other participant



2 Click the three ellipses and you **"Chat"** with the other participant



3 "Type a message" in the field



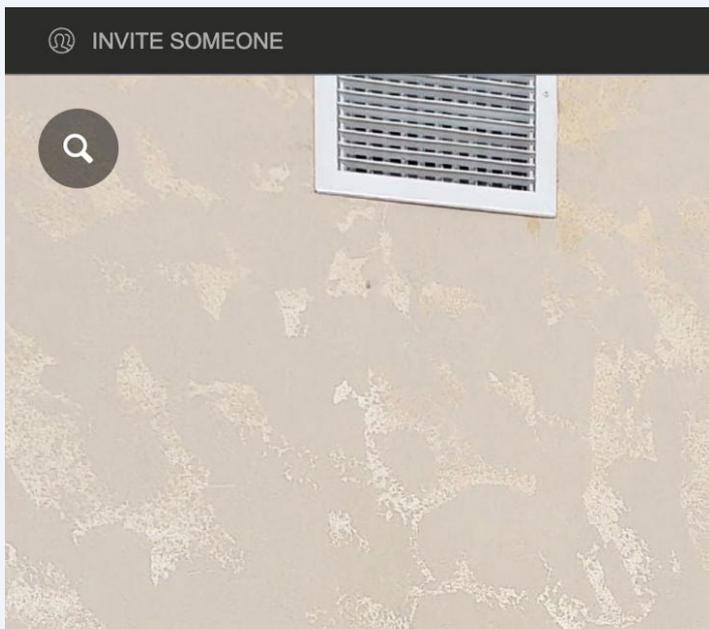
4 Click the arrow icon to send your message



Test



5 Click the arrow icon to have the "Chat" panel close



CHAT

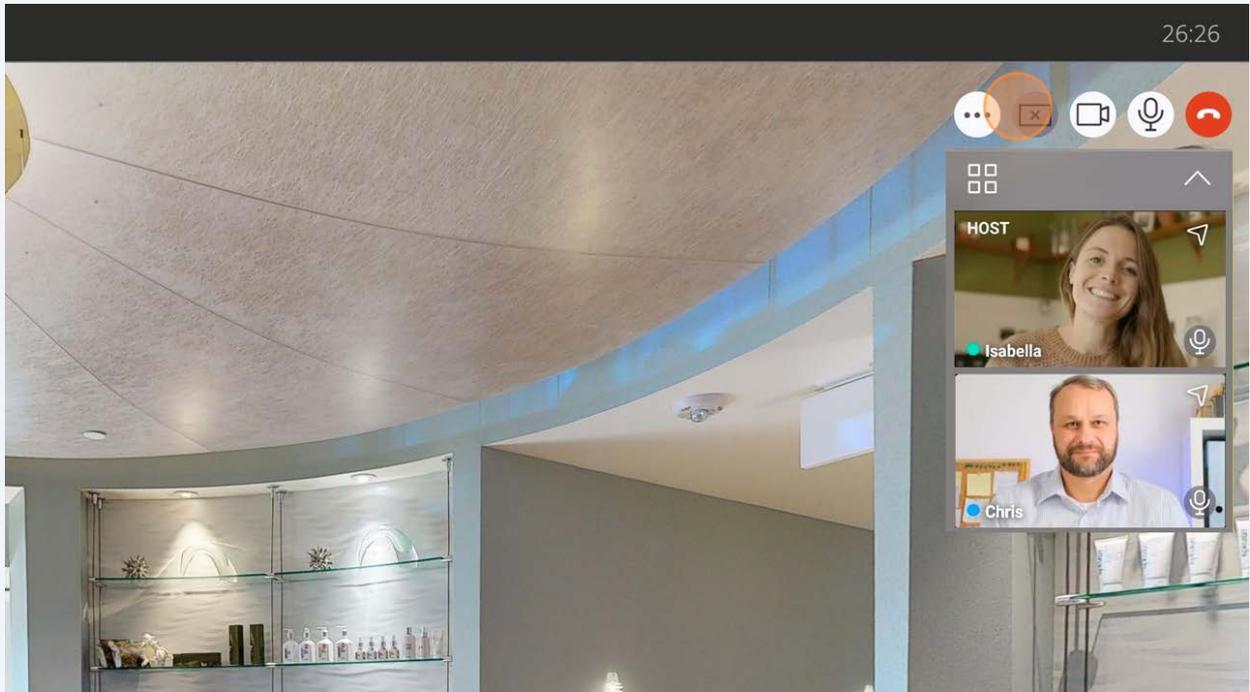


Test

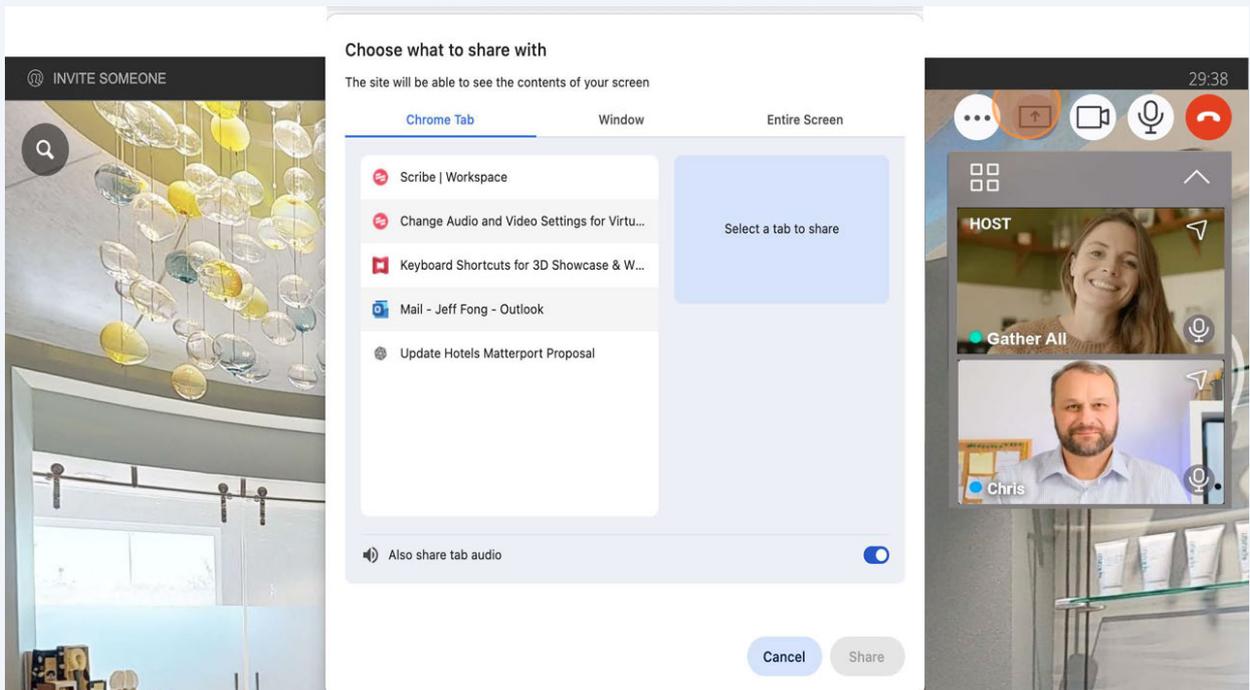
Screen Share your Window, Tab or Screen



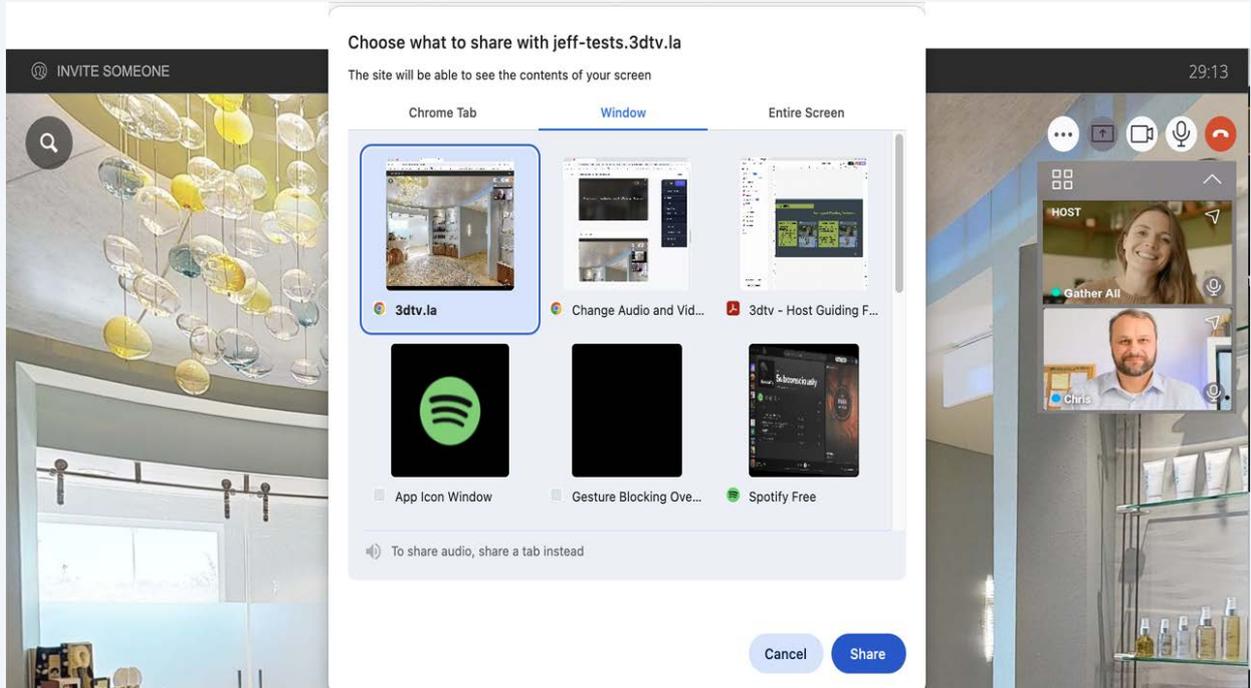
- 1 Click the square icon with an arrow inside it to activate your screenshare



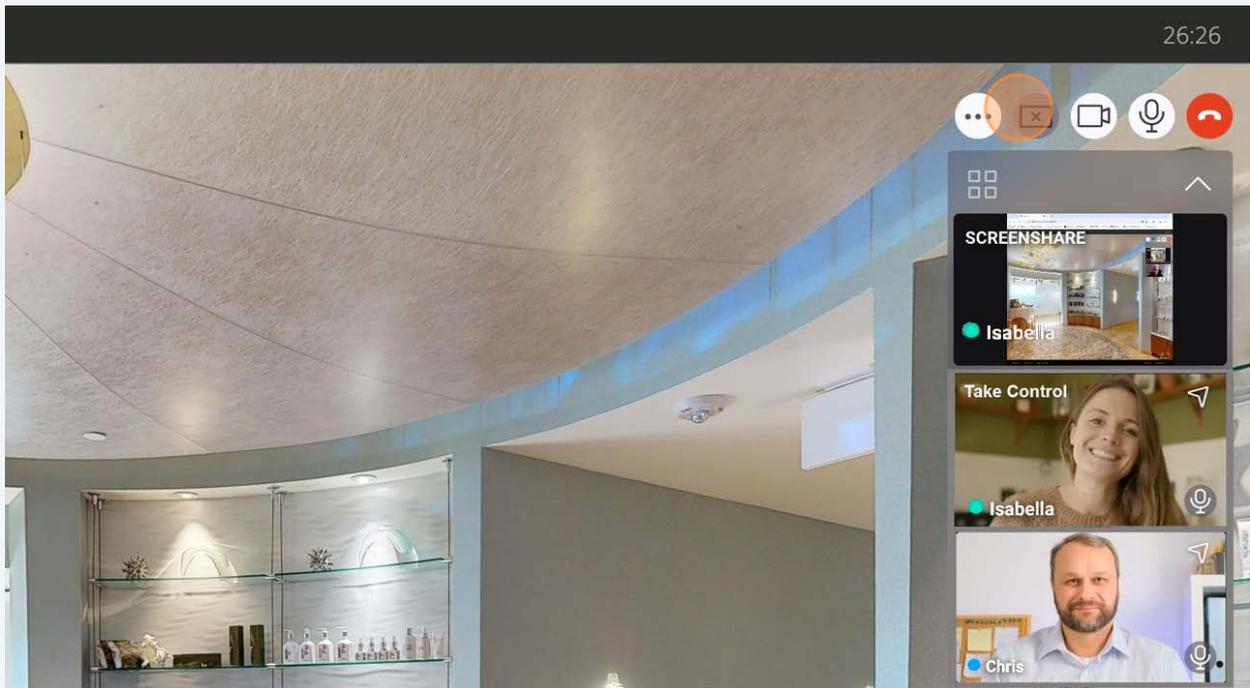
- 2 Now choose which screen to share. Your choices are "**Entire Screen**", "**Window**" or your Browser Tab



3 In this example we chose a Chrome Tab



4 To stop sharing your Screen, click the square with the "X" inside of it



Room

Every collaboration begins in a room where participants can gather together. It offers all the methods and options necessary for adding the components such as Video Conference, Presence, and more.

Video Huddle

High-quality video conferencing directly inside your 3D virtual tours, allowing users to connect face-to-face for a virtual guided tour.

Video Conference

Participant Type

Participant types determine permission levels within a video conference call, including roles such as host, guest, or audience.

We currently support up to 16 host or guest participants in the same meeting.

Guests

Guests are participants who do not have any host controls available. A guest can never enter a meeting without a host present. A "Waiting for host" message is displayed when a Guest attempts to join a meeting without a host present.

Host

The host is the participant presenting the meeting. They have control of the meeting room and can perform specific actions that other participants cannot.

In each meeting, there's only one active host at a time. The first participant with the host type to join a room becomes the host. If others with host type enter the same room, they can use the "Take Control" feature to become the new host.

A host can kick other participants out of a meeting or give control to other participants with the host user type.

Hosts also have access to presence controls such as Follow Me, Gather All, and Go-To

Collaboration Mode

Collaboration mode is used in video conferences. In this mode, cameras are arranged in a list format or a web-frame, allowing participants to view content while in a meeting.

Avatars

3D avatars indicate collaborators' positions and actions, facilitating a better collaborative experience with a sense of presence in a 3D space. 3dtv provides a range of default 3D avatars for meetings.

Real-time Mouse Pointers

The Real-time Mouse Pointers enhance user engagement while exploring 3D virtual tours. Real-time tracking of participants' cursor movements, allowing seamless collaboration within the same room.

Presence Controls

Follow Me

The "Follow Me" feature is a default-enabled functionality of the host nline. When it's on, the person being followed becomes the tour guide. Everyone else will automatically go where they go in the 3D model or to their mouse pointer location, but they can still look around on their own.

Gather All

This "Gather All" is part of 3dtv, as a default function, and only the host can turn it on. To activate it, the host simply clicks the "Gather All" button on the webcam frame. It's a one-click action that brings everyone to the host's view, so everyone looks in the same direction.

Go-To

The "Go-To" feature in the 3dtv platform shows the participants online in your web-frame, allowing any participant to click on someone's name to instantly go to where they are in the 3D model or to their mouse pointer location. It's a handy way to quickly locate someone in the space. It is enabled by default.