User Manual

VooV Meeting

V 1.7.1(510)

System Requirements & Firewall Settings

Operating System	Version
Windows	Win 7 or newer
MacOS	10.11 or newer
iOS	9.0 or newer
Android	4.4 or newer

All you need to start using VooV Meeting are the following:

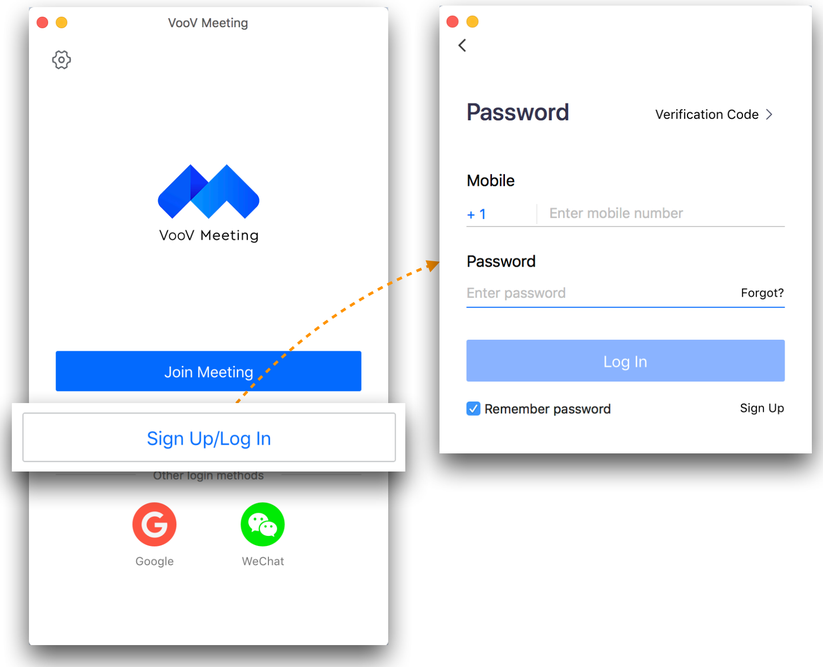
- Windows or Mac Computers, Or mobile devices, with webcam and microphone;
- Internet connections with stability (broadband is the best).
- Monitors for multi display use are supported with bluetooth or HDMI allowed devices.

Suggested Equipment	External Webcam (USB or Bluetooth)
	Mic (Use or Bluetooth)
Software	VooV Meeting Desktop App
	VooV Meeting Mobile App from Apple S

It could be a network issue If your app stays in a “Connecting” mode or timed out due to “Network error, please try again!” or “Can’t connect to our service, please check your network connection and try again!”.

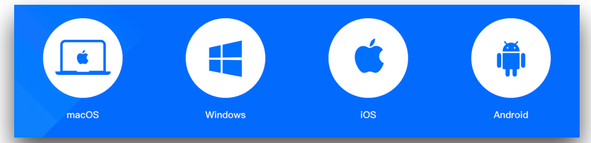
If any aforementioned error has been prompted, please kindly check your network connection by opening a browser and ensure that you can access https://voovmeeting.com/

Account Registration



- ***Step 1:***

Please go visit https://voovmeeting.com/ and download your preferred version from Download Centre.



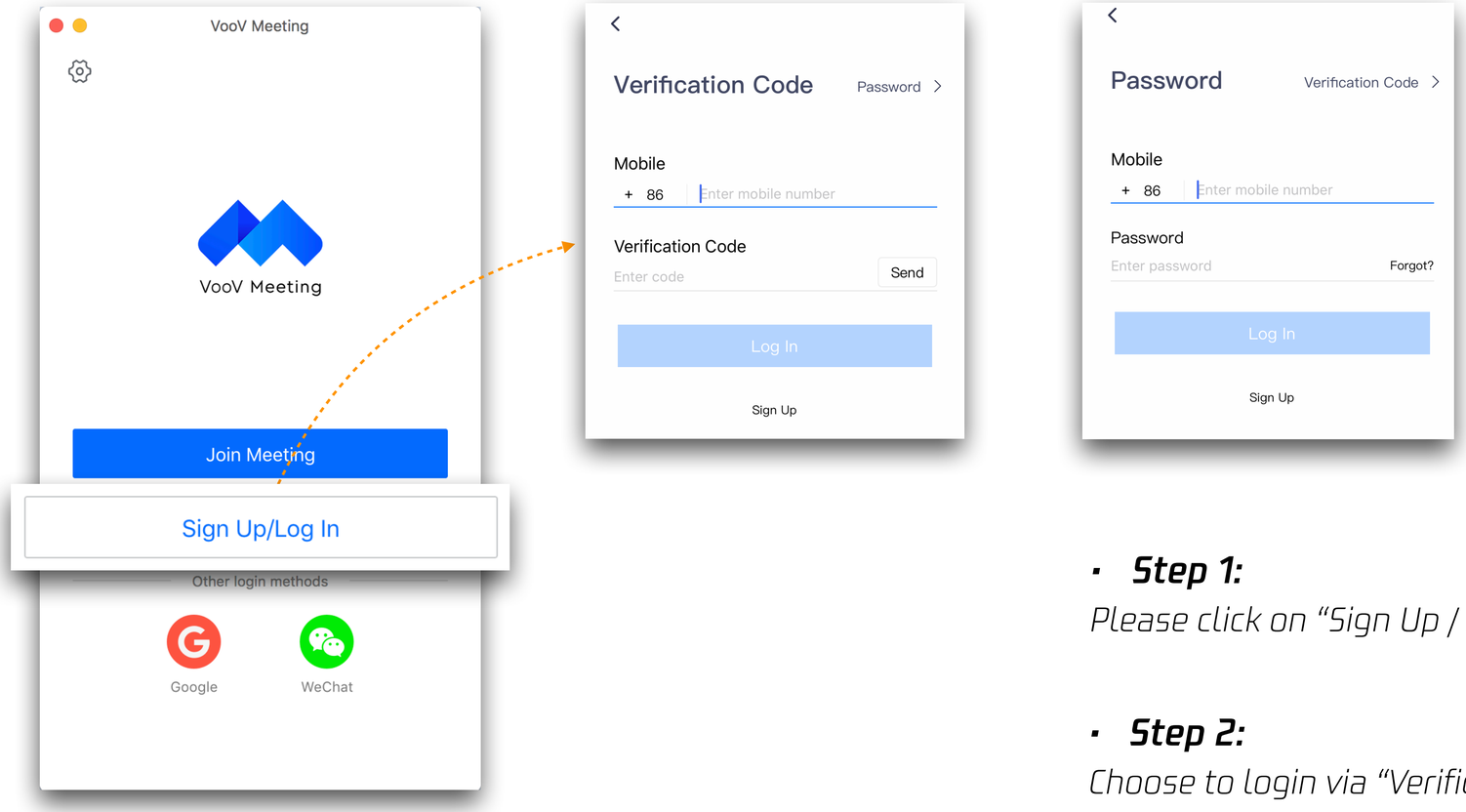
- ***Step 2:***

Please click on "Sign Up/Log In".

- ***Step 3:***

1. *Please click on "Sign Up" and you will be redirected to voovmeeting.com*
2. *Please follow the instructions to complete the registration.*
3. *Please provide the actual date of birth and phone number as required.*

Steps to login



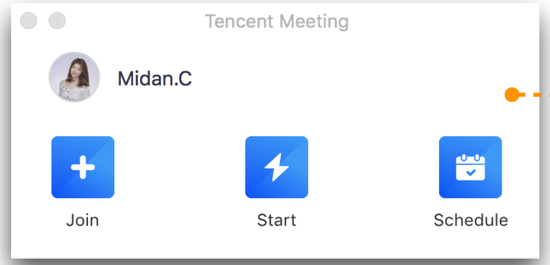
- ***Step 1:***

Please click on "Sign Up / Log In".

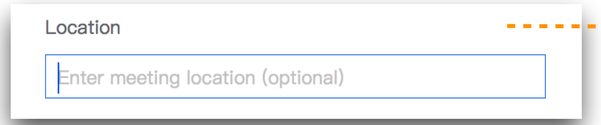
- ***Step 2:***

Choose to login via "Verification" Code or "Password"

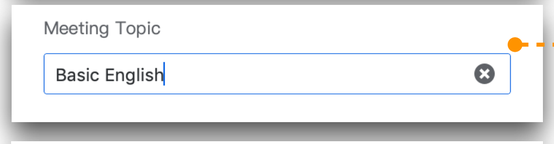
Steps to Schedule Meetings



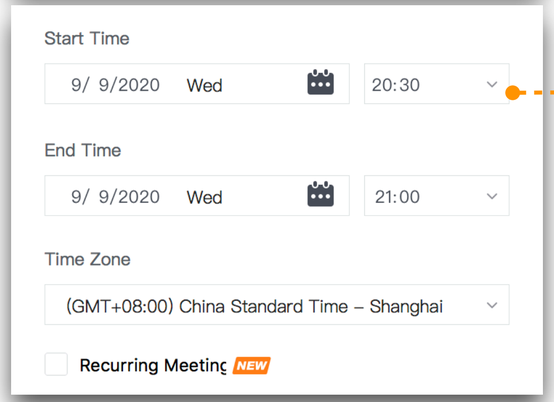
Step 1: Create a meeting:
Schedule a meeting quickly



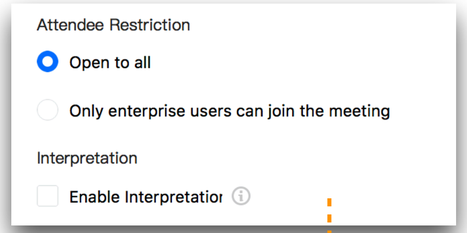
Optional: Define the Meeting Location:
Gives a reminder to attendees about the meeting place.



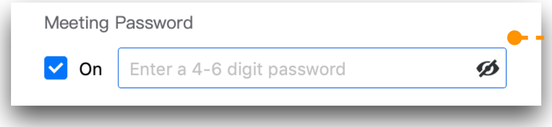
Step 2: Name the meeting:
Do not forget to enter the meeting title!



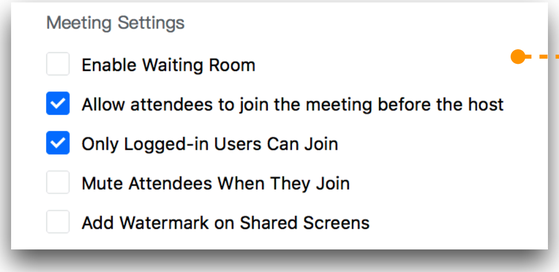
Step 3: Set the time:
Select the Start Time and End Time with expected time zone to ensure attendees login to join on time! A recurring meeting can be set for regular online activities.



Attendance Grouping
Set the permission of meeting attendance by groups.

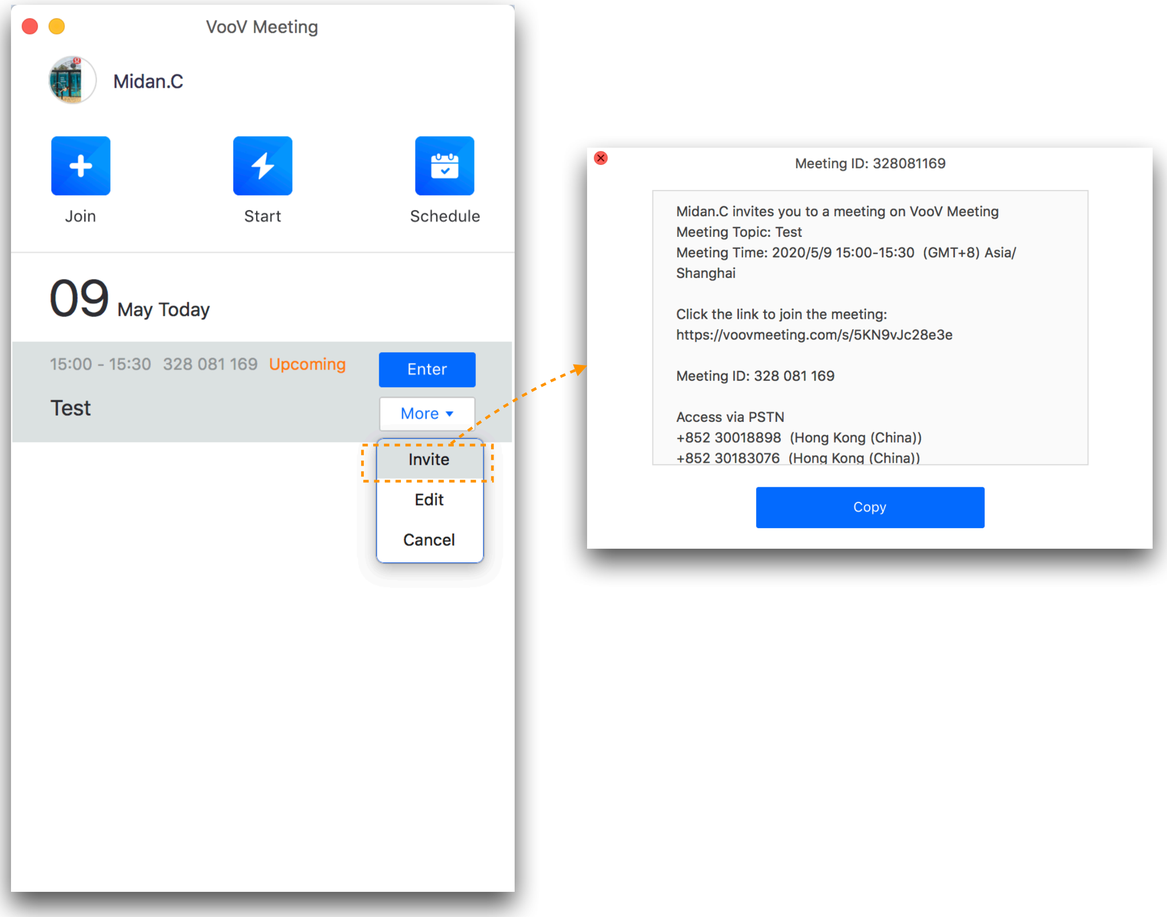


Step 4: Set a Password:
Set a meeting password for security. Only people with the password can join the meeting.



Step 5: Permissions & Watermark:
Mute all attendees by default to reduce background noise, enable waiting room and add a watermark for data security.

Methods to Share Invitations



- ***Step 1:***

Please click on "Join".

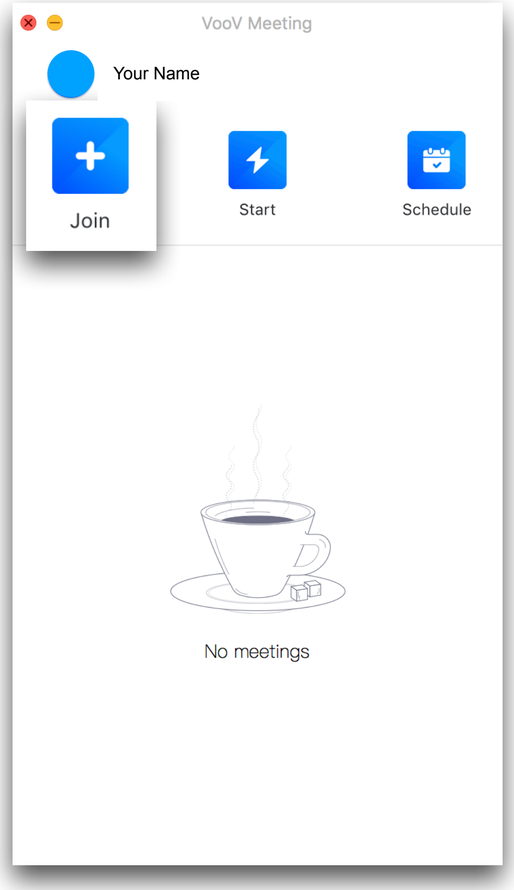
- ***Step 2:***

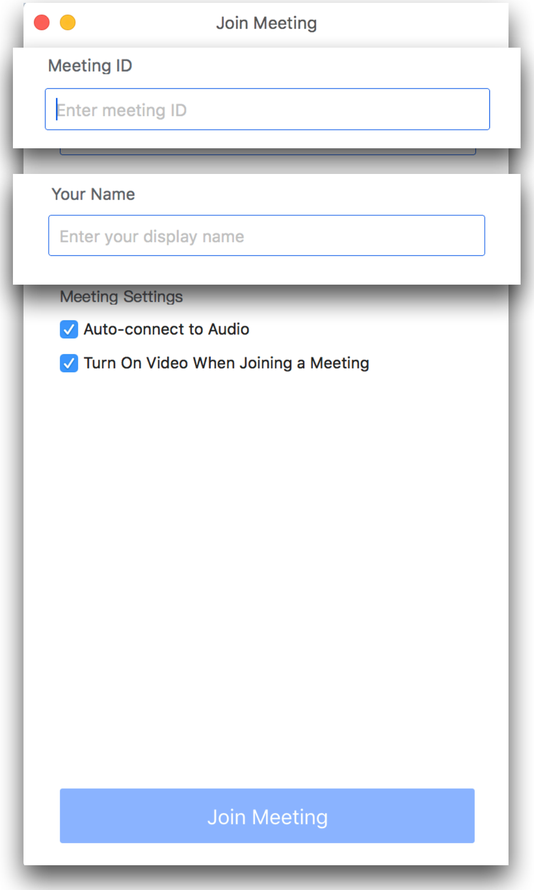
1. *Please input the given "Meeting ID", for details you may refer to the "Meeting Schedule".*
2. *Please Input your name to define a value that you would like to use to attend the meeting.*
3. *Do not forget to tick on the boxes to ensure your audio and camera are turned on to join meetings.*

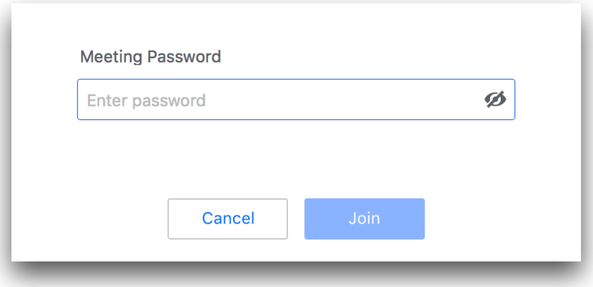
- ***Step 3:***

Please input the password of the meeting if requires. For details you may refer to the "Meeting Schedule".

Steps to Join Meetings







- ***Step 1:***

Please click on "Join".

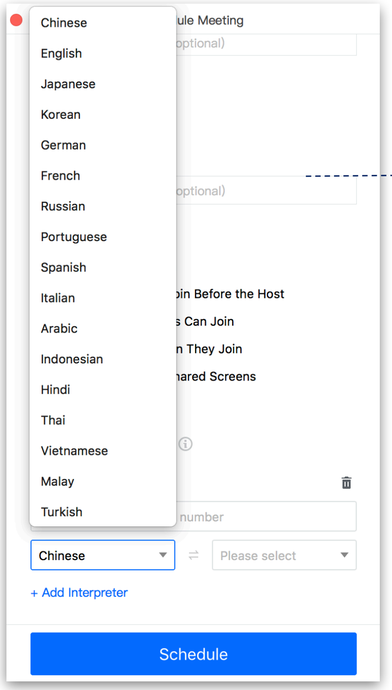
- ***Step 2:***

1. *Please input the given "Meeting ID", for details you may refer to the "Meeting Schedule".*
2. *Please Input your name to define a value that you would like to use to attend the meeting.*
3. *Do not forget to tick on the boxes to ensure your audio and camera are turned on to join meetings.*

- ***Step 3:***

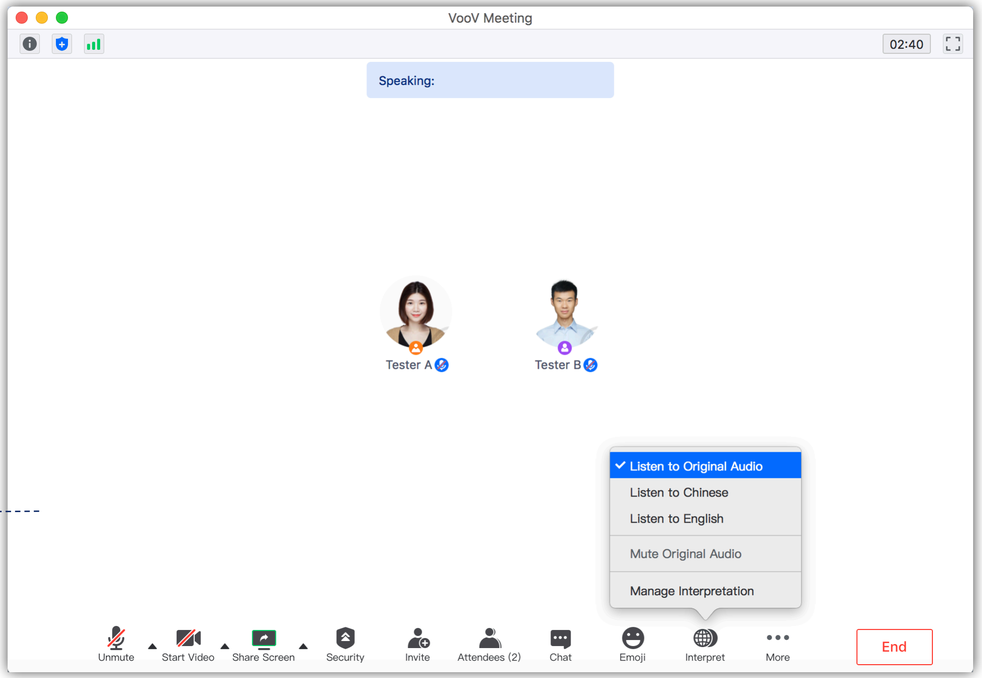
Please input the password of the meeting if requires. For details you may refer to the "Meeting Schedule".

Language Interpretation Setup



Supported Languages & Audio Channels:

Currently there are 17 laugaunges enabled as audio channels per language pair.

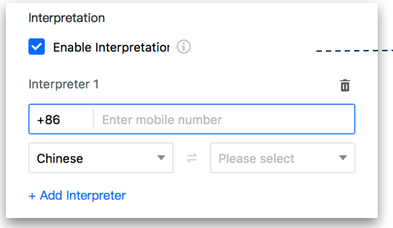


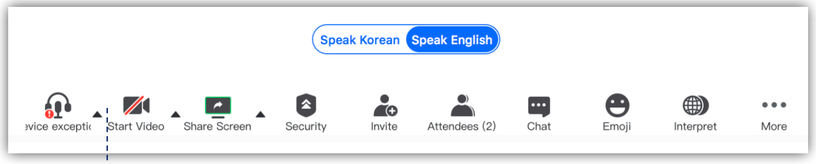
Switching Audio Channels by Participants :

Participants are allowed to choose audio channels during the session.

Manage Interpreters with Flexibility :

Interpreters are

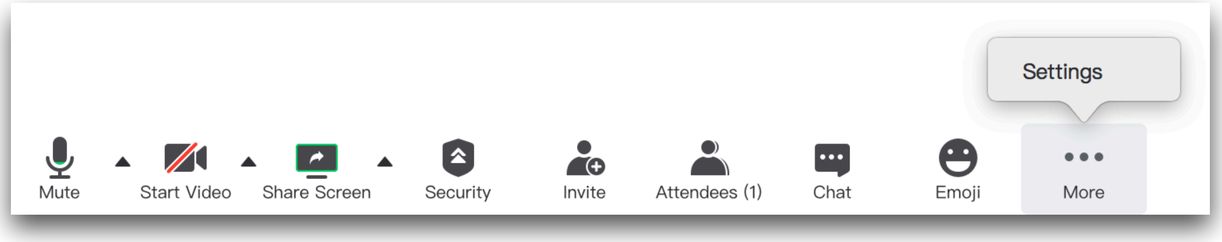




Switching Audio Channels by Interpreters:

Interpreters are required to switch the audio channels to conduct appropriate interpretations based on needs.

How to Enjoy Meetings



- ***Mute:***

You may mute yourself to avoid if it is the turn for others' speech.

- ***Start Video:***

You may turn on the video to say Hi to other attendees.

- ***Share Screen:***

You may turn on this function if you have any materials that you want to share with other attendees.

- ***Invite:***

You are allowed to invite new attendees during the meeting.

- ***Attendees:***

You can check the details of attendee list via this function.

- ***Chat:***

You can initiate an instant chat with other attendees.

- ***Emoji:***

You are encouraged to express your opinions with emojis when you are in silent mode.

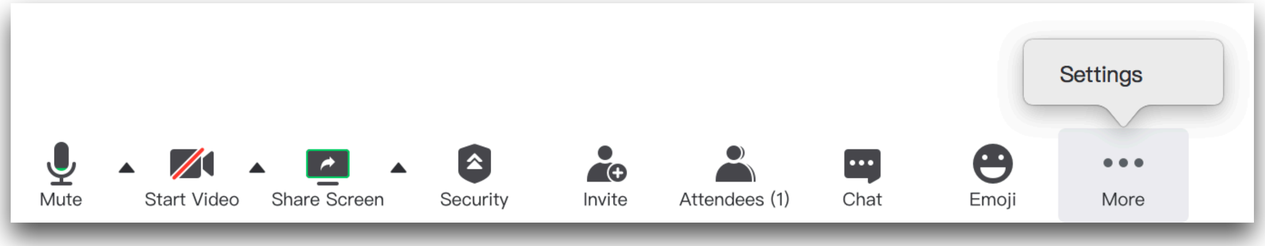
- ***Settings:***

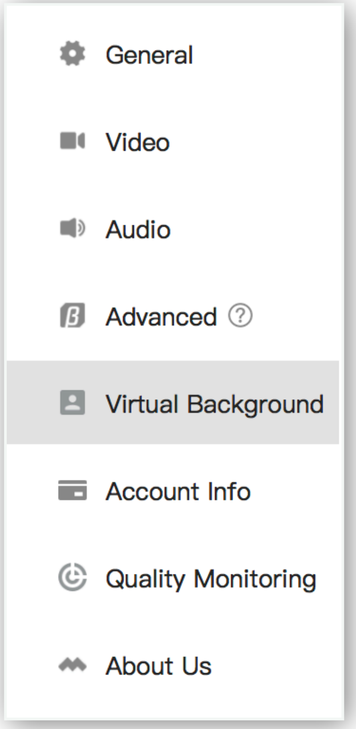
You are allowed to adjust the setting of audio, video and other relevant stuff.

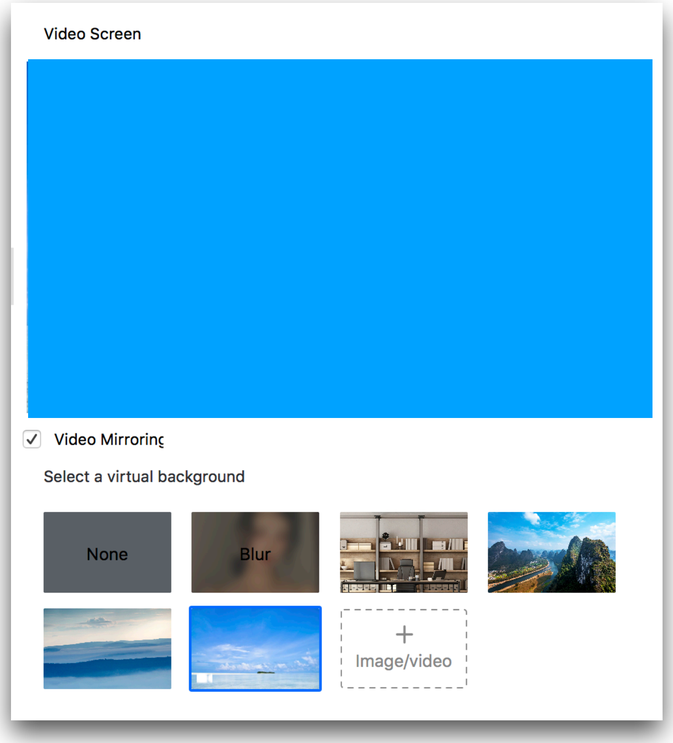
- ***Security:***

You are allowed to adjust the setting of meeting management and attendee permissions.

How to Set a Virtual Background in Meeting







- ***Virtual Background:***

Please click on "Settings" to get into the Menu and choose "Virtual Background".

1. *You may choose to use any default images.*
2. *If you want to use a self-defined one, please choose "Support Images" and upload the image that you want to use to set for the background.*