

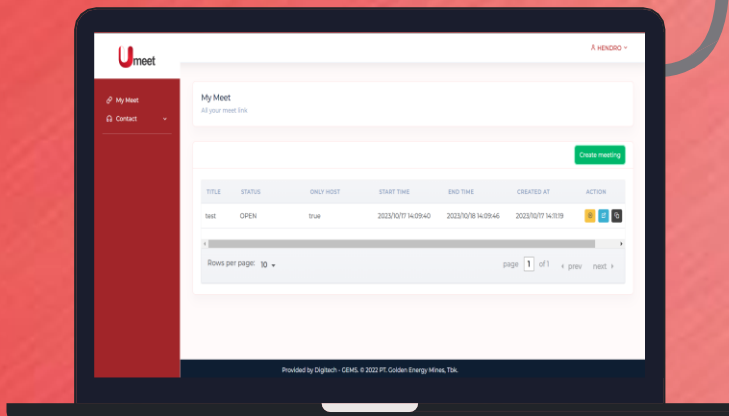
Umeet GUIDELINE

The Solution is

ROLLING OUT

to The Company's Horizon

>> 30.10.2023 <<

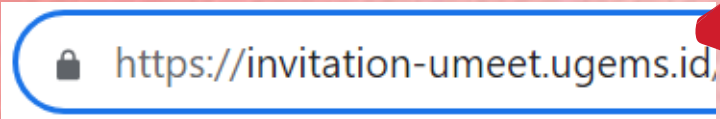


<https://invitation-umeet.ugems.id>

1

Access in browser

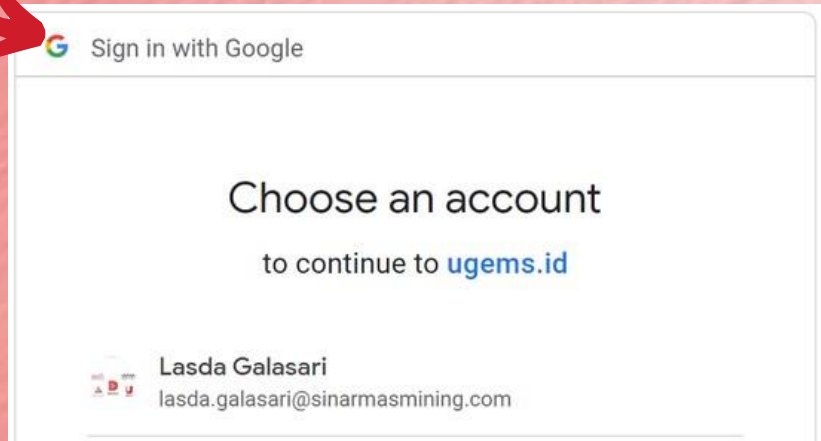
<https://invitation-umeet.ugems.id>




<https://invitation-umeet.ugems.id>

2

Sign in with company email



 Sign in with Google

Choose an account

to continue to ugems.id

 Lasda Galasari

lasda.galasari@sinarmasmining.com

TITLE	STATUS	ONLY HOST	START TIME	END TIME	CREATED AT	ACTION
test	OPEN	true	2023/10/17 14:09:40	2023/10/18 14:09:46	2023/10/17 14:11:19	[Icons]

Rows per page: 10 | page 1 of 1 | prev next

3 Create Meeting Form

- 3.1 Enter the Desired Title
- 3.2 Add a description
- 3.3 Users can choose who is a participant
- 3.4 Users can set the start date and end date of the meet run
- 3.5 Users can set whether anyone can host or not

3.1 → Title

3.2 → Description

3.3 → Participants (Optional)

3.4 → Start Time * / End Time *

3.5 → Anyone can be host

3.3 Users can choose who is a participants

3.4 User can set the start date and end date of the meet run

3.4 User can set the start date and end date of the meet run

3.5 Users can set whether anyone can host or not

3.5 Users can set whether anyone can host or not

3.3 Users can choose who is a participants

My Meet
All your meet link

Create meeting

TITLE	STATUS	ONLY HOST	START TIME	END TIME	CREATED AT	ACTION
test	OPEN	true	2023/10/17 14:09:40	2023/10/18 14:09:46	2023/10/17 14:31:19	

Rows per page: 10

page 1 of 1

4 Display after creating meeting room

- 4.1 Users can see the recording results of the meet that has been recorded
- 4.2 Select the blue button for Enter the meet link and the user will be redirected to another page
- 4.3 Copy Link

4.2 After select the blue button user will be redirected to this page

The meeting not started please wait the owner take a action

the meeting will start at (2023/10/17 07:09:40) - (2023/10/18 07:09:46)

Start Meeting

4.1 Recording Result

Recordings

Recordings that are more than 1 month old will be deleted

NAME	STATUS	CREATED AT	ACTION
Recording 2023-10-17 09:22:01	ACTIVE	2023/10/17 16:22:01	
Recording 2023-10-17 09:16:02	ACTIVE	2023/10/17 16:16:02	
Recording 2023-10-17 09:13:42	ACTIVE	2023/10/17 16:13:42	

Rows per page: 10

page 1 of 1

4.1 User can Download or Delete Recording results

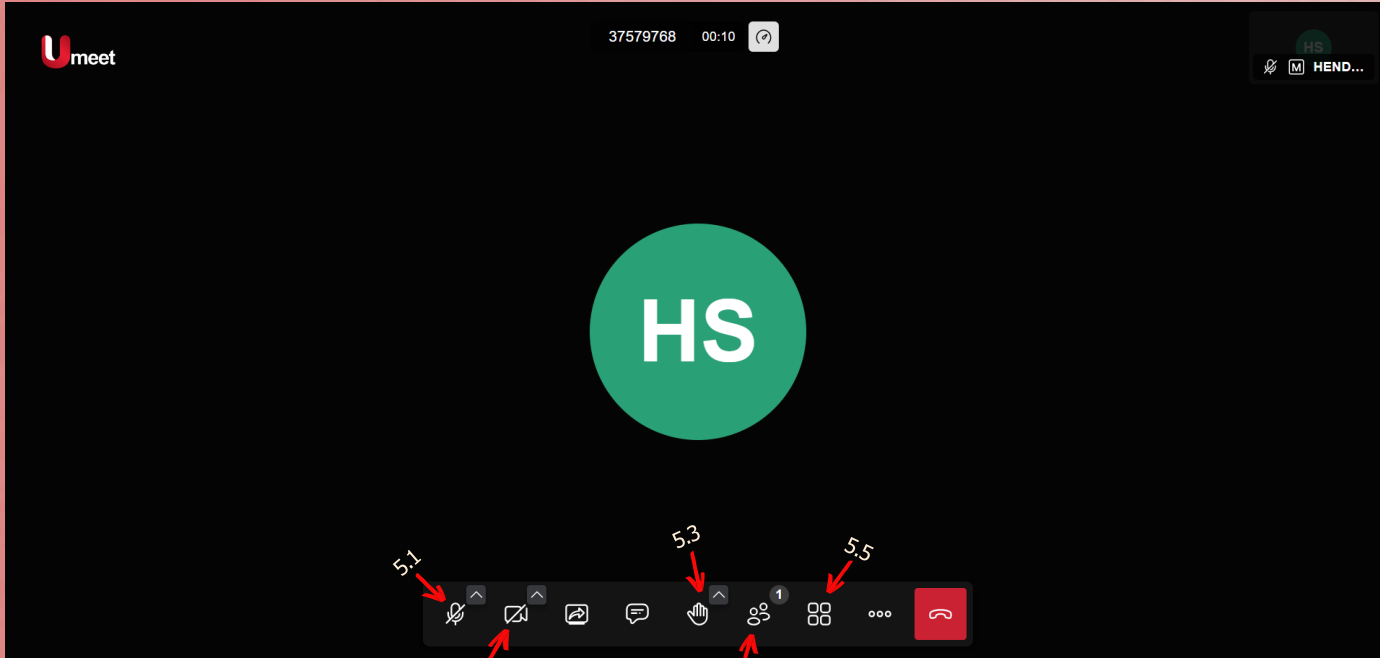
Join meeting

37579768

HENDRO SUTRISNO

Join meeting

HS



5 Meeting Room

- 5.1 User can Mute or Unmute the voice
- 5.2 User can turn on or off the Camera
- 5.3 User can Raise your hand or send emoji
- 5.4 Toggle title view
- 5.5 To see participants
 - User can Add Breakout Room
 - User can Invite Someone in Participants

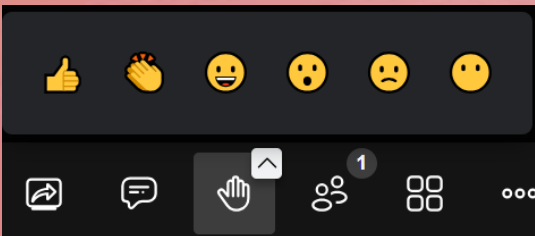
5.2 Turn On/Off Camera



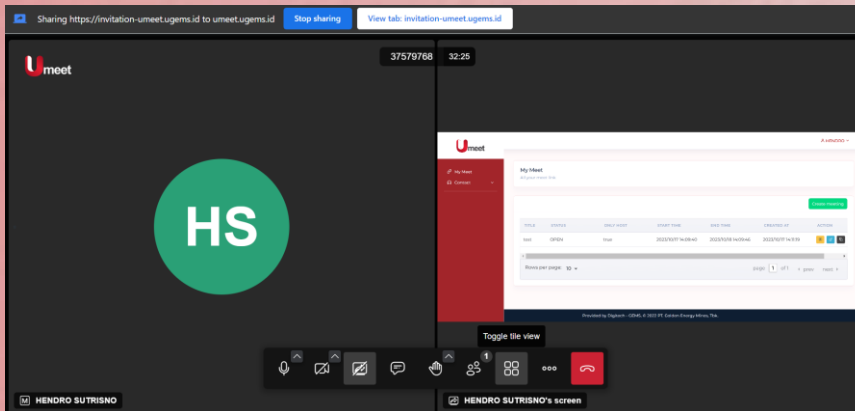
5.1 Mute/Unmute



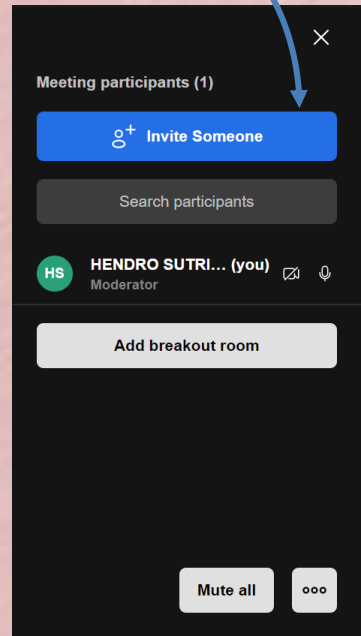
5.3 Raise your hand

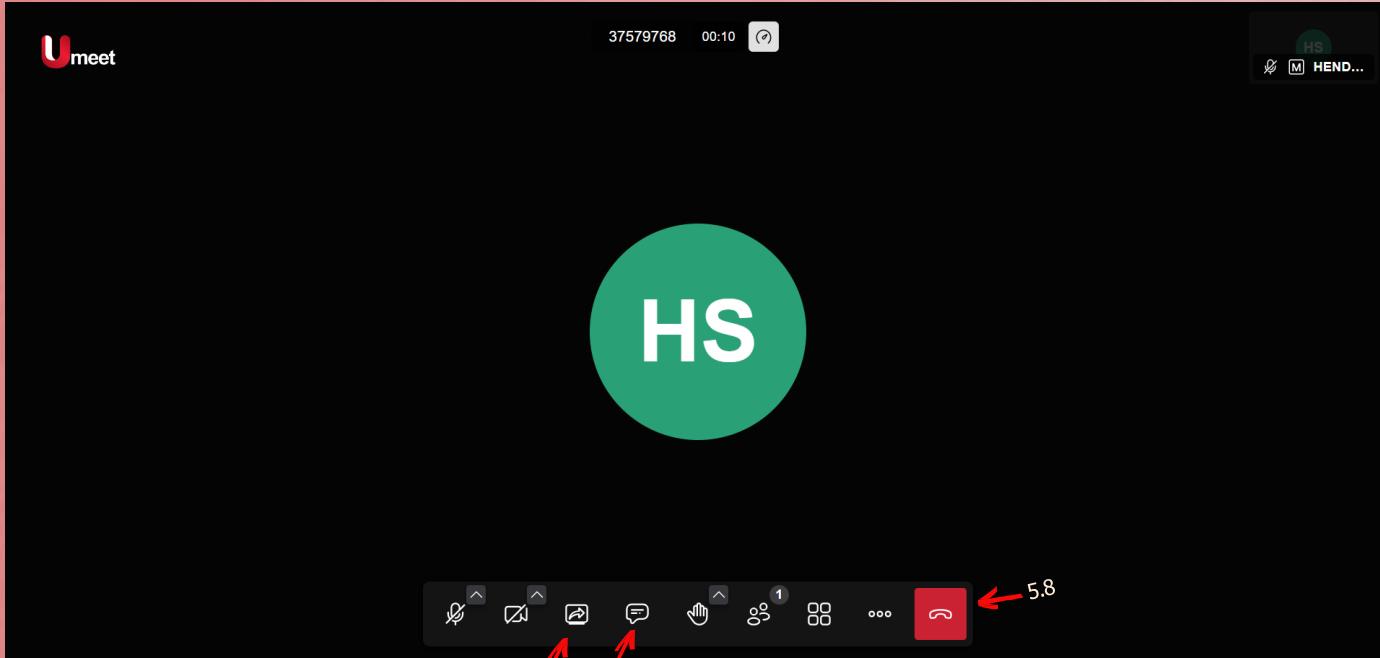


5.4 Toggle Title View

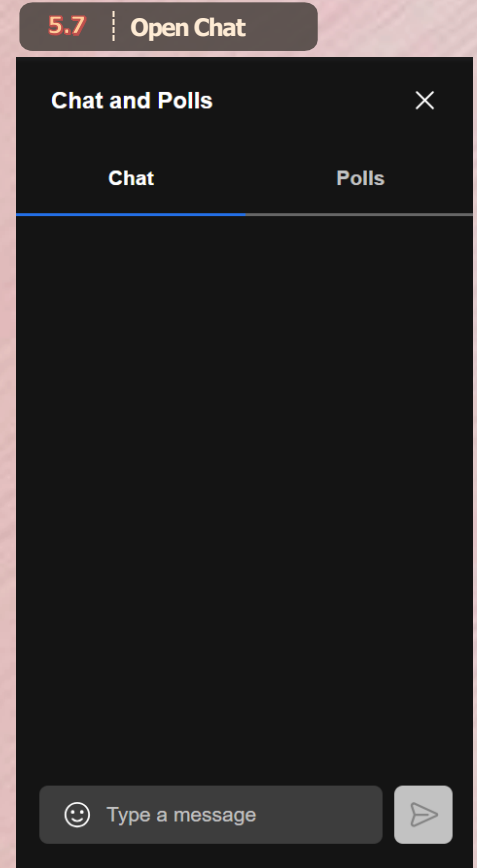
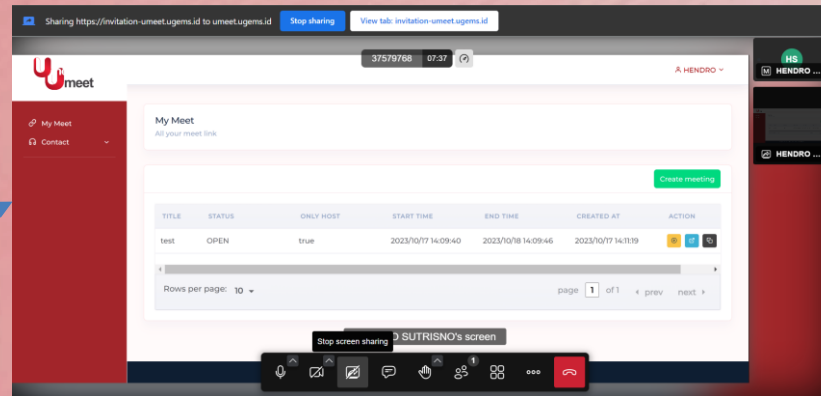
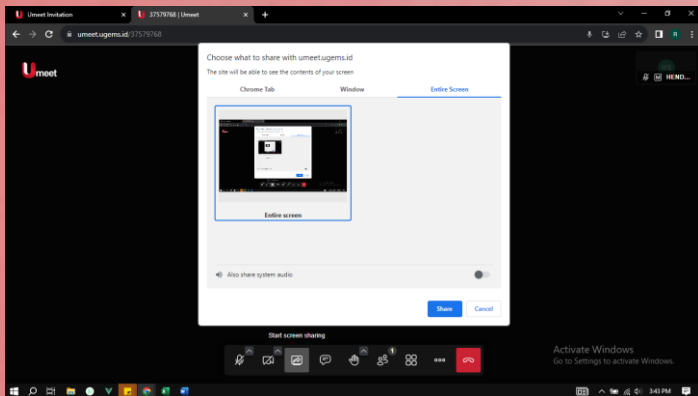


5.5 Participants

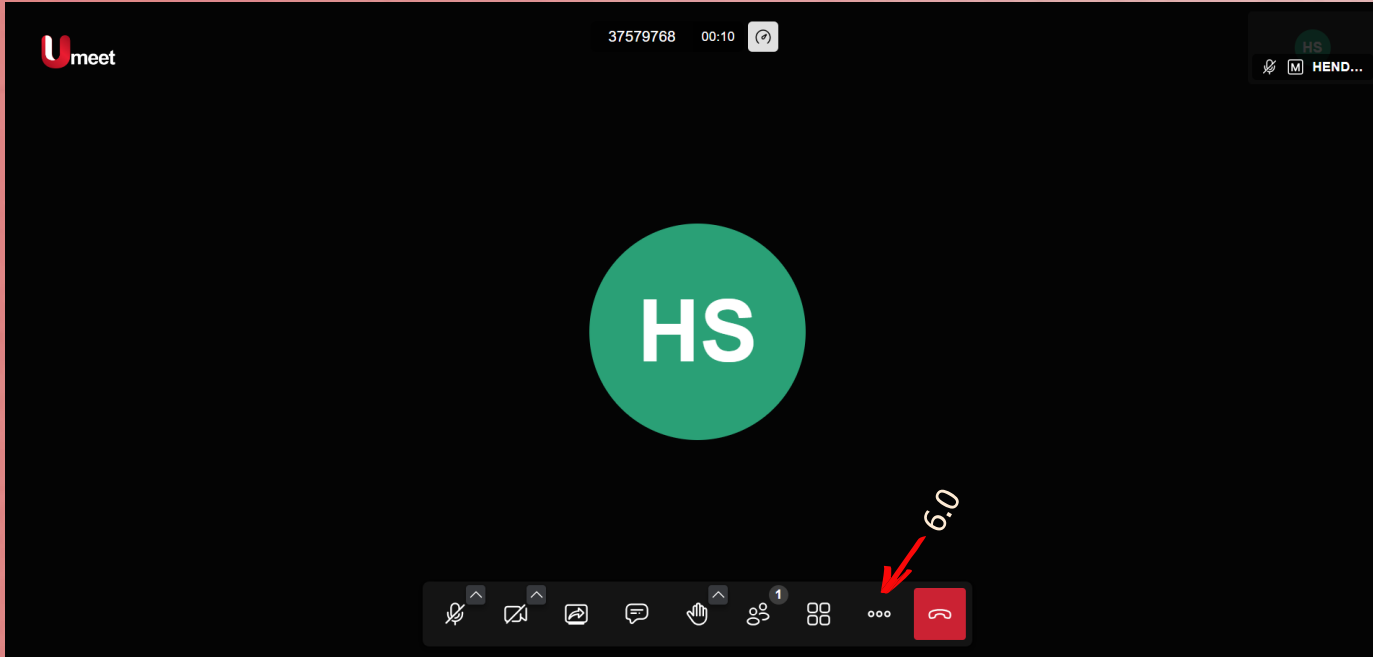




5.6 Screen Sharing



- 5.6 Screen Sharing
- 5.7 Open chat
- 5.8 Leave the Meeting

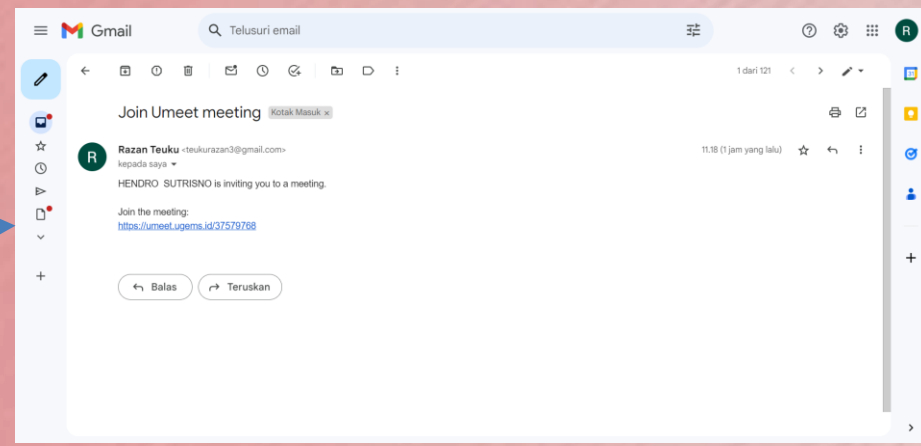
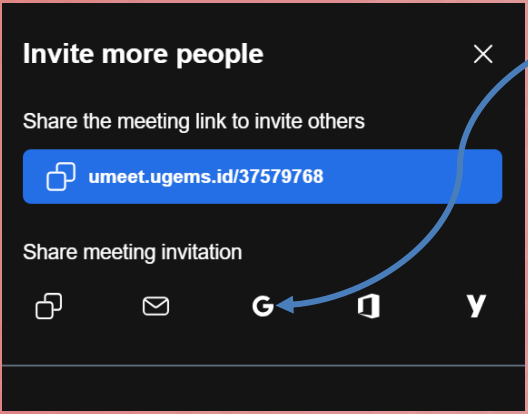


6 More Actions

- HS HENDRO SUTRISNO
- g+ Invite people
- ⚙ Performance settings
- ⌘ View full screen
- 🛡 Security options
- ⏺ Start recording
- 🌐 Start live stream

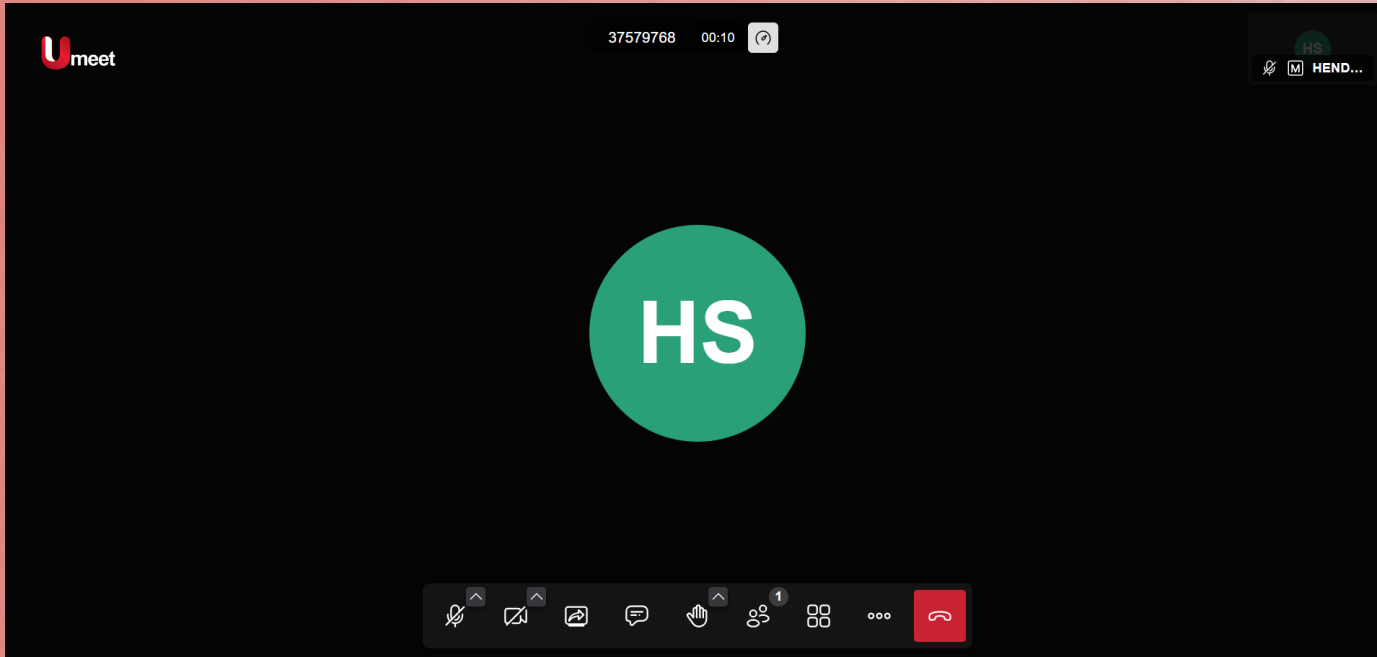
← 6.1

6.1 Invite People

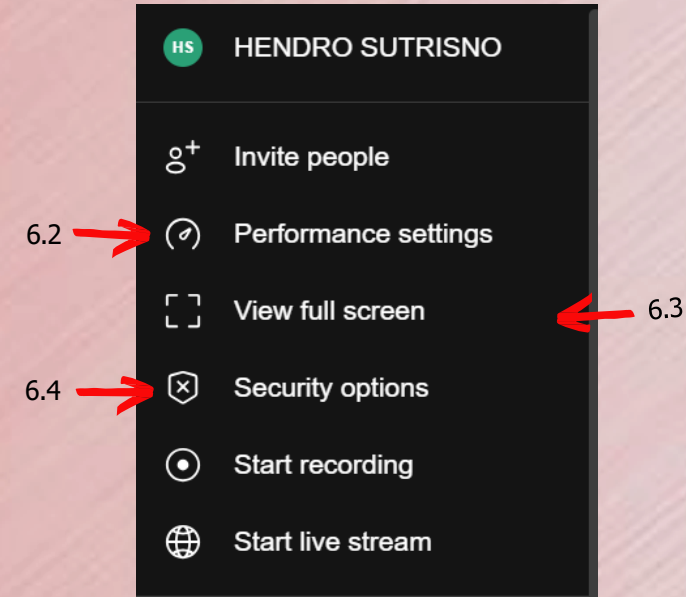


6.1 Users can invite more people By copying the link or By Sharing the Meet Invitation Via : Gmail, Yahoo and others

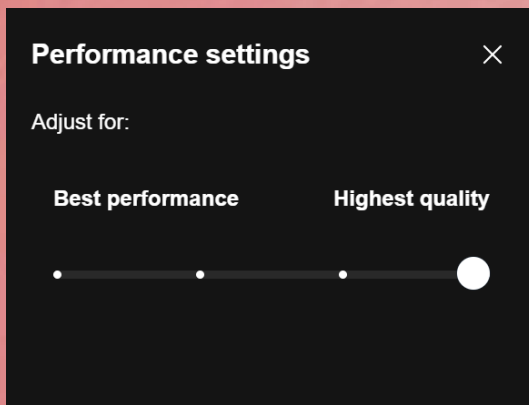
6.3 | View Full Screen



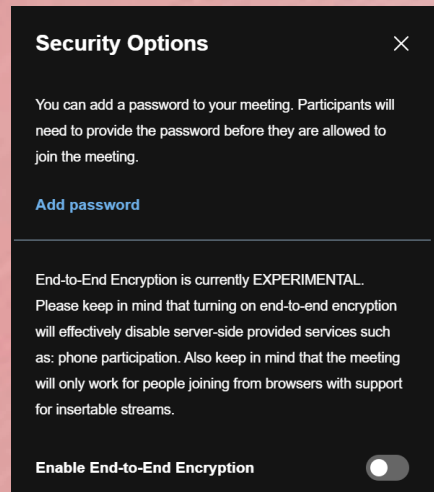
6 | More Actions



6.2 | Performance Settings



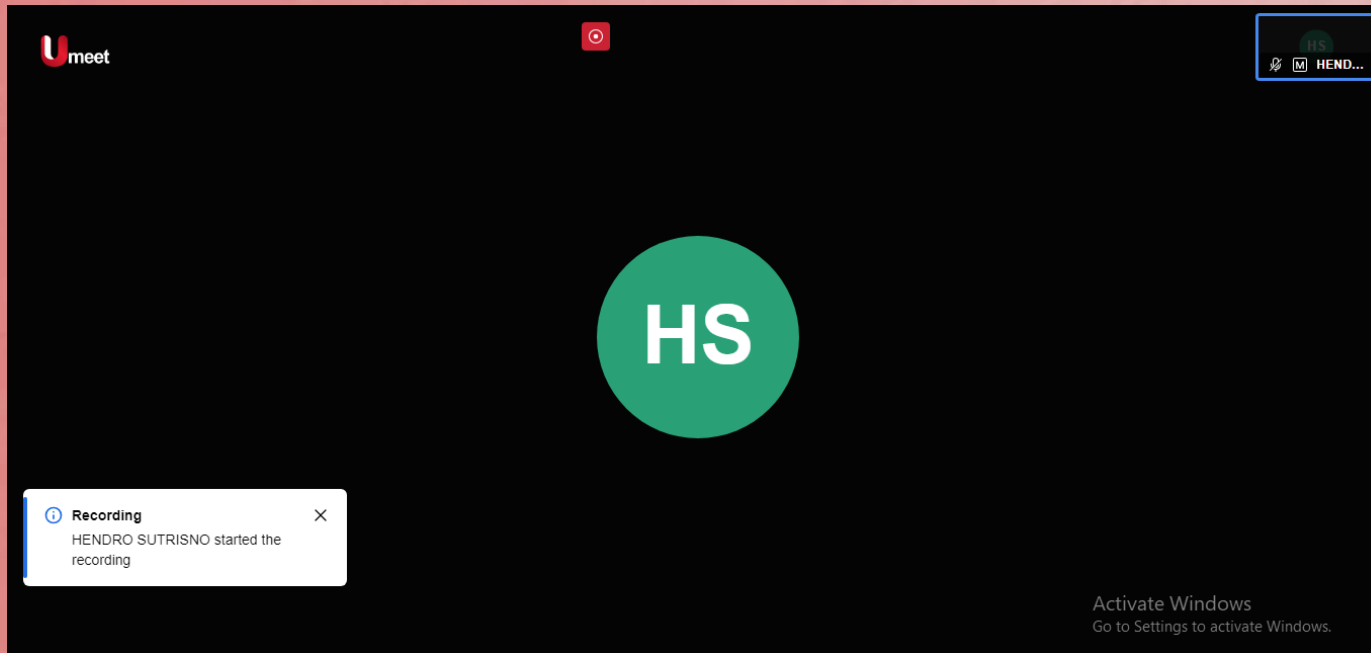
6.4 | Security Options



6.2 Users can adjust Quality Performance in Meeting Room. Users are required to make adjustments to meeting performance, because users need to adjust to internet quality for comfort or smooth running of the meeting.

6.3 View Full Screen

6.4 User can add a password to your Meeting For Security. Participants will need to provide the password before they are allowed to join the meeting.

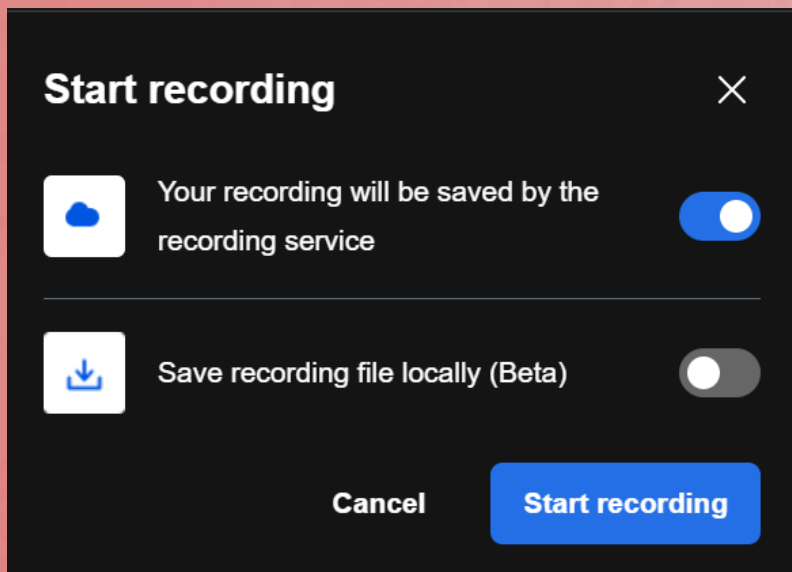


6 More Actions

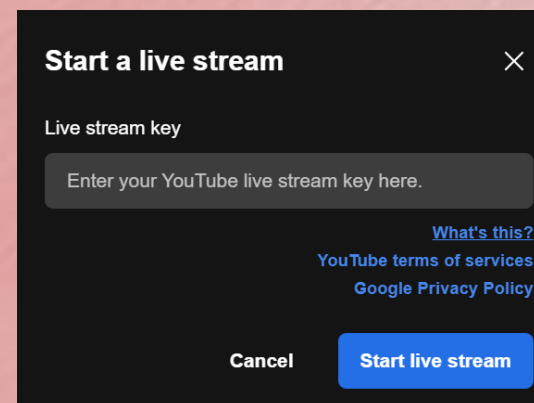
- HENDRO SUTRISNO
- Invite people
- Performance settings
- View full screen
- Security options
- Start recording
- Start live stream

6.5

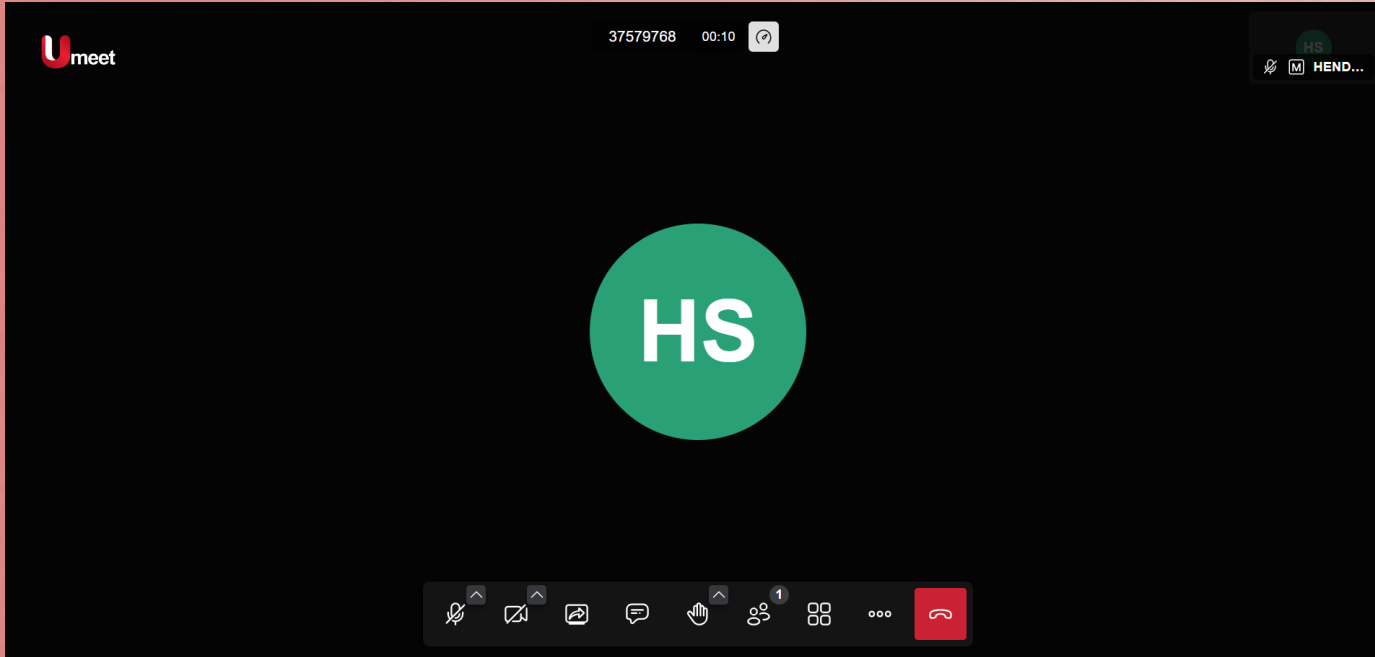
6.5 Start Recording



6.6 Start live stream



- 6.5 Users can Start the live stream By entering your YouTube live stream key
- 6.6 User can choose whether to save the recording results in Save recording file locally or Recording will be saved by the recording service



6 More Actions

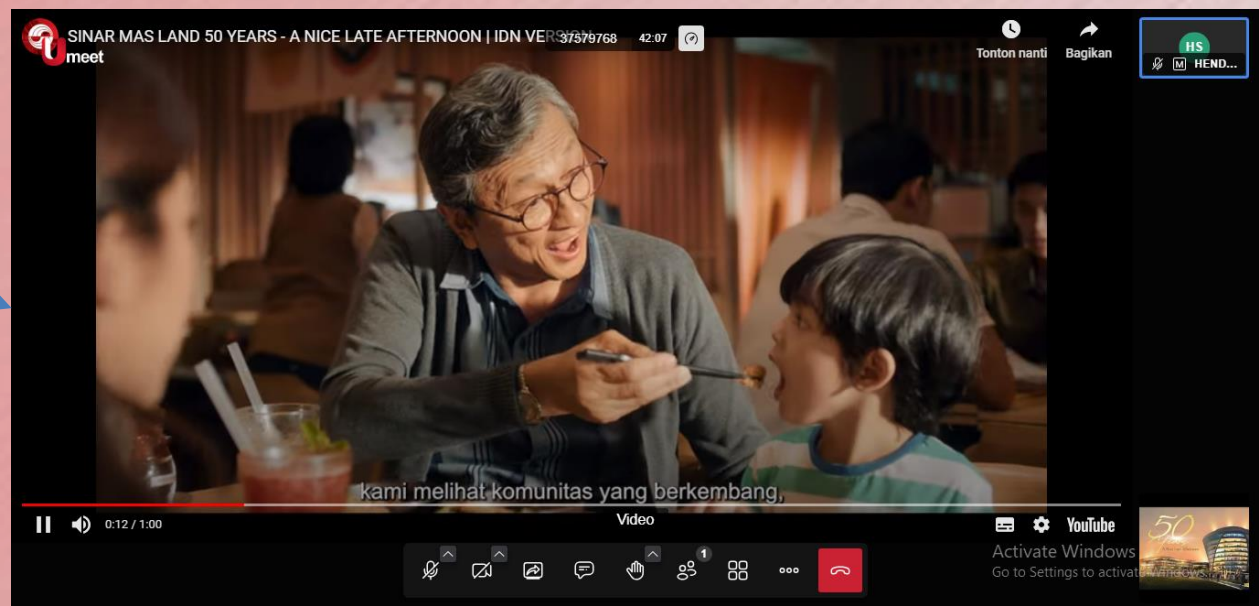
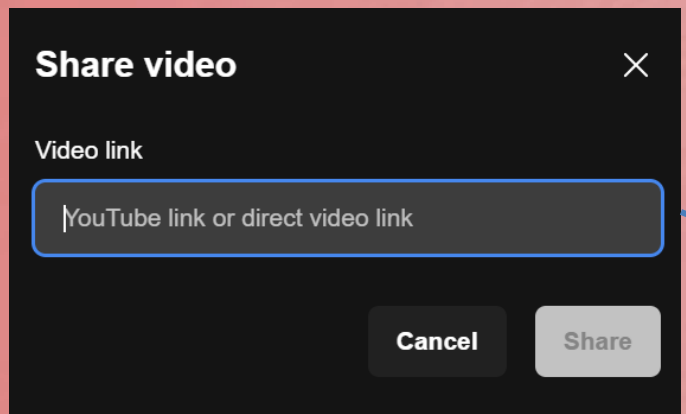
6.7

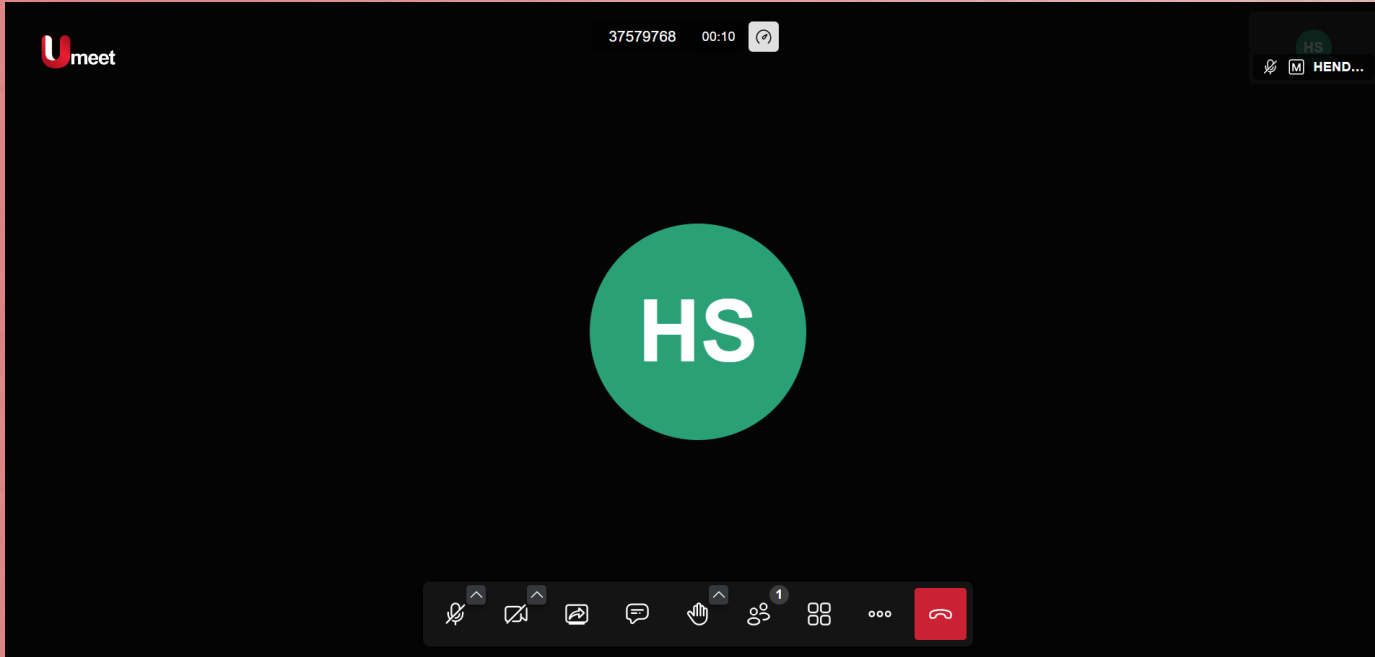


- ▶ Share video
- 🔊 Share audio
- 🔊 Noise suppression
- 🗨 Show whiteboard
- 🖼 Select background
- 👤 Participants stats

6.7 Users can Share Videos using YouTube Link or Direct Video Link

6.7 Share Video





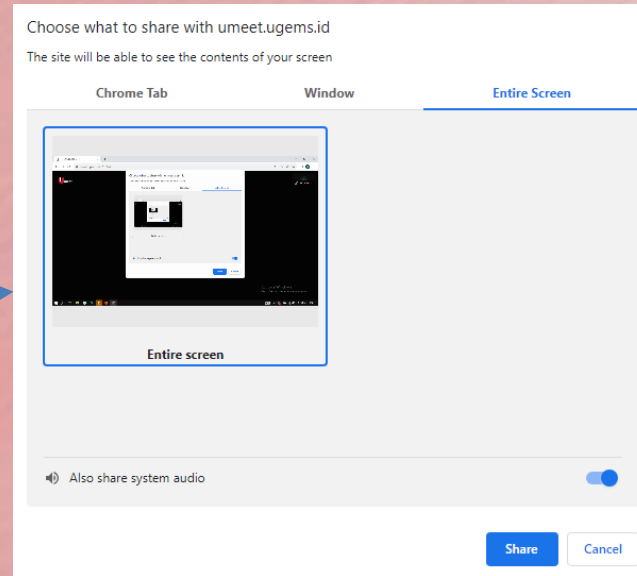
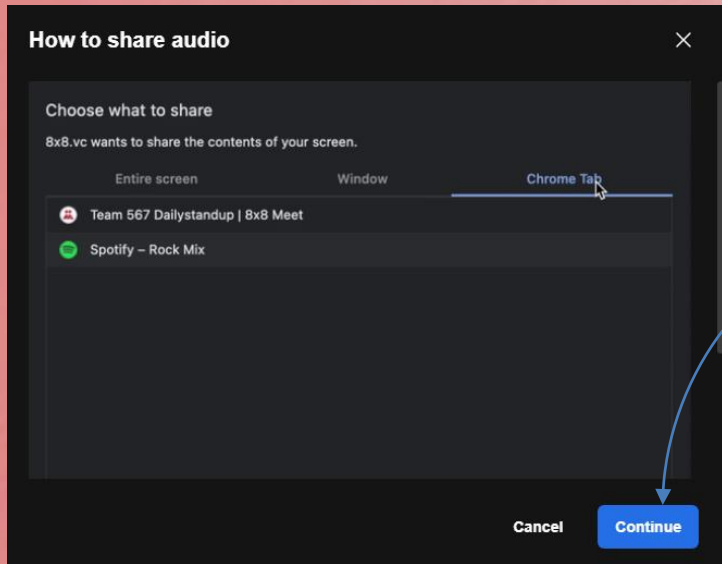
6 More Actions

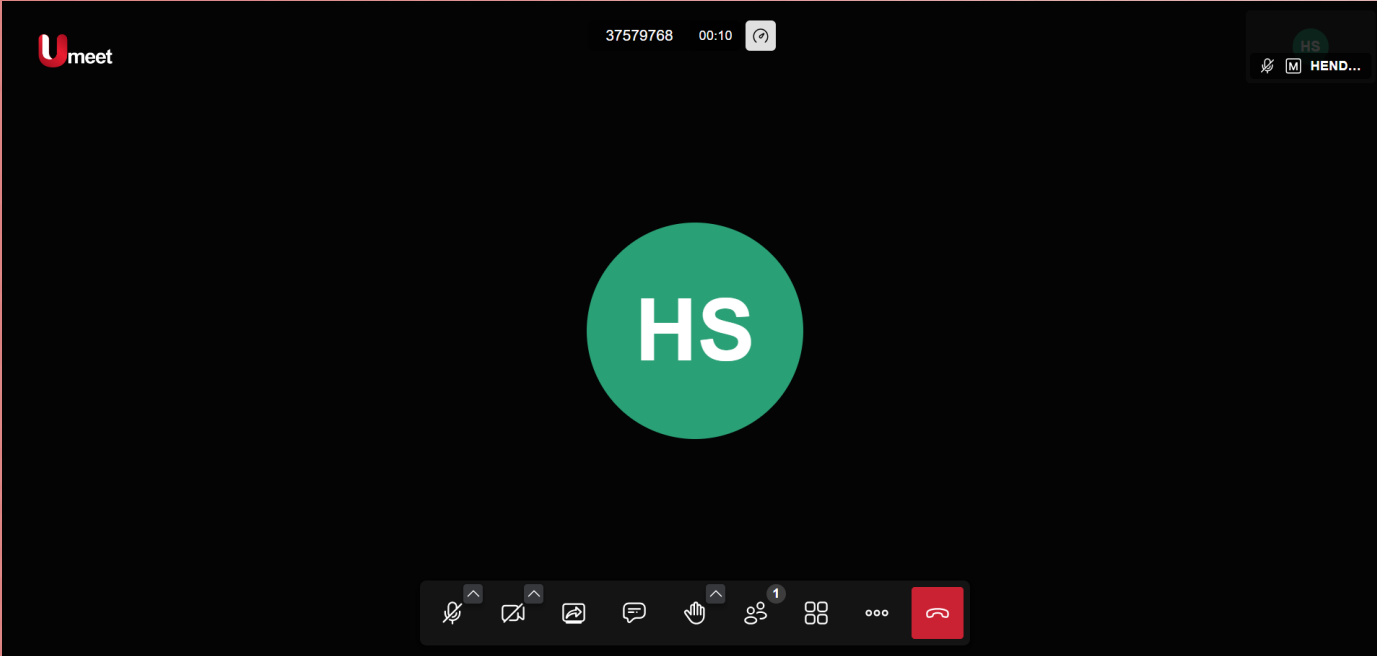
- ▶ Share video
- 6.8 → 🔊 Share audio
- 6.9 → 🗻 Noise suppression
- 🗨 Show whiteboard
- 🖼 Select background
- 📊 Participants stats

6.8 Users can Share Videos using YouTube Link or Direct Video Link

6.9 Noise Suppression, which functions to reduce surrounding sounds so they cannot be heard

6.8 Share Audio



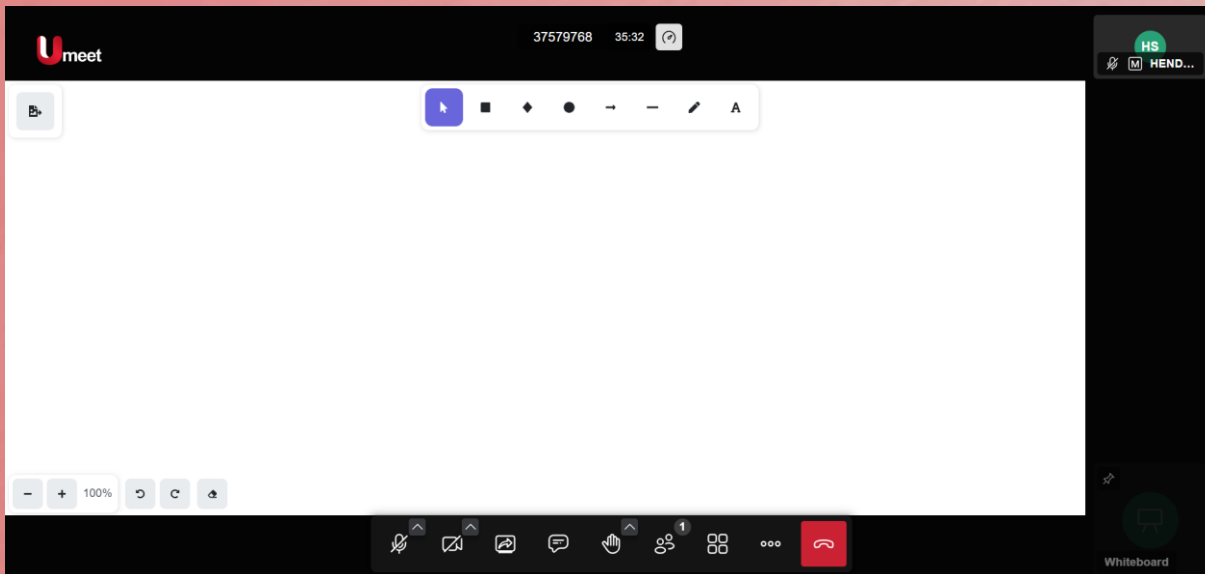


6 More Actions

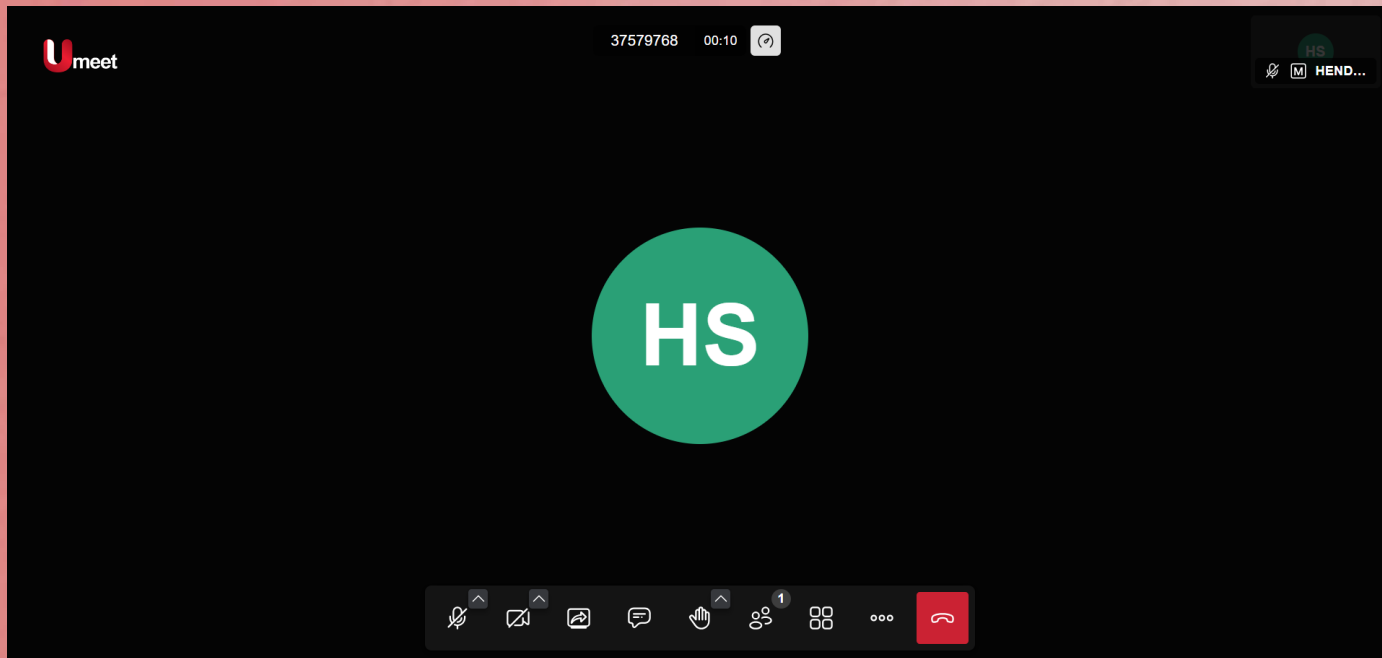
- HS HENDRO SUTRISNO
- g+ Invite people
- ⌚ Performance settings
- [] View full screen
- ⊗ Security options
- ⏺ Start recording
- 🌐 Start live stream
- ▶ Share video
- 🔊 Share audio
- 🔊 Noise suppression
- 🗨 Show whiteboard
- 🖼 Select background
- 📊 Participants stats

7.0

7.0 Show the Whiteboard



7.0 With the Whiteboard Feature, Users can present and draw via : Whiteboard

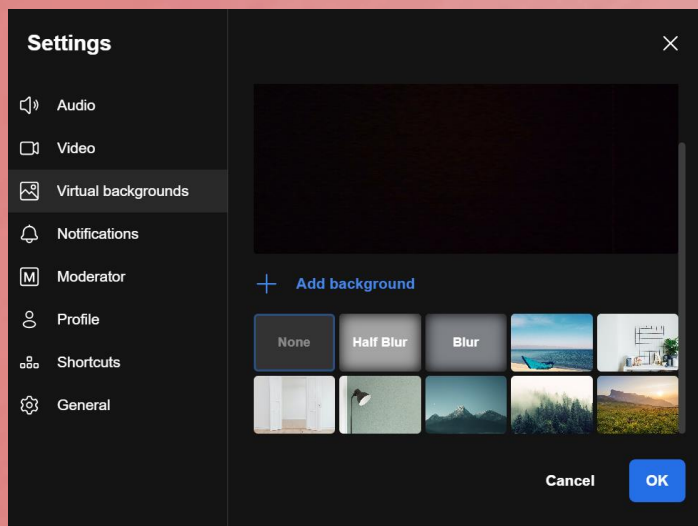


6 More Actions

- ▶ Share video
- 🔊 Share audio
- 🔊 Noise suppression
- 🗨 Show whiteboard
- 7.1 → 🖼 Select background
- 📊 Participants stats ← 7.2

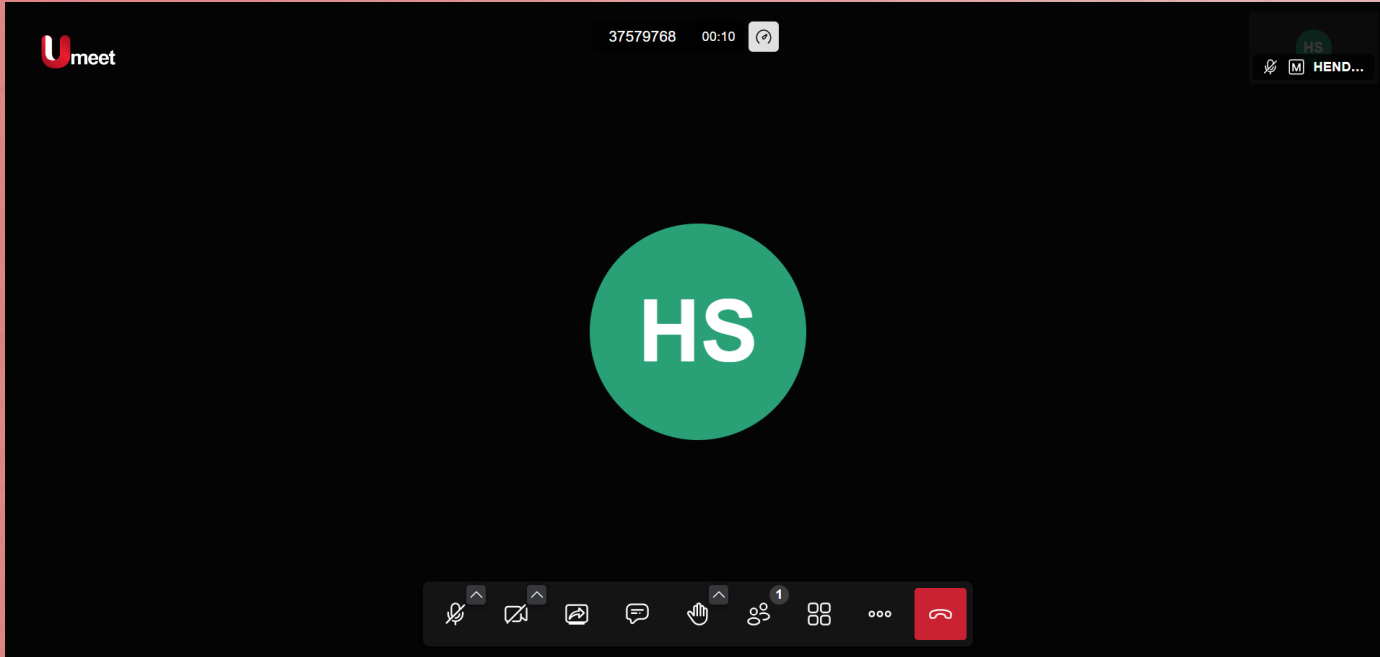
7.1 User can Add the Background Views
7.2 To see Participants Stats

7.1 Select the Background

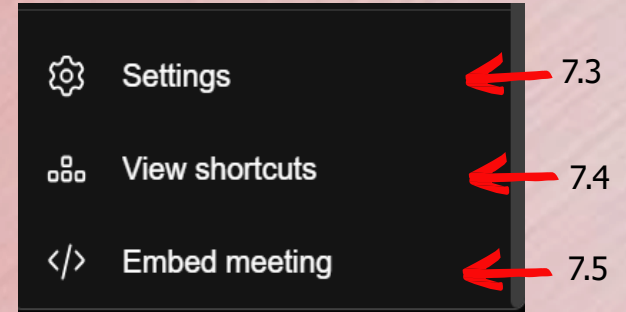


7.2 Participants Stats



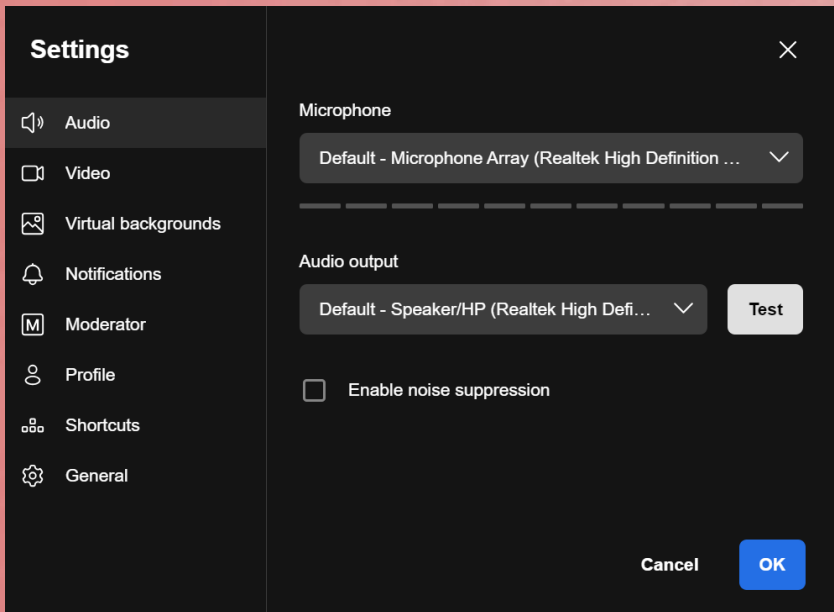


6 More Actions



- 7.3 Settings
- 7.4 View Shortcuts
- 7.5 Embed Meeting

7.3 Settings



7.4 View Shortcuts

