



LAVAL  
VIRTUAL



eduniversal

3D WORLD

CONVENTION NOV. 10-13 2020

# USER GUIDE



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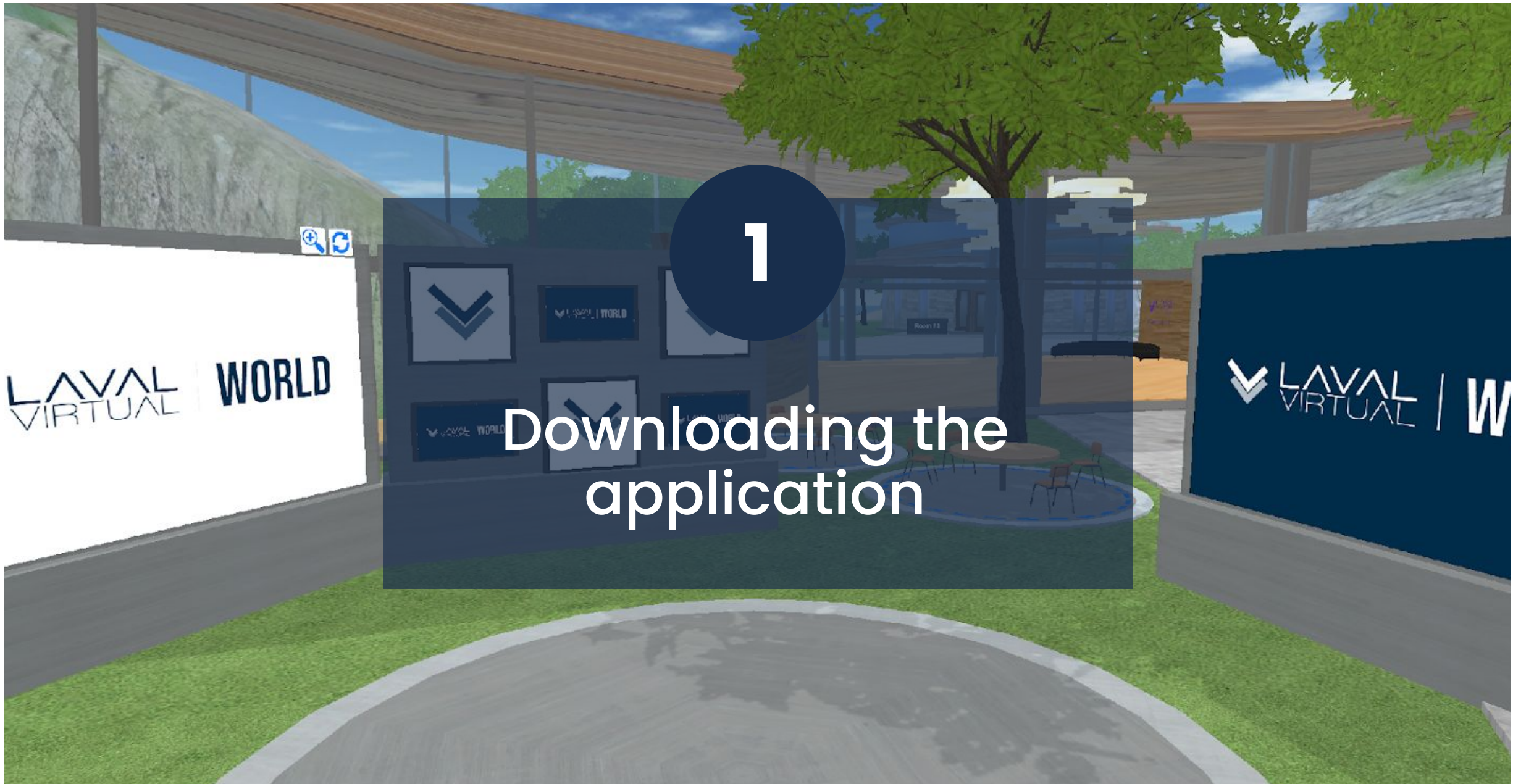


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## *User Guide*

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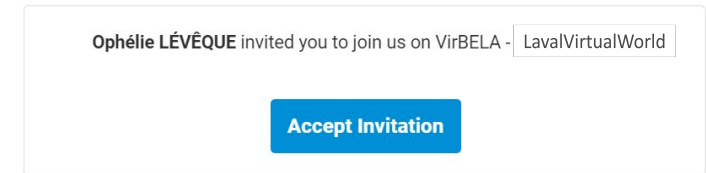


# / 5 steps to download a virtual world

1

You will receive an automatic email from [invitation@virbela.com](mailto:invitation@virbela.com) on the address you registered with for the event.

As it is an automatic email, please make sure to check your spam emails.



VirBELA

2

By clicking “**Accept Invitation**”, a website will open on your browser. You will then be able to create your account by using **the same email address** as the one you received the invitation from. By clicking “**Sign in**”, the download of the set up file will automatically begin.



# 5 steps to download a virtual world

3

The file is now accessible in your “**Downloads**” Folder.

4

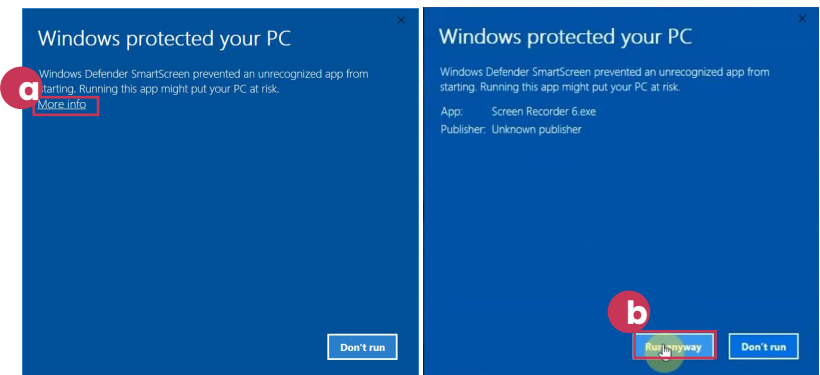
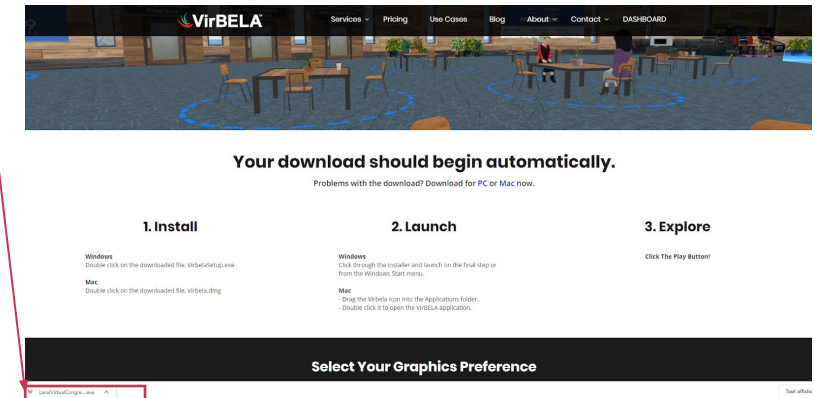
If you receive an error message from Microsoft Defender, select:

- a. “More information”
- b. Followed by “Run anyway”.

If you are using a professional computer and the problem persists, please contact the tech support of your company.

5

Let yourself be guided throughout the installation process of the application.





# 2

## Settings



# / General Settings

In the upper right part of your screen, click on the icon to access the General Settings. You will be able to:

- a. **Change your Avatar**
- b. **Log Out**
- c. **Quit** the application

- i** *If during your experience in the virtual worlds :*
- *your microphone turns yellow or red, it's indicating that your connection needs to be reset. Click "**Reinitialize Voice**".*
  - *you cannot hear the people around you, once again, click "**Reinitialize Voice**" to reset your connection.*



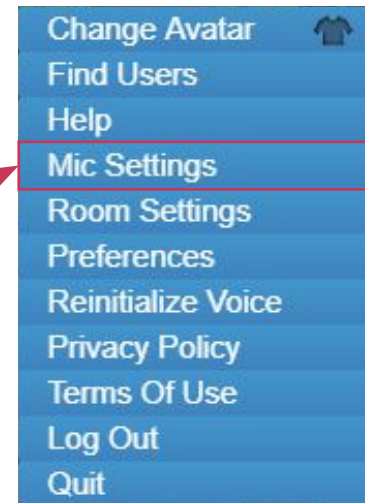
# / 2 Steps to Configure a Microphone

1

Make sure your computer is equipped with a microphone (internal or external), and that it is operational.

Make sure that in the privacy settings, you have authorized the Virtual World application to access your microphone.

If the problem persists, click on the settings in “**Mic Settings.**”



2

A pop up windows “Audio Settings” will open.

You will have to choose from the list “**Active Microphone**” the microphone you wish to use. The cursor “Microphone Activation Sensitivity” allows you to regulate the sensitivity of your microphone.

Once you’re satisfied, click on “**Done**” and test once again your microphone in the Laval Virtual Worlds.



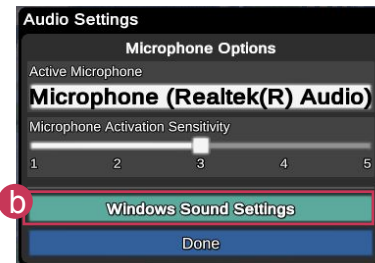
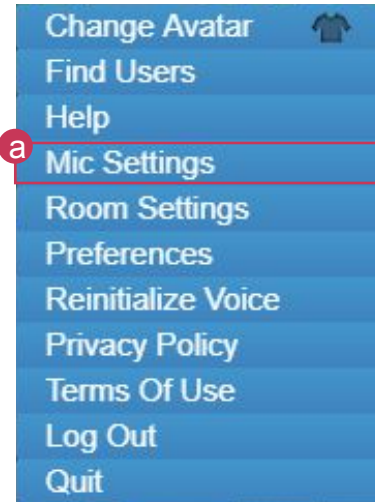


# 2 Steps to Configure the Sound

1

Make sure your computer is equipped with speakers or a headset and that it is operational:

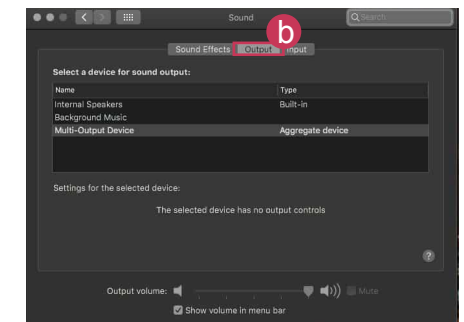
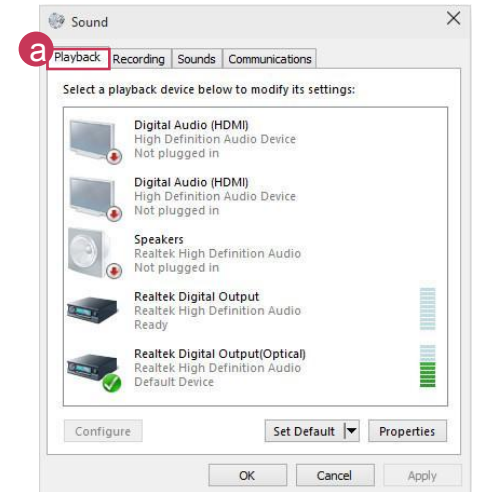
- Click **Mic Settings**
- Then in the window “Audio Settings”, click “**Windows Sound Settings**” (or “**Mac Sound Settings**”).



2

You will then be redirected to the sound settings of your computer.

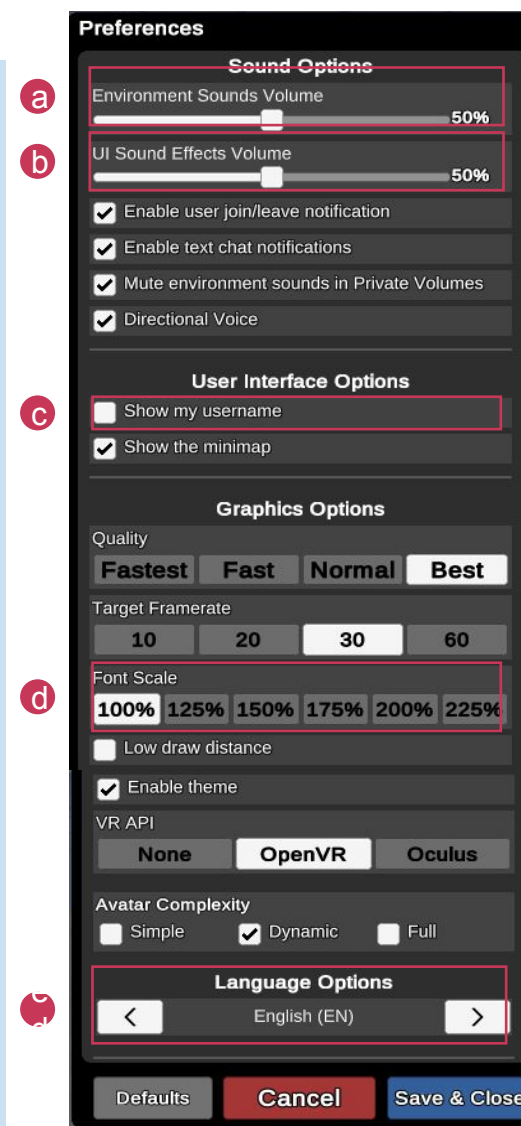
- On Windows, under the tab “**Playback**” right click to activate the headset or speakers used and **disable all the other alternatives with a right click.** Click then on “Ok” then on “Done” in the “Audio Settings” window.
- On Mac, choose the tab “**Output**” and select the right device.



# / Display & Sound Preferences

In the settings, you can adjust the different sound and display levels to your liking by clicking **“Preferences”**. Once satisfied, click **“Save & Close”**.

- The **“Environment Sounds Volume”** is related to the volume of the ambient sound of the environment like birds, fireworks, steps, etc.
- The **“UI Sound Effects Volume”** is related to the volume of user interface like clicks and pings.
- If you untick the box **“Show my username”**, your name will no longer be displayed above your avatar. However, it will still be visible to the users around you.
- You can also change the font size to in the menu **“Font Scale”**
- You can change the language of the user interface in the menu **“language options”**



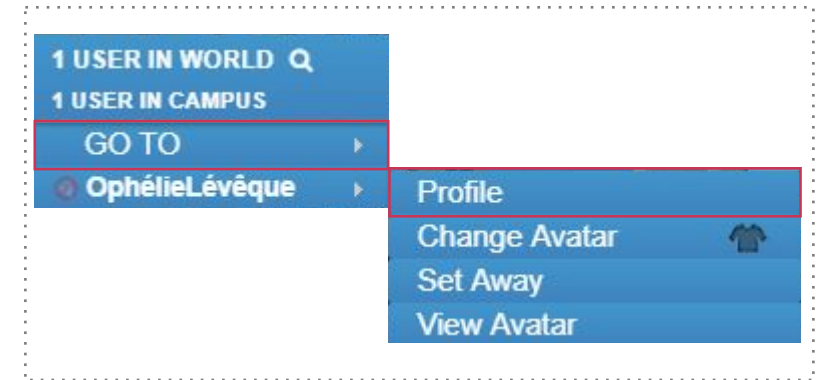




# / Edit your profile on the Dashboard

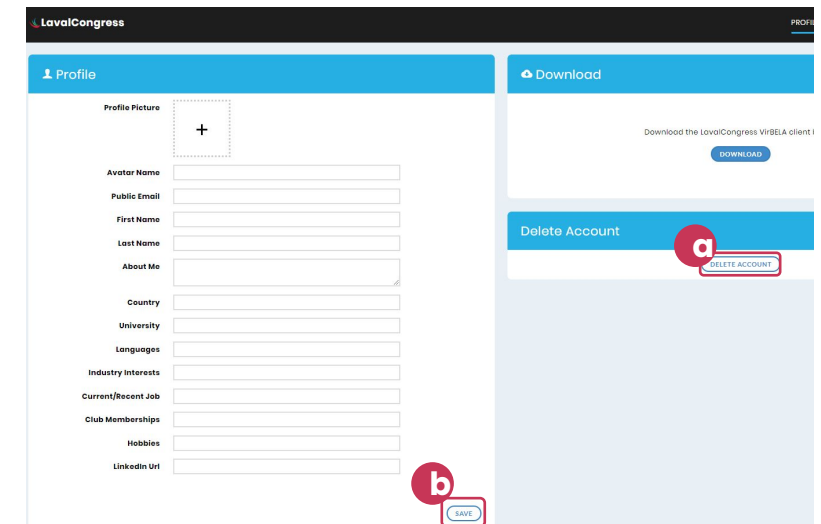
You can edit the name of your avatar and all other information regarding your profile in the tab "**Profile**" on your dashboard: <https://app.virbela.com/profile>.

You may also access this website by going through the "**GO TO**" menu in the application, followed by "**Profile**" then "**Edit**".



**i** It is impossible to add a space in between the first and last name: *Firstname Lastname*

- You can **delete your account** by clicking on "Delete account"
- Once you're done with all the modifications, remember to hit the **save button** below.

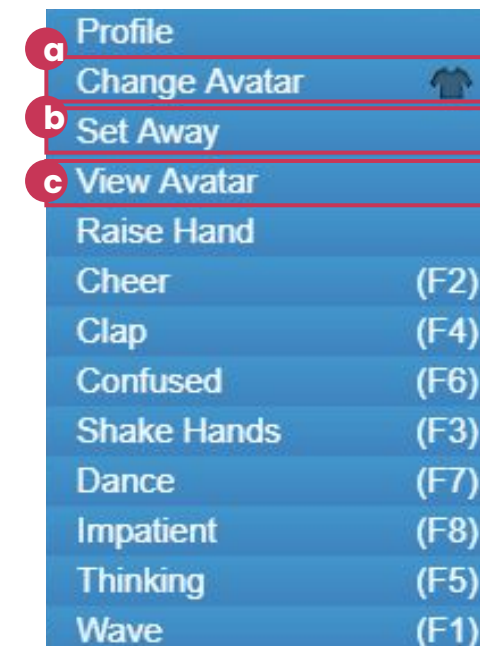




# / Edit your avatar

Click your name at the upper left corner to open the control menu of your avatar

- a. To change your appearance or clothing, click “**Change Avatar**”.
- b. To make it known that you’re busy or away, click “**Set Away**”. Your avatar will stay connected but a clock with the mention “**Away**” will be visible to other users.
- c. To see your avatar from a front angle, click “**View Avatar**”. This is rather practical for taking selfies!



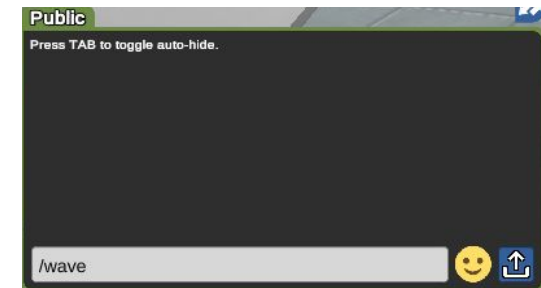
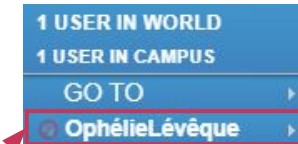
# / Interact with your avatar



Discover the different animations available to you by clicking your name then “**cheers**”, “**clap**”, “**confused**”, etc. and watch your avatar’s reaction!

**i** *Tip: Try to remember a few keyboard shortcuts in order to react more spontaneously.*

You may also use the public chat for interactions. Type “/” followed by the name of the desired action. (for example /wave)





# / How to look around?

By pressing the **spacebar**, you unlock your camera and can now freely look around you.

Use your mouse to guide your camera in the direction of your choice.

By pressing once more on spacebar, the camera locks itself on the defined position. This function is available seated and standing.



# / How to move around?

Click “**GO TO**” at the upper left of your screen to teleport your avatar from one room to the other.

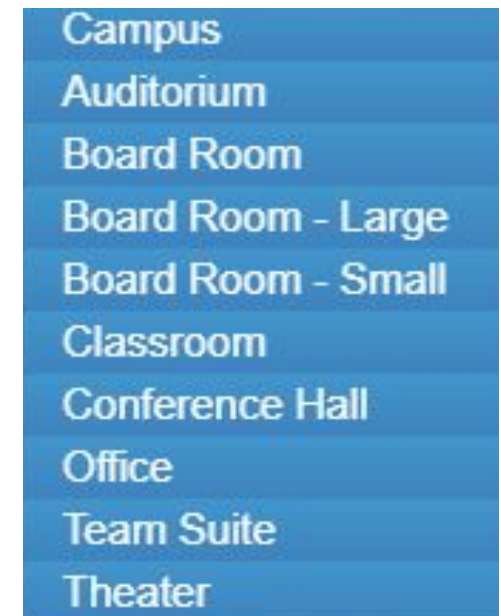
**To move around** your avatar in the world:

- Use the arrow keys on your keyboard or
- Click the ground using your mouse

**To run:**

- Maintain the key **SHIFT** while moving with the arrow keys.

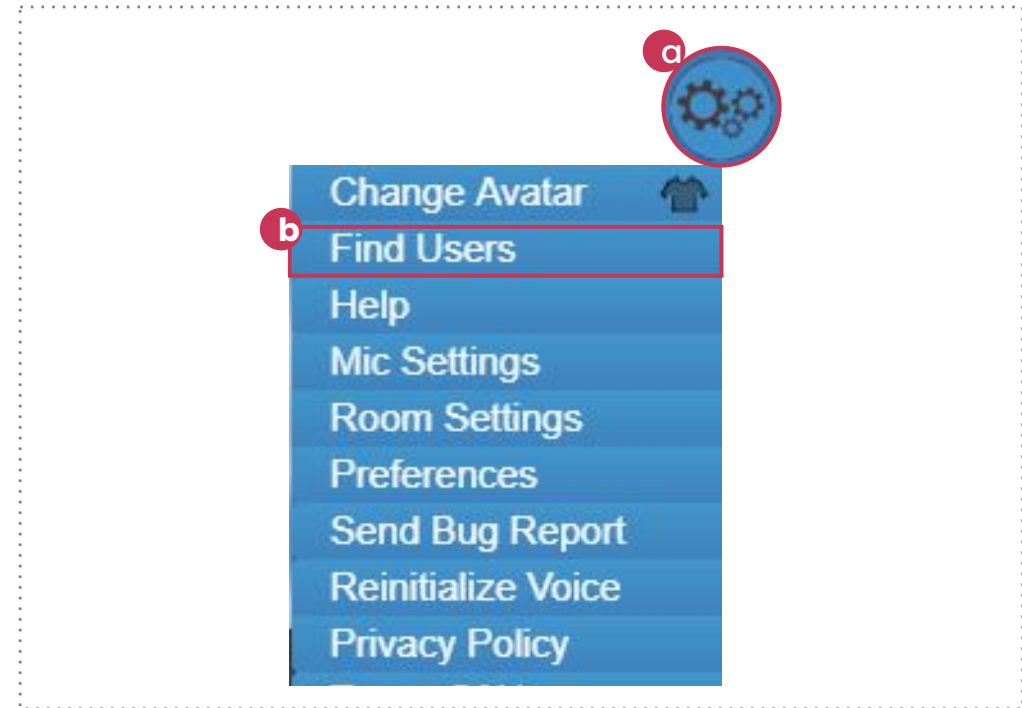
**i** *In the meeting rooms, the “GO TO” is adapted to the room in which you will be teleported. The meeting rooms appear and you can then directly be teleported in front of them.*





# / How to find someone?

- a. Click the **settings** button in the upper right corner of your screen
- b. Then click **'Find Users'** to find another user in the world.
- c. Write the username in the menu **"Search"**. In the **"Room"** tab, you will find his localisation.
- d. Then use the menu **"GO TO"** to join the user.



# / How to speak with another avatar?

Click your microphone to activate it and speak freely.

Your microphone **will turn green when on**.

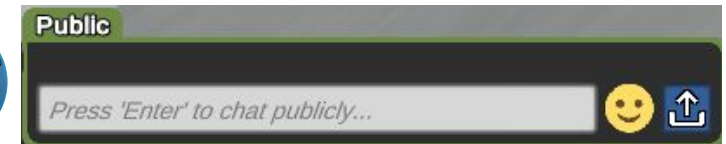
If you cannot hear your fellow users, you are probably too far from them.

You may also chat in **private** with one user by clicking on their name then on “**Send Private Chat**”. A new tab of private chat will appear.

The blue circles around the floor indicate a zone of **private conversation** also called “private volumes”.

Users from outside the blue circle won't be able to hear you, while users inside the blue circle won't be able to hear the ones outside.

Please refrain from stepping in an occupied blue zone without being invited first.





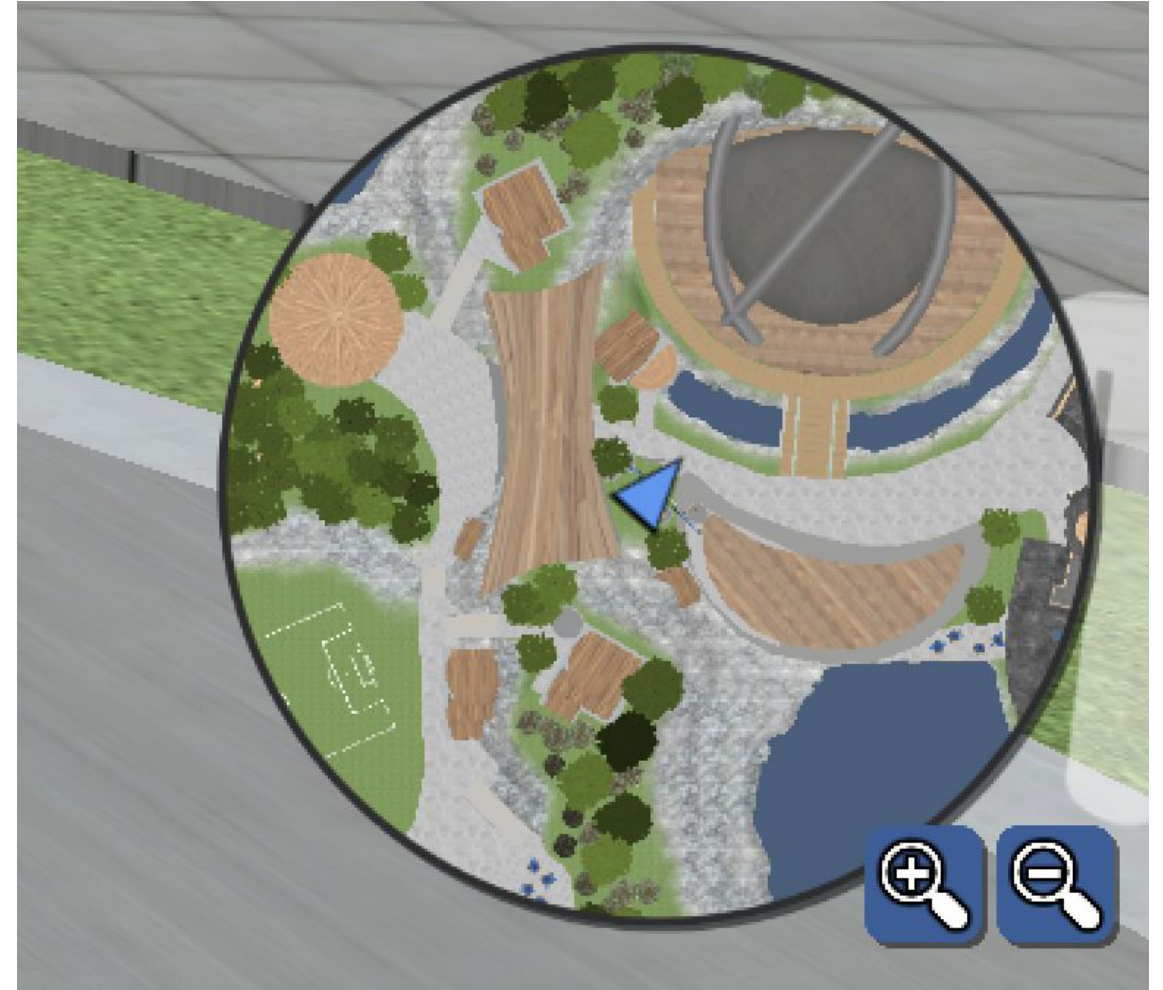


# / How to localize yourself?

All networking rooms are not available through the menu “GO TO”.

Move around with the arrow keys of your keyboard and discover the lighthouse, the football stadium, open air spaces, meeting rooms, etc.

Localise yourself through the circle in the lower right corner of your screen.





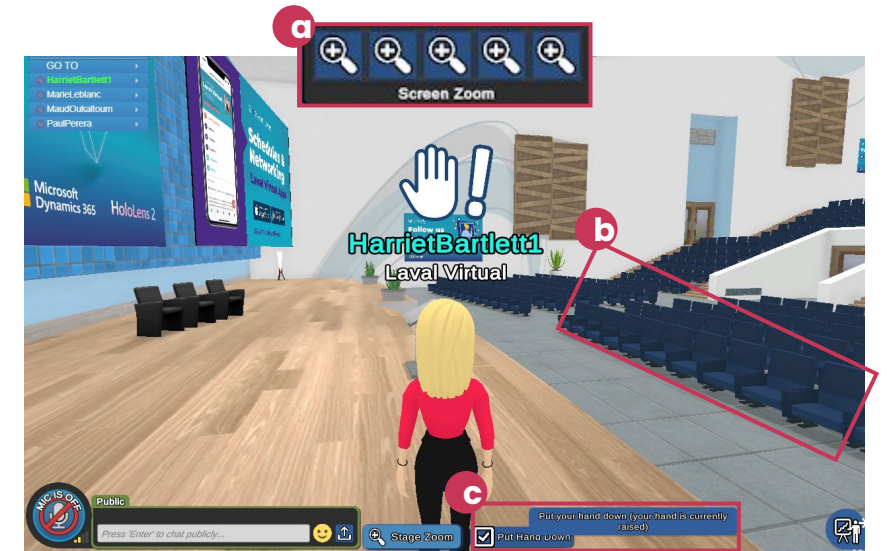
# 5 Attending a conference



# / How to behave during a conference?

Please cut your microphone while attending a conference. You may **use the public chat** for any questions and concerns.

- a. During the conferences, you may change the view of your screen by clicking **“Screen Zoom”** in the top and middle of your screen.
  - i** Every magnifying glass represents a keypoint of the screen/room. To leave the “Screen Zoom” click one last time on the glass.
- b. You may seat anywhere by clicking on a seat.
- c. Use the option “Raise Hand” during the allocated time of Q&A and wait for the moderator to allow you to use your microphone. Your name will then appear in green in the menu to identify you.







7

# Good Behaviour Guidelines



# / Best practices

In order to live the best experience possible, make sure to close all the other internet applications on your computer before launching one of the applications.

- ✓ The blue circles on the ground indicates a private discussion zone, please make sure to respect the privacy and refrain from stepping in uninvited.
- ✓ Make sure your microphone is cut during conferences as to not disturb the speakers.
- ✓ After using a post-it, make sure to delete it afterwards.

*If unfortunately you encounter technical problems, please refer to the FAQ available on this website: <https://support.virbela.com/portal/en/kb/virbela-support>*



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