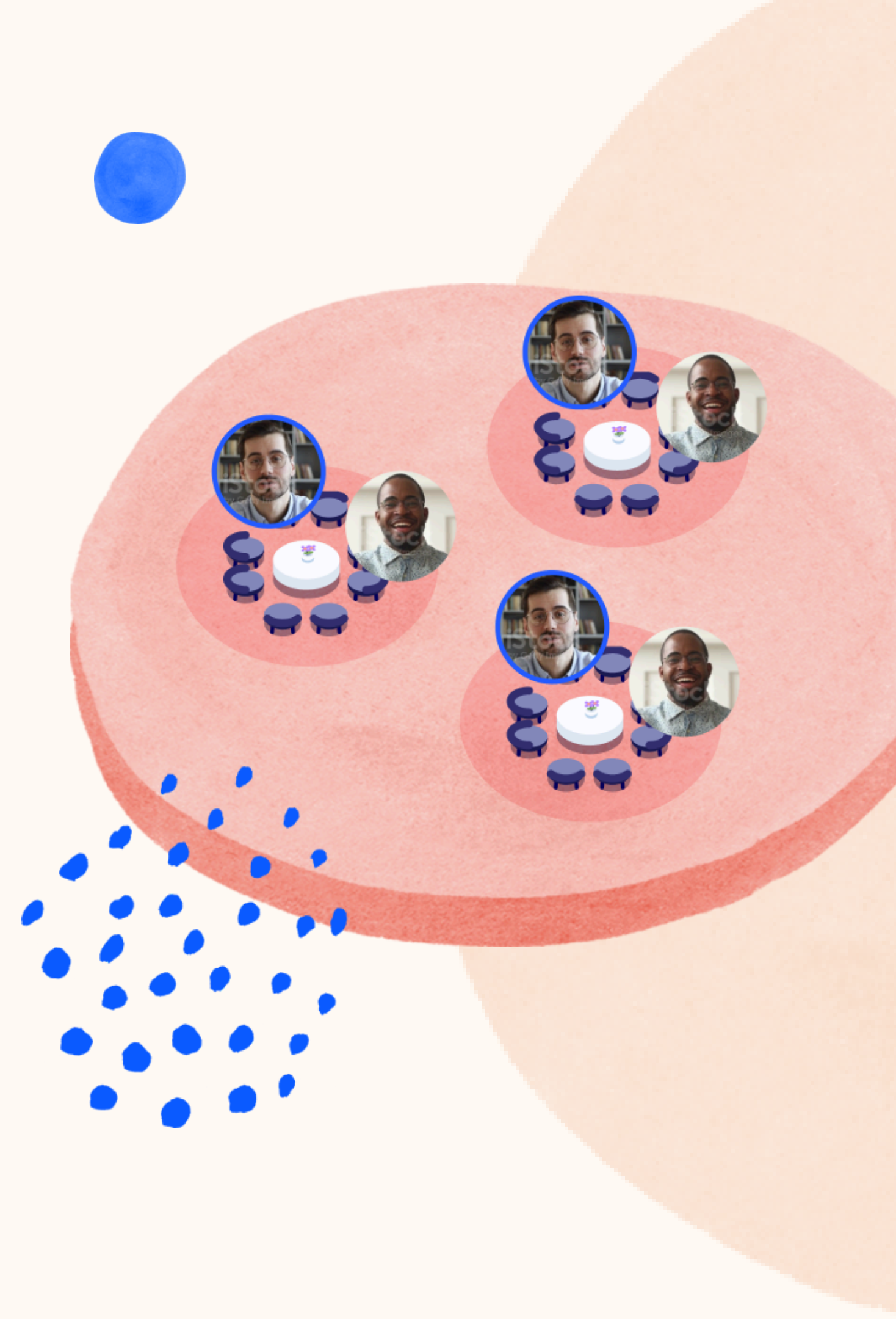




Event Guide for Guests

Getting to know the ins-and-outs of Remo



1

Getting your
device ready
before the event





One-click System Test

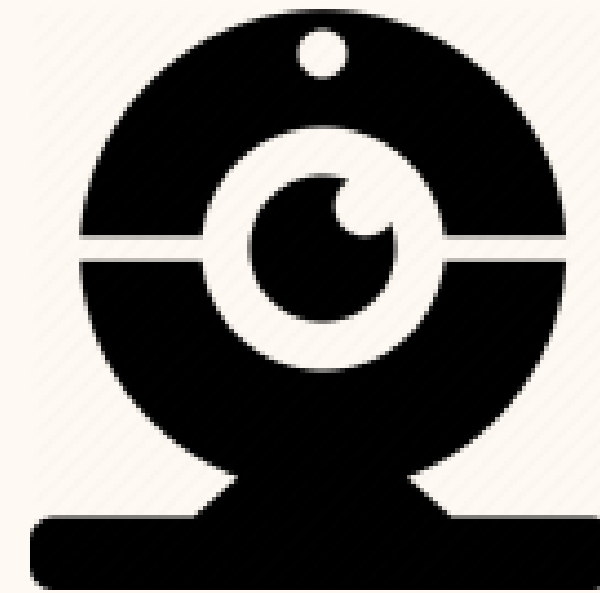
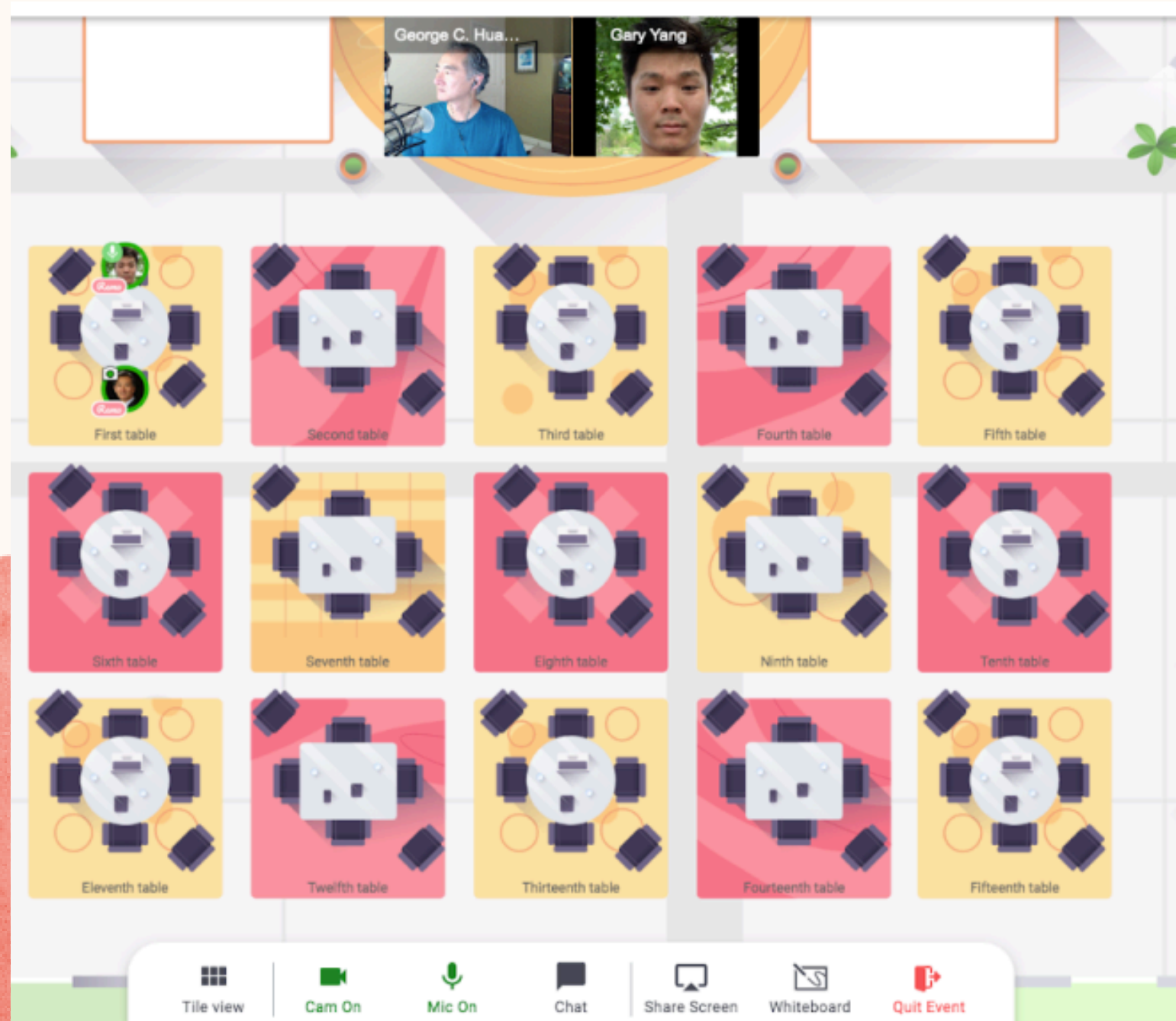
[HTTPS://LIVE.REMO.CO/GEARTEST](https://live.remoo.co/gear-test)

Test your microphone, camera, speakers, browser,
hardware and internet connection on this page

This is essential to have an enjoyable event experience



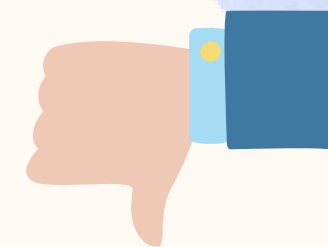
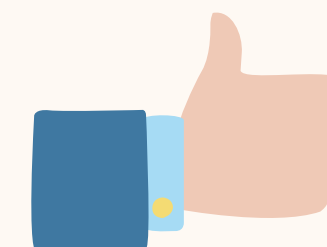
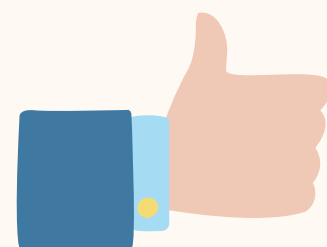
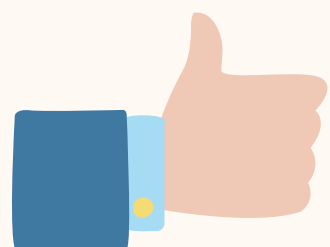
Camera & Microphone Settings



To get the full experience of connecting with others, we recommend using a device with a camera and microphone.

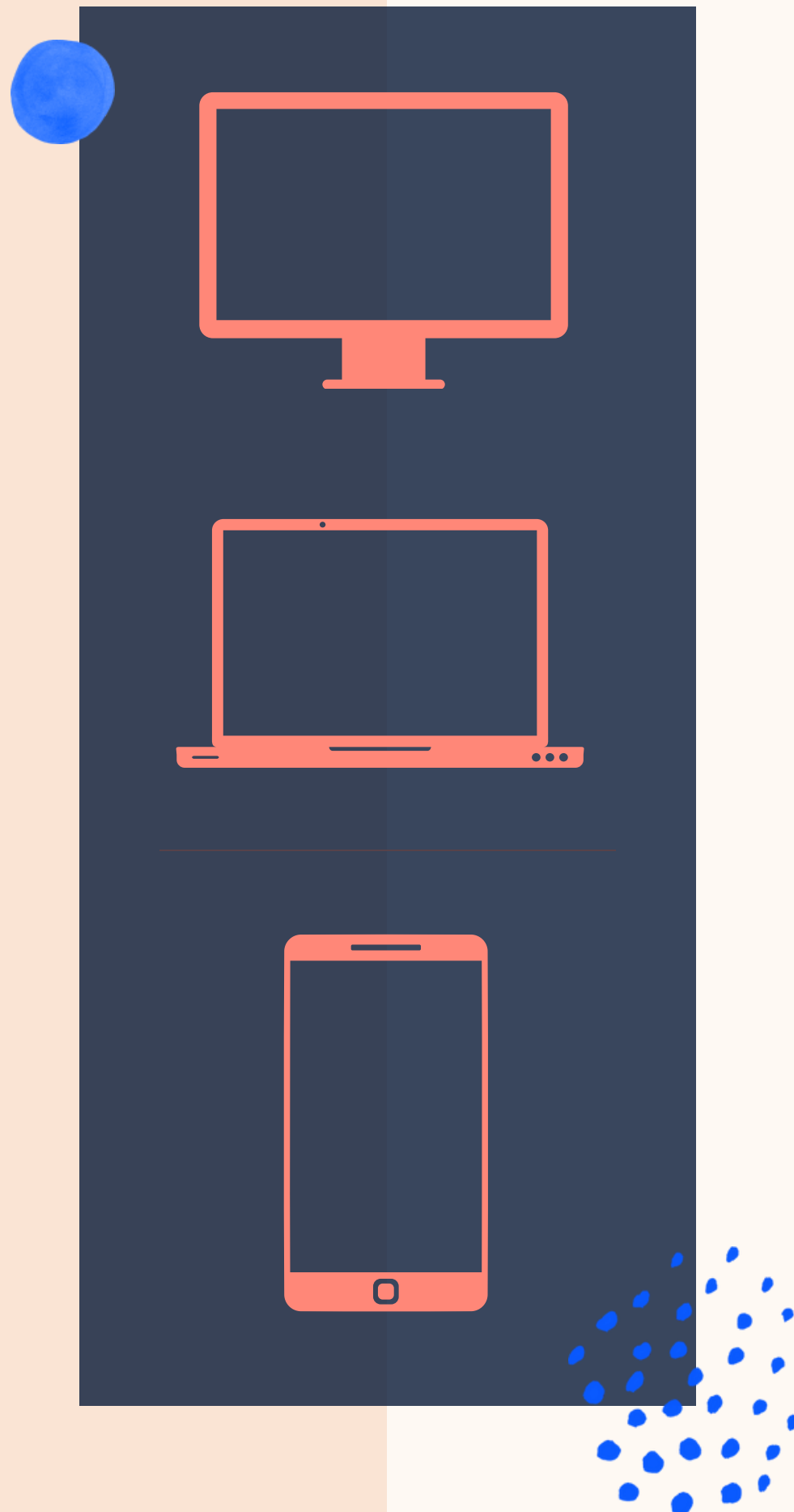
Device Compatibility

Remo works on **desktops, laptops** and **mobile phones**.
Tablets are not supported at this time.



Operating System Compatibility

Make sure your operating system is updated to the latest version.

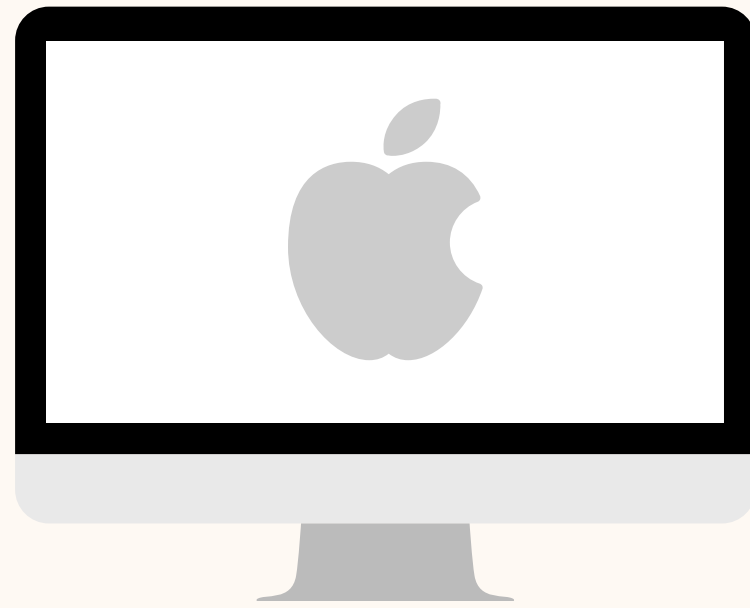


On **desktops** and **laptops**, Remo is compatible with **macOS** and **Windows 10**

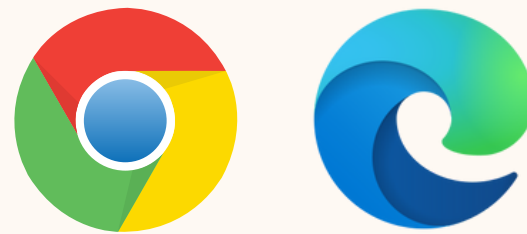
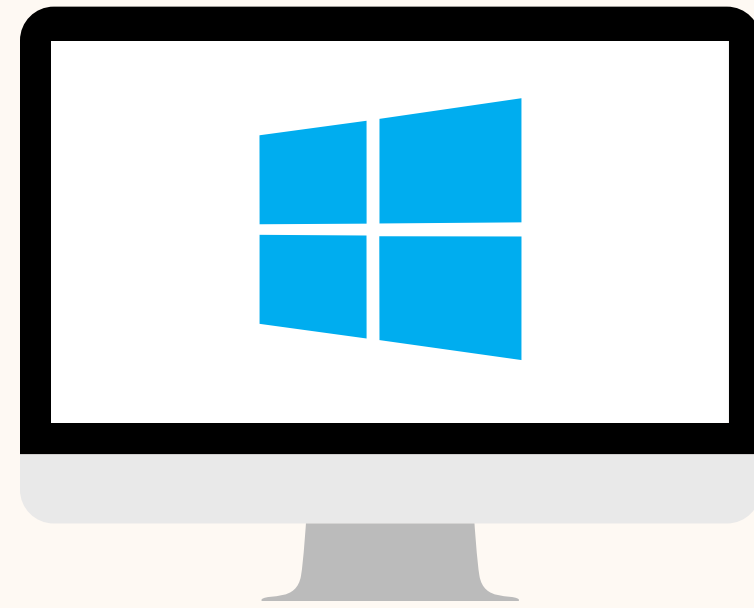
On **Smartphones**, Remo is compatible with **iOS** and **android**

Browser Compatibility

Make sure your browser is updated to the latest version.



On **Mac desktops** and **laptops**, Remo is compatible with:
Chrome & Safari



On **Windows desktops** and **laptops**, Remo is compatible with:
Chrome & Microsoft Edge



On **iPhone**, Remo is compatible with:
Safari



On **Android** phones, Remo is compatible with:
Chrome

Troubleshooting Guides

If your camera and/or microphone do not work, try these troubleshooting guides:

WINDOWS 10

MAC

IPHONE

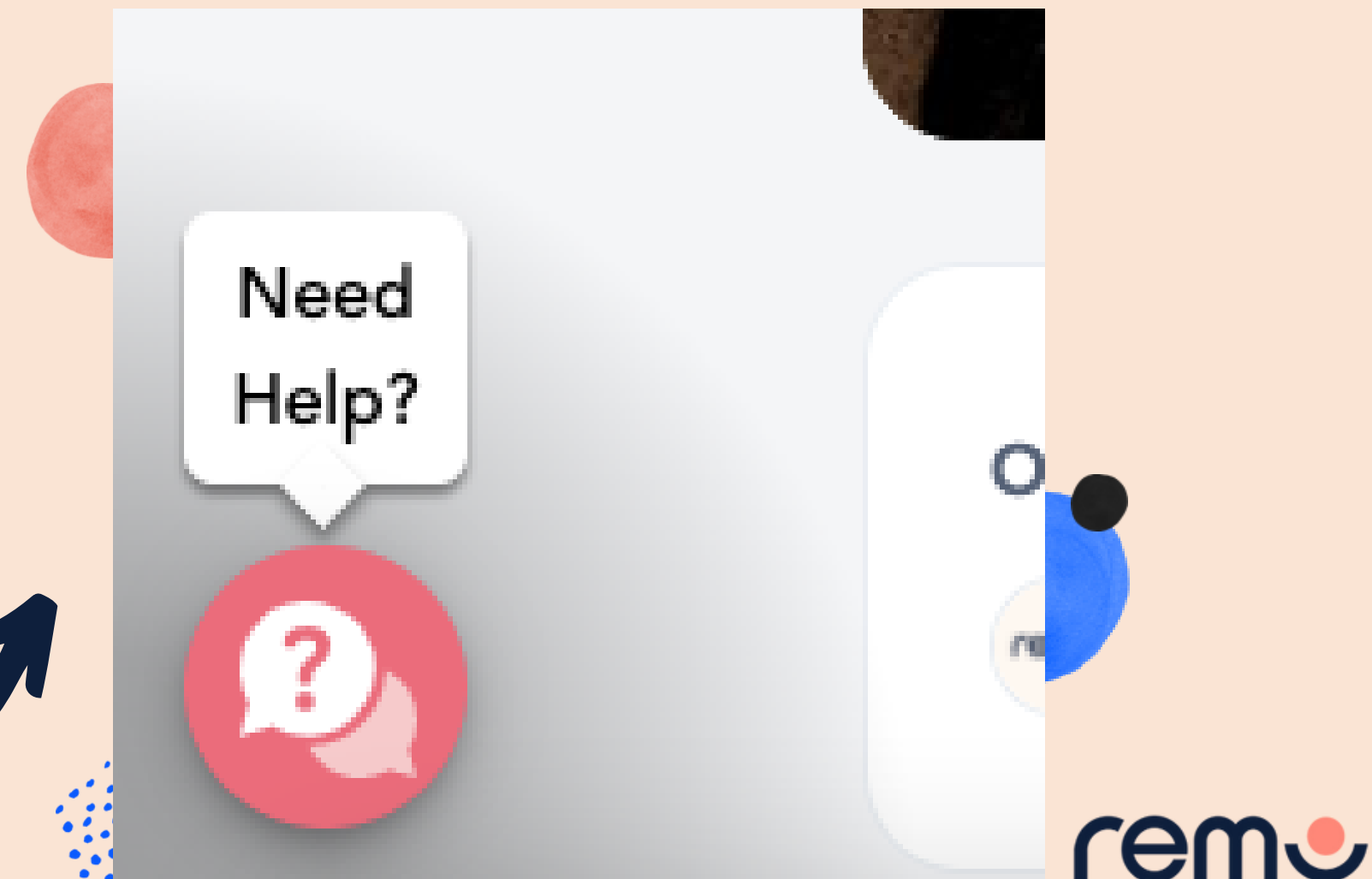
ANDROID

and if it still doesn't work...



Contact us on Chat Support

Visit live.remo.co and click on the "Need Help" button on the bottom-left corner



Optimize Your Experience

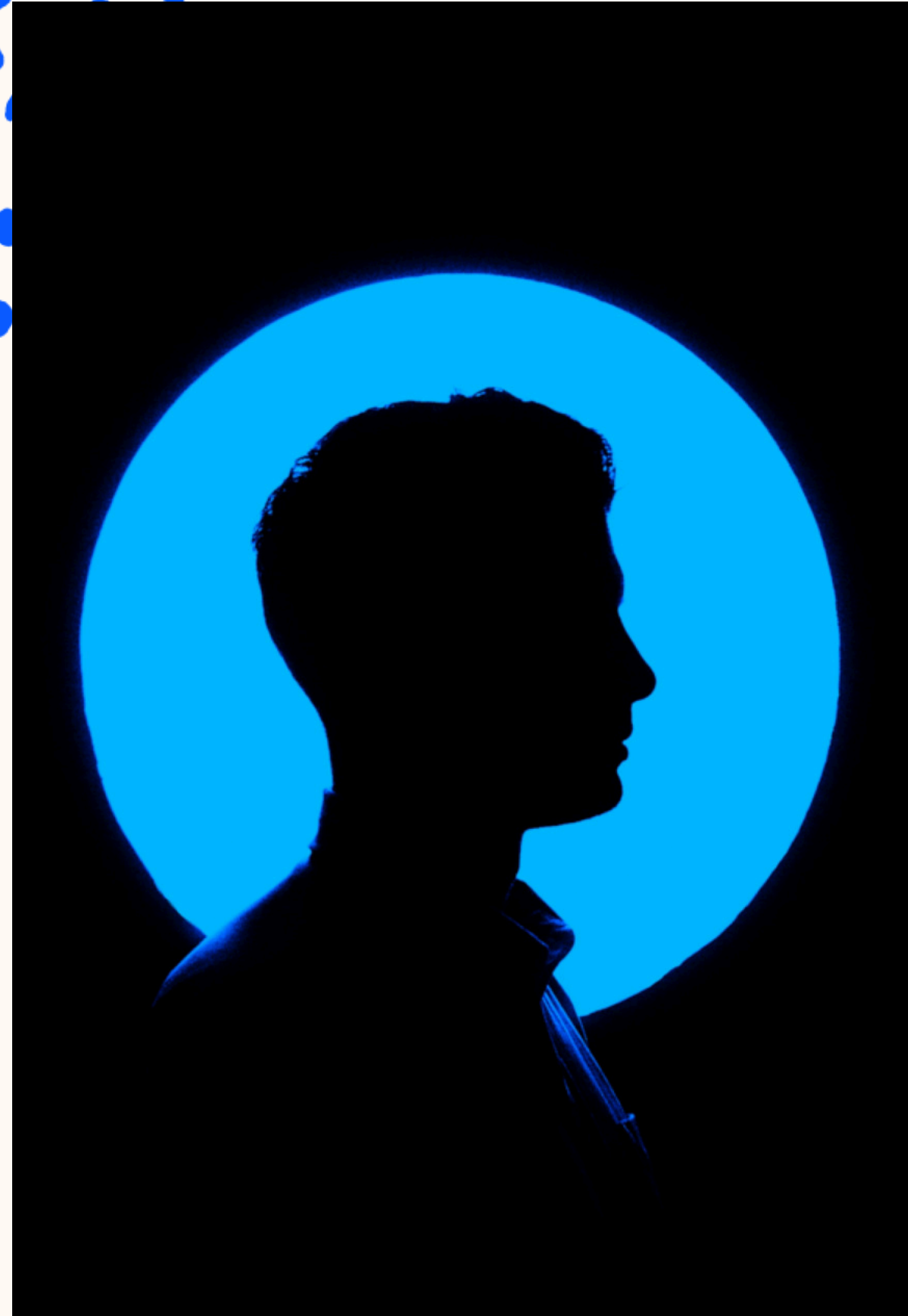
For the best experience, we recommend following these steps:

- ✓ Close all other video applications, as well as memory-intensive programs (especially in Windows 10)
- ✓ Close other browser windows
- ✓ Close other tabs in your browser
- ✓ Connect to the internet using a wired connection (faster and more stable than WiFi)
- ✓ When possible, use your Desktop/Laptop rather than Mobile phone



2

Register for
the event



Join an event!

Congratulations! You're now ready to attend your first event on Remo!

Here's how:

The screenshot shows a user interface for joining a Remo event. The main area displays the Remo logo and a 'Welcome to Remo!' message. Below the welcome message, the event dates are listed: 'May 18th, 06:00pm - HKT' and 'May 18th, 07:00pm - HKT'. There are icons for a camera and microphone, with a note: 'For an authentic experience, microphone and camera are recommended'. A countdown timer shows 'Event starts in: 01 : 00 : 35 : 42'. At the bottom, there are two buttons: 'Confirm my attendance' (blue) and 'Speaker Login' (white with a black border). The footer includes 'Organized by Remo Customer Success' and 'Share Event' with a 'Copy Link' button and social media icons for Facebook, LinkedIn, and Twitter.

Organized by Remo Customer Success

Share Event Copy Link

Facebook LinkedIn Twitter

Join an event!

You've been invited to join Remo!

Tasneem Muchhala has invited you to join them in Remo. Click the button below to get started.

Accept Invitation

If the button above doesn't automatically redirect you to our page, please copy and paste the following link into your browser:

<https://live.remo.co/a/bec73a179466d7b91659910670acb572>

All the best,

The Remo team

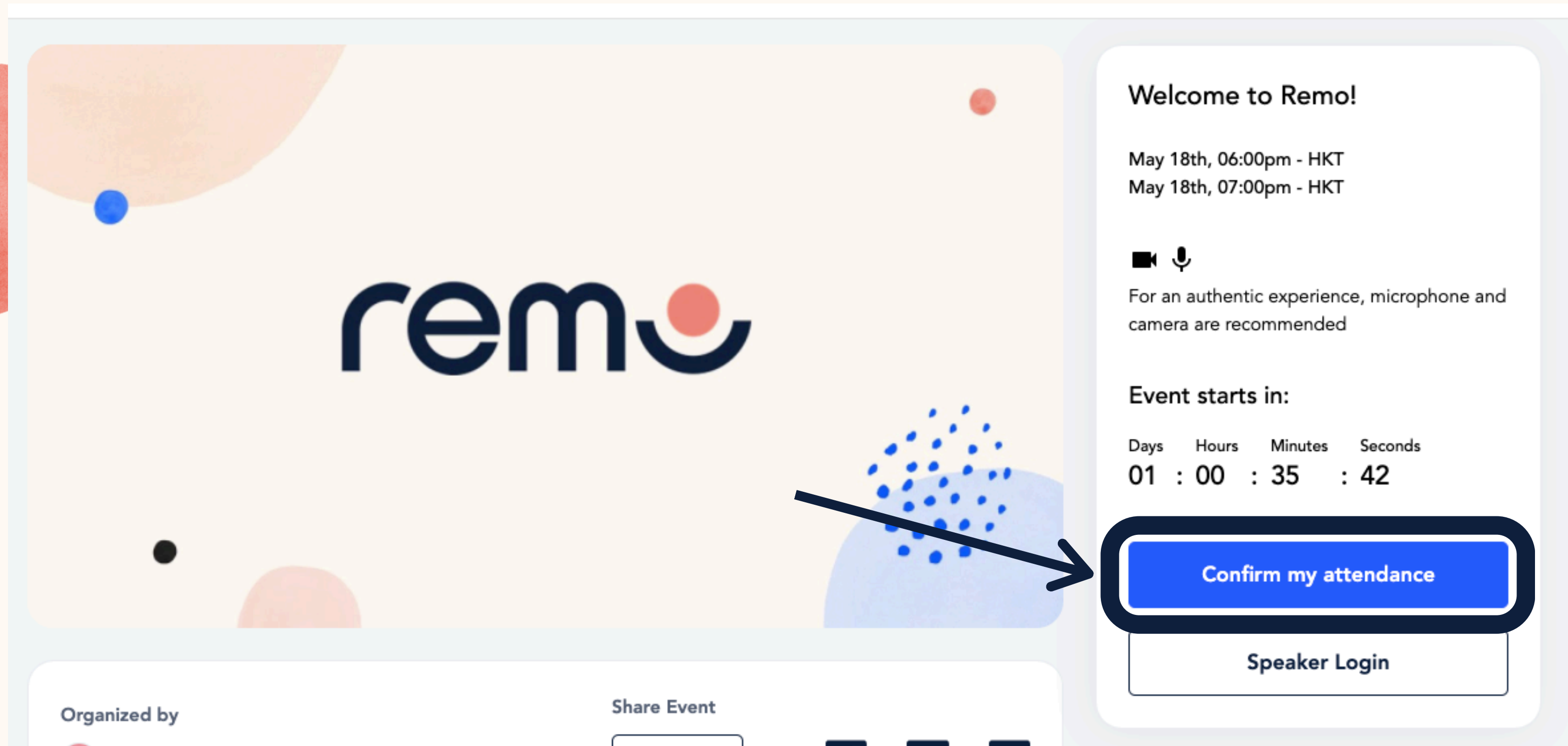


[Unsubscribe](#) - [Unsubscribe Preferences](#)

Step 1: Accept the invitation!

Check your email for the event invite, and click the button "Accept Invitation"

Alternatively, if the host directly gave you the event URL, click that



Step 2: Register for or Confirm your spot at the event

Click the "Save me a spot!" or "Confirm my attendance!" button. (This can be done before the event starts)

Now you'll be asked to either login or create an account

EVENT: **PUBLIC**
+
**NEVER JOINED A
REMO EVENT**



**CREATE AN
ACCOUNT!**

EVENT: **PUBLIC**
+
**HAVE JOINED A
REMO EVENT**



**LOGIN WITH
YOUR EMAIL &
PASSWORD!**

EVENT: **PRIVATE**
+
**NEVER JOINED A
REMO EVENT**

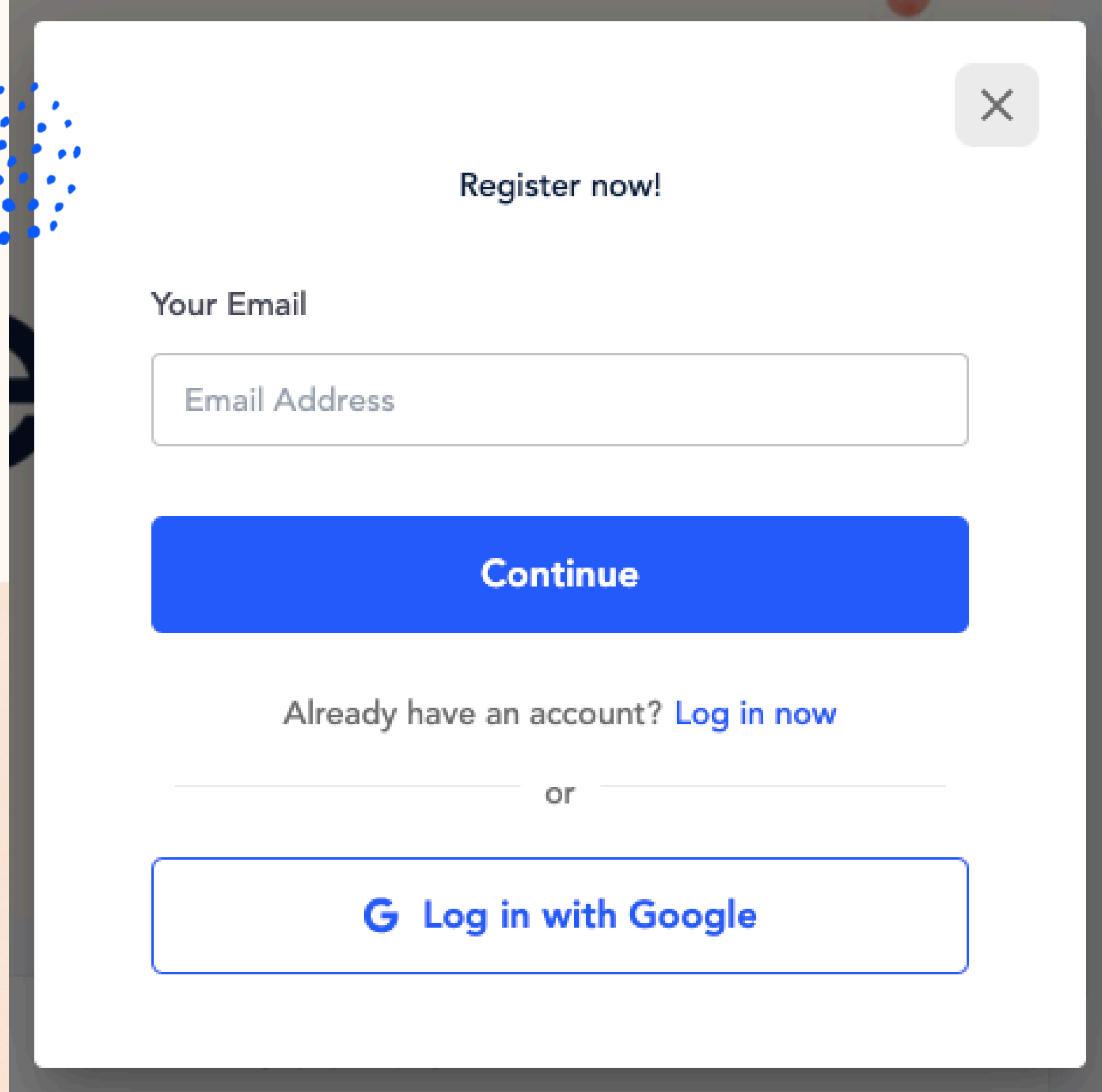


**CREATE AN
ACCOUNT!**
*MAKE SURE YOU USE
THE EMAIL ADDRESS
THE HOST USED TO
INVITE YOU

EVENT: **PRIVATE**
+
**HAVE JOINED A
REMO EVENT**



LOGIN
*MAKE SURE TO
LOGIN WITH THE
EMAIL ADDRESS THE
HOST USED TO INVITE
YOU

A screenshot of a registration form. At the top right is a close button (X). The title is "Register now!". Below it is the label "Your Email" and a text input field containing "Email Address". A blue "Continue" button is below the input field. Underneath is the text "Already have an account? [Log in now](#)". Below that is a horizontal line with "or" in the center. At the bottom is a button with the Google logo and the text "Log in with Google".

Register now!


Your Email

Email Address

Continue

Already have an account? [Log in now](#)

or

 Log in with Google

Step 3:

If you already have an account enter your **email**.

If not, it will automatically ask you to create an account by entering your **name, email address**, and create a **password** of your choosing.

(password must be 6 characters min.)

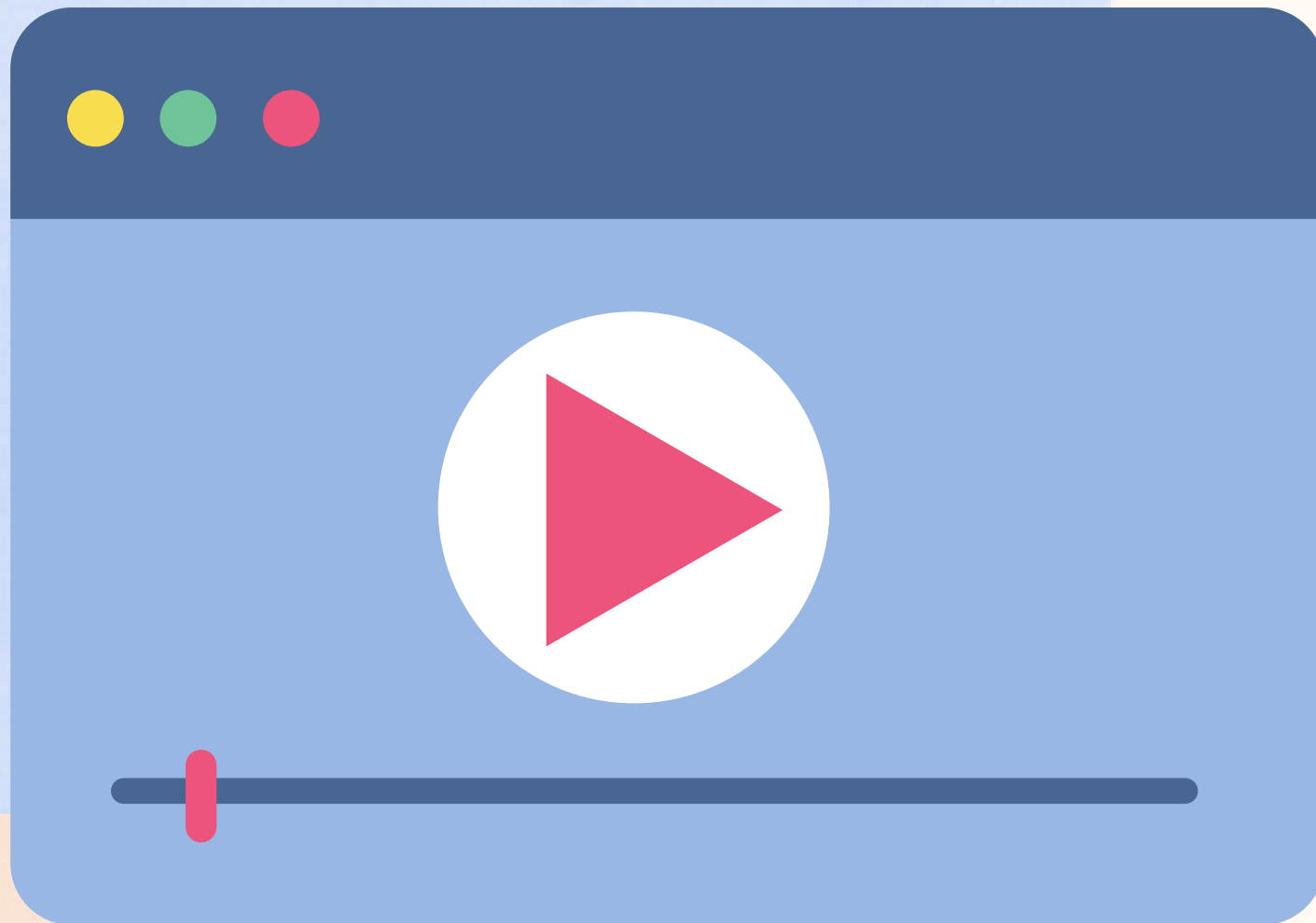
Now you can set up your profile before the event! Instructions below...

Video Time!

Watch [this video](#) on how to set up your very own Remo profile

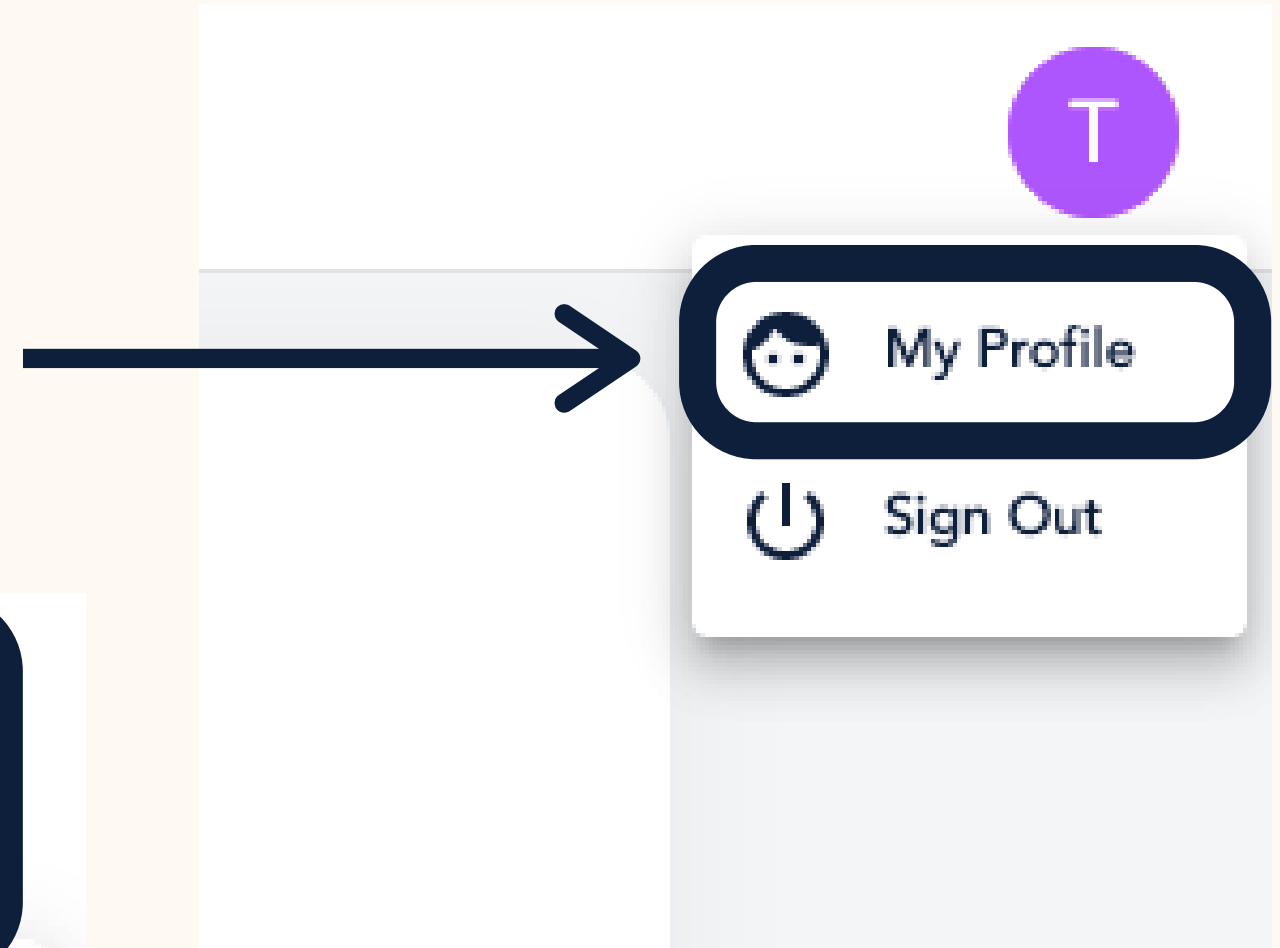
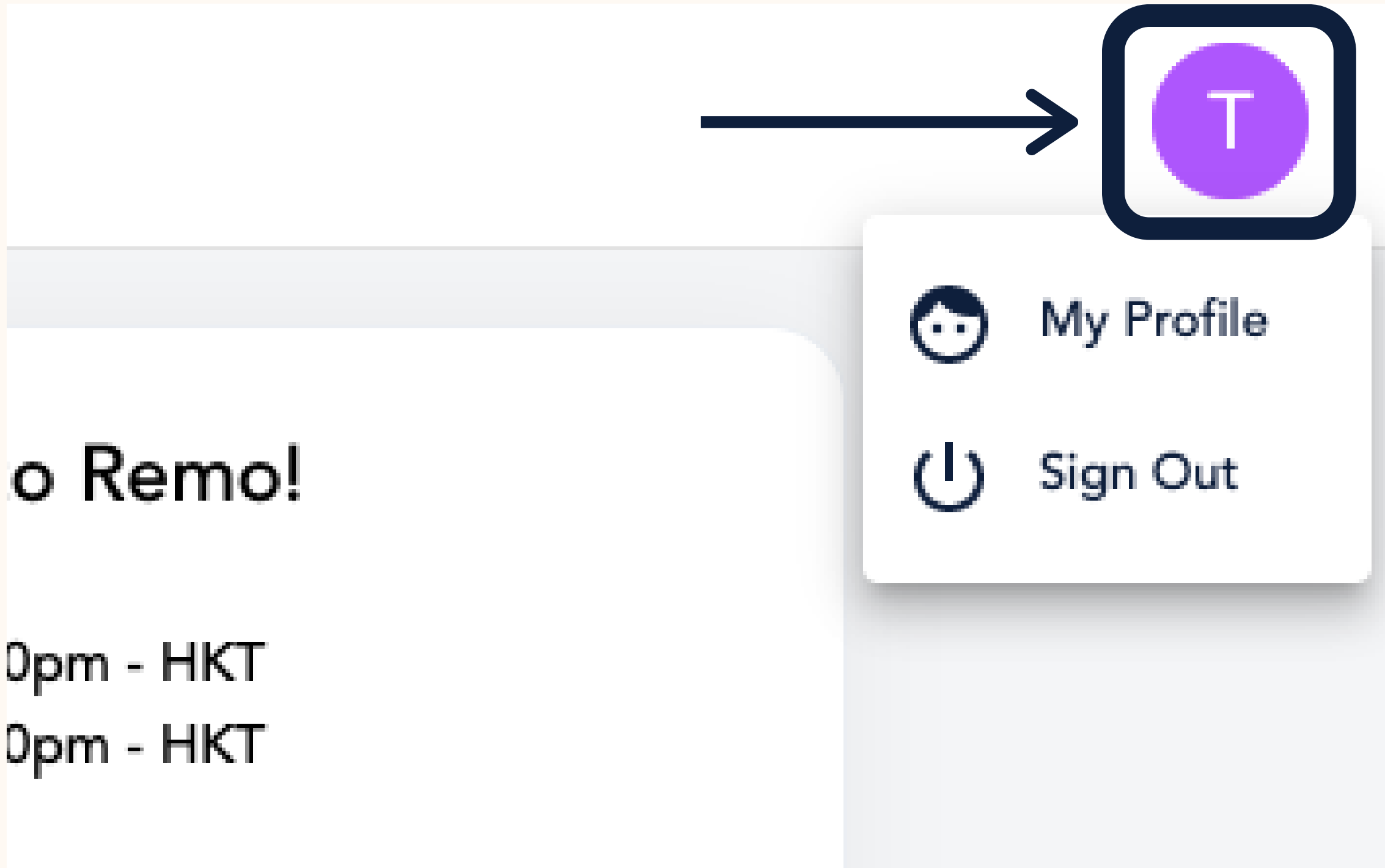
If the link does not work:
<https://hi.remo.co/yourprofile>

Alternatively, follow the written instructions below...



Step 1:

Go to the **upper right corner** of your window and click on the **profile icon**. A drop-down menu appears.

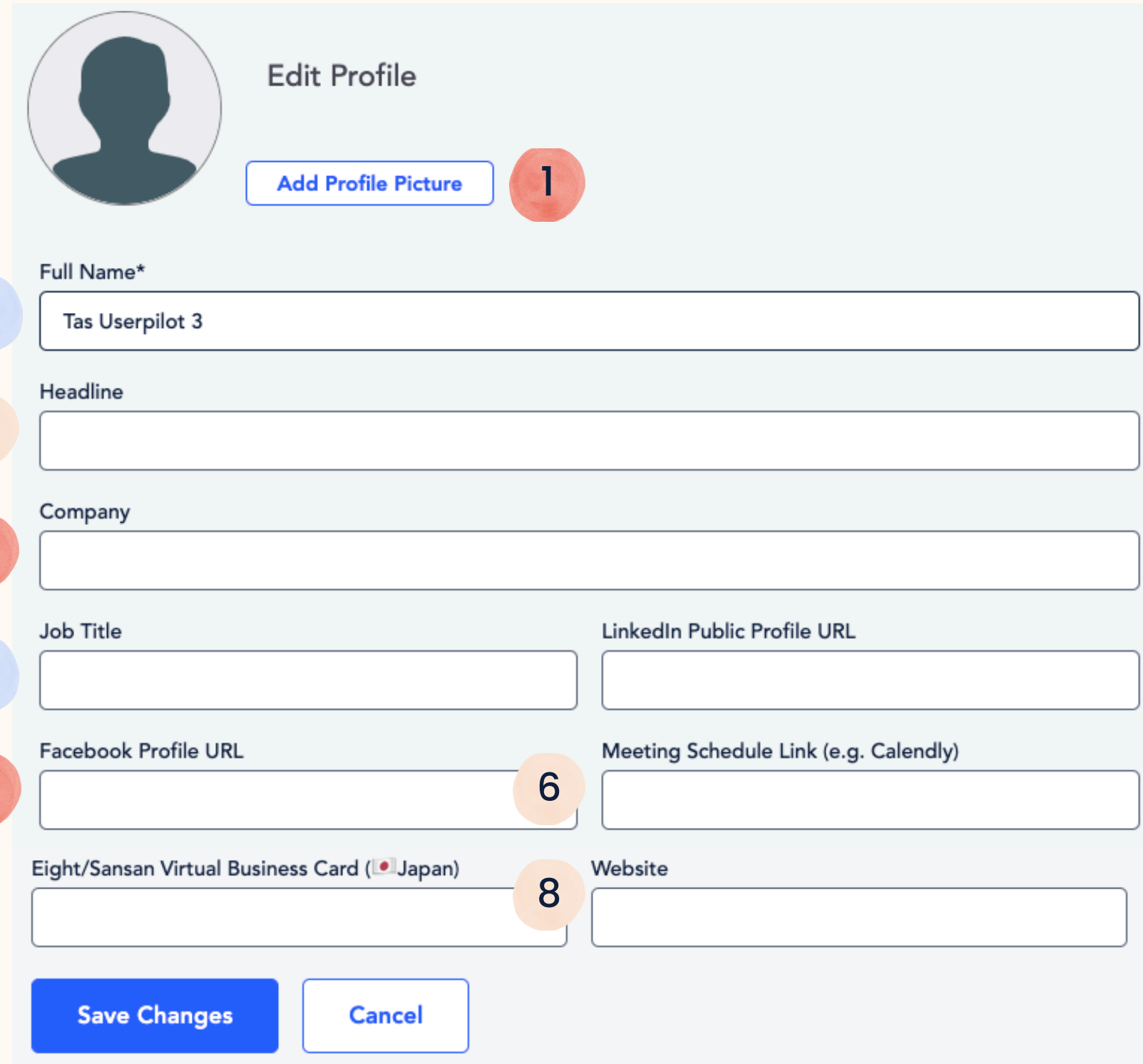


Step 2:

Click on "**My Profile**"

Then the profile window will appear.

Step 3: Click on '**Edit Profile**'. The profile details window appears as shown. Fill in as you wish! And once you're done, click '**Save Changes**'



The screenshot shows the 'Edit Profile' form with the following fields and callouts:

- 1:** 'Add Profile Picture' button
- 2:** 'Full Name*' field containing 'Tas Userpilot 3'
- 3:** 'Headline' field
- 4:** 'Company' field
- 5:** 'Job Title' field
- 6:** 'Meeting Schedule Link (e.g. Calendly)' field
- 7:** 'Facebook Profile URL' field
- 8:** 'Website' field

At the bottom of the form are two buttons: 'Save Changes' (blue) and 'Cancel' (white with blue border).

- 1** CHANGE YOUR PROFILE PICTURE (NO LARGER THAN 512 KB)
- 2** YOU CAN ALSO CHANGE YOUR **NAME**
- 3** WRITE A BRIEF **HEADLINE** ABOUT YOUR COMPANY OR ROLE
- 4** INSERT YOUR **COMPANY NAME**
- 5** INSERT YOUR **JOB TITLE**
- 6** PUT YOUR **MEETING SCHEDULE LINK** (E.G. CALENDLY, BOOK LIKE A BOSS, ETC.)
- 7** ADD YOUR **LINKEDIN, FACEBOOK, OR EIGHT/SANSAN BUSINESS CARD, LINKS** HERE
- 8** ADD ANY PERSONAL WEBSITE YOU WOULD LIKE TO SHARE

3

During
the event



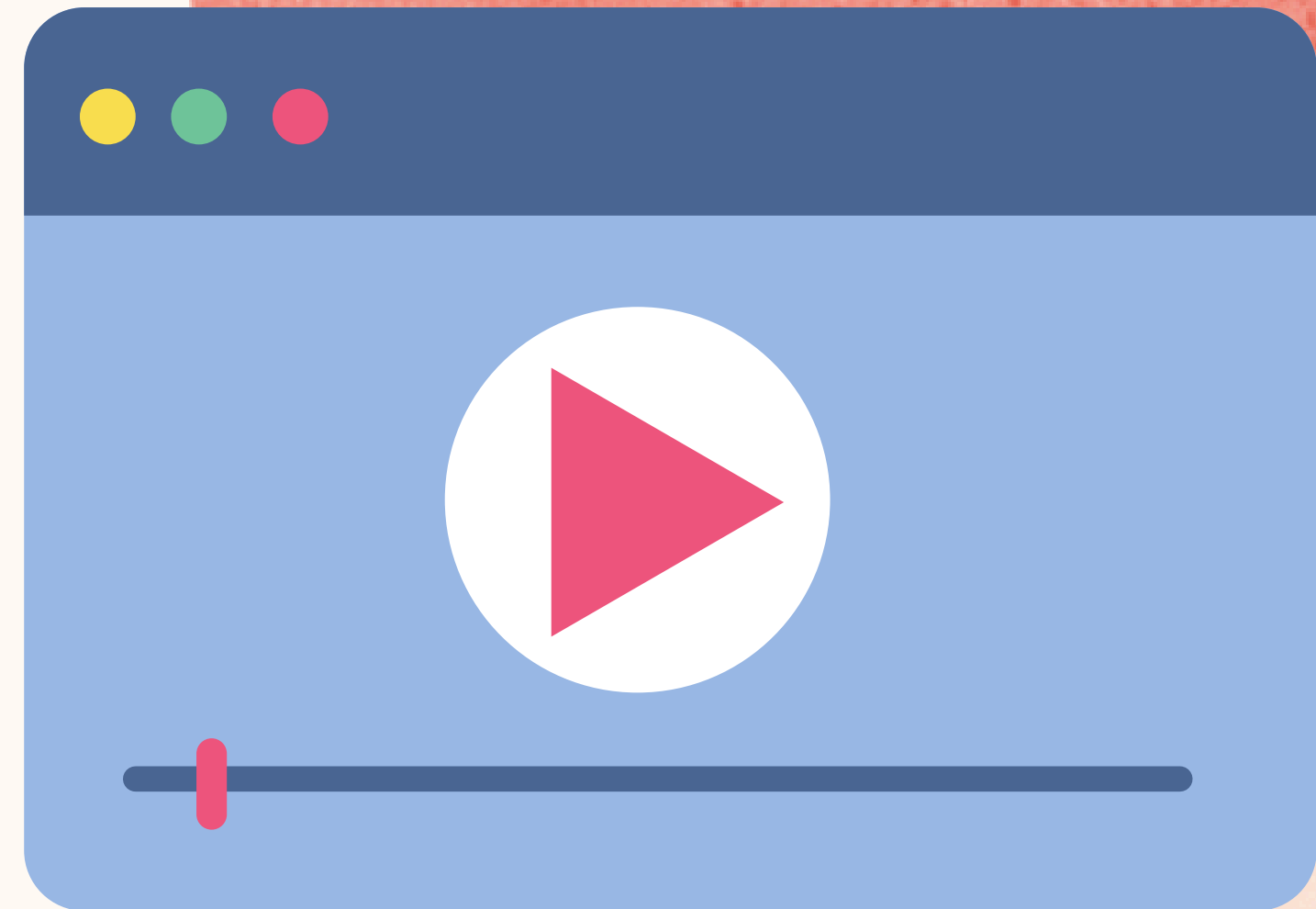
Video Time!

Watch [this video](#) on how to use Remo as a Guest

If the link does not work:

<https://www.youtube.com/watch?v=P01JxUBNU2Y>

Alternatively, follow the written instructions below...



Go to the event link your organizer gives you (or click on the "Click here to access the event" button in your Reminder Email)

Once the countdown reaches 00:00:00 the event has started! Click the "Join event now!" button

*Tip: If the button isn't showing, refresh your page (CTRL+R or CMD+R)



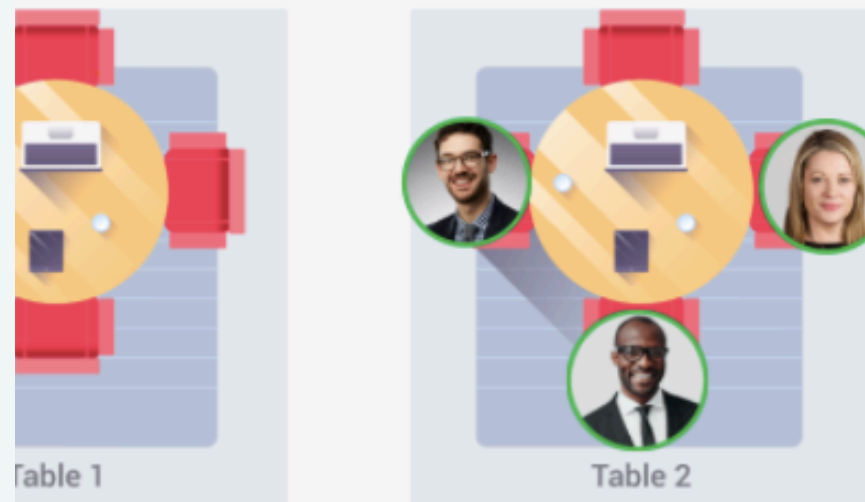
Click through and follow the tutorial!



When you enter the event you'll be seated at a virtual table



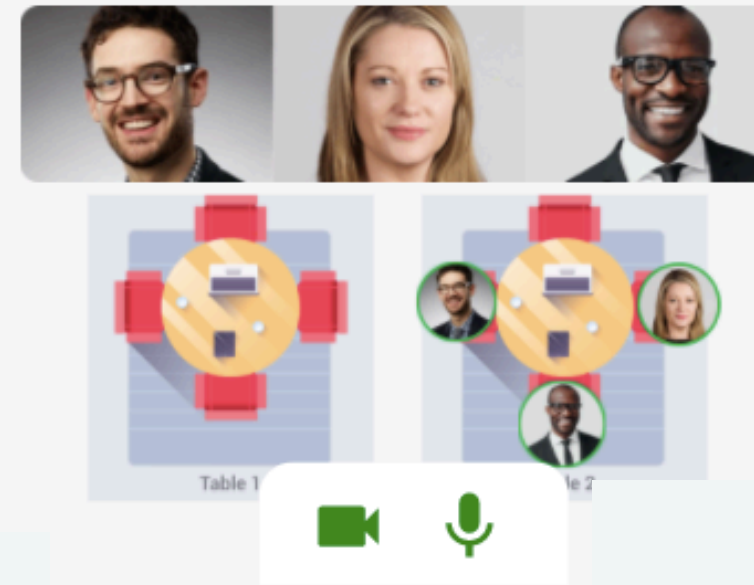
[I'm in a hurry, take me right into the event](#)



You can move freely by double clicking on any table



[I'm in a hurry, take me right into the event](#)



Start interacting with each other by turning ON your Cam and Mic



[I'm in a hurry, take me right into the event](#)

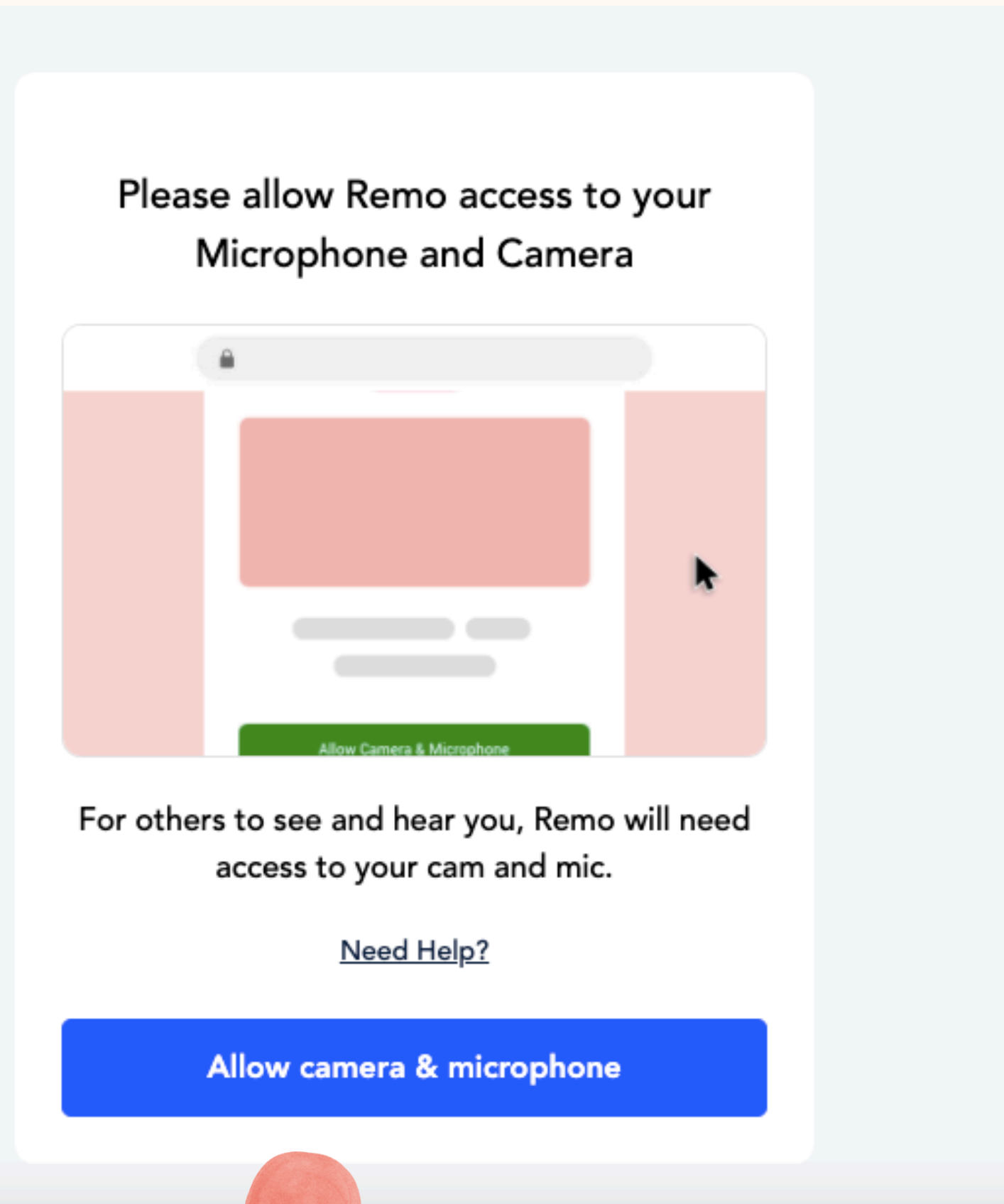


One more thing: Take a couple of minutes to set up your profile



[I'm in a hurry, take me right into the event](#)

PAY SPECIAL ATTENTION HERE PLEASE...

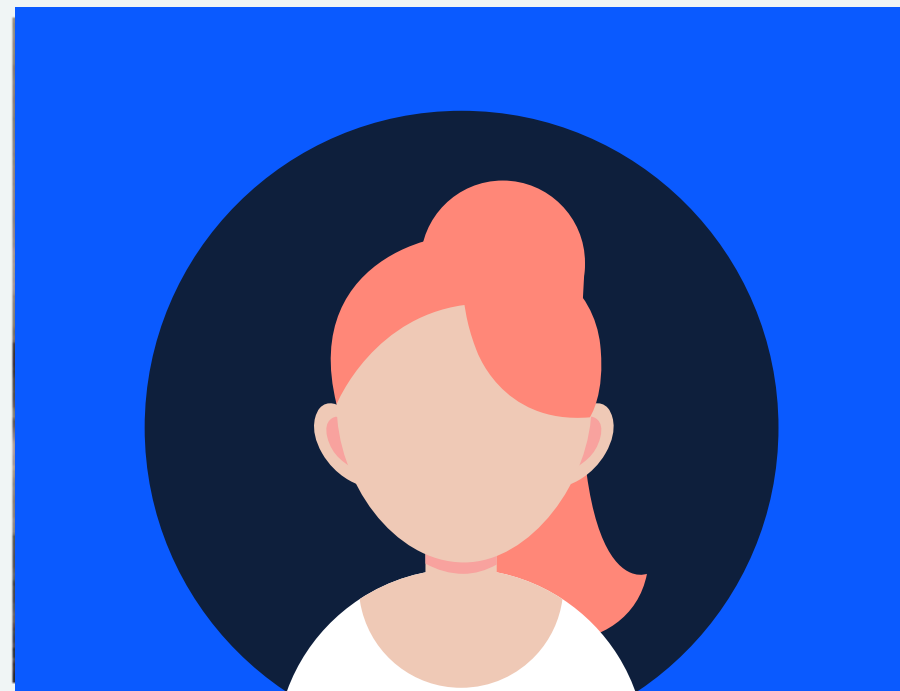


Ensure you **allow** the browser access to your **camera and microphone** to get the most of the Remo experience!

Check out these articles if you need support giving your browser access:

[Chrome](#) | [Firefox](#) |
[Safari](#) | [Microsoft Edge](#)

This page tests your system's compatibility with the Remo Conference platform!



Camera

FaceTime HD Camera

Microphone

Default - External Micrc



Speaker

Default - Headphones (



Test Audio

[Camera and Microphone not working?](#)

✓ System Check Passed!

[See more](#)

Are you ready to join the event?

[Join Event](#)

Once the system check has passed, click '**Join Event**' to enter

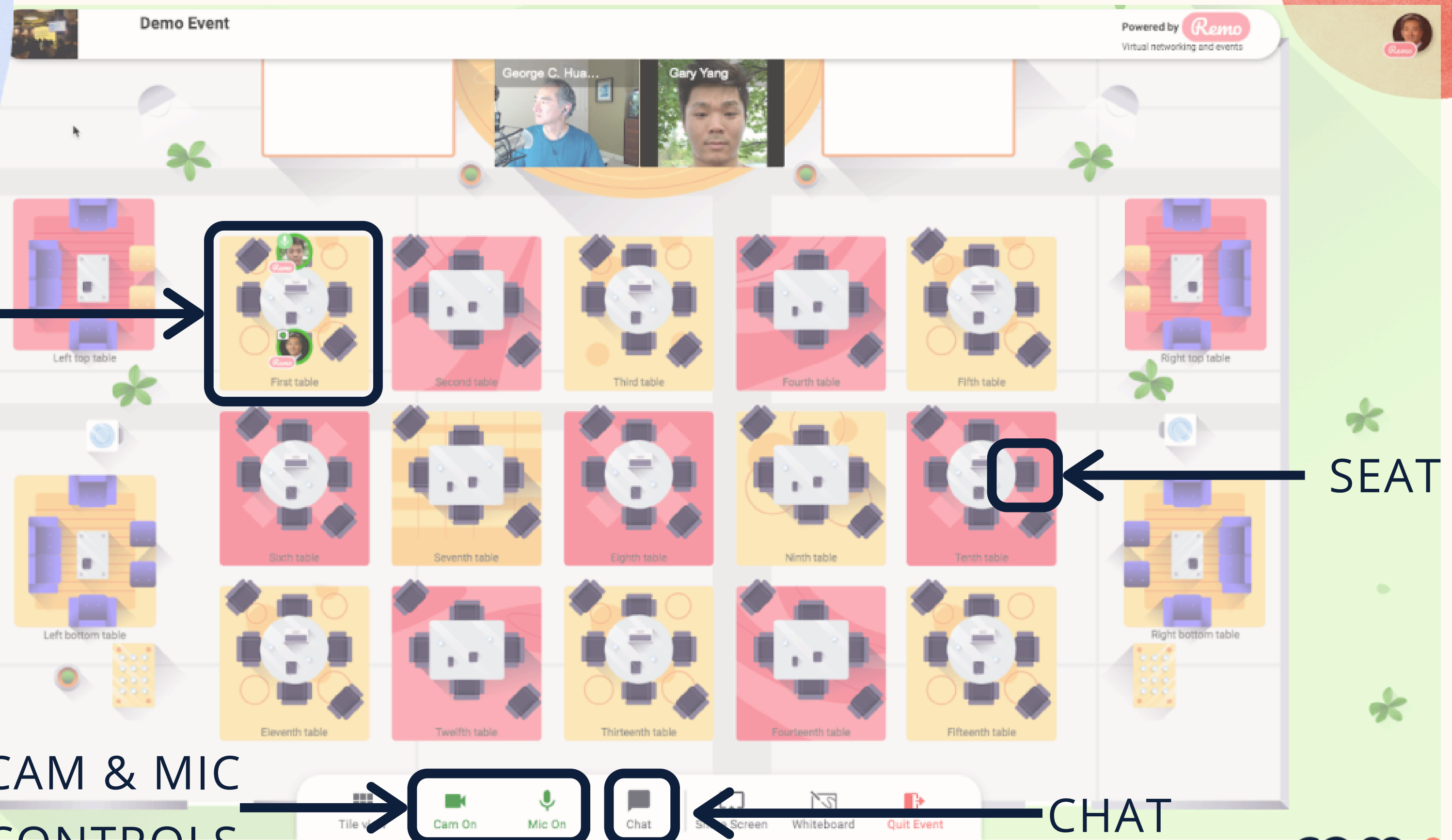
If it fails, click to retry once more.

If it still fails, please ensure you're on a compatible device



Floor View

This is what you'll see when you enter an event



TABLE/ ROOM

SEAT

CAM & MIC CONTROLS

CHAT

Moving around Remo

You will randomly join a table, but you are **free to move around as you please**

Simply **double-click** on the **table** you wish to join.

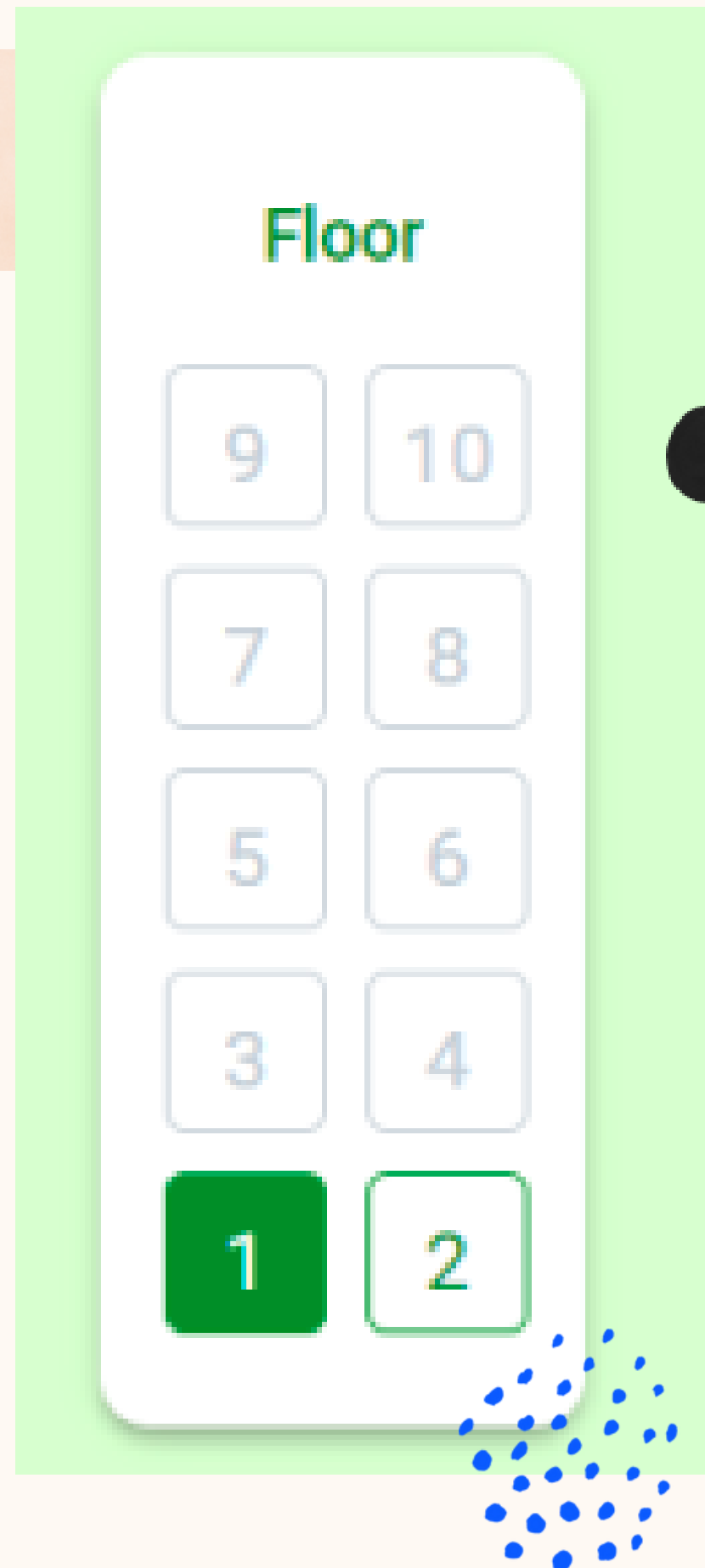
But If you try to join a table that is full, you will receive a message stating that the table is full.

The screenshot displays the Remo interface during a guided tour. At the top, a red banner reads "The table is full and can only fit 6 people." Below this, a large orange circular table is shown with three people seated at it. A red arrow points from the "The table is full" message to this table. To the right, an "Agenda" box lists the following items:

- Welcome- Open Networking
- Conversation Mode Features
- Feature Exploration
- Presentation Mode Features
- Q&A
- Workshop

Below the main table, a grid of ten smaller tables is displayed, each labeled "First table" through "Tenth table". Each table contains several people represented by icons with letters. The "Second table" is highlighted with a red border and a "Double click to join" button above it. A video player titled "How to use Remo..." is visible in the top left corner of the interface.

Elevator



1

You can navigate between floors using the elevator dial on the left side of your screen

2

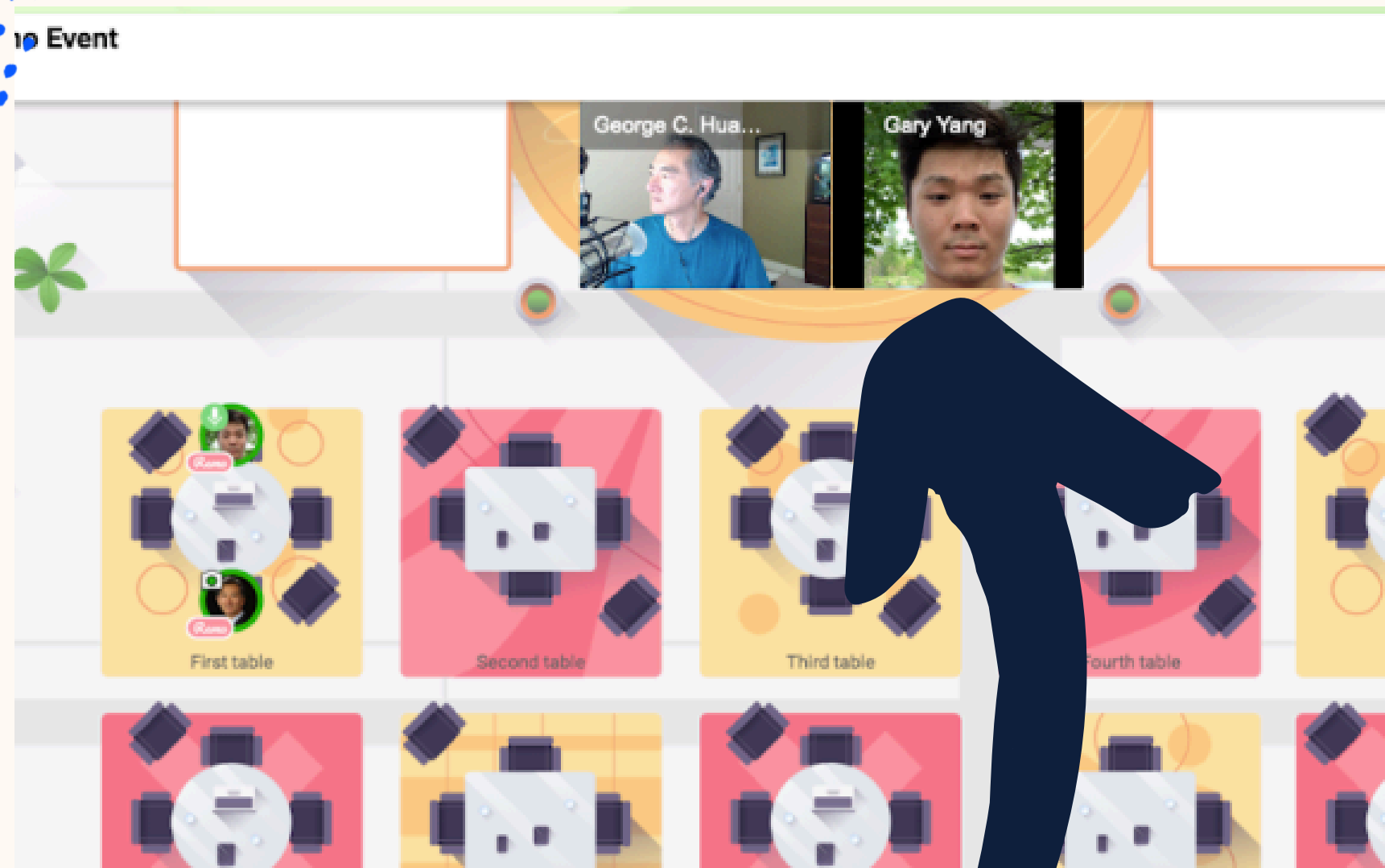
To see how many guests are on a particular floor, hover your cursor over the floor button.

3

This only appears if there are multiple floors (so don't worry if you don't see one...)

Mic & Cam

REMEMBER FOR A TRULY INTERACTIVE EXPERIENCE, PLEASE TURN ON YOUR **MIC & CAM**

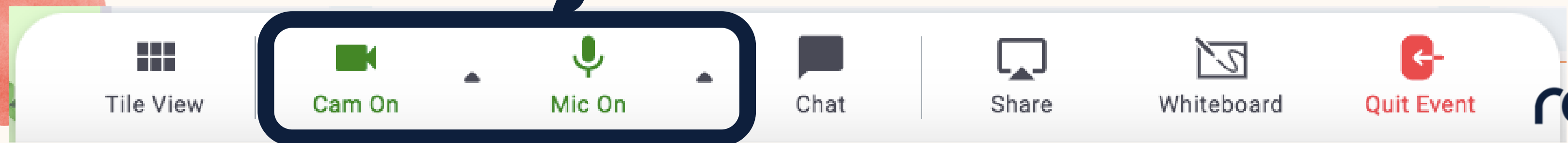


Step 1: Click on the '**Cam**' and '**Mic**' buttons in the menu on the bottom of your screen

Step 2: Enjoy connecting with Remo!

...If you're having mic-cam problems

Click [here](#) or access our troubleshooting guides [here](#)

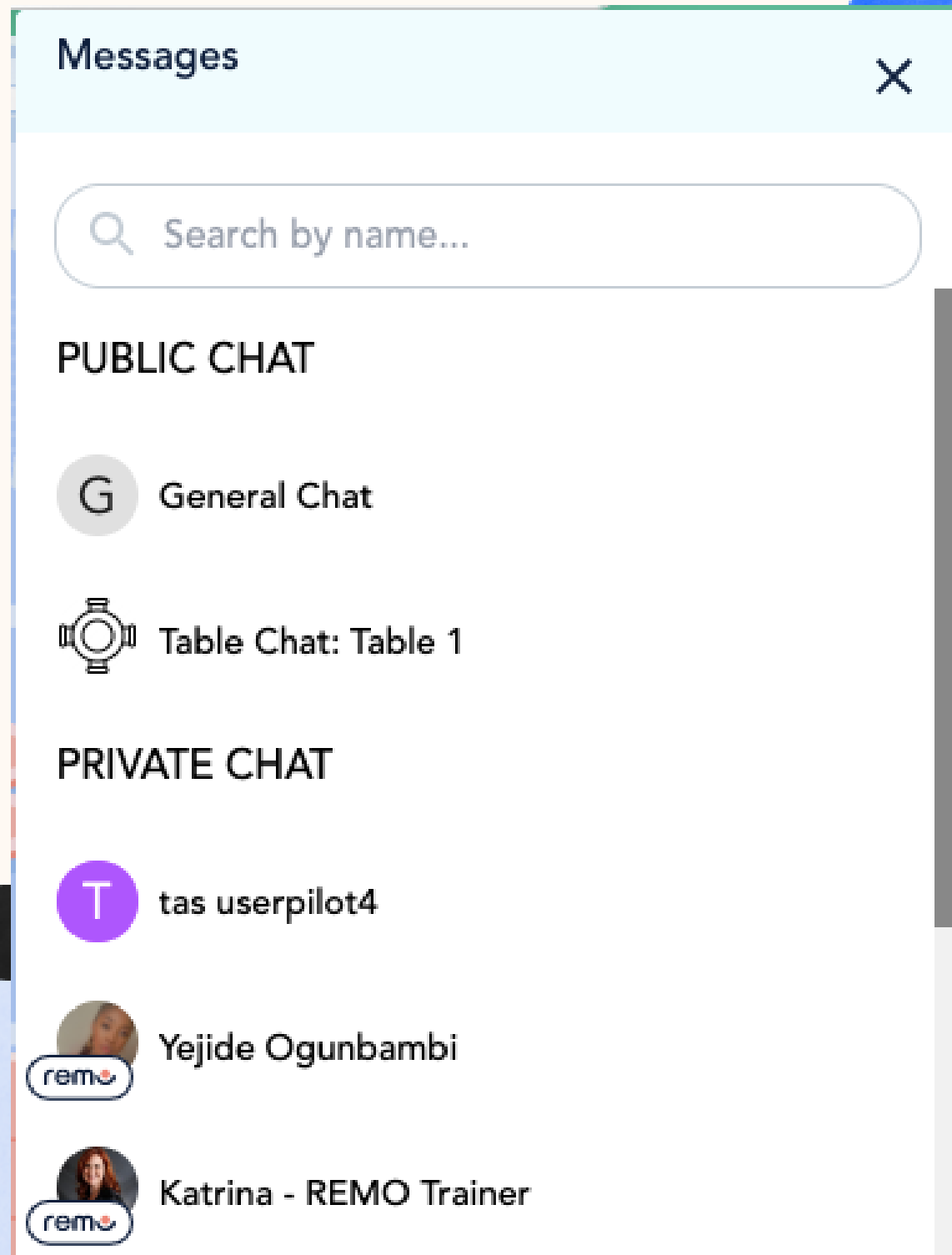


Chat

During Remo events you can **chat** with others

Step 1: Just click on the '**chat**' button in the menu on the bottom of your screen

Step 2: Select one of the 3 chat options:



GENERAL CHAT:
Visible to all
guests

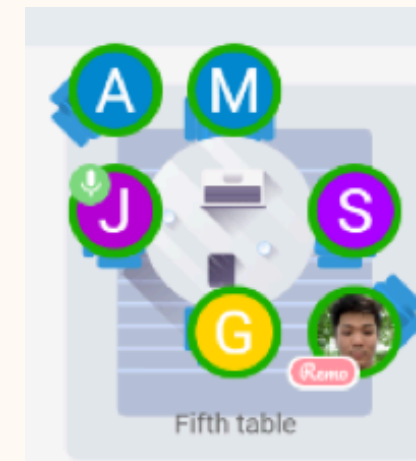
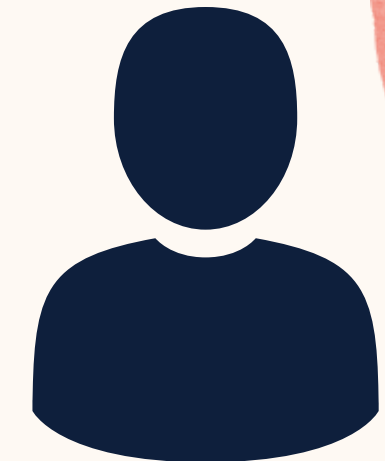


TABLE CHAT:
Visible to only
members in your
current table



PRIVATE CHAT:
Direct message to
specific guests (You
can search using the
search bar)

Step 3: Chat away!



Share Screen

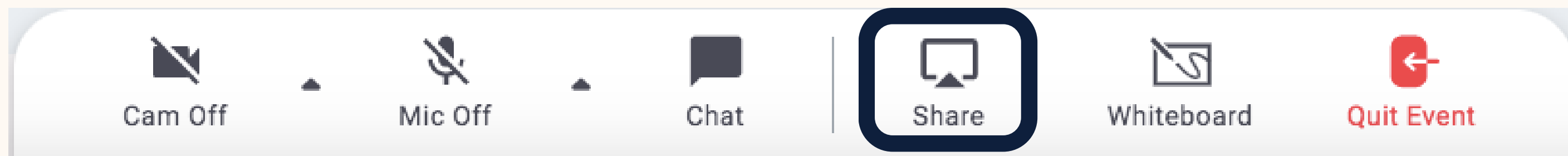
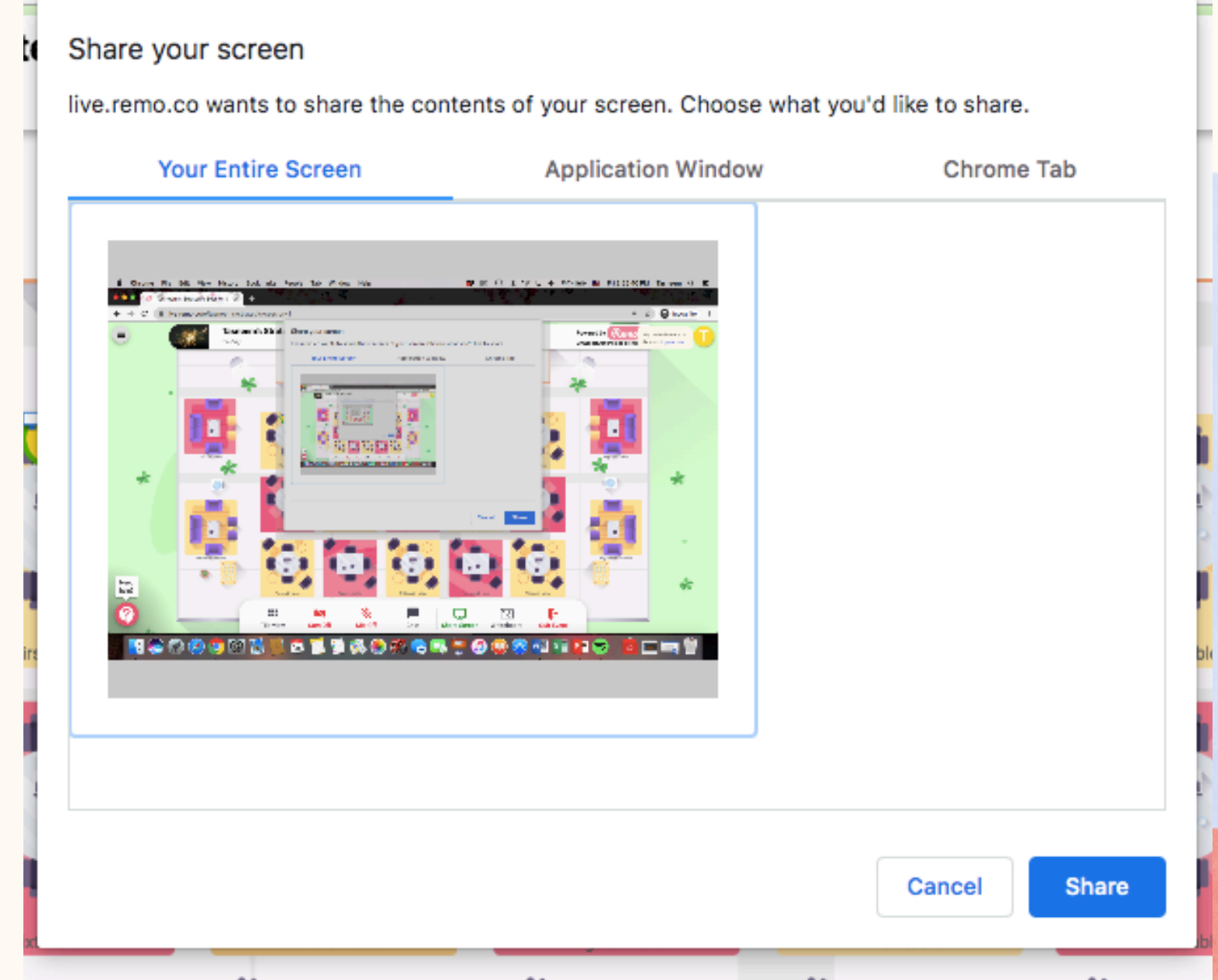
You can also choose to **share screen** with the other guests at your table

Step 1: Click on the '**Share**' button in the menu on the bottom of your screen (or press Alt + S)

Step 2: Select what you want to share (your entire screen, a specific application or an individual browser tab)*

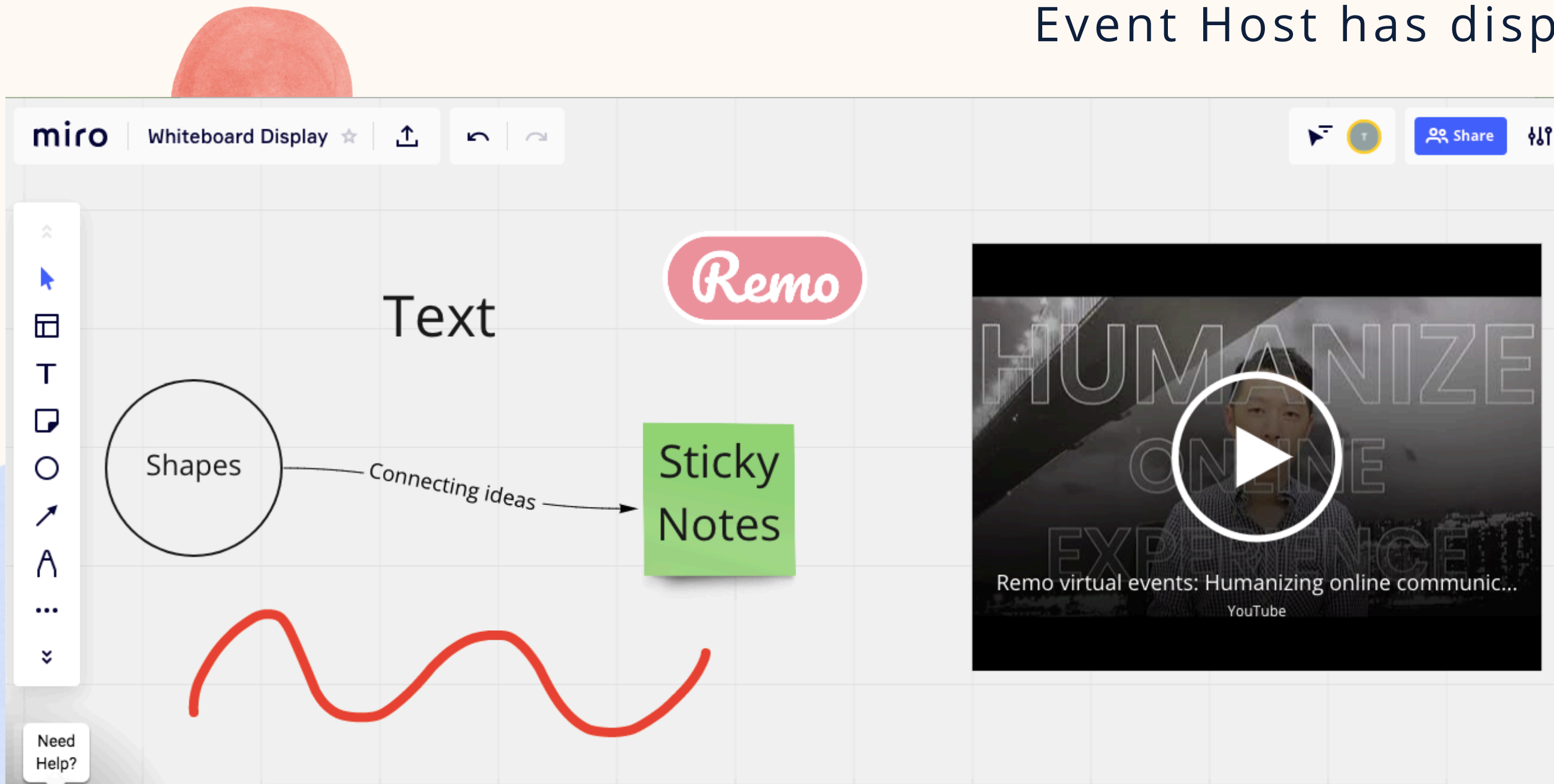
Step 3: Hit the blue '**Share**' button

*depends on which browser used

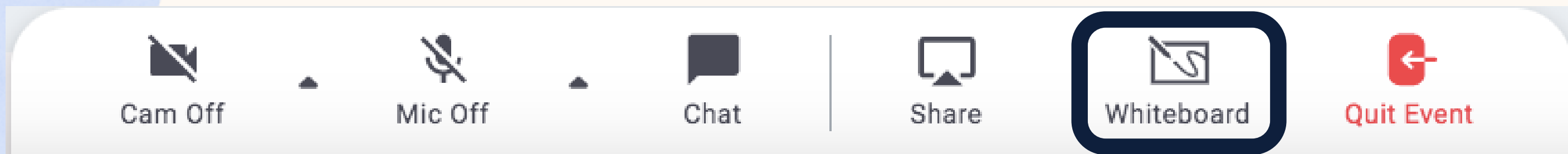


Whiteboards

You can use the whiteboard to collaborate with the other members of your table or view information your Event Host has displayed for you!

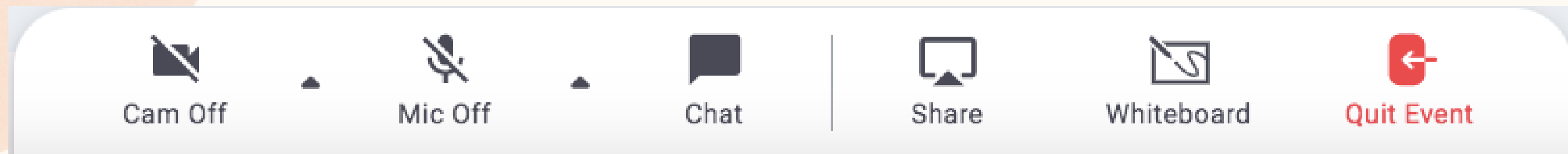
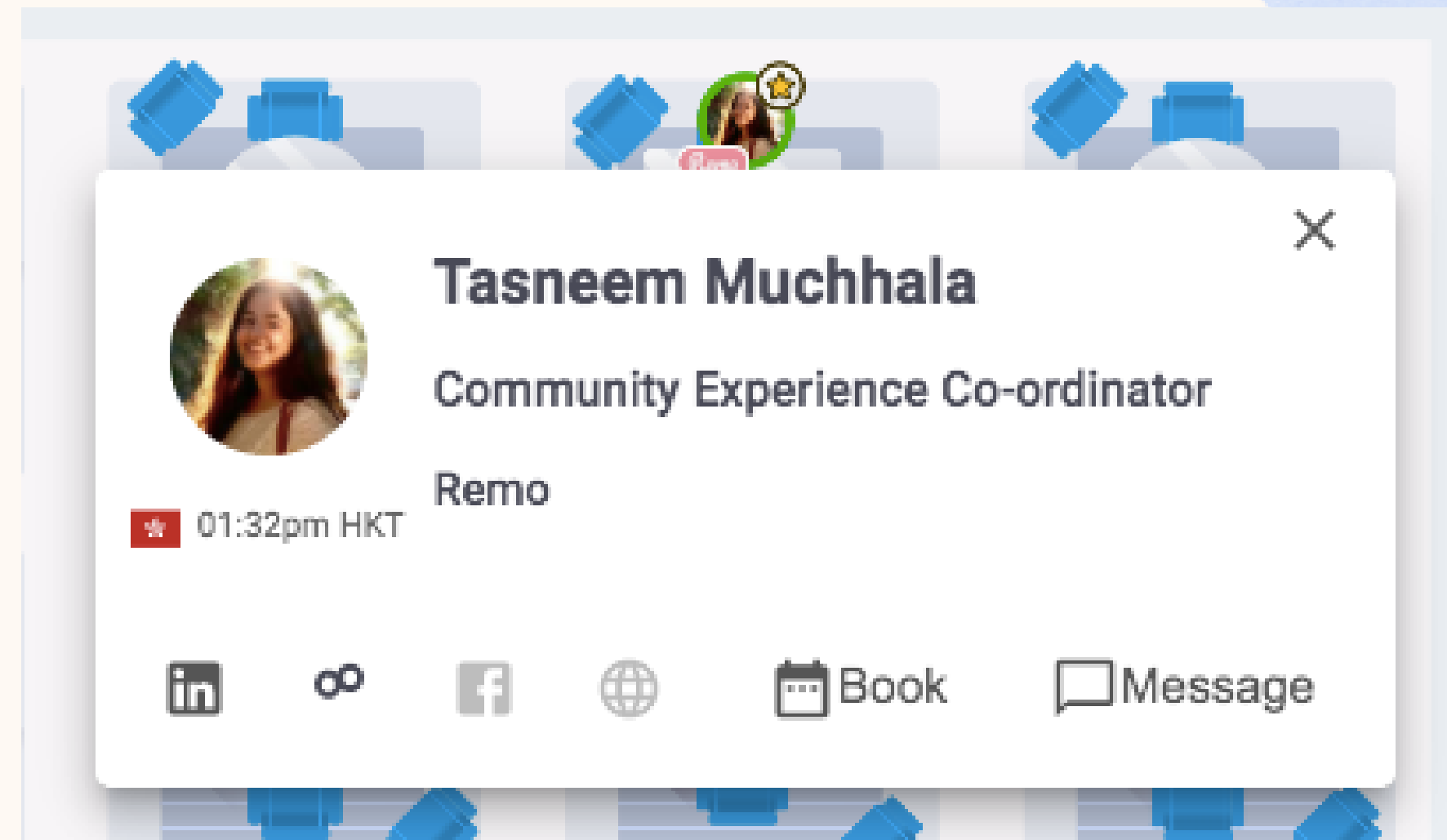
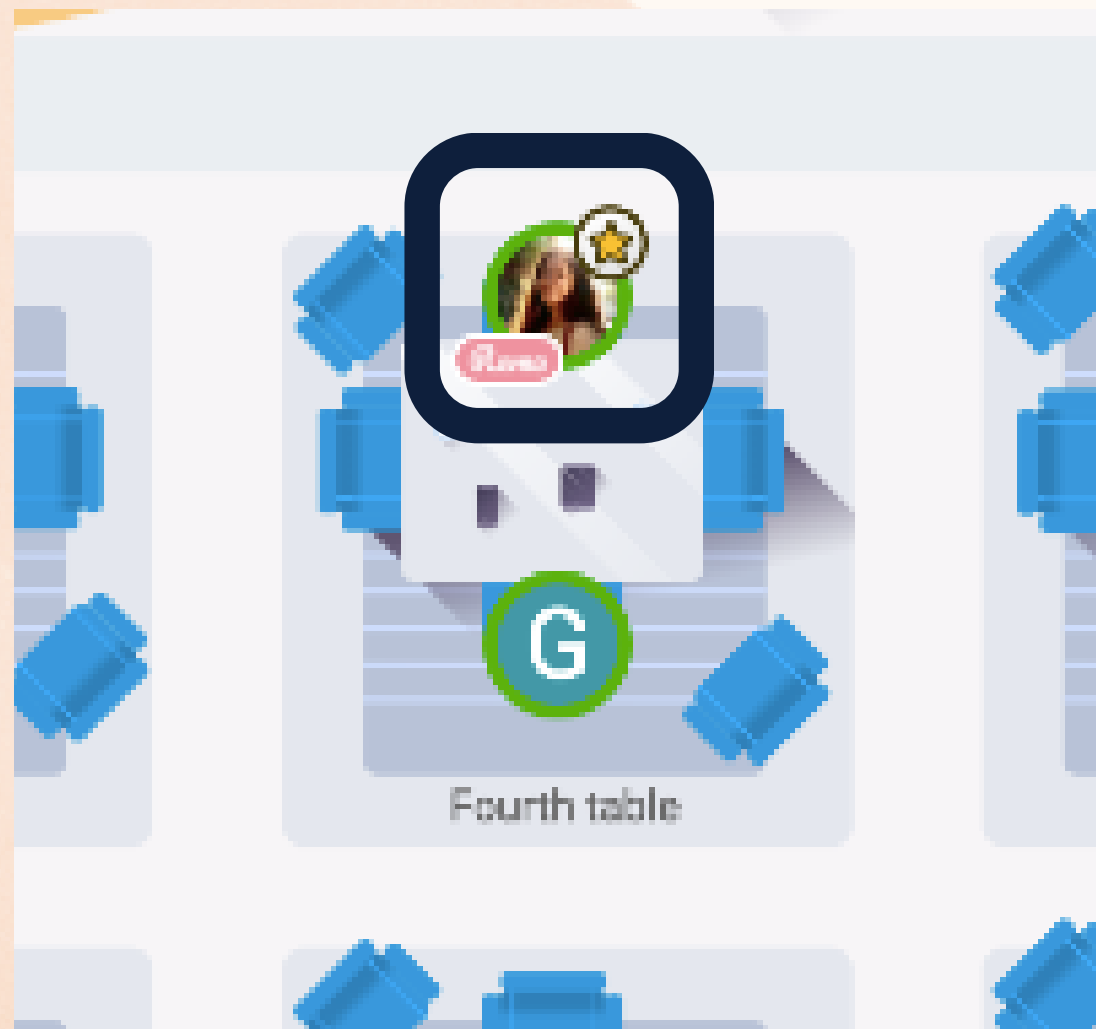


Step 1: Click 'Whiteboard'



View Profiles

If you'd like to find out some more information about another guest, click on their avatar (profile picture or initial) to open their virtual business card



Billboards



Left billoboard: Typically displays a video

Click on the '**play**' button to start playing, and the '**maximize**' button to make it full screen

Right billoboard: Typically displays text (e.g. agenda)

To see clearly whats written, **hover your cursor** over the billboard

****Note:** If video tiles are covering your view of the billboards you can rotate your mouse wheel or if using a trackpad, pinch to zoom out. Alternatively, you can scroll up by clicking anywhere on the floor plan and dragging it down.

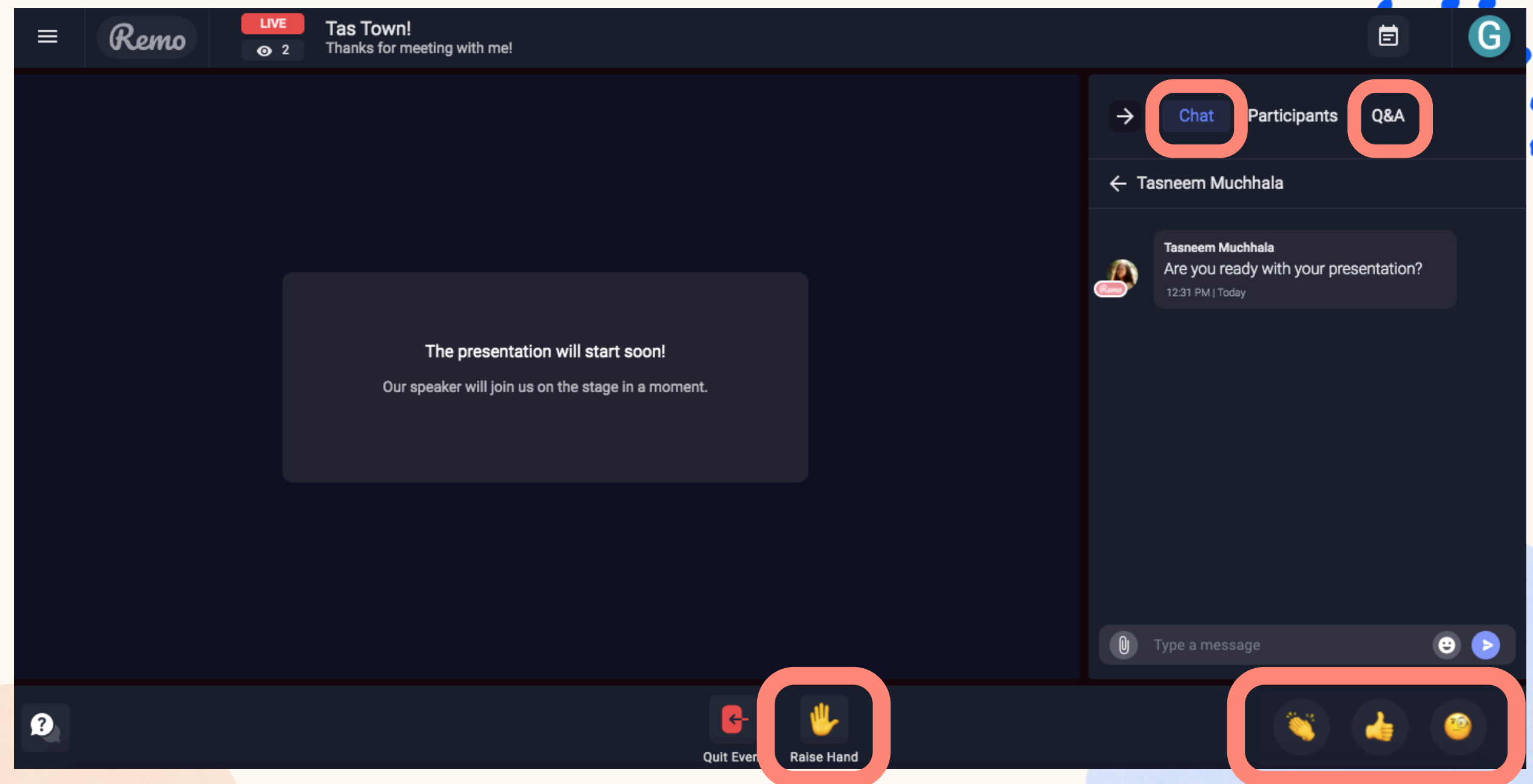
Presentation Mode

In Presentation Mode, you can watch the Presentation your Event Hosts have prepared.

You can...

- Raise your Hand
- Chat with others
- Ask Questions in the Q&A
- React to presentation content

You will no longer have access to your Camera and Microphone unless the Event Host invites you onto stage



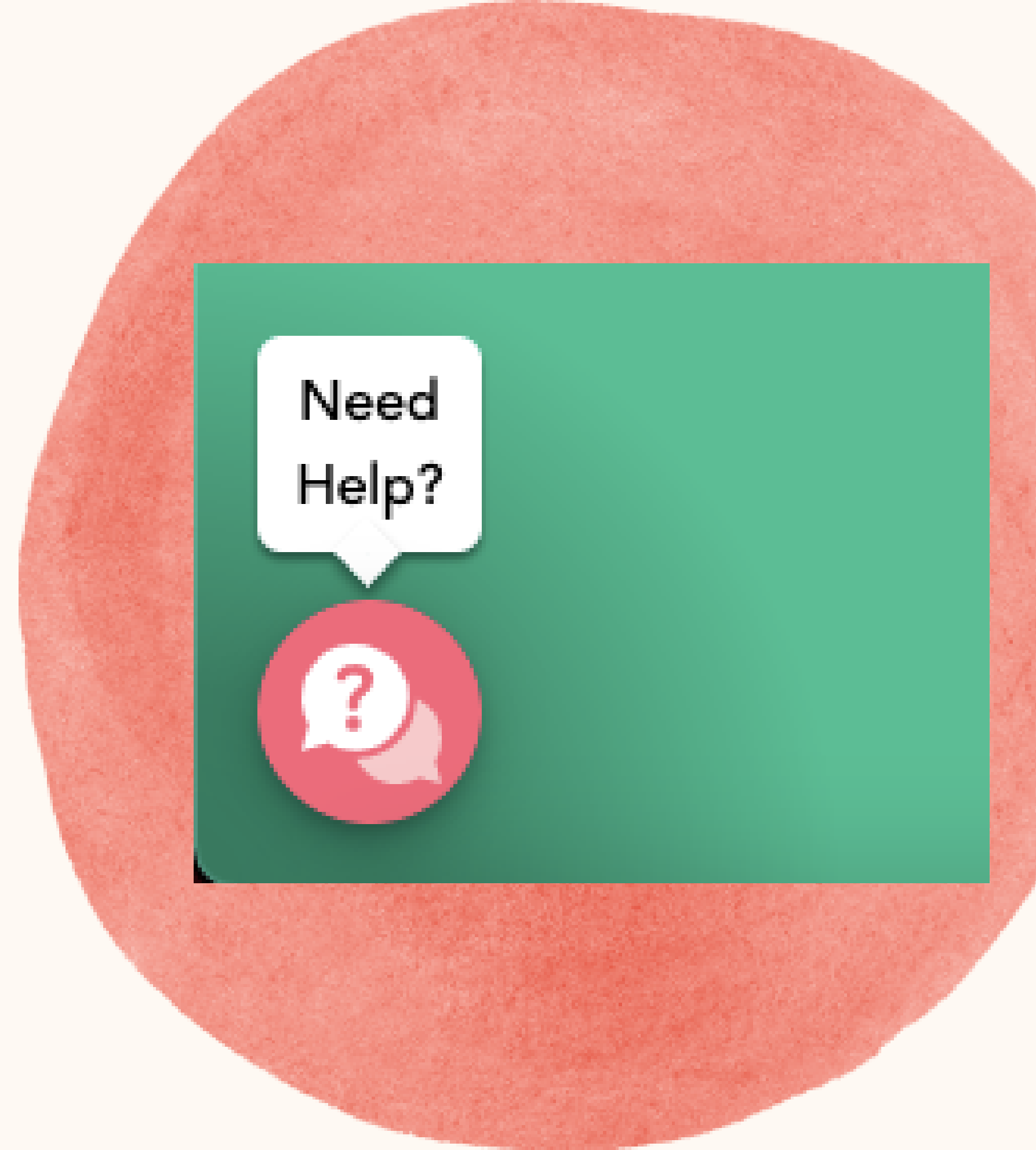
If at any point during the event you experience difficulties, feel free to contact our remo support team

Step 1: Click the '**Need help**' icon in the bottom left corner of your screen

Step 2: Search our help articles to see if they answer your question - or-

Chat with our team directly!

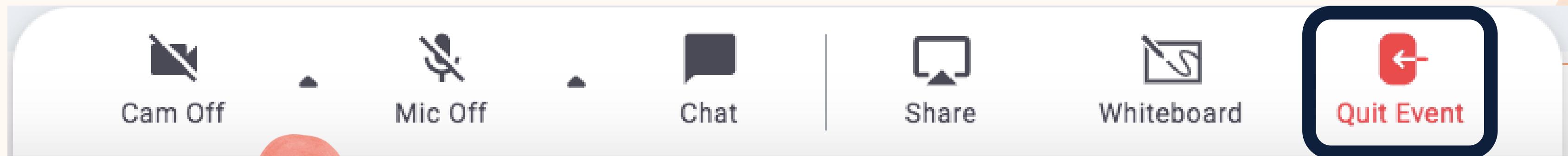
Chat Support



Leave the Event

Your event's ended? Hope you enjoyed it!

To leave the event, just click on **“Quit Event”** in the bottom toolbar.



Thanks and enjoy your
event!



www.remo.co

Interactive Online Conferences & Networking
Experiences That People Can't Stop Talking About

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