Instruction of oVice

FOR SPIN2021

oVice is virtual communication software using
avatar to freely move and talk together.

Utilization Rule

Please follow this utilization rule to keep confidentiality.

✓ Please use your real name, not abbreviation name nor nick name.

✓ URL of the event site and password should be managed by yourself not to be known to any outsider.

✓ After entering the event site, please click your avatar to input your affiliation, position and so on and click save. You can check it by placing a pointer on your avatar.

✓ Although oVice is a communication tool to make human network, please use ZOOM or slack if you'd like to discuss about highly confidential topics.

How To Use

1. Preparation

✓ Chrome is recommended as a browser of both Windows and Mac. Window sharing may be a cause of trouble when Safari is used. PC is preferable to smartphone or iPad, since it usually has enough memory.

  Supported browser and devices -> https://www.notion.so/Which-devices-do-you-support-2e766d6f40fb4ddbbb30da22e1d6641d

2. Enter event site

✓ Please access: SPIN2021 Tea Room: https://riken-kagihub-open.ovice.in/

✓ "名前を入力してください" means "Please input your name."

✓ Please input "SPIN2021" into "Enter password is required".

✓ Then "クリックして開始" means "Please click to start!"

3. Let's get started

✓ Other FAQs in English about oVice is here. (If this page isn't accessible from RIKEN's PC, please try from your private PC.)

  https://www.notion.so/Ovice-for-Beginners-e07bfb01f9844ab0819076aa1b76fc1e

  https://www.notion.so/oVice-101-English-def2008790d946ddbf14247fe65a7be9
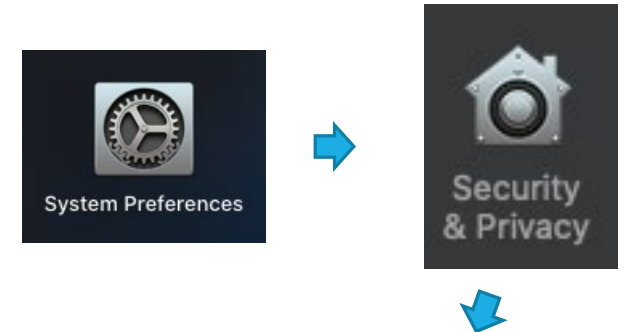
For Mac User

If Mac user is in trouble of screen sharing, please check if following conditions are satisfied.

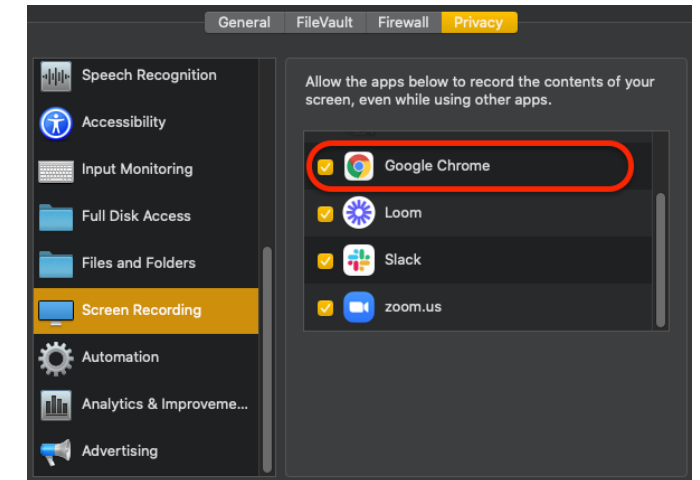1. Recommended browser is Chrome

   If Safari is used, only whole screen sharing is available and single screen sharing might be unavailable.

2. Check system preference on security & privacy

   Open System Preferences → Go to Security & Privacy

   → Select Screen Recording (→ Unlock key icon at left bottom, if it's shown) → Make sure to enable sharing for Chrome → Save

Basic Operation

1. **How to move avatar** / **how to have conversation**

- You can move to anywhere by double click the position.
- Black circle shown by dragging your avatar is audible area of each item. You can talk to the people who are inside your black circle.

If microphone / earphone doesn't work well, please change an audio device from the list one by one.
Even if this doesn't get better, please get out form the room and enter again.

2. Input your profile after entering the room

- You can input your profile by clicking your avatar.
  - Affiliation, Name, Position, e-mail address, URL of your web site etc

- Profile of anybody can be shown by mouse over on the avatar.

See more -> https://www.notion.so/Ovice-for-Intermediates-8faa05ee3bb04cd184bfbdc8cb7d9aa8#c11df7217d9646e79d51ccc131a67e96

3. **Share screen** / **Use camera**

• Click "More" menu (•••) at the bottom of the screen.

• Same icons will be displayed by right clicking around your avatar.

See more -> https://www.notion.so/Ovice-for-Intermediates-
8faa05ee3bb04cd184bfbdc8cb7d9aa8#6214ffcc632f48cfb712da49d7021895
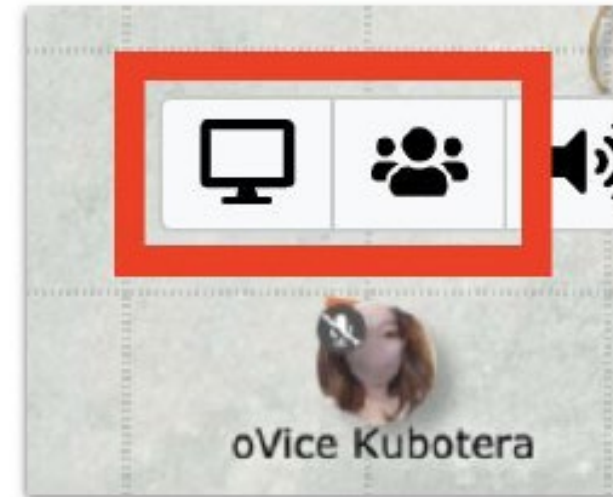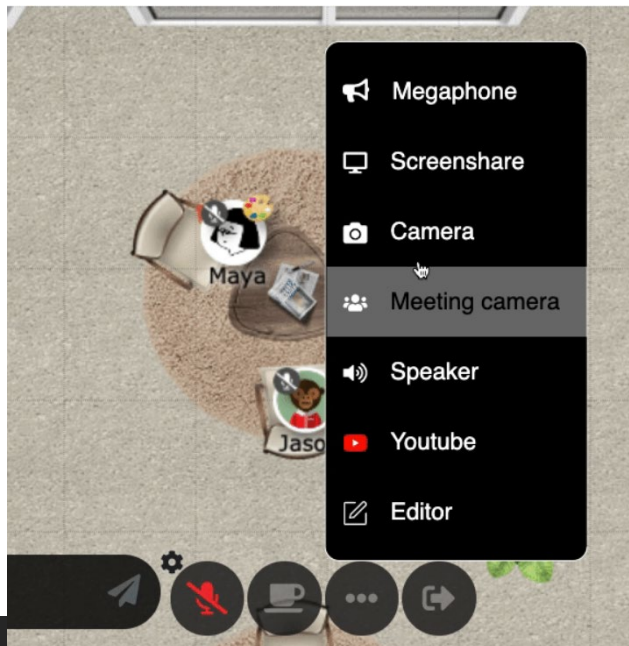
4. Use chat box

You can send private message to somebody in the event room by inputting message after "@+Name". Please remind that message without "@+Name" will be sent to all people in the event room.

See more -> https://www.notion.so/Ovice-for-Beginners-
e07bfb01f9844ab0819076aa1b76fc1e#d416b945b6264795a4041902cfd55b2e

You can choose more than one recipient by dragging a pointer.