

**Gather User Manual**  
**Tohoku University Alumni Year-End Online Event**  
**December 17<sup>th</sup>, 2021**

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All the online event and exchange will take place in Gather. You will be able to control an avatar you've created and interact with other participants by text or audio and video when you are near with the other avatars. This document will explain and guide you in how to start, navigate your avatar, and enjoy the programs.

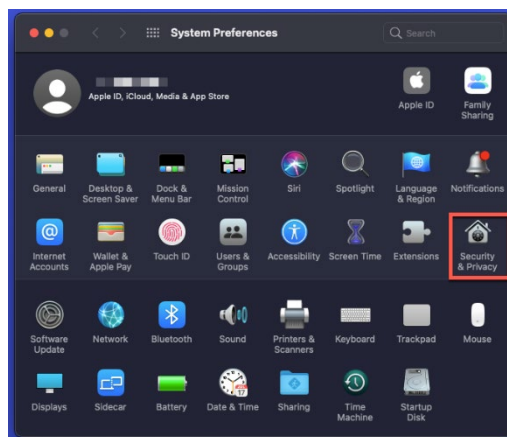
## 1. Device specs and system requirements

We recommend the following system specifications for an ideal experience:

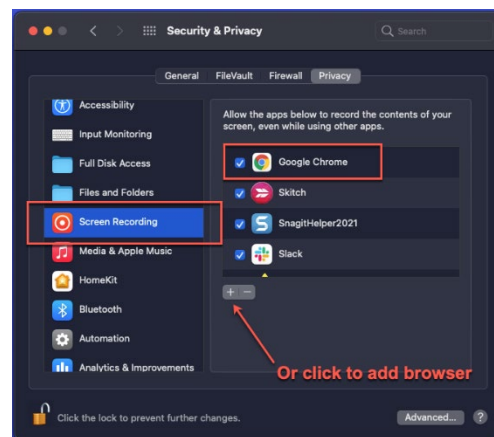
| System specification | Recommended internet speeds |
|----------------------|-----------------------------|
| 2.4 ghz dual core    | 10 Mbps download speed      |
| 8 gb RAM             | 3 Mbps upload speed         |

Your experience will vary based on the total number of video streams you are connected to and whether you have "HD Video Quality" toggled on. The number of video streams you will be connected to is based on the number of participants you are actively video chatting with.

It will be more taxing on your system if you are connected to 20 or more participants as opposed to being connected to one or two people. You may still be able to experience most of the features of Gather with a minimum of 3Mbps down/1Mbps up; however, you will experience more lag as you connect to more people.



Picture 1



Picture 2

**ATTENTION!** If you are using a Mac, you may need to check your System Preferences as well to share your screen. Open your System Preferences.

Select Security & Privacy (Picture 1).

Select Privacy in the top panel, then scroll down in the left menu and click Screen Recording. You may need to click the padlock in the bottom left of the window to make changes. If your browser does not appear in the list, click the plus sign and select your browser from your Applications (Picture 2).

## 2. Browser

Gather can be used on any computer (laptop or desktop), on any OS (Windows, Mac OS, Linux), using one of Gather supported web browsers (Google Chrome, Firefox, and Safari). However, please use Google Chrome for the best experience as others are not fully supported.

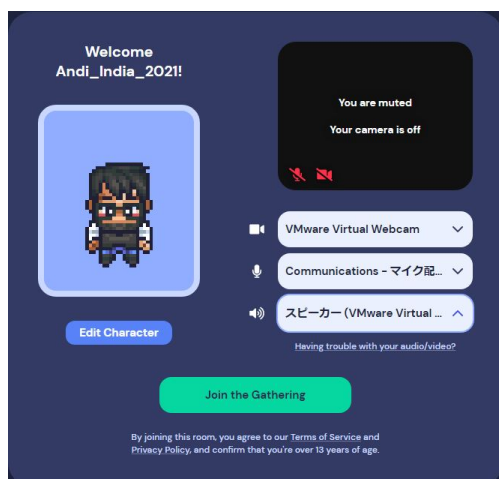
## 3. Logging on and adjusting settings

3.1 Click on the link sent to your email.

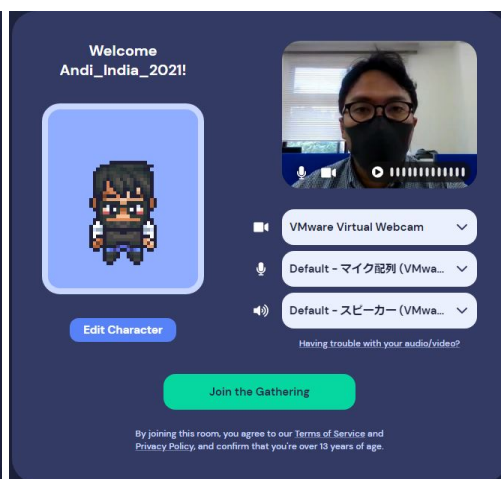
3.2 You will then be directed to Gather.town and asked to enter in your name.

it is recommended to use your first name, your nationality, and graduation year (Example: Andi\_India\_2021), so that your colleagues will be able to identify you.

3.3 After you designed your avatar, pop-up notification will require you to select your preferred audio and video devices. Please noted that some users will find the audio and video pop-up notification in a muted and camera off condition with different audio and speaker settings (Picture 3). Click the red muted mic and video off icon to test your voices and videos movement, then changes the audio and speaker settings in to default or same equipment to prevent sounds or camera issues during the event (Picture 2).



Picture 3

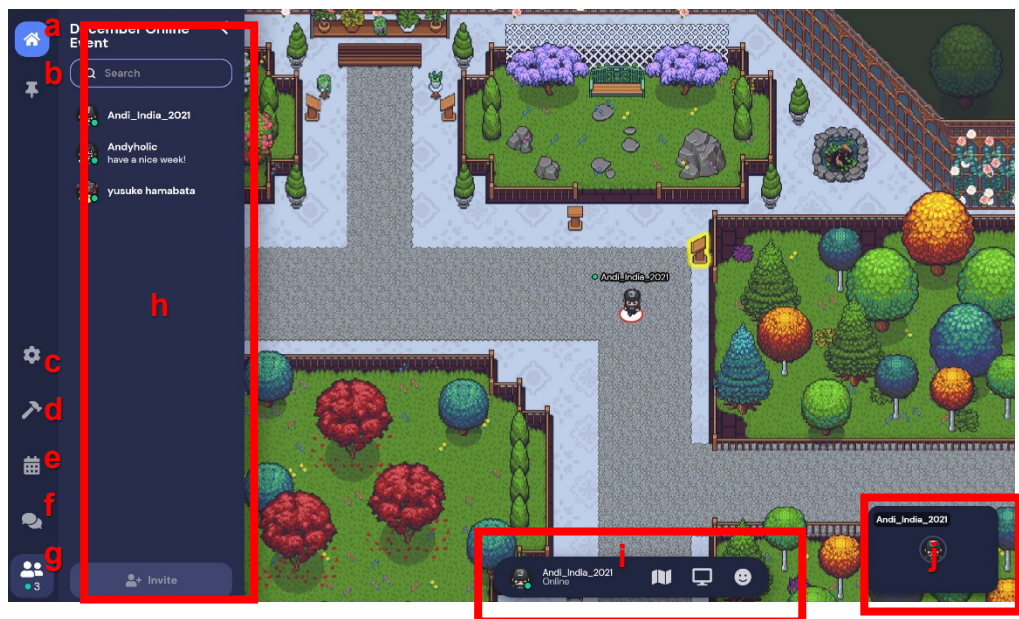


Picture 4

3.4 Click on “Join the Gathering” once you are ready to enter the meeting.

#### 4. Screen Layout

Once you have joined, you will see the user interface as shown below (Picture 5).



Picture 5

##### a. Home Button

Once you click this button, you will back to your home page, and you must click rejoin again if you want to re-enter the room. However, you are not allowed to invite other person who aren't registered to the online event by clicking invite people.

##### b. Information Board

Admin or Moderator will share you some information during the event via pinned messages.

##### c. Settings

This menu will allow you to set audio and video settings, also other general settings. Please do not change ready-set menu inside to prevent troubleshoot.

##### d. Build and Erase

You can put your favourite object and embedded it to website, JPG.

Format photos, videos, external call, and note object. If you want to set it as decoration only, you can choose no interaction menu.

**e. Events Calendar**

Menu that will allow Admin or Moderator to share upcoming schedule on calendar. Will not use during the event.

**f. Chat**

Admin or Moderator will send a chat message through this menu to everyone or nearby participant. You also can send your chat globally to everyone, or to those nearby.

**g. Participant List**

You can access this menu to find specific participants during the event. Once you click their name, you will be able to send the message privately, send a friend request, search participant name or id, see his/her location on the map, follow their step, or block them if they annoyed you.

**h. Activity Box**

You will see the list of participants, search participant name or id, send them chat, send them a friend request, see his/her location on the map, follow their step, or block them if they annoyed you.

**i. Middle Bar**

Located in the middle bottom of the screen where you can see the space map, share your screen, or express your feelings via icon mark.

**j. Your Video**

You can toggle your video and audio here. Mute or unmute the mic icon, and on or off the camera icon.

**5. Navigating and Interacting**

**5.1** Press ←↑→↓ or W, A, S, D keyboard button to move left, forward, right, backward and explore the Space.

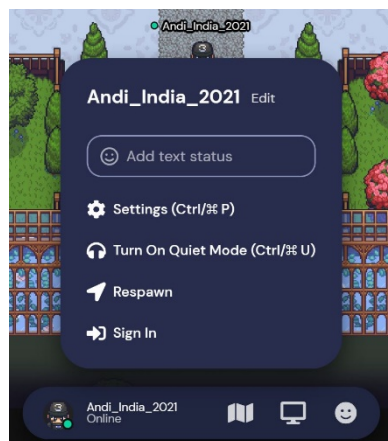
**5.2** Press Z to dance.

**5.3** Press G to pass (ghost) through other participants.

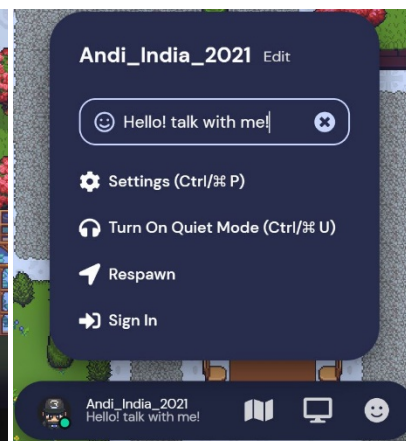
**5.4** Right click on a character to Follow them in the Space.

**5.5** click on your name on the middle bar so you will be able to add text status (Picture 6, 7). On this bar, there is settings menu that can connect you to the setting options, quiet mode option to control noise around you, respawn mode, and sign in button if you haven't registered to gather.town account. On the same bar, there is map icon that allows you to view your

location on the map, and emoticon that let you express your feeling to other participants.



Picture 6

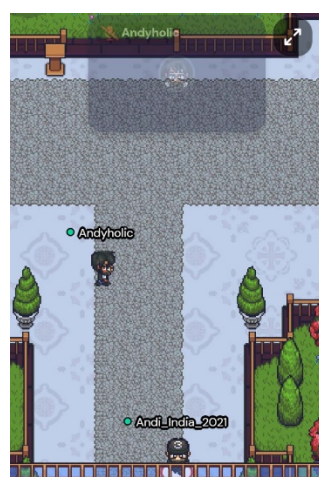


Picture 7

**5.6** You can interact with others by walking close to their avatar. Their audio and video will automatically connect when you are getting closer with other participants avatar (Picture 8). Once you walk away from the participants avatar, their audio and the videos will get slowly disappear (Picture 9).



Picture 8



Picture 9

## 6. The Space (Free Talk Room, Breakout Room, and Exhibition Room)

**6.1 Free Talk Room.** When you enter the Gather space, you will initially appear on the main space, we called this Free Talk Room and will use

for virtual name card exchange rally, free talk, and quiz session during the event. There are some private spaces located within with two or four chair set for smaller discussions as well.

In this room, there will be an information that embedded to many decorations set on the space about schedule for the day, Tohoku University websites, and many more that located nearby.

**6.2 Breakout Room and Exhibition Room.** Located in a same space and divided into two room. There will be numbered boards associated with a corresponding poster, JPG format photos, etc (this will also be indicated in program) provided by Alumni and Tohoku University current members. At the same time, you can also deepen your conversation with other participants on this room.

## **7. Troubleshoot and Solutions**

- 7.1** If you find that your Gather is freezing or not working, you can try to refresh your browser.
- 7.2** If you are using a VPN, make sure the VPN settings and configuration are installed correctly. More information about accessing Gather with VPN: <https://support.gather.town/help/vpn-firewall>
- 7.3** Make sure that your browser was granted access to Gather.
- 7.4** Check that your microphone and camera are turned on and set as default settings. It might be not working if you set microphone or camera in a different setting.