

# Yaotai User Manual

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# Chapter 1 Preparatory work

## 1. Equipment inspection

### 1.1 Suggestions on the runtime environment of Yaotai

Experience of the immersive activity scene of Yaotai depends on your network speed and the performance of hardware devices. We have prepared the following runtime environment suggestions and test methods. You can configure them accordingly to get the best experience:

Role	Hardware configuration	Browser	Network environment
Lecturer (projection + speech)	Microphone: headset microphone or headset with microphone	Chrome browser	Wired network, download speed>2 M; Wireless network with stable download speed
Lecturer or host (projection, video, etc.)	Computer: i7 + independent display + 16g memory	Chrome browser	Wired network, download speed>2 M; Wireless network with stable download speed
Audience (speech + chat)	Microphone: system default microphone	Chrome browser, Safari browser	Wired network, download speed>2 M; Wireless network with stable download speed

### 1.2 Browser

- Yaotai currently supports chrome and safari browsers (the latest version of Chrome is recommended);
- If you need to share the screen, please use Chrome.

\*Browser version self-check: <chrome://version/>. if the browser version is too low, please upgrade.

### 1.3 Network

- Login through a web browser:

It is recommended that you use a network with 20 Mbps bandwidth to get a better experience. The download speed is about 2 M.

Note: If more than one person logs into Yaotai using the same WiFi network, it will affect the user experience. It is necessary to upgrade the network bandwidth and test the actual network download speed.

- Login through Yaotai client:

It is recommended that you use a network bandwidth of more than 10 Mbps and a download speed of more than 1 M.

## 1.4 Audio and Video

### 1.4.1 Environment:

If the speech environment is noisy, please wear headphones with a microphone to prevent noise and echo;



Reference figure

### 1.4.2 Test:

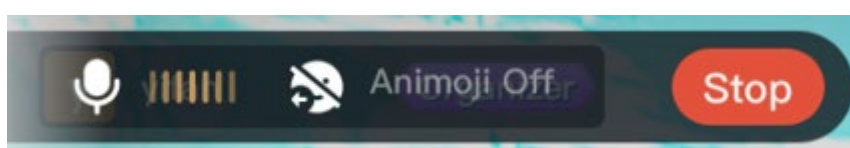
Ensure that the speaker and microphone can be used normally, and test the sound effect of speech and graphic quality during screen sharing in advance;

### 1.4.3 Equipment:

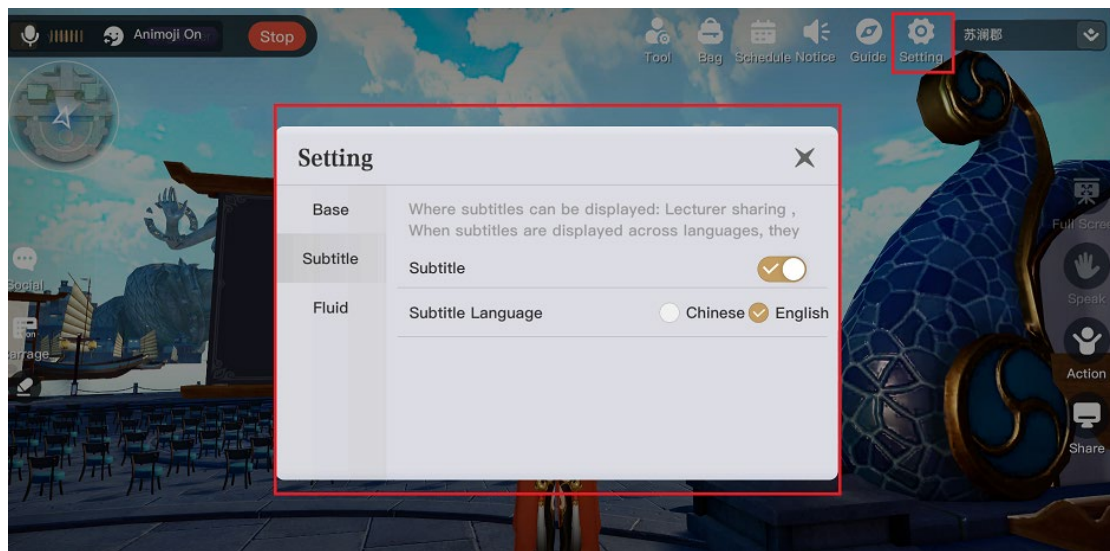
If the computer has multiple microphones and cameras, Yaotai will use the first one by default. which can be adjusted on the computer setting panel;

### 1.4.4 Inspection of audio quality:

- When the audience logs in to the platform and uses the speech function if the microphone receives sound, the following waveform will appear:



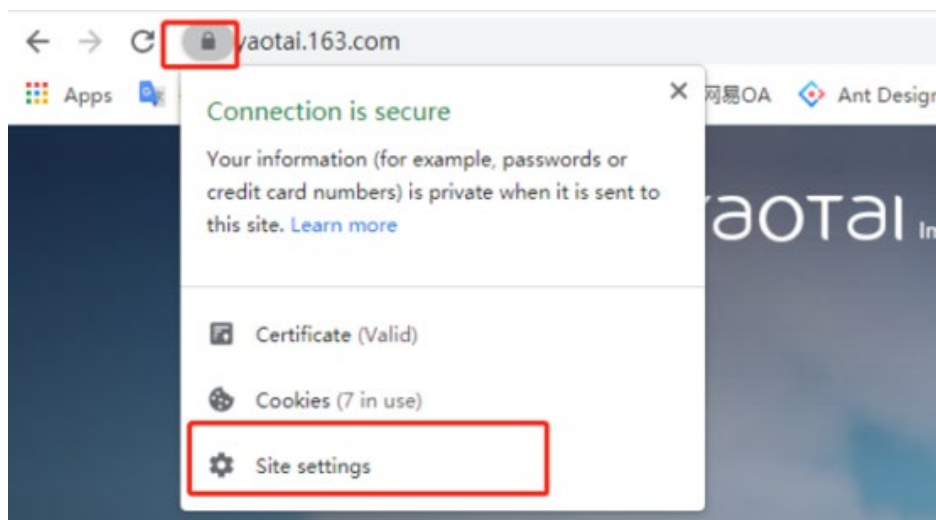
- The speaker that shares the screen can turn on the subtitle function in the Yaotai setting. If the microphone works normally, the audience and speaker can see the subtitle content in real-time.



## 2. Permission setting

### 2.1 Privacy settings of the browser (take Chrome as an example)

#### 2.1.1 Website setting:



Click the padlock symbol on the left of the website address and click 'site settings';

#### 2.1.2 Allow camera and microphone permissions:



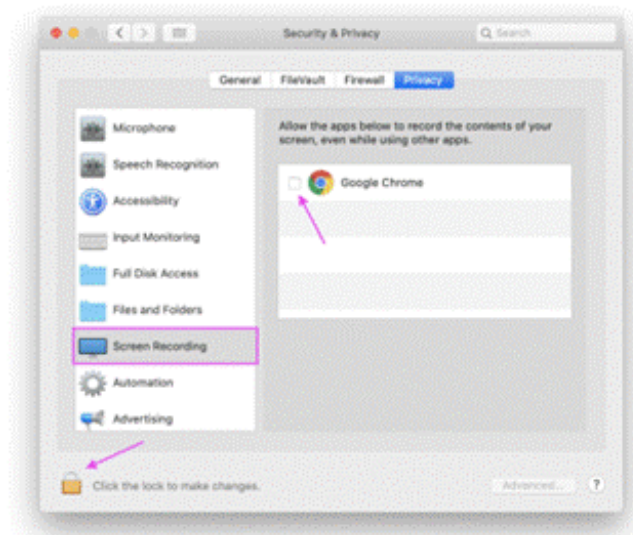
## 2.2 Privacy settings for apple computers

- You need to change screen recording permissions first if using Mac OS to share the screen;

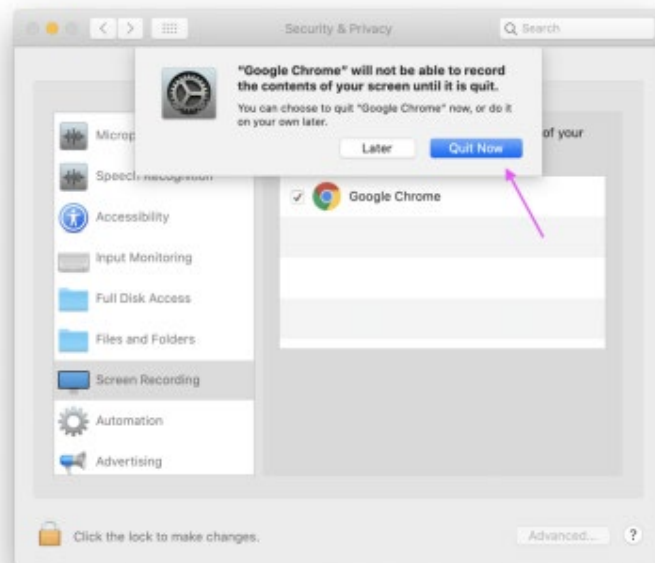
### 2.2.1 Open the system preferences and click the "Security & Privacy" icon



**2.2.2** Scroll down and select screen recording in the sidebar. Click the box next to Google Chrome to allow the screen share (you may need to click the lock icon in the lower-left corner to unlock before making changes).



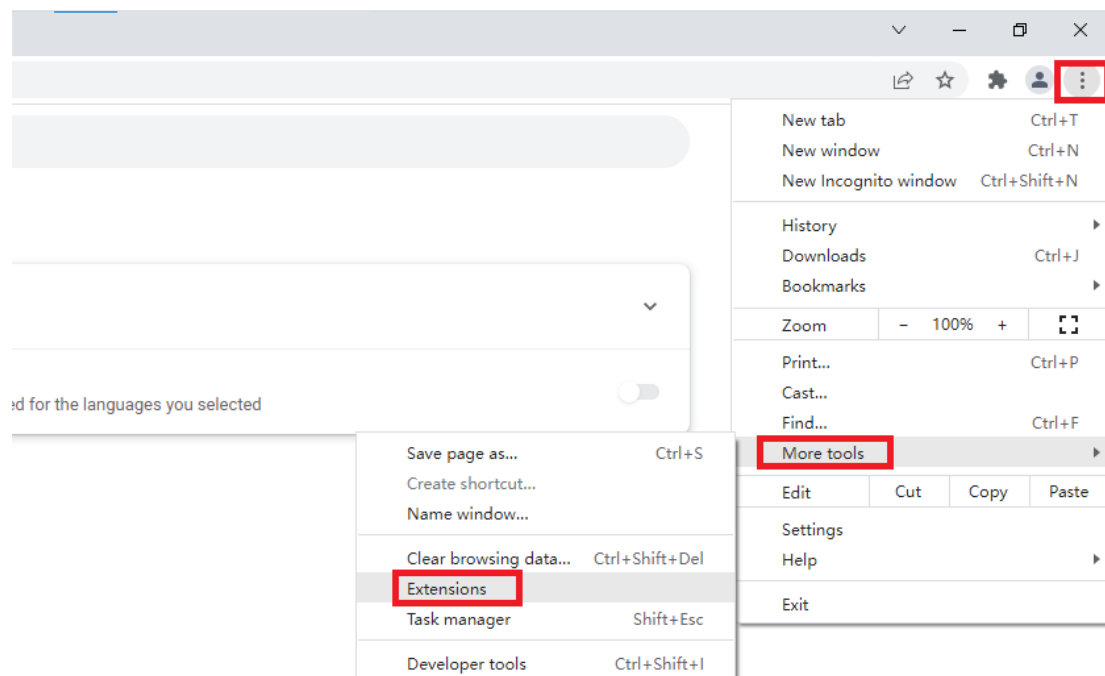
**2.2.3** A pop-up window will appear indicating that Google Chrome needs to quit before it can record your screen content. Click "Quit now" to exit all running instances of Google Chrome.



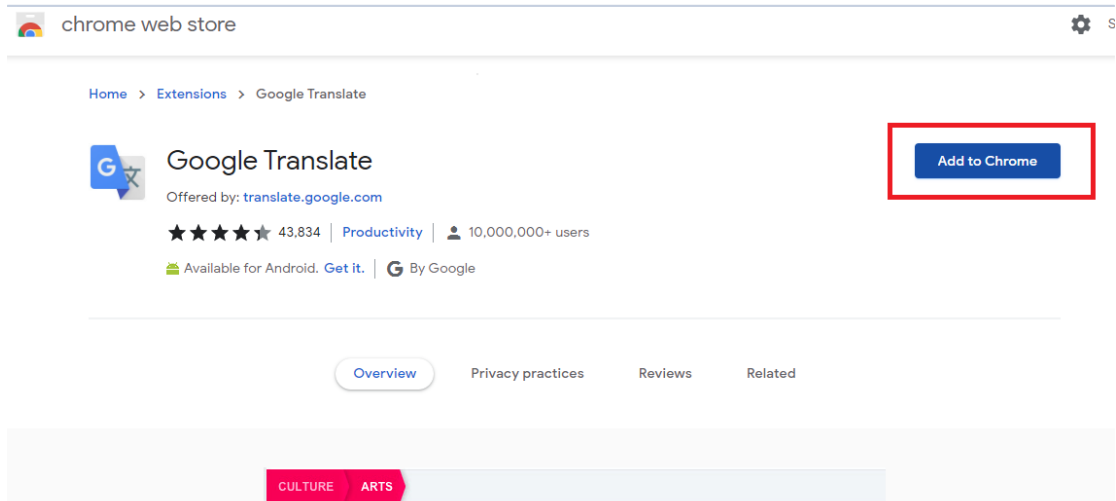
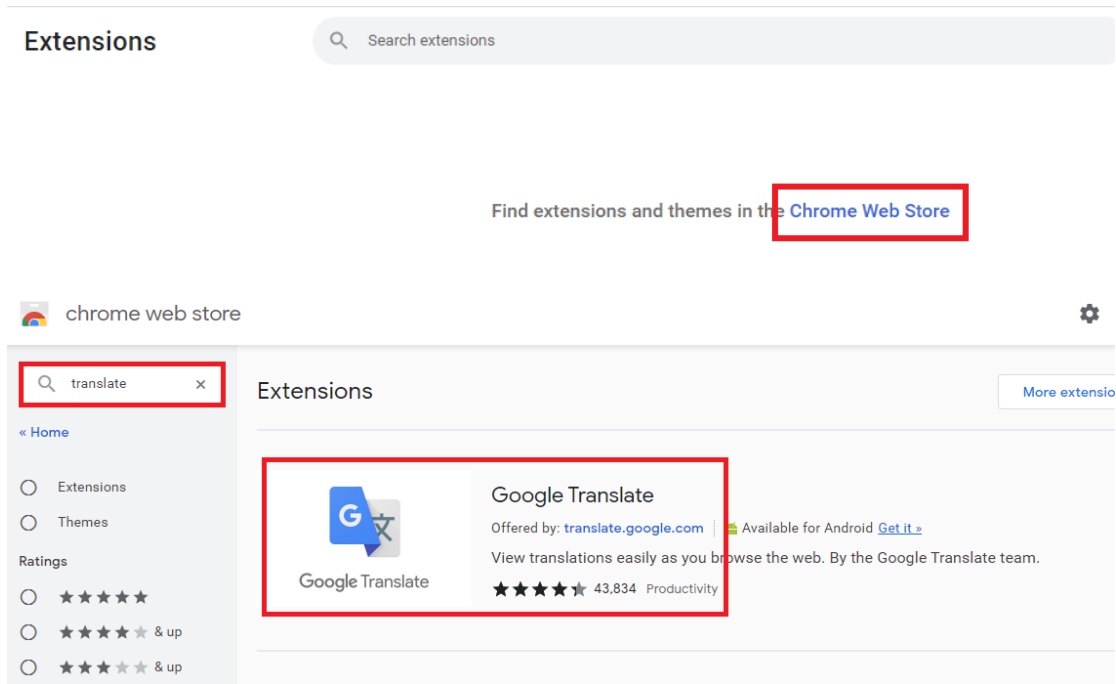
### 3. Switch language

It's recommended to use the translation plug-in of Google Chrome on the webpage.

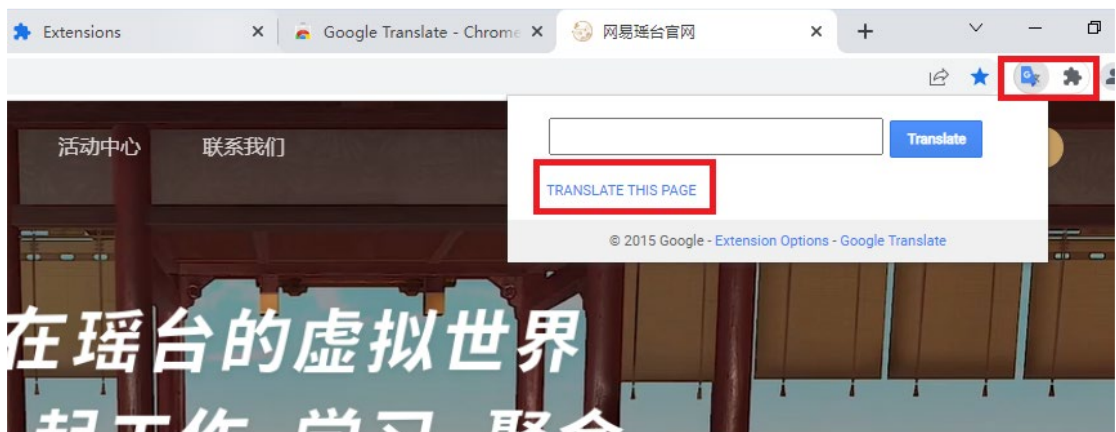
- Click and open the drop-down menu at the top right of Chrome. Click More Tools >> Extensions.



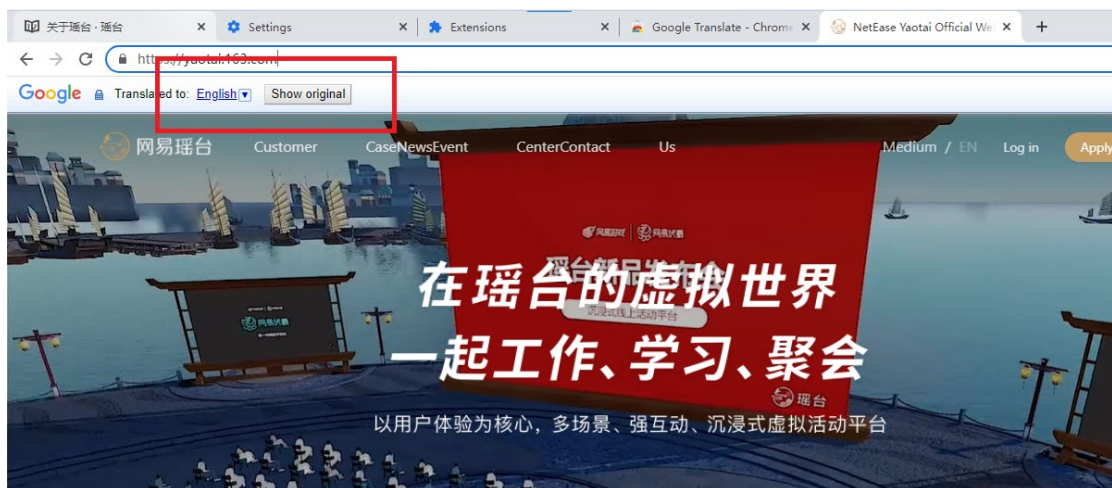
- Find the translation plug-in at the online store and add it to Chrome.



- Click TRANSLATE THIS PAGE and select your language.







## Chapter 2 How to participate in a conference

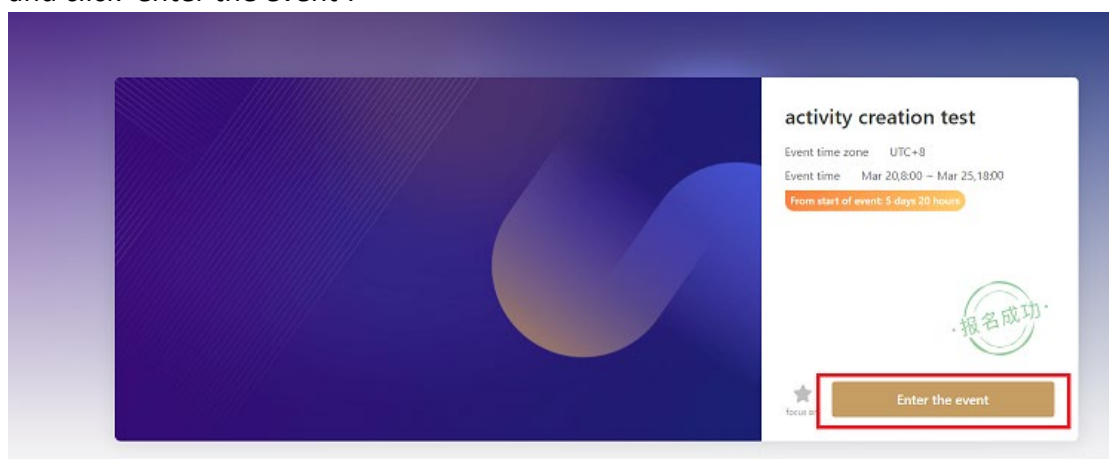
### 1. As an audience

As an invited audience, after obtaining the tickets sent by the organizer, you can log into the Yaotai venue with a web browser or Yaotai client.

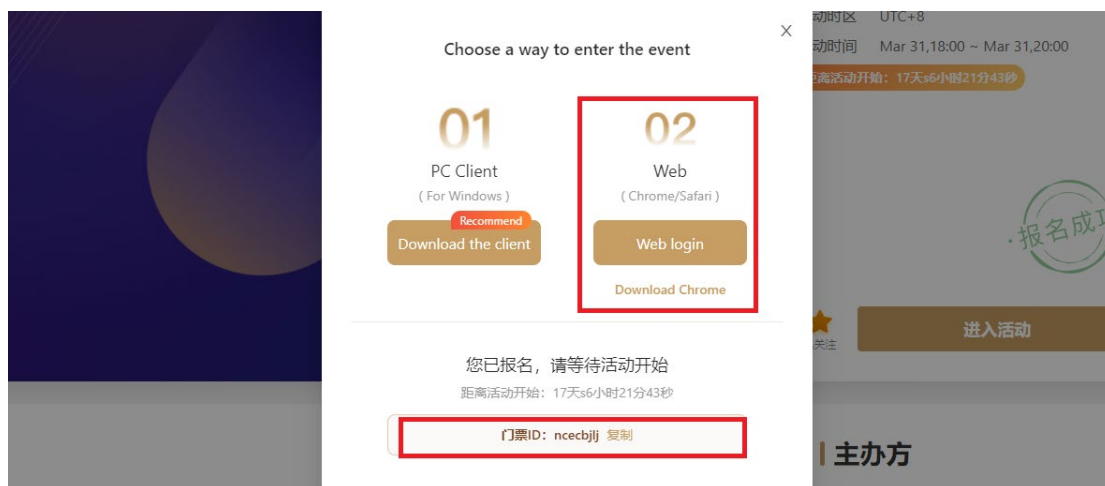
#### 1.1 Browser login

##### 1.1.1 Login from a computer

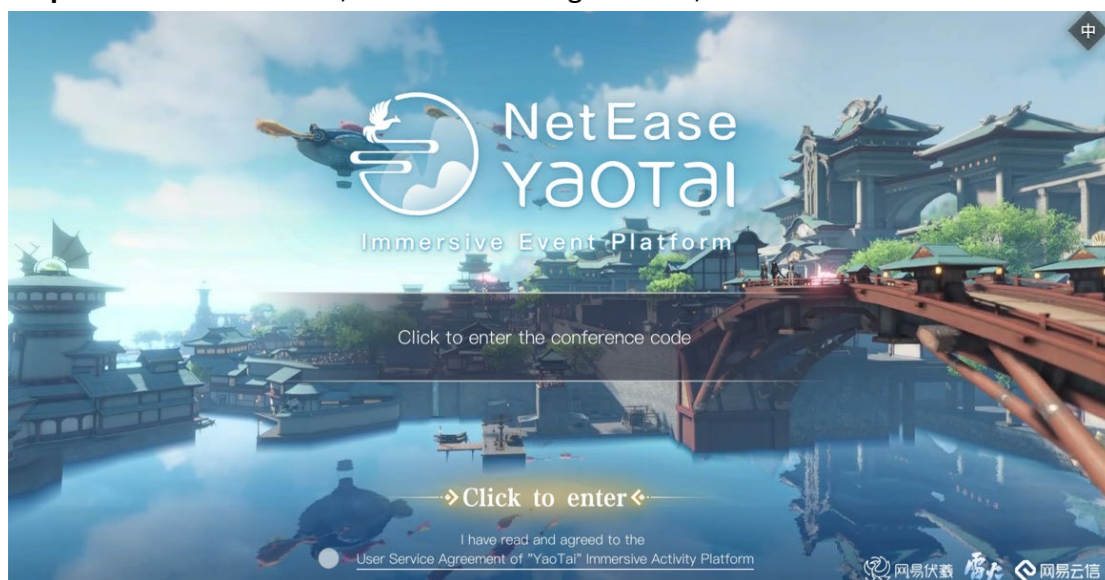
**Step 1:** After receiving the ticket, open the link of the conference activity with Chrome and click 'enter the event':



**Step 2:** Copy the ticket ID, select the 'Web login' mode:



**Step 3:** Fill in the ticket ID, check the user agreement, and 'click to enter' Yaotai:



### 1.1.2 Login from a mobile device

Note: The mobile browser function is currently in beta version, so it is recommended that you log in with your PC to get the best experience.

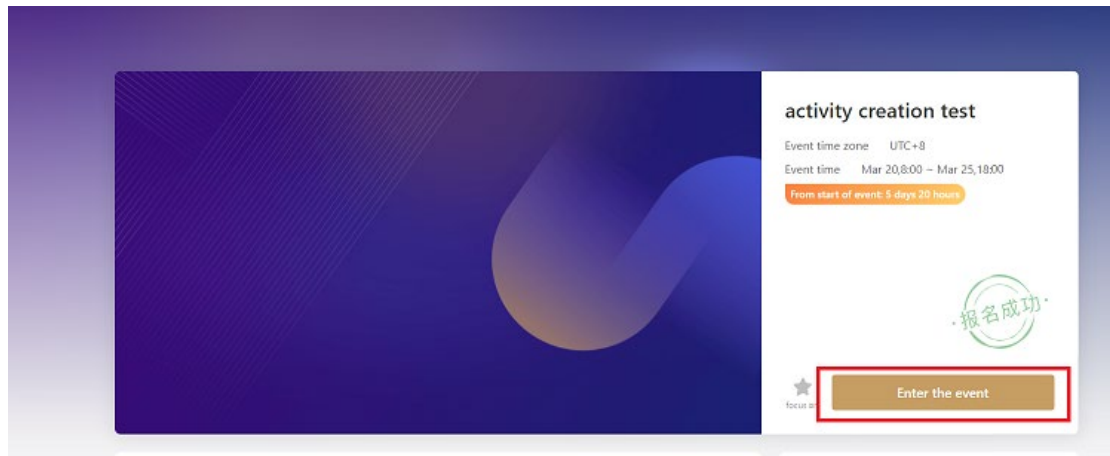
Login from a mobile device is similar to that from a computer.

**Step 1:** Audience uses Chrome or Safari browser to open the link of the conference activity on the mobile device and click 'enter the event';

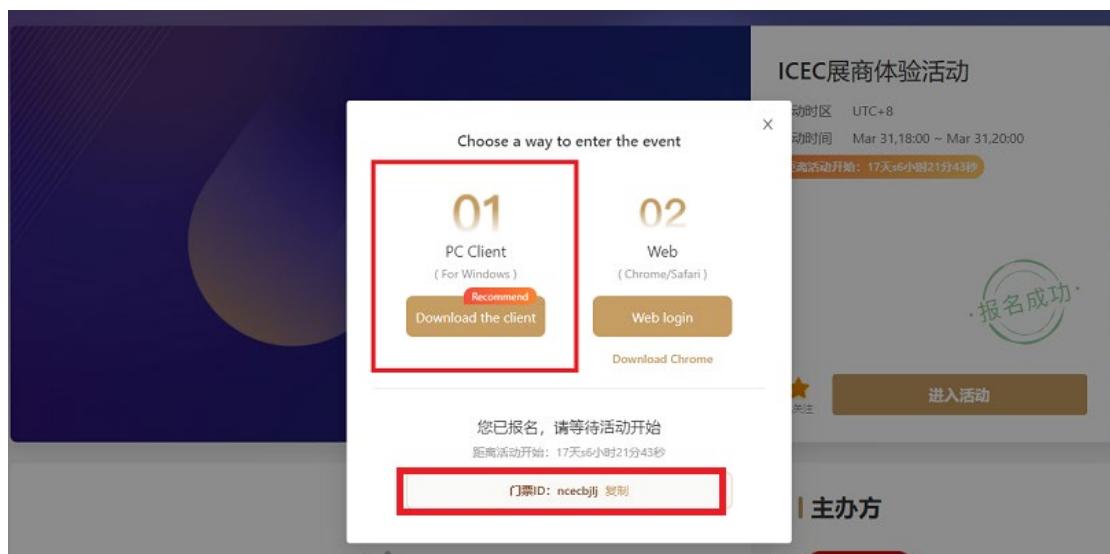
**Step 2:** Copy and paste the ticket ID, and then you can directly 'click to enter' the event.

## 1.2 Computer client login

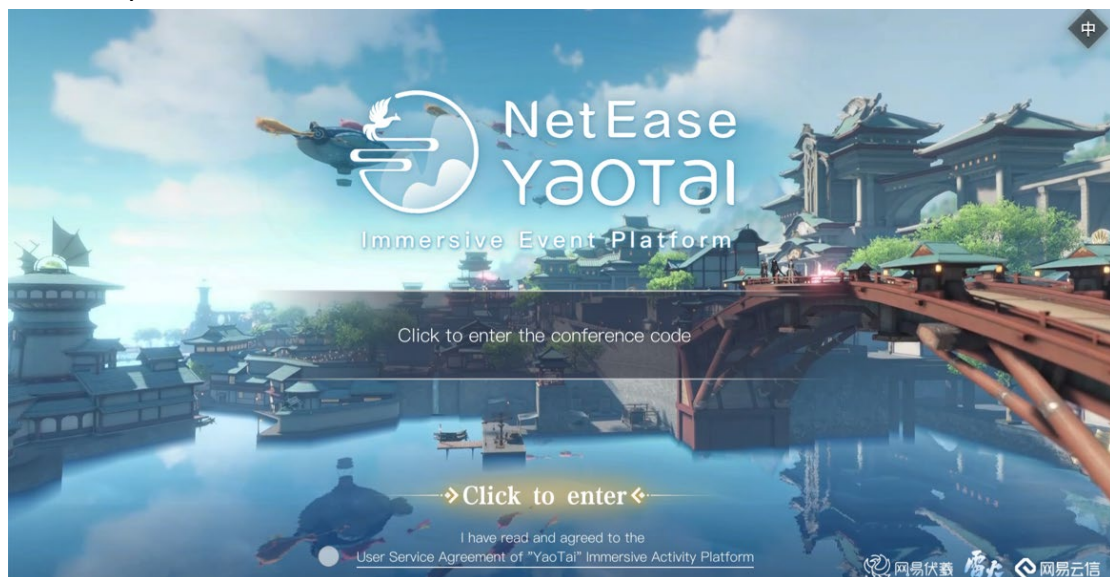
**Step 1:** After receiving the ticket, open the link of the conference activity with Chrome and click 'enter the event':



**Step 2:** Click 'Download the client':



**Step 3:** After the download is successful, open Yaotai client and type in the ticket ID to directly enter the event:

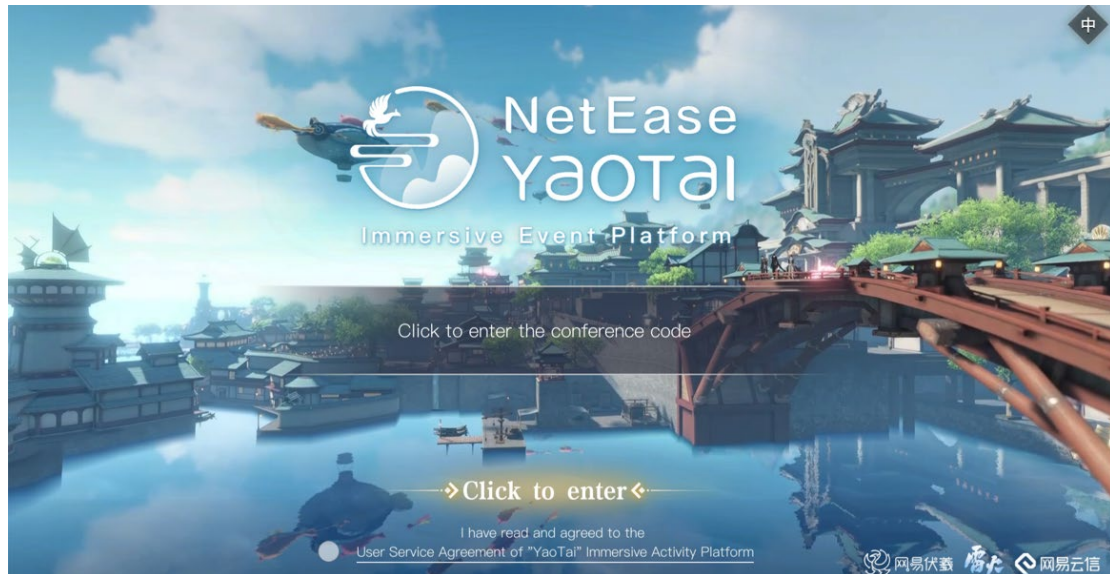




## 2. As a speaker

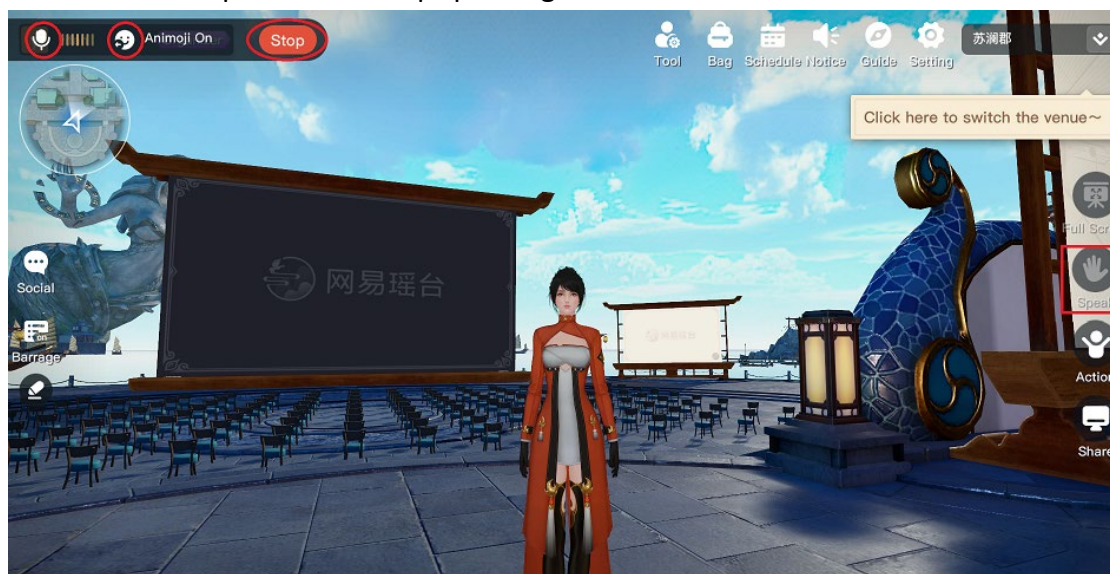
### 2.1 Login instruction

Speakers invited to share in the event will receive a ticket and a link to the event home page from the organizer by email or SMS. The login process is the same as that of audiences:



### 2.2 Click the speaker button to speak (voice)

- The microphone button in the upper left corner allows you to switch your voice on and off;
- You can toggle on and off the facial expression transfer button;
- Click the stop button to stop speaking.



## 2.3 Click the projection button to share the screen

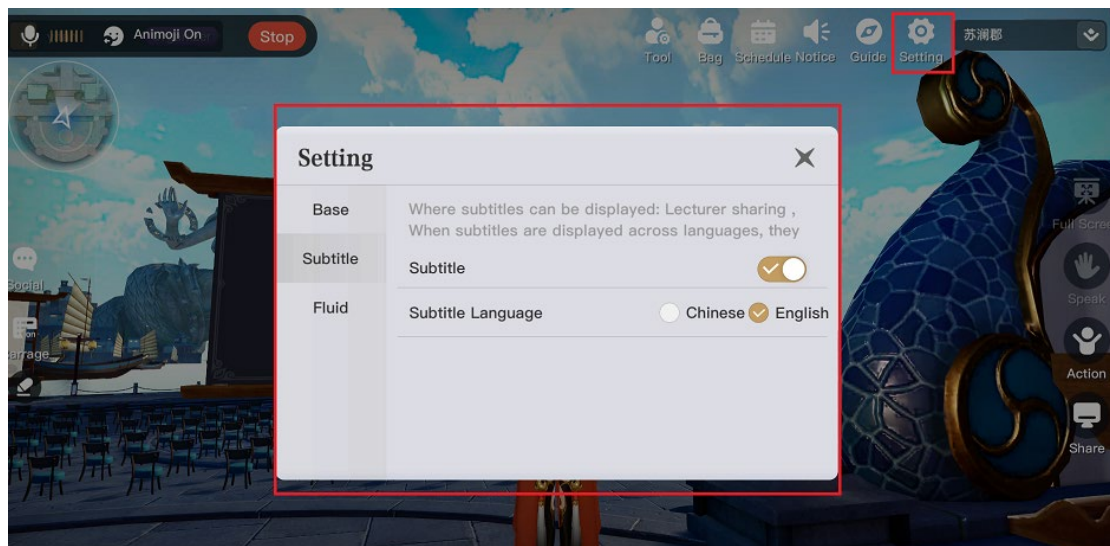
Now you can speak and transfer your expression while casting the screen. You can click 'Stop' in the upper left corner to stop the sharing at any time:



Note: At present, login from Yaotai client supports sharing desktop, and login from Chrome supports sharing window or desktop.

## 2.4 Set speech subtitles

If you need to make a cross-language speech, you can click the 'Setting' button in the upper right corner to open the subtitle function. Select the language for subtitle display, and real-time subtitles in your selected language will be displayed during your speech:



Note: The real-time translation function in Yaotai is supported by Netease Youdao.

# Chapter 3 Basic operation of Yaotai

## 1. Sit down, walk, move, and viewing angle adjustment

### 1.1 Sit down

Move the mouse over an empty chair and click to sit down.



### 1.2 Walk and move

Use the "WASD" or "up, down, left and right" keys on the keyboard to control walking.



### 1.3 Viewing angle adjustment

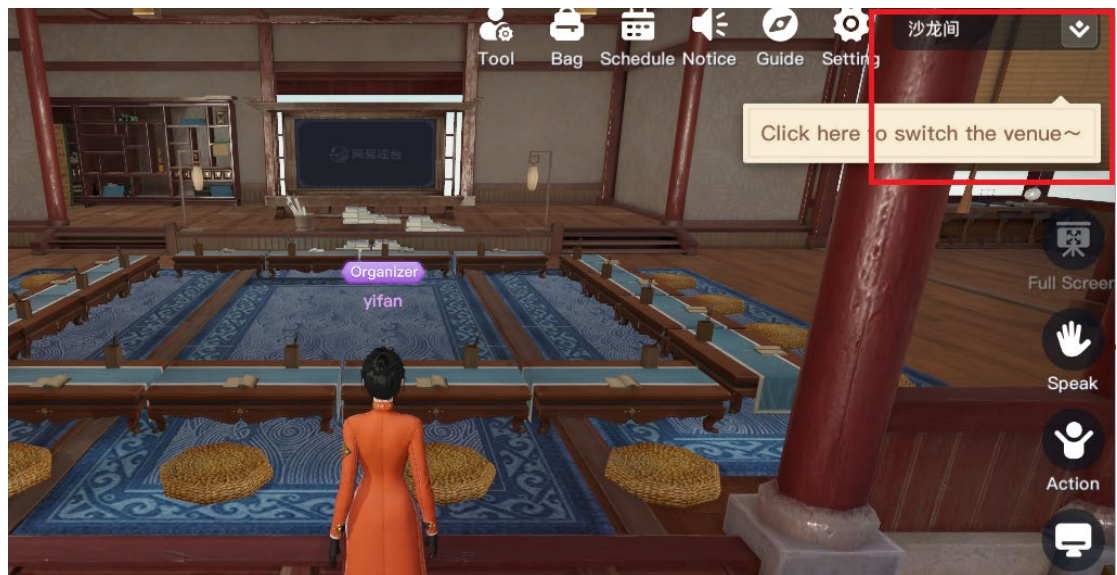
Press and drag the right mouse button





## 2. Switch venue

You can choose to switch between different sites in the upper right corner:



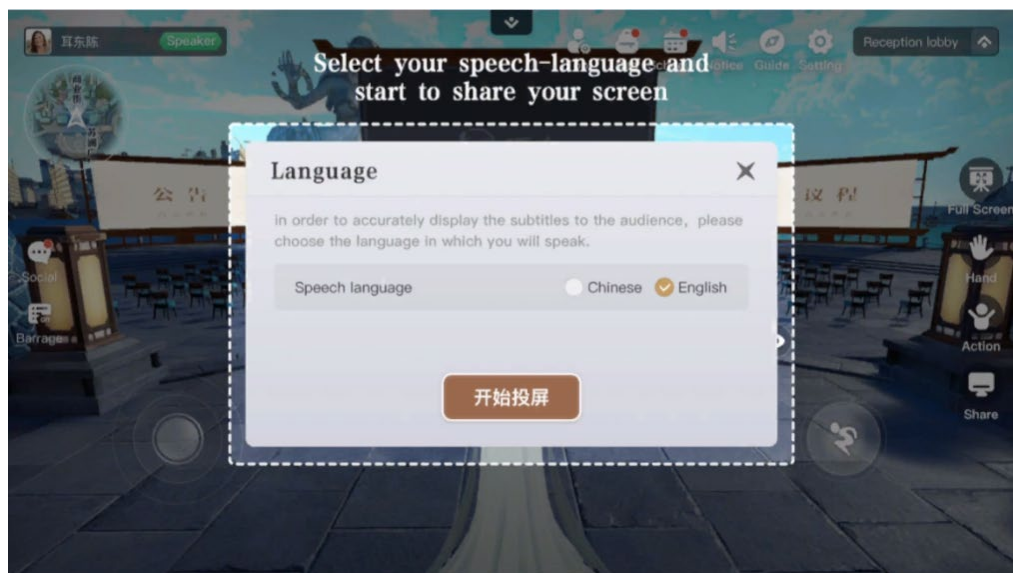
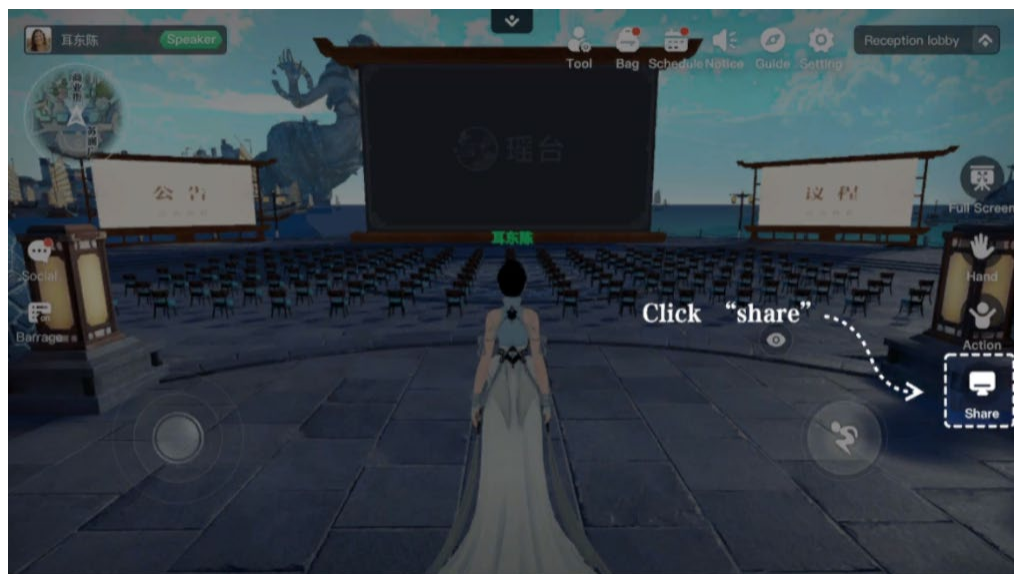
## 3. Full screen

Click 'Full Screen' on the right to view the contents on the stage in full screen mode:



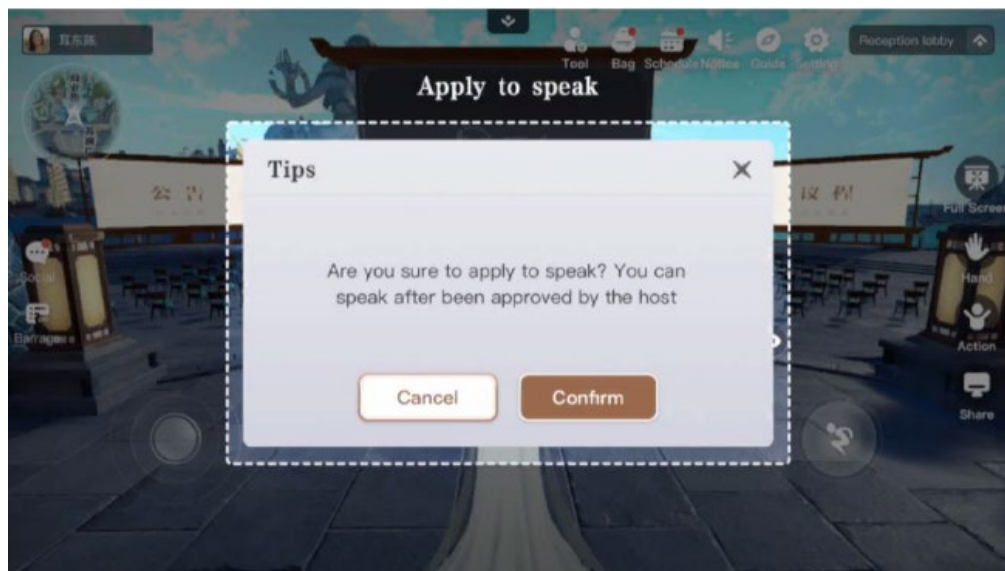
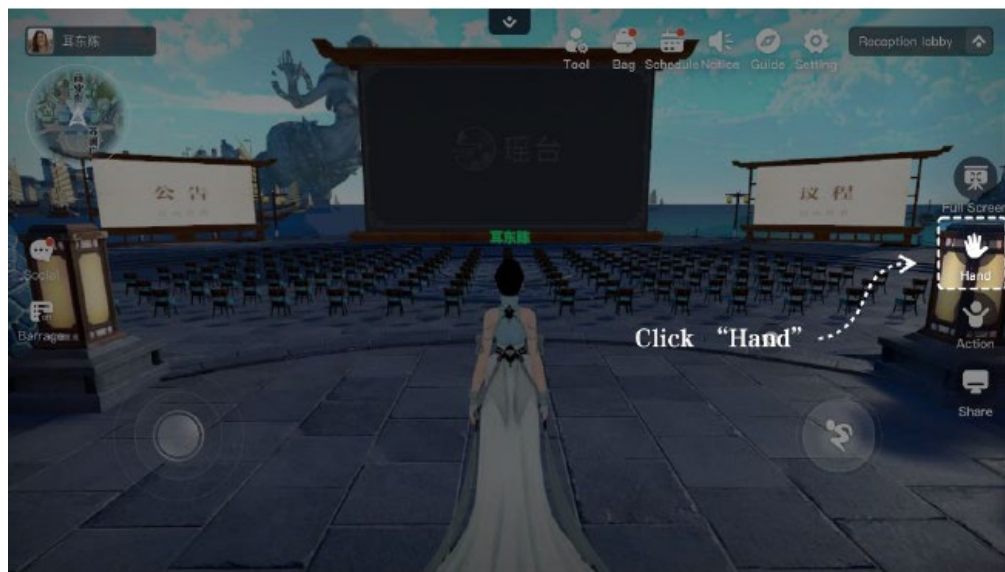
## 4. Projection screen

The projection function is only available to speakers and hosts:



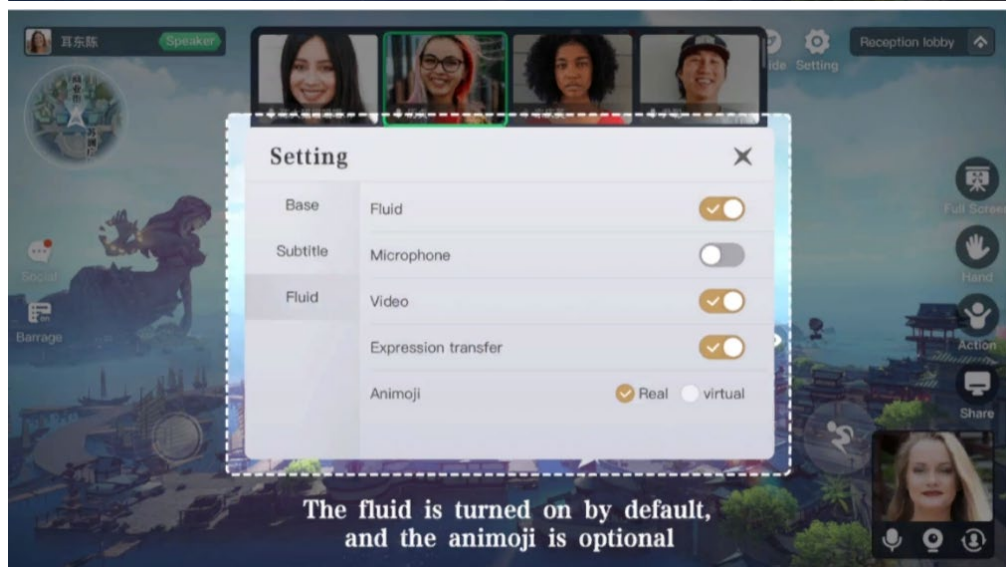
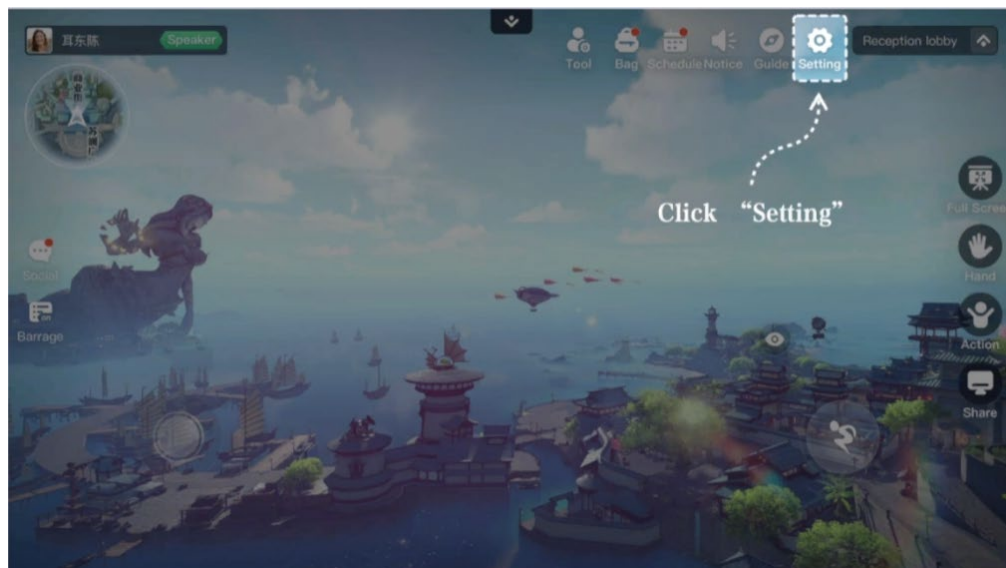
## 5. Apply to speak



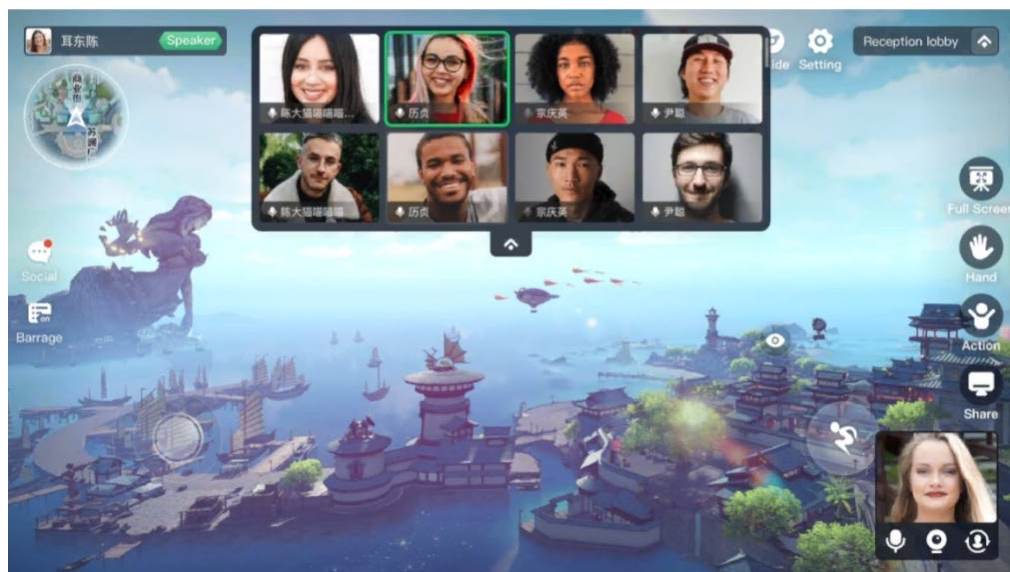




## 6. Instant chat



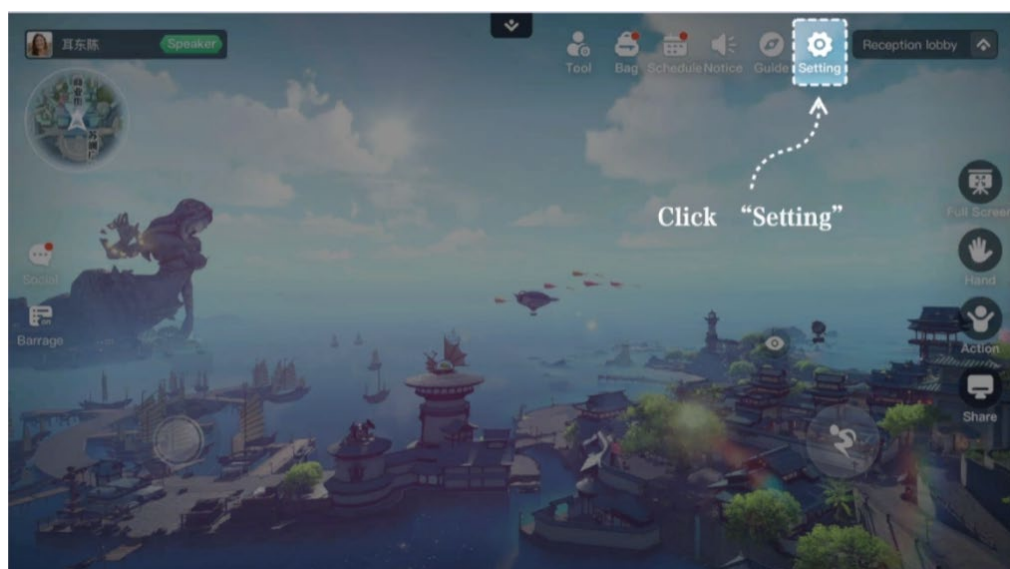




## 7. Subtitle

The subtitle function provides real-time subtitles for speakers and real-time translation (Chinese / English) for cross language sharers.

Note: In order to ensure the effective real-time translation of the speaker, please prepare and debug the sound acquisition equipment, such as the headset microphone, the USB Microphone, etc. The translation function of this product is supported by Netease Youdao.





## 8. Management tools (need moderator permission)



## **8.1 Lock seat**

When enabled, lock the seated audience in the current seat, and the audience cannot leave the seat during the speech.

## **8.2 Limit run / jump**

When enabled, all the user will not be able to run / jump in the scene.

## **8.3 Personnel management**

The organizer and host can manage the order of the participants, cancel the screen sharing, cancel the speech;

Click 'Personnel management' and in the friends list, you can operate the current speaker or screen sharing.

## **8.4 One click seat**

Allocate a free seat in the speech area for all unsettled audiences, and guide the role to automatically find the way to the seat. User can cancel the automatic route-finding behavior at any time.

## **8.5 Global broadcasting**

Submit global text broadcasting to all the scenes.

## **8.7 Initiate lottery**


The lottery function requires the organizer to configure the prizes in advance at the event management end.

## **8.8 Outdoor fireworks**

Set off fireworks outdoors in Sulan County for 1-2 minutes.

# **9. Edit personal information**

Open Yaotai.163.com with Chrome and log into Yaotai; Enter the personal center and click 'Edit participation information' on the right to customize your own image and business card.



Hi, yifan

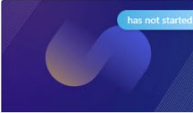
Welcome to Yaotai, enjoy the virtual world together

[Edit Participation Information](#)

## 1 event is being organized

organizing

historical organization



has not started

create test

2022/03/15 - 2022/03/29 editorial activity

[< return](#)

1

Image customization

2

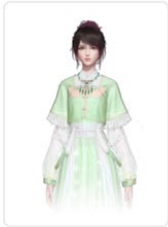


Business card customization

3

Finish

male

Female

[Next step](#)

[< return](#)

✓ 1

Image customization

2

Business card customization

3

Finish

1

The following information will be used to receive tickets and use in the event, you will get a better event experience after filling it out

\* Nick name:

mobile phone:

+86

▼

Title:

Mail:

📧

organization:

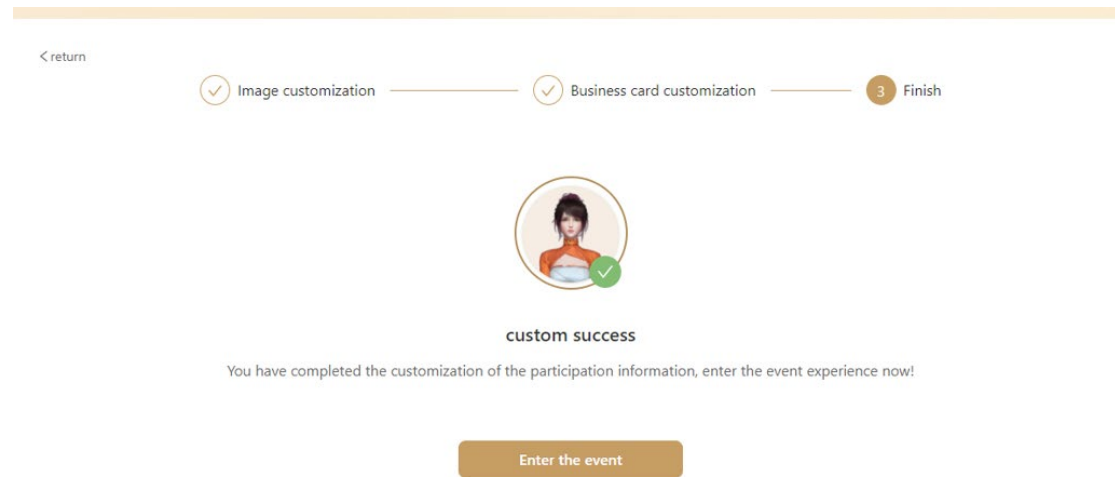
time zone:

(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi

▼

Previous

Next step



## 10. Expression transfer

### 10.1 What is expression transfer

The user who opens the camera can use his real face to drive the virtual character in Yaotai, so that the mouth shape and expression of the virtual character can be changed synchronously with himself. The function of recognizing the facial expression in real time and migrating it to the face of the virtual character is called expression transfer.

### 10.2 How to use expression transfer in Yaotai

When Yaotai users enable the speak and expression transfer functions, and join a chat around the display board or in the chat area, the expression transfer will be used. Users just need to turn on the camera.

Yaotai users can observe the migration effect of virtual characters on their faces when they speak or deliver a speech on the screen.

When entering the chat area, Yaotai users can observe their expression transfer effect in the small window in the lower right corner.





## 10.3 How to adjust my expression transfer effect

### 10.3.1 General settings

In order to make the expression migration of your virtual character more real, you can change the following settings in advance:

- Set your face in the center of the computer to ensure a clear acquisition;
- Locate the camera above the computer screen, parallel to the head or slightly overhead;
- Identify boundaries of Yaotai's migration of users expressions. When Yaotai cannot capture effective face information within the effective area, expression transfer will fail;
- Keep the background as simple as possible.



### 10.3.2 Camera acquisition test

Windows: In the search box, enter "camera" to open the camera setting interface for adjustment.

Mac: Find "photo booth" from the program dock, turn on the rear camera and start capturing the content in front of the screen. You can view and adjust the environment to obtain the ideal video capture effect.

Adjust the camera position to put the face is in the center of the system camera and make the proportion of face is moderate.

Make sure your face stays in the capture area when rotating and tilting the head up, down, left, and right.



## Chapter 5 FAQ

1. Q: I want to try Yaotai. What should I do?

A: You can apply to try Yaotai as an audience or an event organizer:

- As an audience

Login to yaotai.163.com, click 'Request Demo' in the upper right corner to apply:



After submitting in the relevant information, Yaotai staff will contact you within 1 working day.

- As an organizer

Login to yaotai.163.com, click 'Request Demo' in the upper right corner to apply, provide detailed requirements of business and communicate;

Yaotai staff will create exclusive event links and register organizer's account for you.



2. Q: What scenes / venues can I choose from Yaotai?

A: Yaotai currently has 1 exhibition venue, 8 conference venues and 1 reception hall, which can be selected according to specific needs.

## Chapter 6 More references

You can also use the translation plugin in Google Chrome to view the detailed user manual: <https://yaotai.163.com/docs/zh/>