

Fall 2021 Leaders Roundtable

Remo Conferencing Platform Quick Start Guide

REMO conferencing platform tips

- **If you require tech support during the meeting, please sit at one of the tech support tables (top right in the floor plan) or call our tech support line: 1-888-676-9057 pin: 29297765#**
- Remo requires Google Chrome; support for other internet browsers is limited.
- Do not have multiple Remo tabs open on Google Chrome.
- If you are experiencing a glitch, try reloading/refreshing the page:
Press Ctrl-Shift-R or Shift-Command-R on Mac.

1. To get started, open Google Chrome. Copy/paste the meeting link into the address bar & press enter:
 - Tech set up (Oct 13/15) <https://live.remco.co/e/remo-tech-set-up>
 - Leaders Roundtable (Oct 19-20) <https://live.remco.co/e/fall-leaders-roundtable>
2. You will arrive at a landing page for the meeting. **Do not click “Log in with Google.”** Click the green button “Sign in to join event.” A pop-up will appear – type your **email address** into the field and press continue. On the next screen, enter your password; if your account was created by CWN, the default password is **cwnCLG (for existing attendees)** or **cwnCLG2021 (new users this fall)**. Press “Join event now!”
3. You may be asked to enable your camera and microphone so that Remo can perform a system check. Afterwards, press the green “Join Event” button.
4. Once you’re in the room and seated at a table, it’s time to turn on your webcam and microphone. If you see a pop-up asking you to allow microphone and camera, click “Allow.”

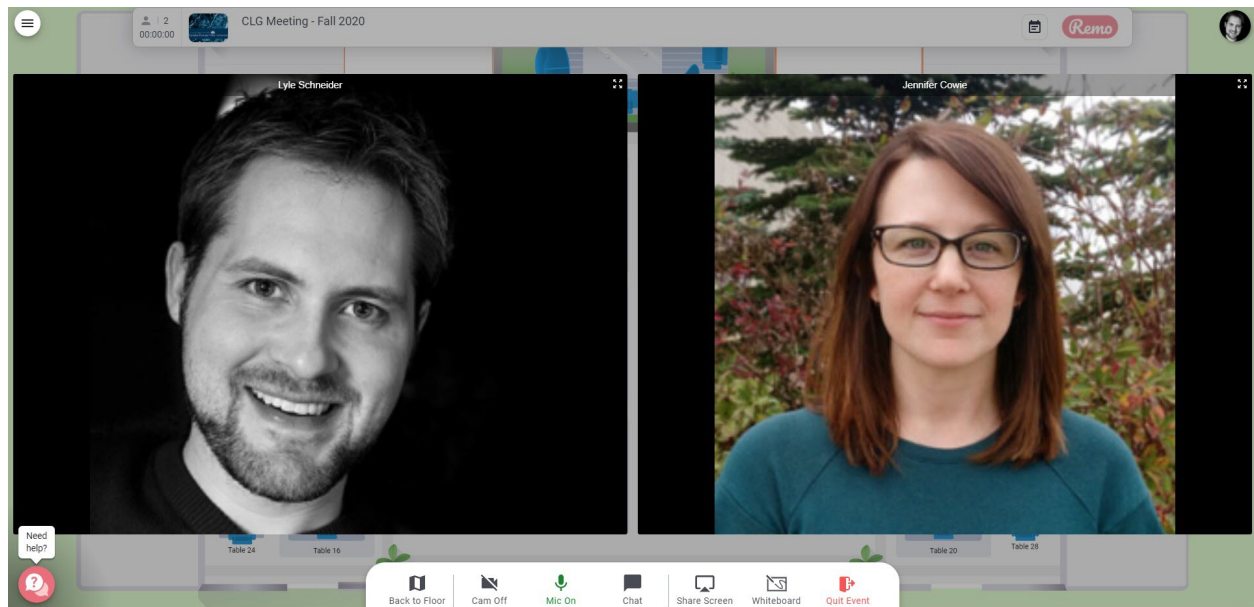
Leaders Roundtable – REMO Floor Plan

The image shows a screenshot of the Remo conferencing platform interface during a meeting titled "CLG Meeting - Fall 2020". The interface features a central grid of tables (Table 1 to Table 24) arranged in a circular pattern. At the top, there are video feeds for participants, including Lyle Schneider and Jennifer Cowie. On the right side, there is a chat panel with "PUBLIC CHAT" (General Chat, Table Chat: Table 1) and "PRIVATE CHAT" (Jennifer Cowie). At the bottom, there is a control bar with buttons for "Tile view", "Cam Off", "Mic On", "Chat", "Share Screen", "Whiteboard", and "Quit Event".

Callouts and instructions include:

- Change your camera, microphone and speaker settings** (points to the top left menu icon)
- Your camera feed** (points to the top video feed)
- Other people at your table** (points to the top video feed)
- Make bigger by clicking Tile View** (points to the "Tile view" button)
- Edit your profile** (points to the top right profile icon)
- When you enter, you will be randomly placed at a table** (points to the table grid)
- To change tables, double click on a table with open seats** (points to a table in the grid)
- Click on another person to read their profile** (points to a person's video feed)
- Click to get help from Remo** (points to the "Need help?" button)
- Fullscreen camera feed** (points to the "Cam Off" button)
- Control your camera and microphone** (points to the "Mic On" button)
- Share your screen with your table** (points to the "Share Screen" button)
- Start a text chat with other participants.** (points to the "Chat" button)
- You can chat with the whole room (General Chat), your table (Table Chat) or with a specific person** (points to the chat panel)
- Need tech support? Sit at one of these tables for help from CWN** (points to a table in the top right corner of the grid)

REMO – Tile View



Click to go back to floor view

REMO – Presentation View

View fullscreen (press Escape button to cancel)

Chat with everyone

View all participants and start private chats

Ask questions to the hosts and presenters

You can vote for the questions you want addressed

Ask your question here

Raise your hand to get the attention of the moderator

Need help?

1 votes: Can you elaborate more on your experience?

0 votes: What were your key takeaways?

Enter Your Question Ask

Raise hand Quit Event

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