Guide: rooomSpaces

Important notes

- Use a desktop PC or notebook

- Please use the [Google Chrome Browser](#) or Microsoft Edge

- Depending on your computer's capabilities and performance, close applications that you do not currently need

- Use a headset (consisting of headphones and microphone)

- Make sure that no other running applications on your computer are accessing the microphone or speakers (e.g. MS Teams)

Move through the Space Viewer (Desktop)

Look around

- Hold down the **left mouse button** and drag the cursor in the desired direction to look around.

Move

- You can move through the Space using **the arrow keys on your keyboard** (alternatively W, A, S, D).

You can also move through the Space using the following methods:

- Hold down the **right mouse button** and release it at the desired location to teleport there.
- **Double-click** on any point on the ground to go directly to that location.
- If there are **navigation spots** in the space, you can simply click on them to go directly to the relevant position.

Discover

When the cursor over an element changes to a hand, interaction is possible. You can interact with these objects by clicking on them, for example to

- activate the sound of a video,
- view objects in the 3D Product Viewer,
- or browse through virtual brochures.

Tip: Click on the question mark in the bottom right-hand corner of the 3D Space Viewer for further navigation instructions.

Look around	Move	Discover
Wischen	Hold pressed	Tap objects

Look around

Use two fingers to pan the view on a mobile device such as a tablet or smartphone.

Move

To navigate with the touchpad, use a finger that you hold down and move to walk.

Discover

Interactions are carried out simply by tapping the objects.

Tip: Click on the question mark in the bottom right-hand corner of the 3D Space Viewer for further navigation instructions.

Change camera perspective

Click on the button with the eye at the bottom right to change the camera perspective.

- **Third-Person:** The camera is outside your avatar and you can look around freely while moving.

- **First-Person:** Move through the space from your avatar's perspective.

- **Virtual Reality:** Use a VR headset to experience the space in virtual reality, click here for more information.

- **Third-Person (Auto Rotate):** The camera is outside your avatar and automatically rotates with your avatar as you move.

- **Anaglyph:** Experience the space in 3D. You will need 3D anaglyph glasses (color filter glasses).

Avatar systems
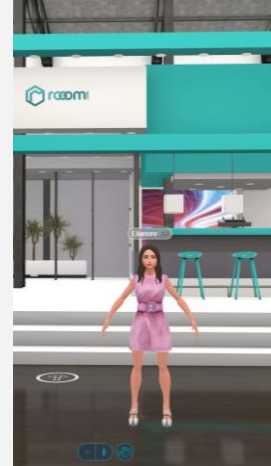
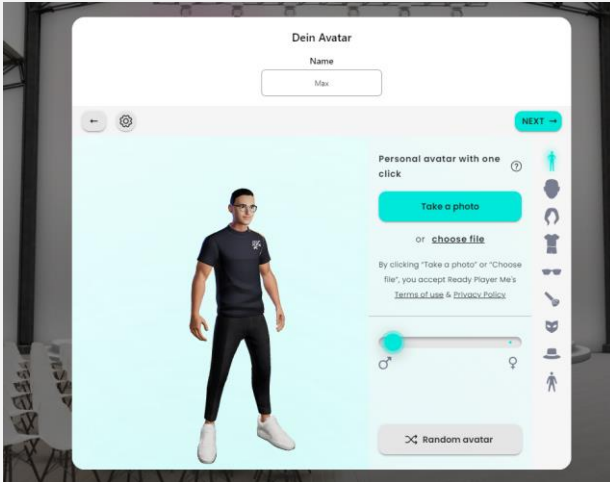rooom offers various avatar systems.
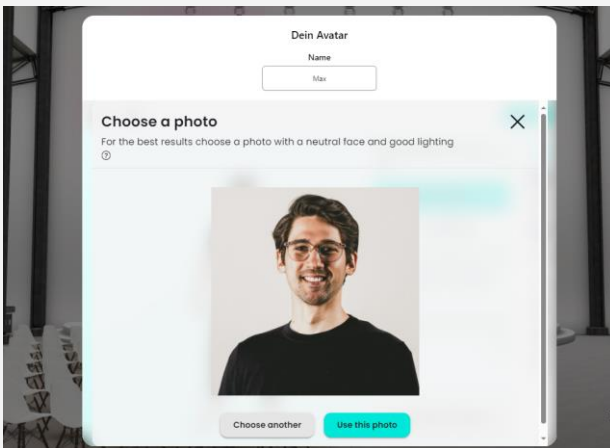

| Abstract | Stickman | Robot | Ready Player Me |

- The **abstract avatar system** only requires a small computing capacity. This offers very good performance for many users.

- The **Ready Player Me avatar system (RPM)** is a cross-platform avatar system. This means that users can use different Metaverse applications with one avatar, provided they have a ReadyPlayerMe interface. This ensures a uniform identity in the Metaverse.
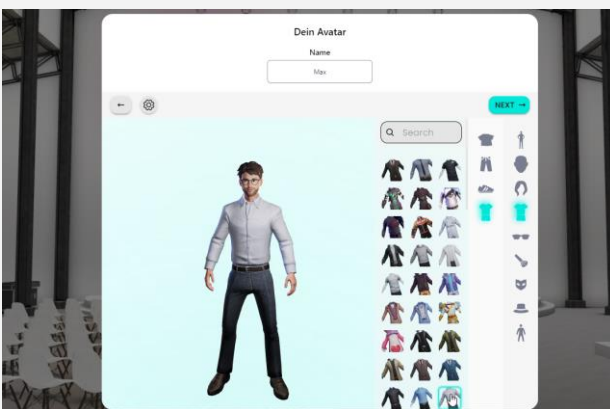
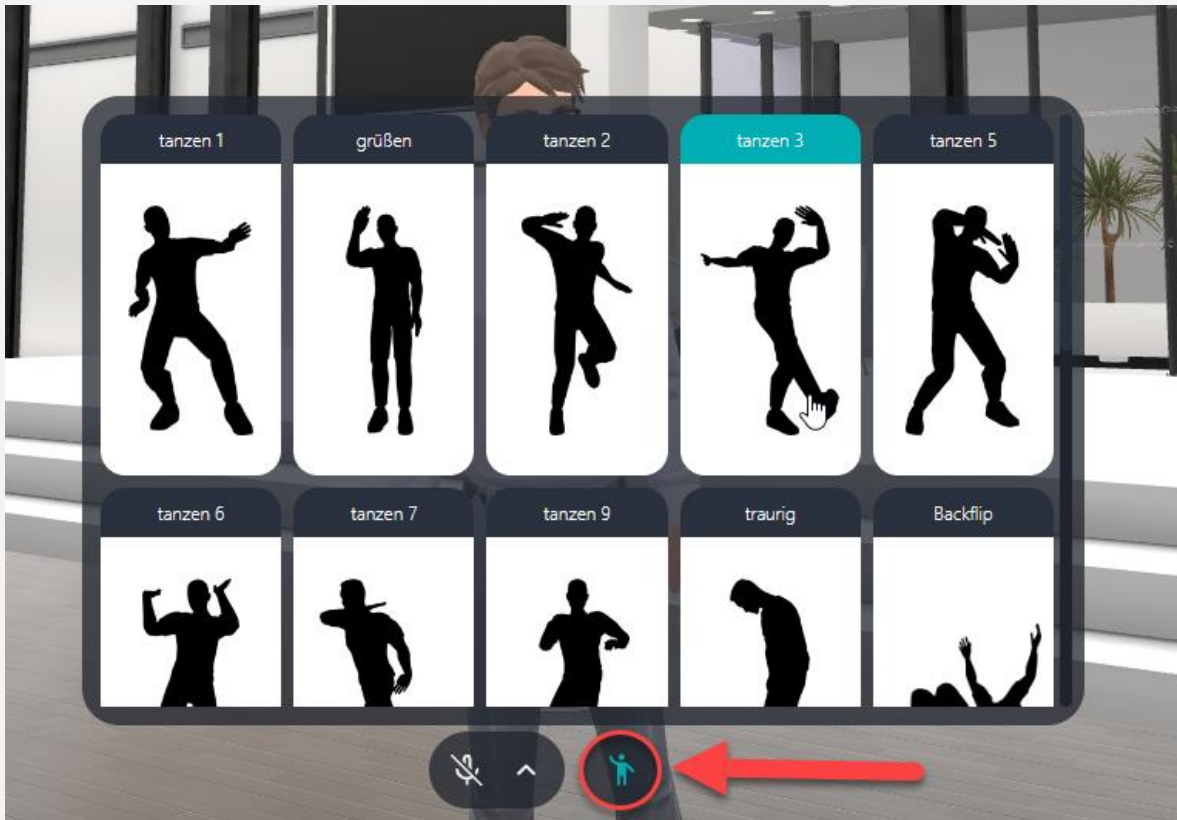# Create & edit avatar (Ready Player Me)

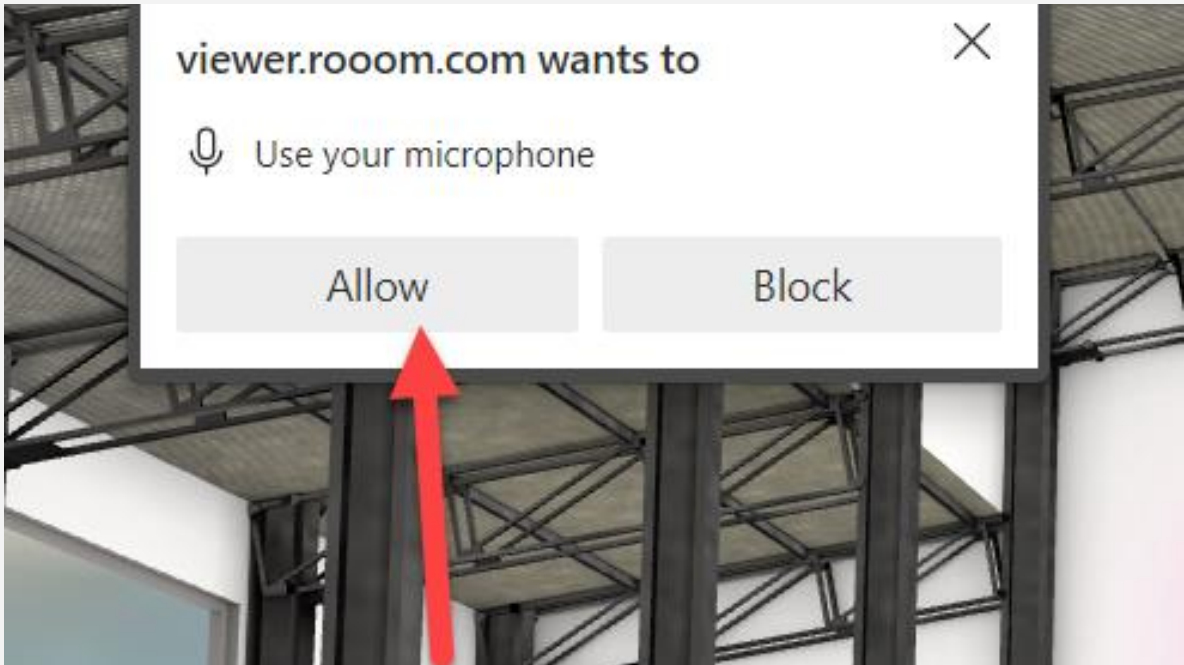- Enter a name for your avatar at the beginning.

- To generate your avatar, you can simply upload a photo. You can also create your own avatar without uploading a photo or generate a random avatar.

- An avatar will then be generated from your photo, which you can customize as you wish in the last step.
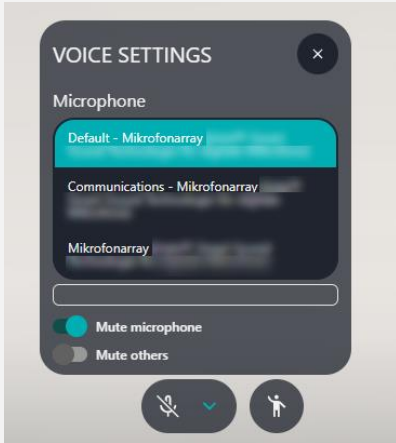
Use avatar gestures

- By clicking on the gesture icon at the bottom center, you have various interaction options to choose from, e.g. waving or dancing. This allows you to interact with other participants in the space and express your emotions.

Allow voice chat

- If voice chat is activated in a Space, **you will be asked to agree** to the use of your microphone when you enter.

- **Please click on "Allow"** here for the voice chat to work properly.

- **Important**: We use spatial audio. This is a distance-dependent volume of the voice chat. The closer you are to the other participants, the louder they can be heard. From a distance of 30 or 50m, the audio signal is no longer transmitted.

- **Please always use a headset when participating in the voice chat to prevent interference. No other applications (e.g. MS Teams) should be active and accessing the microphone.**

Use the voice chat

- Click on the arrow next to the microphone to select your preferred input device (microphone)
- **Important:** The speaker that you have selected as the output device in your system settings is also used by the voice chat.

- If the microphone icon is crossed out, your microphone is muted. Click on the microphone button to unmute it.

- If the microphone symbol is not crossed out, your microphone is switched on. Click on the microphone button to mute the microphone.
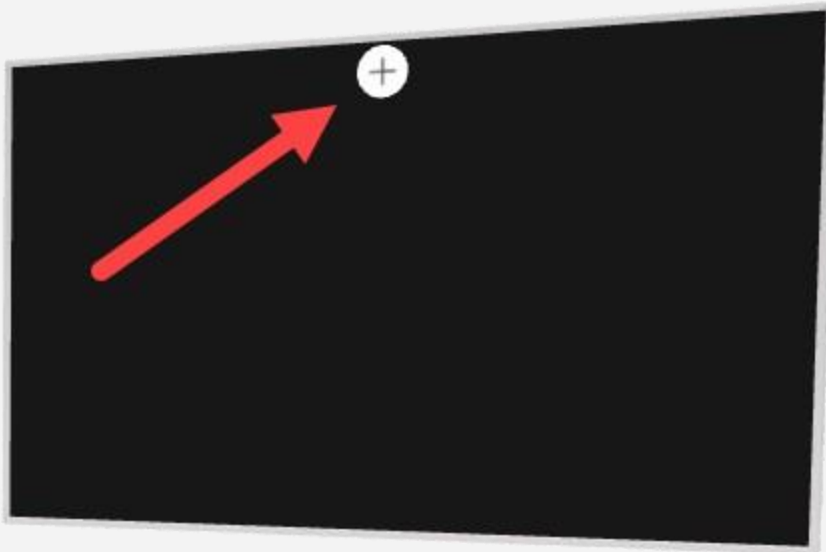
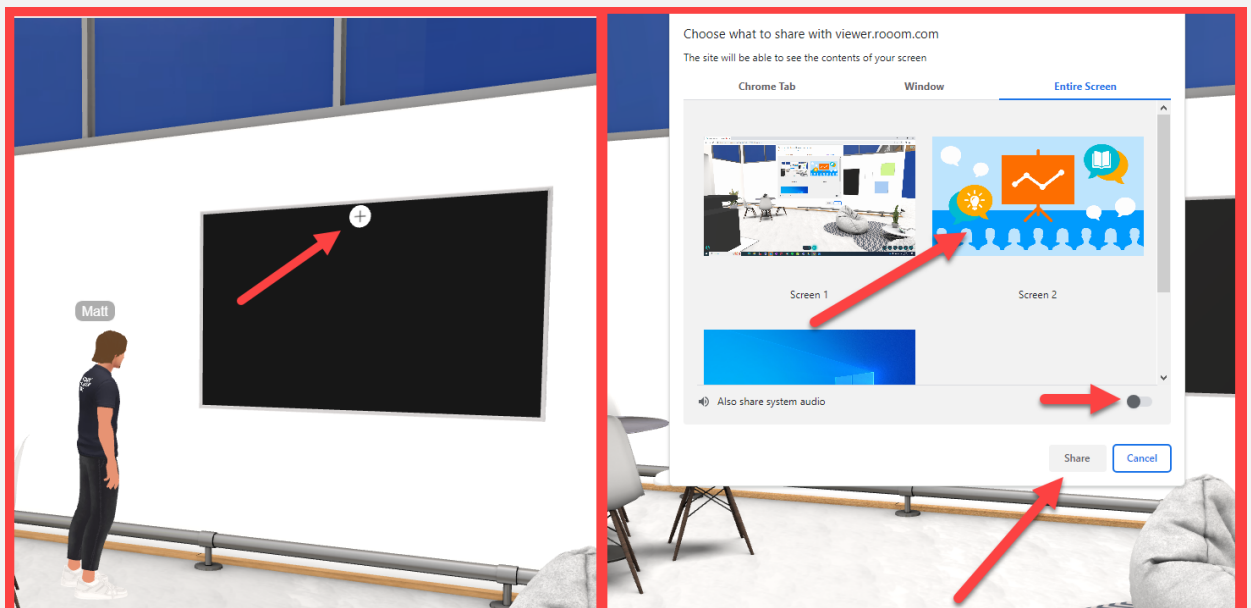

The name label of a person indicates whether

1. the microphone is muted,
2. the person is speaking,
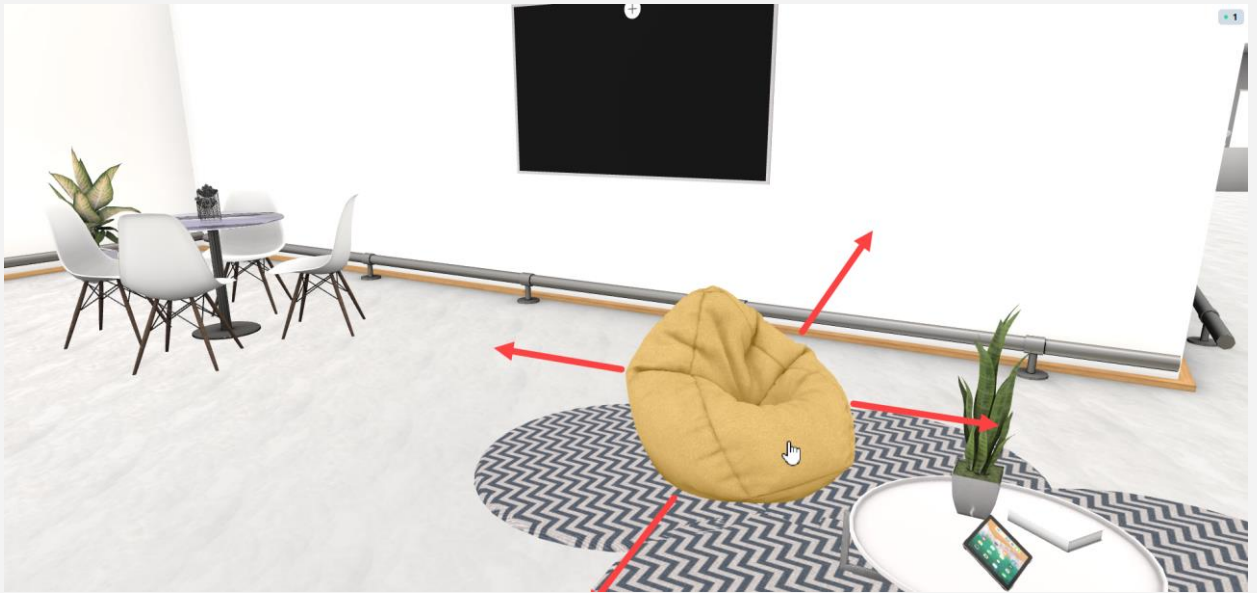3. the microphone is switched on but the person is not speaking.

Screensharing

To share your screen, search in Space for a monitor, TV or something similar with a [+] on it. Example:

- Click on the plus or double-click on the display and select the window you want to share. Now click on the Share button and your screen content will be transferred to the display in the 3D Space Viewer.

- To also share the sound of your presentation, activate the slider under "Also share system audio".
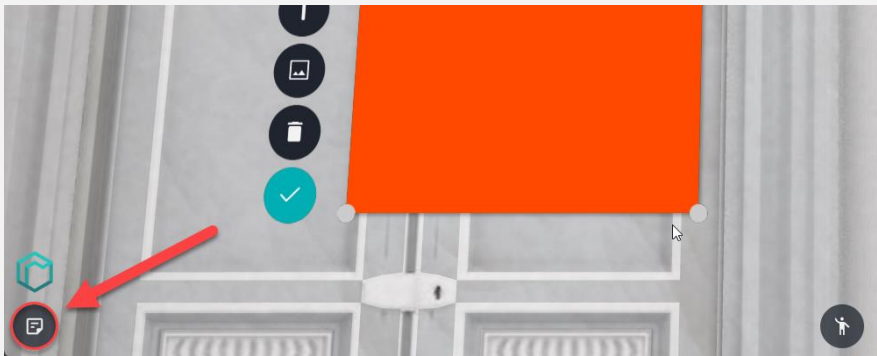
Selected objects can be moved in the 3D Space Viewer.

If an object is colored orange-yellow when you hover over it, you can select it by double-clicking the left mouse button and then moving it through the Space while holding down the left mouse button.

(The person who provides you with the Space Viewer will tell you if this feature is enabled in your Space Viewer.)
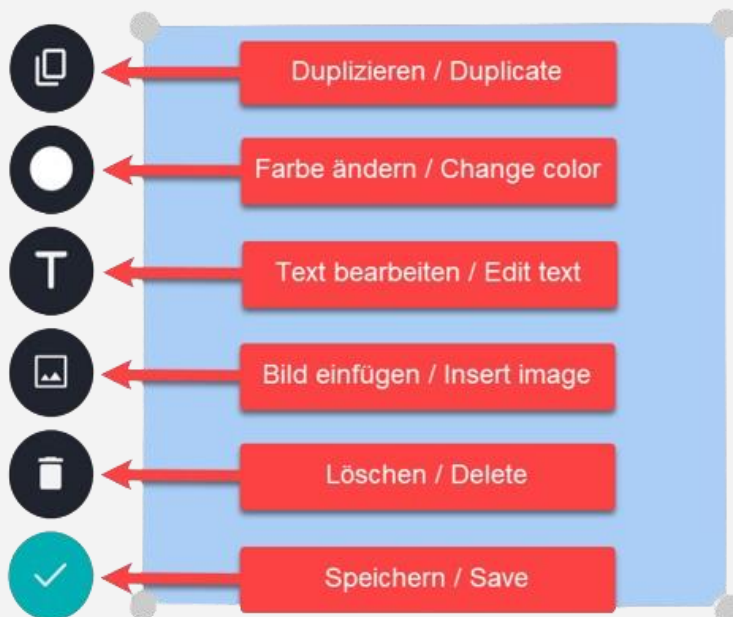
Use sticky notes

To add a sticky note, simply click on the note button in the bottom left corner.

You can also edit sticky notes from yourself and others later by clicking on them.

If you want to edit a note, you will see a toolbar on the side of the sticky note:

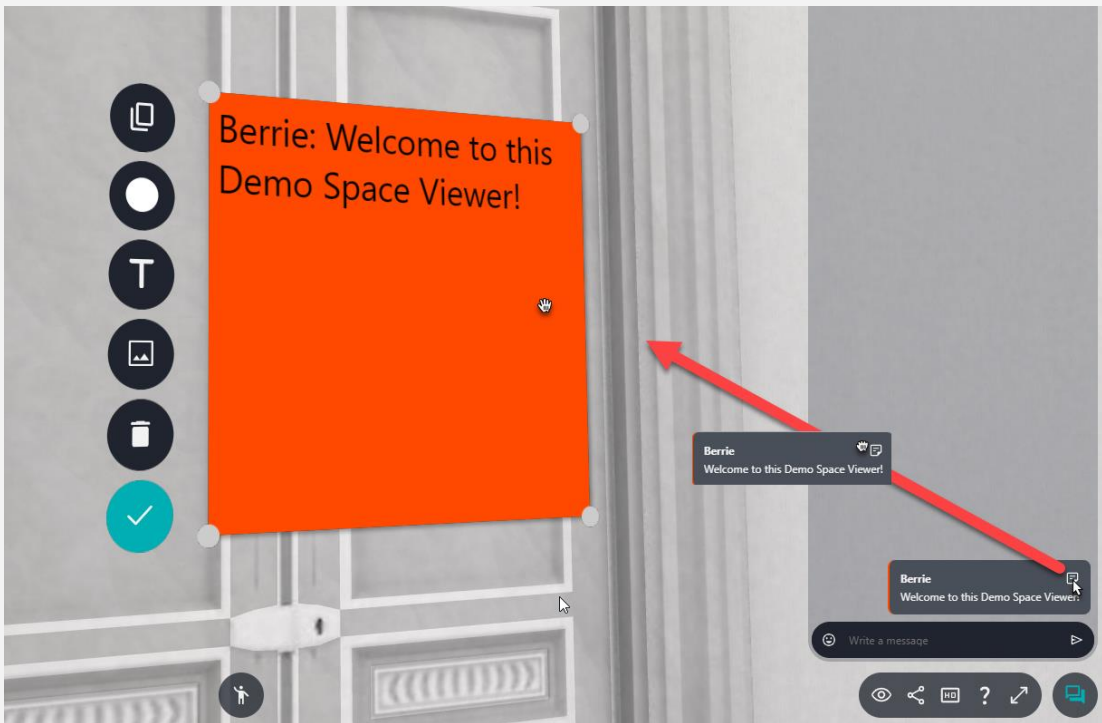|	
Duplizieren / Duplicate	
Farbe ändern / Change color	
Text bearbeiten / Edit text	
Bild einfügen / Insert image	
Löschen / Delete	
Speichern / Save	

Use text chat

- To open the text chat in a Space, simply click on the chat button at the bottom right.

- The chat will then open, where you can see all the messages in the Space and send a message to the chat yourself.

You can create sticky notes from chat messages in your Space Viewer.

- Click and hold the sticky note icon on the message.

- And now drag the message anywhere in your Space to create a sticky note from the message.