

SCS  
2020



User's handbook –VirBELA Platform

# WELCOME TO THE VIRTUAL ISLAN

 Welcome to the SECURITY CASE STUDY 2020!

New User

In order to participate in SECURITY CASE STUDY 2020 download the VirBELA platform and connect with other users of the conference city always when you have Internet access.


Download

## NAVIGATING AN AVATAR – there are some possibilities



Move the cursor over the place the avatar should go to (a grey icon will appear). Click this place with the left mouse button / touchpad.



Navigate with arrows on the keyboard or use WASD buttons . If you press **Shift** while navigating **your avatar will start running**. Great fun!



You can **look around** pressing **Space** while navigating with use of mouse / touchpad. Pressing space again will end this move.



# COMMUNICATION WITH USE OF AVATAR

## CONVERSATION OVER THE MICROPHONE

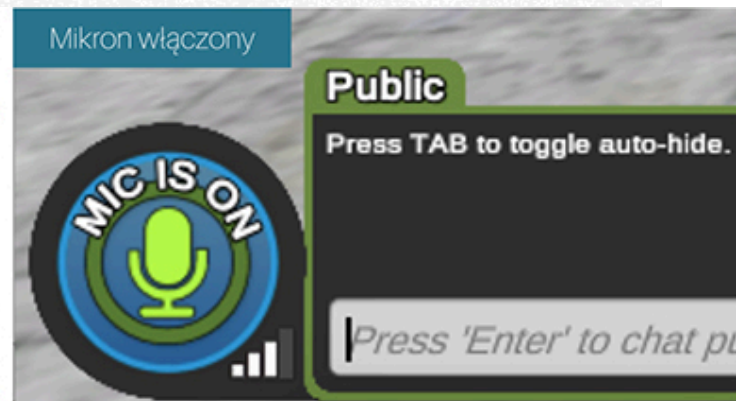
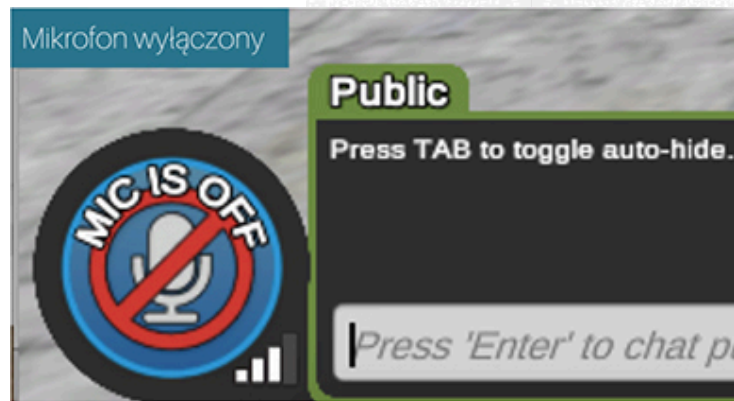
After opening the program your microphone is muted.

You can unmute two ways:

- Click the microphone icon in the left bottom corner
- or „Press and speak” – you can unmute pressing the [1] button

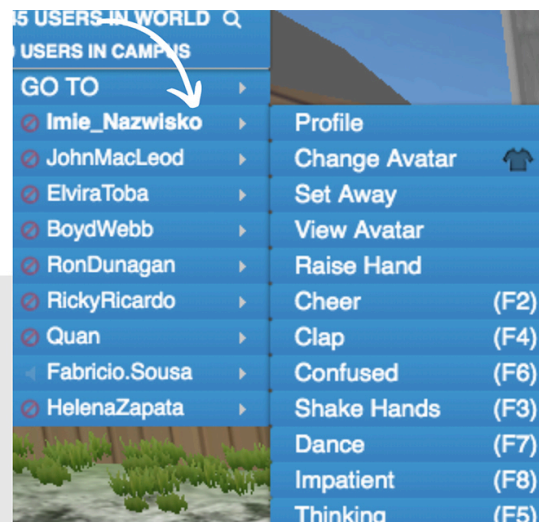
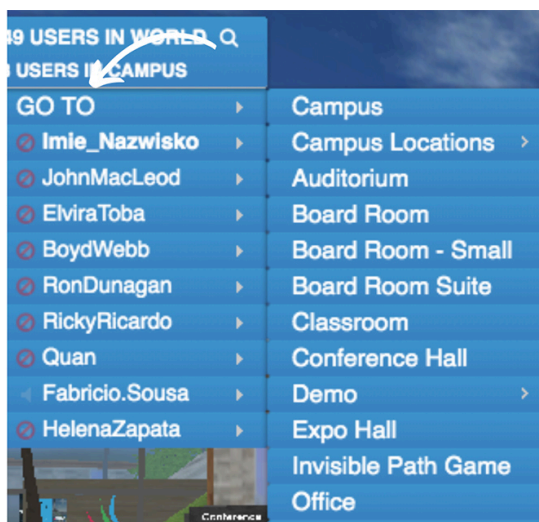
## TEXT CHAT

With **Enter** you can start the **chat**. You can send a message or a file to all people in the room or to a chosen user. **[Username/Send Private Chat]**



## TELEPORTATION

Button **GO TO** activates a drop-down menu with available places. You can move to the chosen place with a mouse click.



## EMOTICONS / SETTINGS

The menu next to your name enables you to **edit your profile** (you can add your picture, write a short description), change the status into 'away' **[Set Away]** – perfect option if you need to leave your PC (other users see that you're away and don't start a conversation) or you can leave a note **[Sticky Note]** with some information or a greeting for others.



Choose an emotion from the **Menu** next to your Username or use shortcuts.

**Check the below shortcuts to interact sponanously with others!**

- F1** [Wave]
- F2** [Cheer]
- F3** [Shake Hands]
- F4** [Clap]
- F5** [Thinking]
- F6** [Confused]
- F7** [Dance]
- F8** [Impatient]

## POSSIBILITY OF CONFIGURATION



**Change Avatar** – moves you to a dressing room, where you can change the look of your avatar (the green door icon saves the changes and moves you back to the Main Campus).

## FIND FRIENDS

**Find Users** – shows the list of all available users with an information where you can actually find them. After clicking on their Username, there will appear a menu on the left side. From there you can look at the profile of the chosen user, send private chat or go to them.

**Mic Settings** – enables to change microphone and speakers settings from VirBELA platform.



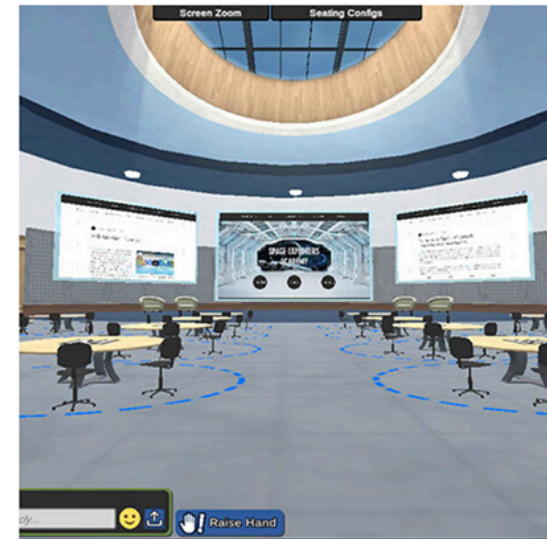
**Blue line** on the floor means a **private zone** – this is the place you can use for negotiations or **confidential conversations**.

**Nobody from the outside will hear you,** also you will not hear anything from the public zone.

The information that you are in a private zone will be shown in the bottom right corner. Also the speech bubble will appear blue to inform you that the conversation is private.

In the chat window a blue tab will appear. This enables you to send messages only to people present in the private zone. You will receive a sound warning to inform you that you exit the private zone.

You are in a Private Room



## HOW TO PARTICIPATE IN A CONFERENCE?



**Change the view** with use of **[Screen Zoom]** that you can find on the black bar at the top of the screen.



Make sure, **your microphone is muted**, so you don't disturb during the speech.



**Sit down** on an empty chair of your choice with use of **[Click to Sit]**.



**Do you want to ask a question?** Use **[Raise Hand]** and wait for the moderator to allow you speak.



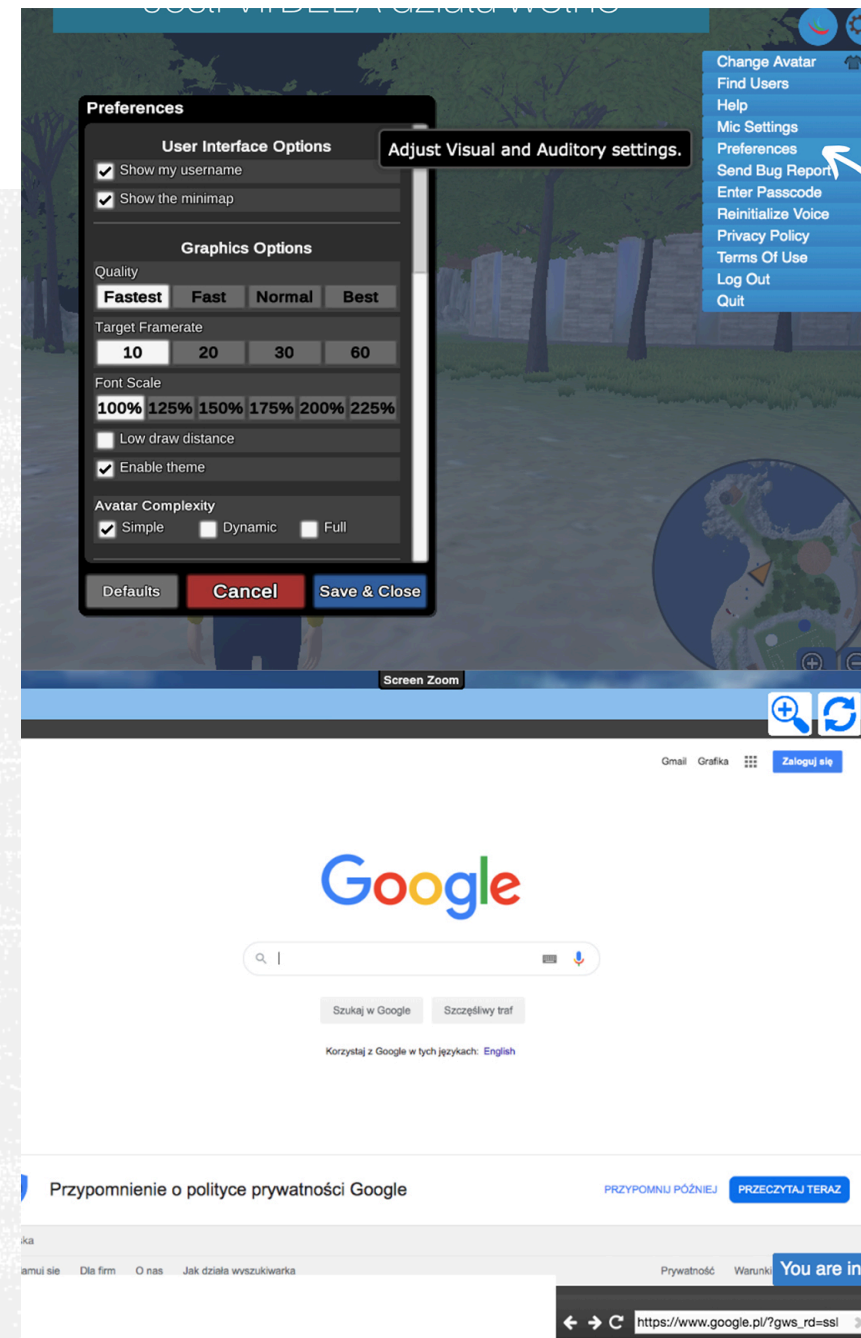


## VirBELA works slowly

- check the Internet speed (recommended min. 6 mb/s)
- close all open windows / applications that you are not using
- go to menu Configurations (gear icon in the top right corner), choose Preferences i speed up VirBELA with simplification of graphic.

## PRESENTATION SCREENS

To use the screen just click it and the screen will open. URL address bar will appear in the bottom right corner of the screen. Use an Internet browser to visit different homepages.



1. If you cannot move forward anymore, e.g. in the water, just move left or right and you should find the exit.
2. If you cannot hear the interlocutors it means you are too far away from them or you entered a private zone.
3. If you want to find somebody who is in the same room, click on the name in the top left corner and choose GO TO.
4. Not all places on the Island are available from the GO TO menu. Just go for a walk using navigation arrows and explore the lighthouse, football pitch, beach or conference rooms.



SEE YOU ON THE VIRTUAL ISLAND!