



VerbumMeetings™

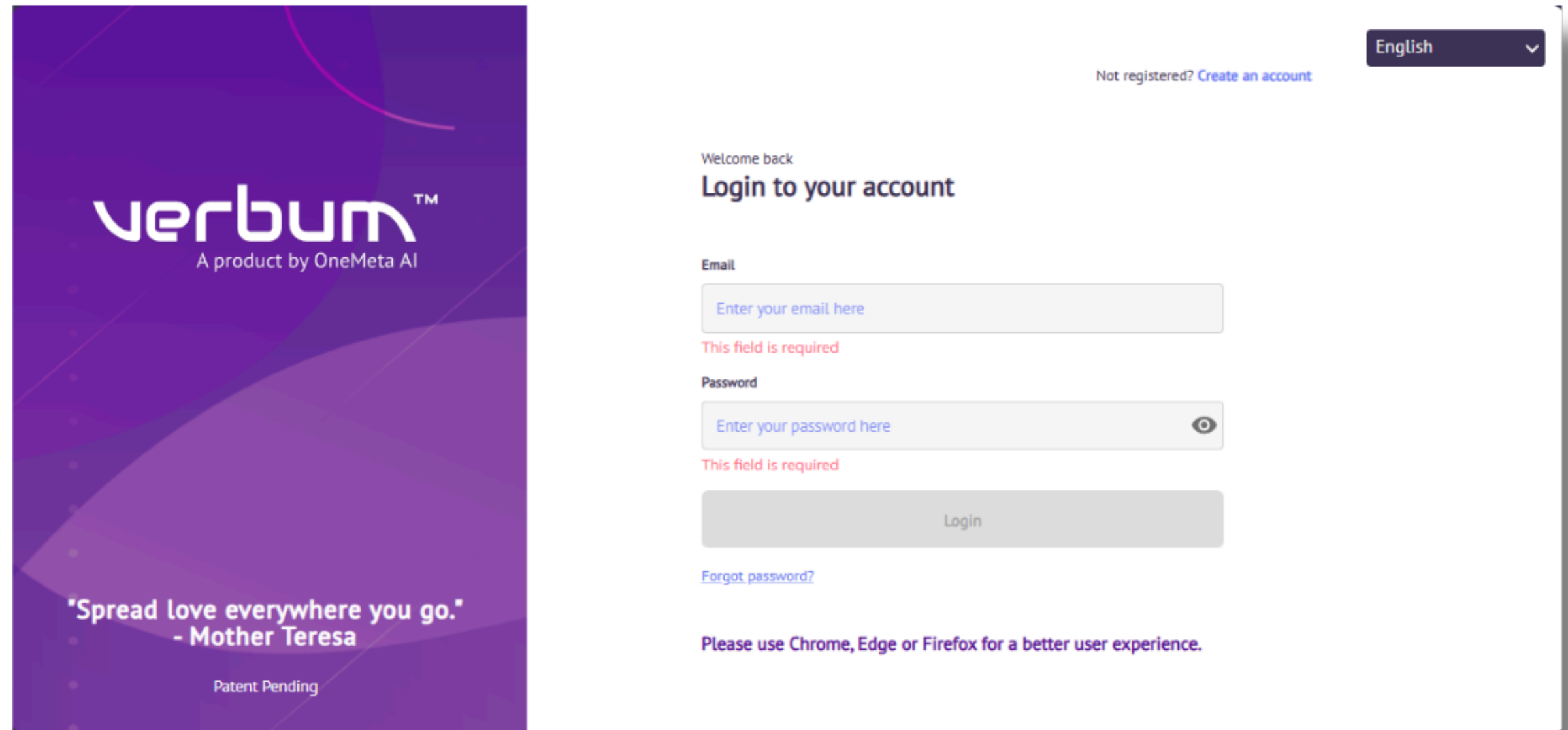
User Guide

OneMeta™

This quickstart guide will walk you through the main features of the VerbumMeetings platform from logging in, changing the interface language, and joining meetings, to exploring real-time transcription and translation tools.

Login

1. Go to VerbumMeeting portal demo.verbum.ai
2. Change user interface language
3. Enter your credentials



English ▼

Not registered? [Create an account](#)

Welcome back
Login to your account

Email

This field is required

Password

This field is required

Login

[Forgot password?](#)

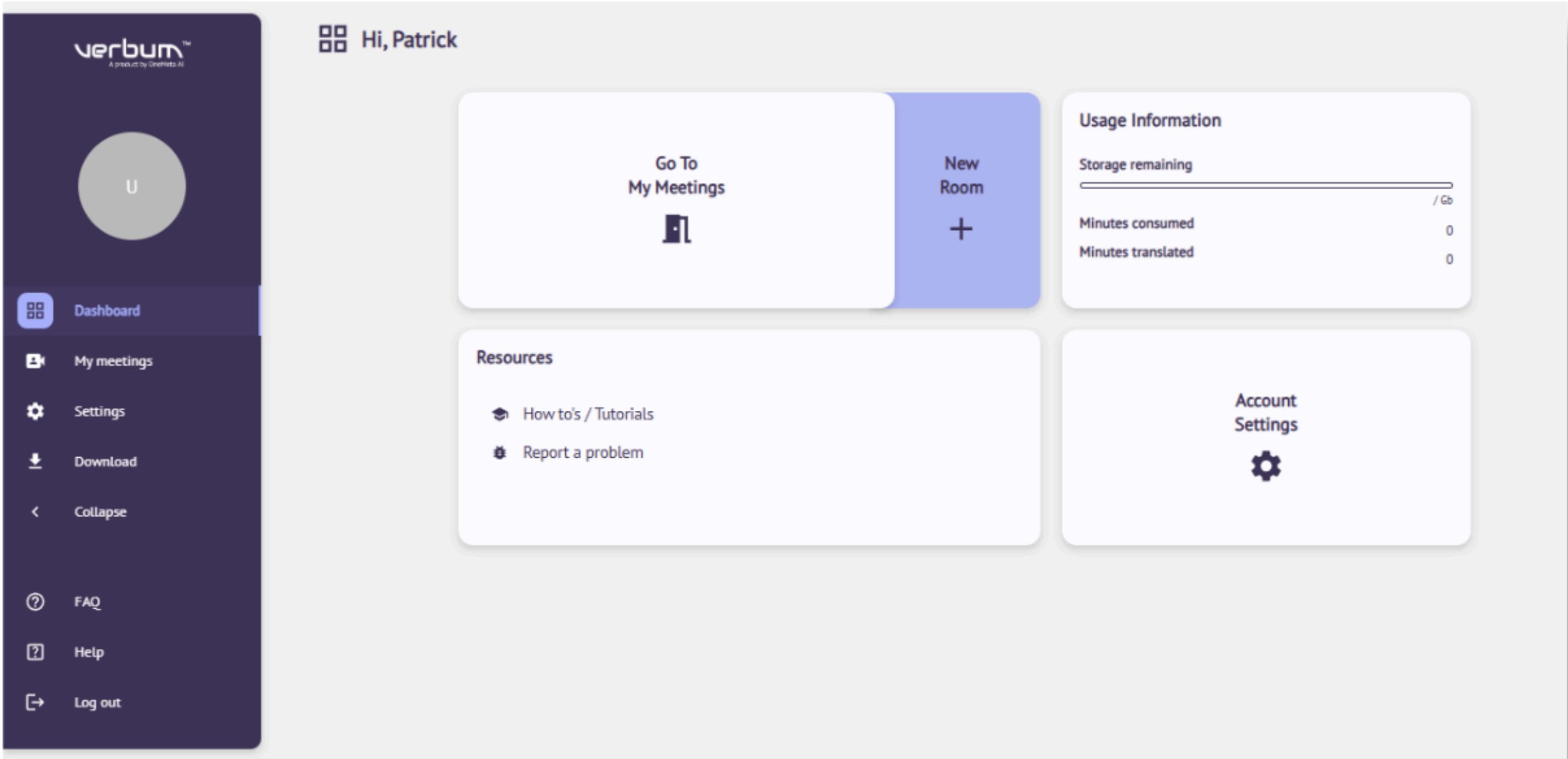
Please use Chrome, Edge or Firefox for a better user experience.

Important Notes:

For the best user experience, use the latest version of: Google Chrome, Microsoft Edge, or Firefox.

Welcome to your Dashboard!

Here you have quick access to create a New Room, Resources and Account Settings.



Dashboard – Account Settings

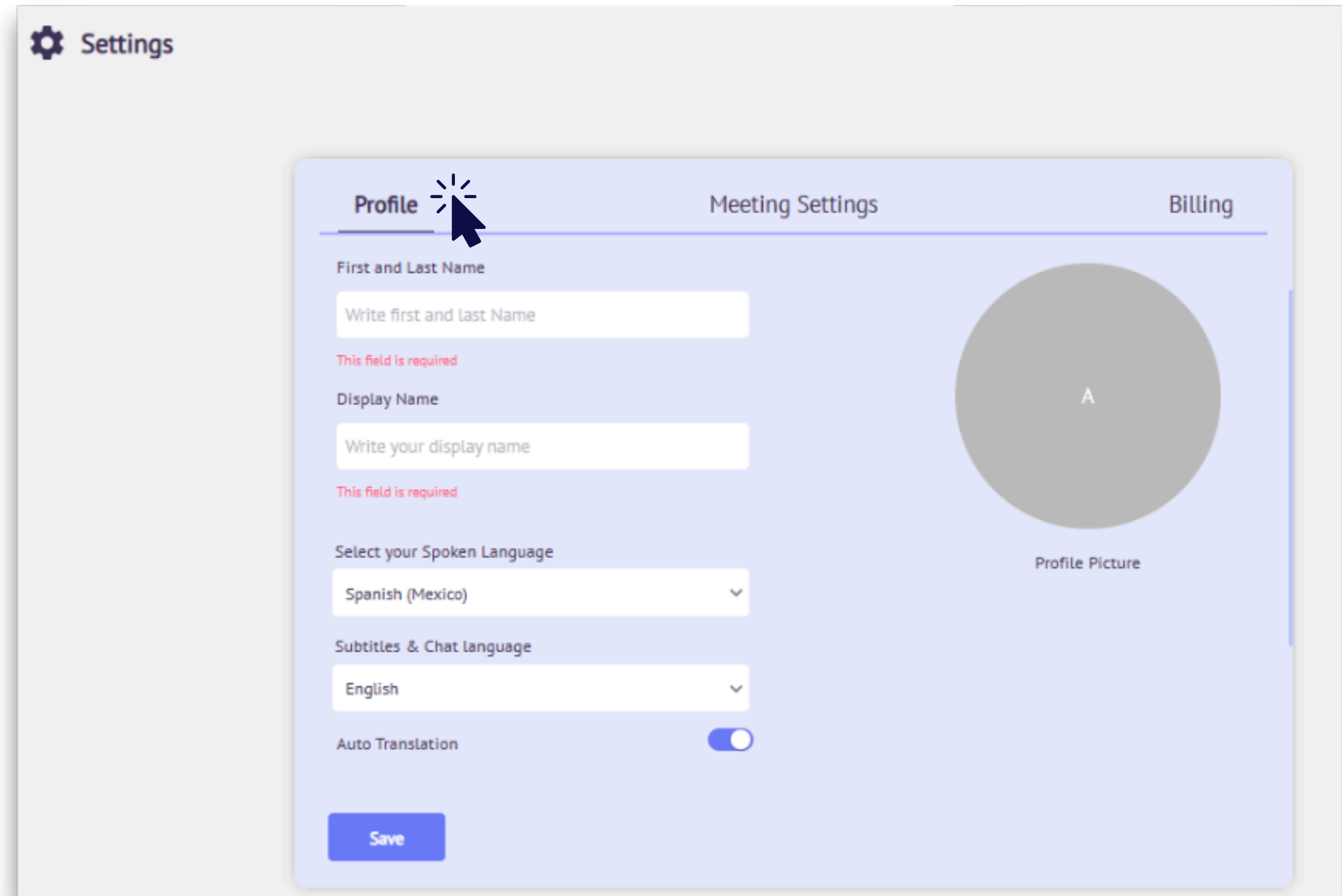
In the Profile Settings section, you can customize your personal information and language preferences.

This includes selecting your spoken language from the list and choosing the language you'd like to read and receive chat translations in.

You will generally want to select your native language for both spoken language and subtitles language.

Quick Tip:

Type the initial letter of your language and you can search it faster. Don't forget to make sure your Auto Translation is active and click Save.



The screenshot displays the 'Settings' page with the 'Profile' tab selected. The 'Profile' tab is highlighted with a blue underline and a cursor icon. The 'Meeting Settings' and 'Billing' tabs are also visible. The 'Profile' section contains the following fields:


- First and Last Name:** A text input field with the placeholder 'Write first and last Name'. Below it, a red error message states 'This field is required'.
- Display Name:** A text input field with the placeholder 'Write your display name'. Below it, a red error message states 'This field is required'.
- Select your Spoken Language:** A dropdown menu showing 'Spanish (Mexico)' with a downward arrow.
- Subtitles & Chat Language:** A dropdown menu showing 'English' with a downward arrow.
- Auto Translation:** A toggle switch that is currently turned on (blue).
- Profile Picture:** A circular placeholder with the letter 'A' and the text 'Profile Picture' below it.

A blue 'Save' button is located at the bottom left of the form.

Dashboard – Account Settings

In the Meeting Settings section, you will see your rooms created and the features enabled for each.

Click on New Room to create. Write Room name, and select Room Features and Room Mode.

 Settings

Profile
Meeting Settings
Billing

Create a New Room

Room Name

Write room name here

This field is required

Room Mode

Private

Private: Only people invited by email can access. Can not be shared.

Active Room

Room Features

Record Meeting

Translation

Closed Captions

Live Transcript

Advanced Settings

Save

< Back

Dashboard – Account Settings

In the Room Mode section, you can choose whether your meeting will be private or public.

If you select Private, only the people you invite by email will be able to join. The room link cannot be shared or accessed by anyone else.

At the bottom of the screen, you'll see a section called User Invitations, where you can add the email addresses of your invited participants.

Profile

Meeting Settings

Billing

Create a New Room

Room Name

Write room name here

This field is required

Room Mode

Private

Private: Only people invited by email can access. Can not be shared.

Active Room

User Invitations

Send invitation by email

Enter email invitation here

Send

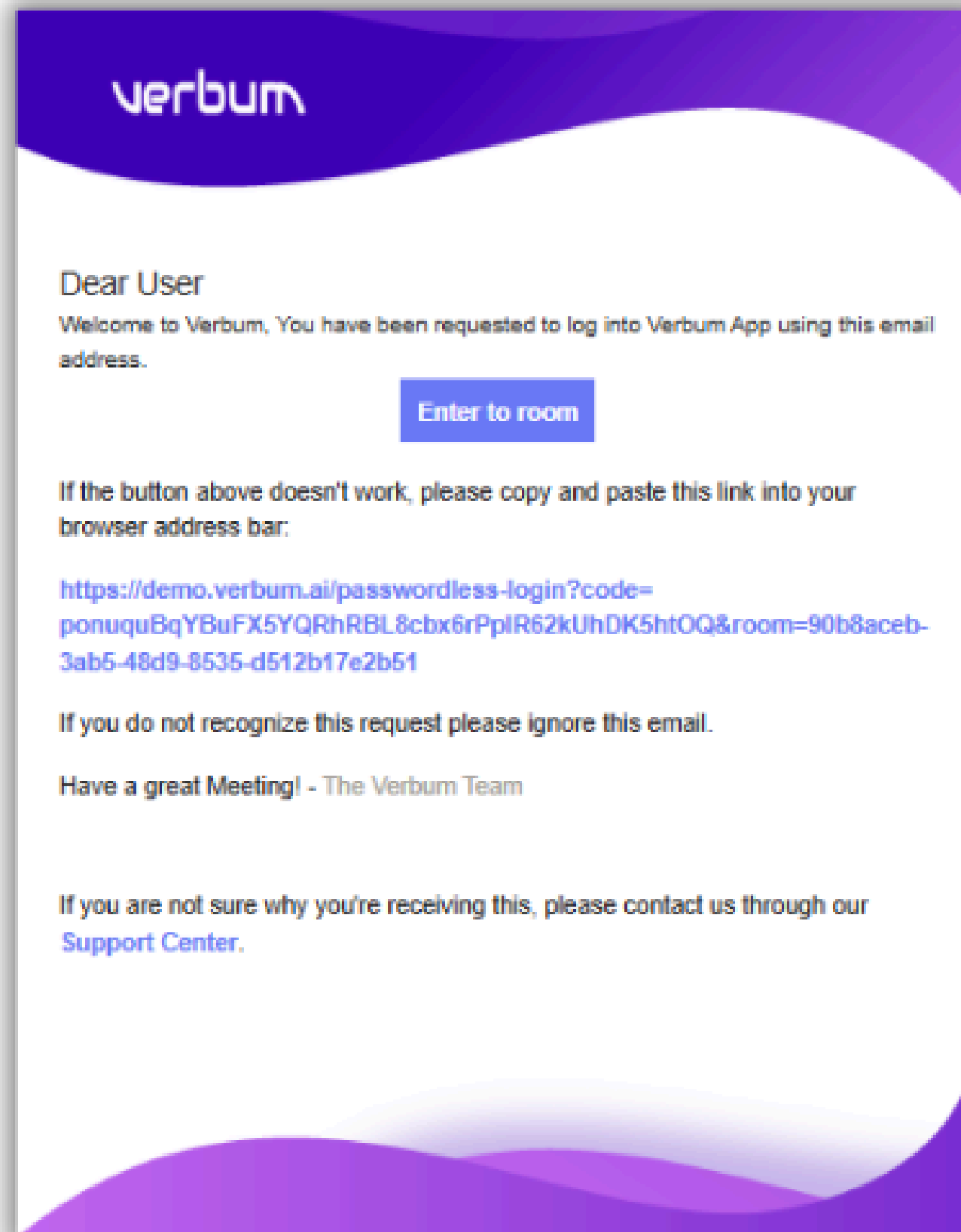
Email

Active Invitation

Actions

User Invitation

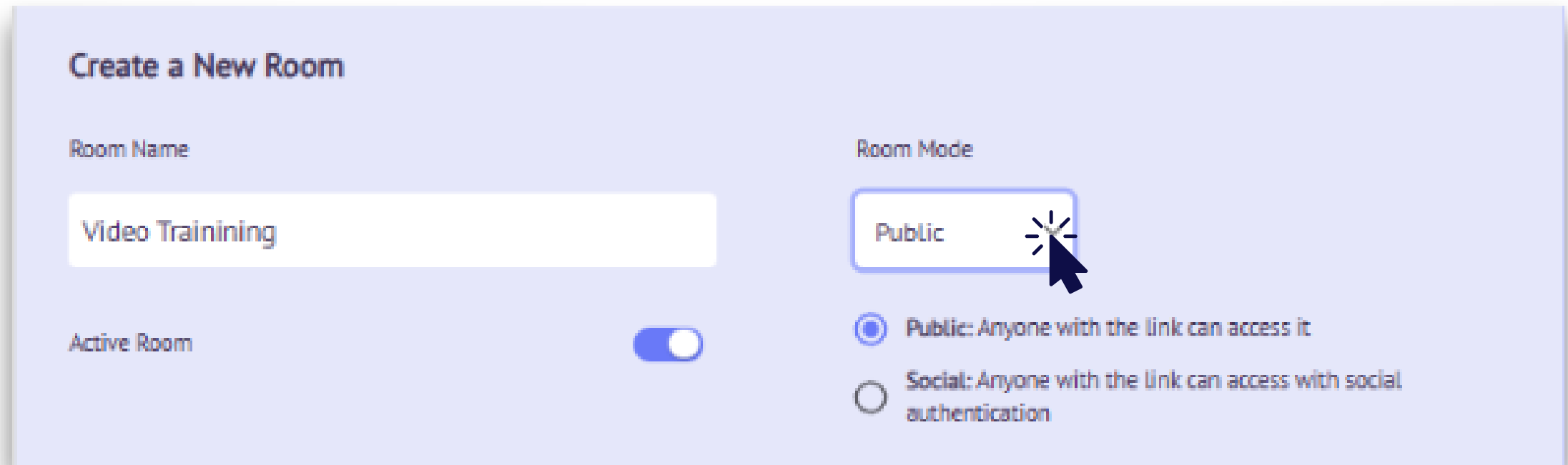
The participants you added in the previous section will receive this invitation by email.



Dashboard – Account Settings

If you select Public, you will have two options under this mode:

- Public: Anyone with the link can join the meeting, no invitation required.
- Social: Anyone with the link can join, and their access will be connected to a social media account.



The screenshot shows a light blue form titled "Create a New Room". It contains the following fields and controls:

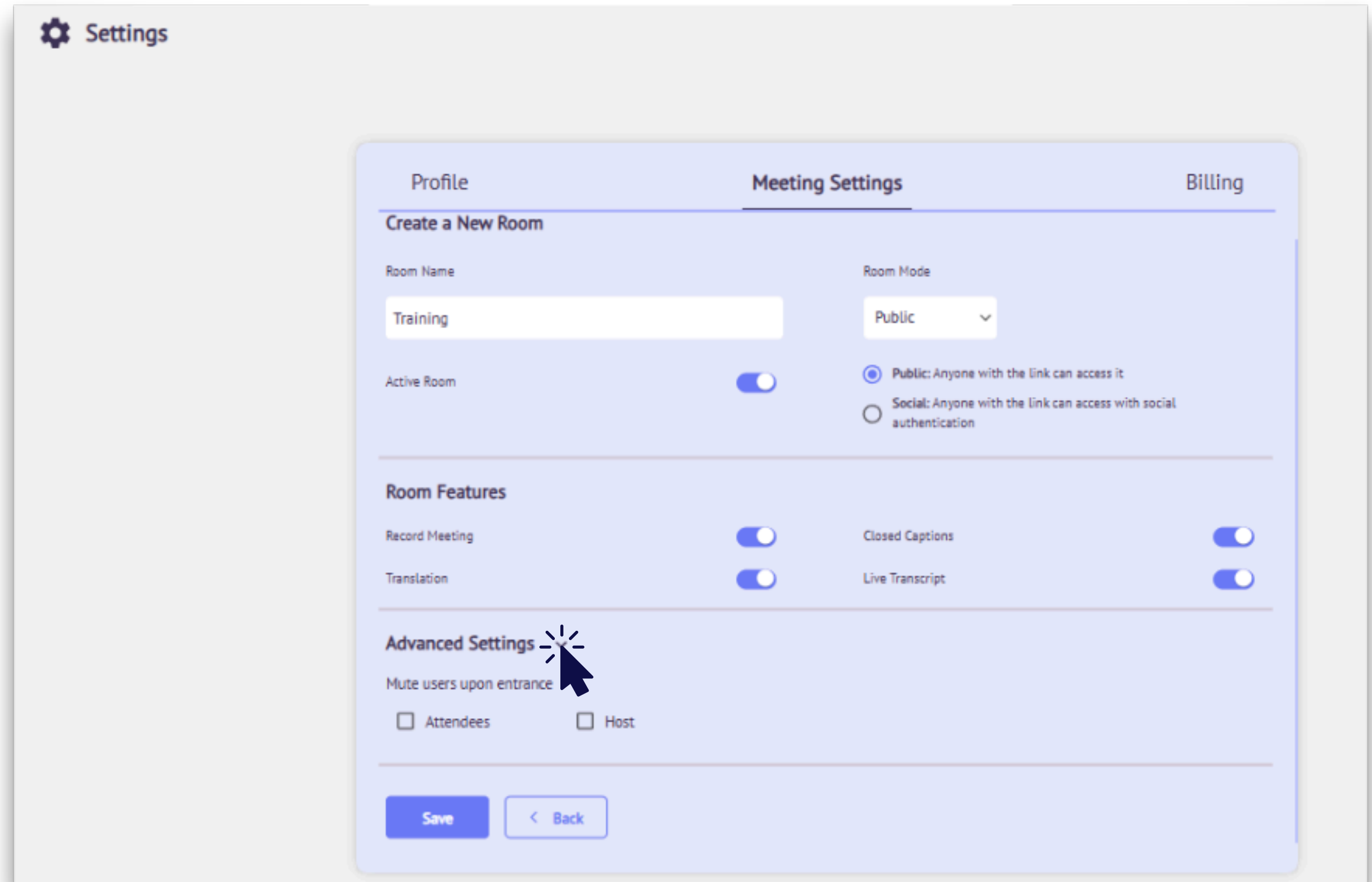
- Room Name:** A text input field containing the text "Video Training".
- Room Mode:** A dropdown menu currently showing "Public". A mouse cursor is clicking on the dropdown arrow.
- Active Room:** A toggle switch that is currently turned on (blue).
- Room Mode Options:** Below the dropdown, there are two radio button options:
 - ☒ Public: Anyone with the link can access it
 - ☐ Social: Anyone with the link can access with social authentication

Dashboard – Account Settings

In the Advanced Settings section, you'll find the option Mute users upon entrance.

Here, you can choose whether this setting applies to Attendees, the Host, or both.

This allows you to control who joins the meeting with their microphone muted by default.



My meetings

On the left menu, click My meetings to see all your rooms.

Then you can join your meeting as the host or copy the link to share it with others if your room is public .

Select a Room

Training

Join

Public

Join

Public

Join

Join

Public

Join

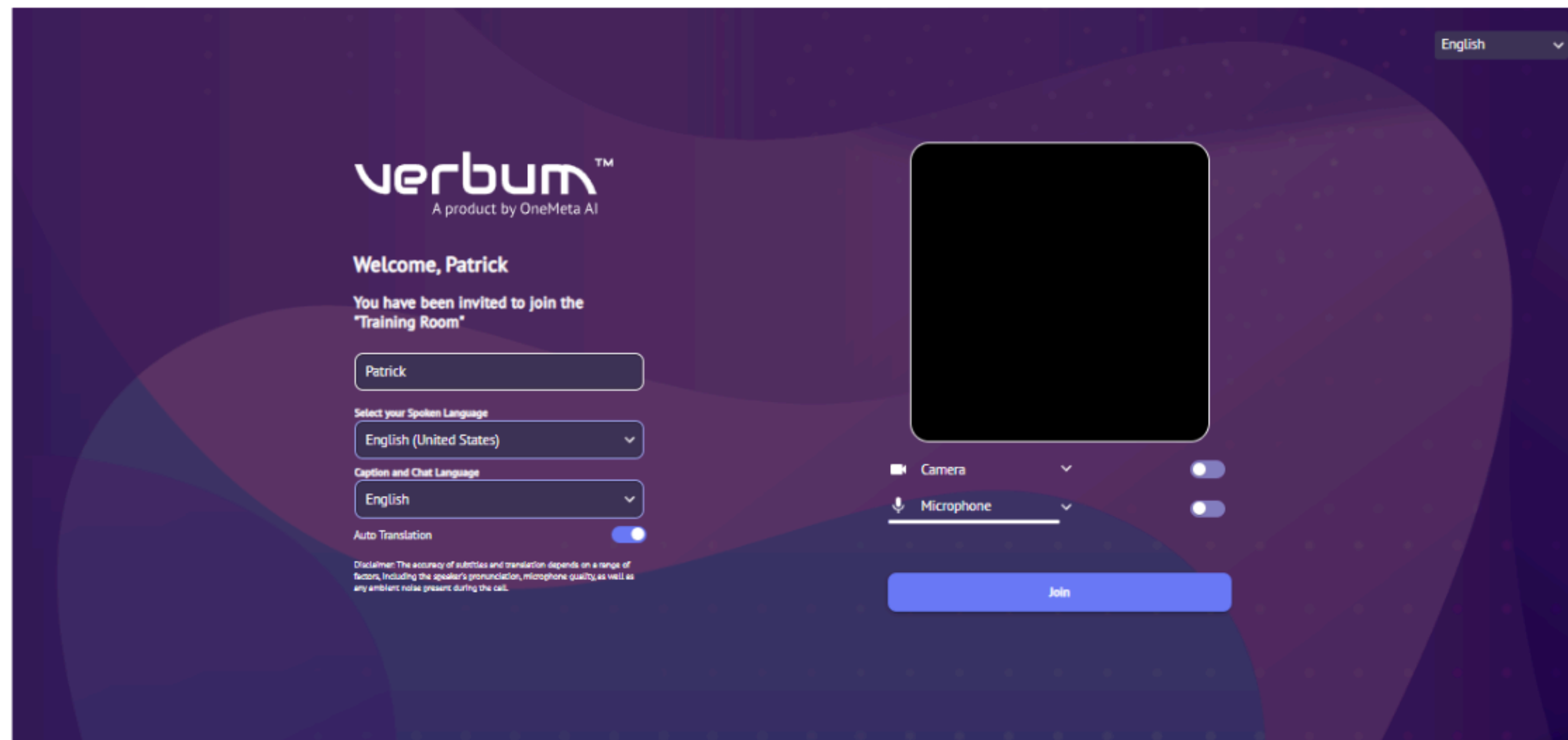
Public

Join the meeting as a Host

Before joining the meeting you will be able to:

1. Change your name.
2. Change spoken language.
3. Change caption and chat language.

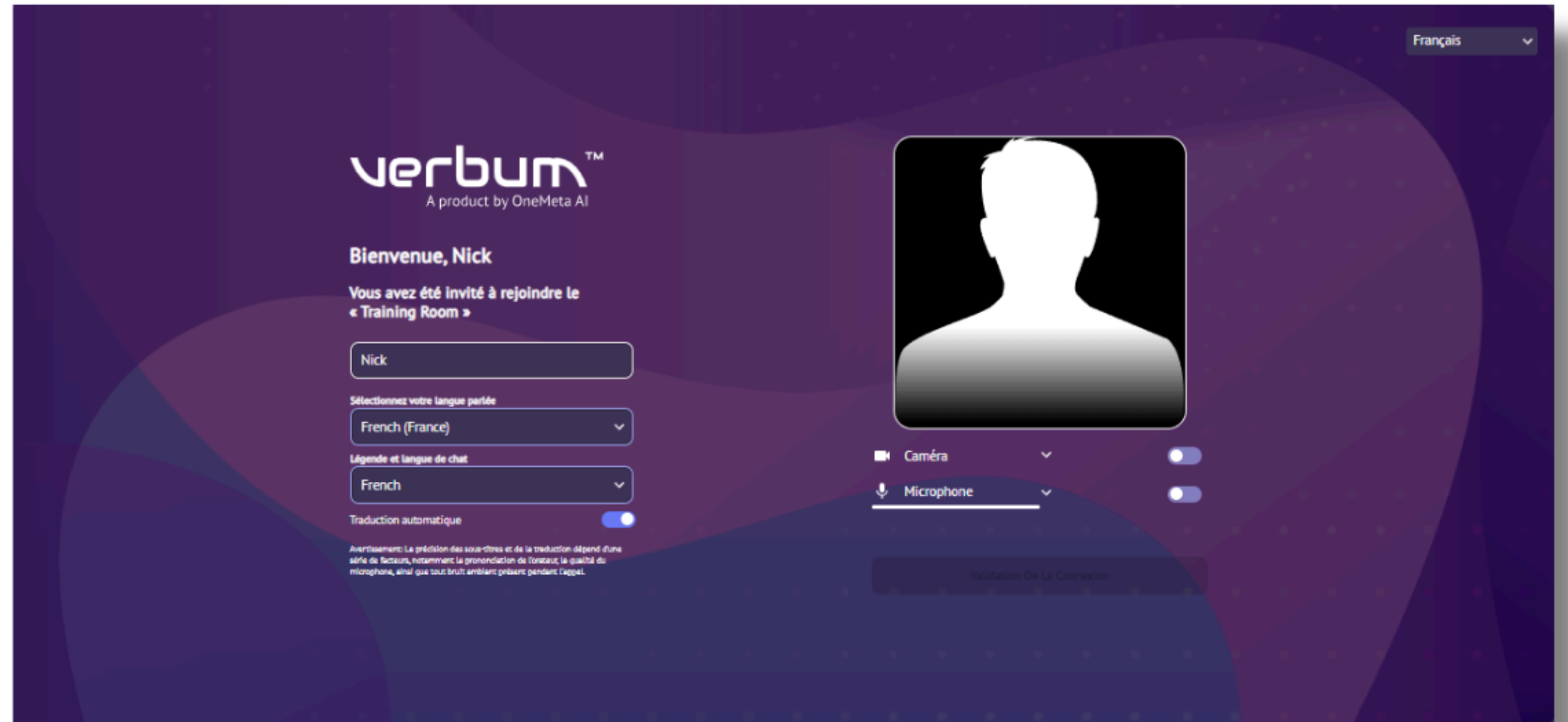
Make sure your camera and microphone are correctly set up.



Join the meeting as a Guest

If your guest is joining through a public link or a invitation, their screen will look very similar to the host's.

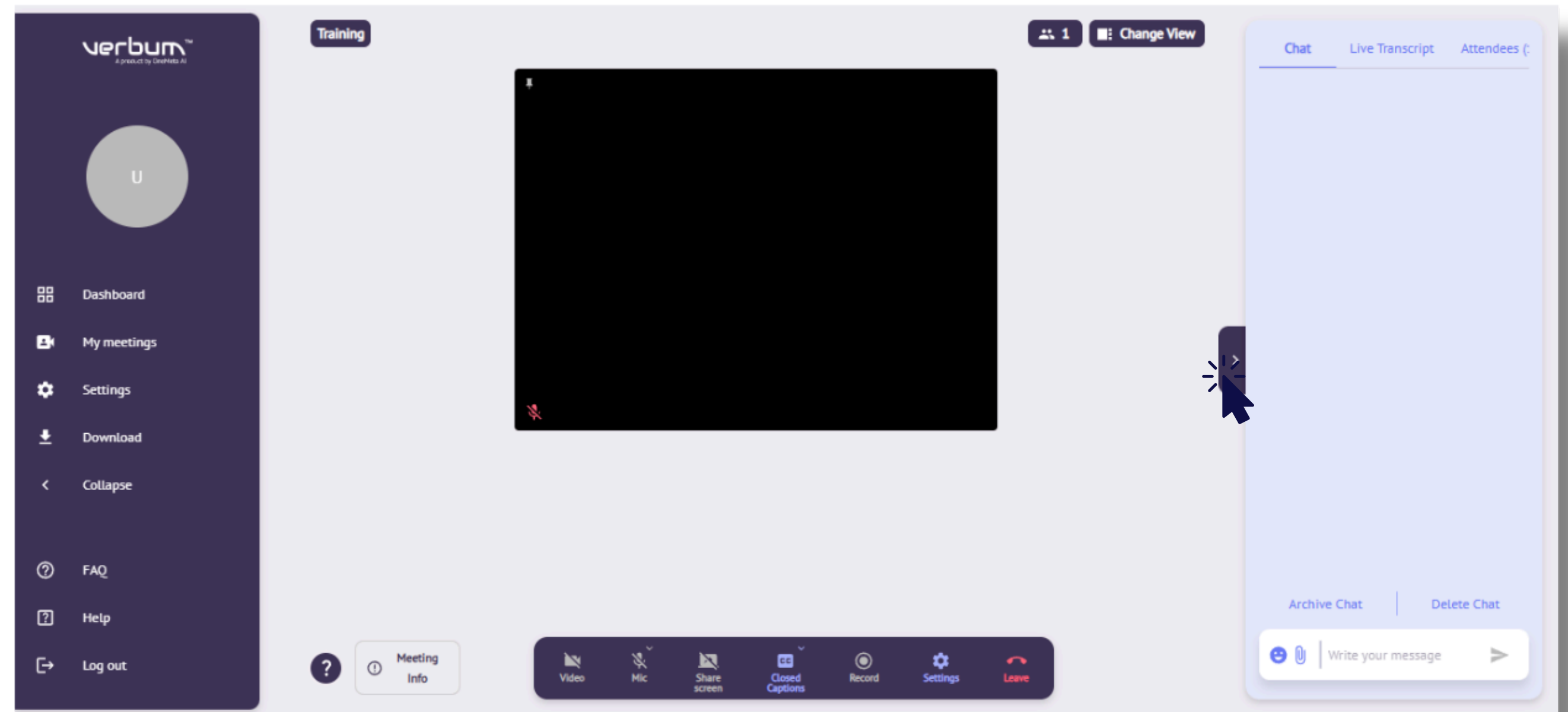
Make sure to remind them to enter their name and select the language they will speak, as well as the language they want to see the subtitles in.



Chat panel section

In this section, you can send messages to everyone, and based on the language you selected, messages will be automatically translated.

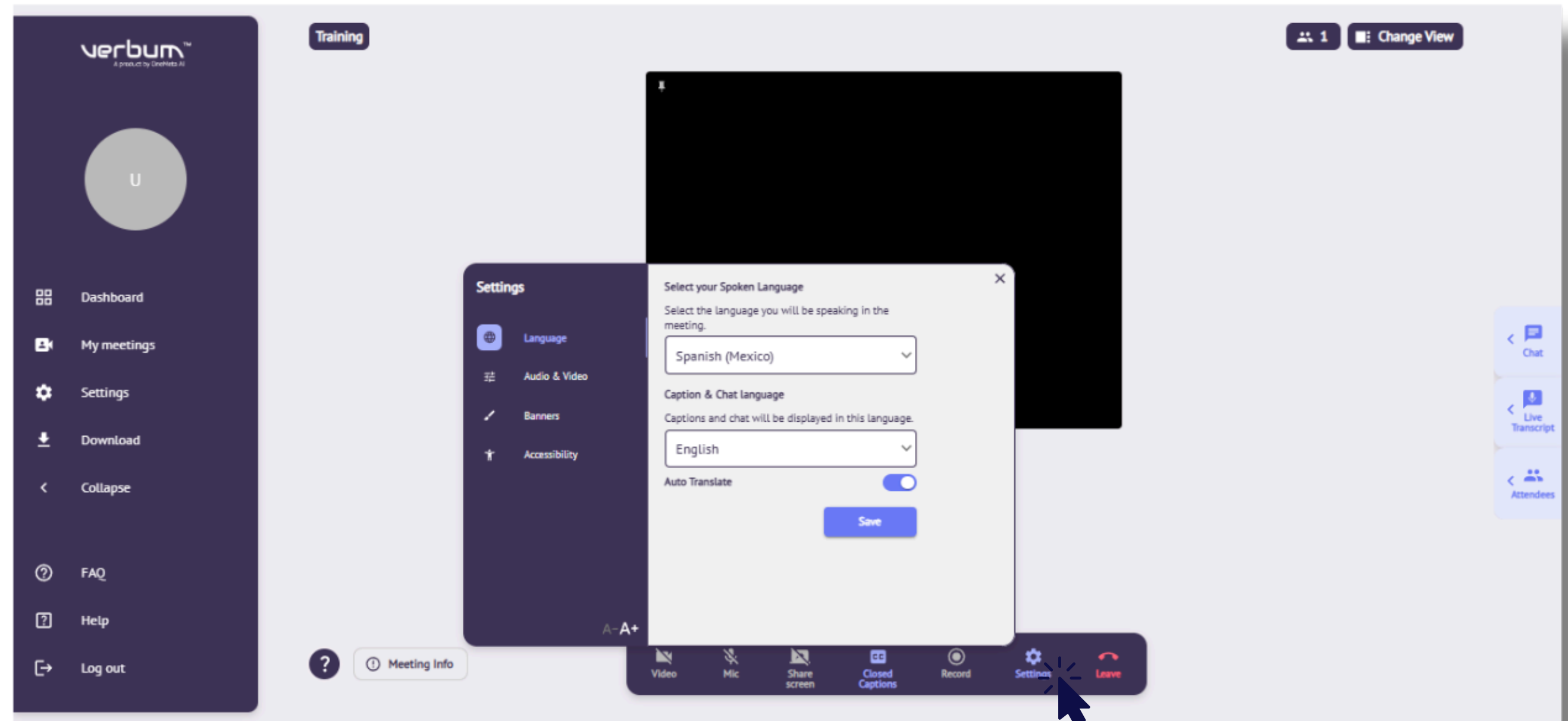
Additionally, the chat panel will display the transcription of the meeting in near real time, as well as the list of participants in the call.



Control panel

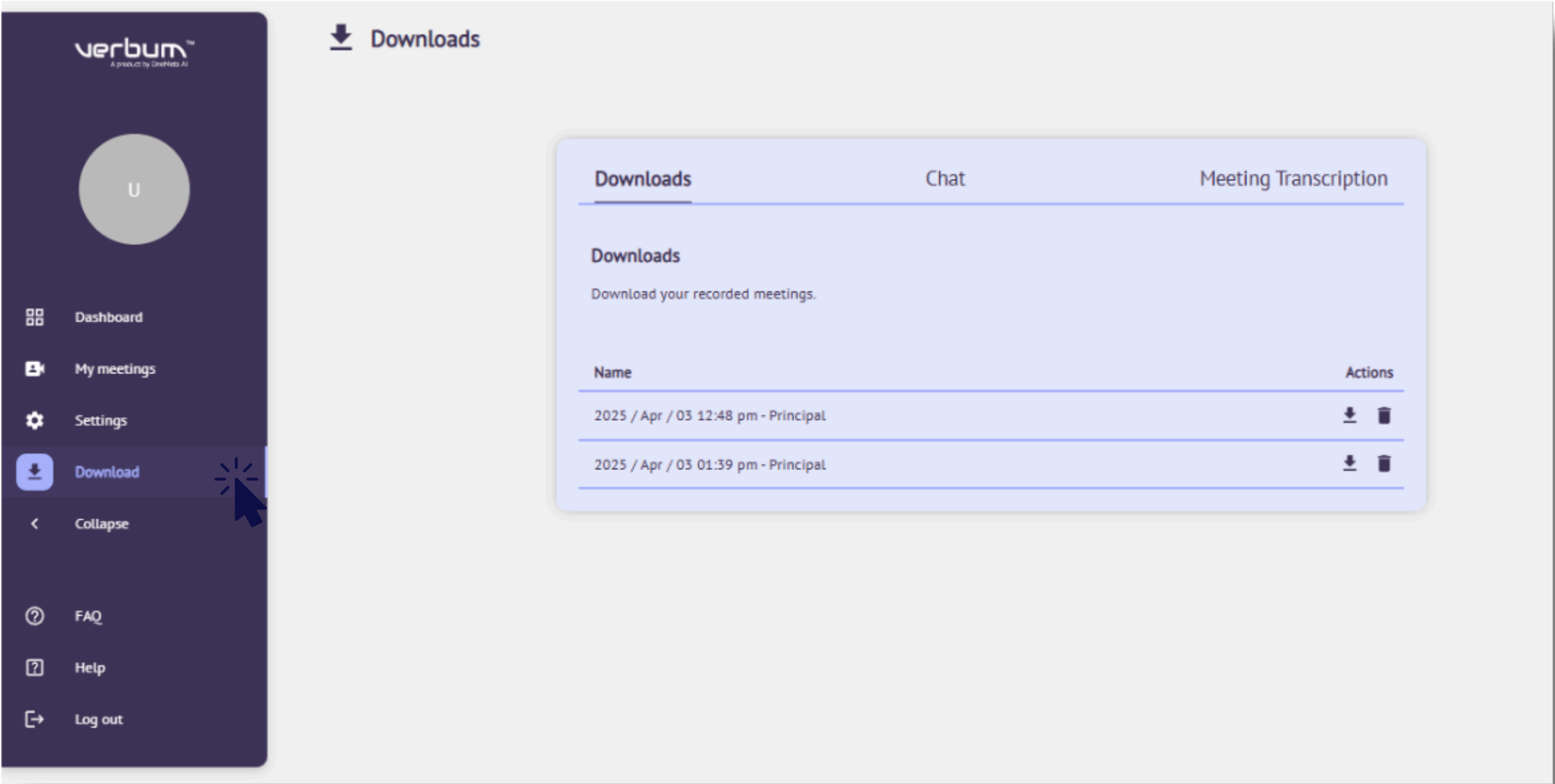
Below you can see a control panel with main buttons that will allow you to:

1. Turn on and off your microphone and video.
2. Share your screen.
3. Record the meeting if you are the host.
4. Adjust your language and layout preferences.
5. Leave the meeting.



Downloads

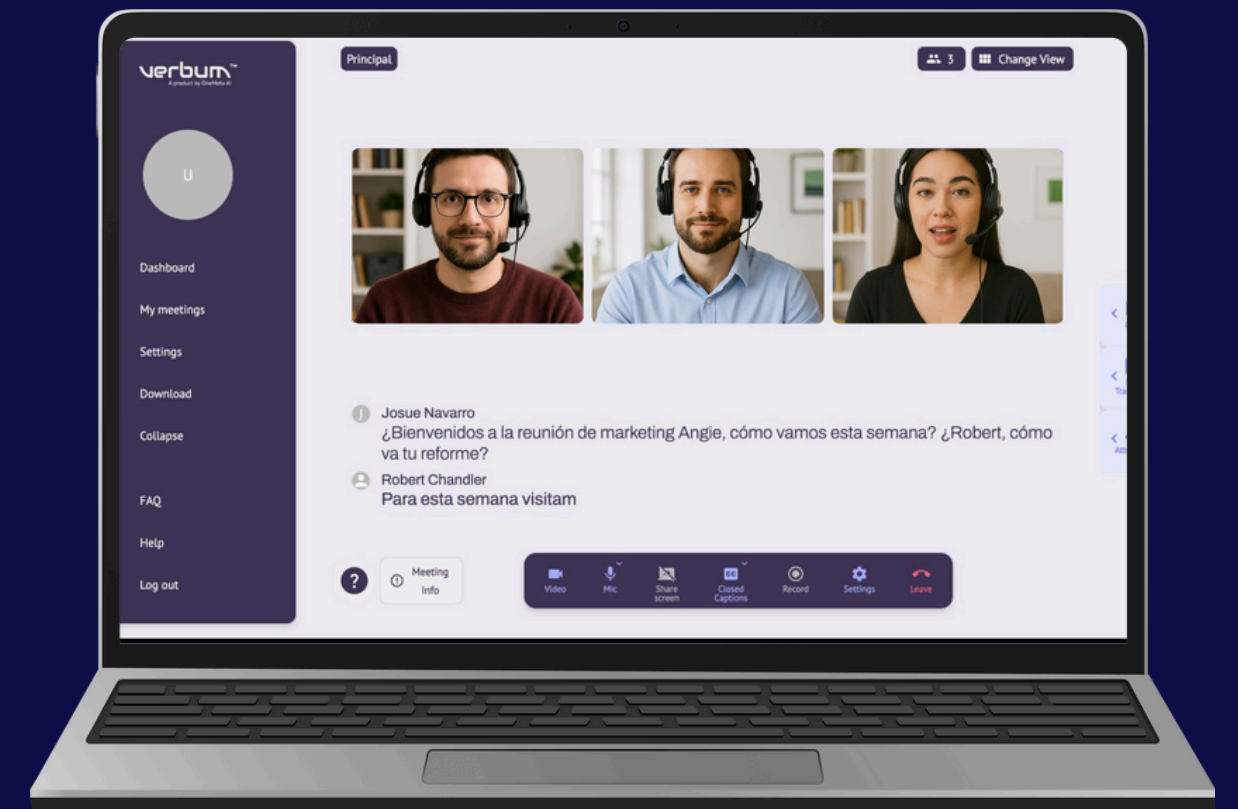
On the left menu, select Downloads and you will see your recorded meetings and you can download or delete them.



Thank you for choosing

VerbumMeetings™

If you have any questions please visit: onemeta.ai/help-center/verbummeetings



By **OneMeta™**