



# SYNC

BETA

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## USER GUIDE

Everything you need to get started using VIVE Sync.



# Topics

- 1. Getting Started
- 2. Creating Your Look
- 3. Booking a Meeting Room
- 4. Joining a Meeting
- 5. Sharing Files
- 6. Using VIVE Sync
- 7. Browsing Websites (Preview)
- 8. Being a Host
- Any Questions?

# 1. Getting Started

## 01 Prepare your hardware

VIVE Sync currently works on all VIVE-brand headsets, including the [VIVE](#), [VIVE Pro](#), [VIVE Pro Eye](#), and [VIVE Cosmos](#) on PC, and the [VIVE Focus](#) and [VIVE Focus Plus](#) on mobile.

If you are a PC user, we recommend the following minimum specification for the optimal experience using Sync.

HARDWARE	RECOMMENDATION
CPU	Intel Core i5-4590/AMD FX 8350 equivalent or greater
Video Card	NVIDIA GTX 1070 / AMD Radeon RX 580 or greater
Memory	8GB RAM or greater
Storage	2GB or greater
OS	Windows 10
Network bandwidth	5Mbps for conference, 50Mbps for 3D design review

# 1. Getting Started

## 02 Download VIVE Sync

For Focus users, search “[VIVE Sync](#)” from the [VIVEPORT launcher](#) in the headset, and select “Download”, [VIVE Sync](#) should begin downloading to your device. When the download is complete, select the Vive Sync icon in your Library to launch the application.

For PC VR users, open the [VIVEPORT desktop app](#) on your computer and search “[VIVE Sync](#)”, then click on “Download”, [VIVE Sync](#) will add to your VIVEPORT library after downloading. If you don’t already have the [VIVEPORT desktop app](#), then please go to [www.viveport.com](http://www.viveport.com) and click on the Download VIVEPORT icon.

Alternatively, you can download a version of [VIVE Sync](#) directly to your PC from <http://sync.vive.com>, after completing Account Sign Up / Sign In. Just click on the Download SYNC icon near the top of the landing page.



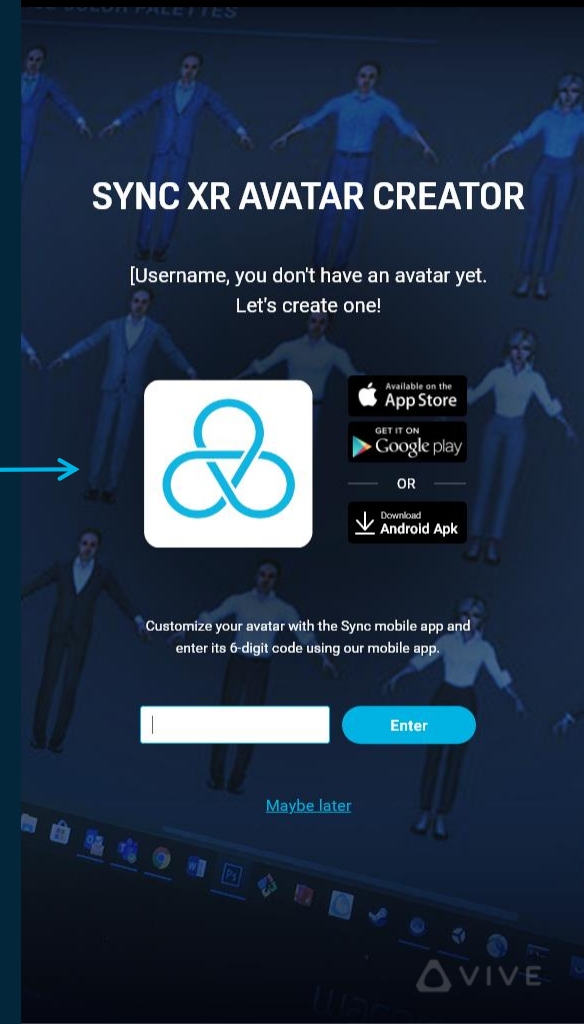
## 2. Creating your Look

### 01 Download VIVE Sync Avatar Creator

The **VIVE Sync Avatar Creator** app makes it easy to create a custom 3D virtual avatar based on your appearance. (This is an optional step. You can also create an avatar using presets in your VR application.)

To download and install **VIVE Sync Avatar Creator**:

1. Go to <https://sync.vive.com/>
2. Find **Profile page** and click on the **avatar figure icon**.
3. You should be able to see **App Store** and **Google Play** button on the page for you to download the **VIVE Sync Avatar Creator** app. Or download the Android APK directly from the page if you are not able to access to either App Store and Google Play.



## 2. Creating your Look

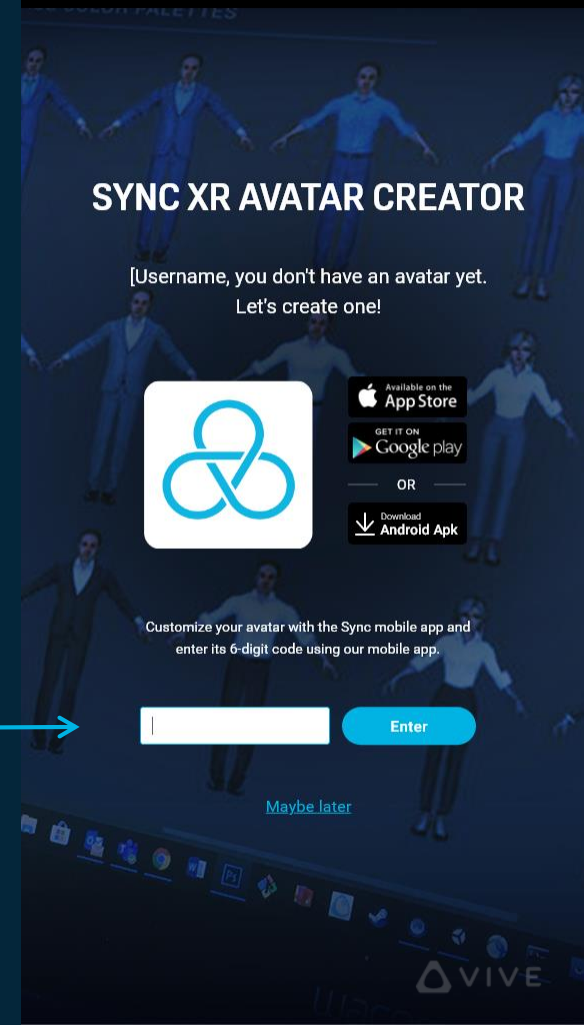
02 Create your avatar

Open [VIVE Sync Avatar Creator](#) and follow the steps:



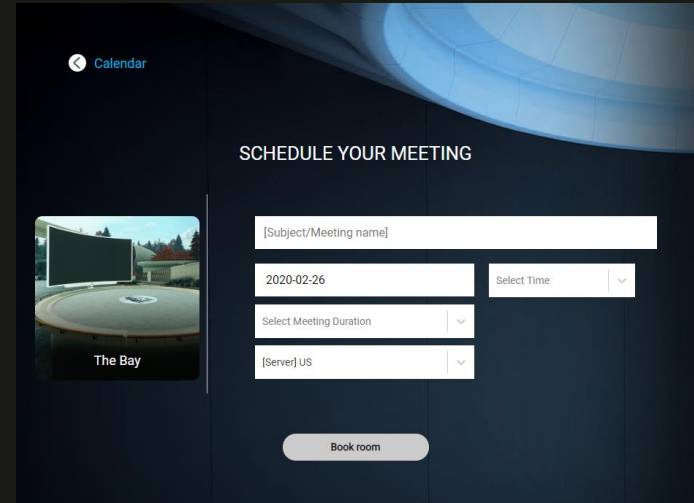
1. Take a selfie
2. Adjust details of your avatar
3. Enter your 6-digit code on the [Profile page](#) of [sync.vive.com](#) or from within [VIVE Sync](#).

Or, if you want to jump right in, we have several default avatars for you to choose from the menu in your headset.



# 3. Booking a Meeting Room

1. Go to <https://sync.vive.com>
2. Login with your **HTC** account
3. Click **Create New Meeting**.
4. Select an environment.
5. Name your meeting, set the date, the time, and the duration, then click on **Book Room**.
6. To invite others to the meeting, click the **Copy** button on the Booking Summary screen to get to the **Room ID**, **Password**, and the **URL link of the Meeting Summary**, and paste the meeting information into an e-mail or instant message.





# 4. Joining a Meeting

## 01 Room ID and Password

When you launch **VIVE Sync**, you will start in the lobby. There are two ways to join a meeting room:

- A. Enter the Room ID and Password (from the meeting invite) into the lobby portal.

### LOBBY PORTAL Room ID and Password





# 4. Joining a Meeting

## 02 Scan QR Code

- B. OR, you can scan the meeting's **QR Code** with your headset. To do this:
1. Go to your meeting invitation email and click on the link. This will take you to the **Booking Summary** screen at <https://sync.vive.com/> , where you can see the QR code.
  2. Back in your headset, select the QR code button to activate your headset's camera and scan the meeting's QR code\* on the website page.

\* Note: To use the QR code scanning feature, you may need to activate your headset's camera.

- On the VIVE and VIVE Pro: Go to SteamVR > Settings > Camera > Enable Camera
- On the Focus and Focus Plus: Go to Settings > More Settings > Apps > Sync > Permissions > Camera Permissions

### LOBBY PORTAL QR Code

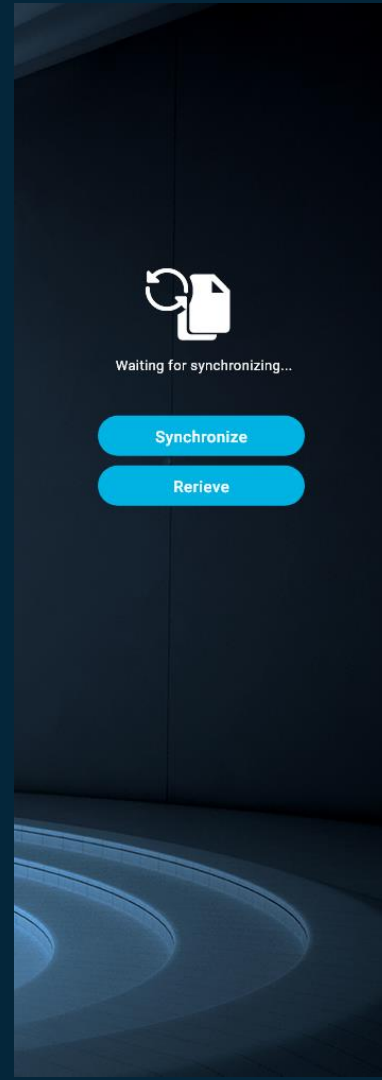


## 5. Sharing Files

By linking a cloud storage account to your **VIVE Sync** profile, your files can be shared in meeting rooms that you create.

1. Click on the Profile link on <https://sync.vive.com/> to specify a default cloud folder you want to use (we suggest one to use only with **VIVE Sync**). Place your meeting files there.
2. Create a meeting room and click the **Synchronize** button. This allows your files to be presented during the meeting.
3. After the meeting, click the **Retrieve** button. Any notes and photos from the Sync meeting will appear in your cloud folder as a subfolder with the same name as the Room ID.

Note: To share files from a meeting that someone else created, just click the **link** in the meeting invitation to go to the **Booking Summary** page.



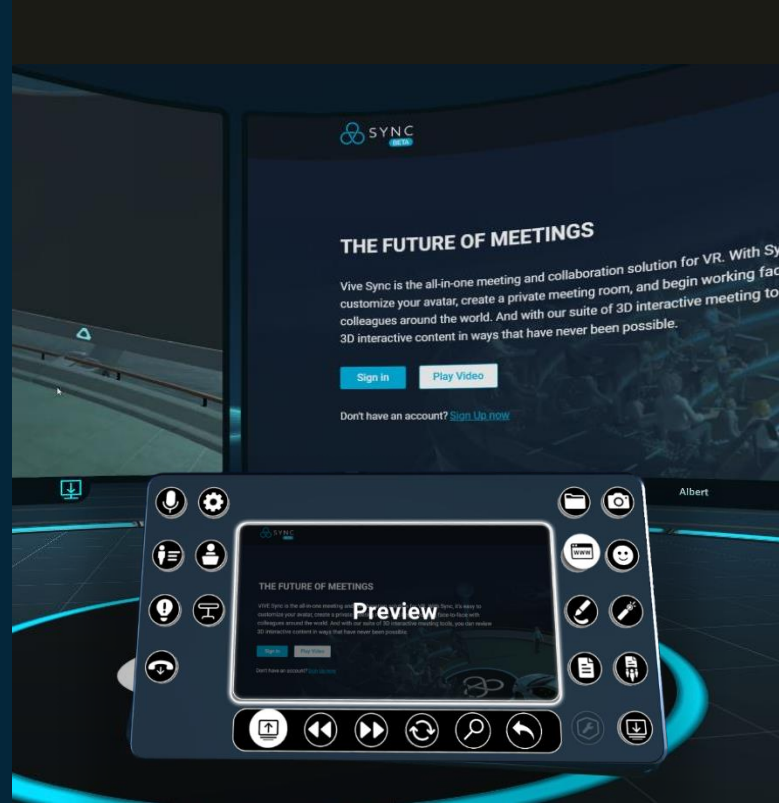
Supported file types include **PDF**, **PowerPoint**, **image files**, **videos**, and **3D models** (3D file formats include **FBX**, **OBJ**, and **Unity Asset Bundles**). For more detailed information on file formats, please go to **VIVEPORT Help Center**.

## 6. Using VIVE Sync

VIVE Sync offers a number of tools to help you get the most out of your meeting, all available on your virtual tablet. In a meeting, you can:

- **Present Files:** Browse and present files to other meeting participants using the cloud files.
- **Take Notes:** Use speech-to-text to capture your meeting notes and action items
- **Annotate and Draw:** Write and draw in 3D using the draw tool.
- **Take Pictures:** Use the camera to capture screenshots of drawings, notes, and annotations.
- **Add a Table:** Place a table in the room which participants can organize and gather around.
- **Browse the Internet:** Use the built-in web browser to access your favorite online tools and services. Currently in Preview.
- **Express yourself:** Use the emoji tool to show your support by giving a thumb up, or make some noise by clapping.

Supported languages: English, Traditional Chinese, Simplified Chinese, French, German, Japanese, and Korean.



Shared documents appear on the big screen so all users can review them at the same time. Your tablet also has a laser pointer as well as the ability to mirror the big screen to your tablet.

## 7. Browsing Websites (Preview)

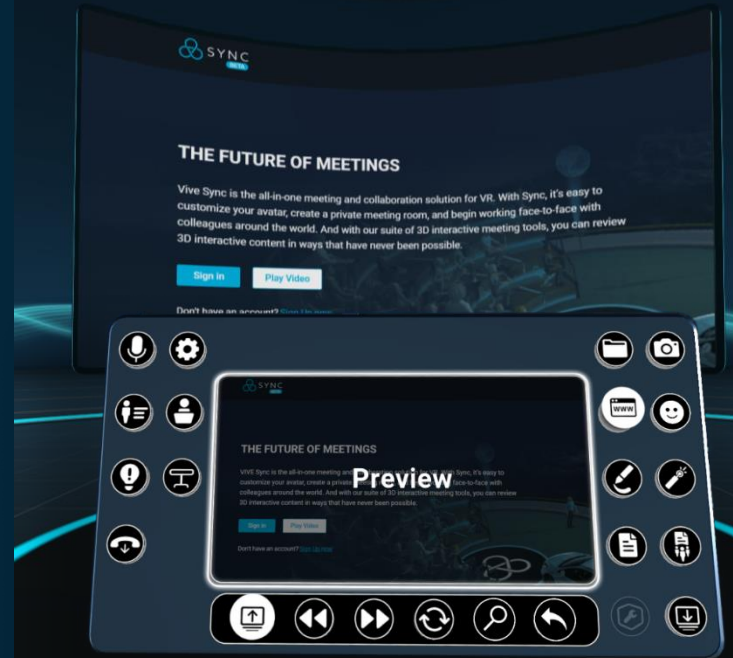
With **Sync**'s Web Browser feature, you can view and share your favorite websites without having to leave VR. Note this feature is currently in Preview and will be receiving frequent updates.

To share a website to the big screen:

1. Click the Web Browser button on the tablet
2. Select a predefined bookmark, or click the Search button to manually enter a URL or perform a Google search
3. Click the Share button to open the Big Screen and begin browsing

You can interact with the website using the big screen, and navigate forward, back, and reload using the controls on the tablet.

Note: Currently, the only video streaming site supported is YouTube. Other sites may work, but won't stream audio.



## 8. Being a Host

As a host, **VIVE Sync** offers you the ability to mute users, lock teleportation, and a number of other Host Controls that can help you have a smooth and efficient meeting.

To access Host Controls:

1. When entering your Room ID and Password, check the “Host” box
2. Once in the meeting room, select the Host Control button to access the Host Control panel

The Host Controls include:

- Muting individual users or the entire room
- Locking teleportation for individual users or the entire room
- Disabling sharing for individual users or the entire room
- Disabling meeting tools like the Camera, Laser Pointer, Drawing Pen, and Team Note for the entire room



# Any Questions?

For more information about Sync, please visit <http://service.viveport.com> and click the **VIVE Sync** button to visit our FAQ.

If you run into any issues or have any questions about using Sync, don't hesitate to reach out to us at [sync\\_support@htc.com](mailto:sync_support@htc.com).

