VirtualHQ

User Guide

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Managing your subscription
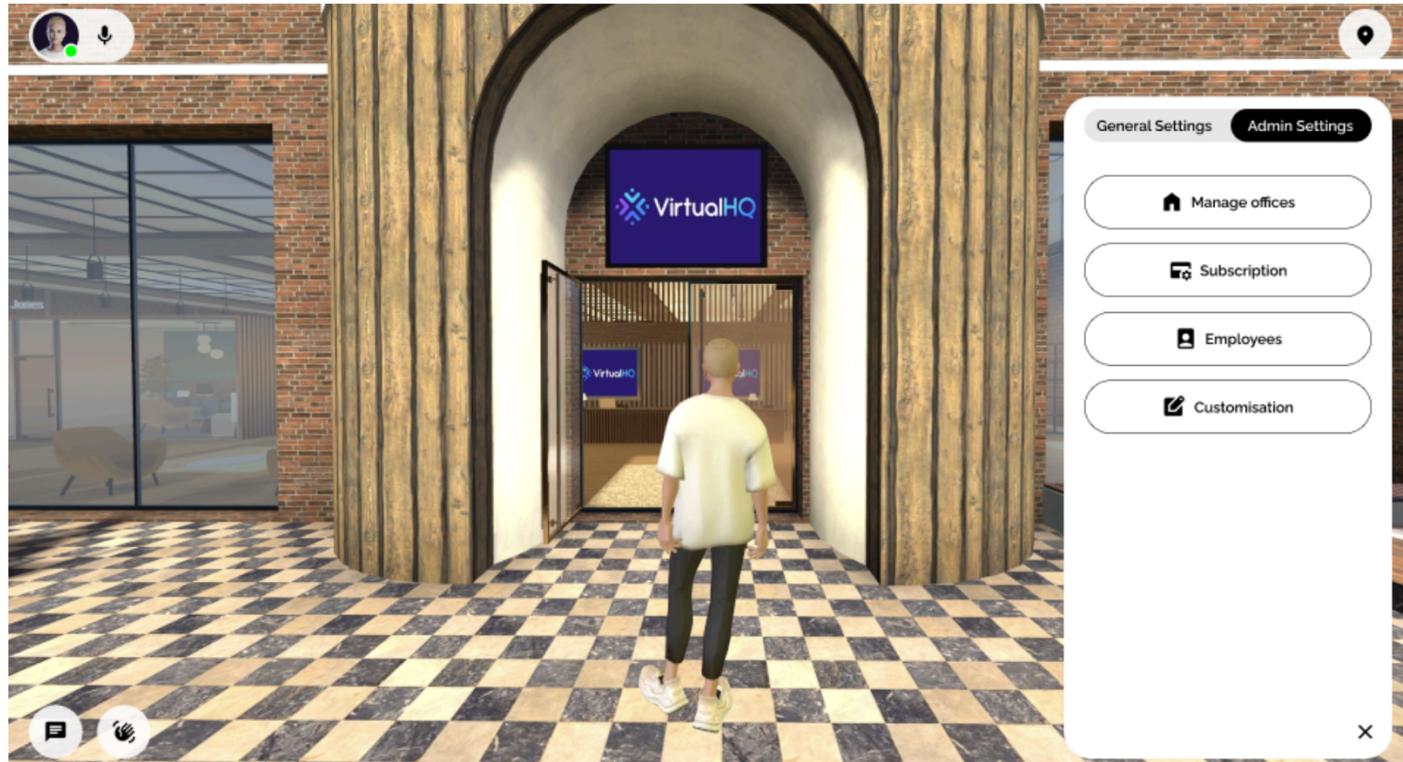
To manage your subscription click Settings > Admin Settings > Subscription and a subscription management page will open (only available for admins).
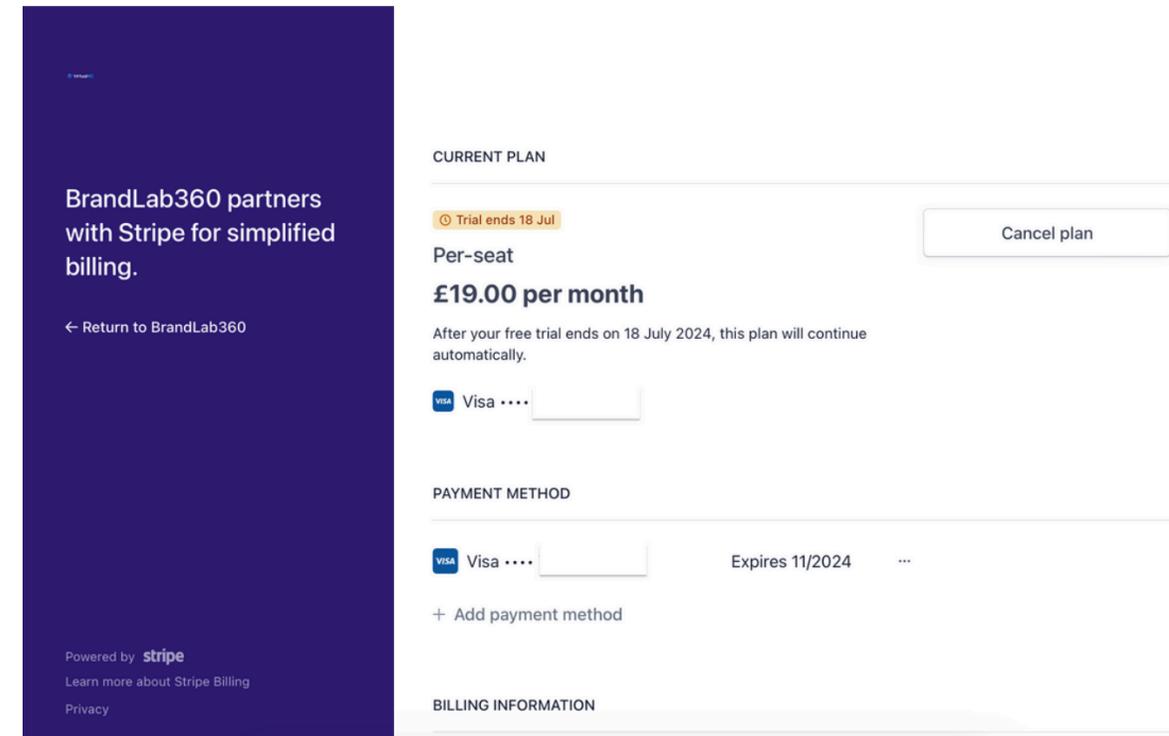
Within the Subscription management page you can:
- View your plan details
- Cancel your plan
- View your billing information
- Update your account details
- View your invoice history

Invite & assign your team

Easily onboard your team seamlessly via the signup process or later through the settings icon.

Option 1 - After signing up for VirtualHQ you will be asked who you would like to invite to your HQ. You can input the users emails into this search box entering a comma after each user.

Option 2 - Once in the environment, you can invite users by clicking Settings > Admin Settings > Employees > Invite > select their role and input their name and email.
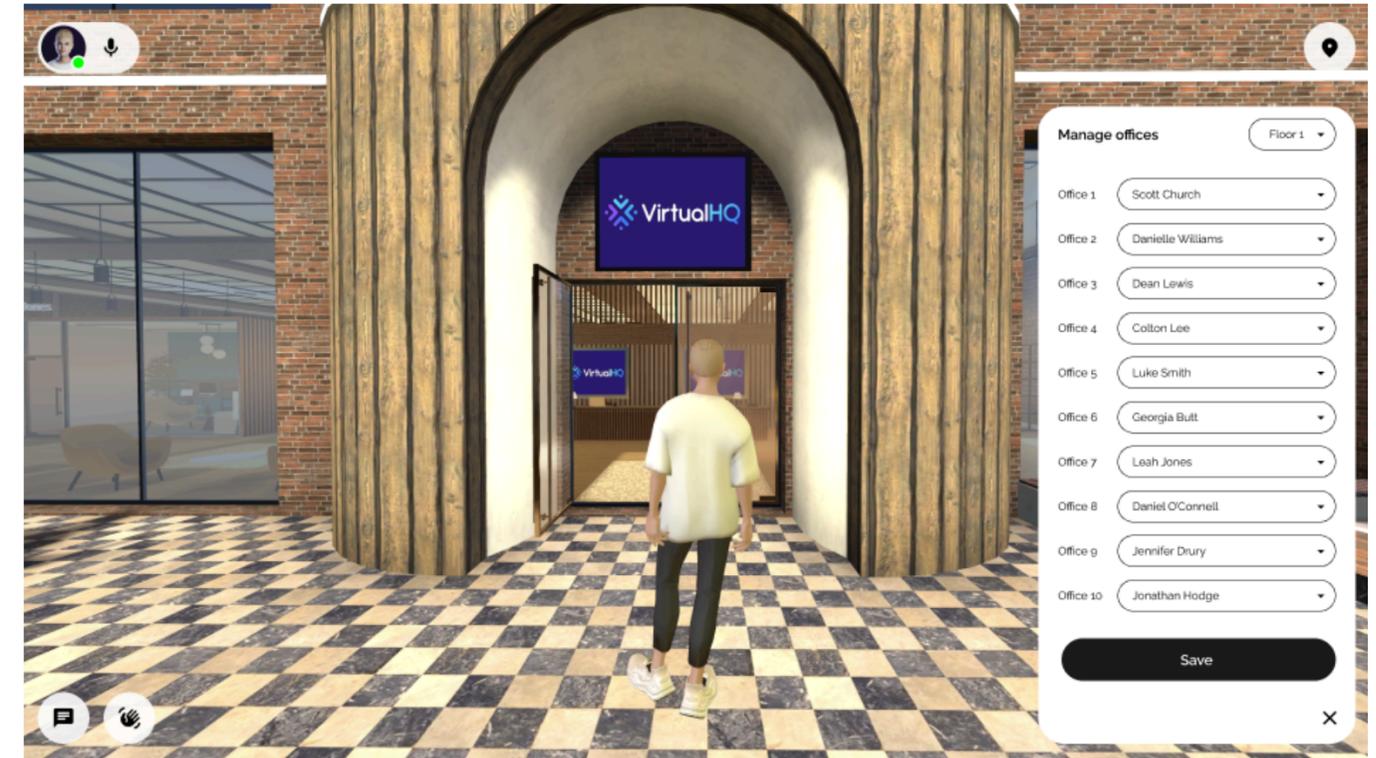
Each user can have an office assigned to them and these are indicated by the name displayed over the office. Users can personalise their office in layout, colour and images on the walls.

Assign each individual their office, by selecting Settings > Manage Office > Select an office and click re-assign.
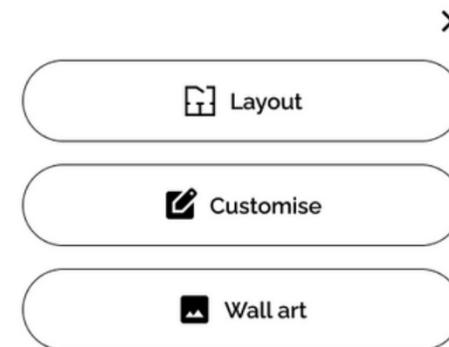
Customising your space

Personalise your space: Click the ✏ icon situated above your office to start customising.

Layout Selection: Change the furniture layout in your office by clicking the layout button and then selecting your preferred option.
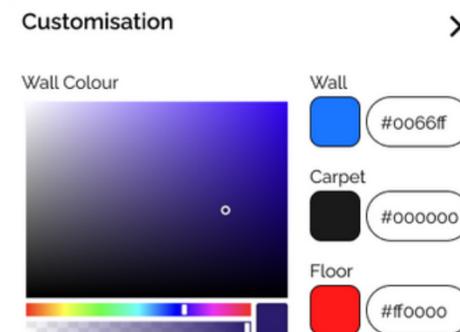
Office Colours: Select your preferred colours in the customise tab for the walls, floor, and carpet to create a cohesive and appealing environment.

Pictures & logos: Upload images to picture frames throughout the office and outside areas by clicking the wall art button and adding media through the upload image button.

Customisation Menu

×

▢ Layout

✏ Customise

▢ Wall art

Colour Selector

Customisation ×

Wall Colour

Wall
#0066ff

Carpet
#000000

Floor
#ff0000

Layout Options

Layout ×

Layout 01

Layout 02

Wall art Upload

Wall art ×

Wall Art 01
picture-01.jpg
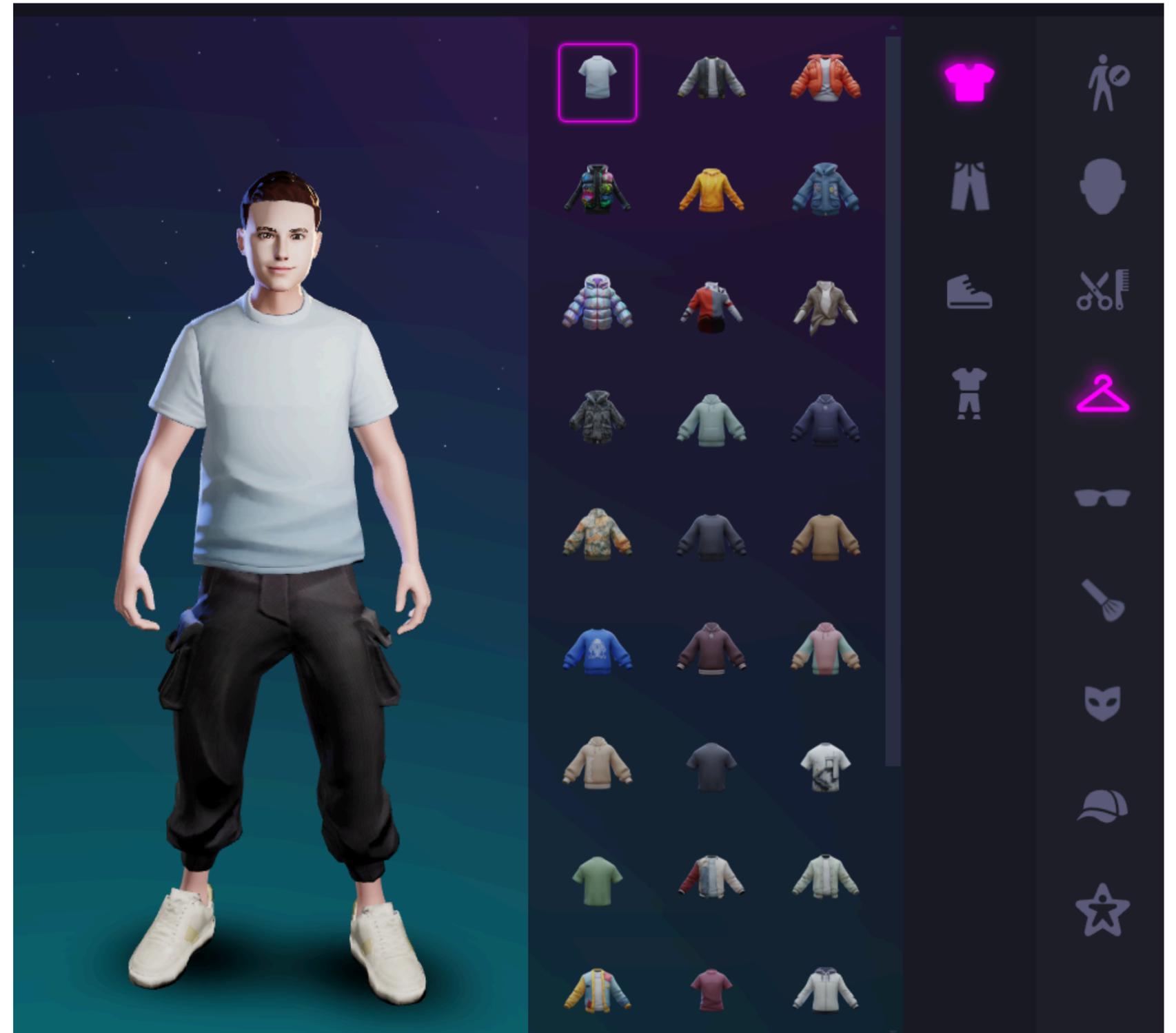Replace Image 🗑
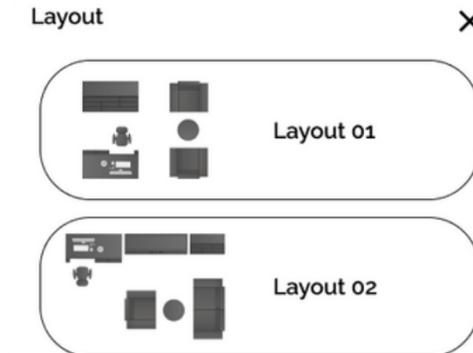
Wall Art 02
Empty
Upload Image 🗑

Customise your avatar

Customise your avatar to best represent you. Simply click the Avatar 🧑‍🦰 🎤 Icon followed by the <u>change</u> button in the avatar section.

In the customiser, you can select from template avatars, create a personalised avatar by uploading a photo or using the various customisation options available.

User Interface

Chat: Message colleagues online or offline.

Settings: Manage your subscription, assign offices and customise your space.

Support function: Click the question mark to access T&Cs, Privacy policy's, access support and FAQs

Fast Travel: Press the icon to seamlessly travel between locations, go to a specific user or respawn.

Emotes: React to other users through the emote function. Dance, wave and react

Microphone: Toggle your microphone on/off.

Customise Character: Edit your avatar by pressing this button.

Private Meeting function

Video Calls: Easily start video calls when you sit down in the boardroom. Your video will automatically activate.

Video ON/OFF: Switch your camera/video on and off via the ▣ icon. You may need to enable permissions upon first use.

Maximise Screen: Enlarge your screen via the ⌐ icon.

Microphone: Mute/unmute via the 🎤 icon. You may need to enable permissions upon first use.

Presentation Screen: You can switch between different participants' video feeds or screenshares using the 'Next' or 'Previous' icons

Screen Sharing: Share your screen onto the presentation screen with ease by pressing the ▣ icon.

End Video Call: Click the 📞 button to exit the video call and boardroom.

Navigation

User Navigation

Walk: WASD or your arrow keys

Run: Press shift key while walking

Jump: Space bar

Zoom: Mouse wheel

Interact: Left mouse click

Vehicle Navigation

Move: WASD or your arrow keys

Fly: Hold shift key to fly (plane)

Interact: Left mouse click

Navigation
- WSAD keys
- Arrow keys

MOVEMENT
- Run: Shift
- Jump: Space

INTERACTION
- Left Mouse Click

ZOOM
- Mouse Wheel

Features

**Seats:** To interact with seating, click the 🖲 icon.

Doors: To interact with doors, click the 🚪 icon.

Floors: To move between floors in the elevator, click the desired floor number.

Whiteboard: To use your whiteboard, left click on the billboard, use the tool provided on the top and bottom of the screen click the ≡ icon to save your work

Travel To User: To move to a user, click the chat 💬 icon, locate the user & click the 'Travel to' button.

Edit Whiteboard ✕

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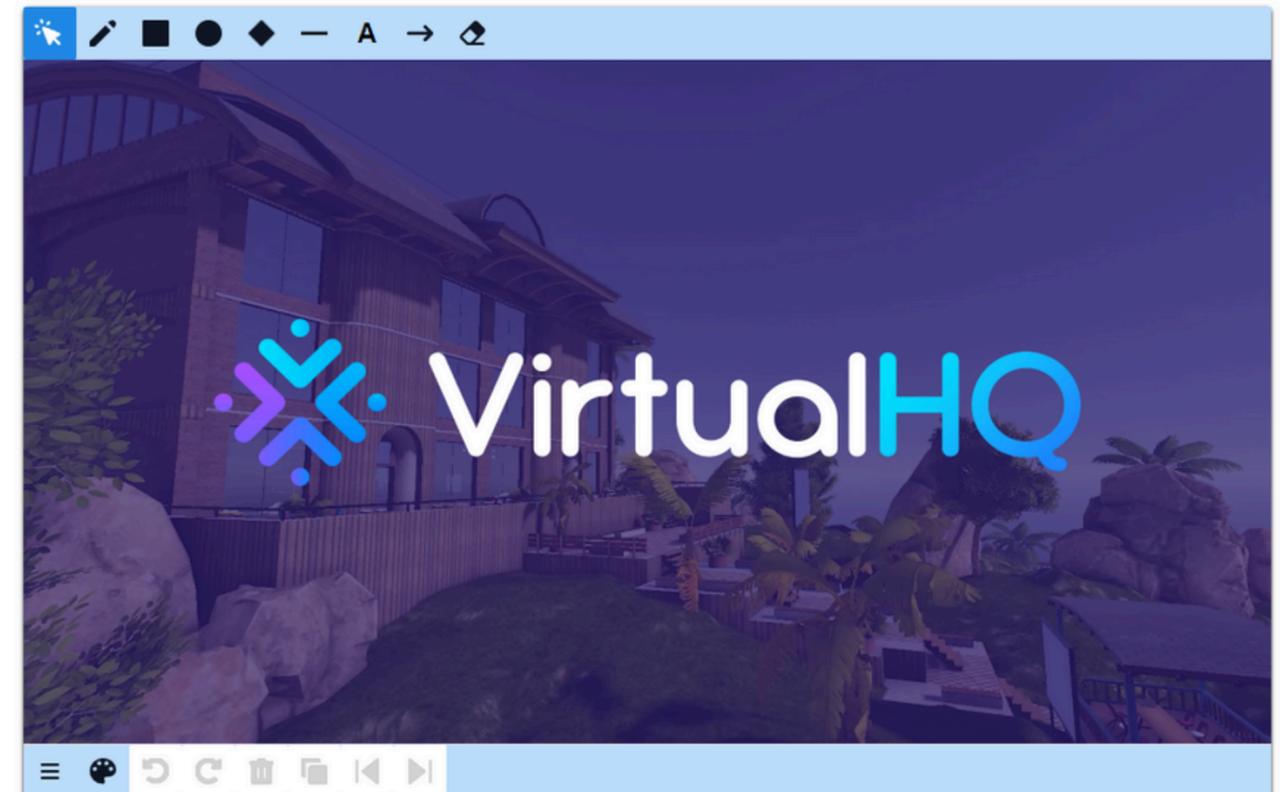
For additional support, please contact support@brandlab-360.com