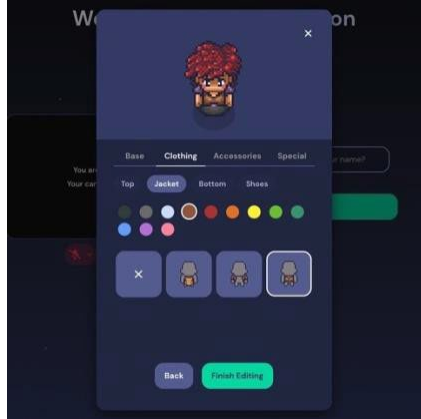


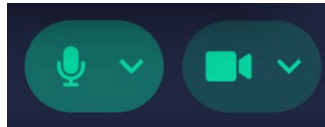
Gather Town Guide InterFACE 2023

1.) **Join** using the provided link: <https://app.gather.town/app/aIXwkPisz8vfZbK8/InterFACE>

- **Enter** your name to be displayed with your avatar. (We recommend full name and affiliation.)
- **Edit** the look and clothing to personalize your avatar.

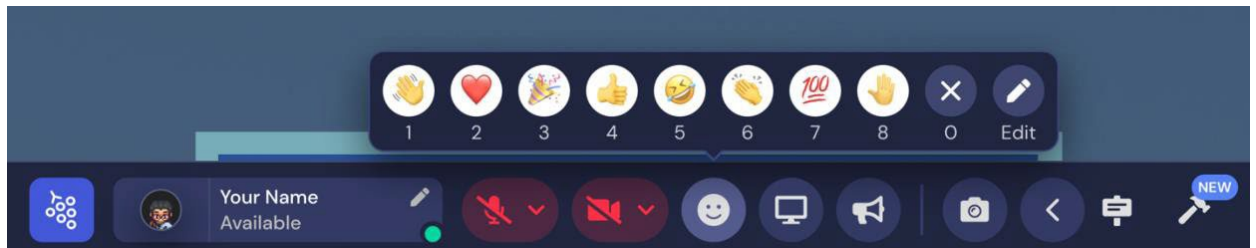


- **Green for On/Red for Off** to enable/disable your microphone and camera.



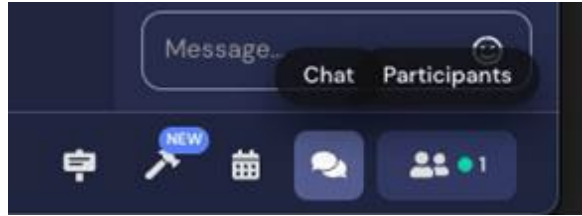
- Finish editing and click **Join**.

2.) **Bottom** bar provides different icons to interact within the Gather.town rooms.



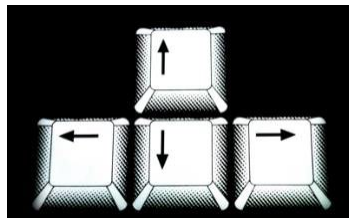
(a) (b) (c) (d) (e) (f) (g) (h)

- Main Menu** offers options for settings, quick keys, and other helpful tools.
- Personal Menu** gives the options of changing your avatar look and your personal information.
- Microphone** displays **green for on** and **red for off** and allows changes to your microphone and speaker settings.
- Camera** displays **green for on** and **red for off** and allows changes to video effects and backgrounds.
- Emoticon** allows users to react with a library of emotions.
- Screen share** allows a presenter to share their screen with everyone in the room.
- Self-spotlight** allows a presenter to be heard throughout the entire room.
- Photo Mode** allows a user to take a picture of the room and the participants within that room.

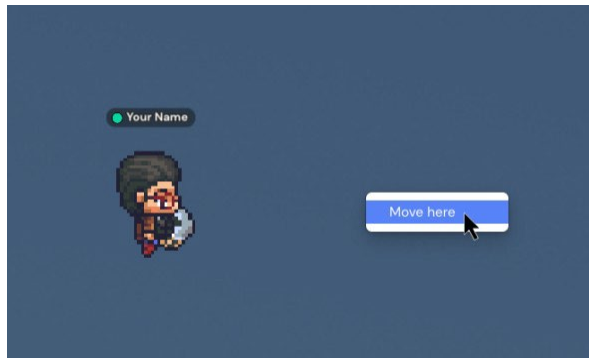


(i) (j)

- i. **Chat** allows participants to “text” with one another in that room. You can also right-click on a participant and send them a personal message.
 - j. **Participants** is a list of everyone that has signed in.
- 3.) **Move** around the Gather.town room as you would in a physical room where you would be around other people and objects; you must walk around them.
- a. **Keyboard: Directional Pad/Arrows** easily moves the avatar around the room.

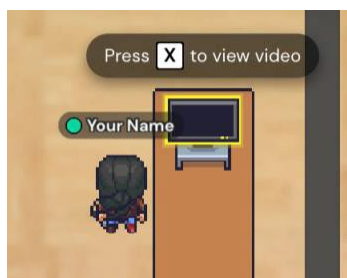


- b. **Mouse: Right-click** on a location in the room, a “move here” box pops up, left-click that box to move to that location.



If you ever get stuck, you can press the “g” key for Ghost Mode. This will make your avatar semi-transparent and allow you to walk through any people or objects in your path. However, you will not be able to interact with others while in Ghost Mode.

- 2. **Interact with Objects:** For objects (signs, chalkboards, books, documents, etc.) that have available links, documents, videos, and images, you will see a prompt to “Press X to...”. Press the “x” key to view these items.



3. **Interacting with Others** requires avatars to be near one another. As you get closer, if microphones and cameras are on, you'll be able to see and hear the actual people. The further you are from another avatar, the less you can hear them.
 - a. **Private Chat** areas are available if you wish to hold a conversation with a group without others overhearing. These private chat spaces are marked with couches, and the area outside of the private chat will darken to indicate you are inside.
4. **Exit** the entire Gather Town meeting:
 - a. **Close** the entire window by clicking the "X" in the upper right corner of your browser.
 - b. **Main Menu** has the option to select sign out.
5. **Helpful Tips**
 - a. **Follow** another avatar by **right-clicking** on the avatar you wish to follow. Select "follow" to go wherever that avatar moves.
 - b. **For more Gather help:** <https://support.gather.town/help/gather-basics>
6. **Frequently Asked Questions:**

Q: I'm stuck behind a crowd (or behind some furniture)! How do I get out?

A: Press and hold the "g" key for Ghost Mode. This will allow your avatar to temporarily fade out and be able to walk through any people or objects. Please note that in Ghost Mode, others will not be able to interact with you.

Q: I've been exploring and have lost my way. How do I get to where I started?

A: If you would like to go back to the very beginning, you can go to the grape icon, and select "Respawn." This will reload your avatar in the initial room where you signed in.

Q: I've been to Gather and have left. When I return, I'm in a completely unfamiliar place. How do I get out?

A: When you log into Gather, it will typically have you spawn where you last left the space. You can select the grape, and then select "Respawn" to relog into the updated rooms.

Q: What are the keyboard shortcuts?

A: See the list of shortcuts below.

- **(g)** - Enter ghost mode and walk through other participants.
- **(x)** - Interact with an object.
- **(z)** - Make your avatar dance.
- **(f)** - Shoot confetti in the air. (*Note: This mode is in testing and is only available to a limited number of users.*)
- **(Esc)** - Close interaction (e.g., close minimap, close object interaction)
- **(Ctrl/⌘ + P)** - Open Settings.
- **(Ctrl/⌘ + Shift + A)** - Turn personal mic on/off.
- **(Ctrl/⌘ + Shift + V)** - Turn personal video on/off.
- **(Ctrl/⌘ + U)** - Turn on/off quiet mode (events Spaces) or do not disturb

- mode (remote work Spaces).
- **(Ctrl/⌘ + Shift + D)** - Turn on/off debug mode.
 - **(Windows key/Control + N)** - Turn on network diagnostics.
 - **Alt/Option + mouse drag** - Look around the Space.
 - **Keys 1-6** - press the keys 1-6 to emote. (You can also [customize Emotes 1-5.](#))
 - (1) - Wave
 - (2) - Heart
 - (3) - Party popper
 - (4) - Thumbs up
 - (5) - Question mark
 - (6) - Raised hand
 - (0) - Clear emote

From <https://support.gather.town/help/shortcuts>