



VoicePing

Operational Guidelines

<https://voice-ping.com/en/>

No.1

Log In to VoicePing While You Work!

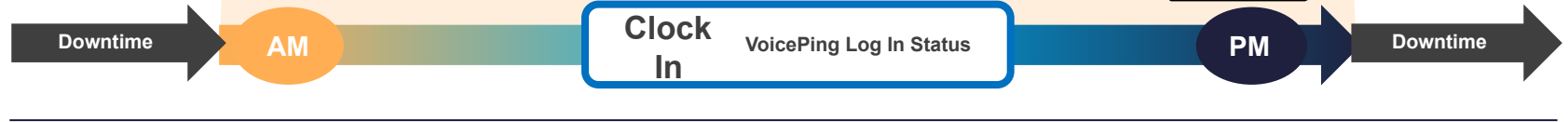
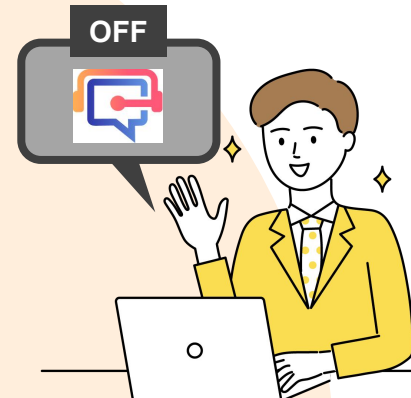


Good morning!



Take Breaks, Chat,
and Hold Meetings
After Clocking Into
Work!

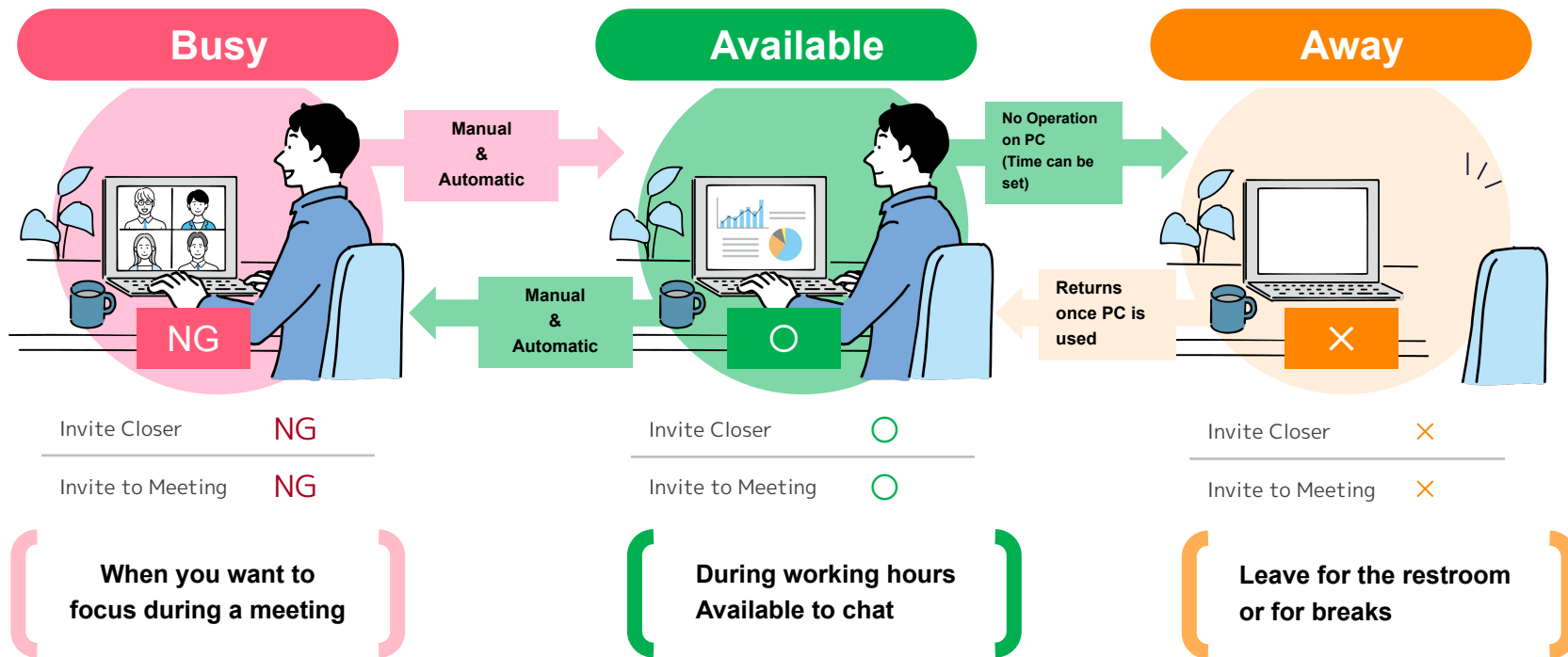
How's it going?



Hybrid Workers Can Log In from the Office As Well!

No.2

Take Advantage of the User Status Function!

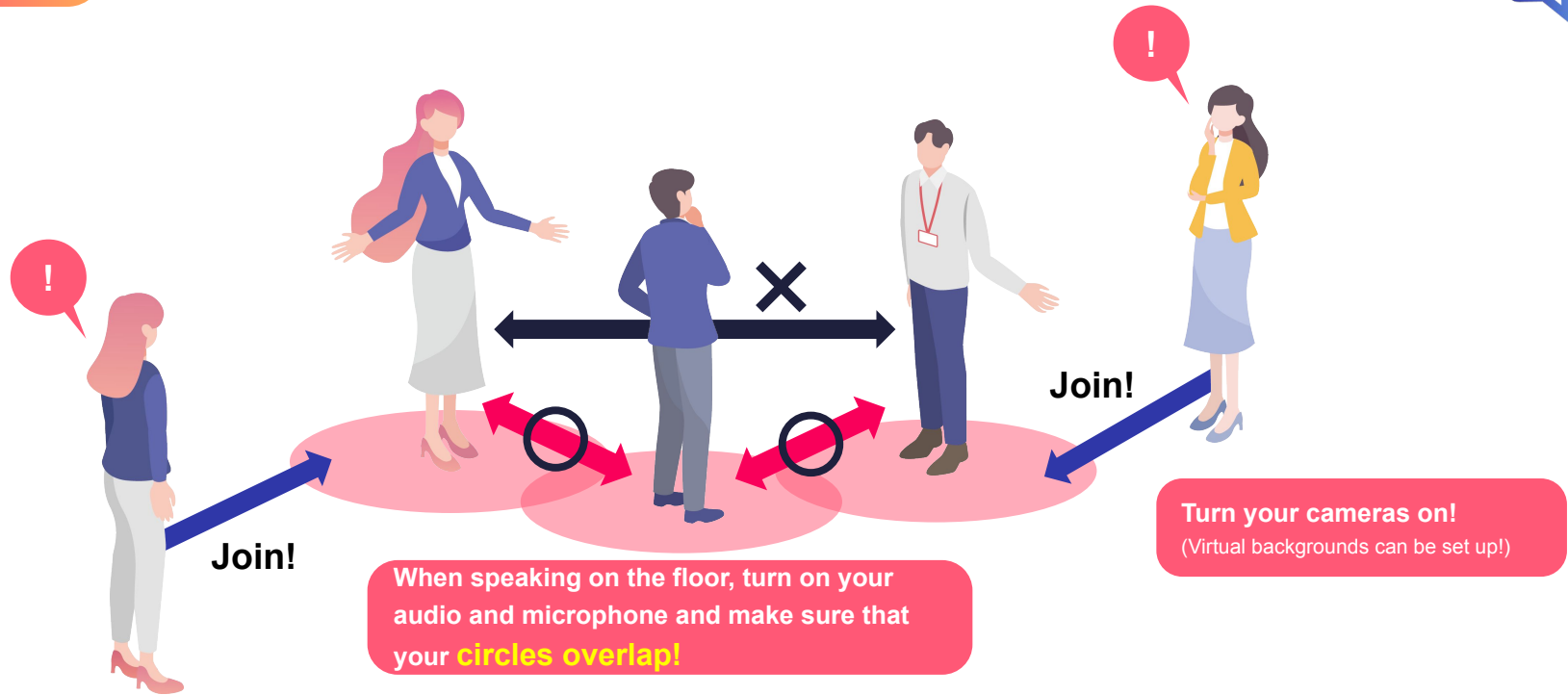


Set Up Basic User Status:

<https://www.notion.so/voiceping/Basic-User-Status-7e523f9ada424d08925cc4a478087a54>

No.3

Chat with Anyone on the Floor!



If you want to join a conversation on the floor, enter the circle where your voice can be heard, and join the conversation!

No.4

Have Conferences in the Meeting Rooms!



Regular Meeting Rooms

Get notified before a regular meeting begins!



▶ **Transcriptions • Translations • Recordings can be made!**

Enter meetings casually!



Join!



Do Not Join!



Private Meeting Rooms

Automatically locks when two people enter. Invitations can only be made from within a meeting room



How to Join a Meeting Room:

<https://www.notion.so/voiceping/How-to-Use-the-Meeting-Room-ca9c8a744cd74105b4d894d4cddbb885>