

— Standard of Web conference —

MeetingPlaza Version 8.0

System Administrator Reference manual

(For License Package)

NTT-IT Corporation

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Conference registration manual

MeetingPlaza offers following user manuals based on your requests.

- **Conference Manual for the first time**
Conference Manual for the first time
- **Conference Administrator Manual**
For how to create a new conference room
- **User Reference manual**
For users to learn detailed features and how to use
- **System Administrator Reference Manual**
Management of meeting rooms and users (for on premise)
- **Reference manual for Chairperson or Administrator, Lecturer**
The supplementary information of manual mentioned above
- **MeetingPlaza for Mac Operation Manual**
For how to join a web conference under Mac OS
- **MeetingPlaza Mobile for iPad / iPhone Operation manual**
For how to join a web conference from iPad or iPhone
- **MeetingPlaza Mobile for Android Operation manual**
For how to join a web conference under Android OS

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1 Introduction

Thank you for using MeetingPlaza as your collaboration Tool

This manual is design to help you set up peripherals, enter a Conference room to the conference room, and explain the various features of MeetingPlaza

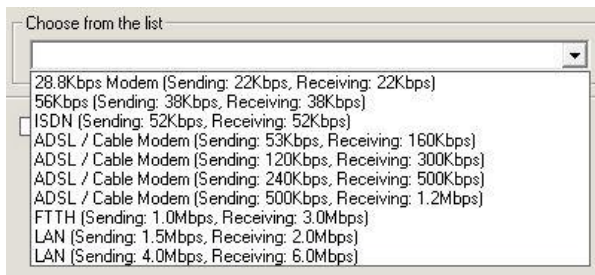
1-1 Overview of this Manual

When the following symbols are used < > and [] in this manual they represent the following:

< >: Represents what you will see on the screen

[]: Represent when you are given a choice of a set of values from a pull down menu.

(Example of screen)



(Explanation example)

The value of <Choose from the following list> is set to [FTTH 1.0Mbps(sending), 3.0Mbps(receiving)].

The hint and the wording that relates to the content of the description are shown as follows.

Content of hint or wording

1-2 What is Web conference?

It is a remote conference through the Internet done with a personal computer, using a web browser with and a mic, speakers and a camera.

1-3 What can you do with MeetingPlaza?

With MeetingPlaza, the following functions are provided.

- Communications among participants of the conference are accomplished with a voice, video, chat, and a whiteboard.
- Files such as PowerPoint, word, excel, etc. can be view along with the video feeds of the conference attendees.

1-4 Necessary equipment for conference participation

A personal computer, internet connection, mic or headset, speakers, and a web cam are needed for MeetingPlaza. Details of the necessary equipment are shown below.

PC	OS	Windows Vista SP2 Windows 7 SP1 Windows 8.1 ^{*1} Windows 10 ^{*3}
	CPU	Intel Core 2 Duo or higher ^{*2}
	Hard Drive	200MByte or more available space
	Memory	2GB or more
	Web Browser	Internet Explorer 7.0/8.0/9.0/10.0/11.0, Microsoft Edge Firefox ^{*4} , Google Chrome ^{*4}
	Network device	ADSL, Broadband (28.8Kbps or faster)
Sound		Headset / Microphone with echo cancelling , Speakers, / webcam should be equipped with echo cancelling.
Video Capture (Option)		Webcam / Digital video camera that can be connected with an i-Link(IEEE1394)

^{*1} ModernUI or WindowsRT is not compatible.

^{*2} The best way to utilize application sharing and high quality high resolution video streaming is to use a high performance computer. To share an application, the site to start sharing is recommended to use a computer that is Core i5 or higher. Site to be shared is suggested with a Core2 Duo or higher.

^{*3} Mobile, Mobile Enterprise or IoT Core is not compatible.

^{*4} Confirmed with updates up to June 2016.

- * Some characters or symbols used in room name, user ID, name/contents of shared file or chat may not displayed correctly if they are OS or device platform-dependent.
- * Client installed or deployed on virtual machines, thin client or remote desktop are not supported.
- * We do not recommend using any OS, the browser's products or any version that is no longer supported by the authorized vendor(s).
- * For more information on Mac, iOS and Android, please refer to its operation manual, respectively.

2 Portal Screen

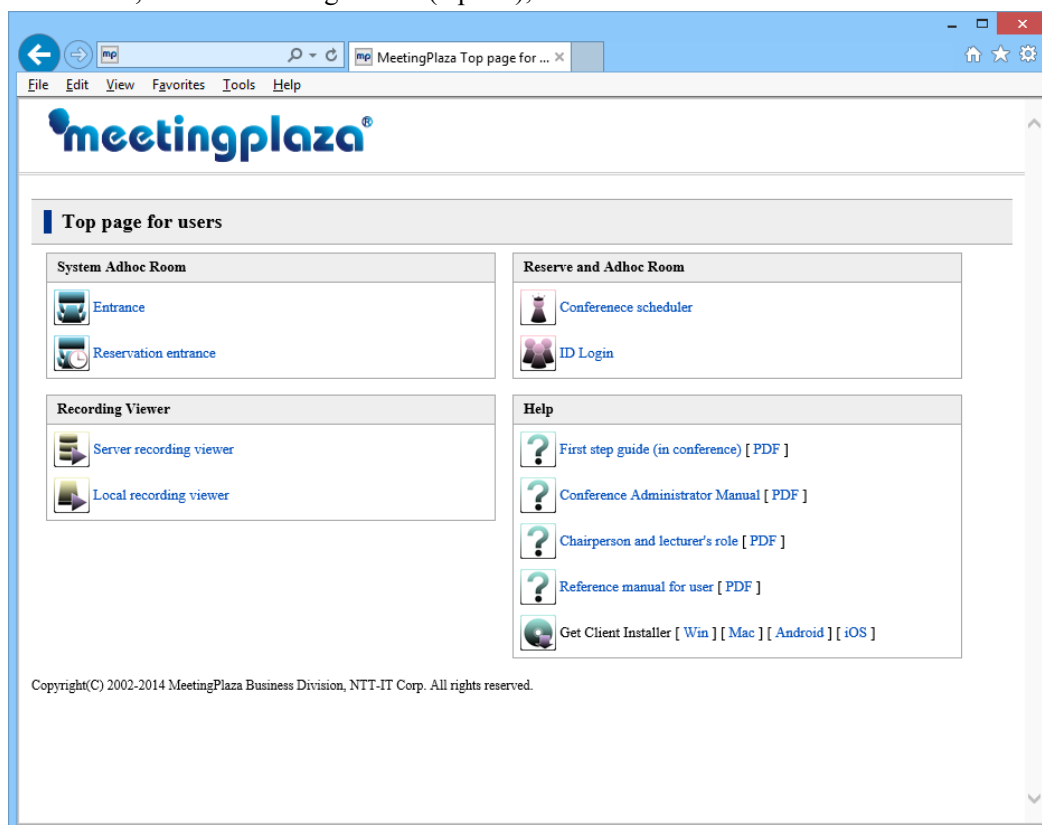
MeetingPlaza based to access the various features of the portal screen is called.

There are two types of Portal screen as follows.

- 1) For users ...<http:// 'FQDN of your server machine'/portal/portal.cgi>
- 2) For system administrators ...http:// 'FQDN of your server machine'/portal/portal_admin.cgi

2-1 Top page for users

From the top page for users, users can login to the System Ad hoc room and Reservation/Ad hoc room, Server recording viewer (Option), and Manual.

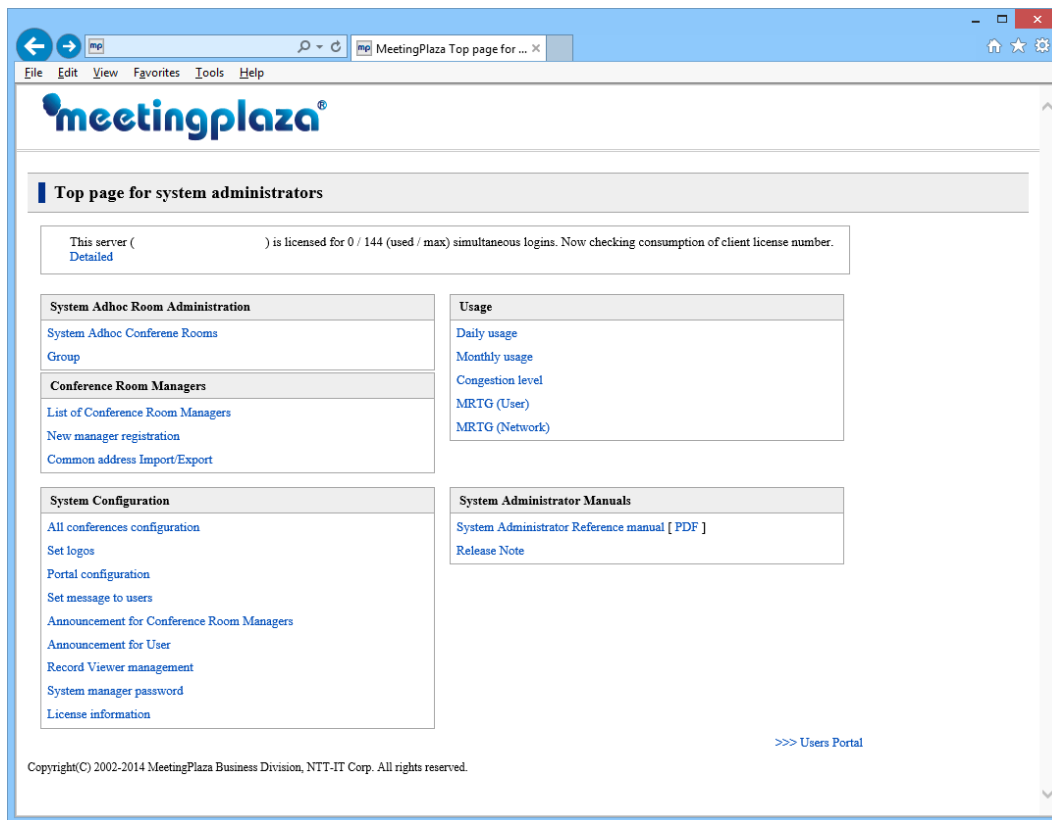


Features for users aer as follows.

Menu items	Function
System Adhoc Room	
Entrance	Open the System Ad hoc Login Tool Conference Room page.
Reservation Entrance	Open the System Ad hoc Login Tool Conference Room page. (for reservation)
Recording Viewer	
Server recording viewer (Option)	Open View and Edit Record page.
Local recording viewer (Option)	Open local reproduction page.
Reserve and Adhoc Room	
Conference Scheduler	Open the Conference Scheduler login page.
ID Login	Open the ID Login page.
Help	
First step guide (in conference)	Introductory operations manual for preparation and operation of a conference.
Conference Administrator Manual	This manual provides a summary of functions that are listed on conference administrator page.
Chairperson and lecturer's role	Detailed manual for authority of chairperson and lecturer. This manual is helpful to know what they can do.
Reference manual for user	MeetingPlaza complete operations manual.
Get Client Installer	Download a client installer.

2-2 Top page for system administrators

"Top page for users" in addition to content, "System administrator functions", "System administrator manuals" are displayed.



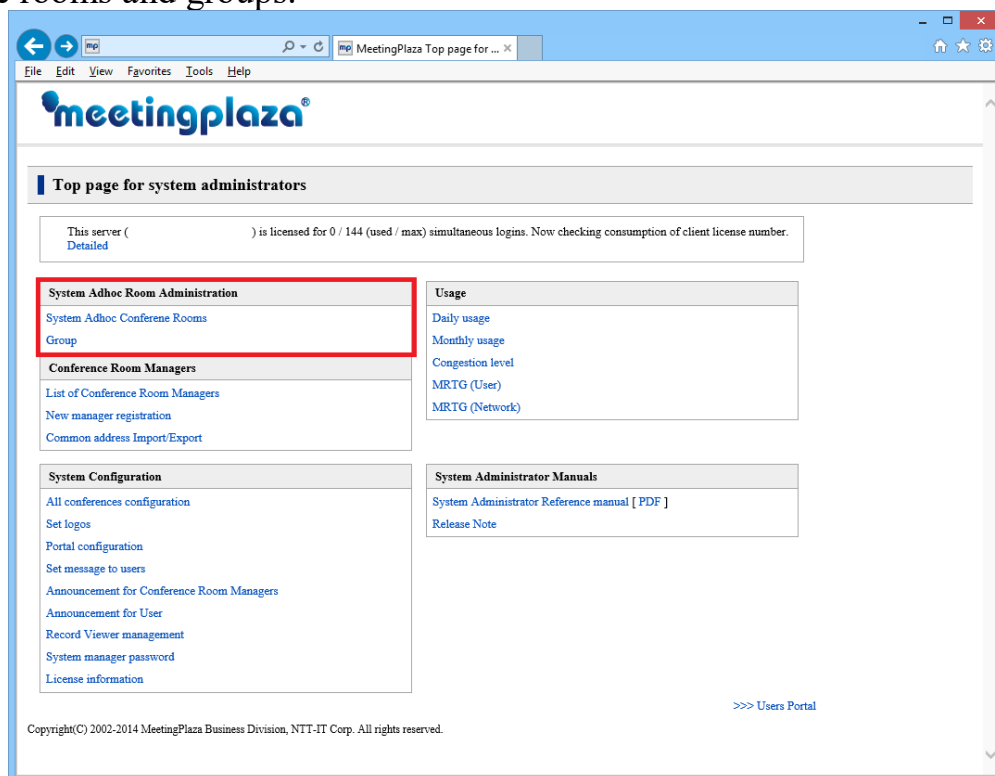
"System administrator" for the feature is as follows.

Menu items	Function
System Adhoc Room Administration	
System Adhoc Conference Rooms	Open the system Adhoc conference room administration page.
Group	Open the system Adhoc conference room group administration page.
Conference Room Managers	
List of Conference Room Managers	Open the list of conference manager. Open the conference admin.
New manager registration	Open the conference room manager registration page.
Common address Import/Export	A page to import or export common address book from CSV file.
System Configuration	
All conferences configuration	A page to customize sharing, network, audio or video for all the conference rooms.
Set logos	A page to upload logo or change logo configuration.
Portal configuration	A page to configure items on portal page.
Set message to users	A page to write or update message texts to users.
Announcement for Conference Room Managers	A screen is displayed to allow you to set announcement on the portal page for Conference Room Managers.
Announcement for users	A screen is displayed to allow you to set announcement on the entrance page.

Record Viewer management	A page to manage record viewers that are accessible to server recording.
System manager password	User is able to update the password to login at the system administrator top page.
License information	Server license information is displayed.
Usage	
Daily usage	Display conference usages on a selected date.
Monthly usage	Display conference usages on a selected month.
Congestion level	Display the concurrent connection quantity of server.
MRTG (User)	Open the MRTG (User) screen of the server.
MRTG (Network)	Open the MRTG (Network) screen of the server.
System Administrator Manuals	
Reference manual of system administrator	An operations manual for MeetingPlaza system administrators. Allows Administrators to add users and conference rooms, view system usage, and other advanced privileges.
Release Note	To show server release information.

3 System Adhoc Room Administration

Under System Adhoc Room Administration, user can manage system Adhoc conference rooms and groups.



3-1 System Adhoc Conferene Rooms

User creates or deletes system Adhoc conference rooms through this fuction.

From top page for system administrators, click < System Adhoc Conference Rooms >.

Top page for system administrators


This server () is licensed for maximum 64 simultaneous

System Adhoc Room Administration

System Adhoc Conferene Rooms

Group

System Adhoc conference rooms management page is opened.



System Adhoc Conferene Rooms

This server () is licensed for 144 (used / max) simultaneous logins. Now checking consumption of client license number.

CREATE

SORT

Group

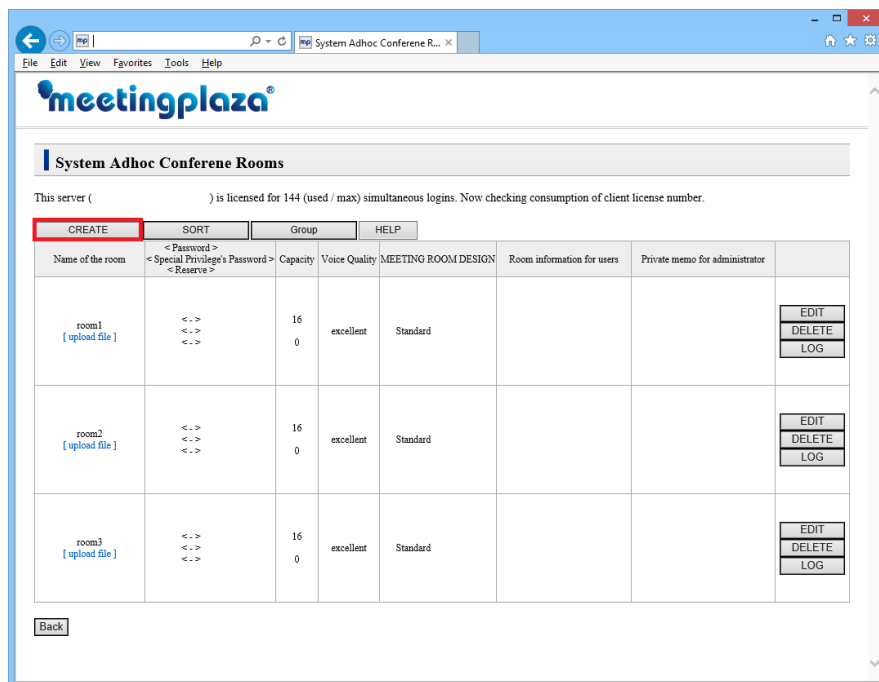
HELP

Name of the room	< Password > < Special Privilege's Password > < Reserve >	Capacity	Voice Quality	MEETING ROOM DESIGN	Room information for users	Private memo for administrator	
room1 [upload file]	< - > < - > < - >	16 0	excellent	Standard			EDIT DELETE LOG
room2 [upload file]	< - > < - > < - >	16 0	excellent	Standard			EDIT DELETE LOG
room3 [upload file]	< - > < - > < - >	16 0	excellent	Standard			EDIT DELETE LOG

Back

3-1-1 Create a new system Adhoc conference room

1. From System Adhoc Conference Rooms page, click < CREATE >.



2. Registering a New Ad hoc Conference Room.

The screenshot shows the 'Create a New Conference Room' form in the MeetingPlaza application. The form has the following fields and options:

- Name of the room:
- Password:
- Special Privilege's Password:
- Group name:
- Reserve: ☒ not required ☐ required
- Lecture option: ☒ do not use ☐ use
- Capacity:
- Voice Quality: ☐ normal ☐ good ☒ excellent
- Meeting room design: ☒ Normal meeting ☐ Voice meeting. Under 'Normal meeting', there is a dropdown menu set to 'Standard' and a checkbox for 'Show admin and talker'.
- Room information for users:
- Private memo for administrator:

At the bottom, there is a 'detailed meeting setting' section with an 'OK' button and a 'Back' button.

Enter registration details.

Name of the room	Enter new conference room name.
Password	Enter new conference room password. Password is not a required item. New conference room may be created without password. (This type of room is called <Conference room without password>.)
Special Privilege's Password	Password for special privilege. For conference room without special privilege's password, participant is not allowed to login as the meeting host.
GROUP NAME	Group names are listed when groups are created in advance. Choose a group name from the group list.
Reserve	Choose enable or disable reservation function for conference room.
Lecture option	Choose the ad hoc conference room or lecture room. ※ Your screen varies based on the plan you've signed up.
Capacity	Choose maximum numbers of participants.
Voice Quality	Choose voice quality from three levels: normal, good or excellent.
Meeting Room Design	Choose conference room screen type.
Room information for users	Display on the top page of the Adhoc conference room list.
Private memo for administrator	It is limited to System Adhoc Conference Rooms administrator's private memo. It is not displayed in the list of system Adhoc conference room.

- Click [OK] to proceed. A page shows the registration is successfully completed.

OPERATION COMPLETED

test0001 Room has been added.

Password is registered.

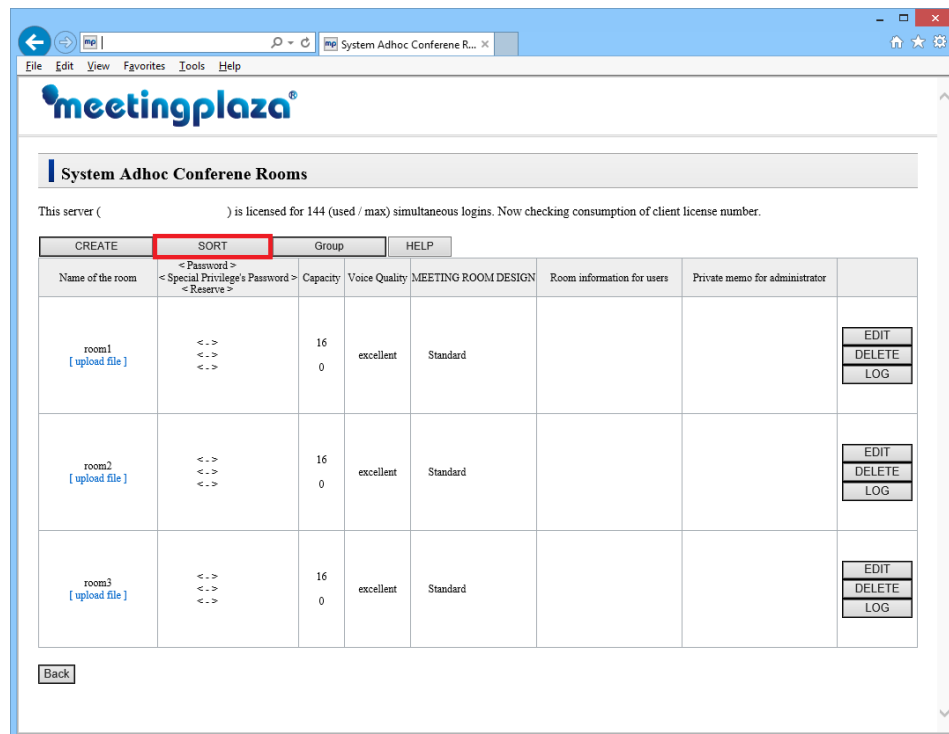
BACK

- Click [Back] to return to System Adhoc Conference Rooms page. Registered conference rooms are displayed.

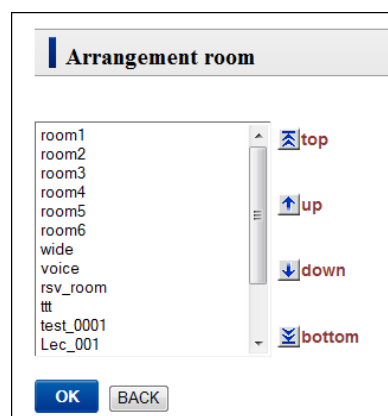
3-1-2 The display order of the existing conference room is changed

The existing conference rooms may be rearranged.

1. From System Adhoc Conference Rooms page, click [SORT].



2. With the list of the existing rooms displayed, select the room you would like to move. The buttons on the right will allow you to move the room to wherever you would like it to appear on the list.



3. Click [OK] to proceed. Room list is updated. Return to System Adhoc Conference Rooms page.

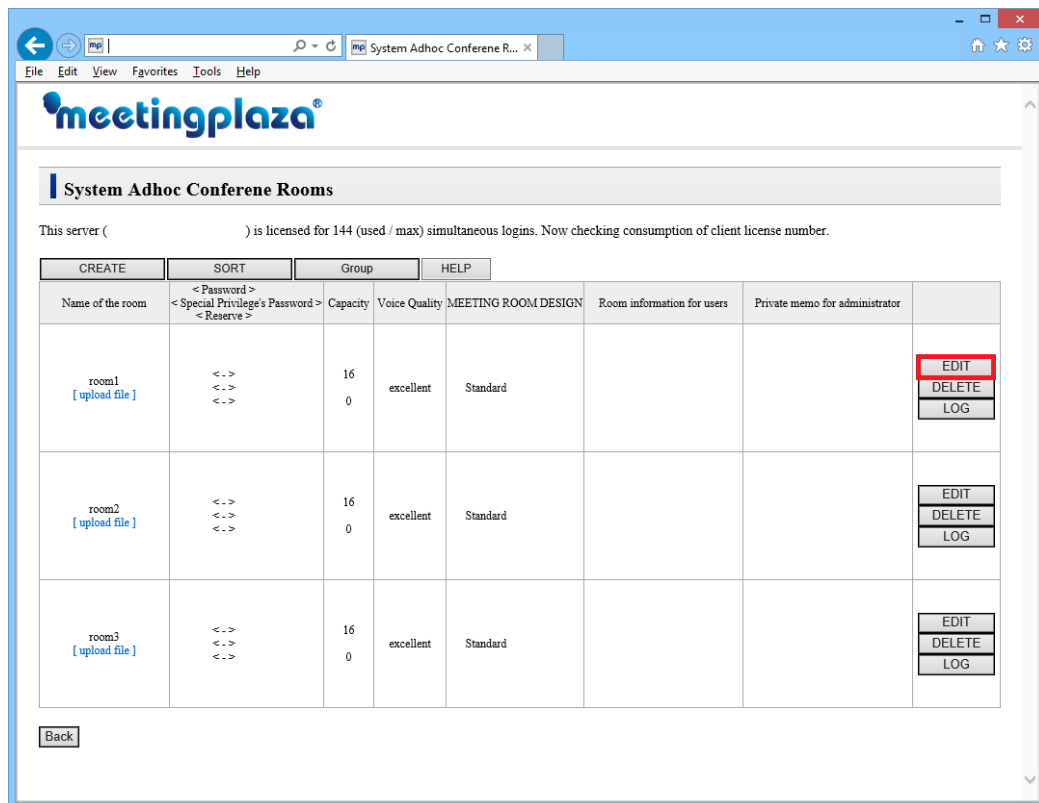
3-1-3 Group

Manage system Adhoc conference rooms by groups.

For details, please refer to 3-2 Group Management

3-1-4 Edit of the existing conference room

1. Click EDIT for the room you wish to make changes to.



2. Please put a check in the box next to MODIFY if the password is changed.
The permission settings of the telephone participation are done here.

Room configuration

Name of the room	room1
Password	<input type="checkbox"/> Modify
Special Privilege's Password	<input type="checkbox"/> Modify
Group name	<input type="text"/>
Reserve	<input checked="" type="radio"/> not required <input type="radio"/> required
Capacity	64
Voice Quality	<input type="radio"/> normal <input type="radio"/> good <input checked="" type="radio"/> excellent
Meeting room design	<input checked="" type="radio"/> Normal meeting <input type="text" value="Standard"/> <input type="checkbox"/> Show admin and talker <input type="radio"/> Voice meeting
Telephone/H.323 Login number	<input type="checkbox"/> Modify
Room information for users	<input type="text"/>
Private memo for administrator	<input type="text"/>

▶ detailed meeting setting

OK

Back

3. [OK] is clicked.

OPERATION COMPLETED

Room configuration is changed.

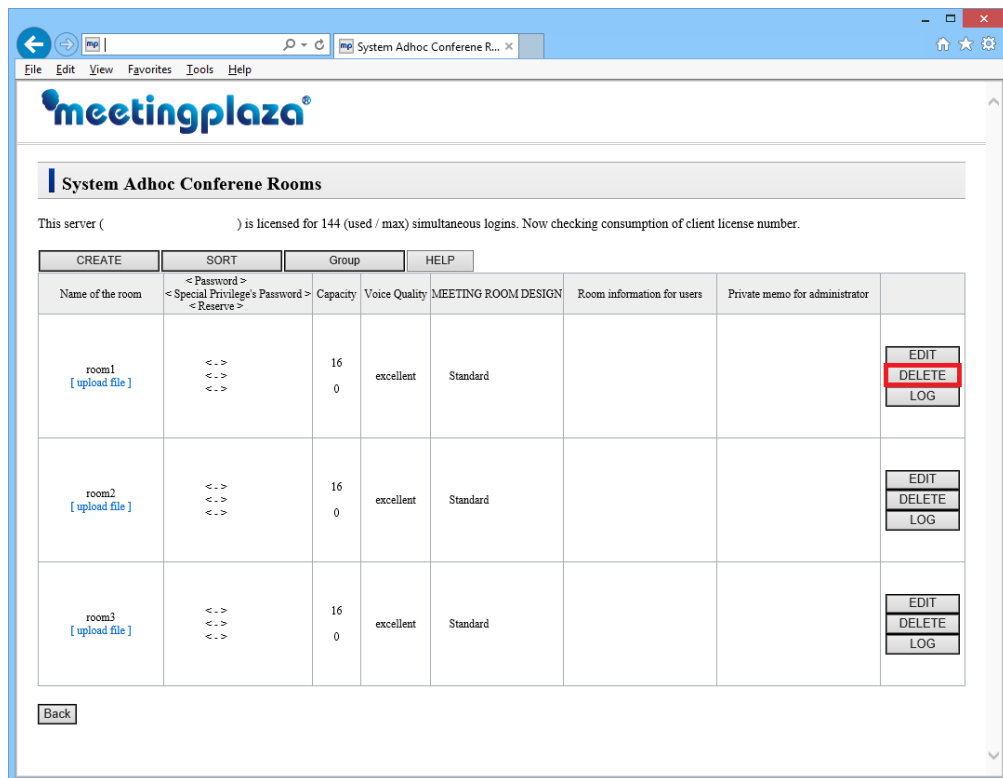
BACK

4. Click [Back] to return to System Adhoc Conference Rooms page.

3-1-5 Delete an existing conference room

Click the DELETE button of the room you wish to delete.

1. Click the DELETE button of the room you wish to delete.



2. A check screen is displayed to confirm, click OK.

Delete Room

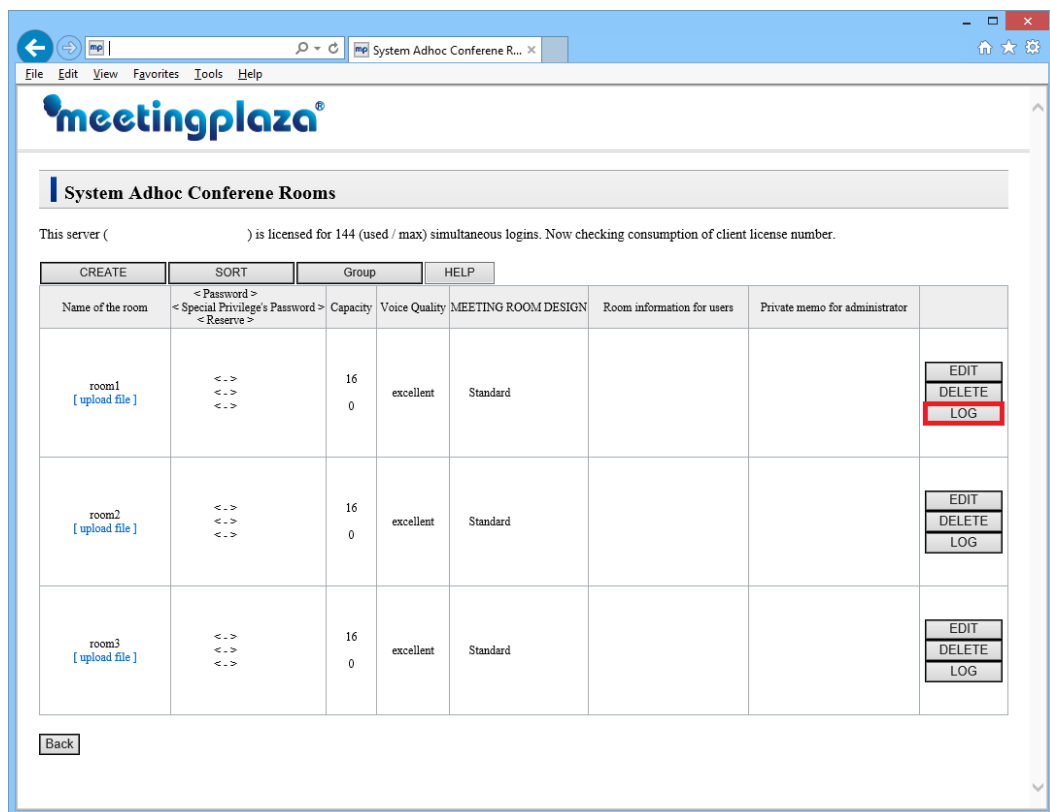
Name of the room : test0001

Do you really want to delete it?

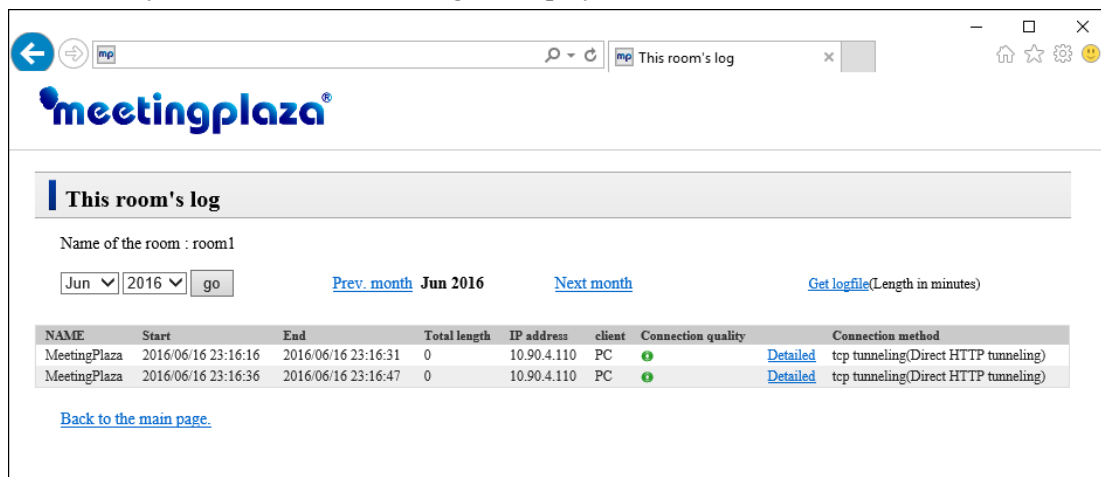
3. Click [Back] to return to System Adhoc Conference Rooms page.

3-1-6 The history of a conference room

1. Click the LOG button of any room to see the room history.



2. The history screen of the room's usage is displayed.

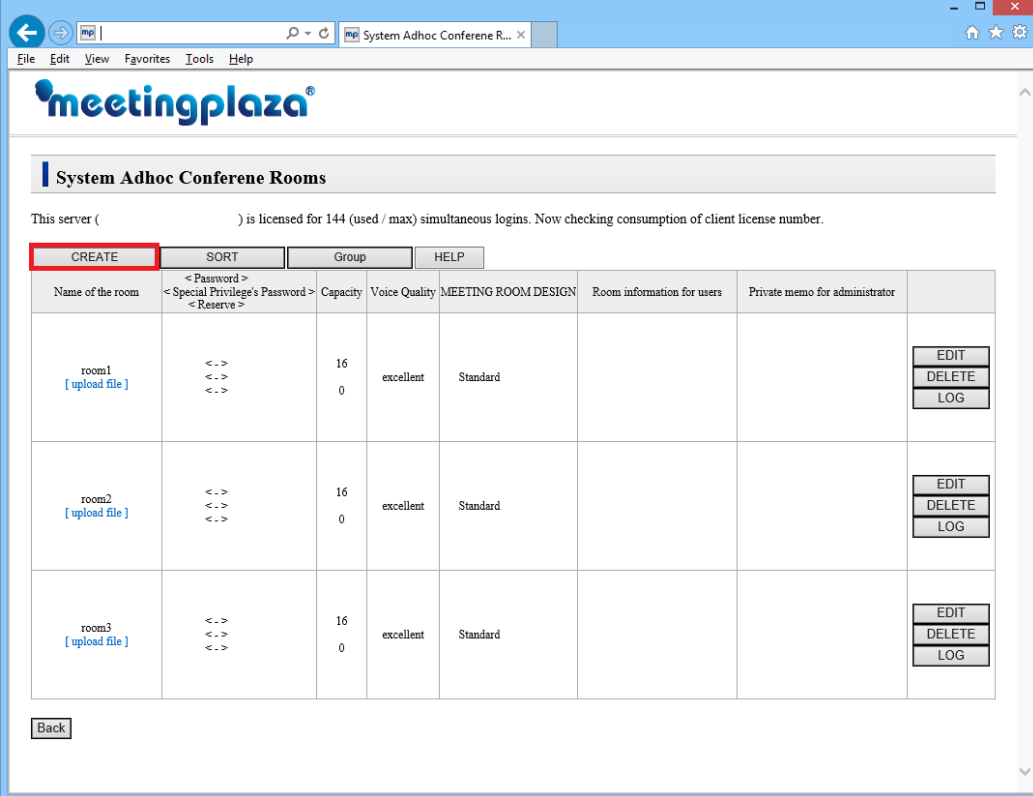


Click [Back to the main page] to return to System Adhoc Conference Rooms page.

3-1-7 To register a lecture room

This operation is only available for systems with Large Lecture Option.

1. From System Adhoc Conference Rooms page, click < CREATE >.



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System Adhoc Conference Rooms

This server () is licensed for 144 (used / max) simultaneous logins. Now checking consumption of client license number.

CREATE SORT Group HELP

Name of the room	< Password > < Special Privilege's Password > < Reserve >	Capacity	Voice Quality	MEETING ROOM DESIGN	Room information for users	Private memo for administrator	
room1 [upload file]	< - > < - > < - >	16 0	excellent	Standard			EDIT DELETE LOG
room2 [upload file]	< - > < - > < - >	16 0	excellent	Standard			EDIT DELETE LOG
room3 [upload file]	< - > < - > < - >	16 0	excellent	Standard			EDIT DELETE LOG

Back

2. Registering a New Ad hoc Conference Room.

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Create a New Conference Room

Name of the room	<input type="text"/>
Password	<input type="text"/>
Special Privilege's Password	<input type="text"/>
Group name	<input type="text"/>
Reserve	<input checked="" type="radio"/> not required <input type="radio"/> required
Lecture option	<input checked="" type="radio"/> do not use <input type="radio"/> use
Capacity	128 <input type="text"/>
Voice Quality	<input type="radio"/> normal <input type="radio"/> good <input checked="" type="radio"/> excellent
Meeting room design	<input checked="" type="radio"/> Normal meeting <input type="radio"/> Voice meeting
Room information for users	<input type="text"/>
Private memo for administrator	<input type="text"/>

▶ detailed meeting setting

OK

Back

3. Choose lecture option "use".

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Create a New Conference Room

Name of the room	<input type="text"/>
Password	<input type="text"/>
Special Privilege's Password	<input type="text"/>
Group name	<input type="text"/>
Reserve	<input checked="" type="radio"/> not required <input type="radio"/> required
Lecture option	<input type="radio"/> do not use <input checked="" type="radio"/> use
Capacity	---
Voice Quality	<input type="radio"/> normal <input type="radio"/> good <input checked="" type="radio"/> excellent
Meeting room design	Standard <input type="text"/>
Room information for users	<input type="text"/>
Private memo for administrator	<input type="text"/>

▶ detailed meeting setting

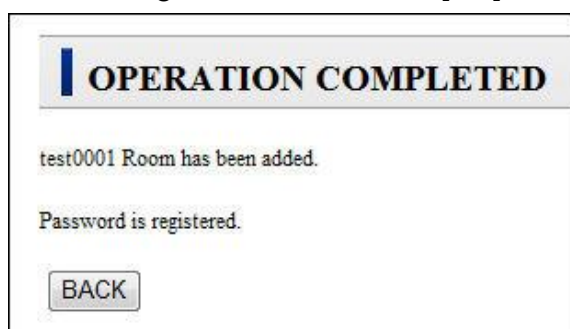
OK

Back

4. Enter registration information.

Name of the room	Enter new conference room name.
Password	Enter new conference room password. Password is not a required item. New conference room may be created without password. (This type of room is called <Conference room without password>.)
Special Privilege's Password	Password for special privilege. For conference room without special privilege's password, participant is not allowed to login as the meeting host.
GROUP NAME	Group names are listed when groups are created in advance. Choose a group name from the group list.
Reserve	Choose enable or disable reservation function for conference room.
Lecture option	Choose lecture room. Attention: The "Seminar" option on meeting room page is unavailable to choose from (disabled).
Voice Quality	Choose voice quality from three levels: normal, good or excellent.
Meeting Room Design	Choose conference room screen type.
Room information for users	Display on the top page of the Adhoc conference room list.
Private memo for administrator	It is limited to System Adhoc Conference Rooms administrator's private memo. It is not displayed in the list of system Adhoc conference room.

5. After entering the information, click [OK].

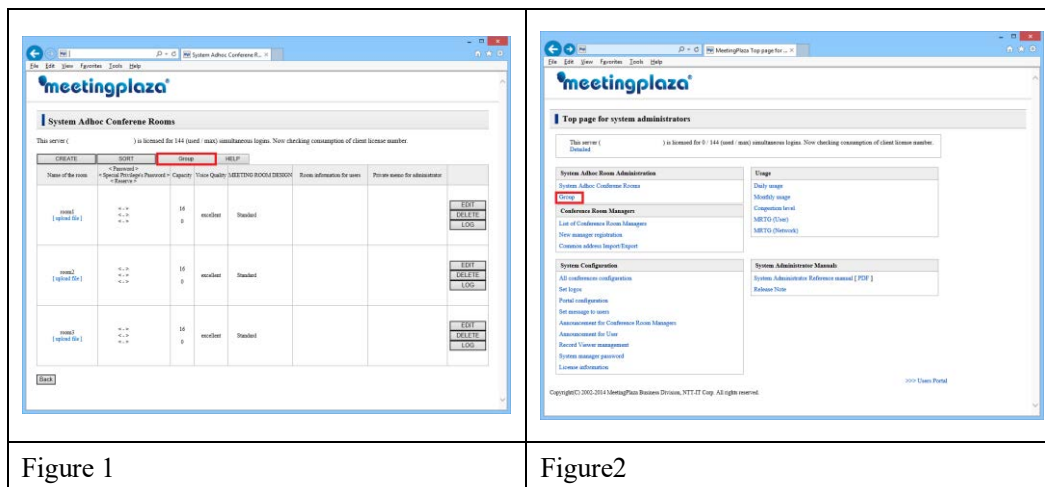


3-2 Group Management

The administration page to create a group, sort groups or update group name.

There are two ways to open the page.

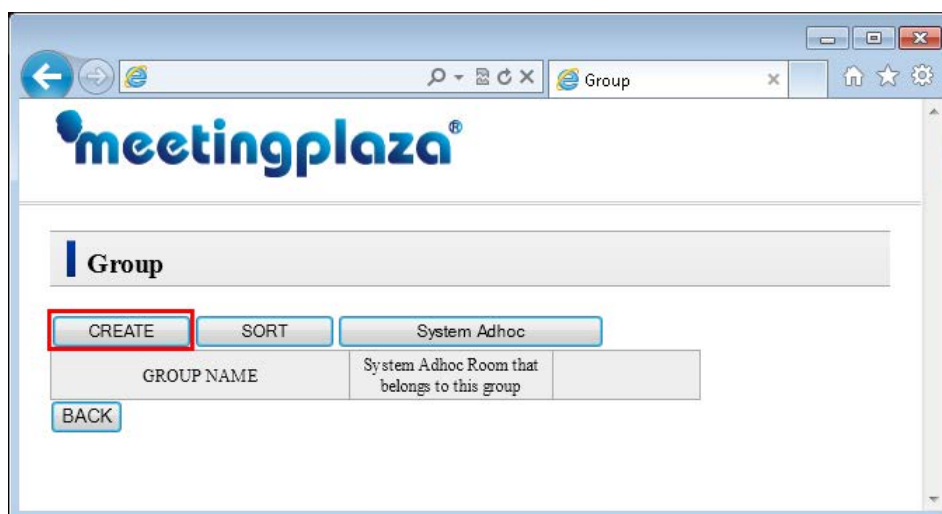
- From < System Adhoc Conference Rooms > --> < Group > (Figure 1)
- From < Top page for system administrators > -> [System Adhoc Room Administration] -> < Group > (Figure 2)



This chapter describes how to manage groups from Top page for system administrators.

3-2-1 Create

1. Click < CREATE > on the group management screen.



2. A new group creation screen is displayed.

The screenshot shows a web browser window with the title 'Create a New Group'. The page has a header 'Web Slice Gallery' and a main title 'Create a New Group'. Below the title, there are two input fields: 'Group Name' and 'Password'. The 'Password' field has a hint '(a-z, 0-9)'. Below these fields, there is a section titled 'Adhoc Room that belongs to the group'. It contains a table with two columns: 'Room Name' and 'Group'. The 'Room Name' column has five rows with checkboxes and labels: 'room1', 'room2', 'room3', 'Example001', and 'test_test'. The 'Group' column is empty. Below this table, there is a section titled 'Add address'. It contains a note: 'If an address is added, an e-mail that contains password is sent to the address.' Below the note is a table with two columns: 'E-MAIL ADDRESS' and 'Memo'. There are five rows in this table, all of which are empty. At the bottom of the form, there are two buttons: 'OK' and 'BACK'.

3. Enter the information of the Group.

Enter the name of the new group.

In the password box, enter the password for that group. This password is optional and a group may be created without a password. (If you choose to not preset password for a conference room, this room will become a <group without password>.)

Select room from Ad hoc Room that is linked to the group.

If a new E-mail address is registered at this time, an E-mail contains group name and password will be sent to this address.

4. After entering the information, click [OK]. A confirmation screen is displayed.

The screenshot shows a web browser window with the title 'CONFIRM'. The page has a header 'Web Slice Gallery' and a main title 'CONFIRM'. Below the title, there are three input fields: 'Group Name' with the value 'room_03', 'Password' with the value 'room', and 'Adhoc Room that belongs to the group'. Below these fields, there is a section titled 'Add address'. It contains a table with two columns: 'E-MAIL ADDRESS' and 'Memo'. The 'E-MAIL ADDRESS' column has one row with the value 'test001@xxxxxx.xxx'. The 'Memo' column is empty. At the bottom of the form, there are two buttons: 'OK' and 'BACK'.

5. After you have confirmed, click [OK]. A completion screen is displayed.

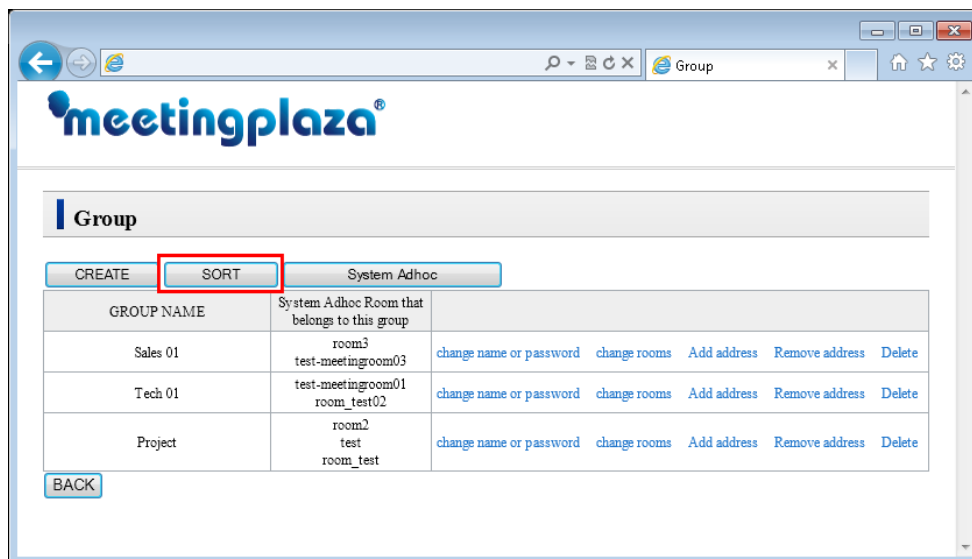


6. Click [back] to return to the group management screen. Your registered group name is displayed.

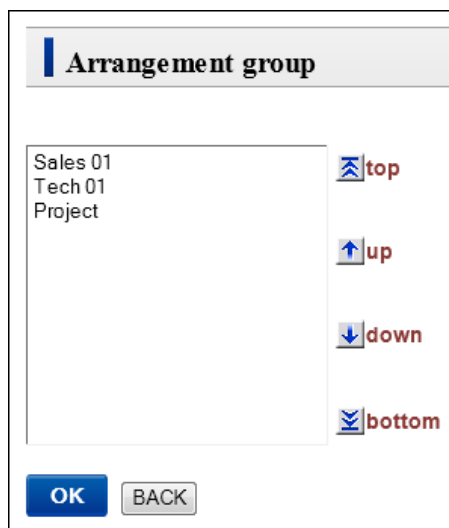
3-2-2 Sort

Sort groups.

1. From Group management page, click [SORT].



2. With the list of the existing rooms displayed, select the room you would like to move. The buttons on the right will allow you to move the room to wherever you would like it to appear on the list.

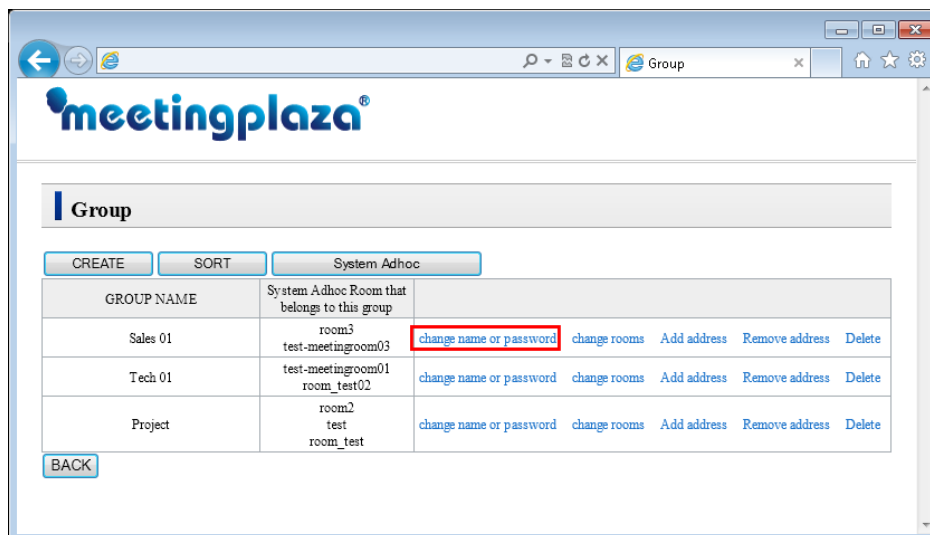


3. After sorting, click [OK] to proceed. An updated group list is displayed. You are returned to the group management screen.

3-2-3 Change name or password

Change group name or password.

1. Click < change name or password > on the group management screen.



2. A screen of user name and password modification is displayed.

The screenshot shows a web browser window with the address bar displaying 'change name or password'. The page title is 'Web Slice Gallery'. The main heading is 'change name or password'. Below the heading is a form with three rows:

Group Name	Meeting_001
Password	<input type="checkbox"/> change password test (a-z, 0-9)
Send mail	<input checked="" type="checkbox"/> Resend new group name and password for registered mail address.

At the bottom of the form are two buttons: 'OK' and 'BACK'.

3. After making your change, click [OK] to proceed. A confirmation screen is displayed for you to confirm.

The screenshot shows a web browser window with the address bar displaying 'CONFIRM'. The page title is 'Web Slice Gallery'. The main heading is 'CONFIRM'. Below the heading is a form with three rows:

Group Name	Meeting_001
Password	room
Send mail	yes

At the bottom of the form are two buttons: 'OK' and 'BACK'.

4. After you have confirmed, click [OK]. A completion screen is displayed.

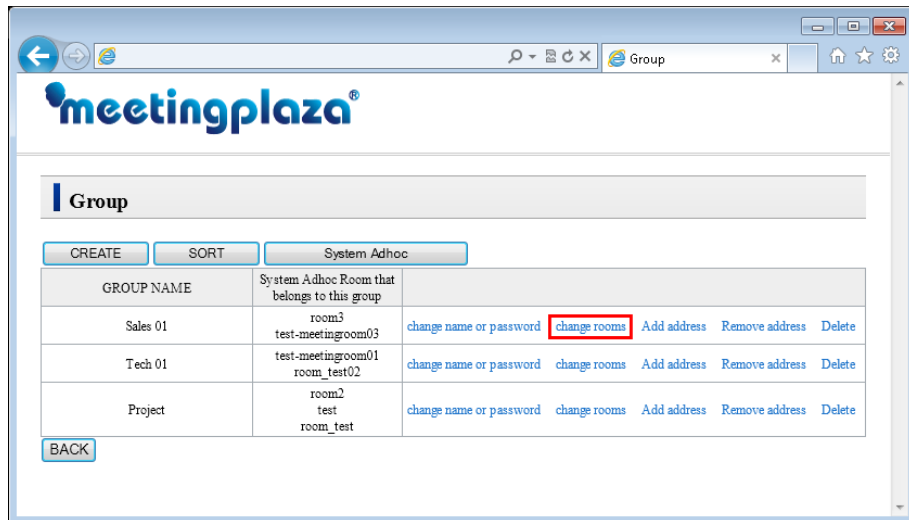
The screenshot shows a completion screen with the heading 'OPERATION COMPLETED'. Below the heading is the text 'Group configuration is changed.' and a 'BACK' button.

5. Click [Back] to return to the group management screen. An updated group name is displayed.

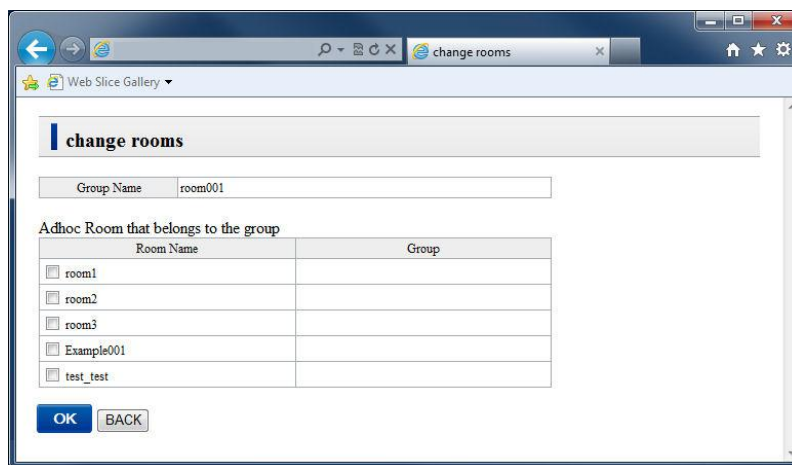
3-2-4 Change rooms

Change a conference room that is linked to the group.

1. Click < change room > on the group management screen.



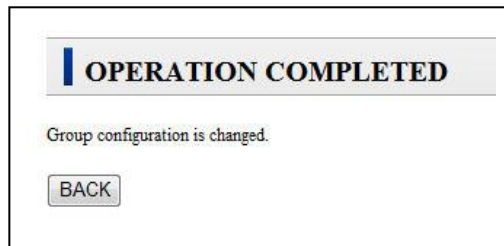
2. Select the conference room that is set to link to the group.



3. Click [OK] to proceed. A confirmation screen is displayed is for you to confirm.



4. After you have confirmed, click [OK]. A completion screen is displayed.

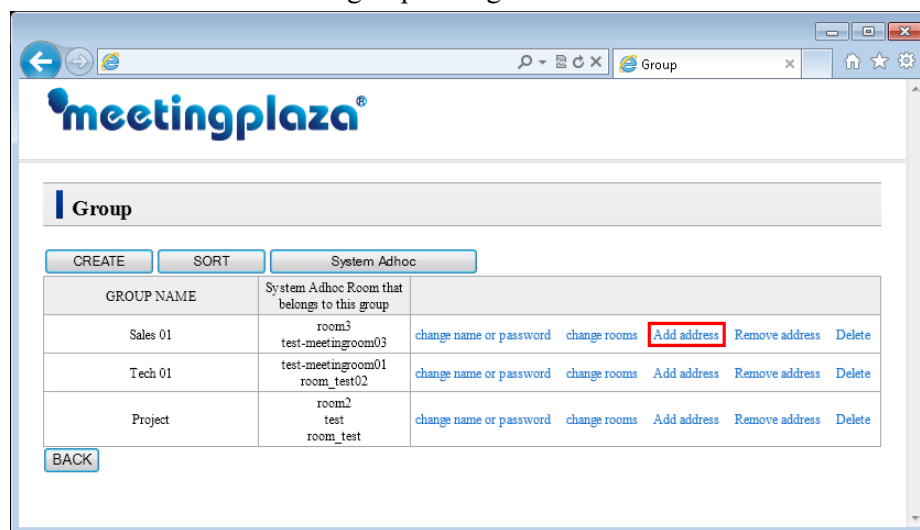


5. Click [Back] to return to the group management screen. The new group is displayed in the Ad hoc conference room.

3-2-5 Add address

For registered e-mail addresses, the system will send an email automatically to notify the new group name and password to users.

1. Click <Add address> on the group management screen.



2. Add new email address as instructed.

Add address

Group Name: Meeting_001

Add address

If an address is added, an e-mail that contains password is sent to the address.

	E-MAIL ADDRESS	Memo
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

OK BACK

3. After entering the E-mail address, click [OK]. A confirmation screen is displayed.

CONFIRM

Group Name: Meeting_001

Add address

E-MAIL ADDRESS	Memo
test001@xxxxxxxxxx.xxx	

OK BACK

4. After you have confirmed, click [OK]. A completion screen is displayed.

OPERATION COMPLETED

New accounts have been created. An e-mail was sent.

BACK

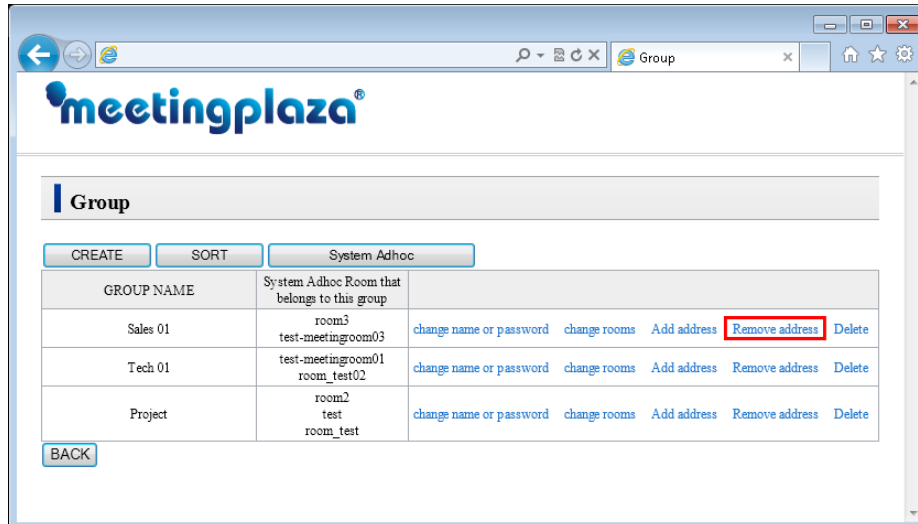
5. Click [Back] to return to the group management screen.

3-2-6 Remove address

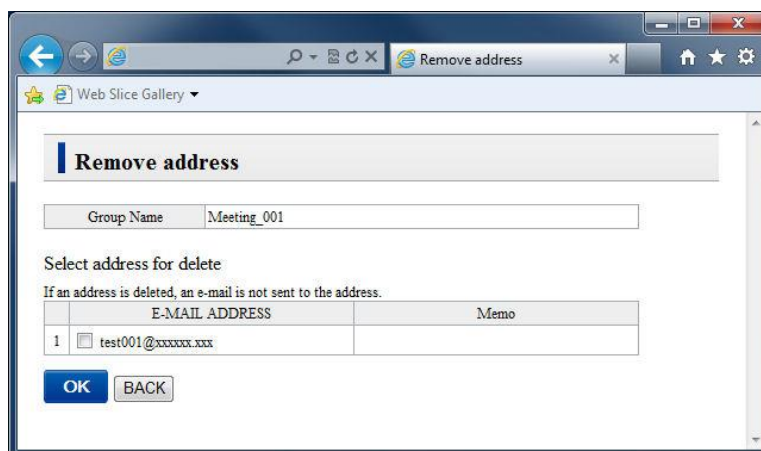
Remove email address.

After an email address is deleted, no group name or password further change is sent to this address.

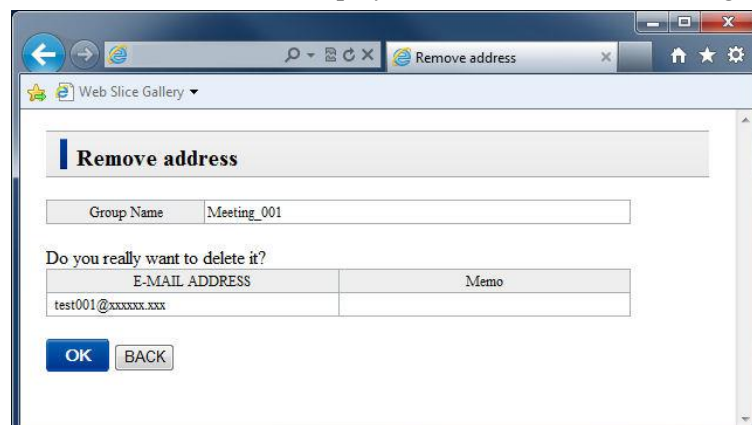
1. Click < Remove address > on the group management screen.



2. Remove the email address as instructed. Click [OK] to proceed.



3. A confirmation screen is displayed as below. After confirming, click [OK] to proceed.



4. A completion screen is displayed.

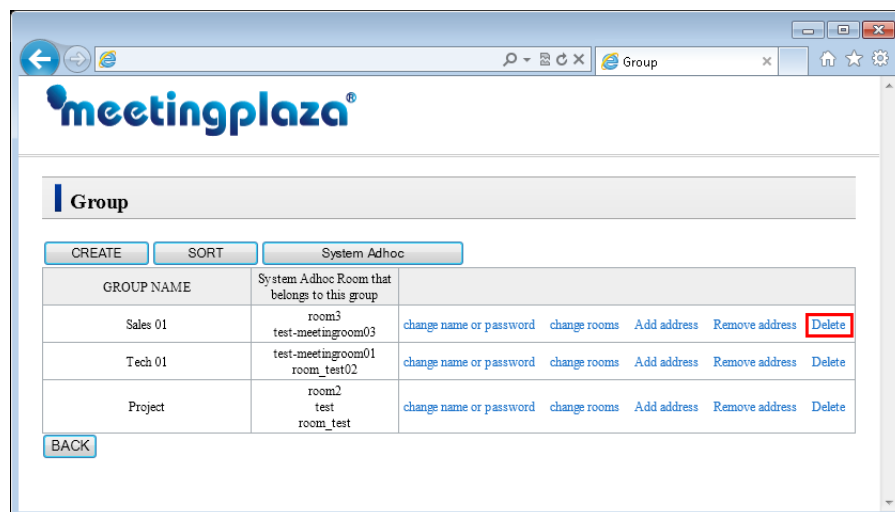


5. Click [Back] to return to the group management screen.

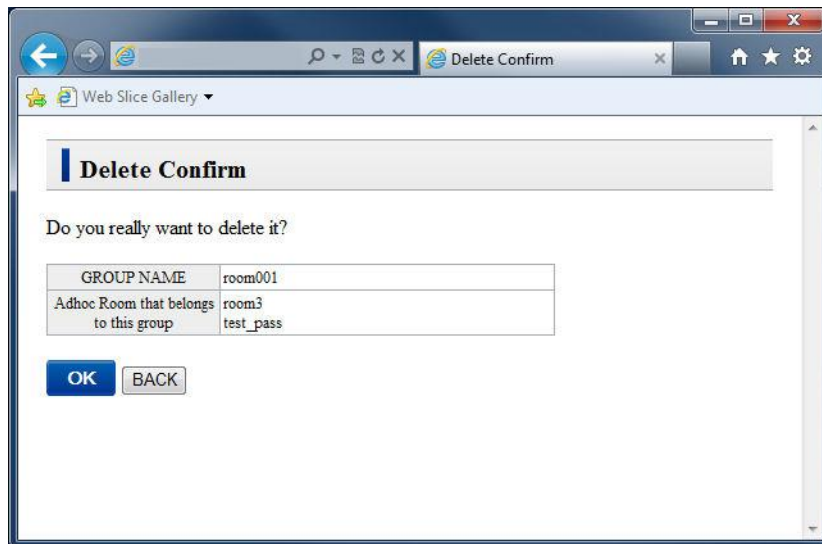
3-2-7 Delete

Delete group

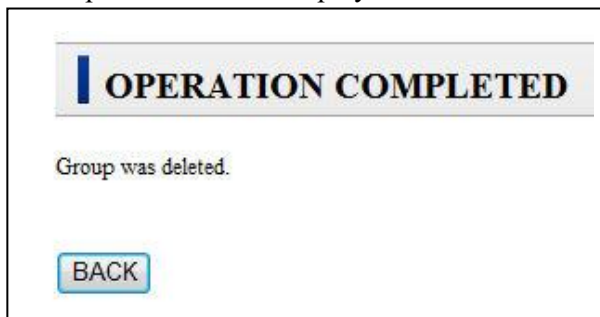
1. Click < Delete > on the group management screen.



2. A confirmation screen is displayed as below. After confirming, click [OK] to proceed.



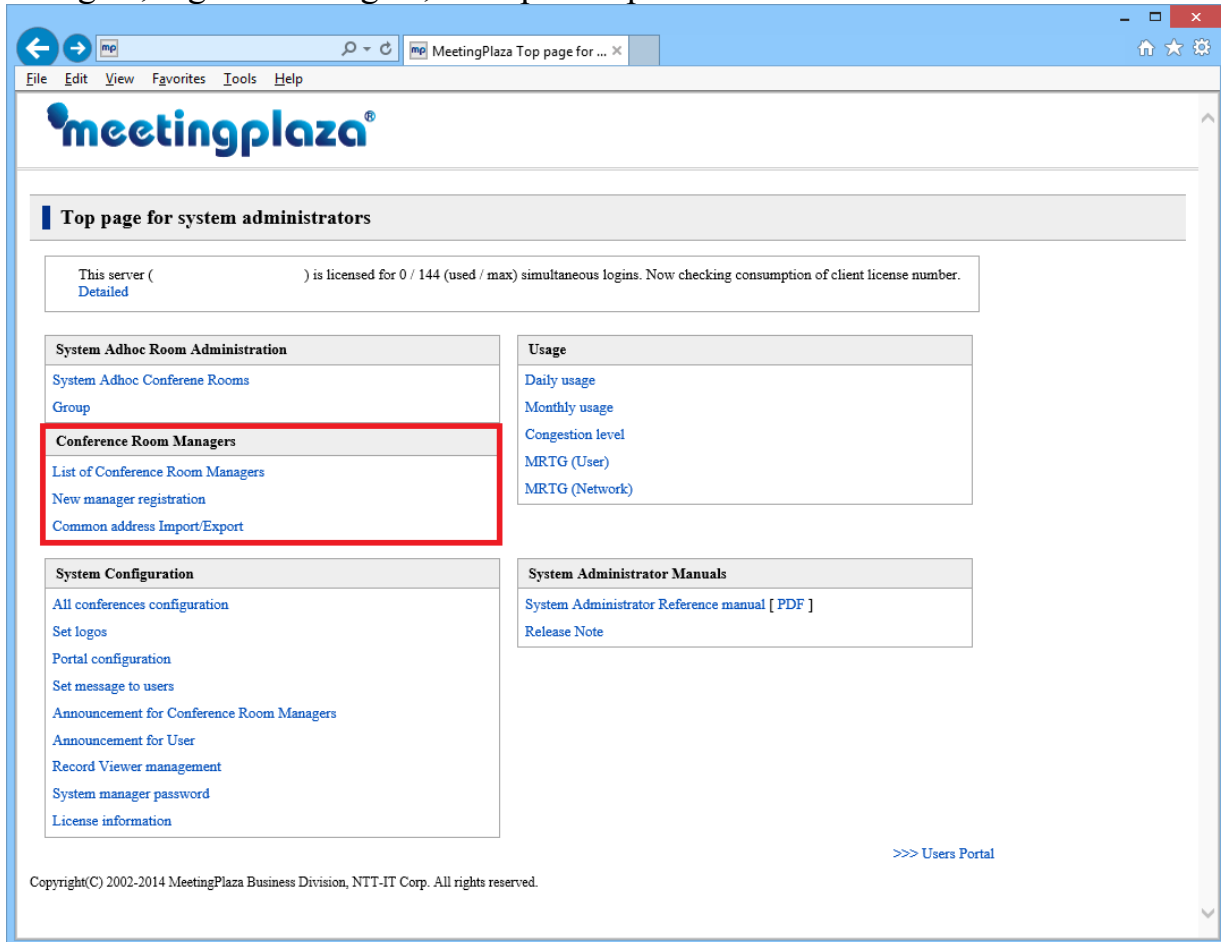
3. A completion screen is displayed.



4. Click [Back] to return to the group management screen.

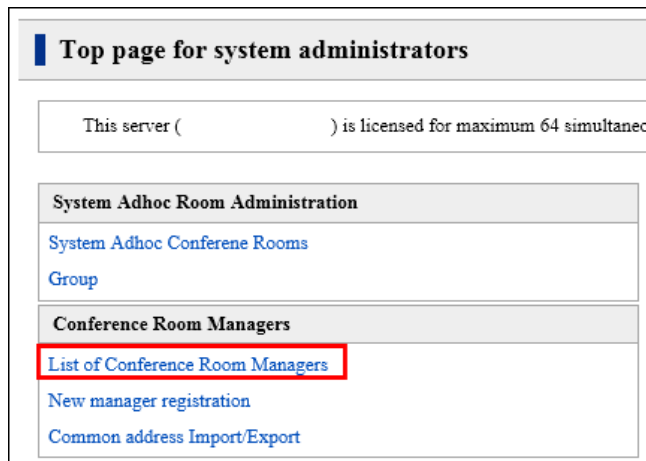
4 Conference Room Managers

Under Conference Room Managers, user may view list of conference room managers, register managers, or import/export common address book.

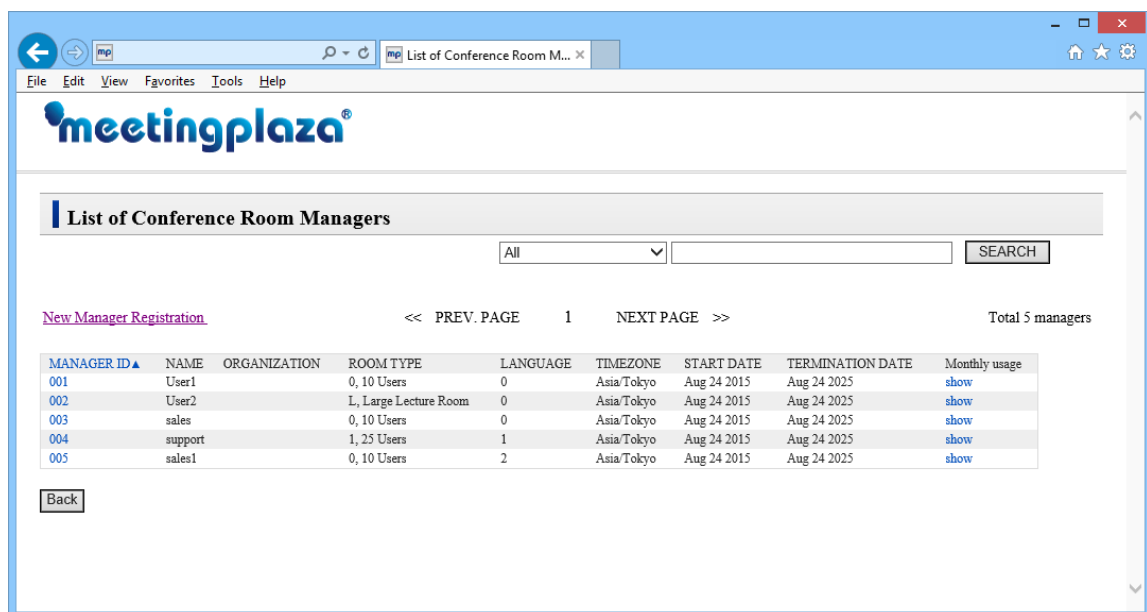


4-1 List of Conference Room Managers

From Top page for system administrators, click [List of conference room managers].

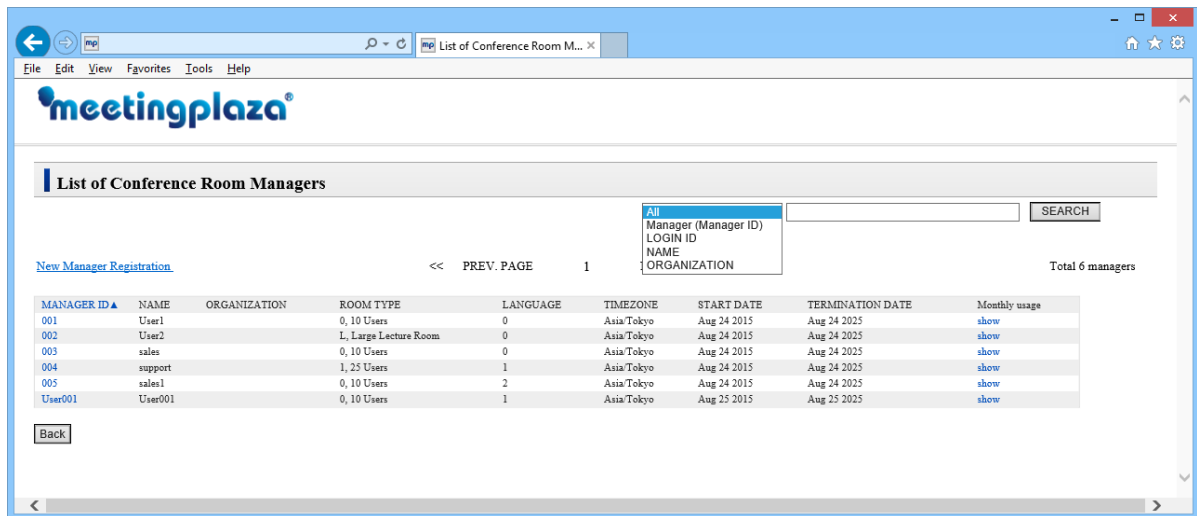


A list of conference room managers' page is opened.



(1) Keyword Search

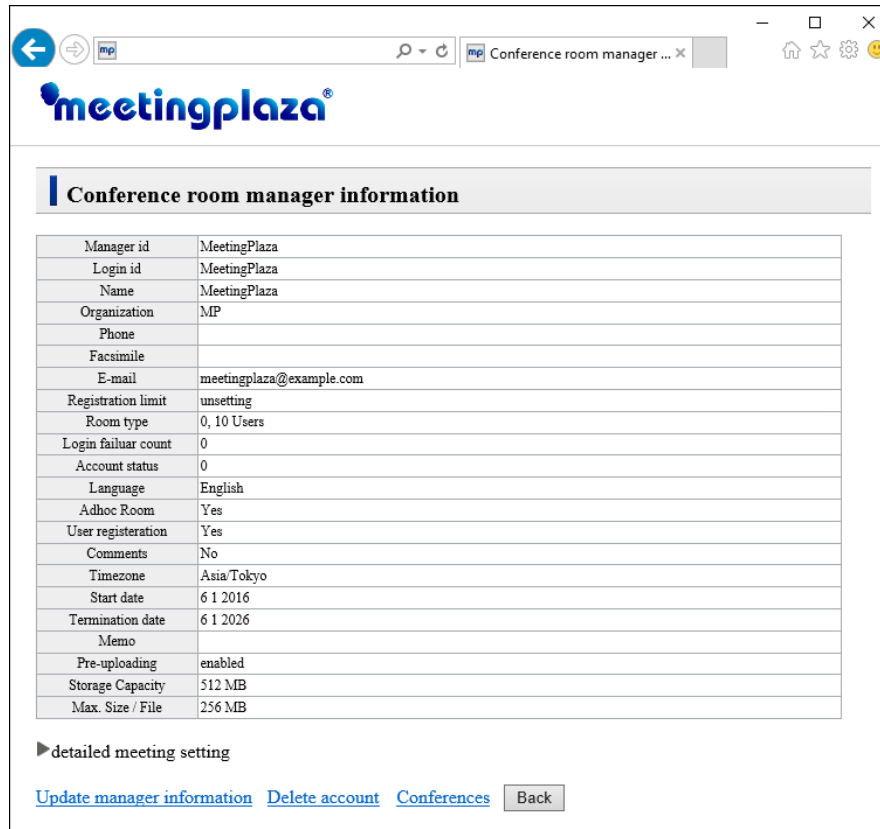
Choose category from the search list, enter keyword to look for the conference room manager information.



(2) Conference Room Manager Information

Clicking on the Manager ID lists Conference Room Manager Information.

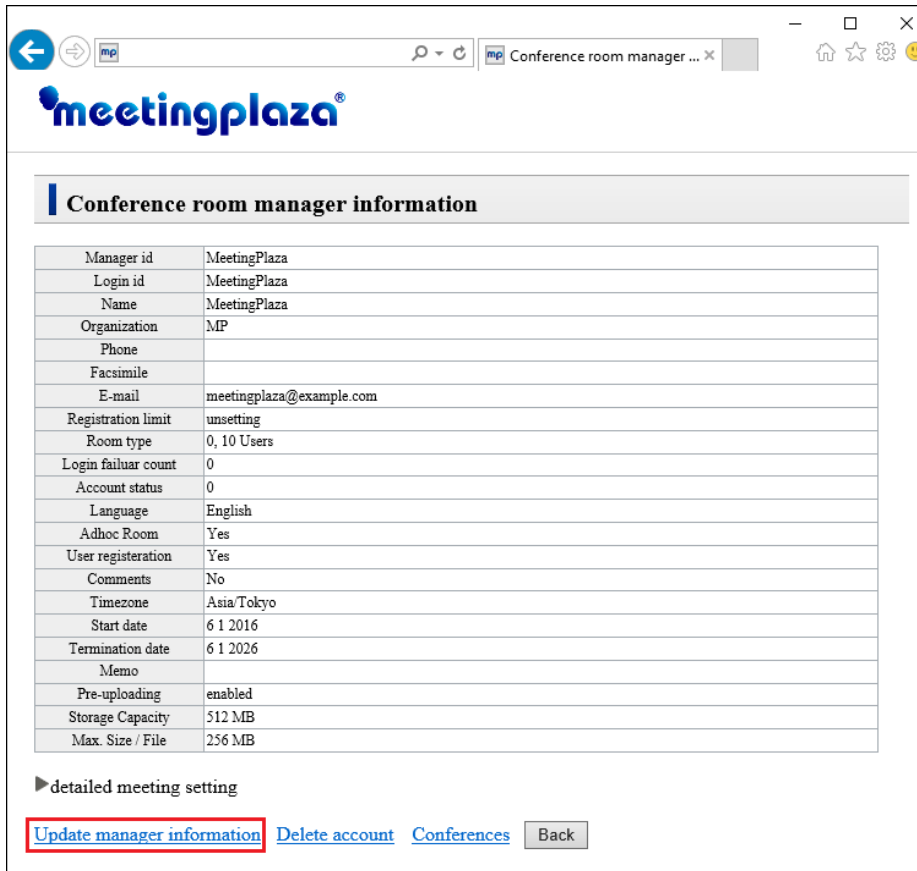
From the conference administrator list, by clicking an administrator ID, you may display the conferences' details of a particular conference administrator, or edit or remove him/her from the list.



The numbers of failed login indicate the number of incorrect password has been entered at a reserved room.

(3) Update Manager Infomation

At Conference Room Manager Information page, click <Update Manager Information> to update manager information.



The screenshot shows a web browser window with the MeetingPlaza logo at the top. Below the logo is a section titled "Conference room manager information" containing a table of account details. At the bottom of the page, there are navigation links: "Update manager information" (highlighted with a red box), "Delete account", "Conferences", and a "Back" button.

Manager id	MeetingPlaza
Login id	MeetingPlaza
Name	MeetingPlaza
Organization	MP
Phone	
Facsimile	
E-mail	meetingplaza@example.com
Registration limit	unsettling
Room type	0, 10 Users
Login failuar count	0
Account status	0
Language	English
Adhoc Room	Yes
User registration	Yes
Comments	No
Timezone	Asia/Tokyo
Start date	6 1 2016
Termination date	6 1 2026
Memo	
Pre-uploading	enabled
Storage Capacity	512 MB
Max. Size / File	256 MB

► detailed meeting setting

[Update manager information](#) [Delete account](#) [Conferences](#)

While an invalid password is entered, the number hereby (the numbers of failed login) will accumulate. You may enter 0 (zero) to reset the number of failed login.

(4) Delete Account

At Conference Room Manager Information page, click <Delete Account> to remove conference participant(s).

Conference room manager information

Manager id	MeetingPlaza
Login id	MeetingPlaza
Name	MeetingPlaza
Organization	MP
Phone	
Facsimile	
E-mail	meetingplaza@example.com
Registration limit	unsetting
Room type	0, 10 Users
Login failuar count	0
Account status	0
Language	English
Adhoc Room	Yes
User registration	Yes
Comments	No
Timezone	Asia/Tokyo
Start date	6 1 2016
Termination date	6 1 2026
Memo	
Pre-uploading	enabled
Storage Capacity	512 MB
Max. Size / File	256 MB

▶ detailed meeting setting

[Update manager information](#) [Delete account](#) [Conferences](#) [Back](#)

(5) Monthly Usage

Go to the list of Conference Room Managers and click "show" of usage (per month) for each manager.

User may search the conference for this month by looking at conference IDs.

Monthly usage

Search with Conference ID

Jun 2016 Prev. month Next month Congestion level

Reservation Adhoc Rooms System Adhoc Reservation System Adhoc Room

Download user log in selected reservation Download reservation log

Manager id	Start time	End time	Length (minutes)	Number of people	Conference id	Usage start time	Usage end time	Total length (minutes)	Number of participants	Total participant-time (minutes)
<input type="checkbox"/> MeetingPlaza	2016/06/02 16:20	2016/06/02 17:30	70	2	1234567890_AbCDEF1GHI	-	-	-	-	-
<input type="checkbox"/> MeetingPlaza	2016/06/03 10:00	2016/06/03 11:00	60	2	1234567890_abCdeFgHIj	-	-	-	-	-
<input type="checkbox"/> MeetingPlaza	2016/06/03 12:40	2016/06/03 13:00	20	2	1234567890_1aB2cdefg3	-	-	-	-	-
<input type="checkbox"/> MeetingPlaza	2016/06/03 13:10	2016/06/03 14:00	50	2	1234567890_AbCD1efgHI	2016/06/03 13:28	2016/06/03 13:28	0	1	0
<input type="checkbox"/> MeetingPlaza	2016/06/04 00:00	2016/06/04 01:00	60	2	1234567890_aBCDEF1g2H	2016/06/04 00:03	2016/06/04 00:33	30	1	30

Check all | Uncheck all

Back

4-2 New Manager Registration

- From Top page for system administrators, click [New manager registration].

- A form to register a new Conference Room Manager.

- Fill in any pertinent information.

Manager ID	Only the System Administrator sees the 'Manager ID'. No one in a conference room sees this ID, including the Manager. Each ID must be unique with a maximum of 30 characters.
Login ID	'Login ID' is used for access authorization to the Conference Scheduler

	by Conference Room Managers. Either assign a Login ID or the system will generate one. Login IDs must be unique with a maximum of 30 characters.
Name	The name of the Conference Room Manager.
Organization	Name of company, section, department, etc.
Phone	Telephone number.
Facsimile	FAX number.
E-mail	E-mail address of the Conference Room Manager. E-mail address is required as the registration information is sent to this address.
Room Type	Choose the maximum number of participants in the room from the following list. [0] - up to 10 participants. [1] - up to 25 participants. [2] - up to 32 participants. [L] - up to 64 participants (For large lecture option). To change the list, edit a configuration file ('SERVICE_TYPES' in cstmdata.py).
Account Status	Set the account status: [0]...Normal [1]...Suspended
Language Code	Specify the language to use. [0]...Japanese [1]...English [2]...Chinese
Adhoc Room	Enable/disable Adhoc conference room. [OFF] -- Disable Adhoc conference room; [ON] -- Enable Adhoc conference room.
User registration	Enable/disable User registration. [OFF] -- Disable User registration; [ON] -- Enable User registration.
Comments	Turn off or on on registered user features. [OFF] -- Turn off registered user features [ON] -- Turn on registered users features
Time Zone	Specify a Time Zone for the conference.
Start Date	Specify a date to activate the Manager account.
Termination Date	Specify a date to de-activate the Manager account.
Memo	
Pre-uploading	Accepted prior to upload / set up or not. The storage capacity is 512MB. Maximum size / file, 256MB is.

4. Go to < Detailed meeting setting > to configure shared functions, network, video/audio setup or other conference room features.

Please put the checkbox ☐ of selected items of conference room customization on ☒ to make a change.

The following items are customizable items.

share relation setting...	
set file share mode	Set up file sharing. Default is set as [Valid].
set ap share and desktop share	Set up application sharing and desktop sharing. Default is set as [Valid].
set whiteboard share	Set up whiteboard sharing. Default is set as [Valid].
set web share	Set up web sharing. Default is set as [Valid].
network relation setting...	
IP address filter(White list)	Set up IP address filter to authorize accesses of the conference room.
action speed auto measure by every login	Set up network speed test each time at login.

	Default is set as [Invalid].
remove restriction on bandwidth requirement (Kbps to 6000)	Enable removal of bandwidth restriction. The default setting is "invalid".
free bandwidth control	Choose to remove bandwidth limit. By removing bandwidth limit, both <Maximum communication speed> and <Set communication speed> are restricted. Default is < Invalid >.
maximum communication speed	Set up maximum communication speed. This configuration will affect <Set Communication Speed>.
set communication speed	Set up communication speed.
set priority network connect	Set up priority network connect to [TCP Tunneling] or [Direct Connect].
set network connect	Detailed network connect
audio + image relation setting...	
Reconfigure at start-up	Set up voice dialogue each time at login. Default is set as [Invalid].
setting microphone control	Set up the speak mode(microphone control)
set up echo cancel mode	Set up the echo canceller to strong or weak.
Noise cancel set up microphone mode	Set up the noise canceller, microphone to strong or weak.
Noise cancel set up speaker mode	Set up the noise canceller, speaker to strong or weak.
video quality change simple setting	Set up the video quality. By doing so, user may change [Image Quality] at same time.
meeting login relation setting...	
reserve entrance	To set up device settings at entrance page for users to check operation in a reserved conference room. Default is set as [Valid].
check operation meeting	Set up items to test before the conference starts such as network, voice and video. Default is set as [Valid].

< Setting for manager > is enabled as default which is unrelated to items of conference room customization with ☒ (On)/☐ (Off).

While conference room customization items checkbox is turned to ☒ (On), customizable items are listed under < Setting for manager >.

Below, are options for < Setting for manager >.

use (all meeting setting)	Use default preference that applies to all meeting setting.
changeable	Updates from conference room manager are allowed.
unchangeable	Updates from conference room manager are not allowed.
invisible entry	To disable items on detailed meeting setting page exclusively for managers.
exclude	Default is set regardless of configurations at [All meeting setting]. Conference room managers are not available.

Click <All meeting setting> to choose enable/disable of customization items for all conference rooms.

MeetingPlaza Mobile does not support room customization.
Some features on MeetingPlaza for Mac does not support room customization.

- Click [OK] to proceed to Conference Room Manager Information page.

Conference room manager information

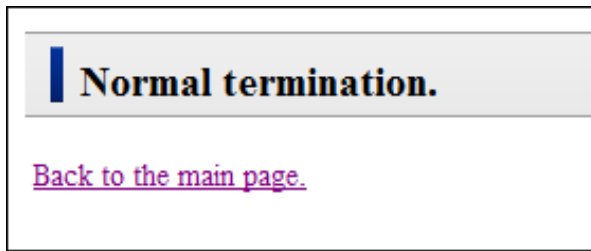
Manager id	MeetingPlaza
Login id	None (AUTO)
Name	MeetingPlaza
Organization	
Phone	
Facsimile	
E-mail	meetingplaza@example.com
Registration limit	unsetting
Room type	0, 10 Users
Account status	0
Language	English
Adhoc Room	Yes
User registration	Yes
Comments	No
Timezone	Asia/Tokyo
Start date	6 20 2016
Termination date	6 20 2026
Memo	
Pre-uploading	enabled
Storage Capacity	512 MB
Max. Size / File	256 MB

▶ detailed meeting setting

OK Back

- Review the Manager information and Click [OK] to confirm.
Click BACK to make any changes.

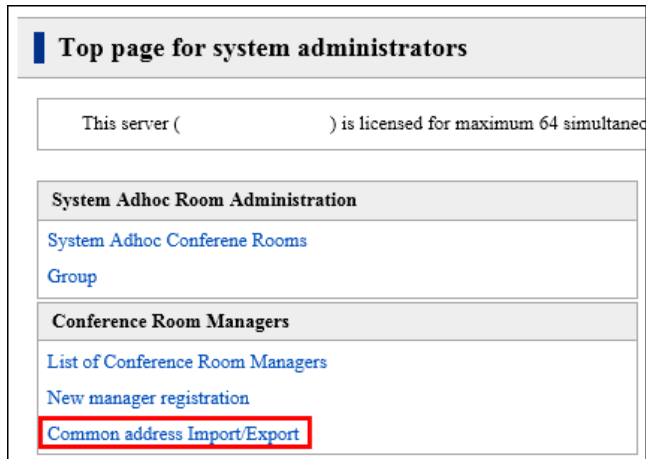
7. After registration is completed, a notification email is sent with ID and password enclosed.



4-3 Common address Import/Export

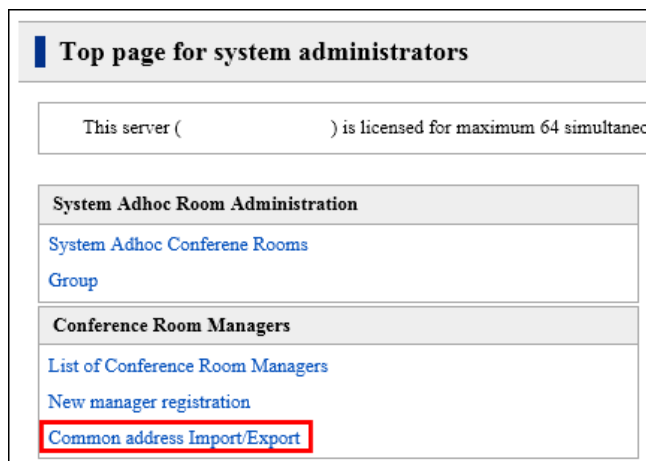
A user can enter CSV file to address book.

From Top page for system administrators, click [Common Address Import/Export].



4-3-1 Import

1. Click < Common Address Import/Export >.



2. Click [Browse] in the [CSV files].

Import/Export

Register from CSV file

CSV file **Browse...**

* You can import 50 line of csv at a time.

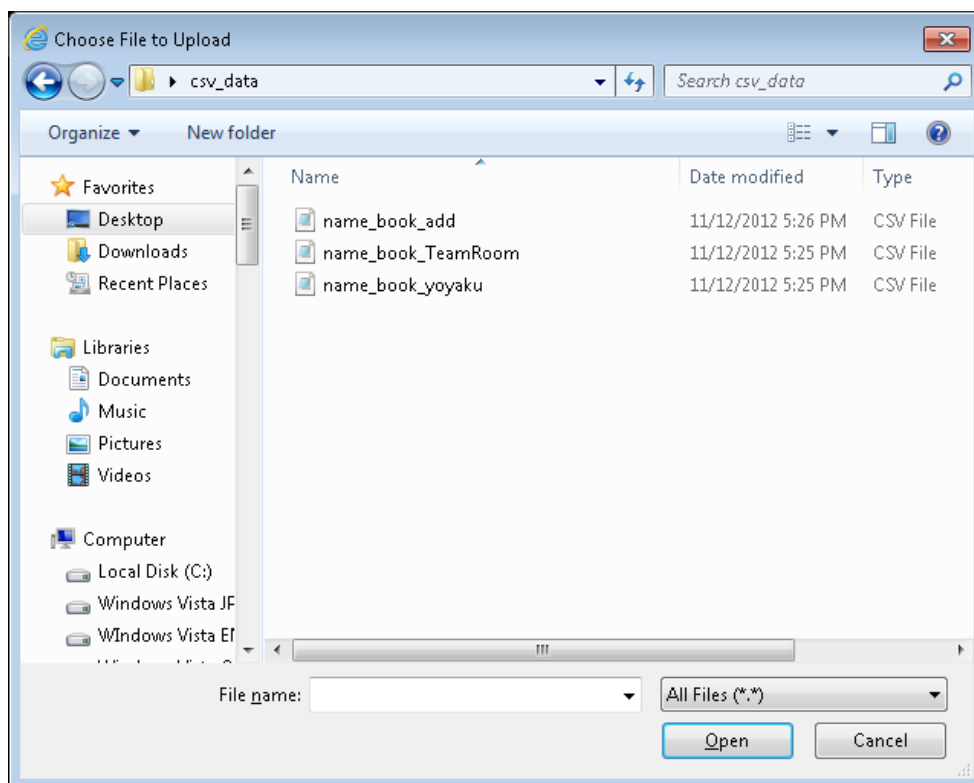
File Encoding

Download CSV file

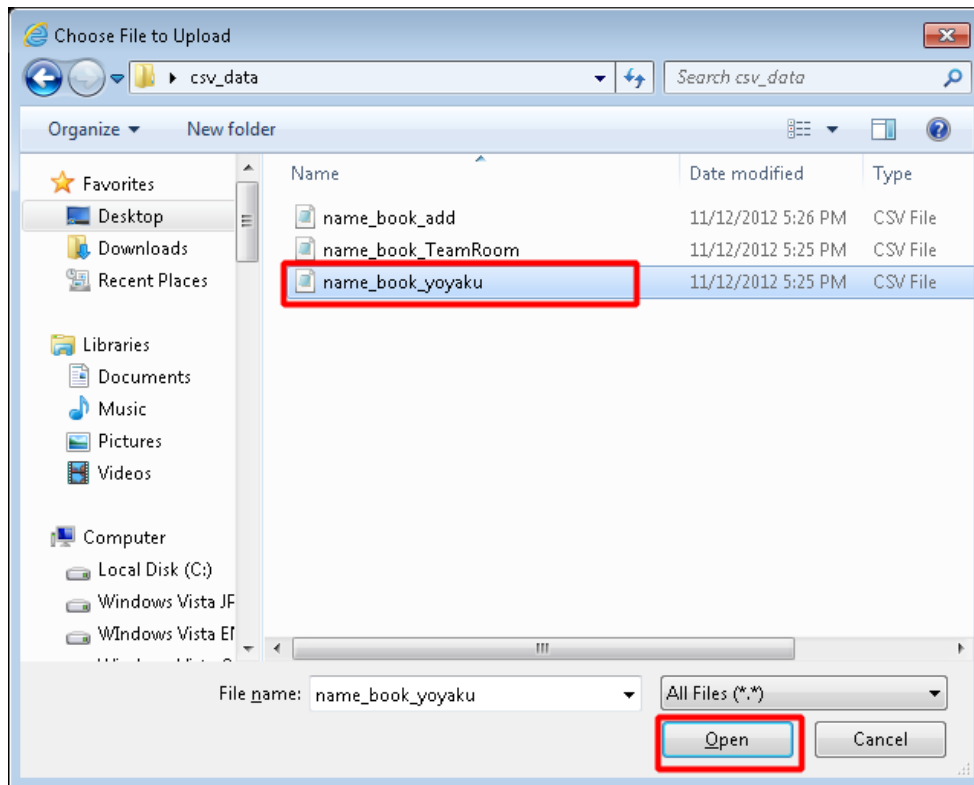
File Encoding

• CSV values
Note: Don't remove comma even if the value is not required.
 • Realm [A:Add, M:Modify, D>Delete] (required)
 • Name (required)
 • Furigana (not used in English Mode. Please set blank.)
 • Organization
 • E-mail address 1 (required)
 • E-mail address 2
 • Note
 • Example)
 • A>User1,Section1,sample1@example.com,sample2@example.com,memo1
 • D>User2,Section2,sample3@example.com,,
 • If name and e-mail1 is same in both account, those are same accounts.
 • If same account is already registered, the line in CSV file is skipped.

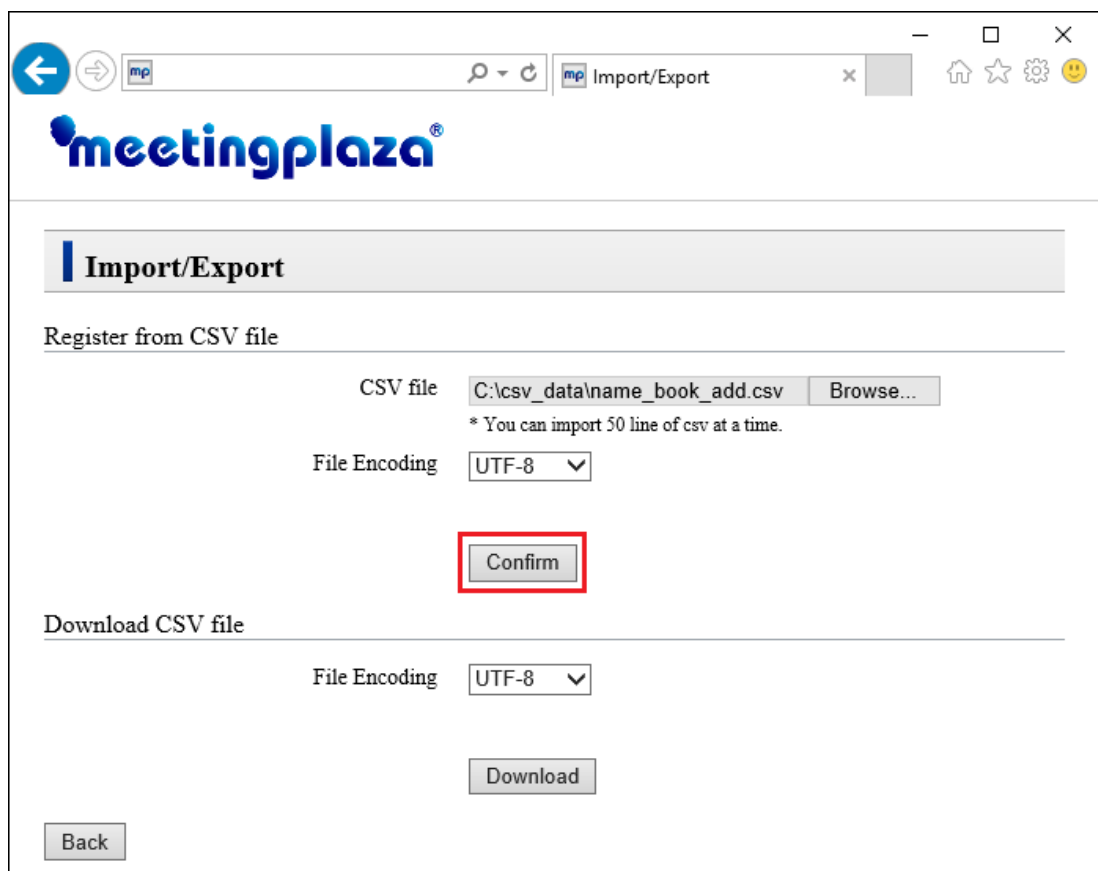
3. To choose a file to upload.



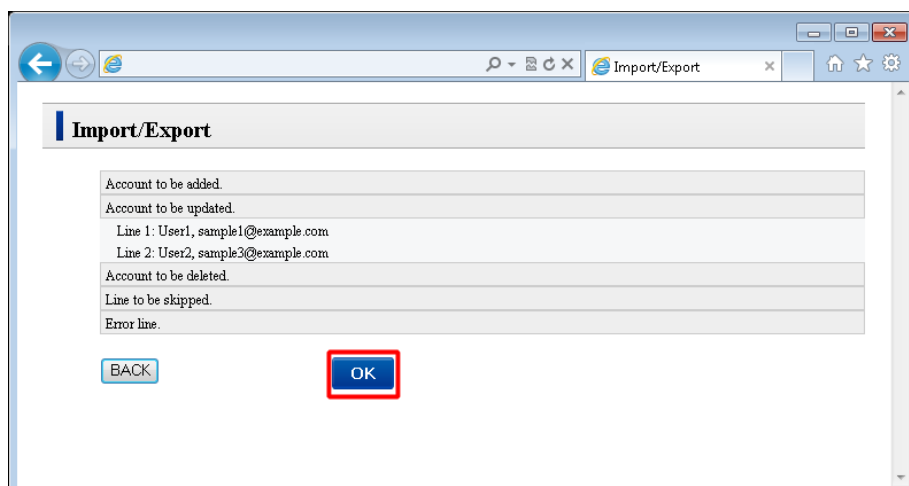
4. Choose a file and click [Open].



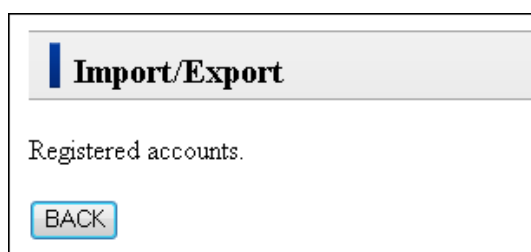
5. Your uploaded CSV file is displayed at [CSV files]. Click [Confirm].



6. Check your added account, click [OK] to proceed.



7. A completed screen is displayed.



8. Click [Back] to return to the Import/Export top page.

Inside the CSV file, for each row, starting from left, use "," (comma) to separate following fields.

- Realm [A:Add, M:Modify, D:Delete] (required)
- Name (required)
- Furigana (not used in English Mode. Please set blank.)
- Organization
- E-mail address 1 (required)
- E-mail address 2
- Note

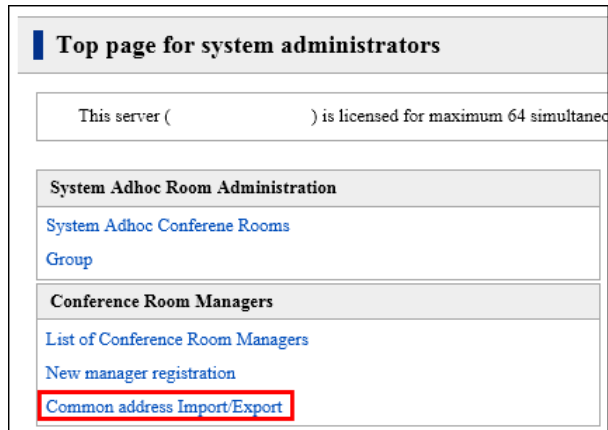
The number of comma is six.

Ex)

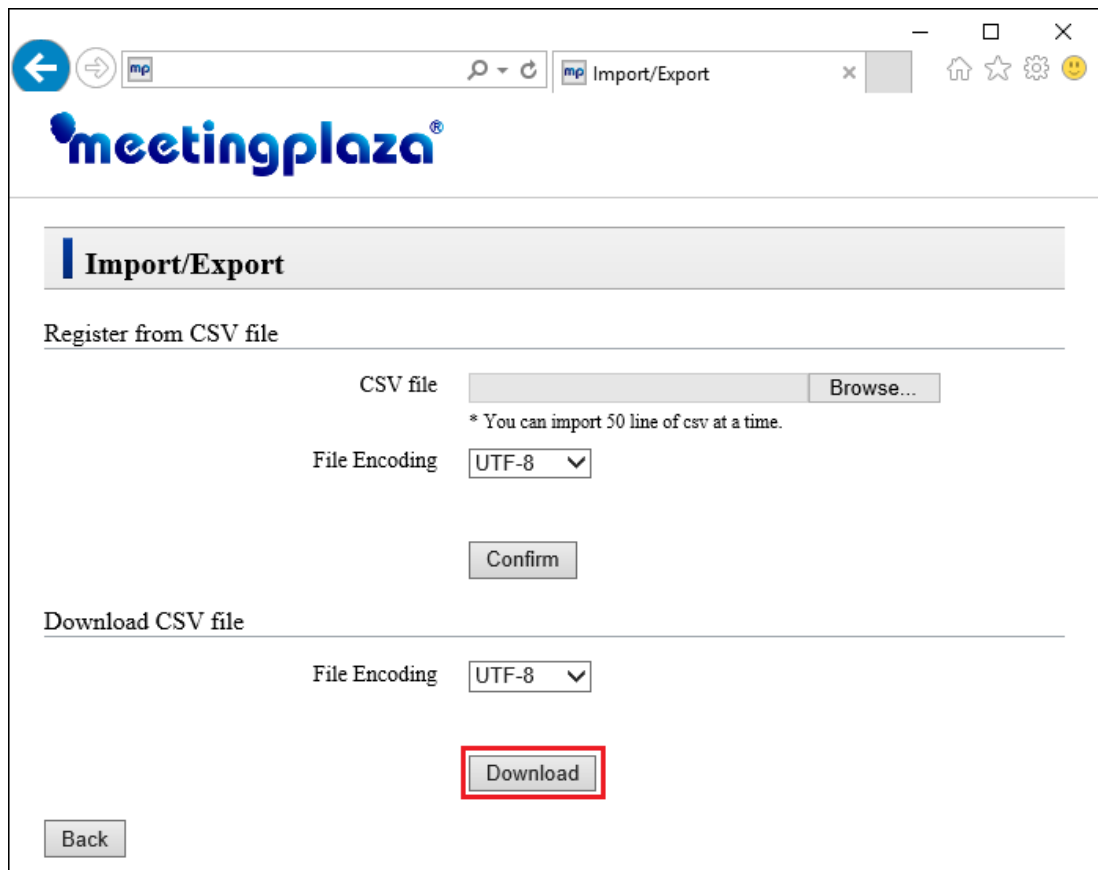
- A,User1,,sales,sample1@example.com,sam@example.com,memo
(While there is an email address 2 with special notes)
- D,User2,,tech,sample3@example.com,
(while there is no email address 2 no special notes)

4-3-2 Export

1. Click < Common Address Import/Export >.



2. Click [Download CSV file], and click [Download].



3. A file download screen is displayed. To open a file, click [Open]; to save a file, click [Save] to save to a designated folder.

Import/Export

meetingplaza®

Import/Export

Register from CSV file

CSV file

Browse...

* You can import 50 line of csv at a time.

File Encoding

UTF-8

Confirm

Download CSV file

File Encoding

UTF-8

Download

Back

Do you want to open or save CommonAddress.csv from example.meetingplaza.com ?

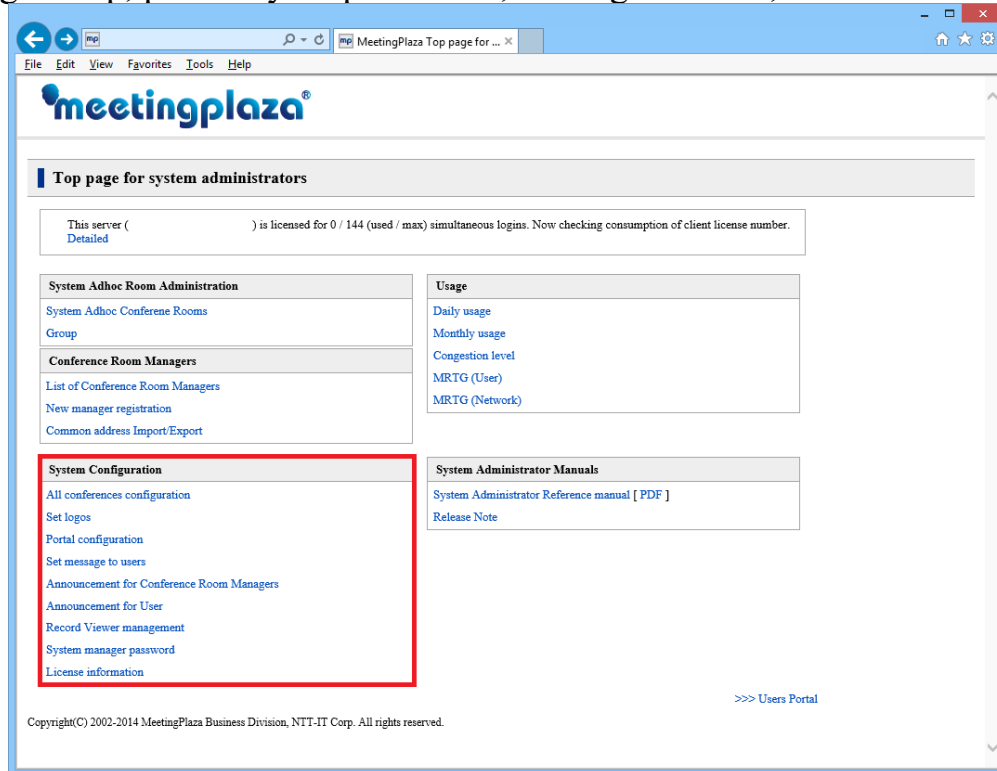
Open

Save

Cancel

5 System Configuration

At System Configuration, user configures all conference rooms customization, logo setup, portal layout preference, message to users, record viewer management.



5-1 All conferences configuration

User may customize all conference rooms.

1. From Top page for system administrators, click [All conferences configuration] to proceed.

Top page for system administrators

This server () is licensed for 0 / 144 (used / max)
[Detailed](#)

System Adhoc Room Administration
[System Adhoc Conferene Rooms](#)
[Group](#)

Conference Room Managers
[List of Conference Room Managers](#)
[New manager registration](#)
[Common address Import/Export](#)

System Configuration
All conferences configuration
[Set logos](#)
[Portal configuration](#)
[Set message to users](#)
[Announcement for Conference Room Managers](#)
[Announcement for User](#)
[Record Viewer management](#)
[System manager password](#)
[License information](#)

2. All meeting setting page is displayed.

all meeting setting

share relation setting...

meeting setting	setting for manager	
<input type="checkbox"/> set file share mode	* valid <input checked="" type="radio"/> use virtual file share only (can look for meeting only) (*1) <input type="radio"/> invalid	changeable
<input type="checkbox"/> set up share and desktop share	* valid <input type="radio"/> invalid	changeable
<input type="checkbox"/> set whiteboard share	* valid <input type="radio"/> invalid	changeable
<input type="checkbox"/> set web share	* valid <input type="radio"/> invalid	changeable

(*1) High security because does not make file share share make virtual Transfer image(VPL) that even if user does not install original file open application, can display opposite VPL.

network relation setting...

<input type="checkbox"/> IP address filter(White list)		changeable
<input type="checkbox"/> action speed auto measure by every login	<input type="radio"/> valid <input checked="" type="radio"/> invalid	changeable
<input type="checkbox"/> free bandwidth control	* valid <input type="radio"/> invalid * (maximum communication speed) and (set communication speed) influence	invisible entry
<input type="checkbox"/> maximum communication speed	* (set communication speed) influence kbps	changeable
<input type="checkbox"/> set communication speed	kbps	changeable
<input type="checkbox"/> set priority network connect	tcp tunneling(Direct HTTP tunneling)	changeable
<input type="checkbox"/> set network connect	Follow setting for web browser	changeable
name of tunneling server	default port number 443	changeable
maximum GET size	KB(default : 0)	
maximum POST size	KB(default : 0)	
use connect method or not		

audio + image relation setting...

<input type="checkbox"/> Reconfigure at start up	<input type="radio"/> valid <input checked="" type="radio"/> invalid	changeable
<input type="checkbox"/> setting microphone control	Push To Talk	changeable
<input type="checkbox"/> set up echo cancel mode	hard <input type="radio"/> soft <input checked="" type="radio"/> invalid	changeable

3. Please put the checkbox ☐ of selected items of conference room customization on ☒ to make a change.

The following items are customizable items.

share relation setting...	
set file share mode	Set up file sharing. Default is set as [Valid].
set ap share and desktop share	Set up application sharing and desktop sharing. Default is set as [Valid].
set whiteboard share	Set up whiteboard sharing. Default is set as [Valid].
set web share	Set up web sharing. Default is set as [Valid].
network relation setting...	
IP address filter(White list)	Set up IP address filter to authorize accesses of the conference room.
action speed auto measure by every login	Set up network speed test each time at login. Default is set as [Invalid].
Remove restriction on bandwidth requirement (Kbps to 6000)	Enable removal of bandwidth restriction. The default setting is " Invalid ".
maximum communication speed	Set up maximum communication speed. This configuration will affect <Set Communication Speed>.
set communication speed	Set up communication speed.
set priority network connect	Set up priority network connect to [TCP Tunneling] or [Direct Connect].
set network connect	Detailed network connect
audio + image relation setting...	
Reconfigure at start-up	Set up voice dialogue each time at login. Default is set as [Invalid].
setting microphone control	Set up the speak mode(microphone control)
set up echo cancel mode	Set up the echo canceller to strong or weak.
Noise cancel set up microphone mode	Set up the noise canceller, microphone to strong or weak.
Noise cancel set up speaker mode	Set up the noise canceller, speaker to strong or weak.
video quality change simple setting	Set up the video quality. By doing so, user may change [Image Quality] at same time.
meeting login relation setting...	

reserve entrance	To set up device settings at entrance page for users to check operation in a reserved conference room. Default is set as [Valid].
check operation meeting	Set up items to test before the conference starts such as network, voice and video. Default is set as [Valid].

< Setting for manager > is enabled as default which is unrelated to items of conference room customization with ☒ (On)/☐ (Off).

While conference room customization items checkbox is turned to ☒ (On), customizable items are listed under < Setting for manager >.

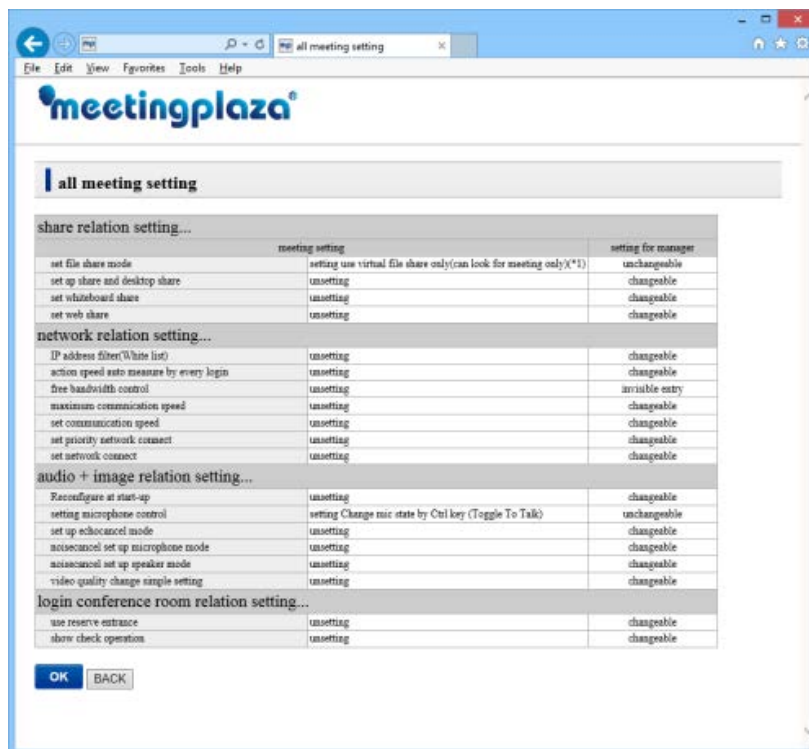
Below, are options for < Setting for manager >.

Changeable	Updates from conference room manager are allowed.
Unchangeable	Updates from conference room manager are not allowed.
Invisible entry	To disable items on detailed meeting setting page exclusively for managers.

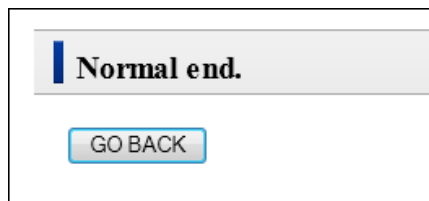
MeetingPlaza Mobile does not support room customization.

Some features on MeetingPlaza for Mac does not support room customization.

4. Complete registration and click [OK] to proceed to all meeting setting page.

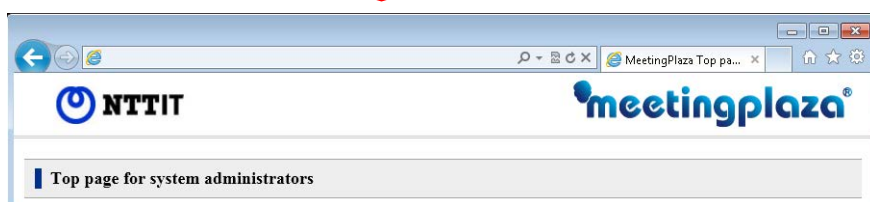


5. Review the Manager information and Click [**OK**] to confirm.
Click BACK to make any changes.
6. Click [Go back] to return to Top page for system administrators.

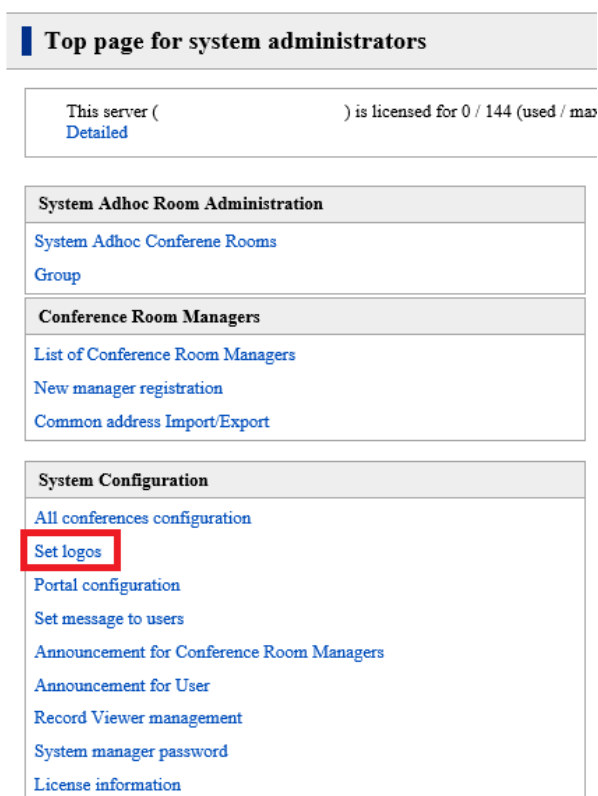


5-2 Set logos

Add logo to the top of the page header and conference room page.



From Top page for system administrators, click [Set logos] to proceed on.



5-2-1 Upload Logo

Please check following items before uploading a logo.

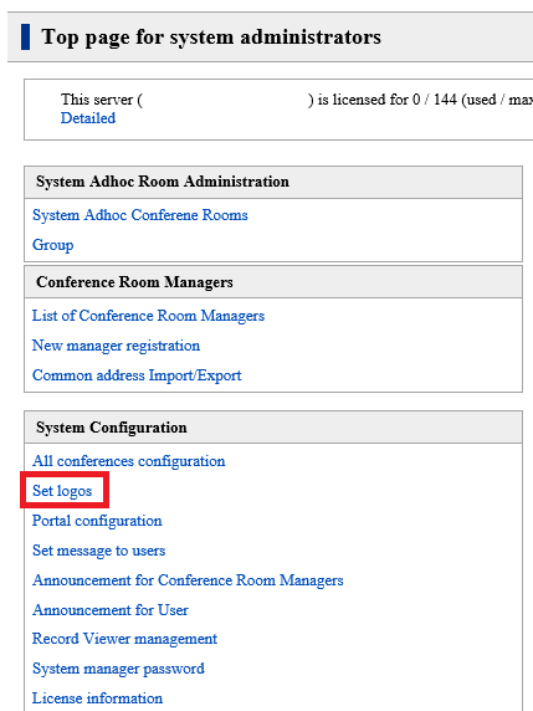
Logo file name is limited to alphabets, numbers and special symbol "_" (underline).

Upload images are limited to *.jpg, *.jpeg, *.png, *.gif files.

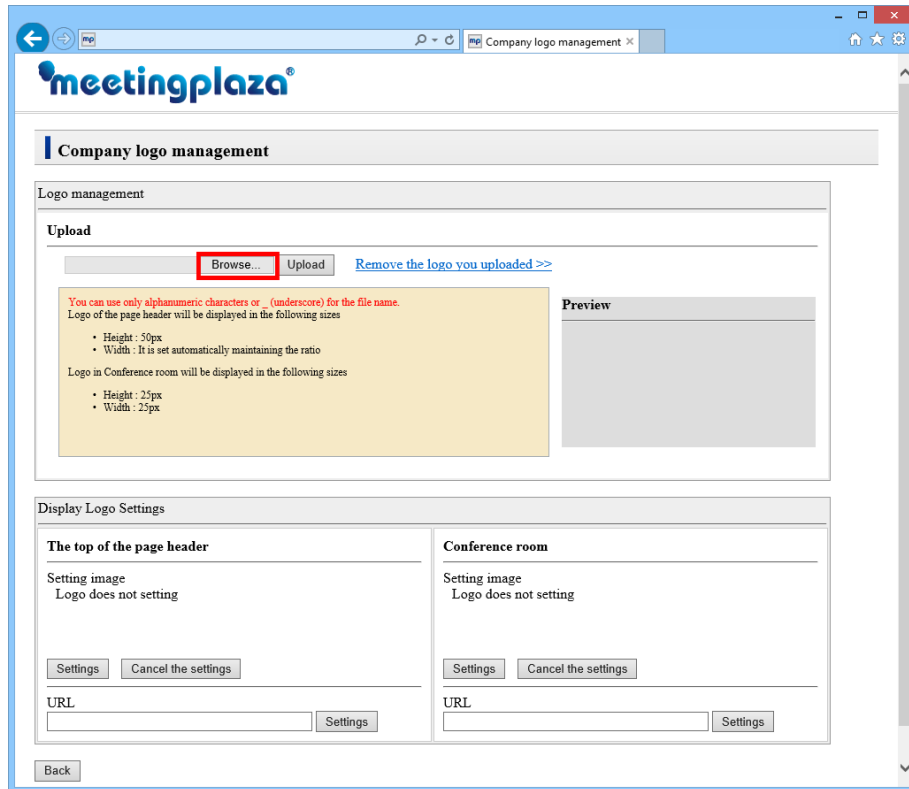
On the top of the page header, logo size is set 50px for width and length automatically.

On conference room page, logo size is length 25px times width 25px.

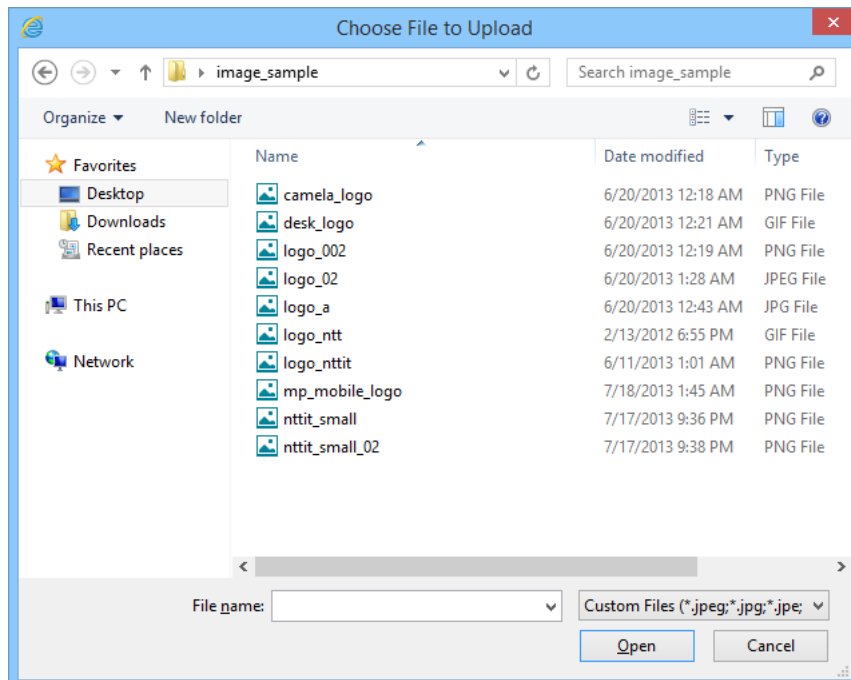
1. From Top page for system administrators, click [Set logos] to proceed.



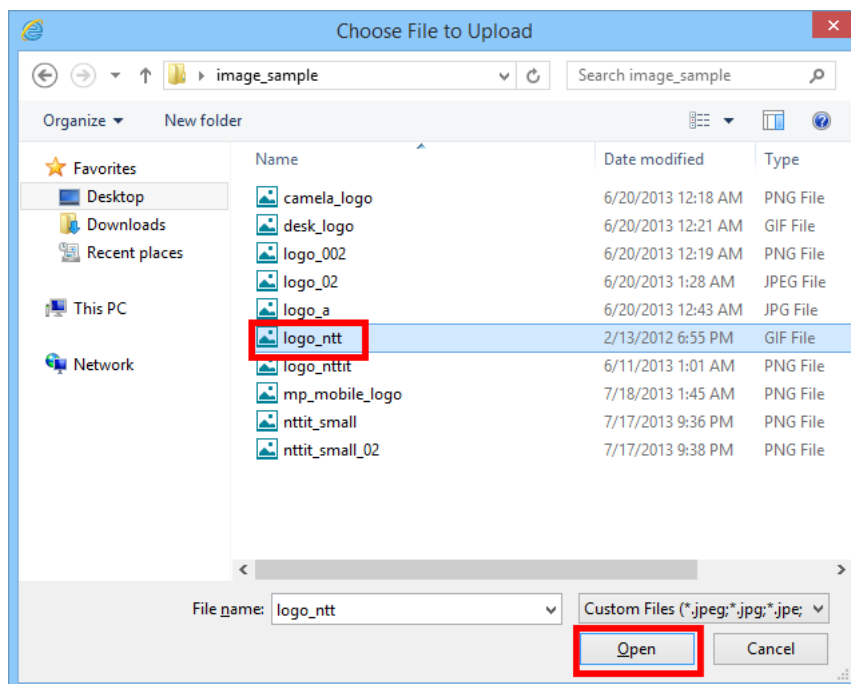
2. Click [Browse] on logo management page.



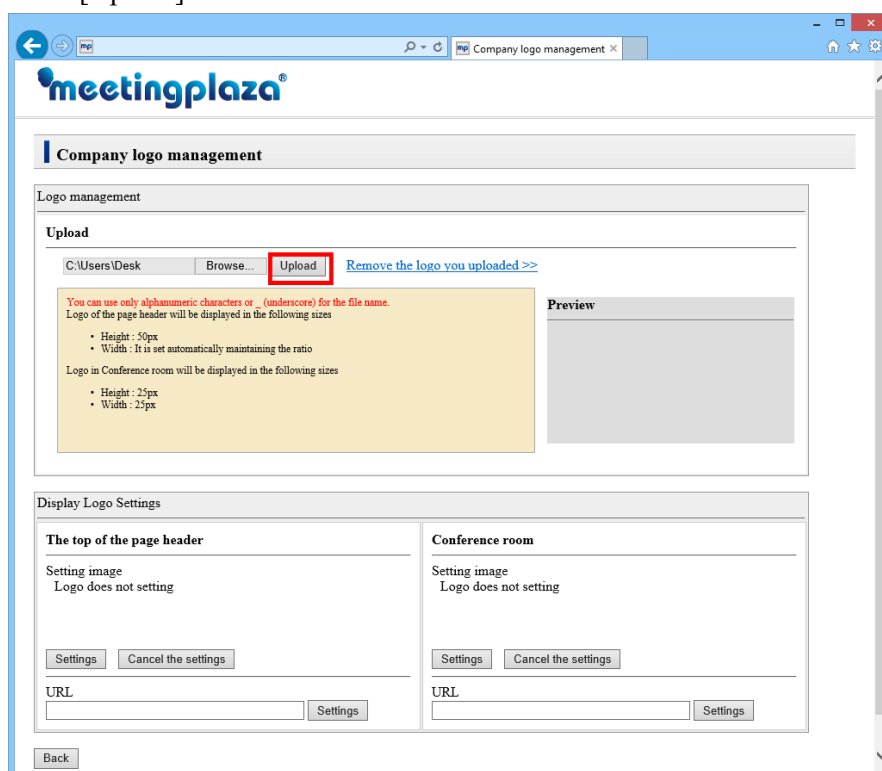
3. The dialogue box for selecting files to upload is displayed.



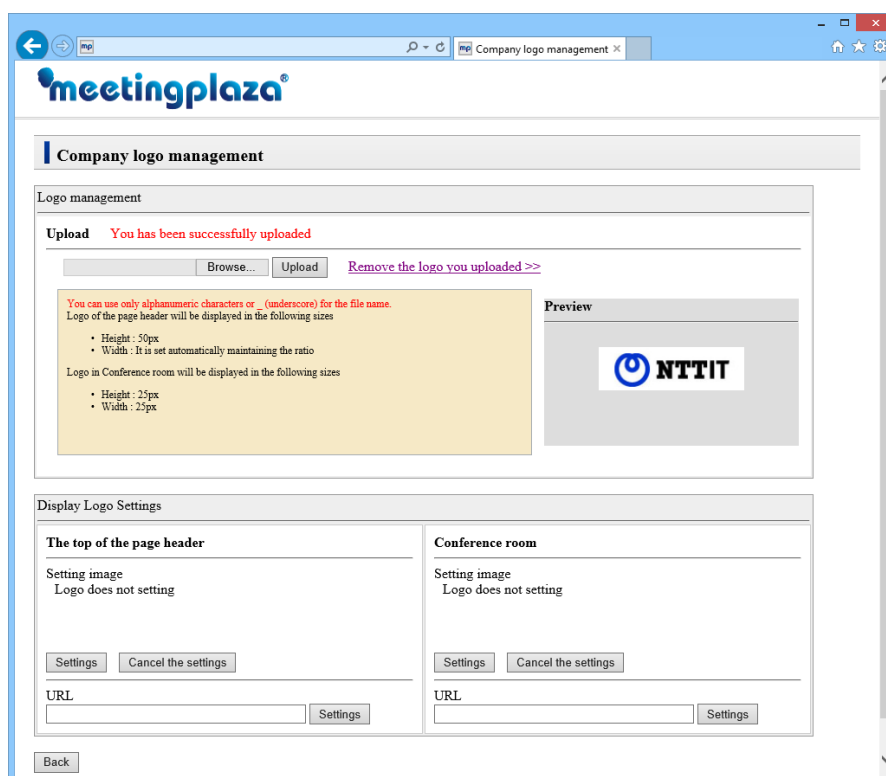
4. Material to which prior is updated is selected, and "Open" is clicked.



5. Click [Upload].



6. Upload is successfully completed message displays. Uploaded logo is displayed on preview page.



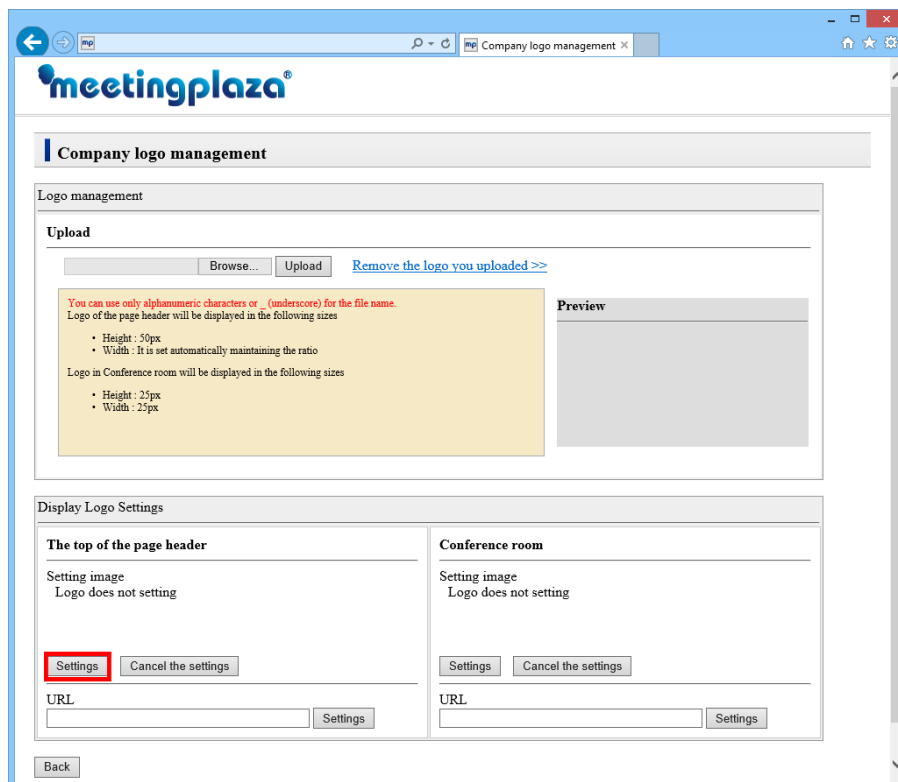
5-2-2 Display Logo Settings

Configure the uploaded logo.

Logo can be set on the top of the page header or conference room page separately.

Configuration procedure is the same. Below describes how to set up logo on the top of the page header.

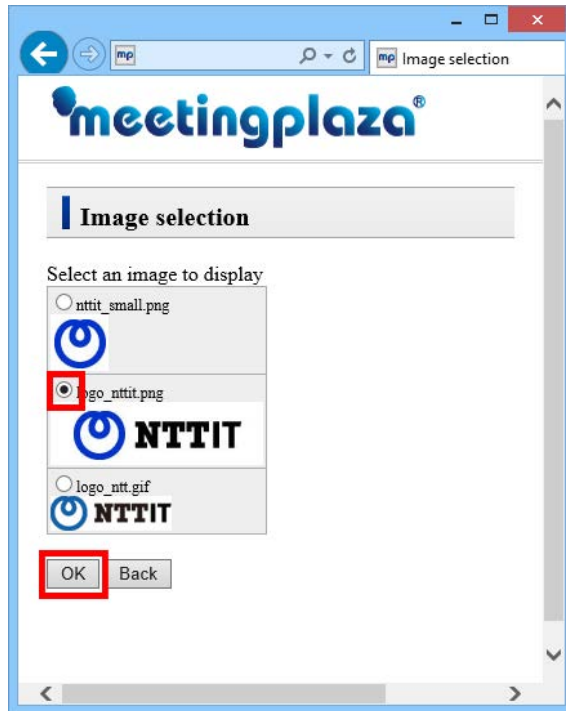
1. Go to < Display Logo Settings > -> < The top of the page header >, click < Settings >.



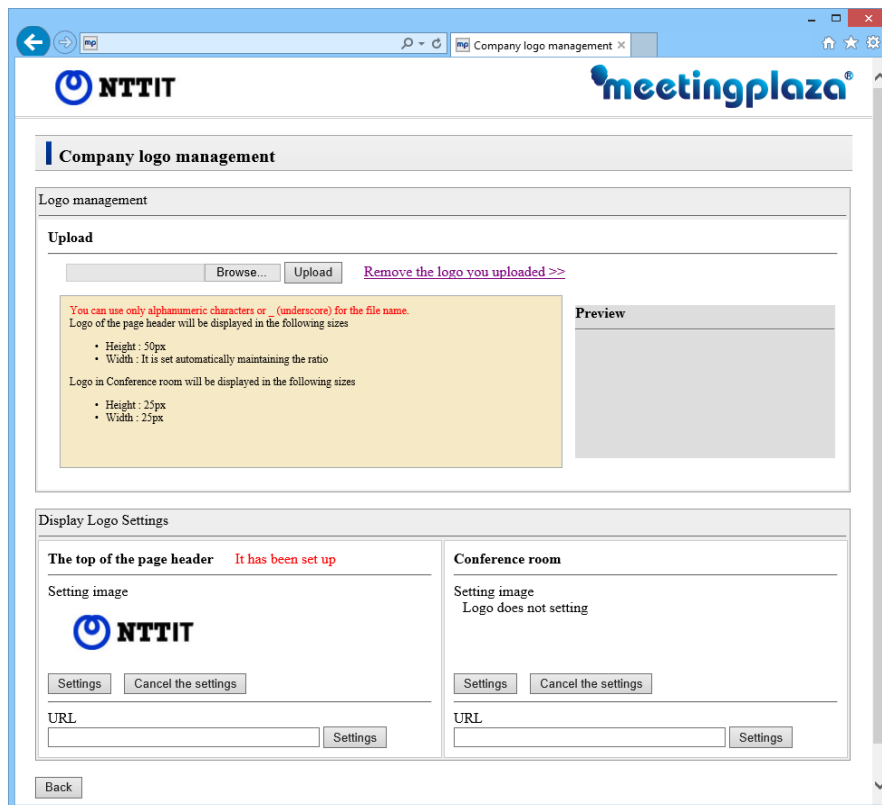
2. Images are available to choose from.



3. Choose the image and click [OK].



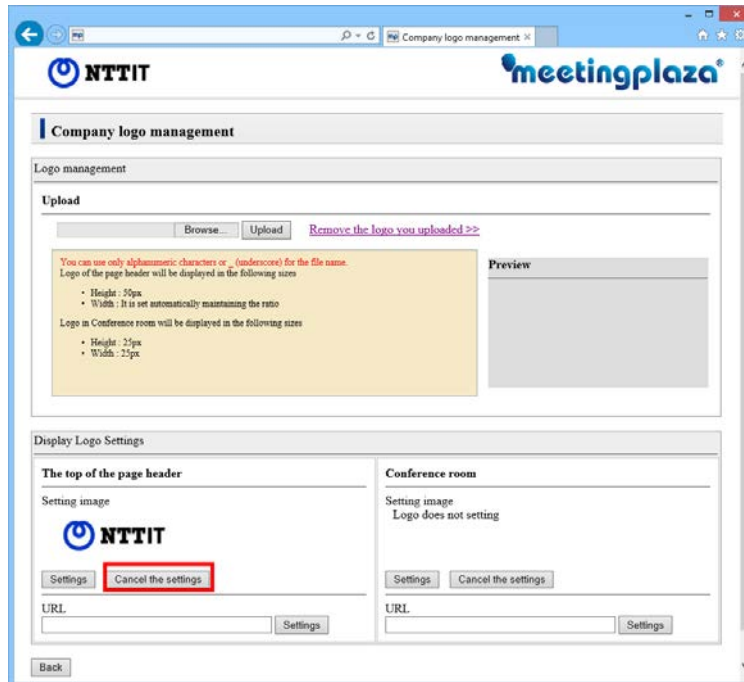
4. Logo is displayed on top left of the page.



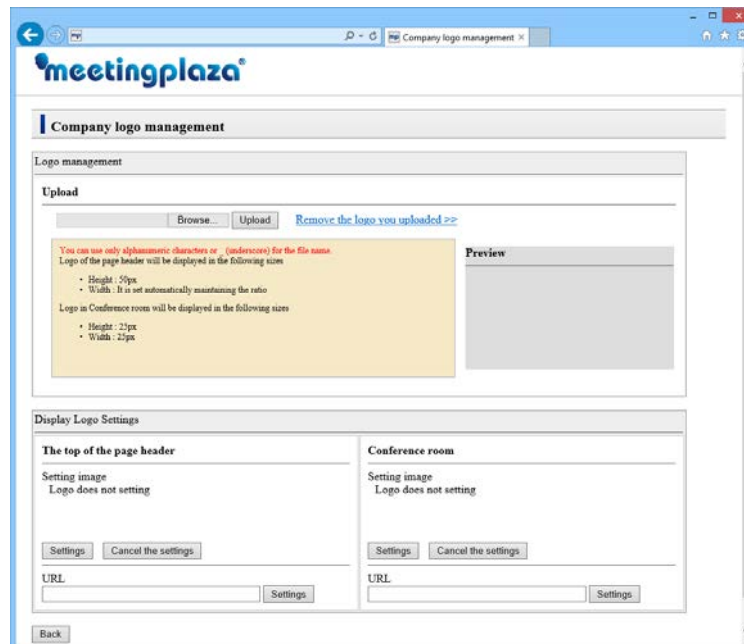
5-2-3 Remove Logo Settings

Remove logo that is currently displayed.

1. Go to < Display Logo Settings > -> < The top of the page header >, click < Cancel the Settings >.



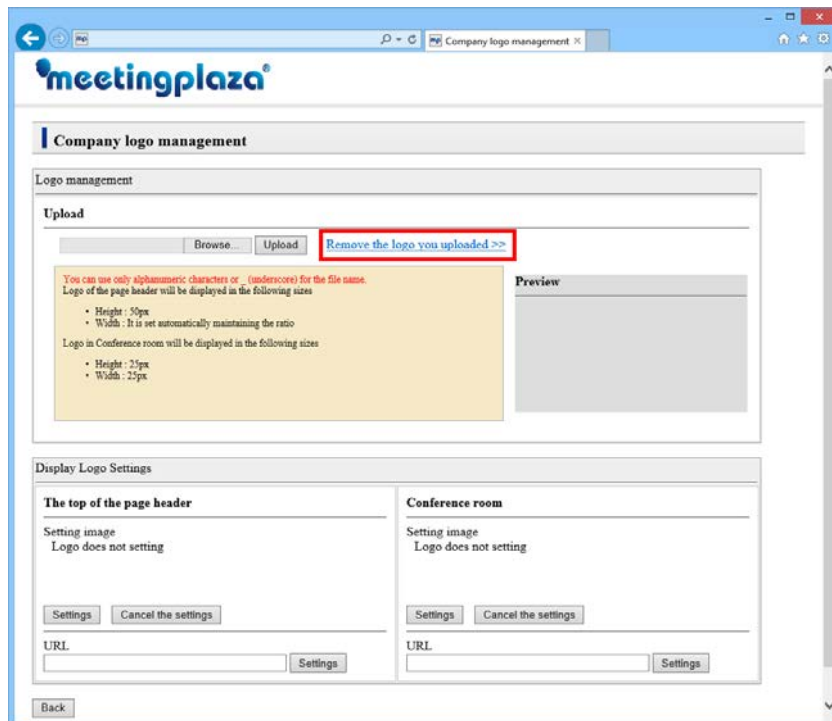
2. Removed logo is not available.



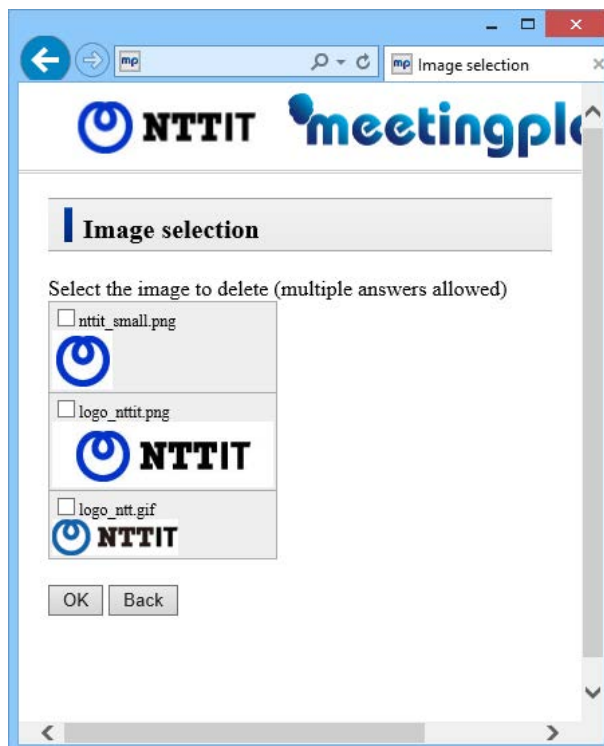
5-2-4 Delete Logo

Delete the logo that has been uploaded.

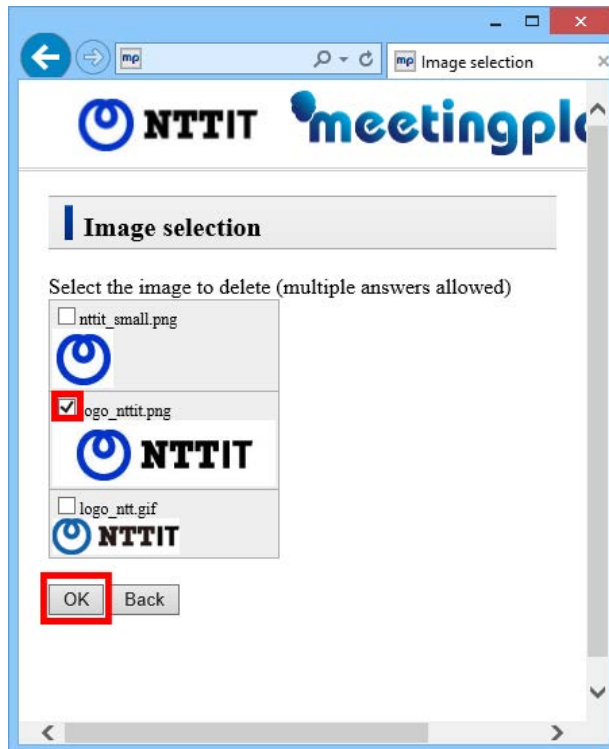
1. Click [Remove the logo you uploaded] at Logo Management.



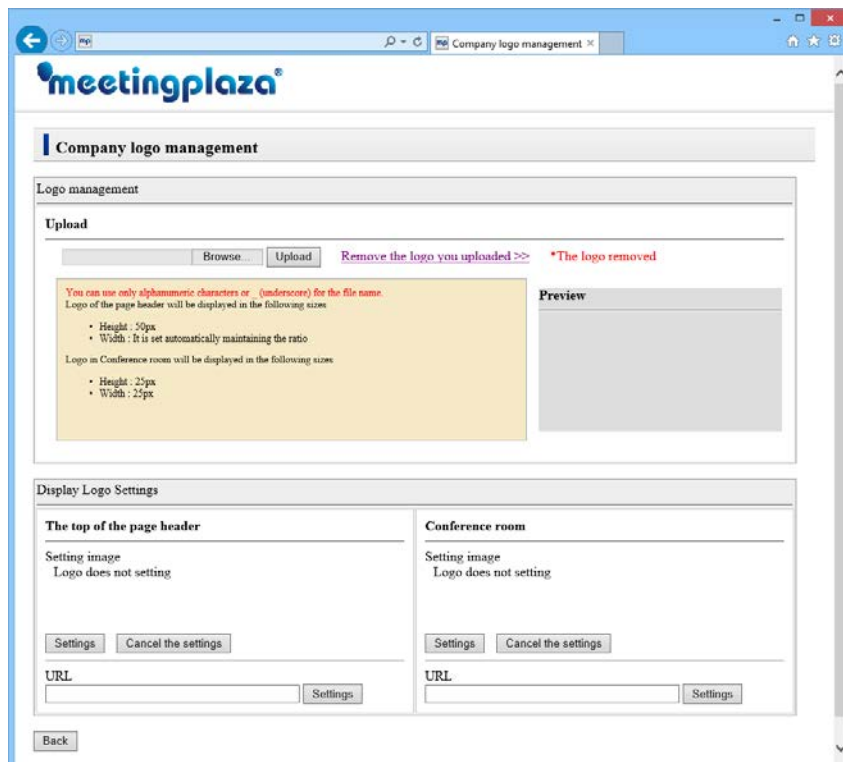
2. Images that are available to delete are displayed.



3. Choose the image(s) to delete and click < OK >.



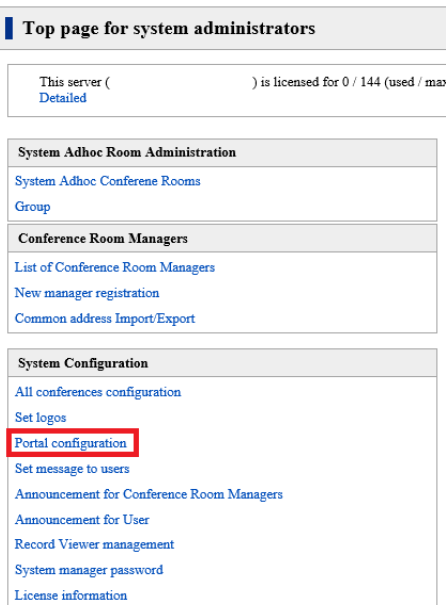
4. Return to the Logo Management page after deletion.



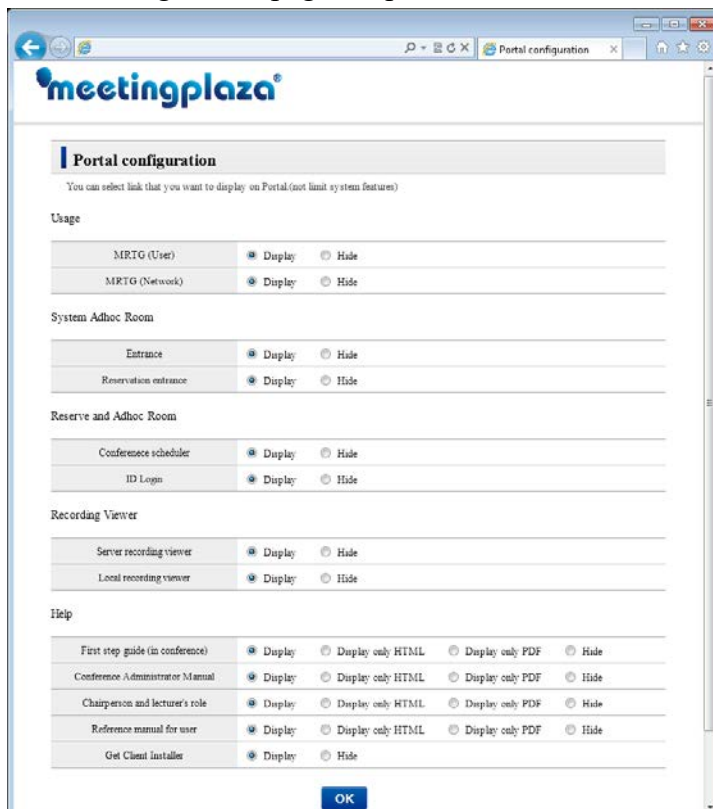
5-3 Portal configuration

This page allows user to set items shows on Top page for system administrators and participants.

1. From Top page for system administrators, click [Portal configuration].

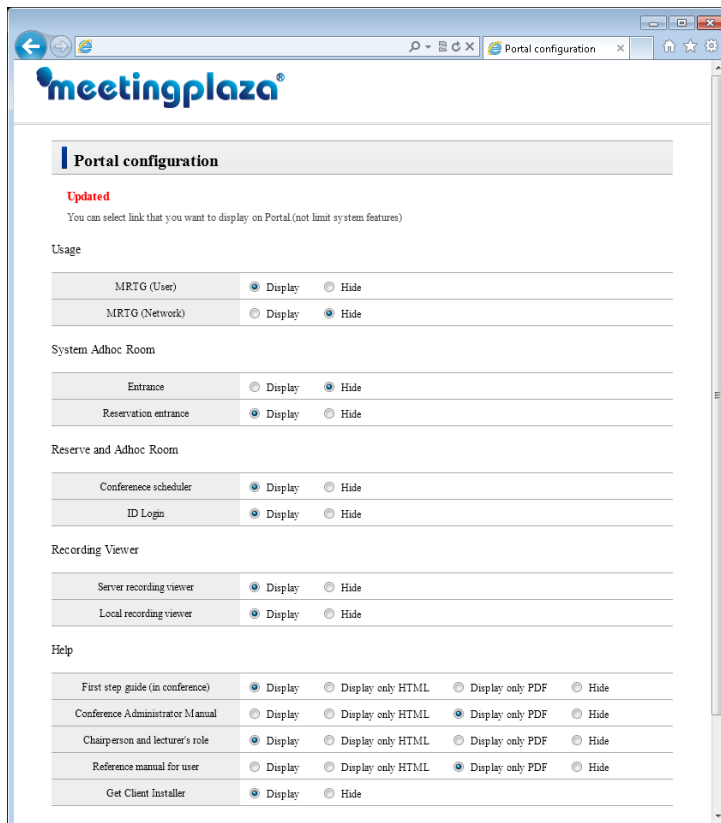


2. Portal configuration page is opened.

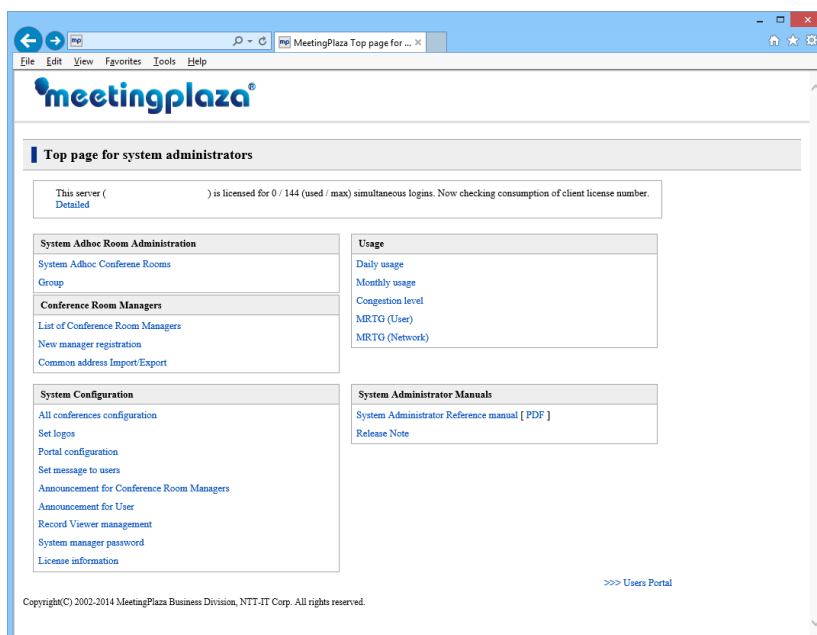


Items related to usage status are listed on Top page for system administrators.
The rest of items show on Top page for participants.

3. Choose enable/disable items and click [OK].
4. < Updated > message shows on portal configuration page.



5. Click [Go back] to return to Top page for system administrators.

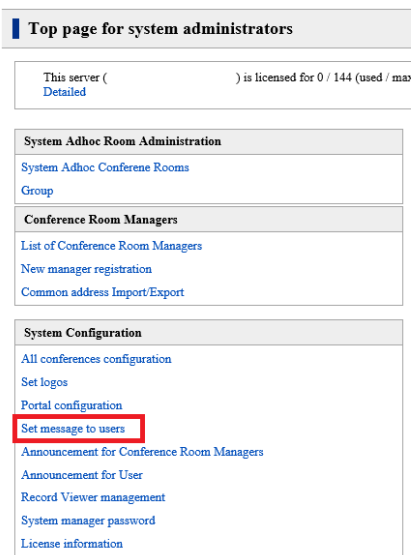


6. < Hide > Item means no show on the page.

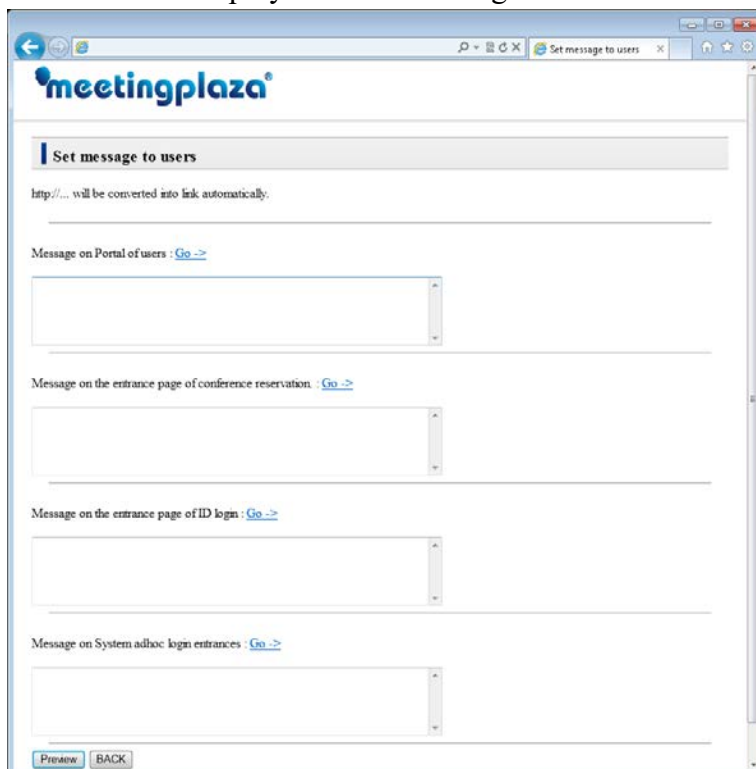
5-4 Set message to users

Users are allowed to enter text message on Top page for participants, conference administrator login page, user login page or system Adhoc conference room list page.

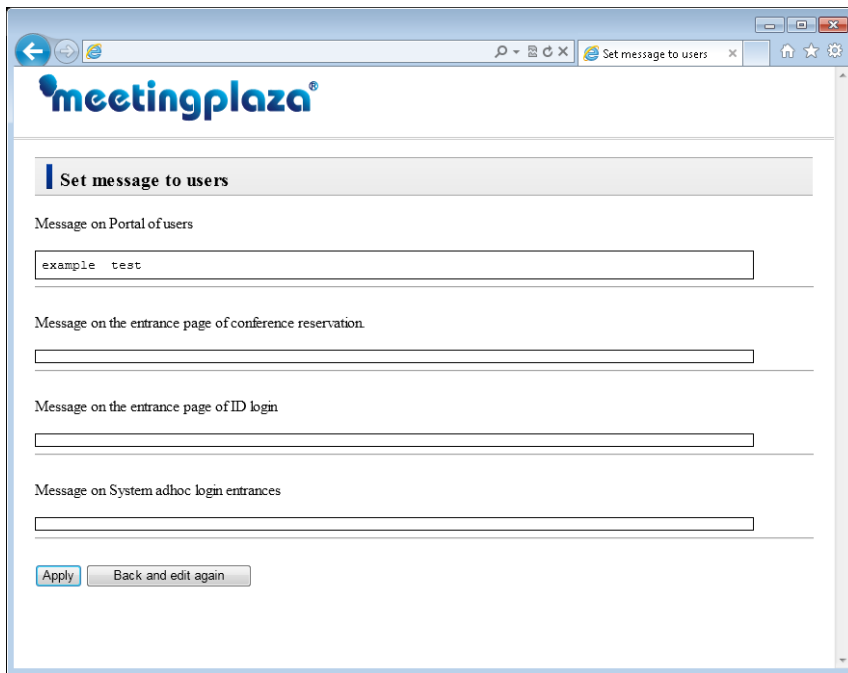
1. From Top page for system administrators, click [Set message to users].



2. Set the screen displays the user message.

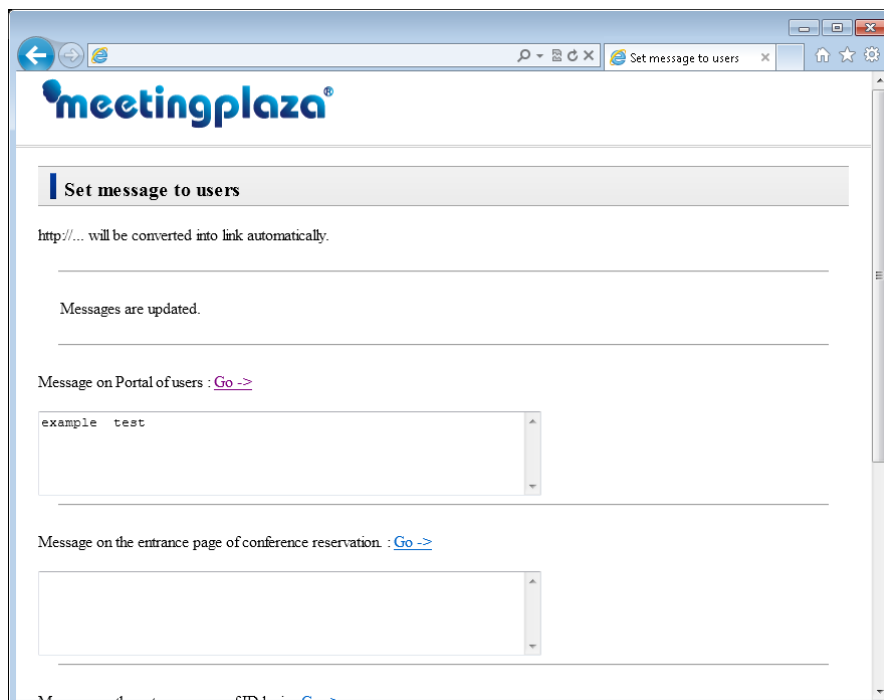


3. Type a message, "Preview" to click.



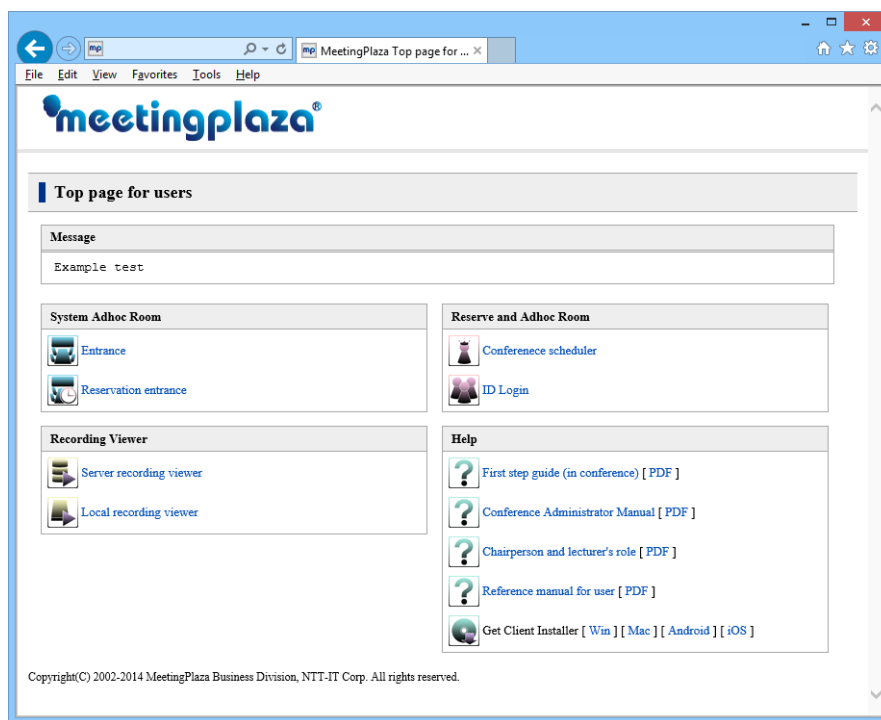
The screenshot shows a web browser window with the MeetingPlaza logo at the top. Below the logo is a section titled "Set message to users". This section contains four text input fields for different message types: "Message on Portal of users", "Message on the entrance page of conference reservation", "Message on the entrance page of ID login", and "Message on System adhoc login entrances". The first field contains the text "example test". At the bottom of the form are two buttons: "Apply" and "Back and edit again".

4. "Apply" is clicked.



The screenshot shows the same "Set message to users" form after the "Apply" button was clicked. The form now displays several messages: "http://... will be converted into link automatically.", "Messages are updated.", "Message on Portal of users : [Go ->](#)", and "Message on the entrance page of conference reservation. : [Go ->](#)". The text input fields are now scrollable, and the "example test" text is visible in the first field.

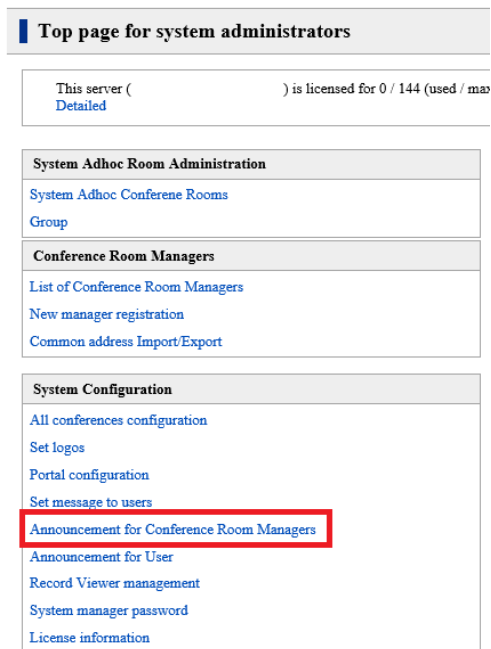
5. "Go" and click, you can see the message entered.



5-5 Announcement for Conference Room Managers

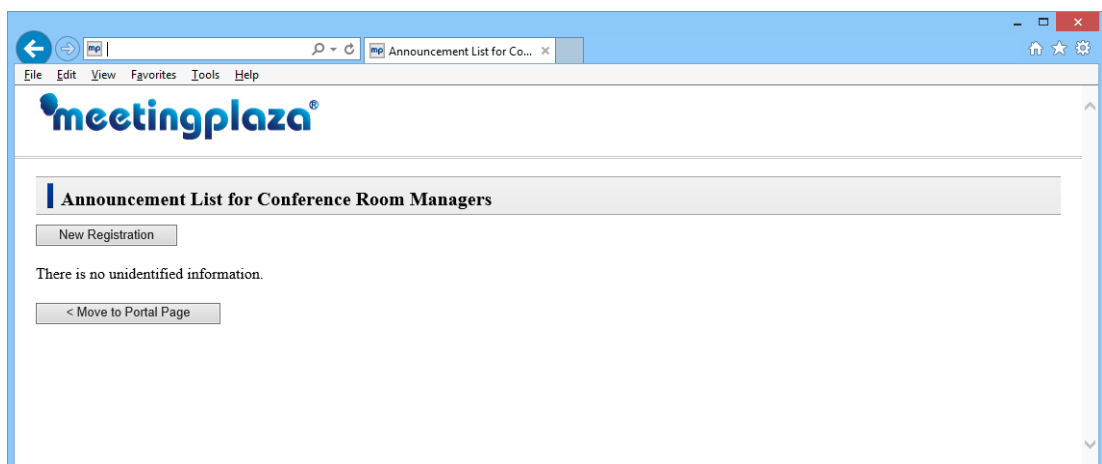
Show announcement on the portal page for Conference Room Managers.

Click [Announcement for Conference Room Managers] on the top page of system administrators to make changes.



5-5-1 New Registration

1. At the screen of announcement list for Conference Room Managers, click [New Registration].



2. A screen is displayed to allow user to enter announcement for conference room managers.

The screenshot shows a web browser window with the title 'New Announcement for Co...'. The browser's address bar is empty, and the menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The page features the 'meetingplaza' logo at the top. Below the logo is a header section titled 'New Announcement for Conference Room Managers'. The main content area is a form with the following sections:

- VIEWING PERIOD:** A date range selector showing '08/25/2015' to '08/24/2016', with dropdown menus for the day (14) and month (10) for both dates.
- MESSAGE (Japanese):** A section with a 'TITLE:' label and a 'MESSAGE:' label, followed by a text input field and a large text area respectively. A small '[...]' button is located to the right of the 'MESSAGE (Japanese)' label.
- MESSAGE (English):** A section with a 'TITLE' label and a 'MESSAGE:' label, followed by a text input field and a large text area respectively. A small '[...]' button is located to the right of the 'MESSAGE (English)' label.
- MESSAGE (Chinese):** A section with a 'TITLE:' label and a 'MESSAGE:' label, followed by a text input field and a large text area respectively. A small '[...]' button is located to the right of the 'MESSAGE (Chinese)' label.

At the bottom left of the form is a blue 'OK' button.

3. Enter your announcement message.

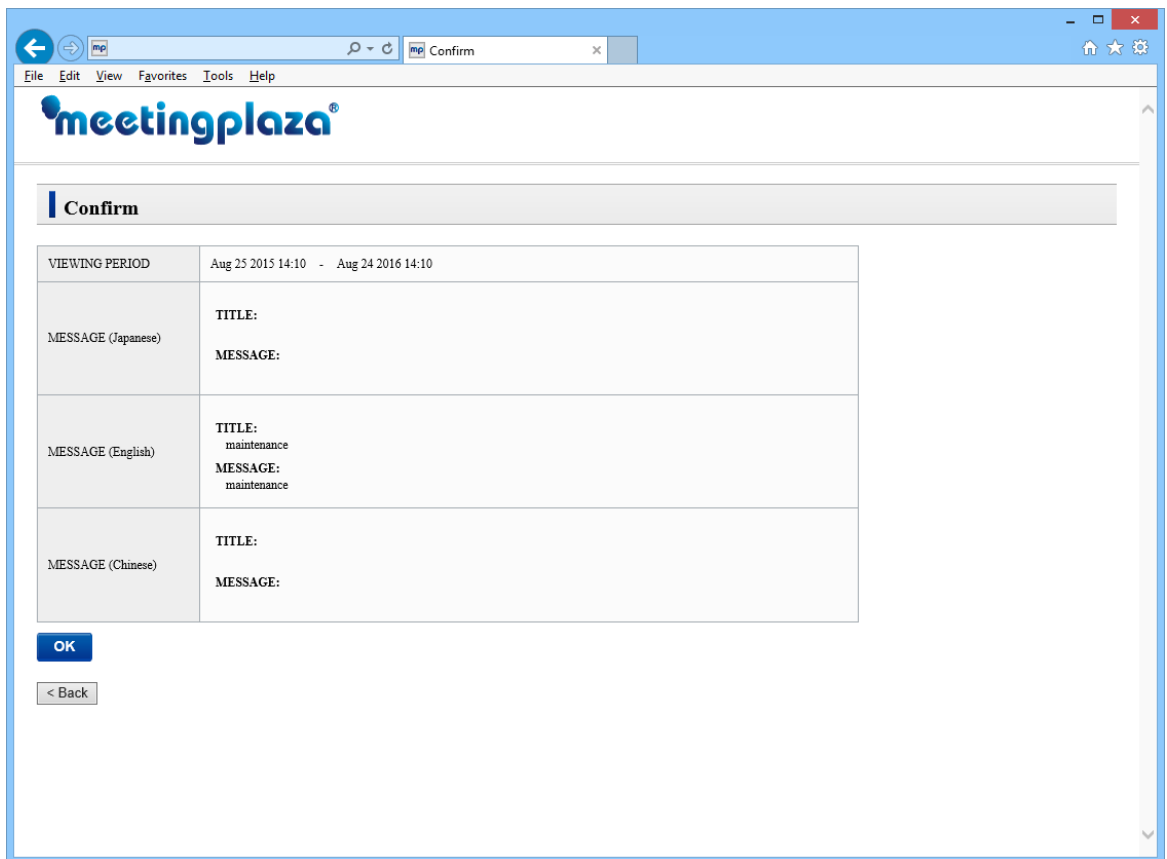
Enter the valid period for this announcement message.

For message in Japanese, enter title and body of the message.

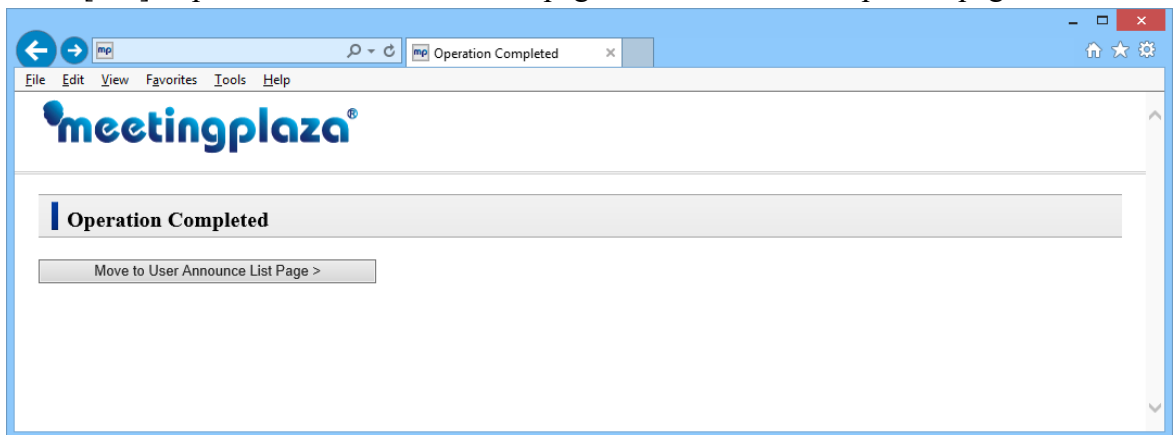
For message in English or Chinese, click [...] to enter.

Messages (English) are delivered to Conference Room Managers that enabled language setting "English", while Messages (Chinese) are delivered to Conference Room Managers that enabled language setting "Chinese".

4. After entering information, click [OK] button to proceed to a confirmation page.



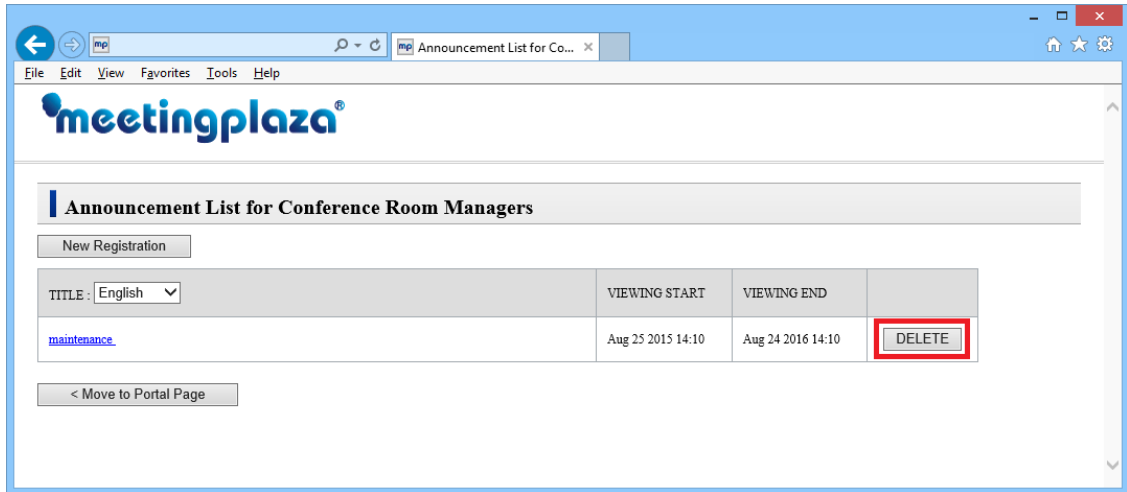
5. Click [OK] to proceed from confirmation page to a successful completion page.



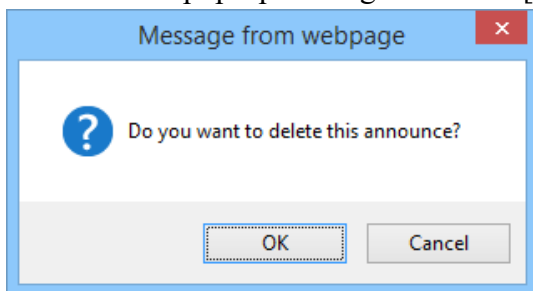
6. Click [Move to Announcement List Page] to return to the page of Announcement list for Conference Room Managers. Message(s) for managers are displayed.

5-5-2 Delete

1. At the screen of announcement list for Conference Room Managers, click [Delete] to proceed.

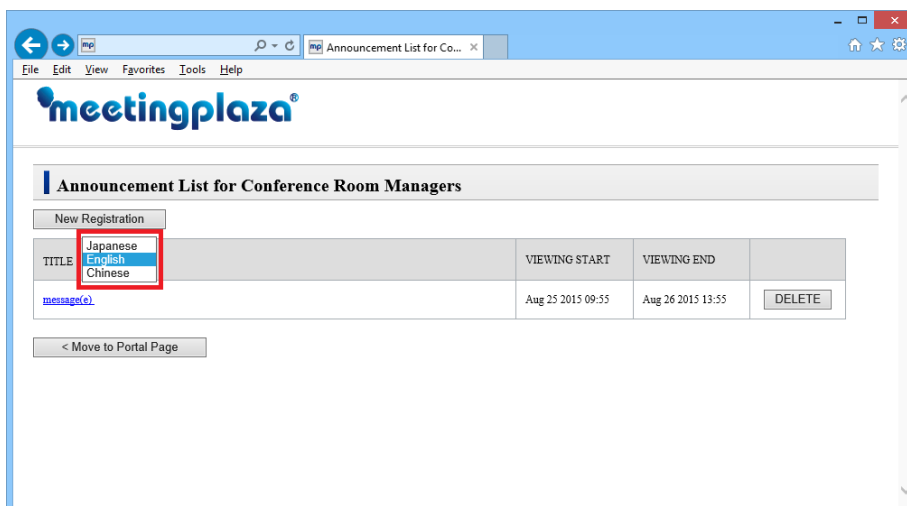


2. Confirm the pop-up message and click [OK] to proceed.



5-5-3 Switch between language(s)

Choosing the language on the page of Announcement List for Conference Room Managers will allow managers to receive messages per languages enabled.



5-6 Announcement for users

The announcement messages are displayed on ad hoc conference room top page, reservation top page, Android top page, iOS and Mac top pages.

At the top page for system administrators, click [Announcement for user] to make changes.

Top page for system administrators

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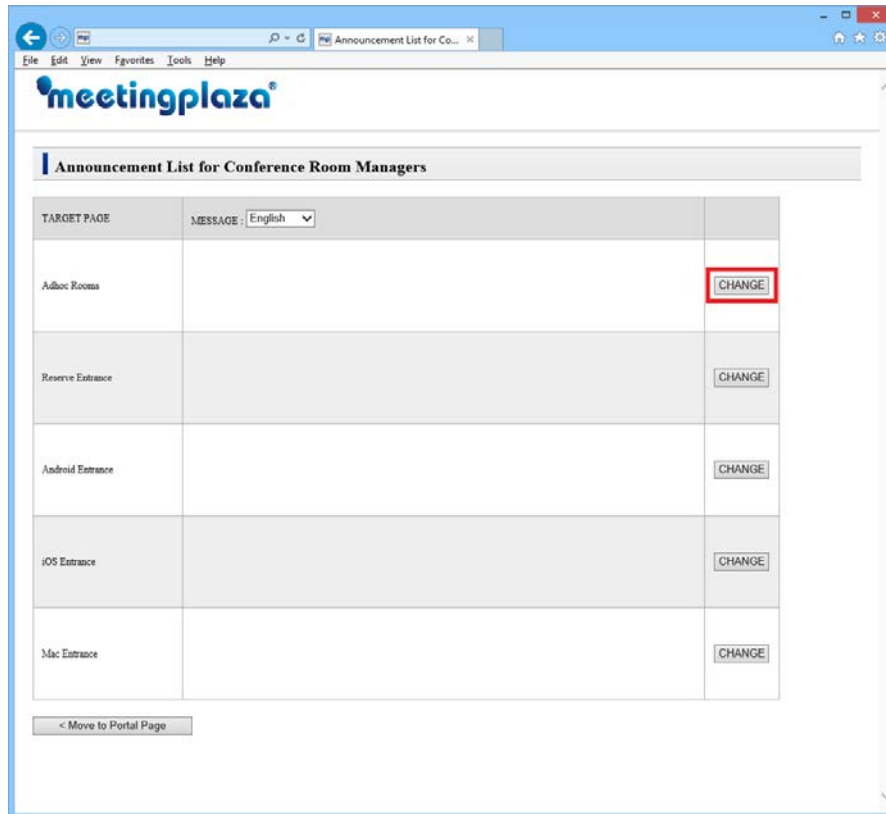
System Adhoc Room Administration
[System Adhoc Conferene Rooms](#)
[Group](#)

Conference Room Managers
[List of Conference Room Managers](#)
[New manager registration](#)
[Common address Import/Export](#)

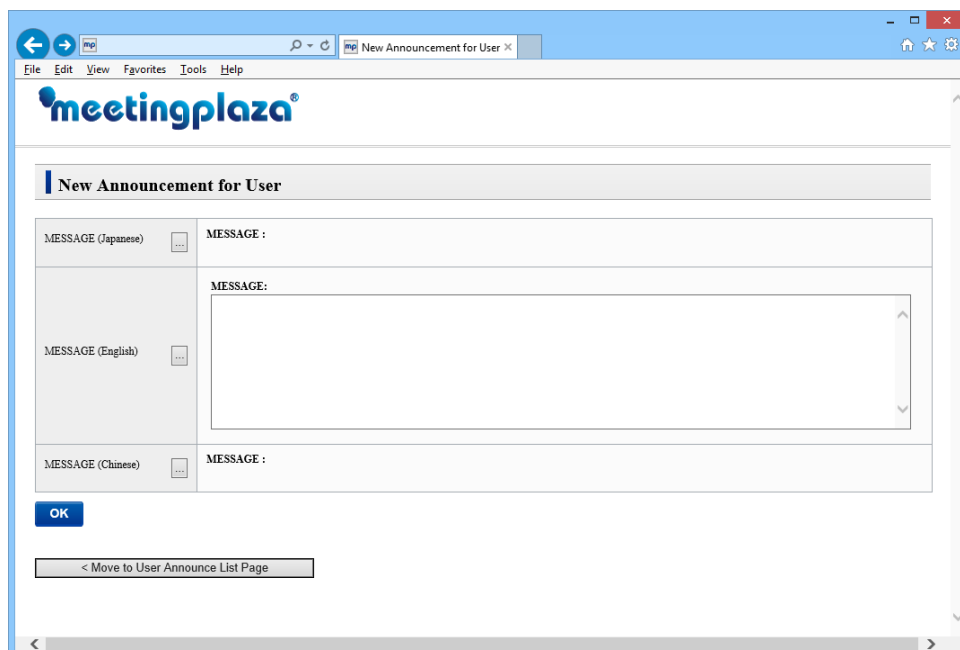
System Configuration
[All conferences configuration](#)
[Set logos](#)
[Portal configuration](#)
[Set message to users](#)
[Announcement for Conference Room Managers](#)
[Announcement for User](#)
[Record Viewer management](#)
[System manager password](#)
[License information](#)

5-6-1 New Registration and Change

1. At the page of announcement list for users, click [Change] to make changes.



2. A configuration page is displayed to allow user to make changes to announcement messages for users.



3. Enter the announcement messages for users.

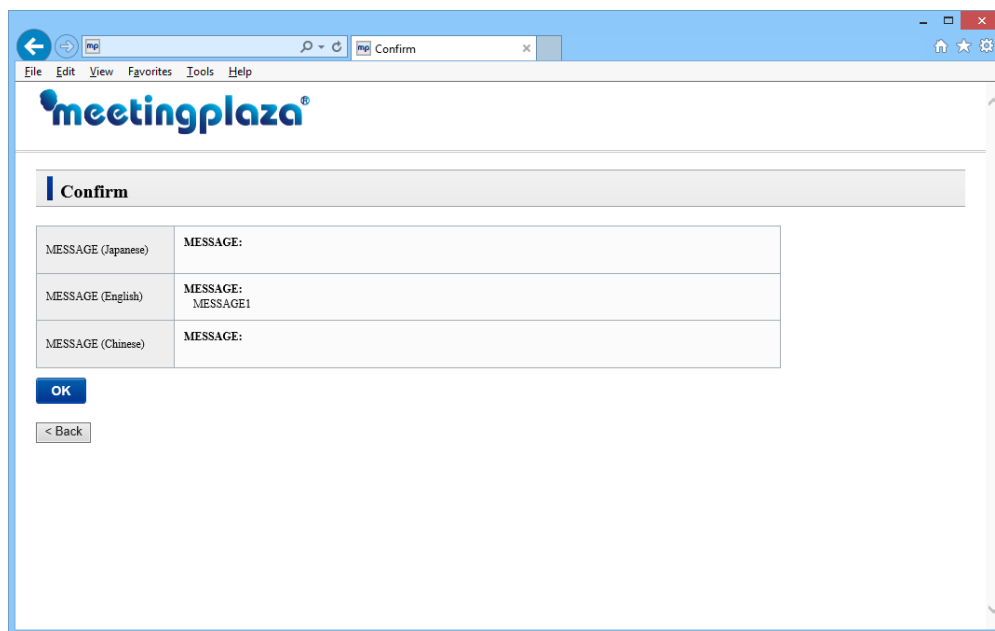
For message in Japanese, enter title and body of the message.

For message in English or Chinese, click [...] to enter.

Messages (English) are delivered to Conference Room Managers that set browser default language "English", while Messages (Chinese) are delivered to Conference Room Managers that set browser default language "Chinese".

※No announcement message will be distributed if the message field is left blank.

4. After entering information, click [OK] button to proceed to a confirmation page.



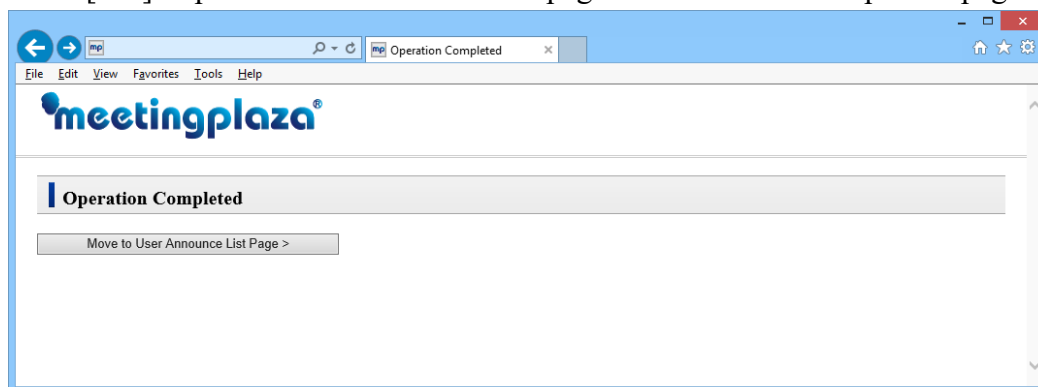
The screenshot shows a web browser window with the Meetingplaza logo at the top. Below the logo is a section titled "Confirm". Inside this section is a table with three rows for different languages: Japanese, English, and Chinese. Each row has a "MESSAGE:" label and a corresponding text input field. Below the table are two buttons: "OK" and "< Back".

MESSAGE (Japanese)	MESSAGE:
MESSAGE (English)	MESSAGE: MESSAGE1
MESSAGE (Chinese)	MESSAGE:

OK

< Back

5. Click [OK] to proceed from confirmation page to a successful completion page.



The screenshot shows a web browser window with the Meetingplaza logo at the top. Below the logo is a section titled "Operation Completed". Below this section is a button labeled "Move to User Announce List Page >".

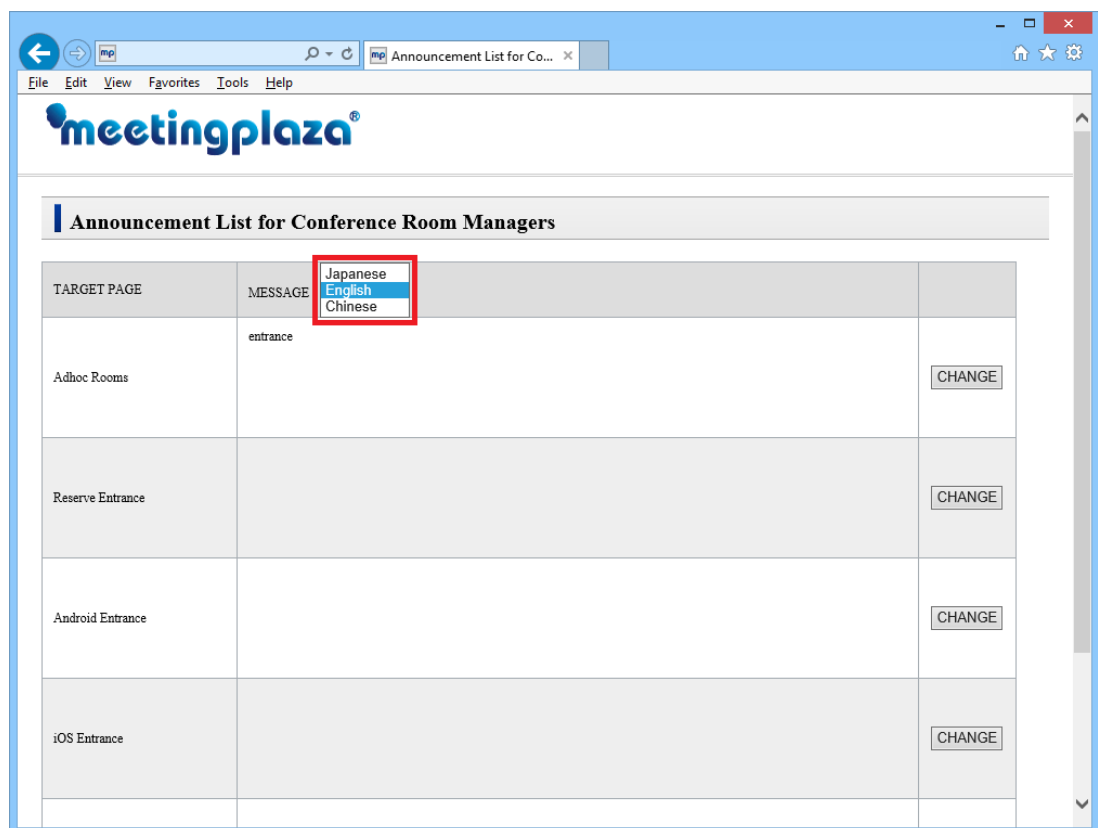
Operation Completed

Move to User Announce List Page >

6. Click [Move to Announcement List Page] to return to the page of Announcement list for registered users. Message(s) for users are displayed.

5-6-2 Switch between language(s)

Choosing the language on the page of Announcement List for Conference Room Managers will allow users to receive messages per languages selected.



5-7 Record Management Accounts [Optional]

Add record viewers that are allowed to access to meeting history or change their passwords.

1. From Top page for system administrators, click [Record Viewer management].

Top page for system administrators

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[System manager password](#)
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2. A list of record viewers is displayed.

Record Viewers/Managers

Record Viewers/Managers

	ID	PASSWORD	
System Record Administrator	root		change
System Adhoc Room Record Manager	adhoc		change

New Viewer Registration
 ID:
 PASSWORD:
 [register](#)

[Back](#)

3. Add, modify, or delete the accounts

Account Type	The Scope of the Records for the account	Editable?	Viewable?
System Record Administrator	All records. Only one Administrator account is allowed.	<input type="radio"/>	<input type="radio"/>
System Ad hoc Record Manager	A user can view or edit recorded information taken place in system Adhoc conference rooms.	<input type="radio"/>	<input type="radio"/>
Conference Room Record Manager Registration and modification on this account is done through the Conference Scheduler	Only records taken in the corresponding conference room.	<input type="radio"/>	<input type="radio"/>
Conference Room Record Viewers Registration and modification of these accounts is done through the Conference Scheduler	Only records taken in the corresponding conference room.	<input checked="" type="checkbox"/>	<input type="radio"/>
Record Viewer	All records.	<input checked="" type="checkbox"/>	<input type="radio"/>

- There is one ID allowed for the System Record Administrator and the other ID assigned for the Ad hoc Record Administrator in the system.
- Only the user or conference administrator is allowed to make modification on System Record Administrator and Ad hoc Record Manager's ID or password.
- Only the conference administrator is allowed to register a conference room record manager.
- Only the conference administrator is allowed to change conference room record manager's ID or password.
- Only the conference administrator is allowed to register a conference room record viewer.
- Only the conference administrator is allowed to change conference room record viewer's ID or password.
- Only the conference administrator is allowed to register a record viewer.
- Only the conference administrator is allowed to change record viewer's ID or password.

5-7-1 Managing System Record Administrator

Register or change the account information of System Record Administrator.

1. Type the Login ID and the password of the System Record Administrator and click change to register.

	ID	PASSWORD	
System Record Administrator	root		change

2. A confirmation screen appears.

<p>The password has changed.</p> <p>BACK</p>

3. Click Back to return to the main menu.

5-7-2 Managing System Ad hoc Room Record Manager

Register or change **System Ad hoc Room Record Manager** account.

1. Type the Login ID and the password of the Ad hoc Record Manager and click change to register.

	ID	PASSWORD	
System Adhoc Room Record Manager	adhoc		change

2. A confirmation screen appears.

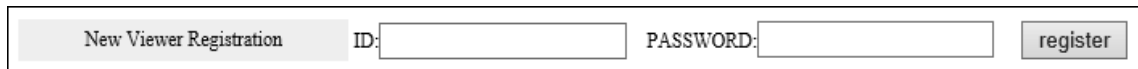
<p>The password has changed.</p> <p>BACK</p>

3. Click **Back** to return to the main menu.

5-7-3 Managing Record Viewers

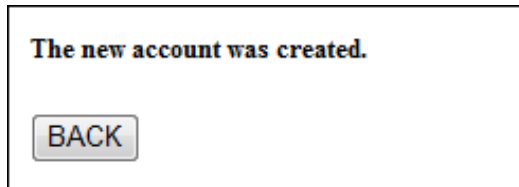
Register any number of Record Viewer accounts.

1. Type the ID and password for the new account then click **register**.



A horizontal form titled "New Viewer Registration". It contains two input fields: "ID:" and "PASSWORD:". To the right of the "PASSWORD:" field is a button labeled "register".

2. A confirmation screen appears.



A rectangular box containing the text "The new account was created." in bold. Below the text is a button labeled "BACK".

3. Click Back for a new list of Record Viewers.

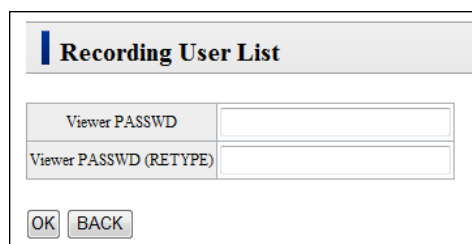
5-7-4 Change a Record Viewer Account

1. To change the password for a Record Viewer, click change for the appropriate account.



A management interface for Record Viewers. At the top, there is a table with two columns: "Record Viewer 1" and "MeetingPlaza". The "change" button in the "MeetingPlaza" column is highlighted with a red border. To the right of the "change" button is a "delete" button. Below the table is a "New Viewer Registration" section with "ID:" and "PASSWORD:" input fields and a "register" button.

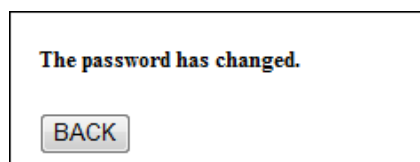
2. A form to change the password appears.



A form titled "Recording User List". It contains two input fields: "Viewer PASSWD" and "Viewer PASSWD (RETYPE)". Below the input fields are two buttons: "OK" and "BACK".

3. Type the new password twice then click OK to update.

A confirmation screen appears.



A rectangular box containing the text "The password has changed." in bold. Below the text is a button labeled "BACK".

4. Click [back] to return to the login screen for record viewers.

5-7-5 Delete a Record Viewer Account

1. To delete a Record Viewer account, click delete in the appropriate row.

Record Viewer 1	MeetingPlaza	<input type="button" value="change"/>	<input type="button" value="delete"/>
<input type="button" value="New Viewer Registration"/>		ID: <input type="text"/>	PASSWORD: <input type="text"/> <input type="button" value="register"/>

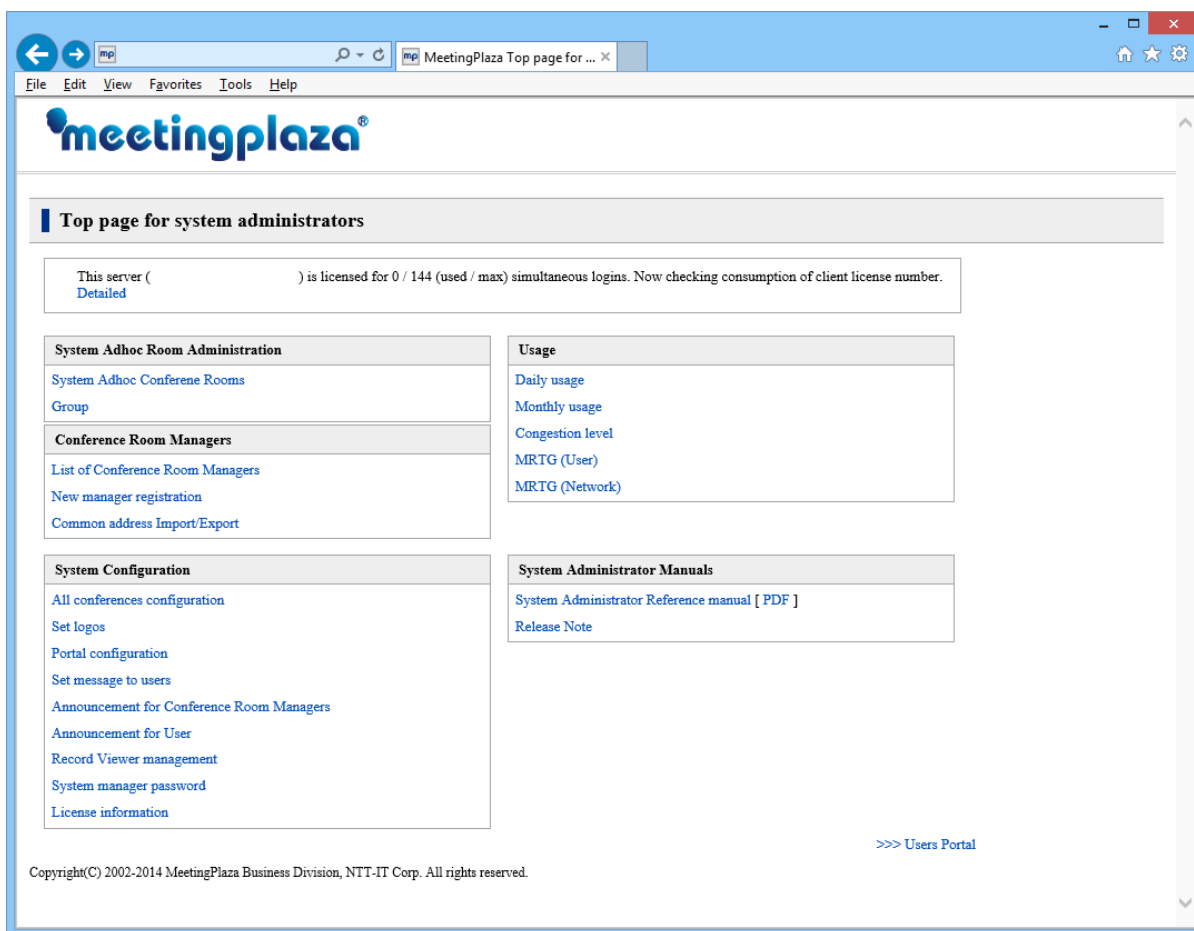
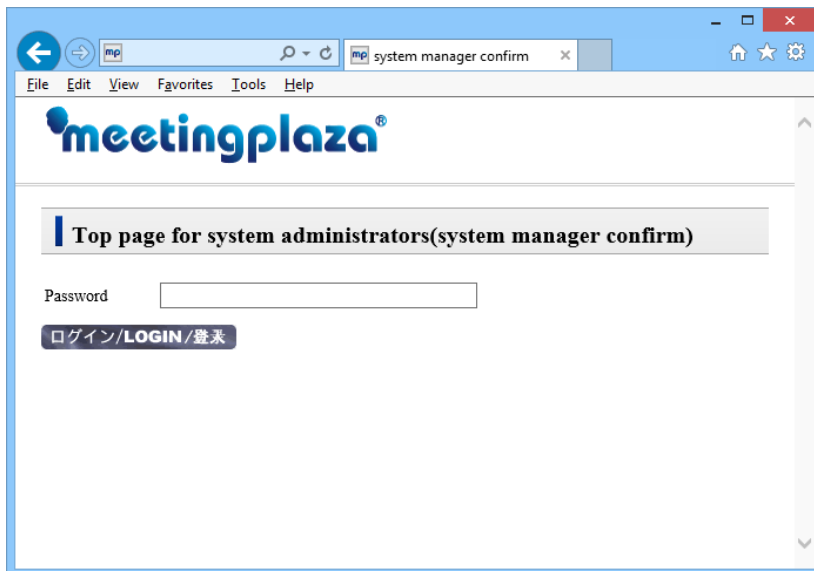
2. A confirmation screen appears.

<p>The account was deleted.</p> <p><input type="button" value="BACK"/></p>

3. Click Back for a list of current Record Viewers.
To change an ID, delete the account, and register a new one

5-8 Password of the system administrator

System administrator password is the password to log into top page for system administrators.



To change administrator password, please go to top page for system administrators.

1. Click "System manager password".

Top page for system administrators

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2. Show the system manager change page.

system manager change

CURRENT PASSWORD	<input type="password"/>
NEW PASSWORD	<input type="password"/>
NEW PASSWORD (RETYPE)	<input type="password"/>

3. Enter old password and enter a new password, then click "OK" to proceed.
4. A confirmation page is displayed.

Normal termination.

[Back to the main page.](#)

5. Click "Back to the main page" to go back to the system manager change page.

5-9 License Information

Server license information is displayed.

1. At the top page for system administrator, click [License information].

Top page for system administrators

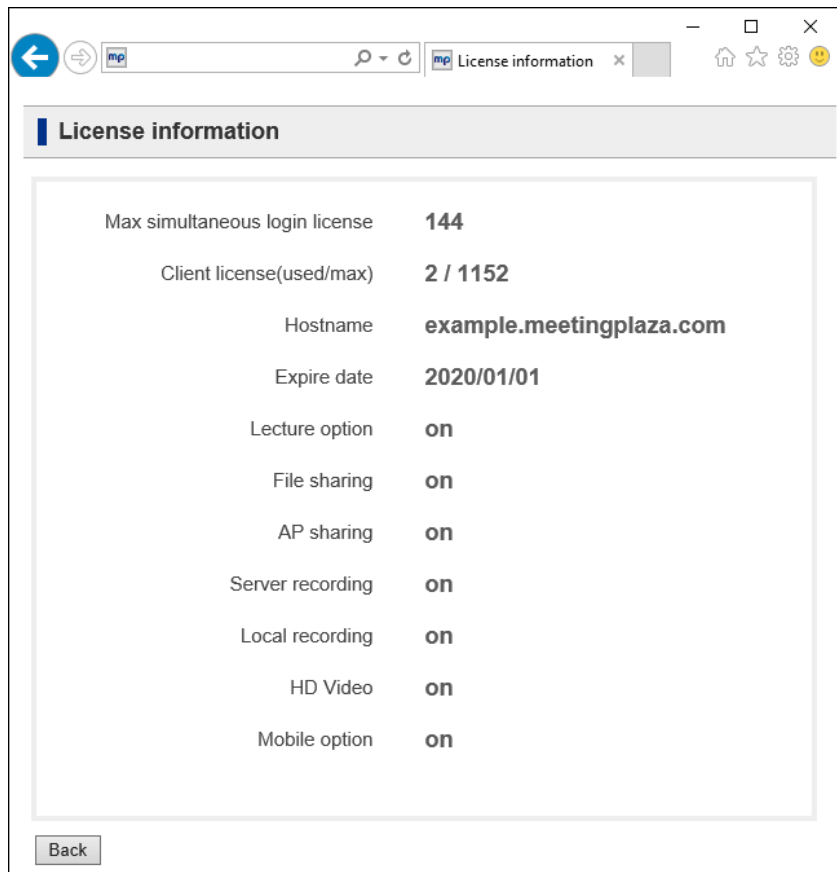
This server () is licensed for 0 / 144 (used / max)
[Detailed](#)

System Adhoc Room Administration
[System Adhoc Conferene Rooms](#)
[Group](#)

Conference Room Managers
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2. Server license information is displayed.



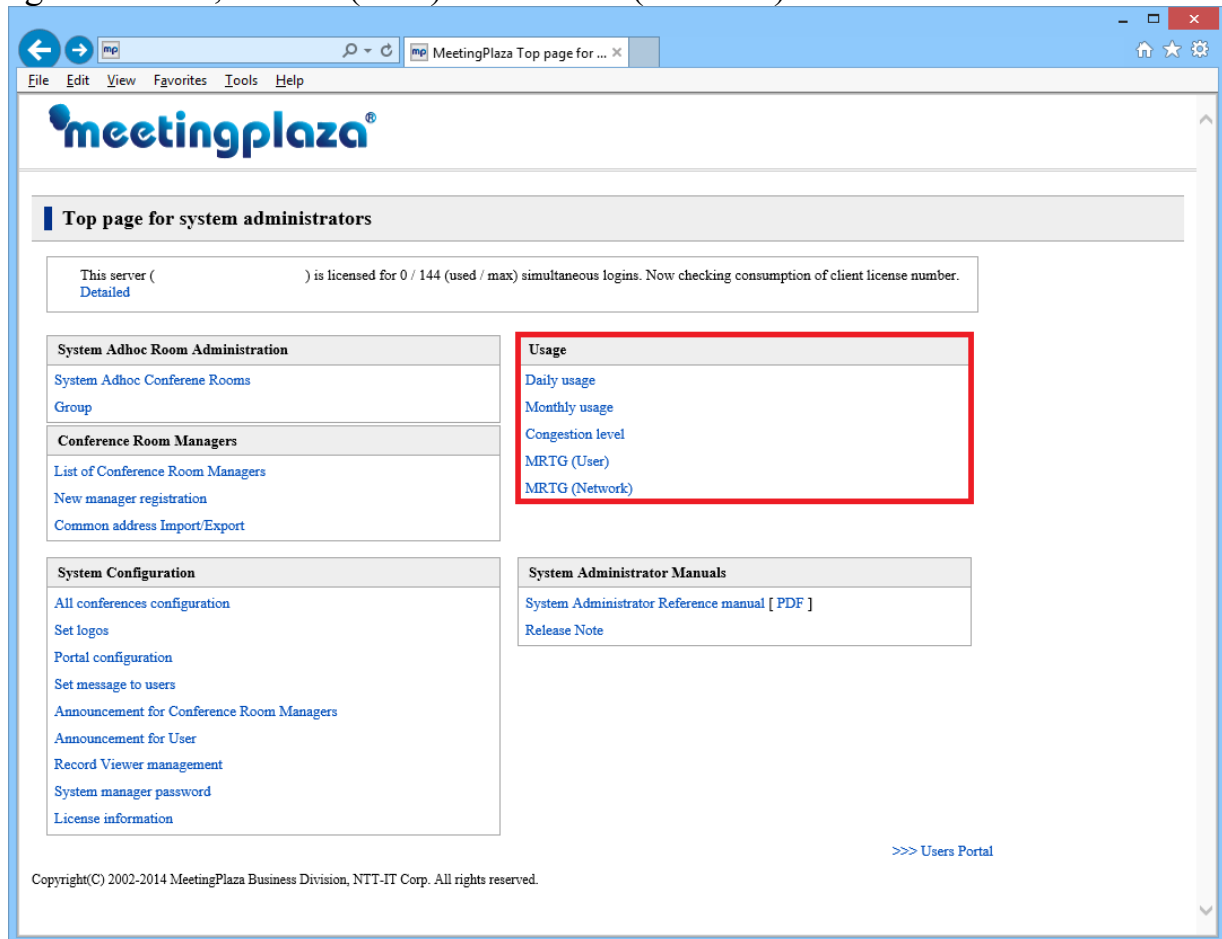
License information

Max simultaneous login license	144
Client license(used/max)	2 / 1152
Hostname	example.meetingplaza.com
Expire date	2020/01/01
Lecture option	on
File sharing	on
AP sharing	on
Server recording	on
Local recording	on
HD Video	on
Mobile option	on

[Back](#)

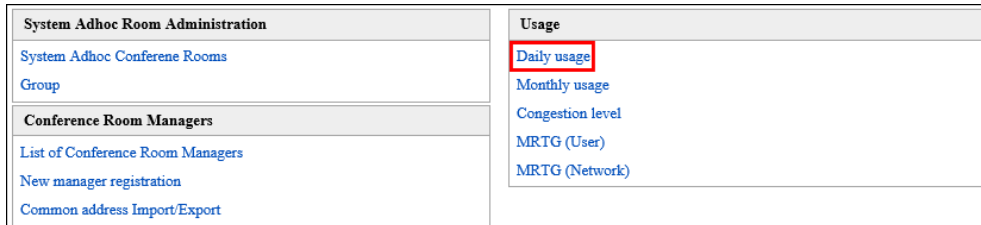
6 Usage

Per usage status, user may check conferences for today or this month, as well as congestion level, MRTG (User) and MRTG (Network).

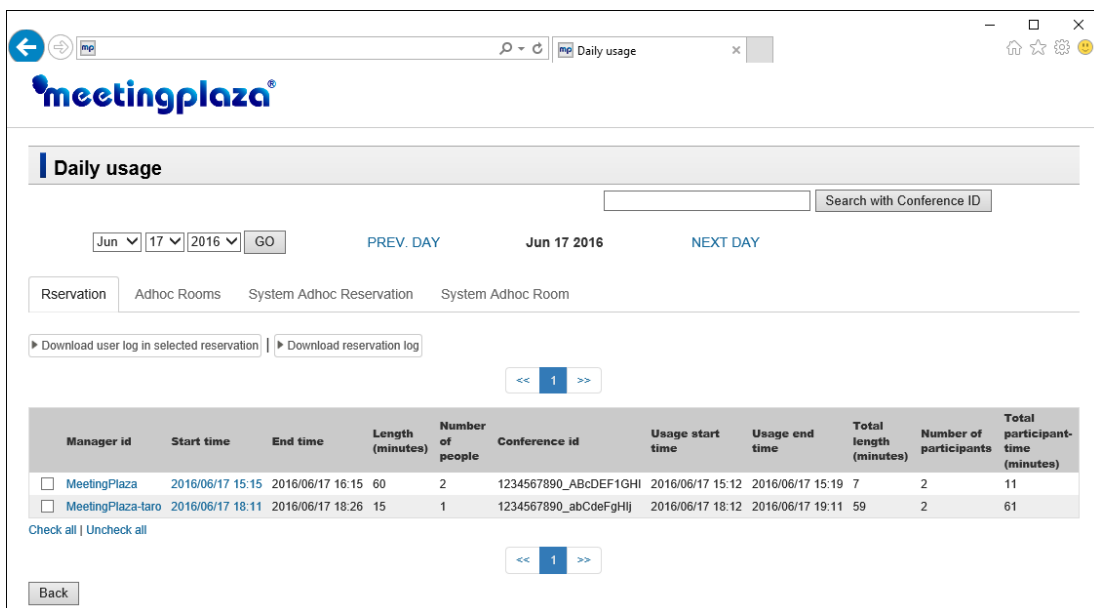


6-1 Daily usage

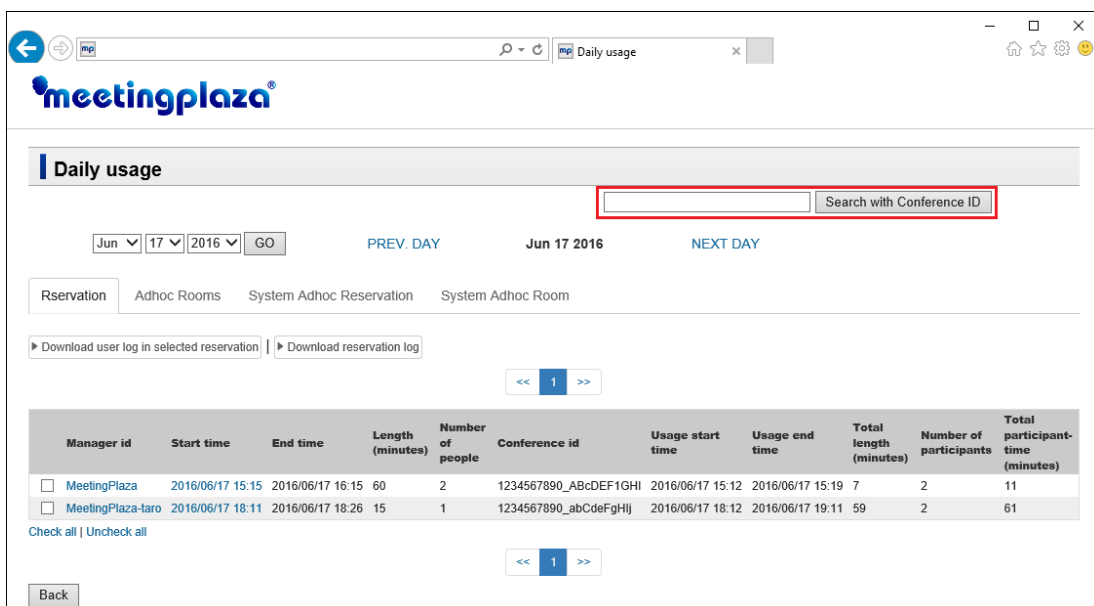
1. Click on Daily usage.



2. Daily usage are displayed.



3. User may look for the conference for today via conference ID search.



- Click on **Manager ID** on a row shows the **information of the manager (Conference Room Manager)**.

Manager id
MeetingPlaza

➔

Conference room manager ...

Conference room manager information

Manager id	MeetingPlaza
Login id	MeetingPlaza
Name	MeetingPlaza
Organization	MP
Phone	
Facsimile	
E-mail	meetingplaza@example.com
Registration limit	unseting
Room type	0, 10 Users
Login failuar count	0
Account status	0
Language	English
Adhoc Room	Yes
User registration	Yes
Comments	No
Timezone	Asia/Tokyo
Start date	6 1 2016
Termination date	6 1 2026
Memo	
Pre-uploading	enabled
Storage Capacity	512 MB
Max. Size / File	256 MB

▶ detailed meeting setting

[Update manager information](#)
[Delete account](#)
[Conferences](#)
Back

- Click on the conference start date on a row shows the information of the conference.

Start time
2016/06/10 13:30

➔

Conference information

Conference information

Manager id	MeetingPlaza
Subject	Web Conference
Meeting time	Jun 10 2016 13:30 - Jun 10 2016 14:30
Notification	Notification Jun 10 2016 13:15 2nd notification Jun 10 2016 13:25
Meeting setting	Voice quality: excellent Meeting room design: Standard

▶ show log

	Name	E-mail address	administrator	Send e-mail in English	Recordable
Chair	MeetingPlaza	meetingplaza@example.com	O		O
2 (User ID)	MeetingPlaza A	meetingplaza-a@example.com			
3 (User ID)	MeetingPlaza B	meetingplaza-b@example.com			

Number of Guest Account 2

Usage

Start	Jun 03 13:08
End	Jun 03 14:28
Total length	80
Number of participants	3
Total participant-time	234

Back [Back to the main page](#)

6. To change the date, choose it from the pull-down menu or clicking on PREV DAY or NEXT DAY.

Daily usage

Jun 17 2016

PREV DAY NEXT DAY

Reservation Adhoc Rooms System Adhoc Reservation System Adhoc Room

Download user log in selected reservation Download reservation log

Manager id	Start time	End time	Length (minutes)	Number of people	Conference id	Usage start time	Usage end time	Total length (minutes)	Number of participants	Total participant-time (minutes)
<input type="checkbox"/> MeetingPlaza	2016/06/17 15:15	2016/06/17 16:15	60	2	1234567890_AbCDEF1GHI	2016/06/17 15:12	2016/06/17 15:19	7	2	11
<input type="checkbox"/> MeetingPlaza-taro	2016/06/17 18:11	2016/06/17 18:26	15	1	1234567890_abCdeFgHij	2016/06/17 18:12	2016/06/17 19:11	59	2	61

Check all | Uncheck all

Back

7. User can download log file by clicking [Download user log in selected reservation], [Download reservation log] in the tab of conference room reservation, or clicking [Download log file], [Download detailed log] in the tab of Adhoc conference room.

Daily usage

Jun 17 2016

PREV DAY NEXT DAY

Reservation Adhoc Rooms System Adhoc Reservation System Adhoc Room

Download user log in selected reservation Download reservation log

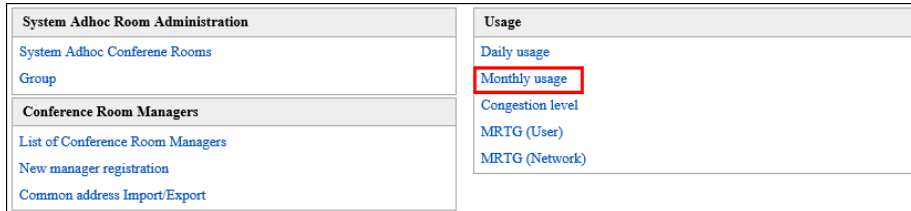
Manager id	Start time	End time	Length (minutes)	Number of people	Conference id	Usage start time	Usage end time	Total length (minutes)	Number of participants	Total participant-time (minutes)
<input type="checkbox"/> MeetingPlaza	2016/06/17 15:15	2016/06/17 16:15	60	2	1234567890_AbCDEF1GHI	2016/06/17 15:12	2016/06/17 15:19	7	2	11
<input type="checkbox"/> MeetingPlaza-taro	2016/06/17 18:11	2016/06/17 18:26	15	1	1234567890_abCdeFgHij	2016/06/17 18:12	2016/06/17 19:11	59	2	61

Check all | Uncheck all

Back

6-2 Monthly usage

1. Click on Monthly usage.



2. Monthly usage are displayed.

The screenshot shows the 'Monthly usage' page in the MeetingPlaza application. The page has a header with the MeetingPlaza logo and a search bar. Below the header, there are navigation links for 'Prev. month', 'Jun 2016', 'Next month', and 'Congestion level'. There are also tabs for 'Reservation', 'Adhoc Rooms', 'System Adhoc Reservation', and 'System Adhoc Room'. Below the tabs, there are links for 'Download user log in selected reservation' and 'Download reservation log'. A table of usage data is displayed, showing columns for Manager id, Start time, End time, Length (minutes), Number of people, Conference id, Usage start time, Usage end time, Total length (minutes), Number of participants, and Total participant-time (minutes). The table contains 8 rows of data. Below the table, there are links for 'Check all' and 'Uncheck all', and a 'Back' button.

Manager id	Start time	End time	Length (minutes)	Number of people	Conference id	Usage start time	Usage end time	Total length (minutes)	Number of participants	Total participant-time (minutes)
<input type="checkbox"/> MeetingPlaza	2016/06/03 12:56	2016/06/03 13:56	60	1	1234567890_AbCDEF1GHIj	-	-	-	-	-
<input type="checkbox"/> MeetingPlaza	2016/06/03 13:10	2016/06/03 14:00	50	2	1234567890_abCdeFgHij	2016/06/03 13:28	2016/06/03 13:28	0	1	0
<input type="checkbox"/> MeetingPlaza	2016/06/04 00:00	2016/06/04 01:00	60	2	1234567890_1aB2cdefg3	2016/06/04 00:03	2016/06/04 00:33	30	1	30
<input type="checkbox"/> MeetingPlaza	2016/06/06 13:30	2016/06/06 14:30	60	2	1234567890_AbCD1efgHi	2016/06/06 13:22	2016/06/06 13:52	30	1	30
<input type="checkbox"/> MeetingPlaza-laro	2016/06/07 09:30	2016/06/07 10:30	60	2	1234567890_aBCDEF1g2H	2016/06/07 09:17	2016/06/07 09:18	1	1	1
<input type="checkbox"/> MeetingPlaza-laro	2016/06/15 15:30	2016/06/15 15:50	20	1	1234567890_AbCdeF1GHI	2016/06/15 15:30	2016/06/15 15:46	16	1	13
<input type="checkbox"/> MeetingPlaza-laro	2016/06/17 15:15	2016/06/17 16:15	60	2	1234567890_abCdeFgHij	2016/06/17 15:12	2016/06/17 15:19	7	2	11
<input type="checkbox"/> MeetingPlaza-laro	2016/06/17 18:11	2016/06/17 18:26	15	1	1234567890_abCD1EFgHi	2016/06/17 18:12	2016/06/17 19:11	59	2	61

3. User may look for the conference for current month via conference ID search.

meetingplaza®

Monthly usage

Search with Conference ID

Jun 2016 GO Prev. month Jun 2016 Next month Congestion level

Reservation Adhoc Rooms System Adhoc Reservation System Adhoc Room

Download user log in selected reservation | Download reservation log

<< 1 >>

Manager id	Start time	End time	Length (minutes)	Number of people	Conference id	Usage start time	Usage end time	Total length (minutes)	Number of participants	Total participant-time (minutes)
<input type="checkbox"/> MeetingPlaza	2016/06/03 12:56	2016/06/03 13:56	60	1	1234567890_ABCDEF1GHI	-	-	-	-	-
<input type="checkbox"/> MeetingPlaza	2016/06/03 13:10	2016/06/03 14:00	50	2	1234567890_abCdeFgHij	2016/06/03 13:28	2016/06/03 13:28	0	1	0
<input type="checkbox"/> MeetingPlaza	2016/06/04 00:00	2016/06/04 01:00	60	2	1234567890_1aB2cdefg3	2016/06/04 00:03	2016/06/04 00:33	30	1	30
<input type="checkbox"/> MeetingPlaza	2016/06/06 13:30	2016/06/06 14:30	60	2	1234567890_AbCD1efghI	2016/06/06 13:22	2016/06/06 13:52	30	1	30
<input type="checkbox"/> MeetingPlaza-taro	2016/06/07 09:30	2016/06/07 10:30	60	2	1234567890_aBCDEF1g2H	2016/06/07 09:17	2016/06/07 09:18	1	1	1
<input type="checkbox"/> MeetingPlaza-taro	2016/06/15 15:30	2016/06/15 15:50	20	1	1234567890_ABCDEF1GHI	2016/06/15 15:30	2016/06/15 15:46	16	1	13
<input type="checkbox"/> MeetingPlaza-taro	2016/06/17 15:15	2016/06/17 16:15	60	2	1234567890_abCdeFgHij	2016/06/17 15:12	2016/06/17 15:19	7	2	11
<input type="checkbox"/> MeetingPlaza-taro	2016/06/17 18:11	2016/06/17 18:26	15	1	1234567890_abCD1EFGhi	2016/06/17 18:12	2016/06/17 19:11	59	2	61

Check all | Uncheck all

<< 1 >>

Back

4. Click on **Manager ID** on a row shows the **information of the manager (Conference Room Manager)**.

Manager id MeetingPlaza

Conference room manager information

Manager id	MeetingPlaza
Login id	MeetingPlaza
Name	MeetingPlaza
Organization	MP
Phone	
Facsimile	
E-mail	meetingplaza@example.com
Registration limit	unset
Room type	0, 10 Users
Login failure count	0
Account status	0
Language	English
Adhoc Room	Yes
User registration	Yes
Comments	No
Timezone	Asia/Tokyo
Start date	6 1 2016
Termination date	6 1 2026
Memo	
Pre-uploading	enabled
Storage Capacity	512 MB
Max. Size / File	256 MB

▶ detailed meeting setting

[Update manager information](#) [Delete account](#) [Conferences](#) [Back](#)

- Click on the conference start date on a row shows the information of the conference.

Start time
2016/06/10 13:30

Conference information

Manager id: MeetingPlaza

Subject: Web Conference

Meeting time: Jun 10 2016 13:30 - Jun 10 2016 14:30

Notification:
Jun 10 2016 13:15
2nd notification:
Jun 10 2016 13:25

Meeting setting:
Voice quality: excellent
Meeting room design: Standard

show log

	Name	E-mail address	administrator	Send e-mail in English	Recordable
Chair	MeetingPlaza	meetingplaza@example.com	O		O
2 (User ID)	MeetingPlaza A	meetingplaza-a@example.com			
3 (User ID)	MeetingPlaza B	meetingplaza-b@example.com			

Number of Guest Account 2

Usage

Start	Jun 03 13:08
End	Jun 03 14:28
Total length	80
Number of participants	3
Total participant-time	234

Back [Back to the main page](#)

- Change the month by using the dropdown menu or by clicking PREV. MONTH or NEXT MONTH.

Monthly usage

Search with Conference ID

Jun 2016 Prev. month Next month Congestion level

Reservation Adhoc Rooms System Adhoc Reservation System Adhoc Room

Download user log in selected reservation | Download reservation log

Manager id	Start time	End time	Length (minutes)	Number of people	Conference id	Usage start time	Usage end time	Total length (minutes)	Number of participants	Total participant-time (minutes)
<input type="checkbox"/> MeetingPlaza	2016/06/03 12:56	2016/06/03 13:56	60	1	1234567890_AbCDEf1GHI	-	-	-	-	-
<input type="checkbox"/> MeetingPlaza	2016/06/03 13:10	2016/06/03 14:00	50	2	1234567890_abCdeFgHij	2016/06/03 13:28	2016/06/03 13:28	0	1	0
<input type="checkbox"/> MeetingPlaza	2016/06/04 00:00	2016/06/04 01:00	60	2	1234567890_1aB2cdeFg3	2016/06/04 00:03	2016/06/04 00:33	30	1	30
<input type="checkbox"/> MeetingPlaza	2016/06/06 13:30	2016/06/06 14:30	60	2	1234567890_AbCD1efgHI	2016/06/06 13:22	2016/06/06 13:52	30	1	30
<input type="checkbox"/> MeetingPlaza-taro	2016/06/07 09:30	2016/06/07 10:30	60	2	1234567890_aBCDEF1g2H	2016/06/07 09:17	2016/06/07 09:18	1	1	1
<input type="checkbox"/> MeetingPlaza-taro	2016/06/15 15:30	2016/06/15 15:50	20	1	1234567890_AbCDEf1GHI	2016/06/15 15:30	2016/06/15 15:46	16	1	13
<input type="checkbox"/> MeetingPlaza-taro	2016/06/17 15:15	2016/06/17 16:15	60	2	1234567890_abCdeFgHij	2016/06/17 15:12	2016/06/17 15:19	7	2	11
<input type="checkbox"/> MeetingPlaza-taro	2016/06/17 18:11	2016/06/17 18:26	15	1	1234567890_abCD1EFgHi	2016/06/17 18:12	2016/06/17 19:11	59	2	61

Check all | Uncheck all

Back

7. To check connection status for the current month, click <Congestion level>. Please go to [6-3 Congestion level] for details about simultaneous connection status.

Monthly usage

Jun 2016 Prev. month Next month **Congestion level**

Reservation Adhoc Rooms System Adhoc Reservation System Adhoc Room

Download user log in selected reservation | Download reservation log

Manager id	Start time	End time	Length (minutes)	Number of people	Conference id	Usage start time	Usage end time	Total length (minutes)	Number of participants	Total participant-time (minutes)
<input type="checkbox"/> MeetingPlaza	2016/06/03 12:56	2016/06/03 13:56	60	1	1234567890_AbCDEF1GHI	-	-	-	-	-
<input type="checkbox"/> MeetingPlaza	2016/06/03 13:10	2016/06/03 14:00	50	2	1234567890_abCdeFgHij	2016/06/03 13:28	2016/06/03 13:28	0	1	0
<input type="checkbox"/> MeetingPlaza	2016/06/04 00:00	2016/06/04 01:00	60	2	1234567890_1aB2cdefg3	2016/06/04 00:03	2016/06/04 00:33	30	1	30
<input type="checkbox"/> MeetingPlaza	2016/06/06 13:30	2016/06/06 14:30	60	2	1234567890_AbCD1efgHl	2016/06/06 13:22	2016/06/06 13:52	30	1	30
<input type="checkbox"/> MeetingPlaza-taro	2016/06/07 09:30	2016/06/07 10:30	60	2	1234567890_aBCDEF1g2H	2016/06/07 09:17	2016/06/07 09:18	1	1	1
<input type="checkbox"/> MeetingPlaza-taro	2016/06/15 15:30	2016/06/15 15:50	20	1	1234567890_AbCDEF1GHI	2016/06/15 15:30	2016/06/15 15:46	16	1	13
<input type="checkbox"/> MeetingPlaza-taro	2016/06/17 15:15	2016/06/17 16:15	60	2	1234567890_abCdeFgHij	2016/06/17 15:12	2016/06/17 15:19	7	2	11
<input type="checkbox"/> MeetingPlaza-taro	2016/06/17 18:11	2016/06/17 18:26	15	1	1234567890_aBCD1EFghi	2016/06/17 18:12	2016/06/17 19:11	59	2	61

Check all | Uncheck all

Back

8. User can download log file by clicking [Download user log in selected reservation], [Download reservation log] in the tab of conference room reservation, or clicking [Download log file], [Download detailed log] in the tab of Adhoc conference room.

Monthly usage

Jun 2016 Prev. month Next month Congestion level

Reservation Adhoc Rooms System Adhoc Reservation System Adhoc Room

Download user log in selected reservation | Download reservation log

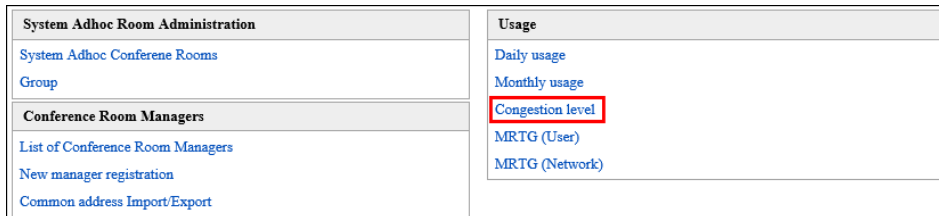
Manager id	Start time	End time	Length (minutes)	Number of people	Conference id	Usage start time	Usage end time	Total length (minutes)	Number of participants	Total participant-time (minutes)
<input type="checkbox"/> MeetingPlaza	2016/06/03 12:56	2016/06/03 13:56	60	1	1234567890_AbCDEF1GHI	-	-	-	-	-
<input type="checkbox"/> MeetingPlaza	2016/06/03 13:10	2016/06/03 14:00	50	2	1234567890_abCdeFgHij	2016/06/03 13:28	2016/06/03 13:28	0	1	0
<input type="checkbox"/> MeetingPlaza	2016/06/04 00:00	2016/06/04 01:00	60	2	1234567890_1aB2cdefg3	2016/06/04 00:03	2016/06/04 00:33	30	1	30
<input type="checkbox"/> MeetingPlaza	2016/06/06 13:30	2016/06/06 14:30	60	2	1234567890_AbCD1efgHl	2016/06/06 13:22	2016/06/06 13:52	30	1	30
<input type="checkbox"/> MeetingPlaza-taro	2016/06/07 09:30	2016/06/07 10:30	60	2	1234567890_aBCDEF1g2H	2016/06/07 09:17	2016/06/07 09:18	1	1	1
<input type="checkbox"/> MeetingPlaza-taro	2016/06/15 15:30	2016/06/15 15:50	20	1	1234567890_AbCDEF1GHI	2016/06/15 15:30	2016/06/15 15:46	16	1	13
<input type="checkbox"/> MeetingPlaza-taro	2016/06/17 15:15	2016/06/17 16:15	60	2	1234567890_abCdeFgHij	2016/06/17 15:12	2016/06/17 15:19	7	2	11
<input type="checkbox"/> MeetingPlaza-taro	2016/06/17 18:11	2016/06/17 18:26	15	1	1234567890_aBCD1EFghi	2016/06/17 18:12	2016/06/17 19:11	59	2	61

Check all | Uncheck all

Back

6-3 Congestion level

1. Click on Congestion level.



2. The Congestion status is displayed.

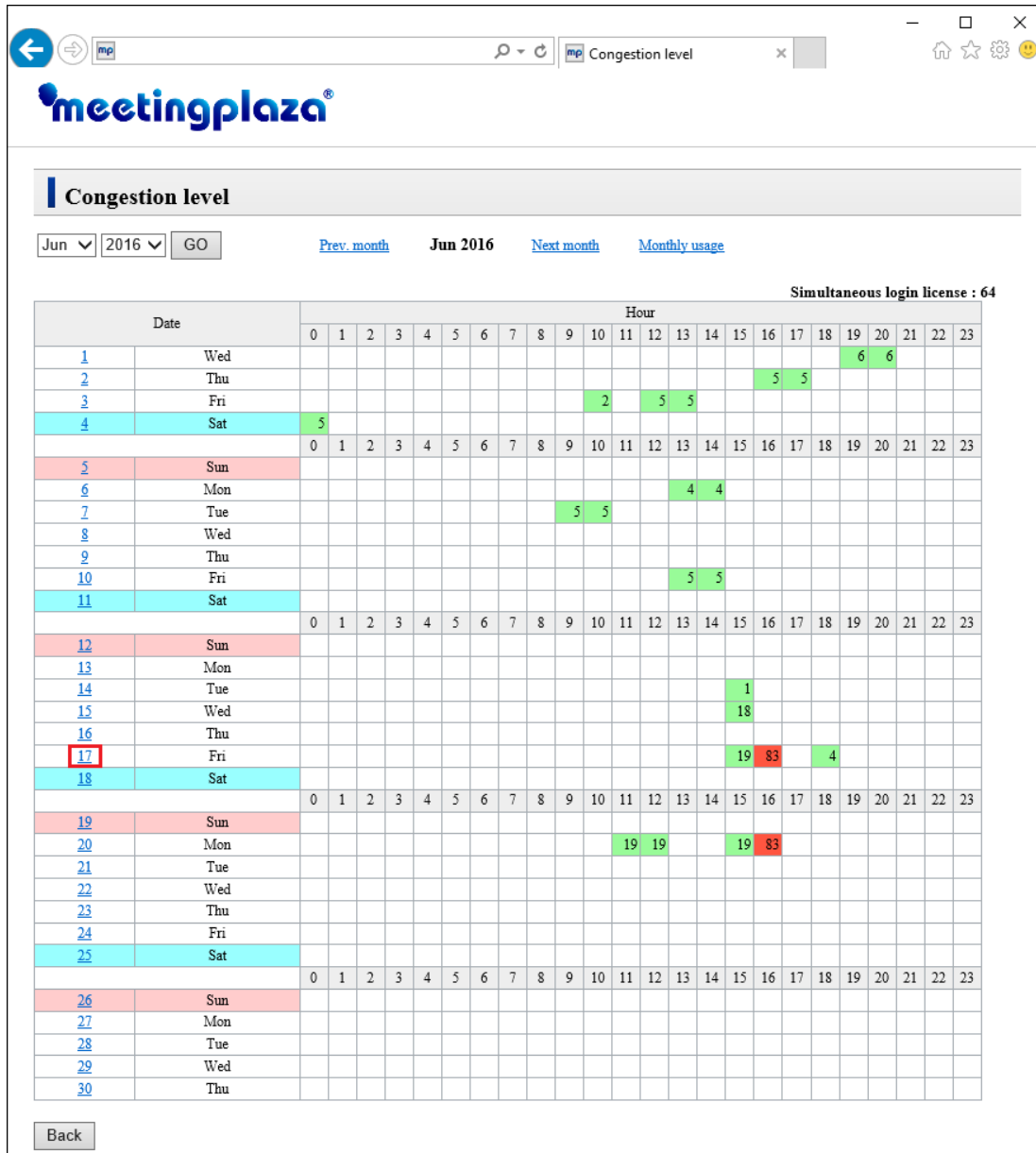


The number in the frame shows the number of concurrent connections in this time scale.
The color shows the volume of bookings taken place.

Green is 50% less than 50% to 79% yellow, orange is 80% and 99%, which means 100% red.

Click on a conference start date to view any information for the conference.

3. Click on a date to check details of the conference on that day.



meetingplaza®

Daily usage

Jun 17 2016

Reservation Adhoc Rooms System Adhoc Reservation System Adhoc Room

Download user log in selected reservation | Download reservation log

Manager id	Start time	End time	Length (minutes)	Number of people	Conference id	Usage start time	Usage end time	Total length (minutes)	Number of participants	Total participant-time (minutes)
<input type="checkbox"/> MeetingPlaza	2016/06/17 15:15	2016/06/17 16:15	60	2	1234567890_AbCDEF1GHI	2016/06/17 15:12	2016/06/17 15:19	7	2	11
<input type="checkbox"/> MeetingPlaza-laro	2016/06/17 18:11	2016/06/17 18:26	15	1	1234567890_abCdeFgHij	2016/06/17 18:12	2016/06/17 19:11	59	2	61

Check all | Uncheck all

Back

- Change the month by using the drop down menu or by clicking PREV. MONTH or NEXT MONTH.

meetingplaza®

Congestion level

Jun 2016

Prev. month Jun 2016 Next month Monthly usage

Simultaneous login license : 64

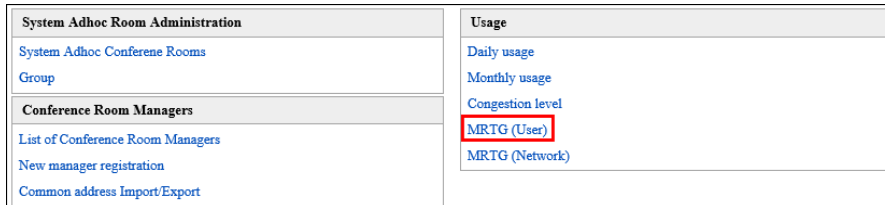
Date	Hour	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1 Wed																					6	6			
2 Thu												2		5	5			5	5						
3 Fri																									
4 Sat																									
5 Sun																									
6 Mon																									
7 Tue												5	5												
8 Wed																									
9 Thu																									
10 Fri																									
11 Sat																									
12 Sun																									
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22 Wed																									
23 Thu																									
24 Fri																									
25 Sat																									
26 Sun																									
27 Mon																									
28 Tue																									
29 Wed																									
30 Thu																									

Back

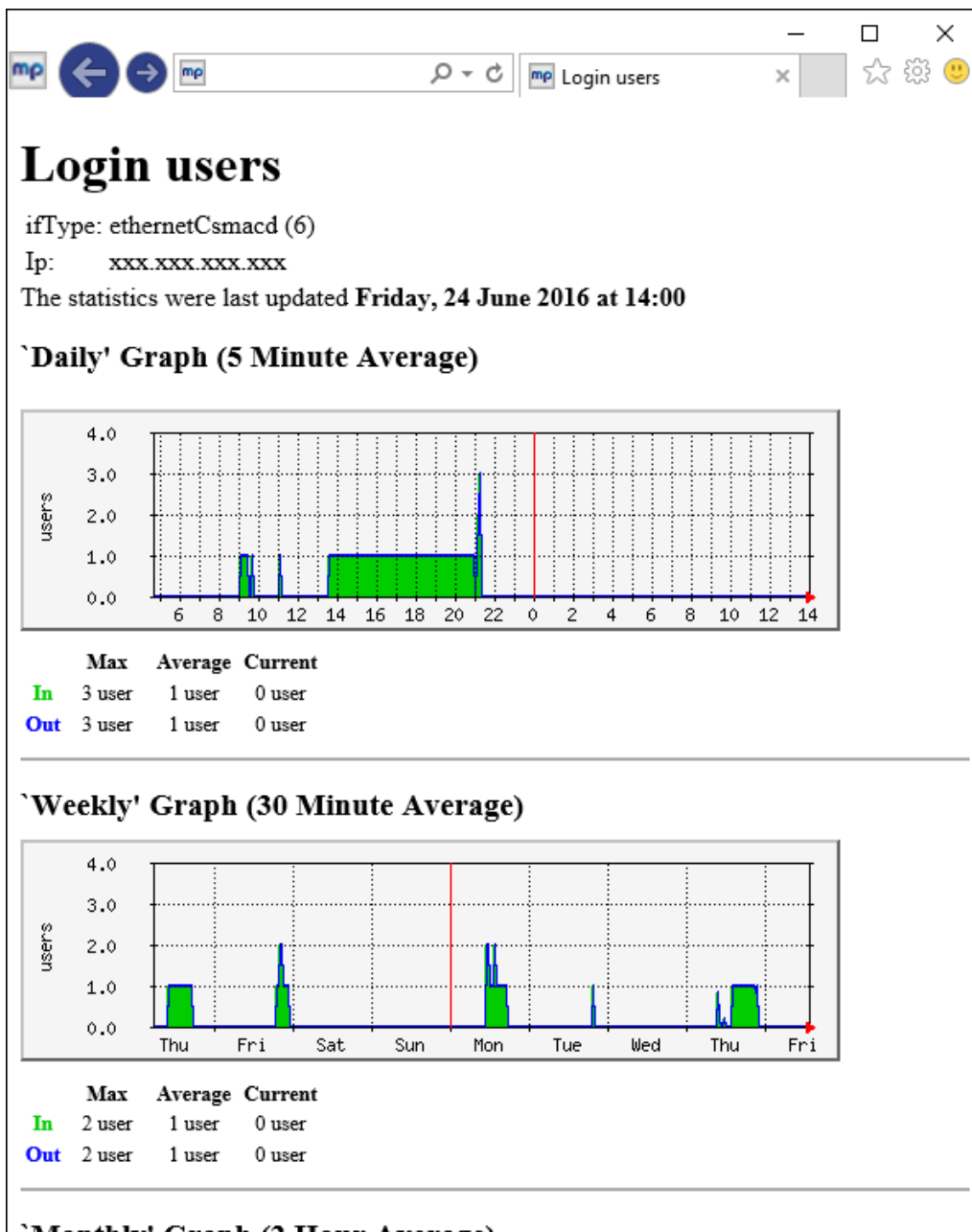
6-4 MRTG(User)

This function is only enabled at server installation.

1. Click on MRTG (User).



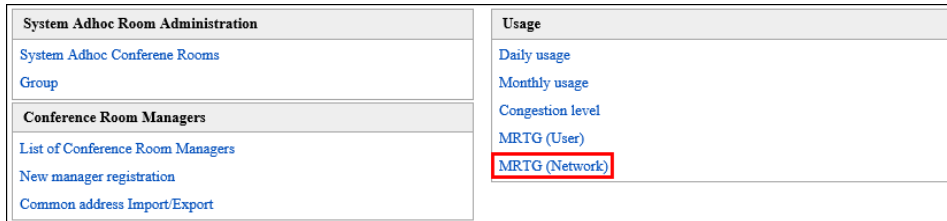
2. MRTG (User) page is opened.



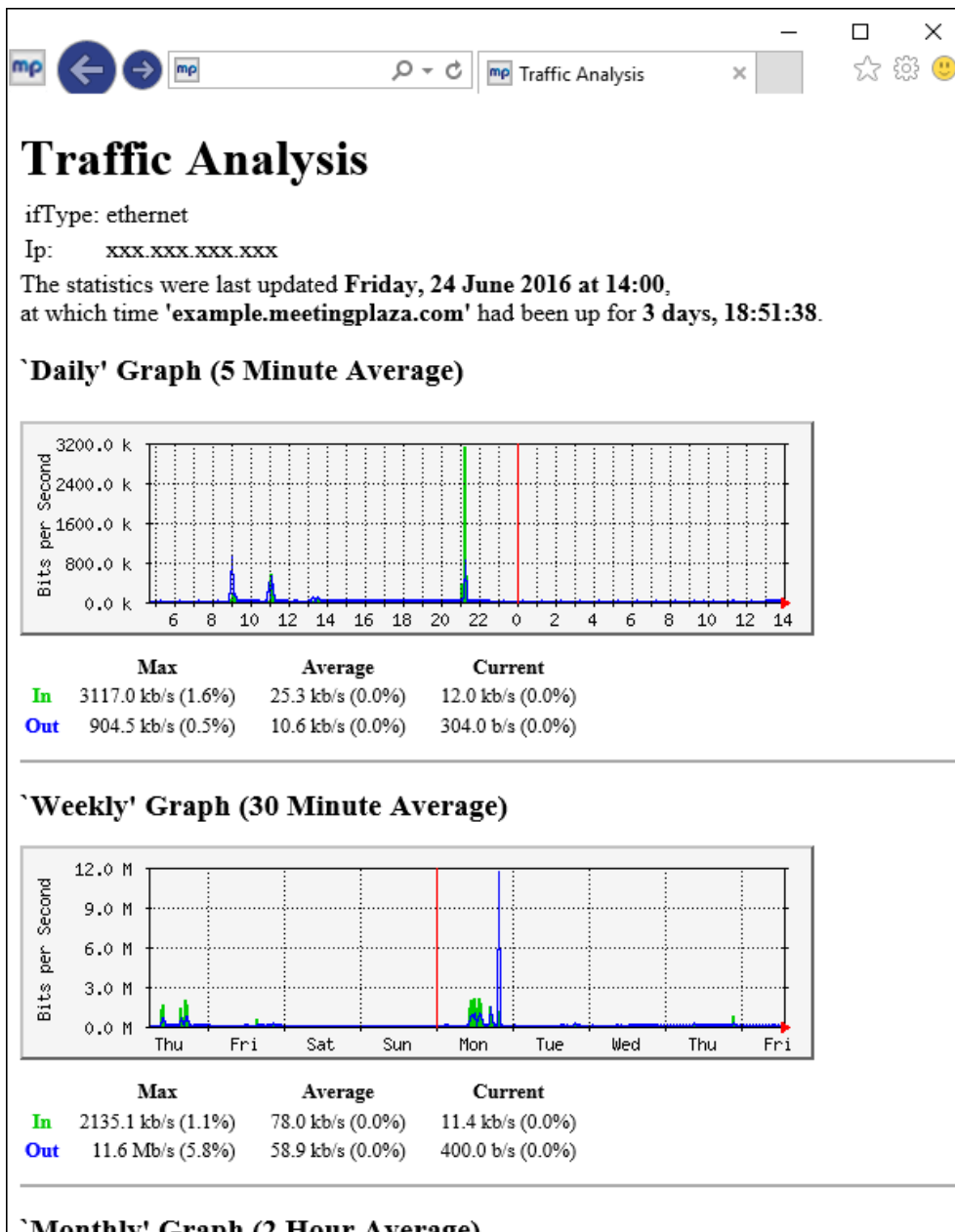
6-5 MRTG(Network)

This function is only enabled at server installation.

1. Click on MRTG (Network).



2. MRTG (Network) page is opened.



7 System Administrator Manual

Please check the Reference manual for system administrator and Release Note in this chapter.

