

MeetingPlaza Version 8.0

Reference manual for **Chairperson or Administrator, Lecturer** (For License Package)

NTT-IT Corporation

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Conference registration manual

- **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 the MeetingPlaza collaboration tools.

This book is an explanation of the preparation needed to enter a conference room for the first time. It includes the setting up of peripherals and installation of the plugins necessary for MeetingPlaza to operate. There is also a description of the major collaborative functions of MeetingPlaza such as web share, file share and apps share.

Please consider the content of this book, as an introduction to MeetingPlaza.

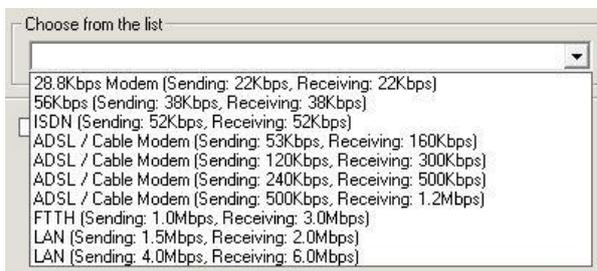
1-1 Overview of this Manual

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 a 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 What are those in the conference room who sponsor it?

MeetingPlaza provides special privileges for "Conference Administrators". Admin privileges help create a seamless conference experience.

2-1 Conference Administrator Privileges

Below is a list of features controlled by conference administrators:

- Change conference interface for all participants simultaneously.
- Change user display settings.
- Resize main conference room interface.
- Adjust participants' audio and video settings remotely.
- Adjust to start/pause participants' video remotely.
- Adjust participants' network settings remotely.
- User Remote Settings (network speed/video/voice).
- Control participants' speaking and collaborative privileges.
- Remove participant(s) from the conference room.
- The user's remote support.
- Material that does the file sharing is registered in the server beforehand.

2-2 Conference Setup Methods

2-2-1 When using a reserved conference room

When the conference admin changes the size of the video interface it is changed for all participants.

As picture shown below, a user was assigned with [Administrator] right at the reservation becomes administrator in the conference.

In addition to Admin privileges, "Speaker" and "Recording" privileges may also be allowed for two or more users.

The screenshot shows the MeetingPlaza reservation interface. The 'User' section contains a table with columns for Name, E-mail address, Privilege, Recordable, and Delete. The 'Privilege' column for the 'Chair' user is checked, and this cell is highlighted with a red box. Below the table, there is a 'Number of Guest Account' dropdown set to 0 and a 'Message' text area.

Name	E-mail address	Privilege	Recordable	Delete
Chair	MeetingPlaza	meetingplaza@example.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>

Before V7.0, only one administrator was allowed at reservation. Starting from V7.1, more than one administrator becomes available.

2-2-2 Using Permanent meeting room

The Organizer can determine the meeting time and grant privileges to multiple users.

Conference administrators are identified in the registration interface. "Admin" privileges may be allowed for two or more users. The "Privileged user authority" box is checked as shown in the figure

below.

User may delegate the special user privilege to himself if he enters a conference room from Adhoc conference login URL. Conference Room Administrator can add password for enable such privileges to each Adhoc room.

The screenshot shows the 'User Registration' form in the MeetingPlaza interface. The form is divided into several sections:

- Name (required)**: Text input field with a note '(Maximum characters: 50)'
- E-mail address (required)**: Text input field
- Organization**: Text input field
- Language**: Dropdown menu set to 'English'
- Timezone**: Radio buttons for 'Follow the conference manager' (selected) and 'Change'. Below are dropdowns for 'Asia' and 'Tokyo'.
- Portal**: Checkboxes for 'Allow [Announcement] of Portal.' and 'Allow [No specified mode] reservation.' (both checked).
- Scheduler**: Checkbox for 'Permit to reserve in Conference Scheduler' (unchecked).
- Login permission**: Checkboxes for 'Privilege' (checked and highlighted with a red box) and 'Recordable' (unchecked).
- Record**: Radio buttons for 'Record Manager', 'Record Viewer', and 'No Viewer' (selected).
- Send direct login URL via email**: Checkbox (unchecked).
- Allow Rooms**: Radio buttons for 'allow all rooms' (selected) and 'select rooms'. Below are two columns: 'No Allow Rooms' containing 'Conference1', 'Conference2', 'Conference3', and 'Conference4'; and 'Allow Rooms' which is empty. Arrows between the columns allow moving items.
- Message to user**: Text area for a message.

At the bottom right, there are 'Back' and 'Confirm' buttons.

2-2-3 Using the ad hoc log in tool

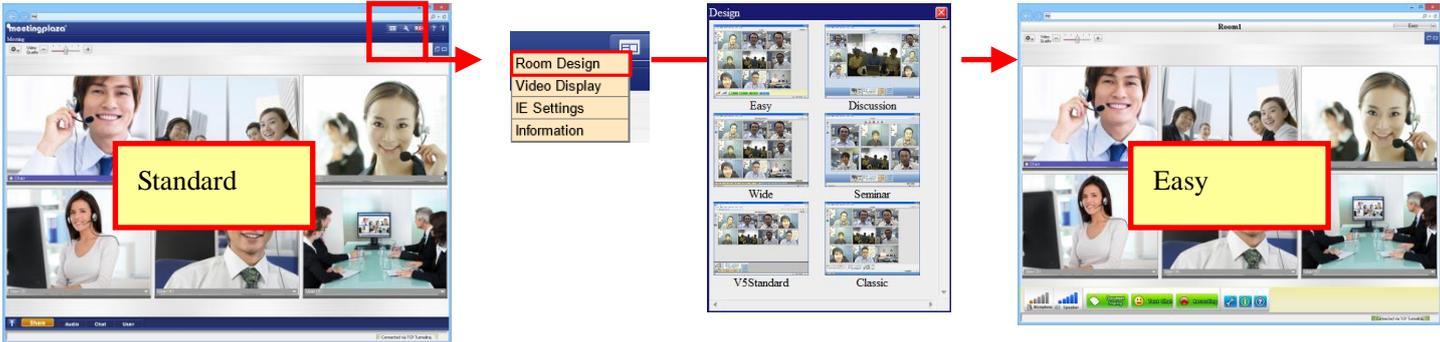
An individual user may select admin privileges with an admin password.

The screenshot shows the ad hoc login tool interface. It features a blue 'Login' button at the top. Below it is a text input field labeled 'NAME'. At the bottom, there is a checkbox labeled 'Login as room administrator', which is highlighted with a red rectangular box.

3 Admin Privileges from ad hoc login

3-1 Change conference interface for all users simultaneously

7 conference room formats are available in MeetingPlaza and can be changed at will. See section on conference room formats for details.



3-2 Change user display settings

Change user video display settings



By choosing [Show All Users], video of all participants are displayed.

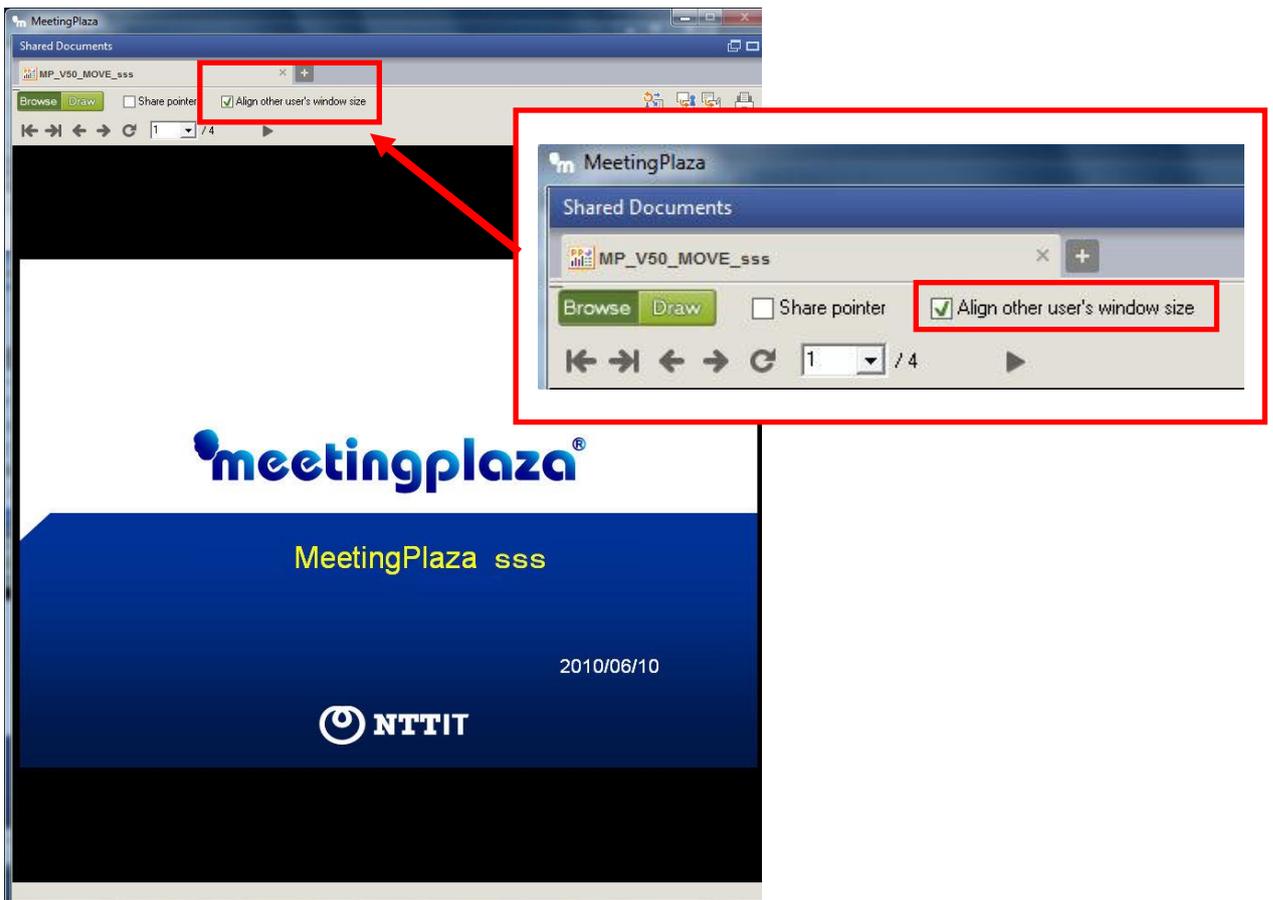


By choosing [Host (Administrator) and Talker], only administrator and talker's video will be displayed. A line of "Administrator/Talker in display" is shown at bottom-right corner of a client screen.

Administrator screen	Participant screen	Screen of a participant in speech

3-3 The size of video interface can be changed for all users simultaneously

When the conference admin changes the size of the video interface it is changed for all participants. This is accomplished by activating the "Synchronization" of the interface as shown in the figure below.



3-4 Changing Video Settings Remotely

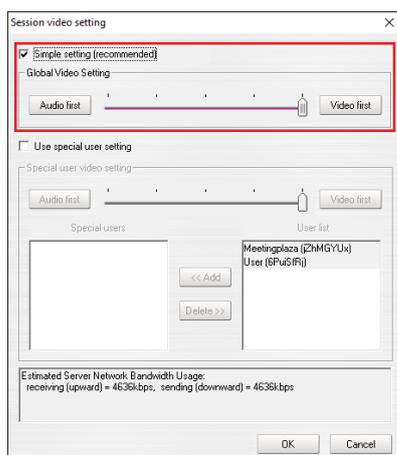
An administrator can change other users video settings remotely and simultaneously.

3-4-1 Changing all users video settings simultaneously

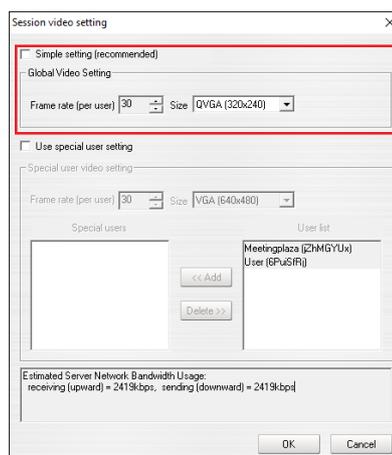
1. In the upper right corner, click the pull down menu and Click [Settings], then [Video Settings (or Video)]. Select Global Video Settings.



2. Video settings are changed as in the red frame figure below.



Activating [Simple setting(recommended)]

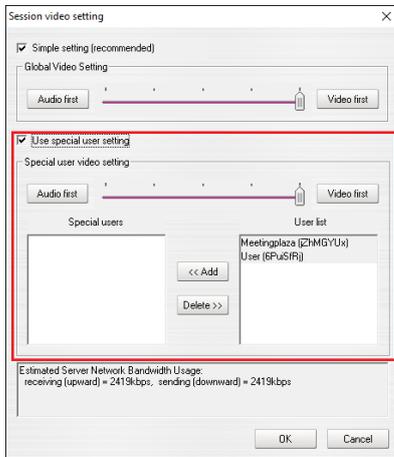


Removing [Simple setting(recommended)]

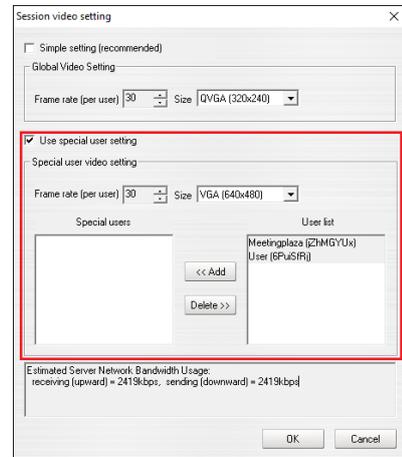
Clicking [OK] will change the setting for all users simultaneously.

3-4-2 Changing individual user settings

The individual user clicks [Settings] then [Video Setting (or Video)]. Select [Global Video Settings] and proceed with instructions from the previous section.



Activating [Simple setting (recommended)]



Removing [Simple setting (recommended)]

Click [OK], then [<<Add] to complete individual settings change.

3-5 Change a user's Volume Remotely

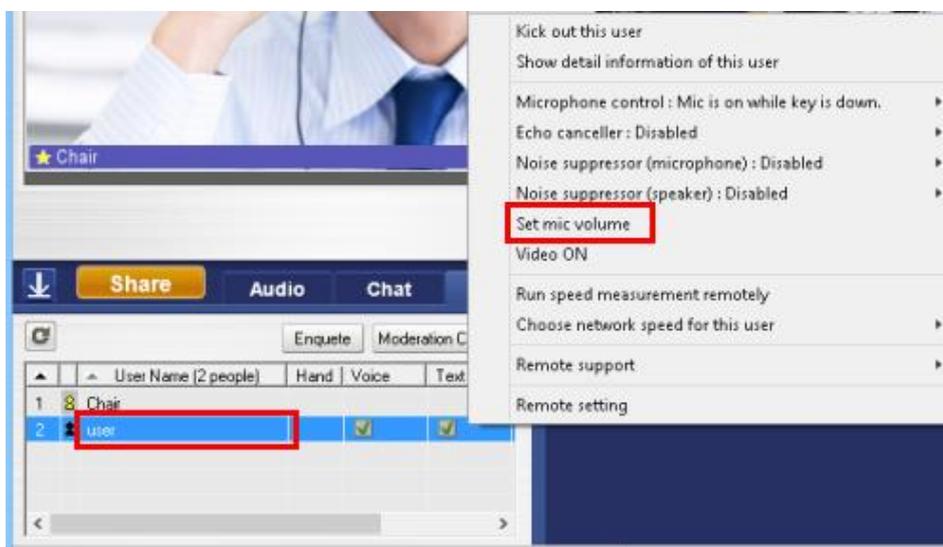
Other users to adjust the volume, you can change your PC remotely from.

3-5-1 Change settings from User List

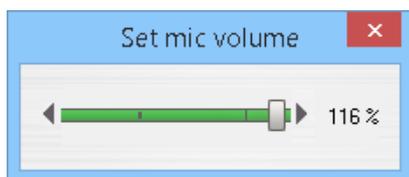
1. Click [User (or Click [Other], then [User List])] to display the user list/functions interface.



2. Right click on the desired user ID to display a list of user functions. Select [Set mic volume]



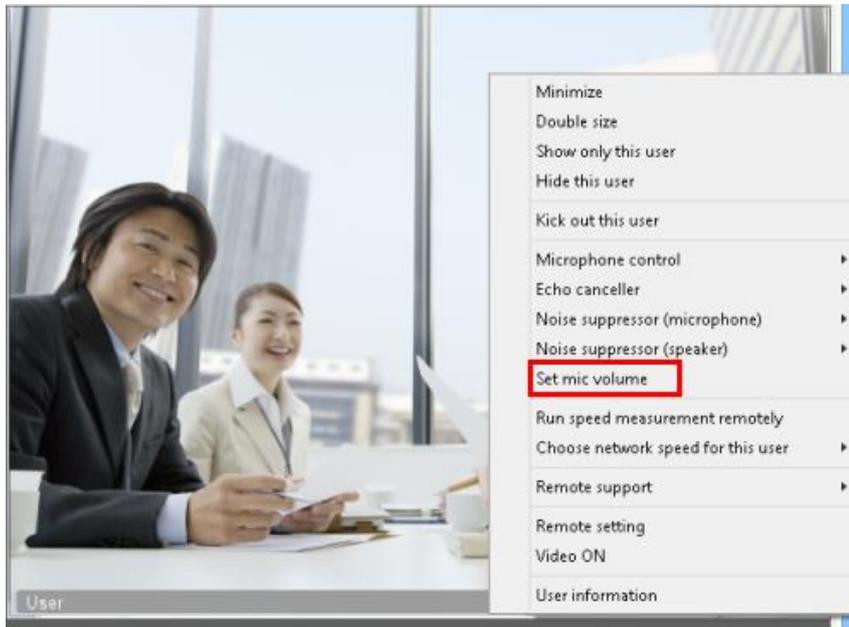
3. Adjust the volume of users.



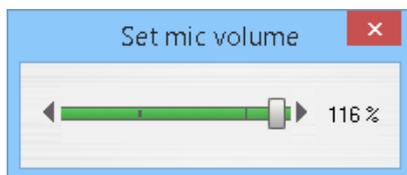
Select multiple users individually, you can not adjust the entire group simultaneously.

3-5-2 Changing user appearance from the user's video frame

1. Click the small button in the bottom right corner of the individual user's video frame



2. Adjust the volume of users.



3-6 Change voice settings remotely

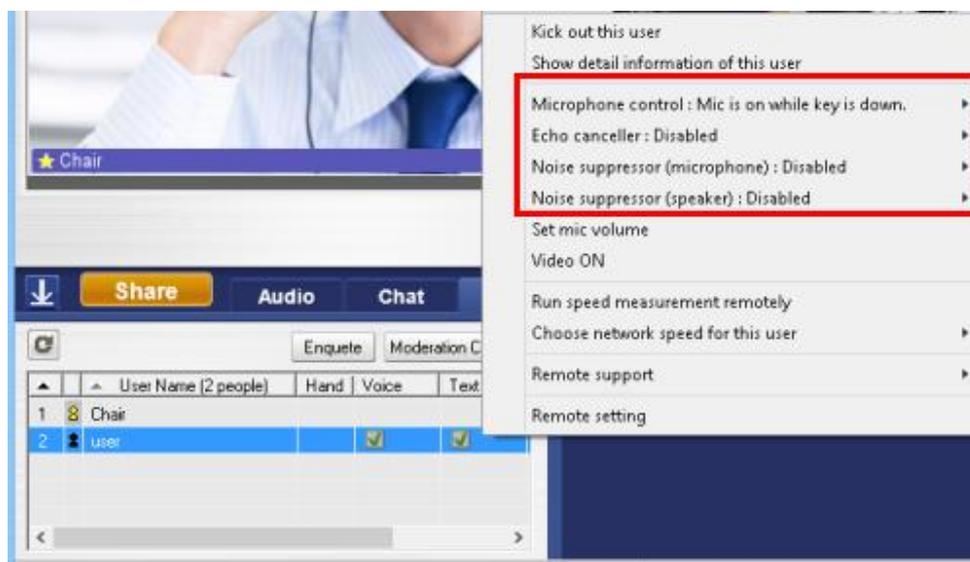
The session administrator can change the voice mode (Push to Talk, Auto Voice Switch Mode, etc.), mic volume, and noise/echo cancel settings of individual participants remotely. See [User List] Section of the reference manual for details.

3-6-1 Change settings from User List

1. Click [User (or Click [Other], then [User List])] to display the user list/functions interface.



2. Right click on the desired user ID to display a list of user functions. Select [Voice Settings]

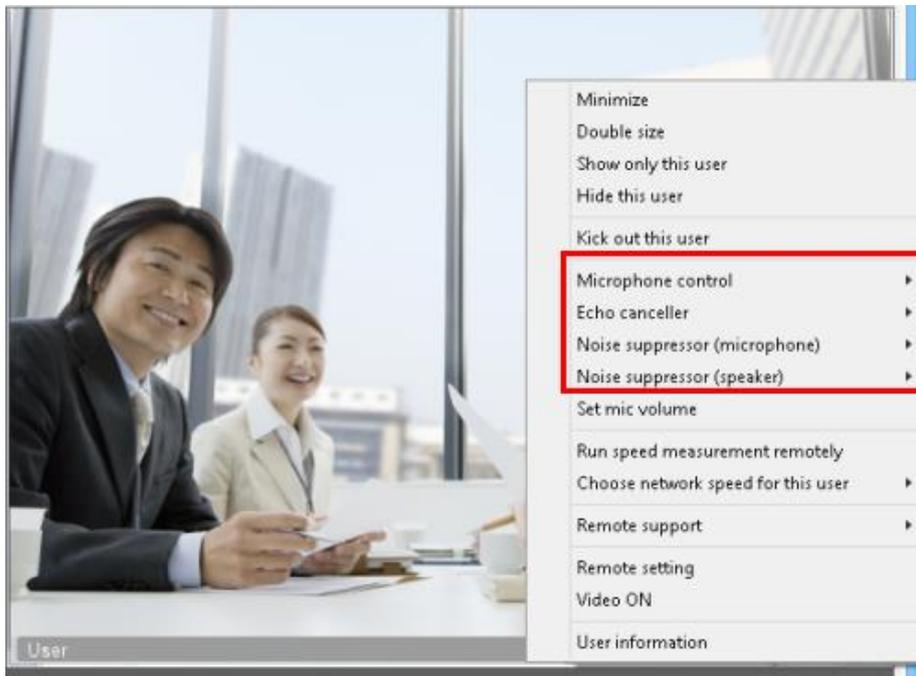


The voice method and echo/noise cancellation can also be set remotely.

Select multiple users individually, you can not adjust the entire group simultaneously.

3-6-2 Changing user appearance from the user's video frame

Click the small button in the bottom right corner of the individual user's video frame



The individual user can also change the voice mode and noise/echo cancel settings.

3-7 Adjust to start/pause participants' video remotely.

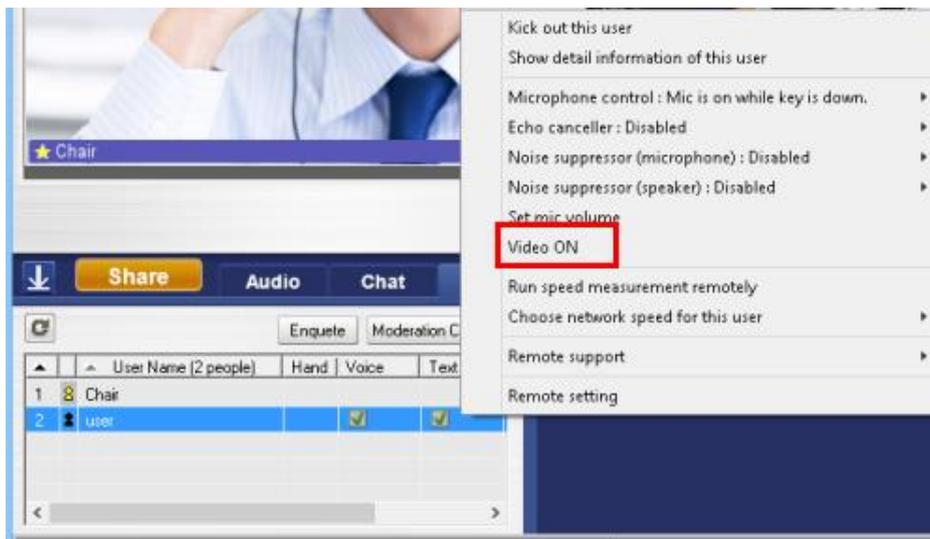
You can change participants' video to start/pause remotely from your PC.

3-7-1 Change settings from User List

1. Click [User (or Click [Other], then [User List])] to display the user list/functions interface.



2. Right click on the desired user name to display the menu, and select Video On/Pause.



3. User in the live video image will be changed to suspended state.
4. Click < Video On/Pause > on the user who is paused in the live video image, a dialog will be opened to ask that user to turn video on.

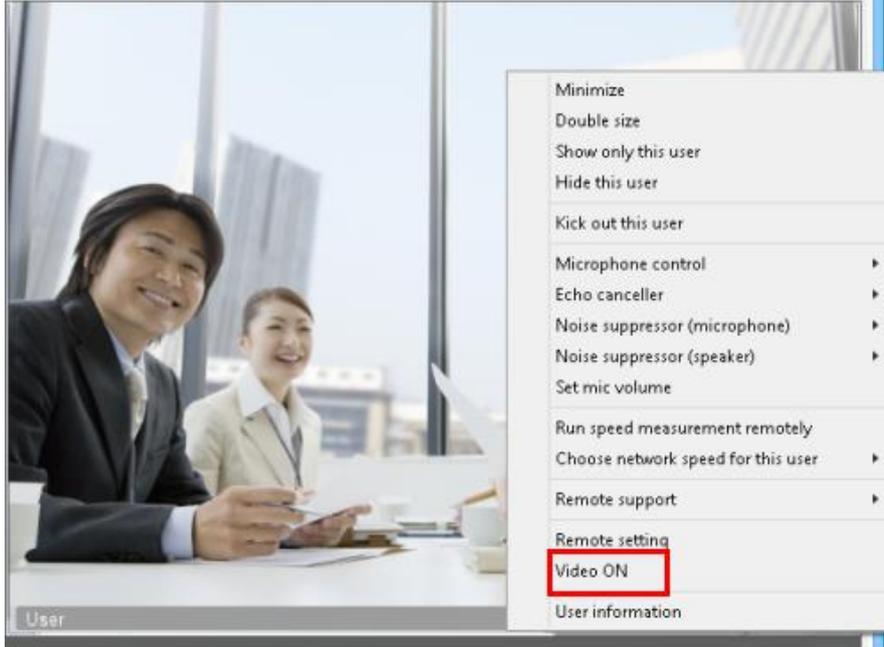


5. User(s) click < Yes > to turn video on.

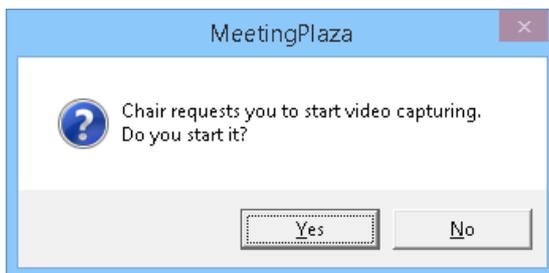
Select multiple users individually, you can not adjust the entire group simultaneously.

3-7-2 Changing user appearance from the user's video frame

1. Click the small button in the bottom right corner of the individual user's video frame



2. User in the live video image will be changed to suspended state.
3. Click < Video On/Pause > on the user who is paused in the live video image, a dialog will be opened to ask that user to turn video on.



4. User(s) click <Yes> to turn video on.

3-8 Changing network speed

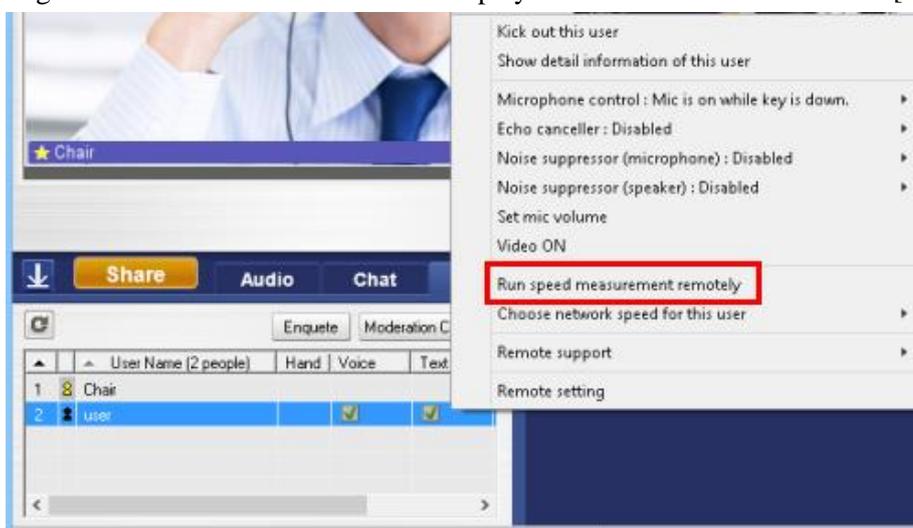
The session administrator may change participants' network speed remotely.

3-8-1 Changing network speed from the user list

1. Click [User (or Click [Other], then [User List])] to display the user list/functions interface.



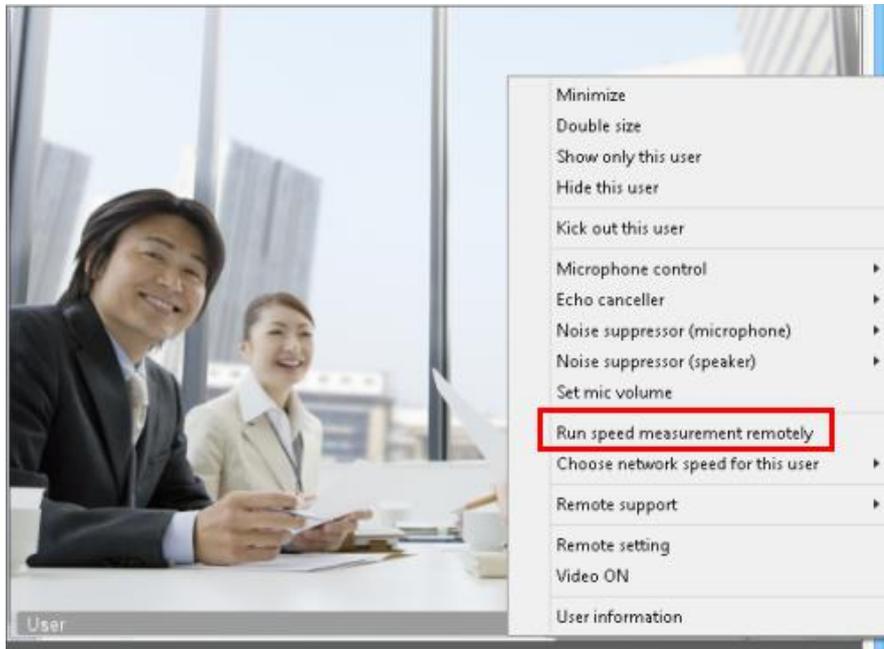
2. Right click on the desired user ID to display a list of user functions. Select [Network Speed]



Select multiple users individually, you can not adjust the entire group simultaneously.

3-8-2 Changing network speed from the user's video frame

1. Click the small button in the bottom right corner of the individual user's video frame
2. Select the desired network speed.



The automatic speed measurement can be performed remotely. Manual speed measurement is also available.

3-9 User remote settings

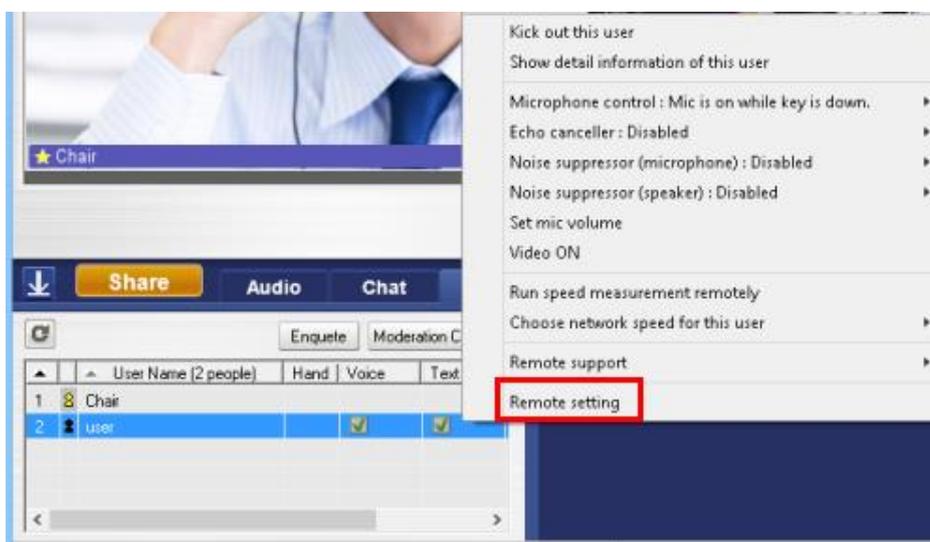
A user may edit other users' network speed, video or voice settings over a remote PC connection.

3-9-1 Changing network speed from the user list

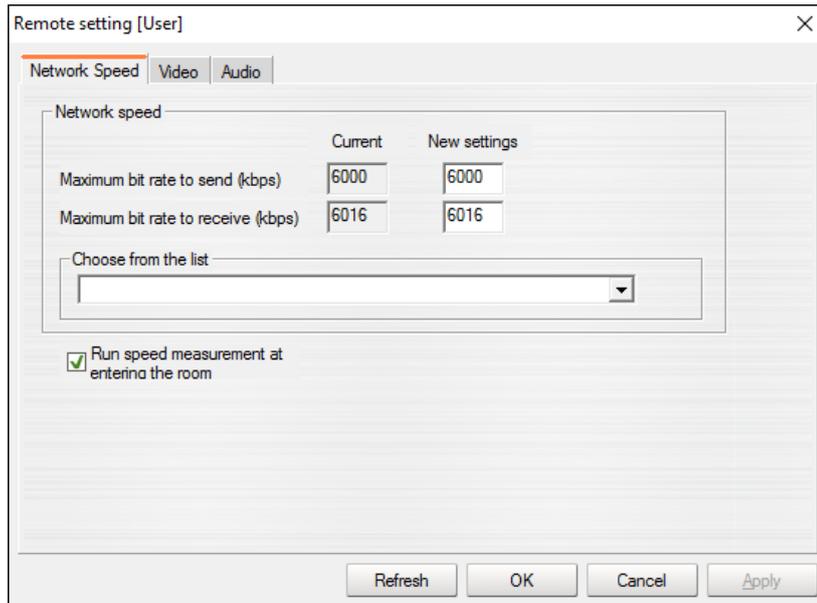
1. Click [User (or Click [Other], then [User List])] to display the user list/functions interface.



2. Place a cursor to the user that you want to change and right click to show the menu, choose [Remote Setting] from the menu to change.



3. Remote setting page displays.

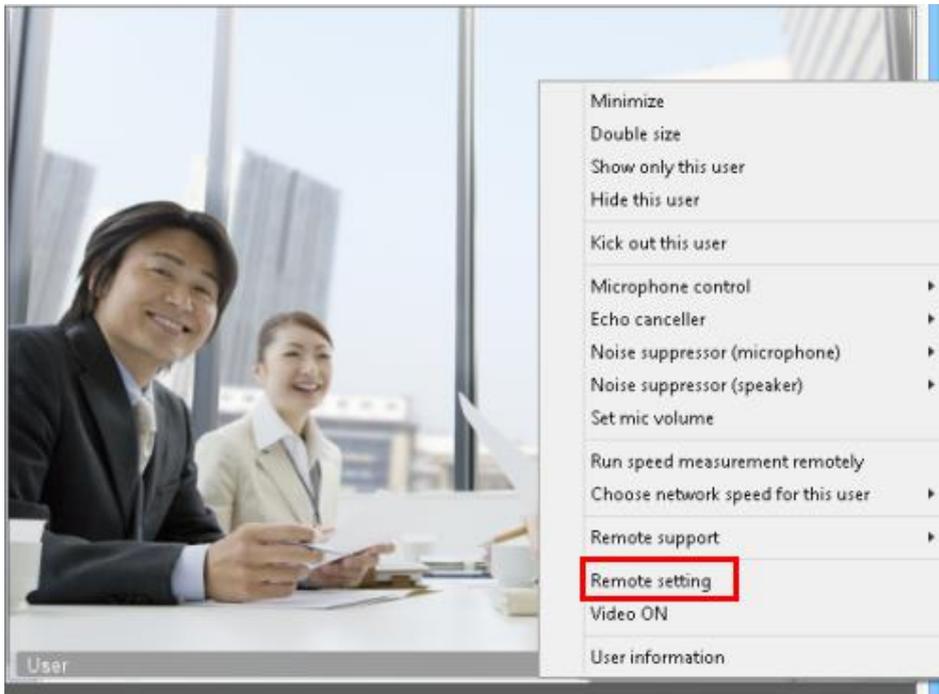


4. Choose the item you want to change, click [OK] to proceed.

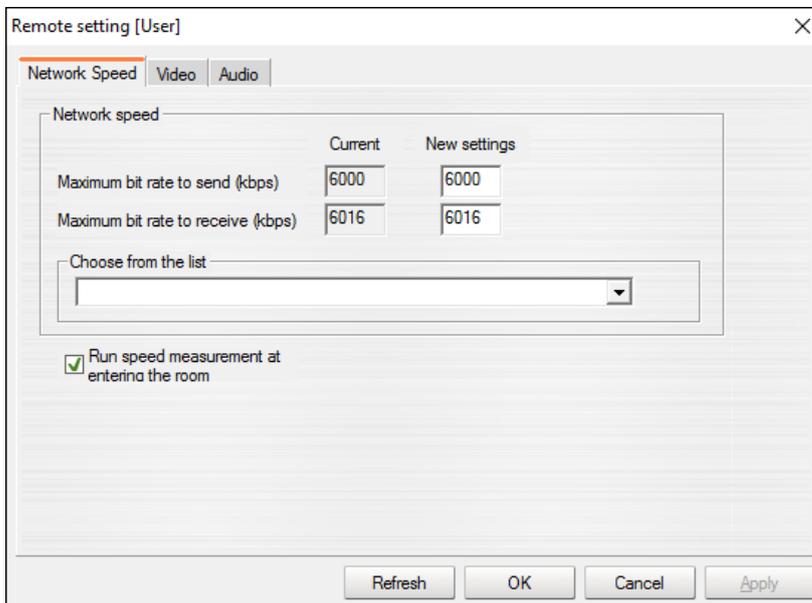
Select multiple users individually, you can not adjust the entire group simultaneously.

3-9-2 Changing network speed from the user's video frame

Click bottom-right corner of a user thumbnail, choose [Remote setting].



Remote setting page displays.



Choose the item you want to change, click [OK] to proceed.

3-10 Administrative control of other user privileges

The voice, text chat, and other user functions can be controlled remotely by the session administrator. Please see "User List" section of the reference manual for details.

1. Click [User (or Click [Other], then [User List])] to display the user list/functions interface.



2. "Moderation Control" allows the administrator to control who participates in the meeting and the functions available to each user.

The Admin can 'Allow All users to use all features, or limit each users ability to use various features. Up to 8 participants may be selected.



3-11 Removing a user from the conference

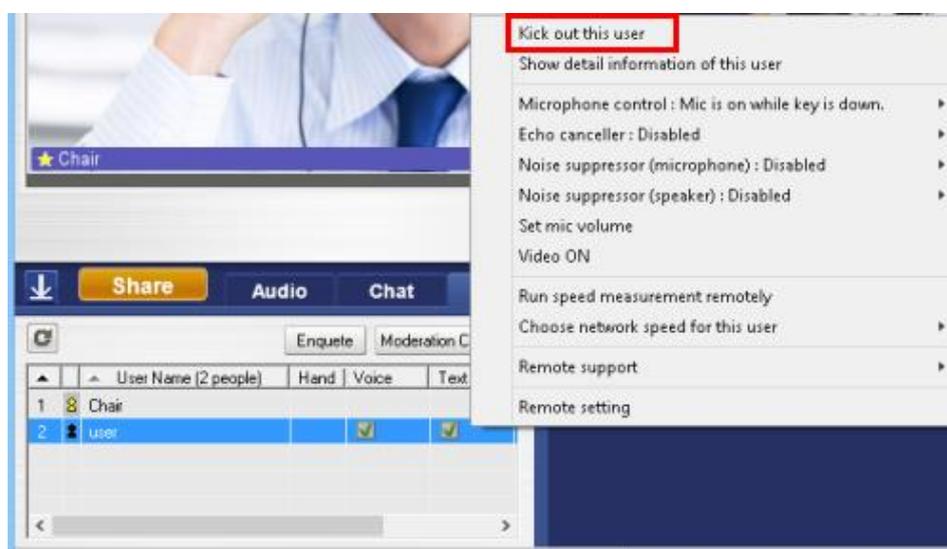
The session administrator may remove an individual participant from the conference.

3-11-1 Access the user list

1. Click [User (or Click [Other], then [User List])] to display the user list/functions interface.



2. Right click on the desired user to display a list of user functions.



3. [Logout] or [Disable account] selected.

"Logout", the user logs in again after leaving the URL you can click the login.

"Disable account", the user logs in again after leaving the URL click, you can not login.

"Logout" and "Disable account" can also be carried out simultaneously.

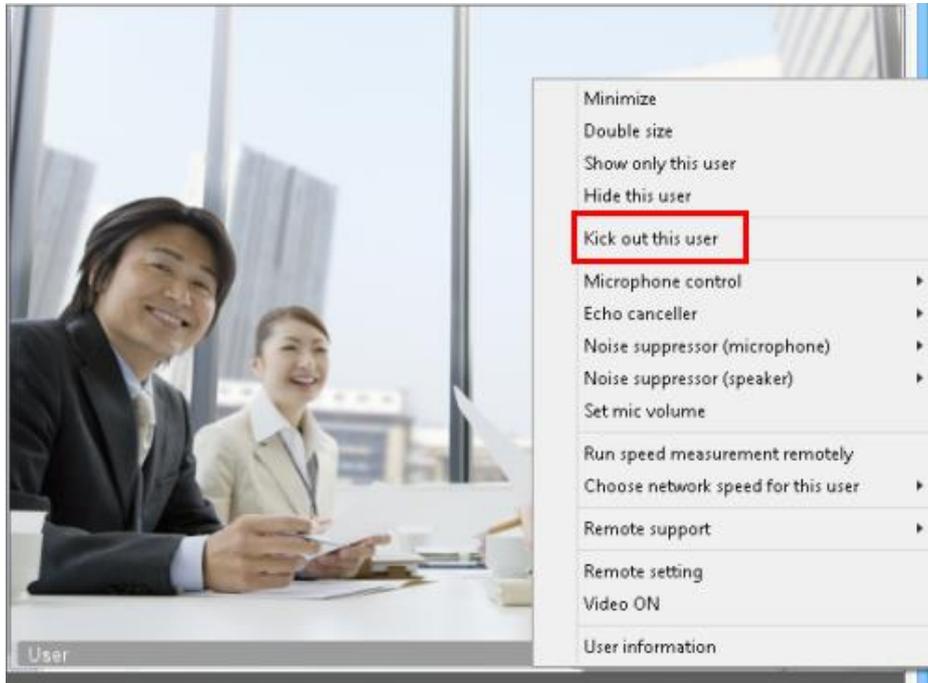


4. The admin can click "OK" and the user is forced to exit the meeting.

Select multiple users individually, you can not adjust the entire group simultaneously.

3-11-2 Removal of a participant through the video frame menu

1. Admin may click on the bottom right corner of the users video image and select "Kick out this user".



2. [Logout] or [Disable account] selected.
"Logout", the user logs in again after leaving the URL you can click the login.
"Disable account", the user logs in again after leaving the URL click, you can not login.
"Logout" and "Disable account" can also be carried out simultaneously.

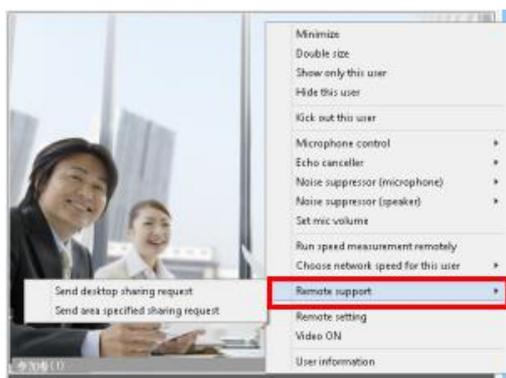


3. [OK] is clicked, the user forced exit. Users are forced and the dialog was not displayed withdrawal.

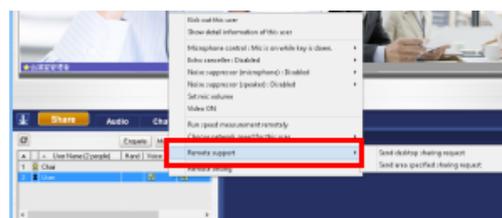
3-12 Remote support

There are 2 kinds of beginning procedures of a remote support.

1) It begins to click the lower right of participant's screen.



2) It begins to right-click in the name of the user more than the user list.



As for the organizer, the participant can put out one request among [Send desktop sharing request] [Send area specified sharing request].

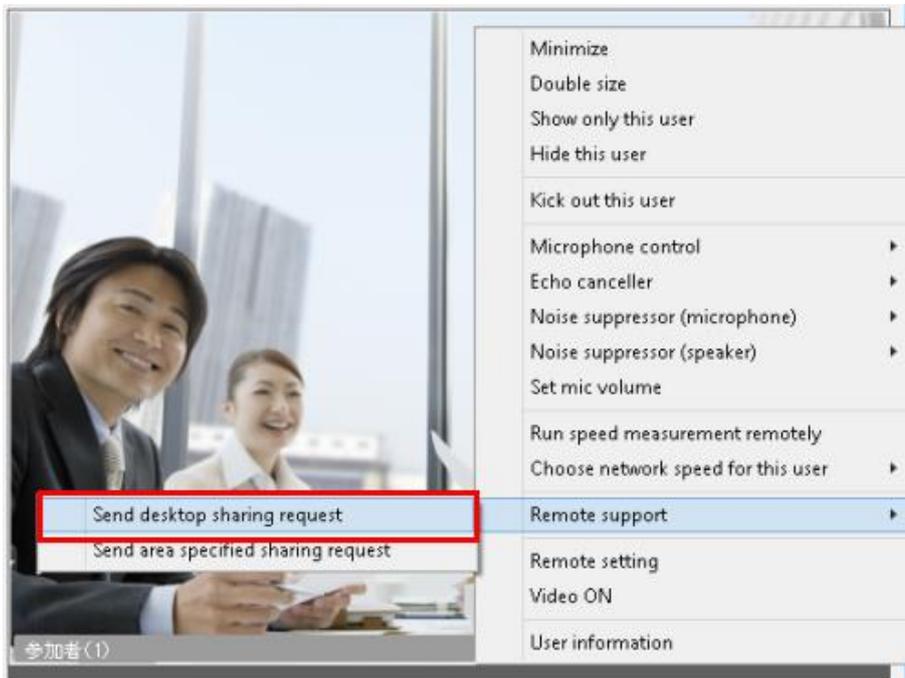
Attention:

Two or more users cannot do a remote support at the same time.

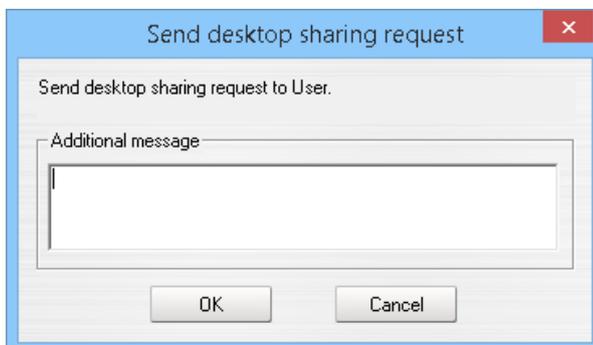
[Send desktop sharing request] and [Send area specified sharing request] cannot be done at the same time.

3-12-1 Send desktop sharing request

1. [Send desktop sharing request] is selected from Remote support.

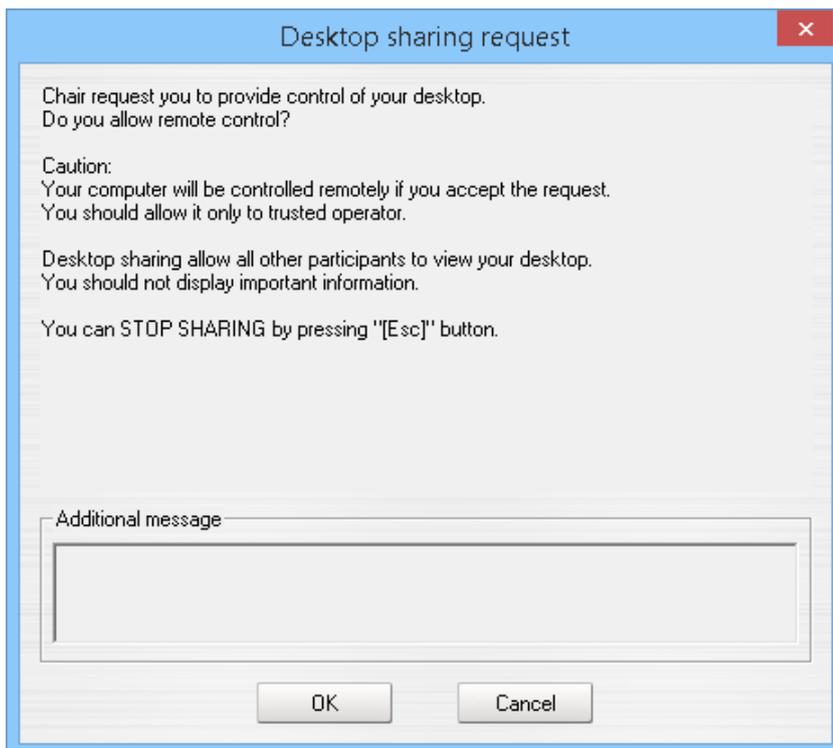


2. The request screen of a desktop sharing is displayed. The character can be input to the body of the message of the addition.



3. [OK] is clicked.

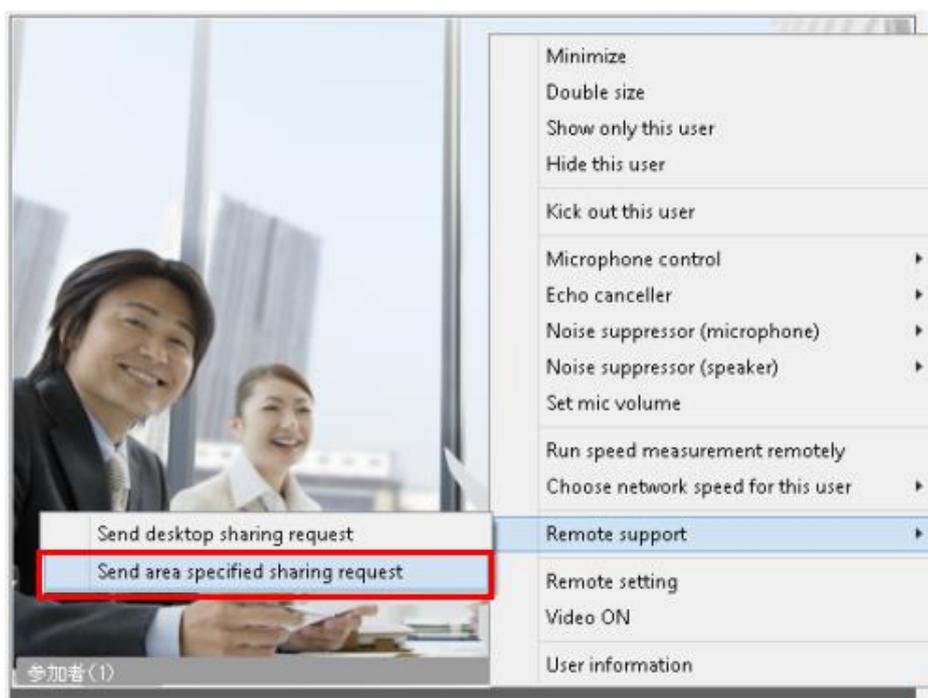
4. Desktop common request screen is displayed by the participant.



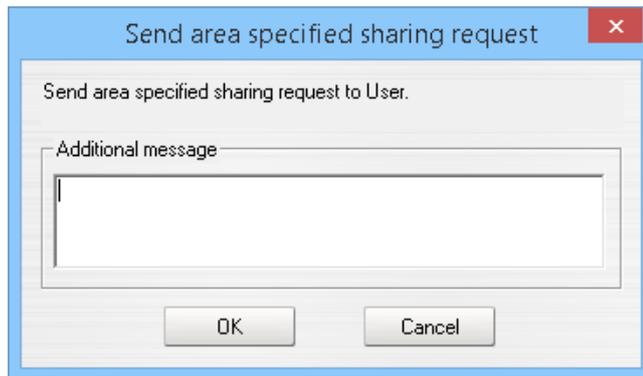
5. When the participant clicks [OK], the organizer can remotely operate desktop of the participant.

3-12-2 Send area specified sharing request

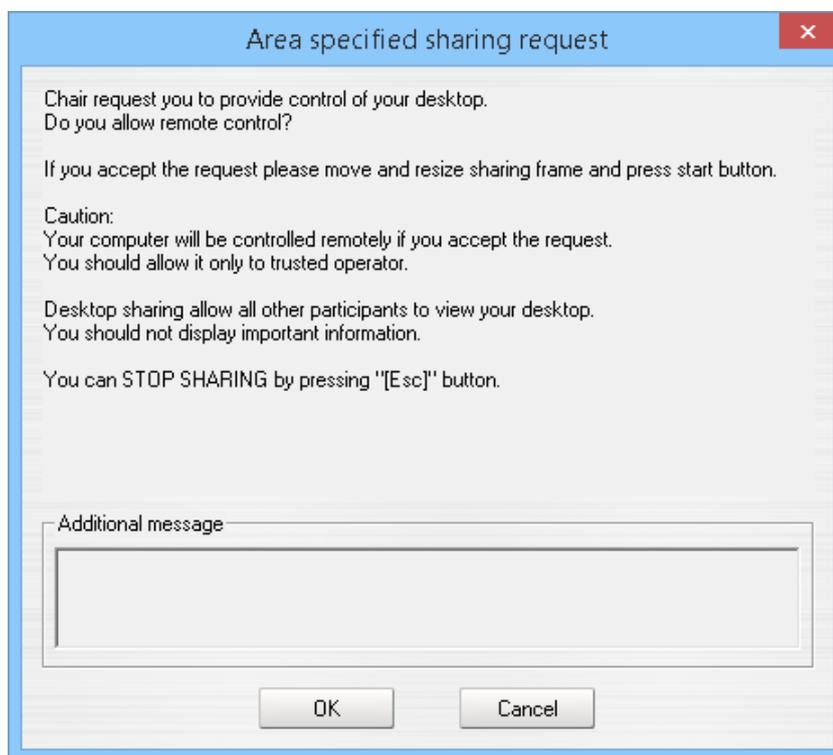
1. [Send area specified sharing request] is selected from a remote support.



- The request screen of the range specification sharing is displayed. The character can be input to the body of the message of the addition.



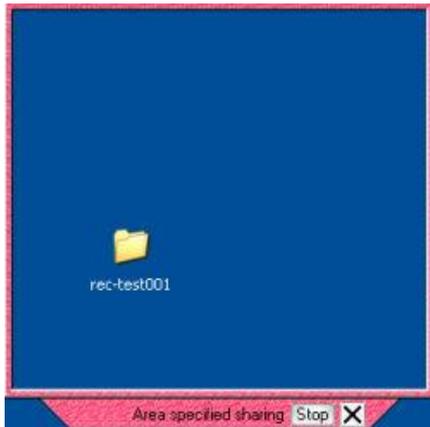
- [OK] is clicked.
- The range specified common request screen is displayed by the participant.



- [OK] is clicked.
- When the participant clicks "OK", the frame that selects the range is displayed.



7. If the range is specified, and [Start] is clicked, the frame becomes a pink color.



8. Desktop from which the participant range is specified for the organizer can be remotely operated.

3-13 Reference Material

To share a file previously uploaded from a pre-conference upload.

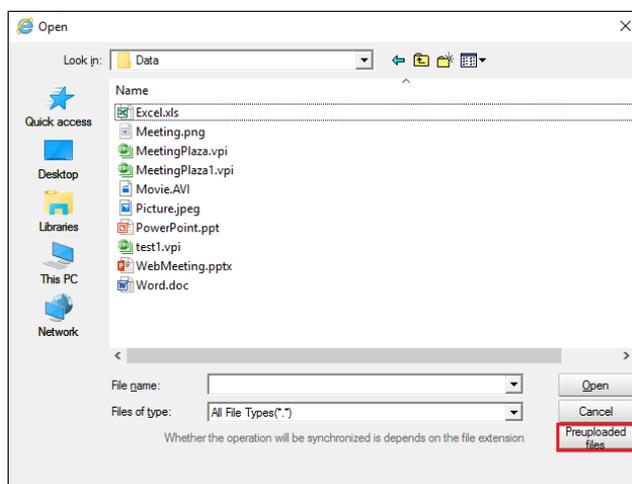
To share a file uploaded prior to the conference starts, a user may upload a file via Conference Administration System.

A user is allowed to upload a file in advance from either reservation conference room, permanent conference room or system permanent conference room (through system license sales).

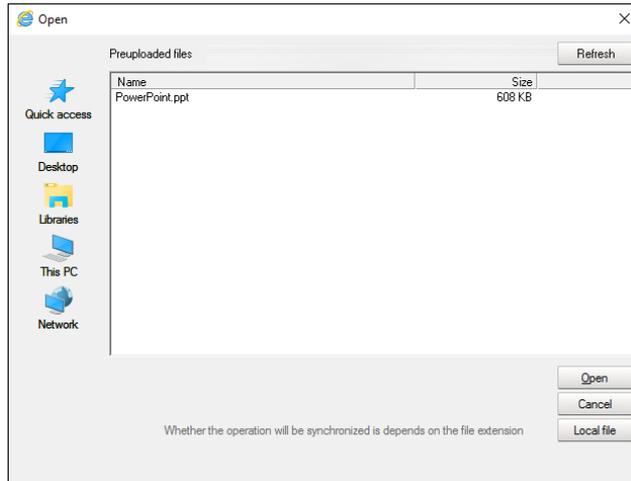
Please consult the reference manual.

3-13-1 Procedure for sharing file that up-loads prior

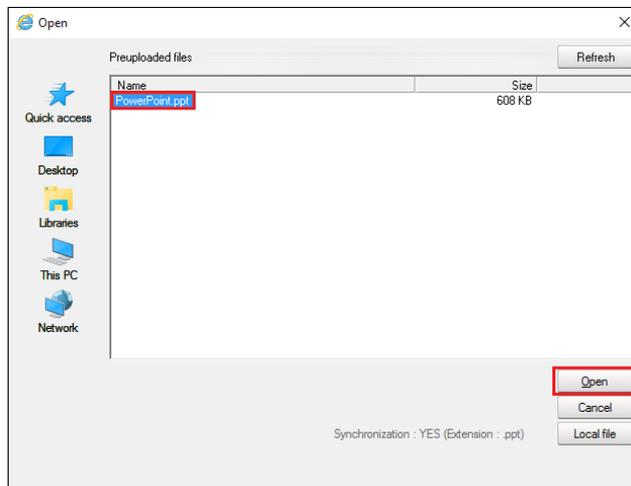
1. "File sharing" is clicked.
2. "Preuploaded files" is clicked.



3. The dialog that opens the file is displayed.



4. The file is selected, and "Open" is clicked.



4 Speaker privileges in the lecture option

4-1 The conference room speaker

"Lecturer" is a type of special user at MeetingPlaza. It applies to a large scaled meeting that has many users.

Lecture room is different than regular meeting rooms by only showing non-lecturer users' thumbnails when they are in speech. Only lecturers' thumbnails are always displayed regardless their status.

Up to 8 users may be registered as a "lecturer" in a giving meeting.

Attention:

To choose a lecture styled meeting room, user may do so at the time of meeting reservation or after creating a system regular conference room.

The "Seminar" option on meeting room page is unavailable to choose from (disabled).

4-2 Assigning speaker privileges

4-2-1 Using the conference scheduler

When the conference room is reserved, speaker privileges may be assigned by checking the box labeled "Speaker" as shown in the figure below.

The screenshot shows a user management interface with the following elements:

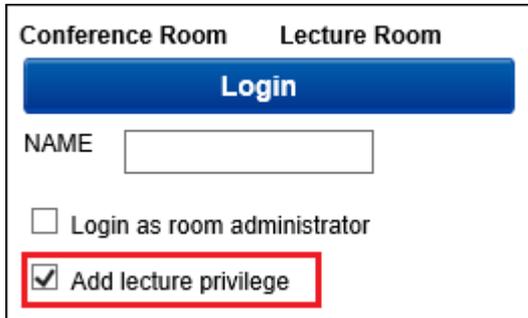
- Buttons: "Directory", "Import CSV", and "add participants" (green).
- Text: "(Max 64 users)".
- Table with columns: "Lecturer", "Name", "E-mail address", "Privilege", "Recordable", "Delete".
- Row 1: "Chair", , "MeetingPlaza", "meetingplaza@example.com", "+", "✓", "□", "-".
- Row 2: "2", , "", "", "+", "□", "□", "-".

4-2-2 Using Permanent meeting room (old: TeamRoom)

A Permanent meeting room (old: TeamRoom) is not available for large lecture class option.

4-2-3 System Adhoc log in

Speaker privileges are set upon entering the conference room.



Conference Room Lecture Room

Login

NAME

Login as room administrator

Add lecture privilege

4-3 Operations available to the speaker

1. Start application sharing.
2. The polling feature can be activated. For instructions, please visit the reference manual.