## MeetingPlaza Version 8.0

# Conference manual for the first time (For License Package)

#### **NTT-IT Corporation**

July, 2016

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## **Conference registration manual**

MeetingPlaza offers following user manuals based on your requests.

- Conference Manual for the first time For users attending the web meeting 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, Administrator or Lecturer The supplementary information to manuals 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 Andriod 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 <sup>*1</sup>
		Windows 10 <sup>*3</sup>
	CPU	Intel Core 2 Duo or higher <sup>*2</sup>
	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 <sup>*4</sup> , Google Chrome <sup>*4</sup>
	Network device	ADSL, Broadband
		(28.8Kbps or faster)
Sound		Headset / Microphone with echo cancelling , Speakers,
		/ webcam should be equipped with echo cancelling.
Video Captu	re (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.

## 2 When you enter the conference room for the first time

You need to have following devices 1-4 before starting to use MeetingPlaza. For the first-time users, please adjust the volume of mic (speaker), install the web camera and check the network connectivity prior to start.

Below are instructions on what you need to know and how to check devices before starting the system.

## 2-1 Installation of voice and video equipment

You will need a personal computer equipped with a headset or and mic and speakers, a webcam and an internet connection. The following describes the installation process.

#### 1) Web camera installation and connection.

After installing Web cameras along with the documentation provided, please connect the camera to your PC.

#### 2) Connection of head set or mic speaker

Please connect headset or mic and speaker to your PC.



## 2-2 How to login to a conference room

There are 2 kinds of entering a room of the conference room of MeetingPlaza.

#### **Login to a reservation conference** (2-2-1)

Reserve a conference and register participants before the meeting. System will generate the conference invitation emails including URL to the participants automatically before the meeting starts. Participants click the URL in the conference invitation emails to enter the meeting from entrance page. User may reserve a meeting, register participants and create / attend the meeting at any time

#### Login to an Adhoc conference (2-2-2)

There are three ways to login to an Adhoc room reserved in advance.

- 1. Login from the entrance URL.
- 2. Login directly if you are registered users.
- 3. Login from portal page if you are registered users.

Without booking in advance, a user may start a conference anytime.

#### **2-2-1** Login to a reservation conference

There are two ways to login reservation conference room.

- 1. Login by invitation email. (for conference room administrator/registered user)
- 2. Login from portal page. (for registered user only)
- <1. Login by invitation email>

URL of the following form is necessary to enter a conference room in MeetingPlaza.



After a MeetingPlaza conference room is reserved by the conference room administrator, system will send an email to participants automatically as following (Contents of the email may vary due to different occasions).

Title of E-mail: (Example) Invitation to Web Conference (May 30, 16:00) Addressor of E-mail: (Example) 1092813981 Jhr&g3NpHL@xxxxx.xxxxxx Text of E-mail: The URL for the conference room is shown in the red frame. (Example) To: MeetingPlaza (Contract IDMeetingPlaza) MeetingPlaza Web Conference is going to be held as follows: Start time (UTC+9:00) May 30, 2016 16:00 PM (Asia/Tokyo) End time (UTC+9:00) May 30, 2016 17:00 PM (Asia/Tokyo) Please access the following URL to enter the remote conference room. http://xxxxx.xxxxx/oc/mp.cgi?A1b23CD4efGHijklmN5OpQRS6TU -----List of participants: Total 2 Users MeetingPlaza User1 MeetingPlaza http://xxxxx.xxxxx/oc/mp.cgi?A1b23CD4efGHijklmN5OpQRS6TU User1 http://xxxxx.xxxxx/oc/mp.cgi?1Abc23defgHijKL4M5opQRST6uV Subject: Web Conference Message: Test meeting. Conference ID: 1234567890\_ABCdeFGhIj \_\_\_\_\_

The red framed part in the email is the URL to get into the conference room. When the conference is about to start, click the URL.

Start time	(UTC+9:00) May 30, 2016 16:	b:00 PM (Asia/Tokyo)	
	The same time in other areas of	the world.	
	(UTC+9:00) May 30, 2016	16:00 PM (Korea/Japan)	
	(UTC+8:00) May 30, 2016	15:00 PM (China)	
	(UTC+7:00) May 30, 2016	14:00 PM (Vietnam/Thai)	
	(UTC+5:30) May 30, 2016	12:30 PM (India)	
	(UTC+2:00) May 30, 2016	09:00 AM (Europe)	
	(UTC+1:00) May 30, 2016	08:00 AM (UK/Portugal)	
	(UTC-4:00) May 30, 2016 (	03:00 AM (US (EST))	
	(UTC-5:00) May 30, 2016 (	02:00 AM (US (CST))	
	(UTC-6:00) May 30, 2016 (	01:00 AM (US (MST))	
	(UTC-7:00) May 30, 2016 (	00:00 AM (US (PST))	
	(UTC-10:00) May 29, 2016	21:00 PM (Hawaii)	
URLs for guest p The following U E-Mail to invite a	wing URL (a public distance conferen xxx/oc/mp.cgi?Abcd1efGh_IjK2lmN0 participants: RLs are for guest participants. You car any person to come to the remote conf xxx/oc/mp.cgi?1AB2CDEfGHijkLMN	in forward them by iference room.	
Note: Please read the fo document, please Software License http://www.meet	ollowing document carefully. If you do e don't enter any of the Conference Ro e Agreement: ingplaza.com/e/license.html	lon't agree on the boms.	

Conference login page displays.



Click [Login the conference room] to join the conference.



<2. Login from portal page for registered user.>

Registered user may enter a reserved conference room on the portal page after login.

-) <b>P</b>								
eetingplaza	Portal	Scheduler	Others				۵ ۱	/leetingPla:
⇔ Announcemen	ts 🚺							
<ul> <li>2016/03/14 News of</li> <li>2016/03/14 Meeting</li> </ul>	f a meeting Plaza Room	n was made.					► All an	nounceme
O Information								
Number of online use	rs: 0 (Maxim	um connection	count 10)					
			Che	rck Video. So	und and Network be	fore meeting	<b>⊡</b> ? Start De	evice Chec
			Che	eck Video, So	und and Network be	fore meeting.	C <sup>a</sup> Start De	evice Checl
🗂 Reservations			Che	eck Video, So	und and Network be	fore meeting.	C <sup>ar</sup> Start De	evice Checl
ervations	Subject		Che	eck Video, So	und and Network be	fore meeting. mber of Users	C <sup>*</sup> Start De	evice Chec
Reservations Meeting time 03/16 15:30 - 16:30	Subject Conferen	ice	Che	ck Video, So	und and Network be Nur	fore meeting. mber of Users 5	Start De	evice Chec
Reservations Meeting time 03/16 15:30 - 16:30 Adhoc Rooms	Subject Conferen	ice	Che	ck Video, So	und and Network be	fore meeting. mber of Users	C <sup>*</sup> Start De	evice Chec Detailed
Reservations Meeting time 03/16 15:30 - 16:30 Adhoc Rooms Name of the rooms	Subject Conferen	ICE	Che	sck Video, So	und and Network be	fore meeting. mber of Users 5 ber of Users	C Start De	evice Chec Detailed
Reservations Meeting time 03/16 15:30 - 16:30 Adhoc Rooms Name of the roo Conference1	Subject Conferen	се	Che	sck Video, Sa	und and Network be Nur 0 / Nur 0 / 1	fore meeting. mber of Users 5 ber of Users 1	C Start De s / Max All / Max 3	evice Chec <sup>C</sup> Detailed Favorite C² Login
Reservations Meeting time 03/16 15:30 - 16:30 Adhoc Rooms Aame of the roo Conference1 Conference2	Subject Conferen	ce	Che	ck Video, So	und and Network be Nur 0 / Nur 0 / 1	fore meeting. mber of Users 5 ber of Users 0	C Start De s / Max All / Max 3	evice Chect C Detailed Favorite C Login

#### 2-2-2 Login to an Adhoc conference

There are three ways to login and attend a conference using Adhoc room mode.



#### <1. Login from entrance URL.>

The entrance URL is displayed on the page of conference room administrator. A user may create an entrance URL and send it to all users. All users can login the conference room by clicking the entrance URL regardless the user types.

#### <2. Login directly for registered users.>



There are two ways of entering a Permanent meeting room by using a user ID.

- Click the URL link to member login screen, and enter your ID and Password to login first.
- Click the direct URL link to jump to the conference room.

URL, ID and Password are sent by Email to Permanent meeting room participants.

http://xxxxx.xxxxx/teammgr/index.cgi

While the conference administrator chooses the option of <send URL to participant for direct login>, the direct URL link will be sent to participant by Email.

When the conference room manager registers Permanent meeting room, this URL, ID, and the password are delivered to the participant in E-mail automatically.

E-mail including this URL is the following.

It is URL, ID, and a password for the part shown with a red frame to enter the conference room.

Title of E-mail : Ex.) MeetingPlaza User account Addressor of E-mail : Ex.) xxx@xxxxx.xxxxxx Text of E-mail: To: MeetingPlaza A, (Contract ID MeetingPlaza) Your account is registered by MeetingPlaza Conference Manager. Your ACCOUNT : ABCDEFGH Your PASSWORD : **STUVWXYZ** Please access the following URL to enter the remote conference room. http://xxxxxxxxxxx/teammgr/index.cgi Message From Conference Manager : Note : Please read the following documents carefully. If you don't agree on the document, please don't enter any of the Conference Rooms. Software License Agreement http://www.meetingplaza.com/e/license.html

When URL is clicked, the entrance screen is displayed.

ID and the password are input, and it logs it in

	_		Х
	🐑 🚾 👂 🖛 ID Logi	n	
me	etingplaza		
	ID Login		
	ID		
	Password		
		-	
	Save ID and PASSWORD		
	+) Login		
	Here if you have forgotten your password		

A page displays for registered users to login.

-) <b>e</b>	,	al ×	- □ ☆☆戀
eetingplaza	Portal Scheduler Oth	ers	🚢 MeetingPlaza
	rs <b>()</b>		
<ul> <li>2016/03/14 News of</li> <li>2016/03/14 Meetingl</li> </ul>	a meeting Plaza Room was made.		► All announcements
O Information			
Number of online user	rs: 0 (Maximum connection count 1	0) Check Video, Sound and Network before r	neeting
			Boung. Bound bence check
🗂 Reservations			
Meeting time	Subject	Number	of Users / Max
03/16 15:30 - 16:30	Conference	0 / 5	C <sup>*</sup> Detailed
Adhoc Rooms			All Favorite
Adhoc Rooms	m	Number o	All Favorite
Adhoc Rooms Name of the roo Conference1	m	Number o 0 / 10	All Favorite f Users / Max I Cr Login
Adhoc Rooms     Name of the roo     Conference1     Conference2	m	Number o 0 / 10 0 / 10	All Favorite f Users / Max

Choose the appropriate conference room to attend the conference.

					-	<u>с х</u>	]	
	Portal S	cheduler Others	×		≜ Me	etingPlaza A		
leetingpitizti						5		
	ts 🚺							
> 2016/03/14 News of	f a meeting							
▶ 2016/03/14 Meeting	JPlaza Room w	as made.			► All anno	ouncements		
Information Number of online user	ers: 0 (Maximum	connection count 10)						
Information	rs: 0 (Maximum	connection count 10) Chec	sk Video, Sound a	and Network before meet	ing. 🖸 Start Dev	ice Check		
O Information Number of online user The Reservations Meeting time	rs: 0 (Maximum Subject	connection count 10) Chec	sk Video, Sound a	and Network before meet	ing. 🕑 Start Dev	ice Check		
<ul> <li>○ Information</li> <li>Number of online user</li> <li>☆ Reservations</li> <li>Meeting time</li> <li>03/16 15:30 - 16:30</li> </ul>	rs: 0 (Maximum Subject Conference	connection count 10) Chec	:k Video, Sound i	and Network before meet Number of U 0 / 5	ing. C <sup>on</sup> Start Dev sers / Max	ice Check		
© Information Number of online uses	rs: 0 (Maximum Subject Conference	connection count 10) Chec	* Video, Sound a	and Network before meet Number of U 0 / 5	ing. C Start Dev sers / Max All	Ice Check		
© Information Number of online use Reservations Meeting time 03/16 15:30 - 16:30 Adhoc Rooms Name of the roo	rs: 0 (Maximum Subject Conference om	connection count 10) Chec	x Video, Sound a	and Network before meet Number of U 0 / 5 Number of Us	ing. C Start Dev sers / Max All ers / Max	ice Check <sup>1</sup> Detailed Favorite		
© Information Number of online use	subject Conference	connection count 10) Chec	:k Video, Sound :	and Network before meet Number of U 0 / 5 Number of Us 0 / 10	ing. C Start Dev sers / Max All ers / Max 3	toe Check  Detailed Favorite		

#### <3 .Login from portal page for registered users.>

A list of available Adhoc room is displayed on registered user's portal page. A registered user may login the meeting room by clicking on the list.

- (-) 🖻		0 - ≜ ¢	mp Portal	×			6 6 6
eetingplaza	Portal	Scheduler	Others				A MeetingPlaza
	ts 🌗						
<ul> <li>2016/03/14 News of</li> <li>2016/03/14 Meeting</li> </ul>	a meeting Plaza Room	n was made.				►AI	l announcement
O Information							
Number of online user	rs: 0 (Maxim	um connection	count 10)	ok Video Se	und and Maturals Is from	meeting 🔀 Star	rt Device Check
			OIR	CK VIGEO, SU	und and Network before	inooting.	
🗂 Reservations				ok video, So	und and Network before	incounty. C char	
CRESERVATIONS	Subject			eck video, Su	Numbe	r of Users / Max	
Reservations Meeting time 03/16 15:30 - 16:30	Subject Conferen	се		eck video, Su	Numbe	r of Users / Max	C Detailed
Reservations Meeting time 03/16 15:30 - 16:30 Adhoc Rooms	Subject Conferen	се		ek video, Su	Numbe	r of Users / Max	C Detailed
Reservations Meeting time 03/16 15:30 - 16:30 Adhoc Rooms Name of the roo	Subject Conferen	ce		ak video, Su	Number	r of Users / Max	C Detailed
Reservations Meeting time 03/16 15:30 - 16:30 Adhoc Rooms Name of the roo Conference1	Subject Conferen	се		ek video, ou	Number 0 / 5 Number 0 / 10	r of Users / Max	Detailed     Favorite     Login
Conference2	Subject Conferen	се		ek video, ou	Number 0 / 5 Number 0 / 10 0 / 10	r of Users / Max	C Detailed  Favorite  C Login  C Login

### **2-3** Entering the conference room

For the first-time users, after clicking the URL, the MeetingPlaza system will ask the user to confirm either to proceed with MeetingPlaza program installation, or proceed with system upgrade on client device that is required accompany with a prior MeetingPlaza server updates.

Below, is the instruction on what to do when the message displays.

#### **2-3-1 Installation Guidelines**

Installation is available to both the administrator and restricted users. However, a restricted user using the following OS, may need to use "run" the installer.

• OS -> Windows Vista, IE 7

E-mail that is listed in the conference this URL information, the screen displays "Downloading installer" you can click to download.

		_	пх
N	low loading		
Now loading MeetingPlaza a automatically after loading is start, MeetingPlaza add-on (# Please install MeetingPlaza a below.	dd-on. MeetingPlaza will start completed. If MeetingPlaza does not ActiveX Control) may not be installed. dd-on by following the explanation		
How to install Act	iveX		
Shr and the addiest to deal the best of 2, dick have Deal / Activel Controls.     Unit is to Bail     Warning     Deal     Deal	If the information bar appears on the top of the window, you can install MeetingPlaza add-on from information bar. If the information bar does not appear, click the 'Download Installer' button below. The add-on installer can be downloaded. If you uses the installer, you need to reload this page again.		
Dow	nload Installer		
This website w from 'NTT-IT ( What's the risk	ants to install the following add-on: 'MeetingPlaza2D Version 8.0' orporation'. ?	× Install ▼	

If the following conditions are met, the virtual print driver will be updated and a dialogue box will appear.

- Administrative privileges

- If you have an older version of the virtual print driver, it will be installed

In the confirmation dialog box, select "Yes ", and then run a virtual printer driver updates.

#### 2-3-2 Installation of program

#### 1) URL access.

After receiving invitation email, please click the conference URL stated in your email.

When logging into an Adhoc room, a user chooses a room to enter, then click <Enter> to login.

A web browser starts automatically.

#### 2) Installation of MeetingPlaza program (1)

The first time you enter the room XP will display a message asking you to accept the plug ins. The area is shown in the red box. Right click on the bar and accept the plug ins. MeetingPlaza with then load.

		-		×
			- م	6 €
1	Now loading			
Now loading MeetingPlaza a automatically after loading i start, MeetingPlaza add-on ( Please install MeetingPlaza a below.	add-on. MeetingPlaza will start s completed. If MeetingPlaza does not ActiveX Control) may not be installed. add-on by following the explanation			
How to install Act	tiveX			
the number of the address in the second is a distribution of t	If the information bar appears on the top of the window, you can install MettingPlaza add-on from information bar. If the information bar does not appear, click the 'Download Installer' button below. The add-on installer can be downloaded. If you uses the installer, you need to reload this page again.			
This website v	ants to install the following add-on: 'MeetingPlaza2D Version 8.0'	×		
from 'NTT-IT What's the risk	Corporation'.	Install 🔻		

Attention: Please contact your system administrator before making any security related changes.

There is a possibility that the program of MeetingPlaza cannot be installed because "Active script" of the security setting of Web a browser is nullified. This is shown the browser is a -white display. In that case, please close the Web a browser after making "Active script" effective, and access the URL again.

#### 3) Installation of MeetingPlaza program (2)

When the bar appears the first time using MeetingPlaza the area bar indicated where you will give permission to install active x.

After giving permission the Screen below will prompt you to install the plugins from NTT-IT.

Internet I	Explorer Add-on Installer - Security Warning	×
Do you	want to install this software?	
	Name: MeetingPlaza2D Version 8.0	
= =	Publisher: NTT-IT Corporation	
× Mor	re options <u>I</u> nstall <u>D</u> on't I	nstall
	While files from the Internet can be useful, this file type can potentially your computer. Only install software from publishers you trust. <u>What's</u>	harm the risk?

If the following conditions are true, Installation of program to "virtual printer driver update check" dialog box appears.

- Administrative privileges
- If you have an older version of the virtual printer driver is installed

In the confirmation dialog, "Yes ", and then run a virtual printer driver updates.

If you receive a confirmation dialog virtual printer driver updates, select "Yes" to run the update.

#### 2-3-3 Log in immediately after installation and confirmation of voice

#### 1) The conference room is logged in.

Once you are logged in the following screen will appear wit will allow you to test you mic and speakers or headset.

You can measure and adjust the setting levels and choose the mic operation setting.

#### 2) Confirmation by Voice wizard

"Voice setting wizard" is the one that the device of the mike speaker is confirmed, and the volume is adjusted. The following parts are confirmed.

#### (1) **Confirmation of mic**

- 1. It is confirmed that the mike or the voice peripherals used are lightly beaten or the indicator of the rub mike volume moves lightly.
- 2. Choices of "Mic used" are changed when there is no movement in the indicator.

Options X
Network Speed Connection Video Audio Share Miscellaneous
Microphone Default device : Microphone (Logitech ) Speak and adjust the volume to indicate the yellow-green value on the meter.
Talk mode Microphone is active when you speak.  Sensitivity High
Noise canceller Soft   Echo canceller Disabled  Input device control
Speaker  Default device : Digital Audio (S/PDIF)  Play test sound  Press 'Play test sound' and adjust the volume with the slider.  100 %
Noise canceller Soft
Loopback test           Start         Play an audio from the microphone to the speaker.         Image: Show dialog while testing
☐ Check audio devices at entering the room (show this dialog) ✓ Check device settings automatically
Show detail OK Cancel Apply

\* If [Show detail] is ON.

#### (2) Confirmation of speaker

- 1. It is confirmed to click "Voice reproduction", and to hear of the sound of "Doremi..." from the speaker or the listening device used.
- 2. When I do not hear it, choices of "Speaker used" are changed.

Options	Х
Network Speed Connection Video Audio Share Miscellaneous	
Microphone Default device : Microphone (Logitech 💌	
Speak and adjust the volume to indicate the yellow-green value on the meter.	
Talk mode     Microphone is active when you speak. <ul> <li>Sensitivity</li> <li>High</li> <li>High</li></ul>	
Noise canceller Soft   Echo canceller Disabled  Input device control	
Speaker	
Noise canceller Soft   Output device control	
Loopback test           Start         Play an audio from the microphone to the speaker.         Image: Show dialog while testing	
Check audio devices at entering the room (show this dialog)	
Show detail OK Cancel Apply	/

\* If [Show detail] is ON.

#### (3) Selection of utterance method

1. The utterance method is confirmed.

Options				×
Network Speed Connection Vid	leo Audio Share Miscellan	eous		
Microphone Default device : Microph Speak and adjust the vol the yellow-green value or	none (2- USB P - Internet indicate		<b>.</b>	95 %
Talk mode Microphone is ad	ctive when you speak. ctive when you speak.	✓ S	ensitivity High	•
Microphone is or Press key or butt Microphone is al	n while key is down. ton to tum on/off the microphone ways active. Use mute button to t	tum off.	Input device cont	trol
Speaker Default device : Speaker Press 'Play test sound' ar volume with the slider. Noise canceller Soft	ars (2- USB PnF	Play test sour	nd	100 %
Loopback test Start Play an audio fr	rom the microphone to the speake	er. 🔽 SH	now dialog while te	esting
Check device settings autor	enng the room (show this dialog) natically			
✓ Show detail		ОК	Cancel	Apply

\* If [Show detail] is ON.

2. Details of setting are as follows. We can use it properly by responding to the use environment etc. because there are a merit and a weak point respectively. The setting of the utterance method is preserved by the personal computer that uses it, and the same utterance method comes to be used at the next conference.

Utterance method	Utterance method Explanation		Disadvantage
Microphone is active	The sound from the	Easy to us if all	Feedback from open
when you speak.	mic, is automatically	participant have the	mics can be
	detected, and	correct mic setup.	distracting.
	transmits the audio.		
Microphone is on	You can talk by	This will eliminate	Experience is
while key is down.	holding down the	feedback from open	necessary for this
	Ctrl key.	mics.	mode.
Press key or button to	It begins the remark	The same as "Push To	The same as "Push To
turn on/off the	pushing the Ctrl key,	Talk (PTT)".	Talk (PTT)".
microphone.	it pushes again, and		
	the remark end is		
	done.		
Microphone is always	All audio is heard.	Used when there is a	Open mics can give
active. Use mute		small number of	feedback to the
button to turn off.		conference participants.	conference.

(4) When the confirmation of the mike and the speaker ends, OK is clicked.



#### 3) The screen below appears after the voice enablement.

The program will automatically check the available bandwidth and adjust the audio and video settings accordingly. Once the speed measurement is finished click Apply(A) and then OK.



If the log in fails the connection wizard screen will appear. Start the wizard to determine if there is another way of connecting to the MeetingPlaza room.

		00
qiir		
	Cannection Waand	
	Target Server (NHCR1 concounts no	
	Connection tribed a going to shade the connectivity to "webB1 assossments on"	
	Sal admult terligenien Earce	
T Share Audia Chat	A User's (	

#### 4) Once you are connected.

Your status is shown in the bar to your lower right.



Note: the choices of connectivity are the following:

- Direct Connection
- TCP Tunneling
- HTTP proxy

When login fails, it is not connected is displayed

#### 2-3-4 Confirmation of mike and speaker when using it usually

The functionality mic and the speaker can be confirmed observing the meter levels.

A loopback test can be performed by clicking the button as shown in figure below. This function will allow you to hear your voice back through your speakers.

In the push to talk mode the speaker must hold down the Ctrl key on the keyboard.



The mic and the speaker volume levels is displayed as shown in figure below.



The volume of the mic and speakers can be adjusted by moving the slide bars, or the mic volume can be set to adjust automatically

#### 2-3-5 Confirmation of image

Your Web camera image can be confirmed in the red frame in the figure below.



Please see the 4-1 Troubleshooting page if the Web camera image is poor or not available.

The smoothness of the image can be adjusted in the setting. Please see the reference manual about how to adjust the setting.

#### 2-3-6 Logout and re-login from conference room

To log out from the conference room (leave a room), close your Web browser.

To log in the conference room again, use the same URL that was used to when you first entered the conference room.

#### 2-3-7 Uninstalling Programs

To uninstall MeetingPlaza, use the Windows Control Panel and select "add or remove" programs and find the MeetingPlaza Version 2D Version 8.0 or "MeetingPlaza Plug In".

## 3 Communications in conference room

When you enter a conference room it is best to have a headset. Please refer to the reference manual for a more detailed explanation.

## **3-1** Talking with other participants

The most efficient approach to communications in MeetingPlaza is to use a headset or an echo canceling mic and speakers.

## **3-2 Other participants' images**

Participant's image including yourself is displayed in a red frame shown in figure below. The participant who is talking displays a becomes pink box around their video image.





Other participants' images become high-resolutions if the switch in the left end of the screen is raised, and become low image qualities if it lowers.



Use the video quality bar to adjust the video quality of the meeting (+) increases the video quality (-) reduces the video quality and may improve the overall quality of the meeting if some participants have lower bandwidth speeds. If there are gaps in the audio, lowering the video quality may improve the meeting experience.

### 3-3 To communicate by chat

While in MeetingPlaza you are also able to communicate by chat to all or just one of the participants in the conference.

When the chat button at the center of the conference screen is clicked, the Chat window appears. See figure below. Type in the lower part of the chat window and click enter.

If you select <All>, the transmit is sent to all participants in the conference. If you select a participant's name from the selection menu only that participant will see the chat message

![](_page_27_Figure_4.jpeg)

### **3-4 Data is shared**

While in the conference participants can share electronic file such as Microsoft PowerPoint. Web pages can also be shared among participants.

The following is the type of files that can be shared.

#### **3-4-1** Types of file sharing

The following three common functions are provided in MeetingPlaza. It might be good to use it properly according to the situation.

Kind of sharing	What can you Share?	When do you use it?	Feature
File sharing	PowerPoint file	1) The PowerPoint program	1) It takes time until the
		must be installed on all	operation such as sending the
		participants' personal	page because of the transmission
		computers.	of the file to all participants when
		2) When you want to send the	sharing can be done.
		PowerPoint file quickly	2) If the file is transmitted,
			operation where page sending
			takes synchronization with the
			participant of the so on and
			others is fast.
	Word file	These files can be displayed	The operation in the displayed
	Excel fire	and shared by all participant's	screen is not reflected in other
	PDF file	Web browser	participants' screens. (For
	Jpeg file		instance, it is an input, and a
	Text file		switch of the seat to the cell of
	Files other than PowerPoint		Excel as for the numerical value.)
	Compatible files for		Synchronize Playback operations
	Windows Media Player		
	(.avi/.wmv/.wma/.mid/.wav)		
Virtual file	VPI file	When you want to share files	All participants see the same file
sharing	MeetingPlaza is original.	without distributing them to all	on shared memory without the
		participants.	file be opened locally.
Application (AP)	Screen of program (for	1) When you want to show the	1) This can be slow if the amount
sharing	instance, CAD program	screen of the program	of data be sent is large
	etc.) executed with a	executed with a participants	2) It is unsuitable for use with
	participants personal	personal	low-speed networks such as

	computer	computer to other participants	modem lines.	
		2) When the file can't be		
		opened by file sharing.		
Desktop sharing	The entire desktop may be	When sharing or showing the	Application Sharing (AP) feature	
shared or displayed within a		entire desktop or a range of the	is similar.	
	specified range	desktop to conference		
		participants		
Web sharing	Web site	When you want to show all	If a username and password are	
		participants a Web site.	needed to view the site all users	
			will not be able to follow you.	

#### 3-4-2 How to use file sharing

To start sharing the file, click on <File sharing> and the file to be shared from your hard drive selected.

The file is transmitted automatically to all participants in a common window.

![](_page_30_Picture_3.jpeg)

When other participants start the file sharing procedure, the file is received automatically, and it is displayed in the common window.

![](_page_31_Picture_1.jpeg)

The file is displayed when the transmission is completed

A confirmation on whether to the file might be requested by the security function of Web the browser.

Please see the reference manual about a detailed usage of the file sharing.

#### 3-4-3 Virtual file sharing

A user clicks <Virtual file sharing> to start a sharing. All participants see the same file on shared memory without the file be opened locally.

![](_page_32_Picture_2.jpeg)

#### 3-4-4 How to use Application sharing

If application sharing is used the file application that is being shared must be open on the desk top of the participant sharing the application. When <AP sharing> is clicked on that application is displayed, and is selected. The screen data is then transmitted to the other participants.

Two or more application programs can be selected.

![](_page_33_Picture_3.jpeg)

For additional information please see the reference manual about detailed usage of application sharing.

#### 3-4-5 How to use Desktop sharing

To begin sharing your desktop using "Desktop Sharing", click the "Share icon", followed by "Desktop Sharing", Select option to share the entire "Desktop" or Select the Area of the desktop to be shared. The data will then be seen by the conference participants.

(How to share the entire Desktop)

![](_page_34_Picture_3.jpeg)

![](_page_34_Picture_4.jpeg)

![](_page_34_Picture_5.jpeg)

(Specify "Area" to share)

![](_page_35_Picture_1.jpeg)

Please see the Reference Manual for the details of using "desktop sharing".

#### 3-4-6 How to use Web sharing

To start and Web URL, click on the <Web Share> button. You can type the URL or pick from the favorite button.

When URL is fixed by either method, the screen on the Web site is displayed in the window only for sharing of all participant's material including me.

![](_page_36_Picture_3.jpeg)

For additional information please see the reference manual about detailed usage of Web sharing.

#### **3-4-7** Other functions concerning sharing

Some functions such as the whiteboard are omitted from this manual, please refer to the reference manual for information not found in this manual.

The common functions of MeetingPlaza were described in the previous chapters. The following functions are available in MeetingPlaza and please refer to the reference manual for further details.

- Up to 10 different file types can be shared through the tab browser.
- Marking up shared files with a draw function.
- Screen print of common material
- The ability to convert and share a print image file (VPI file) so the application need not reside on each participant computer to see the file.
- Giving control to other participants when application sharing is used.
- Ability to resend material to participants who enter the conference late.

### **3-5** Changing the conference room screen

There are 7 configurations for conferences in MeetingPlaza and they are controlled by the administrator of conference room. The administrator can switch screen formats anytime during the meeting.

![](_page_37_Picture_11.jpeg)

![](_page_38_Picture_0.jpeg)

![](_page_38_Picture_1.jpeg)

![](_page_38_Picture_2.jpeg)

![](_page_38_Picture_3.jpeg)

![](_page_38_Picture_4.jpeg)

![](_page_38_Picture_5.jpeg)

## 4 Appendix

## **4-1 Troubleshooting**

#### 1) Connection wizard starts for the first time to connect.

For the first time to connect, if routes searched for conference room login fails, the connection wizard will start.

Please set up the network path manually if a route is not automatically detected.

- (1) Click [Cancel] button to close connection wizard.
- (2) Click [Settings] button on the meeting room screen and open the [Options] window.
- (3) Click [Connection] tab.
- (4) Change [follow the connection method of web browser] to [Via HTTP proxy (HTTP tunneling)] Enter the correct settings for the following options.
  - Enter the proxy name and port number per your network settings<sup>1</sup>.
  - Set the default port number to 443.
  - Turn on [CONNECT method].
- (5) Click [Enter (Reconnect)]

Via HTTP proxy (HTTP	P tunneling)	]	
-Tuneling settings Hostname SSL		(blank allowed)	Port 443 🗸
-HTTP Proxy Hostname			Port 8080
GONNECT meth	od (Recommended only if f	the tunneling port is 443)	
Max GET size	0 KB (de fault : 0)		
C Dait automatically w	han no other users in the	room (pot in lecture mode)	10 - Minutes

\* If [Show detail] is ON.

<sup>&</sup>lt;sup>1</sup> Please ask your network administrator for the correct proxy and port number to use.

#### 2) My web cam is not working?

If you are not using specified video device, the meeting room may not be able to display properly.

Please follow the steps below to confirm whether the web camera works properly without using specified video device.

- (1) Click [Settings] button on the meeting room screen and open the [Options] window.
- (2) Click [Video] tab.
- (3) Turn off [Use a specified video device].
- (4) Close the web browse of meeting room and click URL to login meeting room again

Options	$\times$
Network Speed Connection Video Audio Share Miscellaneous	
Video – Video device (Camera) Logitech QuickCam E3500 –	
Use a specified video device (Uncheck this only if your camera does not work. It will be reflected from the next start-up)	
_ Video	
☑ Simple setting (recommended)	
Audio first Video first	
✓ Use video noise filter to reduce sending video data (Uncheck this if your PC works slow)	
✓ Show detail OK Cancel Apply	

\* If [Show detail] is ON.

## 4-2 FAQ

#### 1) What does the color of <Be connecting it> mean?

Connected via TCP Tunneling.

This color shows the communication. It becomes <Green>, <Yellow>, <Orange>, and <Red> in good the order.

Green	It is excellent.
Yellow	There is no problem in use though there are a temporary delay and a loss.
Orange	The influence has gone out to the quality due to the delay and the loss.
Red	State that cannot be used

The sound is choppy what can I do to clear the audio.

Settings should be placed at 20%-30% below the value measured, or choose from the following list and select from the list below.

	twork speed	
s	Current New ending (kbps) 6000 6000	
R	eceiving (kbps) 6016 6016	
S	peed measurement	
	Measuring Start Upward: transmission speed measurement inactive.	
	Sequential measurement Downward: transmission speed measurement inactive.	
0	hoose from the list	
	28.8kbps Modem (Sending: 22kbps, Receiving: 22kbps) 56kbps (Sending: 38kbps, Receiving: 38kbps)	
4	ISDN (Sending: 52kbps, Receiving: 52kbps)	
✓	ADSL / Cable Modern (Sending: 30kbps, Receiving: 10kbps) ADSL / Cable Modern (Sending: 120kbps, Receiving: 300kbps)	
	ADSL / Cable Modem (Sending: 240kbps, Receiving: 500kbps) ADSL / Cable Modem (Sending: 500kbps, Receiving: 1.2Mbps)	
	FTTH (Sending: 1.0Mbps, Receiving: 3.0Mbps) LAN (Sending: 1.5Mbps, Receiving: 2.0Mbps)	
	LAN (Sending: 4.0Mbps, Receiving: 6.0Mbps)	

#### 2) I want to speak without pushing the Ctrl key.

This is possible if you have a good echo cancelling mic. The method of speaking by pushing the Ctrl key is the standard default.

To activate other options than push to talk, click on the down arrow in the communication window and choose from the available list.

Share	Audio	Chat	Attendees	<b>→ ↓</b>	] [	Share	Audio 🖗	Chat	Attendees
	Audio	Cliat	Attenuees	(	٥.,	Microphone is act Microphone is act	tive when you spea tive when you spea	ak. 1k.	-
					ON OFF	Mic is on while [D Press [Ctrl] or butt Microphone is alw Mute	trl] is down. ton to turn on/off th vays active. Use m	ie mic. ute button to	turn off.
					[	Mute			0 100%

Details of the method are as follows. Please remember the environment of the meeting and your equipment will determine the best settings.

Utterance method	Explanation	Advantage	Disadvantage
Microphone is active	The sound from the	Easy to us if all	Feedback from open
when you speak.	mic, is automatically	participant have the	mics can be
	detected, and	correct mic setup.	distracting.
	transmits the audio		
Microphone is on	You can talk by	This will eliminate	Experience is
while key is down.	holding down the	feedback from open	necessary for this
	Ctrl key.	mics.	mode.
Press key or button to	It begins the remark	The same as "Push To	The same as "Push To
turn on/off the	pushing the Ctrl key,	Talk (PTT)".	Talk (PTT)".
microphone.	it pushes again, and		
	the remark end		
	is done.		
Microphone is always	All audio is heard.	Used when there is a	Open mics can give
active. Use mute		small number of	feedback to the
button to turn off.		conference participants.	conference.

### 4-3 What to do when this manual does not help

If your problem is not answered by this manual please do the following:

#### Refer to the on line manual.

(help button) under the screen center is clicked. A new window opens, and the manual can be referred to.

![](_page_43_Picture_4.jpeg)

It is also possible to contact the support window by E-mail.

E-mail : support@meetingplaza.com