

MeetingPlaza Version 8.0

Conference manual for the first time (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**
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 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.

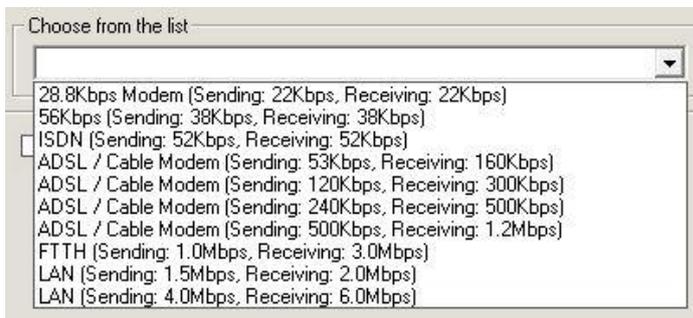
1-1 Overview of this Manual

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.

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

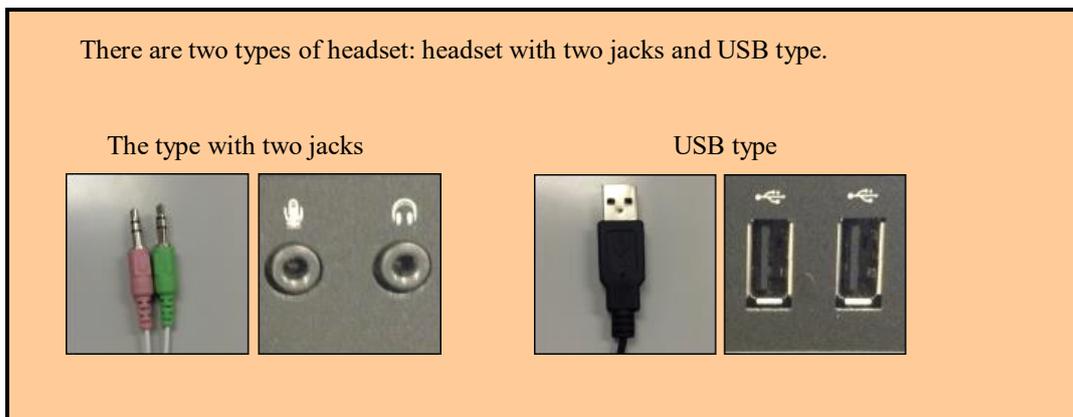
You will need a personal computer equipped with a headset or and mic and speakers, a webcam and an internet connection. The following describes the installation process.

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.

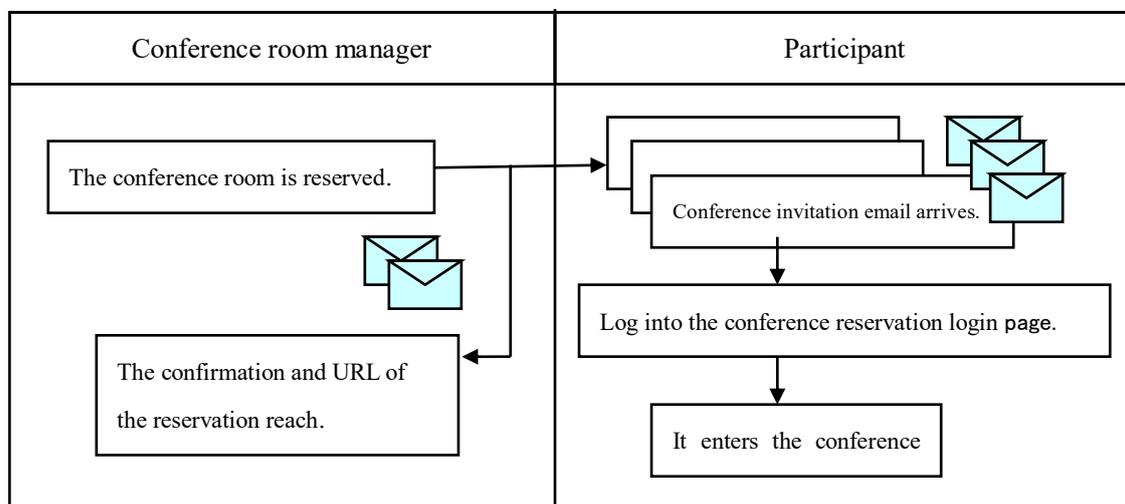
2-2-1 Login to a reservation conference

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).

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.

Title of E-mail:
(Example)
Invitation to Web Conference (May 30, 16:00)

Addressor of E-mail:
(Example)
1092813981_Jhr&g3NpHL@xxxxx.xxxxxxx

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.xxxxxx/oc/mp.cgi?A1b23CD4efGHijklmN5OpQRS6TU>

List of participants:
Total 2 Users
MeetingPlaza
User1

MeetingPlaza

<http://xxxxx.xxxxxx/oc/mp.cgi?A1b23CD4efGHijklmN5OpQRS6TU>

User1
<http://xxxxx.xxxxxx/oc/mp.cgi?1Abc23defgHijKL4M5opQRST6uV>

Subject:
Web Conference

Message:
Test meeting.

Conference ID: 1234567890_ABCdeFGhIj

Start time (UTC+9:00) May 30, 2016 16:00 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)

You can test the accessibility to a MeetingPlaza Distance Conference Server in advance by accessing the following URL (a public distance conference room).

http://xxxxx.xxxxx/oc/mp.cgi?Abcd1efGh_IjK2lmNOPqrStuv3W

URLs for guest participants:

The following URLs are for guest participants. You can forward them by E-Mail to invite any person to come to the remote conference room.

<http://xxxxx.xxxxx/oc/mp.cgi?1AB2CDEfGHijkLMNOPq3rsTUvwx>

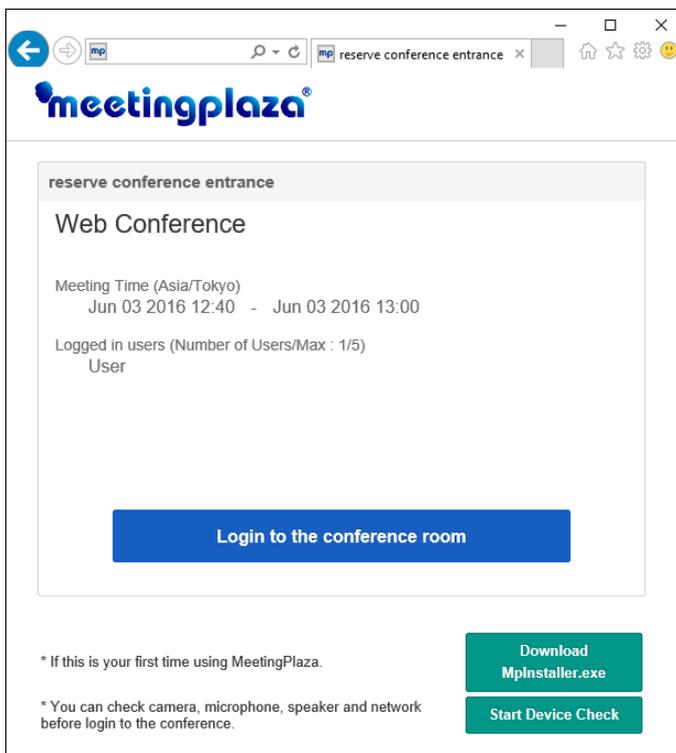
 Note:

Please read the following document carefully. If you don't agree on the document, please don't enter any of the Conference Rooms.

Software License Agreement:

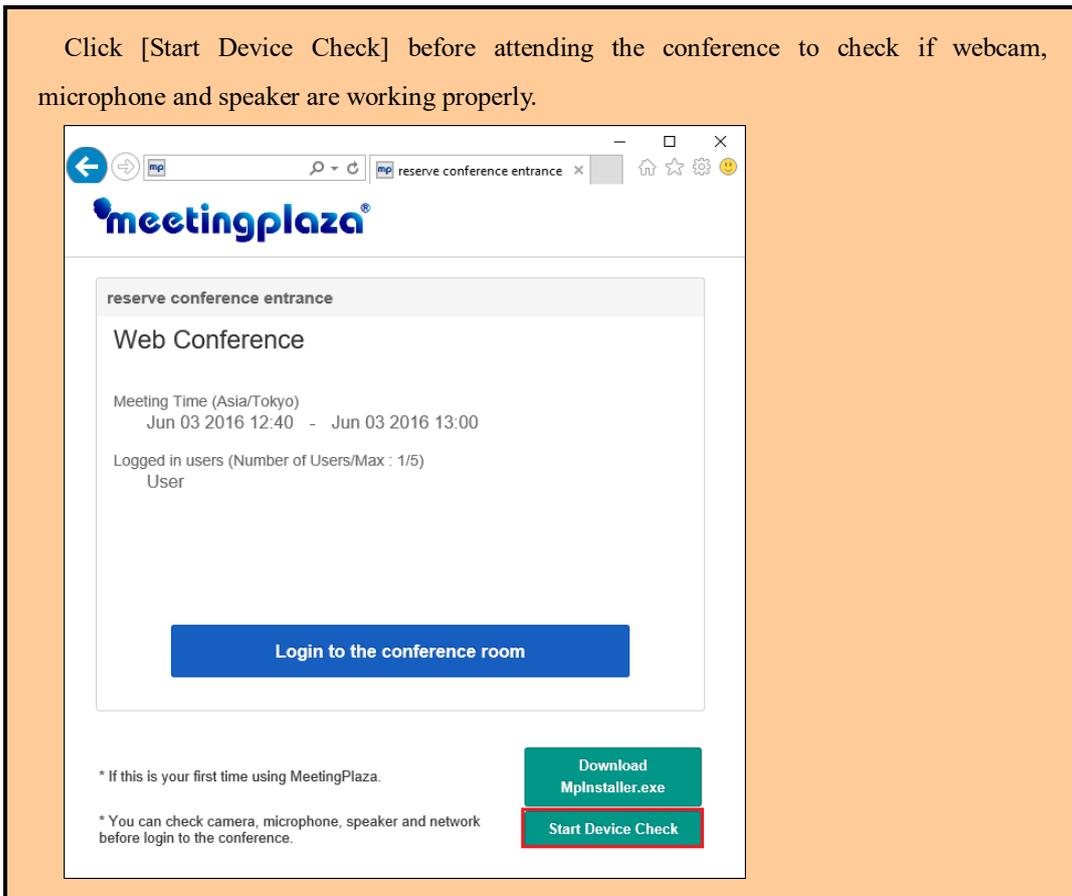
<http://www.meetingplaza.com/e/license.html>

Conference login page displays.



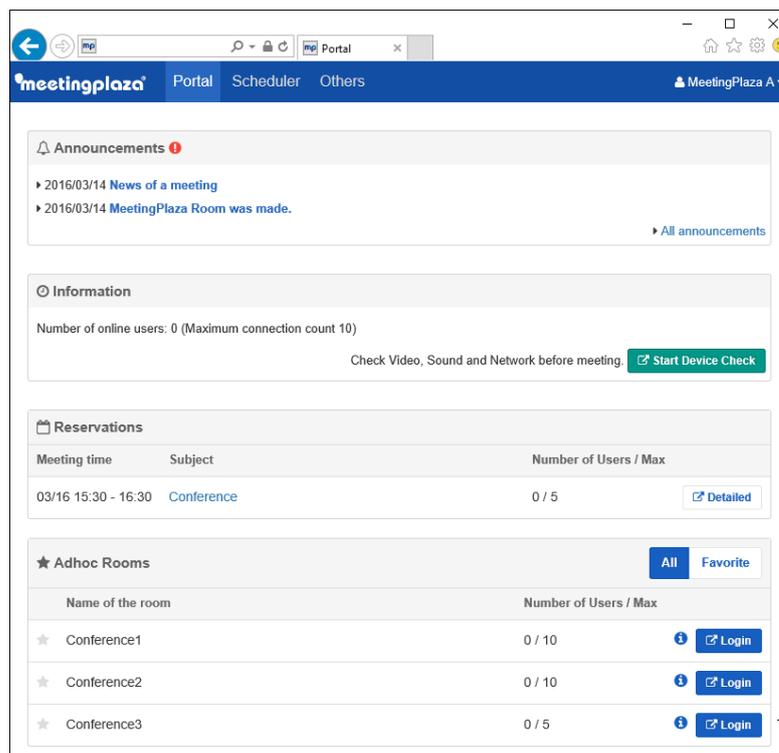
Click [Login the conference room] to join the conference.

Click [Start Device Check] before attending the conference to check if webcam, microphone and speaker are working properly.



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

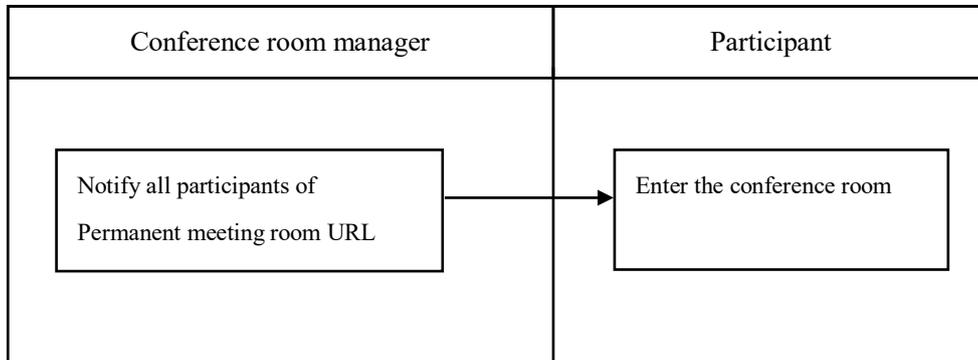
Registered user may enter a reserved conference room on the portal page after login.



2-2-2 Login to an Adhoc conference

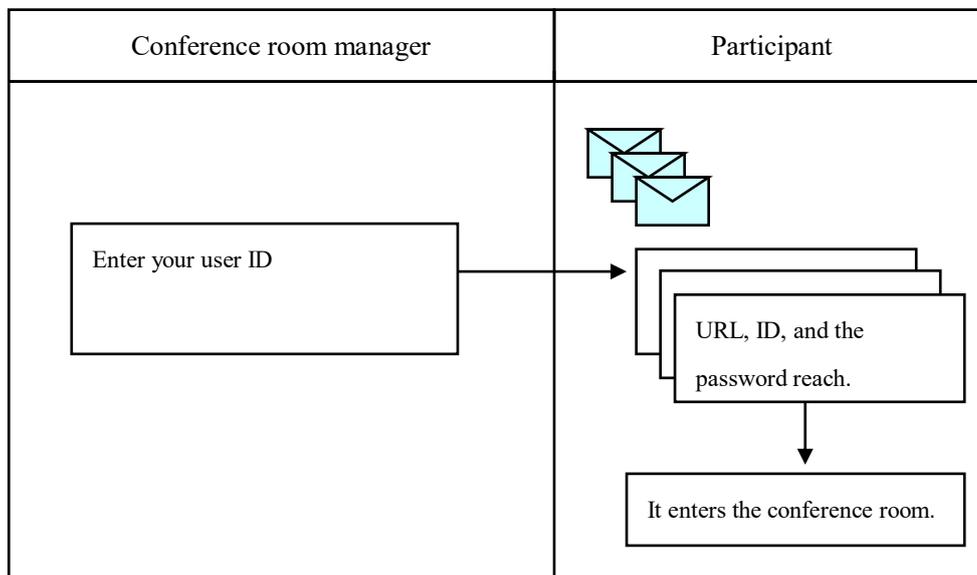
There are three ways to login and attend a conference using Adhoc room mode.

<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.xxxxxxx/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@xxxxxx.xxxxxxx

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://xxxxxxxxx.xxx/teammgr/index.cgi>

Message From Conference Manager :

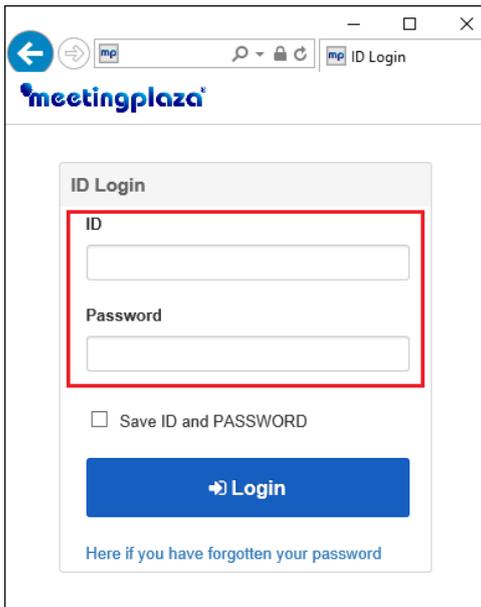
Note :

Please read the following documents carefully. If you don't agree on the document, please don't enter any of the Conference Rooms.

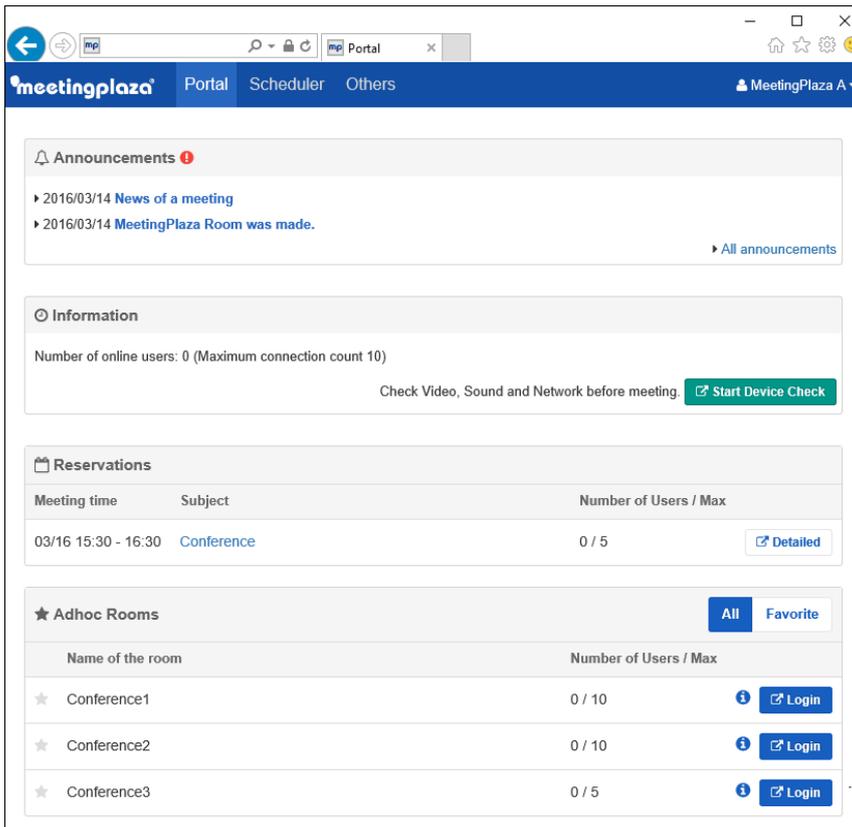
Software License Agreement
<http://www.meetingplaza.com/e/license.html>

When URL is clicked, the entrance screen is displayed.

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

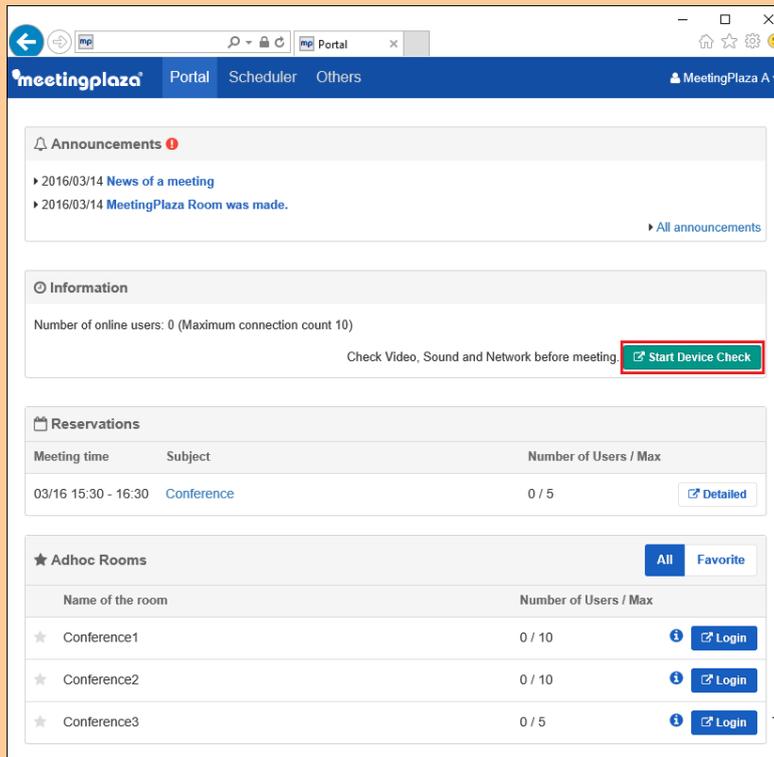


A page displays for registered users to login.



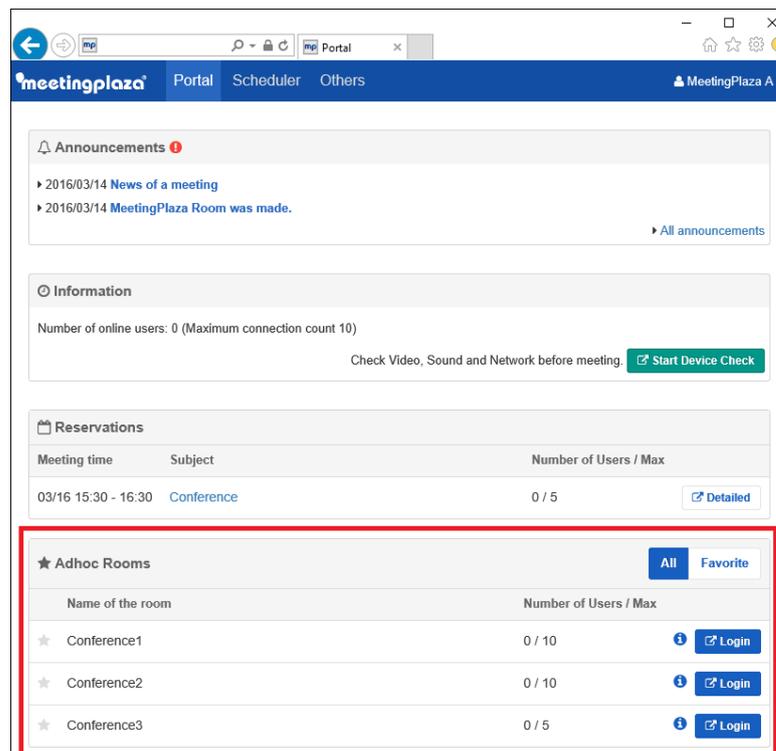
Choose the appropriate conference room to attend the conference.

Click [Start Device Check] before attending the conference to check if webcam, microphone and speaker are working properly.



<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.



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.

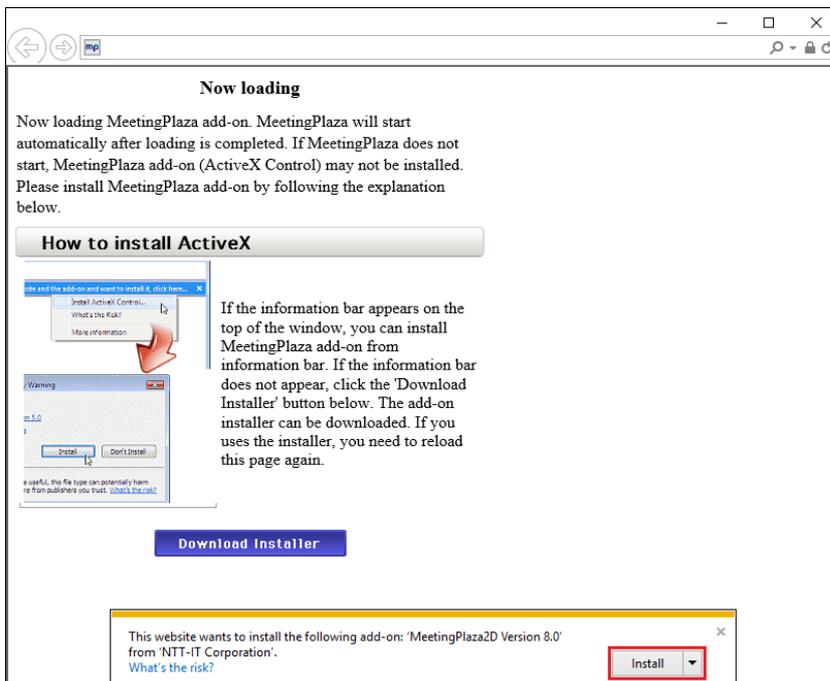
Below, is the instruction on what to do when the message displays.

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.



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.

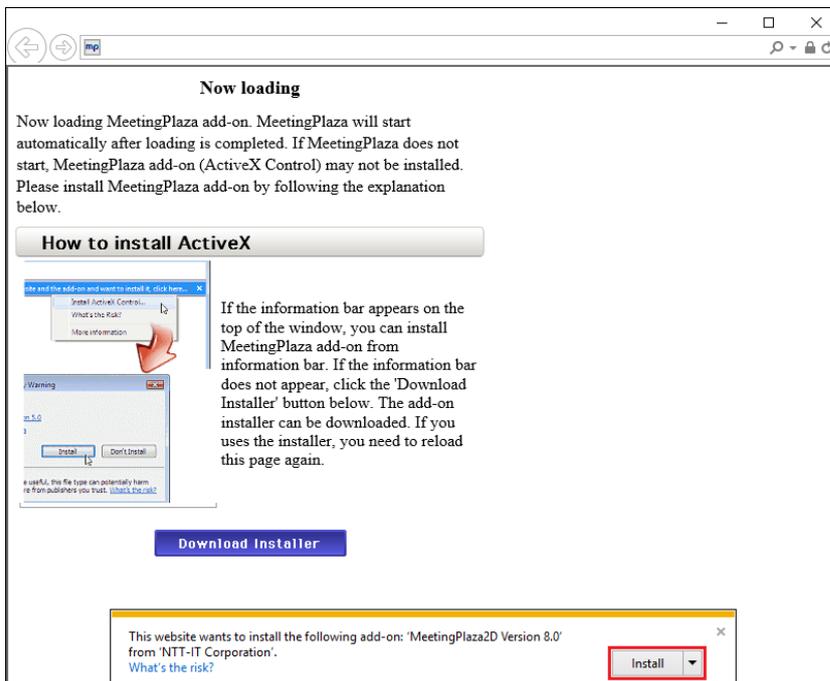
After receiving invitation email, please click the conference URL stated in your email.

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 will then load.



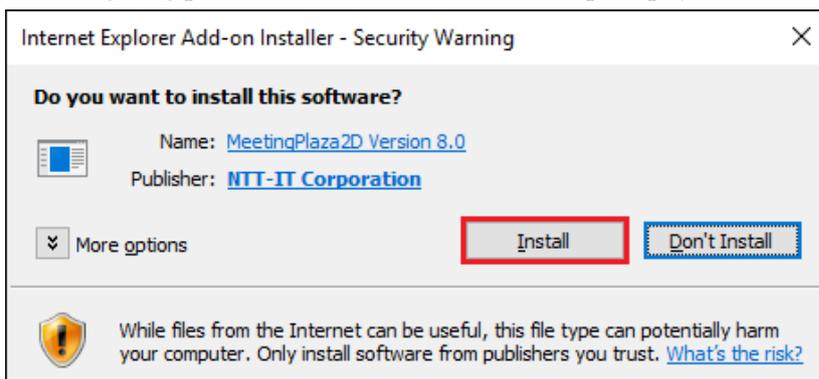
Attention: Please contact your system administrator before making any security related changes.

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



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.

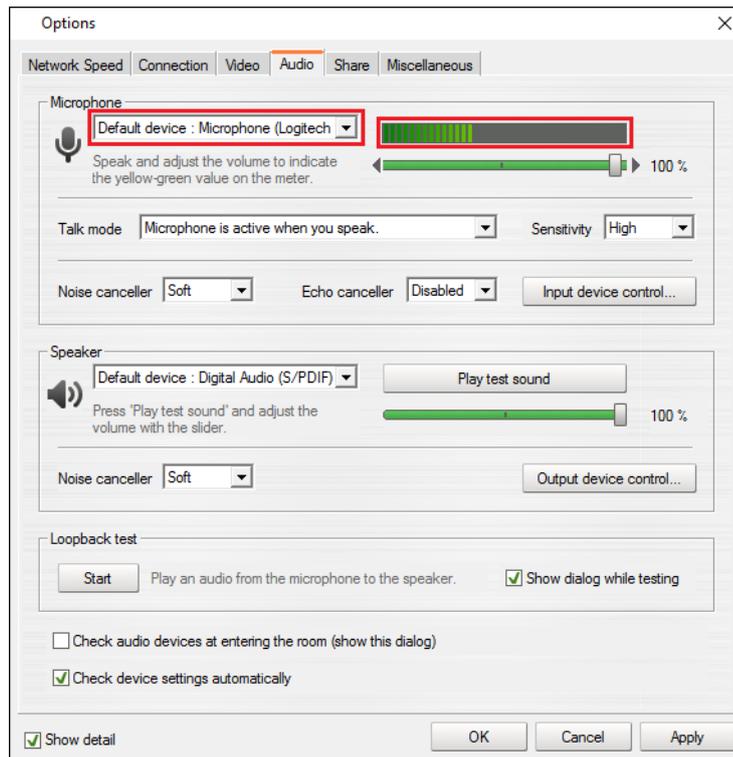
You can measure and adjust the setting levels and choose the mic operation setting.

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

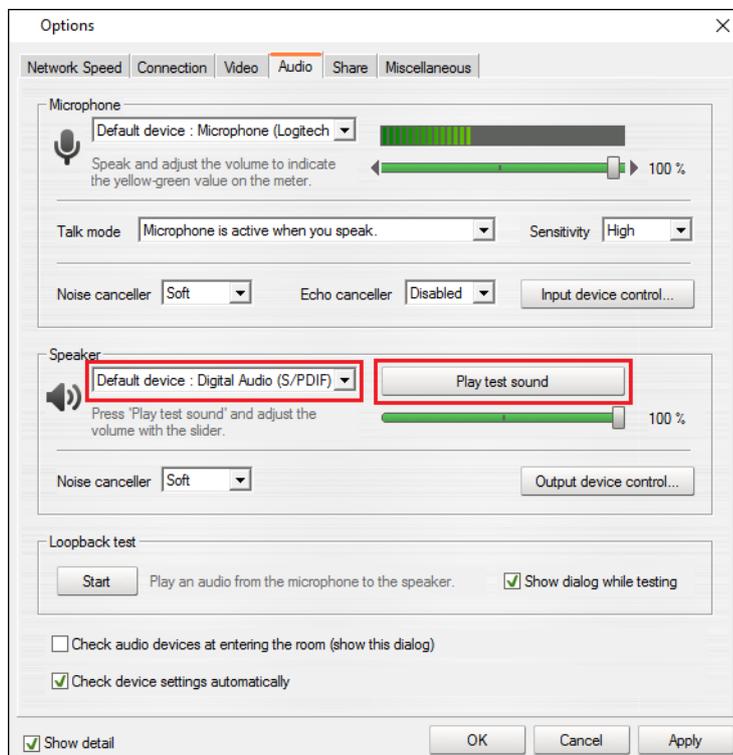
1. It is confirmed that the mike or the voice peripherals used are lightly beaten or the indicator of the rub mike volume moves lightly.
2. Choices of "Mic used" are changed when there is no movement in the indicator.



* If [Show detail] is ON.

(2) Confirmation of speaker

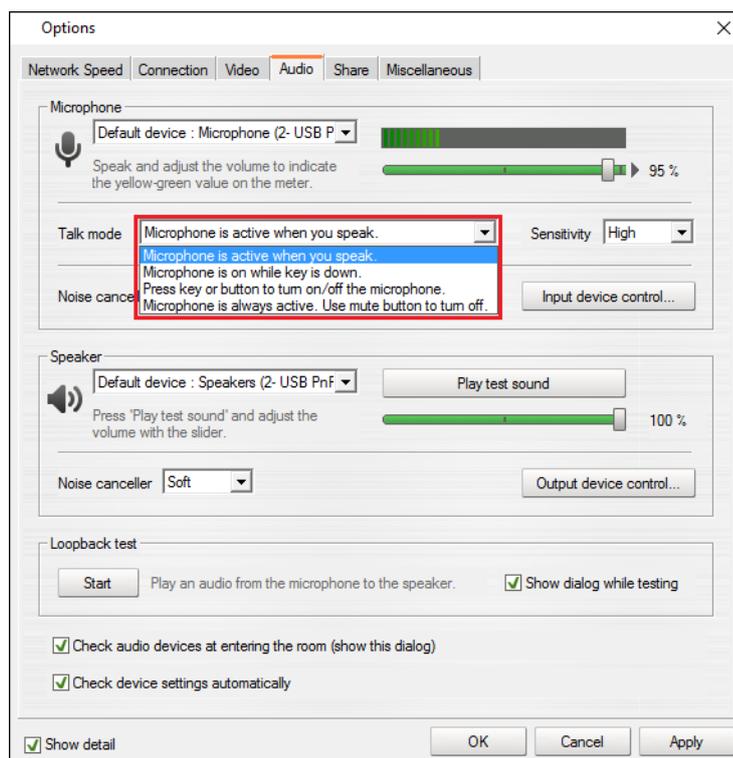
1. It is confirmed to click "Voice reproduction", and to hear of the sound of "Doremi..." from the speaker or the listening device used.
2. When I do not hear it, choices of "Speaker used" are changed.



* If [Show detail] is ON.

(3) Selection of utterance method

1. The utterance method is confirmed.



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



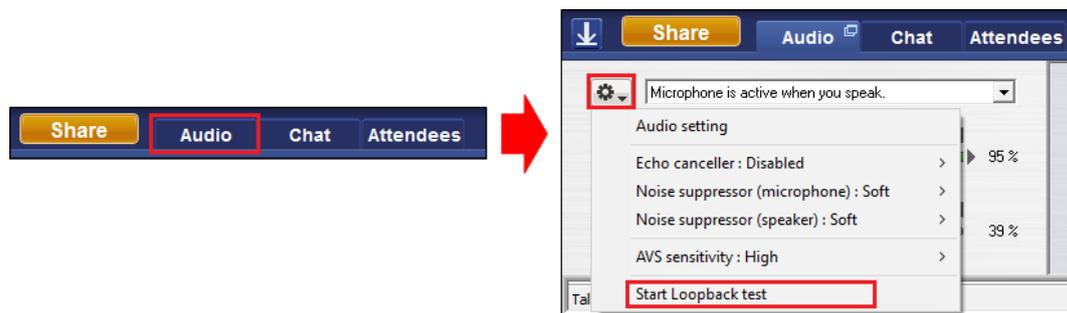
2-3-4 Confirmation of mike and speaker when using it usually

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

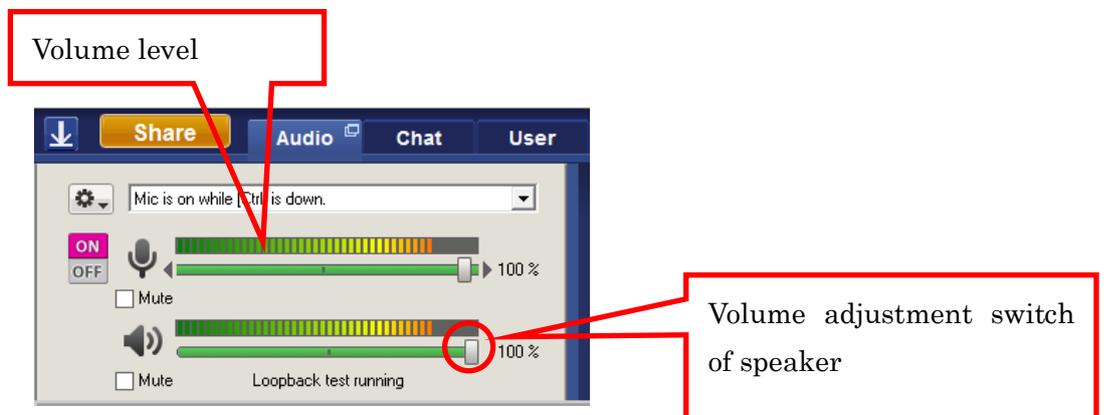
A loopback test can be performed by clicking the button  as shown in figure below. This function will allow you to hear your voice back through your speakers.

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

Only I hear the voice at this time even if other participants are in the conference room.



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

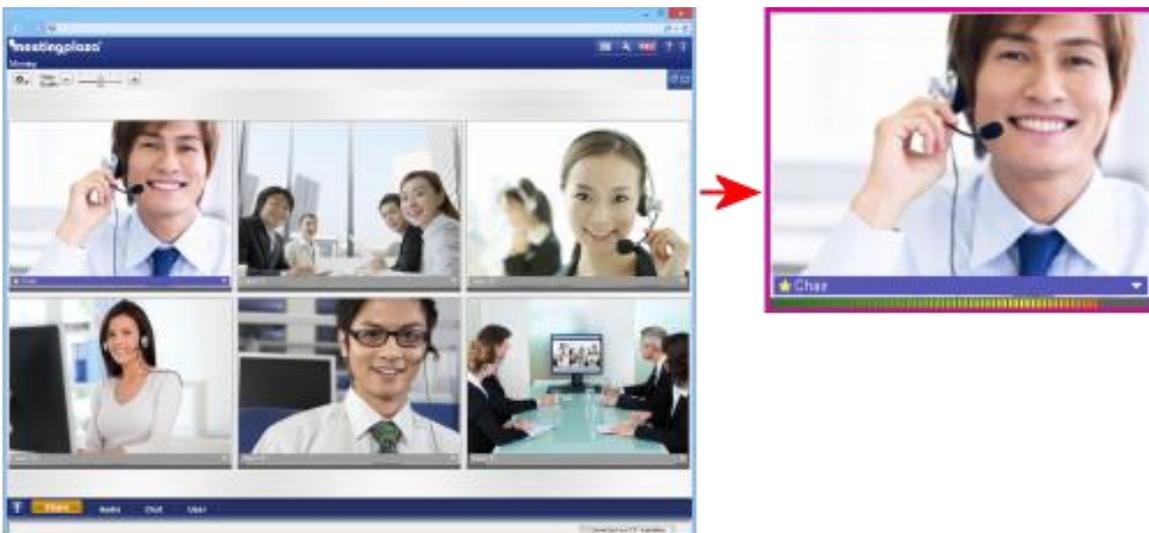
When you enter a conference room it is best to have a headset. Please refer to the reference manual for a more detailed explanation.

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.



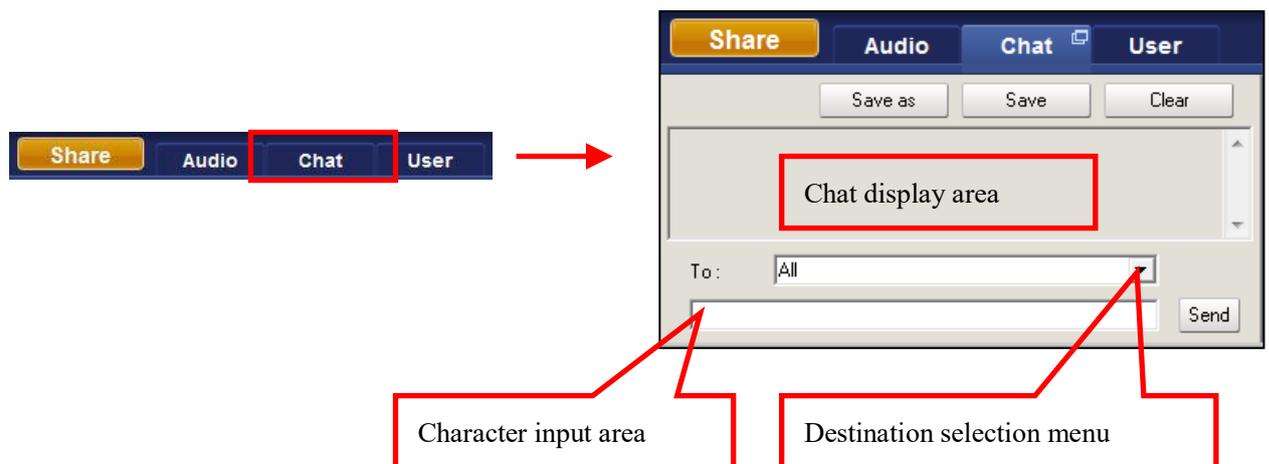
Use the video quality bar to adjust the video quality of the meeting (+) increases the video quality (-) reduces the video quality and may improve the overall quality of the meeting if some participants have lower bandwidth speeds. If there are gaps in the audio, lowering the video quality may improve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



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.

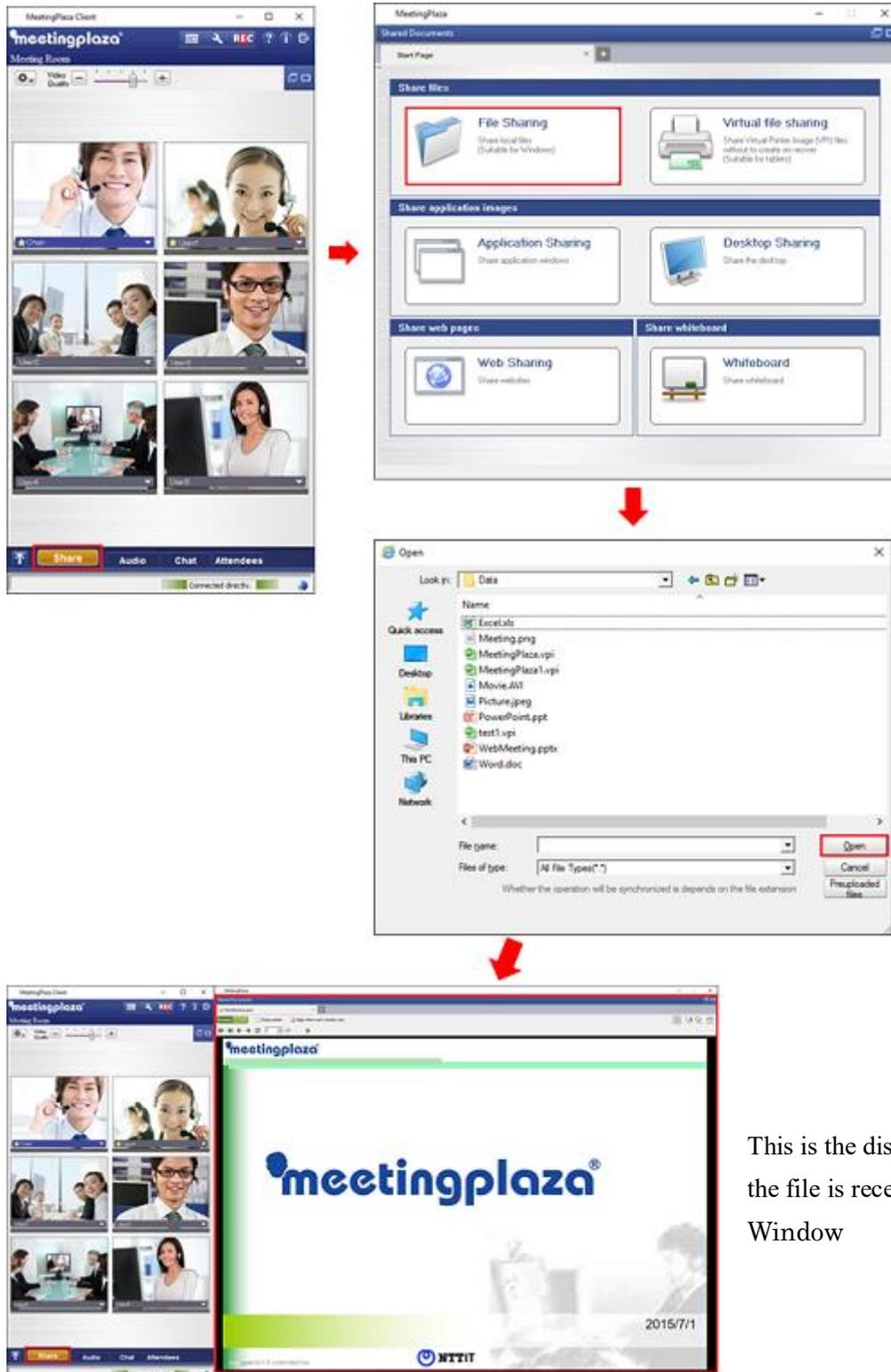
Kind of sharing	What can you Share?	When do you use it?	Feature
File sharing	PowerPoint file	1) The PowerPoint program must be installed on all participants' personal computers. 2) When you want to send the PowerPoint file quickly	1) It takes time until the operation such as sending the page because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

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



This is the display when the file is received.
Window

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



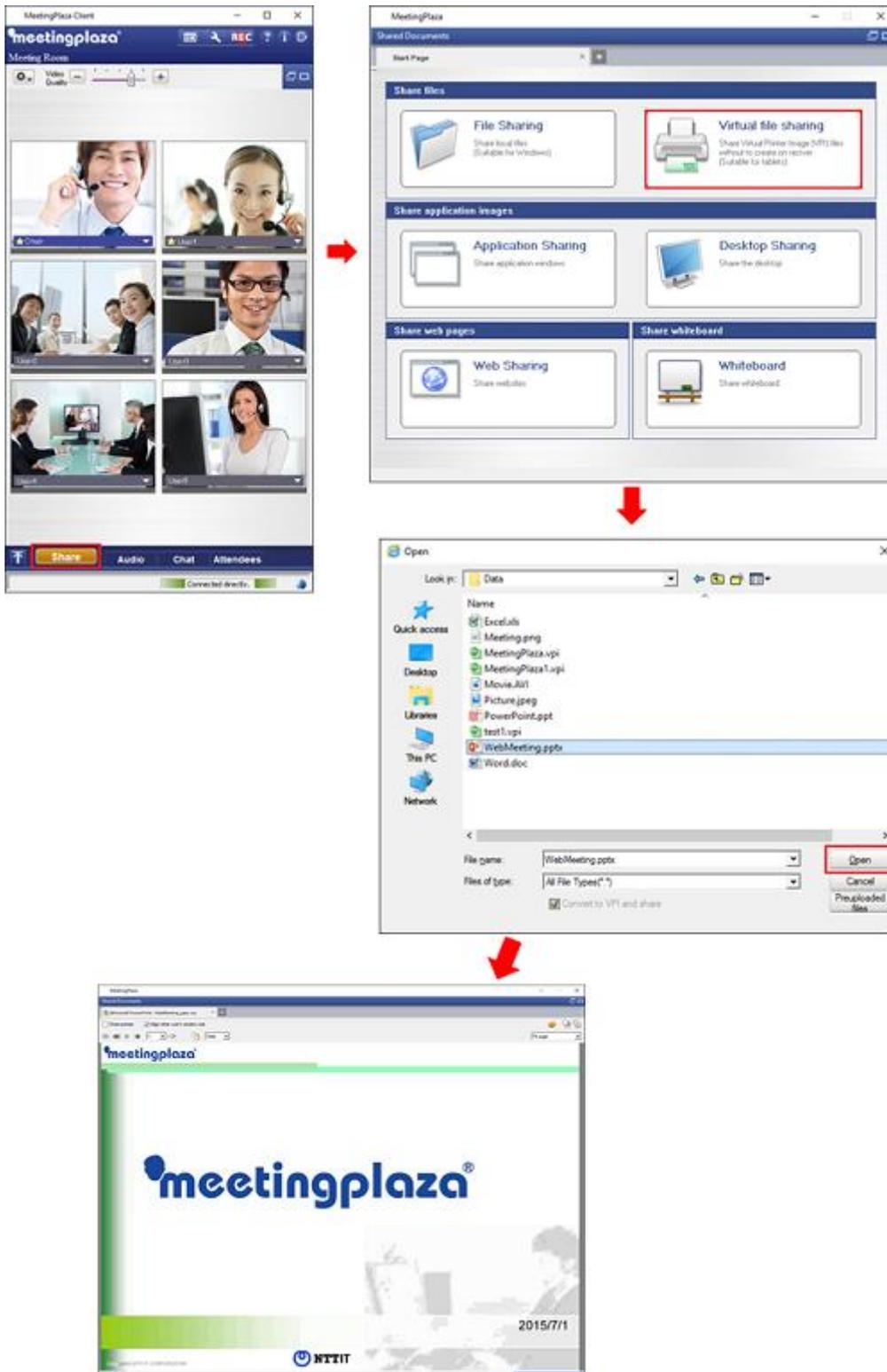
The file is displayed when the transmission is completed

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

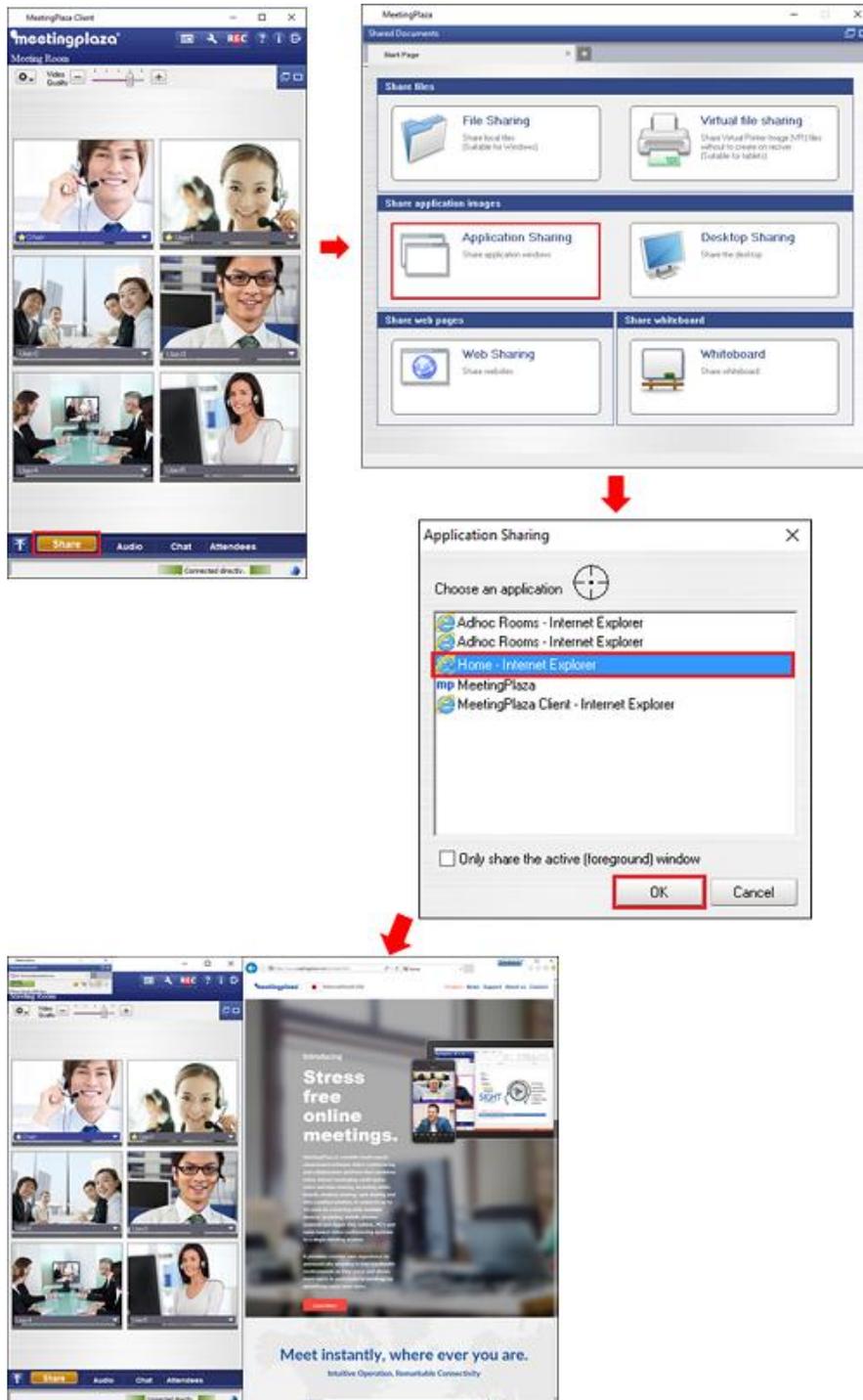
A user clicks <Virtual file sharing> to start a sharing. All participants see the same file on shared memory without the file be opened locally.



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.



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)



Share the entire desktop.



(Specify "Area" to share)

The range of the "Area" to be shared is displayed and expanded or reduced. After adjusting the range, click the "Start" button.

The frame turns pink and is shared only within the range selected by the participant.

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.



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

3-4-7 Other functions concerning sharing

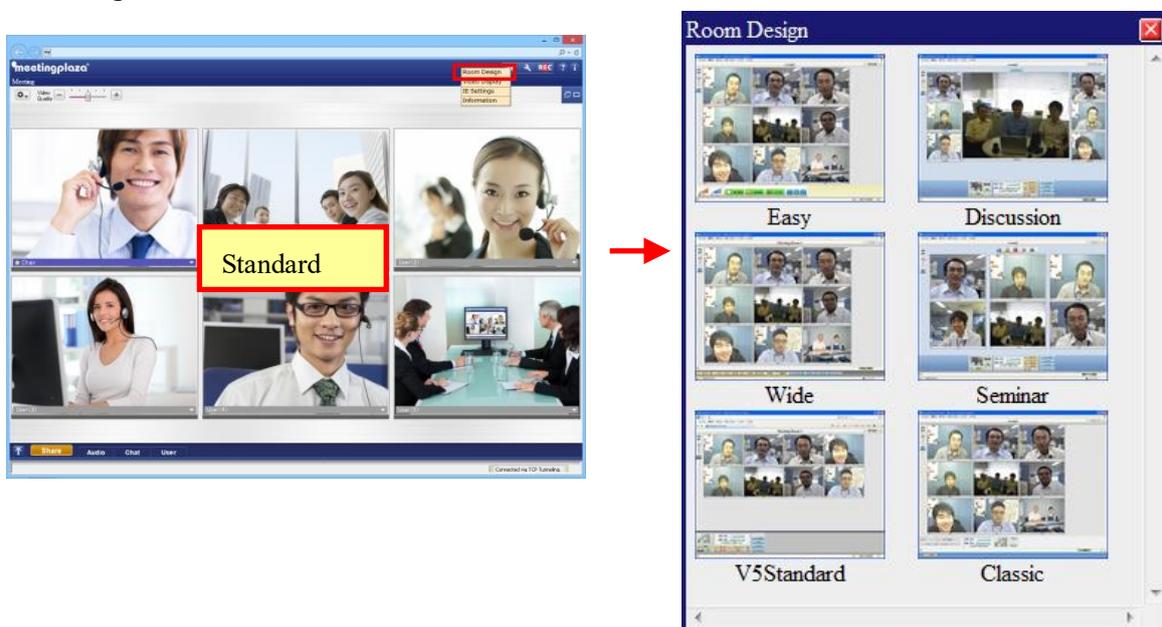
Some functions such as the whiteboard are omitted from this manual, please refer to the reference manual for information not found in this manual.

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.

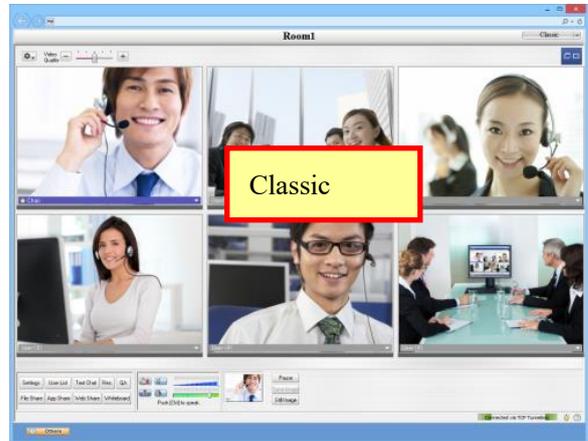
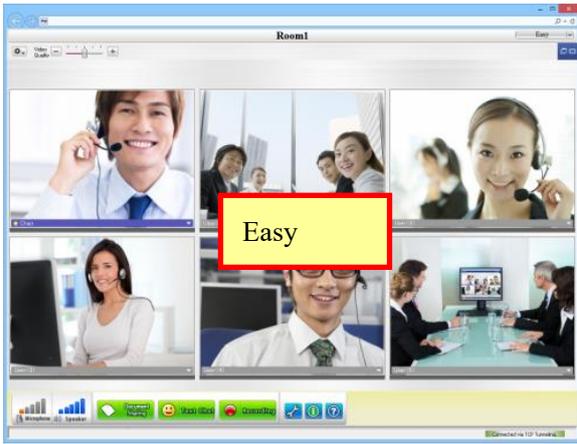
- Up to 10 different file types can be shared through the tab browser.
- Marking up shared files with a draw function.
- Screen print of common material
- The ability to convert and share a print image file (VPI file) so the application need not reside on each participant computer to see the file.
- 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.



When the conference room is reserved, this is the default setup.



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.

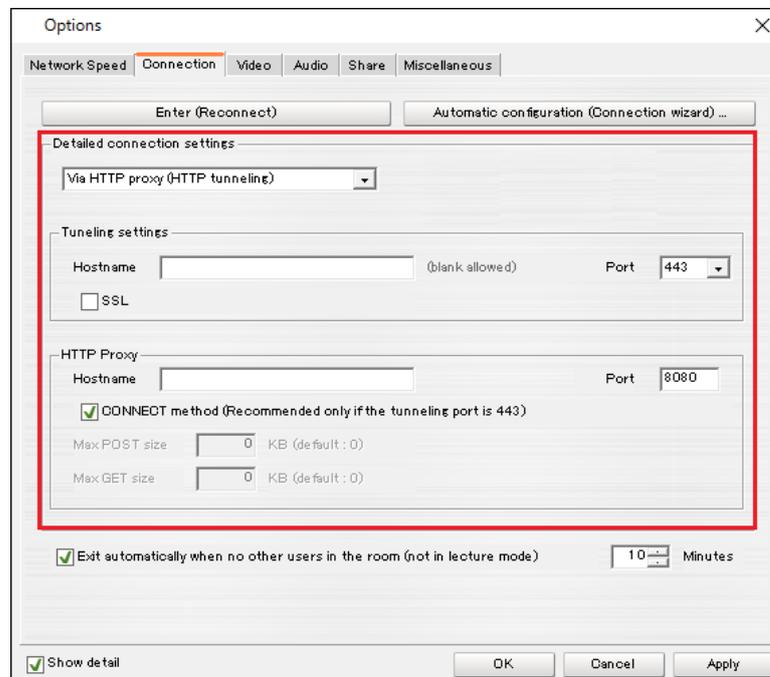
Please set up the network path manually if a route is not automatically detected.

- (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 settings¹.
- Set the default port number to 443.
- Turn on [CONNECT method].

- (5) Click [Enter (Reconnect)]



* If [Show detail] is ON.

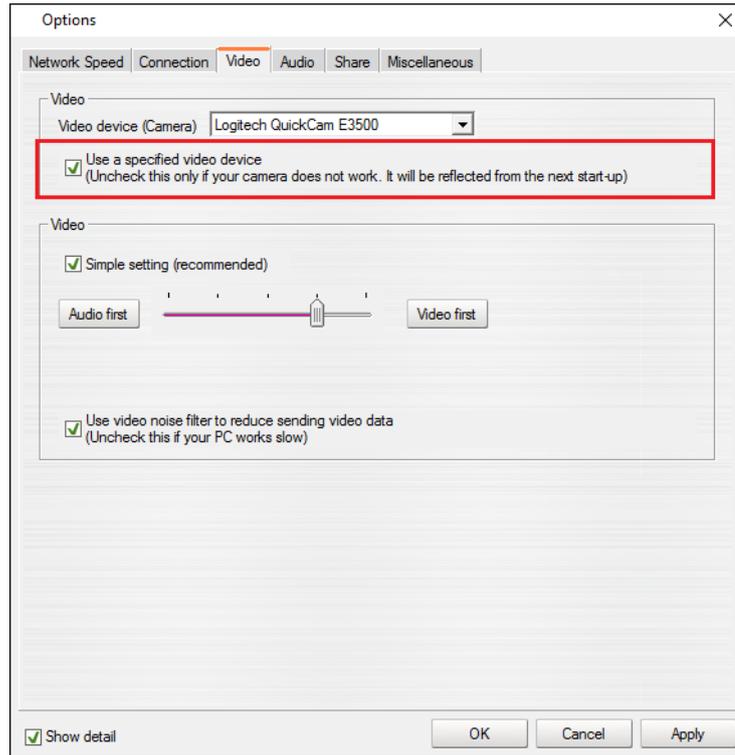
¹ Please ask your network administrator for the correct proxy and port number to use.

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.

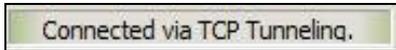
- (1) Click [Settings] button on the meeting room screen and open the [Options] window.
- (2) Click [Video] tab.
- (3) Turn off [Use a specified video device].
- (4) Close the web browse of meeting room and click URL to login meeting room again



* If [Show detail] is ON.

4-2 FAQ

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

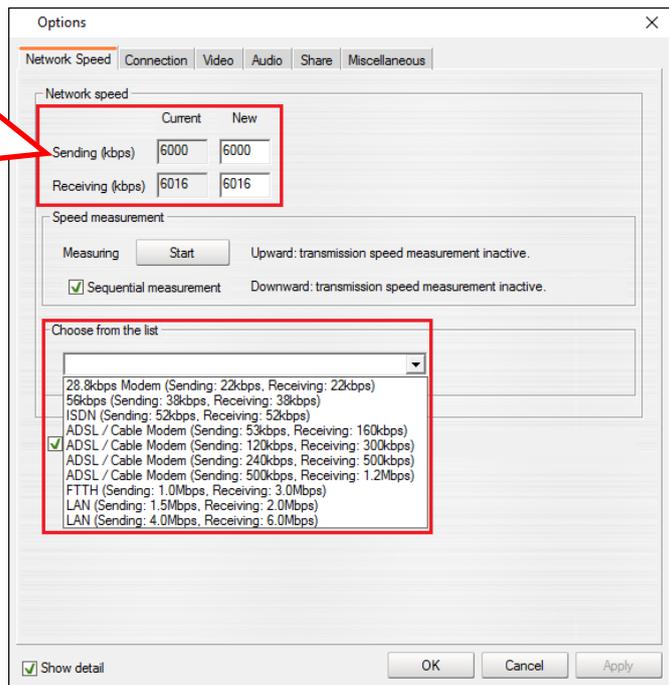


This color shows the communication. It becomes <Green>, <Yellow>, <Orange>, and <Red> in good the order.

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.



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.



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

① (help button) under the screen center is clicked. A new window opens, and the manual can be referred to.



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

E-mail : support@meetingplaza.com