

MeetingPlaza Version 8.0

**Conference Administrator
Manual
(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 Android OS

Contents

1 Introduction	1
1-1 View of this book	1
1-2 What is a Web conference?	1
1-3 What can you do with MeetingPlaza?	2
1-4 Necessary equipment for conference participation.....	2
1-5 What is the Conference Administrator System?.....	3
2 Login to Conference Administrator System	5
2-1 Things to confirm on portal page.....	8
3 Types of conference rooms and different ways to login	10
4 Adhoc meeting room.....	12
4-1 Adhoc Room Settings.....	12
4-1-1 Add Adhoc room	13
4-1-2 Change the order to display of conference rooms	14
4-1-3 Change settings and remove of registered Adhoc room	15
4-1-4 Add files to the Adhoc room.....	16
4-2 Entrance URL	17
4-2-1 Create a new entrance	17
4-2-2 Update/Delete of entrance URL.....	18
4-3 Usage log.....	20
4-3-1 Usage log screen	20
4-3-2 Download Log file.....	21
5 Reservation a Conference Room	22
5-1 Conference Reservation and Booking Confirmation	26
5-1-1 Reusing reservation information	26
5-1-2 Address book	27
5-1-3 Using the template function	27
5-1-4 Repeat.....	28
5-1-5 Conference template / utilize conference history	28
5-1-6 Congestion level.....	29
6 Others	30
6-1 User Settings.....	30

6-2 Announcement for users	37
6-3 Check usage log	37
6-4 Advanced Settings	37
6-5 My settings	37
7 Attend the conference by other device (not PC) (Optional)	39
7-1 Use the smartphone to attend the conference	39
7-2 Use the telephone to attend the conference	39
7-3 Use H.323 System to attend the conference	40
8 Appendix.....	41
8-1 Troubleshooting	41
8-2 FAQ	42
8-3 What to do when this manual does not help?	45

1 Introduction

Thank you for using the Web conference reservation service of MeetingPlaza.

This manual is intended to guide the first-time conference administrators on how to enter an Adhoc meeting room with user ID, as well as how to reserve/update/cancel a meeting.

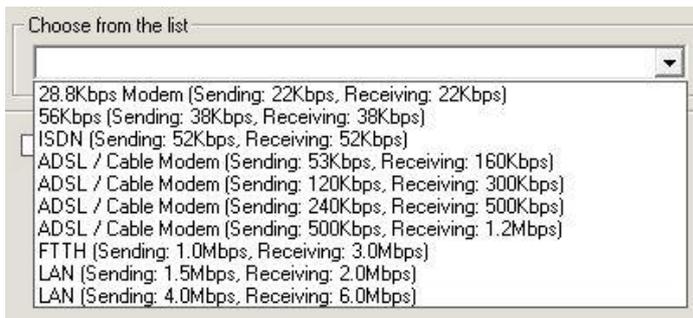
Please read the content of this book carefully, before setting up a MeetingPlaza conference.

1-1 View of this book

◇: This symbol is used to explain entries in the associated screen of the conference scheduler.

[]: This symbol is used to explain choices and value that can be selected on screen.

(Example of screen)



(Explanation example)

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

Moreover, the hint and the attention that relates to the content of the description are shown as follows.

Content of hint or attention

1-2 What is a Web conference?

Web conferencing is a remote conference through the Internet done with a personal computer using a web browser, 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 Not support Mobile, Enterprise IoT, Core Mobile.

- *4 The confirmation messages above have been updated until 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).
- * Please refer to the corresponding operation manual if you use Mac, iOS, Android.

1-5 What is the Conference Administrator System?

The conference Administrator System is a screen (feature) for the conference administrator to login and use.

You can reserve a MeetingPlaza conference room, create an Adhoc room or register users at the conference administrator system.

Below, are features of this Conference Administrator System.

1. Create reservation conference and Adhoc room

Users that add/reserve new MeetingPlaza conference room ("Conference Administrators" hereby) are able to get into the Conference Administrator System to manage Adhoc meeting room/user settings and reserve a meeting.

All conference rooms are assigned to different administrator to manage. No one conference room is shared within two or more administrators.

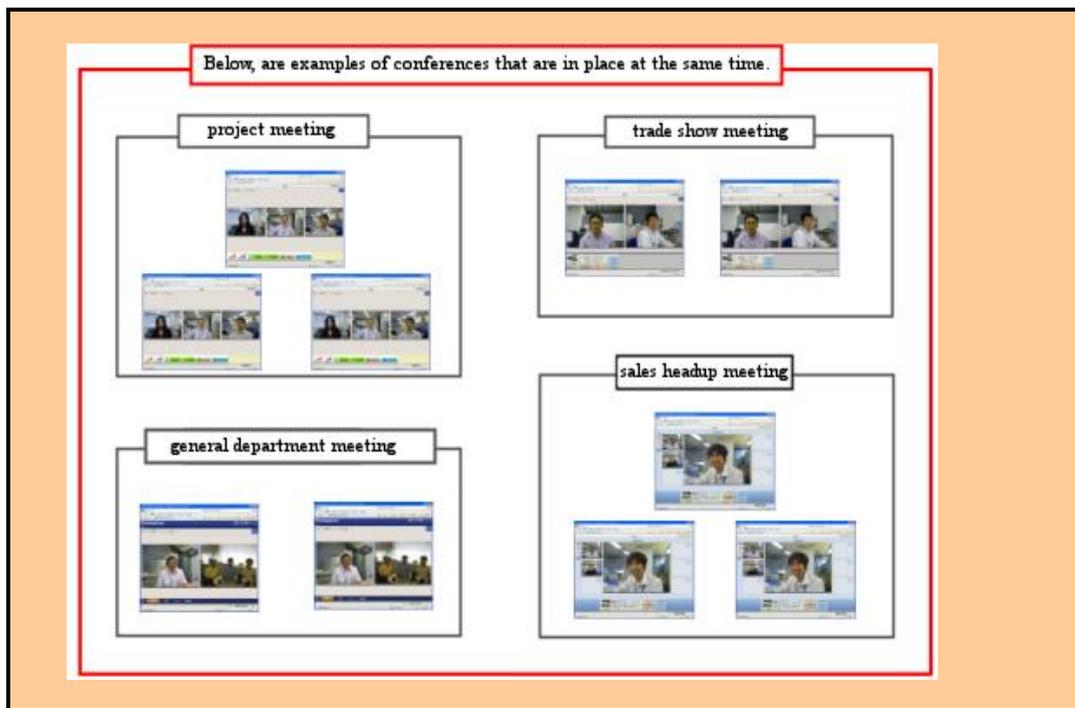
2. Multiple conference rooms are enabled at the same time

An administrator may add multiple conference rooms at the same time (up to max. of participants). More than one meeting may take place at the same time.

While the max connection count reaches ten:

Below, are examples of conferences that are in place at the same time.

- ① Two reservation meeting rooms (project meeting/trade show meeting).
- ② Two Adhoc meeting rooms (general department meeting/sales head up meeting).



3. Users are allowed to access to an Adhoc meeting room anytime by clicking the entrance URL.

Users are allowed to access the Adhoc meeting room anytime by the entrance URL. The administrator may set a password for the entrance URL for security purpose.

4. Create or change registered user.

You can create registered users. (There is a cap for maximum number of users is allowed.) You may assign different privilege for each registered user such as allowing one to reserve a room.

5. URL will be sent to every participant after a conference room is reserved.

Name and mail address of all participants are required at the time of schedule a conference room. When the reservation is successfully completed, system will send URL only use for this conference to every participant by email (including information used to identify meetings and participants). Participants access the enclosed URL to login the conference room.

6. Send notification email.

In addition to notify participants on the meeting reserved, changes or cancellation on the meeting will be sent by email if such event takes place. The notification on new account is also distributed via email.

7. Choose conference screen and mode that best fits your needs.

In addition to standard mode, user may choose discussion mode or, [Admin and Talker] mode for a group, based on the collaboration needs across locations.

2 Login to Conference Administrator System

This chapter explains how to login to Conference Administrator System.

1. Conference Administrator System URL, user ID, password

To schedule a conference as the administrator a user ID and password are needed for user authentication. This URL, user ID, and the password are sent to the administrator by E-mail when a MeetingPlaza ASP account is established.

User ID (login ID), password, URL are highlighted in RED framed.

(Example of the title of E-mail)

MeetingPlaza Conference Room Manager Account Information

(Example of the text of the E-mail)

Dear MeetingPlaza,

Thank you for subscribing to the MeetingPlaza Distance Conference Service.

Your account has been registered as follows:

Contract ID: xxxxx
Service Start Date: June 30, 2016

Login ID for Conference Scheduler: yyyyyyyy
Password for the account: zzzzzzzz

Service Type: 10 Users

Please login into the Conference Scheduler using the URL below:

<https://xxxx.xxxxxxxx/confmgr/enter.cgi>

In the Conference Scheduler, you can modify account information and retrieve usages of the service as well as registering conferences.

If you wish to read the manual for Conference Scheduler, then please access the following url.

http://xxxx.xxxxxxxx/mpcontents/mp2d/main_j.html

This password is transmitted by clear text. We recommend you to change promptly for security.

Best Regards,

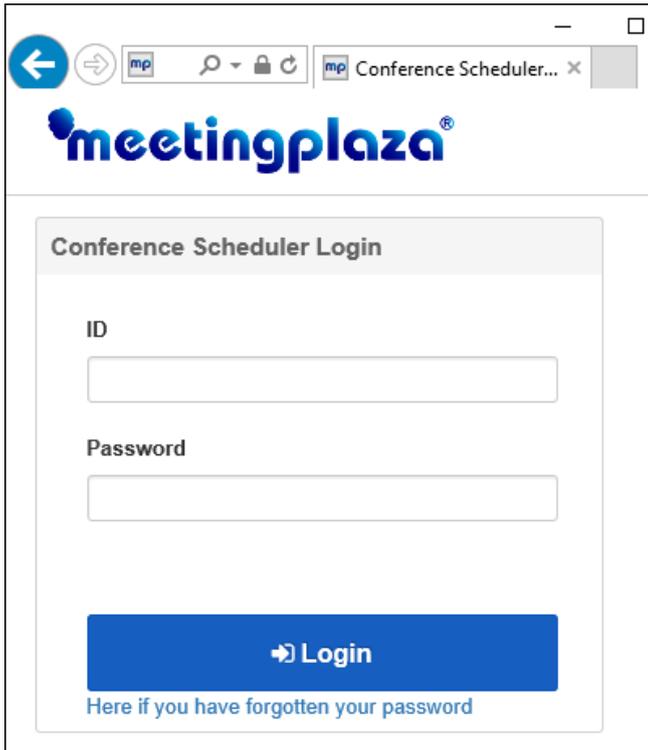
MeetingPlaza Support

2. Login to Conference Administrator System

Click the URL that was sent to the administrator as shown in the figure below. The default Web a browser will starts automatically.

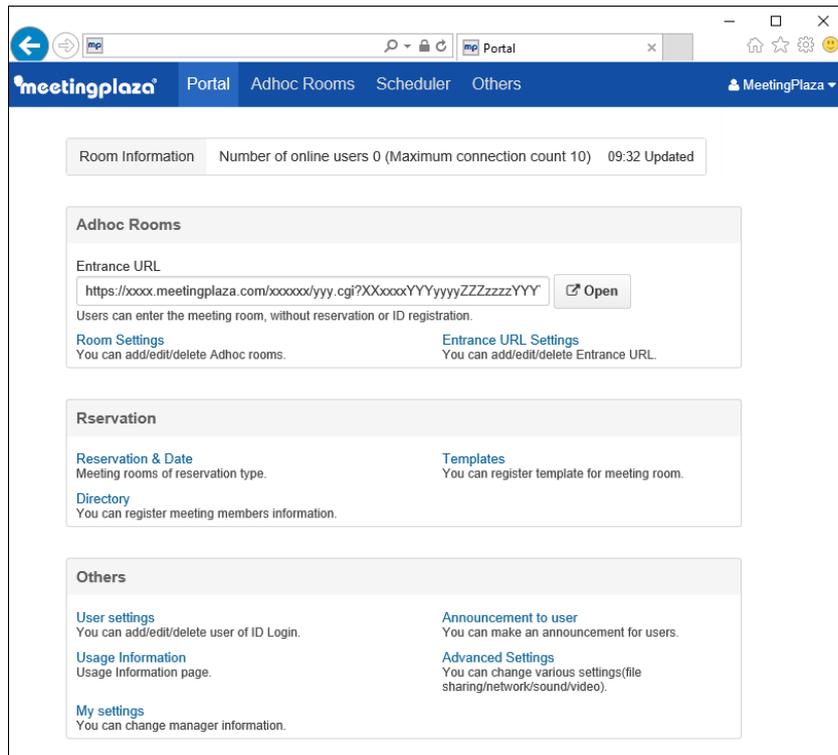
Warning a security notice might appear when URL included in E-mail is double-clicked. This is a function of the E-mail program used, and not a bad URL.

When you correctly access the URL, the screen for user authentication is displayed. ID and the password are input, click the login.



There is a possibility that the URL is correct and inaccessible and the message displayed is <The page is not found >. In that case, please <Copy> URL from the e-mail, into the address area of Web a browser, and click <Enter> to login.

When the ID and password are correct the following screens is displayed.



When you successfully login to the Conference Administrator System, a portal page is displayed.

Please refer to 8-1 Troubleshooting if the screen above does not display correctly.

In addition, please change the initial password before you continue to use the service. To change the password, please login -> Go to [Others] -> choose [My settings].

If you forgot your password, please refer to 8-2 FAQ.

2-1 Things to confirm on portal page

On main page, most useful features of Conference Administrator System are listed.

Current room status

It shows the number of users that are currently using the conference room.

Adhoc Rooms

■ Entrance URL

This is an entrance URL for each Adhoc room. By sending the URL to participants, users can login the conference room easily without reserving a room in advance or registered ID.

■ Room Settings

You can add/edit/delete Adhoc rooms. The administrator may add password for an Adhoc room by changing the settings.

■ Entrance URL Settings

You can add/edit/delete Entrance URL. The administrator may set password for an entrance URL.

Conference Scheduler

■ Reservation & Date

Meeting rooms of reservation type. A reserving page displays for the user to reserve a meeting by choosing a meeting date and participants. On this page, the administrator may confirm or schedule a meeting, as well as change or cancel a previously scheduled meeting.

■ Templates

You can register template for meeting room. The administrator may create a new template, change, delete or reuse a saved template.

■ Directory

You can register meeting members information. By registering information, a user saves time without re-typing each user at reserving page.

The administrator may create a new address book, change or delete a saved address book, or upload/download an address book via csv file.

Others

- **User settings**

You can add/edit/delete user of ID Login.

- **Announcement to user**

You can create/change/delete announcements that are made for registered users.

- **Usage Information**

Usage Information page.

- **Advanced Settings**

You can change various settings (file sharing/network/sound/video).

- **My settings**

You can change manager information.

3 Types of conference rooms and different ways to login

There are two types of conference rooms: [reservation conference room] that requires user to reserve prior to the meeting starts and, [Adhoc room] which can be used any time. Two login methods are shown below:

1. Adhoc room (login by entrance URL)

By sending the URL to participants, users can login the conference room at any time without scheduling a room prior to the meeting starts, or registering users in advance. Administrator can set password to the entrance screen and all the Adhoc rooms for security purpose.

This type of room is convenient for a group of users that decided to have a meeting in urgent or a meeting with participants undetermined each time.

2. Adhoc room (Login by user ID)

A registered user can enter an authorized Adhoc room by using his ID. An authorized user may reserve a conference room.

An identified registered user leaves user log history on the system.

Registering a user and add registered users to meeting is a convenient way for meetings with limited users, or scheduled meetings

3. Reservation meeting room (Specify start time and participants)

Specify meeting date and time to schedule a conference. A notification email will be generated from system and sent to participants. Participants click the URL in the email to enter conference room. You may add any user's mail address as participant. If the email address is unknown, by entering "guest" and number of guest will work.

You can add a registered user as a participant. (Choose from Address Book) A notification email from system will be sent to the registered users. They can login the conference room via the URL in the email, or login Portal Page with their own ID, and then choose the reserved conference shown on their page to login.

You may set the conference room available only to registered users and set up the maximum participants to it. A registered users logs in from his Portal Page with his own ID, and choose the reserved conference room to enter.

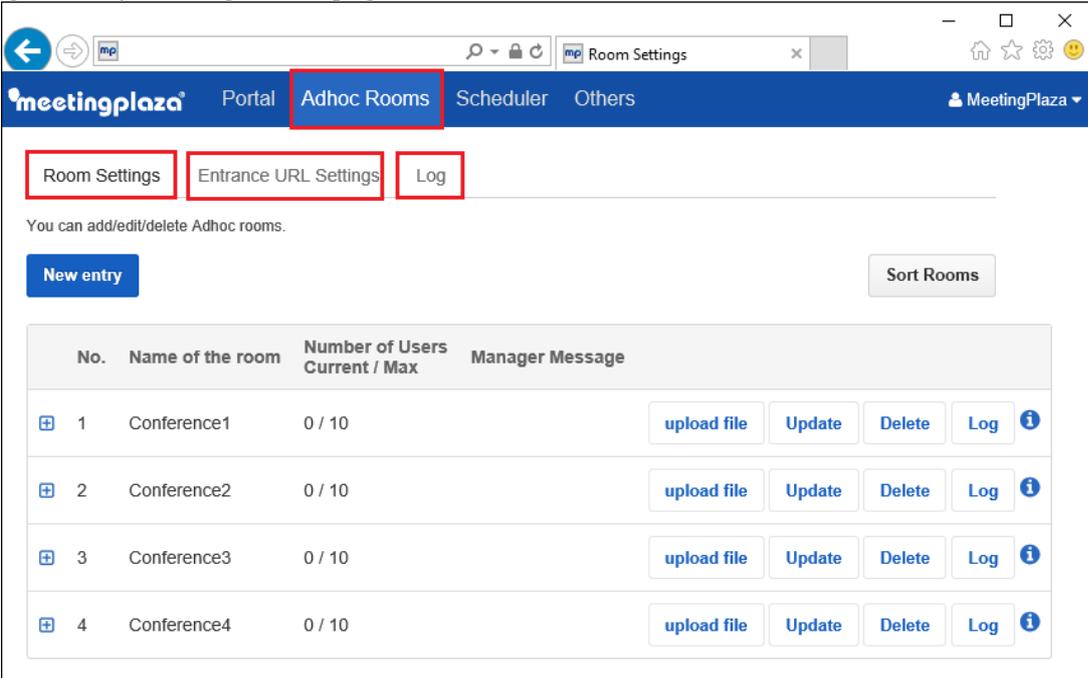
Users may participate or continue the ongoing meeting unless the maximum numbers of server license is reached.

4 Adhoc meeting room

4-1 Adhoc Room Settings

Click the menu of Adhoc room to enter.

Please make changes to Adhoc room (i.e. add, change or remove), set entrance URL, or check usage history and log in this page.



Conference room is previously known as "TeamRoom" under MeetingPlaza V6.1.
Before Version 7.0, TeamRoom doesn't allow multiple rooms. It enables a user to create more than one conference room from Version 7.0.

4-1-1 Add Adhoc room

Click [New entry] button to add a new room.

The screenshot shows the 'Add Room' form in the MeetingPlaza interface. The form is titled 'Add Room' and contains several sections:

- Name of the room:** A text input field.
- Voice Quality:** A dropdown menu set to 'excellent'.
- Capacity:** A dropdown menu set to '2'.
- Type:** Radio buttons for 'Normal meeting' (selected) and 'Voice meeting'. Under 'Normal meeting', there is a 'Standard' dropdown and a checkbox for 'Show admin and talker'.
- Password:** A checkbox for 'Enable password.' with a note '*This password is used for entrance URL'. Below are two input fields for password and 'Reenter password'.
- Administrator password:** A checkbox for 'Enable Administrator password.' with a note '*This password is used for entrance URL'. Below are two input fields for administrator password and 'Reenter password'.
- Manager Message:** A text area with a scroll bar.

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

1. Add additional information

Please enter the contents in order per instructed below.

Name of the room	Enter conference room name. This field is required.
Voice Quality	Choose conference room audio quality. Normal tone quality is equivalent to a normal cellular phone. Clearer quality can be obtained by selecting either <good> or <excellent>. Attention: When there is a participant who is on a network (for instance, modem line and ISDN line) where the speed is slow because of the volume of data then set the tone quality as good.
Capacity	Enter the maximum number of participants for a conference room.

Type	<p>To choose conference screen components.</p> <p>There are multiple screen types to choose from. Please check the image examples carefully. (Choose each screen and an image example shows.)</p> <p>A user chooses [Show video of administrator and talker] to limit video activities to these two parties.</p>
Password	By checking on this option <input checked="" type="checkbox"/> , a password is set for users log into conference room via entrance URL.
Administrator password	By checking on this option <input checked="" type="checkbox"/> , an administrator password is set for users log into conference room via entrance URL.
Manager Message	Text entered in this field will be displayed at the entrance URL page, under the section of "Manager Message".

2. Confirm registration details that have been entered.

After entry is completed, click [OK] to check new conference room registration details.

The screenshot shows a web browser window with the MeetingPlaza interface. The page title is 'Add Room'. The form contains the following details:

- Name of the room: Conference4
- Voice Quality: excellent
- Capacity: 10
- Type: Standard
- Password: No
- Administrator password: No
- Manager Message: (empty text area)

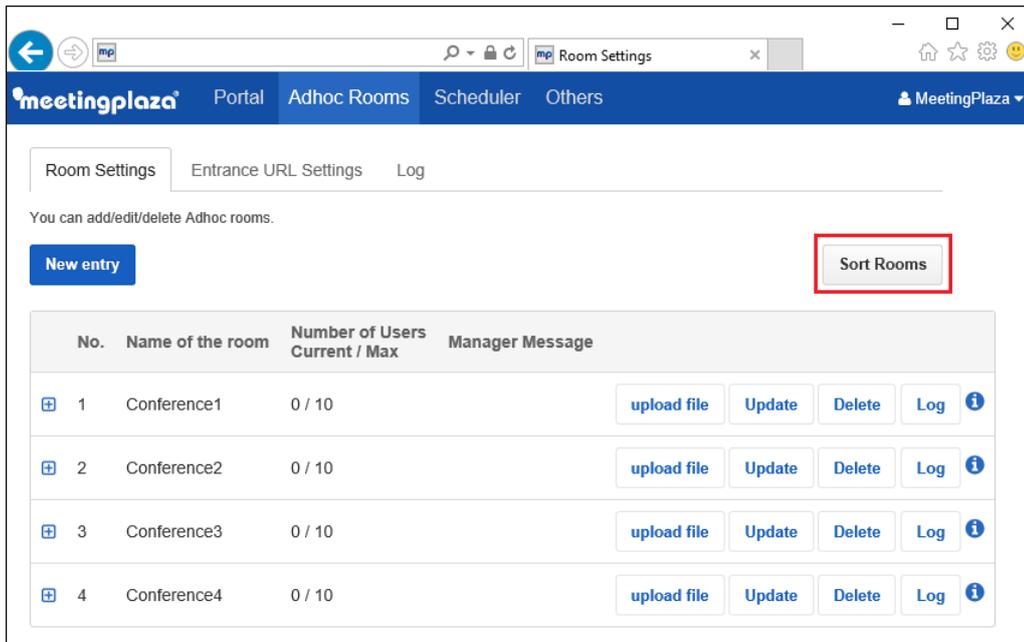
At the bottom right of the form, there are two buttons: 'Back' and 'OK'.

Review if the information is corrected entered. If the information is correct, click , if it's not correct, click [Back] to make changes.

After completing the registration, the conference room will be shown in the Adhoc meeting room settings.

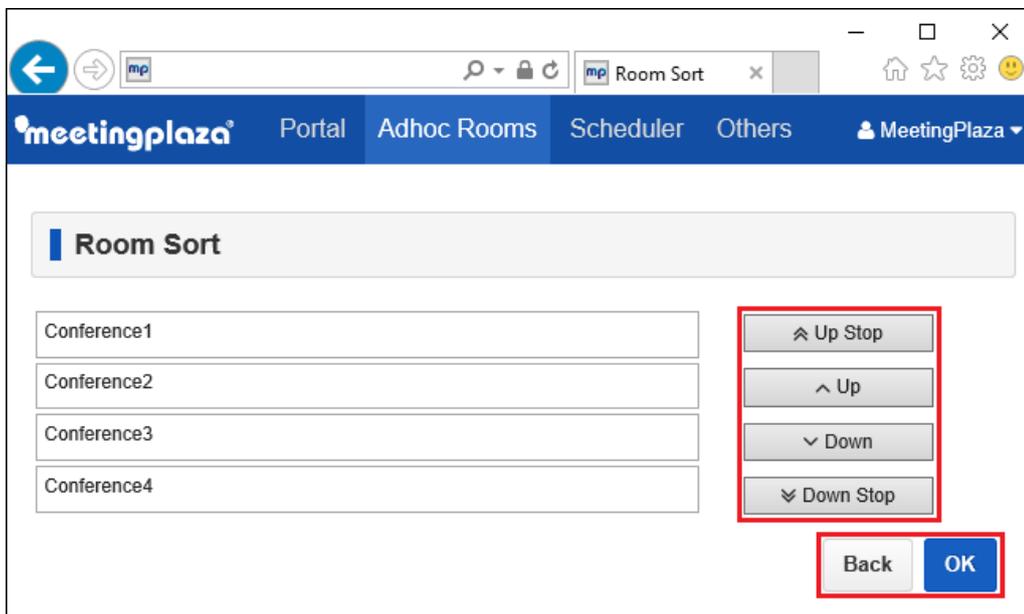
4-1-2 Change the order to display of conference rooms

Click [Sort rooms] to change orders of meeting rooms.



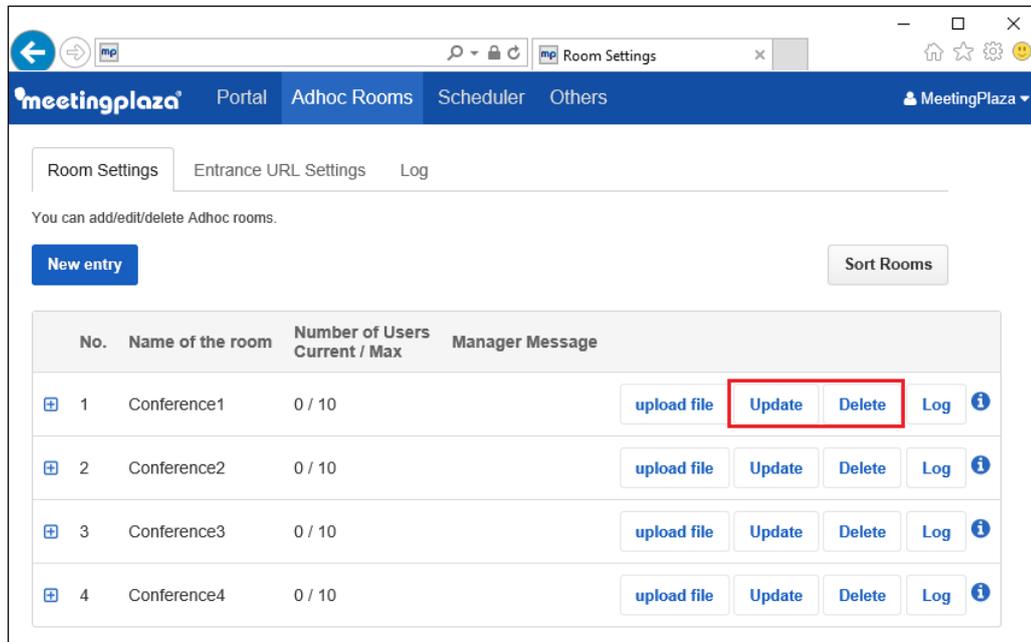
Choosing a meeting room (in blue if it's chosen), click [up stop], [up], [down], [down stop] button on right of the screen to change the orders. Click [OK] to proceed.

* Only one meeting room is allowed to change at one time. To change orders of more than one room, please repeat this process.



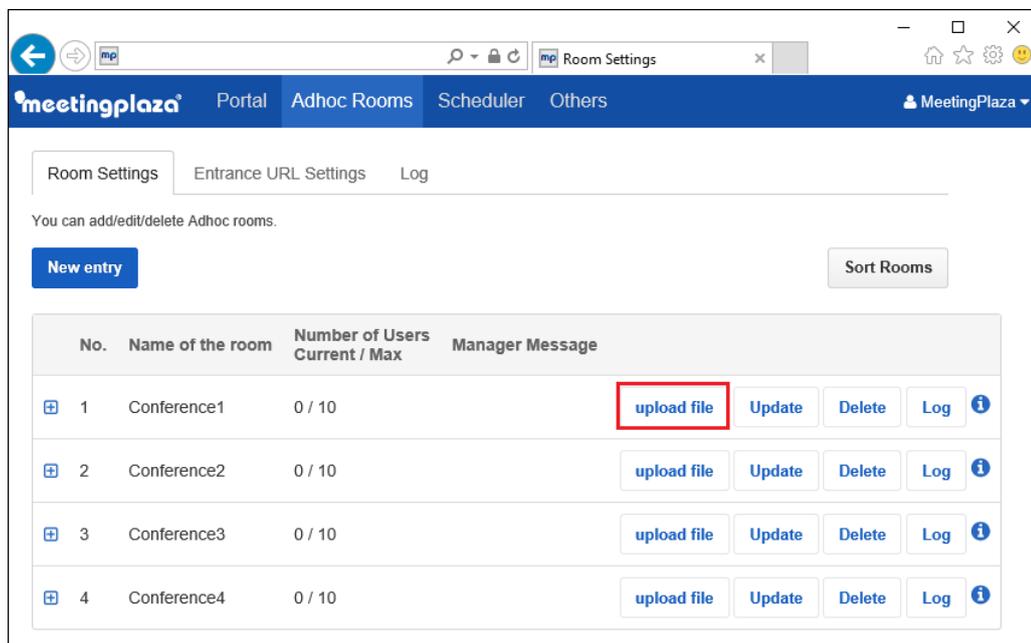
4-1-3 Change settings and remove of registered Adhoc room

Please click [Update] or [Delete] button right next to each conference room to proceed.

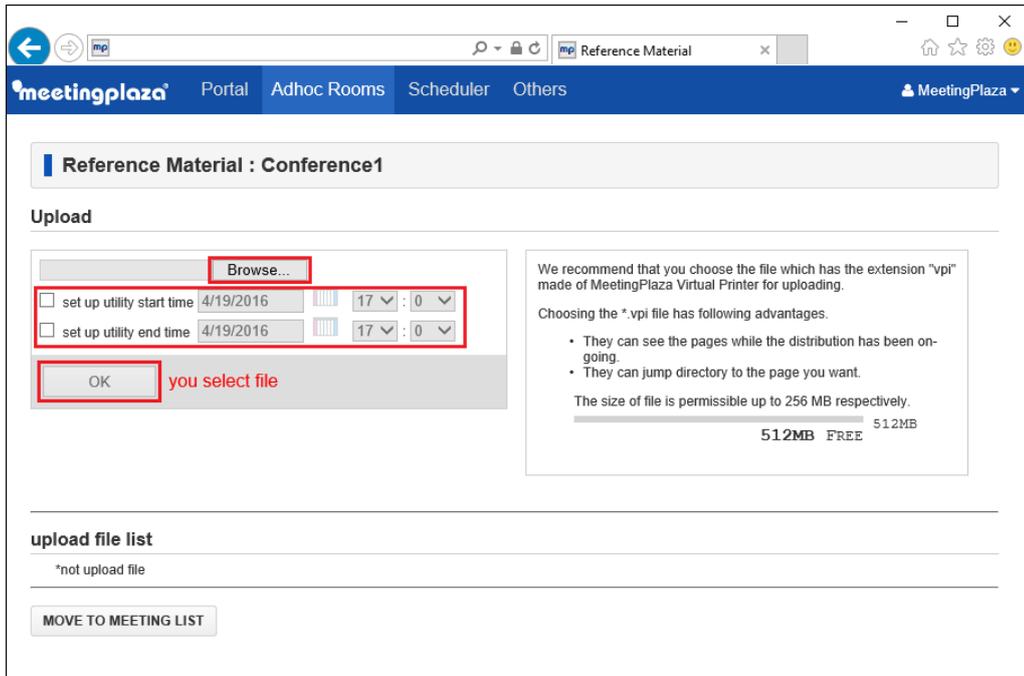


4-1-4 Add files to the Adhoc room

Please click [Upload file] button right next to each conference room.



In the Upload screen, click [Browse] to open the dialog box and choose a file to upload. Set the start time (option) and end time (option) as needed and click [Upload]. Uploaded file will be displayed in the upload file list as shown at bottom of the page.



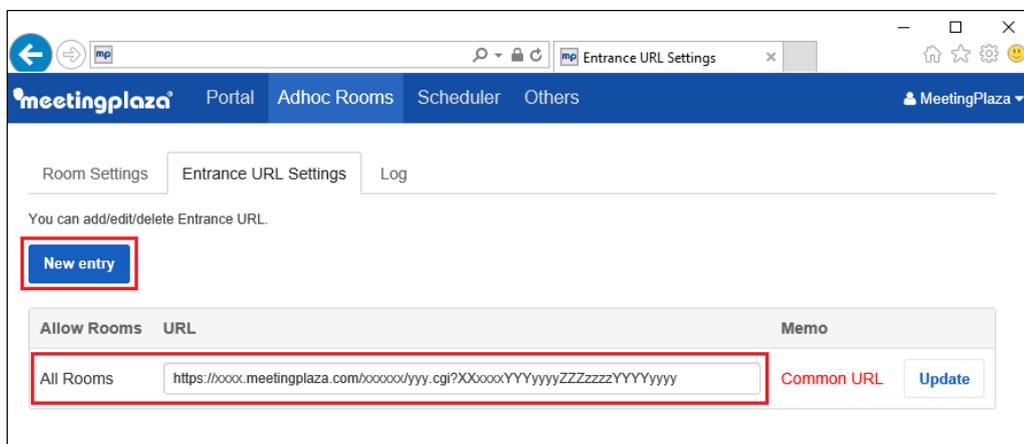
4-2 Entrance URL

The entrance URL is the page to enter into an Adhoc room. Below, is the instruction on how to make changes.

A user may add/update the entrance URL, or set password for the page. In addition, user may create individual URLs for each meeting room.

4-2-1 Create a new entrance

For the first-time user, there is an entrance URL assigned to all conference rooms. To create a new URL for a new room, click [Add].



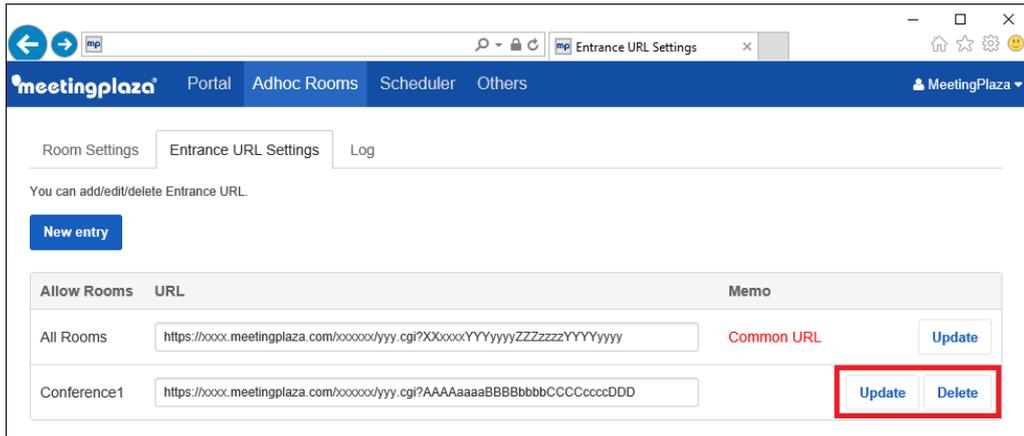
To add an entrance URL, choose an Adhoc room that you want to add, and click [confirm] to proceed. Click [OK] on confirmation screen and a new entrance URL will be created.

Below, are contents of items on the screen.

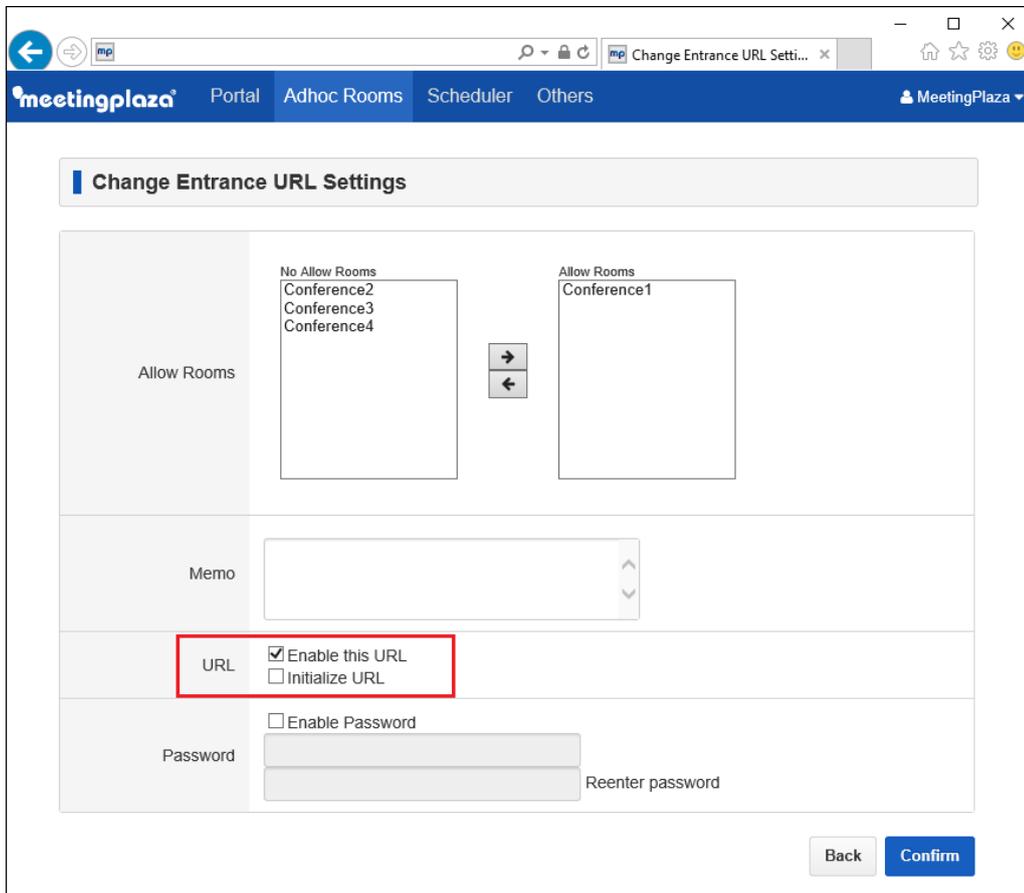
Available Adhoc rooms	Choose a meeting room that needs an entrance URL, click [→] to move to the available meeting room. Select multiple rooms with Ctrl key pressed. This field is required.
Memo	It displays in the "Memo" list under the tab of entrance URL.
Password	Check on the " <input type="checkbox"/> Enable password" and enter your password. With password enabled, user is required to enter the password to access entrance URL moving forward.

4-2-2 Update/Delete of entrance URL

You can update or delete the entrance URL by clicking the button right next to each conference room's URL.



Unlike the page to add, the page to update has a field called "URL".



Enable the URL	Registering with the check is off, the entrance URL becomes disabled and you will not be allowed to enter the conference room from issued URL. When it's checked, you will be able to enter the conference room by using existing URLs after registered.
Update URL	When registering with the check is on, existing URL is disabled and a new URL will be issued. Please note that the original URL is no longer available.
Password	To change your password, please check [change password] and make changes.

4-3 Usage log

User may check usage history of each Adhoc room on the "log" screen.

4-3-1 Usage log screen

Usage log data is displayed on a monthly basis.

NAME	Name of the room	Login	Logout	Total length	IP address	client	Connection method	Connection quality
MeetingPlazaA	conference1	2016/04/06 14:25	2016/04/06 14:41	16	61.197.201.190	PC	tcp tunneling(Direct HTTP tunneling)	Detailed
MeetingPlazaA	conference1	2016/04/06 15:02	2016/04/06 15:26	24	61.197.201.190	PC	tcp tunneling(Direct HTTP tunneling)	Detailed
MeetingPlazaB	conference1	2016/04/06 16:06	2016/04/06 16:35	29	61.197.201.190	PC	direct connection	Detailed
MeetingPlazaA	conference1	2016/04/08 09:30	2016/04/08 09:30	0	61.197.201.190	iOS	tcp tunneling(Direct HTTP tunneling)	Detailed
MeetingPlazaA	conference1	2016/04/08 12:21	2016/04/08 12:50	29	61.197.201.190	PC	direct connection	Detailed

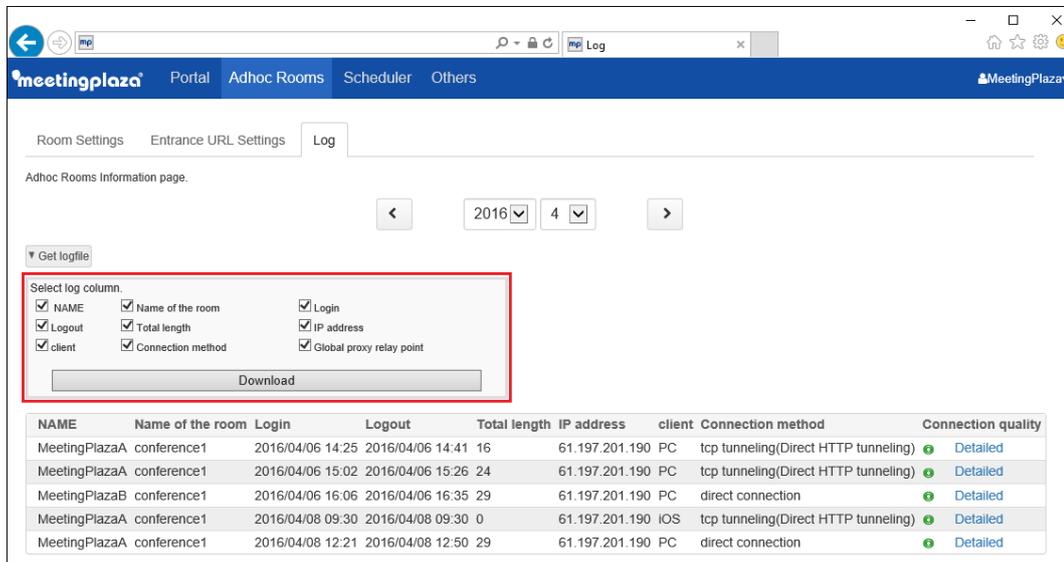
Below, is an example of contents.

NAME	Your user name or registered user name will display after you enter in a conference room.
Name of the room	the name of conference room you entered (used)
Login	Date and time that the user logged in
Logout	Date and time that the user logged out
Total length	Meeting duration. (Minute)
IP address	Device IP address that participated in the conference
Client	Device OS information that participated in the conference
Connection method	Connection method to access the conference
Connection quality	Click [Details] to show the following information. Packet drop (audio, upload, download) Packet drop (video, upload, download) Connection status (upload and download in yellow) Connection status (upload and download in orange) Bit rate average (upload, download) kbps Round-trip average ms

4-3-2 Download Log file

Usage log is displayed on a monthly basis.

Click [Download] and choose the file to download.



meetingplaza Portal Adhoc Rooms Scheduler Others MeetingPlaza

Room Settings Entrance URL Settings Log

Adhoc Rooms Information page.

< 2016 4 >

Get logfile

Select log column.

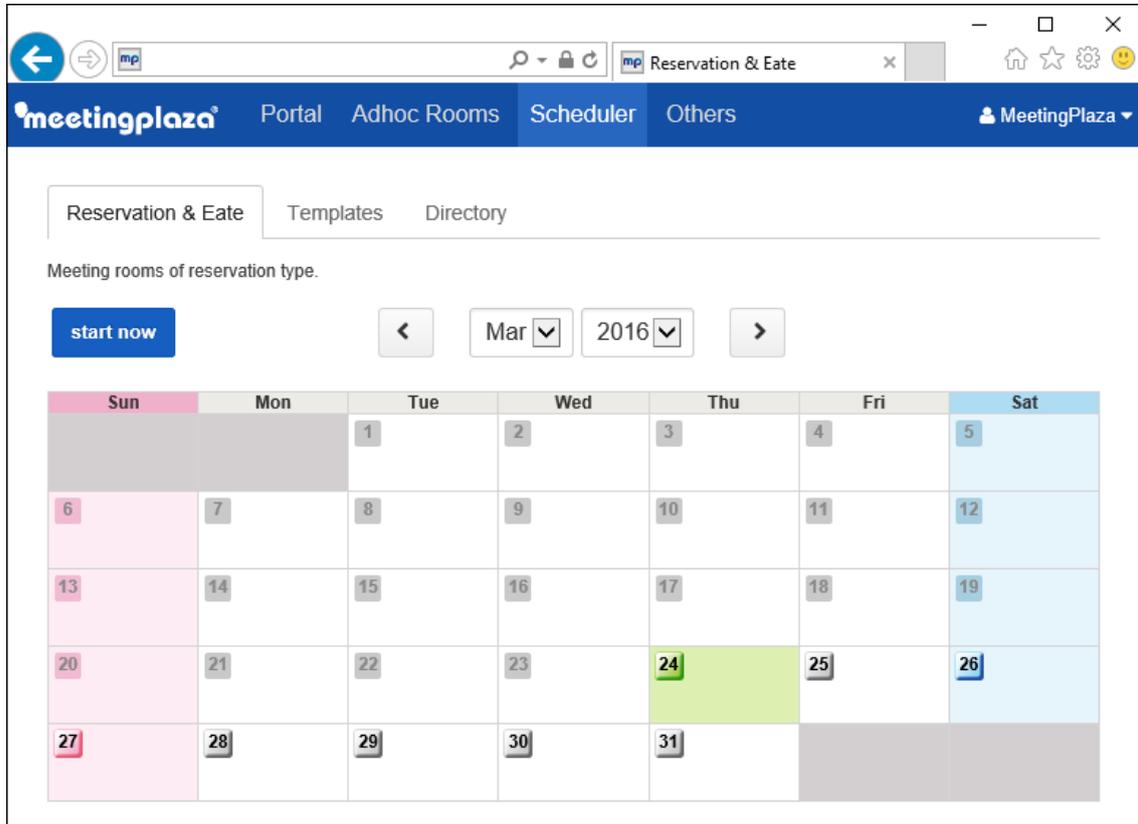
- NAME
- Name of the room
- Login
- Logout
- Total length
- IP address
- client
- Connection method
- Global proxy relay point

Download

NAME	Name of the room	Login	Logout	Total length	IP address	client	Connection method	Connection quality
MeetingPlazaA	conference1	2016/04/06 14:25	2016/04/06 14:41	16	61.197.201.190	PC	tcp tunneling(Direct HTTP tunneling)	🟢 Detailed
MeetingPlazaA	conference1	2016/04/06 15:02	2016/04/06 15:26	24	61.197.201.190	PC	tcp tunneling(Direct HTTP tunneling)	🟢 Detailed
MeetingPlazaB	conference1	2016/04/06 16:06	2016/04/06 16:35	29	61.197.201.190	PC	direct connection	🟢 Detailed
MeetingPlazaA	conference1	2016/04/08 09:30	2016/04/08 09:30	0	61.197.201.190	IOS	tcp tunneling(Direct HTTP tunneling)	🟢 Detailed
MeetingPlazaA	conference1	2016/04/08 12:21	2016/04/08 12:50	29	61.197.201.190	PC	direct connection	🟢 Detailed

5 Reservation a Conference Room

- There are two ways to reserve a conference room.
 - Click [start now] to reserve a conference immediately.
 - Choose a date from the calendar to schedule a conference.



On this page, user may make a new reservation or check the scheduled conference.

The screenshot shows the MeetingPlaza Reservation interface. At the top, there's a navigation bar with 'meetingplaza' logo and menu items: Portal, Adhoc Rooms, Scheduler, Others. Below the navigation bar, the page title is 'Reservation'. A 'System usage' section shows 'Simultaneous login license: 64' and a calendar for 'Jun 3 2016'. A 'Use a template or history' button is present. The main section is 'Conference information (Timezone: Asia/Tokyo)'. It contains several form fields: 'Subject' (text input, max 100 characters), 'Meeting time' (date and time pickers for 6/3/2016), 'Notification' (set to 'just after reserve'), and 'Option setting' (Voice quality: excellent, Meeting room design: Normal meeting). Below this is the 'User' section with 'Directory' and 'Import CSV' buttons, and an 'add participants' button (Max 10 users). A table lists participants with columns for Name, E-mail address, Privilege, Recordable, and Delete. The table has one row for 'Chair MeetingPlaza' and one empty row. Below the table is a 'Number of Guest Account' field (set to 0) and a 'Message' field (max 1000 characters). At the bottom right, there are 'Back to the schedule' and 'confirm' buttons.

1. Enter user registration information

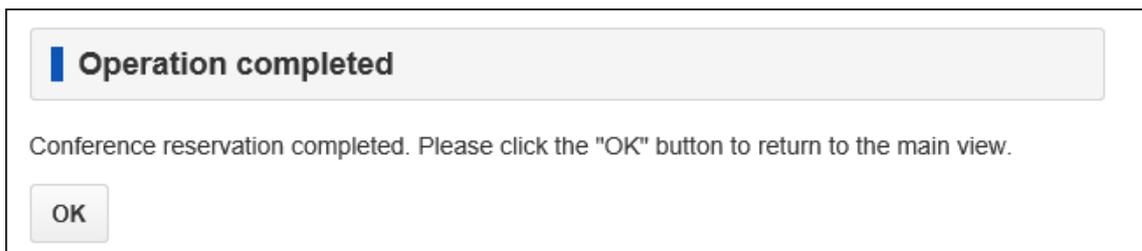
Follow the order, enter meeting details at < Conference Information >.

Subject	Enter a conference subject. For English speaking participants, a user may click [Enter English Conference Subject] to enter conference subject in English.	
Meeting time	To enter conference date and time. By clicking [...] to enter conference time in details.	
Notification	To enter the date and time to send out conference invitation emails to participants. By clicking [...] to enter invitation time in details.	
Option Setting	To configure voice quality and meeting room design. By clicking [...] to enter details.	
	Voice quality	Choose conference room audio quality. Normal tone quality is equivalent to a normal cellular phone. Clearer quality can be obtained by selecting either <good> or <excellent>. Attention: When there is a participant who is on a network (for instance, modem line and ISDN line) where the speed is slow because of the volume of data then set the tone quality as good.

	Meeting Room Design	To choose conference screen components. There are multiple screen types to choose from. Please check the image examples carefully. (Choose each screen and an image example shows.) A user chooses [Show video of administrator and talker] to limit video activities to these two parties.
User	To enter participants list. A user may import participants from "DIRECTORY" or "Import CSV". By clicking  to add more participants.	
	User Name	Enter user name. This is a required item.
	E-mail	Enter user email address. This is a required item. By clicking  to add more email address(s).
	Privilege	By checking [Check Box] <input type="checkbox"/> to "ON" <input checked="" type="checkbox"/> , a user is allowed to run special commands on the conference after logging into the conference room.
	Recordable	By checking [Check Box] <input type="checkbox"/> to "ON" <input checked="" type="checkbox"/> , a user may record the conference in progress.
	Number of Guest Accounts	Choose the number of guests invited to this meeting per your needs. The number of guests are limited to max. number of participants reduced by participants registered in the list.
The text message inside of the conference invitation email	To enter text message for the conference email. To send an invitation in English, choose "Text message in Conference invitation (English)" to enter message in English.	

2. Complete reservation

A message of "Conference reservation is completed." displays when the reservation is done successfully.



3. Reservation details and notification email

When the reservation for a conference is accepted and confirmed three different types of e-mail are sent.

The E-mail of addressing those who sponsor it has reached the conference room manager at the same time.

	E-mails that are sent	Content of the e-mail	Address of E-mail(example)	Address	Content
1	Confirmation of	Confirms that a	Conference room	Those who sponsor	Agenda, message to

	reservation to the conference manager	conference has been scheduled with the time, date, subject, and participants	manager's mail address< alias > ¹	it	participant, and participant great so on at date of beginning and end of conference
2	E-Mail invitation to the conference.	Information includes date, time, participants, and several helpful links including the one for the conference	It is the same as the confirmation of the reservation.	Those who sponsor it and participant	URL to enter the conference room in addition to the same content as the confirmation of the reservation is contained. ²
3	Second notification just before the conference is due to begin.	Information includes a reminder and a link to attend the conference.	It is the same as the confirmation of the reservation.	Those who sponsor it and participant	It is the same as the guide of the conference.

¹ This e-mail takes the following form 1042816298_kMltEBoKuu@xxxxx.xxxxxxxx.

² The sponsor of the conference will also receive a number of guest URL for the conference which he may e-mail to a colleague.

5-1 Conference Reservation and Booking

Confirmation

Many useful features are now available at Conference Administrator System to save steps to reserve meetings. Details of these features are in <Reference Manual>. This chapter highlights a few of useful features.

5-1-1 Reusing reservation information

This function allows one to reserve a new conference by using past reservation information. This should be used when the conference is held in the same time zone and the same participants.

The screenshot shows a web browser window with the MeetingPlaza interface. The page title is 'Confirm'. The navigation menu includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The main content area is titled 'Confirm' and contains the following sections:

- Conference information (Timezone:Asia/Tokyo)**: A table with the following data:

Reserver	Conference Manager (2016/06/02 15:51) meetingplaza@example.com
Subject	Web Conference
Meeting time	Jun 02 2016 16:20 - Jun 02 2016 17:30
Notification	1st notification : Jun 02 2016 15:51 2nd notification : Jun 02 2016 16:00
Option setting	Voice quality : excellent Meeting room design : Standard
- User**: A table with columns 'Name', 'E-mail address', 'administrator', and 'Recordable'.

	Name	E-mail address	administrator	Recordable
Chair	MeetingPlaza	meetingplaza@example.com	O	
2 (User ID)	MeetingPlaza A	meetingplaza-a@example.com		
- Number of Guest Account**: 3
- Message**: (empty text area)
- Reference Material**: A table with columns 'File' and 'File size (KB)'.

File	File size (KB)
*not upload file	

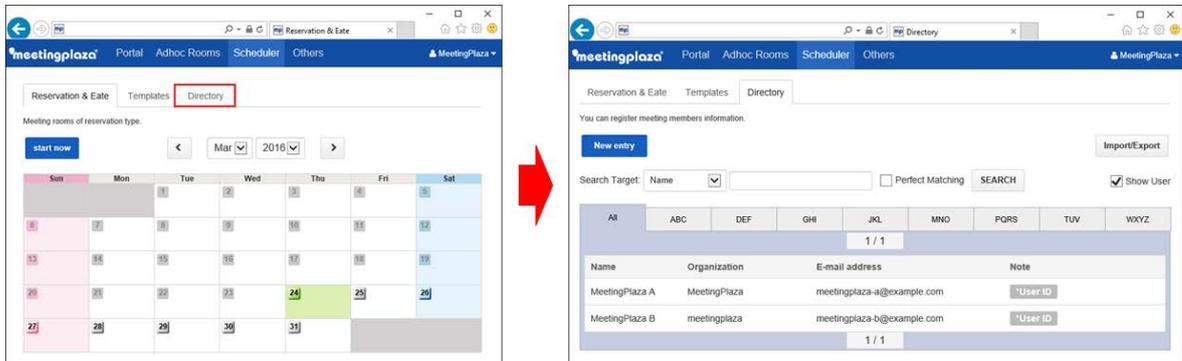
At the bottom right, there is a 'Reuse this' button (highlighted with a red box) and a 'Back' button.

5-1-2 Address book

Participant's name and E-mail address can be placed in the directory, this directory can be used during the reservation process.

User adds participants to a conference from either address book or registered user list.

User may enter the address book via CSV file.

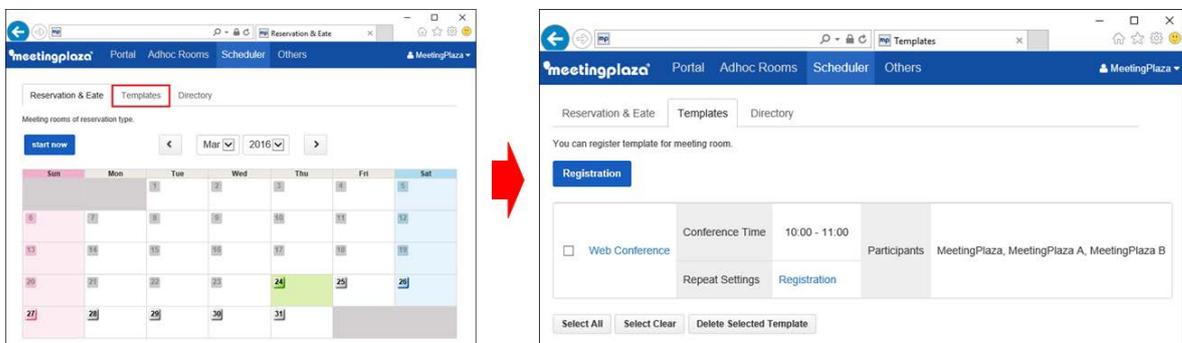


The image shows two screenshots of the MeetingPlaza interface. The left screenshot shows the 'Reservation & Eate' page with the 'Directory' tab selected. The right screenshot shows the 'Directory' page with a search bar and a table of participants.

Name	Organization	E-mail address	Note
MeetingPlaza A	MeetingPlaza	meetingplaza-a@example.com	"User ID"
MeetingPlaza B	meetingplaza	meetingplaza-b@example.com	"User ID"

5-1-3 Using the template function

A user may create a reservation template for his next reservation by saving "Conference Details" and "Participants" previously used. 5-1-1 Reusing reservation information does the same job, but by saving the settings with a new name facilitates better usability.



The image shows two screenshots of the MeetingPlaza interface. The left screenshot shows the 'Reservation & Eate' page with the 'Templates' tab selected. The right screenshot shows the 'Templates' page with a 'Registration' button and a table of templates.

Web Conference	Conference Time	Participants
<input type="checkbox"/>	10:00 - 11:00	MeetingPlaza, MeetingPlaza A, MeetingPlaza B

5-1-4 Repeat

When the conference is held on the same day the same day of the week every week or every month, the repetition of the reservation can be set from "Template & Repeat".

The first screenshot shows the 'Templates' page in the MeetingPlaza interface. A table lists available templates, with the 'Web Conference' template selected. The 'Repeat Settings' column for this template has a red box around the 'Registration' link. Below the table are buttons for 'Select All', 'Select Clear', and 'Delete Selected Template'.

The second screenshot shows the 'Reservation repeat settings & Apply status' dialog box. It displays the 'Title of current template' as 'Web Conference'. Under 'Repeat Settings', the 'USE' radio button is selected. The 'Weekly Repeat' section shows checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and a 'notify' field set to '3 days before'. The 'Monthly Repeat' section shows a 'notify' field set to '7 days before'. 'Back' and 'OK' buttons are at the bottom right.

5-1-5 Conference template / utilize conference history

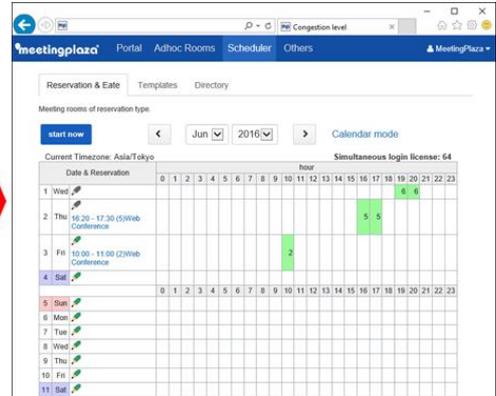
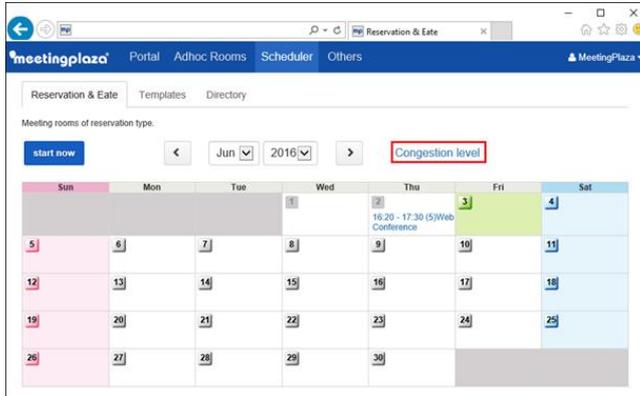
User may reserve a conference room from either conference templates or past conference reservation history.

The first screenshot shows the 'Reservation' form. At the top, there is a link 'Use a template or history' highlighted with a red box. Below this is the 'Conference Information (Timezone/Asia/Tokyo)' section with fields for 'Subject', 'Meeting time', 'Notification', and 'Option setting'. The 'User' section includes a table for adding participants and a 'Number of Guest Account' field.

The second screenshot shows the 'Reservation' page with a table of reservation history. The 'Template' and 'History' tabs are visible, with 'History' highlighted by a red box. The table has columns for 'Title of current template', 'Conference Time', and 'Participants'. One entry is shown: 'Web Conference' at '10:00 - 11:00' with participants 'MeetingPlaza, MeetingPlaza A, MeetingPlaza B'. At the bottom, the 'Number of Guest Account' is set to '3'.

5-1-6 Congestion level

At menu <Congestion Level>, you may verify the connection quantity of servers.



6 Others

Under "Others", user can make changes on user settings, create new announcement to users, check usage log, customize conference rooms or change account settings.

6-1 User Settings

Conference room administrator is allowed to create registered users. Below, are advantages of creating registered users. Please review the MeetingPlaza options to add or assign management authority when customizing your system.

○ **What a conference room administrator can do**

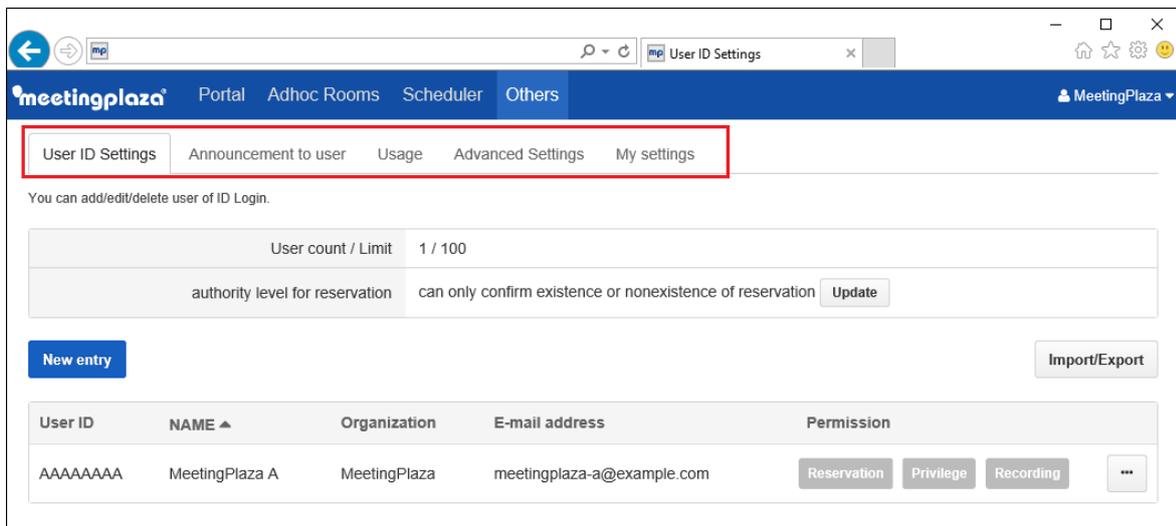
- An authorized registered user can reserve a conference, along with the conference room administrator.
- In addition to checking the reservation from reservation emails, users may easily check out the schedules on all conferences from the calendar.
- Administrator can easily checks the room usage by allowing only registered users to use.
- Conference room administrator can create an Adhoc conference room for registered users to use only.

○ **What a registered user can do**

- Registered users can log into the system by email address. (Only when the "login by email address" option is checked. In addition, duplicated email addresses are not allowed.)
- Registered users can use the Portal Page. After login, a list of scheduled and available meetings is displayed for the user to choose which room to enter.
- A registered user can create a new conference room, when a conference room administrator is not available. (Only when the user is authorized to do so.)

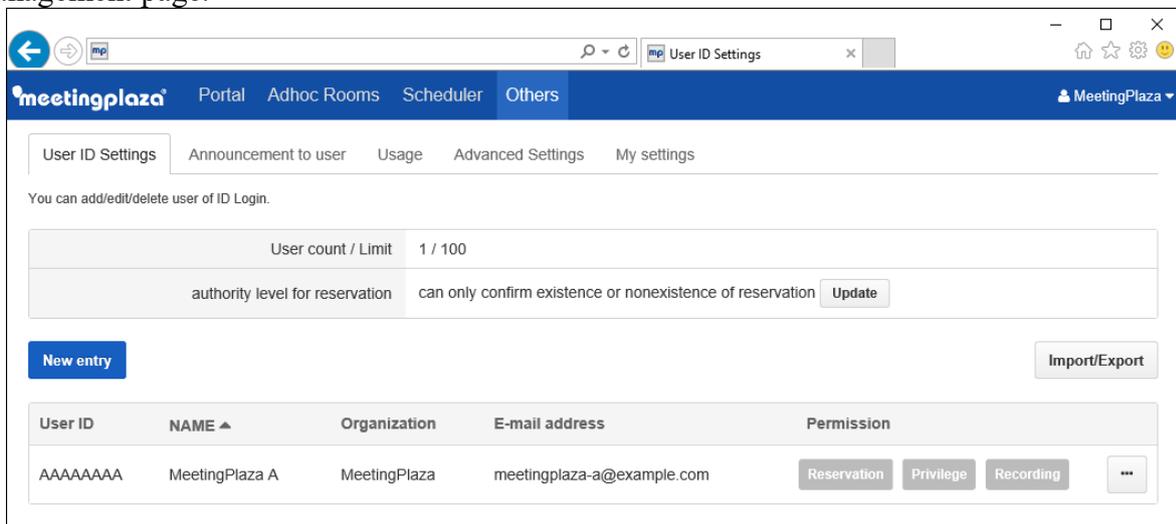
User may change User ID Settings, check usage log, customize conference rooms and change administrator Information.

* For details, please refer to the "User Reference Manual".



By enable a registered user to the Adhoc conference room, the enabled user can enter an Adhoc conference room from his user login page.

Choose "Others" under conference room administrator system page to open registered user management page.



Click [New entry] to open the user registration screen.

1. Enter user registration information

Follow the order, enter information at <User Registration>

NAME	Enter user name. This field is required.
E-mail address	Enter user email address. This field is required.
Organization	Enter user's group.
Language	Choose display language when login to the conference room
TimeZone	TimeZone option is enabled.
Portal (Allow [Announcement] of Portal.)	Turn <input type="checkbox"/> (check box) to <input checked="" type="checkbox"/> (ON) to display "Announcement to user" and "Usage Information" on portal screen for all registered users.
Portal (Allow [No specified mode] reservation.)	Turn <input type="checkbox"/> (check box) to <input checked="" type="checkbox"/> (ON) to display "anonymous reservation conference" on the portal screen and to allow entering the room for all registered users. Please turn on this checkbox for a "anonymous reservation conference" settings. (* Only available when the setting of conference room manager is set to "registered users only mode")
Permit to reserve	Put the box <input type="checkbox"/> <Permission to reserve> on <input checked="" type="checkbox"/> , this user is authorized to reserve a meeting.
Privilege	By checking on this option <input checked="" type="checkbox"/> , an administrator, as

	same rights as <Host> that can book a conference, is now allowed to make special changes during the conference.
Recordable	Check on the box <input type="checkbox"/> of <Recordable> <input checked="" type="checkbox"/> to record the conference. You may authorize one or multiple user(s) that are able to record the conference while <input checked="" type="checkbox"/> is on. It displays while the recording viewer option is installed.
Record	User obtains authorization to access recorded data on server. It displays while the recording viewer option is installed.
Send direct login URL via email	Put <input type="checkbox"/> <Send the URL which can log in conference room directly> on <input checked="" type="checkbox"/> , the URL will be saved in the Email.
Allow Rooms	Choose from [allow all rooms] or [select rooms].
Message to user	Enter message body here if you want to send a specific message to the user at emailing meeting invitation.

2. The input is confirmed and registration is completed.

The confirmation screen like figure below is displayed if the content of the data input to click on the user's registration screen is checked, and there is no problem. The error message is displayed instead of the confirmation screen when there is a problem in the content.

Registration Confirm	
NAME	MeetingPlaza A
E-mail address	meetingplaza-a@example.com
Organization	
Language	English
Timezone	Follow the conference manager
Portal	<input checked="" type="checkbox"/> Allow [Announcement] of Portal.
Scheduler	<input checked="" type="checkbox"/> Permit to reserve in Conference Scheduler
Login permission	<input checked="" type="checkbox"/> Privilege <input checked="" type="checkbox"/> Recordable
Record	Record Manager
Send direct login URL via email	
Allow Rooms	allow all rooms
Message to user	

Back

Please click if you avoid it by the content displayed on the confirmation screen. Registration is completed. It returns to the registration screen when is clicked, and change the corresponding section, please when the mistake and the change are found

oppositely.

When registration is completed, ID and the password are sent to the user.

3. Notification of team room registration.

The following E-mail is transmitted to the user who was registered. The user who received it must keep login ID, the password, and URL for entering a room secure.

Users that are authorized to receive<send URL to participant for direct login> will receive email with direct login URL indicated.

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

Please access the following URL to direct enter the remote conference room.

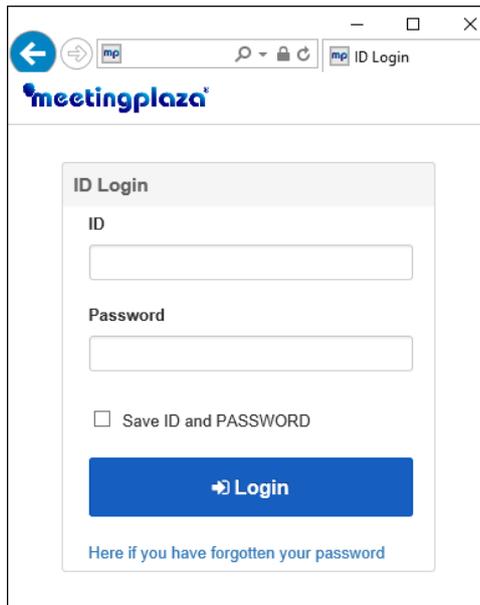
Room 1
<http://xxxxxxxx.xxx/oc/mp.cgi?ABc1d23efG4hiJKIMNOPQRs5tUV>

Room 2
http://xxxxxxxx.xxx/oc/mp.cgi?Abc1de_FGHIJkLmNo2pOrStUVWx

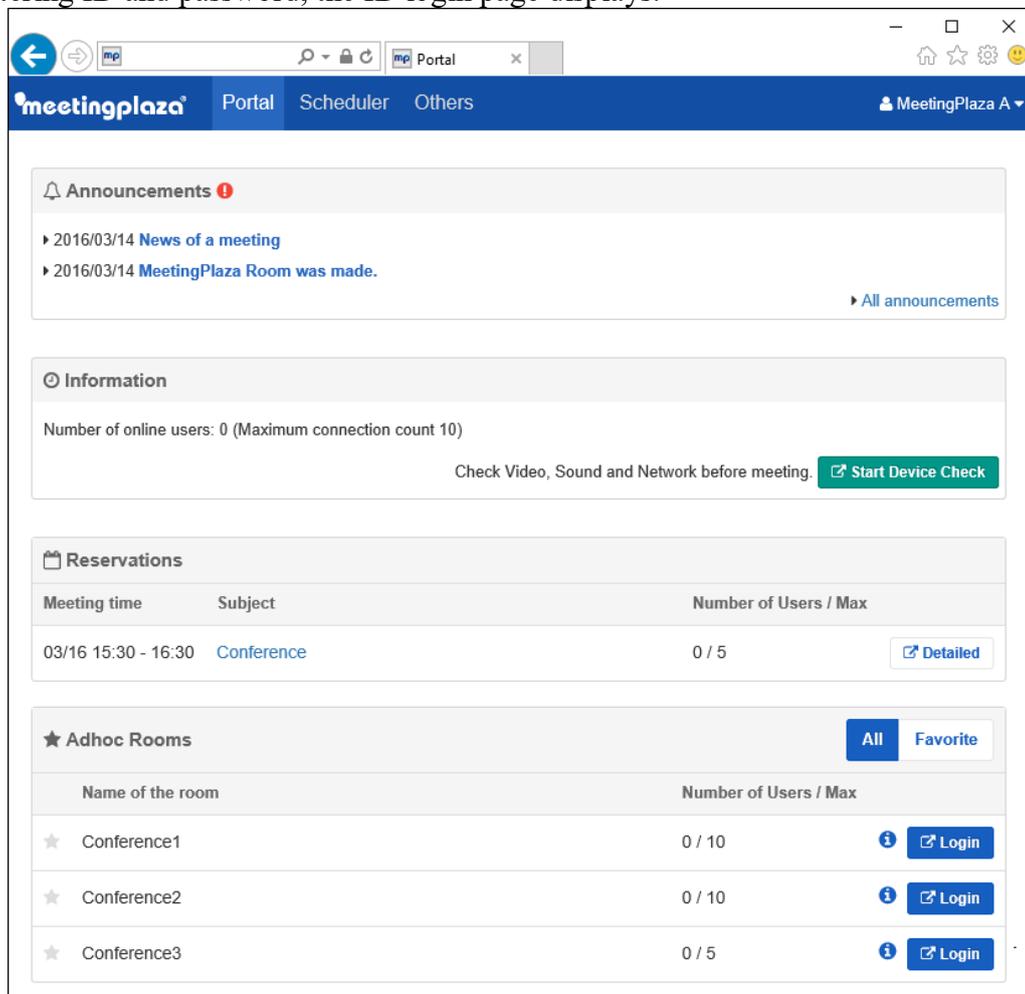
Room 3
<http://xxxxxxxx.xxx/oc/mp.cgi?ABcDeFgh1IJkLm23NopqRStu45V>

Message From Conference Manager:

Click the URL in the [Please access the following URL to enter the remote conference room.].



After entering ID and password, the ID login page displays.



The ID login pages vary depend on the types of users.

Importants:

For the first-time user, please change the temporary password in the email received before continuing to use. You can change the password at "Others" -> "Account Info".

Usage My settings

You can change your password.

Conference manager

Manager id	MeetingPlaza
Room manager name	MeetingPlaza
Max simultaneous login license	10

Account info

User ID	AAAAA
User name	MeetingPlaza A
E-mail address	meetingplaza-a@example.com
Organization	MeetingPlaza
Language	English

Permission	Administrator	Recordable
	Yes	Yes

Current password	<input type="password"/>
New password	<input type="password"/>
New password (retype)	<input type="password"/>

Send direct login URL via email

[Save changes](#)

Your password should be a combination of alpha-numeric characters. We recommend that you change your password regularly.

6-2 Announcement for users

Conference room administrator can create a message to display for all registered users to see when they login.

6-3 Check usage log

User may check actual meeting duration, meeting logs for scheduled and Adhoc conferences. Logs are displayed on a monthly basis.

6-4 Advanced Settings

You can change file sharing, network settings and other settings for the video + audio here. These settings will be reflected in both reservation conference and Adhoc conference.

6-5 My settings

You can change settings of the conference room administrator, including change email address and password.

The screenshot shows the 'My settings' page in the MeetingPlaza interface. The page is titled 'You can change manager information.' and contains several sections:

- Manager id:** MeetingPlaza
- Room manager name:** MeetingPlaza
- Organization:** (empty field)
- E-mail:** meetingplaza@example.com
- Phone:** (empty field)
- Facsimile:** (empty field)
- Timezone:** Asia (selected) and Tokyo (selected)
- Password:**
 - Current password: (empty field)
 - New password: (empty field)
 - New password (retype): (empty field)
 - Note: A password must be at least 8 characters.
- User limited mode:**
- Use a email as a login ID:** Use a email as a login ID for ID login.
- Directory type:** Use keyword type
- E-mail control:**
 - I don't want to receive confirmation and invitation
 - Add administrator to a Cc in an email in the case of reservation by UserID.
 - Don't use email alias in from address.
- Pre-uploading:** enabled disabled

A 'Save changes' button is located at the bottom right of the form.

Your password should be a combination of alpha-numeric characters. We recommend that you change your password regularly.

We will contact you for system and service updates to the email you entered here.

Please ensure the email address entered is valid.

7 Attend the conference by other device (not PC) (Optional)

Participants may attend the conference at MeetingPlaza by other device.

7-1 Use the smartphone to attend the conference

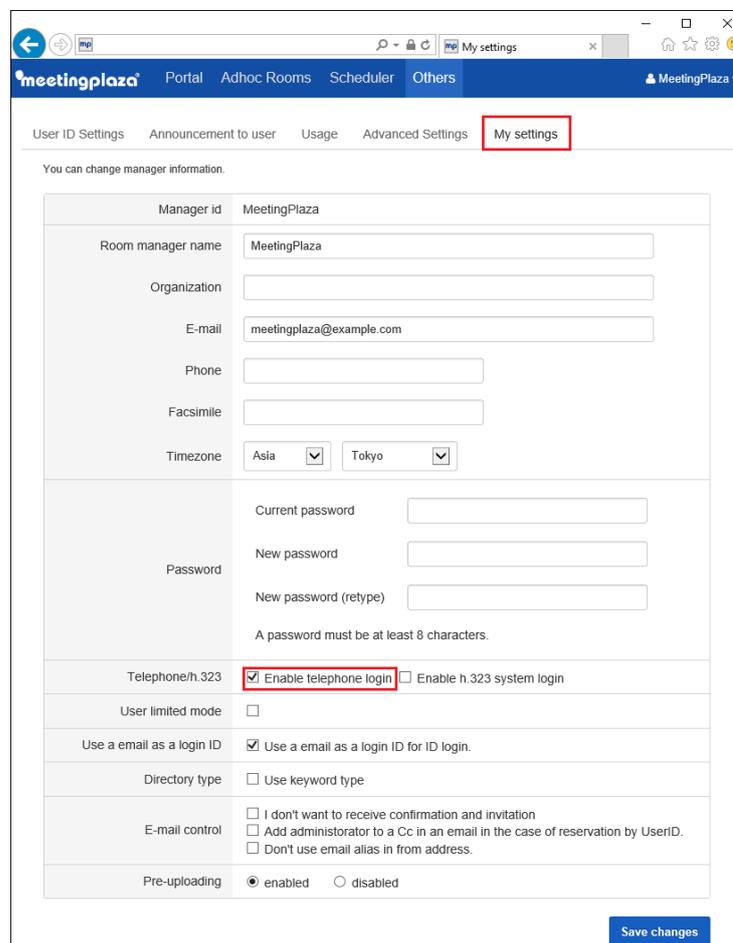
To find more details, please go to:

MeetingPlaza Mobile (iPad / iPhone / Android™)

<http://www.meetingplaza.com/feature/mpmobile.html>

7-2 Use the telephone to attend the conference

To allow phone or HD video conferencing, administrator is required to choose <Enable Telephone/H.323 System Login> at manager information page.



The screenshot shows the 'My settings' page in a web browser. The page title is 'meetingplaza' and the navigation menu includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The current page is 'My settings', which is highlighted with a red box. Below the navigation, there are tabs for 'User ID Settings', 'Announcement to user', 'Usage', 'Advanced Settings', and 'My settings'. The main content area is titled 'You can change manager information.' and contains a form with the following fields:

Manager id	MeetingPlaza
Room manager name	<input type="text" value="MeetingPlaza"/>
Organization	<input type="text"/>
E-mail	<input type="text" value="meetingplaza@example.com"/>
Phone	<input type="text"/>
Facsimile	<input type="text"/>
Timezone	Asia <input type="button" value="v"/> Tokyo <input type="button" value="v"/>
Password	Current password <input type="text"/>
	New password <input type="text"/>
	New password (retype) <input type="text"/>
A password must be at least 8 characters.	
Telephone/h.323	<input checked="" type="checkbox"/> Enable telephone login <input type="checkbox"/> Enable h.323 system login
User limited mode	<input type="checkbox"/>
Use a email as a login ID	<input checked="" type="checkbox"/> Use a email as a login ID for ID login.
Directory type	<input type="checkbox"/> Use keyword type
E-mail control	<input type="checkbox"/> I don't want to receive confirmation and invitation
	<input type="checkbox"/> Add administrator to a Cc in an email in the case of reservation by UserID.
	<input type="checkbox"/> Don't use email alias in from address.
Pre-uploading	<input checked="" type="radio"/> enabled <input type="radio"/> disabled

A blue 'Save changes' button is located at the bottom right of the form.

A user may attend the audio-only meeting by phone.

A user attends the meeting by dialing <Telephone/H.323 System login number> and <Telephone Gateway circuit number> (included in the invitation email)

7-3 Use H.323 System to attend the conference

To allow phone or HD video conferencing, administrator is required to choose <Enable Telephone/H.323 System Login> at <My setting> page.

The screenshot shows the 'My settings' page in the MeetingPlaza web interface. The page is titled 'You can change manager information.' and contains several sections for user configuration. The 'Telephone/h.323' section has the 'Enable h.323 system login' checkbox checked, which is highlighted with a red box. Other sections include 'Manager id', 'Room manager name', 'Organization', 'E-mail', 'Phone', 'Facsimile', 'Timezone', 'Password', 'User limited mode', 'Use a email as a login ID', 'Directory type', 'E-mail control', and 'Pre-uploading'. A 'Save changes' button is located at the bottom right of the form.

Manager id	MeetingPlaza
Room manager name	<input type="text" value="MeetingPlaza"/>
Organization	<input type="text"/>
E-mail	<input type="text" value="meetingplaza@example.com"/>
Phone	<input type="text"/>
Facsimile	<input type="text"/>
Timezone	Asia <input type="button" value="v"/> Tokyo <input type="button" value="v"/>
Password	Current password <input type="text"/> New password <input type="text"/> New password (retype) <input type="text"/> A password must be at least 8 characters.
Telephone/h.323	<input type="checkbox"/> Enable telephone login <input checked="" type="checkbox"/> Enable h.323 system login
User limited mode	<input type="checkbox"/>
Use a email as a login ID	<input checked="" type="checkbox"/> Use a email as a login ID for ID login.
Directory type	<input type="checkbox"/> Use keyword type
E-mail control	<input type="checkbox"/> I don't want to receive confirmation and invitation <input type="checkbox"/> Add administrator to a Cc in an email in the case of reservation by UserID. <input type="checkbox"/> Don't use email alias in from address.
Pre-uploading	<input checked="" type="radio"/> enabled <input type="radio"/> disabled

A user attends the HD video conferencing by dialing <Telephone/H.323 System login number> (included in the invitation email)

To attend a conference with H.323 System, please purchase MeetingPlaza Connector separately.

To find more details, please go to:

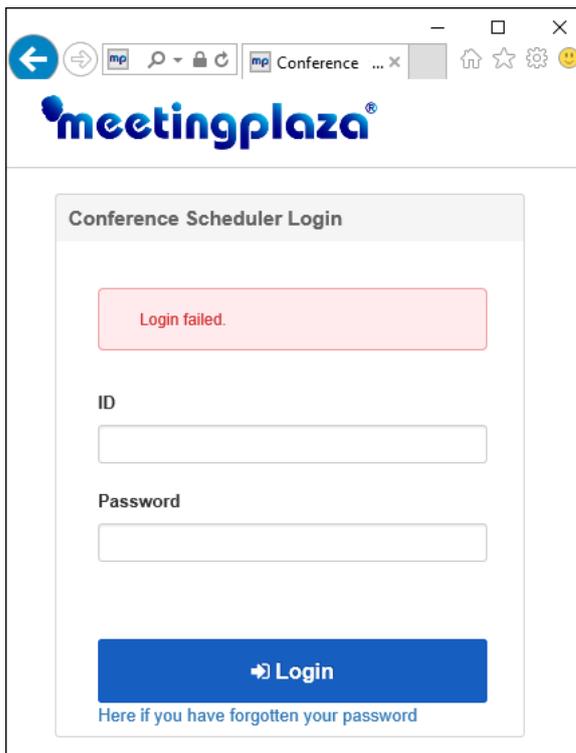
<http://www.meetingplaza.com/product/asp/connector.html>

8 Appendix

8-1 Troubleshooting

The conference scheduler can not be logged into.

Please confirm the user ID and the password on the screen is correct. If it is not the screen below is displayed.



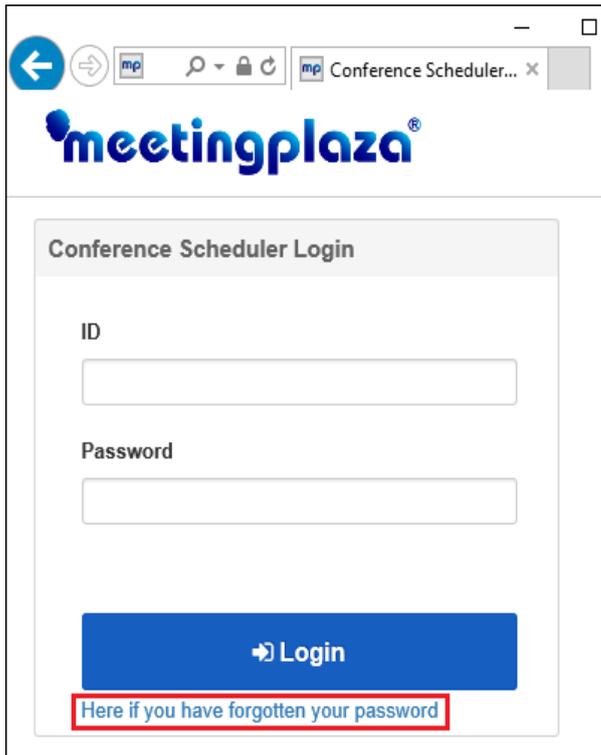
1. If the ID and the password are not logging you in?
The user name and password are case sensitive also numbers are used. You can copy and paste the user name and pass word from the e-mail you received.
2. Have tried to log into the meeting to early?
The E-mail URL is only active prior to the start of the meeting.

8-2 FAQ

1) E-mail doesn't reach to the participant

Please proceed per instructed.

1. Please click [Here if you have forgotten your password] in the conference scheduler login.



Conference Scheduler Login

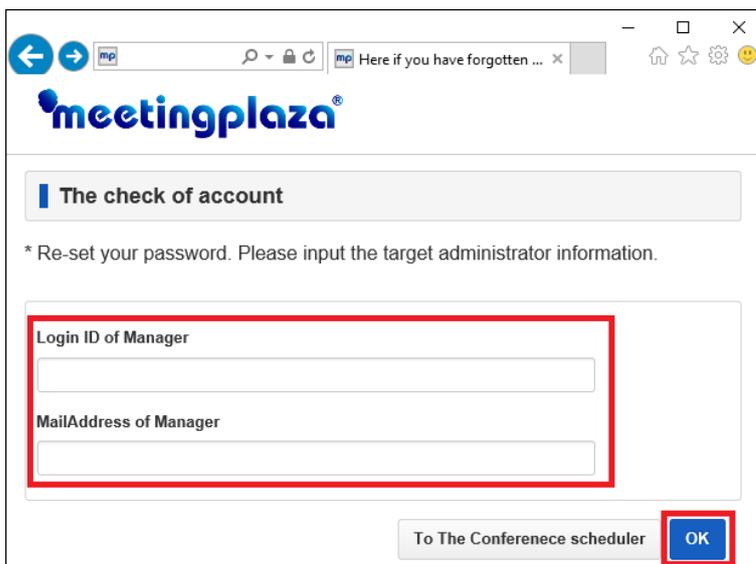
ID

Password

→ Login

Here if you have forgotten your password

2. Enter login ID and email address of manager and click [OK].



The check of account

* Re-set your password. Please input the target administrator information.

Login ID of Manager

MailAddress of Manager

To The Conference scheduler

OK

Notice:

URL for the first-time password will expire.

2) I reserved a conference room, but I didn't receive the notification email.

Emails may arrive not on a timely manner that could be caused by your internal network connectivity or your ISP experiencing issues such as can't process email traffic fast enough. (Sometimes the delay could be a few hours.)

Please ensure you have enough time when scheduling a meeting in advance.

3) Even if the end date of the schedule is exceeded, can the conference be continued?

Yes the conference can still continue however participants that log out will not be able to log back in.

4) I want to add a user that wasn't registered as a participant when I made the reservation.

If you add the number of guests for the conference at the time of reservation, an email (conference guide) including URL for the guest is sent to organizer's email address. You may forward this URL email to the guest(s) that need to attend the conference.

5) To end a conference in progress

Using the "change" function of the booking confirmation screen, a meeting may be forcibly brought to an end.

A confirmation screen will appear for you to kill,  when you click is logged out of all who enter, enter the URL for the disabled.

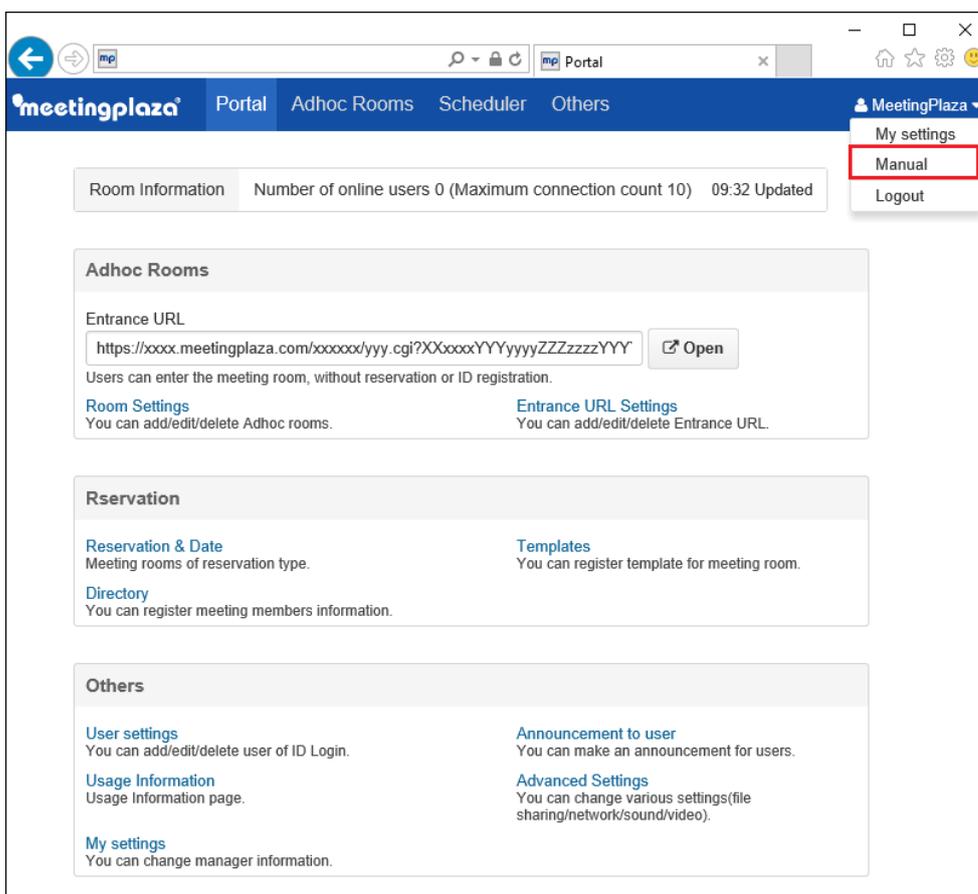
Booking end date in question, will change the time and date of operation.

8-3 What to do when this manual does not help?

Please refer to our reference manuals that are on the Internet.

■ Refer to the manual.

The manual can be referred to by clicking in the right of the scheduler screen [Manual].



■ It is also possible to E-mail or to contact the support.

E-mail support@meetingplaza.com

To ensure the quality and quantity of service, please consult with your system administrator.