

MeetingPlaza Version 8.0

User Reference manual (For License Package)

NTT-IT Corporation

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Conference registration manual

MeetingPlaza offers following user manuals based on your requests.

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

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1 Introduction

Thank you for using MeetingPlaza as your collaboration Tool

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

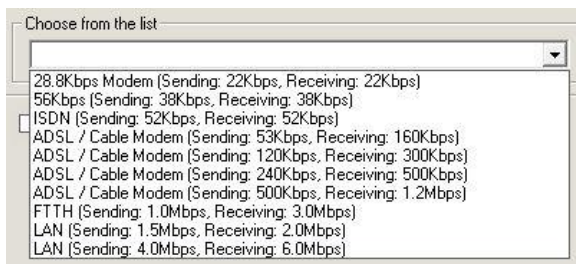
1-1 Overview of this Manual

The symbols, < > and [] are used in this book as follows.

< > : When the sentence shown to a screen is explained.

[] : When the choices and the setting value shown to a screen are explained.

(Example of screen)



(Explanation example)

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

Hints related to the content of the chapter are shown as follows.

Content of hint or attention

1-2 What is a Web conference?

Web conferencing is the ability to meet with Geographically dispersed colleagues

with the use of an internet connection, headset with a mic and 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 viewed along with the video feeds of the conference attendees.

1-4 Necessary equipment for conference participation

To participate in an on-line conference you need an internet connection, a headset, or an echo canceling mic with speakers and a web cam for video. The web camera is optional since a photo can be used as your video representation

Details of the equipment are shown below.

PC	OS ^{*1}	Microsoft 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 27.0, Google Chrome 32.0
	Network device	ADSL, Broadband (28.8Kbps or faster)
Sound		Headset / Microphone with echo cancelling , Speakers, / webcam should be equipped with echo cancelling.
Video Capture (Option)		Webcam / Digital video camera that can be connected with an i-Link(IEEE1394)

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

^{*2} The best way to utilize application sharing and high quality high resolution video streaming is to use a high performance computer. To share an application, the site to start sharing is recommended

to use a computer that is Core i5 or higher. Site to be shared is suggested with a Core2 Duo or higher.

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

*4 Confirmed with updates up to June 2016.

* Some characters or symbols used in room name, user ID, name/contents of shared file or chat may not displayed correctly if they are OS or device platform-dependent.

* Client installed or deployed on virtual machines, thin client or remote desktop are not supported.

* We do not recommend using any OS, the browser's products or any version that is no longer supported by the authorized vendor(s).

*For more information on Mac, iOS and Android, please refer to its operation manual, respectively.

2 Portal Screen

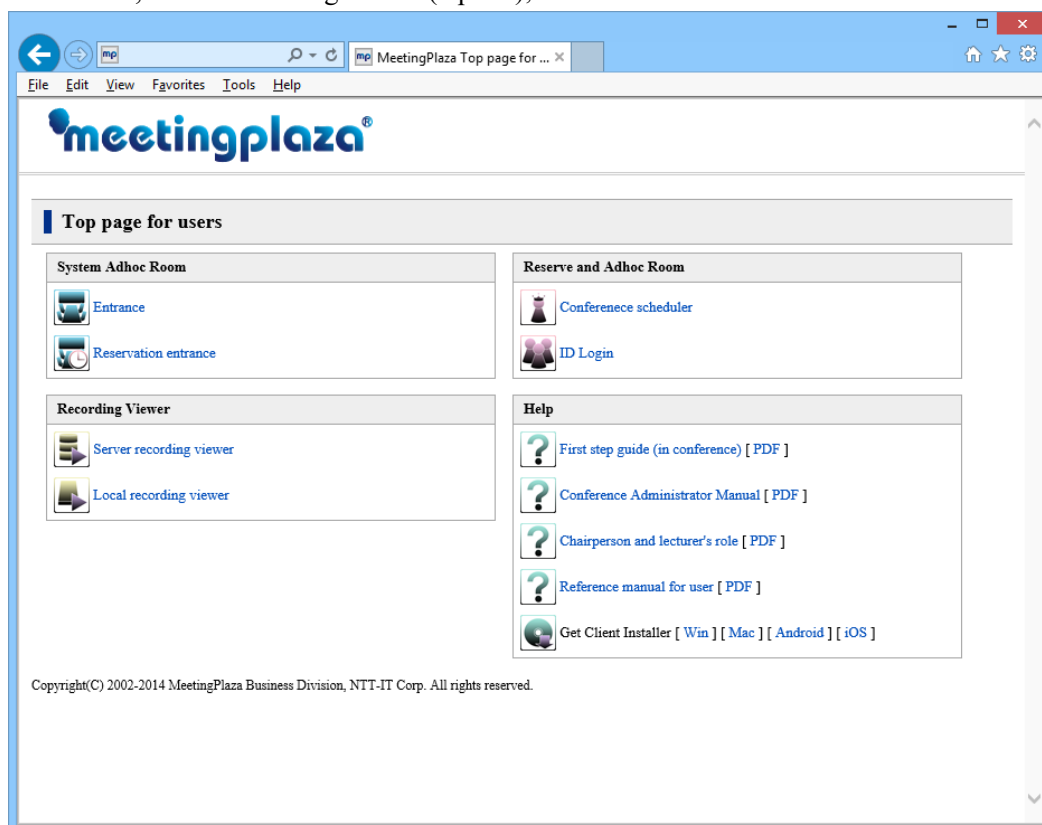
MeetingPlaza based to access the various features of the portal screen is called.

There are two types of Portal screen as follows.

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

2-1 Top page for users

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

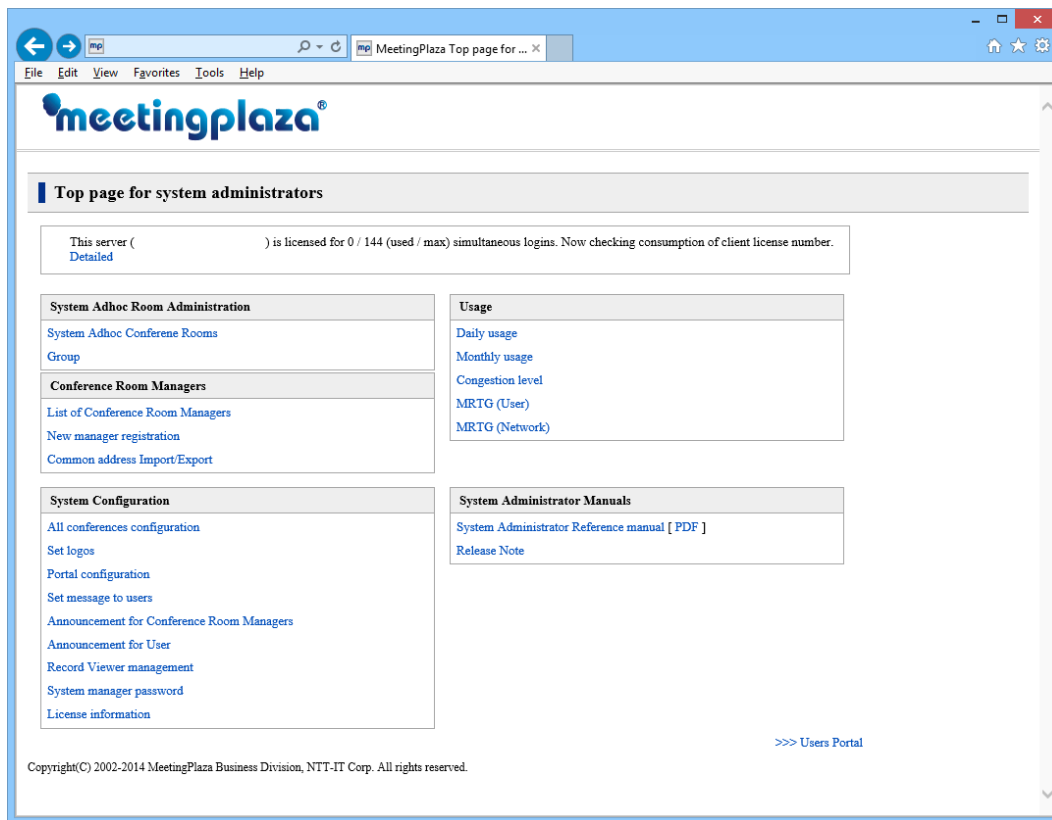


Features for users are as follows.

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

2-2 Top page for system administrators

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



"System administrator" for the feature is as follows.

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

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

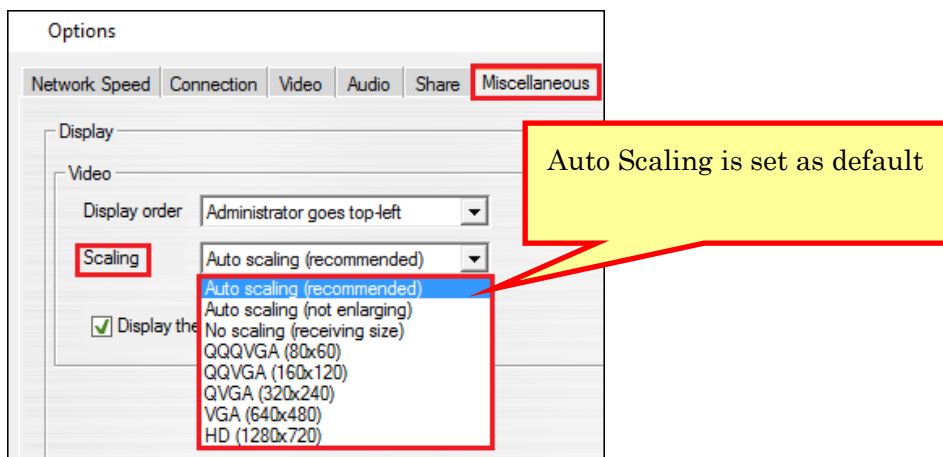
3 Conference room screen

In MeetingPlaza you can choose from 7 different skins for your conference room.

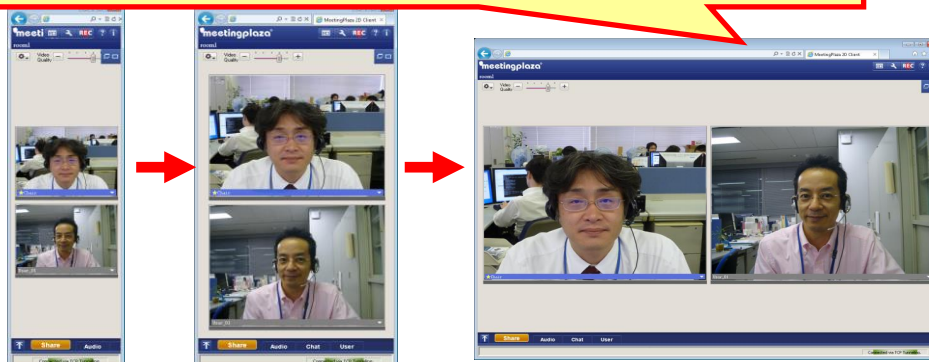
Only the sponsor of the MeetingPlaza conference has the authority to change the skin during a conference.

3-1 Feature common to all conference room screens

- 1) Participant's video image is expanded and reduces according the size of the browser.

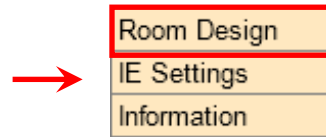


When the size of the browser window is expanded, the display size of the video expanded with it.
image quality kept.

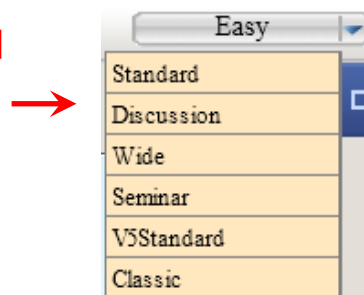


- 2) Screens can be switched by clicking on the skins button in the upper right hand corner.

Standard



Non Standard



3-2 Types of conference room screen

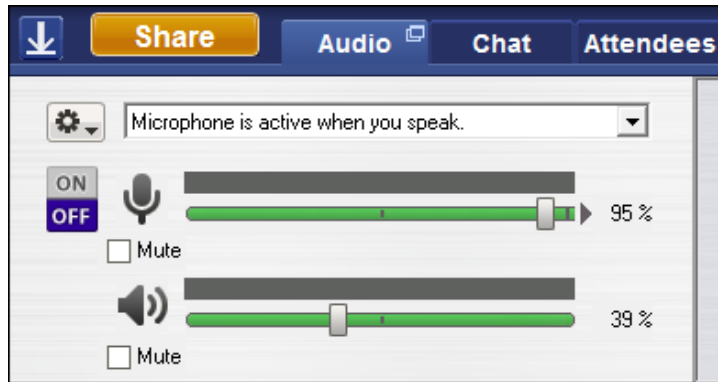
3-2-1 Standard

Below is the standard conference room skin. This is the default skin when one not is specified when the conference was made.

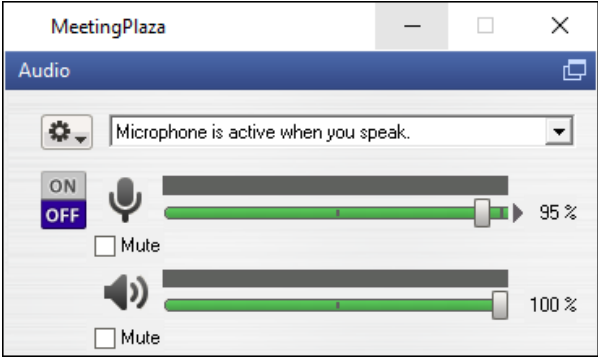
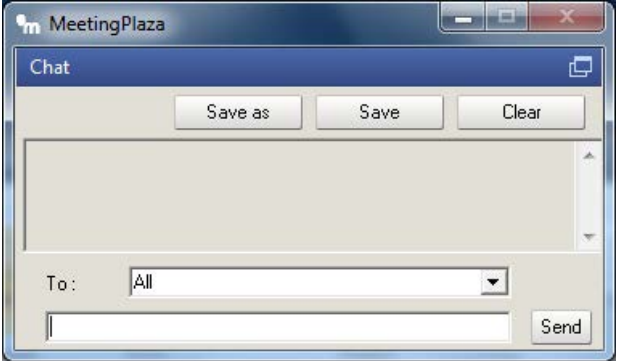
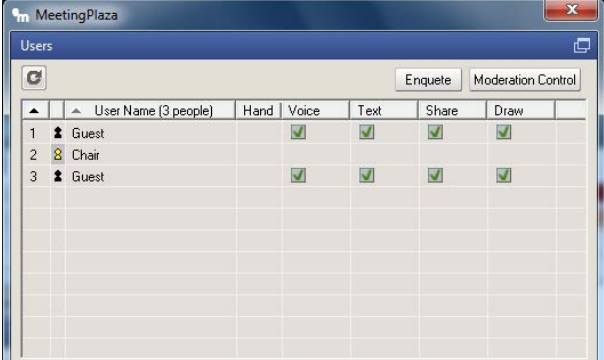
The control functions for managing the meeting are below.



On the right of your screen, click to display the control area.



Translation: Click the Audio tab at the top to display the "Audio" and "Chat" functions in a separate window separate window. Click to return to the original window.

Tab	When displayed in a new window
<div data-bbox="151 781 280 819" style="background-color: #003366; color: white; padding: 2px; text-align: center;">Audio</div>	
<div data-bbox="151 1162 293 1200" style="background-color: #003366; color: white; padding: 2px; text-align: center;">Chat</div>	
<div data-bbox="151 1543 308 1581" style="background-color: #003366; color: white; padding: 2px; text-align: center;">User</div>	

3-2-2 Easy

This skin is used when most of the settings used in the meeting are default or automatic settings.



The icon of the spanner in the lower right of the screen is "Setting" button. The operations of a detailed setting and the voice setting, etc. are done here.



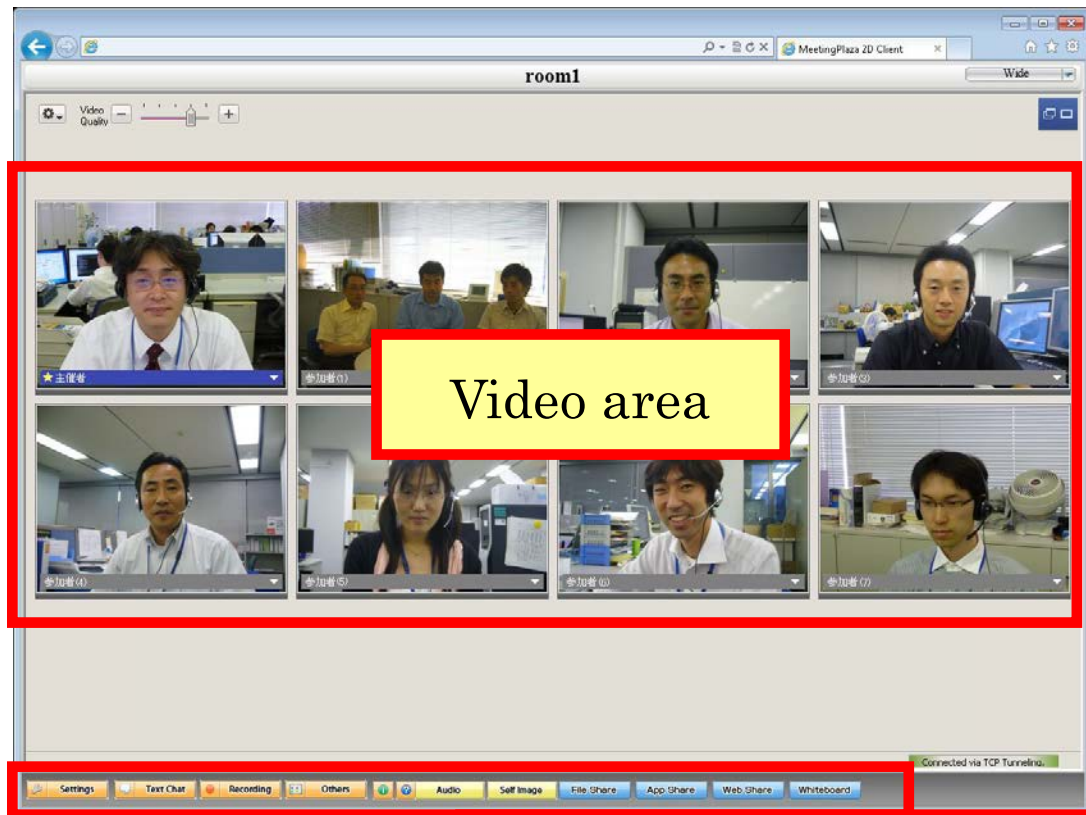
3-2-3 Discussion

This skin is used place emphasis on a speaker or lecture. By clicking on the participant and the focus that participant will be show in the center. As participants enter the room the video size adjust to fit all.



3-2-4 Wide

This skin allows you to line up all the participants using the entire area of the browser. The control functions are along the bottom of the screen.



Various control functions

3-2-5 Seminar

The seminar room can hold up to thirty two video frames with functions for polling the conference participants. This is mainly used for education in seminar and discussion sessions.


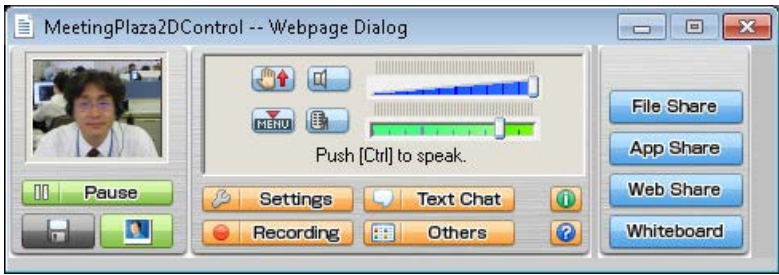


3-2-6 V5Standard

The MeetingPlaza interface is the same as previous versions of the program. The control panel is below.



There is an icon like the figure below in a standard screen. The display of the control can be changed by clicking these icons.

Icon	Operation and function when clicking
 <The control is displayed in another window >	<p>The control is displayed in another window when clicking as shown in the figure below. It returns to the state of shutting the window.</p> 

When the control part is concealed, it lowers while clicking a black boundary part below.



When the hidden control part is displayed, it raises it for above while clicking a black boundary part.



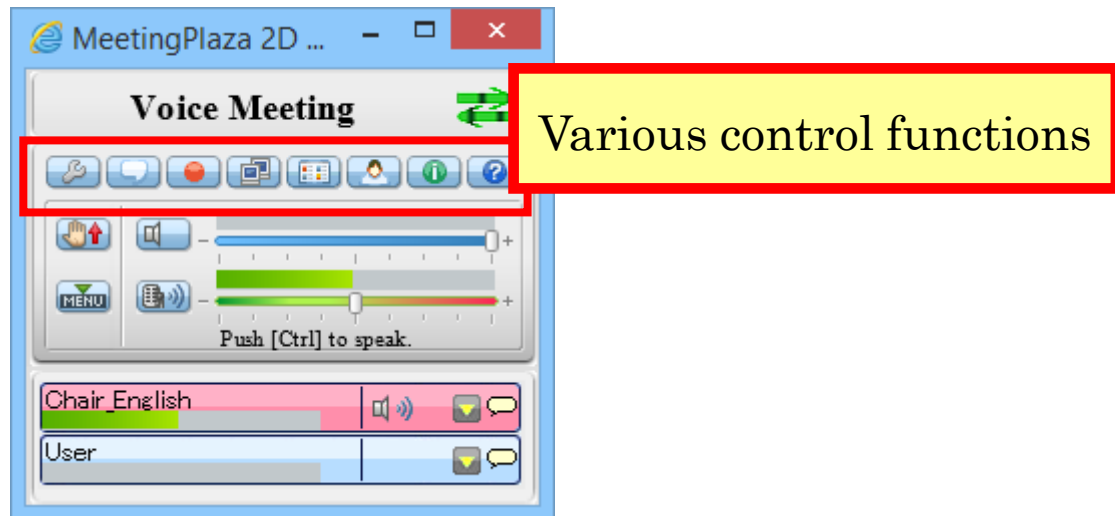
3-2-7 Classic

This skin combines the video format of the standard skin and the control functions of previous MeetingPlaza versions.



3-2-8 Voice meeting

All participants will have no video connection while the conference administrator sets up the conference room to "Voice Meeting".

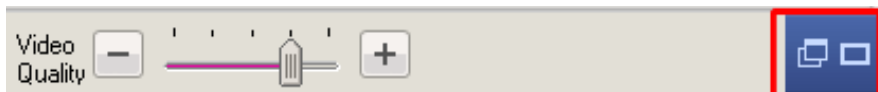




In a voice only meeting, participants cannot change screen layout to enable video.

3-3 Full Screen Video Option and Multiple Video Feeds

“Standard”, “Easy”, “Wide”, “V5Standard”, “classic” screen settings can be altered.

The button at the top "right" corner of the video display area will allow video windows to be displayed 'full screen'.



Button	Click behavior
 [Full Screen / Restore]	Participants selected will be displayed in (full screen). To deselect the "full screen" display, click the icon again to undo the full screen selection.
 [Disconnect / Docking]	Video windows may be disconnected from the primary video grid or display area by clicking the disconnect icon. Clicking the icon again will return or "dock" the "selected" video frame to the video area.

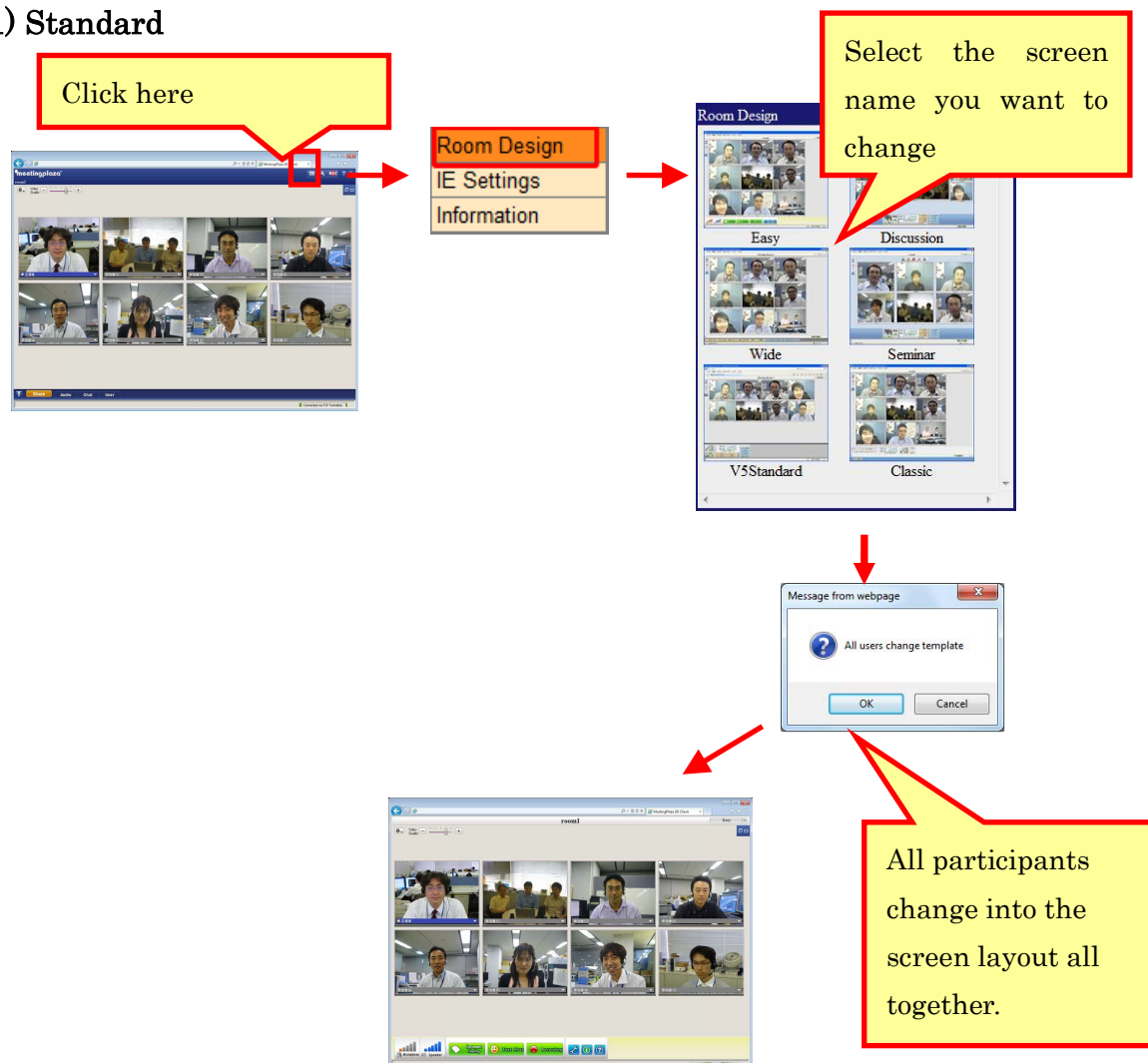
3-4 Changing the conference room screen

The screen layout can only be changed by the person who sponsored the conference the layout can be changed by clicking on the skins button the upper right hand corner.

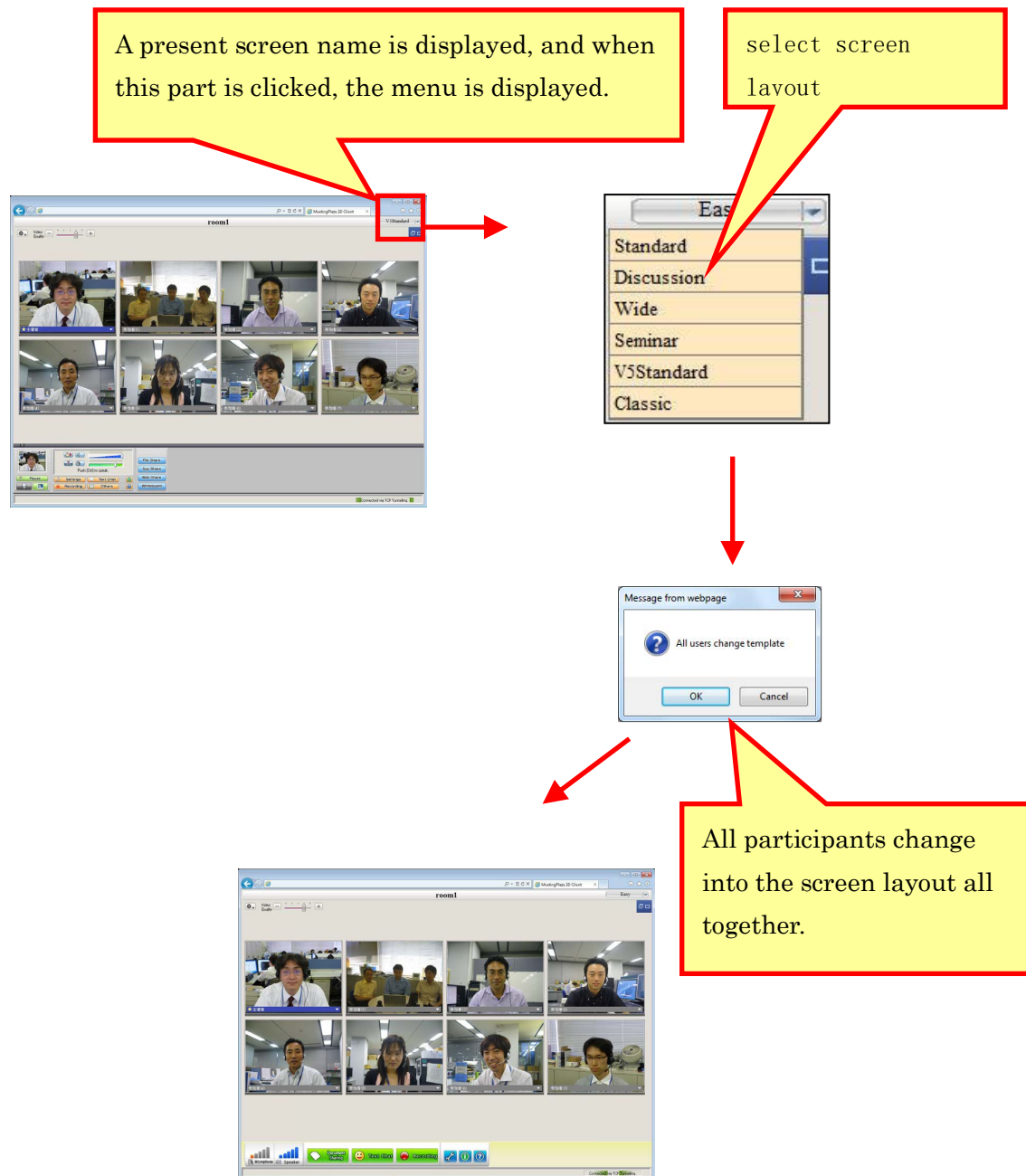
The changed skin this then displayed for all uses in the conference room.

When changing the layout of the screen, "Standard and "Non-standard" windows are different.

1) Standard



2) Non-Standard

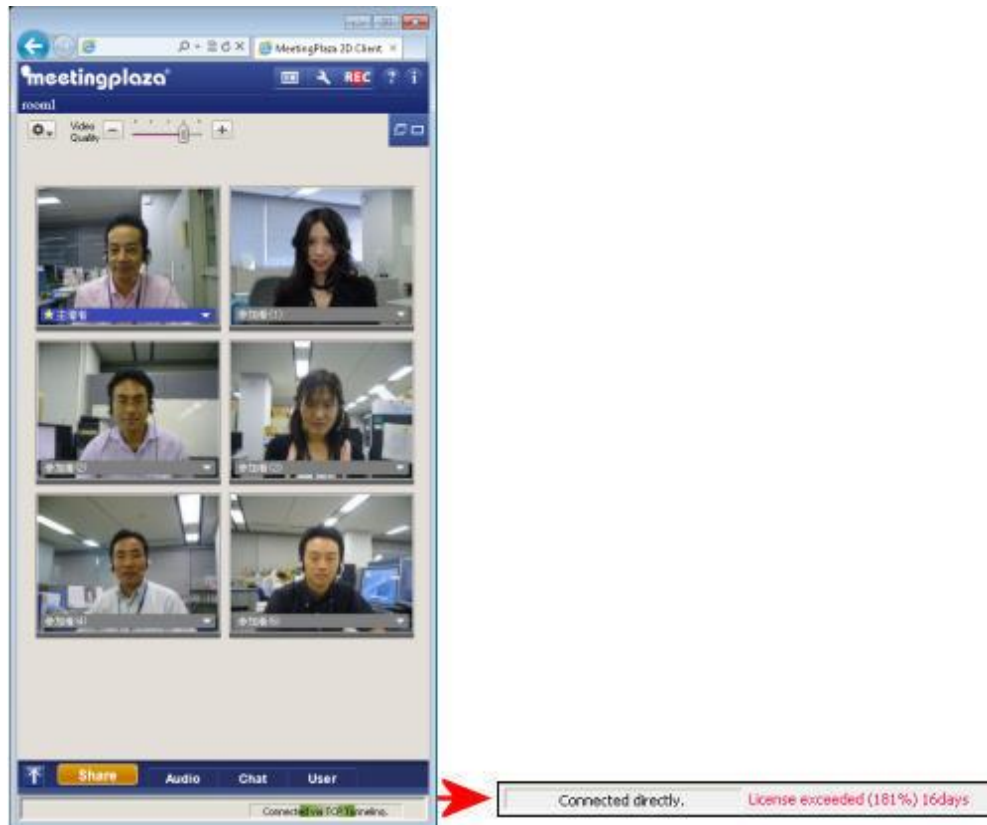


3-5 Notification of license exceeding

(For License Package users)

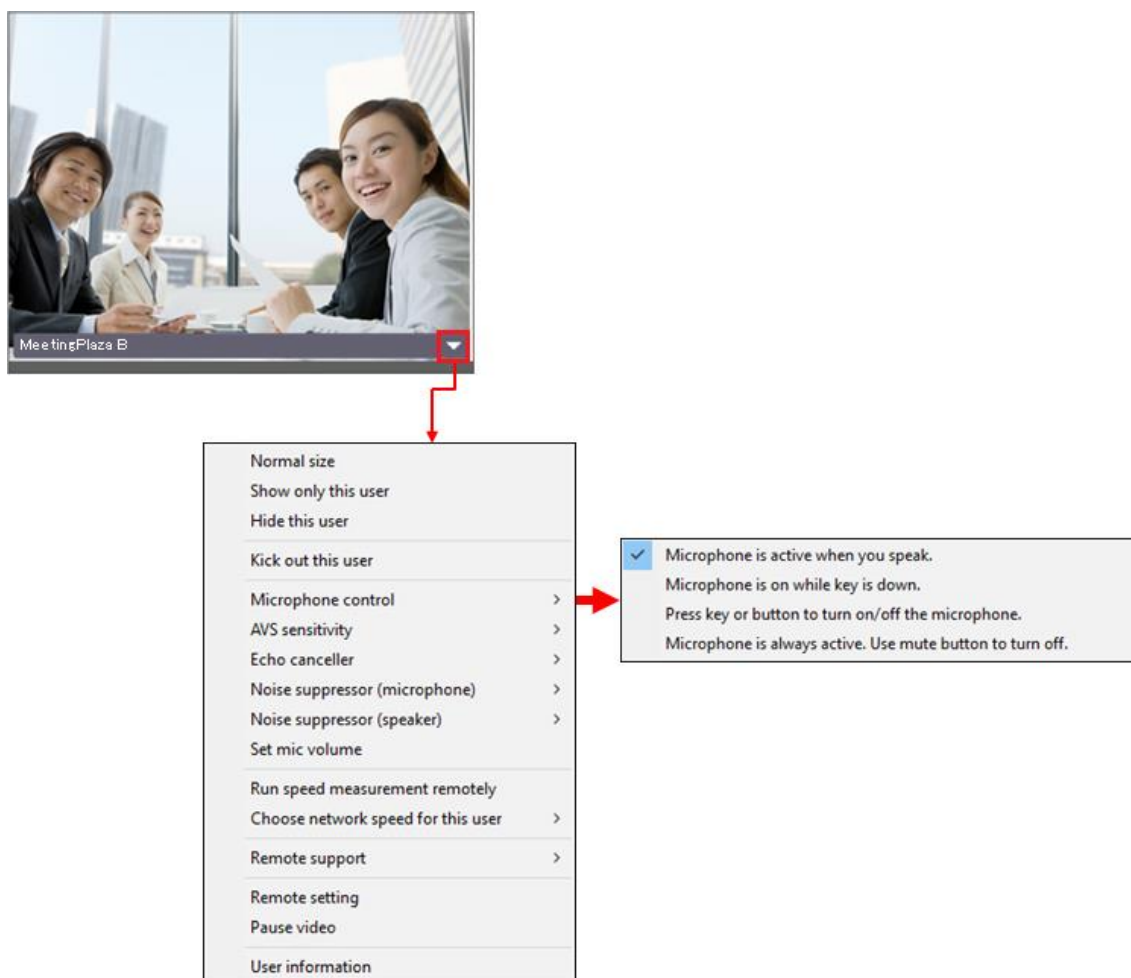
It becomes impossible to do log in from new PC when upper bounds of the number of client licenses are exceeded.

Please inquire of “<http://www.meetingplaza.com/>” about the purchase of an additional license.



3-6 Other participants' voices and changes in network setting

When it enters the conference room as those who sponsor it, other participants' voice setting and network settings can be changed.



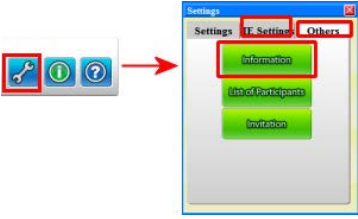


Menu item	Operation and function when selecting it
Minimize	Please refer to Chapter 3-8 for details.
Double size	
Show only this user	
Hide this user	
Kick out this user	Please refer to Chapter 3-7-6 for details.
Microphone control	

Echo canceller	
Noise suppressor (microphone)	
Noise suppressor (speaker)	
Set mic volume	
Run speed measurement remotely	
Choose network speed for this user	
Remote support	
Remote setting	
Stop a video	
User information	Please refer to Chapter 5-2-17 for details.




3-7 The "Other" Function

Participant lists can be altered using the "other function" Clicking advanced in the Easy section will adjust the IE settings.

Standard	Wide, Discussion, Seminar, V5standard, Classic	Easy
		

3-7-1 Information

At the top of the screen, select "Information" in the "Standard" window "Other" in the "Wide, Discussion, Seminar, V5Standard and Classic Window, and "Other" tab in the "Easy" section to display information about the software or obtain help.

Standard	Wide, Discussion, Seminar, V5standard, Classic	Easy
		

When this item is selected, inquiry information is displayed.

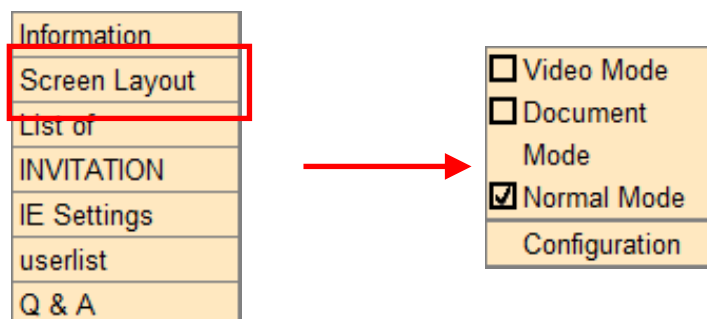


"Online Help", "FAQ", and "Trouble form" "Support E-mail Address" are displayed in the window.

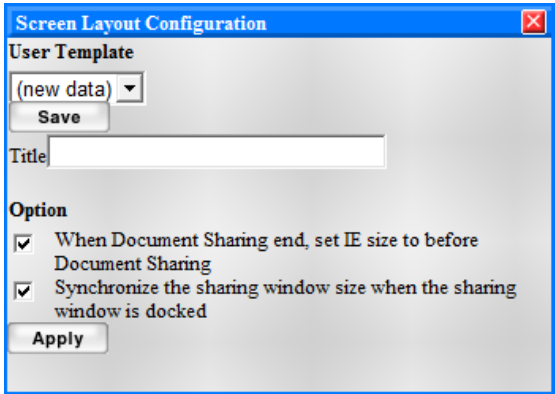
Please click upper right [×] to delete the window.

3-7-2 Screen Layout

When this item is selected, the submenu is displayed.



The function of each item of the submenu is described.

Item of submenu	Operation and function when selecting it
Video Mode	It is a screen design that conceals various control domains, and expands the video area.
Document Mode	The common window part extends when making it to "Documenting common mode" with the common window docked.
Normal Mode	A video area and various control domains are displayed, and the screen design of "Standard".
Design Settings	<p>The entered design arrangement (size and position of each window) is "Preservation. ", and it is a conference thereafter and a restorable function in my nature as for the design arrangement. When this submenu item is selected, the window like the figure below is displayed.</p>  <p>Preservation inputs "Title", and clicks Save. The title is displayed in the submenu. In the selection of the title, the design is restorable.</p>

☐ Video Mode
☐ Document
Mode
☐ Normal Mode
☐ Configuration
☒ test_001

The preserved design appears to the list as follows. After it selects it, overwrite and Delete can be done.

Screen Layout Configuration ✖

User Template

test_001 ▾

Overwrite Delete

Option

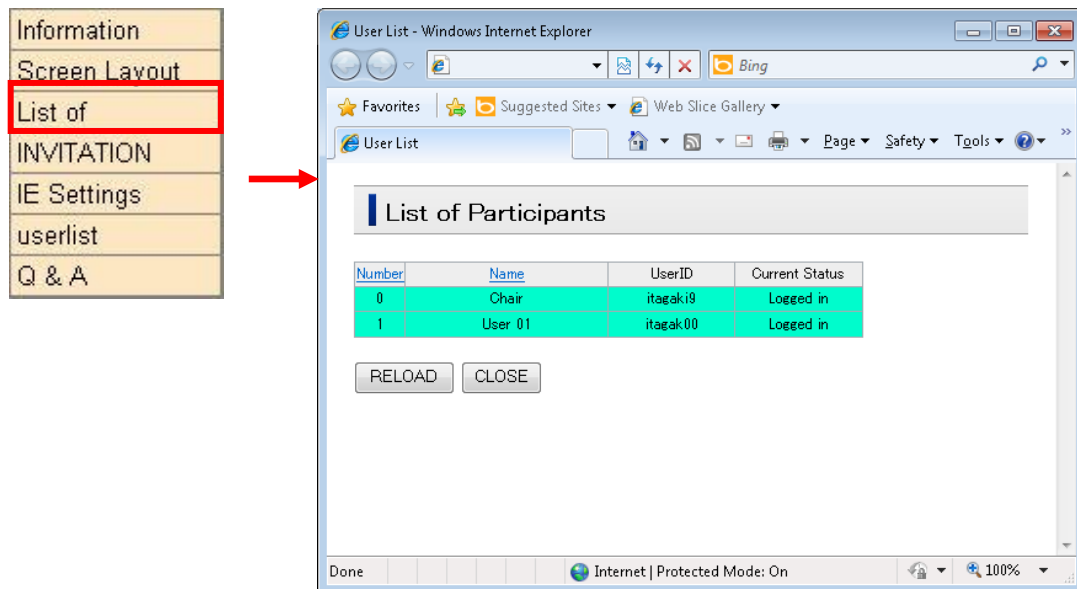
☒ When Document Sharing end, set IE size to before Document Sharing

☒ Synchronize the sharing window size when the sharing window is docked

Apply

3-7-3 List of Participants

When this item is selected, as shown in the figure below, a window is open to show a list of participants registered for the conference and their status (whether in the meeting room or not).



When <Number> or <Name> is clicked, it is possible to sort it respectively. In addition, the ascending order and the descending order can be reversed by clicking again.

Login of the conference room is confirmed again when <Reload> is clicked, and the participant list is displayed again.

Please click <Close> or upper right <X> to delete the window.

3-7-4 Invitation

<Invitation> becomes available after the meeting host chose numbers of guests from the list at reserving a meeting.

The maximum number of guest is the maximum of participants minus 1 host.

The screenshot shows the MeetingPlaza Reservation interface. The 'Reservation' section includes a 'System usage' table, 'Conference information' (Subject, Meeting time, Notification, Option setting), and a 'User' section with a table of participants. The 'Number of Guest Account' dropdown is highlighted with a red box, showing options 0 through 9. A message box below it says 'The Guest Account is used by invitation of meeting.'

Select the "invite" button from the "Standard" area of the screen and "Other" from the "Wide" or "Other" from the "Easy" mode and selection the participant list or "Invitation".

Standard	Wide, Discussion, Seminar, V5standard, Classic	Easy

When this item is selected, the user who did not register as a participant when

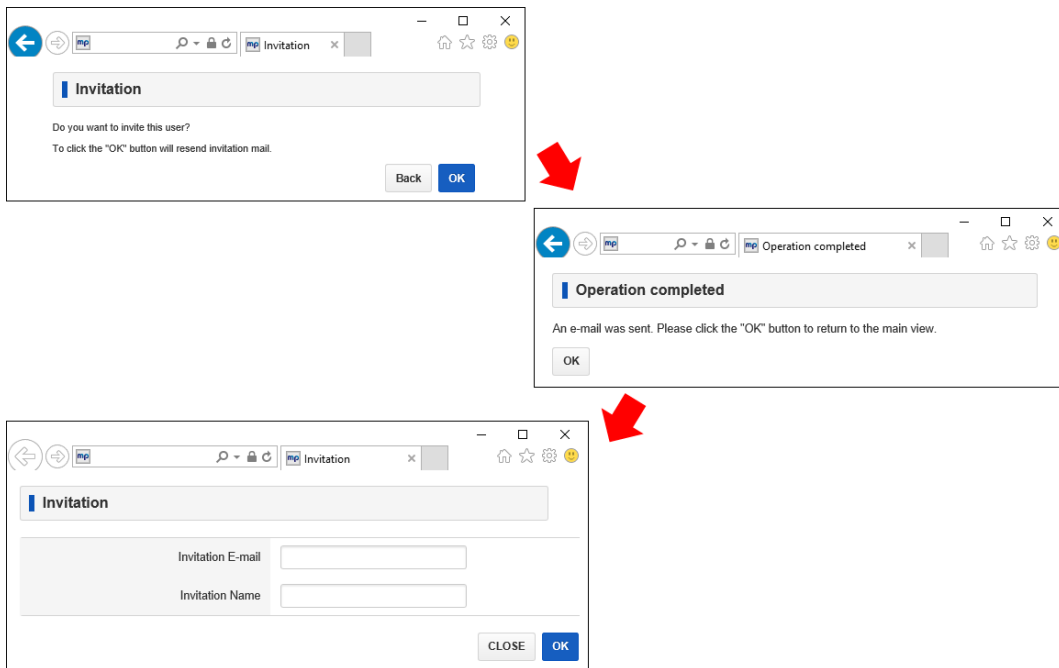
reserving it is displayed to the window to invite it as a participant.

The screenshot shows a web browser window titled "mp Invitation". The address bar contains "mp". The page has a header with the word "Invitation" and a blue bar. Below the header, there are two input fields: "Invitation E-mail" and "Invitation Name". At the bottom right, there are two buttons: "CLOSE" and "OK".

The input column in the window and the meaning of the button are as follows.

Input column and button.	Meaning and operation
Invitation E-mail	The mail address of the participant who wants to invite it is input. URL to enter the conference room when inviting it is transmitted to this mail addresses appropriating.
Invitation Name	The name of the participant who wants to invite it is input. When the invited participant uses received URL and it enters the conference room, this name is displayed under the face image frame. It is possible to invite it without inputting it.
[CLOSE]	This window is closed.
[OK]	The confirmation screen of the input content is displayed.

The shift that inputs and clicks <OK> becomes like the following screens.



The following E-mail reaches the invited participant.

(Example of title of E-mail)

MeetingPlaza invitation Mail

(Example of text of E-mail)

Dear User2,

Chair (Contract ID 001) invites you.

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

<http://xxxxxxxxx.xxx/oc/mp.cgi?xxxxxxxxxxxxxxxxxxxxx>

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://xxxxxxxxxxx.xxxx/e/license.html>

After sending invitation, one of guest accounts sent to host will be disabled.

3-7-5 IE Settings

At the top of the screen, select "Information", "IE Settings" in the "Standard" window, "Other" and "IE Settings"" in the "Wide, Discussion, Seminar, V5Standard and Classic Window, and "Other" tab and "IE Settings" in the "Easy" section.

Standard	Wide, Discussion, Seminar, V5standard, Classic	Easy
		

IE and various displays settings are displayed, setting for Firefox and Google Chrome will be displayed when used. This feature will allow you to automatically resize when logging into a meeting.

In addition, when this item is selected, the submenu like the figure below is displayed.

<input checked="" type="checkbox"/> Show Addressbar
<input checked="" type="checkbox"/> Show Menubar
<input checked="" type="checkbox"/> Show Toolbar
<input checked="" type="checkbox"/> Show Statusbar
<input checked="" type="checkbox"/> AutoResize on Login

The function of each item of the submenu is as follows.

Item of submenu	Operation and function when selecting it
Show Addressbar	The address bar of Internet Explorer is made display/non-display.
Show Menubar	The menu bar of Internet Explorer is made display/non-display.
Show Toolbar	The toolbar of Internet Explorer is made display/non-display.
Show Statusbar	The status bar of Internet Explorer is made display/non-display.
AutoResize on Login	The window entering a room to the conference room becomes left justify, and the width narrows on a standard screen etc. The change of the size of the window is controlled.

3-7-6 User list

At the top of the screen, select "Share", in the "Standard" window, "Other" and "User List" in the "Wide, Discussion, Seminar, V5Standard and Classic Window, and "Settings" tab and "User List" button in the "Easy" section.


Standard	Wide, Discussion, Seminar, V5standard, Classic	Easy
		

When selecting this field, the "authorized users (Participants) will be displayed in a window on the left and the Standard participants can be listed in a window on the right.

The standard screen, the "participants" in the user list screen is displayed by clicking on the right.

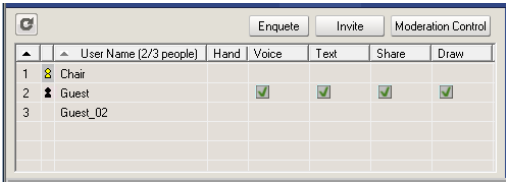
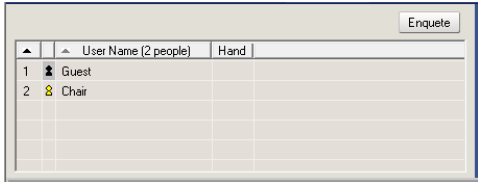
The contents of the Authorized User window is different from the general participants. Participants rights can be seen on the left of the participants names.

In view of the left of the name of the user list, you can see the rights of participants.

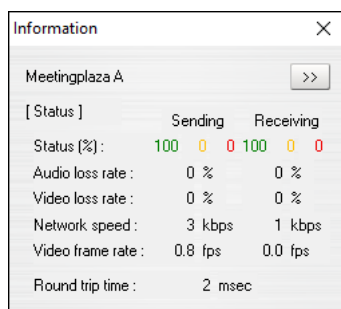
 is the Admin or authorized user.

 is the general participant.

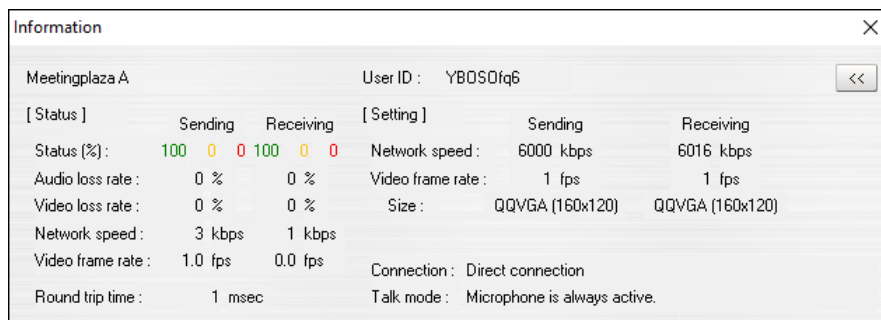
The Meeting is held after the conference is reserved and the participants name is displayed. If the participant's icon is not displayed and his/her icon is not visible, then the participant is not logged into the meeting.

Admin or Authorized User's Screen	General Participants Screen
	

In either case, right click on the user ID or the User name and select "Show Details" to determine the status of the participant's connection.



[>>] and click to display the information.



Status (%) of the color of the figure shows the user's communication status. Good order, "green", "yellow", "red" will be. The meaning of each color, "Conference setup manual" of "FAQ" section please.

The buttons in the user list, check boxes and other functions are as follows.

The blue letters indicate that the display screen of the privileged or general participants and organizers.

Mark in window		Operation and function when click or selecting it
Moderation Control	Voice	Controls the speaking rights of all participants. The number of authorized speakers ranges from "Authorizing All" to "Prohibiting all". The administrator may also allow only specific users to speak. Up to 8 users may be allowed to speak simultaneously. If the administrator wants to allow only specific participants to speak, simply check the "on" box or "off" box for non-speakers.
	Text	The Administrator has the authority to control all participants using the chat function. The number of authorized speakers ranges from "Authorizing All" to "Prohibiting all". The administrator may also allow only specific users to speak. Up to 8 users may be allowed to speak simultaneously. If the

		administrator wants to allow only specific participants to speak, simply check the "on" box or "off" box for non-speakers.
	Share	The authority to control the operation of all participants may be shared. The number of authorized speakers ranges from "Authorizing All" to "Prohibiting all". The administrator may also allow only specific users to speak. Up to 8 users may be allowed to speak simultaneously. If the administrator wants to allow only specific participants to speak, simply check the "on" box or "off" box for non-speakers.
	Draw	Authority to control the use of drawing tools of all participants. The number of authorized speakers ranges from "Authorizing All" to "Prohibiting all". The administrator may also allow only specific users to speak. Up to 8 users may be allowed to speak simultaneously. If the administrator wants to allow only specific participants to speak, simply check the "on" box or "off" box for non-speakers.
User	User Name	It is participant's name.
	Hand	The presence of raising hand is displayed.
	Enquete	Choices answered the questionnaire are displayed.
	Voice	Authority to control the speech. Allows only specific authorized users (up to 8 people) to use the tools when the "on" or "off" check box is selected by the meeting organizer(s).
	Text	Authority to control the chat input. Allows only specific authorized users (up to 8 people) to use the tools when the "on" or "off" check box is selected by the meeting organizer(s).
	Share	Authority to control the share operation. Allows only specific authorized users (up to 8 people) to use the tools when the "on" or "off" check box is selected by the meeting organizer(s).
	Draw	Drawing rights control. Allows only specific authorized users (up to 8 people) to use the tools when the "on" or "off" check box is selected by the meeting organizer(s).

The user's (participant) menu the voice to set, and to set the network is displayed when right-clicking in the part of user ID or the user name with the mouse as shown in the figure below.

Kick out this user
Show detail information of this user
Microphone control : Mic is on while key is down. ▶
Echo canceller : Disabled ▶
Noise suppressor (microphone) : Disabled ▶
Noise suppressor (speaker) : Disabled ▶
Set mic volume
Video ON
Run speed measurement remotely
Choose network speed for this user ▶
Remote support ▶
Remote setting

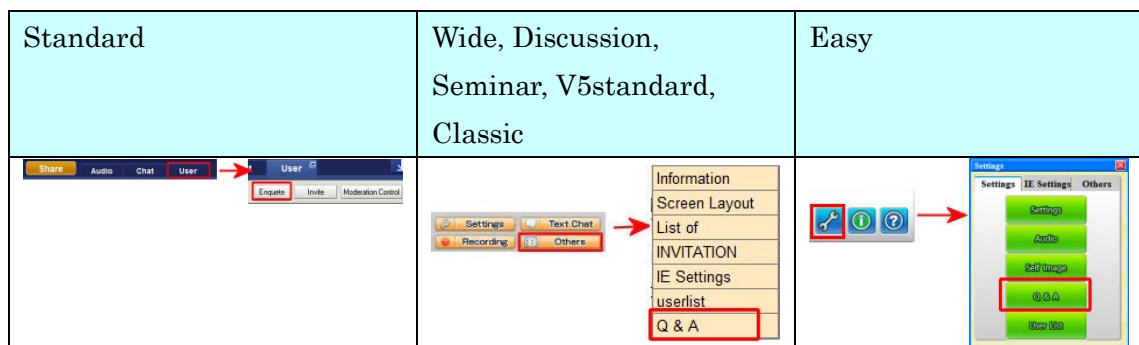
The function of each item of the menu is as follows.

Item of menu	Operation and function when selecting it
Kick out this user	A pertinent user is nullified and the compulsion leaving (logout) or user ID can be nullified.
Shaw detail information of this user	Detailed information (user information, user ID, and E-mail address) is displayed.
Microphone control	Choose from the following utterance method.
Microphone is active when you speak.	It makes it to the mode that can be made remarks without automatically detecting the sound of the mike, and pushing the key.
Microphone is on while key is down.	It makes it to the mode on which it makes remarks pushing the key (The key such as Ctrl keys can be changed).
Press key or button to turn on/off the microphone.	It makes it to the mode that begins the remark pushing the key, pushes again, and does the remark end.
Microphone is always active. Use mute button to turn off.	It is a mode always put into the state of the remark.
Echo canceller	The echo canceller is used.
Noise suppressor (microphone)	Using noise reduction.

Noise suppressor (speaker)	Using noise reduction.
Set mic Volume	Set the microphone volume.
Video ON / Pause	Start/Pause the user's video. The function is available for customers only with Enterprise system.
Run speed measurement remotely	The network speed automatic operation measurement begins with pertinent user's PC.
Choose network speed for this user	The submenu to specify the network speed of a pertinent user is displayed, and the specified network speed is applied.
Remote support	The participant desktop or range is specified, and the request of a remote operation is transmitted to the participant. When the participant doesn't permit requesting, a remote operation cannot be done.
Remote setting	Remote setting on network speed, video (video device, video quality), voice (microphone, speaker, talking mode) for participants.

3-7-7 Q & A

For Q&A, select "User" from the Standard menu followed by the "Etiquette" button, select "Other" from the "Wide", "Discussion", Seminar V5Standard, Classic area, followed by the Q&A button. Easy, select the wrench tool, followed by Q&A



When this item is selected, the window like the figure below is displayed.

Question and Answer

Question
 [3] Choose one (Yes, No, Not sure)

Answer

No	Choice	Histogram
1	Yes	0
2	No	0
3	I'm not sure	0

Option

☒ Enable re-answer ☒ Update histogram continuously
☒ Show answers in userlist ☐ Distribute Histogram

Start Update Histogram Submit Close

When the content of the question is selected from the menu, and <Start> is clicked, choices of the question and the answer are shown to other users.

Question and Answer

Question
 Choose one (Yes, No, Not sure)

Answer

No	Choice	Histogram
1	Yes	0
2	No	0
3	I'm not sure	0

Option

Submit Close

The screen of Q&A user will reflect choices of "yes or no" for determining whether the answer addressed the users concerns.

Question and Answer

Question
 [3] Choose one (Yes, No, Not sure)

Answer

No	Choice	Histogram
1	Yes	0
2	No	0
3	I'm not sure	0

Option

☒ Enable re-answer ☒ Update histogram continuously
☒ Show answers in userlist ☐ Distribute Histogram

Start Update Histogram Submit Close

The screen of the user launching the Q&A

When the user who receives the question clicks <Submit> specifying choices of the answer, it is reflected in the screen of the user who begins questioning as shown in the figure below.

Question and Answer

Question
[Choose one (Yes, No, Not sure)]

Answer

No	Choice	Histogram
1	Yes	0
2	No	0
3	I'm not sure	0

Option

Submit Close

Choices of the answer are presented and when < Submit > is clicked, the selected answer is presented to the user.

Question and Answer

Question
[3] Choose one (Yes, No, Not sure)

Answer

No	Choice	Histogram
1	Yes	0
2	No	1
3	I'm not sure	0

Option

☒ Enable re-answer ☒ Update histogram continuously
☒ Show answers in userlist ☐ Distribute Histogram

Start Update Histogram Submit Close

When additional users have answered the question, the Q&A will also display choices for previous answers to the question.

The user's answer is displayed in the user list as shown in the figure below.

MeetingPlaza								
Attendees								
			Survey		Moderation Control			
	▲	▲ User Name (2 people)	Hand	Ans...	Voice	Text	Share	Draw
1		User1		2				
2		MeetingPlaza		1	✓	✓	✓	✓

The content in the question of the questionnaire is as follows.

	Question	Choices
[2]	Yes or No	1. Yes 2. No
[2]	Do you like it?	1. favor 2. oppose
[2]	Good or Bad?	1. good 2. bad
[2]	Easy or Hard	1. easy 2. hard
[3]	Choose one(Yes, No, Not sure)	1. Yes 2. No

		3. I'm not sure
[3]	Choose one(Favor, Oppose, Not sure)	1. favor 2. oppose 3. I'm not sure
[3]	Choose one(Good, Bad, Not sure)	1. good 2. bad 3. I'm not sure
[3]	Choose one(Easy, Hard, Not sure)	1. easy 2. hard 3. I'm not sure
[4]	Choose one(price, four choices)	1. very expensive 2. expensive 3. cheap 4. very cheap
[4]	Choose one(Volume/Quantity, four choices)	1. a lot of 2. most of 3. less of 4. a little bit of
[4]	Choose one(Grade, four choices)	1. excellent 2. very good 3. poor 4. very bad
[5]	Choose one(price, five choices)	1. extremely high price 2. high price 3. regular price 4. low price 5. lowest price
[5]	Choose one(Volume/Quantity, five choices)	1. a lot of 2. most of 3. normal 4. less of 5. a little bit of
[5]	Choose one(Grade, five choices)	1. excellent 2. very good 3. fair 4. poor 5. very bad






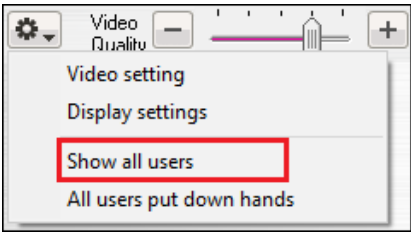

The function of the button and the check box in the window of the questionnaire is as follows.

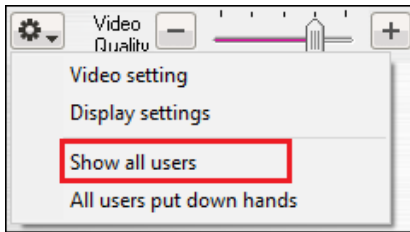





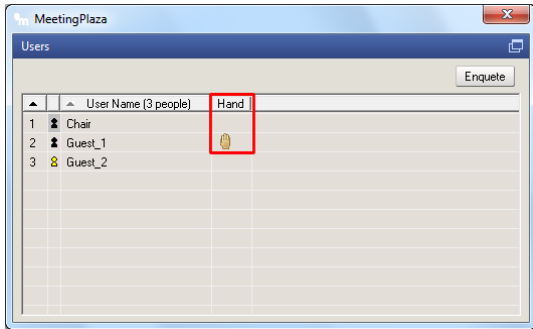

Mark in window		Operation and function when click or selecting it
[Question]		It is a list of the question prepared with MeetingPlaza. The question transmitted to other users is selected from among this menu item.
[Answer]		It is an answer according to the selected question.
Option	Enable re-answer	The user who receives the question can change the answer.
	Show answers in user list	The answer situation (number of answers of each choices) displayed on the screen of the user who begins questioning is automatically updated. <Update histogram> is clicked when not automatically updating it.
	Update histogram continuously	The each user's answer is displayed in the user list.
	Distribute Histogram	The total result of the answer is displayed on the user side where the question was received.
[Start]		The questionnaire of the selected question begins.
[Update Histogram]		The answer situation (number of answers of each choices) displayed on the screen of the user who begins questioning is updated.
[submit]		The answer is transmitted. The user who begins questioning can also answer.
[Close]		This window is closed.

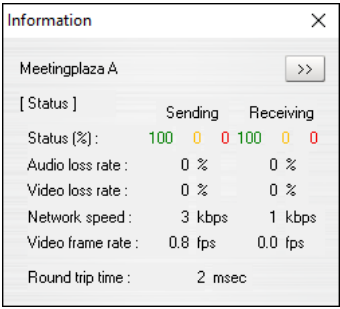

3-8 You can determine the video quality (Resolution) from the picture

A list from the video display can also display the video quality (Resolution).



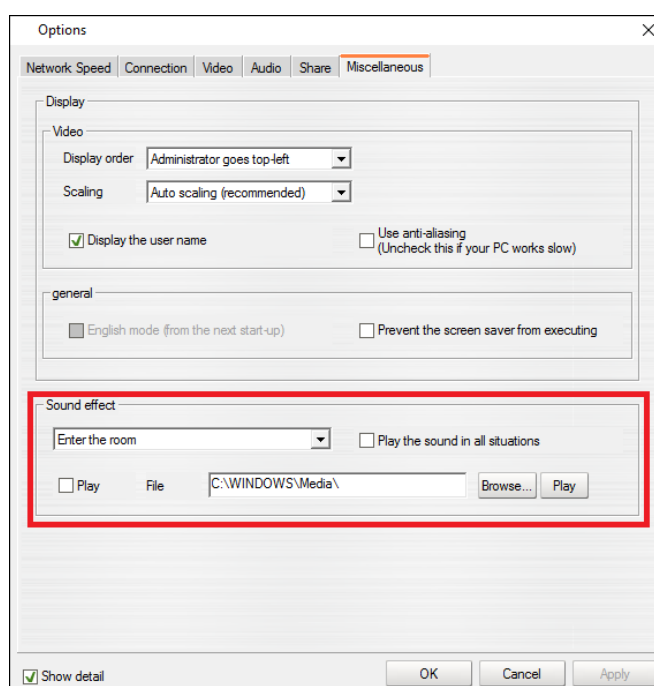
Standard, Easy, Wide, V5Standard, Classic	
 Double size	Will be displayed when the mouse is placed on or over the image. The image size will double when clicking on the X2 icon. Click the icon to return to original size.
 Minimize	Minimize the picture size of specified participants. To restore the minimized picture to original size, select the minimized user, and click <Return to original size>. 
 Show only this user	Only this participant's image is made to be displayed. While restoring to original size, Click  (Show all users) or choose <Show all users> in Video Setting menu. 
 Hide this user	Only the selected participant is displayed on screen. The user may specify the display size. Replace the video settings by selecting "Show all users".

	
Standard, Easy, Discussion, Wide, Seminar, V5Standard, Classic	
 Pause	Select pause by clicking the camera image of pause icon. After selecting pause, you may resume transmission of your video image. Click "icon" to resume the transmission.
 Save	To save an image, select pause, right click on the image and save it as a bitmap file.
 Still image	Use a bitmap image instead of live video by selecting still image and selecting the bitmap file of your choice that resides on your computer.
 Raise hand / Put down hand	<p>Click the hand image in the upper left corner of the image to raise your hand or be acknowledged in a meeting.</p>  <p>The "hand raise" image is also reflected in the "user list".</p> 
 Information	Displays the user's connection status.

	 <p>[>>] and click to display the status of the users connection.</p>
	Please refer to Chapters 3-7-6 ,5-2-17 for details.

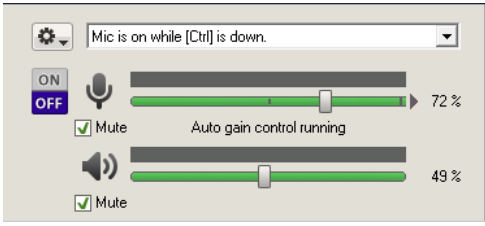
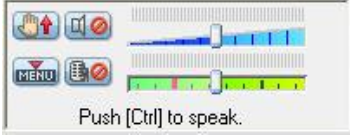
3-9 Setting that sounds effect sound on conference room screen

The setting that sounds the effect sound in <Miscellaneous> of Options can be done.



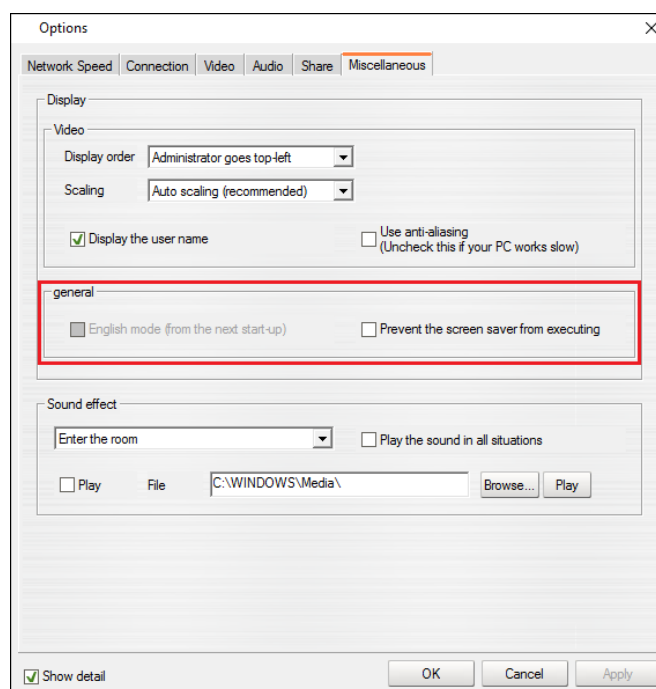
* If [Show detail] is ON

Button and check box	Operation and function when selecting it on
Menu such as <Enter the room>	The scene that makes the sound become is selected. This item synchronizes with [Play] check box and name of the file under that.

Play the sound in all situations	The sound is sounded by all scenes included in the menu such as <Enter the room>.
Play	<p>The sound of each scene by the menu such as < Enter the room > is sounded or it sounds and is set. Even if the speaker is done in the mute, it sounds it when changing to the setting that sounds the sound as shown in the figure below.</p> <p>(Standard)</p>  <p>("Easy", "Wide", "Discussion", "Seminar", "V5standard", "Classic")</p> 
File	The file name that sounds the sound is input in the hand. The file name can be selected with <Browser> without inputting the hand.
Browser	The file set to [File name] is selected from [The file is opened] window.
Play	It uses it to confirm the sound of the file specified by "File name". It hears of the reproduction sound from the speaker.

3-10 Other settings concerning conference room screen

An additional setting concerning the screen display can be done in <Miscellaneous> of various Options set windows.


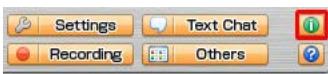



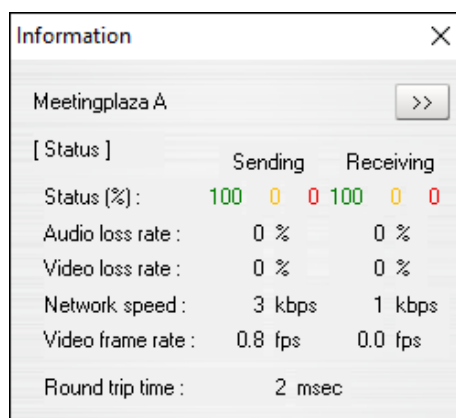
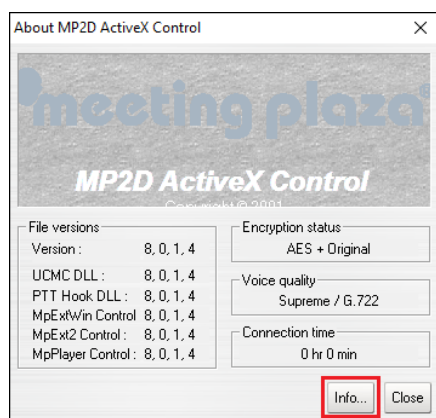
*[Show detail] must be ON.

Check box in window	Operation and function when turning it on
Prevent the screen saver from executing	Screen saver settings can be modified while logging in.

3-11 Version

Users can find encryption status, voice quality of the meeting, image transmission rate, connection status, latency, packet loss, can be determined with the following: Display meeting information by clicking the MeetingPlaza 2D Active X Control. For a more detail status, click "Info" and greater detailed information is provided.

Standard	Wide, Discussion, Seminar, V5standard, Classic	Easy
		



Messages shown in the window	Descriptions
File version in use	Shows the program file version that has been installed in your PC.
Encrypted communication status	The encryption method vary depends on server settings.
Audio quality setting of conference room	Shows the voice quality setting of conference rooms. There are three options to choose from: <Standard/8KHz>, <High quality/11KHz> and <Highest quality/G.722>.
Connection time	Shows the time period from login.
Connection status (Sending), Connection status (Receiving)	Shows the connection status in use. The colors (Green, Yellow, and Orange) correspond with the color of <connected> in the conference room window. Green: Good connectivity Yellow: Fair; may experience some delays or a loss of packets Orange: Poor; the delay or packet losses may affect your use
Audio loss rate (Sending and Receiving)	Shows the attenuation of audio data that server upload / download.
Video loss rate (Sending and Receiving)	Shows the attenuation of video frame that server upload / download.

Network speed (Sending and Receiving)	Shows the actual sending or receiving communication rate (kbps).
Video frame rates (Sending and Receiving)	Shows the number of frames per second of actual sending or receiving videos. It subjects to changes due to network connectivity or user utilities.
Round trip time	Shows round-trip transmission between PC and server.

4 Network function

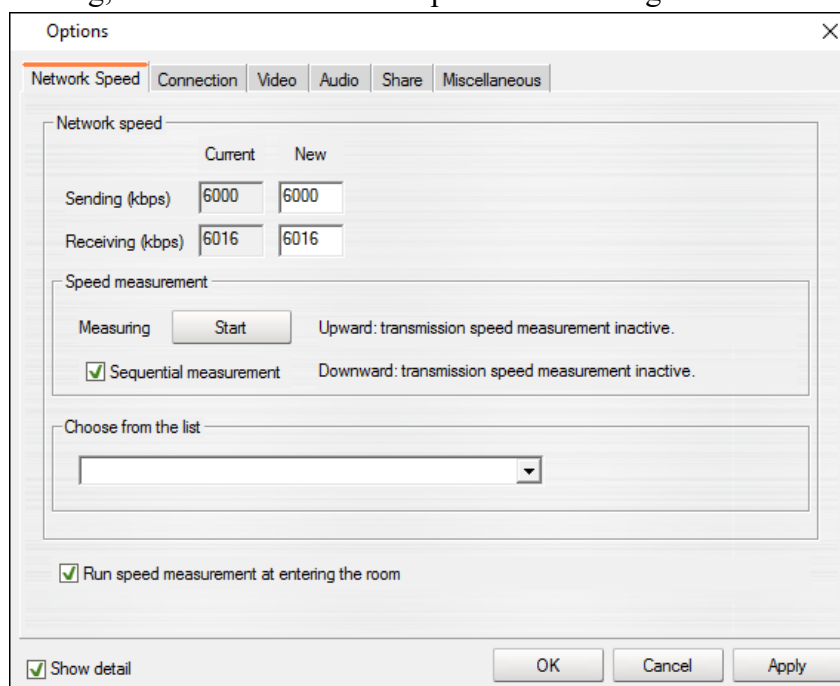
4-1 Network Speed

Choose the speed that best describes your connection. Please note that cable modem and DSL network speeds are classified by UPLOAD speeds.

When the network speed is changed, you may experience short-term degradation in communication quality such as breaking audio. A dialog box comes up and warns about this phenomenon. You can disable the dialog box so that it does not come up again.

The network speed that can be measured with MeetingPlaza is 6000kbps. There is a possibility to be able to use more actually when the measurement result is this value.

In the network setting, the maximum network speed that MeetingPlaza uses is set.



* If [Show detail] is ON.

New Settings

When Specify the transmission rate manually is selected, the value is input to New settings.

Measuring network speed

When Measuring network speed is clicked, the network speed of the client is automatically measured.

Sequential measurement

After the transmission is measured when it is not possible to measure it well when sending and receiving is measured at the same time, the reception is measured. (The transmission and the reception are measured at the same time when there is no check.)

Please try when the packet loss is displayed by measuring simultaneous sending and receiving.

Choose from the following list

A preset transmission rate is selected from the list of the display.

Automatically testing on connection speed upon connecting to a network

By choosing this option, the connection speed is measured automatically upon connecting to a network.

The result of measurement is displayed at the lower left corner of the screen.

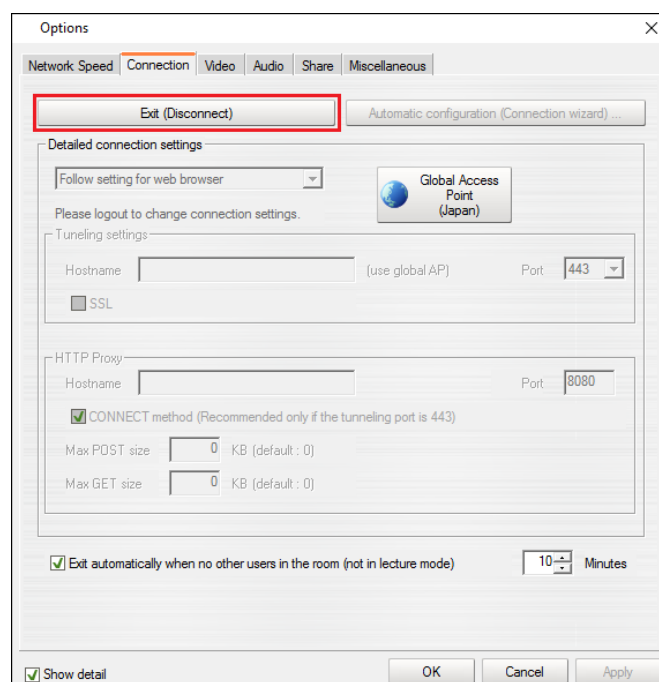


4-2 Connection method

MeetingPlaza is designed to operate in various network environments, and has the method of connecting 5 that shows in the following.

Connection method	Explanation
Fallow setting for web browser	It is a method of reading the set up information of the HTTP proxy server of Internet Explorer, and operation according to it. UDP or HTTP is used according to the setting.
Direct connection	It is a method to communicate by using UDP (User Datagram Protocol).
TCP tunneling (Direct HTTP tunneling)	It is a method to communicate by using HTTP (Hypertext Transfer Protocol). UDP is not used, and TCP is used.
HTTP proxy (Direct HTTP tunneling)	It is a method of the direct communication via the HTTP proxy server in addition to using same HTTP as the HTTP tunneling.
Meetingplaza proxy	It is a method to communicate by using the proxy (NTT IT offers it) only for MeetingPlaza.

The method of connecting these can be selected by <Connection> of Options as shown in the figure below.



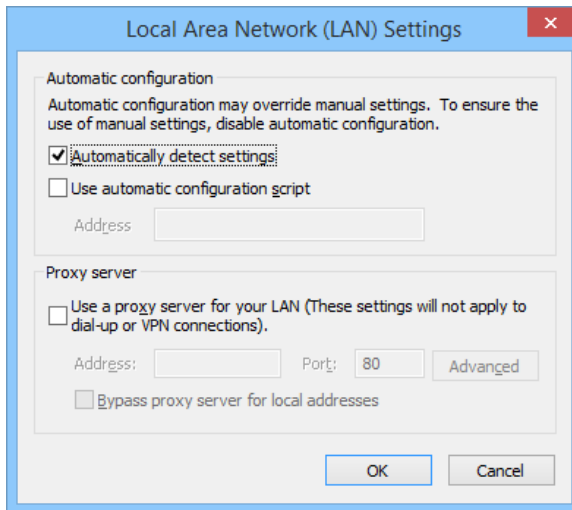
* If [Show detail] is ON.

It is not possible to select it while logging in the conference room. It is necessary to log out clicking <Exit (Disconnect) > to make it select.

4-2-1 Fallow setting for web browser

It operates reading the address and the port of the proxy server of Internet Explorer.

The window like the figure below is displayed when accessing it in order of [Tool], [Internet option], [Connection], and [Setting of LAN] of Internet Explorer.



When [Fallow setting for web browser] is selected, connected method is confirmed according to the following procedures.

1. [Use automatic configuration script] is used in the beginning.
2. It connects by [HTTP tunneling] by using them if there is a value in [Address] and [Port] of [Proxy server] when there is no [Use automatic configuration script] or it is not possible to connect it, and when there is no value or the check box is off, it connects it by [Direct connection].¹
3. If [Automatically detect settings] is set when there is no clear proxy setting in [Proxy server] or it is not possible to connect it even so, it searches for proxy information with WPAD.

Please MeetingPlaza is not referred to excluding [Address] and [Port]. For instance, do not refer to the value of a detailed setting and [The proxy server is not used for a local address] check box.

¹ It is likely to be connected TCP Tunneling (TCP tunneling (direct HTTP Tunneling)) because connected route is automatically searched.

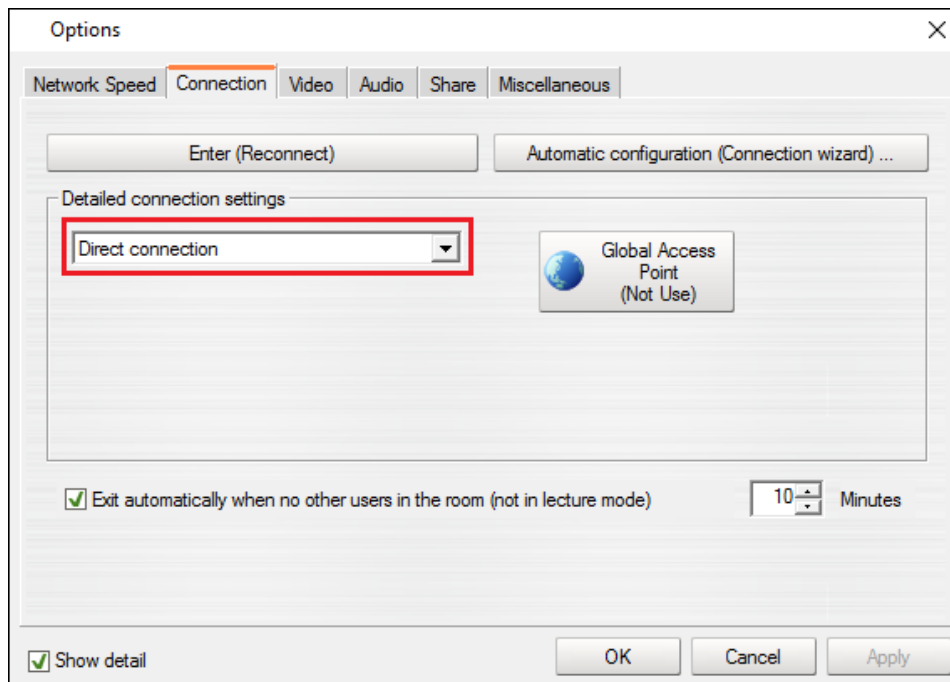
4-2-2 Direct connection

It communicates with UDP. It is necessary to be able to communicate with the server of MeetingPlaza by the port number shown in the following.

(Port number of MeetingPlaza server)

TCP 15101,15201,15801,15251,15271

UDP 16101,16201,16301,16401,16601,16701,16801,16251,16851



* If [Show detail] is ON.

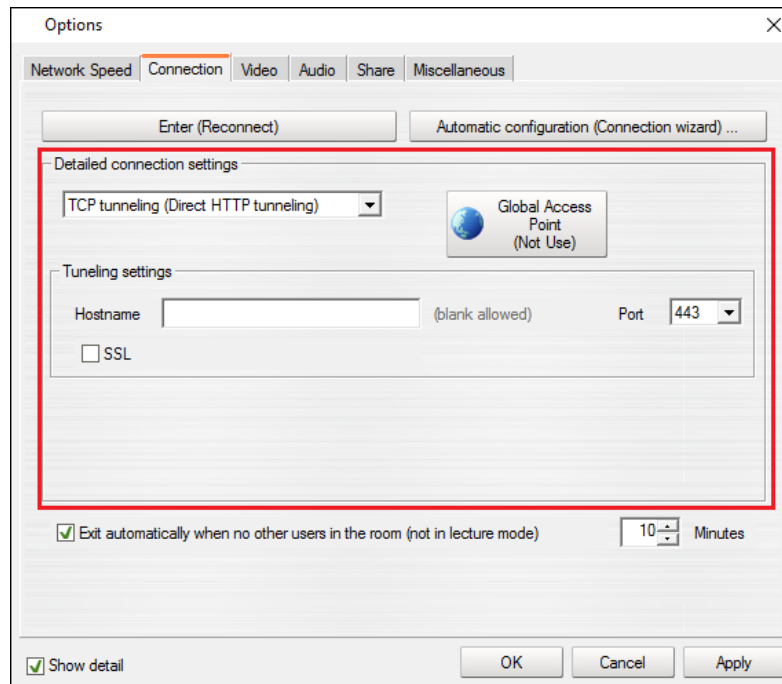
The communication quality of UDP might be bad according to the network. Please use no [Direct connection] in that case it, [Direct HTTP tunneling] or [HTTP tunneling].

4-2-3 TCP tunneling (Direct HTTP tunneling)

It communicates with TCP. It is necessary to be able to communicate with the server of MeetingPlaza by the port number shown in the following.

(Port number of MeetingPlaza server)

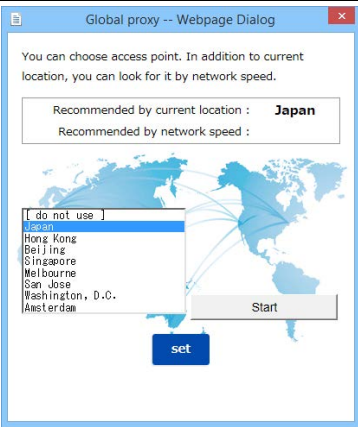
TCP 15501 or 443 or 80



* If [Show detail] is ON.

The red frame part can be set.

Input column and menu	Explanation
Global Access Point	Users attend a web conference via the nearest available server, regardless where the web conference is held. Users can enjoy high-quality video, audio and data sharing on our consistent and reliable network. In order to set the Global access point, please click this button and specify in the following screen.

		 <p>- User contract may disable some of these servers on your device.</p>
Tunneling settings	Hostname (blank allowed)	Please use it by the blank usually. When the China routing ² is used, it inputs it.
	port	The port number of the servers end is selected.
	SSL	And utilizing a special proxy, only use some network environments. Because of the additional CPU load, please use only and can not connect with other connection methods.

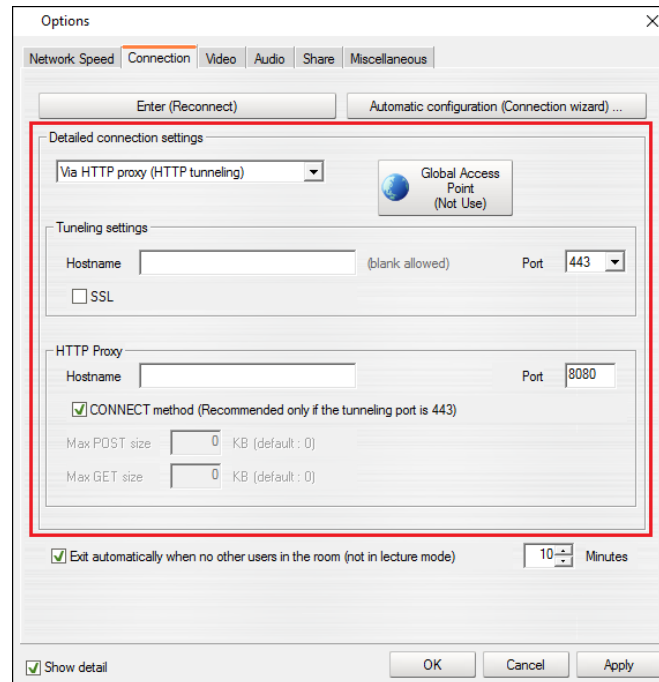
² It is a mechanism that the quality of the MeetingPlaza data communication during daytime is improved. Please inquire of the support window of NTT IT in detail.

4-2-4 HTTP proxy (Direct HTTP tunneling)

It communicates with TCP. The HTTP proxy server is communicated and it is necessary to be able to communicate with the server of MeetingPlaza by the port number shown in the following.

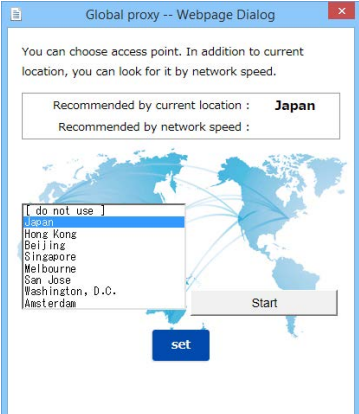
(Port number of MeetingPlaza server)

TCP 15501 or 443 or 80



* If [Show detail] is ON.

The red frame part can be set.

Input column and menu	Explanation
Global Access Point	<p>Users attend a web conference via the nearest available server, regardless where the web conference is held. Users can enjoy high-quality video, audio and data sharing on our consistent and reliable network.</p> <p>In order to set the Global access point, please click this button and specify in the following screen.</p> 

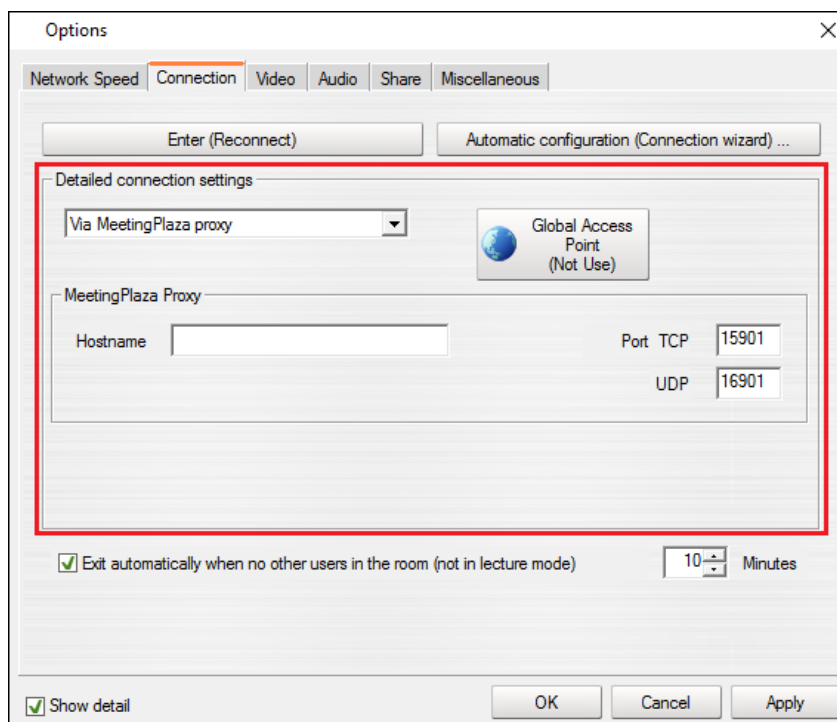
		- User contract may disable some of these servers on your device.
Tunneling settings	Hostname (blank allowed)	Please refer to TCP tunneling (Direct HTTP tunneling).
	port	
	SSL	
HTTP Proxy	Hostname	The name or Internet Protocol address of the HTTP proxy server of the customer in-house is input. Please ask customer's network administrator a concrete value.
	port	The port number of the HTTP proxy server of the customer in-house is input. Please ask customer's network administrator a concrete value.
	CONNECT method ³ (Recommended only if the tunneling port is 443)	If this is not used, it is not possible to connect it by a part of HTTP proxy. Please turn on and test the connection when it is not possible to connect it by turning it off.
	Max POST size	Please use it by 0 usually. The value of 0 or more is appropriately set. In case of the limitations of the communication in the router and the fire wall.
	Max GET size	Please use it by 0 usually. The value of 0 or more is appropriately set. In case of the limitations of the communication in the router and the fire wall.

³ When SSL is communicated by the method to relay the communication of HTTP penetrating, it is used.

4-2-5 MeetingPlaza proxy

It is a method of the connection to the MeetingPlaza server via proxy server ⁴ only for Meetingplza.

It is necessary to specify the host name, the TCP port, and the UDP port number of the special proxy server.



* If [Show detail] is ON.

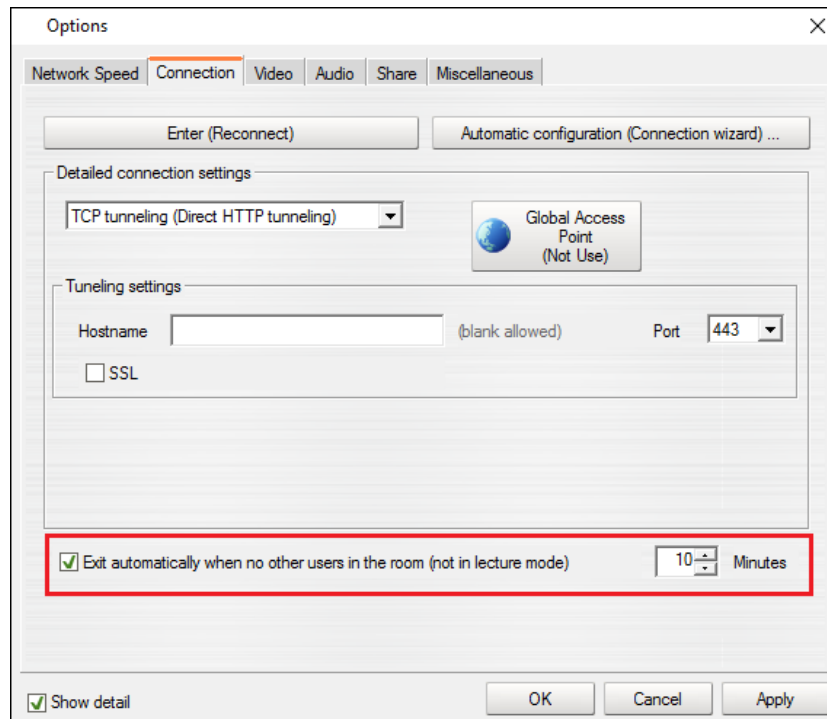
⁴ It is what NTT IT is offering free of charge. It is only a special environment that needs using. Please inquire details of the support window of NTT IT.

4-3 Auto logout control

The function that logs out automatically is provided when only one person enters the conference room and it is left (When it forgets to log out and the leave seat).

This function turns on by the standard. It is automatically set that it logs out 10 minutes after⁵ it enters the state entering a room only by one person.

Please turn off the check box when it is unnecessary or lengthen time. The values of 1-10000 minutes can be specified at time.



* If [Show detail] is ON.

⁵ When only I am logging in the conference room from the start, it will be logged out automatically in 30 minutes.

5 Voice, Video, and Text Chat

5-1 Function and setting involving voice

The voice-data communication in the conference room of MeetingPlaza has the following features:

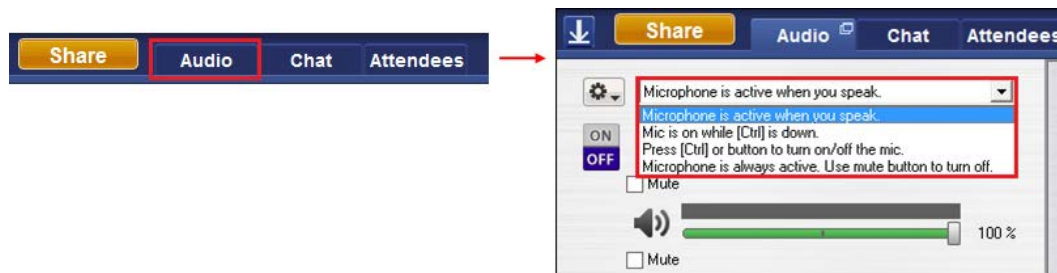
- The number of people that can be made remarks at the same time is a maximum of 7 people or less.
- If the number exceeds seven the processed is processed in the order it is received.
- There are three voice quality settings that can be selected when the conference is scheduled.

5-1-1 The various microphone settings

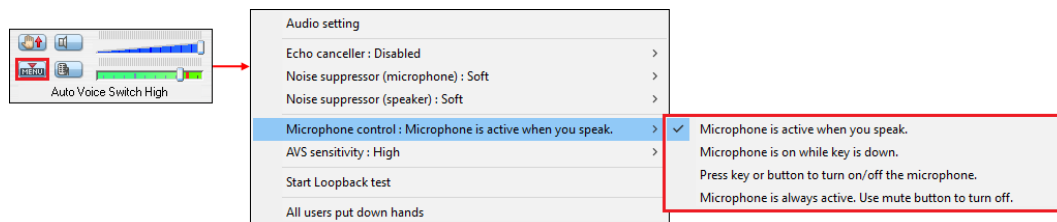
There are multiple talk modes for MeetingPlaza. Let mic to stay activated during speech is called standard mode. User can change it to other modes, such as push to talk mode or enable the mic during all session mode.

The settings can be changed by clicking on the pull down menu in the audio function box.

(Standard)



(Easy, Discussion, Wide, Seminar, V5Standard, classic)



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 talk mode is preserved by the personal computer that uses it, and the same talk mode comes to be used at the next conference.

Talk mode	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 "Microphone is on while key is down".	The same as "Microphone is on while key is down".
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.

5-1-2 The Ctrl is used to transmit audio as default

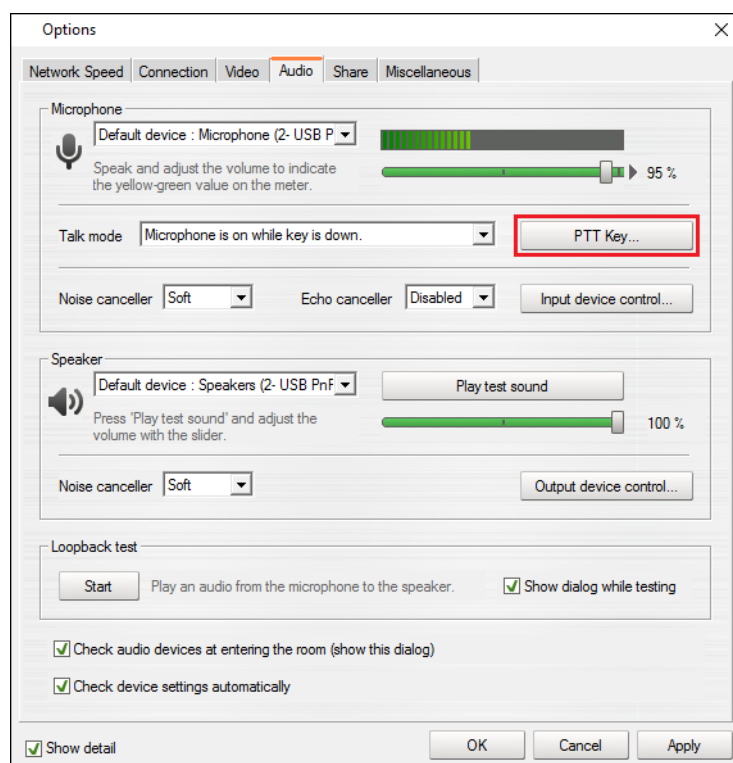
To change the key used for speech from default [Ctrl] to other keys, choose [Options]→[audio] tab
→[PPT Key Setting].

To change the key needed for push to talk click on the down arrow.

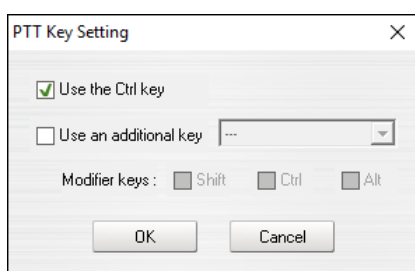
(1) Push To Talk (Mic is on while Ctrl key is down)

(2) Assign the key for (Press Ctrl key to turn on/off the mic)

Both keys will be active.



* If [Show detail] is ON.



Mark in window	Operation and function when click or selecting it
[Use The Ctrl key]	The Ctrl key is used as the audio key.
[Use an additional key]	The additional audio key can be used if indicated in the control box.
Modifier keys	This allows you to select the key or combination of keys for the audio control. Modifiers can also be used.
[OK]	The change in the setting is preserved, and the window is closed.
[Cancel]	This window is shut without preserving the change in the setting.

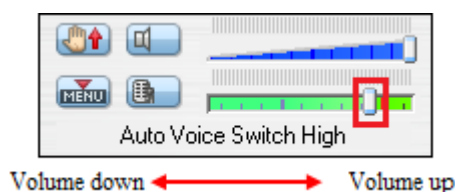
5-1-3 Adjustment of volume of mic

The mic volume is adjusted by use of the slide wire next to the mic icon.

(Standard)



(Easy, Discussion, Wide, Seminar, V5Standard, classic)



- The volume is shown in percentages. The volume may be increased to exceed 100% with the (mic boost function).
- The voice function may be expand up to an 800% increase in mic volume.

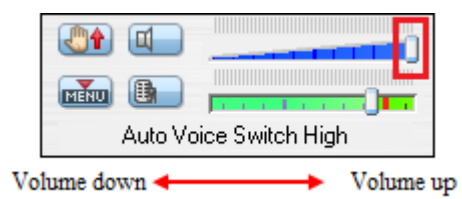
5-1-4 Adjustment of volume of speaker

The volume of the speaker is adjusted by moving the slide indicator. The volume will increase by movement to the left and decrease by movement to the right.

(Standard)



(Easy, Discussion, Wide, Seminar, V5Standard, classic)



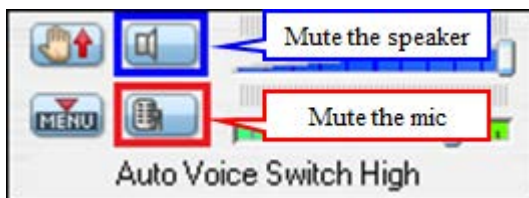
5-1-5 Mute (Output control of mic and speaker)

To mute the mic and the speakers click on the respective icons.

(Standard)



(Easy, Discussion, Wide, Seminar, V5Standard, classic)

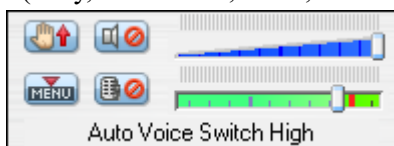


If you mute your microphone or speaker, you will see an elimination circle on the appropriate icon, which demonstrates that the speaker or microphone is not active.

(Standard)



(Easy, Discussion, Wide, Seminar, V5Standard, classic)






5-1-6 Setting the voice quality

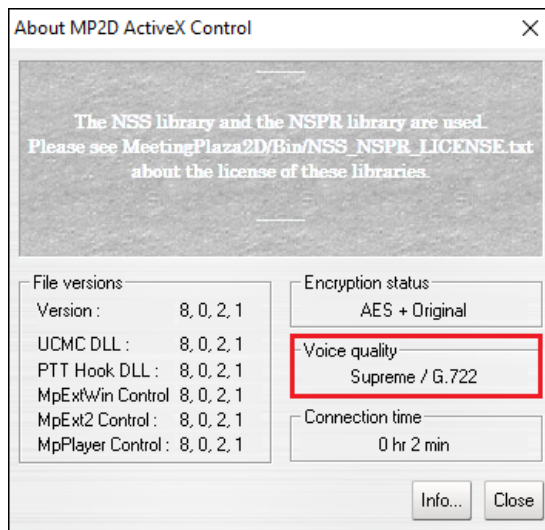
There are three settings (standard, high-quality, highest quality) for audio quality in MeetingPlaza. However, it is not possible to change the quality during a conference. Voice quality is set:

- (1) When you reserve the conference room with the conference scheduler⁶.
- (2) When you make the conference room with Adhoc Login Tool⁷

Please refer to the manuals for details.

The voice quality of the present conference room is obtained by clicking "Version". The "Voice quality" is confirmed in the "About MP2D ActiveX Control" box.

Standard	Discussion, Wide, Seminar, V5Standard, classic	Easy
		



⁶ It is a reservation system special to reserve the conference room of MeetingPlaza.

⁷ The manager is making some conference rooms beforehand, and the conference room management tool to make everyone can enter freely a room.

5-1-7 Loopback test

Users may confirm whether or not speaker or microphone is active in MeetingPlaza by using the loopback test prior to beginning the conference.

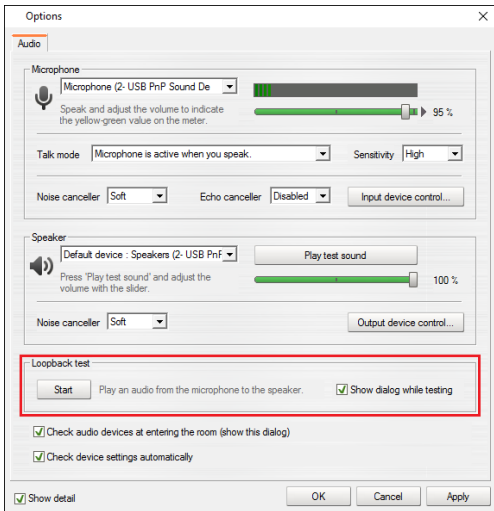
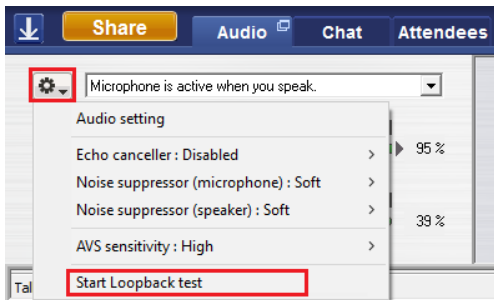
There are two ways to start the test tool.

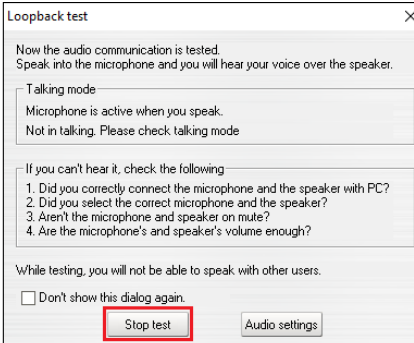

- From setup menu, choose tab <Audio>, click <Start Loopback test>.
- To start a test tool, click <Audio> Menu Button, then choose <Start Loopback test>.

Choose [Start Loopback test] to enable test tool. Talk into mic with the talk mode you enabled, your voice will loopback to the meeting room and you can hear it from your speaker.

After adjusting volume, click [stop test] in the loopback test screen to exit.

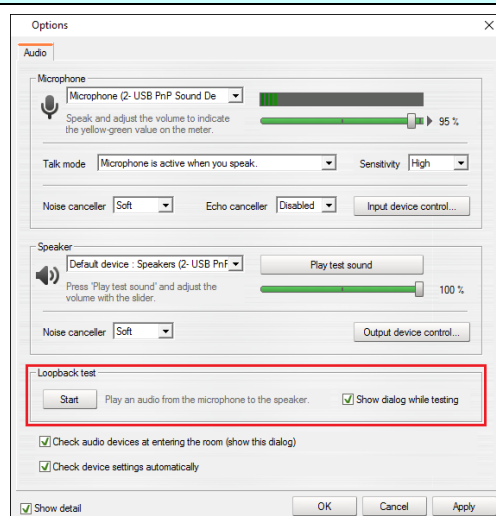
(Standard)

To start an audio test from tab <Audio>.	To start an audio test from <Audio> Menu Button.
	
<p>* If [Show detail] is ON.</p>	



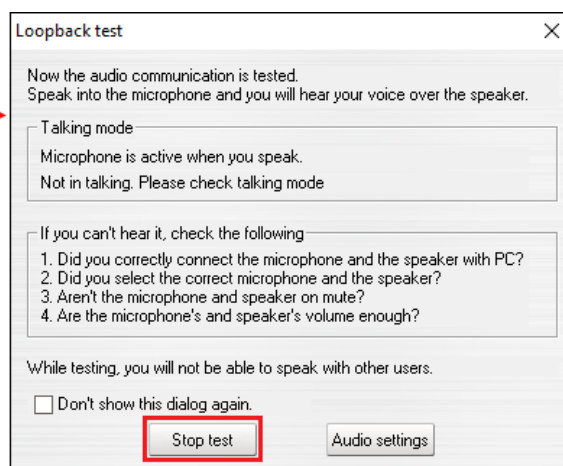
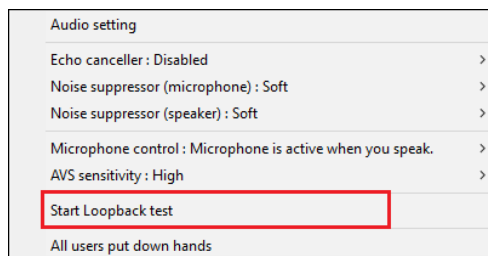
(Easy, Discussion, Wide, Seminar, V5Standard, classic)

To start an audio test from tab <Audio>.



* If [Show detail] is ON.

To start an audio test from <Audio> Menu Button.



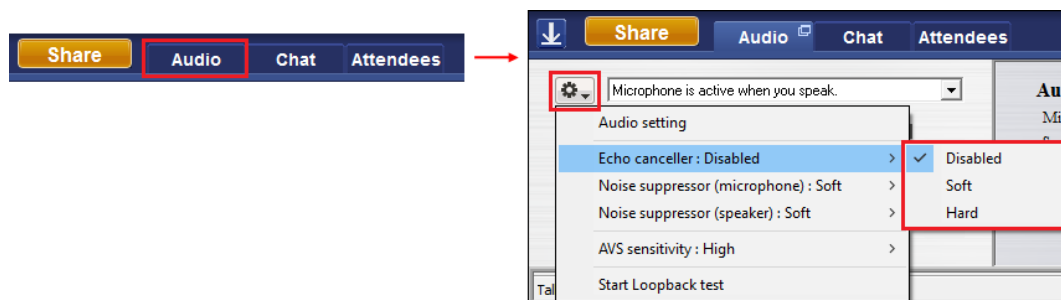
5-1-8 Use of echo cancelling

The use of an echo canceller allows the user to use an open mic without sending feedback to the conference participants’.

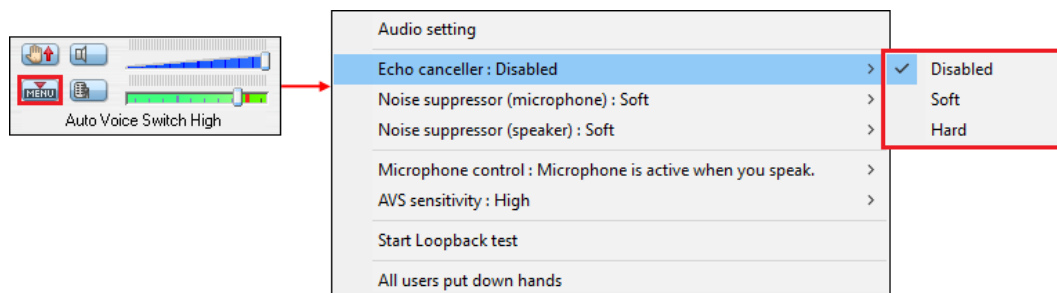
This function is included in MeetingPlaza, and can be used if the CPU speed of the personal computer is 1GHz or more.

To set the echo cancelling function, click on the down arrow in the audio function box and select echo canceller.

(Standard)



(Easy, Discussion, Wide, Seminar, V5Standard, classic)

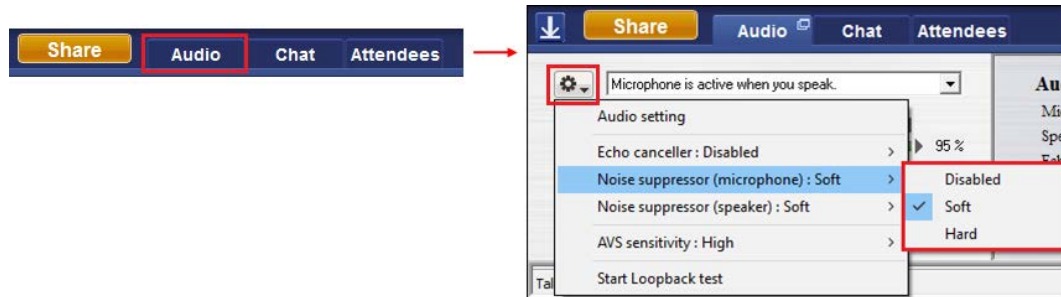


The also recommend the use of a desktop mic with built in cancelling unction,

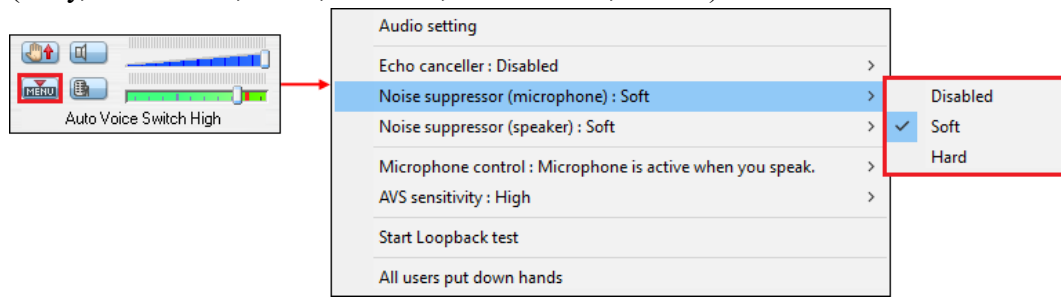
5-1-9 Noise reduction (microphone)

Noise reduction (microphone) can eliminate noise associated with microphone usage.

(Standard)



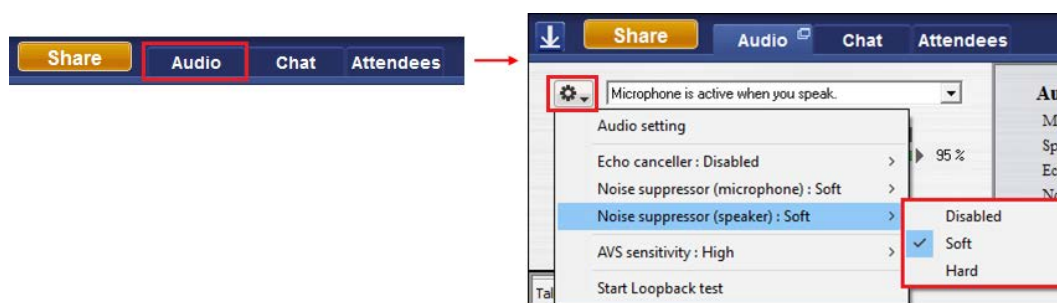
(Easy, Discussion, Wide, Seminar, V5Standard, classic)



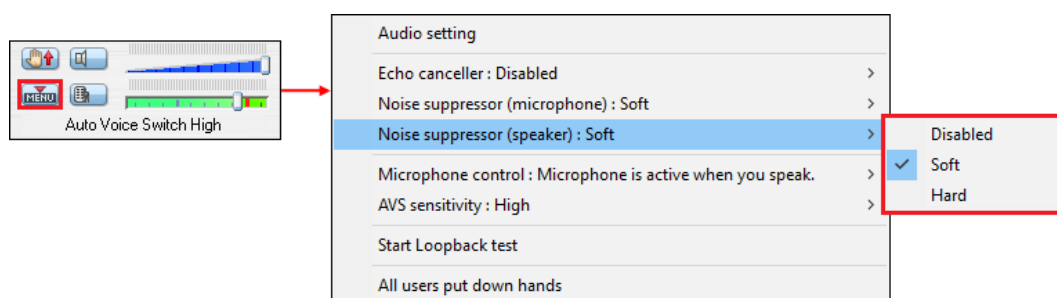
5-1-10 Noise reduction (speaker)

Noise reduction (speaker) can eliminate noise associated with speaker usage.

(Standard)



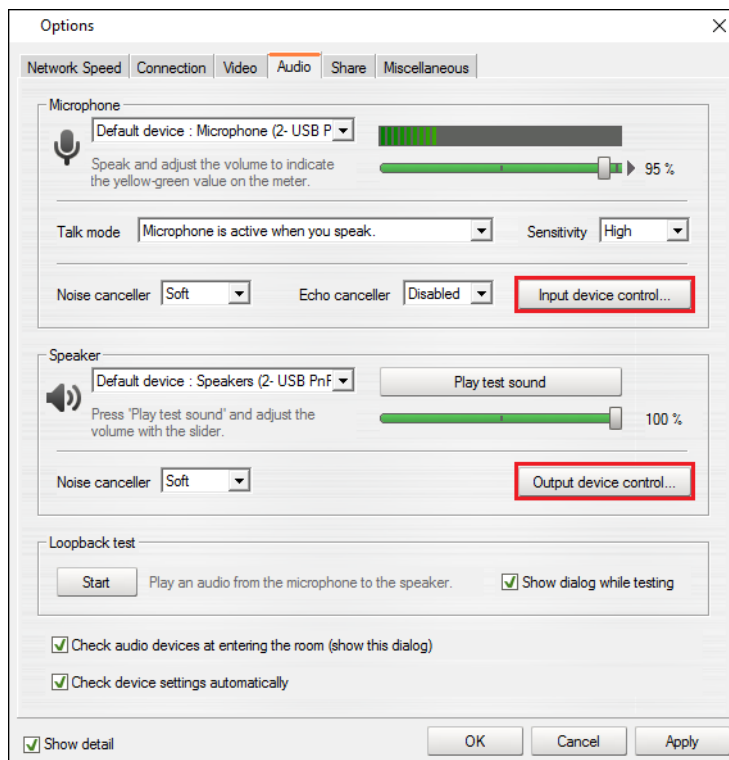
(Easy, Discussion, Wide, Seminar, V5Standard, classic)



5-1-11 The displaying the volume control in Windows

User adjusts mic volume and speaker volume in the meeting room at MeetingPlza. It also allows users to open Windows Control Panel (playback, recording) to make changes if a speaker problem occurs.

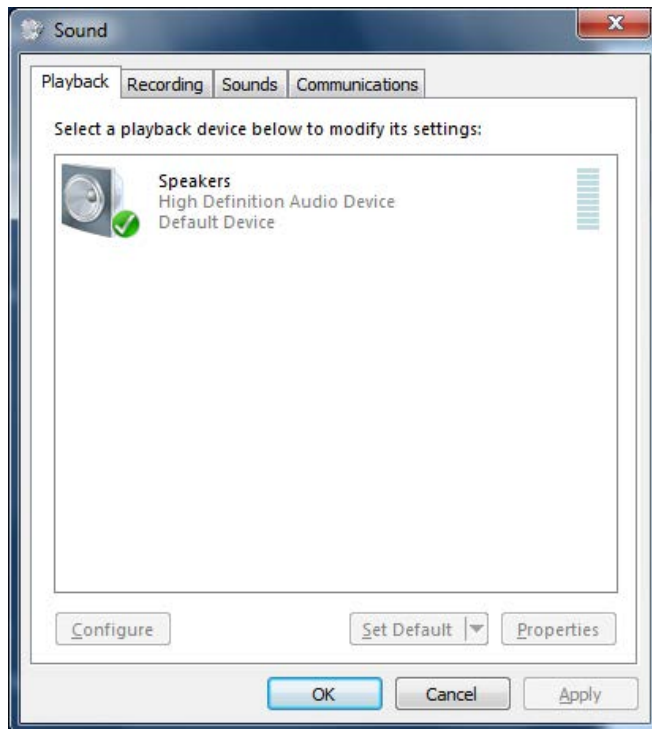
To make charges from Windows Control Panel, please go to [Sound] -> [Manage audio devices] -> tab [Sounds].



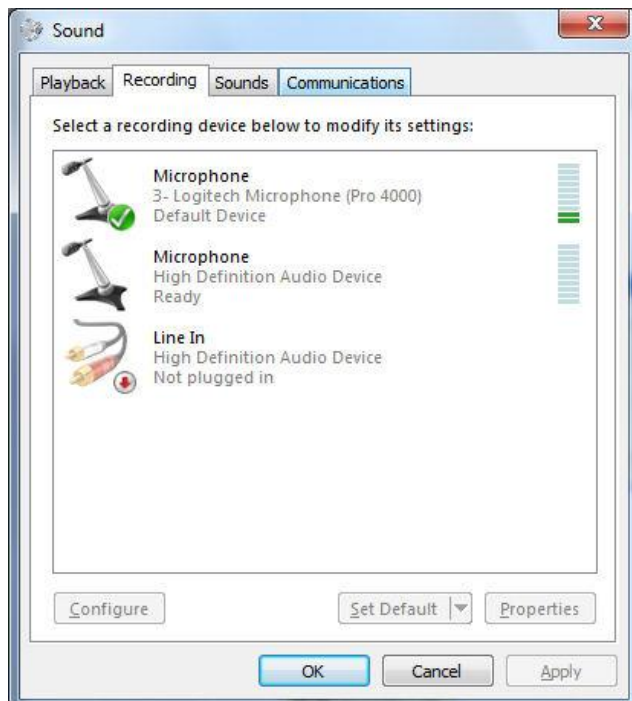
* If [Show detail] is ON.

Choose [Input device control...], [Output device control...] under the Sounds menu to open a window as below.

(Playback)



(Recording)



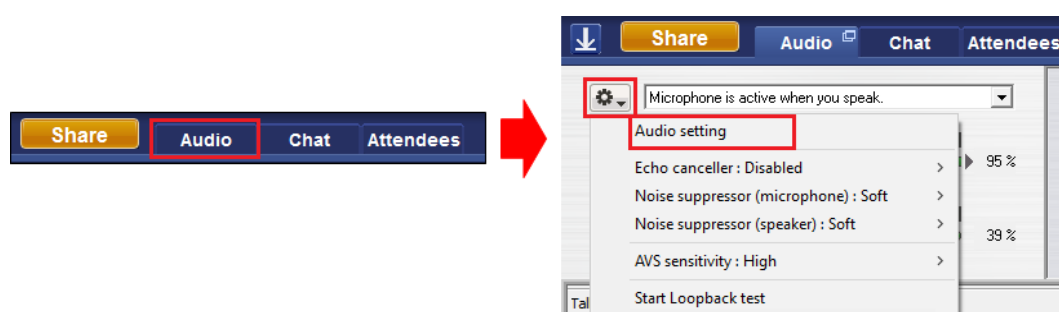
5-1-12 Other Audio and Mic settings

You can adjust the volume and "settings" of an Audio device (speaker or microphone), by using it in a MeetingPlaza conference room. You may also select your choice of devices in the "settings" menu and adjust your speaker and microphone volumes.

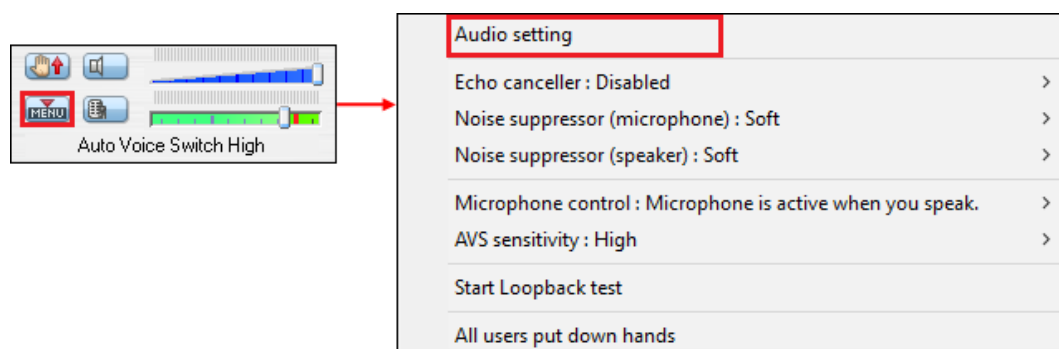
There are two procedures for opening the "Audio settings"

1. Displaying "sound settings"



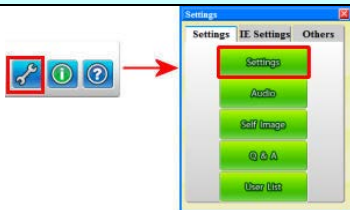
(Standard)



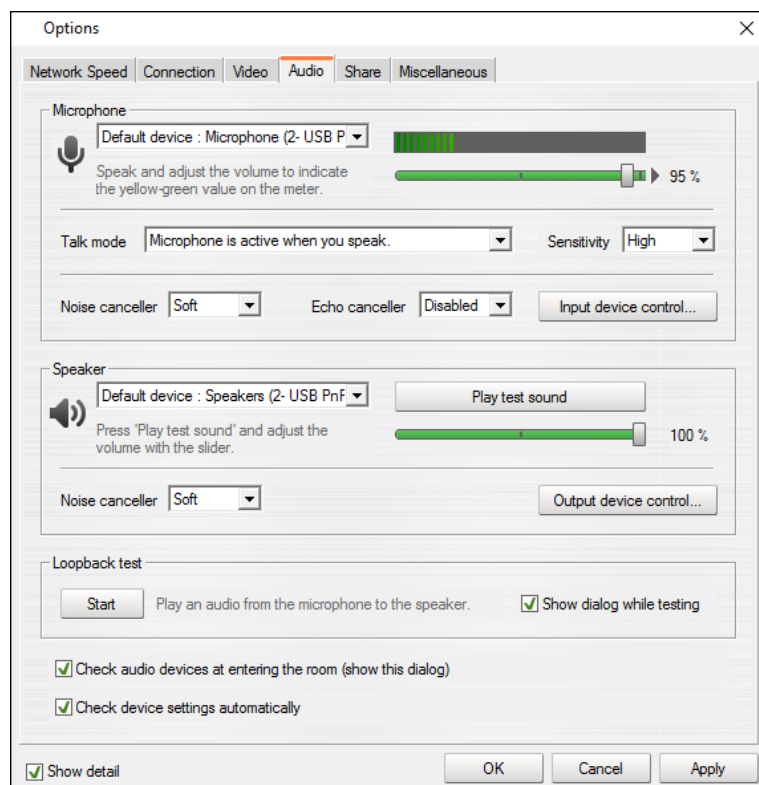
(Easy, Discussion, Wide, Seminar, V5Standard, classic)



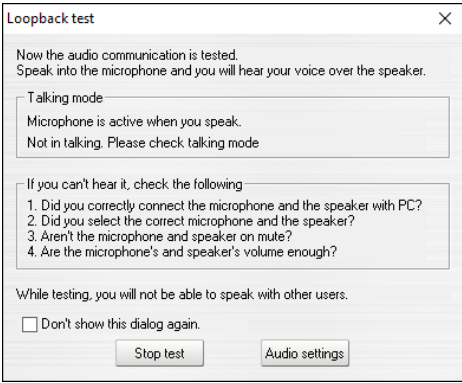
2. Open "settings" from the Voice or (advanced) menu tab.

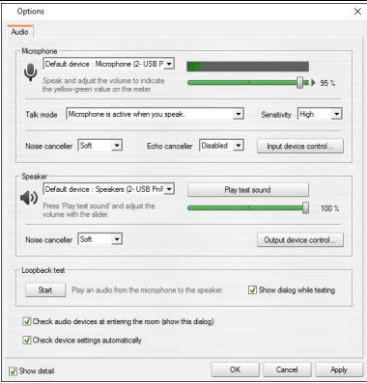
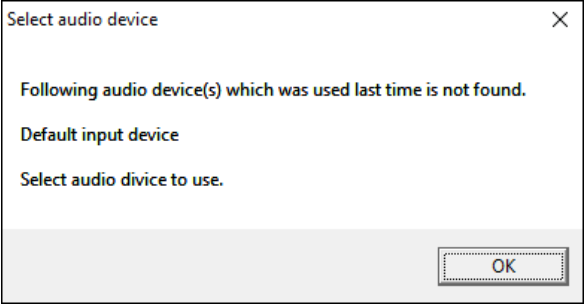
Standard	Wide, Discussion, Seminar, V5standard, Classic	Easy
		

The "settings" menu will open in either case above.



* If [Show detail] is ON.

Mark in window	Operation and function when click or selecting it
List of [Mic]	It is a list of the mic device that the personal computer can uses. It will display all the mic devices that are available.
Green bar displayed [Mic] levels.	Displays the mic sensitivity
[Mic] adjustment locator	Controls the sensitivity of the microphone.
List of [Microphone control]	The device for transmitting audio in the conference room is selected. Please refer to 5-1-1 for details of the audio function.
[Sensitivity] list	You can choose how sensible you want the mic to detect sound when the voice switch mode is enabled. (Enable mic automatically while nobody is speaking).
[PTT key Settings]	The method for transmitting audio in the conference room is selected. Please refer to 5-1-2 for details of the utterance key.
List of mic [noise canceller]	Choose the strength of mic noise canceller.
List of mic [echo canceller]	Choose the strength of mic echo canceller.
Input Device Control	Open the Windows input device control. Please refer to 5-1-11 for details.
List of [Speaker]	It is a list of the speaker device that the computer supports.
[Sound test]	A very short melody sound is reproduced for confirmation.
Switch of [Speaker]	Adjusted the speaker volume
List of Speaker [noise canceller]	Choose strength of speaker noise canceller.
Output Device Control	Open the Windows output device control. Please refer to 5-1-11 for details.
[Start Loopback test]	Loopback test starts.
[Show dialog while loopback test]	<p>"Loopback test" When beginning, the window in the figure below is displayed.</p> 
Check audio device	An audio setup page will be displayed at start screen per your setting.

after login	 <p>* If [Show detail] is ON.</p>
[Check device settings automatically]	<p>"Predetermined device" is checked by the automatic operation. It displays it in choices of the device of the mike and the speaker.</p> 
[OK]	The settings are saved, and the window is closed.
[Cancel]	The setting is not saved, and the window is closed.
[Apply]	The setting is saved without shutting the window.

5-2 Function and setting for video

The video specifications for MeetingPlaza:

- MeetingPlaza supports 4 video sizes (QQVGA(160×120)、QVGA(320×240)、VGA(640×480)、HD (1280×720)) ⁸.
- Each participant can control his video size independently. ⁹
- The video quality¹⁰ is dynamically controlled by the available bandwidth. (The voice-data is given priority over the video if bandwidth deteriorates.)
- The video quality¹¹ is dynamically controlled by the quality of the bandwidth.
- The upper limit of the image quality is set by the transmission rate. ¹²

5-2-1 Relation between transmission and reception

The image transmitted and received is determined by the settings on the sending and receiving end.

The image sent is QVGA(320×240) it will be received as QVGA(320×240) even if the image that the camera transmits is VGA(640×480).

The same limitations apply to the frame rate sent and received.

The quality of the transmission is dependent on the bandwidth available.

⁸ pixel

⁹ Screen refresh count per 1 second.

¹⁰ The size and quality of the picture together with a frame rate are explained by terminology as "image quality".

¹¹ The size and quality of the picture together with a frame rate are explained by terminology as "image quality".

¹² The network speed, you can set a different image size.

5-2-2 Relation between sending and receiving and screen display of video

In MeetingPlaza, the function to expand, to reduce the received image, and to display on the screen is provided. Therefore, if the size of the screen display is QQVGA(160×120) even if the image that the other party took from the camera by size VGA(640×480) is transmitted, and I also receive it by size VGA(640×480), the reduction display is done as for the reception image. Oppositely, if the screen display size is set to VGA(640×480) even if it is time when it also transmits, and received the image that the other party took from the camera by size QQVGA(160×120) by size QQVGA(160×120) also by me, the expansion display is done as for the reception image.

The video quality worsens because the display image is enlarged when the screen is displayed by a size that is bigger than the reception size.

5-2-3 Relation between sending and receiving and network speed of image

The upper bound to make the image a high-resolution is decided by a set value at the network speed. When the network speed is fast, it is high of the image quality.

The image can be sent and received. When the network speed is slow, only the image with low image quality can be sent and received.

5-2-4 Relation between sending and receiving and CPU load of image

The upper bound to make the image a high-resolution relates to the load of CPU of the personal computer.

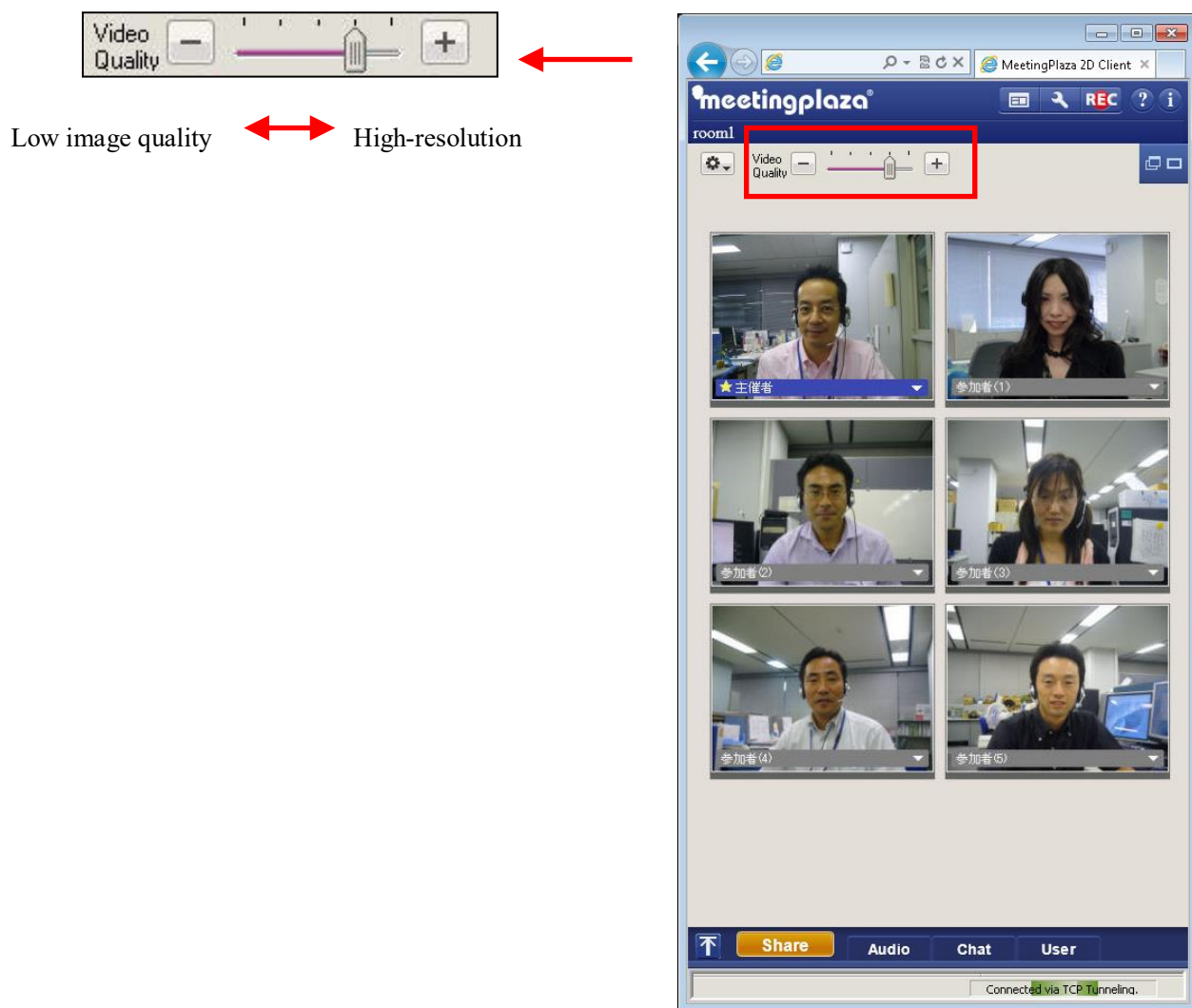
When the load doesn't hang to CPU, the image with high image quality can be sent and received. However, when a high load hangs, only the image with low image quality can be sent and received.

5-2-5 Easy quality adjustment by [Video Quality]

When "Video Quality" on the right of the screen switch is raised up, it is a high-resolution (As for the frame rate, the sending and receiving size grows high according to the network speed), and a low image quality (The sending and receiving size becomes small a frame rate low according to the network speed) when lowering below.

The level of this bar is the one that "How do you allocate it in the image?" is specified among the set network speeds (band). Within the range at the set network speed (band), the quality of the image will be adjusted.

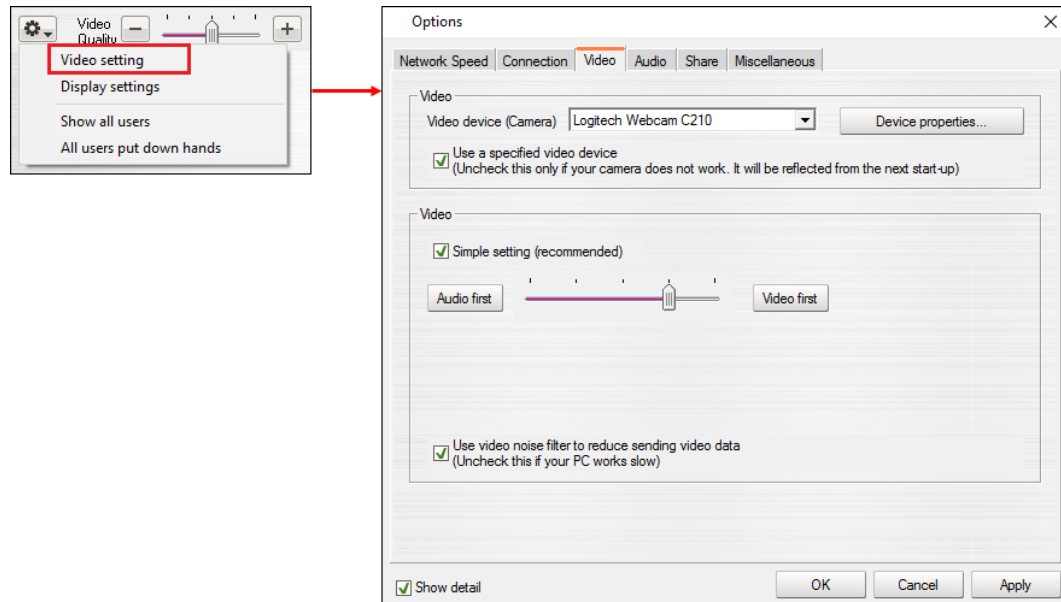
When "-" is clicked, the switch is the bottom (lowest quality).



5-2-6 Adjusting the video settings

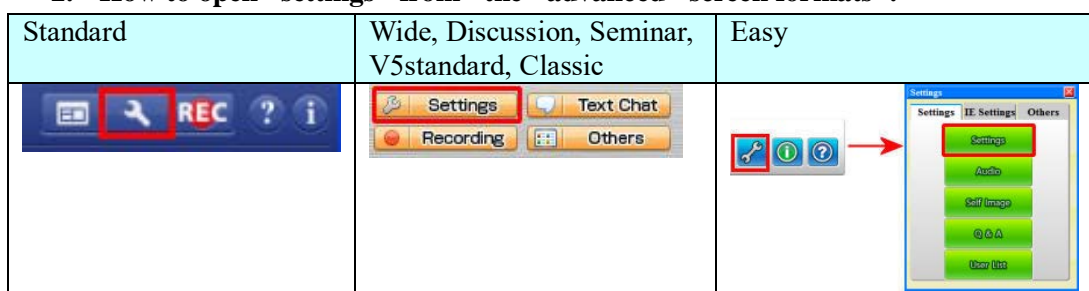
Adjust your settings without using the video quality bar.

1. To view the video settings

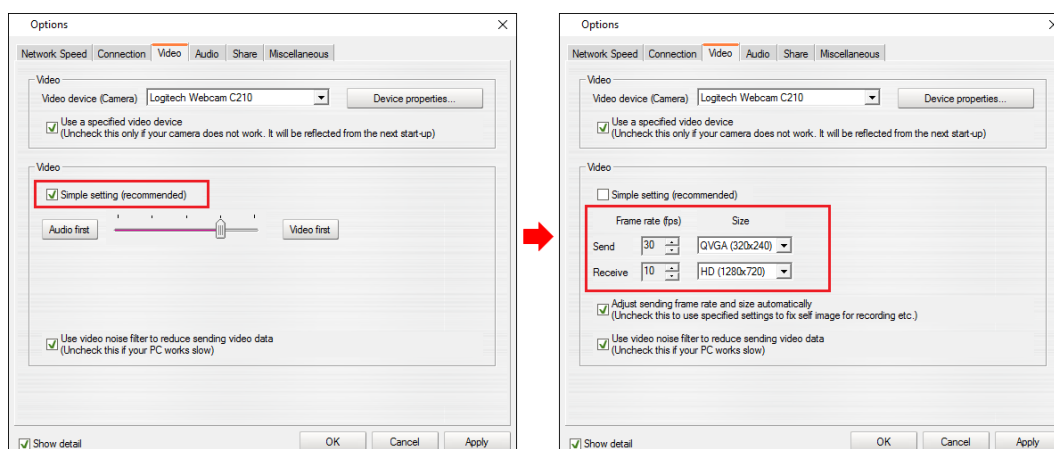


* If [Show detail] is ON.

2. How to open "settings" from the "advanced" screen formats".



To set or adjust the video settings, select "settings", "video" check "simple settings" (Recommended) Box to clear the Frame Rate, size and video quality.

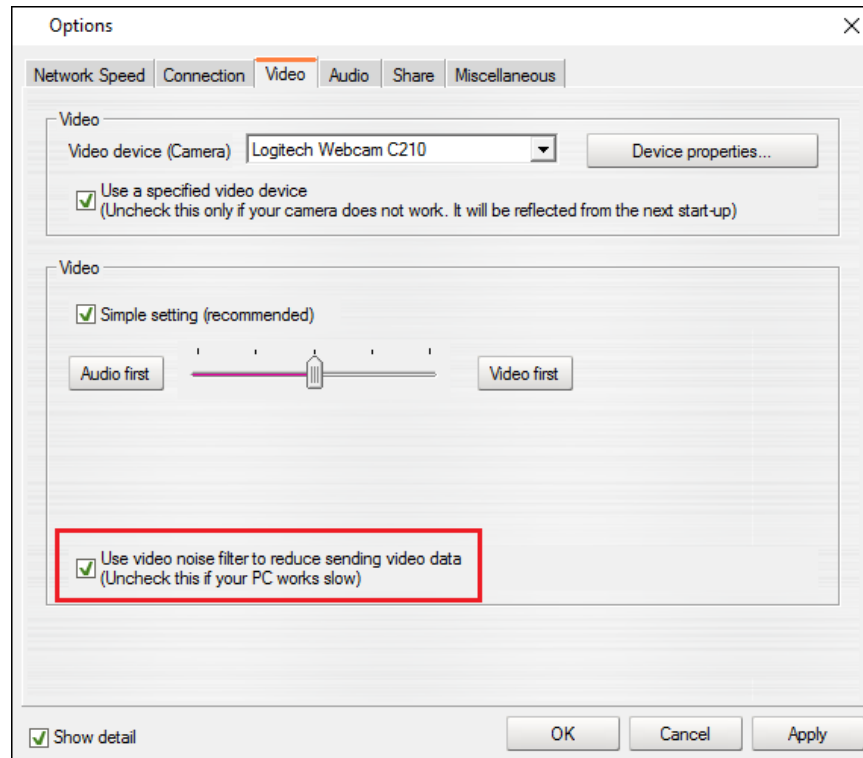


* If [Show detail] is ON.

After setting the values, click <Apply> or <OK>.

5-2-7 Using video noise filter to reduce and remove redundant video data for effectiveness of data transmission.

It improves the efficiency of source video data compression with no adverse effect on the visual quality, especially on video taken at low-end cameras.



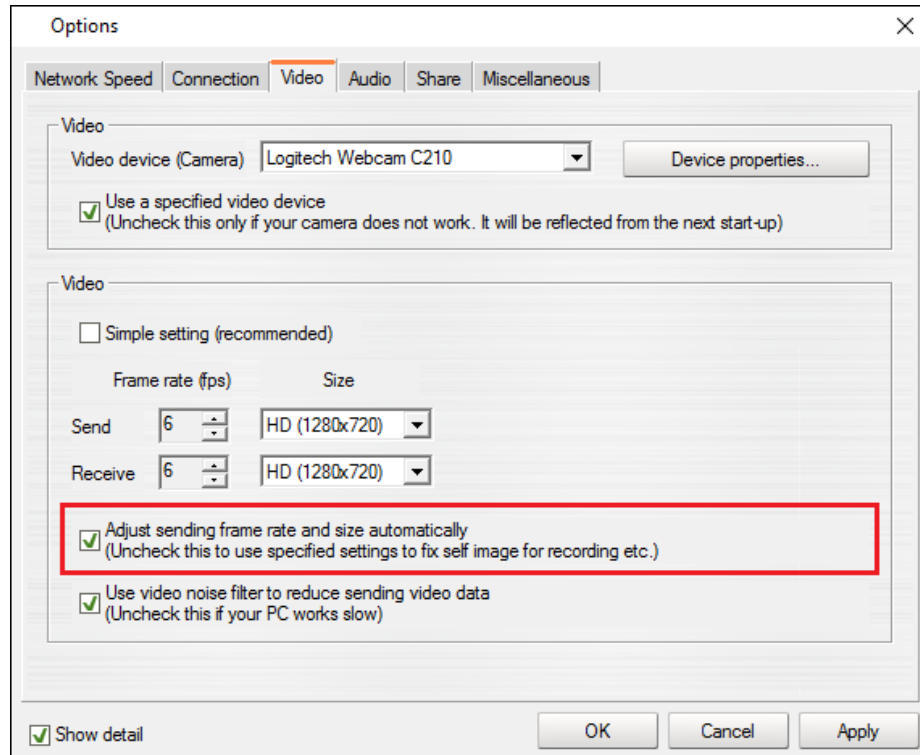
* If [Show detail] is ON.

5-2-8 Improve video streaming quality

By turning OFF "Adjust sending frame rate and size automatically", video streaming transmission rates will vary per user's settings (frame rate, size).

By turning on "Adjust sending frame rate and size automatically", streaming video transmission rates will be automatically adjusted according to receiver's video settings to reduce channel bandwidth.

In general, please turn ON the checkbox.



* If [Show detail] is ON.

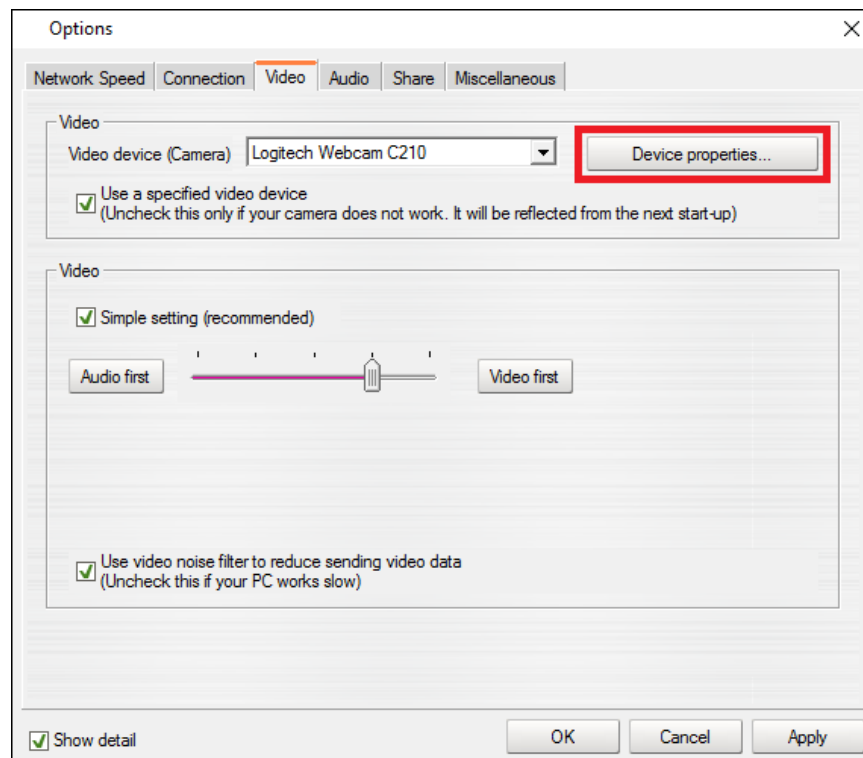
(* Checking on "Simple Setting (recommended)" will promote "Adjust sending frame rate and size automatically" for video streaming services.)

5-2-9 Device properties

Users can check the properties of the selected camera device and change its settings.

Please change the settings if the camera image is blurred or flicker to improve image quality.

(Camera settings menus vary. Please contact your camera manufacturer for details on specific settings or requests.)



* If [Show detail] is ON.

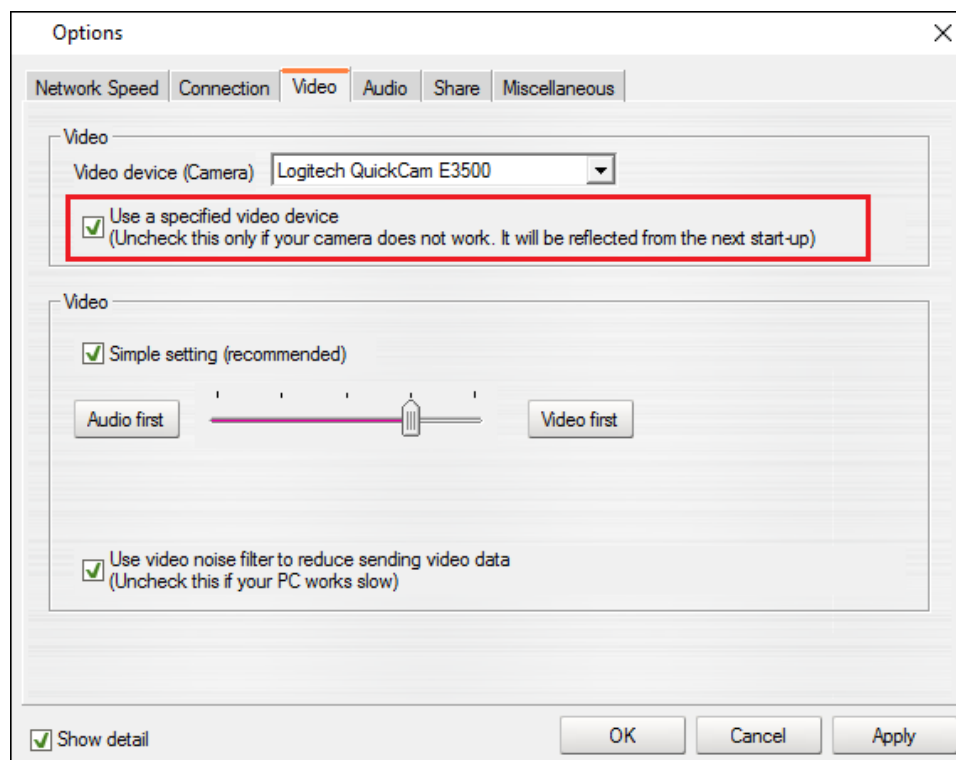
5-2-10 Increase to high-resolution by using DirectShow and DirectX.

[Use a specified video device] (DirectShow) and [Use anti-aliasing] (DirectX) are both media-streaming architecture for Microsoft Windows.

By using [Use a specified video device], user is promised with a high-quality video playback of 10+ FPS from camera running on a high performance machine. To achieve this result, please make sure that your camera is compatible and DirectX 8 or later is installed on your computer.

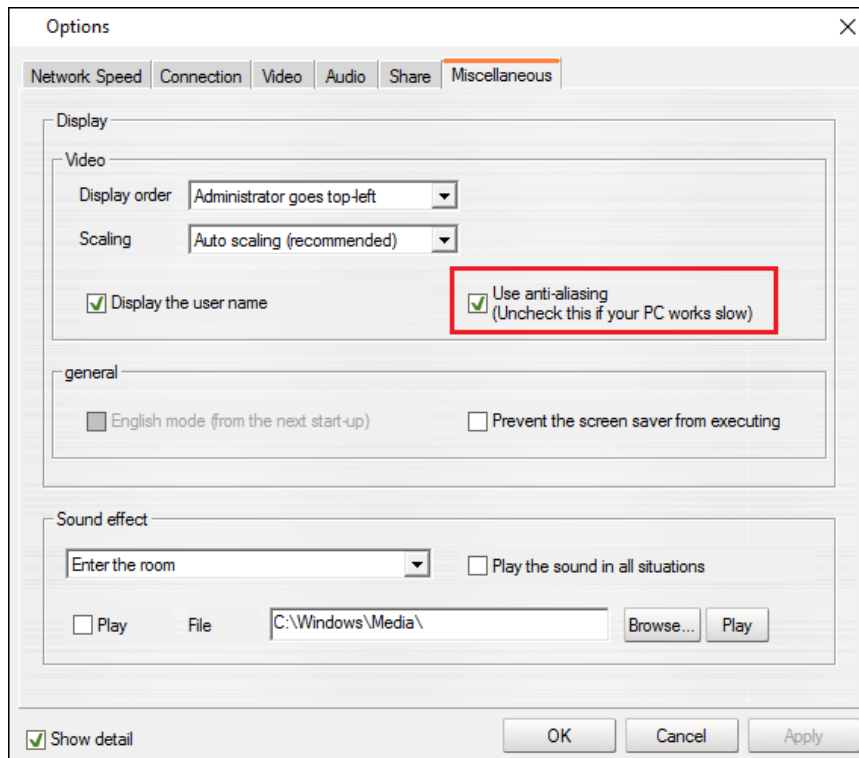
In additional, by using [Use anti-aliasing] graphic API, video playbacks will become smoother and clearer. To achieve this result, please make sure that your computer (GPU) is compatible with DirectX.

To set [Use a specified video device], please go to [Options] -> tab [video]. [Use DirectShow if available] will be enabled if it's automatically detected. [Use anti-aliasing] is required to set manually.



* If [Show detail] is ON.

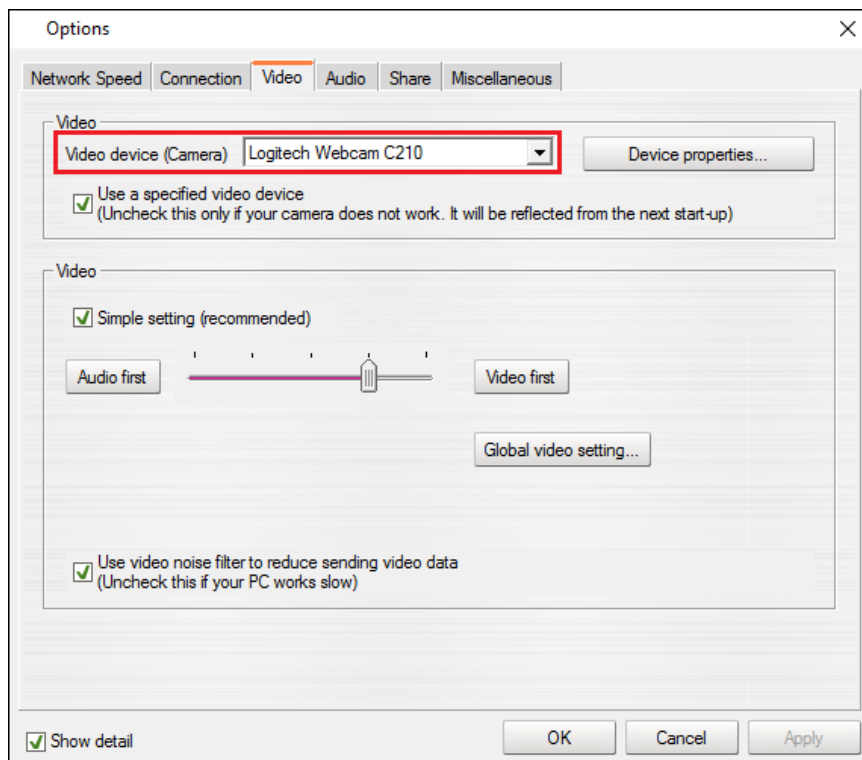
To set [Use anti-aliasing], go to [Options] -> tab [Miscellaneous].



* If [Show detail] is ON.

5-2-11 Selection of video when two or more cameras are connected to the same personal computer

If two or more cameras are connected to the same PC, the selected camera can be set in the video tab under the settings button.



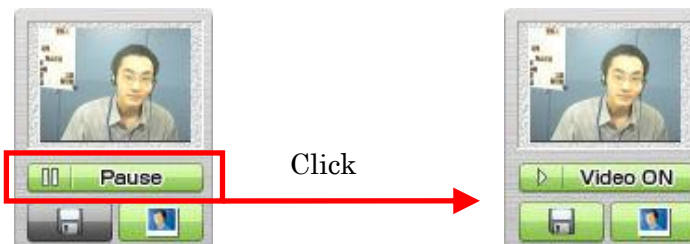
* If [Show detail] is ON.

5-2-12 Stop and still picture use for video











The picture below appears below all images in the layout.



The screen formats "Discussion", "Seminar", "V5Standard " will also appear at the bottom of the screen.

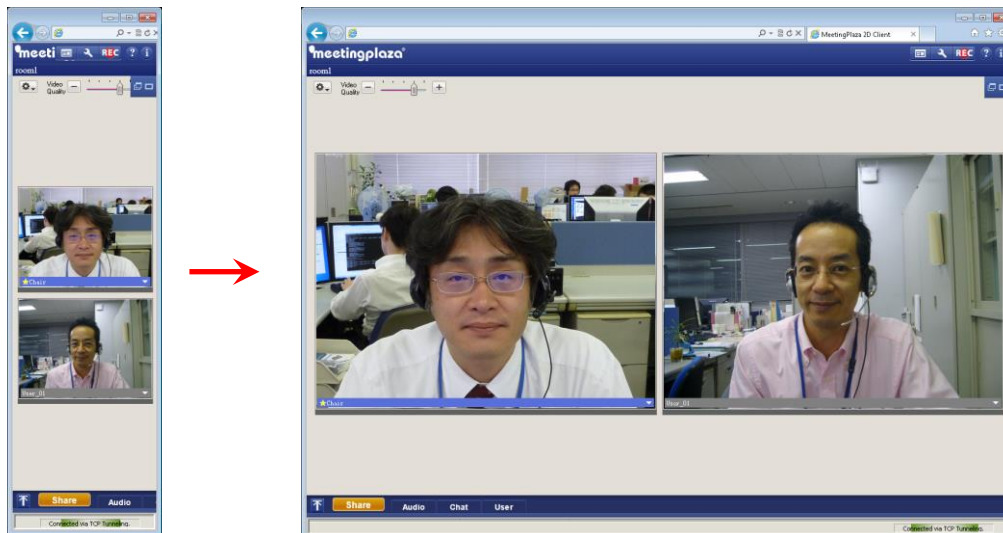


The video camera may be placed on "Pause" and the video image may be saved as a .bmp file and used in place of a live video image or feed. Selecting the "play" button will return the users live video stream.

Button in window	Operation and function when click or selecting it
 or  Pause [Pause]	The transmission of the camera image is stopped when clicking. The image of the button changes into  or  . The transmission of the camera image is restarted when clicking again.
 or  [save]	 or  is clicked, and it puts it into the state to stop the camera image temporarily. It enters the state that can be clicked to preserve the image that stops temporarily in the personal computer as a bit map file.
 or  [still image]	The bit map file is used instead of the camera image. The window where the bit map file is selected is displayed when clicking.

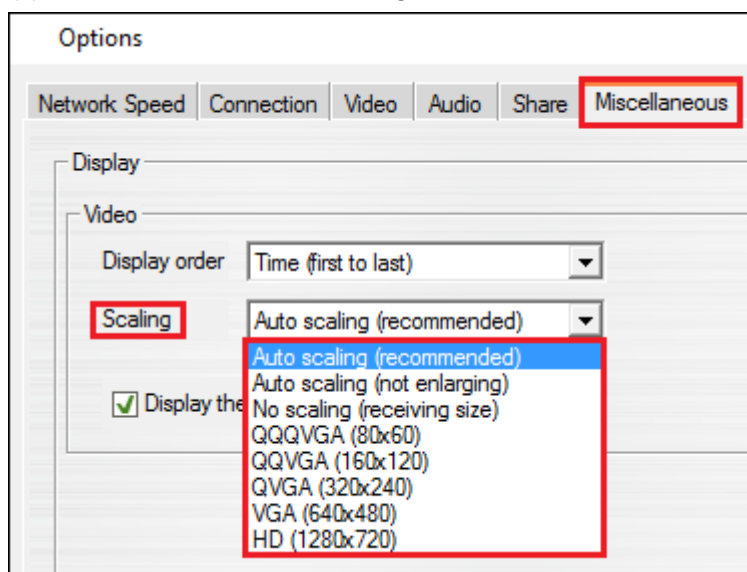
5-2-13 Change in display size of image

The display size of the image is expanded and reduced automatically by the size of the window of the conference room screen (video area).



These expansion and reduction operations automatically done are standard of MeetingPlaza operation. To fix this function to a size that is off or specific, the following operation is done.

- (1) Click [Options] of meeting room and open the options window.
- (2) Go to tab [Others] -> [Scaling].



Please be aware that when [QQVGA (160*120)], [QVGA (320*240)], [VGA (640*480)] or [HD (1280*720)] is selected, video quality may be deteriorated due to the video upload and download settings at senders or receivers' sides. (5-2-2)

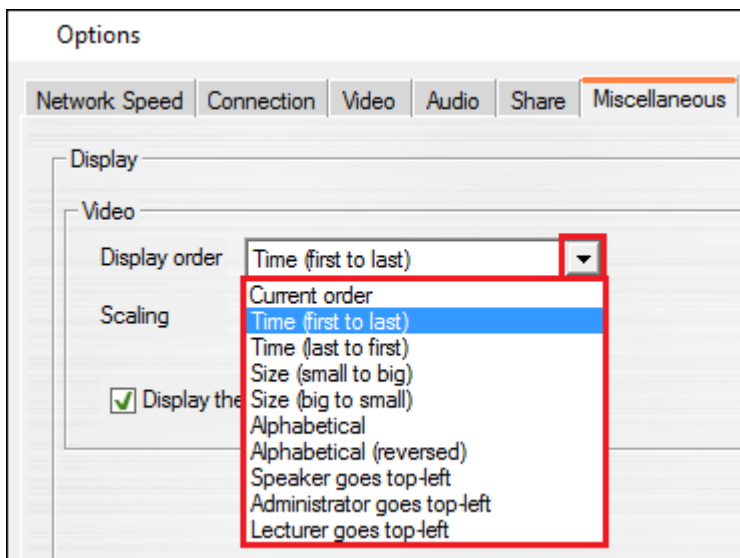
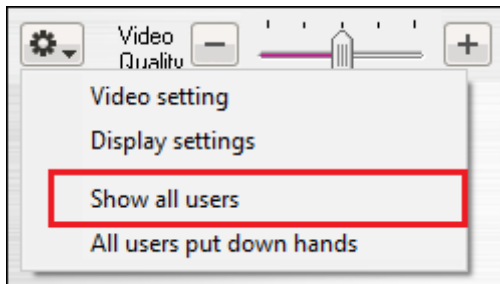
5-2-14 The order of display and display size setting of participant image

A variety of display functions are provided besides the display function of the image that has been described up to now.

It explains these functions as follows.

1) The one that concerns image all participants

The function concerning all participants' displays is shown as follows.








Mark in window	Operation and function when click or selecting it
[Show all user]	It returns it to the state to display all participants by using this function when participant's display image is made non-display.
[Display order]	The order of displaying the participant is specified. Alphabetical order (A→Z) and alphabetical order (Z→A) are arranged by participant's name (character-code). It is arranged by the character-code for Japanese.

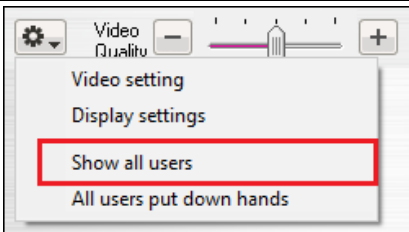

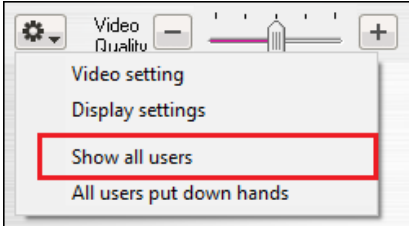
2) The one that concerns individual participant's image

The function concerning the individual participant's display is shown as follows.

This function cannot be used on "Discussion" and "Seminar" screen.



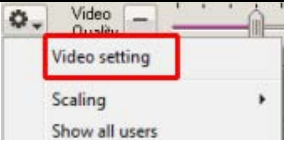


Mark in window	Operation and function when click or selecting it
 [Double size]	Will be displayed when the mouse is placed on or over the image. The image size will double when clicking on the X2 icon. Click the icon to return to original size.
 [Minimize]	Minimize the picture size of specified participants. To restore the minimized to original size, select the minimized user, and click <Return to original size> 
 [Show only this user]	Only the selected participant's image displayed. While restoring to original size, Click  (Show all users) or choose <Show all users> in Video Setting menu.

	
 [Hide this user]	<p>Only the selected participant is displayed on screen. The user may specify the display size. Replace the video settings by selecting "Show all users".</p> 

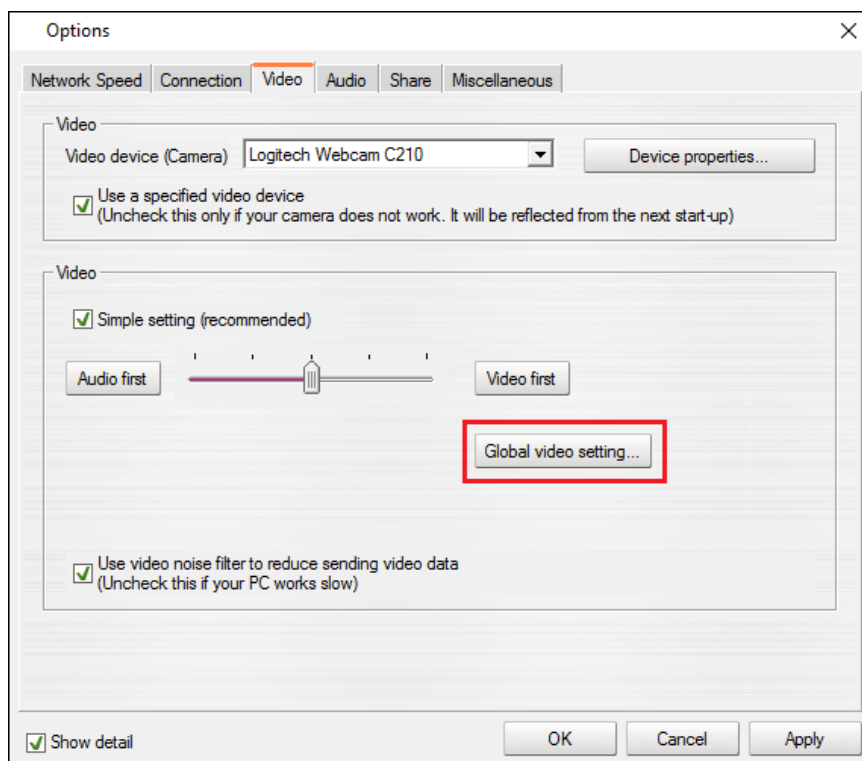
5-2-15 Global video setting

If you are entering a conference room as the organizer, you can change the video settings of other participants.

Select "Video settings on quality or "settings in other discussion modes and select Global video settings. This opens the preferences for adjusting the "Global Video settings".

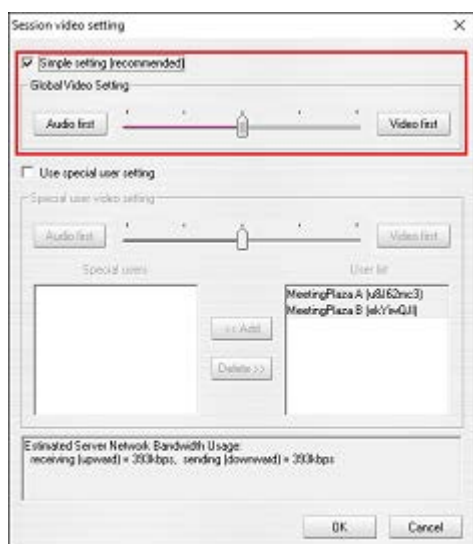
Standard	Wide, Discussion, Seminar, V5standard, Classic	Easy
		

1. Click Settings and then click Video Settings (or video) to select, [Global video setting] button.

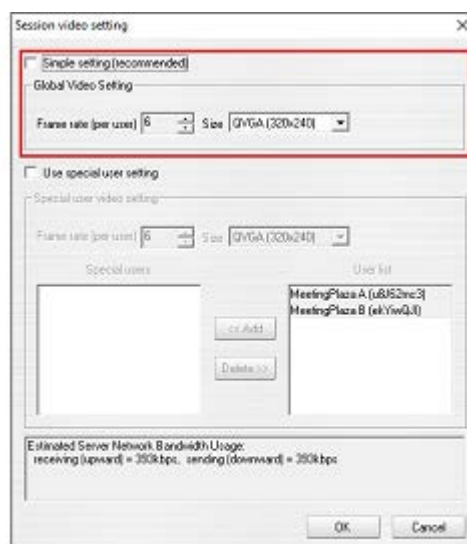


* If [Show detail] is ON.

2. Operate below the red part of the frame to change the video settings.



Activating [Simple setting (recommended)] feature.



Removing [Simple setting (recommended)] feature.

Click "OK" and the users settings will be adjusted to fit the Global settings simultaneously.

Mark in window	Operation and function when click or selecting it
Simple setting (recommended) Check box	The batch video setting can be done by turning it on with an image quality setting bar.
[Audio first]	Move the slider to the left by one tick.
[Video first]	Move the slider to the right by one tick.

Image quality slider	It is a low image quality (It is a sending and receiving size smallness of the network of the rate of the frame of low , according to the speed) when moving it to the high-resolution (It is a sending and receiving size according to the frame rate amount and the network speed) and the left when the switch is moved to the right.
[Use special user setting]	An individual video setting can be done to each user who selects it by << Add by turning it on.
[<< Add]]	The user name moves in the frame of "User who applies" when the user name to which it wants to set an individual video is selected from the user name in the frame of "User who doesn't apply" and this button is clicked.
[Delete >>]	The user name moves in the frame of "User who doesn't apply" when the user name that an individual video setting doesn't target is selected from the user name in the frame of "User who applies" and this button is clicked.
Frame rate(per user)	The frame rate of the transmitted image is specified. As for the frame rate of the received image, the maximum reception frame rate corresponding to the network speed of each user is set automatically in each user.
Size	The size of the sent and received image is specified.
Quality	The image quality of the sent and received image is specified.
[OK]	The batch video setting is executed and the window is shut.
[Cancel]	The window is shut without executing the batch video setting.

5-2-16 Movement of display place by mouse click

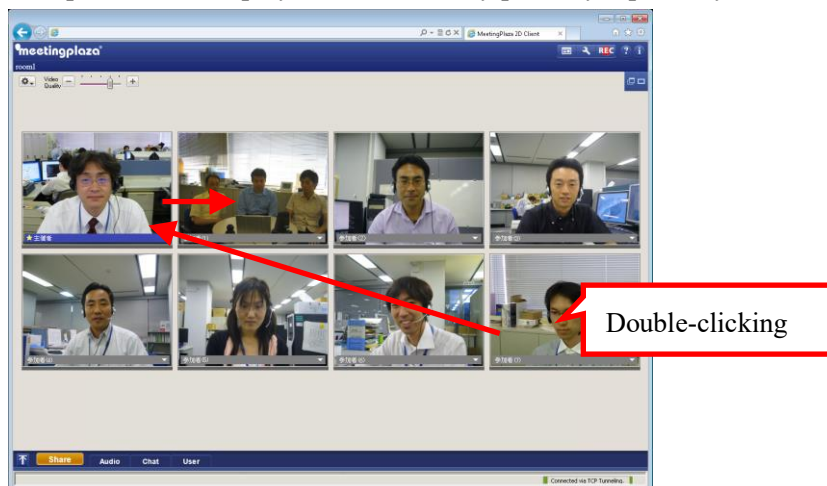
When participant's image is double-clicked with the mouse, the participant's image can be moved on the left.

This function cannot be used on "Discussion" and "Seminar" screen.

Moreover, it is not reflected that the display place changes only by the conference screen of me who operated it on other participants' conference screens.

The participant displayed on the left moves to just right.

The participant can be displayed in an arbitrary place by repeatedly executing this function.



Arrangement before it double-clicks it



Arrangement after it double-clicks it

5-2-17 Display that each user communicates

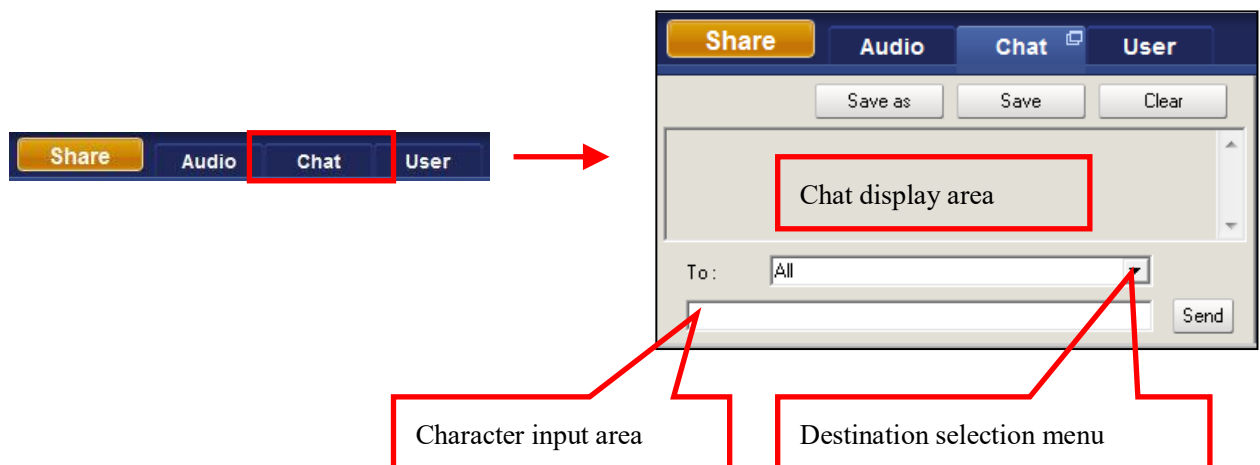
The participant's communication can be confirmed by moving the mouse cursor on the balloon type icon under the left of participant's image as shown in the figure below.

The transmission (reception): The figure of 100/0/0 is a color that shows the communication and value of %. A green, yellow, red ratio is shown from the left with %. Besides, it is a display.

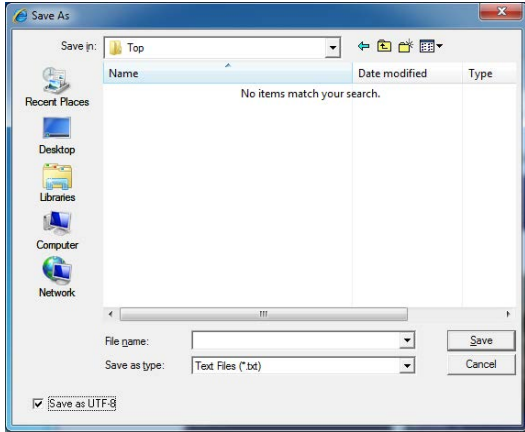


5-3 Text Chat

While in a conference, participants can communicate with other participants of the group as a whole.



Mark in window	Operation and function when click or selecting it
Character input area	Are for typing the message.
Destination selection menu	The part displayed as "All" under the character input area can select "All" (Transmit to all participants who are entering the same

	conference room) or an arbitrary participant name by the address of the chat character.
Chat display area	Running account of the chat for the conference
<Send>	The chat message is sent
<div>Save as</div> <div><Save as></div>	<p>The content of the chat displayed in the chat window can be saved to a named file.</p> <p>For chat in multiple languages, please check on <Save as UTF-8> to avoid messed up in characters.</p> 
<div>Save</div> <div><Save as txt></div>	The content of the chat displayed in the chat window is save to a text file.
<div>Clear</div> <div><clear></div>	Clears the entire chat window

6 Various common functions

6-1 How to the collaborative functions

In the conference room, there are various collaborative functions for sharing information. Electronic file such as Microsoft office files can be shared among participants.

This chapter explains how these functions are used.

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	When you want to share these files with all participants in the conference.	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	Screen of program (for	1) When you want to	1) This can be slow if the

(AP) sharing	instance, CAD program etc.) executed with a participants personal computer.	show the screen of the program executed with a participants personal computer to other participants. 2) When the file can't be opened by file sharing.	amount of data be sent is large. 2) It is unsuitable for use with low-speed networks such as 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 (APP) 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.

6-2 How to start file sharing

There are two methods of file sharing.

- Method of registering file of common schedule beforehand when conference is reserved.
- Method of doing file sharing while conferring.

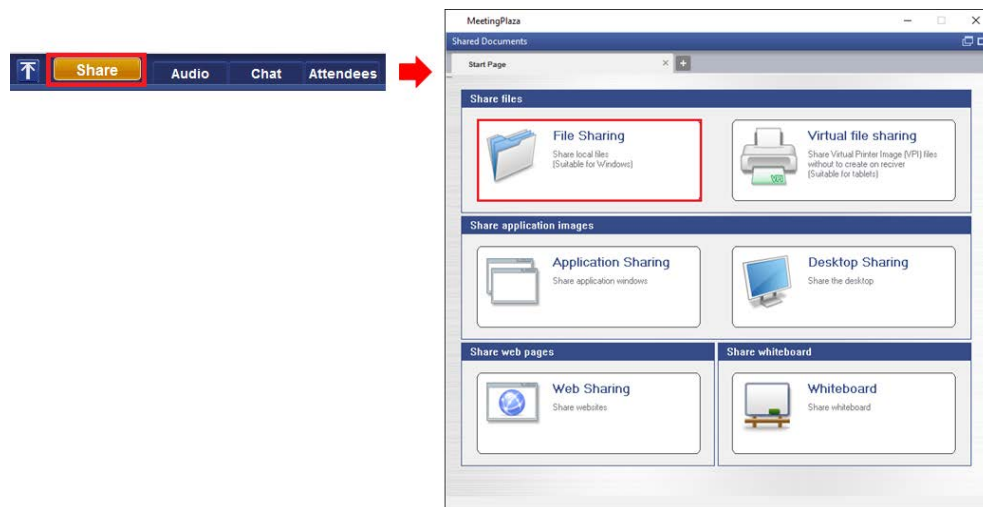
This section explains the file sharing function of MeetingPlaza can be used.

6-2-1 Operation when I start file sharing

It start sharing a file click on <File sharing> in the function box.

Select the file from your hard drive and click open. You may also select weather to send the file encrypted and or convert it to a VPI file.

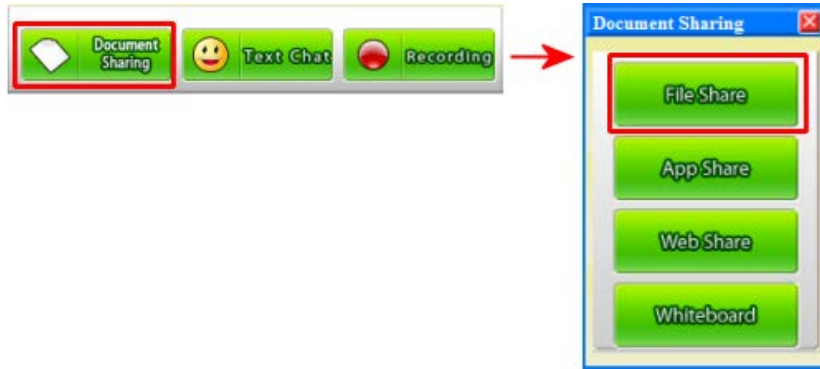
(Standard)



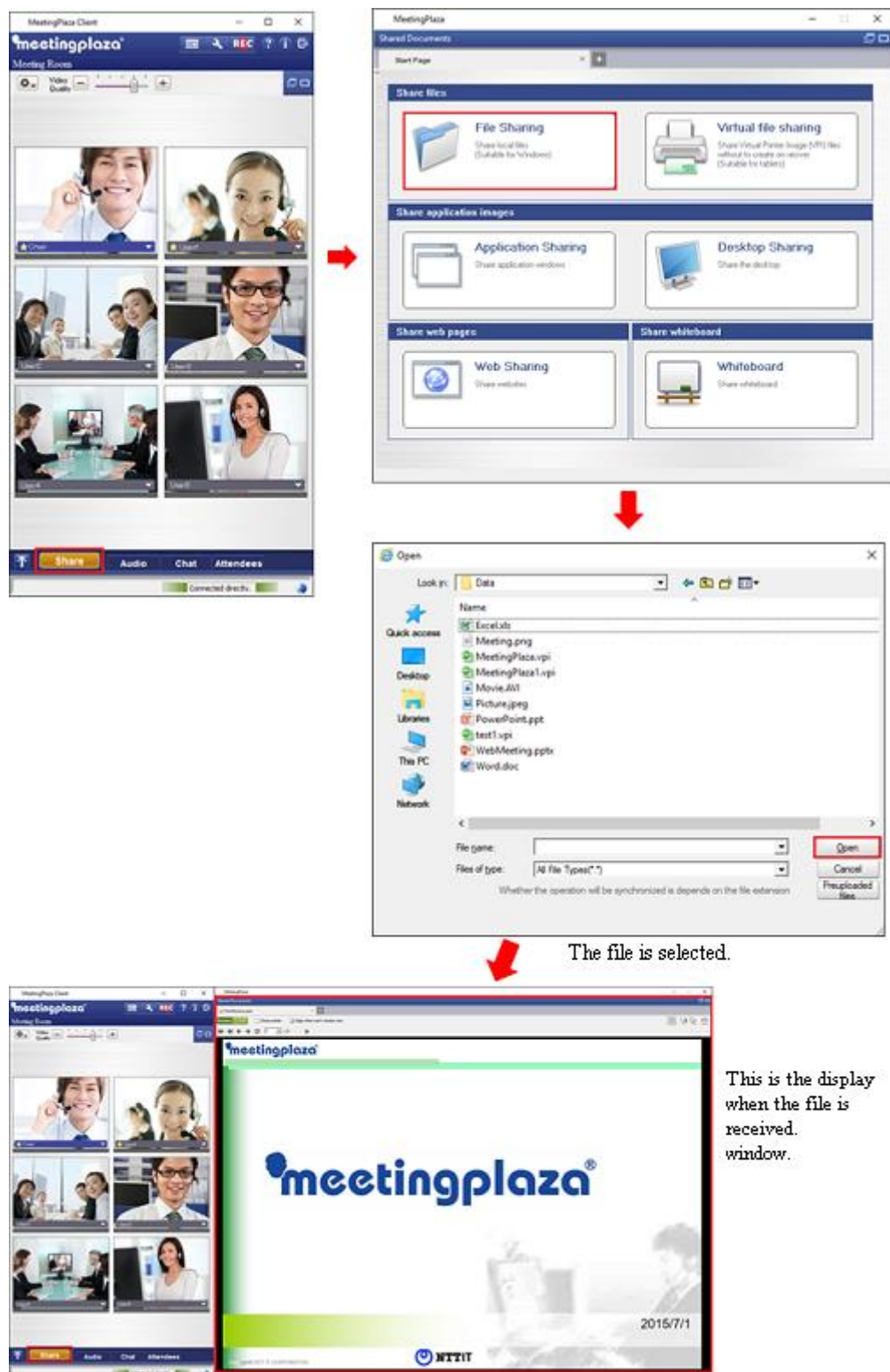
(Discussion, Wide, Seminar, V5Standard, classic)



(Easy)

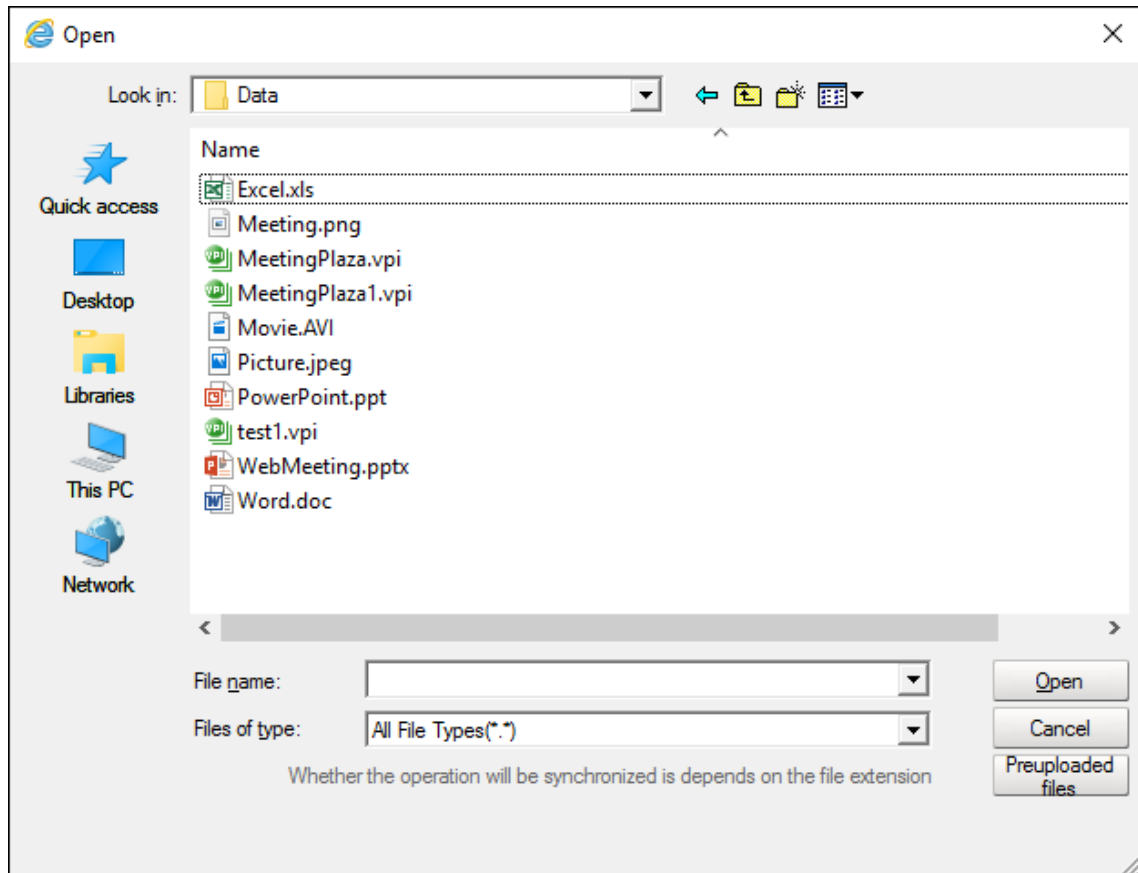


1) Flow of operation



2) File selection window

When [File Share] is clicked, the selected



Mark in window	Operation and function when click or selecting it
Preuploaded files	When the conference is reserved, the shared file registered beforehand (up-loading) is selected.

6-2-2 How to receive a file that is being shared

When a participant start sharing a file, the file is automatically received, and is displayed in the window used for sharing.




The file is displayed when the transmission is completed


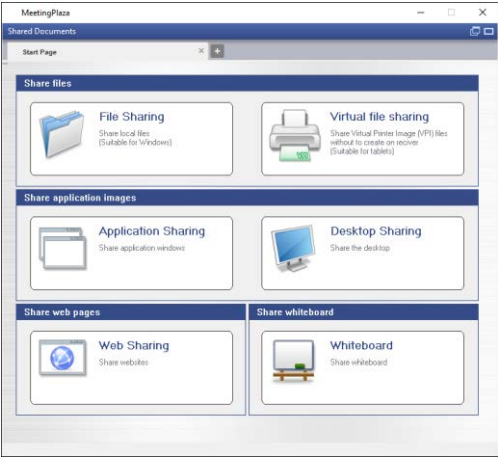







6-3 Sharing of a Microsoft PowerPoint file





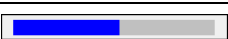
The screen when the Microsoft PowerPoint file is shared is as follows.



The function of the button in the upper part of the window is as follows.

Button in window	Operation and function when click or selected
 <Close>	Closes the shared document.

 <p><Open a new view></p>	<p>Dialog will appear to start sharing data such as shown below.</p> 
<p>Browse</p> <p><Browser></p>	<p>Allows the PowerPoint to be shown in browser mode.</p>
<p>Draw</p> <p><Whiteboard></p>	<p>Switches from Browser mode to Whiteboard Mode.</p>
<p><input type="checkbox"/> Share pointer</p> <p><Sharing pointer></p>	<p>When this button is clicked, you have a shared pointer. Up to 8 users can have one and each pointer has a different color.</p>
<p><input checked="" type="checkbox"/> Align other user's window size</p> <p><Synchronize window size></p>	<p>Re-sizes all shared windows to your current view. This button is displayed only to privileged users.</p>
<p></p> <p><Top></p>	<p>Takes you to the first page of the PowerPoint presentation. Only when the PowerPoint file is shared with the VPI file, this button is displayed.</p>
<p></p> <p><Last></p>	<p>Takes you to the last page of the PowerPoint presentation. Only when the PowerPoint file is shared with the VPI file, this button is displayed.</p>
<p></p> <p><Previous></p>	<p>Turns back one page.</p>
<p></p> <p><Next></p>	<p>Turns forward one page.</p>
<p></p> <p><Reload></p>	<p>Reloads the page.</p>
<p></p> <p><Page></p>	<p>Indicates the current page. Only when the PowerPoint file is shared with the VPI file, this button is displayed.</p>
<p></p> <p><Reproduction of Animation></p>	<p>The Animation of the displayed Power Point is executed. Only when the PowerPoint file is shared, this button is displayed.</p>

 <Re-distribute>	Re-distributes the current PowerPoint file or document. This button is displayed only by the person who distributes the file.
 <Copy to personal viewer>	Copies the current view to the Personal Viewer.
 <Whiteboard to new view>	Copies current view to a new page.
 <Print>	To print a shared screen.
 <File receiving state>	It represents the reception status of the file.

6-4 Virtual file sharing

Virtual file sharing is a feature to allow participants to share files on their memories without creating files on each of local disks.

Files are transferred into Virtual Printer Image (VPI) for sharing purpose.

Virtual Printer Image (VPI) is an original file type of MeetingPlaza.

6-4-1 What is MeetingPlaza virtual print image (VPI) function?

MeetingPlaza Virtual Printer feature makes it possible to create an image (VPI) file which is the application software's printing output. You can view VPI (image) file, anytime, anywhere. The combination of MeetingPlaza itself & Virtual Printer you to share numerous kinds of files.

1) Want to view VPI file

You can install the VPI Viewer by just joining a online meeting of MeetingPlaza. VPI Viewer will be installed at the beginning of the online session. You can open a VPI file by simply double clicking.




2) Want to create a VPI file

VPI Viewer is required for installation of Virtual printer. First join an online meeting of MeetingPlaza, then follow the steps on the installation page. After installation, you can choose Virtual Printer when you print a file. Choosing Virtual Printer will make a VPI file on your desktop.

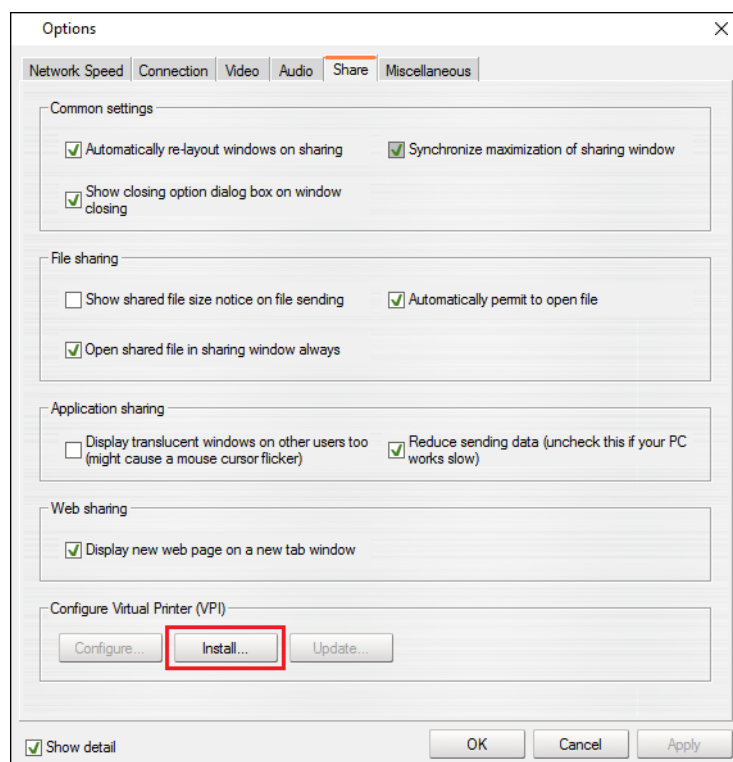
6-4-2 Installation and Configuration of MeetingPlaza Virtual Printer

1) Installation of the Virtual Printer

Click on settings and miscellaneous under configure Virtual Printer, click install.

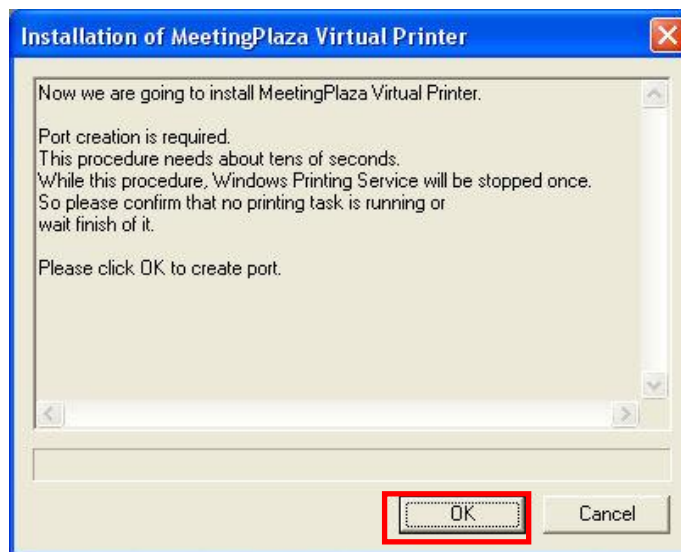
Standard	Wide, Discussion, Seminar, V5standard, Classic	Easy
		

When you install the desktop and the "send" menu "VPI"Convert adds.

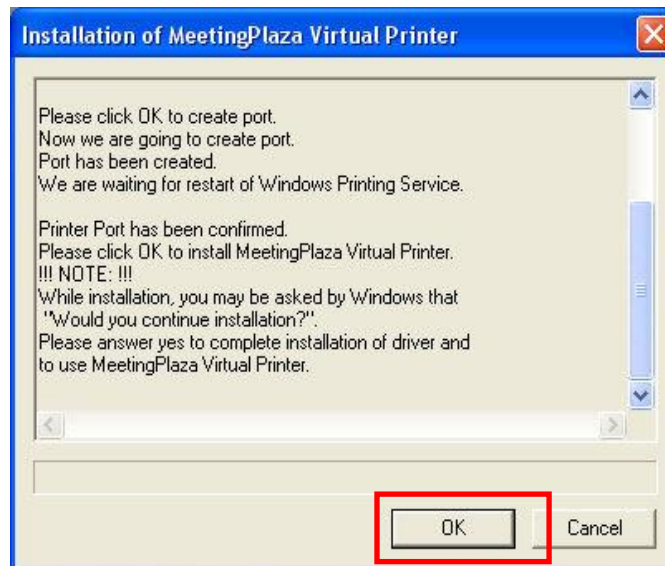


* If [Show detail] is ON.

When "Installation of a virtual printer" is selected, driver's installation screen is displayed. "OK" is selected.

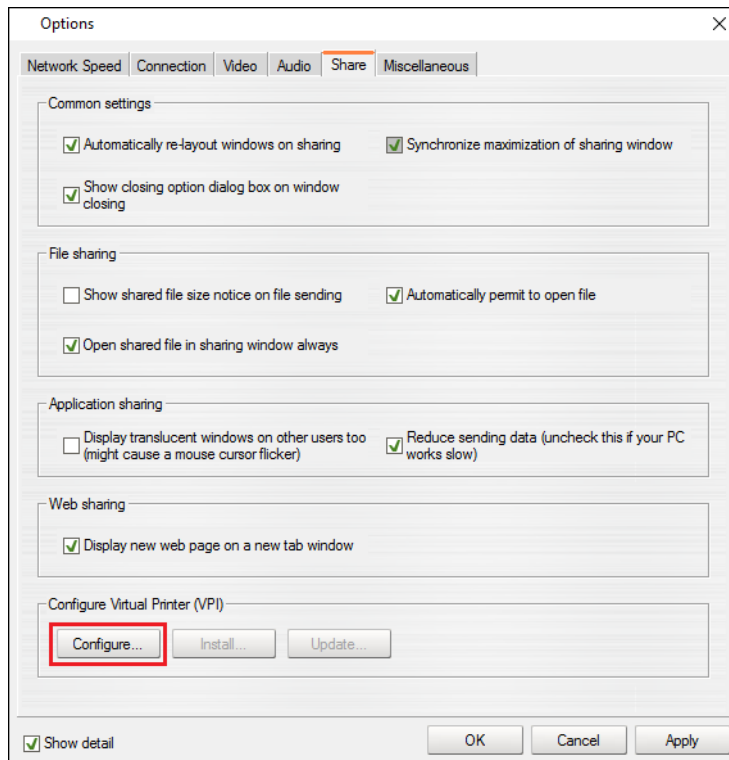


Select "OK" to continue



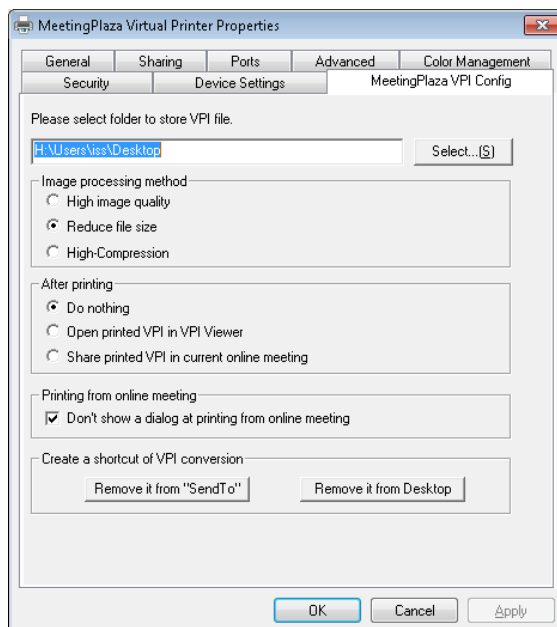
2) Configuration of MeetingPlaza Virtual Printer

Configure Virtual Printer (VPI) -> click Configure.¹³



* If [Show detail] is ON.

Printer Property will be shown.



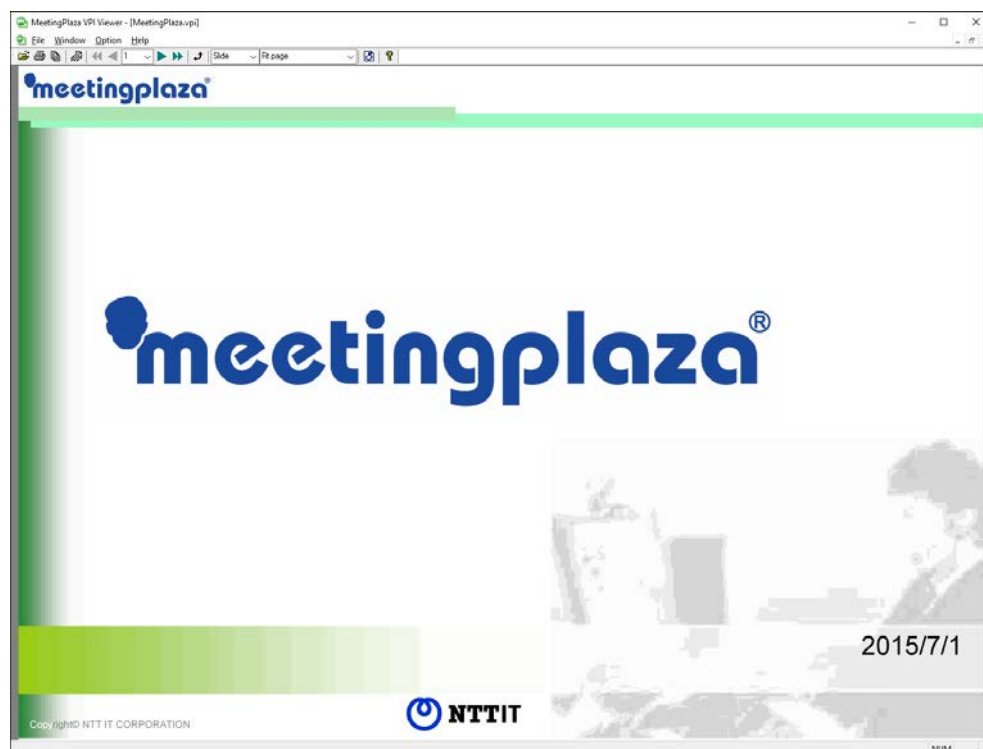
¹³ <Configure> is not displayed if a virtual printer is not installed.

Detail of Virtual Printer Property






Display and button in window	Operation and function when click or selecting it
<General >	General property of Virtual Printer will be shown.
<Sharing >	Please refer to help for Windows OS.
<Ports >	Please do not change this tab.
<Advanced >	Please do not change this tab.
<Color Management >	Please do not change this tab.
<Security>	Please refer to help for Windows OS.
< Device Settings>	Please do not change this tab.
[MeetingPlaza VPI Config]	You can choose VPI file output directory of Virtual Printer.
< Please select folder to store VPI file> < Select>	The destination of the output of the VPI file is selected.
<After printing>	The process of sharing the file with the conference participants
<Image Processing Method>	The image quality when printing is specified.
< Append it to [Send To]>	<Convert it into VPI> is deleted from <Send it> menu.
<Append it on Desktop>	<Convert it into VPI> is deleted from desktop. The button display changes to <addition to desktop>.
<OK>	The setting is saved and the window is closed.
<Cancel>	The window is shut without saving the setting.
<Apply>	The setting is saved.







6-4-3 Function of MeetingPlaza VPI Viewer

The file is displayed by MeetingPlaza VPI Viewer's starting when the file made with MeetingPlaza virtual printer is double-clicked as shown in the figure below.



The menu of this window and the function of the button are as follows.

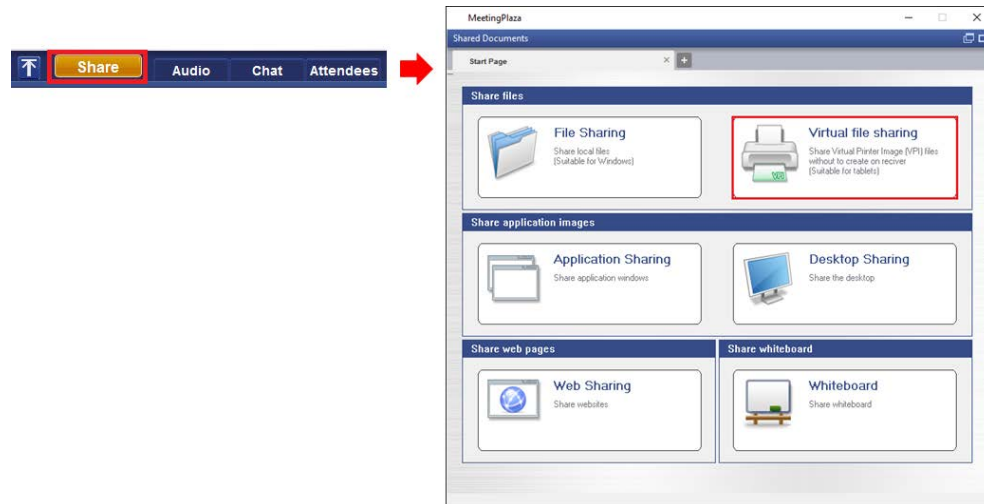
Menu and button in window	Operation and function when click or selected
<File >	Open/Close file, exit MeetingPlaza VPI Viewer.
<Window >	Sub(Child) window management. Change layout of windows etc.
<Option >	Display Toolbar/Status bar or hide it. Install/Update of MeetingPlaza Virtual Printer.
<Help >	Show online help of MeetingPlaza VPI Viewer.
 <Open >	Open VPI file.
 <Print >	Print VPI file.
 <Print Preview >	The print preview is displayed.
 <Shares at the conference >	VPI file is shared.
	Takes you to the first page of the VPI File.

<Top >	
 <Previous >	Turns back one page.
<div>1 ▾</div> <Page >	Indicates the current page.
 <Next >	Turns forward one page.
 <Last >	Takes you to the last page of the VPI File.
 <Rotate >	The document is rotated by 90 degrees and displayed.
<div>Slide ▾</div> <Layout >	The displayed direction is changed. <Slide> : It delimits every 1 page and it displays it. <VERT> : The full page is connected with length and it displays it. <HORZ > : The full page is sideways connected and displayed.
<div>Fit page ▾</div> < Zoom>	The display size of the file is changed.
 < Force Redraw>	Re-sizes all shared windows to your current view. This button is only displayed to privileged users.
 < Help>	Show online help of MeetingPlaza.

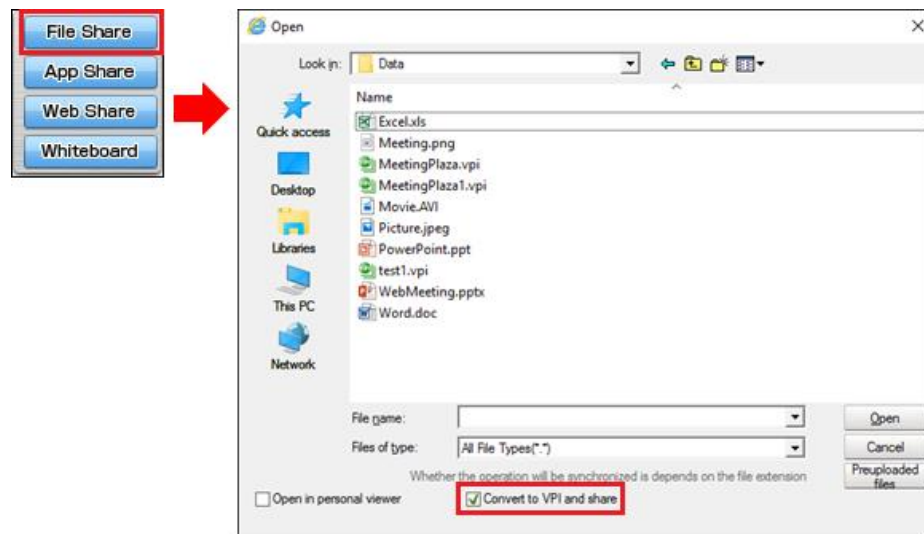
6-4-4 Virtual file sharing

Below, is how to start virtual file sharing of each screen.

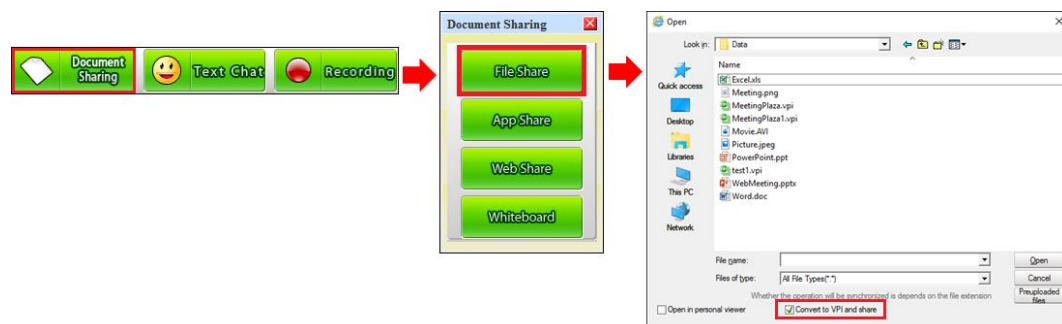
(Standard)



(Discussion, Wide, Seminar, V5Standard, classic)






(Easy)



The screen below is shown when the VPI file is shared in the conference room.



The functions of the buttons in the upper part of the window are as follows. Buttons other than what is shown here are the same as those shown when sharing a Microsoft PowerPoint file.

Button in window	Operation and function when click or selecting it
 <Rotate>	The document is rotated by 90 degrees and displayed. Only when the VPI file is shared, this button is displayed.
<div>Slide</div> <Layout >	The displayed direction is changed. <Slide> : It delimits every 1 page and it displays it. <VERT> : The full page is connected with length and it displays it. <HORZ> : The full page is sideways connected and displayed.
<div>Fit page</div> < Zoom>	The display size of the file is changed. Only when the VPI file is shared, this button is displayed.
 [Draw]	The pen tool icon is displayed on the top of the Virtual file sharing screen and ready to use.
 < Print Preview>	The print preview is displayed.

6-4-5 Operation of mouse and keyboard

Operation with the mouse and keyboard are as follows to control a file made with Virtual Printer.

Mouse	Operation
wheel	scroll
left button drag	scroll
[Ctrl] + left click	zoom in
[Ctrl] + right click	zoom out
[Ctrl] + wheel	zoom

Keyboard	Operation
cursor key	scroll
[PageUp]	Turns back one page
[PageDown]	Turns forward one page
[Ctrl] + [PageUp]	Expansion display
[Ctrl] + [PageDown]	Reduced display
[Shift] + [PageUp]	Turns back one page
[Shift] + [PageDown]	Turns forward one page

6-5 Application sharing (AP Sharing)

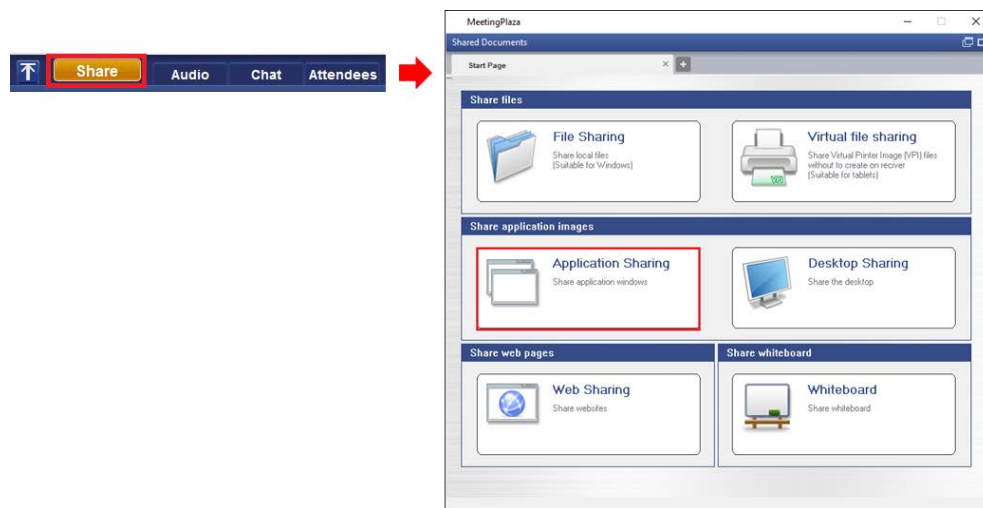
The following explains the operation and the function of application sharing (AP Share) in MeetingPlaza

6-5-1 Execution of application sharing

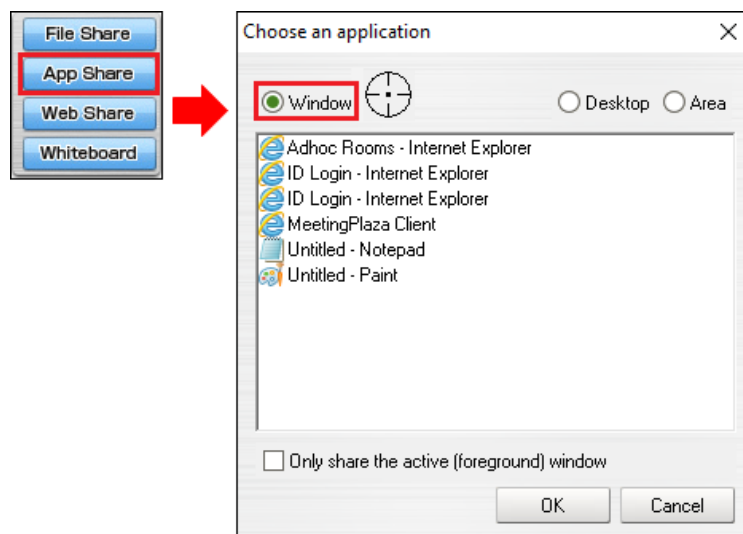
The program of application that is going to be shared need to be open before sharing starts. Two or more applications can be selected.

Begin application sharing by the following operation.

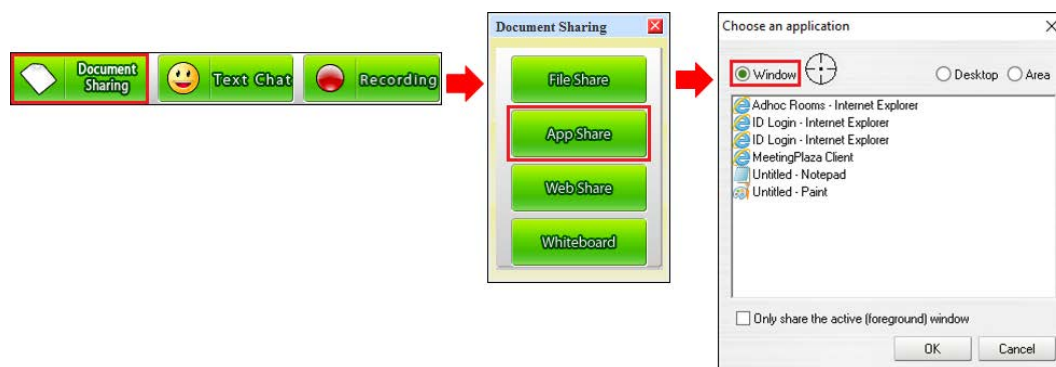
(Standard)



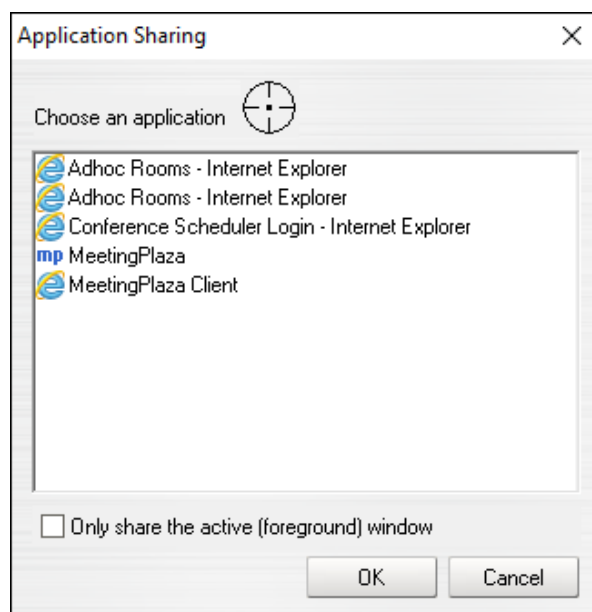
(Discussion, Wide, Seminar, V5Standard, classic)




(Easy)



Select a shared application program.



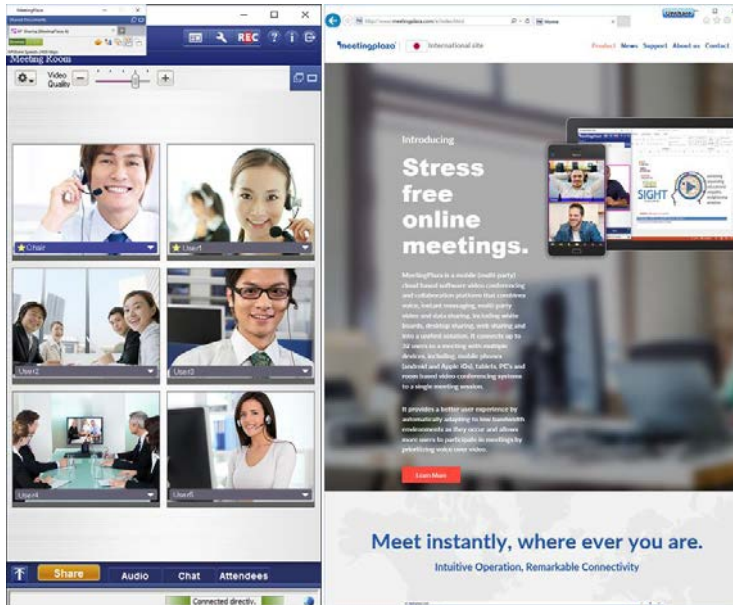
The function of this window is as follows.

Display and button in window	Operation and function when click or selecting it
Choose an application	Drag and drop the icon of application  to the application window you want to share.
Program name	Specify the application you want to share. Application is shared when this window is upfront The window can be shared only when it remains topmost. Once it is no more a topmost window, the application sharing will be interrupted. The icon of application will be displayed on the left side of the program name.
<Only share the active (foreground) window>	When the application program is shared, the window becomes the foreground
<OK>	The application sharing begins.
<Cancel>	This window is closed without doing anything.

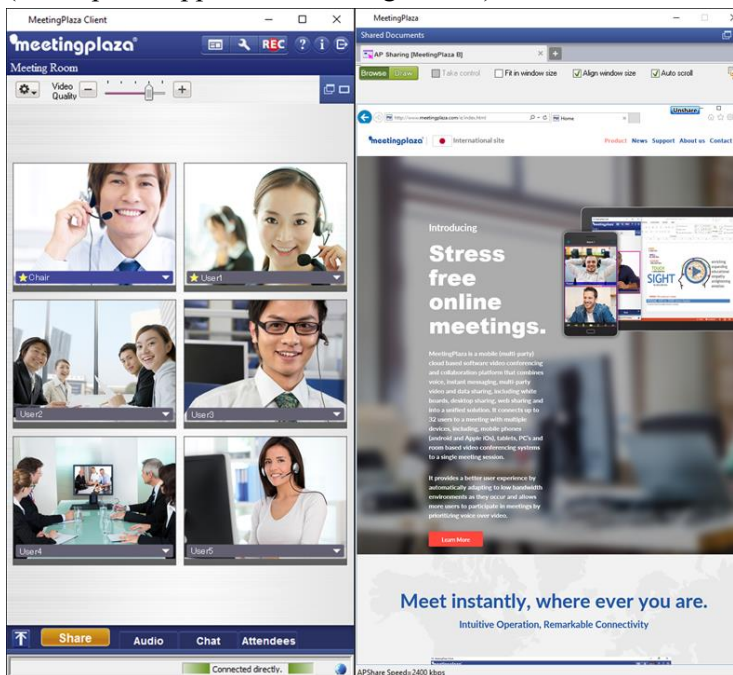
6-5-2 Screen sharing application

The Application Sharing screen is as follows.

(Sharing the user's screen and applications.)



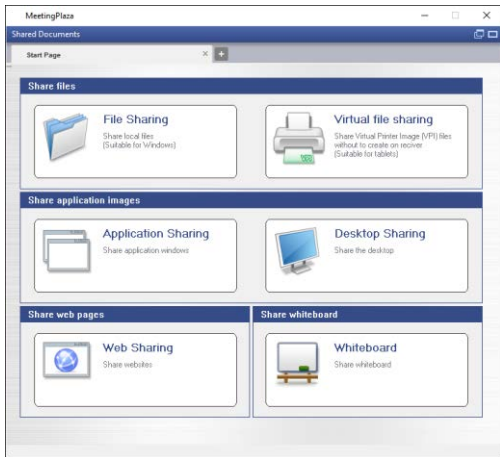



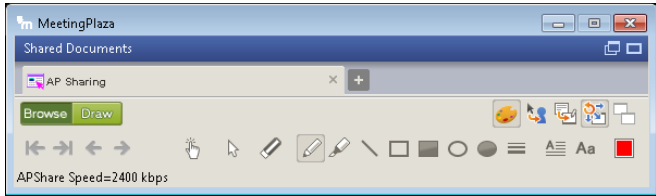






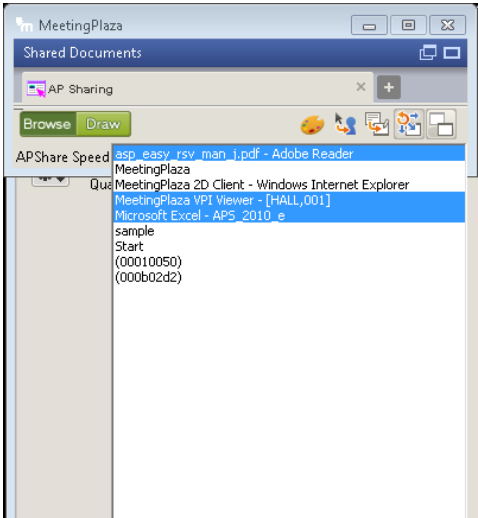

(Participants Application Sharing Screen)





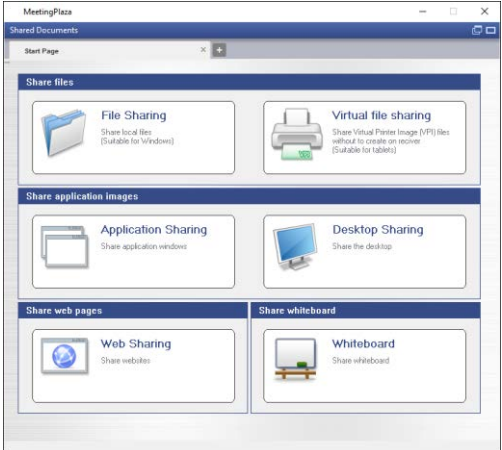


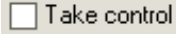

6-5-3 Button operation sharing application



1. Button on desktop where application was shared

Display and button in window	Operation and function when click or selecting it
 <Close>	Closes the shared document.
 <Open a new view>	Dialog will appear to start sharing data such as shown below. 
 <Browser>	Mode can read the article.
 <Whiteboard>	Switches from Browser mode to Whiteboard Mode.
 [Draw]	The pen tool icon is displayed on the top of AP sharing screen of other users. For the party who starts the AP sharing, the pen tool icon is displayed in the shared document. 
 Allow other users to take control.	Other users are given the right to control the shared application.
 Work Pad in a new view	The page that is opening now is displayed in a newly opened electronic white board.
 Add new user to the AP sharing session automatically.	The shared application is transmitted also to user who entered the conference room after the application has been shared. However, it is not possible to join again if the application is closed by a conference participant.

 <p>Select shared window</p>	<p>By clicking it, a shared window is opened, users may choose application that are currently available to share.</p> 
 <p>[Unshare]</p>	<p>Stop sharing an application.</p>

2. Button on side where application sharing is seen

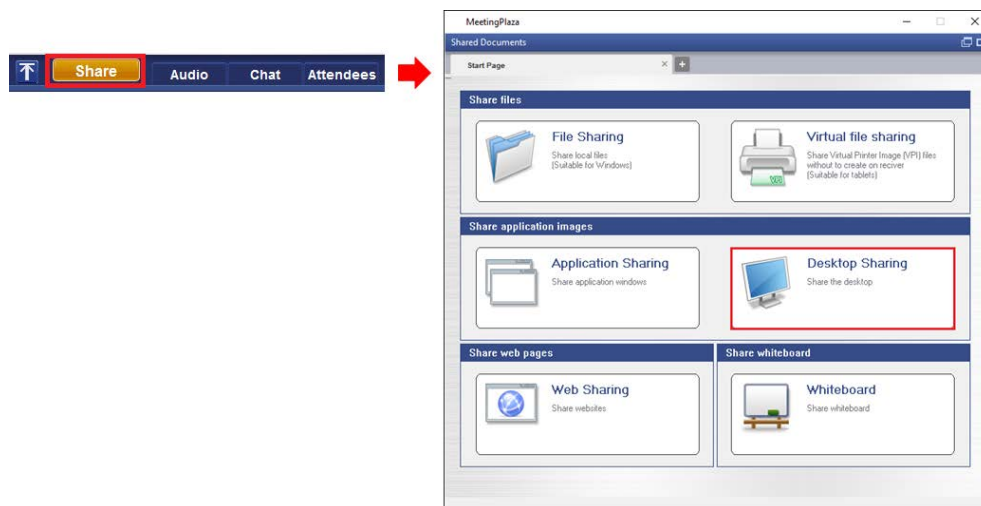
Display and button in window	Operation and function when click or selected.
 <p><Close></p>	<p>Closes the shared document.</p>
 <p><Open a new view></p>	<p>Dialog will appear to start sharing data such as shown below.</p> 
 <p><Browser></p>	<p>Mode can read the article.</p>
 <p><Whiteboard></p>	<p>Switches from Browser mode to Whiteboard Mode.</p>
	<p>The participant started app sharing clicks  to allow</p>

Take control	other users to take control. User that has control of the app will be labeled with  . Check the box to obtain control.
<input type="checkbox"/> Fit in window size Fit in window size	The image of the shared application is reduced to install on the size of the "Document Sharing" window and displayed.
<input checked="" type="checkbox"/> Align window size Align window size	Changes the size of the window of the shared application program. The size is synchronized with all participants
<input checked="" type="checkbox"/> Auto scroll Automatic scrolling	It synchronizes the scrolling of the shared application
 Work Pad in a new view	The page that is opening now is displayed in the view of a newly opened electronic white board.

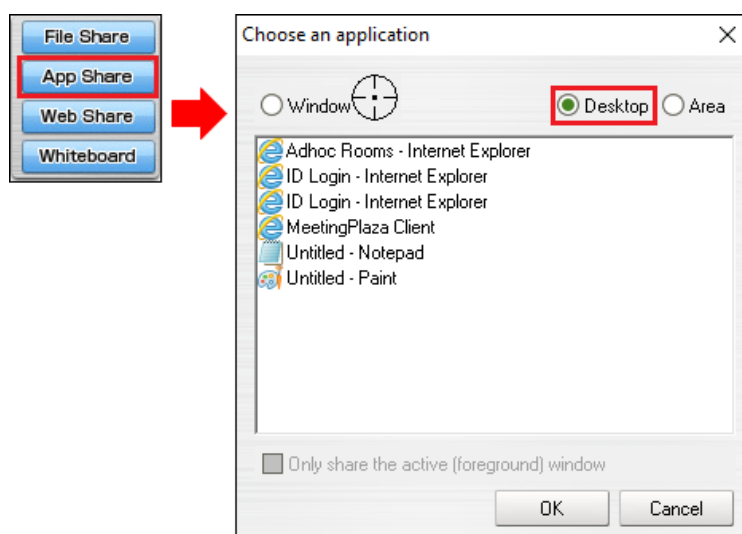
6-6 Desktop Sharing

Please follow the instructions to share the entire desktop.

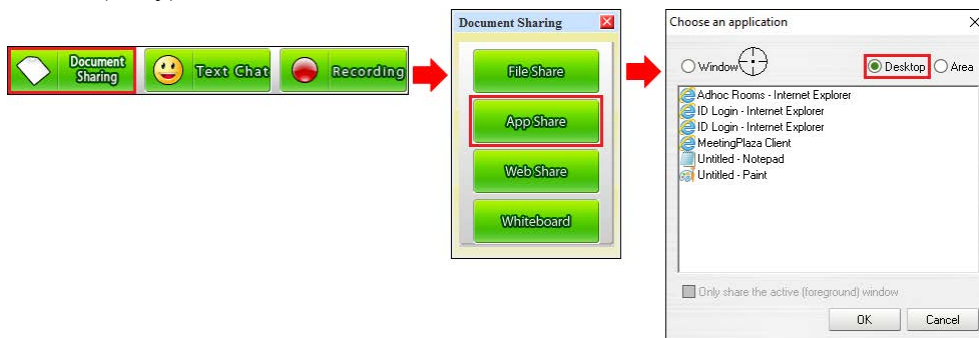
(Standard)



(Discussion, Wide, Seminar, V5Standard, classic)



(Easy)



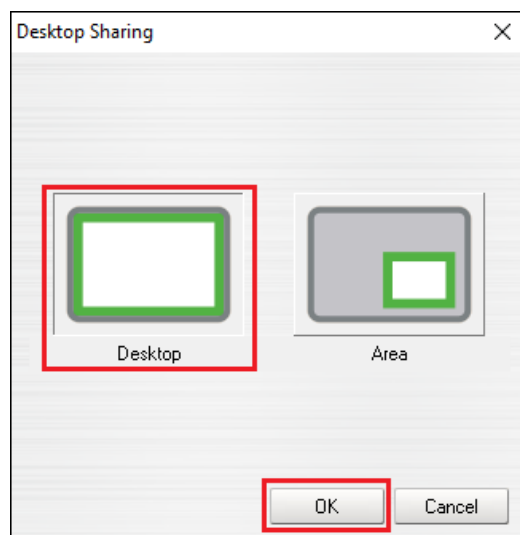
The Button in the Desktop Sharing and Application Sharing is the same.

6-6-1 Share your entire desktop

Click Desktop Sharing.

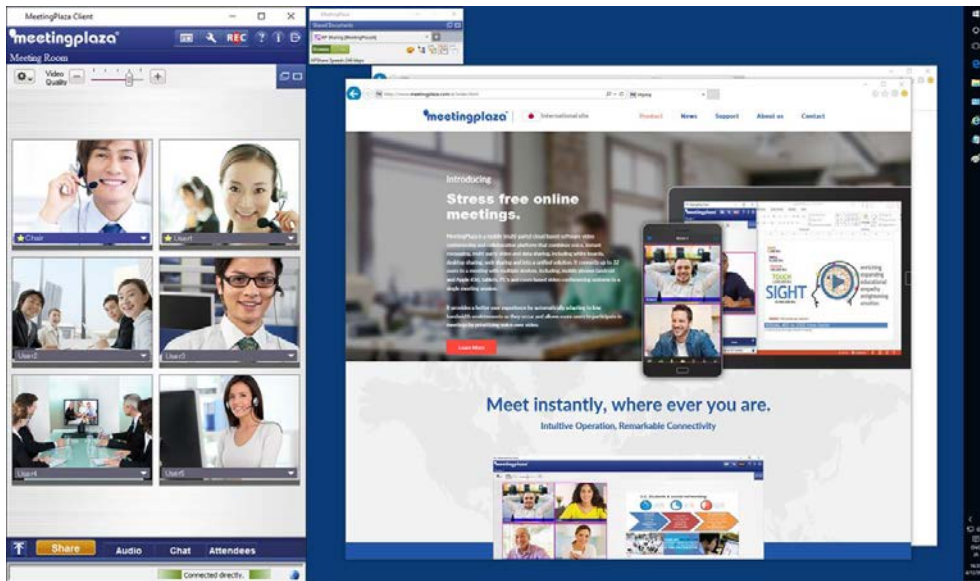
The "Desktop Sharing" dialog box is opened. Click "Desktop" and the "OK" button.

For the "Easy, Discussion, Wide, Seminar, V5Standard, classic" select "Desktop" choose the, "OK" button.

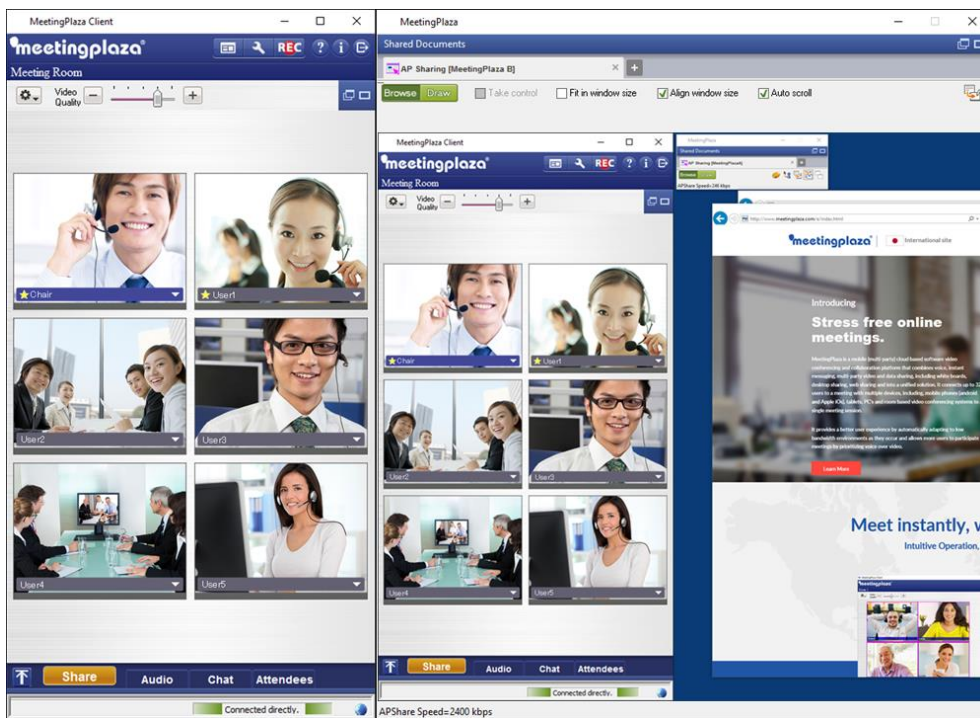


The entire desktop displays.

(This feature shares the desktops Master screen)



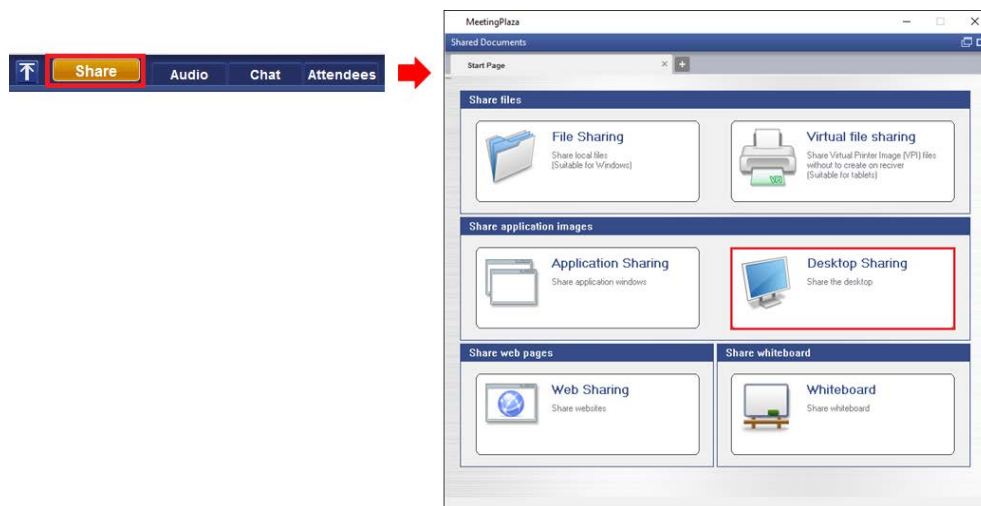
(Participants are sharing the entire desktop on screen)



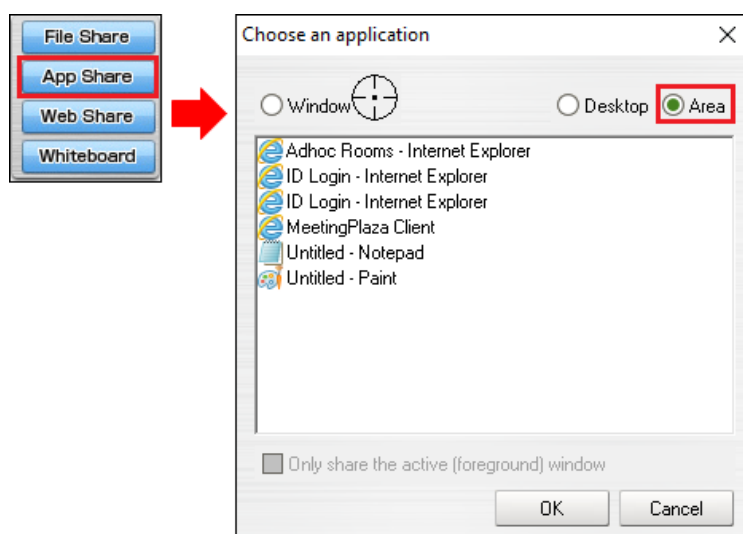
6-7 Sharing an Area of "The Desktop"

To share specific areas of the desktop, follow the instructions of each screen.

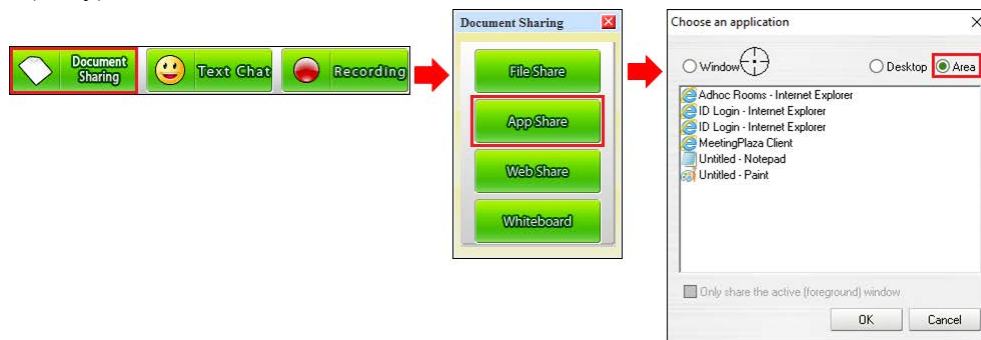
(Standard)



(Discussion, Wide, Seminar, V5Standard, classic)



(Easy)



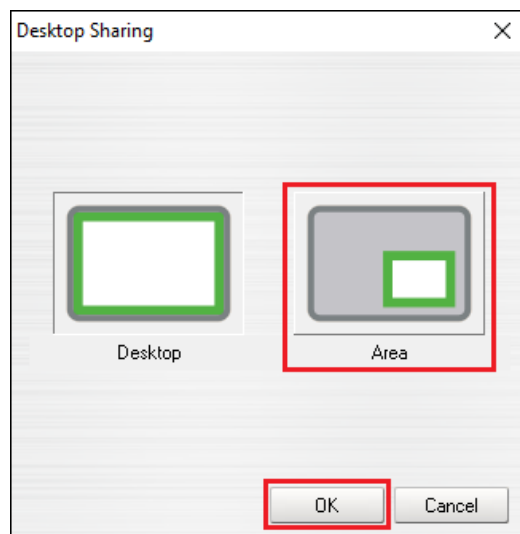
The Button in the Desktop Sharing and Application Sharing is the same.

6-7-1 Share your desktop within a certain range

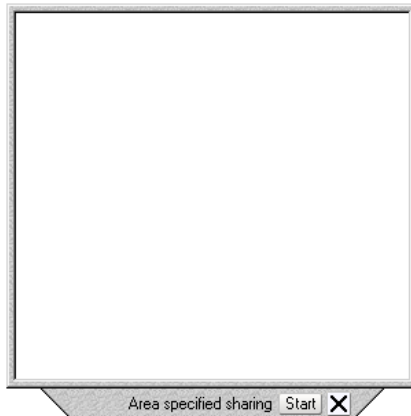
Click Desktop Sharing.

Select "Desktop Sharing" and a dialog box will open, select "Area" and Click the "OK" button.

Click the "Easy, Discussion, Wide, Seminar, V5Standard, classic" Select "Area" and click the "OK" button.



Border appears to specify the range.

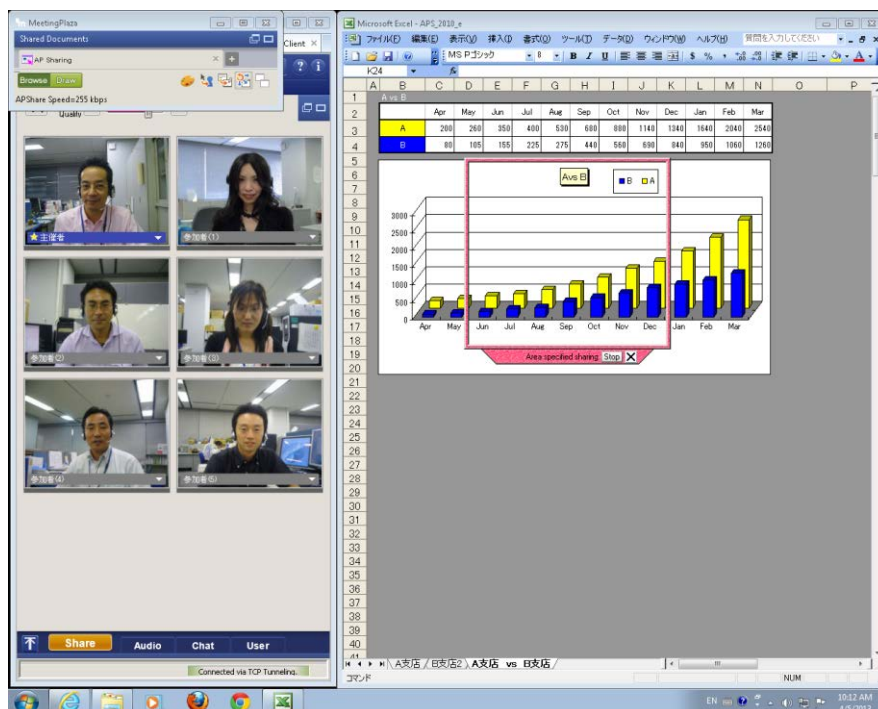


Expansion of the frame by moving the mouse to drag the four corners of the frame range can be reduced.

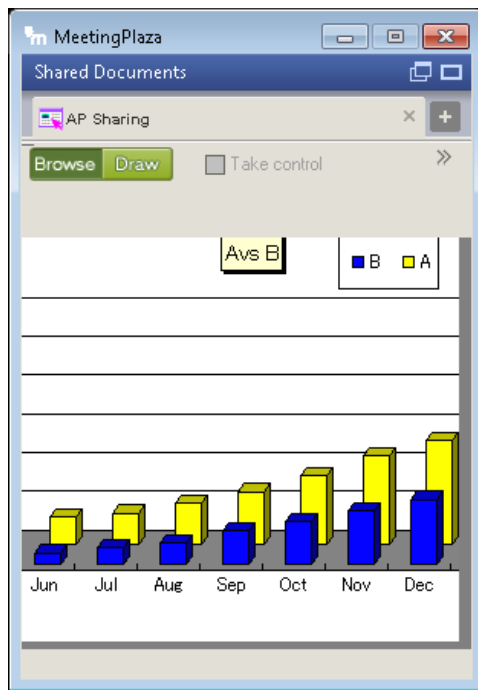
Also, you can move the position of the frame and drag the mouse range than the four corners of the frame. After deciding the scope to share, click Start button.

Share in a range, pink frame will be.

(This feature shares the desktops Master screen)



(Participants are sharing the entire desktop on screen)



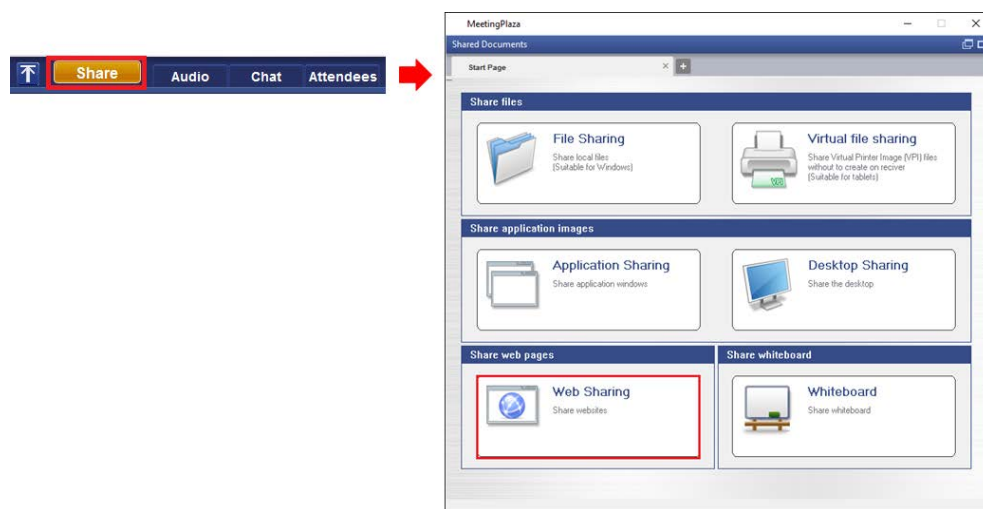
6-8 Web sharing

The following explains the operation and the function of Web sharing.

6-8-1 Specification of URL to be shared

To start web sharing, use the following procedure.

(Standard)



(Discussion, Wide, Seminar, V5Standard, classic)

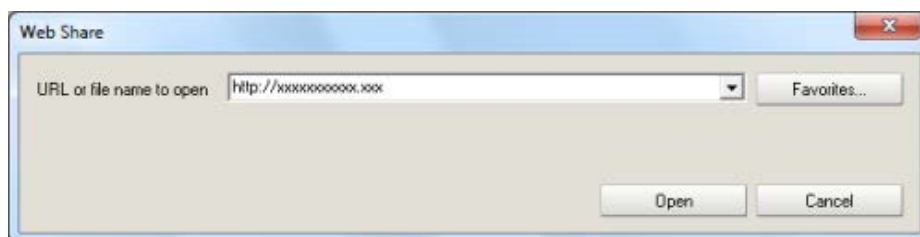


(Easy)



File Name / URL enter.

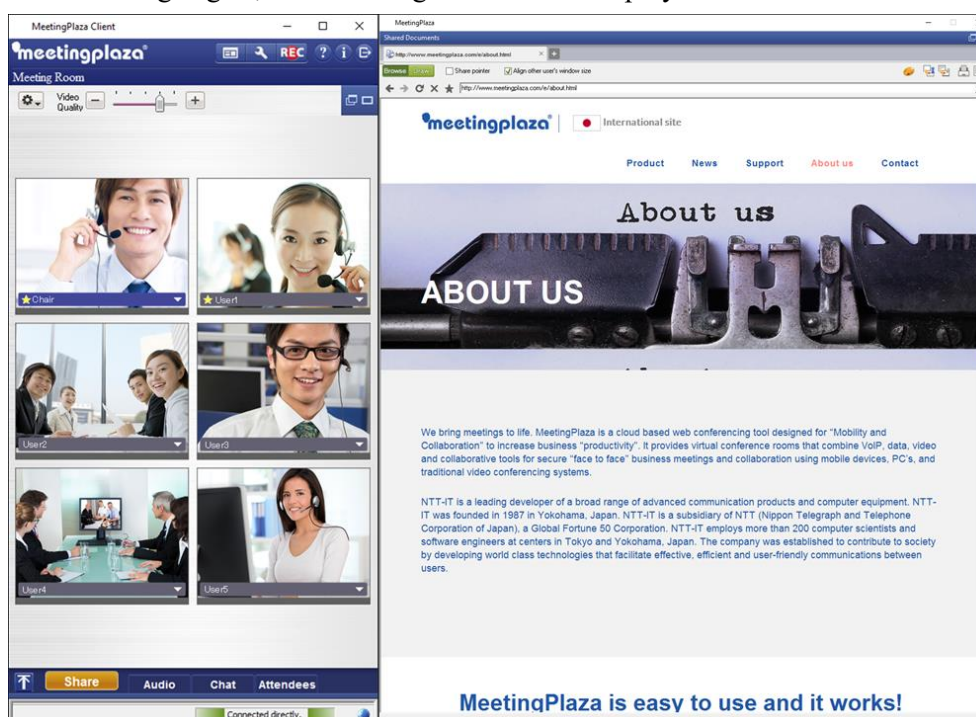
You can also choose from your favorites.





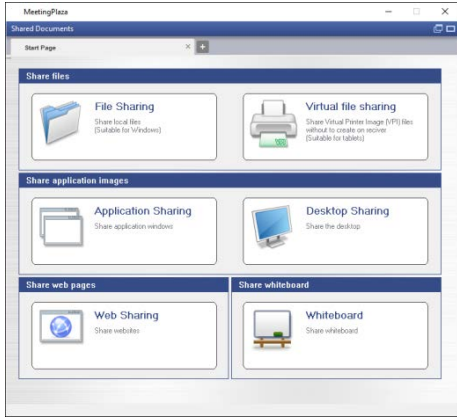






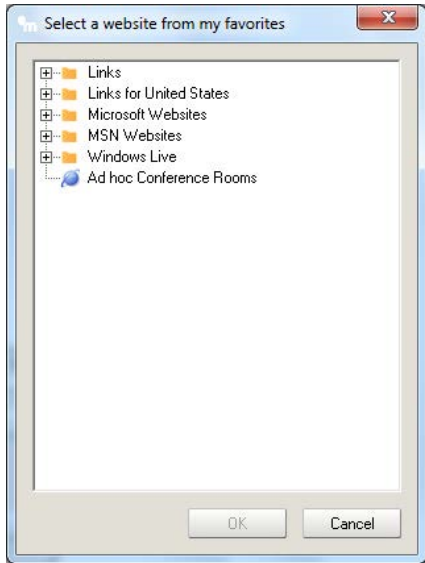

Menu and button in window	Operation and function when click or selected.
"File name/URL"	URL of the shared Web page is inputted.
Favorite	When URL is selected from your IE favorites.
Open	The Web sharing begins with specified URL.
Cancel	This window is shut without doing anything.

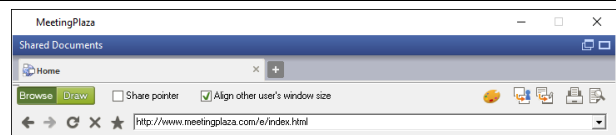




6-8-2 Screen of Web sharing

When sharing begins, the following windows are displayed.



Button in window	Operation and function when click or selected
 <Close>	Closes the shared document.
 <Open a new view>	Dialog will appear to start sharing data such as shown below.

	
 <Browser>	Mode can read the article.
 <Whiteboard>	Switches from Browser mode to Whiteboard Mode.
<input type="checkbox"/> Share pointer <Sharing pointer>	When this button is clicked, you have a shared pointer. Up to 8 users can have one and each pointer has a different color.
<input checked="" type="checkbox"/> Align other user's window size <Synchronize window size>	Re-sizes all shared windows to your current view. This button is displayed only to privileged users.
 back	It returns on the previous page.
 Next	It advances to the next page.
 Rereading the url	It accesses URL again.
 Favorites	Favorites from IE when you click the URL selected. 
 [Draw]	The pen tool icon is displayed on the top of the Web sharing screen and ready to use.

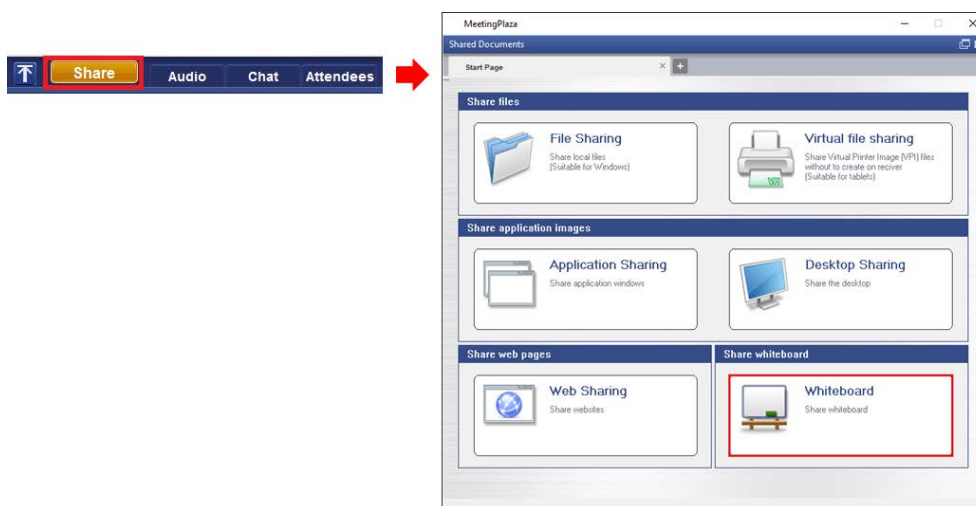
	
 This view is copied in non-common window.	URL that is opening now is opened in non-common window.
 It copies it to the view of a new electronic white board.	The Web page that is opening is displayed in a newly opened electronic white board.
 Print	The print dialog opens, and the displayed Web page can be printed.
 Print preview	The print preview window is displayed.

6-9 Whiteboard

6-9-1 Beginning of whiteboard sharing

Below describes the whiteboard function

(Standard)



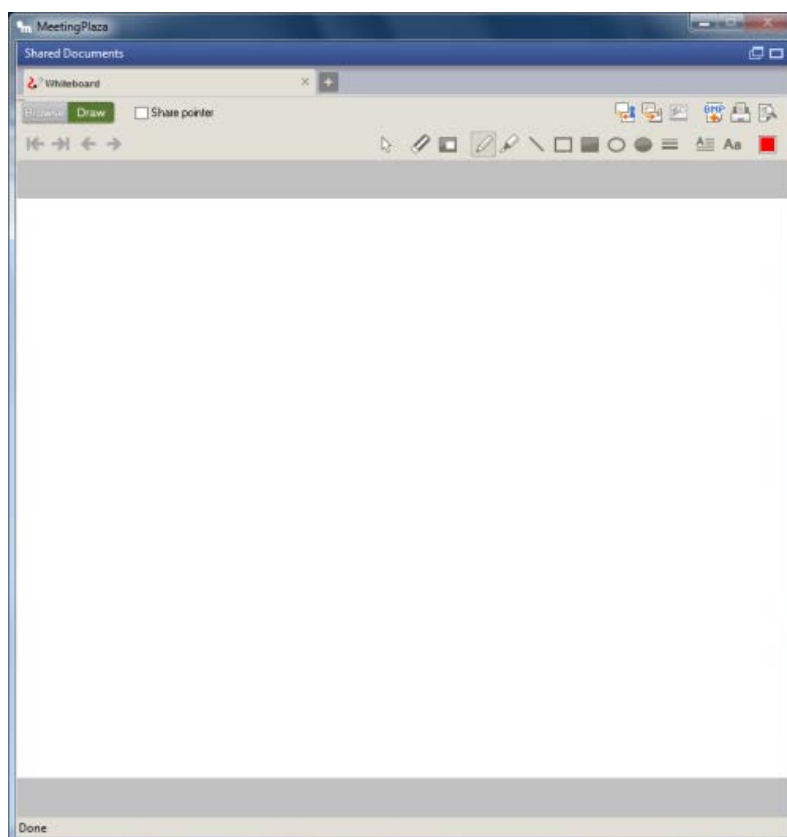
(Discussion, Wide, Seminar, V5Standard, classic)





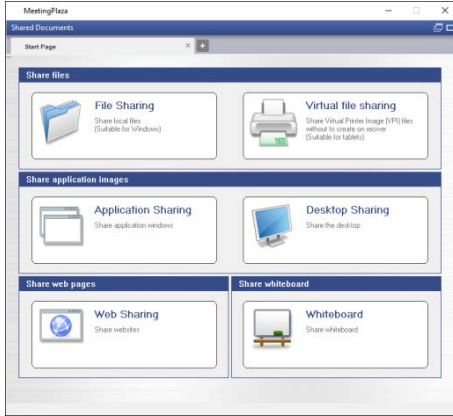












(Easy)
















Whiteboard display.



Button in window	Operation and function when click or selecting it
 <Close>	Closes the shared document.
	Dialog will appear to start sharing data such as shown

<Open a new view>	below.
	
 <Whiteboard>	Switches from Browser mode to Whiteboard Mode.
<input type="checkbox"/> Share pointer <Sharing pointer>	When this button is clicked, you have a shared pointer. Up to 8 users can have one and each pointer has a different color.
 Return to beginning	Moves to the beginning
 Return to end	Moves to the end of the last operation
 Back	It returns to the previous operation.
 forward	Moves to the next operation
 Selection	Select the loaded object. Right-click of the object selected (surrounded by dotted-lines) and a pop-up menu displays. To delete the selected object, click [Delete] to proceed.
 Eraser	Writing is erased.
 Range deletion	The range of the text to be deleted is specified.
 Pen	Can writes with the pen tool.
 Marker	Can writes with the marker tool.
 Straight line	The draw a straight line.
 Quadrangle	A quadrangle frame is drawn.

 Quadrangle (painting out)	The quadrangle (paint out) is drawn.
 Oval	An oval frame is drawn.
 Oval (painting out)	The oval (paint out) is drawn.
 Setting of stroke width	The stroke width is set.
 Text	The place for typing text.
 Setting of font	The font is set
 Setting of color	The color is set.
 This view is copied to a non-common window.	The whiteboard that is opening now is opened in non-common window.
 Copies to a new electronic white board.	The whiteboard that is opening is displayed in newly opened whiteboard.
 The background is deleted and a white board is displayed.	The background is deleted, and the whiteboard is displayed.
 Save as	The whiteboard is saved as a bmp file.
 Print	The print dialog box opens, and the whiteboard can be printed
 Print preview	The print preview window is displayed.

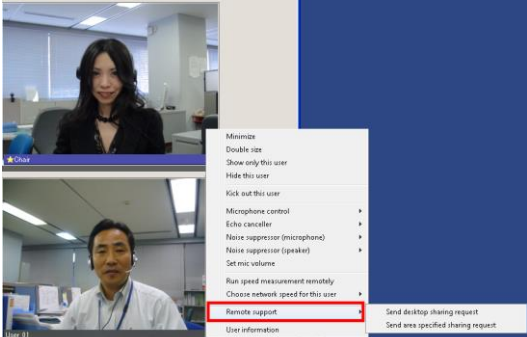
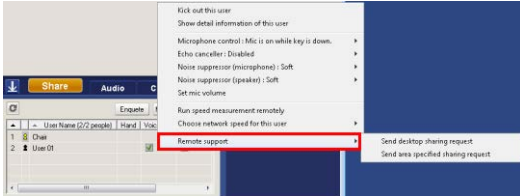
To paste an image to the whiteboard, please open the file and copy the image first. Go to the whiteboard, right-click on its screen and select "Paste bitmap" from the pop-up menu to proceed.



Click outside the image and paste to complete the paste.

6-10 Remote support

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

1) It begins to click the lower right of participant's screen.	2) It begins to right-click in the name of the user more than the user list.
	

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

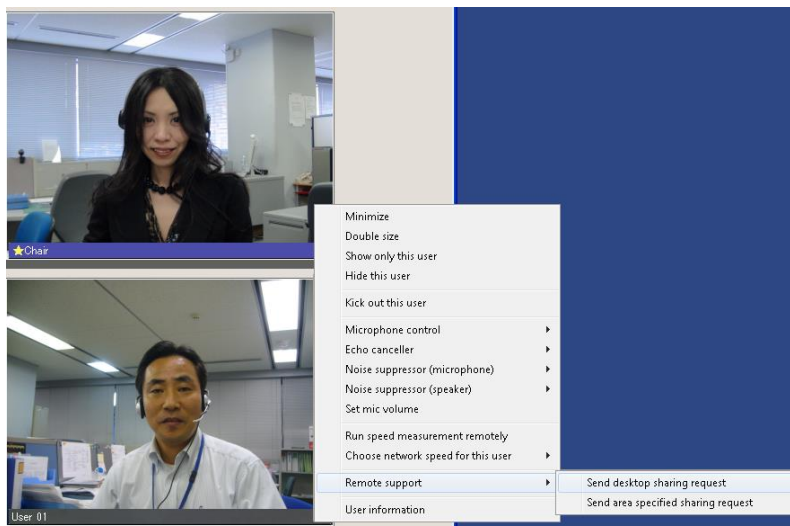
Attention :

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

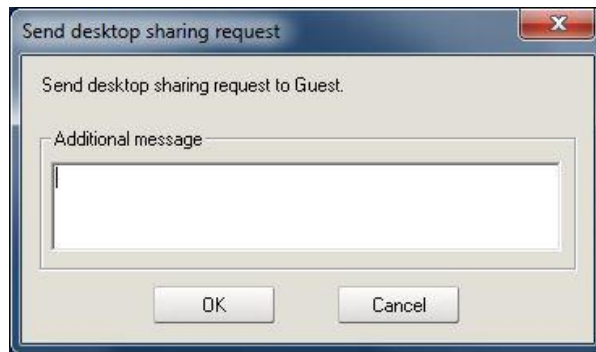
[Send desktop sharing request] and [Send area specified sharing request] cannot be done at the same time.

6-10-1 Send desktop sharing request

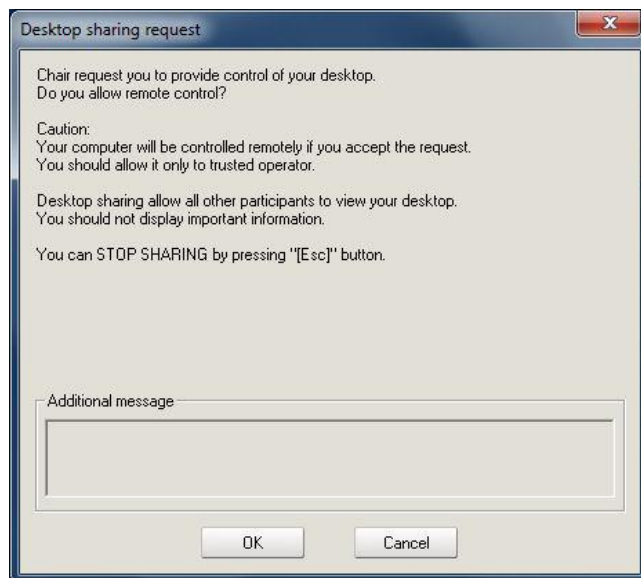
1. [Send desktop sharing request] is selected from Remote support.



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



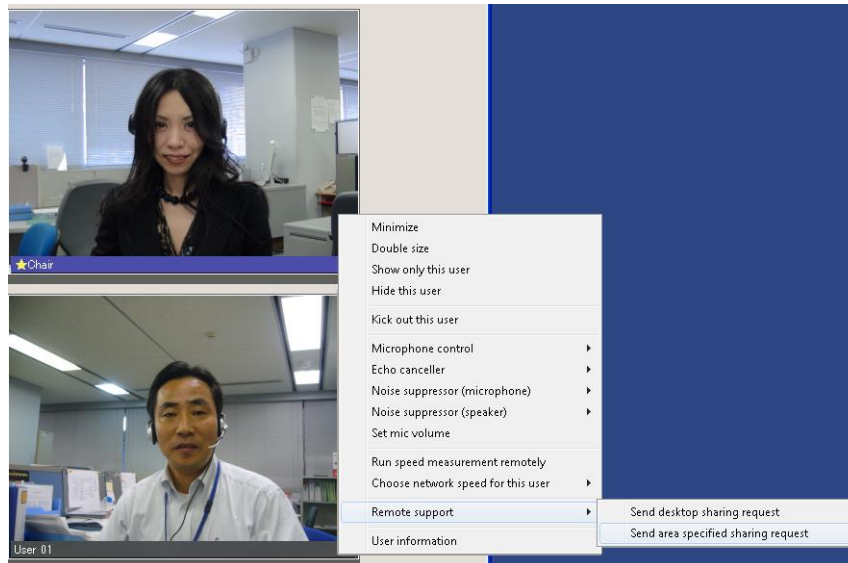
-
-
3. [OK] is clicked.
4. Desktop common request screen is displayed by the participant.



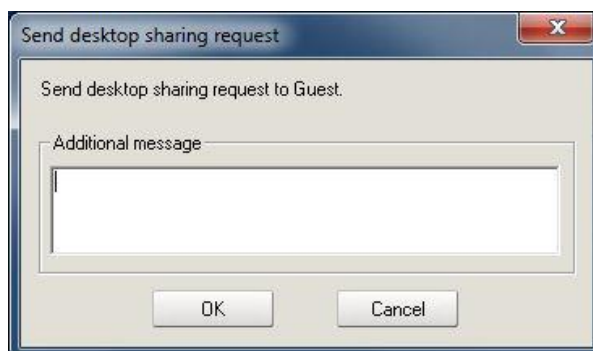
-
-
-
-
5. When the participant clicks [OK], the organizer can remotely operate desktop of the participant.

6-10-2 Send area specified sharing request

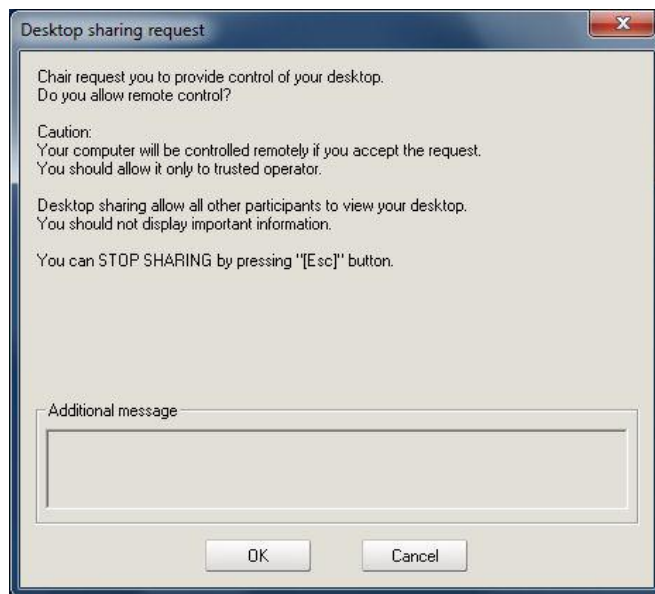
1. [Send area specified sharing request] is selected from a remote support.



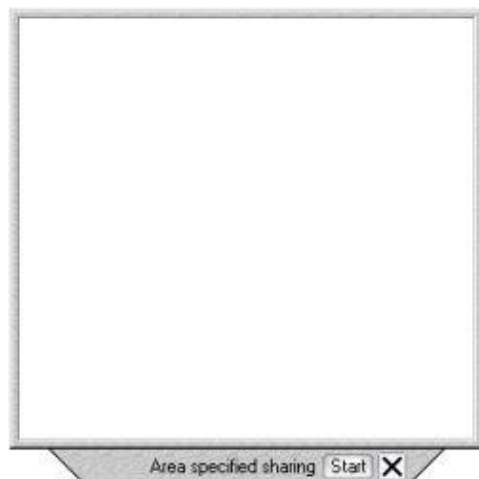
2. The request screen of the range specification sharing is displayed. The character can be input to the body of the message of the addition.



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



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



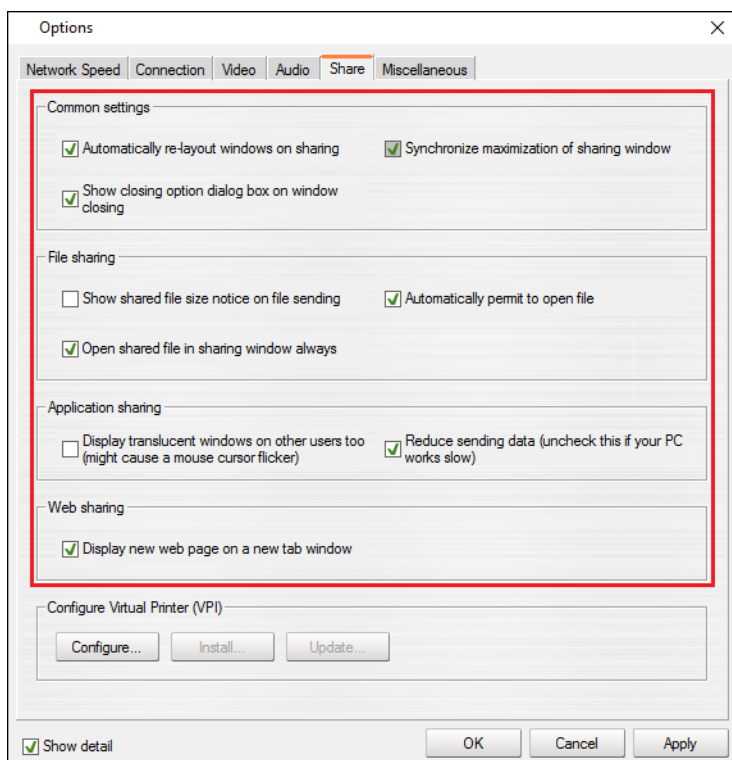
7. If the range is specified, and [Start] is clicked, the frame becomes a pink color.



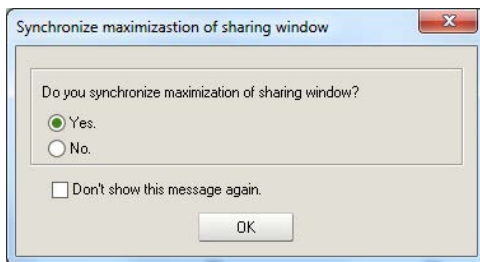
8. Desktop from which the participant range is specified for the organizer can be remotely operated.


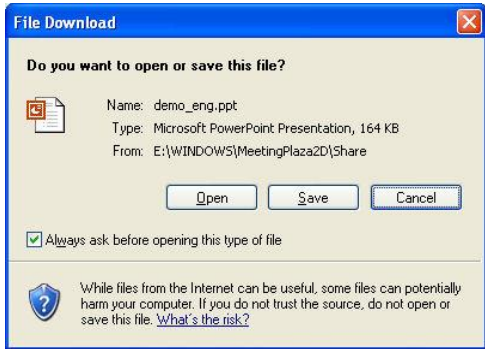
6-11 Other settings concerning common function

An additional setting of various set windows concerning the common function in the other can be done.



* If [Show detail] is ON.

Check box in window	Operation and function when turning it on
Automatically update the screen layout when sharing starts	When the check box is turned on, video screen is shrunk and moves to the left of the page during file sharing.
Synchronize maximization of sharing window	<p>Maximize shared window / shrink when performing specify whether to display the following message.</p>  <p>It shows on meeting host's screen only.</p>
Show closing option dialog box on window closing	It is specified whether to display the message like the figure below when sharing ends.

	 <p>A dialog box titled "Close document sharing window". It asks "How do you want to close?" with three radio button options: "Close only my window.", "Close all other user's window. (Default)", and "Close this view.". Below these are three checked checkboxes: "Close this view.", "Close document sharing window", and "Close all other user's window. (Default)". At the bottom, it says "This window will be closed 14 seconds later." and has a checkbox for "Don't show this message again." with "OK" and "Cancel" buttons.</p>
Show shared file size notice on file sending	It is specified whether to display the alert message displayed at 20 seconds or more in the size of the file that tries to be shared larger than that of 40000 bytes, and sending and receiving time of the presumption requested from the size of the file (I and other participants) and the network speeds.
Automatically permit open file	<p>When sharing the file is started, the following warning might be displayed according to the setting of the PC. It is specified whether to open material without displaying this warning in the common window.</p>  <p>A "File Download" dialog box asking "Do you want to open or save this file?". It shows a file icon, "Name: demo_eng.ppt", "Type: Microsoft PowerPoint Presentation, 164 KB", and "From: E:\WINDOWS\MeetingPlaza2D\Share". There are "Open", "Save", and "Cancel" buttons. A checkbox "Always ask before opening this type of file" is checked. At the bottom, a warning icon and text state: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?"</p>
Open shared file in document sharing window	When the shared file is received, the file specifies whether to open in the common window even when operating no opening (for instance, PowerPoint2007) in Internet Explorer.
Capture layered window on AP sharing	It is specified whether to share a translucent window when AP is shared. The mouse cursor might flicker.
Reduce data usage (If PC runs slowly, please turn off the check box)	During AP sharing, it caches the block data received and reuse them when the same set of data is needed. By preventing sending the duplicated data, data usage is reduced practically. Please turn off the check box, if your PC runs slowly.
Display new web page on a new tab window	Whether it displays it when "Link" that does the operation displayed in another window is clicked by a new view is specified.

7 Recording and reproduction of conference(Optional)

MeetingPlaza has two recording modes,

(1) Local recording (saved to your PC)

(2) Server recording (saved to MeetingPlaza server)

The following describes the recording function.

7-1 Assigning recording authority

Only selected users are allowed to record the meeting. Users that are authorized to do so are selected at the time of scheduling a meeting, or at user registration for use of Adhoc meeting room

1) Conference is scheduled.

When the conference is scheduled those who have the ability to record the meeting are designated with a (on) ☒ next to their name in the participant list.

User

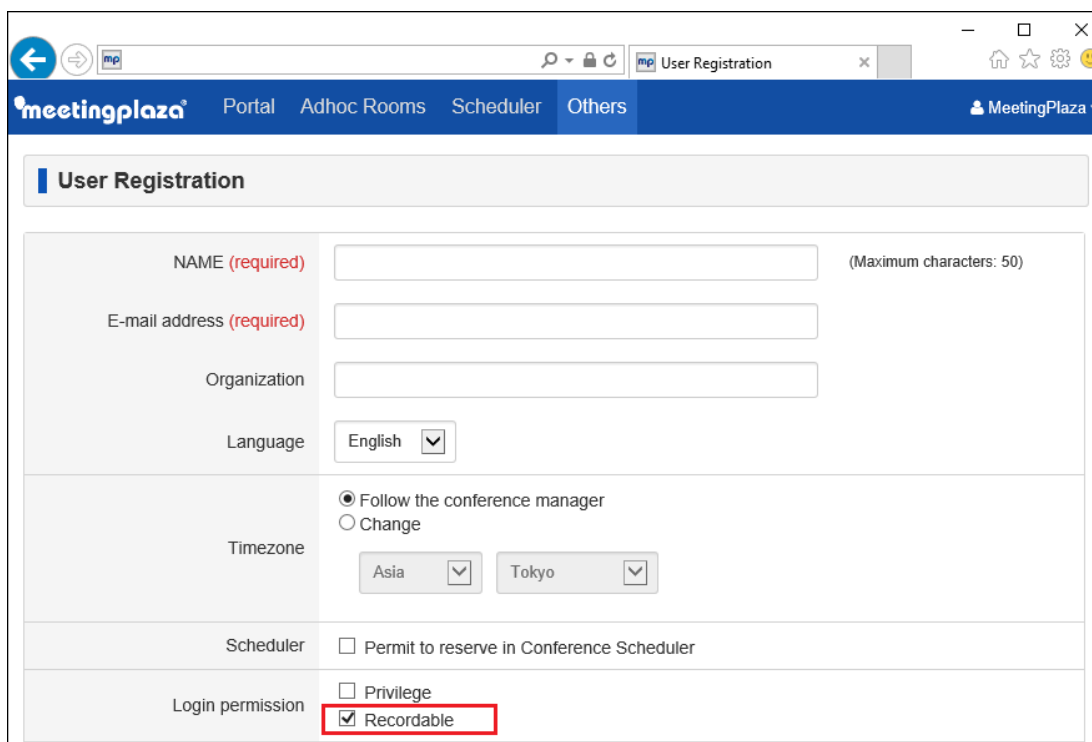
DirectoryImport CSV

(Max 10 users)add participants

	Name	E-mail address	Privilege	Recordable	Delete
Chair	MeetingPlaza	meetingplaza@example.com	+ ✓	<input checked="" type="checkbox"/>	-
2 (User ID)	MeetingPlaza A	meetingplaza-a@example.com	□	<input type="checkbox"/>	-
3			+ □	<input type="checkbox"/>	-

2) How to authorize a user of Adhoc meeting room to record at meeting.

At user registration, by turning the check box ☐ of <RECORDABLE> ON ☒, the user is authorized to record the meeting. Please turn ON ☒ of users that are allowed to record.



The screenshot shows a web browser window with the MeetingPlaza logo and navigation tabs: Portal, Adhoc Rooms, Scheduler, and Others. The 'User Registration' page is active. The form contains the following fields and options:

NAME (required)	<input type="text"/>	(Maximum characters: 50)
E-mail address (required)	<input type="text"/>	
Organization	<input type="text"/>	
Language	English <input type="button" value="v"/>	
Timezone	<input checked="" type="radio"/> Follow the conference manager <input type="radio"/> Change Asia <input type="button" value="v"/> Tokyo <input type="button" value="v"/>	
Scheduler	<input type="checkbox"/> Permit to reserve in Conference Scheduler	
Login permission	<input type="checkbox"/> Privilege <input checked="" type="checkbox"/> Recordable	

The 'Recordable' checkbox under 'Login permission' is highlighted with a red rectangle.

7-2 Beginning and ending recording

To record a conference click on the record button in the function box.

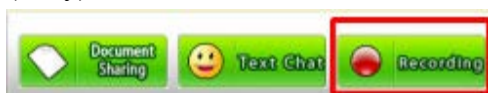
(Standard)



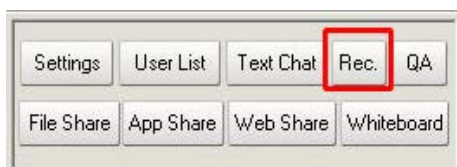
(Discussion, Wide, Seminar, V5Standard)



(Easy)

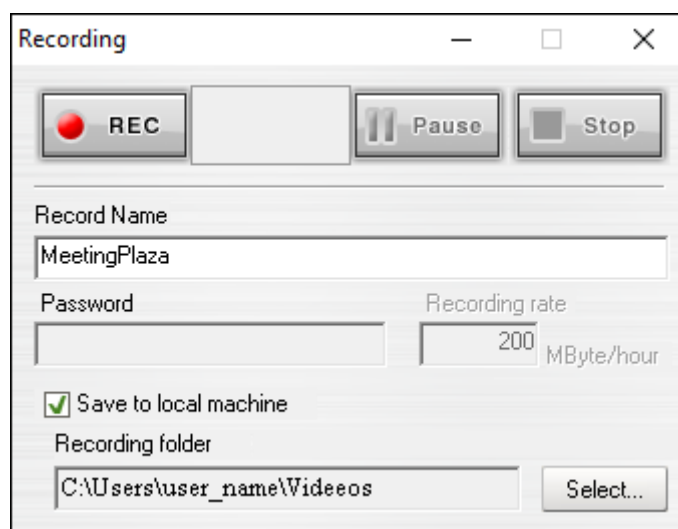


(Classic)



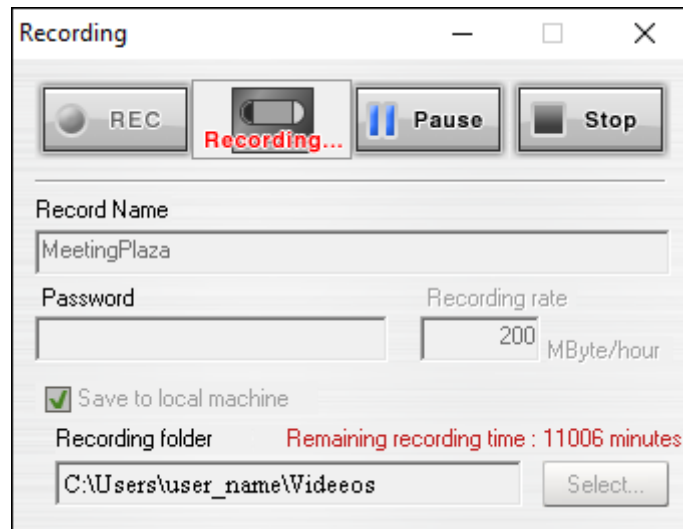
The record window is opened and the user can designate where the recorded files are to be stored.

The "Record Name" is used in the conversion to an AVI file once the recorded data is saved



The default path of recorded folder is "C ¥ Users ¥ user name ¥ Videos". Under the folder, recorded files are saved in the order of date and time. To change the location to save your recorded file, please click [Select] and proceed.

When recording has begun, the record button is active. To stop recording click the pause button, to begin recording again click the pause button. To end the recorded session click on the stop button



We are recording a user, in the lower left "REC" is displayed and can be seen from the recognition by other users.



Please be aware of the following to do a local recording.

- Please start file sharing after the local recording begins. Shared file before local recording starts is not recorded.
- To record a file sharing, please start recording when more than two(2) participants are in the room. Share a file after recording starts.
- To record questionnaire results, user needs to check on "Distribute the summary results to participants".
- During Web sharing, only the URLs are recorded. The contents of the Web page are not recorded.
- Video layout shown during the meeting is not retained.

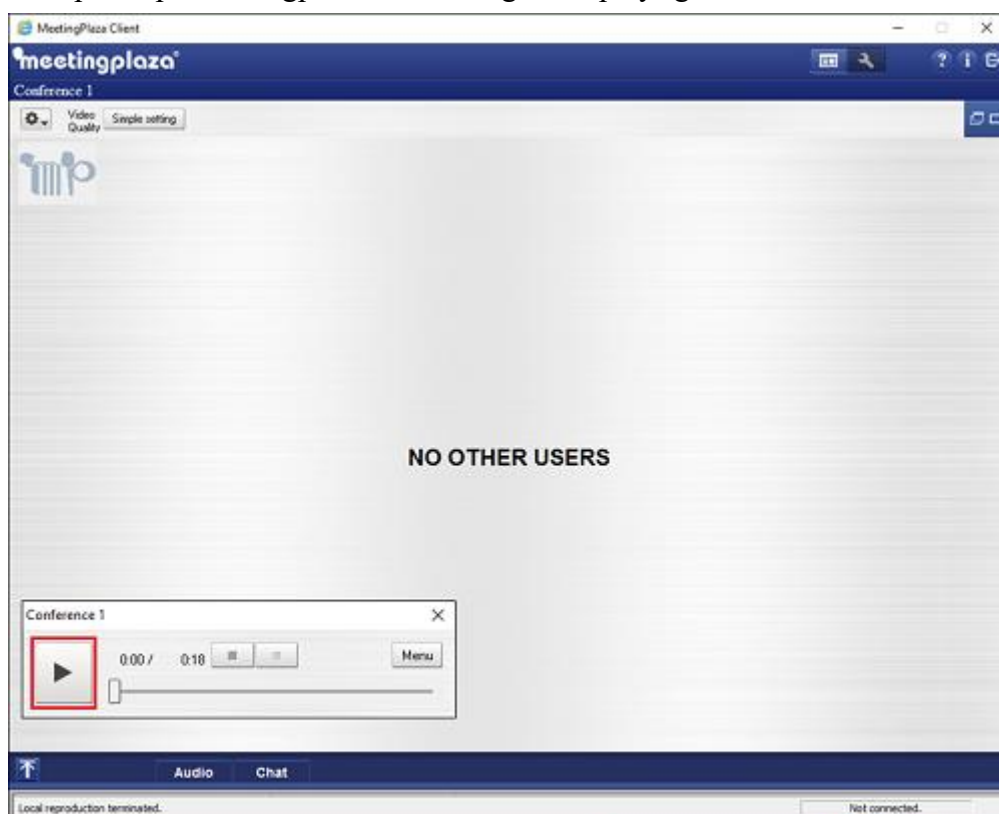
7-3 Replaying of local recording

In V8.0, a "play.html" is saved in the same recorded folder. Please use this .html to replay the recording.

For local recording recorded under V7.1 and before, please follow the instruction to replay the recording.

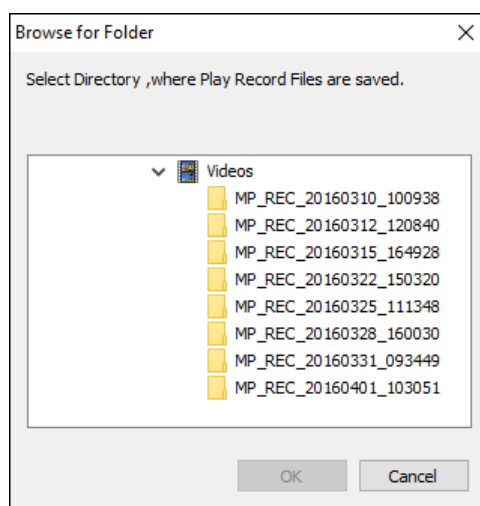
Access the following URL. To replay the recorded conference

<https://asp1.meetingplaza.com/recmgr/localplay.cgi>




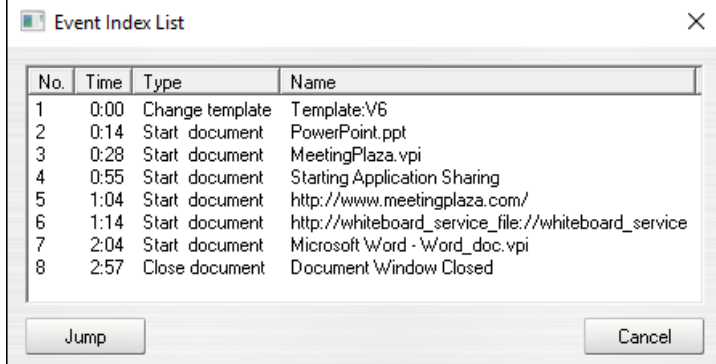




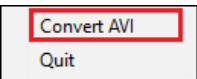
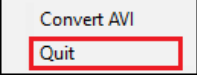
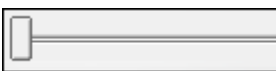


The status as, "Not connected".

Click on the local play button and select the folder where the information was saved to and click "OK" view the recorded conference.

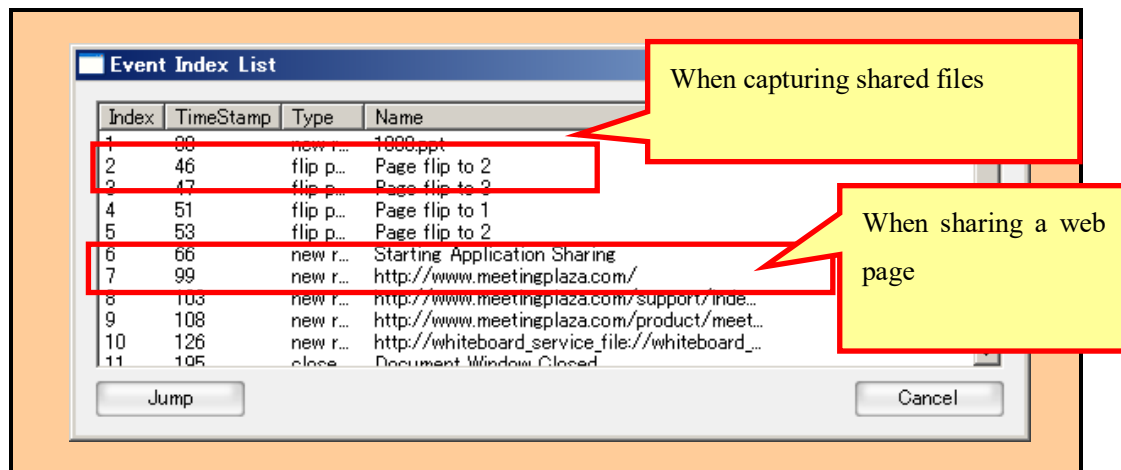


The function of the button in this window is as follows.

Button in window	Operation and function when click or selecting it
Image quality setting bar	The image quality when replaying can be adjusted. Please see Chapter 5-2-5 in detail.
Local reproduction	The record folder is selected.
 [Index]	Allows one to select the a given point in the video

		
 Play	Start the recording. (The record folder is selected.)	
 Pause	Stopped temporarily the recording	
 End	End the recording	
 Menu	 AVI conversion	Convert the recorded conference to an AVI file. * AVI conversion is available when the network is disconnected.
	 [Quit]	Stop playback of a local recording.
 Slider	The recorded point can be changed by moving the slide.	
 Voice setting	Setting the volume of the recording 	

Please note that that shared files may not show when the position of the video file is move on playback.



7-4 AVI conversion of local recorded file

MeetingPlaza has the ability to convert the recorded conference into AVI format. The AVI file produced can also be edited with software and displayed using Windows Media Player.

Only voice and video can be converted to the AVI format. Shared files and chat windows are not converted.

7-4-1 Procedure for AVI conversion

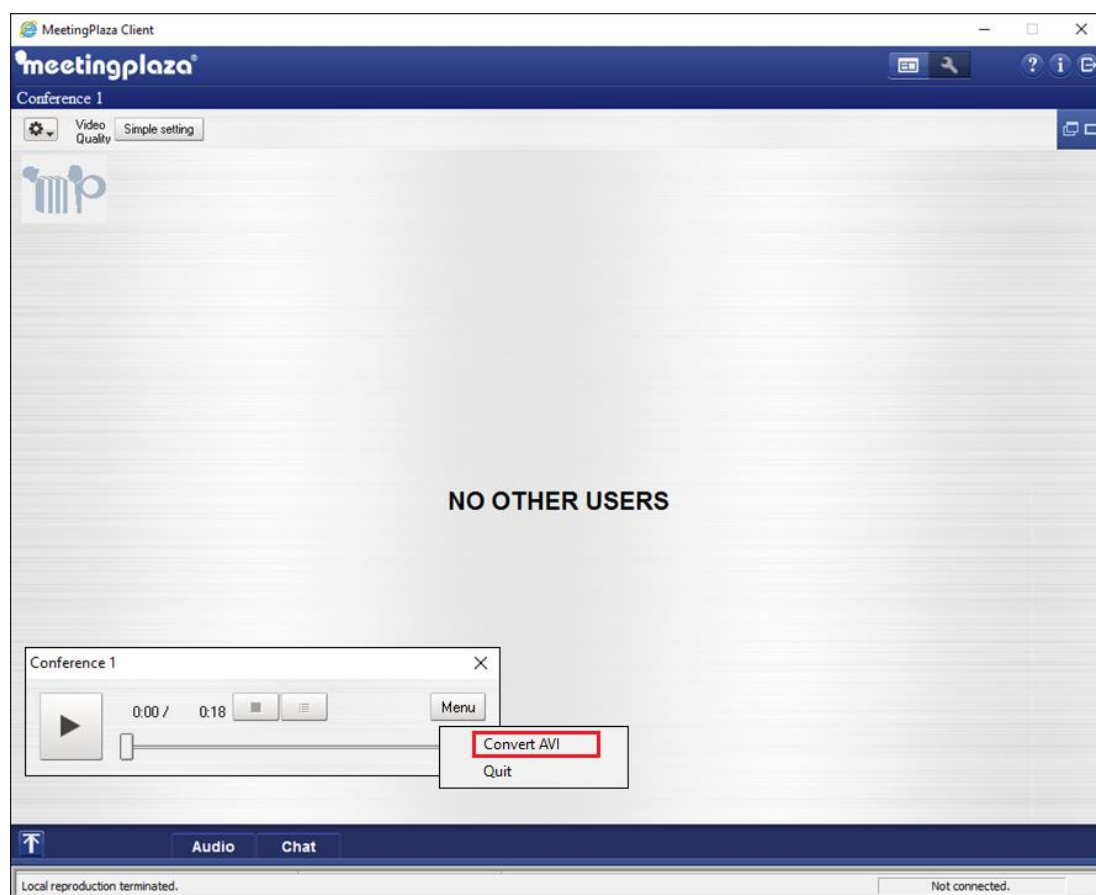
The conversion procedure for AVI format is described below.

1) AVI conversion for a recorded conference.

Open your browser and go to the following URL:

<http://your server name'/recmgr/localplay.cgi>

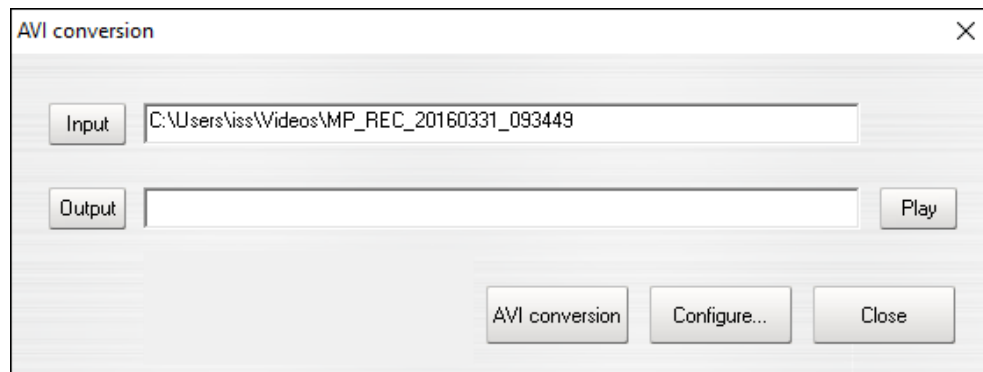
Click on the AVI button.



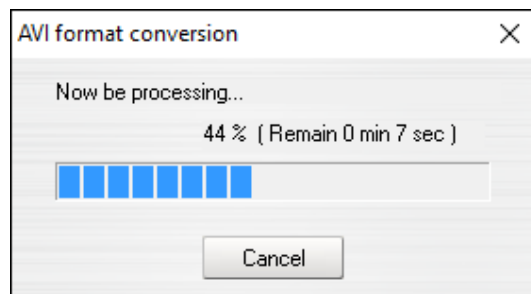
2) The input and output files are designated for AVI conversion to begins.

Because the following windows are displayed, the folder name for the input and output files are designated.

AVI conversion begins by clicking on the AVI conversion button.

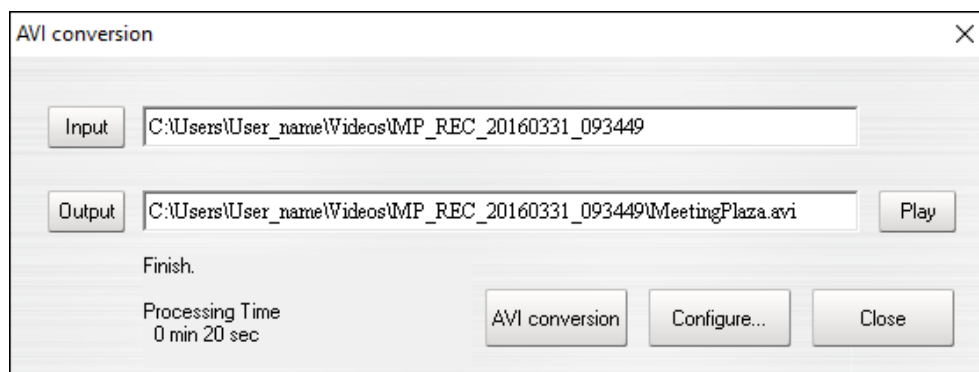


As the file is being converted progress is shown in the processing window



3) End of AVI conversion

When AVI conversion ends, the following window is displayed. The AVI file can be viewed by clicking on the “play” button.¹⁴

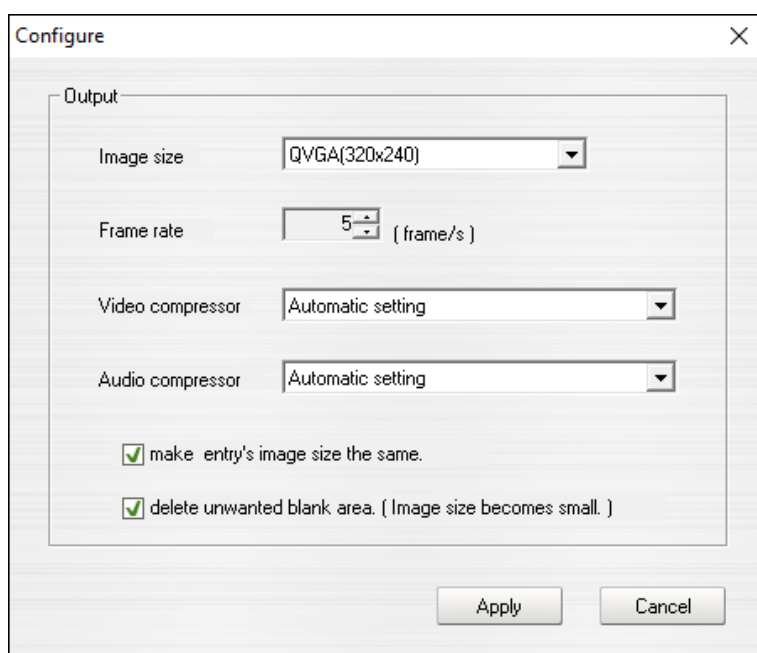


Conversion time and play quality is dependent on the computer speed

¹⁴ Windows media player can be used for the video playback.

7-4-2 Setting change of AVI conversion

The following window is displayed when the setting button in the AVI conversion window is clicked. The AVI conversion parameters can be specified.



The function of the button and the menu in this window is as follows.

Button and menu in window	Operation and function when click or selecting it
"Image size"	There are eight image sizes (side x length), that are available, SXGA(1280x1024), XGA(1024x780), SVGA(800x600), VGA(640x480), CIF(352x288), QVGA(320x240), QCIF(176x144), and QQVGA(160x120).
Frame rate	The frame rate can be set to 1-30 frame/second.
Video compression	The video compression (compression method of the image) is set. Please refer to Chapter 7-4-3 for details.
Audio compression	The audio compression (compression method of the voice) is set.
"The image size of the participant is made the same."	All image sizes are expanded to the same size when the image size of the conference participant (eight times, four times, and twice and standard screens) are different.
"All unnecessary blank is deleted (The image size becomes small)"	All blank areas in the browser are deleted.

7-4-3 Details of video compression

The video compression (compression method of the image) is set. The necessary video compression codec must be installed on the computer doing the conversion.

Video compression	Explanation	type of video CODEC
Automatic setting	The codec that can be used is automatically set.	
Microsoft MPEG-4 V2 (compressibility valuing)	The compressibility is valued.	Microsoft MPEG-4 Video Codec V3
Cinepak (interchangeability valuing)	Interchangeability is valued.	iccvid.dll
IndeoR 5.10 (image quality valuing)	The size of the file is valued.	IndeoR video 5.10
Microsoft Video 1 (speed valuing)	The processing speed is valued.	msvidc32.dll
No compression	It doesn't compress it. The image quality is not deteriorated. (Please note that the size of the file grows very much.)	

Tips

Users can verify your [Video Codec] by follow these steps. Open Windows Media Player, click <help> - <About>.Click on <Technical Support Information>. This is to verify whether Video Codec is installed.

7-4-4 Details of audio compression

The audio compression (compression method for voice) is set as follows

Audio compression	Explanation	property of audio CODEC
Automatic setting	The codec that can be used is automatically set.	
Microsoft ADPCM (tone quality valuing)	Tone quality is valued.	msadp32.acm
GSM 6.10 (valuing of size of file)	The size of the file is valued.	msgsm32.acm
PCM (no compression)	Tone quality is not deteriorated.	Microsoft PCM Converter

Tips

Users can verify your [Audio Codec] by follow these steps. Open Windows Media Player, click <help> - <About>. Click on <Technical Support Information>. This is to verify whether Audio Codec is installed.

7-4-5 File transfer time and file size estimation

Below, is the file transfer time and file size estimation for recorded one-hour meeting data (300Mbps) to AVI format.

Video compression	Audio compression	Image Size (Horizontal×Vertical)	Frame rate (Frame/Second)	Transfer Time (Minute)	File Size (Mbps)
Microsoft MPEG-4 V2	Microsoft ADPCM	QVGA (320x240)	10	5	143
Microsoft MPEG-4 V2	Microsoft ADPCM	VGA (640x480)	10	45	165
Cinepak	Microsoft ADPCM	QVGA (320x240)	10	140	820
Cinepak	Microsoft ADPCM	VGA (640x480)	10	400	2860
IndeoR 5.10	Microsoft ADPCM	QVGA (320x240)	10	20	200
IndeoR 5.10	Microsoft ADPCM	VGA (640x480)	10	280	500
Microsoft Video 1	Microsoft ADPCM	QVGA (320x240)	10	5	340
Microsoft Video 1	Microsoft ADPCM	VGA (640x480)	10	120	660
Non-compression	Microsoft ADPCM	QVGA (320x240)	10	5	10350
Non-compression	Microsoft ADPCM	VGA (640x480)	10	50	38740

7-5 Server recording and replaying

Recorded data is added to folders based on conference room selected. Reservation data is added to user ID folder (CS: user ID), and conference that are logged in via Ad hoc Room is added to adhoc folder.

7-5-1 Types of Users

There are five types of login accounts for Record Reproduction and Management.

Account Type	Records Available to the Account	Available for Edit?	Available to View?
System Record Administrator	All records. Only one Administrator account is allowed.	○	○
Ad hoc Room Record Manager	All records made using the Ad hoc Login Tool. Only one Ad Hoc account is allowed.	○	○
Conference Room Record Manager Registration and modification on this account is done through the Conference Scheduler	Only records taken in the corresponding conference room.	○	○
Conference Room Record Viewers Registration and modification of these accounts is done through the Conference Scheduler	Only records taken in the corresponding conference room.	×	○
Record Viewer	All records.	×	○

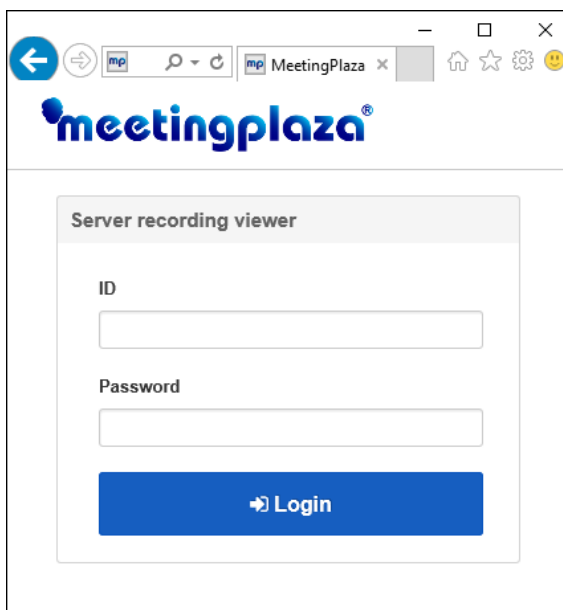
- There is one per each assigned ID to Record System Administrator and Ad hoc Room Record Administrator.
- Only the user or conference administrator is allowed to make modification on Record System Administrator and Ad hoc Room Record Administrator's ID or password.
- Only the conference administrator is allowed to register a conference room record administrator.
- Only the conference administrator is allowed to change conference room record administrator's ID or password.
- Only the conference administrator is allowed to register a conference room record viewer.
- Only the conference administrator is allowed to change conference room record viewer's ID or

password.

- Only the conference administrator is allowed to register a record viewer.
- Only the conference administrator is allowed to change record viewer's ID or password.

7-5-2 Login

1. Open the following page within a Web browser.
`http://'FQDN of the server'/recmgr/reclogin.cgi`. Login.
2. Enter your User ID and Password and click **SEND**.



The screenshot shows a web browser window with the MeetingPlaza logo at the top. Below the logo is a form titled "Server recording viewer". The form contains two input fields: "ID" and "Password". Below these fields is a blue button with a right-pointing arrow and the text "Login".

3. This brings up a list of Folders and Records.
4. The content of the list is determined by the type of Login ID.

7-5-3 Manage record files

After entering ID and password at login, a records list page is opened.

User clicks <Open all directory> to access to a list of recorded data.

To close the page, click <Close all directory>.

Accessible records vary depends on the authorization levels the user has.

(1) Example list for System Record Administrator

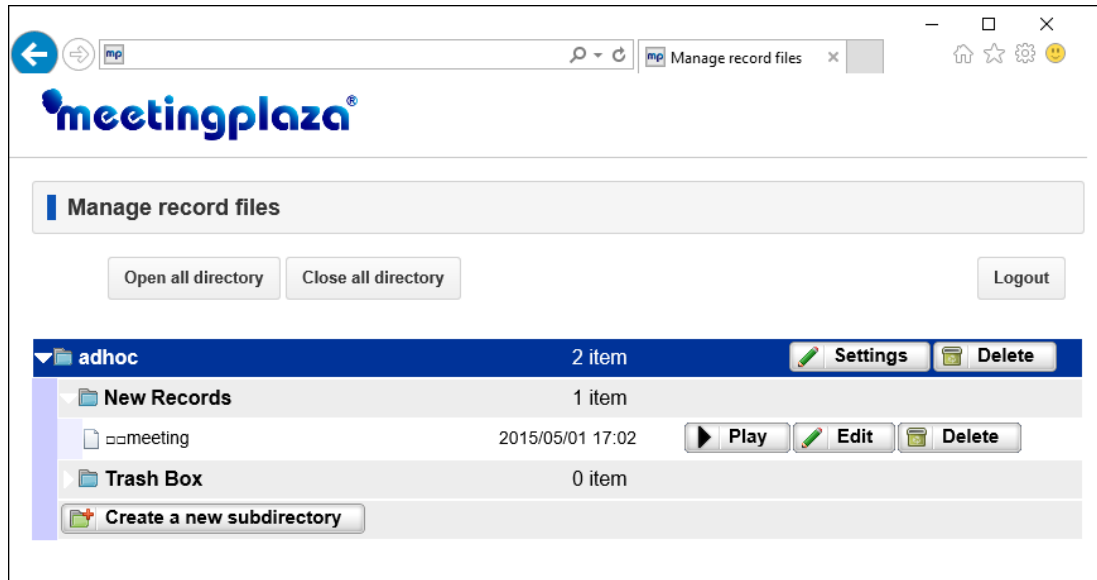
The screenshot displays the 'Manage record files' interface in a web browser. The browser's address bar shows 'mp' and the page title is 'Manage record files'. The MeetingPlaza logo is at the top left. Below the logo, there is a section titled 'Manage record files' with buttons for 'Create a new directory', 'Open all directory', 'Close all directory', and 'Logout'. The main content area shows a list of directories:

- adhoc** (2 item):
 - New Records** (1 item):
 - Meeting (2015/05/01 17:02) with Play, Edit, and Delete buttons.
 - Trash Box** (0 item)
 - Create a new subdirectory** button.
- CS_MeetingPlaza-hanako** (1 item):
 - New Records** (1 item):
 - Web meeting (2016/06/21 20:15) with Play, Edit, and Delete buttons.
 - Create a new subdirectory** button.
- CS_MeetingPlaza-taro** (1 item):
 - New Records** (2 item):
 - Meeting (2016/06/21 20:22) with Play, Edit, and Delete buttons.
 - Meeting (2016/06/21 20:00) with Play, Edit, and Delete buttons.
 - Create a new subdirectory** button.

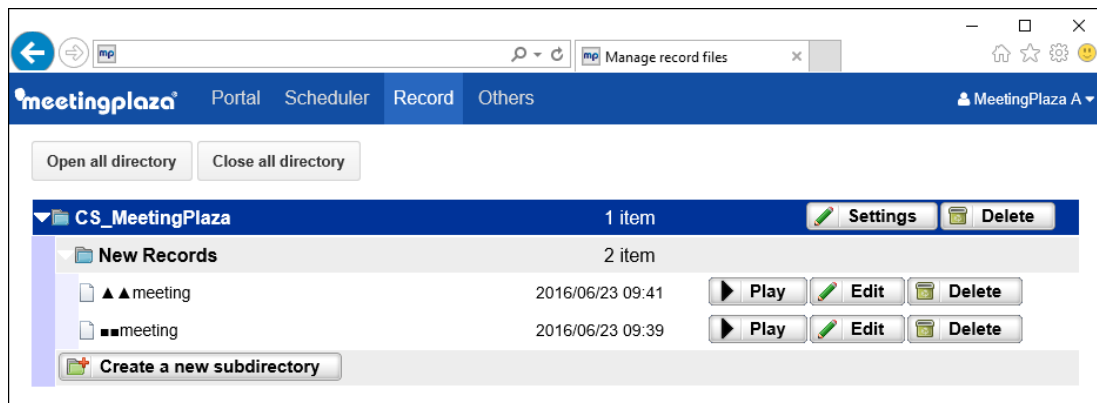
At the bottom, there are two summary sections:

- New Records** (0 item)
- Trash Box** (1 item)

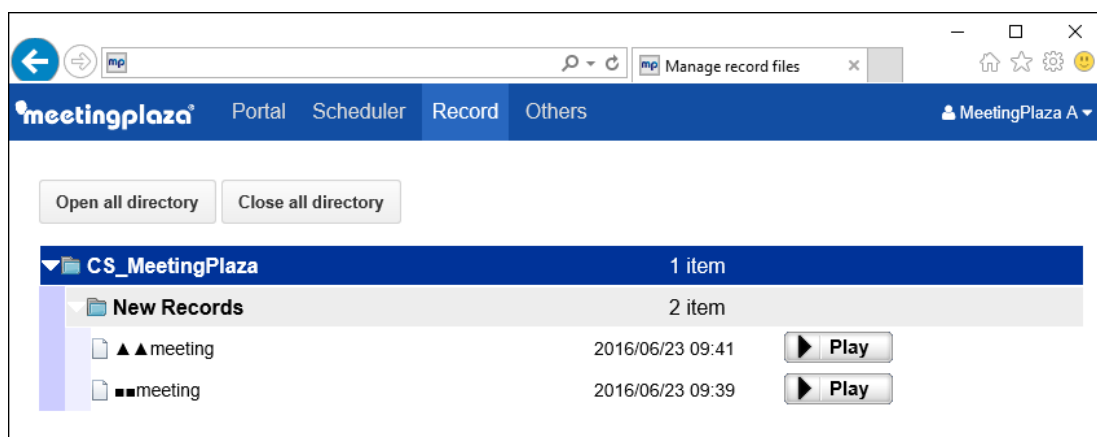
(2) Example list for Ad hoc Room Record Manager



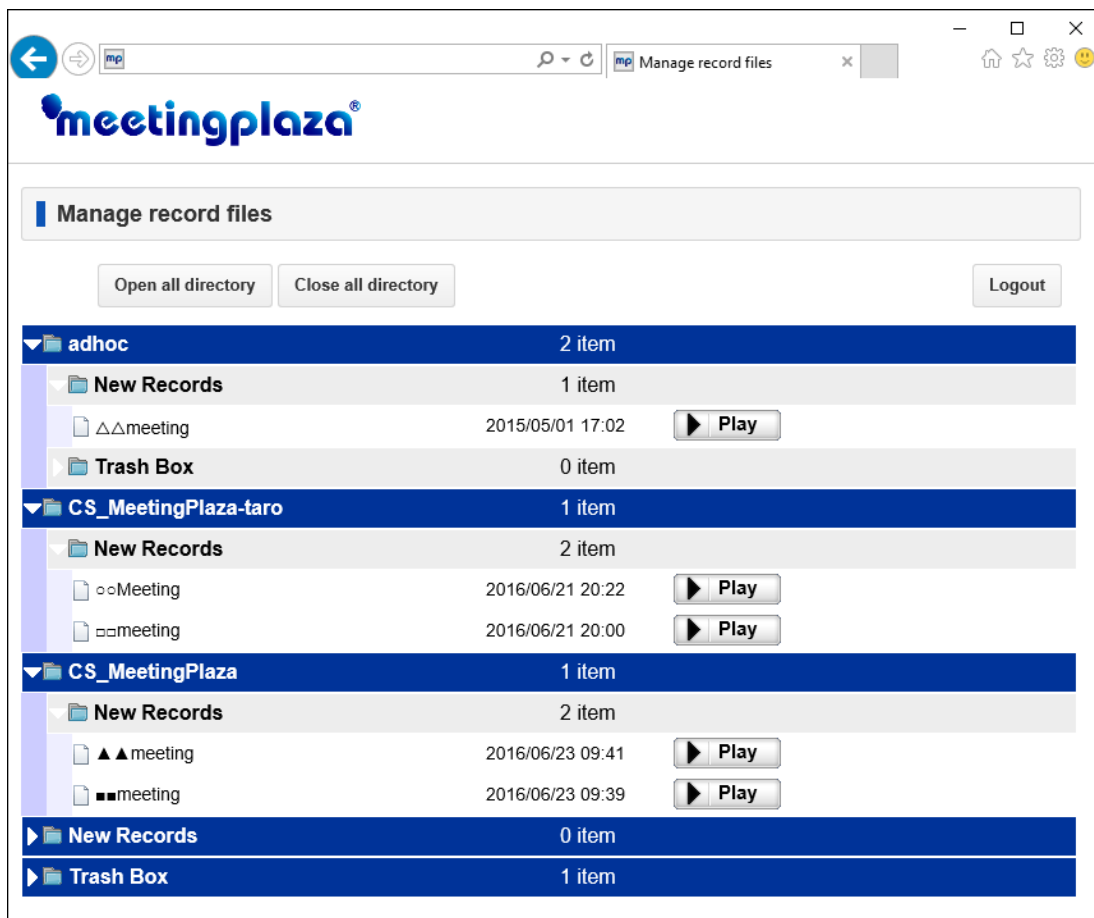
(3) Example list for Conference Room Record Manager



(4) Example list for Conference Room Record Viewer



(5) Example list for Record Viewer



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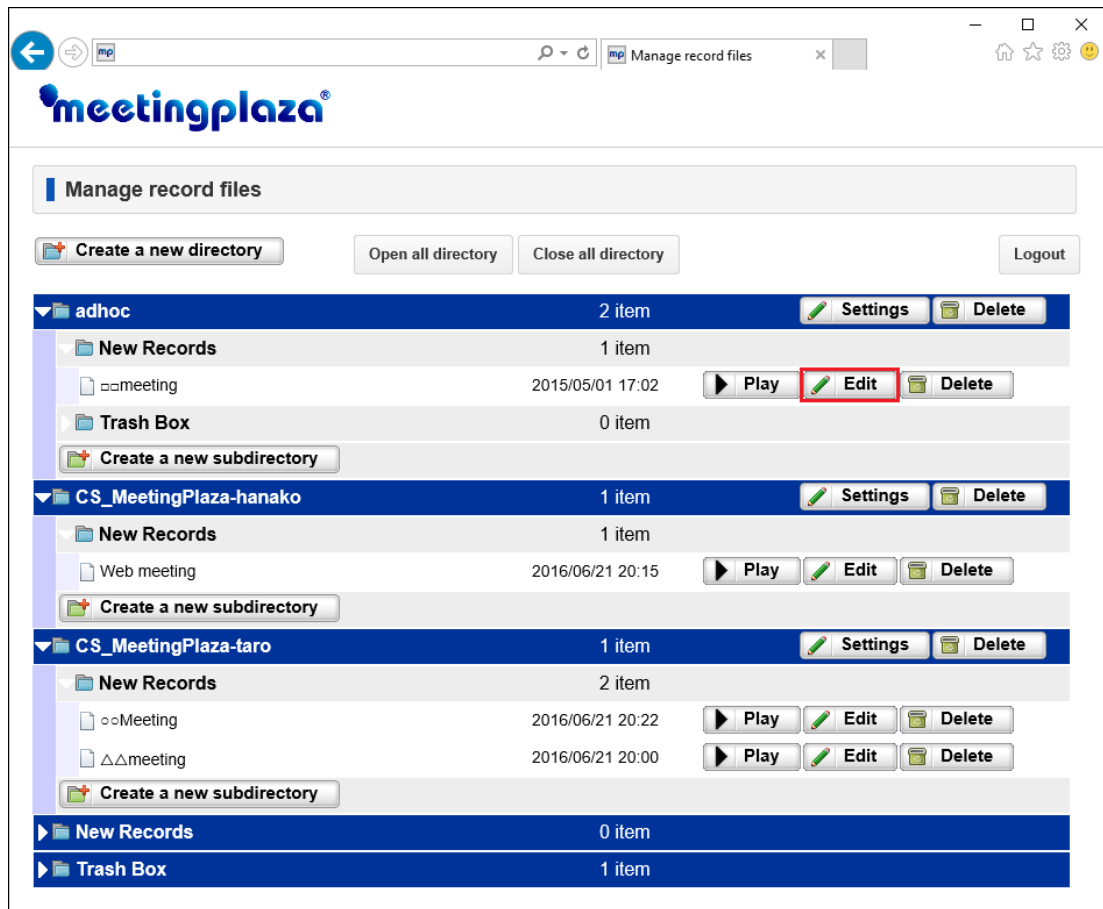
Manage record files

Open all directory Close all directory Logout

Directory	Item Count
▼ adhoc	2 item
▼ New Records	1 item
△△meeting	2015/05/01 17:02
▶ Trash Box	0 item
▼ CS_MeetingPlaza-taro	1 item
▼ New Records	2 item
○○Meeting	2016/06/21 20:22
○○meeting	2016/06/21 20:00
▼ CS_MeetingPlaza	1 item
▼ New Records	2 item
▲▲meeting	2016/06/23 09:41
■■meeting	2016/06/23 09:39
▶ New Records	0 item
▶ Trash Box	1 item

7-5-4 Edit Record Information

1. Click on the name of a folder or sub-folder where the record is located.



- The content of the folder or sub-folder appears in a table.

Edit record information

Modify title, index title and display status. Add or delete indexes. Click SEND to apply the modification.

Title Password ☐ Change folder Sub-Folder

Edit Indexes

Number	Disp. Status	Time	Type	Title	Delete
1	Show	58sec	Start Document	Excel.xls	<input type="checkbox"/>
2	Show	1minute15sec	Start Document	MeetingPlaza.vpi	<input type="checkbox"/>
3	Show	1minute31sec	Start Document	PowerPoint.ppt	<input type="checkbox"/>
4	Show	1minute38sec	Flip Page	Page flip to 2	<input type="checkbox"/>
5	Show	1minute38sec	Flip Page	Page flip to 3	<input type="checkbox"/>
6	Hide	1minute47sec	Start Document	Word.doc	<input type="checkbox"/>
7	Hide	2minute02sec	Start AP Sharing	Application Sharing Session Started	<input type="checkbox"/>
8	Hide	2minute14sec	Close Document	Application Sharing Session Closed	<input type="checkbox"/>
9	Hide	2minute15sec	Close Document	Document Window Closed	<input type="checkbox"/>
10	Hide	2minute22sec	Start AP Sharing	Application Sharing Session Started	<input type="checkbox"/>

Additional Indices Length in time: 226 seconds

Number	Time	Title
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

You may make changes in any of the following categories

TITLE	The Title of the record
Password	Password required to access the record
Indices	The reference points during replay.
Additional Indices	Any additional reference points specified by time for the recording session.

- To move a record to another folder or sub-folder, check **Move Record** and choose the destination folder from the dropdown menu.
- Indices are registered as the following: Opening the document sharing window, loading a new URL, sharing a file, changing pages in a power point file, sharing and starting an application sharing session. The indices shown in the playback control are reference points to jump to. You can change the title of the indices, hide, show, or delete them. Deleting an index is permanent (i.e. you will be unable to re-create it).
- You may refer to an index by action, or elapsed time from the start of the meeting.
- After making any modifications, click **Send** to apply the changes, and confirm the changes that were made.

Confirmation

Click OK to confirm and apply the modification.

Title: meeting
Password: Unchanged
Folder: Unchanged
Indexes

Number	Disp. Status	Time	Type	Title
1	Show	58sec	Start Document	Excel.xls
2	Show	1minute15sec	Start Document	MeetingPlaza.vpi
3	Show	1minute31sec	Start Document	PowerPoint.ppt
4	Show	1minute38sec	Flip Page	Page flip to 2
5	Show	1minute38sec	Flip Page	Page flip to 3
6	Hide	1minute47sec	Start Document	Word.doc
7	Hide	2minute02sec	Start AP Sharing	Application Sharing Session Started
8	Hide	2minute14sec	Close Document	Application Sharing Session Closed
9	Hide	2minute15sec	Close Document	Document Window Closed
10	Hide	2minute22sec	Start AP Sharing	Application Sharing Session Started
11	Show	2minute40sec	Close Document	Application Sharing Session Closed

Go back
OK

7. Check the new information and click **OK** to confirm.
8. A final confirmation page lets you return to the **Record List**

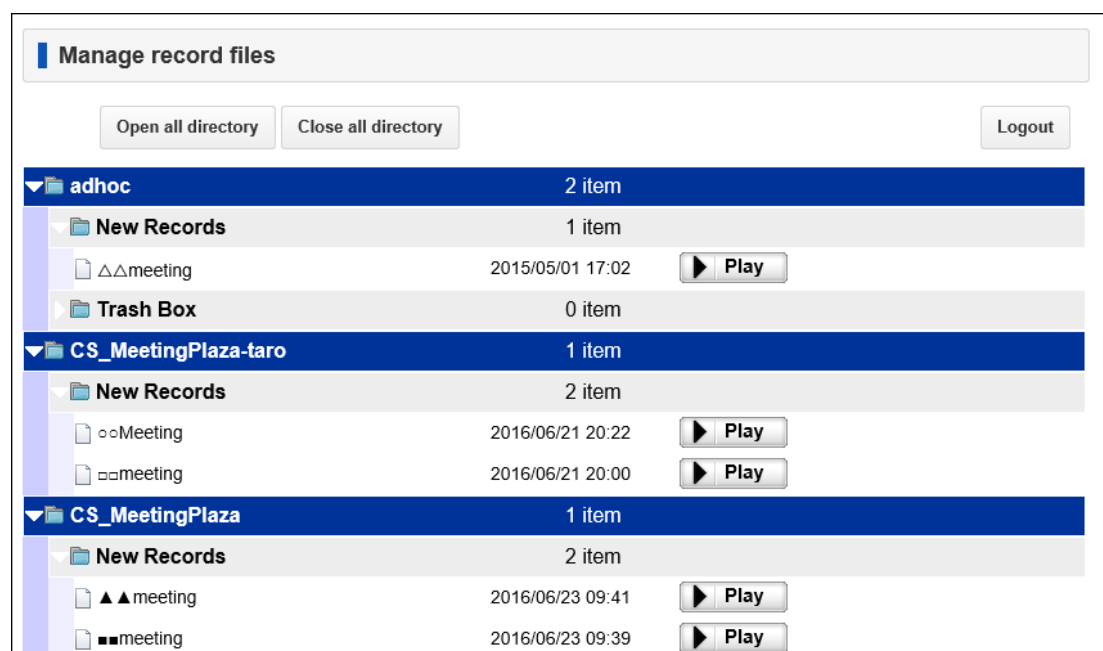
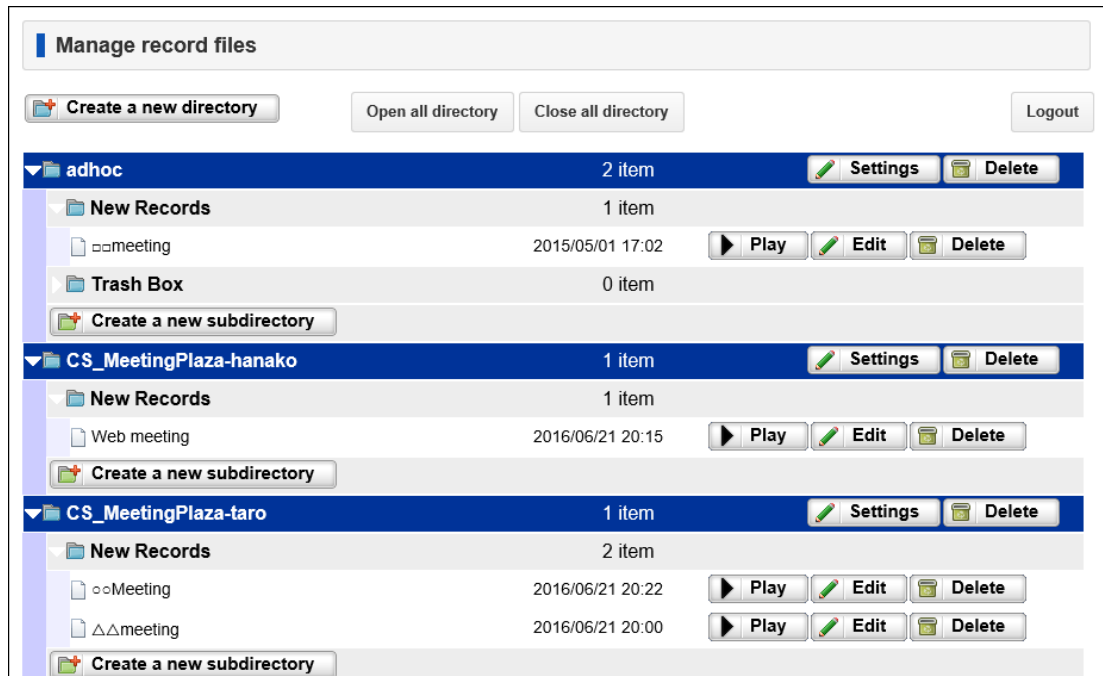
RESULT

Modification Successful.

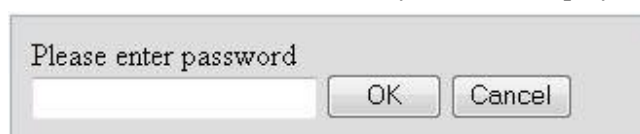
GO BACK

7-5-5 Reproduction

1. Choose a folder in the **Record List**.
2. The list of the records appears.



3. Click on the title of a record that you wish to replay. Have a password ready if needed.



4. Replay starts.



5. Click on **Chat** to show text chat messages.
6. You can change the video size and frame rate, network speed, etc. from the **Settings** menu.
7. To adjust volume level, click on **Audio**.

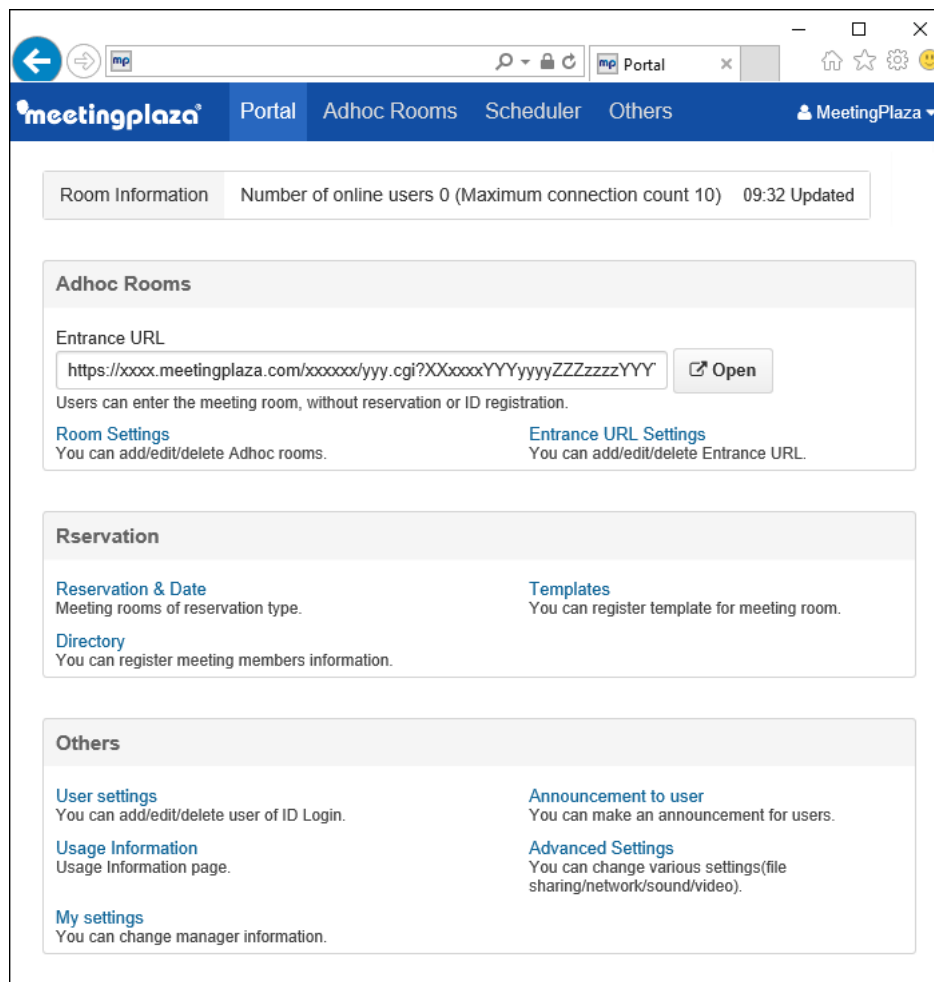
8 Conference Administrator System Features

To create a new MeetingPlaza conference room, user needs to log into a system called "Conference Administrator System".

Most used features are included in <Conference Administrator Manual>. This manual focuses on useful tips on how to use the conference administrator system.

8-1 Portal Page

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



Room Information

Number of current users is displayed.

Adhoc Rooms

Entrance URL

Users can enter the meeting room, without reservation or ID registration.

[Open]

Click to open a new window (user entrance page).

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 a 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.

8-2 Adhoc Rooms

Adhoc room is a type of room doesn't require user registration in advance.

There are two ways to log into an Adhoc room.

- Login via entrance URL

- Login via user ID

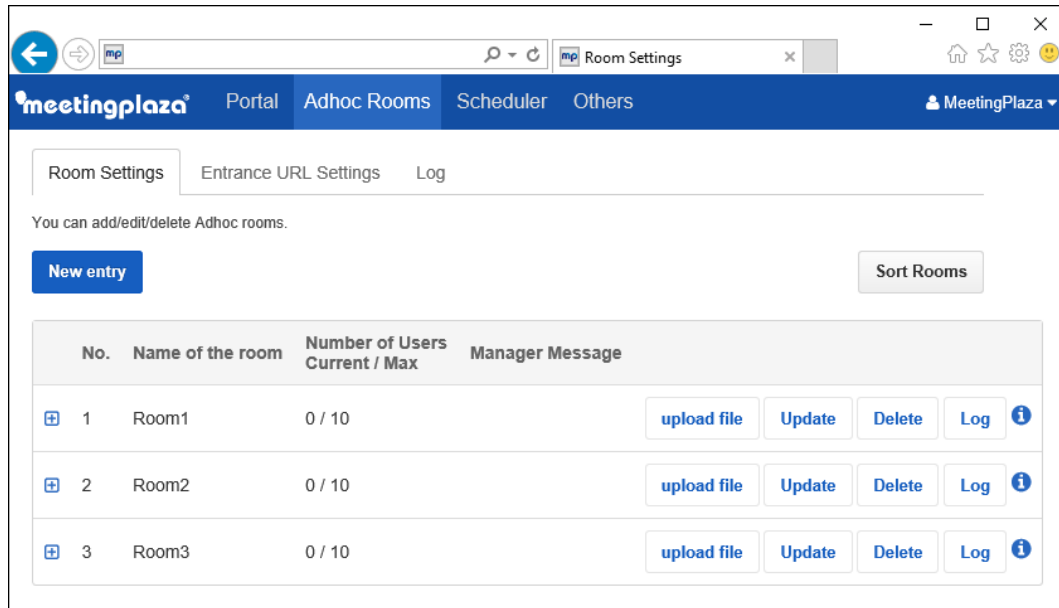
Below, are instructions on how to use the Adhoc room and how to check usage log.

Adhoc 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

8-2-1 Room Settings

At initial user login, there are three preset Adhoc rooms are available.

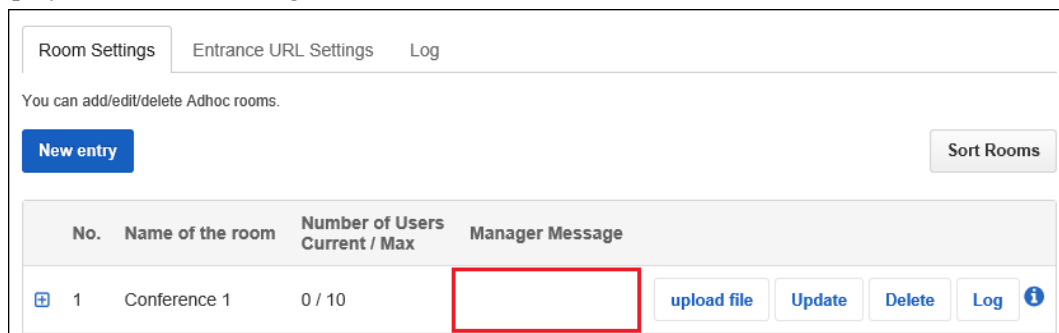


The screenshot shows the MeetingPlaza web interface. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The 'Room Settings' tab is active. Below the navigation bar, there are tabs for 'Room Settings', 'Entrance URL Settings', and 'Log'. A message states: 'You can add/edit/delete Adhoc rooms.' There is a 'New entry' button and a 'Sort Rooms' button. A table lists three rooms:

No.	Name of the room	Number of Users Current / Max	Manager Message
1	Room1	0 / 10	upload file Update Delete Log i
2	Room2	0 / 10	upload file Update Delete Log i
3	Room3	0 / 10	upload file Update Delete Log i

User can create, modify or delete Adhoc Rooms under the room settings.

The messages saved inside of manager message folder are displayed on the top page as well as displayed under the message section for administrators.



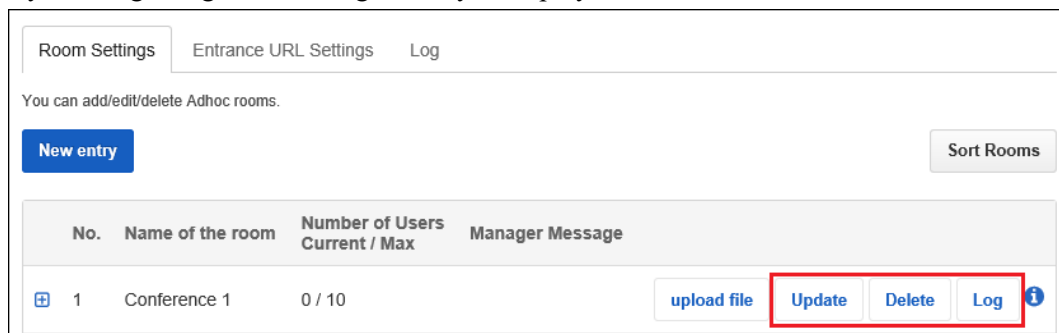
This screenshot is similar to the previous one, but the room name is 'Conference 1'. A red rectangular box highlights the 'Manager Message' column for the first row, which is currently empty.

No.	Name of the room	Number of Users Current / Max	Manager Message
1	Conference 1	0 / 10	<div style="border: 2px solid red; width: 100px; height: 20px;"></div> upload file Update Delete Log i

By clicking <Update> besides the conference room name, user may change room settings.

By clicking <Delete>, conference room is deleted.

By clicking <Log>, room usage history is displayed.



This screenshot is similar to the previous one, but a red rectangular box highlights the action buttons for the first row: 'Update', 'Delete', and 'Log'.

No.	Name of the room	Number of Users Current / Max	Manager Message
1	Conference 1	0 / 10	upload file <div style="border: 2px solid red; padding: 2px;">Update</div> Delete Log i

Conference rooms are displayed from top in the order of high priority to low priority.
To change a room priority, choose <Sort Rooms>.

Room Settings
Entrance URL Settings
Log

You can add/edit/delete Adhoc rooms.

New entry
Sort Rooms

No.	Name of the room	Number of Users Current / Max	Manager Message
1	Conference 1	0 / 10	upload file Update Delete Log

meetingplaza®
Portal
Adhoc Rooms
Scheduler
Others
MeetingPlaza

Room Sort

Conference 1
Conference 2
Conference 3

Up Stop
Up
Down
Down Stop

Back
OK

8-2-2 Register a new conference room

1. Click <New entry> at Room Settings menu.

Room Settings Entrance URL Settings Log

You can add/edit/delete Adhoc rooms.

New entry Sort Rooms

No.	Name of the room	Number of Users Current / Max	Manager Message
1	Conference 1	0 / 10	upload file Update Delete Log

2. The new conference room registration screen is displayed.

Add Room

Name of the room

Voice Quality: excellent

Capacity: 2

Region: Japan

Type: ☒ Normal meeting
☐ Voice meeting

Standard

☐ Show admin and talker

Password: Reenter password:

☐ Enable password.
 *This password is used for entrance URL

Administrator password: Reenter password:

☐ Enable Administrator password.
 *This password is used for entrance URL

Manager Message

Back Confirm


3. Enter registration details.

Enter details in the order under<Add Room>.

Name of the room	Enter conference room name. Must have items.
Voice Quality	Choose conference room audio quality. Normal tone quality is equivalent to a normal cellular phone. Clearer quality can

	<p>be obtained by selecting either <good> or <excellent>.</p> <p>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.</p>
Capacity	Enter the maximum number of participants for a conference room.
Region	<p>Specify the conference server.</p> <p>A Web conference with high-quality video, audio and data sharing can be held by specifying the server which is nearest to the participants to limit the effects of network delay or bandwidth change.</p> <p>There are seven base points of servers.</p> <ul style="list-style-type: none"> - Japan - Hongkong - Singapore - Melbourne - Washington DC - San Jose - Amsterdam <p>- Server base point might be changed.</p> <p>-Information above-mentioned might not visible depending on the contract type.</p>
Type	<p>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.)</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.

4. Confirm registration details that have been entered.

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

meetingplaza Portal Adhoc Rooms Scheduler Others MeetingPlaza

Add Room

Name of the room	Conference 4
Voice Quality	excellent
Capacity	5
Region	Japan
Type	Standard
Password	No
Administrator password	No
Manager Message	

Back OK

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

- Complete new conference room registration.

By clicking **OK**, the following screen shows. <Complete> shows that the new conference room has been registered successfully.

Add Room

Complete.

OK

8-2-3 Entrance URL Settings

Choose an Adhoc room to create an entrance URL.

meetingplaza Portal Adhoc Rooms Scheduler Others MeetingPlaza

Room Settings Entrance URL Settings Log

You can add/edit/delete Entrance URL.

New entry

Allow Rooms	URL	Memo
All Rooms	https://xxxx.meetingplaza.com/xxxxxx/yyy.cgi?XXxxxxYYyyyyYYZZzzzzYYYYyyyy	Common URL
Conference 1	https://xxxx.meetingplaza.com/xxxxxx/yyy.cgi?AAAAaaaaBBBBbbbbCCCCccccDDD	

By clicking <Update>, user may change entrance URL.

A user may choose <New entry>, enable/disable entrance URL, Update entrance URL, set password for an entrance URL.

meetingplaza Portal Adhoc Rooms Scheduler Others MeetingPlaza

Change Entrance URL Settings

Allow Rooms

No Allow Rooms
Conference 2
Conference 3
Conference 4

Allow Rooms
Conference 1

Memo

URL
☒ Enable this URL
☐ Initialize URL

Password
☐ Enable Password
Reenter password

Back Confirm

By clicking <Delete>, user may delete entrance URL.

Common URL is unable to delete.

8-2-4 Register a new entrance URL

1. Click <New entry > at Entrance URL Settings.

The screenshot shows the MeetingPlaza web interface. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The 'Entrance URL Settings' tab is active. Below the navigation bar, there are tabs for 'Room Settings', 'Entrance URL Settings', and 'Log'. The 'Entrance URL Settings' tab is selected. The main content area has a heading 'You can add/edit/delete Entrance URL.' and a 'New entry' button highlighted with a red box. Below this, there is a table with columns 'Allow Rooms', 'URL', and 'Memo'. The table contains one row with 'All Rooms' in the 'Allow Rooms' column, a long URL in the 'URL' column, and 'Common URL' in the 'Memo' column. An 'Update' button is next to the URL.

2. A new entrance URL registration screen is displayed.

The screenshot shows the 'Add Entrance URL' registration screen. The top navigation bar is the same as the previous screenshot. The main content area has a heading 'Add Entrance URL'. Below this, there is a form with three sections: 'Allow Rooms', 'Memo', and 'Password'. The 'Allow Rooms' section has two boxes: 'No Allow Rooms' containing 'Conference 2', 'Conference 3', and 'Conference 4'; and 'Allow Rooms' containing 'Conference 1'. There are arrows between the boxes to move items. The 'Memo' section has a text area. The 'Password' section has a checkbox 'Enable Password', a password input field, and a 'Reenter password' input field. At the bottom right, there are 'Back' and 'Confirm' buttons.

3. Enter registration details.

Enter details in the order under <Add Entrance URL>.

Allow Rooms	Choose an attendable Adhoc room.
Memo	Entered details are displayed in Entrance URL Settings Memo section.
Password	By checking on this option <input checked="" type="checkbox"/> , an password is set for users log into conference room via entrance URL.

4. Confirm registration details that have been entered.

After entry is completed, click **Confirm** to check new entrance URL registration details.

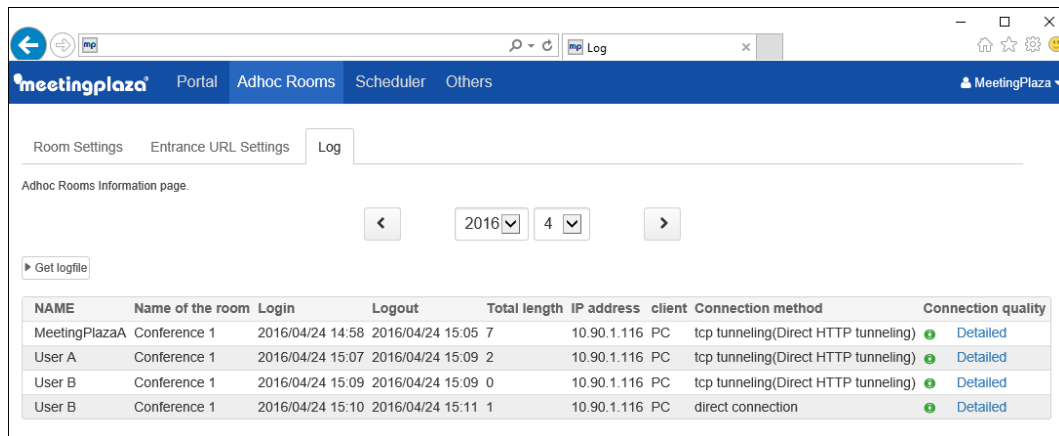
Review if the information is corrected entered. If the information is correct, click **OK**, if it's not correct, click [Back] to make changes.

5. Complete a new entrance URL registration.

By clicking **OK**, the following screen shows. <Complete> shows that the new entrance URL has been registered successfully.

8-2-5 Log

To check Adhoc room usage history.



Room Settings Entrance URL Settings Log

Adhoc Rooms Information page.

< 2016 4 >

Get logfile

NAME	Name of the room	Login	Logout	Total length	IP address	client	Connection method	Connection quality
MeetingPlazaA	Conference 1	2016/04/24 14:58	2016/04/24 15:05	7	10.90.1.116	PC	tcp tunneling(Direct HTTP tunneling)	Detailed
User A	Conference 1	2016/04/24 15:07	2016/04/24 15:09	2	10.90.1.116	PC	tcp tunneling(Direct HTTP tunneling)	Detailed
User B	Conference 1	2016/04/24 15:09	2016/04/24 15:09	0	10.90.1.116	PC	tcp tunneling(Direct HTTP tunneling)	Detailed
User B	Conference 1	2016/04/24 15:10	2016/04/24 15:11	1	10.90.1.116	PC	direct connection	Detailed

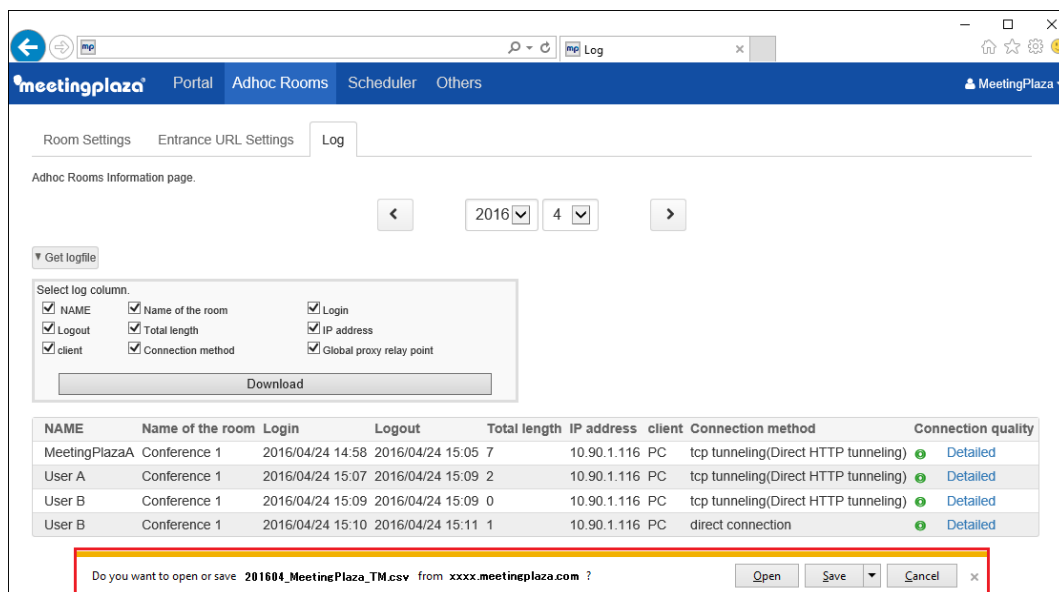
Past user data including user names, room names, login time, logout time, IP address, total length, client, connection method and connection quality are grouped per month.

Deleted users data are included as long as the usage was valid for the month(s).

To move from month to month, click [<] or [>].

In addition, user may download a copy of usage history by clicking [Get logfile] to download the .csv file. At the download, a confirmation pop-up will be displayed (as figure below), to proceed please click [Save] or [Open].

(This is a confirmation pop-up message after user clicks [Get logfile].)



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	Conference 1	2016/04/24 14:58	2016/04/24 15:05	7	10.90.1.116	PC	tcp tunneling(Direct HTTP tunneling)	Detailed
User A	Conference 1	2016/04/24 15:07	2016/04/24 15:09	2	10.90.1.116	PC	tcp tunneling(Direct HTTP tunneling)	Detailed
User B	Conference 1	2016/04/24 15:09	2016/04/24 15:09	0	10.90.1.116	PC	tcp tunneling(Direct HTTP tunneling)	Detailed
User B	Conference 1	2016/04/24 15:10	2016/04/24 15:11	1	10.90.1.116	PC	direct connection	Detailed

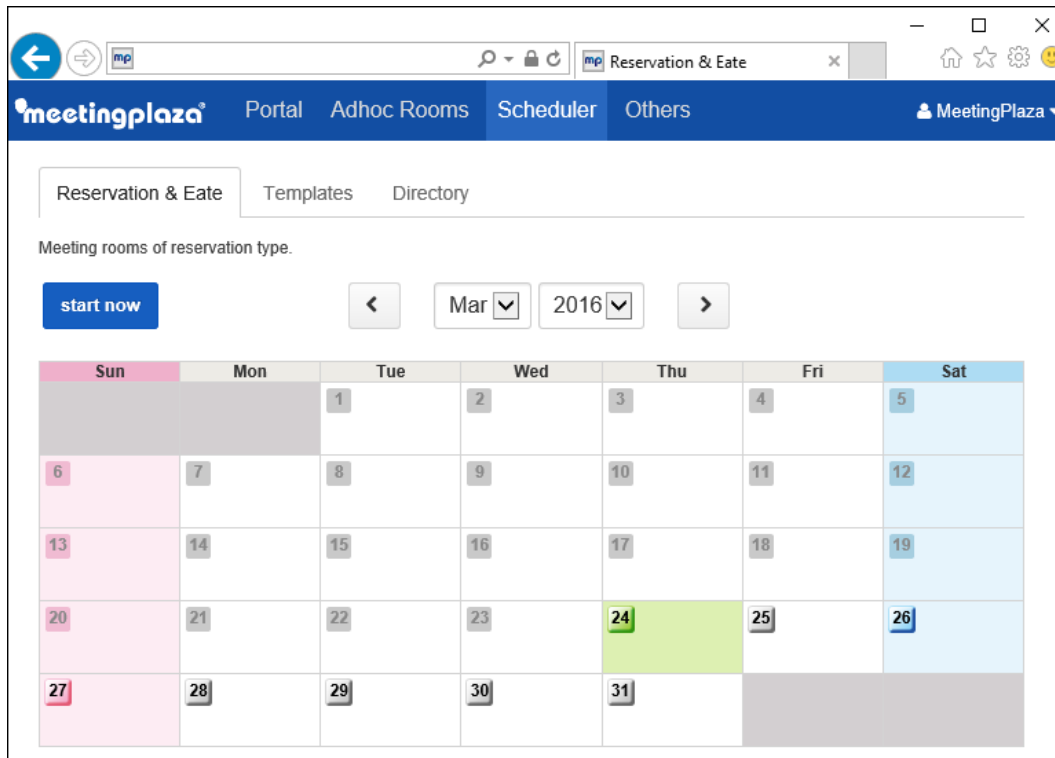
Do you want to open or save 201604_MeetingPlaza_TM.csv from xxx.meetingplaza.com ?

Open Save Cancel

8-3 Reserve a conference room

The type of conference room that requires reservation and participant registration in advance. Numbers that inside of () in calendar shows the number of participants to the meeting.

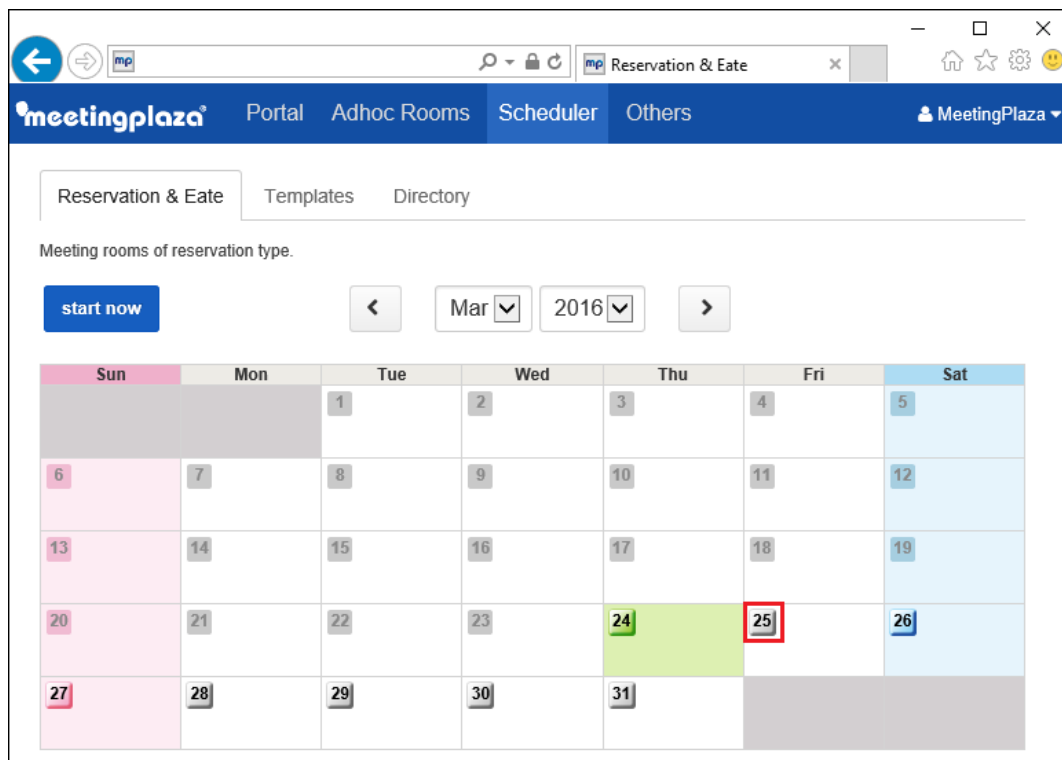
This chapter explains a few handy features in conference room reservation.



8-3-1 Use a template or history

User may reserve a conference from a registered template or based on past conference history. For how to register a new template, please refer to 8-3-5 .

1. Choose conference start date and time.

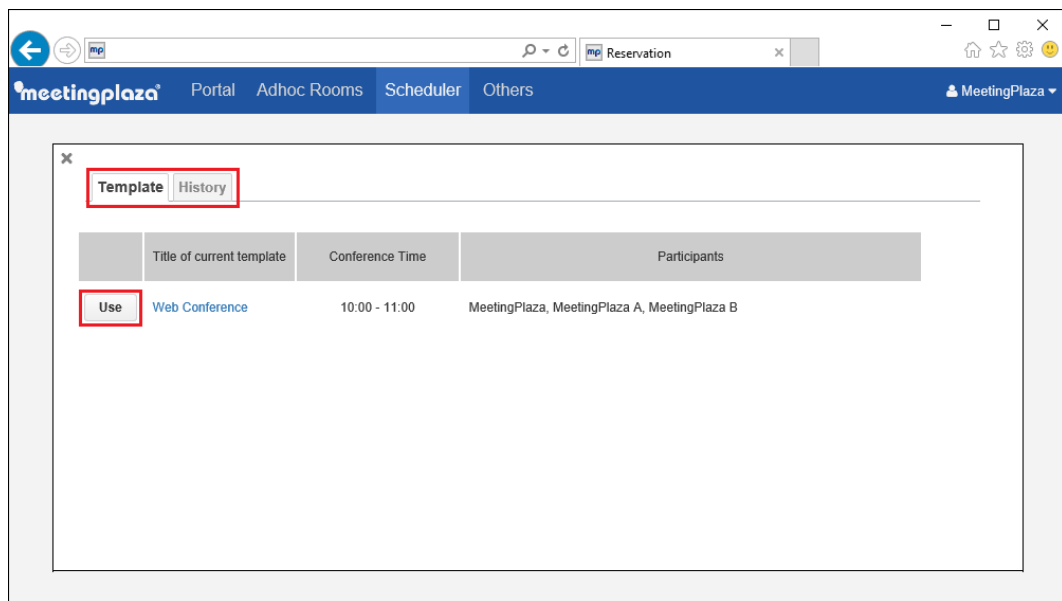


2. Go to conference reservation page, click [Use a template or history].

The screenshot shows the MeetingPlaza Reservation form. At the top, there's a navigation bar with 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. Below this, there's a sub-navigation bar with 'Reservation'. The main content area displays 'Reservation' and a button labeled 'Use a template or history' which is highlighted with a red box. Below this button, there's a section titled 'Conference information(Timezone:Asia/Tokyo)'. This section contains several input fields and options:

- Subject:** A text input field with the placeholder 'Enter a Subject' and a note 'Maximum characters: 100'.
- Meeting time:** A date and time selector showing '3/25/2016' at '10:00' and a duration of '60 minutes' later from the starting time. A note below says '*You can login conference before 30 minutes.'
- Notification:** A text input field with the placeholder 'just after reserve & before 20 from the starting time'.
- Option setting:** A section with several options:
 - Voice quality:** Set to 'excellent'.
 - Meeting room design:** A dropdown menu with 'Normal meeting' selected and 'Voice meeting' as an alternative. A note '[Standard]' is next to it.
 - Region:** Set to 'Japan'.

3. Choose a template or history, click [Use].



4. Data that has been selected are displayed at conference reservation page.

The screenshot shows the MeetingPlaza Reservation page. The 'Reservation' section is active, and the 'Use a template or history' button is highlighted. The conference information is displayed, including the subject, meeting time, notification, and option settings. The 'User' section shows the list of participants, including the chair and users.

Reservation

Use a template or history **completion. set template information**

Conference information(Timezone:Asia/Tokyo)

Subject: Web Conference (Maximum characters: 100)

Meeting time: 3/25/2016 10:00 - 3/25/2016 11:00
*You can login conference before 30 minutes.

Notification: just after reserve & before 20 from the starting time

Option setting: Voice quality : excellent
Meeting room design : **Normal meeting** Voice meeting [Standard]
Region : Japan

User

Directory Import CSV (Max 10 users) **add participants**

	Name	E-mail address	Privilege	Recordable	Delete
Chair	MeetingPlaza	meetingplaza@example.com	+	✓	-
2 (User ID)	MeetingPlaza A	meetingplaza-a@example.com			-
3 (User ID)	MeetingPlaza B	meetingplaza-b@example.com			-
4			+		-

Number of Guest Account: 3 *The Guest Account is used by invitation of meeting.

Message: Enter a Message (Maximum characters: 1000)

Back to the schedule confirm

8-3-2 Choose participants from directory and registered users list

User may choose participants from directory and registered user information. For how to add to a directory, please refer to 8-3-8. For how to register a new user, please refer to 8-5-2.

1. Click [Directory] at user settings.

The screenshot shows the 'User' settings interface. At the top, there are two tabs: 'Directory' (highlighted with a red box) and 'Import CSV'. To the right of the tabs, it says '(Max 10 users)' and there is a green 'add participants' button. Below the tabs is a table with the following columns: Name, E-mail address, Privilege, Recordable, and Delete. The table contains two rows. The first row is for 'Chair' with 'MeetingPlaza' as the name, 'meetingplaza@example.com' as the email, a checkmark in the Privilege column, an unchecked checkbox in the Recordable column, and a minus icon in the Delete column. The second row is for a user with ID '2', with empty fields for Name and E-mail address, an unchecked checkbox in the Privilege column, an unchecked checkbox in the Recordable column, and a minus icon in the Delete column.

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

2. A page of "Choose from directory" is opened.

The screenshot shows the 'Choose from directory' page. At the top, there is a header 'Choose from directory' and a sub-header 'You can register meeting members information.' Below this, there is a search section with 'Search Target:' set to 'Name', a search input field, a 'Perfect Matching' checkbox, a 'SEARCH' button, and a 'Show User' checkbox which is checked. Below the search section is a table with columns: All, ABC, DEF, GHI, JKL, MNO, PQRS, TUV, WXYZ. The 'All' column is selected. Below the table is a '1 / 1' indicator. Below the indicator is a table with the following columns: Select, Name, Organization, E-mail address, and Note. The table contains two rows. The first row is for 'MeetingPlaza A' with 'MeetingPlaza' as the organization, 'meetingplaza-a@example.com' as the email, and '*User ID' as the note. The second row is for 'MeetingPlaza B' with 'meetingplaza' as the organization, 'meetingplaza-b@example.com' as the email, and '*User ID' as the note. Below the table is a '1 / 1' indicator. At the bottom right, there are 'Close' and 'Add participants' buttons.

Select	Name	Organization	E-mail address	Note
<input type="checkbox"/>	MeetingPlaza A	MeetingPlaza	meetingplaza-a@example.com	*User ID
<input type="checkbox"/>	MeetingPlaza B	meetingplaza	meetingplaza-b@example.com	*User ID

3. Choose users from directory and click [Add participant].

This screenshot is identical to the previous one, but with the 'Select' checkbox for 'MeetingPlaza A' checked (highlighted with a red box) and the 'Add participants' button at the bottom right highlighted with a red box.

4. Selected information are added to the user settings.

User

DirectoryImport CSV

(Max 10 users)

add participants

	Name	E-mail address		Privilege	Recordable	Delete
Chair	<input type="text" value="MeetingPlaza"/>	<input type="text" value="meetingplaza@example.com"/>	<input type="button" value="+"/>	✓	<input type="checkbox"/>	<input type="button" value="-"/>
2 (User ID)	<input type="text" value="MeetingPlaza A"/>	<input type="text" value="meetingplaza-a@example.com"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="-"/>
3	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="-"/>

8-3-3 Enter conference participants from CSV file

By using CSV file, you may enter all participants' information in one transaction.

1. Click [Import CSV] in the participant list.

User

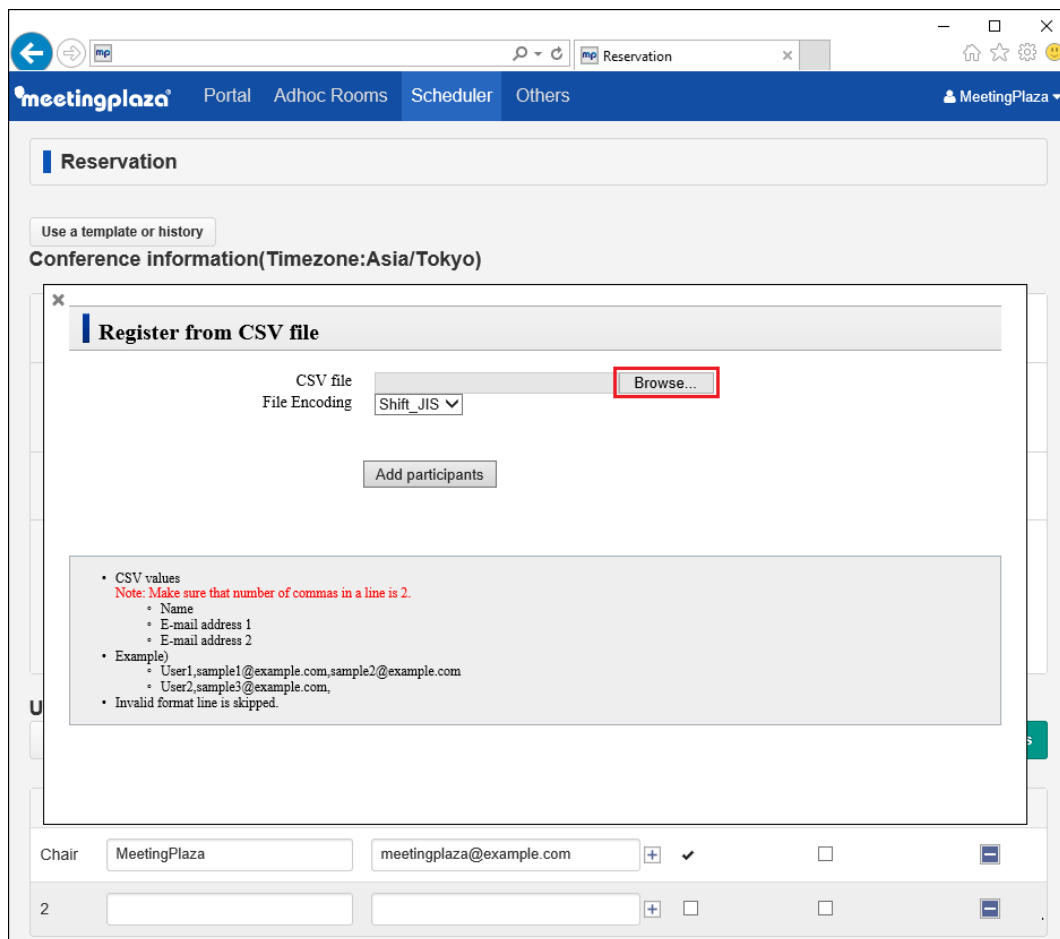
DirectoryImport CSV

(Max 10 users)

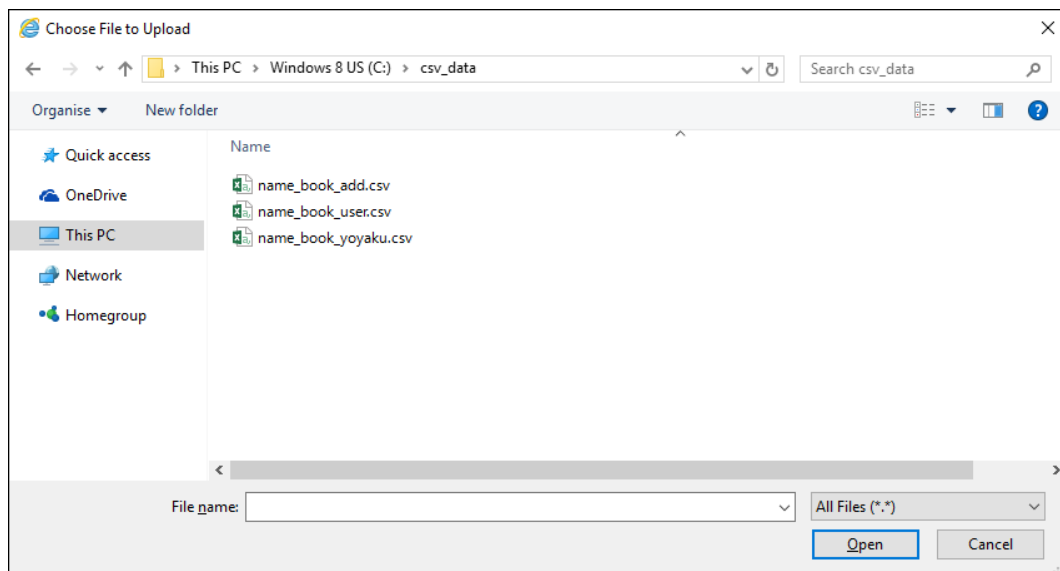
add participants

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

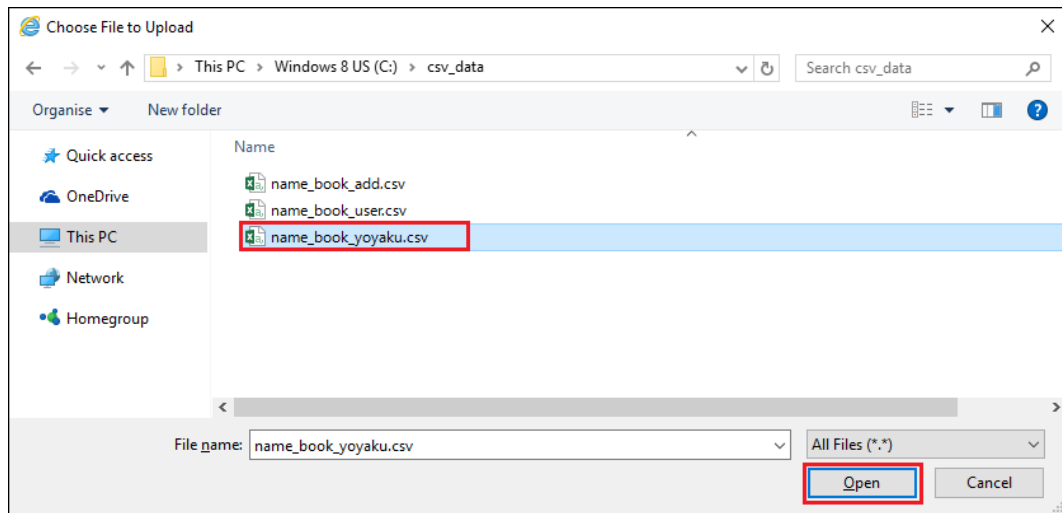
2. Click [Browse] in the [CSV files].



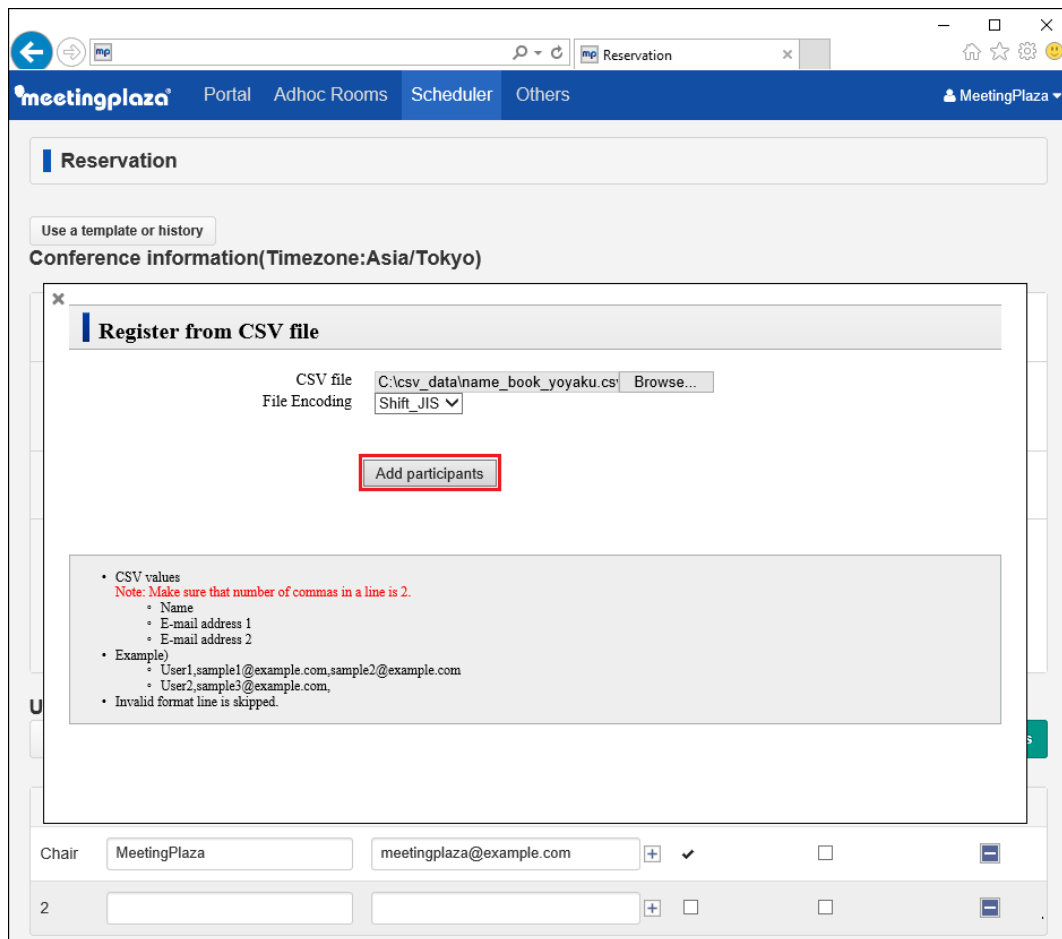
3. To choose a file to upload.



4. Choose a file and click [Open].



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



6. CSV file contents are added into participant list.

User

Directory

Import CSV

(Max 10 users)

add participants

	Name	E-mail address		Privilege	Recordable	Delete
Chair	<input type="text" value="MeetingPlaza"/>	<input type="text" value="meetingplaza@example.com"/>	<div>+</div>	✓	<input type="checkbox"/>	<div>−</div>
2	<input type="text" value="MeetingPlaza A"/>	<input type="text" value="meetingplaza-a@example.com"/>	<div>+</div>	<input type="checkbox"/>	<input type="checkbox"/>	<div>−</div>
3	<input type="text" value="MeetingPlaza B"/>	<input type="text" value="meetingplaza-b@example.com"/>	<div>+</div>	<input type="checkbox"/>	<input type="checkbox"/>	<div>−</div>
4	<input type="text" value="MeetingPlaza C"/>	<input type="text" value="meetingplaza-c@example.com"/>	<div>+</div>	<input type="checkbox"/>	<input type="checkbox"/>	<div>−</div>
5	<input type="text"/>	<input type="text"/>	<div>+</div>	<input type="checkbox"/>	<input type="checkbox"/>	<div>−</div>

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

Name

E-mail Address 1

E-mail Address 2

The number of comma is two.

Example) User1,sample1@example.com,sample2@example.com

(While there is an email address 2)

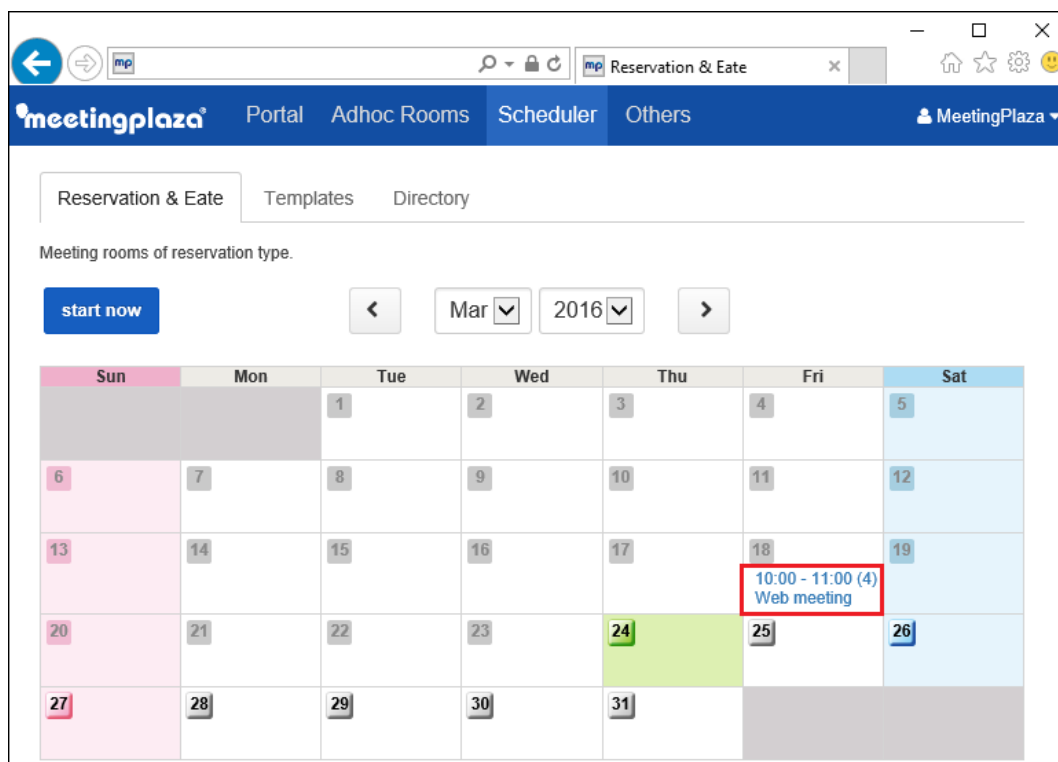
User2,sample3@example.com,

(While there is no email address 2)

8-3-4 Reuse of a conference

Past reservation information is stored in the database of conference administrator system. Administrator may check past reservation info at any time. Furthermore, administrator may apply previous reservation information (reuse) on a new conference.

1. Log into the conference scheduler and look at the calendar screen showing past reservation.



2. When the meeting is clicked the information is displayed. Click <Reuse this> to reuse the meeting information.

The screenshot shows the MeetingPlaza Confirm interface. At the top, there's a navigation bar with 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. Below this, there's a sub-navigation bar with 'Confirm'. The main content area displays a form with the following sections:

- User**: A table with columns 'Name', 'E-mail address', 'administrator', 'Recordable', and 'Telephone login number'. It lists 'MeetingPlaza' and 'MeetingPlaza A'.
- Number of Guest Account**: A field with the value '2'.
- Message**: A text area for additional information.
- Reference Material**: A table with columns 'File' and 'File size (KB)'. It shows a message '*not upload file'.

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

3. Apply previous reservation information on a new conference.

The screenshot shows the MeetingPlaza web application interface. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The 'Reservation' section is active, displaying 'Conference information(Timezone:Asia/Tokyo)'. The form includes fields for 'Subject' (Web meeting), 'Meeting time' (4/25/2016 10:00 - 4/25/2016 11:00), 'Notification' (just after reserve & before 20 from the starting time), and 'Option setting' (Voice quality: excellent, Meeting room design: Normal meeting, Voice meeting, Region: Japan). Below the form is the 'User' section with 'Directory' and 'Import CSV' buttons, and a table for managing users.

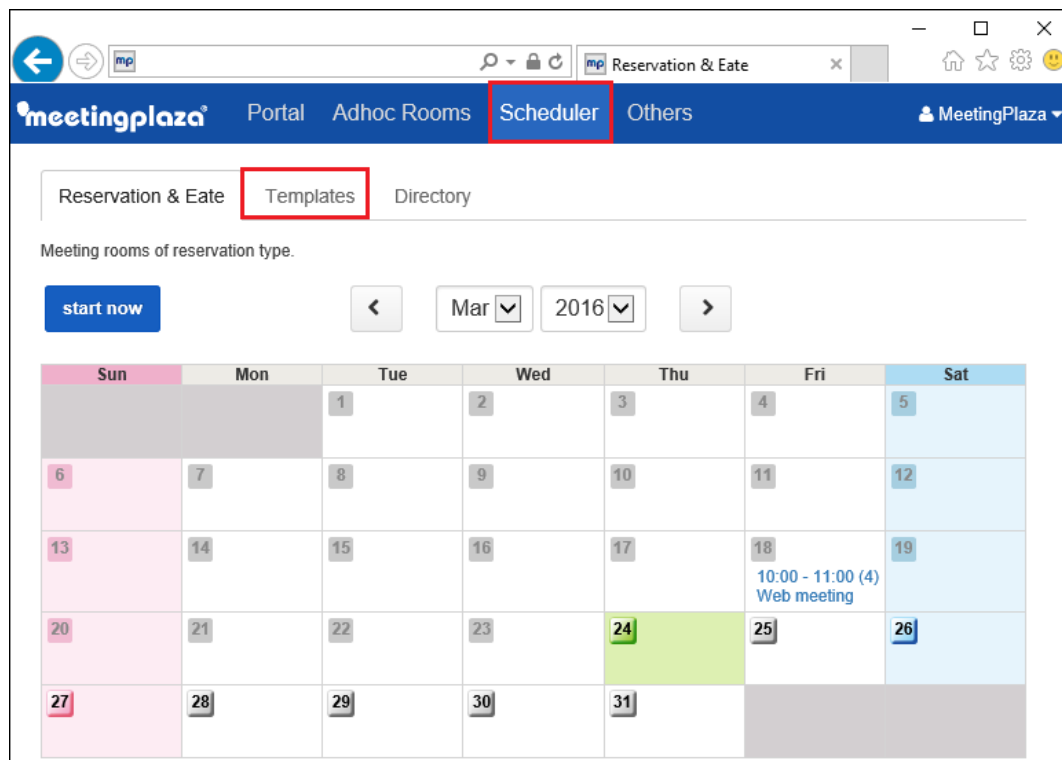
	Name	E-mail address	Privilege	Recordable	Delete	
Chair	MeetingPlaza	meetingplaza@example.com	+	✓	<input type="checkbox"/>	-
2 (User ID)	MeetingPlaza A	meetingplaza-a@example.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
3			+	<input type="checkbox"/>	<input type="checkbox"/>	-

8-3-5 Templates

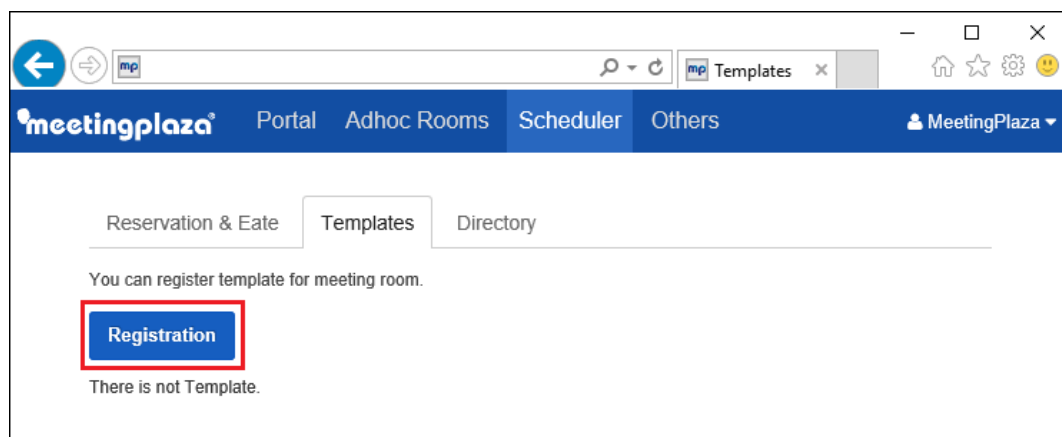
This feature allows user to do simplify reservation process occurs regularly. By utilizing this feature, user saves time on reservation the same as <Reuse This> feature does.

■ Template registration

- Choose < Scheduler> - <Templates>.



- A Template screen is displayed. Click <Registration>.



- A conference reservation template registration screen is displayed. <Template Name> is a required item. Other items are much the same as conference reservation. Please fill out required.

Create a template

Template name

Conference information (Timezone: Asia/Tokyo)

Subject Maximum characters: 100

Meeting time 10 : 0 - 60 minutes later from the starting time
 *You can login conference before 30 minutes.

Notification
1st notification
☒ just after reserve
☐ 9 : 0
☒ **2nd notification** : before 20 minutes from the starting time

Option setting
Voice quality : excellent
Meeting room design : **Normal meeting** Voice meeting [Standard]
Region : Japan

User
 Directory Import CSV (Max 10 users) **add participants**

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

Number of Guest Account 3 *The Guest Account is used by invitation of meeting.

Message Maximum characters: 1000

■ Modify and Delete a template

1. Log into the conference scheduler and click on the template option in the upper part of the screen.

meetingplaza Portal Adhoc Rooms Scheduler Others MeetingPlaza

Reservation & Eate Templates Directory

You can register template for meeting room.

Registration

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

Select All Select Clear Delete Selected Template

2. Choose Modify or Delete.

meetingplaza Portal Adhoc Rooms Scheduler Others MeetingPlaza

Confirm

Template name Web Conference

Conference information (Timezone:Asia/Tokyo)

Subject	Web Conference
Meeting time	10:00 - 11:00
Notification	1st notification : just after reserve 2nd notification : before 20 minutes from the starting time
Option setting	Voice quality : excellent Meeting room design : Standard Region : Japan

User

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

Number of Guest Account 3

Message

Modify Delete Back

(1) Click <Modify>

After the temporary login screen as previously displayed, you may either edit or re-login.

(2) Click <Delete>

Display the confirmation screen, Click **OK** to delete the data.

8-3-6 Repeat

By using saved template, user may choose to repeatedly schedule the same meetings weekly or monthly.

1. Choose conference link that shows <Repeat Settings> from the template.


The screenshot shows the MeetingPlaza web interface. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The 'Scheduler' tab is active. Below the navigation bar, there are tabs for 'Reservation & Eate', 'Templates', and 'Directory'. The 'Templates' tab is selected. A message states: 'You can register template for meeting room.' Below this is a 'Registration' button. A table displays a template with the following details:

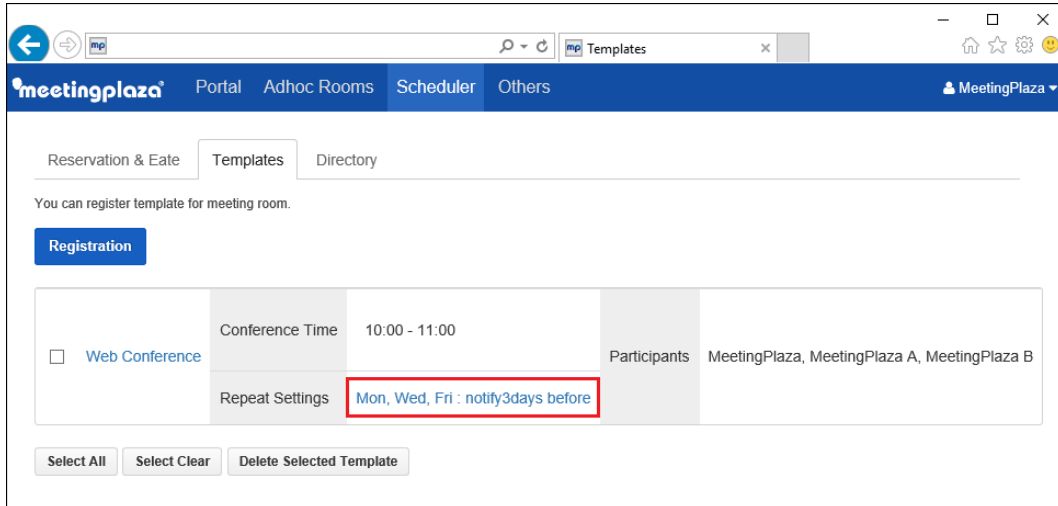
<input type="checkbox"/> Web Conference	Conference Time	10:00 - 11:00	Participants	MeetingPlaza, MeetingPlaza A, MeetingPlaza B
	Repeat Settings	Registration		

At the bottom of the table, there are three buttons: 'Select All', 'Select Clear', and 'Delete Selected Template'.

2. A setting screen for repeated reservation is displayed. Choose <Repeat Settings> - <USE>, then choose the date(s) or time(s) that future conferences will be held on to proceed.

The screenshot shows the 'Reservation repeat settings & Apply status' screen. The title of the current template is 'Web Conference'. The 'Repeat Settings' section has two radio buttons: 'USE' (selected) and 'Nonuse'. The 'Weekly Repeat' section shows a grid of days with checkboxes: Mon (checked), Tue (unchecked), Wed (checked), Thu (unchecked), Fri (checked), Sat (unchecked), and Sun (unchecked). Below this is a 'notify' field set to '3' days before. The 'Monthly Repeat' section shows three dropdown menus for selecting specific days of the month. Below this is a 'notify' field set to '7' days before. At the bottom right, there are 'Back' and 'OK' buttons.

3. After clicking , the content in Repeat Settings page is displayed.



meetingplaza Portal Adhoc Rooms Scheduler Others MeetingPlaza

Reservation & Eate Templates Directory

You can register template for meeting room.

Registration

Web Conference	Conference Time	Repeat Settings	Participants	MeetingPlaza
<input type="checkbox"/>	10:00 - 11:00	Mon, Wed, Fri : notify3days before		MeetingPlaza, MeetingPlaza A, MeetingPlaza B

Select All Select Clear Delete Selected Template

Timing in which the template is reflected in an actual conference reservation is either 0:00 on the day when "Notify before the day of X" is done or 6:00 or 12:00 or 18:00.

When reflecting it, the confirmation mail of the conference reservation is transmitted to the organizer and the conference room manager.

"Notification date" is set in the time of 20 minutes adding automatically at that time, and the mail of the conference guide is transmitted to the participant at the time.

The reflection is done before a day of N day when the convenience at the registration date of the reservation is not useful for the reflection before the day of N repeatedly.

8-3-7 Directory

By saving participants' names and email addresses in advance, a handy feature allows the user to select or paste from directory when creating participant list. This feature saves time for conference host when the same participant(s) attend the conferences repeatedly.

There are two types of directories.

- Common directory
- Keyword type directory

Common directory includes registered users, and participants added to the directory.

The screenshot shows the MeetingPlaza web application with the 'Directory' tab selected. The interface includes a navigation bar with 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. Below the navigation bar, there are tabs for 'Reservation & Eate', 'Templates', and 'Directory'. A message states 'You can register meeting members information.' with a 'New entry' button and an 'Import/Export' button. The search section has a 'Search Target' dropdown set to 'Name', a search input field, a 'Perfect Matching' checkbox, a 'SEARCH' button, and a 'Show User' checkbox. Below the search section, there are tabs for 'All', 'ABC', 'DEF', 'GHI', 'JKL', 'MNO', 'PQRS', 'TUV', and 'WXYZ'. The 'All' tab is selected, showing a table with 1/1 entries. The table has columns for 'Name', 'Organization', 'E-mail address', and 'Note'. The data rows are:

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

Keyword type directory allows keyword entry at user registration. A user may select participants for a conference by typing keyword.

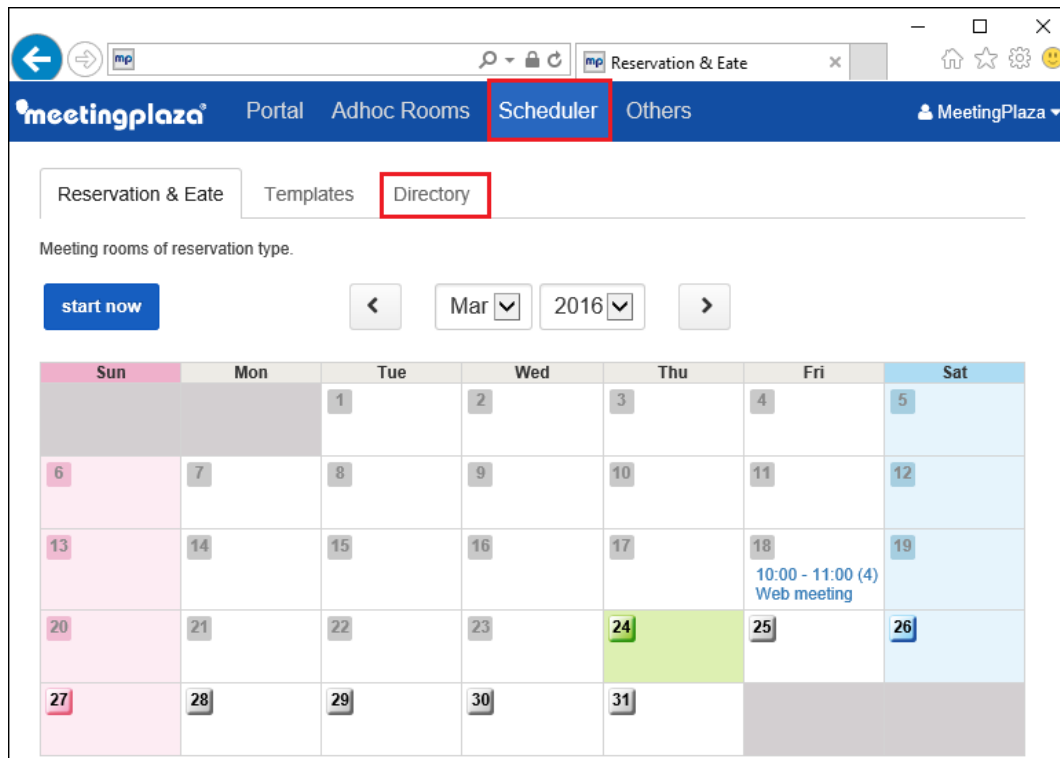
The screenshot shows the MeetingPlaza web application with the 'Directory' tab selected. The interface is similar to the previous one, but with additional keyword search options. The 'Search Target' dropdown is set to 'Name'. Below the search section, there are three 'Keyword' input fields, each with a 'Not specify' dropdown. A note states 'Furigana (not used in English Mode. Please set blank):'. The table below shows 1/1 entries with the following data:

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

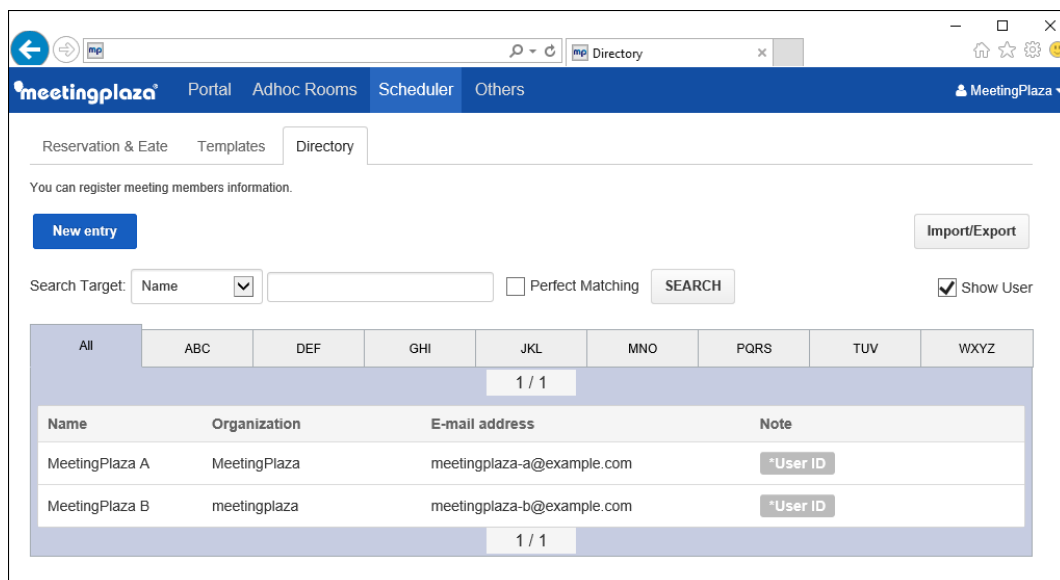
To switch between two directories, choose <Others> - <My settings>.

8-3-8 Register directory (common type)

1. Choose <Scheduler> - <Directory>.



2. Saved directory is displayed.



3. Click <New entry>. A new directory entry screen is displayed.

The screenshot shows a web browser window with the MeetingPlaza Scheduler interface. The page title is 'New entry'. The form contains the following fields:

Name (required)	<input type="text"/>
Organization	<input type="text"/>
E-mail address (required)	1 <input type="text"/> 2 <input type="text"/>
Note	<input type="text"/>

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

Enter directory data. <Name> and <E-mail Address> are required items. The rest of items are optional.

<Organization> and <Note> are not searchable, if necessary you can enter some information.

4. The input for the new registration is confirmed.

The screenshot shows the 'Please confirm the input' screen in the MeetingPlaza Scheduler. The form displays the entered information for confirmation:

Name	MeetingPlaza C
Organization	
E-mail address	meetingplaza-c@example.com
Note	

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

Once all the information is inputted click  on the registration screen. If you need to change the entry click [Back] and make any corrections necessary.

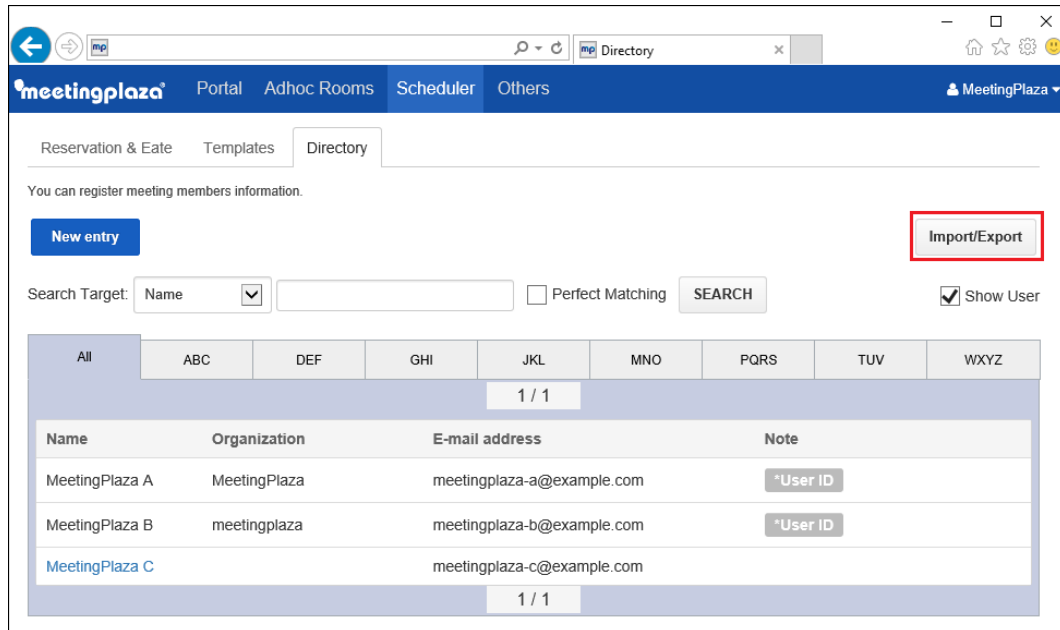
8-3-9 Import / Export of address book

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

User may enter the address book via CSV file.

Import

1. Click [Directory], and click [Import / Export].



The screenshot shows the MeetingPlaza web interface. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The 'Directory' tab is selected. Below the navigation bar, there are tabs for 'Reservation & Eate', 'Templates', and 'Directory'. A message states 'You can register meeting members information.' There is a 'New entry' button and an 'Import/Export' button, which is highlighted with a red box. Below these buttons is a search section with a 'Search Target' dropdown set to 'Name', a search input field, a 'Perfect Matching' checkbox, a 'SEARCH' button, and a 'Show User' checkbox. Below the search section is a table with columns for 'All', 'ABC', 'DEF', 'GHI', 'JKL', 'MNO', 'PQRS', 'TUV', and 'WXYZ'. The 'JKL' column is selected, showing a list of members. The table has columns for 'Name', 'Organization', 'E-mail address', and 'Note'. The members listed are MeetingPlaza A, MeetingPlaza B, and MeetingPlaza C. The 'Note' column contains '*User ID' for each member. A '1 / 1' indicator is shown at the bottom of the table.

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

2. Click [Browse] of CSV file.

meetingplaza® Portal Adhoc Rooms Scheduler Others MeetingPlaza

Import/Export

Register from CSV file

CSV file **Browse...**

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

File Encoding

Confirm

Download CSV file

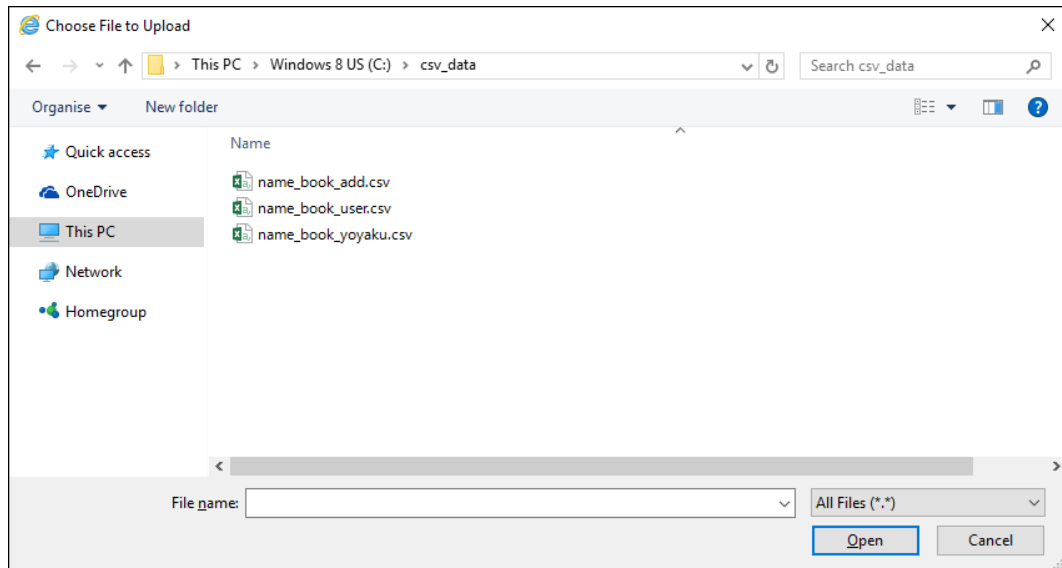
File Encoding

Download

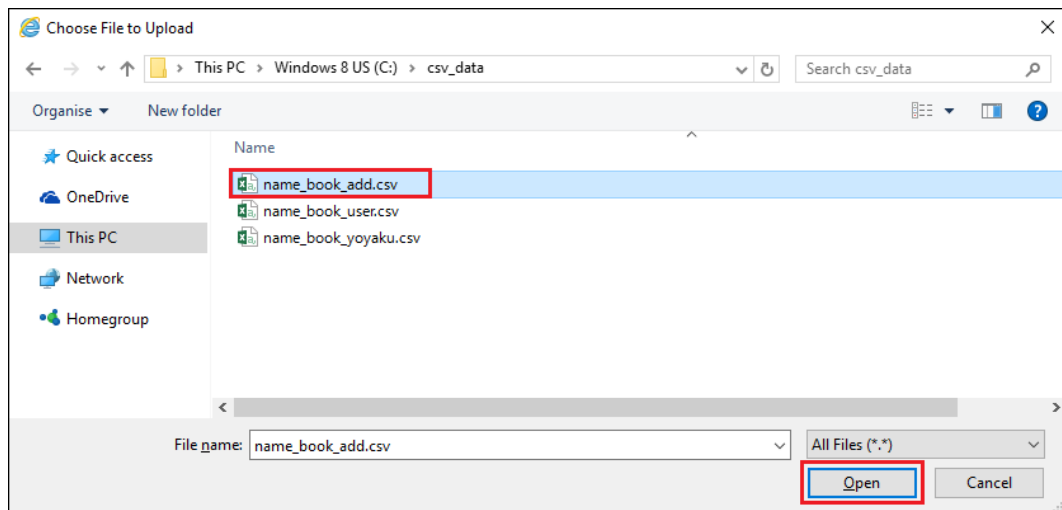
Back

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

3. To choose a file to upload.



4. Choose a file and click [Open].



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

Import/Export

Register from CSV file

CSV file

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

File Encoding

Confirm

Download CSV file

File Encoding

Download

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

Import/Export

Account to be added.

Line 1: MeetingPlazaB, meetingplaza-b@example.com

Line 2: MeetingPlazaC, meetingplaza-c@example.com

Account to be updated.

Account to be deleted.

Line to be skipped.

Error line.

OK

7. A completed screen is displayed.

Import/Export

Registered accounts.

OK

8. Click [OK] to go back to the address book screen to check what have been entered.

The screenshot shows the MeetingPlaza web application. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The 'Directory' tab is active. Below the navigation bar, there are tabs for 'Reservation & Eate', 'Templates', and 'Directory'. A message states: 'You can register meeting members information.' There are buttons for 'New entry' and 'Import/Export'. A search section includes a 'Search Target' dropdown set to 'Name', a search input field, a 'Perfect Matching' checkbox, a 'SEARCH' button, and a 'Show User' checkbox. Below the search section is a table with columns for alphabetical sorting: 'All', 'ABC', 'DEF', 'GHI', 'JKL', 'MNO', 'PQRS', 'TUV', and 'WXYZ'. The 'All' column is selected. Below the sorting table is a table with 4 columns: 'Name', 'Organization', 'E-mail address', and 'Note'. The table contains 4 rows of data. The first two rows have a '*User ID' button in the 'Note' column. The last two rows have blue links in the 'Name' column.

Name	Organization	E-mail address	Note
MeetingPlaza A	MeetingPlaza	meetingplaza-a@example.com	*User ID
MeetingPlaza B	meetingplaza	meetingplaza-b@example.com	*User ID
MeetingPlazaB	MP	meetingplaza-b@example.com	
MeetingPlazaC	MP	meetingplaza-c@example.com	

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

Realm [A:Add, M:Modify, D:Delete] (required)

Name (required)

Furigana (not used in English Mode. Please set blank.)

Organization

E-mail address 1 (required)

E-mail address 2

Note

The number of comma is six.

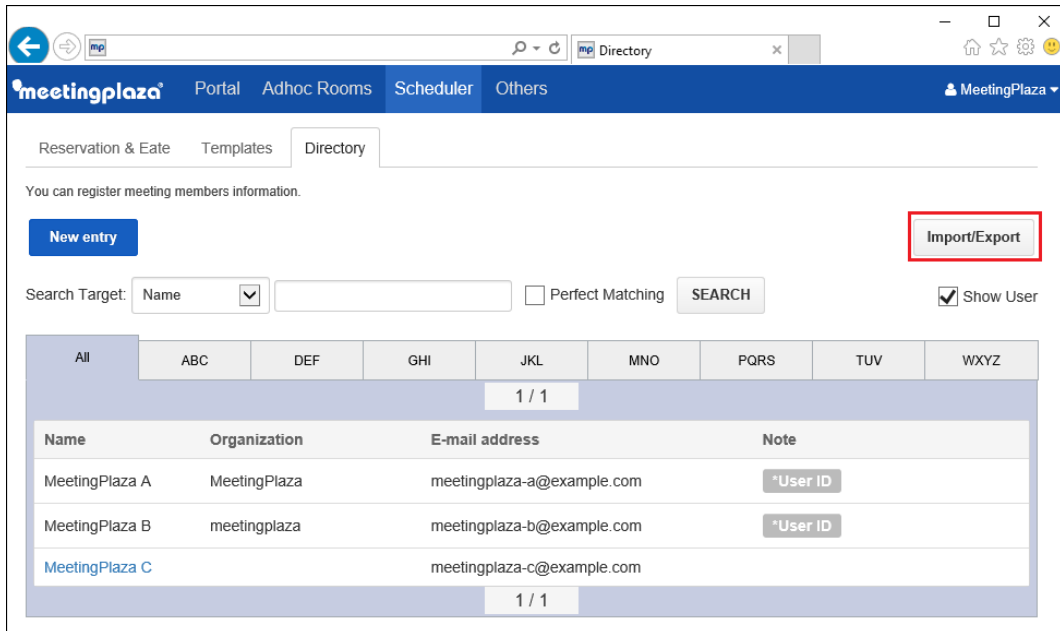
Ex)

A,User1,,Section1,sample1@example.com,sample2@example.com,memo1

D,User2,,Section2,sample3@example.com,,

Export

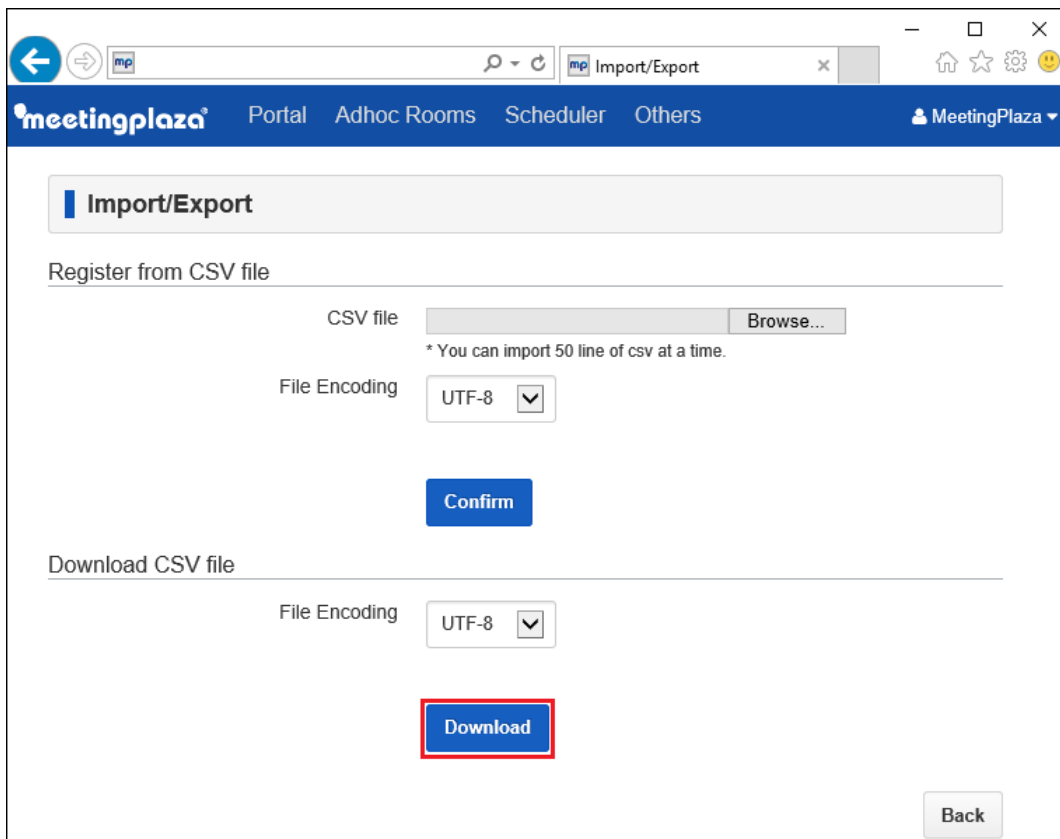
1. Click [Directory], and click [Import / Export].



The screenshot shows the MeetingPlaza web application interface. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The 'Directory' tab is selected. Below the navigation bar, there are tabs for 'Reservation & Eate', 'Templates', and 'Directory'. A message states 'You can register meeting members information.' There is a 'New entry' button and an 'Import/Export' button, which is highlighted with a red rectangle. Below these buttons is a search section with a 'Search Target' dropdown set to 'Name', a search input field, a 'Perfect Matching' checkbox, a 'SEARCH' button, and a 'Show User' checkbox. A table with columns 'All', 'ABC', 'DEF', 'GHI', 'JKL', 'MNO', 'PQRS', 'TUV', and 'WXYZ' is shown, with '1 / 1' indicating one result. The table lists three entries: 'MeetingPlaza A', 'MeetingPlaza B', and 'MeetingPlaza C', each with an organization, email address, and a 'Note' column containing a '*User ID' button.

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

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



The screenshot shows the MeetingPlaza web application interface for the 'Import/Export' section. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The 'Import/Export' tab is selected. Below the navigation bar, there is a section titled 'Import/Export' with a sub-section 'Register from CSV file'. This section includes a 'CSV file' input field with a 'Browse...' button, a 'File Encoding' dropdown set to 'UTF-8', and a 'Confirm' button. A note states '* You can import 50 line of csv at a time.' Below this is a section titled 'Download CSV file' with a 'File Encoding' dropdown set to 'UTF-8' and a 'Download' button, which is highlighted with a red rectangle. A 'Back' button is located at the bottom right.

Register from CSV file

CSV file Browse...

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

File Encoding

Confirm

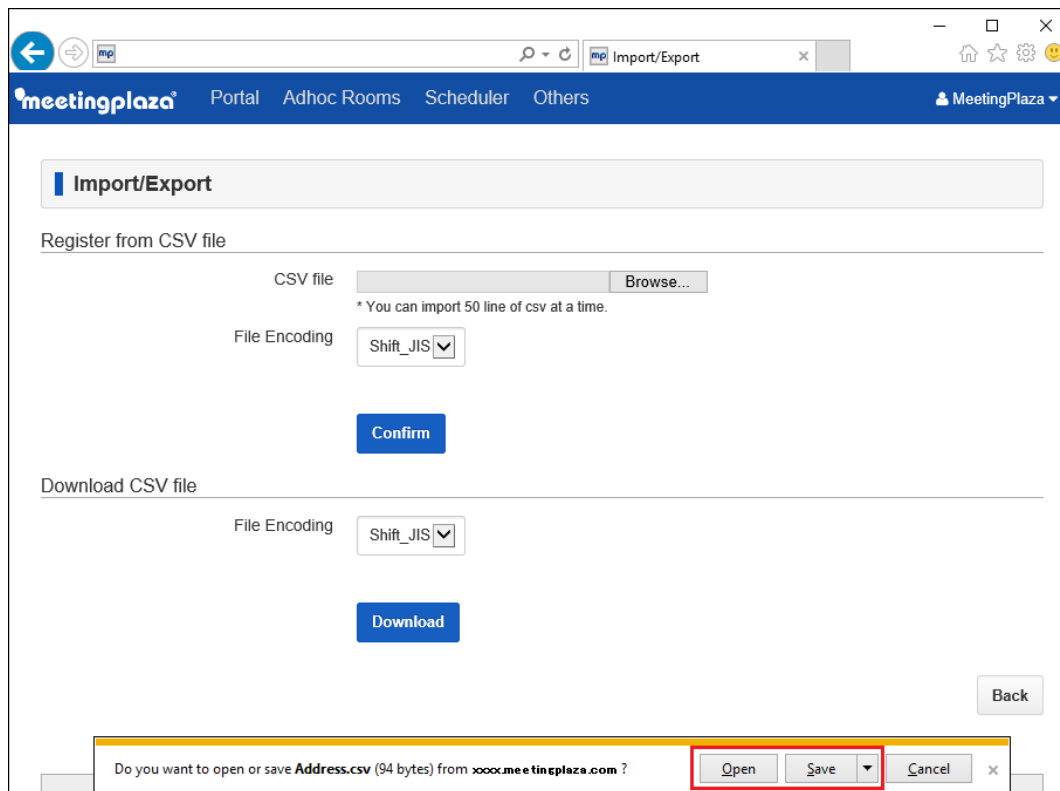
Download CSV file

File Encoding

Download

Back

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



8-3-10 Register directory (keyword type directory)

If a large amount of data is registered because the address book that has been explained up to now doesn't have the layered structure, the retrieval becomes inconvenient. For that case, if "Key word type address book" explains in the following is used, it becomes convenient.

To use a keyword type directory, Click <Others> - [My settings]. Put the checkbox ☐ of [Use keyword type] on ☒.

meetingplaza® Portal Adhoc Rooms Scheduler Others MeetingPlaza

User ID Settings Announcement to user Usage Advanced Settings My settings

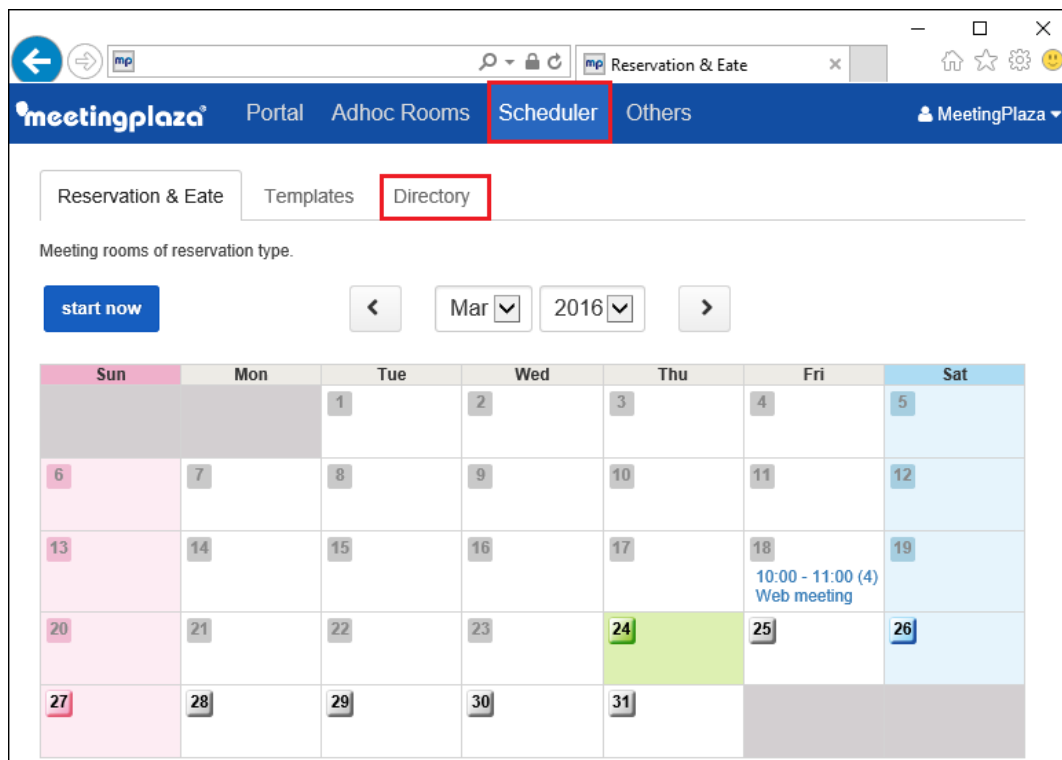
You can change manager information.

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 checked="" 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	

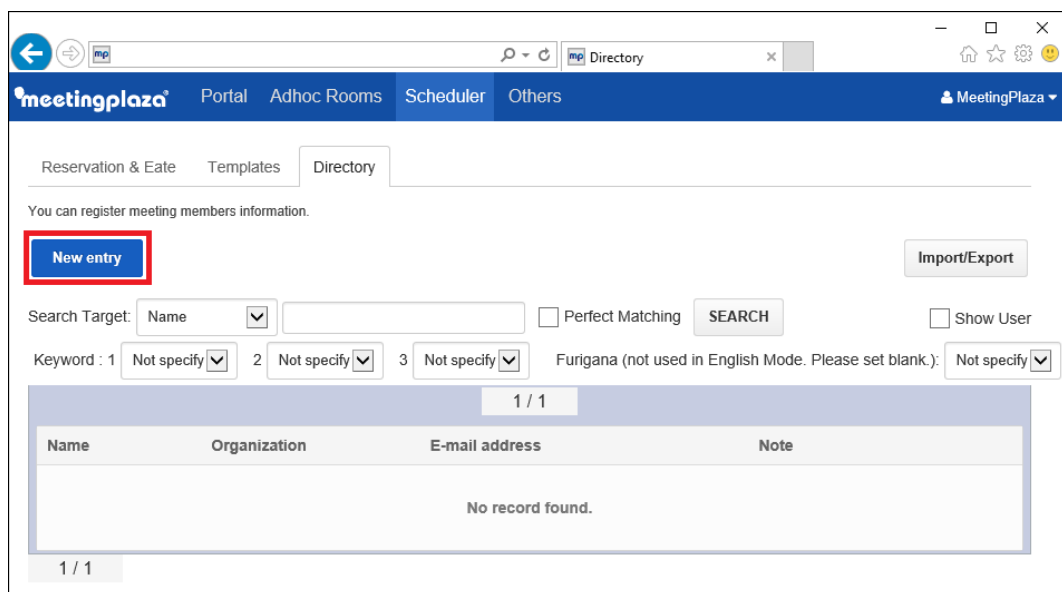
[Save changes](#)

The following is how to register a keyword type directory.

1. Choose < Scheduler> - <Directory>.



2. Saved directory is displayed.



3. Click <New entry>. A new directory entry screen is displayed.

The screenshot shows a web browser window with the MeetingPlaza logo and navigation tabs: Portal, Adhoc Rooms, Scheduler, and Others. The 'New entry' tab is active. The form is titled 'New entry' and contains the following fields:

Name (required)	<input type="text"/>
Organization	<input type="text"/>
Keyword 1	<input type="text"/>
Keyword 2	<input type="text"/>
Keyword 3	<input type="text"/>
E-mail address (required)	<div>1 <input type="text"/></div> <div>2 <input type="text"/></div>
Note	<div><input type="text"/></div> <div>↑</div> <div>↓</div>


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

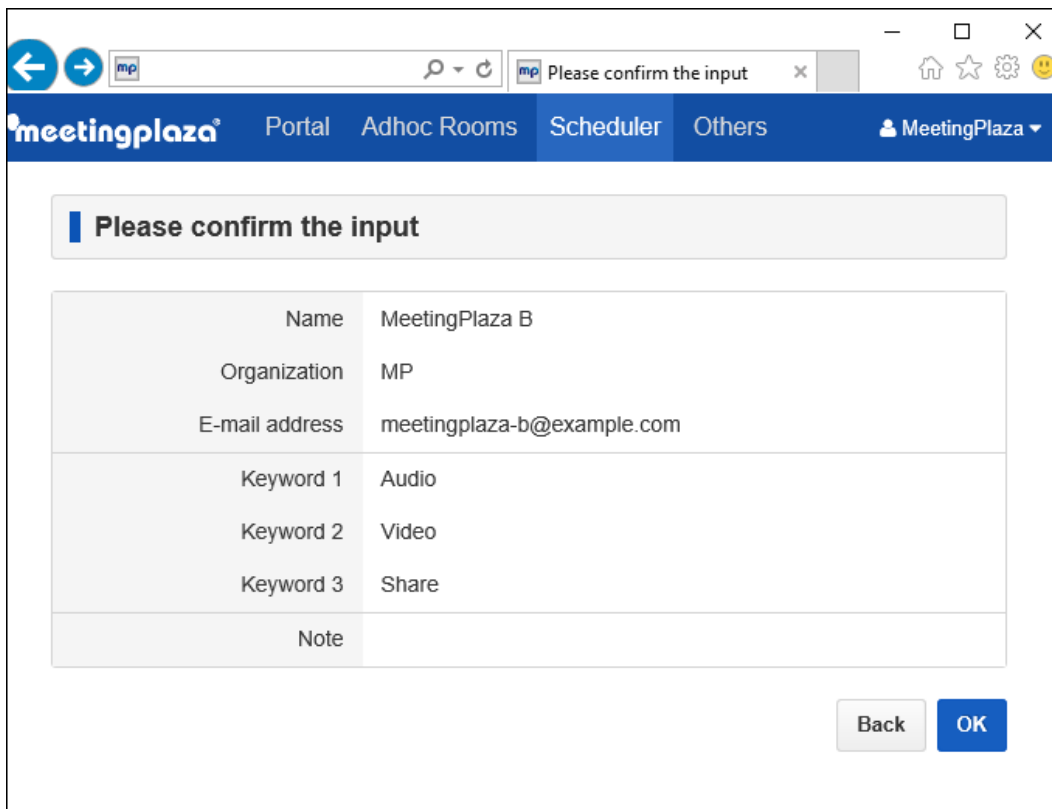
Enter directory data. <Name> and <E-mail Address> are required items. The rest of items are optional.

<Organization> and <Note> are not searchable, if necessary you can enter some information.

Enter [Keyword 1], [Keyword 2], [Keyword 3].

4. The input for the new registration is confirmed.

Click  on entry screen. Check all data that have been entered. The following confirmation page is displayed. An error message will display if there is a mistake.



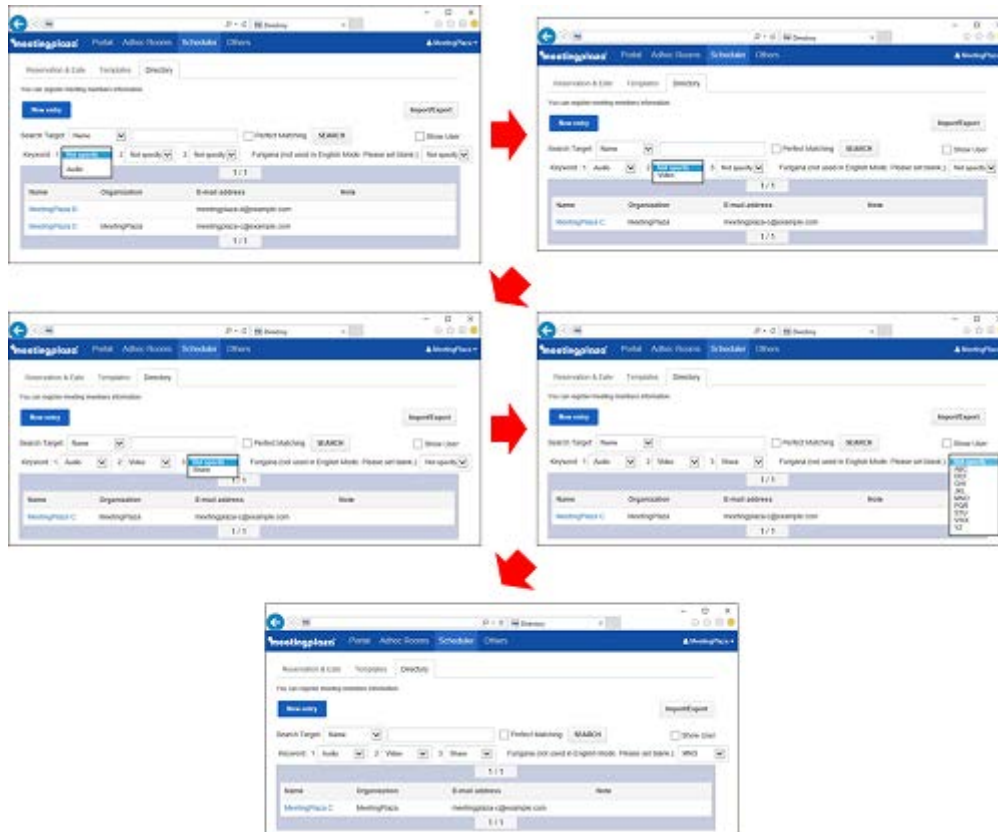
The screenshot shows a web browser window with the MeetingPlaza interface. The browser's address bar shows 'mp' and the page title is 'Please confirm the input'. The MeetingPlaza navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others', with a user profile 'MeetingPlaza' on the right. The main content area has a header 'Please confirm the input' and a table with the following data:

Name	MeetingPlaza B
Organization	MP
E-mail address	meetingplaza-b@example.com
Keyword 1	Audio
Keyword 2	Video
Keyword 3	Share
Note	

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

Once all the information is inputted click  on the registration screen. If you need to change the entry click “back” and make any corrections necessary.

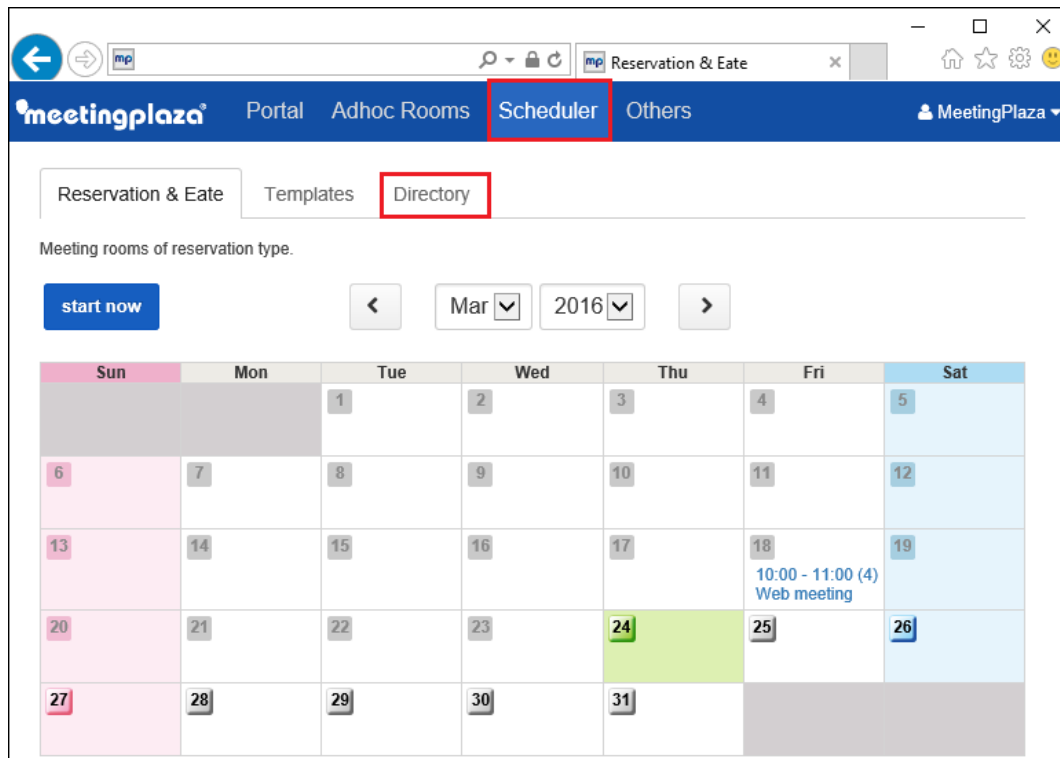
"Key word 1" etc. input on this screen become menus when the address book is retrieved.



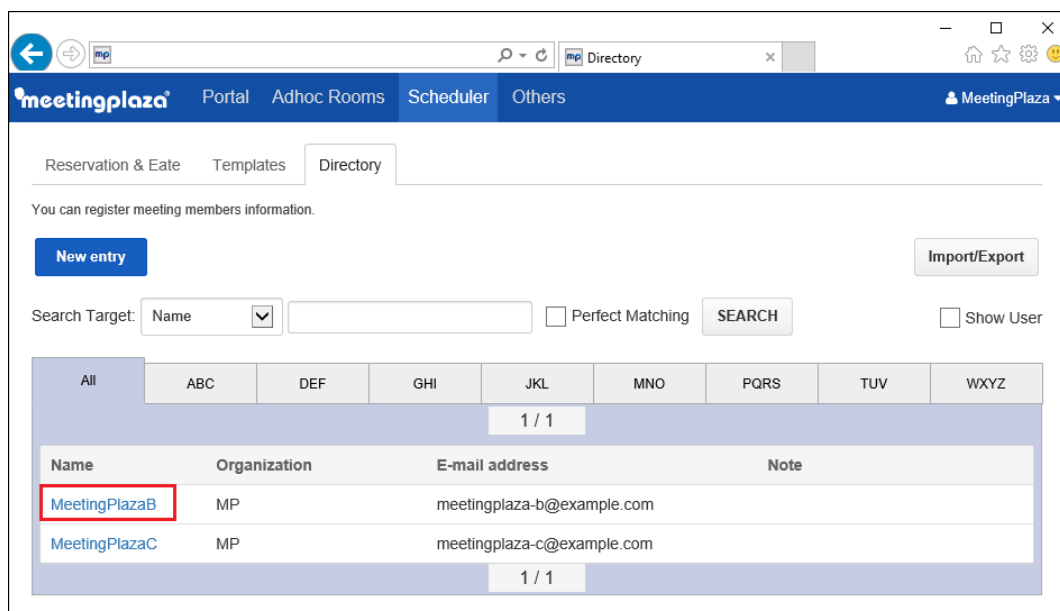
For users purchased our system package, keyword typed address book is unable to import from CSV file.

8-3-11 Change/Delete a directory (common type/keyword type)

1. Choose < Scheduler> - <Directory>.



2. Choose data that needs to be changed or deleted.



3. Click on the entry that needs to be changed. Click on modify to make changes or click on delete to remove the entry.

The screenshot shows a web browser window with the MeetingPlaza interface. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler' (selected), and 'Others'. A secondary bar contains 'Reservation & Eate', 'Templates', and 'Directory'. The main content area is titled 'Please confirm the input' and contains a table with the following data:


Name	MeetingPlaza B
Organization	MP
E-mail address	meetingplaza-b@example.com
Note	

At the bottom right of the table are three buttons: 'Back', 'Modify', and 'Delete'.

(1) Click <Modify>

Display the previous address book (logged in) screen, please edit or re-login

(2) Click <Delete>

Display the confirmation screen, Click  to delete the data.

8-3-12 Holding a conference immediately

Select the calendar at the top left of the screen [Start now] or click in the conference information input screen select "Start" to the [Start now] the meeting will begin immediately.

(Calendar)

The screenshot shows the MeetingPlaza interface with the 'start now' button highlighted by a red rectangle. The interface includes the same top navigation bar as the previous screenshot. Below the navigation bar, there are tabs for 'Reservation & Eate', 'Templates', and 'Directory'. The text 'Meeting rooms of reservation type.' is displayed above the 'start now' button. To the right of the button are navigation controls: a left arrow, a month dropdown set to 'Mar', a year dropdown set to '2016', and a right arrow. Below these controls is a calendar grid showing the days of the week: Sun, Mon, Tue, Wed, Thu.

(Conference information)

meetingplaza®
Portal
Adhoc Rooms
Scheduler
Others

Reservation

Use a template or history

Conference information(Timezone:Asia/Tokyo)

Subject

Enter a Subject

Meeting time

now

-

60 minutes

▼

later from the starting time

8-3-13 Congestion Level

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

meetingplaza®
Portal
Adhoc Rooms
Scheduler
Others

Reservation & Eate
Templates
Directory

Meeting rooms of reservation type.

start now

<

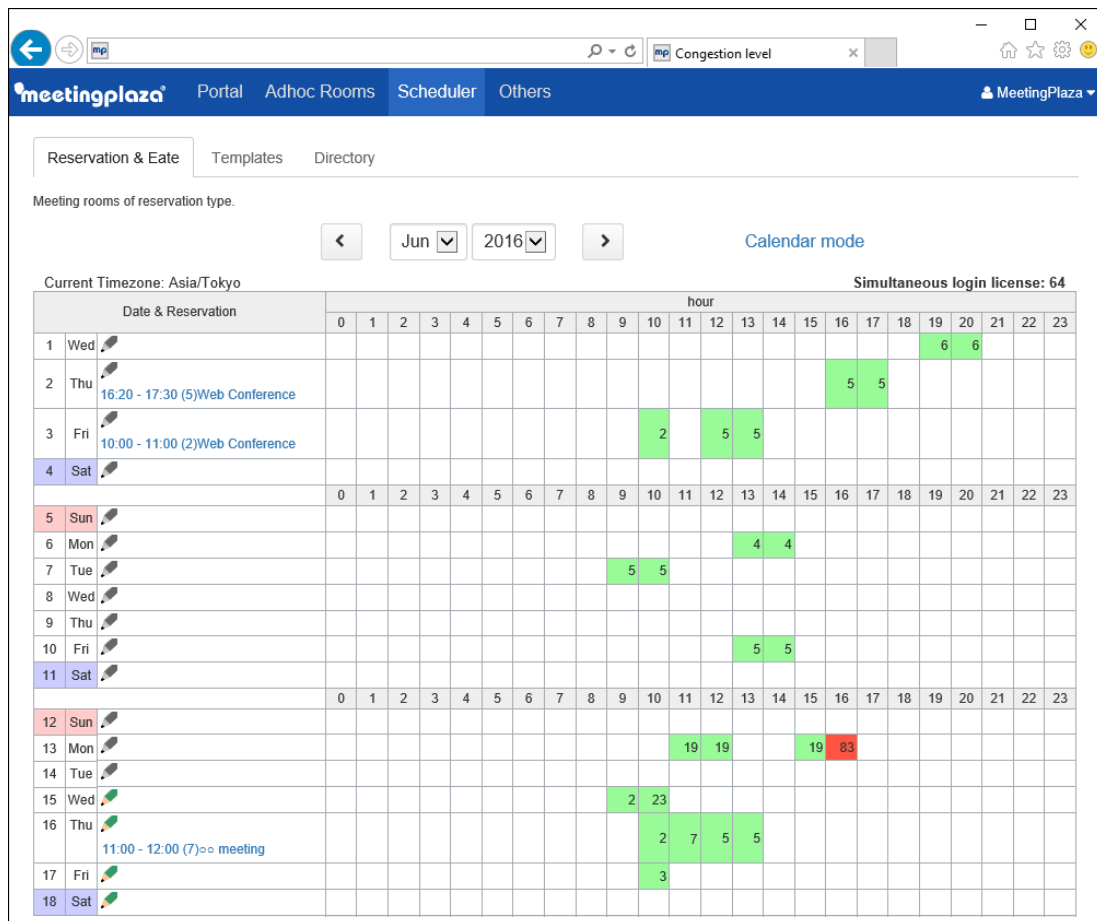
Jun ▼

2016 ▼

>

Congestion level

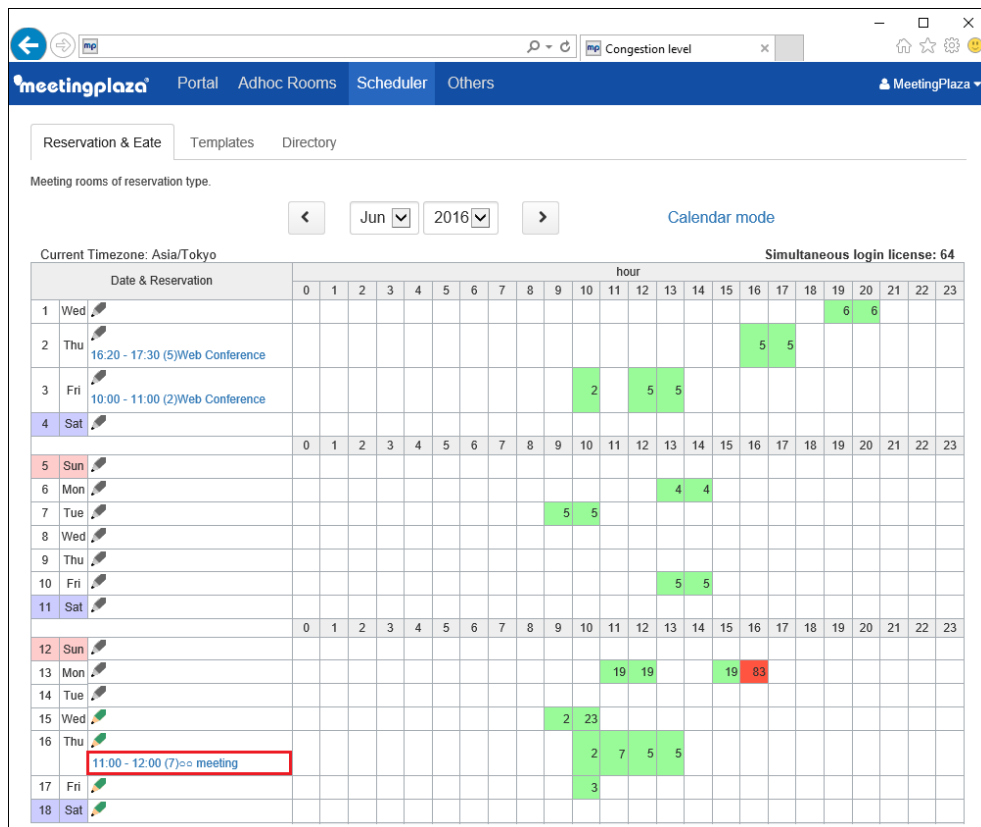
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 16:20 - 17:30 (5)Web Conference	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



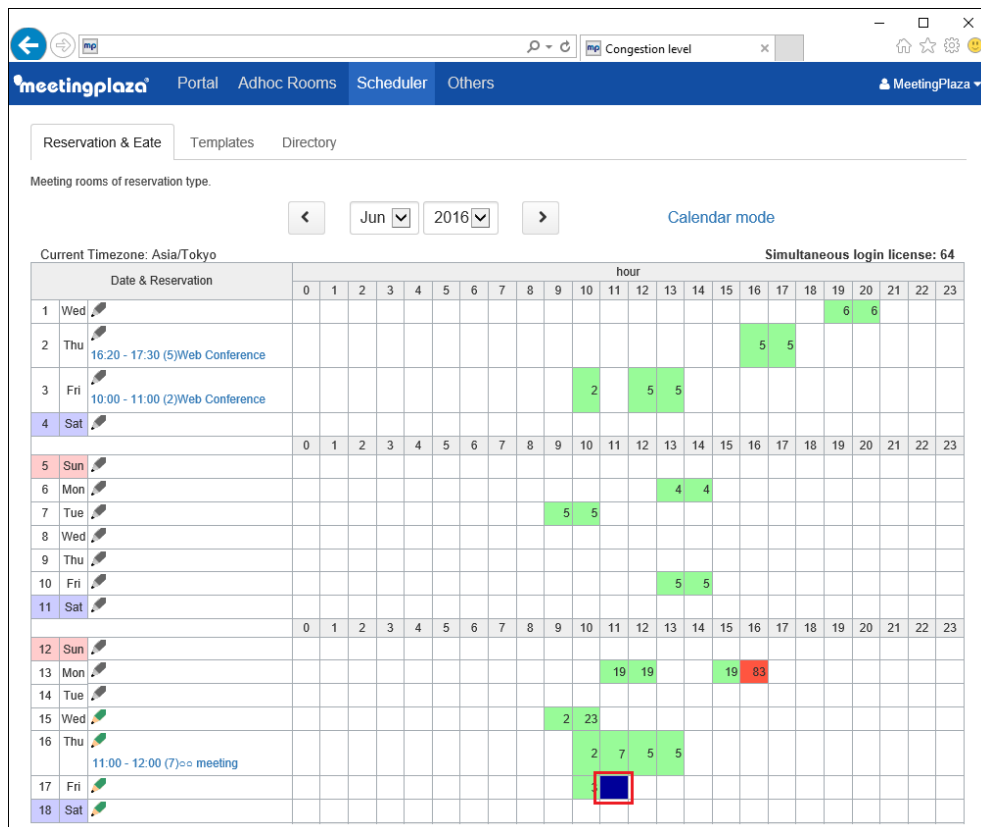
The number in the frame shows the number of concurrent connections in this time scale. The color shows the volume of bookings taken place.

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

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



When you click on the time to hold a meeting, the meeting can make a reservation.



8-4 Reference Material

Before the conference starts, user may upload files that will be shared in the conference to server in advance, from either an Adhoc room or a reserved conference room.

The up-loaded file recommends the "VPI" form.

There is the following advantages when the VPI file is used.

- 1) It is possible to inspect it paging while even delivering material.
- 2) It is possible to refer on the hoped page.

Below, are restrictions applied to each room administrator.

The upper bound of the size of the file is 256MB a file.

12 is the maximum number of files that can be uploaded at once.

A total of 30 total files can be uploaded.

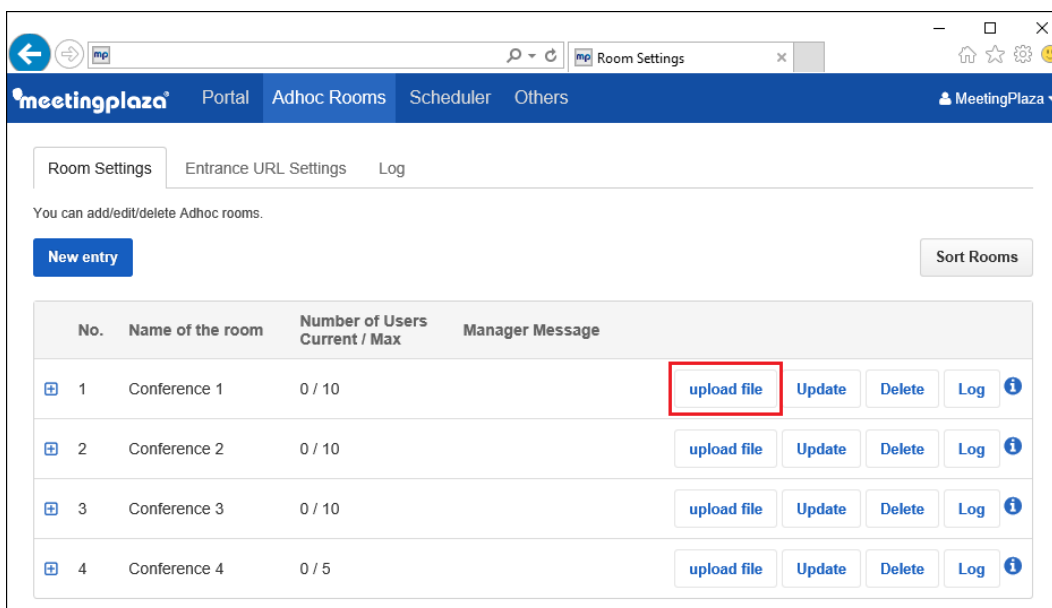
A prior update can be done at any time while holding the conference.

Attention:

Only administrator can share the file that has been uploaded in advance.

8-4-1 Steps on how to upload files from Adhoc room

1. Locate the conference room that you want to upload files to, and click [upload file].



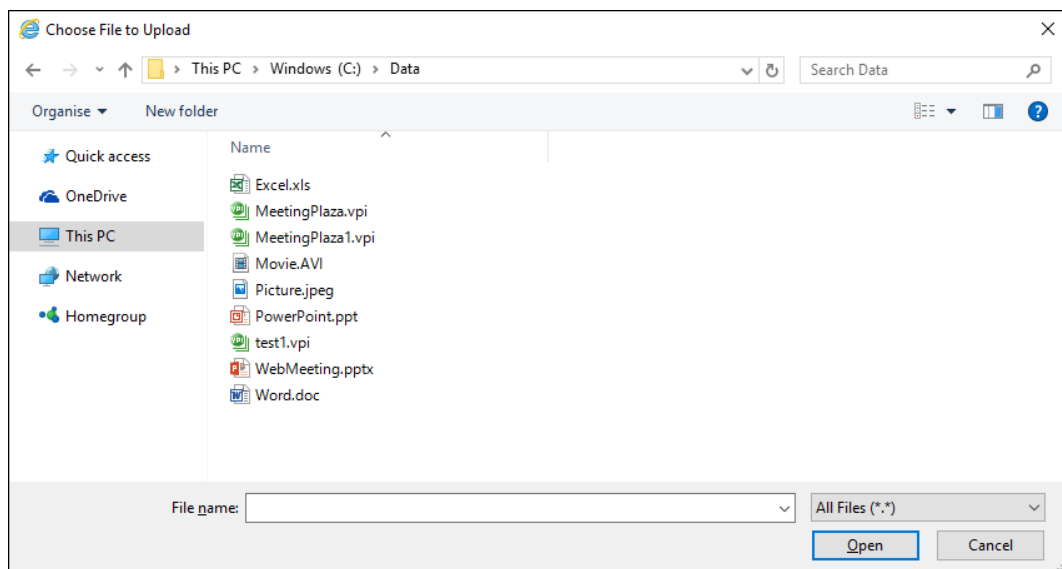
The screenshot shows the MeetingPlaza web interface. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. Below this, there are tabs for 'Room Settings', 'Entrance URL Settings', and 'Log'. A message states 'You can add/edit/delete Adhoc rooms.' and there is a 'New entry' button. A table lists four conference rooms. The 'upload file' button for the first room is highlighted with a red box.

No.	Name of the room	Number of Users Current / Max	Manager Message
1	Conference 1	0 / 10	upload file Update Delete Log i
2	Conference 2	0 / 10	upload file Update Delete Log i
3	Conference 3	0 / 10	upload file Update Delete Log i
4	Conference 4	0 / 5	upload file Update Delete Log i

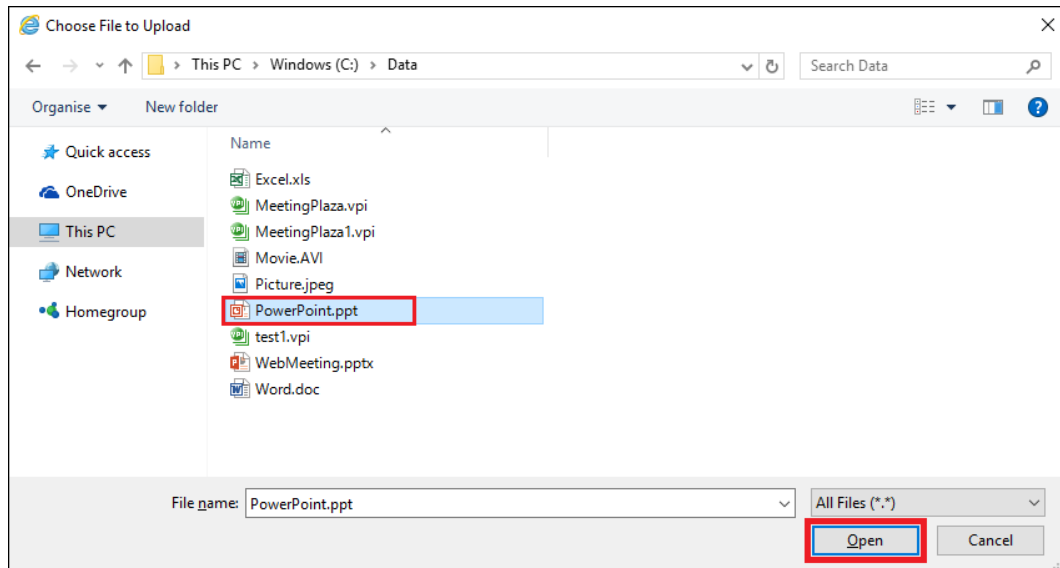
2. Click "Browse".

The screenshot shows the MeetingPlaza web interface. The navigation bar at the top includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The main content area is titled 'Reference Material : Conference 1'. Under the 'Upload' section, there is a 'Browse...' button highlighted with a red box. Below it, there are checkboxes for 'set up utility start time' and 'set up utility end time', both set to '4/25/2016'. There are also dropdown menus for '16' and '35'. An 'OK' button is present, and a red message 'you select file' is displayed. To the right, a text box provides recommendations for file format and size, stating 'We recommend that you choose the file which has the extension ".vpi" made of MeetingPlaza Virtual Printer for uploading.' and 'Choosing the ".vpi" file has following advantages.' It lists two advantages: 'They can see the pages while the distribution has been on-going.' and 'They can jump directory to the page you want.' It also states 'The size of file is permissible up to 256 MB respectively.' and shows a progress bar for '512MB FREE' out of '512MB'. Below the upload section, there is an 'upload file list' section with a note '*not upload file' and a 'MOVE TO MEETING LIST' button.

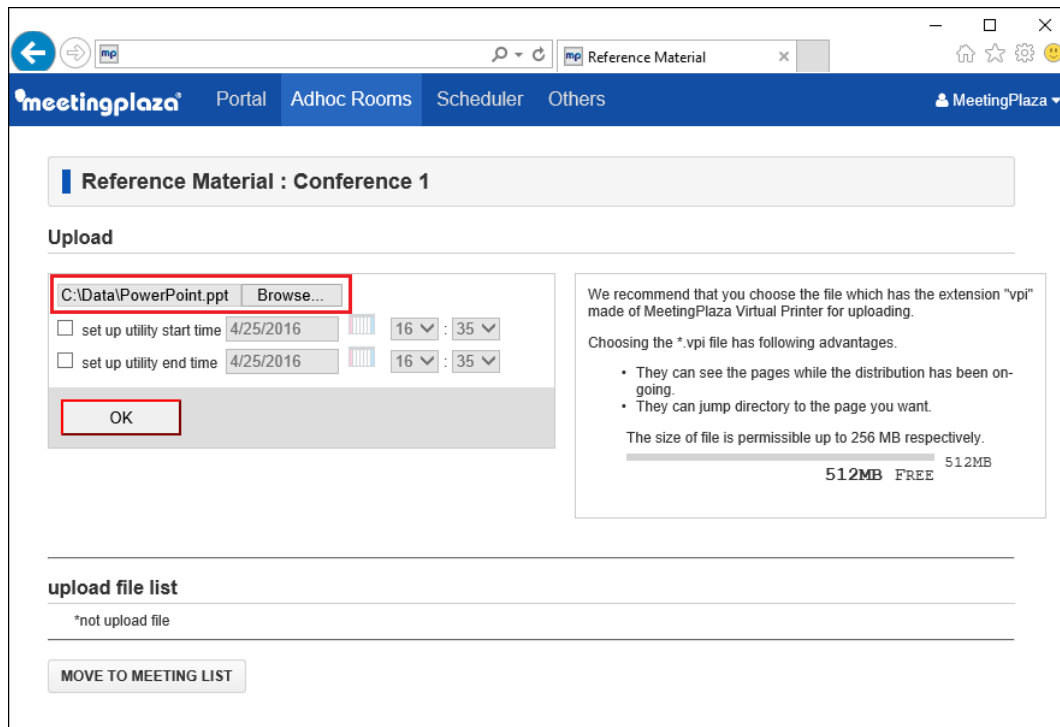
3. The dialogue box for selecting files to upload is displayed.



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



5. Selected file is displayed in Reference Material 4.



6. To add a start time or end time, choose [set up utility start time], [set up utility end time] and set up date and time.

Reference Material : Conference 1

Upload

C:\Data\PowerPoint.ppt

☒ set up utility start time 4/25/2016 16 : 35

☒ set up utility end time 4/25/2016 17 : 35

We recommend that you choose the file which has the extension ".vpi" made of MeetingPlaza Virtual Printer for uploading.

Choosing the *.vpi file has following advantages.

- They can see the pages while the distribution has been on-going.
- They can jump directory to the page you want.

The size of file is permissible up to 256 MB respectively.

512MB FREE 512MB

upload file list

*not upload file

7. "OK" is clicked.

Reference Material : Conference 1

Upload

C:\Data\PowerPoint.ppt

☒ set up utility start time 4/25/2016 16 : 35

☒ set up utility end time 4/25/2016 17 : 35

We recommend that you choose the file which has the extension ".vpi" made of MeetingPlaza Virtual Printer for uploading.

Choosing the *.vpi file has following advantages.

- They can see the pages while the distribution has been on-going.
- They can jump directory to the page you want.

The size of file is permissible up to 256 MB respectively.

512MB FREE 512MB

upload file list

*not upload file

8. Uploaded file is displayed in the Reference Material page.

8-4-2 Steps on how to upload files from reserved conference room

User may also upload a file to a reversed conference room on the reservation confirmation page.

Confirm

User [show log](#)

	Name	E-mail address	administrator	Recordable	Telephone login number
Chair	MeetingPlaza	meetingplaza@example.com	O		03130480
2 (User ID)	MeetingPlaza B	meetingplaza-b@example.com			04525805
3 (User ID)	MeetingPlaza A	meetingplaza-a@example.com			09887638

Number of Guest Account 3

Message

Reference Material [ADD](#) [Delete](#)

File	File size (KB)
*not upload file	

[Modify](#) [Reuse this](#) [Resend invitation mail](#) [Delete](#)

[Back](#)

Below, are how to upload a file for a reserved conference room.

1. The reserved conference is clicked.

Reservation & Eate [Templates](#) [Directory](#)

Meeting rooms of reservation type.

[start now](#) [<](#) [Mar](#) [2016](#) [>](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10:00 - 11:00 (4)
Web meeting

2. "Add" of the conference material is clicked.

The screenshot shows the 'Confirm' page in the MeetingPlaza interface. The page has a blue header with the MeetingPlaza logo and navigation links: Portal, Adhoc Rooms, Scheduler, and Others. The main content area is titled 'Confirm' and includes a 'User' section with a 'show log' link. Below this is a table with columns: Name, E-mail address, administrator, Recordable, and Telephone login number. The table lists three users: Chair (MeetingPlaza), MeetingPlaza B, and MeetingPlaza A. Below the table is a form for 'Number of Guest Account' (set to 3) and a 'Message' field. The 'Reference Material' section has an 'ADD' button highlighted with a red box, along with a 'Delete' button. Below the buttons is a table with columns 'File' and 'File size (KB)', which currently shows '*not upload file'. At the bottom of the page are buttons for 'Modify', 'Reuse this', 'Resend invitation mail', 'Delete', and 'Back'.

	Name	E-mail address	administrator	Recordable	Telephone login number
Chair	MeetingPlaza	meetingplaza@example.com	O		03130480
2 (User ID)	MeetingPlaza B	meetingplaza-b@example.com			04525805
3 (User ID)	MeetingPlaza A	meetingplaza-a@example.com			09887638

Number of Guest Account: 3

Message:

Reference Material

ADD Delete

File	File size (KB)
*not upload file	

Modify Reuse this Resend invitation mail Delete

Back

3. Click "Browse".

The screenshot shows the 'Reference Material' page in the MeetingPlaza interface. The page has a blue header with the MeetingPlaza logo and navigation links: Portal, Adhoc Rooms, Scheduler, and Others. The main content area is titled 'Reference Material' and includes a paragraph explaining the benefits of using .vpi files. Below this is a list of advantages: 'They can see the pages while the distribution has been on-going' and 'They can jump directory to the page you want'. A note states: 'The size of file is permissible up to 256 MB respectively.' Below the note is a progress bar showing '511MB' and '512MB' with 'FREE' text. A 'Browse...' button is highlighted with a red box. At the bottom of the page are buttons for 'OK', 'Delete', and 'MOVE TO CONFIRM'.

Reference Material

We recommend that you choose the file which has the extension ".vpi" made of MeetingPlaza Virtual Printer for uploading. Choosing the *.vpi file has following advantages.

- They can see the pages while the distribution has been on-going.
- They can jump directory to the page you want.

The size of file is permissible up to 256 MB respectively.

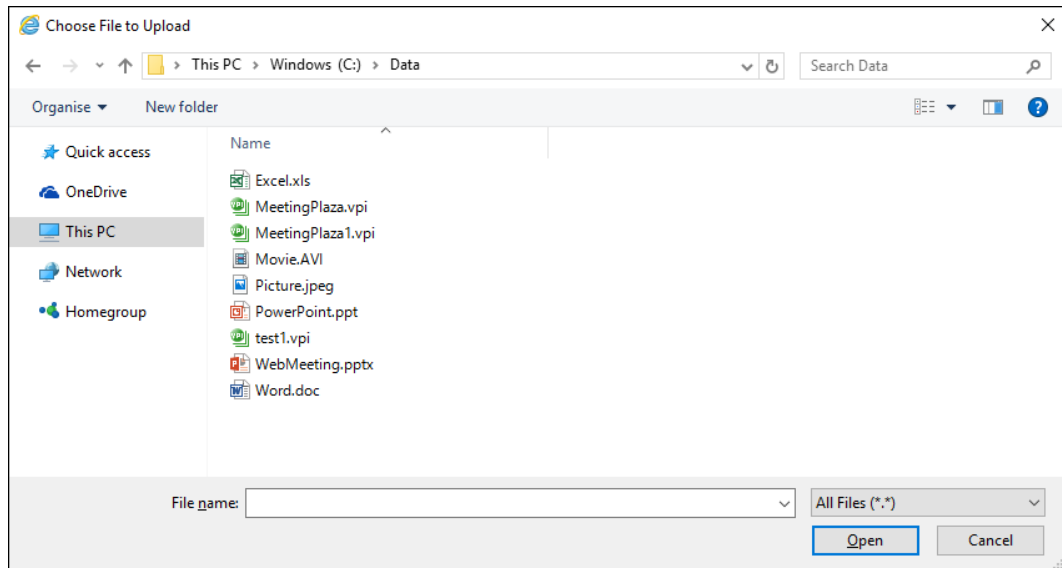
511MB 512MB FREE

Browse...

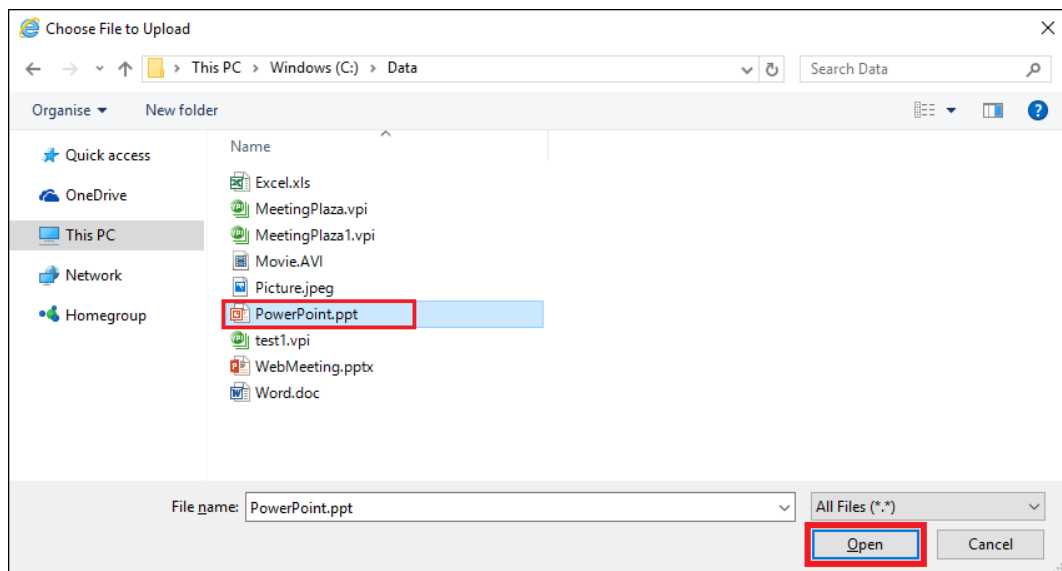
OK Delete

MOVE TO CONFIRM

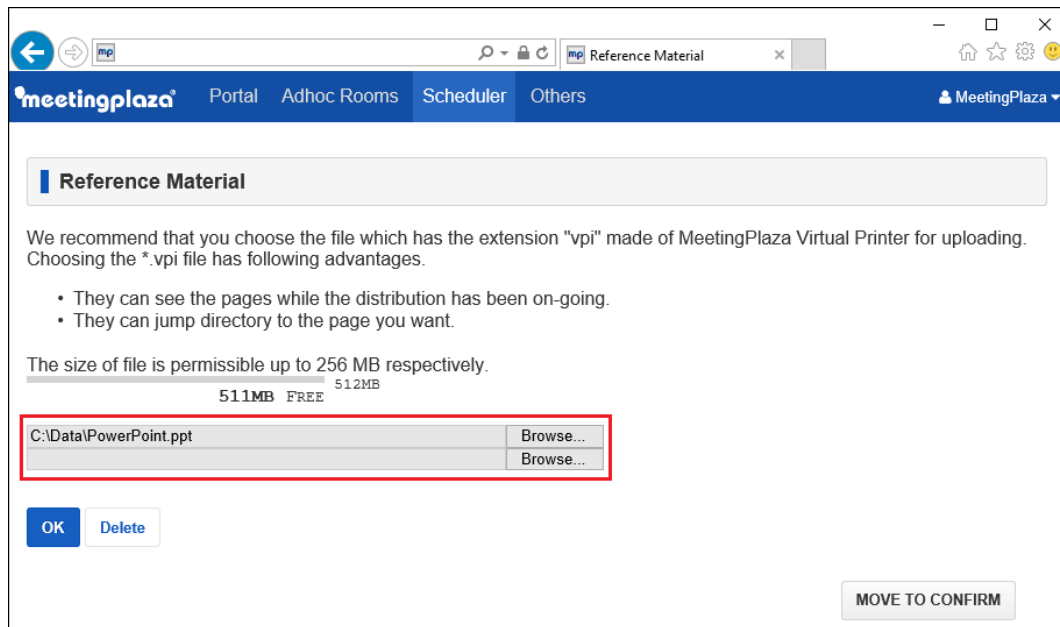
4. The dialogue box for selecting files to upload is displayed.



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

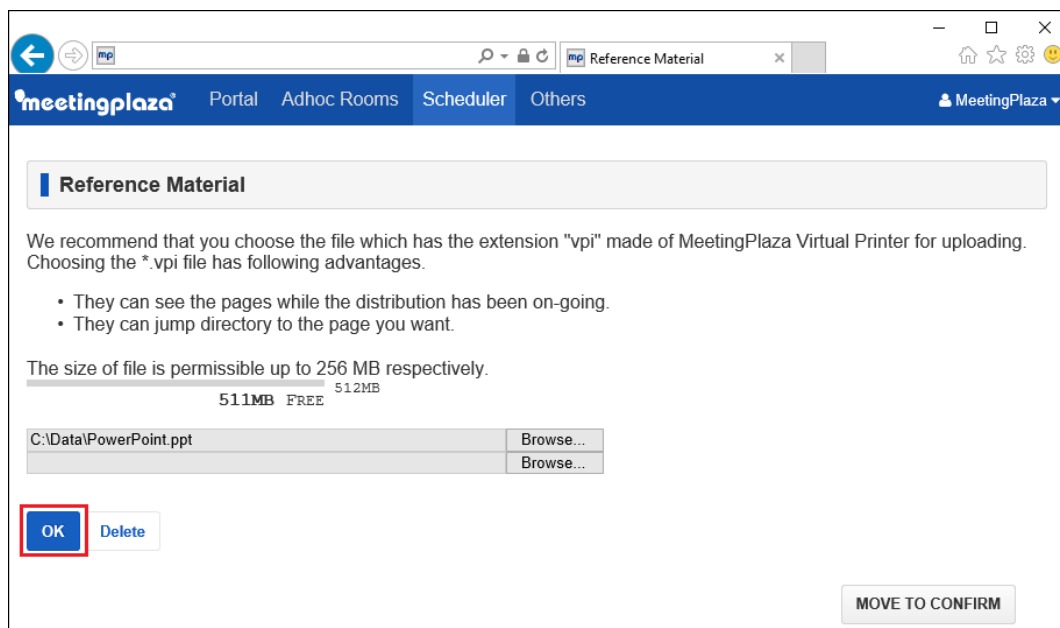


6. The selected material is displayed in the conference material.

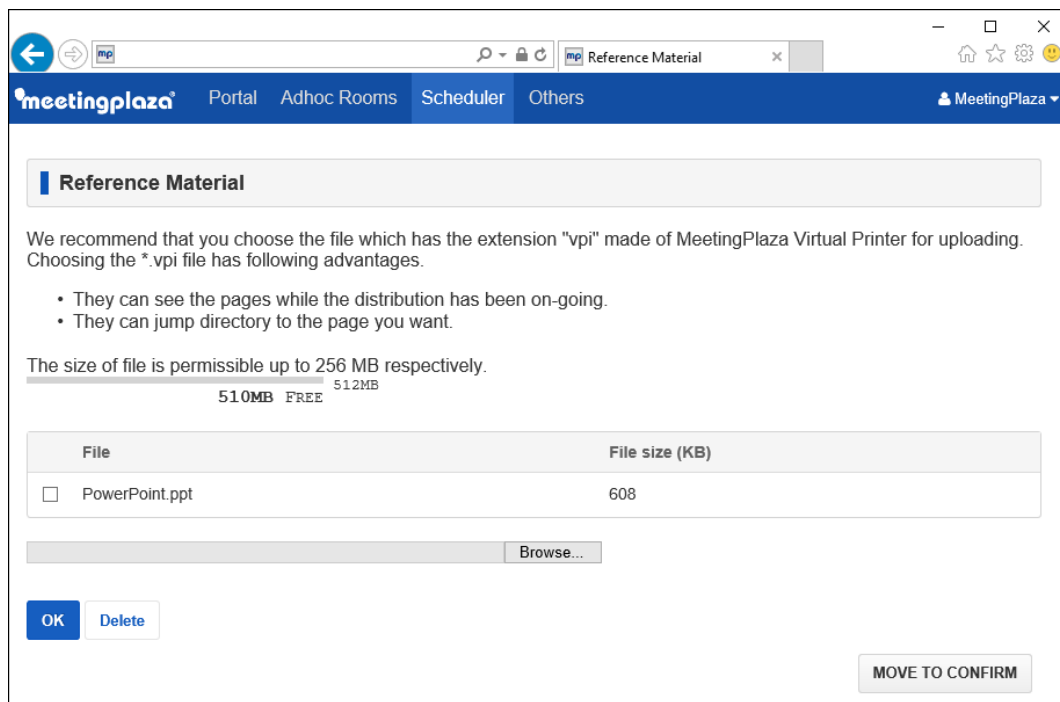


If you upload multiple files, click Browse, and then repeat steps 6-3 until you can select the next file

7. "OK" is clicked.

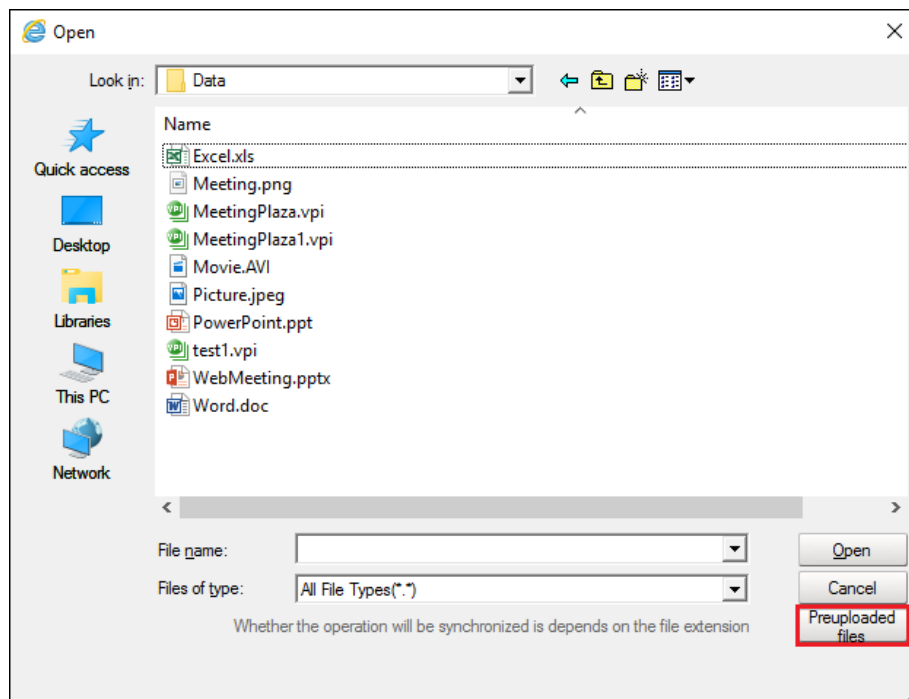


8. It returns to the confirmation screen of the content of registration.

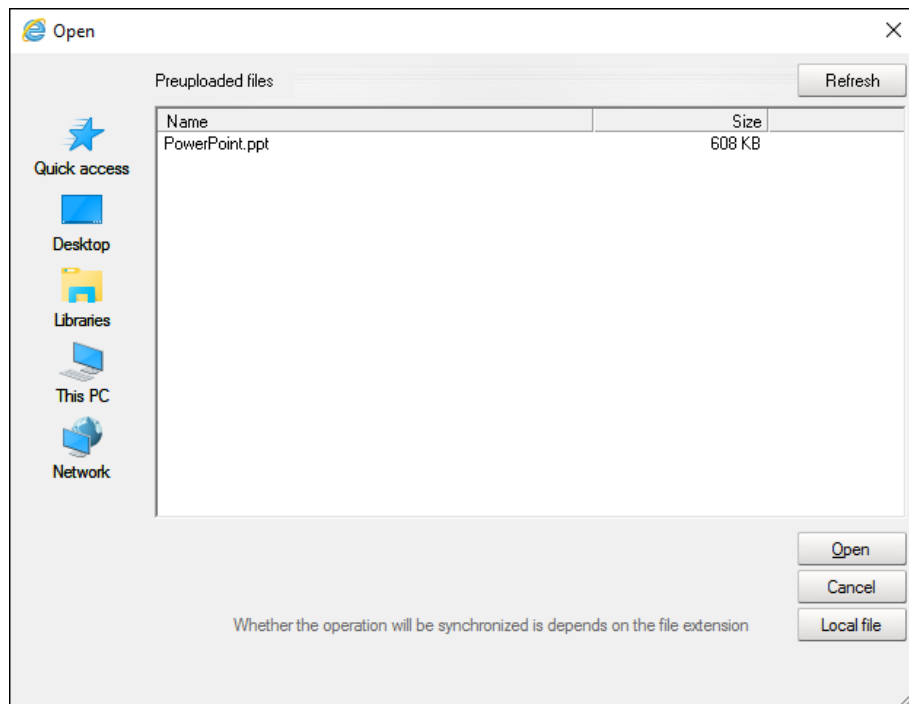


8-4-3 Procedure for sharing file that up-loads prior

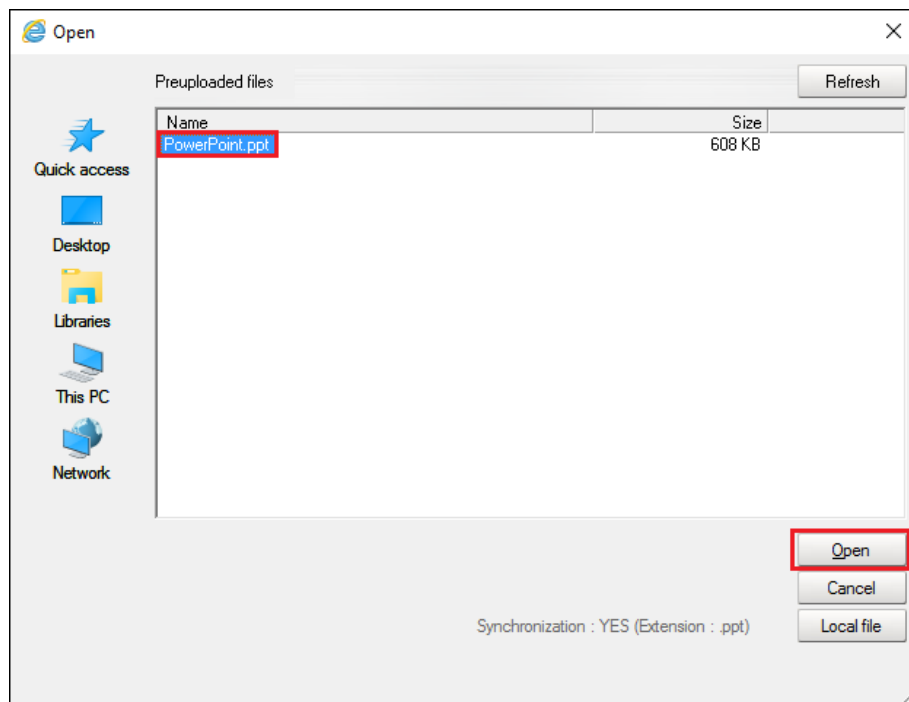
1. "File sharing" is clicked.
2. "Preuploaded files" is clicked.



3. The dialog that opens the file is displayed.



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



8-5 Others

This chapter describes features of <Others>.

User ID Settings Announcement to user Usage Advanced Settings My settings

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

User count / Limit 4 / 100

authority level for reservation can only confirm existence or nonexistence of reservation [Update](#)

[New entry](#) [Import/Export](#)

User ID	NAME ▲	Organization	E-mail address	Permission
MFCSQNJ	MeetingPlaza A	MeetingPlaza	meetingplaza-a@example.com	Reservation Privilege Recording ...
GVRENMQE	MeetingPlaza B	meetingplaza	meetingplaza-b@example.com	Reservation Privilege Recording ...
QFMCEVJN	MeetingPlaza C		meetingplaza-c@example.com	Privilege Recording ...
CROMTIXR	MeetingPlazaD		meetingplaza-d@example.com	Privilege Recording ...

8-5-1 For registered users

Registered users are a type of users who are enrolled and authorized by conference room administrator and may reserve and join a conference.

A conference room administrator is able to register, change, suspend or remove registered users at this admin page.

A conference room administrator also decides the accessible levels of non-registered users, such as what room settings can they see or what features they can make changes to.

There is a cap for maximum number of registered users. For ASP service subscribers, the number of accounts is limited to 10 times the maximum of simultaneous login licenses per entire system. For the system-sales customers, the number of registered user accounts is up to 8 times of the maximum of simultaneous logins.

Example) For ASP service subscribers, if the maximum of simultaneous login licenses is 10, then the number of accounts is up to 100.

8-5-2 User registration

1. Click < New entry > to open a user registration page.

meetingplaza Portal Adhoc Rooms Scheduler Others MeetingPlaza

User ID Settings Announcement to user Usage Advanced Settings My settings

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

User count / Limit	2 / 100
authority level for reservation	can only confirm existence or nonexistence of reservation Update

New entry Import/Export

There is not TeamRoom user.

2. Open a user registration screen.

meetingplaza Portal Adhoc Rooms Scheduler Others MeetingPlaza

User Registration

NAME (required) (Maximum characters: 50)

E-mail address (required)

Organization

Language English

Timezone ☒ Follow the conference manager ☐ Change Asia Tokyo

Portal ☒ Allow [Announcement] of Portal.

Scheduler ☐ Permit to reserve in Conference Scheduler

Login permission ☐ Privilege ☐ Recordable

Record ☐ Record Manager ☐ Record Viewer ☒ No Viewer

Send direct login URL via email ☐

Allow Rooms ☒ allow all rooms ☐ select rooms

No Allow Rooms Conference1 Conference2 Conference3 Conference4

Allow Rooms

Message to user


Back Confirm

(1) Enter user registration information

Follow the order, enter information at < User Registration >

NAME (required)	Enter user name.
E-mail address (required)	Enter user email address.
Organization	Enter user's organization
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")
Scheduler	Put the box <input type="checkbox"/> <Permit to reserve in Conference Scheduler > on <input checked="" type="checkbox"/> , this user is authorized to reserve a meeting.
Login permission (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.
Login permission (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.
Send direct login URL via email	Put <input type="checkbox"/> < Send direct login URL via email > 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 OK

Please click **OK** if you avoid it by the content displayed on the confirmation screen. Registration is completed. It returns to the registration screen when **BACK** 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: User01,
(Contract ID 001)

Your account is registered by MeetingPlaza Conference Manager.

```
Your ACCOUNT:  XXXXXXXXX
Your PASSWORD: XXXXXXXXX
```

~~Please access the following URI to enter the remote conference room.~~

<http://xxxxxxxx.xxxx/teammgr/index.cgi>

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

Room1



























http://xxxxxxxxx.xxx/teammgr/ormdirectlogin.cgi?o_id=XX

Room 3

[illegible]

Message From Conference Manager:

3. Click URL to open the ID login page.



ID Login

ID

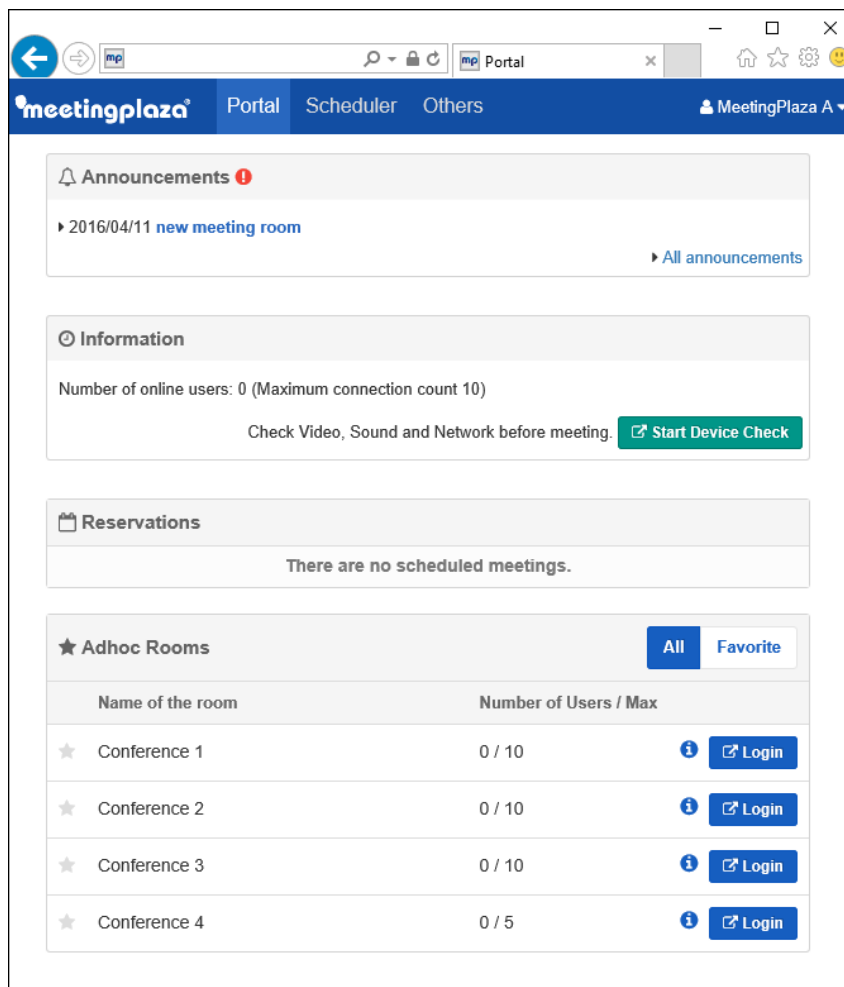
Password

☐ Save ID and PASSWORD

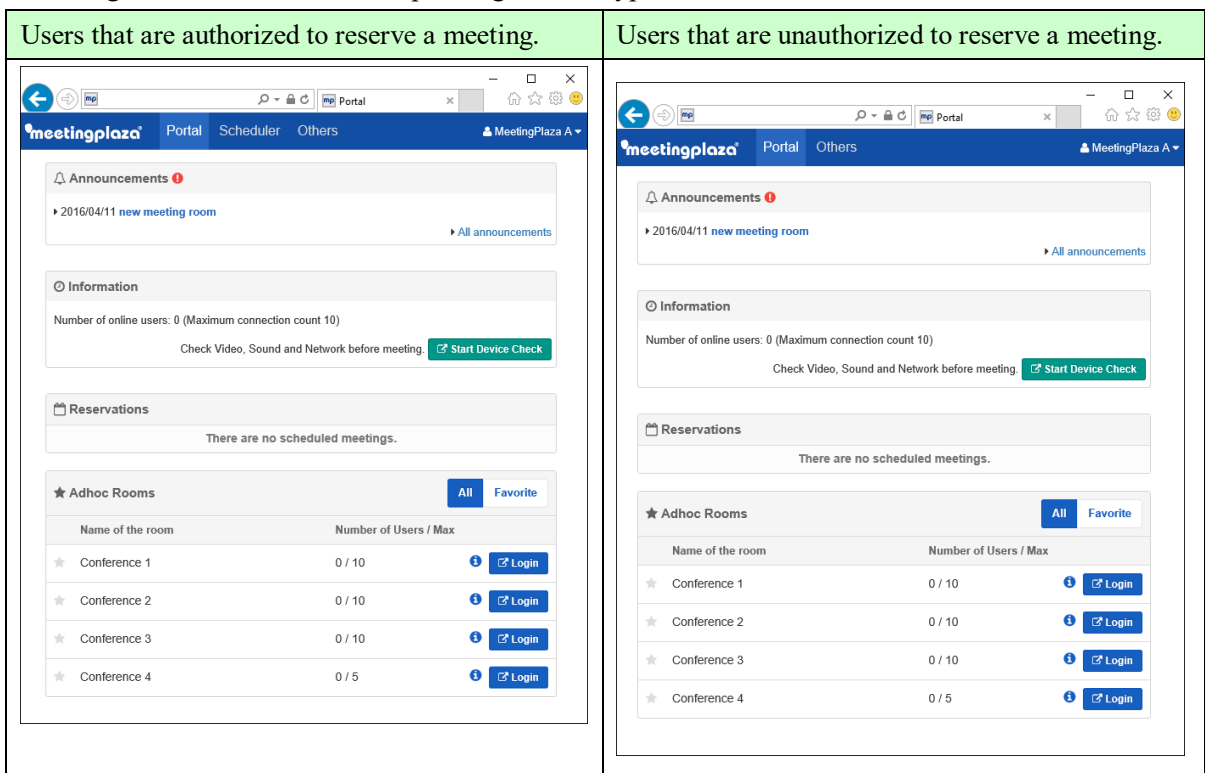
Login

Here if you have forgotten your password

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



User registration screen varies depending on user type.



8-5-3 Import / Export registered user via CSV file

■ Import

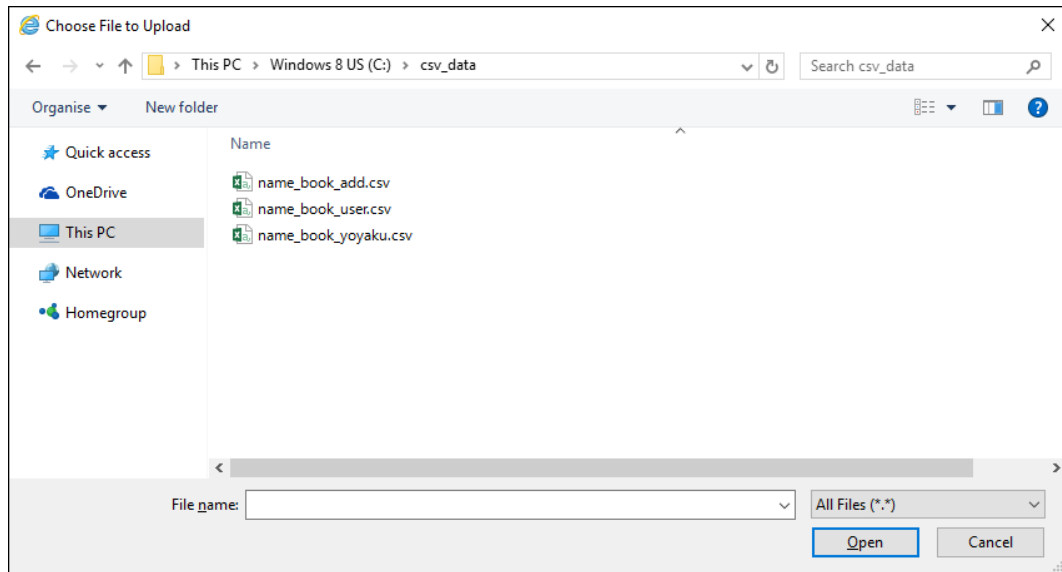
1. Click <Import/Export> displayed in <Others> - <User ID Settings>.

The screenshot shows the MeetingPlaza web interface. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The 'Others' menu is expanded, showing 'User ID Settings', 'Announcement to user', 'Usage', 'Advanced Settings', and 'My settings'. The 'User ID Settings' tab is active. Below the tabs, there is a section for 'User count / Limit' (2 / 100) and 'authority level for reservation' (can only confirm existence or nonexistence of reservation) with an 'Update' button. A 'New entry' button is on the left, and the 'Import/Export' button is on the right, highlighted with a red box. Below these buttons is a table with columns: User ID, NAME, Organization, E-mail address, and Permission. The table contains two rows of user data.

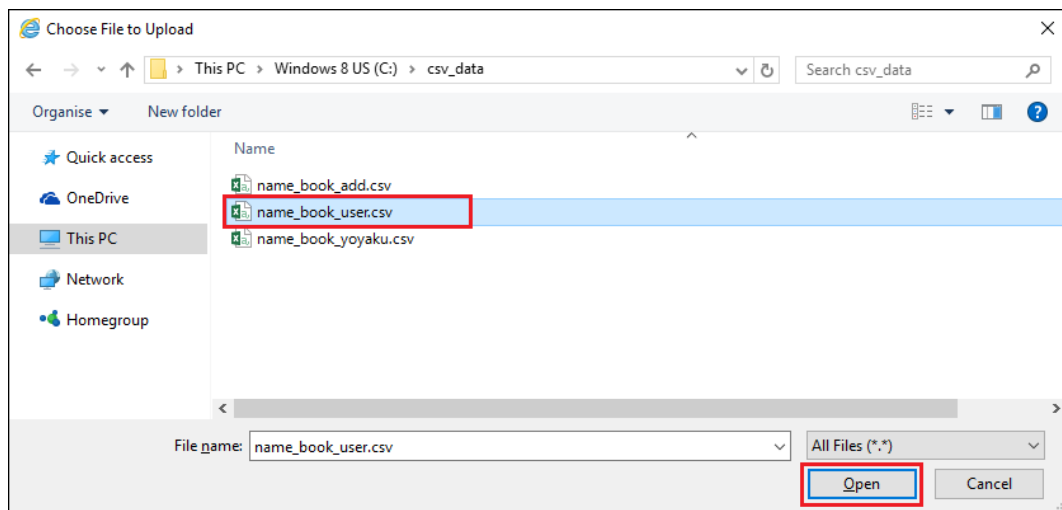
User ID	NAME	Organization	E-mail address	Permission
AAAAAAA	MeetingPlaza A	MeetingPlaza	meetingplaza-a@example.com	Reservation Privilege Recording ...
BBBBBBB	MeetingPlaza B	meetingplaza	meetingplaza-b@example.com	Reservation Privilege Recording ...

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

3. To choose a file to upload.



4. Choose a file and click [Open].



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

Import/Export

Register from CSV file

CSV file: C:\csv_data\name_book_user.csv [Browse...](#)

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

File Encoding: UTF-8

Confirm

Download CSV file

File Encoding: UTF-8

Download

[Back](#)

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

Import/Export

Account to be added.

Line 1: MeetingPlazaD, meetingplaza-d@example.com

Line 2: MeetingPlazaC, meetingplaza-c@example.com

Account to be updated.

Account to be deleted.

Line to be skipped.

Error line.

[Back](#) **OK**

7. A completed screen is displayed.

Import/Export

Registered accounts.

[Back](#)

8. By clicking [Back], imported content will be displayed in User ID Settings screen.

meetingplaza Portal Adhoc Rooms Scheduler Others MeetingPlaza

User ID Settings Announcement to user Usage Advanced Settings My settings

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

User count / Limit 4 / 100

authority level for reservation can only confirm existence or nonexistence of reservation Update

New entry Import/Export

User ID	NAME ▲	Organization	E-mail address	Permission
MFCSQNJ	MeetingPlaza A	MeetingPlaza	meetingplaza-a@example.com	Reservation Privilege Recording ...
GVRENMQE	MeetingPlaza B	meetingplaza	meetingplaza-b@example.com	Reservation Privilege Recording ...
QFMCEVJN	MeetingPlaza C		meetingplaza-c@example.com	Privilege Recording ...
CROMTIXR	MeetingPlazaD		meetingplaza-d@example.com	Privilege Recording ...

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

Name (required)

E-mail address (required)

Language [0:Japanese, 1:English, 2:Chinese, 3:UTF-8] (required)

Permission to reserve [0:No, 1:Yes] (required)

Allow rooms (*1) (*2)

Administrator [0:No, 1:Yes] (required)

Recordable [0:No, 1:Yes] (required)

(*1) Write "Adhoc Rooms" name with semicolon-separated values.

(*2) If you write one asterisk(Example 1), it means "All rooms are OK". If you keep blank, it means "All rooms are NG"

- If name and e-mail is same in both account, those are same accounts.

- If same account is already registered, the line in CSV file is skipped.

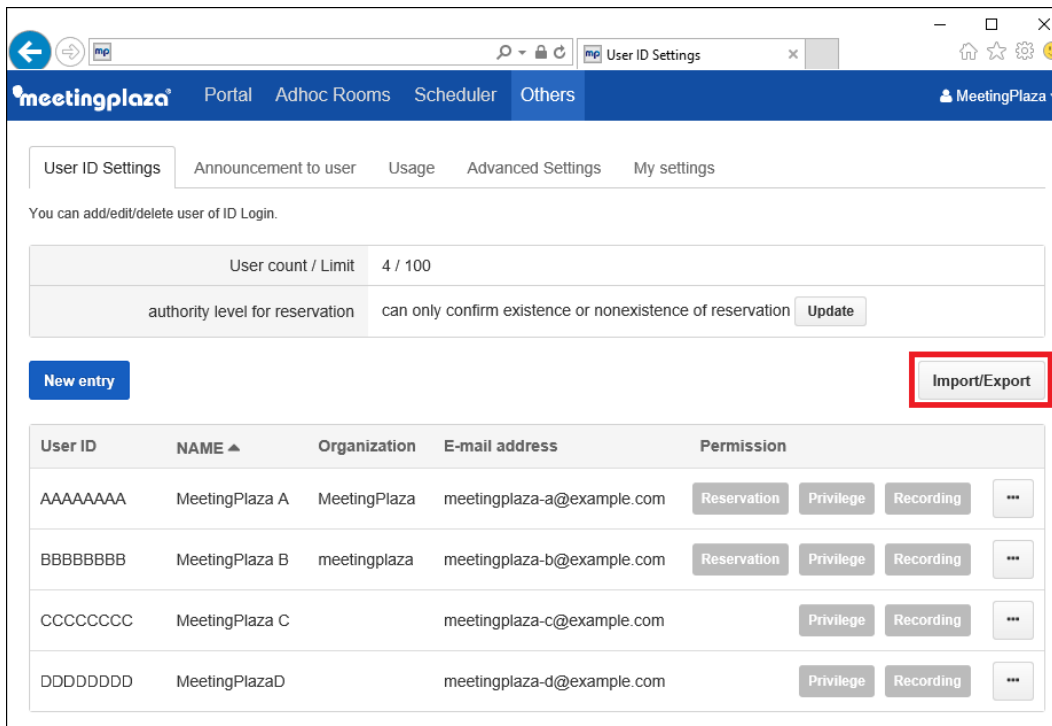
Ex)

1. A,User1,,sample1@example.com,,0,0,Asia/Tokyo,*,1,1

2. D,User2,,sample2@example.com,,0,1,,Room 1;Room 2,0,0

Export

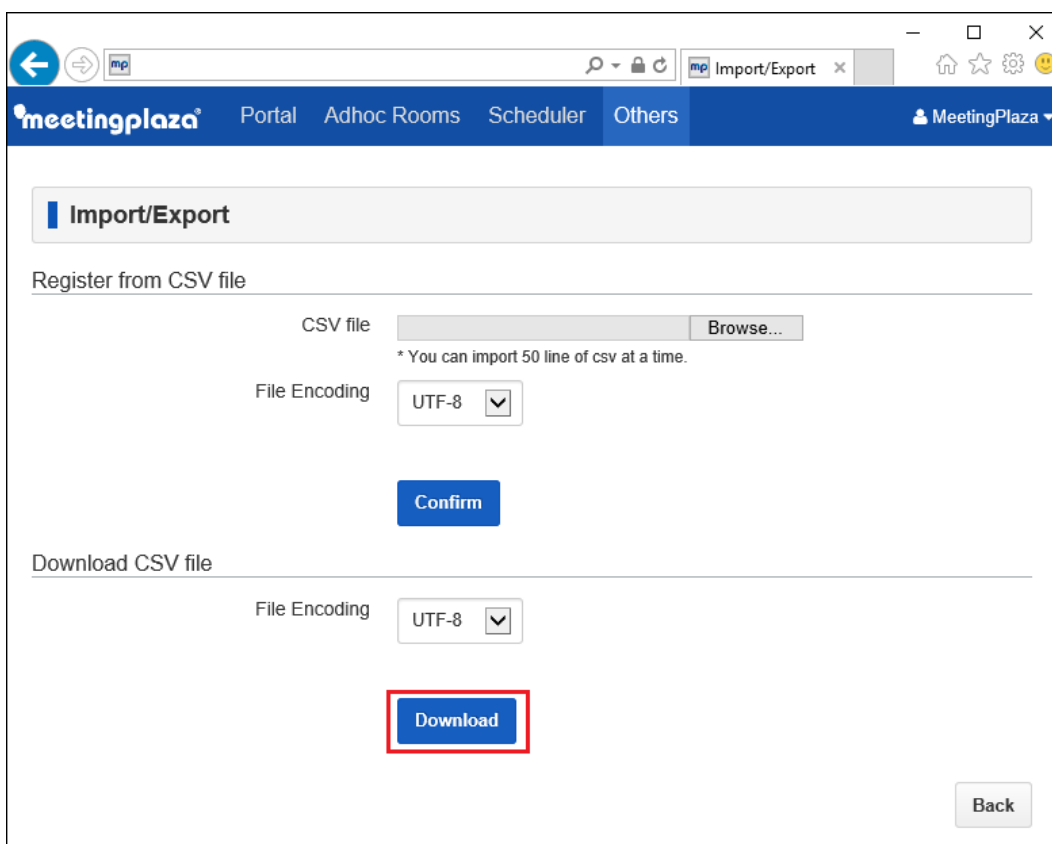
1. Click <Import/Export> displayed in <Others> - <User ID Settings>.



The screenshot shows the MeetingPlaza web interface. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The 'Others' menu is expanded, showing 'User ID Settings', 'Announcement to user', 'Usage', 'Advanced Settings', and 'My settings'. The 'User ID Settings' tab is active. Below the tabs, there is a section for 'User count / Limit' (4 / 100) and 'authority level for reservation' (can only confirm existence or nonexistence of reservation) with an 'Update' button. A 'New entry' button is on the left, and the 'Import/Export' button is highlighted with a red box on the right. Below these buttons is a table with columns: User ID, NAME, Organization, E-mail address, and Permission. The table contains four rows of user data.

User ID	NAME	Organization	E-mail address	Permission
AAAAAAA	MeetingPlaza A	MeetingPlaza	meetingplaza-a@example.com	Reservation Privilege Recording ...
BBBBBBB	MeetingPlaza B	meetingplaza	meetingplaza-b@example.com	Reservation Privilege Recording ...
CCCCCCC	MeetingPlaza C		meetingplaza-c@example.com	Privilege Recording ...
DDDDDDD	MeetingPlazaD		meetingplaza-d@example.com	Privilege Recording ...

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



The screenshot shows the MeetingPlaza web interface for the 'Import/Export' section. The top navigation bar is the same as the previous screenshot. The 'Import/Export' section has a title bar and two main sections: 'Register from CSV file' and 'Download CSV file'. The 'Register from CSV file' section includes a 'CSV file' input field with a 'Browse...' button, a note '* You can import 50 line of csv at a time.', and a 'File Encoding' dropdown menu set to 'UTF-8'. Below this is a 'Confirm' button. The 'Download CSV file' section includes a 'File Encoding' dropdown menu set to 'UTF-8' and a 'Download' button, which is highlighted with a red box. A 'Back' button is located at the bottom right of the page.

3. A file download screen is displayed. To open a file, click <Open>. To save a file, click <Save> to save to a designated folder.

8-5-4 Update registered user

1. From <User ID Settings> screen, click <Update> on right side of user name.

User ID	NAME	Organization	E-mail address	Permission
AAAAAAA	MeetingPlaza A	MeetingPlaza	meetingplaza-a@example.com	Reservation Privilege Recording ...
BBBBBBB	MeetingPlaza B	meetingplaza	meetingplaza-b@example.com	Reservation Privilege Recording ...
CCCCCCC	MeetingPlaza C		meetingplaza-c@example.com	Privilege Recording ...
DDDDDDD	MeetingPlazaD		meetingplaza-d@example.com	Privilege Recording ...

2. You can change the settings. Go to "PASSWORD" -> check on "MODIFY" and log in to reset old password. You will receive updated account information with the new password at the e-mail address that have been registered with the system.

User Update

☐ Send current user information by E-mail

User ID: AAAAAA

NAME (required): MeetingPlaza A (Maximum characters: 50)

E-mail address (required): meetingplaza-a@example.com

Organization: MeetingPlaza

Language: English

Timezone: ☒ Follow the conference manager
☐ Change
 Asia Tokyo

Password: ☐ Modify

Portal: ☒ Allow [Announcement] of Portal.

Scheduler: ☒ Permit to reserve in Conference Scheduler

Login permission: ☒ Privilege
☒ Recordable

Record: ☒ Record Manager
☐ Record Viewer
☐ No Viewer

Send direct login URL via email: ☐

Allow Rooms: ☒ allow all rooms
☐ select rooms

No Allow Rooms: Conference1, Conference2, Conference3, Conference4

Allow Rooms: [Empty box]

Message to user: [Text area]

Back Confirm

Send current information by e-mail

Send login ID, direct login URL and identification number of Telephone/H.323System to registered users.

* The identification number is disabled based on your contract plan, or your settings per your system administrator.

8-5-5 Suspend the account of registered users

Click <Suspend>, the following confirmation page is displayed. Click **OK** to suspend the active account. (For users currently in the conference room, online session will be closed and users will be logged off.)

Suspend Confirm

Do you really want to suspend it?

NAME	MeetingPlazaD
E-mail address	meetingplaza-d@example.com
User ID	DDDDDDDD
Language	Japanese
Administrator	YES
Recordable	YES

Back **OK**

For suspended users, a <Validate> is displayed besides their names in the User ID Settings user list. To reactivate the account, please click < Validate >.

User ID Settings | Announcement to user | Usage | Advanced Settings | My settings

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


User count / Limit	4 / 100
authority level for reservation	can only confirm existence or nonexistence of reservation Update

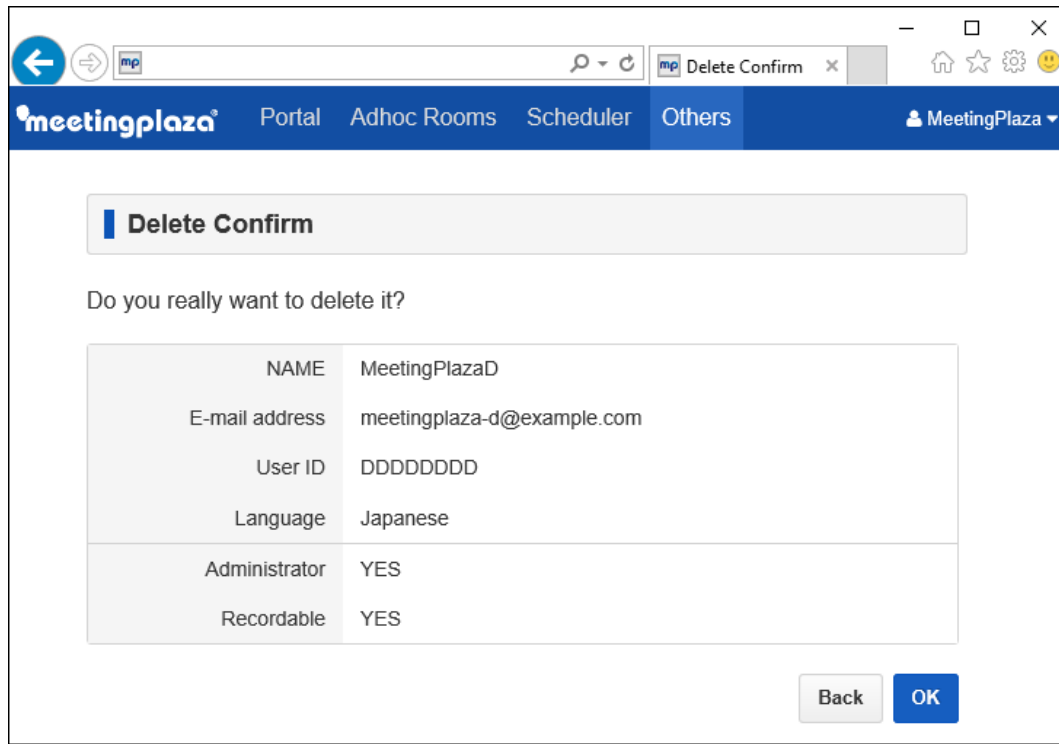
New entry **Import/Export**

User ID	NAME ▲	Organization	E-mail address	Permission
AAAAAAA	MeetingPlaza A	MeetingPlaza	meetingplaza-a@example.com	Reservation Privilege Recording ...
BBBBBBB	MeetingPlaza B	meetingplaza	meetingplaza-b@example.com	Reservation Privilege Recording ...
CCCCCCC	MeetingPlaza C		meetingplaza-c@example.com	Privilege Recording ...
DDDDDDD (Suspended)	MeetingPlazaD		meetingplaza-d@example.com	Privilege Recording ...

Validate
Delete
Log

8-5-6 Delete an registered user

The following confirmation screens is displayed when deletion  is clicked. (For users currently in the conference room, online session will be closed and users will be logged off.)

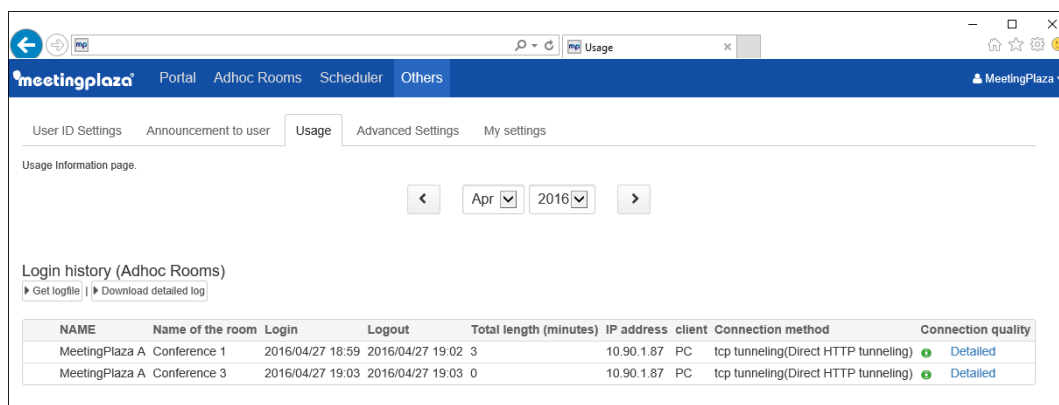


A web browser window showing the MeetingPlaza interface. The address bar shows 'mp Delete Confirm'. The navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The main content area has a title 'Delete Confirm' and a question 'Do you really want to delete it?'. Below this is a table with user details. At the bottom right are 'Back' and 'OK' buttons.



NAME	MeetingPlazaD
E-mail address	meetingplaza-d@example.com
User ID	DDDDDDDD
Language	Japanese
Administrator	YES
Recordable	YES

8-5-7 Registered user usage history

Click <Usage> to view user's user name, conference room names, login date, logout date, length (minutes) by month. Click [<] or [>] to view different months.



A web browser window showing the MeetingPlaza 'Usage' page. The navigation bar includes 'User ID Settings', 'Announcement to user', 'Usage', 'Advanced Settings', and 'My settings'. Below the navigation bar is a 'Usage Information page' with a date selector showing 'Apr' and '2016'. Underneath is a section for 'Login history (Adhoc Rooms)' with links to 'Get logfile' and 'Download detailed log'. A table displays the login history for two users.

NAME	Name of the room	Login	Logout	Total length (minutes)	IP address	client	Connection method	Connection quality
MeetingPlaza A	Conference 1	2016/04/27 18:59	2016/04/27 19:02	3	10.90.1.87	PC	tcp tunneling(Direct HTTP tunneling)	 Detailed
MeetingPlaza A	Conference 3	2016/04/27 19:03	2016/04/27 19:03	0	10.90.1.87	PC	tcp tunneling(Direct HTTP tunneling)	 Detailed

8-5-8 Operating policy settings of the authorized registered user

An authorized registered user can view, update or delete the reservation made by other users. At this page, a conference room administrator can make operational policy of authorized users on what can be seen and what changes are allowed.

The screenshot shows the 'User ID Settings' page in the MeetingPlaza application. The page has a navigation bar with 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. Below the navigation bar, there are tabs for 'User ID Settings', 'Announcement to user', 'Usage', 'Advanced Settings', and 'My settings'. The 'User ID Settings' tab is active, and it displays a message: 'You can add/edit/delete user of ID Login.' Below this message, there is a table with the following columns: 'User ID', 'NAME', 'Organization', 'E-mail address', and 'Permission'. The table contains three rows of data. The 'authority level for reservation' field is highlighted with a red box, and it shows the option 'can only confirm existence or nonexistence of reservation' and an 'Update' button. Below the table, there are buttons for 'New entry' and 'Import/Export'.

User ID	NAME	Organization	E-mail address	Permission
MFCSQNJ	MeetingPlaza A	MeetingPlaza	meetingplaza-a@example.com	Reservation Privilege Recording
GVRENMQE	MeetingPlaza B	meetingplaza	meetingplaza-b@example.com	Reservation Privilege Recording
QFMCEVJN	MeetingPlaza C		meetingplaza-c@example.com	Privilege Recording

Click [Update] to display items that can be changed. Registered users' reservation information will be updated according to the saved selection.

The screenshot shows the 'User ID Settings' page in the MeetingPlaza application. The page has a navigation bar with 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. Below the navigation bar, there are tabs for 'User ID Settings', 'Announcement to user', 'Usage', 'Advanced Settings', and 'My settings'. The 'User ID Settings' tab is active, and it displays a message: 'You can add/edit/delete user of ID Login.' Below this message, there is a table with the following columns: 'User ID', 'NAME', 'Organization', 'E-mail address', and 'Permission'. The table contains three rows of data. The 'authority level for reservation' field is highlighted with a red box, and it shows the option 'can only confirm existence or nonexistence of reservation' and an 'Update' button. Below the 'Update' button, there are radio buttons for 'can only confirm existence or nonexistence of reservation', 'In addition to confirming existence or nonexistence, can confirm detailed information of reservation', and 'In addition to confirming detailed information, can change and delete reservation'. A 'Save' button is also visible. Below the table, there are buttons for 'New entry' and 'Import/Export'.

User ID	NAME	Organization	E-mail address	Permission
MFCSQNJ	MeetingPlaza A	MeetingPlaza	meetingplaza-a@example.com	Reservation Privilege Recording
GVRENMQE	MeetingPlaza B	meetingplaza	meetingplaza-b@example.com	Reservation Privilege Recording
QFMCEVJN	MeetingPlaza C		meetingplaza-c@example.com	Privilege Recording

8-5-9 Confirmation of use history

By choosing <Others> - <Usage>, user views the conference room usage history by month.

The screenshot shows the 'Usage' page in the MeetingPlaza interface. It includes a navigation bar with 'Portal', 'Adhoc Rooms', 'Scheduler', and 'Others'. The 'Usage' tab is selected. Below the navigation bar, there are tabs for 'User ID Settings', 'Announcement to user', 'Usage', 'Advanced Settings', and 'My settings'. The 'Usage' section displays a calendar for April 2016. Below the calendar, there is a table showing reservation information for April 2016. The table has columns for 'Start time', 'End time', 'Length (minutes)', 'Number of people', 'Conference id', 'Reserver', 'Subject', 'Usage start time', 'Usage end time', 'Total length (minutes)', 'Number of participants', and 'Total participant-time (minutes)'. The table shows four reservations. Below the reservation table, there is a 'Login history (Adhoc Rooms)' section with a table showing login and logout times, total length, IP address, client, connection method, and connection quality. The table shows four login events.

Start time	End time	Length (minutes)	Number of people	Conference id	Reserver	Subject	Usage start time	Usage end time	Total length (minutes)	Number of participants	Total participant-time (minutes)
2016/04/11 16:23	2016/04/11 17:23	60	2	1460359401_xp8EOCprive	Conference Manager	meeting1	-	-	-	-	-
2016/04/15 10:00	2016/04/15 11:00	60	2	1460359420_zo5FO1ADJ2	Conference Manager	meeting2	-	-	-	-	-
2016/04/19 15:50	2016/04/19 16:30	40	1	1461048318_cNmD8LCRqa	Conference Manager	-	-	-	-	-	-
2016/04/26 10:00	2016/04/26 11:00	60	3	1461575776_ZEMhFDM7L	Conference Manager	Web Conference	-	-	-	-	-

NAME	Name of the room	Login	Logout	Total length (minutes)	IP address	client	Connection method	Connection quality
MeetingPlazaA	Conference 1	2016/04/24 14:58	2016/04/24 15:05	7	10.90.1.116	PC	tcp tunneling(Direct HTTP tunneling)	● Detailed
User A	Conference 1	2016/04/24 15:07	2016/04/24 15:09	2	10.90.1.116	PC	tcp tunneling(Direct HTTP tunneling)	● Detailed
User B	Conference 1	2016/04/24 15:09	2016/04/24 15:09	0	10.90.1.116	PC	tcp tunneling(Direct HTTP tunneling)	● Detailed
User B	Conference 1	2016/04/24 15:10	2016/04/24 15:11	1	10.90.1.116	PC	direct connection	● Detailed

The use history this month is displayed. Please select the year and month you wish to see. The following is a description of the fields.

The following is a description of the fields. The time unit is <minute>.

Display in screen	Fields
Basic use time	It is time that can be used within the range of the monthly basic charge of the contracted ASP service.
Total of use time before it begins	The use time of the conference that has not been begun for that month
Total of use time ¹⁵	It is total time for the month of the conferences scheduled and the use time for the team room
Total of total use time ¹⁶	This is the total of all participants use time including scheduled conferences and the team room.
Login history (reserved conference room)	
Download user log in selected reservation	<p>Usage data of the selected reservation is available for download as csv file.</p> <p>Users can customize contents to view from usage history.</p> <p>Below, are the description of rows in the csv file (from left to</p>

¹⁵ The use time of one conference is time from login of the first participant to the logout of the last participant.

¹⁶ Time of the use of the total of one conference is time to have totaled each participant's connect time.

		right): NO.1 : Conference ID NO.2 : User Name NO.3 : E-mail address NO.4 : Usage start date and time NO.5 : Usage end date and time NO.6 : IP address NO.7 : client NO.8 : connection method
Download reservation log		Reservation information data is available for download as csv file. Users can customize contents to view from usage history. Below, there are the description of rows in the csv file (from left to right): NO.1 : Reservation start date and time NO.2 : Reservation end date and time NO.3 : reservation time NO.4 : number of people for reservation NO.5 : conference ID NO.6 : subscriber NO.7 : subject NO.8 : Usage start date and time NO.9 : Usage end date and time NO.10 : conference duration NO.11 : number of users NO.12 : total use time * Please note that No. 1 - 7 are for reservation and No. 8 - 12 are for actual conference usage.
Reservation information	Beginning date	It is "Beginning date" specified when the conference room is reserved.
	End date	It is "End date" specified when the conference room is reserved.
	Reservation time	It is time of "End date" - "Beginning date" of reservation information.
	Number of use	It is a number of participants for a scheduled conference
	Conference ID	It is an identification code of the conference room generated when the conference room is reserved.
	User name who reserved	The name that reserved the conference is displayed.
	Agenda	It is "Agenda" specified when the conference room is reserved.
Use state	Agenda	It is a date that the first participant logged in.

	End date	It is a date when the last participant logged out.
	Use time	It is time of "End date" and "Beginning date" of the use state.
	Number of use	It is a number of people that takes part in a conference
	Total use time	It is time of the use of the total of the user who took part in a conference.
Login history (Adhoc room)		
[Get Log file]	<p>Data of Adhoc meeting room information is available for download as csv file by clicking this link.</p> <p>Users can customize contents to view from usage history.</p> <p>Below, are the description of rows in the csv file (from left to right):</p> <p>NO.1 : user name</p> <p>NO.2 : name of conference room</p> <p>NO.3 : login time</p> <p>NO.4 : logout time</p> <p>NO.5 : total length</p> <p>NO.6 : IP address</p> <p>NO.7 : client</p> <p>NO.8 : connection method</p>	
[DownLoad detailed log]	<p>A detailed history is provided per Adhoc meeting room.</p> <p>Users can customize contents to view from usage history.</p> <p>Below, are the description of rows in the csv file (from left to right):</p> <p>NO.1 : conference room name</p> <p>NO.2 : usage start date and time</p> <p>NO.3 : usage end date and time</p> <p>NO.4 : length (minutes)</p> <p>NO.5 : Individual user history</p> <p>user name, login time, logout time, IP address, length (minutes)</p>	
NAME	It is the name of the user that logged in the Adhoc room.	
Name of the room	Show conference room that was used.	
LOGIN	Show conference room logon date and time.	
LOGOUT	Show conference room logout date and time.	
LENGTH	Show conference lasting time.	
IP address	Show IP addresses of users that have entered the room.	
Client	<p>The types of connected client device are displayed.</p> <p>The types of devices are as follows:</p> <p>PC: Windows device</p> <p>Mac: Mac device</p>	

	Android: Android device iOS: iOS device H323: Video conference device Tel: telephone
Connection Method	The actual connecting method is displayed.
Quality of Connection	The connection quality during the meeting is displayed. ◎ Excellent ○ Fair △ Poor

8-5-10 Advanced Settings

To open a conference room customization screen, please go to <Others> - <Advanced Settings>. User may change setups on sharing, network, video /audio and so on.

The screenshot displays the 'Advanced Settings' page in the MeetingPlaza application. The page is organized into several sections:

- Navigation Tabs:** User ID Settings, Announcement to user, Usage, **Advanced Settings** (active), My settings.
- Share Relation Setting:**
 - meeting setting:** *If does not set entry, use system value.

Setting	Status	Setting Results
<input type="checkbox"/> set file share mode	* valid / invalid	use meeting setting*
<input type="checkbox"/> set ap share and desktop share	* valid / invalid	use meeting setting*
<input type="checkbox"/> set whiteboard share	* valid / invalid	use meeting setting*
<input type="checkbox"/> set web share	* valid / invalid	use meeting setting*
- Network Relation Setting:**
 - meeting setting:** *If does not set entry, use system value.

Setting	Status	Setting Results
<input type="checkbox"/> IP address filter(White list)	valid / invalid	use meeting setting*
<input type="checkbox"/> action speed auto measure by every login	valid / invalid	use meeting setting*
<input type="checkbox"/> maximum communication speed	kbps	use meeting setting*
<input type="checkbox"/> set communication speed	kbps	use meeting setting*
<input type="checkbox"/> set priority network connect	tcp tunneling(Direct HTTP tunneling)	use meeting setting*
<input type="checkbox"/> set network connect	Follow setting for web browser	use meeting setting*

Conference room customization will affect all conference rooms. Customization on a particular conference room is not available.

MeetingPlaza Mobile does not support room customization.

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

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

The following items are customizable items.

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

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

8-5-11 My settings

User may change email address or password, and change other configurations that are related to manager information.

The screenshot shows the 'My settings' page in the MeetingPlaza interface. The page has a blue header with the MeetingPlaza logo and navigation tabs: Portal, Adhoc Rooms, Scheduler, Others, and MeetingPlaza. Below the header, there are sub-tabs: User ID Settings, Announcement to user, Usage, Advanced Settings, and My settings (which is highlighted with a red box). The main content area is titled 'You can change manager information.' and contains a form with the following sections:

- Manager id:** MeetingPlaza
- Room manager name:** MeetingPlaza
- Organization:** (empty field)
- E-mail:** meetingplaza@example.com
- Phone:** (empty field)
- Facsimile:** (empty field)
- Timezone:** Asia (dropdown), Tokyo (dropdown)
- Password:**
 - Current password: (empty field)
 - New password: (empty field)
 - New password (retype): (empty field)
 - A password must be at least 8 characters.
- Telephone/h.323:** ☒ Enable telephone login ☐ Enable h.323 system login
- 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 blue 'Save changes' button is located at the bottom right of the form.

Telephone/h.323	To allow telephone login, please check on this option <input checked="" type="checkbox"/> . To allow H.323 system login, please check on this option <input checked="" type="checkbox"/> .
User limited mode	To switch user mode that enable conference room administrator to manage rooms, and enroll registered users to new meetings.
Use a email as a login ID	Registered users may use their e-mail addresses as login ID. ※※ A duplicated email address is not allowed as login ID.
Directory type	To use keyword type directory, please check on this option <input checked="" type="checkbox"/> .
E-mail control	To stop receiving reservation confirmation or invitation email, please check on this option <input checked="" type="checkbox"/> To allow the registered user to add conference administrator to the reservation email invitation, check on this option <input checked="" type="checkbox"/> If no alias is allowed at email from: address, please check on this option <input checked="" type="checkbox"/> .
Pre-uploading	User may choose to enable/disable of pre-uploading files.

8-6 Lecture room

Lecture room is a special meeting room to host a large number of users at the same time. "Lecture room" is included in enterprise ASP service package, or is available to users that have purchased "Lecture" Option at system sales.

In a regular conference room, the number of users to attend a meeting is limited to 128. This maximum number of users is extended to 10,000 while "Lecture" Option is enabled¹⁷.

During a lecture while many users log into the meeting room, only the special user that is called "lecturer" has his thumbnail displayed. Non-lecturer users may have up to two persons speak at the same time. While non-lecturer users speak, their thumbnails are displayed to indicate their status. To register a "lecturer", please follow the following reservations page to register up to 8 users in one meeting.

¹⁷ Please be advised a software license is required based on the number of individual users who have access to the meeting room simultaneously, your server structure and network configurations.

User

Directory




Import CSV

(Max 64 users) add participants

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

In the Lecture Room, only lecturer is allowed to share APPs, desktop or request questionnaire.

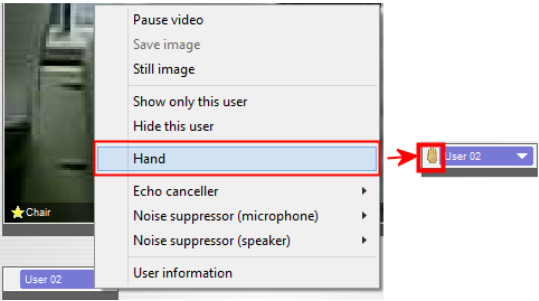
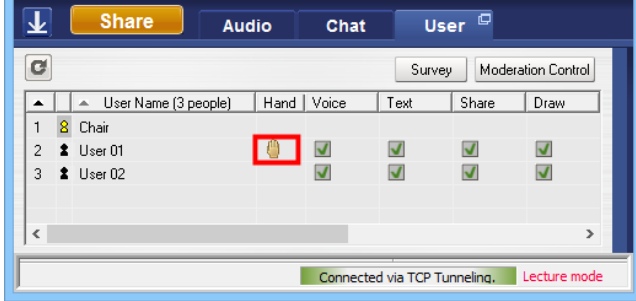
When you are not in the speak mode, your thumbnail is displayed as a static image.
Your thumbnail becomes pink-framed and a video is activated while you start speaking.

		
The participants are not in speak mode	Your own thumbnail is minimized to the smallest.	The frame of thumbnail becomes pink and video image is displayed when you are in talking mode.

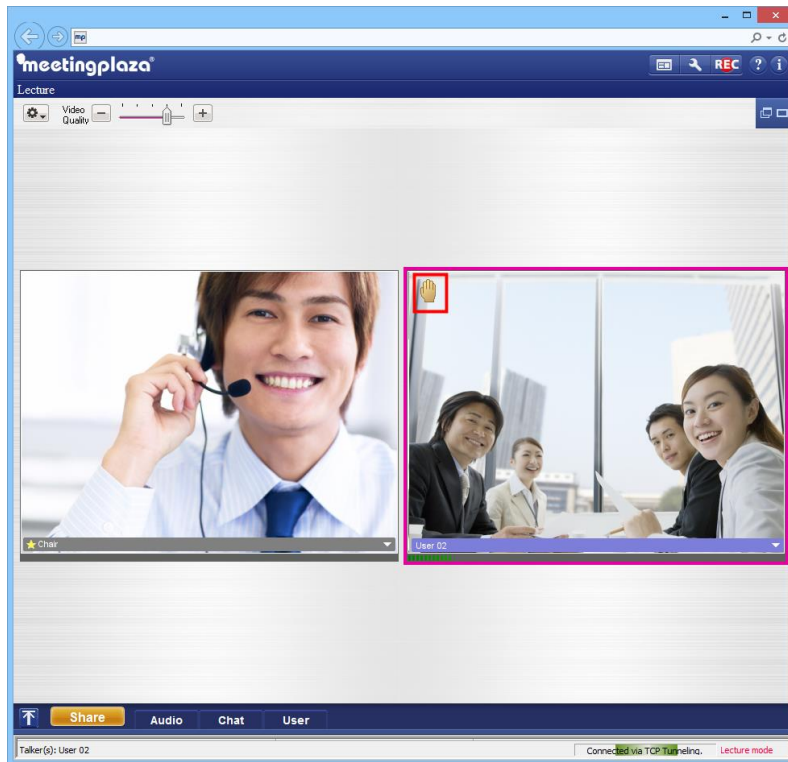
In the lecture room, when a participant raises hand in a non-talk mode, only the lecturer can see his state under the user list, but not the participant.

When a participant raises hand in a talk mode, a raising hand icon shows in the upper left of his video image.

A participant raises hand in a non-talk mode

Lecturer checks the state of raising hand	A participant raises hand in a talk mode
	

A participant raises hand in a talk mode



Attention:

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

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

9 Join the meeting via devices other than PC (Optional)

At MeetingPlaza, users may join the meeting via devices other than PC.

9-1 Use the smartphone to attend the conference

Smart phones or tablets users may access the meeting from MeetingPLaza Mobile (MP Mobile).



To find more details, please go to:

MeetingPlaza Mobile (iPad / iPhone / Android™)

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

9-2 Use the telephone to attend the conference

To allow accesses via phone and TV conference device, please go to <MANAGER INFORMATION> and choose <Enable Telephone Login>.

The screenshot shows the 'My settings' page in the MeetingPlaza interface. The 'Others' tab is selected in the top navigation bar. In the 'My settings' section, the 'Enable telephone login' checkbox is checked and highlighted with a red box. Other settings include Manager id (MeetingPlaza), Room manager name (MeetingPlaza), Organization, E-mail (meetingplaza@example.com), Phone, Facsimile, Timezone (Asia and Tokyo), Password fields, Telephone/h.323 settings, User limited mode, Use a email as a login ID, Directory type, E-mail control, and Pre-uploading.

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)

The participant of the conference takes part either by telephone or by using VOIP on a personnel computer. You can not use both means of sending audio at the same time.

The call is sent through a "Telephone gateway" which connects the conference

participant to the MeetingPlaza conference room.

9-2-1 Participating in a conference by telephone

The conference room manager identifies those that want to participate in a meeting by telephone voice when setting up the conference.

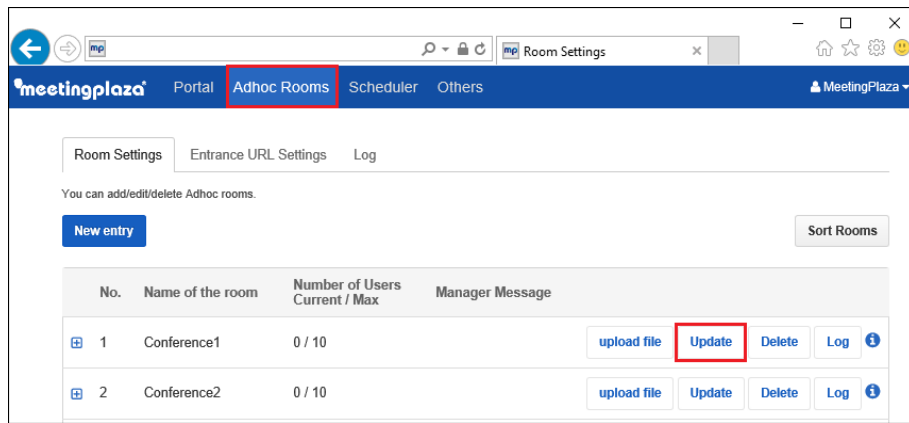
Under conference administrator system <Others> - <My Settings >, please turn the check box ☐ of <Enable telephone login> ON☒.

The screenshot shows the MeetingPlaza web interface. The top navigation bar includes 'Portal', 'Adhoc Rooms', 'Scheduler', 'Others', and 'MeetingPlaza'. The 'Others' tab is selected. Below it, the 'My settings' sub-tab is active. The page title is 'You can change manager information.' The settings are organized into sections: Manager id (MeetingPlaza), Room manager name (MeetingPlaza), Organization, E-mail (meetingplaza@example.com), Phone, Facsimile, Timezone (Asia, Tokyo), Password (Current, New, New password (retype)), Telephone/h.323 (Enable telephone login ☒, Enable h.323 system login ☐), User limited mode (☐), Use a email as a login ID (Use a email as a login ID for ID login ☒, Use keyword type ☐), Directory 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 ☐), and a 'Save changes' button at the bottom right.

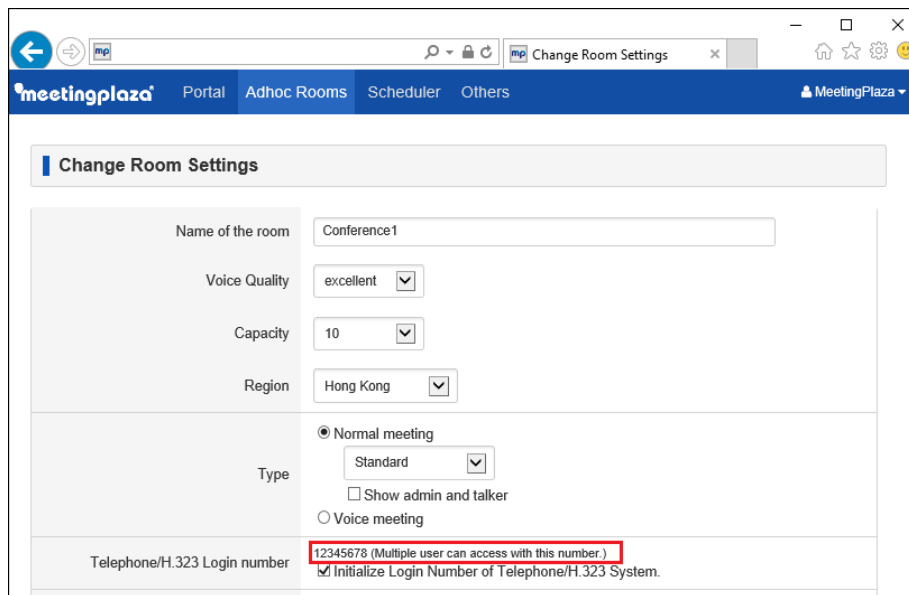
9-2-2 Setup of Adhoc room

After choosing <My Settings > - < Enable telephone login >, proceed to the configurations of Adhoc room.

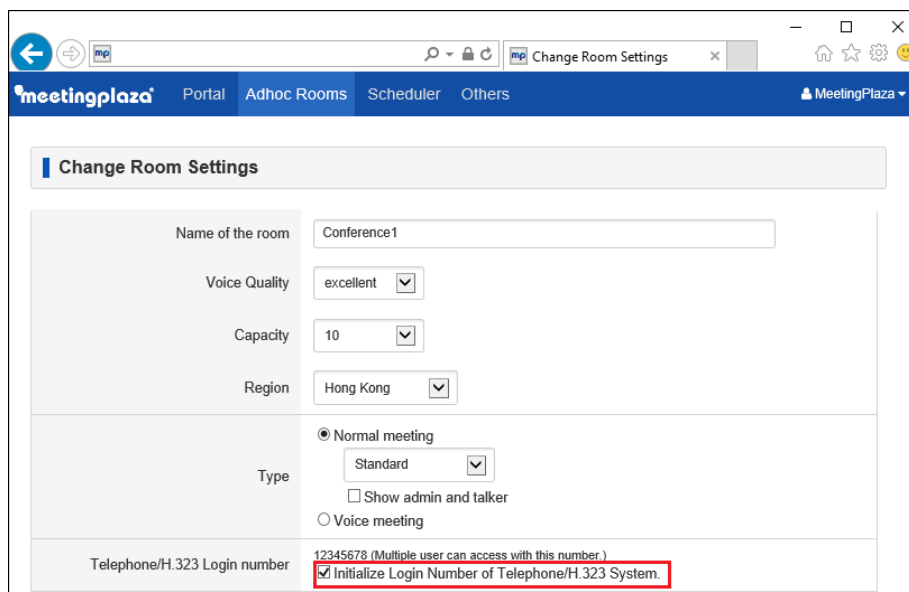
1. Under <Adhoc room> - <Room Settings>, click <UPDATE> on the conference room that is set accessible of telephone/H.323 System.



2. Choose <Initialize Login Number of Telephone/H.323 System>.



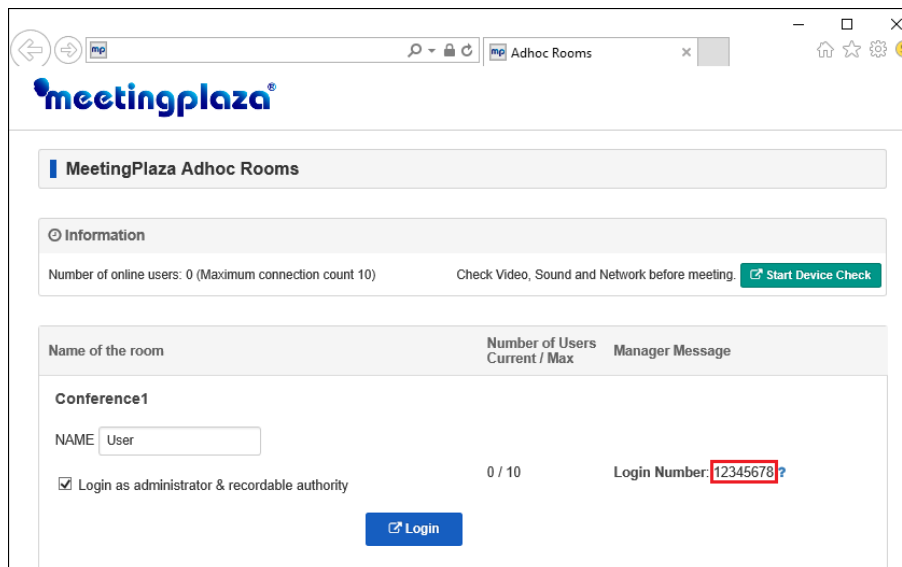
3. Proceed to the confirmation page. After registration is completed, click <UPDATE> to check the Login Number.



9-2-3 Join the meeting via telephone

1. Prepare Login Number

To join the Adhoc meeting from phone, please clicking the Adhoc room name and enter the unique ID to enter the meeting room



Name of the room	Number of Users Current / Max	Manager Message
Conference1 NAME: <input type="text" value="User"/> <input checked="" type="checkbox"/> Login as administrator & recordable authority	0 / 10	Login Number: 12345678

Login Number for telephone shown above is 16354620.

Each reservation conference room Login Number is included in the meeting invitation email.

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

http://xxx.xxxxxxxx.xxx/oc/oneclick.cgi?URL=vccp://xxx.xxxxxxxx.xxx/assignable_cw///1271747932_E&TEMPLATE=Classic_V4/Classic

TELEPHONE/H.323System LOGIN NUMBER:
06556650
Telephone gateway phone number xxxxxxxxxxxxxxxx

Chairperson: m01

List of participants:

Total 3 Users

m01

http://xxx.xxxxxxxx.xxx/oc/oneclick.cgi?URL=vccp://xxx.xxxxxxxx.xxx/assignable_cw///1271747932_E&TEMPLATE=Classic_V4/Classic

2. Dial to telephone gateway

- (1) The telephone number of the gateway is dialed
- (2) The identification number of the telephone participation is entered with in ten seconds

- (3) A # (pound sign) is entered after the number is dialed.
- (4) A Voice messages prompts for the room number of the conference room.

The participant who enters the conference room by the telephone are shown in the figure below.



The following announcements flow when it is not possible to connect it.

Error announcement	Cause and correspondence
[An error occurred. The gateway connections reached to the upper limit.]	It is already an announcement when the telephone is connected in log in with the personal computer. If the personal computer logs out, the telephone connection becomes possible.
[An error occurred. The conference date and time are not correct.]	It is an announcement when logging it in 30 minutes or more before the conference date. Please log it in when becoming time.
[An error occurred. The login number is not correct.]	It is an announcement when it makes a mistake in the identification number of the telephone participation. Please input a correct identification number.
[An error occurred. This call is not permitted by the room administrator.]	It is an announcement when the conference room manager has not permitted the telephone connection. Please confirm whether to have permitted the telephone connection to the conference room manager.

Telephone gateway circuit number is notified to meeting administrator by email as soon as ASP service plan starts. On the other hand, enclosed in meeting invitation email, are registered user's login email and telephone gateway circuit number. For questions, please contact NTT-IT support window for further assistance. (Email: support@meetingplaza.com)

3. Audio control during the meeting

When entering the conference room by telephone, the following operation can be done.

#9	When entering the conference room by the telephone, the following operation can be done.
#0	The mute is off. As for the telephone participant, remark in the conference room, can be heard.
#5	The voice loop back is begun. The remark of the telephone is turned in the system of MeetingPlaza, and returns to the telephone.
#11	"Raising hand". The screen of other participants who are entering a room with the PC and "Raise one's hand" mark are displayed.
#12	Raise one's hand" is stopped.

The telephone participant can always transmit remarks as long as the mute is not turned on. Because MeetingPlaza is a specification of seven simultaneous audio users, other participants cannot make remarks that the participant by the telephone becomes seven people. In that case, please mute on/turn off the remark of the telephone, and control the state of the remark.

9-3 Use H.323 System to attend the conference

To allow accesses via phone and TV conference device, please go to <My settings > and choose <Enable h.323 system login>.

meetingplaza Portal Adhoc Rooms Scheduler Others MeetingPlaza

User ID Settings Announcement to user Usage Advanced Settings **My settings**

You can change manager information.

Manager id	MeetingPlaza
Room manager name	MeetingPlaza
Organization	
E-mail	meetingplaza@example.com
Phone	
Facsimile	
Timezone	Asia <input checked="" type="checkbox"/> Tokyo <input checked="" type="checkbox"/>
Password	Current password <input type="password"/> New password <input type="password"/> New password (retype) <input type="password"/> 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

Save changes

Same as 9-2-3 , user attends a meeting with Login Number.

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

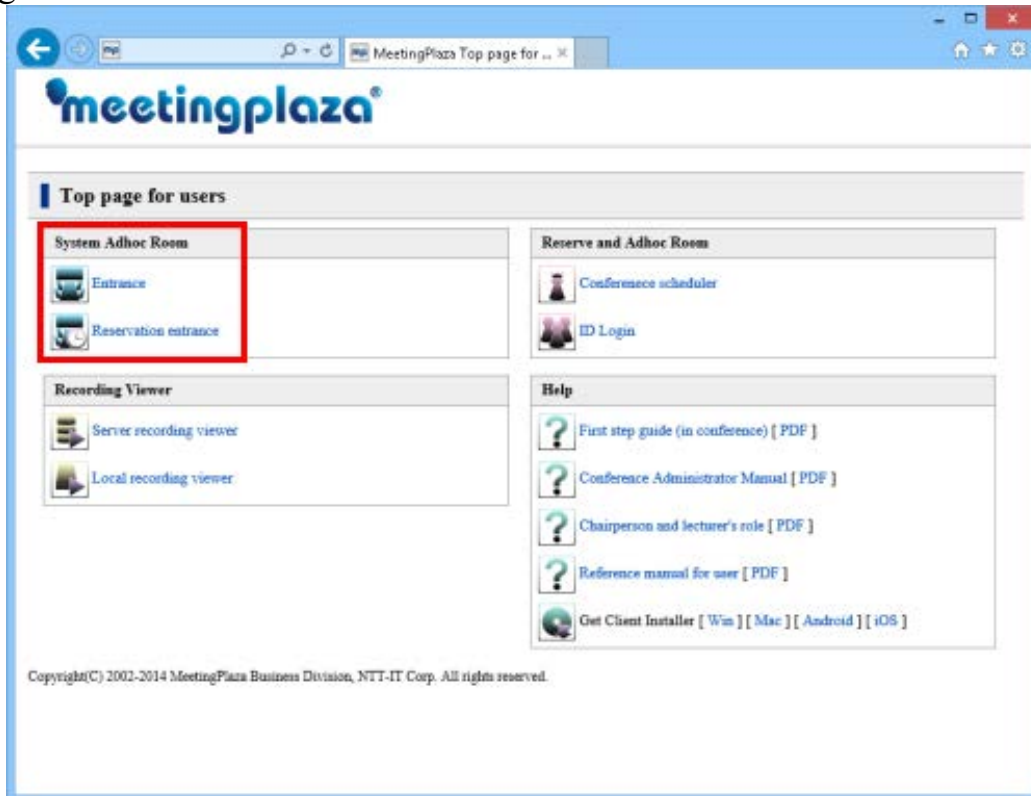
To find more details, please go to:

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

10 System Ad hoc conference room

System Adhoc conference room provides tools to simplify steps to create new conference rooms and access to these rooms.

This manual describes the process from how to select a room to enter, to how to login.



10-1 The Type of Conference Rooms

There are two types of system Adhoc conference room. One is for groups registered in advance (rooms specified for groups), and another type is for rooms that are not assigned with any groups (non-group specified).

Though Adhoc conference room is available for meeting all day long, user may add a lite booking function to it. (conference room with reservation function)

Only the administrator is allowed to create groups, set up group password and add booking capability to a conference room.

10-1-1 The Conference room without reservation function

Click [Reservation and Entrance] to switch to the meeting room that has reservation feature.

A meeting room that belongs to a registered group has preset features from the group. Thus, its login page is different than meeting rooms not grouped.

Check the camera, mic and speaker before entering the meeting room by clicking [Start Device Check].

Please ask the MeetingPlaza administrator for the password for each group.

The un-grouped meeting room creates three rooms as the default to start with. User may invite guests into any un-grouped room per occasion.

The screenshot displays the MeetingPlaza web interface for 'System Adhoc Conference Rooms'. At the top, there's a navigation bar with the MeetingPlaza logo and a 'Reservation and Entrance' tab. Below this, a message prompts the user to 'Check Video, Sound and Network before meeting' with a 'Start Device Check' button. A text box indicates 'Group does not exist.' Below this, a section titled 'No Group' contains a table with three rows, each representing a conference room. Each row has columns for the room name, the number of users (0 / 128), room information, and an 'invite' button. At the bottom left, there is a 'Help' button.

Conference Room	Number of Users (Current / Max)	Room information	Invite user
room1	0 / 128		invite
room2	0 / 128		invite
room3	0 / 128		invite

10-1-2 The Conference room with reservation function

To switch to the conference room without reservation function, click <Ad hoc conference room>.

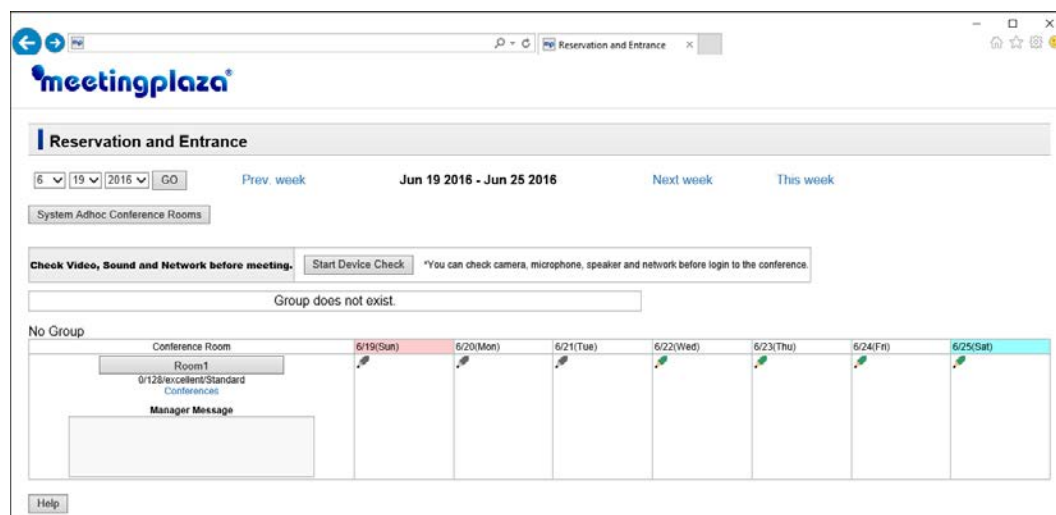
You are not allowed to login the subsidiary conference room of Group in the initial state.

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

Please ask the MeetingPlaza administrator for the group password.

In order to have these conference rooms, you must first re-login, or change your current conference room (which is without reservation function) to reservable room.

Users can not enter a reservable room without booking it first.



When a pencil icon is clicked, it's possible to make a reservation from a screen like the following figure.

You may invite users to your conference.

New Reservation

Start: Jun 24, 2016 10:00
 End: Jun 24, 2016 11:00
 Title:
 Other information:
 Number of participants: 20
 Room usage: Jun 24, 2016 (Simultaneous login license: 64)
 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
 3
 Invite user:

	Name	E-mail address	administrator	recordable
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Message:
[upload file...](#)

When you make a reservation, a link shows like the following figure. When this link is clicked, you can change the reservation or cancel it.

Reservation and Entrance

6 19 2016 GO Prev. week Jun 19 2016 - Jun 25 2016 Next week This week
 System Adhoc Conference Rooms
 Check Video, Sound and Network before meeting. Start Device Check *You can check camera, microphone, speaker and network before login to the conference.
 Group does not exist.
 No Group

Conference Room	6/19(Sun)	6/20(Mon)	6/21(Tue)	6/22(Wed)	6/23(Thu)	6/24(Fri)	6/25(Sat)
Reservations meeting 0/64/excellent/Standard/12345678 Conferences Manager Message		16:00 - 17:00					

Under the meeting room button, number of current users, number of maximum users, voice quality, meeting room type and the telephone/H.323 number are showed.

After click <Reservation Situation>, it will show the reservation status of the conference room you selected.

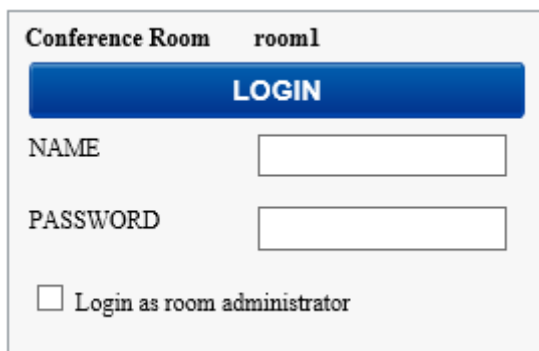


10-2 Login to a conference room

- (1) If the room is password protected, the login screen will appear as shown in the picture below.
- (2) Enter a user name in the NAME field. Others will see you as this name.

Enter the password that was specified at the conference room creation from the Configuration Page.

Lecture 'star' privilege can be selected only when logging in the password that the Adhoc Manager has specified.



Conference Room room1

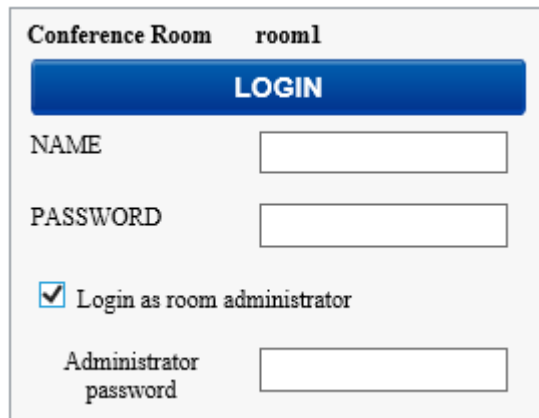
LOGIN

NAME

PASSWORD

☐ Login as room administrator

When a privilege user password is used, the system will require entering password after choosing <Add lecture privilege>.



Conference Room room1

LOGIN

NAME

PASSWORD

☒ Login as room administrator

Administrator password

Please consult your Meetingplaza administrator for the password as needed.

- (3) Click login to enter the room.
The MeetingPlaza 2D Client program starts within the browser window.

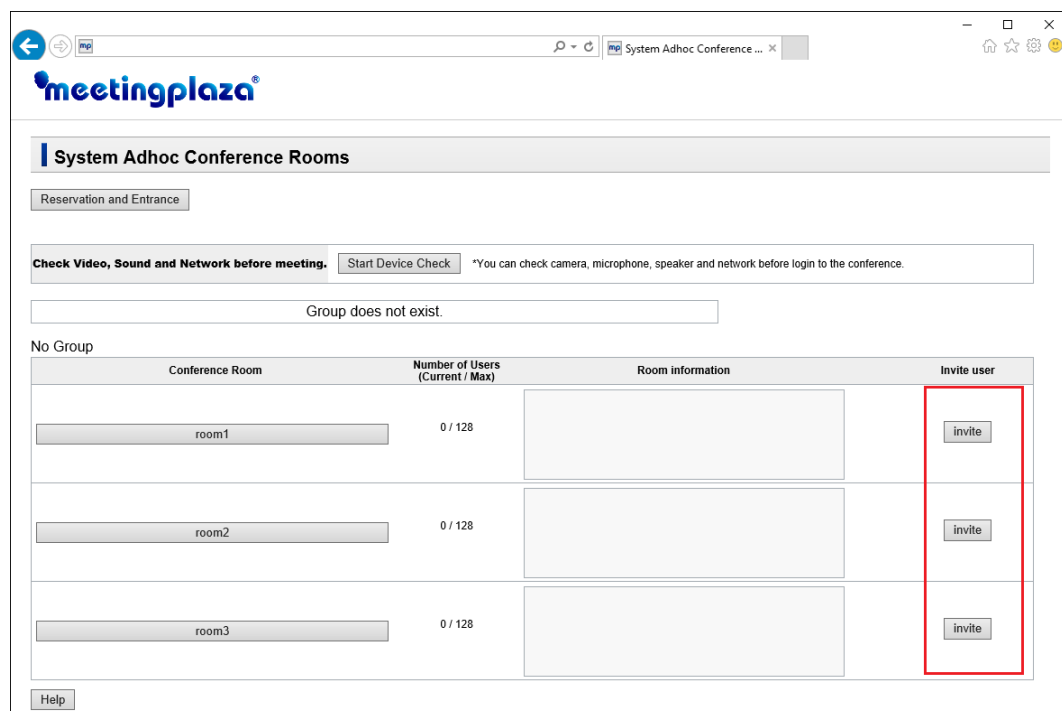
10-3 Invite Guest

By choosing a meeting length and participants, a user sends emails to all participants with login URL enclosed for selected meeting time.

A user may host a meeting in an ongoing conference room with clients or anyone, without sending them meeting URL in separate emails.

10-3-1 The Conference room without reservation function

1. Click the <Invite> button shown in each conference room.



2. You may invite up to 5 guests.

For each guest to invite, enter the meeting length, user ID and his E-mail address.

Please consult your Meetingplaza administrator for the password of conference room or privilege password.

Invite user

expiry date From 2016 6 23 10:00 To 2016 6 23 11:00

	Name	E-mail address	administrator	recordable
1			<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>

Message

OK Disable Invitation Back

3. Click <OK> to proceed. A confirmation screen is displayed.

Confirm

expiry date From Jun 23 2016 10:00 To Jun 23 2016 11:00

	Name	E-mail address	administrator	recordable
1	MeetingPlaza	meetingplaza@example.com	O	O
2	MeetingPlaza A	meetingplaza-a@example.com		

Message

OK Back

4. Click <OK> after confirming. The URL created for the conference room will be sent to the invited guests.

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

http://xxxxx.xxxxxxx.xxx/adhoctool/islogin_direct.cgi?param=xx

Start time (UTC+9:00) Nov 9, 2012 21:13 PM (Asia/Tokyo)

The same time in other areas of the world.

(UTC+9:00) Nov 9, 2012 21:13 PM (Korea/Japan)

(UTC+8:00) Nov 9, 2012 20:13 PM (China)

(UTC+7:00) Nov 9, 2012 19:13 PM (Vietnam/Thai)
(UTC+5:30) Nov 9, 2012 17:43 PM (India)
(UTC+1:00) Nov 9, 2012 13:13 PM (Europe)
(UTC+0:00) Nov 9, 2012 12:13 PM (UK/Portugal)
(UTC-5:00) Nov 9, 2012 07:13 AM (US (EST))
(UTC-6:00) Nov 9, 2012 06:13 AM (US (CST))
(UTC-7:00) Nov 9, 2012 05:13 AM (US (MST))
(UTC-8:00) Nov 9, 2012 04:13 AM (US (PST))
(UTC-10:00) Nov 9, 2012 02:13 AM (Hawaii)

End time (UTC+9:00) Nov 9, 2012 22:00 PM (Asia/Tokyo)

Message:

Invite user

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://xxxxxx.xxxxxxxxxx.xxx/e/license.html>

10-3-2 The Conference room with reservation function

1. Click the pencil icon if you haven't booked your conference room yet; select your reserved room if you have reserved one.

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Reservation and Entrance

6 19 2016 GO Prev. week Jun 19 2016 - Jun 25 2016 Next week This week

System Adhoc Conference Rooms

Check Video, Sound and Network before meeting. Start Device Check *You can check camera, microphone, speaker and network before login to the conference.

Group does not exist.

No Group

Conference Room	6/19(Sun)	6/20(Mon)	6/21(Tue)	6/22(Wed)	6/23(Thu)	6/24(Fri)	6/25(Sat)
Reservations meeting 0/64/excellent/Standard/12345678 Conferences		16:00 - 17:00				10:00 - 11:00 △△meeting	

Manager Message

Help

2. You may invite up to 5 guests.
For each guest to invite, enter the meeting length, user ID and his E-mail address.
Please consult your Meetingplaza administrator for the password of conference room or privilege password.

Reservation Update

Start Jun 24 2016 10:00

End Jun 24 2016 11:00

Title △△meeting

Other information

Number of participants 20

Room usage Jun 24 2016 (Simultaneous login license: 64)

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
											23													

	Name	E-mail address	administrator	recordable
1			<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>

Message

upload file...

OK Delete Disable Invitation Back

3. Click <OK> to proceed. A confirmation screen is displayed.

mp

Confirm

meetingplaza®

Confirm

Start	Jun 24 2016 10:00															
End	Jun 24 2016 11:00															
Title	△△meeting															
Other information																
Number of participants	20															
Invite user	<table><thead><tr><th></th><th>Name</th><th>E-mail address</th><th>administrator</th><th>recordable</th></tr></thead><tbody><tr><td>1</td><td>MeetingPlaza</td><td>meetingplaza@example.com</td><td>O</td><td>O</td></tr><tr><td>2</td><td>MeetingPlaza A</td><td>meetingplaza-a@example.com</td><td></td><td></td></tr></tbody></table>		Name	E-mail address	administrator	recordable	1	MeetingPlaza	meetingplaza@example.com	O	O	2	MeetingPlaza A	meetingplaza-a@example.com		
	Name	E-mail address	administrator	recordable												
1	MeetingPlaza	meetingplaza@example.com	O	O												
2	MeetingPlaza A	meetingplaza-a@example.com														
Message																

upload file

*not upload file

OK

Back

4. Click <OK> after confirming. The URL created for the conference room will be sent to the invited guests.

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

http://xxxxx.xxxxxxx.xxx/adhoctool/islogin_direct.cgi?param=xx

Start time (UTC+9:00) Nov 9, 2012 21:13 PM (Asia/Tokyo)

The same time in other areas of the world.

(UTC+9:00) Nov 9, 2012 21:13 PM (Korea/Japan)

(UTC+8:00) Nov 9, 2012 20:13 PM (China)

(UTC+7:00) Nov 9, 2012 19:13 PM (Vietnam/Thai)

(UTC+5:30) Nov 9, 2012 17:43 PM (India)

(UTC+1:00) Nov 9, 2012 13:13 PM (Europe)

(UTC+0:00) Nov 9, 2012 12:13 PM (UK/Portugal)

(UTC-5:00) Nov 9, 2012 07:13 AM (US (EST))

(UTC-6:00) Nov 9, 2012 06:13 AM (US (CST))

(UTC-7:00) Nov 9, 2012 05:13 AM (US (MST))

(UTC-8:00) Nov 9, 2012 04:13 AM (US (PST))

(UTC-10:00) Nov 9, 2012 02:13 AM (Hawaii)

End time (UTC+9:00) Nov 9, 2012 22:00 PM (Asia/Tokyo)

Message:

Invite user

Note:

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

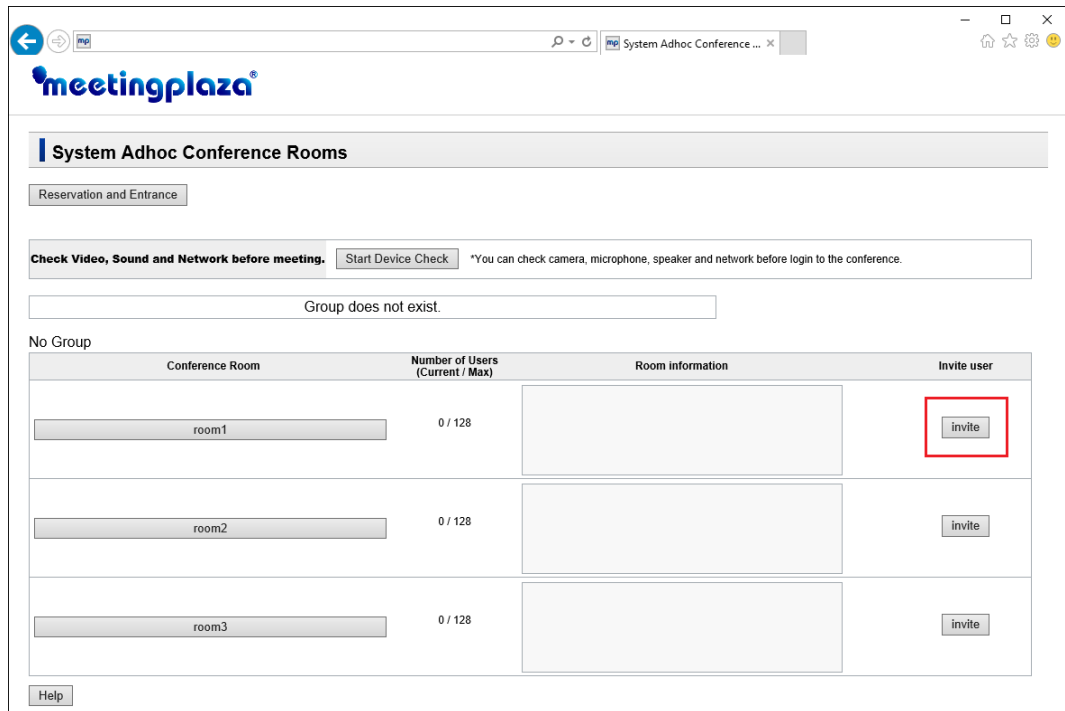
Software License Agreement

<http://xxxxxx.xxxxxxx.xxx/e/license.html>

10-4 Invalid Invitation

10-4-1 The Conference room without reservation function

1. Click button <Invite> in the conference room that you want to invalidate.



2. Click <Invalid Invitation>.

Invite user

expiry date From 2016 6 23 10 0 To 2016 6 23 11 0

	Name	E-mail address	administrator	recordable
1			<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>

Message

OK **Disable Invitation** **Back**

3. A confirmation screen is displayed. Click <OK> to proceed. All past invitations of this conference room will be invalidated.

Disable Invitation

Disable all previous invitations of this room.

OK **Back**

10-4-2 The Conference room with reservation function

1. Click on the conference room that you want to invalidate.

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Reservation and Entrance

6 19 2016 GO Prev. week Jun 19 2016 - Jun 25 2016 Next week This week

System Adhoc Conference Rooms

Check Video, Sound and Network before meeting. Start Device Check *You can check camera, microphone, speaker and network before login to the conference.

Group does not exist.

No Group

Conference Room	6/19(Sun)	6/20(Mon)	6/21(Tue)	6/22(Wed)	6/23(Thu)	6/24(Fri)	6/25(Sat)
Reservations meeting 0/64/excellent/Standard/12345678 Conferences Manager Message		16:00 - 17:00				10:00 - 11:00 ΔΔmeeting	

Help

2. Click <Invalid Invitation>.

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Reservation Update

Start Jun 24 2016 10 0
End Jun 24 2016 11 0
Title ΔΔmeeting

Other information

Number of participants 20

Room usage

Jun 24 2016 (Simultaneous login license: 64)

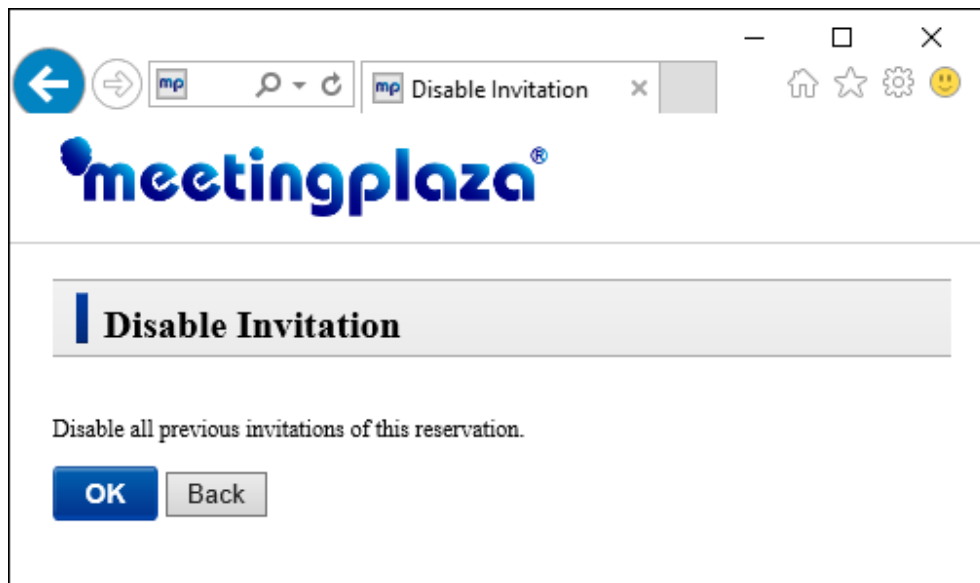
Name	E-mail address	administrator	recordable
1		<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>

Message

upload file...

OK Delete **Disable Invitation** Back

3. A confirmation screen is displayed. Click <OK> to proceed. All past invitations of this conference room will be invalidated.



10-5 Lock/unlock a conference room

You can lock the room that you are currently in.

To lock the room, click on **Others** -> **lock or unlock** at the bottom left of the screen.

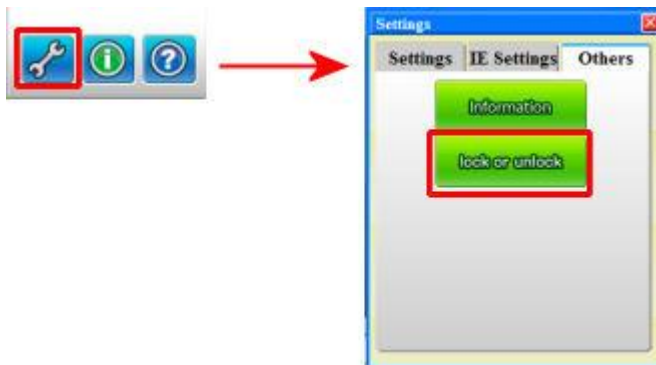
Standard



Wide, Discussion, Seminar, V5standard, Classic



Easy



A pop-up window (shown below) shows the current status of the room.



To lock the room, click **lock**. To release the lock, click **unlock**.
If a room is locked, all users attempting to log into the room are notified.
Users trying to log in to the locked room will see the message below.

