-Standard of Web conference -

MeetingPlaza Mobile SI for Android Operation manual

NTT-IT Corporation

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Conference registration manual

MeetingPlaza offers following user manuals based on your requests.

- Conference Manual for the first time For users try to attend the web meeting for the first time
- Conference Administrator Manual For how to create a new conference room
- User Reference manual For users to learn detailed features and how to use
- System Administrator Reference Manual Management of meeting rooms and users (for on premise)
- Reference manual for Chairperson 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 Mobile(for Android).

This document is intended to be used by first-time users that attending the MeetingPlaza from smart devices on how to attend a meeting and an overview of how to utilize MeetingPlaza.

Please read this document before using the MeetingPlaza Mobile.

OS	Android TM Version $4.x$, $5.x$, 6.0	
Free space	The phone has at least 70MB free space	
External storage	SD card or the equivalent external storage	
Network	It can be connected to Internet	
Screen resolution	480x800 or higher is recommended	
Others	Browser, mailer and e-mail address (depending on usage patterns)	

- X If you are using 3G network, etc, we recommend that you should subscribe to the flat-rate service of packet communication.
- ※ For list of the terminals that has operation validated, please access the following link → http://www.meetingplaza.com/support/mpmobile_an.html

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

Content of hint or attention

Android TM is a trademark of Google Inc.

GmailTM is a trademark of Google Inc.

Google PlayTM is a trademark of Google Inc.

BluetoothTM is a trademark of American Bluetooth SIG, Inc.

2 Installation, enter the room/leave the room

2-1 How to login to the meeting room

There are 3 ways to login to the conference room of MeetingPlaza.

Log in of conference reservation

System will generate the conference invitation emails that include URL to the participants automatically, before the meeting starts. Participants click the URL in the conference invitation mails to enter the meeting. Registered user can also log into the conference from conference that has been scheduled from the portal page.

Log in of Permanent meeting room

Participants will receive an invitation email with login URL for Adhoc room. Participants can start a conference easily at any time without reservation.

Registered users can also log into the conference from reservation list on the portal page. In addition, a participant may log into a conference room directly from emails received from the administrator that has entrance URL of Adhoc room enclosed.

Login from ongoing conference room

There are two types of ongoing conference rooms: 1). The room without reservation function and 2). The room with reservation function.

At conference entrance screen, a participant may join the room anytime by tapping an ongoing conference room and enter his/her name.

A participant may join the ongoing conference room by invitation.

mail of conference reservatio	n Email of Permanent meeting
■ □	୍ର 🗔 🚳 🗆 📾 👘 🖏 🖏 କି 99% 🔒 10:0
	😁 🖬 🛱 🖬 🗄
vitation to Web Conference (Oct 03, 10:00)	MeetingPlaza User account
MeetingPlaza Server 3:8AM 3:C:Android T: Android T: Android Contract ID 002) etingPlaza web conference is going to be held as follows: at time (UTC+9:00) Oct 3; 2014 10:00 AM (Asia/Tokyo) at time (UTC+9:	MeetingPlaza Server 3:59AM 3:59AM 3:59AM 3:50Ad Contract ID 002) Your account is registered by MeetingPlaza Conference Manager. Your ACCOUNT: TXSLXDMH Your PASSWORD: TELLFGH! Please access the following URL to enter the remote conference room. http://xxxxxxx.xxx.xx//centmgr/index.cgi Please access the following URL to direct enter the remote conference room. Room 1 http://xxxxxxx.xxxx/oc/rzzzzzzzzz.yyyyyyyyyyyy wwwwwwwwwwwwwwwwwww Room 2 http://xxxxxxx.xxxxxxxx/co/rzzzzzzzzzz.yyyyyyyyyyyyyy wwwwwwwwwwwwwwwww Room 3 http://xxxxxxx.xxxxxxxxxxxxx/co/rzzzzzzzzzz.yyyyyyyyyyyyy wwwwwwwwwwwwwwwww Room 3 http://xxxxxxxx.xxxxxxxxxxxxxx/co/rzzzzzzzzzz.yyyyyyyyyyyyyyyyy wwwwwwwwwwwwwwwww Room 3 http://xxxxxxxx.xxxxxxxxxxxxxxxxxxxxxxxxxxx

Image: Server ation function Image: Server ation function Image: Server ation function Image: Server ation at function Image: Server at function <th>with</th>	with
	; 窄 96% 📋 11:02
	1 :
	x
	D 10/39(Thu) 10/35010 11/5540
	7

How to log into the conference room via ongoing conference room.

2-2 Installation

Download from Google Play Store and install.

Google Play Store can be displayed from the URL mentioning in the conference invitation email.

1. When you click the URL in the conference invitation e-mail, the following screen will be displayed.(For details, please refer to 2-3-1, 2-3-2)

meetingplaza"			
Install from Google Play store Please install MPMobile App once before login.	>		
Login to the conference room Start MPMobile App	>		
Manual Show MPMobile manual	>		

 If you select "Install from "Google Play Store ", the download screen will be displayed. Please do the installation following the procedures.



2-3 Enter the conference room / Exit

A user accesses the meeting room from email (conference reservation type, Adhoc room type).

Below, is the beginning screen while the application starts.



2-3-1 Activate from conference reservation email

We take GmailTM as an example for explanation.

1. Activate GmailTM from applications list.



2. Tap the reservation email.



3. Tap the URL mentioning in the email.

			· 96%	16:07
.♥	1	X		:
Invitation to Web Conference (Oct 03, 10:00)				
				Inbox
MeetingPlaza Server	\$	+	*	
9:58AM				
To:				~
*** This e-mail based on a reservation was sent automatically from the MeetingPlaza system. ***				
To: Android (Contract ID 002)				
MeetingPlaza Web Conference is going to be held as follows:				
Start time (UTC+9:00) Oct 3, 2014 10:00 AM (Asia/Tokyo)				
End time (UTC+9:00) Oct 3, 2014 19:00 PM (Asia/Tokyo)				
Please access the following URL to enter the remote conference room.				
http://xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx				

4. Tap < Login the conference room > to proceed.

meetingplaza °		
Install from Google Play store Please install MPMobile App on	ce before login.	>
Login to the conference room Start MPMobile App		>
Manual Show MPMobile manual		>

If you have not installed the application yet, the screen of 2-2-1 Installation will be displayed in the browser.

5. MeetingPlaza Mobile SI is activated.



When the number of participants exceeds the limit, all participants are moved to a chat room automatically. The meeting administrator can check current meeting status on his portal screen.

2-3-2 Activate from Permanent meeting room email

There are mainly two ways of login by Permanent meeting room.

- Tap the URL for login, input ID and password in the browser
- Tap the URL for direct login and login

Activate from the URL for login	Activate from the URL for direct login
्र ा ंव रि. २ 99६ वे 1001 (❤️ ि ि ि ि ि ि ि	ା ଲାଶ ା <i>ହ</i> ା ହୁ ୭୭% ∎ 1001 (♥♥
MeetingPlaza User account	MeetingPlaza User account
MeetingPlaza Server 2:59AM To: Andoid To: Andoid To: Andoid (Contract ID 002) Your account is registered by MeetingPlaza Conference Manager. Your AccOUNT: TXSLXDMH Your PASSWORD: TLLLFöHi	MeetingPlaza Server
Please access the following URL to enter the remote conference room. http://xxxxxxxxxxxxxxxxxxxxxxxxx/teammg/index.cgi Please access the following URL to direct enter the remote conference room.	Please access the following URL to enter the remote conference room. http://xxxxxxxx.xxx.reammgr/index.cgl Please access the following URL to direct enter the remote conference room.
Reart1 Intel://www.www.www.www. Intel://www.www.www.www. Reart2 Room 2 Intel://www.www.www. Room 3 Intel://www.www.www. Room 3 Intel://www.www.www.	Poom1 Introduction conservation Introduction Conservation None 2 Introduction Introduction Conservation None 2 Introduction None 2 Introduction None 3 Introduction Poom 3 Introduction None 3 Introduction
Message From Conference Manager:	Message From Conference Manager:
Telephone gateway phone number "050-0000-0000", "03-0000-0000" TELEPHONE AL 323Statem LOGIN NUMBER	Telephone gateway phone number '050-0000'.v03-0000-0000'. TELERUIONE AL 223 Statem LOGIM NUMBER → ŵ

■ Activate from the URL for login

If you Tap the URL for login, the login screen will be displayed.

Input ID and password, Tap <Login>.

100	etingplaza
Login	
ID	
Passv	vord
	Save ID and PASSWORD
	🔿 Login
Here i	f you have forgotten your password
	Login with MeetingPlaza app
	Install from Google Play store

Tap the meeting room to access.

Announcemen	nts			
		There are no annour	cements.	
🛙 MeetingPlaza a	зрр			
Please install Mee	etingPlaza app be	fore enter a meeting roor	n. Inst	all from Google Play store
O Information				
Number of online us	sers: 0 (Maximurr	connection count 10)		
🗂 Reservations				
Meeting time	Subject		Number of Use	rs / Max
03/14 15:30 - 16:3	0 Web Confer	ence	0/2	C ^a Login
03/14 20:30 - 21:3	0 Conference		0/2	C [®] Detailed
🖈 Adhoc Rooms				All Favorite
Name of the	e room		Number of Users	s / Max
± Room 1			0/10	🚯 🛛 🖓 Login
Room 2			0/10	0 CLogin
Room 3			0/10	0 C Login
	0.	pyright © 2001-2016 NTT	T CORPORATION	

Tap <Login the conference room>.

¶meetingplaza°	
Install from Google Play store Please install MPMobile App once before lo	ogin.
Login to the conference room Start MPMobile App	>
Manual Show MPMobile manual	>

MeetingPlaza Mobile SI is activated.

Jser may login by clicking the ap	p icon from next time.
ID Login	
ID	
Password	
Save ID and PASSWORD	
+) Login	
Here if you have forgotten your password	
Login with MeetingPlaza app	
Install from Google Play store	

■ Activate from the URL for direct login

If you Tap the URL for direct login, the following screen will be opened. Tap <Login the conference room>.

¶meetingplaza°	
Install from Google Play store Please install MPMobile App once before lo	gin. >
Login to the conference room Start MPMobile App	>
Manual Show MPMobile manual	>

MeetingPlaza Mobile SI is activated.

You need to set up for the conference room administrator to issue the URL for direct login

When the number of participants exceeds the limit, all participants are moved to a chat room automatically. The meeting administrator can check current meeting status on his portal screen.

2-3-3 Enter the room from ongoing conference room

Below, are two types of ongoing conference rooms.

- The Conference room without reservation function
- The Conference room with reservation function

The Conference room without	The Conference room with
reservation function	reservation function

Tap the conference room name to log in.

□ ♠ 🖄					🕼 🙃 93% 📋	11:11
					1	:
neetingplaz	ດ					
System Adhoc Conferen	ce Rooms					
ervation and Entrance						
Group de	oes not exist.					
Group	Number of Liness TELEPHONE/H.323					
Group Conference Room	Number of Users TELEPHONE.01.223 (Current / Max) SYSTEM LOGIN NUMBER	Room information		Comments		Invite user
Group Conference Room room1	Number of Users TELEPHONELISES (Current / Max) SYSTEM LOGIN NUMBER 0 / 32 5940151	Room information		Comments		Invite user
Group Conference Room room1	Number of Users TTL2PHONS.51.523 (Corrent / Max) SYNTAM LOGIN NUMBER 0/32 5940151	Boom information	Name	Comments	Save	Invite user
Group Conference Room room1	Number of Users TIL/PHON/AL323 (Current / Max) 0/32 5940151 0/32 5962686	Room information	Name	Comments Comment	Save	Invite user invite
Group Conference Room room1 room2	Number of Users TELEPHONENTS23 (Current / Max) 0/32 5940151 0/32 5942556	Room information	Name Name	Comments Comment Comment	Save	Invite user invite
Group Conference Room room1 room2	Number of Users TTL/PHONS.51.523 SWITEM LOGIN NUMBER 0/32 5940151 0/32 5940151 0/32 5982086 0/32 5982086	Boom Information	NameName	Comments	Save	Invite user invite
Group Conference Room room1 room2 room3	Number of Users TELPHONS ILES SWITCH LOGIN NUMBER 0/32 5940151 0/32 5982586 0/32 5982487	Room Information	Name Name	Comments	Save	Invite user invite invite

Enter user ID and password.

For rooms no password input field, password is not required for this type of rooms. Please do not choose [Login as room administrator].

□ ☆ ⊠				🕼 🛜 93% 📃	11:10
				1	:
neetingplaze	ດໍ				
System Adhoc Conferen	ce Rooms				
ervation and Entrance					
Group de	oes not exist.				
ìroup	TELEPHONE/II.323				
Group Conference Room	Number of Users TELEPHONEH.323 (Current / Max) SYSTEM LOGIN NUMBER	Room information	Comune	nts	Invite use
Group Conference Room Inference Room room1 LOOIN AME	Number of Users TELEPHONE II. 323 (Current / Max) 0/32 5940151	Room Information	Commen	nts	Invite use
Group Conference Room Inference Room COGIN AME SSW0RD Login as room administrator	Number of Users TELEPHONE.1.323 (Current/Max) SYSTEM LOGIN NUMBER 0/32 5940151	Room information	Comment	nts Save	Invite use
Group Conference Room onference Room COON AME Cogin as room administrator room2	Number of Users TELEPHONE.IL.23 (CUTYON / Max) 0 / 32 5940151 0 / 32 5940151	Room information	Comment	nts Save	Invite use invite

Tap [Login] to proceed to the following screen. Tap [Login the conference room].

¶meetingplaza°	
Install from Google Play store Please install MPMobile App one	ce before login.
Login to the conference room Start MPMobile App	>
Manual Show MPMobile manual	>

MeetingPlaza Mobile SI is activated.

2-3-4 Logout

There are 2 ways to leave the room.

- Press [Logout] at Settings
- Press "Back key" 2 times
- **1.** Press [Logout] at Settings

Press "Menu Key" and tap [Logout].



A logout confirmation page is displayed. Tap [OK] to proceed.

mp 👝 🗆			77% 11:03	3
negular meeting			:	
Android	Logout Are you going to logout Cancel ★ Chair	the conference?	User (1)	
	(••)	₽	×	2

2. Press "Back key" 2 times

If you press "Back key" once, the alert called "Press again to exit" will be displayed.



Press "Back key" again to exit the application.

3 Communication at the meeting

3-1 Screen explanation

After logging in, the screen is displayed as shown in the figure below.



Below are functions of the screen.



1	Meeting Title	A meeting title is displayed.
2	Menu	A Menu is opened for Participants, Sharing, Raising hand, Settings and
		Logout.
		When this button is disabled, use menu key on your device to proceed.
3	Participants' images	All meeting participants' images are displayed. When a user talks, a
		volume indicator bar under his image is displayed.
4	Chat	Tap it to open a chat window. User may choose to send chat message
		to all participants or a particular participant.
5	Mute	Tap this to mute Speakers.
	(Speaker)	
6	Mute	Tap this to mute Microphone.
	(Microphone)	(Valid only when the speaking mode is on, or audio switch is turned
		on.)
\bigcirc	Video	Tap this to pause a camera or resume stream video feed from a pause,
		take a picture, or choose from photo library.
8	Enable / Disable a toolbar	Enable /Disable Settings Bar at the bottom of a page.

Icons 4 to 7 are collectively called the "toolbar" for this application.

By tapping your own thumbnail, a group of functions will be listed at upper right corner.



1	Double size	Will be displayed when the mouse is placed on or over the image.		
2	Minimize	Minimize the picture size of specified participants.		
3	Hide this user	Only the selected participant is displayed on screen.		
4	Raise hand / Put down hand	Click the hand image in the upper left corner of the image to raise your hand		
		or be acknowledged in a meeting. Please refer to Chapters 3-6 for details.		

3-2 Chat

Tap < Chat > in the toolbar.

User may choose to send chat message to all participants or a particular participant.



When a text message is received, icon color is changed and a bubble text is displayed.



3-3 Volume control

Adjust the speaker volume by volume keys on the phone.

After pressing < Menu>, you can adjust the volume from both speaker boost and microphone boost.

3-4 Video

Tap < Video > in the toolbar to change video settings.



3-4-1 Pause / Video ON

It allows a user to switch back and forth from pausing a camera or resuming stream video feed from a pause.

Tap <Video Pause ON>, video is turned off and your camera is paused. Only a static image is displayed.

Pause (show static image)	Video ON (show stream video)
Pause	Video ON
Still Image	Still Image
Switch Out Camera	Switch Out Camera
Cancel	Cancel

3-4-2 Switch Cameras

To switch cameras between in and out cameras.

Switch to in camera	Switch to out camera
Pause	Pause
Still Image	Still Image
Switch In Camera	Switch Out Camera
Cancel	Cancel

3-4-3 Still Image

Allow user to choose an image from <Take Photo> or <Photo Library>.

Pause		Select Still Image
Still Image		Take Photo
Switch Out Camera	· 1	Gallery
Cancel		Cancel

Take Photo

Start camera and take a photo to use.

Gallery

User may choose a photo from your Photos in your device and set it as your thumbnail.

3-5 Various Sharings

	Sharing	Shared from this APP	Sharing received from other devices
	Sharing received from other devices	Ο	0
	File sharing	0	0
	Web sharing	0	0
	App sharing(*)	×	0
And	Pegular meeting	Android	allar meeting : ***********************************
	🗢 📢 🎍 🖬	×	🗢 📲 🖌 🗡

Below, is a list of available shared features for Android OS.

User can't start sharing from Android, but may view the application sharing generated by PC user(s).

3-5-1 Virtual file sharing

Virtual file sharing (VPI sharing) is the feature to allow all users to share on the memory without generating files on each user's end. Please convert a file to a Virtual Printer Image (VPI) file under Windows PC.

VPI is a unique way of sharing files on MeetingPlaza.



To share a VPI on Android OS, please upload the file prior to the sharing.

* Only authorized special user may share a file that has been uploaded in advance.

Button in the window	What they do			
	Change to show document only			
	XIt displays while both document and video are turned			
	on.			
A	Change to show document and video			
[Change Layout]	XIt displays when document only is turned on.			
	Pototo 00 dogrado algolarias			
[Rotate]	Kotate 90 degrees clockwise			
	Show provious page			
[Go Back]	Snow previous page			
	Show Next man			
[Forward]	Show Next page			
×	Switch to drawing			
[Draw]	Switch to drawing			
1/5	Show the current page			
	Click to display the page list, Specify the page number			
[rage number]	and switch to that page.			

To share drawing under Windows OS, please use the feature of drawing (Palette icon)

- During sharing mode, layout changes, page changes and drawing are in sync. (Status bar: gray)
- During private mode, user is free to make changes while its screen is not synchronized with other participants'. (Status bar: Green)



3-5-2 File Sharing

File sharing allows users to share photos and documents.



There are two ways to start sharing at Android.

- Share a file that is stored in Android device.
- Meeting organizer logs into meeting administration system to upload a file before meeting starts

Manual of File Sharing

Tap File Sharing.



< Choose file for Sharing > is diplayed.

11 III III III III IIII IIII IIII IIII		🙃 77% 📄 11:03	
negular meeting		:	
Android	Choose file for sharing Local files Pre-upload files Back		
	🖨 🖏 🔮 🖬	×	

This is an example of sharing a file that has been uploaded previously. Tap file that has been upload.



Choose a file. A page is displayed to confirm your use of third party application. Tap [OK] to proceed.



Shared documents are opened under the third party application.



File sharing is a feature to distribute files to participants.

The feature of switching between pages is not synced with the rest of meeting participants.

3-5-3 Photo Sharing

User may share photos that are either taken at Android device via camera or photos saved in gallery. User may edit (add text) the photo.

Tap Photo Sharing.



User chooses photo from [Take photo] or [Gallery].



User may change the picture size or pinch zoom at Preview.

After taking pictures, tap < OK > in the bottom right hand corner.



Draw or add text	In the preview screen, as red highlighted shown below, user may draw or add text to the picture
	add text to the picture.
Pinch in/Pinch out	A user may pinch with two fingers (multi-touch) to zoom out (pinch out)
	or zoom in (pinch in) and crop or scale the picture.



A page shows the use of third party application. Tap [OK] and the shared photo is opened under this application.



3-5-4 WebSharing

Start Web Page Sharing.

Tap Web Sharing.



Enter URL.

👷 🛋 🛛				🗟 77% 🖥 11:03	
	Start Web Sharing				
Android	Cancel	OK	User (1)		Ð
	🖨 📢	₽		×	

A shared web page is opened.



Web sharing is shared with all meeting participants from page to page. Allow user to draw on a shared page.

3-5-5 Application sharing

If one participant implements application sharing from a PC, the shared screen will be displayed on the display part of the screen of other participants.



The user who is participating in the conference by MeetingPlaza Mobile can see Application sharing of PC participants, but he can not start Application sharing from MeetingPlaza Mobile.

Below are the operations that you can do during application sharing.

Pinch in/Pinch out	By enlarging (pinch out), or reducing (pinch in) by multi touch (2 fingers),
	you can scale the application sharing screen.
	CARTA É LOS Se your monos Latoire L
Drag operation	By touching the screen and dragging it, you can change the display position
	CLEADENT 101 CLEADENT 101 C

3-5-6 Operation of shared documents

By choosing [Share] from the menu, user may change layout of shared documents, check or close the shared documents.

S ≦ 10 1 10 1	및 교 83% 🔒 10:51	9. 🖬 🤟 🛱	D. # 83%	10:51
🕎 Regular meeting		👳 Regular meeting		
	User Information	SEV.	L D D D D D D D D D D D D D D D D D	
	Share		AND A LOT A	e e
	Raise Hand	Share Mer	iu .	
Android	Preference	Android Add Sharing		
	Logout	Shared Docu	ments	6
		Change Disp	lay	
t Chair		r 🌟 Chair	Cancel	
User		User		

3-6 Raise hand

User may raise his hand by tapping his thumbnail and press [Raise hand] button, or choose [Raise hand] from menu and display the hand raised icon to proceed.

Tapping the thumbnail



To put down your once raised hand, tap your thumbnail and press [Raise hand] button.



Choosing [Raise hand] from menu

To put down your raised hand, uncheck [Raise hand] from the menu.

Raise Hand icon is only shown on your thumbnail, tap other users' thumbnail, the icon won't be shown.

At MeetingPlaza, even administrator cannot put down users' hands that are "raised up" in one click.

3-7 Menu

Tap [Menu] at the upper right corner to display the menu.



For details, please refer to Section 4 A summary of Menu.

3-8 Application running in the background

When pressing [Home] button to return to home menu during a conference, user remains in the conference room while the MeetingPlazaMobile icon at upper left corner will be displayed. When this happens, your device will freeze video but your audio keeps on going.



To return to MeetingPlaza Mobile page, tap [MeetingPlaza Mobile8] from Application list, or tap [MeetingPlazaMobile] from upper left corner to proceed.

4 A summary of Menu

It provides info on available operation after tapping a menu.



4-1 User Information

Display meeting users' information.



다 🖬 👷 🗆 🖄					D. 3	81% 🗎	10:56	
Viser Information (3 people)								
1 : Android (q93GIDKZ)				Visibility:				
				Normal				Ē
2 · Chair (OoY1cw6w)				Visibility:				
				Normal				
3 : User (1) (CdOLcPG6)				Visibility:				
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				Normal				6

In addition to user names and meeting ID, allow user to change users' images.

3 : User (1) (CdOLcPG6)	Visibility:	
	Normal	
	1 Normal	
	2 Double	
	3 Minimized	
	4 Hide	

1	Original size	Display image in original size.
2	Double size	Display image in double size.
3	Minimize	Minimize the window of a selected user.
4	Hide this user	Disable the window of selected meeting user.

Allow user to change image from Users Images.

Tap the user thumbnail that you want to make changes and a menu is displayed at upper right corner.



Click iii to view user' connection status and settings.



Android (q93GIDKZ) × Connection status: Good (Send: 100/0/0, Receiving: 100/0/0) Sending loss rate: Audio: 0 %, Video: 0 % Send: Total: 383 Kbps, Video: 0 % Send: Total: 383 Kbps, Video: 0.3 fps Latency: 34 msec Settings: Connection: TCP tunneling (Direct HTTP tunneling) Send: Max: 5000 Kbps, Video: 6 fps, Quadruple (320-256), Fine Receive: Max: 5000 Kbps, Video: 7 fps, Quadruple (320-256), Fine Mic control: Moi is on automatically while speaking.

4-2 Share

Start document sharing from here. For details, please refer to 3-5 Various Sharings.

4-3 Raise Hand

To raise hand during a conference. For details, please refer to 3-6 Raise hand.

4-4 Preference

To set up network, video and audio. User may also check application usage info.



NETWORK	
Network Speed Send 5000 kbps / Recv 5000 kbps	
Connection Settings Follow Wi-Fi settings	
/IDEO	
/ideo Quality Mid	
Noise Filter t will contribute to reduce video data. but it requires CPU esorce.	
NDIO	
/olume Boost /ic 50 % / Speaker 100 %	
Echo & Noise Canceller Icho : Hard / Mic : Soft / Speaker : Soft	
Falk Mode Auto Voice Switch	
Bluetooth	
Audio Test	
MISC	
About	

4-5 Network

It contains operation manual of network related items.

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NETWORK	
Network Speed Send 5000 kbps / Recv 5000 kbps	
Connection Settings Follow Wi-Fi settings	
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Video Quality ^{Mid}	
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AUDIO	
Volume Boost Mic 50 % / Speaker 100 %	
Echo & Noise Canceller Echo : Hard / Mic : Soft / Speaker : Soft	
Talk Mode Auto Voice Switch	
Bluetooth	
Audio Test	
MISC	
About	

4-5-1 Network Speed

By tapping Network Speed, user can open a page to see network speed details.

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Connection Settings Follow Wi-Fi settings		Max Receiving 5000 kbps	
VIDEO		MEASUREMENT SETTINGS	
Video Quality Mid		Measurement Start	
Noise Filter It will contribute to reduce video data. but it requires CP resorce.	»u 🗆	On Start-up	
AUDIO			
Volume Boost Mic 50 % / Speaker 100 %			
Echo & Noise Canceller Echo : Hard / Mic : Soft / Speaker : Soft			
Talk Mode Auto Voice Switch			
Bluetooth			
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Max Sending / Max Receiving Allow user to enter network speed manually.

Start speed test

Tap it to test network connection speed.

Measurement Settings

Turn the icon of <On Star-up> to <ON> to test connection speed automatically. Network status is displayed at the bottom of the screen in green color.



4-5-2 Connection Settings

Display connection types.

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Connection Settings Follow Wi-Fi settings VIDEO		SETTINGS OF TUNNELING Tunneling server name		SETTINGS OF TUNNELING	
Video Quality ^{Mid}		Default tunneling port number 443		Default tunneling port number 443	
Noise Filter It will contribute to reduce video data. but it requires CPR resorce.	u 🗆	SETTINGS OF PROXY Hostname		Follow Wi-Fi settings	•
AUDIO		·		Direct connection	0
Volume Boost Mic 50 % / Speaker 100 %		Port number 8080		TCP tunneling	0
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Bluetooth	100	Max GET Size		Max GET Size	
		SETTINGS OF PROXY AUTH		SETTINGS OF PROXY AUTH	
Audio Test		Save auth info	~	Save auth info	2
MISC					
About					
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A user may choose connection types from <Follow setting for Wi-Fi>, <Direct connection>, <TCP tunneling> or <via HTTP proxy>.

<Follow Wi-Fi settings> is the way to allow user to connect based on his Wi-Fi settings on Proxy.

<Direct connection> is the way to connect via UDP.

<TCP tunneling> is the way to connect through TCP.

<Via HTTP proxy> is the way to connect through a proxy server by TCP protocol.

User can't change his way to connect during a meeting.

To change, user needs to do so when the MeetingPlaza Mobile is opened without ongoing meetings.

4-6 Video

A list of video settings.

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NETWORK		
Network Speed Send 5000 kbps / Recv 5000 kb	bps	
Connection Settings Follow Wi-Fi settings		
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Noise Filter It will contribute to reduce video resorce.	o data. but it requires CPU	
AUDIO		
Volume Boost Mic 50 % / Speaker 100 %		
Echo & Noise Canceller Echo : Hard / Mic : Soft / Speak	er : Soft	
Talk Mode Auto Voice Switch		
Bluetooth		
Audio Test		
MISC		
About		
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4-6-1 Video Quality

To set video size and frame rate for sending and receiving.

If you set it high, both size, frame rate will be high together.

If there is delay in the video or if sound quality is not stable, please set it low.

Network Speed Send 5000 kbps / Rev 5000 kbps Connection Settings Follow Wi-Fi settings VIDEO Video Quality Mid Noise Filter It will contribute to reduce video data. but it requires CPU It will contribute to reduce video data. but it requires CPU VIDIO Volue Boost Mic 50 %, Speaker 100 % Echo & Noise Canceller Echo & Switch Bluetooth Audio Test Misc Audio Test Misc About	ຈມ່າວຢ ພະ	8 80% 💼 10:57	5 🖢 🖬 D 🛍	😨 🛱 76% 🔒 11:08
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Talk Mode Talk Mode Auto Voice Switch Bluetooth Bluetooth Bluetooth Audio Test Audio Test Misc Misc About About	Echo & Noise Canceller Echo : Hard / Mic : Soft / Speaker : Soft		Echo Cancel	ок
Bluetooth Audio Test Audio Test MISC About About	Talk Mode Auto Voice Switch		Talk Mode Auto Voice Switch	
Audio Test MISC About About	Bluetooth		Bluetooth	
MISC MISC About About	Audio Test		Audio Test	
About About	MISC		MISC	
	About		About	
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By turning button left or right to change video quality.

4-6-2 Noise Filter

Check <ON> to apply video noise filter.

It will contribute to reduce video data, but it requires CPU resorce.

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Talk Mode Auto Voice Switch		Talk Mode Auto Voice Switch	
Bluetooth		Bluetooth	
Audio Test		Audio Test	
MISC		MISC	
About		About	

4-7 Audio

A list of audio settings.

NETWORK	
Network Speed Send 5000 kbps / Recv 5000 kbps	
Connection Settings Follow Wi-Fi settings	
/IDEO	
Video Quality Mid	
Noise Filter t will contribute to reduce video data. but it requires CPU	
AUDIO	
/olume Boost Vic 50 % / Speaker 100 %	
Echo & Noise Canceller Echo : Hard / Mic : Soft / Speaker : Soft	
Falk Mode Auto Voice Switch	
Bluetooth	
Audio Test	
MISC	
About	

4-7-1 Volume Boost

Adjust mic volume and speaker volume.

User may change speaker volume by using the volume up and volume down buttons on the side of your Android device. Use this feature for additional volume adjustment.

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NETWORK		NETWORK	
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cho & Noise Canceller cho : Hard / Mic : Soft / Speaker : Soft		Echo OK	
alk Mode uto Voice Switch		Talk Auto Voice Switch	
Bluetooth		Bluetooth	
udio Test		Audio Test	
NISC		MISC	
About		About	
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4-7-2 Echo & Noise Canceller

Echo Canceller removes echo reverberating in the microphone that is picked up from the speakers and send it back to the originator.

Noise Canceller is to remove background noise from both originator and receiver.

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he Preference		🕻 🗽 Echo & Noise Canceller	
NETWORK		ECHO CANCELLER	
Network Speed Send 5000 kbps / Recv 5000 kbps		Echo Canceller Hard	
Connection Settings Follow Wi-Fi settings		NOISE CANCELLER Microphone	
VIDEO		Soft	
Video Quality ^{Mid}		Speaker Soft	
Noise Filter It will contribute to reduce video data. but it requires to resorce.			
AUDIO			
Volume Boost Mic 50 % / Speaker 100 %			
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4-7-3 Talk Mode

Turn off microphone mute to send your voice.

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NETWORK		TALK MODE	1	TALK MODE	
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Connection Settings Follow Wi-Fi settings		Switch Sensitivity		Switch Sensitivity	
VIDEO		PTT Button Position		PTT Button Position	
Video Quality ^{Mid}		Lower Right		Lower Right	
Noise Filter It will contribute to reduce video data. but it requires resorce.	в СРИ	▲		Mic is on while button is down	ı. O
AUDIO		7	•	Press button to turn on/off the	amic. O
Volume Boost Mic 50 % / Speaker 100 %				Keep Speaking	0
Echo & Noise Canceller Echo : Hard / Mic : Soft / Speaker : Soft				Auto Voice Switch	•
Talk Mode Auto Voice Switch					
Bluetooth					
Audio Test					
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Utterance method	Explanation
Mic is on while button is down	By choosing it a Mic button displays.
	User may talk while pressing down the Mic
	button.
	To move around this button, pressing the 📕
	on the button to drag it to new location.
Press button to turn on/off the mic	Press Mic button to start talking, press it again to end talking.
	Mic OFF Mic ON
Keep Speaking	Remains talk status. Put Mic to [Mute] to stop audio.
Auto Voice Switch	Audio from mic is automatically detected and "Talk" status is
	turned on.

Please disable it while the mic is mute.

4-7-4 Bluetooth

Please select this one when you use headset of BluetoothTM.

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Video Quality Mid		Video Quality Mid	
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AUDIO		AUDIO	
Volume Boost Mic 50 % / Speaker 100 %		Volume Boost Mic 50 % / Speaker 100 %	
Echo & Noise Canceller Echo : Hard / Mic : Soft / Speaker : Soft		Echo & Noise Canceller Echo : Hard / Mic : Soft / Speaker : Soft	
Talk Mode Auto Voice Switch		Talk Mode Auto Voice Switch	
Bluetooth		Bluetooth	
Audio Test		Audio Test	
MISC		MISC	
About		About	
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We do not guarantee that the operation of the combination of all Bluetooth TM headset and terminal works properly.

4-7-5 Audio Test

User may test audio replay and do audio loopback test.

Both of the features are enabled only at login.

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me Preference		(🚾 Audio Test	
NETWORK		PLAY TEST SOUND	
Network Speed Send 5000 kbps / Recv 5000 kbps		Play Test Sound Push to play test sound and adjust a speaker volu	me. 'speaker
Connection Settings Follow Wi-Fi settings		LOOPBACK TEST	
VIDEO		Loopback Test	
Video Quality ^{Mid}		If you want to audio communication testing start, j turn on. Talk into the microphone and hear your vo the speaker. While doing loopback test, you can't to other user. When you want to finish this test, pleas	olease ice from alk with e turn
Noise Filter It will contribute to reduce video data. but it requires CPU resorce.		off.	
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Talk Mode Auto Voice Switch			
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Play Test Sound

Play test sound. Please adjust the volume if necessary.

Loopback Test

If you want to start audio communication testing, please turn on. Talk into the microphone and hear your voice from the speaker.

While doing loopback test, you can't talk with other user. When you want to finish this test, please turn off.

4-8 About

In addition, user can view application information and send system log to our Support Window at troubleshooting.



4-9 Bookmark

User accesses the user login screen from his web browser on a mobile device. Clicking "Login with MeetingPlaza app" will add the link to his Bookmark.

meetingplaza				
ID Login				
D				
Password	MeetingPlaza Mobile	i.		C Bookmarks
	•	Bookmarks	•	Default Page
Save ID and PASSWORD		Exit		1D Login
Here if you have forgotten your password				L
Login with MeetingPlaza app				
Install from Google Play store				

When it is saved as a Bookmark, you can login and enter the meeting directly by using mobile app from the next time.

5 Uninstall the program

From Android device menu, choose [Settings] - [Application] - [Application Admin], and tap on [MeetingPlaza Mobile SI] from the application list.

(Due to the device OS versions, you may see the menu displays differently.)

1. Tap "MeetingPlaza Mobile SI" from Application.

		🖏 🛜 95% 📒 11:44
🔏 Apps		:
	Downloaded	Running
MeetingPlaza Mobile SI 7.1 15.77MB		
Movies 19.07MB		
NAVITIME 40.00KB		
News & Weather 4.88MB		
OfficeSuite 24.71MB		
Pixlr Express 8.21MB		
	Device memory	
1.6GB used		24GB free

2. Tap "Uninstall".

🔀 App info			
MeetingPlaza Mobile SI 7.1 version 7.1.1			
Force stop	Uninstall		
Show notifications			
STORAGE			
Total	15.77MB		
App on device	10.72MB		
Data on device	5.05MB		
	Clear data		
CACHE			
Cache	32.00KB		
	Clear cache		

3. In the operations up to now, all of the configuration data will be deleted, but the log data will remain. If you want to delete the log data, please delete "MeetingPlaza" folder in the SD card.

6 Trouble shooting

Inquires can be sent to NTT-IT Corporation through the trouble shooting form on the support menu.

Please use <Inquiry at the trouble> in the menu of <Support> to inquire on the Web page.



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

