

— 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™ 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)

※ 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™ is a trademark of Google Inc.

Gmail™ is a trademark of Google Inc.

Google Play™ is a trademark of Google Inc.

Bluetooth™ 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.

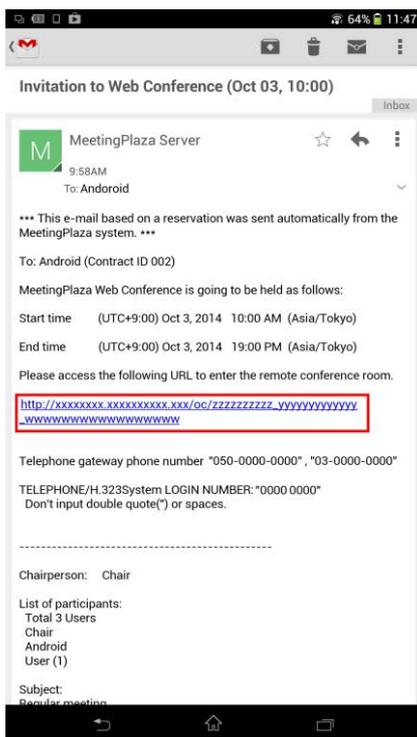
■ **Login from ongoing conference room**

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

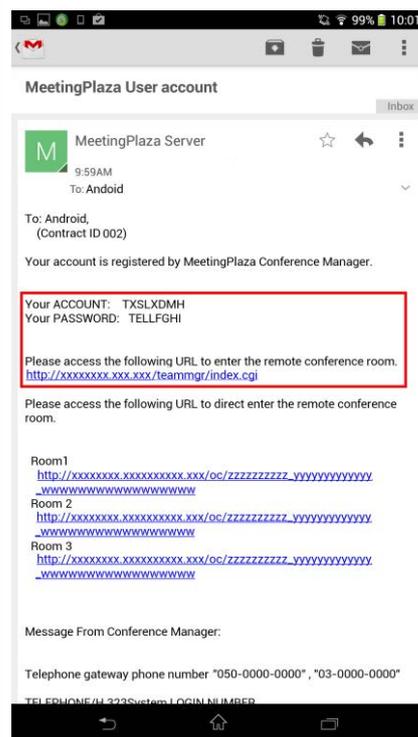
At conference entrance screen, a participant may join the room anytime by tapping an ongoing conference room and enter his/her name.

A participant may join the ongoing conference room by invitation.

Email of conference reservation

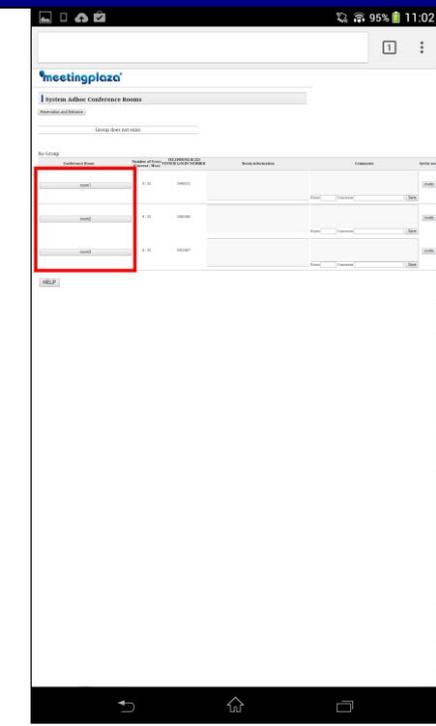


Email of Permanent meeting room

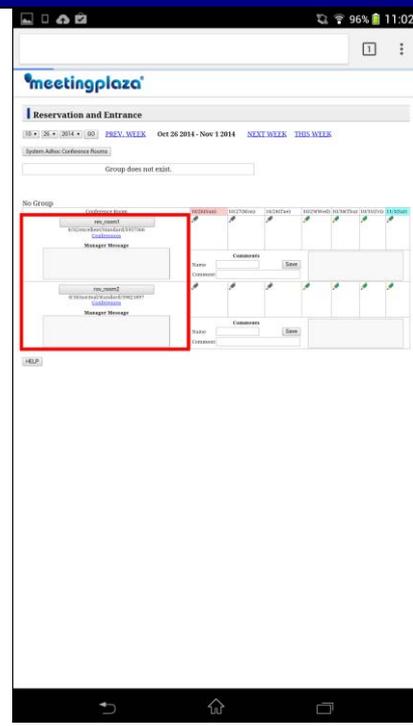


How to log into the conference room via ongoing conference room.

The Conference room without reservation function



The Conference room with reservation function

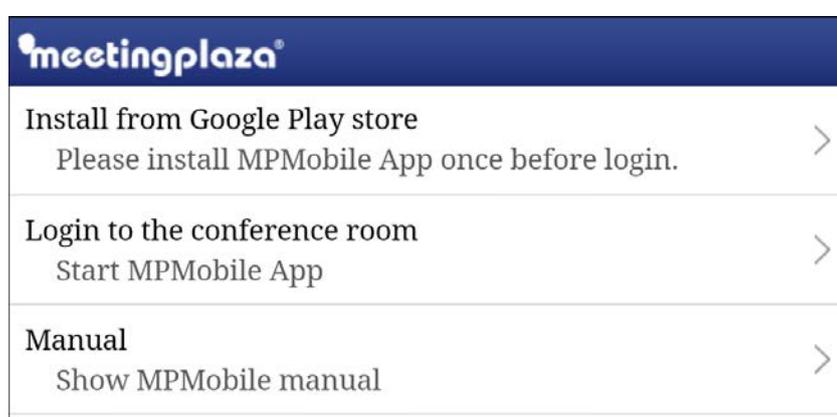


2-2 Installation

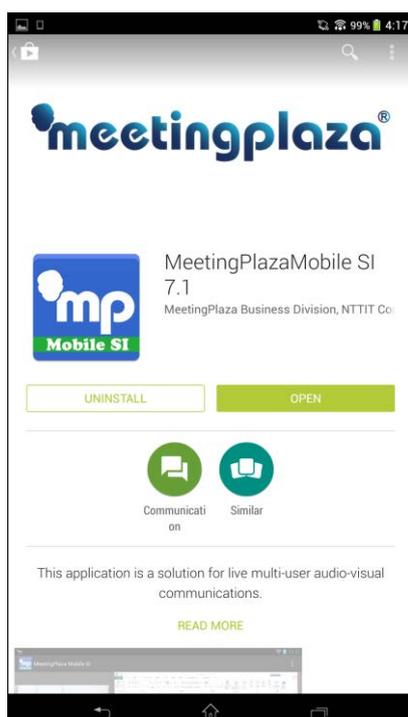
Download from Google Play Store and install.

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)



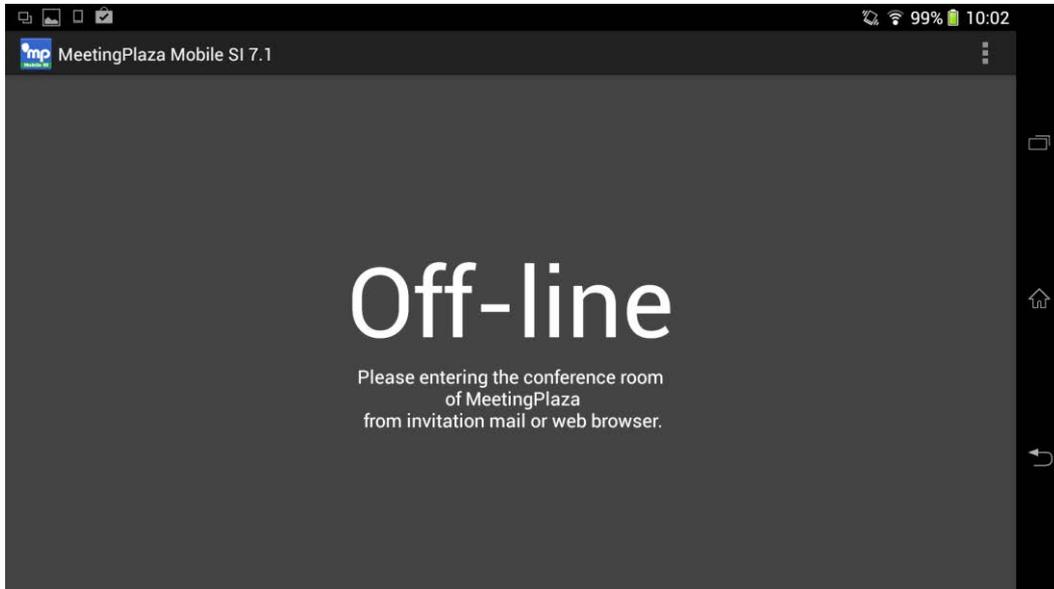
2. If you select "Install from "Google Play Store ", the download screen will be displayed. Please do the installation following the procedures.



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.



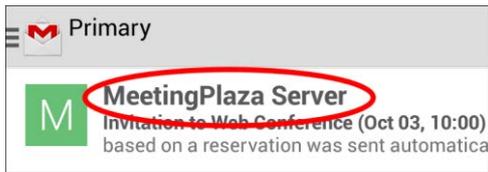
2-3-1 Activate from conference reservation email

We take Gmail™ as an example for explanation.

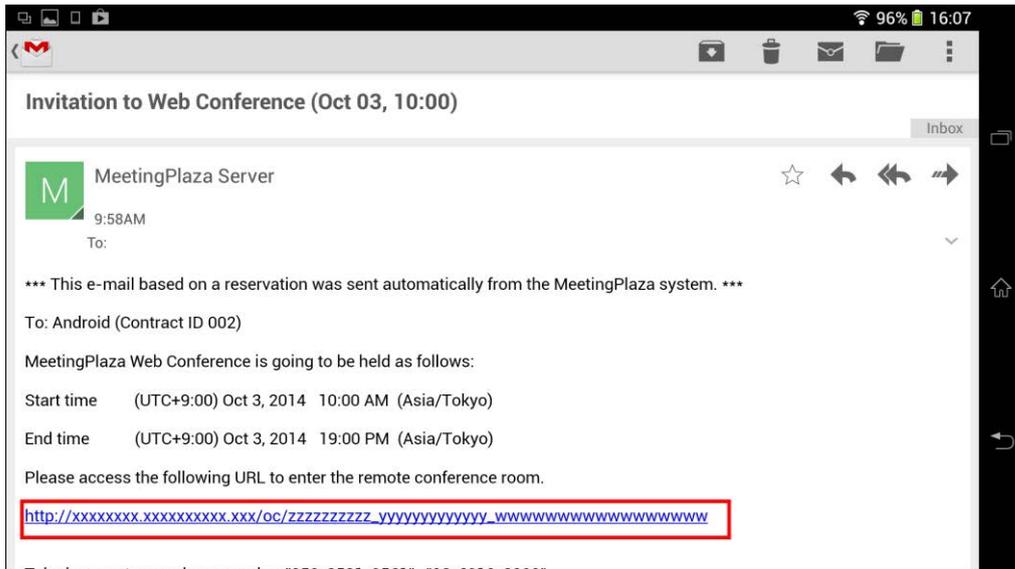
1. Activate Gmail™ from applications list.



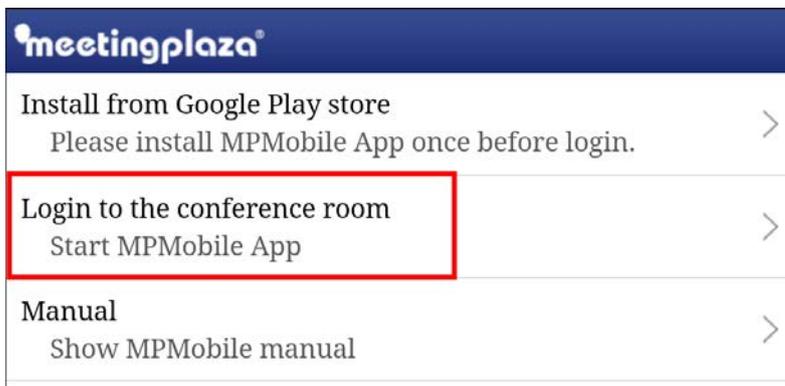
2. Tap the reservation email.



3. Tap the URL mentioning in the email.



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



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.

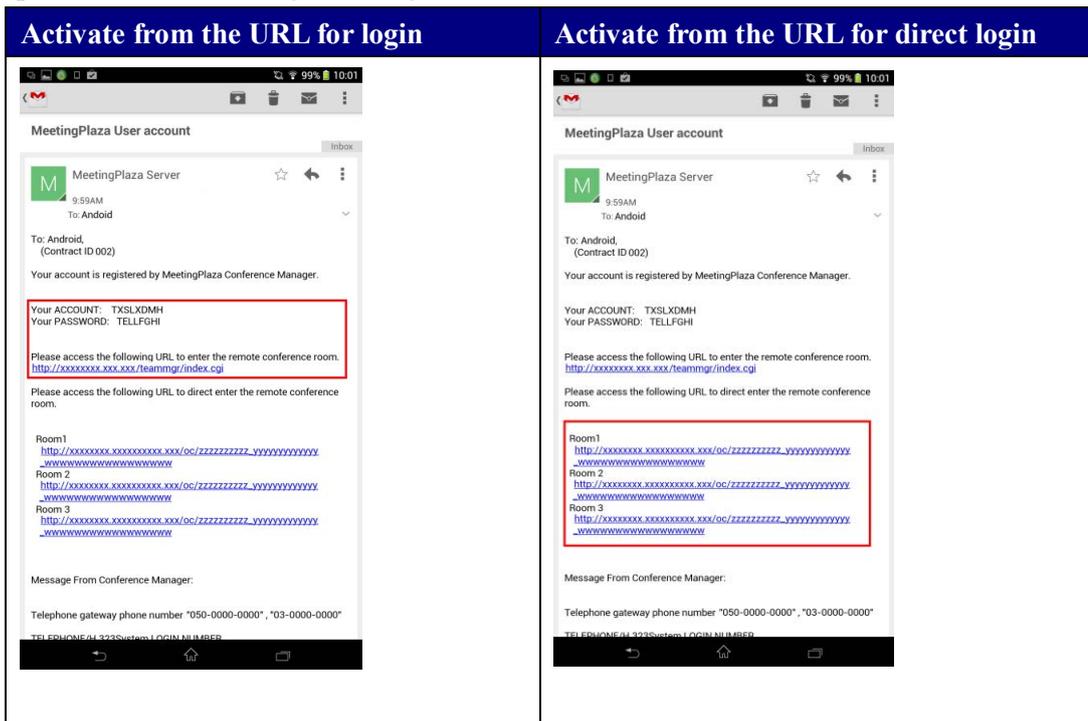


When the number of participants exceeds the limit, all participants are moved to a chat room automatically. The meeting administrator can check current meeting status on his portal screen.

2-3-2 Activate from Permanent meeting room email

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

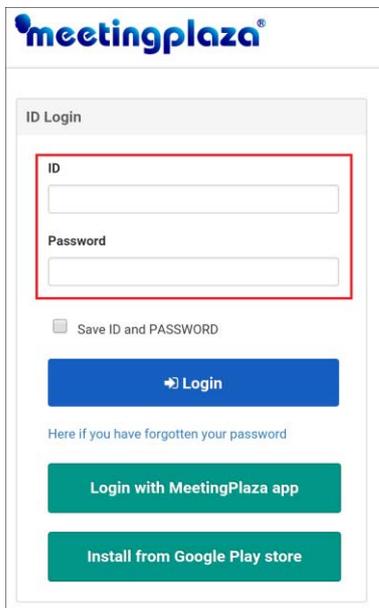
- Tap the URL for login, input ID and password in the browser
- Tap the URL for direct login and login



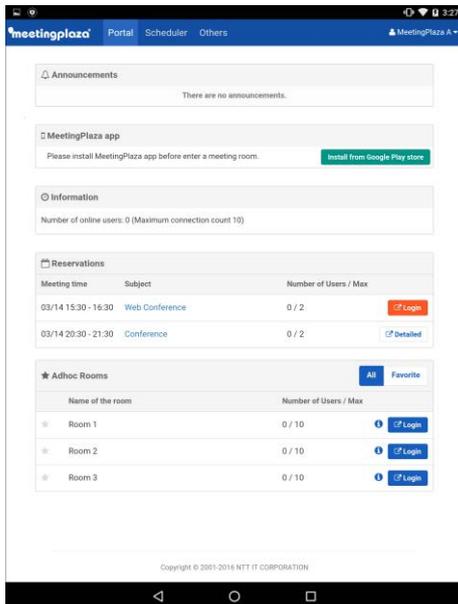
■ **Activate from the URL for login**

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

Input ID and password, Tap <Login>.



Tap the meeting room to access.



Meeting time	Subject	Number of Users / Max
03/14 15:30 - 16:30	Web Conference	0 / 2
03/14 20:30 - 21:30	Conference	0 / 2

Name of the room	Number of Users / Max
Room 1	0 / 10
Room 2	0 / 10
Room 3	0 / 10

Tap <Login the conference room>.



MeetingPlaza Mobile SI is activated.

Registered user clicks "Login with MeetingPlaza app" on the login page to enter the room. User may login by clicking the app icon from next time.

A screenshot of the MeetingPlaza 'ID Login' form. The form is white with a blue header containing the 'meetingplaza' logo. It includes fields for 'ID' and 'Password', a checkbox for 'Save ID and PASSWORD', a blue 'Login' button, a link for 'Here if you have forgotten your password', a red-bordered button for 'Login with MeetingPlaza app', and a green button for 'Install from Google Play store'.

If you have not installed the application yet, please go ahead with the installation.

■ **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 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

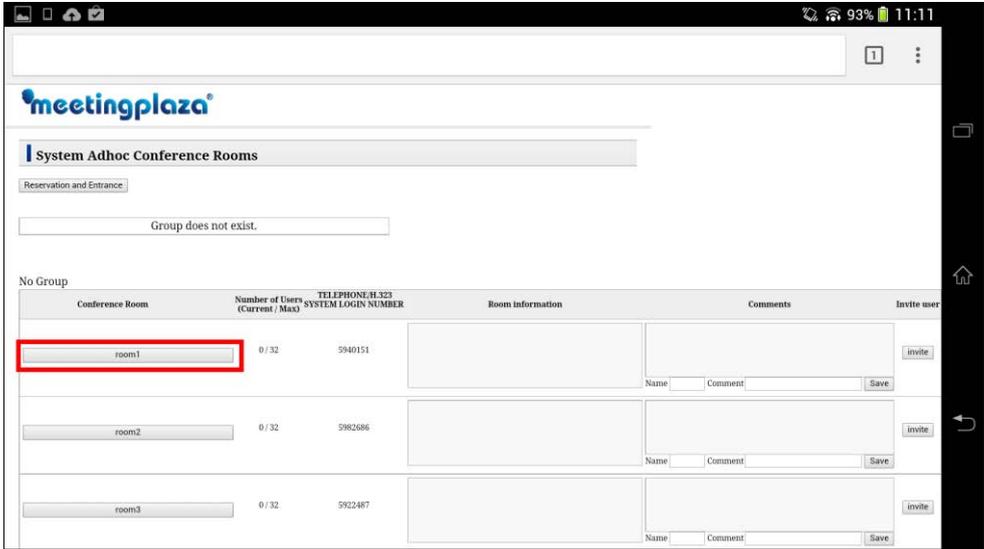
The Conference room without reservation function



The Conference room with reservation function



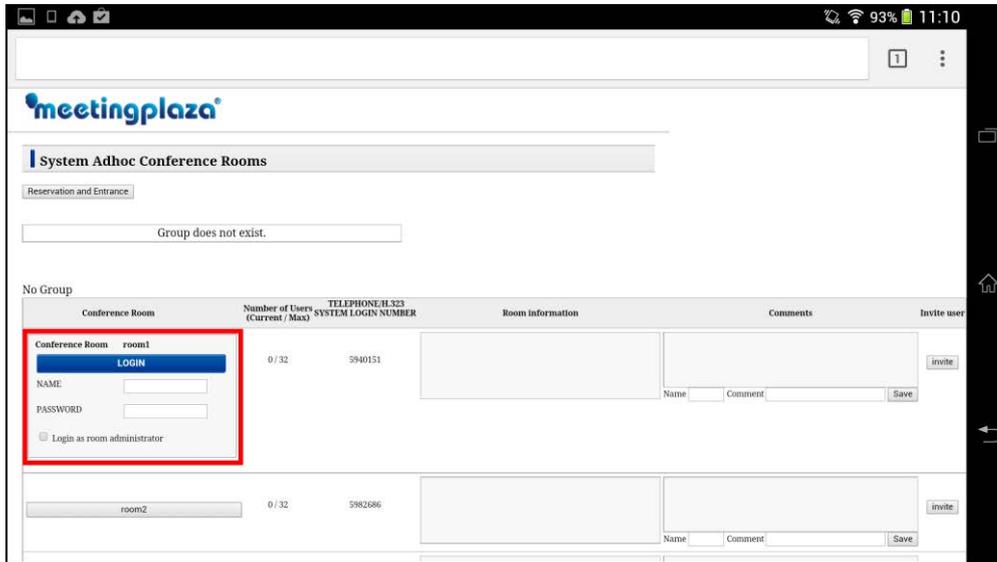
Tap the conference room name to log in.



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].



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



MeetingPlaza Mobile SI is activated.

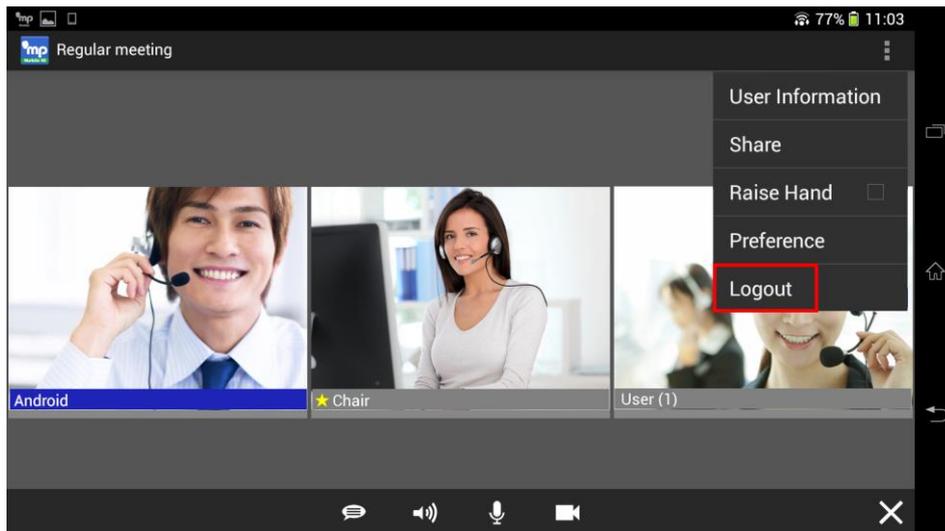
2-3-4 Logout

There are 2 ways to leave the room.

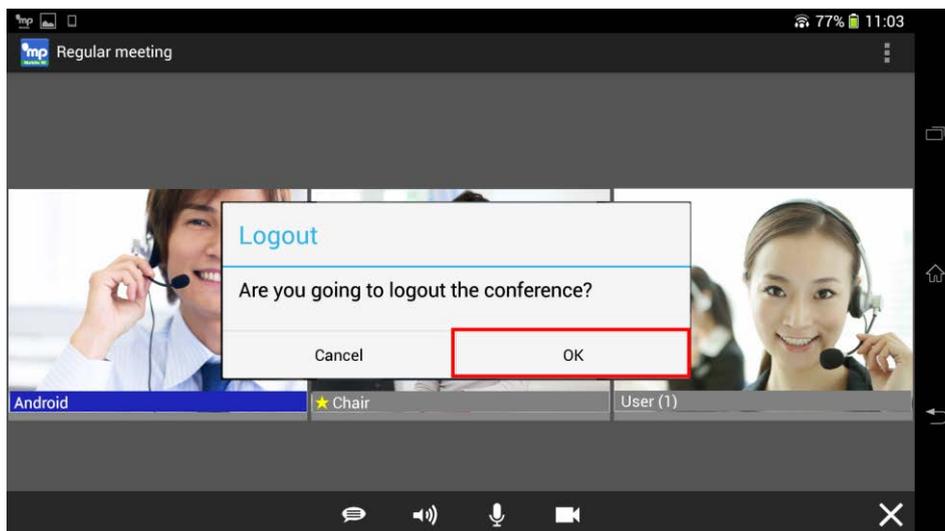
- Press [Logout] at Settings
- Press "Back key" 2 times

1. Press [Logout] at Settings

Press "Menu Key" and tap [Logout].

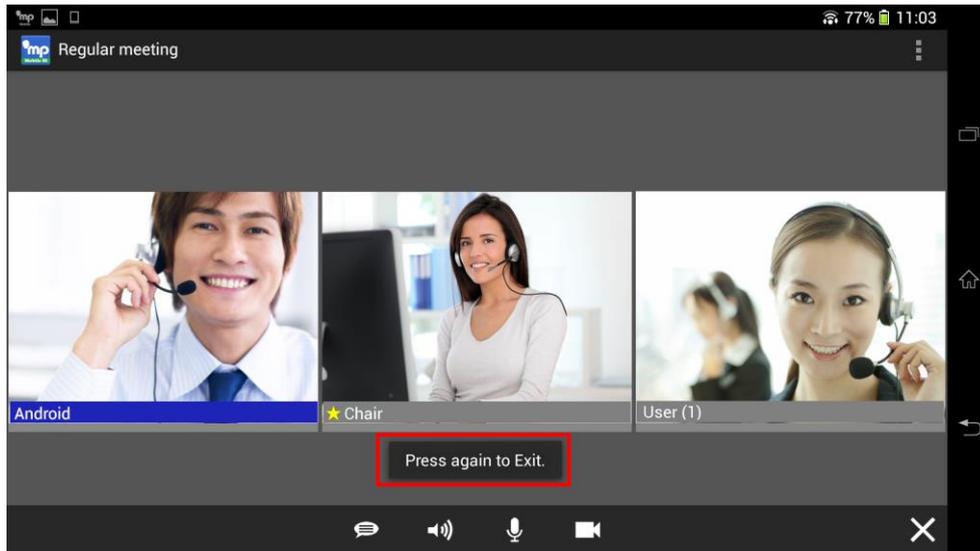


A logout confirmation page is displayed. Tap [OK] to proceed.



2. Press "Back key" 2 times

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

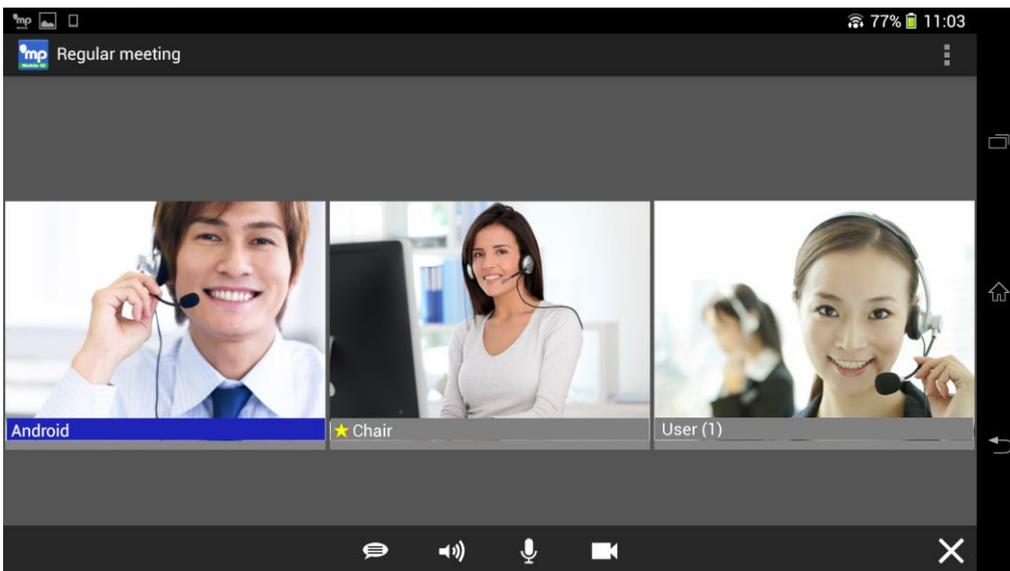


Press "Back key" again to exit the application.

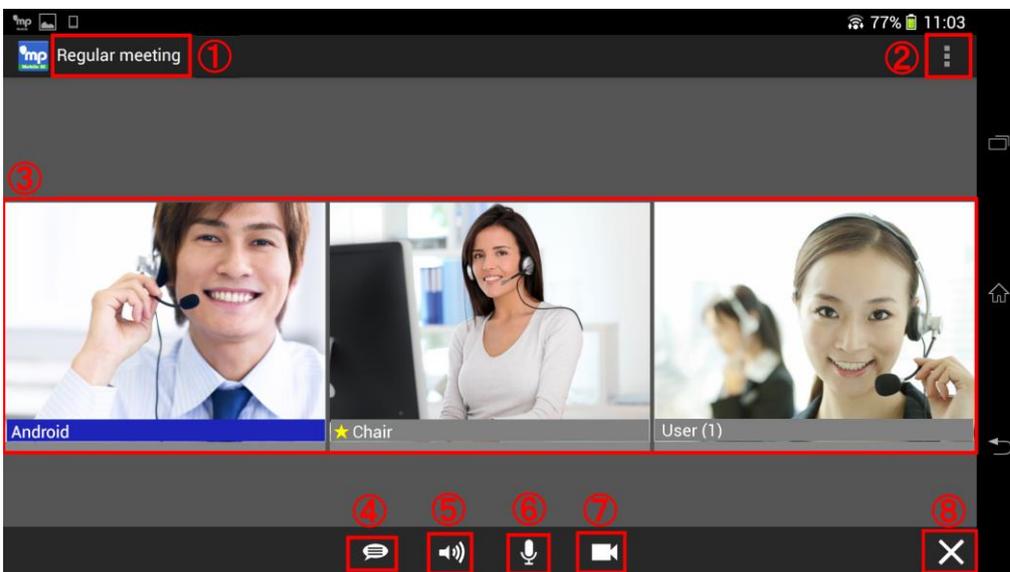
3 Communication at the meeting

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 (Speaker)	Tap this to mute Speakers.
⑥	Mute (Microphone)	Tap this to mute Microphone. (Valid only when the speaking mode is on, or audio switch is turned on.)
⑦	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.



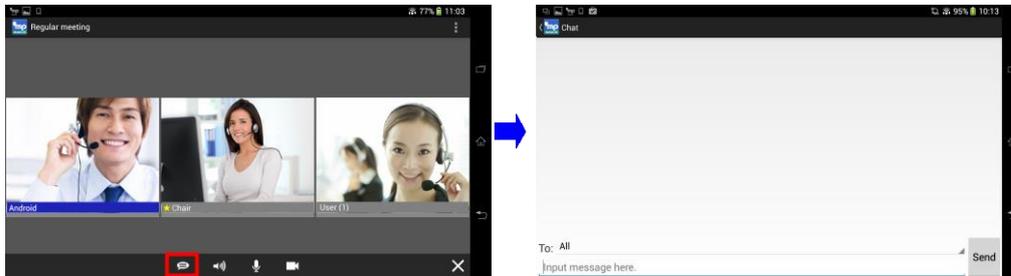
①	Double size	Will be displayed when the mouse is placed on or over the image.
②	Minimize	Minimize the picture size of specified participants.
③	Hide this user	Only the selected participant is displayed on screen.
④	Raise hand / Put down hand	Click the hand image in the upper left corner of the image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

⑤	Information	Displays the users connection status.
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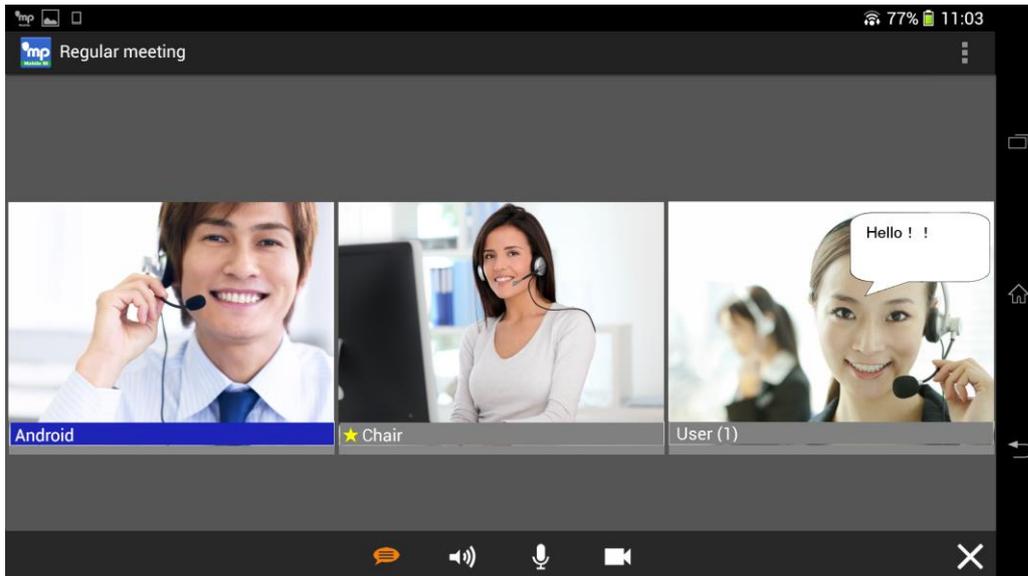
3-2 Chat

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.



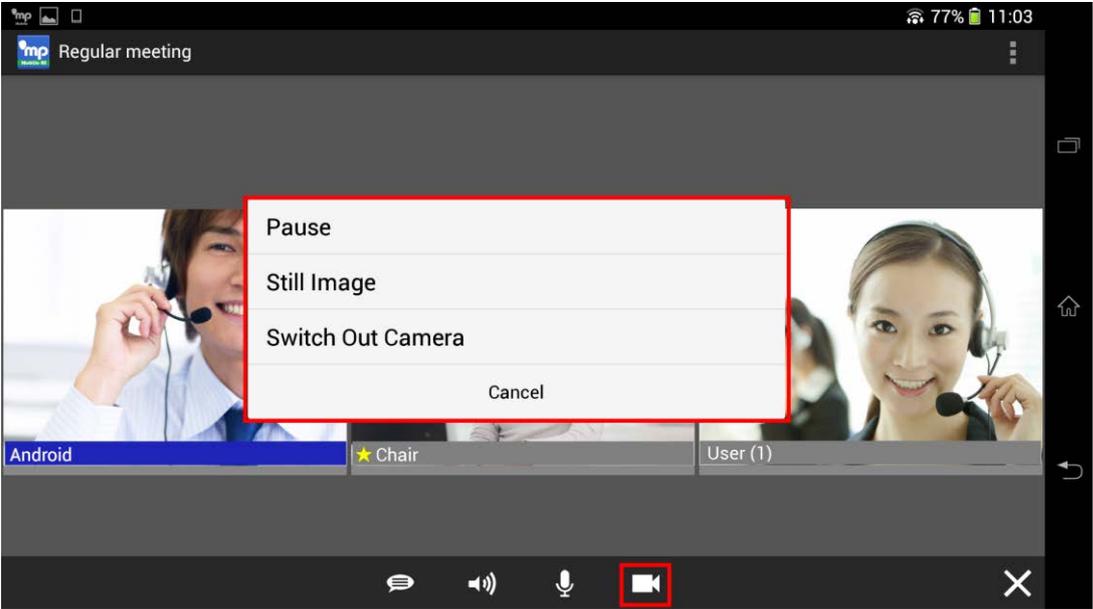
3-3 Volume control

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

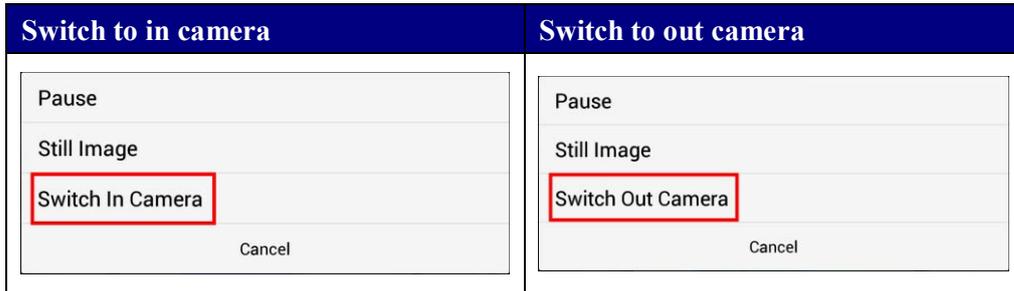
It allows a user to switch back and forth from pausing a camera or resuming stream video feed from a pause.

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)
<p data-bbox="261 1429 408 1480">Pause</p> <p data-bbox="261 1491 379 1525">Still Image</p> <p data-bbox="261 1536 459 1570">Switch Out Camera</p> <p data-bbox="475 1592 533 1615">Cancel</p>	<p data-bbox="780 1429 898 1480">Video ON</p> <p data-bbox="780 1491 898 1525">Still Image</p> <p data-bbox="780 1536 978 1570">Switch Out Camera</p> <p data-bbox="978 1592 1035 1615">Cancel</p>

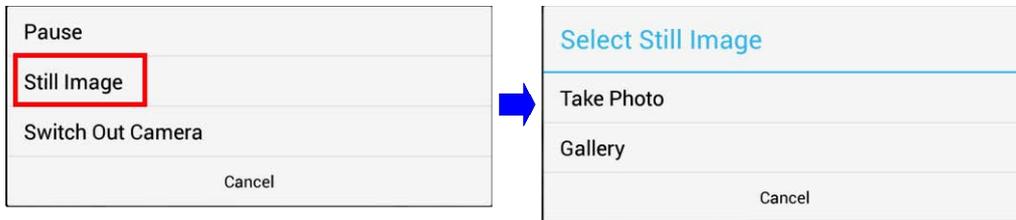
3-4-2 Switch Cameras

To switch cameras between in and out cameras.



3-4-3 Still Image

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



■ **Take Photo**

Start camera and take a photo to use.

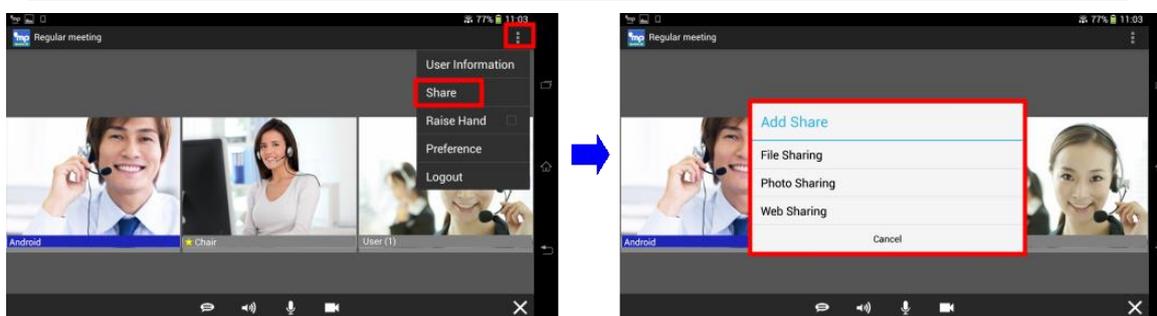
■ **Gallery**

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

3-5 Various Sharings

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

Sharing	Shared from this APP	Sharing received from other devices
Sharing received from other devices	○	○
File sharing	○	○
Web sharing	○	○
App sharing(*)	×	○



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.



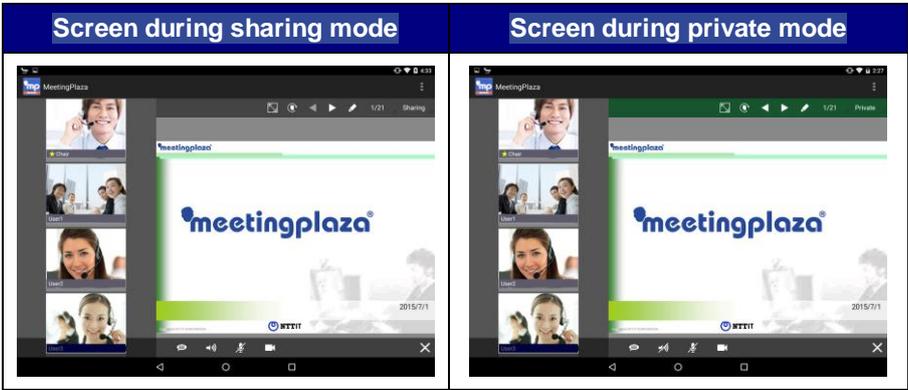
To share a VPI on Android OS, please upload the file prior to the sharing.

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

Button in the window	What they do
 [Change Layout]	Change to show document only ※It displays while both document and video are turned on.
 [Change Layout]	Change to show document and video ※It displays when document only is turned on.
 [Rotate]	Rotate 90 degrees clockwise
 [Go Back]	Show previous page
 [Forward]	Show Next page
 [Draw]	Switch to drawing
 [Page number]	Show the current page Click to display the page list, Specify the page 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.

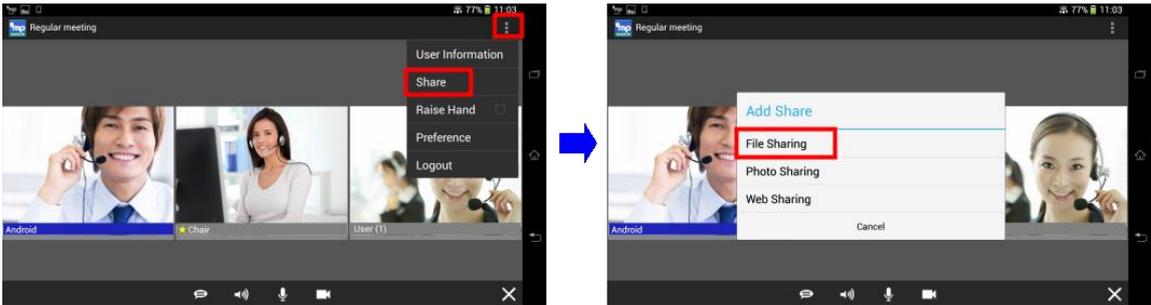
At file sharing, please ensure the application to open photos or documents is properly pre-installed.

There are two ways to start sharing at Android.

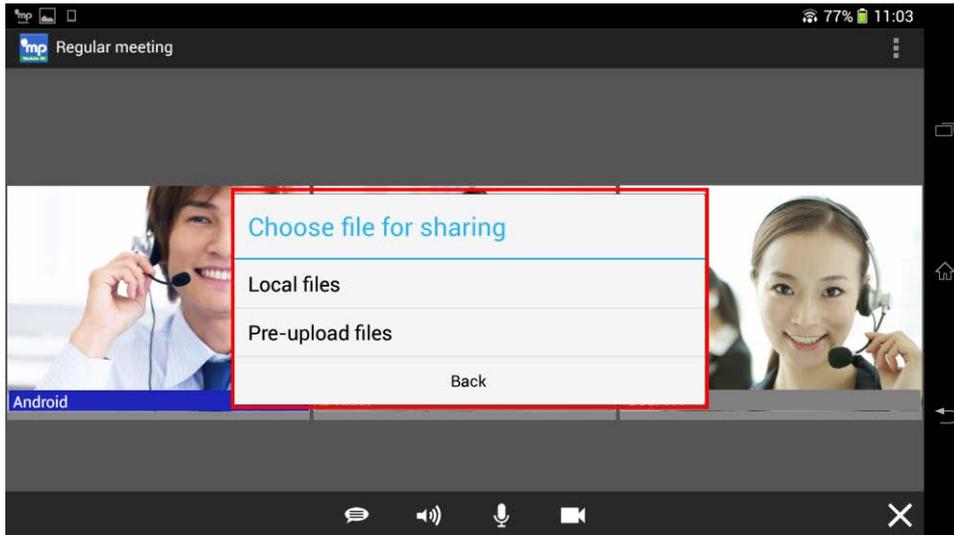
- Share a file that is stored in Android device.
- Meeting organizer logs into meeting administration system to upload a file before meeting starts

Manual of File Sharing

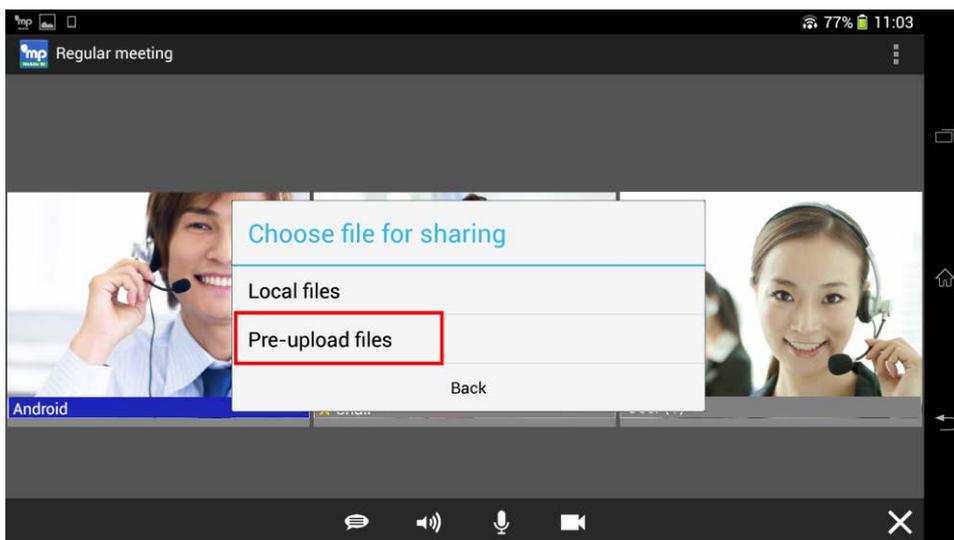
Tap File Sharing.



< Choose file for Sharing > is displayed.



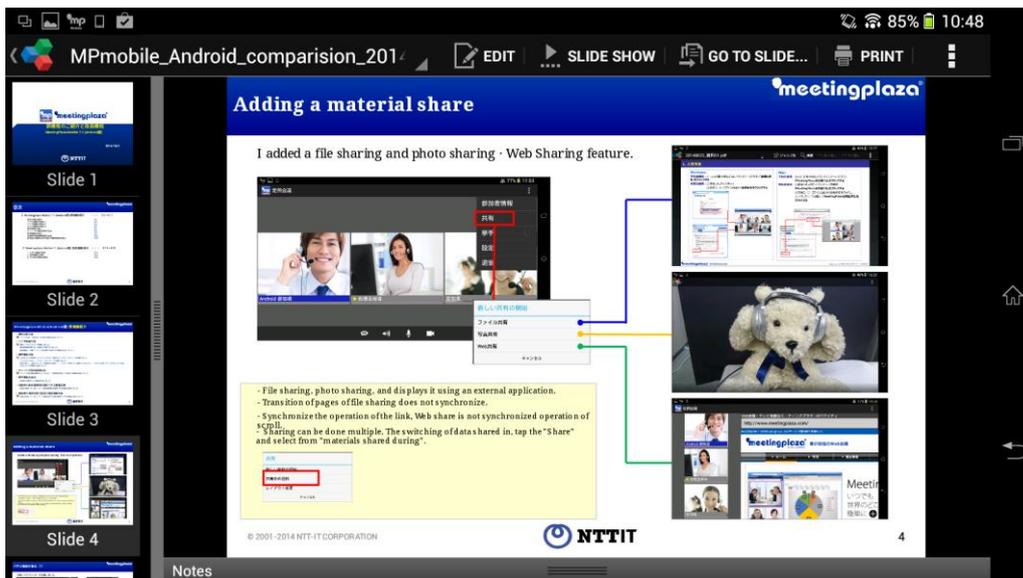
This is an example of sharing a file that has been uploaded previously. Tap file that has been upload.



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.

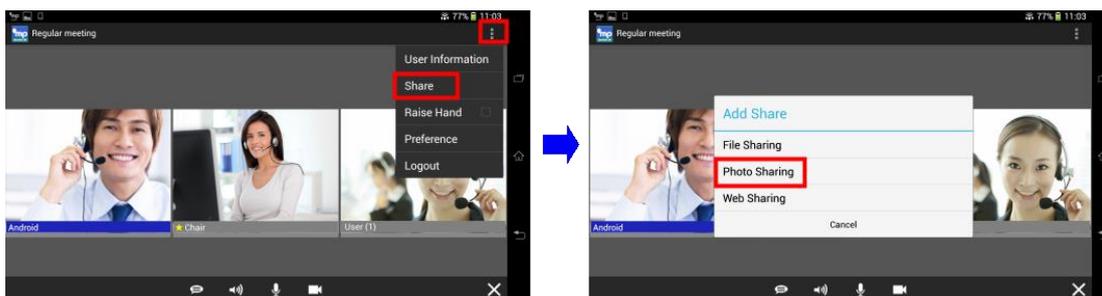


File sharing is a feature to distribute files to participants.
 The feature of switching between pages is not synced with the rest of meeting participants.

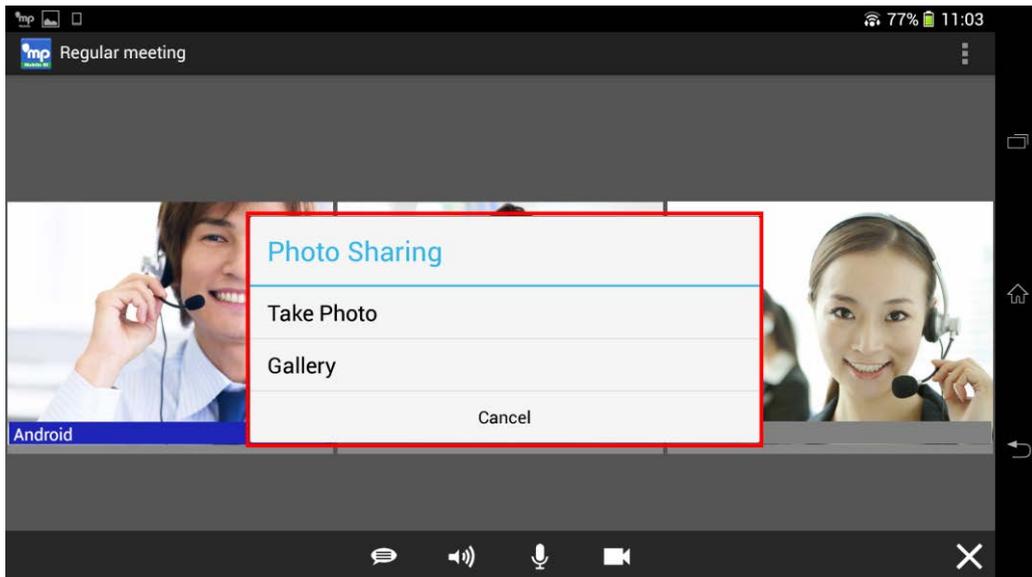
3-5-3 Photo Sharing

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.

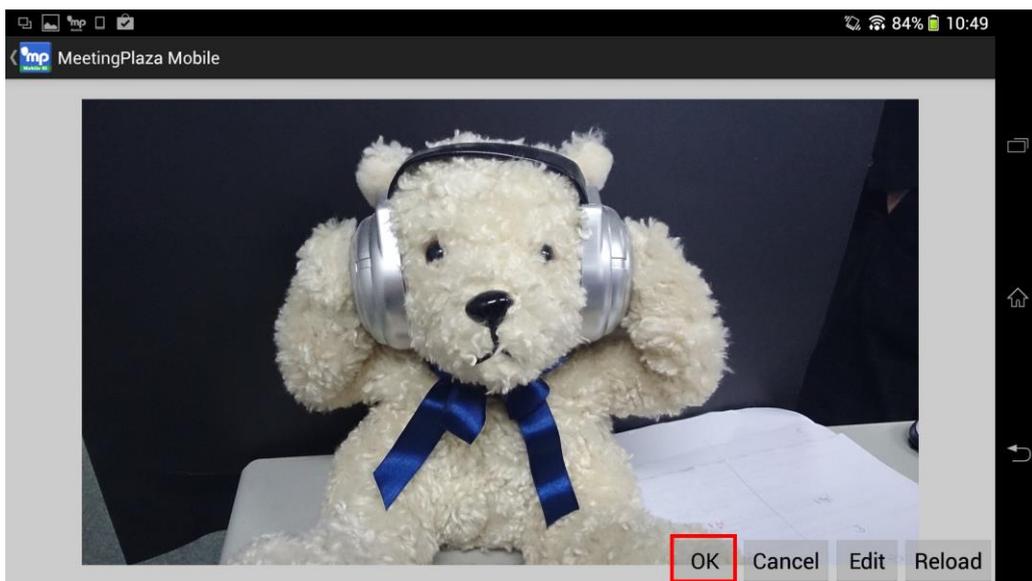
Tap Photo Sharing.

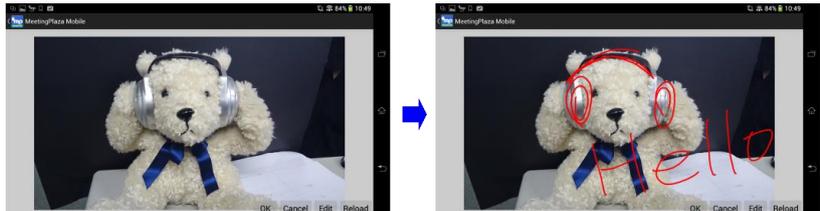


User chooses photo from [Take photo] or [Gallery].



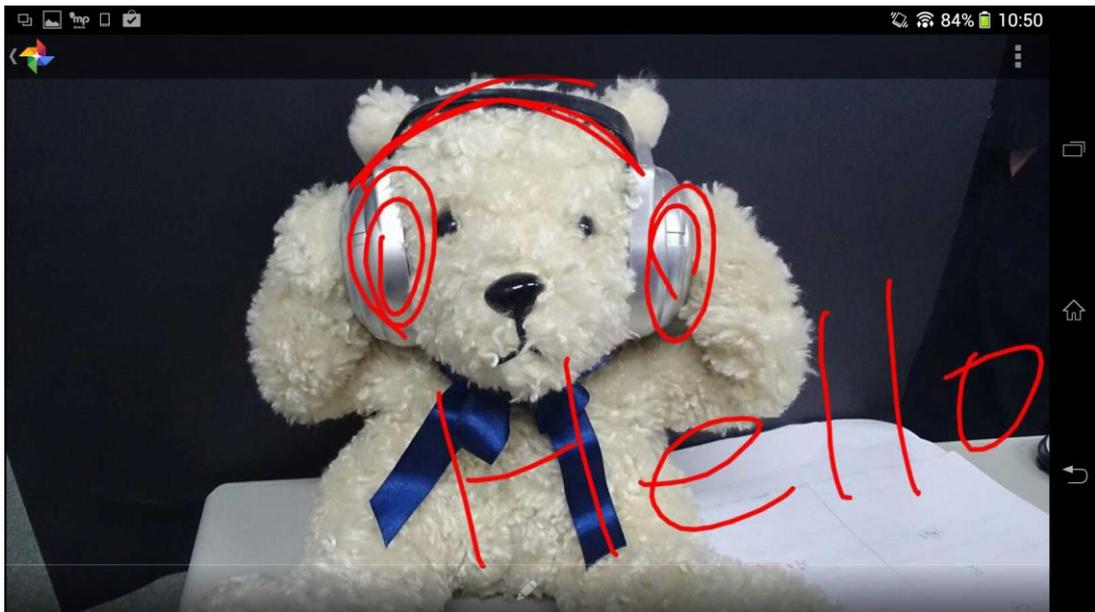
User may change the picture size or pinch zoom at Preview.
 After taking pictures, tap < OK > in the bottom right hand corner.



<p>Draw or add text</p>	<p>In the preview screen, as red highlighted shown below, user may draw or add text to the picture.</p> 
<p>Pinch in/Pinch out</p>	<p>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.</p>



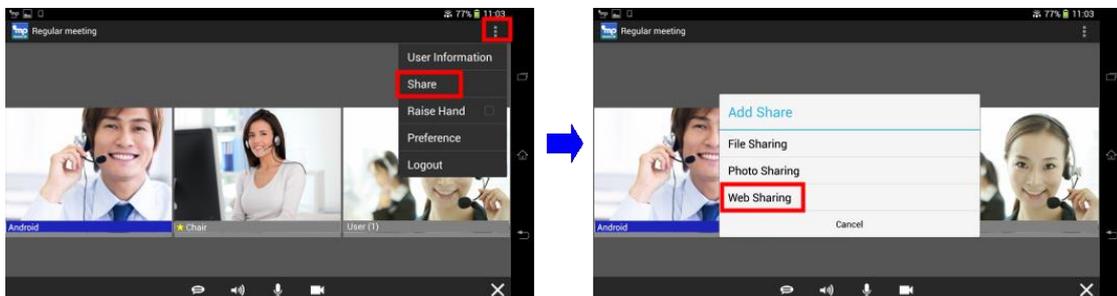
A page shows the use of third party application. Tap [OK] and the shared photo is opened under this application.



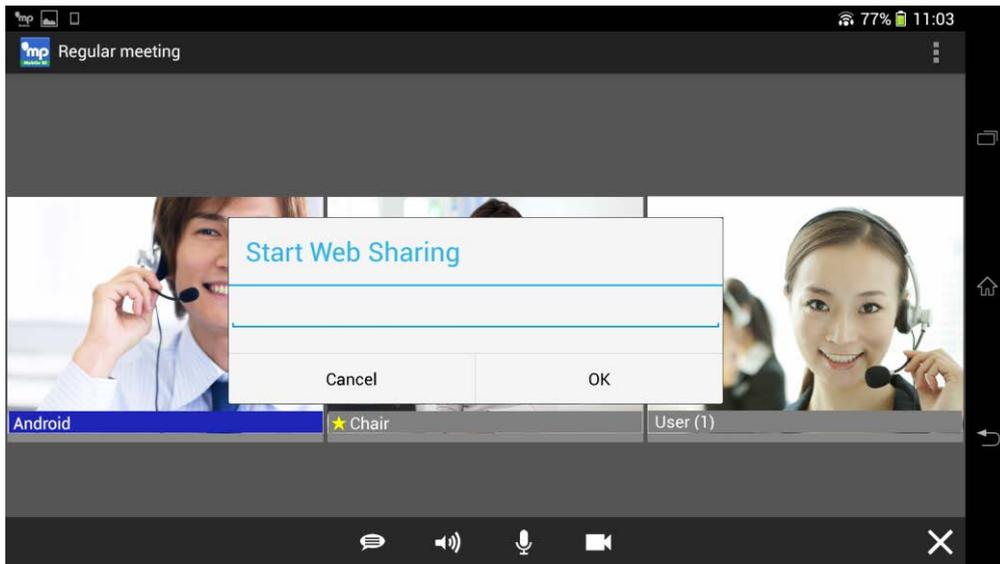
3-5-4 WebSharing

Start Web Page Sharing.

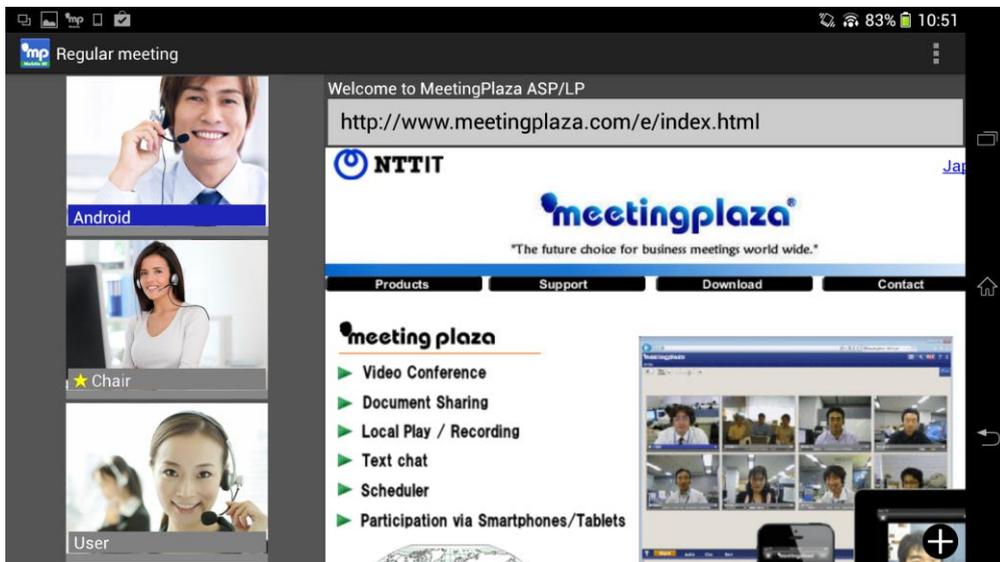
Tap Web Sharing.



Enter URL.



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.

<p>Pinch in/Pinch out</p>	<p>By enlarging (pinch out), or reducing (pinch in) by multi touch (2 fingers), you can scale the application sharing screen.</p>
<p>Drag operation</p>	<p>By touching the screen and dragging it, you can change the display position</p>

3-5-6 Operation of shared documents

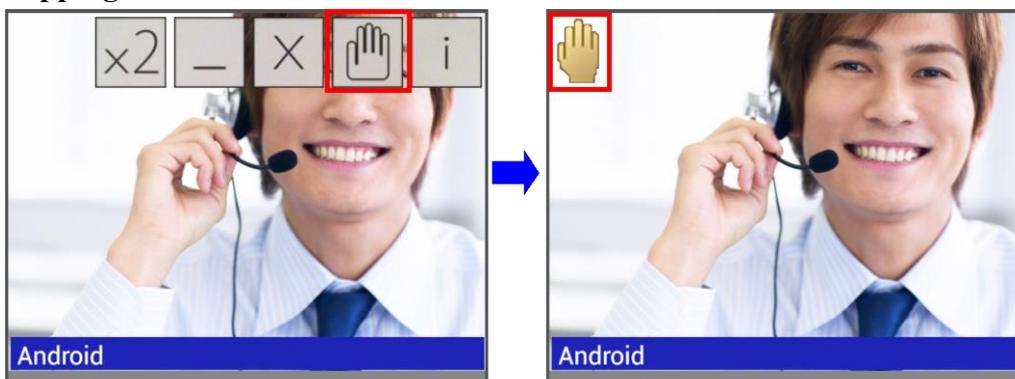
By choosing [Share] from the menu, user may change layout of shared documents, check or close the shared documents.



3-6 Raise hand

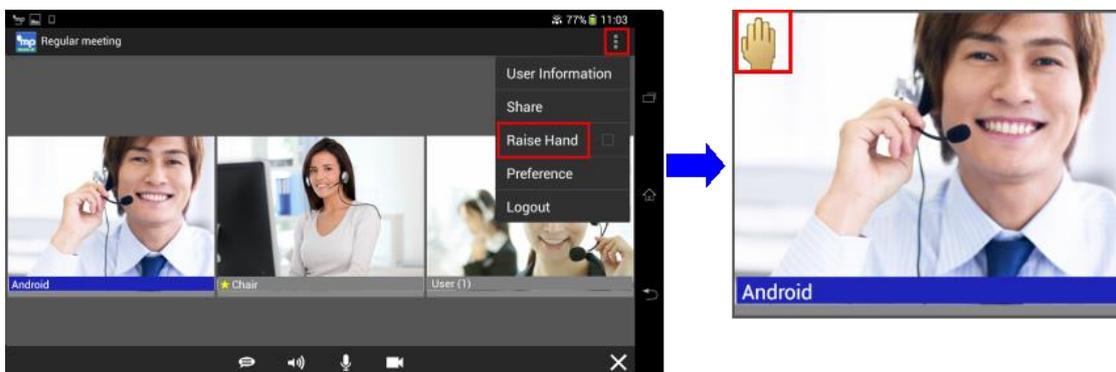
User may raise his hand by tapping his thumbnail and press [Raise hand] button, or choose [Raise hand] from menu and display the hand raised icon to proceed.

Tapping the thumbnail



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

Choosing [Raise hand] from menu



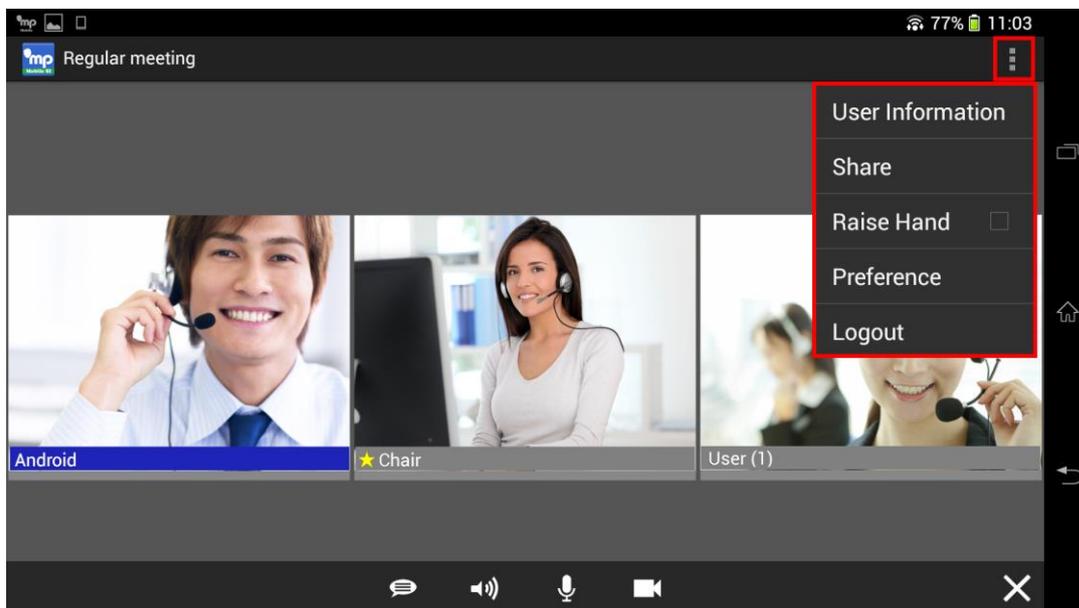
To put down your raised hand, uncheck [Raise hand] from the menu.

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.

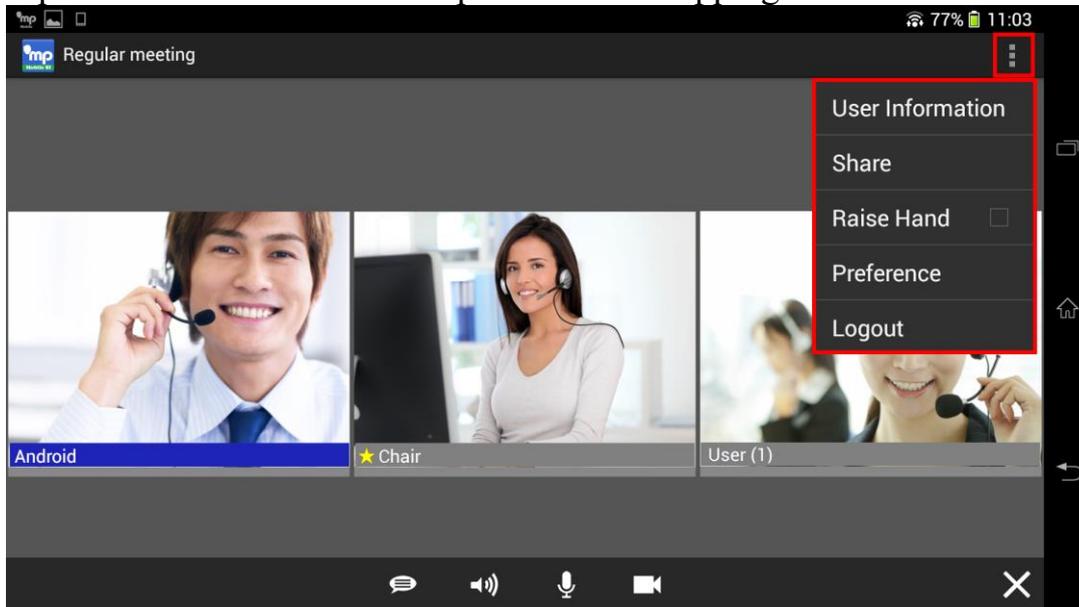
When this happens, your device will freeze video but your audio keeps on going.



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

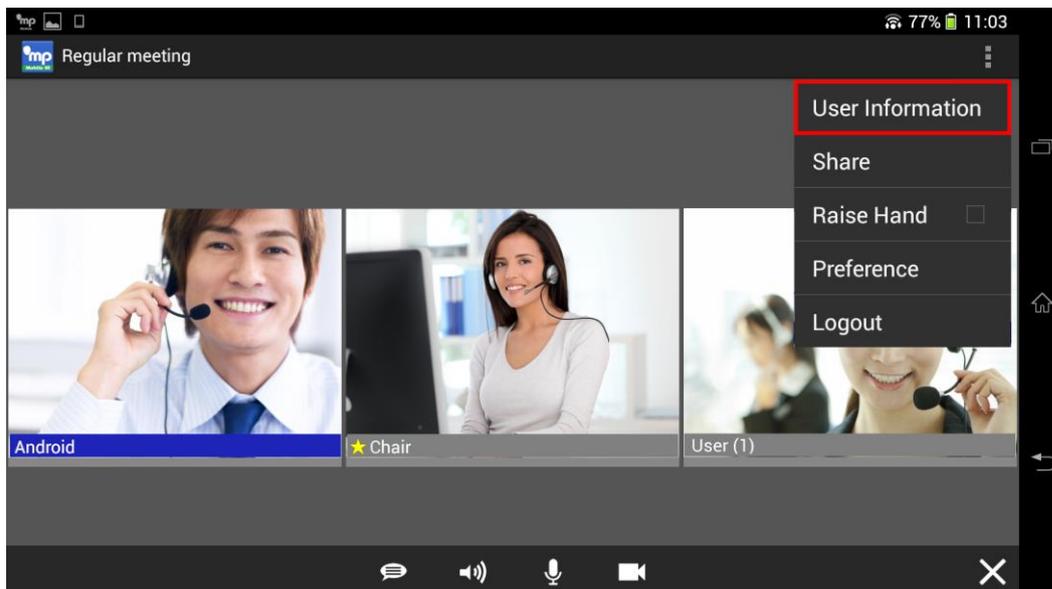
4 A summary of Menu

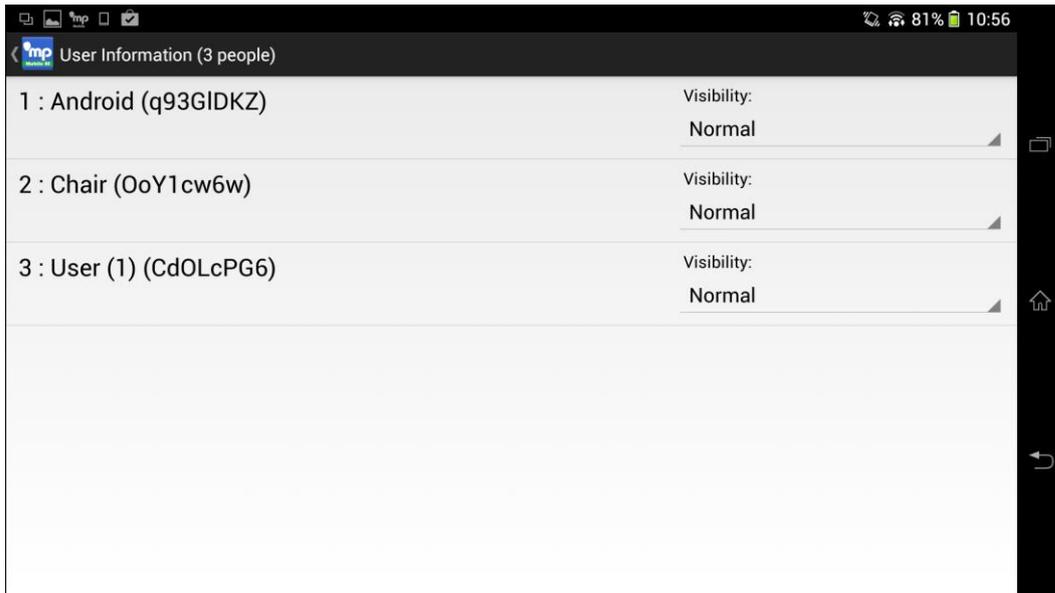
It provides info on available operation after tapping a menu.



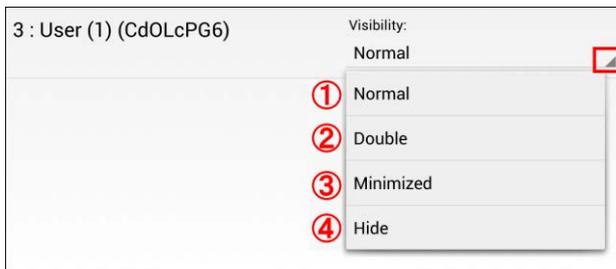
4-1 User Information

Display meeting users' information.





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



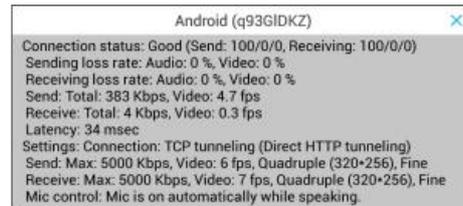
①	Original size	Display image in original size.
②	Double size	Display image in double size.
③	Minimize	Minimize the window of a selected user.
④	Hide this user	Disable the window of selected meeting user.

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  to view user' connection status and settings.



4-2 Share

Start document sharing from here.

For details, please refer to 3-5 Various Sharings.

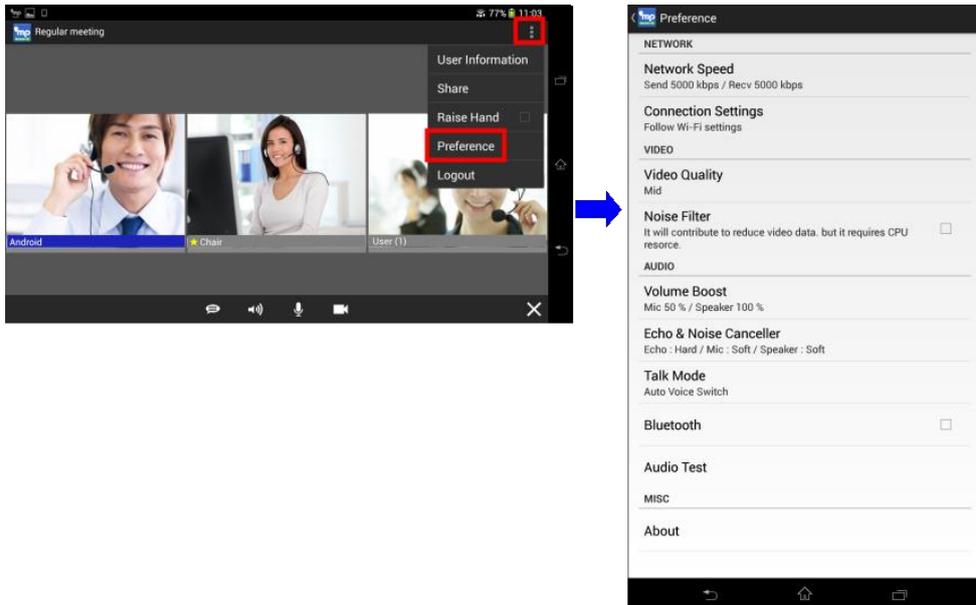
4-3 Raise Hand

To raise hand during a conference.

For details, please refer to 3-6 Raise hand.

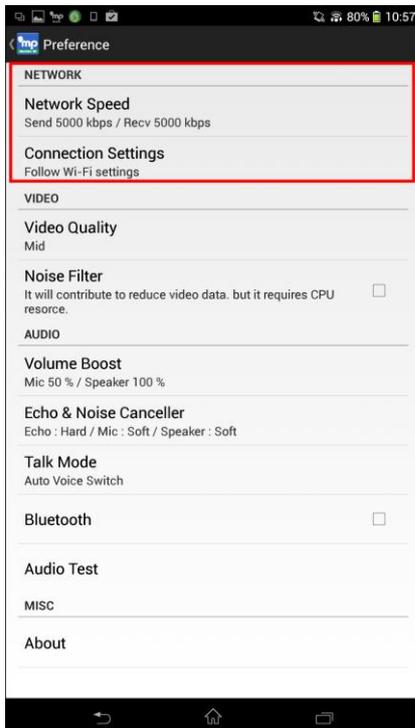
4-4 Preference

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



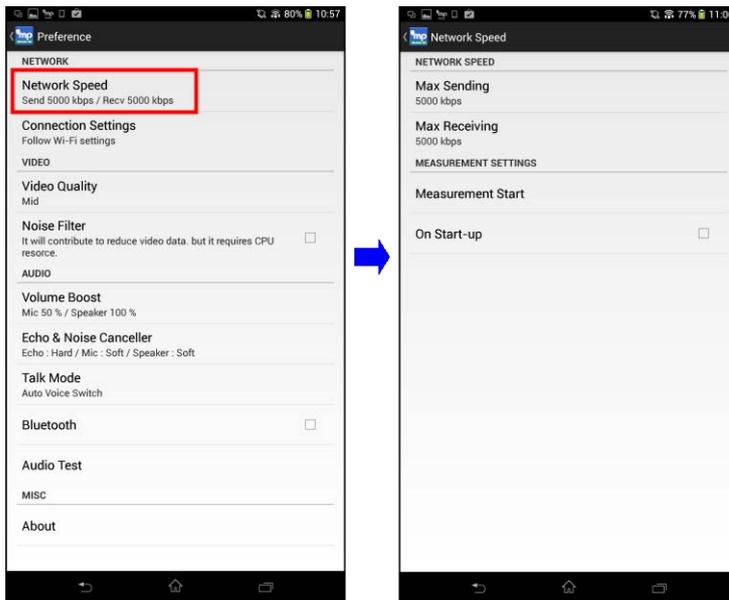
4-5 Network

It contains operation manual of network related items.



4-5-1 Network Speed

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



- Max Sending / Max Receiving

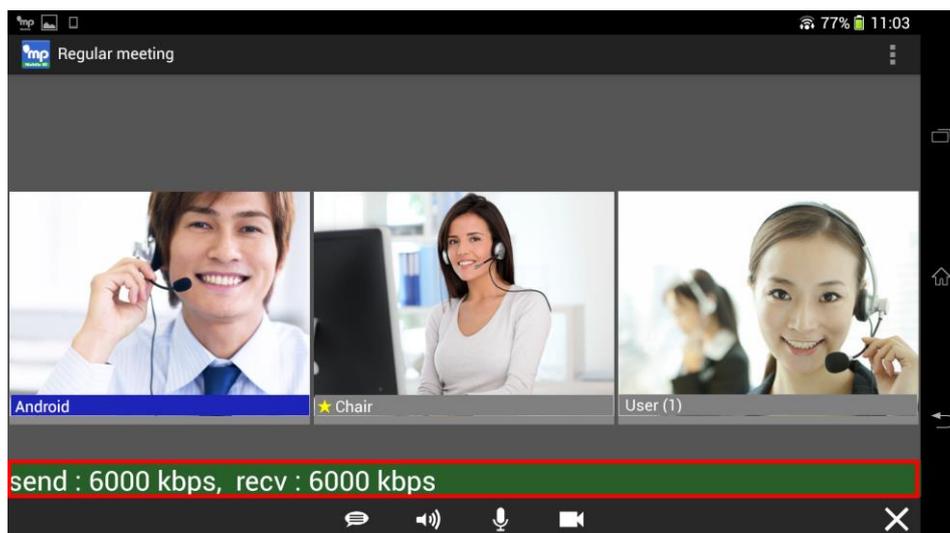
Allow user to enter network speed manually.

- Start speed test

Tap it to test network connection speed.

- Measurement Settings

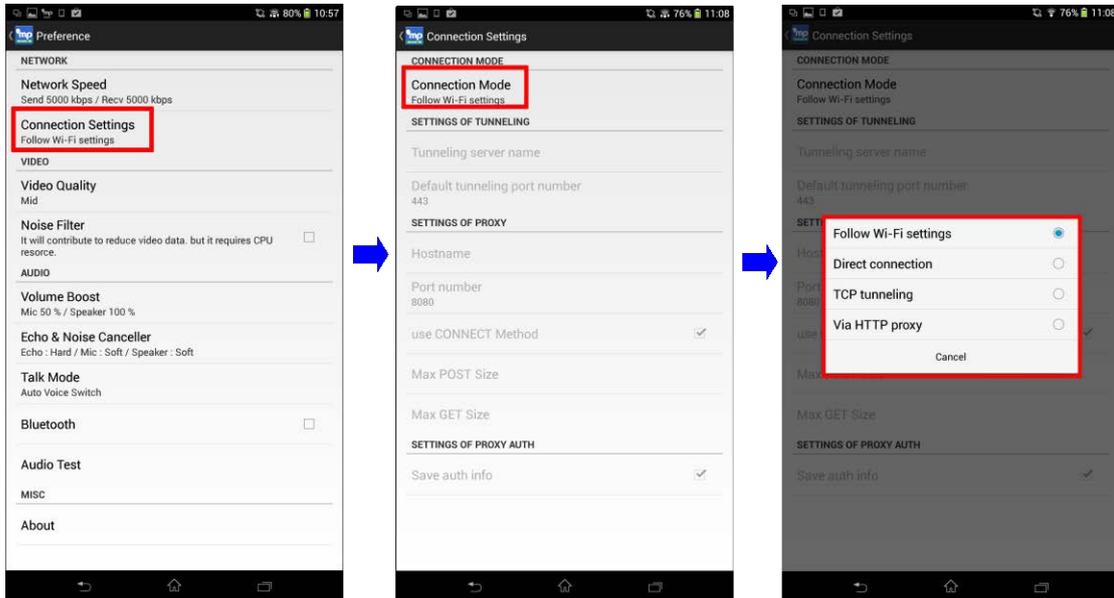
Turn the icon of <On Star-up> to <ON> to test connection speed automatically. Network status is displayed at the bottom of the screen in green color.



To start measurement, please login first.

4-5-2 Connection Settings

Display connection types.



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.

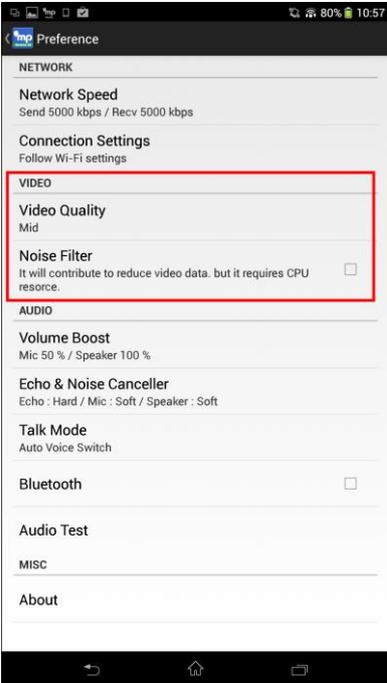
<Via HTTP proxy> is the way to connect through a proxy server by TCP protocol.

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.

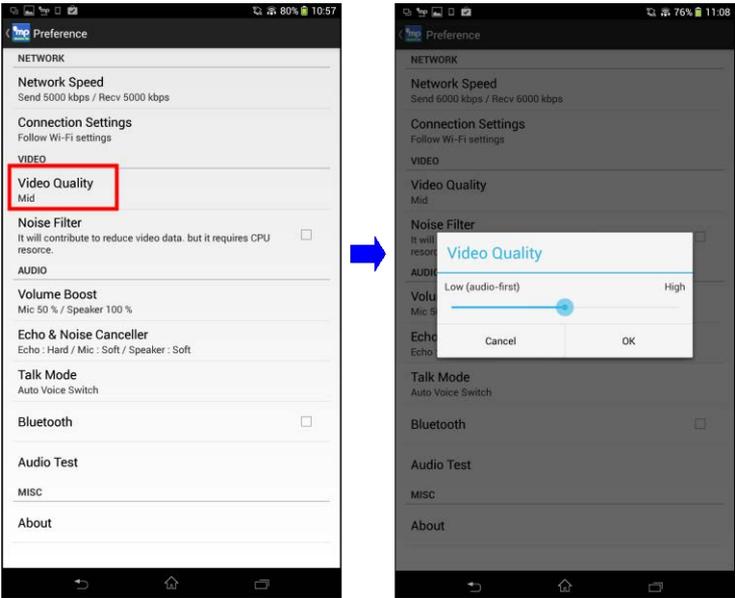
4-6 Video

A list of video settings.



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.

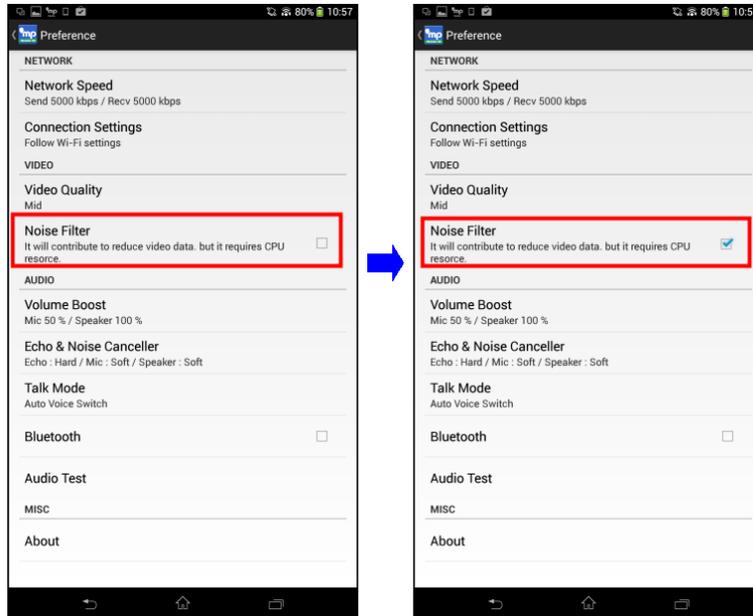


By turning button left or right to change video quality.

4-6-2 Noise Filter

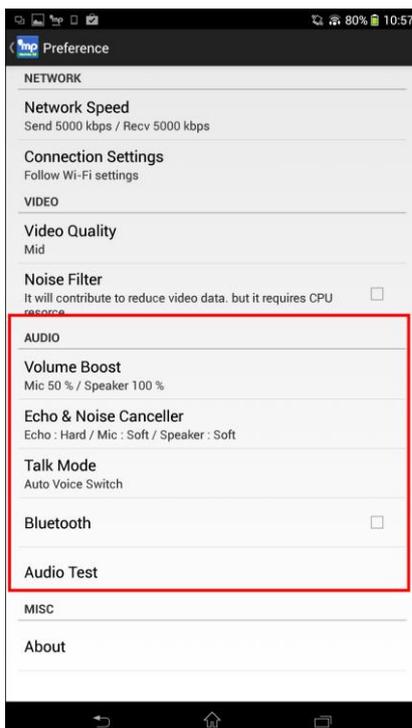
Check <ON> to apply video noise filter.

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



4-7 Audio

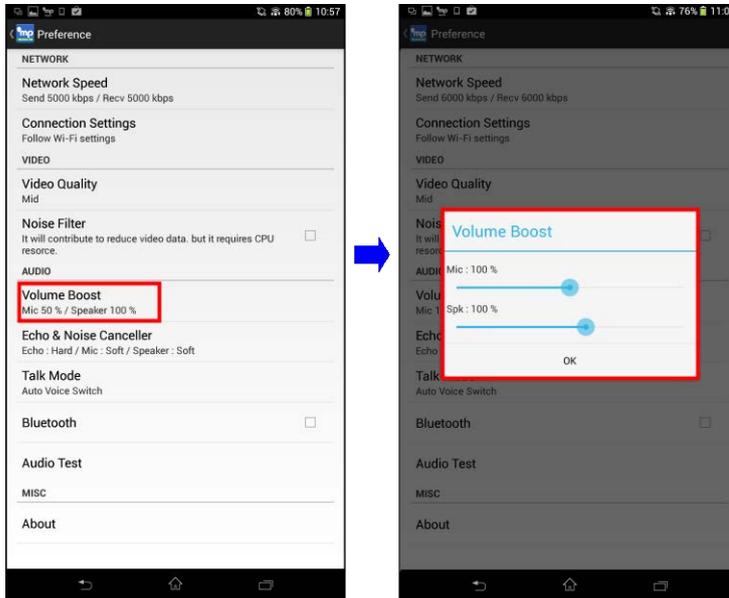
A list of audio settings.



4-7-1 Volume Boost

Adjust mic volume and speaker volume.

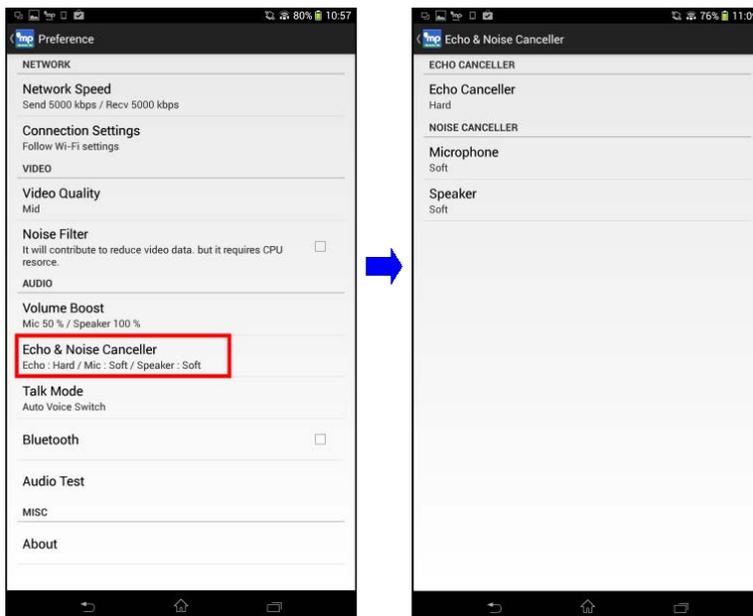
User may change speaker volume by using the volume up and volume down buttons on the side of your Android device. Use this feature for additional volume adjustment.



4-7-2 Echo & Noise Canceller

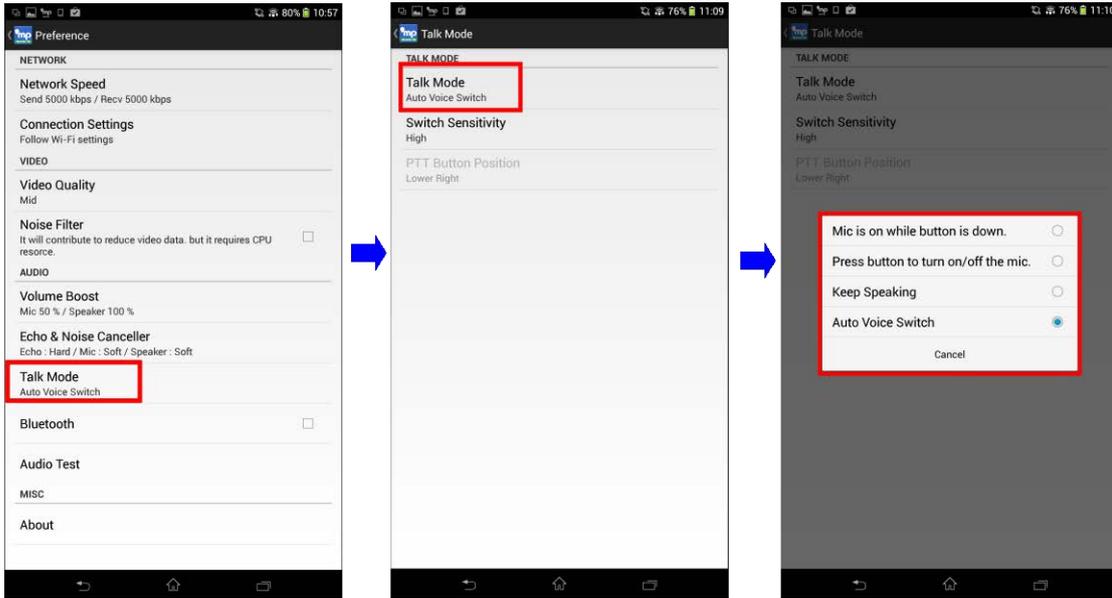
Echo Canceller removes echo reverberating in the microphone that is picked up from the speakers and send it back to the originator.

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



4-7-3 Talk Mode

Turn off microphone mute to send your voice.

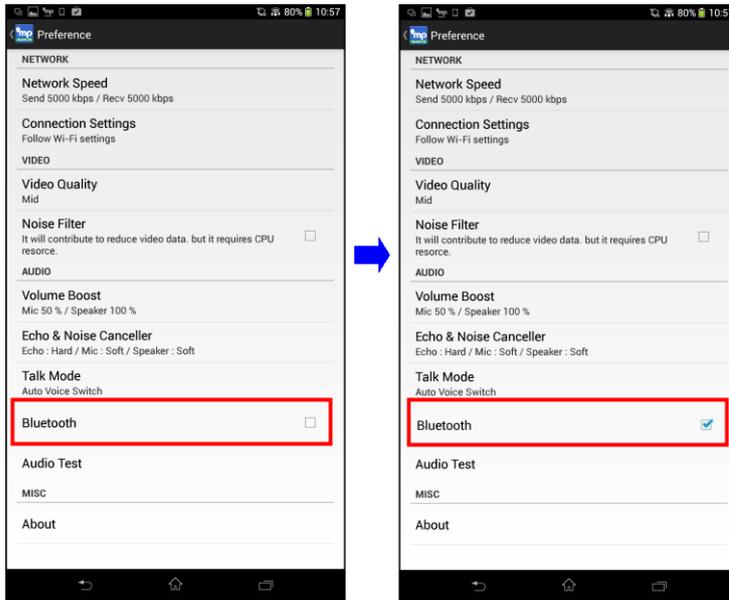


Utterance method	Explanation
Mic is on while button is down	By choosing it a Mic button displays. User may talk while pressing down the Mic button. To move around this button, pressing the  on the button to drag it to new location. 
Press button to turn on/off the mic	Press Mic button to start talking, press it again to end talking.   Mic OFF Mic ON
Keep Speaking	Remains talk status. Put Mic to [Mute] to stop audio.  Mic mute
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 Bluetooth™.

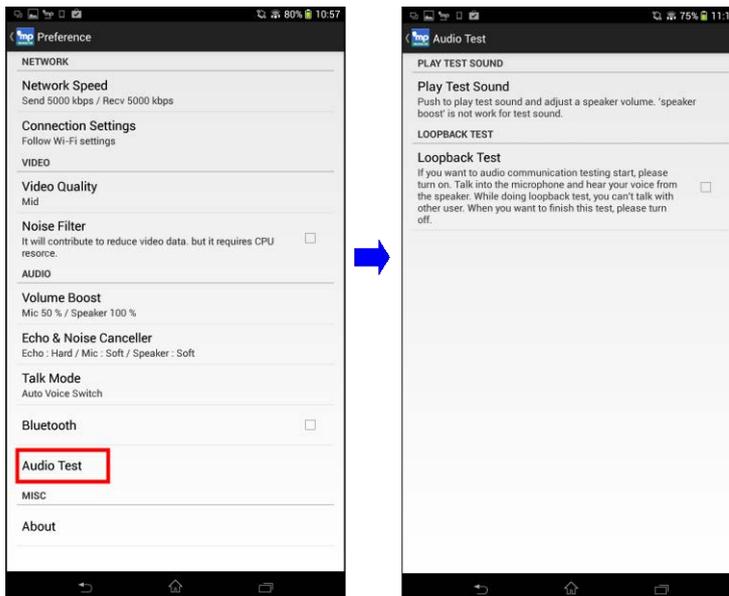


We do not guarantee that the operation of the combination of all Bluetooth™ headset and terminal works properly.

4-7-5 Audio Test

User may test audio replay and do audio loopback test.

Both of the features are enabled only at login.



Play Test Sound

Play test sound. Please adjust the volume if necessary.

<speaker boost> is not work for test sound.

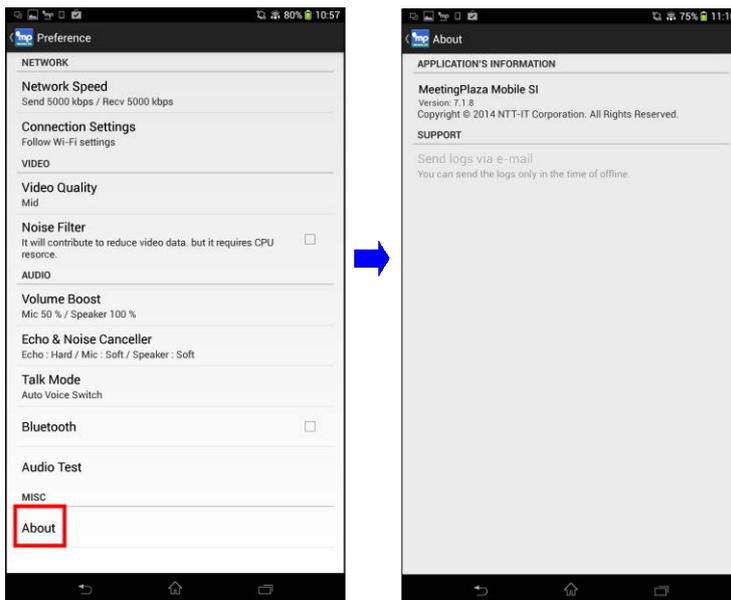
■ Loopback Test

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.

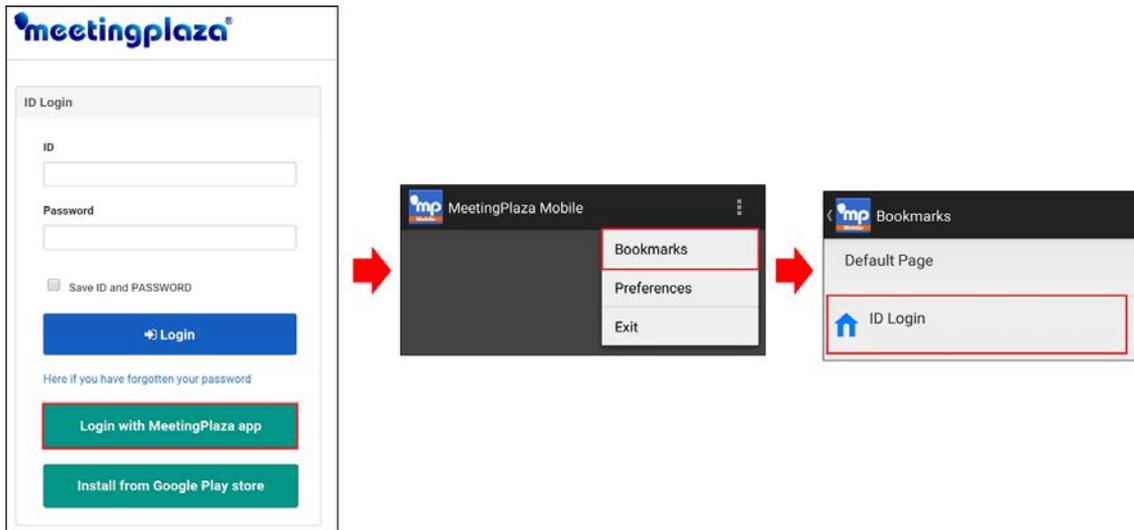
4-8 About

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.

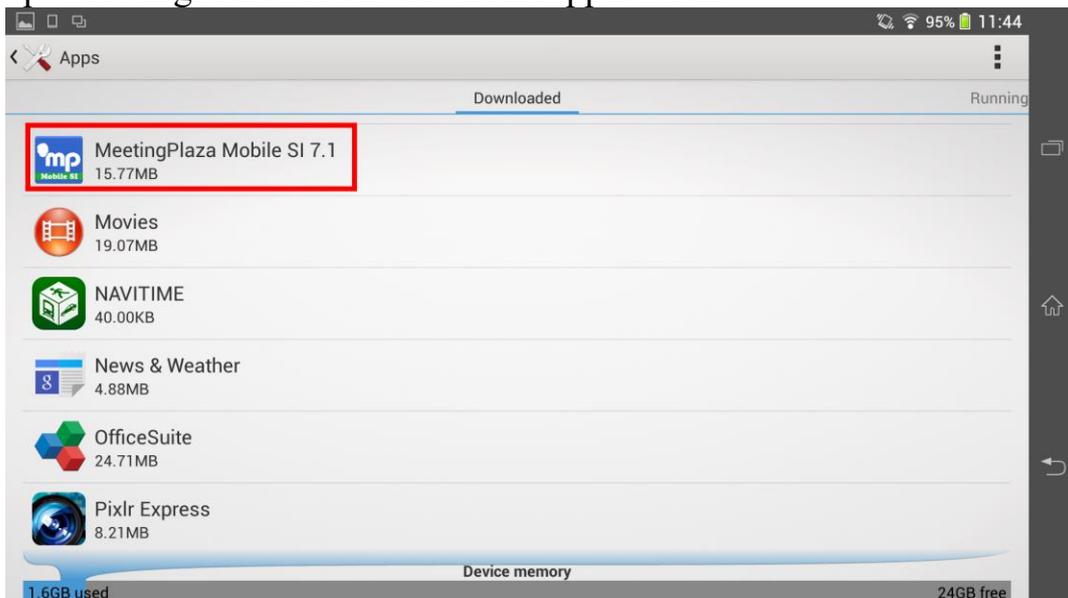


When it is saved as a Bookmark, you can login and enter the meeting directly by using mobile app from the next time.

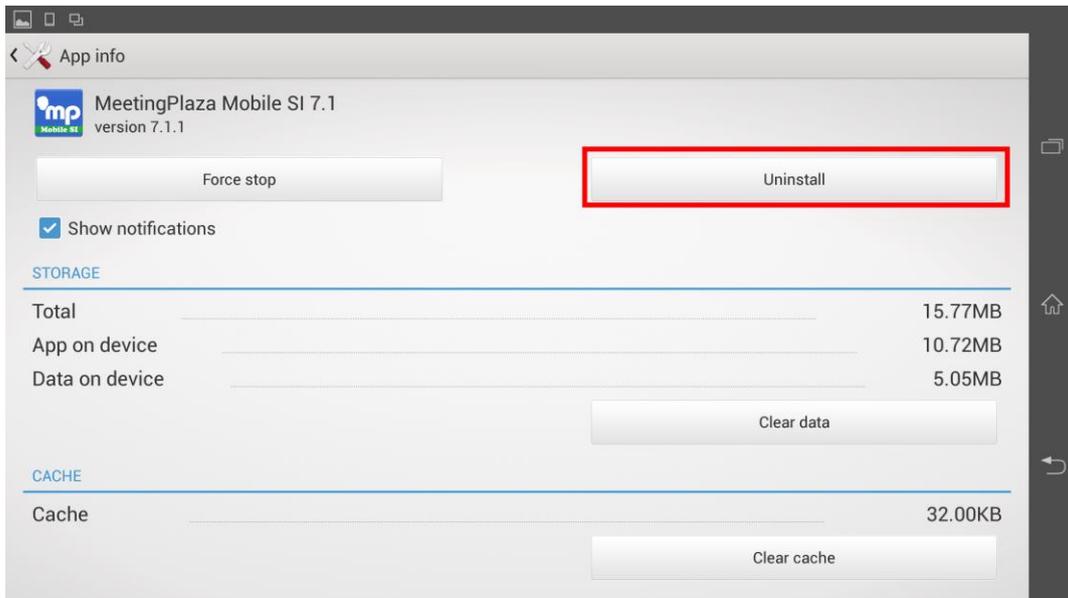
5 Uninstall the program

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.



2. Tap "Uninstall".

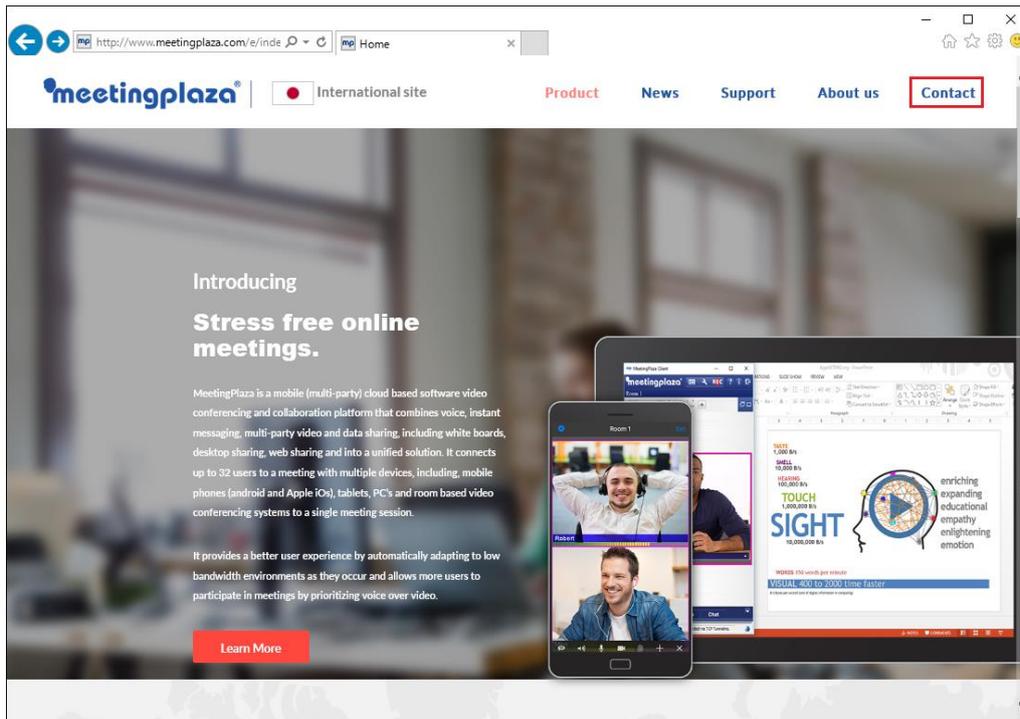


3. In the operations up to now, all of the configuration data will be deleted, but the log data will remain. If you want to delete the log data, please delete "MeetingPlaza" folder in the SD card.

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

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