

— Standard of Web conference —

MeetingPlaza Mobile SI

for iPad/iPhone

Operation manual

NTT-IT Corporation

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Conference registration manual

MeetingPlaza offers the 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 SI(for iPad / iPhone).

This manual is to help first-time smart device users to understand MeetingPlaza and to give brief instructions on how to enroll the meeting room and how to use MeetingPlaza.

Please read this document before using the MeetingPlaza Mobile SI.

OS	iOS 6.x , 7.x , 8.x , 9.1 , 9.2
Free space	HD 30MB above
Network	It can be connected to Internet
Sound device	External earphones microphone or headset is recommended
Others	Browser, mailer and e-mail address (depending on usage patterns)

* Please refer to the following Web page regarding the operation confirmed devices.

URL : <http://www.meetingplaza.com/product/requirements/index.html>

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

Content of hint or attention

iPad® is a trademark of Apple Inc.

iPhone® is a trademark of Apple Inc.

iTunes is a trademark of Apple 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 two 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.

.

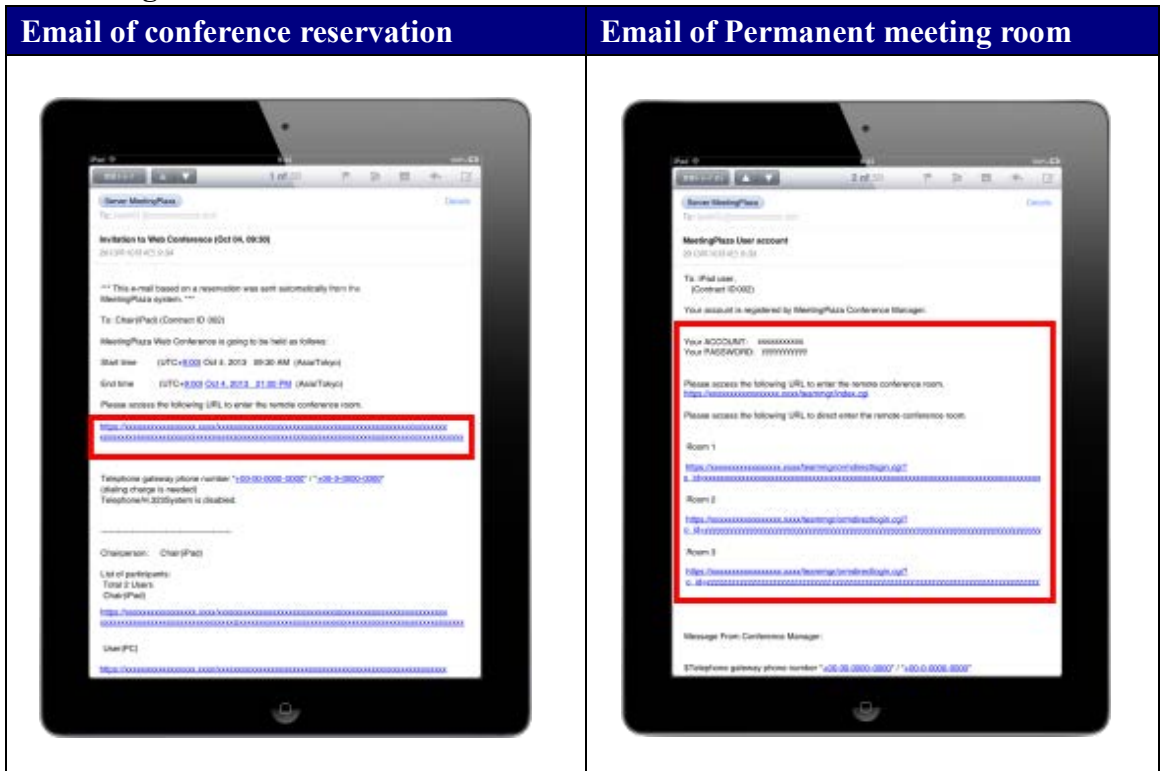
■ Login from ongoing conference room

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

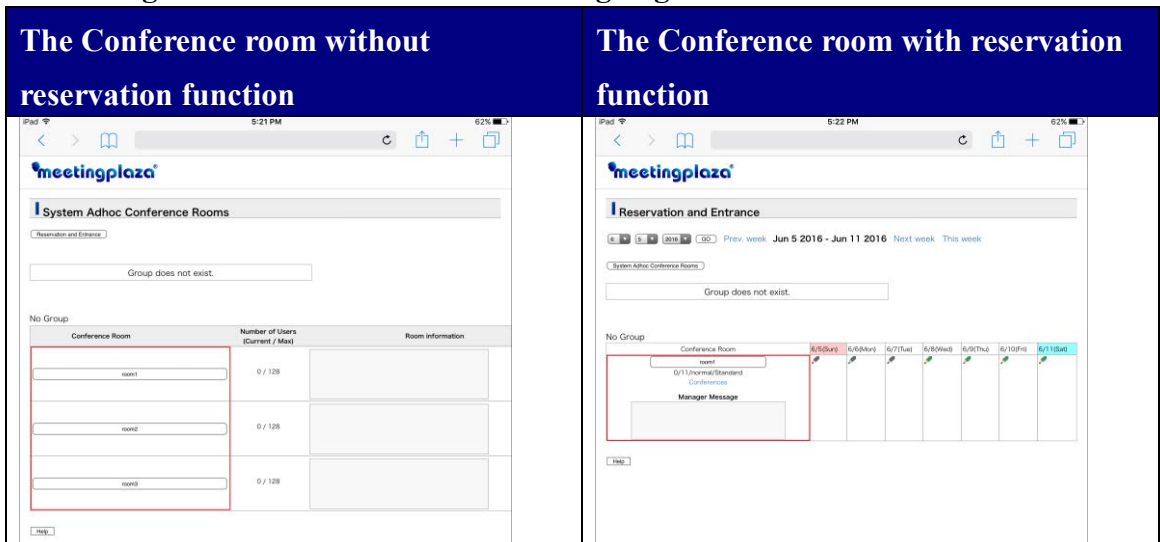
At conference entrance screen, a participant may join the room anytime by tapping an ongoing conference room and enter his/her name.

A participant may join the ongoing conference room by invitation.

How to log into the conference room via email.



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



2-2 Installation

Download from App Store and install.

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

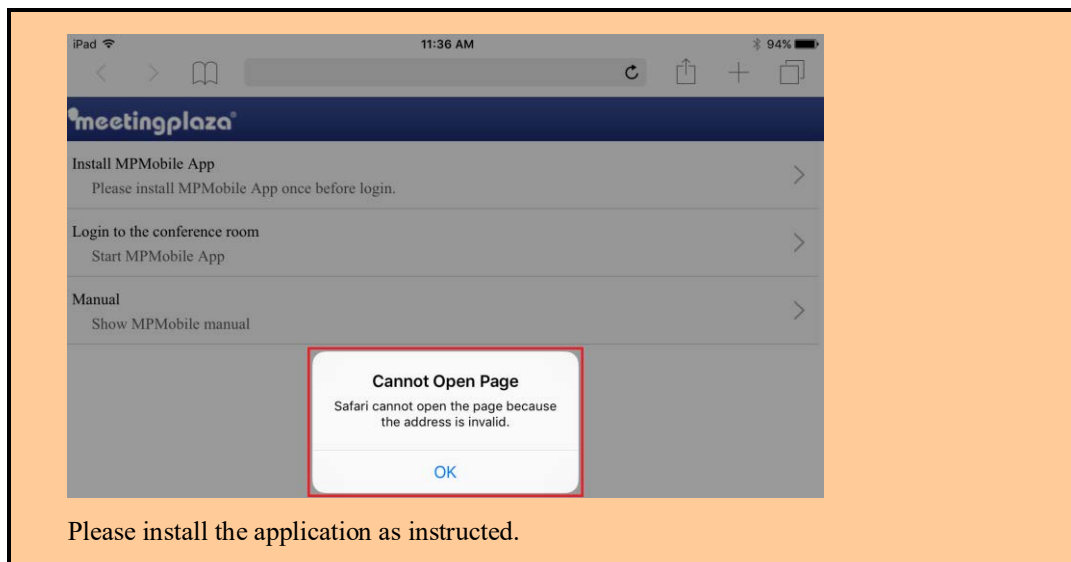
1. When you click the URL in the conference invitation e-mail, the following screen will be displayed.(For details, please refer to 2-3-1, 2-3-2)



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



The following screen will be displayed while the user select <Login the conference room> without installing application in advance.

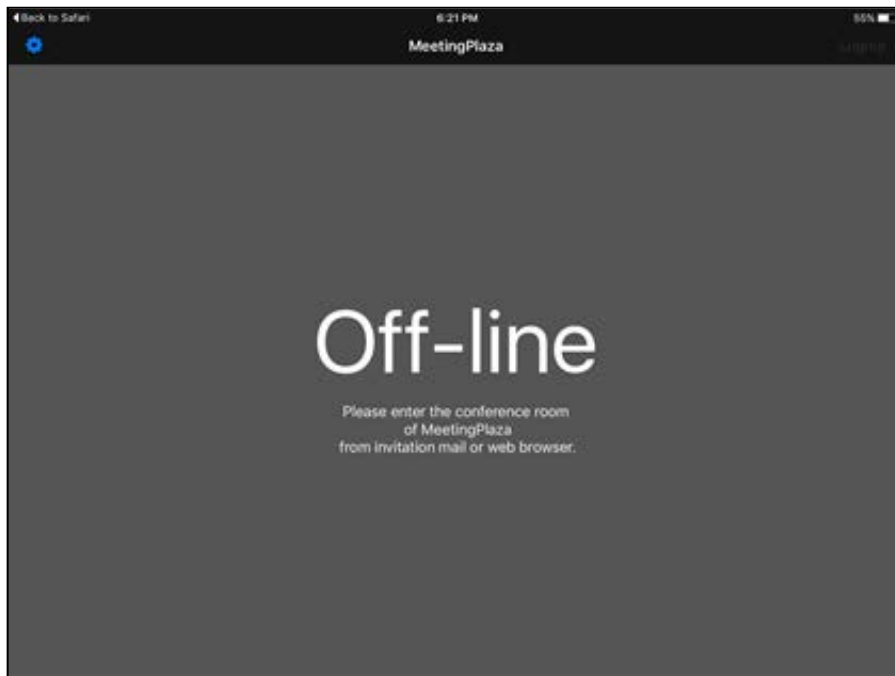


Please install the application as instructed.

2-3 Enter the conference room / Exit

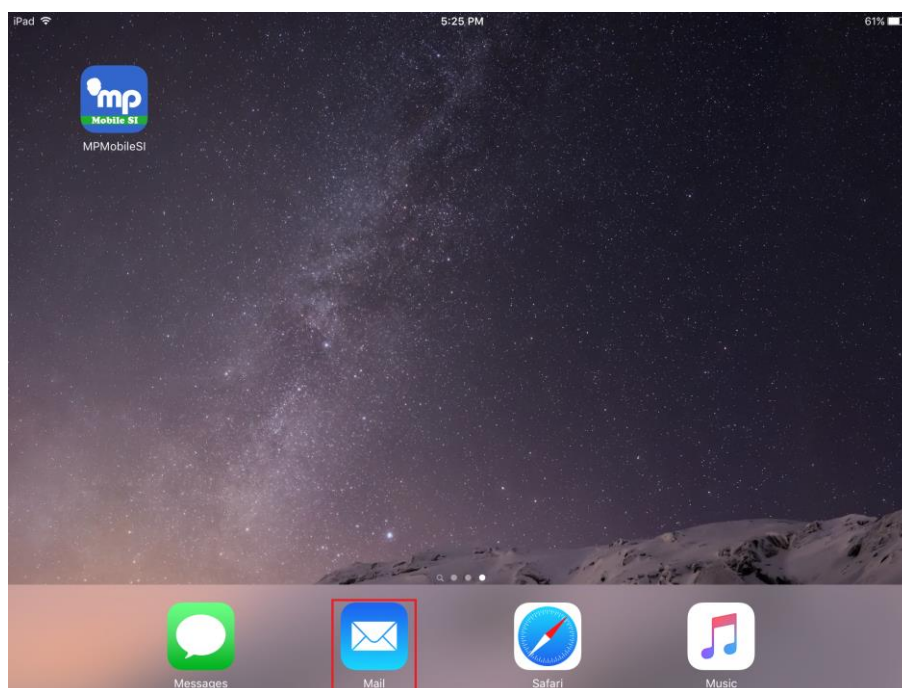
A user accesses the meeting room from email (conference reservation type, Adhoc room type).

Below, is the beginning screen while the application starts.

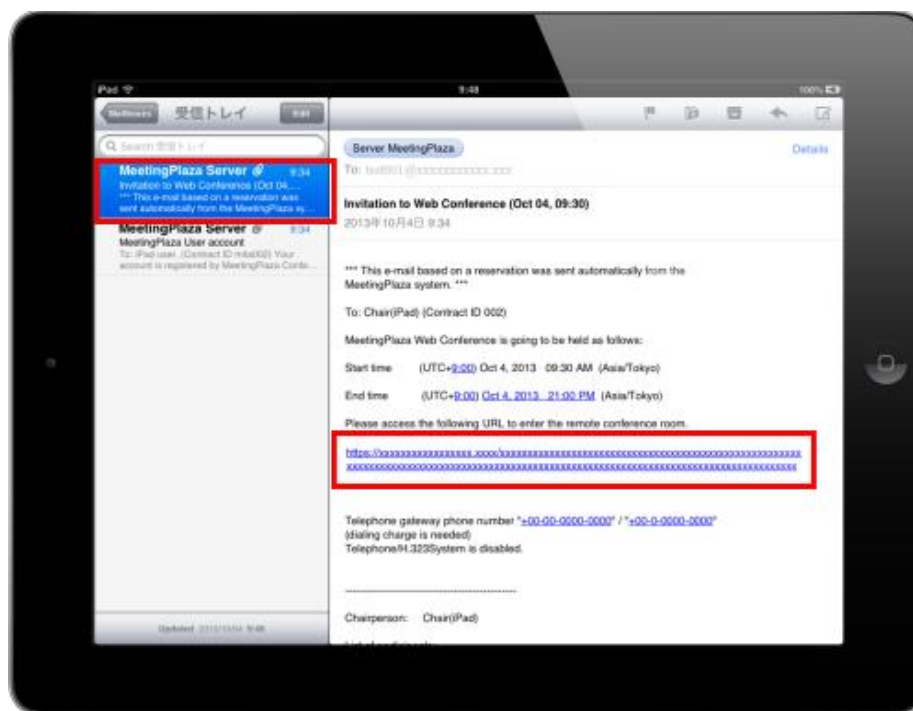


2-3-1 Activate from conference reservation email

1. Tap <Mail> from home screen.



2. Tap the invitation mail to open. Tap the URL contained in the invitation mail to enter the conference room.



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



If you have not installed the application yet, the screen of 0

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

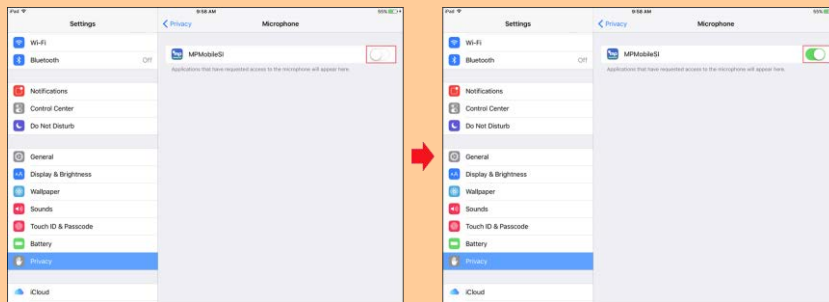
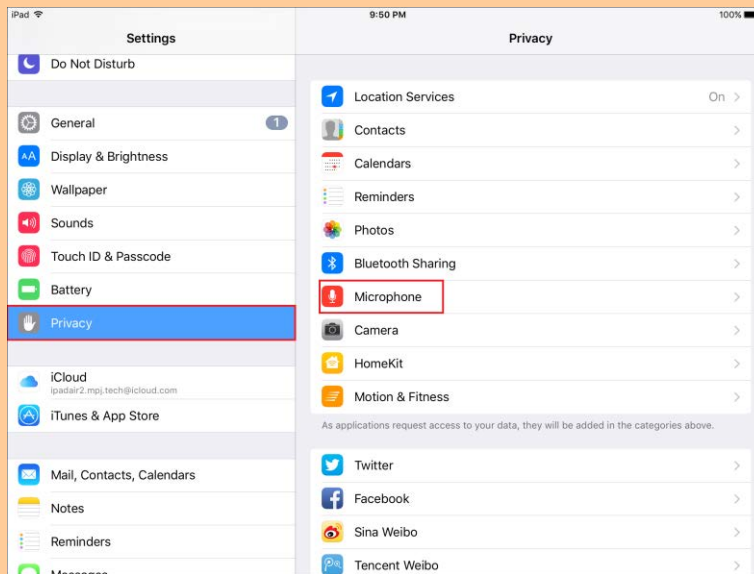
The Conference room without reservation function	The Conference room with reservation function

Installation be displayed in the browser.

4. MeetingPlaza Mobile SI is activated.



I will be prompted to connect the microphone to login first and installed with "iOS7".

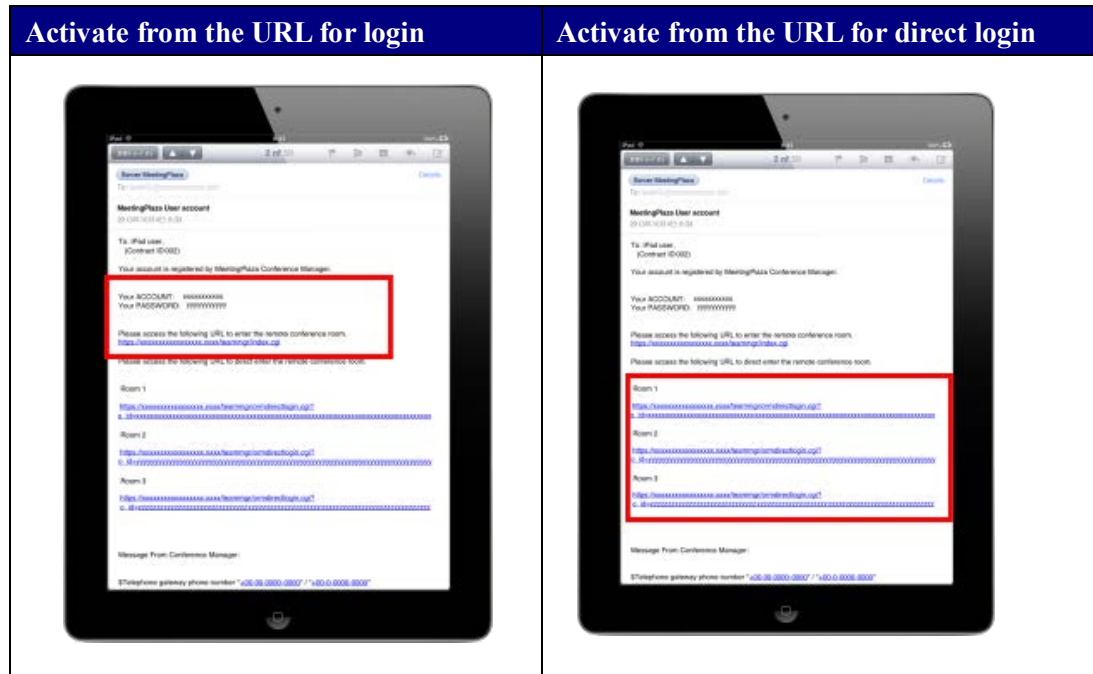


When the number of participants exceeds the limit, all participants are moved to a chat room automatically. The meeting administrator can check current meeting status on his portal screen.

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>.



ID Login

ID

Password

☐ Save ID and PASSWORD

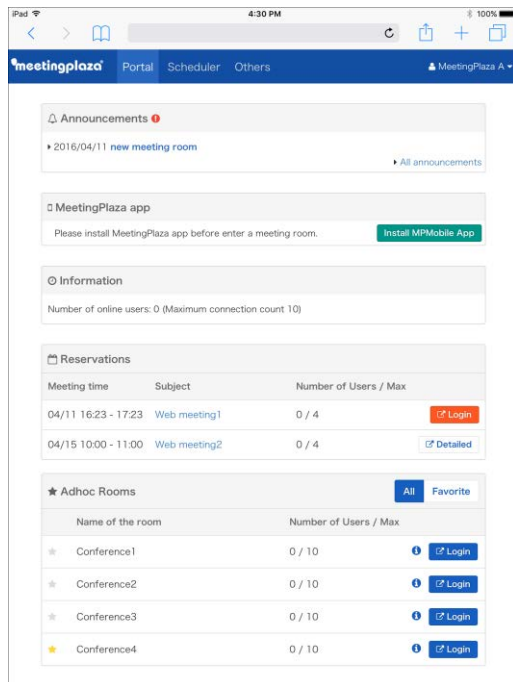
Login

Here if you have forgotten your password

Login with MeetingPlaza app

Install MPMobile App

Tap the meeting room to access.

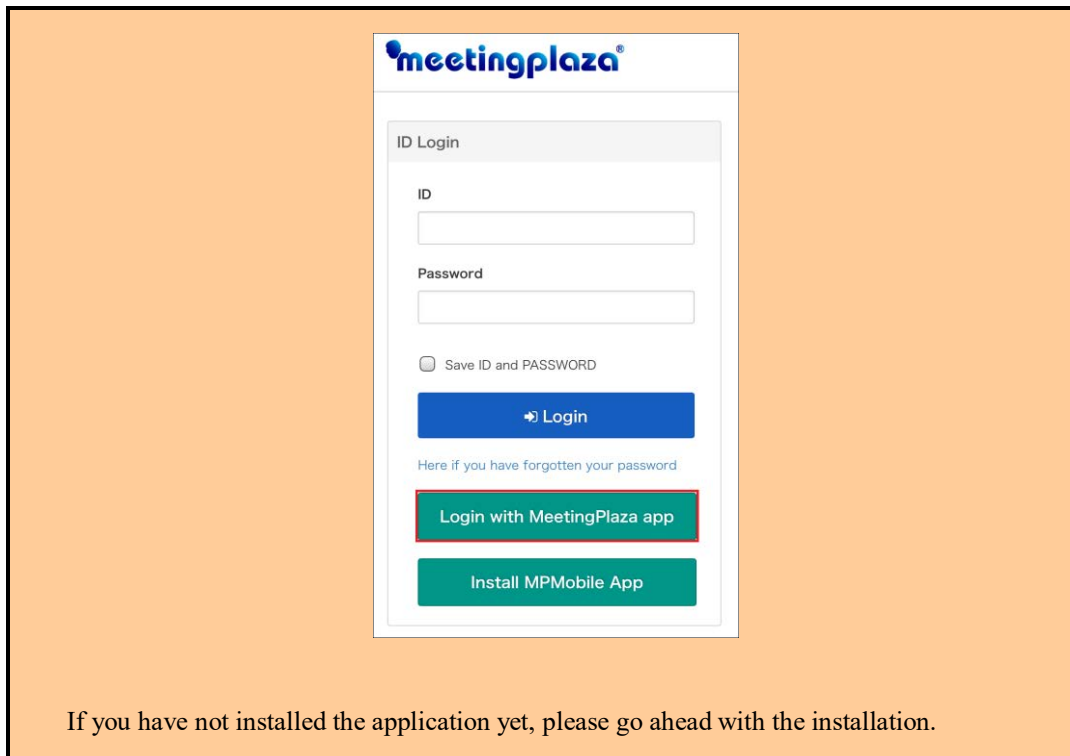


Tap <Login the conference room>.



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.



■ 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.

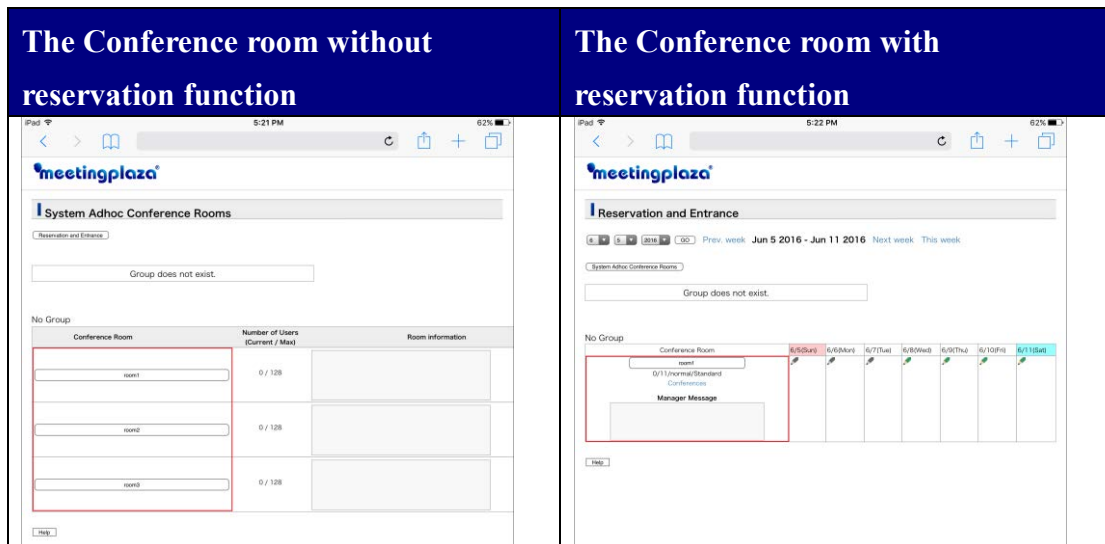
You need to set up for the conference room administrator to issue the URL for direct login

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.

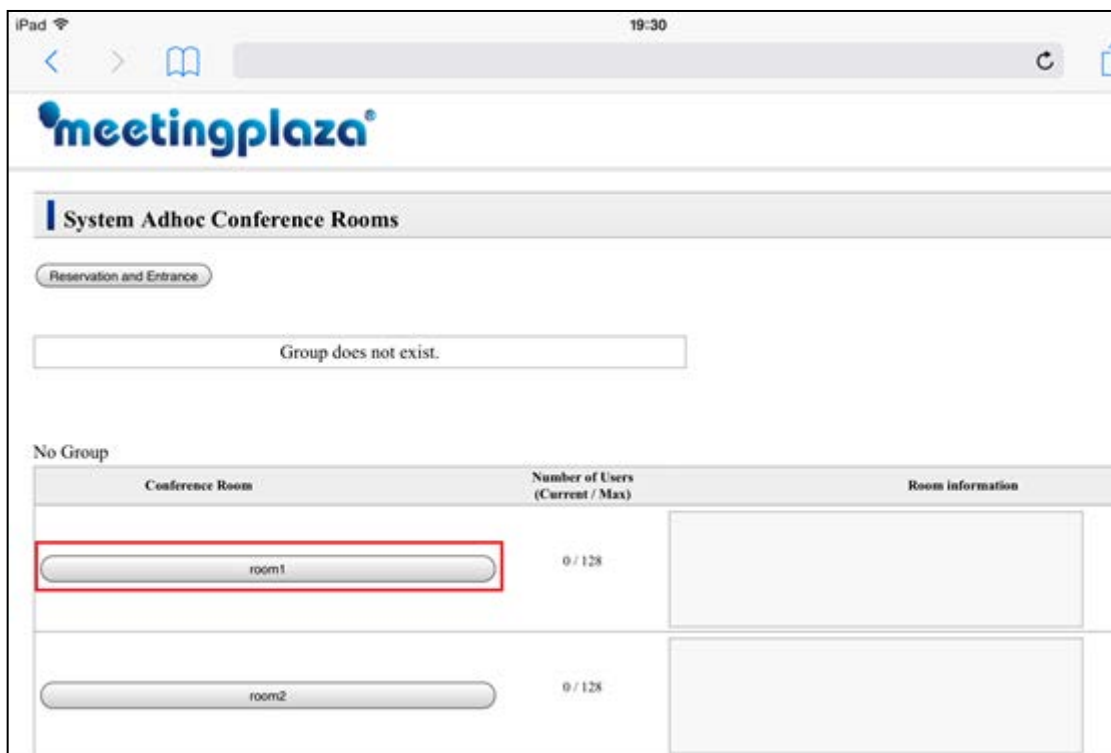
2-3-3 Enter the room from ongoing conference room

Below, are two types of ongoing conference rooms.

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



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.

In the conference while there is an administrator, to display your thumbnail (video) constantly,

please choose [login as room administrator].
Enter the administrator password when it's required.

meetingplaza®

System Adhoc Conference Rooms

Reservation and Entrance

Group does not exist.

No Group

Conference Room

Conference Room room1

LOGIN

NAME

PASSWORD

☒ Login as room administrator

Administrator password

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

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You can install MPMobile App here.
Please install MPMobile App once before login.

Login to the conference room
Start MPMobile App

Manual
Show MPMobile manual

MeetingPlaza Mobile SI is activated.

2-3-4 Logout

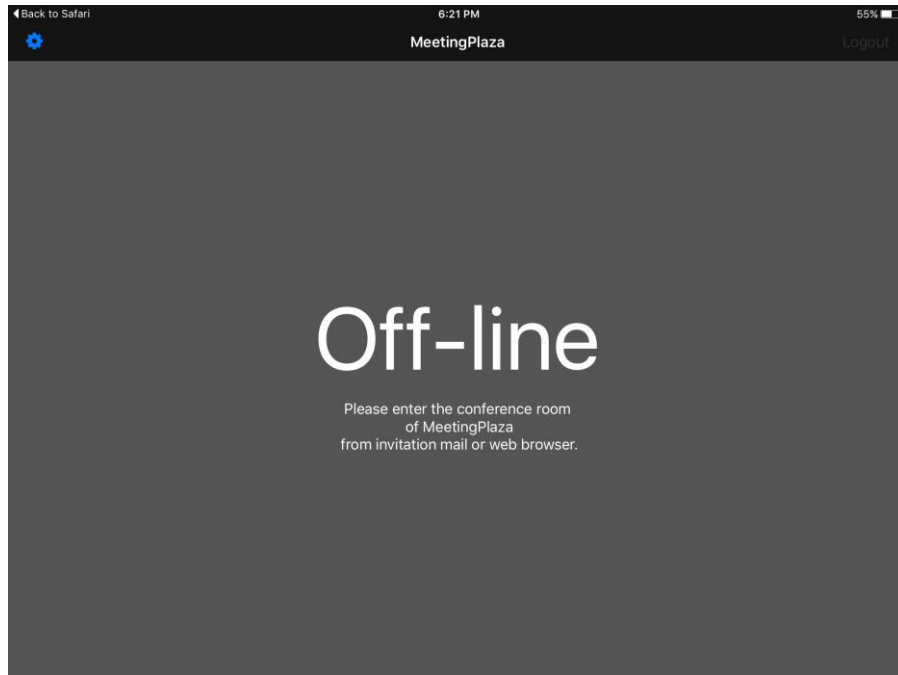
1. Tap <Logout>.



2. A logout confirmation window is displayed. Tap <OK> to close.



3. An offline screen is displayed. The application is closed.



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	Logout	User exits from meeting room. For details, please refer to 2-3-4 Logout.
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 this will open a chat window. This chat function allows a user to send text message to all participants during the conference. Its screen varies on iPad or iPhone.
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	Operation of shared documents	Change layout of shared documents, view multiple shared documents, or close a document.
⑨	Various sharings	User can start to share files, photos or web sites.
⑩	Enable / Disable a toolbar	Enable /Disable Settings Bar at the bottom of a page.
⑪	Menu	To open menus of Network, Video, Voice, Participants' Information and Others.

Icons ④ to ⑩ are collectively called the “toolbar” for this application.

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



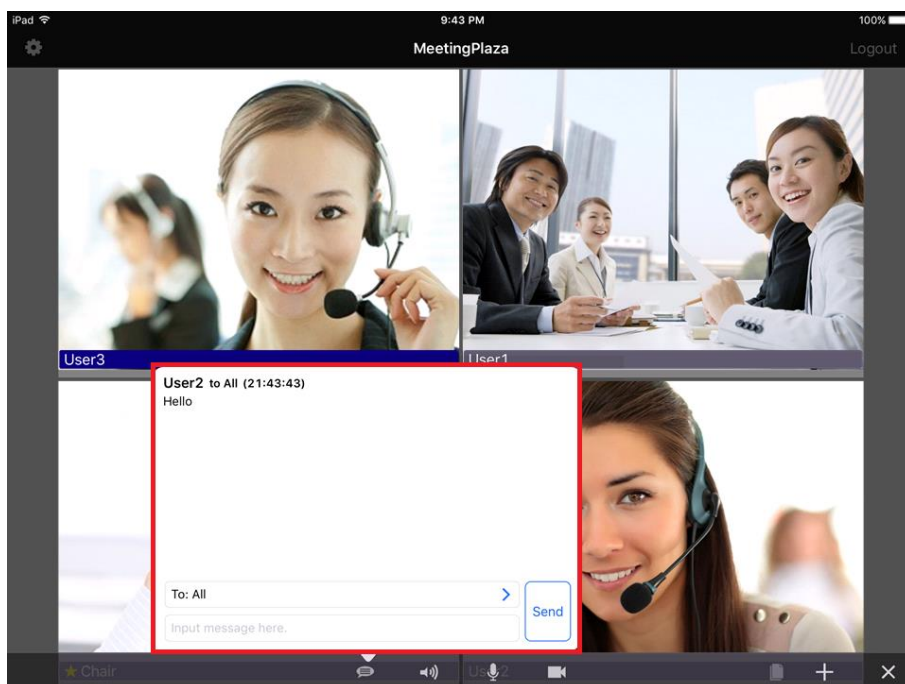
①	Double size	Will be displayed when the mouse is placed on or over the image.
---	-------------	--

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 for details.
⑤	Information	Displays the users connection status.

3-2 Chat

Tap <Chat> in the toolbar.

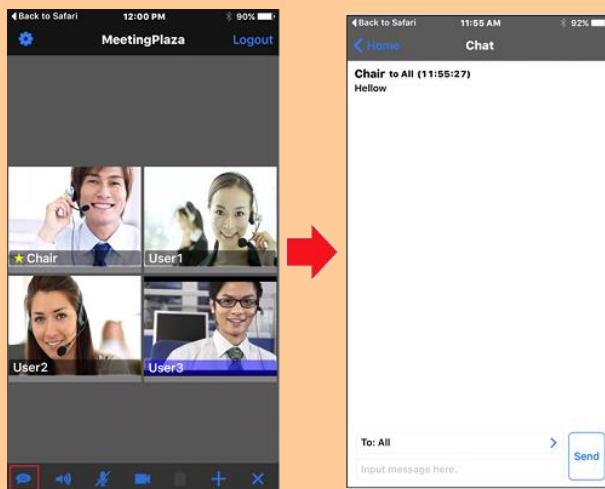
The chat allows a user to send text messages to all participants during the conference.



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



Chat screen varies on iPad or iPhone.



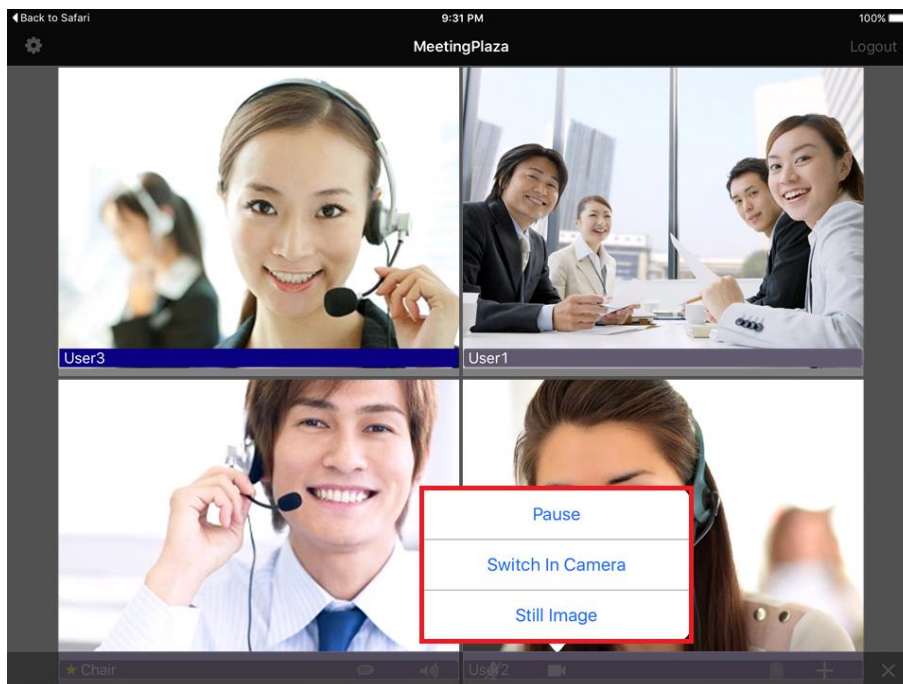
3-3 Volume control

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

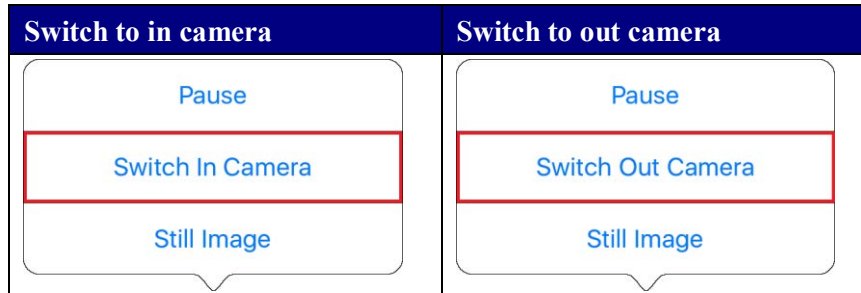
It allows a user to switch back and forth from pausing a camera or resuming stream video feed from a pause.

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)
<div>Pause</div>	<div>Video ON</div>
<div>Switch In Camera</div>	<div>Switch In Camera</div>
<div>Still Image</div>	<div>Still Image</div>

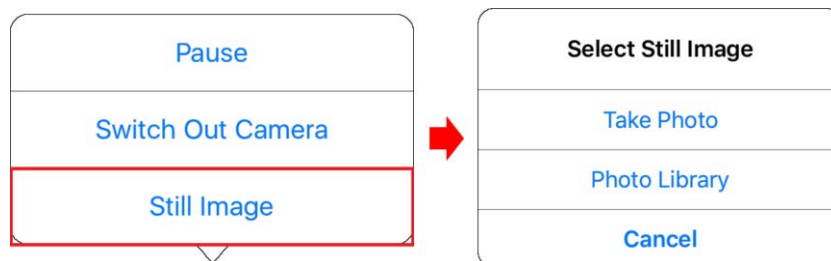
3-4-2 Switch Cameras

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>.



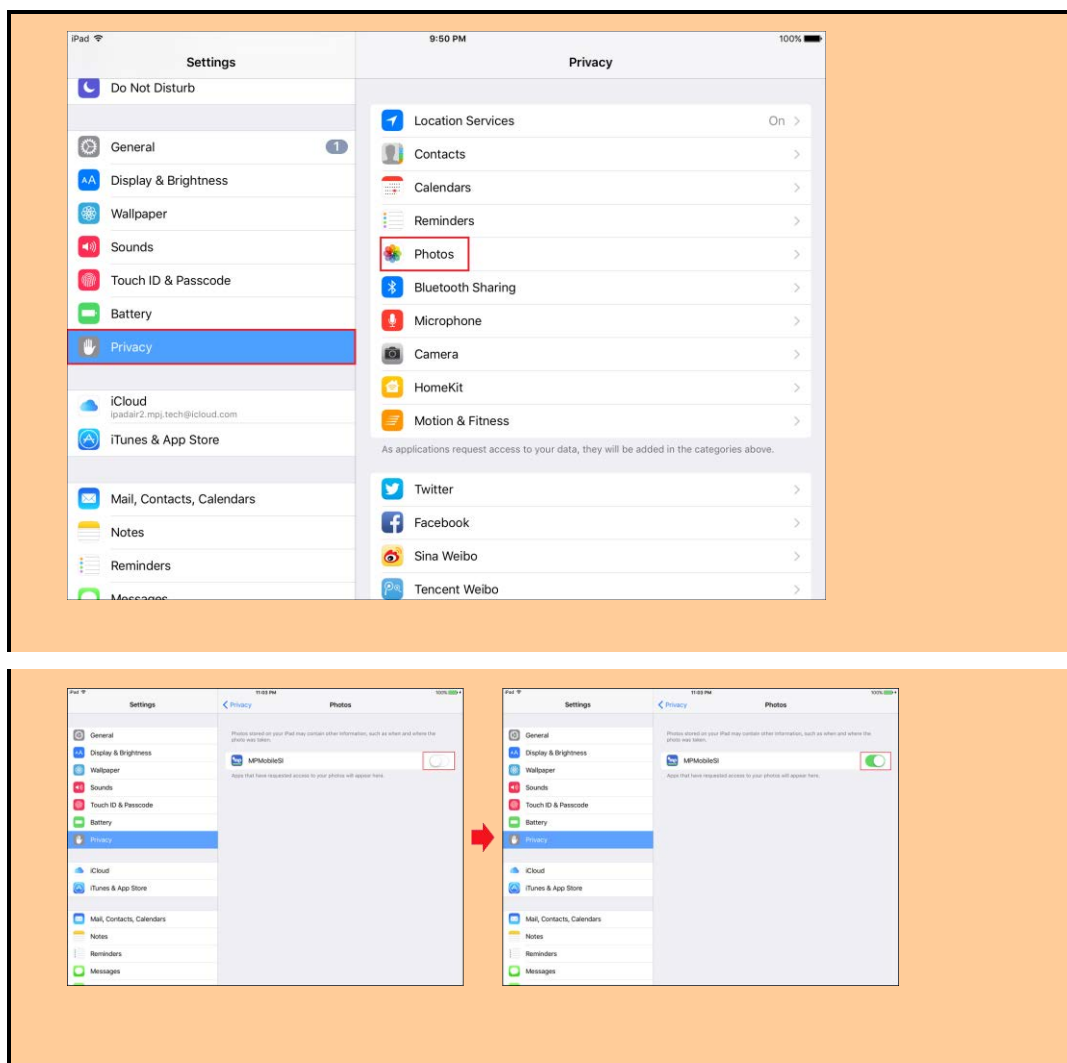
■ Take Photo

Start camera and take a photo to use.

■ Photo Library

Allow user to choose image from photo library.

From iOS6, user needs to go to <Settings> -> <Privacy> -> <Photos>, turn ON MeetingPlaza Mobile SI before use.

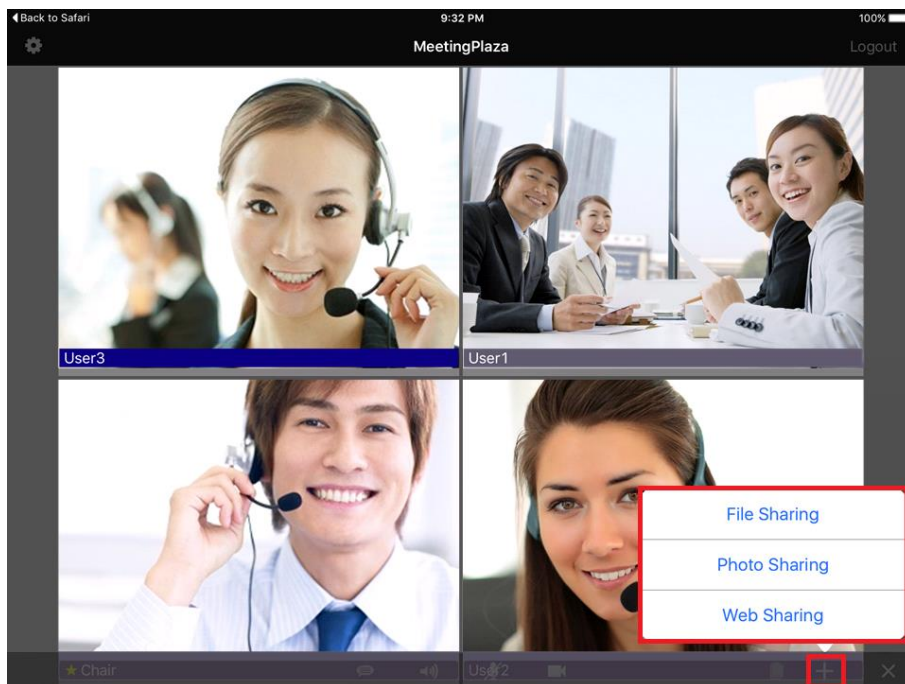


3-5 Various Sharings

Below, is a list of available shared features for iPad/iPhone.

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

(*)User is not allowed to start sharing feature from the iPad/iPhone device, but may view app shared by PC participants.



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 iPad/iPhone, 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)



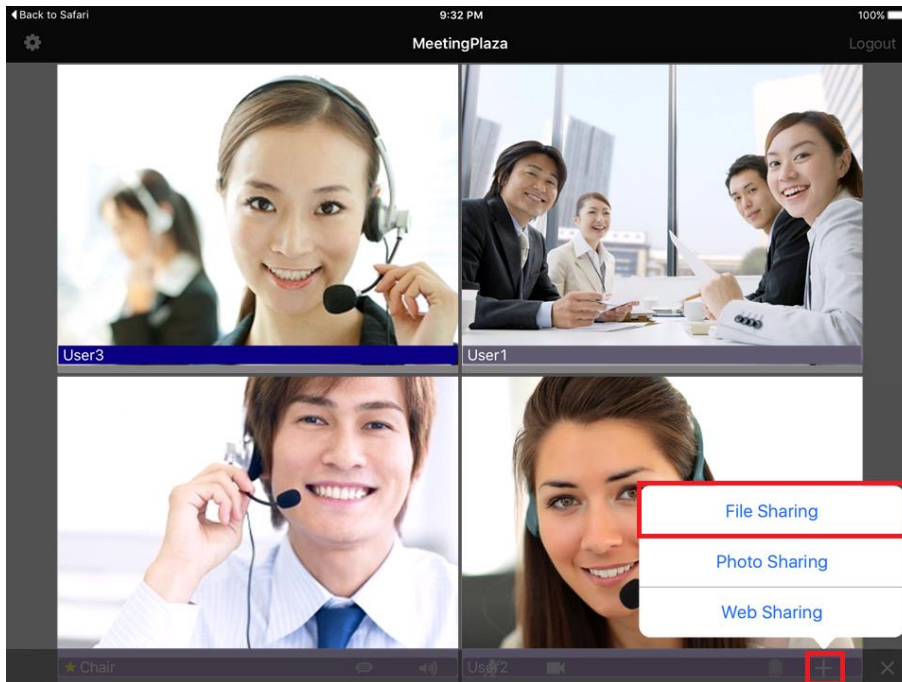
3-5-2 File Sharing

Shared files include Microsoft Office files as Word, Powerpoint, PDF file, txt file and image file.

There are two ways to start sharing at iPad, iPhone.

- Transfer files from device to device by using iTunes
- Meeting organizer logs into meeting administration system to upload a file before meeting starts

Tap File Sharing.



< Choose file for Sharing > is displayed.



Choose a file, tap < OK >.



A shared file page is opened.



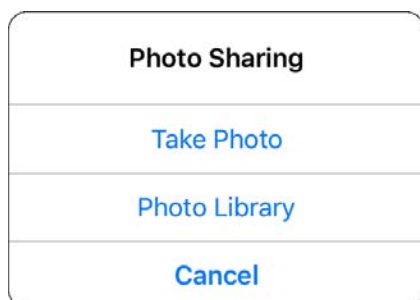
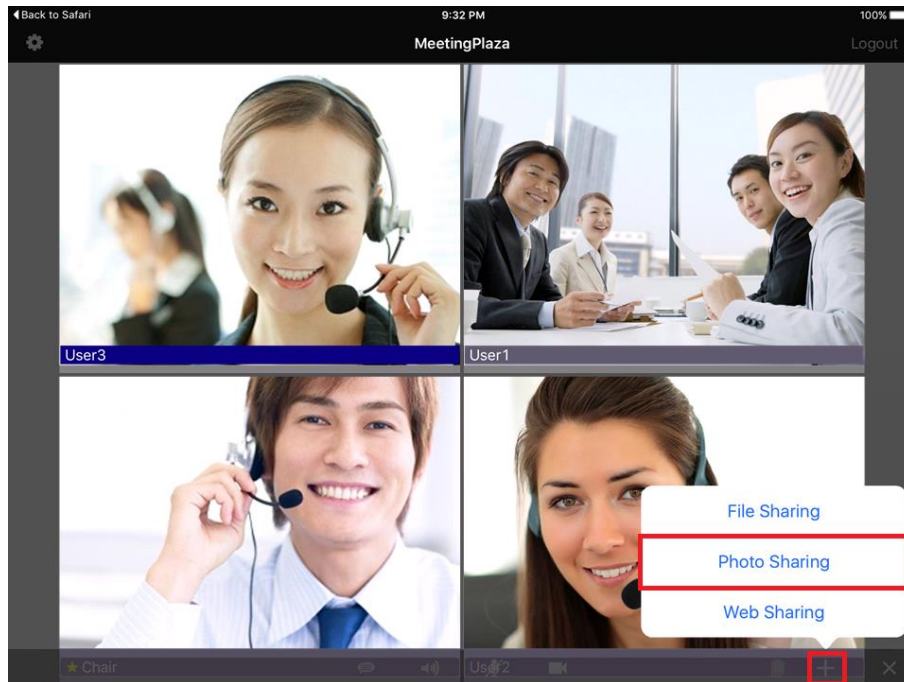
File sharing is a feature to distribute files to participants.

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

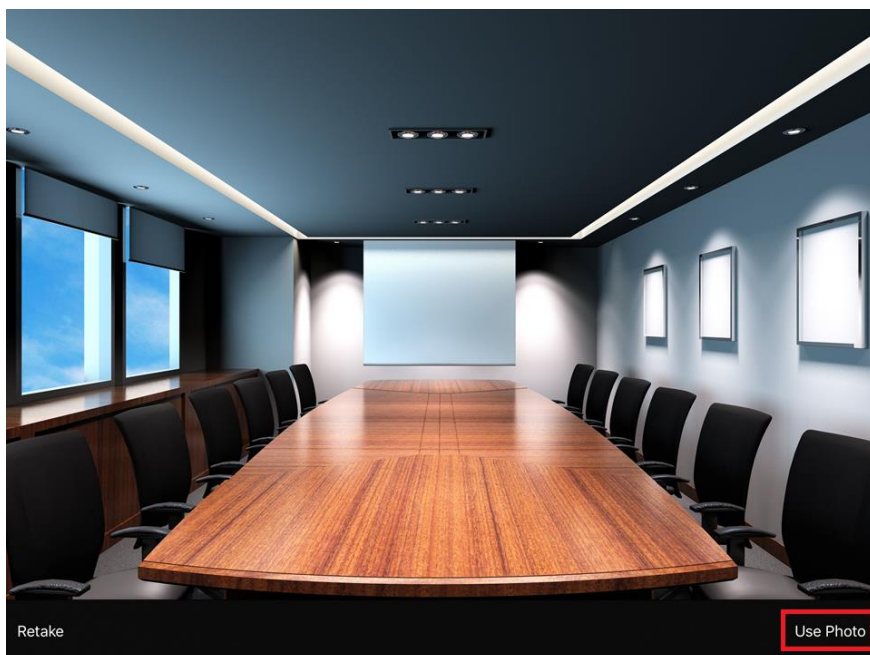
3-5-3 Photo Sharing


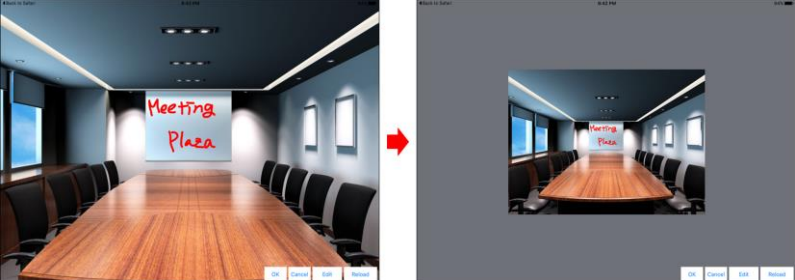
This application allows a user to import (and draw or add text) pictures taken at iPad or iPhone as a static image.

Tap Photo Sharing.



User may change the picture size or pinch zoom at Preview.
After taking pictures, tap <Use> 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> 

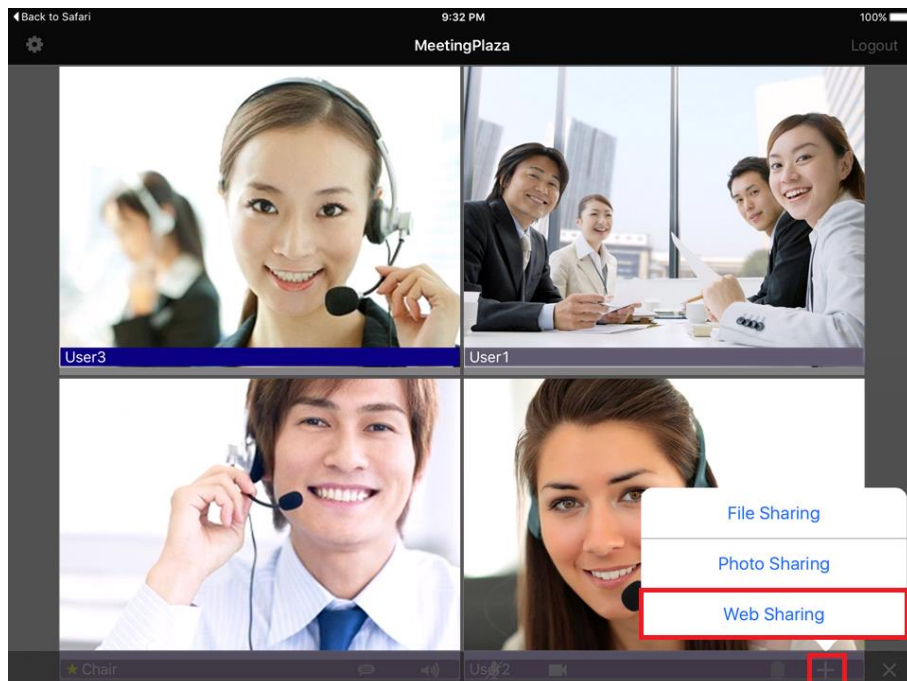
Tap < OK > to open a shared page.



3-5-4 WebSharing

Start Web Page Sharing.

Tap Web Sharing.



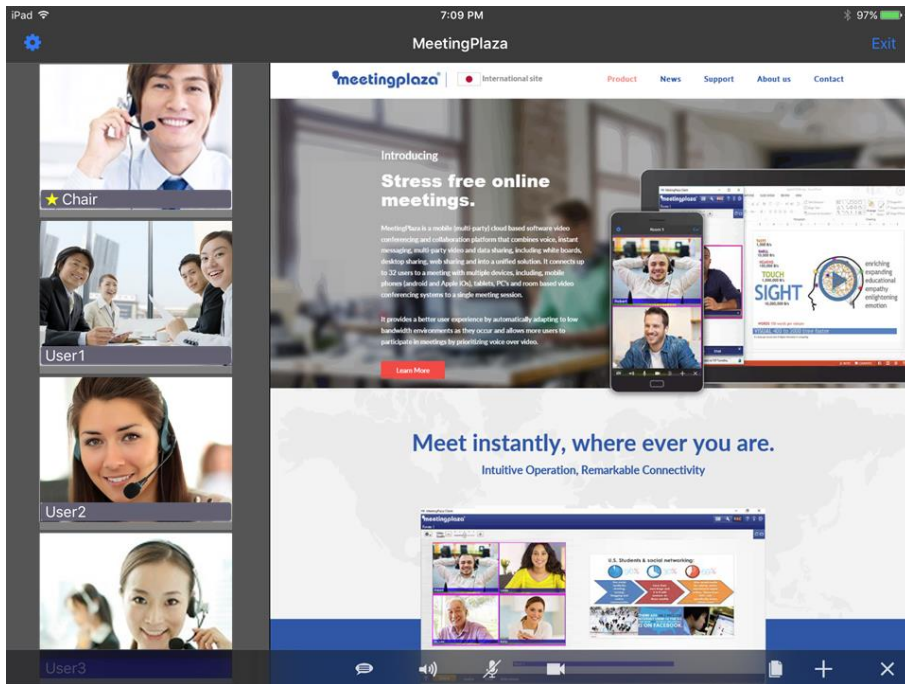
Enter URL.

Web Sharing
Input URL to open

Cancel

OK

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.

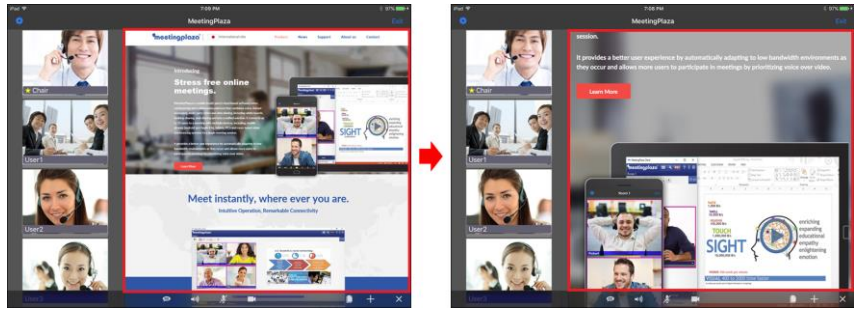
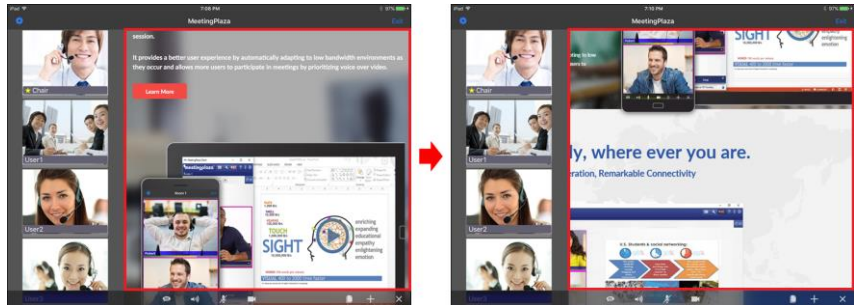
3-5-5 Application sharing

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 SI can see Application sharing of PC participants, but he can not start Application sharing from MeetingPlaza Mobile SI.

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

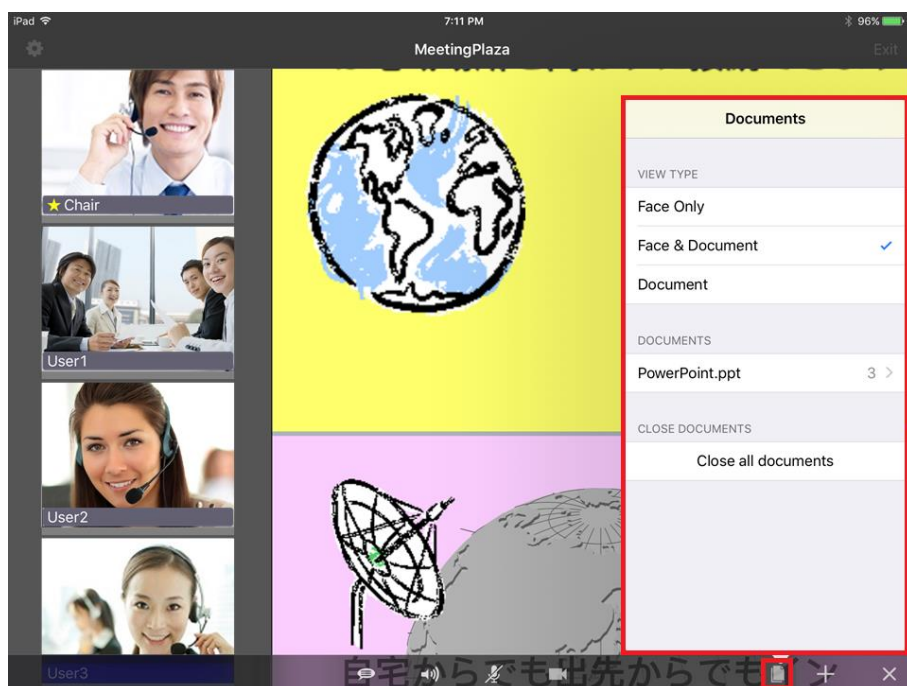
Pinch in/Pinch out	<p>By enlarging (pinch out), or reducing (pinch in) by multi touch (2 fingers), you can scale the application sharing screen.</p> 
Drag operation	<p>By touching the screen and dragging it, you can change the display position</p> 

3-5-6 Operation of shared documents

Embedded in all shared features, toolbar document operation is enabled.



By tapping it, user can change layout of a shared document, view shared documents, or close a shared document.



3-6 Raise hand / Put down hand

Tap your own thumbnail and click the Raise Hand icon, user will see a Raise Hand icon show at the upper left corner of the video.



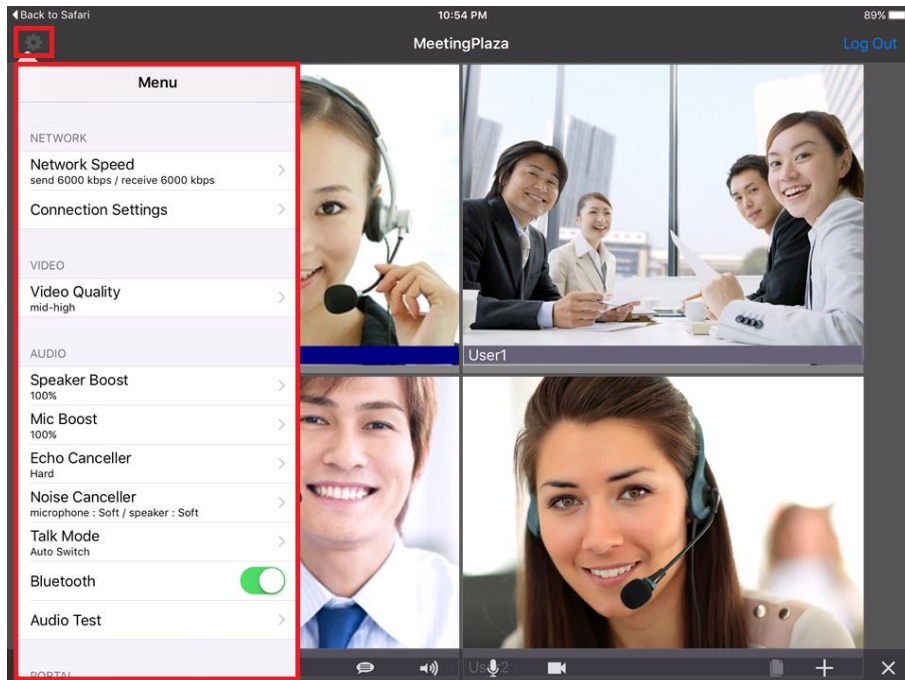
To put down your hands, tap your thumbnail again and click on Raise Hand icon.

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

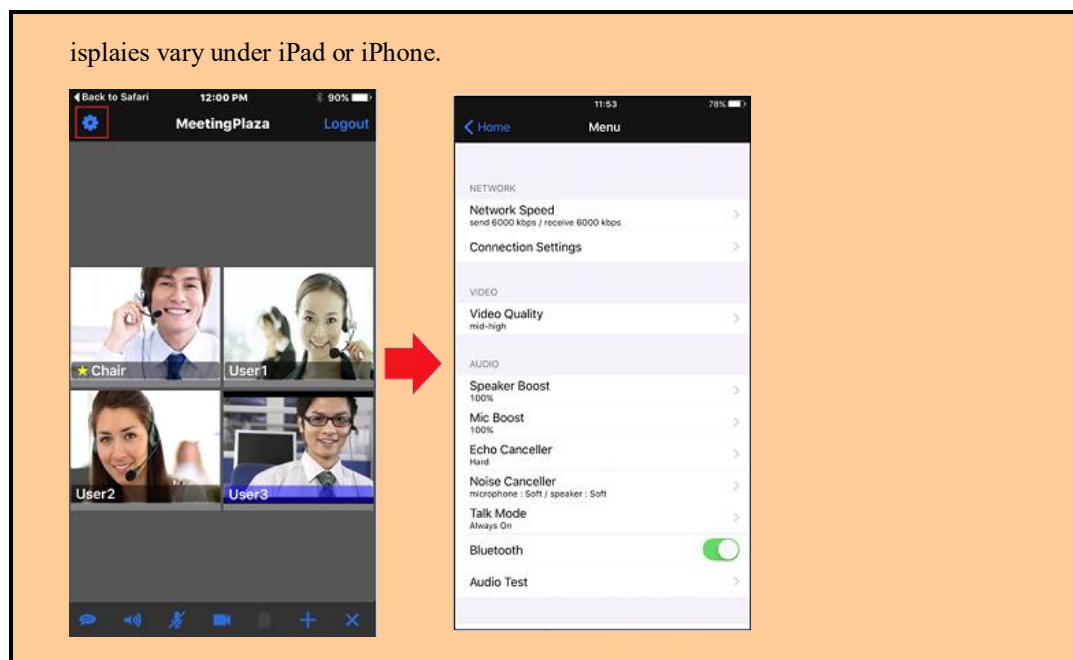
At MeetingPlaza, even administrator cannot put down users' hands that are "raised up" in one click.

3-7 Menu

Tap the Configuration icon in the upper left hand corner to display the Menu.



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

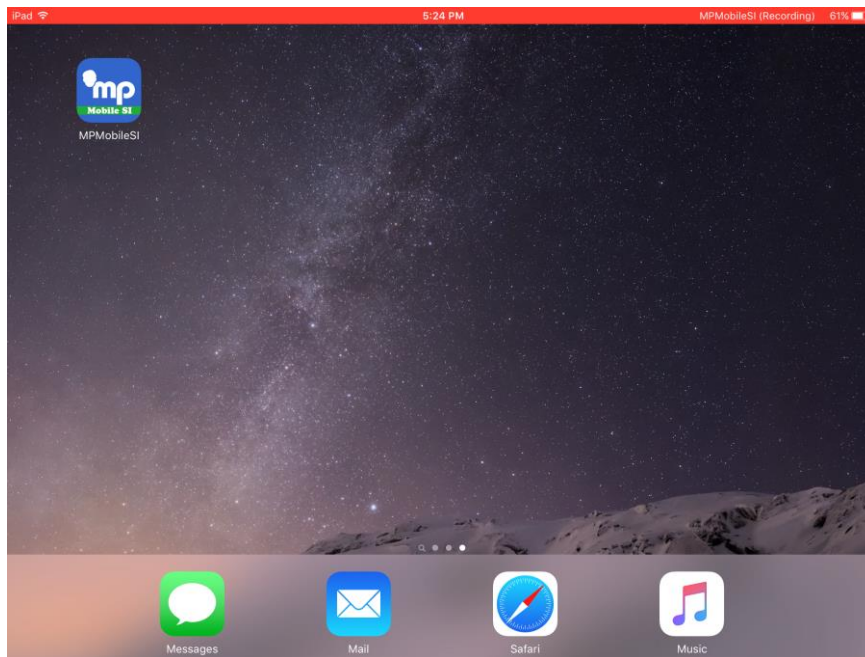


3-8 Application running in the background

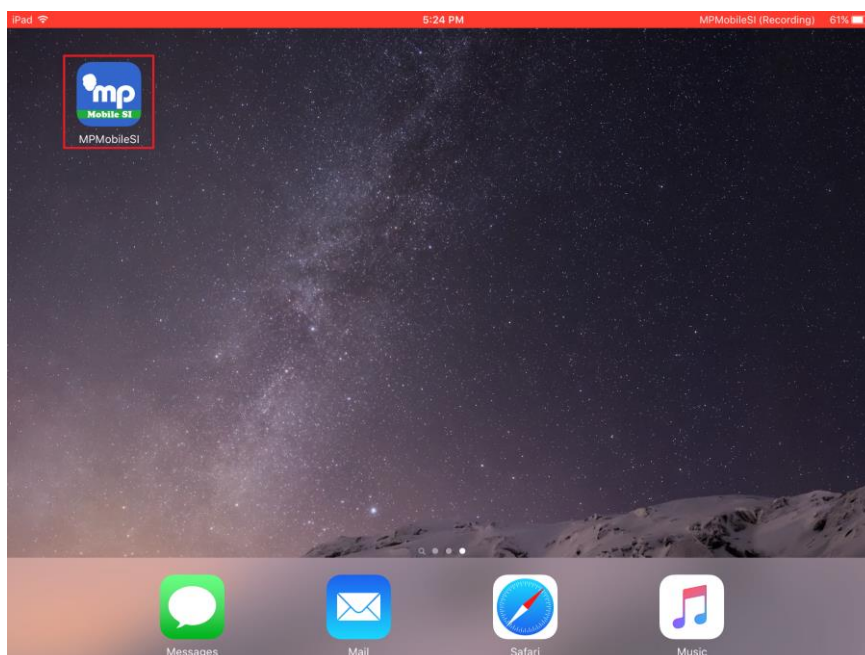
During the conference, click Home button will bring the user back to the home screen with MeetingPlaza Mobile SI running in the background.

While MeetingPlaza Mobile SI running in the background, the status bar on top displays in red.

In this case, the conference continues as audio-only while the video is disabled.

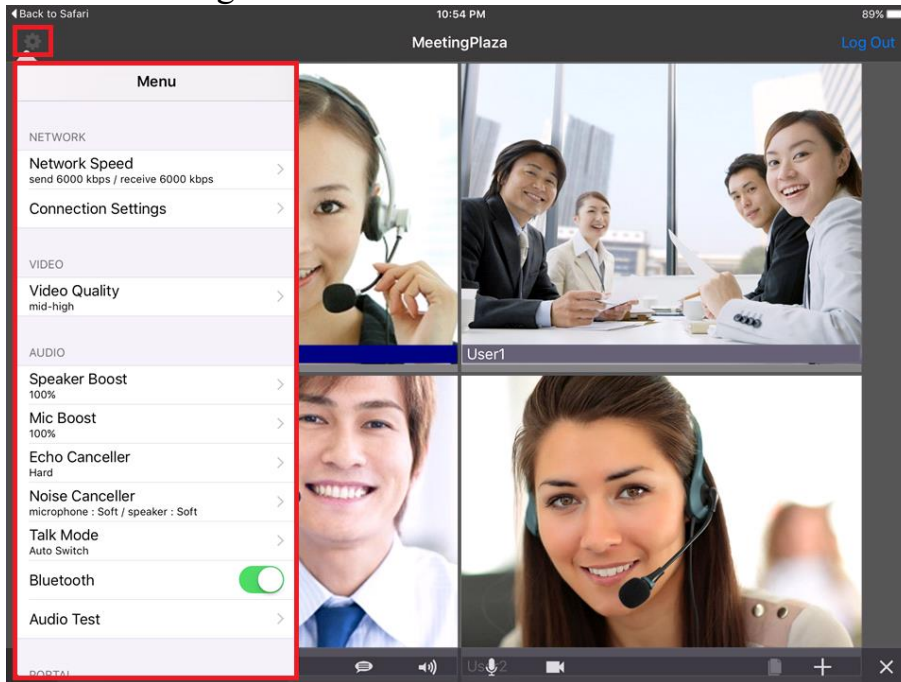


To return to MP Mobile SI screen, tap <MeetingPlazaSI> icon or tap the status bar to close the application.



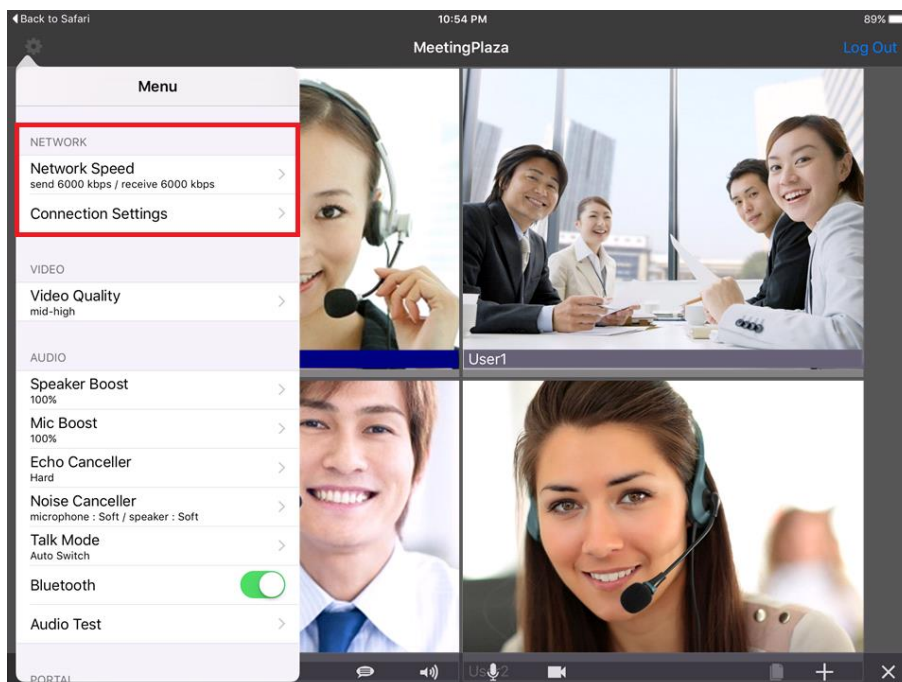
4 A summary of Menu

A list of settings at Menu.



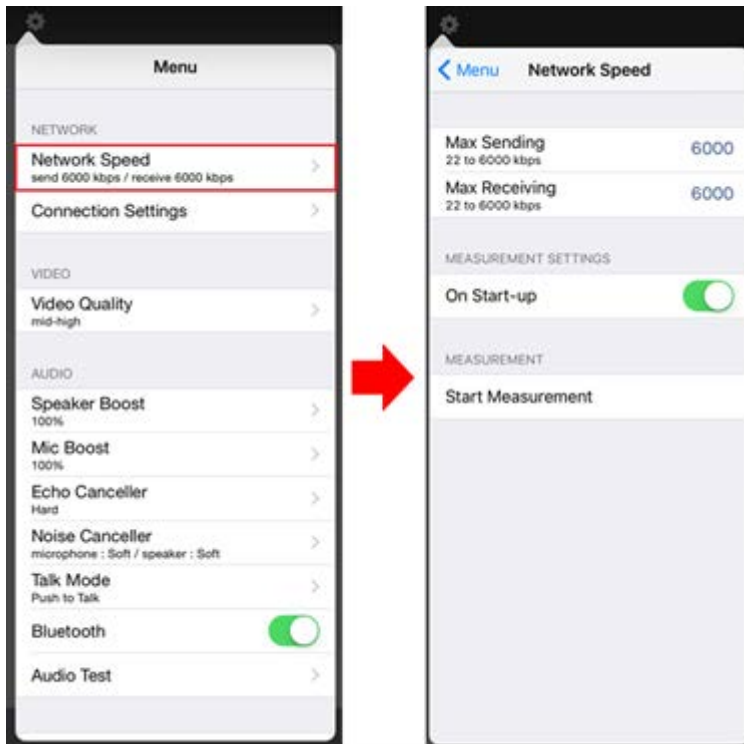
4-1 Network

It contains operation manual of network related items.



4-1-1 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.

■ 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.



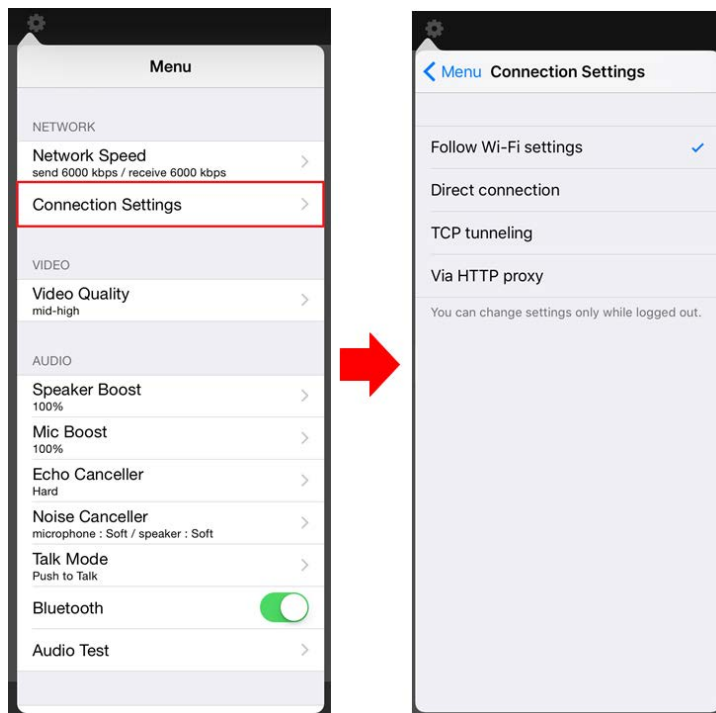
■ Measurement

Tap it to test network speed during the connection.

To start measurement, please login first.

4-1-2 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.

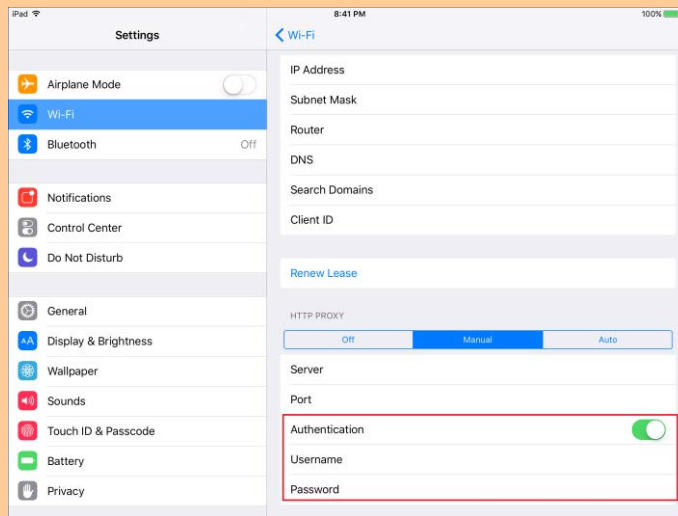
<TCP tunneling> is the way to connect through TCP.

<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.

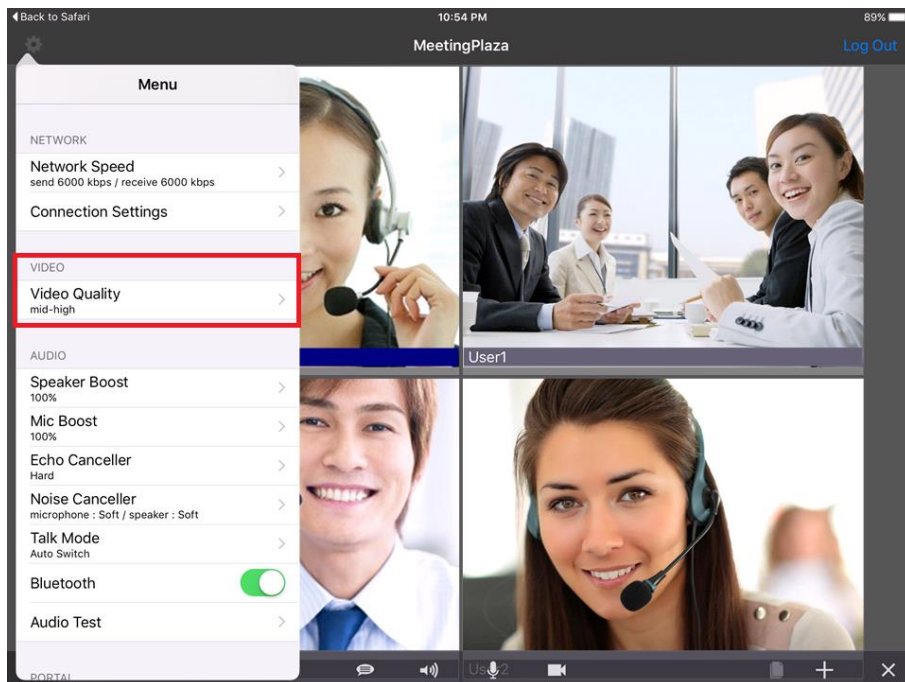
To change, user needs to do so when the MeetingPlaza Mobile SI is opened without ongoing meetings.

The type of connecting Internet from <Follow setting for Wi-Fi> doesn't support proxy authentication (It doesn't reflect authentication information entered by user).



4-2 Video

A list of video settings.

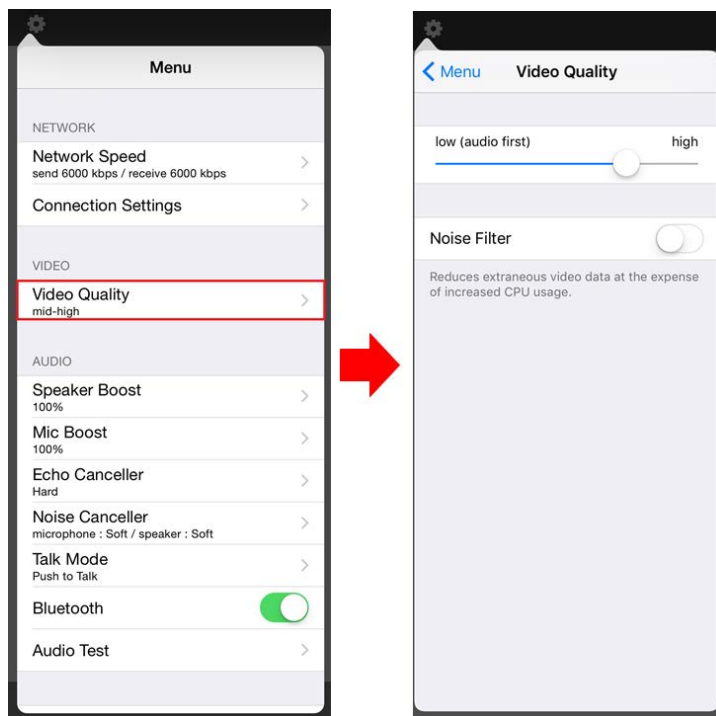


4-2-1 Video Quality

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.



■ Change video quality

By turning button left or right to change video quality.

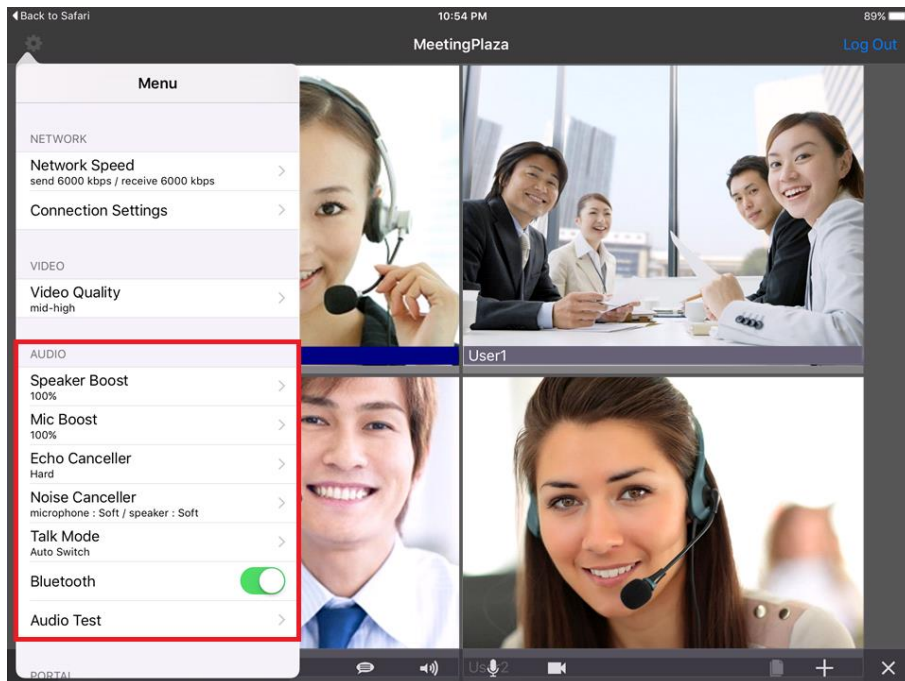
■ Noise Filter

Check <ON> to apply video noise filter.

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

4-3 Audio

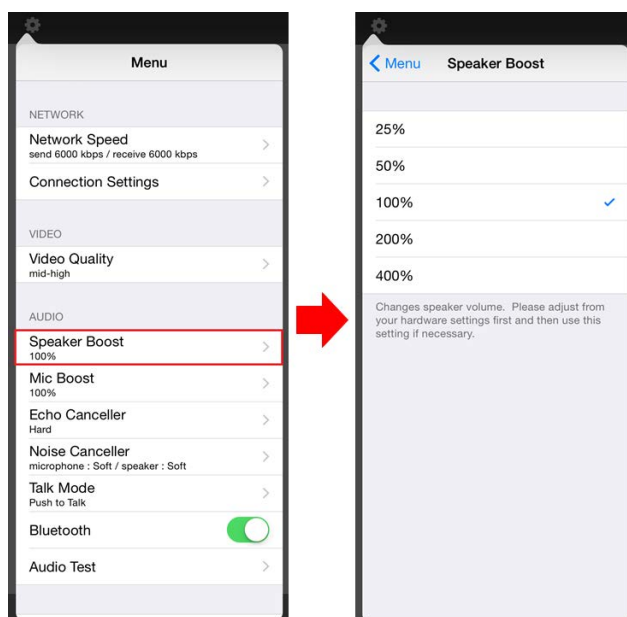
A list of audio settings.



4-3-1 Speaker Boost

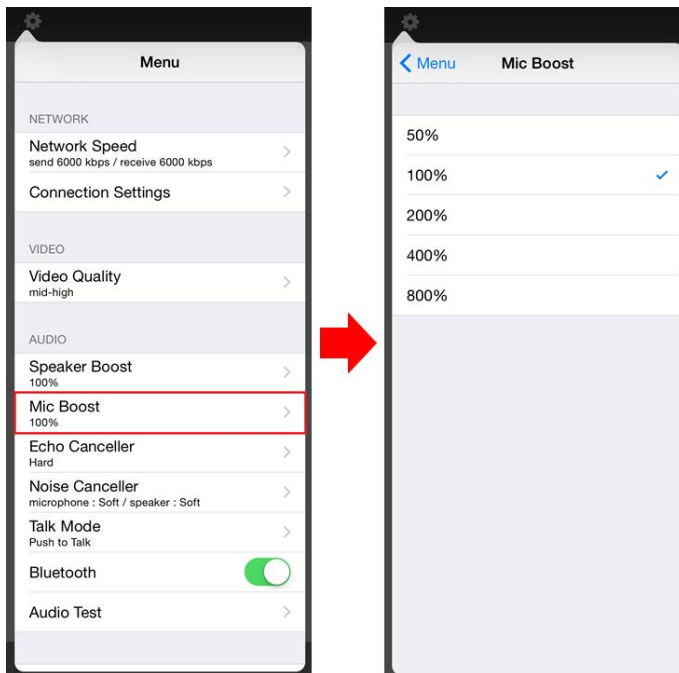
To adjust the volume of speaker.

Adjusting the volume of the phone helps to change the volume when it is too big or too small.



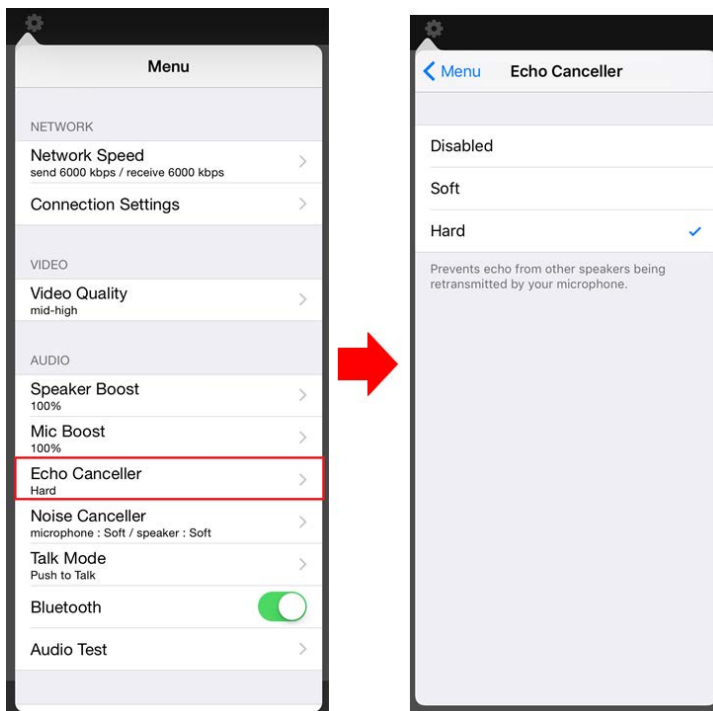
4-3-2 Mic Boost

To adjust the volume of microphone.



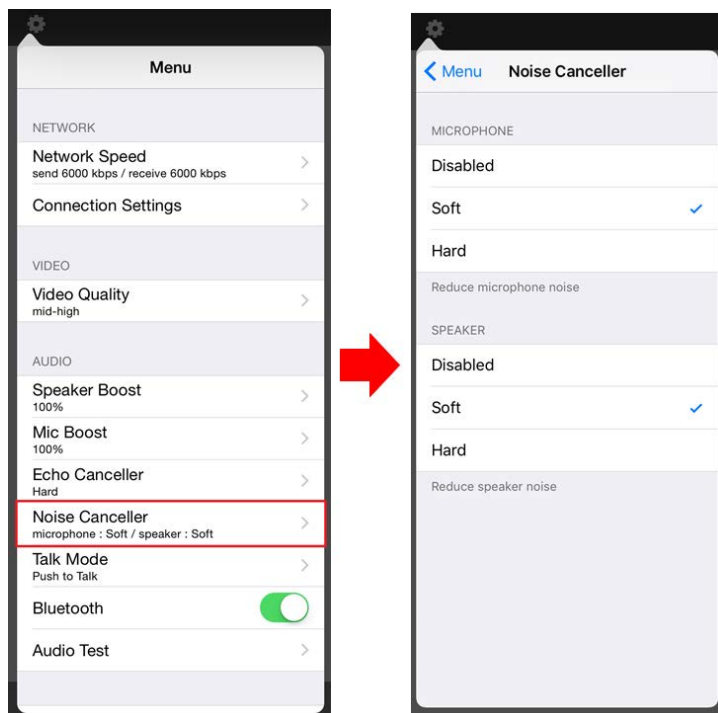
4-3-3 Echo Canceller

To prevent echo that other party's voice played back from your speaker, would return to the other party by recorded by your microphone.



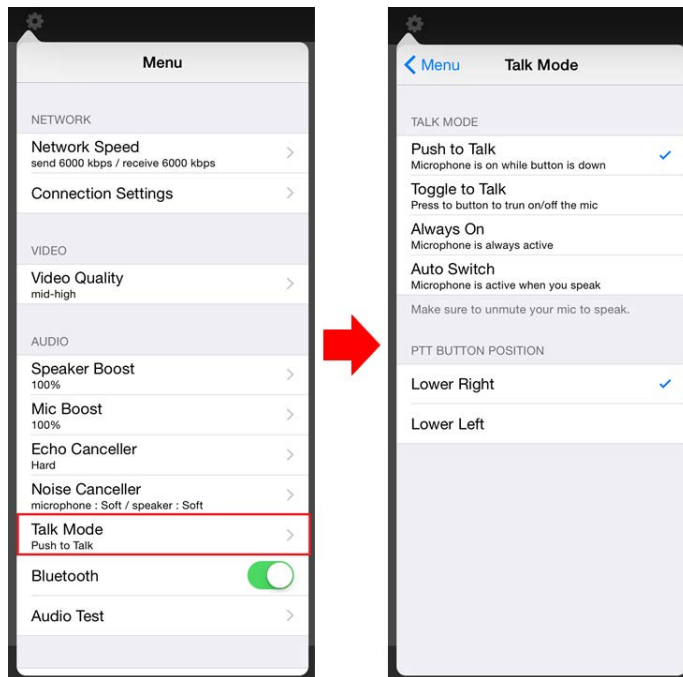
4-3-4 Noise Canceller






Reduce noise of microphone and speaker.



4-3-5 Talk Mode

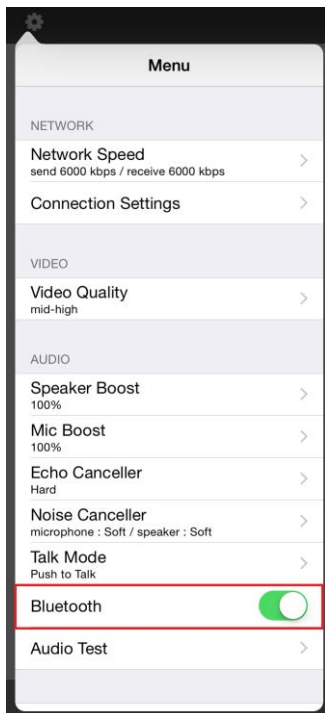
Turn off microphone mute to send your voice.



Utterance method	Explanation
Push- to-Talk (Turn On the mic while pressing the button.)	Choose this option to enable mic button. Press mic button while speaking. Press button  to drag to move. 
Toggle to Talk (Press button to turn on/off Mic)	Press Mic button to start to talk, press button again to end.   Mic OFF Mic ON
Speaking mode	Turn to speaking mode. Turn mic to [Mute] to pause the audio.  Mic Mute
Audio switch (Only delivers audio when in speaking mode)	Mic is activated when audio is recognized and it turns to the speaking mode.

4-3-6 Bluetooth

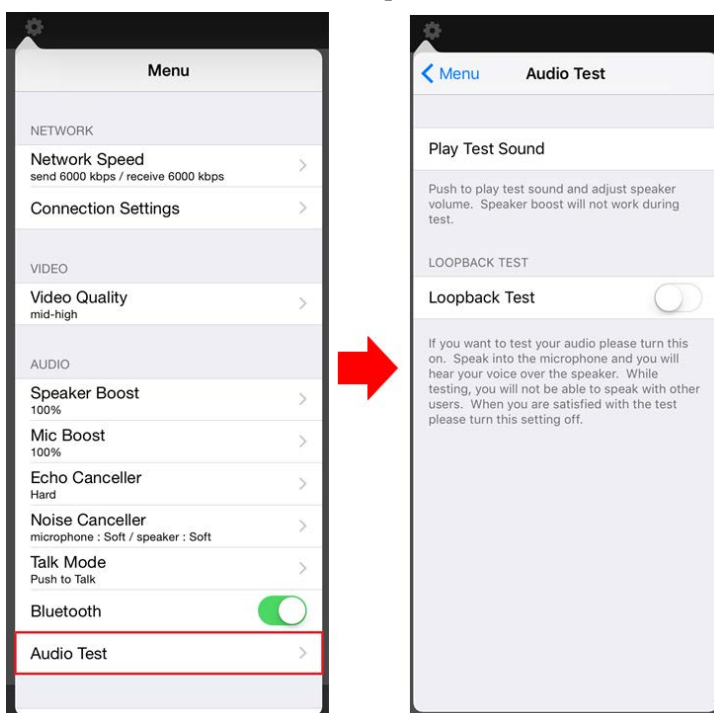
Please select this one when you use headset of Bluetooth™.



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

4-3-7 Audio Test

Allow user to test sound and loopback.



■ Play Test Sound

Play test sound. Please adjust the volume if necessary.

<speaker boost> is not work for test sound.

■ Loopback Test

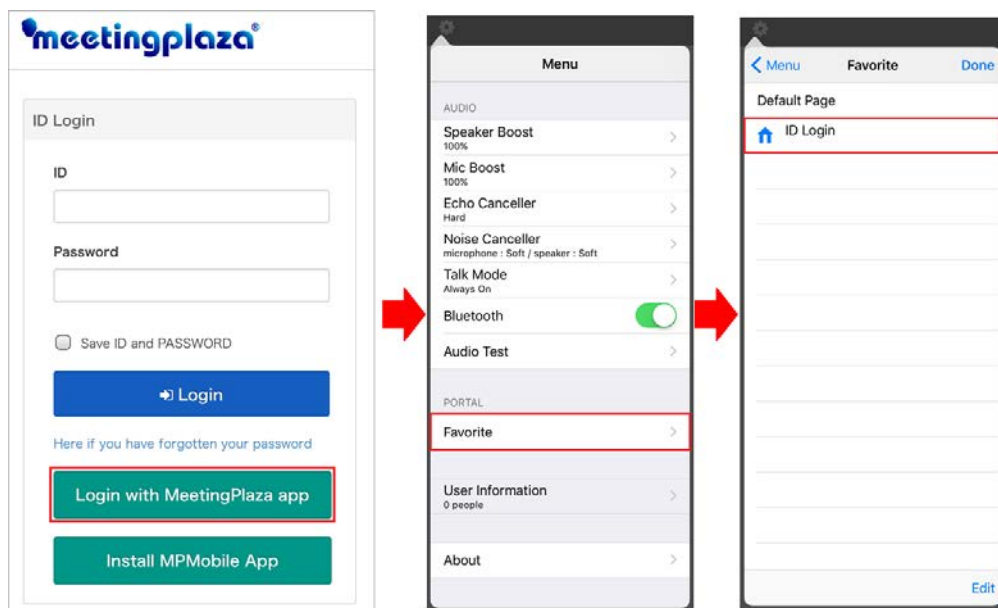
If you want to start audio communication testing, please turn on. Talk into the microphone and hear your voice from the speaker.

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

4-4 Portal Page

4-4-1 Favorite

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 Favorite.



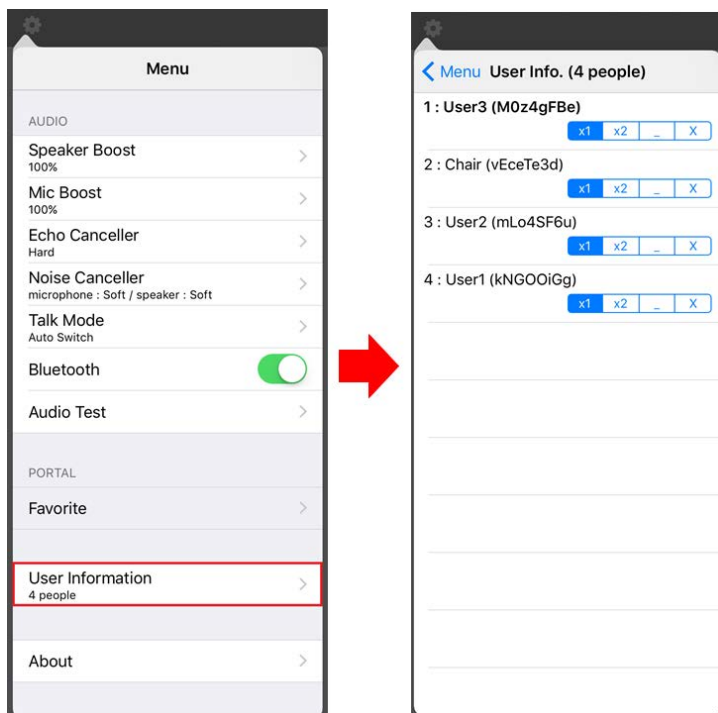
When it is saved as a Favorite, you can login and enter the meeting directly by using mobile app from the next time.

* User is not allowed to edit Favorite when he is in a meeting room. To make changes or delete it, please logout first.

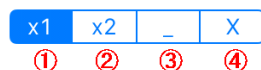
* Meanwhile, user is only allowed to add "registered user portal page" to the Favorite.

4-5 User Information

Display meeting users' information.

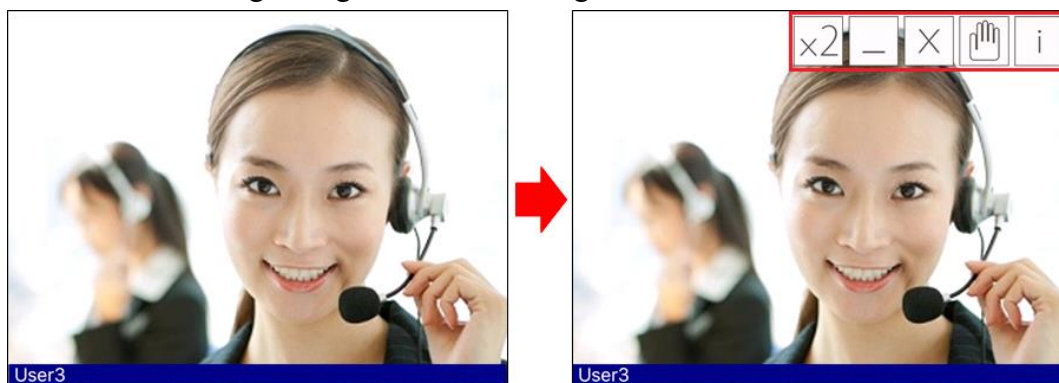


In addition to user names and meeting ID, allow user to change users' images.

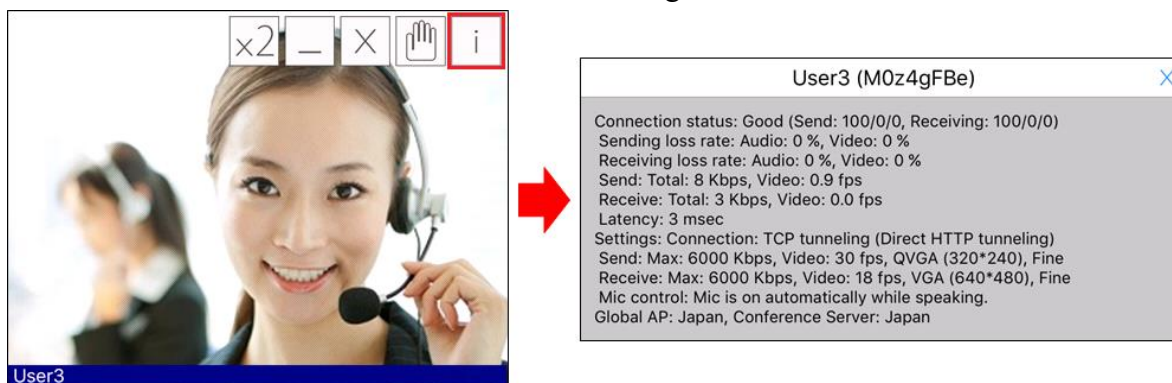


①	Original size	Display image in original size.
②	Double size	Display image in double size.
③	Minimize	Minimize the window of a selected user. To return, ①tap original size or, ②tap double size.
④	Hide this user	Disable the window of selected meeting user.

Allow user to change image from Users Images.

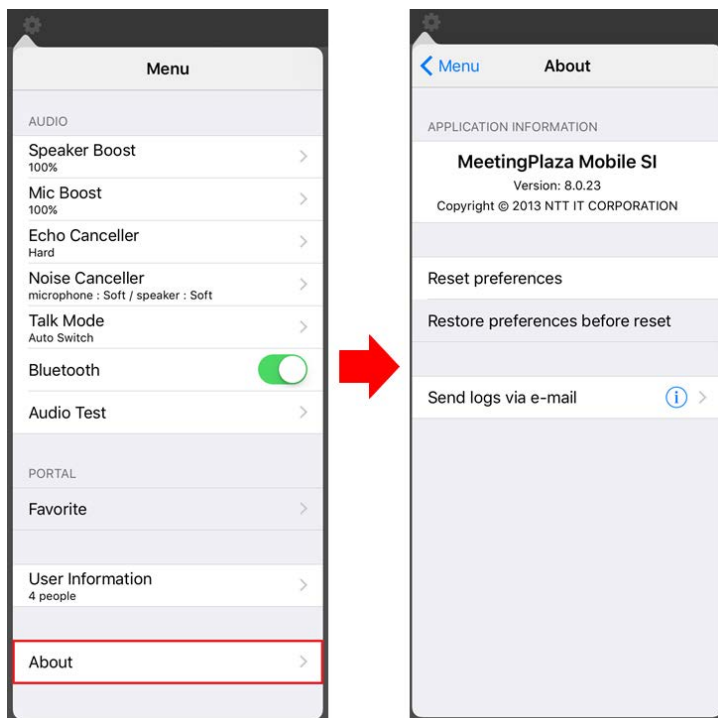


Click  to view user' connection status and settings.



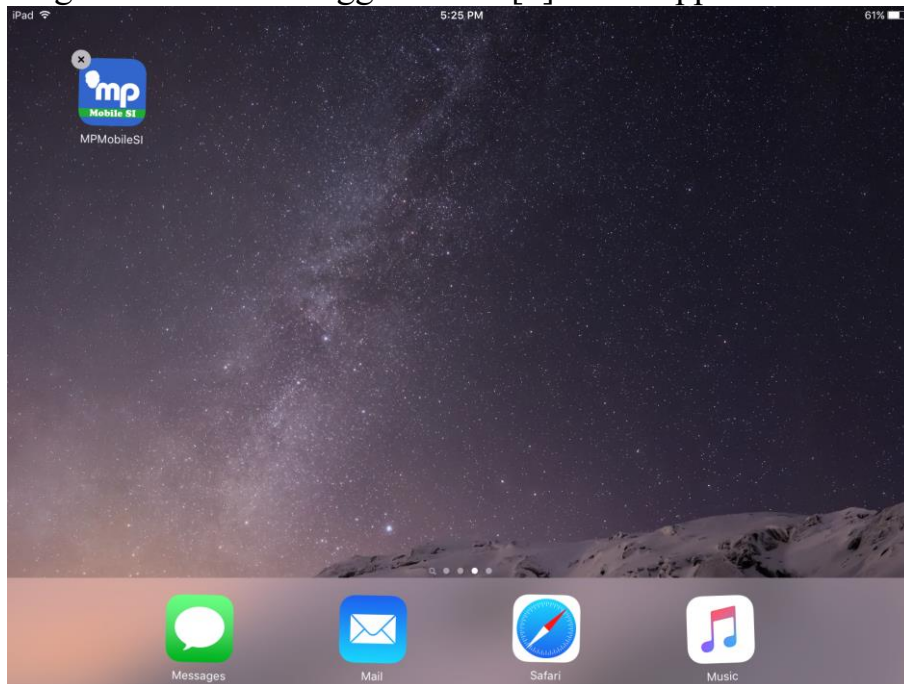
4-6 About

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

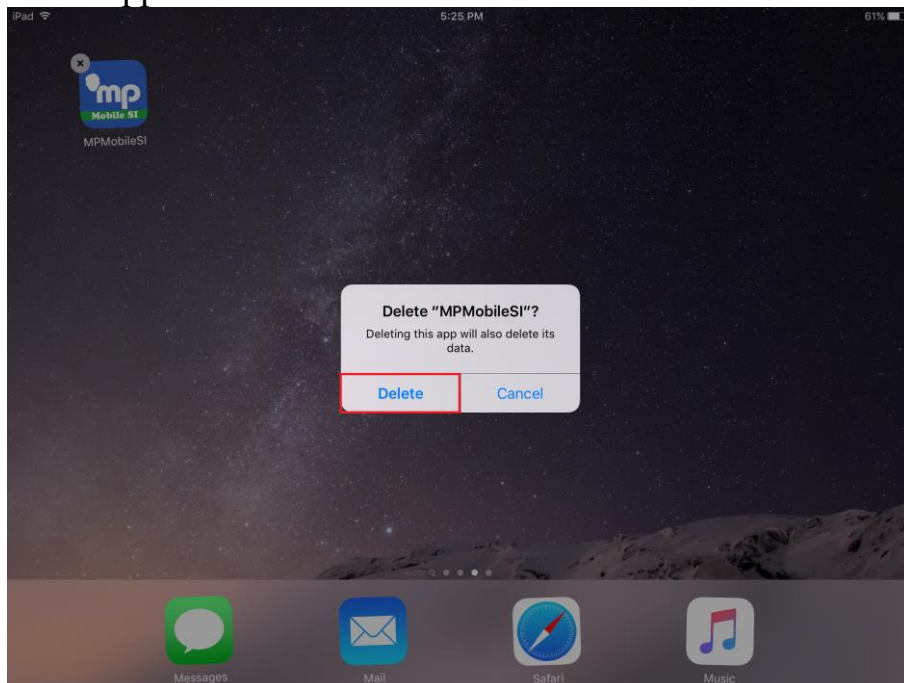


5 Uninstall the program

1. At iPad or iPhone home screen, hold your finger on the application icon until the icon begins to shake or wiggle with a [x] in the upper left hand corner.



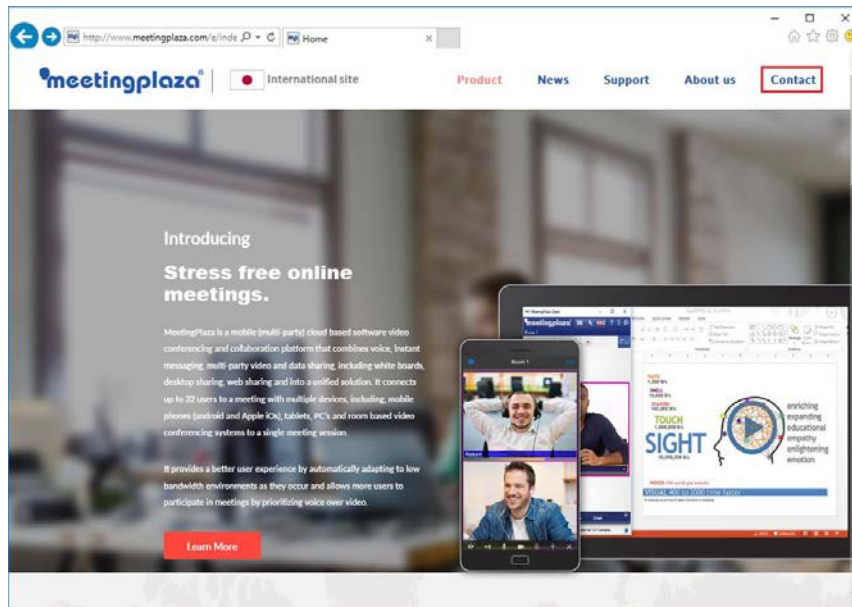
2. Tap the [x]. When the MPMobileSI deletion window is prompted, tap <Delete> to remove the application.



6 Trouble shooting

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

Please use <Contact > to inquire on the Web page.



E-mail support@meetingplaza.com