

# MeetingPlaza Version6.0

Reference manual supplementation

## **Those who sponsor it and speaker authority in conference room (ASP service and system selling commonness)**

**NTT-IT Corporation**

**March 25, 2011**

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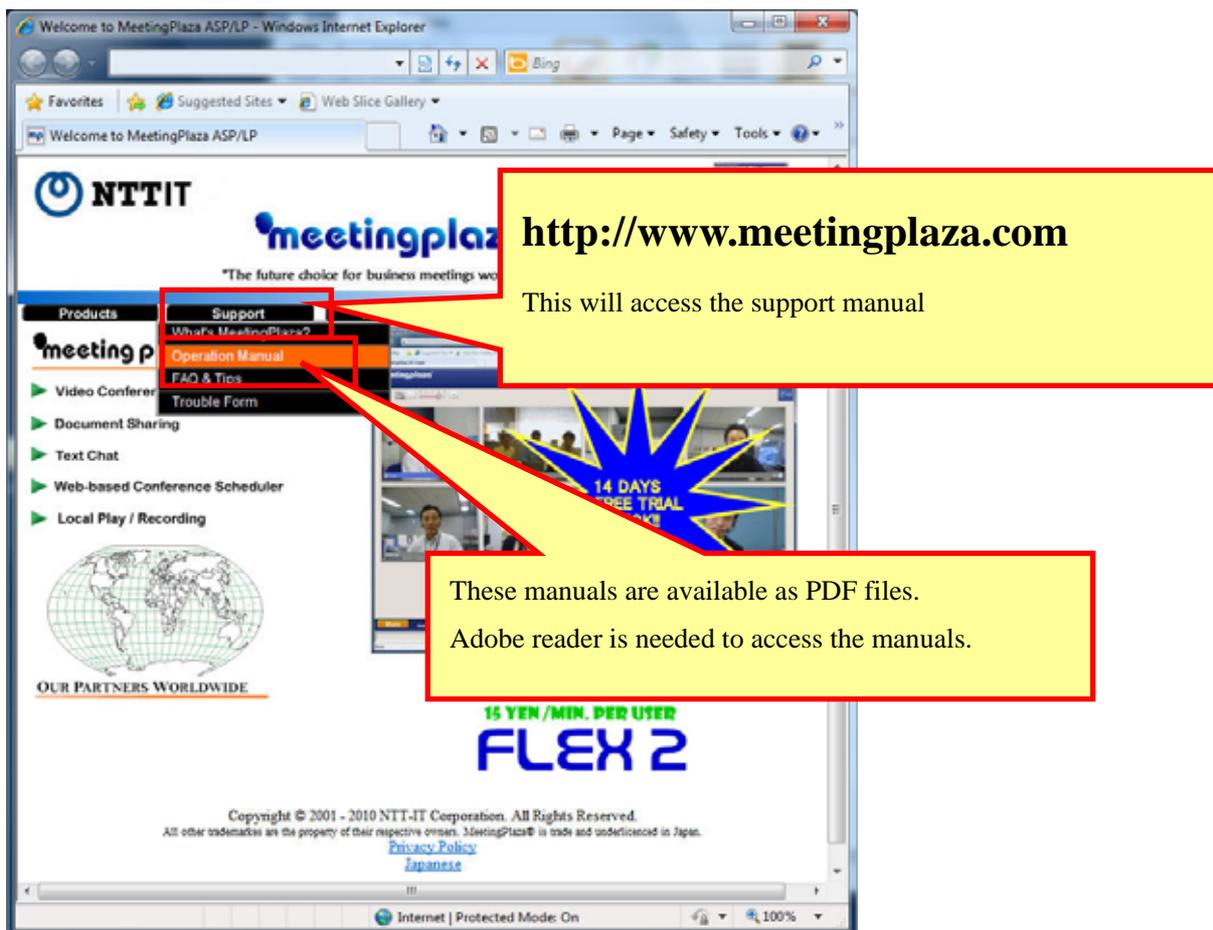
Please report any inaccuracy in the manual to NTT-IT.

# 1 Conference Manual

The following manual is for MeetingPlaza. Please refer to this manual for installation information.

This manual is designed to help the first time user. Further information can be found on-line at <http://www.meetingplaza.com>

These manuals can found at the site under <support>.



The image shows a screenshot of the MeetingPlaza website in a Windows Internet Explorer browser. The browser's address bar shows the URL <http://www.meetingplaza.com>. The website header features the NTTIT logo and the MeetingPlaza logo with the tagline "The future choice for business meetings". A navigation menu on the left lists "Products" and "Support". The "Support" menu is expanded, showing options: "What's MeetingPlaza?", "Operation Manual", "FAQ & Tips", and "Trouble Form". A red box highlights the "Operation Manual" option. A yellow callout box with a red border points to the "Operation Manual" link and contains the text: "http://www.meetingplaza.com" and "This will access the support manual". Another yellow callout box with a red border points to the "Operation Manual" link and contains the text: "These manuals are available as PDF files. Adobe reader is needed to access the manuals." The website also features a "14 DAYS FREE TRIAL" banner and a "FLEX 2" pricing section with "15 YEN / MIN. PER USER". The footer includes copyright information for NTT-IT Corporation and links for "Privacy Policy" and "Japanese".

# 2 Contents

- 1 Conference Manual ..... 2**
- 2 Contents..... 3**
- 3 Symbol notation ..... 5**
- 4 What are those in the conference room who sponsor it? ..... 6**
  - 4-1 Conference Administrator Privileges ..... 6
  - 4-2 Conference Setup Methods ..... 7
    - 4-2-1 Conference Scheduler..... 7
    - 4-2-2 Team Room Usage ..... 8
    - 4-2-3 Using the ad hoc log in tool ..... 8
- 5 Admin Privileges from ad hoc login..... 9**
  - 5-1 Change conference interface for all users simultaneously..... 9
  - 5-2 The size of video interface can be changed for all users simultaneously..... 10
  - 5-3 Changing Video Settings Remotely ..... 11
    - 5-3-1 Changing all users video settings simultaneously ..... 11
    - 5-3-2 Changing individual user settings. .... 12
  - 5-4 Remotely change a user's volume control ..... 13
    - 5-4-1 Change settings from User List ..... 13
    - 5-4-2 Changing user appearance from the user's video frame..... 14
  - 5-5 Change voice settings remotely ..... 15
    - 5-5-1 Change settings from User List ..... 15
    - 5-5-2 Changing user appearance from the user's video frame..... 16
  - 5-6 Changing network speed ..... 17
    - 5-6-1 Changing network speed from the user list ..... 17
    - 5-6-2 Changing network speed from the user's video frame ..... 18
  - 5-7 Administrative control of other user privileges..... 19
  - 5-8 Removing a user from the conference ..... 20
    - 5-8-1 Access the user list..... 20
    - 5-8-2 Removal of a participant through the video frame menu..... 21
  - 5-9 Remote support ..... 22
    - 5-9-1 Send desktop sharing request ..... 22
    - 5-9-2 Send area specified sharing request..... 24
  - 5-10 Reference Material..... 26

5-10-1 Procedure for sharing file that up-loads prior ..... 26

**6 Speaker privileges in the lecture option ..... 28**

6-1 The conference room speaker..... 28

6-2 Assigning speaker privileges ..... 28

6-2-1 Using the conference scheduler ..... 28

6-2-2 Team Room Usage ..... 28

6-2-3 Ad Hoc log in (Available only with Enterprise system)..... 29

6-3 Operations available to the speaker..... 29

## 3 Symbol notation

Thank you for using MeetingPlaza as your collaboration Tool

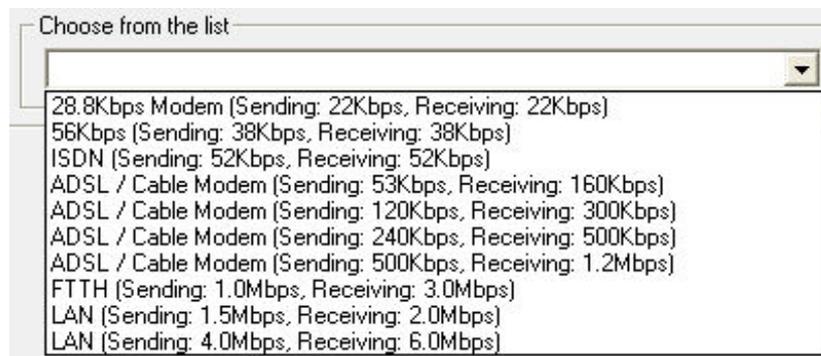
This manual is design to help you set up peripherals, enter a Conference room to the conference room, and explain the various features of MeetingPlaza

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

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

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

(Example of screen)



(Explanation example)

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

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

Content of hint or attention

# 4 What are those in the conference room who sponsor it?

MeetingPlaza provides special privileges for "Conference Administrators". Admin privileges help create a seamless conference experience.

---

## 4-1 Conference Administrator Privileges

---

Below is a list of features controlled by conference administrators:

- Change conference interface for all participants simultaneously.
- Resize main conference room interface.
- Adjust participants' audio and video settings remotely.
- Adjust participants' network settings remotely..
- Control participants' speaking and collaborative privileges.
- Remove participant(s) from the conference room.
- The user's remote support
- Material that does the file sharing is registered in the server beforehand.

---

## 4-2 Conference Setup Methods

---

### 4-2-1 Conference Scheduler

---

The organizer is a person.

When the conference admin changes the size of the video interface it is changed for all participants. This is accomplished by activating the "Synchronization" of the interface as shown in the figure below.

In addition to Admin privileges, "Speaker" and "Recording" privileges may also be allowed for two or more users.

The screenshot shows the MeetingPlaza reservation interface. The page includes a navigation menu with options like CONFERENCE SCHEDULER, TEMPLATES & REPEAT, DIRECTORY, ACCOUNT, TEAMROOM MANAGER, and USAGE. The main content area has several sections: SUBJECT and MESSAGE, VOICE QUALITY (with radio buttons for very good, good, and normal), MEETING ROOM DESIGN (with a dropdown menu set to 'Easy' and a preview image), and PARTICIPANTS. The PARTICIPANTS section features a 'DIRECTORY' button, an 'add participants' button, and a table with columns for NAME, E-MAIL ADDRESS, and E-MAIL TYPE. The table contains one row with the name 'CHAIR Chair\_01' and email address 'test1001@xxxxxxxx.xxx'. A red box highlights this row. At the bottom of the form, there are 'BACK TO THE SCHEDULE' and 'confirm' buttons.

	NAME	E-MAIL ADDRESS	E-MAIL TYPE
CHAIR	Chair_01	test1001@xxxxxxxx.xxx	Abbreviated content for the 2nd

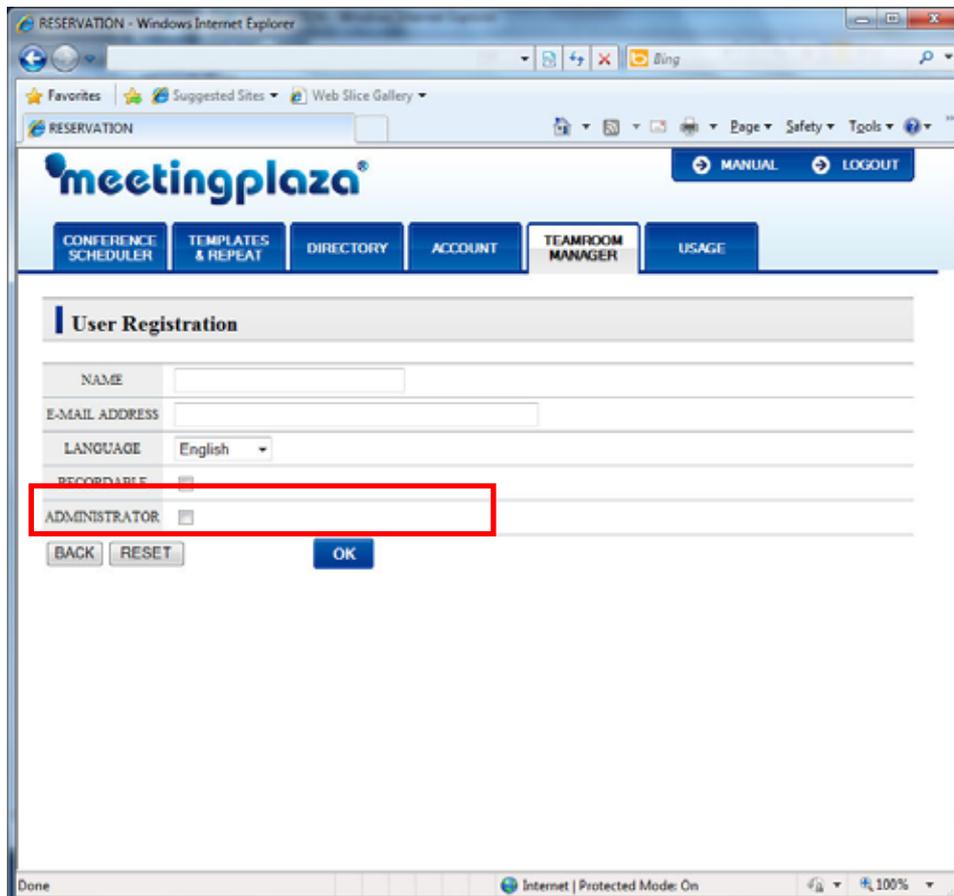
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## 4-2-2 Team Room Usage

---

The organizer will determine the time of registration. You can grant privileges to multiple users organizer.

Conference administrators are identified in the registration interface. "Admin" privileges may be allowed for two or more users. The "Privileged user authority" box is checked as shown in the figure below.



The screenshot shows a web browser window titled "RESERVATION - Windows Internet Explorer". The page displays the MeetingPlaza logo and navigation buttons for "CONFERENCE SCHEDULER", "TEMPLATES & REPEAT", "DIRECTORY", "ACCOUNT", "TEAMROOM MANAGER", and "USAGE". The "TEAMROOM MANAGER" button is selected. Below the navigation is a "User Registration" form with the following fields: "NAME" (text input), "E-MAIL ADDRESS" (text input), "LANGUAGE" (dropdown menu set to "English"), "RECORDABLE" (checkbox), and "ADMINISTRATOR" (checkbox). The "ADMINISTRATOR" checkbox is checked and highlighted with a red rectangular box. At the bottom of the form are "BACK", "RESET", and "OK" buttons.

---

## 4-2-3 Using the ad hoc log in tool

---

An individual user may select admin privileges with an admin password.



The screenshot shows a login form with a "NAME" field containing the text "test001". Below this is a checkbox labeled "Login as room administrator" which is checked and highlighted with a red rectangular box. At the bottom of the form is a "login" button.

# 5 Admin Privileges from ad hoc login

## 5-1 Change conference interface for all users simultaneously

Seven conference room formats are available in MeetingPlaza and can be changed at will. See section on conference room formats for details.

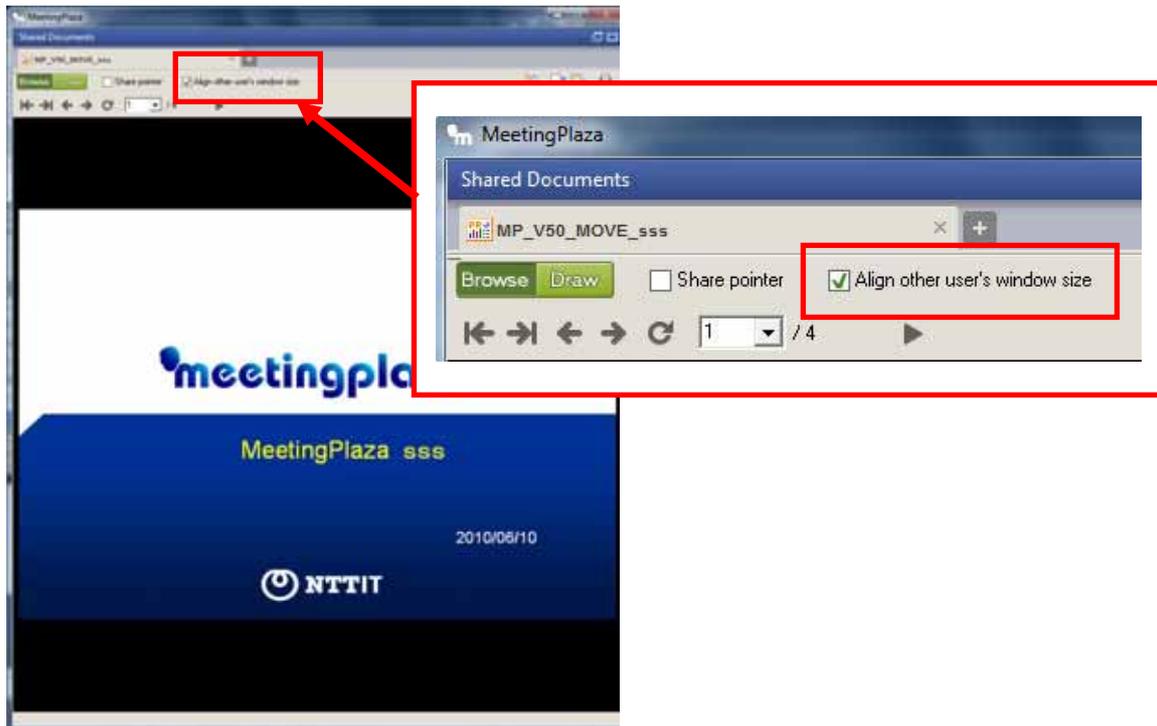


---

## 5-2 The size of video interface can be changed for all users simultaneously

---

When the conference admin changes the size of the video interface it is changed for all participants. This is accomplished by activating the "Synchronization" of the interface as shown in the figure below.

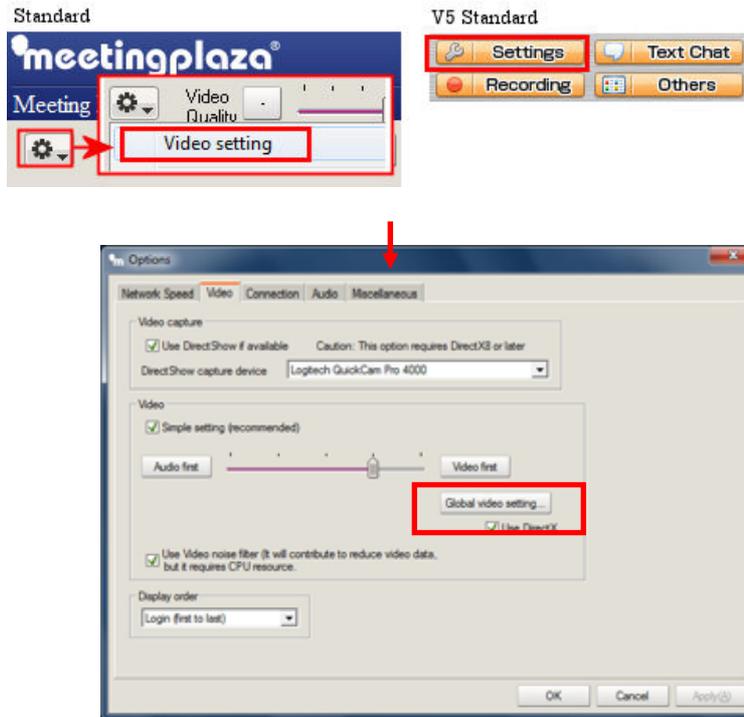


# 5-3 Changing Video Settings Remotely

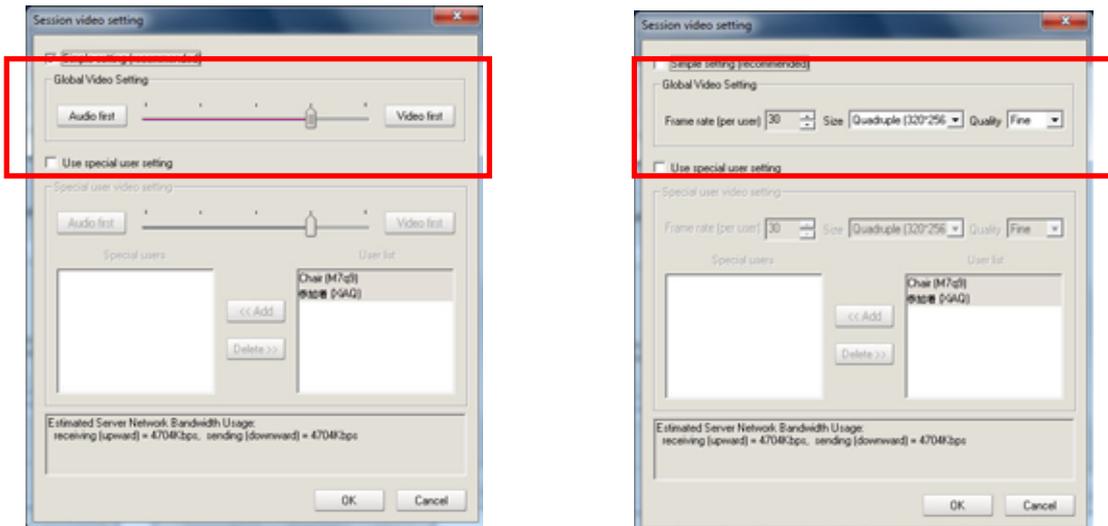
An administrator can change other users video settings remotely and simultaneously.

## 5-3-1 Changing all users video settings simultaneously

1. Click [Settings] then [Video Setting (or Video)]. Select [Global Video Settings].



2. Video settings are changed as in the red frame figure below.



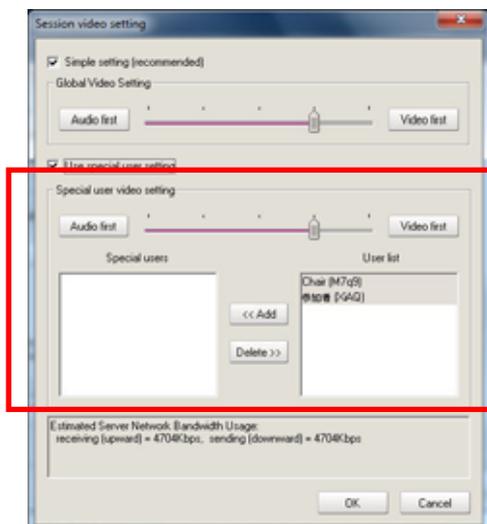
Activating [Simple setting(recommended)] feature.

Removing [Simple setting(recommended)] feature.

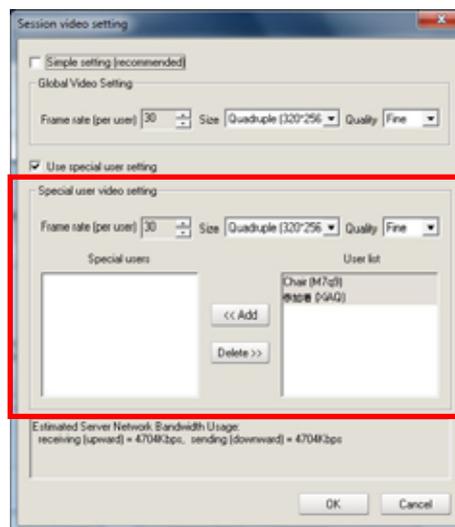
Clicking [OK] will change the setting for all users simultaneously.

## 5-3-2 Changing individual user settings.

The individual user clicks [Settings] then [Video Setting (or Video)]. Select [Global Video Settings] and proceed with instructions from the previous section.



Activating [Simple setting(recommended)] feature.



Removing [Simple setting(recommended)] feature.

Click [OK], then [<<Add] to complete individual settings change.

---

# 5-4 Remotely change a user's volume control

---

Other users to adjust the volume, you can change your PC remotely from.

---

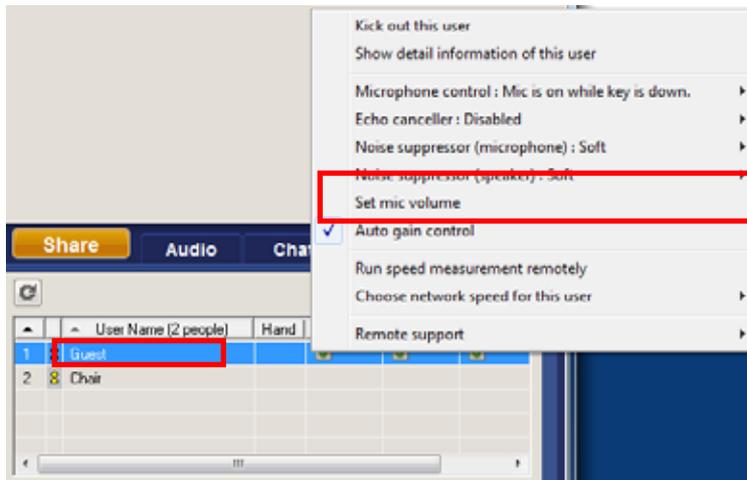
## 5-4-1 Change settings from User List

---

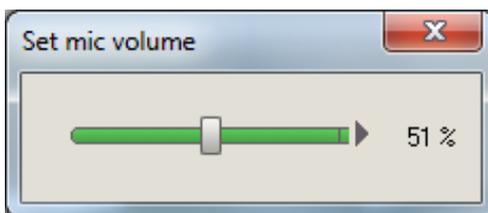
1. Click [User (or Click [Other], then [User List])] to display the user list/functions interface.



2. Right click on the desired user ID to display a list of user functions. Select [Set mic volume]



3. Adjust the volume of users.



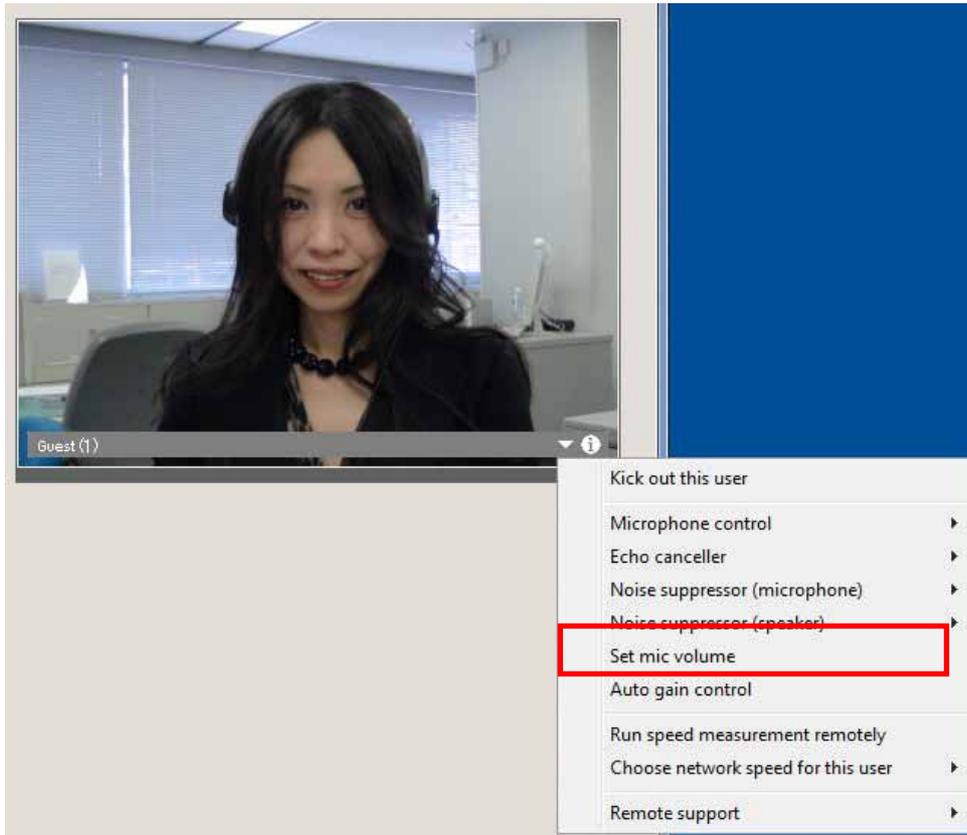
Select multiple users, you can not make bulk changes.

---

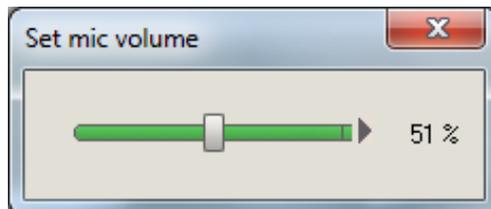
## 5-4-2 Changing user appearance from the user's video frame

---

1. Click the small button in the bottom right corner of the individual user's video frame



2. Adjust the volume of users.



---

## 5-5 Change voice settings remotely

---

The session administrator can change the voice mode(Push to Talk, Auto Voice Switch Mode, etc.), mic volume, and noise/echo cancel settings of individual participants remotely. See [User List]Section of the reference manual for details.

---

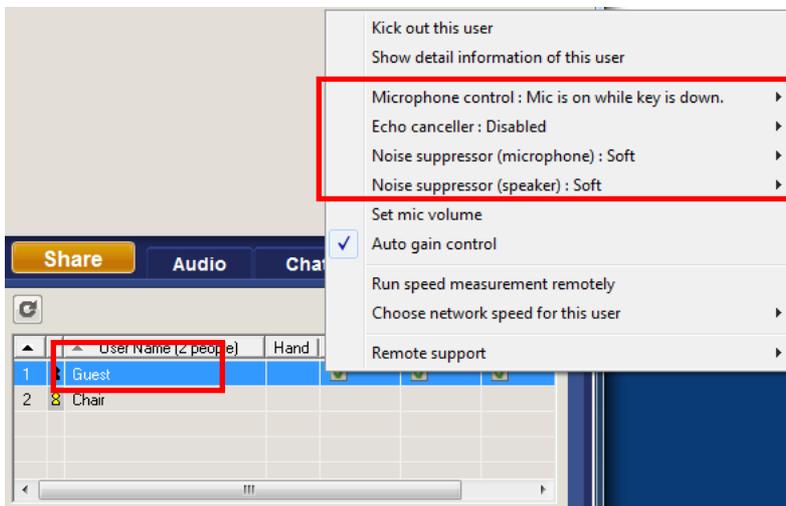
### 5-5-1 Change settings from User List

---

1. Click [User (or Click [Other], then [User List])] to display the user list/functions interface.



2. Right click on the desired user ID to display a list of user functions. Select [Voice Settings]



The voice method and echo/noise cancellation can also be set remotely.

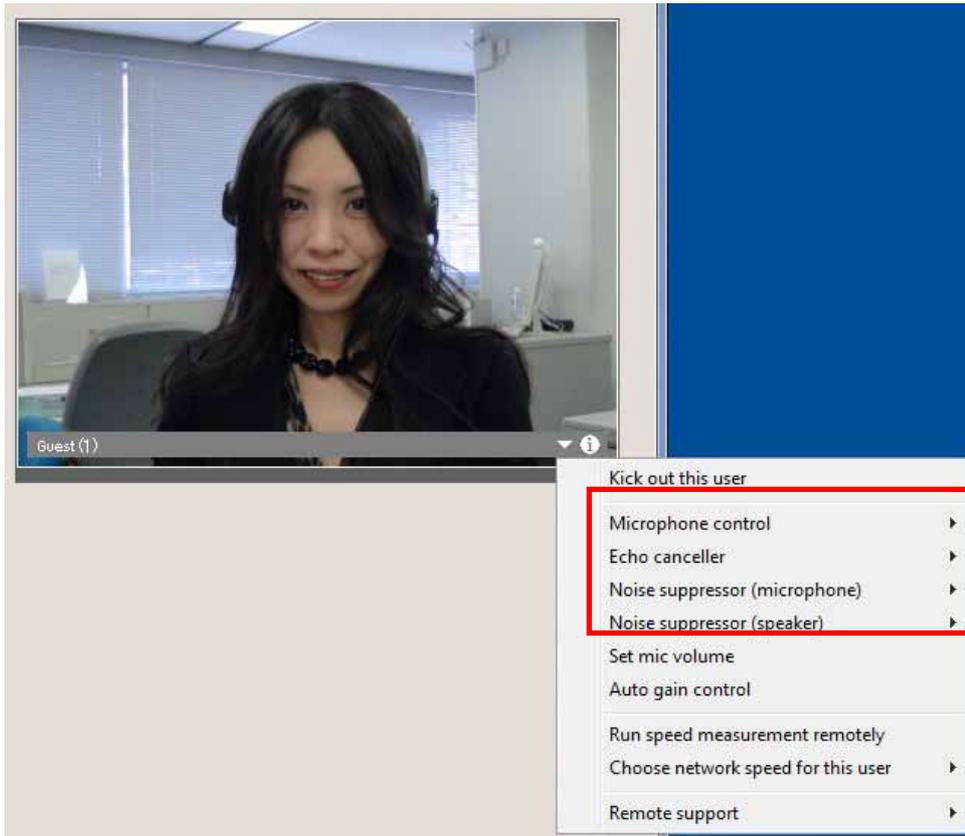
Select multiple users, you can not make bulk changes.

---

## 5-5-2 Changing user appearance from the user's video frame

---

Click the small button in the bottom right corner of the individual user's video frame



The individual user can also change the voice mode and noise/echo cancel settings.

---

## 5-6 Changing network speed

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The session administrator may change participants' network speed remotely.

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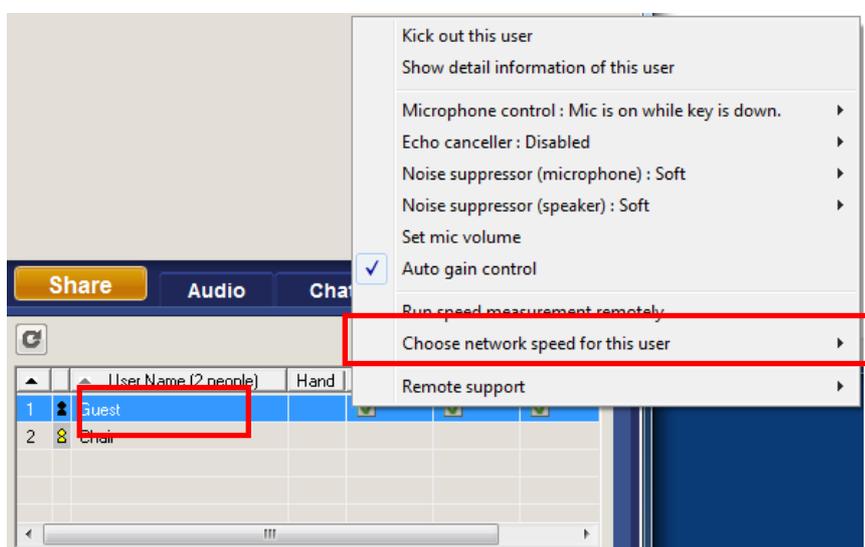
### 5-6-1 Changing network speed from the user list

---

1. Click [User (or Click [Other], then [User List])] to display the user list/functions interface.



2. Right click on the desired user ID to display a list of user functions. Select [Network Speed]



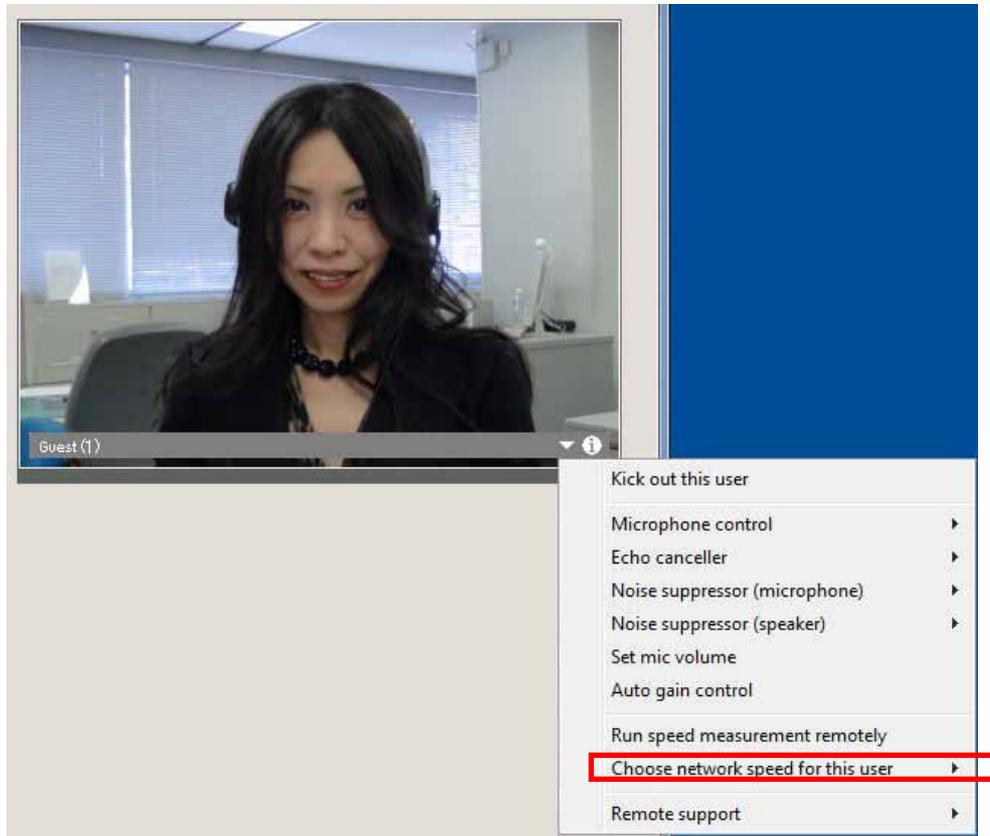
Select multiple users, you can not make bulk changes.

---

## 5-6-2 Changing network speed from the user's video frame

---

1. Click the small button in the bottom right corner of the individual user's video frame
2. Select the desired network speed.



The automatic speed measurement can be performed remotely. Manual speed measurement is also available.

---

## 5-7 Administrative control of other user privileges

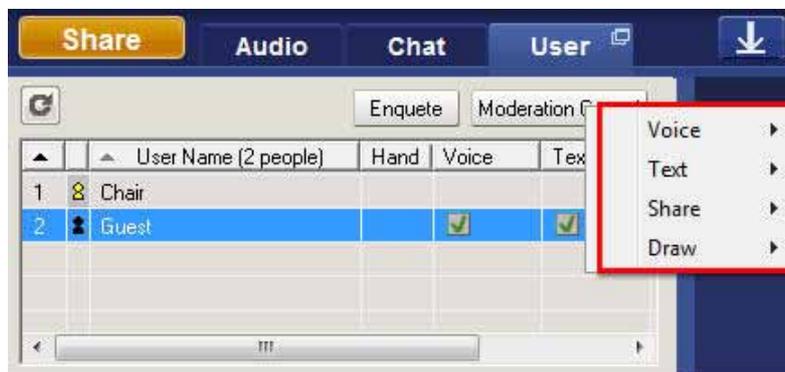
---

The voice, text chat, and other user functions can be controlled remotely by the session administrator. Please see "User List" section of the reference manual for details.

1. Click [User (or Click [Other], then [User List])] to display the user list/functions interface.



2. [Moderation Control], and then say you can control and manipulate. [Allow All], [banning All],[allow only the specified recipient (up to 8 people)]can choose from.



---

## 5-8 Removing a user from the conference

---

The session administrator may remove an individual participant from the conference

---

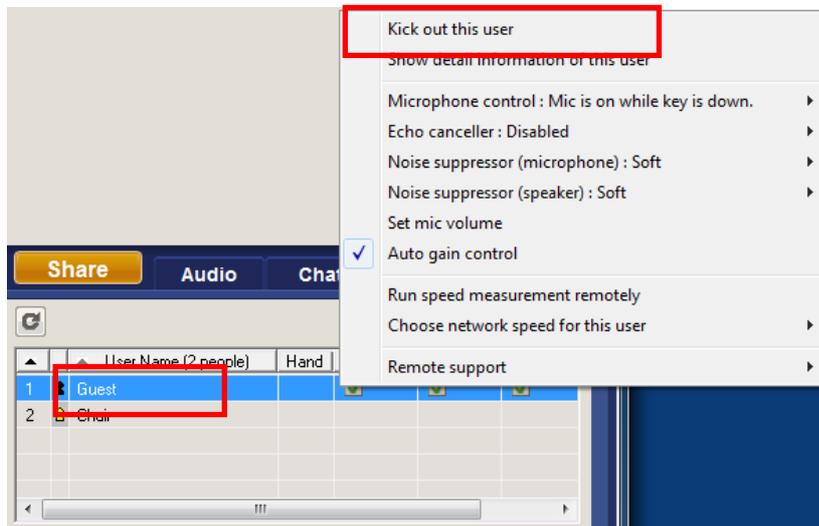
### 5-8-1 Access the user list

---

1. Click [User] (or Click [Other], then [User List]) to display the user list/functions interface.



2. Right click on the desired user to display a list of user functions.



3. [Logout] or [Disable account] selected.

"Logout", the user logs in again after leaving the URL you can click the login.

"Disable account", the user logs in again after leaving the URL click, you can not login.

"Logout" and "Disable account" can also be carried out simultaneously.



4. [OK] is clicked, the user forced exit. Users are forced and the dialog was not displayed withdrawal.

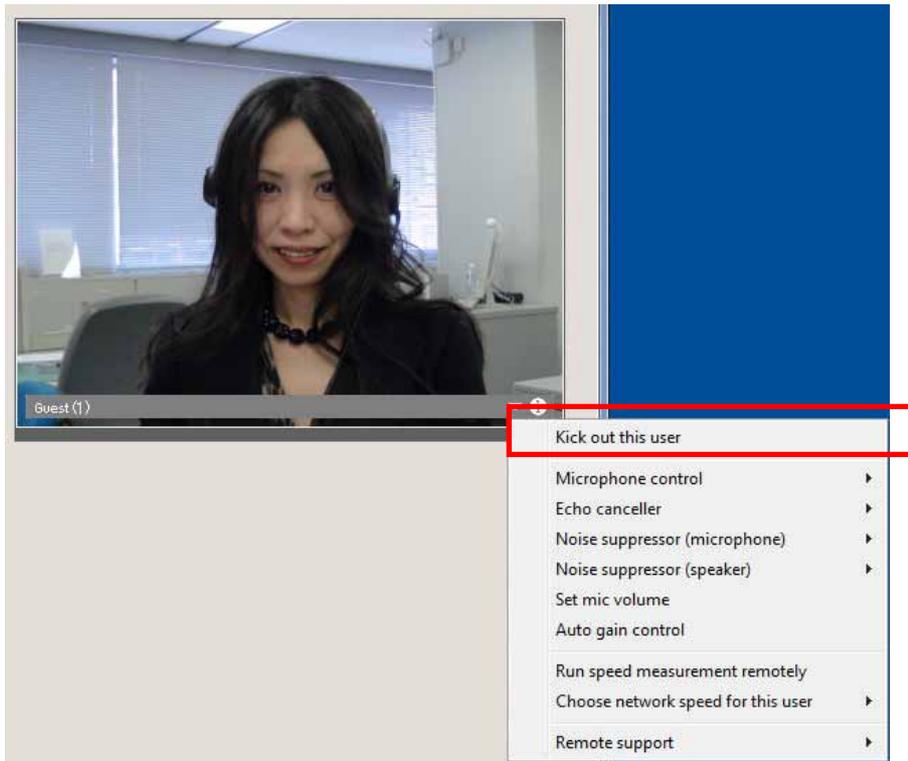
Select multiple users, you can not make bulk changes.

---

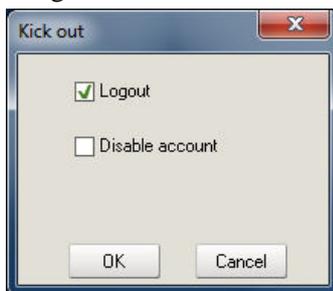
## 5-8-2 Removal of a participant through the video frame menu

---

1. Users click on the bottom right corner of the image, [Kick out this user] selected.



2. [Logout] or [Disable account] selected.  
"Logout", the user logs in again after leaving the URL you can click the login.  
"Disable account", the user logs in again after leaving the URL click, you can not login.  
"Logout" and "Disable account" can also be carried out simultaneously.



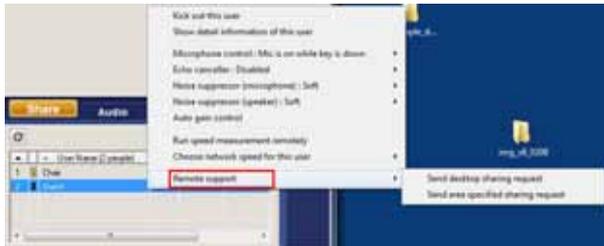
3. [OK] is clicked, the user forced exit. Users are forced and the dialog was not displayed withdrawal.

---

## 5-9 Remote support

---

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

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

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

### Attention :

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

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

---

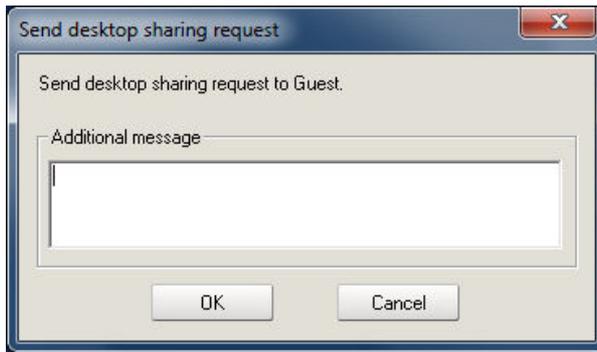
### 5-9-1 Send desktop sharing request

---

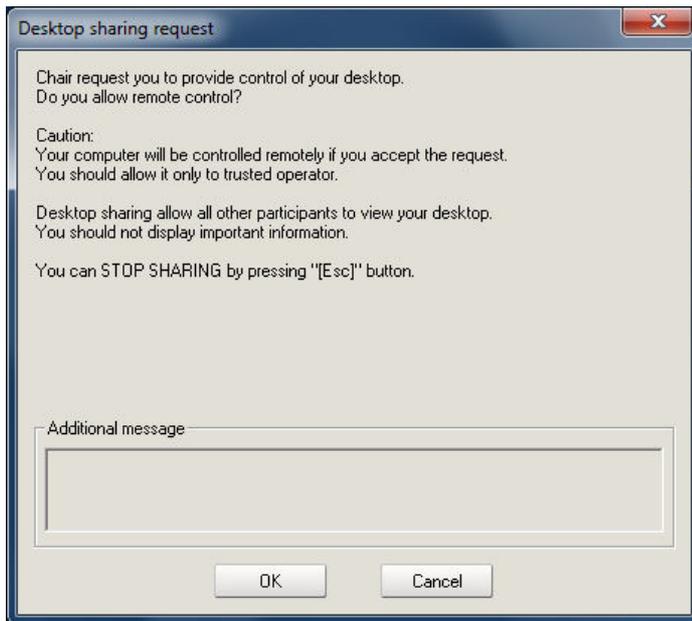
1. [Send desktop sharing request] is selected from Remote support.



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



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



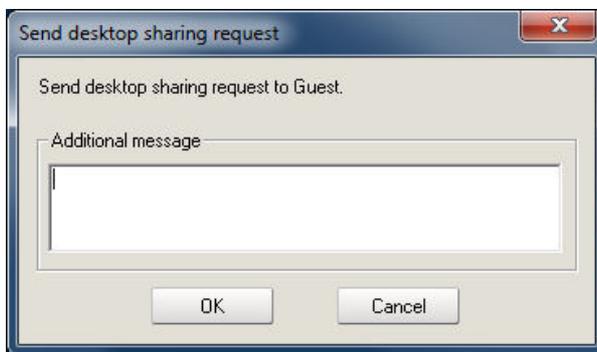
5. When the participant clicks [OK], the organizer can remotely operate desktop of the participant.

## 5-9-2 Send area specified sharing request

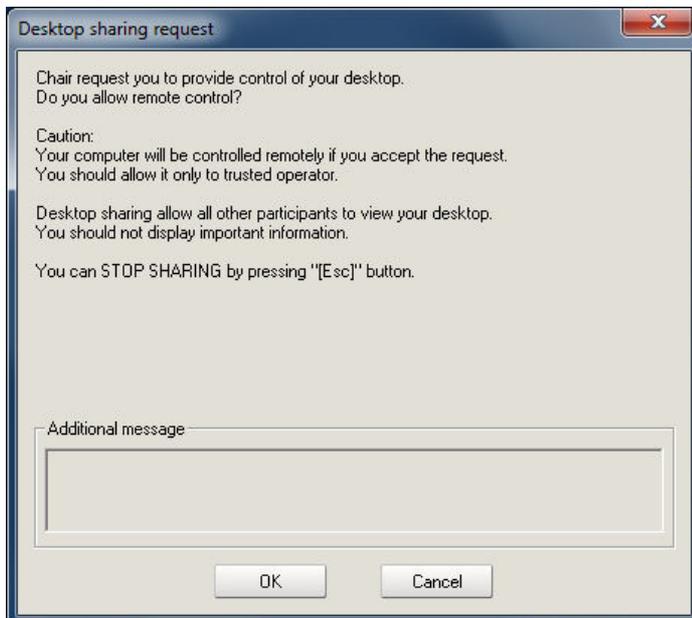
1. [Send area specified sharing request] is selected from a remote support.



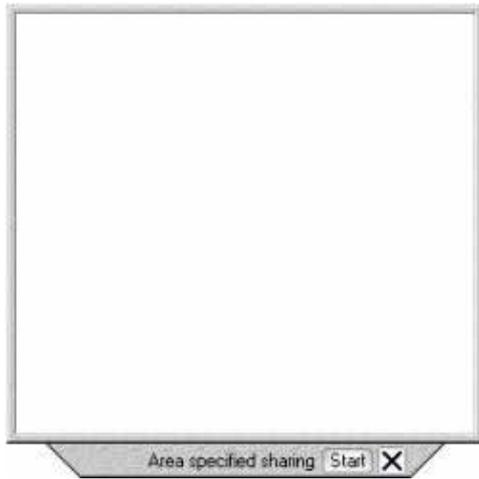
2. The request screen of the range specification sharing is displayed. The character can be input to the body of the message of the addition.



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



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



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



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

---

# 5-10 Reference Material

---

If the organizers do administrative conference room.

To share a file uploaded from a pre-conference reservation screen

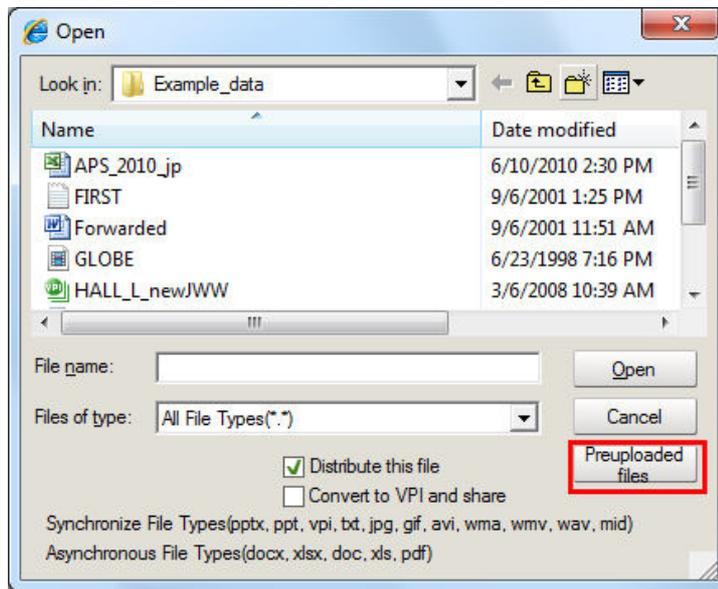
Upload. For more information, please see the reference manual.

---

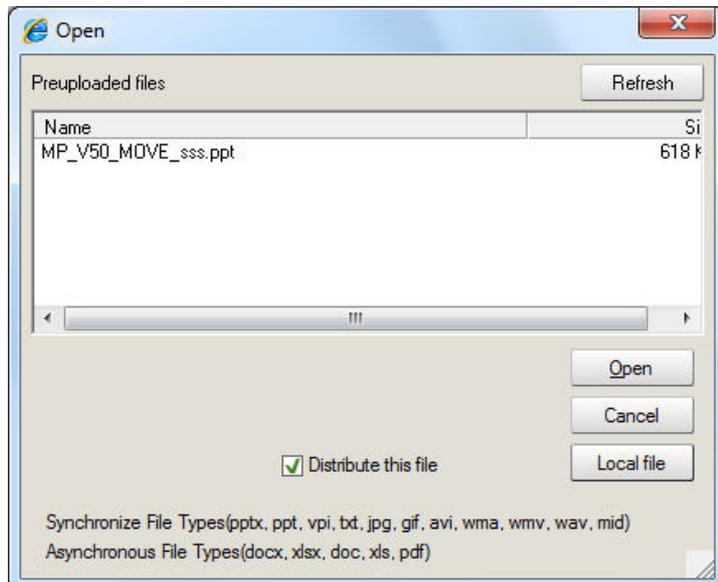
## 5-10-1 Procedure for sharing file that up-loads prior

---

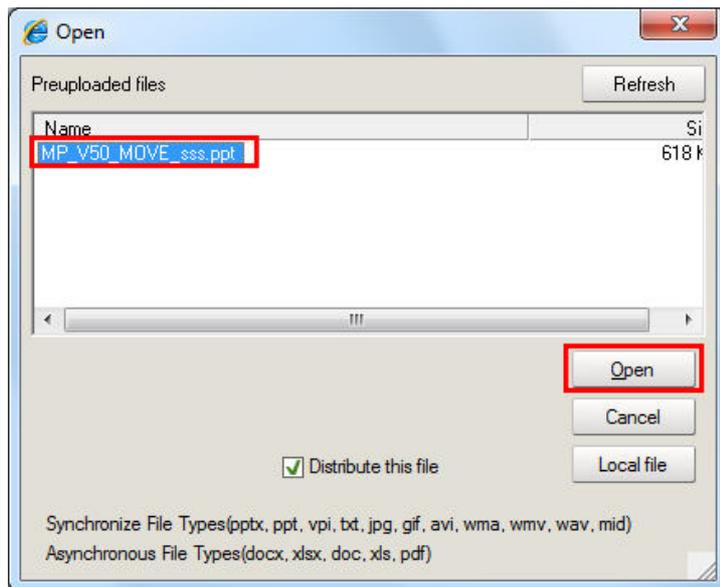
1. "File sharing" is clicked.
2. "Preuploaded files" is clicked.



3. The dialog that opens the file is displayed.



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



# 6 Speaker privileges in the lecture option

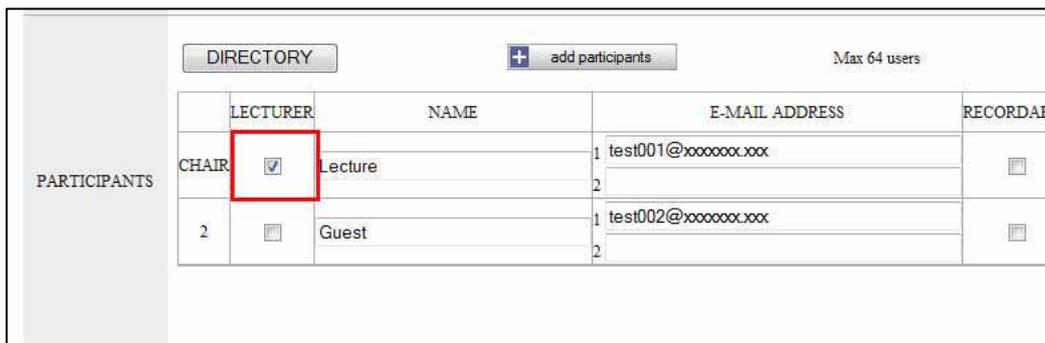
## 6-1 The conference room speaker

In Lecture Mode, a conference speaker will constantly transmit video whether speaking or not. A participant without speaker privileges will only transmit video when speaking.

## 6-2 Assigning speaker privileges

### 6-2-1 Using the conference scheduler

When the conference room is reserved, speaker privileges may be assigned by checking the box labeled "Speaker" as shown in the figure below.



The screenshot shows a web interface for managing conference participants. At the top, there is a 'DIRECTORY' button, an 'add participants' button with a plus sign, and a 'Max 64 users' indicator. Below this is a table with columns for 'LECTURER', 'NAME', 'E-MAIL ADDRESS', and 'RECORDAB'. The table is divided into two sections: 'CHAIR' and '2'. The 'CHAIR' section has a checkbox checked, and the '2' section has a checkbox unchecked. The 'LECTURER' column has a red box around the 'CHAIR' checkbox.

	LECTURER	NAME	E-MAIL ADDRESS	RECORDAB
CHAIR	<input checked="" type="checkbox"/>	Lecture	1 test001@xxxxxxxx.xxx	<input type="checkbox"/>
			2	
2	<input type="checkbox"/>	Guest	1 test002@xxxxxxxx.xxx	<input type="checkbox"/>
			2	

### 6-2-2 Team Room Usage

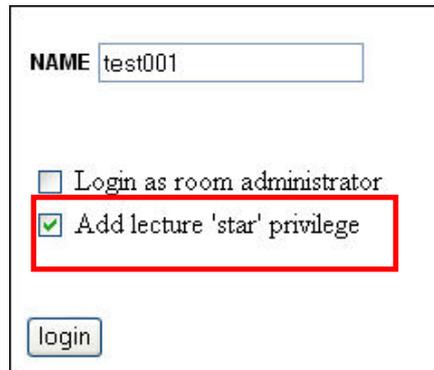
The lecture option is not available for the Team Room.

---

### 6-2-3 Ad Hoc log in (Available only with Enterprise system)

---

Speaker privileges are set upon entering the conference room.



NAME test001

Login as room administrator

Add lecture 'star' privilege

login

---

## 6-3 Operations available to the speaker

---

1. Application sharing can begin when the shared application is opened on the participants' desktop.
2. The polling feature can be activated. For the survey, please visit the reference manual.