

- Standard of Web conference -

# **MeetingPlaza Version6.0**

## **System Administrator Reference manual (For License Package)**

**NTT-IT Corporation**

**June 22, 2011**

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# 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 is a screenshot of a Windows Internet Explorer browser window displaying the MeetingPlaza website. The browser's address bar shows the URL <http://www.meetingplaza.com>. The website features the NTTIT logo and a navigation menu with 'Products', 'Support', and 'Free Trial'. The 'Support' menu is expanded, showing 'Operation Manual', 'FAQ & Tips', and 'Trouble Form'. A red callout box points to the 'Support' menu with the text <http://www.meetingplaza.com> and 'This will access the support manual'. Another red callout box points to the 'Operation Manual' link with the text 'These manuals are available as PDF files. Adobe reader is needed to access the manuals.' The website also displays a 'Try Now! Free Trial Conference Room' section with a price of '15 YEN /MIN. PER USER' and the 'FLEX 2' logo. The footer contains copyright information for NTT-IT Corporation and a link to the 'Privacy Policy Japanese'.

<http://www.meetingplaza.com>  
This will access the support manual

These manuals are available as PDF files.  
Adobe reader is needed to access the manuals.

# 2 Contents

<b>1 Conference Manual .....</b>	<b>1</b>
<b>2 Contents.....</b>	<b>2</b>
<b>3 Introduction .....</b>	<b>4</b>
3-1 What is Web conference? .....	4
3-2 What can you do with MeetingPlaza? .....	4
3-3 Necessary equipment for conference participation.....	4
3-4 Use of this book .....	6
<b>4 Portal Screen.....</b>	<b>7</b>
4-1 Top page for users .....	7
4-2 Top page for system administrators.....	8
<b>5 Management of Conference Organizer and Conference room .....</b>	<b>10</b>
5-1 List of Conference Room Managers .....	11
5-2 New Manager Registration .....	14
5-3 Record Management Accounts [Optional] .....	17
5-3-1 Managing System Record Administrator .....	18
5-3-2 Managing Ad hoc Record Manager .....	19
5-3-3 Managing Record Viewers .....	19
5-3-4 Change a Record Viewer Account .....	20
5-3-5 Delete a Record Viewer Account .....	20
5-4 Today's Conferences .....	21
5-5 Conferences in This Month(Detail).....	24
5-5-1 Get Log file .....	26
5-6 Conferences in This Month(Graph) .....	28
5-7 Set message to users .....	31
5-8 Retrieve Conference Room Managers in the database.....	34
5-9 Retrieve Conferences in the database .....	35
5-10 Word search for Conference Room Managers .....	36
5-10-1 Name .....	36
5-10-2 Organization .....	37
<b>6 Ad hoc conference room.....</b>	<b>38</b>

6-1 Register a new conference room.....	39
6-2 Edit of the existing conference room.....	41
6-3 The display order of the existing conference room is changed .....	43
6-4 Delete an existing conference room .....	44
6-5 The history of a conference room .....	45
6-6 Register a new Lecture room .....	46
<b>7 Server Management Tool .....</b>	<b>48</b>
7-1 Overview .....	48
7-2 Initial Setup .....	49
7-3 STATUS .....	50
7-3-1 Online User List .....	50
7-3-2 In-use Cell World(s) .....	50
7-3-3 All Cell Worlds .....	51
7-3-4 Audio Transmission.....	51
7-3-5 Video Transmission.....	52
7-3-6 Running Processes .....	52
7-3-7 IPC .....	53
7-4 START and STOP.....	54
7-5 CONFIGURATION .....	56
7-5-1 Easy Customization.....	56
7-5-2 Config File Editing .....	67
7-5-3 Change is_key .....	69
7-6 LOG.....	72
7-6-1 Server Usage Logs .....	72
7-6-2 Server Process Logs .....	74
7-6-3 Server Management Operation History .....	74
7-6-4 Other log Files .....	76
7-7 VERSION .....	77
7-7-1 Version Upgrade .....	77
7-7-2 When you have the upgrade package CD-ROM in the server computer .....	78
7-7-3 When you upload the package to the server computer .....	80
7-7-4 When you download from the WEB site to the server computer .....	83

# 3 Introduction

Thank you for using MeetingPlaza as your collaboration Tool

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

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## 3-1 What is Web conference?

---

Web conferencing is the ability to meet with Geographically dispersed colleagues with the use of an internet connection, headset with a mic and camera.

---

## 3-2 What can you do with MeetingPlaza?

---

In MeetingPlaza:

- Communications among participants in a conference is a done with VOIP, web cam, chat, and a whiteboard.
- The participants of the conference can share electronic files (ie Microsoft PowerPoint and office suite) and share web pages with a following function.

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## 3-3 Necessary equipment for conference participation

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

Details of the equipment are shown below.

PC	OS	Windows 2000 / XP / Vista / 7
	CPU	PentiumIII 1GHz or greater ("App share Enhancement Driver" is, Pentium4 2GHz or greater)
	Hard Drive	20MByte or more available space
	Memory	Windows 2000/XP (SP2): 512MB or more Windows Vista/7 : 1GB or more
	Web Browser	Internet Explorer 6.0 or later Firefox 3.0 or later, Opera 11 or later
	Network device	ADSL, Broadband (28.8Kbps or faster)
Sound		Headset / Microphone with echo cancelling , Speakers, / webcam should be equipped with echo cancelling.
Video Capture (Option)		Webcam / Digital video camera that can be connected with an i-Link(IEEE1394)

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## 3-4 Use of this book

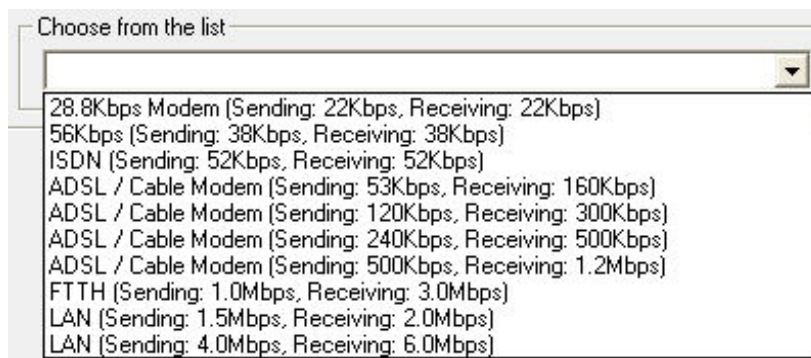
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The symbols, < > and [ ] are used in this book as follows.

< > : What you see on the screen

[ ] : When you have choices displayed on the screen

(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

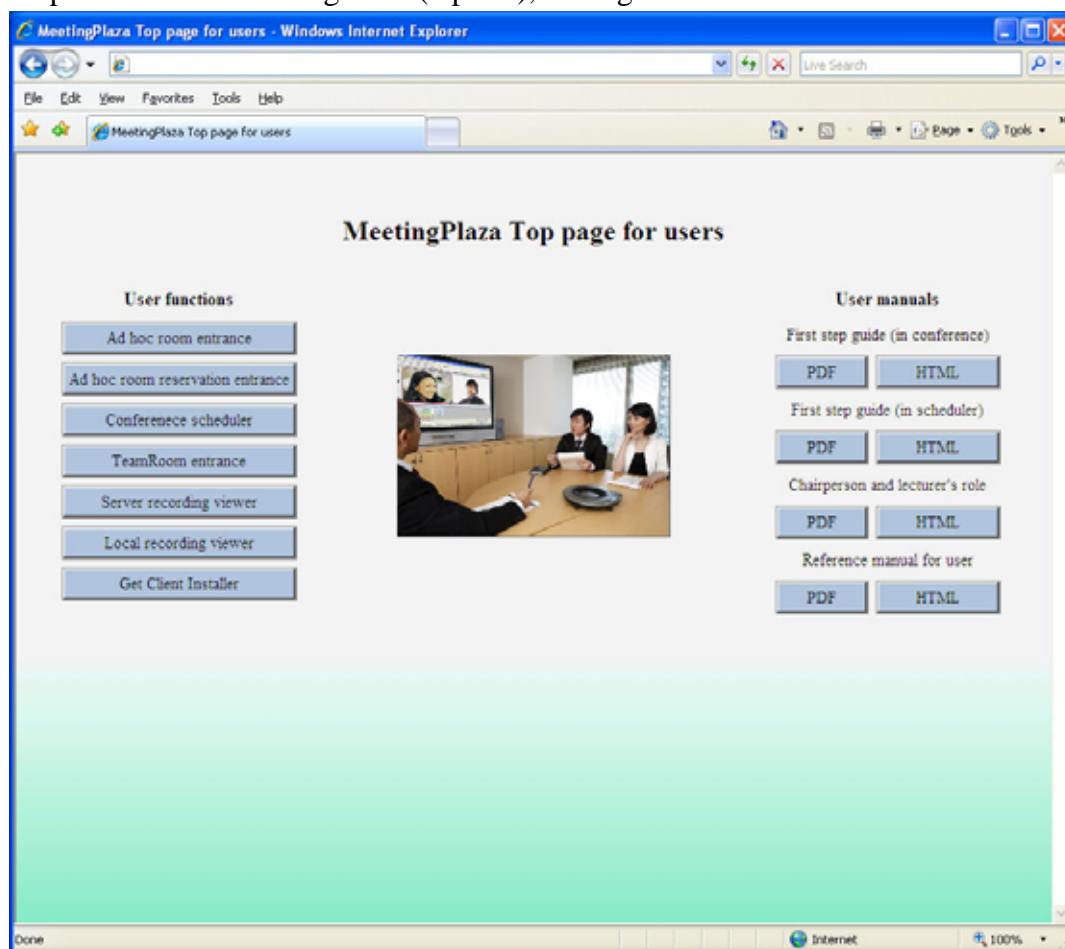
## 4 Portal Screen

MeetingPlaza base to access the various features of the portal screen is called. Portal screen, the following two types.

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

### 4-1 Top page for users

The Top page for users can display is Conference Scheduler, Ad hoc Login Tool, Record Reproduction and Management(Optional), Management menu and Manual.



Features for users is as follows.

Menu items	Function
Ad hoc room entrance	Open the Ad hoc Login Tool Conference Room page.
Ad hoc room reservation Entrance	Open the Ad hoc Login Tool Conference Room page. (for reservation)



Conference Scheduler	Open the Conference Scheduler login page.
TeamRoom entrance	Open the Team Room Entrance page.
Server recording viewer (Option)	Open View and Edit Record page.
Local recording viewer (Option)	Open local reproduction page.
Get Client Installer	Uninstall batch file can be downloaded.
First step guide (in conference)	Introductory operations manual for preparation and operation of a conference.
First step guide (in scheduler)	Introductory conference reservation manual.
Chairperson and lecturer's role	Detailed manual for authority of chairperson and lecturer. This manual is helpful to know what they can do.
Reference manual for user	MeetingPlaza complete operations manual.

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## 4-2 Top page for system administrators

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



"System administrator" for the feature is as follows.

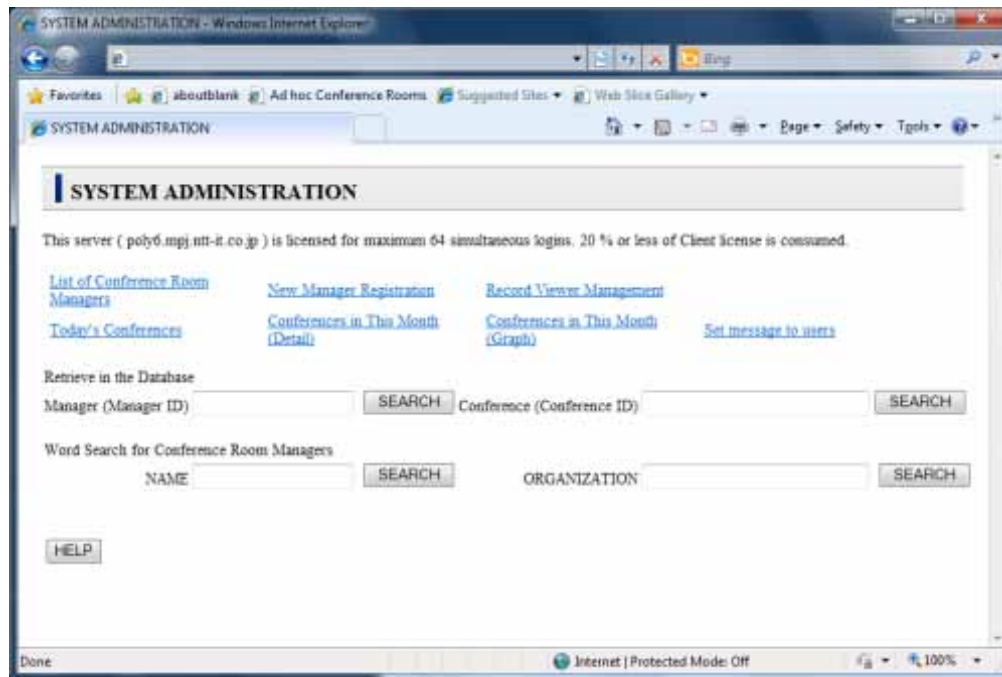
Menu items	Function
Ad hoc room administration	Open the Ad hoc Room Config page.
Conference scheduler administration	Open the Administration of Conference Scheduler and Record Management Accounts page.
Recording data administration	Open View and Edit Record page.
MRTG (User)	Open the MRTG (User) screen of the server.
MRTG (Network)	Open the MRTG (Network) screen of the server.
Reference manual of system administrator	An operations manual for MeetingPlaza system administrators. Allows Administrators to add users and conference rooms, view system usage, and other advanced privileges.
System operation manual	Manual for administrators who perform the operation of the system.

## 5 Management of Conference Organizer and Conference room

To log in as System Administrator, the URL is usually:

http://FQDN of the server/useradmin/main.cgi

If the System Administrator opts for recording, the Record Manager menu is also available

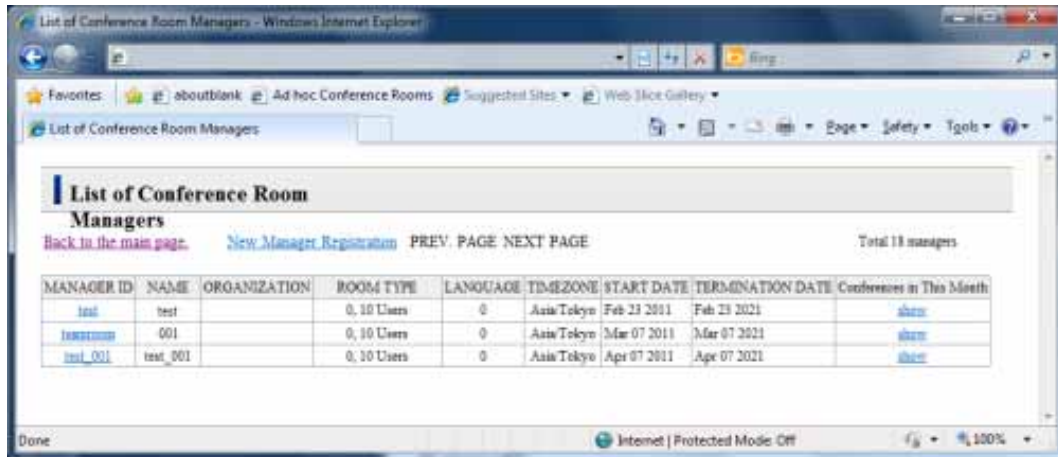


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## 5-1 List of Conference Room Managers

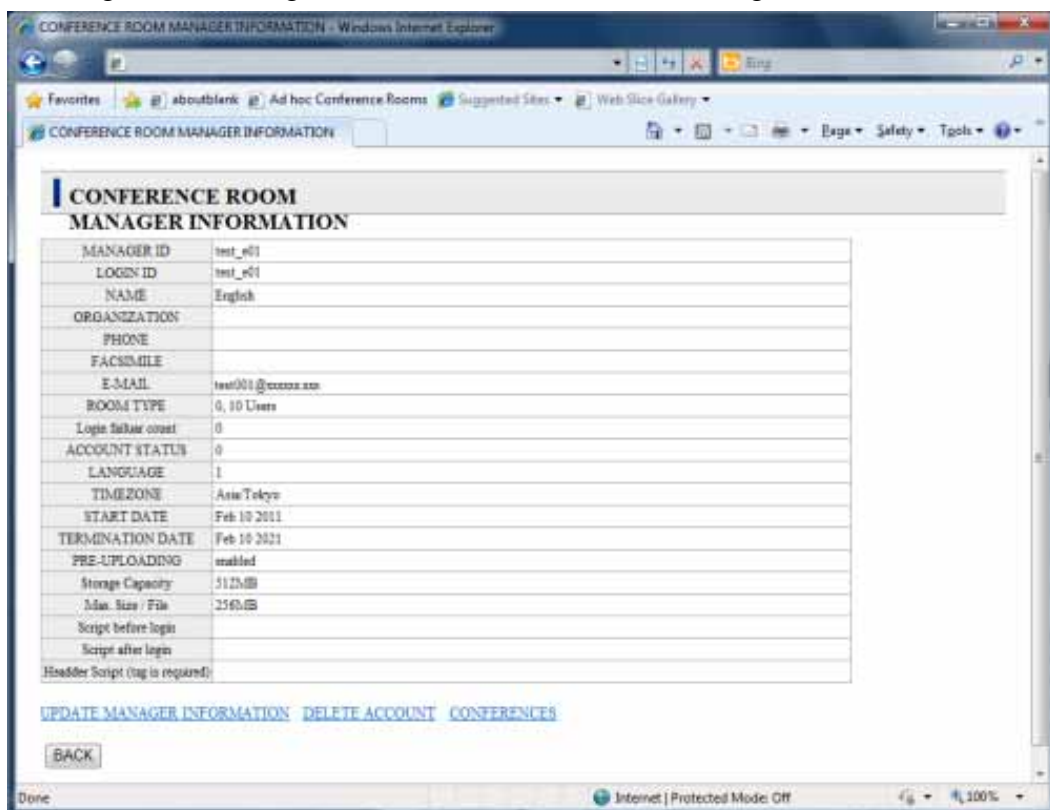
---

1. Click **List of Conference Room Managers** in the main menu to manage the accounts.  
Search the list of managers for the appropriate account.



2. **Conference Room Manager Information**

Clicking on the Manager ID lists Conference Room Manager Information



3. Click on **UPDATE MANAGER ACCOUNT** to modify the account.

UPDATE MANAGER INFORMATION - Windows Internet Explorer

UPDATE MANAGER INFORMATION

MANAGER ID	test_001		
LOGIN ID	<input type="checkbox"/> MODIFY	<input type="radio"/> automatically assigned <input checked="" type="radio"/> input the id: test_001 (A-Z, a-z, 0-9, '-', '_', '.' and '@ only)	
PASSWORD	<input type="checkbox"/> initialize		
NAME	English		
ORGANIZATION			
PHONE			
FACSIMILE			
E-MAIL	test001@xxxxx.xxx		
ROOM TYPE	0: 10 Users		
Logon failure count	0 (0~4: Account is locked)		
ACCOUNT STATUS	0: 0: Normal, 1: Suspended		
LANGUAGE	1: 0: Japanese, 1: English, 2: Chinese		
TIMEZONE	Area: Asia	City: Tokyo	
START DATE	Feb - 10 - 2011		
TERMINATION DATE	Feb - 10 - 2021		
PRE-UPLOADING	<input checked="" type="radio"/> enabled <input type="radio"/> disabled		
	Storage Capacity	512	MB
	Max. Size / File	256	MB

Done Internet | Protected Mode: OFF 100%

#### 4. Conference Information

Choose a Conference Room Manager from the list.

Conferences in This Month (Detail) - Windows Internet Explorer

Conferences in This Month (Detail)

Apr - 2011 [PREV MONTH](#) [NEXT MONTH](#) [Go to](#) (Length is minutes)

Conference Scheduler [Get logfile](#)

RESERVATIONS						USAGE				
MANAGER ID	START	END	LENGTH	NUMBER OF PARTICIPANTS	CONFERENCE ID	START	END	LENGTH	NUMBER OF PARTICIPANTS	TOTAL PARTICIPANT TIME
man_001	10 Apr 10:20	11 Apr 11:20	60	2	1302190332_sch0012p	11 Apr 18:30	11 Apr 18:40	10	1	10
man_001	11 Apr 10:00	11 Apr 10:10	10	2	1302190375_sch0013ab	-	-	-	-	-
man_001	11 Apr 10:20	11 Apr 11:20	60	2	1302017600_Z01a70t7z	11 Apr 18:20	11 Apr 18:32	12	2	24
man_001	11 Apr 10:45	11 Apr 10:45	0	1	1302059965_fyln0004TV	11 Apr 18:40	11 Apr 18:42	2	1	2
man_001	11 Apr 10:47	11 Apr 11:47	60	1	1302059685_sch001ATp6	11 Apr 18:51	11 Apr 18:52	1	1	1
man_001	11 Apr 13:15	11 Apr 18:37	2	2	1302119299_sch001Tt006	11 Apr 18:36	11 Apr 18:37	1	1	1

Transloun [Get logfile](#)

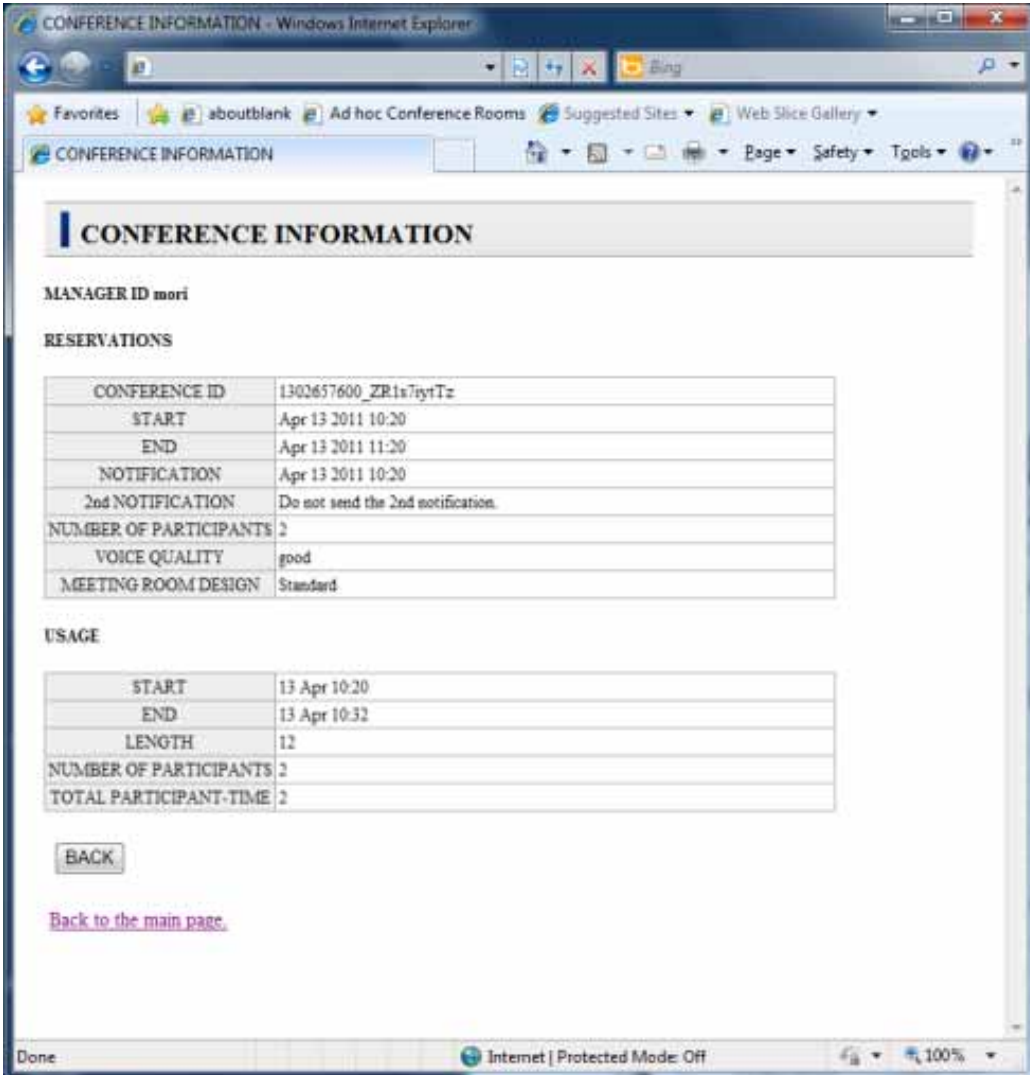
MANAGER ID	ID	NAME	LOGIN	LOGOUT	LENGTH
man_001	11Z1DQ	test_0	14 Apr 17:14	14 Apr 17:17	3
man_001	D05R030X0	test_0	14 Apr 17:11	14 Apr 17:18	7
man_001	CAWBUVAJ	guest	20 Apr 12:04	20 Apr 12:08	4
man_001	GBGBPHUT	Chao	20 Apr 12:04	20 Apr 12:08	4
man_001	CAWBUVAJ	guest	20 Apr 12:12	20 Apr 12:13	1
man_001	GBGBPHUT	Chao	20 Apr 12:11	20 Apr 12:13	2

BACK

Done Internet | Protected Mode: OFF 100%

5. Conference in the month

Clicking on the conference start time lists conference information.



The screenshot shows a Windows Internet Explorer browser window titled "CONFERENCE INFORMATION". The address bar shows a Bing search engine. The page has a header "CONFERENCE INFORMATION" and a sub-header "MANAGER ID mori". Below this is a section titled "RESERVATIONS" containing a table with conference details. This is followed by a section titled "USAGE" containing another table with usage statistics. At the bottom, there is a "BACK" button and a link "Back to the main page."

**CONFERENCE INFORMATION**

MANAGER ID mori

**RESERVATIONS**

CONFERENCE ID	1302657600_ZR1s7iytTz
START	Apr 13 2011 10:20
END	Apr 13 2011 11:20
NOTIFICATION	Apr 13 2011 10:20
2nd NOTIFICATION	Do not send the 2nd notification.
NUMBER OF PARTICIPANTS	2
VOICE QUALITY	good
MEETING ROOM DESIGN	Standard

**USAGE**

START	13 Apr 10:20
END	13 Apr 10:32
LENGTH	12
NUMBER OF PARTICIPANTS	2
TOTAL PARTICIPANT-TIME	2

[BACK](#)

[Back to the main page.](#)

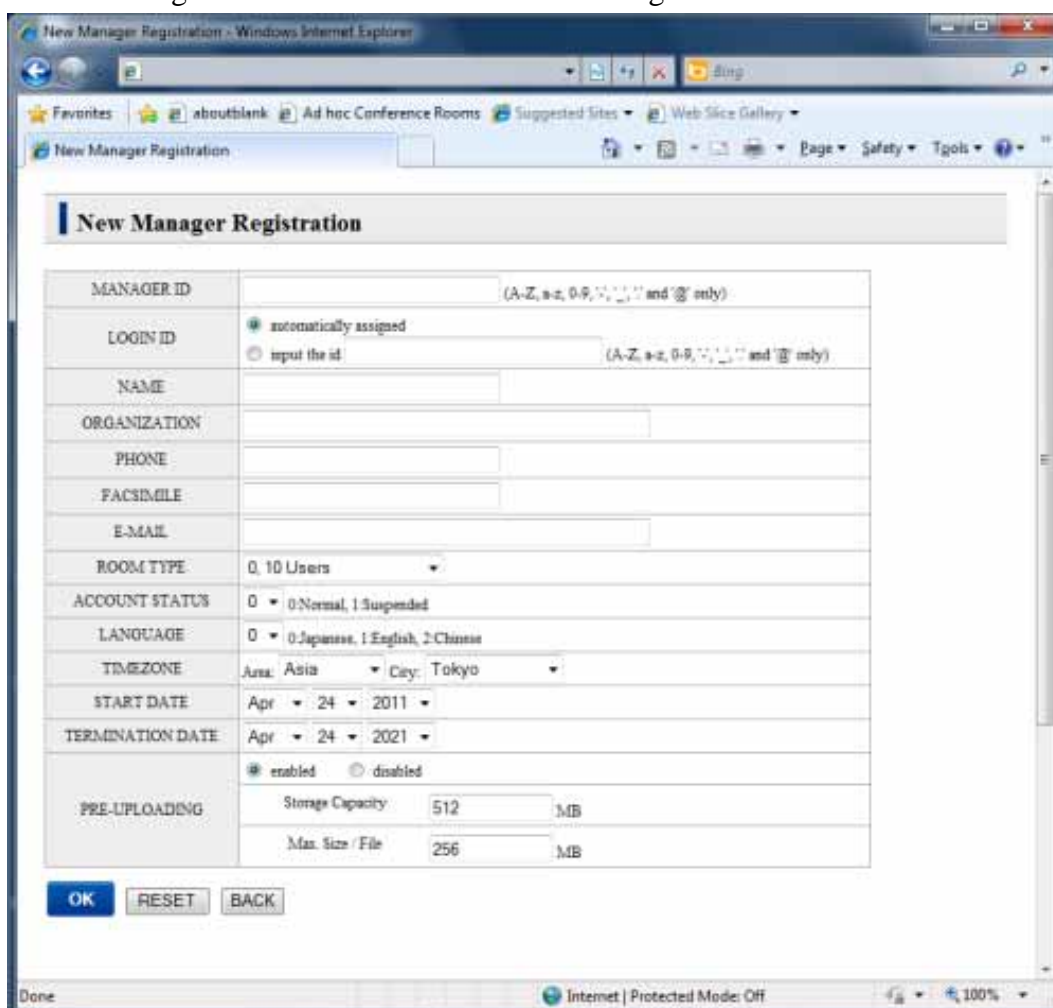
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## 5-2 New Manager Registration

---

1. Click on **NEW MANAGER REGISTRATION** in the main menu.

A form to register a new Conference Room Manager .



The screenshot shows a web browser window titled "New Manager Registration - Windows Internet Explorer". The address bar shows "http://localhost:8080/". The page has a title "New Manager Registration" and a form with the following fields:

MANAGER ID	<input type="text"/> (A-Z, a-z, 0-9, '-', '_', '.' and '@' only)
LOGIN ID	<input checked="" type="radio"/> automatically assigned <input type="radio"/> input the id (A-Z, a-z, 0-9, '-', '_', '.' and '@' only)
NAME	<input type="text"/>
ORGANIZATION	<input type="text"/>
PHONE	<input type="text"/>
FACSIMILE	<input type="text"/>
E-MAIL	<input type="text"/>
ROOM TYPE	0, 10 Users
ACCOUNT STATUS	0 0:Normal, 1:Suspended
LANGUAGE	0 0:Japanese, 1:English, 2:Chinese
TIMEZONE	Area: Asia City: Tokyo
START DATE	Apr 24 2011
TERMINATION DATE	Apr 24 2021
PRE-UPLOADING	<input checked="" type="radio"/> enabled <input type="radio"/> disabled Storage Capacity: 512 MB Max. Size / File: 256 MB

Buttons: OK, RESET, BACK

2. **Fill in any pertinent information.**

Manager ID	Only the System Administrator sees the 'Manager ID'. No one in a conference room sees this ID, including the Manager. Each ID must be unique with a maximum of 30 characters.
Login ID	'Login ID' is used for access authorization to the Conference Scheduler by Conference Room Managers. Either assign a Login ID or the system will generate one. Login IDs must be unique with a maximum of 30 characters.
Name	The name of the Conference Room Manager.
Organization	Name of company, section, department, etc.
Phone	Telephone number.
Facsimile	FAX number.

E-mail	E-mail address of the Conference Room Manager. E-mail address is required as the registration information is sent to this address.
Room Type	Choose the maximum number of participants in the room from the following list. [0] - up to 10 participants. [1] - up to 25 participants. [2] - up to 32 participants. [L] - up to 64 participants (For large lecture option). To change the list, edit a configuration file ('SERVICE_TYPES' in cstmdata.py).
Account Status	Set the account status: [0]...Normal [1]...Suspended
Language Code	Specify the language to use. [0]...Japanese [1]...English [2]...Chinese
Time Zone	Specify a Time Zone for the conference.
Start Date	Specify a date to activate the Manager account.
Termination Date	Specify a date to de-activate the Manager account.
Pre-uploading	Accepted prior to upload / set up or not. The storage capacity is 512MB. Maximum size / file, 256MB is.

3. After filling out the form, click OK to register. Click RESET to clear the information.



**CONFERENCE ROOM MANAGER INFORMATION**

MANAGER ID	test_a01
LOGIN ID	test_a01
NAME	test_a01
ORGANIZATION	
PHONE	
FACSIMILE	
E-MAIL	test001@xxxxxx.xxx
ROOM TYPE	0, 10 Users
ACCOUNT STATUS	0
LANGUAGE	I
TIMEZONE	Asia Tokyo
START DATE	Apr 24 2011
TERMINATION DATE	Apr 24 2021
PRE-UPLOADING	enabled
Storage Capacity	512MB
Max. Size / File	256MB
Script before login	
Script after login	
Header Script (tag is required)	

**OK** **BACK**

4. Review the Manager information and Click **OK** to confirm.  
Click **BACK** to make any changes.
5. If registration is successful, the system sends a registration notification including the 'Login ID' and 'Password' to the e-mail address for the new account.

**Normal termination.**

[Back to the main page.](#)

## 5-3 Record Management Accounts [Optional]

1. Click on Record Viewer Management in the main menu

A form to manage the accounts.

2. Add, modify, or delete the accounts

Account Type	The Scope of the Records for the account	Editable?	Viewable?
System Record Administrator	All records. Only one Administrator account is allowed.		
Ad hoc Record Manager	All records made using the Ad hoc Login Tool. Only one Ad Hoc account is allowed.		
Conference Room Record Manager <b>Registration and modification on this account is done through the Conference Scheduler</b>	Only records taken in the corresponding conference room.		
Conference Room Record Viewers <b>Registration and modification of these accounts is done through the Conference Scheduler</b>	Only records taken in the corresponding conference room.	×	
Record Viewer	All records.	×	

- Only one System Record Administrator and one Ad hoc Record Manager account can be created.
- A Conference Room Manager may create, modify, or delete the corresponding Conference Room Record Manager and Conference Room Record Viewer accounts.
- To create, modify, and delete accounts of System Record Administrator, Ad hoc Room Record Manager, and Record Viewers, see MeetingPlaza Administration help pages.

---

### 5-3-1 Managing System Record Administrator

---

Register or change the account information of System Record Administrator.

1. Type the Login ID and the password of the System Record Administrator and click change to register.

	ID	PASS	
System Record Administrator	root		change

2. A confirmation screen appears.

**The password has changed.**

3. Click Back to return to the main menu.

---

## 5-3-2 Managing Ad hoc Record Manager

---

Register or change **Ad hoc Record Manager** account.

1. Type the Login ID and the password of the Ad hoc Record Manager and click change to register.

Ad hoc Room Record Manager	ID	PASS	
	adhoc		<input type="button" value="change"/>

2. A confirmation screen appears.

<p><b>The password has changed.</b></p> <p><input type="button" value="BACK"/></p>
--

3. Click **Back** to return to the main menu.

---

## 5-3-3 Managing Record Viewers

---

Register any number of Record Viewer accounts.

1. Type the ID and password for the new account then click **register**.

New Viewer Registration	ID:	<input type="text"/>	PASSWORD:	<input type="text"/>	<input type="button" value="register"/>
-------------------------	-----	----------------------	-----------	----------------------	---

2. A confirmation screen appears.

<p><b>The new account was created.</b></p> <p><input type="button" value="BACK"/></p>
---

3. Click Back for a new list of Record Viewers.

---

### 5-3-4 Change a Record Viewer Account

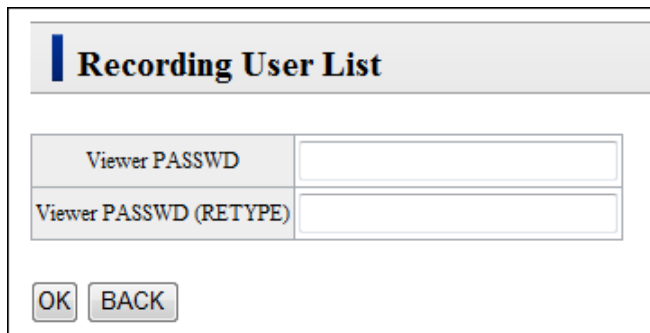
---

1. To change the password for a Record Viewer, click change for the appropriate account.



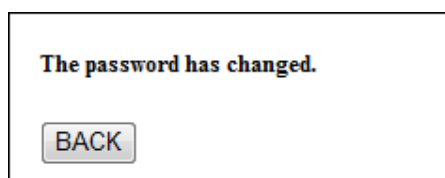
The screenshot shows a web interface with a table of Record Viewers. The first row has 'Record Viewer 1' and 'test1'. To the right of 'test1' are two buttons: 'change' (highlighted with a red box) and 'delete'. Below the table is a 'New Viewer Registration' section with fields for 'ID:' and 'PASSWORD:', and a 'register' button.

2. A form to change the password appears.



The screenshot shows a form titled 'Recording User List'. It contains two input fields: 'Viewer PASSWD' and 'Viewer PASSWD (RETYPE)'. Below the fields are two buttons: 'OK' and 'BACK'.

3. Type the new password twice then click OK to update.  
A confirmation screen appears.



The screenshot shows a confirmation message: 'The password has changed.' Below the message is a 'BACK' button.

---

### 5-3-5 Delete a Record Viewer Account

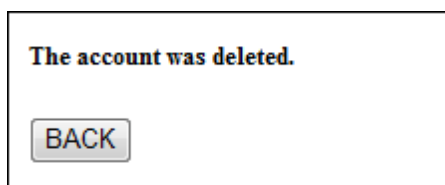
---

1. To delete a Record Viewer account, click delete in the appropriate row.



The screenshot shows the same web interface as in the first step. The 'delete' button next to 'test1' is highlighted with a red box.

2. A confirmation screen appears.



The screenshot shows a confirmation message: 'The account was deleted.' Below the message is a 'BACK' button.

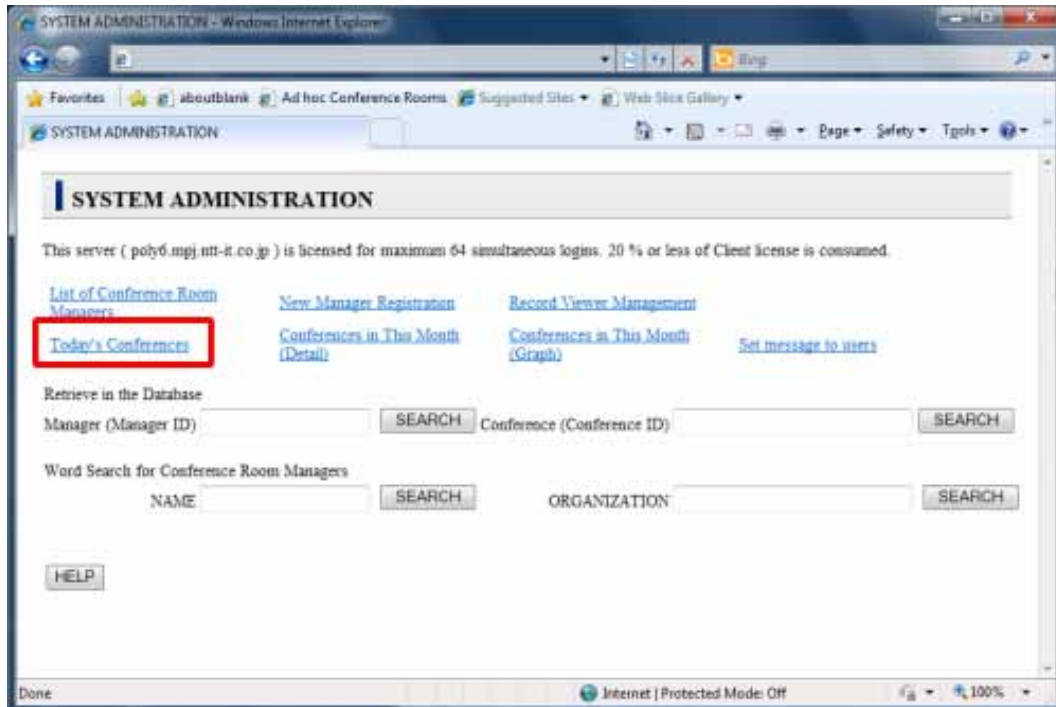
3. Click Back for a list of current Record Viewers.  
To change an ID, delete the account, and register a new one

---

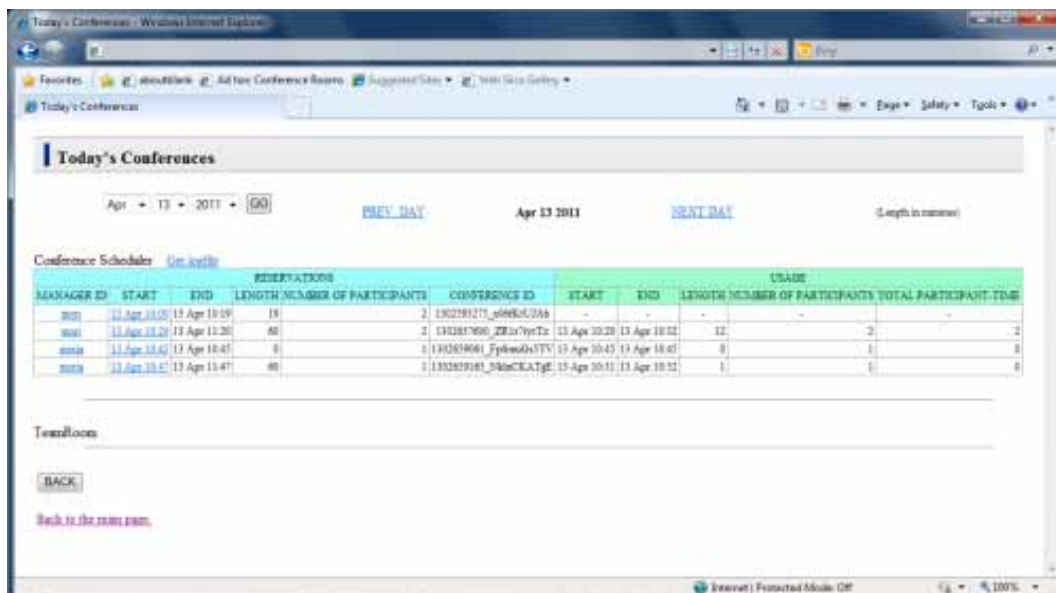
## 5-4 Today's Conferences

---

1. Click on **Today's Conferences** in the main menu to show the list of conference held or reserved for today.



2. The figure below is an example of the list.



3. Click on **Manager ID** on a row shows the **information of the manager (Conference Room Manager)**.

MANAGER ID  
100



CONFERENCE ROOM MANAGER INFORMATION

MANAGER ID	100
LOGGED ID	100
NAME	100
ORGANIZATION	
PHONE	
FAX/MAIL	
E-MAIL	100@100.com
ROOM TYPE	1, 12 Users
ACCOUNT STATUS	0
LANGUAGE	1
TIMEZONE	Asia Tokyo
START DATE	Apr 24 2011
TERMINATION DATE	Apr 24 2011
PRE-UPLOADED	enabled
Storage Capacity	1024B
Max. Res. File	256KB
Storage Index Logic	
Storage Index Logic	

OK BACK

4. Click on the conference start date on a row shows the information of the conference

START  
1 Mar 10:00



CONFERENCE INFORMATION

MANAGER ID 100

RESERVATIONS

CONFERENCE ID	1002857800_281x7y7x
START	Apr 13 2011 10:20
END	Apr 13 2011 11:20
NOTIFICATION	Apr 13 2011 10:20
2nd NOTIFICATION	Do not send the 2nd notification.
NUMBER OF PARTICIPANTS	1
VOICE QUALITY	good
MEETING ROOM DESIGN	Standard

USAGE

START	13 Apr 10:20
END	13 Apr 10:32
LENGTH	12
NUMBER OF PARTICIPANTS	1
TOTAL PARTICIPANT-TIME	12

BACK

[Back to the main page](#)

5. To change the date, choose it from the pull-down menu or clicking on PREV DAY or NEXT DAY.

Today's Conferences - Windows Internet Explorer

Today's Conferences

Apr - 13 - 2011 - [GO](#) [PREV DAY](#) Apr 13 2011 [NEXT DAY](#) (Length is minutes)

Conference Schedule [View by table](#)

RESERVATIONS					USAGE					
MESSAGE ID	START	END	LENGTH	NUMBER OF PARTICIPANTS	CONFERENCE ID	START	END	LENGTH	NUMBER OF PARTICIPANTS	TOTAL PARTICIPANT TIME
1001	13 Apr 10:10	13 Apr 10:19	10	18	1302191275_e08KdL2AB	-	-	-	-	-
1001	13 Apr 10:20	13 Apr 10:20	0	0	1302191275_e08KdL2AB	13 Apr 10:20	13 Apr 10:22	12	2	2
1001	13 Apr 10:42	13 Apr 10:42	0	0	1302191275_e08KdL2AB	13 Apr 10:42	13 Apr 10:42	0	1	0
1001	13 Apr 10:42	13 Apr 10:42	0	0	1302191275_e08KdL2AB	13 Apr 10:42	13 Apr 10:42	0	1	0

TeamRoom

[BACK](#)

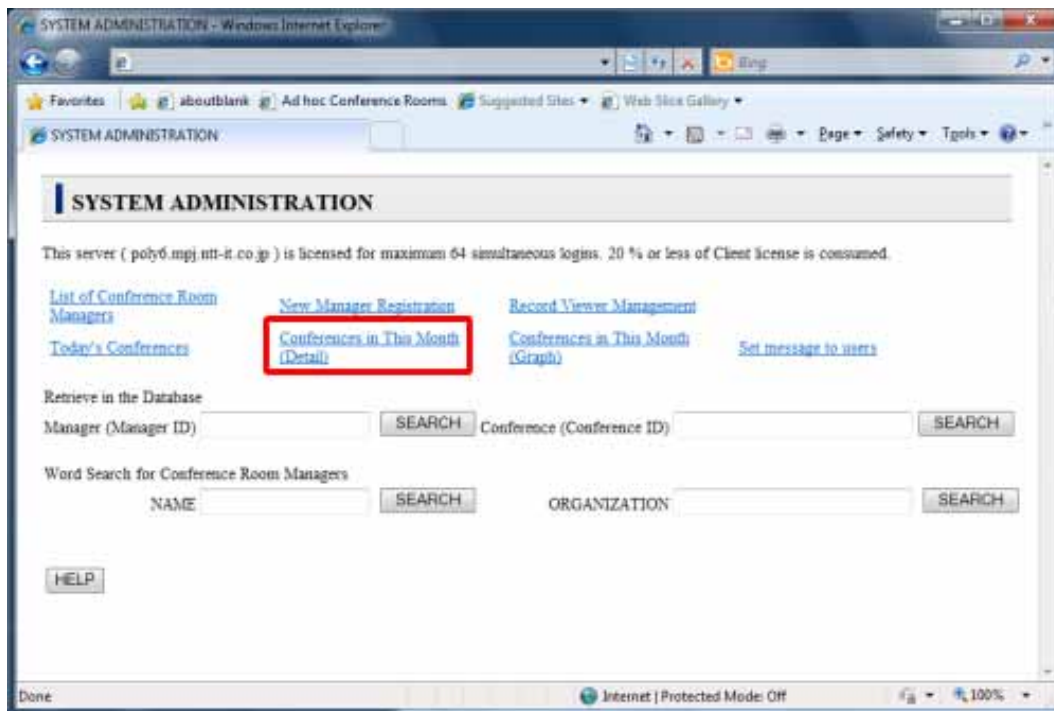
[Back to the main page](#)

Internet | Protected Mode: Off

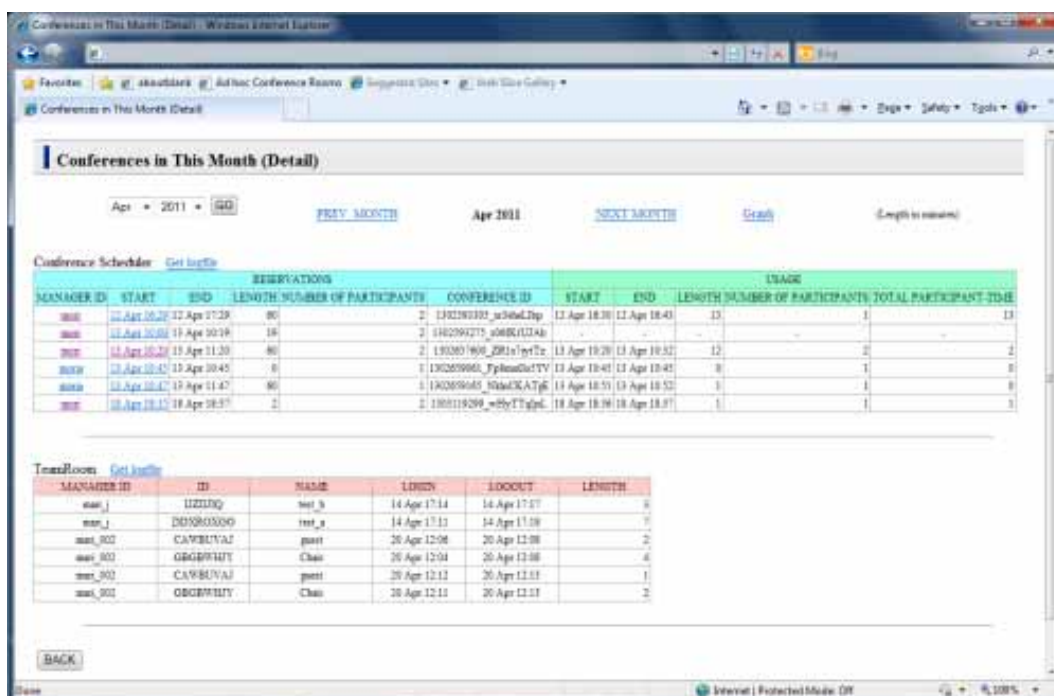


## 5-5 Conferences in This Month(Detail)

1. Click on Conferences This Month(Datail).



2. View the details for the current month's conferences



3. Click on **Manager ID** on a row shows the **information of the manager (Conference Room Manager)**.

MANAGER ID  
100



CONFERENCE ROOM MANAGER INFORMATION

MANAGER ID	100
ROOM ID	100
NAME	100
ORGANIZATION	
PHONE	
FACEBOOK	
E-MAIL	100@100.com
ROOM TYPE	1, 12 Users
ACCOUNT STATUS	0
LANGUAGE	1
TIMEZONE	Asia Tokyo
START DATE	Apr 24 2011
TERMINATION DATE	Apr 24 2011
PRE-UPLOADED	enabled
Storage Capacity	1024B
Max. Res. File	256KB
Storage before login	
Storage after login	

Remember: Storage (log in required)

OK BACK

4. Click on the conference start date on a row shows the information of the conference

START  
1 Mar 10:00



CONFERENCE INFORMATION

MANAGER ID 100

RESERVATIONS

CONFERENCE ID	1002857800_281s7ny7z
START	Apr 13 2011 10:20
END	Apr 13 2011 11:20
NOTIFICATION	Apr 13 2011 10:20
2nd NOTIFICATION	Do not send the 2nd notification.
NUMBER OF PARTICIPANTS	1
VOICE QUALITY	good
MEETING ROOM DESIGN	Standard

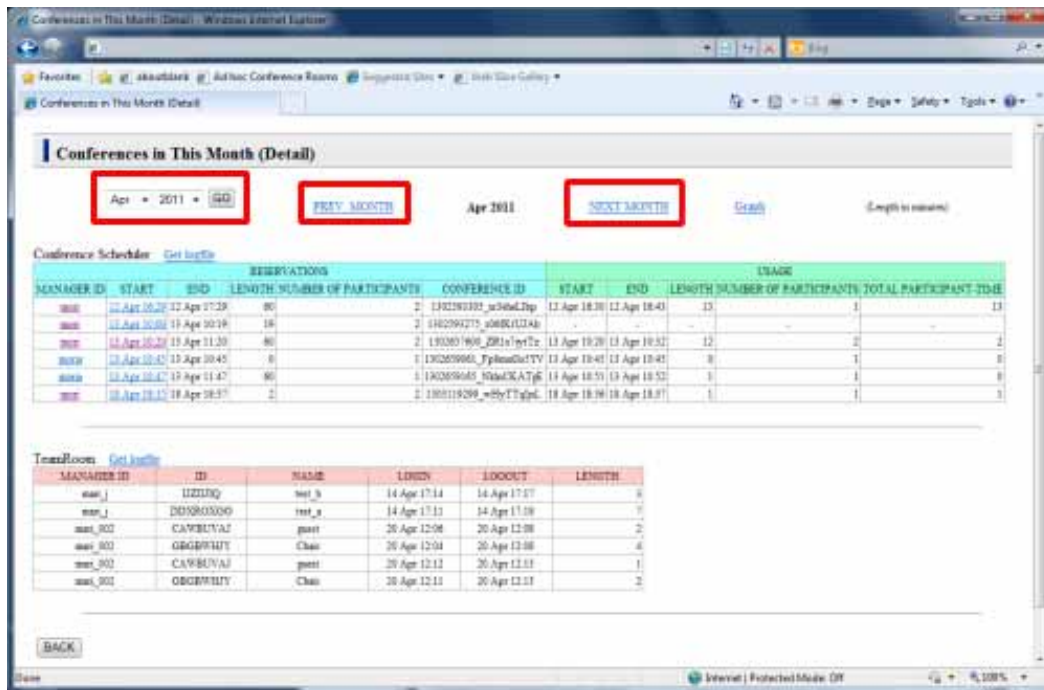
USAGE

START	13 Apr 10:20
END	13 Apr 10:32
LENGTH	12
NUMBER OF PARTICIPANTS	1
TOTAL PARTICIPANT-TIME	12

BACK

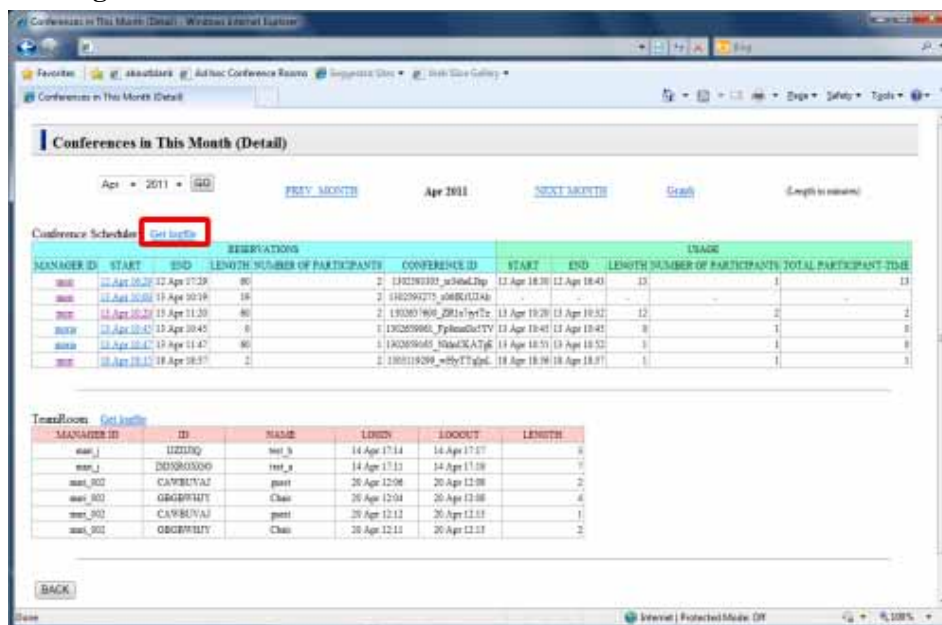
[Back to the main page](#)

5. Change the month by using the dropdown menu or by clicking PREV. MONTH or NEXT MONTH.

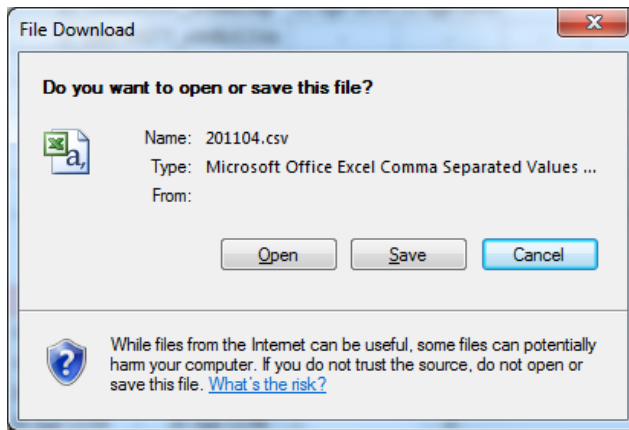


## 5-5-1 Get Log file

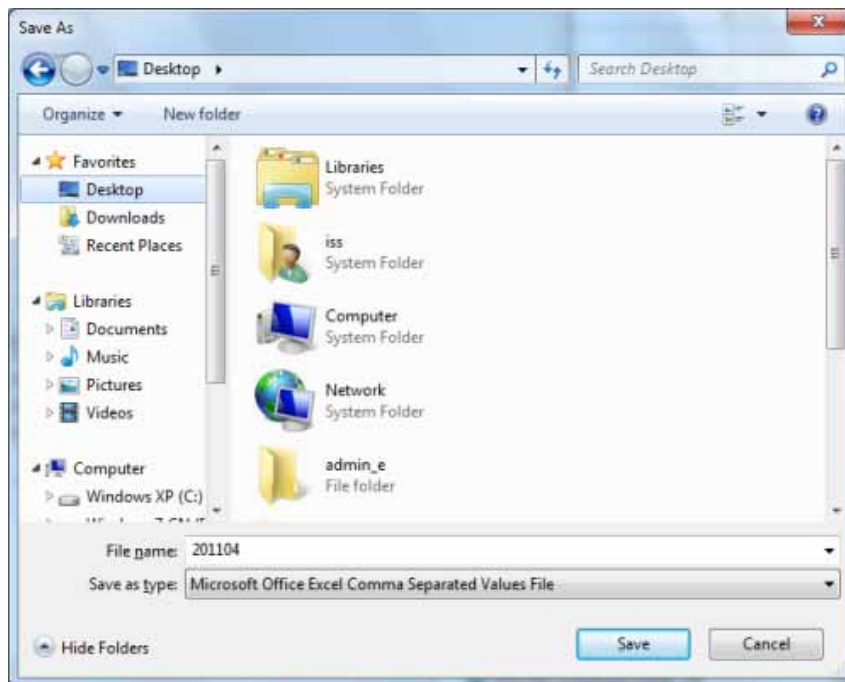
1. Get Log file is clicked.



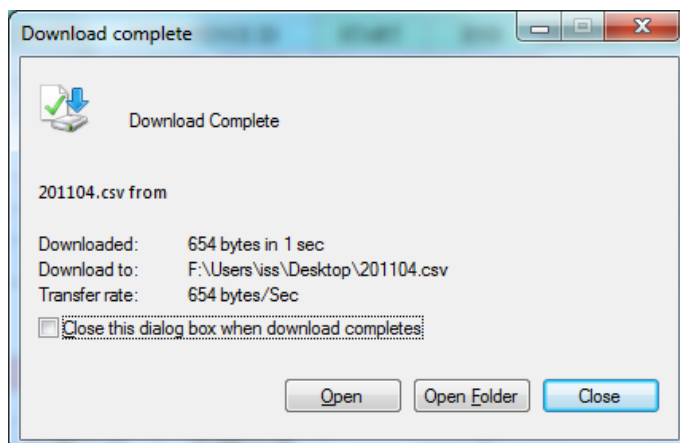
2. The download of the file is displayed.



3. The saved location is specified.



4. The csv file output is found in the specified place.

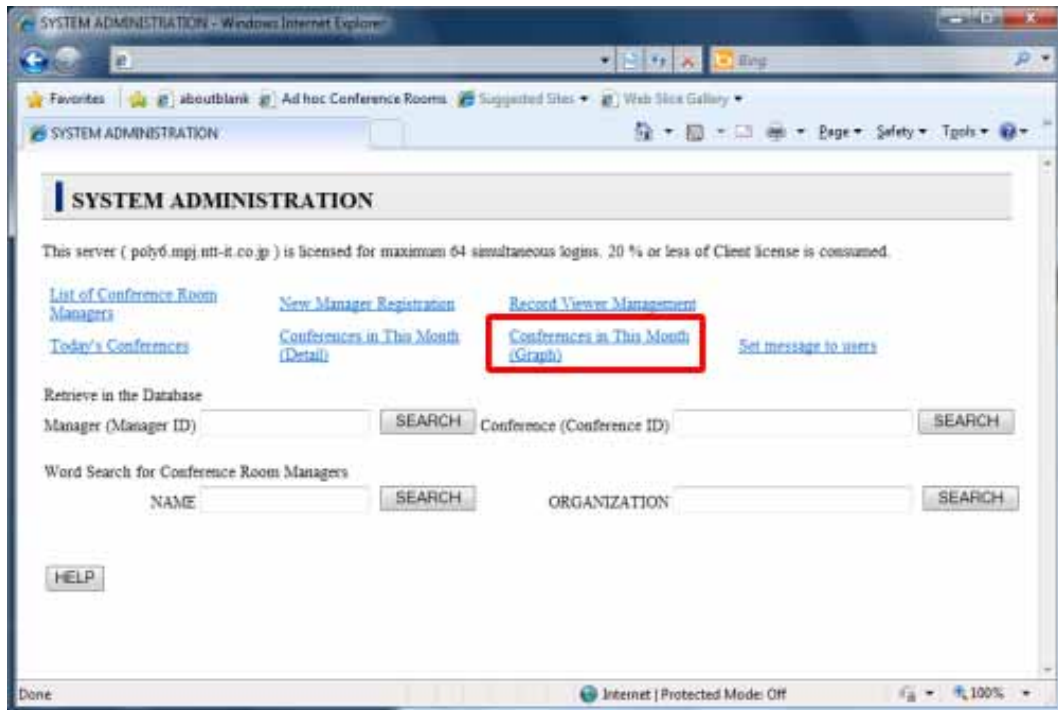


5. The csv file output is found in the specified place.

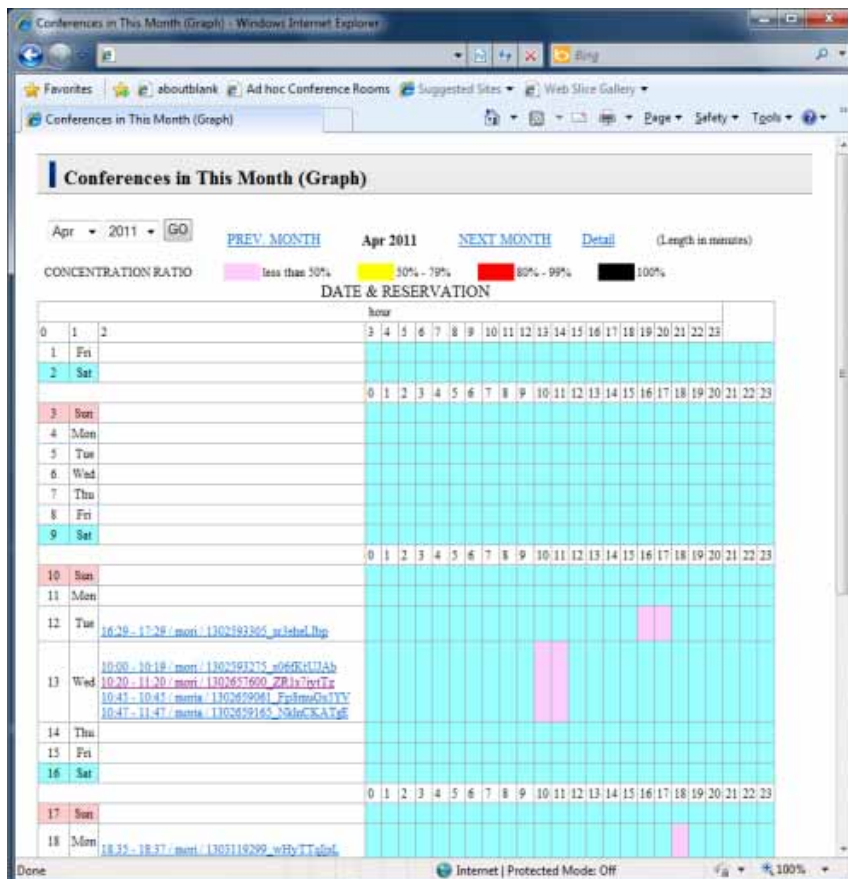


## 5-6 Conferences in This Month(Graph)

1. Click on Conferences This Month(Graph).



2. View the details for the current month's conferences.





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



CONFERENCE ROOM MANAGER INFORMATION	
MANAGER ID	man_001
LOGIN ID	man_001
NAME	man_001
ORGANIZATION	
PHONE	
FAX/CELL	
E-MAIL	man001@xxxxx.com
ROOM TYPE	10, 10 Users
ACCOUNT STATUS	0
LANGUAGE	1
TIMEZONE	Asia Tokyo
START DATE	Apr 24 2011
TERMINATION DATE	Apr 24 2011
PRE-UPLOADING	enabled
Storage Capacity	1024GB
Max. Size - File	256GB
Script before login	
Script after login	
Disable Script (log is required)	

OK BACK

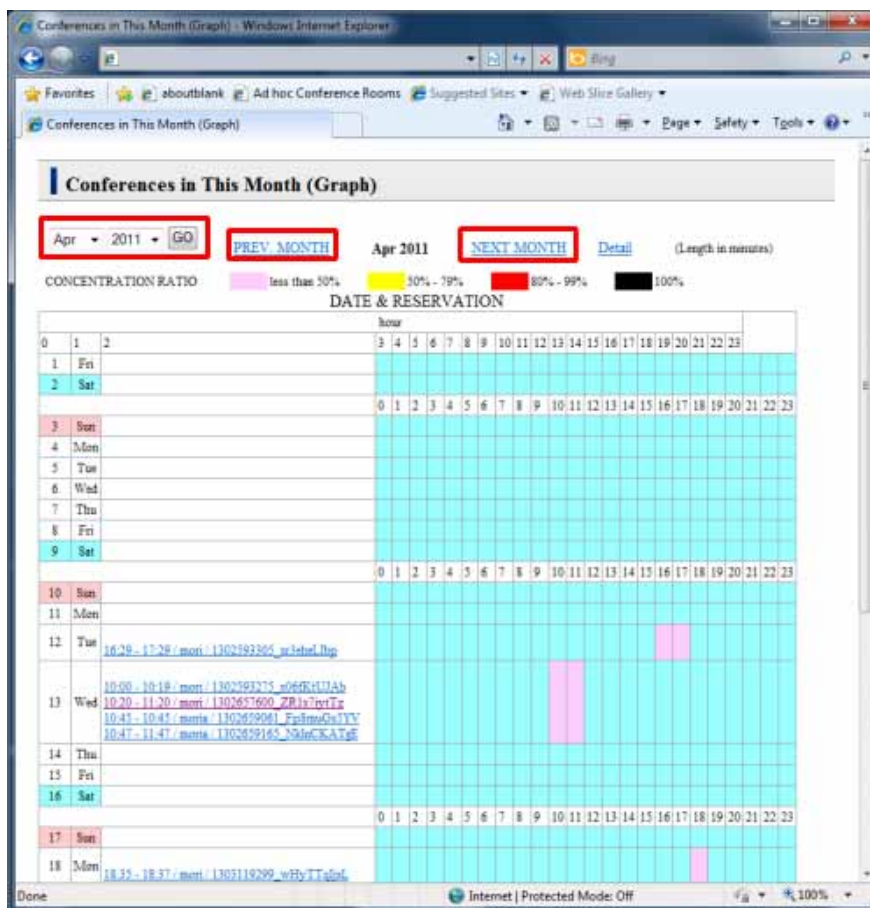


CONFERENCE INFORMATION	
MANAGER ID man1	
RESERVATIONS	
CONFERENCE ID	1000051600_ZE1s7yTz
START	Apr 13 2011 10:20
END	Apr 13 2011 11:20
NOTIFICATION	Apr 13 2011 10:20
2nd NOTIFICATION	Do not send the 2nd notification
NUMBER OF PARTICIPANTS	1
VOICE QUALITY	good
MEETING ROOM DESIGN	Standard
USAGE	
START	13 Apr 10:20
END	13 Apr 10:31
LENGTH	12
NUMBER OF PARTICIPANTS	1
TOTAL PARTICIPANT-TIME	1

BACK

[Back to the main page](#)

- Change the month by using the drop down menu or by clicking PREV. MONTH or NEXT MONTH.



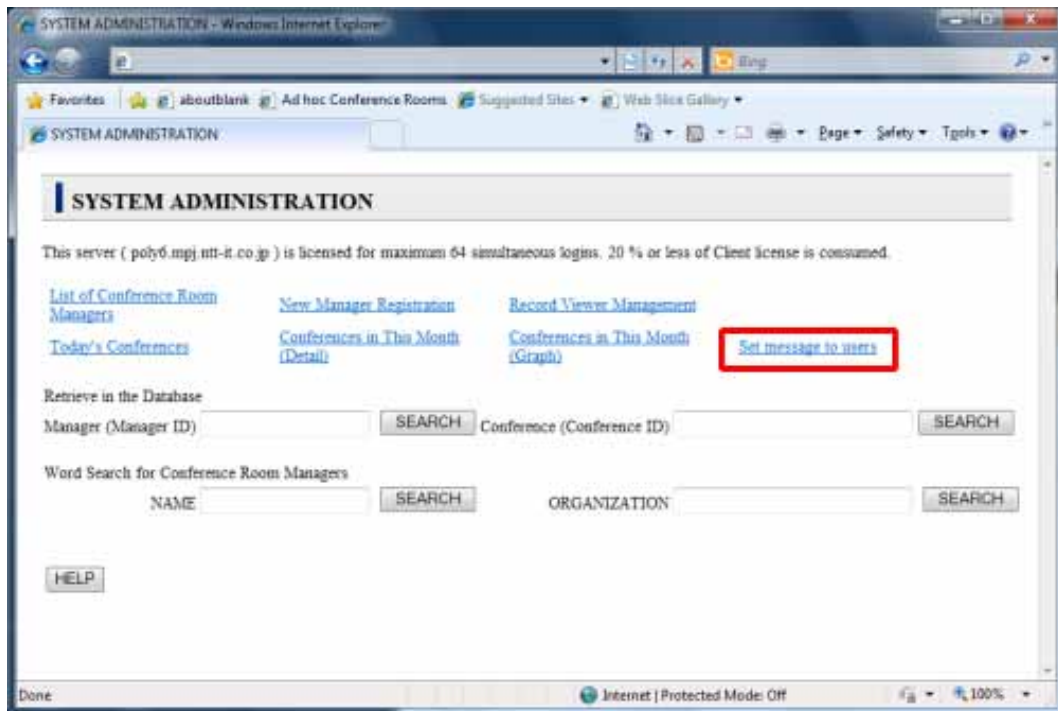
---

## 5-7 Set message to users

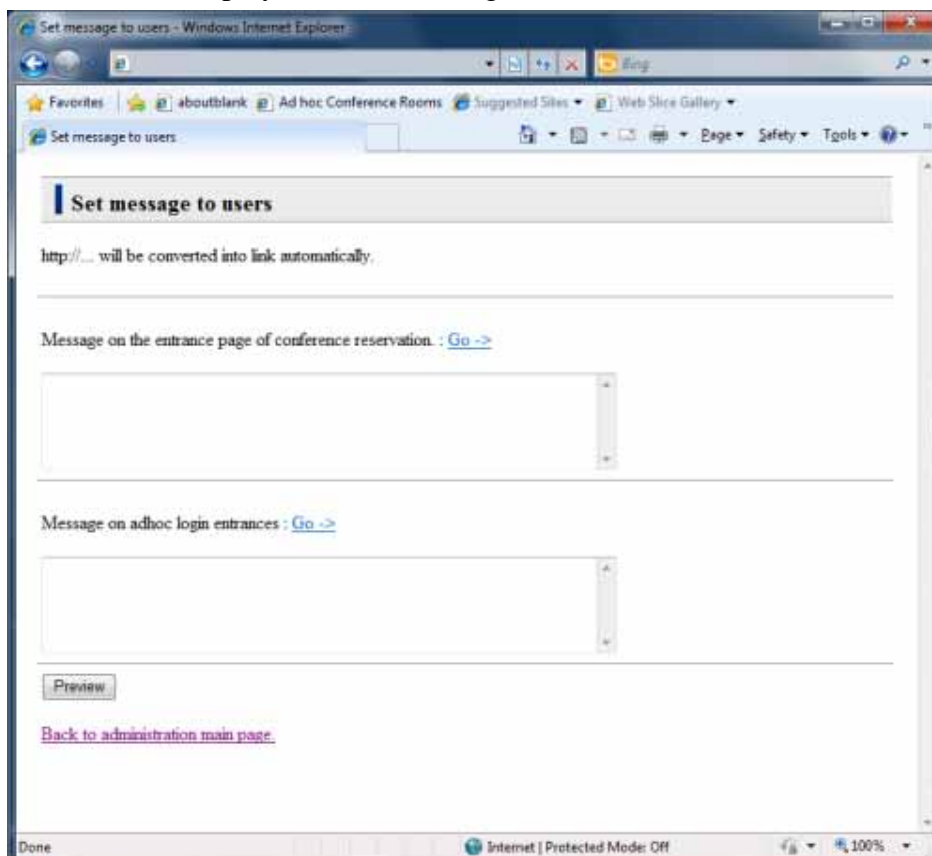
---

Conference booking system login screen and Ad hoc Room, you can enter a list of messages on the screen.

1. Set message to users is clicked.



2. Set the screen displays the user message.





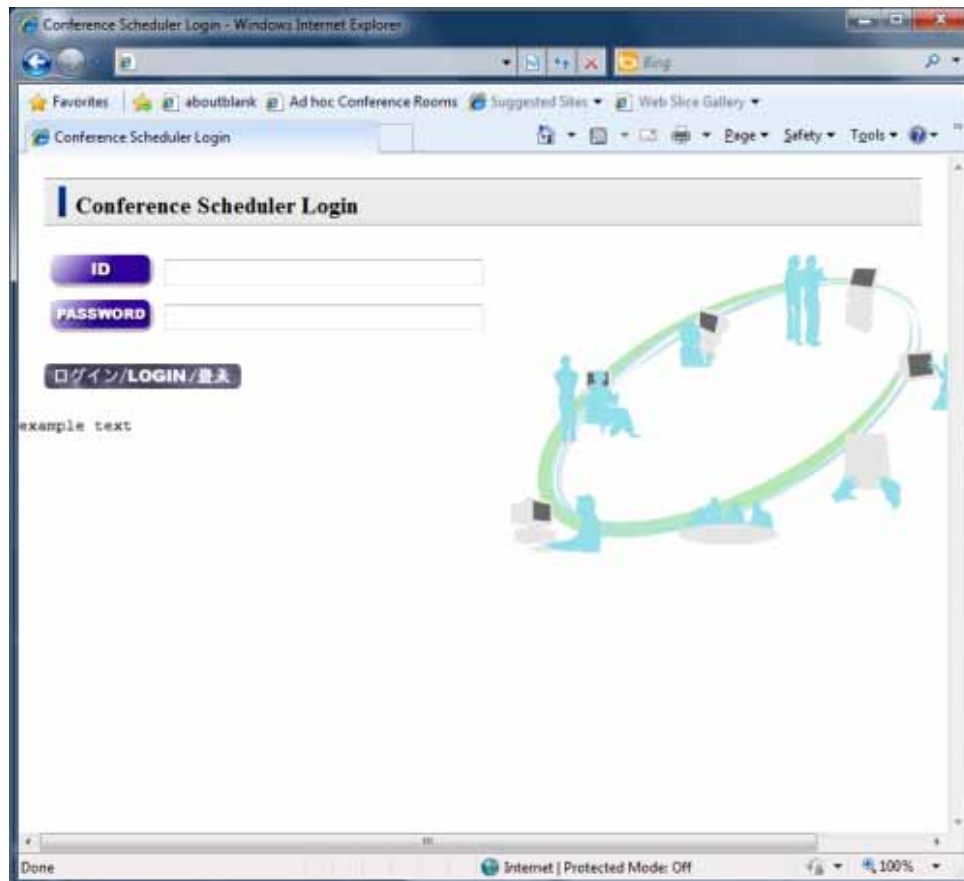
3. Type a message, "Preview" to click.

The screenshot shows a web browser window titled "Set message to users - Windows Internet Explorer". The address bar shows "http://...". The page has a header "Set message to users" and a sub-header "Message on the entrance page of conference reservation." Below this is a text input field containing "example text". Another sub-header "Message on adhoc login entrances" is followed by an empty text input field. At the bottom of the form are two buttons: "Apply" and "Back and edit again". The browser's status bar at the bottom indicates "Internet | Protected Mode: Off" and "100%".

4. "Apply" is clicked.

The screenshot shows the same web browser window after the "Apply" button was clicked. The page now displays a confirmation message: "http://... will be converted into link automatically." followed by "Messages are updated." Below these messages, the text input fields are now disabled and contain the text "example text". A new "Preview" button has appeared at the bottom of the form. At the very bottom of the page, there is a link: "Back to administration main page." The browser's status bar remains the same, showing "Internet | Protected Mode: Off" and "100%".

5. "Go" and click, you can see the message entered.



---

## 5-8 Retrieve Conference Room Managers in the database

---

1. Type the Manager ID in the textbox under 'Retrieve from the Database' and click **SEARCH**.

The screenshot shows a web browser window titled 'SYSTEM ADMINISTRATION - Windows Internet Explorer'. The page has a header 'SYSTEM ADMINISTRATION' and a sub-header 'Retrieval from the Database'. Below this, there are two search boxes: 'Manager (Manager ID)' and 'Conference (Conference ID)'. The 'Manager (Manager ID)' box is highlighted with a red rectangle, and its 'SEARCH' button is also highlighted. Below these are two more search boxes: 'NAME' and 'ORGANIZATION', each with a 'SEARCH' button. At the bottom left is a 'HELP' button. The status bar at the bottom indicates 'Internet | Protected Mode: Off' and '100%' zoom.

2. If the account exists, any information for the manager shows up in the table.

The screenshot shows a web browser window titled 'CONFERENCE ROOM MANAGER INFORMATION - Windows Internet Explorer'. The page has a header 'CONFERENCE ROOM MANAGER INFORMATION' and a sub-header 'CONFERENCE ROOM MANAGER INFORMATION'. Below this is a table with the following data:

MANAGER ID	test_e01
LOGIN ID	test_e01
NAME	English
ORGANIZATION	
PHONE	
FAX/MAIL	
E-MAIL	test001@xxxxxx.com
ROOM TYPE	0, 00 Users
Login failure count	0
ACCOUNT STATUS	0
LANGUAGE	1
TIMEZONE	Asia Tokyo
START DATE	Feb 10 2011
TERMINATION DATE	Feb 10 2011
PRE-UPLOADING	enabled
Storage Capacity	112MB
Max. Size / File	2560KB
Script before login	
Script after login	
Header Script (tag is required)	

Below the table are three links: 'UPDATE MANAGER INFORMATION', 'DELETE ACCOUNT', and 'CONFERENCE'. At the bottom left is a 'BACK' button. The status bar at the bottom indicates 'Internet | Protected Mode: Off' and '100%' zoom.

3. Refer to Update Member Information to change or delete the user account.

## 5-9 Retrieve Conferences in the database

1. To show the information of a Conference , type the Conference ID in the 'Retrieve in the Database' and click **SEARCH**.

SYSTEM ADMINISTRATION - Windows Internet Explorer

SYSTEM ADMINISTRATION

This server ( poly6.mpi.ntt-it.co.jp ) is licensed for maximum 64 simultaneous logins. 20 % or less of Client license is consumed.

[List of Conference Room Managers](#)   [New Manager Registration](#)   [Record Viewer Management](#)  
[Today's Conferences](#)   [Conferences in This Month \(Detail\)](#)   [Conferences in This Month \(Graph\)](#)   [Set message to users](#)

Retrieve in the Database  
Manager (Manager ID)   **Conference (Conference ID)**

Word Search for Conference Room Managers  
NAME   ORGANIZATION

Done Internet | Protected Mode: Off 100%

2. If the conference exists, any information appears in the table.

CONFERENCE INFORMATION - Windows Internet Explorer

CONFERENCE INFORMATION

MANAGER ID mori

RESERVATIONS

CONFERENCE ID	1302657600_ZR1s7yrtTz
START	Apr 13 2011 10:20
END	Apr 13 2011 11:20
NOTIFICATION	Apr 13 2011 10:20
2nd NOTIFICATION	Do not send the 2nd notification.
NUMBER OF PARTICIPANTS	2
VOICE QUALITY	good
MEETING ROOM DESIGN	Standard

USAGE

START	13 Apr 10:20
END	13 Apr 10:32
LENGTH	12
NUMBER OF PARTICIPANTS	2
TOTAL PARTICIPANT-TIME	2

[Back to the main page.](#)

Done Internet | Protected Mode: Off 100%

---

## 5-10 Word search for Conference Room Managers

---

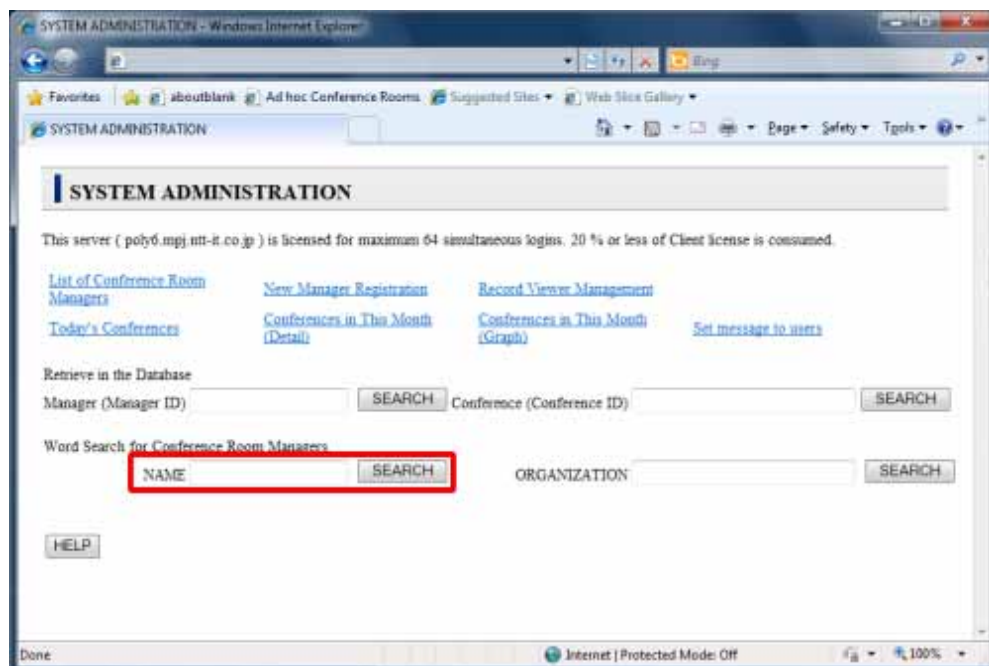
NAME is input from Word Search for Conference Room Managers, and SEARCH clicks on a button.

---

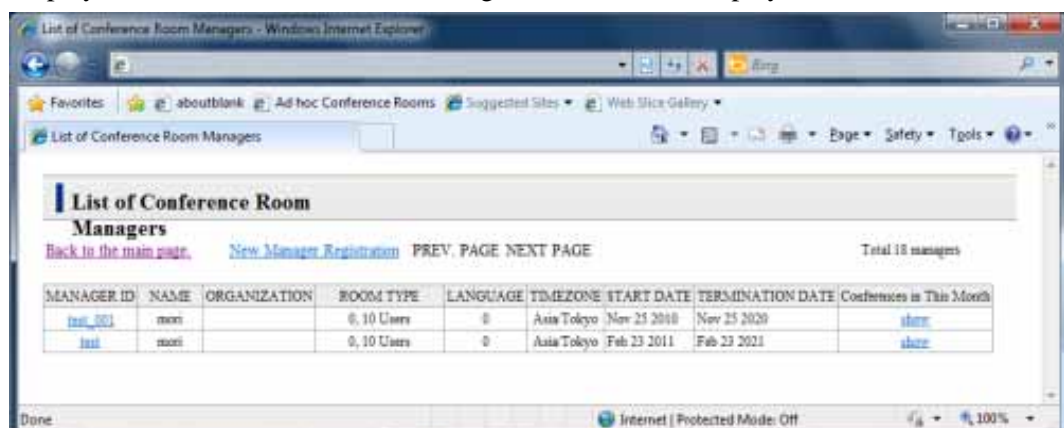
### 5-10-1 Name

---

1. NAME is input from Word Search for Conference Room Managers, and SEARCH clicks on a button.

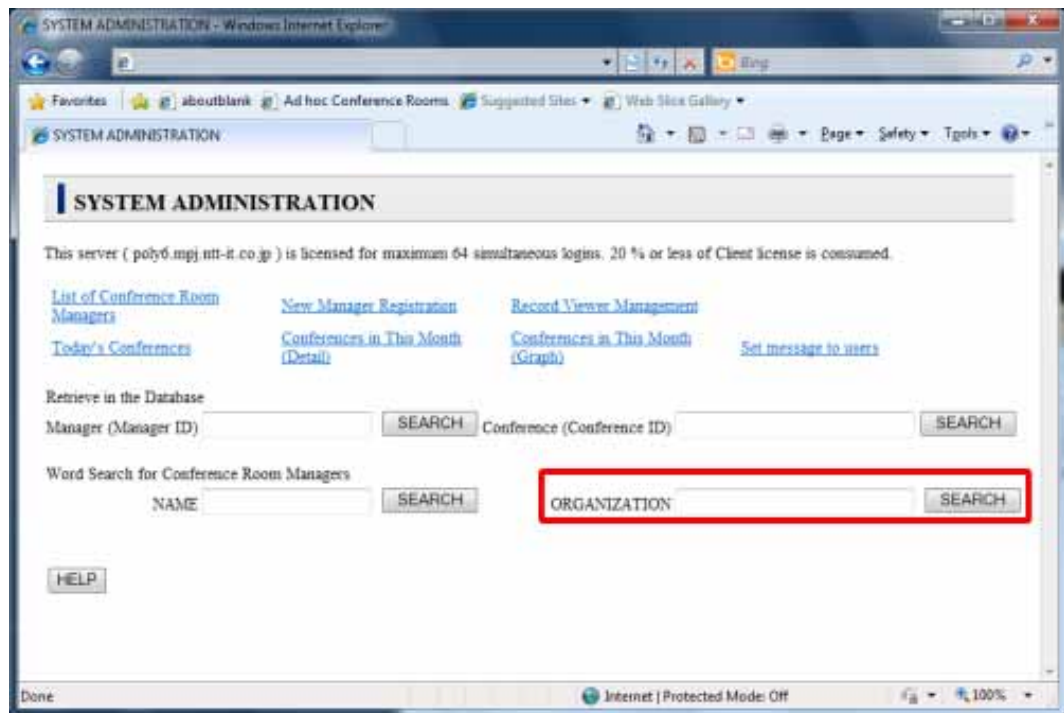


2. Display of list of conference room manager However, it is displayed.



## 5-10-2 Organization

1. ORGANIZATION is input from Word Search for Conference Room Managers, and SEARCH clicks on a button.



## 6 Ad hoc conference room

MeetingPlaza Ad hoc Login Tool provides easy ways to define conference rooms and login to them.

The URL to open the configuration page is generally

**<http://FQDN of your server machine'/adhocool/roomconf.cgi>**.

Ad hoc Conferene Rooms

This server ( poly6.mpj.nit-it.co.jp ) is licensed for maximum 64 simultaneous logins. 20 % or less of Client license is consumed.

CREATE SORT HELP

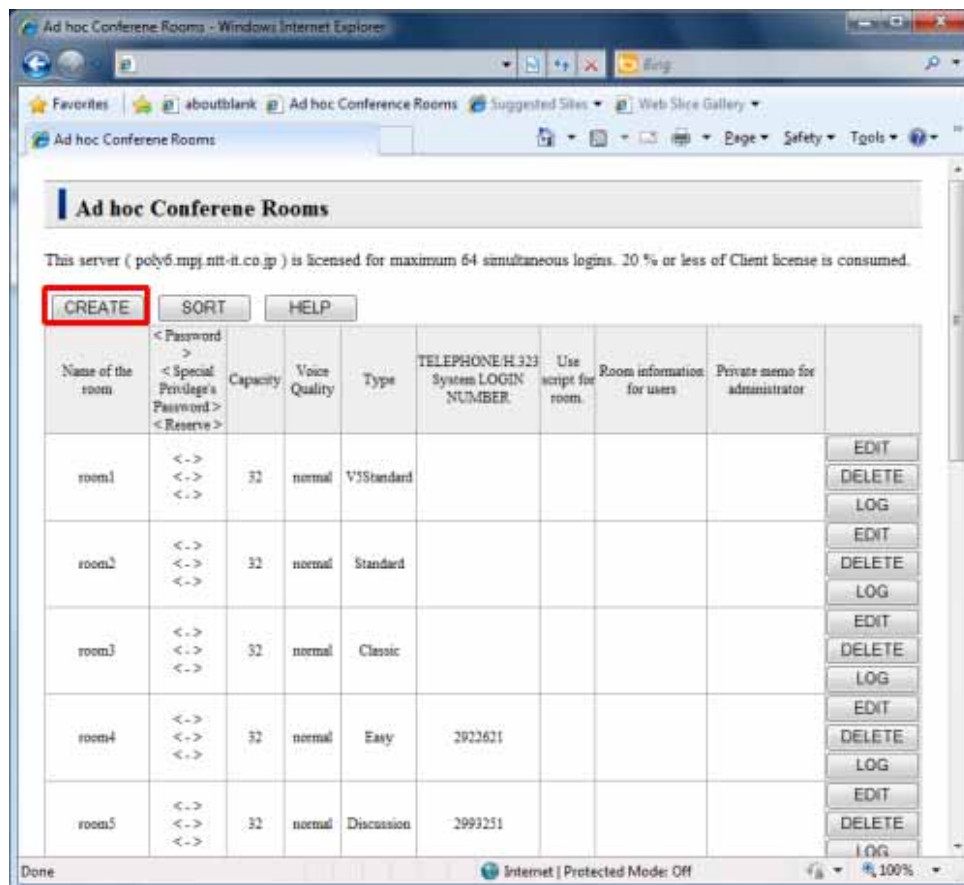
Name of the room	< Password > < Special Privilege's Password > < Reserve >	Capacity	Voice Quality	Type	TELEPHONE/H.323 System LOGIN NUMBER	Use script for room	Room information for users	Private memo for administrator	
room1	< - > < - > < - >	32	normal	V3Standard					EDIT DELETE LOG
room2	< - > < - > < - >	32	normal	Standard					EDIT DELETE LOG
room3	< - > < - > < - >	32	normal	Classic					EDIT DELETE LOG
room4	< - > < - > < - >	32	normal	Easy	2922621				EDIT DELETE LOG
room5	< - > < - > < - >	32	normal	Discussion	2993251				EDIT DELETE LOG

Done Internet | Protected Mode: Off 100%

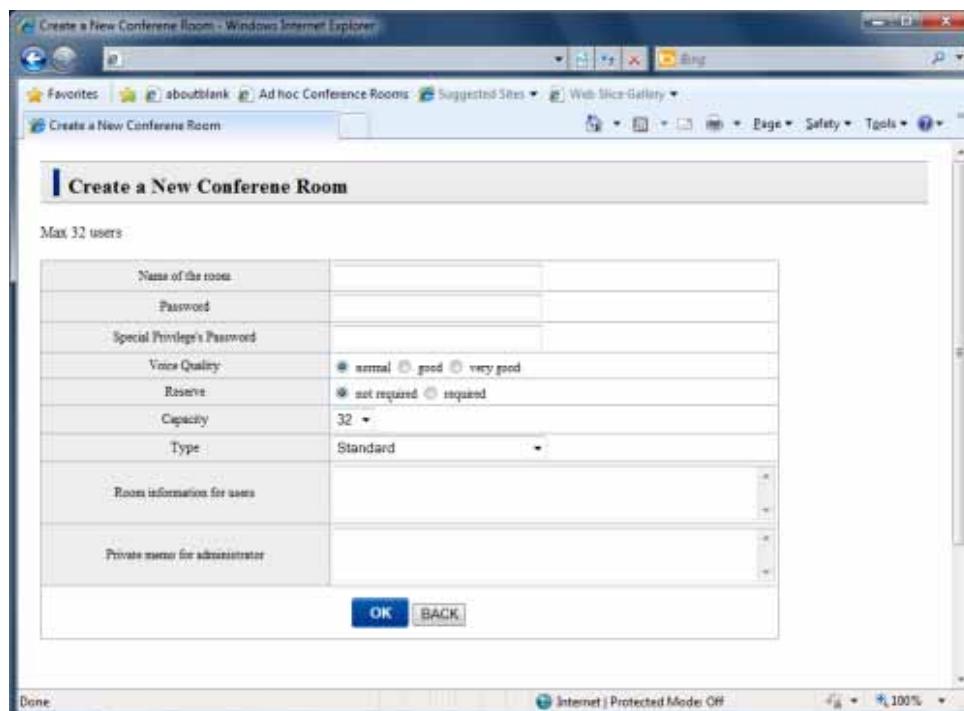


## 6-1 Register a new conference room

1. 'CREATE' is clicked from conference room screen shown below.

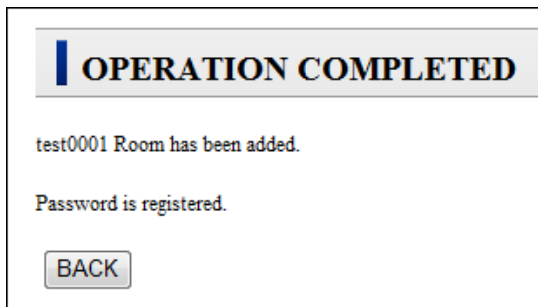


2. Registering a New Ad hoc Conference Room.





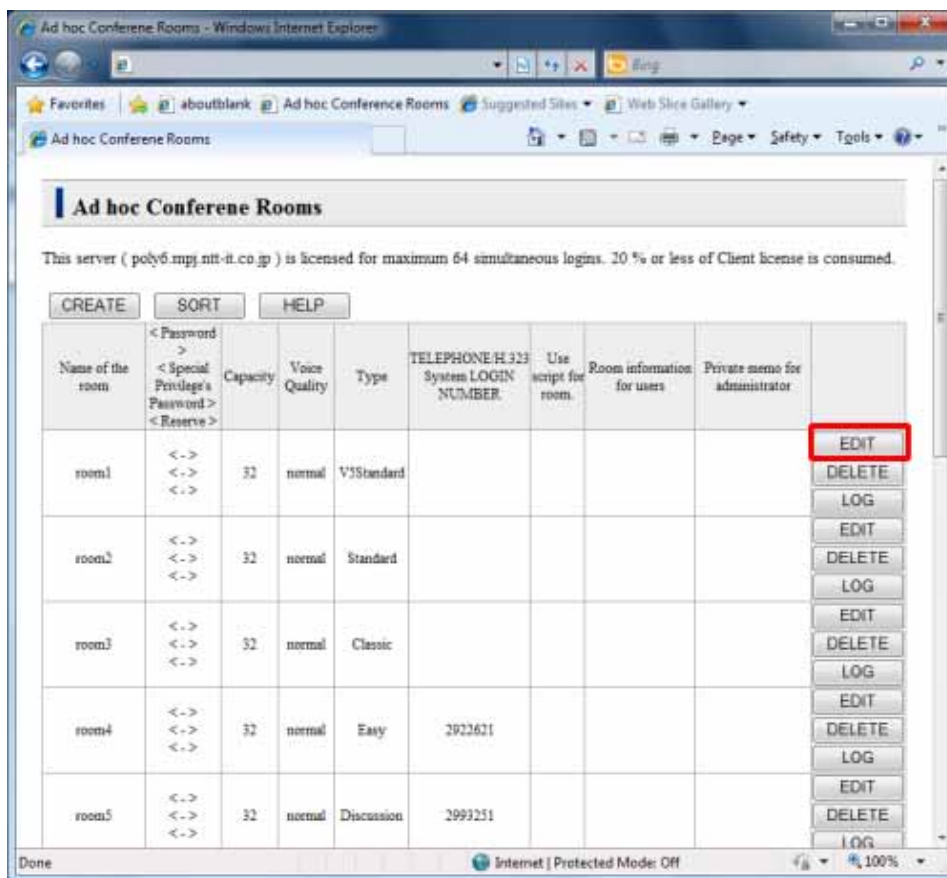
3. Type the name of the new conference room in the text box next to 'Name of the room'. Specify the password if you want to. When you input characters, the room is then recognized as 'password protected'.  
Users will need to provide the password to login to the room.  
Special Privilege's Password is a password to allow a privileged user. If a Special Privilege's Password is not entered, the conference participant cannot login as a privileged user. That authority must be issued by the conference room manager when the room is created.  
Choose the Voice Quality for the room. (the higher the frequency, the better the voice quality and more bandwidth is needed. 'good' is enough for typical meetings)  
Choose the Capacity.  
Choose one type from Standard, Discussion, Presentation and Seminar room types.  
Choose the Reserve, you can use the reservation function in this room.  
The memo to participants can be displayed on the adhoc login page (<http://FQDN of the server'/adhocool/entrance.cgi>) and private entrances.  
The private memo to administrators will not be displayed on the adhoc login page or private entrances.
4. Click on 'ADD' to create the room.



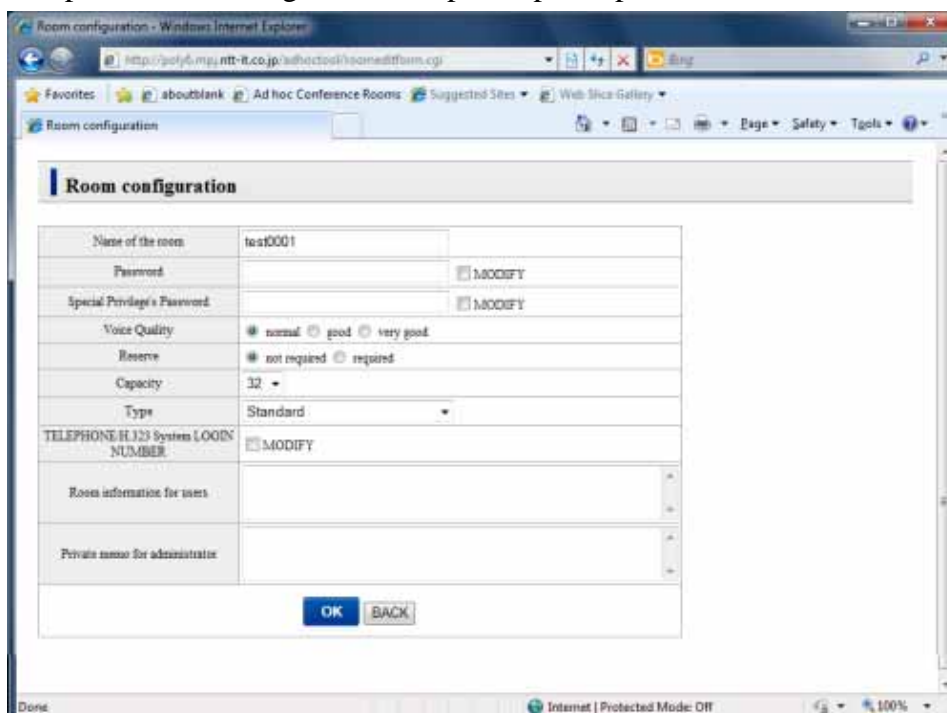
When registration is successful, the message above is shown in the browser. Click BACK to return to the configuration page.

## 6-2 Edit of the existing conference room

1. Click EDIT for the room you wish to make changes to.



2. Please put a check in the box next to MODIFY if the password is changed.  
The permission settings of the telephone participation are done here.



3. Click EDIT for the room you wish to make changes to.



4. Please put a check in the box next to MODIFY if the password is changed.  
The permission settings of the telephone participation are done here.

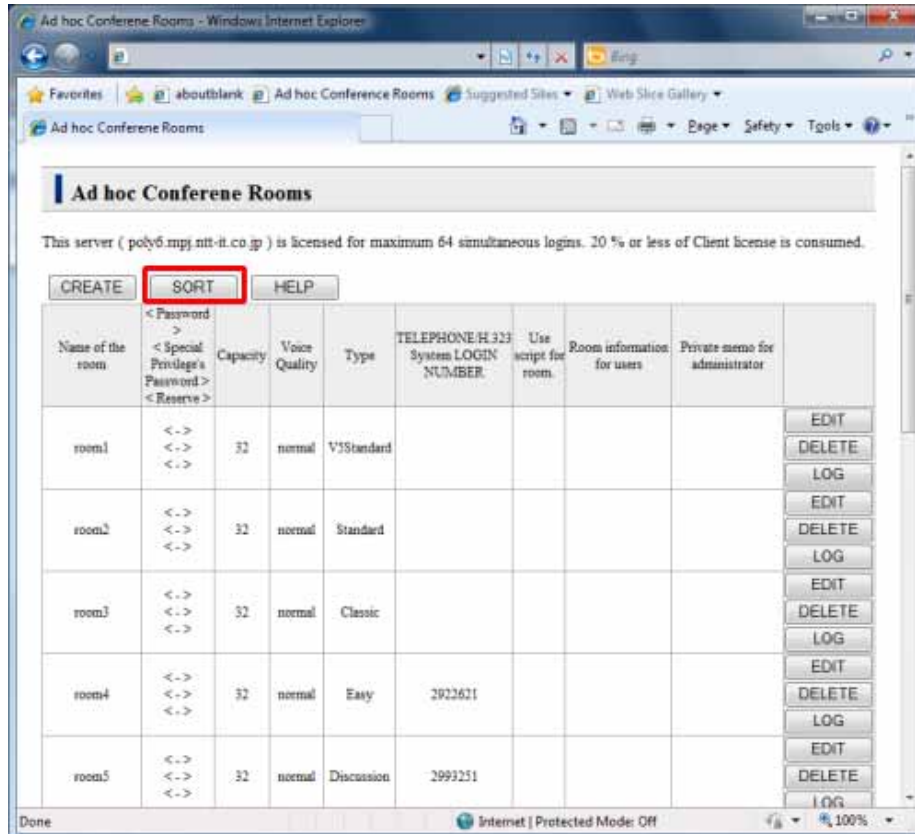
---

## 6-3 The display order of the existing conference room is changed

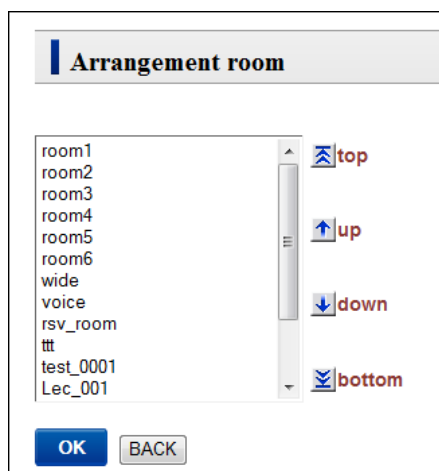
---

The existing conference rooms may be rearranged.

1. The SORT button is clicked from the Configuration page.



2. With the list of the existing rooms displayed, select the room you would like to move.  
The buttons on the right will allow you to move the room to wherever you would like it to appear on the list. Click the CHANGE button when you are finished.



3. Configuration page.

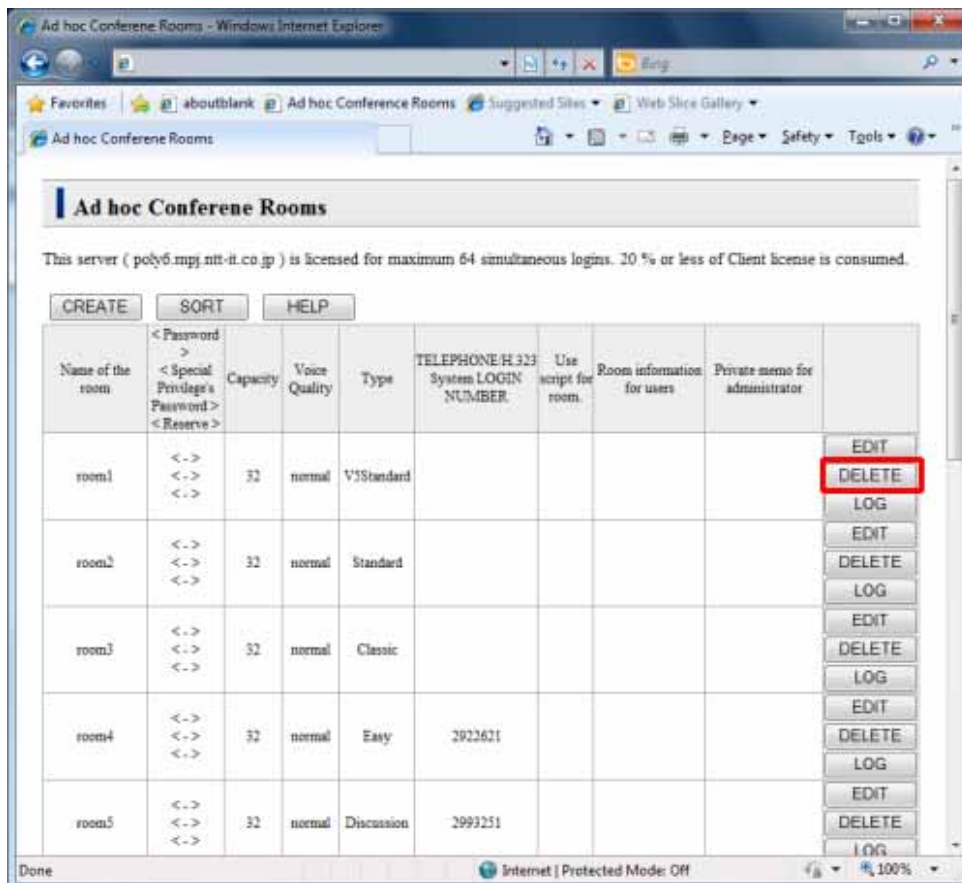
---

## 6-4 Delete an existing conference room

---

Click the DELETE button of the room you wish to delete.

1. Click the DELETE button of the room you wish to delete.



2. A check screen is displayed to confirm, click OK.

### Delete Room

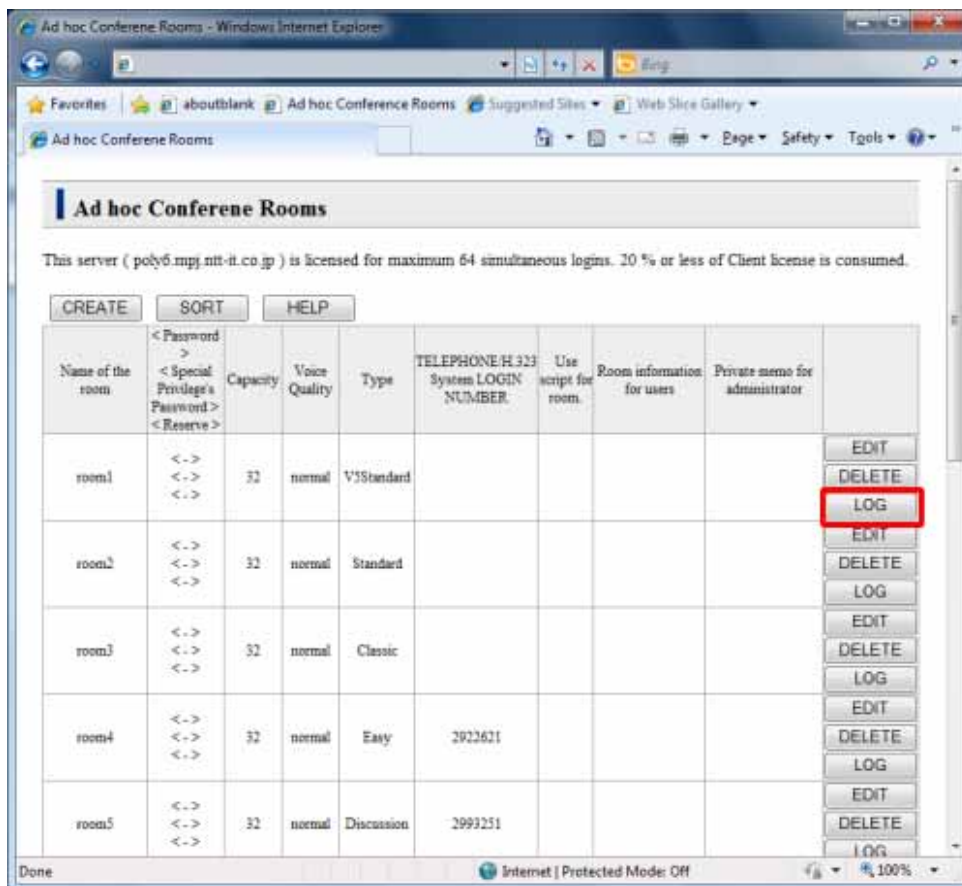
Name of the room : test0001

Do you really want to delete it?

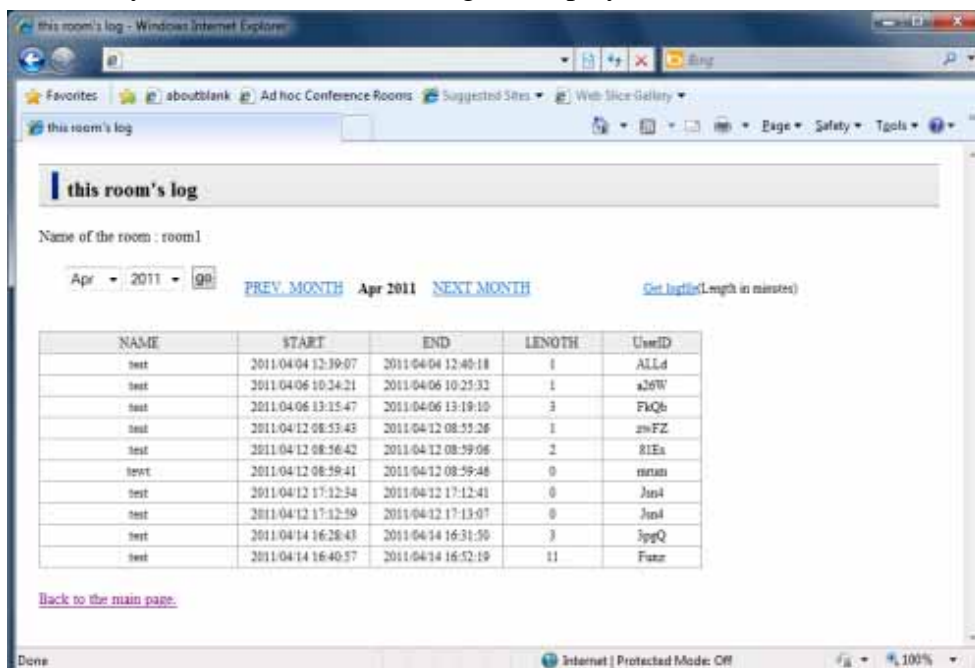
When the action is successful, the message below is shown in the browser. Click BACK to return to the configuration page.

## 6-5 The history of a conference room

1. Click the LOG button of any room to see the room history.



2. The history screen of the room's usage is displayed.



Click BACK to return to the configuration page.

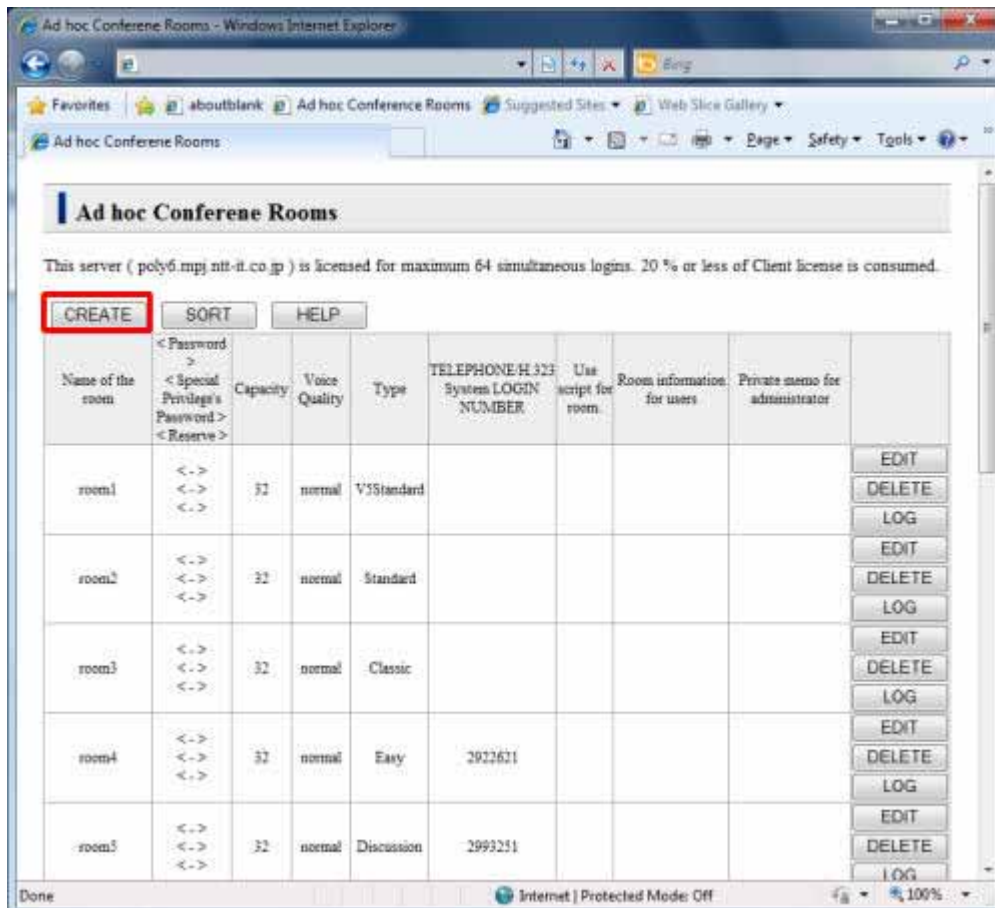
---

## 6-6 Register a new Lecture room

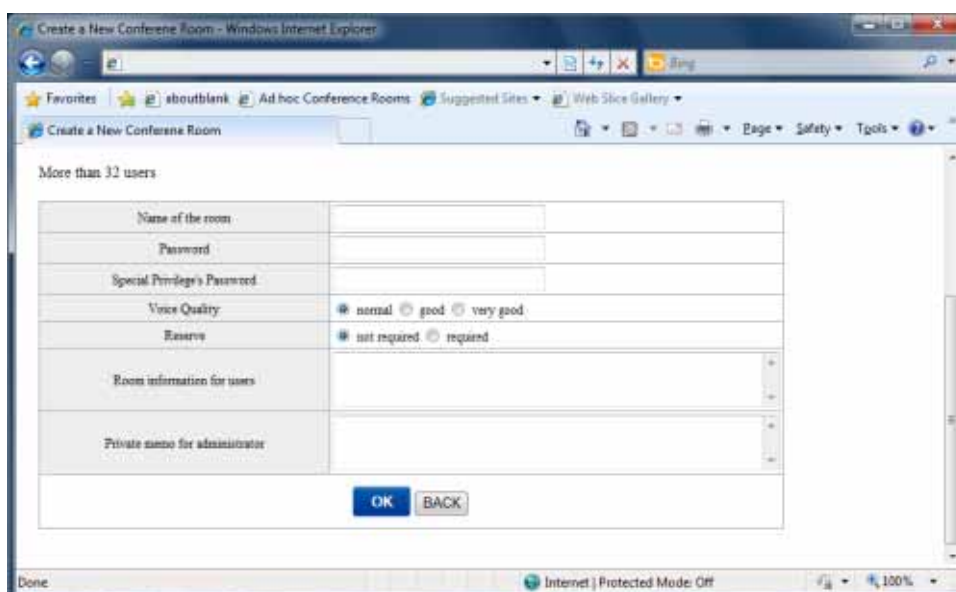
---

This operation is only available for systems with Large Lecture Option.

1. Type the name of the new conference room in the text box next to 'Name of the room'.



2. Specify the password if you want to. When you input characters, the room will be recognized as 'password protected'.





3. All users will need to provide the password to login to the room.

Type the name of the new conference room in the text box next to 'Name of the room'.

Specify the password if you want to. When you input characters, the room is then recognized as 'password protected'.

Users will need to provide the password to login to the room.

Special Privilege's Password is a password to allow a privileged user. If a Special Privilege's Password is not entered, the conference participant cannot login as a privileged user. That authority must be issued by the conference room manager when the room is created.

Choose the Voice Quality for the room. (the higher the frequency, the better the voice quality and more bandwidth is needed. 'good' is enough for typical meetings)

Choose the Capacity.

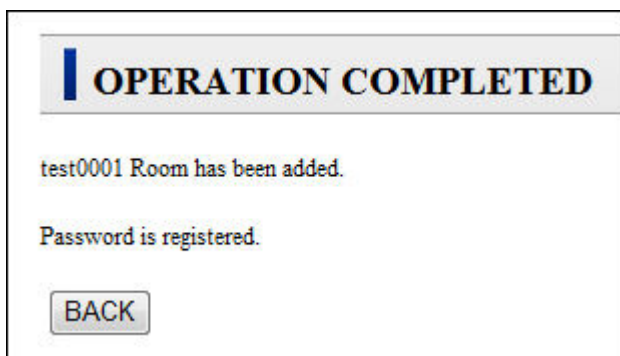
Choose one type from Standard, Discussion, Presentation and Seminar room types.

Choose the Reserve, you can use the reservation function in this room.

The memo to participants can be displayed on the adhoc login page (<http://FQDN of the server/adhooctool/entrance.cgi>) and private entrances.

The private memo to administrators will not be displayed on the adhoc login page or private entrances.

4. 3. Click on ADD to create the room.





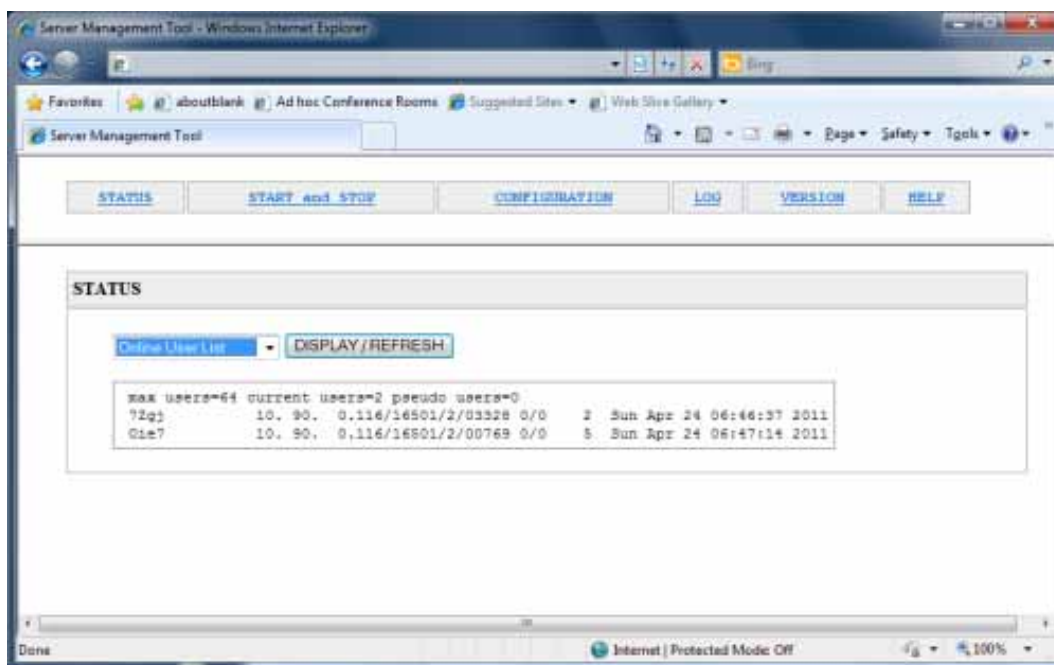
# 7 Server Management Tool

## 7-1 Overview

The Server Management Tool is a tool that manages the server from a browser. This manual describes the procedures for status confirmation, starting and stopping processes, access to log files, setting changes, and version upgrade.

The URL to open the Server Management Tool is generally `http://FQDN of your server machine'/svrmgr/main.cgi`.

Web Browser: Internet Explorer 6.0 or later (Mandatory), Opera 6.05, Firefox 1.0 (Optional)  
Server OS: Red Hat /ES3/ES4



---

## 7-2 Initial Setup

---

Before first use, the following steps are possibly required to enable this tool.

1. Move to '**/var/www/cgi-bin/mpcgi/svrmgr**'. The '/var/www/cgi-bin/' part may differ according to the Apache Web Server installation.
2. Open the file named **cstmdata.py** in a text editor. If it's not existing, copy **cstmdata.py-tp**, existing in the same directory, to a new file and name it **cstmdata.py**.
3. Change the value of the variable **USE\_SVRMGR** to **1** in order to enable this tool. (0: disable, 1: enable)
4. Access <http://FQDN of your server machine/svrmgr/main.cgi> and make sure this tool is enabled. When it's not enabled, it displays 'SERVER MANAGEMENT TOOL IS CURRENTLY DISABLED.'

---

## 7-3 STATUS

---

---

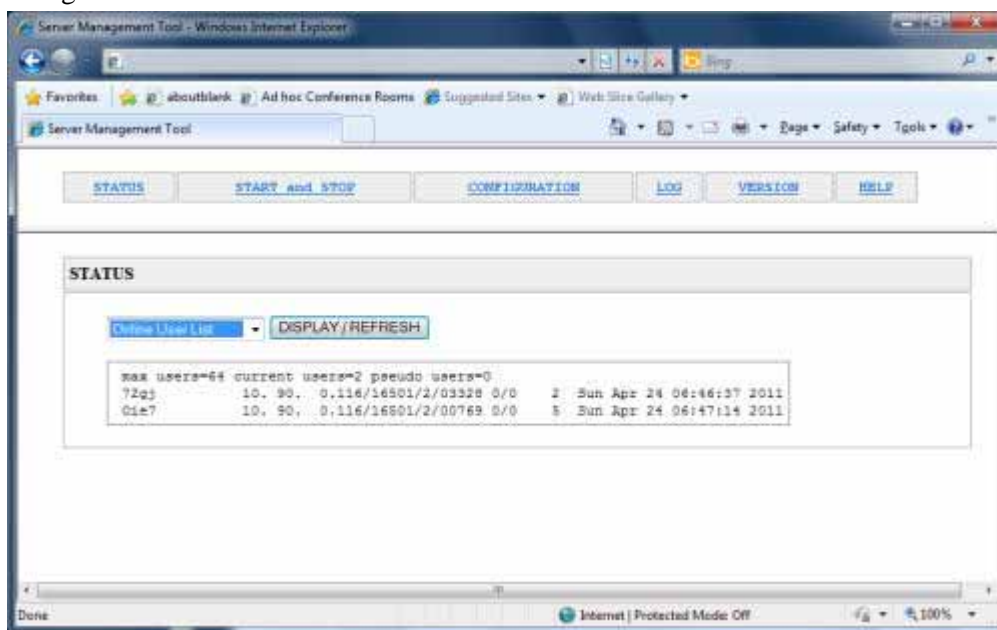
### 7-3-1 Online User List

---

A present user list is confirmed.

The output content is as follows.

- UserID
- IPAddress / Port No./ Inn DEC of proxy
- Second number after process receives existence confirmation packet from user
- Login time

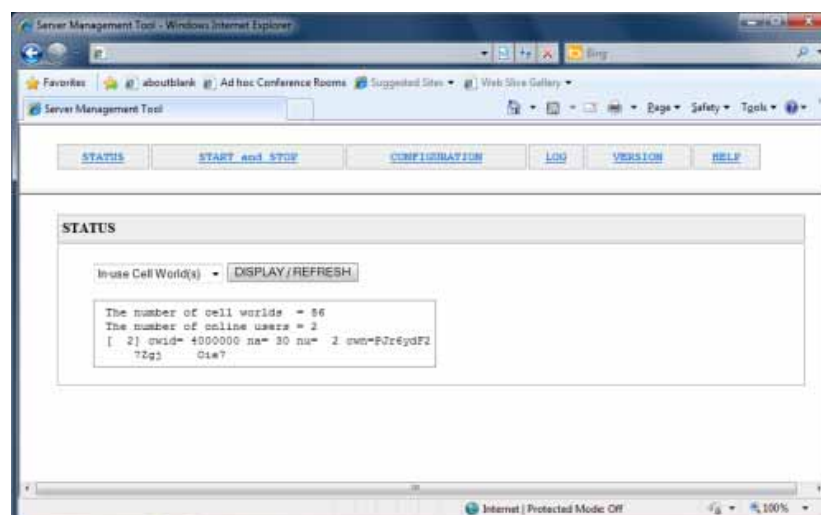


---

### 7-3-2 In-use Cell World(s)

---

A present user list can be confirmed from the following information on the cell world.

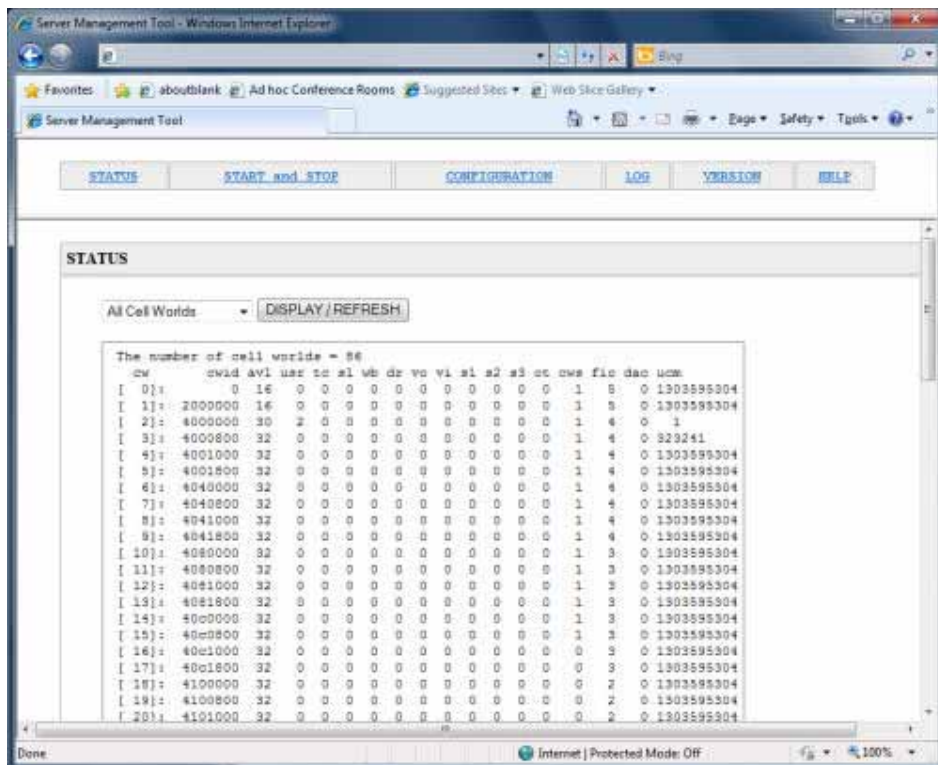


---

## 7-3-3 All Cell Worlds

---

The state of the present cell world can be confirmed.

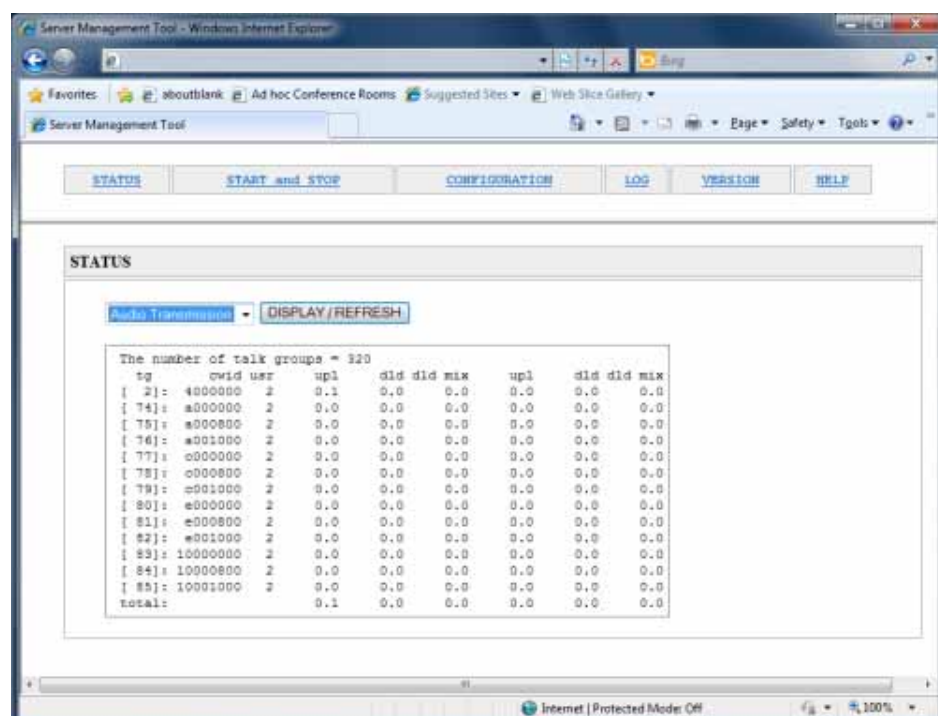


---

## 7-3-4 Audio Transmission

---

The transmission of the voice is confirmed.

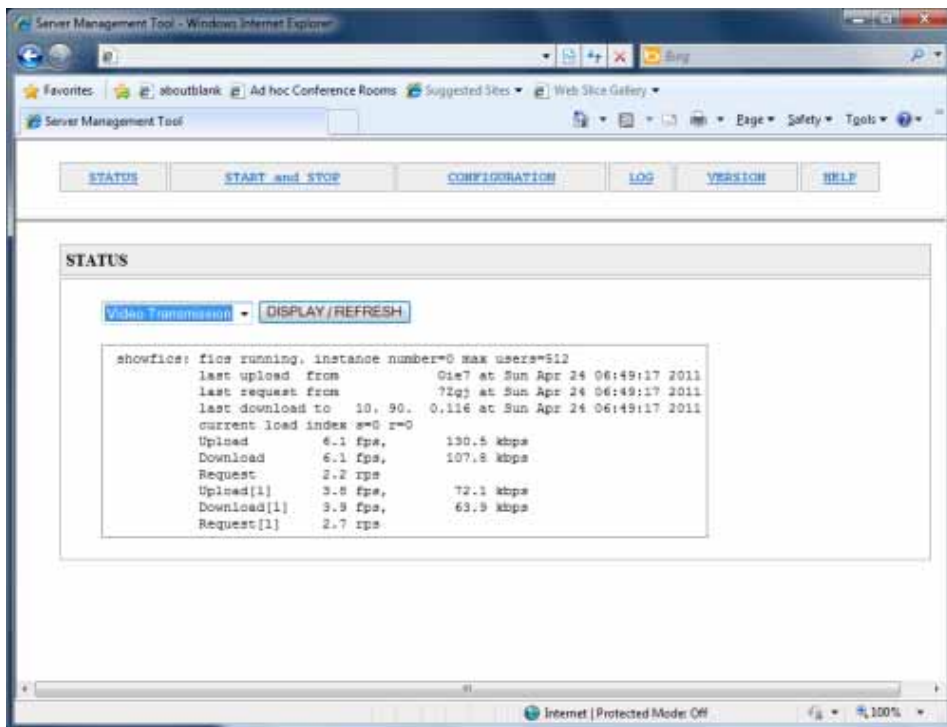


---

## 7-3-5 Video Transmission

---

The transmission of the image is confirmed.

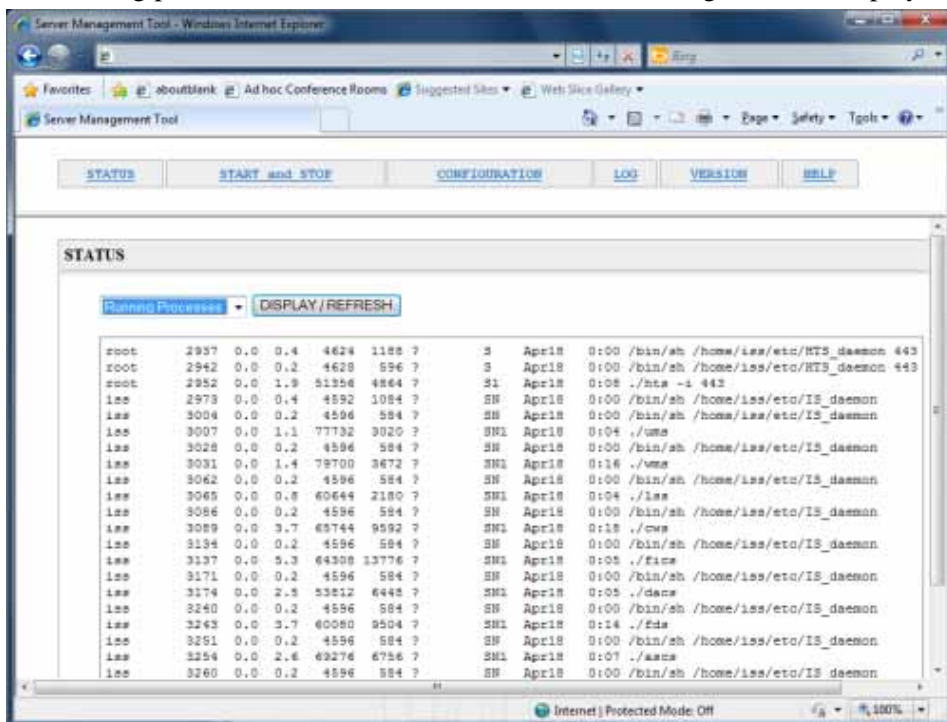


---

## 7-3-6 Running Processes

---

The starting process for the VR Server and HTTP Tunneling Server is displayed.



When VR Server is running, all of ums, wms, cws, fics, dacs and fds appears.

When HTTP Tunneling Server is running, hts appears.

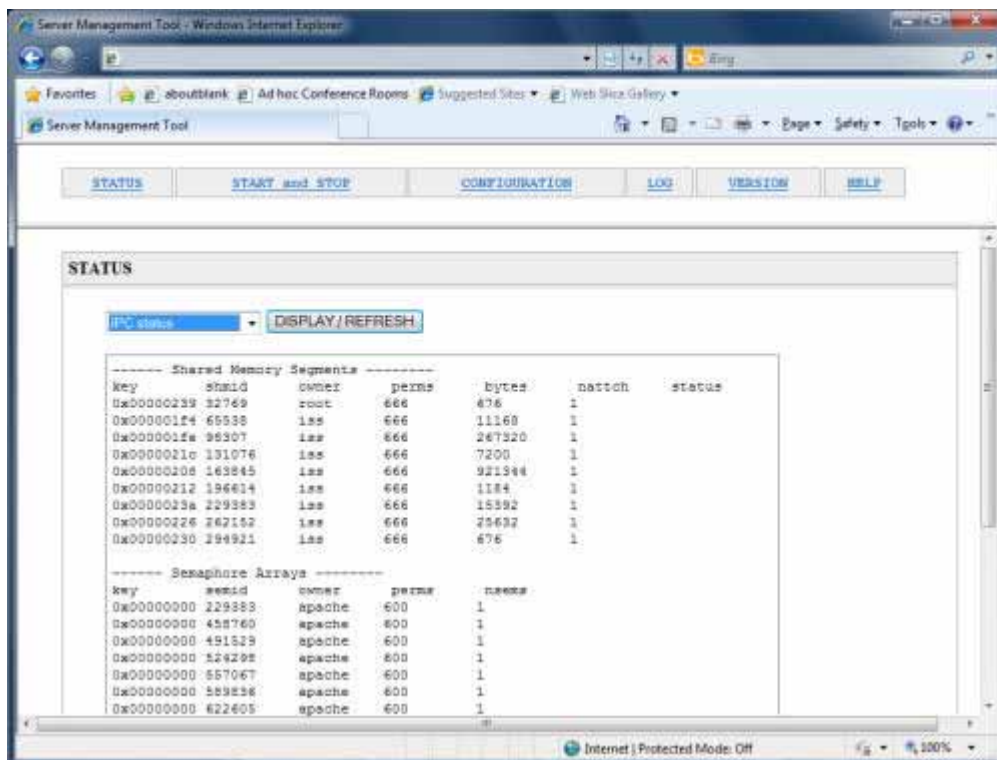
When the process of the Large-Scale Lecture option, the Application Sharing option or the Record/Play option are running, respectively lss, ascs or srs appears.

---

## 7-3-7 IPC

---

IPC Status is confirmed.

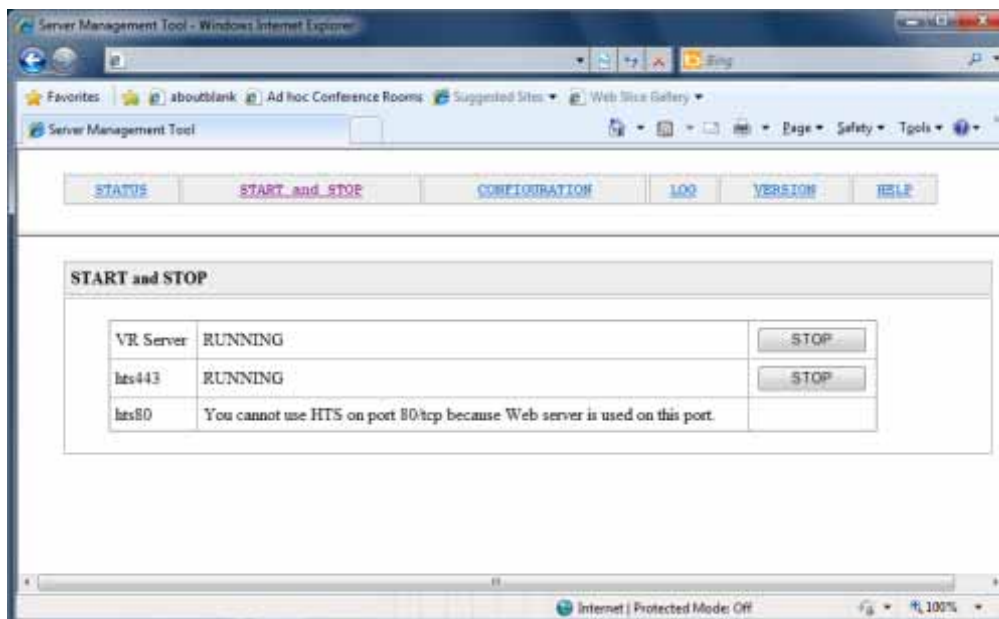


---

## 7-4 START and STOP

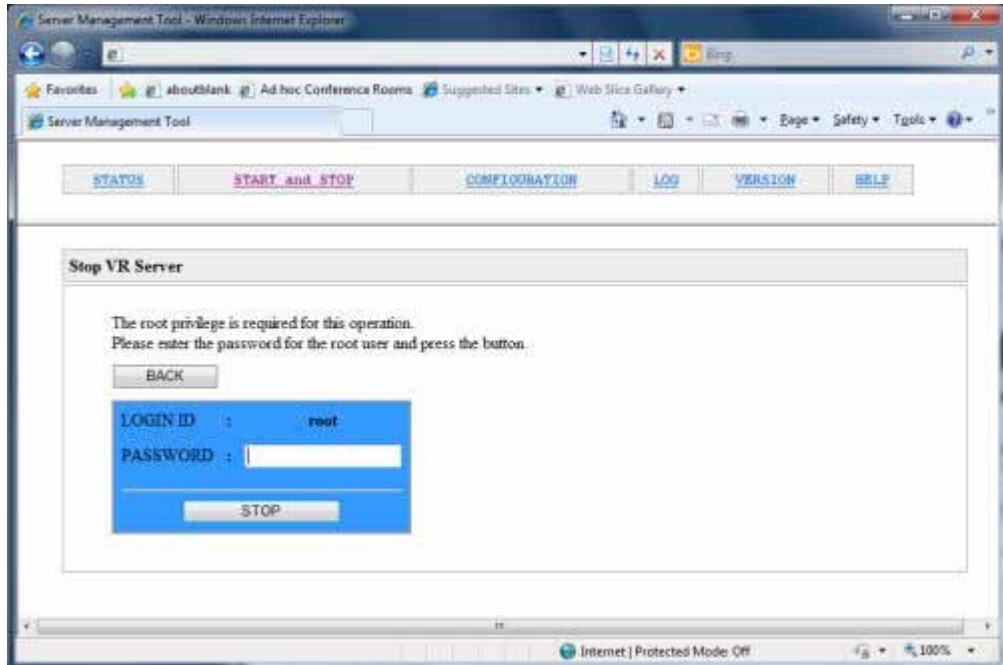
---

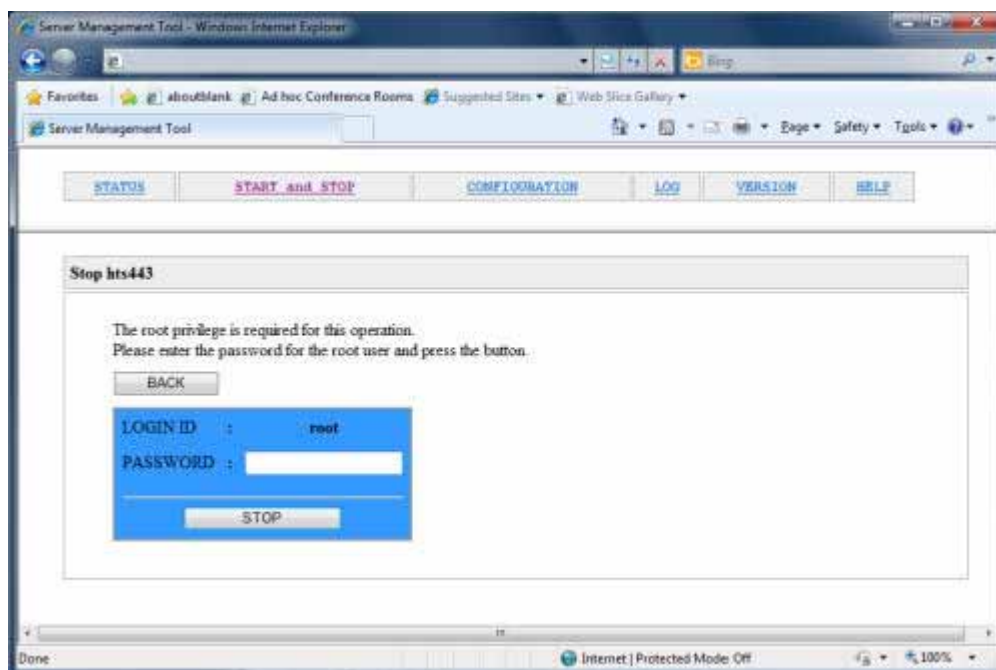
The process for starting and stopping the server.



VR Server is started by the iss authority.

The stopping of hts443 and the starting of the VR Server is done by the root authority.







---

## 7-5 CONFIGURATION

---

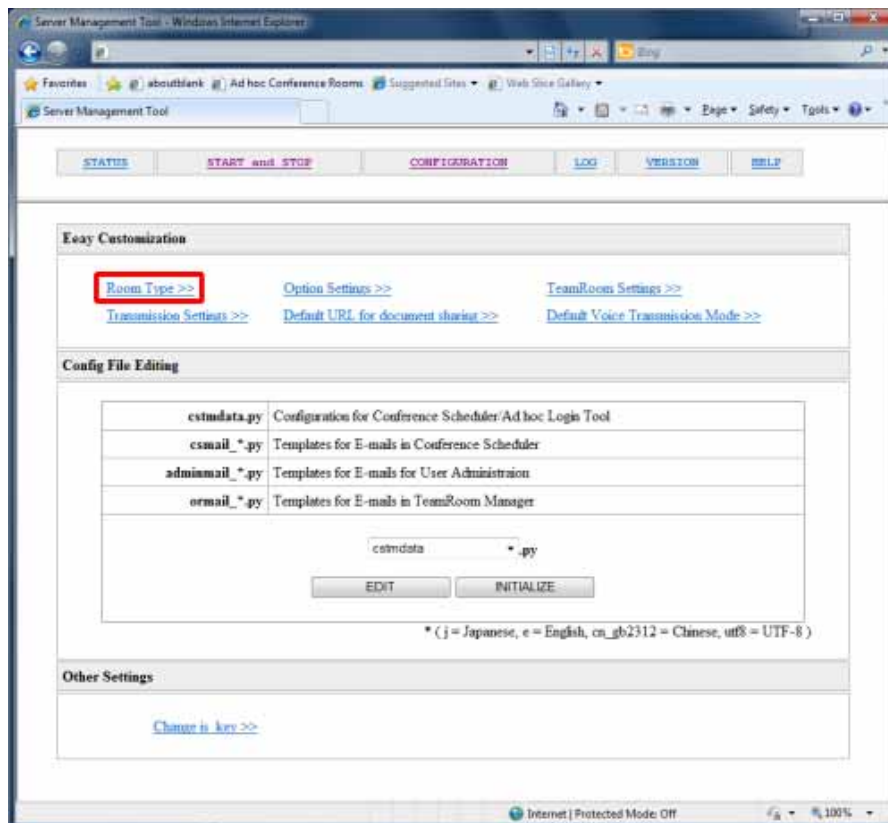
---

### 7-5-1 Easy Customization

---

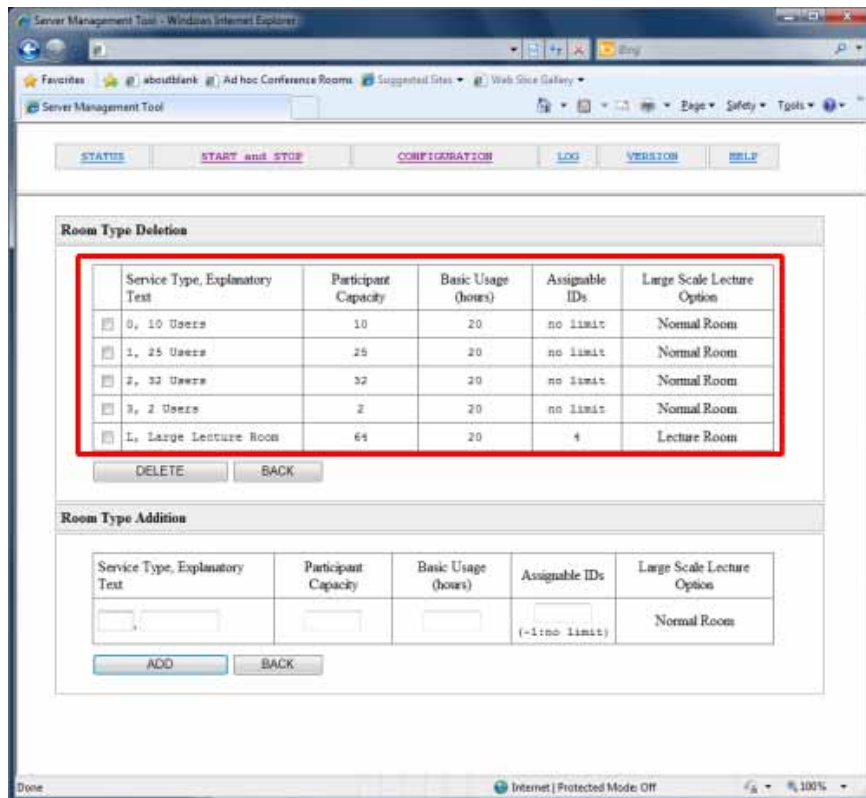
#### (1)Room Type

The addition and the deletion of the conference room type can be done.

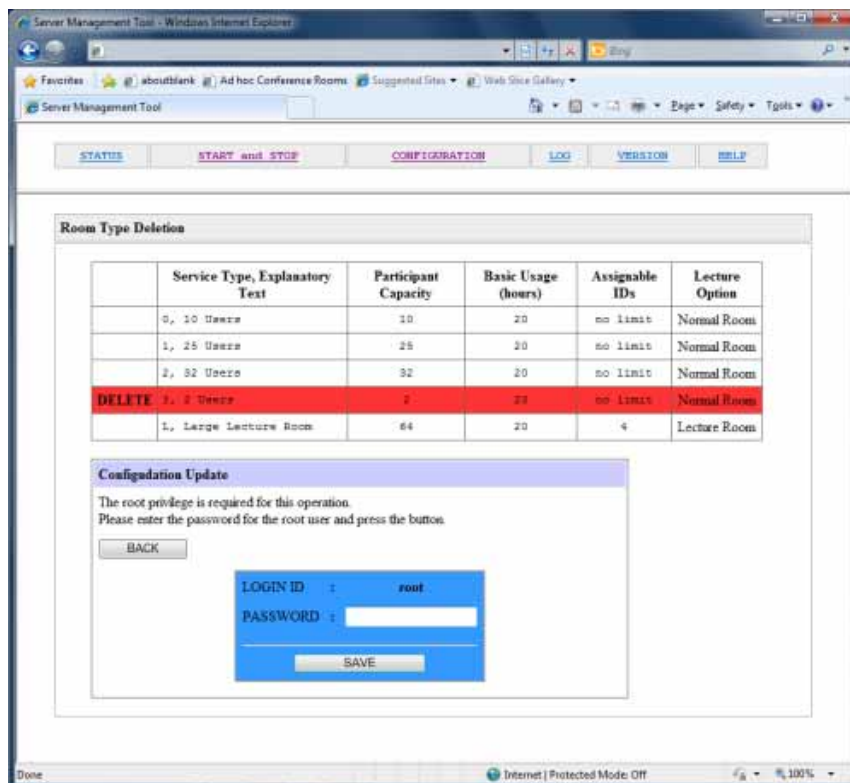


#### <Room Type Deletion>

1. The deleted conference room type is selected.



2. Delete is clicked.
3. The deleted conference room type is displayed.



4. It is deleted by the root authority. The password of the root is the input.

## <Room Type Addition>

When the remote lecture option is selected, the lecture room can be used.

When the number of ID permission is not limited, -1 is the input.

1. **Service type and explanation, Capacity, Basic use time, Number of ID permission and Type of conference room** are input, and the add button is clicked.

Room Type Addition

Service Type, Explanatory Text	Participant Capacity	Basic Usage (hours)	Assignable IDs	Large Scale Lecture Option
0, 10 Users	10	20	no limit	Normal Room
1, 25 Users	25	20	no limit	Normal Room
2, 32 Users	32	20	no limit	Normal Room
3, 2 Users	2	20	no limit	Normal Room
4, Large Lecture Room	64	20	4	Lecture Room

DELETE BACK

Room Type Addition

Service Type, Explanatory Text	Participant Capacity	Basic Usage (hours)	Assignable IDs	Large Scale Lecture Option
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (~100 limit)	Normal Room

ADD BACK

2. The added conference room type is displayed.

Room Type Addition

Service Type, Explanatory Text	Participant Capacity	Basic Usage (hours)	Assignable IDs	Lecture Option
0, 10 Users	10	20	no limit	Normal Room
1, 25 Users	25	20	no limit	Normal Room
2, 32 Users	32	20	no limit	Normal Room
3, 2 Users	2	20	no limit	Normal Room
4, Large Lecture Room	64	20	4	Lecture Room
ADD 4, 20 Users	20	20	no limit	Normal Room

Configuration Update

The root privilege is required for this operation.  
Please enter the password for the root user and press the button.

BACK

LOGIN ID : root  
PASSWORD :   
SAVE

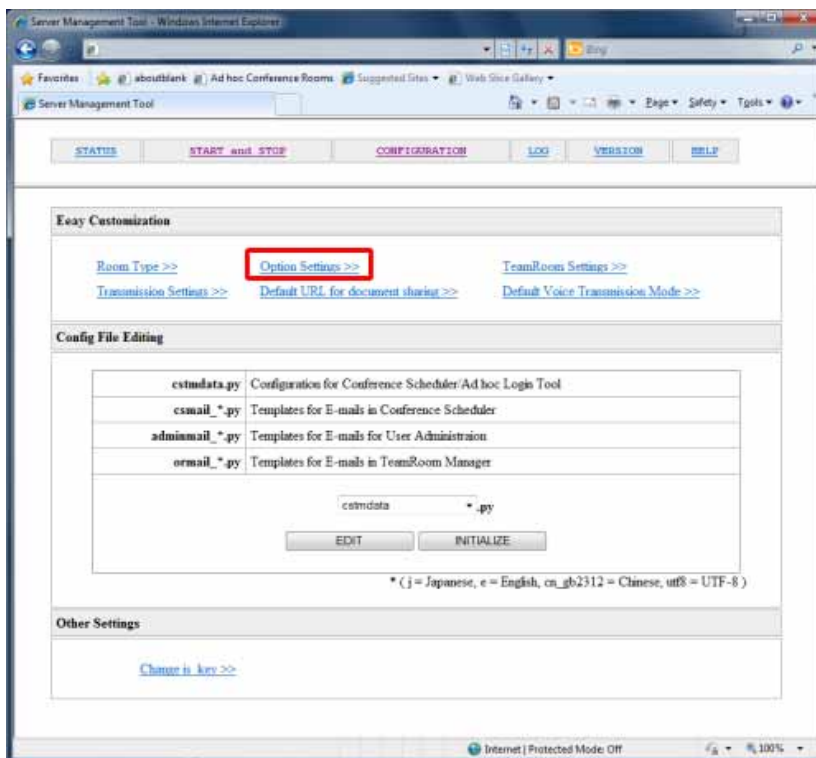
3. It is added by the root authority. The password of root is the input.

### <Attention>

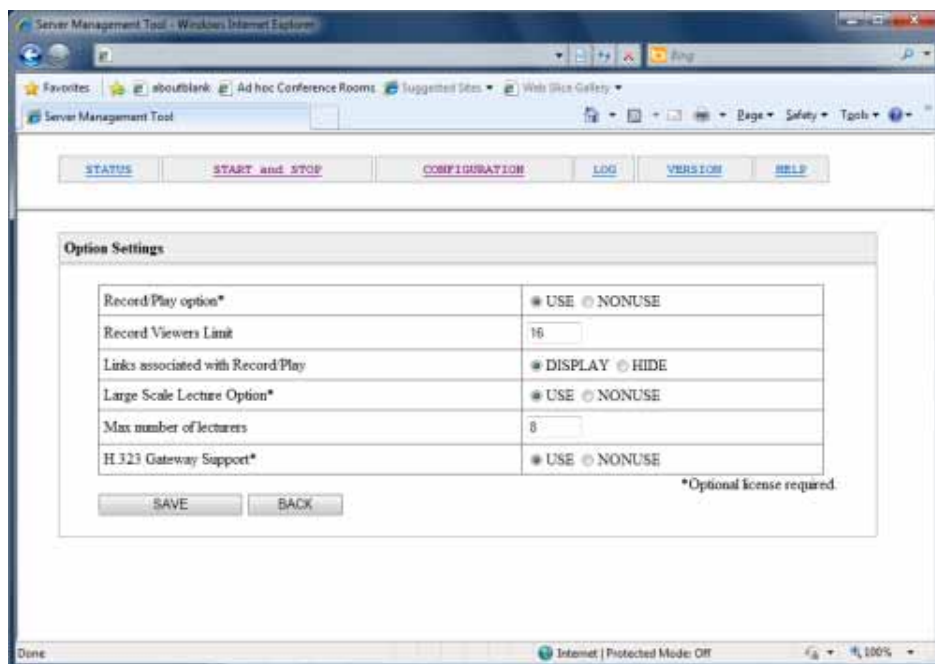
- The lecture room that can be registered in the conference room type is one.
- The conference room can usually be only added when the lecture room has already been registered.
- The number of ID permission when the lecture room is made is specified for 2.

## (2)Option Settings

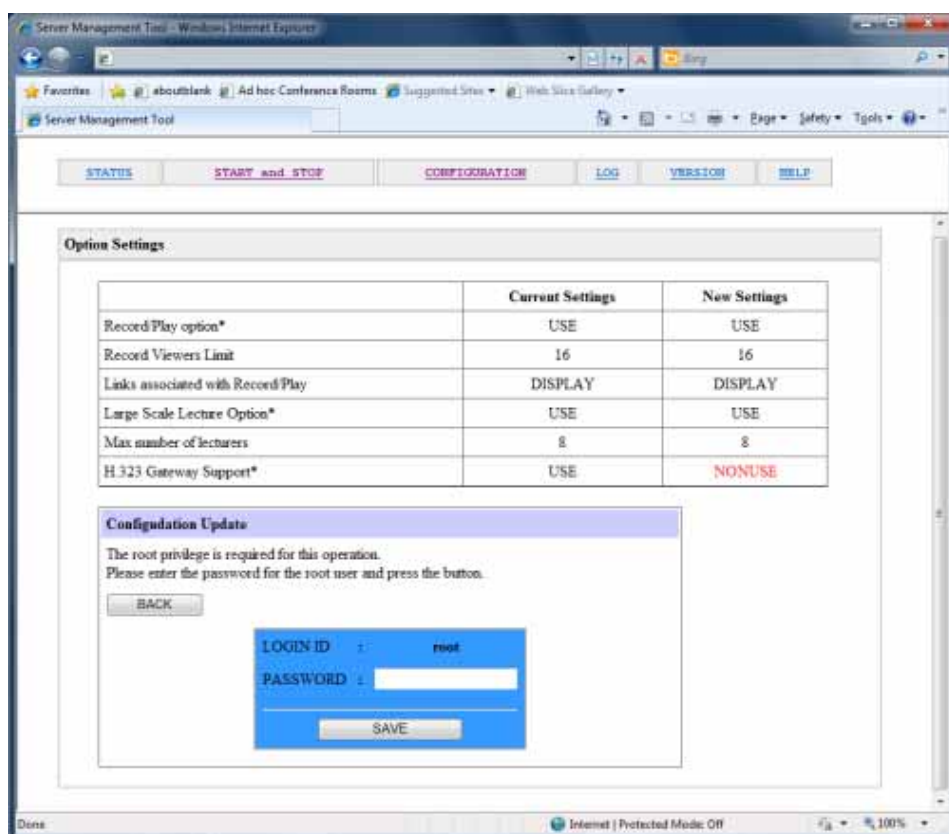
Various options are set.



When the option setting is added, the option license is needed.

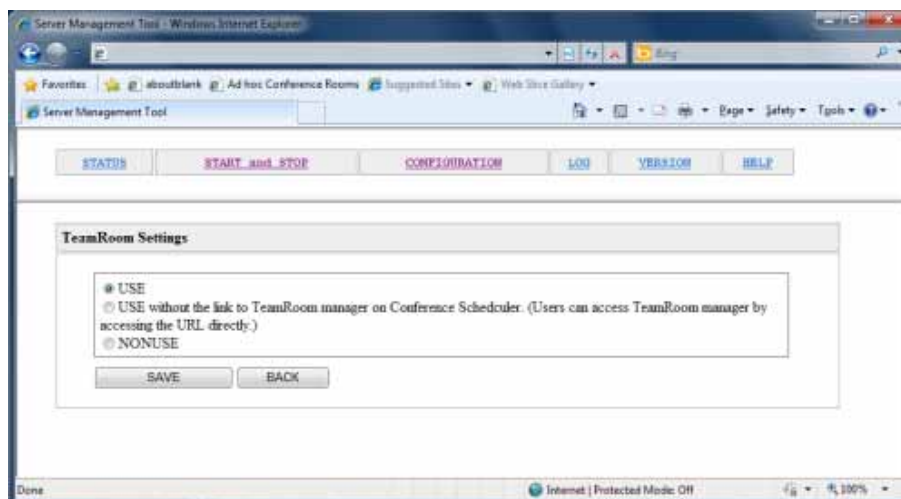
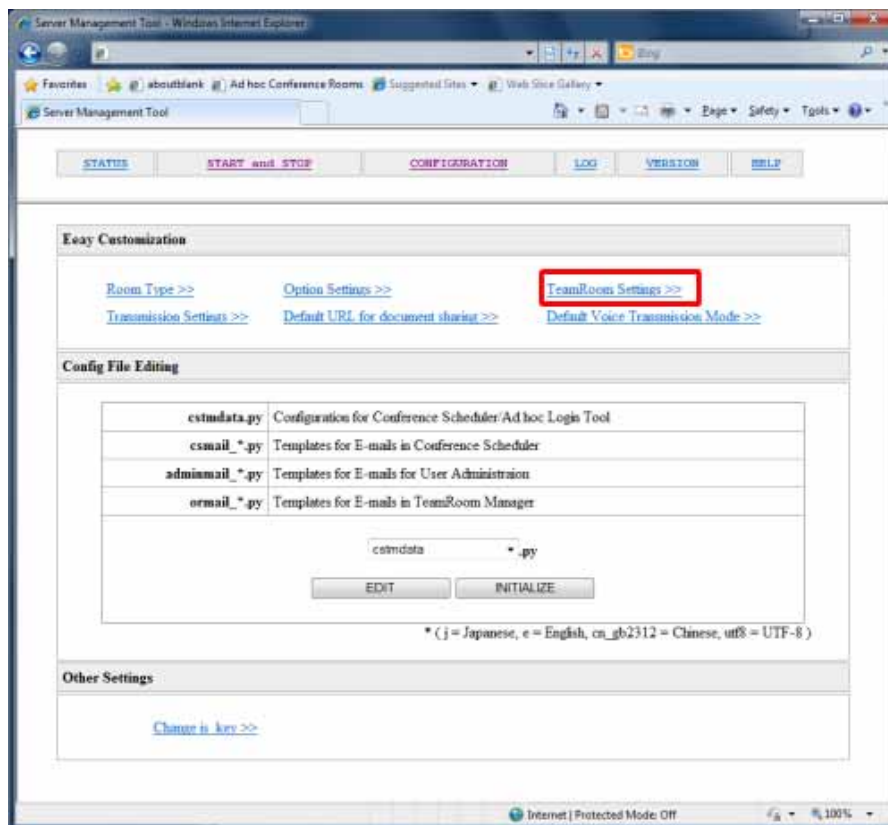


The setting is preserved by the root authority. The password of root is the input.

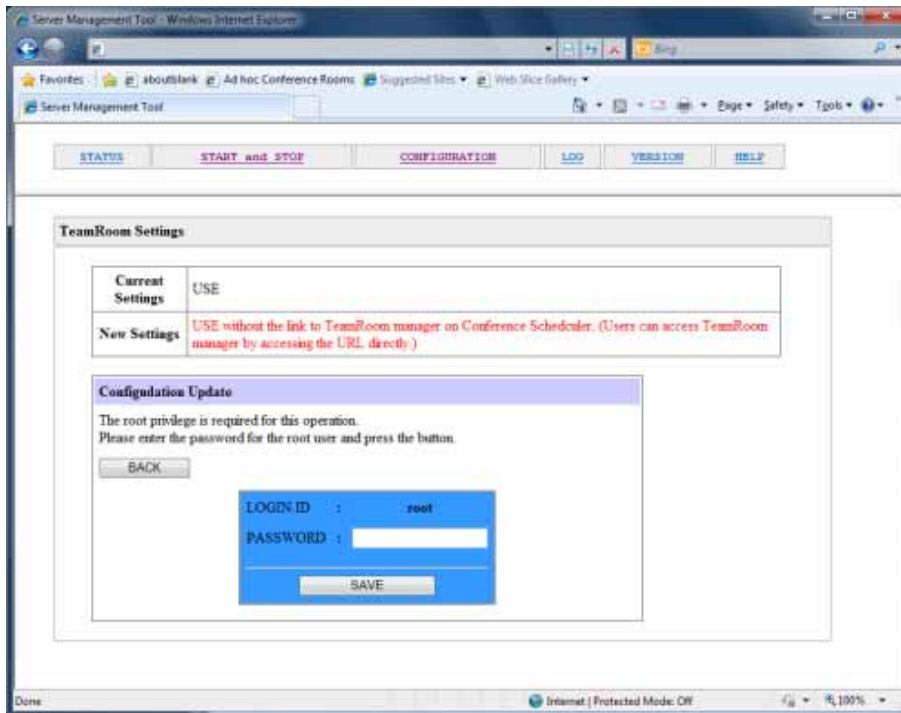


### (3)TEAMROOM Settings

Team Room can be set.

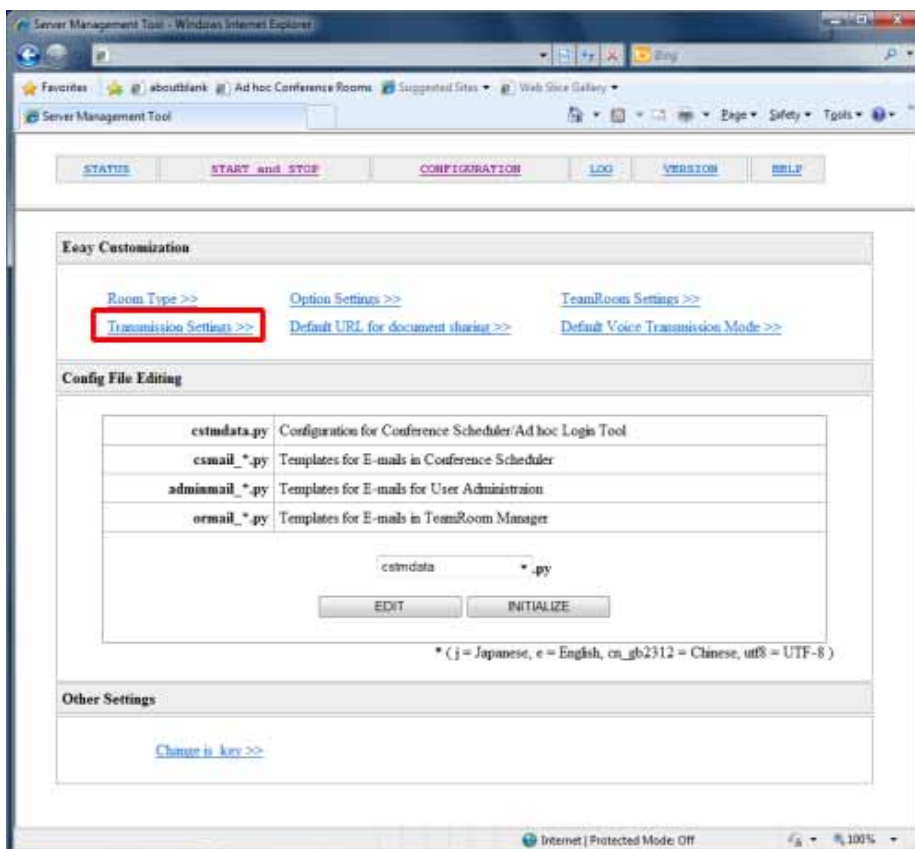


The setting is preserved by the root authority. The password of root is the input.

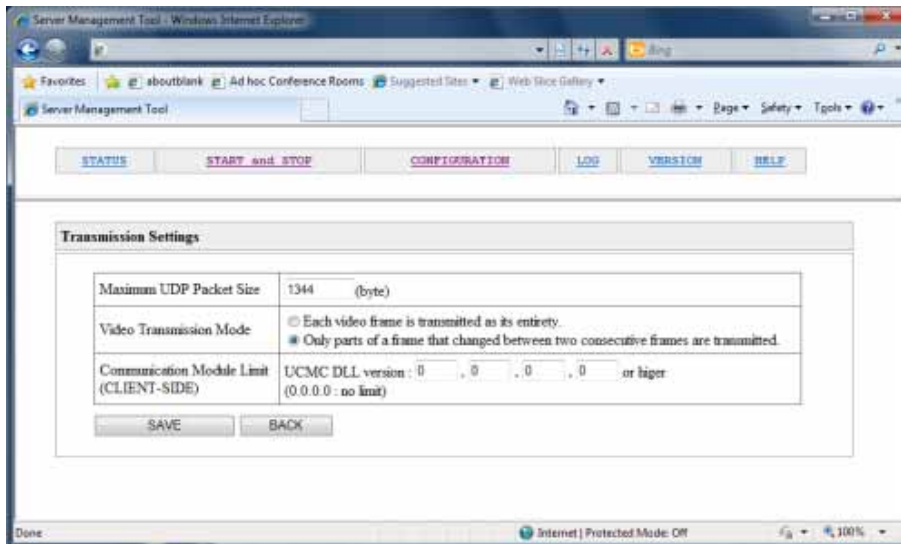


#### (4)Transmission Settings

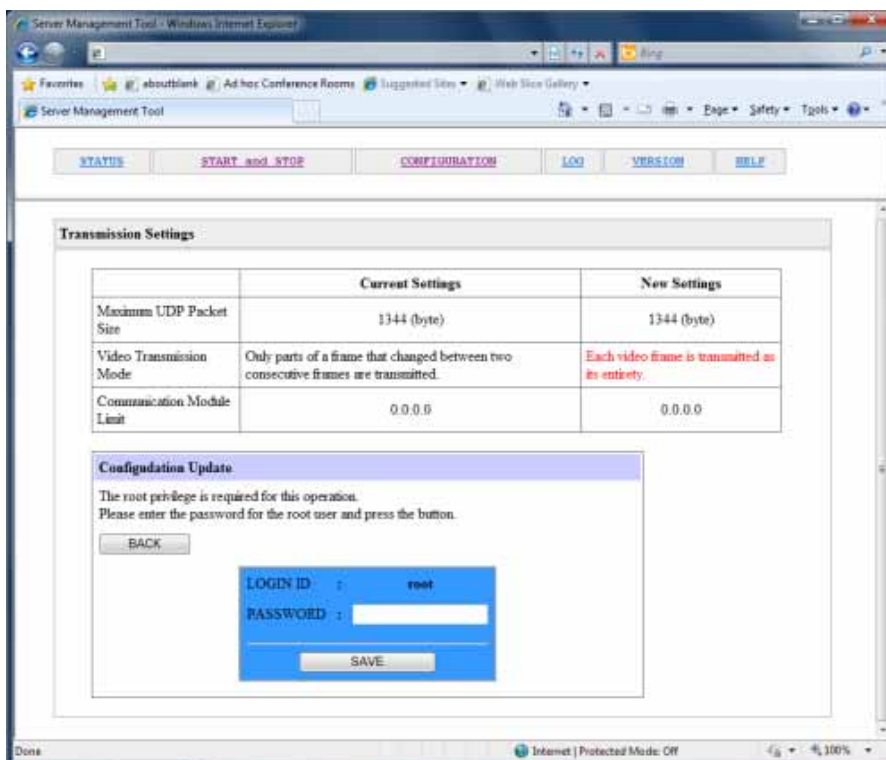
The VR Server can be set.







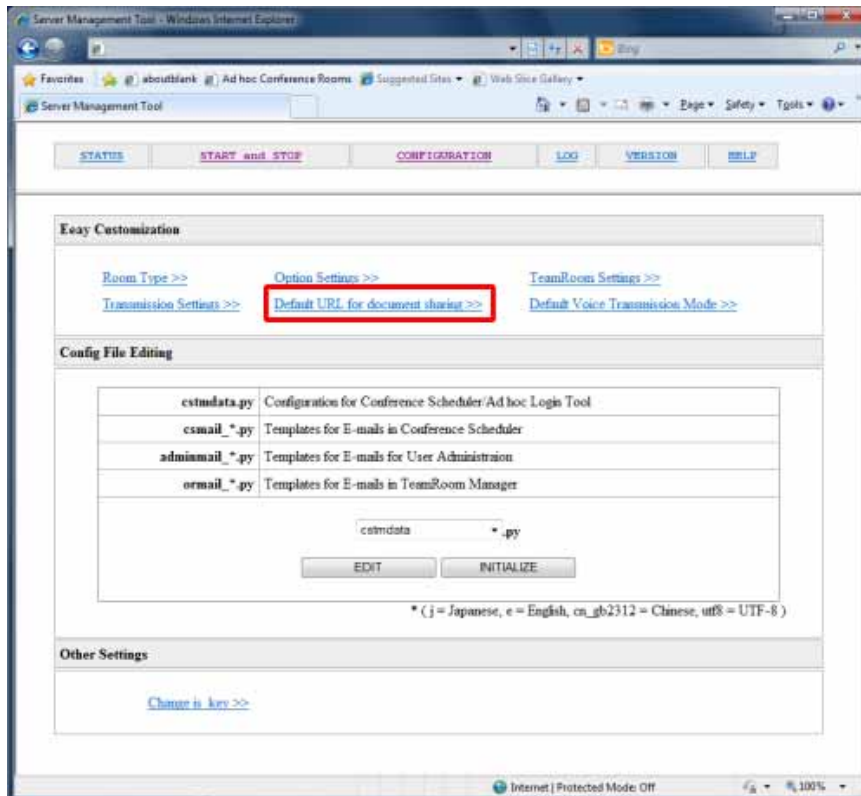
The setting is preserved by the root authority. The password of root is the input.



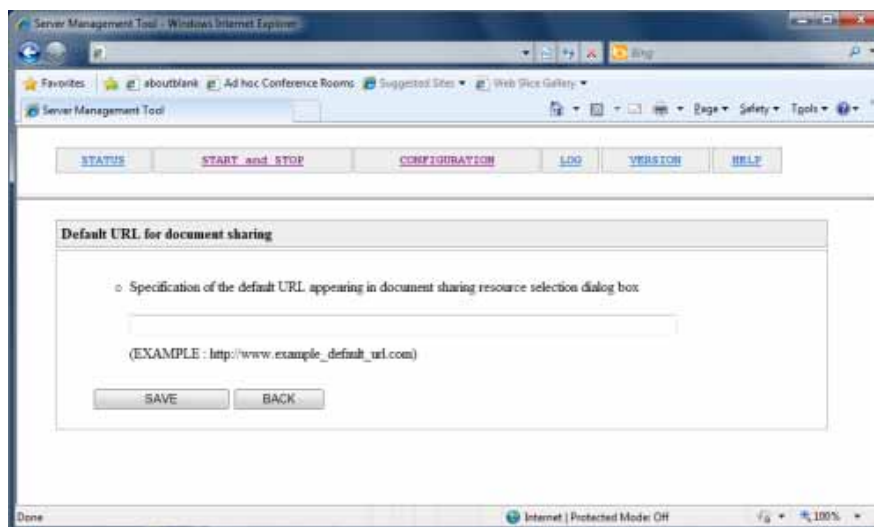
**You need to reboot the VR Server for the changes to take effect.**



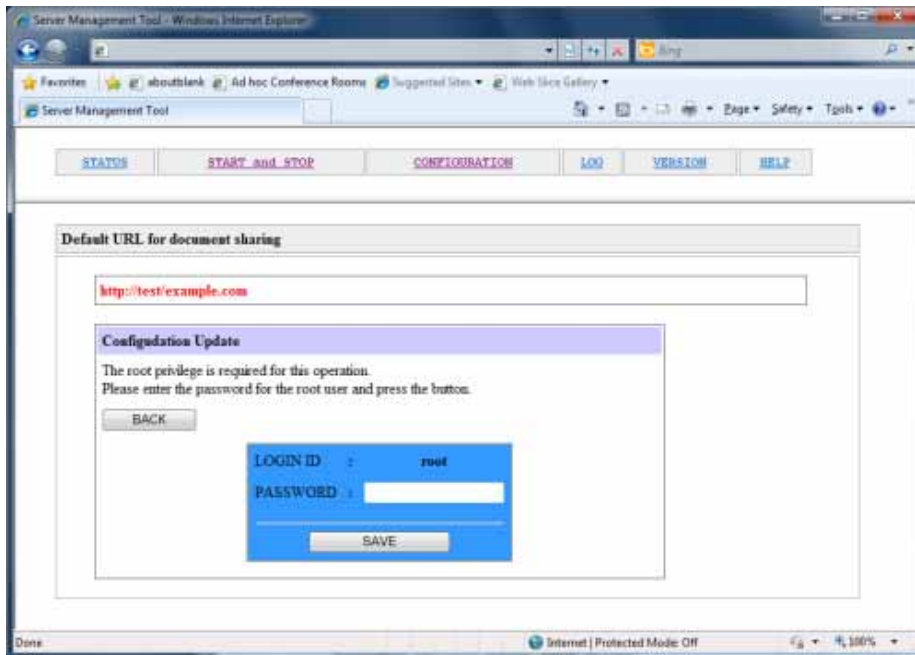
## (5)Default URL for document sharing



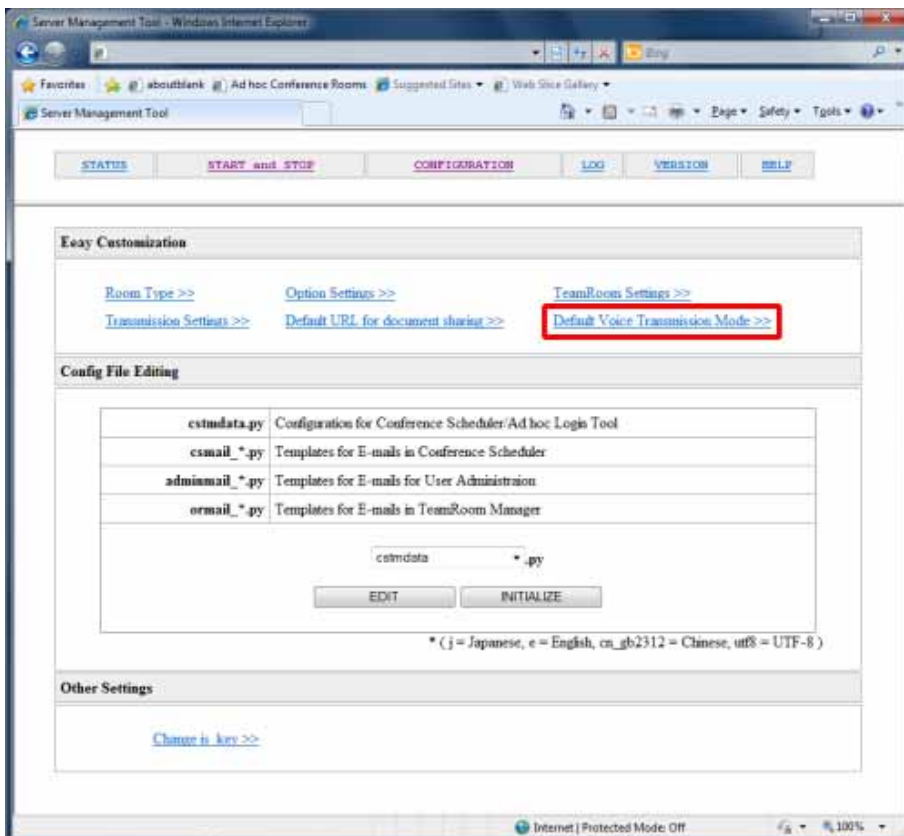
The default URL when the document is shared can be set.

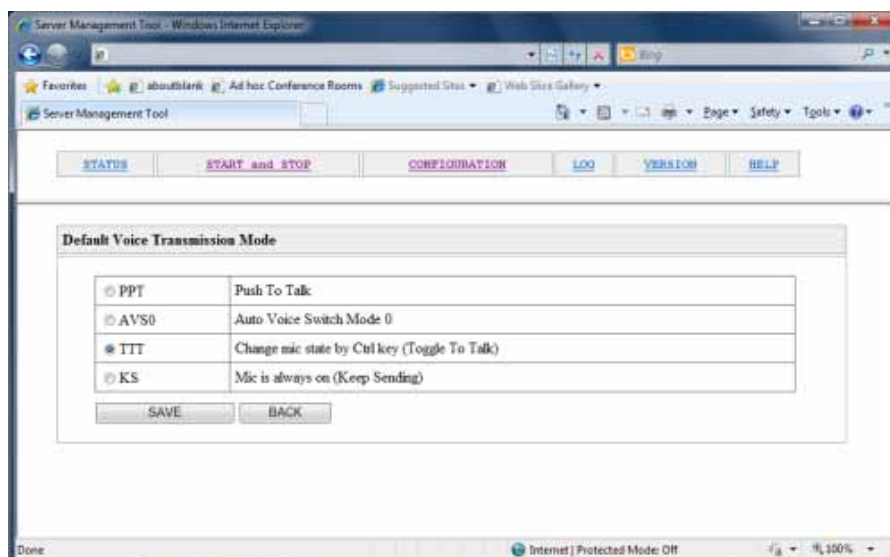


The setting is preserved by the root authority. The password of root is the input.

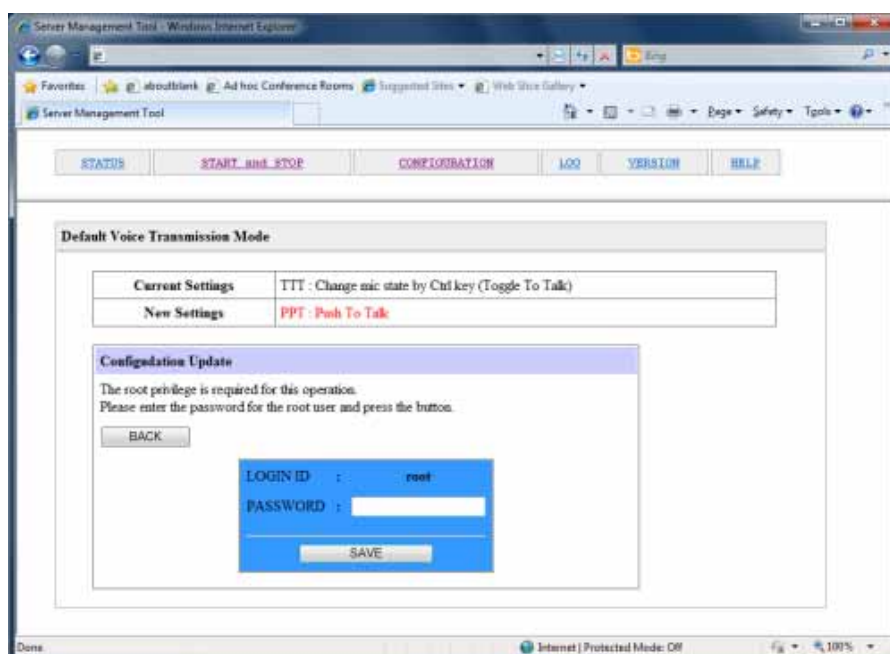


## (6)Default Voice Transmission Mode





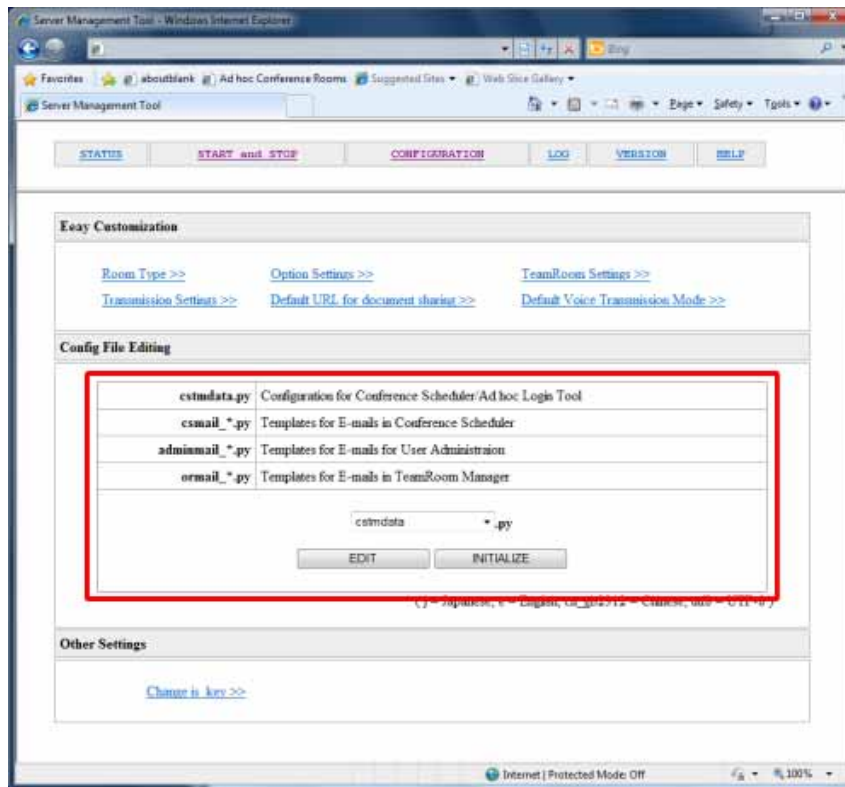
The setting is preserved by the root authority. The password of root is the input.



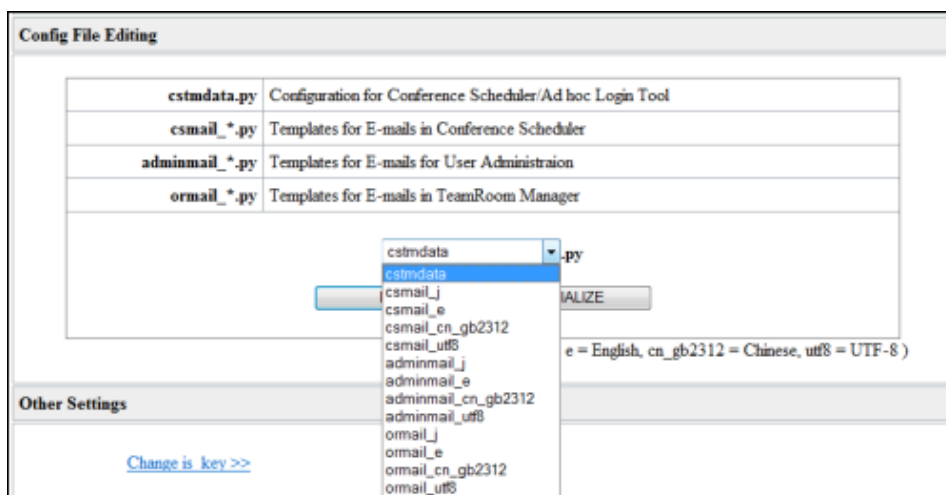
## 7-5-2 Config File Editing

It is possible to set it concerning various mail. (j=Japanese , e=Enflish , cn\_gb2312=Chinese , utf8=UTF-8)

The configuration file can be set related to Conference Scheduler/Ad hoc Login Tool.



1. The edited file is selected.



Server Management Tool - Windows Internet Explorer

Server Management Tool

STATUS START and STOP CONFIGURATION LOG VERSION HELP

csmail\_e.py

```
#####
#
# Templates for K-mails in Conference Scheduler (For English)
# Copyright 2003 NTT-IT Corp.
#
# Refer to CSMAIL.TXT for available variables.
#
#####
#
# Confirmation to the Conference Room Manager
#
#####

### Subject line

CONFIRMATION_SUBJECT = ***

MeetingPlace Web Conference ($MONTHS_STR $DAY $HOUR:$MINUTE) has been reserved

***

### Mail Body

CONFIRMATION_BODY = ***
+-----+
|
```

SAVE BACK

Done Internet | Protected Mode Off 100%

Server Management Tool - Windows Internet Explorer

http://192.168.1.100:8080/ServerManagementTool/

Server Management Tool

STATUS START and STOP CONFIGURATION LOG VERSION HELP

TIME\_START  
TIME\_END  
Subject:  
TITLE  
Conference ID: \$CONFID  
\$EMLISTCAMEXP  
\$EMLIST  
\*\*\*

**Configuration Update**

The root privilege is required for this operation.  
Please enter the password for the root user and press the button.

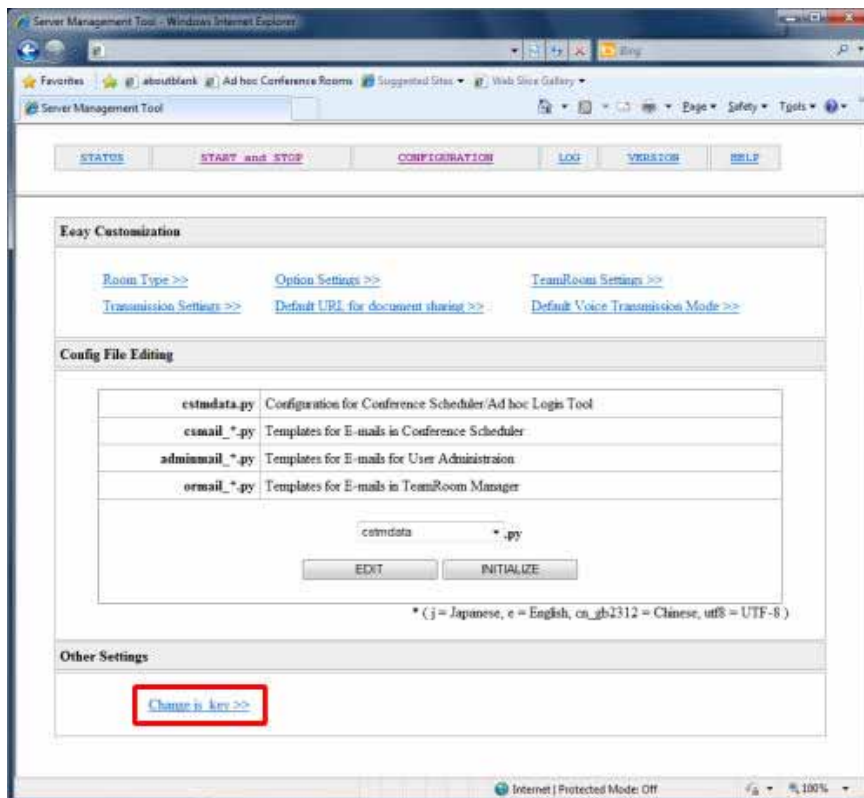
BACK

LOGIN ID : root  
PASSWORD :   
SAVE

Done Internet | Protected Mode: Off 100%

## 7-5-3 Change is\_key

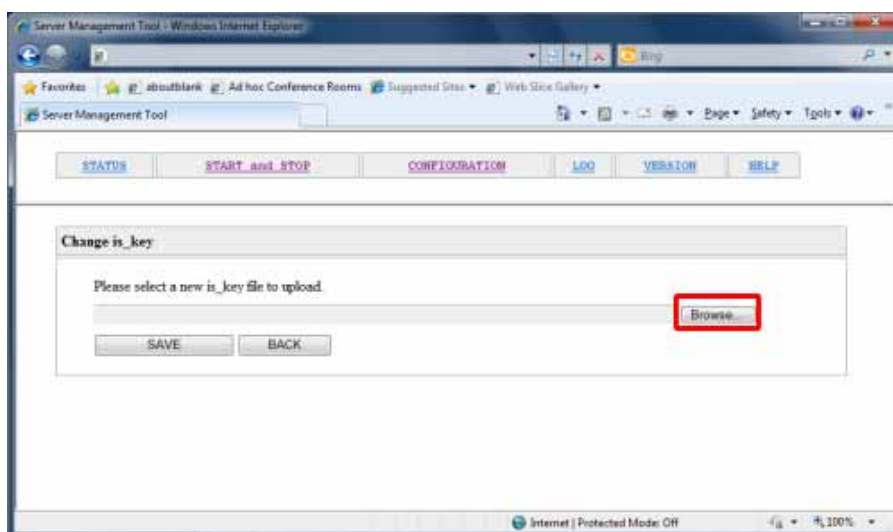
Is\_key (license key) issued from the manufacturing origin is up-loaded.



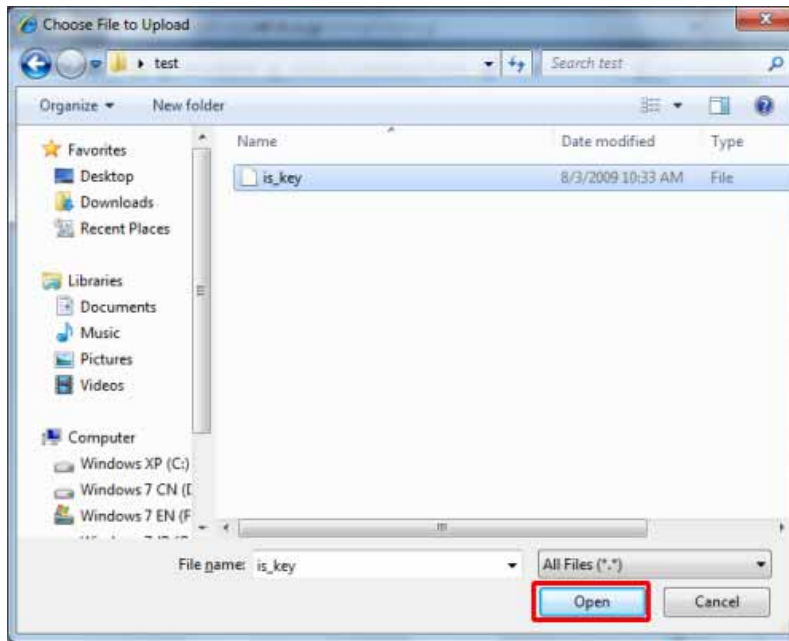
1. [Change is\_key] is clicked.



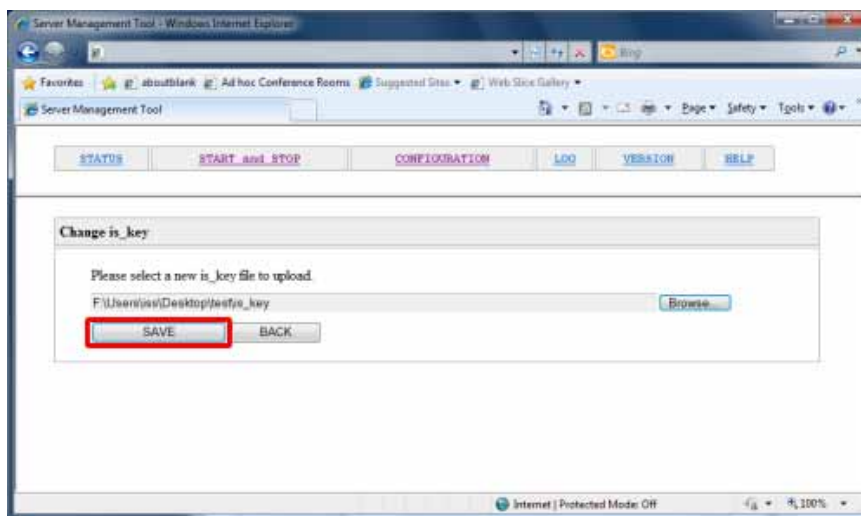
2. [Reference] is clicked.



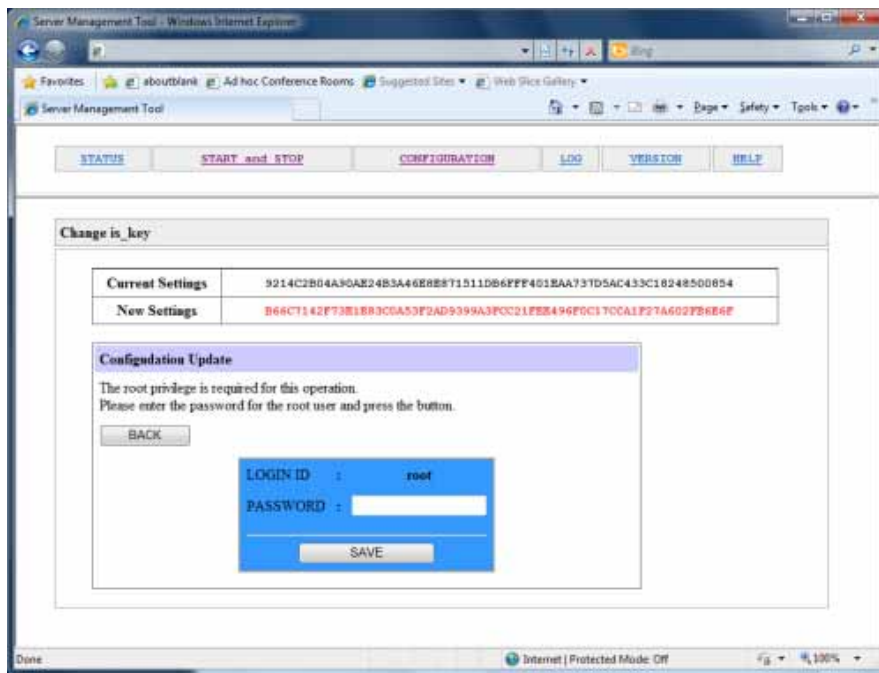
3. Changed is\_key is selected, and [Open] is clicked.



4. [SAVE] is clicked.



5. The setting is preserved by the root authority. The password of root is the input.





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## 7-6 LOG

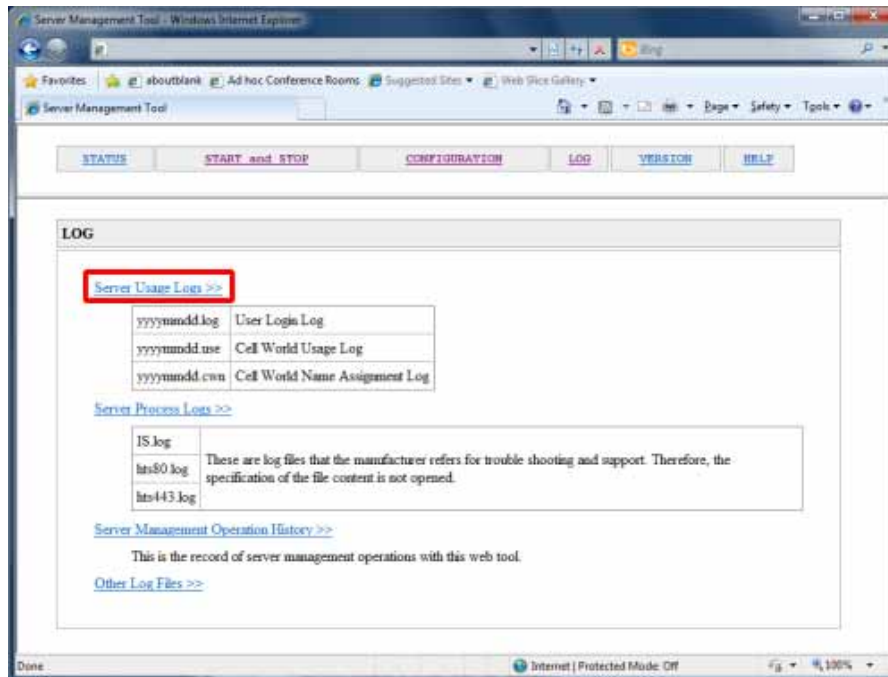
---

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### 7-6-1 Server Usage Logs

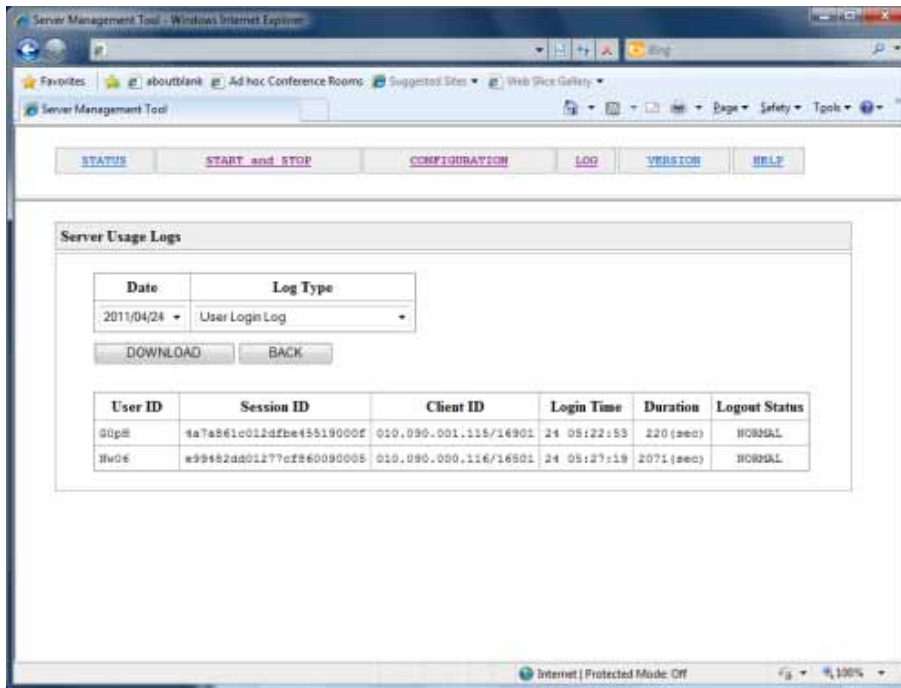
---

Server Usage Logs is displayed.



The log file can be generated for the system with the file name in the form of 'yyyyymmdd.log', 'yyyyymmdd.use', and 'yyyyymmdd.cwn' respectively when the client accesses the server. The log file can be downloaded if necessary.

When the session ends, the data is recorded to the log file on the following day.



Date	The date is switched.
Log Type	The history is switched. (User Login Log / Cell World Usage Log / Cell World Name Assignment Log)

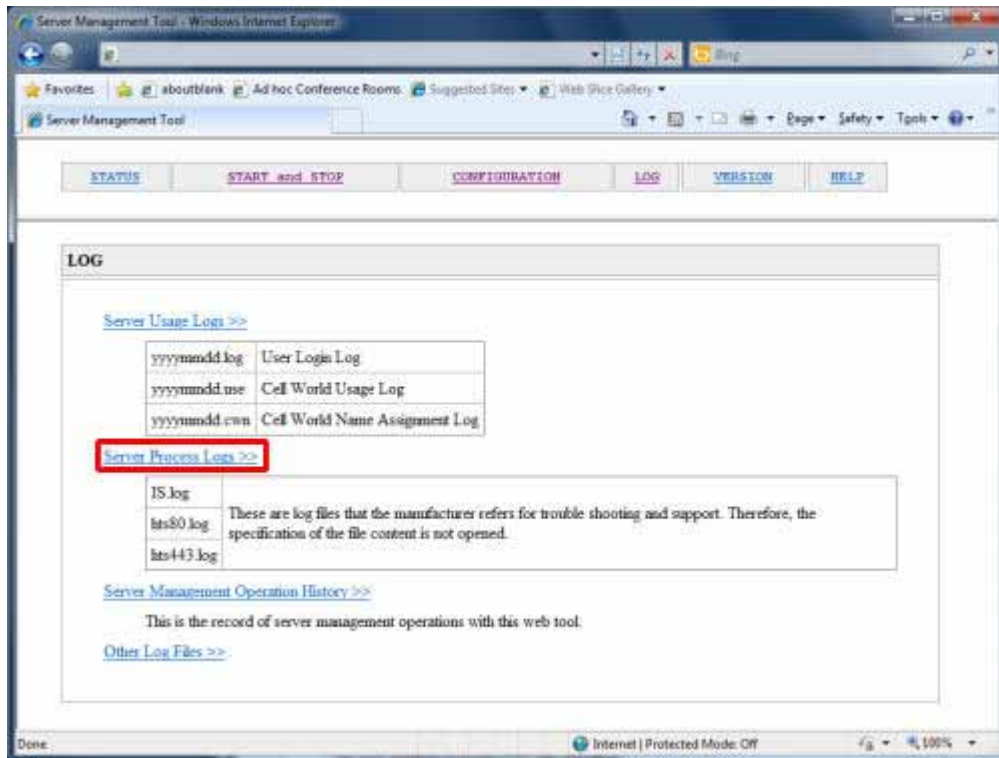
By clicking **[Download]**, the log file is downloaded.

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## 7-6-2 Server Process Logs

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Because these files are log files that the manufacturing uses for troubleshooting and support, these specification are not open to the public.

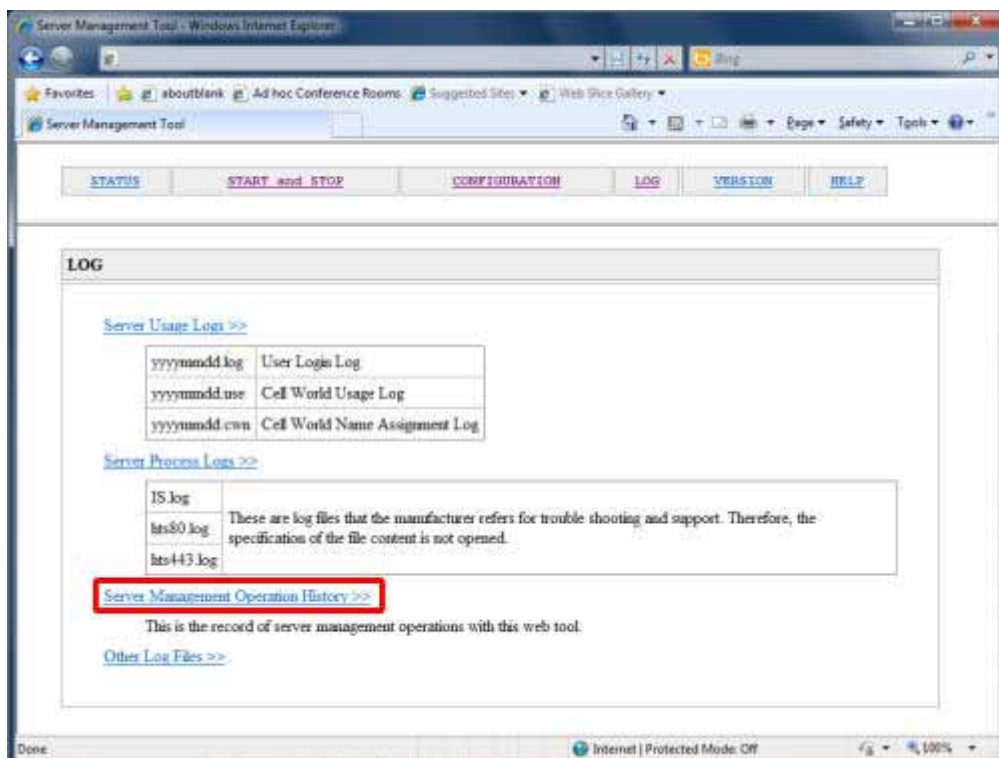


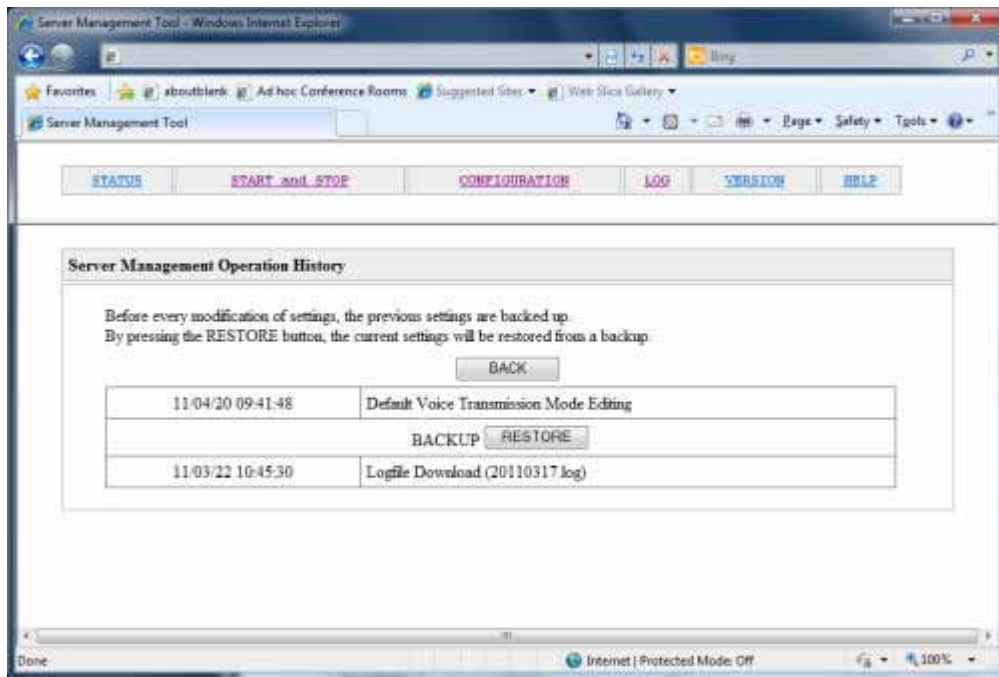
---

## 7-6-3 Server Management Operation History

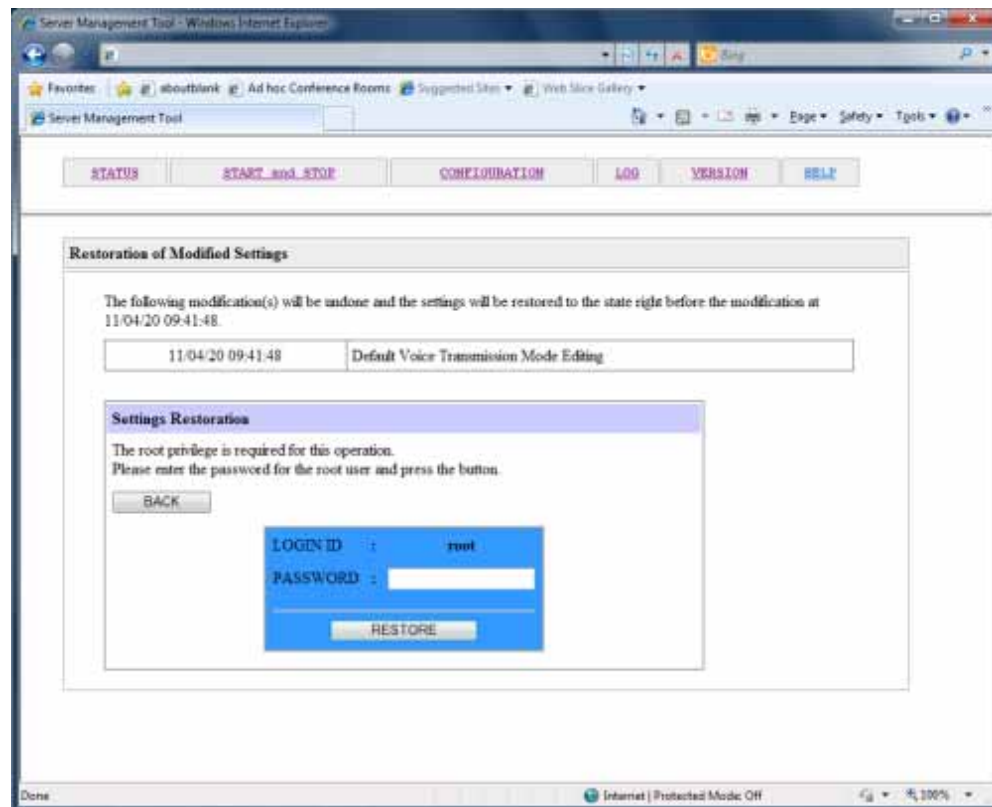
---

It is a record of the server management operation from the Server Management Tool.





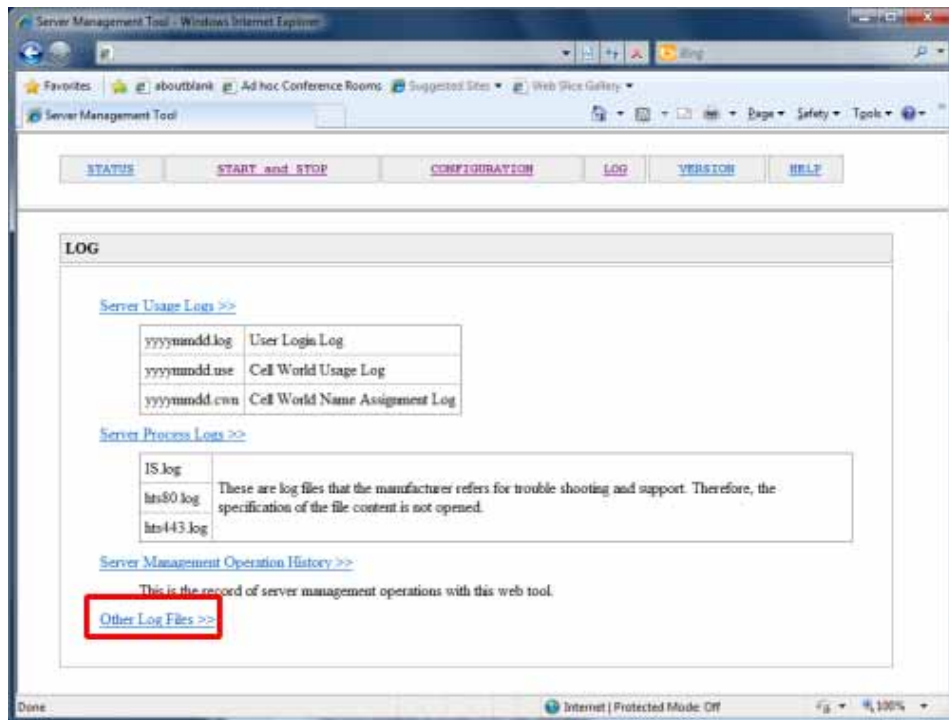
When [RESTORE] is clicked, the cancellation of the setting change is displayed.



It operates it by the root authority. The password of root is input.

## 7-6-4 Other log Files

Other logs can be acquired.



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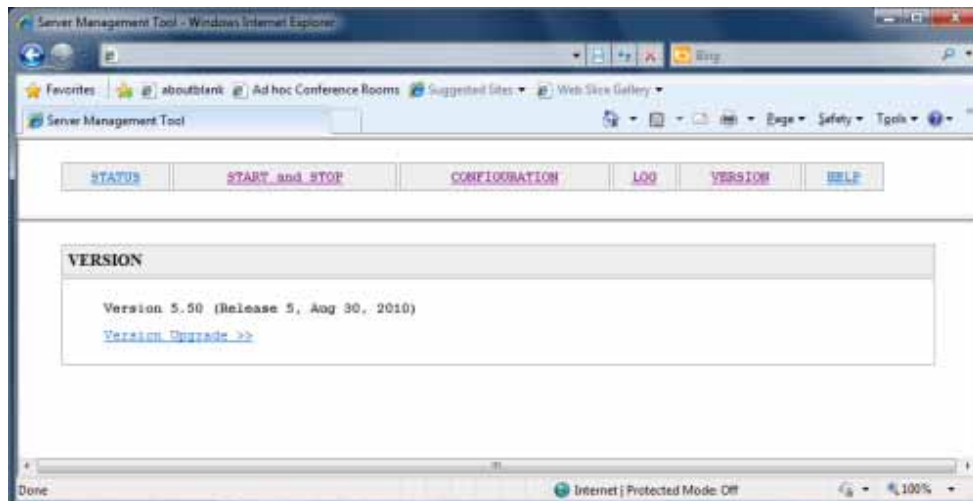
## 7-7 VERSION

---

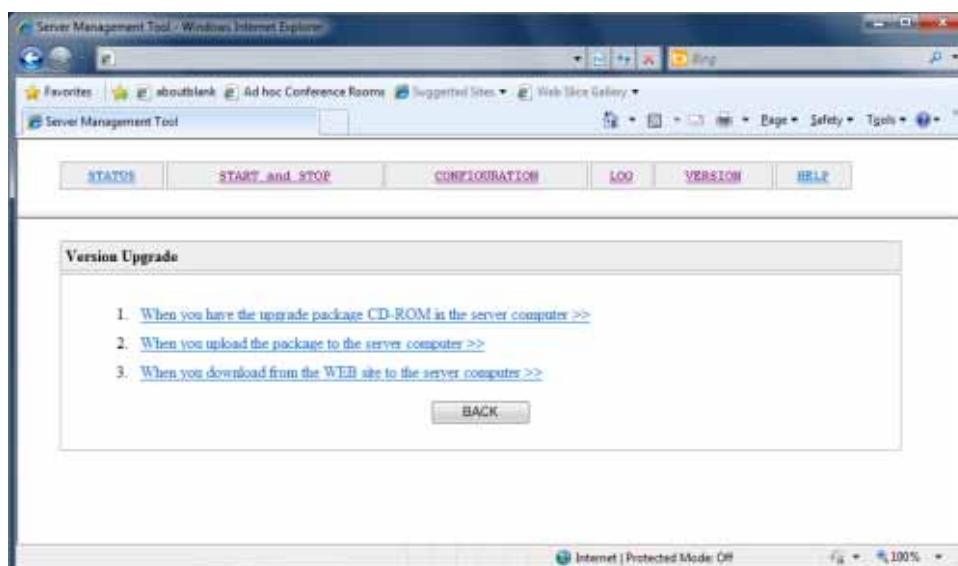
### 7-7-1 Version Upgrade

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The current version number is confirmed.



There are three ways to upgrade.

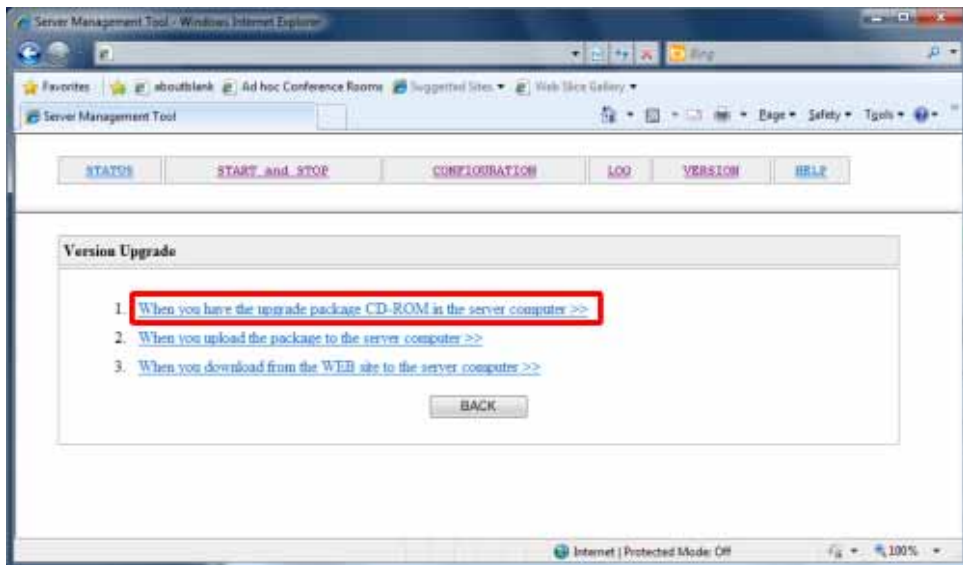


---

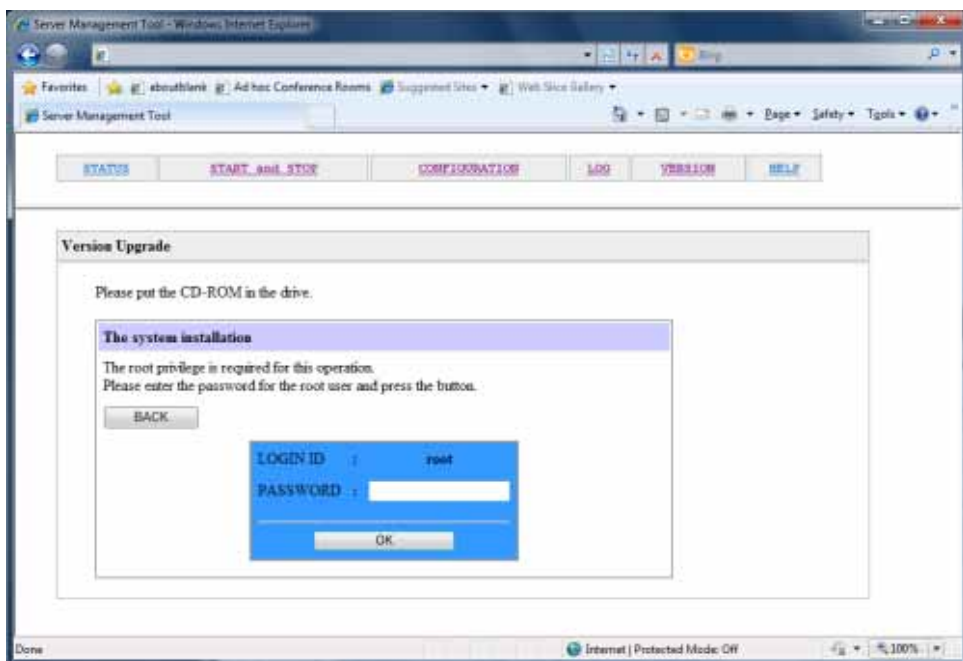
## 7-7-2 When you have the upgrade package CD-ROM in the server computer

---

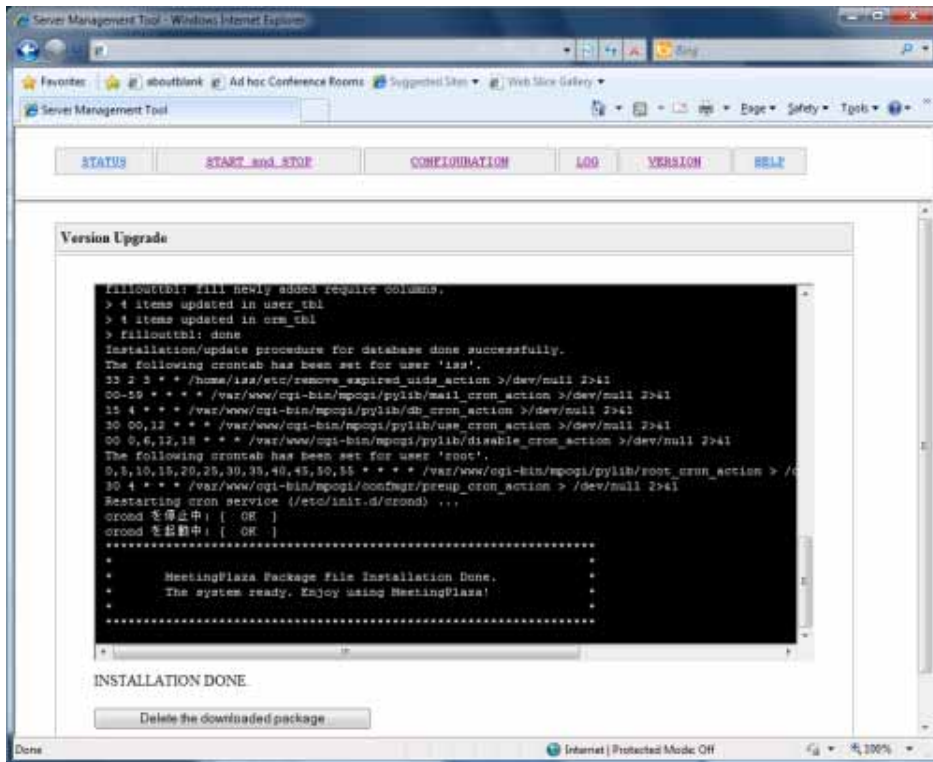
When you have the upgrade package CD-ROM in the server computer is clicked.



CD-ROM is inserted in the server machine.



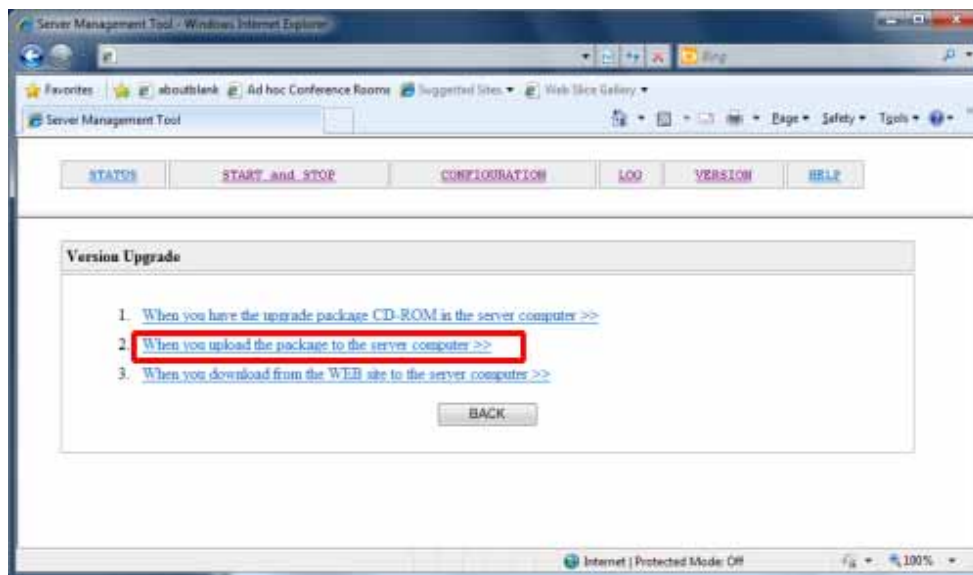
This operation is done by the root authority.  
Version upgrade starts, and the progression is shown.



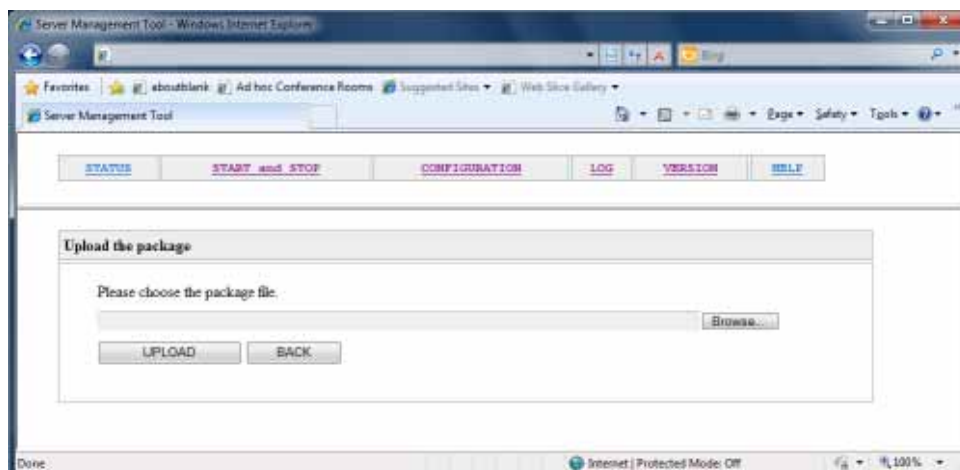


## 7-7-3 When you upload the package to the server computer

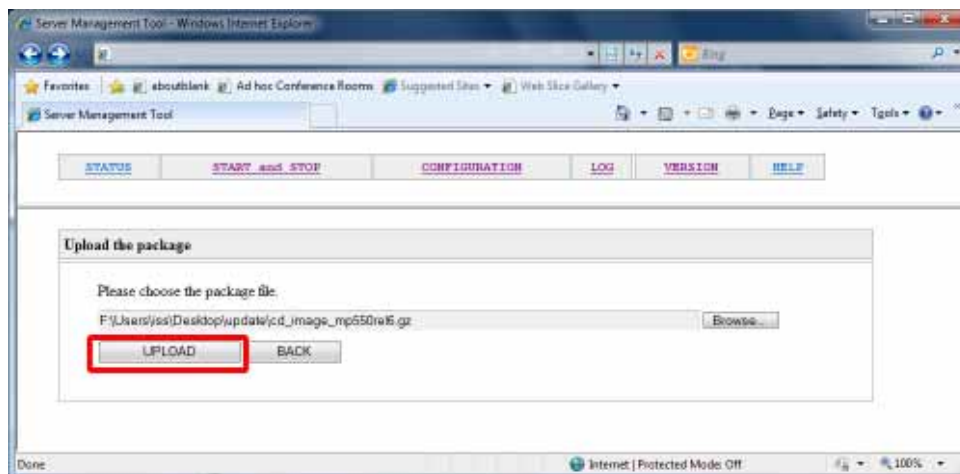
When you upload the package to the server computer is clicked.



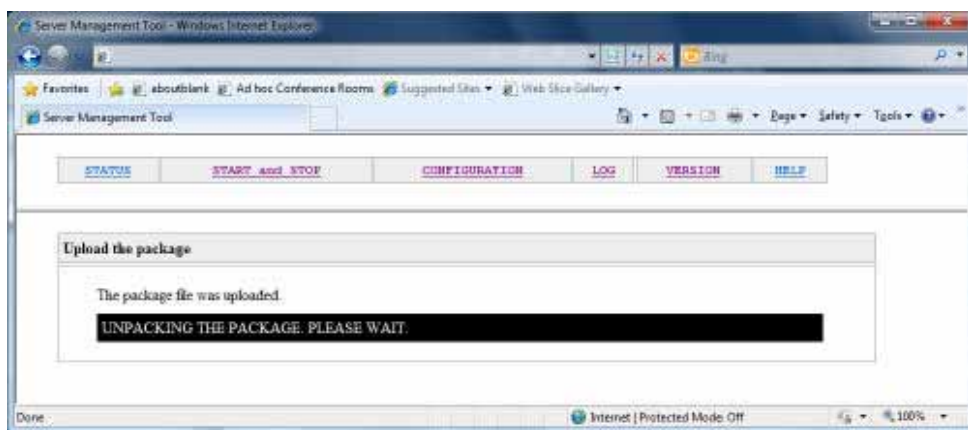
The up-loaded package file is selected. The up-loaded package is tar.gz or tgz.



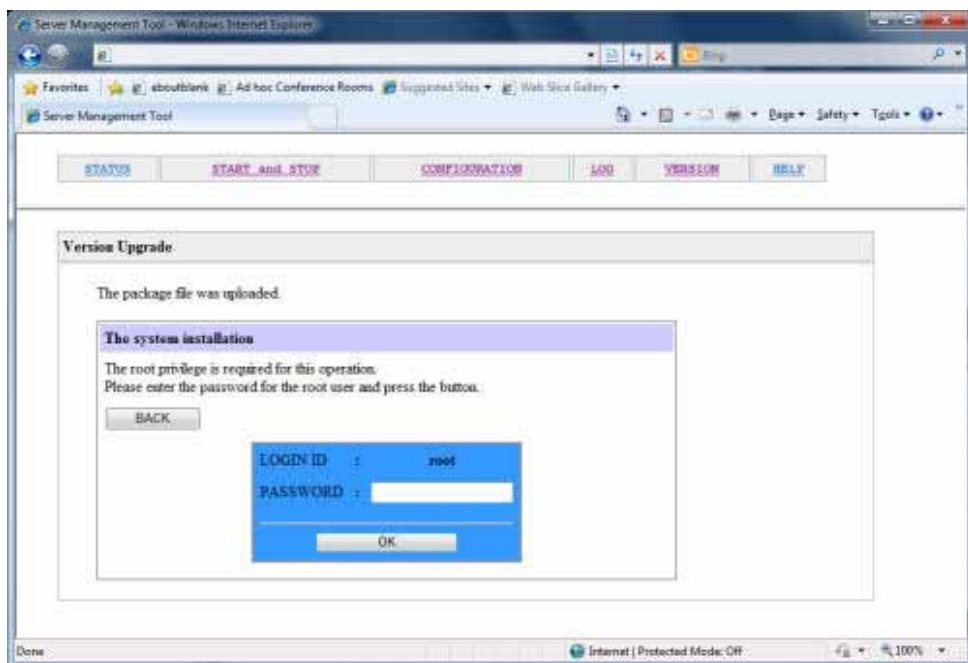
Up-loading is clicked.



The completion of up-loading is displayed. It might take time to instal the file.

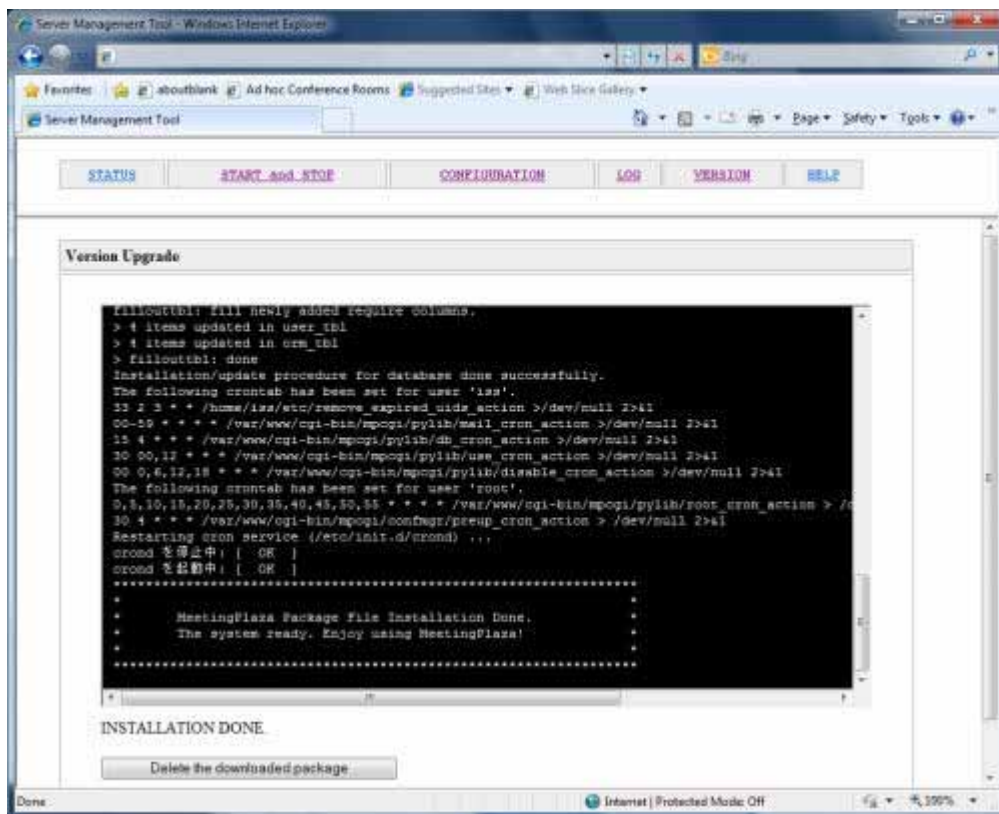


The upgrade is executed by the root authority.



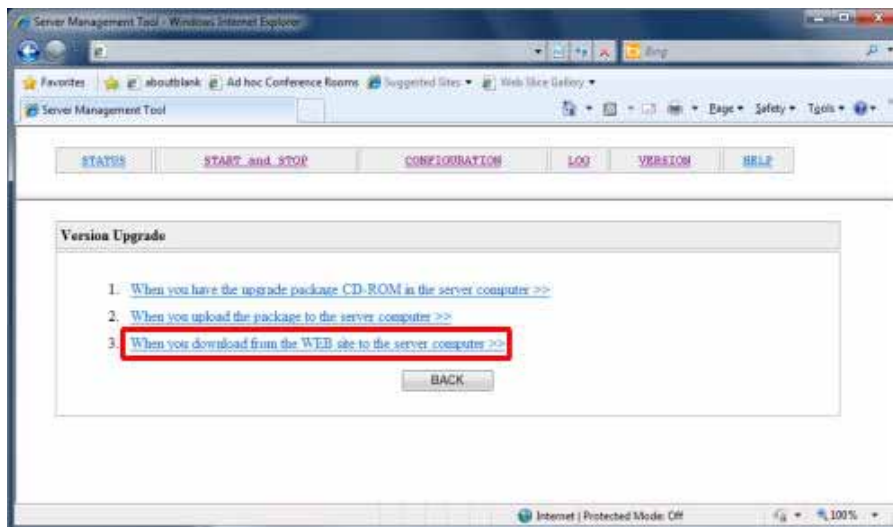
The upgrade progression is shown.

After the upgrade is done, the uploaded package can be deleted.

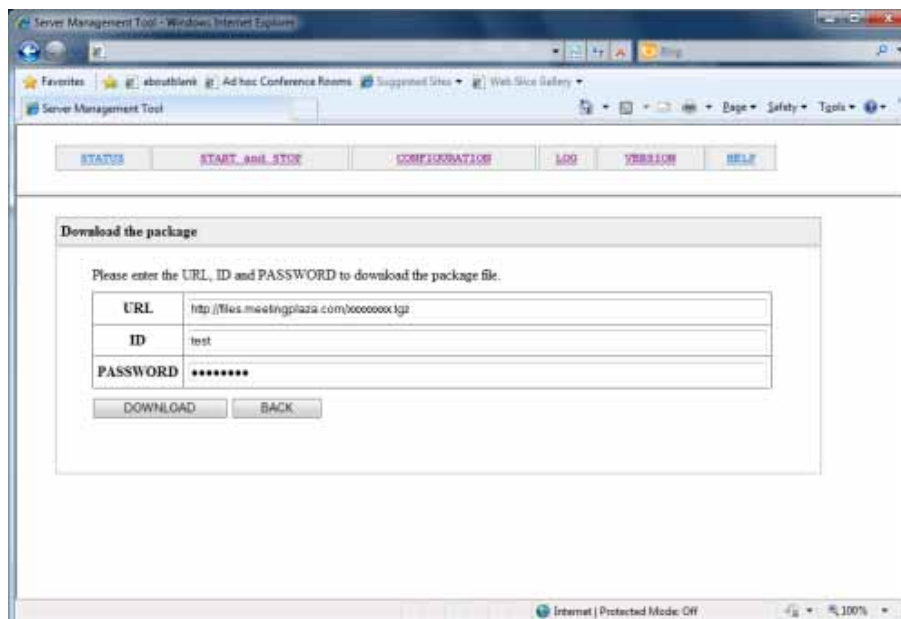


## 7-7-4 When you download from the WEB site to the server computer

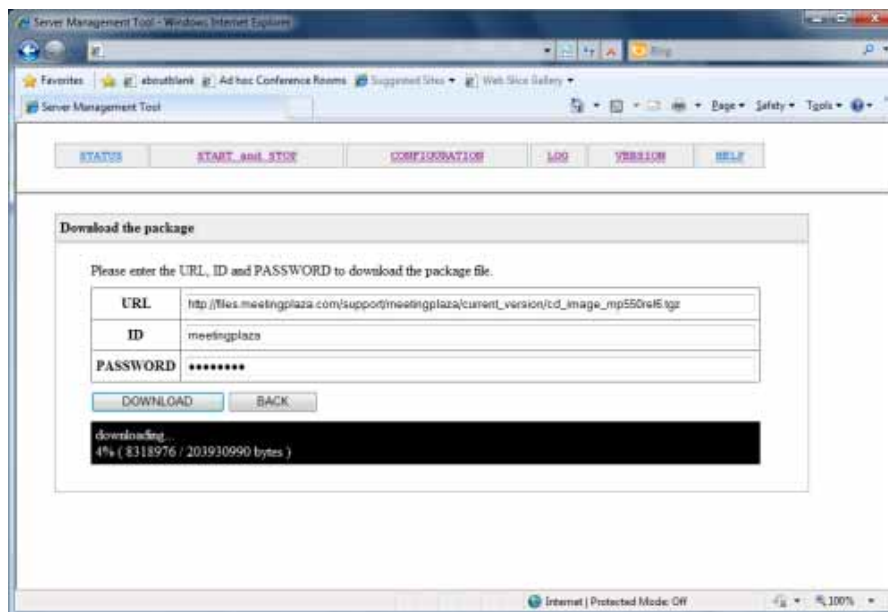
When you download from the WEB site to the server computer is clicked.



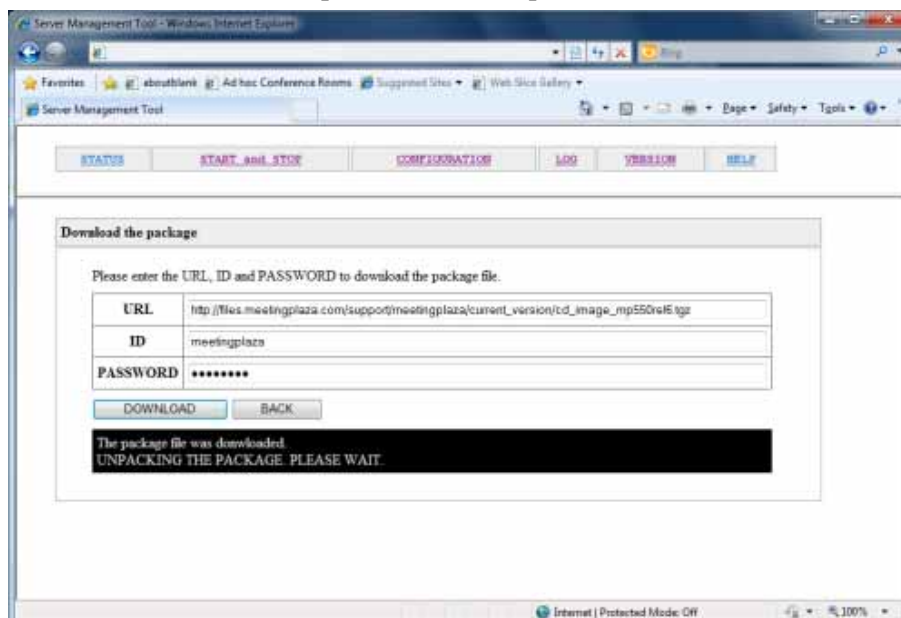
URL, ID, and PASSWORD are input. Download is clicked.



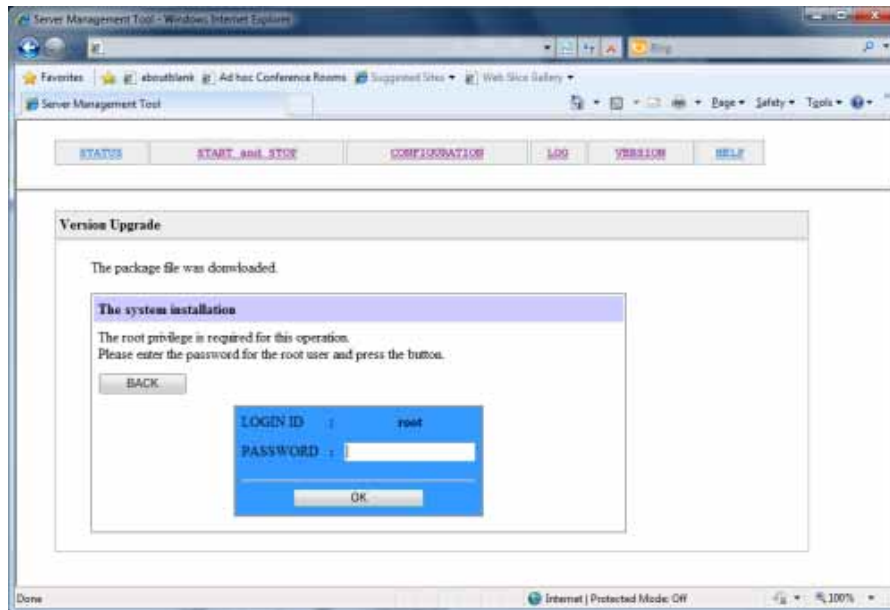
Download is begun. It might take time for the download.



After the download is completed, the development of the file is executed.



The upgrade is executed. This operation is executed by the root authority.



The upgrade progression is shown.

After the upgrade is done, the downloaded package can be deleted.

