

# **MeetingPlaza** Version6.0

## **Conference setup manual (For License Package)**

**NTT-IT Corporation**

**June 22, 2011**

MeetingPlaza is a registered trademark of NTT-IT Corporation.

The product name, the brand name, the service name, and the company name that has been described in this manual are the trademarks or registered trademarks of each company.

The intellectual property right of the copyright in this book etc. belongs to NTT-IT Corporation.

The content of the description of this manual might be changed without notice.

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 window. The browser's address bar shows the URL <http://www.meetingplaza.com>. The website header features the NTTIT logo and the MeetingPlaza logo. A navigation menu is visible, with the 'Support' link highlighted. A red box highlights the 'Support' link, and a yellow callout box points to it with the text 'http://www.meetingplaza.com' and 'This will access the support manual'. Another red box highlights the 'Operation Manual' link in the dropdown menu, and a yellow callout box points to it with the text 'These manuals are available as PDF files. Adobe reader is needed to access the manuals.' The website content includes a list of products such as Video Conferencing, Document Sharing, Text Chat, Web-based Conference Scheduler, and Local Play / Recording. A promotional banner for 'FLEX 2' is visible, advertising '15 YEN / MIN. PER USER' and a '14 DAYS FREE TRIAL'. The footer contains copyright information for NTT-IT Corporation and links for 'Privacy Policy' and 'Japanese'.

# 2 Contents

- 1 Conference Manual ..... 1**
- 2 Contents..... 2**
- 3 Introduction ..... 4**
  - 3-1 What is a Web conference? .....4
  - 3-2 What can you do with MeetingPlaza? .....4
  - 3-3 Necessary equipment for conference participation.....4
  - 3-4 Overview of this Manual .....6
- 4 When you enter the conference room for the first time..... 7**
  - 4-1 Installation of voice and video equipment .....7
  - 4-2 Kind of log in.....8
    - 4-2-1 Preparation of the URL to enter the conference room ..... 8
    - 4-2-2 Log in of TeamRoom .....11
  - 4-3 Entering the conference room ..... 13
    - 4-3-1 Installation Guidelines..... 13
    - 4-3-2 Installation of program ..... 14
    - 4-3-3 Log in immediately after installation and confirmation of voice ..... 17
    - 4-3-4 Confirmation of mike and speaker when using it usually ..... 24
    - 4-3-5 Confirmation of image ..... 25
    - 4-3-6 Logout and re-login from conference room ..... 26
    - 4-3-7 Uninstalling Programs ..... 26
- 5 Communications in conference room ..... 27**
  - 5-1 Talking with other participants .....27
  - 5-2 Other participants' images.....27
  - 5-3 To communicate by chat.....29
  - 5-4 Data is shared.....30
    - 5-4-1 Types of file sharing..... 30
    - 5-4-2 How to use file sharing..... 32
    - 5-4-3 How to use Application sharing..... 34
    - 5-4-4 How to use Desktop sharing..... 35
    - 5-4-5 How to use Web sharing ..... 37
    - 5-4-6 Other functions concerning sharing ..... 38

5-5 Changing the conference room screen.....38

**6 Appendix..... 40**

6-1 Troubleshooting .....40

6-2 FAQ .....42

6-3 What to do when this manual does not help.....44

# 3 Introduction

Thank you for using the MeetingPlaza collaboration tools.

This book is an explanation of the preparation needed to enter a conference room for the first time. It includes the setting up of peripherals and installation of the plug ins necessary for MeetingPlaza to operate. There is also a description of the major collaborative functions of MeetingPlaza such as web share, file share and apps share.

Please consider the content of this book, as an introduction to MeetingPlaza.

---

## 3-1 What is a Web conference?

---

It is a remote conference through the Internet done with a personal computer, using a web browser with and a mic, speakers and a camera.

---

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

---

With MeetingPlaza, the following functions are provided.

- Communications among participants of the conference are accomplished with a voice, video, chat, and a whiteboard.
- Files such as PowerPoint, word, excel, etc. can be view along with the video feeds of the conference attendees.

---

## 3-3 Necessary equipment for conference participation

---

A personal computer, internet connection, mic or headset, speakers, and a web cam are needed for MeetingPlaza.

Details of the necessary 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)	

---

## 3-4 Overview of this Manual

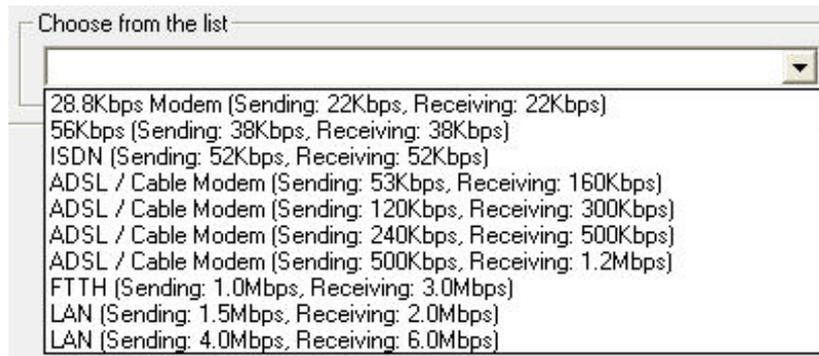
---

When the following symbols are used < > and [ ] in this manual they represent the following:

< >: Represents what you will see on the screen

[ ]: Represent when you are given a choice of a set of values from a pull down menu.

(Example of screen)



(Explanation example)

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

The hint and the wording that relates to the content of the description are shown as follows.

Content of hint or wording

# 4 When you enter the conference room for the first time

When setting up to use MeetingPlaza for the first time, make sure the equipment conforms to the specifications in section 3.3. When you connect to MeetingPlaza for the first time you will be prompted to adjust your mic and speaker volume. Your available bandwidth will also be adjusted.

## 4-1 Installation of voice and video equipment

You will need a personal computer equipped with a headset or and mic and speakers, a webcam and an internet connection. The following describes the installation process.

### 1) Web camera installation and connection.

After installing Web cameras along with the documentation provided, please connect to your PC.

### 2) Connection of head set or mic speaker

Please connect the head set or the mic and the speaker to the personal computer. Most headset are color coded as shown below.

The terminal for the mic on most personal computers is color coded to "Green" and "Red" or "Pink" for the speaker. See the picture below



---

## 4-2 Kind of log in

---

There are 2 kinds of entering a room of the conference room of MeetingPlaza.

■ **Log in of conference reservation** (4-2-1 )

Bookings for the conference prior to the conference participants. Invitations have been delivered to Congress before the meeting URL, and then join the conference.

■ **Log in of TeamRoom** (4-2-2 )

The given ID / PW Council can start only access. Meeting without reservation  
The conference system can.

You can feel free in the start of the meeting whenever necessary.

---

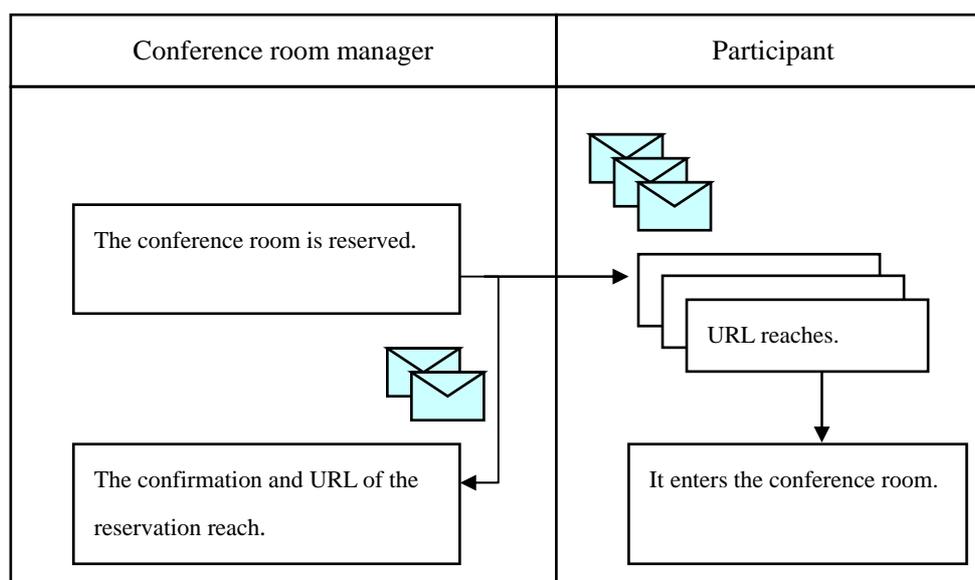
### 4-2-1 Preparation of the URL to enter the conference room

---

URL of the following form is necessary to enter a conference room in MeetingPlaza.

`http://xxxxx.xxxxxxx/oc/oneclick.cgi?URL=vccp://xxxxx.xxxxxxx////1089021997_LKS1PQye&UID=userte  
st&PASS=MNhkdIj&X=100%25&Y=100%25&TEMPLATE=Standard/Standard`

When the conference room manager reserves a conference room in MeetingPlaza, this URL is delivered to the participant automatically by E-mail.



The following is included in the E-mail along with the URL for the conference room.

Title of E-mail:

(Example)

Invitation to Conference (Oct 30. 11:27)

Addressor of E-mail:

(Example)

1092813981\_Jhr&g3NpHL@xxxxx.xxxxxxx

Text of E-mail:

The URL for the conference room is shown in the red frame.

(Example)

To: Taro Dennmou,

(Contract ID xxxxx)

A MeetingPlaza Distance Conference is going to be held as follows:

-----

Subject:

Examination of conference reservation

Chairperson:

Taro Dennmou,

Start time	(UTC+9:00) Oct 30, 2007	11:27 AM	(Asia/Tokyo)
	The same time in other areas of the world.		
	(UTC+9:00) Oct 30, 2007	11:27 AM	(Korea/Japan)
	(UTC+8:00) Oct 30, 2007	10:27 AM	(China)
	(UTC+7:00) Oct 30, 2007	09:27 AM	(Vietnam/Thai)
	(UTC+5:30) Oct 30, 2007	07:57 AM	(India)
	(UTC+1:00) Oct 30, 2007	03:27 AM	(Europe)
	(UTC+0:00) Oct 30, 2007	02:27 AM	(UK/Portugal)
	(UTC-4:00) Oct 29, 2007	22:27 PM	(US (EST))
	(UTC-5:00) Oct 29, 2007	21:27 PM	(US (CST))
	(UTC-6:00) Oct 29, 2007	20:27 PM	(US (MST))
	(UTC-7:00) Oct 29, 2007	19:27 PM	(US (PST))
	(UTC-10:00) Oct 29, 2007	16:27 PM	(Hawaii)
End time	(UTC+9:00) Oct 30, 2007	12:27 PM	(Asia/Tokyo)

Message:

This is a test of the conference room reservation.

List of participants:

Total 2 Users

Taro Denmmou

Hanako Kaigi

Please access the following URL to enter the remote conference room.

[https://xxxx.xxxxxx/oc/oneclick.cgi?URL=vccp://yyy.yyyyyyyy/assignable\\_cw///119345324587\\_ElsdalrtuQ2V&UID=zzzzzz&PASS=aaaaaa&X=100%25&Y=100%25&TEMPLATE=V4\\_Standard/V4\\_Standard](https://xxxx.xxxxxx/oc/oneclick.cgi?URL=vccp://yyy.yyyyyyyy/assignable_cw///119345324587_ElsdalrtuQ2V&UID=zzzzzz&PASS=aaaaaa&X=100%25&Y=100%25&TEMPLATE=V4_Standard/V4_Standard)

You can test the accessibility to a MeetingPlaza Distance Conference Server in advance by accessing the following URL (a public distance conference room).

[https://xxxx.xxxxxx/oc/oneclick.cgi?URL=vccp://yyyy.yyyyyyyy///common\\_room1&UID=asdfkaG&PASS=kljdas98734Ve&X=100%25&Y=100%25](https://xxxx.xxxxxx/oc/oneclick.cgi?URL=vccp://yyyy.yyyyyyyy///common_room1&UID=asdfkaG&PASS=kljdas98734Ve&X=100%25&Y=100%25)

Conference ID: 119345324587\_ElsdalrtuQ2V

Telephone Login Number: nnnnnnnn

Telephone gateway phone number xxx-yyyy-zzzz (dialing charge is needed)

The setting by the conference room manager is done once for telephone participants.

Please see FAQ in detail.

<http://xxxx.xxxxxxxxxxxx/support/teleconn.html>

The following e-mail address is for communication among the participants. Note that the e-mail address is only available until the conference ends.

To all the participants: [mailto:10394135q2354\\_asdfjlsdfV@xxxx.xxxxxx](mailto:10394135q2354_asdfjlsdfV@xxxx.xxxxxx)

Note:

Please read the following document carefully. If you don't agree on the document, please don't enter any of the Conference Rooms.

Server access permission contract

<http://xxxx.xxxxxx/product/asp/standard/access.html>

Software License Agreement

<http://xxxx.xxxxxx/product/asp/standard/license.html>

Remote conference service contract clause

<http://xxxx.xxxxxxx/product/asp/standard/article.html>

Remote lesson service contract clause

[http://xxx.xxxxxxx/product/asp/tele\\_edu/article.html](http://xxx.xxxxxxx/product/asp/tele_edu/article.html)

-----

---

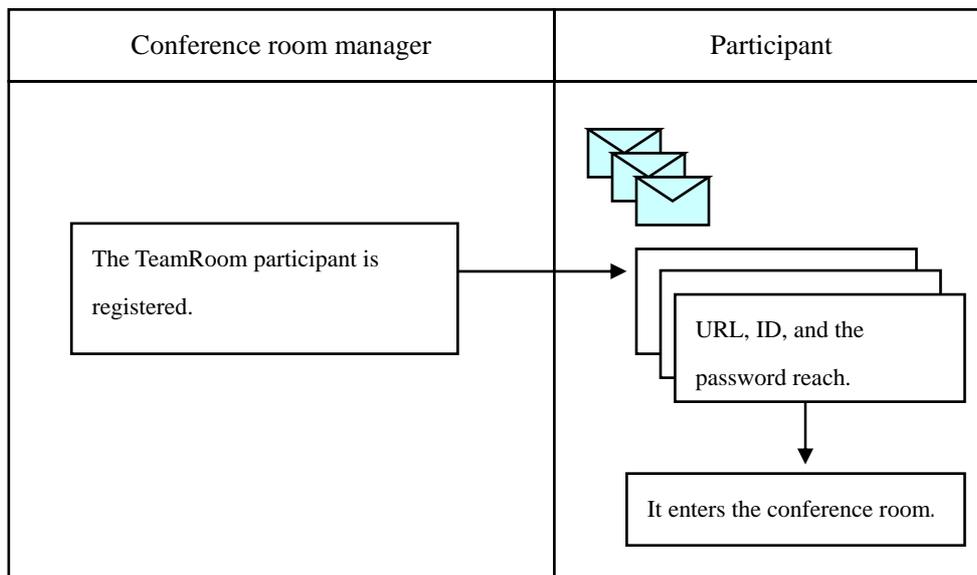
## 4-2-2 Log in of TeamRoom

---

Following URL, ID, and the password are necessary to enter the conference room of the TeamRoom type.

<http://xxxxx.xxxxxxx/teammgr/index.cgi>

When the conference room manager registers TeamRoom, this URL, ID, and the password are delivered to the participant in E-mail automatically.



E-mail including this URL is the following.

Title of E-mail :

Ex.) MeetingPlaza TeamRoom account

Addressor of E-mail :

Ex.) xxx@xxxxx.xxxxxxx

Text of E-mail :

It is URL, ID, and a password for the part shown with a red frame to enter the conference room.

To: test002,

(Contract ID test\_002)

Your account is registered by MeetingPlaza Conference Manager.

Your ACCOUNT: YCKAGEZS

Your PASSWORD: CCBSWFZB

Please access the following URL to enter the remote conference room.

<http://xxxxxxxx.xxx/teammgr/index.cgi>

TELEPHONE/H.323System LOGIN NUMBER:

Note:

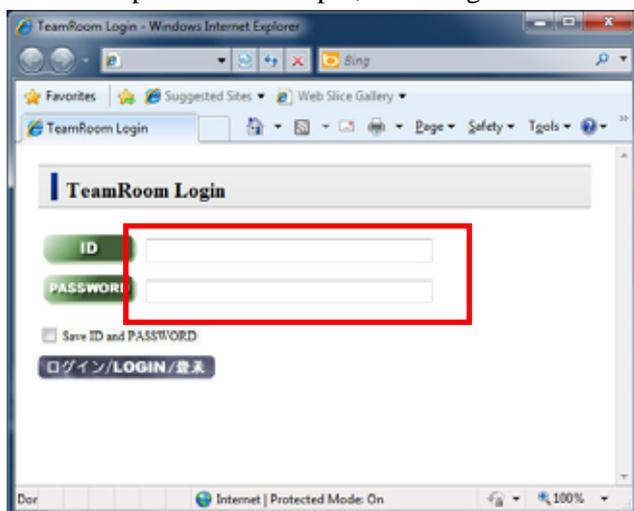
Please read the following documents carefully. If you don't agree on the document, please don't enter any of the Conference Rooms.

Software License Agreement

<http://xxxxxxxx.xxx/e/license.html>

When URL is clicked, the entrance screen is displayed.

ID and the password are input, and it logs it in.



---

## 4-3 Entering the conference room

---

The first time you enter a conference you will need to install the plug ins necessary for your browser to use voice and video. With XP you will be asked to allow the plug in to be installed. With Vista you will need to turn off the protection mode if you are using IE7 as your browser.

---

### 4-3-1 Installation Guidelines

---

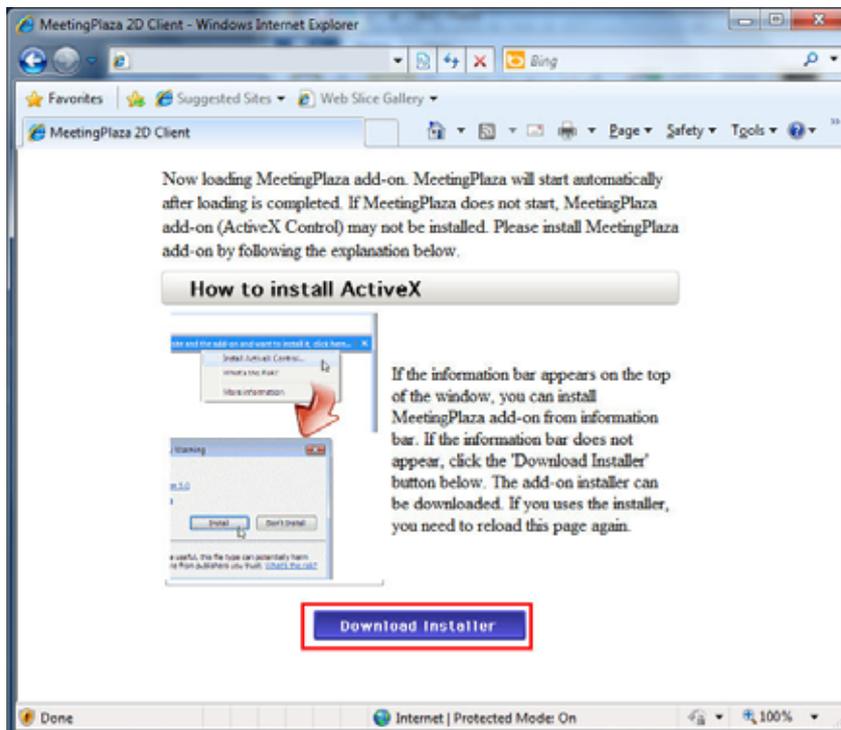
Installation is available in both administrator and restricted user. However, a restricted user, the following OS, IE If you have a need to run the installer.

- OS -> Windows2000, XP
- OS -> WindowsVista and 7, InternetExplorer7 previous

The installer of our website, "the latest version of the installer, " click here.

<http://www.meetingplaza.com/support/program/index.html>

E-mail that is listed in the conference this URL information, the screen displays "Downloading installer" you can click to download.



If the following conditions are true, Installation of program to "virtual printer driver update check" dialog box appears.

- Administrative privileges
- If you have an older version of the virtual printer driver is installed

In the confirmation dialog, "Yes ", and then run a virtual printer driver updates.

---

## 4-3-2 Installation of program

---

### 1) URL access.

Please click on the URL in the e-mail to enter the conference room. Start your Web browser automatically.

Warning of this security messages appear with E-mail link, please make sure that the e-mail program did not break the link to the meeting room. If this happens cut and past the entire link into your web browser.

**Your URL was incomplete. (no UID)**

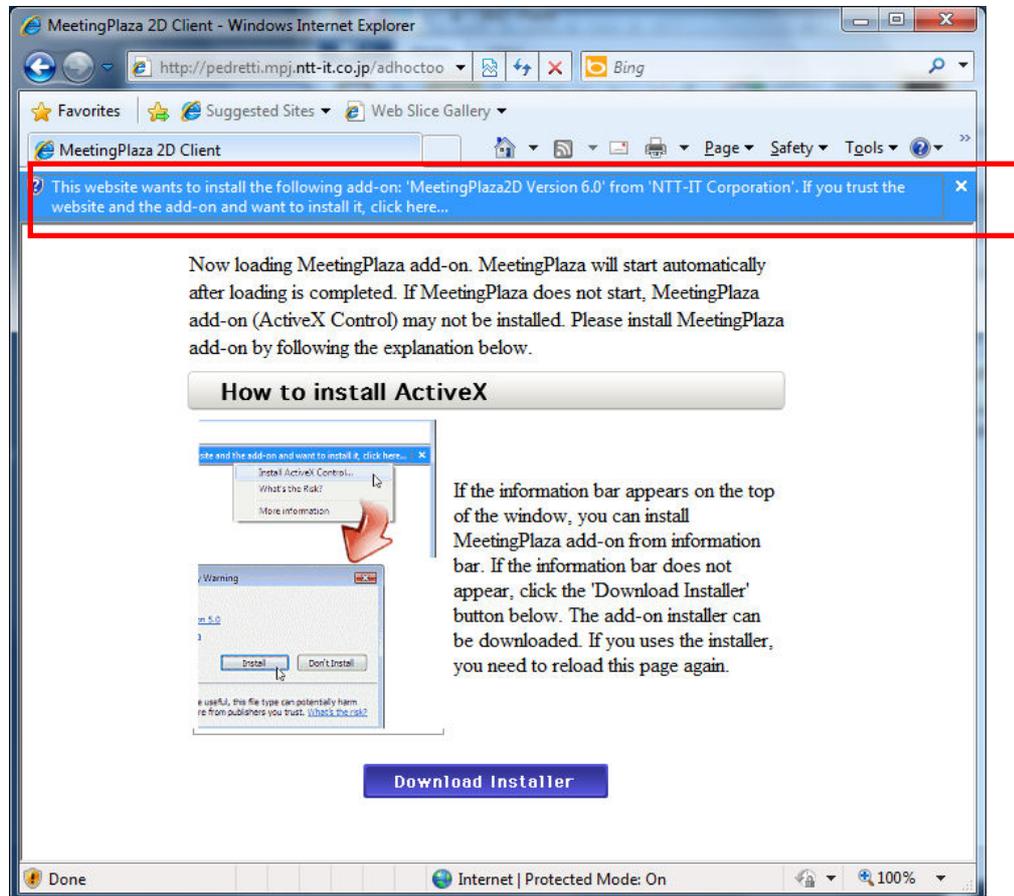
**You can use same URL written on an attached file.**

**Your URL was incomplete. (no PASS)**

**You can use same URL written on an attached file.**

## 2) Installation of MeetingPlaza program(1)

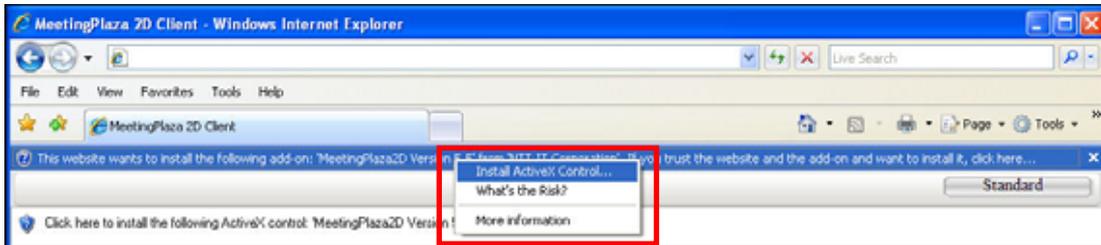
The first time you enter the room XP will display a message asking you to accept the plug ins. The area is shown in the red box. Right click on the bar and accept the plug ins. MeetingPlaza will then load.



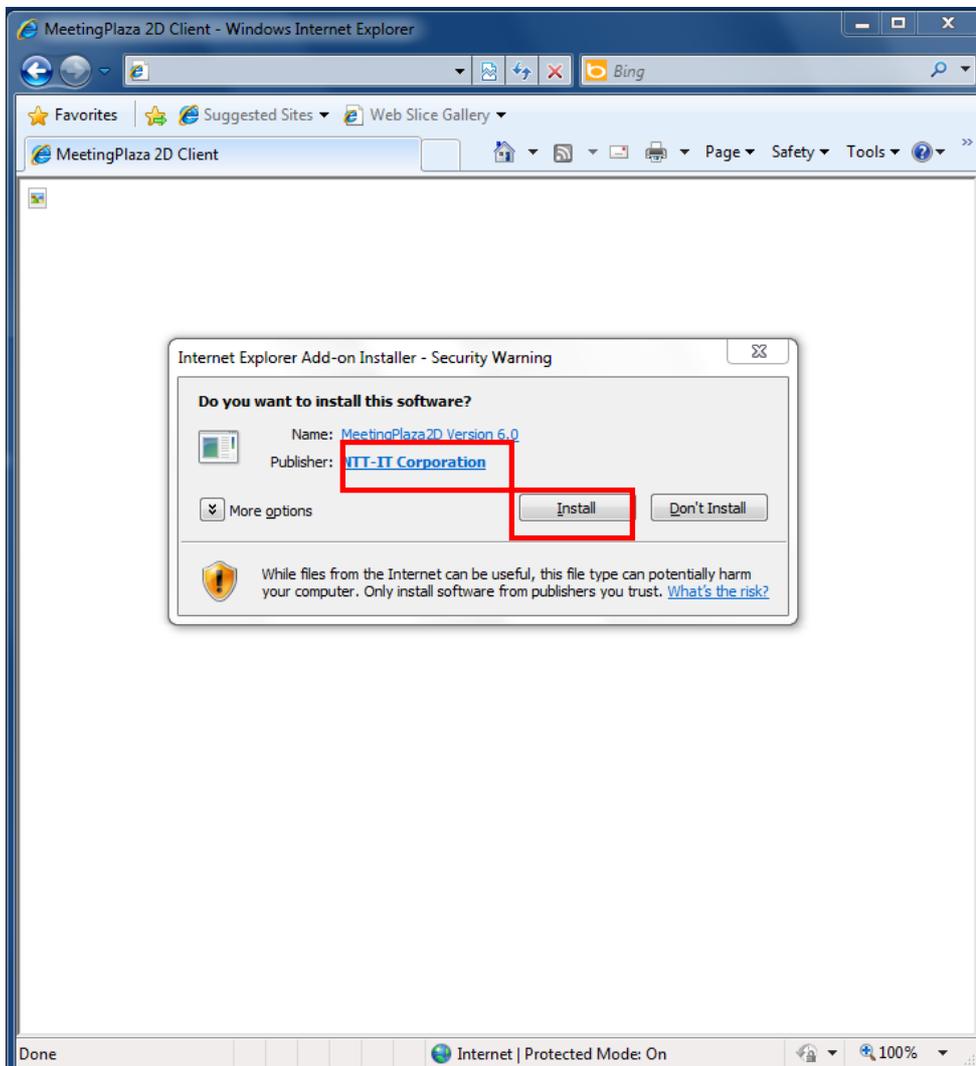
There is a possibility that the program of MeetingPlaza cannot be installed because "Active script" of the security setting of Web a browser is nullified. This is shown the browser is a -white display. In that case, please close the Web a browser after making "Active script" effective, and access the URL again.

### 3) Installation of MeetingPlaza program(2)

When the bar appears the first time using MeetingPlaza the area bar indicated where you will give permission to install active x.



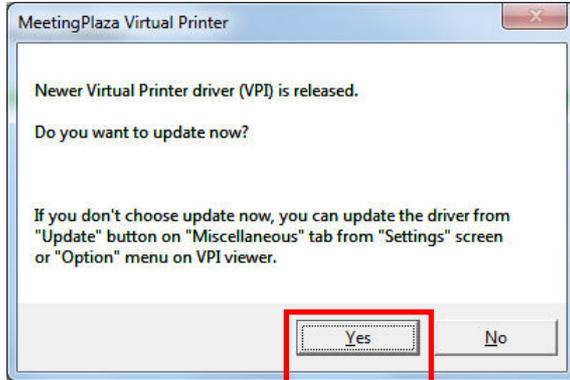
After giving permission the Screen below will prompt you to install the plug ins from NTT-IT.



If the following conditions are true, Installation of program to "virtual printer driver update check" dialog box appears.

- Administrative privileges
- If you have an older version of the virtual printer driver is installed

In the confirmation dialog, "Yes ", and then run a virtual printer driver updates.



If you receive a confirmation dialog virtual printer driver updates, "Yes " to run the update button.

---

### **4-3-3 Log in immediately after installation and confirmation of voice**

---

#### **1) The conference room is logged in.**

Once you are logged in the following screen will appear wit will allow you to test you mic and speakers or headset.

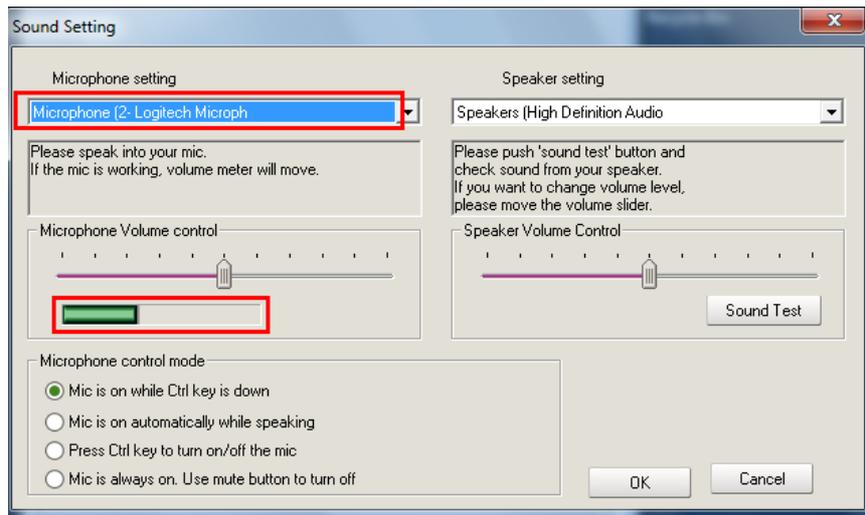
You can measure and adjust the setting levels and choose the mic operation setting.

#### **2) Confirmation by Voice wizard**

"Voice setting wizard" is the one that the device of the mike speaker is confirmed, and the volume is adjusted. The following parts are confirmed.

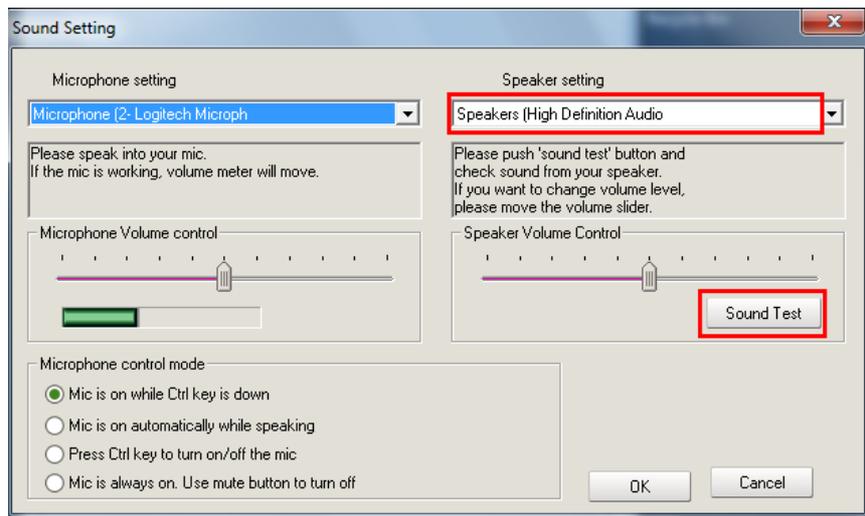
##### **(1) Confirmation of mic**

1. It is confirmed that the mike or the voice peripherals used are lightly beaten or the indicator of the rub mike volume moves lightly.
2. Choices of "Mic used" are changed when there is no movement in the indicator.



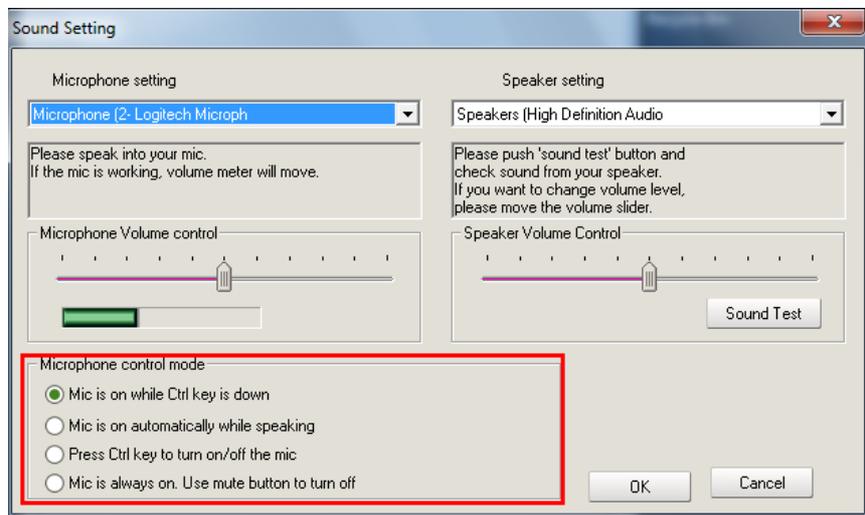
**(2) Confirmation of speaker**

1. It is confirmed to click "Voice reproduction", and to hear of the sound of "Doremi..." from the speaker or the listening device used.
2. When I do not hear it, choices of "Speaker used" are changed.



**(3) Selection of utterance method**

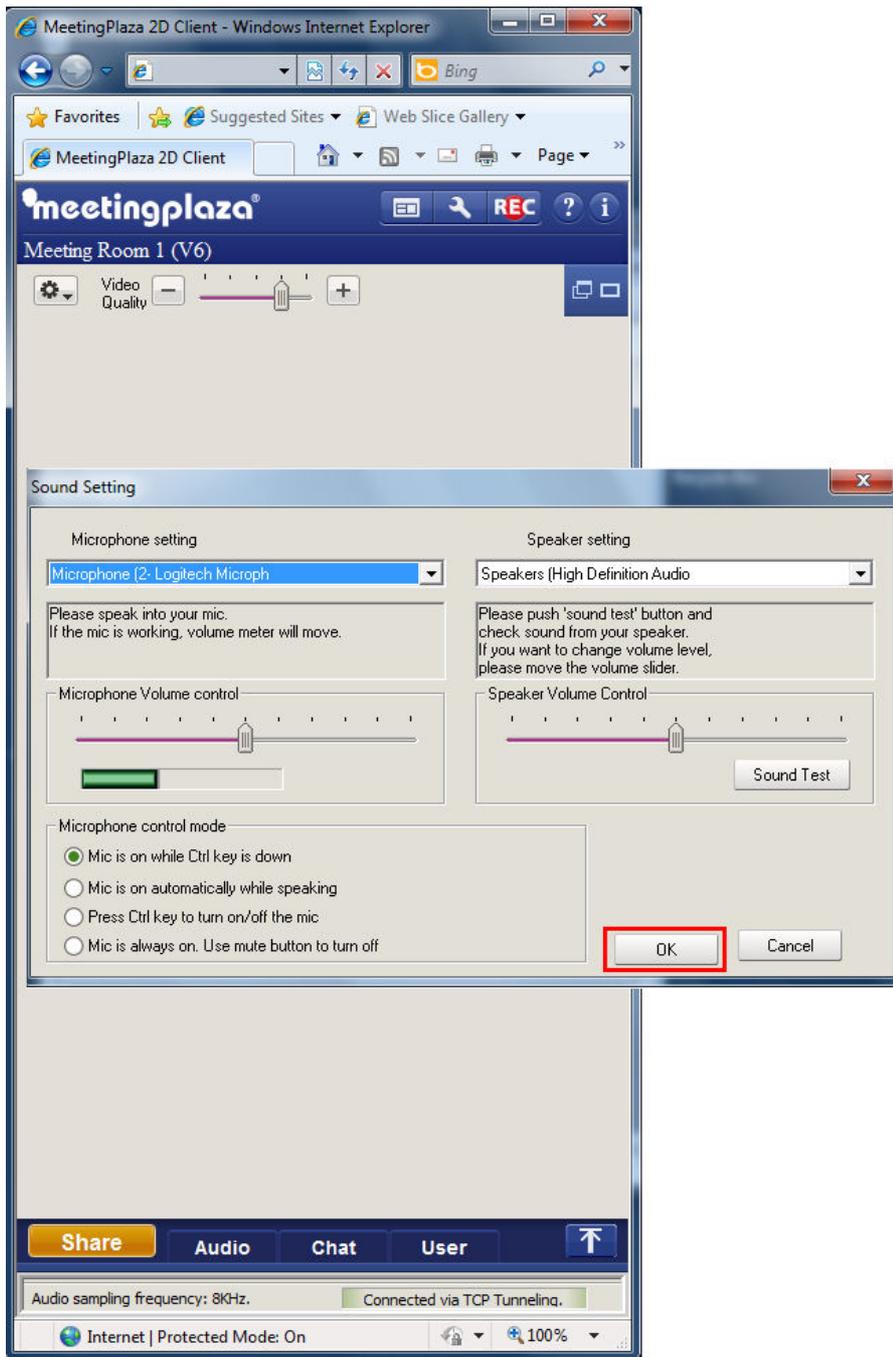
1. The utterance method is confirmed.



2. Details of setting are as follows. We can use it properly by responding to the use environment etc. because there are a merit and a weak point respectively. The setting of the utterance method is preserved by the personal computer that uses it, and the same utterance method comes to be used at the next conference.

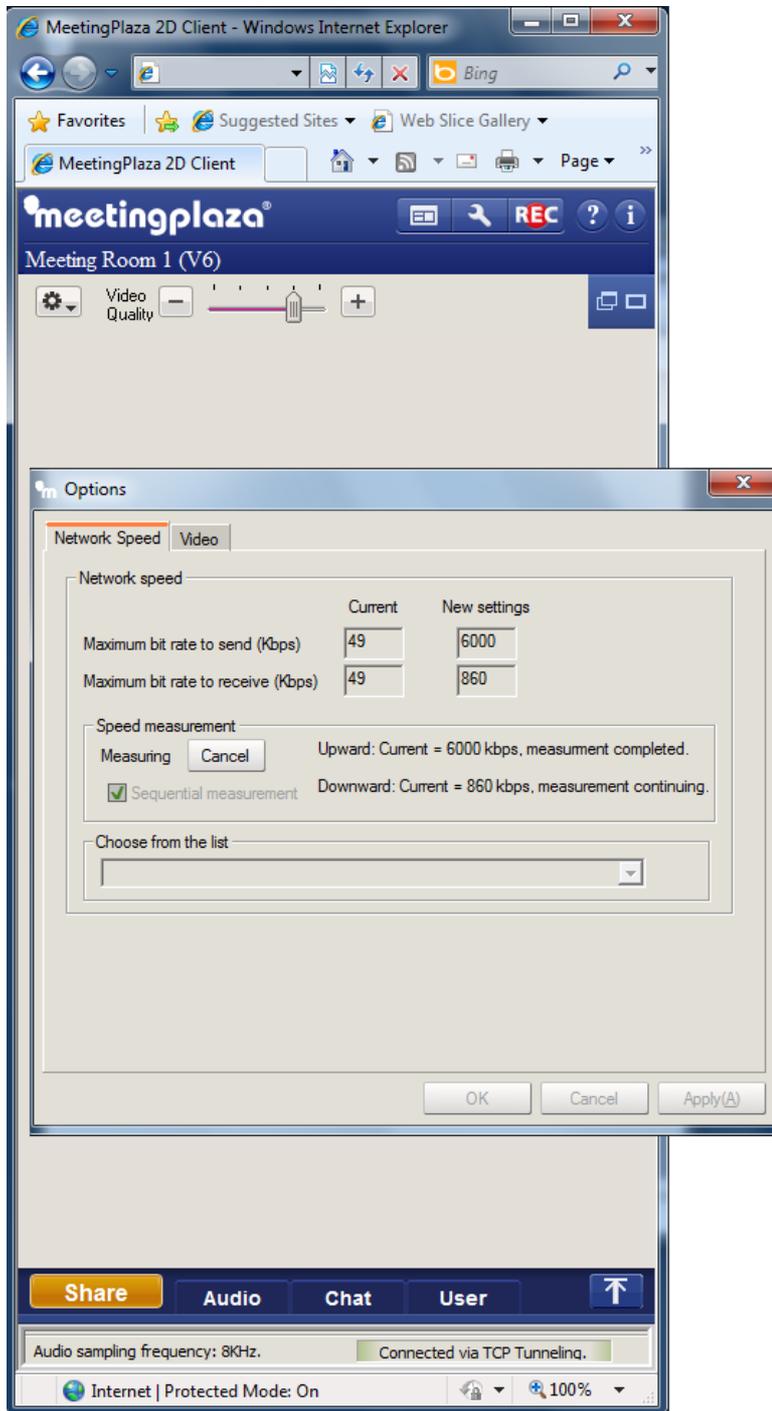
Utterance method	Explanation	Advantage	Disadvantage
Mic is on while Ctrl key is down	You can talk by holding down the Ctrl key.	This will eliminate feedback from open mics.	Experience is necessary for this mode.
Mic is on automatically while speaking	The sound from the mic, is automatically detected, and transmits the audio	Easy to use if all participants have the correct mic setup.	Feedback from open mics can be distracting.
Press Ctrl key to turn on/off the mic	It begins the remark pushing the Ctrl key, it pushes again, and the remark ends.	The same as "Push To Talk(PTT)".	The same as "Push To Talk(PTT)".
Mic is always on. Use mute button to turn off	All audio is heard.	Used when there is a small number of conference participants.	Open mics can give feedback to the conference.

- (4) **When the confirmation of the microphone and the speaker ends, OK is clicked.**

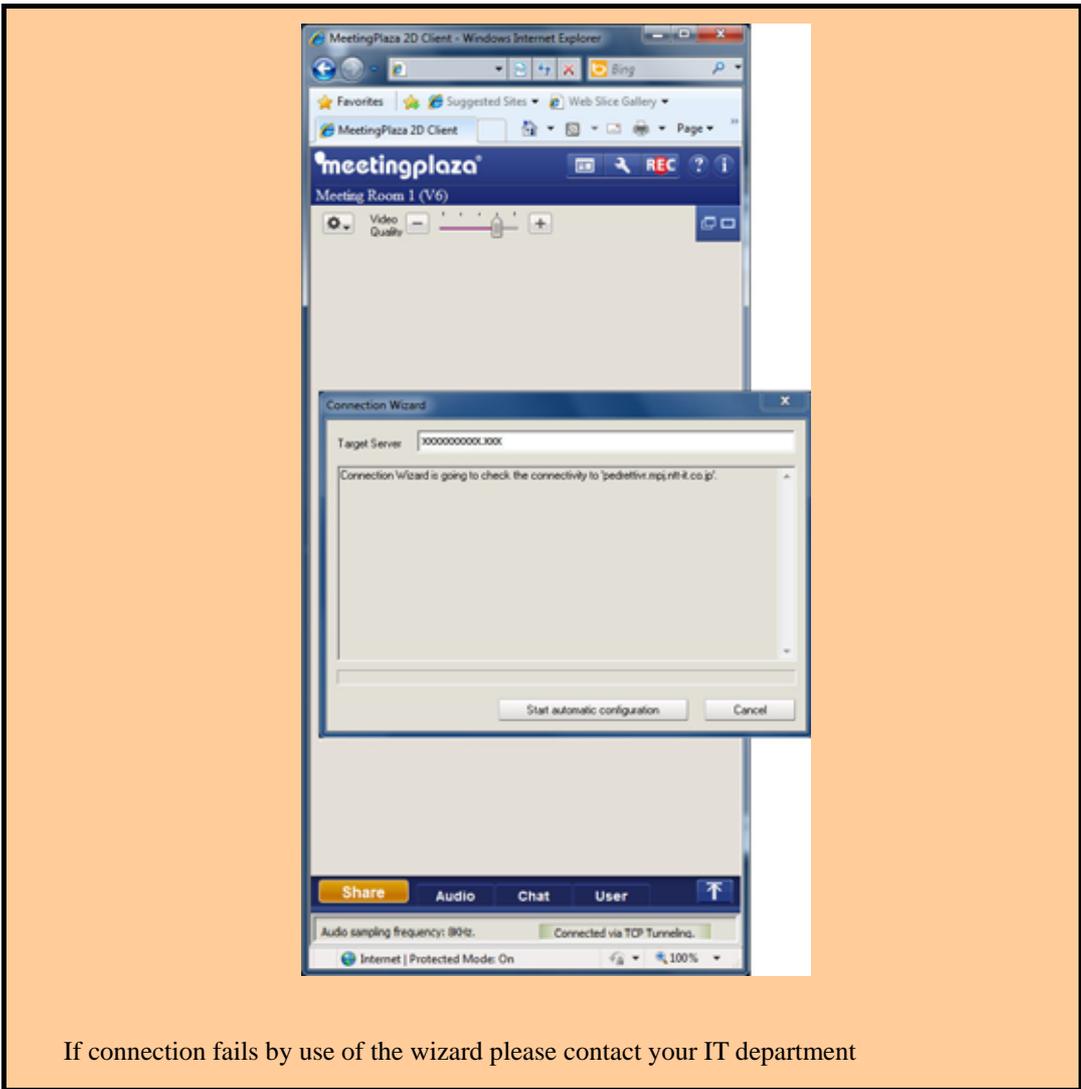


### 3) The screen below appears after the voice enablement.

The program will automatically check the available bandwidth and adjust the audio and video settings accordingly. Once the speed measurement is finished click Apply(A) and then OK.



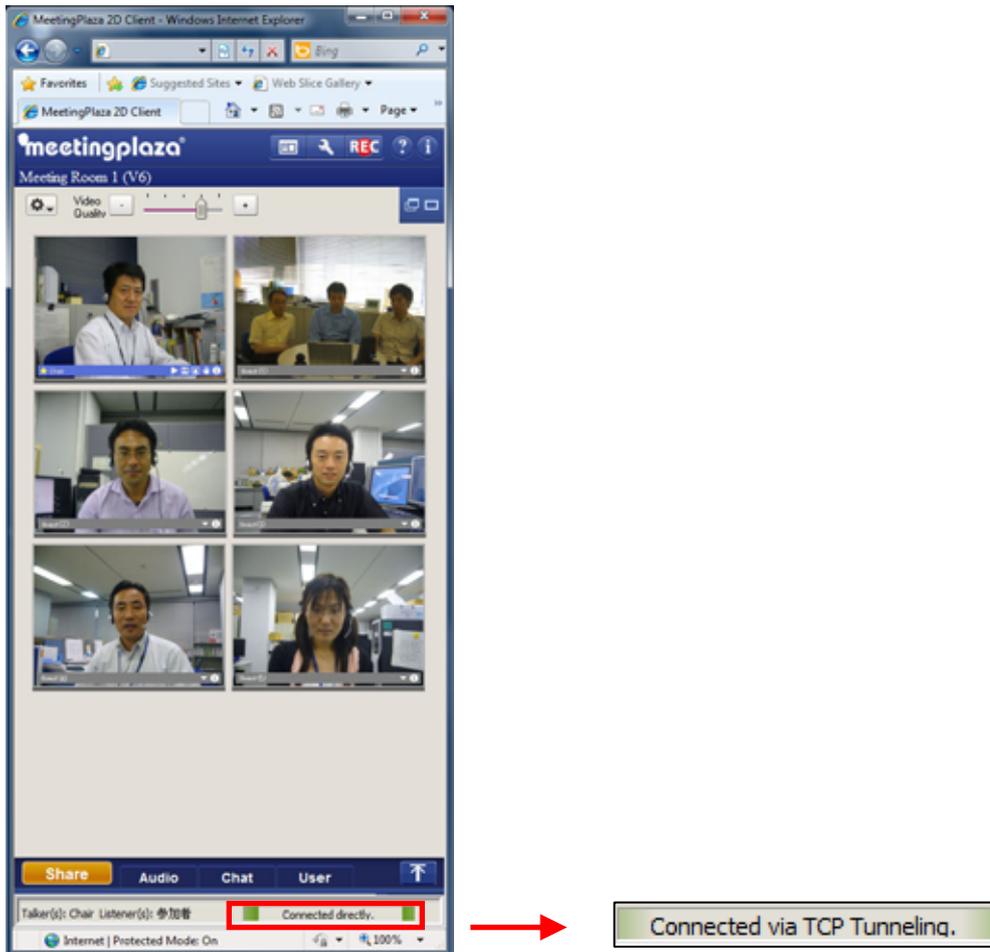
If the log in fails the connection wizard screen will appear. Start the wizard to determine if there is another way of connecting to the MeetingPlaza room.



If connection fails by use of the wizard please contact your IT department

#### 4) Once you are connected.

Your status is shown in the bar to your lower right.



Note: the choices of connectivity are the following:

- Direct Connection
- HCP Tunneling
- HTTP proxy

When login fails, it is not connected is displayed

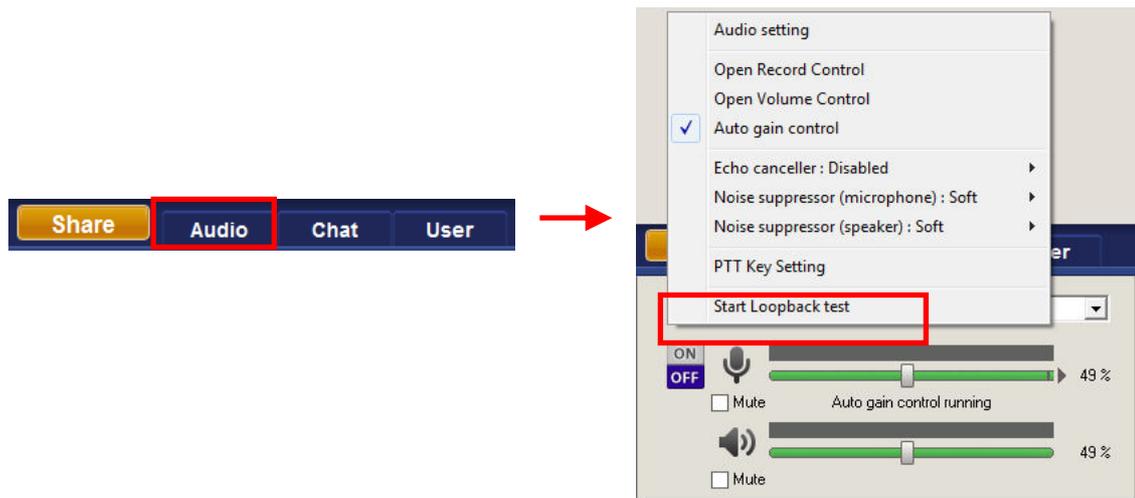
### 4-3-4 Confirmation of mike and speaker when using it usually

The functionality mic and the speaker can be confirmed observing the meter levels.

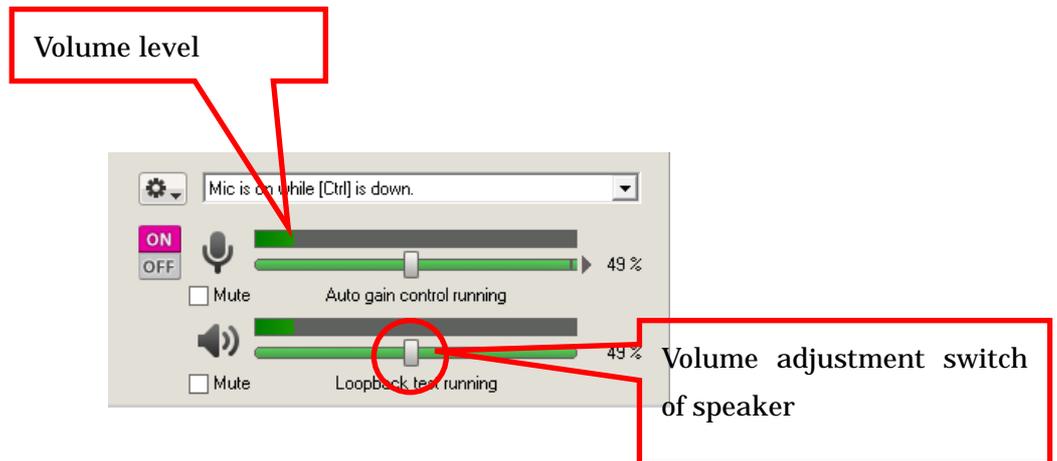
A loopback test can be performed by clicking the button  as shown in figure below. This function will allow you to hear your voice back through your speakers.

In the push to talk mode the speaker must hold down the Ctrl key on the keyboard.

Only I hear the voice at this time even if other participants are in the conference room.



The mic and the speaker volume levels is displayed as shown in figure below.



For mic problems refer to the link below: <MeetingPlza voice trouble solution>

[http://www.meetingplaza.com/e/faq\\_e/howto\\_e/voice\\_b/voice\\_main.html](http://www.meetingplaza.com/e/faq_e/howto_e/voice_b/voice_main.html)

or access the following:

- 1) <http://www.meetingplaza.com/e/index.html> is accessed.
- 2) [Support]→[FAQ&Tops]
- 3) [The most common solutions for voice, image, and document sharing]→[ Audio Communication] clicked.

The volume of the mic and speakers can be adjusted by moving the slide bars, or the mic volume can be set to adjust automatically

---

### 4-3-5 Confirmation of image

---

Your Web camera image can be confirmed in the red frame in the figure below.



Please see the Troubleshooting page if the Web camera image is poor or not available.

The smoothness of the image can be adjusted in the setting. Please see the reference manual about how to adjust the setting.

---

### **4-3-6 Logout and re-login from conference room**

---

To log out from the conference room (leave a room), close your Web browser.

To log in the conference room again, use the same URL that was used to when you first entered the conference room.

---

### **4-3-7 Uninstalling Programs**

---

If you want to uninstall, Windows Control Panel "Add or Remove Programs" from "MeetingPlaza 2D Version 6.0" or "MeetingPlazaPlugin" Please select Delete.

# 5 Communications in conference room

When you enter a conference room it is best to have a headset. Please refer to the reference manual for a more detailed explanation.

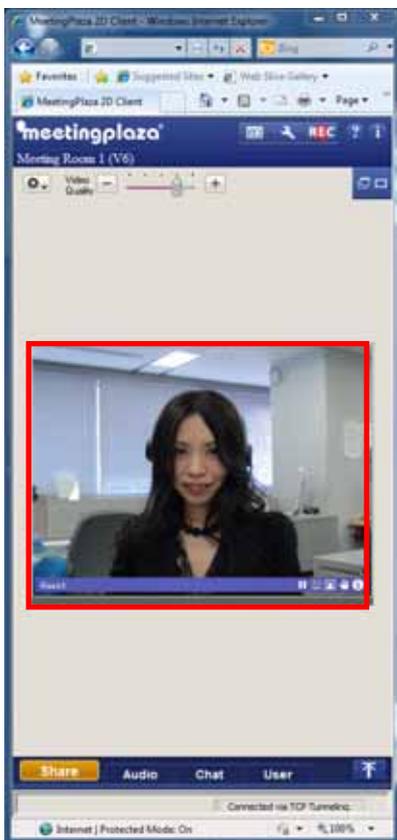
## 5-1 Talking with other participants

The most efficient approach to communications in MeetingPlaza is to use a headset or an echo canceling mic and speakers.

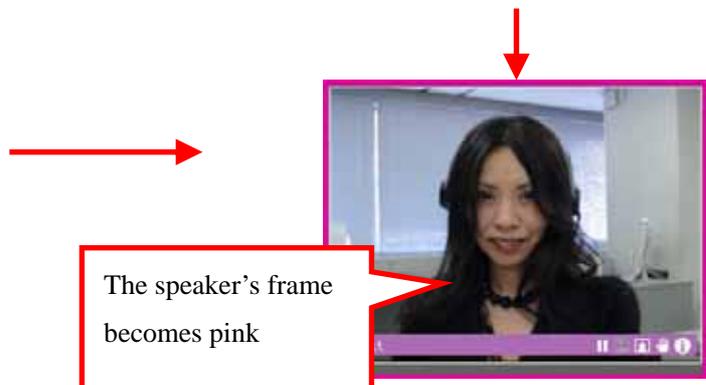
## 5-2 Other participants' images

Participant's image including yourself is displayed in a red frame shown in figure below. The participant who is talking displays a becomes pink box around their video image.

Only I am entering a room.



It is displayed when a person enters a room and the image queues up.



Other participants' images become high-resolutions if the switch in the left end of the screen is raised, and become low image qualities if it lowers.



Low image quality  $\longleftrightarrow$  High-resolution



High definition video quality (+) to compress the communication bandwidth and audio material, and may be truncated.

If there are gaps in the audio, lower quality video quality (-) may be improved to make.

---

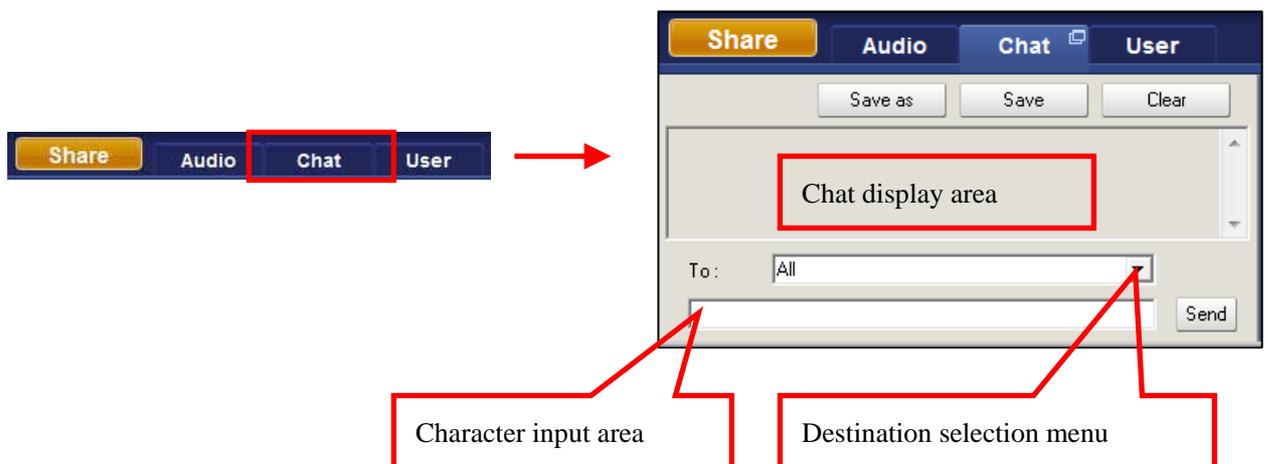
## 5-3 To communicate by chat

---

While in MeetingPlaza you are also able to communicate by chat to all or just one of the participants in the conference.

When the chat button at the center of the conference screen is clicked, the Chat window appears. See figure below. Type in the lower part of the chat window and click enter.

If you select <All>, the transmit is sent to all participants in the conference. If you select a participant's name from the selection menu only that participant will see the chat message



---

## 5-4 Data is shared

---

While in the conference participants can share electronic file such as Microsoft PowerPoint. Web pages can also be shared among participants.

The following is the type of files that can be shared.

---

### 5-4-1 Types of file sharing

---

The following three common functions are provided in MeetingPlaza. It might be good to use it properly according to the situation.

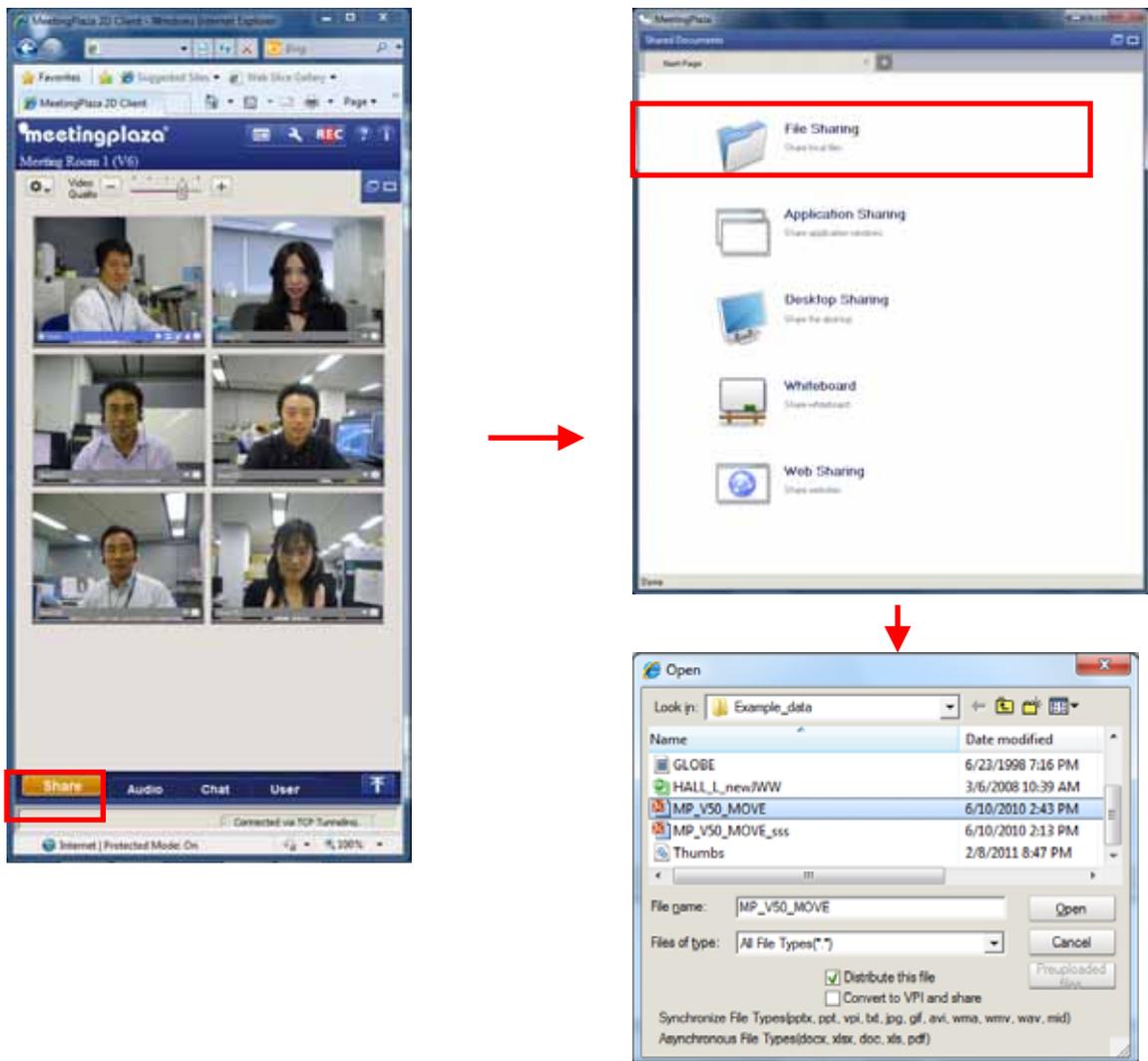
Kind of sharing	What can you Share?	When do you use it?	Feature
File sharing	PowerPoint file	1) The PowerPoint program must be installed on all participants' personal computers. 2) When you want to send the PowerPoint file quickly	1) It takes time until the operation such as sending the page because of the transmission of the file to all participants when sharing can be done. 2) If the file is transmitted, operation where page sending takes synchronization with the participant of the so on and others is fast.
	Word file Excel file PDF file Jpeg file Text file Files other than PowerPoint	These files can be displayed and shared by all participant's Web browser	The operation in the displayed screen is not reflected in other participants' screens. (For instance, it is an input, and a switch of the seat to the cell of Excel as for the numerical value. )
	Windows Media Player compatible files (.avi/.wmv/.wma/.mid/wav)		Synchronize playback operation
	VPI file MeetingPlaza is original.	When you want to synchronize page sending with the Word file and the Excel file among participants	The print image file like PDF is made, and it is shared.

Application (AP) sharing	Screen of program (for instance, CAD program etc.) executed with a participants personal computer	1) When you want to show the screen of the program executed with a participants personal computer to other participants 2) When the file can't be opened by file sharing.	1) This can be slow if the amount of data be sent is large 2) It is unsuitable for use with low-speed networks such as modem lines.
Desktop sharing	Entire desktop PC to share or display in a specified range.	Entire desktop, when to show a range of participants or some.	"Application (APP) sharing" the same.
Web sharing	Web site	When you want to show all participants a Web site.	If a username and password are needed to view the site all users will not be able to follow you.

## 5-4-2 How to use file sharing

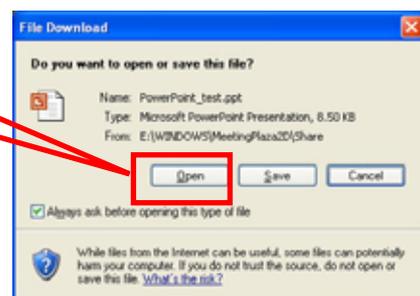
To start sharing the file, click on <File sharing> and the file to be shared from your hard drive selected.

The file is transmitted automatically to all participants in a common window.

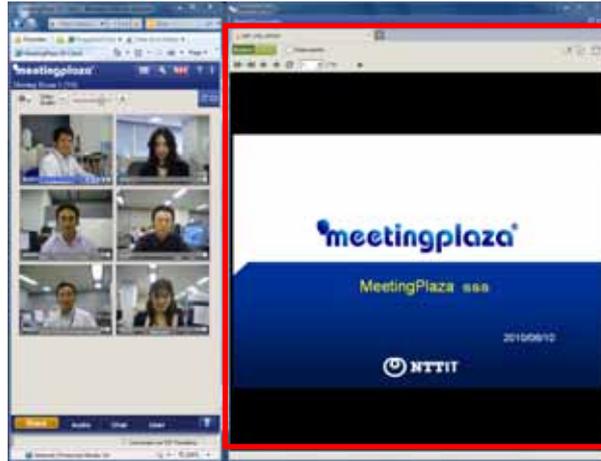


The file is selected.

When the file is received click on <Open> to view the file.

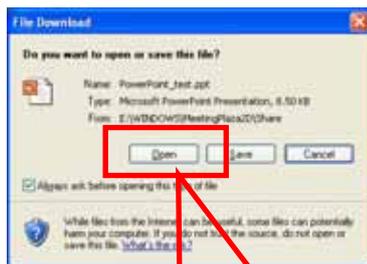


Click



This is the display when the file is received. window.

When other participants start the file sharing procedure, the file is received automatically, and it is displayed in the common window.



A confirmation on whether to <Open> the file might be requested by the security function of Web the browser. Click <Open>. To continue



The file is displayed when the transmission is completed

Please see the reference manual about a detailed usage of the file sharing.

### 5-4-3 How to use Application sharing

If application sharing is used the file application that is being shared must be open on the desk top of the participant sharing the application. When <AP sharing> is clicked on that application is displayed, and is selected. The screen data is then transmitted to the other participants.

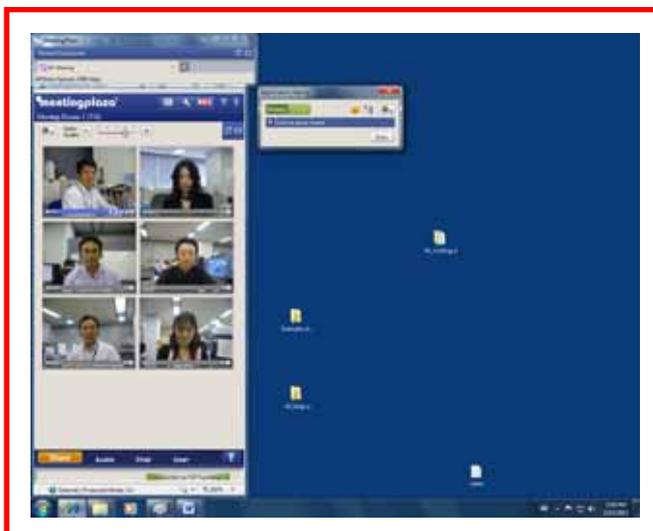
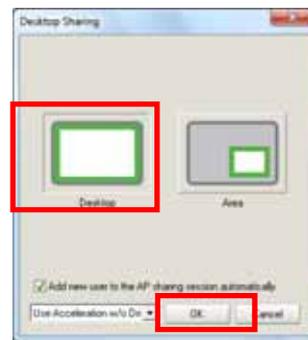
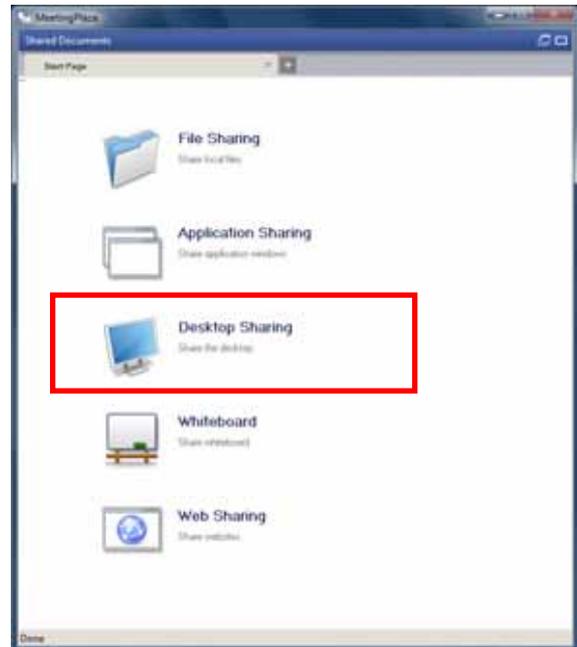
Two or more application programs can be selected.



For additional information please see the reference manual about detailed usage of application sharing.

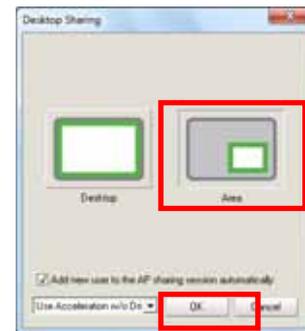
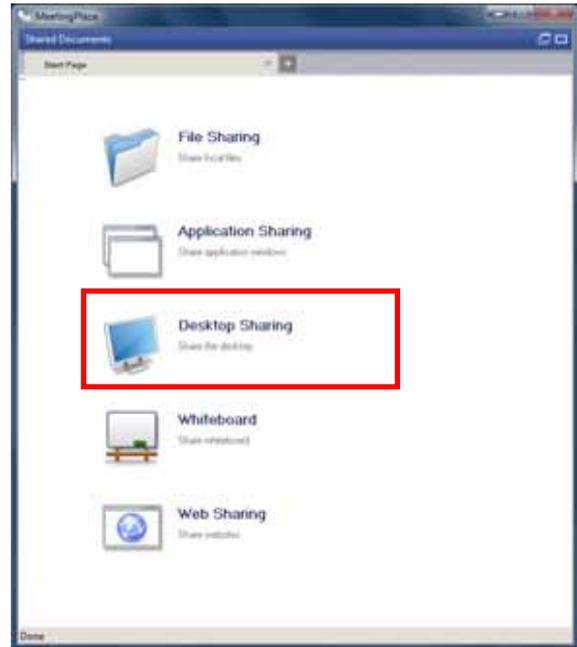
## 5-4-4 How to use Desktop sharing

If you start sharing your desktop "Desktop Sharing", click "Full Screen sharing" or "share a range of" selected. "Share Full Screen" is displayed if you select the other participants in full-screen desktop. The "share a range of" If you choose, it displays a range of frames, and perform a share range, the data is transmitted to other participants on the screen.

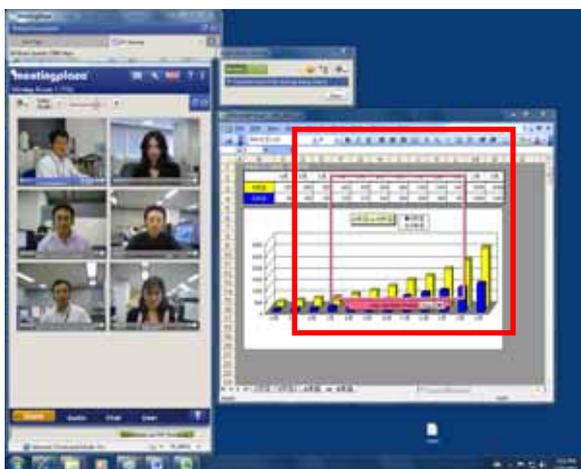


Share the entire desktop.

(Area to specify the share)



Range frame is displayed,  
appropriately expanded, reduced,  
after moving range,  
click Start button.



The frame turns pink and  
is shared only within the  
framework of the screen.

Using desktop sharing details, please see the reference manual.

## 5-4-5 How to use Web sharing

To start and Web URL, click on the <Web Share> button. You can type the URL or pick from the favorite button.

When URL is fixed by either method, the screen on the Web site is displayed in the window only for sharing of all participant's material including me.



For additional information please see the reference manual about detailed usage of Web sharing.

---

## 5-4-6 Other functions concerning sharing

---

Some functions such as the whiteboard are omitted from this manual, please refer to the reference manual for information not found in this manual.

The common functions of MeetingPlaza were described in the previous chapters. The following functions are available in MeetingPlaza and please refer to the reference manual for further details.

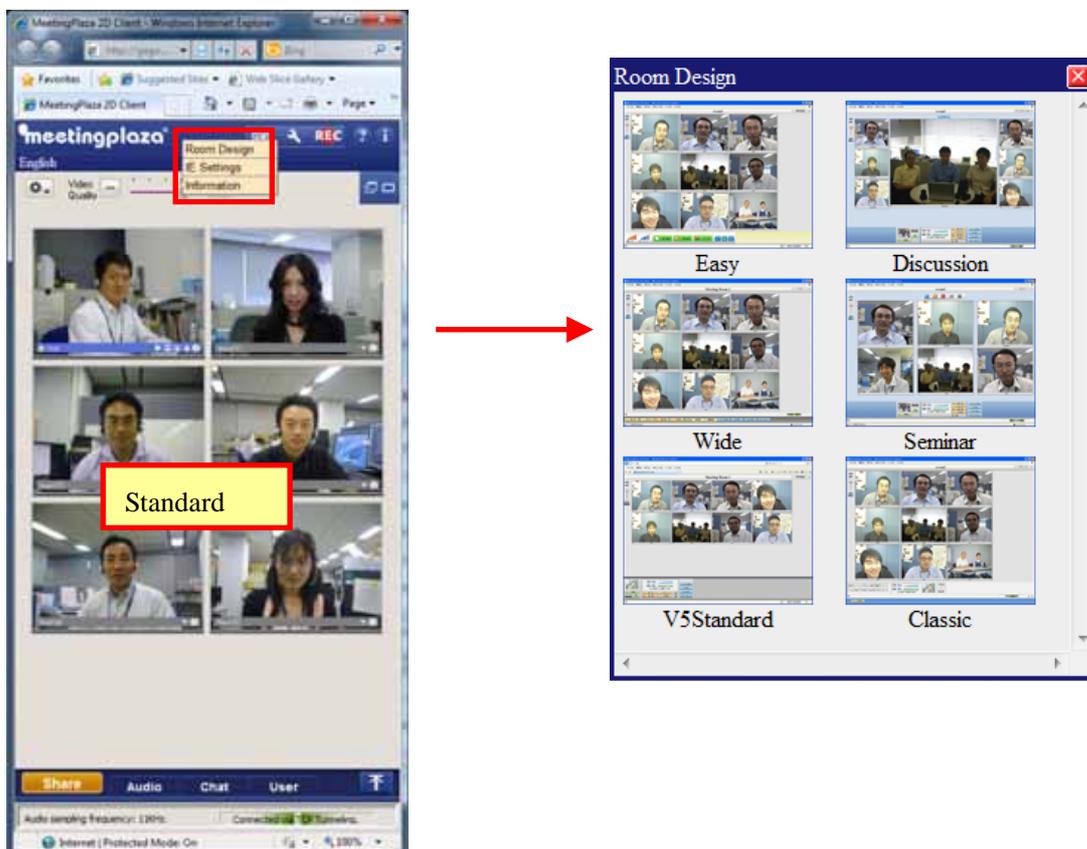
- Up to 10 different file types can be shared through the tab browser.
- Marking up shared files with a draw function.
- Screen print of common material
- The ability to convert and share a print image file (VPI file) so the application need not reside on each participant computer to see the file.
- Giving control to other participants when application sharing is used.
- Ability to resend material to participants who enter the conference late.

---

## 5-5 Changing the conference room screen

---

There are 7 configurations for conferences in MeetingPlaza and they are controlled by the administrator of conference room. The administrator can switch screen formats anytime during the meeting.





When the conference room is reserved, this is the default setup.

# 6 Appendix

## 6-1 Troubleshooting

### 1) Why does the connected wizard starts when I log in?

When the connection fails the first time you log in the connected wizard starts.

Try to log in using the automatic configuration

(1) Press the cancellation button.

(2) Then the <Connection> button is clicked.

(3) Settings that allow you to connect are found and entered. This is usually set for <HTTP

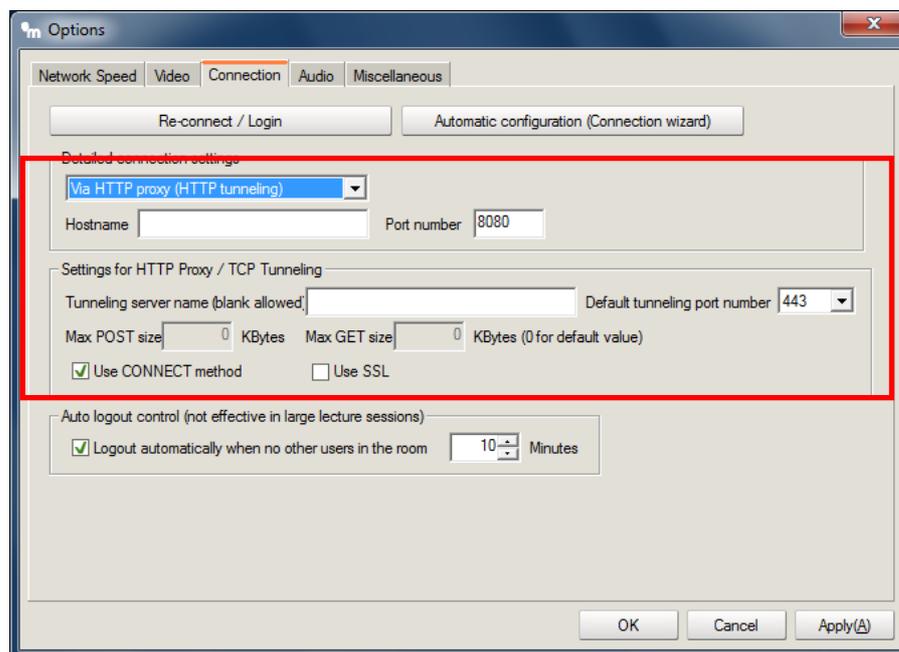
Tunneling>.

■ The proxy name and the port number are input according to the settings found.

■ The default port number is set to 443.

■ <Use CONNECT method> is turned on.

(4) [Reconnecting/login] is pushed.

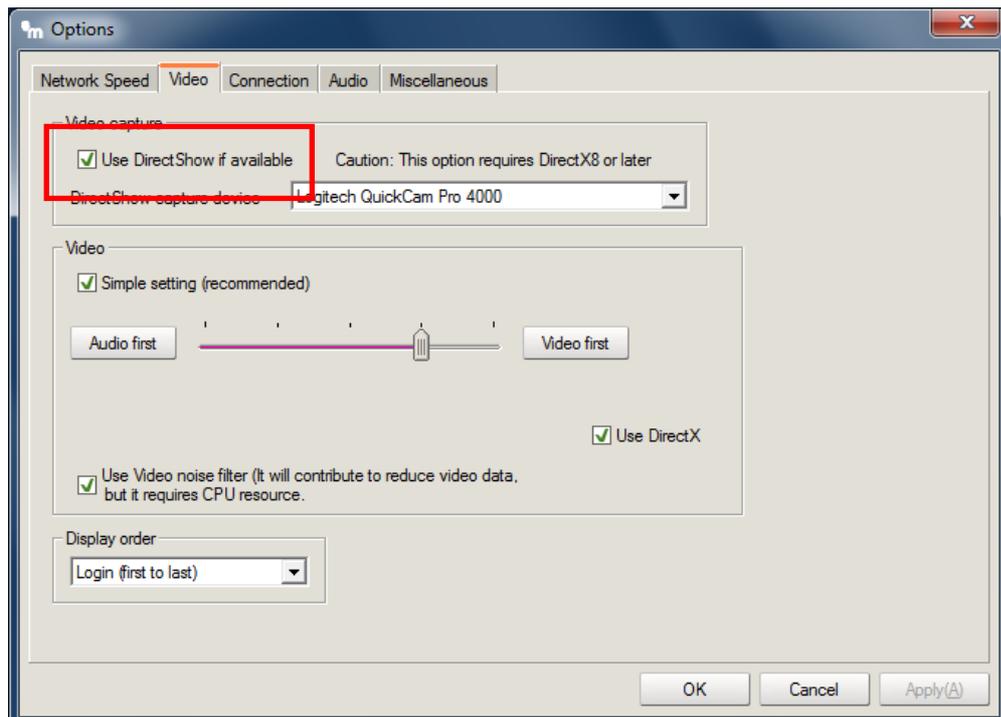


Connection wizard screen

## 2) My web cam is not working?

The following is suggested.

- (1) Click on the < settings> window.
- (2) Click on the [Video] tab.
- (3) Click on <Use DirectShow if available> .
- (4) From the pull down menu select the web camera, click apply the OK. Close the settings window, close the browser and reenter the room.



Set screen of DirectShow

## 6-2 FAQ

### 1) What does the color of <Be connecting it> mean?

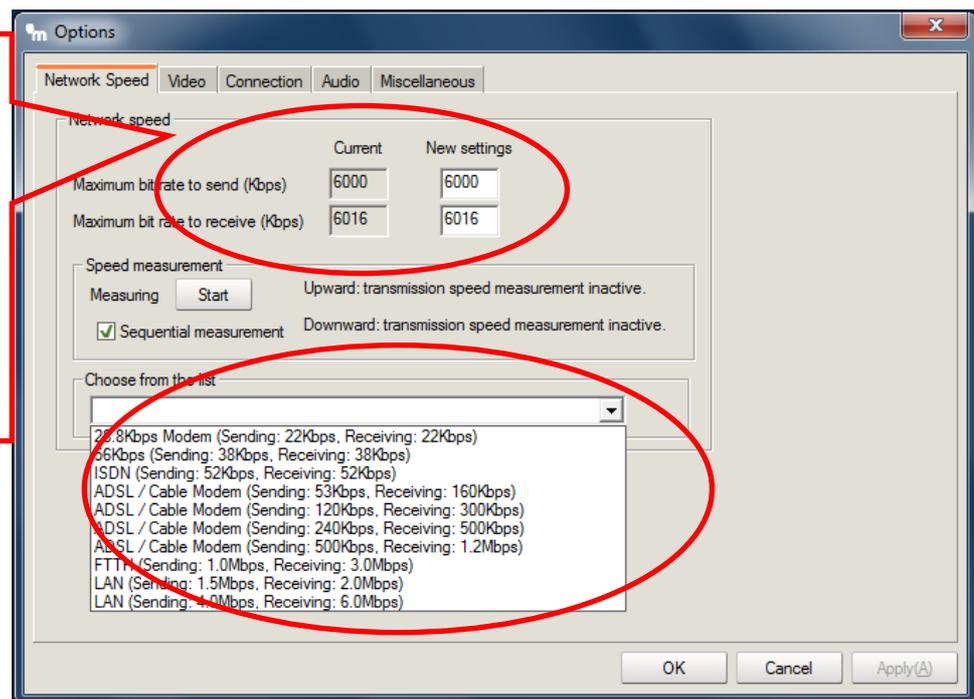
Connected via TCP Tunneling.

This color shows the communication. It becomes <Green>, <Yellow>, <Orange>, and <Red> in good the order.

Green	It is excellent.
Yellow	There is no problem in use though there are a temporary delay and a loss.
Orange	The influence has gone out to the quality due to the delay and the loss.
Red	State that cannot be used

The sound is choppy what can I do to clear the audio.

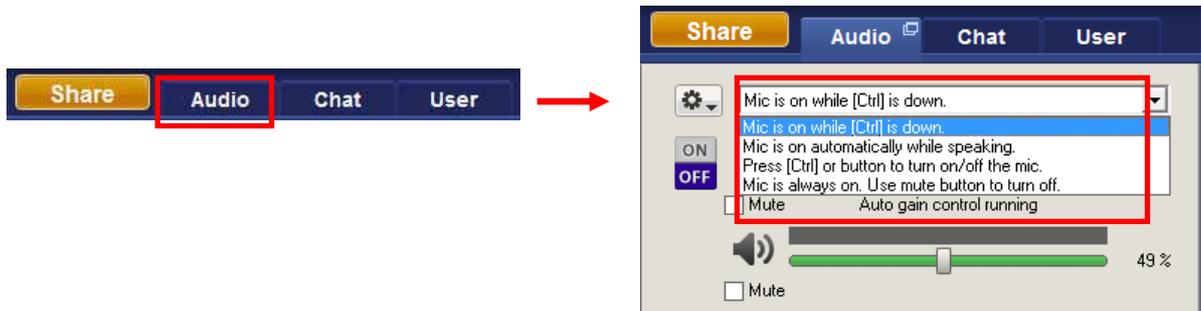
Settings should be placed at 20%-30% below the value measured, or choose from the following list and select from the list below.



## 2) I want to speak without pushing the Ctrl key.

This is possible if you have a good echo cancelling mic. The method of speaking by pushing the Ctrl key is the standard default.

To activate other options than push to talk, click on the down arrow in the communication window and choose from the available list.



Details of the method are as follows. Please remember the environment of the meeting and your equipment will determine the best settings.

Utterance method	Explanation	Advantage	Disadvantage
Mic is on while Ctrl key is down	You can talk by holding down the Ctrl key.	This will eliminate feedback from open mics.	Experience is necessary for this mode.
Mic is on automatically while speaking	The sound from the mic, is automatically detected, and transmits the audio	Easy to us if all participant have the correct mic setup.	Feedback from open mics can be distracting.
Press Ctrl key to turn on/off the mic	It begins the remark pushing the Ctrl key, it pushes again, and the remark end is done.	The same as "Push To Talk(PTT)".	The same as "Push To Talk(PTT)".
Mic is always on. Use mute button to turn off	All audio is heard.	Used when there is a small number of conference participants.	Open mics can give feedback to the conference.

---

## 6-3 What to do when this manual does not help

---

If your problem is not answered by this manual please do the following:

### 1) Refer to the on line manual.

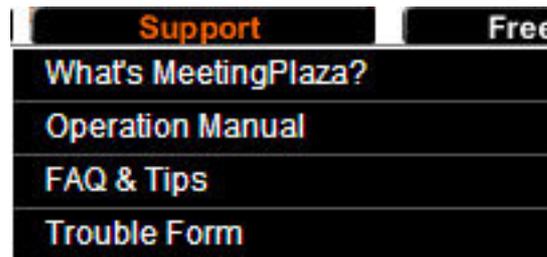
 (help button) under the screen center is clicked. A new window opens, and the manual can be referred to.



## 2) Refer to the MeetingPlaza Web page.

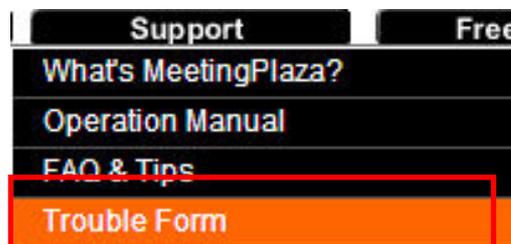
It can be accessed from <http://www.meetingplaza.com>. Under support

- Troubleshooting
- Manual
- Introduction of peripherals
- FAQ



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

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



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

E-mail [support@meetingplaza.com](mailto:support@meetingplaza.com)