

# **MeetingPlaza** Version6.0

## **Manual for setting up a reservation for a conference (For License Package)**

**NTT-IT Corporation**

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Any inaccuracy, in this manual, is not intentional.

# 1 Conference registration manual

The following manual can be found at the MeetingPlaza web site.

When reserving a Web conference for the first time, please refer to this manual

When participating in the Web conference for the first time, please refer to this manual

When you need details, please refer to User Reference Manual or Manager Reference Manual.

These manuals can be found on the MeetingPlaza web site under support.

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 title is "Welcome to MeetingPlaza ASP/LP - Windows Internet Explorer". The address bar shows "http://www.meetingplaza.com". The website header features the NTT IT logo and the "meetingplaza" brand name. A navigation menu on the left includes "Products" and "Support". The "Support" menu is expanded, showing "Operation Manual" and "Trouble Form". A yellow callout box points to the "Support" menu with the text "http://www.meetingplaza.com" and "This will access the support manual". Another yellow 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 content includes a "14 DAYS FREE TRIAL" banner, a "15 YEN / MIN. PER USER" price tag, and the "FLEX 2" logo. The footer contains copyright information for NTT-IT Corporation (2001-2010) and links for "Privacy Policy" and "Japanese".

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# 3 Introduction

Thank you for using the Web conference reservation service of MeetingPlaza.

This book is intended to explanation how to reserve a conference room, to set up the meeting and to make changes to a meeting.

Please read the content of this book carefully, before setting up a MeetingPlaza conference.

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## 3-1 What is a Web conference?

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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.

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

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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.

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## 3-3 Necessary equipment for conference participation

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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, Opera11 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 What is the conference room reservation function of MeetingPlaza?

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A reservation system (Hereafter, referred to as the conference scheduler) is used for scheduling conference rooms within MeetingPlaza.

The features of the conference scheduler are as follows:

### 1) Is there only one conferencing room that only I can reserve?

The only person, hereafter, referred to as the conference room manager, is the only person who can log into MeetingPlaza and reserve a conference room using the scheduler.

There is one conference scheduler for each conference room manager. Meetings from different managers can overlap.

Only one special conference room is allocated to one conference room manager. Therefore, reservation for a conference time cannot overlap for any one manager. (This restriction doesn't exist for license packages.)

### 2) A unique URL must be sent for each participant of the conference.

When the conference room is reserved in MeetingPlaza, participant's name and E-mail address are

registered. When the reservation is scheduled, MeetingPlaza sends to each participant a URL which identifies the conference to the participant by E-mail. This URL is only active at the time of the conference. The participant can only enter the conference room by using this URL.

This URL is in the following forms.

(example)

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

### **3) Various notifications can be transmitted by E-mail.**

When a conference room reservation for MeetingPlaza is sent via E-mail, follow up e-mails can be sent if the meeting has been changed, or cancelled. These e-mails are automatically sent to all the participants of the conference.

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## **3-5 Requirements for using the MeetingPlaza scheduler**

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A user name and password are necessary to reserve a conference room through the MeetingPlaza scheduler. This can be done using a windows personal computer

Web a browser	Internet Explorer 6.0 or later (Mandatory), Firefox 3.0 or later, Opera 9.0, (Optional)
	JavaScript should be able to be operated.
E-mail program	
The Internet connection	

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## **3-6 View of this book**

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<> This symbol is used to explain entries is the associated screen of the conference scheduler.

[] This symbol is used to explain choices and value that can be selected on screen.

(Example of screen)

CONFERENCE INFORMATION (Timezone: Asia/Tokyo)	
START	<input type="radio"/> start now <input type="radio"/> 30 minutes later from now <input checked="" type="radio"/> Feb 16 2011 10 : 0
END	<input checked="" type="radio"/> 60 minutes later from the starting time <input type="radio"/> Feb 16 2011 11 : 0
NOTIFICATION	<input checked="" type="radio"/> 10 minutes later from now <input type="radio"/> Feb 15 2011 20 : 0

(Explanation example)

< beginning date > is set to [beginning right now].

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

Content of hint or attention

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## 3-7 Meeting Room Booking Guidelines

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After logging into the conference reservation system, opening the page in a new tab or window (\*), and to make reservations and meeting other changes in the process can result in unintended relationship with the original screen There.

In some cases, it may be terminated or had gone to the meeting being held in the conference can prevent the book, Please do not operate like this.

\* For Internet Explorer, right click the mouse cursor to the link "Open in New Tab" or "Open in new window" to select action.

# 4 Simple reservation procedure

This chapter describes the simple method of scheduling a conference, changing conference time and cancelling and scheduled conference.

## 4-1 Prepared Needed to schedule a conference reservation

To reserve a conference room with the conference scheduler, the following is needed

### 1) URL, user ID, and password for the conference scheduler

To schedule a conference as the administrator a user ID and password are needed for user authentication. This URL, user ID, and the password are sent to the administrator by E-mail when a MeetingPlaza ASP account is established.

(Example of the title of E-mail)

MeetingPlaza Conference Room Manager Account Information

(Example of the text of the E-mail)

The part where user ID (login ID) and the password and URL are described is shown in the red frame.

Dear oooooo,

Thank you for subscribing to the MeetingPlaza Distance Conference Service.

Your account has been registered as follows:

Contract ID: xxxxx

Service Start Date: Oct 31, 2007

Login ID for Conference Scheduler: yyyyyyy

Password for the account: zzzzzzz

Service Type: Regular 20 (10 Users)

Please login into the Conference Scheduler using the URL below:

<https://xxxx.xxxxxxxx/confmgr/enter.cgi>

When using the conference room scheduler for the first time it is recommended that the password that was assigned be changed for security.

If you wish to read the manual for Conference Scheduler, then please access the following url.

[https://xxxx.xxxxxxxx/mpcontents/mp2d/help\\_cs\\_j/main.html](https://xxxx.xxxxxxxx/mpcontents/mp2d/help_cs_j/main.html)

Best Regards,

\*\*\*\*\*

NTT-IT Corp.

Support Request: <mailto:support@meetingplaza.com>

Phone: +81-45-651-7536 / FAX: +81-45-224-6799

\*\*\*\*\*

## **2) Participant's name and E-mail address**

Please confirm participant's name and E-mail address.

When participant's name enters the conference room, it is displayed under each of participant's images, and the E-mail address is used to distribute URL for entrance into the conference room.

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## 4-2 Procedure for making a reservation

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The administrator of the account logs into the scheduler using the URL, user name and password that was assigned by e-mail

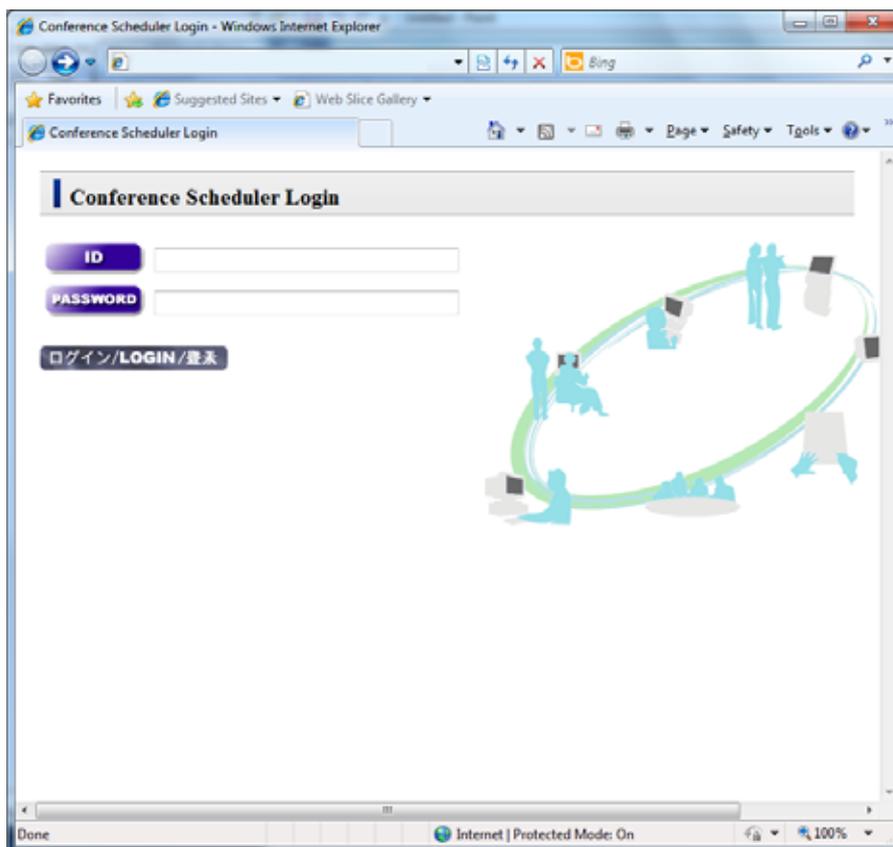
### 1) The conference scheduler is logged in as follows:

Click the URL that was sent to the administrator as shown in the figure below. The default Web browser will start automatically.

Warning: A security notice might appear when a URL included in E-mail is double-clicked. This is a function of the E-mail program used, and not a bad URL.

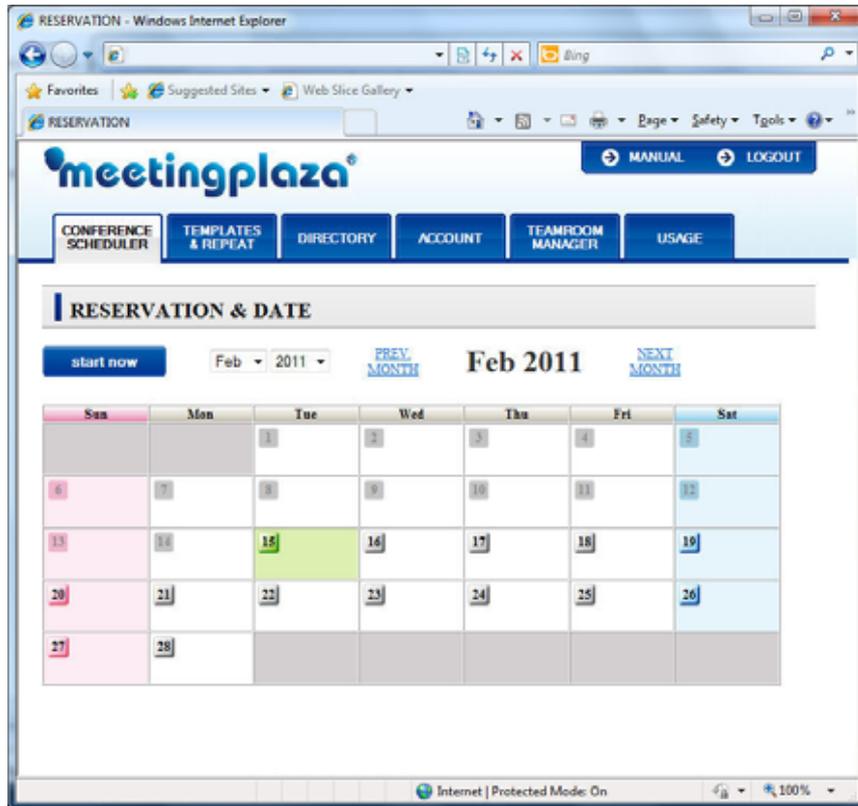
When you correctly access the URL, the screen for user authentication is displayed.

ID and the password are input, **ログイン/LOGIN/登录** the click. login.



There is a possibility that the URL is correct and inaccessible and the message displayed is <The page is not found >. In that case, please <Copy> URL from the e-mail, into the address area of Web a browser, and click <Enter> to login

When the ID and password are correct the following screens is displayed.



If the login is successful a calendar page is displayed.

Please see 6-1 Troubleshooting when the calendar screen is not displayed.

A login error will result in the following message: "Error in user authorization. Your account is locked. Please try again later"

**Error occured!**

Error in user authorization. Login failed.

The account will remained locked for 15 minutes. Afterwards, the user may login.

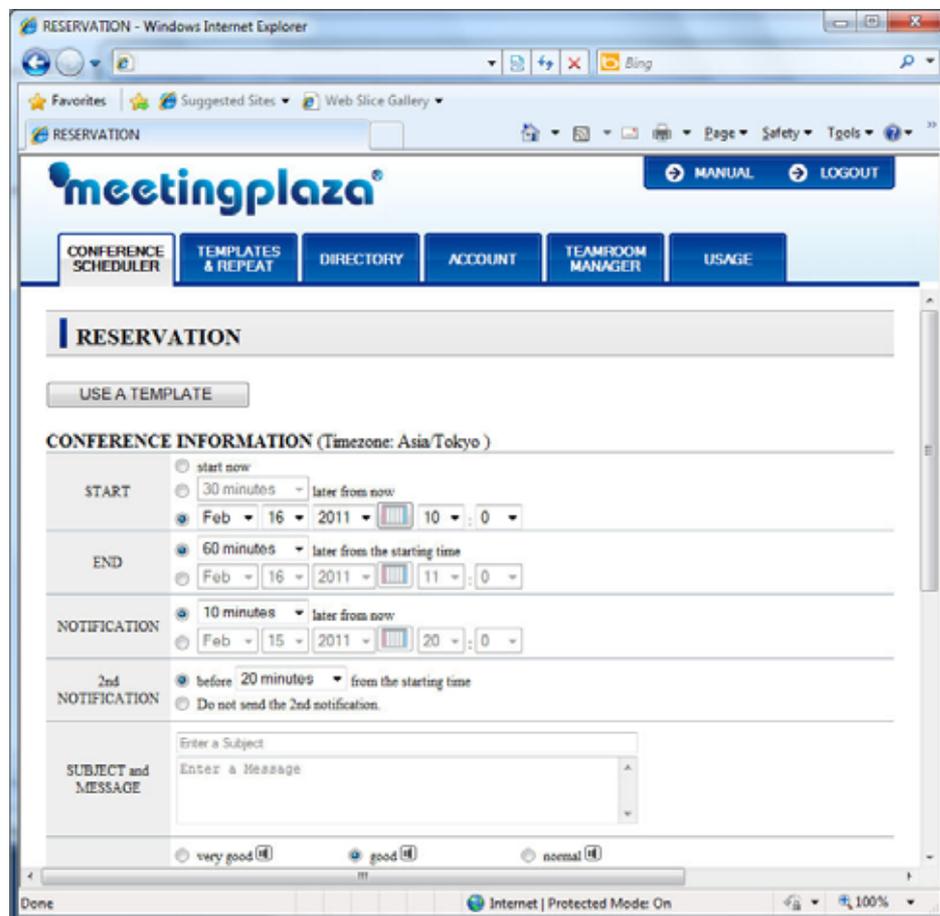
## 2) The date of the conference is specified.

If the calendar screen is displayed, the date of the conference is clicked.

The month can be changed using < at the center of the screen. The month and year can also be selected and click (Go) when you want to change the month or the year of the calendar screen. The calendar of the specified month and year is displayed.

Please select the date if you wish to change or cancel the reservation described in the following chapter easily.

When the date is selected the follow screen will be displayed.



The screenshot shows a web browser window titled "RESERVATION - Windows Internet Explorer". The address bar shows "RESERVATION". The page features the "meetingplaza" logo and navigation buttons for "MANUAL" and "LOGOUT". Below the logo are several menu items: "CONFERENCE SCHEDULER", "TEMPLATES & REPEAT", "DIRECTORY", "ACCOUNT", "TEAMROOM MANAGER", and "USAGE". The main content area is titled "RESERVATION" and includes a "USE A TEMPLATE" button. Under "CONFERENCE INFORMATION (Timezone: Asia/Tokyo)", there are fields for "START", "END", "NOTIFICATION", and "2nd NOTIFICATION". The "START" field is set to "Feb 16 2011 10:00". The "END" field is set to "Feb 16 2011 11:00". The "NOTIFICATION" field is set to "10 minutes later from now". The "2nd NOTIFICATION" field is set to "before 20 minutes from the starting time". There are also input fields for "SUBJECT and MESSAGE" and radio buttons for "very good", "good", and "normal". The status bar at the bottom shows "Done" and "Internet | Protected Mode: On".

### 3) Conference reservation information input.

When the screen for the conference reservation is displayed, the items below <conference information> are sequentially input.

Select the <start date> and set the time to start and finish the conference. Please note that the  (check) should be correct for the time and date of the conference

< Notification date > is specified as to when the conference participants are sent an e-mail. The reservation is completed when selecting a notification for 0 minutes. After completion of the reservation then an e-mail is transmitted at once.

A second notification can be sent at a specified date and time.

<Agenda >and< Message to participant> The will be included in the E-mail with URL used to enters the conference room.

< Voice quality > specifies the voice quality of the conference room. Normal tone quality is equivalent to a normal cellular phone. Clearer quality can be obtained by selecting either <good> or <very good>.

When there is a participant who is on a network (for instance, modem line and ISDN line) where the speed is slow because of the volume of data then set the tone quality as good.

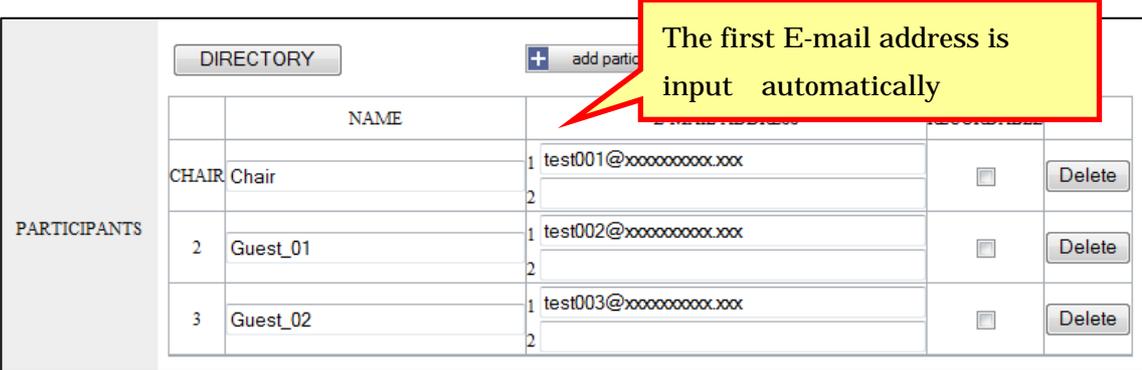
< Selection of the conference screen > specifies the screen template of the conference room. The standard template is the default. Other templates can be selected for the meeting by clicking on the detail button.

If the above-mentioned is input, it becomes the following screens.

Meeting Scheduler screen, the screen transition time (the migration of the screen to switch), there is no time out.  
 Time out, so you must start over from the log, please note.

**4) Participant information is inputted.**

When < conference information > is input, the following input < participant list >.



There are three section in the < participant list >, there is a line for the participants. The first input is for the sponsor of the meeting or the chair and is shown by  (checkbox) respectively.

Administrators or sponsors of the conference have the ability to control functions of MeetingPlaza during the meeting.

The second E-mail column are the addresses if the participants of the conference to whom an e-mail will be sent.

The E-mail address of participants can be entered manually or from the directory.

For participants that are check  they are permitted to record the conference

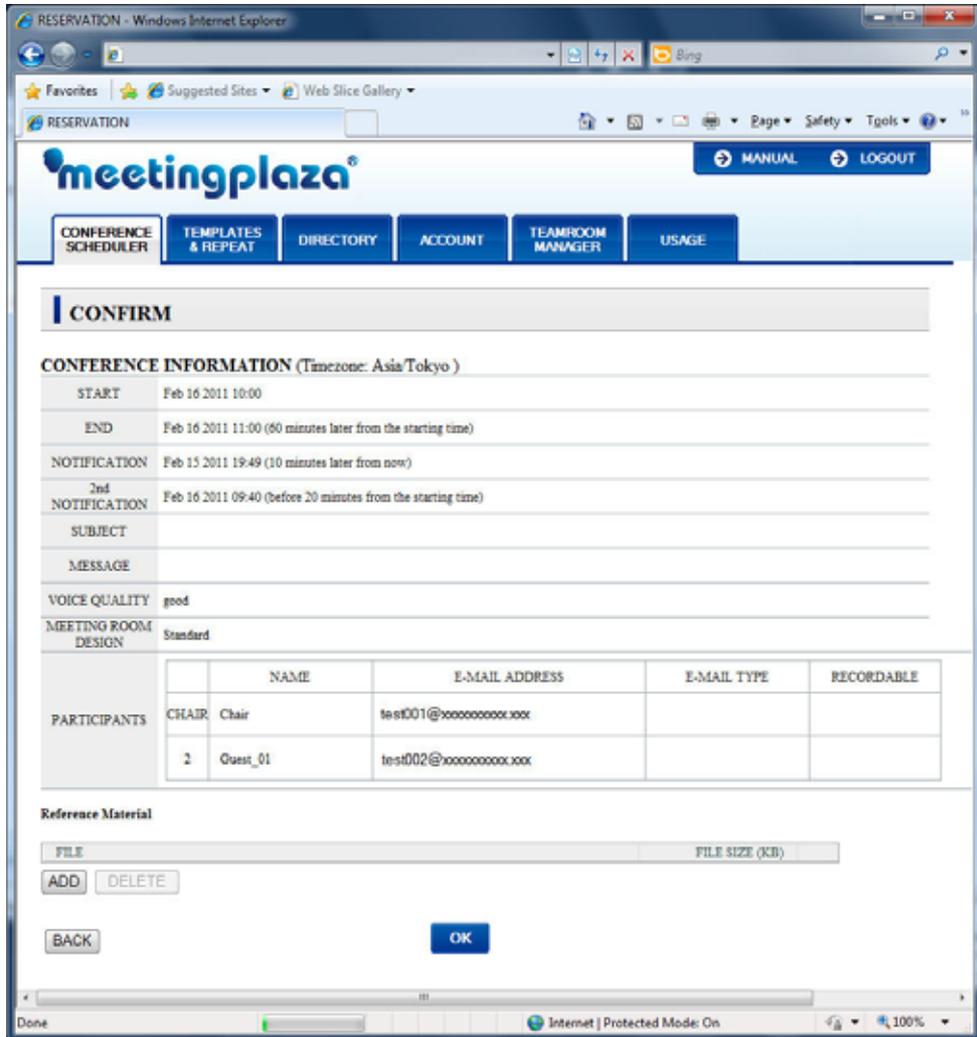
When the conference guide is check <The conference guide is English >  (on), E-mails will be in English.

A second url for may be added for each participant with a check mark  (on). A brief e-mail with a URL is sent to that e-mail address.

Click  when the conference information is complete < conference information > and <participant list>.

## 5) Confirmation of the input

After the conference information has been entered, click . If any errors have been made they can still be done by clicking on the <Back> button.



**CONFIRM**

**CONFERENCE INFORMATION** (Timezone: Asia/Tokyo)

START	Feb 16 2011 10:00
END	Feb 16 2011 11:00 (60 minutes later from the starting time)
NOTIFICATION	Feb 15 2011 19:49 (10 minutes later from now)
2nd NOTIFICATION	Feb 16 2011 09:40 (before 20 minutes from the starting time)
SUBJECT	
MESSAGE	
VOICE QUALITY	good
MEETING ROOM DESIGN	Standard

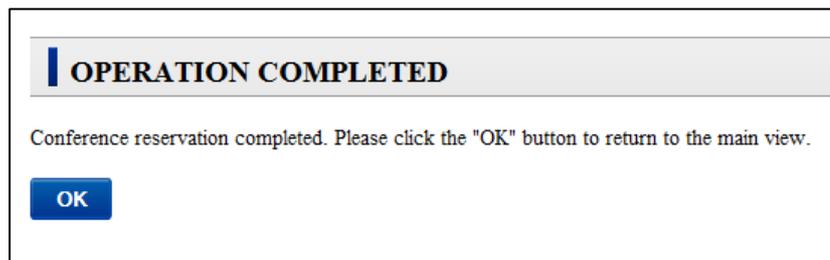
	NAME	E-MAIL ADDRESS	E-MAIL TYPE	RECORDABLE
CHAIR	Chair	test001@xxxxxxxxxxxx.xxx		
2	Guest_01	test002@xxxxxxxxxxxx.xxx		

**Reference Material**

FILE	FILE SIZE (KB)
<input type="button" value="ADD"/>	<input type="button" value="DELETE"/>

When the  button is clicked, the following screen is displayed.

It confirms that the reservation was accepted <The conference reservation was completed >.



**OPERATION COMPLETED**

Conference reservation completed. Please click the "OK" button to return to the main view.

## 6) Reception of mail

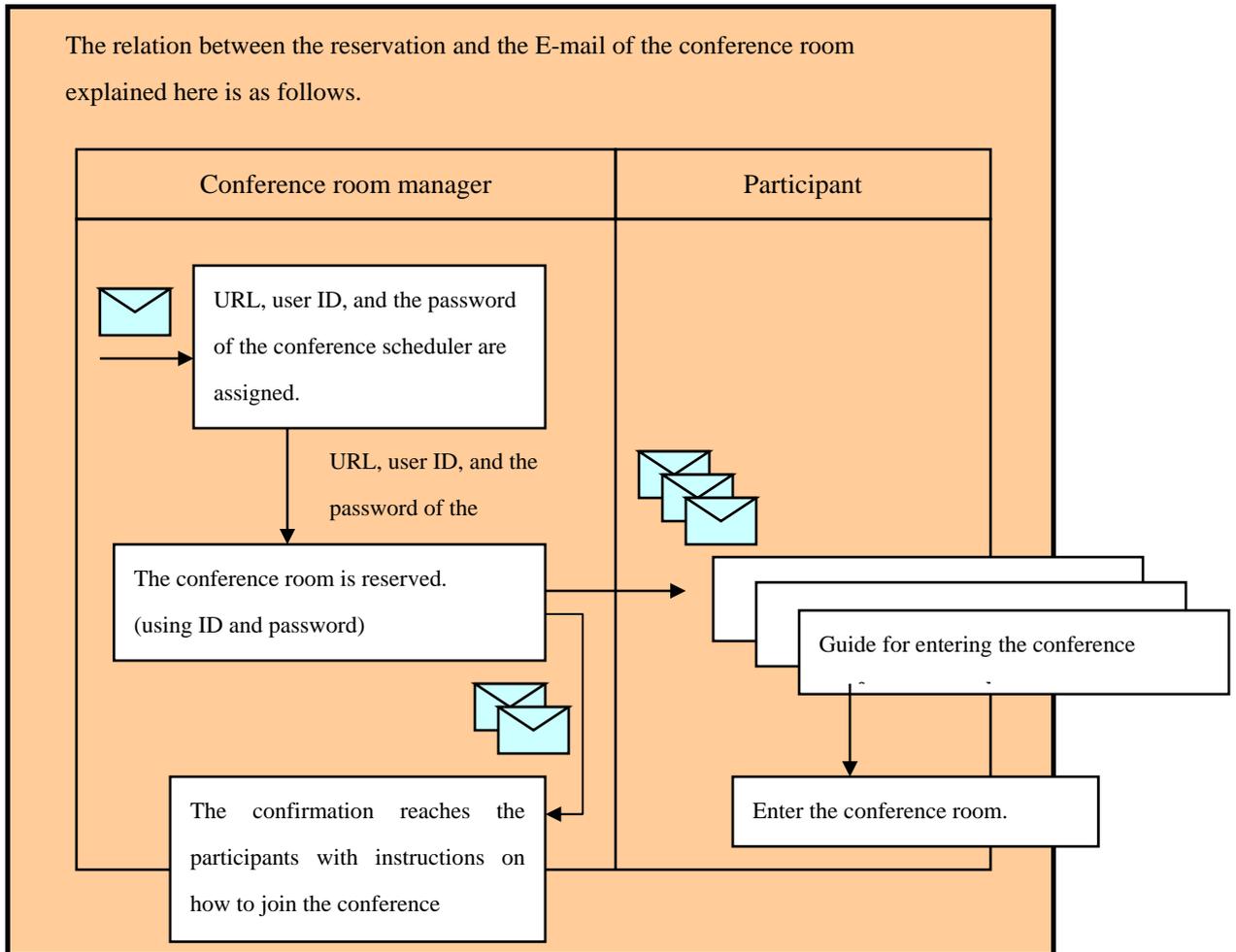
When the reservation for a conference is accepted and confirmed three different types of e-mail are sent.

The E-mail of addressing those who sponsor it has reached the conference room manager at the same time.

	E-mails that are sent	Content of the e-mail	Addressor of E-mail(example)	Address	Content
1	Confirmation of reservation to the conference manager	Confirms that a conference has been scheduled with the time, date, subject, and participants	Conference room manager's mail address< alias >2	Those who sponsor it	Agenda, message to participant, and participant great soon at date of beginning and end of conference
2	E-Mail invitation to the conference.	Information includes date, time, participants, and several helpful links including the one for the conference	It is the same as the confirmation of the reservation.	Those who sponsor it and participant	URL to enter the conference room in addition to the same content as the confirmation of the reservation is contained. <sup>3</sup>
3	Second notification just before the conference is due to begin.	Information includes a reminder and a link to attend the conference.	It is the same as the confirmation of the reservation.	Those who sponsor it and participant	It is the same as the guide of the conference.

<sup>2</sup> This e-mail takes the following form 1042816298\_kMltEBoKuu@xxxxx.xxxxxxxx.

<sup>3</sup> The sponsor of the conference will also receive a number of guest URL for the conference which he may e-mail to a colleague.



## 7) When entering the conference room.

You can enter the conference by clicking on the URL that was sent with the e-mail invitation. The URL in the e-mail is unique for the participant receiving the invite. The URL can not be used by another person who may wish to attend but does not have an invite.

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## 4-3 Procedures for changing or cancelling a reservation

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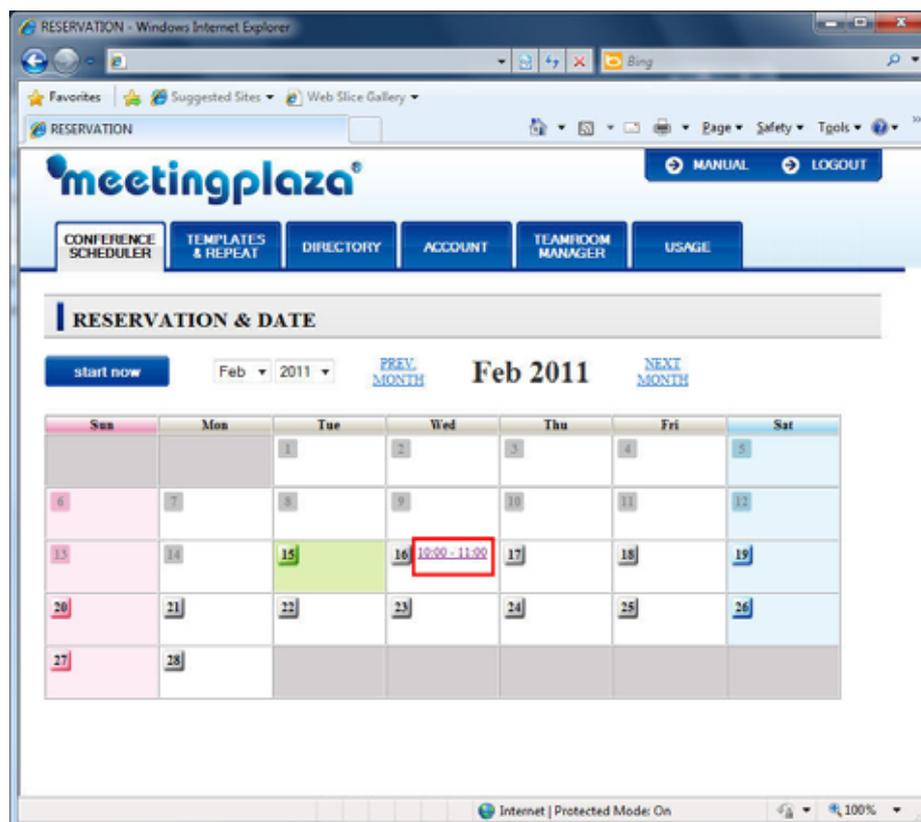
The following explains how a registered conference can be changed or cancelled.

### 1) The conference scheduler is logged into.

The conference scheduler is logged into and pointed to the date of the conference you wish to change or cancel.

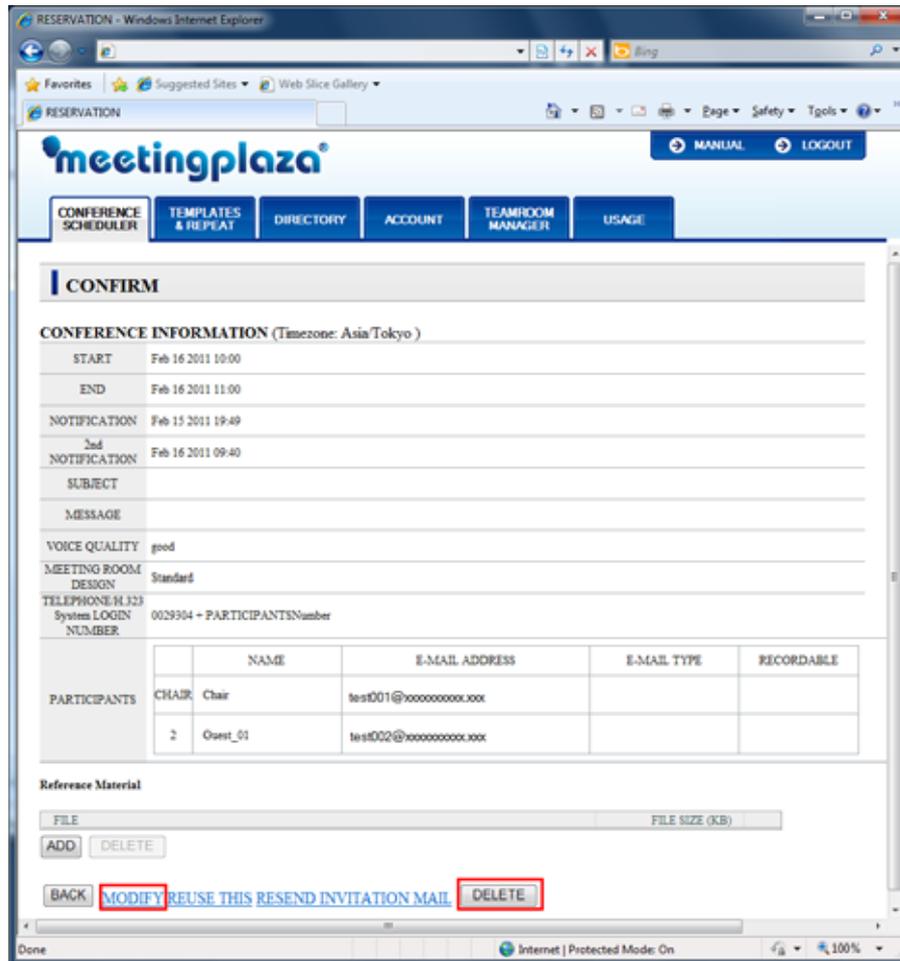
### 2) Click to the calendar month of the conference

When you pointed to the day of the conference, the conference you wish to change will be displayed along with the subject. See red square below.



### 3) Specify the exact conference you want to change

Click on the specified conference to bring up the following screen



### 4) Make the changes or cancel the conference.

The above screen allows the administrator to change any of the parameters of the conference. Once the changes are made a new e-mail can be sent to the participants.

(1) [MODEFY] is clicked

The conference reservation screen. Participant information and meeting information, it has been entered before the change of the reservation details, change what you want to modify, please complete the reservation.

(2) [DELETE] is clicked

A confirmation screen will appear,  to cancel the reservation and click.

Changing the meeting cancellation is possible until 30 minutes before scheduled start time of meeting, since it can be done. For more information, please see the reference manual.

## 5) Reception of E-mail

When the conference reservation is altered or cancelled the following e-mail is sent to all the participants and the conference room manager.

	Kind of E-mail	Title of E-mail(example)	Addressor of E-mail(example)	Address	Content
1	Description of the change or cancellation	The schedule of the conference/lesson was changed. (beginning at 13:00 October 12)	Conference room manager's mail address< alias > <sup>1</sup>	All participants	Date of beginning and end of conference before and agenda and code. of conference room
2	Description of the change or cancellation	Remote conference/lesson was canceled. (beginning at 13:00 October 12)	About the same rebooking	About the same rebooking	About the same rebooking

---

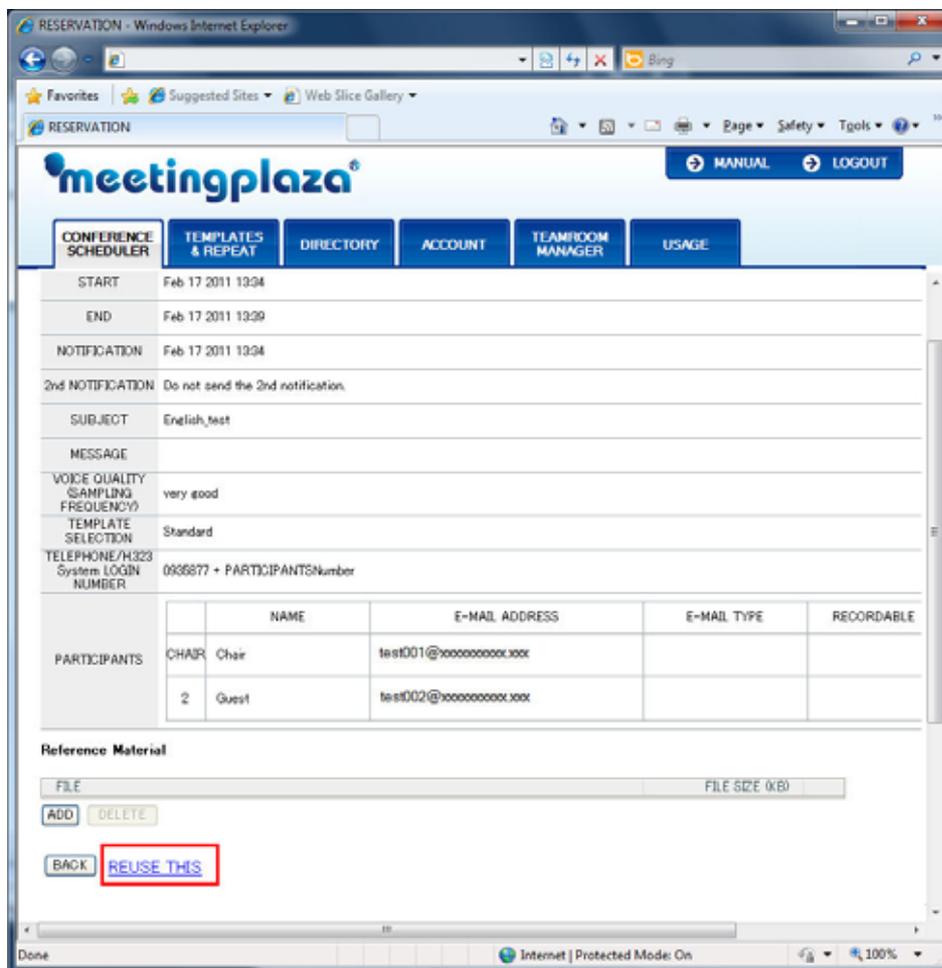
<sup>1</sup>For instance, it is a form like 1042816298\_kMitEBoKuu@xxxxx.xxxxxxxx.

# 5 Convenient functions

To speed up the reservation process various functions are installed in the conference scheduler. Below are some of the functions built into the scheduler to aid in the process of making a reservation

## 5-1 Reusing reservation information

This function allows one to reserve a new conference by using past reservation information. This should be used when the conference is held in the same time zone and the same participants.

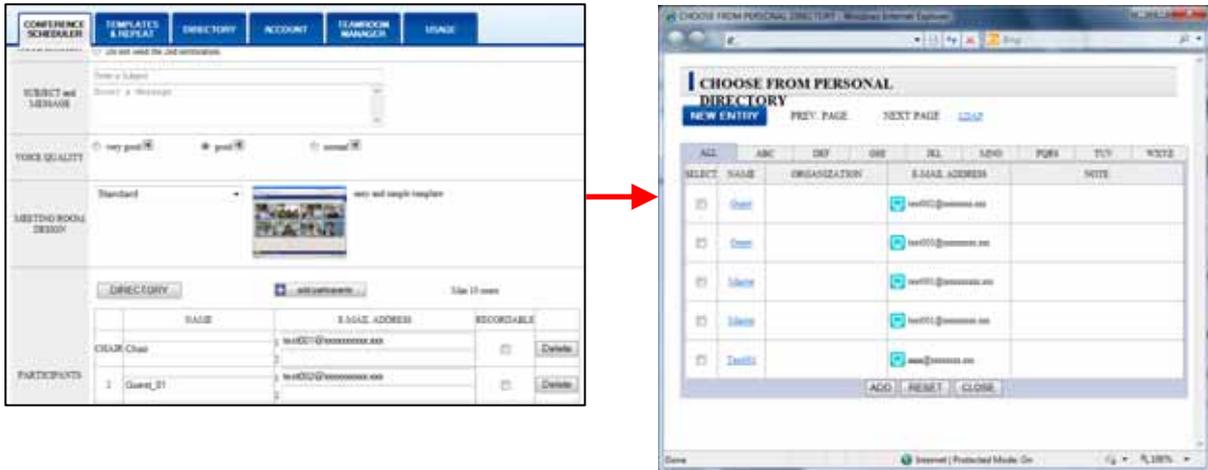


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## 5-2 Address book

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Participant's name and E-mail address can be placed in the directory, This directory can be used during the reservation process.

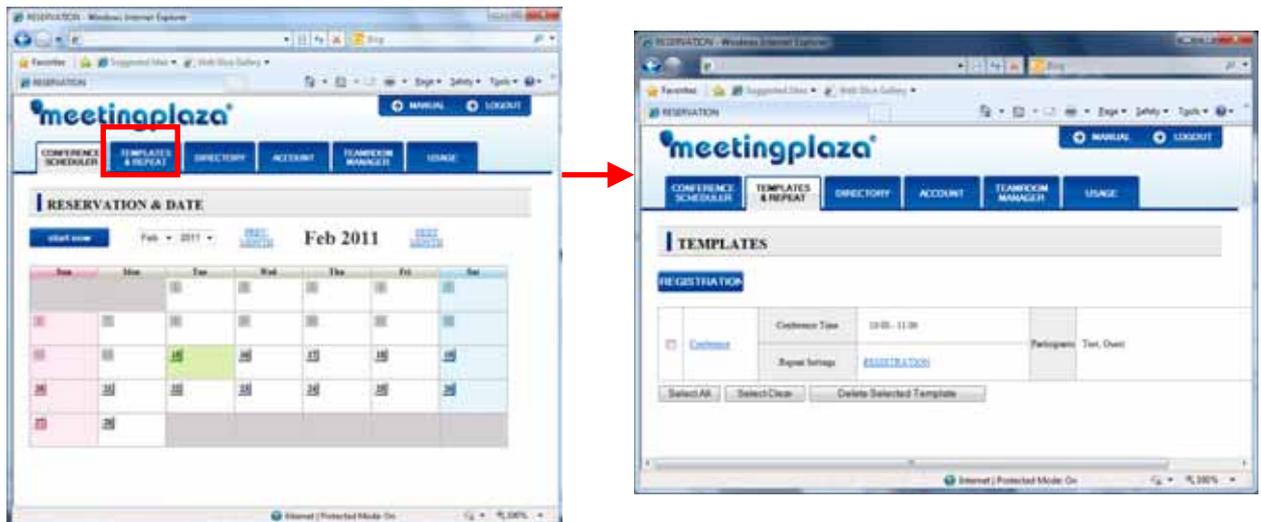


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## 5-3 Using the template function

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If the reservation that is being made is a meeting that place regularly you might want to save all the information. This can be done by giving the conference reservation a unique name and clicking on <APPLY>

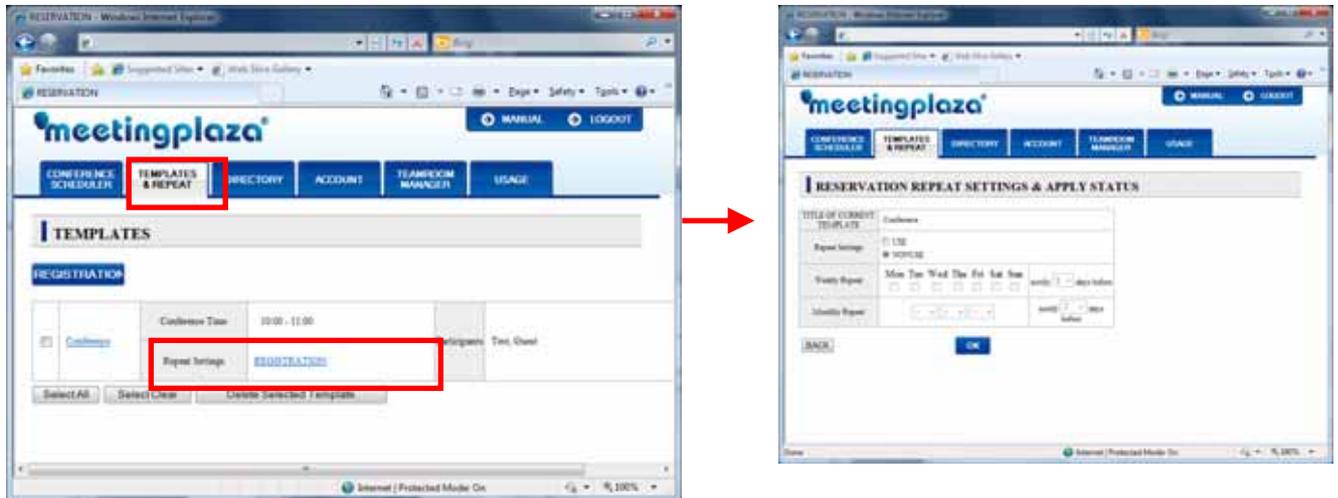


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## 5-4 Repeat

---

When the conference is held on the same day the same day of the week every week or every month, the repetition of the reservation can be set from "Template & Repeat".

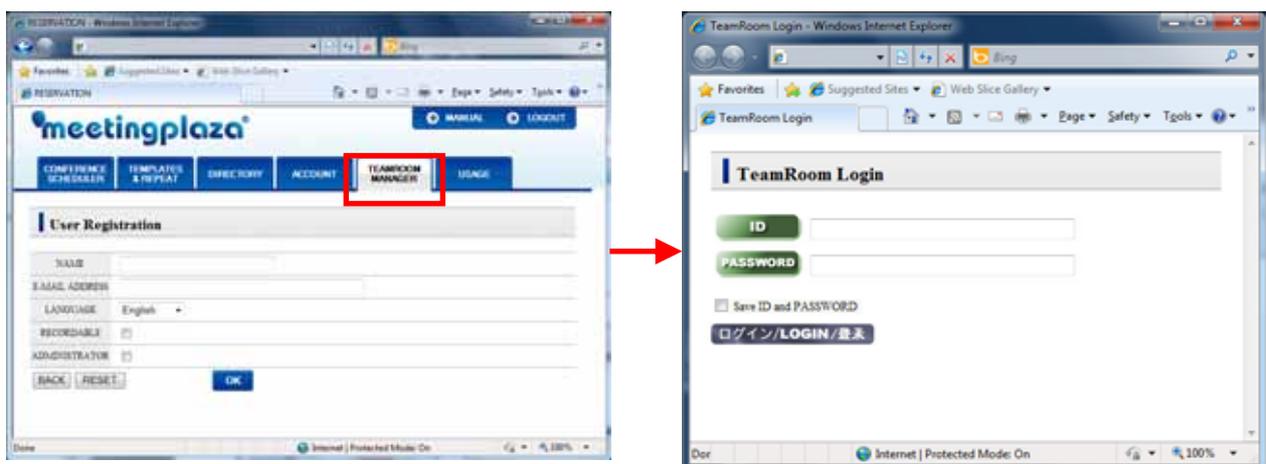


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## 5-5 Creating a Team Room

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Each account manager has the ability to create a team room that is available 24/7. By clicking on team room a screen will appear which will allow you to enter the information for the user you wish to allow entrance to the room. The user will then receive an e-mail with his unique user name and password which will allow access to your team room 24/7.



## 5-6 History of usage

By clicking on usage the following screen will appear. This allows the account manager to see the conferences that were held and the length of time,

The screenshot shows the 'meetingplaza' website interface. The 'USAGE' menu item is highlighted with a red box. Below the navigation bar, there is a section titled 'USAGE' with a date selector for 'Feb 2011'. Summary statistics are displayed: BASIC TIME: 1200, AMOUNT OF RESERVED TIME: 120, and AMOUNT OF USED TIME: 0. A table titled 'RESERVATIONS' lists individual conference entries with columns for START, END, LENGTH, NUMBER OF PARTICIPANTS, CONFERENCE ID, SUBJECT, and USAGE.

START	END	LENGTH	NUMBER OF PARTICIPANTS	CONFERENCE ID	SUBJECT	START	END	LENGTH	NUMBER OF PARTICIPANTS	TOTAL PARTICIPANT-TIME
1 Feb 21:10	1 Feb 22:10	60	2	1297266919_3D0aAA702	Test	-	-	-	-	-
11 Feb 12:11	13 Feb 20:11	60	2	1297363079_0EQnYD00C	English	-	-	-	-	-
11 Feb 10:00	18 Feb 11:00	60	2	1297363079_1A0Ba7026		-	-	-	-	-

## 5-7 Holding a conference immediately

Calendar at the top left of the screen [Start now] or click in the conference information input screen "Start" to the [Start now] By selecting the setting can now start the meeting.

(Calendar)

The screenshot shows the 'RESERVATION & DATE' section of the website. A 'start now' button is highlighted with a red box. The date is set to 'Feb 2011'. Navigation links for 'PREV. MONTH', 'NEXT MONTH', and 'GRAPH MODE' are also visible.

(Conference information)

The screenshot shows the 'CONFERENCE INFORMATION (Timezone: Asia/Tokyo)' section. The 'start now' radio button is highlighted with a red box. The start time is set to '30 minutes later from now' and the end time is set to '60 minutes later from the starting time'. The notification time is set to '0 minutes later from now'.

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## 5-8 Conference participation by telephone

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participants can join a conference by telephone. Each email invitation that is sent to conference participants contains the unique number designation for the conference room.

RESERVATION - Windows Internet Explorer

meetingplaza

CONFERENCE SCHEDULER | TEMPLATES & REPEAT | DIRECTORY | ACCOUNT | TEAMROOM MANAGER | USAGE

### MANAGER INFORMATION

ROOM/MANAGER NAME: Test

ORGANIZATION: \_\_\_\_\_

PHONE: \_\_\_\_\_

FACSIMILE: \_\_\_\_\_

E-MAIL: test01@example.com

TIMEZONE: Area: Asia City: Tokyo

CURRENT PASSWORD: \_\_\_\_\_

NEW PASSWORD: \_\_\_\_\_

NEW PASSWORD (RETYPE): \_\_\_\_\_

TELEPHONE LOGIN (System LOGIN)  ENABLE TELEPHONE LOGIN (TELEPHONE GATEWAY) REQUIRED

DIRECTORY TYPE: \_\_\_\_\_

E-MAIL CONTROL:  I DON'T WANT TO RECEIVE CONFIRMATION AND INVITATION

PRE-UPLOADING:  enabled  disabled

RESET [OK]

(E-mail)

Subject:  
Test

Message:

List of participants:  
Total 1 Users  
test\_m  
[mailto://example.com/oc/meetingplaza?voip://viera.mj.ntt-it.co.jp/assignable\\_cw/1118&w=100325&y=100325&TEMPLATE=V4\\_Standard/V4\\_Standard](mailto://example.com/oc/meetingplaza?voip://viera.mj.ntt-it.co.jp/assignable_cw/1118&w=100325&y=100325&TEMPLATE=V4_Standard/V4_Standard)

Telephone Login Number:  
8848888

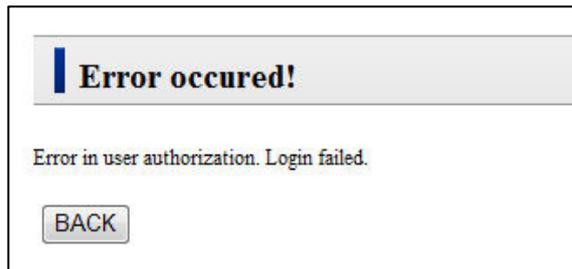
Telephone participants would use this number.

# 6 Appendix

## 6-1 Troubleshooting

### 1) The conference scheduler can not be logged into.

Please confirm the user ID and the password on the screen is correct. If it is not the screen below is displayed.



1. If the ID and the password are not logging you in?  
The user name and password are case sensitive also numbers are used. You can copy and paste the user name and pass word from the e-mail you received.
2. Have tried to log into the meeting to early?  
The E-mail URL is only active prior to the start of the meeting.

### 2) When an error occurs while using the scheduler.

When an unanticipated error occurs while using the conference scheduler, an error message is displayed.

Please copy all sentences of error, and send it to the support window of NTT IT by E-mail.

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## 6-2 FAQ

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### **1) E-mail doesn't reach a participant of a conference.**

E-mail might be temporarily delay by the Internet Service Provider or an in-house mail server. The invitation to the conference can be in a spam filter.

### **2) Even if the end date of the schedule is exceeded, can the conference be continued?**

Yes the conference can still continue however participants that log out will not be able to log back in.

### **3) The person who was not able to register as a participant when reserving it wants to participate in the conference.**

It is possible for a guest to enter a room even though the guest has not received an email invitation. The conference manager receives a number of guest URLs that can be sent to guest participants. This guest URL can be sent by e-mail.

Moreover, < invitation > of the participant can be done from conference scheduler or sponsoring person's conference screen during the time of the conference.

Please see the reference manual in detail.

### **4) I want to end the conference I am holding.**

Click on the conference in the scheduler.

The conference can be cancelled by clicking on end conference.

### **5) To end the ongoing conference**

Book of "Change", "Delete" in the manner and let the booking confirmation screen. "forcibly brought to an end this meeting, " click.

A confirmation screen will appear for you to kill,  when you click is logged out of all who enter, enter the URL for the disabled.

Booking end date in question, will change the time and date of operation.

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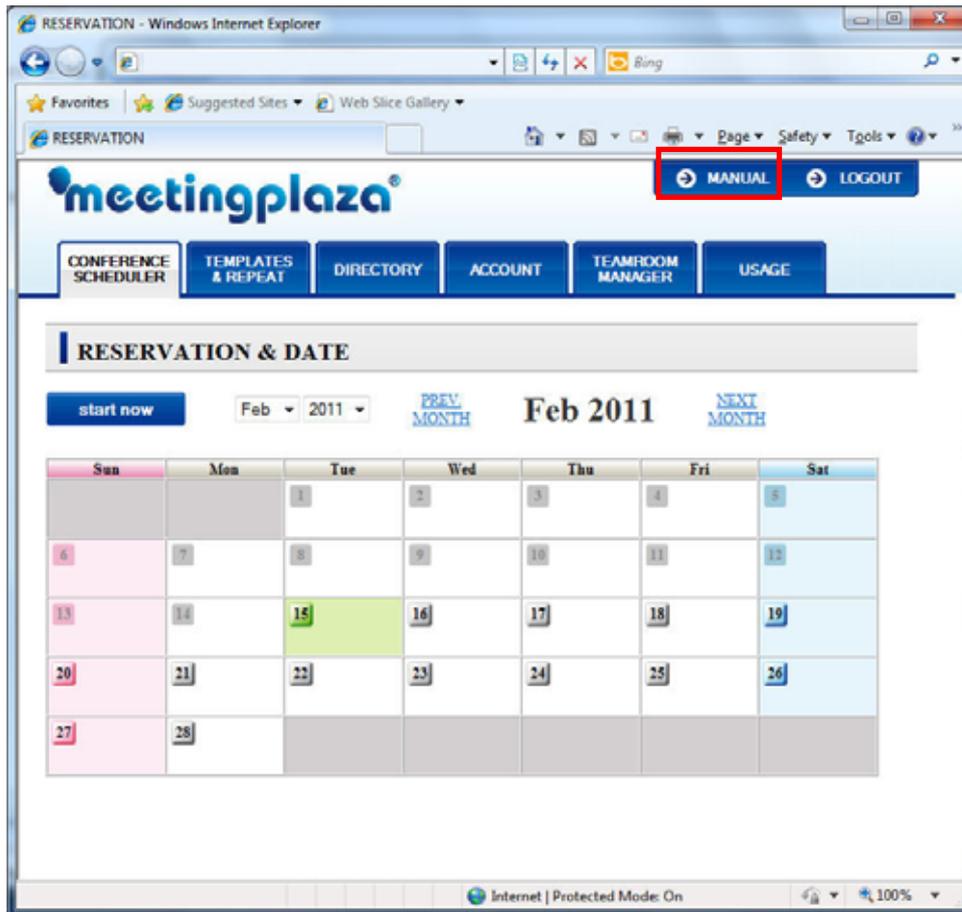
## 6-3 What to do when this manual does not help?

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Please refer to our reference manuals that are on the Internet.

### 1) Refer to the manual.

The manual can be referred to by clicking in the right of the scheduler screen [Manual].

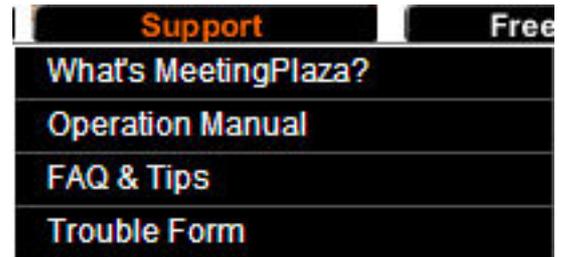


## 2) Refer to the homepage of MeetingPlaza.

Various reference information is placed in the homepage of MeetingPlaza.

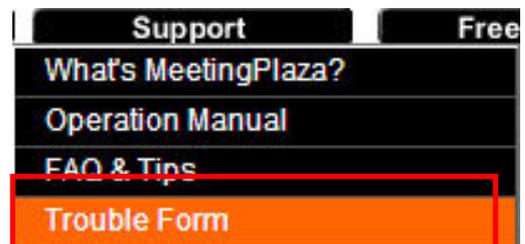
They can be accessed at <http://www.meetingplaza.com>, the homepage of MeetingPlaza. In the menu of < support >, in that, the following is available.

### ■ Troubleshooting



## 3) Inquires of support from NTT IT

Please go to the MeetingPlaza home page <http://www.meetingplaza.com> and click support. Then click



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

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