V-CUBE Meeting User Manual

5. Meeting Room Functionality

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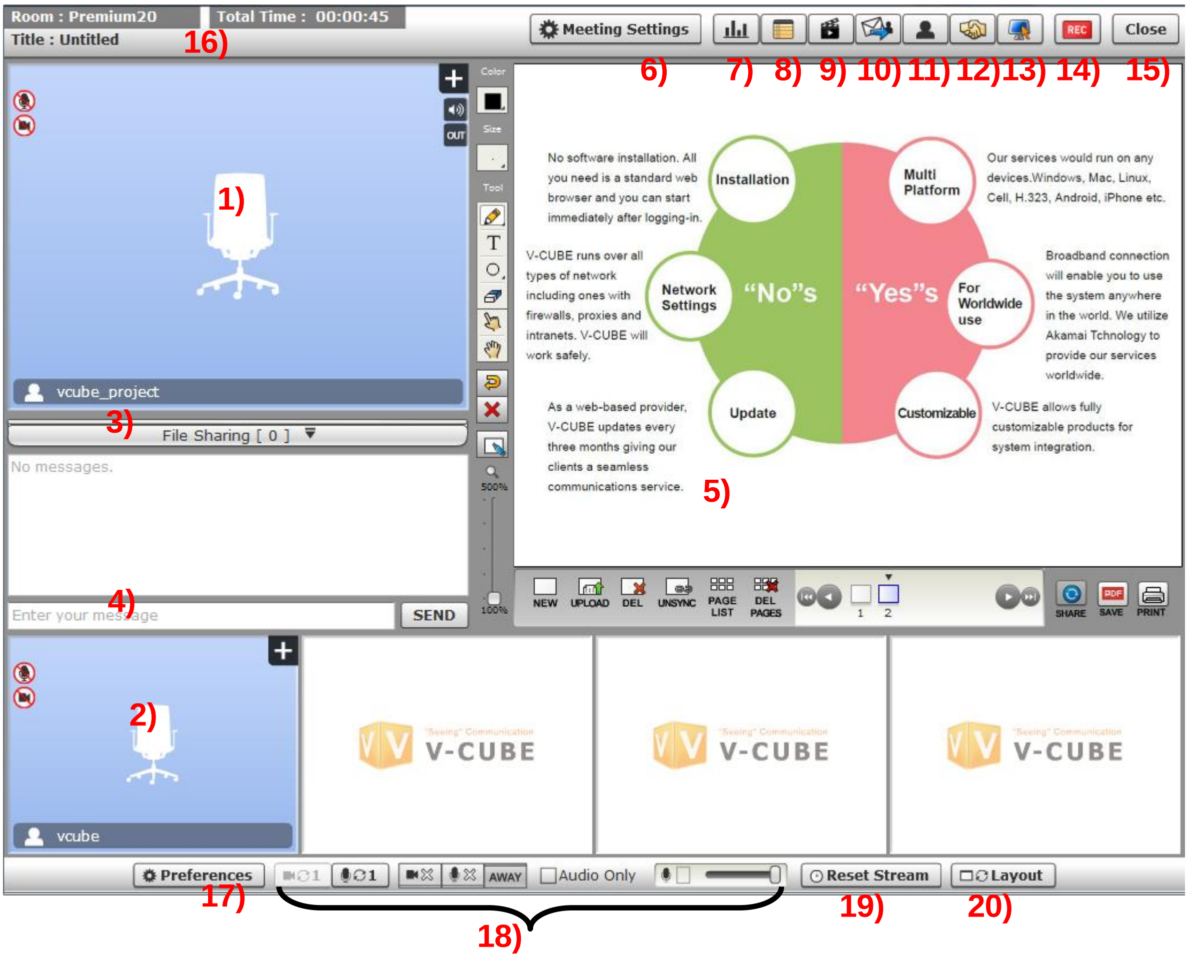
Revision history

Revision date	Contents
2013/09/10	- Changed the icon for the **record** button - Added **Eject** functionality to eject Whiteboard users - Added **quick questionnaire** functionality - Added functionality to enable users logging in with a member ID to save files in the personal storage while using the personal whiteboard functionality - Added functionality to restrict the use of the personal whiteboard - Corrected images
2013/07/26	- Added the setting of requirements for **Set Log Password** in **Meeting Settings** - Added functionality displaying the PIN code for V-CUBE Mobile in the **Invite from meeting room** dialog box - Added a new message to the **Troubleshooting** function
2013/05/30	- Added functionality to convert whiteboard documents into PDF format. - Corrected images
2013/05/08	- Changed the interface Corrected images and text in line with the change in the interface - Added **Storage** functionality - Added personal board functionality - Added **Share Video** functionality
2013/01/31	- Added function for setting H.264 use in the **Meeting Settings** dialog box - Added troubleshooting functionality
2012/11/01	- Added shared notepad functionality - Corrected images
2012/09/06	- Added functionality that allows users to record a meeting even when H.264 is used
2012/08/01	- Changed the default setting of the Auto Microphone Adjustment function to Enabled - Added notes on pasting Word documents
2012/06/01	- Added function that allows users to operate the microphone volume control when the automatic speaker adjustment function is in use
2012/05/16	- Added an automatic speaker adjustment function - Corrected images and text
2011/12/22	Added a function that allows users to send invites to multiple email addresses to the Invite users to this meeting functionality
2011/10/7	Added method for leaving a meeting room and a user survey
2011/09/15	Corrected images and details on how to set the Echo Canceller
2011/08/01	Corrected text
2011/04/27	- Corrected screen layout - Added Adobe Photoshop and Adobe Illustrator file formats (extensions: .ai, .psd or .eps)) to those that can be uploaded to the whiteboard
2011/02/22	- Corrected screen layout - Added the following file formats to those that can be uploaded to the whiteboard Visio (extension: .vsd)

	- Added high-quality mode of the PDF for uploading documents to the whiteboard (in beta release)
2010/05/17	- Corrected screen layout - Added functionality for wide-screen (16:9) displays - Added Echo Canceller functionality (in beta release)
2010/05/17	Changed the name ‘Nice to Meet You Meeting’ to ‘V-CUBE Meeting’ in accordance with the change of the service name
2009/12/18	- Added Invite users to this meeting functionality
2009/12/07	- Corrected screen layout - Added mode functionality
2009/7/24	- Corrected screen layout - Added function that sets protocol/port selection
2008/12/12	First version

Contents

12 Using Meeting Room Functionality



12.1 Names of Meeting Room Components

1) Image of other meeting participant (this image can be replaced with the image in (2))	2) Image of you (this image can be replaced with the image in (1))
3) **File Sharing**	4) Instant messaging
5) Whiteboard	6) **Meeting Settings** button
7) **Quick questionnaire** button	8) **Shared Notepad** button
9) **Share Video** button	10) **Invite users to this meeting** button
11) **Participant list** (Audience participants, Whiteboard Sharing participants and Audio Conference participants) (optional)	12) **Call Mobile/H.323 client** button (optional)
13) **Share your pc screen with other participants** (optional)	14) **Record meeting***
15) **Close** button	16) Display of meeting room name, elapsed meeting time and meeting name
17) **Preferences** button	18) Video and sound settings
19) **Reset Stream** button	20) **Layout** button

Note 1. * If you have disabled meeting recording in **Room Settings** in the **Admin Page** using a user ID associated with a contract entered into after the update on 16 May 2012, you cannot use the recording functionality.

12.1.1 Displaying Meeting Room Name and Meeting Elapsed Time

The meeting room name and meeting elapsed time are displayed.

Note 2. Meeting time starts to elapse when two people or more have entered the meeting room.

12.1.2 Meeting Name Display and Changing the Meeting Name

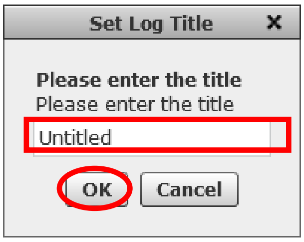
The name a meeting was given when scheduled is displayed. If a name has not been set, **Untitled** is displayed.

You can change the meeting name from **Meeting Settings** in the meeting room.

Step 1. Click Meeting Settings ((12) on the previous page).

Step 2. Click the OPEN button in Set Log Title.

Step 3. Enter a name for the meeting.



Step 4. Click the X button in the upper right corner to close the dialog box.

You have now changed the meeting name.

Room Name	Title	Date	Time	Record details	Storage	Detail
Standard	eigyokaigi	2013/04/15 22:58 (GMT -7)	46 minutes	Whiteboard	2.33 KB	Detail
Standard	-	2013/04/15 22:57 (GMT -7)	1 minutes	Whiteboard	3.47 KB	Detail

The meeting name is shown in the meeting records. If the meeting has been named, that name is shown. If the meeting has not been named, '-' is shown instead.

12.1.3 Length of Delay and Resolving Delay

The numeric value displayed at the upper-left of the screen is the number of seconds that the other participant's sound is delayed by. The delay time is shown in a format of 0.000 seconds.
If you set the microphone on mute or when you are away from the meeting room, the time does not change.

Note 1. If your microphone device is not recognised, the delay may increase continuously as the system looks for a microphone device, and accordingly, it may appear that the video and sound have stopped. In such a case, leave the meeting room once, make the microphone settings and then enter the meeting room again.

There are two ways to resolve delay.
Once you have resolved a delay problem, the system automatically connects to the server again.
Note 2. Even if your system reconnects to the server, the meeting itself will not be affected (the meeting will not be suspended).

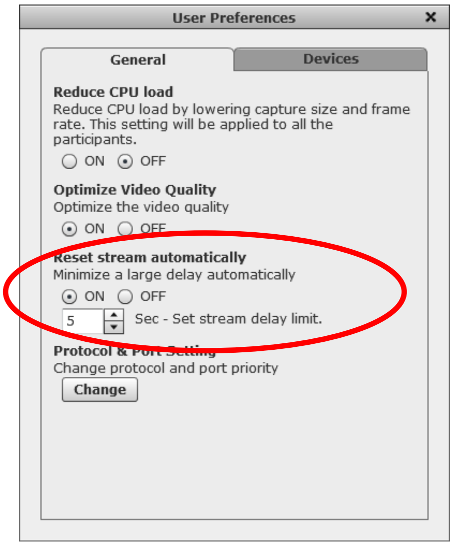
Resolve delay problems manually

Step 1. Click the Reset Stream button at the bottom of the browser window ((15) on page 2).

To reconnect the system to the server with preset delay settings

Step 1. Click the Preferences button.

Step 2. Click ON for Reset stream automatically.



Step 3. Set the delay setting in seconds to be used when the system reconnects to the server.

You can set the delay setting from 1 and 10 seconds in half-second units.

You have now completed the settings to resolve delay problems.

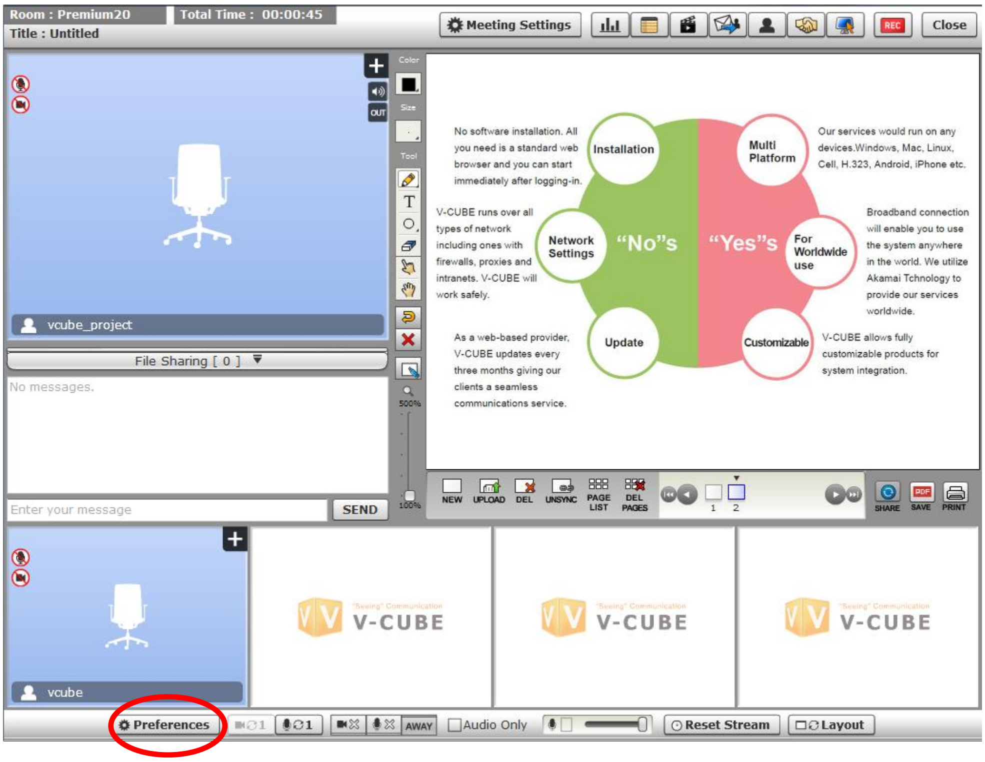
12.1.4 Changing the Protocol/Port Setting

You can change the priority of the protocol/port setting when entering a meeting room. This is useful for when you need to set a particular port to connect to due to your network environment.

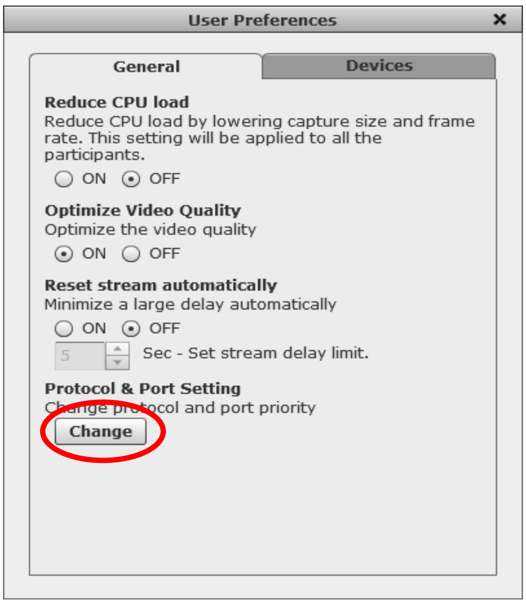
Note 1. The protocol/port used for connecting the system to the network may be changed to different ones that are used for the actual connection depending on the environment you are using.

Note 2. If you have set protocol or port restrictions in the **Room Settings** in the **Administrative Menu**, the disabled protocols and ports will not be displayed or connected to.

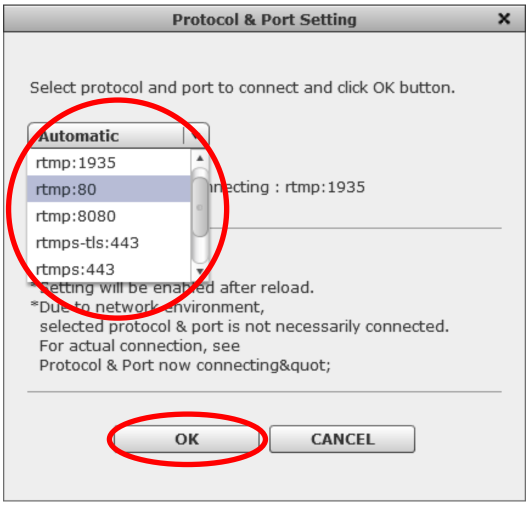
Step 1. Click the Preferences button.



Step 2. Click the Change button in Protocol & Port Setting.

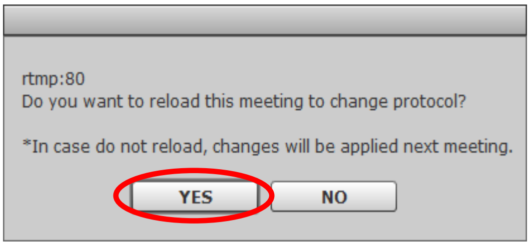


Step 3. Select a protocol/port from the pull-down menu.



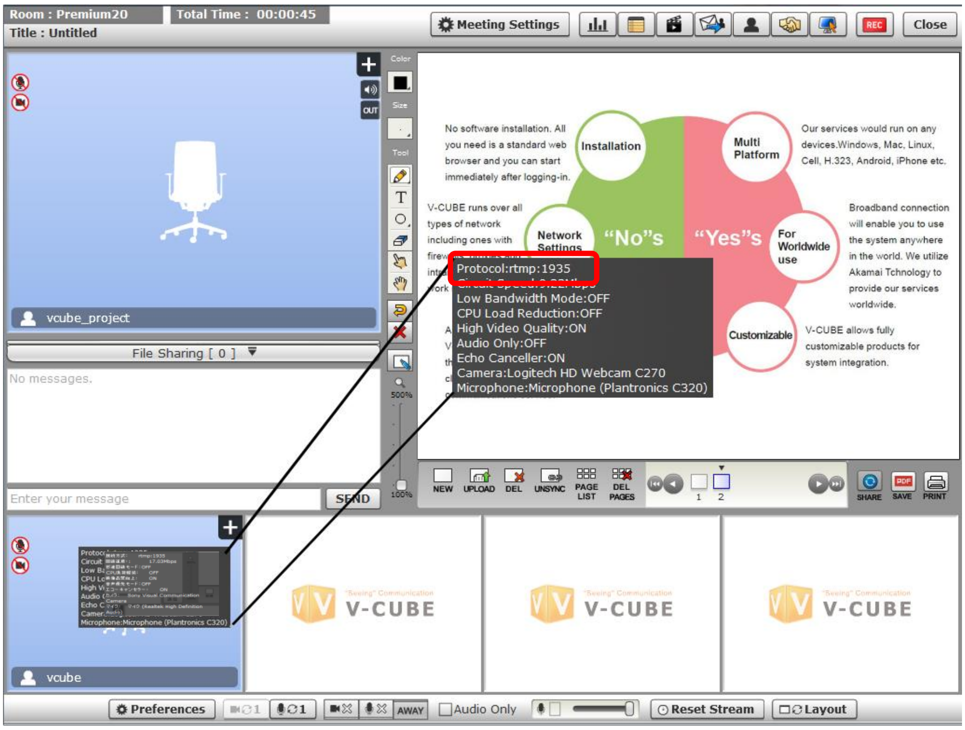
Step 4. Click the OK button.

Step 5. Click the YES button in the confirmation dialog box to re-enter the meeting room.



After you enter the meeting room again, the selected protocol/port for communication will be used.

If you position your mouse pointer on the image of your own location, the protocol/port you are using will be displayed.



12.1.5 Changing to 4:3 Browser Window Mode

If you select the **4:3 Standard Layout** check box before entering a meeting room, you will enter the meeting room in 4:3 browser window mode.

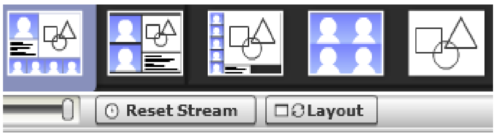
Note 1. **4:3 Standard Layout** is selected by default in the screen display settings.

Note 2. If a browser window mode (Default Interface Layout Setting) has been set in the **Room Settings** in the **Administrative Menu**, that browser window mode will be used when you enter a meeting room.

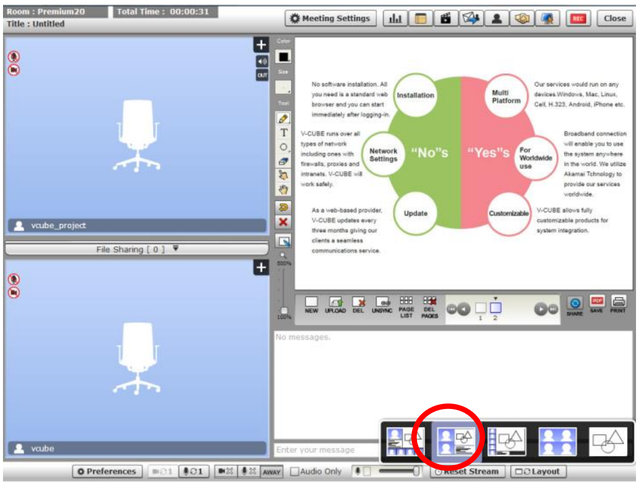
You can use the following five modes: 2-window mode, 5-window mode, 10-window mode, video-only mode and documents-only mode.

2-window mode, 5-window mode or 10-window mode is automatically selected in accordance with the number of meeting participants. The size of each window in the video-only mode changes in accordance with the number of meeting participants.

Click the **Layout** button ((17) on page 2) to select a mode from the list and change the mode.

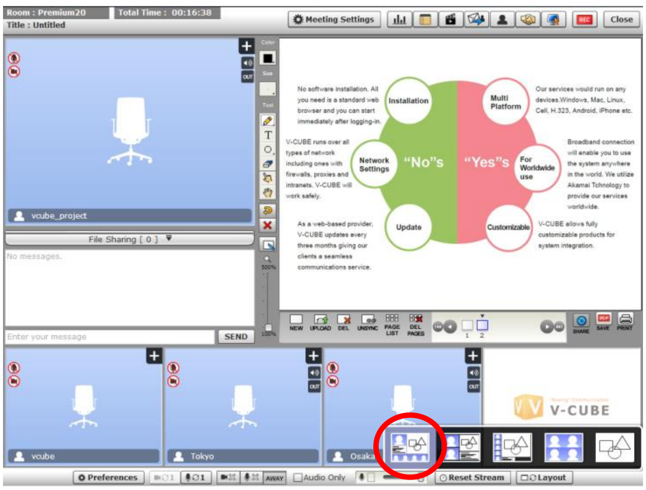


(a) 2-window mode

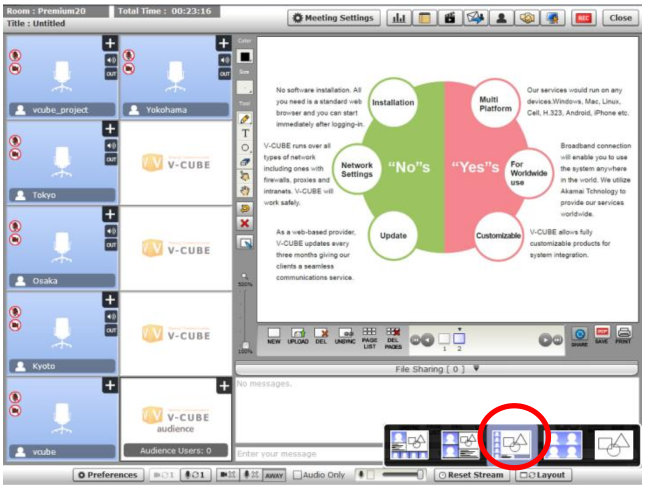


Note 3. Note that a window mode in which there were at least three participants will not change automatically to 2-window mode even if the number of participants decreases to below three, unless you manually select the 2-window mode to change the mode.

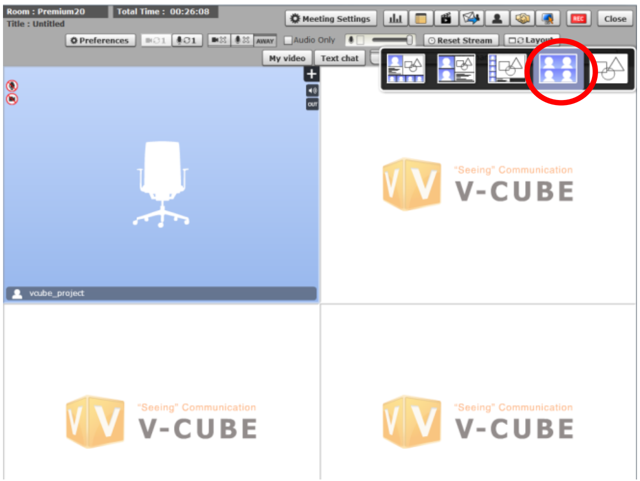
(b) 5-window mode



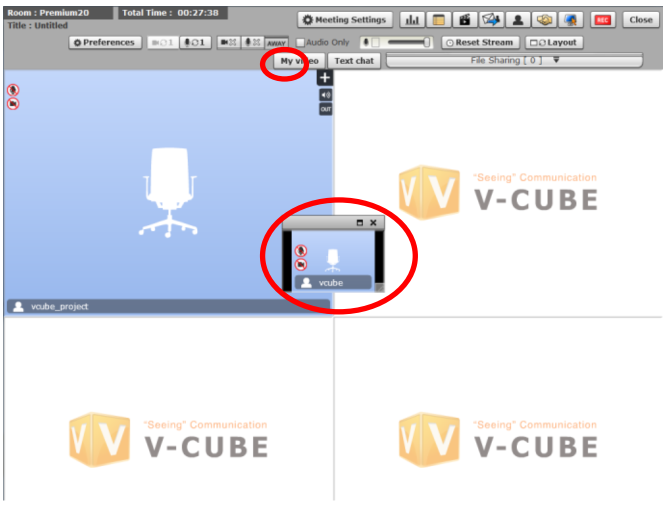
(c) 10-window mode



(d) Video-only mode

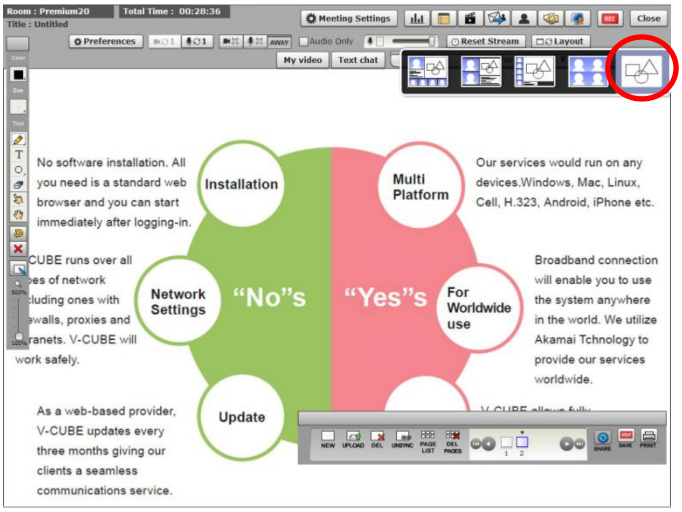


When you select the video-only mode, your own image is not displayed on the screen. To display your own image on the screen, click the **My video** button at the top of the browser window.



If participants from six or more locations join the meeting, the view changes to 9-window mode automatically.

(e) Documents-only mode



12.1.6 Changing to 16:9 Browser Window Mode

If you clear the **4:3 Standard Layout** check box before entering a meeting room, you will enter the meeting room in 16:9 browser window mode.

Note 1. **4:3 Standard Layout** is selected by default in the screen display settings.

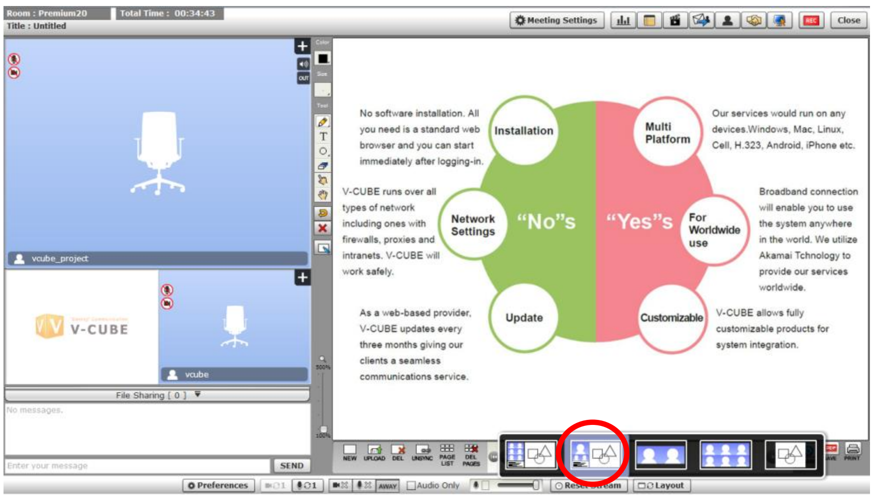
Note 2. If a browser window mode (Default Interface Layout Setting) has been set in the **Room Settings** in the **Administrative Menu**, that browser window mode will be used when you enter a meeting room.

You can use the following five modes: 3-window mode, 6-window mode, 12-window mode, video-only mode and documents-only mode.

3-window mode, 6-window mode or 12-window mode is automatically selected in accordance with the number of meeting participants. The size of each window in the video-only mode changes in accordance with the number of meeting participants.

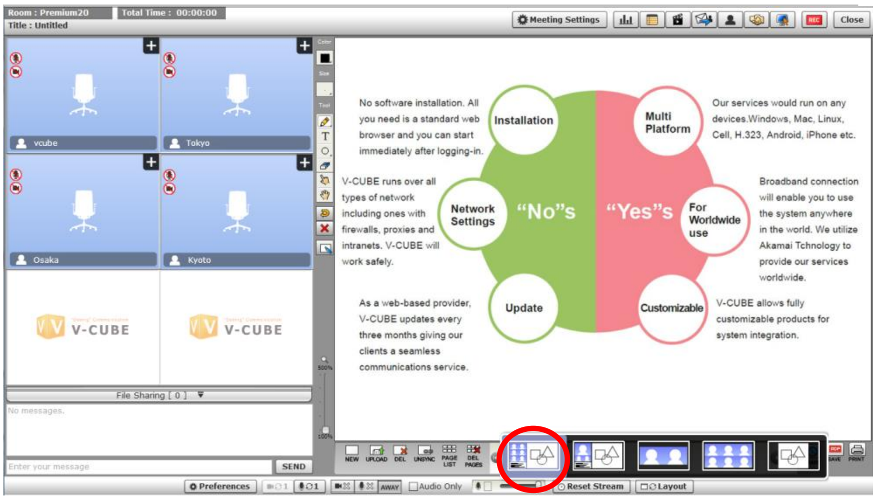
Click the **Layout** button ((16) on page 2) to select a mode from the list and change the mode.

(a) 3-window mode

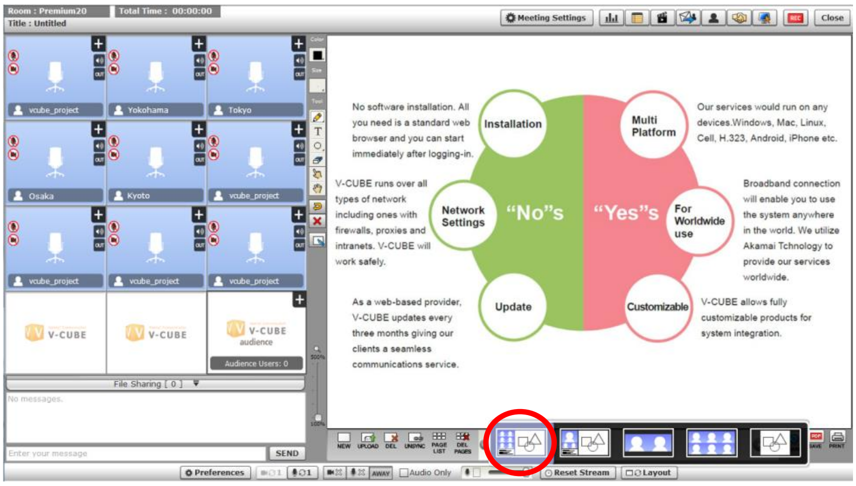


Note 3. Note that a window mode in which there were at least four participants will not change automatically to 3-window mode even if the number of participants decreases to below four, unless you manually select the 3-window mode to change the mode.

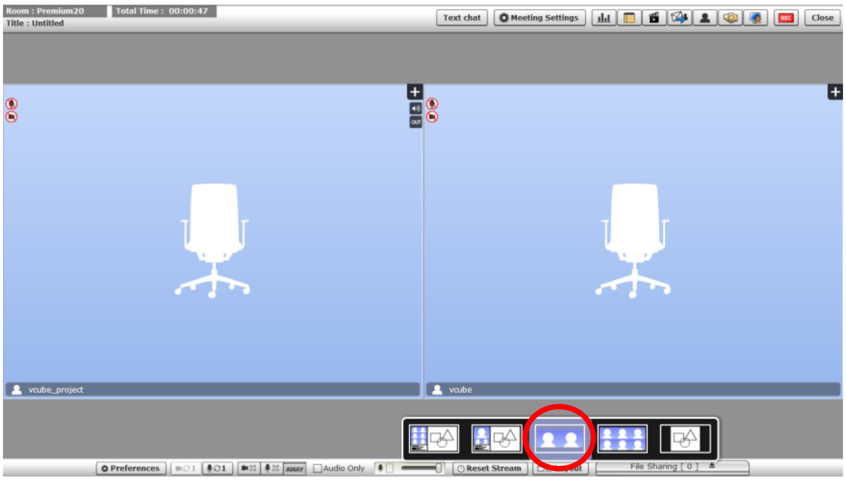
(b) 6-window mode



(c) 12-window mode

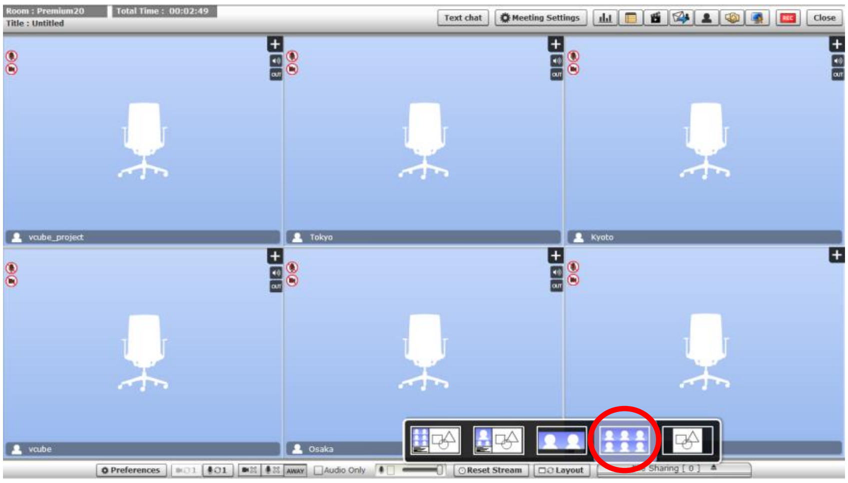


(d) Video-only mode
Up to 2 video windows



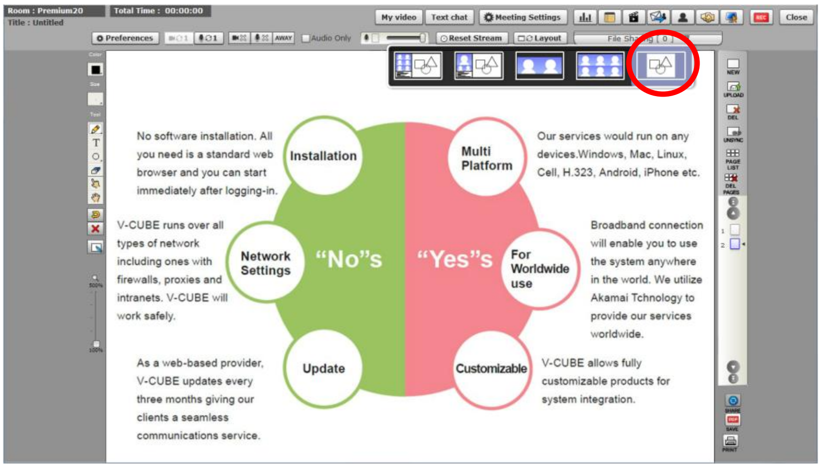
(e) Video-only mode

Up to 6 video windows



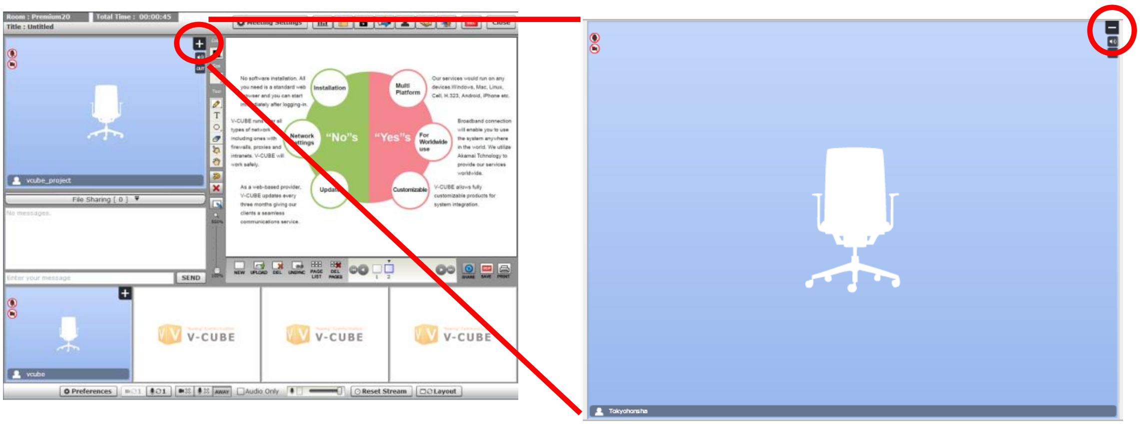
If participants from seven or more locations join the meeting, the view changes to 10-window mode automatically.

(f) Documents-only mode



12.1.7 Maximising a Video Window

Click + in the upper right of a video window image to maximise it. Click − in the upper right of the maximised video window to return it to its original size.

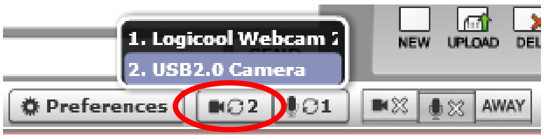


12.2 Audio and Video

12.2.1 Switching Cameras

There are two ways to switch cameras.

(a) Using the **switch camera** button of a meeting room



When multiple cameras are connected to the computer, click the **switch camera** button to switch cameras.

Note 1. The cameras need to be connected to the computer before you attend a meeting.

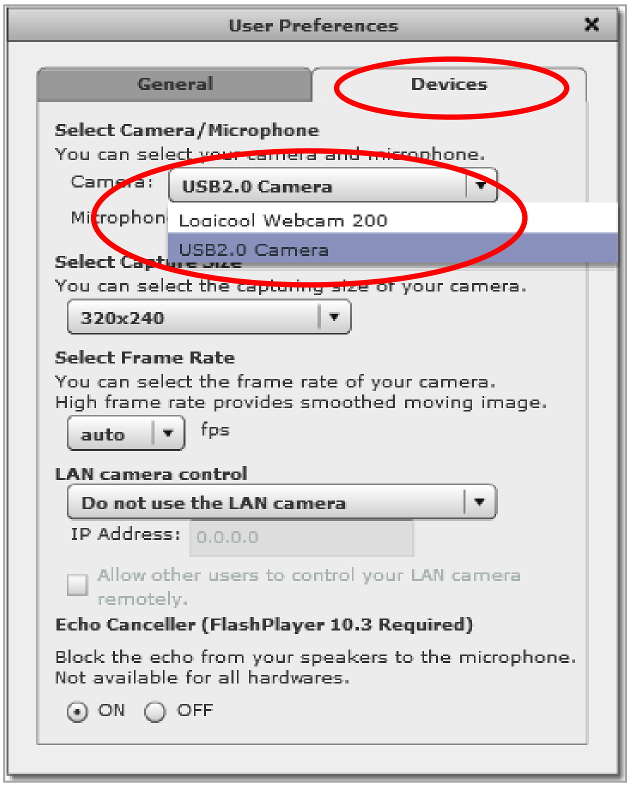
(b) Selecting a camera from **Preferences**

Step 1. Click the Preferences button.

Step 2. Click the Devices tab.

Step 3. Select a camera device.

Step 4. After you have selected a camera device, click the X button in the upper right corner.



You have now switched cameras.

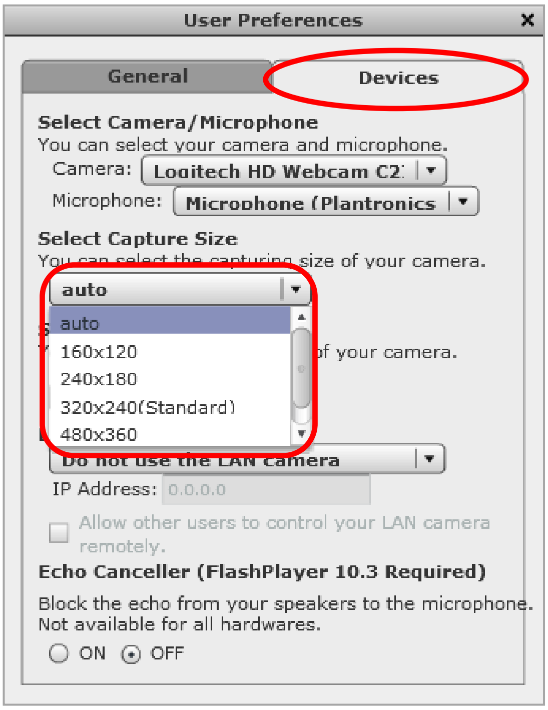
12.2.2 Changing the Camera Capture Size and Frame Rate

You can change the camera capture size in the system. By enlarging the camera capture size, you can send higher resolution video to the other meeting participants.

Step 1. Click the Preferences button. 

Step 2. Select the Devices tab.

Step 3. Change the camera capture size.



Note 1. The capture size is set to **auto** by default when you enter a meeting room.

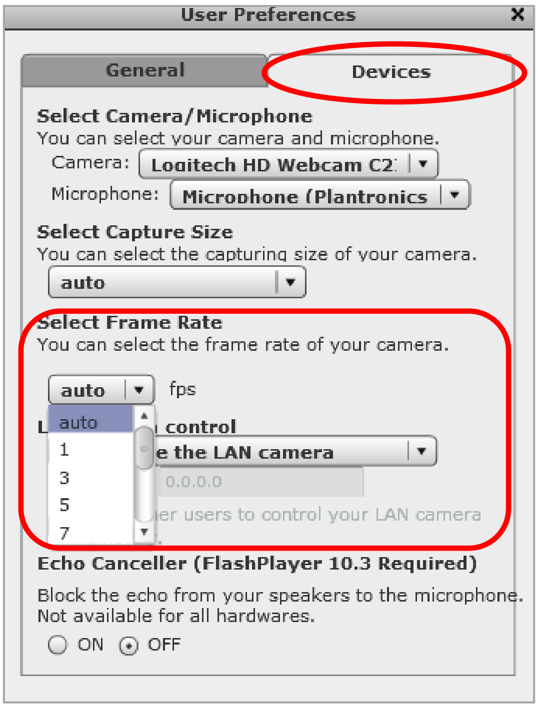
Note 2. This setting is not enabled for all participants in a V-CUBE Meeting, meaning that a participant in each location needs to make the setting.

Note 3. Depending on the video device you use, some unwanted phenomena, such as a change in the horizontal and vertical resolution and appearance of black bands in the upper and lower parts of the screen, may occur after the camera capture size is changed.

Note 4. The **Devices** tab is not shown if you have signed up for the multiple-camera option. Change the setting using the **switch camera** button to select a video capture size. For details, refer to the Multiple Cameras User Manual.

The frame rate is the number of times a second that an image is captured by a camera and then transmitted as part of video for a V-CUBE Meeting per second. The higher the frame rate is, the smoother the video in a V-CUBE Meeting will be.

Step 4. Select Frame Rate in Devices in the User Preferences dialog box.



Note 5. The higher the frame rate is, the smoother the video in the V-CUBE Meeting will be. However, image quality may decrease if you select a high frame rate.

Note 6. The frame rate is set to **auto** by default when you enter a meeting room. The system selects an optimum frame rate to suit with the network environment detected by the system when you have entered the meeting room.

Note 7. This setting is enabled for all participants in a V-CUBE Meeting.

Note 8. The **Devices** tab is not shown if you have signed up for the multiple-camera option. Change the setting using the **switch camera** button to select a frame rate. For details, refer to the Multiple Cameras User Manual.

12.2.3 Switching Microphones and Adjusting Input Volume

There are two ways to select a microphone.

(a) Using the **switch microphone** button in a meeting room

When multiple microphones are connected to the computer, click the **switch microphone** button to switch microphones.

Note 1. You need to connect the microphones before you attend a meeting.

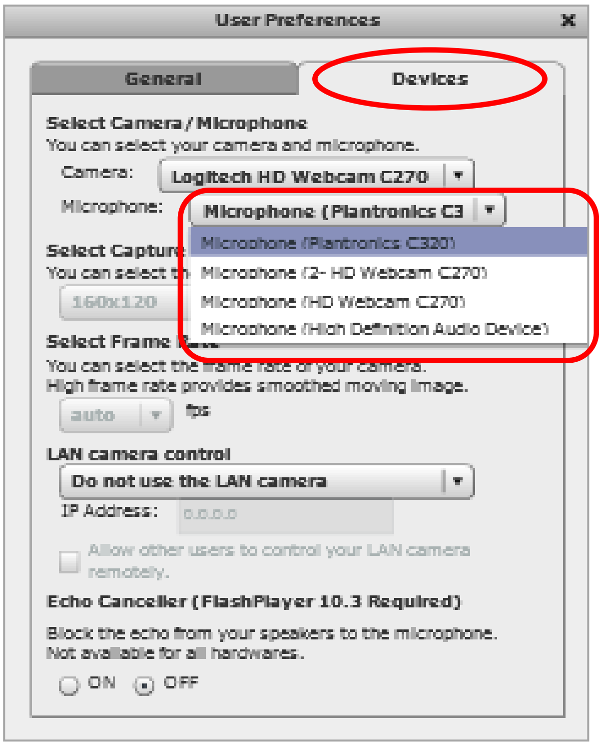
(b) Selecting a camera from **Preferences**

Step 1. Click the Preferences button.

Step 2. Click Devices.

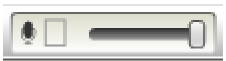
Step 3. Select a microphone device.

Step 4. After you have selected a microphone device, click the X button in the upper right corner to close the dialog box.



You have now switched microphones.

Use the volume control in the figure below to adjust the microphone input volume.



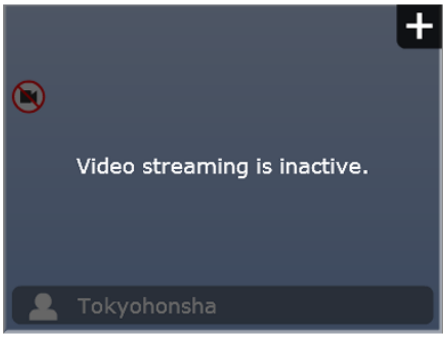
Slide the volume control to adjust the input volume.

12.2.4 Using the Audio Only Mode

V-CUBE allows you to stop using video and switch to an audio-only mode. This is useful when you have a poor connection, for example where you have a low-bandwidth connection or are using a wireless LAN.

Step 1. Select the Audio Only check box at the bottom of the meeting browser window.

When you select the check box, you will stop using video in the meeting as shown in the figure below.



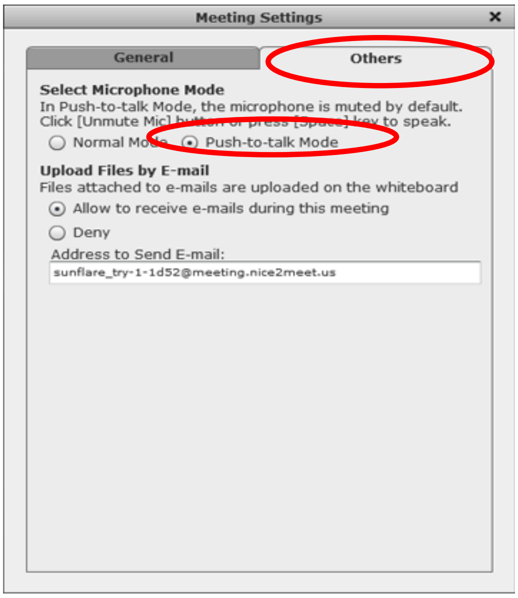
12.2.5 Using Push-to-talk Mode (Muting the Meeting Sound)

You can temporarily mute all meeting sound by switching to **Push-to-talk Mode**.
When you want to speak, click the **Mute/Unmute Microphone** button in the meeting room or pressing the space key of your PC to unmute the sound. This facilitates the meeting.

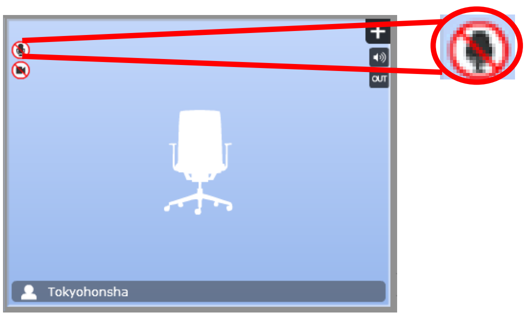
Step 1. Click the Meeting Settings button in the meeting room.

Step 2. Click the Others tab.

Step 3. Select Push-to-talk Mode in Select Microphone Mode.



The **mic mute** icon will be now shown on the meeting screen continuously.

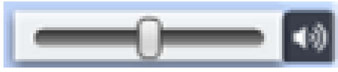


12.2.6 Adjusting the Volume Level of Other Locations

You can adjust the volume level for the locations of other participants to the level you want.

Step 1. Click the speaker button shown in the video window for a meeting participant.

Step 2. A volume control appears.



Step 3. Use the slide to adjust the volume.

Note 1. This operation does not change the input volume of a meeting participant. Note that the input volume of a meeting participant will not change with this operation.

Note 2. When the input volume of a meeting participant is too low or high, you may not be able to set the volume as desired. In such a case, you need to have the participant adjust his/her input volume.

Note 3. This setting can be made for each location. One location's setting does not affect other locations.

12.3 Instant Messaging and Distributing Documents

12.3.1 Using Instant Messaging

You can use instant messaging to communicate with other meeting participants by typing in characters. URLs are automatically converted into links. When a meeting participant clicks this link, the relevant web browser starts up and the relevant page is displayed.

The space to the left of the **SEND** button is the message entry field, and the space above is the instant messaging window.

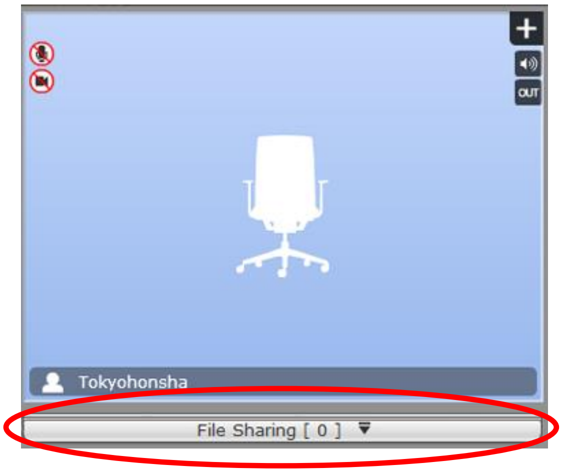
Step 1. Enter the message you want to send in the message entry field and click the SEND button.

Note 1. You can also send a message you have entered by pressing the **Enter** key.

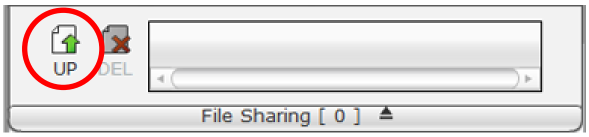
12.3.2 Sending and Receiving Data Files

You can send data to or receive data from other meeting participants. You can send Word, Excel and PowerPoint files, and compressed files too.

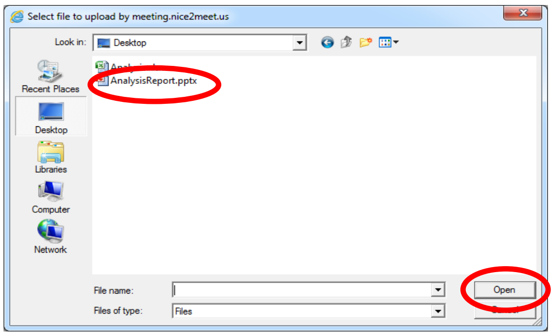
Step 1. Click File Sharing.



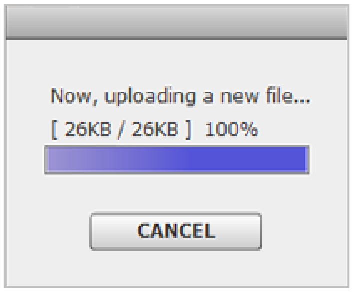
Step 2. Click UP.



Step 3. Select a file from your computer to send.



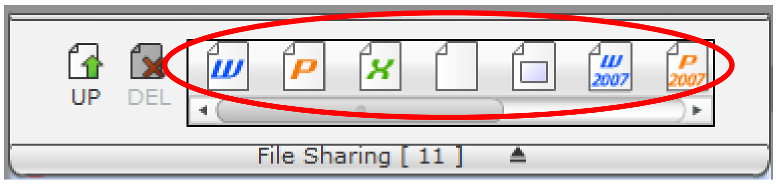
Step 4. Click the Open button to start uploading the file.



When the upload is complete, a notification message is displayed in the upper-right section of the meeting room.

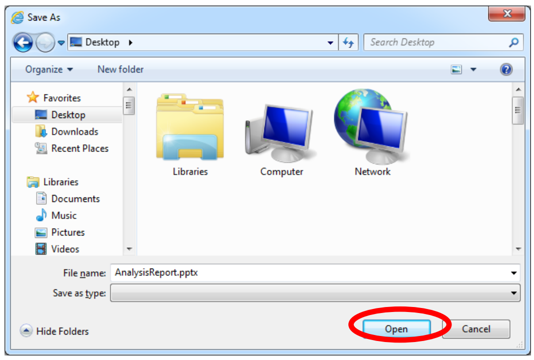
When a ‘New file has been uploaded’ message is displayed, the upload of the file has been completed.

Files which have been transferred are displayed using appropriate icons as shown in the figure below. The number beside **File Sharing** represents the number of transferred files.



Step 5. To receive an uploaded file, click the appropriate icon, for example  **.**

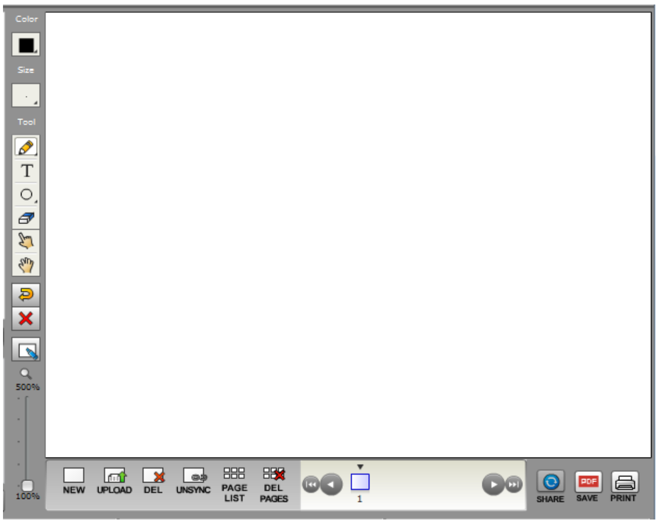
Step 6. Select a location to save the file in your computer and click the Save button.



You have now downloaded a file.

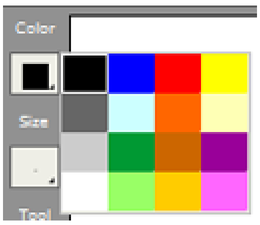
12.4 Whiteboard

The whiteboard is usually displayed as a large area in the upper right and can be shared among all the participants. You can upload documents on the whiteboard, draw on them and add text and print the descriptions you have written.



12.4.1 Selecting a Colour

Step 1. Select a colour to use from the Color at the top of the column of icons by the whiteboard.



Note 1. You can use the colour you have selected for writing using the pen tool and shape tool.

You have now selected a colour to use for drawing and text.

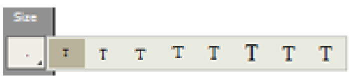
12.4.2 Selecting Text/Pen Size or Line Thickness

For the pen tool

Step 1. Click Size to select a font size.

The size you have selected determines the size of the pen tool, the text size for the text tool and line thickness for the shape tool.

When using the text tool

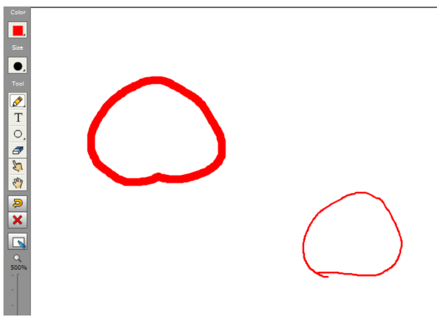


You have now changed the font/pen size or line thickness.

12.4.3 Freehand Drawing on the Whiteboard

Step 1. Select a pen.

The left-hand icon with a slim tip works like a pencil and the right-hand one with a thick tip works like a marker.



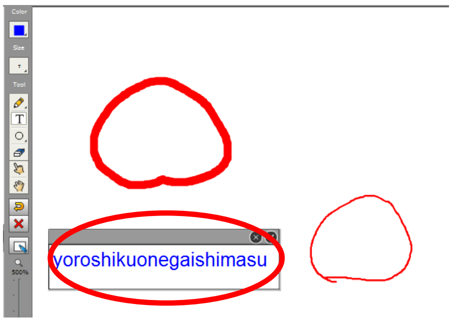
Step 2. Draw on the whiteboard.

You can now draw on the whiteboard.

12.4.4 Entering Text onto the Whiteboard Using Your Keyboard

Step 1. Select a text tool. 

You can select the text colour and size from the toolbar.



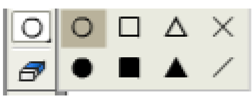
Step 2. Type into the text entry field.

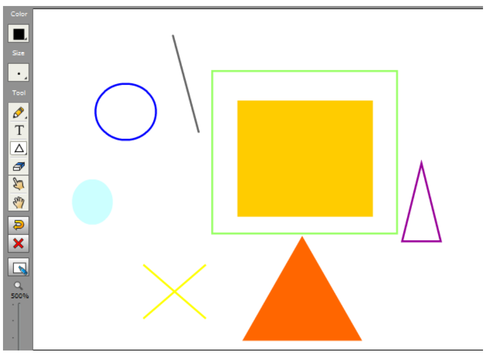
Step 3. Click the  button in the upper right side of the entry field or click outside the text entry field to confirm the entry.

You have now entered text onto the whiteboard using your keyboard.

12.4.5 Drawing Shapes on the Whiteboard

Step 1. Select a shape from the shape tool.





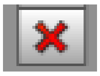
You can change the colour of the shape and its line thickness using the **Color** and **Size** tools.

Step 2. Draw the shape on the whiteboard.

12.4.6 Undoing Text Entry, Shapes, etc.

Deletes the last text item, shapes, etc. you added to the whiteboard from it.

Note 1. <u>This operation only deletes text items, shapes, etc. Documents uploaded on the whiteboard will not be deleted. You cannot use it to remove documents uploaded onto the whiteboard.</u>

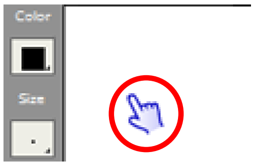


Deletes all text items, shapes, etc. from the whiteboard.

Note 2. <u>This operation only deletes text items, shapes, etc. Documents uploaded on the whiteboard will not be deleted. Giving explanations while pointing at documents</u>

12.4.7 Use a Pointing Tool

Select a **pointing tool** and move the cursor onto the whiteboard.



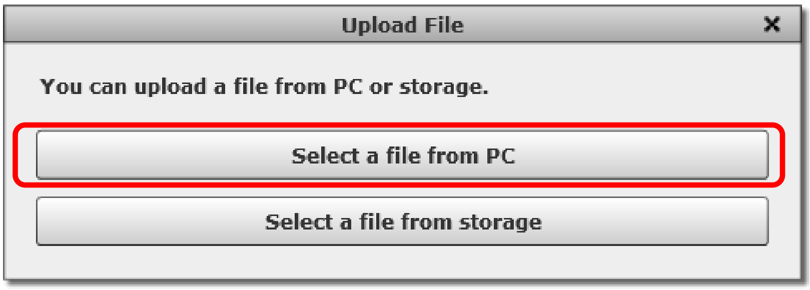
A pointing finger is displayed when you select the pointing tool and hover the cursor over the whiteboard.

This finger is displayed on the meeting browser window of each meeting participant.

12.4.8 Uploading Files Saved in Your Computer

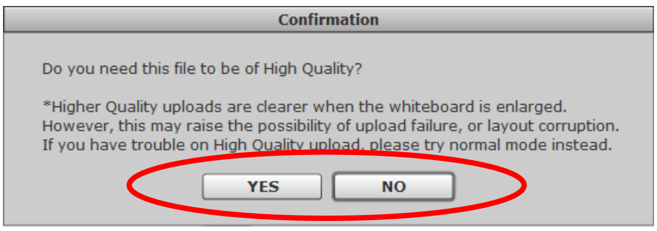
<u>Step 1. Click the UPLOAD button.</u>

<u>Step 2. Click Select a file from PC.</u>



<u>Step 3. Select the files from the file selection screen of your computer and click the Open button.</u>

<u>Step 4. Click NO to upload the files in normal mode and click YES to upload the files in High Quality mode.</u>



If you select High quality when pasting documents, the meeting participants can see the details of your uploaded documents, including text and images, more clearly even when they zoom in on them. (However, the conversion may take more time than regular mode.)

Note 1. The file formats you can upload on the whiteboard are Word, Excel, PowerPoint, Visio, PDF, JPG/JPEG, PNG, Bitmap, TIFF, AI, EPS and PSD.

Note 2. Maximum size for Word, Excel, PowerPoint, Visio and PDF files: 20 MB. Maximum size for JPG/JPEG, PNG, BMP, TIFF, AI, EPS and PSD files: 5 MB

Note 3. When you upload data to the whiteboard, the entirety of the document may not appear on the whiteboard. If this is the case, ensure that the paper size set for the file does not exceed the following.
PDF: 675 mm x 675 mm; Word: A4 vertical, Excel: A4 horizontal, PowerPoint: 760 x 760 or smaller

Note 4. Note that you cannot upload password-protected files.

Note 5. If you have selected **Do not show** for **Whiteboard Slide Page Number** in the **Room Settings** in the **Administrative Menu**, page numbers will not be shown on each page of the uploaded documents.

Note 6. Word files with multiple pages will be shown as double-page spreads in regular mode and at 100% zoom in high quality mode, regardless of the print settings.

Note 7. To display Track Changes data for Word files, click No and upload them in regular mode. Tracked changes are not displayed when the files are uploaded in High quality mode.

Note 8. If you select **High quality**, it may take longer to convert the file for uploading onto the whiteboard.

Note 9. You can convert Word, Excel, PowerPoint, Visio and PDF files using high quality mode. Files in other file formats will not be converted using high quality mode even if you do select **High quality**.

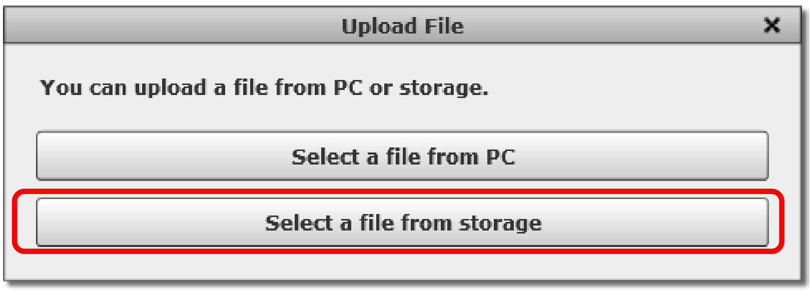
The uploaded files are displayed in the order they were uploaded onto the whiteboard. If an uploaded file consists of multiple pages, an icon indicating that the file has multiple pages is displayed.
When you click an icon indicating a file with multiple pages, the first page is displayed.

12.4.9 Uploading Files Saved in Storage

Documents and images saved in advance on the **Manage Storage** page can be uploaded.
For more information on uploading files to storage, refer to the V-CUBE Meeting Users' Manual 2.

Step 1. Click the UPLOAD button.

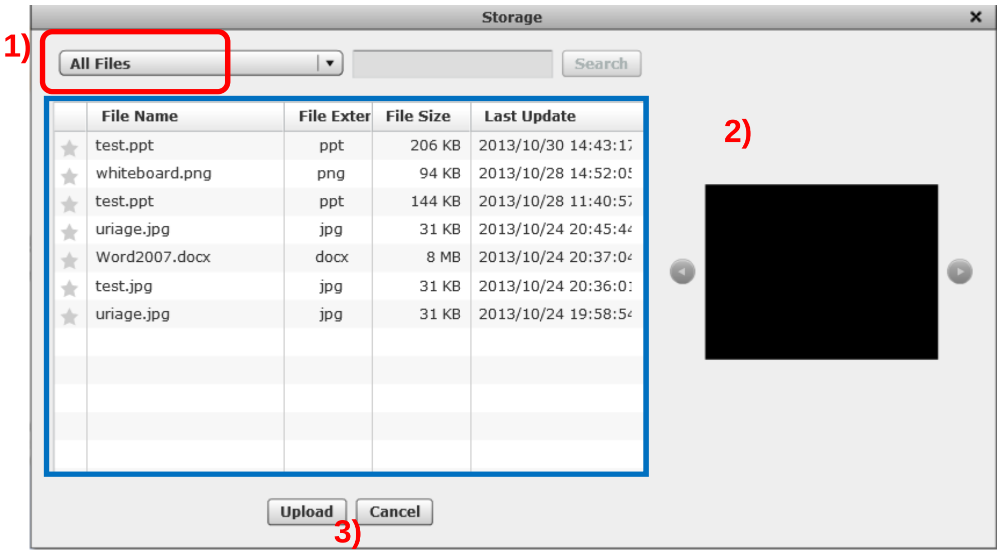
Step 2. Click Select a file from storage.



* **An authentication dialog box will appear as shown in the figure below if you enter a meeting room using the URL in the invitation email. Enter your ID (user ID or member ID) and click the Login button.**

Note 1. Contact the organiser of the meeting if you do not know your ID (user ID or member ID) or password. Participants joining the meeting via the invitation emails cannot upload files from storage unless they login by entering their IDs and passwords in this dialog box.

The file selection dialog box appears.



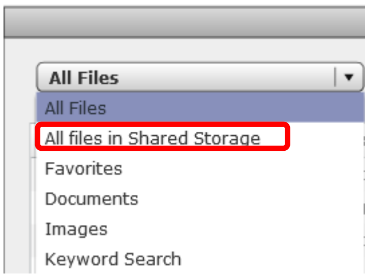
1) Click the pull-down menu to filter your selected files. The selected files after you filtered the selection are shown in the area enclosed within the blue box in the figure above.

Logged in with user ID

Files can be selected from the shared storage.

This shared storage is displayed when you log in using your user ID or member ID.

The storage is used both with a user ID and member IDs that are linked to the user ID.

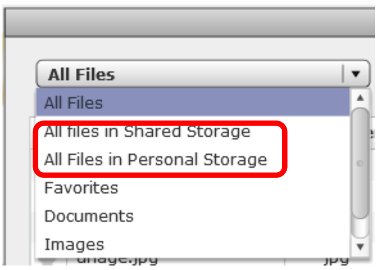


Logged in with member ID

Files can be selected from the shared storage and personal storage.

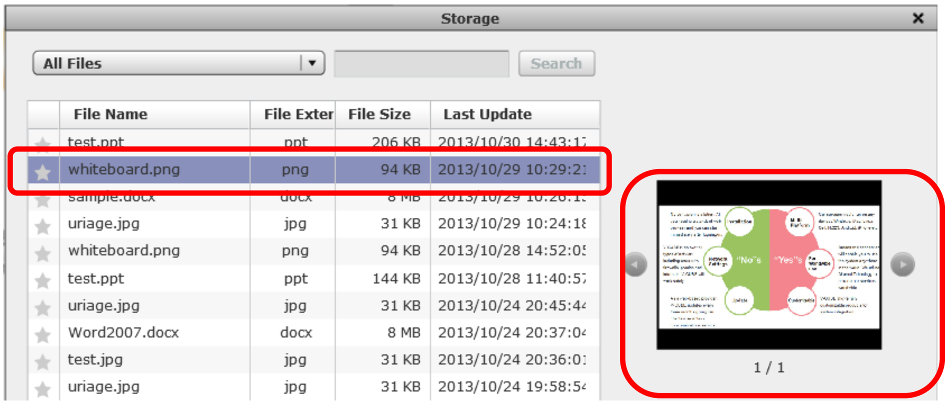
The personal storage is storage specific to each member ID, which is displayed only when you log in with your member ID.

Both the shared storage and personal storage are displayed when you log in with your member ID.



Note 2. Only the personal storage (not the shared storage) is displayed when the use of the shared storage with the member ID is restricted on the **Admin Page**.

2) The preview of the file selected in (1) is displayed.



3) Select a file and click the **Upload** button to upload it onto the whiteboard. Click the **Cancel** button to close the storage page.

Step 3. Select a file and click the Upload button.

Note 3. Multiple files cannot be selected.

Note 4. Files and videos on the personal whiteboard cannot be uploaded.

The uploaded files are displayed in the order they were uploaded onto the whiteboard. If an uploaded file consists of multiple pages, an icon indicating that the file has multiple pages is displayed.

When you click an icon indicating a file with multiple pages, the first page is displayed.

12.4.10 Moving to the First Page or Other Pages of Files on the Whiteboard

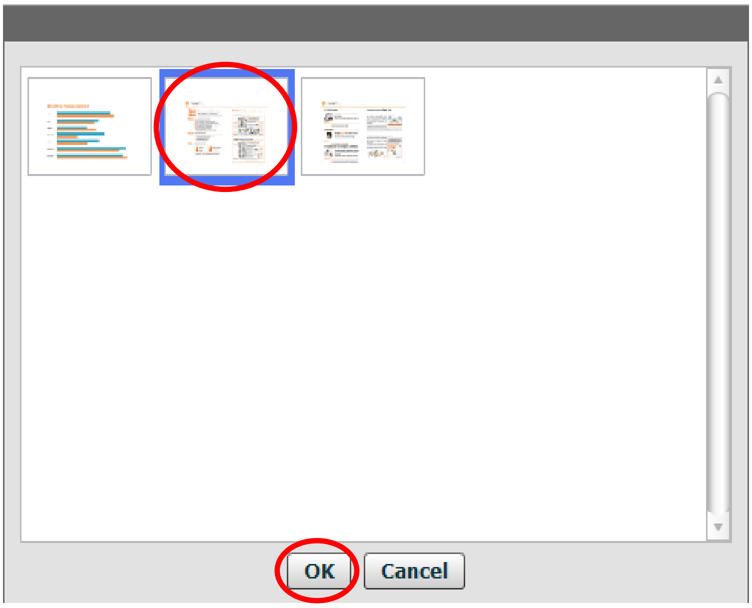
Moving to the first page of a file

1) Click the icon of the file whose first page you want to see.
   The first page of the selected file is now displayed.

Note 1. If you have selected **Do not show** for **Whiteboard Slide Page Number** in the **Room Settings** in the **Administrative Menu**, page numbers will not be shown on each page of the uploaded documents.

Moving to other pages in a file

1) Double-click the icon of a file in which you want to move to another page.
2) Click the page you want to display on the whiteboard from the page list.



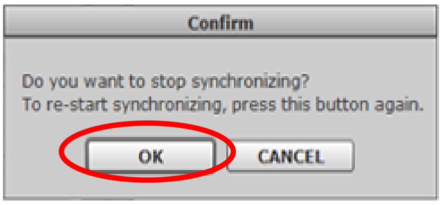
Step 1. Click the OK button or double-click the page to display it on the whiteboard.

12.4.11 Checking Documents Independently

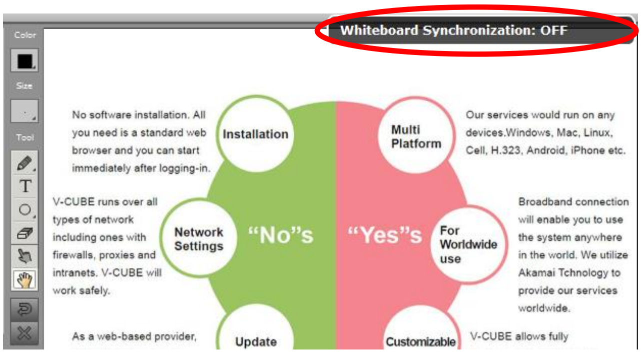
All the meeting participants see the same whiteboard display (e.g. when a particular document is displayed, all participants see it), but you can change this so you can view whiteboard documents independently of the other participants.

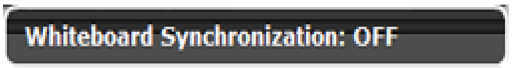
Step 1. Click the SYNC button.

Step 2. When the SYNC confirmation dialog box appears, click the OK button.



A message saying '**Whiteboard Synchronization: OFF**' is displayed on the browser window.

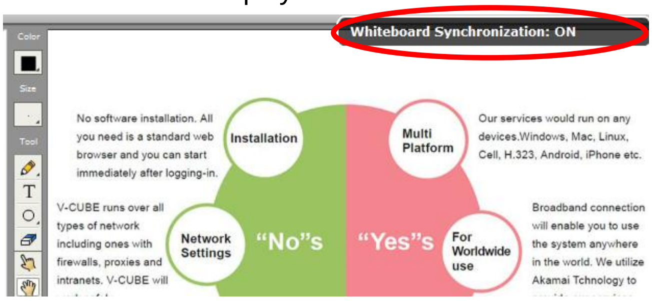


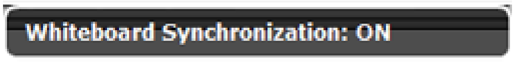


Note 1. While you are independently operating the whiteboard, you can zoom into and move from page to page in the documents. You cannot, however, perform operations, such as writing messages and deleting documents, which would actually change the contents of the whiteboard.

Step 3. Click the SYNC button to stop independently operating the whiteboard.

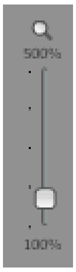
Now, all participants will see the same whiteboard display, and a message saying '**Whiteboard Synchronization: ON**' is displayed on the screen.





Note 2. If you have selected **Do not show** for **Whiteboard Slide Page Number** in the **Room Settings** in the **Administrative Menu**, page numbers will not be shown on each page of the uploaded files.

12.4.12 Zooming In on and Moving Whiteboard Documents



Use the zoom slide bar below the magnifier icon to zoom in on documents uploaded on the whiteboard.

You can use the **hand tool** to move around a zoomed-in document on the whiteboard by clicking and dragging on the whiteboard.

Note 1. Note that you cannot enlarge the whiteboard itself.

Use **hand tool** to move around in the documents you have zoomed in on the whiteboard.

12.4.13 Adding a Blank Page

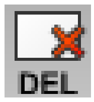
Click the **NEW** button to add a blank page to the whiteboard.

Note 1. If you have selected **Do not show** for **Whiteboard Slide Page Number** in the **Room Settings** in the **Administrative Menu**, page numbers will not be shown on each page of the uploaded documents.

12.4.14 Deleting Individual Whiteboard Documents

Step 1. Select a document to delete.

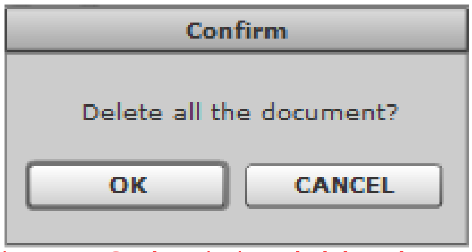
Step 2. Click the DEL button.



You have now deleted the document you had selected.

Note 1. The deleted files cannot be restored.

Note 2. If the document you have selected has multiple pages, the confirmation dialog box shown below appears. Click the **OK** button to delete all pages of the document.

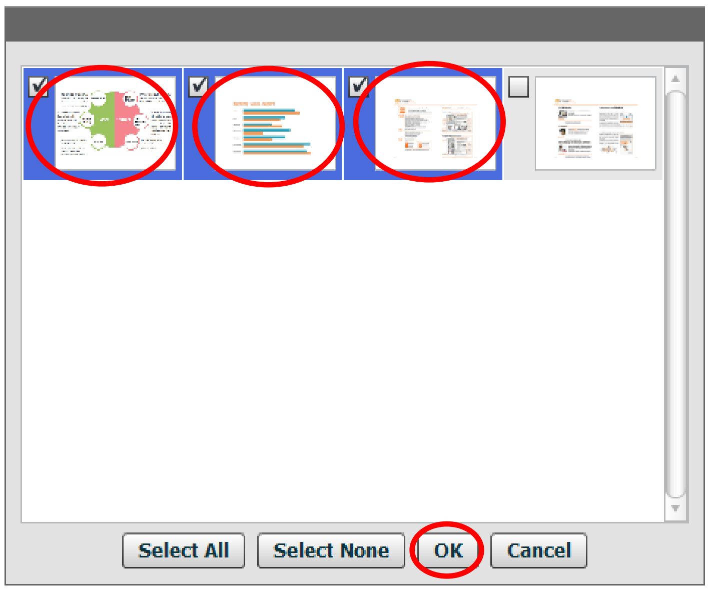


Note 3. If you have selected **Do not show** for **Whiteboard Slide Page Number** in the **Room Settings** in the **Administrative Menu**, page numbers will not be shown on each page of the uploaded documents.

12.4.15 Deleting All Whiteboard Documents

Step 1. Click the DEL PAGES button.

Step 2. Select the pages you want to delete.



Step 3. Click the OK button.

Note 1. The deleted documents cannot be restored.

You have now deleted all the pages you selected.

12.4.16 Printing the Displayed Whiteboard

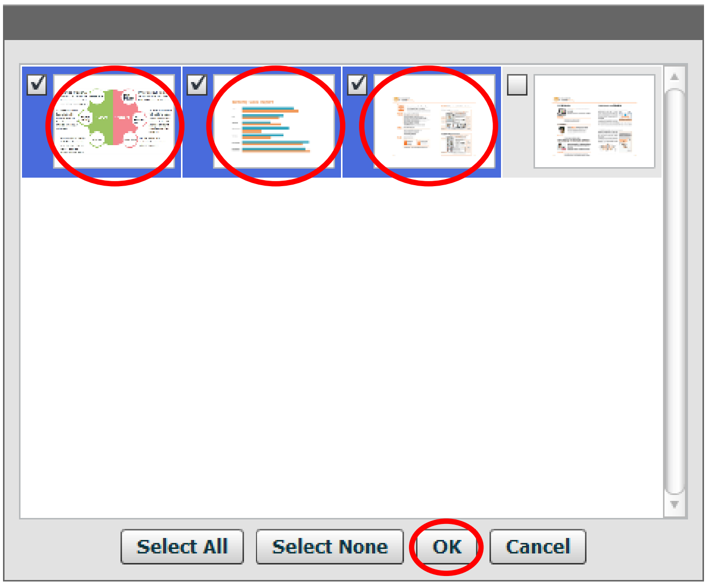
You can print the whiteboard as it is displayed.

Step 1. Click the PRINT button.

Note 1. If you have selected **Do not show** for **Whiteboard Slide Page Number** in the **Room Settings** in the **Administrative Menu**, page numbers will not be shown on each page of the uploaded documents.

Step 2. Select the pages you want to print.

Step 3. Click the OK button.



Note 2. Use print preview to check how the pages will be printed and make the necessary adjustments. (When you print documents from the whiteboard in landscape A4 size, the actual printout may be shifted toward the top-left. When you print them in A5, on the other hand, the documents printed may be slightly cropped (i.e., will not be entirely printed).)

You are now able to print documents on the whiteboard from your printer.

12.4.17 Saving Documents on Whiteboard in PDF Format

Documents displayed on the whiteboard can be saved to your computer in PDF format.

Note 1. This functionality is displayed only when you use a user ID associated with a contract entered into after the update on 16 May 2012.

Note 2. To use this functionality, you need Flash Player ver.11.5 or later.

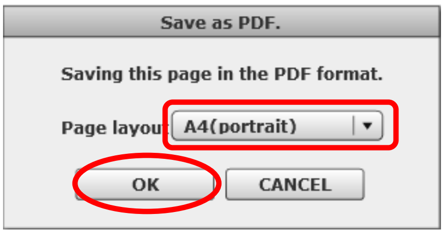
Step 1. Display the documents you want to save in PDF format on the whiteboard and click the PDF button.

Note 3. This function is unavailable if **Disabled** is selected for **Whiteboard PDF export** in the **Room Settings** in the **Administration Menu**.

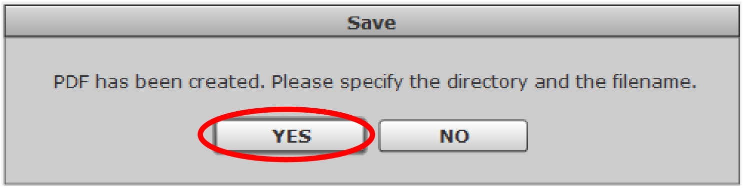
Note 4. Only one page as displayed on the whiteboard can be saved in PDF format.

Step 2. Select Page layout and click the OK button.

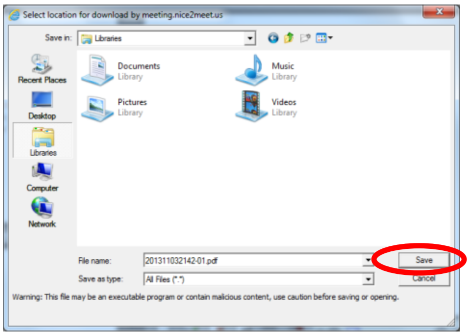
Either A4 vertical layout or A4 horizontal layout can be selected as the **Page layout**.



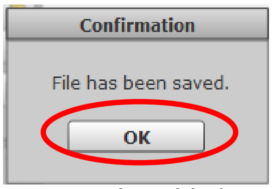
Step 3. Click the YES button.



Step 4. Specify the destination and the file name and click the Save button.



Step 5. Click the OK button.



In this manner, you can save the documents on the whiteboard to your computer in PDF format.

12.5 Using the Personal Whiteboard

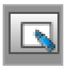
A personal whiteboard enables each participant to add text and graphics to documents and save them. The personal whiteboard can be used to capture the contents of the shared whiteboard. Conversely, documents can be uploaded from the personal whiteboard to the shared whiteboard after the participant has added additional contents. The content on the personal whiteboard is automatically saved in the **Manage Storage** page after the meeting is over.

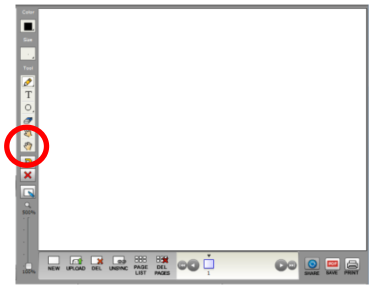
Note 1. If you have logged in with your user ID, you can choose to save the documents either into the shared storage or into personal storage. If you log in with your member ID, the documents are automatically saved into your personal storage. The file name in the personal whiteboard is displayed as 'vcpw_Date/Time_number.wbs' in the storage. Example: vcpw_201305021953_001.wbs

Note 2. This functionality is displayed only when you use a user ID associated with a contract entered into after the update on 16 May 2012.

Note 3. The button to select the personal whiteboard cannot be clicked if **Disabled** is selected for the **Personal Whiteboard** in **Room Settings** on the **Admin Page**.

Step 1. Click Personal Whiteboard.



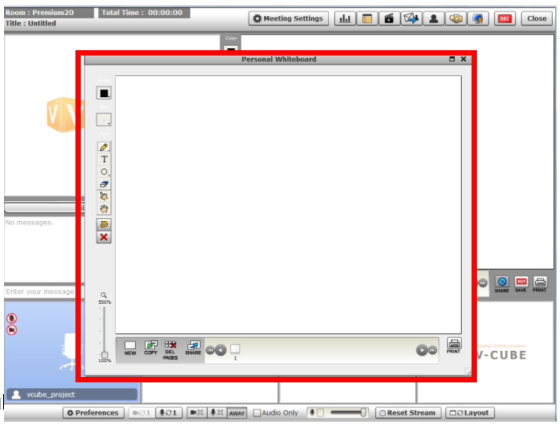


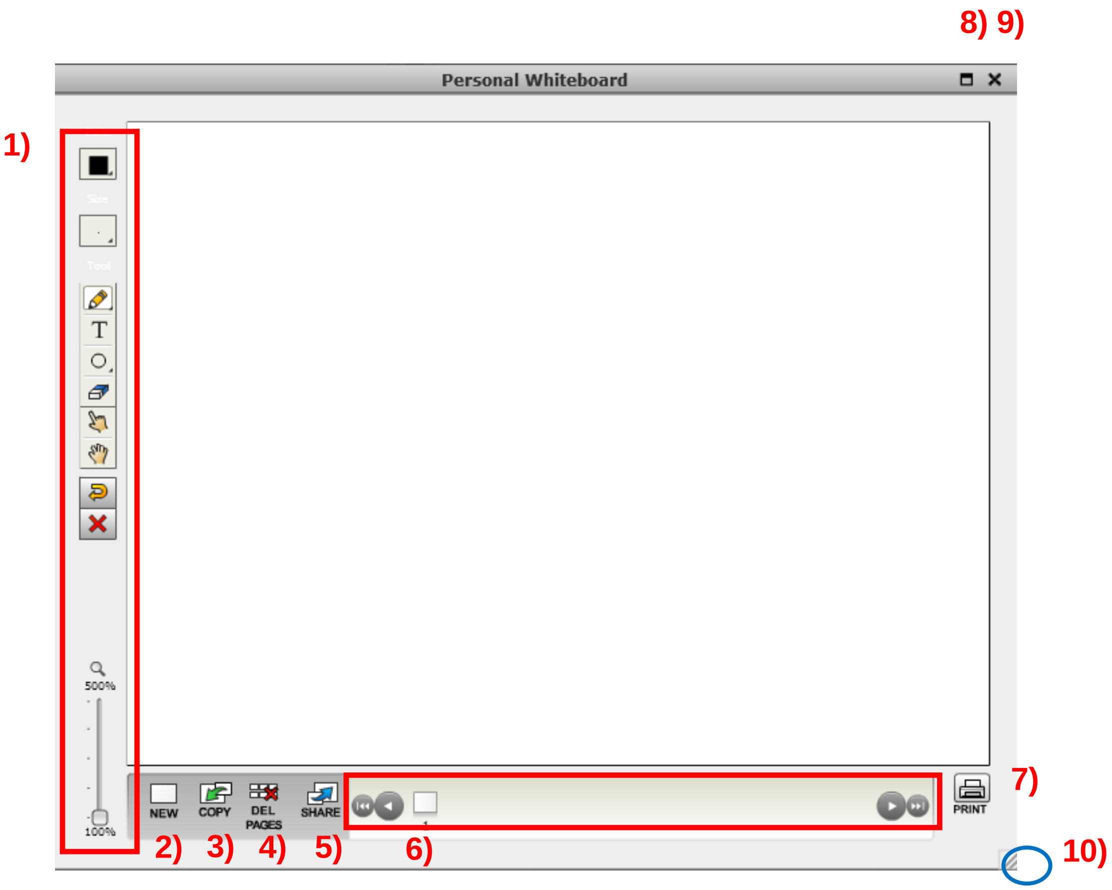
Step 2. Select a destination.

* **An authentication dialog box will appear as shown in the figure below if you enter a meeting room using the URL in the invitation email. Enter your ID (user ID or member ID) and click the Login button.**

Note 4. Contact the organiser of the meeting if you do not know your ID (user ID or member ID) or password. Participants joining the meeting via the invitation emails cannot use their personal whiteboards unless they login by entering their IDs and passwords in this dialog box.

The personal whiteboard is displayed in a new window.





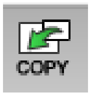
1) The available tools are displayed here. The available functions are the same as in the shared whiteboard.
2) Click the **NEW** button to add a blank page to the personal whiteboard.

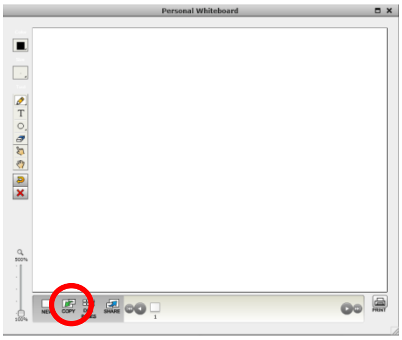
Note 5. If you have selected **Do not show** for **Whiteboard Slide Page Number** in the **Room Settings** in the **Administrative Menu**, page numbers will not be shown on each page of the uploaded documents.

3) Click the **COPY** to select the file uploaded on the shared whiteboard and upload it to the personal whiteboard.
4) Click **DEL PAGES** to delete multiple selected pages. The available functions are the same as in the shared whiteboard.
5) Click the **SHARE** button to upload a page edited in the personal whiteboard to the shared whiteboard.
6) Displays the uploaded file.
7) Prints the file on the personal whiteboard. The available functions are the same as in the shared whiteboard.
8) This is the **Maximise** button. Click this button to maximise the personal whiteboard window. Click it again to restore the dialog box size to normal.
9) Click the X button to close the personal whiteboard window.
   If the editor clicks the × button, a confirmation dialog box asking '**Stop editing?**' will be displayed.
10) Place the cursor on the bottom-right corner of the Shared Notepad dialog box (circled in blue below) and click and drag the corner to enlarge or reduce the personal whiteboard window.

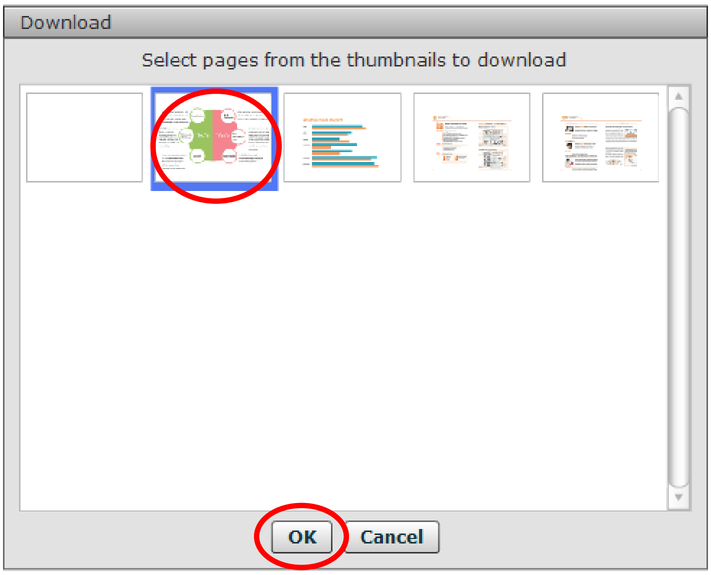
12.5.1 Capturing Files from the Shared Whiteboard onto the Personal Whiteboard

Step 1. Click COPY.

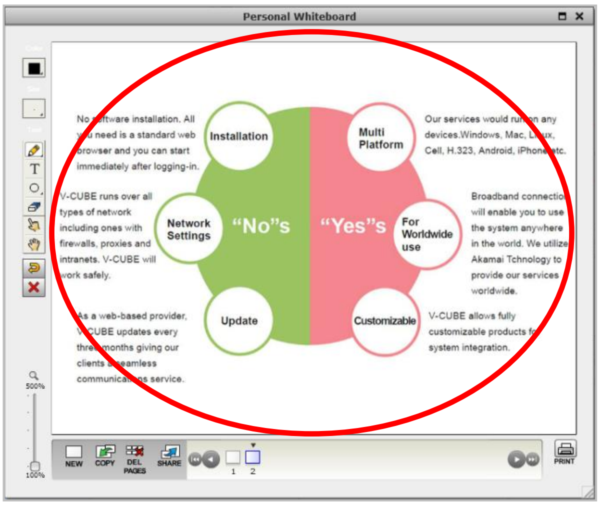




Step 2. Select the page you want to capture and click OK.



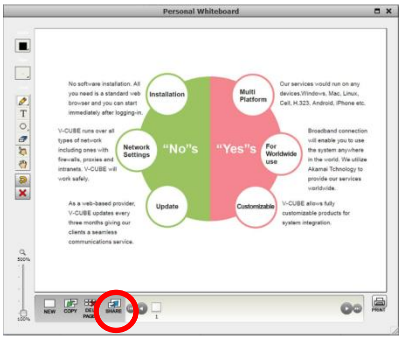
In this manner, the file on the shared whiteboard can be captured into the personal whiteboard and new content can be added by the individual user.



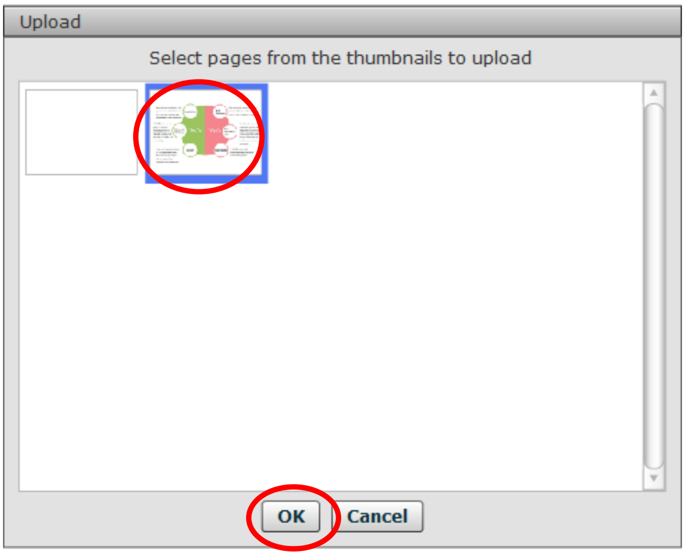
12.5.2 Uploading Files on the Personal Whiteboard to the Shared Whiteboard

A file on the personal whiteboard can be uploaded to the shared whiteboard to be shared among all the participants.

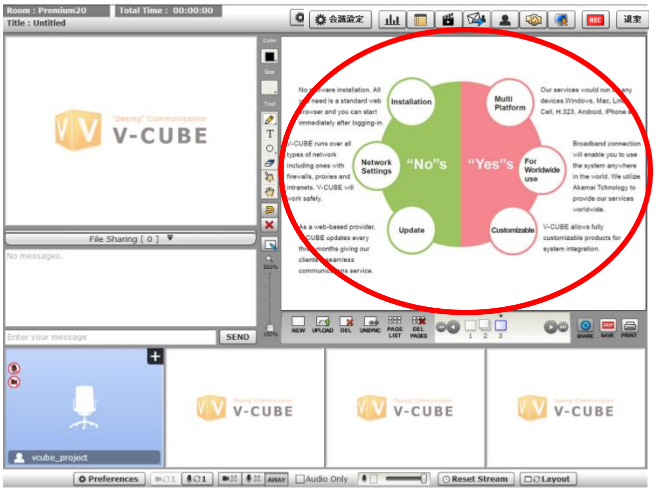
Step 1. Click SHARE.



Step 2. Select the page you want to upload and click OK.



A file on the personal whiteboard can be uploaded to the shared whiteboard to be shared among all the participants.



12.6 Playing Videos on the Whiteboard

Videos can be played on the whiteboard.

In order to use this function, schedule a meeting after uploading videos on the **Manage Storage** page. For more information on uploading videos to storage and the procedure to schedule a meeting, refer to the V-CUBE Meeting Users' Manual 2.

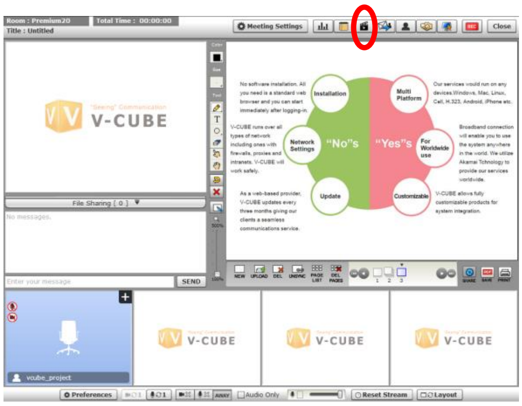
Step 1. Upload videos on the Manage Storage page.

For more information on video upload to storage, refer to the V-CUBE Meeting Users' Manual 2.

Step 2. Schedule a meeting and upload videos from storage from the Upload File section.

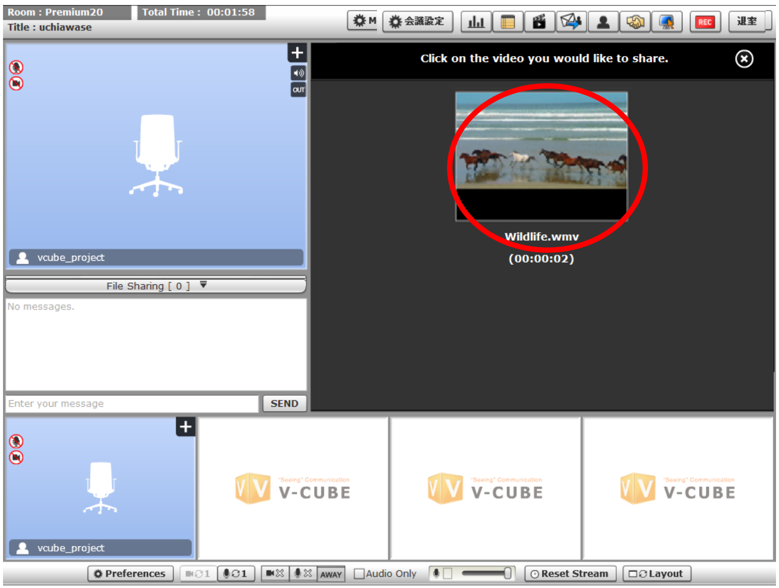
For the procedure to schedule a meeting, refer to the V-CUBE Meeting Users' Manual 2.

Step 3. Click the Share Video button.



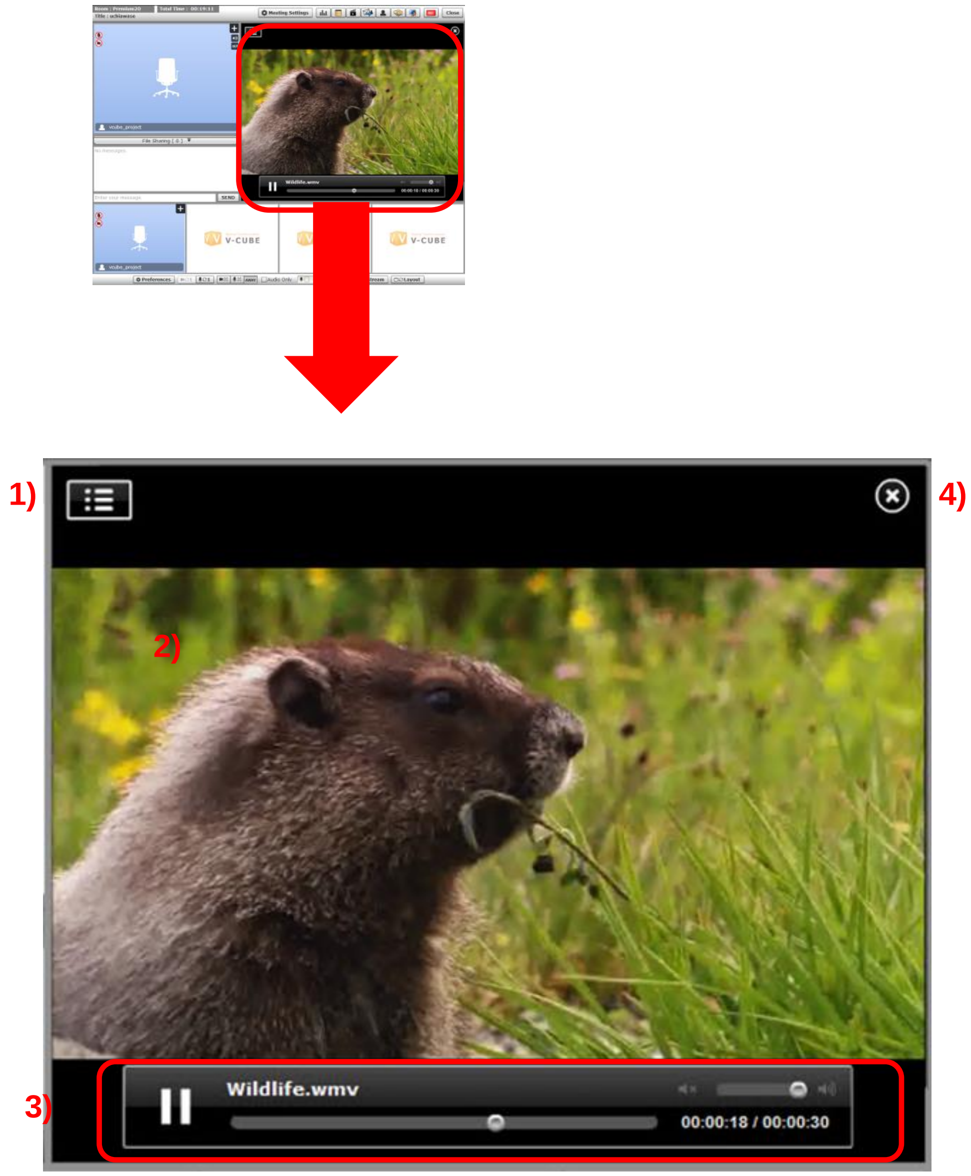
Step 4. Click the video you want to play back.

The video set up in **Upload File** while scheduling a meeting is displayed.



To bring the video back to the whiteboard window without playing it, click the × in the upper right.

The clicked video is played on the whiteboard.



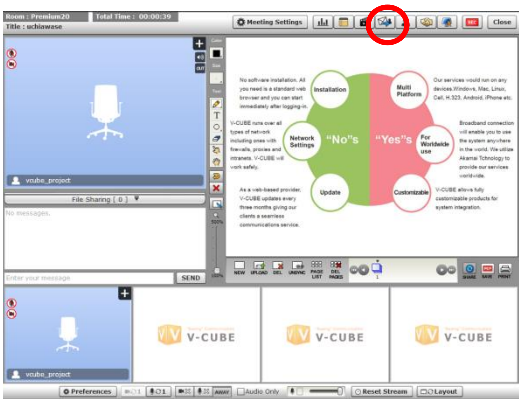
1) The view is switched to the video selection page in Step 4.
2) The selected video is played back on the whiteboard. Only one video can be played at a time. To play another video, click (1) and select another video from the video selection page.
3) Enables you to play, pause and resume the video, seek in the video and adjust the volume.
4) Stops playing the video. Once the playback is stopped, the view switches back to the normal whiteboard.

12.7 Invite Users to This Meeting

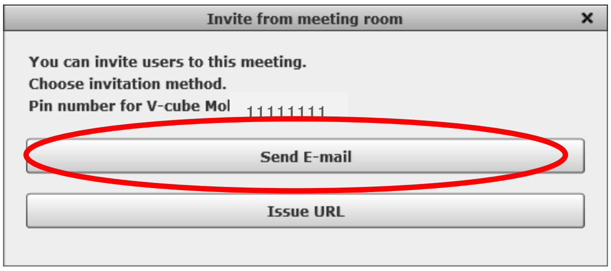
You can send an invitation email for a meeting you are currently participating in or issue a URL to invite someone to the meeting using the ‘**Invite users to this meeting**’ functionality.

12.7.1 Inviting by Email

Step 1. Click the Invite users to this meeting button.



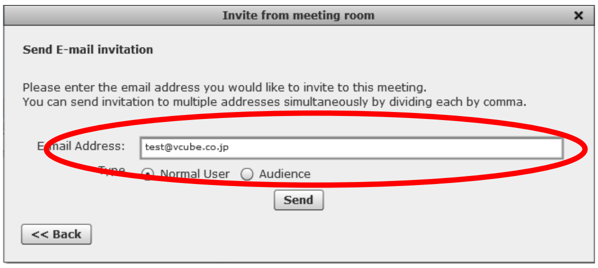
Step 2. Click the Send E-mail button in the Invite from meeting room dialog box.



Note 1. The PIN code for V-CUBE Mobile is displayed only when you use a user ID associated with a contract entered into after the update on 16 May 2012.

Step 3. Enter the email address of the person you want to invite.

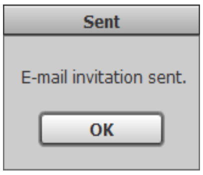
When inviting multiple people, separate their email addresses with commas.

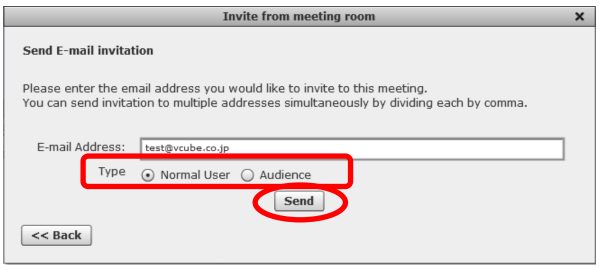


Step 4. Select the user type for the invitation (regular user or Audience participant) and click the Send button.

Invitation emails will be sent to the email addresses of the people you want to invite.

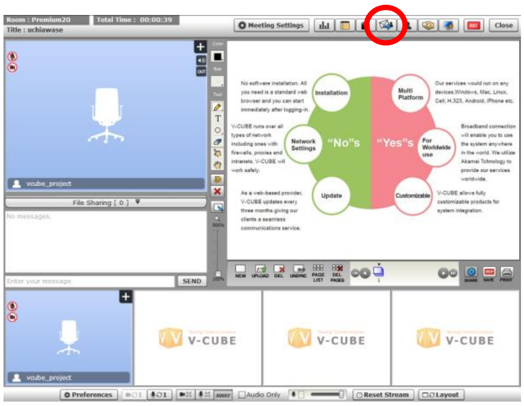
The invitation emails are sent in plain text format.





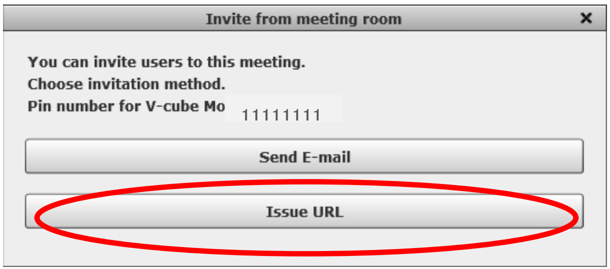
12.7.2 Inviting by URL

Step 1. Click the Invite users to this meeting button.

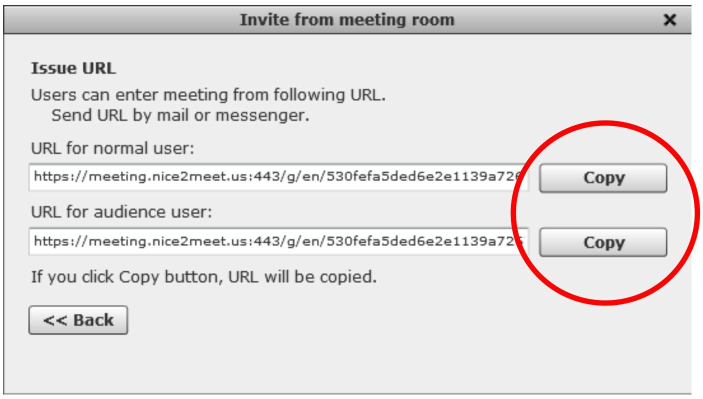


Step 2. Click the Issue URL button in the Invite from meeting room dialog box.

Note 1. The PIN code for V-CUBE Mobile is displayed only when you use a user ID associated with a contract entered into after the update on 16 May 2012.



Step 3. Click the Copy button to the right of the URL field to copy the URL.



Step 4. Send the URL you have copied to the users you want to invite.

12.8 Shared Notepad

The **Shared Notepad** functionality allows you to enter text. You can enter text, or edit or view existing text. You can also save the notepad file in your computer or send it as an email attachment. Once the meeting is finished, the notepad is saved in the archives. Use the notepad as meeting minutes or to suit any other requirement you may have.

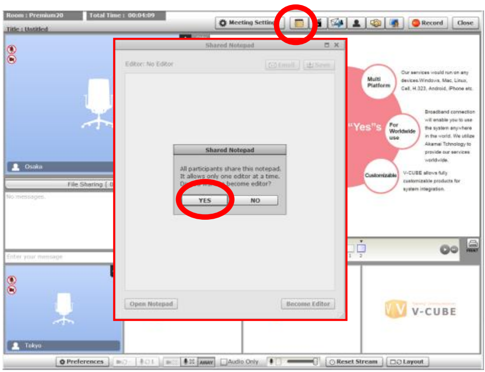
Note 1. This functionality is displayed only when you use a user ID associated with a contract entered into after the update on 16 May 2012.

12.8.1 Entering Text onto the Shared Notepad (Being the Editor)

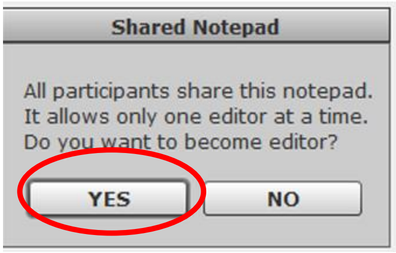
To enter text onto the **Shared Notepad**, you need to be the editor.
Only one participant can become the editor.

Step 1. Click the Shared Notepad button.

The **Shared Notepad** dialog box is displayed.

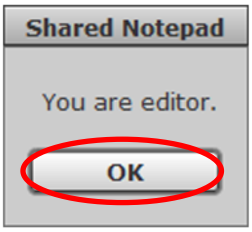


Step 2. Click the YES button in response to 'Do you want to become editor?'



If you have clicked NO
click the Become Editor button in the lower right of the Shared Notepad window.

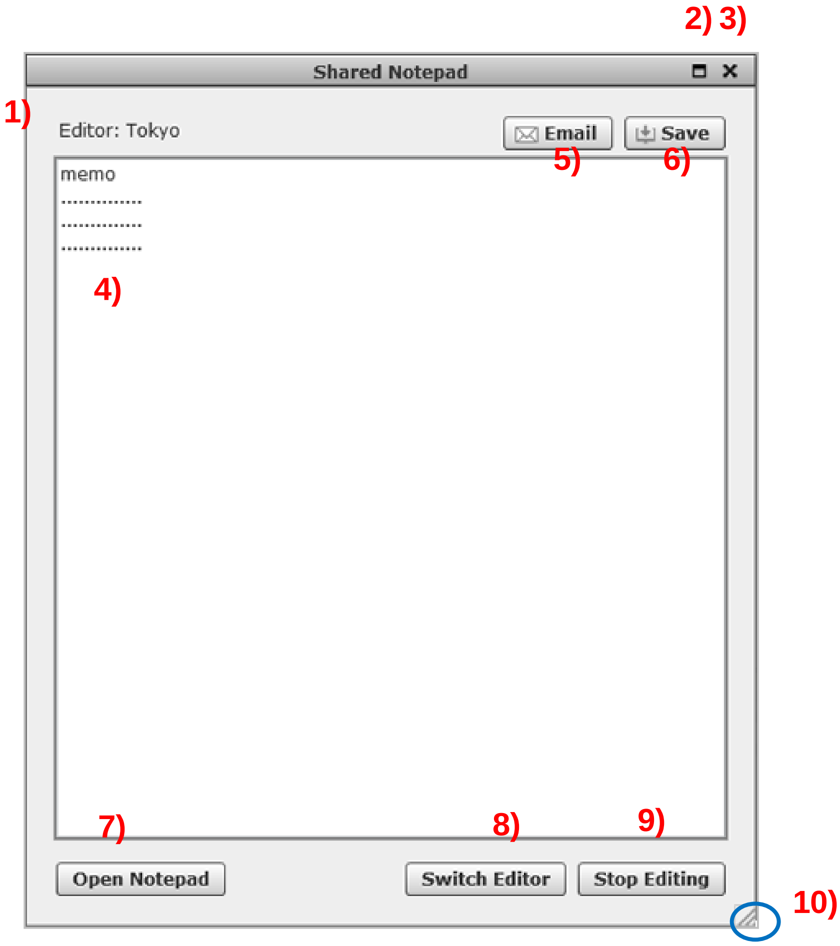
Step 3. Click the OK button in the dialog box that says 'You are editor'.



You are the editor now and can enter text onto the **Shared Notepad**.

Note 2. Only one participant can become the editor. If there are multiple participants who want to be the editor, the person who clicks the **YES** button first in response to **Do you want to become editor?** in Step 2 will be the editor. Participants other than the editor cannot enter text onto the **Shared Notepad**.

Note 3. Once a participant has become the editor, the **Become Editor** button on the dialog box of other participants is greyed out and they are unable to use the button.



1) The name of the editor is displayed. (The name displayed is the one you entered when you entered the meeting room or the name you have set in **Preferences**) If no one is the editor, '**Editor: No Editor**' is displayed.
2) This is the **Maximise** button. Click this button to maximise the **Shared Notepad** dialog box. Click it again to restore the dialog box size to normal.
3) Click the **X** button to close the **Shared Notepad** dialog box.
   If the editor clicks the **X** button, a confirmation dialog box asking '**Stop editing?**' will be displayed.
4) This is the text entry field for **Shared Notepad**. Only the editor can enter text into the field.
   You can enter up to 100,000 characters. The **Shared Notepad** is text only.
5) This is the **Email** button. You can send the notepad as an email attachment.
6) This is the **Save** button. You can save text entered onto the notepad in your computer.
7) This is the **Open Notepad** button. Click this button to show the shared notepad on the screen of each meeting participant.
8) Click this button to display the **Participants List** dialog box. If you want to allow a different meeting participant to make entries in the shared notepad, select him or her from **Participants List**.

Note 4. Only the editor can use this button.

Note 5. The names of the users who have entered the meeting room as Audience participants will be shown in the **Participants List** dialog box only when they are permitted to make comments in the meeting.

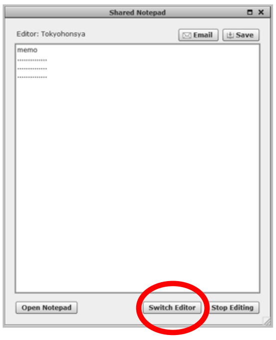
9) Click this button to cease being the editor. This button is replaced with the **Become Editor** button if no one is the editor.

Note 6. Only the editor can use this button.

10) Place the cursor on the bottom-right corner of the **Shared Notepad** dialog box (circled in blue below) and click and drag the corner to enlarge or reduce the dialog box.

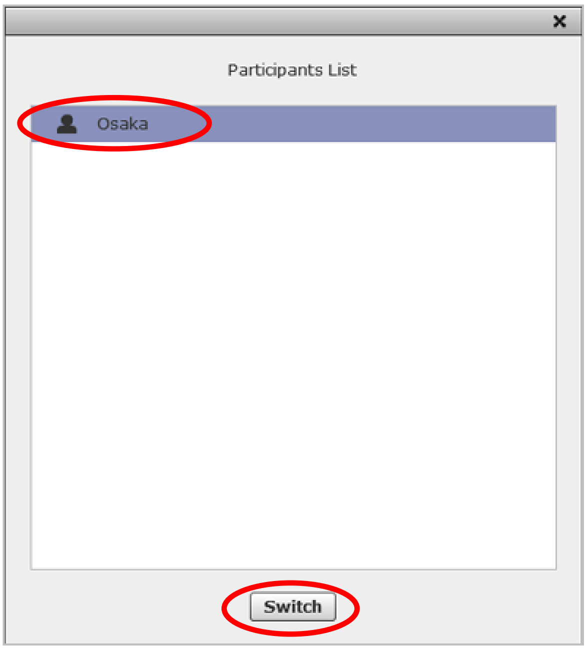
12.8.2 Switching the Editor

Step 1. Click the Switch Editor button.



Note 1. Only the editor can use the **Switch Editor** button.

Step 2. Select the user you want to pass the editor role to from Participants List and click the Switch button.

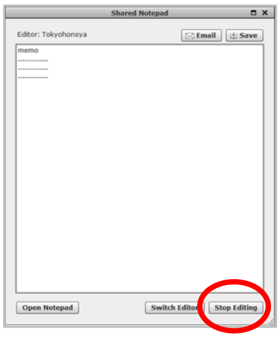


You have now passed the editor role to another participant.

A dialog box saying '**You are editor.**' is displayed on top of the **Shared Notepad** dialog box of the user who has become the editor.

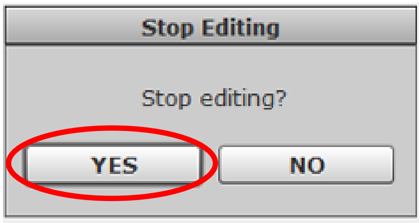
12.8.3 Ceasing Being the Editor

Step 1. Click the Stop Editing button.



Note 1. Only the editor can use the **Stop Editing** button.

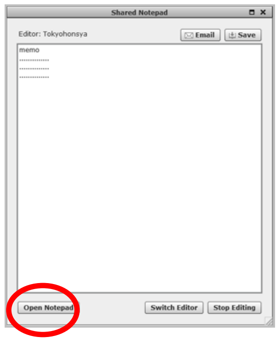
Step 2. Click the YES button in response to 'Stop Editing?'



You have now ceased being the editor.

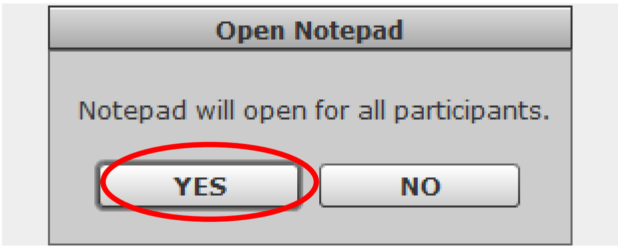
If there is no editor, the **Stop Editing** button is replaced with the **Become Editor** button.

12.8.4 Displaying the Shared Notepad on All Participants' Screens



Step 1. Click the Open Notepad button.

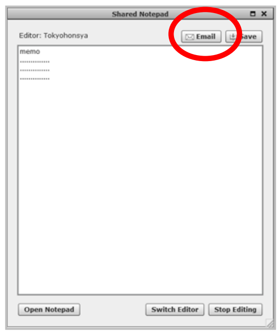
Step 2. Click the YES button.



The **Shared Notepad** has now been displayed on each participant's screen.

Note 1. The **Shared Notepad** which has been displayed on the screen of each participant cannot be closed at once. Each user needs to click the **X** button in the top-right corner of the dialog box to close the **Shared Notepad**.

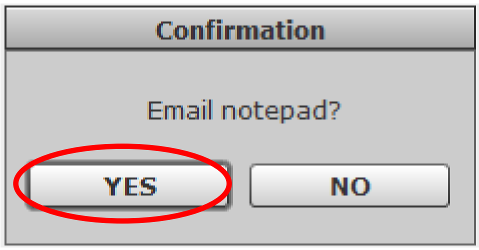
12.8.5 Sending the Shared Notepad as an Email Attachment



Step 1. Click the Email button.

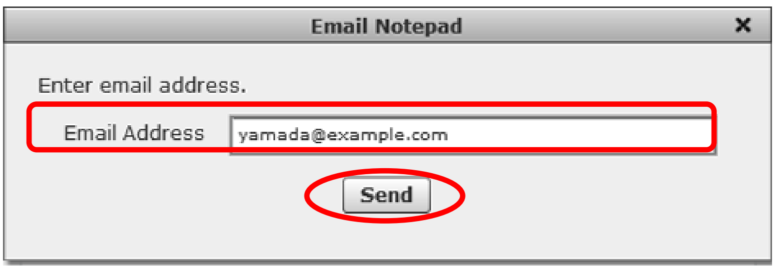
Note 1. You cannot use this button if no text has been entered onto the **Shared Notepad**.

Step 2. Click the YES button.



Step 3. Enter an email address for the person to whom you want to send the email and click the Send button.

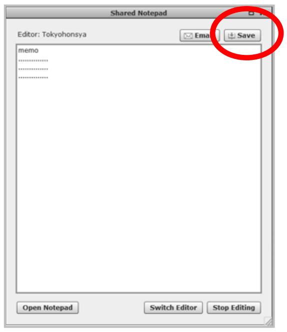
To send the email to multiple people, separate their email addresses by a comma.



An email with a subject saying '**Shared Notepad for V-CUBE Meeting**' will be sent to the email addresses you have chosen.

The file attachment is in text file format (.txt).

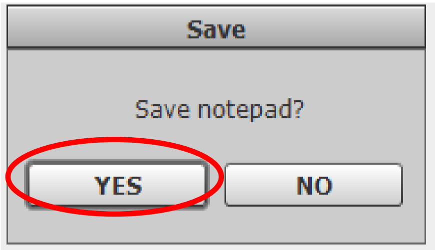
12.8.6 Saving Text Entered onto the Shared Notepad in Your Computer



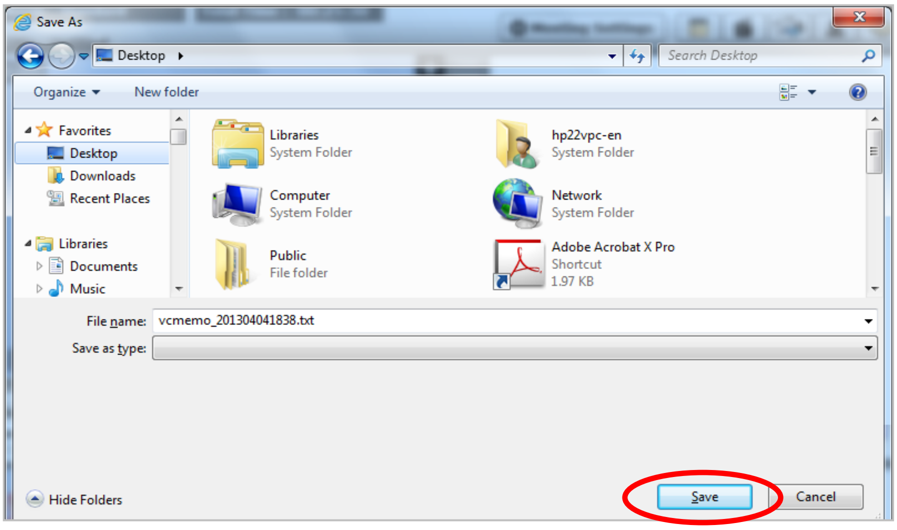
Step 1. Click the Save button.

Note 1. You cannot use this button if no text has been entered onto the **Shared Notepad**.

Step 2. Click the YES button.



Step 3. Select the location that the Checker2 file will be saved in your computer and click the Save button.



The file will be saved in text format (.txt).

This concludes the instructions for using the **Shared Notepad**.

12.9 Quick Questionnaire

The quick questionnaire functionality enables you to conduct a survey during a meeting.

Participants can answer each question by picking one option from 1 to 5 and Yes or No. The results of the questionnaire can be summarised in charts to be viewed by the participants.

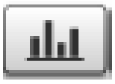
Note 1. This functionality is displayed only when you use a user ID associated with a contract entered into after the update on 16 May 2012.

12.9.1 Starting Questionnaire (Becoming a Questionnaire Organiser)

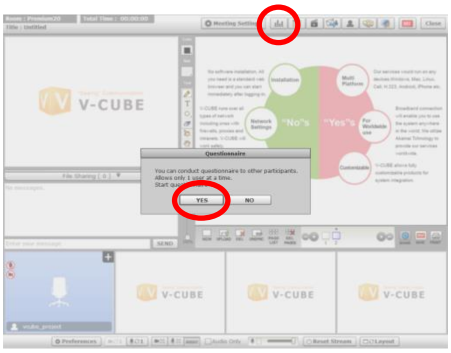
You need to become a questionnaire organiser in order to start a questionnaire.

Only one person can organise a survey.

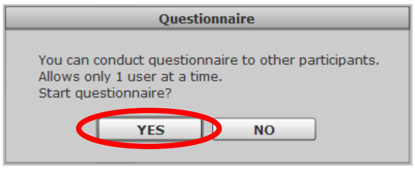
Step 1. Click the Questionnaire button.



The **Questionnaire** dialog box is displayed.

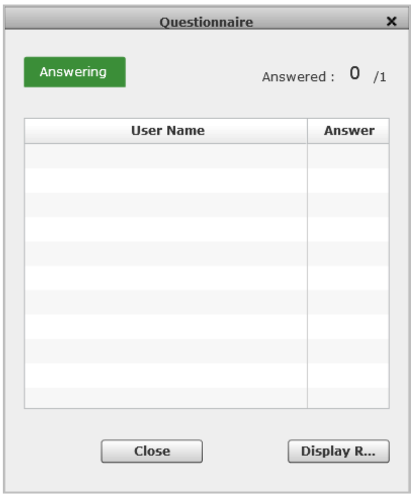


Step 2. Click the YES button.

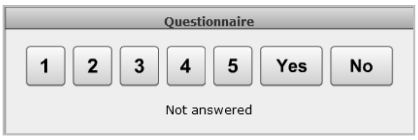


In this manner, you can be a questionnaire organiser.

(The survey questions can be conveyed to other users using sound, the whiteboard, instant messaging and so forth)



Non-organiser users will see the Answer Questionnaire button on their screens. Click one of the buttons 1 to 5 and Yes or No to answer each question.



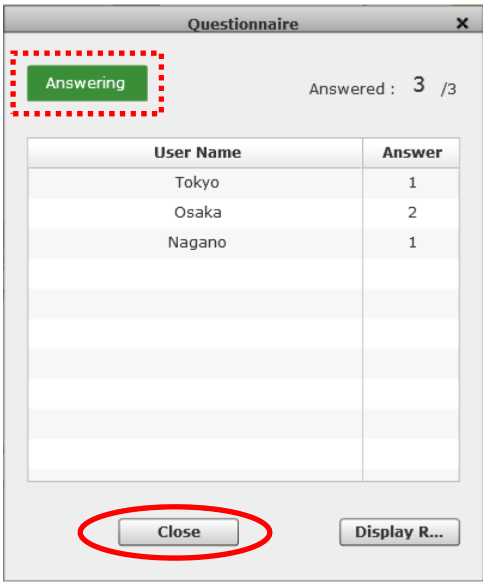
Note 2. Only one person can organise a survey. If there are multiple participants who want to be the organiser, the person who clicks the **YES** button first in response to **Start questionnaire?** in Step 2 will be the organiser.

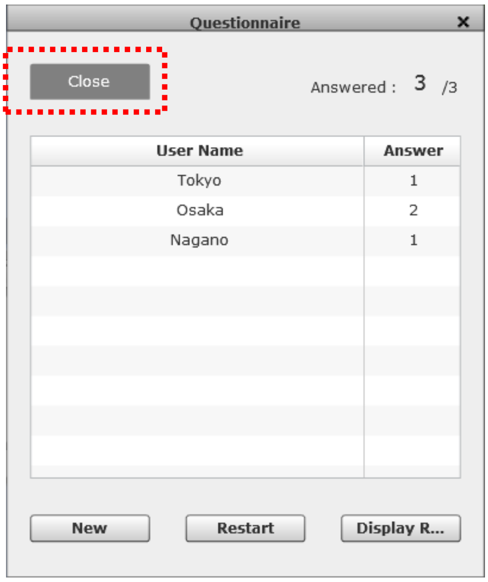
Note 3. If there is already an organiser, other users who click the **Questionnaire** button will see a window saying, 'The other participant has started the questionnaire'.

12.9.2 Closing Questionnaire

When non-organiser users answer the questionnaire, their user names and responses are displayed. Once the questionnaire is closed, users can no longer answer the questionnaire.

Step 1. Click the Close button.





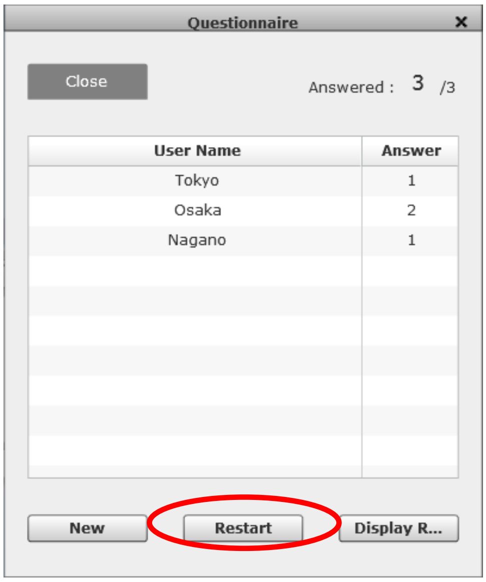
Once the questionnaire is closed, the displayed status changes from **Answering** to **Close**.

Note 1. Number of denominator for respondents is the number of the users other than the organiser who are in the meeting room when the questionnaire is started. If any users enter the meeting room after the questionnaire is started, number of denominator will not change. Number of numerator increases as users answer the questionnaire. In some cases, the display may read something like ' respondent: 5/3'.

12.9.3 Restarting a Questionnaire

A closed questionnaire can be restarted.

Step 1. Click the Restart button.



The displayed status returns to **Answering**.

Non-organiser users can answer the questionnaire again.
They can also change their answers if necessary.

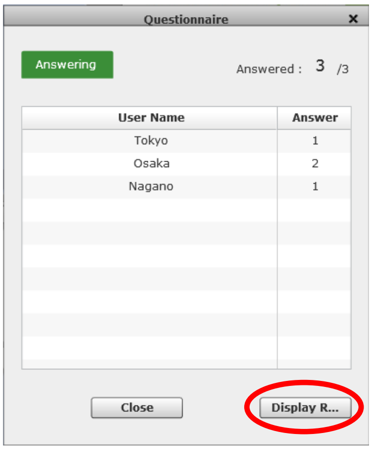
Note 1. On the questionnaire page of the organiser, all of the answers by other users are displayed. If some answers have been modified, the latest answers are reflected in the results summary.

12.9.4 Viewing Results Summary

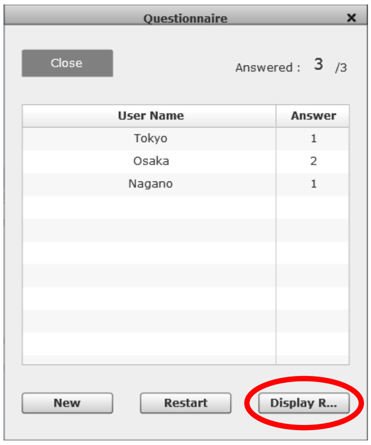
The results of the questionnaire can be viewed as a charts.

Step 1. Click the Display Result button.

Questionnaire active

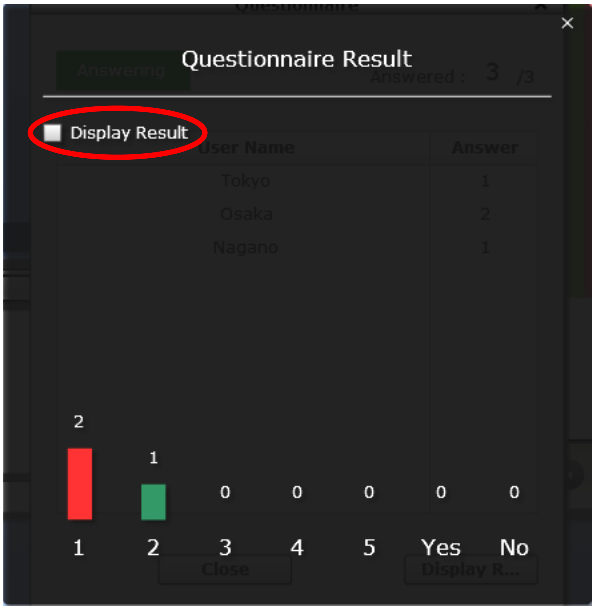


Questionnaire closed



The questionnaire results are displayed as a chart.

When any answers are modified while the questionnaire is active, the results summary is updated in real time.



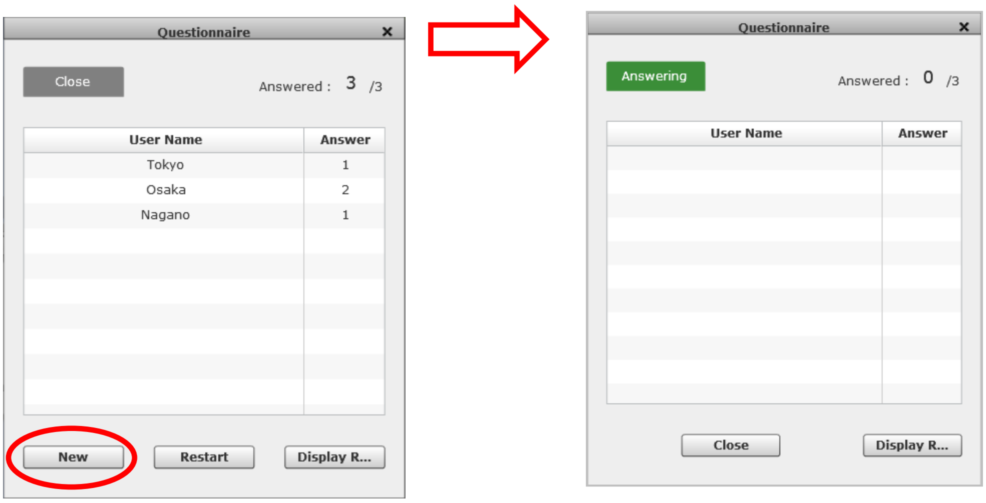
Select **Display Result** check box to display the results summary for the questionnaire on the screens of users who are not the organiser. The results summary of the questionnaire are not displayed when the organiser clears the **Display Result** check box.

The results summary of the questionnaire can also be closed by clicking the **X** button in the upper right corner. If the results are shown to other users, the display of the results also closes on the screens of the users when the organiser clicks the **X** button. Users who are not the organiser cannot close the results summary of the questionnaire.

12.9.5 Starting a New Questionnaire

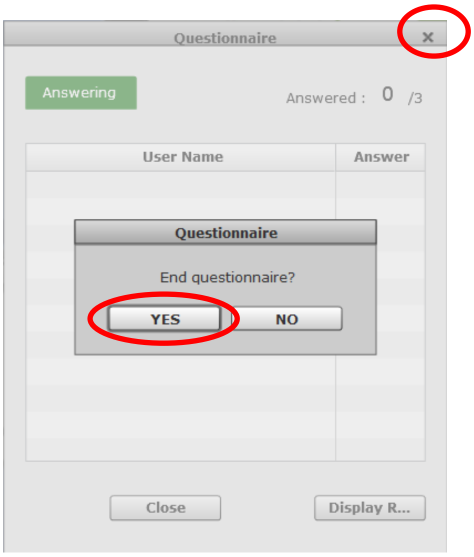
A new questionnaire can be started.

Step 1. Click the New button.



Ending a questionnaire

Step 1. Click the X button in the upper right corner and click YES.



In this manner, you can end the questionnaire.

After the meeting finishes, you can download in CSV format the results of the questionnaire taken during the meeting from the **Archive** page.

Note 1. If any answers have been changed, only the latest answers are included in the summary. If the same user answers a questionnaire, leaves the meeting room and then re-enters the meeting room and answers the questionnaire again, the answers are counted as being made by different users. If the results summary are shown while the meeting is recorded, the results can be seen in the recorded video.

This concludes the description of the quick questionnaire functionality.

12.10 Meeting Settings

You can make various settings for a meeting and meeting records (e.g., whiteboards and video recordings) in the Meeting Settings dialog box.

12.10.1 Password-protecting Meeting Settings (Basic Settings)

Step 1. Click the Meeting Settings button.

Step 2. Click the OPEN button in Set/change the log password.

Step 3. Enter a password for the meeting records.

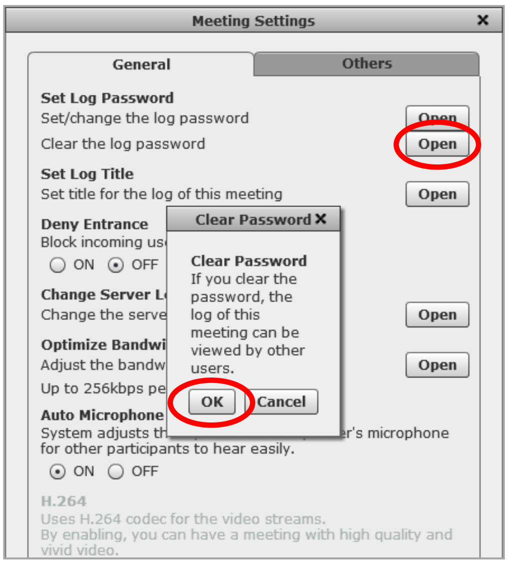
Note 1. You can use a password from 6-16 alphanumeric characters long.

Step 4. Type the password in again to confirm it.

Note 2. The **OK** button will be enabled once the passwords you have typed in the two fields match.

You have now password-protected the records of an ongoing meeting.

You cannot delete password-protected records until you remove the password.



Step 5. Click the OPEN button beside Clear the log password to remove the password.

Step 6. Click the OK button.

You have now removed the password.

12.10.2 Changing the Name of an Ongoing Meeting (Basic Settings)

The name of a meeting at the time it was scheduled is displayed. If a name has not been set, **Untitled** is displayed.

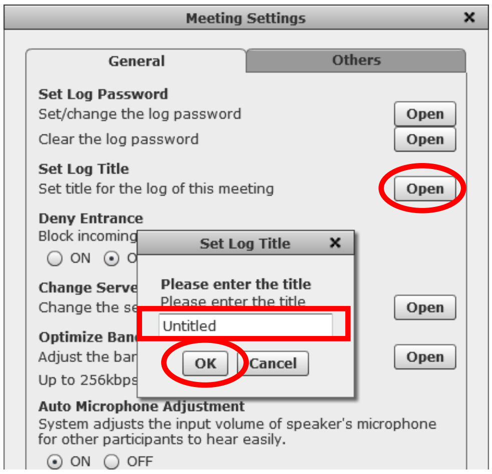
You can change the meeting name in **Meeting Settings**.

Step 1. Click the Meeting Settings button.

Step 2. Click the OPEN button in Set Log Title.

Step 3. Enter a name for the meeting.

Step 4. Click the OK button.

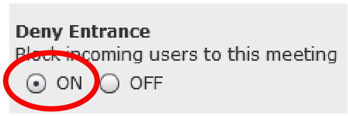


You have now set a new meeting name.

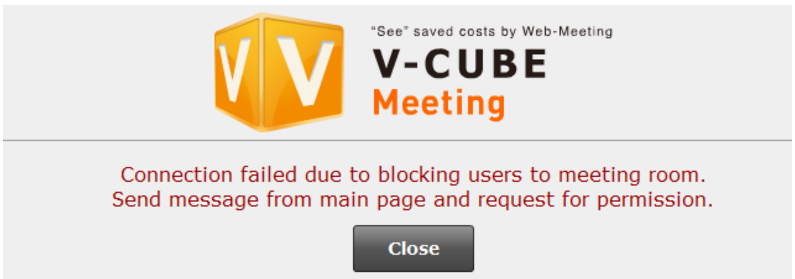
12.10.3 Denying Entry to a Meeting Room (Basic Settings)

Set **Deny Entrance** to **ON** to deny entry to a meeting room. If you set it to **OFF**, users can enter the meeting room.

Note 1. This setting is set to **OFF** at the start of a meeting.



If someone tries to enter a meeting room when **Deny Entrance** is set to **ON**, the message shown in the figure below is displayed and he/she will be unable to enter the meeting room.



12.10.4 Switching Server Locations (Basic Settings)

You can check to which server the system is connected currently and change the server. This functionality is useful when lag occurs because the connection is made to an overseas server.

Note 1. This operation affects the entire meeting room. All meeting participants should re-enter the meeting room automatically.

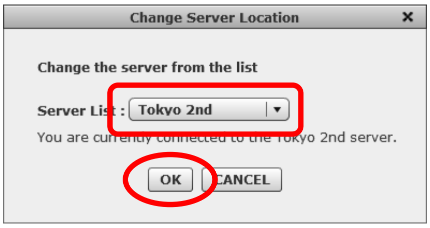
Note 2. Note that all of the **Whiteboard**, **Instant Messaging** and **File Sharing** operations will be returned to their initial state at the time of meeting start.

Note 3. When you perform this operation, the meeting will be automatically saved as a video (if the meeting has been video recorded) or as a whiteboard in the meeting records.

Step 1. Click the Meeting Settings button to open the Meeting Settings dialog box.

Step 2. Click the OPEN button in Change Server Location.

Step 3. Select the server you want to connect to and click the OK button.



All the participants will re-enter the meeting room automatically. When all the participants have re-entered the meeting room, the operation to switch servers is complete.

12.10.5 Changing the Bandwidth for Video (Basic Settings)

You can change the amount of bandwidth needed to transmit video.

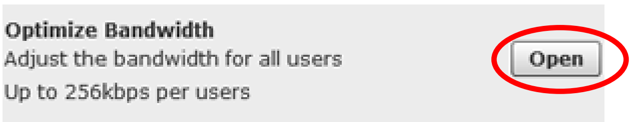
Although you can get clearer video by increasing the amount of bandwidth used, this will increase the load on V-CUBE Meeting. We recommended that you lower the amount of bandwidth to be used if your computer and connection do not meet the recommended system requirements.

Note 1. Changing of the bandwidth used for video affects the sending and receiving of videos for all users in a meeting room. The higher the amount of bandwidth used is, the clearer the video will be. However, the load on your computer and network will increase. Naturally, lowering the amount of bandwidth used will reduce the load.

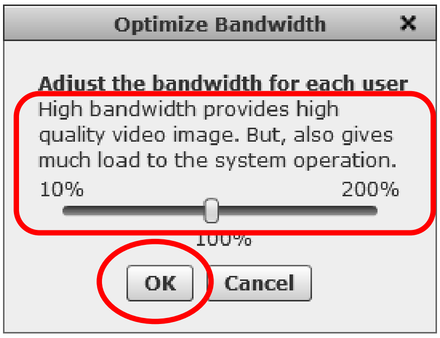
Note 2. Basically, the bandwidth used for video is automatically adjusted in accordance with the number of participants and the network status of each location. Note that settings you make here will not become defaults.

Step 1. Click the Meeting Settings button to open the Meeting Settings dialog box.

Step 2. Click the OPEN button in Optimize Bandwidth.



Step 3. Adjust the amount of bandwidth to be used to between 10% and 200%.



Step 4. Click the OK button.

You have now set the bandwidth to be used for video.

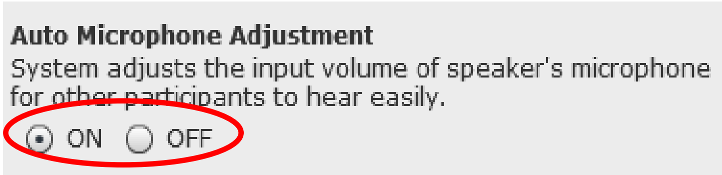
12.10.6 Adjusting the Volume Automatically (Basic Settings)

You can have the system automatically adjust the volume of participants' microphones.

Note 1. This functionality is displayed only when you use a user ID associated with a contract entered into after the update on 16 May 2012.

Step 1. Click the Meeting Settings button to open the Meeting Settings dialog box.

Step 2. Click the ON button of Auto Microphone Adjustment.



You have now switched on automatic microphone adjustment.

12.10.7 Making the H.264 Setting (Basic Settings)

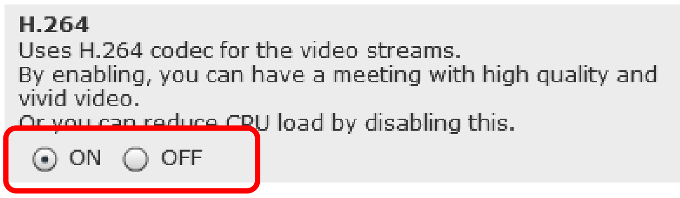
By using the H.264 codec, which provides better video compression than conventional codecs, you can have a meeting with clearer image quality.

However, you will need a more powerful CPU to use the H.264 codec. For more details on system requirements, visit http://www.vcube.com/requirements/meeting.html, which is the operating environment page.

Note 1. This functionality is displayed only when you use a user ID associated with a contract entered into after the update on 16 May 2012.

Step 1. Click the Meeting Settings button to open the Meeting Settings dialog box.

Step 2. Select ON or OFF for H.264.

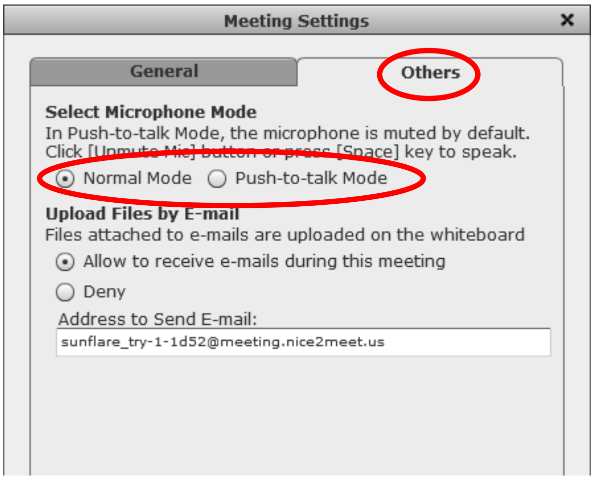


Note 2. If you have selected **Enabled** for H.264 in the **Room Settings** in the **Administrative Menu**, this is automatically set to **ON** when you enter the meeting room. However, you can change the setting to **OFF** here. You can change this setting to suit your system and network connection; for example, when you have a slow network connection speed or when the specifications of your computer do not meet the recommended requirements. If you have selected **Disabled** for H.264 in the **Room Settings** in the **Administrative Menu**, the **ON** and **OFF** buttons are greyed out here and you are unable to change the setting.

You have now made the setting for using the H.264 codec.

12.10.8 Selecting a Microphone Mode (Other)

You can select a microphone mode to use in a meeting room from **Normal Mode** and **Push-to-talk Mode**. If you select **Push-to-talk Mode**, all users' microphones will be muted continuously. Use this functionality to control when meeting participants speak.



Step 1. **Select Others in Meeting Settings.**

Step 2. **Select a microphone mode to use in Select Microphone Mode.**

Note 1. The microphone mode is set to **Normal Mode** by default when you enter a meeting room.

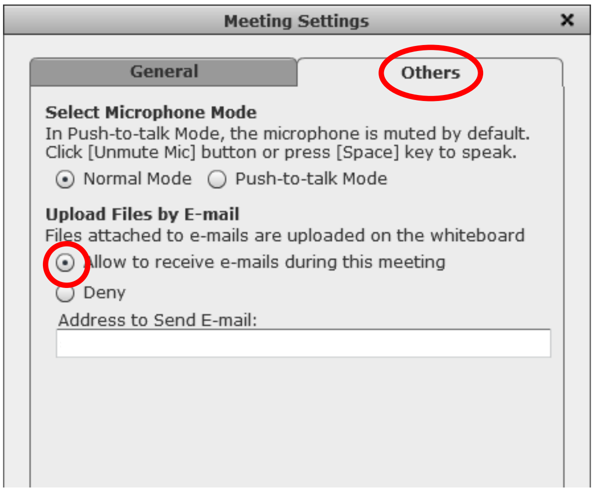
Note 2. If you select **Push-to-talk Mode**, all users' microphones will be muted continuously. When you want to say something, click the **mic mute** button or press the space key to unmute your microphone.

You have now set the microphone mode.

12.10.9 Using the Upload Files by E-mail Functionality (Others)

Using the **Upload Files by E-mail** functionality, you can attach documents to an email and send the email to a specific email address to upload the documents onto the whiteboard of an ongoing meeting.

You can upload documents on the whiteboard in a meeting room from the email client in your computer or a multifunction printer with network as well as print, scan, fax and photocopy functionality.



Step 1. **Open Others in Meeting Settings.**

Step 2. **Select Allow to receive e-mails during this meeting in Upload Files by E-mail.**

Step 3. **Copy the email address in the field under Address to Send E-mail.**

Step 4. **Use your email client to send the documents you want to upload to the whiteboard to the email address you have copied.**

Note 1. You can use this functionality when the **Allow to receive e-mails during this meeting** option is selected. If the **Deny** option is selected, you cannot use this functionality.

Note 2. The permissions reflect the settings under **Upload Files by E-mail** in **Room Settings** on the **Admin Page**.

Note 3. Send documents you want to upload onto the whiteboard as email attachments. Note, however, that you cannot upload password-protected files.

You have now made the **Upload Files by E-mail** setting.

12.11 Preferences

12.11.1 Reducing the CPU Load (General)

If you select **ON** for the **Reduce CPU load**, the camera capture size is set to 160×120 (standard).

This setting is useful when your computer or internet connection does not meet the recommended system requirements for using V-CUBE Meeting.

By selecting **ON** for this setting, you can have smoother video for your V-CUBE Meeting, but with a lower image quality.

Step 1. Click the Preferences button.

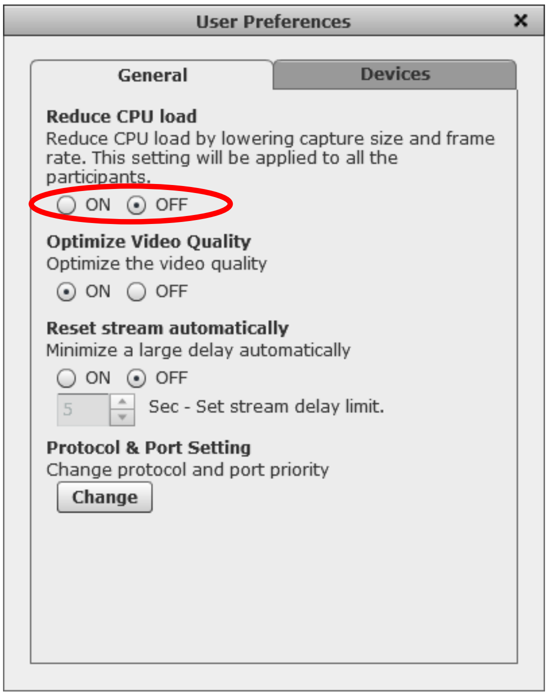
Step 2. Select ON for Reduce CPU load.

Step 3. Close the dialog box.

Note 1. If you select **ON** for **Reduce CPU load**, the amount of bandwidth used to send video will automatically be reduced. In addition, the framer rate will also be reduced.

Note 2. **OFF** is selected by default when you enter a meeting room.

Note 3. This setting is enabled for all participants in a V-CUBE Meeting when set to **ON**.



You have now made the setting for Reduce CPU load.

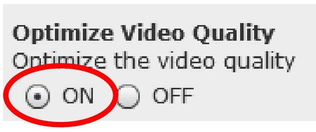
12.11.2 Improving Video Quality (General)

If you select **ON** for **Optimize Video Quality**, Smoothing and Deblocking will be set to on, providing you with sharply-defined video.

However, this will increase the CPU load.

By enabling this setting, the quality of all video widows displayed in the interface is improved.

Step 1. Click ON for Optimize Video Quality.



Note 1. **ON** is selected by default when you enter a meeting room.

Note 2. This setting does not affect all participants in a V-CUBE Meeting.

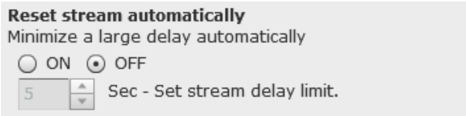
You have now made the setting to improve video quality.

12.11.3 Resetting the Stream Automatically (General)

Set **Reset stream automatically** when the delay in seconds lasts longer.

If you select **ON** and select the number of delay in seconds you want to eliminate, the connection with the server will be reset automatically when a delay longer than the selected number of seconds occurs.

Step 1. Click ON for Reset stream automatically.



Step 2. Set in seconds the delay that will trigger a reset of the connection with the server.

Note 1. You can set the value to between 1 and 10 seconds.

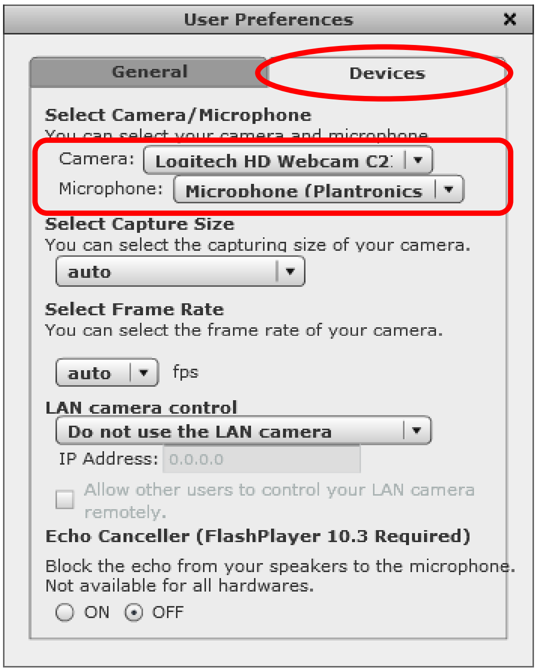
Note 2. **OFF** is selected by default when you enter a meeting room.

Note 3. Set the **Reset stream automatically** setting separately in each location. You will not leave the meeting room even if the connection with the server is reset.

You have now made the **Reset stream automatically** setting.

12.11.4 Changing the Camera/Microphone To Use (Devices)

Step 1. Select a camera or microphone you want to use from Devices in the User Preferences dialog box.

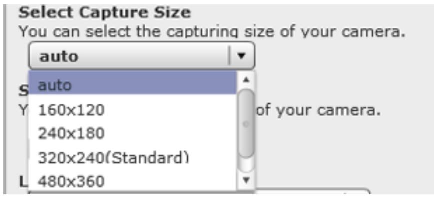


Note 1. Note that no devices will be displayed if your camera and microphone are not recognised.

12.11.5 Changing the Camera Capture Size (Devices)

You can change the camera capture size. By enlarging the camera capture size, you can improve video clarity.

Step 1. Select a camera capture size you want to use from Select Capture Size.



Note 1. Click the × button in the upper right corner of the **User Preferences** dialog box. The camera capture size will be set to the value in **auto** by default when you enter a meeting room.

Note 2. This setting is not enabled for all participants in a V-CUBE Meeting.

Note 3. If you use high quality mode (the high quality plan or high quality option), the maximum value that can be set increases.

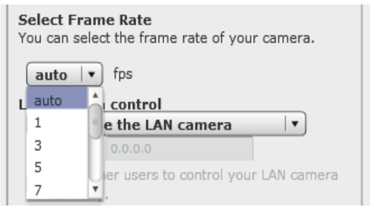
Note 4. Depending on the video device you use, some unwanted phenomena, such as a change in the horizontal and vertical resolution and appearance of black bands in the upper and lower parts of the screen, may occur after the camera capture size is changed.

You have now set the camera capture size.

12.11.6 Changing the Frame Rate (Devices)

Here, you can set the frame rate used for video in V-CUBE Meeting. You can set a frame rate of from 1 up to 15.

Step 1. Select a numeric value from Select Frame Rate.



Step 2. Click the X button in the top-right corner of the User Preferences dialog box.

Note 1. The higher the frame rate is, the smoother the video in the V-CUBE Meeting will be. However, image quality may go down when you select a high frame rate.

Note 2. The frame rate is set to **auto** by default when you enter a meeting room. The system selects an optimum frame rate to suit with the network environment detected by the system when you have entered the meeting room.

Note 3. This setting is enabled for all participants in a V-CUBE Meeting.

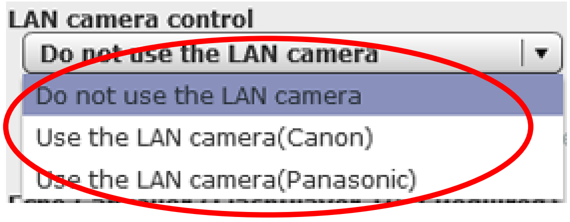
Note 4. If you use high quality mode, the maximum value that can be set increases.

You have now set the camera capture size.

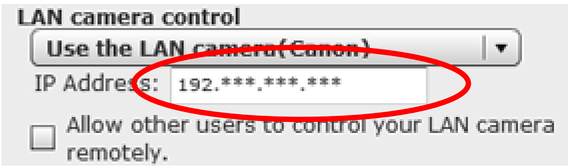
12.11.7 Setting LAN Camera Control (Devices)

You can use this functionality only when you use a network camera that can be controlled remotely through a LAN connection.

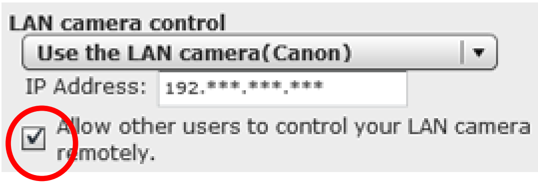
Step 1. Select the camera you want to use from the pull-down menu under LAN camera control.



Step 2. Enter the IP address.



Step 3. To allow other participants in other locations to control the camera, select Allow other users to control your LAN camera remotely.



Note 1. If you use the meeting room pack, refer to the Meeting Room Pack Setup Manual.

You have now made the setting for LAN camera control.

12.11.8 Using the Echo Canceller Functionality (Devices)

You can use the echo canceller functionality with Flash Player ver.10.3 or later.

The echo canceller functionality reduces the echo and feedback which occur when a microphone picks up sound that was received from the microphone and then output from a speaker. There are two ways to set the echo canceller functionality.

Note 1. To use the echo canceller functionality, you need Flash Player ver.10.3 or later. The echo canceller functionality is available when your computer has a built-in sound device or when you use a web camera with a built-in microphone. Note that this may not function with speakerphones with an echo canceller or with some microphone devices.

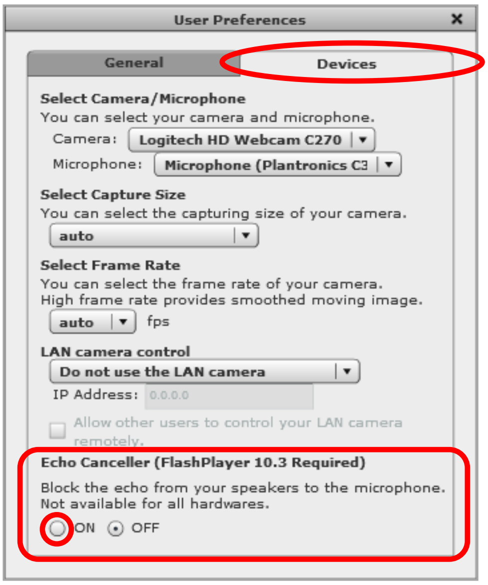
Note 2. If you use Windows7 or Vista, you will need to make the sound device settings in advance. If Asian characters or other non-standard (double-byte) characters are used in the sound device name, the sound device will not be recognised by Flash Player. You will be unable to use the echo canceller functionality in this case. For details on how to make the sound device settings, refer to **Manual** in the **Echo Canceller** section located in the **Tools** tab.

(a) Setting **Echo Canceller** in **Preferences**

Step 1. Click the Preferences button.

Step 2. Select the Devices tab.

Step 3. Select ON for Echo Canceller.



(b) Setting **Echo Canceller** from the dialog box for selecting a camera or microphone before entering a meeting room.

Step 1. Select the Use echo canceller check box.

Note 3. If you enter a meeting room after selecting **Use echo canceller**, **ON** is selected in the echo canceller column in the **User Preferences** dialog box.

You have now made the echo canceller settings.

12.12 Troubleshooting Functionality

The troubleshooting functionality detects delays in or the disconnection of the Internet connection of the system you are using during meetings and displays the situation state. This functionality also provides methods to resolve the problem.

Note 1. This functionality is displayed only when you use a user ID associated with a contract entered into after the update on 16 May 2012.

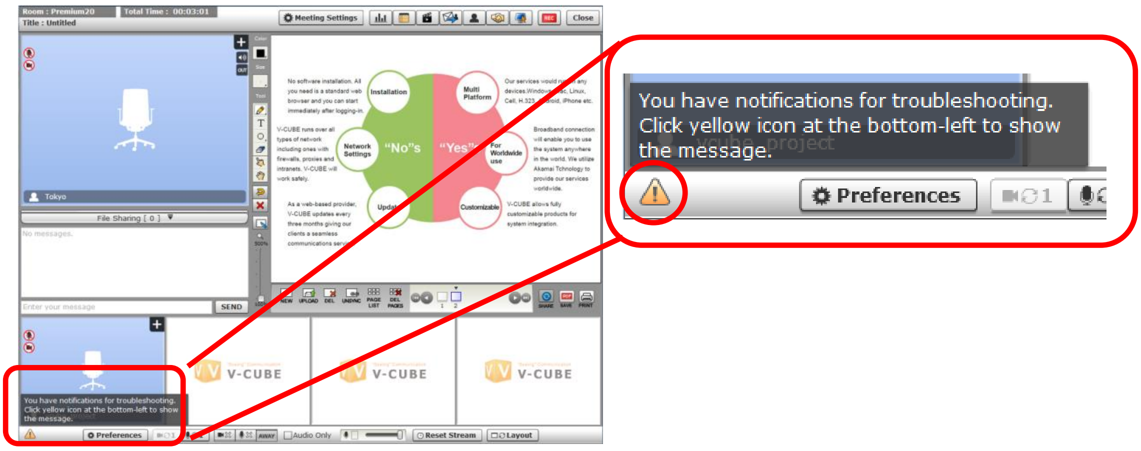
Note 2. You can use the troubleshooting functionality only when you have entered a meeting room through a computer or mobile device. However, problems detected by this functionality will only be displayed only on a computer screen.

You can check a problem which has been detected by a mobile device from a computer on which you have entered the same meeting room. (If you have entered a meeting from a device other than a computer or mobile device (e.g., by telephone or a video-conferencing system), you cannot use this functionality because errors cannot be detected.)

Note 3. If you are using the V-CUBE Meeting connection option, errors on the V-CUBE Meeting system side will not be detected and displayed.

Note 4. If you are using the telephone meeting integration option, errors on the telephone meeting side will not be detected and displayed.

Step 1. If the troubleshooting functionality has detected an error, a message will be displayed at the lower-left corner of the browser window. Click the yellow button on the bottom-left corner of the browser window.



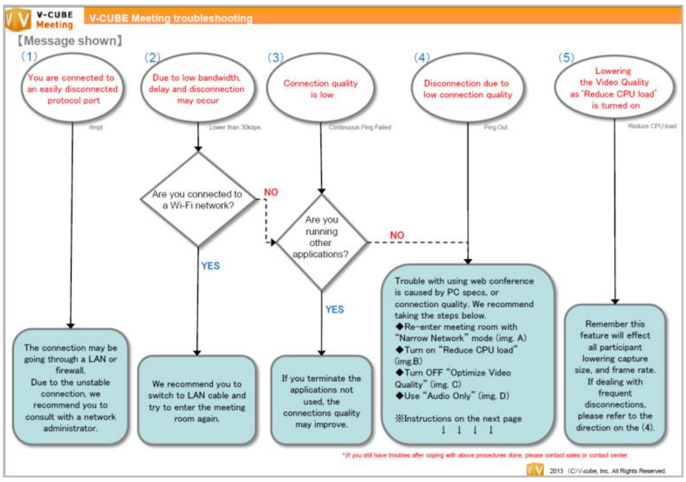
The **Notifications** dialog box appears. The date and time, location and state of the error detected are displayed.

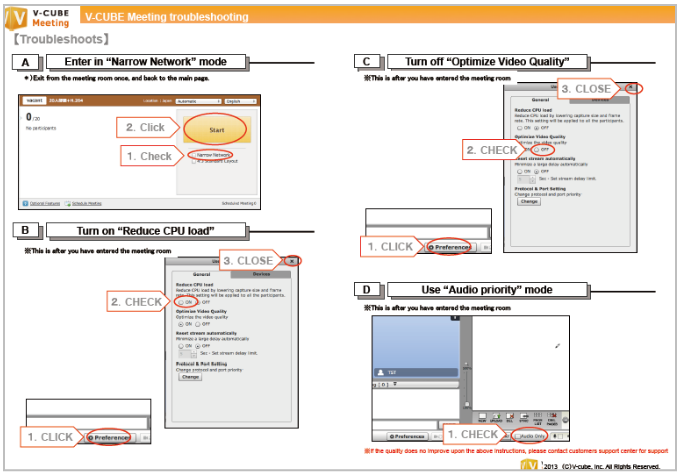
After the meeting finishes, you can view **Notifications** also in **Archive** on the **Admin Page**.

Step 2. Click Open troubleshooting.

This document will be displayed in a separate browser window.

Check the message displayed in the **Notifications** dialog box in the troubleshooting document to find the solution to the problem.





This is the end of the description of the troubleshooting functionality.

12.13 Other

12.13.1 Opening the Participants List

You can view the participants list to check the Audio Conference participants, Audience participants and Whiteboard User participants in the meeting room.

Note 1. Audience participants can be viewed when they are in a meeting room associated with a contract that has the Audience option or a subscription to Premium 20 or a superior plan.

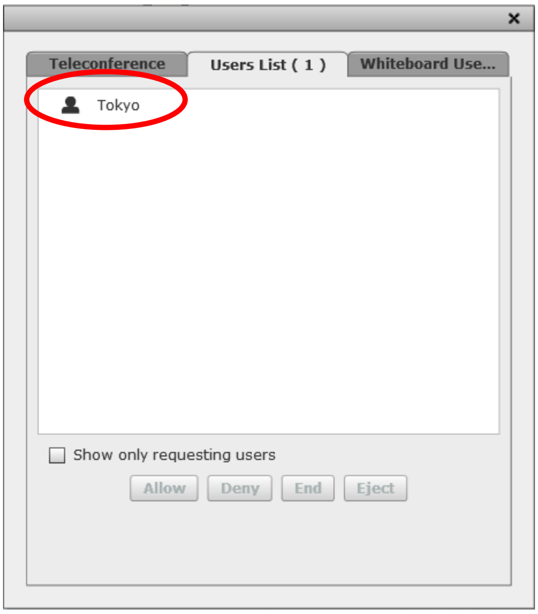
Note 2. Whiteboard User participants are participants who enter a meeting room by using the **Start Whiteboard** button. Note that the **Start Whiteboard** functionality is available only when you have a user ID associated with a contract entered into after the update carried out on 16 May 2012 in the meeting room with subscription to the Paperless Link option, or the standard plan or better.

Users who have entered a meeting room in **Paperless Mode** using **V-CUBE Mobile** are displayed in the **Whiteboard Users List** tab.

Note 3. Audio Conference participants can be viewed when they have selected Audio Conference to enter a meeting room with the Audio Conference option.

Step 1. Click the Open participants list button.

The following example shows the view after selecting the User tab. Audience participants can be viewed.



Click Whiteboard Users List tab to view Whiteboard User participants.
Select a user and click the **Eject** button to eject the Whiteboard User participant.

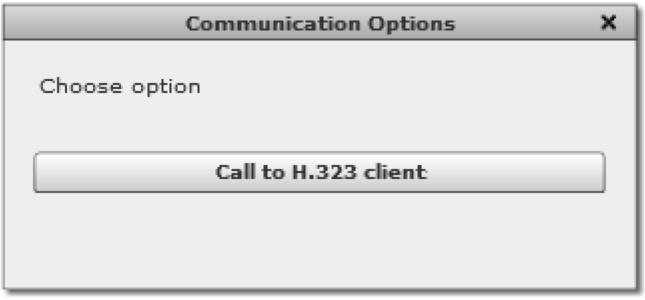
12.13.2 External Integration

You can connect to V-CUBE Meeting from a device in a video conferencing room. For details, refer to the H.323 User Manual.

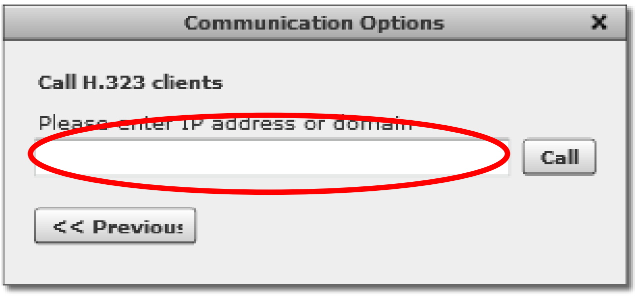
Step 1. Click the Call Mobile/H.323 client icon.

Note 1. You cannot use this functionality unless you have signed up for the H.323 connection option.

Step 2. Click the Call to H.323 client button.



Step 3. Enter the IP address for H.323.



Step 4. Clicking Call starts the call.

12.13.3 Using Desktop Screen Sharing

By using the desktop sharing function (Sharing), you can see and operate a computer screen that has been shared by a meeting participant. There are two types of desktop sharing: Sharing2 and Sharing3, which has improved video quality based on Sharing One (this was upgraded from Sharing One during the update on 8 December 2008).

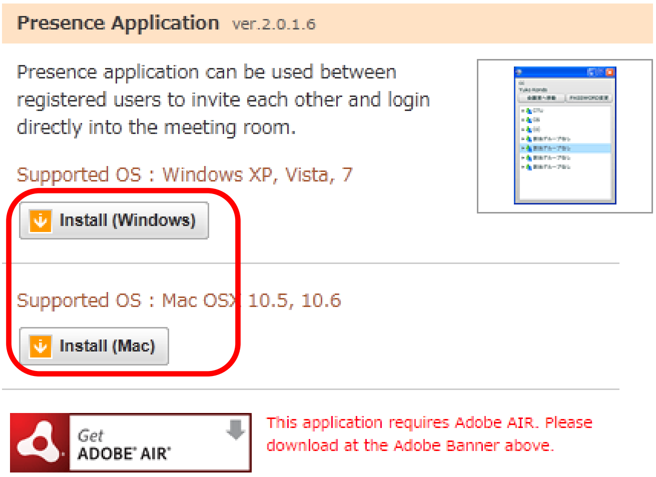
For details, refer to the Sharing2 User Manual and Sharing3 User Manual.

12.13.4 Starting a Meeting from Presence Application

Presence Application is an application to check the availability of participants and to call a meeting. You can check the availability of users who have been registered for **Presence Application**. Since this application is linked to a V-CUBE Meeting room, you can call members who are available in **Presence Application** to that meeting room.

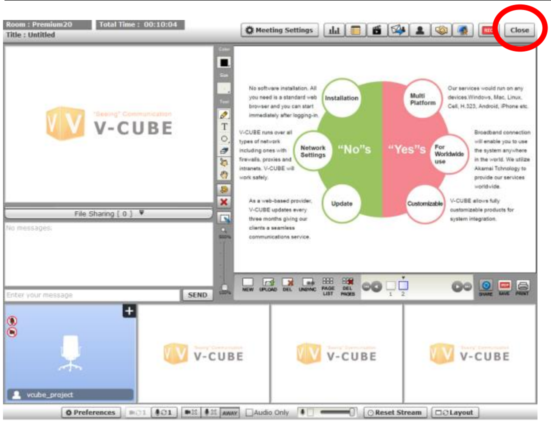
For details, refer to the Presence Application User Manual.

To use **Presence Application**, you need to install it. Install this application from the **Tools** tab available after you log into V-CUBE Meeting.

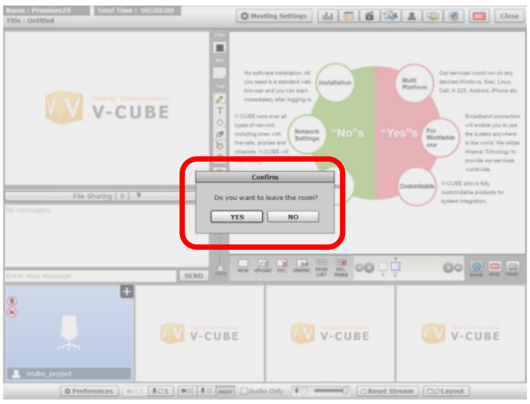


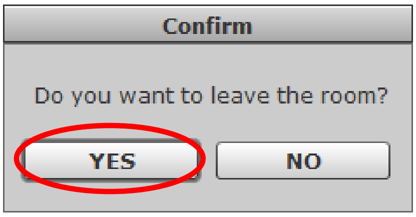
12.14 Leaving a Meeting Room

<u>Step 1. Click the Close button in the upper-right part of the screen.</u>



<u>Step 2. A confirmation dialog box opens. Click the YES button in response to 'Do you want to leave the room?'</u>





You have now left the meeting room.
To continue to participate in the meeting, click the **Back to Main Page** button.

12.14.1 User Surveys

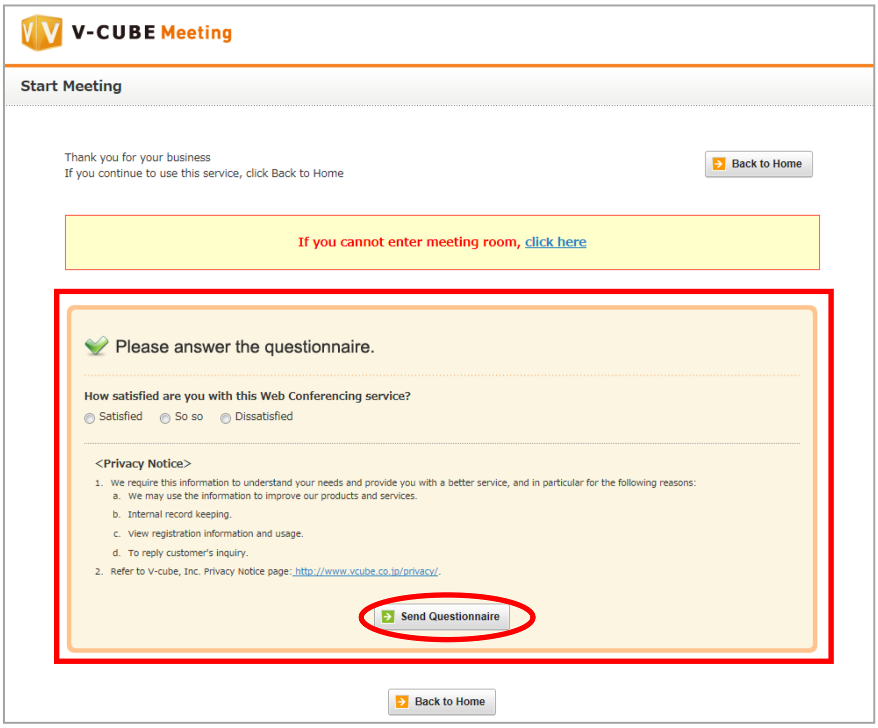
A survey (questionnaire) page is displayed once you have entered a meeting room.

User surveys are used to improve our services and are helpful to our future product development. We look forward to receiving your frank opinions and requests about the meeting rooms you have used and V-CUBE Meeting in general.

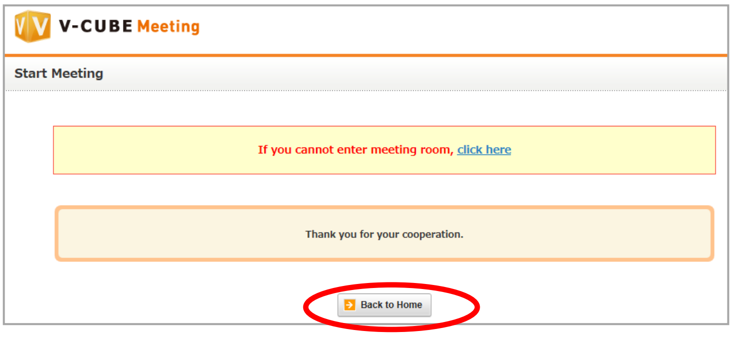
Note 1. You do not need to answer the survey to start and end meetings or use other services.

Note 2. We have been running surveys since 10:00, Friday 7 October 2011. Participation in surveys is optional.

Step 1. Please fill in the questionnaire and click the Send Questionnaire button.



To continue to use V-CUBE Meeting, click the **Back to Home** button.



This is the end of the description of meeting room functions.