V-CUBE Meeting

Audience
User Manual

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This document is the user manual for Audience, an optional feature for V-CUBE Meeting version 4 ('Meeting'), a web conferencing system.

Revision history

Revision date	Contents
2013/10/04	・ Added a note about the addition of instant messaging functionality for audience participants to **Room Settings** on the **Admin** page
2012/05/16	・ Corrected images
2011/09/15	・ Corrected images
2011/08/01	・ Changed the name to Audience.
2010/05/17	・ Changed the name 'Nice to Meet You Meeting' to 'V-CUBE Meeting' in accordance with the change of the service name
2009/08/12	・ Corrected layout.
2007/05/17	・ First version

Contents

1 Audience

1.1 About this Manual

This manual provides instructions on how to use Audience, which is an optional feature for the V-CUBE Meeting (or 'Meeting') web conferencing system.

1.2 Audience

Audience is a service that allows a user to enter the meeting room as an audience (or 'Audience Member').

The Audience Member can view how a meeting attended by normal participants proceeds. The video and audio of an Audience Member who is viewing the meeting is not streamed to normal participants and other Audience participants.

It is also possible for an Audience Member to stream his/her video and audio to an ongoing meeting by obtaining the approval of a normal participant.
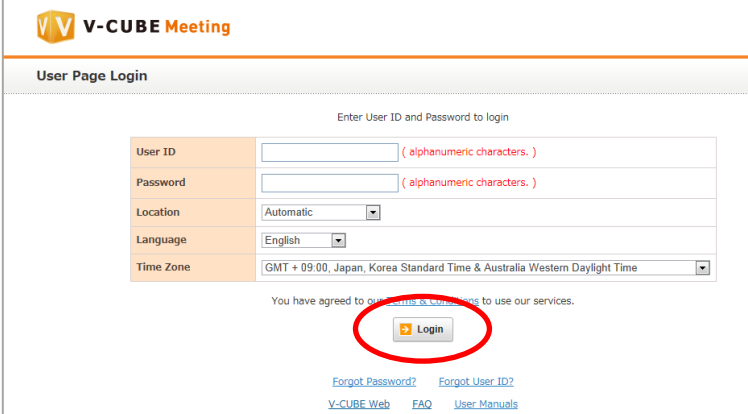
By entering into a contract for this service, up to 50 participants (9 normal participants + 41 Audience Members) can attend the meeting. Audience thusly greatly widens the application of meeting rooms, making them capable of holding seminars, events, remote training, etc. with a large number of participants.

2 Using Audience

2.1 Entering a Meeting Room

This section shows how to enter a meeting room as an Audience Member.

Step 1. **Enter your user ID and password, and click the Login button.**
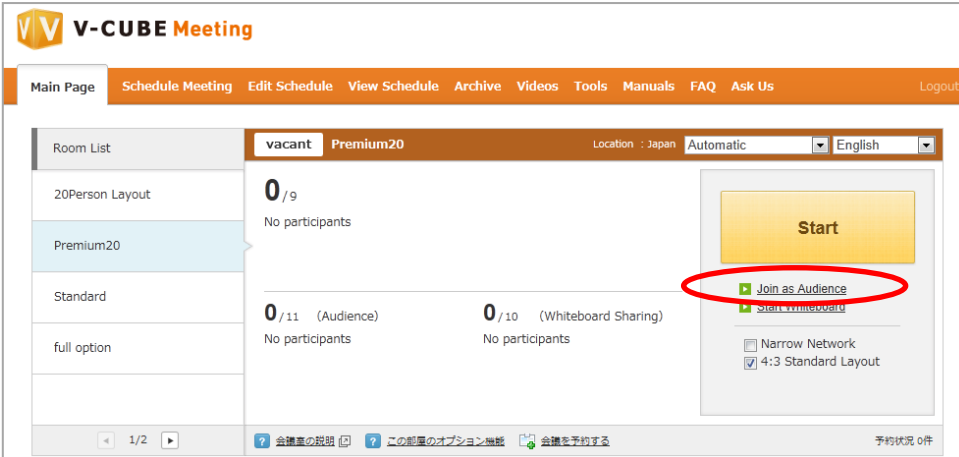
Step 2. **Click the Join as Audience link.**

## Step 3. Enter a display name and click the OK button.

Note 1. You do not need to enter a name if you have already registered one in **Preferences**.


Step 4. Click the Next button.

Note 2. This usage guidance page 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 user guidance will be skipped if you skip the page for making the camera/microphone settings in the **Room Settings** in the **Administrative Menu**.
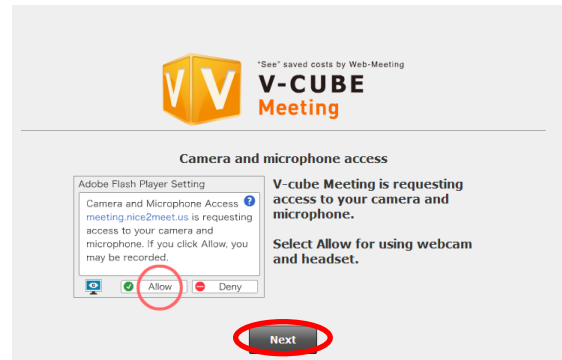
Step 5. Allow access to your camera and microphone.

Note 4. Note you will be unable to communicate using video or sound if you click **Deny**.
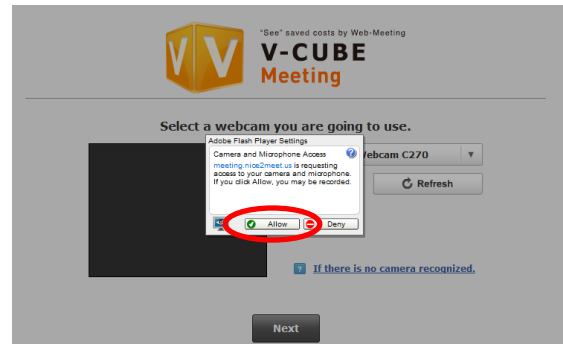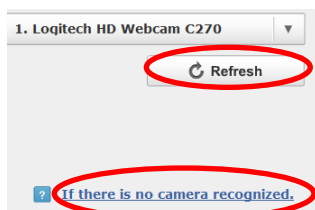

Step 6. Select a camera to use.

You can select a camera device to use for the meeting from the field enclosed in the red box on the right.

If the camera you have selected is not recognised, check you have connected the camera properly and click the **Refresh** button in the figure below. If you do not know how to make the connection, click **If there is no camera recognized**.

Note 5. Click the **Refresh** button to return to the name entry page.

Step 7.   Click the Next button.

**Step 8.   Select a microphone to use.**

You can select a microphone device to use for the meeting from the field enclosed in the red box on the right.

Click the **Check microphone audio** button after selecting a microphone to check the sound that the microphone is actually capturing (the sound which the participants at other sites will hear).

The button changes to the one shown below during the checking.
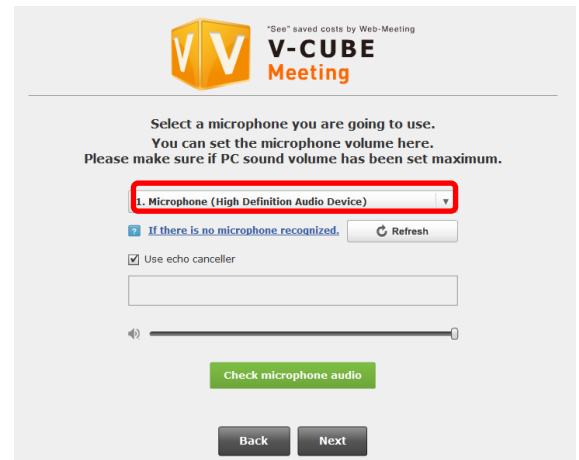
If the microphone you have selected is not recognised, check you have connected the camera properly and click the **Refresh** button in the figure below. Click **If there is no microphone recognized** if you do not know how to connect it.
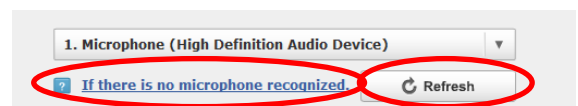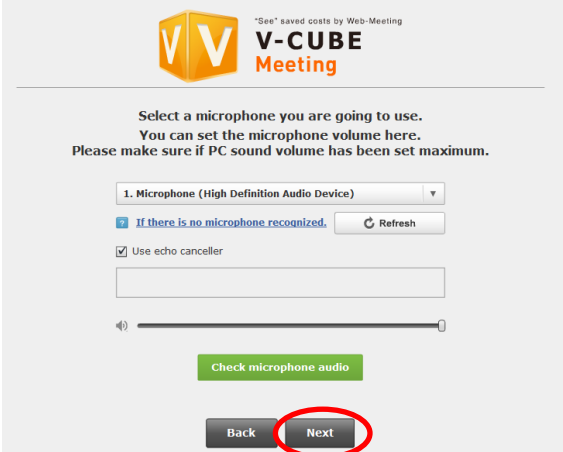

Note 6.   Click the **Refresh** button to return to the name entry page.

Note 7.   The **Use echo canceller** check box is enabled when you use Flash Player 10.3 or later and 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. For details on how to use this functionality, refer to the **Tools** page.

Note 8.   When you use Meeting for the first time with Flash Player 11.0 or later on or after 22 December 2011, the echo canceller functionality is set to on by default (**Use echo canceller** is selected). However, for computers and Web browsers with Flash Player 11.0 or later that have already been used to enter a meeting room before the above date, the above default setting is not applied and the settings made previously are used instead.

Step 9. Click the Next button.

Step 10. Setting the microphone/camera to automatically mute when entering the meeting room.

Selecting the **Enter room without audio** check box will allow you to set the microphone to automatically mute when you enter a meeting room.

Similarly, selecting the **Enter room without video** check box will allow you to set the camera to automatically mute when you enter a meeting room.

Select the **Don't show this settings next time** check box to display the basic settings page instead from now on.
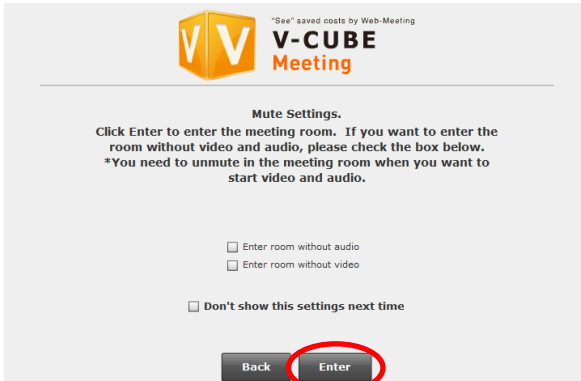
Note 9. You cannot clear these check boxes when **Enter Room Without Audio** and **Enter Room Without Video** are set to **Enabled (User Cannot Cancel)** in the **Room Settings** in the **Administrative Menu**. Cancel these settings when you have entered the meeting room.

Step 11. Click the Enter button.

The meeting room browser window now opens.
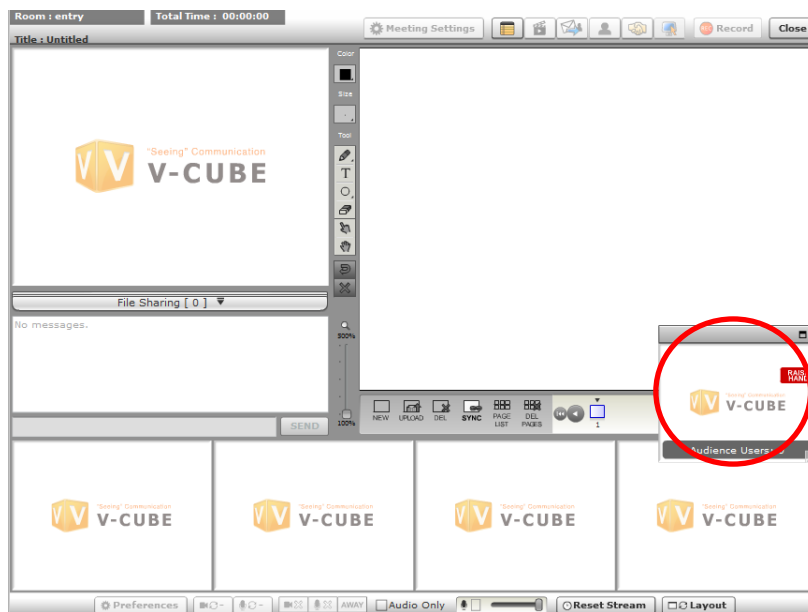
Entering a meeting room when you have selected the **Don't show this settings next time** check box in Step 10 or when you use an ID associated with a contract entered into prior to the update on 16 May 2012

Step 1.   Enter a display name and click the OK button.

Note 1.   You do not need to enter a name if you have already registered one in **Preferences**.
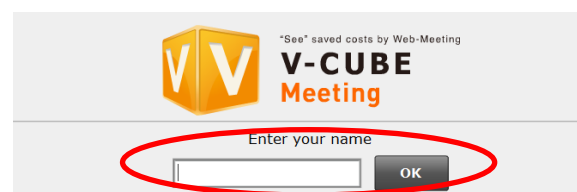
Step 2.   Allow access to your camera and microphone.

Note 2.   Note you will be unable to communicate using video or sound if you click **Deny**.

Step 3. Select a camera to use.

You can select a camera device to use for the meeting from the field enclosed in the red box on the right.

Selecting the **Enter with video muted** check box will allow you to set the camera to automatically mute when you enter a meeting room.

Note 3. You cannot clear the box when **Enter Room Without Video** is set to **Enabled (User Cannot Cancel)** in the **Room Settings** in the **Administrative Menu**.
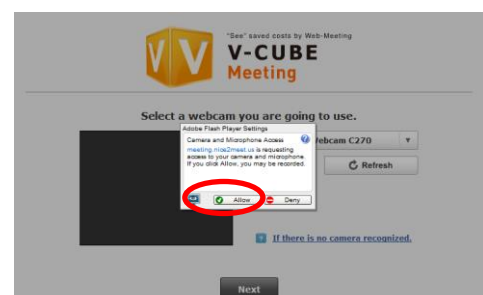
Note 4. This feature is only available for user IDs associated with contracts entered into after the update carried out on 16 May 2012.


Step 4. Select a microphone to use.

You can select a microphone device to use for the meeting from the field enclosed in the red box on the right.

Selecting the **Enter with audio muted** check box will allow you to set the microphone to automatically mute when you enter a meeting room.

Note 5. This feature is only available for user IDs associated with contracts entered into after the update carried out on 16 May 2012.
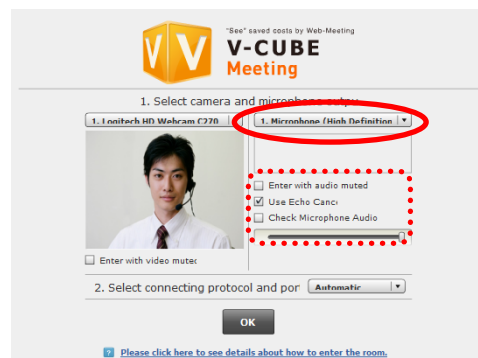
Selecting the **Use Echo Cancel** check box will allow you to control or remove interference, such as echoes, during a meeting.

Click the **Check Microphone Audio** check box after selecting a microphone to check the sound that the microphone is actually capturing (the sound which the participants at other sites will hear). You can also adjust the volume using the volume control.
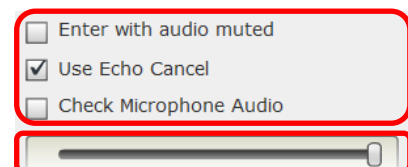
Note 6. The **Use echo canceller** check box is enabled when you use Flash Player 10.3 or later and when your computer has a built-in sound device or when you use a web camera with a built-in microphone. Note that this may not function with speakerphones with an echo canceller or with some microphone devices. For details on how to use this functionality, refer to the **Tools** page.

Note 7. When you use Meeting for the first time with Flash Player 11.0 or later on or after 22 December 2011, the echo canceller functionality is set to on by default (**Use echo canceller** is selected). However, for computers and Web browsers with Flash Player 11.0 or later that have already been used to enter a meeting room before the above date, the above default setting is not applied and the settings made previously are used instead.

Step 5. **Select connection methods (protocol and port to use in a meeting) and click the OK button.**

The meeting room browser window now opens.

You can now listen in on a meeting.

2.2 Audience Participation

An Audience Member can participate in the meeting by obtaining a permission for participation from a normal participant. When an Audience Member participates in the meeting by obtaining permission, his/her video and audio are streamed to the normal participants and other Audience Members.

Note 1.   Only one Audience Member at a time can obtain permission for participation.

The procedures for participating in a meeting are shown below.

2.2.1 Giving Permission (Operation by Normal Participant)

If there is an Audience Member who wants to participate in the meeting, the inside of the Audience window is displayed as shown below.

This section describes how to approve an Audience user who wants to participate in the meeting.

Note 2.   Even if no Audience user wants to participate in the meeting, it is possible to give such a user 'permission to participate'.
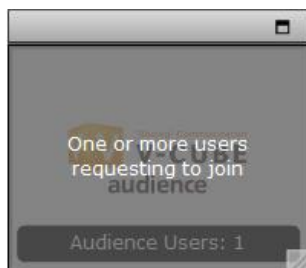
Indication of Audience Member who wants to participate in the meeting

Step 1. Click the Audience Member display or Open participants list.
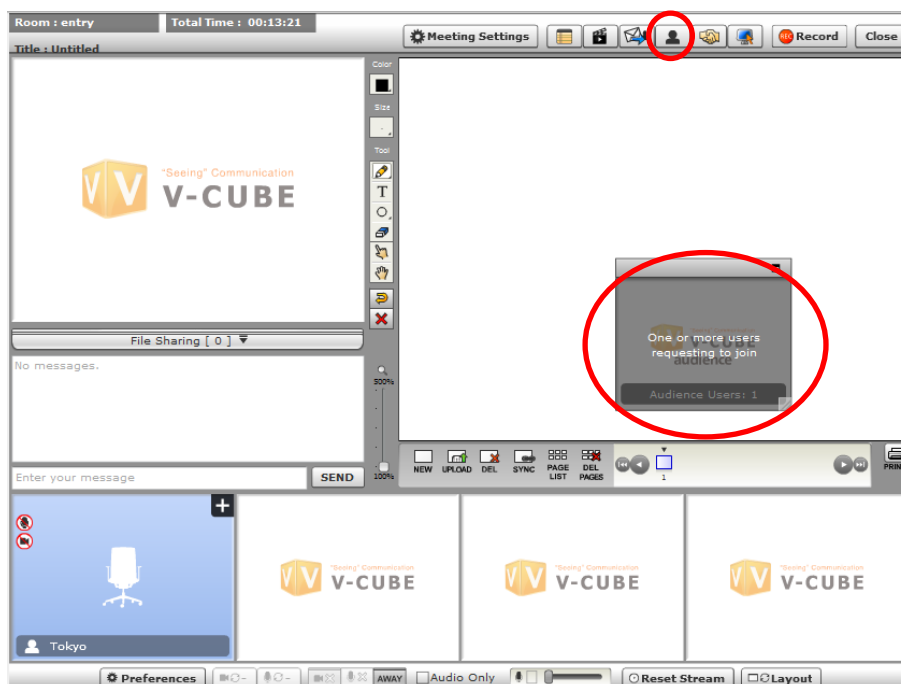
Note 3.   To give permission to an Audience Member who is not making a participation request, click **Open participants list**.

Step 2. **From Open participants list, click the user whom you want to give permission to participate.**
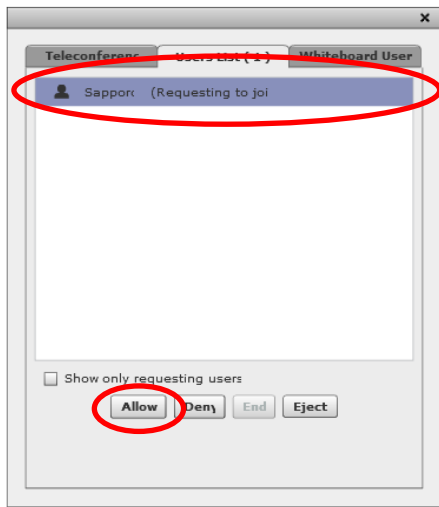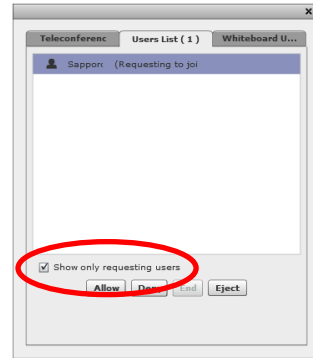
Step 3.   **Click the** [Allow] **button.**

Step 4.   **The Audience user starts participating in the meeting and his/her video and audio are streamed to all participants.**

Adjusting sound volume of the Audience Member

When the sound volume of an Audience Member is not at an appropriate level, the normal participant can adjust the playback sound volume.

Note 6.   The sound volume setting only applies to the participant who has made the adjustment. Therefore, if the sound volume is appropriate for other normal participants as well, they need to adjust the sound volume independently. When the sound volume is judged to be inappropriate by many participants, the sound volume can be easily adjusted by the Audience Member adjusting his or her microphone input.

1)   Click the sound icon .

2)   Operate the sound adjustment knob to adjust the sound volume.

    <- Low Sound volume -> High

Maximising the video window of the Audience Member

You can maximise the video of the participating Audience Member.

1) Click the square button at the upper right.

To revert the maximised video to its original size, click the square button at the upper right.

2.2.2 Making a Participation Request (an Audience Member Operation)

Audience Members can make a request for participation in the meeting.

Step 1. Click the RAISE HAND button.

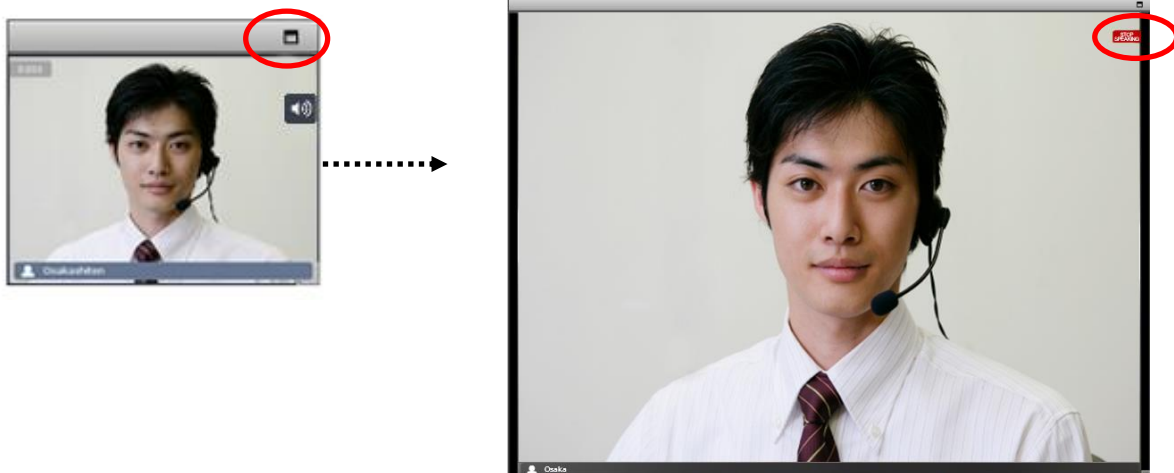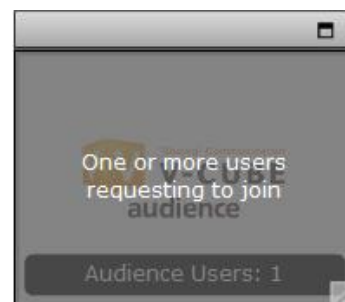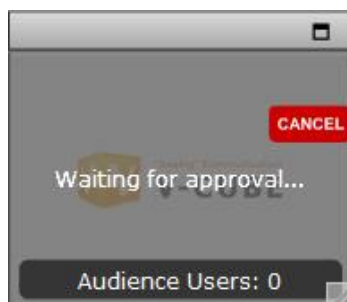When the display changes as follows, wait for a standard participant to give a permission.

Indication of Audience Member who wants to participate in the meeting   Indication   of participation request by an Audience Member on a normal participants' computer

When a standard participant gives permission to participate, the Audience Member starts participating in the meeting and his/her video and audio are streamed to all participants.
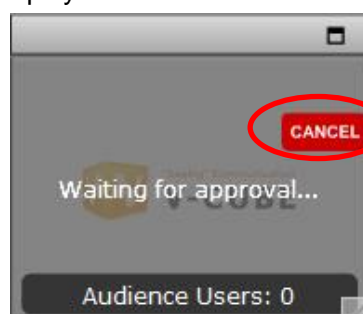

Dropping a request for participation

Even after an Audience Member has made a participation request, the request can be dropped only before a standard participant gives a permission.

1) Click the **Cancel** button.

When the **Cancel** button is clicked, the participation request status is cancelled and the display changes to a normal display.

![V-CUBE Meeting logo]

2.3 Ceasing to Participate in a Meeting

2.3.1 Ceasing Participation (Operation by a Standard Participant)

Step 1. **Open the Open participants list.**

Step 2. **Check that the Audience Member whose participation you want to end is selected.**
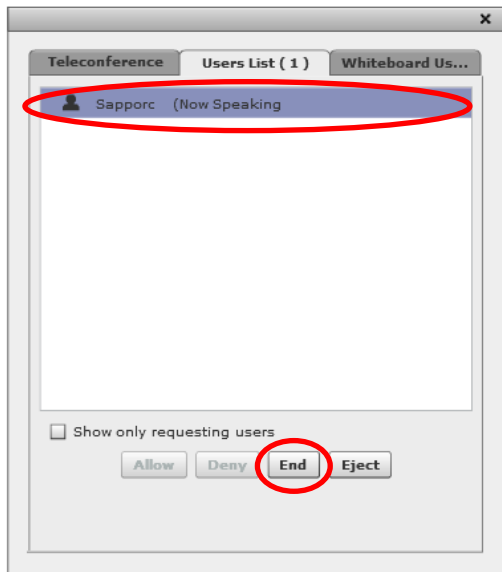
Step 3. **Click the [End] button.**

You can end the participation of an Audience Member as a standard participant side.

2.3.2 Ending Participation (an Audience Member Operation)
Step 1. **Click the STOP SPEAKING button.**

You can now end the participation from the Audience Member side.

2.4 Ejection

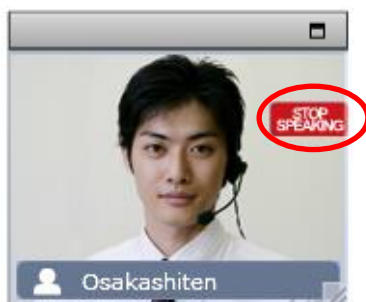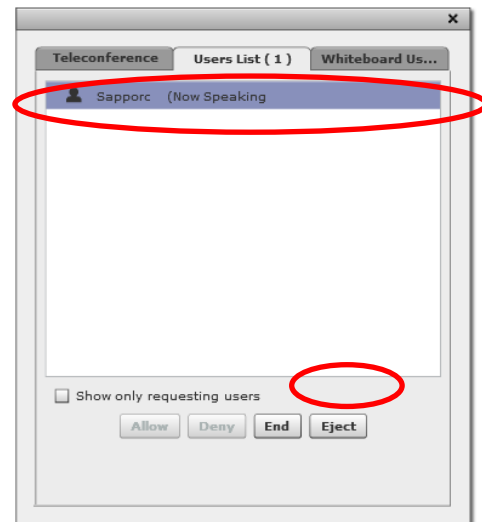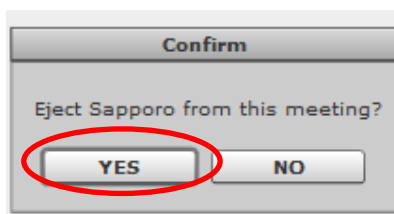In addition to **Allow**, **Deny** and **End**, normal participants can eject an Audience Member with **Eject**. By using the **Eject** function, it is possible to eject the Audience Member from the meeting room.

Step 1. <u>Open the Open participants list.</u>

Step 2. <u>Select the Audience Member you want to eject.</u>

Step 3. <u>Click the</u> Eject <u>button.</u>

Step 4. <u>Click the YES button.</u>

You can now eject a specified Audience Member.

3   Functions Available in Meeting

When you participate in the meeting as an Audience Member, you can use the following meeting room functions.

- Functions available in normal conditions
1) Viewing the whiteboard
2) Printing the whiteboard
3) Cancelling whiteboard synchronization
4) Changing the screen layout
5) Downloading files from the file cabinet
6) Viewing instant messages

- Functions additionally available during participation in a meeting
7) Uploading documents to the whiteboard
8) Adding text and graphics to the whiteboard
9) Switching between pages on the whiteboard
10) Deleting pages on the whiteboard
11) Instant messaging
12) Setting preferences (including switching camera/microphone and adjusting sound volume)

Note 1.   If **ON** is selected for **Audience Chat** in the **Room Settings** on the **Admin** page, they can type in messages at any time.

4 Making Inquiries

Please send enquiries about this manual to V-CUBE Customer Support Centre.

Support

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