

V-CUBE Meeting

Japan-China Leased Line Service China FastLine (Option) User Manual



V-cube, Inc.

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This user manual presents how to use China FastLine, a Japan-China leased line service, as optional functionality for web conferencing using V-CUBE Meeting.

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Revision history

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2012/12/27	Changed the displayed messages when Checker2 is run
2012/11/29	Added functionality enabling use with the V-CUBE Mobile application
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1 China FastLine

1.1 About this manual

This manual presents how to use the China FastLine, a Japan-China leased line service, as optional functionality for V-CUBE Meeting (hereinafter "Meeting").

1.2 China FastLine

China FastLine caters to users who frequently participate in meetings held between Japan and China. The leased line connecting our data center and China ensures reliable connection speeds, thereby eliminating the lag time often experienced in meetings with participants in China.

Conventional communication between Japan and China often suffers from a slow and unreliable internet connection that impairs the user experience. China FastLine provides more reliable audio/visual communications between Japan and China.

1.3 Using China FastLine

You need to subscribe to the China FastLine option in order to use China FastLine. Contact our sales representative if you would like to add this option to your contract.

1.4 Notes on connection quality and reliability

Under this option you are provided with access to our leased line, which covers everything except the "last one mile," thereby allowing you to enjoy a faster and more reliable connectivity for our service compared to accessing our data centers conventionally by using your national internet network. However, we do not guarantee improved service quality or a stable continuation of your meeting, as we are not responsible for the "last one mile."



V-cube's quality gurantee



2 Logging in and setting your location

To connect to China FastLine, you will need to set your location.

Step 1. Go to the Login page.

Type <u>meeting.nice2meet.us</u> <<u>http://meeting.nice2meet.us</u>>in your browser address bar, then press enter to access login page.

🧲 🕣 🕸 meeting.nice2meet.us 🛛 🔎 -	· 🔒 🗟 → 🚺 V-CUBE Meeting 🛛 🗙

Step 2. Enter your User ID and password

Enter your User ID and password.

User ID (alphanumeric characters.) Password (alphanumeric characters.) Location Automatic Language English Time Zone GMT - 07:00, Mountain Standard Time	ogin	
User ID (alphanumeric characters.) Password (alphanumeric characters.) Location Automatic Language English Time Zone (GMT - 07:00, Mountain Standard Time		Enter User ID and Password to login
Password (alphanumeric characters.) Location Automatic Language English Time Zone GMT - 07:00, Mountain Standard Time	User ID	(alphanumeric characters.)
Location Automatic Language English Time Zone GMT - 07:00, Mountain Standard Time	Password	(alphanumeric characters.)
Language English Time Zone GMT - 07:00, Mountain Standard Time	Location	Automatic
Time Zone IGMT - 07:00, Mountain Standard Time	Language	English
March 1997 Annual March 2007 Annual March 1997 Annual Annual Annual Annual March 1997 Annual An	Time Zone	GMT - 07:00, Mountain Standard Time
Tou have agreed to our <u>terms & Conditions</u> to use our services.		You have agreed to our <u>Terms & Conditions</u> to use our services.

Note 1. You will receive a user ID and password by postal mail allowing you to use Meeting after you have entered into a <u>contract.</u>



Step 3. Select your location.

Select Location and click the Login button.

Select **Japan** if you will participate in the meeting from Japan or **China** if you will participate from China. (You will be connected to the China FastLine connection point in Japan if you select **Japan**, or to the China FastLine connection point in China if you select **China**)

🚺 v-cı	JBE Meeting							
User Page Login								
		Enter User ID and Password to login						
	User ID	(alphanumeric characters.)						
	Password	(alphanumeric characters.)						
	Location	Automatic						
	Language	English						
	Time Zone	GMT - 07:00, Mountain Standard Time						
		You have agreed to our Terms & Conditions to use our services.						
		Forgot Password? Forgot User ID?						
		V-CUBE Web FAQ User Manuals						

2.1 Selecting your location from the Main page

Step 1. Select your location.

Select Location and click the Login button.

Select **Japan** if you will participate in the meeting from Japan or **China** if you will participate from China. (You will be connected to the China FastLine connection point in Japan if you select **Japan**, or to the China FastLine connection point in China if you select **China**)

Main Page	Schedule Meeting	Edit Schedule	View Schedule	Archive	Videos	Tools	Manuals	FAQ	Ask Us		
Room List		vacant F	remium20			Loca	ition : Japan	Autom	natic	 English 	•
20Person	20Person Layout										
Standard		No participants						Start			
full option	full option		0/11 (Audience) 0/10 (Whiteboard Sharing)					 Join as Audience Start Whiteboard 			
Premium2	20	No participar	nts	No p	articipants				─ Narro ▼ 4:3 9	ow Network Standard Layout	
	1/1 🕨	? Optional Fea	tures 📴 Schedule	Meeting						Scheduled M	eeting O



2.2 Setting your location from Preferences

Step 1. Log in and click the Preferences button at the bottom of the Main page.

Preferences

Step 2. Select Location and click the Change button.

Select **Japan** if you will participate in the meeting from Japan or **China** if you will participate from China. (You will be connected to the China FastLine connection point in Japan if you select **Japan**, or to the China FastLine connection point in China if you select **China**)

erences		
	You can change your prefere	nces.
Location	Automatic	Japan has now been selected as the new location.
Language	English	
Time Zone	GMT + 09:00, Japan, Korea Standard Time &	Australia Western Daylight Time
Name		
	Change)

2.3 Accessing from an invitation email

Set your location before entering the room to start a meeting.

2.3.1 Setting your location from the Main page

Step 1. Click the URL shown in the invitation email at the time of the scheduled meeting.

Secured link to the Meeting Room:

<https://meeting.nice2meet.us/~~~~~=ja>>

Step 2. Click Preferences.

Preferences



Step 3. Select your location.

Select **Japan** if you will participate in the meeting from Japan or **China** if you will participate from China. (You will be connected to the China FastLine connection point in Japan if you select **Japan**, or to the China FastLine connection point in China if you select **China**)

Main Page Tools Manuals FAQ Ask Us		Logout
vacant 20Person Layout	Location : Japa Automatic English	
No participants	Start	
O /10 (Whiteboard Sharing) No participants	□ Narrow Network ☑ 4:3 Standard Layout	
in session 13:45 - 14:45(GMT +9) uchiawase		

2.3.2 Setting your location from Preferences

- Step 1. Click the URL shown in the invitation email at the time of the scheduled meeting.
 - Secured link to the Meeting Room:
 <https://meeting.nice2meet.us/~~~~=ja>

Step 2. Click Preferences.

Preferences

Step 3. Select Location and click the Change button.

Select **Japan** if you will participate in the meeting from Japan or **China** if you will participate from China. (You will be connected to the China FastLine connection point in Japan if you select **Japan**, or to the China FastLine connection point in China if you select **China**)

Preference	es		
		You can change your preferences.	
	Location	Automatic Japan has now been selected as the new location.	
	Language	English	
	Time Zone	GMT + 09:00, Japan, Korea Standard Time & Australia Western Daylight Time	
	Name		
		D Change	



3 Before starting a meeting

3.1 Checking video and sound in advance (Checker2)

In order that meetings go smoothly, use Checker2, the environment measurement tool, to check the computers and network environment used for the meeting. Checking the operating environment will unmute the computer's default microphone and allow the participants to communicate. It will also adjust the output level of the speakers to about 80%, allowing you to hear the other participants clearly.

It is recommended that you check the operating environment before each meeting.

Step 1. Click the Tools tab.

Main Page Schedule Meeting	Edit Schedule View Schedule	Archive Video: Tools Ianuals F/	AQ Ask Us Logot	
Room List	vacant Premium20	Location : Japan AL	itomatic 💽 English 💌	
20Person Layout	0/9			
Standard	No participants	0/11 (Audience) 0/10 (Whiteboard Sharing)		
full option	0 /11 (Audience)			
Premium20	No participants	No participants	Narrow Network	
⊲ 1/1 ⊳	? Optional Features	Meeting	Scheduled Meeting 0	

Step 2. Scroll and then click the Install now button in Checker2 ver.2.5.0.9.





Step 3. Click the Save button.

Note 1. You can click the **Run** button to run this application, but it is recommended that you click the **Save** button to save it in your computer if you use this application many times.

			~		_
Do you want to run or save Checker2.exe (1.79 MB) from meeting.nice2meet.us?	<u>R</u> un	<u>S</u> ave	•	<u>C</u> ancel	×

Step 4. Select the location that the Checker2 file will be saved in your computer and click the Save button.

<i>i</i> Save As			×
🚱 🔍 💌 Deskt	top 🕨	✓ 4 Search Desktop	م
Organize 🔻 Ne	ew folder	{	- 0
 ★ Favorites ■ Desktop ▶ Downloads ③ Recent Places ○ Libraries ○ Documents → Music ■ Pictures ■ Videos 	s Computer System Folder	Public File folder	
File <u>n</u> ame: Save as <u>t</u> ype:	Checker2.exe Application (*.exe)		•
Alide Folders		Save	Cancel

- Step 5. Connect the camera and headset (or speakerphone) to the computer.
- Step 6. Double-click the saved Checkedr2 to launch it.

Step 7. Click the Yes button in the dialog box.







Step 8. Click the Allow button in the Adobe Flash Player Settings dialog box.

Note 2. This will allow you to capture video from the camera and sound from the microphone. If you click the **Deny** button, you will not be able to use the audio and video services.



Checker now starts.

- <u>Step 9.</u> <u>Check that the camera can capture video and the microphone can capture sound and select</u> <u>the data center you want to connect to from the network environment server list.</u>
- Note 3. <u>Select FastLine Japan side if you will participate in the meeting from Japan and FastLine China side if you will participate from China</u>.



- Step 10. If you want to check your network environment or computer environment, click the Check start button in the lower left corner of the page.
- Step 11. Click the Result button.





Step 12. The results are displayed.

		🕸 Checker2	×
	Starts the en	nail client to send	
	the measure	ment results.	Congratulations!
	They are ser	t to V-Cube Your	system scan cleared our recommended requirements.
Customer Support Center			You can use our service comfortably. Details
Re me	turns to easurement.	< Bac	Recommended Environment: CPU : 1.5GHz or higher Memory : 512MB or more Rotocol : RTMP over 1935 port traffic is required Connection Speed : Downstream 512kbps / Upstream 256kbps or hore Response Speed : 24ms or lower is required * Send mail Copy to clipboard
		Result *** Your system recommend ** You can use *** It is possible	n scan cleared our led requirements. e our system comfortable. b our system. e to use system. b C You can use it, but you may experience some delay. c Although it is possible to use our service you will most likely experience a continuous delay. c Sorry, your computer does not clear sour system. c Sorry, your computer does not clear sour substances of the source o

The check of the operating environment is now complete.



4 Entering a meeting room

Select your location and enter a meeting room to start a meeting.

Step 1. Click the Start button.

Main Page	Schedule Meeting	Edit Schedule	View Schedule	Archive \	/ideos	Tools	Manuals	FAQ	Ask Us		Logout
Room List		vacant	Premium20			Loca	ition : Japan	Auton	natic	English	
20Person Layout Standard full option Premium20		O /9									
							Start				
		0 /11 (Au	0 /10 (Whiteboard Sharing) No participants				► <u>Join a</u> ► <u>Start</u>	is Audience Whiteboard			
		No participants				 Narrow Network 4:3 Standard Layout 		ow Network Standard Layout			
	(1/1 Þ	? Optional Fea	atures 🛛 🙀 Schedule	Meeting						Scheduled M	eeting 0

Step 2. Enter a display name and click the OK button.

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



Step 3. 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 May 16, 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 4. Allow access to your camera and microphone.

Note 4. <u>Note that you will be unable to communicate using audio or</u> video if you click **Deny**.



Step 5. 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 recognized, 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 6. Click the Next button.





Step 7. 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.



	V-CUBE Meeting
Please m	Select a microphone you are going to use. You can set the microphone volume here. nake sure if PC sound volume has been set maximum.
1.	Microphone (Plantronics C320)
?	If there is no microphone recognized, C Refresh
V	Use echo canceller
()	0
	Check microphone audio
	Back Next

If the microphone you have selected is not recognized, check you have connected the microphone 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 microphone recognized**.



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 December 22, 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 8. Click the Next button.



VVV V-CUBE Meeting	p-Meeting
Select a microphone you are goin You can set the microphone volu Please make sure if PC sound volume has b	g to use. ne here. een set maximum.
1. Microphone (Plantronics C320)	v
If there is no microphone recognized.	C Refresh
☑ Use echo canceller	
() Check microphone audio	0
Back Next	

Step 9. Setting the microphone/camera to automatically switch off 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 switch off 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.

*See' saved costs by Web-Meeting V-CUBE Meeting						
Mute Settings. Click Enter to enter the meeting room. If you want to enter the room without video and audio, please check the box below. *You need to unmute in the meeting room when you want to start video and audio.						
 Enter room without audio Enter room without video 						
□ Don't show this settings next time.						
Back Enter						

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 10. Click the Enter button.





The meeting room browser window now opens.

Room : 20Person Layout Total Time : 00:00:00							
Title : Untitled	A Meeting Settings		Record Close				
Seeing' Communication V-CUBE							
No messages.							
		··· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·· ··					
Enter your message SEND	NEW UPLOAD DEL SYNC	LIST PAGES	PRINT				
+ V-CUE	BE VV	V-CUBE	V-CUBE				
🖸 Preferences 📔 🗈 1 🔅 0.1 🗮 🗮 🗛 🗛 🗛 🗛 🗛 🗛 🗛 🗛 🗛 🗛 🗛 🗛 🗛							

- Note 10. The meeting room runs using Flash Player 9.0.124 or later since the December 12, 2009 update that included some additional new functions. If an older version of Flash Player is installed, meetings will start using the older version automatically when you enter a meeting room through **Start**. You can also have a meeting where both an older version and the current version of Flash Player are used together.
- Note 11. If you use a user ID associated with a contract entered into after the update carried out on May 16, 2012, older versions of Flash Player cannot be used. In such a case, meetings will run with Flash Player 11 or later.
- Note 12. If a browser window mode (standard (4:3) and wide (16:9)) has been set in the **Room Settings** in the **Administrative** Menu to use when entering a room, that browser window mode will be used when you enter a meeting room.

Entering a meeting room when you have selected 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 May 16, 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 audio or video 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 switch off 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 option is available if you use a user ID associated with a contract entered into after the update carried out on May 16, 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. <u>This option is available if you use a user ID associated with a</u> <u>contract entered into after the update carried out on May 16, 2012.</u>

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** 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). 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 December 22, 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.

Note 8. Automatic is selected by default. You do not need to make these settings if you do not need to change the protocol and port.







The meeting room browser window now opens.



- Note 9. The meeting room runs using Flash Player 9.0.124 or later since the December 12, 2009 update that included some additional new functions. If an older version of Flash Player is installed, meetings will start using the older version automatically when you enter a meeting room through **Start**. You can also have a meeting where both an older version and the current version of Flash Player are used together.
- Note 10. If you use a user ID associated with a contract entered into after the update carried out on May 16, 2012, older versions of Flash Player cannot be used. In such a case, meetings will run with Flash Player 11 or later.
- Note 11. Even if you have set the protocol and port to connect to, they may be changed to different ones that are actually used for the connection depending on the environment you are using.
- Note 12. 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.
- Note 13. If you skip the page for making the camera/microphone settings in the **Room Settings** in the **Administrative Menu**, skip the pages for selecting a camera and microphone to use and for selecting connection methods (protocol and port) when entering a meeting room.
- Note 14. If a browser window mode (standard (4:3) and wide (16:9)) has been set in the **Room Settings** in the **Administrative** Menu to use when entering a room, that browser window mode will be used when you enter a meeting room.



5 Switching data center

To connect to China FastLine, you need to switch data centers.

(You will be connected to the China FastLine connection point in Japan if you select **Japan**, or to the China FastLine connection point in China if you select **China**)

- Note 1. If you specify another location instead of Japan or China, you will be connected to China FastLine (connection point in Japan).
- Note 2. This operation affects the entire meeting room. All the meeting participants will automatically re-enter the meeting room.
- Note 3. Note that the default state of the whiteboard, instant messaging, and file transfer at the beginning of the meeting will be restored regardless of any operations made before the operation to set the location.
- Note 4. The contents of the meeting before this operation will be automatically saved into the archive either as video (if the meeting was recorded) or whiteboards.

Step 1. Click the Meeting Settings button to open the Meeting Settings page.



Step 2. <u>Click the OPEN button beside Change Server</u> Location.





Step 3. Select China FastLine and click the OK button.

Change Server Location	x
Change the server from the list	
Server List : China FastLine 🛛 🔻	
You are currently connected to the Tokyo 2nd server	

All the meeting participants will automatically re-enter the meeting room.

Switching of the data center is complete once all the meeting participants re-enter the meeting room.

This concludes the instructions for using China FastLine.