MeetingPlaza for Windows
Operation Manual
Version 9, standard screen
ASP V9.0
This manual describes the "standard" screen of the Windows client adopted from MeetingPlaza Version 9. Please refer to "MeetingPlaza Windows Client Manual" for existing screen and existing individual functions.

In order to use this "standard" screen, Windows client version 9.0 or higher is required. Please use it after installing the client program from the product web page or "Install the App" displayed before entering conference room.

On this "standard" screen, some of the functions that were available on the standard screen so far can not be used. Please refer to "FAQ" attached to this manual.

This "standard" screen is compatible only with Windows clients. Other clients (Mac, iOS, Android etc.) can join the meeting, but please be aware that display and operation of the screen layout etc. are different.
Overview
1. Screen configuration

Display video footage and documents being sharing. The display layout varies depending on the setting. (Refer to [Video] button)

Make settings and adjustments related to video and audio. (Refer to [Manage] button, [Video] button, [Voice] button)

Exit the conference. You can also exit by clicking [×] at the top right of the window.

Displays menus such as various operations and settings. (See "Menu")

Displays when an action such as chat or screen change is received.
The camera image of your terminal or other side is displayed. It is also possible to display previously saved still images.

When the microphone is on, the video display frame of the terminal will be pink. Under the name displayed, the audio level is displayed.

The names of the participants set at the time of reservation or entry are displayed. A user with a ★ mark in front of the name indicates "privileged user".

When it is your own video display frame, usually a dark blue bar is displayed. When this bar turns yellow or red, it indicates that the communication status of the user is not good.

You can pause your own videos, take still pictures, select still images, raise hands and so on.
3. Types of video layout

- There are three kinds of video layout on the standard screen, and they can be used appropriately according to the purpose, respectively.
  
  - **Grid:**
    Videos of terminals of users entering the conference room are displayed on tiles with equal size.
  
  - **Wide:**
    One specific user entering the conference room is displayed as large as the whole screen and other users are displayed beside the screen. The user displayed in the whole screen is switchable during the conference.
  
  - **Focus:**
    Like "Wide", a specific single user is it displayed in a larger size, however other users are not displayed.
    
    The user names entering in the conference room can be checked under [Menu]--> [User list].
  
- It can be changed by the privileged user during the conference. The video layout will be reflected on all Windows clients entering the conference room.
  
*Video layout is valid for Windows clients only.*
Privileged users can perform the following administrative operations to conferences and general users.

- The sharing of documents by general users can be prohibited. Switching or operations of materials unintended by conference attendees can be prevented. See "Administration button".

In addition, it is possible to allow operations only for some general users.

- The video layout is changeable. The video layout is the same for all Windows terminals entering the conference. Also, it is selectable for the video to be displayed in the center by the wide/focus video layout. These operations are also possible to be permitted to general users. See "Administration button".

- It is possible to remotely check and change the setting of the microphone/speaker volume, echo canceller setting, utterance method etc. of the user entering the conference room. (Refer to MeetingPlaza for Windows Operation Manual)
Instruction of operation
1. [Administration] button

[Management] setting screen
In the entered conference room, set restrictions at general users on various operations.

- [Prohibit]: Prevents general users from sharing documents or switching between operation / tab when the sharing.

* If you want to designate a specific general user to permit the document sharing operation while prohibiting, set the user to be permitted in [Menu] > [User list] > [Advanced settings] > [Participant control].

* Privileged users can always operate document sharing regardless of the above setting.

- [Permit]: Allow general user’s operation of document sharing.

■ Change video layout
Permit or prohibit general user entering this conference room changing operation of video layout (grid/wide/focus).

- [Prohibit]: Prohibit general user's operation of video layout.

- [Permit]: Allow general user’s operation of video layout.

■ Document Sharing
Permit or prohibit the operation of document sharing (application sharing / desktop sharing / file sharing / virtual file sharing / whiteboard sharing) to general users entering the conference room.

- [Prohibit]: Prevents general users from sharing documents or switching between operation / tab when the sharing.

* If you want to designate a specific general user to permit the document sharing operation while prohibiting, set the user to be permitted in [Menu] > [User list] > [Advanced settings] > [Participant control].

* Privileged users can always operate document sharing regardless of the above setting.

- [Permit]: Allow general user’s operation of document sharing.
2. [Video] button

[Video] setting screen
Adjust the image quality of own and from the other party. Although "Image focus" improves the image quality (image definition and movement) better, pressure on the communication band and the CPU load on the terminal increase accordingly. If the communication status is particularly bad, please try "Bandwidth Saving".

■ Image quality
- [Bandwidth saving]: Lower the quality of video to reduce traffic and CPU load.
- [Balance]:
  Automatically set the image quality that seems to be optimum according to the communication situation at entering the room.
- [Image focus]:
  The image quality is set as best as possible in that terminal and communication band setting.
  * Image quality affects both transmission and reception.

■ Layout
- [Grid]:
  The video images of the users entering the conference room are displayed in tiles with an equal size.
- [Wide]:
  Only one user is displayed larger, and other users are displayed smaller on the side of the screen.
- [Focus]:
  Only one user is displayed larger. Other users are not displayed.
  * The image of the larger displayed user is the same for all Windows client terminals entering the conference room.
  * User who is displayed larger is switchable to others.
3. [Audio] button

**Speech method ①**
The method to turn microphone on / off is settable.

* Depending on the setting of the conference room, it may not be able to changed.

* Normally, the utterance method is same as last time set on the terminal. However depending on the setting of the conference room, the utterance method may be forcibly changed when entering the room.

**Microphone ②**
Adjust the volume of the microphone. To change the microphone to be used, it’s possible to do it with the menu of the microphone under > [Settings] or [Menu] > [Settings] > [Audio] tab.

**Speaker ③**
Adjust the speaker volume. To change the speaker to be used, select > [Settings], or it’s possible to do from the menu of the speaker under the [Menu] > [Settings] > Audio tab.

* For details, please refer to "MeetingPlaza for Windows Operation Manual".

[Voice] setting screen
It’s changeable for the microphone volume, speaker volume, utterance method of the terminal and so on.
4. [Menu]

- **Document Sharing**
  Start Document Sharing.

- **Chat**
  Display the chat window.

- **User list**
  Display a list of conference entry users.

- **Conference room management**
  Perform administrative and recording operations on the entire conference.

- **Notice**
  Displays the notification history received during the conference.

- **Setting**
  Display various setup screens.

- **Help**
  Displays a reference screen for the help (Manual).

- **Version**
  Displays the version information of the currently used client and the operating status.

* The contents displayed on the menu may differ depending on the reservation conference room / permanent conference room, conference setting, user authority and so on.
5. [Menu]> [Document sharing]

Selection of [Document Sharing]
Choose how you want to share. As each of the following features are available, please select according to participation situation and presentation method of documents.

<table>
<thead>
<tr>
<th>Sharing method</th>
<th>Features, notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application sharing</strong></td>
<td>Specify the application that is running on your own Windows terminal and share the screen image. It can also be shared by terminals other than Windows. *1, *2, *3</td>
</tr>
<tr>
<td><strong>Desktop sharing</strong></td>
<td>It's possible to share the screen image of the entire desktop of your own Windows terminal or the range specified area. It can also be shared by terminals other than Windows. *1, *2, *3</td>
</tr>
<tr>
<td><strong>File sharing</strong></td>
<td>Select and share files such as PowerPoint and Excel. In principle, please use with Windows terminals. In the PowerPoint file, page feed can be synchronized. *4</td>
</tr>
<tr>
<td><strong>Virtual file sharing</strong></td>
<td>Using a dedicated virtual printer, create a print image of the document and share it. Besides Windows, it can be shared on iOS, Android, and page feed can be synchronized. *5, *6</td>
</tr>
<tr>
<td><strong>Whiteboard sharing</strong></td>
<td>Display the whiteboard and share it while writing lines and letters. *7</td>
</tr>
</tbody>
</table>

* 1: Relatively communication band is used. Also, videos and other things with many movements and changes are not suitable for sharing.
* 2: Audio is not shared.
* 3: When the area to be shared is wide, it may cause pressure on the communication band (for example, in the case of a high-definition display such as 4 K), it may take time to share and loads are applied to the receiving terminal, etc. Therefore, please limit the range to share as much as possible.
* 4: Please use when the terminal entering the conference is a Windows terminal. It may not be possible to display on other than Windows. In addition, it is necessary that an application for opening the file is installed on each Windows terminal.
* 5: Virtual file sharing is not currently supported on Mac.
* 6: Depending on the document, garbled characters or colors or drawings may not be reproduced perfectly on the receiving side.
* 7: It is not supported except for Windows clients.
6. Display image of [AP sharing] and [Desktop sharing]

On [AP sharing] and [Desktop sharing], the screen displays of the sharing side and the shared side are different.

* Please refer to the “MeetingPlaza for Windows Operation Manual” for details such as how to do “Document sharing”.

* The above is the image when the layout is “Wide” or “Grid”. In the case of “Focus”, the video image frame on the right side is not displayed.
7. Display image of [File sharing] and [Virtual file sharing]

In [File sharing] and [Virtual file sharing], the shared file is displayed by the App in that terminal.

[Sharing side]

Display the selected file with the App of the terminal.

[Shared side]

Shared file is displayed on the App of the terminal.

* Please refer to the "MeetingPlaza for Windows Operation Manual" for details such as how to do “Document sharing”. 
8. Display image of [Whiteboard sharing]

In [Whiteboard sharing], the rendered image is displayed on the other terminals as it is.

* The above is the image when the layout is “Wide” or “Grid”. In the case of “Focus”, the video image frame on the right side is not displayed.

* Please refer to the "MeetingPlaza for Windows Operation Manual" for details such as how to do “Document sharing”.

Sharing side

Shared side
**Display of [Chat]**
It’s possible to see the chat history after entering the room.

- Chat text can be sent to all users entering the room. *1

- Click [Send button] or press Shift + Enter key to send.

- When a chat text is received, a balloon is displayed for several seconds on the lower right of the Windows client screen.

* 1: It is not possible to specify users and then send.
10. [Menu]> [User List]

Display of [User List]
It’s checkable the users who are in the conference room.

- When [Detailed setting] is clicked, a screen for performing more detailed display and operation for each user is displayed.

- The user whose user name left side icon is yellow indicates that it is a privileged user.

- In case of reservation conference, all invited users are displayed and it is checkable the users who have not entered the room yet.

* The [Participant control] of the [Detailed setting] is available only for privileged users.

* For the [Detailed setting] screen, please refer to "MeetingPlaza for Windows Operation Manual" for details.
11. [Menu]> [Conference Room Management]

Operation of [Conference proceeding]
Manage the conference room that is entering.

- **Record** (only for users with privilege or recording authority)
  - Start and stop recording. When you click [Recording Function], the operation window will be displayed.
  - Recorded data is stored in "Video" folder.

- **[Lock room]** (permanent conference room only)
  - By locking the conference room, entry can be prohibited after that.
  - When click [Key Management], the status of the current key is displayed and it can be set whether to lock or unlock.

- **Invite users** (Reservation Conference only)
  - Invite guest users entering the conference by e-mail. For the invitation, you need to secure guest user accounts beforehand and a conference room administrator account is required.

* The above is a display example of permanent conference room and privileged user. There are cases where there are no manageable items depending on authority and type of conference room.
* Please refer to "MeetingPlaza for Windows Operation Manual" for detailed information on each function.
Display of [Notification]
It is checkable the contents notified during the conference.

- It is checkable the contents of the past notice such as the layout change of the whole conference room and the operation (the start and end of recording etc.) done on that terminal.

- There are some notifications to be notified to everyone in the conference room and some notified only to your own terminal.

<Example of notification item>

- The whole conference: change of layout and privileged speaker display, prohibition / permission of document sharing operation, etc.

- Inside of your own terminal: Start automatic recording, start / end recording manually, etc.

* Notification items may be added or changed in the future.
Various setting operations by [Settings]

- **[Network Speed]**
  Automatic measurement of communication band and manual setting.

- **[Connection]**
  Configure settings related to connection with the server.

- **[Video]**
  Select camera device and perform detailed settings of image quality.

- **[Audio]**
  Select microphone and speaker devices, configure echo canceller, noise canceller settings and so on.

- **[Sharing]**
  Make settings related to the operation when sharing documents.

- **[Others]**
  Make settings for such as screen saver suppression and conference room entering sound, etc.

* About the operation method etc., please refer to "MeetingPlaza for Windows Operation Manual" for details.
Reference of various manuals by [Help]
Display the support desk's email address and manual.

Contact

✉️ support@meetingplaza.com

📝 Contact us

Manual

📝 Japanese ☞️ English ☞ FAQ
15. [Menu]> [Version]

Display of various information by [version]
Display detailed version information and connection information of the client App in use.

- Click the [Information] button to see more detailed information on connection status.

* When using the user support window, please tell "version" on this screen.

*The communication status during conference room entering is indicated as "Connection status (%)". If the percentage is in yellow or red, it means the communication situation has deteriorated, please try changing the connection method or using another communication line, etc.
Appendix
• **My video image frame is not displayed on the screen**
  - The video layout setting may be on "Focus".

  When the video layout is on "Focus", your video image frame may not be displayed because only one specific user is displayed.

  Regarding the layout and its change, please check with the organizer of the conference.

• **My video (camera) image does not show up and it is a person silhouette image in blue.**
  - There is a possibility that the camera is not recognized correctly on the PC.
    Please make sure that it is properly recognized by the PC by plugging in / unplugging the USB cable of the camera.

  - The video may be paused. Please click the play button displayed at the lower right of the video frame and try to see if the video is displayed.
FAQ

- **The video image is rough.**
  - Or, it is said that the video image is rough from the other side.
  - Please click the [Video] button and try to improve by setting to [Balance] or [Video priority].
  - On the Menu> [Settings]> [Video] tab, uncheck the "Simple setting" and try changing the image quality setting.
  - There is a possibility that sufficient communication bandwidth could not be secured. It is possible to check the current network settings on the Menu> Settings> Network tab. Please confirm that it is 400 bps or more when using HD image quality.
  - If the surroundings are dark, noise may appear in the image resulting in rough images, depending on the camera products. Please try in a bright place.

- **"Document Sharing" can not be started.**
  - There is a possibility that the document sharing at the conference is restricted by the privileged user.
  - There is a possibility that some or all of the document sharing is restricted by conference room customization of the conference room administrator.
  - The traditional "web sharing" can not be used in the version 9 standard screen. Please select the web browser you want to share on AP sharing or desktop sharing and then share the screen.