Overall Flow of Conference

1 Logging in System

Start Conference

2-1 Instant Conference without Reservation

2-2 Make Reservation

3 Inform Conference No. & Key to Participants

4 Start a Scheduled Conference

Waiting for Participants to Connect

Participate in Conference

Conference No. & Key is informed by Host

5 Participate in a Conference

Process is gone through

6 Speak

7 Present (Illustrate Documents)

8 Use of Pens

9 Use of Whiteboard

10 Save Data Created during Conference

Exit Conference

11 Leave Conference

<PVCXP-M014-C> [Rev.130318]

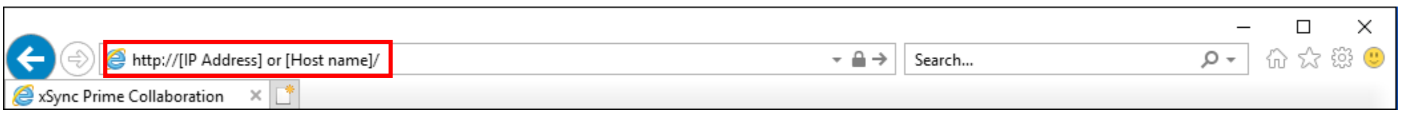
1 Logging in System

1. Launch the Browser. (Internet Explorer, Microsoft Edge, Google Chrome)

2. Enter the URL **http://[IP Address] or [Host Name]/** in the address field and press enter key.

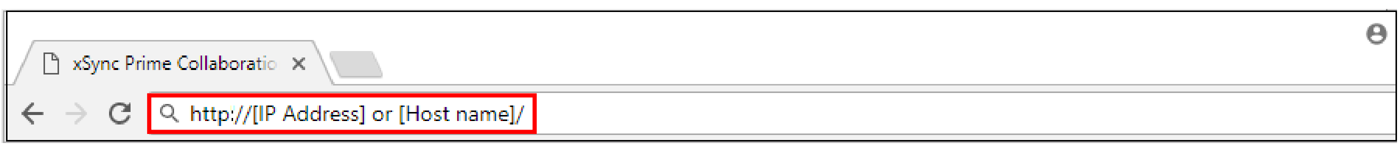
<u>* [IP address] or [Host Name] depends on user's environment settings.</u>

・Internet Explorer



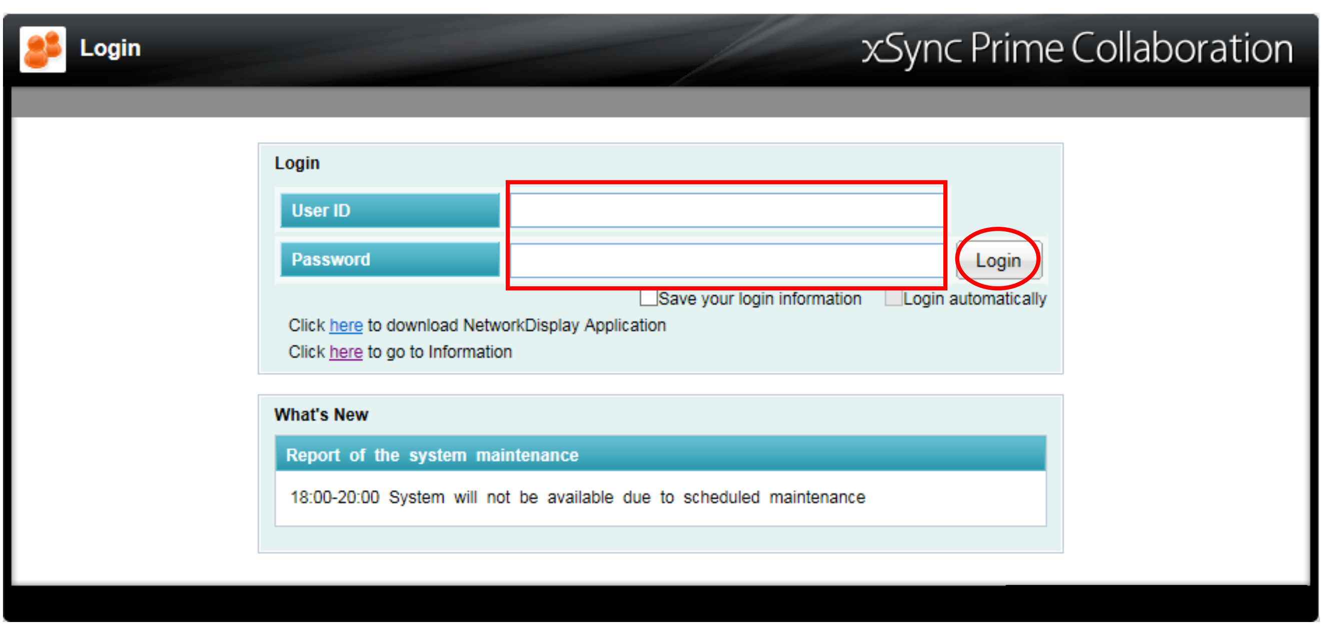
・Microsoft Edge

・Google Chrome



3. Enter the User ID and Password then click "Login".

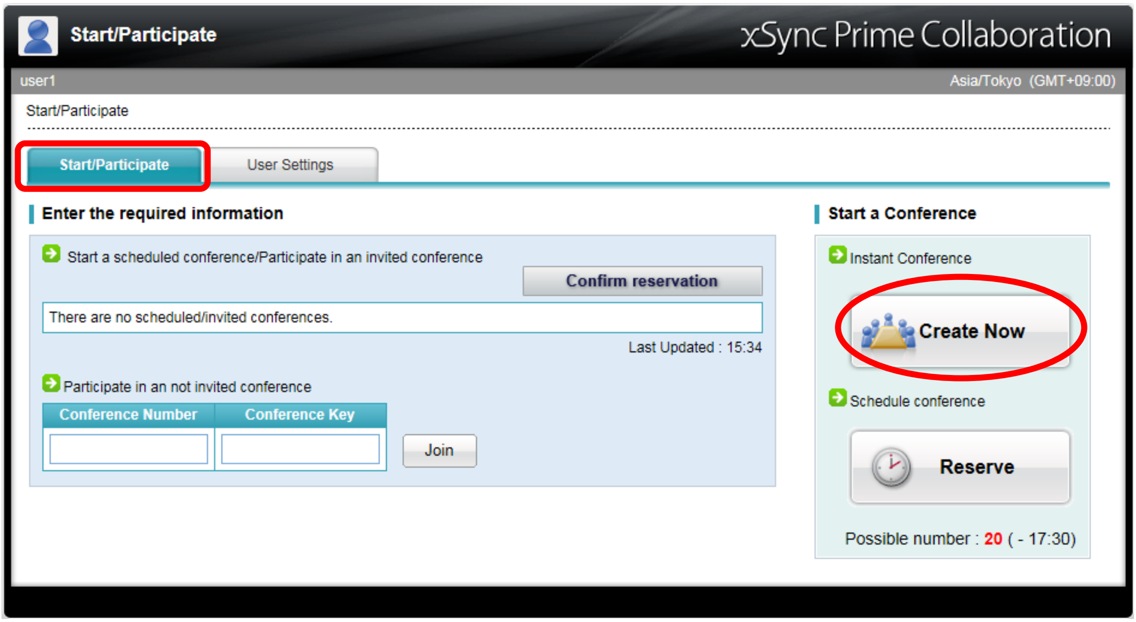
<u>* User registration is required in advance. Please contact the system administrator.</u>



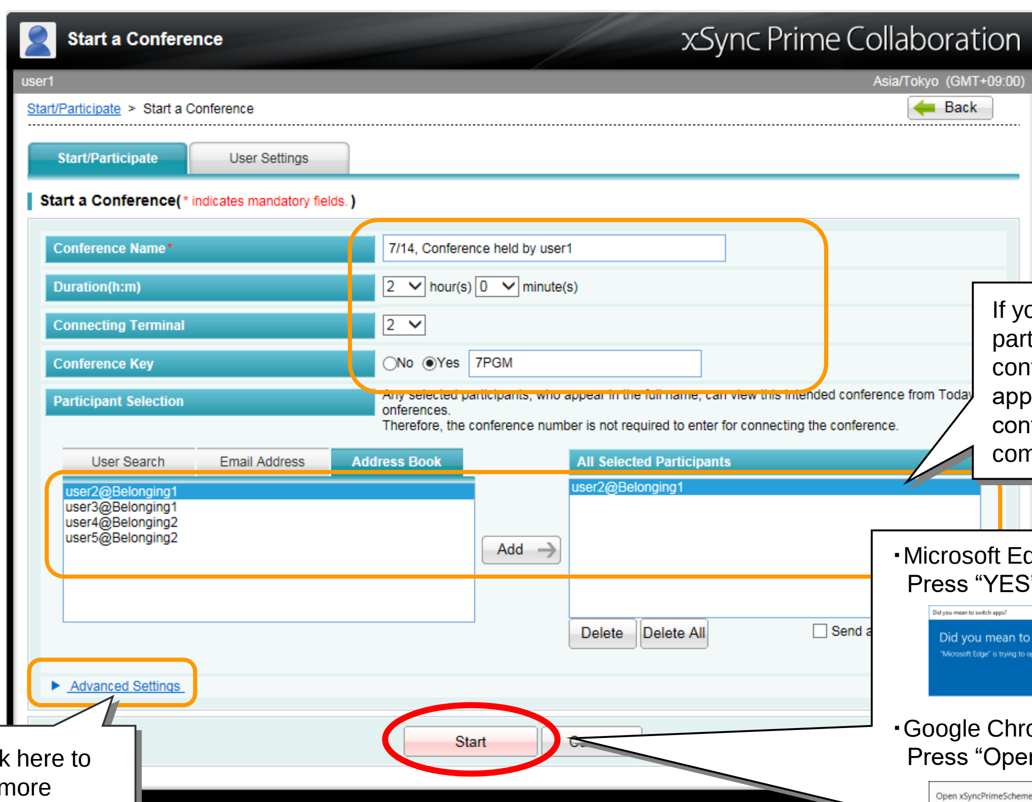
2-1 Start an Instant Conference

1. Click “Create Now”.

<u>* It is used when starting an instant conference without reservations.</u>

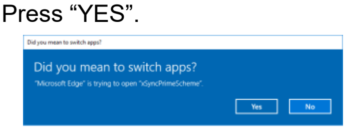


2. Enter the details required and click “Start”.

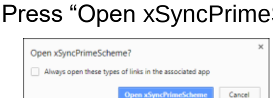


If you are selected as participant for a scheduled conference, its details will appear on “invited conference” when the day comes.

・Microsoft Edge
Press “YES”.



・Google Chrome
Press “Open xSyncPrimeScheme”.

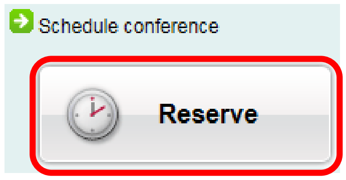


Click here to set more options.

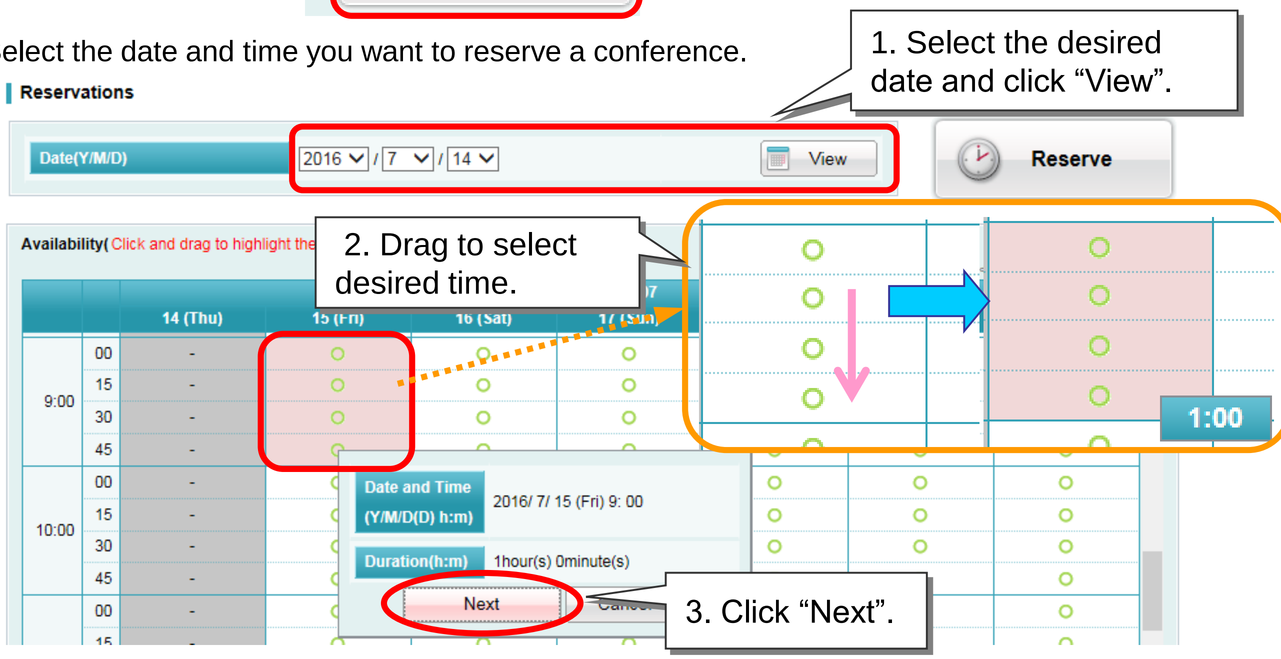
2-2 Make Reservation

If a conference date is fixed, be sure to make your reservation in advance. It will surely get the conference started on the day. To reserve a conference, follow the steps below after logging into the system.

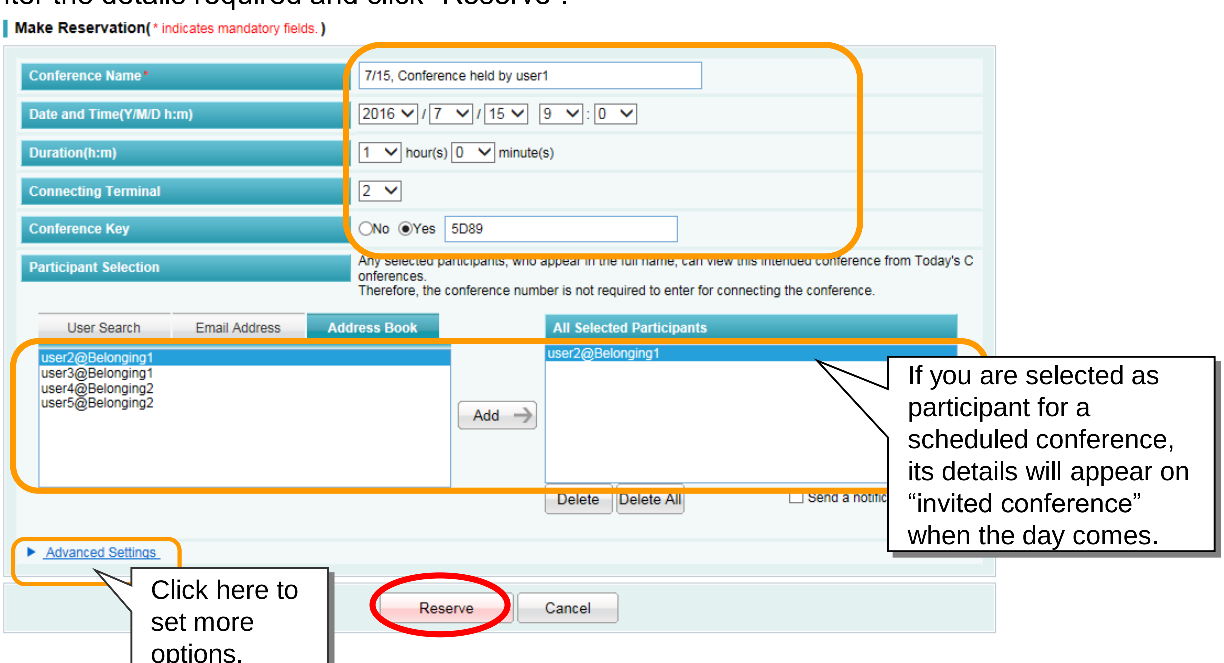
1. Click “Reserve” button.



2. Select the date and time you want to reserve a conference.



3. Enter the details required and click “Reserve”.

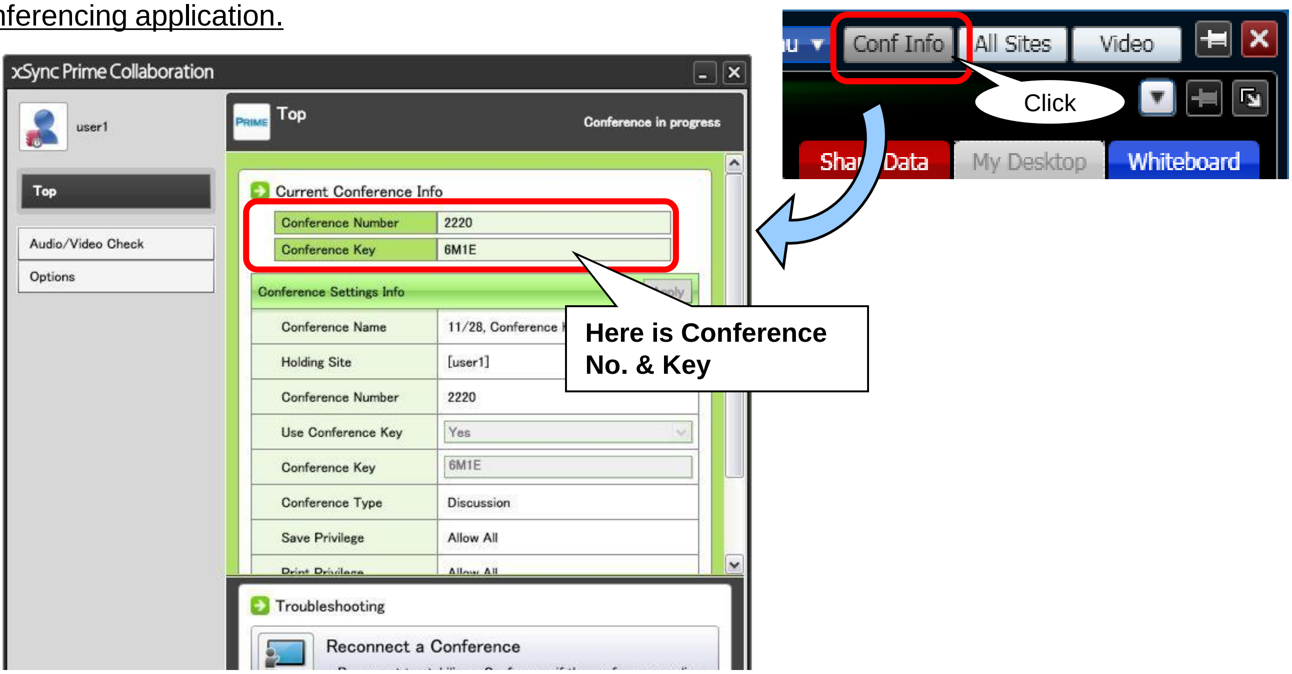


3 Inform Conference No. & Key to Participants

The host is required to find out “Conference Number” and “Conference Key” and inform its to all participants by email or phone call.
Only “Conference key” is needed for the participants who were selected upon starting/reserving a conference.

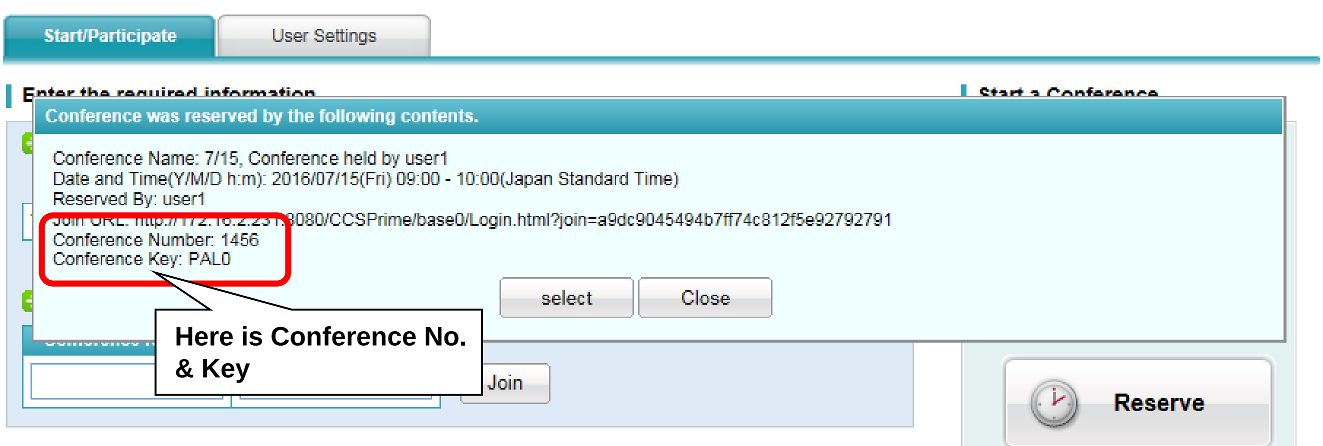
■ For an instant conference (without reservation)

<u>Conference Information can be found after starting (a) video conferencing application.</u>



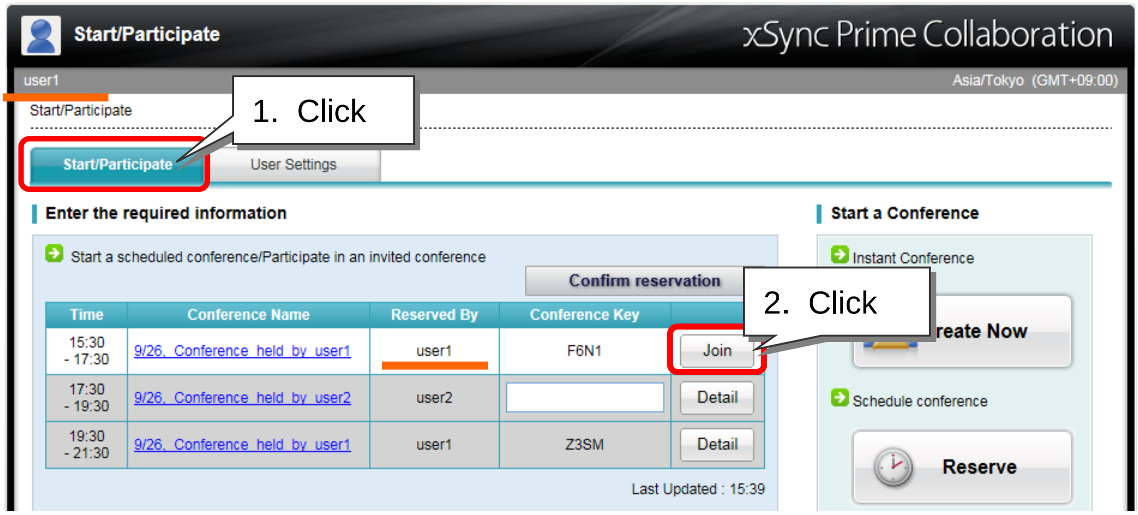
■ For a scheduled conference

<u>Conference Information can be found after being reserved (it is reserved)</u>



4 Start a Scheduled Conference

Log in the system on the day of the conference (which is held) and start a scheduled conference.

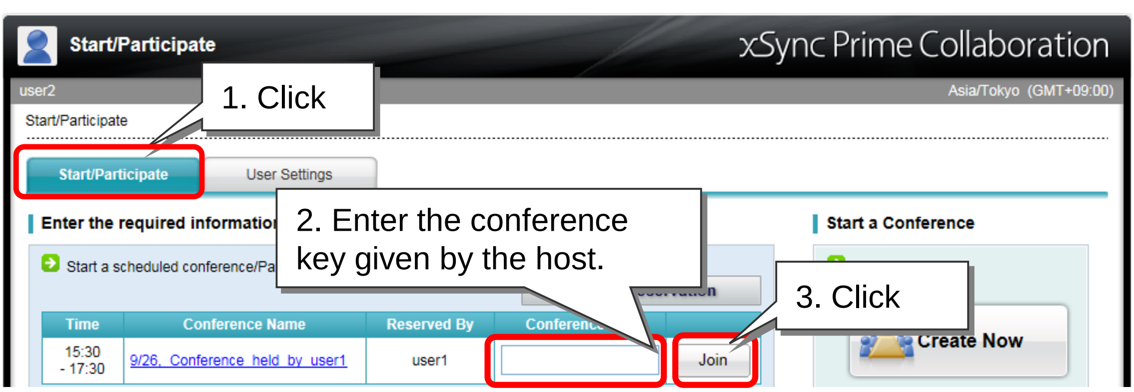


* "Join" remains invisible until the start date and time is reached.

5 Participate in a Conference

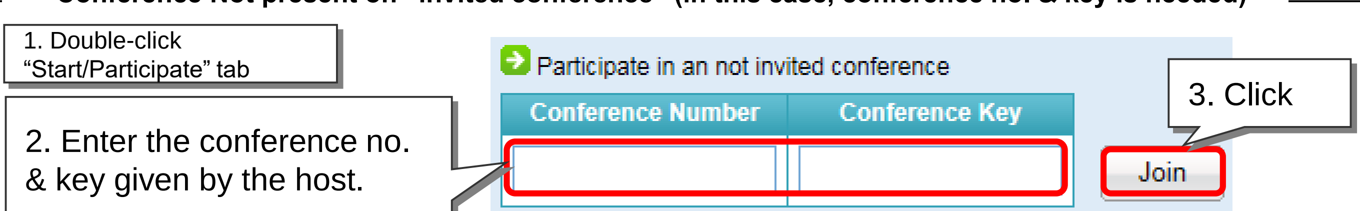
Enter "Conference No." and "Conference Key" given by the host, and then participate in the conference.
For any conferences present on "invited conference", only conference key entry is needed.

■ **Conference present on "invited conference"**



* "Join" remains invisible until the start date and time is reached.

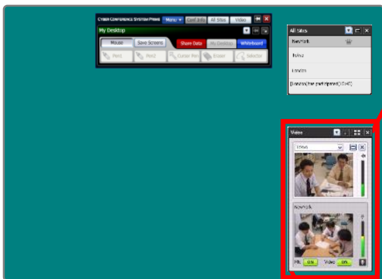
■ **Conference Not present on "invited conference" (in this case, conference no. & key is needed)**



6 Speak

<u>* It is necessary to plug in the microphone device (that contains headset, speaker and others) before starting a conference.</u>

Turn “Mic” button ON (located at Video Conference Panel) and then speak into the microphone.



1. Click

ON : It is speakable.

OFF : It is unspeakable.

<Other function>

	Live View Display the video window that allows "Share Data".
	Broadcast Broadcasting will be started. Your microphone and playing sounds will be mixed.
	Re-recognition of the device Microphone, speaker, camera re-recognition of the device.

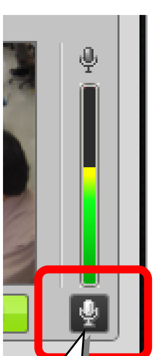
* There is if the Broadcast button is not enabled by the installation procedure. If this is the case, please perform the "Client support tool" For step-by-step instructions, please check the installation guide.

2. Speak

It is OK if the average of deflection shown remains in the middle.

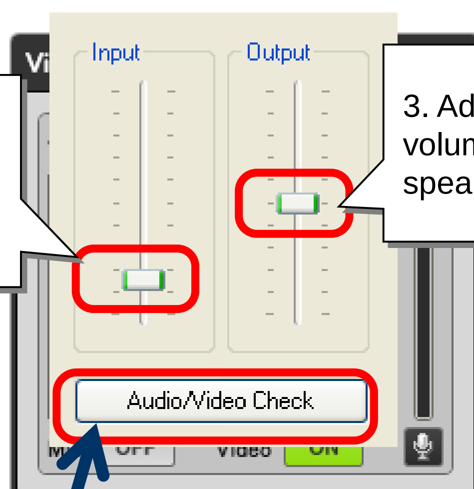
Adjust Volume Level

Follow the steps below to adjust the speaker and microphone volume.



1. Click

2. Adjust your speak volume (the microphone input volume).



3. Adjust the audio volume heard from the speakers.

Note) Volume level change being made is for the current conference only.

Click here to set more options of audio or camera. This can be also used when you want to save the current volume made for the next conference.

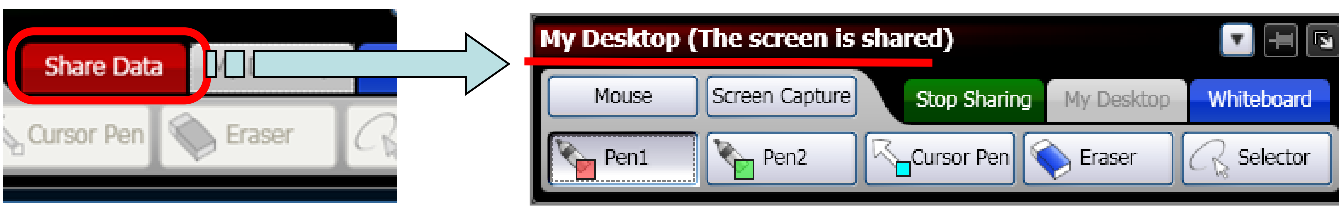
7 Present (Illustrate documents)

1. Click “My Desktop” on the operation panel.

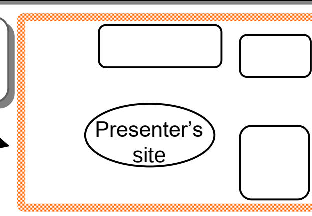
Your current desktop will appear.

2. Prepare documents to present. (Open files or applications.)

3. Click “Share Data” on the operation panel.

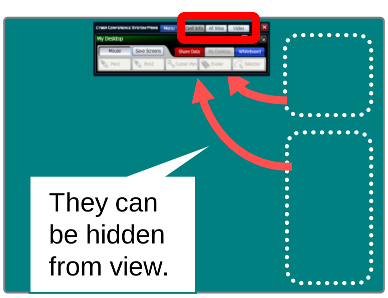


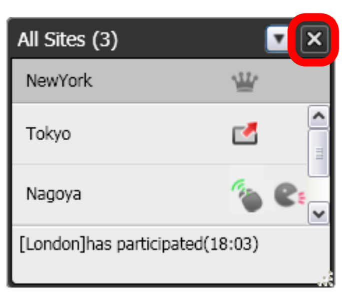
The frame of Desktop is covered in orange while "Share Data" is used.



Hide All Sites/Video Conference Panels

When the documents are hidden behind the (visible panels), hide All Sites or Video Conference panels. Click right above to hide its panel from the view.

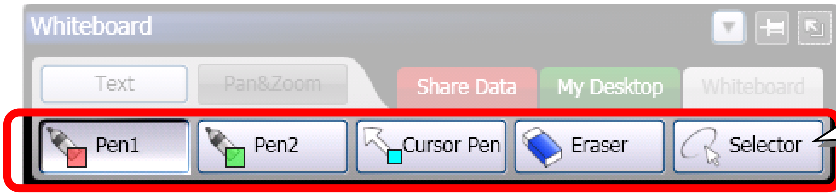




To show the hidden panel again, click the button on the main panel.

8 Use of Pens

Drawing with the pen is available on both sides (presenter and other sides).



Here are the draw tool buttons.
It can be used on the whiteboard or the screen while presenting documents.

Draw in Pen/Edit Colors

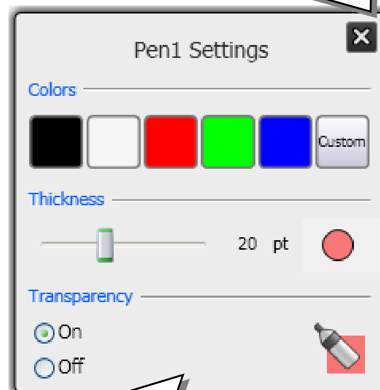
1. Click “Pen 1” or “Pen 2”.

2. That enables users to draw in pen.

Edit Colors

1. Right-click “Pen 1”, “Pen 2” or “Cursor Pen”.

3. Click to close the dialog.



2. Select “color”, “size” or “transparency” of the pen.

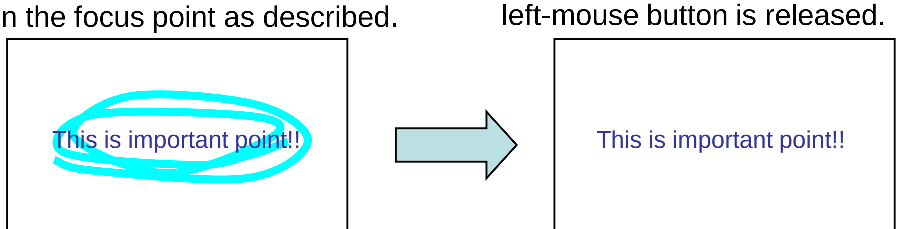
Draw in Cursor Pen

Any strokes made by the cursor pen will automatically disappear. Therefore, it is convenient to point the data as if drawing a highlighter pen.

1. Click “Cursor Pen”.

2. Draw circles on the focus point as described.

3. Any strokes made by the cursor pen will disappear after a certain period of time since the left-mouse button is released.

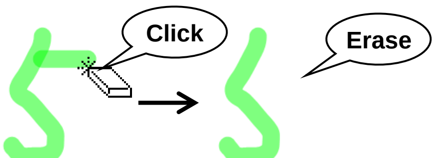


8 Use of Pen

Erase Pen Drawings

1. Click “Eraser”.

2. Click the drawing you wish to erase.



The drawing with one stroke pointed by the eraser can be erased.

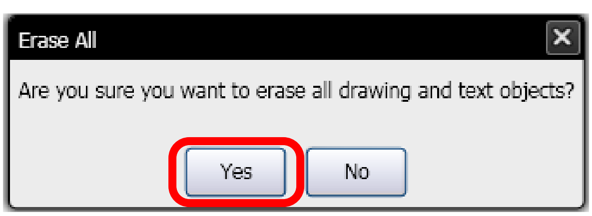
The memo (textbox) attached on the whiteboard also can be erased with one click.

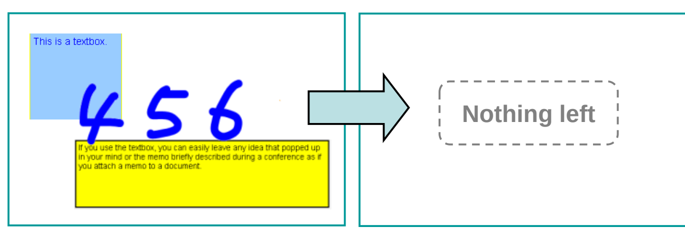
Erase All

1. Right-click “Eraser”.

All pen strokes and textboxes created (at whiteboard) will be erased.

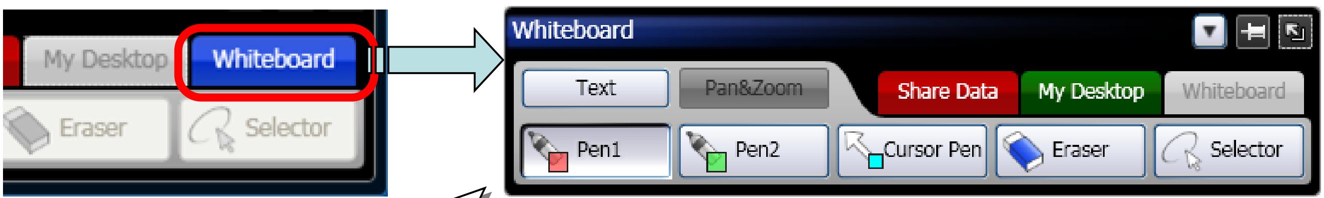
2. Click “Yes”.





9 Use of Whiteboard

1. Click “Whiteboard”.
2. The viewing screen for all sites will be changed to Whiteboard.

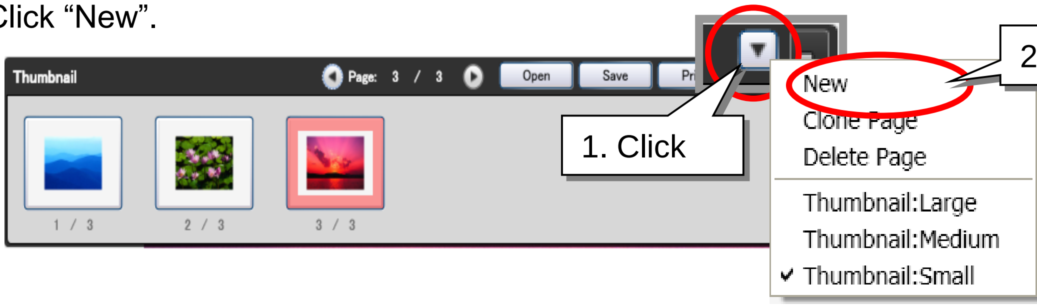


Whiteboard use allows to share the screen among sites at real time and to draw interactively.

Add a New Page

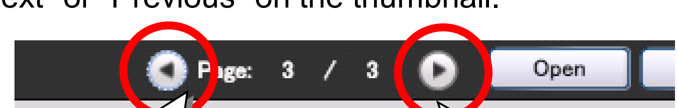
Add a new page just behind the current one.

1. Click “Menu “ in the thumbnail view.
2. Click “New”.



Move a Page

Click “Next” or “Previous” on the thumbnail.



Return to the previous one

Move to the next one

When “Next” is clicked while viewing the last page, a new one will be added just behind.

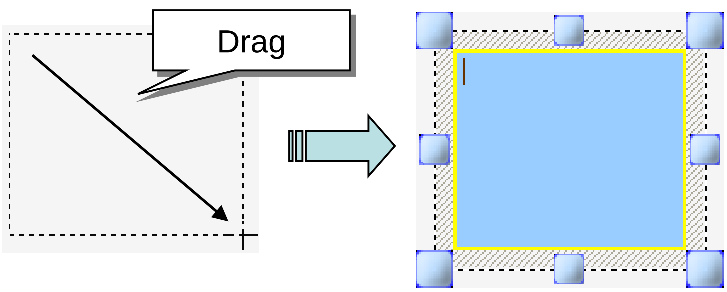
9 Use of Whiteboard

Attach a Memo (Create a Textbox)

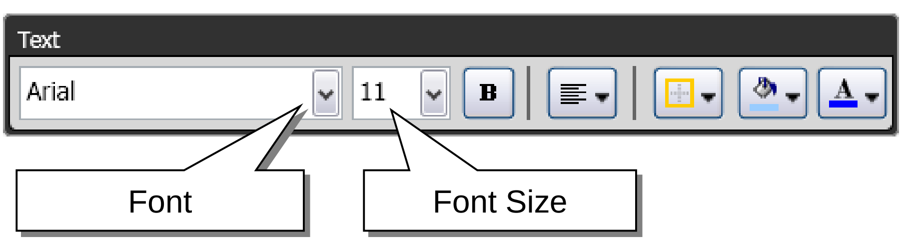
You can easily leave any idea that popped up in your mind or memo briefly described during a conference as if you attach the memo on the whiteboard.

1. Click “Text” on the operation panel.

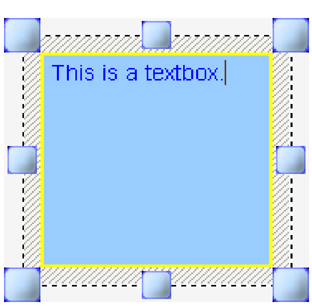
2. Drag the cursor “+” diagonally in the direction you want.



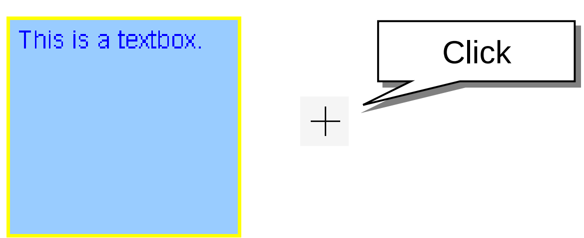
3. Use the text toolbar to select the desired font or font size.



4. Enter characters in the textbox.



5. Click outside the textbox to determine the characters entered.



10 Save the Data Created during Conference

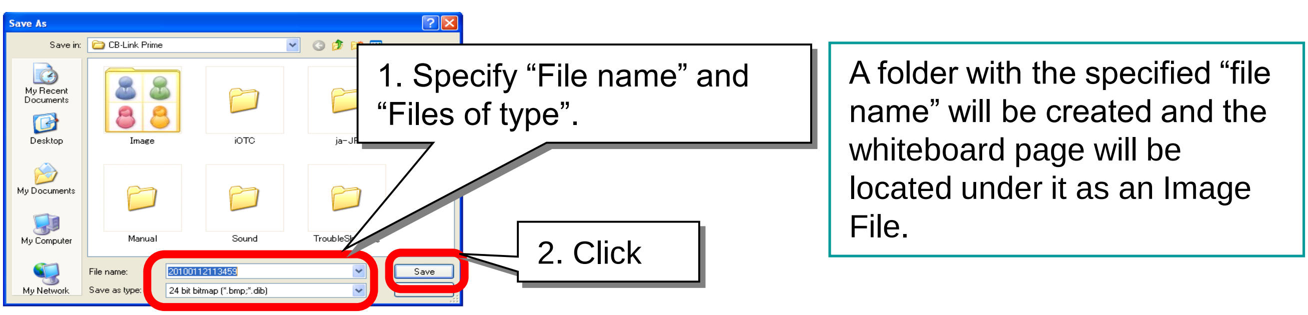
All pages created on Whiteboard can be saved as an image file.

* However, <u>storage function works in only the site where has its authorization.</u>

1. Click “Whiteboard”, the operation panel is switch to Whiteboard mode.

2. Click “Save” on the thumbnail.

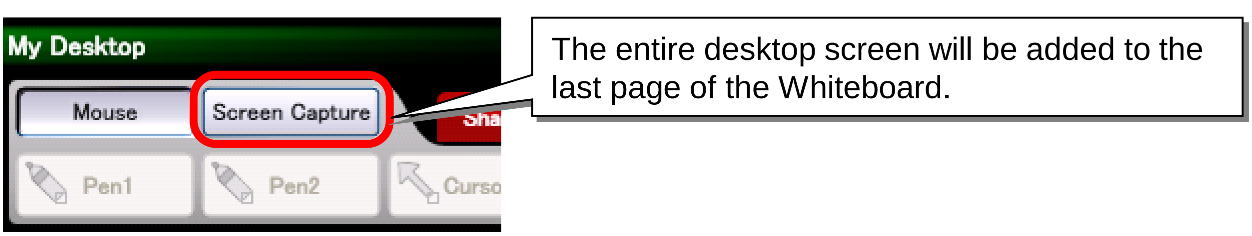
3. Specify “File name” and “Files of type”, and then click “Save”.



How to save the documents previously presented

Whiteboard use will allow to save any drawings/changes made on the document being shared with others.

1. Click “Screen Capture” on the operation panel.



2. Click “Whiteboard” to proceed saving the screen under the thumbnail panel.

11 Leave Conference

1. Click “Exit Application” on the main panel.

2. Click “Yes”.

* If you do not want to lose, click “No" to save the existing data.