V-CUBE Meeting 5

User Manual

V-CUBE, INC.

2015/09/01

This document is the user manual for the V-CUBE Meeting 5 (or 'Meeting'), a web conferencing system.

Revision history

Revision date	Details
2015/09/01	Changed the name 'V-CUBE Meeting 5Lite ' to 'V-CUBE Meeting 5' in accordance with the change of the service name
2015/07/16	- Added description for video and audio
2015/06/18	- Added a function for administrator user and user who scheduled the meeting, not requiring password input when changing or cancelling the password set meeting
2015/05/15	- Added necessary softwares for installation - Added system requirements information
2015/04/30	- Added description for PIN code entry method in V-CUBE Meeting 5 Lite site - Added description for setting when right-click of application - Added description for video and audio
2015/04/13	- Added a URL of a webpage presenting the installation procedure to follow when users are not logged in
2015/03/25	- First version

Contents

1   About this Manual

This Manual provides instructions on how to use V-CUBE Meeting 5.

2   About V-CUBE Meeting

2.1   Overview

V-CUBE Meeting is a web conferencing system that links computers, smartphones, mobile phones and/or tablets in a number of different locations over the Internet to allow the exchange of audio, video, data and more. By using this system, widely separated locations can be linked through real-time audio and video, allowing two-way visual communication.

2.2   What Meeting Can Do

・ Stream audio and video to all locations of meeting participants
・ Allow communication by instant messaging

2.3   Meeting Participants

2.3.1 Participants

Participants have unlimited access rights to stream audio and video to all locations, and to use all Meeting feature, including instant messaging and various meeting settings. All participants have equal rights to perform any operations they want.

2.3.2 Invitees

When a participant has scheduled a meeting, invitations can be sent to people by email. An invitee can enter the meeting room just by clicking the URL in the main body of the invitation email. They do not need to have an ID or password.

3 Before using Meeting

The "V-CUBE Meeting 5" application and the following software are required prior to using V-CUBE Meeting 5.

・ .Net framework, version 4.5 or later (Windows only)

・ Most recent version of Flash Player

Check whether these are installed on your computer.

3.1 Installation

Step 1. Click Download V-CUBE Meeting 5 in the upper right of the screen after logging in.

If you are not logged in, go to   <https://mtg5l.vcube.com/services/download/flow.php>   to install the application.

Step 2. Follow the instructions on the screen to install the application.

The application launches automatically once the installation is complete.

The application launches when logging in to Windows and remains in the Notifications area of the task bar.

On Macs, the application will remain in the menu bar after launch.

Note 1.   On Windows, a Windows Security Alert dialogue box may appear when the application is launched for the first time. Allow V-CUBE Meeting 5 access through Windows Firewall by clicking **Allow access**.

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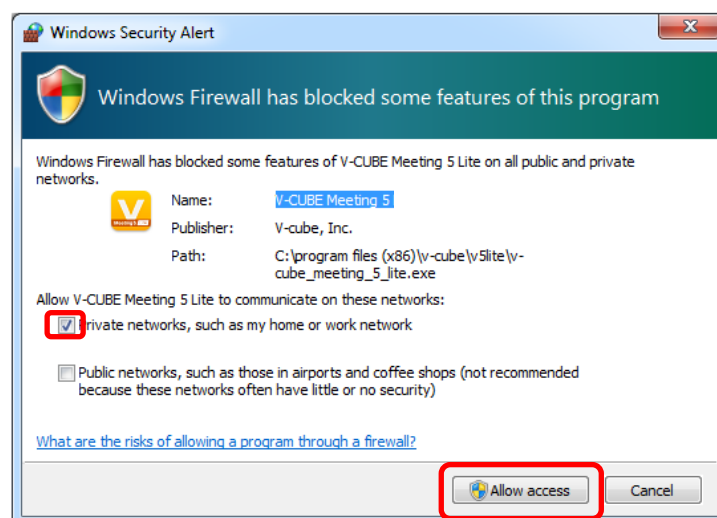
If Flash Player is Not Installed

Download and install the latest Flash Player from the Adobe Systems website.

Flash Player is required to confirm whether the application is running when starting a meeting.

The screen below will appear when using a user account without Admin authorization. Enter the password to the administrator account.

If a .Net Framework Version (4.5 or later) is Not Installed:

The screen below will appear.

Click **Install** and proceed with the installation of the V-CUBE Meeting 5 application. At the same time, install a .Net framework.
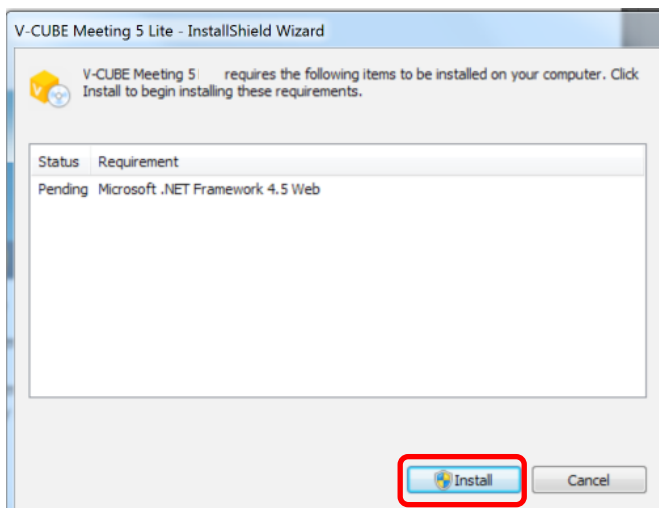
The screen below will appear when using a user account without Admin authorization. Enter the password to the administrator account.
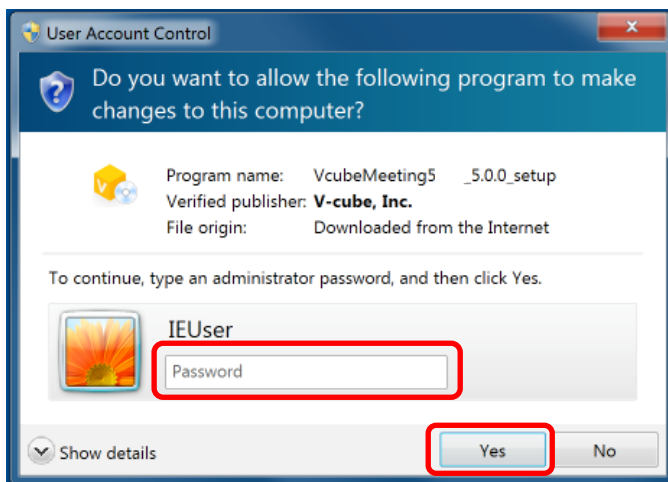
3.2 Devices Necessary to Use Meeting

3.2.1 Preparing a Web Camera and a Microphone

Meeting makes possible interactive communication with audio and video streaming. You will need a web camera, a microphone, a headset and a speaker.

Note 1.   Please see our website or contact us directly for our recommended web cameras and headsets.

3.3 System Requirements

Compatible with the following environments

	Windows	Mac
Browser *1	Internet Explorer 11 Internet Explorer 10 Internet Explorer 9 Internet Explorer 8 Internet Explorer 7 Mozilla Firefox (latest version) Google Chrome (latest version)	Safari (latest version) Google Chrome (latest version)
OS *2 *3	Windows 8.1 Windows 8 Windows 7	Mac OS X 10.9(Mavericks) and above
Flash Player	Flash Player (latest version) .Net Framework 4.5 and above	Flash Player (latest version)
Computer Performance	<CPU> Core 2 Duo 2GHz and above CPU meeting the above requirements < Built-in Memory> 2GB and above <VRAM> 2GB and above	<CPU> Core 2 Duo 2GHz and above CPU meeting the above requirements < Built-in Memory> 2GB and above <VRAM> 2GB and above
Internet Speed *4	Download：512Kbps and above Upload：384Kbps and above	Download：512Kbps and above Upload：384Kbps and above

The abovementioned is based on the results of verifications conducted by our company. It does not guarantee operations in all environments.

Note 1. Enable JavaScript and accept Cookies on your browser for the service to fully functions.

Note 2. Only Desktop mode is tested for Windows 8 and 8.1.

Note 3. Please note that the application is not compatible with Mac OS X 10.8(Mountain Lion) and below.

Note 4. Refers to absence of a proxy or handling of the bypass. Although connection is possible even when the line speed is below the operating conditions, degradation or disconnection may occur.

4 Logging In

V-CUBE Meeting (Meeting) can be used either by logging in from V-CUBE One or by logging in from the Meeting website.

4.1.1   Logging in from V-CUBE One
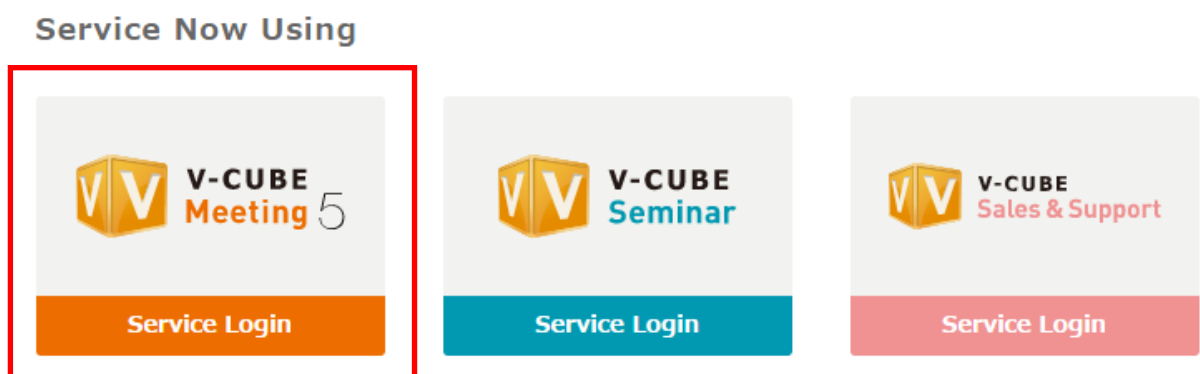
Enter < https://one.vcube.com/> in the address bar of your web browser to access the login page.
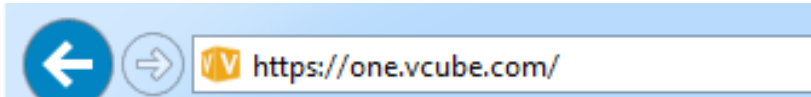
Step 1.   Enter your ID and password, and click the Login button.

Step 2.   The services you can use are displayed. Click V-CUBE Meeting 5 .

You have now finished logging in.

4.1.2   Logging in from V-CUBE Meeting 5

Step 1.   Enter < https://mtg5l.vcube.com/services/login/> into the address bar of your web browser to display the login page.

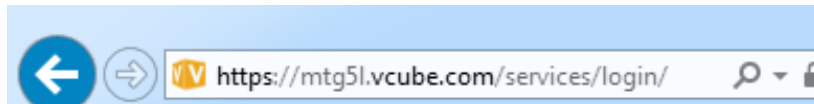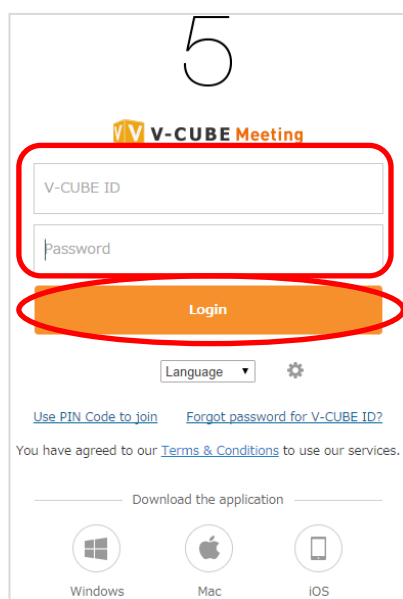**Step 2.   Enter your ID and password, and click the Login button.**

Click **Language** if you want to configure the language and timezone.

You have now finished logging in.

4.1.3   Participating in a Meeting by Entering a PIN Code

You can enter a meeting room by entering a PIN code.

The PIN Code is included in the invitation email you have received sent for scheduled meetings and from within meeting rooms. It can also be checked in the meeting room information after entering the meeting room.

Step 1.   Enter < https://mtg5l.vcube.com/services/login/> into the address bar of your web browser to display the login page.

Step 2.   Click User PIN Code to join
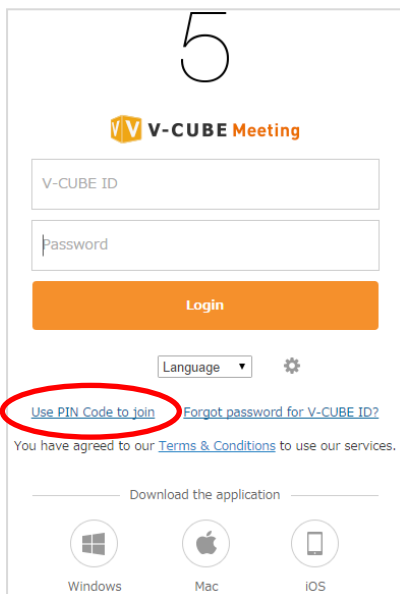
Step 3.   Enter the PIN Code and click the Login button.

Click **Language** if you want to configure the language and timezone.

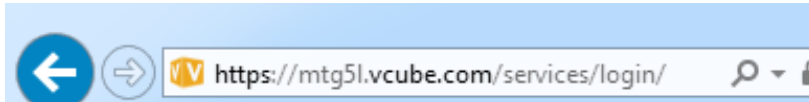## 4.2 About the V-Cube Meeting 5 Application

The V-CUBE Meeting 5 application appears on the task bar once installation is complete.
Right clicking on it allows you to check all settings.

Step 1.   Right click on V-CUBE Meeting 5 in the task bar.
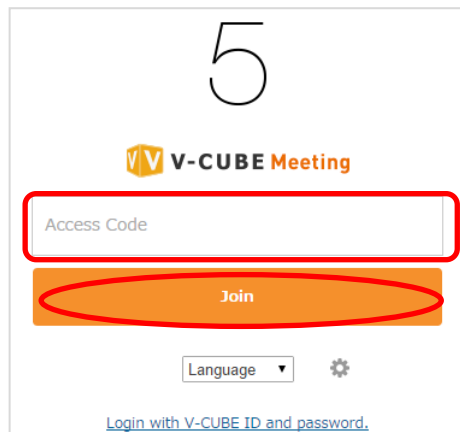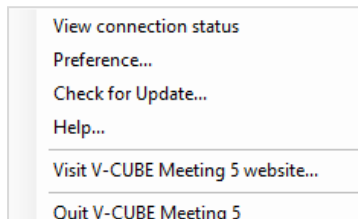
Check settings as needed.

```
View connection status
Preference...
Check for Update...
Help...
Visit V-CUBE Meeting 5 website...
Quit V-CUBE Meeting 5
```

● View connection status
  Displays the connection status.

● Preference
  No changes required when being accessed from the Cloud. Changes when accessed from an on-premise environment.

● Check for Update
  Allows you to check information on updates.

● Help
  Allows you to check how to enter a room.

● Visit V-CUBE Meeting 5 website
  Displays the< https://mtg5l.vcube.com/services/login/>Log In page.

● Quit V-CUBE Meeting 5
  Quits V-CUBE Meeting 5
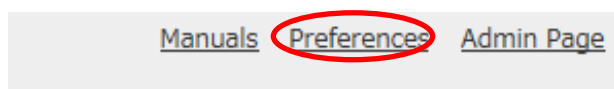
4.3 Preferences

You can change the **Language**, **Time Zone** and **Name** from the **Preferences** menu.

The **Preferences** can also be changed by participants who are invited through invitation emails.

Step 1. **Click Preferences in the Others tab.**
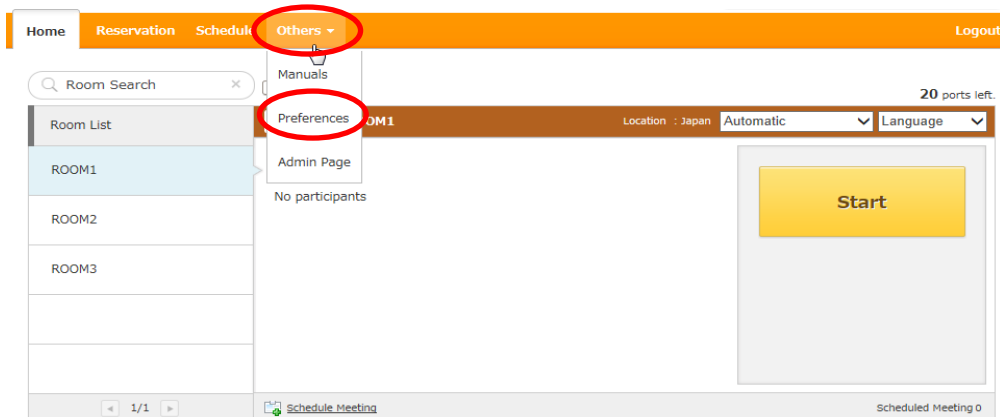
Alternatively, click the **Preferences** link at the lower right of the page.

4.3.1 Selecting Language

1) Select the language you want to use from the **Language** pull-down menu.

4.3.2 Setting the Time Zone

2) You can select your time zone from the **Time Zone** pull-down menu.
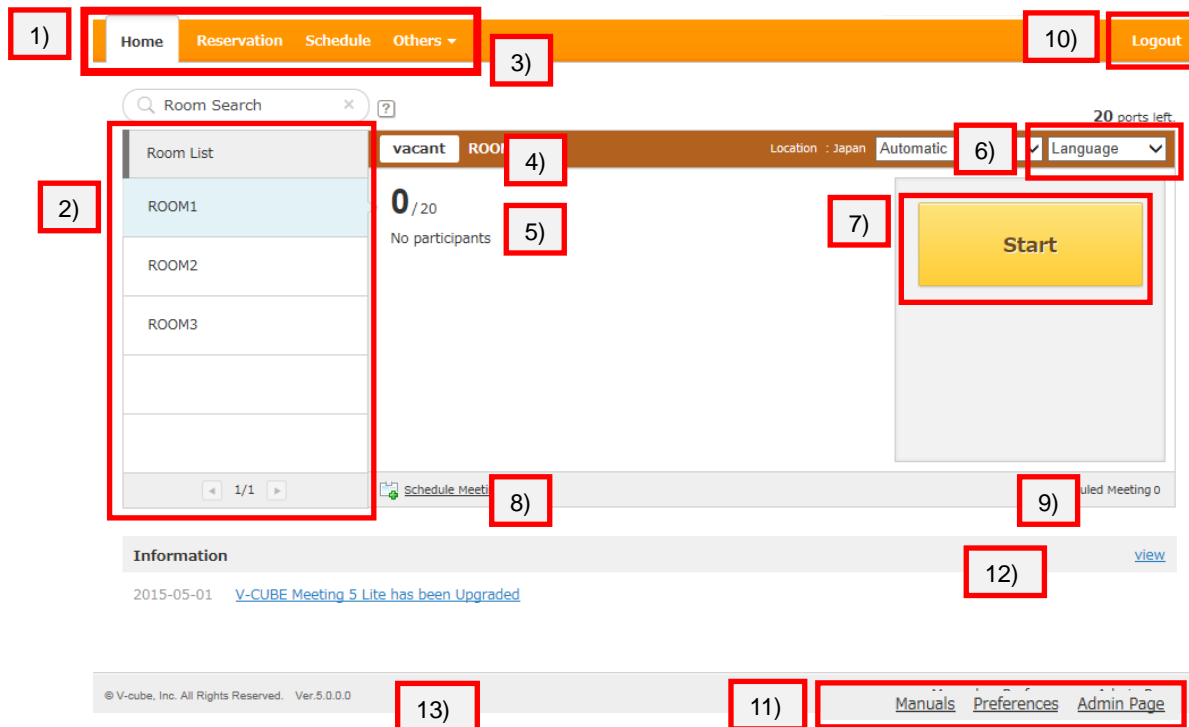
4.3.3 Setting the Name

3) Entering a name in the **Name** field saves you from having to enter the name you will use when entering a meeting room.

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4.3.4   Applying the Settings

4)   When you have finished configuring the settings, click the **Change** button.

5 Main Page

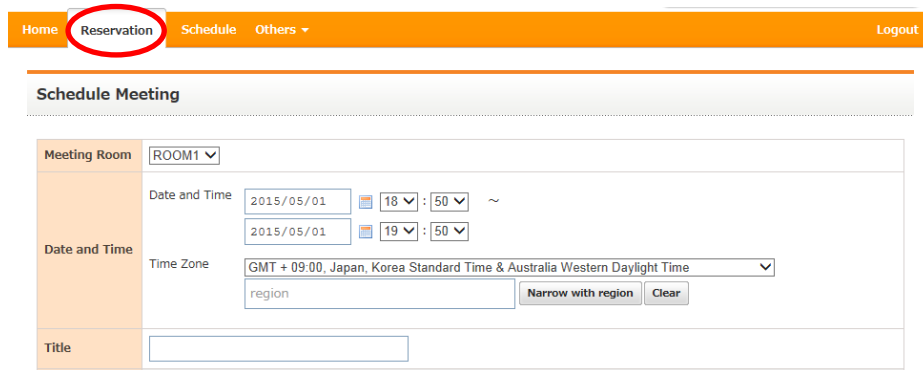This provides information on the **Main** page that is displayed once you have logged in.

1) This is the menu bar for the **Main** page. Clicking the tabs for each page will take you there.

2) When there are multiple meeting rooms, the first five rooms are displayed in the **Room List** from the top down.

When there are five or more meeting rooms, use the arrow buttons to navigate back and forth between the pages of the **Room List**. The number of people currently in meeting rooms in use is displayed beside the meeting room name.

(No number will be displayed if no one is in a room.)

3) Displays the meeting room status. The plate indicates **in a Meeting** if there is an ongoing meeting in the meeting room whereas **vacant** is displayed when no meeting is held there.

4) Displays the meeting room name that has been set.

5) Displays the number of users currently using the meeting room. Also displays the names they entered when they entered the room.

6) Allows you to select your language.

7) Allows you to enter a meeting room.

8) Click the **Schedule Meeting** link to move to the **Schedule Meeting** page.

9) Click the **Scheduled Meeting** link to check the details on scheduled meetings. Meetings currently in progress can also be checked.

10) Click this to log out from the **User** page.

11) The same items as those listed in **Others** in the menu bar are displayed in the lower right of the page. Clicking the tabs for each page will take you there.

12) Displays V-CUBE news.

13) Displays the version information of the V-CUBE Meeting you are using.

5.1 Menu Bar Functions

5.1.1   Reservation

Click on this tab to schedule a meeting ahead of time.

You can let users who do not have a User ID or password participate in teleconferences by using the invitation function.
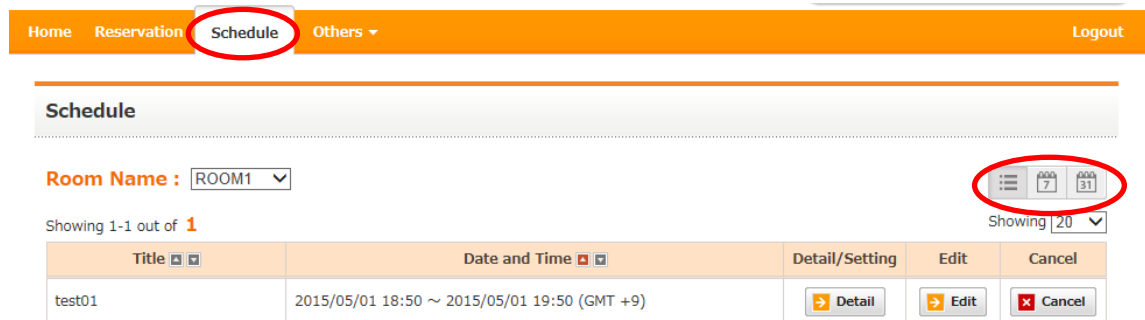

5.1.2   Schedule

Click on this tab to view a list of scheduled meetings.

You can also check or change the details of the scheduled meetings, or cancel them.

The calendar display can be switched between daily view, weekly view and monthly view by clicking the calendar icons.
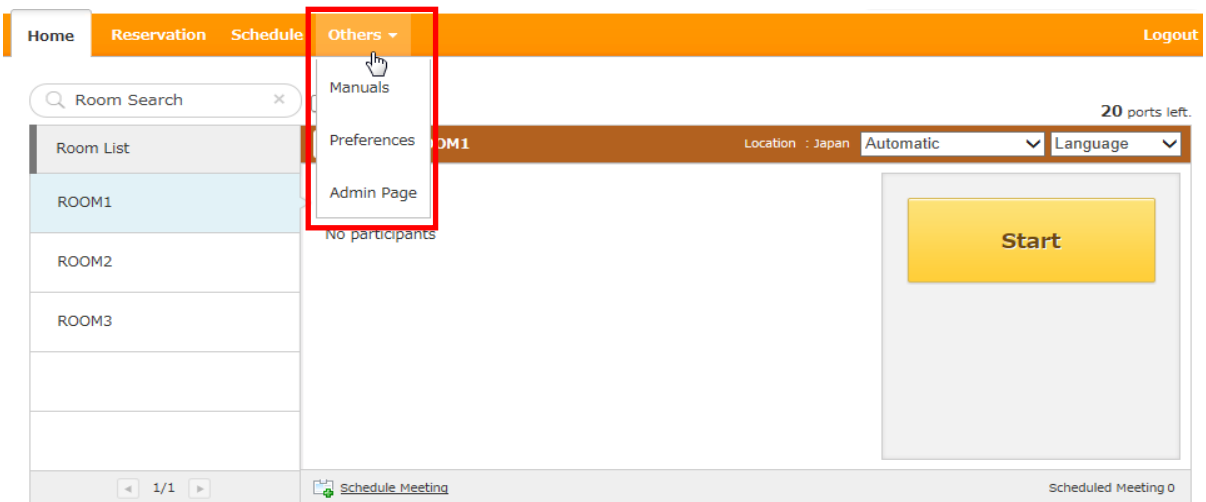
5.1.3   Others

Click on this tab to go to any of the following pages.
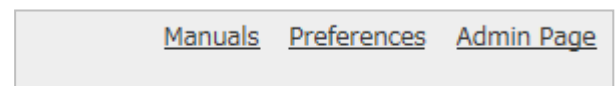
> **Manuals**: Click on this item to download V-CUBE manuals.
> **Preferences**: You can change **Language**, **Time Zone** and **Name**.
> **Admin Page**: Click on this item to go to the **Log in to Administrator** page.

The items listed in **Others** are displayed also in the lower right of the page.

6   Scheduling Meetings

This describes how to schedule a meeting.

6.1   Adding Contacts to Your Address Book

When using the Invitation function when scheduling a meeting, you can send invitations by email to your contacts in your address book.
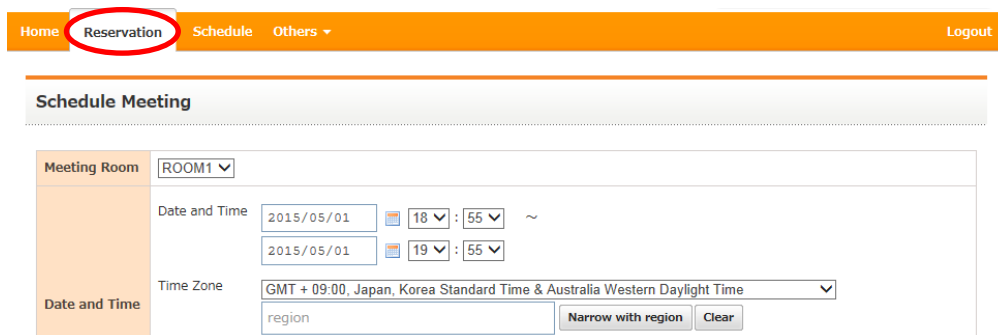
This will explain the steps for adding new contacts to your address book.

Note 1.   You can add up to 2000 new contacts to your address book.
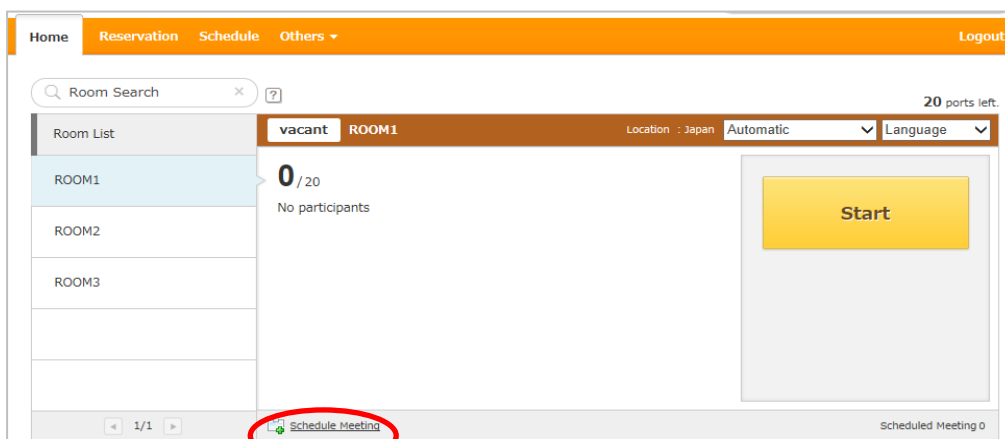
Note 2.   The importing of contacts is possible using address book management on the **Administrator** page. Refer to '6. Updating Administrator Page' in the V-CUBE Meeting User Manual.

Step 1.   Go to the Schedule Meeting page.

- Using the Reservation tab
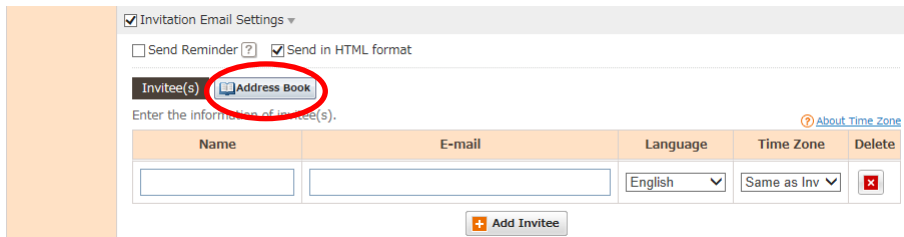
- Using the Schedule Meeting link

The **Schedule Meeting** page is now displayed.

Step 2.   Click the Address Book button in Detail Settings.

Step 3.   Click the Add Member button.

Step 4.   Enter or select an option for each item.

A group can be created with **Edit Group** in **Address Book** on the **Administrator** page.

Step 5.   Click the Submit button.

Once the addresses have been added, you will return to the list of members. The added addresses are displayed.

Note 3.   The address book display is sorted automatically. Therefore, please note that newly added contacts will be shown at the bottom of the table.
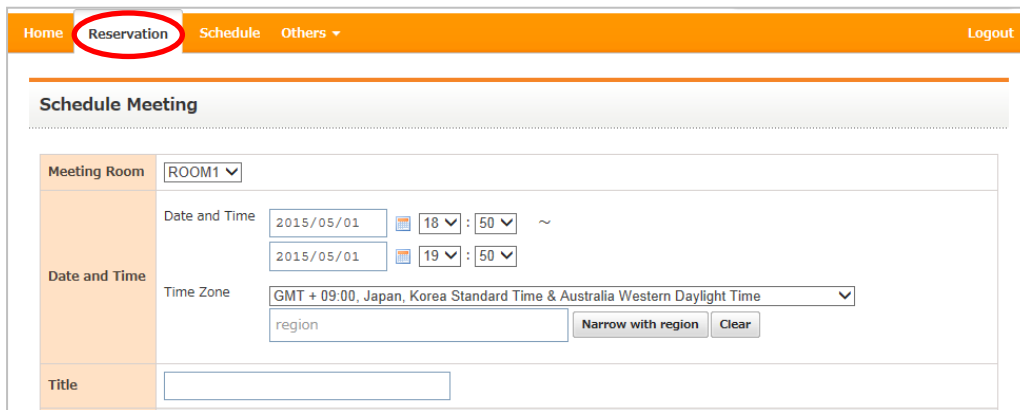
Check	Name	Name(Reading)	Group	E-mail	Language	Time Zone	Edit	Delete
☐	Hanako	Suzuki	Unbelonging	suzukihanako@vcube.co.jp	English	GMT +0	Edit	Delete
☐	Ichiro	Tanaka	Unbelonging	tanakaichiro@vcube.co.jp	English	GMT +9	Edit	Delete
☐	Tarou	Yamada	Unbelonging	yamadatarou@vcube.co.jp	English	Not Selected	Edit	Delete

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6.2 Scheduling Meetings
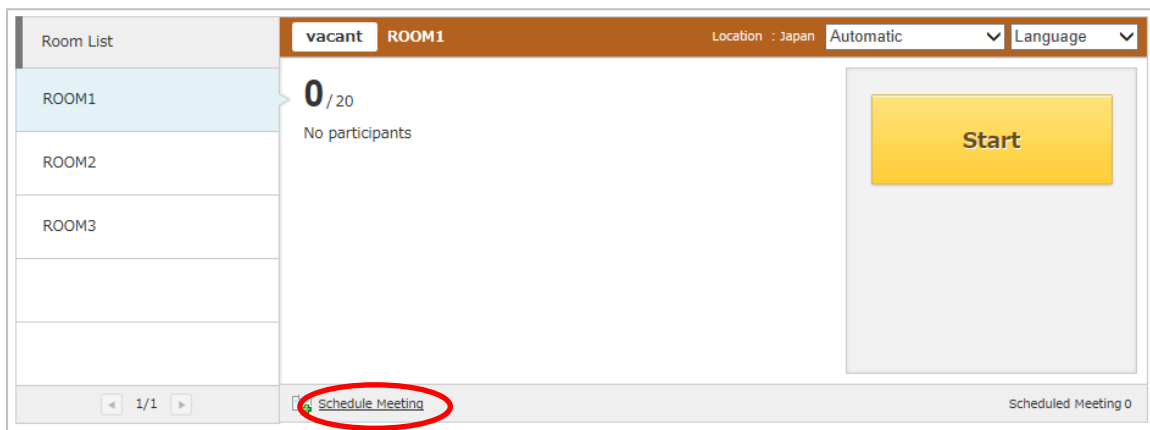
Step 1. Go to the Schedule Meeting page.

The **Scheduled Meeting** page is accessed by clicking the **Reservation** tab on the **Main** page or the **Schedule Meeting** link at the bottom of the meeting room.

- Using the Reservation button
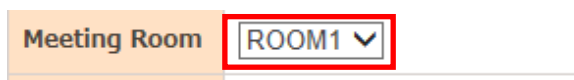
- Using the Schedule Meeting link

This displays the **Schedule Meeting** page.

Step 2. Select the Meeting Room to schedule for a meeting.

Note 1. These are the settings when there is more than one meeting room. They are not required when your contract only allows one meeting room.

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Step 3. Select the date and time to schedule a meeting.

1)

| Date and Time | 2015/05/01 | 📅 19 ∨ : 00 ∨ ~ |
| | 2015/05/01 | 📅 20 ∨ : 00 ∨ |

Date and Time

2)

Time Zone GMT + 09:00, Japan, Korea Standard Time & Australia Western Daylight Time ∨

region | Narrow with region | Clear |

(1) Set the date, start and finish times for the meeting.

Click the calendar icon (📅) to set the start date for the meeting from the displayed calendar.

Note 2.   This calendar is based on the date settings of the computer you are using.

(2) Set the time difference from GMT.

Make your selection from the pull-down menu or type in your region and click the **Narrow with region** button to filter your search.

Step 4. Enter the meeting room name.

| Title | |

Step 5. Configure the invitation email setting.

Invitation Email Settings is selected by default.

Deselect the check box if you do not want to send invitation emails and instead move on to schedule the meeting.

If you want to configure the invitation email settings, make the necessary entries.

Step 6. Set whether to send a reminder email.

Selecting this option will cause the invitation email to be resent an hour or two before the meeting starts.

Note 3.   The reminder will not be sent when there is less than an hour before the meeting starts when it is scheduled.

☑ Invitation Email Settings ▼

☑ Send Reminder ? ☑ Se

Step 7. Configure the HTML setting for invitation emails.

You can send invitation emails in HTML format by selecting the check box.

☑ Invitation Email Settings ▾

☑ Send Reminder [?]   ☑ Send in HTML format

Note 4. Once **disable** is selected for **HTML Mail Settings** in **Invitation Email Settings** on the **Admin Page**, the **Send in HTML format** section will not appear on the **Schedule Meeting** page.

Step 8. Enter the data for the people you want to invite.

Invitee(s)   📖Address Book

Enter the information of invitee(s).   ② About Time Zone

Name	E-mail	Language	Time Zone	Delete
		English ▾	Same as Inv ▾	✖

➕ Add Invitee

There are two ways to enter information about the people you are inviting: using your address book or by directly entering their information.

- Using your address book

(1) Click the **Address Book** 📖Address Book button.

(2) You can select the members to invite from **Address Book**.

Select the check boxes by the names of the members you want to invite.

Address Book							✖ Close

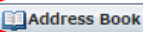Check the box for the members you would like to invite and click "Invite".

➡ Add Member

☐ Shared address 🔍 Search Enter name, group, or e-mail address and search

Showing 1-3 out of **3**   Select all   Deselect all

Check	Name ▣▣	Name(Reading) ▣▣	Group ▣▣	E-mail ▣▣	Language ▣▣	Time Zone ▣▣	Edit	Delete
☐	Hanako	Suzuki	Unbelonging	suzukihanako@vcube.co.jp	English	GMT +0	➡ Edit	✖ Delete
☐	Ichiro	Tanaka	Unbelonging	tanakaichiro@vcube.co.jp	English	GMT +9	➡ Edit	✖ Delete
☐	Tarou	Yamada	Unbelonging	yamadatarou@vcube.co.jp	English	Not Selected	➡ Edit	✖ Delete

Select all   Deselect all

➕ Add   ✖ Close

(3) Click a pulldown menu and select the option you want for an invitee to change the setting.

- Direct entry

1) Enter the person's name.	2) Enter the person's email address.
3) Select the language the person being invited will use.	4) Select the time zone for the person being invited.
5) Click the button to delete the information for the person in that row.	6) Use this option when you want to invite more than one person. Click to add a new line.

Step 9. Enter the inviter's name, email address and message.
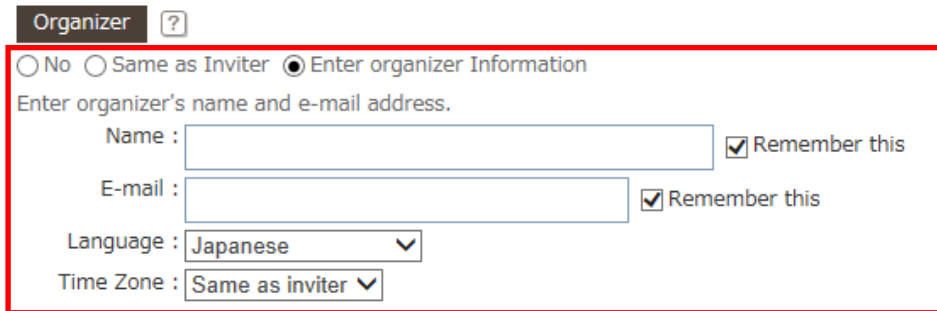
If you do not want to save the inviter's name and email address, deselect **Remember this**.

Step 10. Set up the organiser.

Use this option when the organiser of the meeting and the inviter of the invitation emails are different. (Example: when the meeting is being scheduled by someone on behalf of the organiser)

Select the **Same as Inviter** check box. Alternatively, select the **Enter organizer Information** check box, enter the name and email address of the organiser and set up the language and time zone.
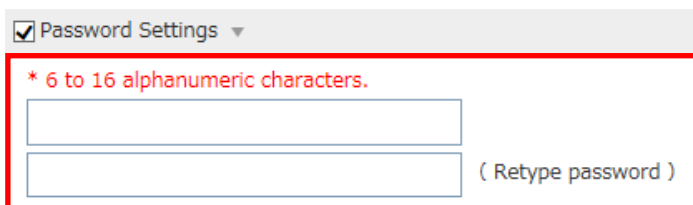
If you do not want to save the organiser's name and email address, deselect **Remember this**.

Step 11. Set a password.

You can set a password for entering a room to attend a scheduled meeting when you select the **Password Settings** check box.

If you have set a password, it will be included in the invitation emails sent to the meeting participants.

Step 12. Click the Next button after all settings have been made.

This displays the details of the scheduled meeting.

Step 13. Set whether the email addresses of the participants will be registered in the Address Book.

If you select the **Add this contact to your Address Book** check box, the selected email addresses are registered in the **Address Book**. The registered email addresses in the **Address Book** can be used for scheduling the next meeting.

Deselect the check boxes if the registration of email addresses is not necessary.

Invitee(s)	👤 Ichiro (English) ☐Add this contact to your Address Book ✉ tanakaichiro@vcube.co.jp 🕐 GMT +9
	👤 Tarou (English) ☐Add this contact to your Address Book ✉ yamadatarou@vcube.co.jp 🕐 Same as inviter

Note 5.   The option to **Add this contact to your Address Book** and corresponding check boxes are not displayed for email addresses that are already registered in the **Address Book**.

Step 14. Click the Submit button.

If the details are correct, click the **Submit** button.

Schedule Meeting

Meeting Room	ROOM1
Date and Time	2015/05/04 10:50 ～ 2015/05/04 11:50 (GMT +9)
Title	TEST01
Invitee(s)	👤 Hanako (Suzuki) (English) ✉ suzukihanako@vcube.co.jp 🕐 GMT +0 👤 Ichiro (Tanaka) (English) ✉ tanakaichiro@vcube.co.jp 🕐 GMT +9
Inviter	👤 Yamada ✉ yamada-v@vcube.co.jp 💬 yoroshikuonegaiitasimasu
Organizer	👤 Jiro Goto (Japanese) ✉ gotojiro@vcube.co.jp 🕐 Same as inviter
Send Reminder	Yes
Password	No

Back   Submit

This completes the process for scheduling a meeting.

6.3 Changing Scheduled Meetings

Step 1. Go to the Schedule page.

Step 2. Select the scheduled meeting room.

Note 1.   You do not need to select a meeting room if your subscription enables you to use only one room.

Step 3. Click the Edit button for the scheduled meeting.
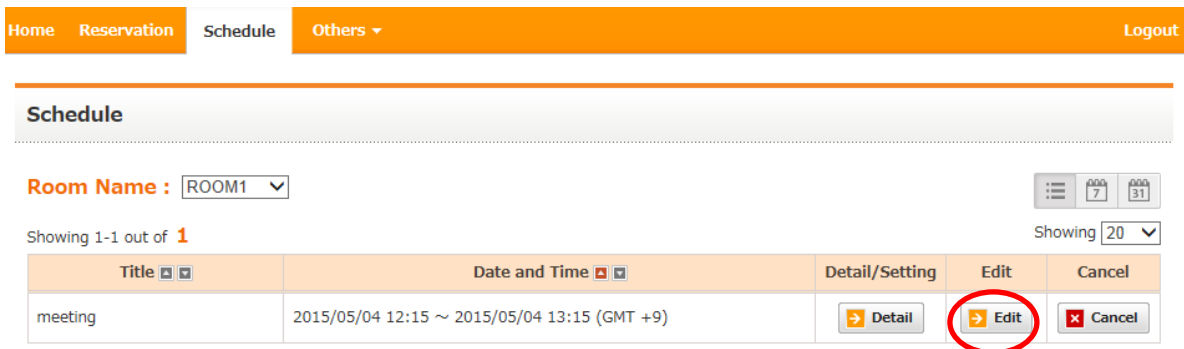
If a password was set when the meeting was scheduled, you will need to enter the set password in the password entry page.

However, administrator user or user who scheduled the meeting do not need password entry.

Step 4. Edit the scheduled time and time zone.

Step 5. Change the meeting room name.

Step 6. Configure the reminder setting.

Selecting this option will cause the invitation email to be resent an hour or two before the meeting starts.

Note 2.   The reminder will not be sent when there is less than an hour before the meeting starts when it is scheduled.

Step 7. Configure the HTML setting for invitation emails.

You can send invitation emails in HTML format by selecting the check box.

Note 3.   Once **disable** is selected for **HTML Mail Settings** in **Invitation Email Settings** on the **Admin Page**, the **Send in HTML format** section will not appear on the **Schedule Meeting** page.

Step 8. Change the data of the people you want to invite.

There are two ways to enter information about the people you are inviting: using your address book or by directly entering their information.

Refer to Step 8 in '6.2. Scheduling Meetings'.

To delete an invitee, click the **Delete** button for the person to delete.
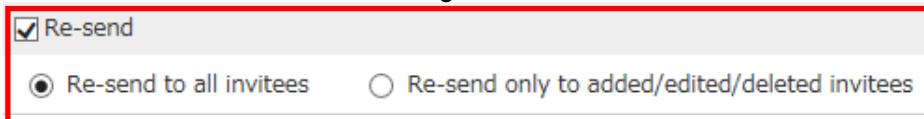
Step 9. Change the data of the inviter (inviting person).

Step 10. Change the data of the organiser.

Enter the updated data in order to change the organiser or set up a new organiser.

Step 11. Set the email notification.

Email notifications are sent to inform of any change when the check box is selected. Select whether the email notifications are sent to all invitees or only to the invitees who were added, edited or deleted when a change was made with the scheduled meetings.
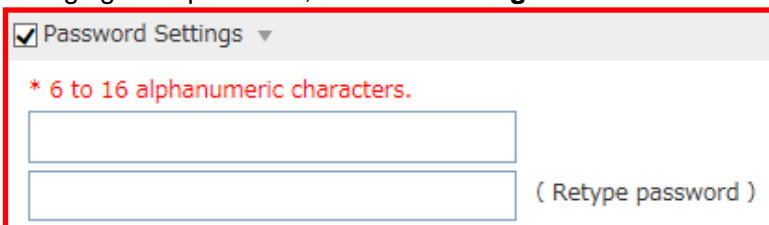
☑ Re-send
◉ Re-send to all invitees   ◯ Re-send only to added/edited/deleted invitees

Step 12. Set a password.

When setting a new password, select the check box and then set a password.

When changing a set password, select the **Change** check box and then change it.

☑ Password Settings ▾
* 6 to 16 alphanumeric characters.

(Retype password)
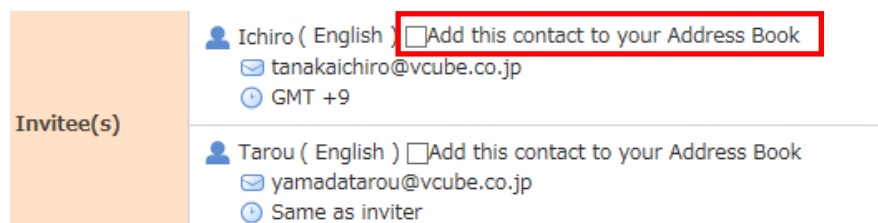
Step 13. Click the Next button at the bottom of the page.

◀ Back   ▶ Next

Step 14. Set if the email addresses of the participants will be registered in the Address Book.

If you select the **Add this contact to your Address Book** check box, the selected email addresses are registered in the **Address Book**. The registered email addresses in the **Address Book** can be used for scheduling the next meeting.

Deselect the check boxes if the registration of email addresses is not necessary.

Invitee(s)

👤 Ichiro (English) ☐ Add this contact to your Address Book
✉ tanakaichiro@vcube.co.jp
🕐 GMT +9

👤 Tarou (English) ☐ Add this contact to your Address Book
✉ yamadatarou@vcube.co.jp
🕐 Same as inviter

Note 4.   The option to **Add this contact to your Address Book** and corresponding check boxes are not displayed for email addresses that are already registered in the **Address Book**.

Step 15. The Meeting Details page will be displayed for confirmation. If there are no problems, click the Submit button.

▶ Submit

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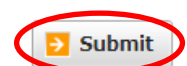
6.4 Viewing Details of Scheduled Meetings

You can check details of the scheduled meetings using the **Scheduled Meeting** link at the bottom of the meeting room or the **Schedule** tab.

### - Using the Schedule tab

(1) Select the scheduled meeting room.

Note 1.   You do not need to select a meeting room if your subscription enables you to use only one room.
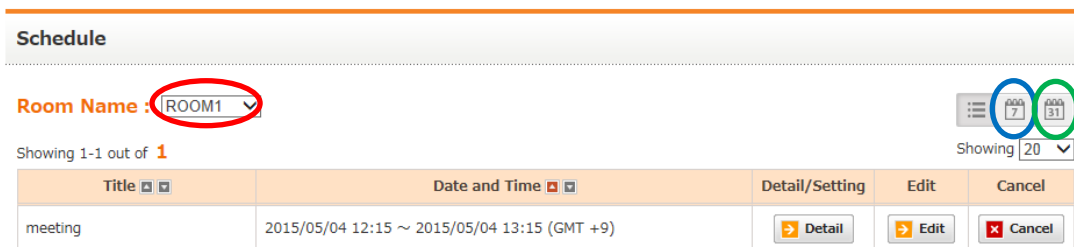
When you switch the view by clicking on the calendar icon inside the blue circle, the list shows that week's schedule for each meeting room. When you switch the view by clicking on the calendar icon inside the green circle, the list shows that month's schedule for each meeting room.

(2) Click the **Detail** button for the scheduled meeting.
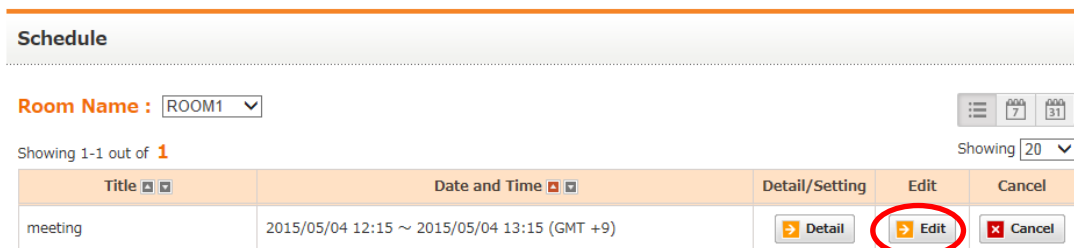
If you click the calendar icon, click the name of the relevant meeting.

If a password was set when the meeting was scheduled, you will need to enter the set password in the password entry page.

However, administrator user or user who scheduled the meeting do not need password entry.

(3) You are directed to the **Meeting Details** page, which shows the details of the scheduled meeting.

- Using the Scheduled Meeting link

(1) Click the **Scheduled Meeting** link for the scheduled meeting.

Room List	vacant ROOM1	Location : Japan	Automatic ▾	Language ▾
ROOM1	**0**/20 No participants			
ROOM2			**Start**	
ROOM3				
◄ 1/1 ►	⊕ Schedule Meeting			Scheduled Meeting 1

(2) A list of scheduled meetings is displayed.

⊕ Schedule Meeting   Scheduled Meeting 1

📅 2015/05/04 12:15 ～ 2015/05/04 13:15 (GMT +9) meeting

      (a)   **(b)**

(a)   Displays the scheduled date and time, and the selected time zone.

(b)   Displays the name of the scheduled meeting. Click the link that displays a meeting name to move to the **Schedule Meeting** page and see the details of the scheduled meeting.

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6.5 Cancelling Scheduled Meetings

6.5.1   Cancelling a Scheduled Meeting in Progress

- Cancelling from Main page

(1) Click the **Cancel** link in the meeting details field for the meeting in progress.
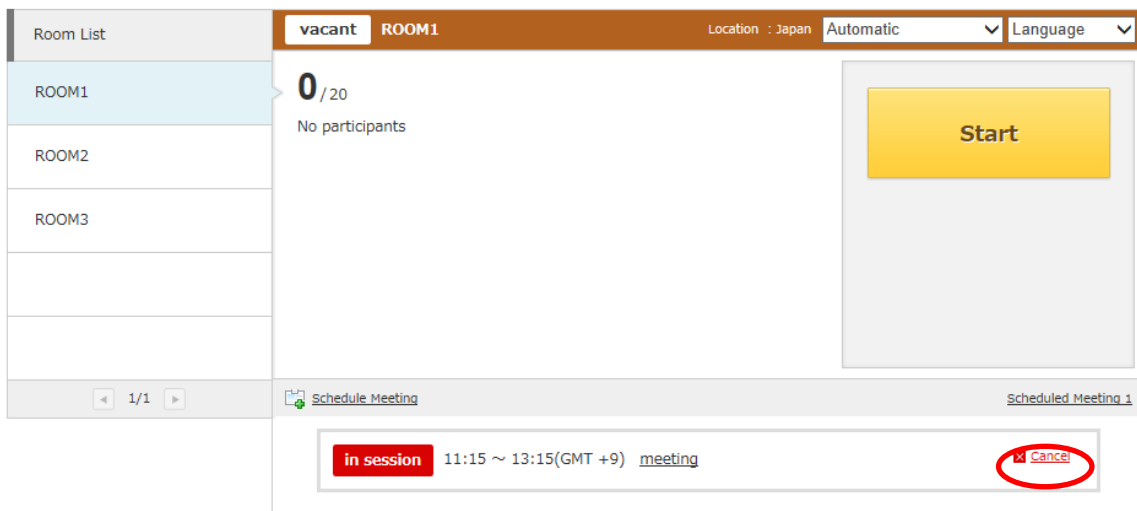
(2) Click the **OK** button in the confirmation dialogue box to cancel the current meeting.

If a password was set when the meeting was scheduled, you will need to enter the set password in the password entry page.

However, administrator user or user who scheduled the meeting do not need password entry.
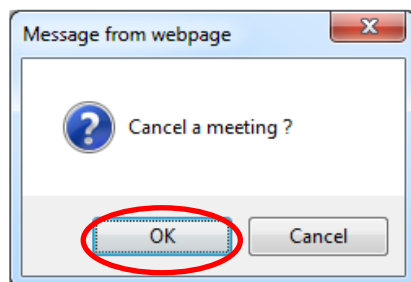
- Cancelling from the Schedule page

(1) Click the **Schedule** tab.

| Home | Reservation | Schedule | Others ▾ | Logout |

(2) Click the **Cancel** button for the relevant scheduled meeting.

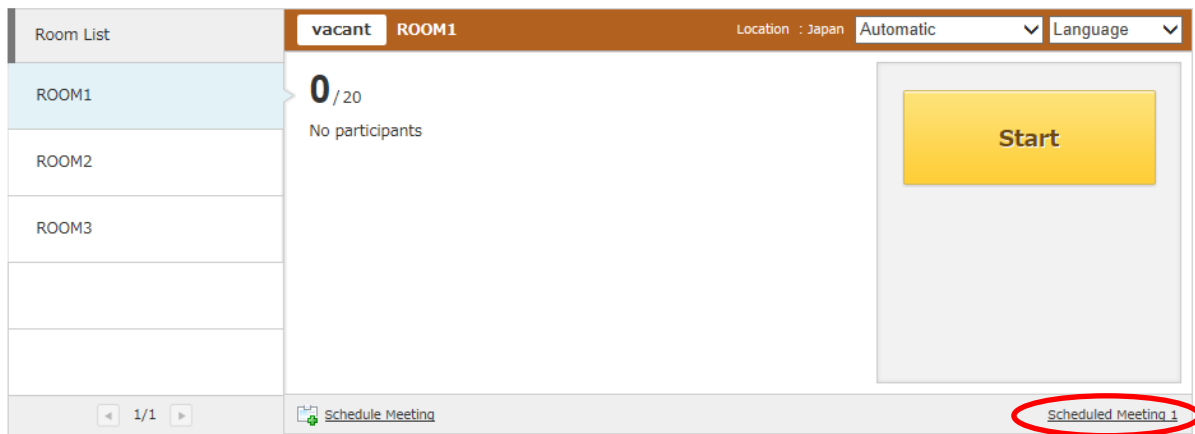| Room Name	Title 🔼🔽	Date and Time 🔼🔽	Detail/Setting	Edit	Cancel
ROOM1	meeting	in session 2015/05/04 11:15 ～ 2015/05/04 13:15 (GMT +9)	➡ Detail	➡ Edit	✖ Cancel

   If a password was set when the meeting was scheduled, you will need to enter the set password in the password entry page.
   However, administrator user or user who scheduled the meeting do not need password entry.
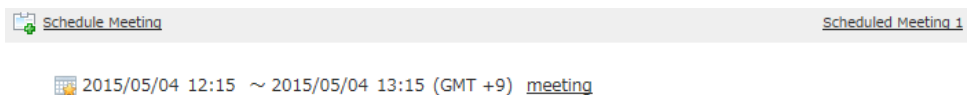
(3) Check the details of the scheduled meeting and click the **Cancel** button at the bottom of the page.

Cancel Meeting

|	
Meeting Room	ROOM1
Date and Time	2015/05/04 11:15 ～ 2015/05/04 13:15 (GMT +9)
Title	meeting
Invitee(s)	👤 Ichiro (Tanaka) (English) ✉ tanakaichiro@vcube.co.jp 🕐 GMT +9
Inviter	👤 Taro Yamada ✉ yamadataro@vcube.co.jp
Organizer	No
Send Reminder	No
Password	No
PIN Code	35110314

⬅ Back   ✖ Cancel

This allows you to cancel a scheduled meeting that is currently in progress.

6.5.2   Cancelling a Scheduled Meeting before the Meeting Starts

Step 1.   Click the Schedule tab.

| Home | Reservation | Schedule | Others ▾ | | Logout |

Step 2.   Click the Cancel button for the relevant scheduled meeting.

Title 🔼🔽	Date and Time 🔼🔽	Detail/Setting	Edit	Cancel
meeting	2015/05/04 12:25 ～ 2015/05/04 13:25 (GMT +9)	➡ Detail	➡ Edit	✖ Cancel

If a password was set when the meeting was scheduled, you will need to enter the set password in the password entry page.

However, administrator user or user who scheduled the meeting do not need password entry.

Step 3.   Check the details of the scheduled meeting and click the Cancel button at the bottom of the page.

Cancel Meeting

Meeting Room	ROOM1
Date and Time	2015/05/04 12:25 ～ 2015/05/04 13:25 (GMT +9)
Title	meeting
Invitee(s)	👤 Taro Yamada (English) ✉ yamadataro@vcube.co.jp 🕐 Same as inviter
Inviter	👤 Ichiro Suzuki ✉ suzukiichiro@vcube.co.jp
Organizer	No
Send Reminder	No
Password	No
PIN Code	12553498

◀ Back   ✖ Cancel

The scheduled meeting has now been cancelled.

7 Participating in a Meeting

7.1.1 Entering a Meeting Room
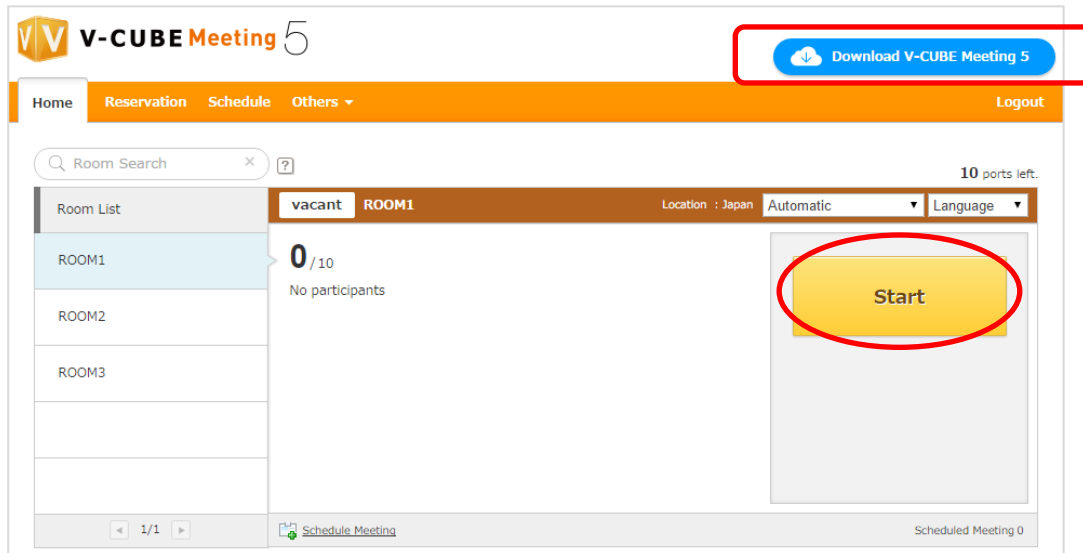
Step 1.   Click the Start button.

Note 1.   You need to download the application by clicking **Download V-CUBE Meeting 5** in the upper right corner of the page in advance. Follow the steps on the download page to install the application.

Note 2.   If the following page is displayed, you need to start the V-CUBE Meeting 5 application.
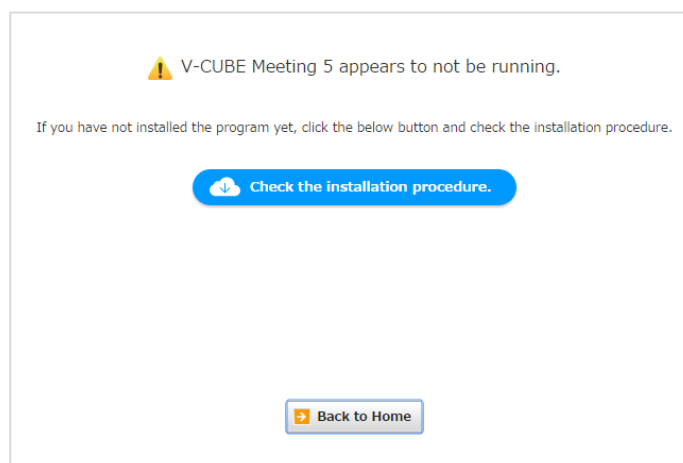
The Start Meeting page will be displayed in another window.

Step 2. <u>Enter a display name to use in the meeting room.</u>
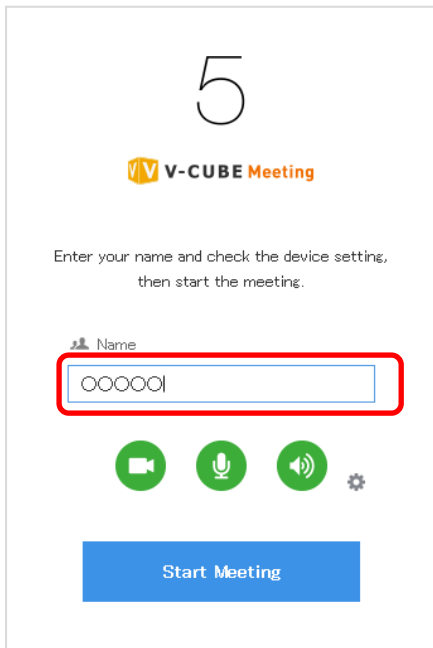
Step 3. <u>Click</u> ⚙ <u>to check the camera, microphone and speaker to be used.</u>

Selecting **Same as system** will configure the microphone and the speaker selected under your computer's sound settings to be used. (Not displayed on some devices)

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Step 4.   Toggle the camera, microphone, and speaker On or Off

Note 3.   Each button's function is as described below.

🎥	Camera on/off	🚫🎥	
🎤	Microphone on/off	🔇🎤	
🔊	Speaker on/off	🔇🔊	

5

V-CUBE Meeting

Enter your name and check the device setting, then start the meeting.

👥 Name

OOOOO|

🎥 🎤 🔊 ⚙

Start Meeting

Step 5.   Click the Start Meeting button.

5

V-CUBE Meeting

Enter your name and check the device setting, then start the meeting.

👥 Name

OOOOO|

🎥 🎤 🔊 ⚙

Start Meeting

The meeting room browser window will now open.
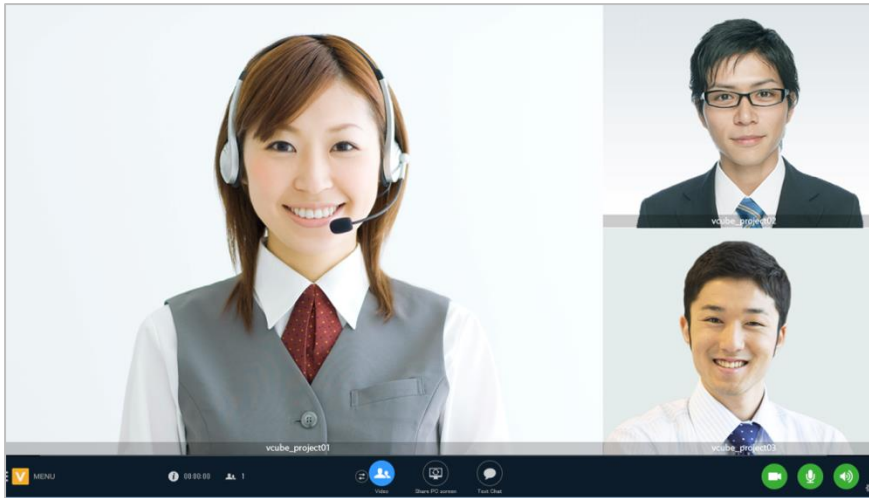
You have now finished entering a meeting room.

7.1.2 Participating in Scheduled Meetings

When there is a previously scheduled meeting, the name of the meeting currently in progress will be displayed in the meeting room area of the **Main** page once the start time arrives.

The organiser's information is displayed to the right of the meeting name if the organiser has been set in the invitation email settings.

The meeting room can be accessed via an invitation email.
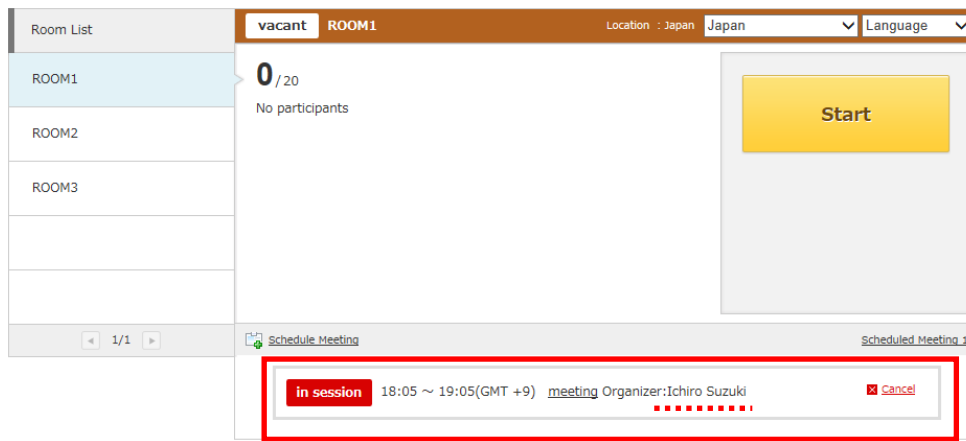
"**Almost in session**" is displayed when the scheduled meeting will start within the next ten minutes.

| Almost in session | 18:05 ～ 19:05(GMT +9) meeting |
| | *Please check your meeting schedule and login. |
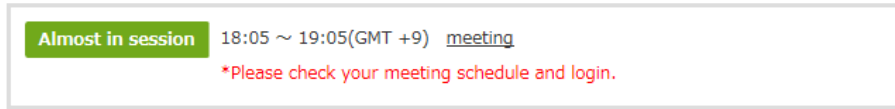
If there is a previously scheduled meeting that is running overtime when the start time for the scheduled meeting arrives, "**extending**" will be displayed for that meeting as being in session.

| extending | 17:05 ～ 18:05(GMT +9) meeting | ✖ Cancel |

If there is a meeting running over time, "**session waiting**" will be displayed for the current scheduled meeting until that meeting ends.

| session waiting | 18:05 ～ 19:05(GMT +9) meeting | ✖ Cancel |
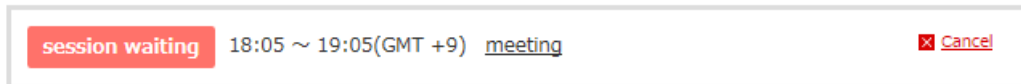
Step 1.　**After checking the name of the meeting currently in progress, click the Start button.**

Step 2.　**Follow the same steps as those described in "7.1.1 Entering a Meeting Room".**

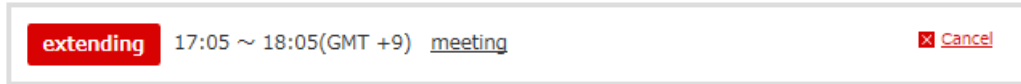| Room List | | vacant **ROOM1** Location : Japan [Japan ▾] [Language ▾] | |
ROOM1		**0** /20 No participants	**Start**
ROOM2			
ROOM3			
◀ 1/1 ▶		📅 Schedule Meeting Scheduled Meeting 1	
		in session 18:05 ～ 19:05(GMT +9) meeting Organizer:Ichiro Suzuki ✖ Cancel	
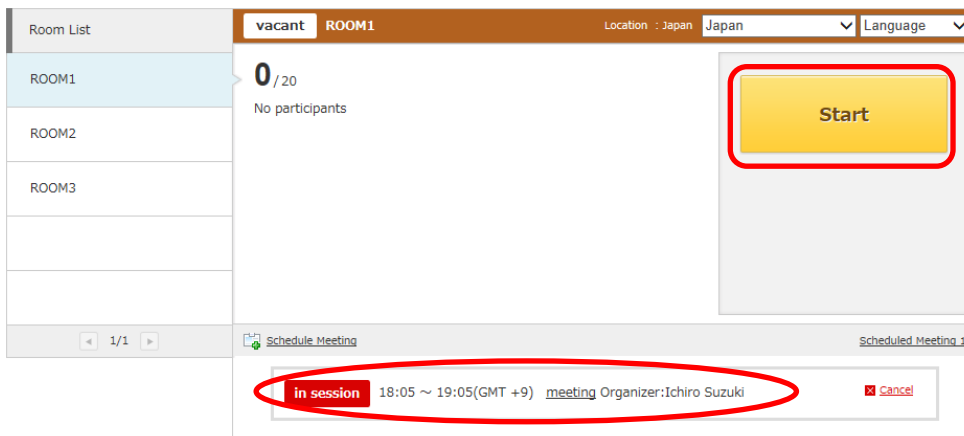
In some cases, the organiser of a meeting has password-protected the meeting room. In such cases, you will need to enter a password to enter the meeting room. The password is shown in the invitation email.

7.1.3 Leaving a Meeting

Step 1. **Click the Menu button.**

Step 2. **Click Exit.**
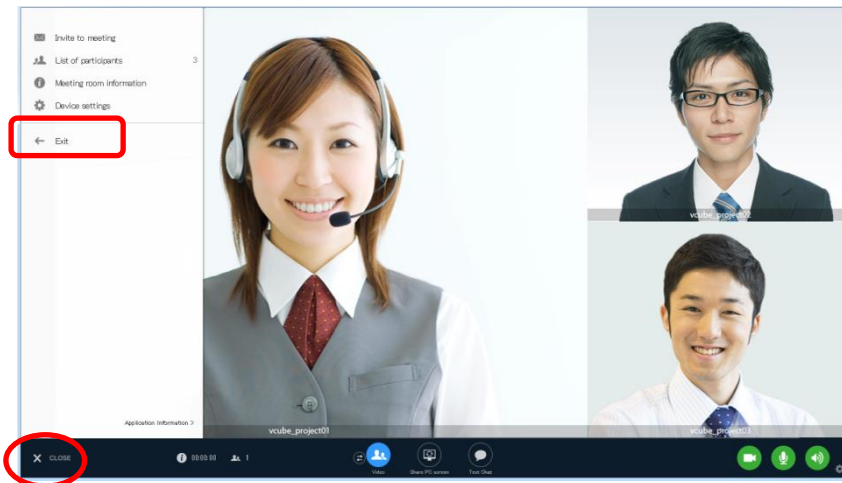
Step 3. **Click Exit in the confirmation dialogue box.**
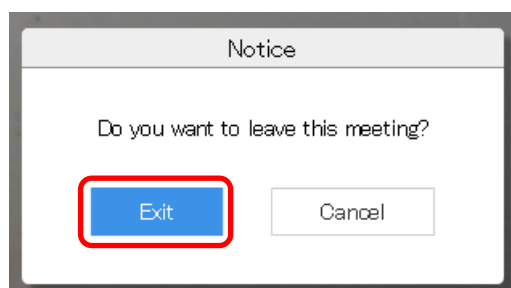
The window will now close and you can exit the meeting room.

To continue participating in the meeting, click the **Back to Home** button.

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8 Participating in a Meeting from an Invitation Email (Receiving an Invitation)

V-CUBE Meeting allows you to log in from an invitation email, in addition to logging in using the ID and password you were issued. Some plans may require your ID and password when you enter a meeting room through an invitation email.

8.1 Invitation Emails

An invitation email is an email sent from the meeting organiser to inform people of the date and time of the meeting.

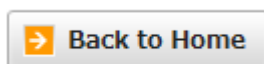A URL for joining a meeting is included in the text of the email. Click the URL at the time that the meeting is scheduled to access the meeting room.

Two types of invitation emails are available.
(1)   Invitation emails sent by using the **Reservation** tab or **Edit Schedule** tab
        Two types of invitation emails are available.

- HTML email
Select the **Send in HTML format** check box while scheduling a meeting to send HTML emails.
Note 1.   Once **disable** is selected for **HTML Mail Settings** in **Invitation Email Settings** on the **Admin Page**, the **Send in HTML format** section will not appear on the **Schedule Meeting** page. Emails will be sent in text format.
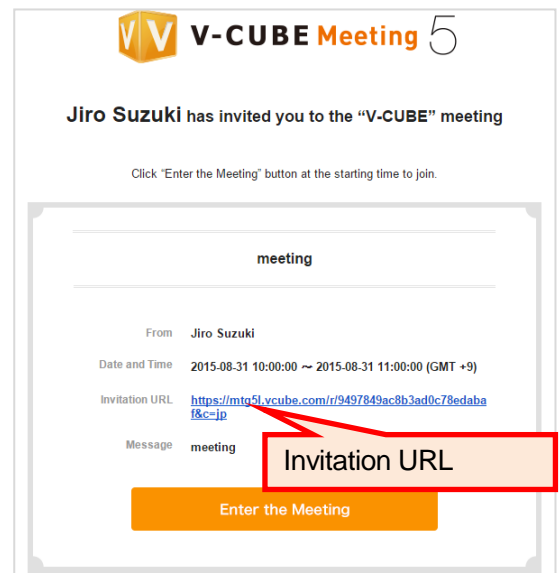
- Text email

Text emails are delivered when a meeting is scheduled while **Send in HTML format** is not selected or when **disable** is selected for **HTML Mail Settings** in **Invitation Email Settings** on the **Admin Page**.

```
*This email is transmission only, please do not reply.

Notice from V-CUBE Meeting 5

Jiro Suzuki has invited you to join a web meeting using "V-CUBE Meeting".
Click the invitation URL below at the starting time to attend the meeting.
※To participate in Web conference, please install the application in advance.Please refer to the guidance page for instruction.
<https://mtg5l.vcube.com/services/download/flow.php>

■Meeting Name
meeting

■Date and Time
2015-08-31 10:00:00 ～ 2015-08-31

■Organizer

■Invitation URL
<https://mtg5l.vcube.com/r/~~~~~~~~~~~~~~~~~>

■ Password
```
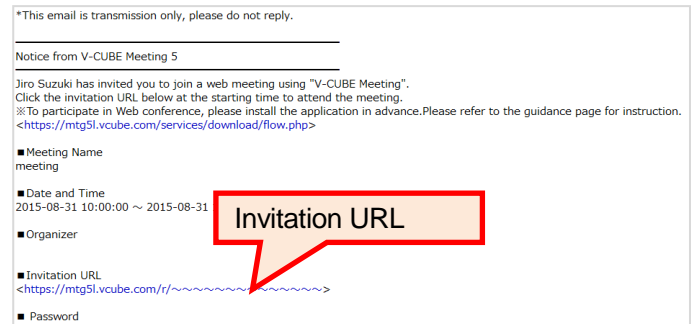
Invitation URL

Note 2. If you have set the Reminder feature when scheduling a meeting, an invitation email will be sent to you one to two hours before the meeting starts, aside from the one which is sent to you when you scheduled the meeting. The email subject will be 'Reminder'. However, if a meeting you have scheduled will start within an hour from the time you scheduled it, a reminder email will not be sent.

(2)   Invitation email sent by using **Invite users to this meeting** during a meeting

Note 3. The **Invite users to this meeting** button is not displayed for some plans.

Note 4. The email is sent in plain text format.

Invitation URL

```
■Invitation URL
<https://meeting-review.nice2meet.us/~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~>.
```

![V-CUBE Meeting 5]

8.2 Before Entering a Meeting Room

8.2.1 Accessing a Meeting Room

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

■ Invitation URL
<https://mtg5l.vcube.com/r/ba28fafed04a7d40006b3266&c=jp>

Note 1. If you access the meeting room outside the meeting hours, a message saying '**Please check your meeting schedule and login again**.' will be displayed.

Please check your meeting schedule and login again.
Current time 2015/05/04 18:40 (GMT +9)

Title	meeting
Date and Time	2015/05/04 18:50 ~ 2015/05/04 19:40 (GMT +9)
Organizer	Saburo Takahashi

A browser window prior to a user's participation in a meeting is displayed.
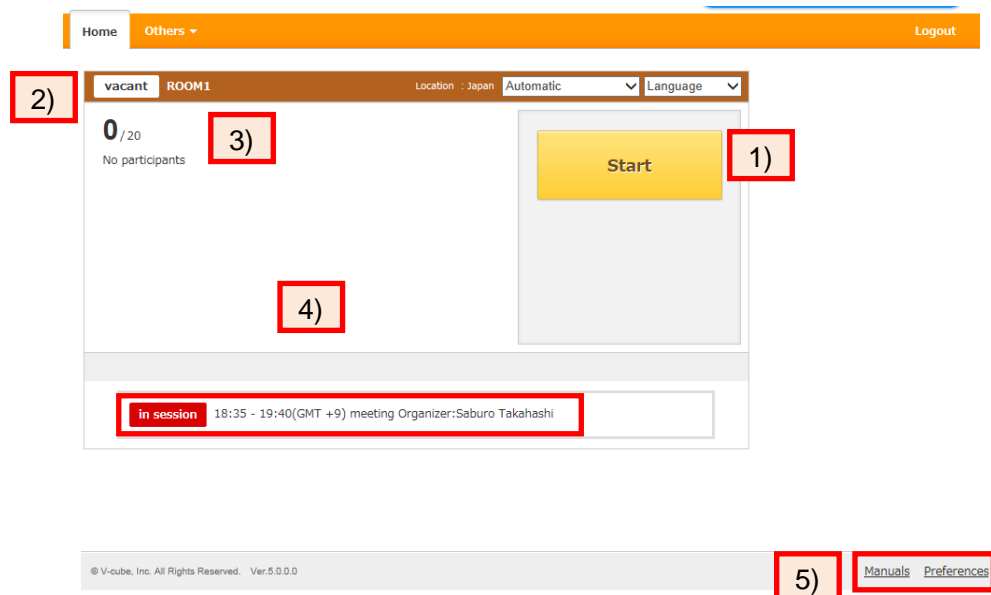
1) Allows you to enter a meeting room.
2) Displays the meeting room status. **in a Meeting** is displayed when a meeting is ongoing and **vacant** is displayed when the room is empty.
3) Displays the number of users currently using the meeting room. Also displays the names they entered when they entered the room.
4) Displays the name and time of the scheduled meeting.
The information of the organiser is displayed on the right side of the meeting name if the organiser is set in the invitation email setting.
5) Clicking the links for each page will take you there.

8.2.2 Setting a Language, Time Zone and Name (Preferences)

You can change **Language**, **Time Zone** and **Name** from the **Preferences** menu.

Step 1.   Click Preferences   link in the lower right of the page.

Manuals Preferences Admin Page
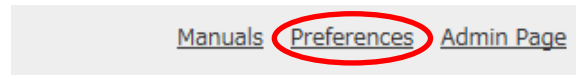
Step 2.   Select items to change, or enter information.

Preferences

You can change your preferences.

Language	1)	glish ▼
Time Zone	2)	MT + 09:00, Japan, Korea Standard Time & Australia Western Daylight Time ▼
Name	3)	cube_project

4) ▶ Change

1)   Select the language to use from the **Language** pull-down menu.
2)   You can select your time zone from the **Time Zone** pull-down menu.
3)   Entering a name in the **Name** field saves you from having to enter a name you will use when entering a meeting room.
4)   Saves the settings.
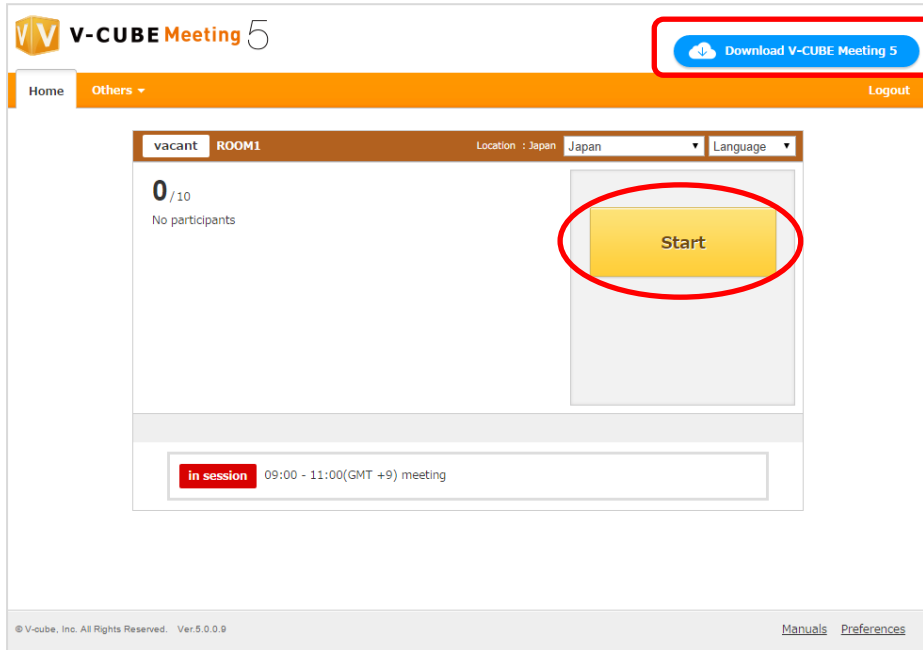
Step 3.   Click the Change button.

▶ Change
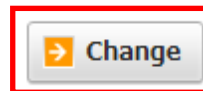
You have now finished setting **Preferences**.

8.3 Participating in a Meeting from an Invitation Email
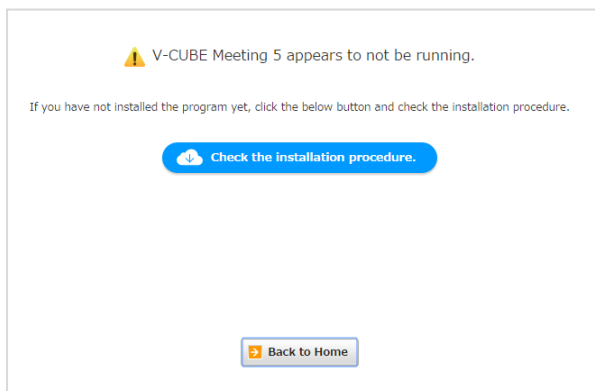
8.3.1 Entering a Meeting Room

Step 1. **Click the Start button**

In some cases, the organiser of a meeting has password-protected the meeting room. In such a case, you will need to enter the password to enter the meeting room. The password is shown in the invitation email.

Note 1. You need to download the application by clicking **Download V-CUBE Meeting 5** in the upper right corner of the page in advance. Follow the steps in the download page to install the application.

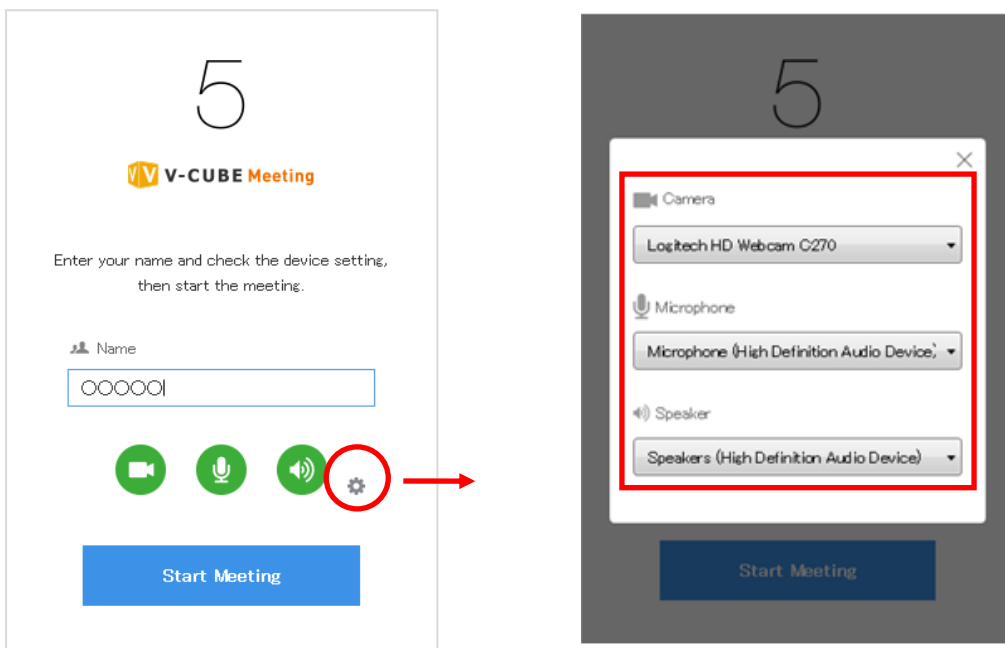Note 2. If the following page is displayed, you need to start the V-CUBE Meeting 5 application.

You have now finished entering a meeting room.

**Step 2.** **Enter a display name to use in the meeting room.**
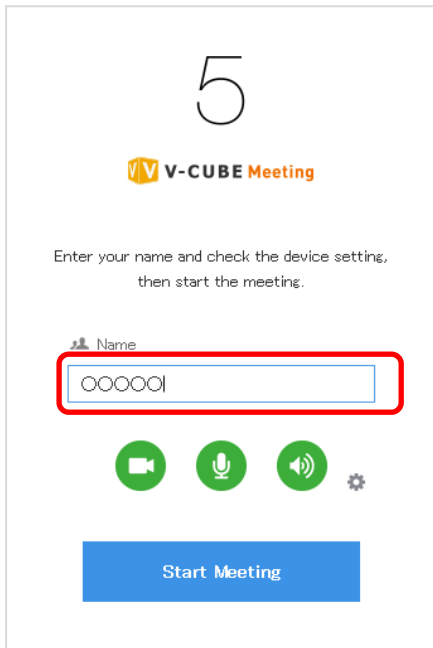
Step 3. **Click** ⚙ **to check the camera, microphone and speaker to be used.**
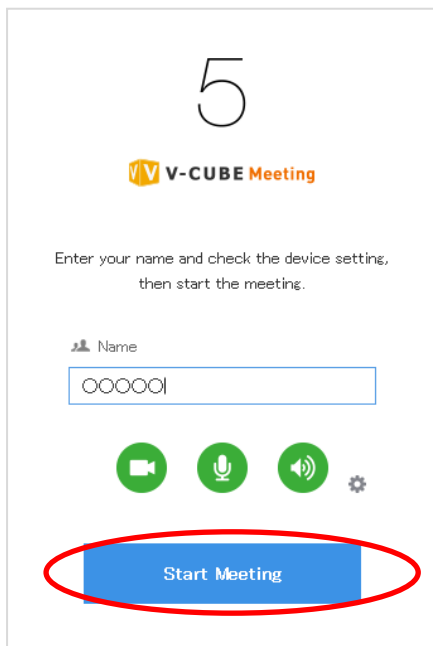

Selecting **Same as system** will configure the microphone and the speaker selected under your computer's sound settings to be used. (Not displayed on some devices)

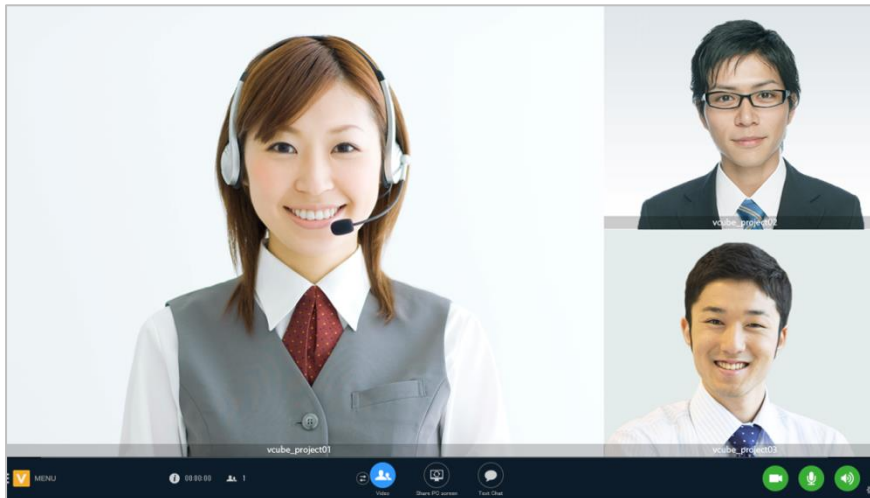## Step 4.   Toggle the camera, microphone, and speaker On or Off

Note 3.   Each button's function is as described below.

 Camera on/off

 Microphone on/off

 Speaker on/off

Step 5.   Click the Start Meeting button.

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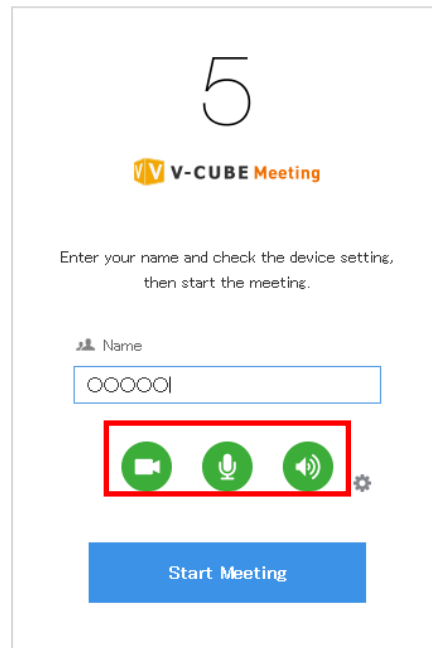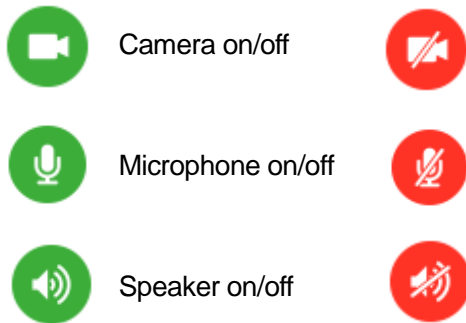
The meeting room browser window will now open.


You have now finished entering a meeting room.

9 Using Meeting Room Functionality

9.1 Names of Meeting Room Components

|	
1) Your video	2) Displays all functions
3) Displays Meeting Room information	4) Displays elapsed meeting time
5) Participant list	6) Video switching button
7) Share PC screen	8) Instant messaging
9) Start/stop video streaming	10) Start/stop audio streaming
11) Start/stop audio from speaker	12) Device settings

9.1.1 Displaying Elapsed Meeting Time
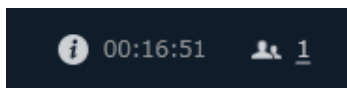
Displays the elapsed meeting time.*4) in the above table
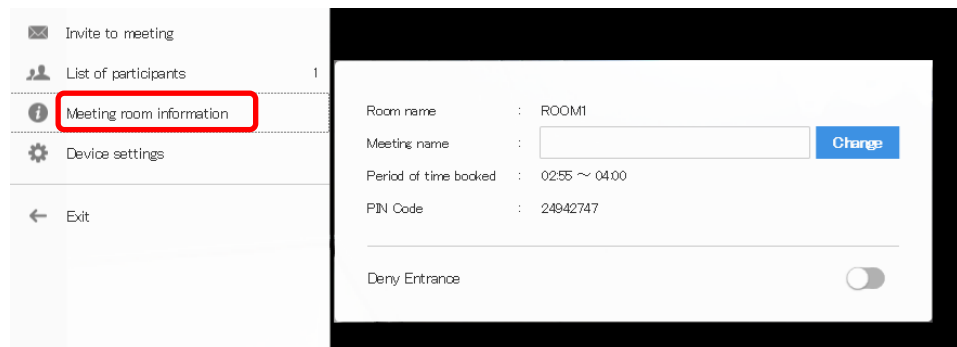
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9.1.2 Changing the Meeting Name

There are two ways to change the meeting name.

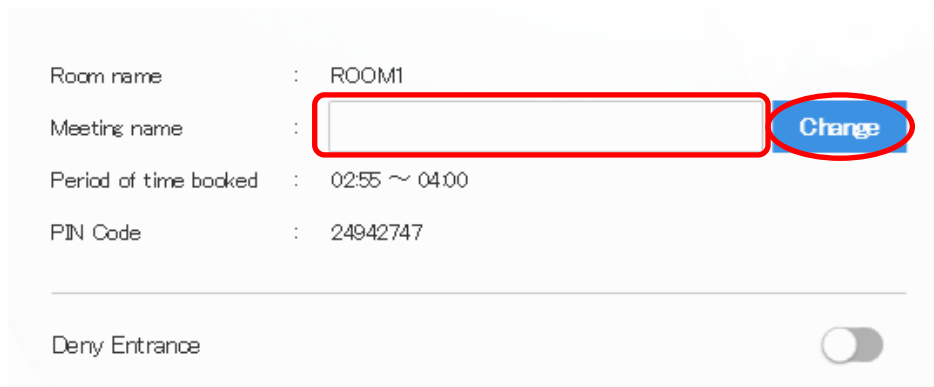**Step 1.** **Display the Meeting Room Information.**

(a) Click [i] button at the bottom of the browser window.
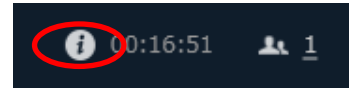
(b) Click Menu button in the lower left corner the browser window. [MENU]
Click **Meeting room information**.

Step 2. **Enter a name for the meeting in Meeting name of the displayed dialogue box and click the Change button.**

You have now changed the meeting name.

Check	Room Name	Title ▲▼	Date ▲▼	Time ▲▼	Record details	Detail
☐	ROOM1		2015/04/29 05:49 (GMT +9)	15minutes		➡ Detail
☐	ROOM1	meeting	2015/05/06 10:27 (GMT +9)	2minutes		➡ 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.
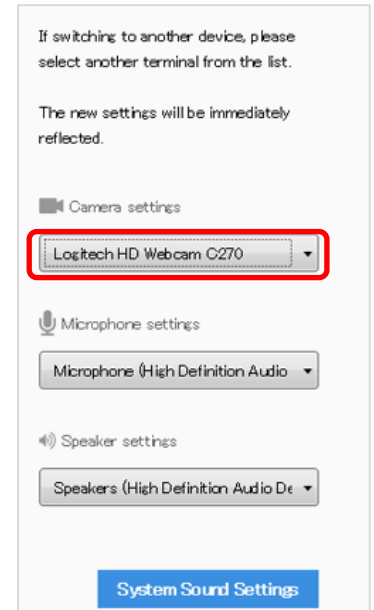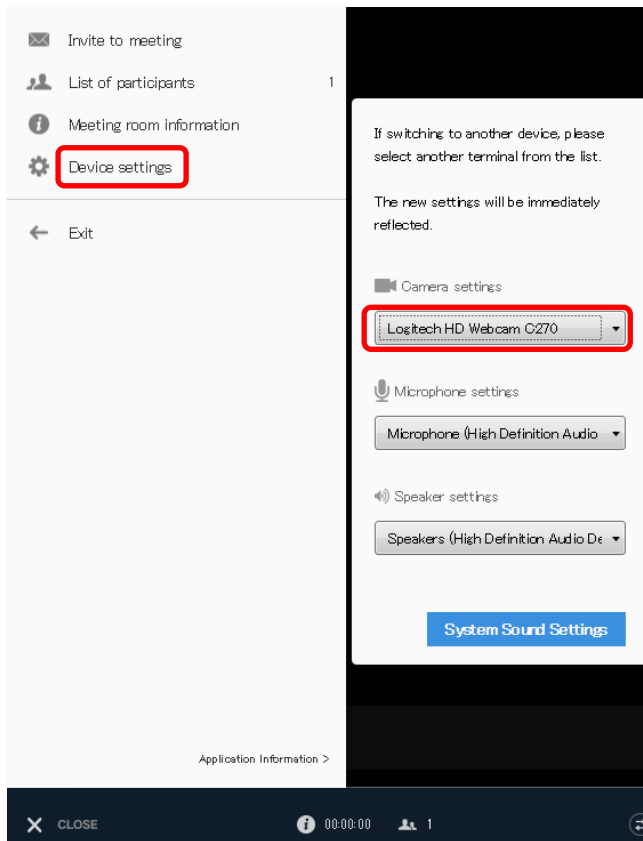
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9.2 Audio and Video

9.2.1 Switching Cameras

There are two ways to switch cameras.

Step 1. Display the Camera Settings

(a) Click [gear] button at the lower right corner of the browser window.

(b) Click Menu button in the lower left corner of the browser window. [MENU]
Select **Device settings**.

Step 2. Switch the camera.

You have now switched cameras.

9.2.2 Switching Microphones

There are two ways to switch microphones.

Step 1. Display the Microphone Settings

(a) Click ⚙ button at the lower right corner of the browser window.

(b) Click Menu button in the lower left corner of the browser window. Select **Device settings**.
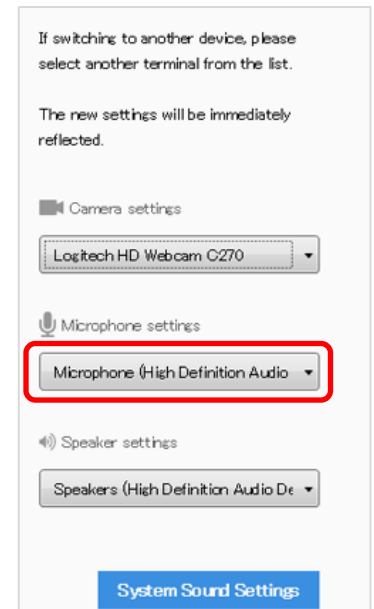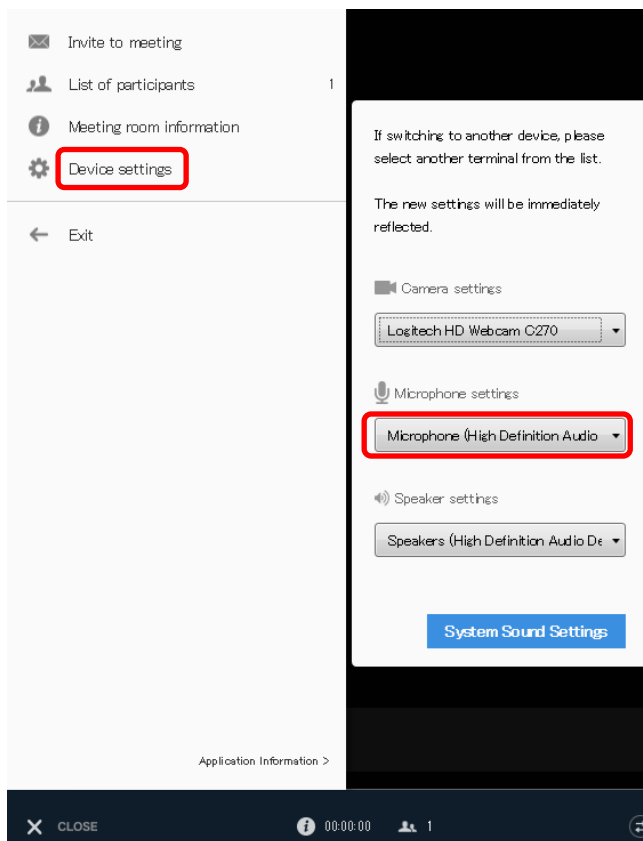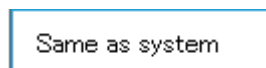
Step 2. Switch the microphone.

Selecting **Same as system** will configure the microphone selected under your computer's sound settings to be used. (Not displayed on some devices)

Clicking **System Sound Settings** allows you to check your computer's sound settings.

Note 1. Microphone volume cannot be adjusted in "V-CUBE Meeting 5" application side.

You have now switched microphones.

9.2.3 Switching Speakers

There are two ways to switch speakers.

Step 1. <u>Display the Speaker Settings</u>

(c) Click ⚙ button at the lower right corner of the browser window.

(d) Click Menu button in the lower left corner of the browser window. Select **Device settings**.

Step 2. <u>Switch the speaker.</u>

Selecting **Same as system** will configure the speaker selected under your computer's sound settings to be used. (Not displayed on some devices)
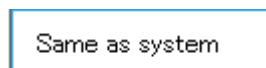
Clicking **System Sound Settings** allows you to check your computer's sound settings.

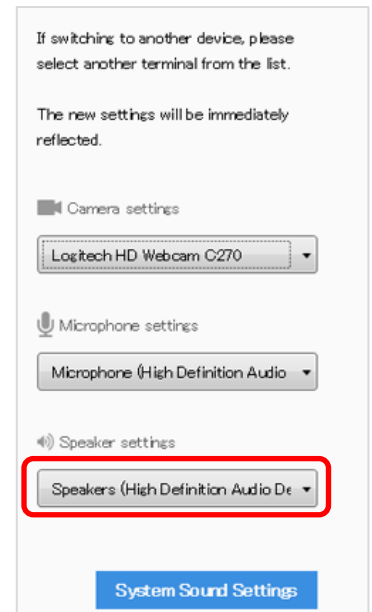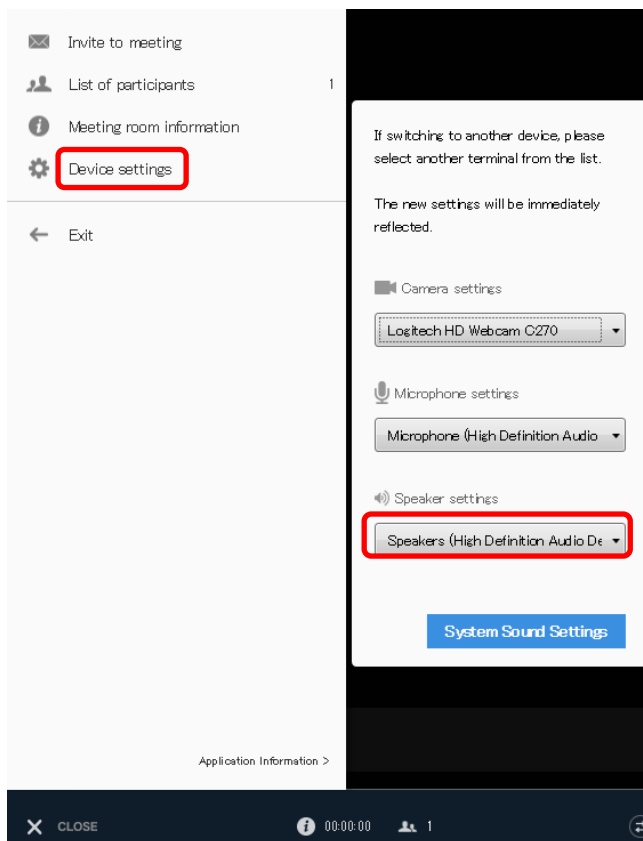Note 1. Speaker volume cannot be adjusted in "V-CUBE Meeting 5" application side.

You have now switched speakers.
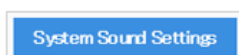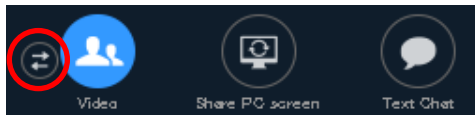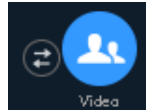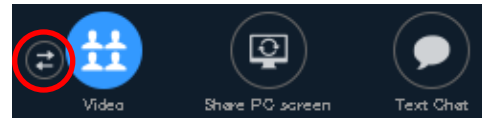
9.2.4 Video Display

Click the video switching button to switch between normal mode and active speaker mode.

Active speaker mode   Normal mode

Active speaker mode

Active speaker mode is a feature that preferentially displays the video of the participant who is speaking.

Up to eight locations can be displayed in video windows.

Layout will switch automatically according to the number of locations involved in meeting, and left (top left) video window will be displayed larger.

When there are participants in nine or more locations, the video of the participant who is speaking is preferentially displayed, while video of the other participants is not displayed.

The system detects how loudly people are speaking every few seconds, and the display switches to the video of the participant who is speaking the loudest. Your own video is always displayed in the lower right corner.
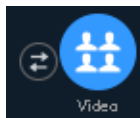
Normal mode

Up to eight locations can be displayed in video windows.

Layout will switch automatically according to the number of locations involved in meeting, and each location window will be displayed in same size.

When there are participants in nine or more locations, the video of the participant who is speaking is preferentially displayed, while video of the other participants is not displayed. Your own video is always displayed in the lower right corner.

9.2.5　Checking Meeting Participants

You can check the participants in the meeting room from the participant list.
There are two ways to check the meeting participants.

(a)　Click 👥 2 button at the bottom of the browser window.

The names of the meeting participants are displayed.

vcube

Ichiro Suzuki

👥 2

(b)　Click Menu button in the lower left corner the browser window. ≡ V MENU

Select **List of participants**.

✉	Invite to meeting	
👥	List of participants	2
ⓘ	Meeting room information	
⚙	Device settings	
←	Exit	

vcube

Ichiro Suzuki

Application Information >

✕ CLOSE　　　　ⓘ 00:05:26　👥 2

You have now completed checking the meeting participants.

9.2.6 Removing a Participant from a Meeting Room

You can remove users in the meeting room from the participant list.
There are two ways of removing a participant.

Step 1. **The names of the meeting participants are displayed. Click Alert.**

(a) Click button at the bottom of the browser window.
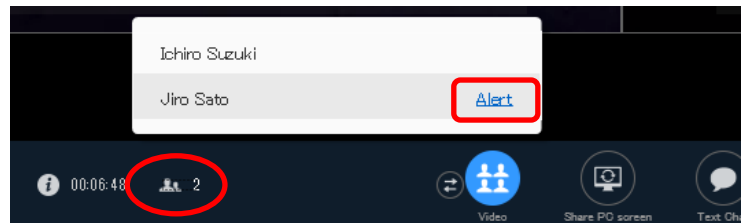
(b) Click Menu button in the lower left corner the browser window.
      Select List of participants.
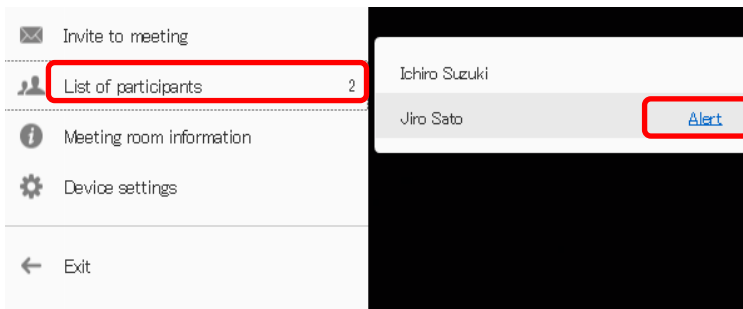
Step 2. **Click Alert on Eject the members below from the conference? on the confirmation dialogue box.**

You have now removed the meeting participant.

9.3 Instant Messaging

9.3.1 Using Instant Messaging

You can use instant messaging to communicate with other meeting participants by typing in text.

Step 1. **Click the Text Chat button at the bottom of the browser window.**
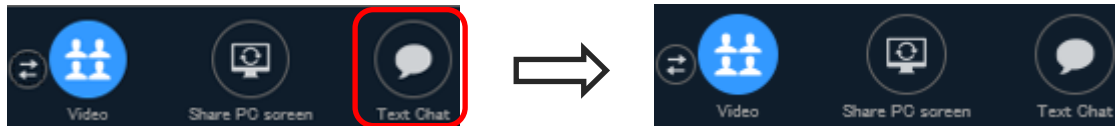
Step 2. **Enter the text of your message in the instant messaging window.**

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

The time at which you sent the message is displayed to the right of the message.

Note 2. The time displayed depends on the time zone that is set for your PC.

The date is not displayed.

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9.4 Invite to 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.

9.4.1 Inviting by Email

Step 1. Click Menu button in the lower left corner the browser window.

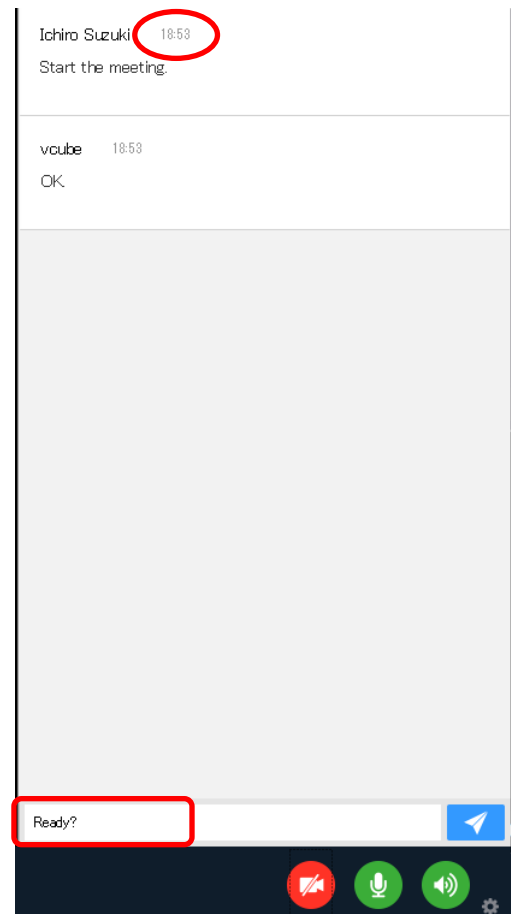**Step 2. Click Invite to meeting.**
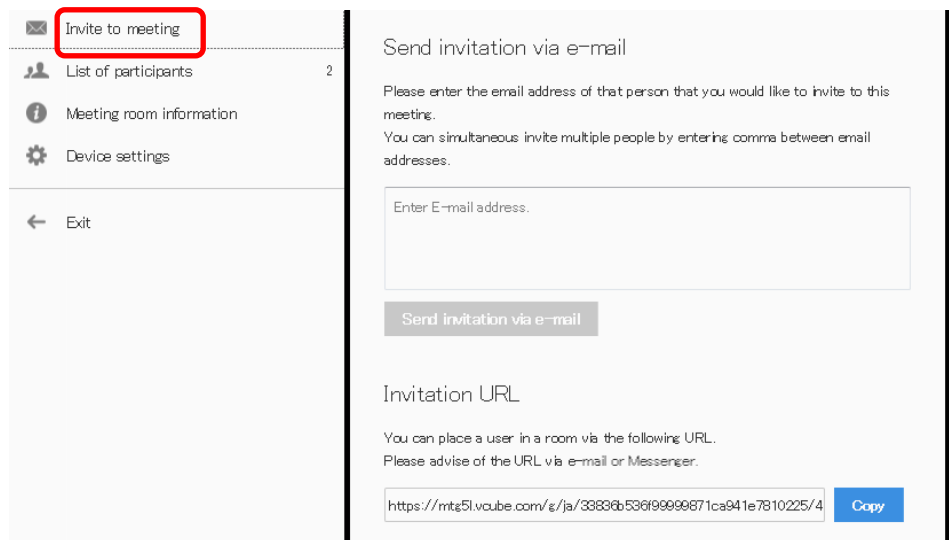
Step 3. Enter the email address of the person you want to invite.
Note 1. When inviting multiple people, separate their email addresses with commas.
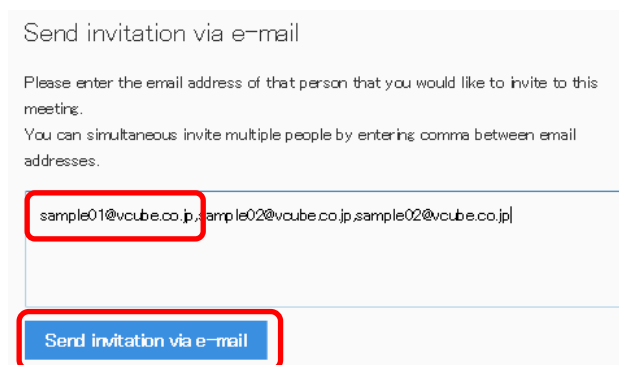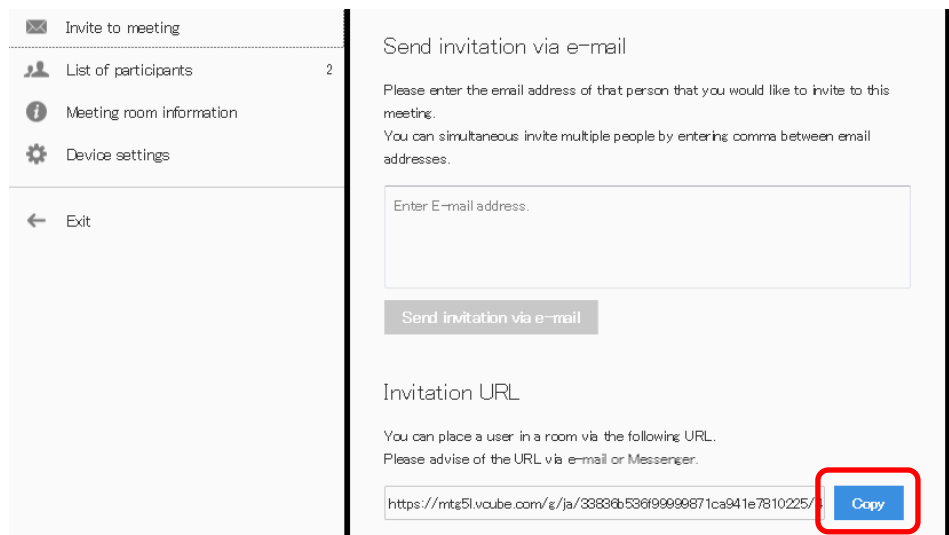
Step 4. Click the Send invitation via e-mail button.
Invitation emails will be sent to the email addresses of the people you want to invite.
The invitation emails are sent in plain text format.

9.4.2 Inviting by URL

There are two ways to invite users by issuing a URL.

Step 1. Click Menu button in the lower left corner the browser window. ☰ V MENU

Step 2. Click Invite to meeting.

Step 3. Copy the URL under Invitation URL.

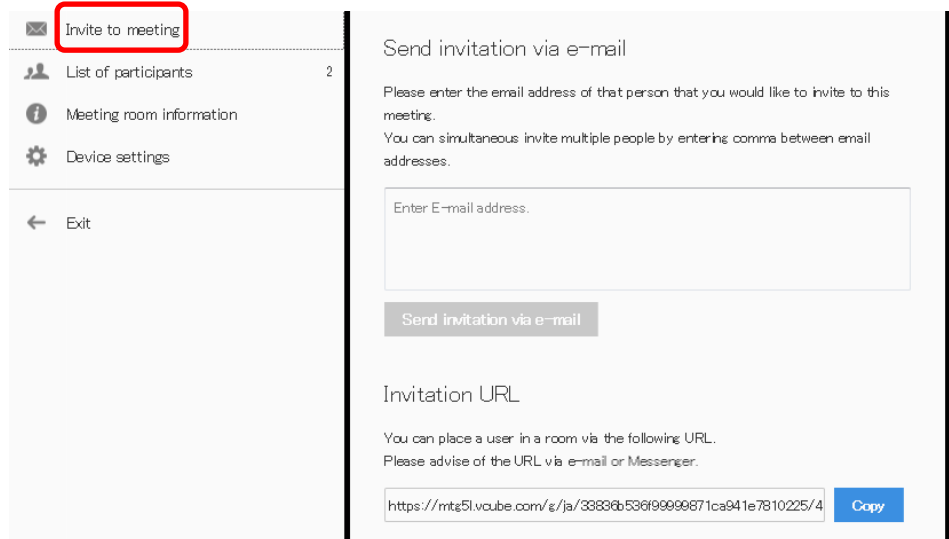**Step 4. Send the URL you have copied to the users you want to invite.**

9.5 Meeting Settings

In **Meeting Settings**, you can configure settings for a meeting.

9.5.1 Denying Entrance by New Users to a Meeting Room

Step 1. Click [i] button at the bottom of the browser window.
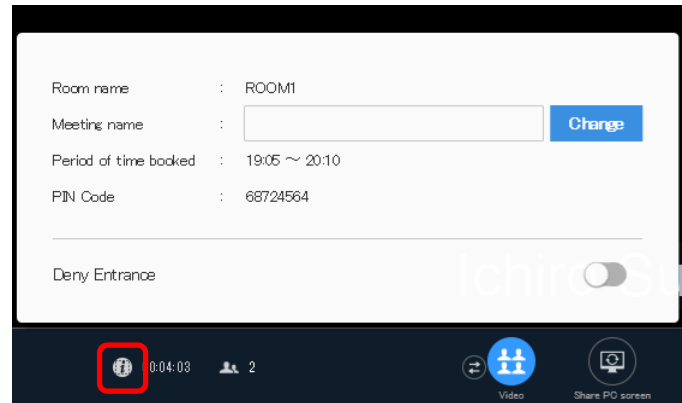
Step 2. Set Deny Entrance to ON to deny entry to the meeting room.

If you set **Deny Entrance** to off, users can enter the meeting room.

Note 1. This setting is set to off at the start of a meeting.
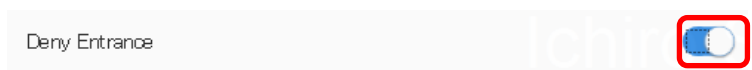
If a user tries to enter the meeting room when **Deny Entrance** is set to on, a message to the effect that there is an entrance restriction will be displayed and he/she will be unable to enter the meeting room.

9.6 Other

9.6.1 Using PC Screen Sharing

Step 1. **Click Share PC Screen at the bottom of the browser window.**

Step 2. **Select the items you wish to share from the displayed list and click Begin sharing.**
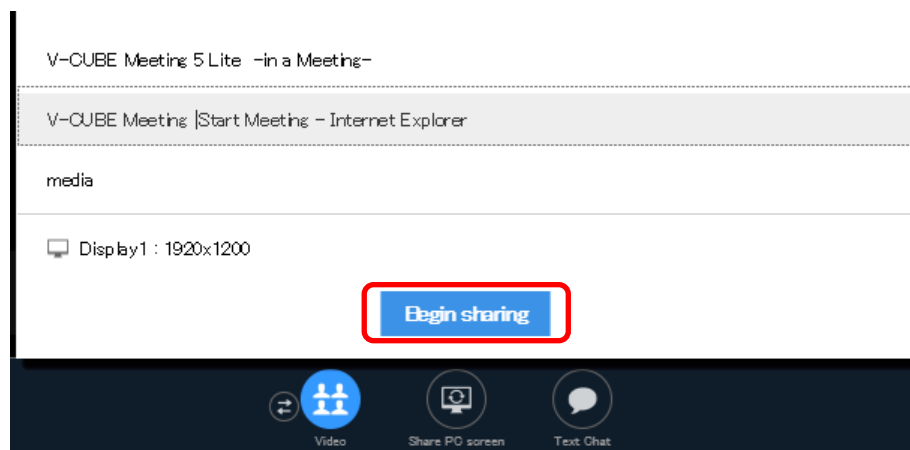
To cancel sharing, click **Stop sharing** .
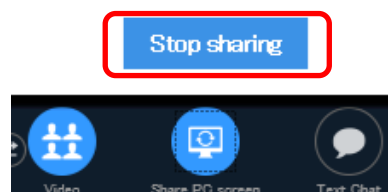
The screen will split, and you can share the item(s) on your PC screen.

9.7 Document Sharing Functionality

The document sharing functionality allows you to share documents with all the participants on a whiteboard displayed in another window.

You can upload documents on the whiteboard, add graphics and text to them, and print out the documents with your additions.

Note 1. If no meeting is being held, you cannot use the document sharing functionality.

9.7.1 Using the Document Sharing Functionality

Step 1. **Click the Start Whiteboard or Begin sharing documents button on the Main page.**

or
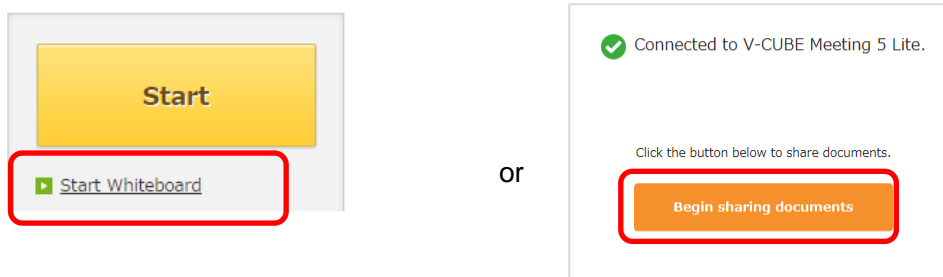
The whiteboard is displayed in a new window.
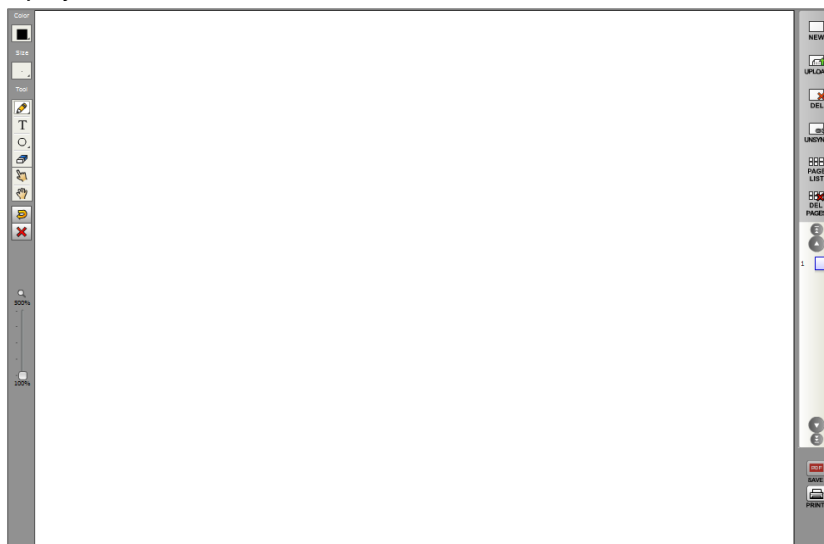
Place the cursor at the top of the window to display all of the functions.

1) **Room**:   Displays the name of the meeting room you are in.
2) **Total Time**:   Displays the time elapsed since document sharing started.
3) **Close** button: Ends document sharing.

Information

This session has already been closed.

OK
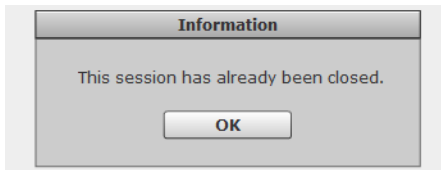
9.7.2 Selecting a Colour

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

Note 1. You can use the colour you have selected with the pen and shape tools.
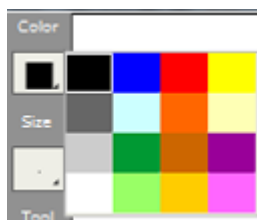
You have now selected a colour to use for graphics and text.

9.7.3 Selecting Text/Pen Size or Line Thickness

Step 1. Click Size to select a font size.

For the pen tool

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

When using the text tool

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

9.7.4　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.
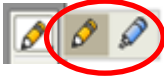
Step 2.　Draw on the whiteboard.

You can now draw on the whiteboard.
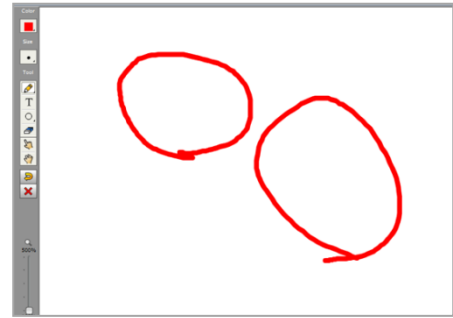
9.7.5　Entering Text onto the Whiteboard using Your Keyboard

Step 1.　T　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 　 in the upper right corner of the entry field

or click outside the text entry field to confirm your text entry.

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

9.7.6　Adding Shapes onto 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.　Add the shape onto the whiteboard.

You have now finished adding a shape.
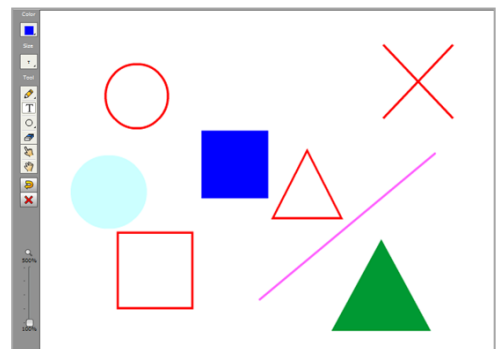
9.7.7 Undoing Text Entry, Shapes, etc.

Click **Size** to select an eraser size. Erase the drawing in the same manner as freehand drawings.

Note 1.   <u>This operation erases the contents of the uploaded files. This operation is irreversible.</u>

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

Note 2.   <u>This operation only deletes text items, shapes, etc. Documents uploaded on the whiteboard will not be deleted. You cannot use this to remove documents uploaded onto the whiteboard.</u>

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

Note 3.   <u>This operation only deletes text items, shapes, etc. Documents uploaded on the whiteboard will not be deleted.</u>

9.7.8 Using the Pointing Tool

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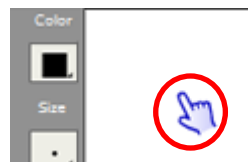
Select the **pointing tool** and move the cursor onto the whiteboard.

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.

9.7.9   Uploading Files Saved on Your Computer

Step 1.   Click the UPLOAD button.

Step 2.   The Select file to upload dialogue box appears.
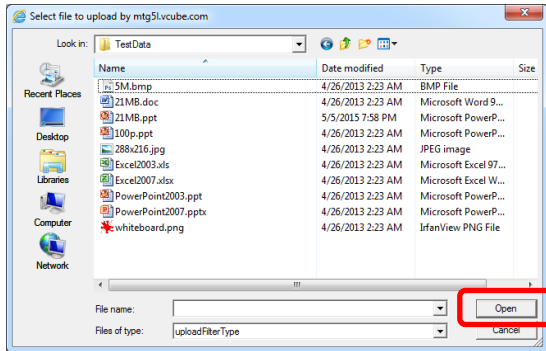
Step 3.   Select the file from the dialogue box and click the Open button.

Step 4.   Click YES to upload the file in high quality mode.
**   Click NO to upload the file in regular mode.**
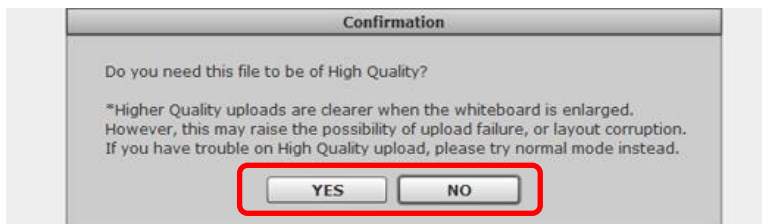
   If you select **High quality** when pasting documents, the meeting participants can see the details of your uploaded documents, including text and images, more clearly even when they zoom in on them. (However, the conversion may take more time than regular mode.)

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.

Note 1. The file formats that can be uploaded to the whiteboard are Word, Excel, PowerPoint, Visio, PDF, JPG/JPEG, GIF, PNG, Bitmap, TIFF, AI, EPS and PSD.

Note 2. Maximum size for each Word, Excel, PowerPoint, Visio and PDF file: 20 MB. Maximum size for each JPG/JPEG, GIF, PNG, Bitmap, TIFF, AI, EPS and PSD file: 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 to 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**.

9.7.10 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.

Switching between pages (using the keyboard)

(1) Select the icon of a file that contains the page you want to move to.
(2) Switch between pages by using the cursor keys (←, ↑, ↓ or →) on your keyboard.
     Press the cursor → or ↓ to move to the next page.
     Press the cursor ← or ↑ to move to the previous page.

Switching between pages (using the page list)

(3) Click **PAGE LIST**.

(4) Click the file you want to display on the whiteboard from the page list.

(5) Click **OK** or double-click the file to view the selected page.

(The current page number and total number of pages are displayed along with the file name below the displayed file.)
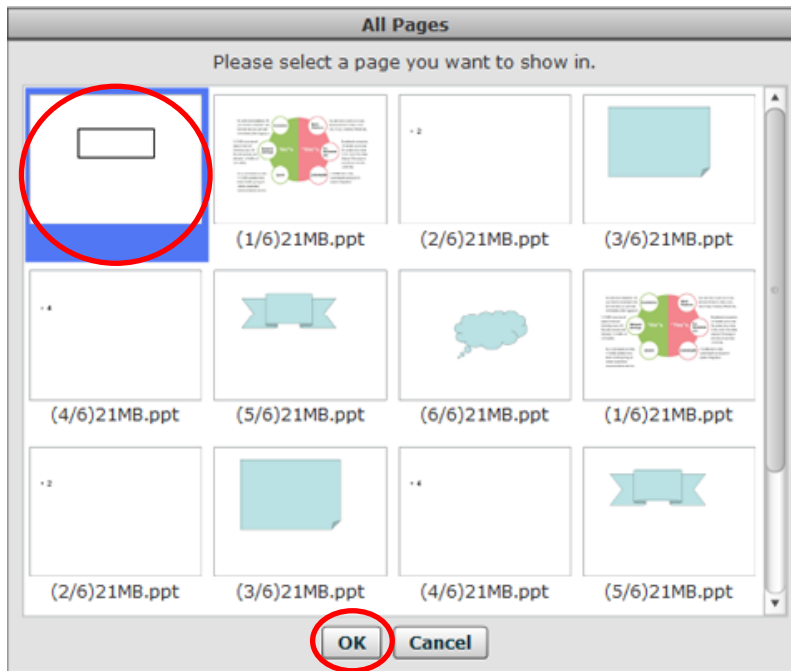
Note 2.   Hover the cursor over the page to view the file name.

9.7.11 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 UNSYNC button.

Step 2. When the UNSYNC confirmation dialogue box appears, click the OK button.

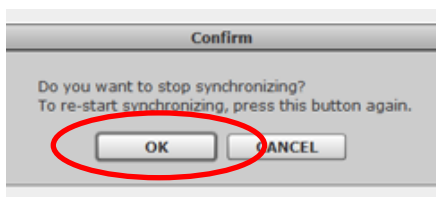A message saying '**Whiteboard Synchronization: OFF**' will appear on the browser window.
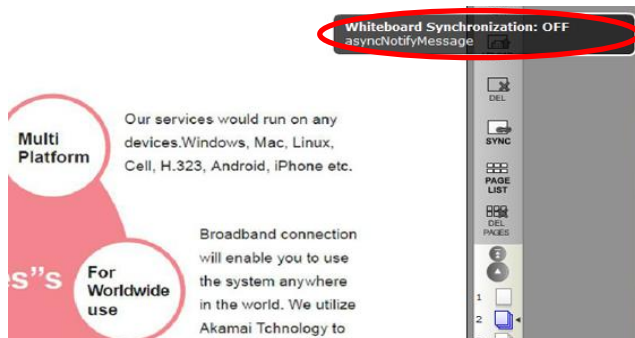
Note 1.   While you are independently operating the whiteboard, you can zoom into and move from page to page in the documents. You cannot, however, perform operations, such as writing messages and deleting documents, which would actually change the contents of the whiteboard.

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.

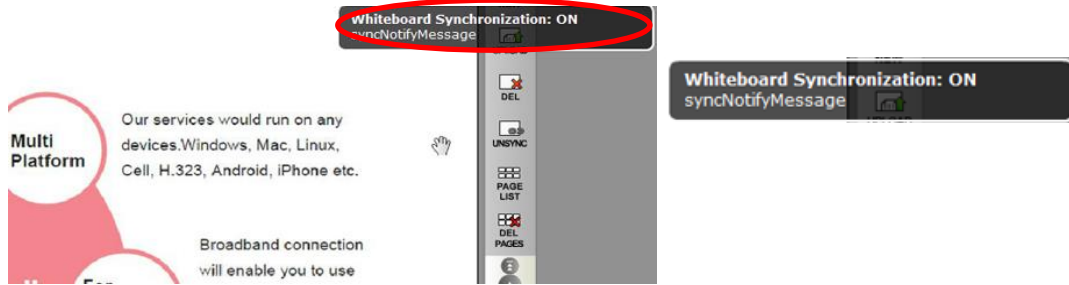Note 2.   If you have selected **Do not show** for **Whiteboard Slide Page Number** in the **Room Settings** in the **Administrative Menu**, page numbers will not be shown on each page of the uploaded documents.

9.7.12 Zooming In on and Moving Whiteboard Documents

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

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

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

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

9.7.13 Adding a Blank Page

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

9.7.14 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.   Deleted files cannot be restored.

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

Confirm

Delete all the document?

OK   **CANCEL**

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.

9.7.15 Deleting All Whiteboard Documents

Step 1. Click the DEL PAGES button.
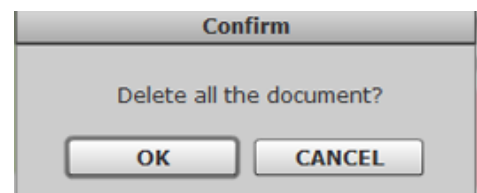
Step 2. Select the pages you want to delete.

Step 3. Click the OK button.

Note 1. Deleted documents cannot be restored.

You have now deleted all the pages you selected.

9.7.16 Printing the Displayed Whiteboard

You can print the whiteboard as it is displayed.
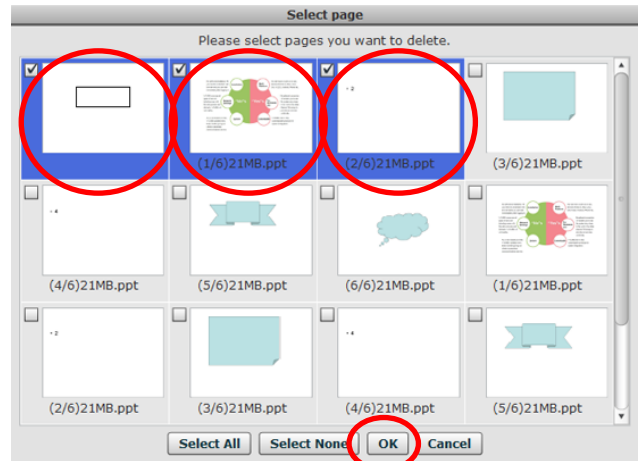
**Step 1.** **Click the PRINT button.**

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 printed in the entirety.)
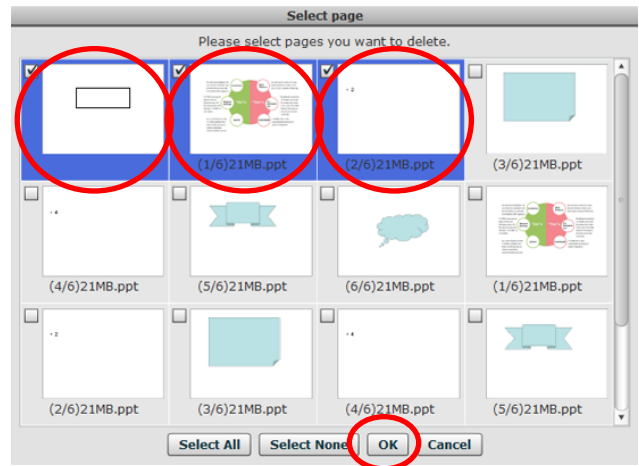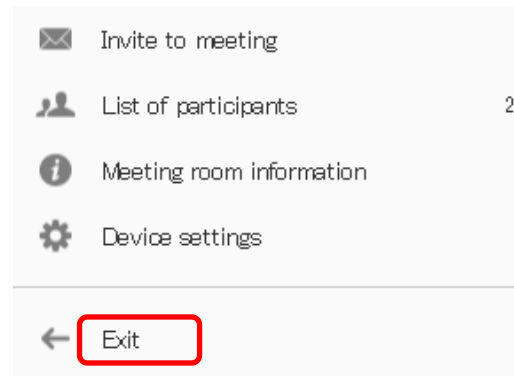
You are now able to print documents on the whiteboard from your printer.
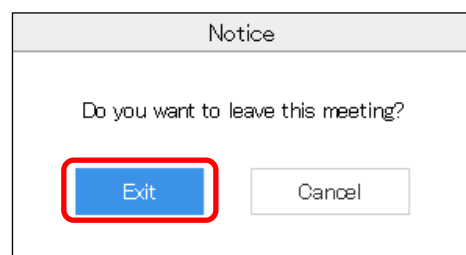
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9.8 Leaving a Meeting Room

Step 1.   **Click Menu button in the lower left corner of the browser window.**   `☰ V MENU`

Step 2.   **Click Exit.**

✉	Invite to meeting	
👥	List of participants	2
ⓘ	Meeting room information	
⚙	Device settings	
←	Exit	

Step 3.   **Click Exit on the confirmation dialogue box asking 'Do you want to leave this meeting?'**

> **Notice**
>
> Do you want to leave this meeting?
>
> [**Exit**]   [Cancel]

You have now left the meeting room.

To continue participating in the meeting, click the **Back to Home** button.

> ✅ Connected to V-CUBE Meeting 5.
>
> Click the button below to share documents.
>
> **Begin sharing documents**
>
> ➡ **Back to Home**