1 Getting started

You will need:
- A PC
- An Internet connection (an ADSL or faster connection is recommended)
- A web camera (* You may need to install a driver for some cameras)
- A headset (or a microphone and speakers)

Connect the web camera and headset to your computer.

2 Go to the login page.

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

Enter User ID and Password to login

User ID		(Alphanumeric characters.)
Password		(Alphanumeric characters.)
Location	Automatic	
Language	English	
Time Zone	GMT - 07:00, Mountain Standard Time	

You have agreed to our Terms & Conditions to use our services.

Login

Click here

Select **V-CUBE Meeting** and enter your user ID and password.
* If you want to log in via an invitation email, click the URL shown in the invitation email.

3 Enter the meeting room to start the meeting

Main Page | Schedule Meeting | Edit Schedule | View Schedule | Archive | Videos | Tools | Manuals | FAQ | Ask Us | Logout

Room List

20Person Layout

Standard

full option

Premium20

vacant Premium20   Location : Japan Automatic   English

0/9
No participants

Click here

Start

▶ Join as Audience
▶ Start Whiteboard

0/11 (Audience)   **0**/10 (Whiteboard Sharing)
No participants   No participants

☐ Narrow Network
☐ 4:3 Standard Layout

◄ 1/1 ►   ☐ Optional Features   ☐ Schedule Meeting   Scheduled Meeting 0

The displayed message in the red frame varies according to what kind of contract you have.

4 Enter your name

"See" saved costs by Web-Meeting

V-CUBE Meeting

Enter your name

[   ] **OK**   **Click here**

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

5 User guidance 1)

"See" saved costs by Web-Meeting

V-CUBE Meeting

Camera and microphone access

Adobe Flash Player Setting

Camera and Microphone Access ❓
meeting.nice2meet.us is requesting access to your camera and microphone. If you click Allow, you may be recorded.

Allow   Deny

V-cube Meeting is requesting access to your camera and microphone.

Select Allow for using webcam and headset.

Click here   **Next**

* This user guidance will be displayed if you use a user ID associated with a contract entered into after May 16, 2012.
* The user guidance will be skipped if you skip the page for making the camera/microphone settings in the **Room Settings** in the **Administrative Menu**.

6 User guidance 2)

"See" saved costs by Web-Meeting

V-CUBE Meeting

Select a webcam you are going to use.

Adobe Flash Player Settings

Camera and Microphone Access ❓
meeting.nice2meet.us is requesting access to your camera and microphone. If you click Allow, you may be recorded.

Allow   Deny

ebcam C270

↻ Refresh

Click here

❓ If there is no camera recognized.

Next

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

7 — User guidance 3)

You can select the web camera you want to use and check if the device is recognized.

Web-Meeting E

Select a webcam you are going to use.

1. Logitech HD Webcam C270 ▼

C Refresh

? If there is no camera recognized.

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

Click here → Next

8 — User guidance 4)

"See" saved costs by Web-Meeting
V-CUBE

When you select the audio device you want to use, you can check if it picks up sound by clicking **Check microphone audio**.

microphone you are going to use.

can set the microphone volume here.

ease make sure if PC sound volume has been set maximum.

1. Microphone (Plantronics C320) ▼

? If there is no microphone recognized. C Refresh

☑ Use echo canceller

Select this check box if you want to use the echo canceller. Once you have entered the meeting room, you can configure these settings in the **Preferences** dialog box.

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

Check microphone audio

Click here → Next

9 — User guidance 5)

"See" saved costs by Web-Meeting

By selecting the corresponding check box, you can automatically mute the microphone and/or the camera when entering a room to start the meeting.

want to enter the
roo   ideo and audio, please check the box below.
*You nee   mute in the meeting room when you want to start video and audio.

☐ Enter room without audio
☐ Enter room without video

☐ Don't show this settings next time.

You cannot clear these check boxes when **Enter Room Without Audio** and **Enter Room Without Video** are set to **Enabled (User Cannot Cancel)** in the **Room Settings** in the **Administrative Menu**. Cancel these settings when you have entered the meeting room.

Click here → Enter

Select the Don't show this settings next time check box in User guidance 5) to display the simple setting page from now on.

"See" saved costs by Web-Meeting
V-CUBE
Meeting

You can select the web camera you want to use and check if the device is recognized.

You can select the audio device you want to use and check if it picks up sound.

1. Select camera and microphone output

1. Logitech HD Webcam C27 ▼   1. Microphone (Plantronics ▼

☑ Enter with audio muted
☑ Use Echo Cancel
☐ Check Microphone Audio

☐ Enter with video muted

Once you have entered the meeting room, you can configure the echo canceller settings in the **Preferences** dialog box.

You can check the sound by selecting the check box. You can also adjust the sound input.

2. Select connecting protocol and port Automatic ▼

Click here → OK

? Please click here to see details about how to ente

The pull-down menu enables you to select a protocol/port to be used as a priority for the connection.

10   Meeting room

Other participants can be seen in video windows. Maximize a video window with just one click!

This is the whiteboard.
You can upload files from your computer, and draw on them and add text.

You can directly transfer files from your computer to other participants.

Instant messaging enables you to easily share otherwise confusing URLs, email addresses, and other information.

Once you enter the meeting room, you can click the switch device buttons for the camera and the microphone to select the devices you want to use.
Available devices will be displayed when you click the button.
Once you select the camera or microphone by clicking the switch device button, the selection dialog box closes.

1. Microphone (Plantronics C320)
2. Microphone (HD Webcam C270)
3. Microphone (High Definition Audio Dev

You can edit the room layout by clicking the **Layout** button.

11   Using a meeting room

1)
These buttons provide the following functions: **Shared Notepad**; **Share Video** (optional feature); **Invite users to this meeting**; **Open participants list**; **Call Mobile/H.323 client**; **Share your pc screen with other participants**; and **Start/Stop Recording**.

2)
You can use this tool bar exclusively for the whiteboard.

This tool bar enables you to draw figures, type in text, and indicates things on the whiteboard using the pointer tool.

3)
This **File Sharing** enables you and other participants in the meeting room to send each other files.

4)
These icons enable you to perform operations on the whiteboard such as uploading files and switching pages.

5)
These buttons are used for switching between cameras and/or microphones and muting the camera and/or the microphone. You can also adjust the microphone input.

If you experience any delay in the streaming during the meeting, click the **Reset Stream** button.

Change the room layout according to your needs by clicking the **Layout** button.

12   Ask Us

V-cube, Inc.
Customer support center （Japanese）
Operating instructions,
trouble shoot inquiries (24/7 hotline)

24時間365日 0570-00-2192

V-CUBE Service Website
【 http://www.nice2meet.us 】(Japanese)
【 http://www.vcube.com 】 (English)

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