V-CUBE Meeting

User Manual

V-cube, Inc.

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

Revision history

Revision date	Contents
2013/07/26	Changed system requirements table
2013/05/08	Changed system requirements table
2012/12/27	Changed system requirements table
2012/06/01	Changed system requirements table
2011/12/02	Changed system requirements table
2010/08/31	Added description of options
2010/05/17	Changed the name 'Nice to Meet You Meeting' to 'V-CUBE Meeting' in accordance with the change of the service name
2009/12/07	Changed system requirements table
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Indonesia 00180300811338
Singapore +65-3158-2832
Malaysia +60-3-7724-9693
Tokyo +81-3-4560-1287
Osaka +81-6-4560-2419
China +86-4006-618-2360

E-mail: vcube_support@vcube.com

Office hours: Weekdays 9:00-18:00(GMT+8), 8:00-17:00(GMT +7)
Closed on weekends and Malaysian holidays.

Contents

1   About this Manual

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

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

- Transmit audio and video to all locations taking part in the meeting
- Meetings using materials
- Communication using instant messages
- Setting up Audience (option)
- Link to dedicated teleconferencing systems (option)
- Links with voice calls (option)

- Include iPad users (option)
- Distribute materials
- Record or listen to meeting content
- Share desktops (option)
- Include mobile phones users (option)
- Links with smartphones (option)
- V-CUBE Mobile (free option)

2.3 Meeting Participants

2.3.1 Participants

Participants have unlimited access rights allowing them to transmit audio and video to all locations, and use all Meeting functionality, including the whiteboard, instant messaging and the different meeting settings. All participants have the same access rights, and can use Meeting freely.

2.3.2 Audience participants

Audience participants can listen in on a meeting. However, unlike meeting participants, they are not generally able to transmit audio or video or use the various functions. For an Audience participant to transmit audio and video, or use the various functions, they need to be given permission to do so by a meeting participant.

2.3.3 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. There is no need for them to know any ID or password information.

3 Before using Meeting

3.1 Preparing Equipment

3.1.1 Preparing a Web Camera and a Microphone

Meeting allows two-way communication using audio and video. You will need a web camera, together with a microphone and speakers or a headset.

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

3.1.2 Checking Your Operating Environment

Check your operating environment before starting to use Meeting. You can do this by using Checker2 on a computer connected to the Internet. You can download Checker2 from **Download Tools** on our **Main** page.

3.1.3 Checking the Results from Checker2

A results dialog box is displayed after the operating environment has been checked using Checker2. Confirm that your computer and Internet connection are suitable for using Meeting.

Note 1. We can provide separate materials explaining in detail how to interpret Checker2's results. Please contact our Customer Support Centre or sales representative for more information.

3.2 Operating Environment

3.2.1 Minimum System Requirements

This shows the system specifications which will allow Meeting to work.

■Do not use H.264

OS	Computer Performance	Internet Speed	Browser
Windows Vista	<CPU> Core2Duo 1.2GHz and above CPU meeting the above requirements <Built-in Memory> 1GB and above <VRAM> 64MB and above	Download: 384Kbps and above Upload: 128Kbps and above ※2	IE7 or later version, FireFox2 or later version ※3
Windows XP Windows 2000	<CPU> PentiumIII 1.0GHz and above PentiumM 1.2GHz and above CPU meeting the above requirements <Built-in Memory> 256MB and above <VRAM> 32MB and above		IE6 or later version, FireFox2 or later version ※3
Mac OS X（10.4 and above）	<CPU> PowerPC G4 1.67GHz and above Or CPU meeting the above requirements		Safari2 or later version, FireFox2 or later version ※3

■Use H.264

OS	Computer Performance	Internet Speed	Browser
Windows Vista Windows 7	<CPU> Core2Duo 1.66GHz and above CPU meeting the above requirements <Effective※1/Built-in Memory> 1GB/2GB or above	Download: 384Kbps and above Upload: 128Kbps and above	IE7 or later version, FireFox2 or later version ※3
Windows XP	<CPU> PentiumIV 3.0GHz and above PentiumM 1.2GHz and above CPU meeting the above requirements <Effective※1/Built-in Memory> 512MB and above <VRAM> 64MB and above		IE6 or later version, FireFox2 or later version ※3
Mac OS X（10.6 and above）	<CPU> CoreDuo 2.0GHz and above CPU meeting the above requirements		Safari2 or later version, FireFox3 or later versions <Flash version> 11.2 or above

3.2.2 Recommended System Requirements

This shows the system specifications which allow Meeting to run normally without any problems.

■Do not use H.264

（High picture quality option・Desktop sharing option Including※4）

OS	Computer Performance	Internet Speed	Browser
Windows 7 Windows Vista	＜CPU＞ Core2Duo 1.66GHz and above Or CPU meeting the above requirements ＜Effective※1/Built-in Memory＞ 1GB/2GB and above ＜VRAM＞ 256MB and above	Download： 512Kbps and above Upload： 256Kbps and above ※2 （※When using high picture quality Download:768kbps and above Upload:256kbps and above）	IE7, IE8, IE9 FireFox3 or later versions ※3
Windows XP Windows 2000	＜CPU＞ Pentium4　3.0GHz and above PentiumM　1.73GHz and above Or CPU meeting the above requirements ＜Effective※1/Built-in Memory＞ 512MB/1GB and above ＜VRAM＞ 64MB and above		IE6, IE7, IE8, IE9 FireFox3 or later versions ※3
Mac OS X（10.4 and above）	＜CPU＞ CoreDuo 2.0GHz and above Or CPU meeting the above requirements		Safari2 or later version, FireFox3 or later versions ※3

■Use H.264

OS	Computer Performance	Internet Speed	Browser
Windows 7	＜CPU＞ Core2Duo 2.53GHz and above CPU meeting the above requirements ＜Effective※1/Built-in Memory＞ 2GB/4GB or above ＜VRAM＞ 256MB and above	Download： 512Kbps and above Upload： 256Kbps and above	＜Browser＞ Defaulted to recommended environment. ＜Flash version＞ 11.2 or above
Mac OS X（10.6 and above）	＜CPU＞ Core2Duo 2.53GHz and above CPU meeting the above requirements		

3.2.3 Recommended System Requirements for a Large-scale Meeting

This shows the recommended system requirements for a 20-person layout.

■20-person layout 《Do not use H.264》

OS	Computer Performance	Internet Speed	Browser
Windows 7 Windows Vista	<CPU> Core2Duo 1.66GHz and above Or CPU meeting the above requirements <Effective※1/Built-in Memory> 1GB/2GB and above <VRAM> 256MB and above	Download:1Mbps and above Upload:256kbps and above ※2	IE7,IE8, IE9 FireFox3 or later versions ※3
Windows XP Windows 2000	<CPU> Pentium4　3.0GHz and above Or CPU meeting the above requirements <Effective※1/Built-in Memory> 512MB/1GB and above <VRAM> 64MB and above		IE6, IE7, IE8, IE9 FireFox3 or later versions ※3
Mac OS X 《10.4 and above》	<CPU> CoreDuo 2.0GHz and above Or CPU meeting the above requirements		Safari2 or later version, FireFox3 or later versions ※3

■20-person layout 《Use H.264》

OS	Computer Performance	Internet Speed	Browser
Windows 7	<CPU> Core2Duo 2.53GHz and above CPU meeting the above requirements <Effective※1/Built-in Memory> 2GB/4GB and above <VRAM> 256MB and above	Download: 512Kbps and above Upload: 256Kbps and above	<Browser> Defaulted to recommended environment. <Flash version> 11.2 or above
Mac OS X 《10.6 and above》	<CPU> Core2Duo 2.53GHz and above CPU meeting the above requirements		

3.2.4 Recommended System Requirements for the V-CUBE Mobile Application

	Application user environment	Supported computer OS
iOS	iOS Device iOS 4 + A4 chip or above	Mac OS X（10.4 and above）
Android	Android 2.2 or below	Windows 2000 / XP / Vista / 7

*The above is based on checks carried out at V-cube and is not a guarantee of operation on all systems. Furthermore, operation cannot be guaranteed in Windows 98/ME/NT or Mac OS9.X, though it has been shown to work partially.

Note 1. 'Effective memory' refers to the amount of free system memory.

Note 2. It is assumed that a proxy is not being used or that the proxy has been bypassed. Meeting can be used when the connection speed is less than that recommended, but there will be a loss of image quality. An optical fibre internet connection is recommended, but if delays are acceptable, then a download speed of around 64 kbps is usable. Note that the connection speeds shown here are those required for audio and video communication. Depending on exchanges on the whiteboard or the cabinet feature, the amount of bandwidth required may temporarily exceed those in the requirements.

Note 3. The latest version of Flash Player is required.

Note 4. Sharing3 can be used with both Windows and Macintosh, but Macintosh users can only view desktops shared by Windows users.

Note 5. Even on a system that meets the recommended system requirements, operation may become unstable if more than 100 materials are posted onto the whiteboard. In addition, entering a meeting room may take some time or may not work properly after a large volume of material has been posted.

Note 6. The minimum system requirements are based on the following:

- Only audio and video are used. There should be no delays or breakups in audio or video.

Note 7. The recommended system requirements are based on the following:

(For rtmp transmission:)

- Audio/video delays that are not network-related should not exceed an average of 0.5 seconds.

- The response time for operations should not exceed 2.0 seconds.

Note 8. When using V-CUBE on an iPad with iOS 6, launching the camera function in a meeting room may cause the preview window to not display properly.

Note 9. Only supported by version 4,6 of V-CUBE Meeting. Not supported by the latest version of V-CUBE Meeting.

Note 10. When using V-CUBE Meeting:

- Limit the number of participants in a meeting to 13 or less.

- Primarily use the Moderator mode when carrying out any operations using materials.

Limit the number of participants who simultaneously add graphics or text to the materials to a maximum of two (including the moderator).

- Leave the **Video Frame Rate** setting at its default value, '3'.

- Leave the **Auto Microphone Adjustment** setting at its default setting, 'OFF'.

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