

## **V-CUBE Meeting Quick Manual - LAPAN**

#### Preparation



- <Preparation>
  - Computer
     Internet (an ADSL connection or faster is recommended)
  - Web camera (\* a camera driver may need to be installed)
  - Headset (or microphone and speaker)

Connect the web camera and headset to the computer you are using.

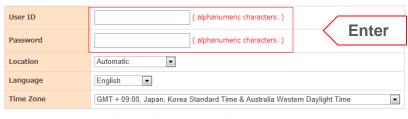
# 4 Entry of name displayed in meeting



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

#### Access vicon.lapan.go.id





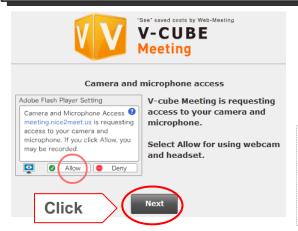
You have agreed to our <u>Terms & Conditions</u> to use our services.

Click

Enter your user ID and password, and click the Login button.

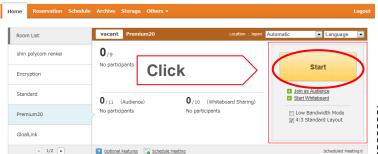
\* If you are going to log in from the invitation email, click the URL on the invitation email

### 5 User Guidance 1)



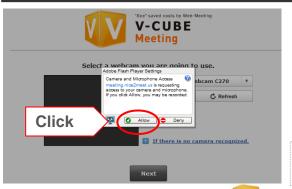
\* User Guidance is only available for user IDs associated with contracts entered into on 16 May 2012 or later.
\* The user guidance will be skipped if you skip the page for making the camera/microphone settings in the Room Settings in the Administrative Menu.

## Entry to meeting room



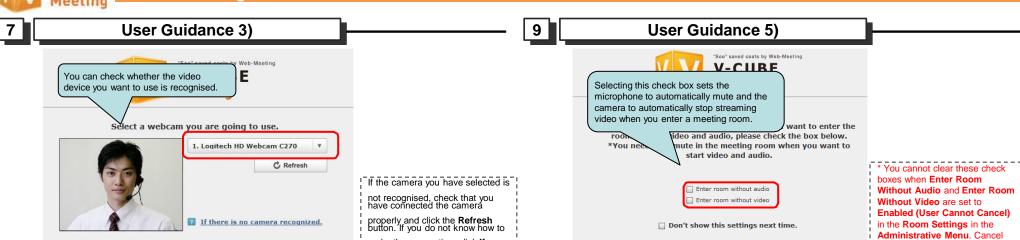
The displayed contents inside the red frame vary depending on the contents of the contract.

### 6 User Guidance 2)



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





Click

these settings when you have

entered the meeting room.

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make the connection, click If

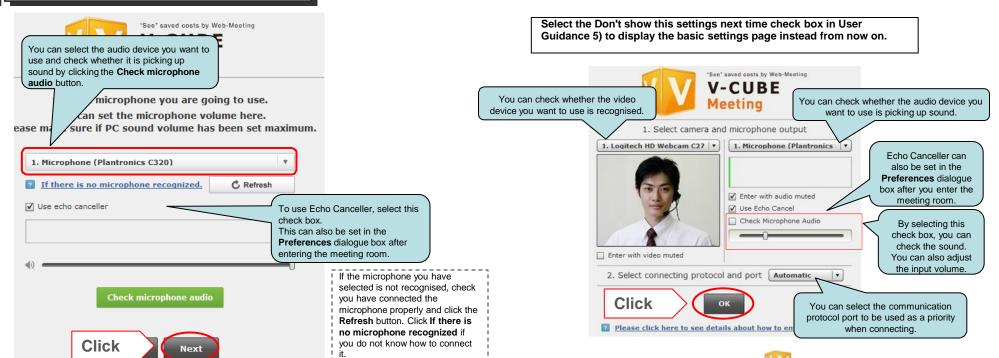
there is no camera recognized.



Next

Click

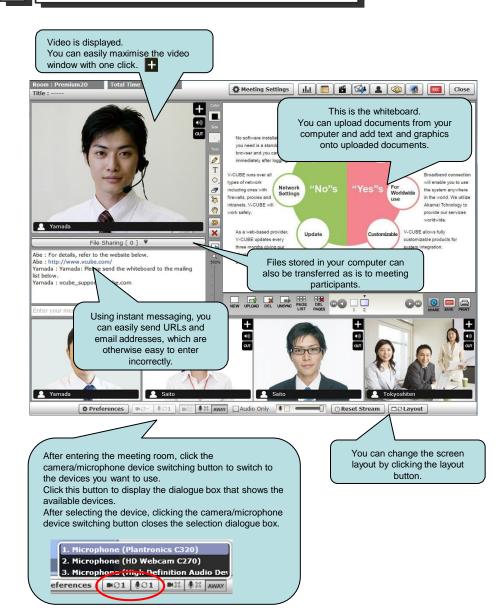
V-CUBE



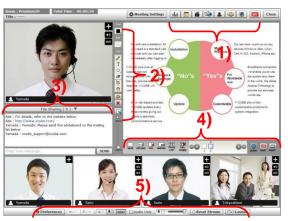
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#### **Meeting room**



#### How to use meeting room



UP DEL 

File Sharing [3] ▲

File transfer function. You can send files stored on your computer to other meeting participants or receive files from them in the meeting room.





Notepad, Share Video (optional), 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)

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W hiteboard toolbar

Using this toolbar, you can add graphics and text to the whiteboard and, with the Pointing Tool, point at any position on the white board.

On your personal whiteboard, you can add your own graphics and text and save them.

4)



Use these icons to operate the whiteboard. You can upload documents and switch between pages.



These buttons are used for switching camera/microphone devices, stopping the streaming of video from your camera and muting your microphone. You can also adjust the microphone input.

If a delay occurs during meeting, click the Reset Stream button.

Click the Layout button to change the screen layout to one suitable for you.

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#### Ask Us

(English)

Customer support centre (Japanese)
Operating instructions,

http://www.nice2meet.us ] (Japanese)

trouble shoot inquiries (24/7 hotline)

http://www.vcube.com 1



V-CUBE Service Website

Customer support centre (English)

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