

## 1 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.

## 2 Access [vicon.lapan.go.id](http://vicon.lapan.go.id)

Enter User ID and Password to login

User ID	<input type="text"/> ( alphanumeric characters. )	<b>Enter</b>
Password	<input type="password"/> ( alphanumeric characters. )	
Location	Automatic	
Language	English	
Time Zone	GMT + 09:00, Japan, Korea Standard Time & Australia Western Daylight Time	

You have agreed to our [Terms & Conditions](#) to use our services.

**Click**

**Login**

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.

## 3 Entry to meeting room

Home Reservation Schedule Archive Storage Others Logout

Room List	vacant Premium20	Location : Japan Automatic Language
shin polycom renkel	0 / 9 No participants	<b>Click</b> <b>Start</b> <input checked="" type="checkbox"/> Join as Audience <input checked="" type="checkbox"/> Start Whiteboard <input type="checkbox"/> Low Bandwidth Mode <input checked="" type="checkbox"/> 4:3 Standard Layout
Encryption		
Standard	0 / 11 (Audience) No participants	
Premium20	0 / 10 (Whiteboard Sharing) No participants	
GloalLink		

Optional Features Schedule Meeting Scheduled Meeting 0

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

## 4 Entry of name displayed in meeting

"See" saved costs by Web-Meeting

**V-CUBE Meeting**

Enter your name

**OK**

**Click**

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.

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

Select Allow for using webcam and headset.

**Click** **Next**

\* 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**.

## 6 User Guidance 2)

"See" saved costs by Web-Meeting

**V-CUBE Meeting**

Select a webcam you are going to use.

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.

Webcam C270

**Click** **Allow** **Deny**

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 check whether the video device you want to use is recognised.

Select a webcam you are going to use.

1. Logitech HD Webcam C270

Refresh

If there is no camera recognized.

Click Next

If the camera you have selected is not recognised, check that 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**.

## 9 User Guidance 5)

Selecting this check box sets the microphone to automatically mute and the camera to automatically stop streaming video when you enter a meeting room.

Enter room without audio

Enter room without video

Don't show this settings next time.

Click Enter

\* 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.

## 8 User Guidance 4)

You can select the audio device you want to use and check whether it is picking up sound by clicking the **Check microphone audio** button.

Select a microphone you are going to use.

1. Microphone (Plantronics C320)

If there is no microphone recognized.

Refresh

Use echo canceller

Check microphone audio

Click Next

To use Echo Canceller, select this check box. This can also be set in the **Preferences** dialogue box after entering the meeting room.

If the microphone you have selected is not recognised, check you have connected the microphone properly and click the **Refresh** button. Click **If there is no microphone recognized** if you do not know how to connect it.

Select the **Don't show this settings next time** check box in User Guidance 5) to display the basic settings page instead from now on.

You can check whether the video device you want to use is recognised.

You can check whether the audio device you want to use is picking up sound.

Echo Canceller can also be set in the **Preferences** dialogue box after you enter the meeting room.

By selecting this check box, you can check the sound. You can also adjust the input volume.

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

2. Select connecting protocol and port

Automatic

Click OK

Please click here to see details about how to en

## 10 Meeting room

Video is displayed. You can easily maximise the video window with one click.

This is the whiteboard. You can upload documents from your computer and add text and graphics onto uploaded documents.

Files stored in your computer can also be transferred as is to meeting participants.

Using instant messaging, you can easily send URLs and email addresses, which are otherwise easy to enter incorrectly.

After entering the meeting room, click the camera/microphone device switching button to switch to the devices you want to use. Click this button to display the dialogue box that shows the available devices. After selecting the device, clicking the camera/microphone device switching button closes the selection dialogue box.

You can change the screen layout by clicking the layout button.

## 11 How to use meeting room

1) These are buttons used for **Shared 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) Whiteboard 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.

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.

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

5) 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.

## 12 Ask Us

V-cube, Inc.

**Customer support centre (Japanese)**  
Operating instructions,  
trouble shoot inquiries (24/7 hotline)  
0570-00-2192

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

V-CUBE Service Website  
[ <http://www.nice2meet.us> ] (Japanese)  
[ <http://www.vcube.com> ] (English)