VideoOffice X2.8
User Guide

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Customer Support and Technical Support

● Customer Center : http://help.4nb.co.kr
● E-mail: 4nb@4nb.co.kr
● Tel : 02-499-5989 (ext. 2)
● Homepage : http://www.4nb.co.kr

※ Desponds on the countries and languages, some features may not be supported or restricted.

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Chapter 1. About VideoOffice

1.1. System requirements

For the proper use of VedioOffice, the following requirements are necessary.

(1) PC specifications

[Recommended requirement]

Category	Description
CPU	Over Intel Core i5 3 generation
RAM	Over 4 GB
HDD	Over 10 GB
Network	Upload – 2Mbps or higher Download – 4Mbps or higher
OS	Same as minimum requirement

[Minimum requirement]

Category	Description
CPU	Intel Dual Core 2.5GHz
RAM	2 GB
HDD	5 GB
Network	Upload – 512Kbps Download – 512Kbps
OS	Windows XP, Vista, Windows 7, Windows 8, Windows 10

(2) Other peripherals for VideoOffice

The following peripheral devices are necessary for effective video conference with VideoOffice .

Device Name	Description
Video Camera	CCC or CMOS Camera over 300,000 Pixels. Support RGB24 ,YUY2 compression format
Sound Card	Internal or external bi-directional sound card
Head Set	Head Set with Microphone

(3) iOS

[Recommended requirement]

Category	Description
Supported models	iPad 4 Generation or renewable iPhone 5s or renewable
RAM	More than 512 MB
Internal storage	More than 300 MB free space
Network	Upload – Up than 2Mbps Download – Up than 4Mbps
OS	iOS 8 or later

(4) MacOS

[Recommended requirement]

Category	Description
Supported models	iMac(2012) or renewable Mac Mini(2016) or renewable
RAM	More than 512 MB
Internal storage	More than 300 MB free space
Network	Upload – Up than 2Mbps Download – Up than 4Mbps
OS	10.10(Yosemite) or later

(4) Android

[Recommended requirement]

Category	Description
Supported models	SnapDragon 800 or renewable
RAM	More than 2 GB
Internal storage	More than 1 GB free space
Network	Upload – Up than 2Mbps Download – Up than 4Mbps
OS	Android 4.1.2 or later

Chapter 1. About VideoOffice

1.2. VideoOffice features

VideoOffice provides stable and convenient conference with following unique features.

(1) Excellent sound quality

VideoOffice provides high quality sound like MP3.

It provides clear and clean sound like actual environment to the participants in the video conference.

(2) Available for the users in various network environments.

VideoOffice is available for the users in various network environments such as VPN, Fire Wall, Private IP. Specially, the single port technology containing HTTP Tunneling makes video conference in any network environment.

(3) Support collaboration, presentation, and file sharing

VideoOffice provides various collaboration functions.

Through document sharing, Web sharing, File transfer and multi loading, it support Powerpoint , Word, Excel of Microsoft, HWP, Image files (Jpeg, gif, bmp) and txt file.

Also, through Web sharing, the participant scan see the identical Web screen at same time and distribute meeting materials real time with file transfer function.

(4) Convenient use

Through the test of various users in different environment for years, VideoOffice is designed to be easy and convenient for use.

The easy use is the most strong point obtained through the test of user domestic and abroad.

Multilingual English, Japanese, Chinese, Korean and other language supported by Window.	**Available in any place in the world** To host a video meeting only need a PC connect to the network.
Sound quality as MP3 class High quality sound using voice compression technology	**Various sharing functions** Web, Document, and wall paper
Change the video mode any time Up to 24 different kinds of video modes, change it in real time	**Web Installing** Easy to use by simple access to Internet without installation
Support Fire Wall Private IP, NAT, Dynamic IP, VPN, Proxy and etc.	**Intra broadcasting mode** Video conference available through broadcasting or 1:1 mode
Remote-controlled camera Supports the usage of standard remote-controlled cameras such as Logitech cameras.	**Sharing desktop** Users can view as well as remotely control other users' desktops that are placed in a shared mode.

Chapter 1. About VideoOffice

1.3. Enhanced features

(1) Reinforced speech authority feature
Participants speech authority have been improved to give it unlimited. Moderator function has been reinforced only need click mouse to empower participants.

(2) Easy file sharing
From the list of files to be shared, the file can be uploaded or downloaded easily by simple mouse click. All participants in the conference can see the list of files shared and the progress at a glance.

(3) Stable document sharing system
Product stability has been reinforced so that the file sharing can be done in low end system.

(4) Easy set up of the quality of sound and image
While the fixed quality of sound and image were used in the existing product, VideoOffice has been updated to allow the administrator to adjust the sound and image according to the situation.
With this function, the user in low bandwidth can perform video conference smoothly.

(5) Support Eco Cancellation
Support echo-removing(echo cancelation) function that uses software technology.
Video conference without echo is available through open microphone, speaker and notebook without headset.
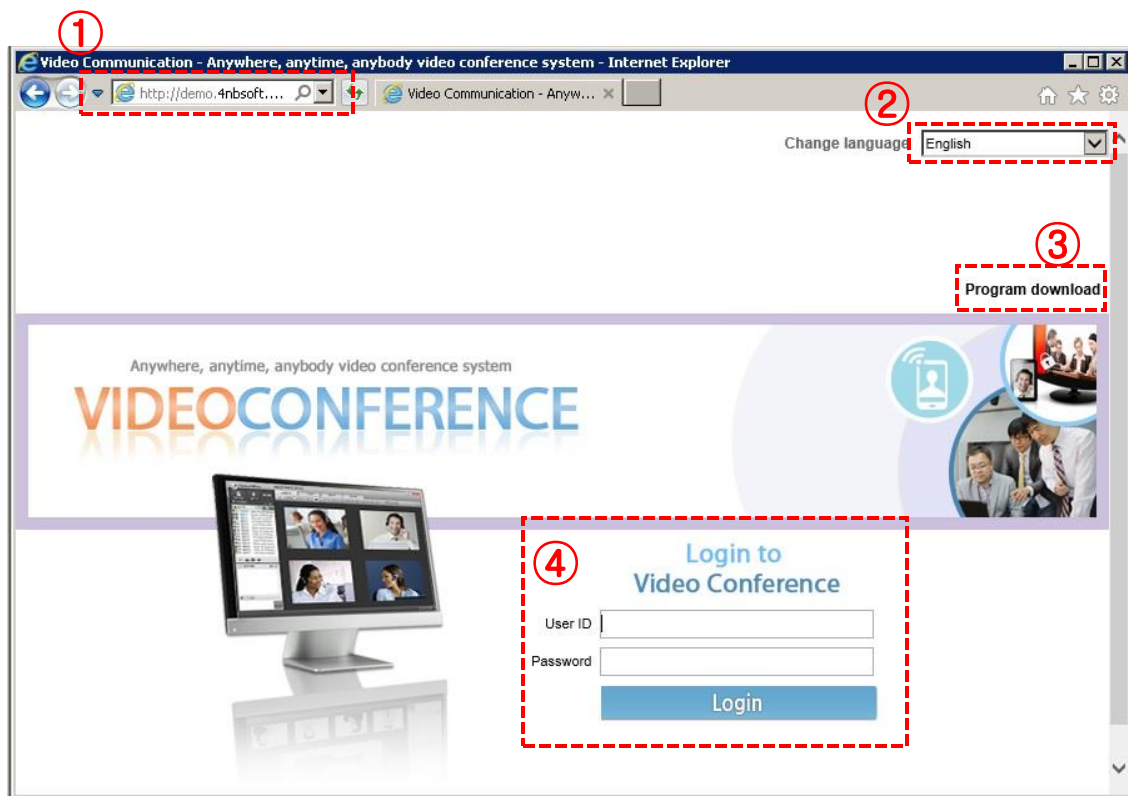
(6) Windows 10 available
Support Windows 10, the newest OS technology of Microsoft
Now you can experience all smooth functions of VideoOffice also at Windows 10.

2.1. Access VideoOffice meeting center

① Run a web browser and inter the given URL address. VideoOffice meeting center page will displayed.

② Choose the meeting center and program language.

③ Click "program download" to install the program in manually.

④ Enter given ID and password and click "Login" to access to the meeting center.

2.2. User Management

① If you click on the 'Change profile', the 'User Management' page will open..

② In the 'User Management' page, you can confirm or change name of the User ID, department, title, e-mail address, telephone number and mobile phone number.

③ If you click on the 'Change Password', the 'Change Password' window will appear, You can change your password in the window.

2.3. Notice

① If you click on a title of the notice in the list, you can read the details of the notice you selected.

② If you click on 'Write Notice' button, a notice form will appear for you to add a new notice.

After filling out the title and content in the form, click on the 'Save' button then the notice will be registered in the list.

③ If you click on a title of a notice posted in the list, you can change or delete the content of the notice.

2.4. Immediate Opening of Conference

① After completing the relevant fields of conference time, title and content, click 'Join the meeting' button then the page will be saved. The applicant is accessed to the video conference.
(As conference attendees are not specified in the conference immediately opened, the attendee list will be showed to all users)

※ Conference reservation menu is shown only to users authorized to reserve a conference.

Chapter 2. VideoOffice Meeting Center Guide

2.5. Options of Opening Conference

① Conference time and various options can be set as you want.

Use it when you need to fine-tune the rights of the participants.

VideoOffice　　　　　　　　　guest01 (guest01) | ⏻ Logout | ⚙ Change profile

- Notice
- Meetings
  · Open instantly
  · Reservation
  · List
- Groups
  · Public groups
  · Private groups
- Meeting logs
  · Meeting history
  · Participants rank
  · Dept rank
- Admin Menu
  · Members
  · Department
  · Position

🏠 Open instantly

GMT+09:00

Date	2016-08-04 10 : 30 ~ 2Hours ▾ Duration
Title	
Contents	(0 / 200Byte)
Password	* If you enter a password, It will be a private meetings.
Participants	Total 2 persons

Setting ▾

Join the meeting

2.6. Conference Reservation

① Click on the 'Reservation' menu in the menu on the left to reserve a conference.

② After completing date of the conference, title, content, password, admission time, search presider, search attendee and option set-up, click on the 'Save' button then all information will be saved and registered in the conference list.

※ Conference reservation menu is shown only to users authorized to reserve a conference.

2.7. Conference List

① If you click on the 'List' menu, you can view the list of all conferences you can attend.

List : You can view the conference list

Displays the name of host, title, attendance and other information.

2.8. Public and Personal Group

① You can add, change or delete Public group and Personal group.
If authorized by the administrator, you can also change [public groups].

② You can change or delete the name of a group only after clicking the group you want to change or delete.

③ You can add, delete a member of a group, selecting the group members you want to add or delete belong to, clicking the 'Add' or 'Delete' button in the layer window at the bottom and selecting the member you want to add or delete.

※ Personal Group menu is allowed to be accessed only by users authorized to reserve conferences and Public Group menu is only by users authorized to manage the Public Group.

2.9. Device list management

VideoOffice can call H/W Codec Equipment like Polycom, Tandberg, Cisco, etc. join to the real-time video conferencing.
(This feature is only available to customers who have purchased the HTM-2000, HTM-5000 equipment.)

① Click on the 'Modify' button to change the name of equipment or SIP address. After clicking on the 'Modify' button, change the name of equipment or SIP address while the status is changed and click on the 'Confirm' to save the change. If you do not want to change it, click on the 'Cancel' button.

② If you want to delete a certain equipment from the public list, click on the 'Delete' button corresponding to the data you want to delete.

③ If you want to add a new equipment, click on the 'Save' button after entering the name of equipment or SIP address from the public list,

Chapter 3. How to use VideoOffice PC version

3.1. VideoOffice 설치 관리자

To start a VideoOffice must be installed "VideoOffiice installer."

However, users do not need to take any special action in order to install the "VideoOffiice installer."

Because VideoOffice check the installation automatically, if user have to install the program, it will show the installation guide page.

Click the [join meeting] button, the system will automatically checks have VideoOffice program or not.

Chapter 3. How to use VideoOffice PC version

The process is to determine whether "VideoOffice Installer" installation is takes about 0-5 seconds. And when installation is necessary, installation guide screen is indicated.
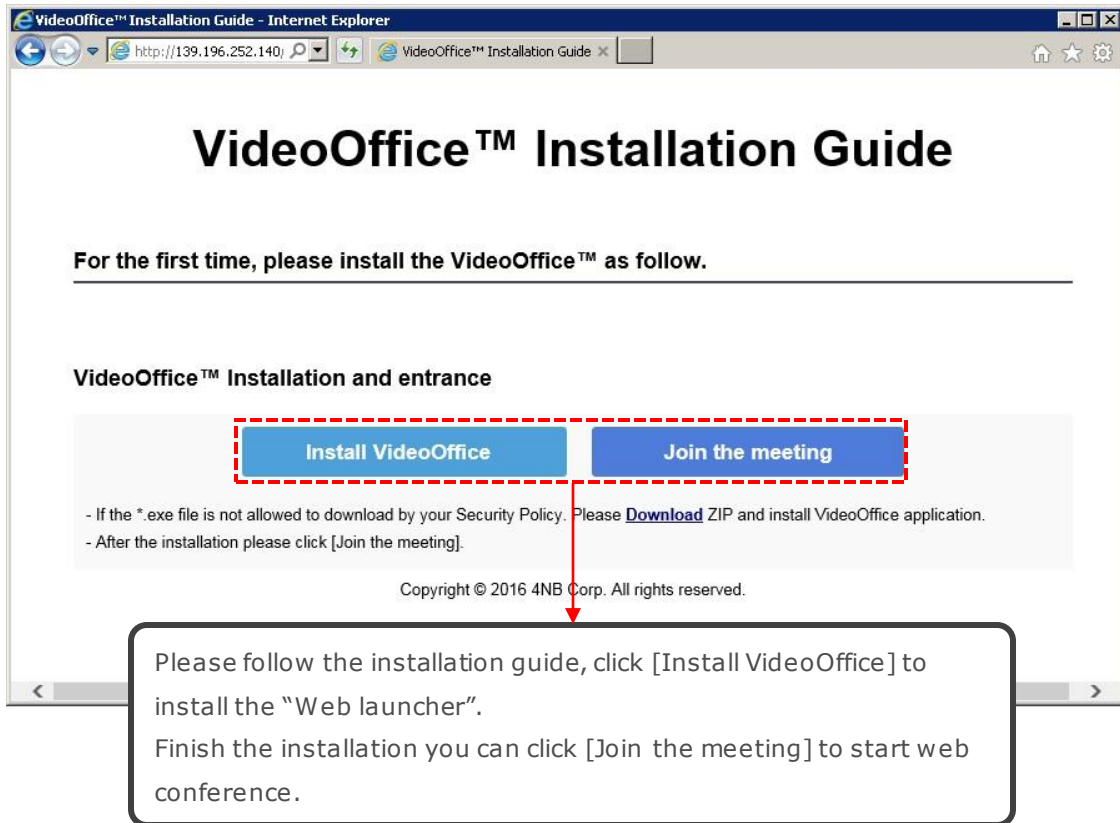
Checking installer

Checking installer availability.

Please wait for a while.
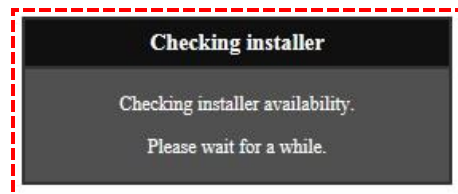
VideoOffice system goes through checking whether web launcher is installed on user's PC.

Message from webpage

⚠ Please install video conference application.

OK
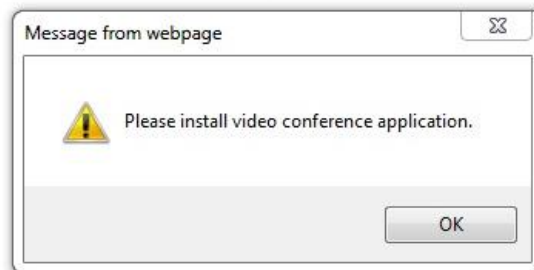
If web launcher is already installed, it goes to the next stage, but, if not, a guide message appears and when user presses [OK] button, it automatically moves to installation guide page.

If web launcher is not installed, installation guide page below is indicated.

VideoOffice™ Installation Guide

For the first time, please install the VideoOffice™ as follow.

VideoOffice™ Installation and entrance

| Install VideoOffice | Join the meeting |

- If the *.exe file is not allowed to download by your Security Policy. Please **Download** ZIP and install VideoOffice application.
- After the installation please click [Join the meeting].

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Please follow the installation guide, click [Install VideoOffice] to install the "Web launcher".
Finish the installation you can click [Join the meeting] to start web conference.

3.2. Install VideoOffice

2. Install VideoOffice

When the Web launcher installation is completed, you can install the VideoOffice program on your computer as following.
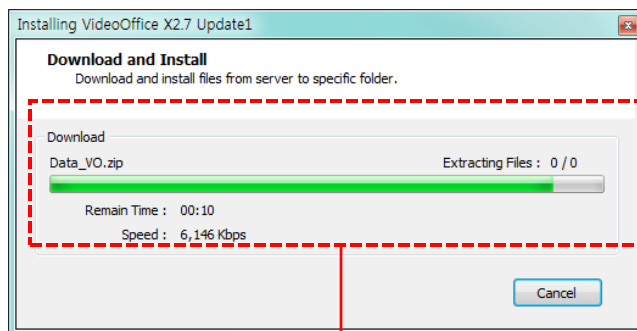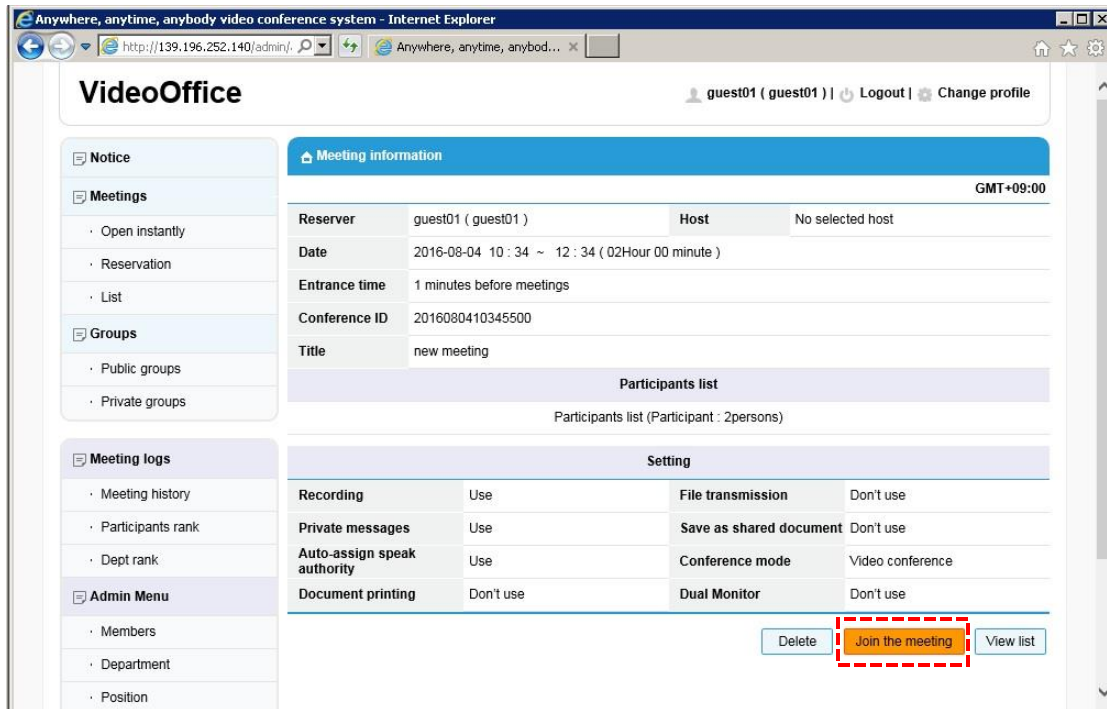
Installation administrator will be executed for the installation and upgrade of VideoOffice and install the necessary files for the system. It takes from several seconds for 30 seconds, highly dependent on your network. When installation and upgrade are completed, VideoOffice program runs automatically.
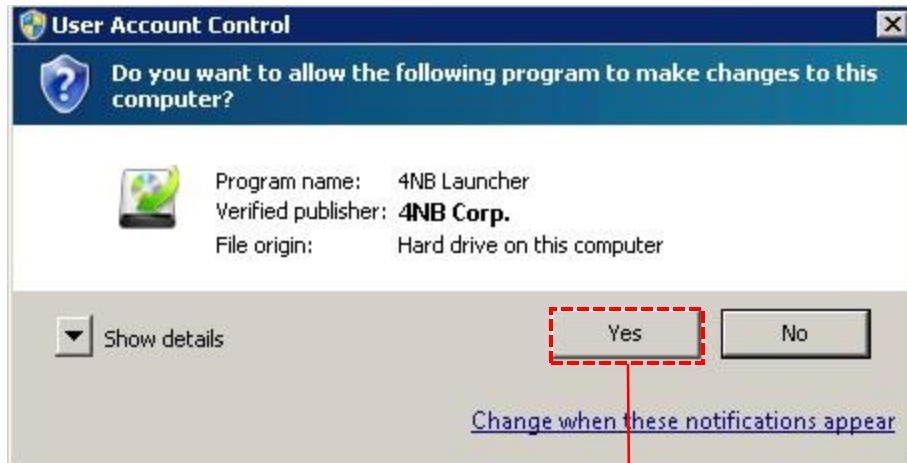
Click [Yes] in User Account Control.

3.3. Delete VideoOffice

VideoOffice can be deleted from the control panel, like deleting a typical Windows program.

In the Add / Remove Programs in Control Panel and then select [VideoOffice Uninstall] Click [Uninstall / Change], this program will be deleted.
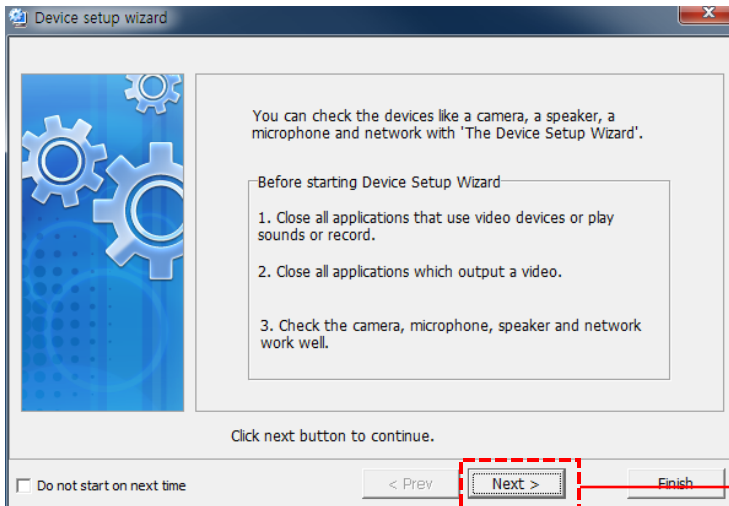
* Notice that exit the VideoOffice program first and then delete it.
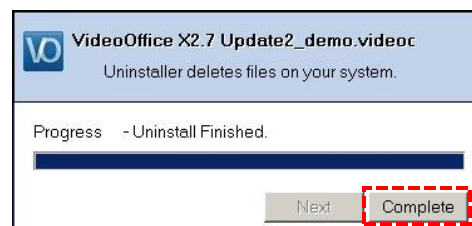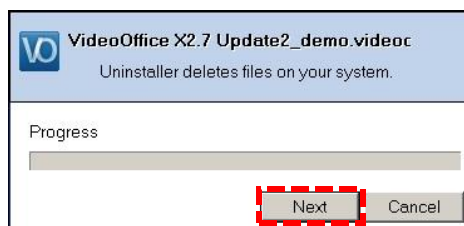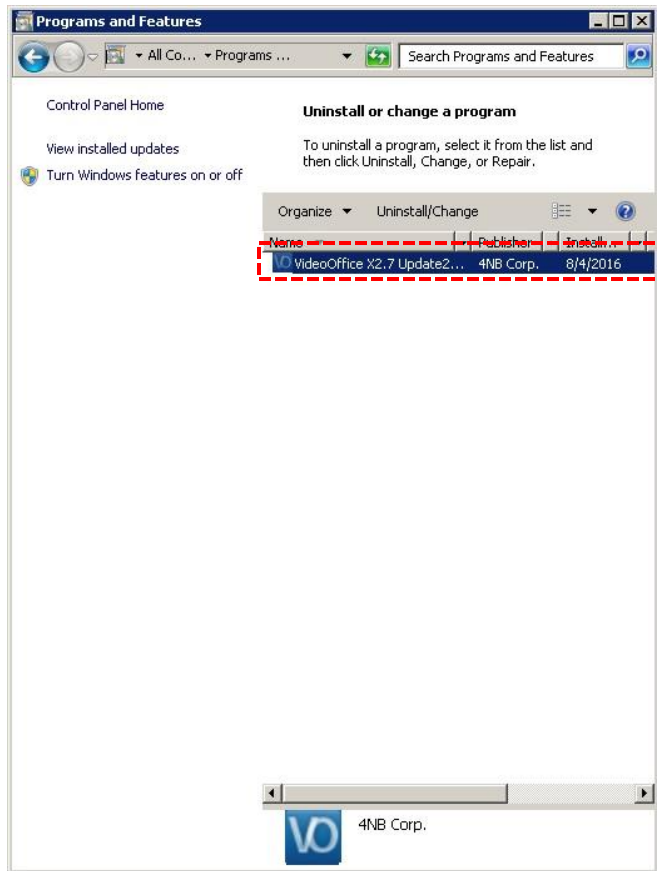
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3.4. Device setup wizard

Once the installation is completed, the following [Device set up wizard] will show up and then User can check the volume and normal running of camera and sound device to use at VideoOffice.
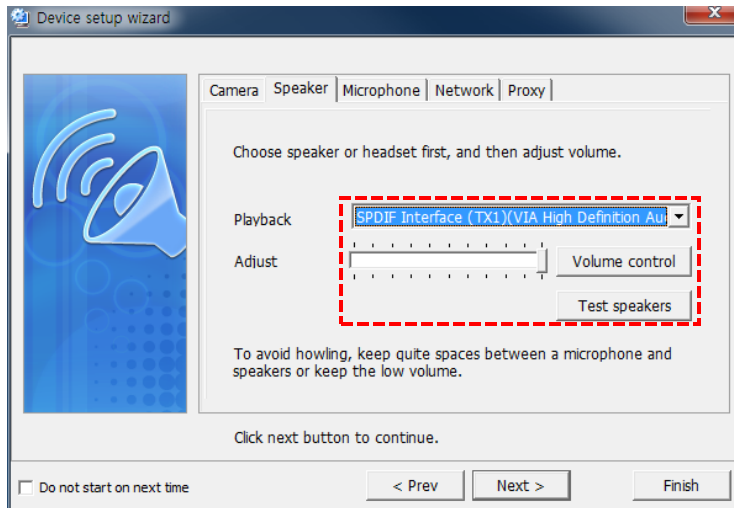
Set up by clicking on [Next] after checking the details on the screen.
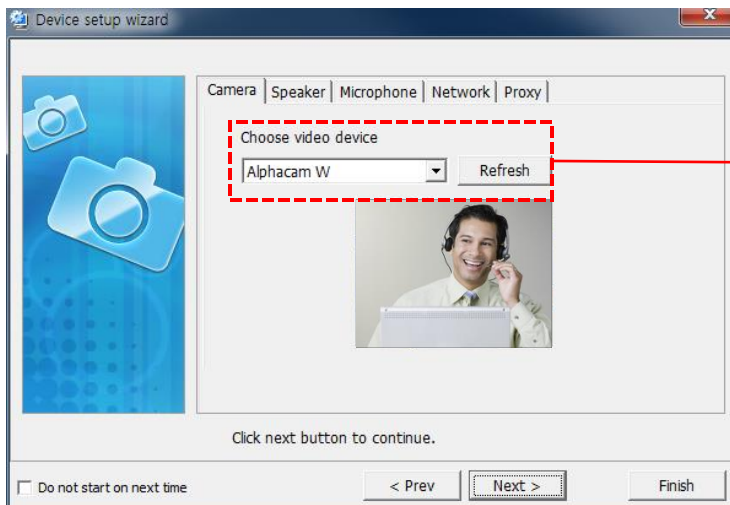
You can test if your image appear in camera tab. In case that there are multiple cameras, you can select one of them.
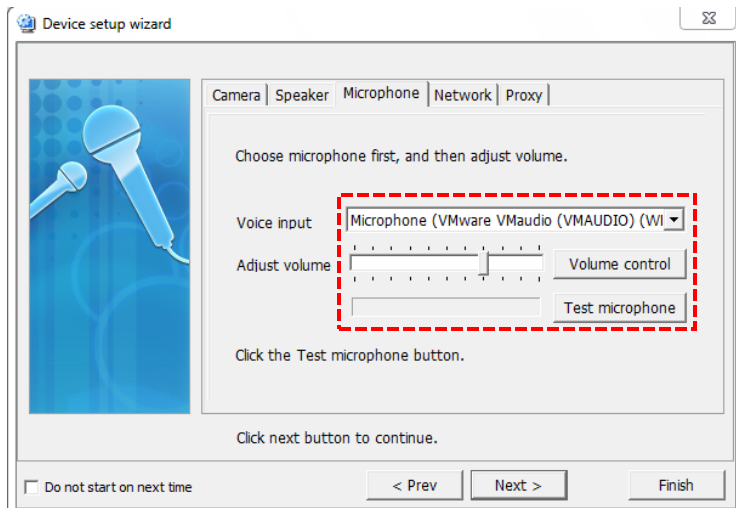
You can change and test the sound or mic in [speaker], [microphone] tab.

Sound device : You can change the sound device as a sound device to be used if you have multi sound devices. Without any settings it will follow "Default device" in windows OS.

Volume control : You can step through the speaker volume.

Speaker test : Check whether the speaker is going well.

Voice input device : You can change the voice input device as a mic device to be used if you have multi input devices. Without any settings it will follow "Default device" in windows OS.
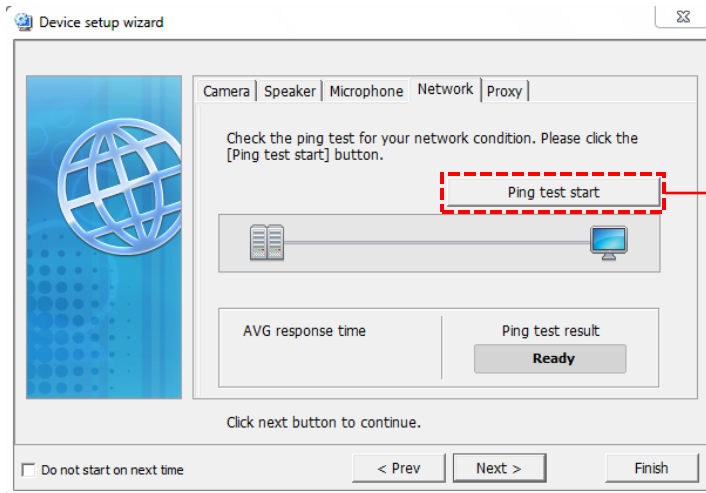
Volume control : You can step through the mic volume.

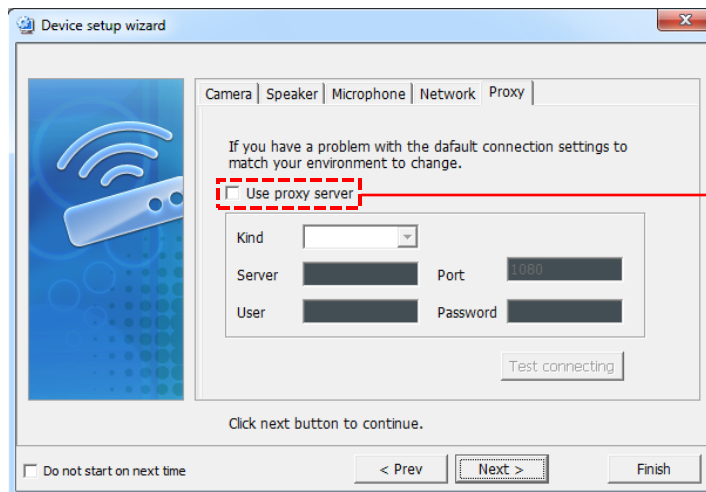**Mic test** : Check whether the mic is going well.

you can test the network-related settings via [network], [proxy] tab.

Through the "ping test" to measure the quality of the network.

If your network quality is not good, you need to adjust the quality of the network through the administrator.
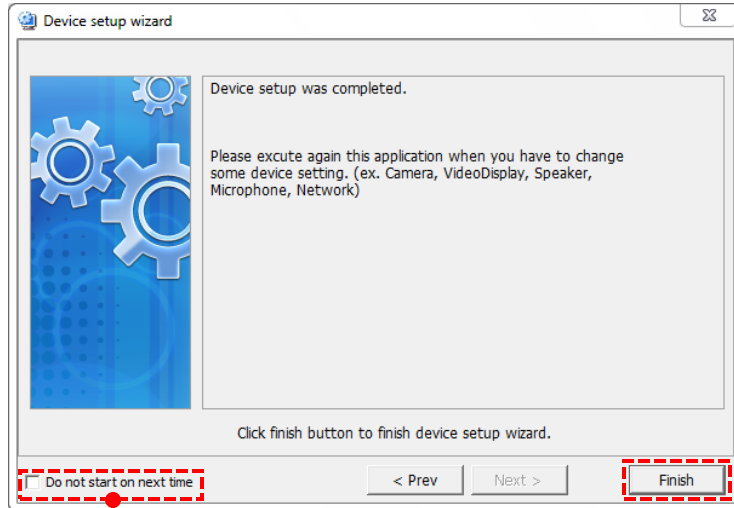

In an environment that uses a proxy server, then check the "Use a proxy server" enter the proxy information, and then click Next.

* Proxy types supported by VideoOffice is SOCKS 4, SOCKS 5a.

Once all device settings are complete, the following window will shows up, click the [Finish] button to confirm all.

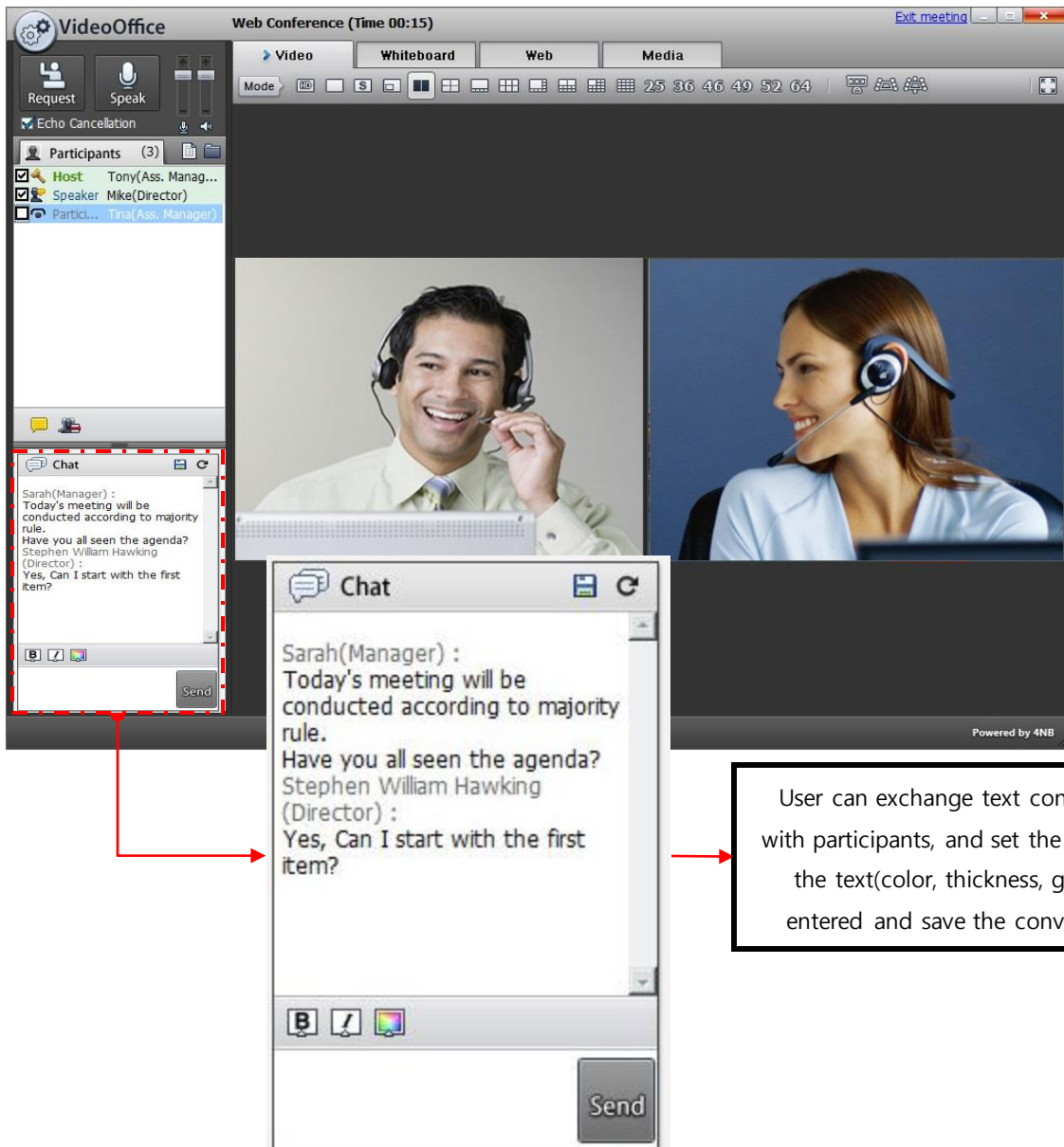

Check if you don't want to execute device set up wizard afterward.

To show the [device set up wizard], you can setup in the setting.

3.5. Chat

All conference users can use the Chat function to share information during a conference.

User can exchange text conversation with participants, and set the feature of the text(color, thickness, gradient) entered and save the conversation.

3.6. Private messages

You can send private messages during a conference.
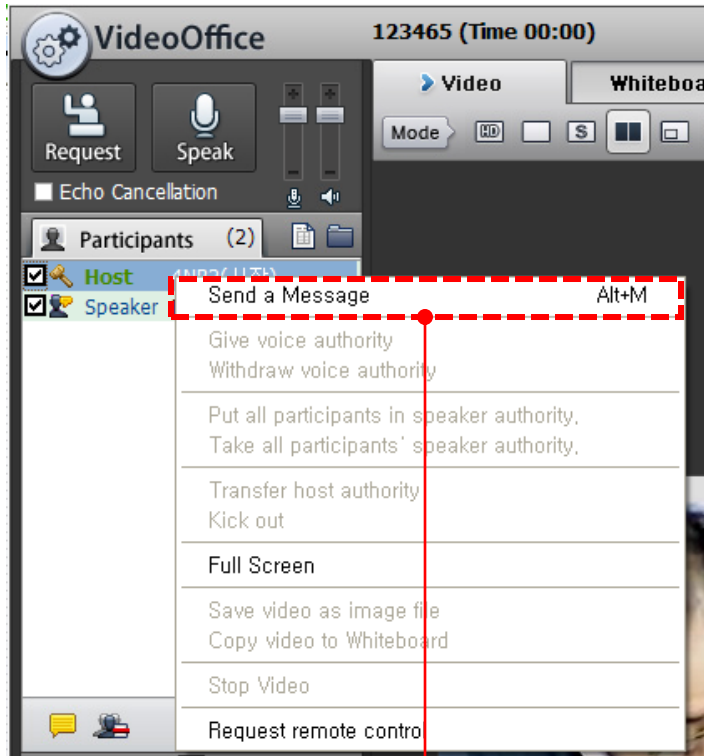
Select the user you wish to send the private message to. Right-click and in the message entry window that appears, type in your message. Click the [Send] button once you are done.

3.7. Video mode

The top each functional tabs comprising video, paint and web sharing. Main menu comprises as followings. users can simultaneously engage in a face-to-face conference from distant locations.

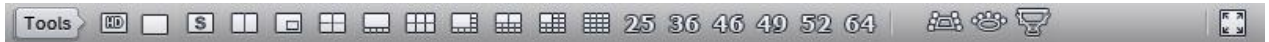When clicking on [Video] tap, user can operate video conference in the mode they want.

Easy to move the screen by mouse drag and drop.

Chapter 3. How to use VideoOffice PC version

VideoOffice provides the total of 19 video modes.

To view a specific video in full screen, click right mouse on the video and click on [Full Screen] menu.

Each video mode is as follows.

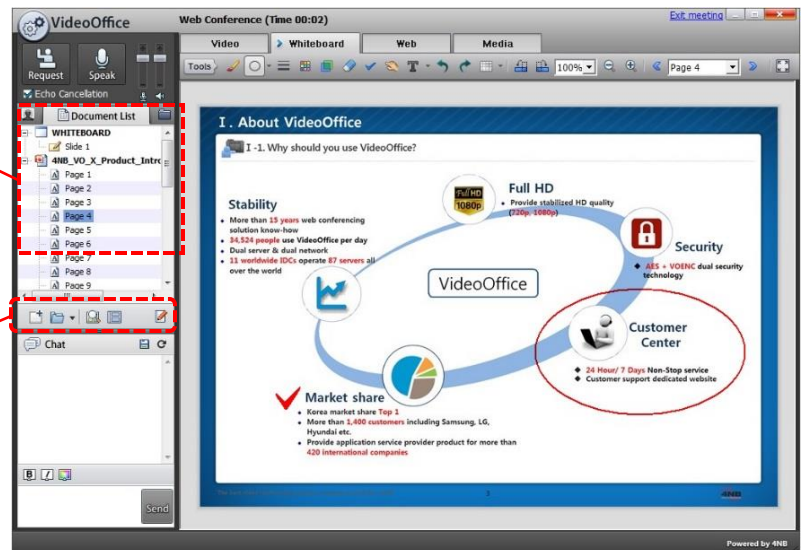|	Mode	Description
	HD Screen	HD Resolution 1 Screen mode
	1 Screen (Big)	SD Resolution 1 Screen mode
	1 Screen (Small)	Identical to screen but small in size
	2 Screen	2 screens split mode
	PIP Mode	Picture-in-picture split mode
	4 Screen	4 screens split mode (medium 4 screen)
	5 Screen	5 screens split mode (Big1, small 4 screen)
	6 Screen	6 screens split mode (medium 4 screen)
	8 Screen	8 screens split mode (Big1, small 7 screen)
	10 Screen	10 screens split mode (medium 2, small 8 screen)
	13 Screen	13 screens split mode (medium 1, small 12 screen)
	16 Screen	16 screens split mode (small 16 screen)
	25 Screen	25 screens split mode (small 25 screen)
	36 Screen	36 screens split mode (small 36 screen)
	46 Screen	46 screens split mode (medium 2, small 45 screen)
	49 Screen	49 screens split mode (small 49 screen)
	52 Screen	52 screens split mode (medium 4, small 48 screen)
	64 Screen	64 screens split mode (small 64screen)
	Virtual Screen	Virtual conference mode (medium 3 screen)
	Virtual Screen	Virtual conference mode (small 7screen)
	Virtual Screen	Virtual conference mode (small 8 screen)
	Full Screen	Change Full screen mode

3.8. Whiteboard mode

Like a whiteboard, you can mark on the figure and picture during the conference.

And Can share documents in varied formats (Microsoft Excel, Word, PowerPoint, etc …) .
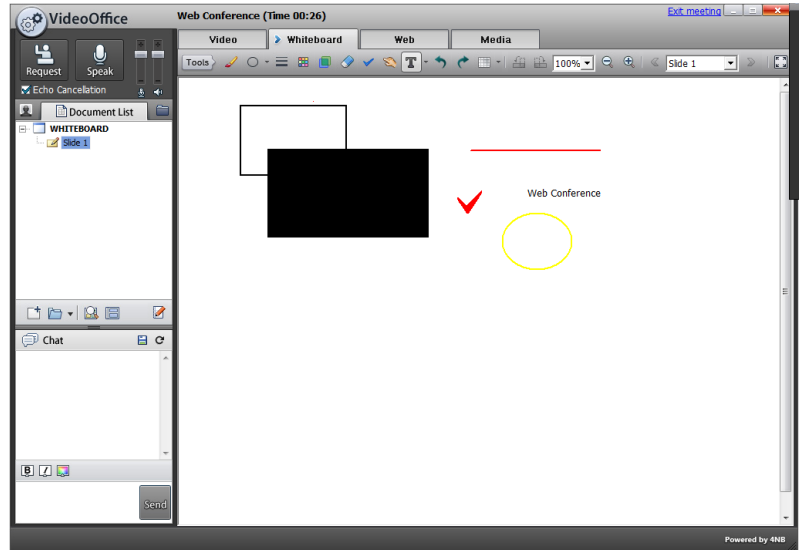
In case of multiple pages in document, press [Pagetab] to move to desired page.

To share a document, press "Open file" as shown on the figure to load the document

Paint mode provides various painting tool and functions and the description of each function is as following table.

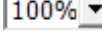| Icon	Function
Drawing tool	Draw with Pen. Straight line, level line, rectangular, and circle
Line thickness	To select the line thickness
Color selection	To select the color
Highlighter pen	To mark highlighting
Eraser	To remove the writings
Check	To mark V on the important part and the color is selectable.
Baton	To point at certain part which will be explained to the participants
Text	To input text on the screen by clicking
Font size	To set up font size , click ▼
Delete writing	To delete the writings made by drawing tool or text input
New document	To refresh current figure or document
Open file	In case of document, Tab type page will be displayed under the icon of Paint.
Capture	To capture the screen executing
Save	To save the loaded document or image as JPG or BMP format.
Print	To print the loaded document or image.
Rotation	To rotate document or image
Zoom in/out	To zoom in / out the loaded document or image
Zoom in/out	To zoom in / out the loaded document or image
Maximization	To set up full screen mode
Preview	To preview the shared document alone

Chapter 3. How to use VideoOffice PC version

Click mouse right bottom to use drag motion function change the page or document.
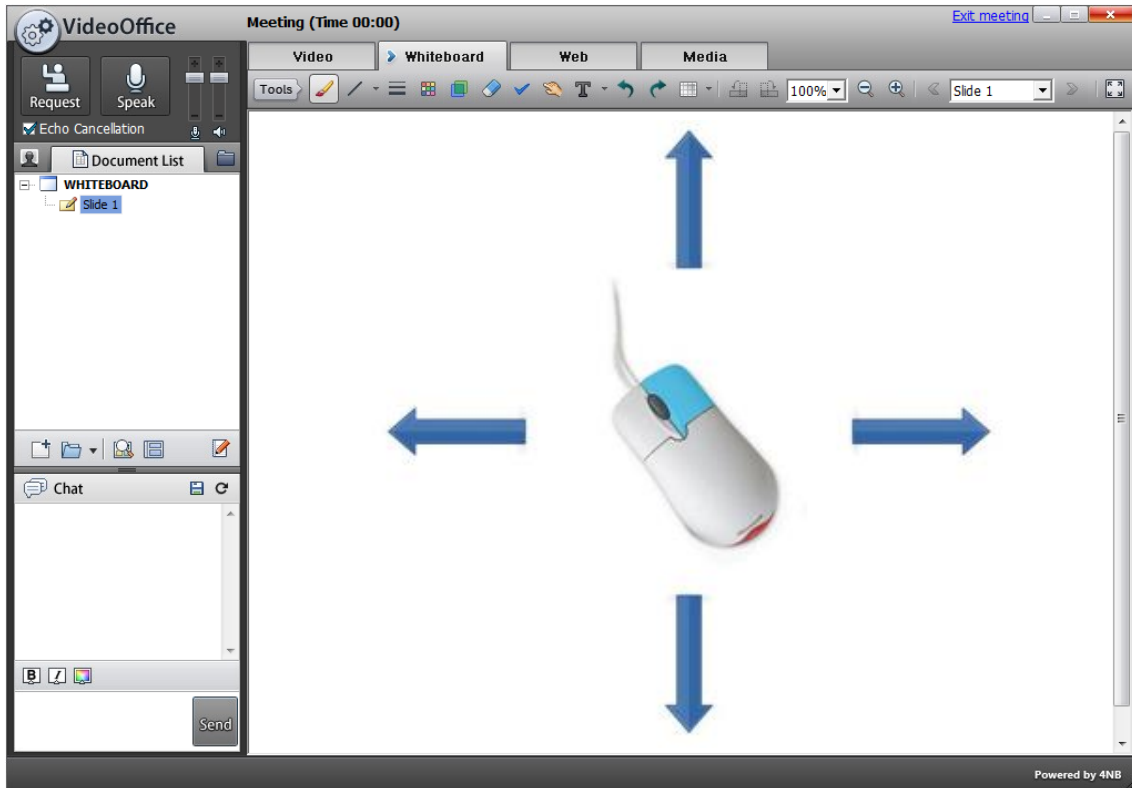
Drag up : go to previous document
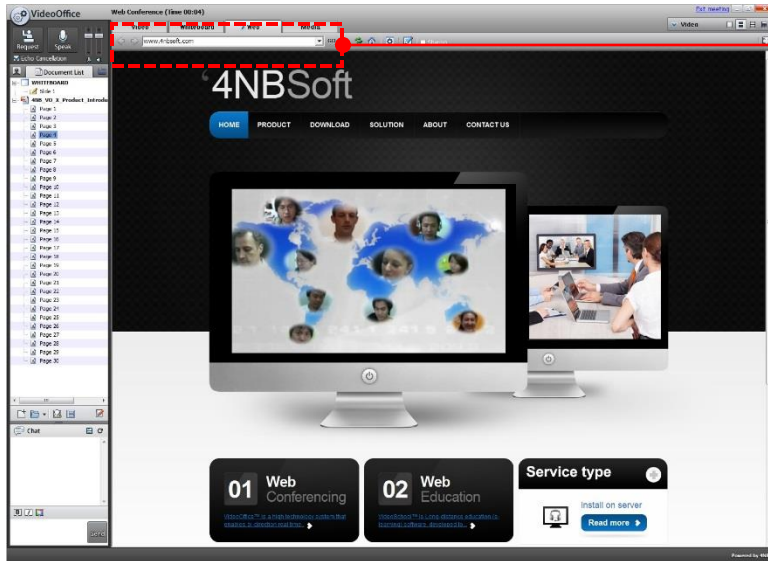Drag down : go to next document

Drag right : go to next page
Drag left : go to previous page

3.9. Web sharing mode

The conference can be performed while seeing internet with the participant in real time. Once the internet screen is shared, you can work with document in Paint.

The user interface of Web sharing is very similar to Internet Web browser, so just input internet address into address filed to share the web.

To quit Web sharing. Or close up Web sharing to quit.
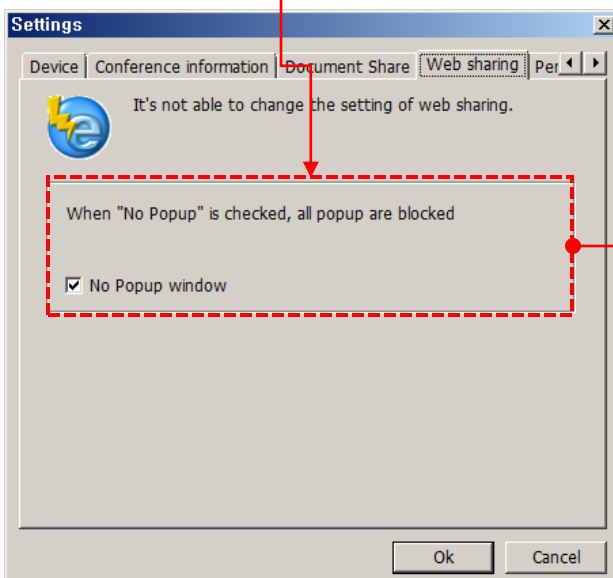
Used to block pop-up windows.
If you click, you can set the preferences window displays and pop-up blocker.

3.10. Media sharing

Easy to sharing media files with the participant in the conference room.(MP3, AVI)

> You can sharing media files with the participant in the conference
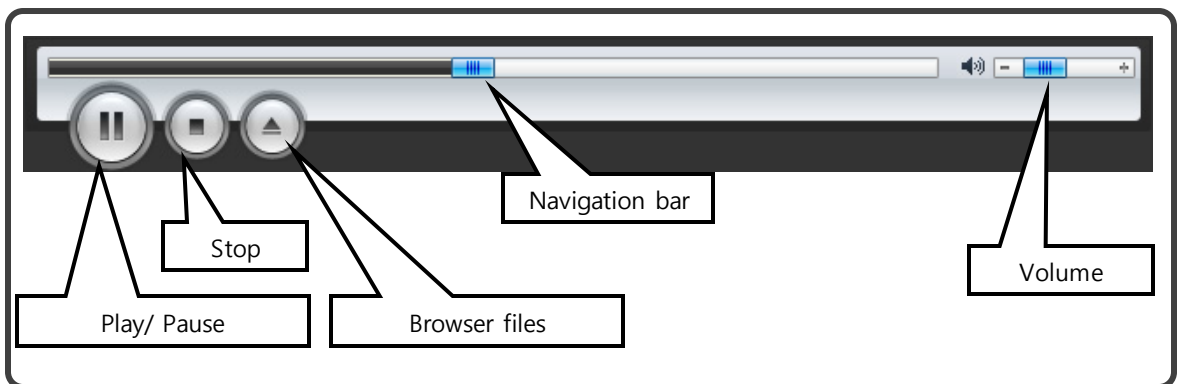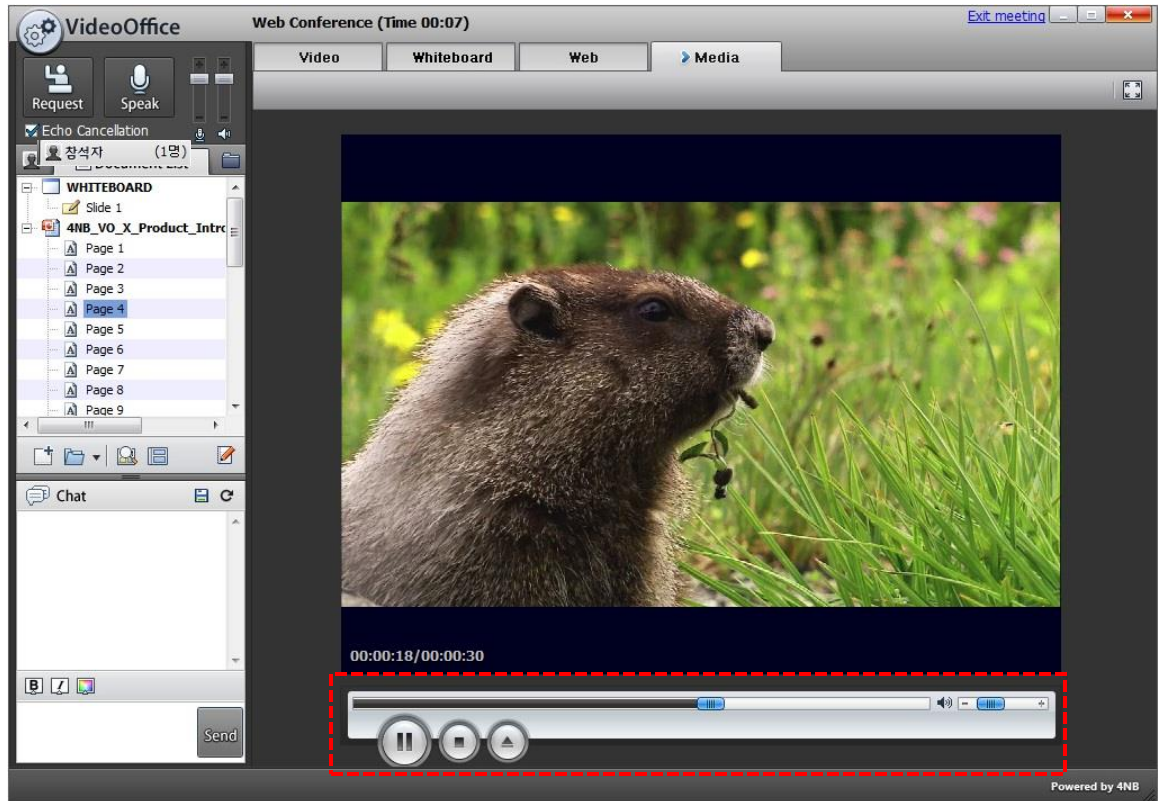> Room.
> Click [File open] Button for sharing

> Support files list
> - Video : Xvid Codec , MPEG4
> - Audio : Mp3, Wav

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The description of each function is as following .

Navigation bar

Volume

Stop

Play/ Pause

Browser files

3.11. File sharing

With VideoOffice, you can attach files to share with other participants.

Click to move to file list window.

Participants (1)	File List
☑ 🔑 Host 4NB(Ass. Manager)	

📤	: Upload the file
📥	: Download the file
❌	: Delete the file
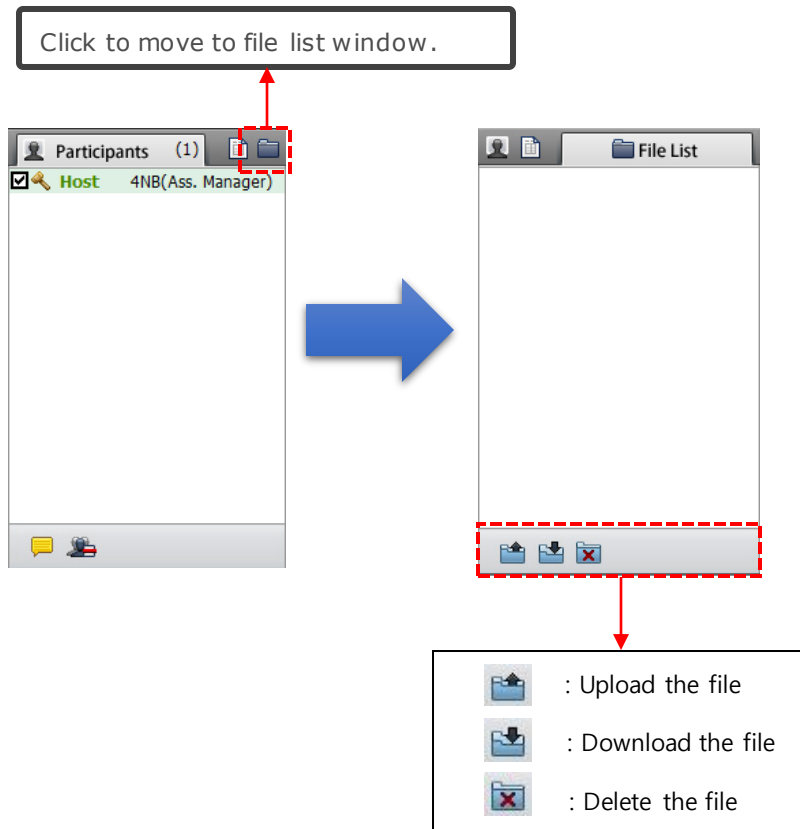
3.12. Screen sharing

You can share your own PC screen and specific application screen with participants through screen share function and grant the control right to the other party.
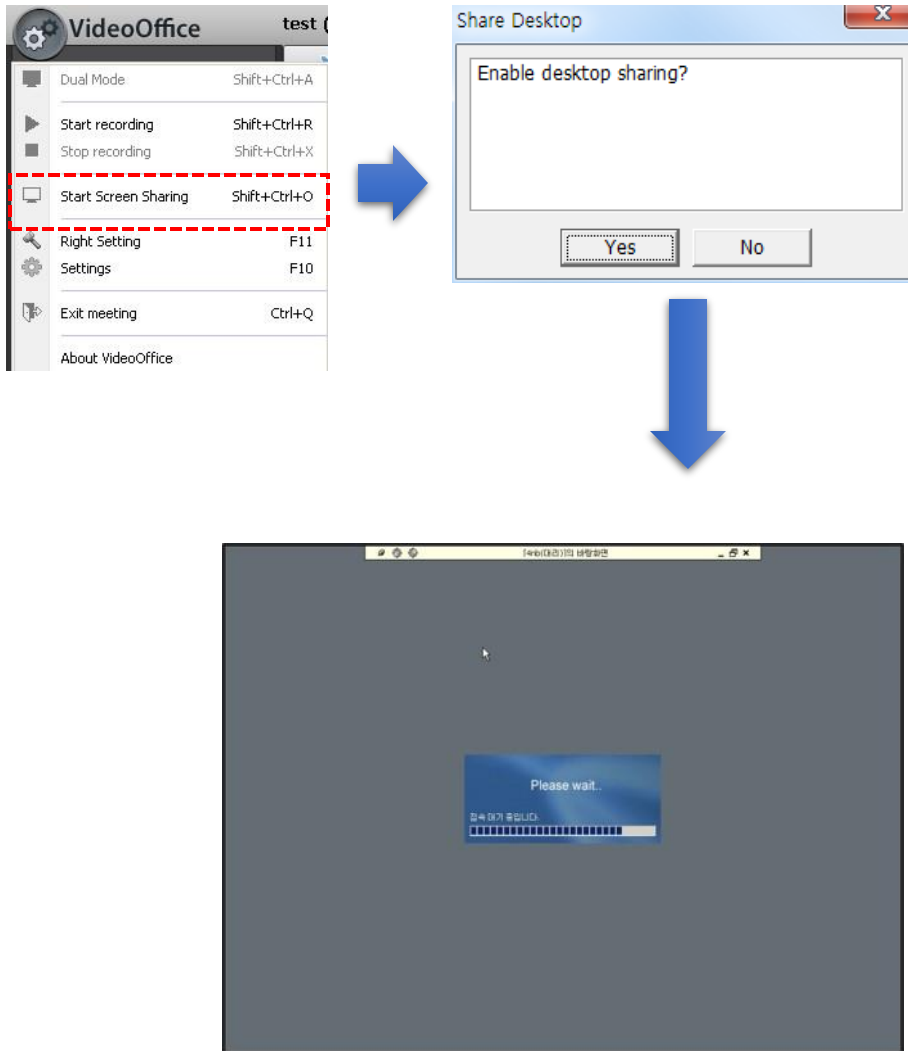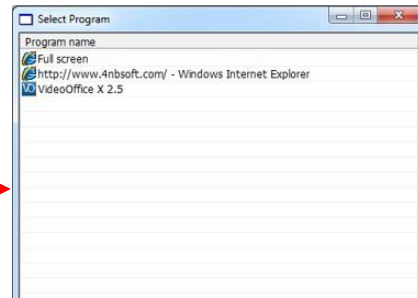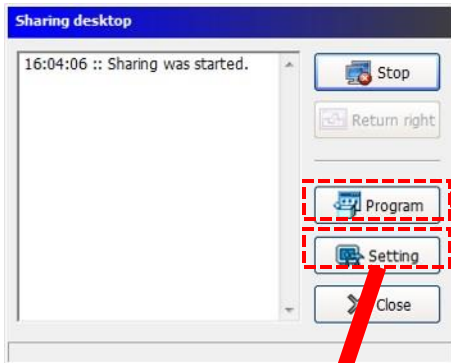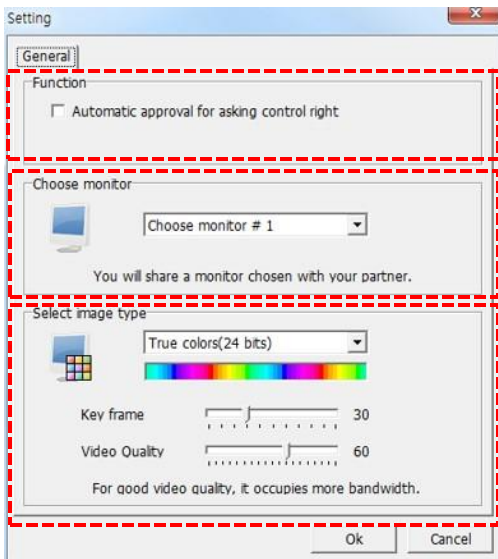

Once the desktop sharing begins, the counterpart can see the shared screen after being loaded for 1 second as shown on the left screen.

The description of each function is as following .

Sharing desktop

16:04:06 :: Sharing was started.

- Stop
- Return right
- Program
- Setting
- Close

Select Program

Program name
- Full screen
- http://www.4nbsoft.com/ - Windows Internet Explorer
- VideoOffice X 2.5

Once desktop sharing begins, the following screen will appear. Click [Program] button to select the screen to be shared.

Setting

General

Function
☐ Automatic approval for asking control right

Choose monitor
Choose monitor # 1
You will share a monitor chosen with your partner.

Select image type
True colors(24 bits)

Key frame ———|——— 30
Video Quality ———|——— 60
For good video quality, it occupies more bandwidth.

Ok   Cancel

To confirm if conference voice will be used on not during the sharing. The request of counterpart for control right can be set up automatically

Select a monitor to show when dual monitor mode.

To adjust the color according to network condition and control the frame and video quality.

With VideoOffice, you can have remote control over the other person's PC during the conference. Any failure can be immediately recovered.
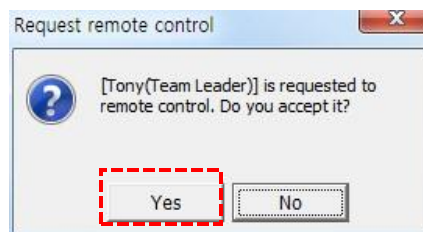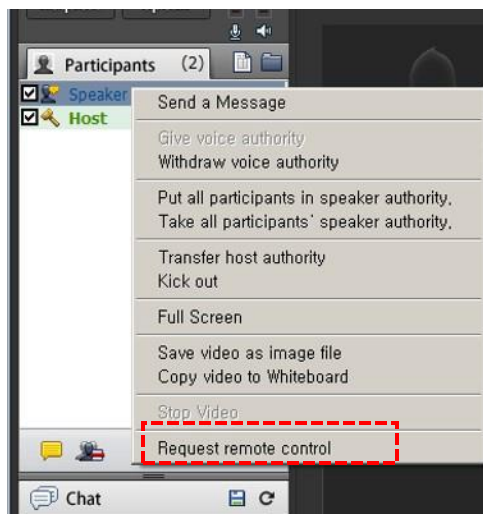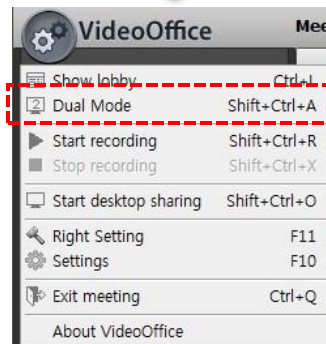
3.13. Dual mode

A dual monitor setup enable you to view the video mode and paint mode side by side

To use Dual monitor feature, click [Dual Mode] then you to view the video mode

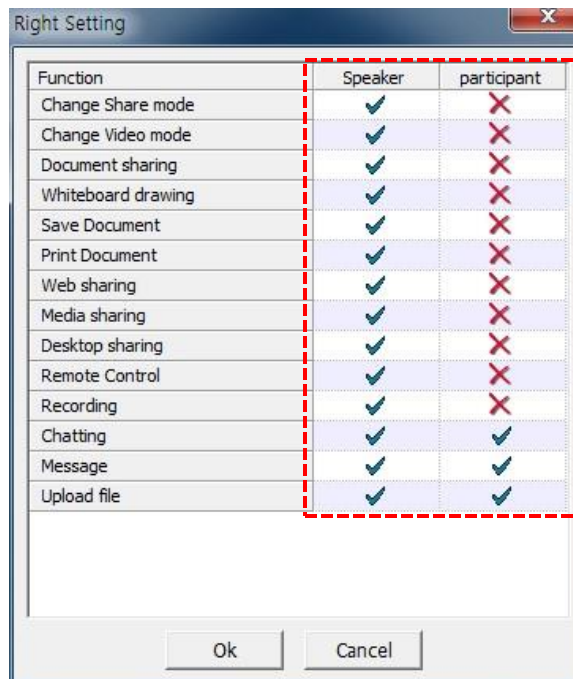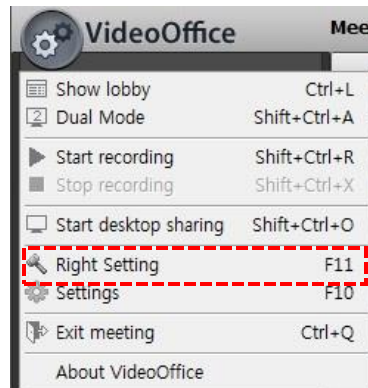And paint(or Web sharing) mode side by side.

If you want to single monitor mode then click it again.

3.14. Right settings

Right Settings allows you to adjust the functional authority of the presenters and participants.

| Function	Speaker	participant
Change Share mode	✔	✘
Change Video mode	✔	✘
Document sharing	✔	✘
Whiteboard drawing	✔	✘
Save Document	✔	✘
Print Document	✔	✘
Web sharing	✔	✘
Media sharing	✔	✘
Desktop sharing	✔	✘
Remote Control	✔	✘
Recording	✔	✘
Chatting	✔	✔
Message	✔	✔
Upload file	✔	✔

Click mouse to grant or recover the rights to the presenter or participant.

3.15. Record

Recording function is to record the scene of video conference into video, or record voice only separately. Through this function you can notify the users who couldn't participate in the meeting the details of meeting.

Recording(into video and sound) is saved in wmv or MP4 format and you can view it through Windows Media Player or general-purpose player.
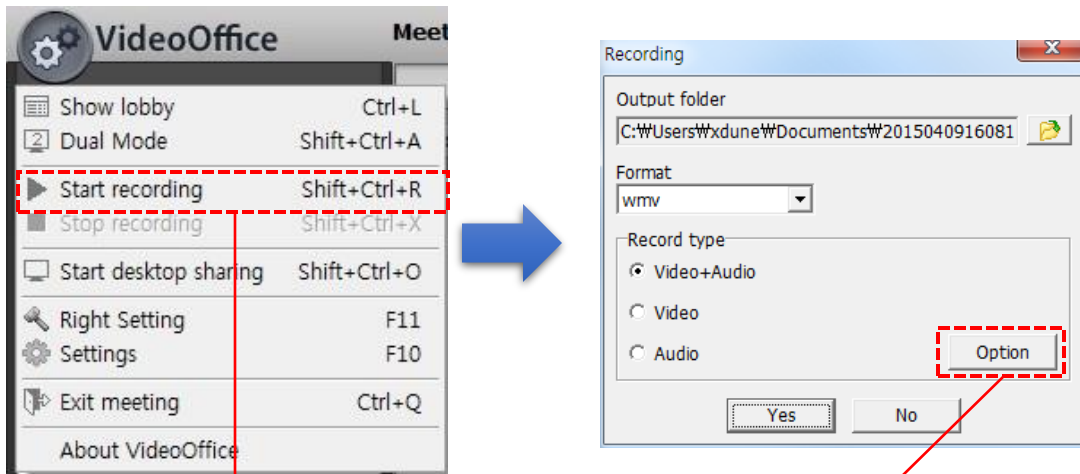
Click [Start recording] to record the meeting.

After you click [Start recording] you can specify the location or the recording format of the recording file in the "Conference Recording Settings" window, you can set the recording quality via click [Option].
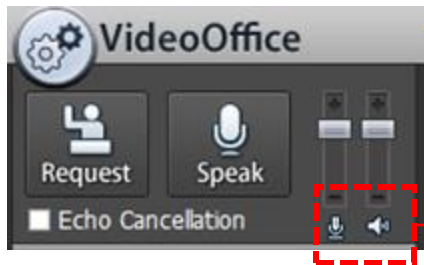
3.16. Voice volume control

To adjust the volume of microphone and speakers, you can do it as following picture.
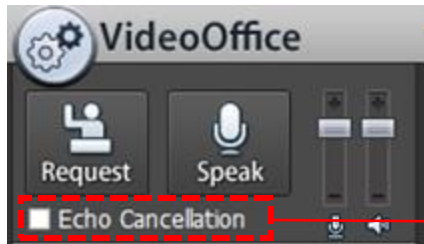
And you can mute the microphone or speaker beside volume adjustment and remove echo through Echo Cancellation function.
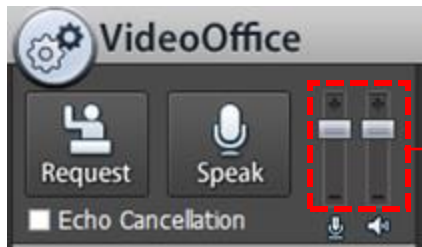
The volume of microphone/speaker can be adjusted by moving volume adjusting scroll.

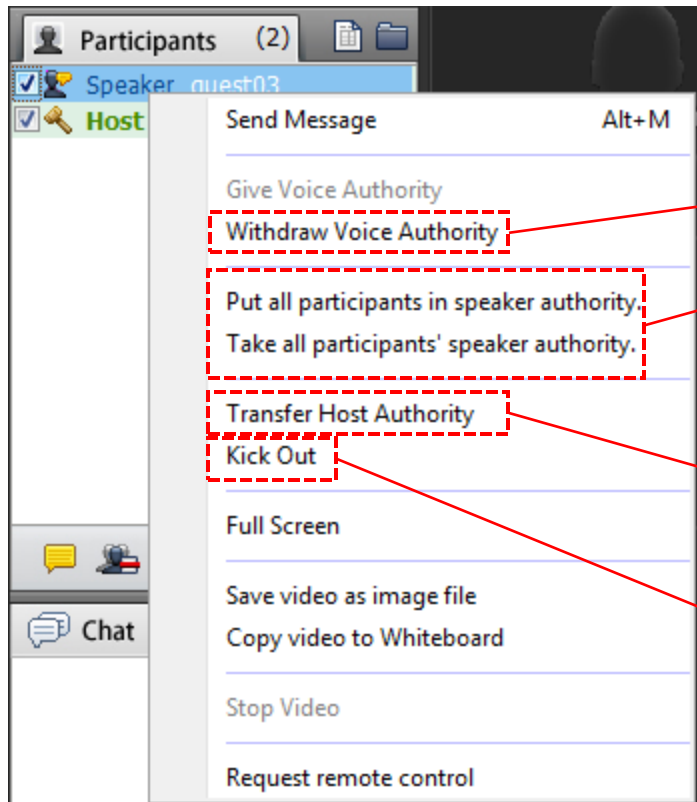Clicking on the icon of microphone/speaker can use the mute function of the device.

You can use Echo Remove function by clicking on [Echo Cancellation]. Especially, it's useful for the users who open speaker system or notebook.

3.17. Participants List

With right mouse button after selecting participant in the list, you can use various user control functions.

You can grant or retrieve the right of presentation to and from specific participant.

You can grant or retrieve in batches the right of presentation to and from entire participants.

Hand over the right of host to a specific participant.

Forcibly give exit from conference room to a specific participant.

3.18. Authority

VideoOffice is categorized largely into "Host", "Speaker" and "Participant" and each has different function.

Designation		Right
	Host	- Have right to perform the conference (entitled to control Video, Paint, Web sharing) - Permit Speaker, accept the request from Speaker and Participant. - Right to perform web sharing and whiteboard
	Speaker	- Speaker who has the right to speak. - Right to perform web sharing and paint (identical authority with host)
	Participant	- Identical to presenter but have no right to speak (can speak while left Ctrl key or Speak button)

Chapter 3. How to use VideoOffice PC version

The user having no speak can request authority by simple click.

Request	When the participant wants to speak, he may ask Host for permission.

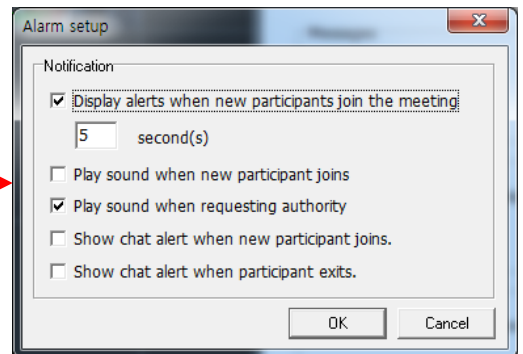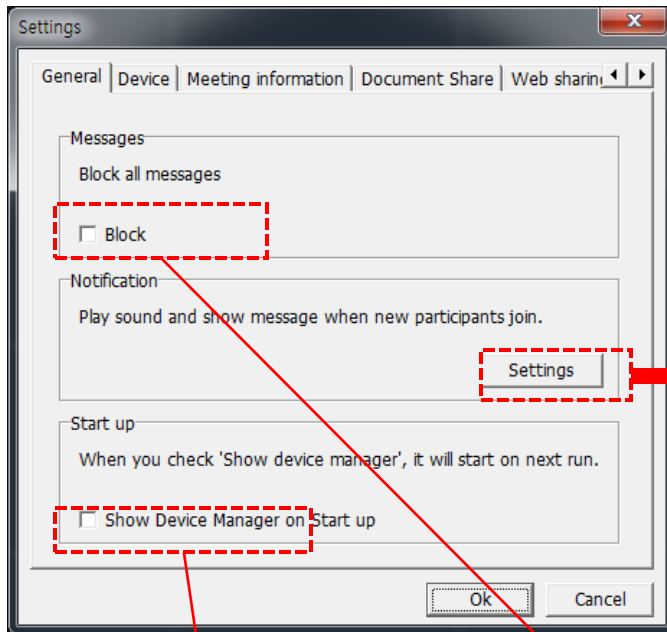|	
Speak	The participant having not right to speak, The participant can speak while pressing [speak] button or, Ctrl simultaneously.

3.19. Environment Settings

(1)) General

In [General] tap you can do configuration for general function used at VideoOffice.

Set the notification each situation.

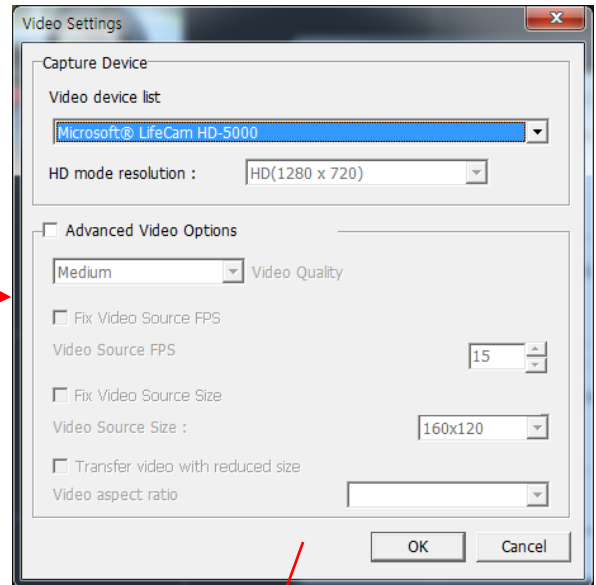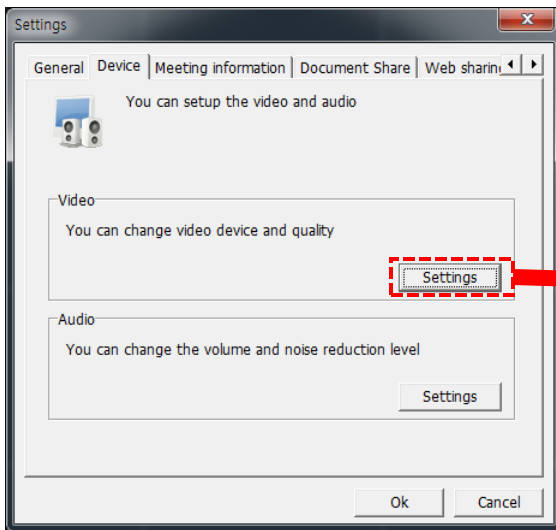Check if you don't want to execute the device set up wizard afterward.

Accept or refuse messages sent by conference participants.

(2) Device

In [Device] tap you can set video and audio quality and device at VideoOffice.

Video Devices list
Select the device to be used in VideoOffice when PC has more than 2 camera devices.
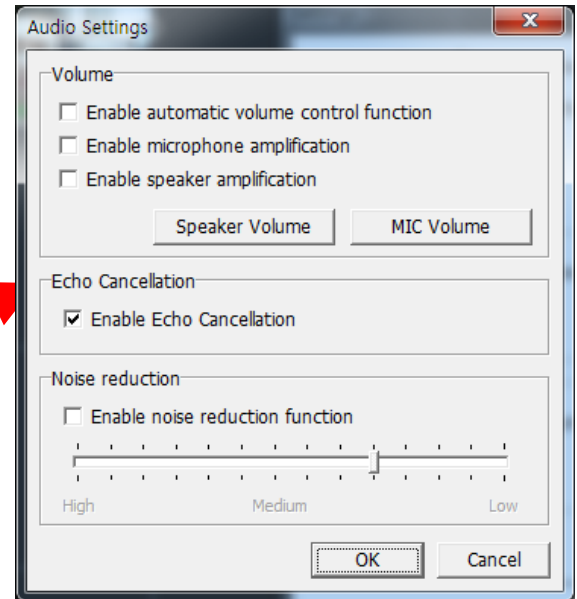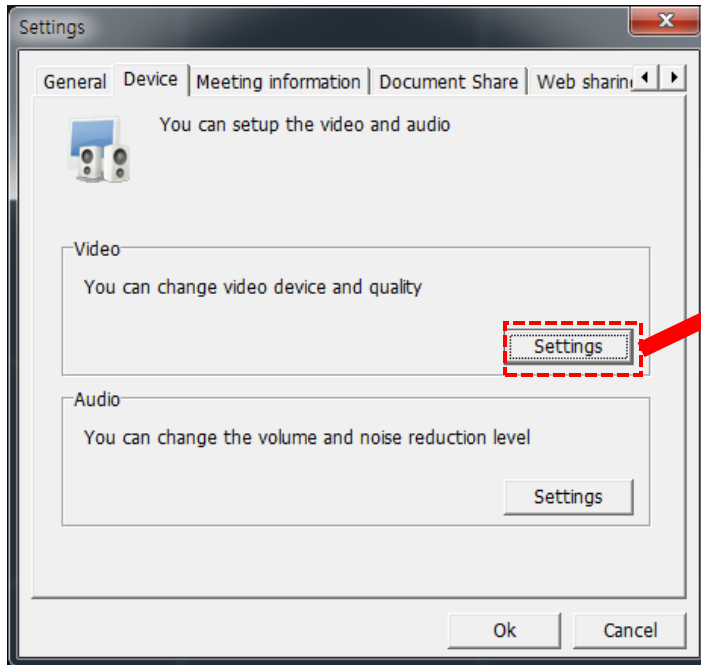
Advanced Setup of Video
Set the quality of video to be used at video conference. Advanced setup is used only for special cases and it is recommended to use basic setup.
When advanced setup goes wrong, the video and sound of video conference stops or cuts off.
Please use this when you well understand the details of each setup.

Settings

General | Device | Meeting information | Document Share | Web sharing ◄ ►

You can setup the video and audio

Video
You can change video device and quality

Settings

Audio
You can change the volume and noise reduction level

Settings

Ok   Cancel

Audio Settings

Volume
☐ Enable automatic volume control function
☐ Enable microphone amplification
☐ Enable speaker amplification

Speaker Volume   MIC Volume

Echo Cancellation
☑ Enable Echo Cancellation

Noise reduction
☐ Enable noise reduction function

High   Medium   Low

OK   Cancel

Volume
You can do setup related to microphone/speaker volume.

Echo Cancellation
Set when unavailable to use device, like headset, in which no echo happens. It is recommended to use headset.
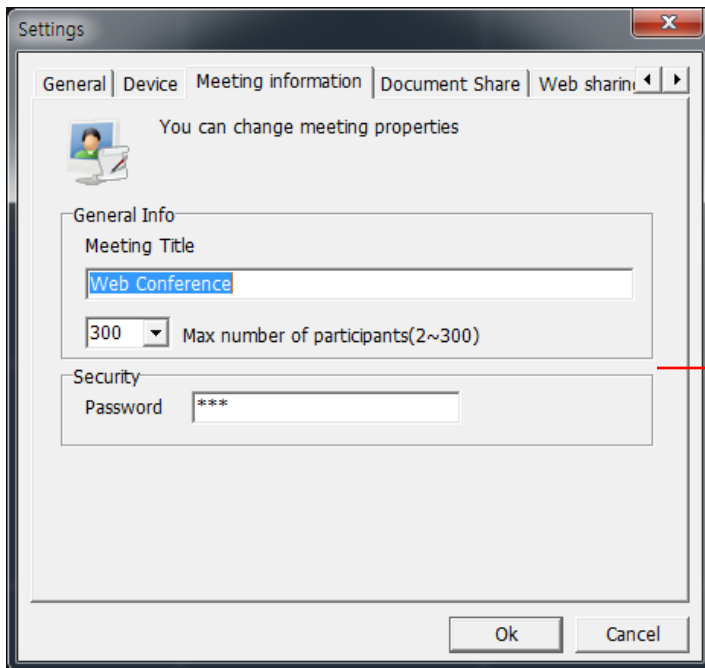
Noise reduction
Use when surrounding noise comes into microphone, affecting on video conference.

(3) Conference information

You can view basic information of conference room, and in case of your being a host, can change the information of conference room.

General Info

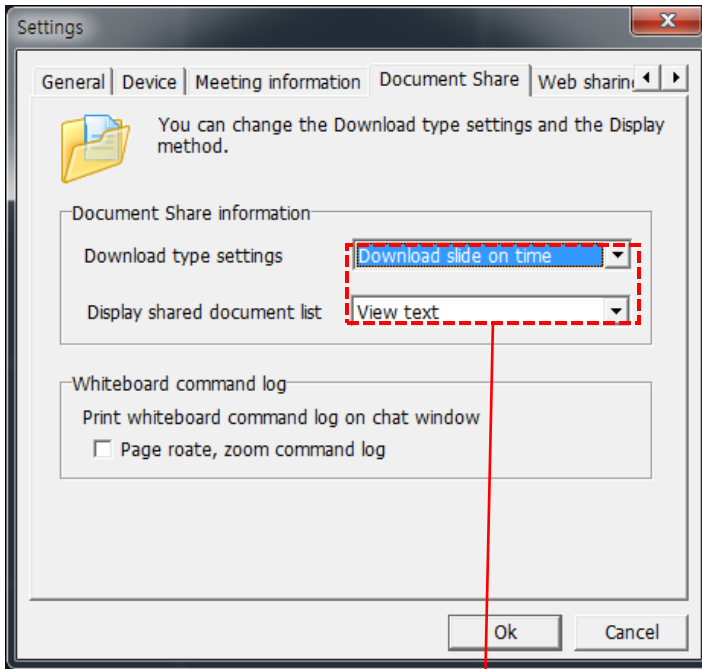Show the title of conference and the number of participants.

Security

You can limit admission through password setup. Use this in open conference room. Don't use this in reserved admission through web page.

(4) Document Share

In [Documents Share] tap you can do setup related to download upon documents sharing.

Download sharing information

Check the time: Ask user whether of download every time document is shared.

Whole slide Download: Download at a time all the documents already shared upon admission to conference room.
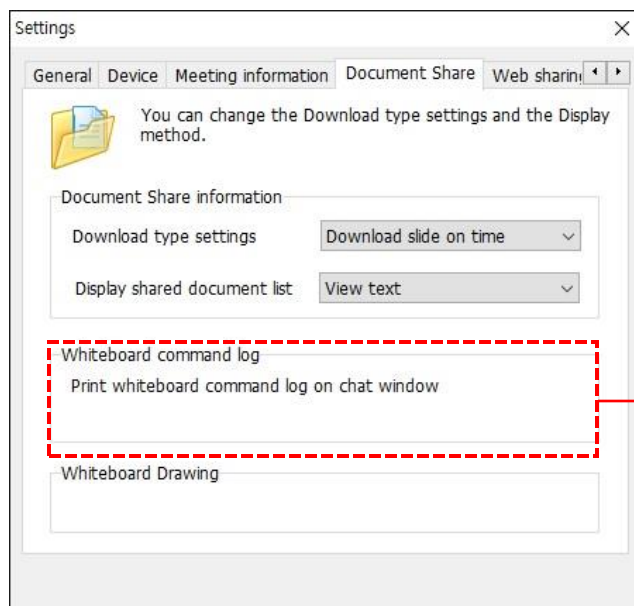When there's much amount of shared documents, the sound or video can be stopped or cut off during download.

Download slide on time: Download the page only when the page of document being shared changes.

Display type

View by Text: Shows documents list in text base.
View by image: Shows documents list in thumbnail type of icon type.

Settings   ✕

General | Device | Meeting information | Document Share | Web sharing ◂ ▸

You can change the Download type settings and the Display method.

Document Share information

Download type settings   Download slide on time   ⌄

Display shared document list   View text   ⌄

Whiteboard command log

Print whiteboard command log on chat window

Whiteboard Drawing

Paint command log

- Check: Paint dialog box display (whiteboard) command.

- Check Off: Do not display.

💬 Chat   🖫 ⟳

[Rotate Left: Tony]
[Rotate Right: Tony]
[Zoom Out: Tony]
[Zoom In: Tony]

B 𝐼 🖼

Send
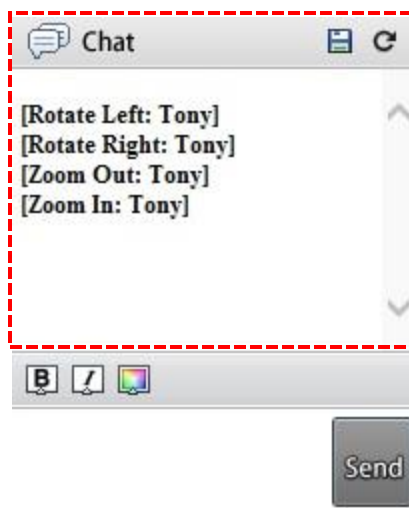
(5) Web sharing

[Web Share] tap is used when changing the setup of pop-up window upon web sharing.

Settings

Device | Meeting information | Document Share | Web sharing | Perfor ◀ ▶

You can change web sharing option.

When "No Popup" is checked, all popup are blocked

☑ No Popup window

Ok   Cancel
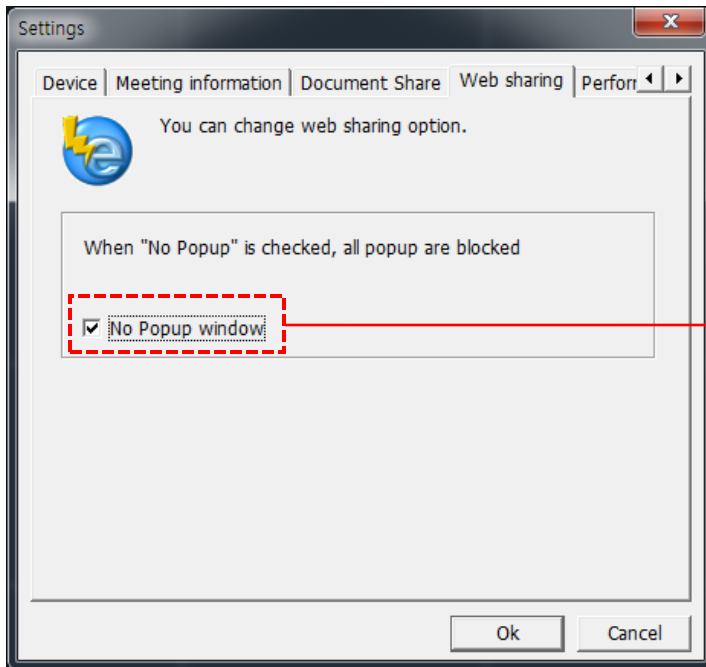
Set whether of blocking pop-up window that additionally pops up when loading webpage.
It is recommended to use basic setup because pop-up window is not shared with participants in video conference.

(6) Performance

[Performance] tap sets up the items related to the function of VideoOffice.
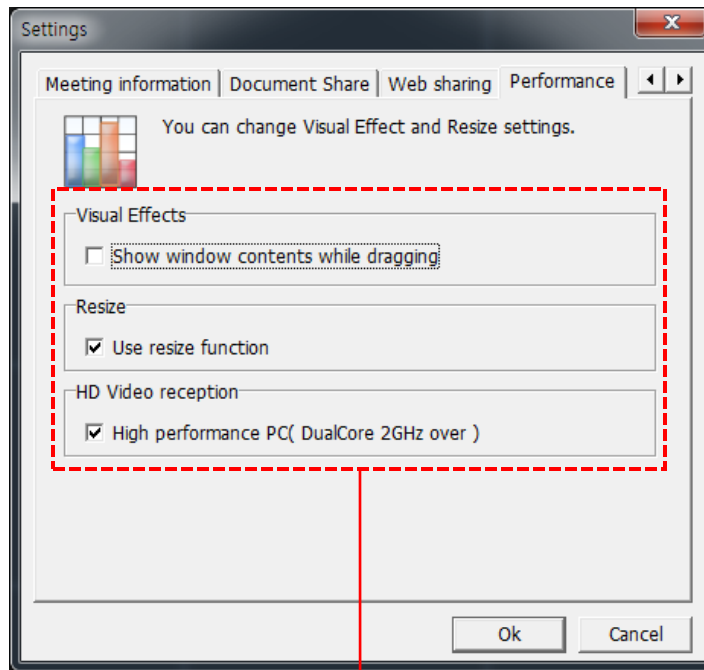
Visual Effects

When selecting Indicate Details of Window while dragging mouse, it requires a little higher function. It is not recommended to low specification PCs.

Resize

Don't use Resize in low specification PC. It can cause stops/cut-off of sound, video. Use this when having video conference in large screen in high specification PC.

HD Video reception

Set whether of outputting HD video of the other party in all HD or low resolution. It is recommended to use this only in high specification PC, as it can cause cut-off of sound/video when using this option in low specification PC.

4.1. Access to VideoOffice Meeting Center

Open the web browser and then type the URL (To be provided separately) in the 'address' box.
Input User ID and password provided to you, click on the Login and then you will be access to meeting center.

Select a language you want to use in meeting center.

Change language English

VideoOffice Manual | Help desk | Program download

Anywhere, anytime, anybody video conference system

VIDEOCONFERENCE

Login to
Video Conference

User ID

Password

Login

After enter the ID and Password click [Login] move to next step.

4.2. Android App Installation

1) Install via Google Play Store
Run [Google Play Store], search "VideoOffice" and install it.

2) Install via VideoOffice Meeting Center
To install VideoOffice App on your Android device, you need to change your OS setting as follow.
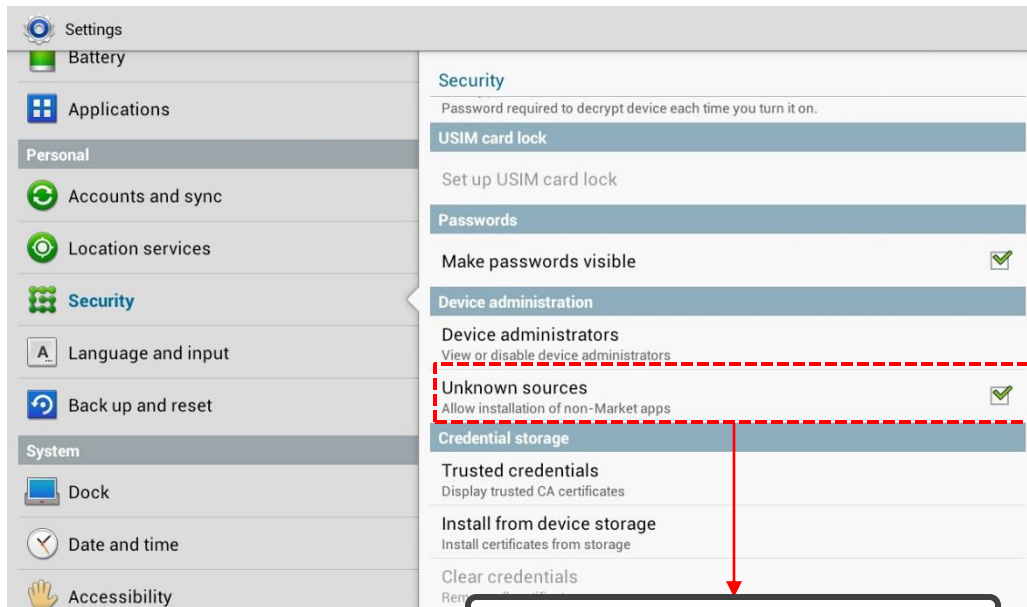
Change [Unknown sources] to [ON] in settings before the installation.
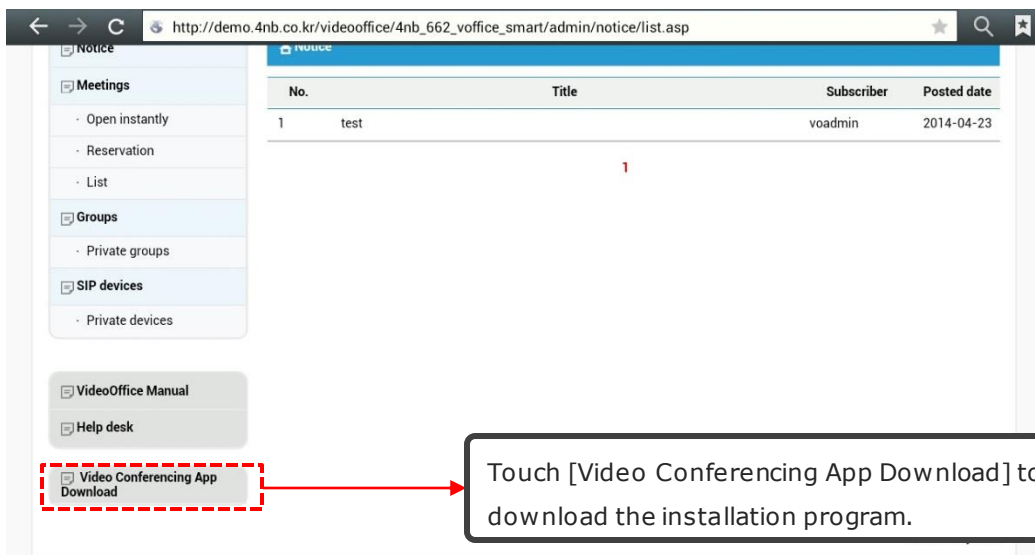
Touch [Video Conferencing App Download] to download the installation program.

Find the setup in your [Notifications] and check whether if the file is downloaded.
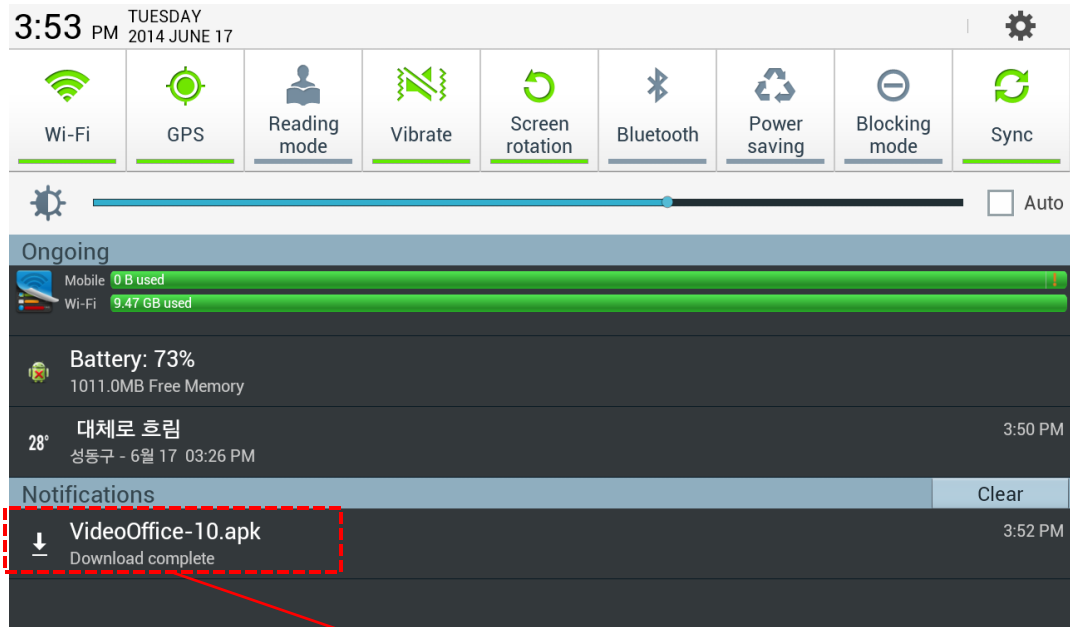
Touch "VideoOffice-000.apk" you will launch the installation guide.
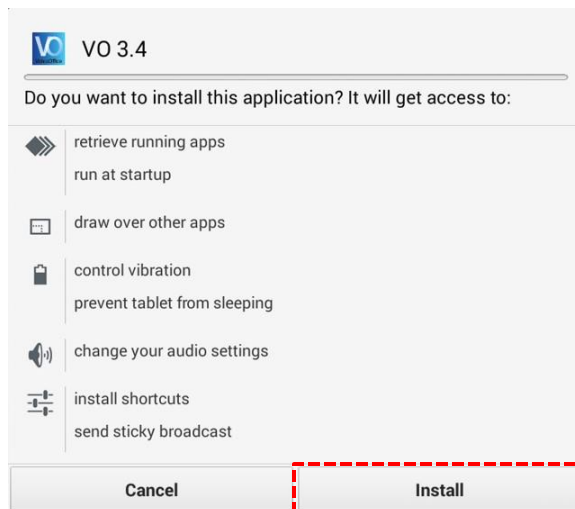
Touch it to running the setup.

Chapter 4. How to use VideoOffice Mobile version

When VideoOffice App installation is complete, you will see the following window guidance.

VO VO 3.4

App installed.

Finish

Done   Open

VO VO 3.4

App installed.

Run

Done   Open
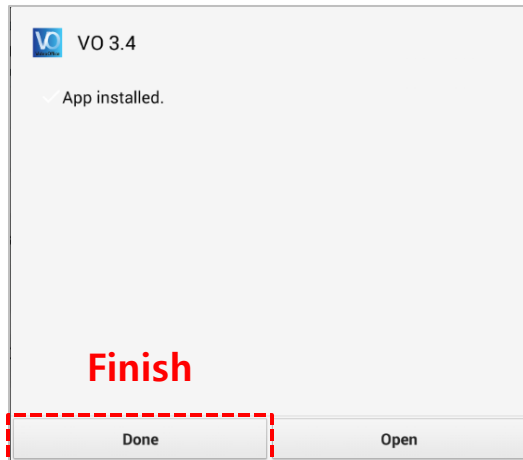
Touch [Done] to finish the installation.

※ Attention : Be sure to touch [Done] to finish the setup.
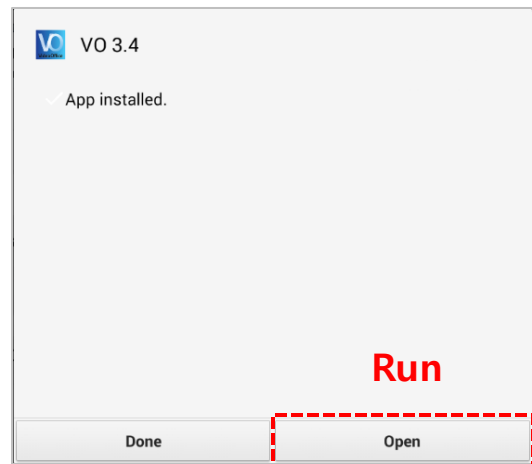
※ Attention: Do not open the application directly. If you touch [Open], the program will inform you to launch the application via web site.

If you touch [Open] run the App, please touch [OK] to close the App. Re-run the App via VideoOffice meeting center. VideoOffice App is designed to run only through the VideoOffice Meeting Center.

Error

This program must be run through a web site.

Ok
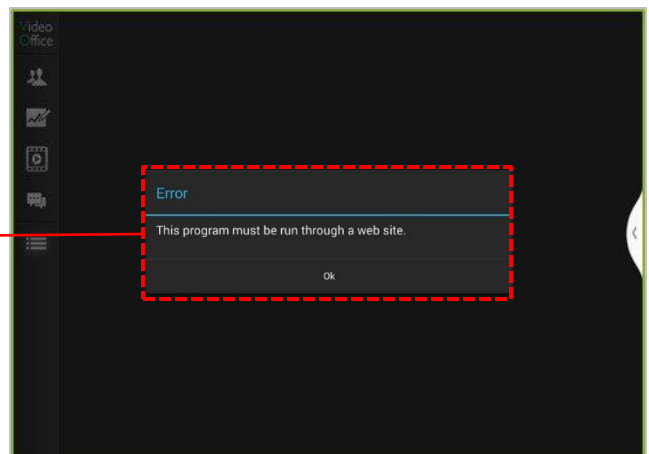
4.3. iOS App installing

Please install the App at the bottom left of the meeting center.

Touch [Install] to install the App
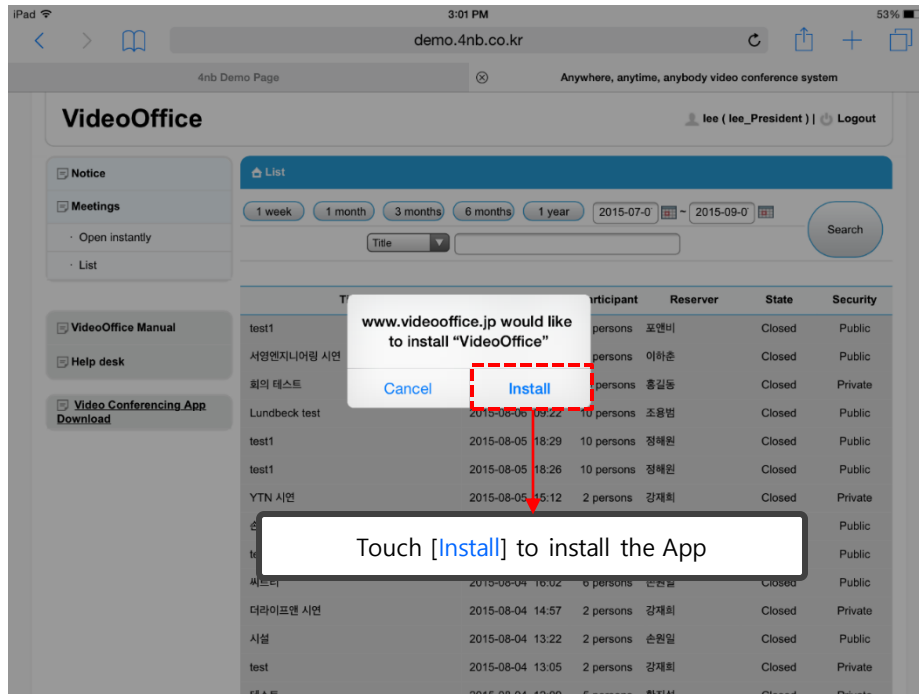
[iOS 8 or earlier]
App was installed please touch VideoOffice icon [Trust] the App.

Choose [Trust] to run VideoOffice on your device.
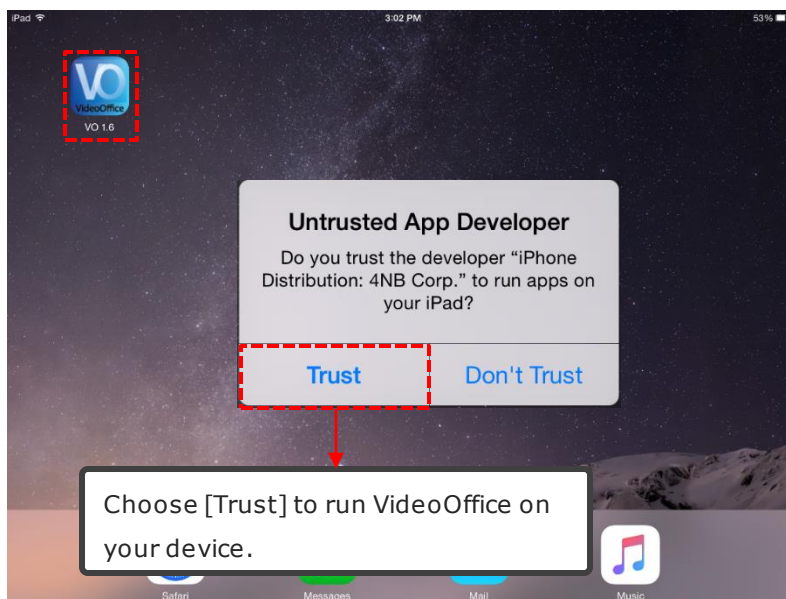
[iOS 9 or later]
[Setting]->[General]->[Device Management]-> -> 4NB Corp. -> Touch the [Trust "4NB Corp."]
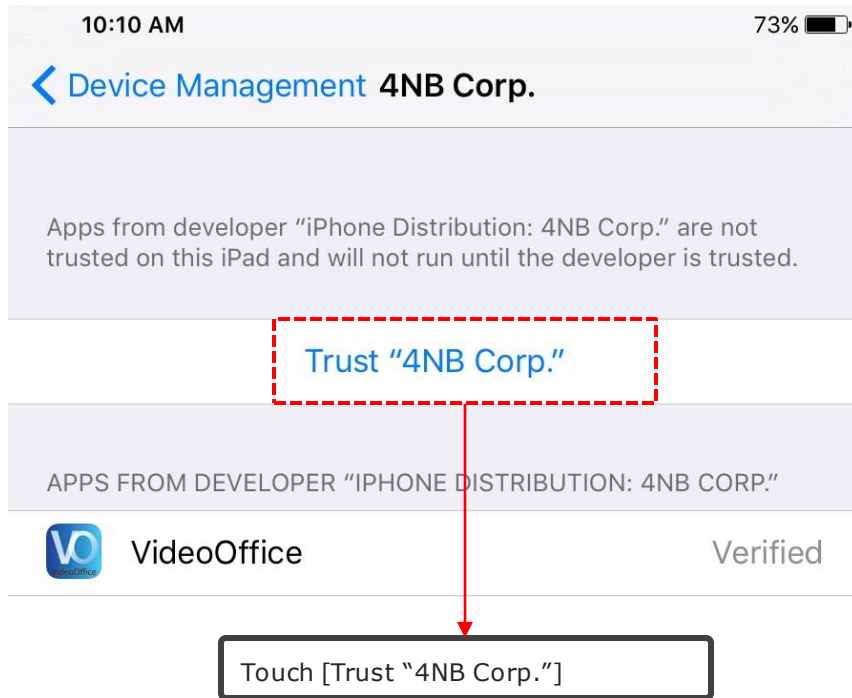

Touch the [Trust] then VideoOffice App will run normally.
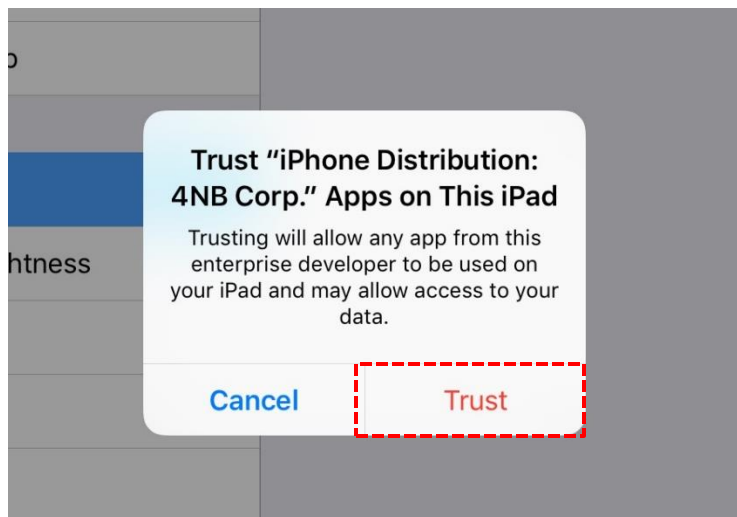
Chapter 4. How to use VideoOffice Mobile version

Allows VideoOffice App to access the camera and microphone.

"VideoOffice" Would Like to Access the Camera	"VideoOffice" Would Like to Access the Microphone
Used to video conference	Used to audio conference
Don't Allow OK	Don't Allow OK
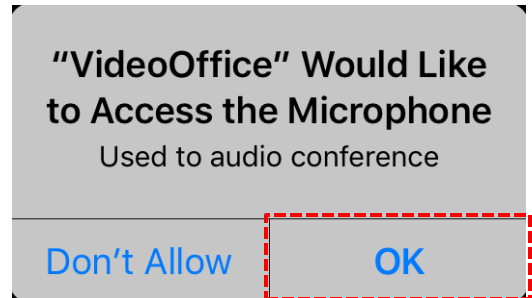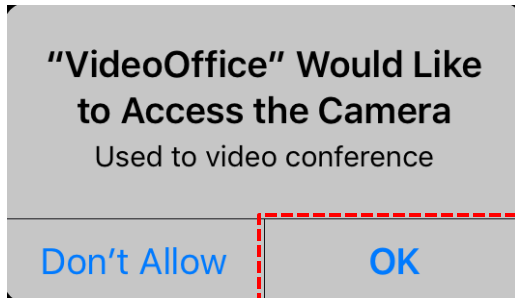
VideoOffice App must be run via VideoOffice meeting center, if you touch the icon you will see the information as follow. Please run the App through VideoOffice meeting center.
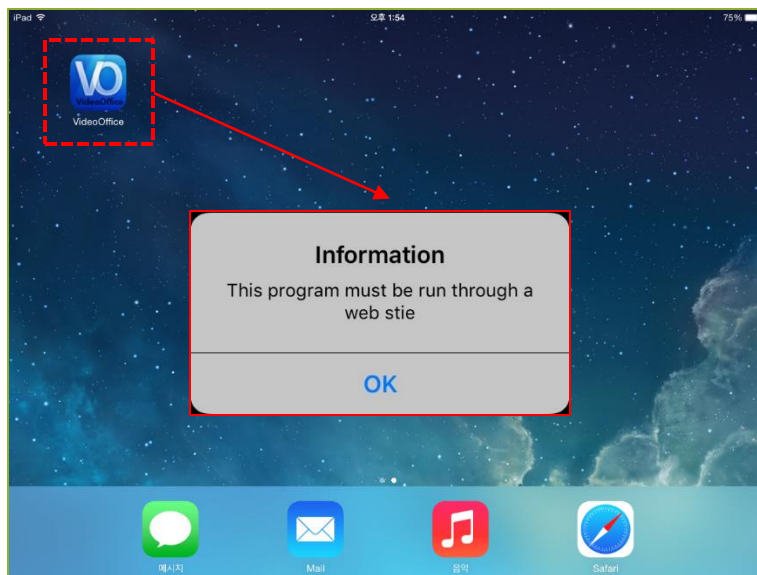
4.4. Video Mode

The VideoOffice Mobile provides a variety of video modes Like the PC version.
However, some video modes do not provide the performance of the Mobile Devices.
Touch anywhere on the screen when the video mode selection menu is displayed at the top, press the desired video mode, switch the mode.
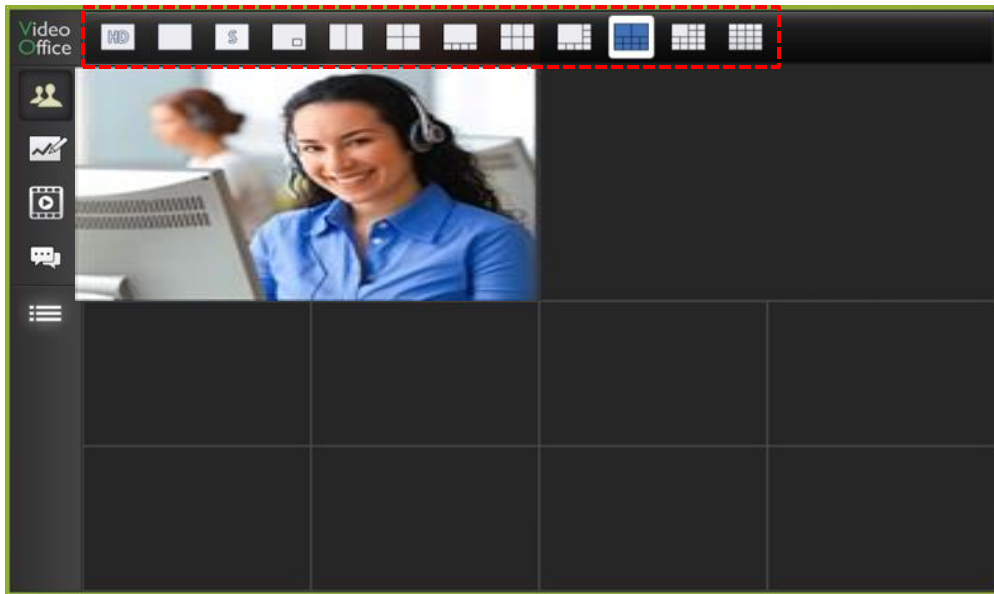
Drag the video of the person and move to the place that you want.
With this feature, you can change the video configuration.
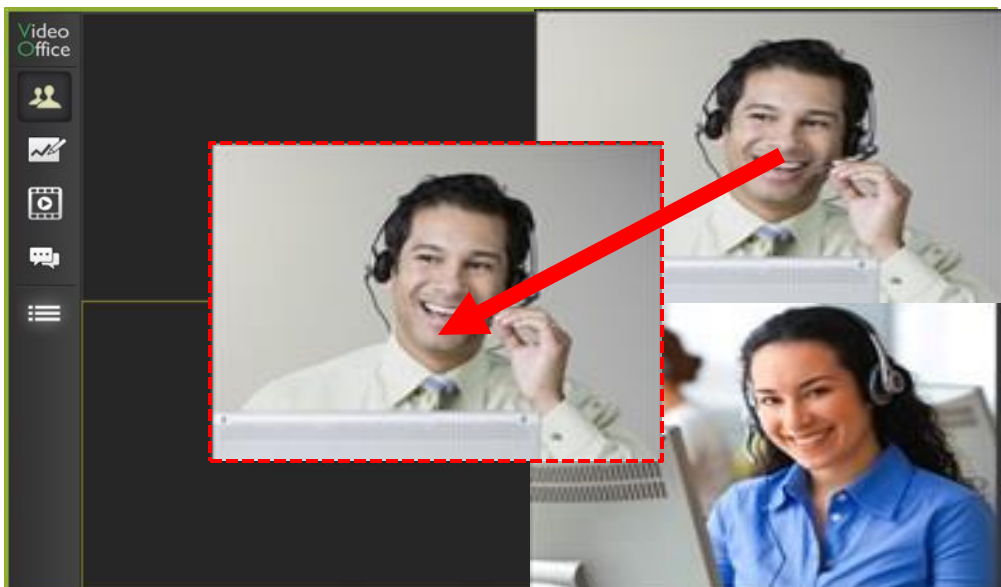
Chapter 4. How to use VideoOffice Mobile version

4.5. Whiteboard mode

Using powerful tools to draw or write on the document and web page which shared by PC user. And also upload a photo from your mobile device directly in whiteboard mode.
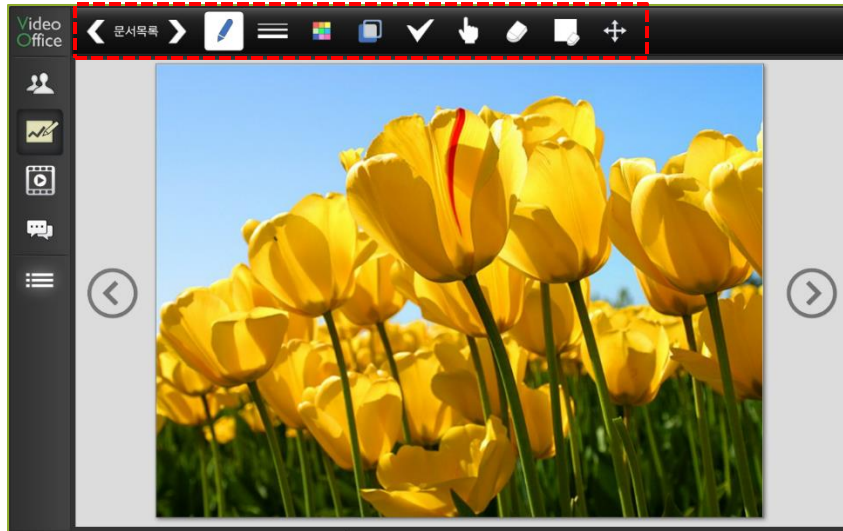
Using a variety of tools for the writing on the whiteboard feature of the document.

thickness

color

highlighter

check

pointer

eraser

move
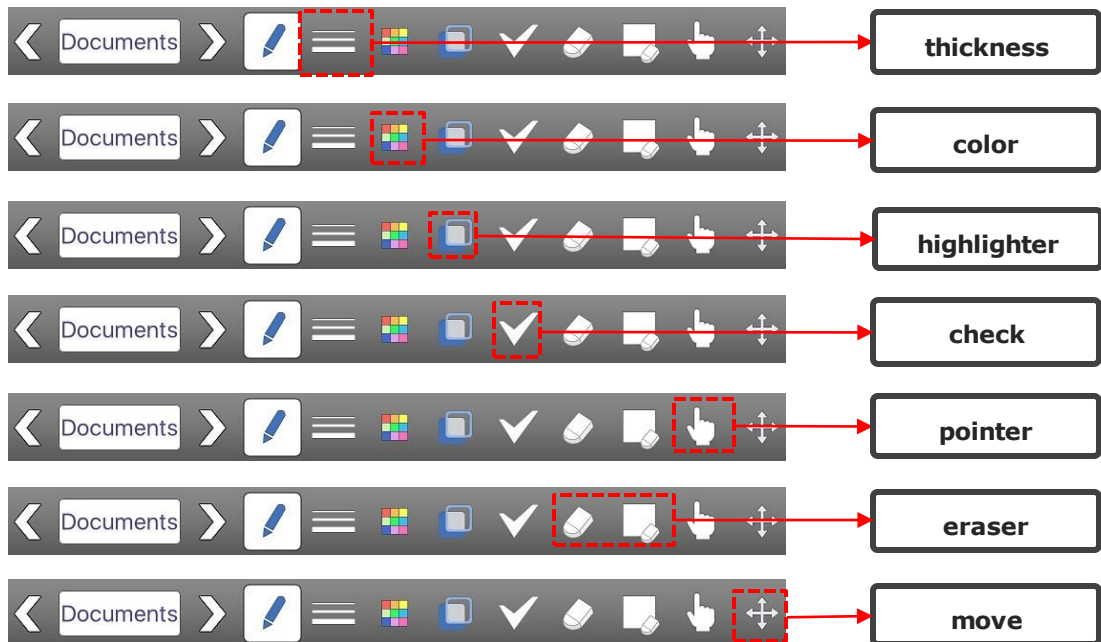
4.6. Media Sharing

Through the media sharing features you can conduct meetings with conference attendees to share the video and audio files.
In VideoOffice Mobile version can only view when media sharing and uploading media is not supported.

Touch the screen to show up the media play menu bar at the top.
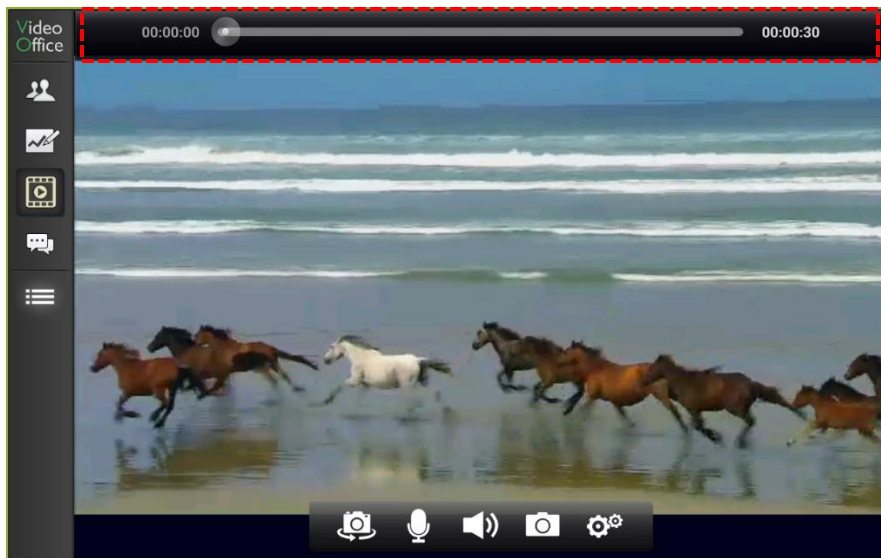
4.7. Message

In VideoOffice Mobile provides the ability to send and receive text chat conversations with the characters and the audience.
In the left menu, click the icon in the shape of the bubble is converted into text dialog.
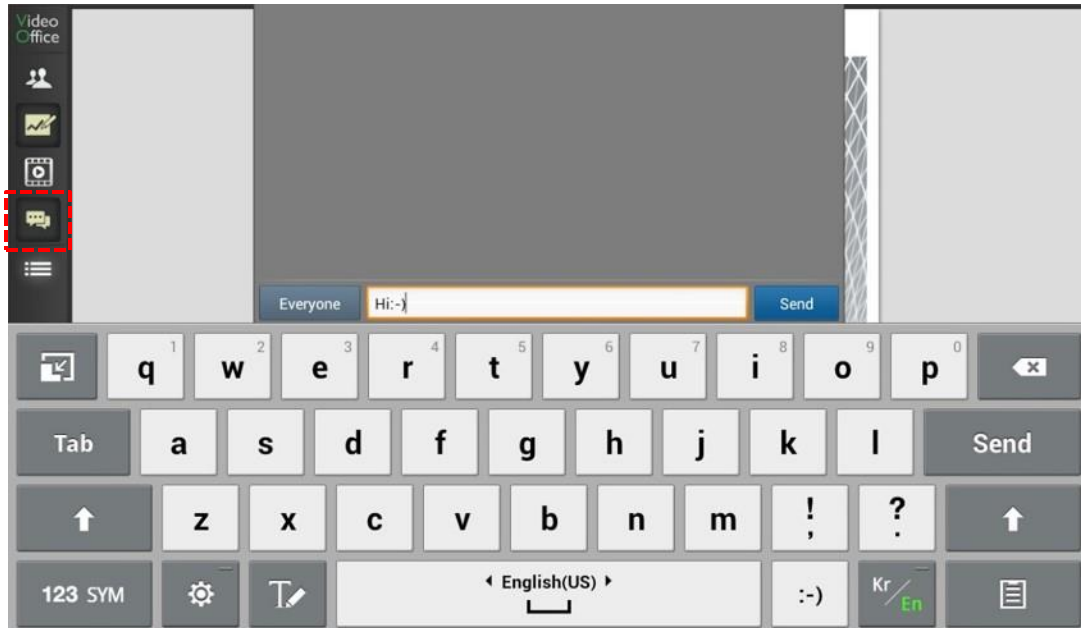
4.8. Screen sharing

If PC user sharing the screen you can view the screen via App.
VideoOffice Mobile offers only the ability to see the "Screen Sharing".
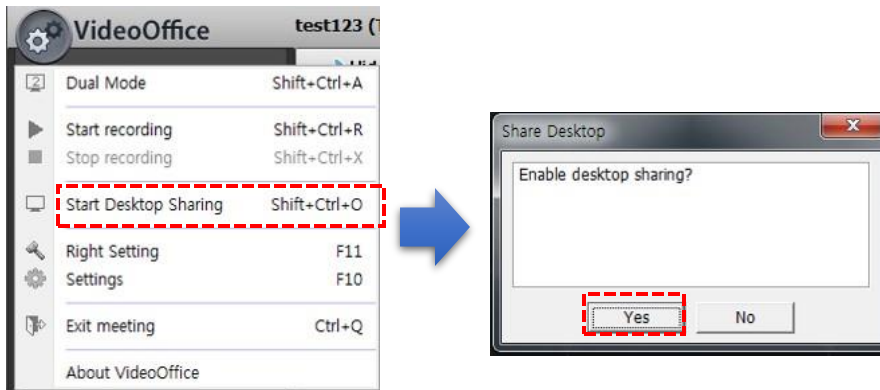
Someone sharing the screen from PC version, the screen sharing bar will appear.
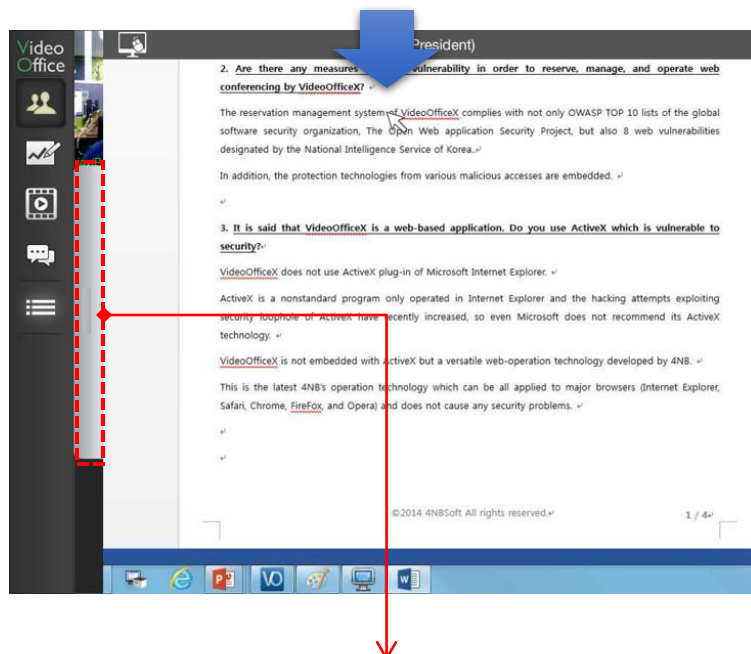
When you slide the slide button to the right it will appear the video mode.

4.9. Settings

(1) To set up

Touch the settings icon to set up the settings.
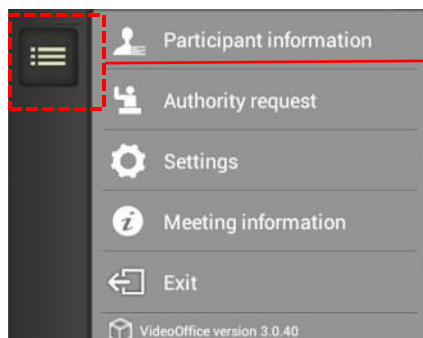
Touch the setting icon on the left side to appear setting menu.

(2) Participant Information

Touch [participants] from the Settings menu guidance conference participant information window will appear.

When you select a specific participant, a menu is displayed with respect to the participant.
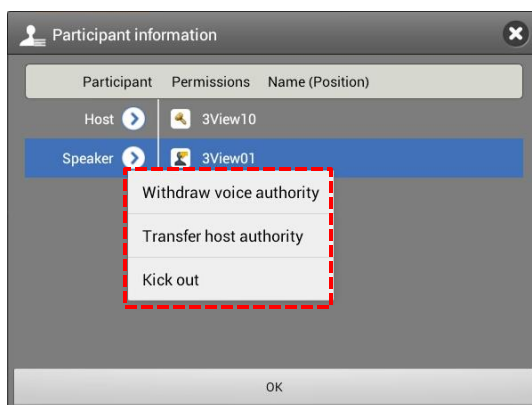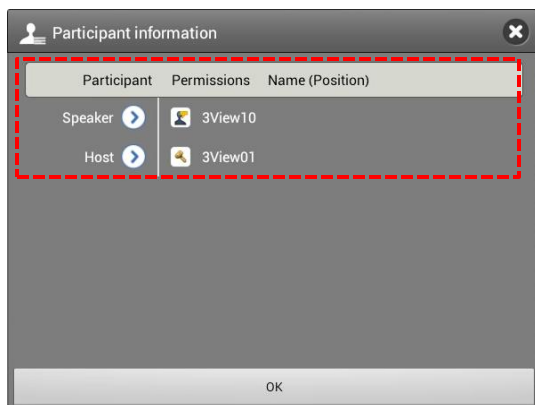
Withdraw voice authority

Touch [Withdraw voice authority] to prohibit a person from speaking.
Only host can use this function.

Withdraw voice authority

Transfer host authority
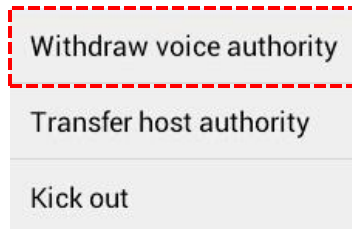
Kick out

Transfer host authority

Touch [Transfer host authority] if you want to give the host authority to another person.
Only host can use this function.

Withdraw voice authority

Transfer host authority

Kick out

OK

Do you want to transfer the host authority to this user? [3View01]

Yes   No
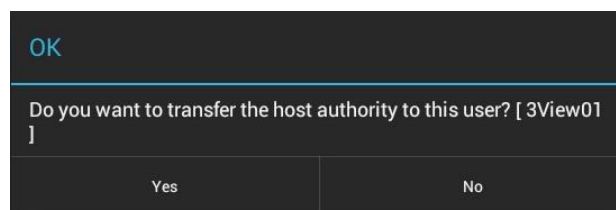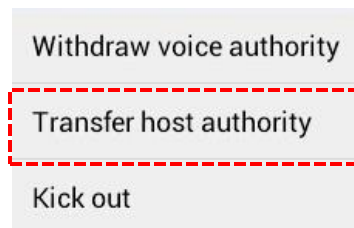
Kick out

Touch [Kick out] if you want someone leave this meeting room. Only host can use this function.
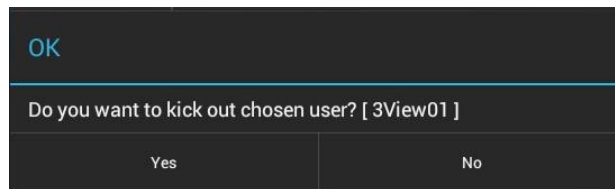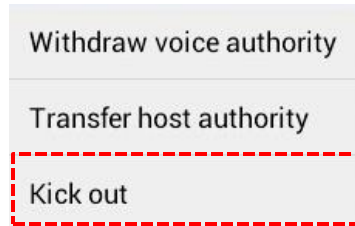
Chapter 4. How to use VideoOffice Mobile version

(3) Authority request

If you do not have speak authority, touch [Authority request] ask host user to allow you to speak.

(4) Settings

Touch [Settings] to set up the meeting and device settings.
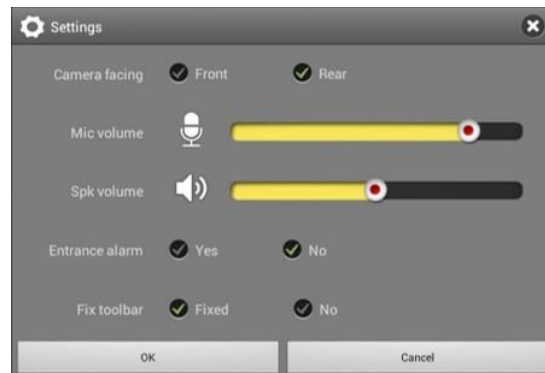
(5) Meeting information
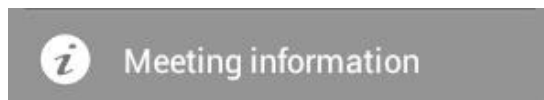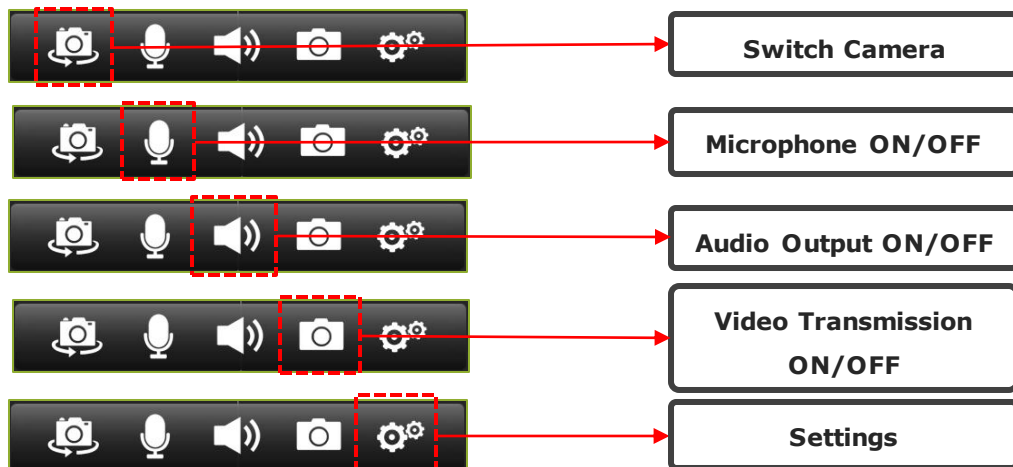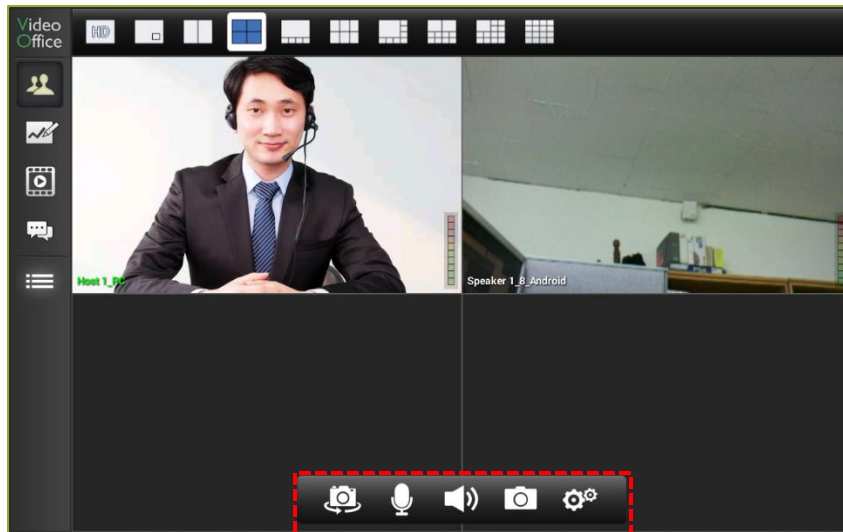

Touch [Meeting information] to check meeting information.
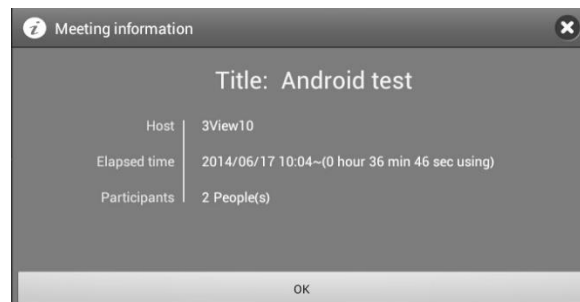
4.10. Quick menu

When you touch the screen VideoOffice Mobile displays a "Quick Menu" on the bottom.
Through the "Quick Menu" menu for quick access to frequently used.

	Switch Camera
	Microphone ON/OFF
	Audio Output ON/OFF
	Video Transmission ON/OFF
	Settings
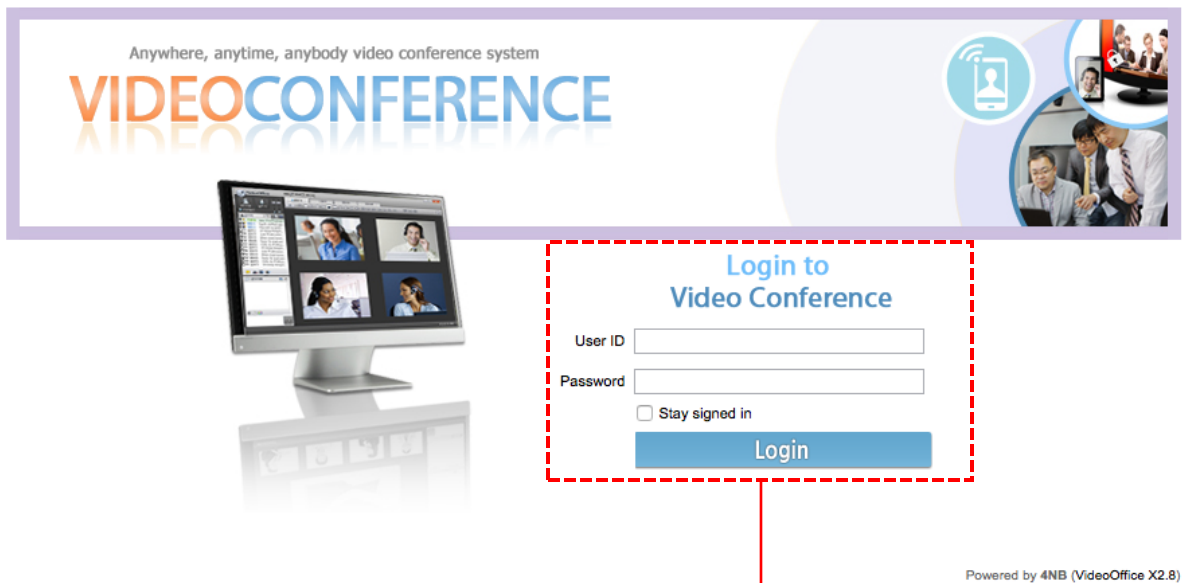
5.1. Access to VideoOffice Meeting Center

Conference attendees can join the meeting through the web page dedicated to VideoOffice Mac OS.

Choose your preferred language.

Change language   English

Program download

Login to
Video Conference

User ID

Password

☐ Stay signed in

Login

Powered by **4NB** (VideoOffice X2.8)

After entering the user ID and password, click the [Login] button and proceed to the next step.

5.2. Download program

Download the VideoOffice program from the web page dedicated to Mac OS.
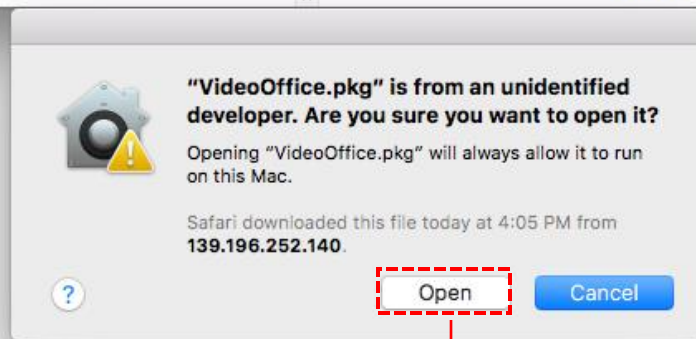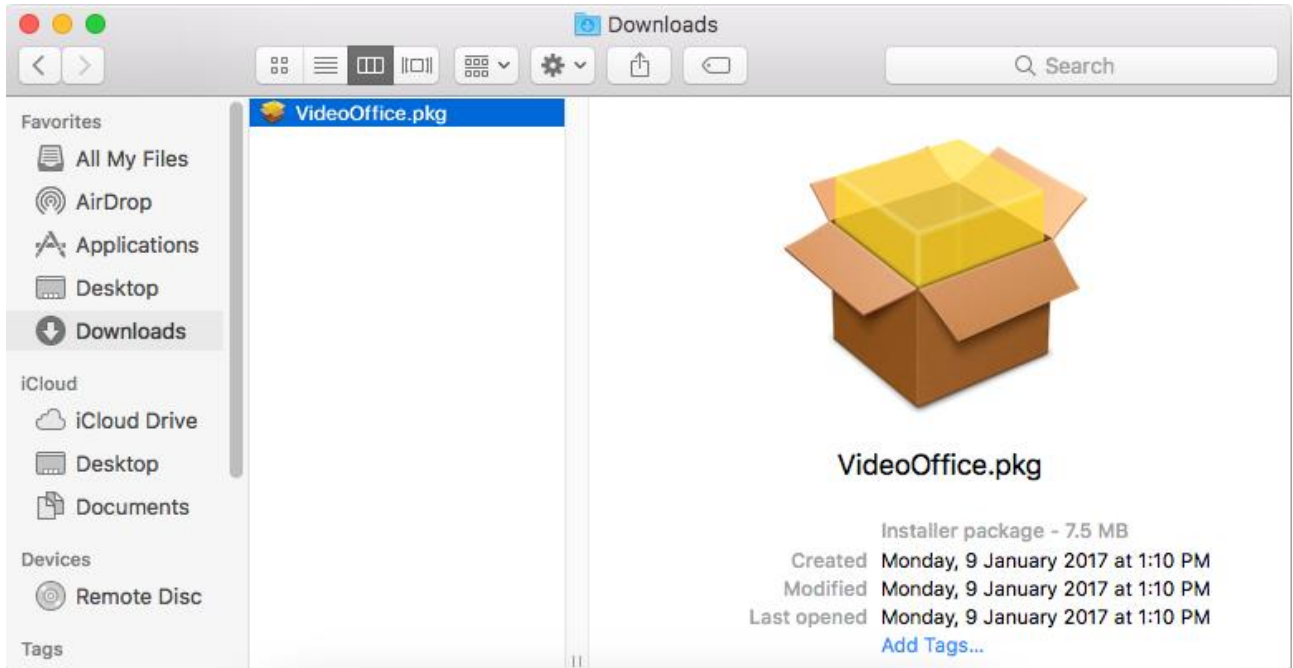

1. Click the link to download the program.

2. Right-click "Open" the downloaded program in Finder to run the program installation.

5.3. Install the program

Install the VideoOffice Mac OS-only program.

Click "Open" to begin installing the program.
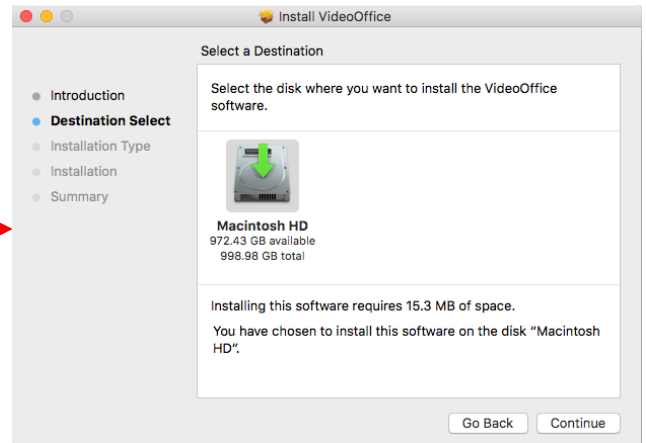
5.3. Install program

Follow the installation procedure for VideoOffice Mac OS only.
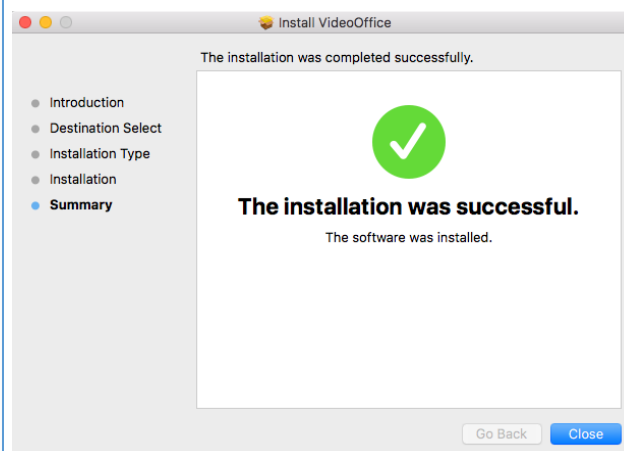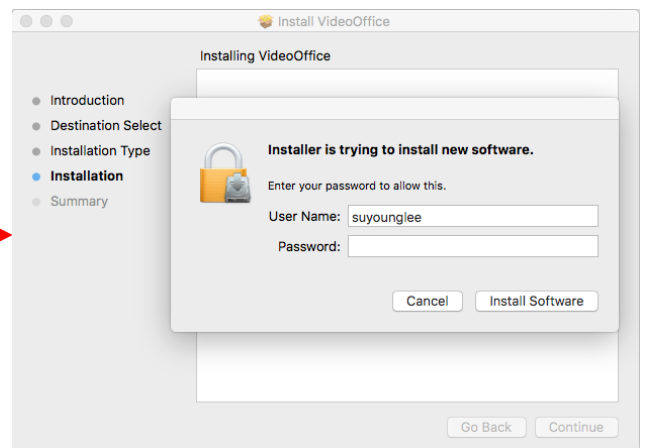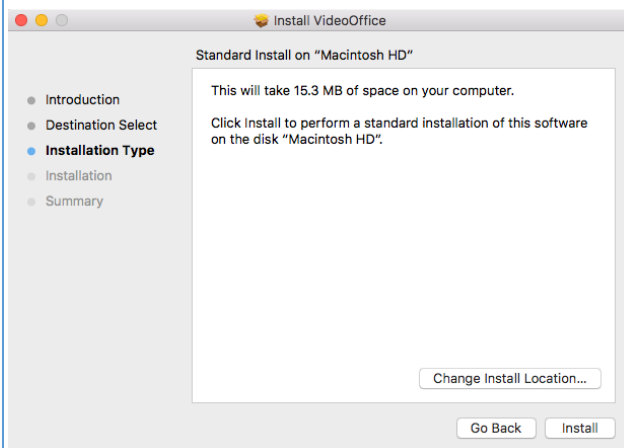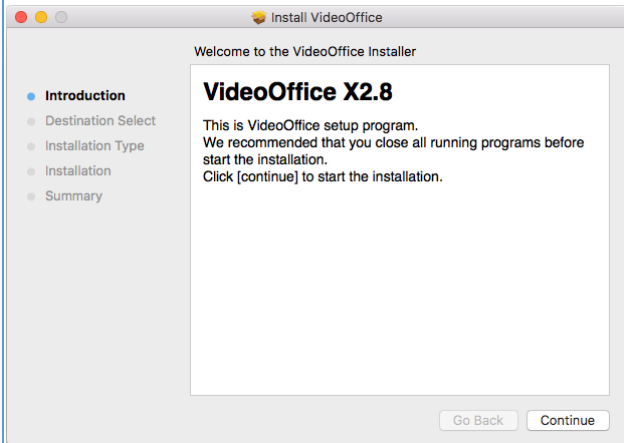
Chapter 5. How to use VideoOffice Mac OS version

5.4. Video Mode

VideoOffice Mac OS provides various screen split modes and can be used according to the number of participants and the number of participants.

Click the [Video] tab to view the video conferencing main screen, which supports various video modes.
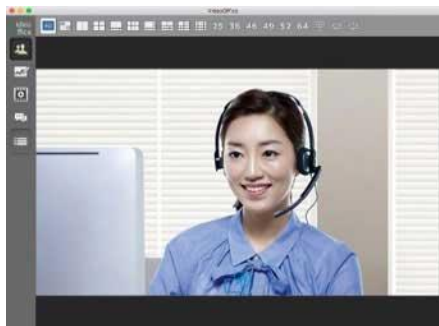This screen lets you experience video conferencing in the form you want.

Drag and drop each image with the mouse to move the image to the desired position.

Chapter 5. How to use VideoOffice Mac OS version

5.4. Video Mode

HD Mode

HD PIP Mode

4화면 Mode

8 Screens Mode

16 Screens Mode

52 Screens Mode

virtual ModeA

virtual ModeB

virtual ModeC

5.5. Whiteboard

In VideoOffice macOS, you can use Paint Mode to view the same document while you are in the meeting.
It also provides a variety of publishing features on the document.

Click the [Paint toll] tab to view the Paint Basics screen, which supports a variety
of writing tools.
This screen allows users to upload documents they want and share documents
with their guests.
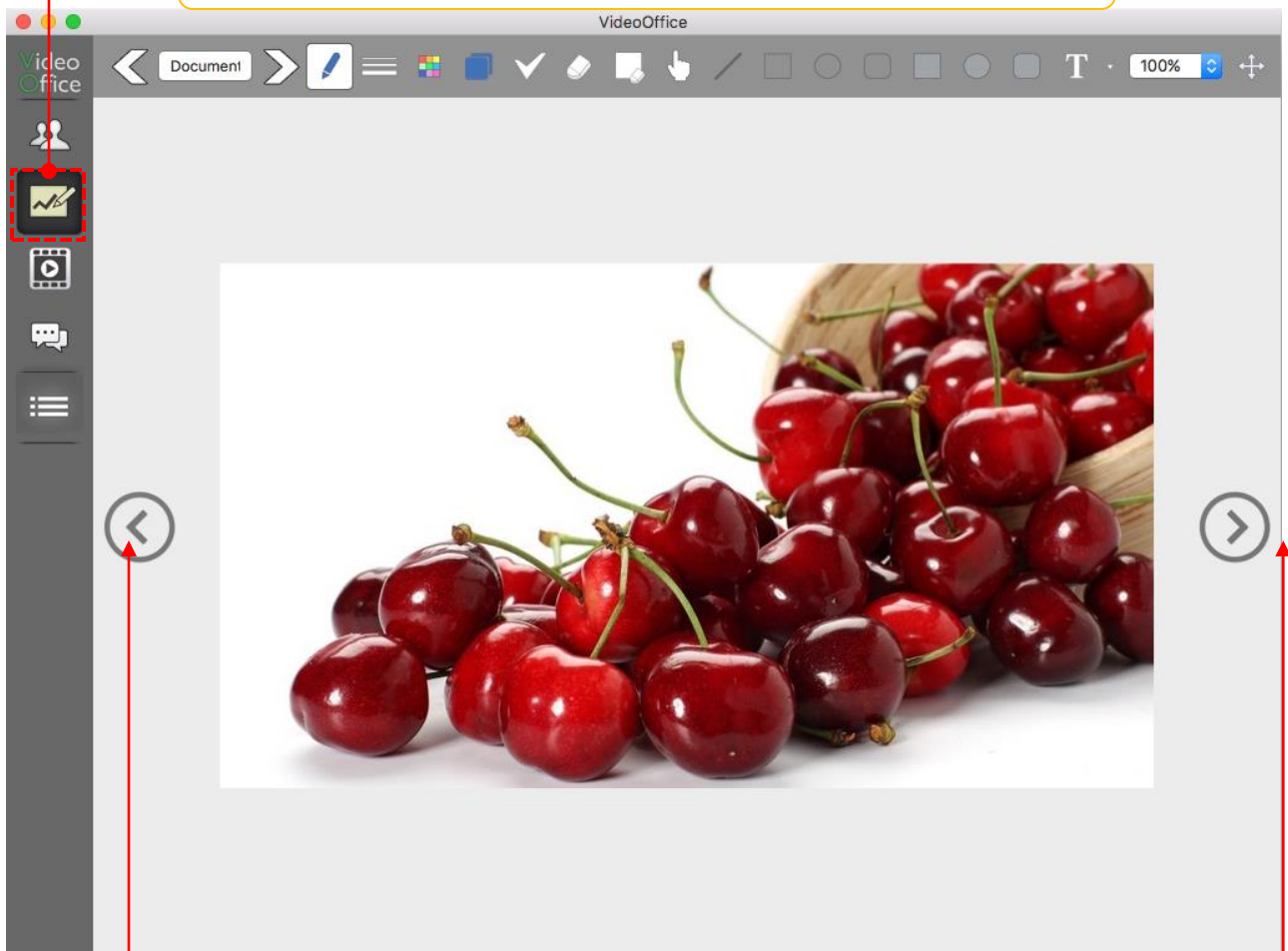
You can move pages within the same document using the left
and right buttons of the page.
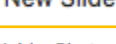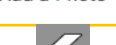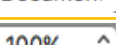
5.5. Whiteboard Mode

Whiteboard Mode offers a variety of drawing tools and functions. Each function is described below.

icon		function
Drawing tool		Free line, straight line, rectangle, round rectangle, oval drawing
	Thickness	Change line thickness
	Select color	Change pen color
	highlighter	Apply highlighter function to pen color
	Eraser	Eraser function to erase the written contents
	check	Drawing V check mark
	pointer	Display finger tips that participants can see in real time
T	text	Enter text where you want
T ·	Text Size	Change text size
	Clean all	Delete everything you draw on the document
New Slide	New Slide	Add new slide
Add a Photo	Share photos	Ability to bring photos from the device to the whiteboard
	Back page	Go to previous page
	Next page	Go to next page
Document	Documents List	Display the currently loaded document list screen
100%	Zoom in / out	Zoom in/out on the page you are currently viewing
	Copying board	Copying the contents of the page you are currently viewing and the contents of your writing to the clipboard

5.6. Media Sharing

You can watch movie files shared by other users by using Media Sharing Mode.

Click the [Media Sharing] tab to watch movie files shared by other users.

Displays the progress of the video you are currently watching.

5.7. Message

With VideoOffice Mac OS, you can use message window to open conversation with all users and whisper with specific opponent.

Clicking the Chat tab opens a chat window where you can chat with other users.
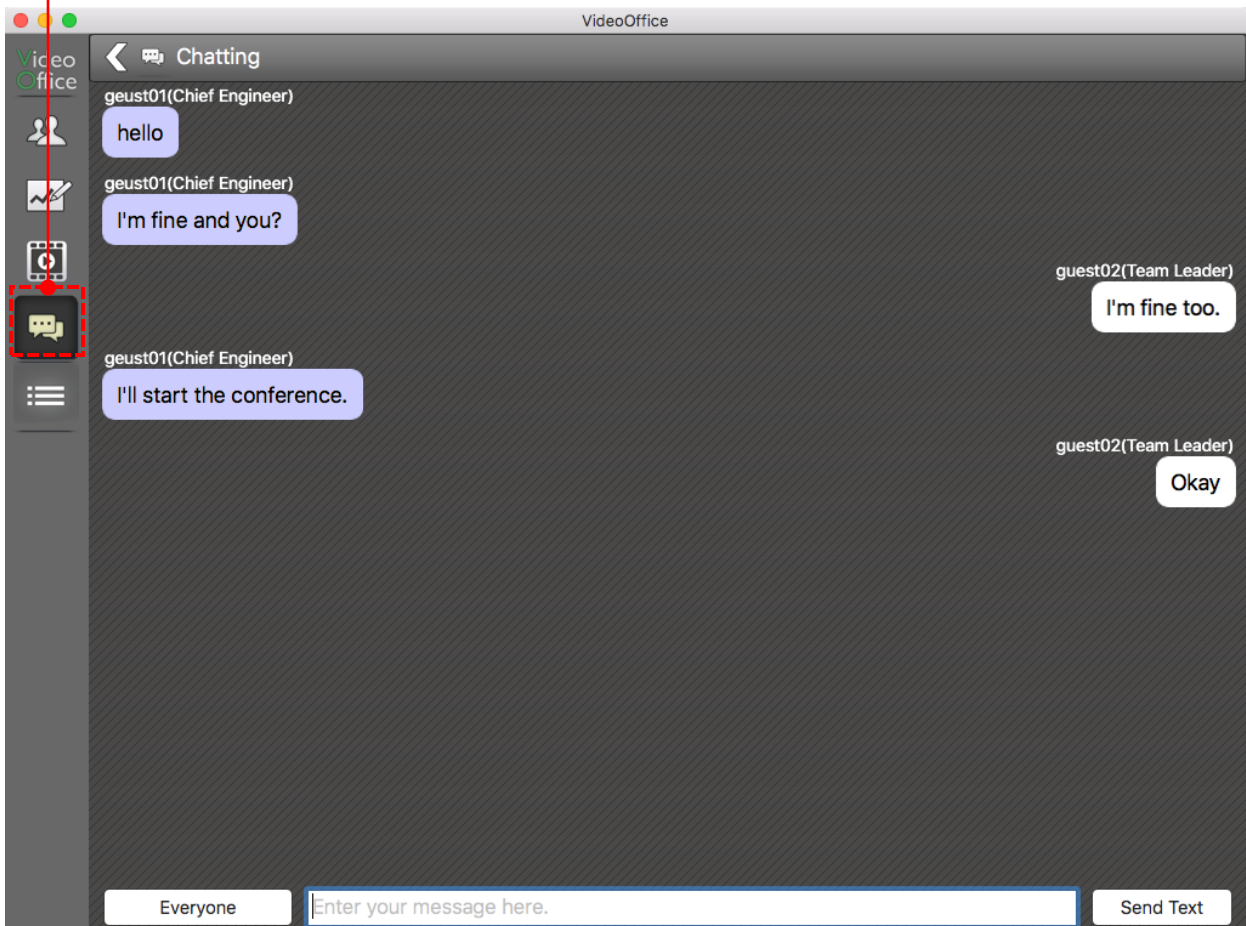
Enter chat content.

Send the message

5.7. Message

With VideoOffice Mac OS, you can use chat window to open conversation with all users and whisper with specific opponent.

In the chat window, you can send a public conversation that everyone can hear and a provide message that only a specific person can read.
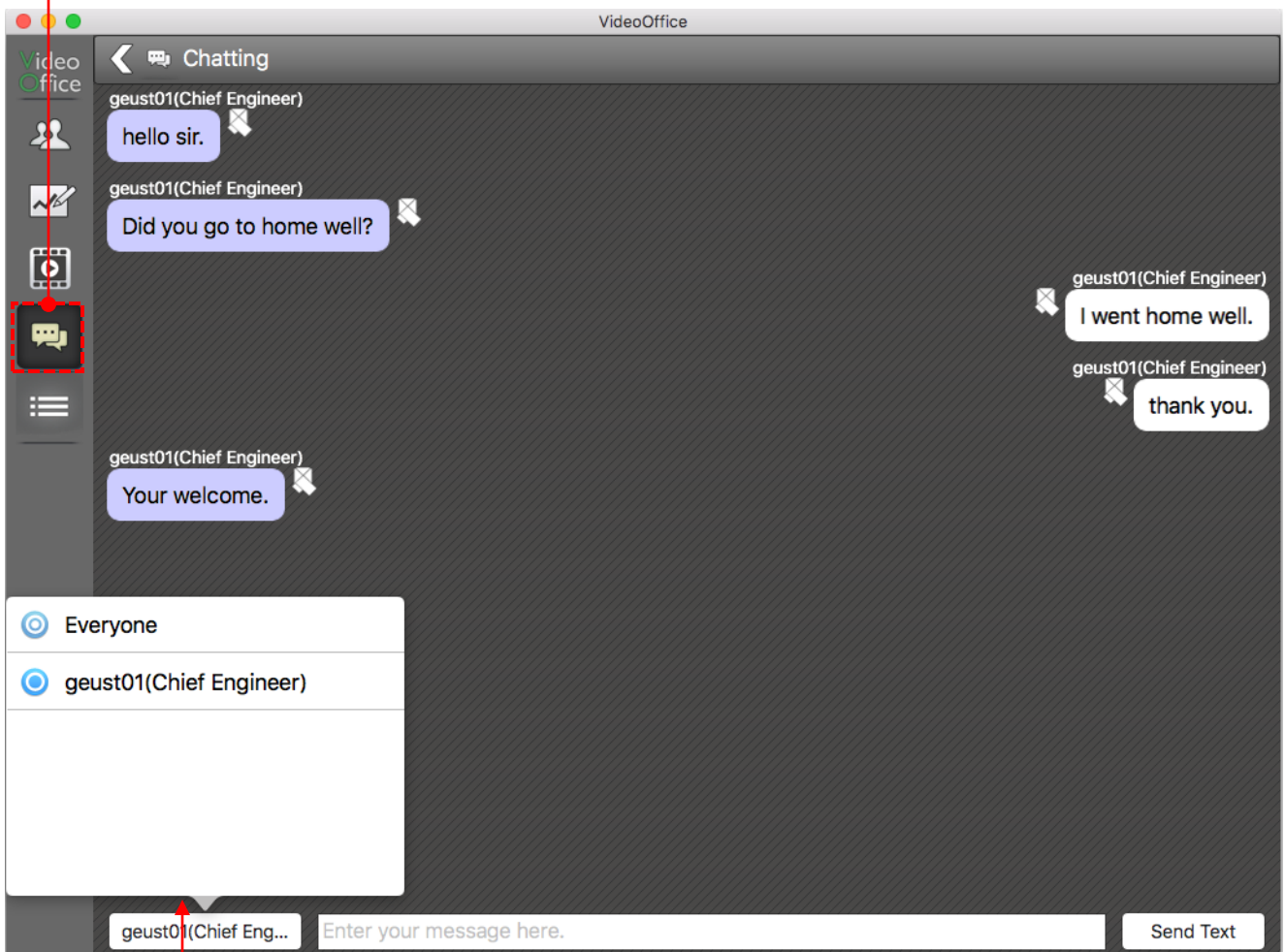
A pop-up window where you can specify a contact.

If you designate your opponent as "everyone", you will have a public conversation.

If you choose a name, you will whisper with your opponent.

5.8. Main Menu

Click on the main menu to see the full menu available in VideoOffice.

This button is used to view the full menu of the program.

5.9. Attendee Information

You can see a list of users who are currently in the conference, and control permissions for each user.

Disconnect a phone / Polycom-only attendee.

Unnecessary attendants are forced out. (For the host)

Give moderator privileges to attendees. (For the host)

Remove announcement privileges from attendees. (For the host)

Give presentation rights to participants (For the host)

Send whispers to attendees.
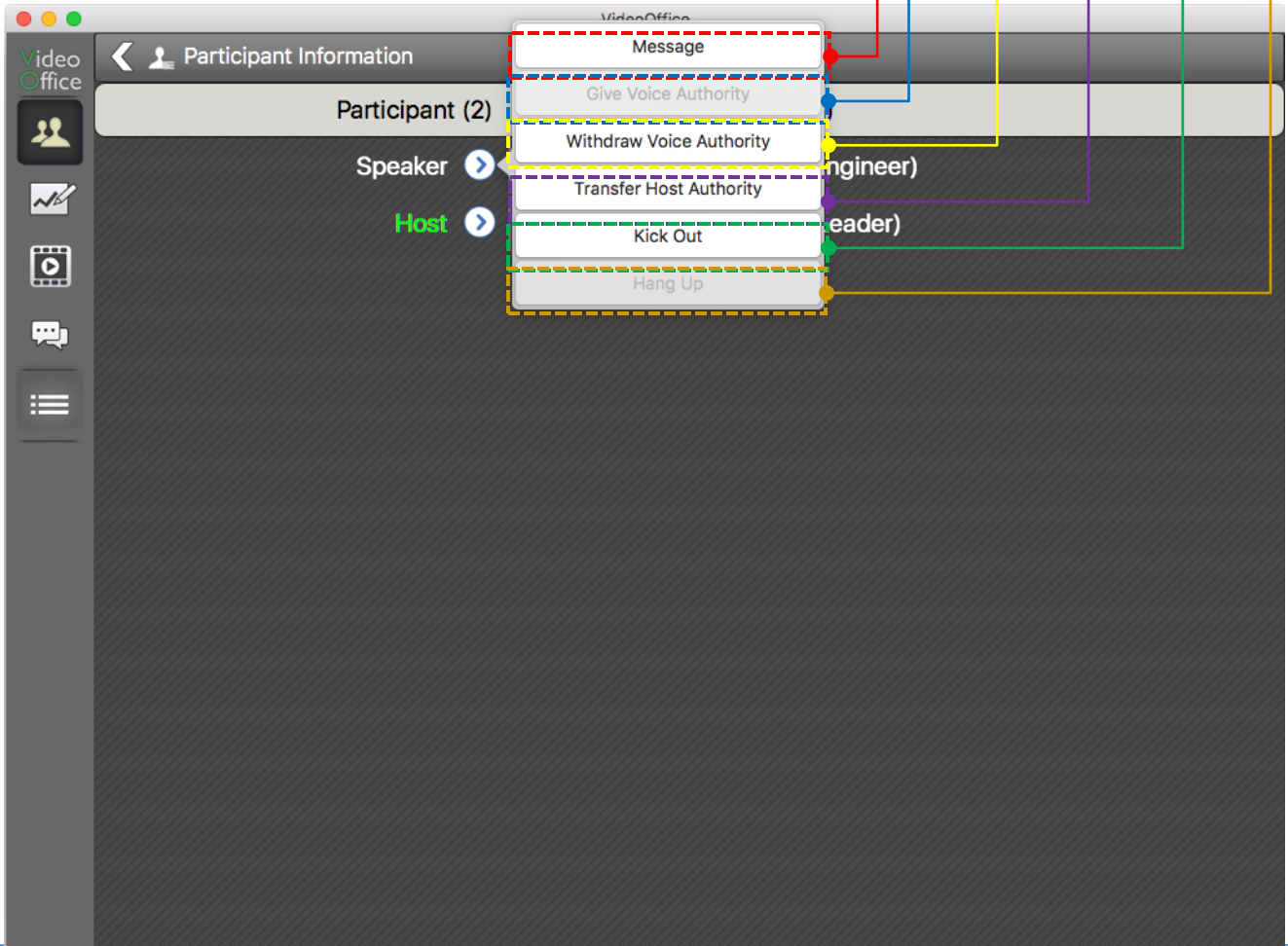
Chapter 5. How to use VideoOffice Mac OS version

5.10. Authority settings

In VideoOffice, you can control the usage rights of users in the program.

The permission setting menu is a menu that can be executed only by the moderator.

Apply the changed permission settings.

Cancel the changed permission setting.

5.10. Authority settings

In VideoOffice, you can control the usage rights of users' programs.

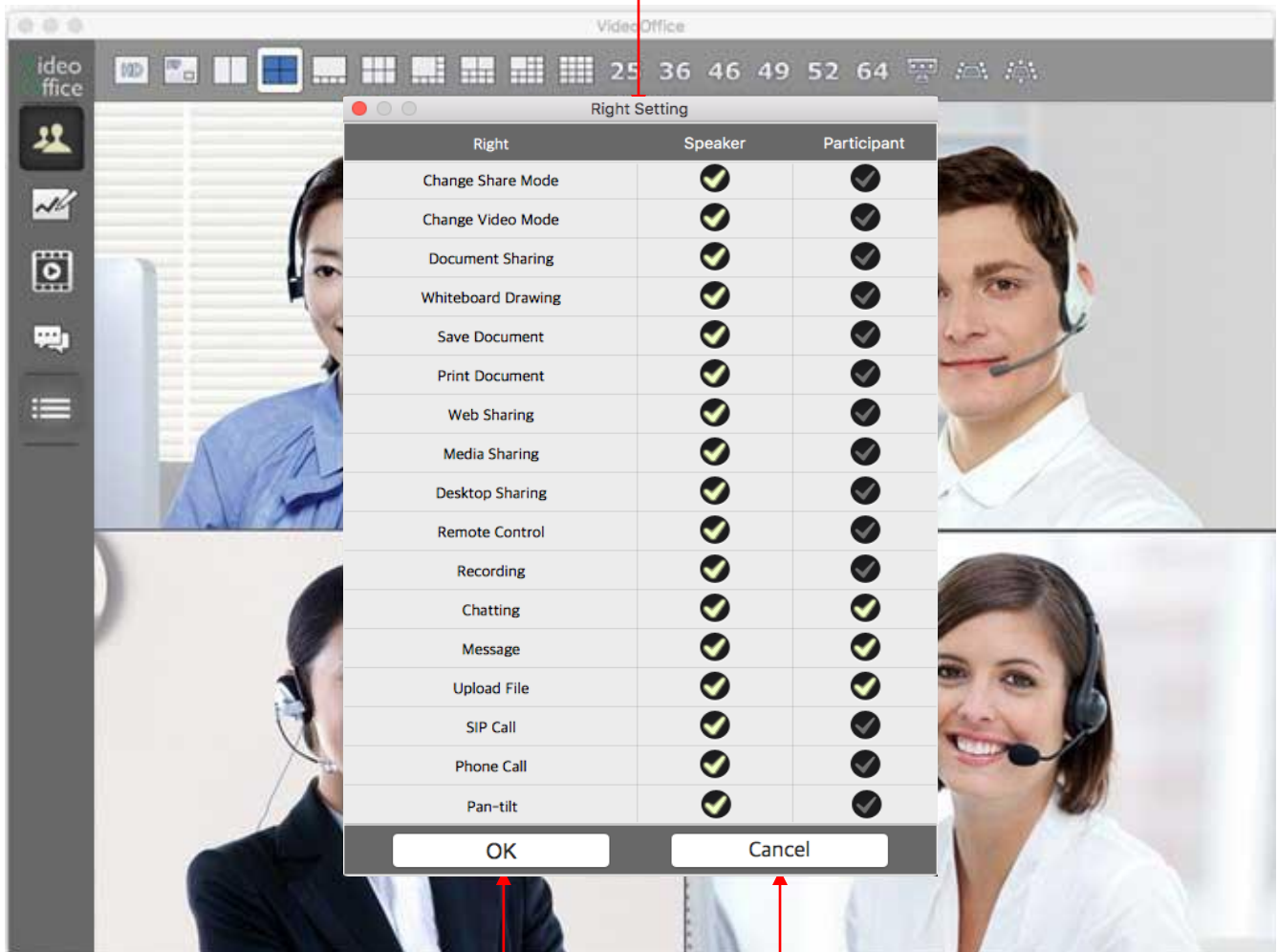| Menu	function
Change sharing mode	Permission to change Video Mode, Paint Mode, Web Sharing Mode, Media Mode
Change video mode	Permission to change the layout in Video Mode
Share documents	Permission to upload documents to Paint
Write	Permission to write on the document
Save document	Permission to save pictures uploaded to whiteboard (for Windows users)
Print document	Permission to print pictures uploaded to whiteboard (for Windows users)
Web Sharing	Permission to run Web Sharing Mode (for Windows users)
Media Sharing	Permission to run Media Sharing Mode (for Windows users)
Screen sharing	Permission to run Screen Sharing Mode (for Windows users)
Remote control	Permission to run remote control during screen sharing mode
Text	Permission to make public conversations
Message	Permission to send private message
Upload a file	Permission to upload files to meetings (for Windows users)
Polycom call	Permission to call polycom user
Phone call	Permission to call a phone user
Pan-tilt	Permission to execute pan-tilt rights (requires pan-tilt function of camera)

5.11. Environment settings

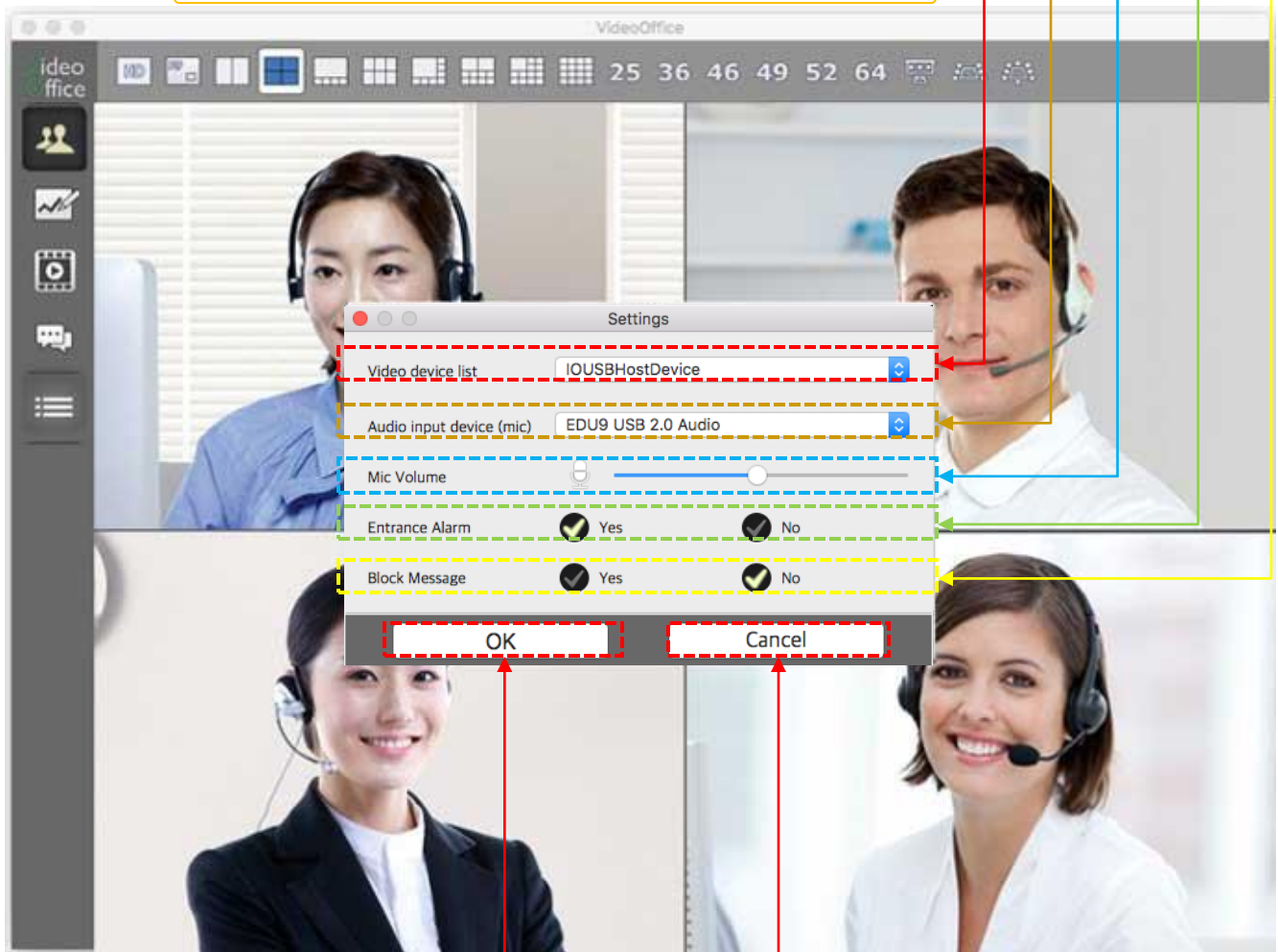Set your preferences for using the VideoOffice app.

Reject another participant's whisper request.

Shows another attendee's entry window.

Change the size of the volume into micro. (Between 0 and 2 times)

Select the microphone device.
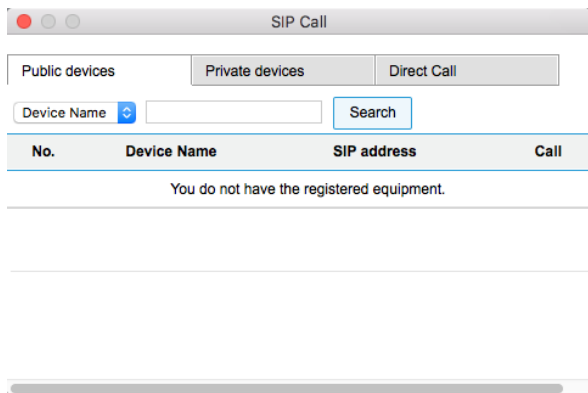
Select the camera device.

Apply the changed settings.

Cancels the changed settings.

5.12. Polycom call

In conjunction with Polycom devices, you can invite Polycom users to meetings.

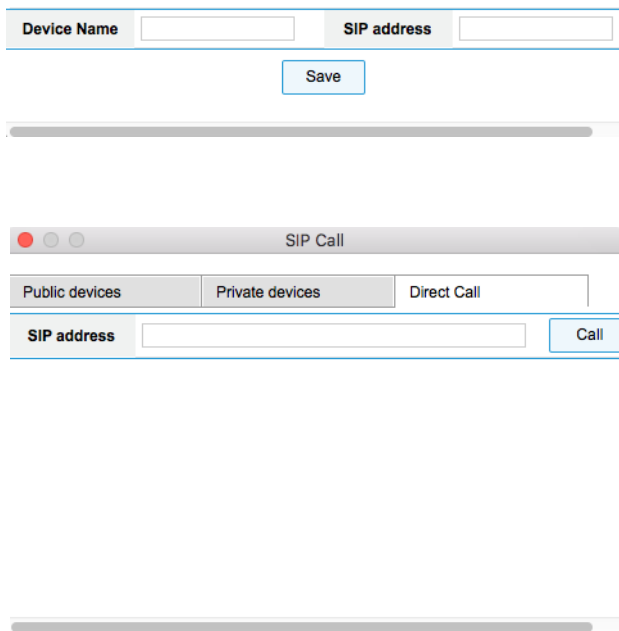|	
SIP Call	**Public list**
Public devices / Private devices / Direct Call	
Device Name / Search	By default, the list of connected Polycom devices is displayed on the web page.
No. / Device Name / SIP address / Call	Clicking Invites invites the user to the meeting.
You do not have the registered equipment.	

Public list

By default, the list of connected Polycom devices is displayed on the web page.
Clicking Invites invites the user to the meeting.

Private list

If you have multiple Polycom devices, you can store them by device name and SIP address.
The saved list is also available for the next meeting connection.

Direct call

The user enters a SIP address to invite Polycom users to the meeting in a one-off fashion.

5.13. Phone call

You can invite external desk phone users to a meeting by using a telephone call.

You can select a country code.
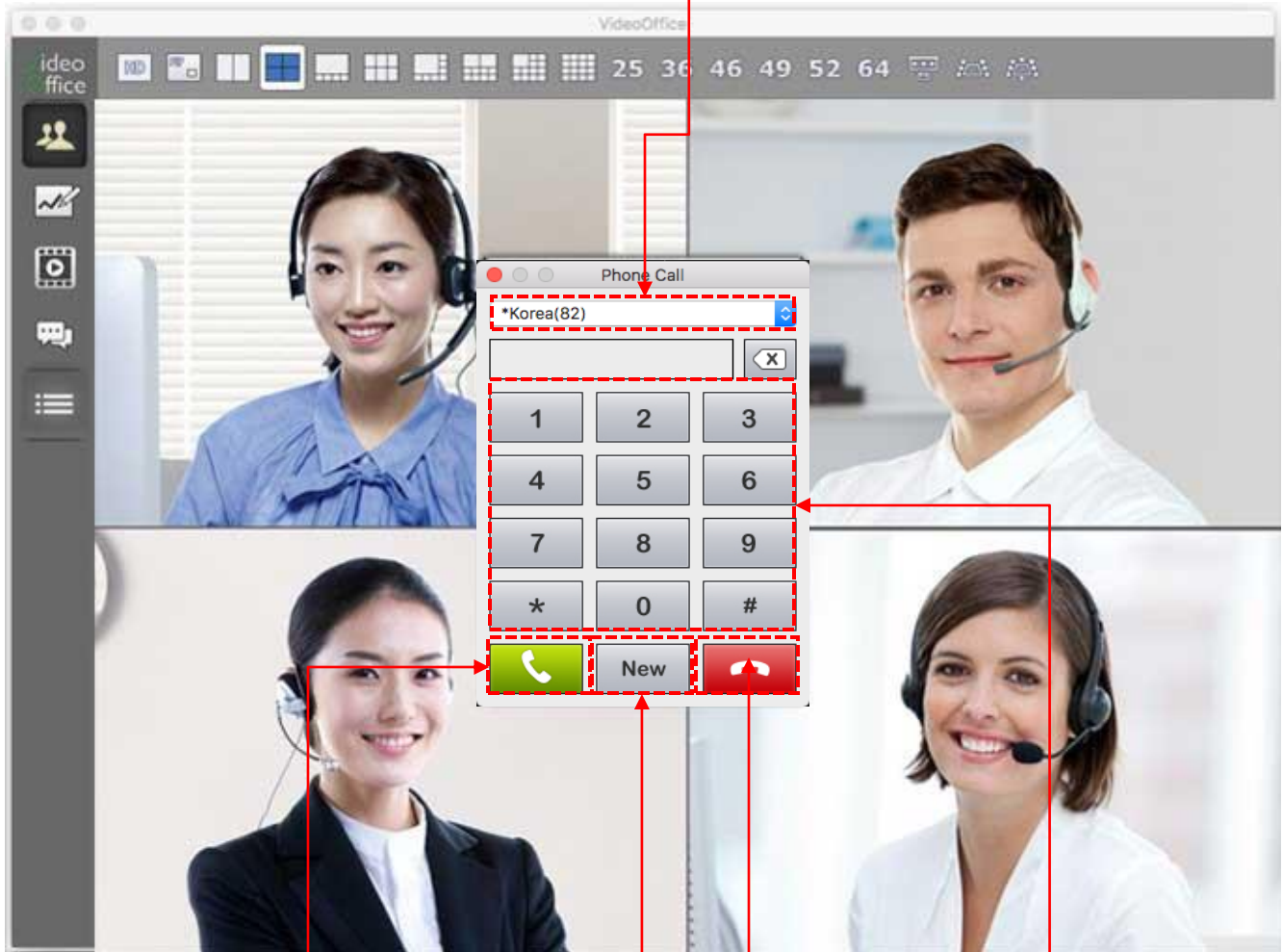
Call the number you entered

Dial button

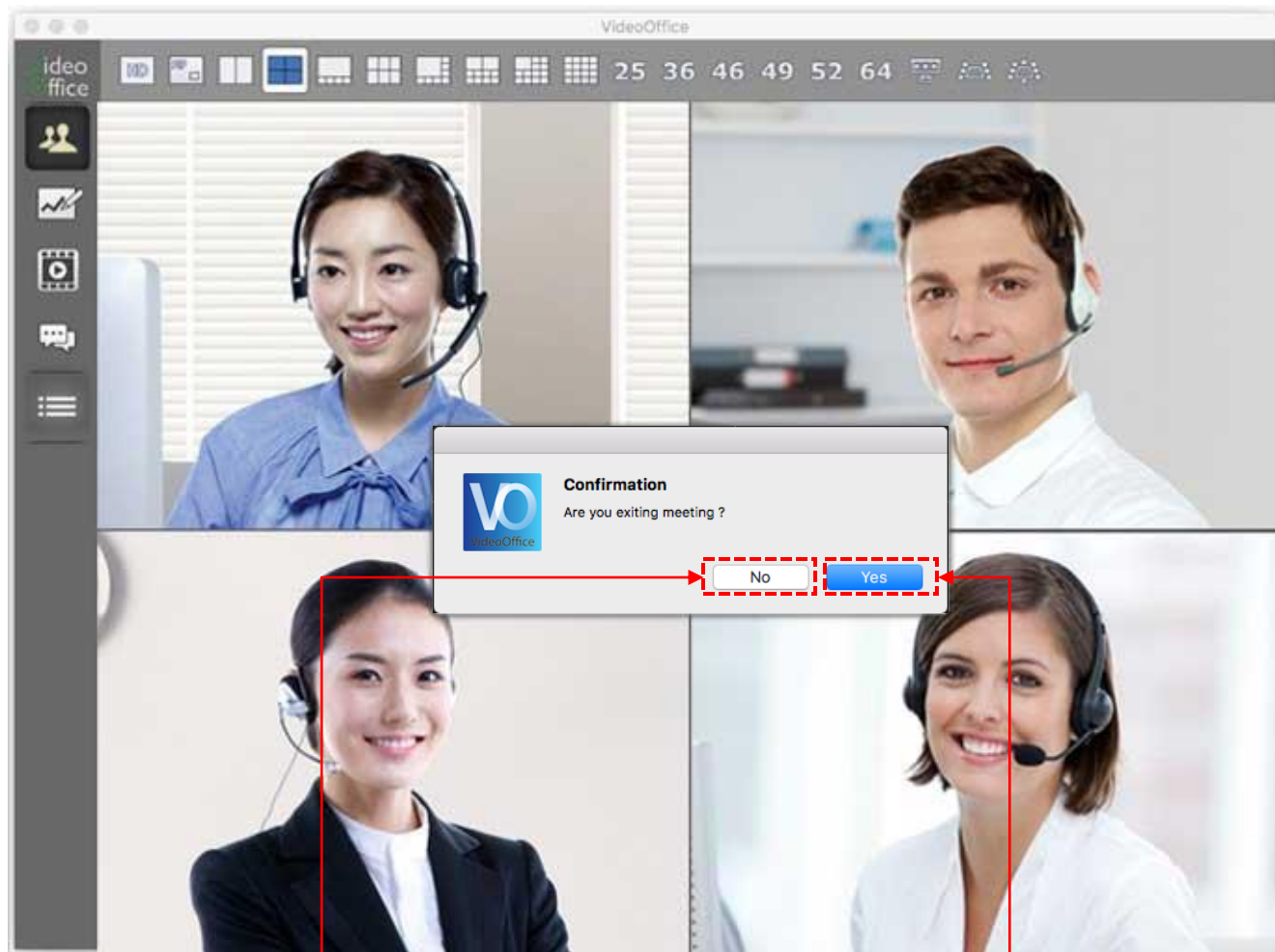Initialize input number

Hang up

5.14. End the meeting

End the meeting and exit the program.

Cancel the shutdown.

End the meeting.

Chapter 6. - Customer Service

6.1. Customer Service

4NB is providing various service to customers from technical support for Video Office products and customer support to service consulting.

1) Remote Control Service
Our service are available at AM 9:00 ~ PM 17:30 (GMT +9) from Monday to Friday . If any problem you encounter during the use of our product line, fee free to contact to our customer support center.

2) On-line Service
We make best effort to support customers who request assistance through email, fax or telephone. On –line Service will be provided continuously to the customers who purchased our product.

3) On-Site Service
To help users use in proper manner, we can provide on site service if necessary.

▶ **Internet**
  4NB Homepage : http://www.4nbsoft.com/

▶ **Technical support and email**
  Email : 4nb@4nb.co.kr

▶ **Address, telephone and fax**
  (133-825) 685-295 4NB Mokcheon Building 6fl Seoungsoo1ga SeongdongGu, Seoul, Korea
  Telephone : +82 2-499-5989 Fax : +82-2-498-3051

Thank you

4NB Corp.

www.4nbsoft.com

Japan Cloud service : www.videooffice.jp
China Cloud service : www.videooffice.com