



LINC Biz for Online Poster Sessions Video Conference Manual

AIoT Cloud Inc.

Operating environment

Please use Web browsers or desktop applications described below.

*Mobile applications Android(8.0~) / iOS(12~) are not available.

Web browsers (versions)

Windows(8.1 / 10) : Google Chrome(78~) / Firefox(70~) / Microsoft Edge [Chromium edition](79~) *1

macOS(10.13~) : Safari(11~) *2 / Google Chrome(78~)

Android(8.0~) : Google Chrome(78~) *2

iOS(12~) : Safari(12~) *2

iPadOS(13~) : Safari(13~) *2

*1 Attention for Microsoft Edge users

If Microsoft Edge on Windows 10 has not been automatically updated to Chromium edition, installed versions before version 78 cannot start video conference, so you should update it after version 79 (Chromium edition) by manual or install other browsers described above.

If you use an OS other than Windows 10, Microsoft Edge is not updated automatically.

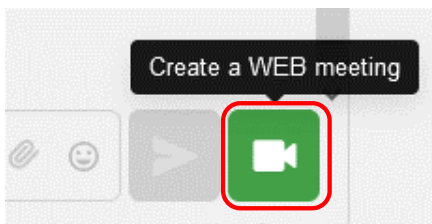
*2 Screen sharing is not available in video conference.

The procedure on this page can be operated only by the presenters or operators.

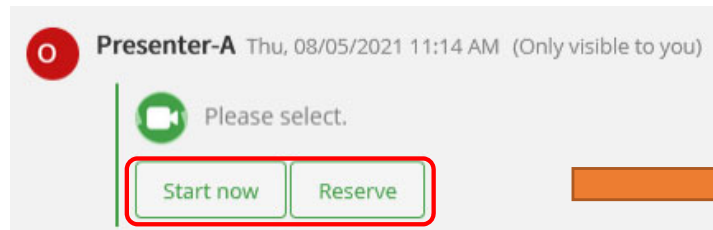
A video conference can be created only by the presenters or operators.

*Please do not create a video conference without permission on another presenter's channel.

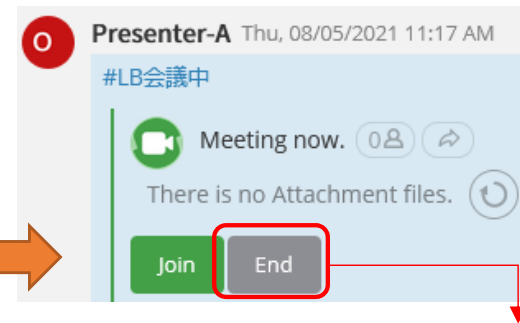
(1) Create a video conference (2) Choose "Start now" or "Reserve"



Click the "Create a WEB meeting" button on the right side of the input field.



By clicking the "Start now" button, the "Join" button will appear. By clicking the "Reserve" button, the "Reserve meeting" screen will appear.



The "End" button is visible only to the person who created the video conference.

(3) Reserve meeting

Reserve meeting

1) Title

2) Start

3) End

4) Attachments

Drag files here to upload
[Browse files](#)

- 1) Title : the title of the meeting
- 2) Start : The "Join" button will appear 5 minutes before the set date and time.
- 3) End : The set date and time is a guide. The meeting will not end automatically, so please push the "End" button to finish the meeting.
- 4) Attachments* : Use this function to upload materials in advance.

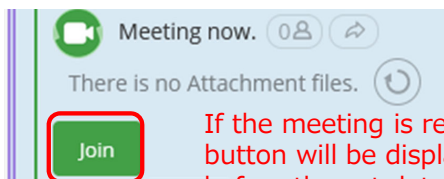
*The materials (PDF) can be downloaded by other participants. If you do not want them to download the materials, please use the "screen sharing."



<-- Push the "SAVE" button to complete the reservation.

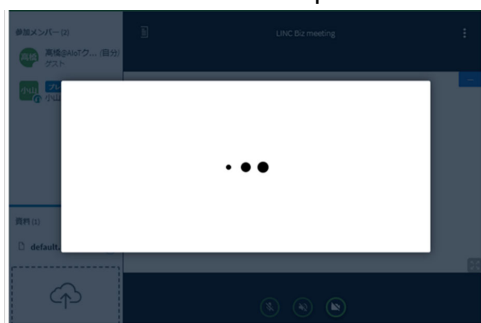
1. How to join a video conference and microphone/speaker settings

1) Click the "Join" button

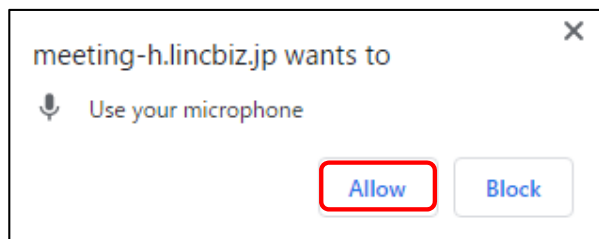


If the meeting is reserved, the "Join" button will be displayed 5 minutes before the set date and time.

The conference screen opens in a separate window (separate tab).

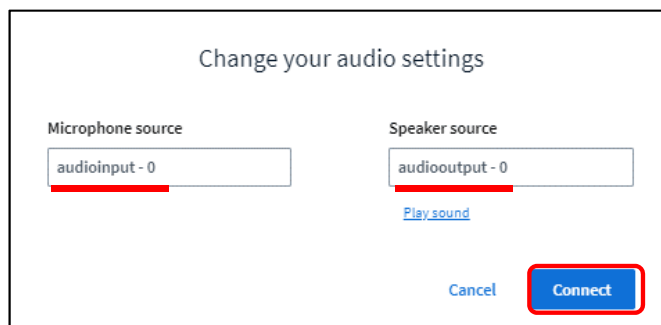


2) Click the "Allow" button when the following dialogue appears.



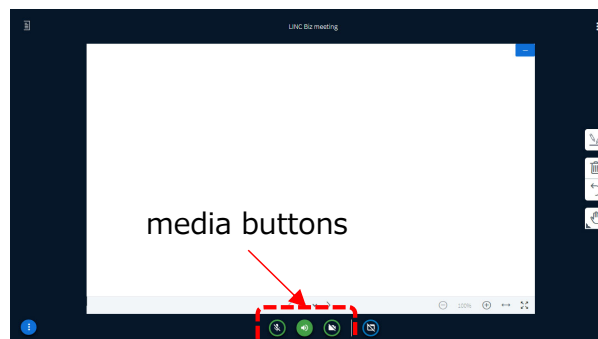
*It will not be displayed on the second and subsequent connections.

3) Click the "Connect" button with audioinput-0/audiooutput-0.



*The name of devices will be displayed on the second and subsequent connections.

4) Click the "Speaker" button in the media buttons at the bottom of the screen.



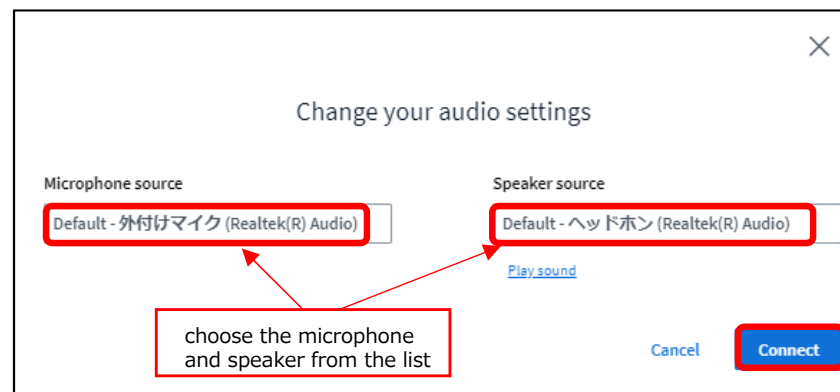
Speaker: ON



Speaker: OFF

Click this from the speaker OFF state.

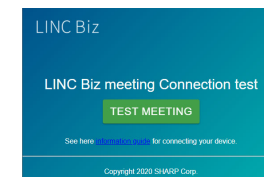
5) Choose the microphone and speaker to use and click the "Connect" button.



[FYI] LINC Biz meeting connection test

The connection test site is prepared where you can check your environment in advance.

<https://meeting-ct.lincbiz.jp/>



2. Description of the screen

The screenshot shows a meeting interface for "LINC Biz meeting". On the left, a "USERS (2)" panel lists "Presenter-A (You)" and "AloT". Below it, a "FILE (1)" panel shows a PDF named "LBmeeting-me...". A central toolbar contains icons for text, eraser, lasso, rectangle, line, and highlighter. A bottom control bar includes microphone, speaker, camera, screen sharing, and raising hand icons. A right-side menu offers options like "Make fullscreen", "Settings", "About", "Help", and "Logout".

participants (square icons): Points to the user list in the top-left corner.

materials (PDF): Points to the file list below the user list. A note states: "PDFs can be attached by drag and drop."

options: Points to the top-right menu icon.

full screen: Points to the "Make fullscreen" option in the right-side menu.

raising hand: Points to the hand icon in the bottom control bar.

microphone/speaker/camera ON/OFF: Points to the audio and video icons in the bottom control bar.

screen sharing ON/OFF: Points to the screen sharing icon in the bottom control bar.

Annotations on the toolbar:

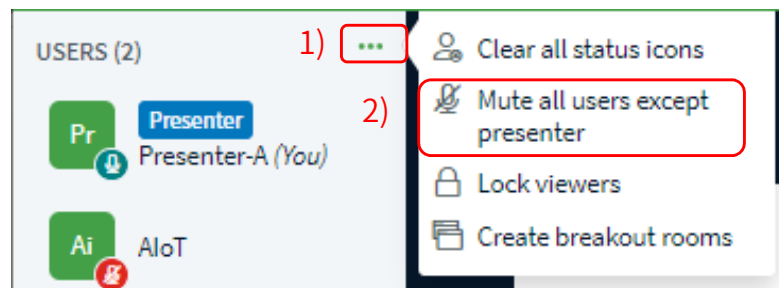
- "The tools cannot be used for a screen sharing," points to the drawing tools.
- "These functions cannot be used for a screen sharing," points to a red dashed box containing "page feed", "scaling", and "display in screen width" icons.

[Attention]
 The materials (PDF) can be downloaded by members participating in this channel. If you do not want them to download the materials, please use the "screen sharing" instead of uploading.

3. Main operations for participants

(1) Mute all users

- 1) Click "..."
- 2) Click "Mute all users except presenter"

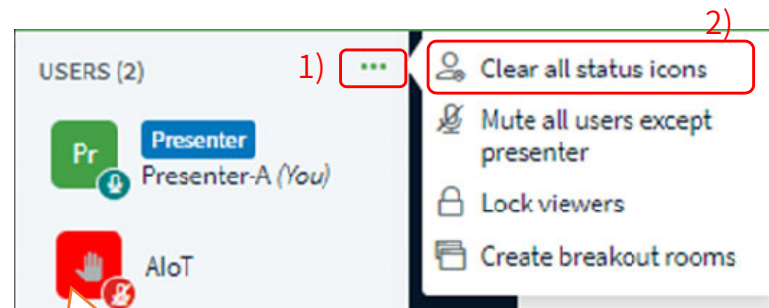


Mute all users' microphones

(2) Clear raised hands

Only guests can raise hands.

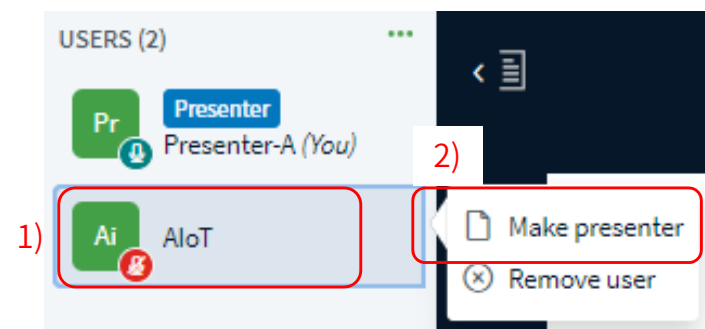
- 1) Click "..."
- 2) Click "Clear all status icons"



Raised hand state

(3) Grant presenter authority

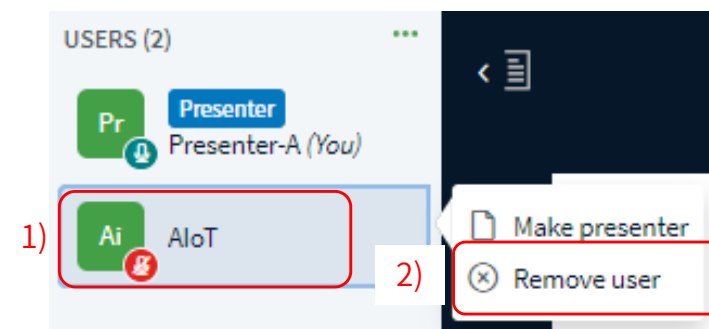
- 1) Click a member
- 2) Click "Make presenter"



Participants can be presenters by themselves.
Guests cannot be presenters by themselves.

(4) Remove users

- 1) Click a member
- 2) Click "Remove user"



Removed users will be logged out from the meeting room.
Even if removed, users can re-enter the meeting room.

4. Screen sharing

Google Chrome is recommended for screen sharing, not possible in Safari.

1)Click yourself in the member list and choose the “Take presenter.”

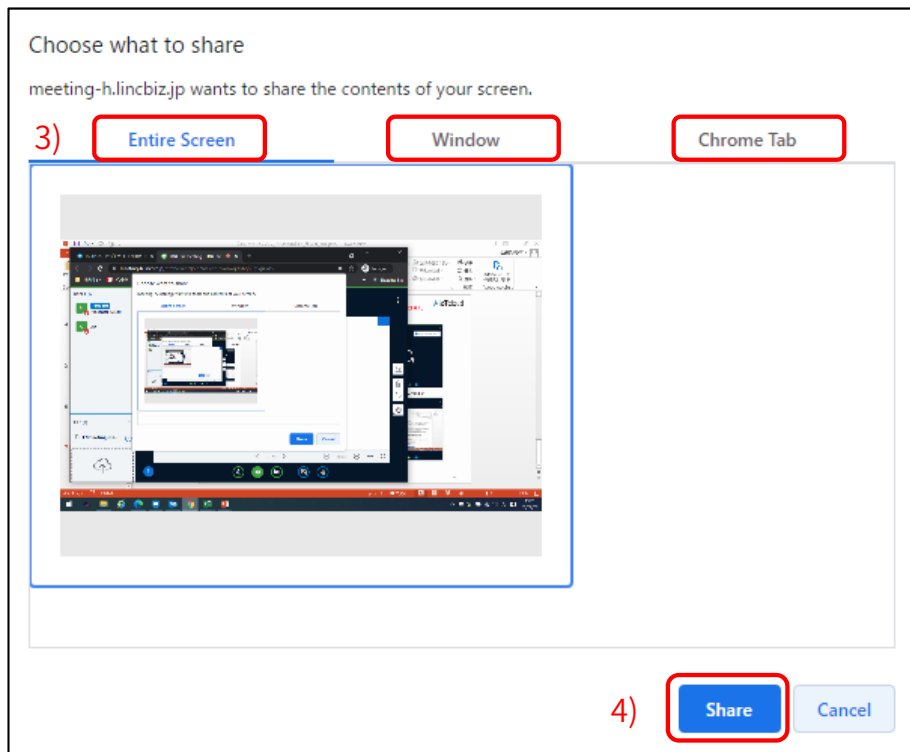


2)Click “screen sharing” button to turn it on.

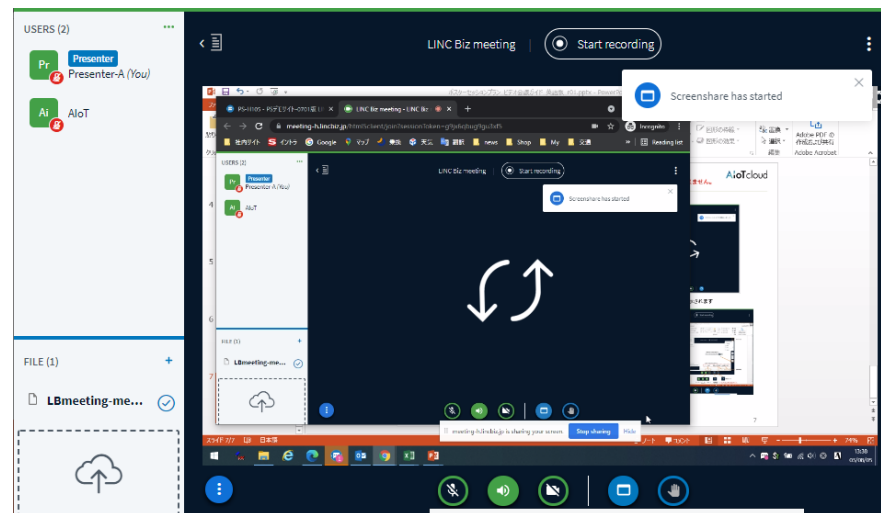


3)Choose a sharing method from “Entire Screen”, “Window”, “Chrome Tab”

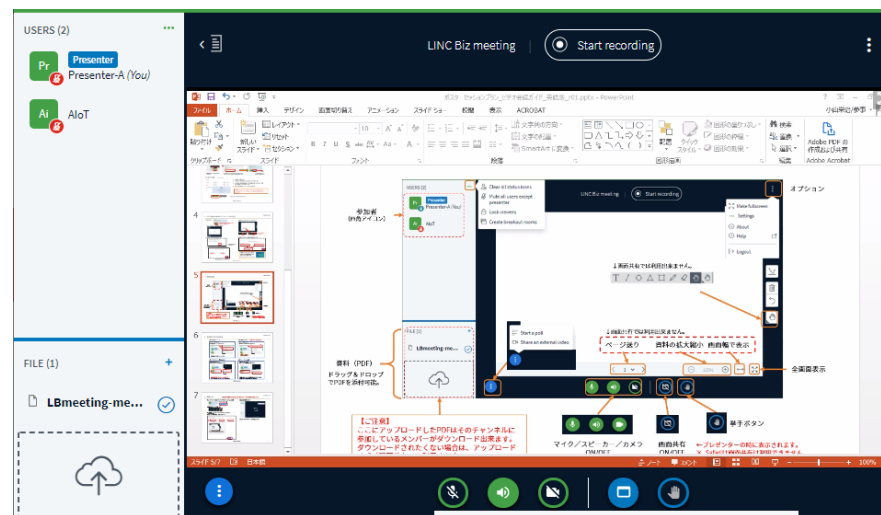
4)Choose the screen you want to share and clock the “Share” button.



5)Start “screen sharing”



6)After a while, the shared screen will be displayed.



- ◆ In the case of Error 1007: ICE connection failure
This message may be displayed when the connection to the Internet is over a firewall. or over NAT, and so on. Please reconnect from an environment where you can connect directly to the Internet. If you want the IT staff of your company or organization to change settings such as firewalls, please tell them “Protocol: TCP, Port number: 80, 443, Destination: *.lincbiz.jp”.
- ◆ In the case that you cannot share the screen on your Mac
Safari does not allow you to share your Mac screen with others. Please use the Google Chrome.
For the Google Chrome, please make the following settings.
 - Step1. Proceed in the order of [Apple menu] > [System configuration] > [Security and privacy] > [Privacy] > [Screen recording].
 - Step2. Check the [Google Chrome].
- ◆ I want to check the operation in advance.
Please use the following site for the connection test. <https://meeting-ct.lincbiz.jp/>