

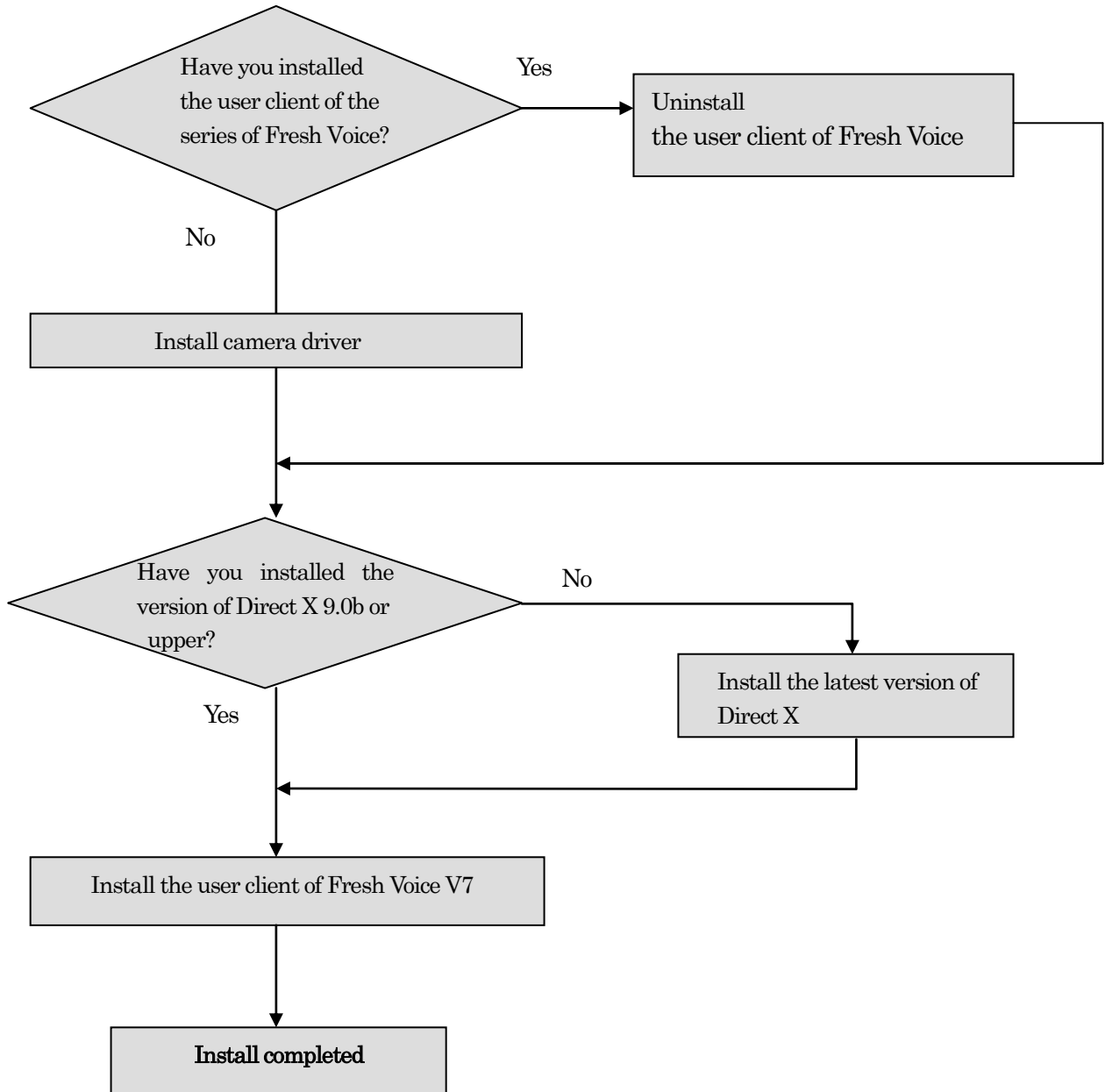
Fresh Voice V7 Simple Manual

Edition-7
27 Apr. 2018



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1. Fresh Voice V7 Installation Steps



1.1. Preparation before downloading Fresh Voice V7

If the user client of the series of Fresh Voice is still in your system, please uninstall it.

【Notice】

- Please install Fresh Voice V7 by a user having authority in the administrator.
- Please be sure to install camera driver BEFORE installing Fresh Voice V7.

1.2. Fresh Voice V7 Download Center

http://tvconf.umin.ac.jp/FV.cgi/download_EN.php


Download center FRESH VOICE

You can download Fresh Voice User Client System for Fresh Voice TV conference system from this page.
Japanese Version is here.


Download


This page includes a link of Fresh Voice User Client System installer.
[Fresh Voice User Client System] is the client software for using Fresh Voice TV conference system.

for 64-bit.

 **User Client System for Fresh Voice V7 TV conference (7.4.2)**
Windows 10, Windows 8, Windows 7, Windows Vista, Windows XP
(FreshVoiceV7_Act64_EN.exe)

for 32-bit.

 **User Client System for Fresh Voice V7 TV conference (7.4.2)**
Windows 10, Windows 8, Windows 7, Windows Vista
(FreshVoiceV7_Act_EN.exe)

 **User Client System for Fresh Voice V7 TV conference (7.4.2)**
Windows XP
(FreshVoiceV7WithOldPrinter_EN.exe)

In order to use Fresh Voice V7, you need to install some softwares as follows.

- Microsoft .NET Framework Version 2.0
- Microsoft .NET Framework Version 4.0

(You can download the latest edition of them from the following links.)

- Fresh Voice User Client System(7.4.2) (FreshVoiceV7_EN.exe)
- Old printer driver for Fresh Voice User Client System 32Bit (fvprint_vista_EN.exe)
- Printer driver for Fresh Voice User Client System (V7SetupPrinter_EN.exe)
- Printer driver for Fresh Voice User Client System 64Bit version (V7SetupPrinter64_EN.exe)
- .Net Framework Version 3.5 (dotNetFx35setup.exe)

Release notes

The following is released versions and summary contents to the present. The colored part is the newest version.

release date	changes
16 Jan. 2018	Fresh Voice V7 (7.4.2)release
28 Jun. 2017	Fresh Voice V7 (7.3.1)release
26 Dec. 2016	Fresh Voice V7 (7.1.4)release

Following “1. Fresh Voice Installation Steps” and downloading the software needed.

Since the user client system has two versions, one for 32-bit Windows and another for 64-bit Windows please make sure before downloading.

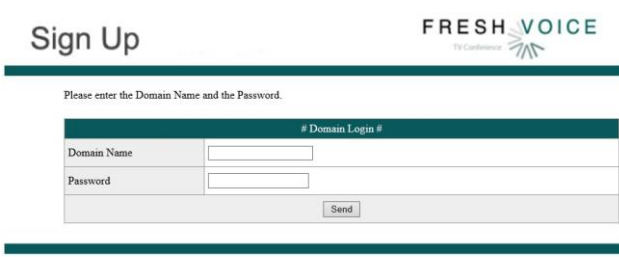
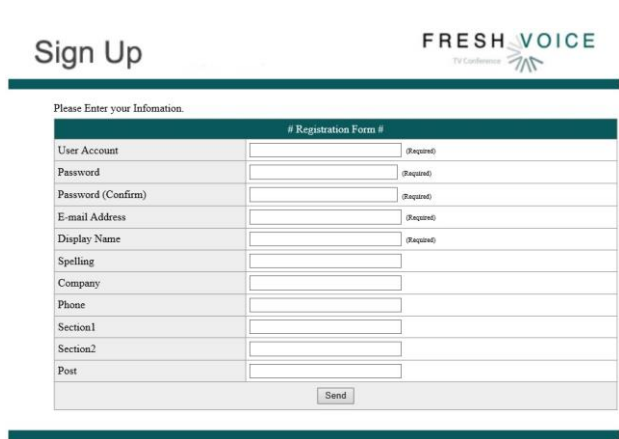
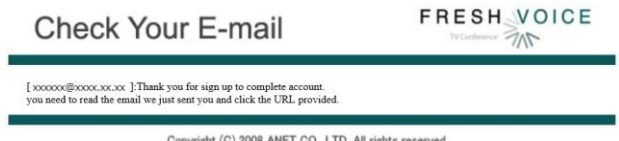

2. User Account Registration

A user account is required to use Fresh Voice.

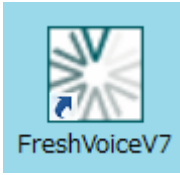
2.1. User registration page

Please start Internet Explorer (IE) and enter " http://tvconf.umin.ac.jp/FV.cgi/register_user_EN.php " in the address bar.

2.2. User registration procedure

 <p>(1) Enter the domain information and click [Send].</p>																							
 <p>(2) Enter the user information to be submitted and click [Send]. Please prepare your UMIN ID and password.</p> <table border="1" data-bbox="850 902 1481 1288"> <tr> <td>User Account *</td> <td>Your UMIN ID</td> </tr> <tr> <td>Password</td> <td>Your UMIN Password</td> </tr> <tr> <td>Password (Confirm)</td> <td>Password (Confirm)</td> </tr> <tr> <td>E-mail Address</td> <td>E-mail Address</td> </tr> <tr> <td>Display Name</td> <td>Your display name</td> </tr> <tr> <td>Spelling</td> <td>kana</td> </tr> <tr> <td>Company</td> <td>Your company name</td> </tr> <tr> <td>Phone</td> <td>Phone No</td> </tr> <tr> <td>Section1</td> <td>Your affiliation section</td> </tr> <tr> <td>Section2</td> <td>Your affiliation section</td> </tr> <tr> <td>Post</td> <td>Your post</td> </tr> </table>	User Account *	Your UMIN ID	Password	Your UMIN Password	Password (Confirm)	Password (Confirm)	E-mail Address	E-mail Address	Display Name	Your display name	Spelling	kana	Company	Your company name	Phone	Phone No	Section1	Your affiliation section	Section2	Your affiliation section	Post	Your post	
User Account *	Your UMIN ID																						
Password	Your UMIN Password																						
Password (Confirm)	Password (Confirm)																						
E-mail Address	E-mail Address																						
Display Name	Your display name																						
Spelling	kana																						
Company	Your company name																						
Phone	Phone No																						
Section1	Your affiliation section																						
Section2	Your affiliation section																						
Post	Your post																						
 <p>(3) Submit completion screen is displayed, and a invitation mail is sent to the entered email address.</p>																							
 <p>(4) Access the registration URL of the user account described in the invitation email.</p> <p>(5) Enter the password you submit earlier, then click [Send].</p> <p>(6) When authentication is successful, registration is completed and the registered user information is displayed.</p>																							

3. Start user client



User client is software for users to use Fresh Voice.
 Double click the FreshVoiceV7 icon on the desktop to get started.
 When user client starts, the Fresh Voice login screen appears.

4. User client initial settings

For using fresh Voice, it is necessary to login. Please input the your account and the password, and push OK Button.

Server information	Fresh Voice server address	Please enter server address “tvconf.umin.ac.jp” (*)
	Domain name	Please enter domain name “tvconf”.
	Domain password	Please enter domain password. “nuhtvconf” (*)
Client information	User account	enter your user account.
	Password	Please enter your password,

5. Communicating by Fresh Voice V7

Fresh Voice has 4 ways to hold a conference as the following.

Kind	Circumstance	Mode
Quick Conference	Call members from address book to start a conference immediately.	Control Mode / Mixing Mode
Group Conference	Create a group in advance. When hold a conference, select a group and then users in the group will be called together. Scheduling of the start time is not necessary.	Control Mode / Mixing Mode
Scheduled Conference	Schedule a conference in advance by selecting users will be called and setting the start time.	Control Mode / Mixing Mode

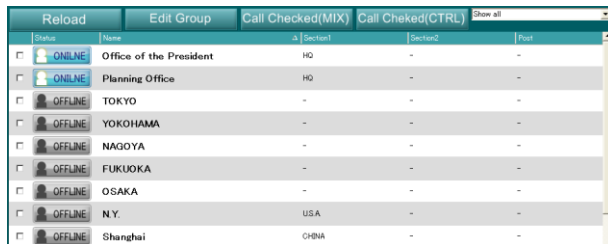
Control Mode: Voice of a user, who is holding the right of speaking, can only be heard

Mixing Mode: Voice of all users can be heard.

About group conference and scheduled conference, please refer to the Fresh Voice manual.

5.1. Start a quick conference

Quick conference is a conference mode that you do not have to schedule a conference nor create a group, and can start a conference by just selecting members from address book. When you want to start a conference immediately, you can use this mode. The chairman of a quick conference is the user starting the conference.



- (1) Click the **Address Book** button. The **Address Book** screen appears.
- (2) Select user(s) on the list, and check the users' checkbox.
- (3) Click the **Checked Call** button to start a conference.

5.2. Call users not in the conference to join in (additional convocation)

During a scheduled conference, a group conference, and a quick conference, you can add users to join in. Only a chairman can use this function.



- (1) Click the **Address Book** button. The Address book screen appears.
- (2) Select a user you want to add. Click the user's **ONLINE** button and then the menu tab appears.
- (3) Select **Call**, and then the user will be added.

6. Fresh Voice V7 conference features

Fresh Voice V7's features are as following.

Disconnect	Disconnect a conference.
Show Video	When more than 3 users in a conference, users' video will be shown. A selected user's video can be displayed in full screen. (More detailed information, see "5.6 Make video shown in full screen".)
Web Browser	Browse a website in data sharing area.
Document Sharing	Share Excel, Word, PowerPoint, PDF, Jpeg. files and whiteboard. Drawing on a shared document is available. (More detailed information, see "5.3 Document Sharing".)
Desktop Sharing	Share your own desktop to the participants. Reference and remote control are available. (More detailed information, see "5.4 Desktop Sharing".)
File Transfer	Send a file to the participants. (More detailed information, see "5.5 File Transfer".)

6.1. Chat

Enter the text by keyboard to communicate with the participants in a conference session.

It is a convenient way to check spelling, number, and Chinese characters. When audio conference has troubles, the chat feature is useful.



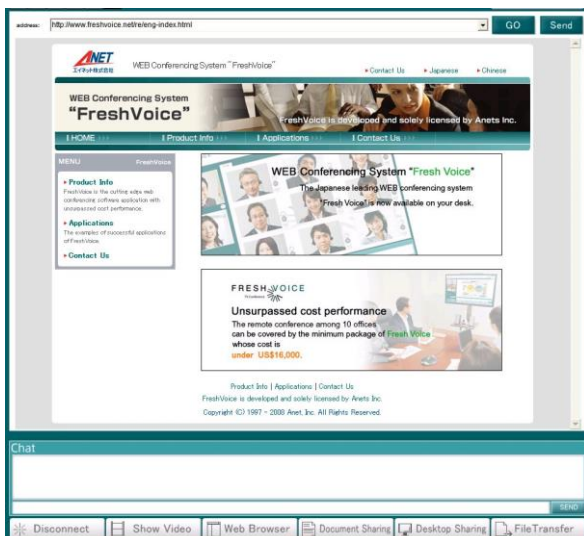
Enter text in the area: Enter text by keyboard and click **SEND** button located on the right or press **Enter** to send the text.

6.2. Web Browser

You can display website to participants by this feature.

Click **Web Browser** button and then the screen will switch to web browser.

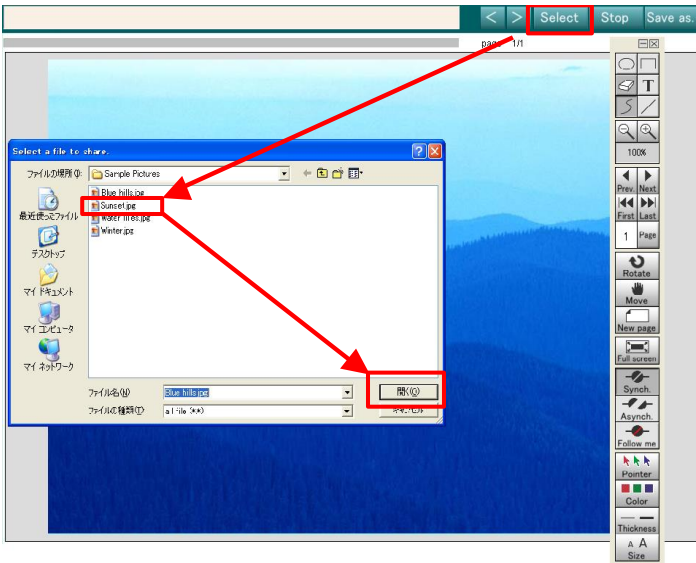
※ In the beginning, the home page set as the first page in IE will be displayed.



- (1) Enter desired URL in URL space and press **Enter** or click the **GO** button. (You can click the My Favorite button and then select a web site you saved in the IE "My Favorite" list.)
- (2) The web browser will be displayed in the shared browser area on your screen. Make sure to click the **Send** button. On the participants' side, the web browser will be displayed automatically.
- (3) If you click the **Image Share** button, the web browser displayed will be transformed to jpeg format and switched to document sharing mode automatically.

6.3. Document Sharing

6.3.1. How to share a document



(1)Click the **Select** button on the document sharing screen.

(2)When the dialog box appears, select a desired file.

(3)Click the **OPEN** button and then the document sharing starts.

* The selected file is automatically converted to image file to transfer by Fresh Voice Printer.

* A document with many pages may take time in converting and transferring.

6.3.2. How to use Document Sharing Tool

You can close the Document Sharing Tool (Tool Palette) by clicking the button or right click on document sharing area and then check the **Hide tool palette**. If you want it to be shown again, right click on document sharing area and then check the **Show tool palette** tab.

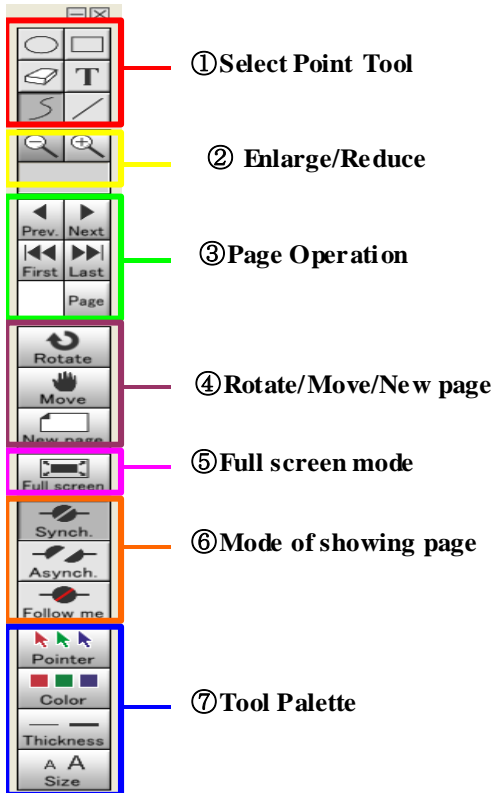


	Image	Buttons	Feature
①		Circle	Drawing circle.
		Square	Drawing square.
		Eraser	Erase the paintings.
		Text	Enter text in a place you want.
		Free line	Drawing free line.
		Straight line	Drawing straight line.
②		Enlarge/Reduce	The button of “+”(plus) is for enlarging and the button of “-”(minus) is for reducing.
③		Prev.	Go to previous page
		Next	Go to next page.
		First	Go to the first page.
		Last	Go to the last page.
		Page	Enter page number next to Page button and click Page button. Then the page you assigned will be displayed.

④Rotate/Move/New page

Function	Feature
Rotate	Turn the document 90° in a clockwise direction every time you click.
Move	A shared document can be dragged and moved by a mouse.
New page	The white board will be displayed.

⑤Full screen mode

Function	Feature
Full screen mode	When you click the Full screen button, the screen will switch to the full screen. If you want to close it, right click on the screen and select Close .

⑥Mode of showing page

Buttons/Function	Feature
Synch.	In the synchronous mode, if someone switches to another page, all users' screens will be switched to the same page. The drawing functions will work. When you scroll the screen, participants' screens will also move. (When document's size is larger than the display area, the scroll bar will be shown.)
Asynch.	In the asynchronous mode, if someone switches to another page, your screen won't be affected. Your desired page will be shown on your screen. The drawing functions will not work.
Follow me	Only chairman can work on document sharing. Force all participants to switch to the synchronous mode and show the same page as the chairman's screen.

⑦Tool Palette

Tool	Feature
① Pointer	The motion of your mouse and your name will be shown on screens of other clients. An arrow pointer's color can be selected by clicking Pointer button. The pointer will disappear by clicking "X" button,. ※If you do not choose an arrow pointer's color, a cross cursor will be shown on your screen.
② Color Palette	Select color.
③ Thickness	Select line width.
④ Size (Font)	Select text size.

6.4. Desktop Sharing

You can share your entire desktop with participants in real-time. And the participants can control the shared desktop remotely.

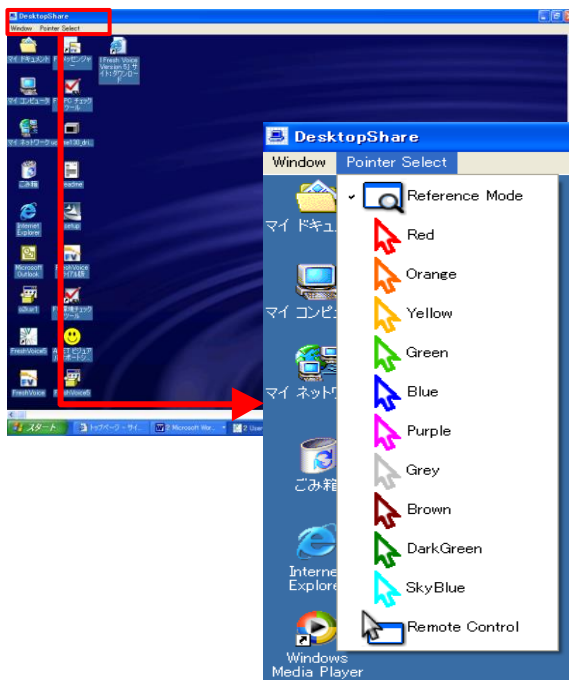
6.4.1. How to use Desktop sharing



- (1) Click the **Desktop Sharing** button to start Desktop Sharing feature.
- (2) Click the **Share** button.

6.4.2. Control the desktop shared

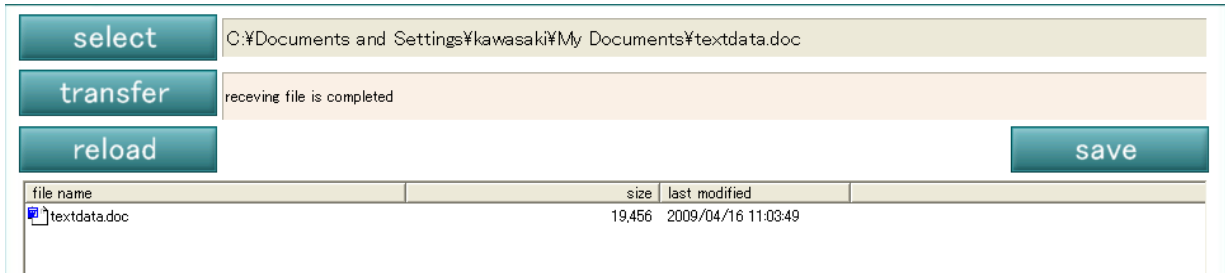
Menu	Features
Reference Mode	It is a mode for browsing other's desktop.
Pointer	On the screen of the user who is sharing his desktop, the user's mouse pointer will be shown.
Remote Control	It is a mode for controlling other's desktop remotely. If plural members try to control the desktop at the same time, this function might not work well.



- (1) Click **Pointer Select** located on the Desktop Sharing menu bar
- (2) Select a function you want to use.

6.5. File Transfer

You can send files to all users in the conference. Type and capacity of files are not limited.



Buttons/Area	Feature
Select	Select a file you want to send.
Transfer	Send the file you selected.
Reload	Reload the list of files you received.
Save	Save the file you received. Choose a file you want to save from the list, enter the file's name, and then click Save button.
File showing area	Show the list of files you received.

6.6. Make video shown in full screen

Click the maximize button and then the video will be shown in full screen.

If you want to make the video size back, please double click the video, or right click and select **Back**.



<END>