MetaMoJi Share for Business Ver. 2
MetaMoJi Note for Business Ver. 2
Installation and Operation Guide

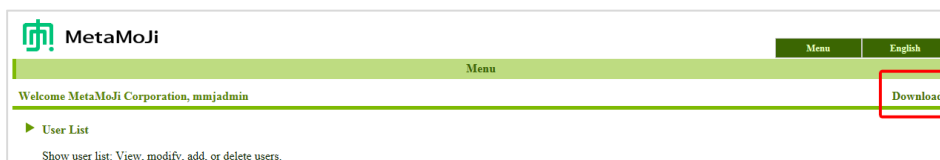*First Edition*

Introduction

This guide gives an overview of the functionality available in MetaMoJi Share for Business and MetaMoJi Note for Business. The guide also contains information for administrators about how to install and operate the products.

* This guide can be downloaded from [Download] on the Menu screen of Administrator Tool.

Notation

Name	Description
MetaMoJi Share for Business MetaMoJi Note for Business	Client Application(s)
MetaMoJi Share/Note for Business Administrator Tool	Administrator Tool

Screens

The client application screen-shots used in this manual are taken from the iOS version of MetaMoJi Share for Business.

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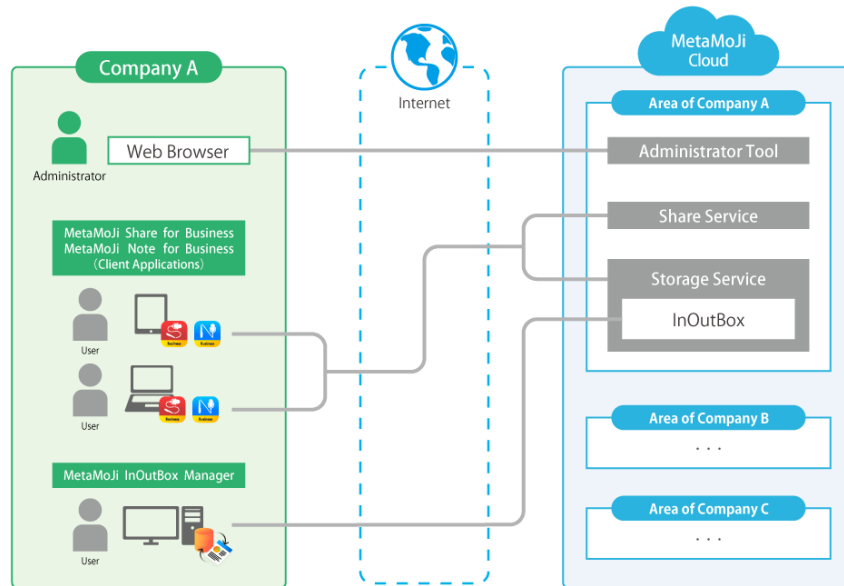
1 Product Overview

1.1 System Overview

Figure: MetaMoJi Share for Business/MetaMoJi Note for Business System Configuration

Item	Description
Client Application	MetaMoJi Share for Business and MetaMoJi Note for Business run on iPad/Windows device. mazec runs on each application.
MetaMoJi InOutBox Manager	Application runs on Windows PC. Users can use it with the iOS client application. Users exchange data between the client applications and Windows PC through the InOutBox storage area.
Administrator Tool	Administrators use this tool to register and manage user accounts, and report on the use of the client applications and services. It is accessed from a Web browser.
Storage Service	Service that saves resources from the client applications.
Share Service	Communication service that delivers meetings and saves information about meetings managed through MetaMoJi Share for Business.
MetaMoJi Cloud	Cloud service that runs the required server services such as Administrator Tool and storage service.

Role of Administrator and User

An administrator uses Administrator Tool to register and manage user accounts and to examine the usage summary of the client application(s) and service(s).

A user operates MetaMoJi Share for Business/MetaMoJi Note for Business on iPad or a Windows device.

1.2　System Requirements

Administrator Tool

OS	Microsoft® Windows®
Web Browser	Microsoft Internet Explorer® 9 or later

* When your Internet Explorer security level is "High", Administrator Tool does not work properly. To avoild the issue, change the security level to "Midium-High". Or set the security level for the Trusted Sites zone to "Medium-High" and add the following URL to the security zone:
  `https://*.metamoji.com`

MetaMoJi Share for Business/MetaMoJi Note for Business

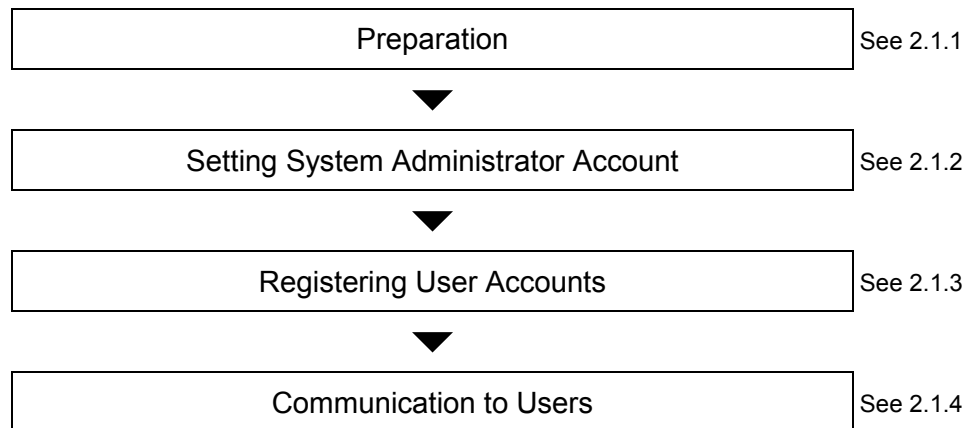| OS	iOS Version	iOS 6 or later (only available on iPad)
	Windows Version	Microsoft Windows 8.1 * Appropriate language pack is required to use each language on mazec.

MetaMoJi InOutBox Manager

OS	Microsoft Windows 7 (Service Pack 1 or later)
Software	.NET Framework 4.5 * When not present it will be installed alongside the MetaMoJi InOutBox Manager.

1.3　Functions of Administrator Tool

Function		Description
Managing user accounts		
	Registering user accounts	Registers user accounts with permissions to use the client applications and Administrator Tool.
	Modifying user information	Modifies registered user information. When a user forgets their password, you can reset the password and issue a temporary password.
	Deleting user accounts	Deletes registered user accounts.
Confirming usage summary		Confirms your plan and the usage summary of the client applications and services.
Settings System Administrator Account		Sets the new User ID and password for the system administrator account.

2 Installation

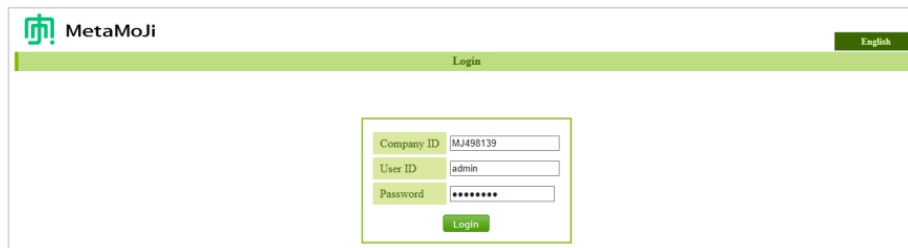## 2.1 Administrator Workflow

| Preparation | See 2.1.1 |

▼

| Setting System Administrator Account | See 2.1.2 |

▼

| Registering User Accounts | See 2.1.3 |

▼

| Communication to Users | See 2.1.4 |

2.1.1 Preparation

After you apply for this product we will send you the following information:

Item	Description
URL of Administrator Tool	Address of Administrator Tool that you access using a Web browser.
Company ID	ID (MJ + six-digit number) to identify your company's unique instance on MetaMoJi cloud. Example: MJ123456
Initial password for Administrator Tool	Password of the system administrator account "admin" that you use to login to Administrator Tool by default.

2.1.2 Setting System Administrator Account

Update the default system administrator account and set a new User ID and Password for additional security.
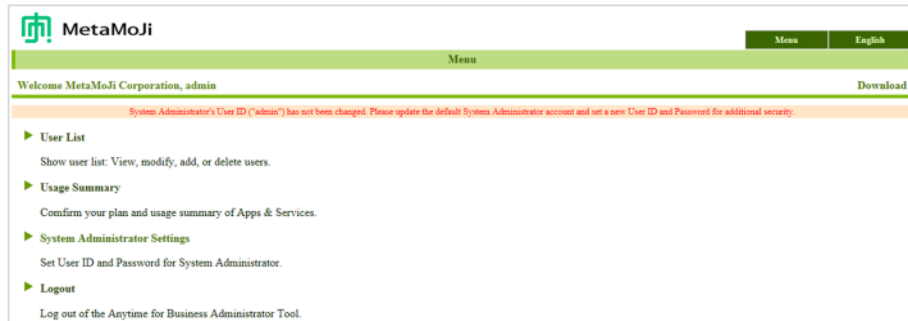
1. Access the URL of Administrator Tool using a Web browser.

2. Enter the following information to login.

   ● Company ID
   ● Initial User ID of the system administrator account
     Enter "admin."
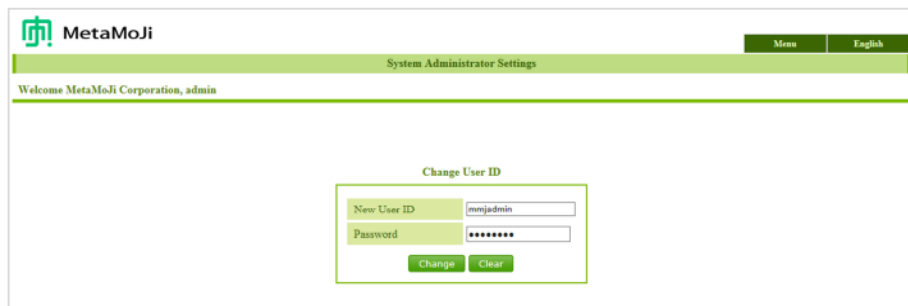   ● Initial password for Administrator Tool

   * You automatically log out of Administrator Tool after 60 minutes has passed without activity.

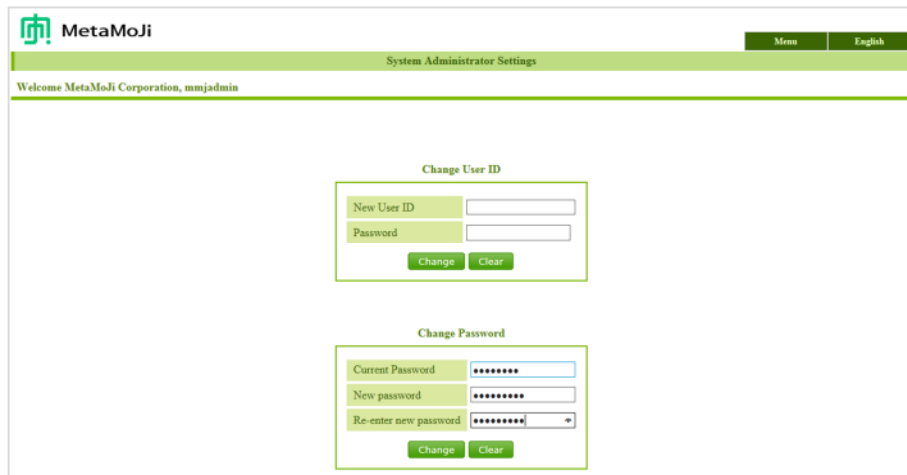3. Select [System Administrator Settings].

4. On the system administrator settings screen, enter new user ID and initial password for Administrator Tool in [Change User ID], and select [Change].

5. When a message appears confirming the change, select [Return to MENU].

6. Select [System Administrator Settings] again.

7. On the system administrator settings screen, enter the initial password for Administrator Tool and then enter a new password in [Change Password], and select [Change].

    Password must be 8 or more characters in length.

8. When a message is shown confirming the change, select [Return to MENU].

Caution: Do not forget your new user ID and new password.

> If you forgot even one of them you will be unable to log in to Administrator Tool using the system administrator account.

You can register user accounts to use Administrator Tool in addition to the default system administrator account. See section 2.1.3, "Registering User Accounts."

2.1.3   Registering User Accounts

To register user accounts that can use the client applications, login using an administrator account. User accounts that need permission to use Administrator Tool can also be registered in the same way.

  *   See section 6.1, "Registering Users in Bulk" for a guide on how to register multiple users using a CSV file.

1. On Administrator Tool, select [User List].
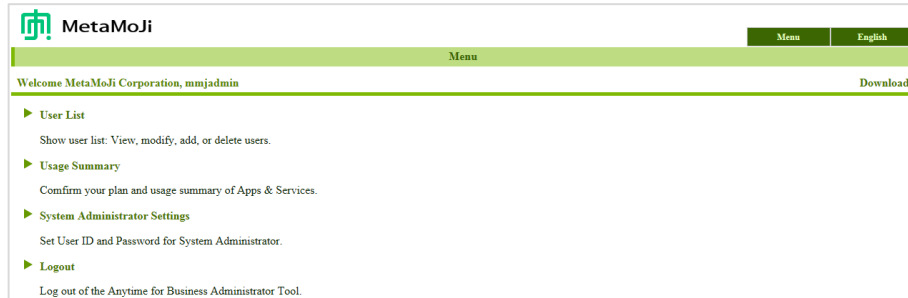
2. On the registered user list screen, select [Add New Users].

3. On the add new users screen enter information about a new user account.

    To allow the user to access Administrator Tool, turn [Admin] on.

    You can confirm the client applications that the user can access from the remaining licenses by entitling them to use that product.

    * To use mazec you must also entitle the user to MetaMoJi Share for Business or MetaMoJi Note for Business.

4. Select [Register].

5. Repeat steps 3 through 4 to register other accounts.

6. After you finish registration, select [Close].

7. When the added user list screen appears, select [OK].

Supplement: Display of mazec languages

On the registered user list screen of Administrator Tool the languages available on mazec are displayed as follows:

* Only purchased languages are displayed.

Display	Language
EN	English
FR	French
DE	German
IT	Italian
ES	Spanish
PT	Portuguese
NL	Dutch
RU	Russian
PL	Polish
JP	Japanese
ZH	Chinese (Simplified, Traditional)
KR	Korean

2.1.4 Communication to Users

You should communicate the following information to users.

- Company ID
- Information of each registered user
  - User ID
  - Initial password
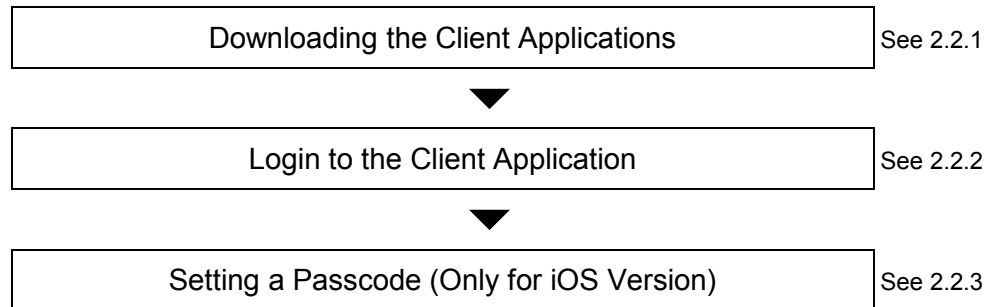- How to install client applications

When users use MetaMoJi InOutBox Manager, communicate the following information:

- How to install MetaMoJi InOutBox Manager

  Also give users access to the install program of MetaMoJi InOutBox Manager.

  * The install program can be downloaded from [Download] on the Menu screen of Administrator Tool.

2.2   Users Workflow

Downloading the Client Applications	See 2.2.1

▼

Login to the Client Application	See 2.2.2

▼

Setting a Passcode (Only for iOS Version)	See 2.2.3

2.2.1   Downloading the Client Applications

Download the client applications (MetaMoJi Share for Business/MetaMoJi Note for Business) from the App Store or the Windows Store, unless side-loading.

　＊　Contact MetaMoJi support for more information.

When using the MetaMoJi InOutBox Manager, install it on your Windows PC according to the instructions supplied by your system administrator.

2.2.2   Login to the Client Application

1. Open the client application.

2. Enter the following information to login:
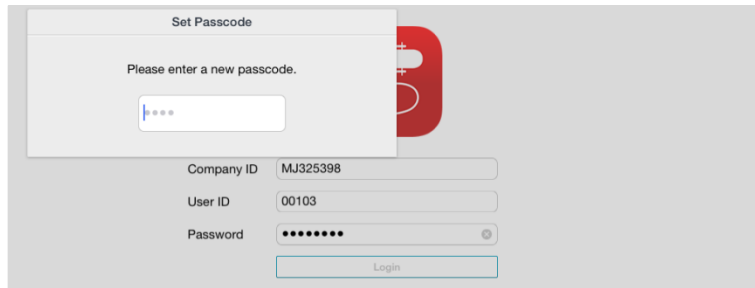
   ● Company ID

   ● User ID

   ● Initial password

2.2.3   Setting a Passcode (Only for iOS Version)

The first time the user logs in to the client application of iOS version, the set passcode screen appears. Enter a 4-digit passcode.

What is a Passcode?

For security, MetaMoJi Share for Business and MetaMoJi Note for Business display the set passcode screen in the following situations:

- when you start the client application
- when the client application is activated after 3 minutes in the following situations:
    - The device went in to sleep mode
    - The user switched to another application
    - The user closed the client application

You must enter the correct passcode to access the application.

* You must set a passcode on both MetaMoJi Share for Business and on MetaMoJi Note for Business.

* If you forget your passcode, see section 4.2, "Forgotten Passcode (Only for iOS Version)."

3 Operation

3.1 Administrator Workflow

3.1.1 Modifying User Information

You can modify a registered user's information through Administrator Tool.

* To set the primary system administrator account information, select [System Administrator Settings] on Administrator Tool. See section 2.1.2 "Setting System Administrator Account."

1. On Administrator Tool, select [User List].

2. On the user list screen, select a user account.

3. On the user info screen, modify the information of the user account as required, and then select [Modify].

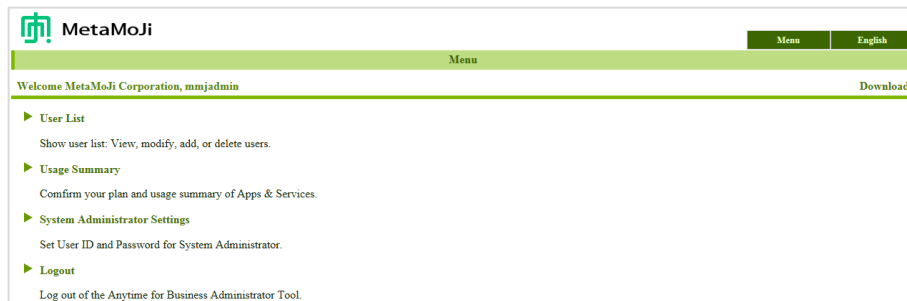**Caution:** Do not log out of the client application after changing user ID

Users cannot change their User ID in the client application. If a user logs out of the client application after changing their user ID, the user will be unable to log in to the client application again. In this case, the user must delete the client application and download it again. After logging in with a new user ID, the user will be able to use the client application again.

* Users can keep using the resources saved on MetaMoJi Cloud but cannot migrate the system settings of the client applications and learning data of mazec.

3.1.2 Confirming the Usage Summary

The usage summary feature allows you to see the number of allotted user licenses, storage size and amount of data transferred. If the storage size, license allocation or other feature reaches its limit, consider purchasing an additional plan or reducing data usage.

1. On Administrator Tool, select [Usage Summary].

2. On the usage summary of apps/service screen, confirm the screen contents.

- Confirm your plan

  Select [More Info] of [Max].

- Confirm storage usage amount per user

  Select [More Info] in the line of [Storage size].

- Confirm monthly share service usage amount per share note

  Select [More Info] in the line of [Amount transferred].

3.1.3 Deleting User Accounts

Supplement: Inheriting the resources from user accounts to be deleted

Shared Drives, share notes and audio files owned by a user account to be deleted can be inherited by another user account. However, all notes and share notes not in a Shared Drive are deleted permanently with the user account. To inherit the resources from the user account, move them to a shared drive, or distribute them to other users directly.

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1. On Administrator Tool, select [User List].

2. On the user list screen, select the user accounts to delete.

3. Select [Delete Users].

4. On the user to be deleted screen, select [Delete].

5. Select how to deal with the user resources.

- When you have other user account inherit the resources

  Select [Change Owner] and enter the User ID of a user account that will inherit the resources.

  In this case the ownership of Shared Drives, share notes and audio files created by the deleted user account is changed. Please note that all notes and share notes NOT in a Shared Drive are deleted permanently with the user account – they are not transferred to the new user account.

- When you delete the resources

  Select [Delete].

  In this case, all resources, including Shared Drives, share notes or audio files owned by the deleted user account, are deleted. All the resources saved on MetaMoJi Cloud are also deleted.
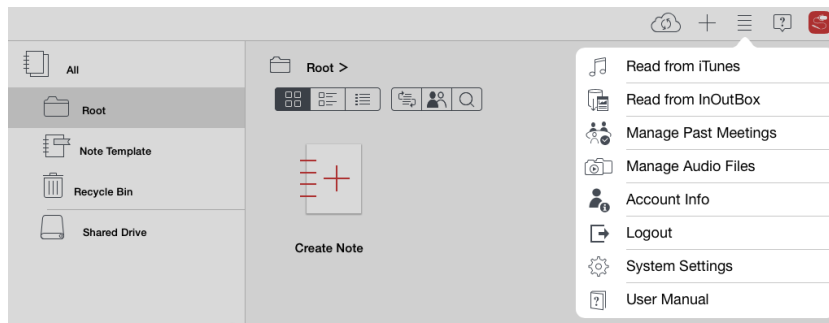
6. Select [OK].

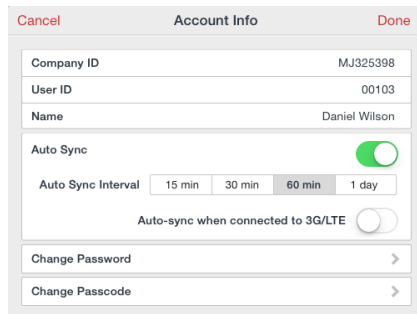## 3.2   Users Workflow

3.2.1   Changing Password

To change a password use MetaMoJi Share for Business or MetaMoJi Note for Business.
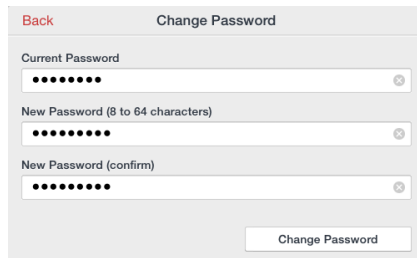
1.   Open MetaMoJi Share for Business or MetaMoJi Note for Business.

2.   On the note list screen or the editor screen, tap ☰ > Account Info.

3.   Tap Change Password.
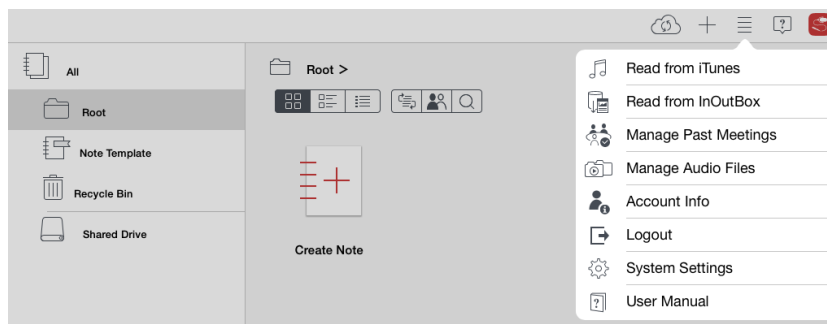

4.   Enter the current password and new passwords and then tap Change Password.
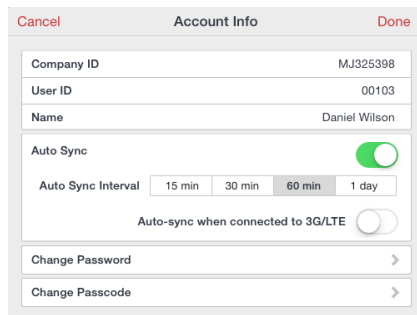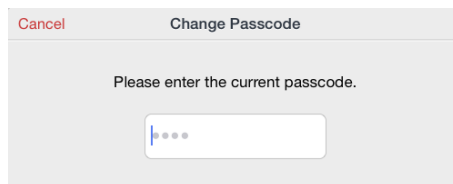
3.2.2 Changing Passcode (Only for iOS Version)

1. Open MetaMoJi Share for Business or MetaMoJi Note for Business to change its passcode.

2. On the note list screen or the editor screen, tap ☰ > Account Info.

3. Tap Change Passcode.

4. Enter the current passcode and then enter a new passcode.

4 Tips

4.1 Forgotten Password

Reset password and issue a temporary password.

1. On Administrator Tool, display the modify user info screen.

   See step 1 through 2 of section 3.1.1, "Modifying User Information."

2. Turn [Reset Password] on.

3. Enter a temporary password.

4. Select [Modify].

   Communicate the temporary password entered on step 3 to the user.

4.2 Forgotten Passcode (Only for iOS Version)

When a user enters an incorrect passcode ten times they will automatically log out of the client application.

Login again (enter authentication credentials) to reset the user's passcode.

5 How to use MetaMoJi Share for Business/MetaMoJi Note for Business

Open MetaMoJi Share for Business. On the note list screen or the editor screen, tap ≡ >

User Manual to see the manual.

6 Technical Information

6.1　Registering Users in Bulk

You can register and delete multiple user accounts or modify user information using a CSV file.

1.　Access the following URL using a Web browser.

```
https://mps201.metamoji.com/mmjeditor2/usradm/en/blocreg.html
```

2.　When the login screen appears, login in the same way as to Administrator Tool.

3.　Download, edit and upload a CSV file, following the instructions displayed.

The downloaded CSV file contains all the registered user information.
Keep all user information identical to the current values if there are no further changes required.

Specifications of the CSV file

Character Code	UTF-8 (with BOM)
Line Feed Code	CR LF
Special Characters	Using the following character for Name, User ID or Group, enclose them in double quotation marks: ,　(comma) "　(double quotation mark)

- Even if there are duplicates in Name column, the user account will be registered as it is.
- Specify Initial password column in half-width alphanumeric.

How to edit CSV file

Depending on the software used to edit the CSV file, the following phenomena may be caused:

- The CSV file gets garbled when you open CSV file without specifying the correct character code.
- The '0' at the beginning of a User ID is deleted.

We have confirmed a workaround to the above when opening and editing with Apache OpenOffice 4.1.0 using the following procedure:

1. Start OpenOffice and open the downloaded CSV file.

2. On the text import screen, specify the following:

    – Select "Unicode (UTF-8)" in Character set of Import.

    – Select "Separated by" and turn Comma on in Separator options.

    – Select "User ID" column in Fields and select "Text" in Column type.

3. Click OK.

6.2   Using via Proxy Server

We have tested operations using the following proxy server(s):

```
Squid 3.1.10
```

Ensure that the following URLs can be accessed via the proxy server.

```
https://mps.metamoji.com/*

https://mps201.metamoji.com/*

http://download.metamoji.com/*

http://cdn.metamoji.com/*
```

* Trailing "*"indicates any path.

* When you use MetaMoJi Share for Business, this includes access via unique protocols modeled after https communication protocol.

* Features from Google Drive are used when using the client application to read data of Microsoft Office products. See Google Help for information on configuring the proxy environment to use the Google Drive features.

The proxy server information configured in the operating system is used as follows:

iOS

Settings > Wi-Fi > HTTP PROXY > Manual

* Auto or Authentication selection is not supported.

Windows

[PC settings] > [Network] > [Proxy]

* The [Use automatic configuration script] option is not supported.

6.3   Communication with Other Apps (Only for iOS Version)

The client applications can communicate with other apps on iOS using custom URL schemes.

See MetaMoJi Share/Note for Business Ver.2 Custom URL Schemes Specifications

(snbv2_custom_url_scheme_en.pdf.)