MetaMoJi Share for Business Ver. 3 MetaMoJi Note for Business Ver. 3 Administrator's Guide

Second Edition

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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 selecting [Download] from the menu or on the top page of Administrator Tool.
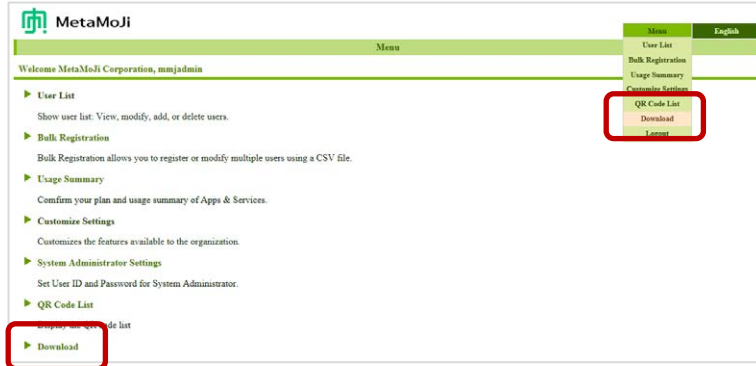
Notation

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

Screens

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

    * The icon on the note list screen is shown as in MetaMoJi Note for Business.

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1 Product Overview

1.1 System Overview

Figure: MetaMoJi Share/Note for Business System Configuration

Item	Description
Client Application	MetaMoJi Share for Business and MetaMoJi Note for Business run on iPad/Windows® or Android™ device. mazec runs on each application. * mazec is not included in Android version.
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.
Share Coordinator	This tool is to create and distribute share notes or notes from PDF and image data in order to hold a meeting in MetaMoJi Share for Business. Users who can use MetaMoJi Share for Business access it from a Web browser.
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/Android device. When using MetaMoJi InOutBox Manager or Share Coordinator with the client applications, use a Windows PC for MetaMoJi InOutBox Manager, and a Web browser for Share Coordinator.

1.2 Managing User Accounts and Data

1.2.1 Identifying Users

All the users using the client application are registered by the administrator using the Administrator Tool. Each user must have a different User ID in order to differentiate between users. Users use this User ID to log in to the client application and tools.

1.2.2 Sharing and Managing Data

Private Storage and Shared Drive

Notes created by users can be saved under the Private Storage or Shared Drive.

The Private Storage is automatically generated for each user as a place to keep data. Notes saved under the Private Storage can be viewed by the owner only, not by anyone else.

The Shared Drive allows users to share their notes with the other users. A Shared Drive can be created by a user in the client application. The user can also assign participants to share the drive. The participants can use the drive simply by logging in to their accounts.

Synchronization

Users' data can be stored and shared by syncing to MetaMoJi Cloud. Synchronization is automatically done. Each user does not need to worry about performing any other special operation.

- By syncing, local data is uploaded/downloaded to/from MetaMoJi Cloud. It keeps the data in both local device and the cloud up to date.
- Syncing Shared Drives allows participants to keep their data up to date one another.
- When a user changes to a different device, ask him/her to simply log in to the client application. His/her data on the cloud will be synced to the new device.

The following data types are synced:

- Private Storage/Visible Shared Drives
- Notes, share notes, note templates, tags and folders in each drive
- My items
- Settings of the client application[1]
- Learned or registered data and settings of mazec (iOS Version/Windows Version) [1]

    [1] This data is saved on MetaMoJi Cloud when logging out, and is downloaded when logging in. It is separately saved for each OS, so it cannot be shared with a different OS.

Wiping Your Device

When a user logs out from the client application, the data described above are deleted. Each time the user logs in to the client application, the data are downloaded from the cloud and he/she can use the data again.

* Even if a user logs out from the client application, the Organization ID and authentication information used for importing or exporting the data will not be eliminated.
When the user switches to a different account, please note that the data persist.

1.3 System Requirements

Administrator Tool/Share Coordinator

Web Browser	Microsoft® Internet Explorer® 11 or later

> * When your Internet Explorer security level is "High", Administrator Tool does not work properly.
> To avoid the issue, change the security level to "Medium-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

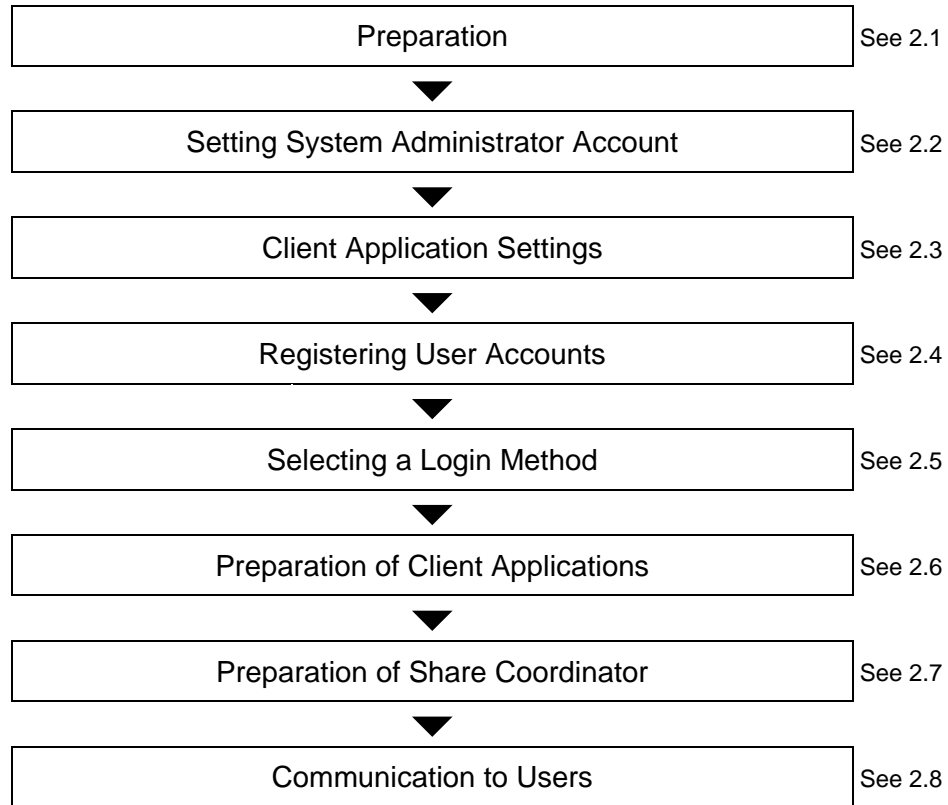|		
OS	iOS Version	iOS 6 or later (only available on iPad) * Login with a QR code can be used on iOS 7 and later.
	Windows Version	Microsoft Windows 8.1 or later * Appropriate language pack is required to use each language on mazec.
	Android Version	Android 4.0 or later

MetaMoJi InOutBox Manager

OS	Microsoft Windows 10 / Windows 8.1 / Windows 7 (Service Pack 1 or later)
Software	.NET Framework 4.5 or later * When not present it will be installed alongside MetaMoJi InOutBox Manager.

1.4 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 Login History	Confirms login history of each user.
Confirming usage summary		Confirms your plan and the usage summary of the client applications and services.
Customize Settings		Customize the features that can be used on the client application.
Settings System Administrator Account		Sets the new User ID and password for the system administrator account.
Issue login QR codes		Displays QR codes that can be used to log in to the client application.
Downloading manual or program		Downloads this guide or the install program of MetaMoJi InOutBox Manager.

2 Installation

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2.1   Preparation

After you apply for this product, the following information is supplied by the vendor.

Keep this information at hand.

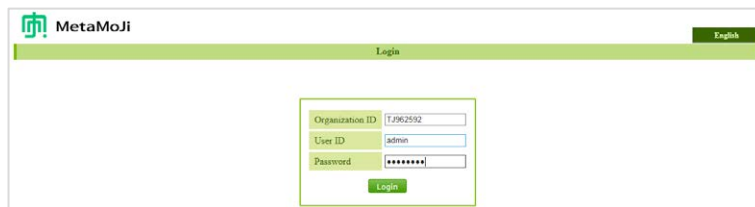| Item	Description
URL of Administrator Tool	Address of Administrator Tool that you access using a Web browser.
Administrator ID and initial password	User ID (admin) and password of the system administrator account.
Organization ID	ID (Two alphabetical letters + six-digit number) to identify your company's unique instance on MetaMoJi Cloud. Example: MJ123456

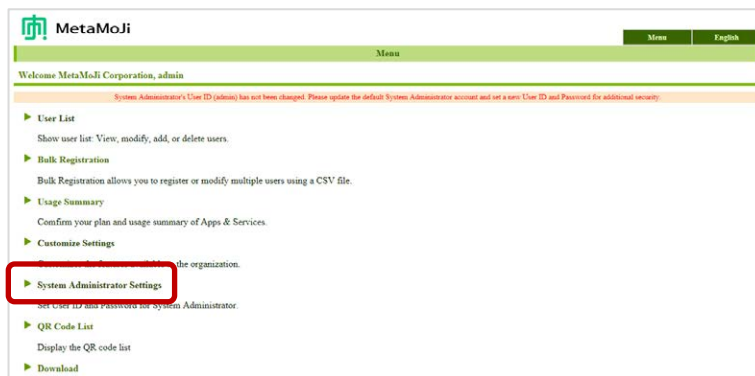## 2.2 Setting System Administrator Account

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 log in.

   ● Organization ID

   ● Initial User ID of the system administrator account
     Enter "admin."

   ● Initial password for Administrator Tool

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

3. Select [System Administrator Settings] on the top page.

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 confirmation message for change appears, 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, and select [Change].

   Password must be 8 or more characters in length.

8. When a confirmation message for change appears, 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 2.4, "Registering User Accounts."

2.3   Client Application Settings

Customize the features for the client application that is used by users.

The customized settings are applied to all client applications.

1.   On Administrator Tool, select [Customize Settings] from the menu.

2.   Customizes the features and select [Save].

- The Lock Passcode under Behavior Returning from Suspend Mode is a feature of iOS version that requires a passcode for each device in order to limit access to the client application.
  See section 2.6.3, "Setting a Passcode (Only for iOS Version)."

- With Save Photos to Album and Use Tabs of Recent Note, select Permit to allow individual users to set whether to use the feature or not. See the client application manual for more information on each feature.

2.4   Registering User Accounts

To register user accounts that can use the client applications.

You can register user accounts in the following way:

- Bulk Registration
- Individual Registration

User accounts that need permission to use Administrator Tool can also be registered in the same way.

2.4.1   Bulk Registration

Register multiple user accounts using a CSV file. You can also modify or delete user accounts.

1. On Administrator Tool, select [Bulk Registration] from the menu.

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

    To add user information, enter it into the CSV file format.

    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) Shift-JIS (Only for upload)
Line Feed Code	CR LF
Special Characters	Using the following character for Name, User ID, Class ID or ID Number, 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

Open the CSV file in an editing application with specifying the character encoding and the
data format. Do not double-click the downloaded CSV file to open.

[With Excel® 2013 / 2010]

1. Start Excel and select the downloaded CSV file from [Data] > [From Text].

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

    –   Select "65001: Unicode (UTF-8)" in [File origin].

    –   Turn only [Comma] on in [Delimiters].

    –   Select "User ID" column in [Data preview] and turn [Text] on in [Column data format].

3. Click [Finish] and select [New worksheet] to import data.

4. After you finish editing, select [File] > [Save As] and specify [CSV (Comma
    delimited)] to save.

[With Apache OpenOffice 4.1.0]

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].

2.4.2   Individual Registration

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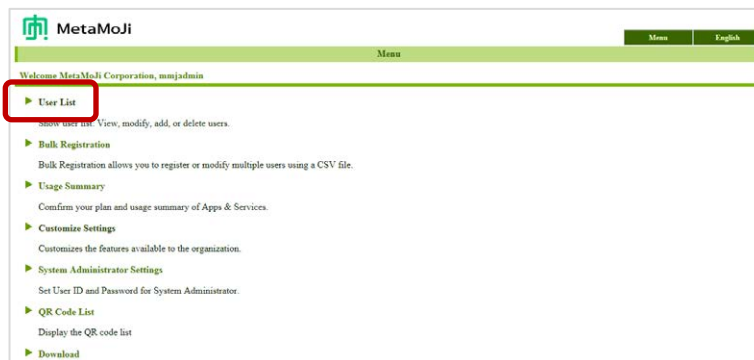
2. On the registered user list screen, select [Add New Users].

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 (iOS version/Windows version). To use Share Coordinator you must entitle the user to MetaMoJi Share 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 (iOS version/Windows version)

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

2.5 Selecting a Login Method

There are two methods for login to the client application.

* Once logged-in, the Organization ID is saved, and it is not necessary to enter that ID again on that device.

Method 1: Enter the Organization ID and User ID to log in

Users log in by entering the following information:

- Organization ID
- User ID
- Initial password

Method 2: Use a QR code to log in

Users log in by using a QR code containing the necessary information to log in.

* This can be used with iOS 7 or later on the client application of the iOS version.

There are two kinds of QR codes listed here. Both can be made using Administrator Tool.

- Ordinary QR Code

  This QR Code includes Organization ID and User ID information.

  Scan the QR code and enter the password to log in.

- QR Code with Password

  This QR Code includes Organization ID, User ID, and password information.

  Just scan the QR Code to log in.

  When creating this QR code, the password will be changed to the same as the User ID. The initial password created in Administrator Tool or any password changed by the user in the client application will not be valid.

2.5.1 Preparing QR Codes for Login

Create QR codes if users are to use one to log in.

1. On Administrator Tool, select [QR Code List] from the menu.

2. The QR code list of users appears, print it to prepare for distribution.

    * Drag the slider of [QR Code Size] to adjust the QR code size.
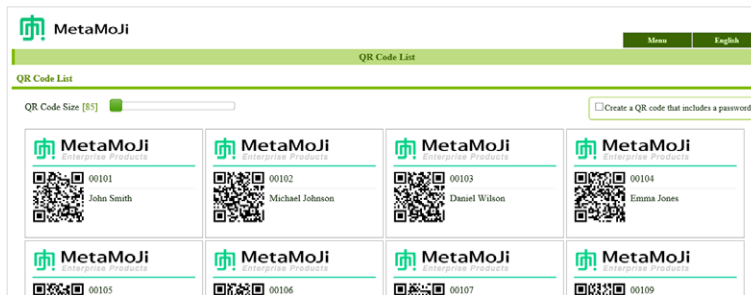
When you prepare QR codes that includes a password

Turn [Create a QR code that includes a password] on to create QR codes and print them to prepare for distribution.

* A QR code with a password has a key mark on it.

Supplement: To go back to a QR code without a password

If you generate a QR code that includes a password, the password will be the same as the User ID, but if you do the following operations, this will result in a changed password:

– The user changes the password in the client application

   See section 4.1, "How a User Changes His/her Password."

– The Administrator resets the password on Administrator Tool

   See section 4.2, "When a User Forgot His/her Password."

* This is the same for resetting the password using a CSV file. See section 2.4.1, "Bulk Registration."

The QR code of the user as listed in [QR Codes List] of Administrator Tool will become a password-less QR code, so redistribute this code as necessary.

2.6 Preparation of Client Applications

Log in as a registered user account and confirm that you can use the client application.

2.6.1 Downloading

Download the client applications (MetaMoJi Share for Business, MetaMoJi Note for Business) from the App Store, the Windows Store or Google Play™ unless side-loading.
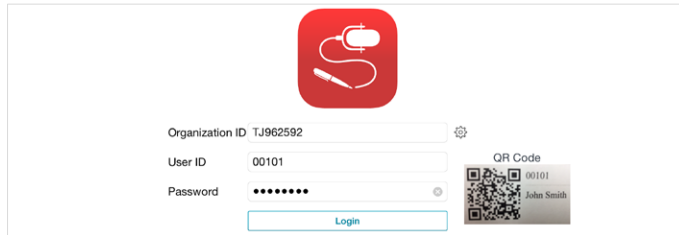
    * Contact MetaMoJi support for more information.

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

    * The install program of MetaMoJi InOutBox Manager can be downloaded selecting [Download] from the menu of Administrator Tool.

2.6.2 Login

Open the client application and log in using the selected login method.

Enter Organization ID and User ID to log in

On the login screen, enter the following information and tap Login.

- Organization ID
- User ID
- Initial password

Use a QR code to log in

1. On the login screen, pass a printed QR code over the camera to display it in QR Code.

    * Tap the camera screen of QR Code to switch from the front camera to the main camera.

2. If the QR code does not include the password, enter the initial password.

The notes list screen appears when you log in for the first time or when you close a note.

You can see your name in the top left corner.
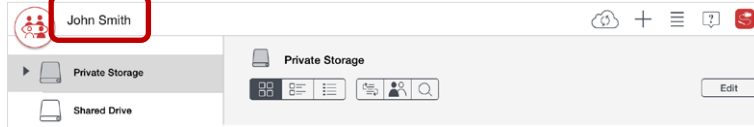
* When the set passcode screen is displayed on the client application of the iOS version, set a four-digit number. See section 2.6.3, "Setting a Passcode (Only for iOS Version)."

Supplement: When a camera image is not displayed on the login screen

Permit the client application to access the camera.

iOS

Turn on Share 3 (MetaMoJi Share for Business) or Note 3 (MetaMoJi Note for Business) in Settings > Privacy > Camera.

Windows

Turn on [MetaMoJi Share for Business Ver.3] or [MetaMoJi Note for Business Ver.3] in [Settings] > [Privacy] > [Camera].

* Turn on [MetaMoJi Share for Business Ver.3] or [MetaMoJi Note for Business Ver.3] in [PC settings] > [Privacy] > [Webcam] on Windows 8.1.

Using Multiple Organization ID

On the login screen, tap ⚙️ to the right of Organization ID and add an organization to log in.

Once an organization is added, it can be selected on this screen.

2.6.3   Setting a Passcode (Only for iOS Version)

* This setting is required when Behaviour Returning from Suspend Mode in Customize Settings is set to Lock Passcode on Administrator Tool. See section 2.3, "Client Application Settings."

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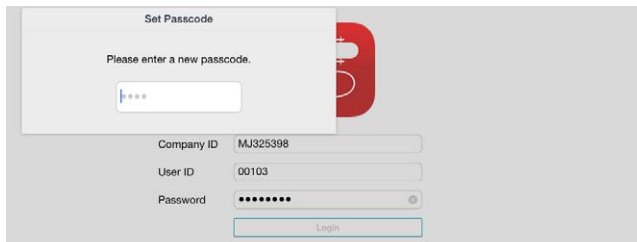
What is a Passcode?

This is a four-digit number unique to each device that limits access to the client application. After it is set, the client application displays the set passcode screen in the following situations.

- When you start the client application
- In the following situations, when the client application is activated after a length of time specified in Administrator Tool has passed.
    - The device went in to sleep mode
    - The user switched to another application
    - The user closed the client application

If the correct passcode is not entered, the client application cannot be used.

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

2.6.4　Logout

After you finish confirmation, tap > Logout to log out.
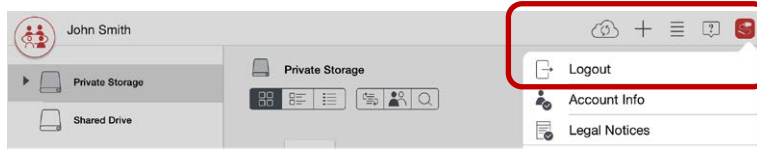
Caution: If you log out when there is data that do not be synced, the data will be lost

> If you try to log out when there is data that do not be synced, a warning message appears. You can discard the data and log out, or choose to sync the data.

Caution: While you cannot access MetaMoJi Cloud, you cannot log out from the client application in the above way

> See section 4.5, "When a User cannot Log Out from the Client Application."

2.7 Preparation of Share Coordinator

Log in as a registered user account and confirm that you can access Share Coordinator.

* Here, you can confirm access to Share Coordinator. To create and distribute a share note with Share Coordinator, you must first use MetaMoJi Share for Business to create a Shared Drive. For details, see the client application manual. See section 5, "How to Use the Client Applications."

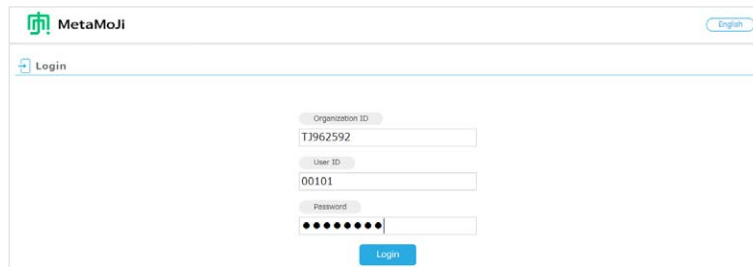### 2.7.1 Login

1. Access the following URL of Share Coordinator using a Web browser.

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

2. Enter the Organization ID and move on.

3. Enter the following information to login.

   ● User ID

   Enter the User ID for a user who is able to use MetaMoJi Share for Business.
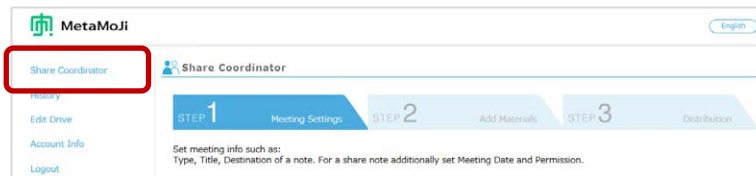
   ● Initial password

   After logging in, the account information is displayed.

4. Click [Share Coordinator] in the left pain.

   The meeting settings screen is displayed.

Supplement: If Share Coordinator is not displayed in the left pane

The user must be able to use MetaMoJi Share for Business in order to use Share Coordinator. Confirm whether the logged-in user can use MetaMoJi Share for Business from User List on Administrator Tool. See section 3.2, "Modifying User Information."

2.7.2   Logout

After you finish confirmation, click [Logout] in the left pain to log out.

2.8   Communication to Users

Communicate the following information to users.

- How to log in to the client applications

  Provide the information needed to log in or provide QR Codes.

  See section 2.6.2, "Login."

  If a passcode must be set, contact the user with information on how to set it (iOS

  version). See section 2.6.3, "Setting a Passcode (Only for iOS Version) ."

- How to access and log in to Share Coordinator

  See section 2.7.1 "Login."

- How to see the manual

  See section 5,"How to Use the 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 selecting [Download] from the menu of

  Administrator Tool.

3 Operation

3.1 Confirming the Usage Summary

3.1.1 Confirming Usage of License and Storage

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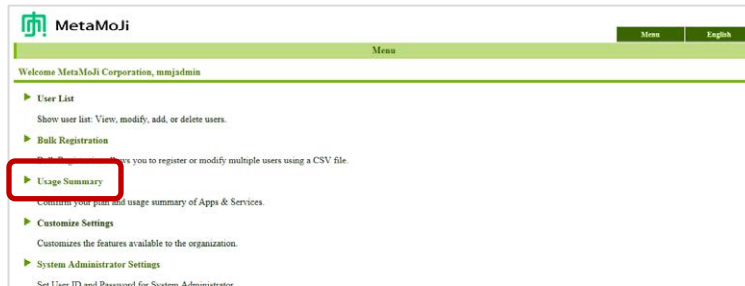
2. On the usage summary of apps/service screen, confirm the screen contents.

- Confirm storage usage amount per drive
  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].
- Confirm your plan
  Select [More Info] of [Max].

3.1.2 Confirming Login History

Display the login history of user to the client application or Share Coordinator and you can check for dubious login.

1. On Administrator Tool, select [User List] from the menu.

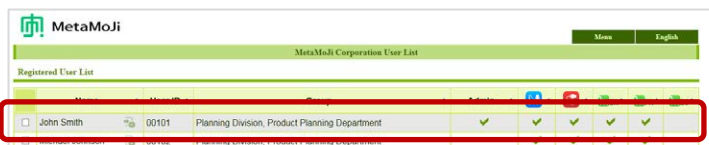2. On the user list screen, select .

3. Confirm the login history.

3.2 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 the top page of Administrator Tool. See section 2.2 "Setting System Administrator Account."

Caution: When user information changed, the information needed to log in also change

Make sure the user knows the new information, or provide a new QR code.

1. On Administrator Tool, select [User List] from the menu.

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].

3.3   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.
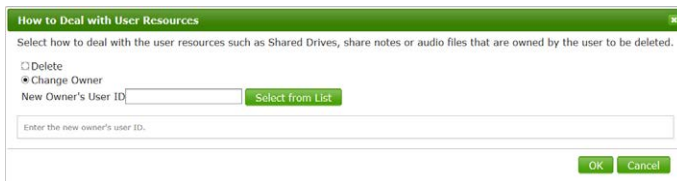
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1.   On Administrator Tool, select [User List] from the menu.

2.   On the user list screen, select the user accounts to delete.
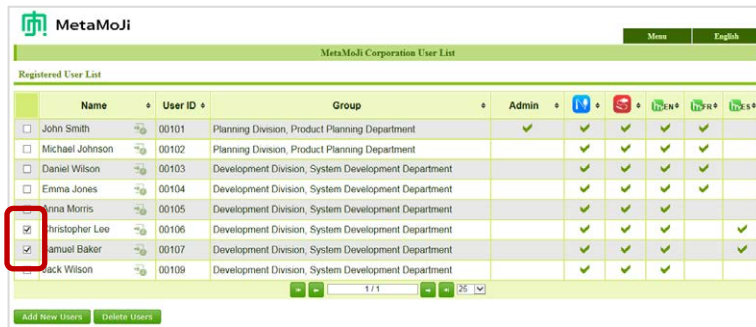
3.   Select [Delete Users].

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].

4 Tips

4.1 How a User Changes His/her Password

Use the client application (MetaMoJi Share for Business or MetaMoJi Note for Business) to change a password.
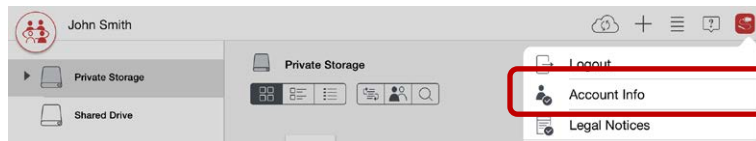

Caution: If the user uses a QR code that includes a password and the user change the password, the QR codes you have distributed no longer works
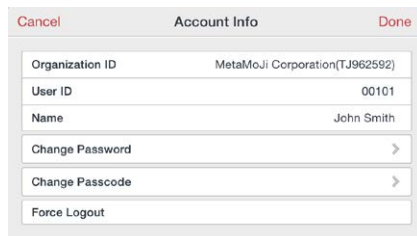
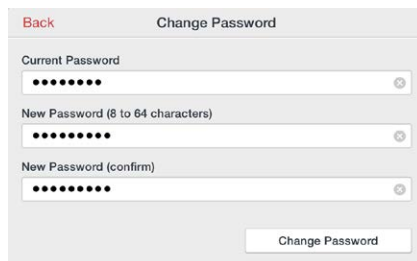See section 2.5.1, "Preparing QR Codes for Login."

---

1. Open the client application.

2. On the note list screen, tap ⬚ > Account Info.

3. Tap Change Password.

4. Enter the current password and new passwords and then tap Change Password.

4.2　When a User Forgot His/her Password

Administrator resets password and issues a temporary password.。
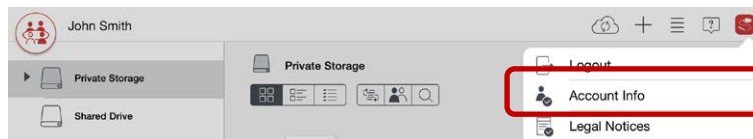
1. On Administrator Tool, display the modify user info screen.

   See step 1 through 2 of section 3.2, "Modifying User Information."

2. Turn [Reset Password] on.
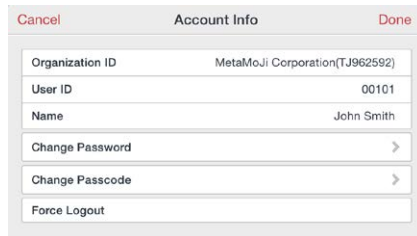
3. Enter a temporary password.

4. Select [Modify].

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

## 4.3　How a User Changes His/her Passcode (Only for iOS Version)

1. Open the client application (MetaMoJi Share for Business or MetaMoJi Note for Business) to change its passcode.

2. On the note list screen, tap 🅢 > Account Info.

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3. Tap Change Passcode.

Cancel	Account Info	Done
Organization ID	MetaMoJi Corporation(TJ962592)	
User ID		00101
Name		John Smith
Change Password		>
Change Passcode		>
Force Logout		

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

Cancel	Change Passcode	
	Please enter the current passcode.	
	••••	
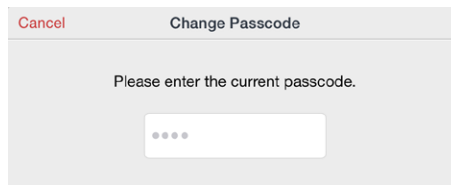
4.4   When a User Forgot His/her Passcode (Only for iOS Version)

When a user enters an incorrect passcode ten times the user will automatically log out from the client application.
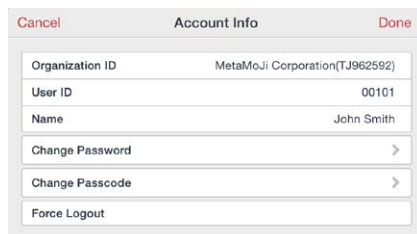
Log in again (enter authentication credentials) to reset the user's passcode.

4.5   When a User cannot Log Out from the Client Application

While a user cannot access MetaMoJi Cloud, the user cannot log out from the client application, even by tapping > Logout on the note list screen. This prevents the user from losing his/her data and the settings. To force the user to log out, follow the steps:

*   The data and the settings that have not been synced will be lost.

1. On the note list screen, tap > Account Info.

2. Tap Force Logout.

Cancel	Account Info	Done
Organization ID	MetaMoJi Corporation(TJ962592)	
User ID		00101
Name		John Smith
Change Password		>
Change Passcode		>
Force Logout		

3. When a confirmation message for logout appears, select [Yes].

5 How to Use the Client Applications

Tap ☰ > User Manual on each client application to see the manual.

6 Technical Information

6.1 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://cdn.metamoji.com/*

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

The following URLs also can be accessed when you use MetaMoJi Share for Business.

```
https://mps201a-ssl.metamoji.com/

https://mps201b-ssl.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

* Authentication selection is not supported.

Windows

[Settings] > [Network & Internet] > [Proxy]

* [PC settings] > [Network] > [Proxy] on Windows 8.1.

Android

[Settings] > [Wi-Fi] > [Advanced options] > [Proxy]

* [Settings] > [Wi-Fi] > [Show advanced options] > [Proxy settings] on Android 4.x.

6.2 Distribution of the Login Information Using MDM (Only for iOS Version)

Using Managed App Configuration or Apple Configurator, you can distribute the initial value of login information to devices with the client applications installed.

Configuration Keys

These are all optional. Only set keys are reflected to the login screen.

Key	Type	Content
cid	String	Organization ID
uid	String	User ID
pwd	String	Password * The value is not encrypted.

Apple Configurator Distribution Document

Apple Configurator distribution document can be downloaded selecting [Download] from the menu of Administrator Tool. The document includes the cid key, so you change it as needed.

File Name	com.metamoji.configuration.json
Format	JSON
Character Code	UTF-8

6.3 Communication with Other Apps (iOS Version/Android Version)

* Ask the vendor for the below document.

iOS Version

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

See MetaMoJi Share/Note for Business Ver.3 Custom URL Schemes Specifications (snbv3_custom_url_scheme_en.pdf.)

Android Version

The client applications can communicate with other apps on Android using intent.

See MetaMoJi Share/Note for Business Ver.3 Technical Specifications for Android (snbv3_android_communication_en.pdf.)