BRAVIA Meeting Client

User Guide

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1. Overview

BRAVIA Meeting Client is an application that links to the BRAVIA in meeting rooms with BRAVIA Meeting installed to improve the efficiency of meetings and create lively communication. You can do the following with BRAVIA Meeting Client.

- Start Mirroring / Stop Mirroring
  - Display the screen of your computer on the meeting room BRAVIA through screen mirroring. You can also capture the screen of your computer as a still image and display it on the meeting room BRAVIA.
- Capture Display Screenshot
  - Download and save screenshots displayed on the meeting room BRAVIA to your computer.
- Send My Pointer
  - Use mouse and touch panel controls on your computer to display the pointer on the meeting room BRAVIA and draw pictures using the annotation function. And draw picutres on your conputer and send them to the meeting room BRAVIA.
- Allow Remote Operation
  - Use the touch controls with the meeting room BRAVIA which is equipped with the touch panel to operate your computer remotely.
- External Input Change
  - Change the external input or return the screen to HOME on the meeting room BRAVIA.
- Start Video Conference
  - Launch a video conference on the meeting room BRAVIA.

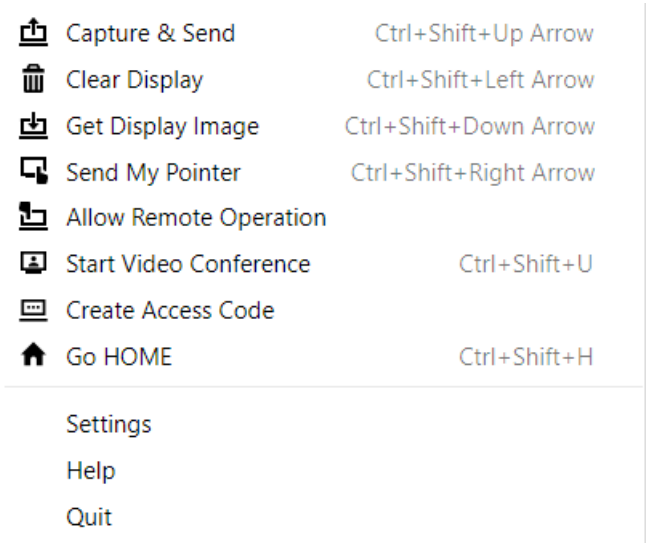
2. Basic Usage

After activating BRAVIA Meeting Client, it becomes resident, and the icons below are displayed in the notification area of Windows or the status menu of the Mac menu bar, respectively.

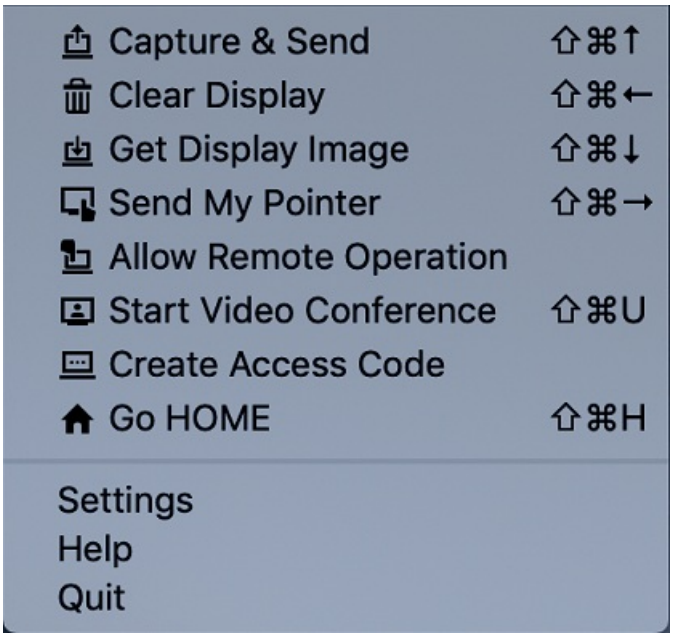
- Windows notification area icon:

- Mac status menu icon:

Clicking the icon in the notification area (Windows) or status menu (Mac) displays the following BRAVIA Meeting Client menu.

- Menu on Windows:
  

- Menu on Mac:



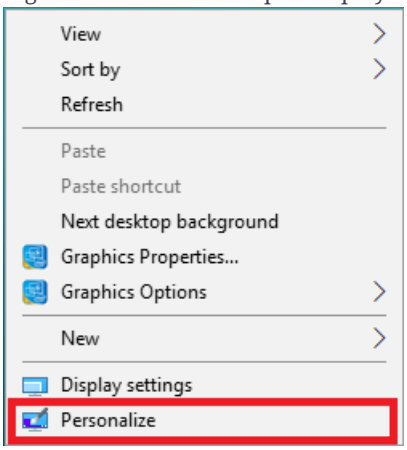
Click an item on the menu to use that function. If you are using BRAVIA Meeting Client for the first time, select [Settings] from the menu and configure the various settings.

When the icon is not displayed in the notification area of Windows

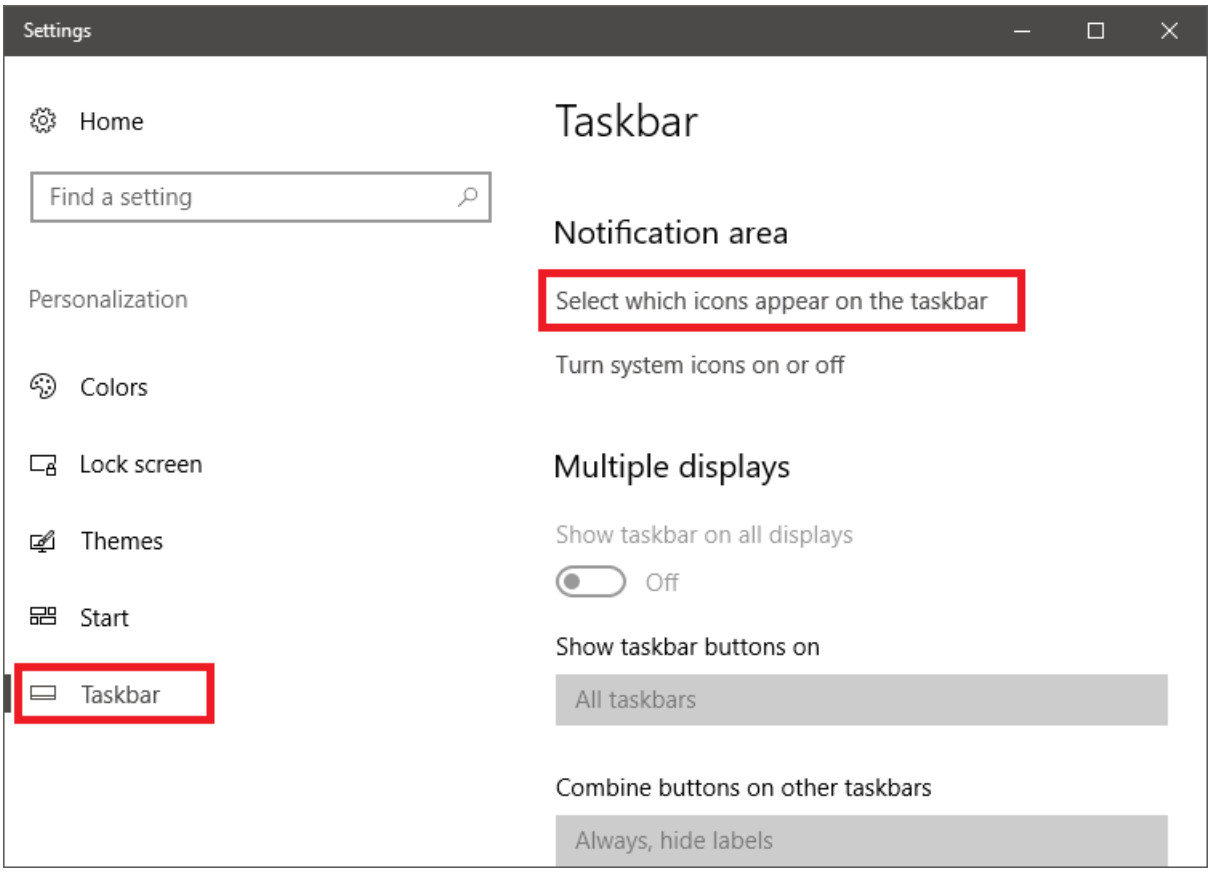
If the icon is not displayed in the notification area of Windows, change the customization settings of the notification area so that it will be displayed.

On Windows 10

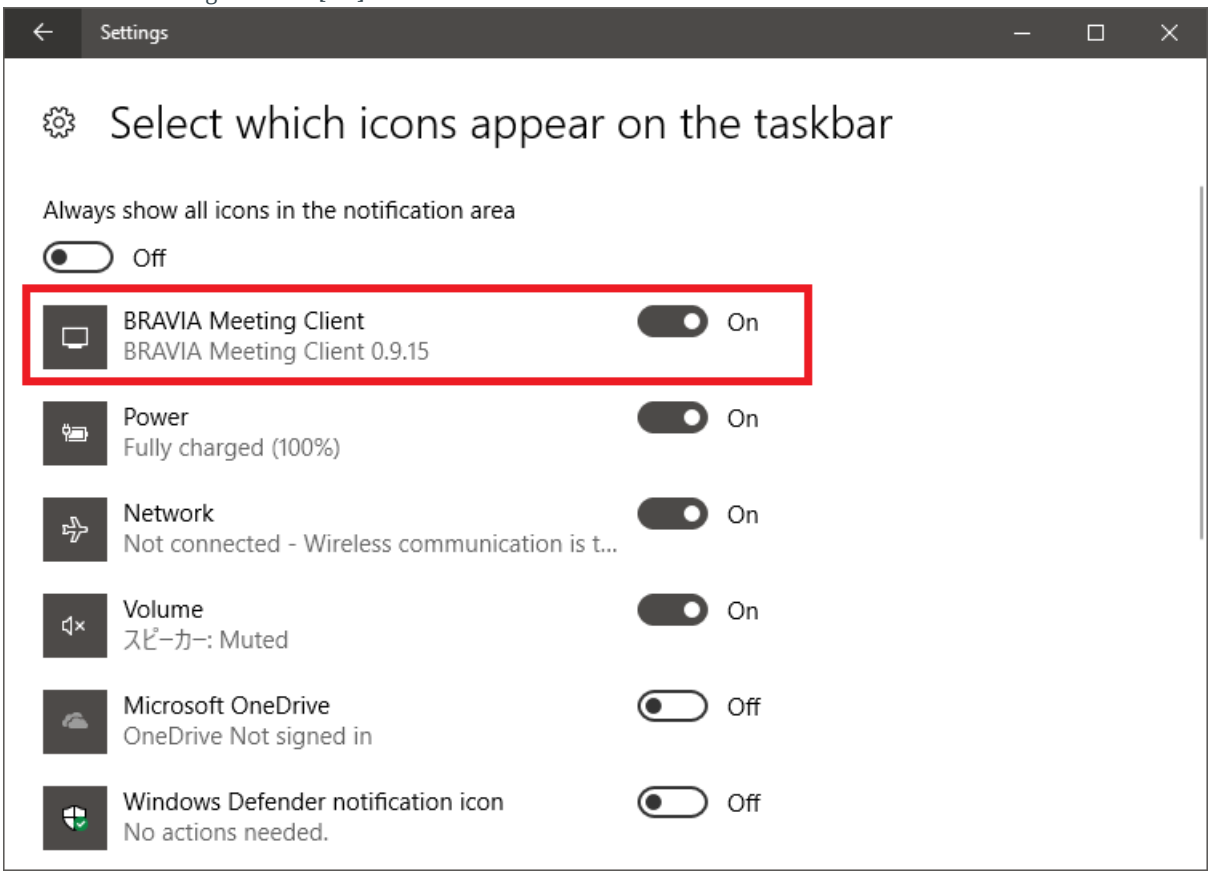
1. Right-click on the desktop to display the menu, and then click [Personalize].



2. Select [Taskbar] from the categories displayed on the left side of the window, and then click [Select which icons appear on the taskbar].

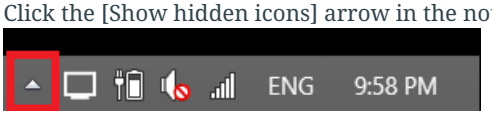


3. Set BRAVIA Meeting Client to [On].

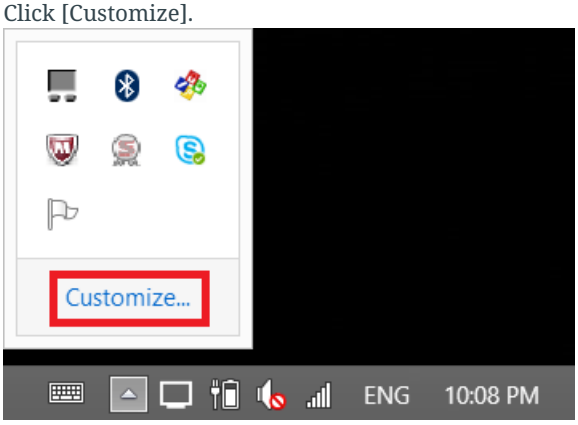


On Windows 8.1 and Windows 7

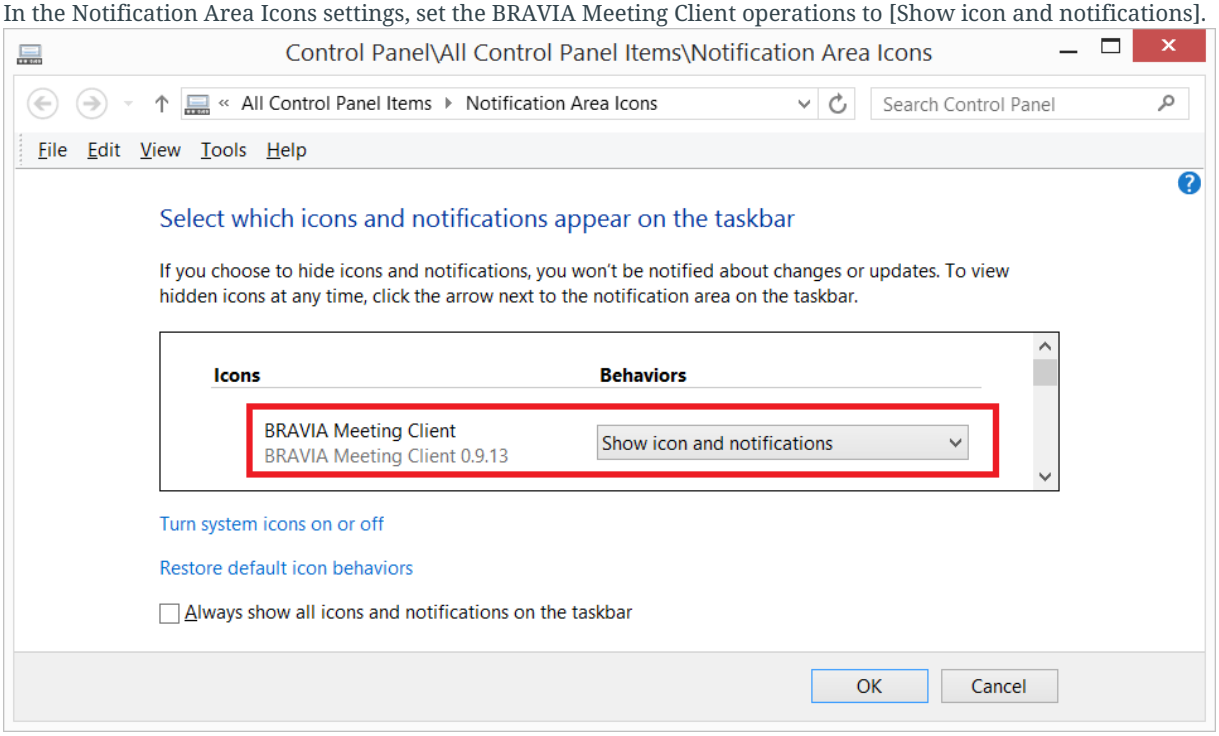
1. Click the [Show hidden icons] arrow in the notification area.



2. Click [Customize].



3. In the Notification Area Icons settings, set the BRAVIA Meeting Client operations to [Show icon and notifications].

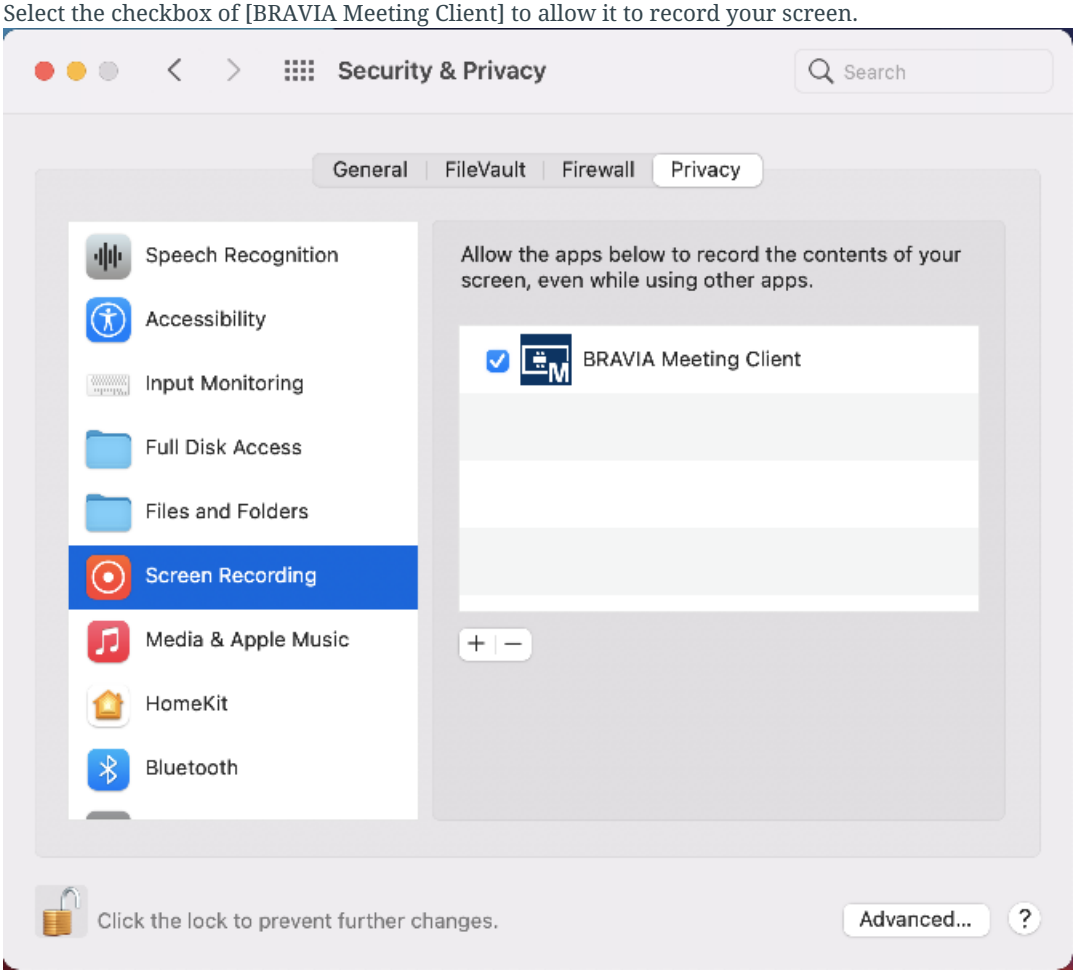


4. Click [OK].

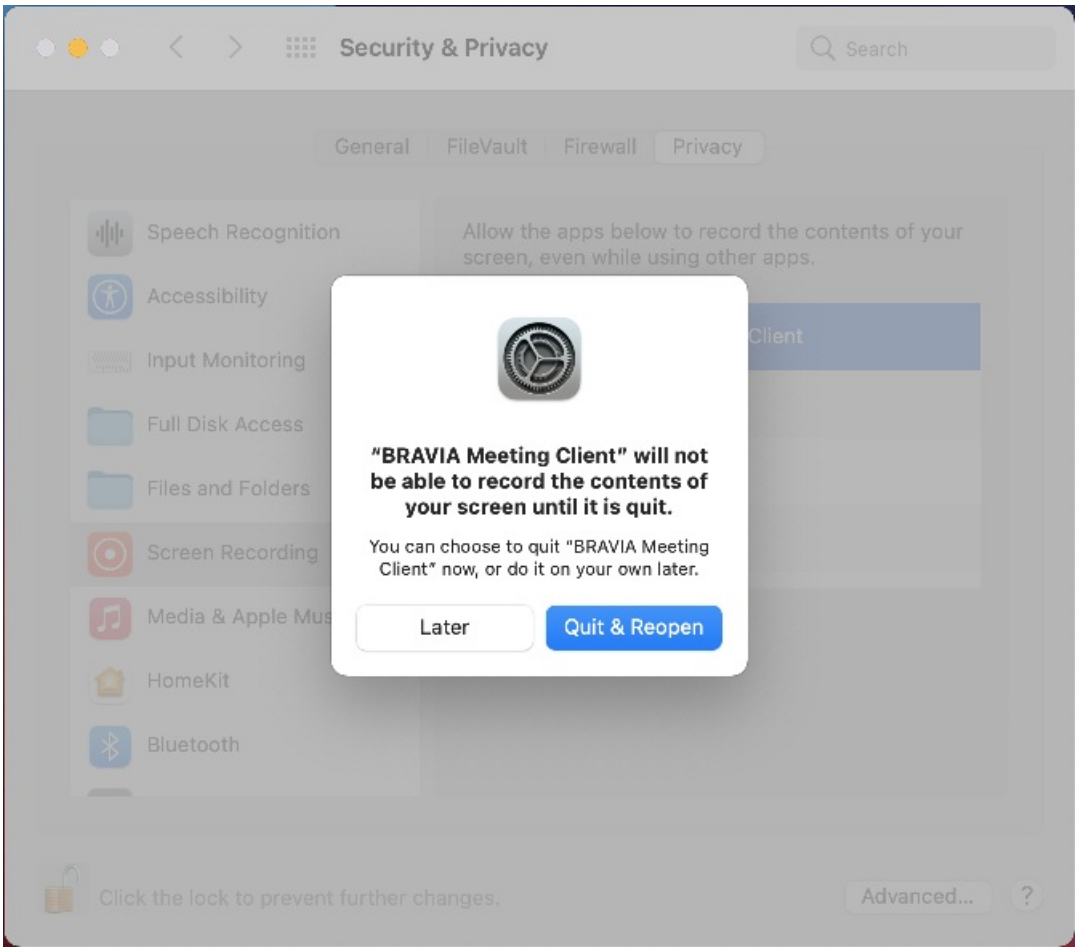
Enable screen recording for Mac

To use the video mirroring function, you need to enable screen recoding for BRAVIA Meeting Client.

1. Open [System Preferences], click [Security & Privacy], then click [Privacy] tab.
2. Select [Screen Recording].
3. Select the checkbox of [BRAVIA Meeting Client] to allow it to record your screen.



4. Click [Quit & Reopen] on the confirmation dialog to apply the change.


Security & Privacy
Search
General
FileVault
Firewall
Privacy
Speech Recognition
Accessibility
Input Monitoring
Full Disk Access
Files and Folders
Screen Recording
Media & Apple Mus
HomeKit
Bluetooth
Allow the apps below to record the contents of your screen, even while using other apps.
Client
"BRAVIA Meeting Client" will not be able to record the contents of your screen until it is quit.
You can choose to quit "BRAVIA Meeting Client" now, or do it on your own later.
Later
Quit & Reopen
Click the lock to prevent further changes.
Advanced...
?

3. Settings

Configure the following settings required for BRAVIA Meeting Client operation.

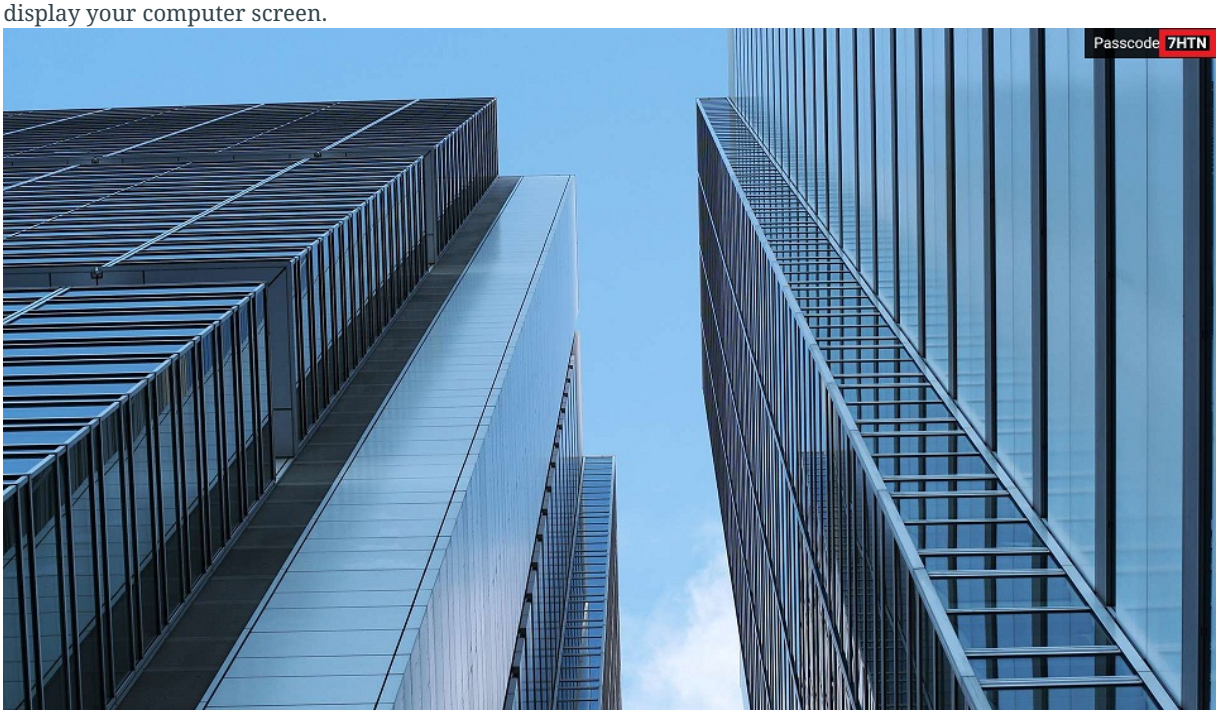
- System Settings
  - Server URL
    - Set the BRAVIA Meeting Server URL.
  - Proxy Server
    - Enable if the proxy server is required to access the BRAVIA Meeting Server.
- User Settings
  - User Name
    - Set your name to be displayed on the remote pointer, etc.
  - Screenshots Folder
    - Specify the folder to save screenshots of the display.

4. Start Mirroring

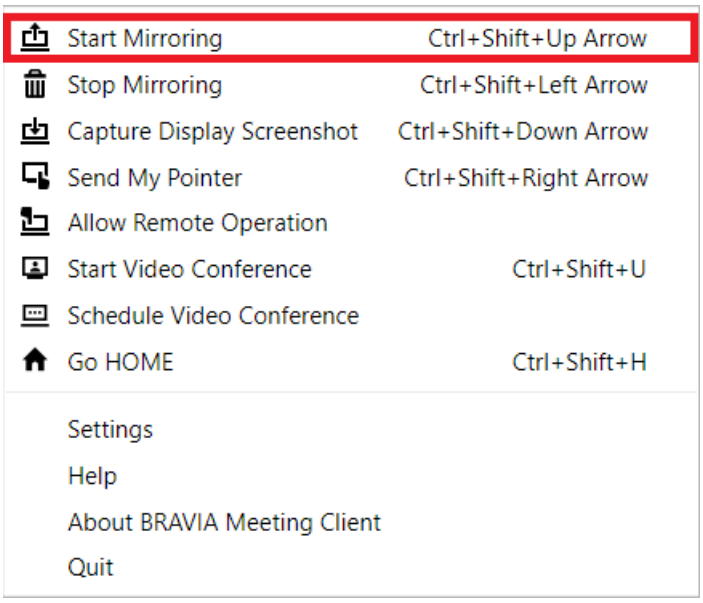
Follow the steps below to display the screen of your computer on the meeting room BRAVIA through screen mirroring.

Start Mirroring

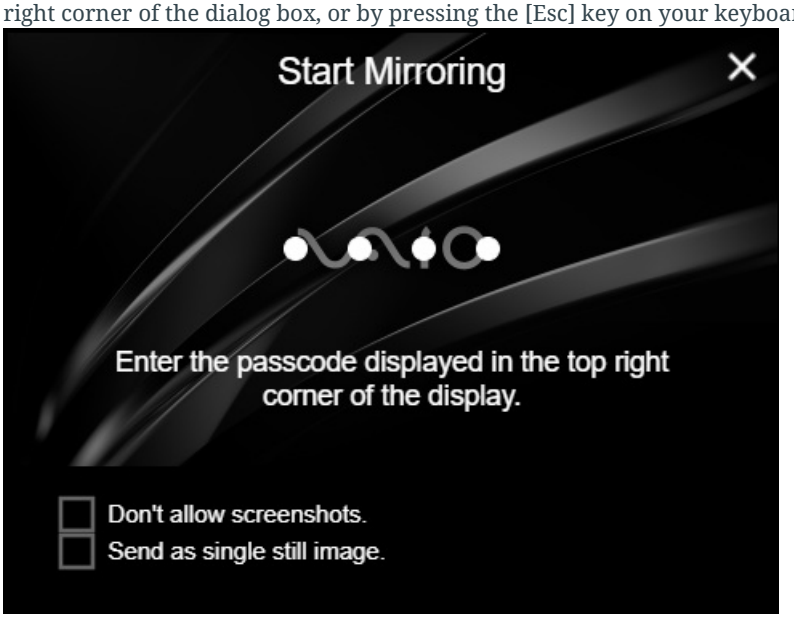
1. Check the passcode displayed in the top right corner of the meeting room BRAVIA screen on which you want to display your computer screen.



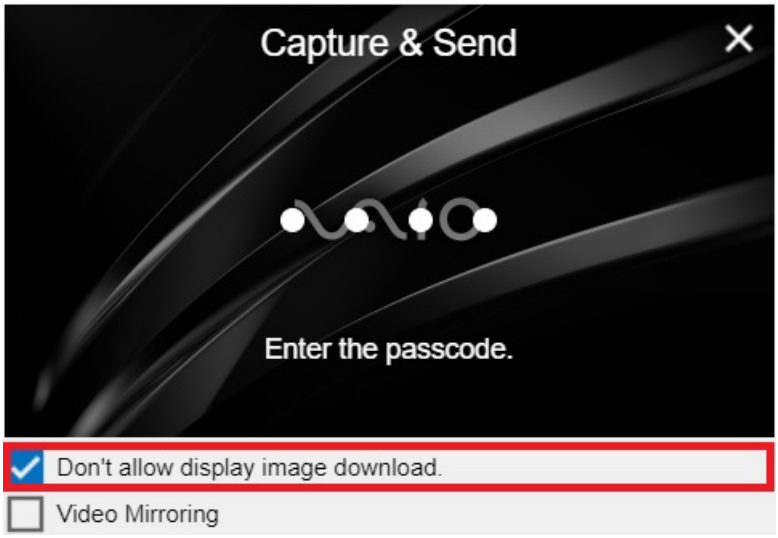
2. Click [Start Mirroring] on the BRAVIA Meeting Client menu on your computer. You can also access this function by simultaneously pressing the shortcut keys on your keyboard (Windows: [Ctrl] key + [Shift] key + [↑] key; Mac: [Cmd] key + [Shift] key + [↑] key).



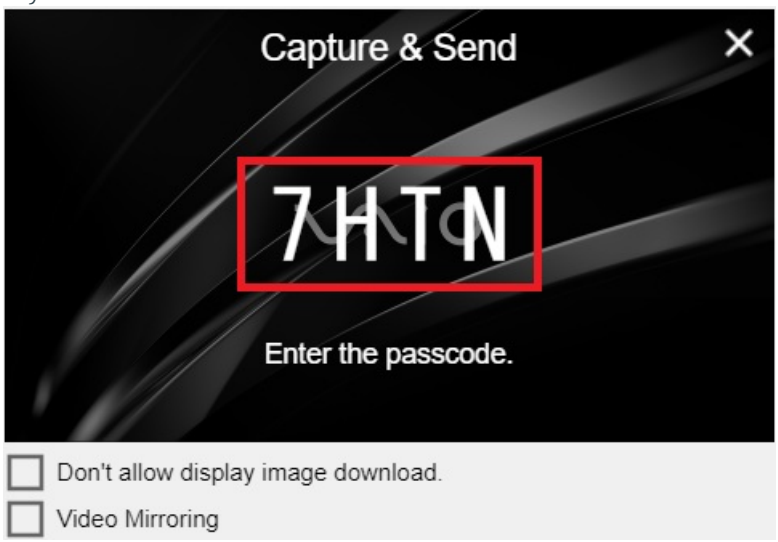
3. Following an effect showing the entire screen being captured, the dialog for entering the passcode will appear in the center of the screen. You can cancel passcode entry and close the dialog by pressing the X icon in the upper right corner of the dialog box, or by pressing the [Esc] key on your keyboard.



4. To prohibit other computers from saving screenshots, enter a checkmark into the [Don’t allow screenshots.] box (the checkmark can be entered and cleared by pressing the space bar on your keyboard).



5. Enter the passcode shown on the BRAVIA into the dialog, then click the dialog or press the [Enter] key on your keyboard.



6. If the passcode you entered is correct, an effect showing a thumbnail being sent from the center of the screen to the top is displayed, and the screen of your computer is displayed onto the BRAVIA. While the video mirroring is active, the BRAVIA Meeting Client icon in the notification area (Windows) or status menu (Mac) will be green as shown below.

Stop Mirroring

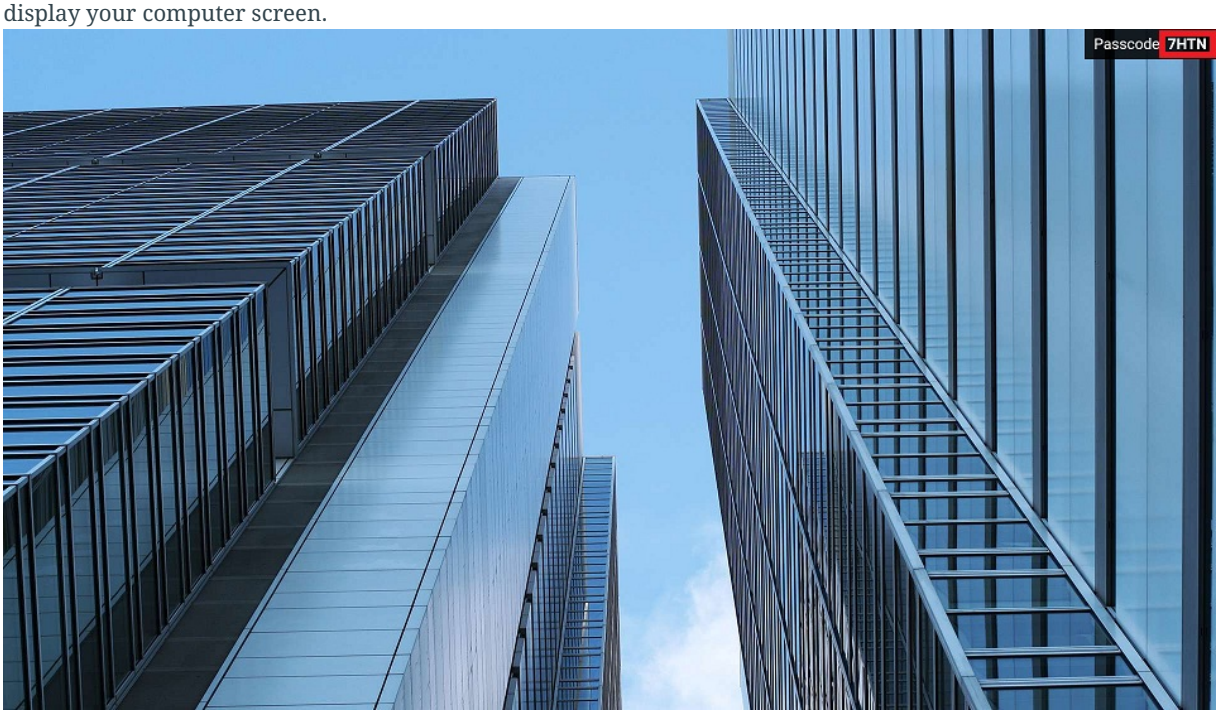
Mirroring will stop in the following situations.

- When [Stop Mirroring] for the target BRAVIA is performed.
- When another [Start Mirroring] for the target BRAVIA is performed.
- When the target BRAVIA returns to the HOME screen or changes to external input.
- When the target BRAVIA powers off.

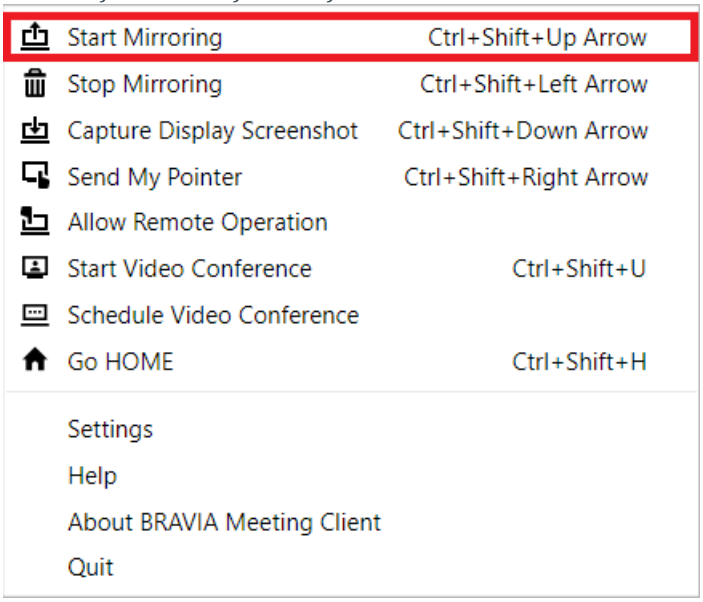
5. Send as single still image

Follow the steps below to capture the screen of your computer as a still image and display it on the meeting room BRAVIA.

1. Check the passcode displayed in the top right corner of the meeting room BRAVIA screen on which you want to display your computer screen.

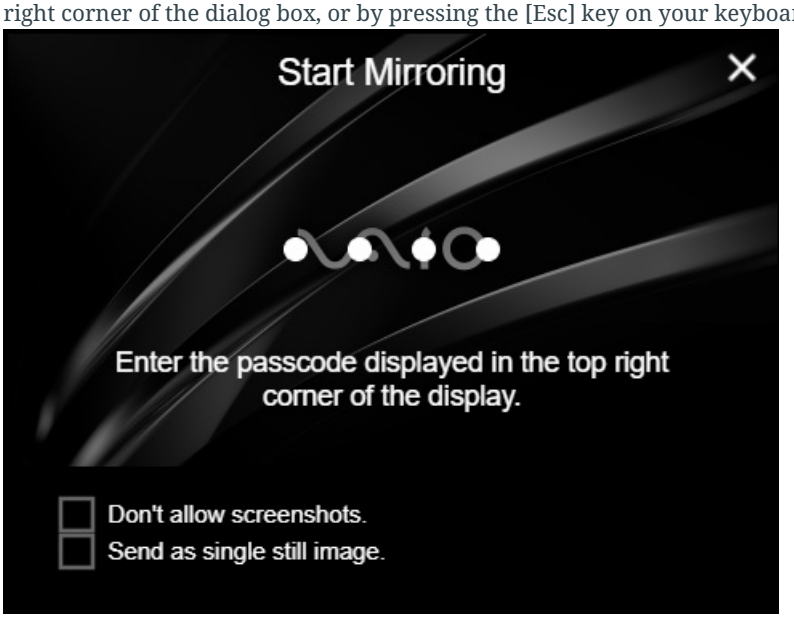


2. Click [Start Mirroring] on the BRAVIA Meeting Client menu on your computer. You can also access this function by simultaneously pressing the shortcut keys on your keyboard (Windows: [Ctrl] key + [Shift] key + [↑] key; Mac: [Cmd] key + [Shift] key + [↑] key).

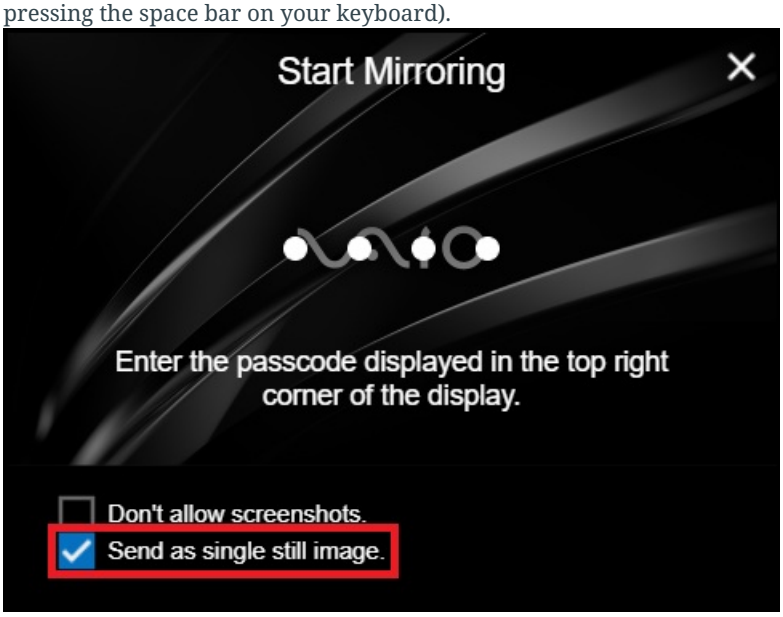


3. Following an effect showing the entire screen being captured, the dialog for entering the passcode will appear in

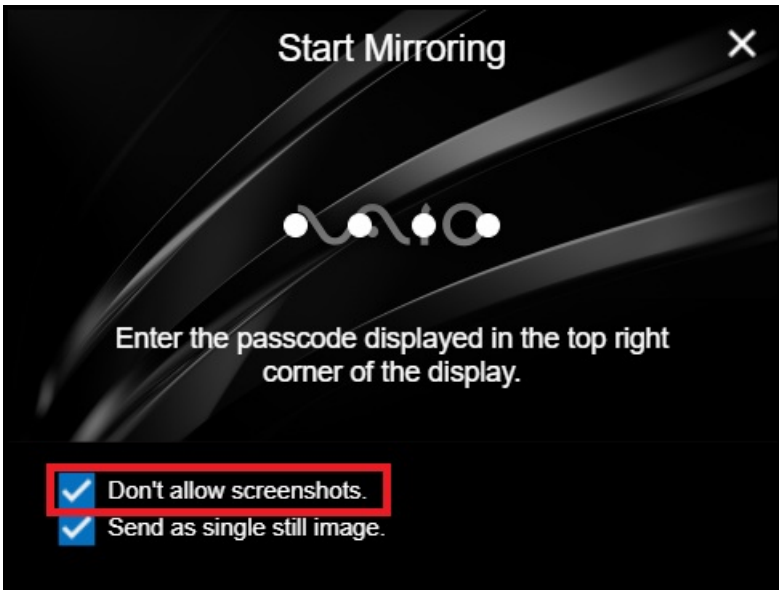
the center of the screen. You can cancel passcode entry and close the dialog by pressing the X icon in the upper right corner of the dialog box, or by pressing the [Esc] key on your keyboard.



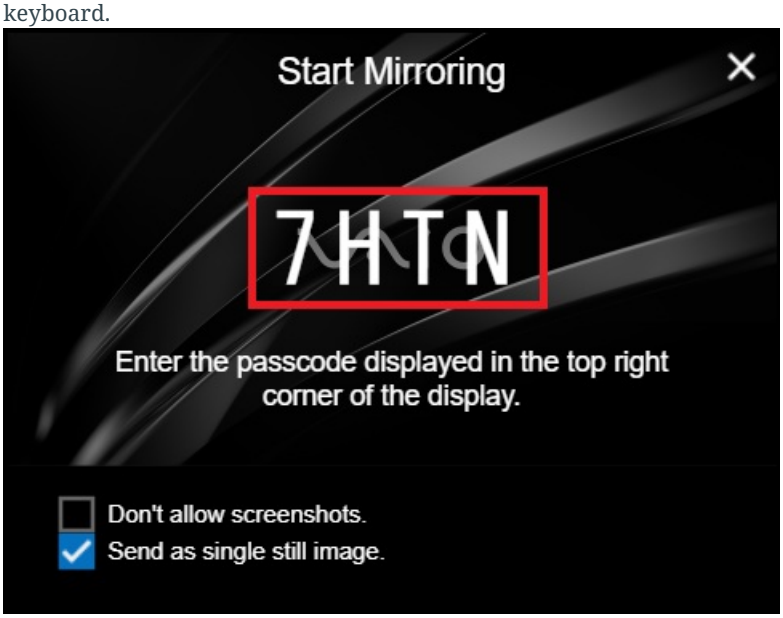
4. Enter a checkmark into the [Send as single still image.] checkbox (the checkmark can be entered and cleared by pressing the space bar on your keyboard).



5. To prohibit other computers from saving screenshots, enter a checkmark into the [Don’t allow display image download.] box (the checkmark can be entered and cleared by pressing the space bar on your keyboard).



6. Enter the passcode shown on the BRAVIA into the dialog, then click the dialog or press the [Enter] key on your keyboard.



7. If the passcode you entered is correct, an effect showing a thumbnail being sent from the center to the screen to the top is displayed, and the image that you captured is displayed on the BRAVIA screen.

Clear a still image

A still image will be cleared in the following situations.

- When [Stop Mirroring] for the target BRAVIA is performed.
- When another [Start Mirroring] for the target BRAVIA is performed.
- When the target BRAVIA returns to the HOME screen or changes to external input.
- When the target BRAVIA powers off.

6. Stop Mirroring

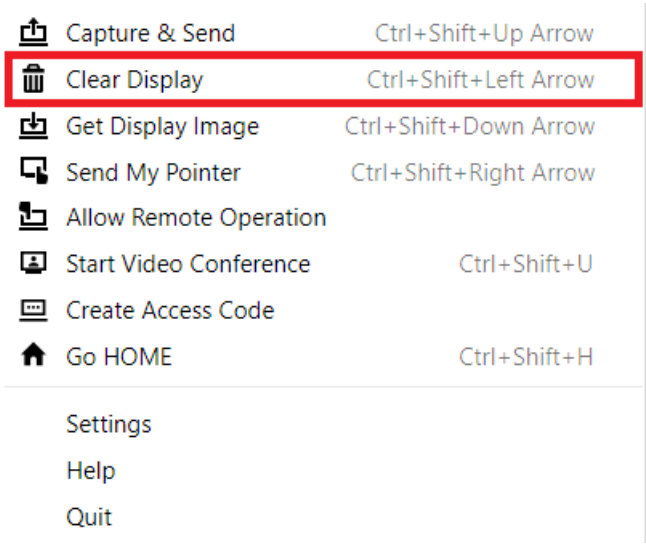
A screen mirroring and still image displayed on the BRAVIA will be cleared in the following situations.

- When [Stop Mirroring] for the target BRAVIA is performed.
- When the target BRAVIA returns to the HOME screen or changes to external input.
- When the BRAVIA powers off

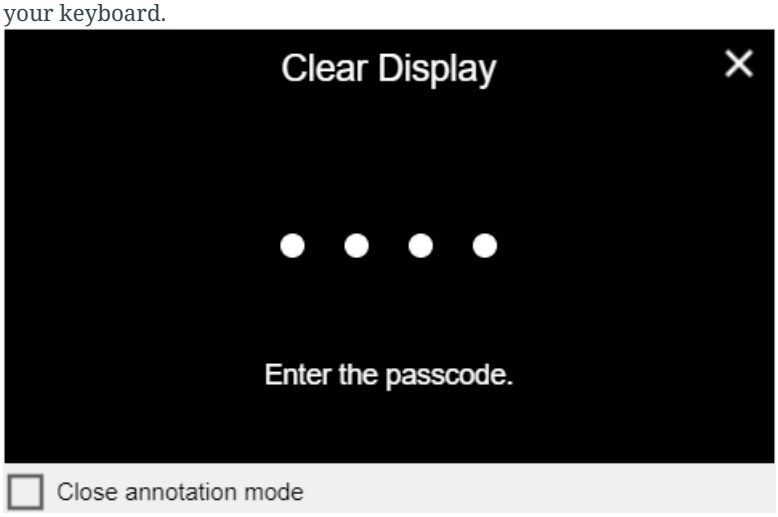
Follow the steps below to clear the display of the meeting room BRAVIA. You can execute [Stop Mirroring] from a different computer than the one on which [Start Mirroring] was executed.

1. Check the passcode displayed in the top right corner of the meeting room BRAVIA screen on which you want to clear.

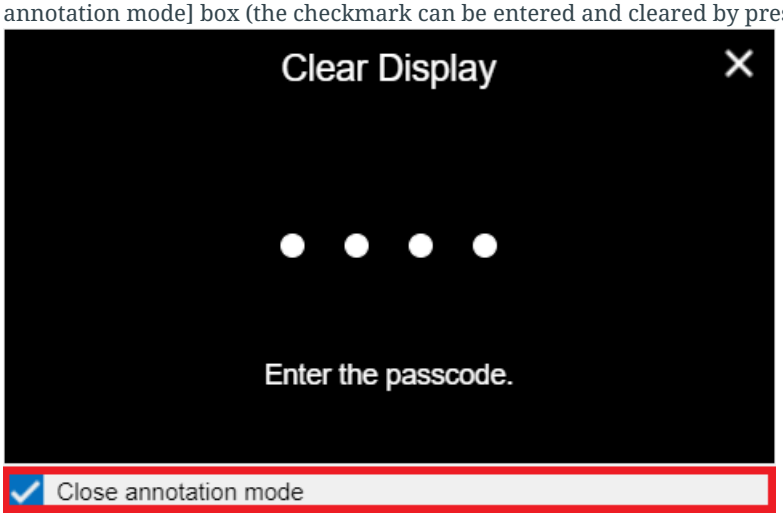
2. Click [Stop Mirroring] on the BRAVIA Meeting Client menu on your computer. You can also access this function by simultaneously pressing the shortcut keys on your keyboard (Windows: [Ctrl] key + [Shift] key + [←] key; Mac: [Cmd] key + [Shift] key + [←] key).



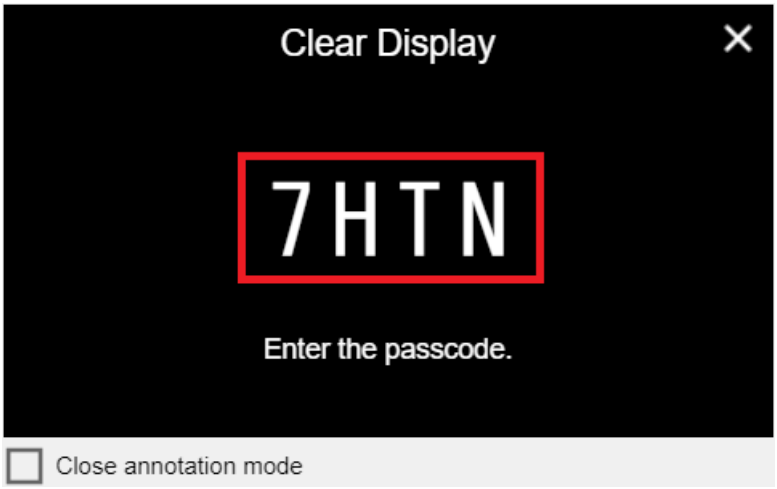
3. The dialog for entering the passcode will appear in the center of the screen. You can cancel passcode entry and close the dialog by pressing the X icon in the upper right corner of the dialog box, or by pressing the [Esc] key on your keyboard.



4. To close the annotation mode on the meeting room BRAVIA at the same time, enter a checkmark into the [Close annotation mode] box (the checkmark can be entered and cleared by pressing the space bar on your keyboard).



5. Enter the passcode shown on the BRAVIA into the dialog, then click the dialog or press the [Enter] key on your keyboard.

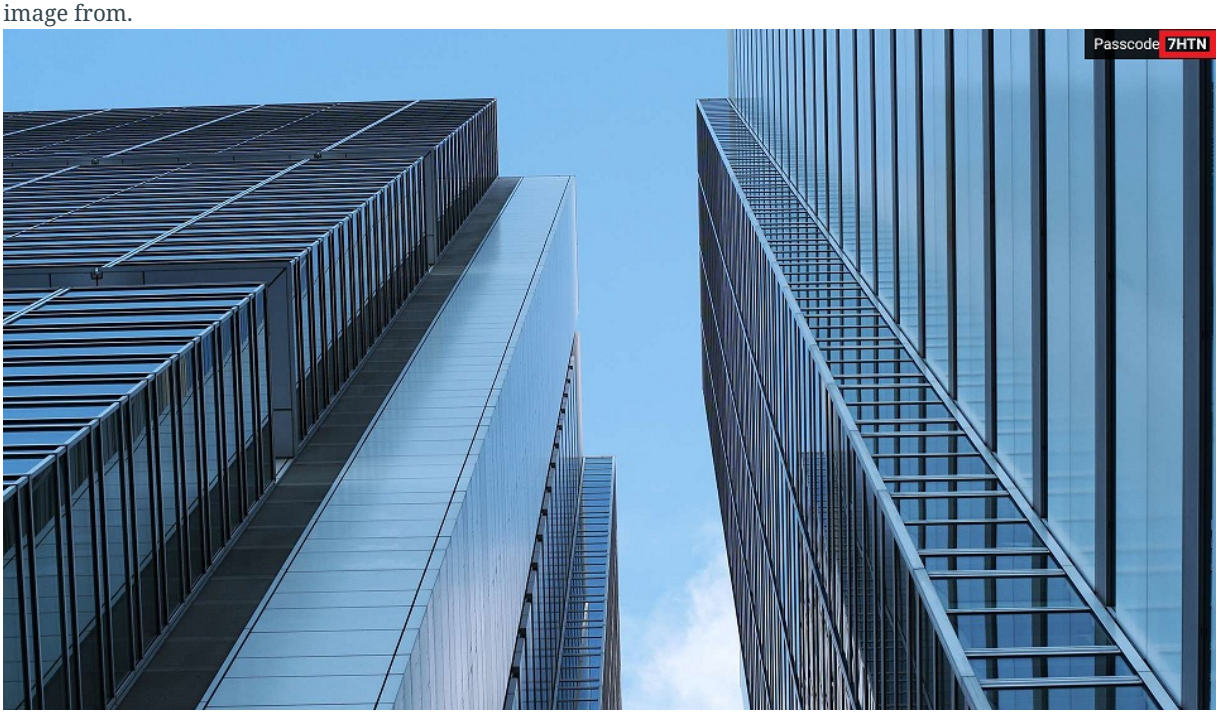


6. If the passcode you entered is correct, the screen mirroring or captured image is cleared from the BRAVIA screen.

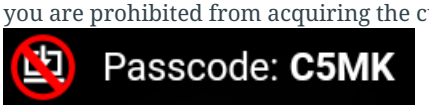
7. Capture Display Screenshot

Follow the steps below to download and save a screenshot image that is displayed on the meeting room BRAVIA to your computer.

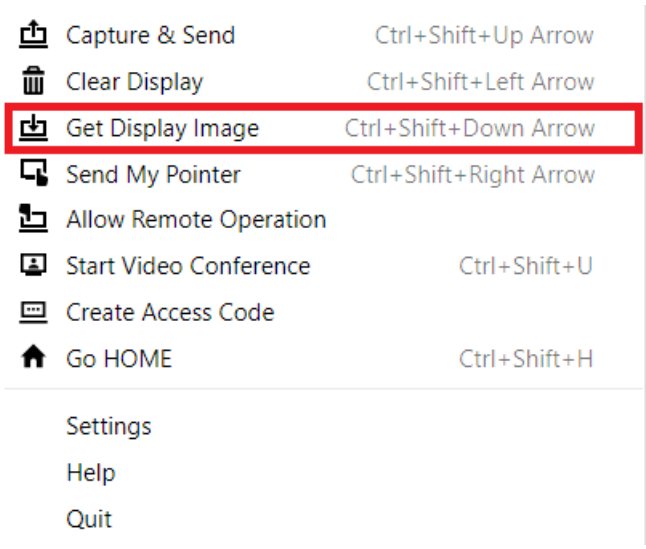
1. Check the passcode displayed in the top right corner of the meeting room BRAVIA screen you want to acquire an image from.



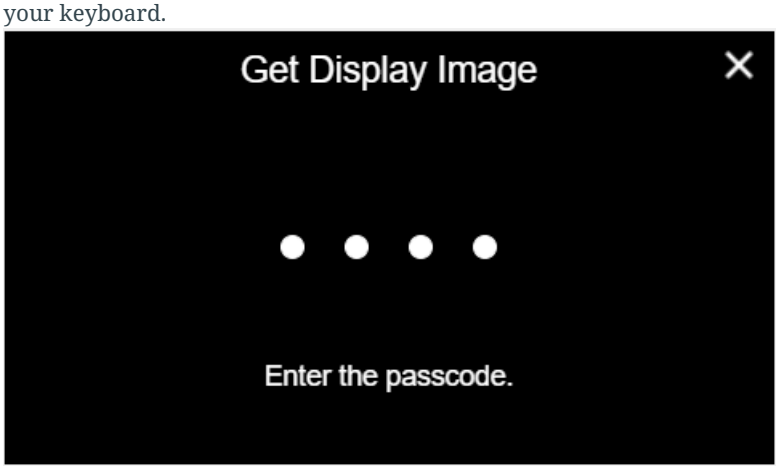
2. If there is a mark to the left of the passcode indicating that saving is not allowed, as shown below, this means that you are prohibited from acquiring the current BRAVIA screen display.



3. Click [Capture Display Screenshot] on the BRAVIA Meeting Client menu on your computer. You can also access this function by simultaneously pressing the shortcut keys on your keyboard (Windows: [Ctrl] key + [Shift] key + [↓] key; Mac: [Cmd] key + [Shift] key + [↓] key).



4. The dialog for entering the passcode will appear in the center of the screen. You can cancel passcode entry and close the dialog by pressing the X icon in the upper right corner of the dialog box, or by pressing the [Esc] key on your keyboard.



5. Enter the passcode shown on the BRAVIA into the dialog, then click the dialog or press the [Enter] key on your keyboard.

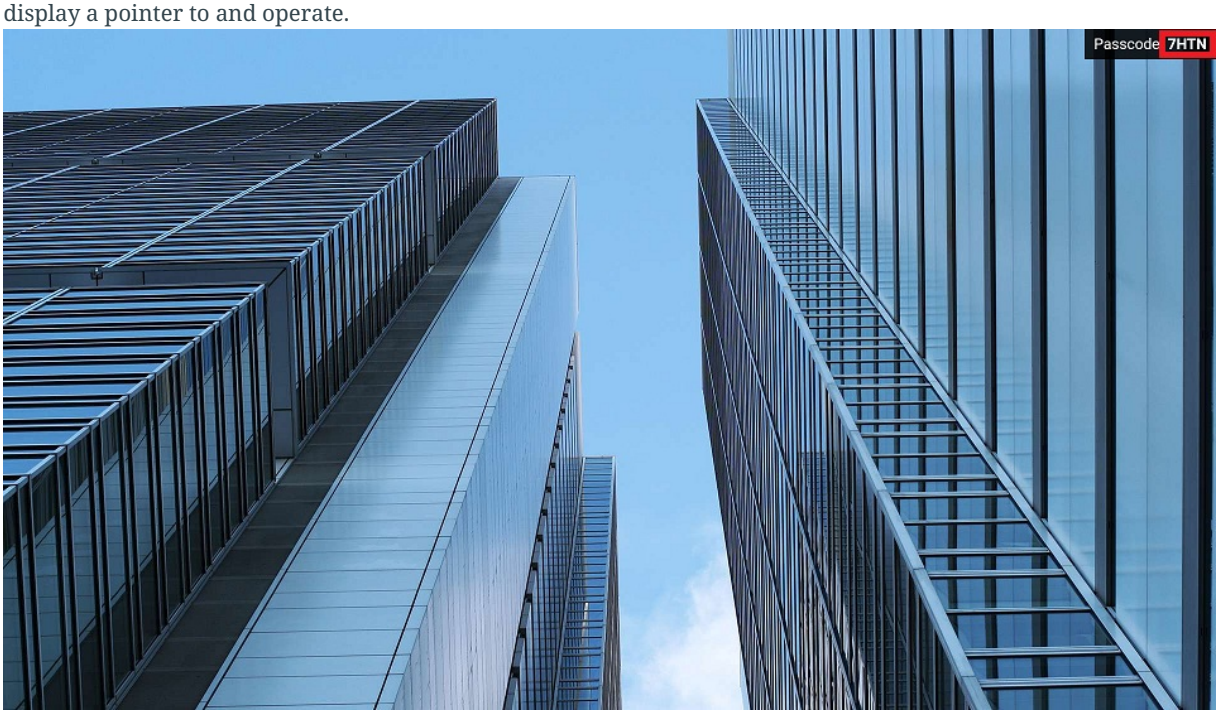
6. If the passcode you entered is correct, an effect showing a thumbnail being acquired from the top of the screen to the center is displayed, and an image of the BRAVIA screen that you wanted to acquire is saved to your computer (images are saved to the folder that you specified in [Screenshots Folder] of [Settings]).

8. Send My Pointer

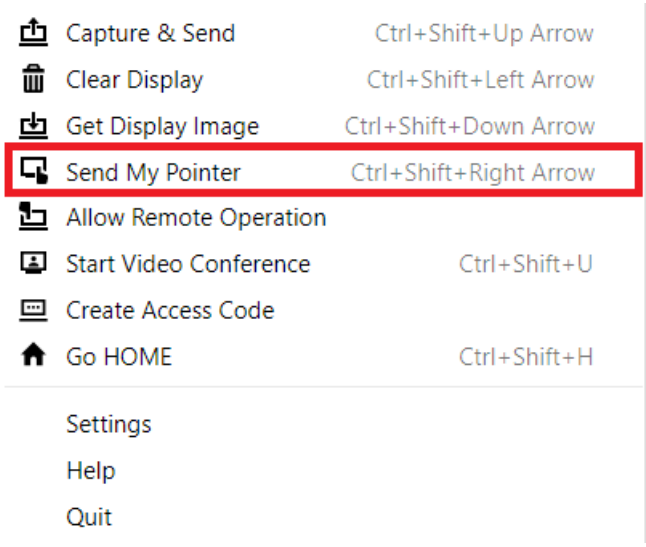
Follow the steps below to display the pointer on the meeting room BRAVIA and draw images using the annotation function with the mouse and touch panel controls on your computer. You can also draw pictures on your computer and send them to the meeting room BRAVIA.

Connect

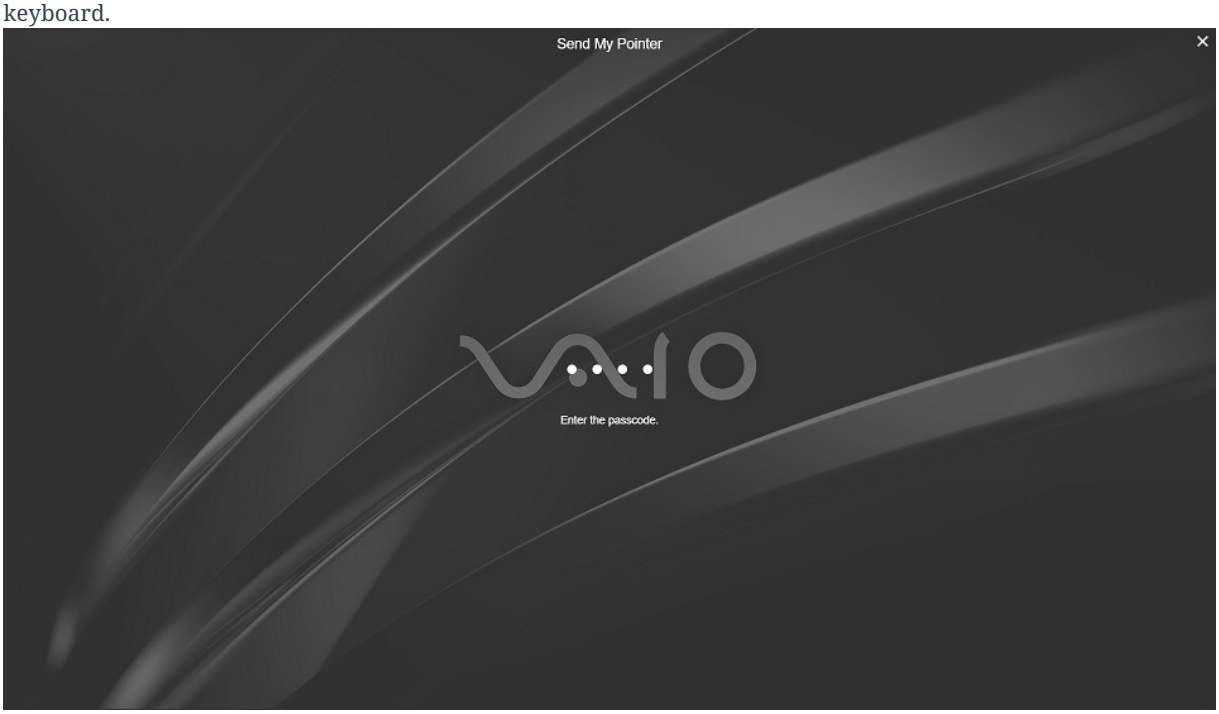
1. Check the passcode displayed in the top right corner of the meeting room BRAVIA screen on which you want to display a pointer to and operate.



2. Click [Send My Pointer] on the BRAVIA Meeting Client menu on your computer. You can also access this function by simultaneously pressing the shortcut keys on your keyboard (Windows: [Ctrl] key + [Shift] key + [→] key; Mac: [Cmd] key + [Shift] key + [→] key).

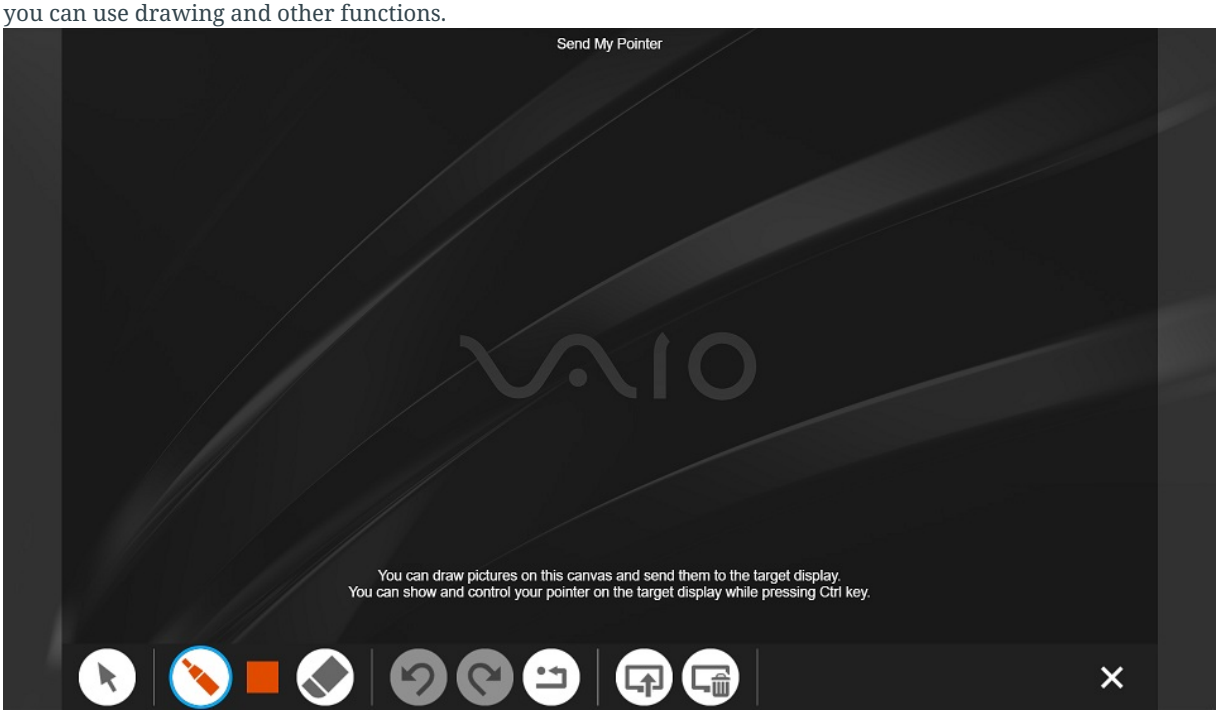


3. The window for entering the passcode will appear on the full screen. You can cancel passcode entry and close the window by pressing the X icon in the upper right corner of the window, or by pressing the [Esc] key on your keyboard.

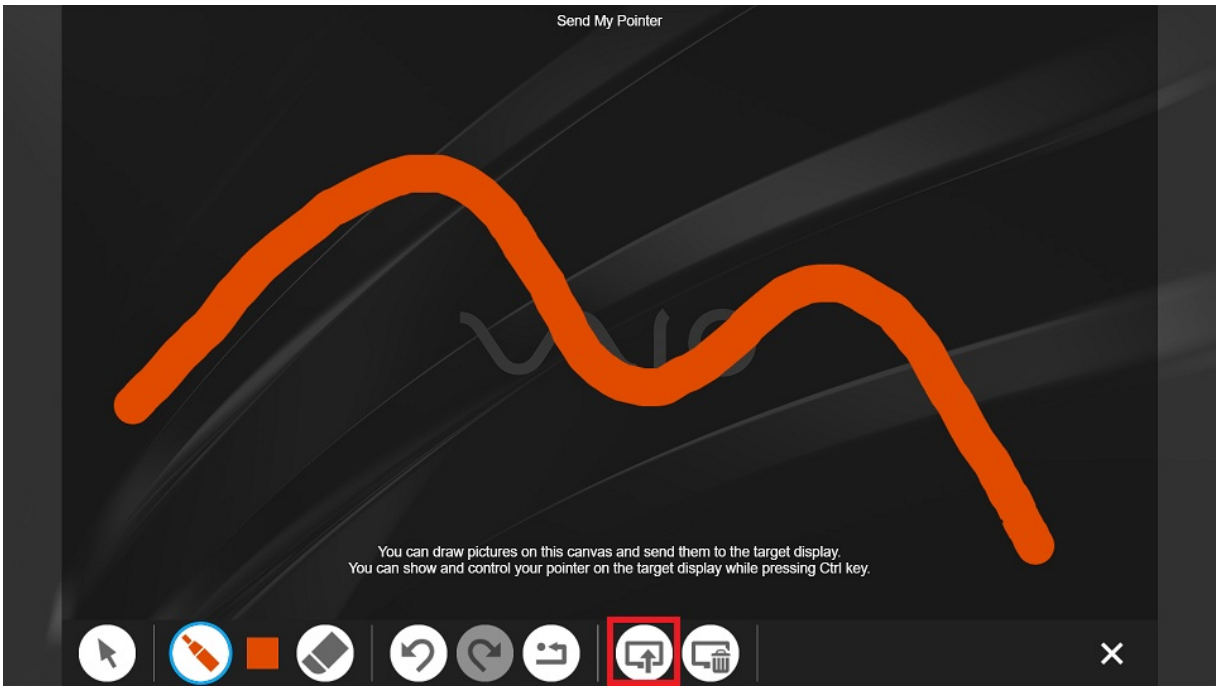


4. Enter the passcode shown on the BRAVIA into the center of the window, then click the window or press the [Enter] key on your keyboard.

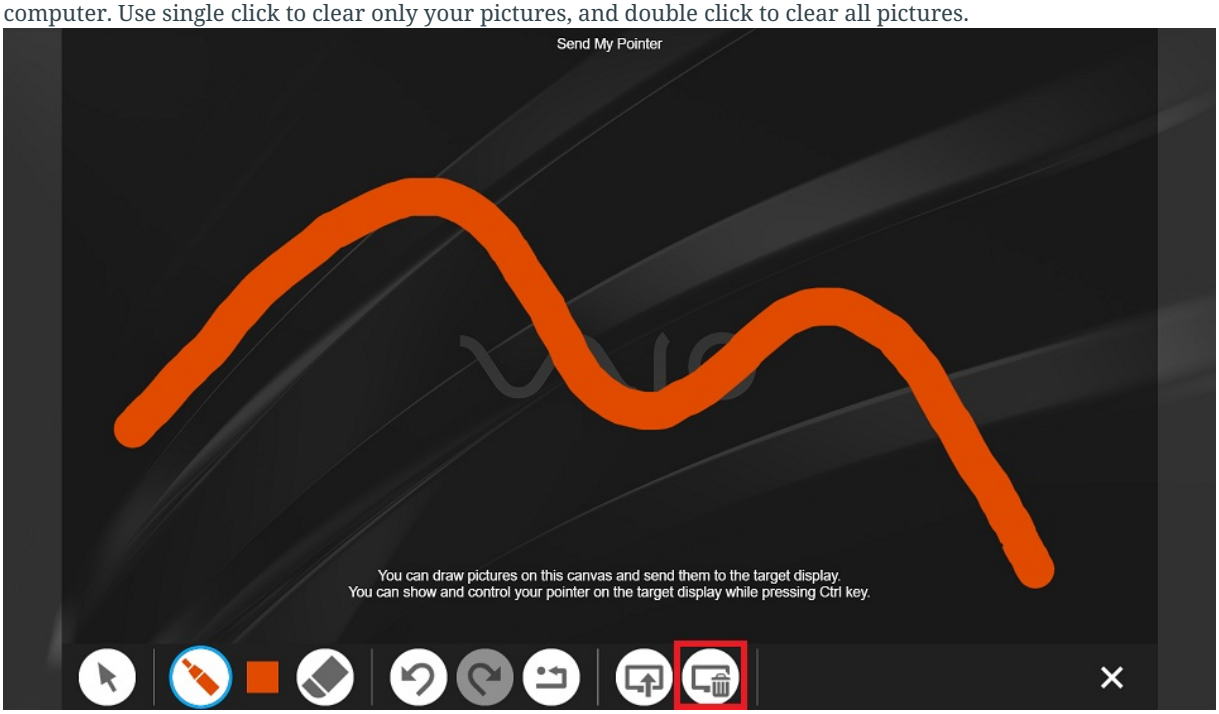
5. If the passcode you entered is correct, the window disappears, completing the connection. If you are pressing the [Ctrl] key (Windows) or [Cmd] key (Mac) while connected, the pointer will appear on the connected BRAVIA, and you can use drawing and other functions.



6. You can draw pictures on the canvas of your computer and send them to the meeting room BRAVIA by pressing the [Send] button on the annotation toolbar on your computer.



7. You can clear pictures on the target BRAVIA by pressing the [Clear] button on the annotation toolbar on your computer. Use single click to clear only your pictures, and double click to clear all pictures.



Disconnect

You can disconnect the remote pointer by pressing the X icon in the upper right corner of the remote pointer window, or by pressing the [Esc] key on your keyboard.

The remote pointer is also disconnected in the following situations.

- When the BRAVIA powers off.
- When annotation mode on the BRAVIA is ended.

9. Allow Remote Operation

Follow the steps below to operate your computer remotely with the touch controls on the touch panel equipped to the meeting room BRAVIA.

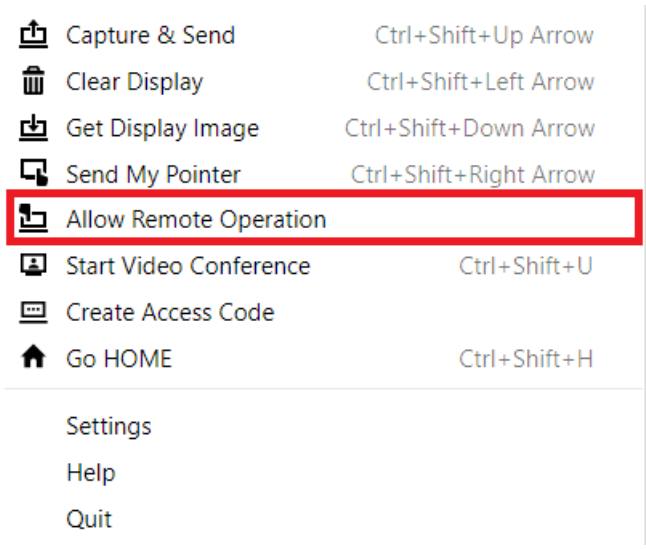
Display the screen of your computer on the meeting room BRAVIA with an HDMI cable or the screen mirroring function before connecting the remote operation.

The target of the remote operation is the second monitor of your computer when multiple monitors are in use (for example, when your laptop computer is connected to the meeting room BRAVIA via an HDMI cable).

Allow Remote Operation

1. Check the passcode displayed in the top right corner of the meeting room BRAVIA screen which you want to connect to.

2. Click [Allow Remote Operation] on the BRAVIA Meeting Client menu of your computer.

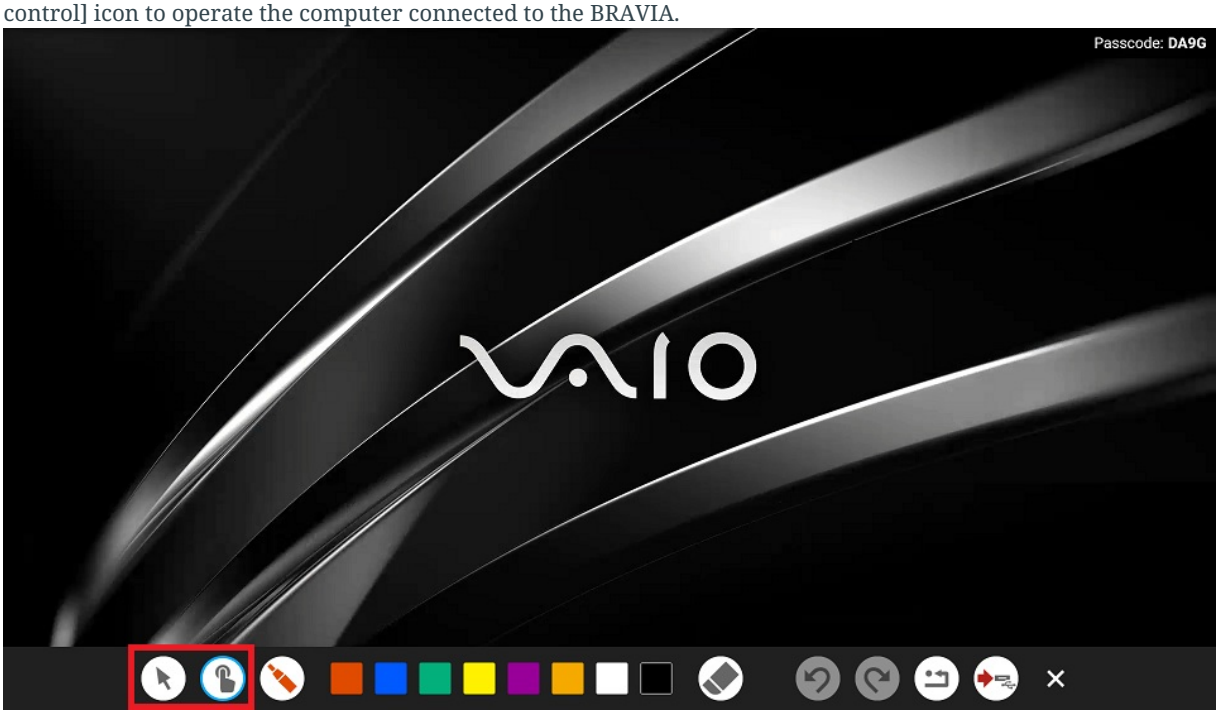


3. The dialog for entering the passcode will appear in the center of the screen. You can cancel passcode entry and close the dialog by pressing the X icon in the upper right corner of the dialog box, or by pressing the [Esc] key on your keyboard.

4. Enter the passcode shown on the BRAVIA into the dialog, then click the dialog or press the [Enter] key on your keyboard.

5. If the passcode you entered is correct, the dialog disappears, completing the connection. While the remote operation is enabled, the BRAVIA Meeting Client icon in the notification area (Windows) or status menu (Mac) will be shown as below.

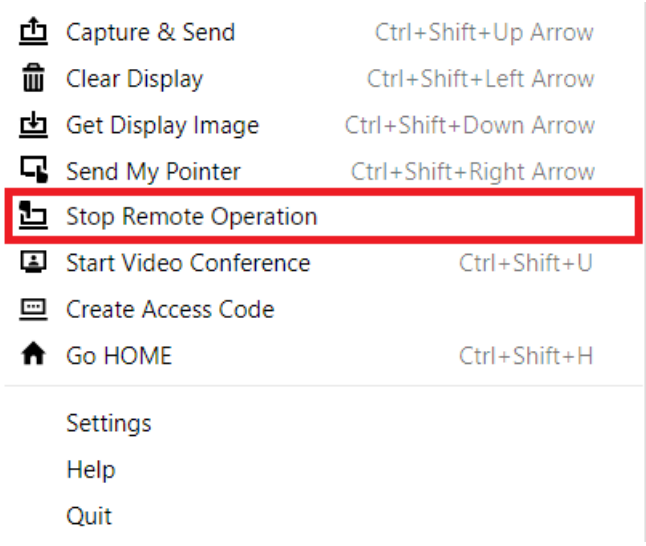
6. While the remote operation is enabled, the [Mouse control] and [Touch control] icons on the annotation mode toolbar of the meeting room BRAVIA become available for selection. Select either the [Mouse control] or [Touch control] icon to operate the computer connected to the BRAVIA.



- Mouse control: Touch control on the BRAVIA is converted into mouse control to operate the computer.
- Touch control: Touch control on the BRAVIA is converted into touch control to operate the computer.

Stop Remote Operation

1. Click [Stop Remote Operation] on the BRAVIA Meeting Client menu of your computer.



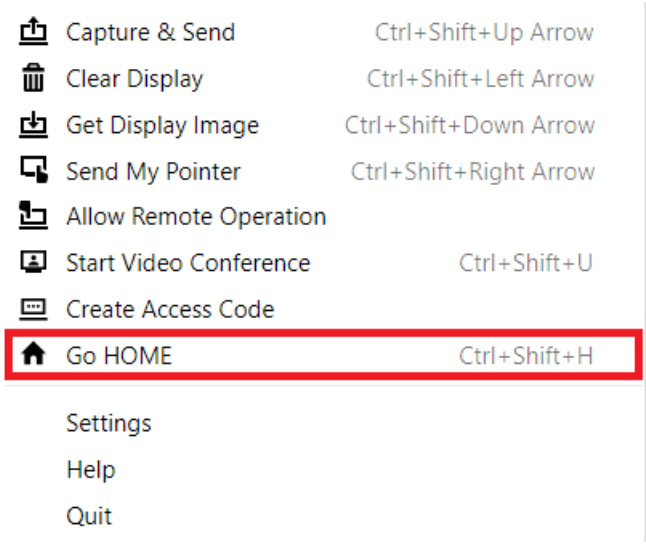
2. Disabling the remote operation returns the BRAVIA Meeting Client icon in the notification area (Windows) or status menu (Mac) to its usual state.

10. Go HOME

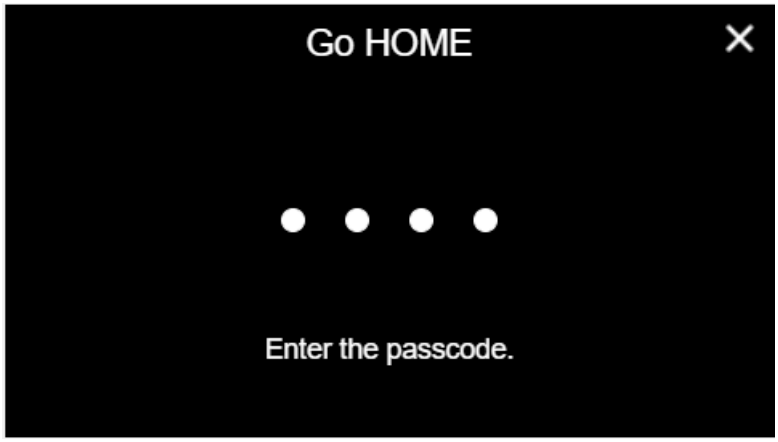
Follow the steps below to go HOME screen of the meeting room BRAVIA.

1. Check the passcode displayed in the top right corner of the meeting room BRAVIA screen which you want to go HOME screen.

2. Click [Go HOME] on the BRAVIA Meeting Client menu on your computer. You can also access this function by simultaneously pressing the shortcut keys on your keyboard (Windows: [Ctrl] key + [Shift] key + [h] key; Mac: [Cmd] key + [Shift] key + [h] key).



3. The dialog for entering the passcode will appear in the center of the screen. You can cancel passcode entry and close the dialog by pressing the X icon in the upper right corner of the dialog box, or by pressing the [Esc] key on your keyboard.



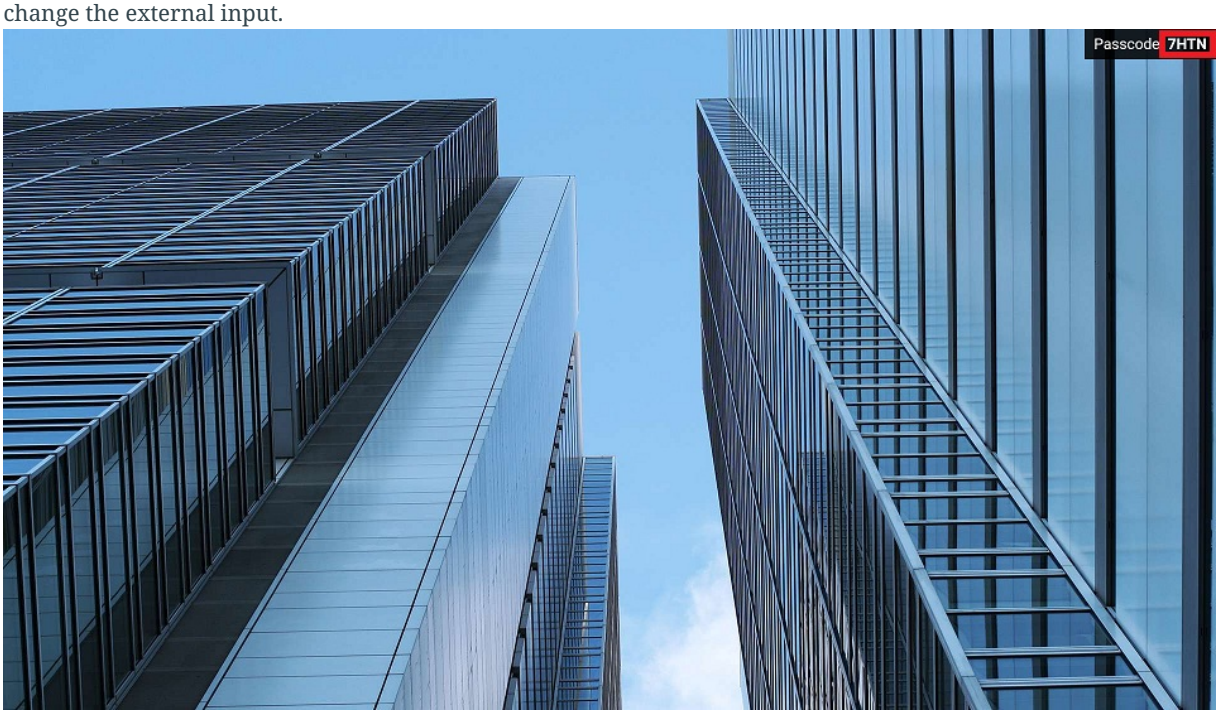
4. Enter the passcode shown on the BRAVIA into the dialog, then click the dialog or press the [Enter] key on your keyboard.

5. If the passcode you entered is correct, the BRAVIA goes to the HOME screen.

11. Change External Input

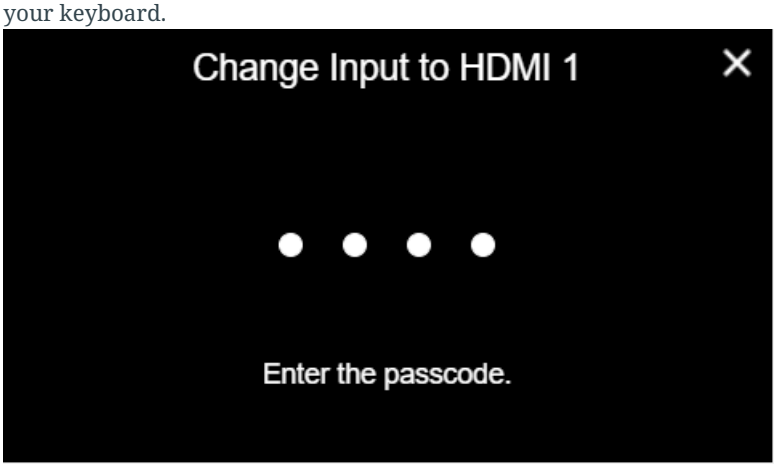
Follow the steps below on your computer to change the external input of the meeting room BRAVIA.

1. Check the passcode displayed in the top right corner of the meeting room BRAVIA screen for which you want to change the external input.



2. Press the shortcut keys on your keyboard (Windows: [Ctrl] key + [Shift] key + [1-4] key; Mac: [Cmd] key + [Shift] key + [F1-F4] key) simultaneously. Select the number corresponding to the HDMI input you want to change to.

3. The dialog for entering the passcode will appear in the center of the screen. You can cancel passcode entry and close the dialog by pressing the X icon in the upper right corner of the dialog box, or by pressing the [Esc] key on your keyboard.



4. Enter the passcode shown on the BRAVIA into the dialog, then click the dialog or press the [Enter] key on your keyboard.

5. If the passcode you entered is correct, the external input of the BRAVIA is changed.

12. Video Conference

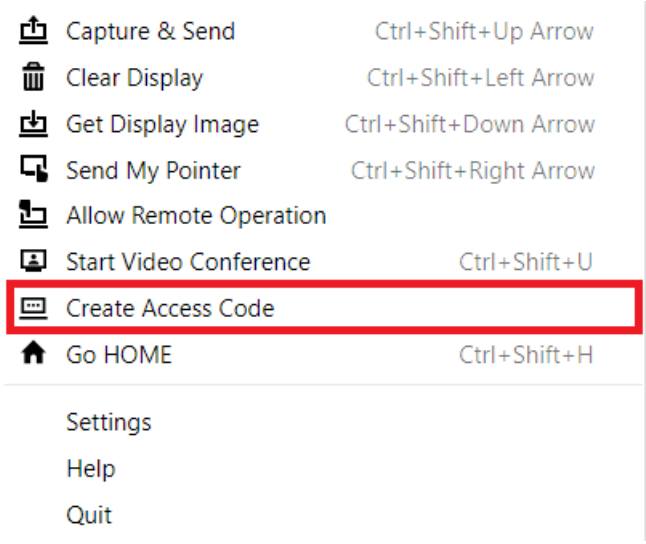
BRAVIA Meeting supports video conferences between two BRAVIAs with a USB camera or a USB microphone. You can select either video and audio mode or audio only mode when you start a video conference.

A summary of how to a start video conference is below.

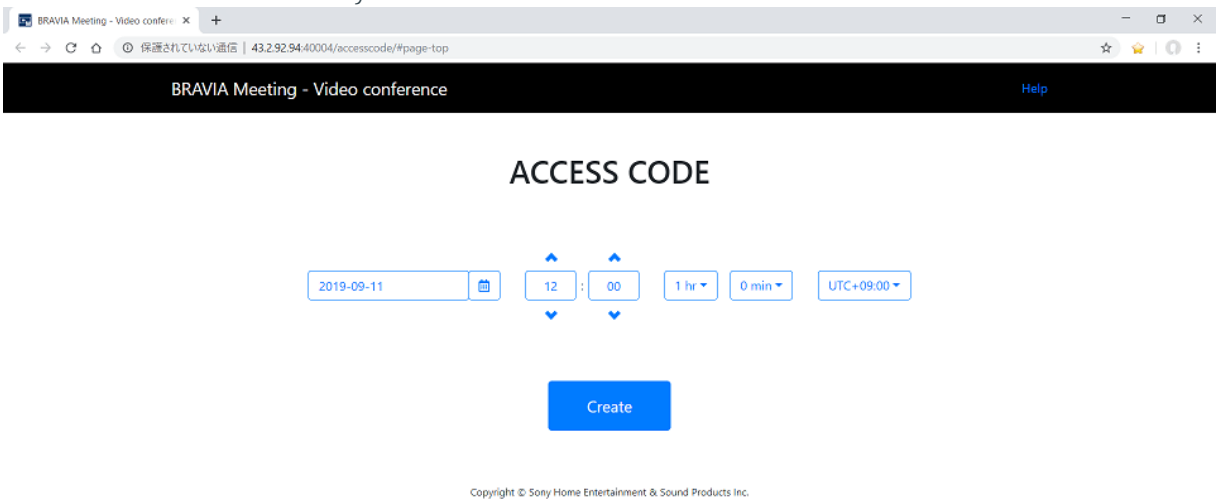
1. Create an access code on the BRAVIA Meeting server for joining the video conference. Tell the access code to the attendees of the video conference.
2. Launch the video conference on the meeting room BRAVIA and enter the access code. You can launch the video conference using the menu of the meeting room BRAVIA or the menu of the client.

Schedule Video Conference

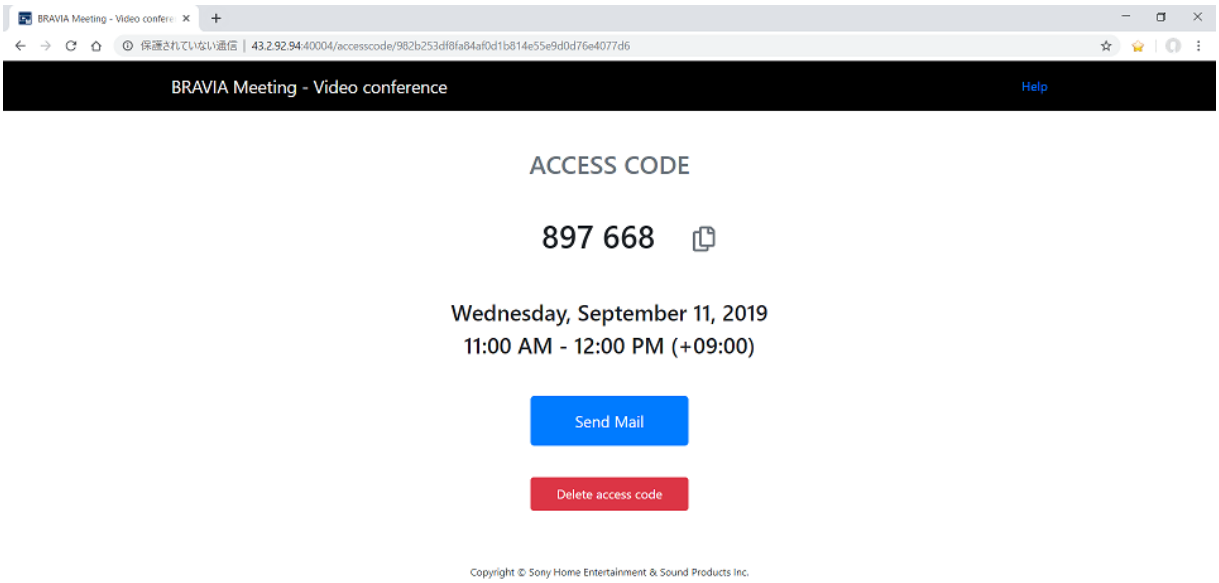
1. Open BRAVIA Meeting Access Code Page on your web browser to create an access code. Ask your administrator for the URL of the web page. If you have installed BRAVIA Meeting Client, you can open the web page by clicking [Schedule Video Conference] on the client menu.



2. On the web page, enter the date, time, and duration of the video conference and click the “Create” button. You can start the video conference before the start time or after the end time of the video conference, but the access code will be deleted automatically 24 hours after the end time.



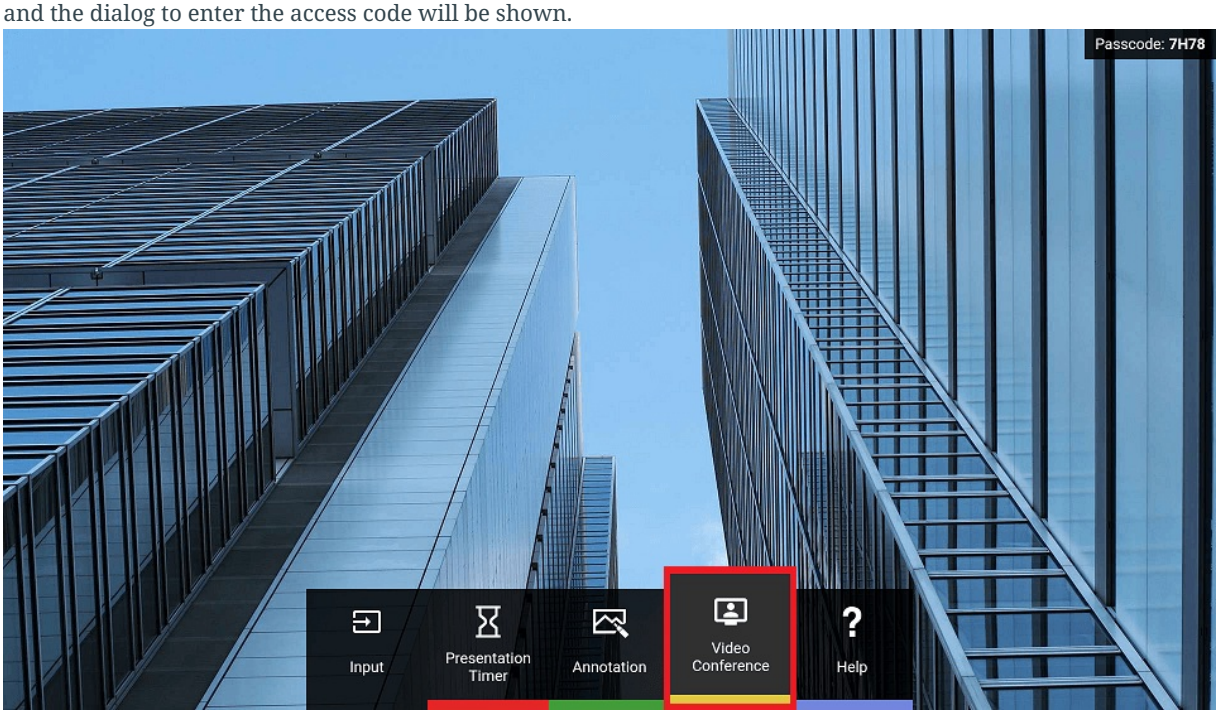
3. Check the access code displayed on the web page. You can send an email which contatins the video conference information and the access code by clicking “Send Mail” button.

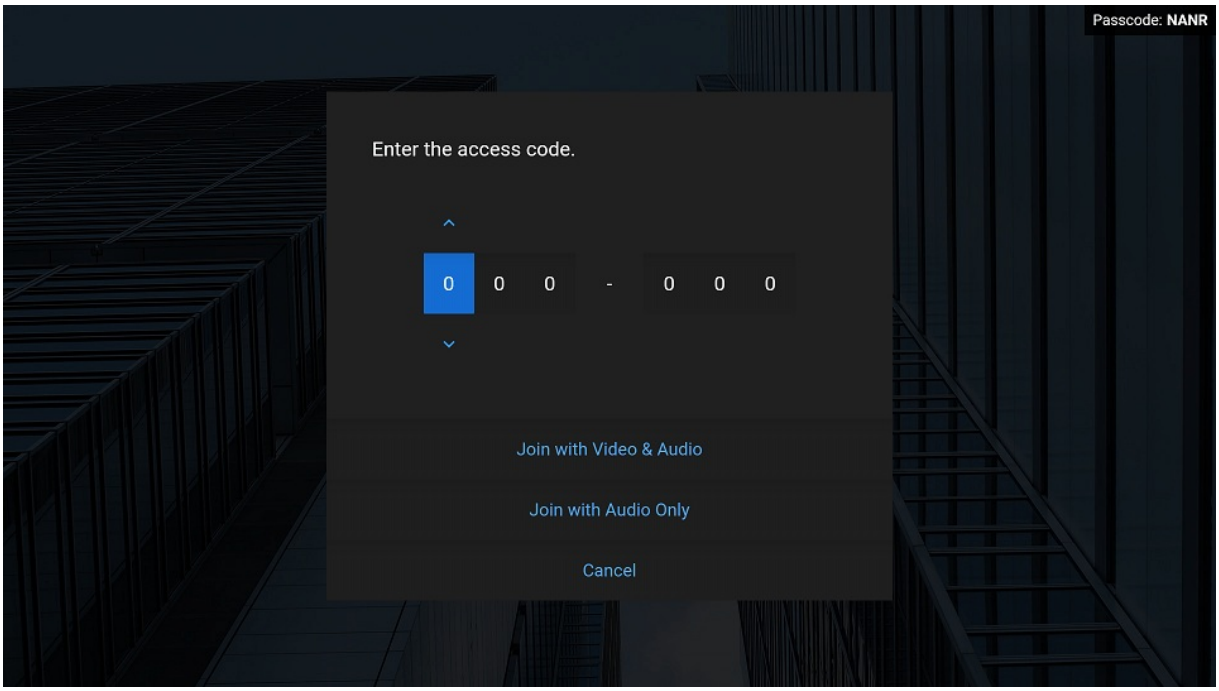

BRAVIA Meeting - Video conference
Help
ACCESS CODE
897 668
Wednesday, September 11, 2019
11:00 AM - 12:00 PM (+09:00)
Send Mail
Delete access code
Copyright © Sony Home Entertainment & Sound Products Inc.

Start Video Conference

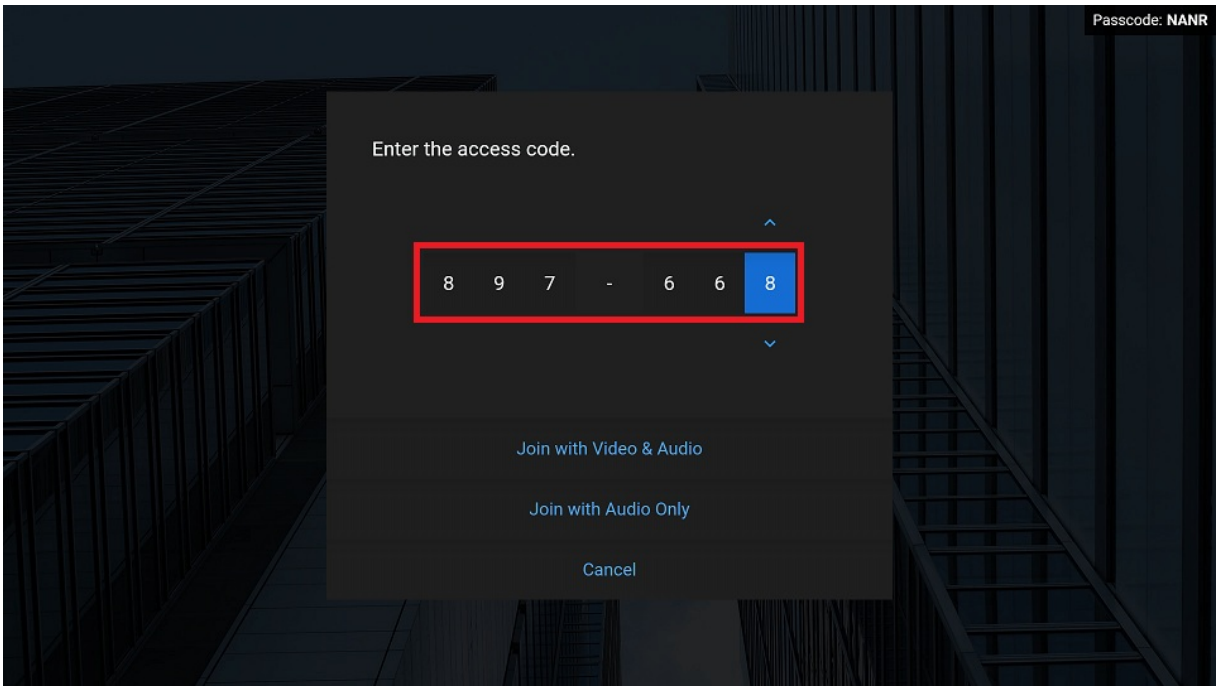
Launch using the BRAVIA menu

1. Select [Video Conference] on the menu of the meeting room BRAVIA or press the [Yellow] key by remote control, and the dialog to enter the access code will be shown.

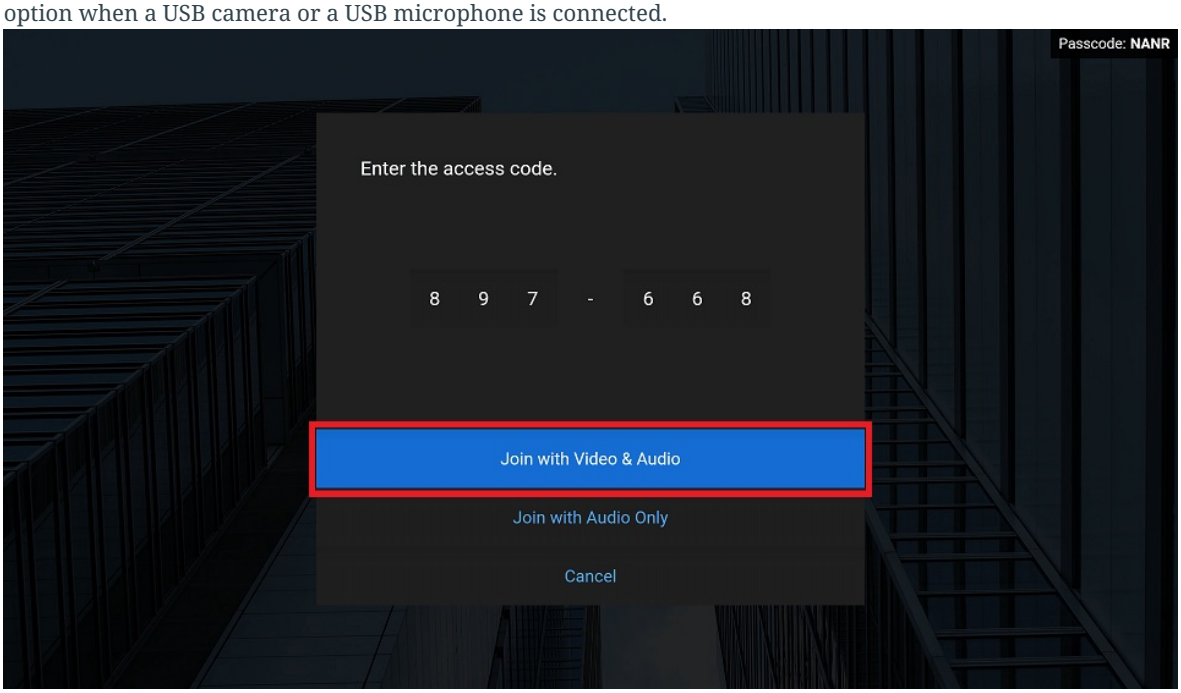


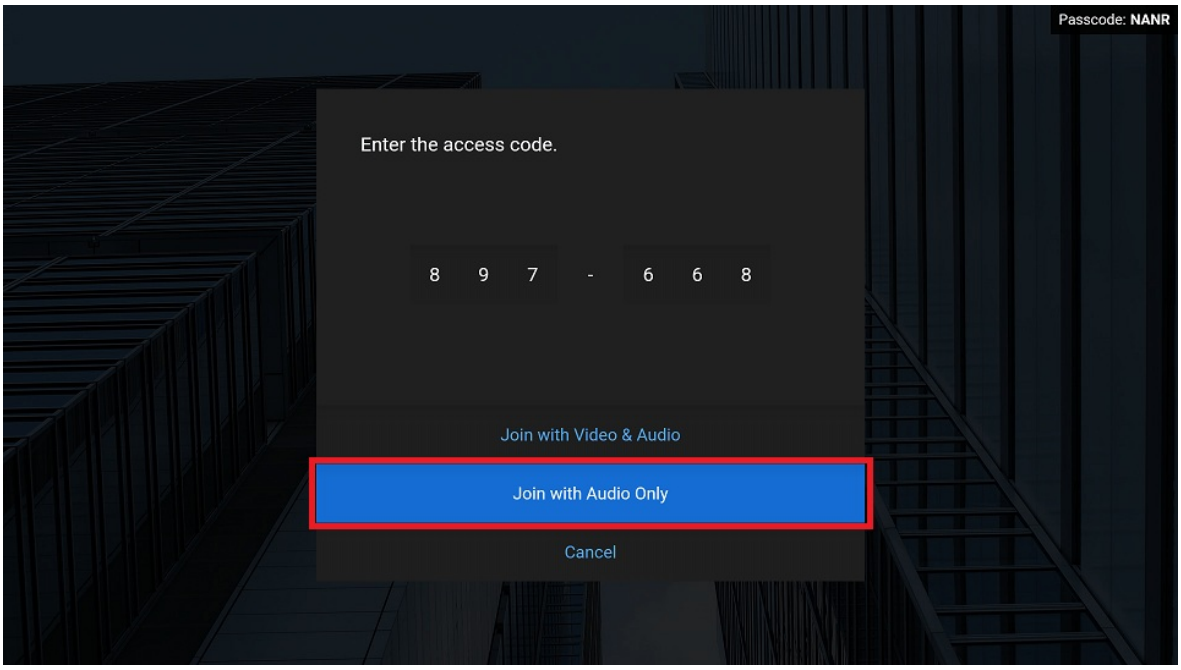


2. Enter the access code for the video conference you want to join.

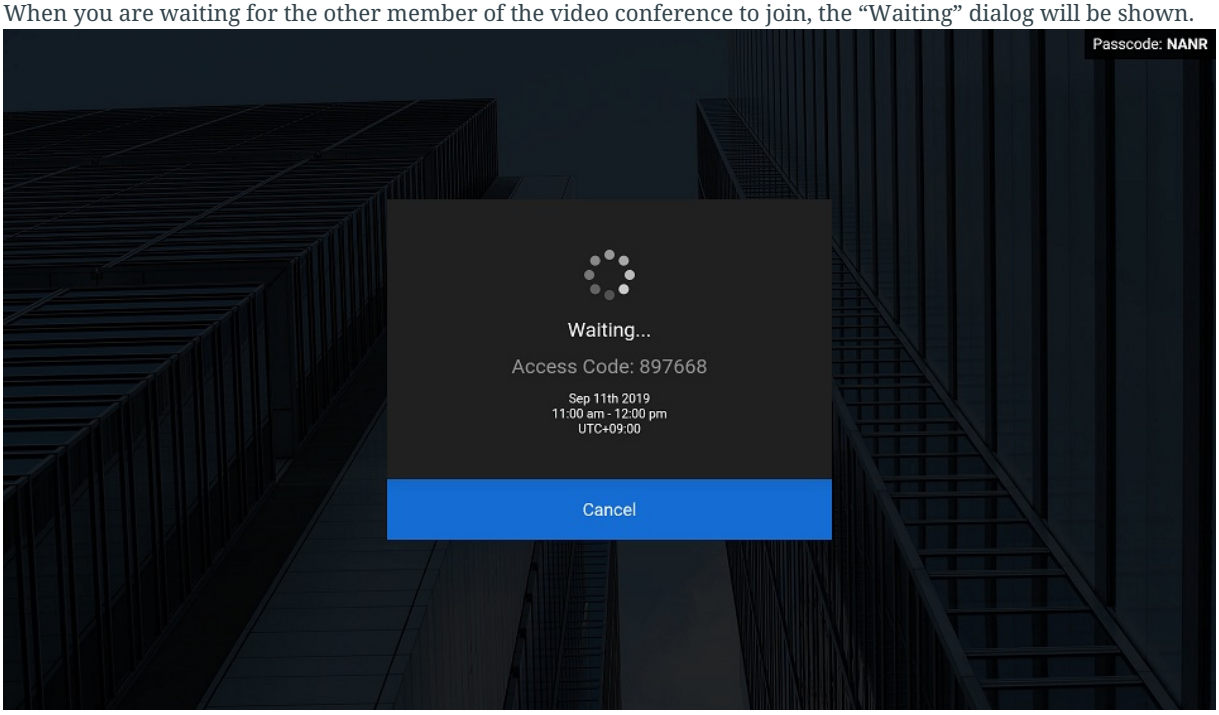


3. Select [Join with Video & Audio] or [Join with Audio Only] to start the video conference.
   - Video & Audio: Your video and audio feed is available to the other member of the video conference. You can select this option only when a USB camera is connected to the meeting room BRAVIA. The other member of the video conference can choose whether or not to make their video feed available to you.
   - Audio Only: Only your audio feed is available to the other member of the video conference. You can select this option when a USB camera or a USB microphone is connected.

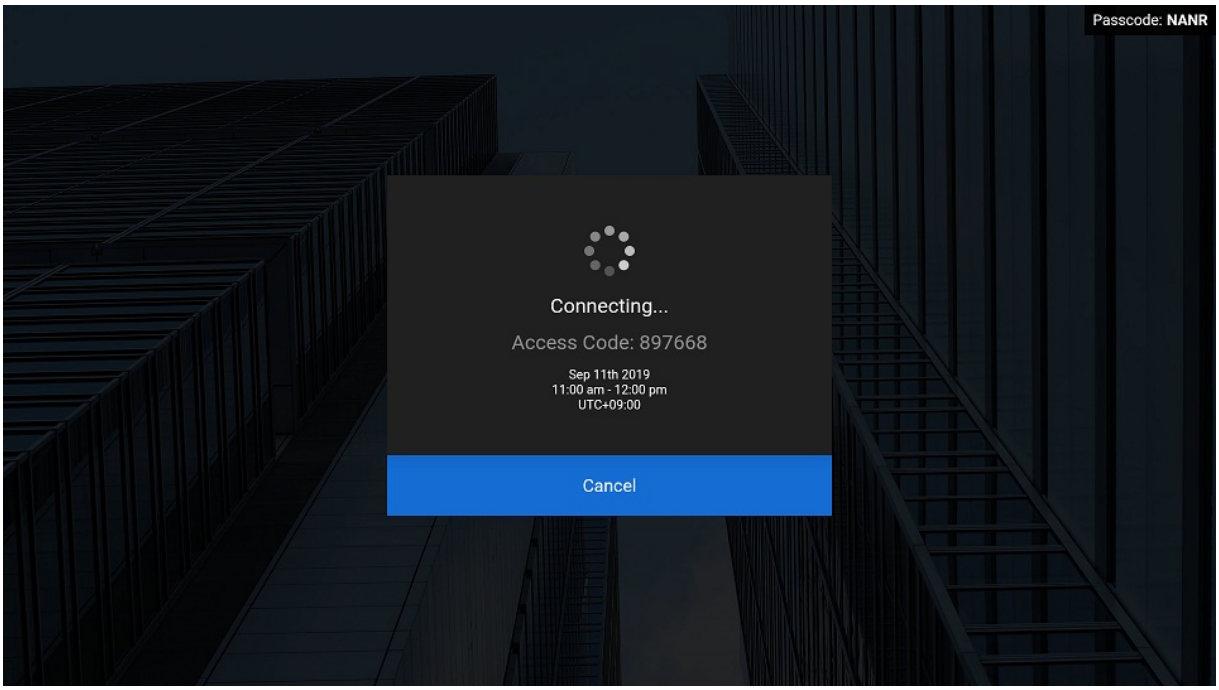




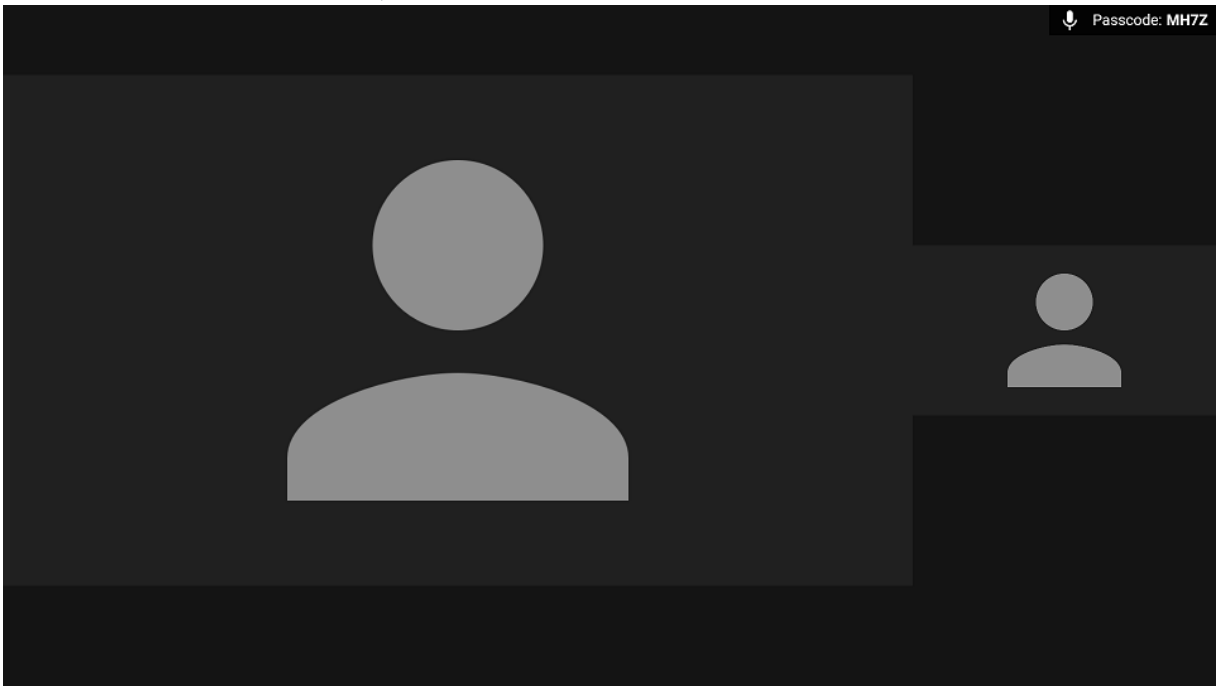
4. When you are waiting for the other member of the video conference to join, the “Waiting” dialog will be shown.



5. When the BRAVIAs on both sides are connecting to the video conference, the “Connecting” dialog will be shown.



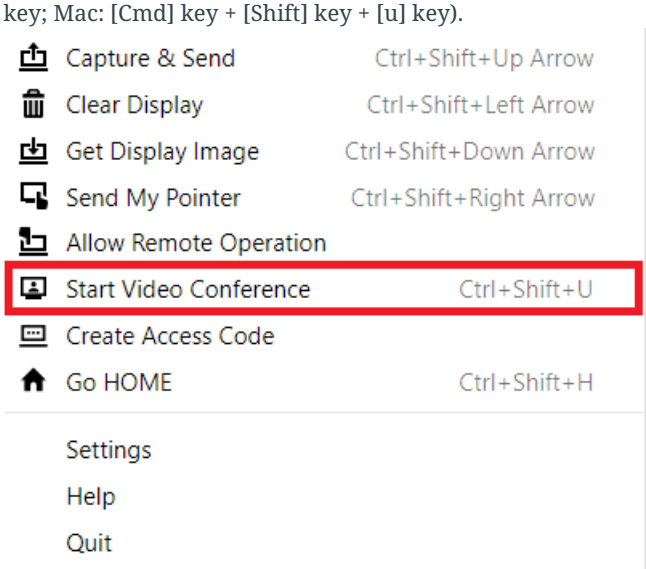
6. When the connection is established, the video conference screen will be shown.



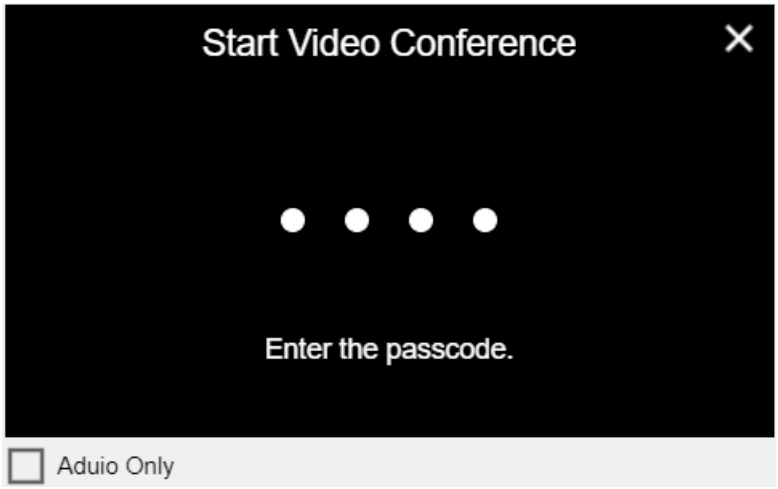
Launch using the client menu

1. Check the passcode displayed in the top right corner of the meeting room BRAVIA screen on which you want to launch the video conference.

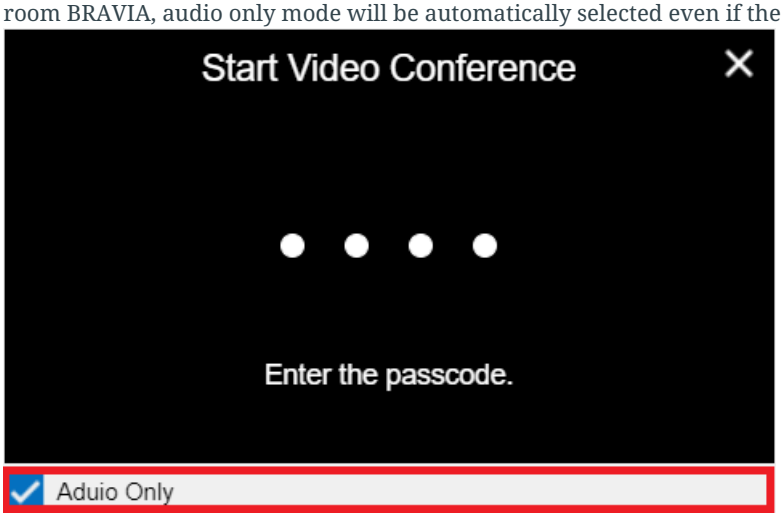
2. Click [Start Video Conference] on the BRAVIA Meeting Client menu on your computer. You can also access this function by simultaneously pressing the shortcut keys on your keyboard (Windows: [Ctrl] key + [Shift] key + [u] key; Mac: [Cmd] key + [Shift] key + [u] key).



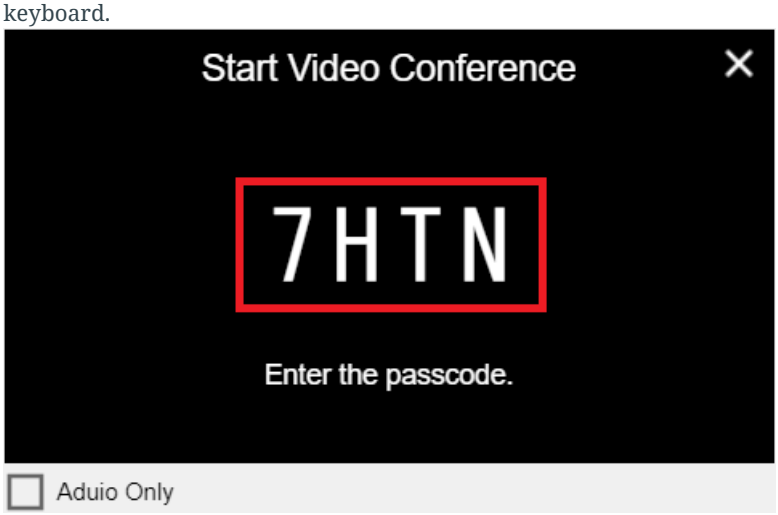
3. The dialog for entering the passcode will appear in the center of the screen. You can cancel passcode entry and close the dialog by pressing the X icon in the upper right corner of the dialog box, or by pressing the [Esc] key on your keyboard.



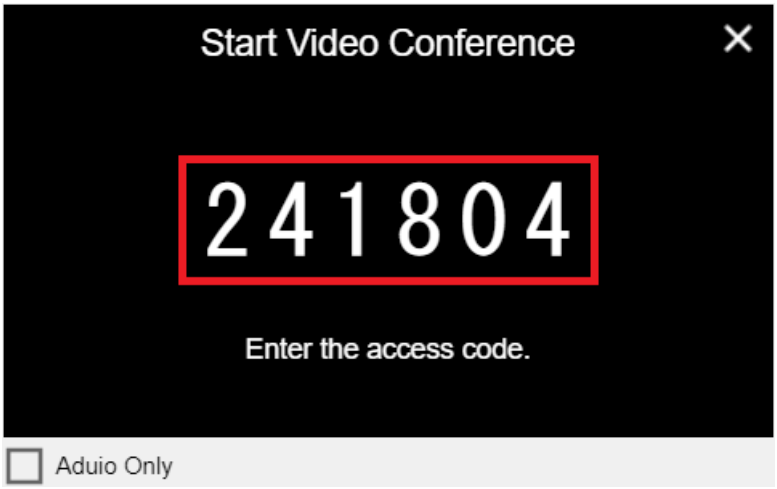
4. To join with audio only mode, enter a checkmark into the [Audio Only] box (the checkmark can be entered and cleared by pressing the space bar on your keyboard). When only a USB microphone is connected to the meeting room BRAVIA, audio only mode will be automatically selected even if the box is not checkmarked.



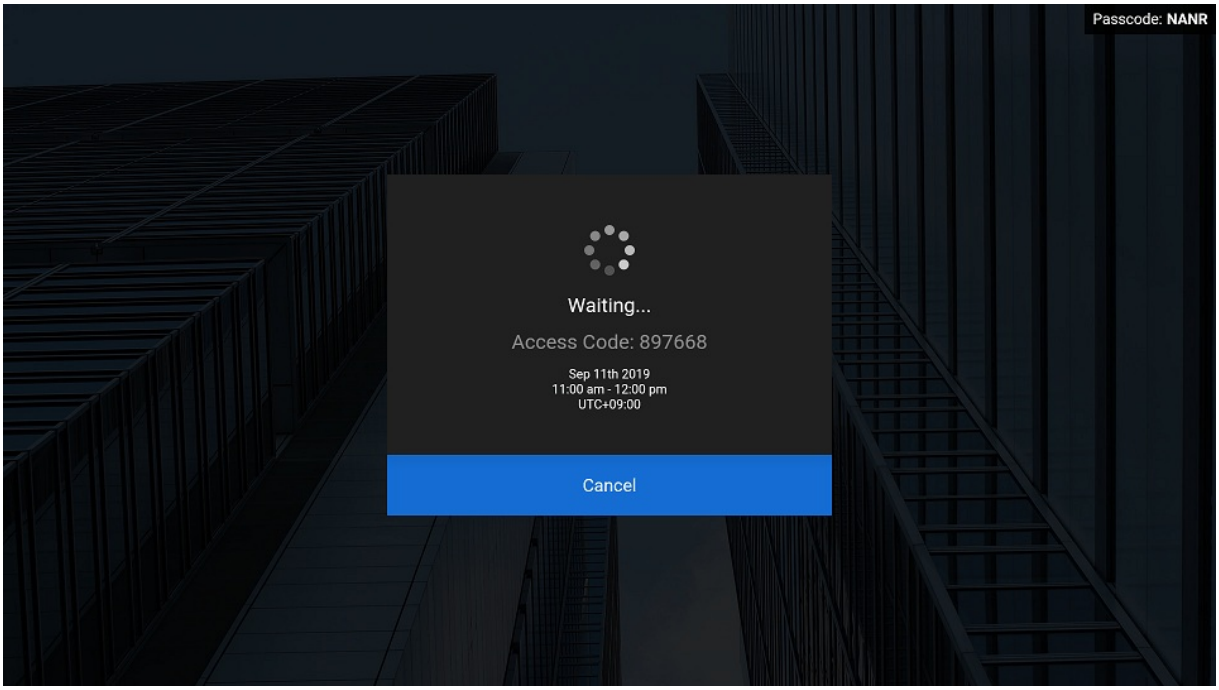
5. Enter the passcode shown on the BRAVIA into the dialog, then click the dialog or press the [Enter] key on your keyboard.



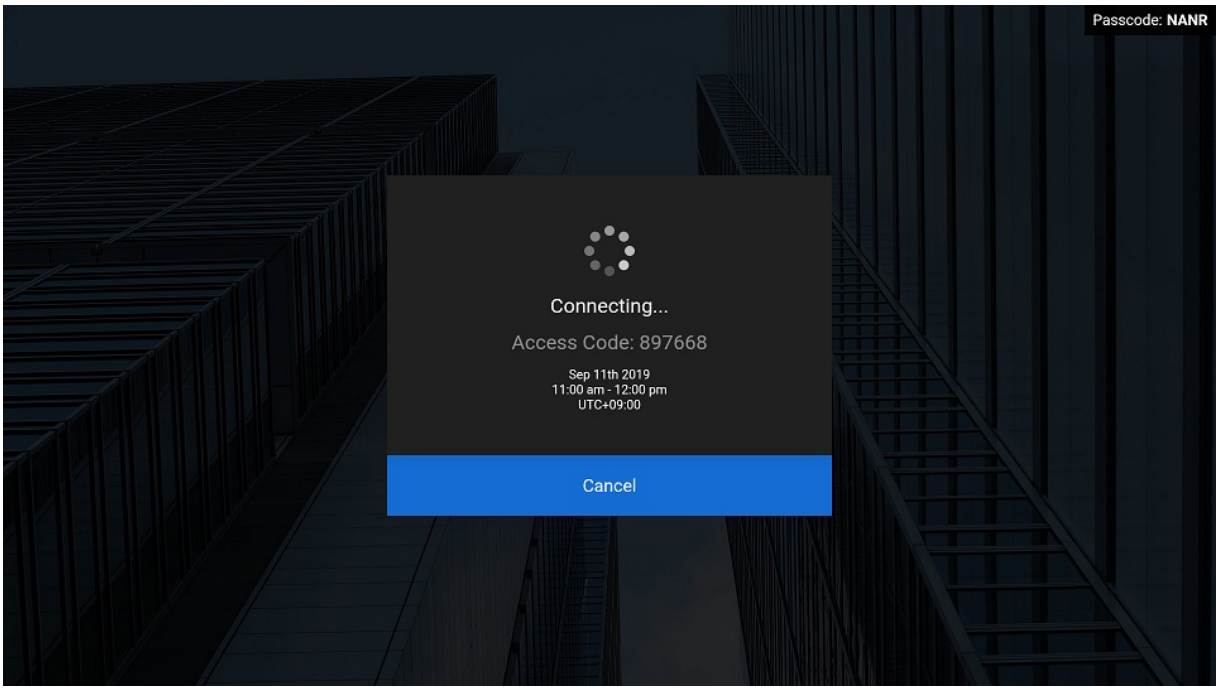
6. Enter the access code for the video conference you want to join into the dialog, then click the dialog or press the [Enter] key on your keyboard.



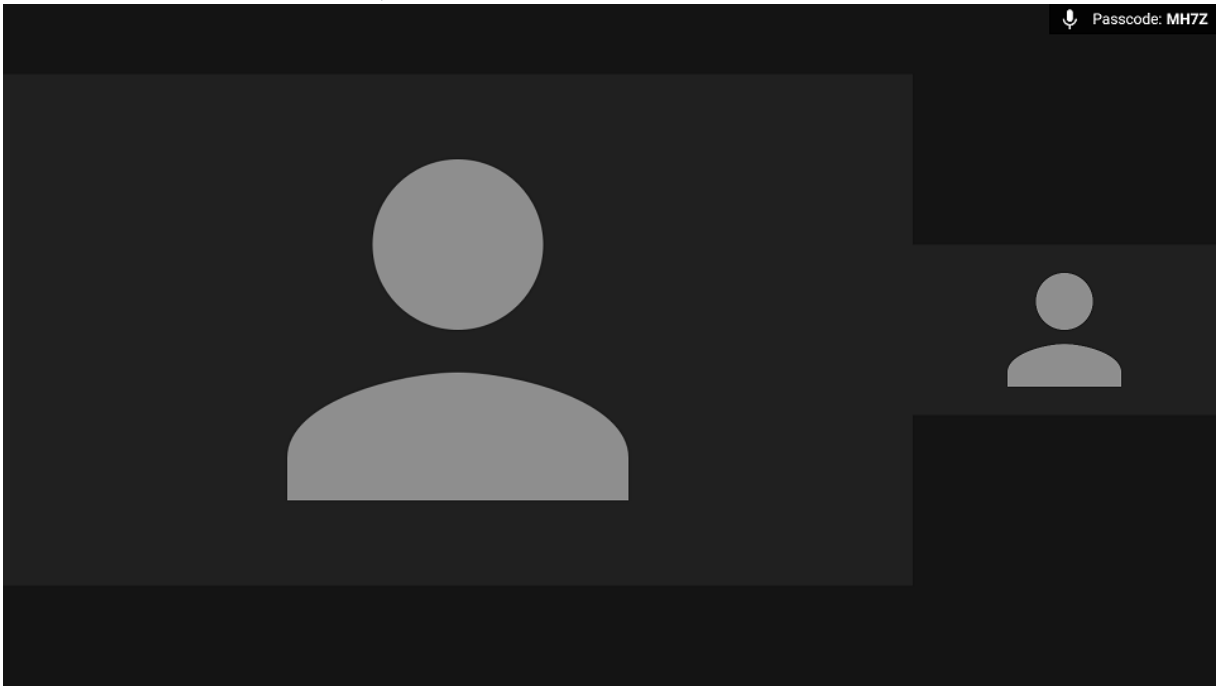
7. If the passcode you entered is correct, the dialog for the video conference will launch on the meeting room BRAVIA. When you are waiting for the other member of the video conference to join, the “Waiting” dialog will be shown.



8. When the BRAVIAs on both sides are connecting to the video conference, the “Connecting” dialog will be shown.

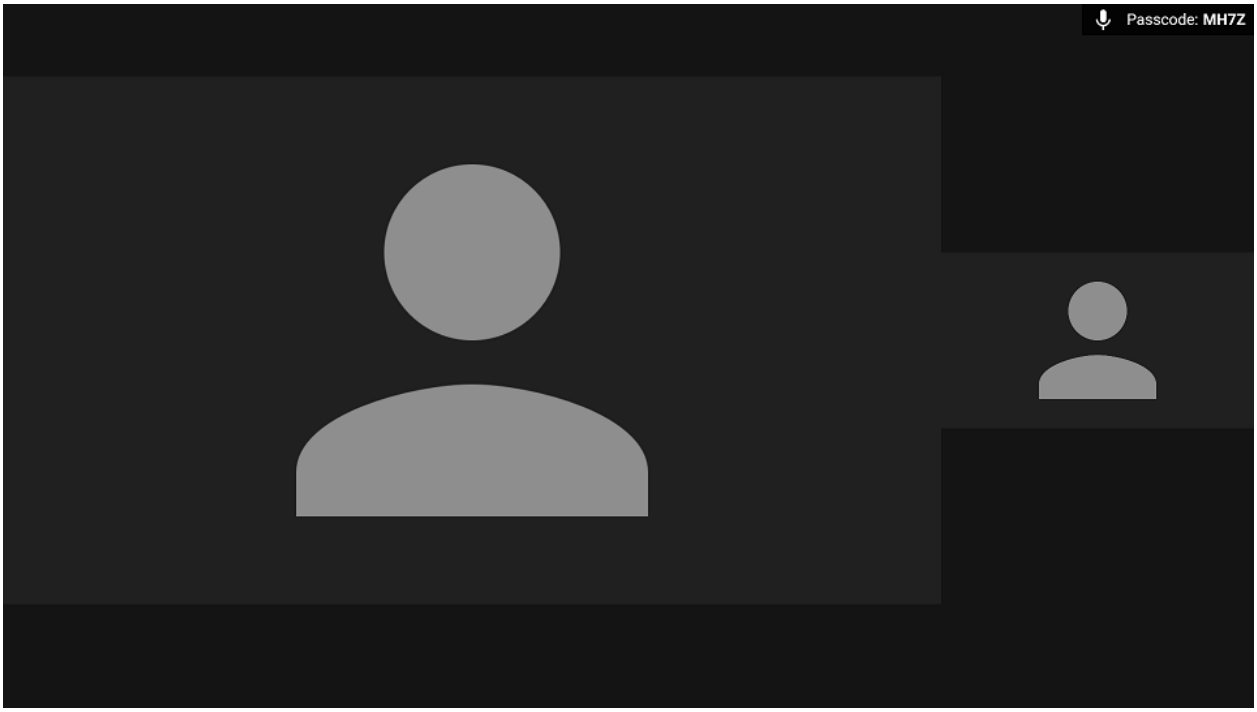


9. When the connection is established, the video conference screen will be shown.

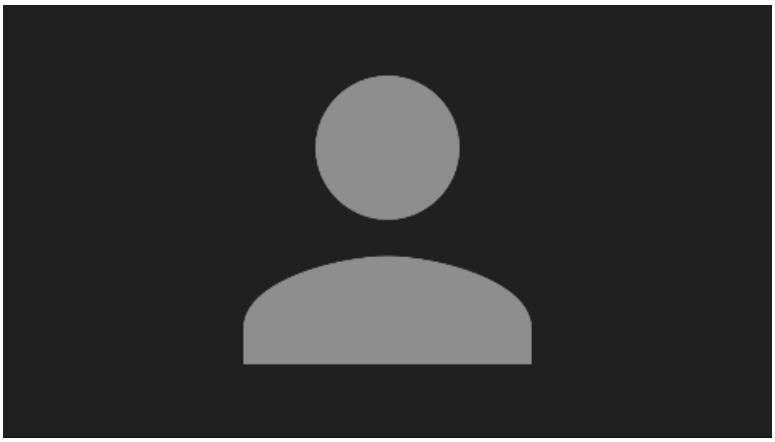


Usage

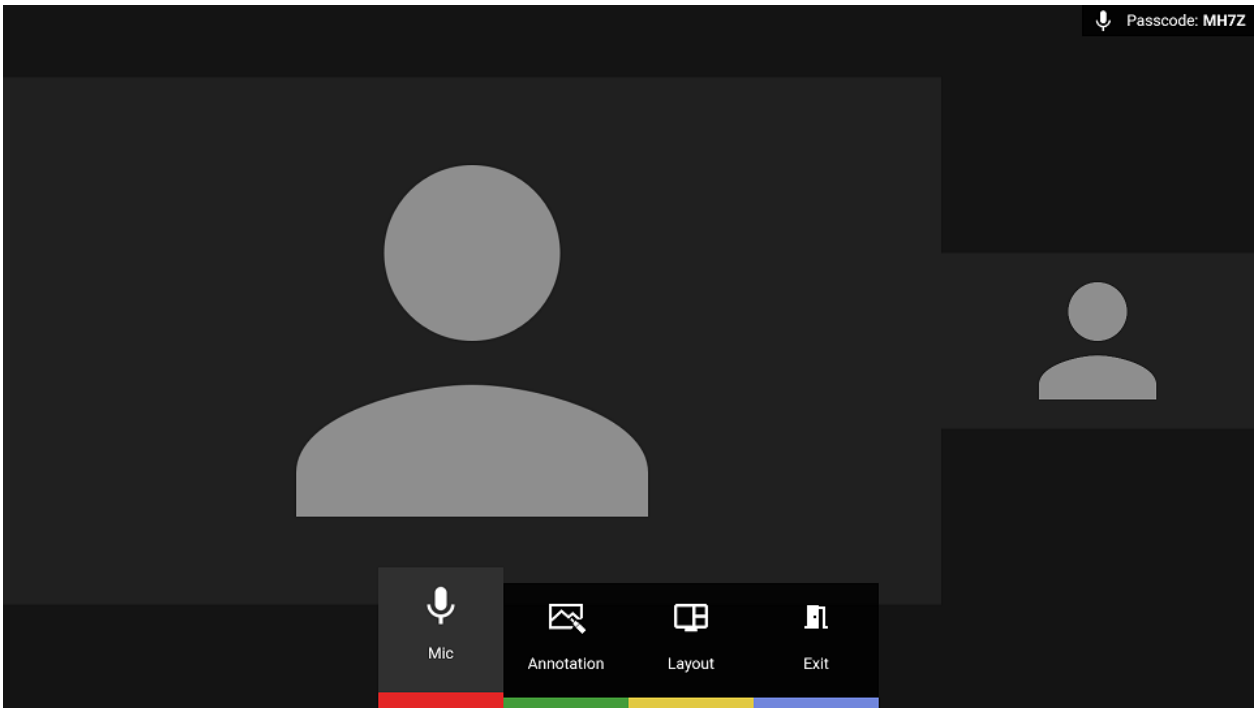
When the connection of the video conference is established, the video conference screen will be shown.



When yor are connected in audio only mode, the video from your side will be shown on your BRAVIA as below. When the other member of the video conference is connected in audio only mode, their video feed will be shown on your BRAVIA as below.



You can show the menu by pressing the [↑], [↓], [←], [→], or [Enter] keys by remote control, or by touch panel operation if available.



You can perform the following operations during a video conference. Eternal input by HDMI connection cannot be shown during the video conference.

- Mic ON/OFF [Red key]
  - You can mute the microphone input on your side.
- Layout Change [Yellow key]
  - You can change the video layout.
- Annotation Mode [Green key]
  - You can start the annotation mode and share your drawings with the other member of the video conference. Only the audio of the video conference is played during annotation mode.
- Video Mirroring
  - You can display your computer screen on the meeting room BRAVIA and share it with the other member of the video conference. Only the audio of the video conference is played during video sharing.
- Remote Pointer
  - You can display the pointers on the meeting room BRAVIA from your computer and share them with the other member of the video conference.