Conference System
Operating Instruction

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【All latest changes which may not completely reflect product in this document shall be based on actual product】

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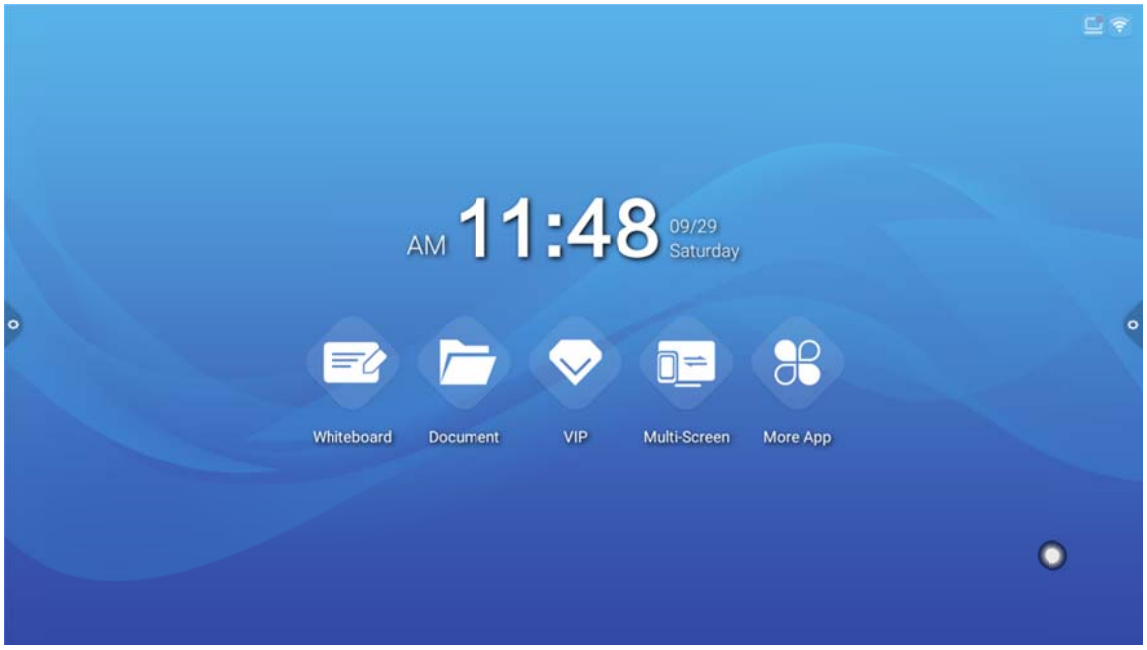
I. System description

1.1 Conference System launcher

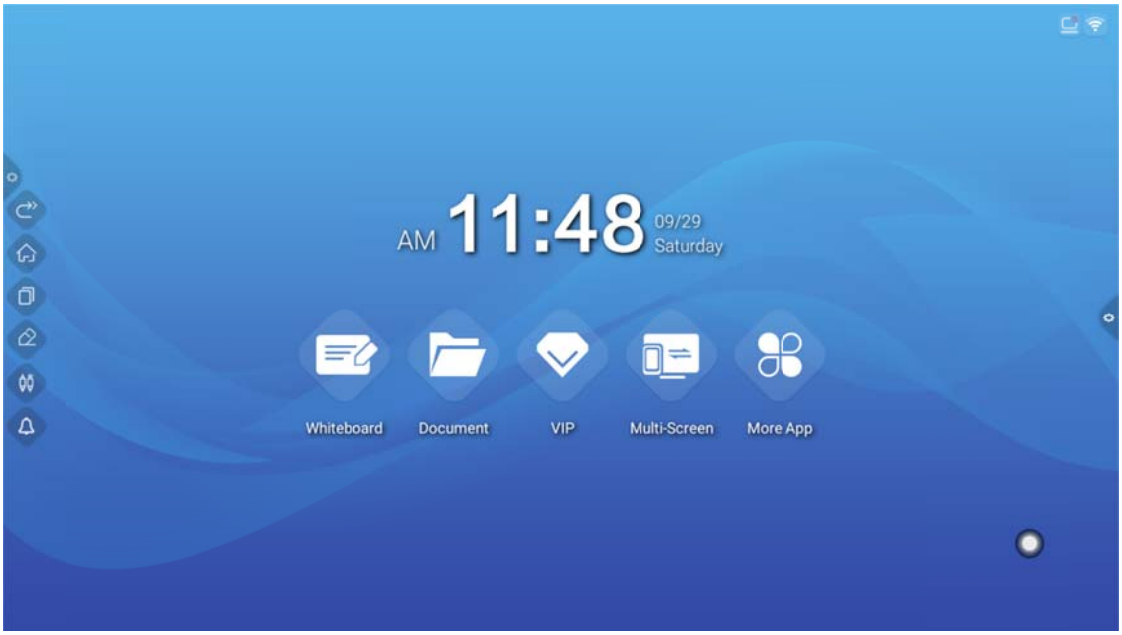
After the boot is completed, the default access to the following system desktop.

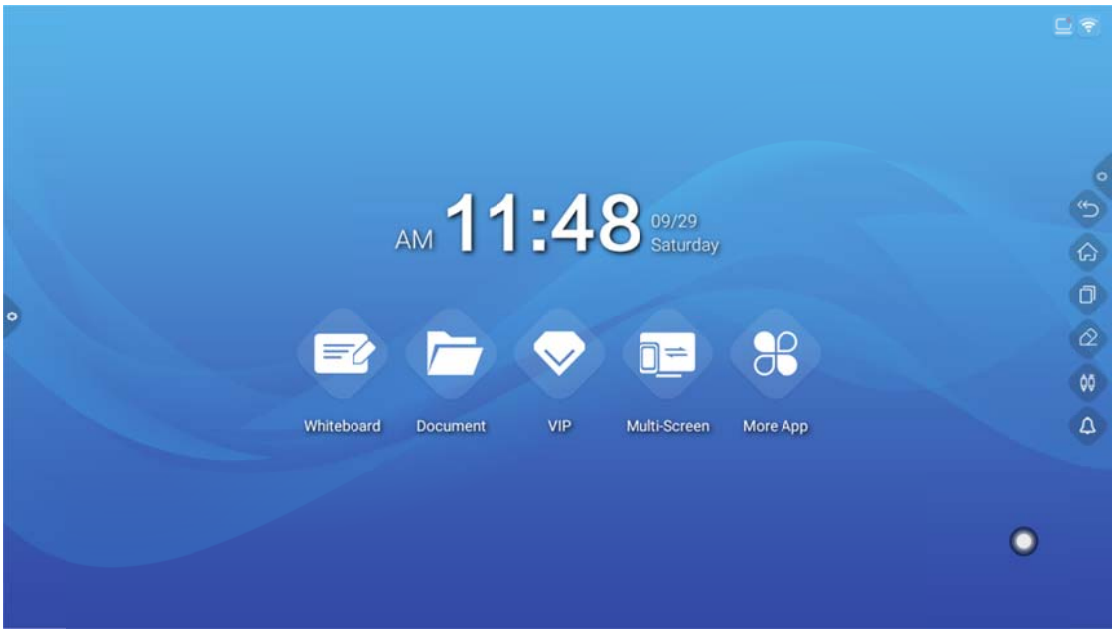


1.2 The sidebar

1.2.1 Function introduction

The sidebar is divided into left and right sides，click 、 to enter shortcut menu, the shortcut menu is shown as the following figure, including return, home page, task, annotation, signal source and notification panel in sequence. There is no operation on the sidebar when the 3S will be automatically hidden.





1、Return

Click to return to or exit from the current program.

2、Home page

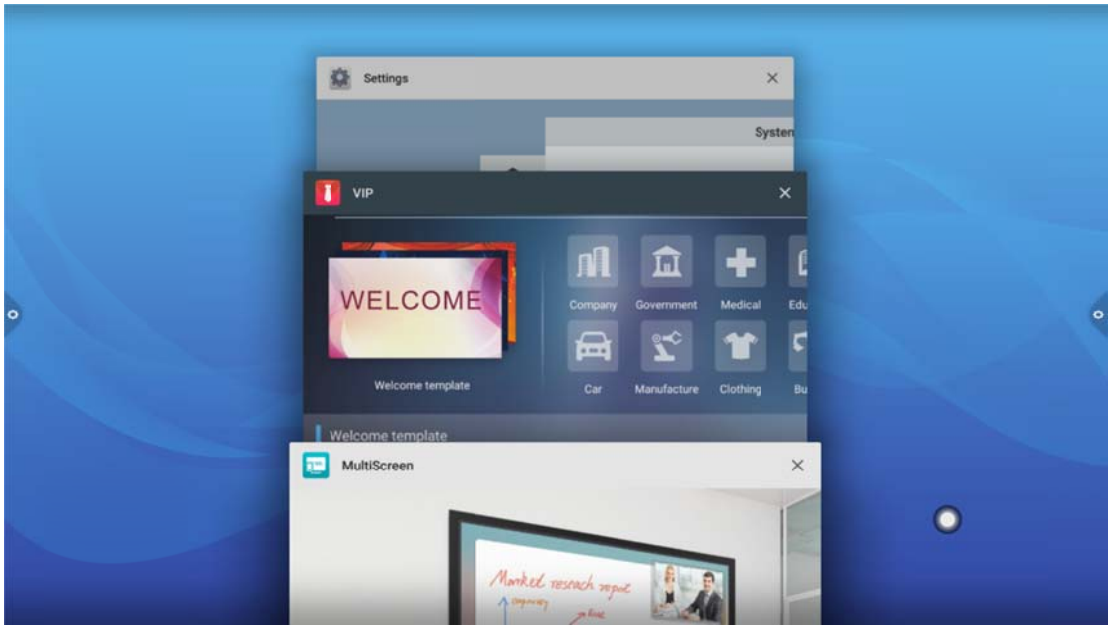
Click to enter system homepage.

3、Task

Click to enter task management interface, select to open or close application.

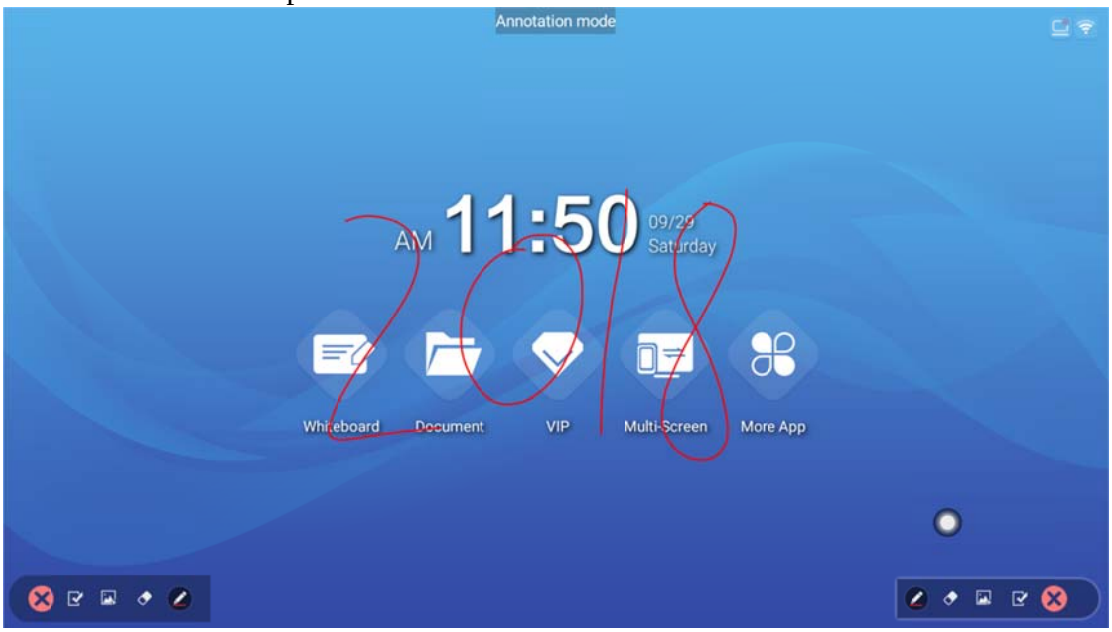
（1）Multi task state, touch task list area, slide up and down can see task list.

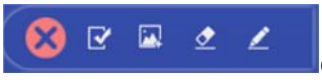
（2）Touch task thumbnails slide left or right, until slide out of task list area, undothumb nails.



4、Annotation

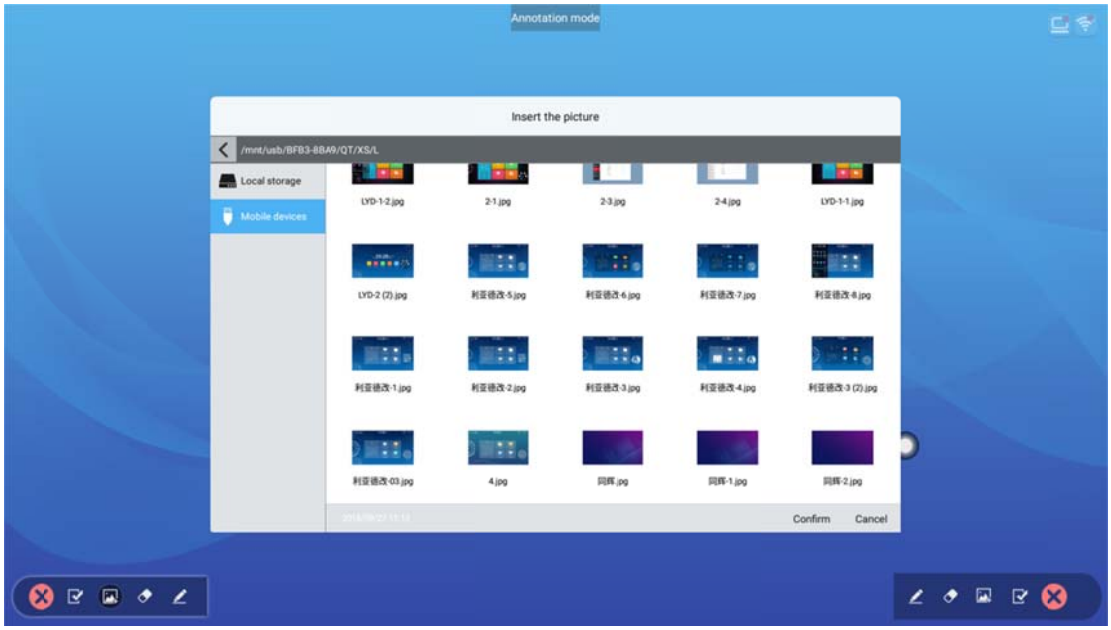
Click to open the annotation mode.



Toolbar  operation description:

Click to open the brush mode , click the long press can call out the writing menu .We can set the color and size of the brush .Click can open the eraser mode.

Click to enable image insertion to insert images of external storage devices.

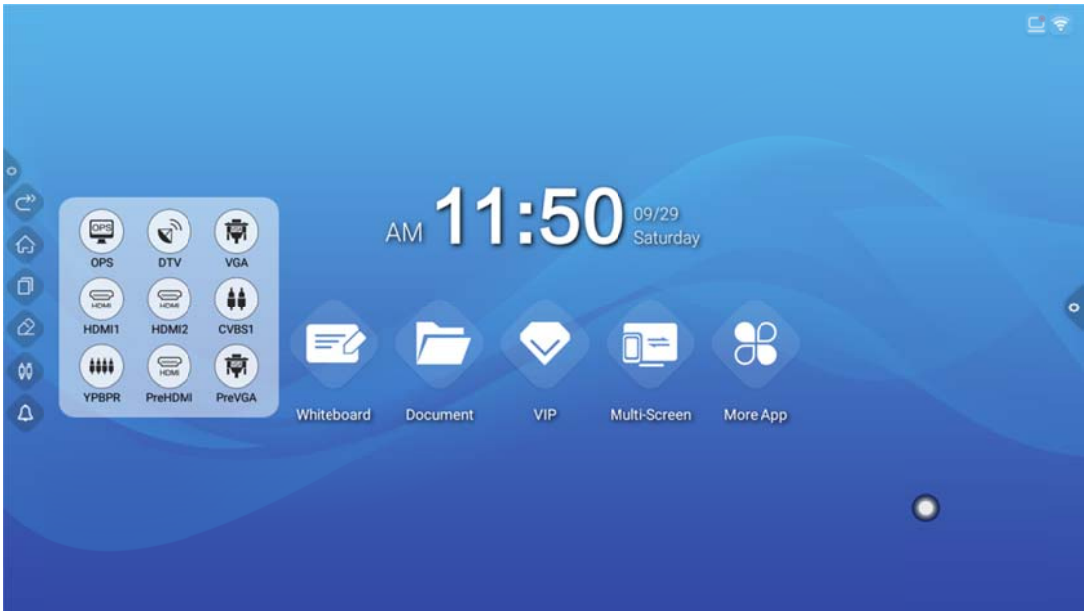


Click to save the current annotation content and choice QR code can scan the code to download file.

Click to exit the annotation mode.

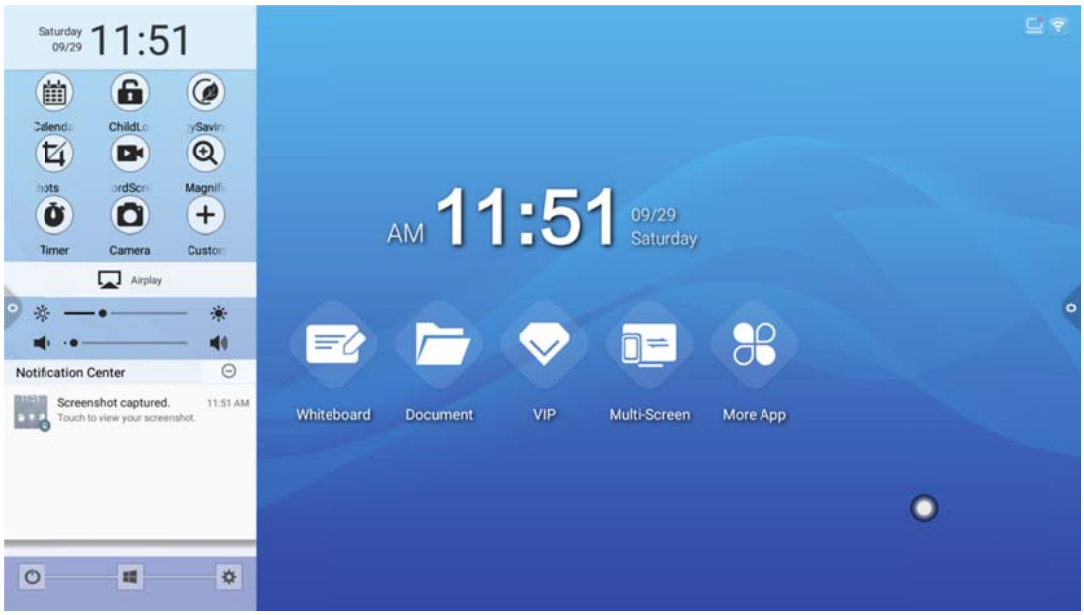
5、Signal source

Click to pop up channel list, user can select to switch needed channel.



6、Notification panel

Click to open notification panel. The notification center panel contains time display, common application shortcut functions, and custom add application, brightness, voice and notification center information.

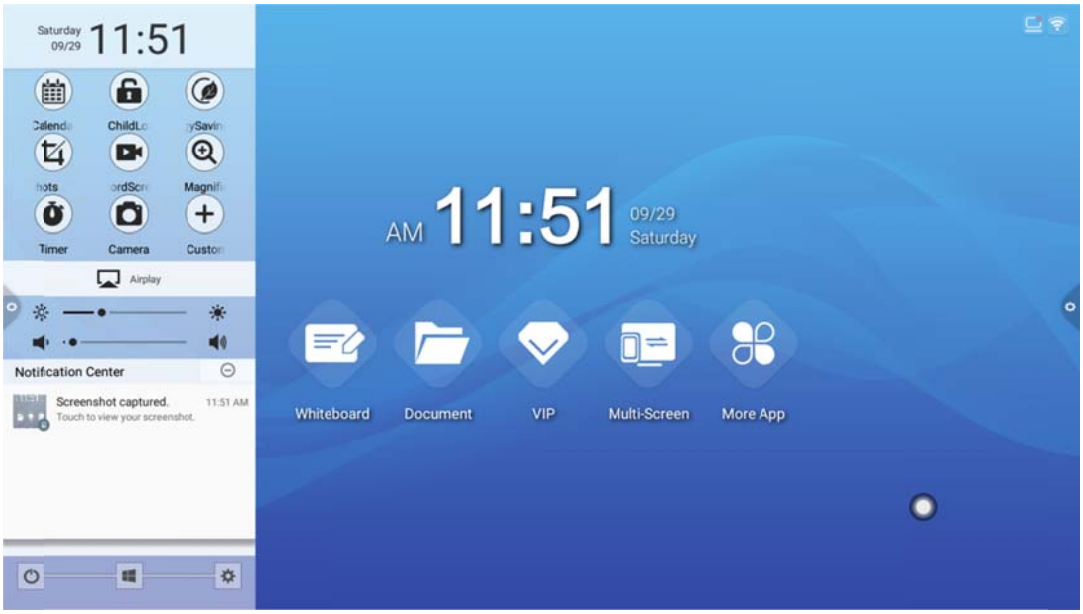


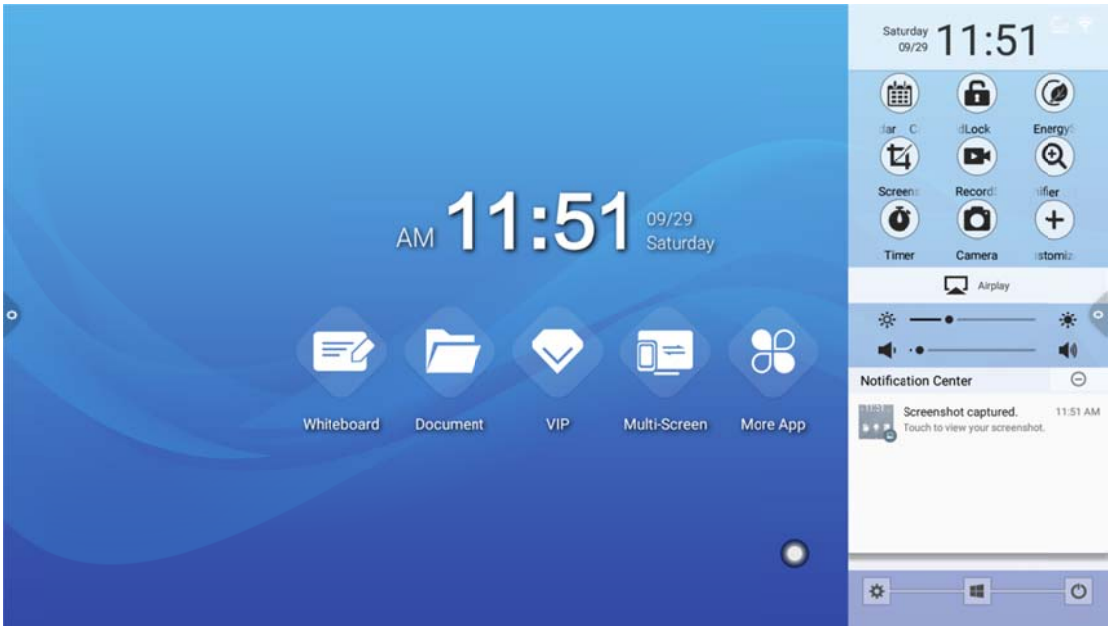
1.3 Notification panel

1.3.1 The way out

1、Click of the navigation bar；

2、Slide inward from the left/right edge of the screen interface.





1.3.2 Function introduction

1、Calendar

Clicking of the notification panel can bring out the calendar display interface. Users can view the time and mark adding events,etc.

2、Intelligent lock

Click to enter the lock screen state. At this time, touch, button and remote control functions are locked.

Ways of unlocking as follows:

① Password unlock: click in and enter 2580 to unlock. (The initial password is 2580, users can enter the settings to change the password).

② Remote unlocking: the F9 can be unlocked quickly.

③ Combination button unlock: pressing the button signal source twice, then clicking the voice up and down each time, the system will beunlocked.

Notice: it is possible to add and subtract sound from the signal source interface.

3、Energy conservation

Click to enter the closed screen backlight state. Users can wake up the screen by touching screen pressing buttons and remote controls.

4、Screenshot

Click to achieve a full screen capture, free screenshots and other operations.

5、Screen recording

Click to open the recording function. Clicking the start and end button to start and end record screen, and the file will be automatically saved to the built-in storage.

6、Magnifier

Click to open the function of magnifying lens. And it can be used to enlarge the selection area.

7、The custom

Clicking , users can add common application according to the needs.

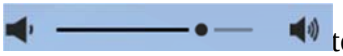
8、Mobile phone screen projection

Click

to enter the operation description interface, users can realize the mobile screen transmission function according to the operation process.

9、Brightness and sound adjustment

(1)Brightness adjustment: touching and sliding backlight schedule bar to adjust light and dark degree.

(2)Sound adjustment: touching and sliding the sound schedule bar  to adjust size of sound.

10、Notification bar

System or third party application notifications are displayed on the notification bar. Clicking to open and slide to delete.

11、Bottom bar

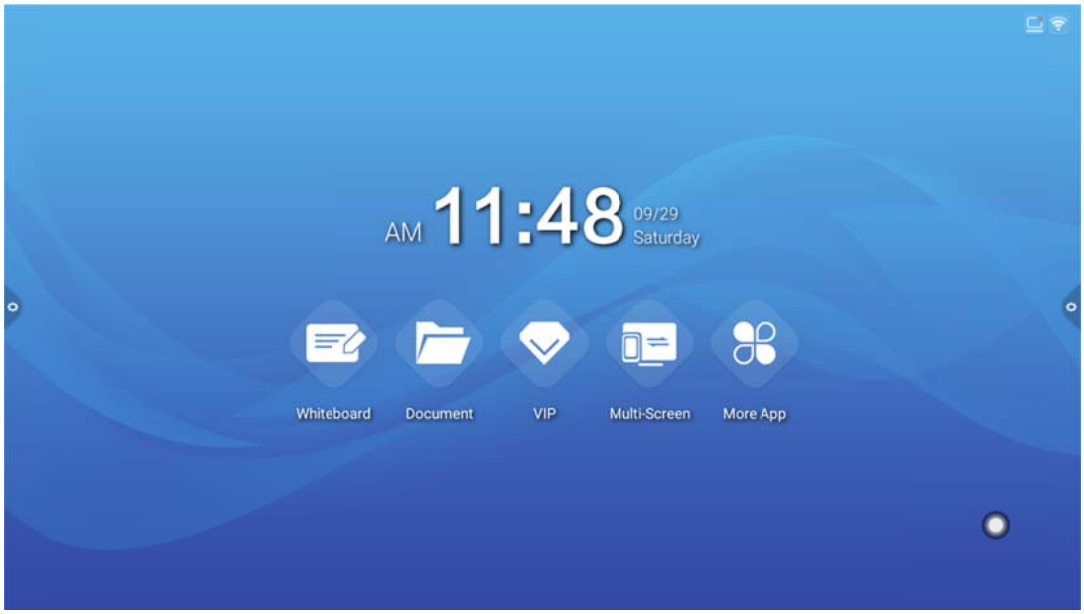
（1）Turn off: Click to shut down the machine.

（2）OPS: Click to switch to the built-in computer channel directly.

（3）Setting: Click to enter the system settings interface.

1.4 Status bar

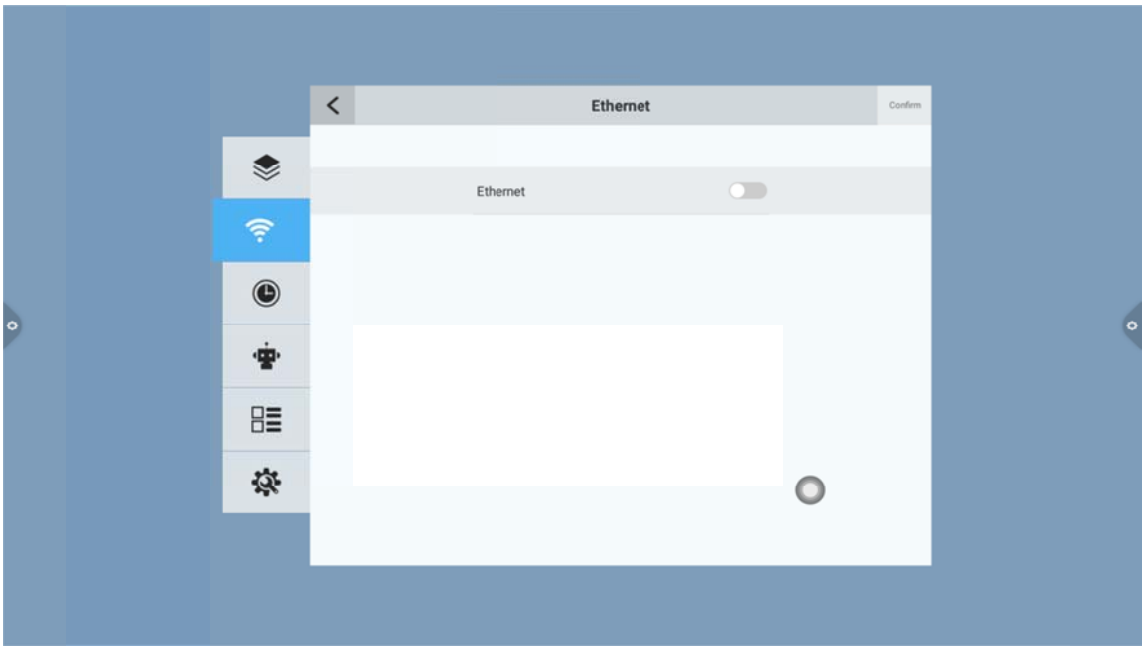
The status bar mainly displays the connection status of wired network, wireless network and visual access. As shown in the figure:



1、Connected state:

2、Unconnected state:

Click on the status bar icon to jump to the wired settings interface. As shown in the figure:



1.5 System settings

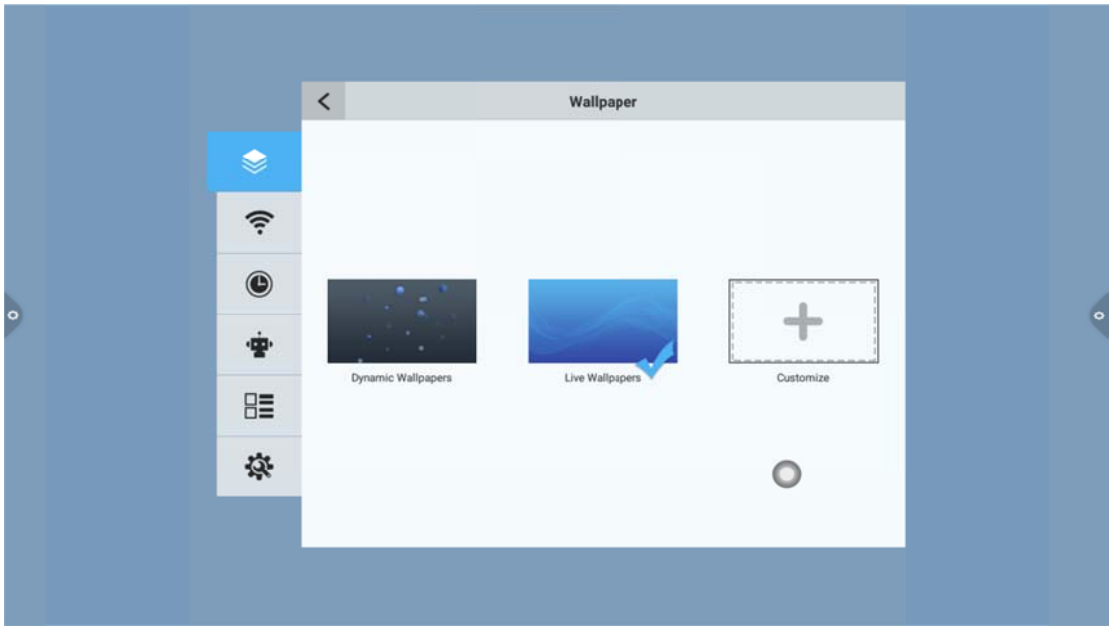
System settings include general, network, time, intelligence, channel and system function settings.

1.5.1 General

The general settings interface can adjust the system's voice and brightness, change the system theme wallpaper, modify the device name and view the system application.

1、Wallpaper

Wallpaper has dynamic and static wallpaper, or can be added by custom. Custom added wallpaper will be stored in static wallpaper and can be deleted by long press.



2、Name of device

Users can modify the name of the integrated machine in the name of device.

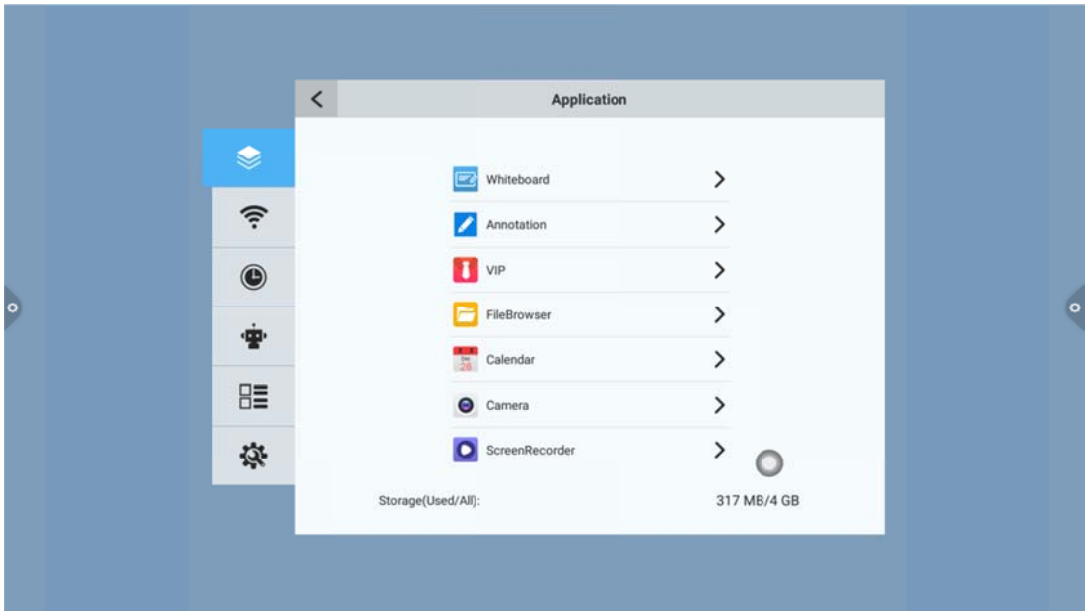
the Device supports USB/HDMI/VGA/MIC/TF Card/CD/LAN/Coaxial port functions

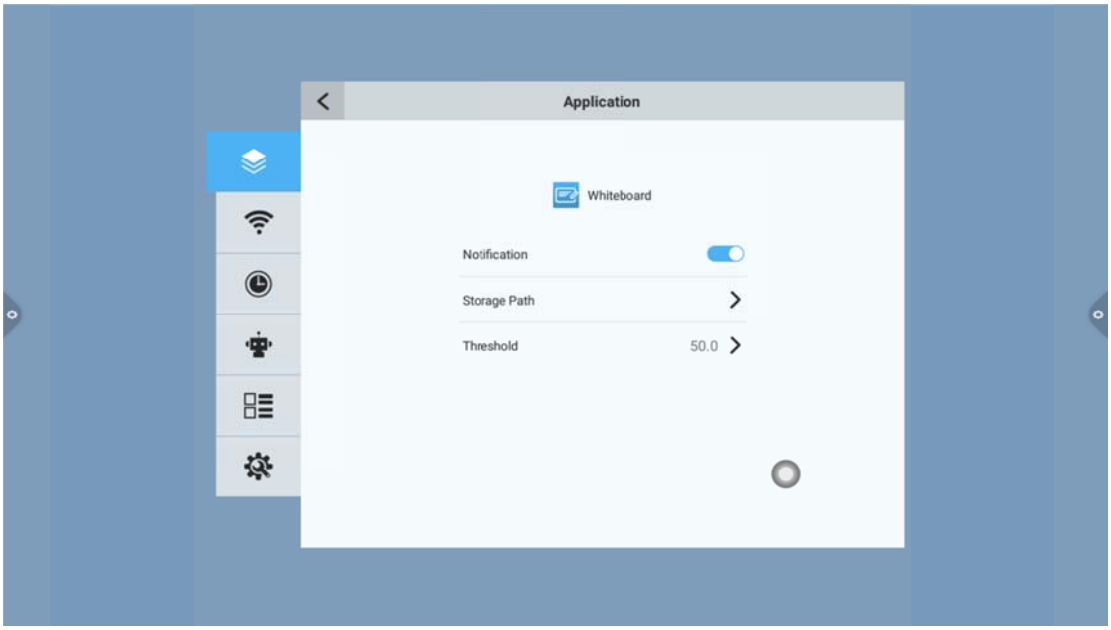
3、Application management

Users can see the usage of storage space or make some settings for application software.

（1）System default applications such as whiteboard, can be modified notification push, file saving path, threshold and soon.

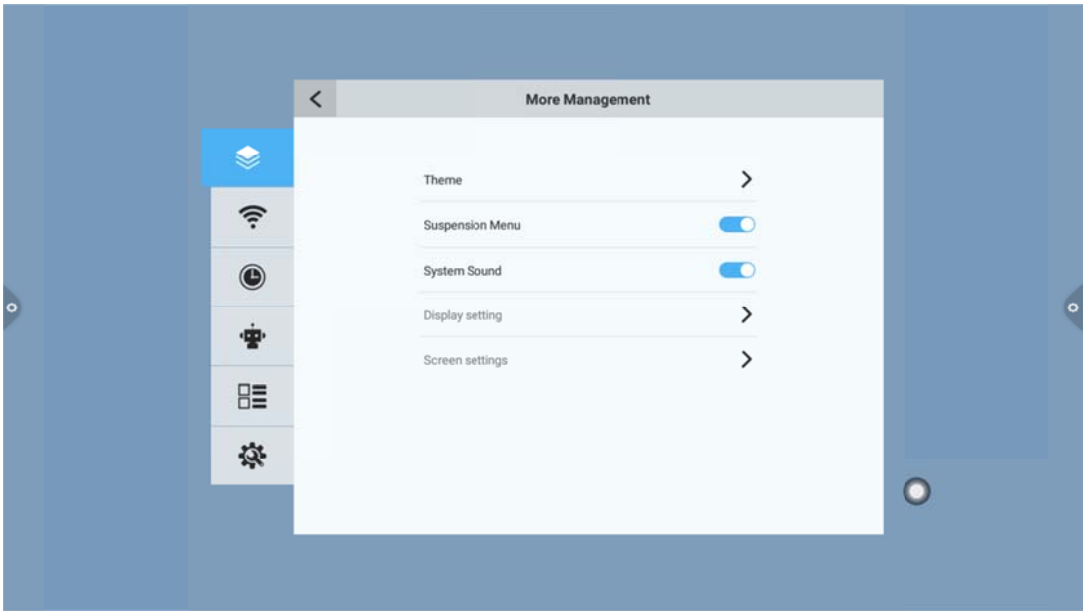
（2）System third party applications: notification push, unloading function, cleaning cache data and so on.



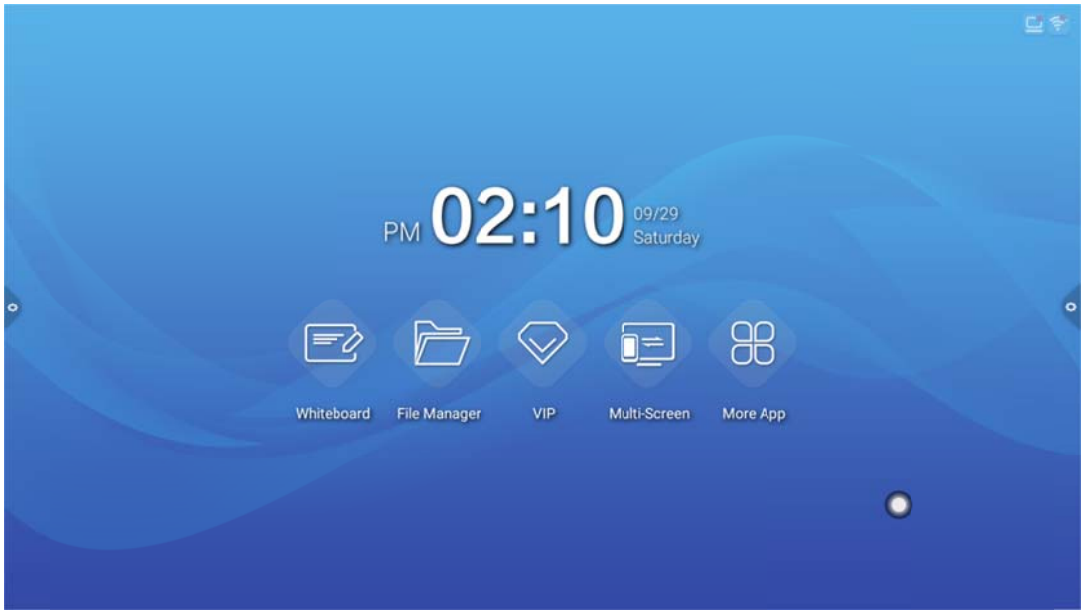


4、More management

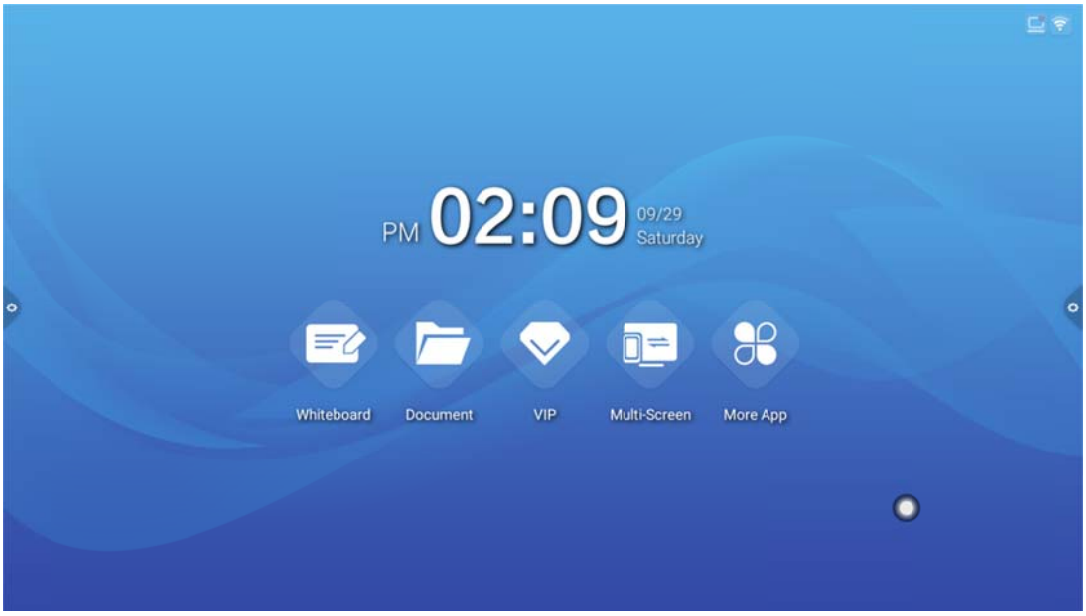
In more applications, users can change the theme style, open or close the hover menu, system prompt and so on.



Theme 1:



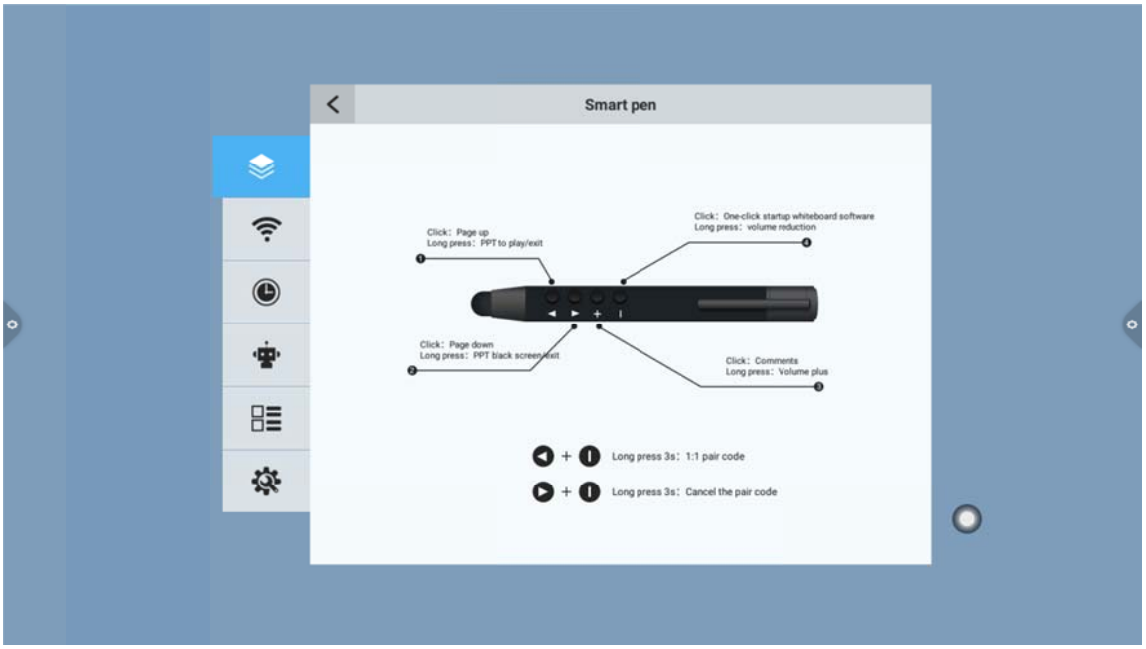
Theme 2:



Theme 3:

5. **Smart pen**

One player needs to insert USB smart pen device and achieve related functions, as illustrated in the figure:

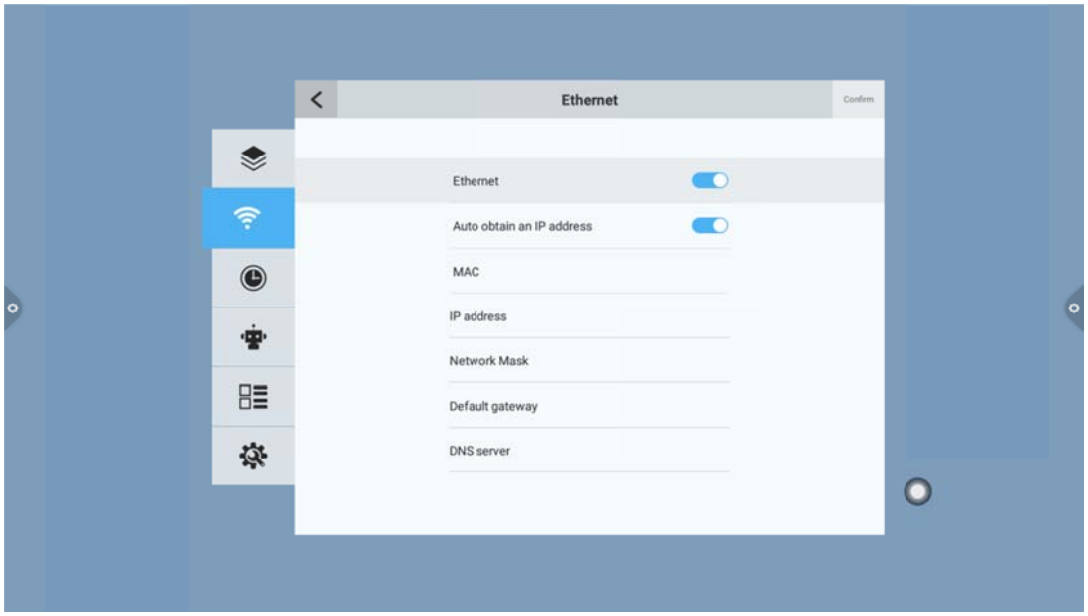


1.5.2 Network

Under the network interface, users can set wired network.

1、Wired network

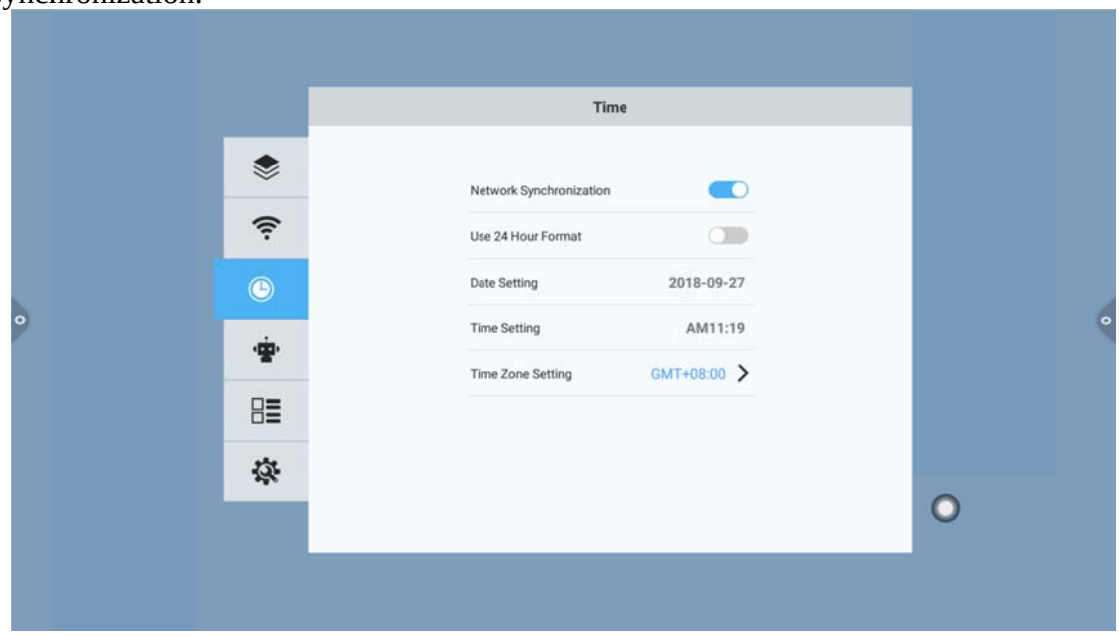
Under the cable network interface, users can view the MAC address, IP address and other information. The automatic access to the IP address is opened by default, and the parameters such as the IP address and the sub net mask can be manually modified after the automatic acquisition is closed.



1.5.3 Time

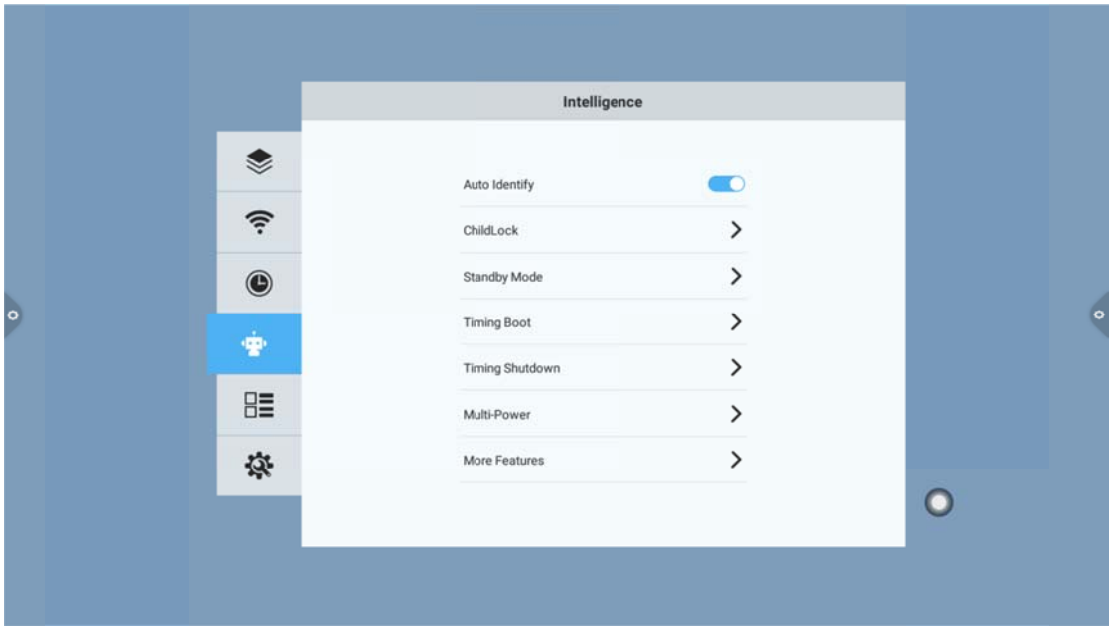
Under the time setting interface, users can choose to replace system time, time zone and time display format. The network synchronization switch is open by default.

If you need to set the time manually, you must shut down the network synchronization.



1.5.4 Intelligence

Under the intelligent settings interface, users can change the intelligent lock password. Standby mode, time switch machine and power button function could be set.

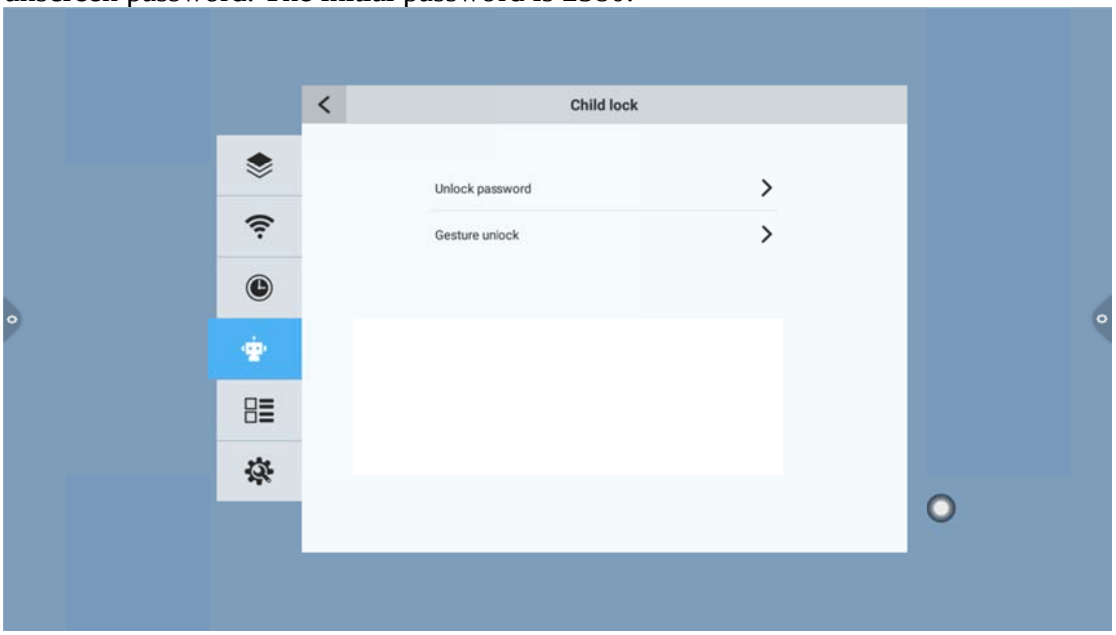


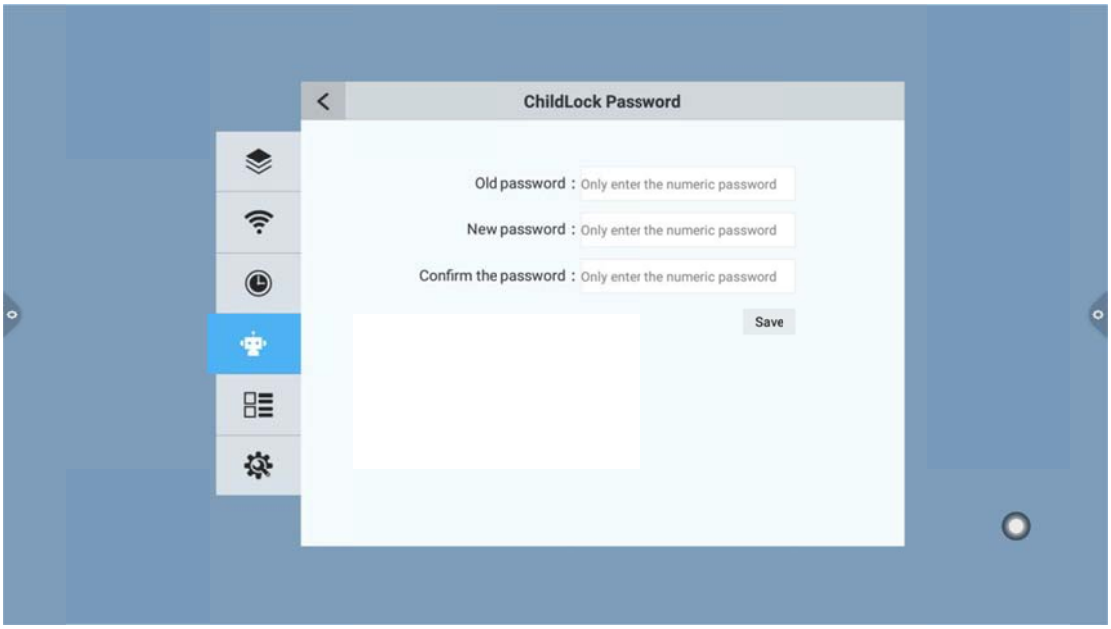
1、Intelligent recognition

Opening state default, but when the system detects the access of signal source, it will automatically switch to the modified channel.

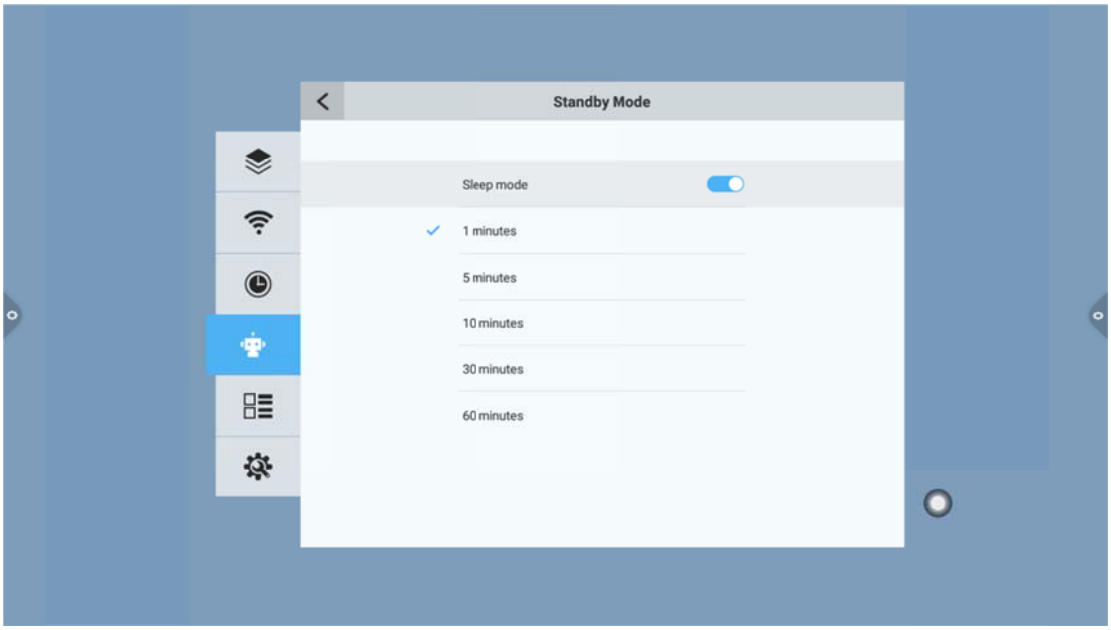
2、Intelligent lock password:

The child lock unlock has both password unlock and gesture unlock; Set the unscreen password. The initial password is 2580.




ChildLock Password
Old password : Only enter the numeric password
New password : Only enter the numeric password
Confirm the password : Only enter the numeric password
Save

3、Standby mode: After setting standby mode, the system will prompt to enter the standby state when the set time arrives.



4、Multi-function power button:

（1）Shutdown: Press the power button to shut down directly.

（2）Two-in-one: Press the power button to pop up the function menu, and users can choose to enter the energy saving mode or turn off the integrated machine.

（3）Three-in-one: Press the power button to pop up the function menu,users can choose to enter the energy saving mode, turn off the integrated machine and open or close the computer. The machine will turn off automatically without any operation in 5s.

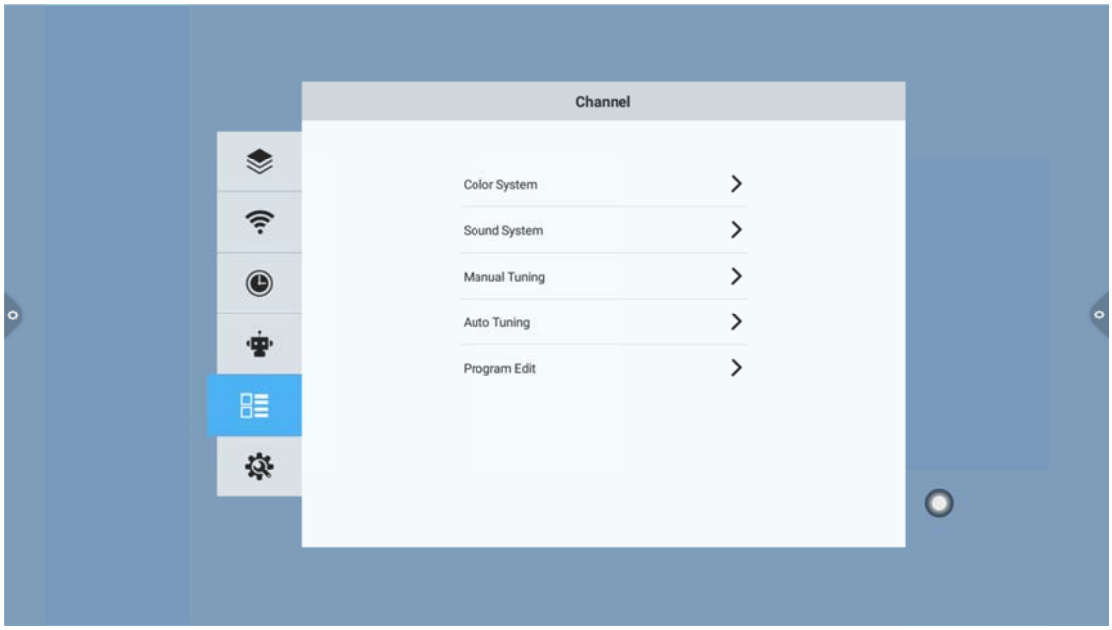
1.5.5 Channel

Color and sound systems can only be operated under analog television channels; Manual search stations, automatic search stations, and program lists can only be operated under digital television channels.

1、Manual Tuning: Search for specific stations by manually switching channels.

2、Auto Tuning: choose the automatic search station after the independent detection channel to save the signal radio.

3、Program Edit: Download and update the firmware of the latest version through the network test.



1.5.6 System

The system setting options mainly include system input method 、 language display setting 、 system update upgrade and so on. Also, we can view the system version information and the built-in storage usage.

System upgrade: local upgrade and online upgrade.

（1）Local upgrade: Copy the firmware to the U disk root directory, U disk is connected to the multi-media USB interface of the integrated machine, select local upgrade update.

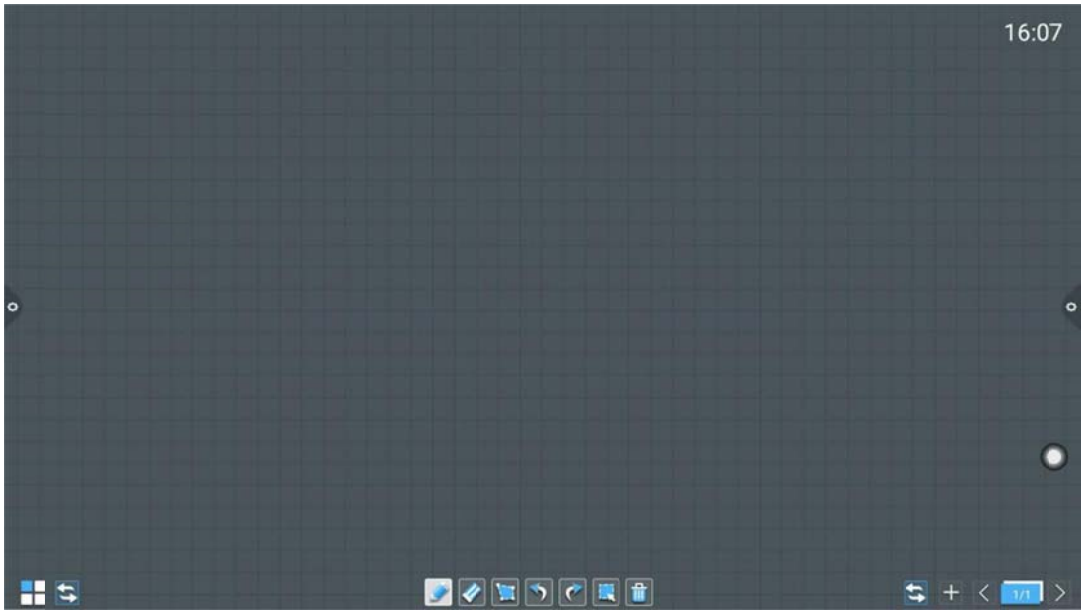
（2）Online upgrade: Download and update the firmware of the latest version through the network test.

II.Software description

2.1 Writing whiteboard

2.1.1 Interface display

Click to start writing whiteboards oft ware.

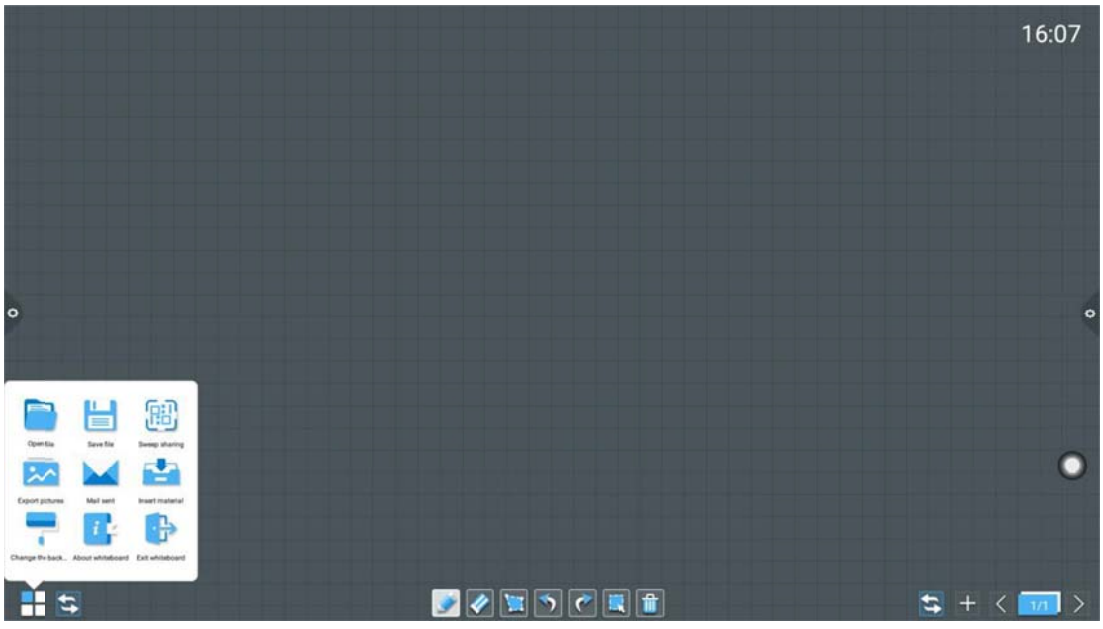


1、The default pencil tool for the conference board is selected and can be written directly.

2、Support two-point roaming and two-point zoom function.

2.1.2 More menu

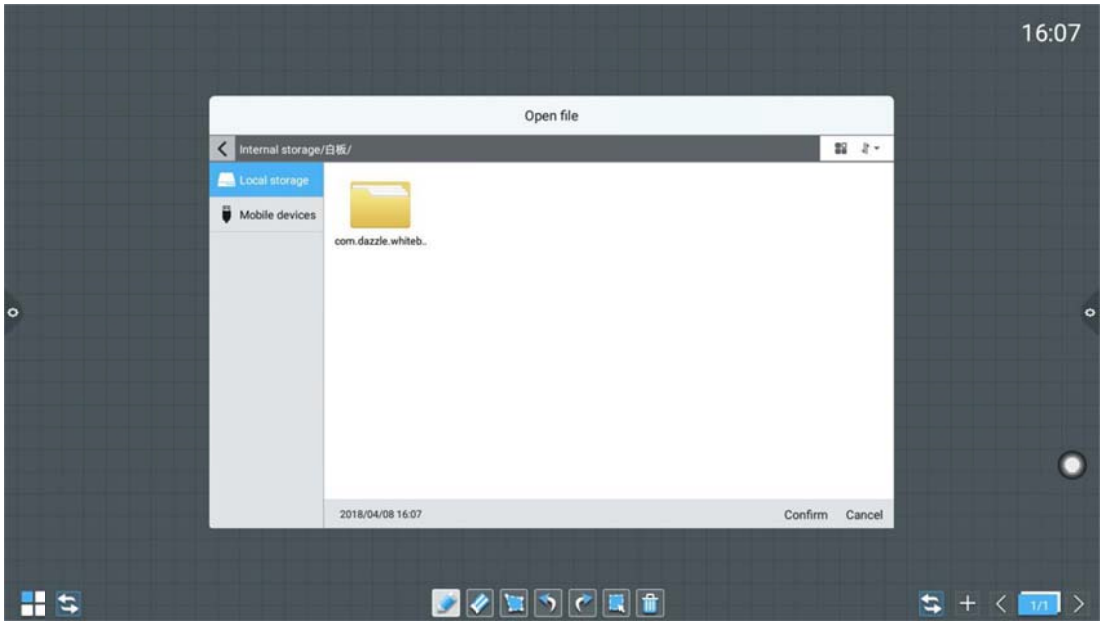
1、Clicking on the lower left quarter of surface,contents menu will be pop up and display.



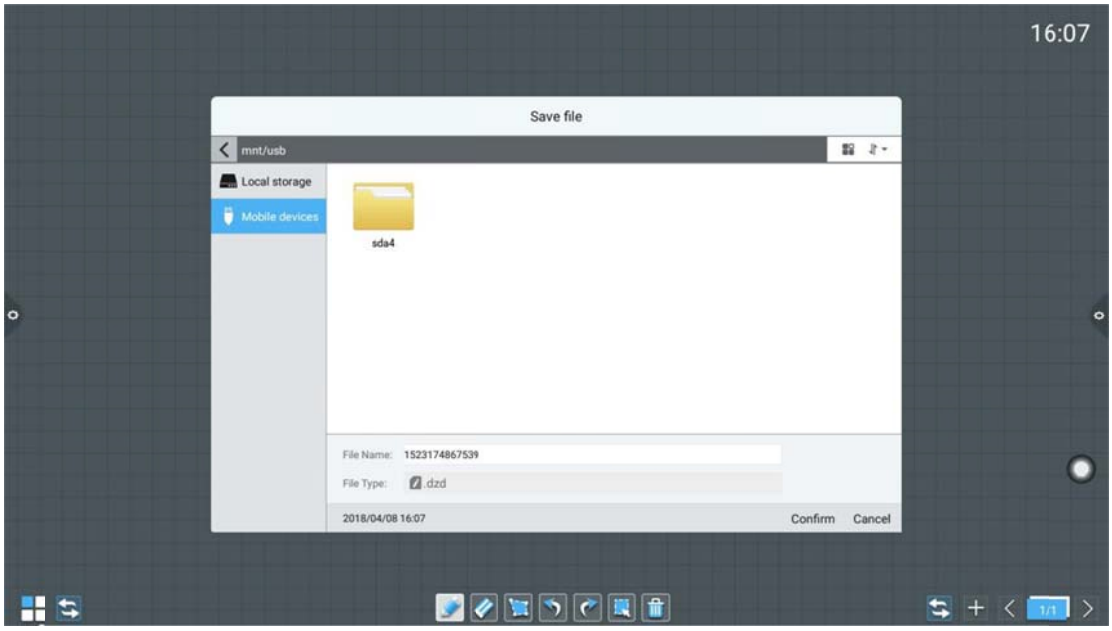
2、Operation description of contents menu:

（1）**Open file**：Click to open the file which is saved whiteboard filesin

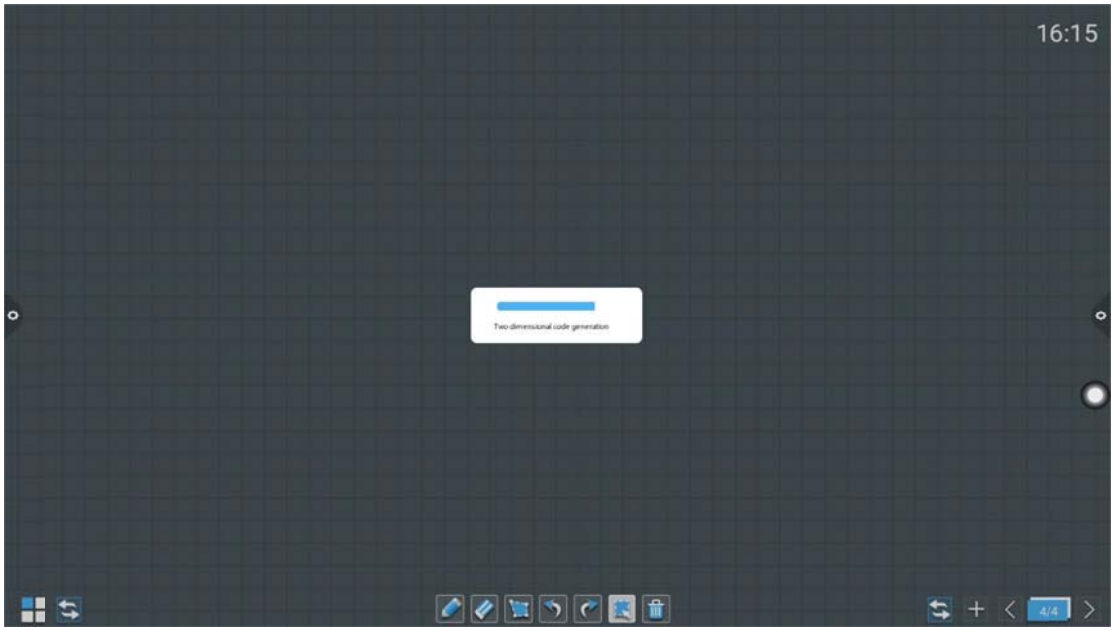
the directory (the default directory is a built-in storage or white board). Clicking on the file can open directly, and can support to edit, save, and other functions.

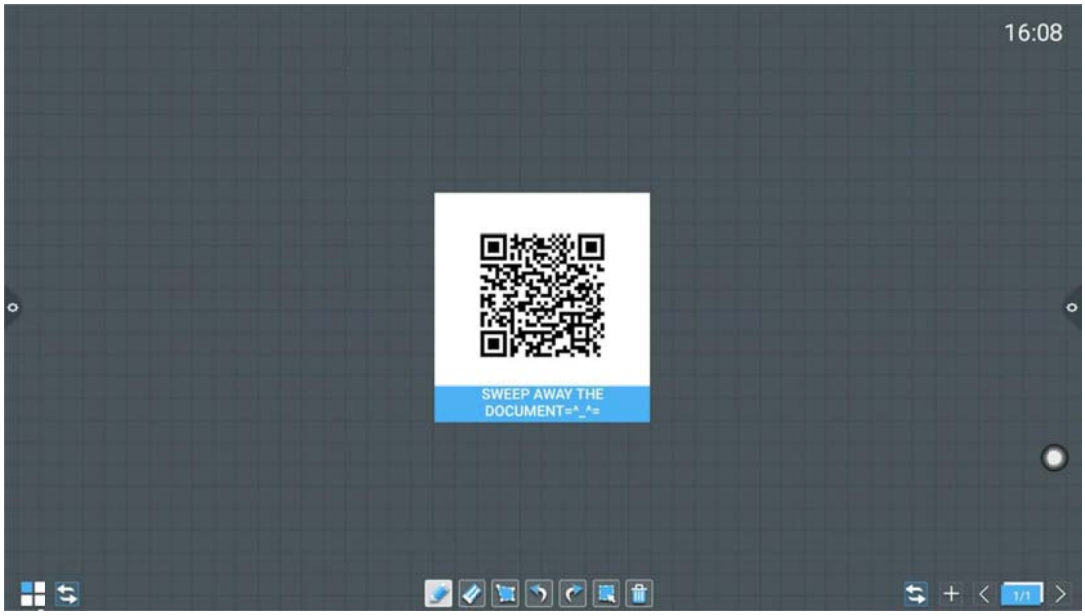


（2）**Save file**: Click to save the current writing content and default the time as name. Also, users can custom the saved name and choose to save in built-in storage or Udisk.

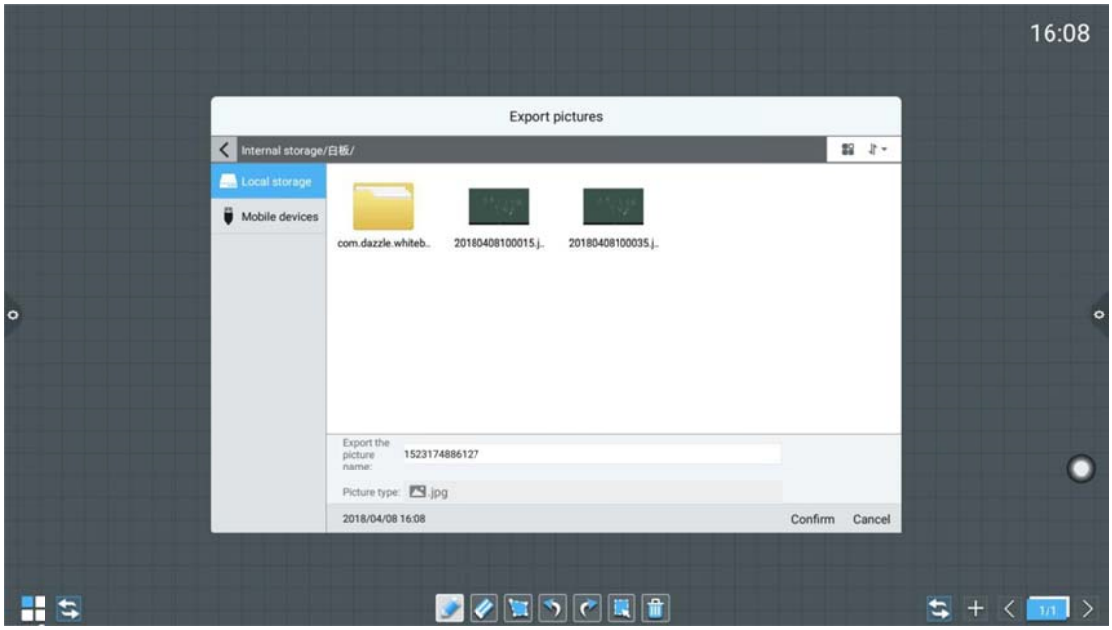


（3）**Sweep sharing:** Click to pop up a QR code window in the case of connected network and users can take it away with the WeChat scan function. If prompted, return to the home page, click to enter system settings for network connection, and then re-scan the code after successful connection.





（4）**Export pictures**:Click to export the writing content of the whiteboard with the picture format *.jpg. Users can choose the built-in storage and U disk to store the pictures.

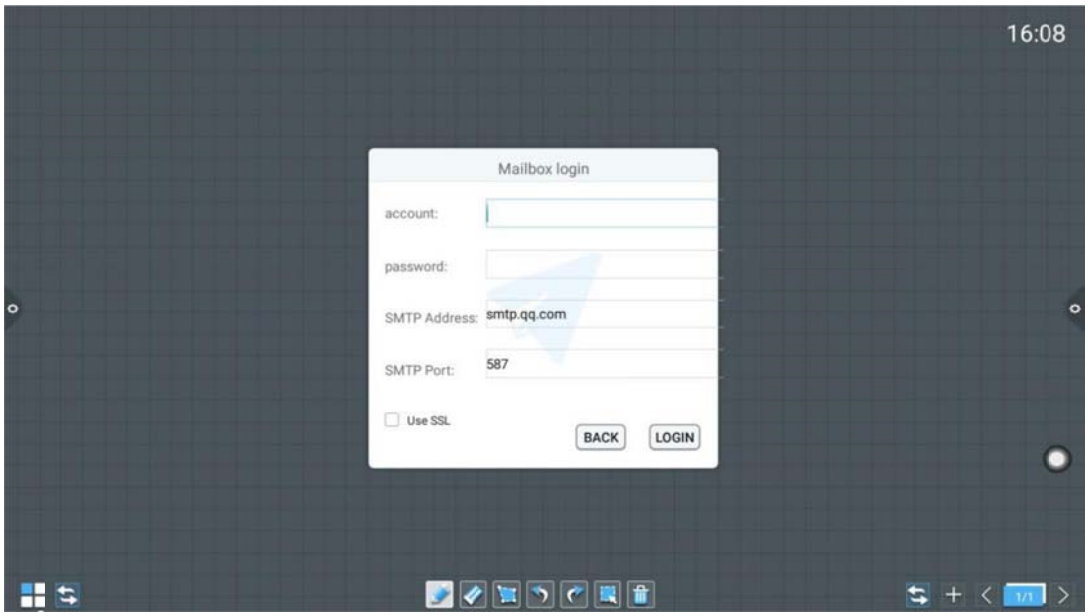


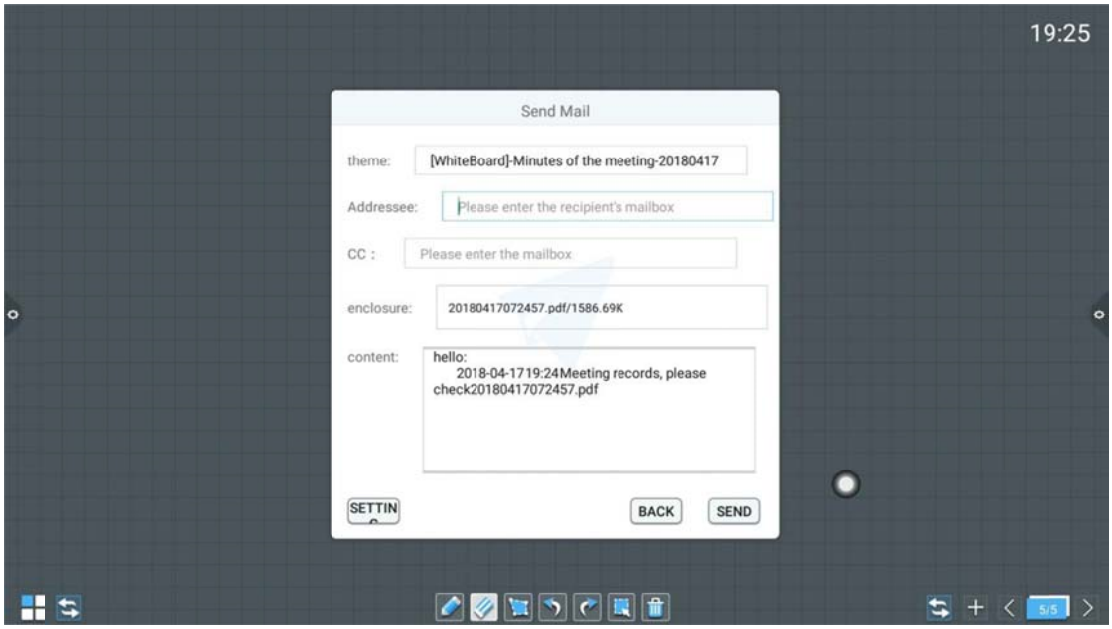
（5）**Mail sent**:Click to send. Using email function for the first time,need the email login screen setup email sender email relevant information, as shown in figure:

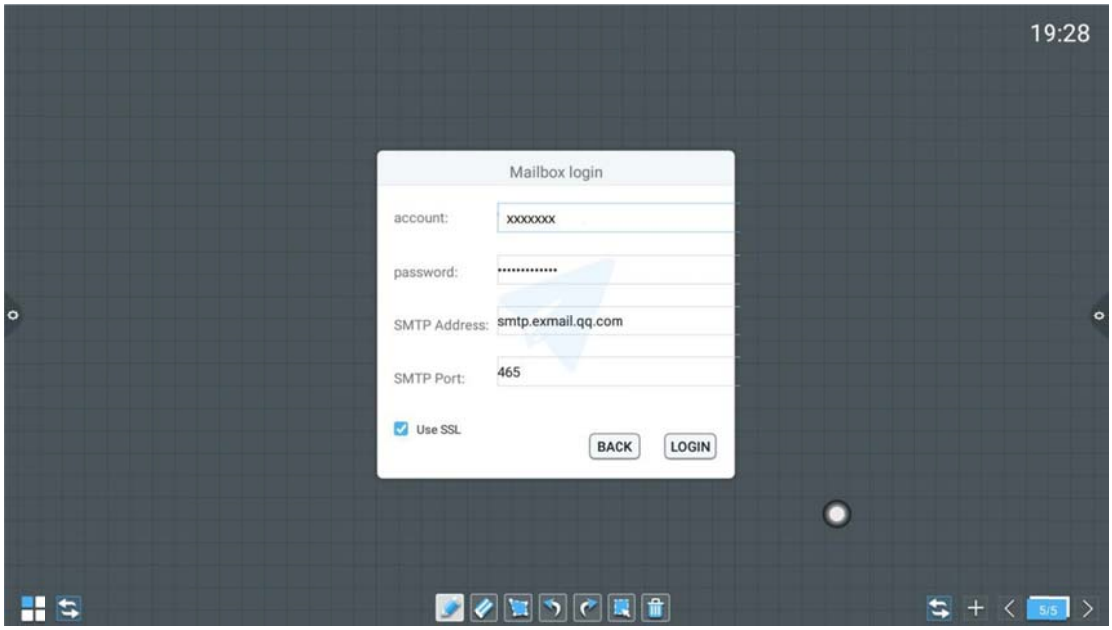
a. If you use the QQ mailbox login, the password needs to enter the authorization code to login successfully (authorization code can be viewed after opening SMTP service in QQ mail box).

b. If you use an enterprise mailbox, such as foxmail, you need to change the SMTP address to: smtp.exmail.qq.com, and check the use of SSL, then click login.

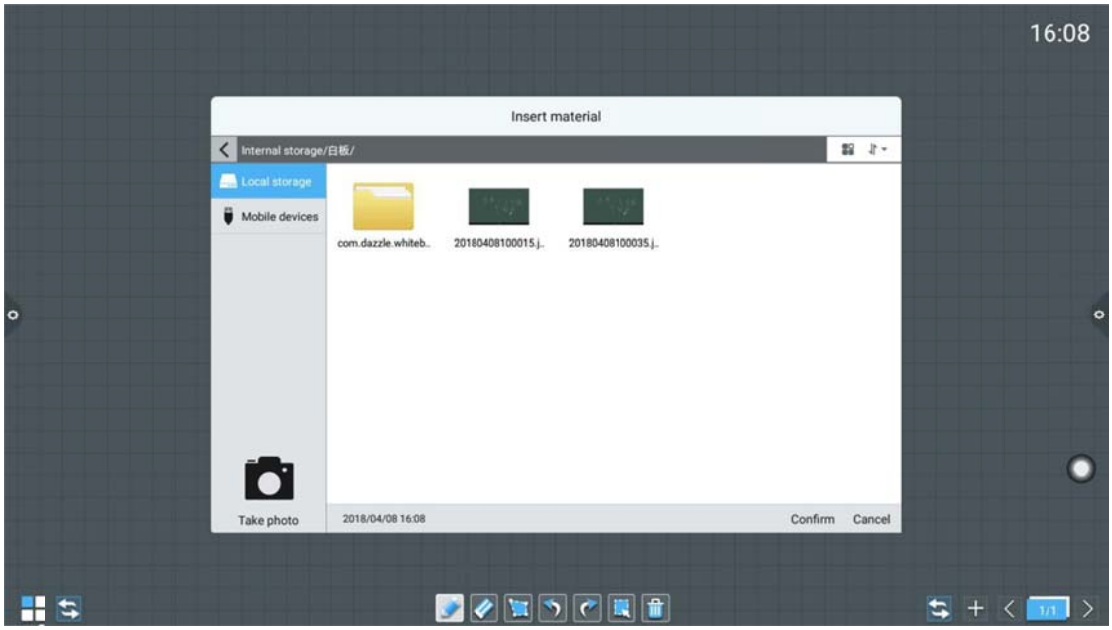
c. After a successful login, the user input the recipient's email address, click send to send the content of the conference board records in PDF format files the recipient mailbox .Click settings, we can modify current account replacement.



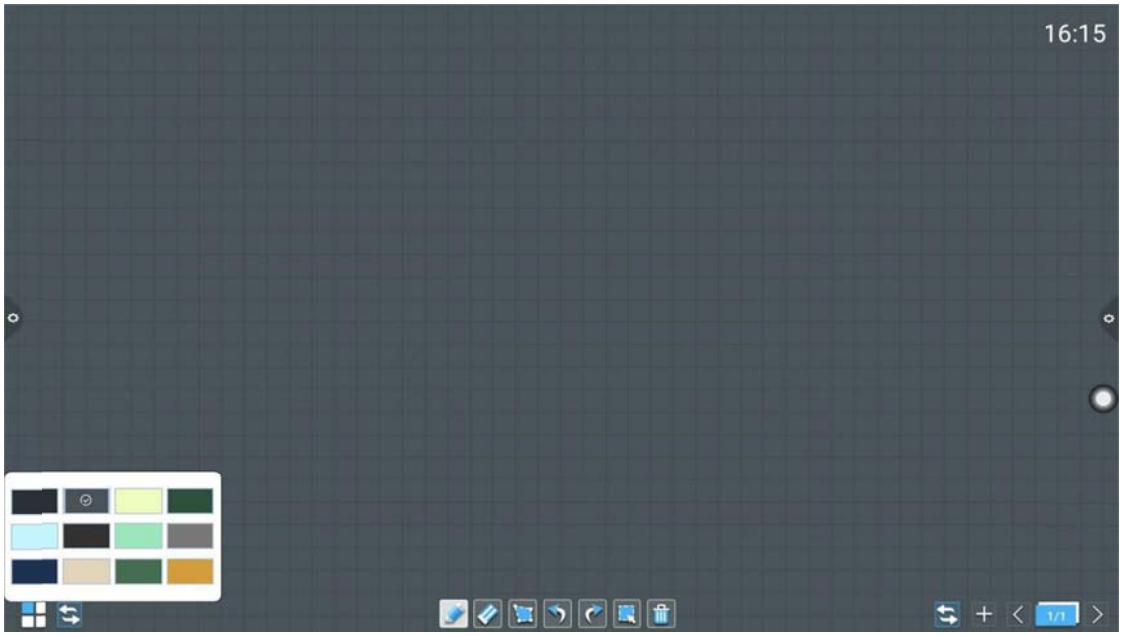




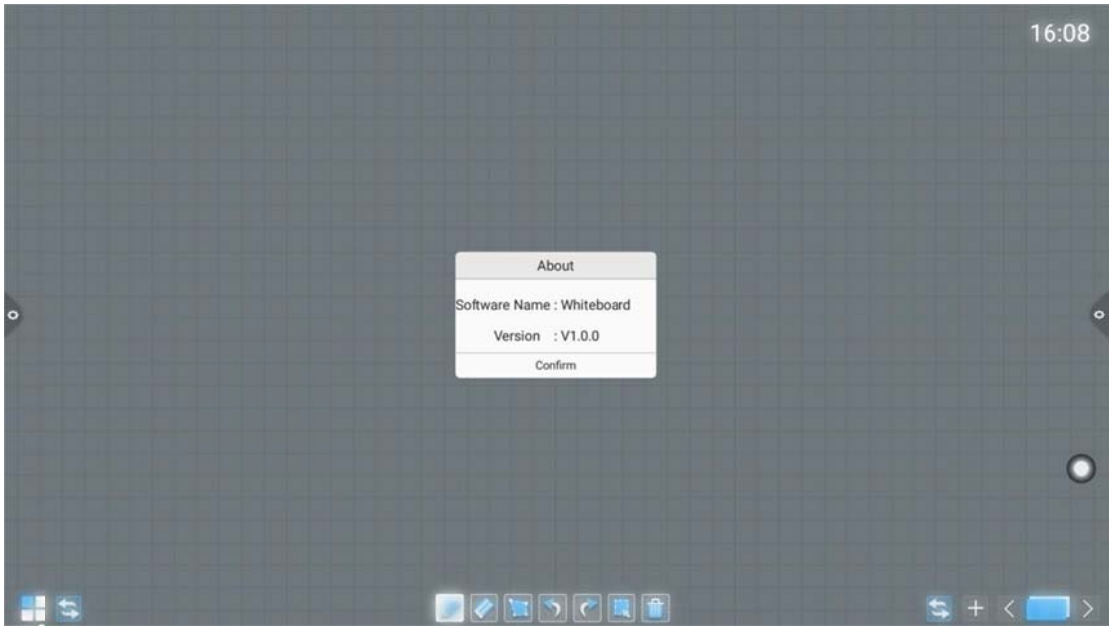
（6）**Insert material:**Click to open the image file of the local storageor USB flash disk. The user selects the image and inserts it into the whiteboard. Another way to do this is to use a camera to take a picture, and to insert the picture into the whiteboard.



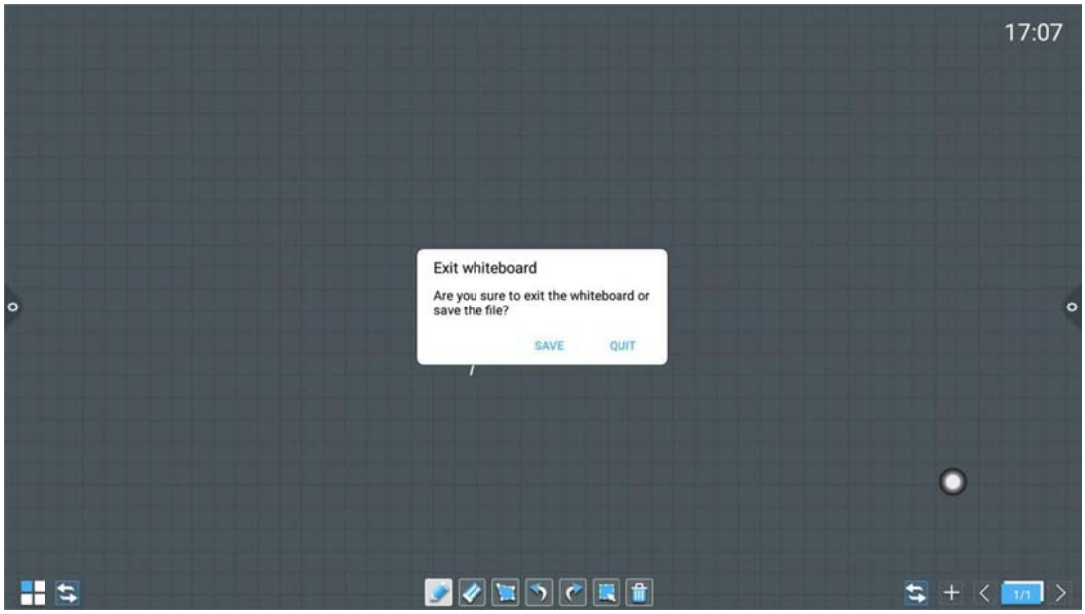
（7）**Change the background:**Click to change the background of the whiteboard.



（8）**About whiteboard:** Click to view version information.



（9）**Exit whiteboard:**Click to exit the whiteboard. When there is content on the whiteboard: the whiteboard is not saved, whether to save the whiteboard and then exit the whiteboard? According to whether to perform functional operation .When the whiteboard has no content, click to exit the whiteboard directly.

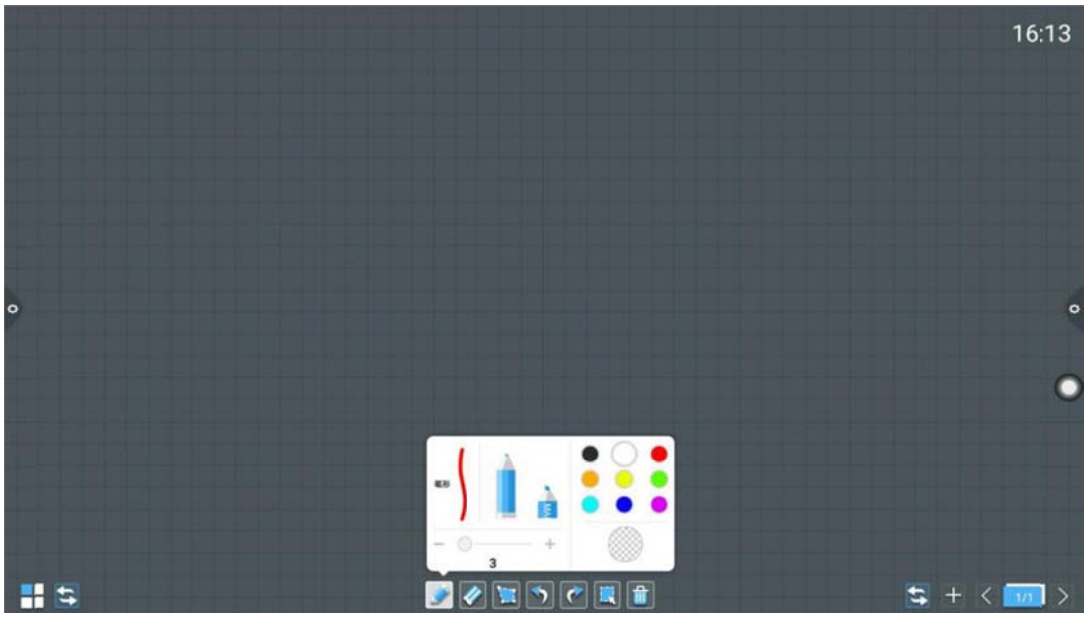


2.1.3 Common function menu

1、Writing

（1）Click to bring up the brush tool menu. The default pen is pencil .Click to switch markers towrite.

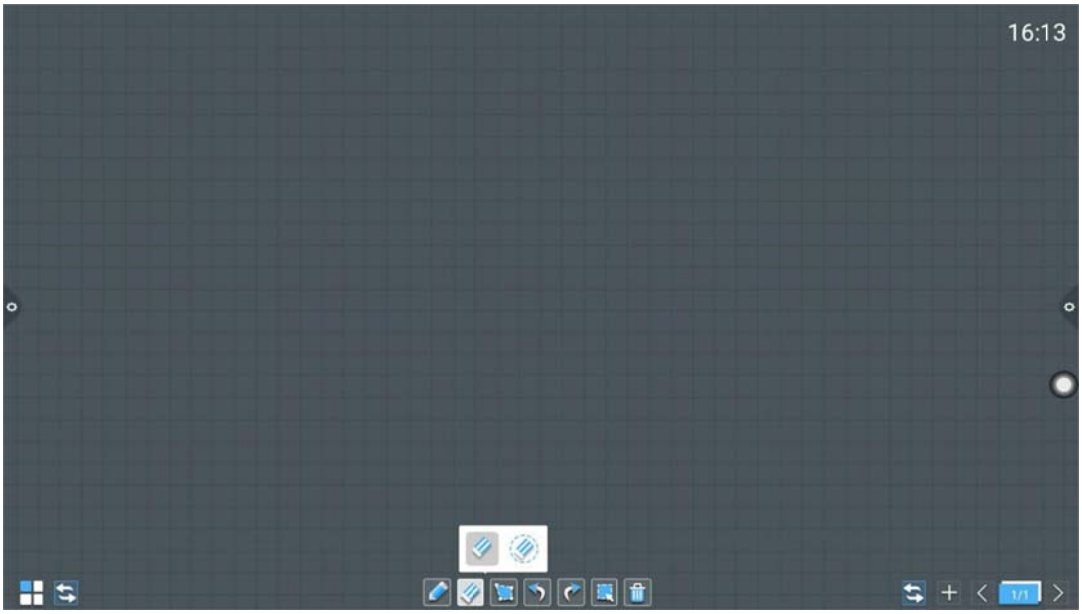
（2）Change the hand writing and color: . Slide left andrightto modify the handwriting. The signal of displays the modified thickness and color.



2、Eraser

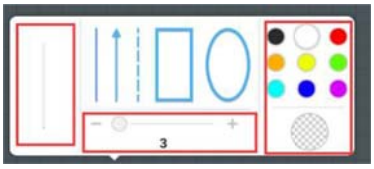
(1)Point to wipe: click to make fine erasure of written content.

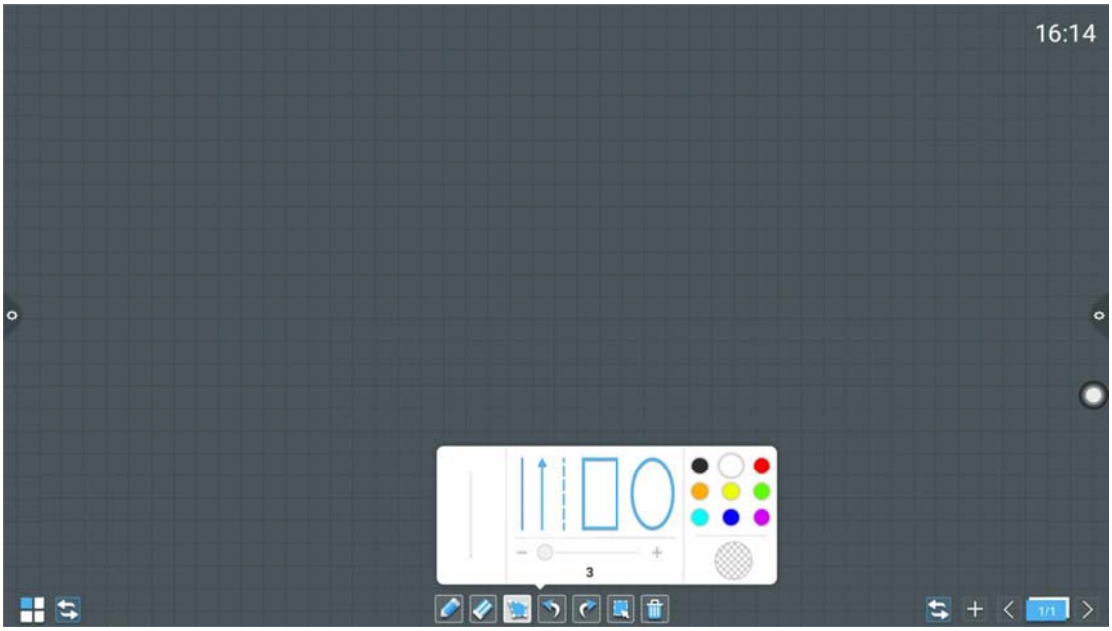
(2) Circle to wipe: click to erase the writing in the inner region of the circle.



3、Insert shape

（1）Click to pop up the shape tool menu and select the straight line by default.

（2）Adjust the size and color of the line  , users can select the shape and the corresponding shape will be showed at the left side. Also, we can slide left or right to adjust the size ,change the color on the color palette and we can preview the selection.



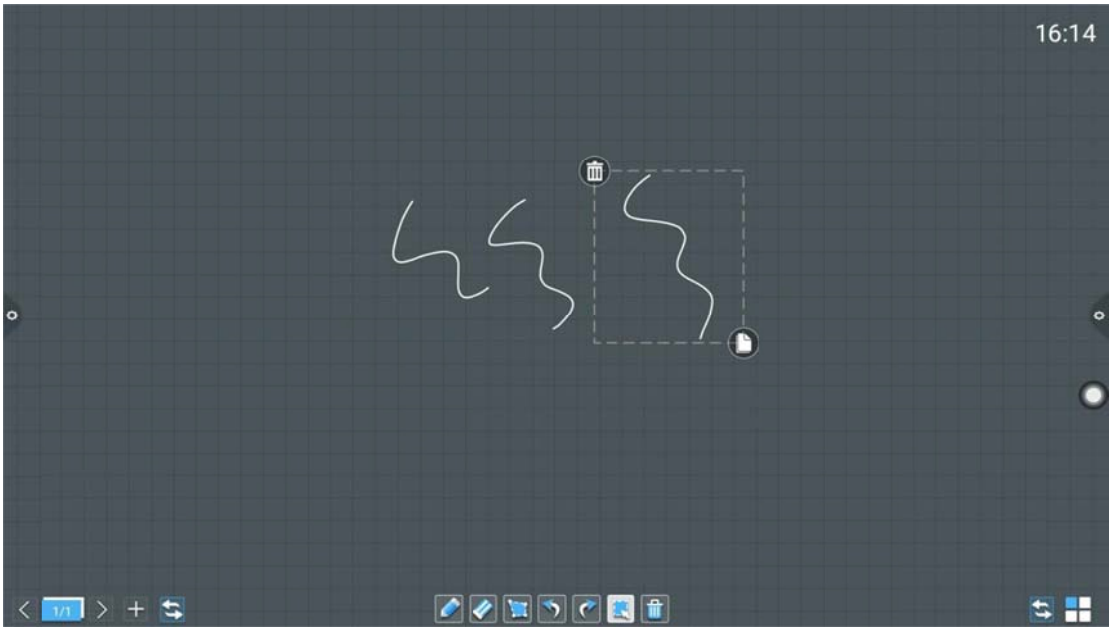
4、Cancel and recovery

（1）Cancel: Click to cancel the previous step, with a maximum of 10 steps at a time.

（2）Recovery: Click to recovery the cancel operation, with a maximum of 10 steps at a time.

5、Selection function

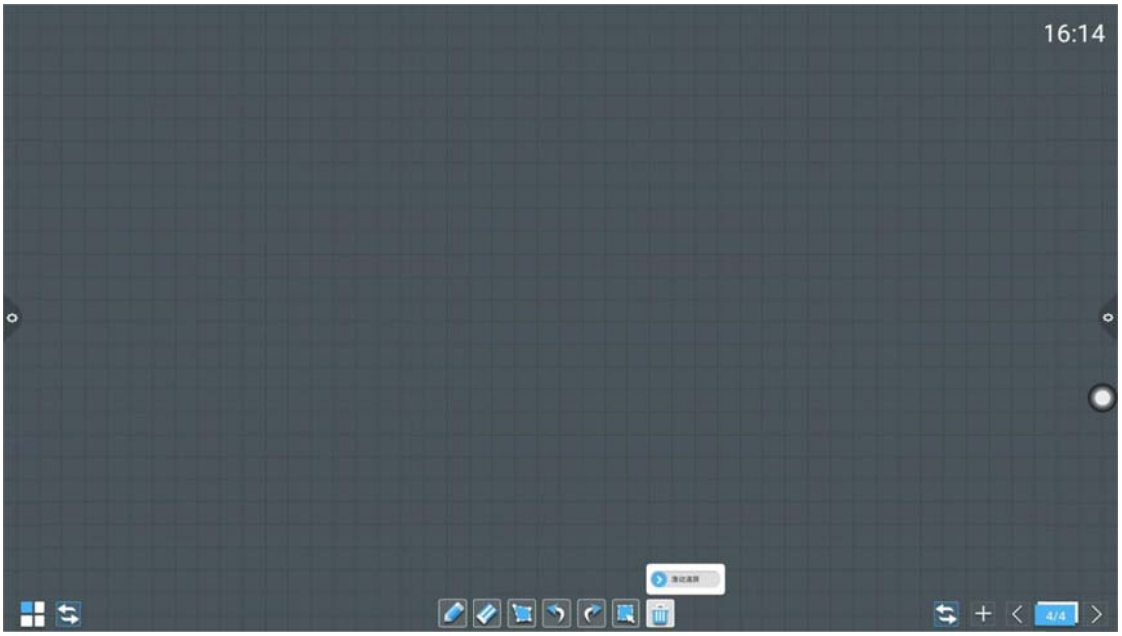
Click to enter the selection mode. The interface is switched from the writing mode to the selection mode, which can draw out the handwriting and shape, and then can achieve move, delete, copy and paste function. We also can achieve these functions to the insert picture.



6、Selecting to delete

Click to pop up the slider

. Users can delete all writing content of the screen by sliding to right manually



7、Switching functions

Click to switching the more function icon and page management function icon. They will be changed the position to left or right.

、

8、Page preview

（1）Open page preview window: Click

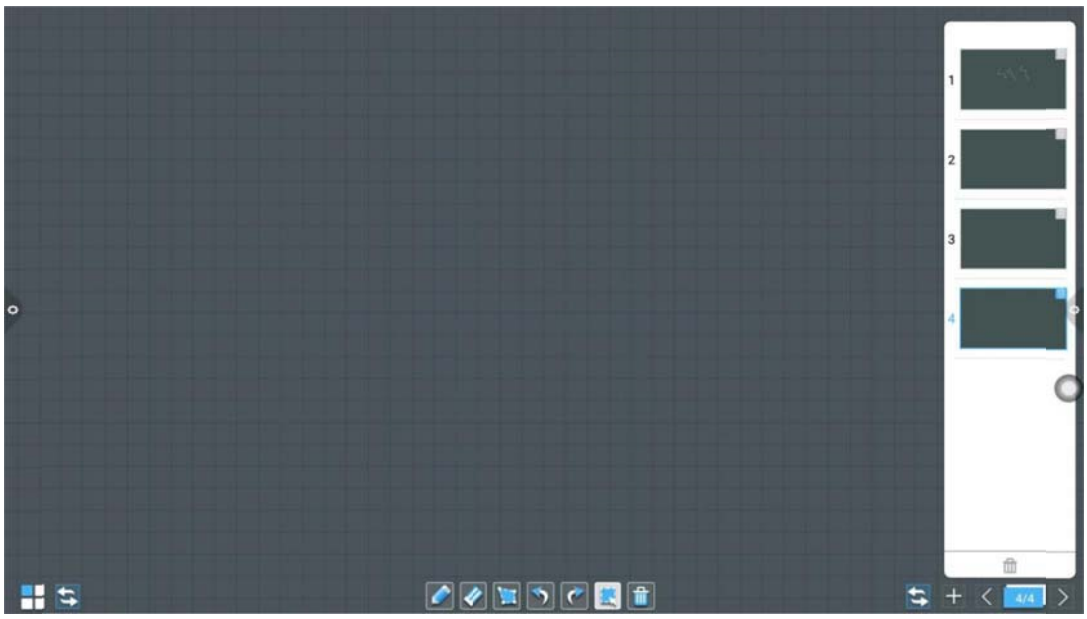
to show the current page is selected

.

（2）Add page: Click to add page.

（3）Delete page: Under the page preview window, users can delete the selected page by clicking the button at the top right corner or can delete all pages by clicking the button below the page.

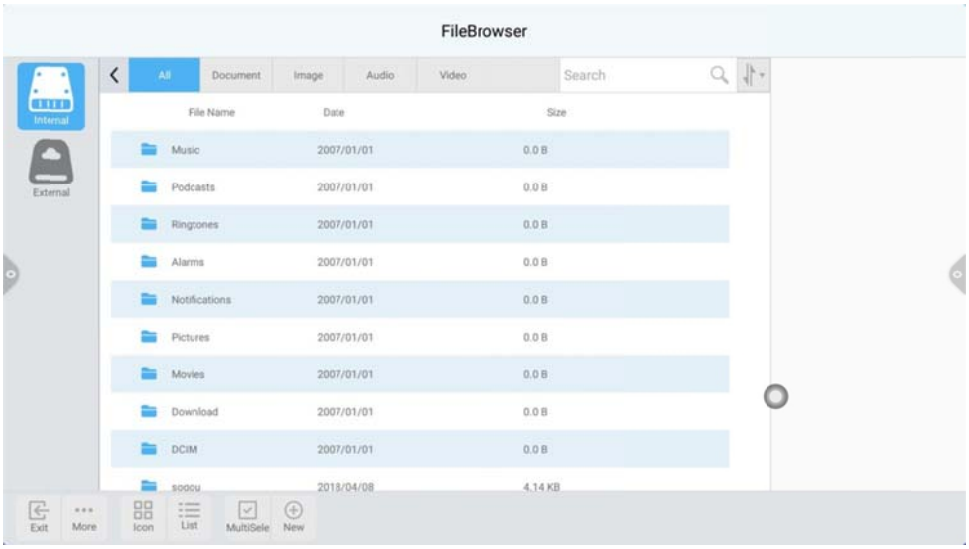
（4）Turn page function: Click the left and right page buttons to turn page. Users can also search page by sliding up or down fast in the page preview window and click to select to realize the page function.



2.2 Document management

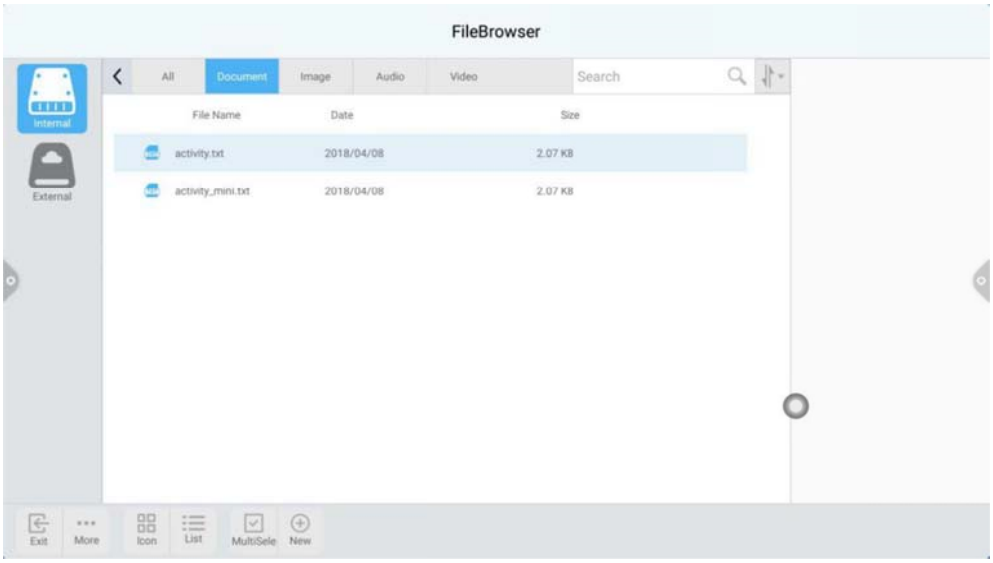
2.2.1 Interface introduction

1、Click to open the document management function.The left side of the file browser displays an external SD card, USB external storage device.

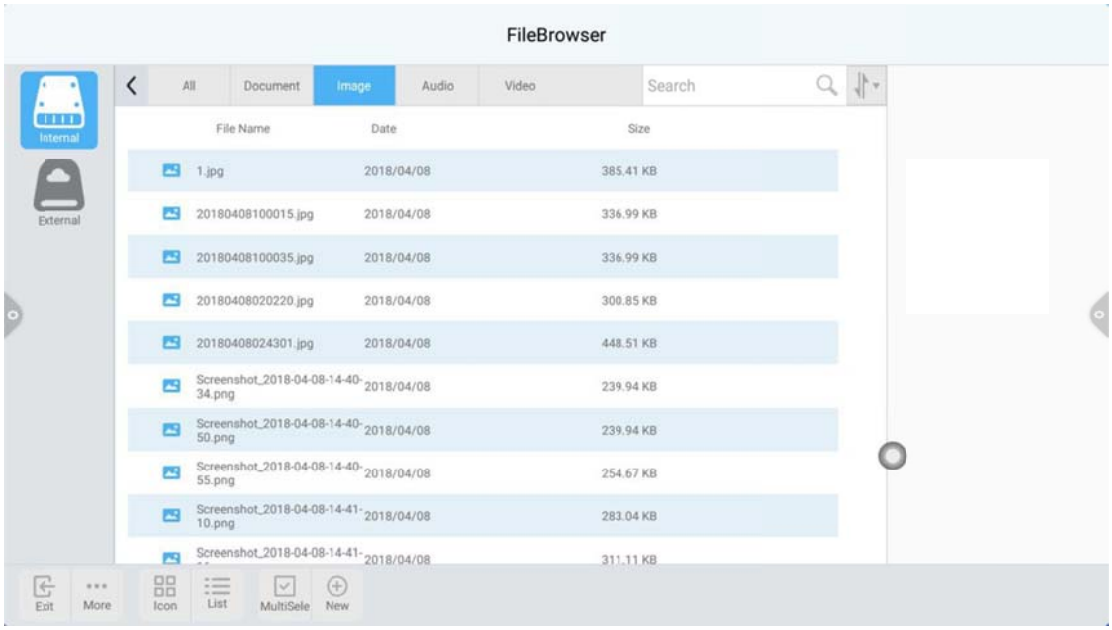


2.2.2 Classification display.

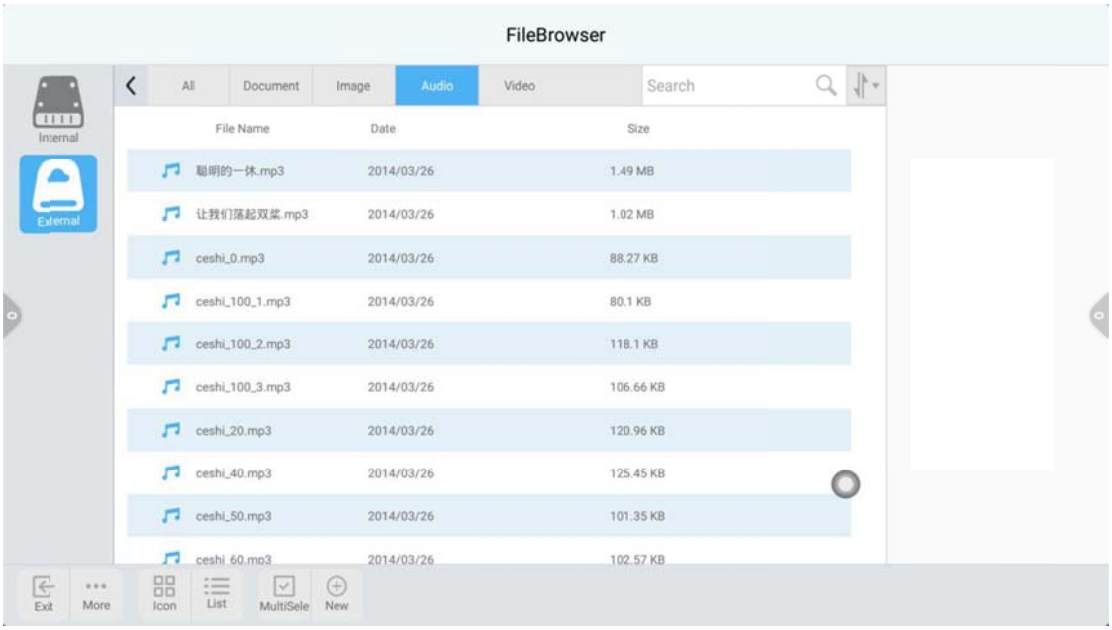
1、When you click “document”, the main contents are: Word, EXCEL, PDF, TXT file.



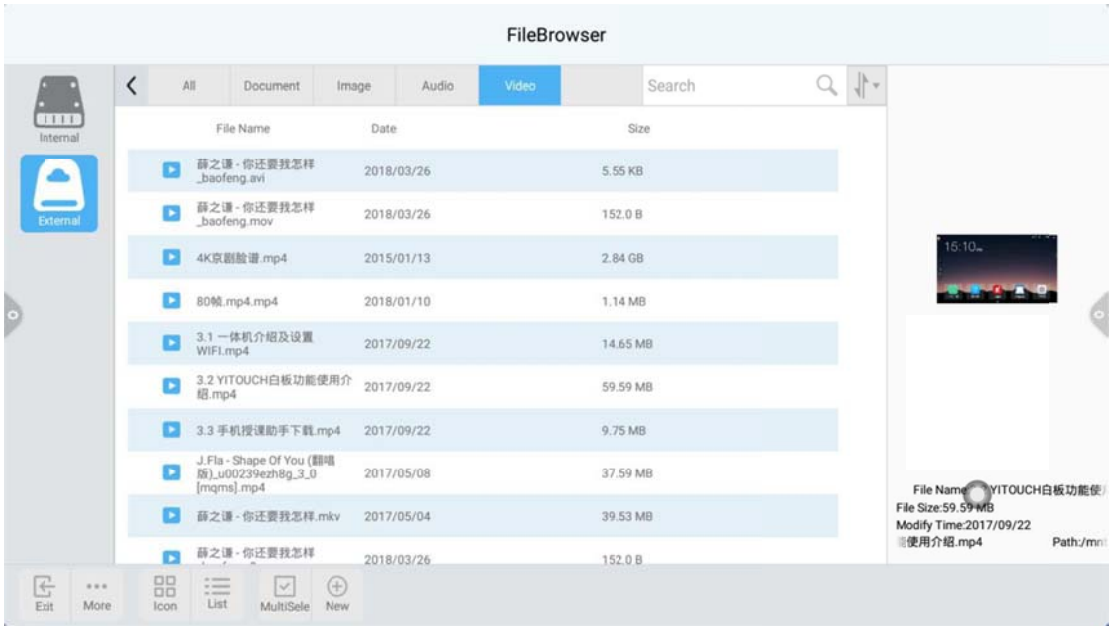
2、Click “Image” to display the image format file ,as shown as follow:



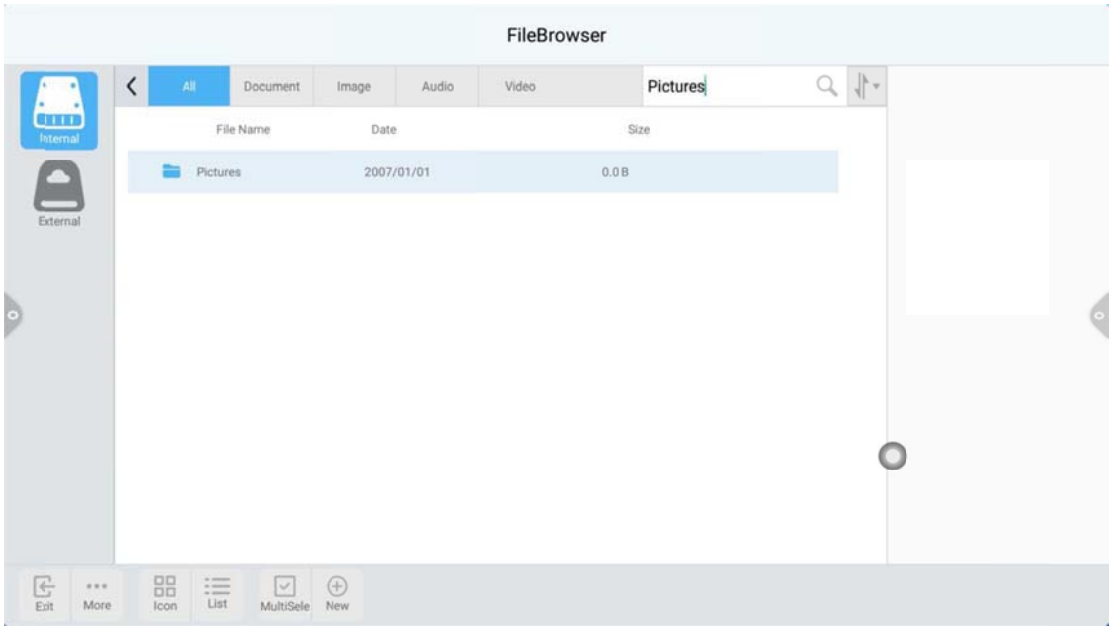
3、Click “Audio” to display the audio format file, as shown as follow:



4、Click “Video” to display the video format file, as shown as follow:

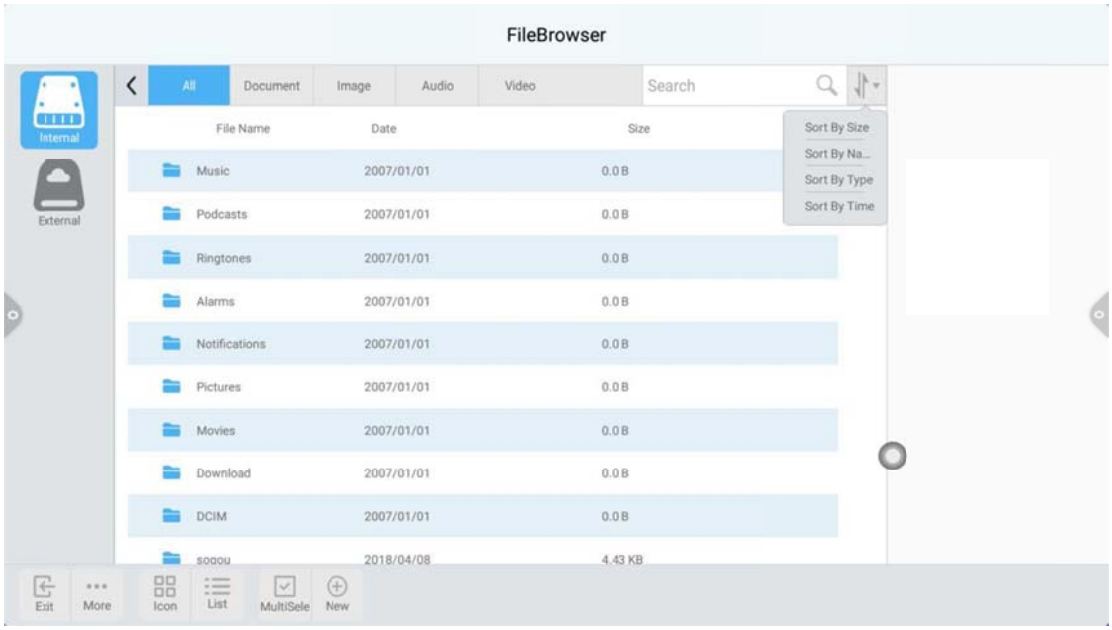


5、**Search function**: Enter the name of the file that the user needs to find in the search bar. After clicking the search, the search file will be displayed in the main content window, as shown as follow：



6、Sorting

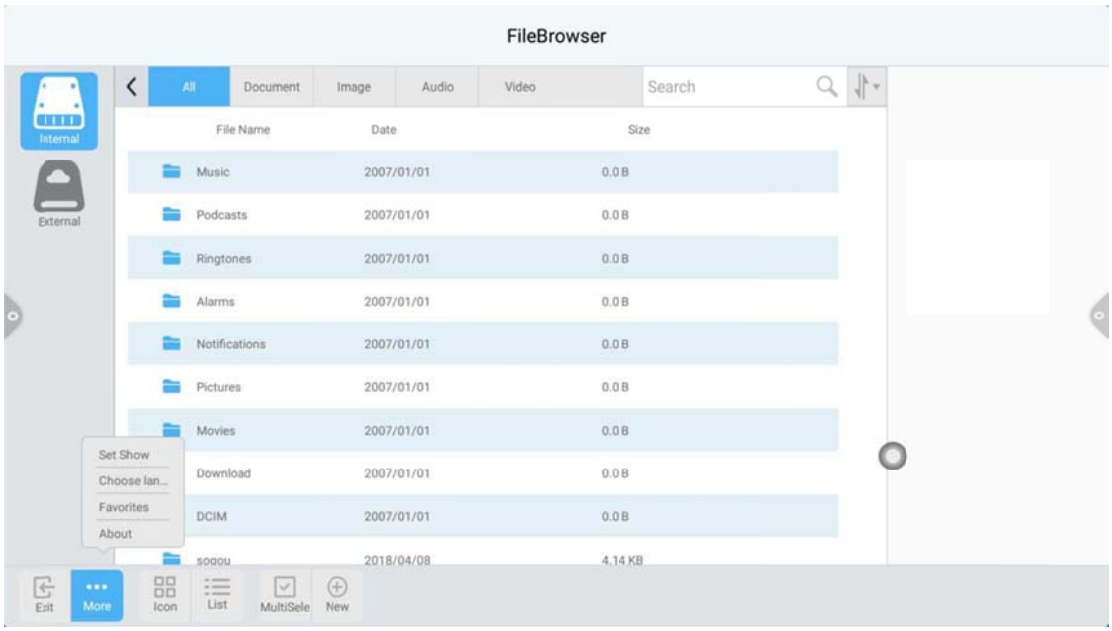
Click to pop up the sort list. Files could be sorted by size, name, type and time. Users can select the way to display according to their own needs, as shown as follow:



2.2.3 Expanding menu

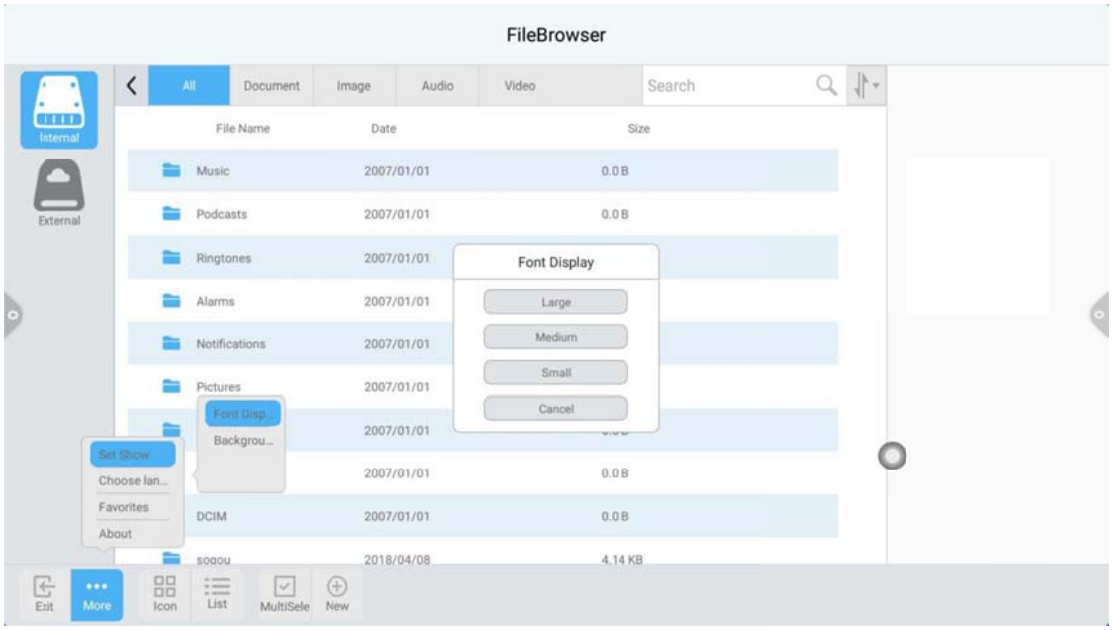
Click

to display settings, language, favorites, and version information, as shown as follow:



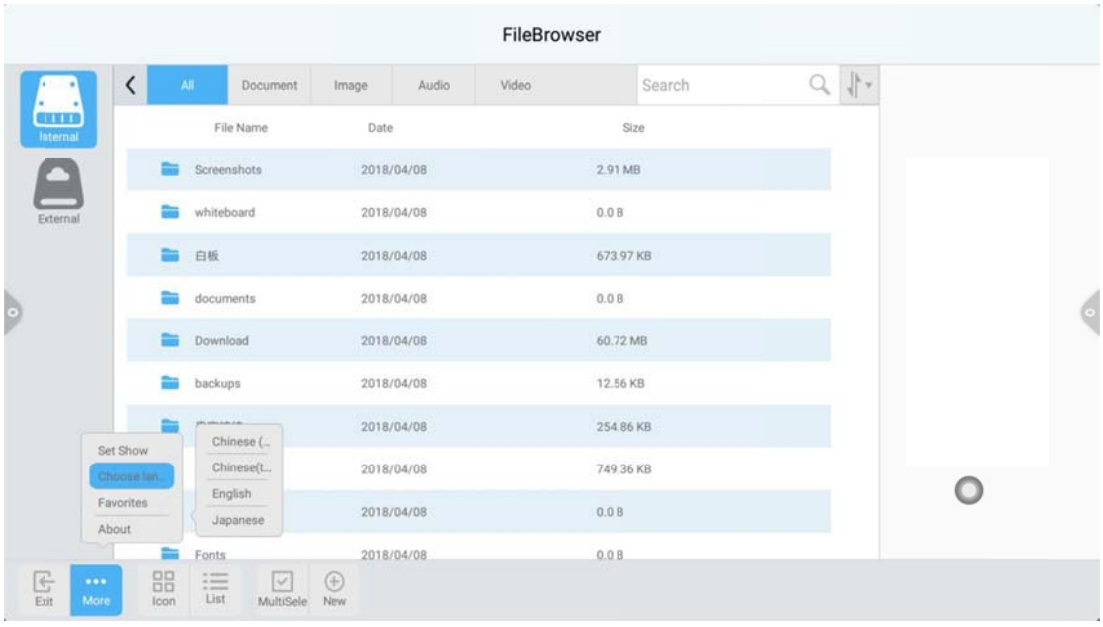
1、Set show

Users can set the font display and background color display for the file manager.



2、Choose Language

Users can select Chinese or English. When the system language is switched, the language of the file browser also switches with the system, without manual switching.



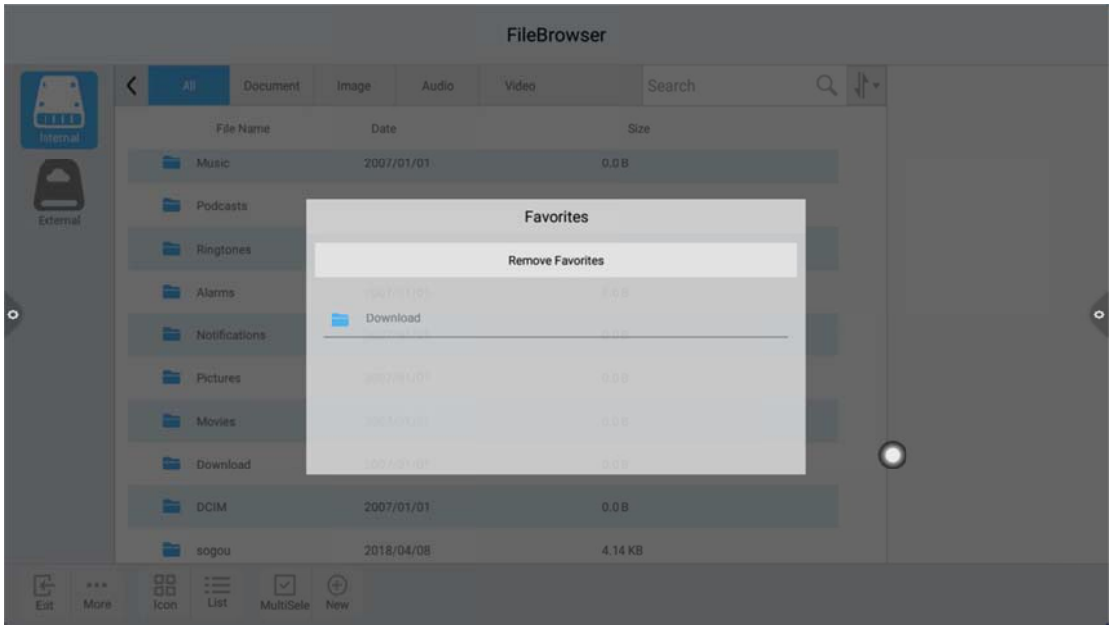
3、Favorites

（1）File collection: Select the files that need to be collected, and click collect.

（2）View files: When viewing files or folders in the favorites, you need to double-click to receive the file or folder.

（3）Remove the favorites file: Click the file or folder you want to remove, and then click remove the folder to remove it.

（4）Exit the collection: Click the area outside the favorites interface toexit



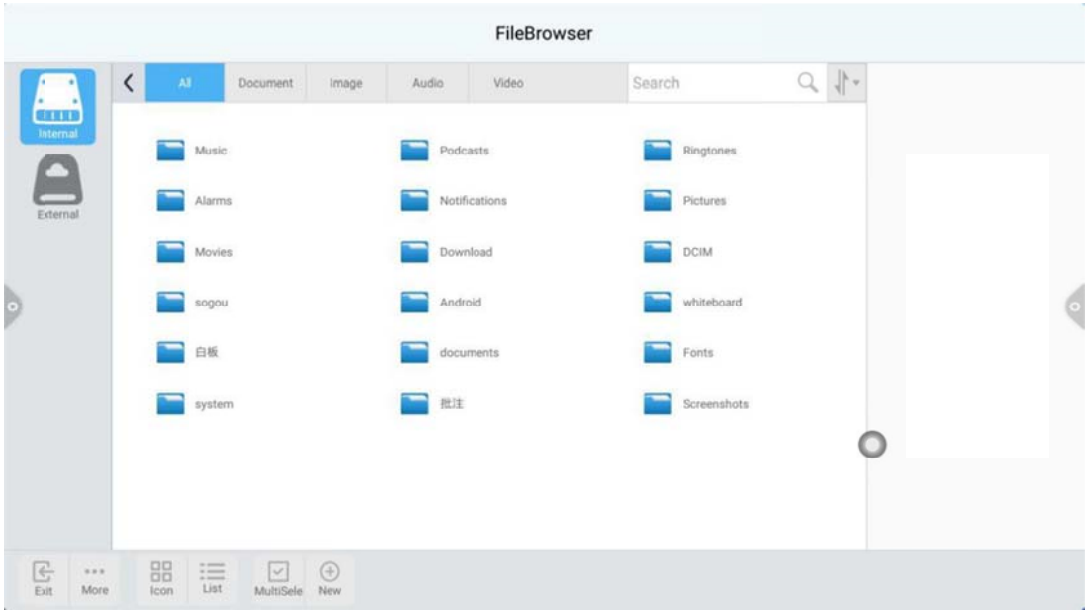
4、About

View the file browser version information.

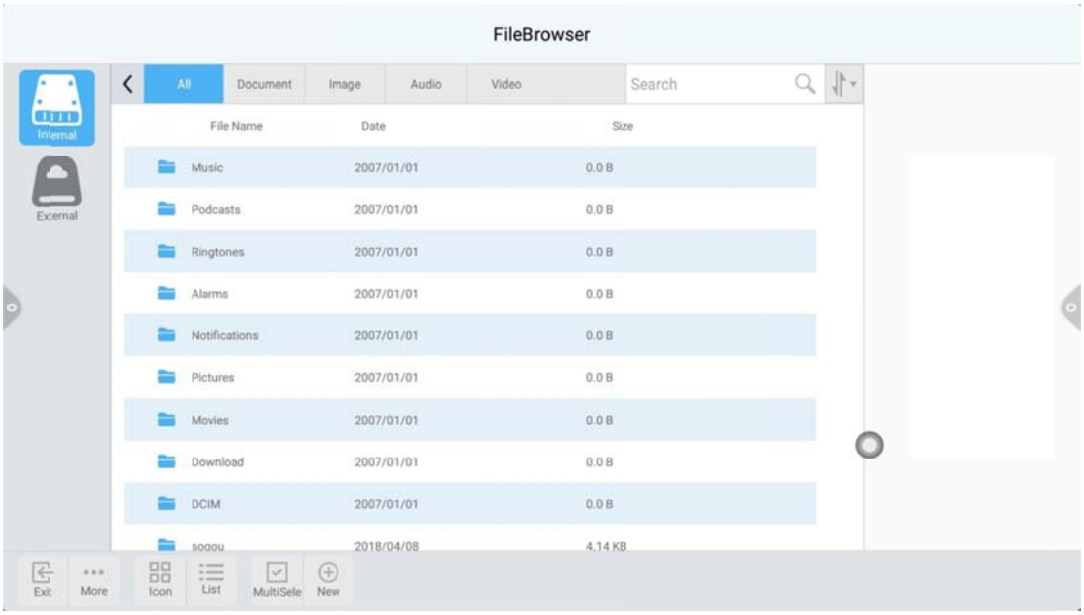
2.2.4 Display mode

1、Icon display

Icon display can be divided into large icon display and small icon display.



2、List display



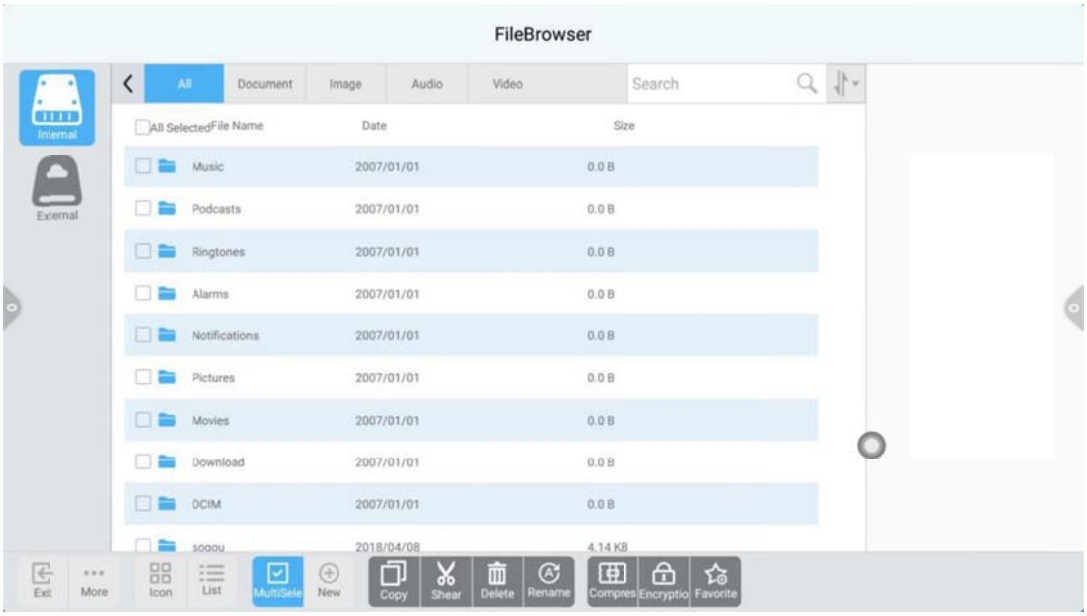
2.2.5 Toolbar

1. Multi selection

Click the multiple button to select multiple folders at the same time.

2. Extension tools

When entering the selected state, the extension toolbar will pop up, which could realize copy, shear, delete, rename, compress, encryption and Favorites function.



File encryption

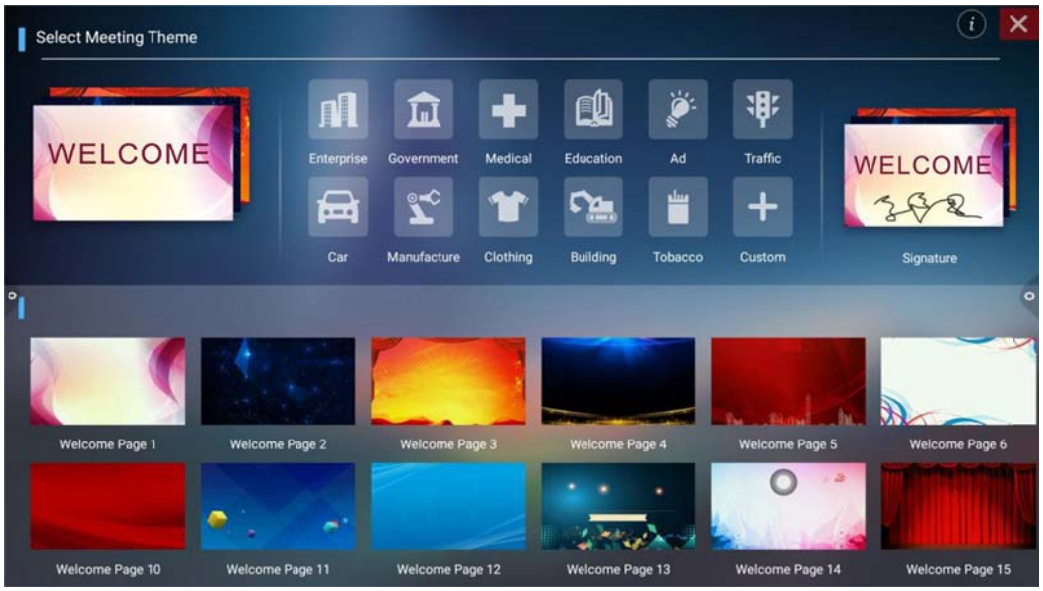
A． Open password protection: select files or folders to be protected by long pressing, click encryption, and then enter the password to confirm. After the file is encrypted, they cannot be deleted, copied, sheared, renamed and so on.

B. Secure password protection: long press the protected file or folder, click decryption, and then enter the password to remove the password protection of the file or folder.

2.3 VIP

2.3.1 Interface description

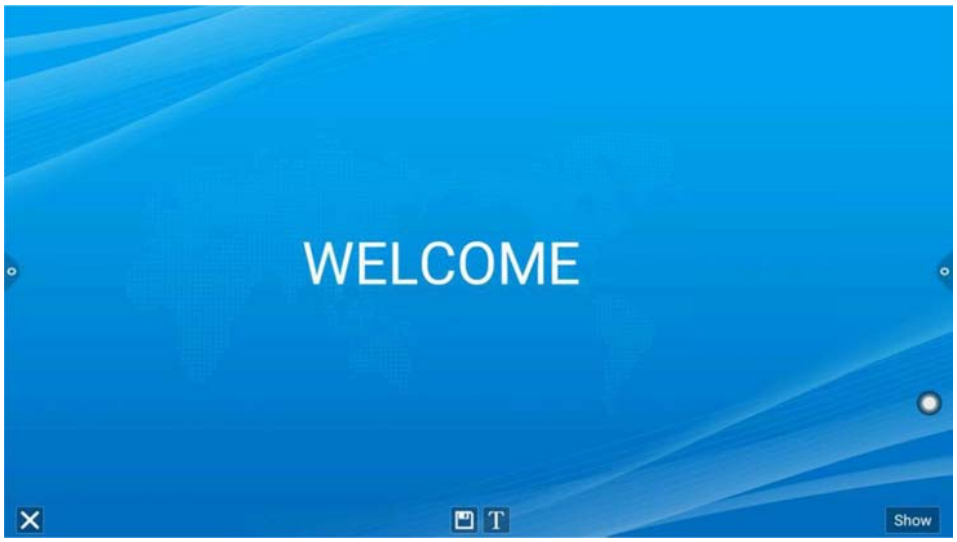
Click to enter the main interface. The main interface is divided into the theme bar and the preview display bar.



The theme bar is divided into three modules: welcome module, industry theme and signature picture. Users can customize, edit themes, and so on in the welcome module and industry theme module. Signature images can only be used to delete images.

2.3.2 Function

Open the theme image in the preview display bar.



1、Text editor

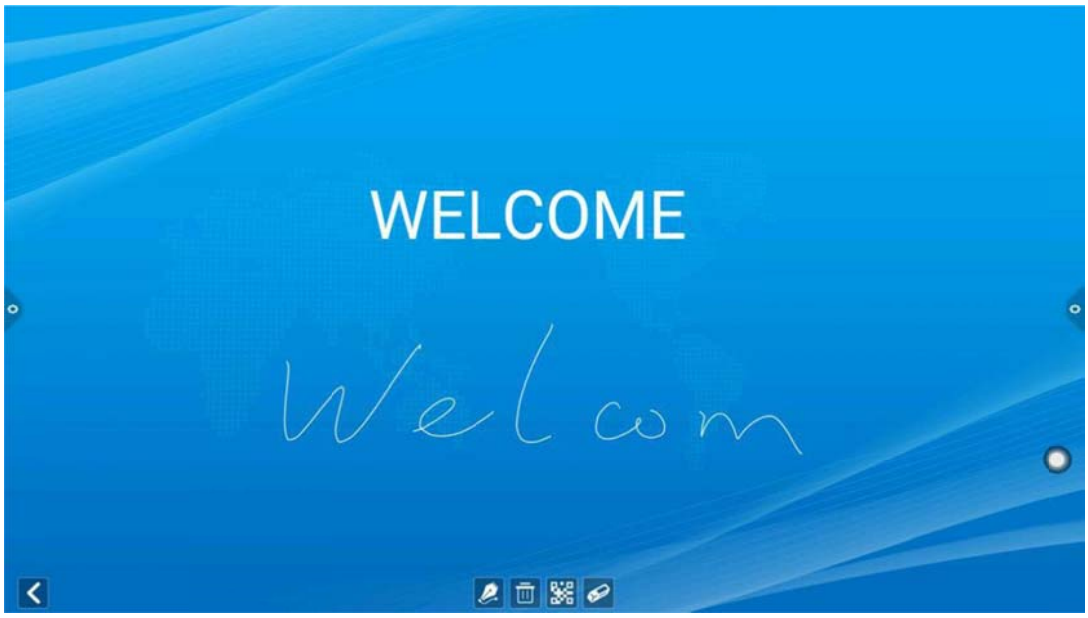
（1）Click to enter the text editing status. When you are in a text editing state, you can select the font, size and color of the text by touching the keyboard input text and clicking on the three function ICONS.

（2）The editor menu will appear at the top of the theme interface of the editbox. Users can choose to select, shear, copy, and delete the content by editing the menu.

（3）Save: Click to save as the theme image, which will be displayed under the theme.

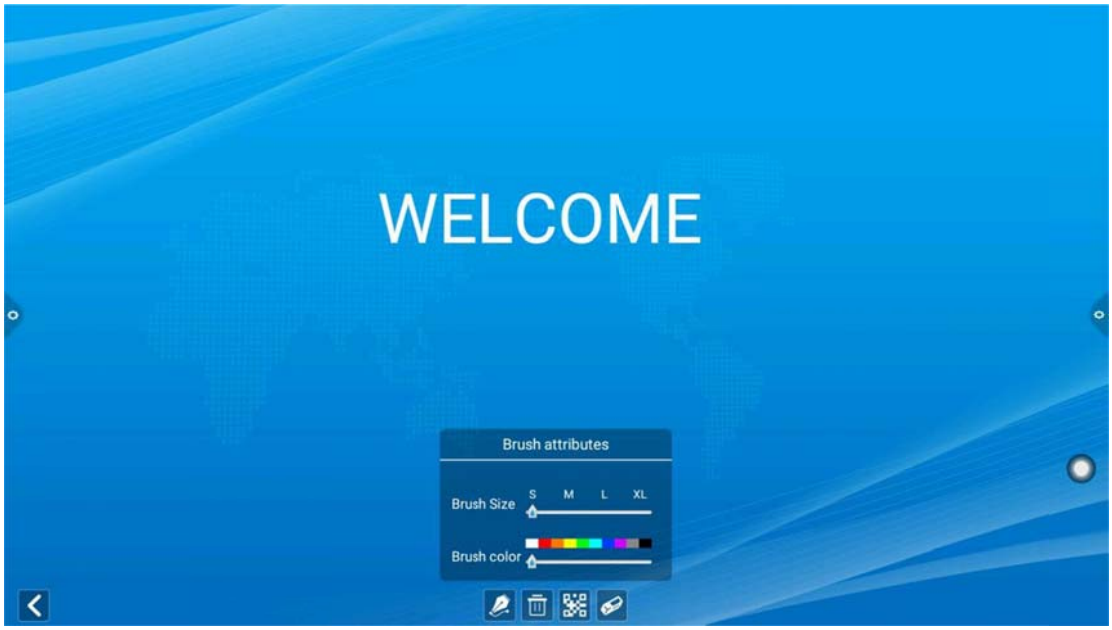
2、Signature mode

Select the display and then enter the signature state. Users can manually touch the written content in the signature state, as shown as follow:



（1）Writing

Click to select the size and color of the drawing line, as shown asfollow:



（2）Erasing

a. Click to delete the editing content under the signature state.

b. Click to pop up eraser function.

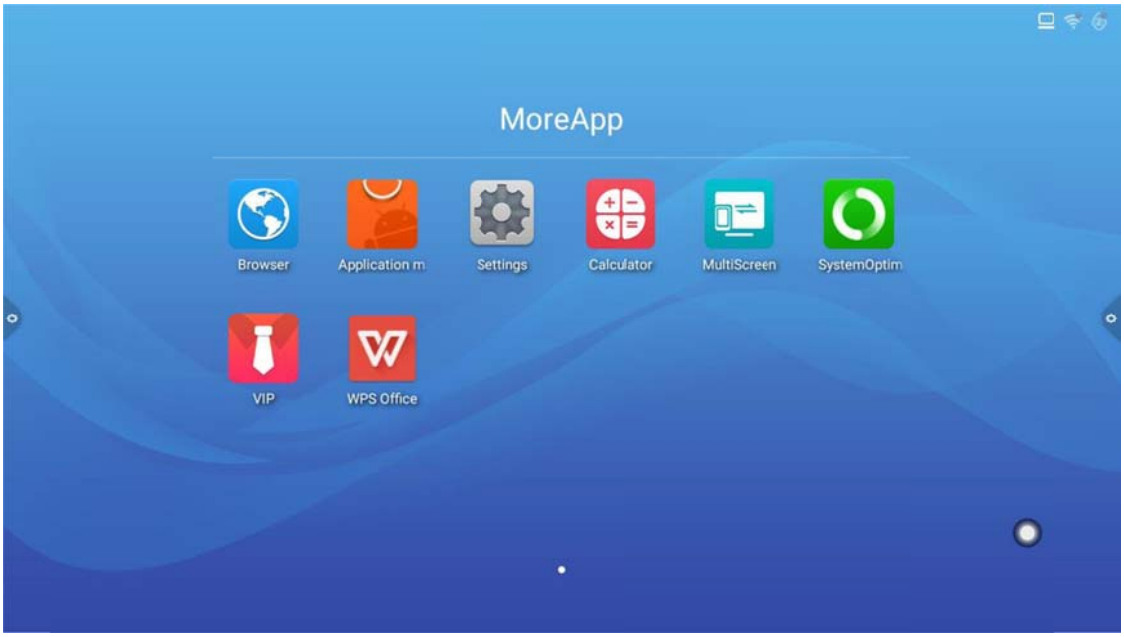
（3）QR sharing

Click to save the signature picture. If the network is connected, scan the QR code with your mobile phone to view and download the saved theme images.

2.4 More applications

2.4.1 APK application

Click to enter more application interfaces of conference system. And Users can view or install APK applications in this interface by himself, as shown as follow:



2.4.2 Suspension menu

1、 This icon suspend in the desktop and can be moved or displayed in any interface. Click to open the menu can be quickly activated the application inside. Also you can customize the other applications which will be used frequently.

2、Add:Click to select the application to add in the pop-up menu bar.

3、Delete: long press to delete the application and enter the editable state. Click to delete the application short cut icon.

Add

Delete

Warning Statement

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
-Reorient or relocate the receiving antenna.
-Increase the separation between the equipment and receiver.
-Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
-Consult the dealer or an experienced radio/TV technician for help.

Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

The device is comply with RF exposure with 20cm.