



VIS-PMU-T Desktop Paperless System User Manual



Version 1.0

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1. Overview of server software

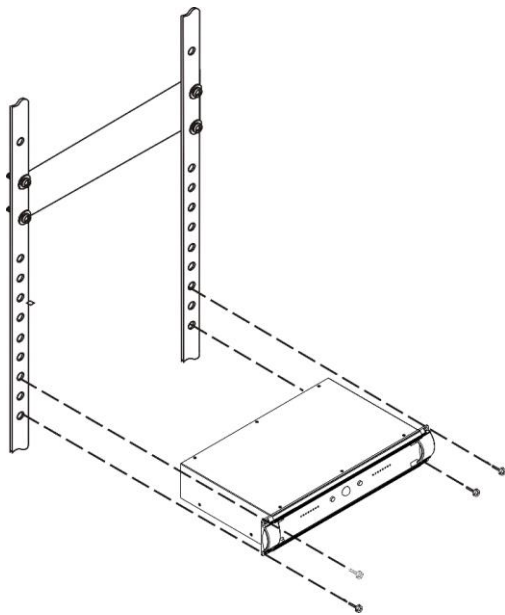
The intelligent paperless conference management server software enables the conference organizer to perform conference control efficiently, including conference preparations, management during conferences, and conference archiving. With powerful functions such as conference document authority management, voting management, participant management, centralized conference control, and conference archiving, it helps conference administrators quickly create conferences and carry out conference archiving. It supports customizations of conference settings, including seating simulation, slogans, and nameplates. Its conference call service and automatic reminder functions enable conference administrators to respond quickly to various service needs in the conference process. Throughout the conference process, the intelligent paperless conference management server software greatly facilitates the advancement of paperless conference office.

The NETGEAR G2 series paperless multimedia conference system adopts a display screen and links seat information via the network to achieve information sharing and conference interaction. With the design concept of high flexibility, practicality, efficiency, and energy saving, the G2 multimedia conference system provides flexible reservation, conference guidance and assistance, and conference summary export to achieve efficient green conferences.

2. Hardware installation

2.1 Installing the paperless conference system server

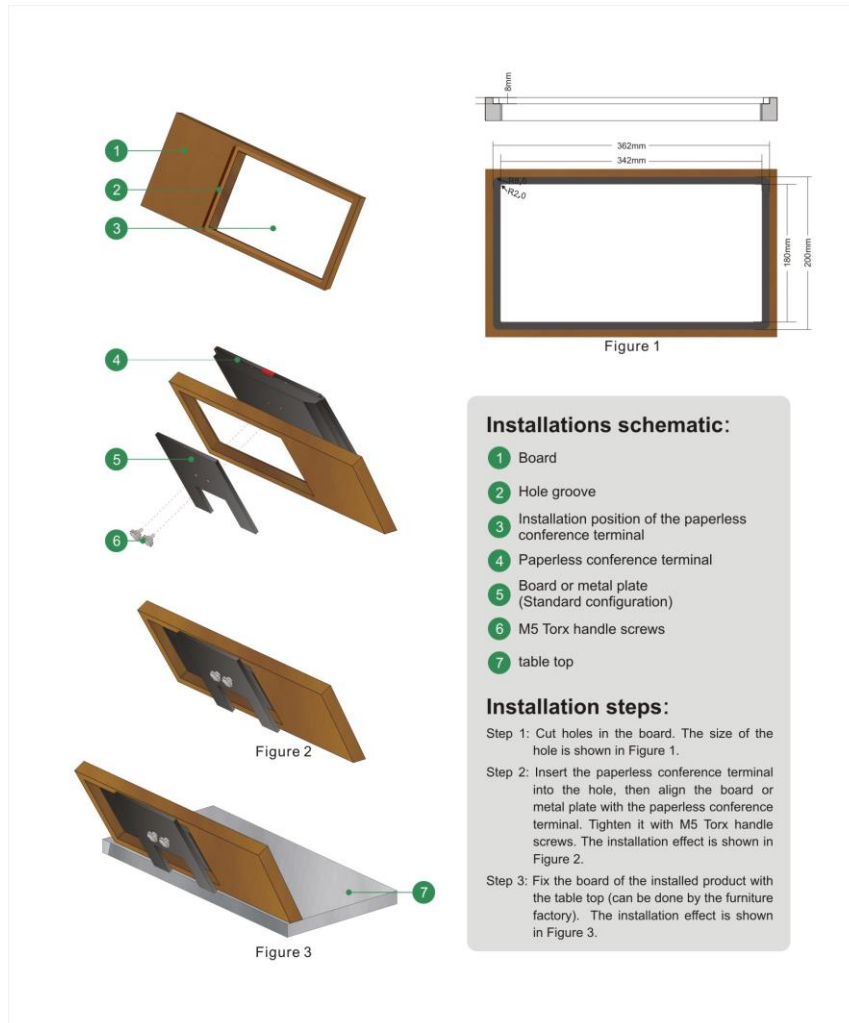
Install the controller in a standard 19-inch cabinet with standard screw holes.



2.2 Installing the 11.6-inch modular paperless conference terminal.

Desktop terminal installation only requires a network cable hole on the desktop. The schematic of embedded terminal installation is shown below.

Installation schematic:



3. System connection diagram

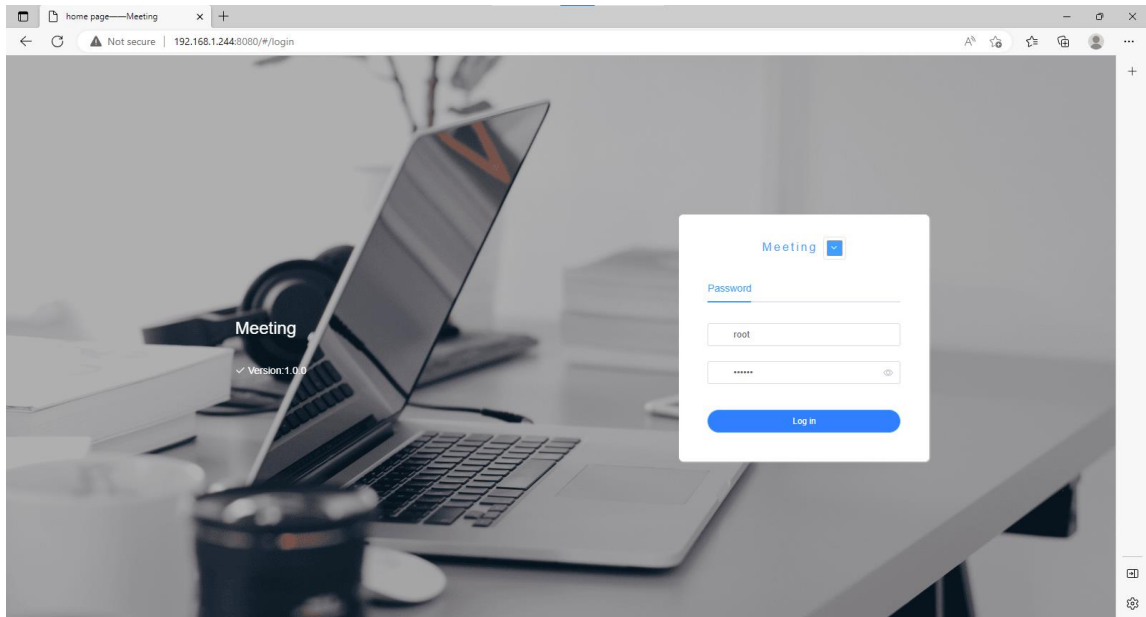


4. System operation instructions

4.1 Backend management

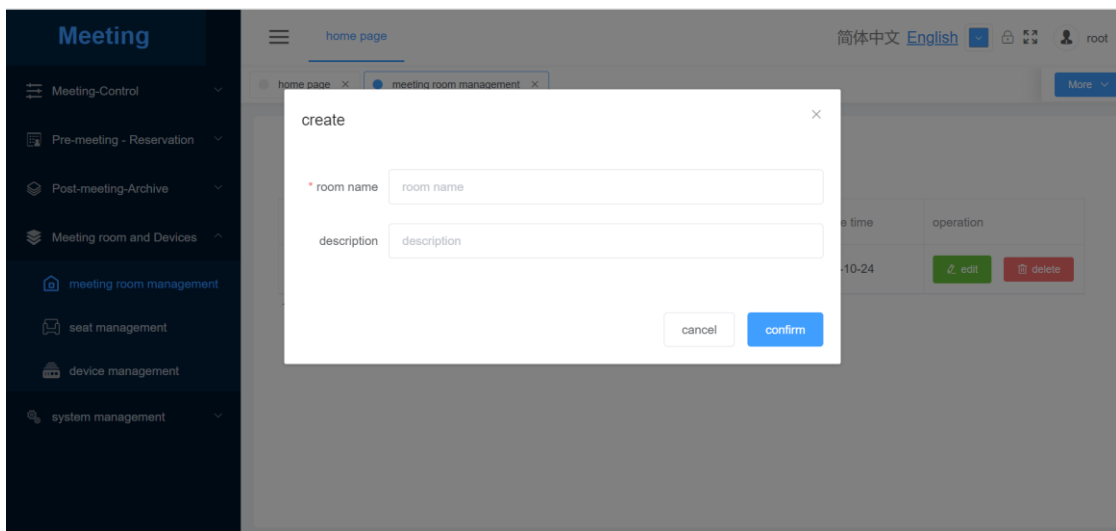
4.1.1 Login to backend management

Open the webpage on the server or the device in the same LAN, and input 192.168.1.244:8080. Log in to the paperless conference system management system.

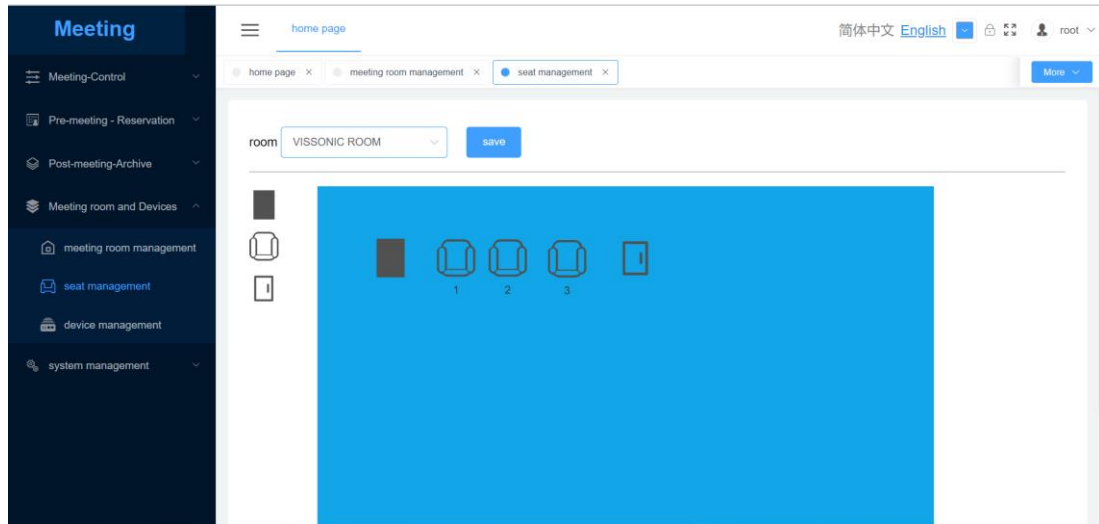


4.1.2 Conference room layout

Step 1: Select "Meeting room and Devices" > "meeting room management", and click "add" to create a new conference room. In the pop-up window, enter the conference room name (required) and conference room description (optional), and click "confirm".



Step 2: Click "seat management" and select a conference room to set the seats. Click the door, table, and chair icons, adjust them on the scene map, and click "save".



4.1.3 Addition of external video sources and conference host

The host or assistant can select "Meeting room and Devices" > "device management" from the backend management software, click "add", and enter the name of the video source (custom) and address.

Note: Connect the camera to the computer, make sure the camera ID network segment is the same as the server network segment, and check the stream push address set in the camera configuration. You can connect the camera to the switch through a network cable. After entering the backend management software, add the built-in stream push address of the camera in the above steps. Then, you can click the video source and watch the video in "Discussion" of the client.

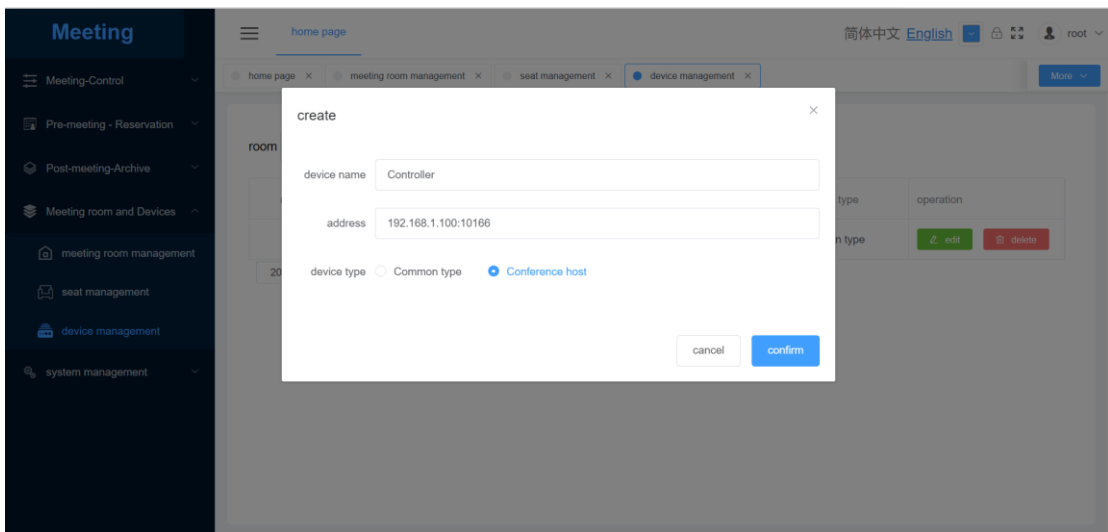
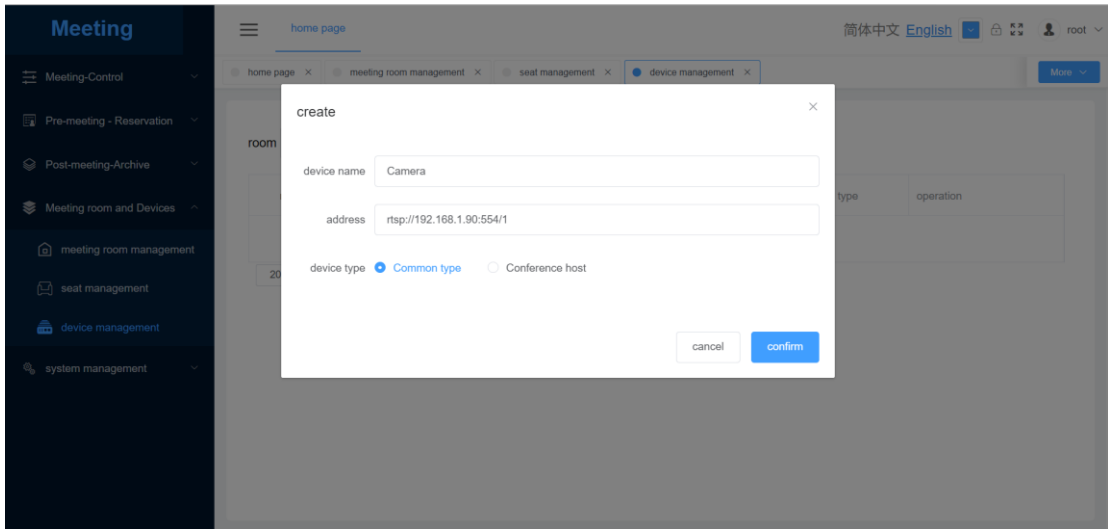
The IP address of the streaming server and encoder has been configured before delivery. You can connect them to the switch through a network cable without modifying the IP address.

Camera address format <rtsp://camera IP:554/1>

Stream push address format <rtsp://streaming IP:8554/Stream>

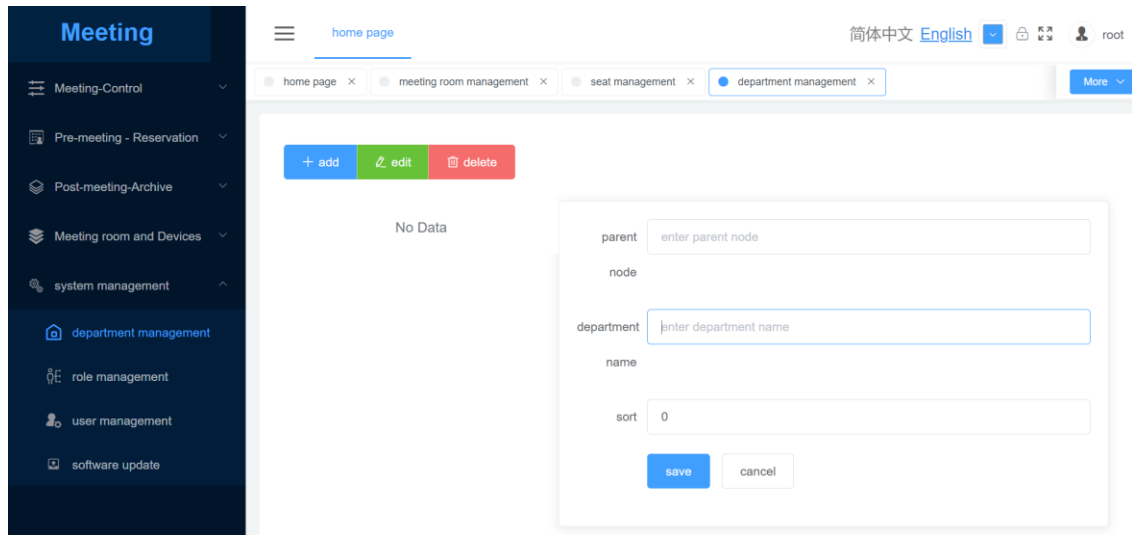
Encoder address format <rtsp://encoder IP:554/1080>

Conference host format<host IP:10166>

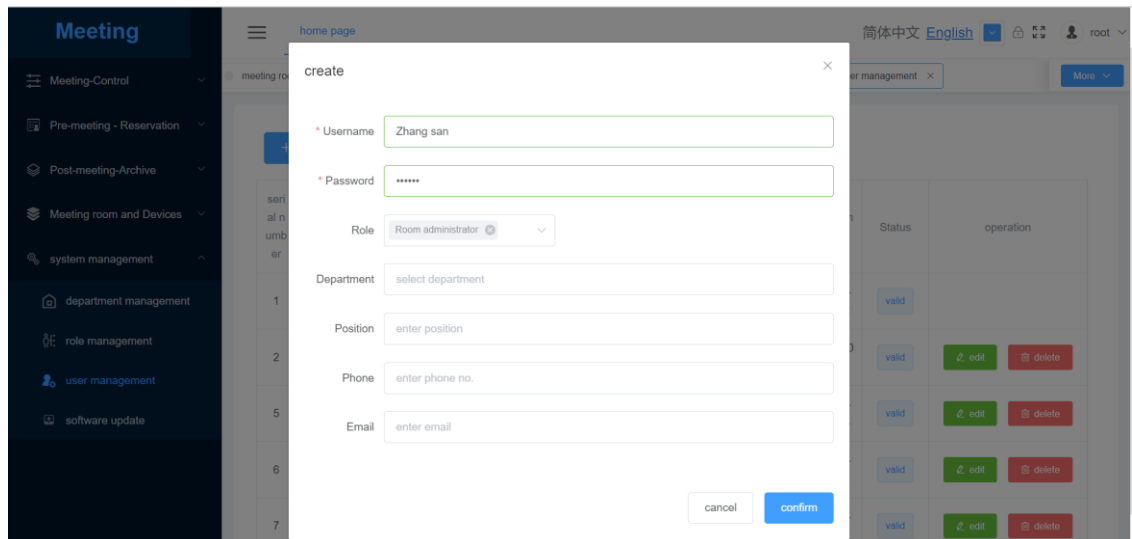


4.1.4 Presetting users

Step 1: Select "system management" > "department management", and click "add". Enter the department name, and click "save".

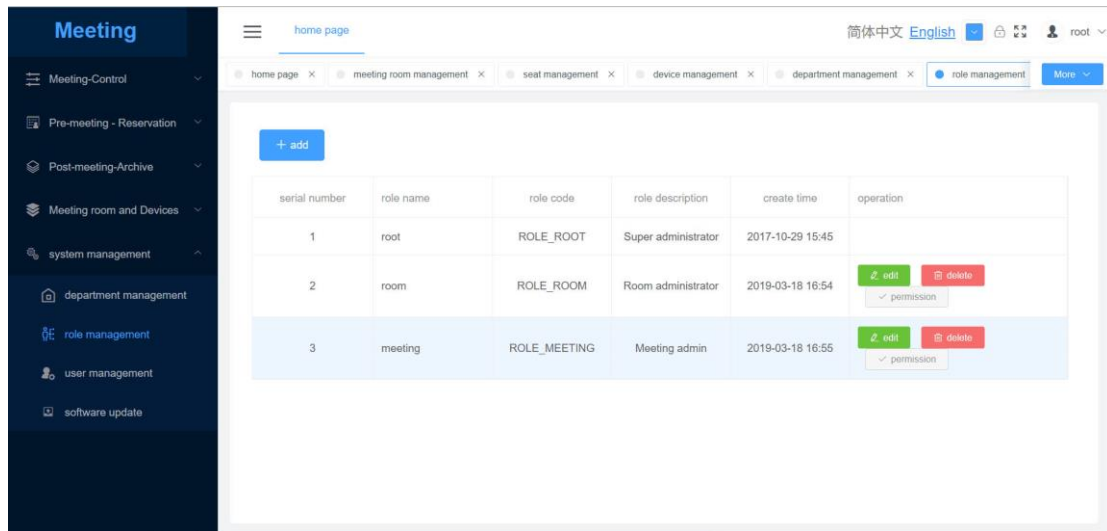


Step 2: Select "user management", and click "add". Enter the user information, and click "confirm".

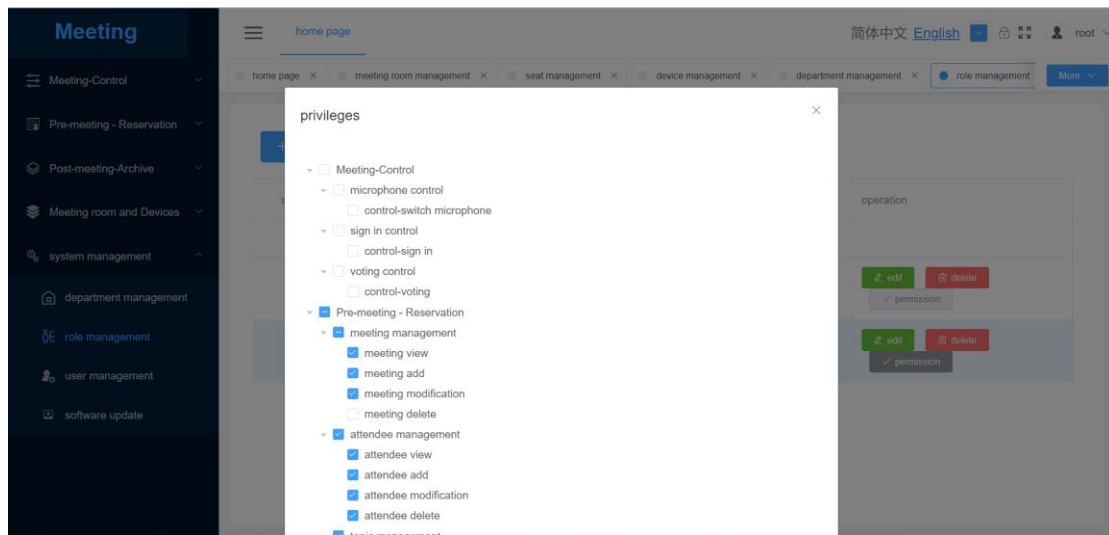


4.1.5 Assigning role privileges

Step 1: Select "system management" > "role management", and click "add" to add a new role.

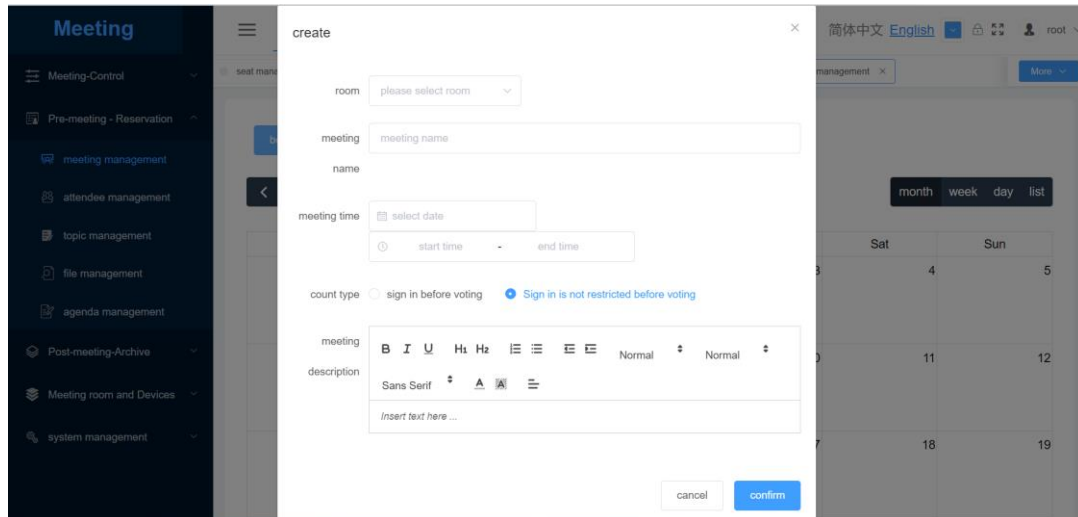


Step 2: Click the role privileges to assign privileges.

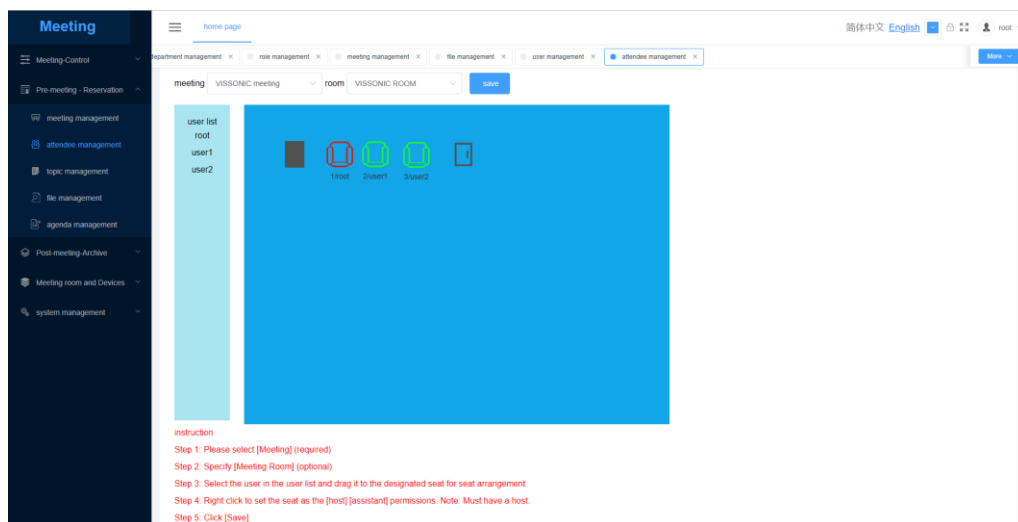


4.1.6 Adding a conference

Step 1: Select "Pre-meeting Reservation" > "meeting management", click "booking a meeting", and select the conference room. Set the meeting name, meeting time, count type, and meeting description. And then click "confirm", the conference will be queued.

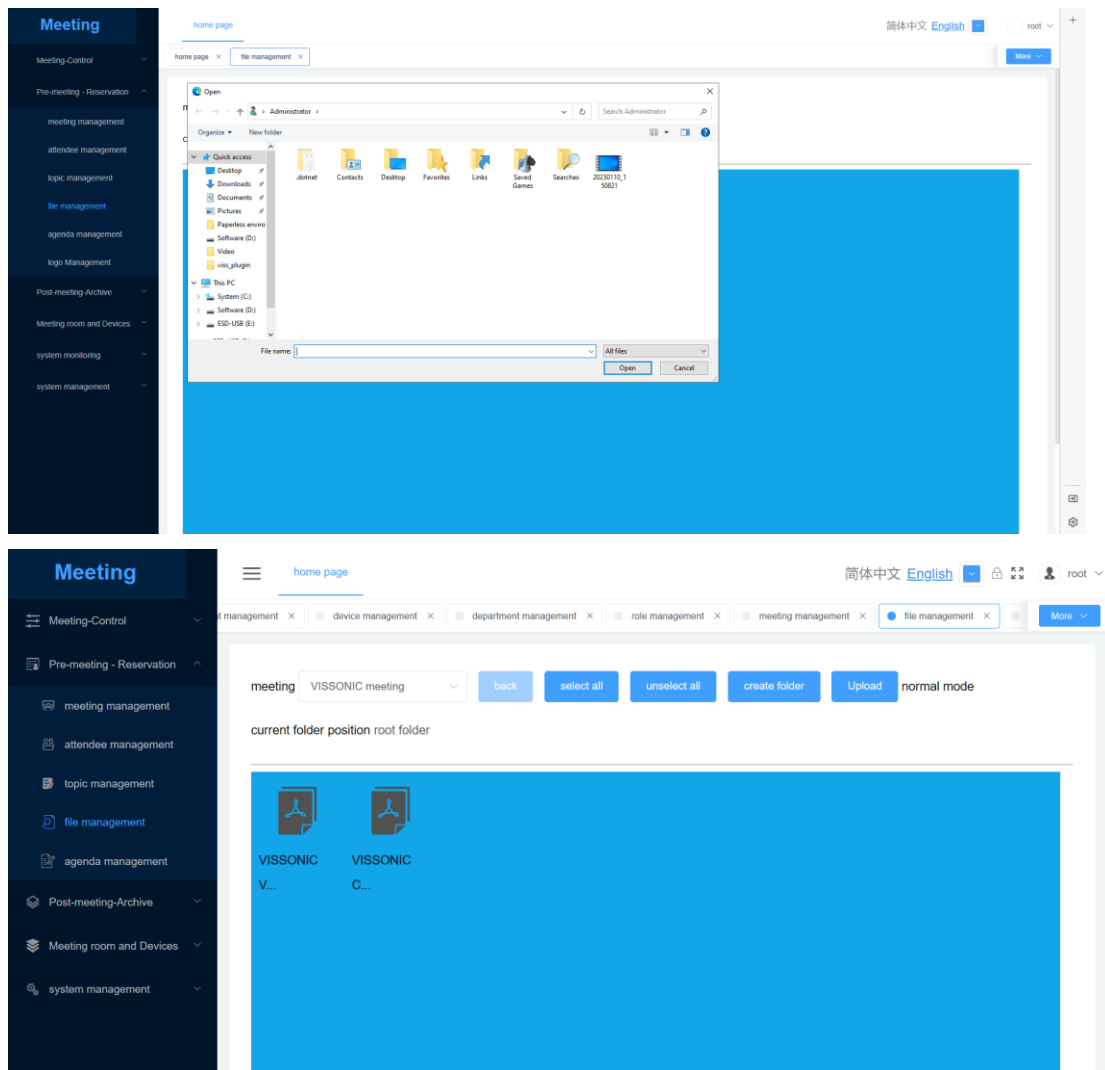


Step 2: Click "attendee management", and select a meeting. Select and drag a user from the user list to the specified seat for seat arrangement. Right-click the seat to add privileges. Set the host, and click "save".



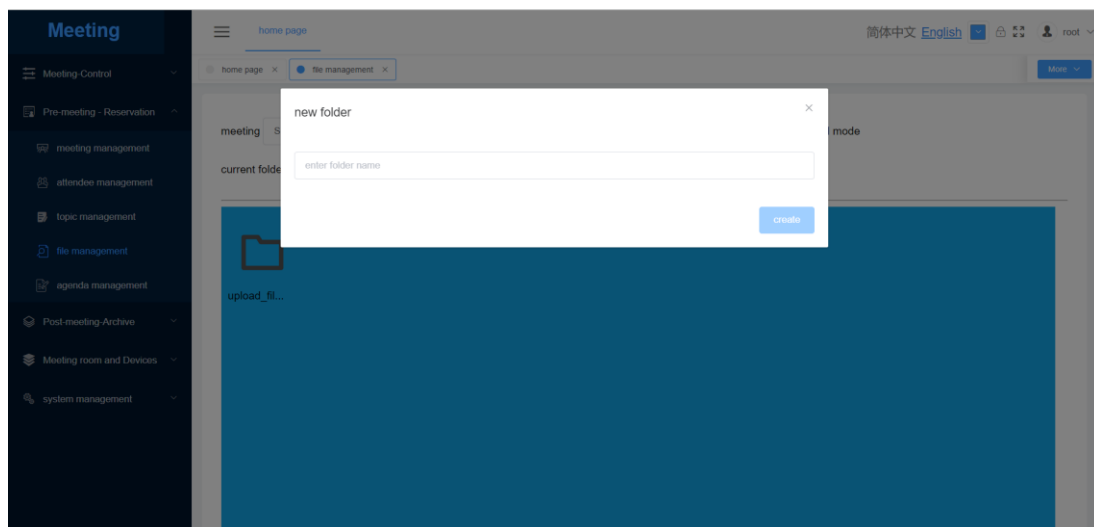
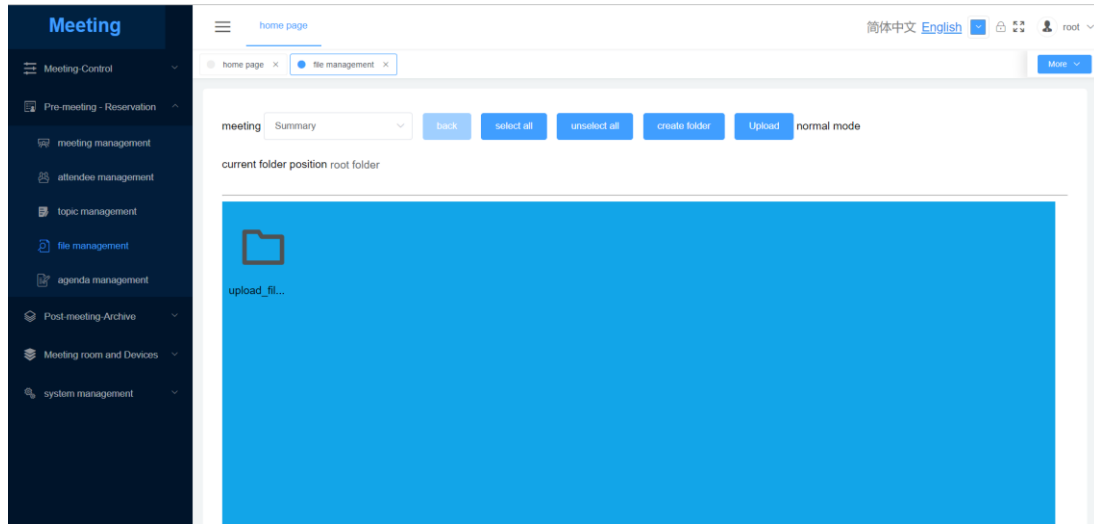
4.1.7 Adding a conference file

Select "Pre-meeting Reservation" > "file management", and click "Upload". Select a file, and click "Open".



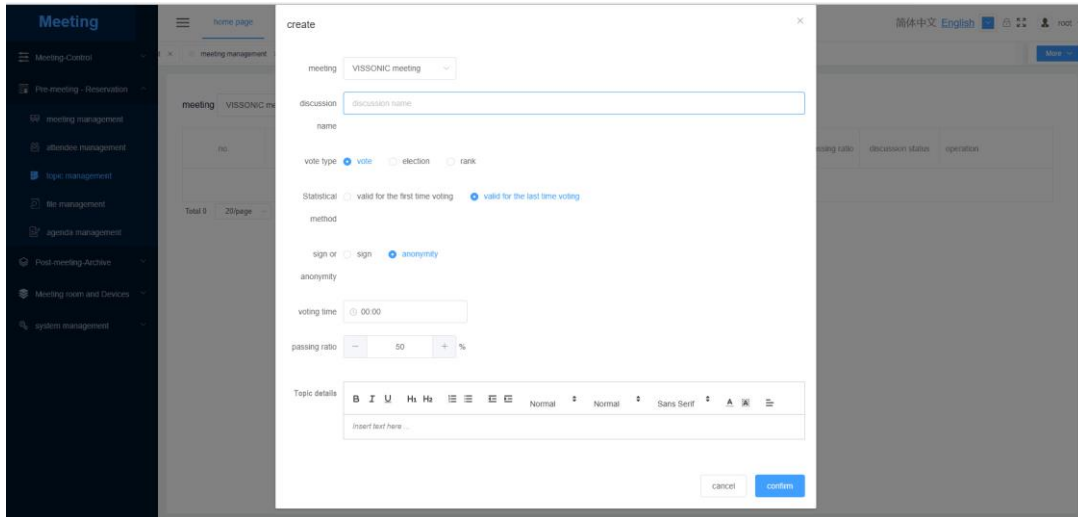
4.1.8 Creating a folder

Select "Pre-meeting Reservation" > "file management", and select a meeting. Click "create folder", enter the folder name, and click "create". Then, you can upload documents and videos in the folder.



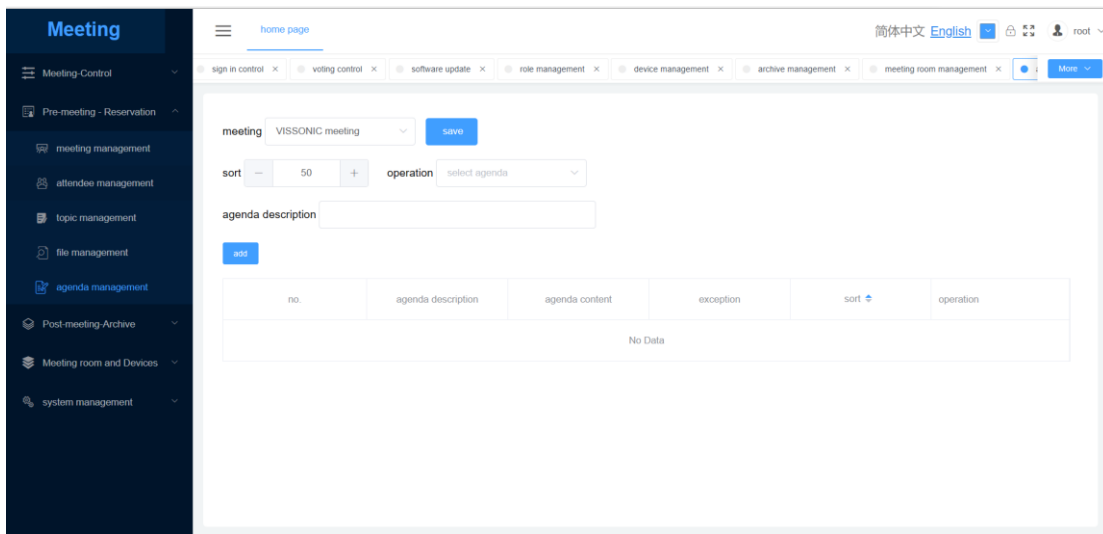
4.1.9 Selecting topics for voting

Select "Pre-meeting Reservation" > "topic management", select a meeting, and click "add". Enter the topic information, and click "confirm". The host or assistant can open the client and select the topic for voting.



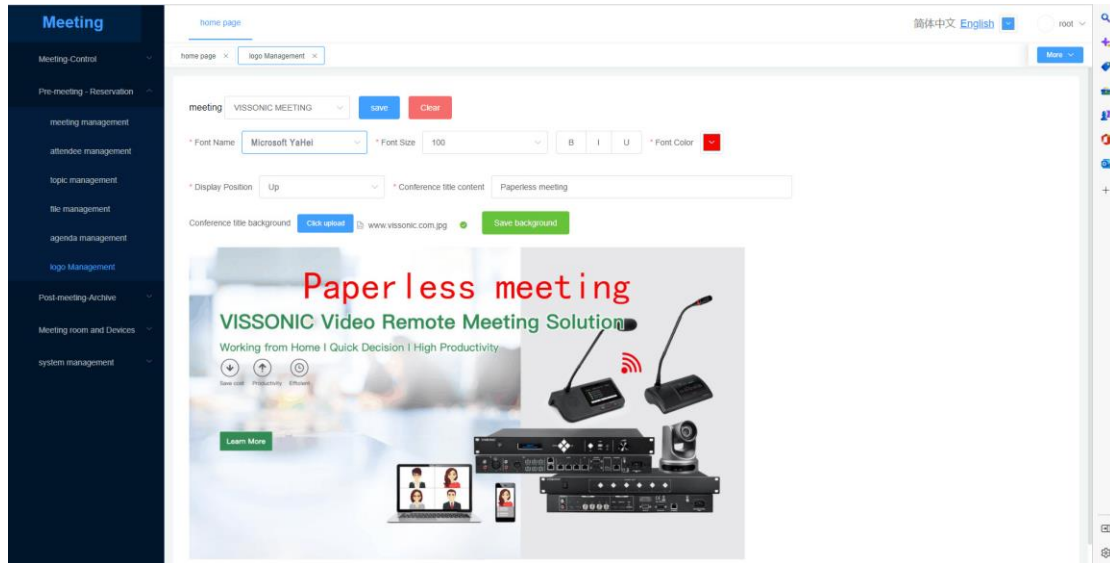
4.1.10 Adding meeting agenda

Select "Pre-meeting Reservation" > "agenda management", select a meeting, select operation, select file, fill in the agenda description and click "add".



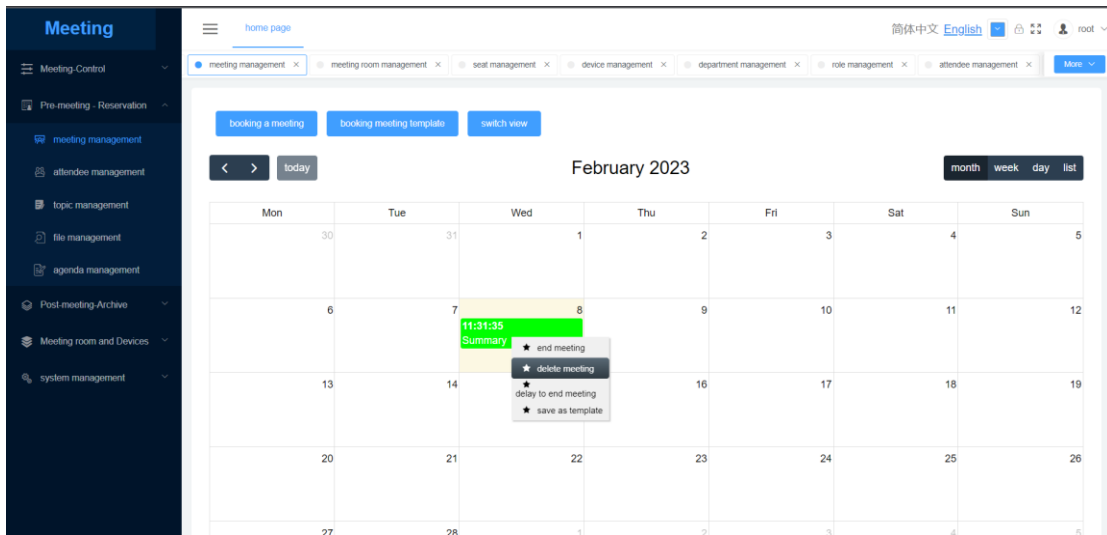
4.1.11 Pre-conference screen projection

Select "Pre-meeting Reservation" > "logo management", select a meeting, and then select the font, font size, color, position, content and background image. Finally click "save".



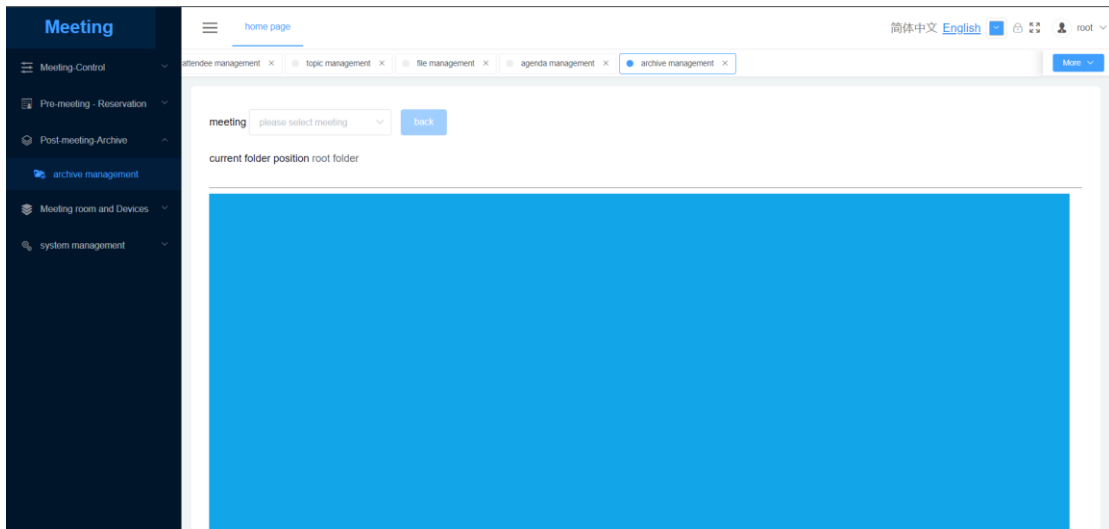
4.1.12 Deleting a conference

According to the conference needs, the administrator can select "Pre-meeting Reservation" > "meeting management" from the backend management software, right-click the meeting, and delete it.



4.1.13 Conference archiving

- You can save information as required, including the sign-in, voting, conference information, annotated files, etc.
- You can save it as a folder directory.



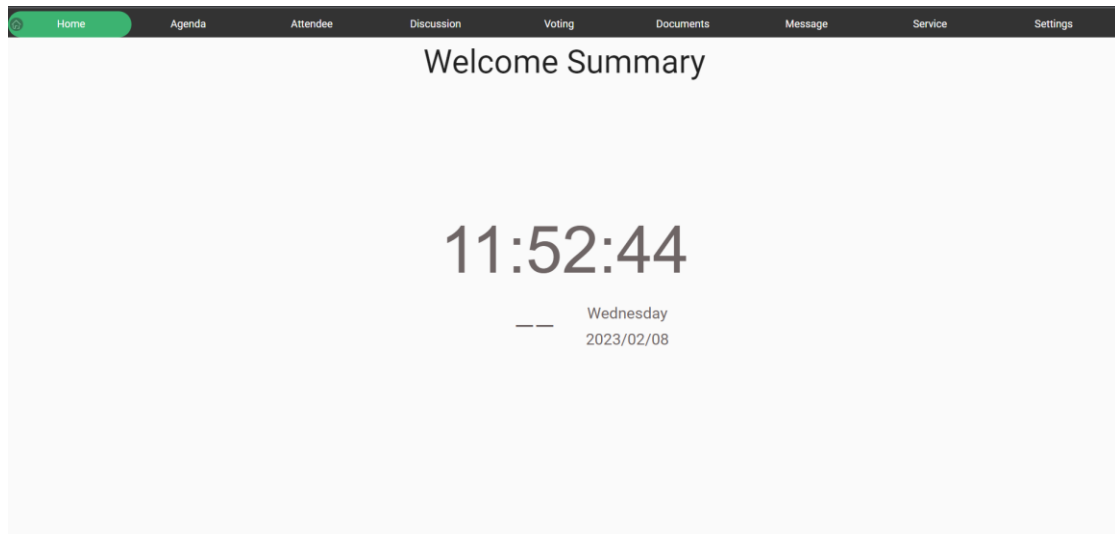
4.2 Client management

4.2.1 Logging in to the client

Open the client software and enter the username and password on the login page. The home screen will be displayed.



4.2.2 Home screen of the client



- "Home": Provides the conference name and time.
- "Agenda": Displays the current conference name and conference agenda. You can directly start the conference agenda.
- "Attendee": Displays the attendee information and sign-in.
- "Discussion": Provides a speaker list, and enables attendees to watch the streaming videos added in "media management" of the backend management software.
- "Voting": Displays the voting and election added before the conference and anonymous voting added during the conference.
- "Documents": Enables users to view conference documents and import documents from a USB flash drive.
- "Message": Allows for selection of any attendee for online text communication or voice communication.
- "Service": Provides services of tea, paper, pen, and on-site technical support.
- "Settings": Includes conference management, language, EQ, date and time, and software version.
- Touch ball: Provides functions of cast, screen projection, follow, and back.

4.2.3 User sign-in

The host or assistant can select "host management" > "Sign-in management" and click "End Sign".



4.2.4 Privilege settings

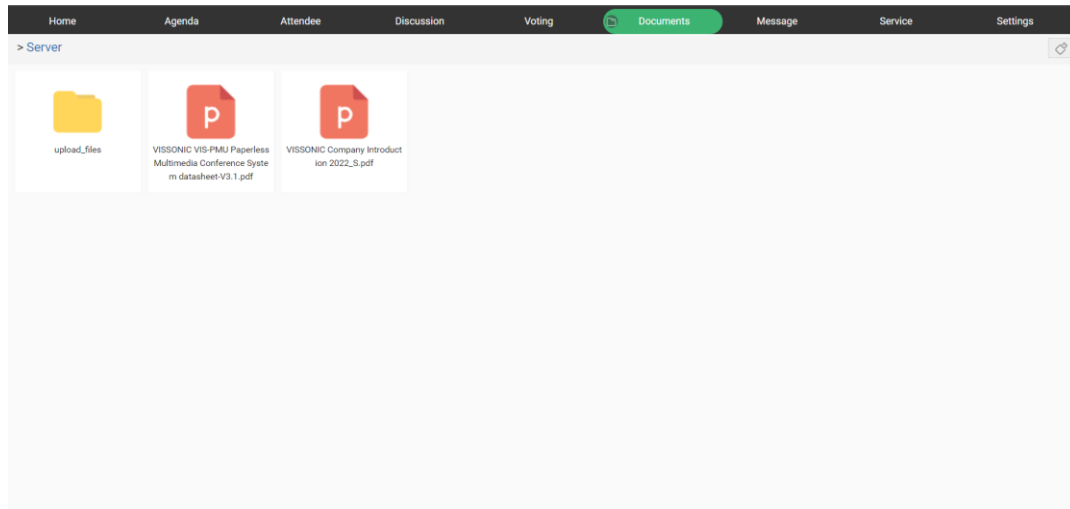
The host or assistant can select "Settings" > "Admin", select the attendees to be authorized/canceled, and click the corresponding privileges.

The screenshot shows the 'Settings' > 'Admin' > 'Meeting permissions' page. The top navigation bar is the same as in the previous screenshot. The left sidebar has 'Admin', 'Language', 'EQ', 'Date Time', and 'Version' options. The main content area has three tabs: 'Meeting permissions', 'Meeting announcements', and 'Meeting services'. The 'Meeting permissions' tab is active. Below the tabs, there is a section 'Current person on sync screen:' with a red 'End of screen projection' button. A table follows with the following structure:

User	Sync screen	Projection	Draw	Sync screen status	Projection status
root	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-
user1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-

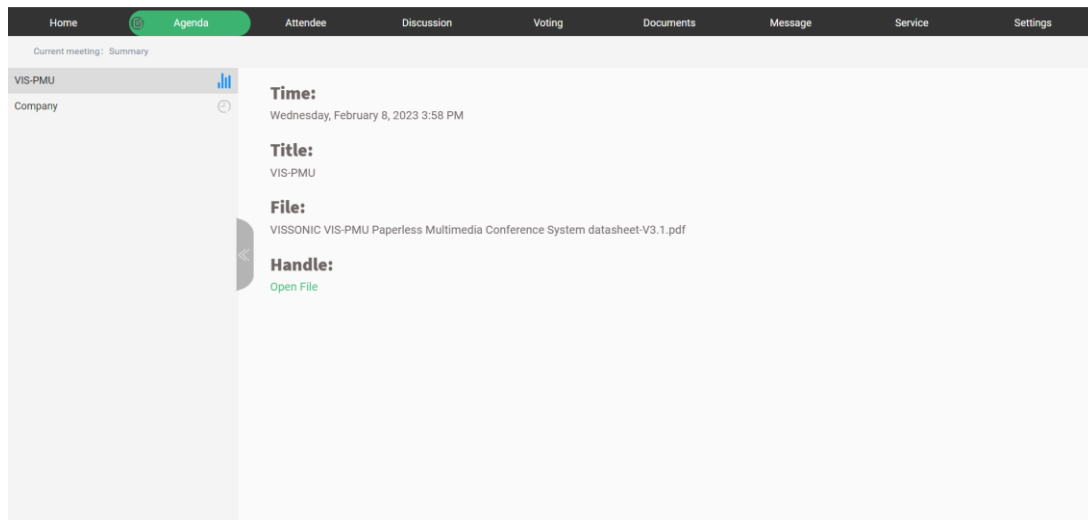
4.2.5 Document viewing

Attendees can select a document and double-click to open it.



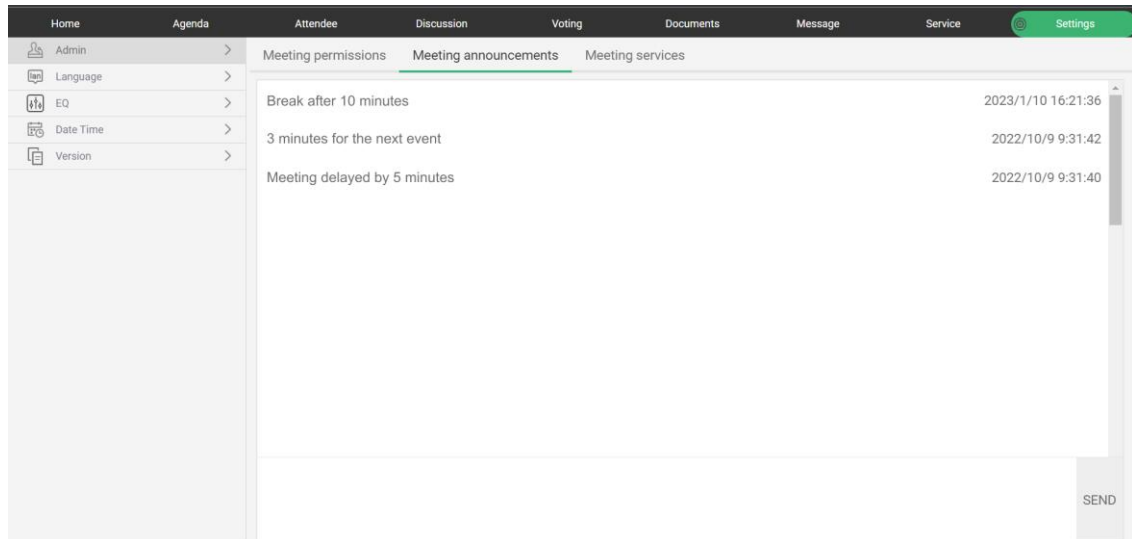
4.2.6 Topic management

The host or assistant can select "Agenda" > "Topic Management", select a topic, and double-click to open it.



4.2.7 Announcement

The host or assistant can select "Settings" > "Admin" > "Meeting announcements", and enter the announcement content, which can be viewed via "View Announcement" in the toolbar at the bottom right corner of the client.



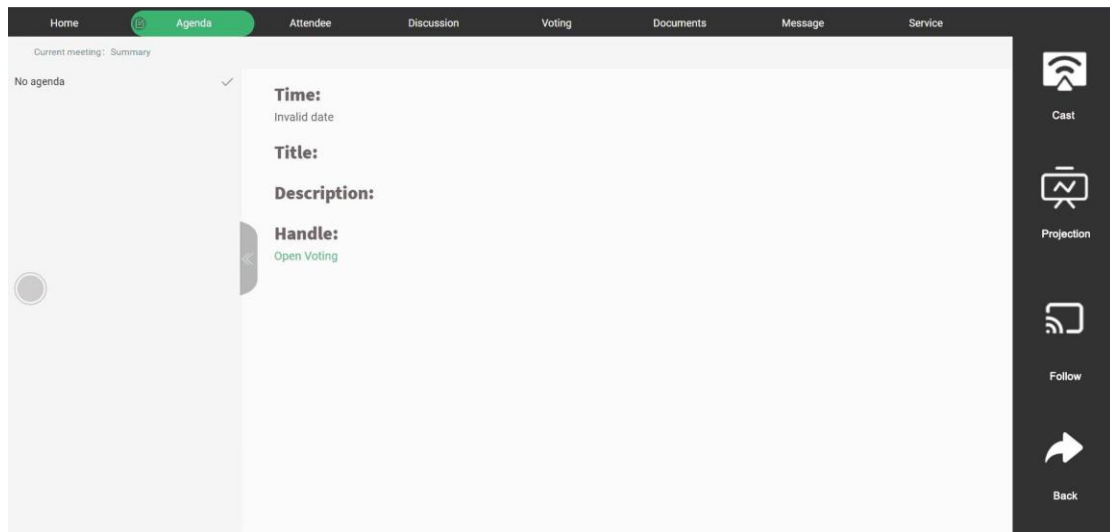
4.2.8 Topic voting

After selecting "Voting", the host or assistant can quickly initiate voting. After the voting is complete, the host or assistant can view the voting results, project to a large screen, and so on.



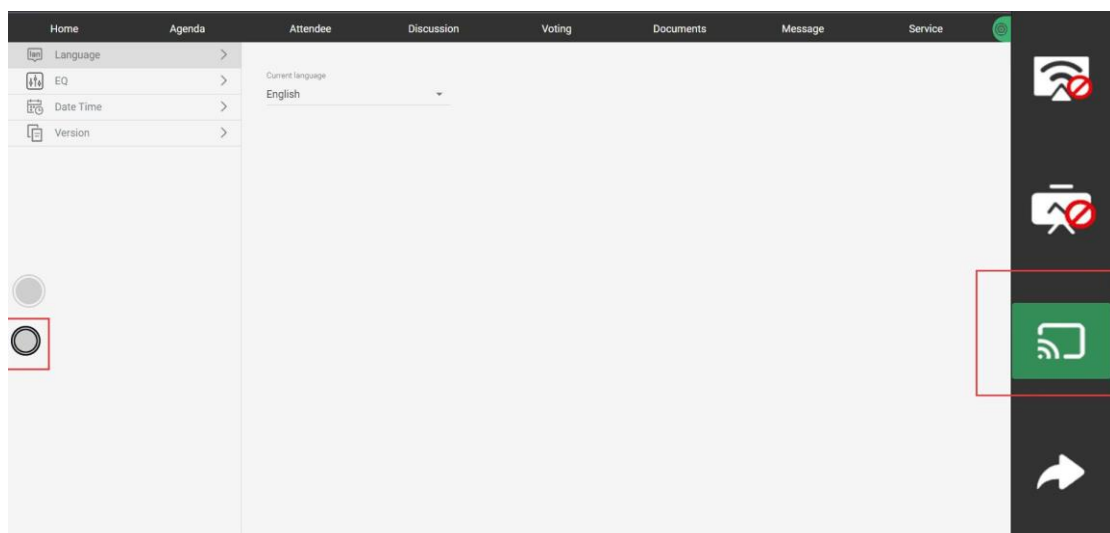
4.2.9 Synchronous screen/Projection

The host or assistant can click "Cast" or "Projection" from the touch ball.



4.2.10 Exiting synchronous screen/projection

According to the conference needs, authorized users can manually exit synchronous screen and

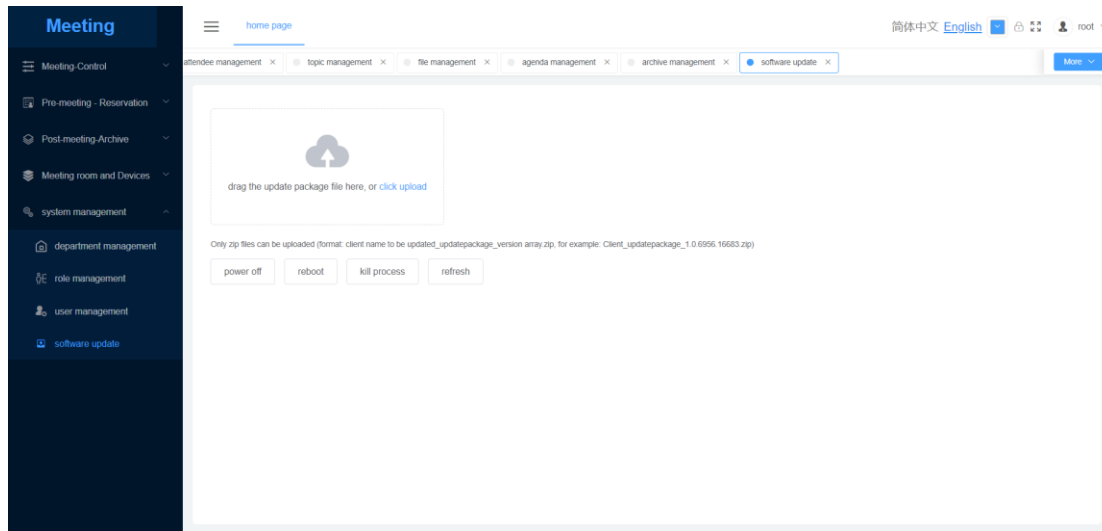


then click "Follow" to enter synchronous screen.

5. Software update

5.1 Updating the database

Select "system management" > "software update" from the backend management software. Select the update file and upload it.



5.2 Updating the client

