

# VIS-PMU-T Desktop Paperless System User Manual



Version 1.0

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## 1. Overview of server software

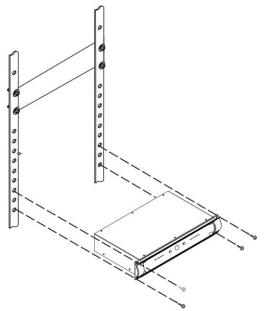
The intelligent paperless conference management server software enables the conference organizer to perform conference control efficiently, including conference preparations, management during conferences, and conference archiving. With powerful functions such as conference document authority management, 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 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**

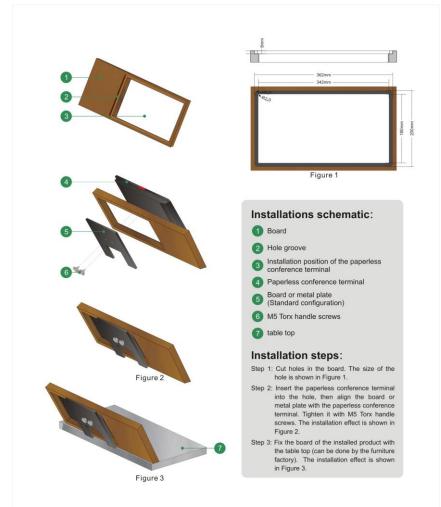
Install the controller in a standard 19-inch cabinet with standard screw holes.



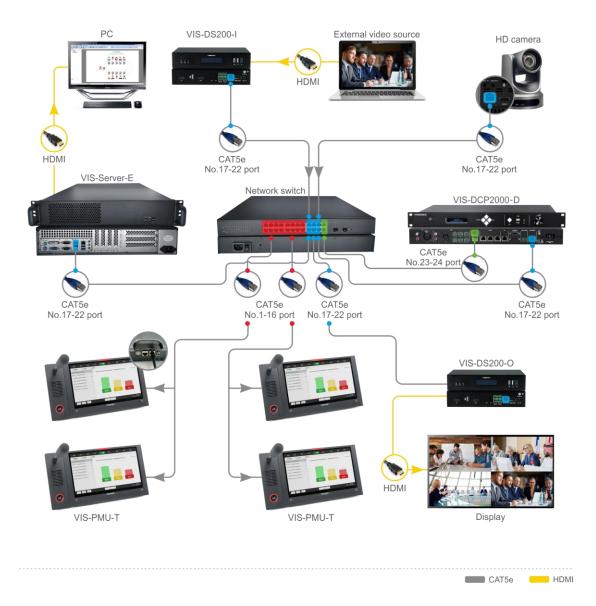
# 2.2 Installing the 11.6-inch modular paperless conference terminal.

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

Installation schematic:





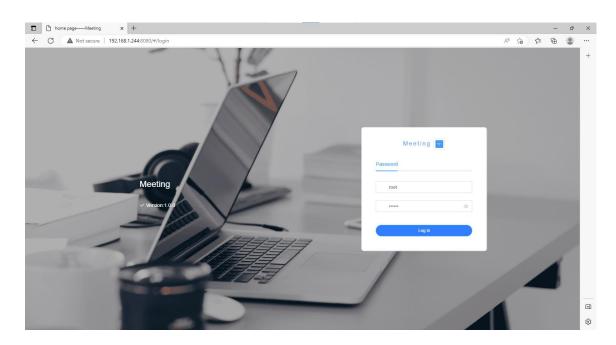


## 4. System operation instructions

#### 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.

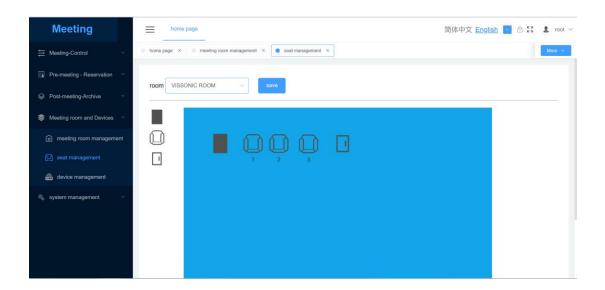


#### 4.1.2 Conference room layout

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".

Meeting	home page	简体中文 English 🔽 🖯 🎇 🤱 root
Heeting-Control	home page ×     emeeting room management ×	More ~
Pre-meeting - Reservation	create	×
Section Post-meeting-Archive	* room name room name	
Solution was a meeting room and Devices	description description	e time operation
meeting room management		-10-24 delete
	cancel confir	m
device management		
) system management		

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>

Meeting	home page	简体中文 English 💽 🖯 💱 💄 root ~
	home page X      meeting room management X     seat management X     edvice management X	More ~
	create ×	
	device name Camera	
	address rtsp://192.168.1.90:554/1	type operation
	device type Common type Conference host	
	cancel confirm	
Meeting	home page	简体中文 English 📄 🗄 🕃 🔹 root ~
Meeting	home page	简体中文 English a 品 設 L root >
	home page X      meeting room management X     seat management X     device management X     create X	
	home page ×      meeting room management ×      seat management ×     device management ×      create ×      room     device name Controller	
	home page X      meeting room management X     seat management X     device management X     create X	More v
	home page ×      meeting room management ×      seat management ×     device management ×      create ×      room     device name Controller	type operation
	Nome page × meeting room management ×       seat management ×       device management ×         create       ×         device name       Controller         address       192.168.1.100:10166         20       device type       Common type	type operation
	home page         meeting room management         seat management         device management         x           create         x         device name         controller         device name         192.168.1.100:10166	type operation
	Nome page × meeting room management ×       seat management ×       device management ×         create       ×         device name       Controller         address       192.168.1.100:10166         20       device type       Common type	type operation
	Nome page × meeting room management ×       seat management ×       device management ×         create       ×         device name       Controller         address       192.168.1.100:10166         20       device type       Common type	type operation
	Nome page × meeting room management ×       seat management ×       device management ×         create       ×         device name       Controller         address       192.168.1.100:10166         20       device type       Common type	type operation

#### 4.1.4 Presetting users

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

Meeting	home page	简体中文 English 🔽 🖯 💱 🤱 root
₩ Meeting-Control	home page ×     meeting room management ×	seat management ×     department management ×     More ×
🗐 Pre-meeting - Reservation 🗡		
Sector Post-meeting-Archive V	+ add 2 edit 🔟 delete	
Secting room and Devices	No Data	parent enter parent node
🐁 system management 🛛 🔿		node
department management		department epartment name
ဂို <del>င်</del> role management		name
a, user management		sort 0
software update		save cancel

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

Meeting	≡	home page		简体中文	English 💽 🖯 🖸 🔹 root 🗸
Heeting-Control	meeting ro	create	X	er management	X More V
🗊 Pre-meeting - Reservation	-	* Username	Zhang san		
Section Post-meeting-Archive		* Password	•••••		
Solution was a set to the set of	seri al n umb	Role	Room administrator 💿 🗸 🗸	1 Status	operation
🖏 system management	er	Department	select department		
department management	1			valid	
ဂို: role management	2	Position	enter position	) valid	2. edit 📴 delete
		Phone	enter phone no.		
	5	Email	enter email	valid	n edit 😰 delete
	6			valid	2 edit
	7		cancel confirm	valid	2. edit 🗃 delete

#### 4.1.5 Assigning role privileges

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

Meeting	home page					简体中文 <u>English</u> 🔽 🖯 🚼 💄 rod
Meeting-Control ~	home page × 0 m	eting room management	× eat management	× evice management	nt × 🧉 department	management × or role management More
Pre-meeting - Reservation $\sim$	+ add					
Post-meeting-Archive						
Meeting room and Devices	serial number	role name	role code	role description	create time	operation
system management	1	root	ROLE_ROOT	Super administrator	2017-10-29 15:45	
department management	2	room	ROLE_ROOM	Room administrator	2019-03-18 16:54	2 odit
ក្តិE role management	3	meeting	ROLE_MEETING	Meeting admin	2019-03-18 16:55	ℓ. odit  i delate
2. user management						- Permanen
software update						

Step 2: Click the role privileges to assign privileges.

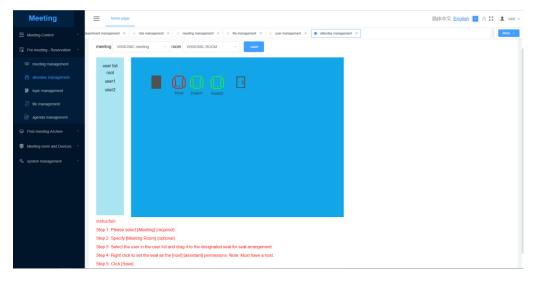


#### 4.1.6 Adding a conference

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.

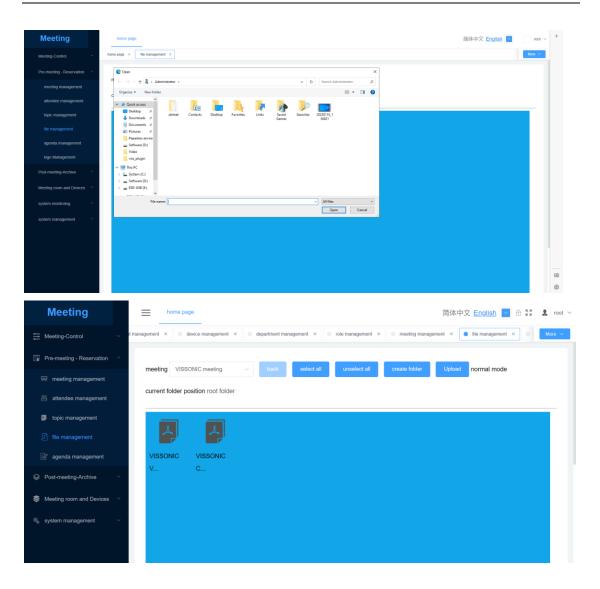
Meeting	create	x	简体中文 En	glish 🔽 🕀 😫	🙎 root 🗸
Heeting-Control	seat mana	please select room	management ×		More 🖂
🗐 Pre-meeting - Reservation 🗠	b meeting	meeting name			
🙀 meeting management	name				
Attendee management	meeting time	elect date	. m	onth week day	list
topic management	inteeling une	Salect Gare	Sat	Sun	
file management			3	4	5
📴 agenda management	count type	<ul> <li>sign in before voting</li> <li>Sign in is not restricted before voting</li> </ul>			
Separate Post-meeting-Archive V	meeting	B I U H₁ H₂ IΞ Ξ Ξ Ε Normal * Normal *	)	11	12
🍣 Meeting room and Devices 🗠	description	Sans Serif 🍍 🔺 🐻 🚍			
🐁 system management		Insert text here			
				18	19
		cancel confirm			

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".



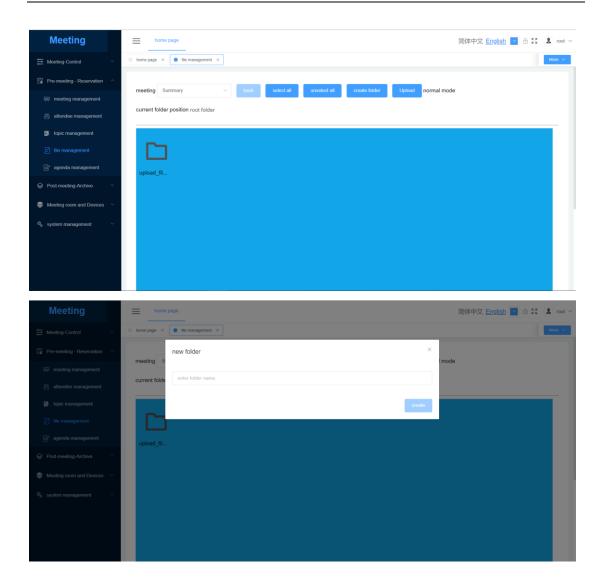
#### 4.1.7 Adding a conference file

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.

Meeting =	tiome page create	×	简体中文 English 🔳 🗄 🎛 🔹 root ~
는 Meeting-Control · · · · · · · · · · · · · · · · · · ·	meeting management a meeting	VISSONIC meeting	More . v
	Bing VISSONIC me discussion	discussion name	
50 meeting management	name		esting table decursion status operation
Incommanagement		Vote election rank	
	0 20/pege - method	valid for the first time voting valid for the last time voting	
genda management     Sost-meeting-Archive	sign or	sign o anonymety	
Meeting room and Devices	anonymity		
Rel system management	voting time		
	passing ratio	- 50 + %	
	Topic details	B I U Hi He E E E Normal * Normal * Sans Sent * A W E	
		Insert last have	
		cancel continu	

#### 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".

Meeting	E home page	简体中文 English 🔄 🖯 💱 🌲 root ~
	Sign in control × Sign in	meeting room management ×     More ×
Pre-meeting - Reservation	meeting VISSONIC meeting view	
原 meeting management		
attendee management	sort - 50 + operation select aganda	
topic management	agenda description	
ව file management	82	
	no. agenda description agenda content exception sort	operation
Post-meeting-Archive	No Data	
Meeting room and Devices	v -	
🐁 system management		

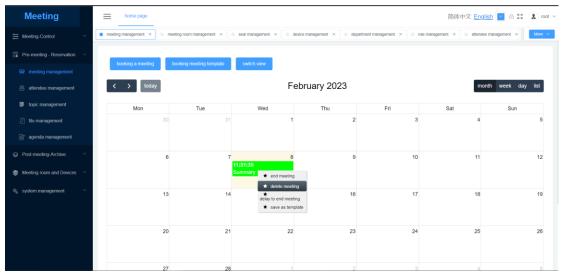
#### 4.1.11 Pre-conference screen projection

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".

Meeting	home page	简体中文 English	root
leeting-Control	home page X ligo Management X		Mare
re-meeting - Reservation	meeting VISSONIC MEETING V Size Clear		
meeting management	meeting VISSONIC MEETING Clear		
attendee management	* Font Name Microsoft YaHel · Font Size 100 · B I U * Font Color ·		
topic management	* Display Position Up ··· * Conference title confert Paperless meeting		
tile management	Conference tille background Classingsound by www.vesonic.com.pg		
agenda management	Contracting on analytical and a second and		
	Descent second time		
ost-meeting-Archive	Paperless meeting		
eeting room and Devices	VISSONIC Video Remote Meeting Solution		
stem management	Working from Home I Quick Decision I High Productivity		
	Service highly they		
	Learn More		

#### 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

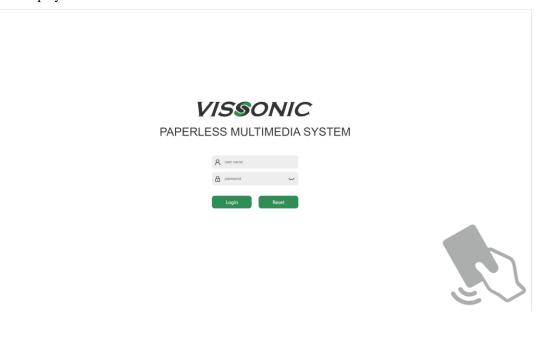
- You can save information as required, including the sign-in, voting, conference information, annotated files, etc.
- You can save it as a folder directory.

Meeting	home page	简体中文 English 🔽 🖯 💱	🙎 root 🗸
	utlendee management × 0 topic management × 0 file management × 0 agenda management × 0 archive management ×		Mare ~
Pre-meeting - Reservation			
Post-meeting-Archive	meeting please select meeting beek		
🐃 archive management			
Solution Weeting room and Devices			
% system management			

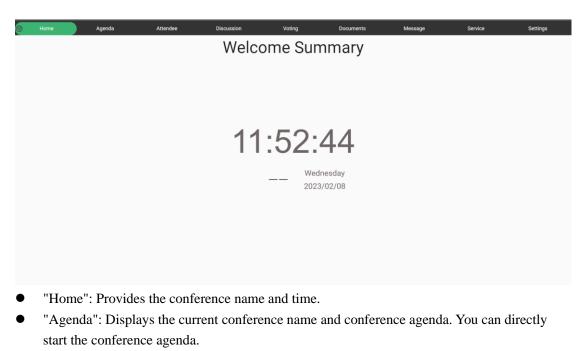
#### 4.2 Client management

#### 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



- "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".

Home	Agenda	8	Attendee	Discussion	Voting	Documents	Message	Service	Settings
Persons(2)	Sign in								Start Sign
					Su	mmary Sig	gn Result		$\neq$
						Signed in	No sign in		$\sim$
					2		No sign in: 2		
	root								
	Location				1 -				
	Roles								
	Checked in				0	Signed in	No sign in		

#### 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.

ı	Home	Agenda	Attendee	Discussion V	oting Documer	nts Messag	ge Service	Settings
2	Admin	>	Meeting permissions	Meeting announcements	Meeting services			
	Language	>	Current person on sync scree	n.			6	d of screen projection
\$\$\$	EQ	>						
-0	Date Time	>	User	Sync screen	Projection	Draw	Sync screen status	Projection status
Ē	Version	>						
			root				-	-
			user1				-	-

#### 4.2.5 Document viewing

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

	Home	Agenda	Attendee	Discussion	Voting	Documents	Message	Service	Settings
> Se	erver								$\Diamond$
	upload_files	VISSONIC VIS-PMU Paperless Multimedia Conference Syste m datasheet-V3.1.pdf		duct					

#### 4.2.6 Topic management

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

Home	B	Agenda		Attendee	Discussion	Voting	Documents	Message	Service	Settings
Current meeting:	Summary									
VIS-PMU		al di	1	Time:						
Company					ary 8, 2023 3:58 PM					
				Title: VIS-PMU						
			~		U Paperless Multimedia (	Conference System da	tasheet-V3.1.pdf			
			P	Handle: Open File						

#### 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.

	Home	Agenda	Attendee	Discussion	Voting	Documents	Message	Service	0	Settings
2	Admin	>	Meeting permissions	Meeting announce	ements Meetir	ng services				
lan	Language	>	-							
(¢†¢	EQ	>	Break after 10 minute	es .					2023/1/10	0 16:21:36
Ē	Date Time	>	3 minutes for the next	tevent					2022/10	/9 9:31:42
Ē	Version	>		C O TOTAL					2022/10	5 5101142
			Meeting delayed by 5							/9 9:31:40
										SEND

#### 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.

Home	Agenda	Attendee	Discussion	Voting	Documents	Message	Service	Settings
Public vote	Secret vote						Remove	Edit Quick Vote
QuickVote - 2022/09/20 15:4	12:54 V							© <b>00:00</b>
QuickVote - 2022/09/20 15:4	12:58 ~	·						
QuickVote - 2022/09/20 15:4	i3:00 ~							
QuickVote - 2022/09/20 15:5	i2:18 🗸	•		[Quick)	/ote - 2022/09/20 15:53:	12]		
QuickVote - 2022/09/20 15:5	i3:12 ~				Summary of voting results			
QuickVote - 2022/09/20 15:5	251 ∨			Ves 1	No At	setain		

#### 4.2.9 Synchronous screen/Projection

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

Home 📵	Agenda	Attendee	Discussion	Voting	Documents	Message	Service	
Current meeting: Summary								
No agenda	~	Time: Invalid date						Cast
		Title:						<u></u>
		Description:						Ŕ
	- 1	Handle:						Projection
		Open Voting						
	,							٣
								Follow
								<b>~</b>
								Back

### 4.2.10 Exiting synchronous screen/projection

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

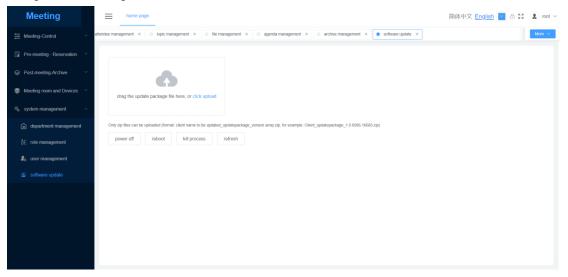
Home	Agenda	Attendee	Discussion	Voting	Documents	Message	Service	0
Language	>							
<b>∮†</b> ∳ EQ	>	Current language English						
Date Time	>	Ligion						
T Version	>							
								,
0								۳
								*

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**

Home	Agenda	Attendee	Discussion	Voting	Documents	Message	Service	0	Settings
<u> </u>	>								
lan Language	>	Software Version							
<mark>∮∳</mark> ∳ EQ	>	VISSONIC NOF	APER 2.0 Build Date: T	ue, 11 Oct 2022 17:	09:57 GMT+8, DEV0, IP				
Date Time	>								
Lig Version	>	Debug Strutstown Webview Debug Fix Core Serial Port 1 2 3 4 Ez Update Crack Update		Network Settings	Input Method Settings				