

# Conference tablet operation



## Catalogue

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## A. Desktop



### ●Content description

1. Status display: hotspot, wired network, USB, WIFI, etc. As shown in figure :



2. Main desktop: Whiteboard writing, browser, wireless screen transfer, and file browsing.

## B. Whiteboard writing

### ●What is a whiteboard?

Whiteboard is a multi-functional writing application that helps users communicate and connect efficiently, brings a relaxed and enjoyable experience, and improves team efficiency. You can click the "Whiteboard writing" icon on the home page to scan the whiteboard after the meeting, so that the key points of the meeting will not be missed.

1. Create content

### ●Open the whiteboard

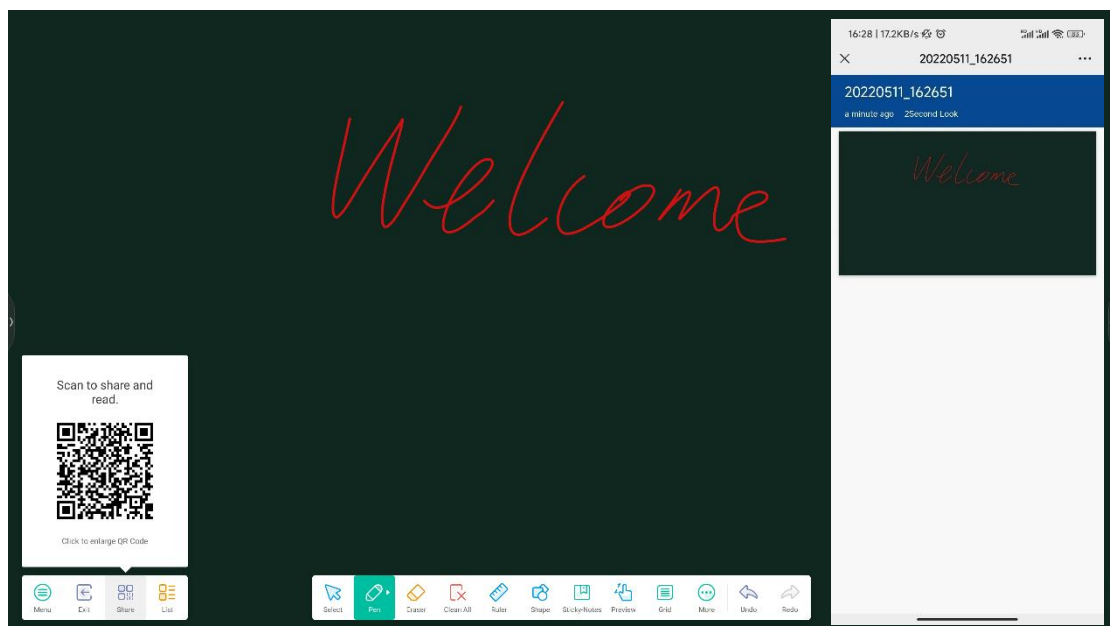
Click Whiteboard From the meeting panel home page to open the whiteboard.



## 2. Share content

### ●Sweep code share

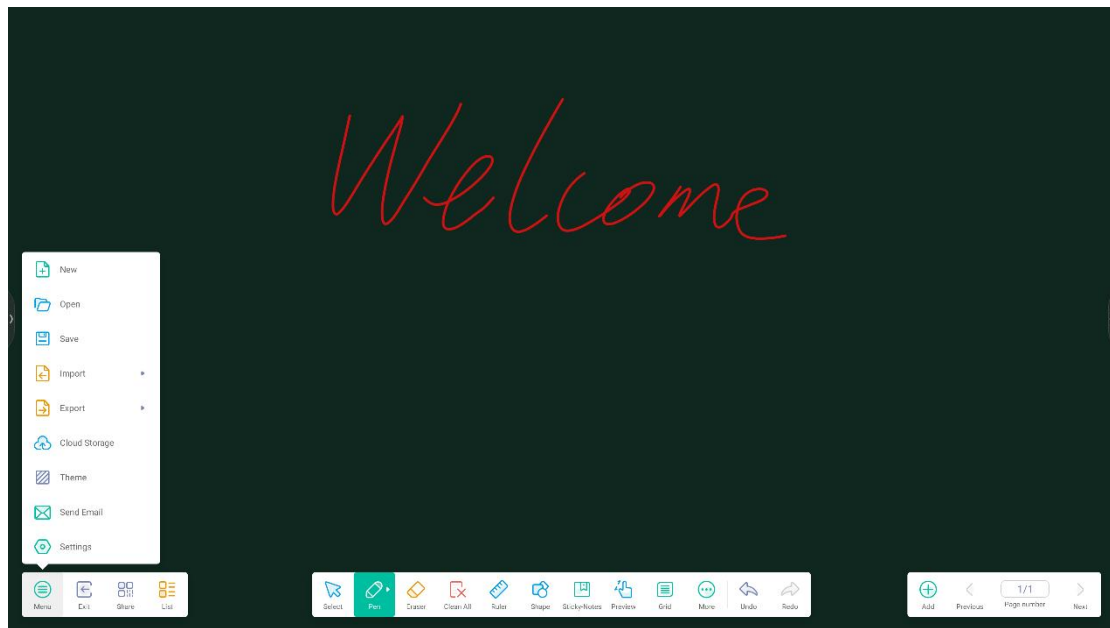
Scan code to take away: click the "Share" button in the lower left toolbar to pop up the TWO-DIMENSIONAL code sharing page. Scan the two-dimensional code to access the file link and save the file according to the text prompt.



### 3. File function

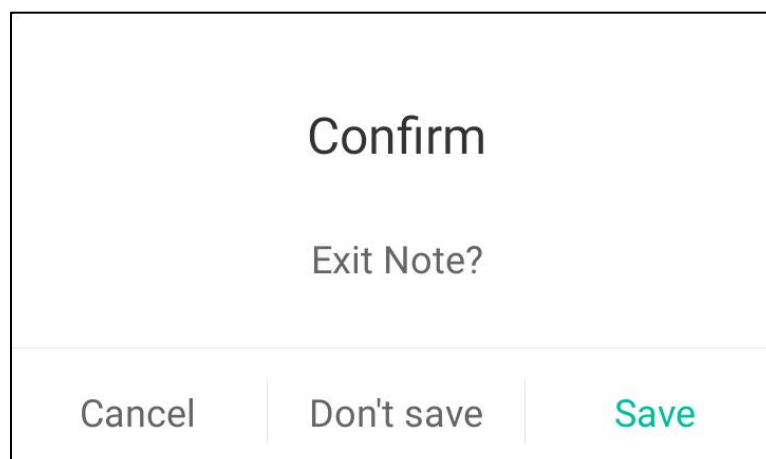
- The menu bar

The menu bar allows you to create, open, save, import, export, cloud disk, subject, send emails, and set the whiteboard. The basic operations are as follows:



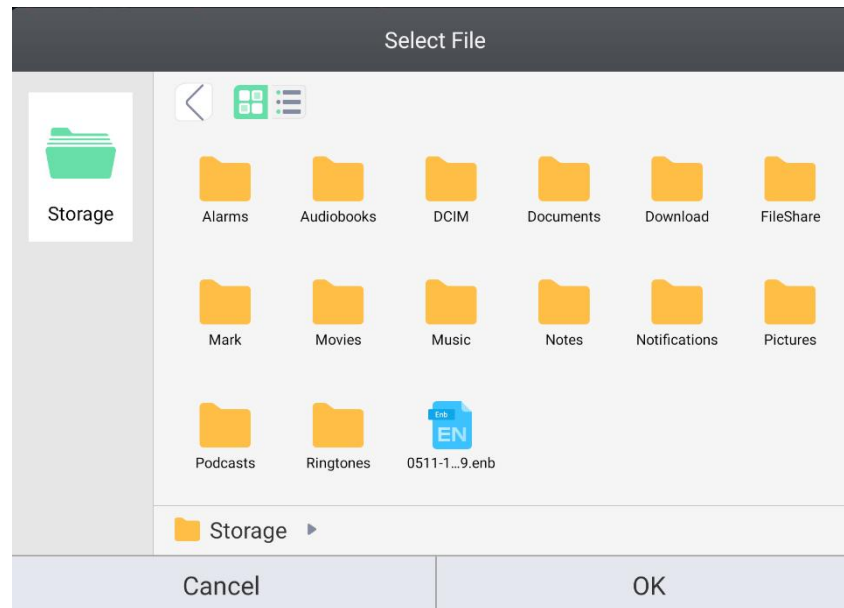
(1) New: Click to create a whiteboard, and the current document will be closed;

If the current document is not saved, the system prompts the user to save the file before creating one.

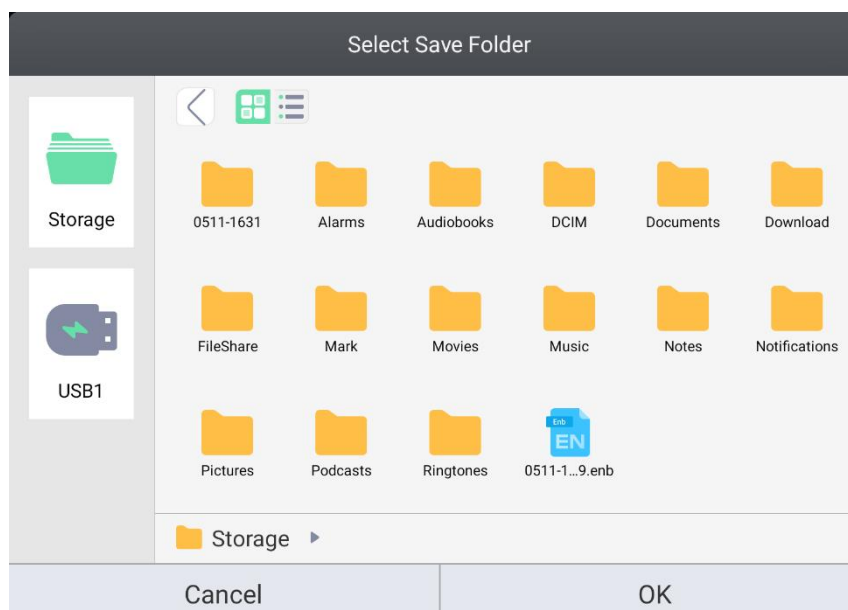


(2) Open: Enter the file manager, display all the whiteboard files, click to open the files; If the current document is not saved, the user is prompted to save the file

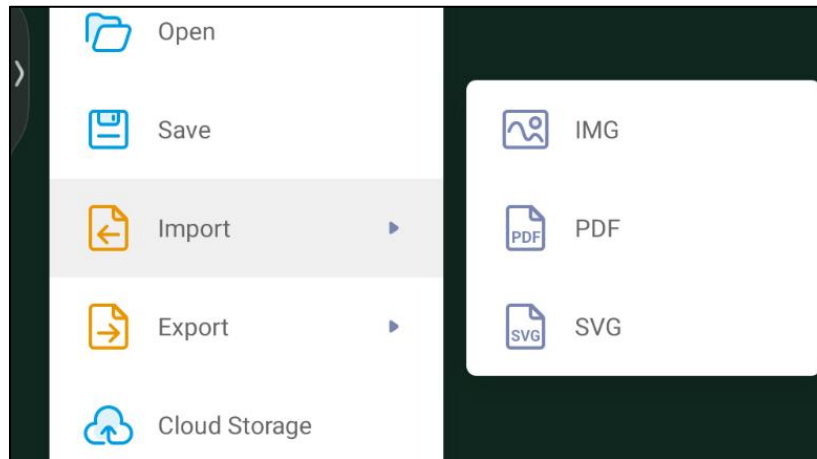
before opening a new one.



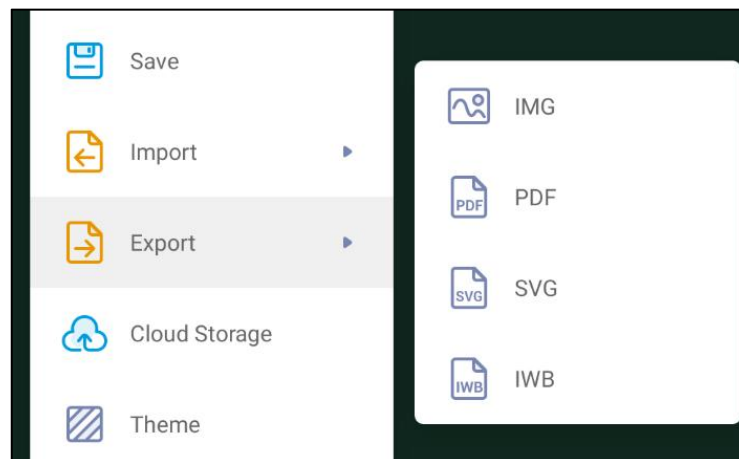
(3) Save: click Save, pop out to select save directory, save the format is .enb file.



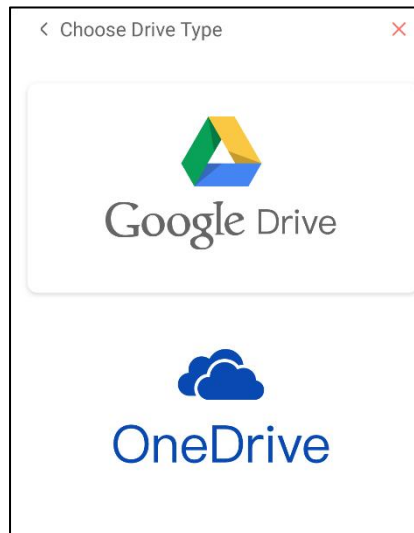
(4) Import: Select the file format to import the whiteboard, including JPG, PDF and SVG files.



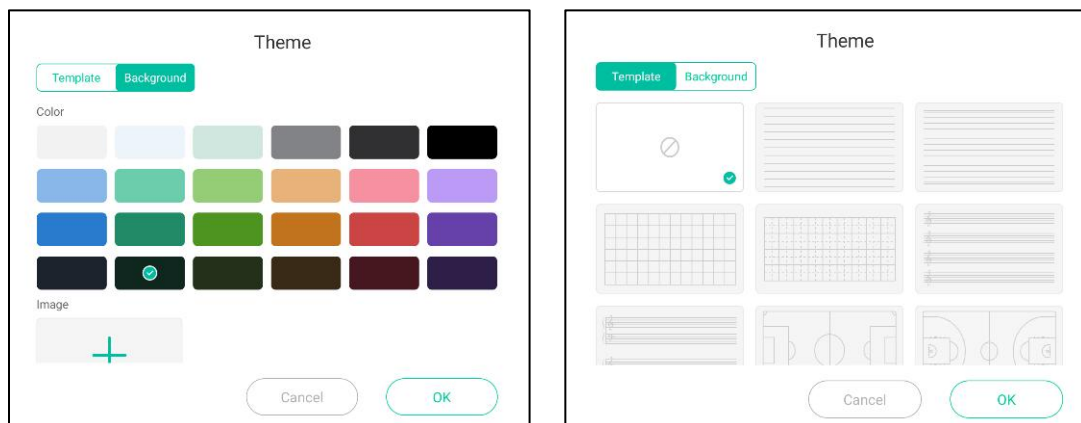
(5) Export: Import and save the white board in a certain file format, including JPG, PFD, SVG and IWB.



(6) Cloud disk: After the file is exported, enable the cloud disk function to upload and save the file.



(7) Theme: Select whiteboard background and template. You can customize background in the background.



(8) Email sending: After setting the mailbox, send the whiteboard content to the mailbox.

Mail Settings

please open the SMTP on your mail client

User

Email

Password

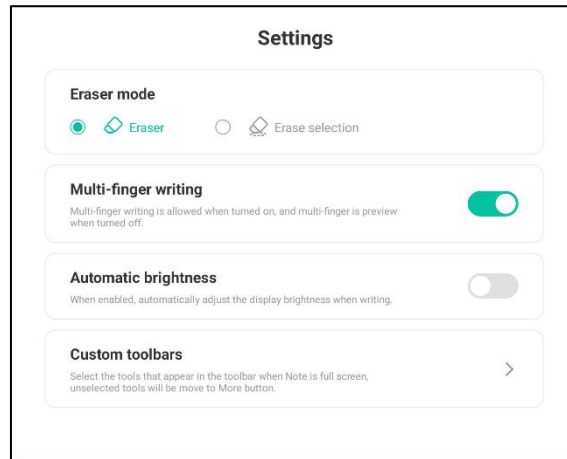
SMTP Server

Port

Cancel

Verify

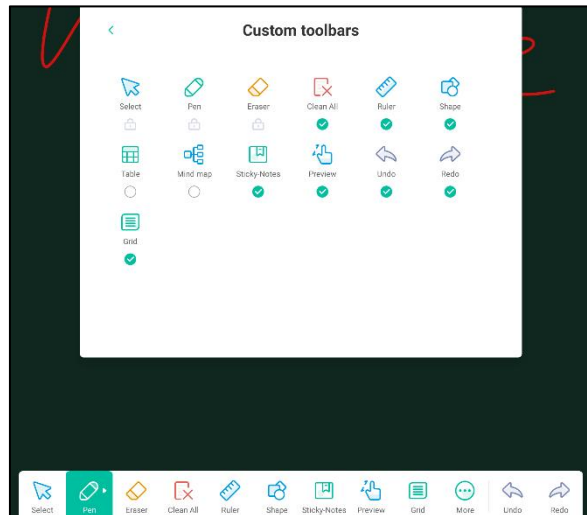
(9) Setting: Set and adjust the toolbar of writing mode and eraser display mode brightness.



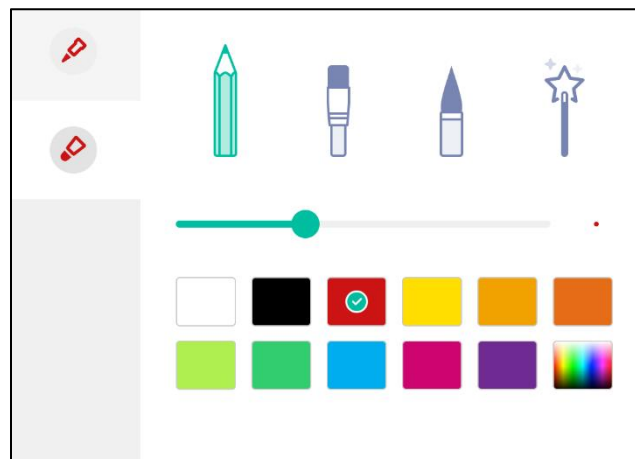
- ① Eraser mode: eraser mode and eraser mode.
- ② Multi-finger writing: click on/off to support multi-finger writing and up to ten finger writing. When multi-finger writing is closed, roaming mode can be carried out.
- ③ Automatic brightness: click on/off to automatically adjust the display brightness when writing.
- ④ Customize the toolbar: adjust the toolbar tool display, cancel the display to more buttons.

### ●Custom toolbar

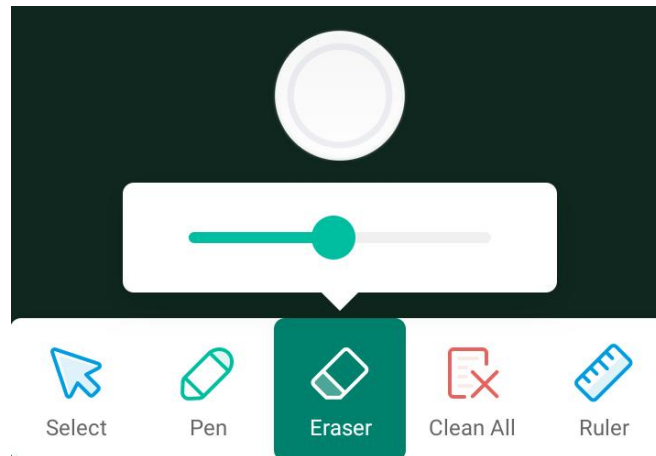
The toolbar contains writing, eraser, clear, ruler, graph, table, south map, note, roaming, four-line grid, undo, restore and other functions.



(1) Writing: support thick and fine pen writing, click to adjust stroke style, adjust stroke thickness, color, writing mode, etc.

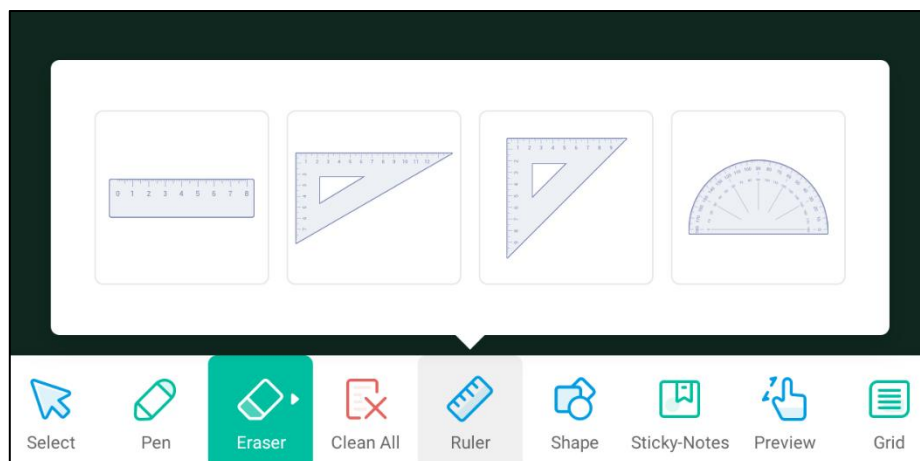


(2) Eraser: after writing the content, you can use the palm or the back of the hand to erase and adjust the size of the eraser circle. In addition, you can also adjust the setting to select eraser.

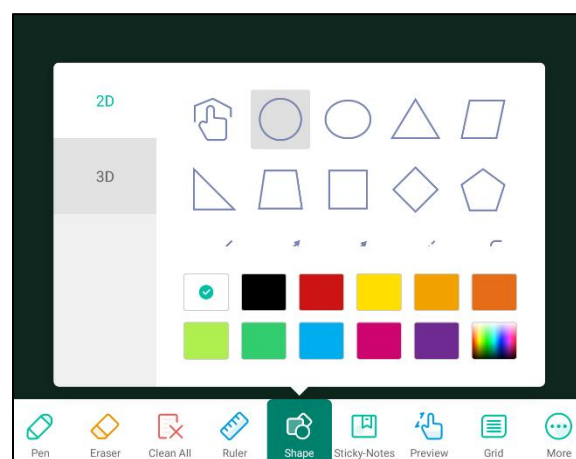


(3) Clear: Click to clear all contents of the whiteboard

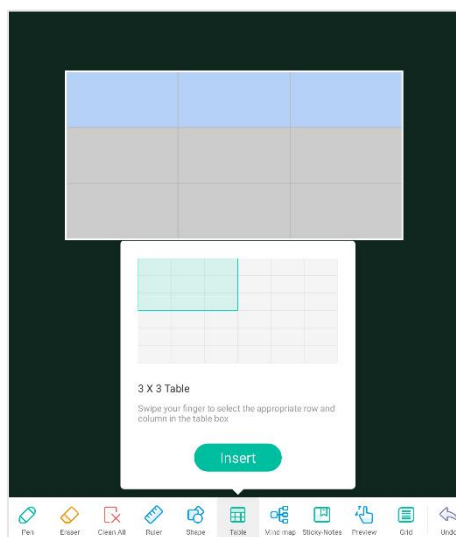
(4) ruler: can choose straight ruler, triangle board, semicircle ruler.



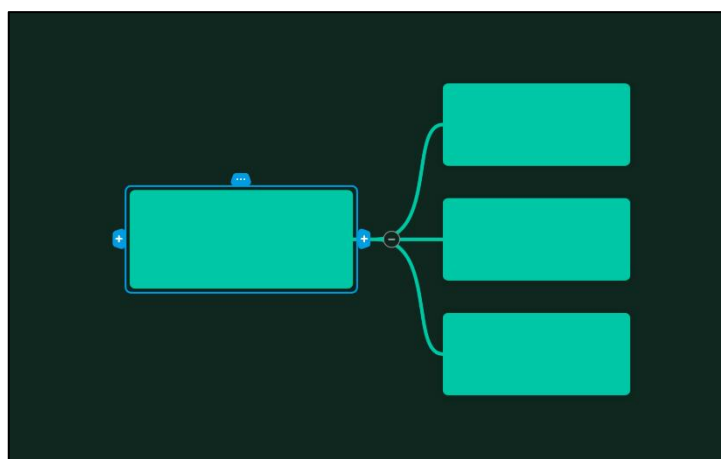
(5) Graphics: Select the graphics you want to draw, then drag the brush in the whiteboard to draw the shape, select the color for the frame of the pattern, or fill the pattern with color.



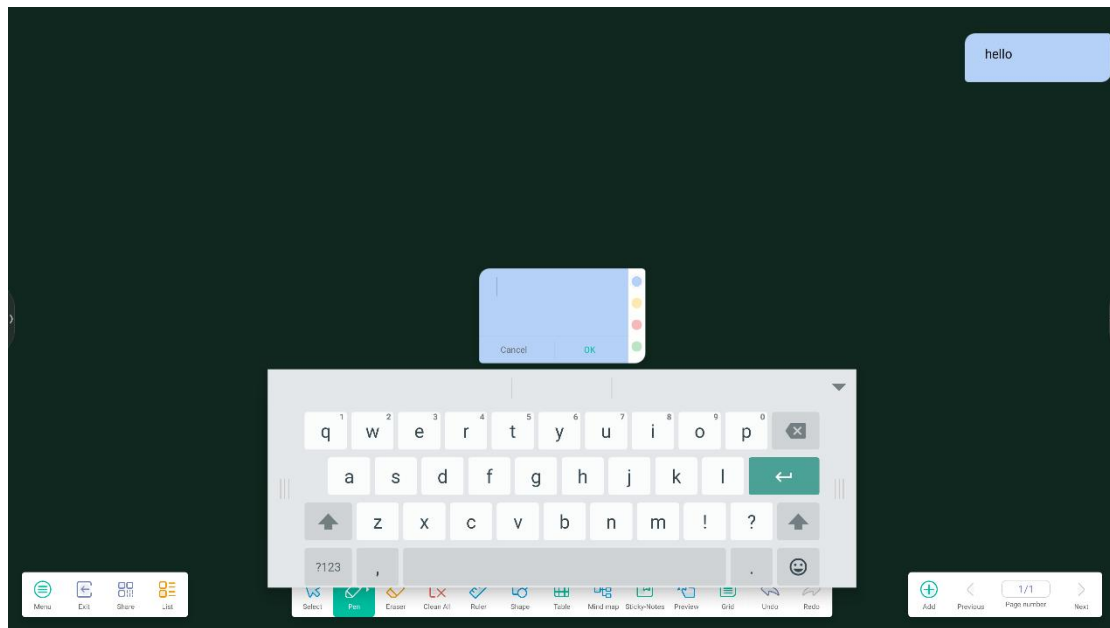
(6) Table: Click the table icon, select the number of rows of the table to be inserted, and click OK to insert the table into the whiteboard. Using the brush tool, you can enter content in the table. The width and height of the table will automatically adapt to the brush size. Using the selection tool select the table, and, column operation, such as adding and deleting, users can use the brush tool in the form of the same row or column to draw horizontal or vertical lines across the table to increase the row or column, in the same way, using the brush tool in the form of the same row or column picture "Z" word lines across the table to delete rows or columns.



(7) Brain map: Click to form a brain map and write in the column of brain map.

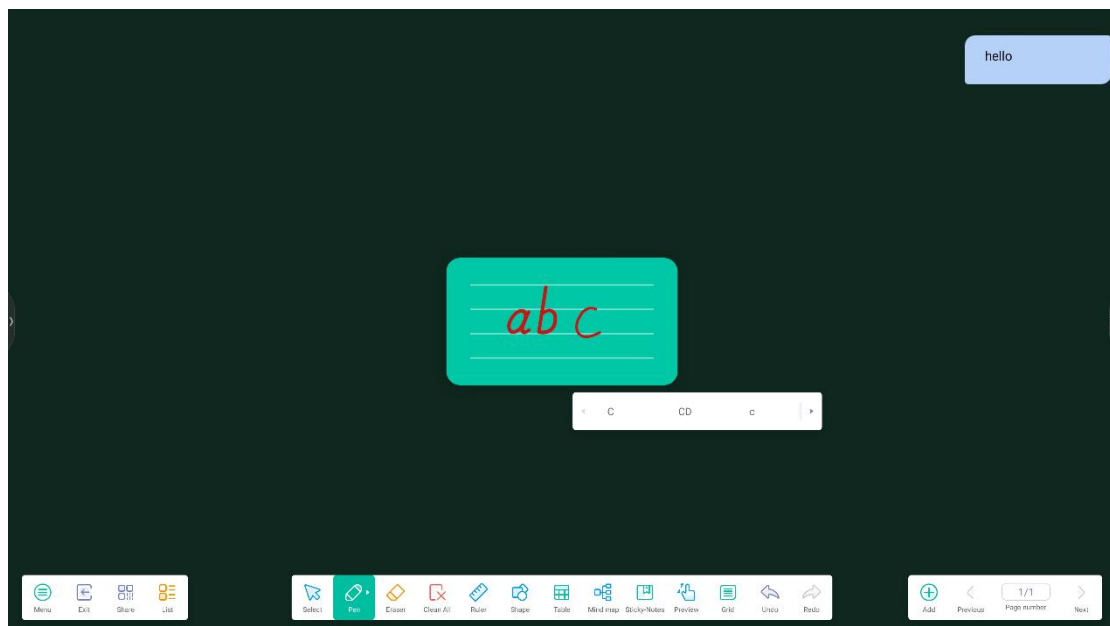


(8) Note: Open the note window, write the content and click "OK" to generate a note.



(9) Roaming: If roaming is selected, multi-finger writing, single-finger dragging and multi-finger scaling cannot be carried out.

(10) Four-line grid: Open the four-line grid window to automatically identify writing.



(11) Undo: Undo the last operation. A maximum of 10 steps can be undone.

(12) Restore: Restore the previous undo operation.

(13) Selection: select the written content. After selection, you can scale and rotate.

### ●Page management

Page management You can manage the following whiteboard pages:

(1) Previous page: Click to switch to the previous page of the current page, which is not available on the first page.

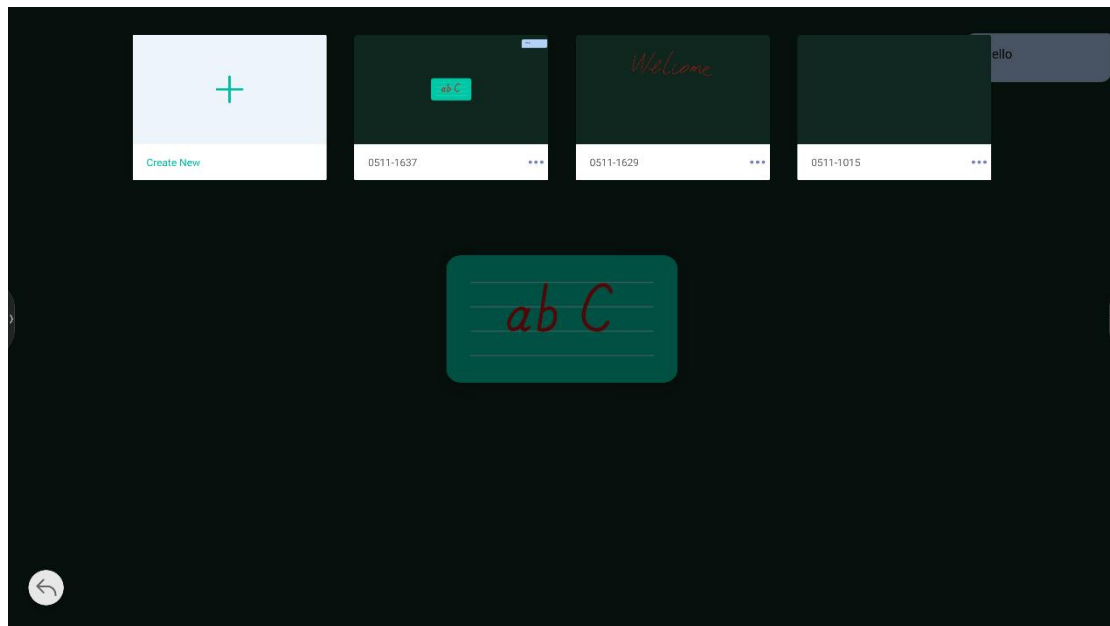
(2) Next page: Click but change the next page of the current page, has been in the last page can not be clicked.

(3) Current page number: displayed as "1/1", the number in front represents the current page, and the number behind represents the total number of pages; Click to view thumbnails of all pages, from which you can delete pages or reorder them.

(4) Add page: click to add a new page after the current page, and jump to the new page display.

### ●Low list

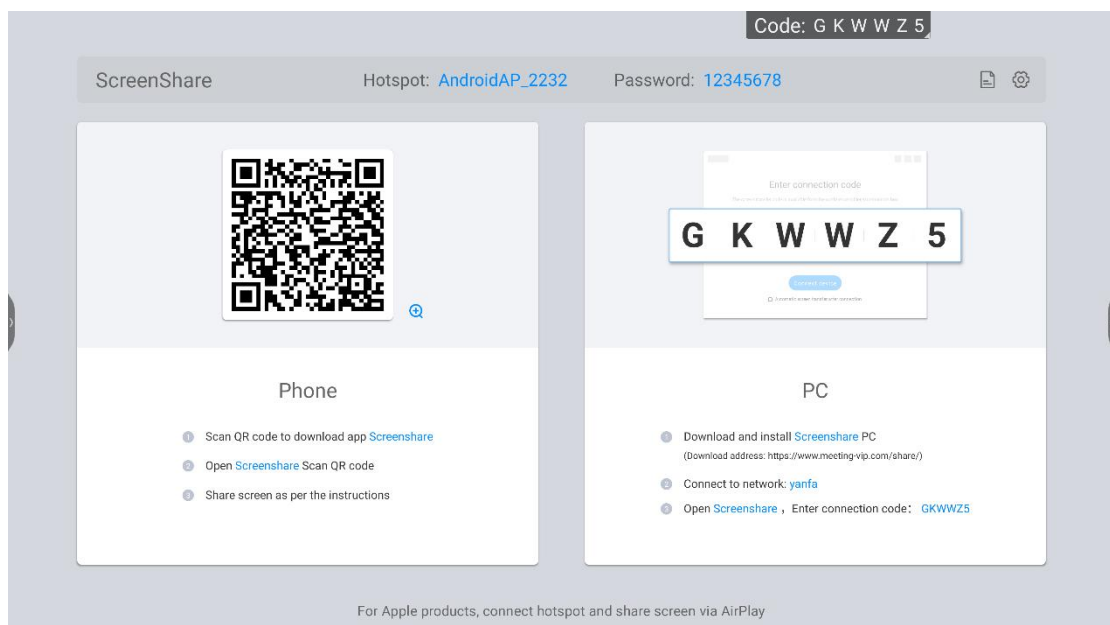
Displays written file contents saved before.



## C. wireless screen transmission

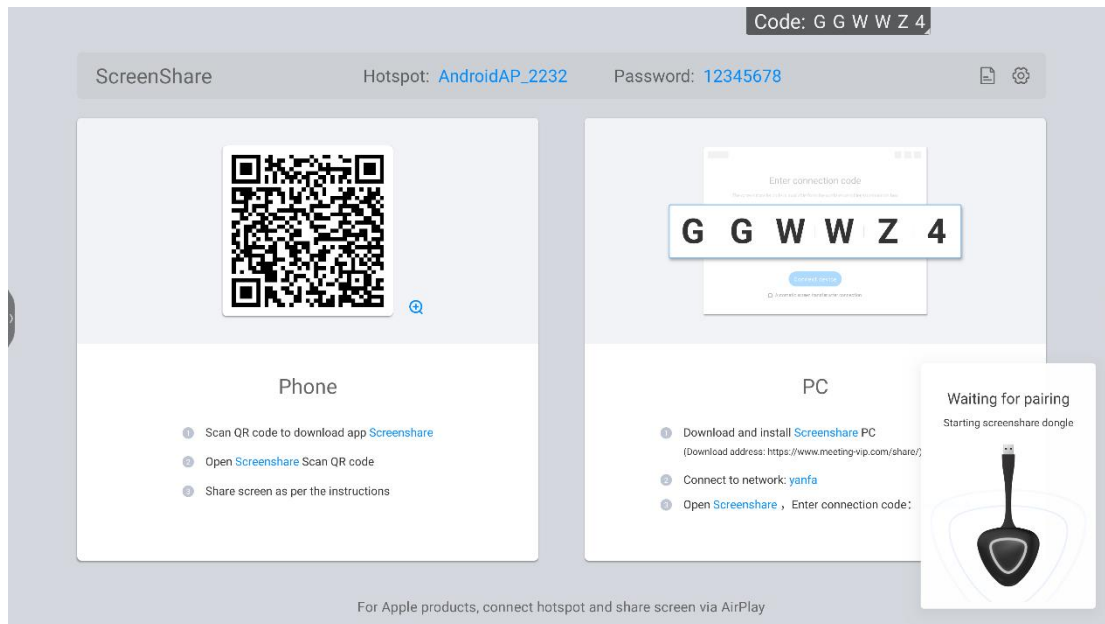
### ●What is wireless screen transmission?

Wireless screen transmission can project the pictures of laptops, mobile phones and other devices to the conference board and show them to the audience without using wires to connect the conference board.



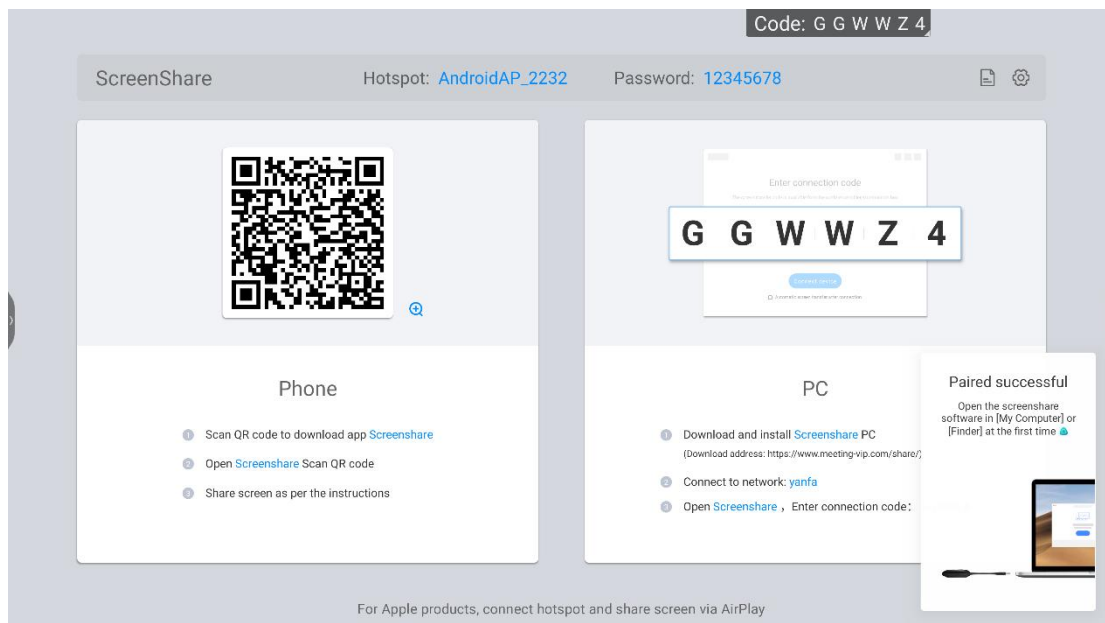
### ●How to use a wireless screen transmitter to transmit a screen?

#### 1. Screen transmitter pairing



2. Wireless screen transmitter and meeting board are paired successfully.

\* Note: If the screen transmitter has been paired successfully, you do not need to pair it again. Skip this step.



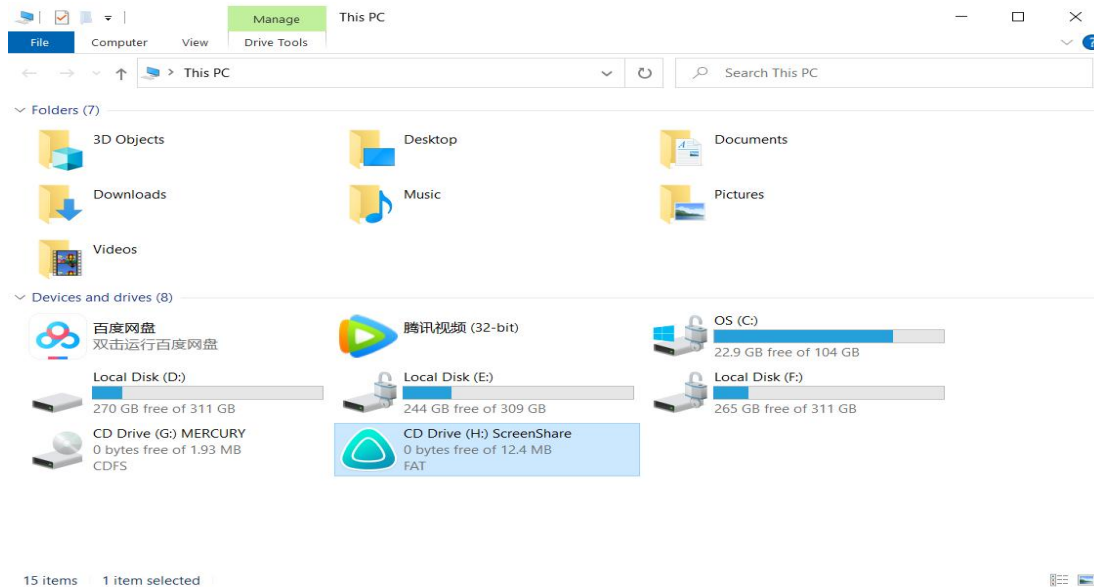
3. Connect wireless screen transmission to USB port of laptop. (Some computers with Type-C interface only need to use converter)



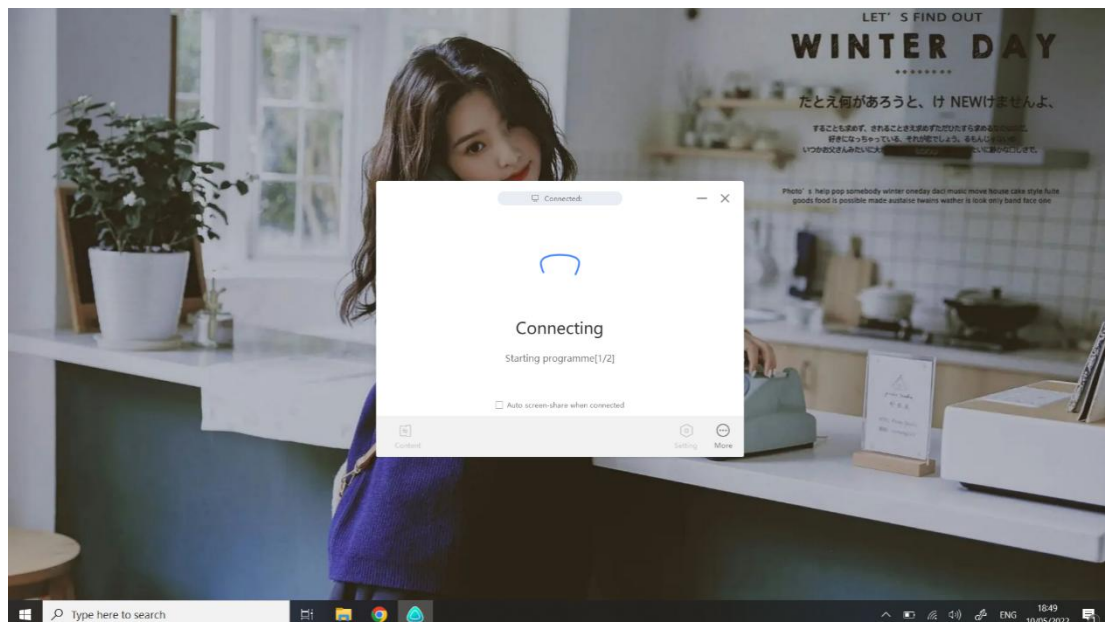
4. When using the application for the first time, apple computer users should find the application icon below on the desktop, click open and use the application.



5. Windows computer users, please open my computer, select CD driver, and manually run screenshare.exe.

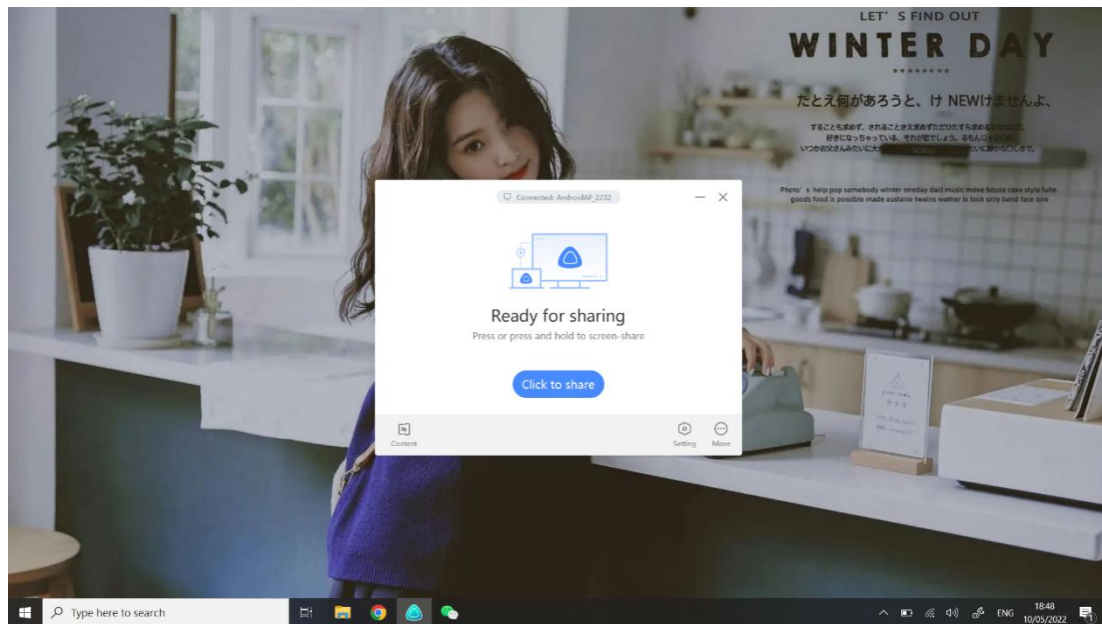


6. When the program starts, the computer will automatically connect to the paired intelligent meeting tablet. The light of wireless screen transmitter blinks, indicating that the connection is in progress; the light of screen transmitter is steady on, indicating that the connection is successful and in the state of sharing.



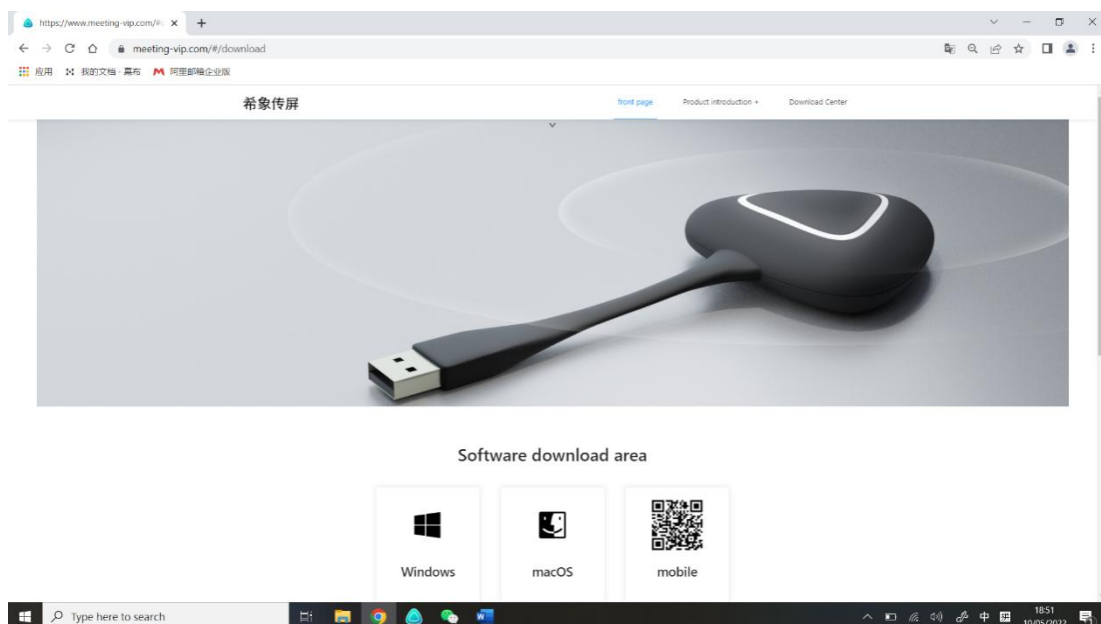
7. When the screen transmitter light is steady on, press the screen sharing button for screen sharing.

8. Press the wireless screen casting button again, the screen casting can be disconnected and the screen casting is ready for sharing.



● How to use computer Screen Transfer Assistant software screen transfer?

1. Please download the screen Transfer assistant from  
(<https://www.meeting-vip.com/share/>) in advance.

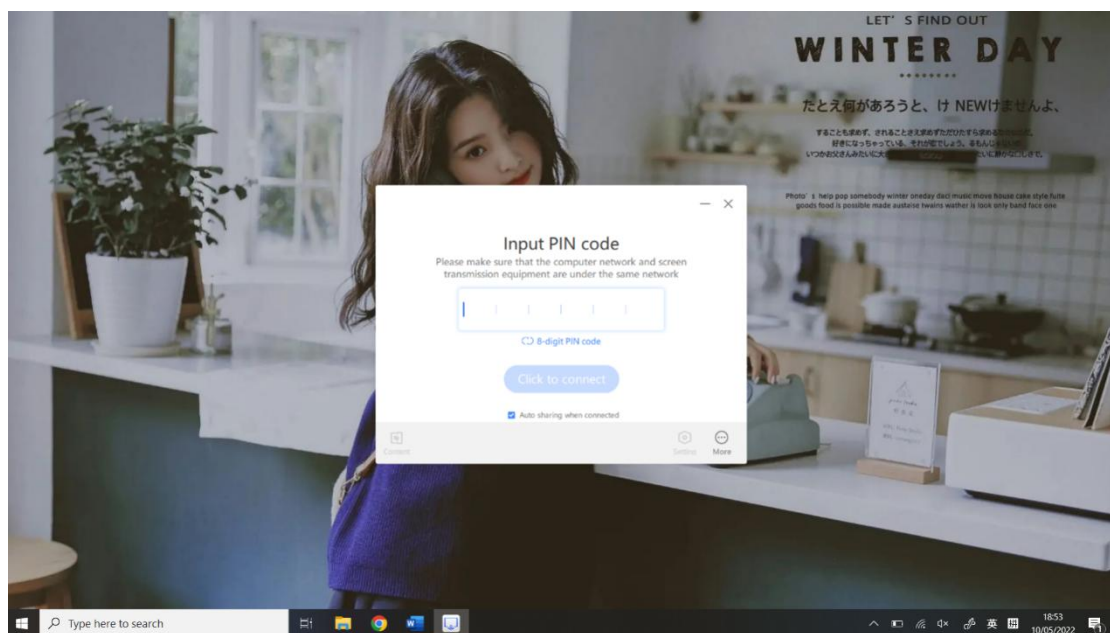


2. Find the wireless screen transmission and open the wireless screen

transmission application.



3. Open the screen uploading assistant, enter the screen uploading code on the intelligent meeting board, and click "Connect device".



4. Screen transmission can be carried out.

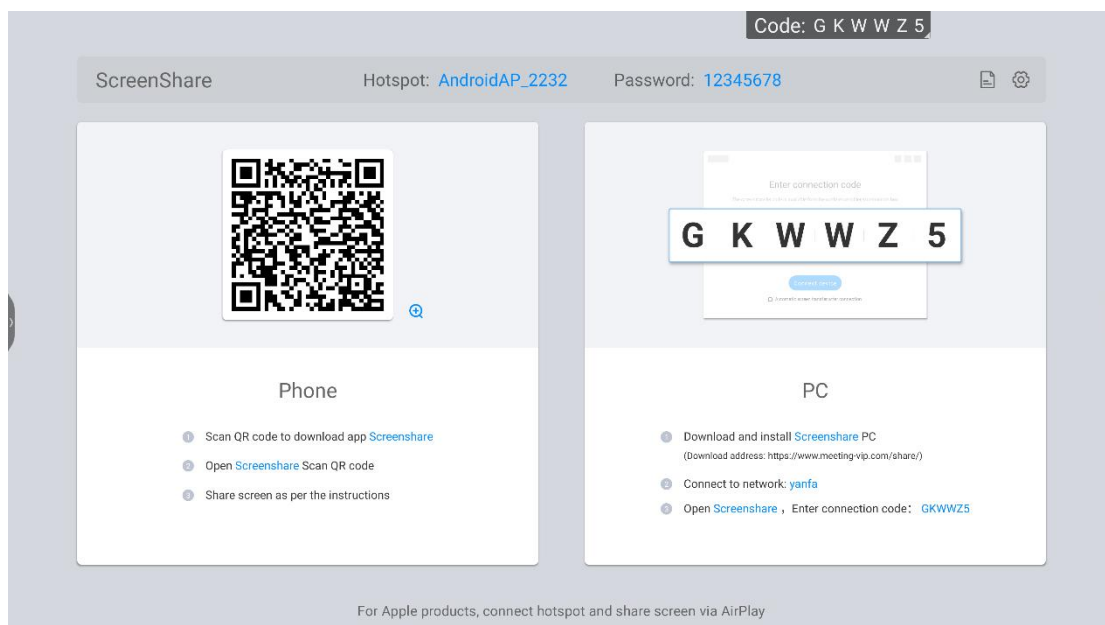


## ●How do I transmit the mobile phone screen

1. Please download the Screen Transfer Assistant in advance at

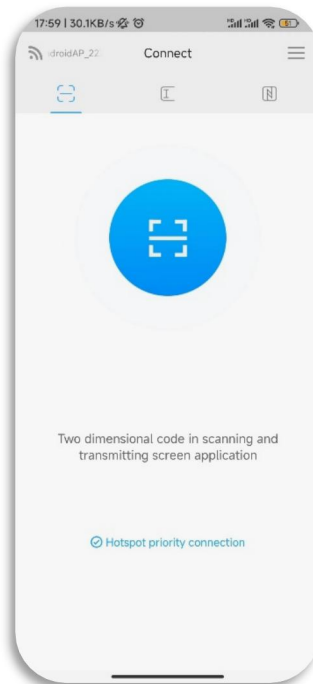
(<https://www.merting-vip.com/share/>).

2. Open the screen transfer function on the meeting board. You can see the wireless screen guide.



3. Use the mobile phone screen transmission assistant to click the scan code button and scan the TWO-DIMENSIONAL code on the wireless screen transmission

guide for connection.



4. If the connection is successful, you can select the following functions to upload the screen.

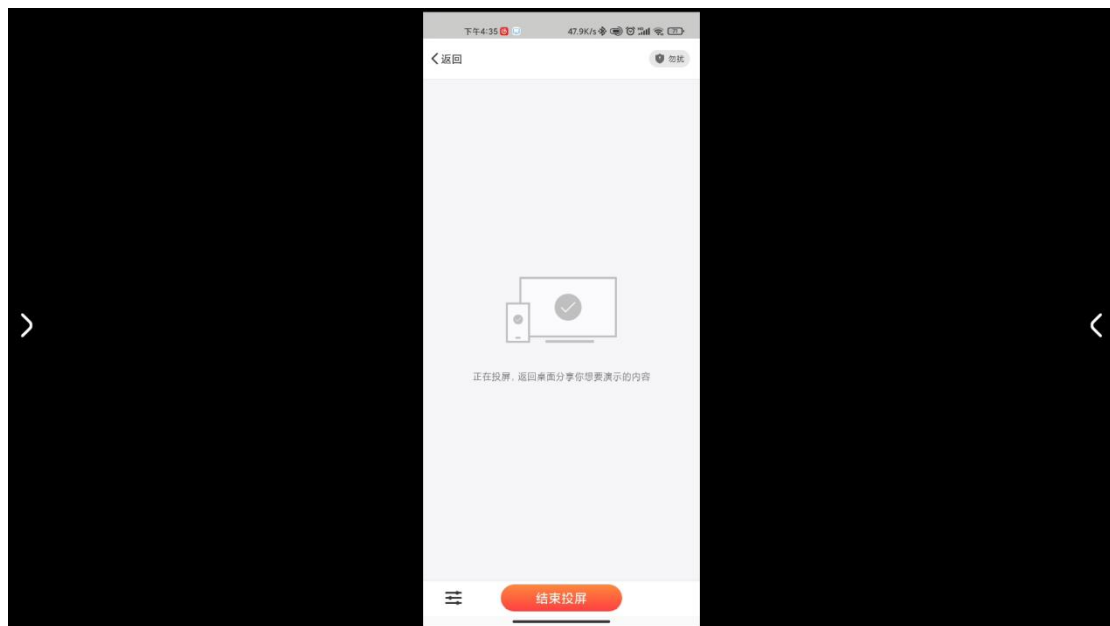
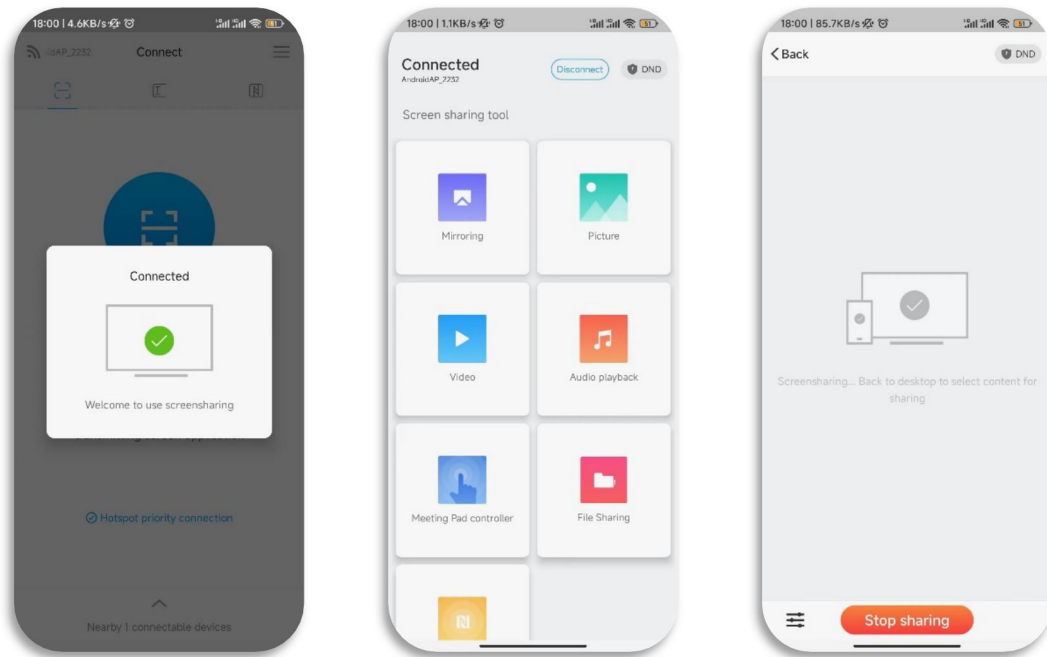
Screen sharing: mobile phone screen can be shared to smart conference tablet for display.

Picture display: You can share the pictures on the mobile phone to the intelligent meeting tablet for display.

Video playback: The video can be shared on the mobile phone to play on the smart meeting tablet.

Audio playback: Share audio from mobile phone to intelligent meeting tablet for playback.

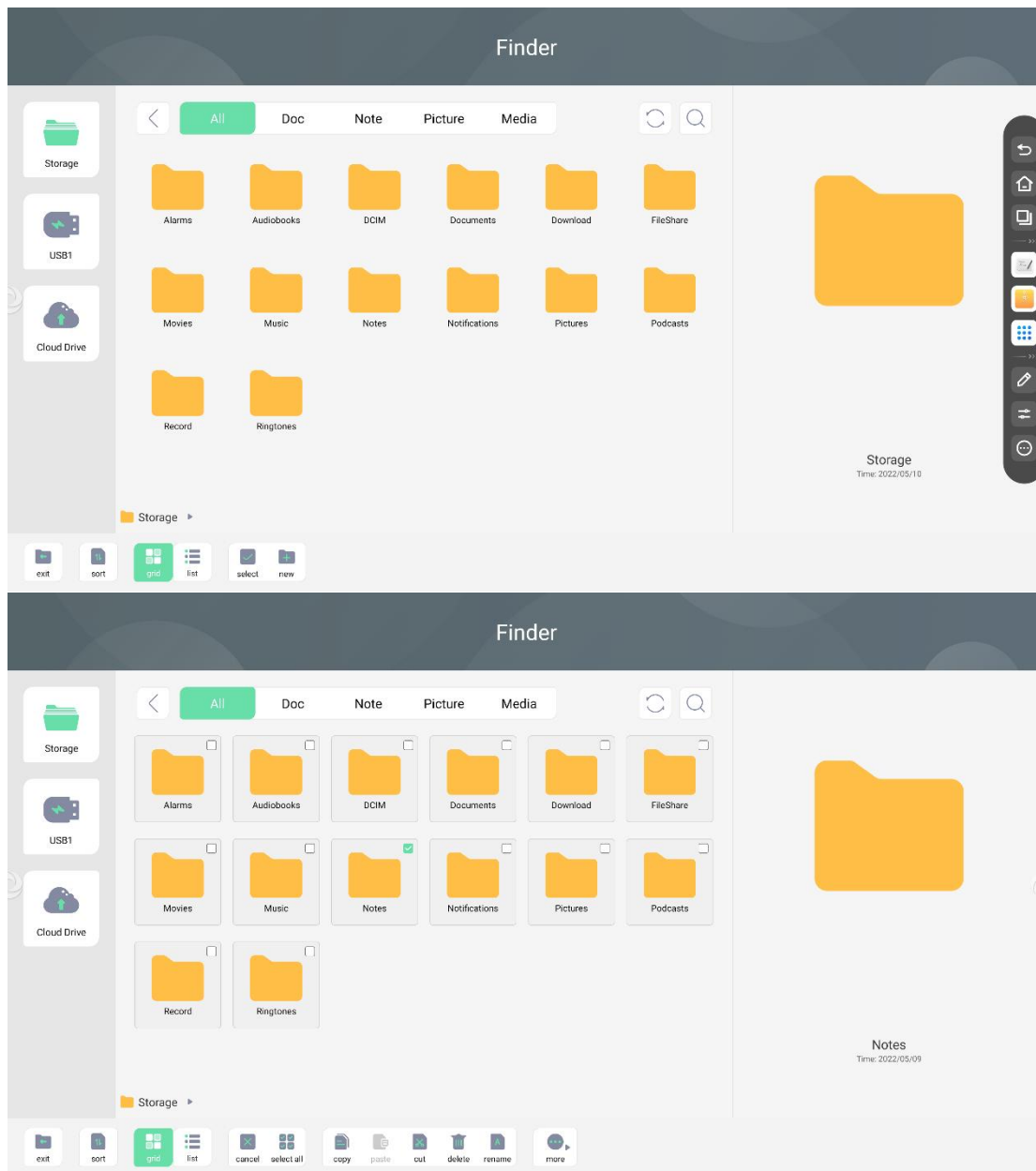
Meeting tablet controller: You can use your mobile phone to operate the smart meeting tablet in real time.



## D. File browsing

1. File classification: documents, blackboard writing, pictures, audio and video.
2. Can refresh, file search.
3. file operation: file selection, full selection, new file, copy, cut, delete, rename.
4. sort: according to the name, type, size, time, sort.

## 5. File viewing: list, tiling.



## E. More tools

### ●What are more tools?

More Tool is a quick tool App on the meeting board, which provides convenient functions in various scenarios and assists in meeting requests such as file transfer, voting, screen recording, stopwatch, screenshot, and photo taking.



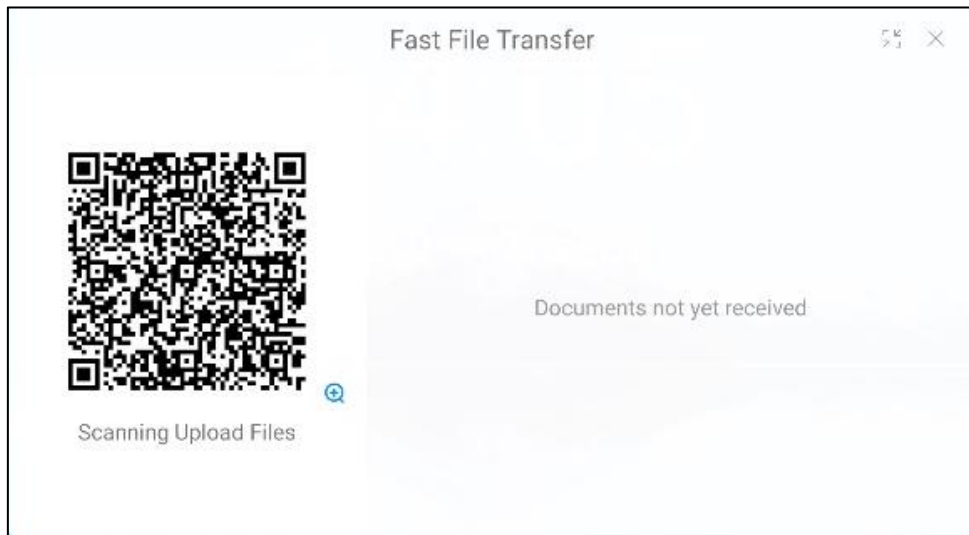
### ●Batch tool

Click "Annotation" in "More Tools" to open the annotation tool; The annotation function allows users to write content in the current screen and annotate information.

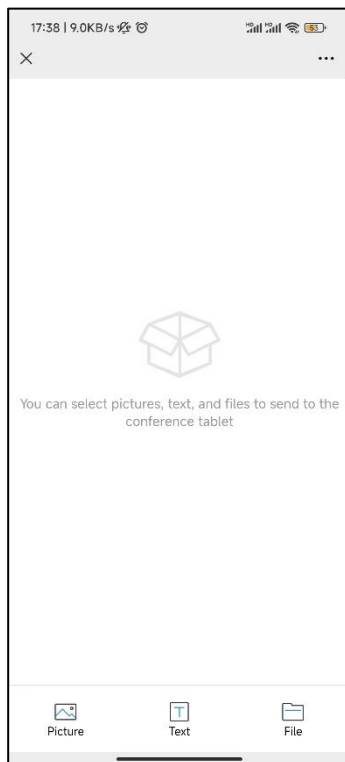


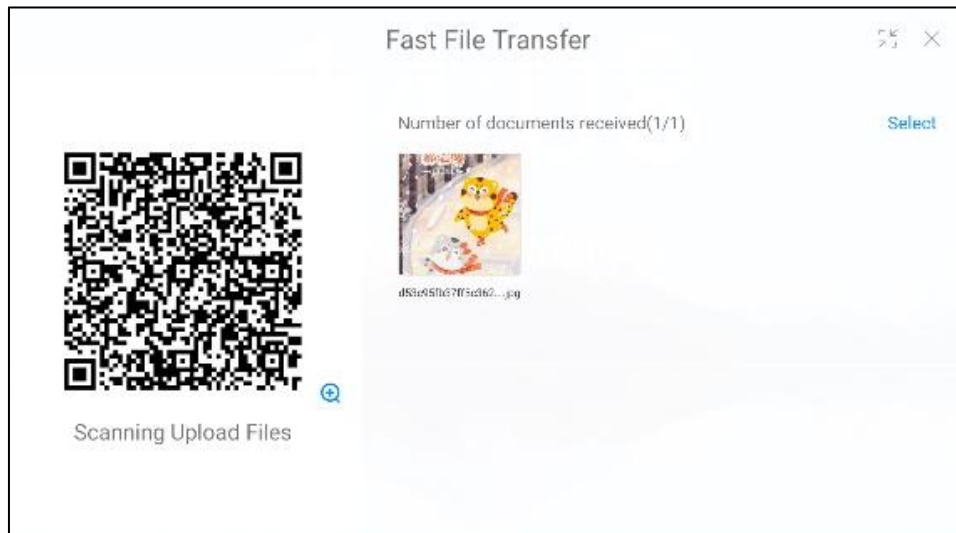
### ●Quick pass gadget

Click "File Transfer" in "More Tools" to open the file transfer widget.

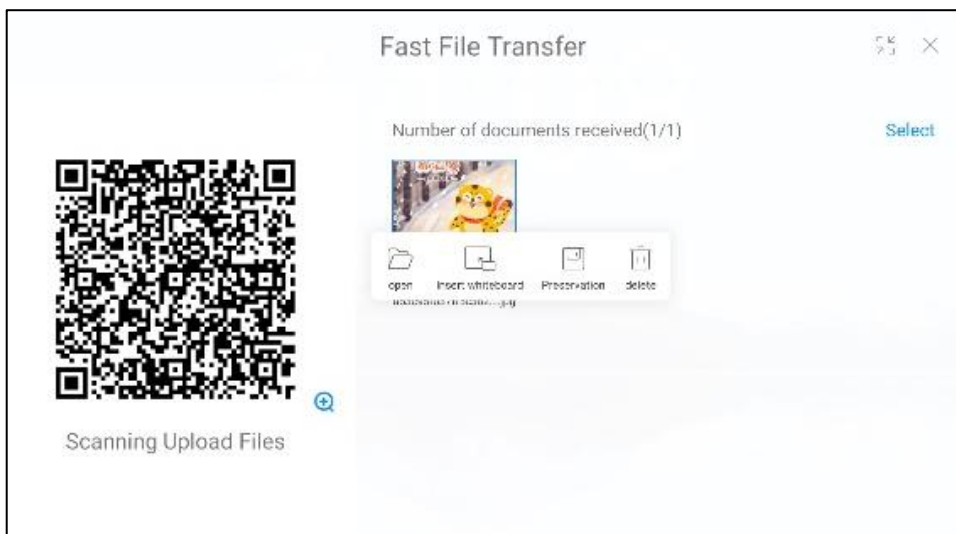


1. Upload pictures, texts and files on the mobile terminal after scanning codes.



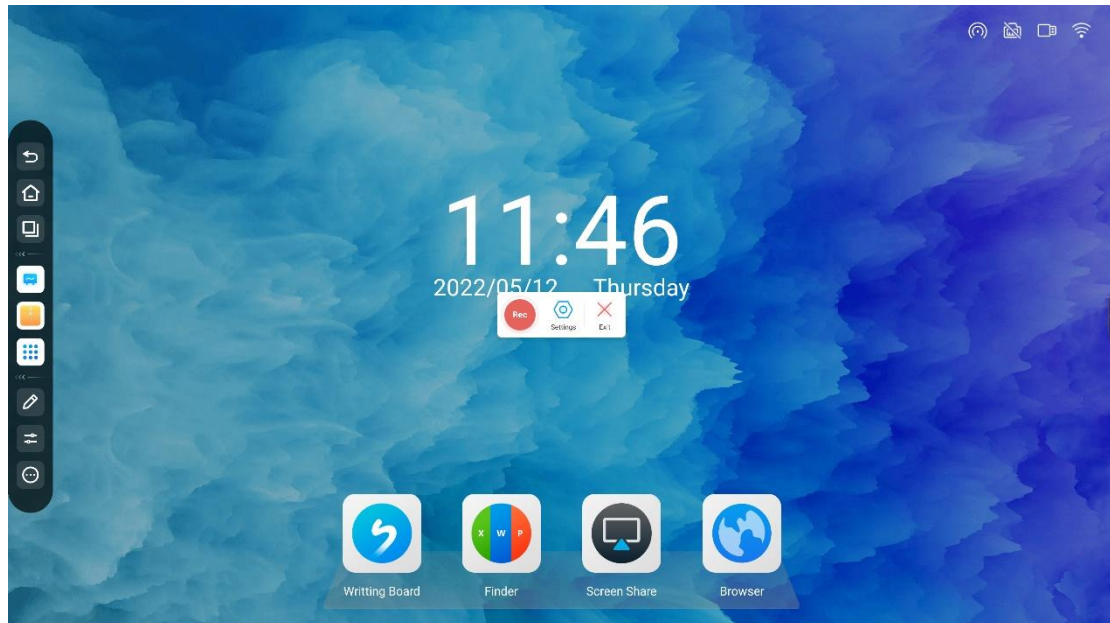


2. Click the received file in fast transmission on the big board to display the toolbar, and you can open, insert (picture) into the whiteboard, save and delete the file.



### ●Recording screen small tools

1. Click the "Screen recording" icon in "More Tools" to open the small screen recording tool.

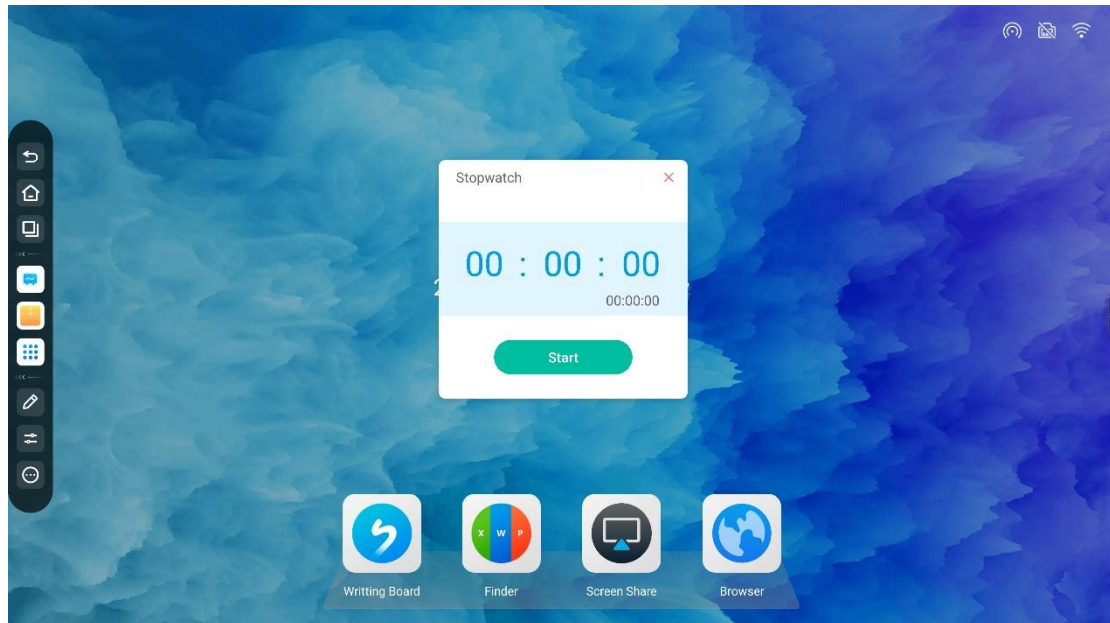


2. Click OK to record on the screen.

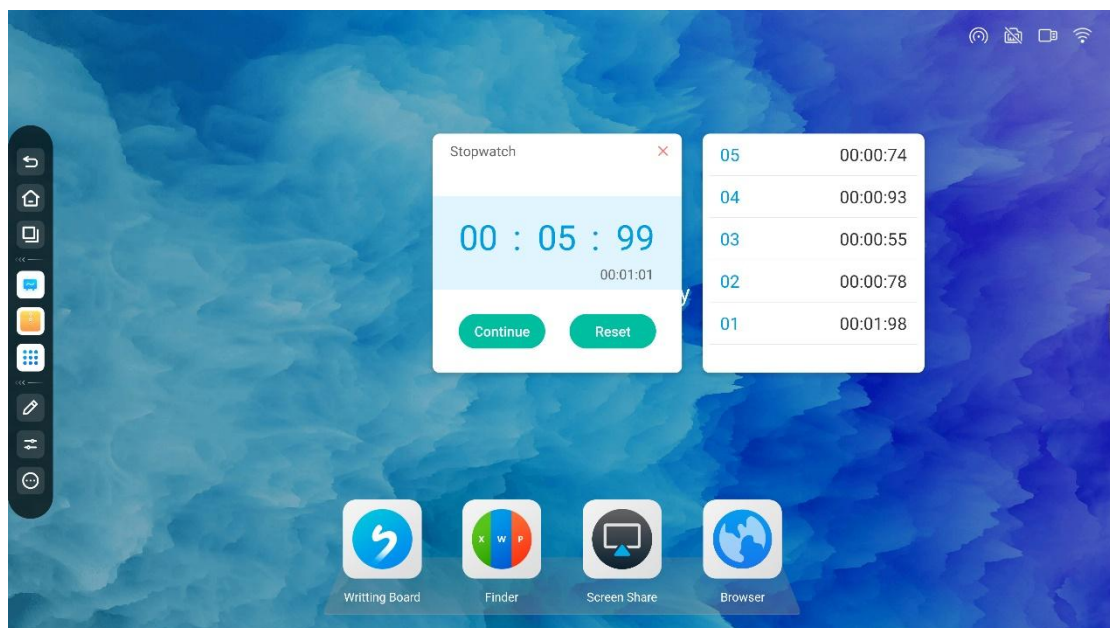


### ●Stopwatch gadget

1. Click the "Timer" icon in "More Tools" to open the stopwatch.

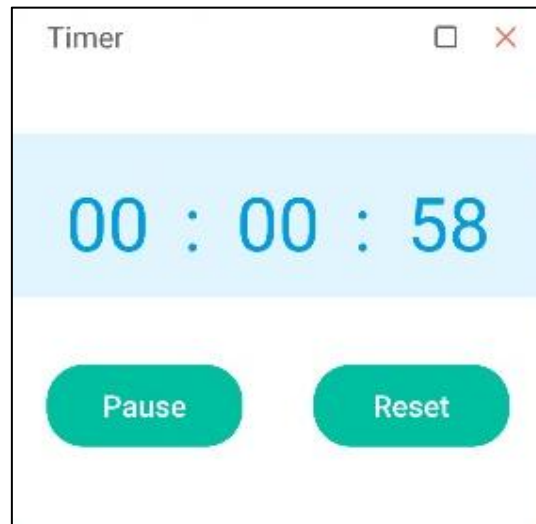


2. Click "Start" to pause and count. Click "pause" to resume or reset the timer.



### ● Countdown gadget

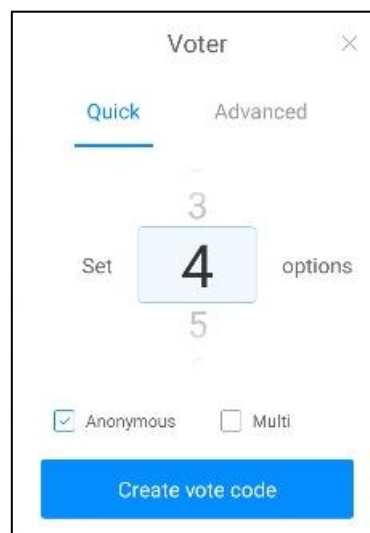
1. Click "Start" button to start the countdown according to the selected time.



2. Check "ringing reminder after the end" before the countdown will be ringing reminder; When the countdown is over, a positive timer will start to record the timeout time.

### ●Voting gadget

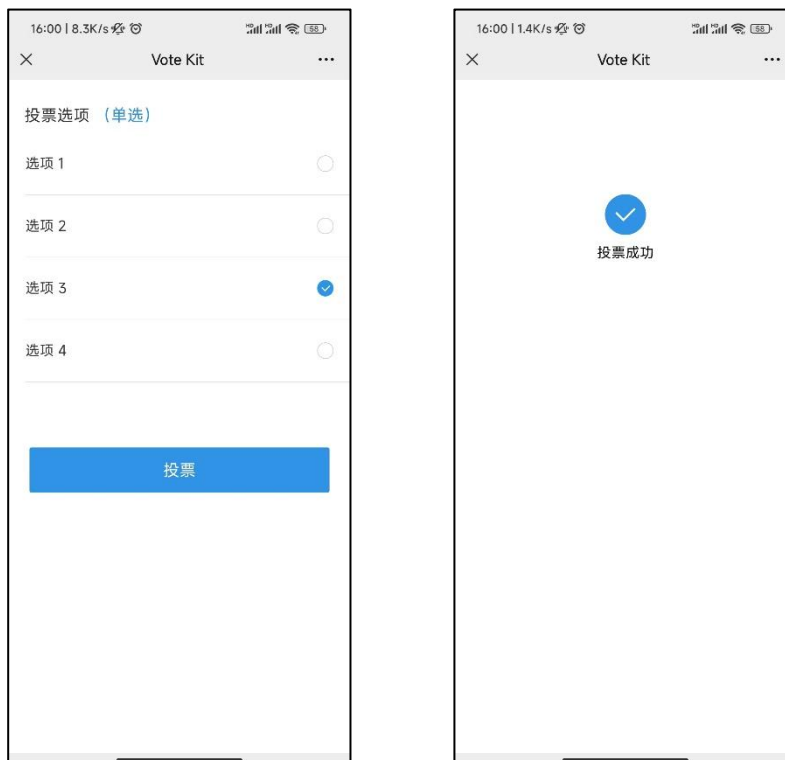
1. Click the "Voting Machine" icon in "More Tools" to open the voting widget.



2. Click "Generate Voting Code" to immediately generate the qr code of voting for the specified number of options.

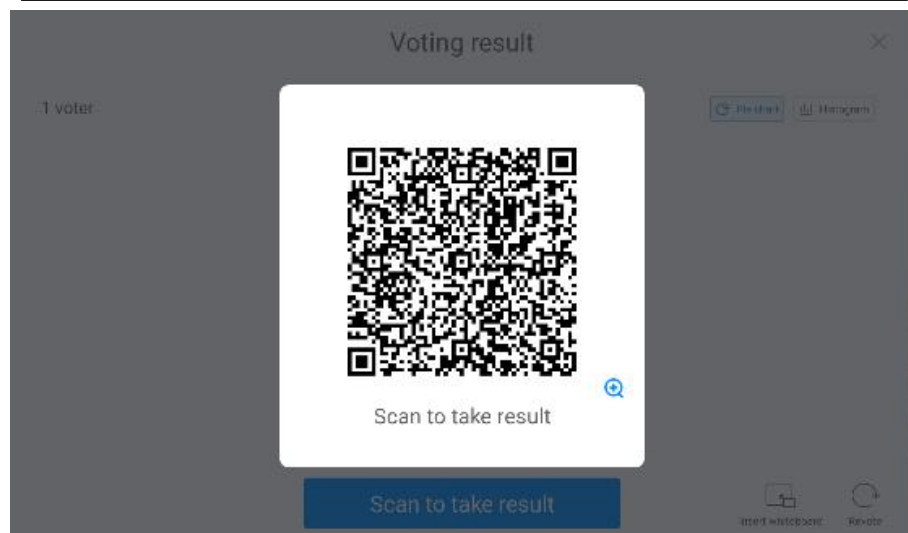


3. Click "Anonymous" to vote anonymously.
4. Click "multiple selection" to allow voters to select multiple options.
5. Click "Scan and Edit", and the poll initiator can edit the questionnaire options on the mobile phone. After clicking to initiate the vote, other participants can scan the TWO-DIMENSIONAL code on the big board to view the questionnaire.



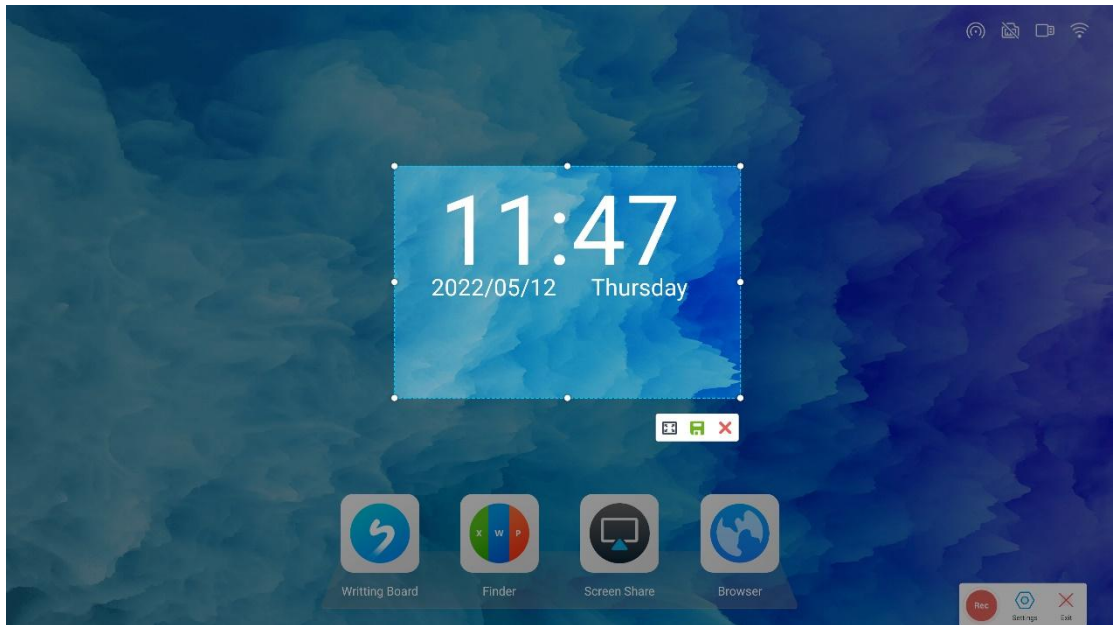
6. Voting results support bar chart, pie chart display, voting results can be

inserted into the white board, scan code away.



### ●Screenshot widget

1. Click the "Screenshot" icon in "More Tools" to open the screenshot widget.
2. You can freely adjust the screenshot area, or click the full-screen Screenshot button to capture the whole screen.
3. Click Import whiteboard to import the screenshot into whiteboard.
4. Click the "Save Local" button to save the screenshot to the local board.



## ●Camera gadget

1. Click the "Camera" icon in "More Tools" to open the camera tool.



## ●Touch lock widget

1. Click the "Touch lock" icon in "More Tools" to open the touch lock widget.

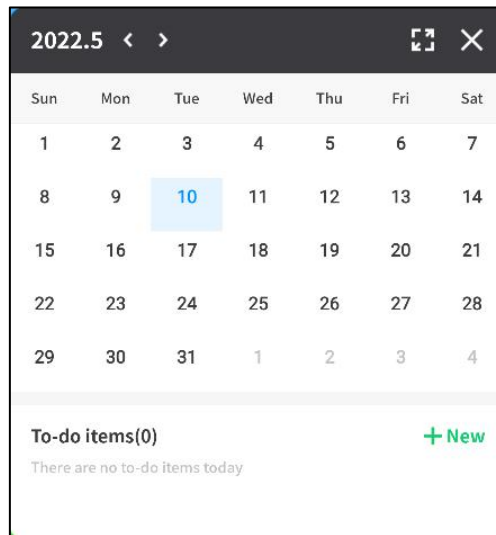


2. Click the touch lock to switch the touch disabled state, as shown below.



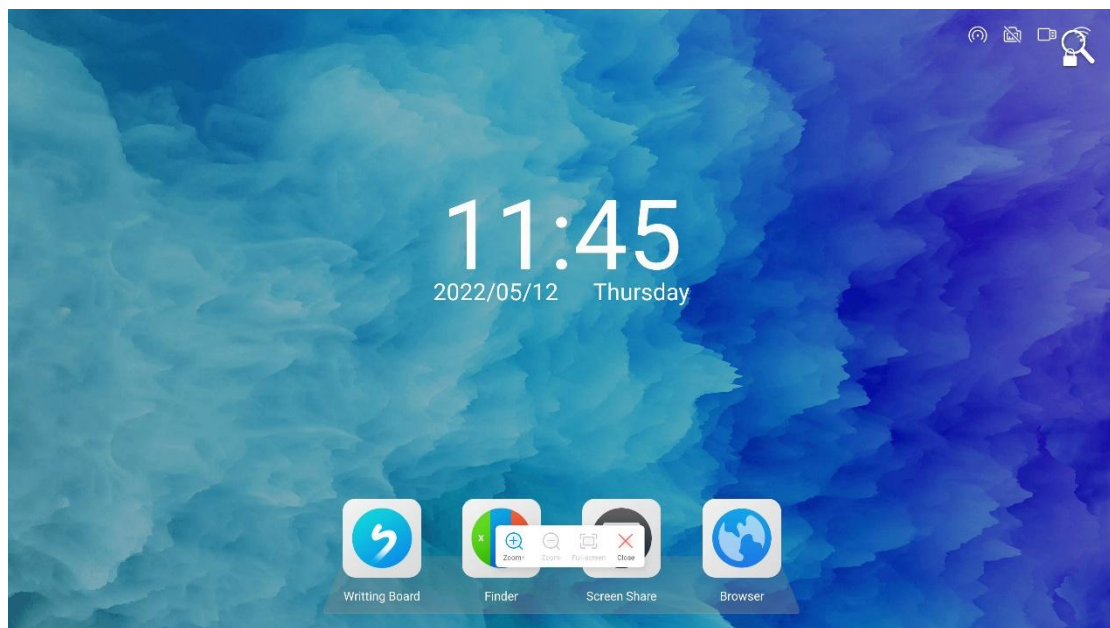
### ●Calendar widget

1. Click the "Calendar" icon in "More Tools" to open the Calendar tool ;
2. The calendar tool can be queried, with the function of adding items, help note.



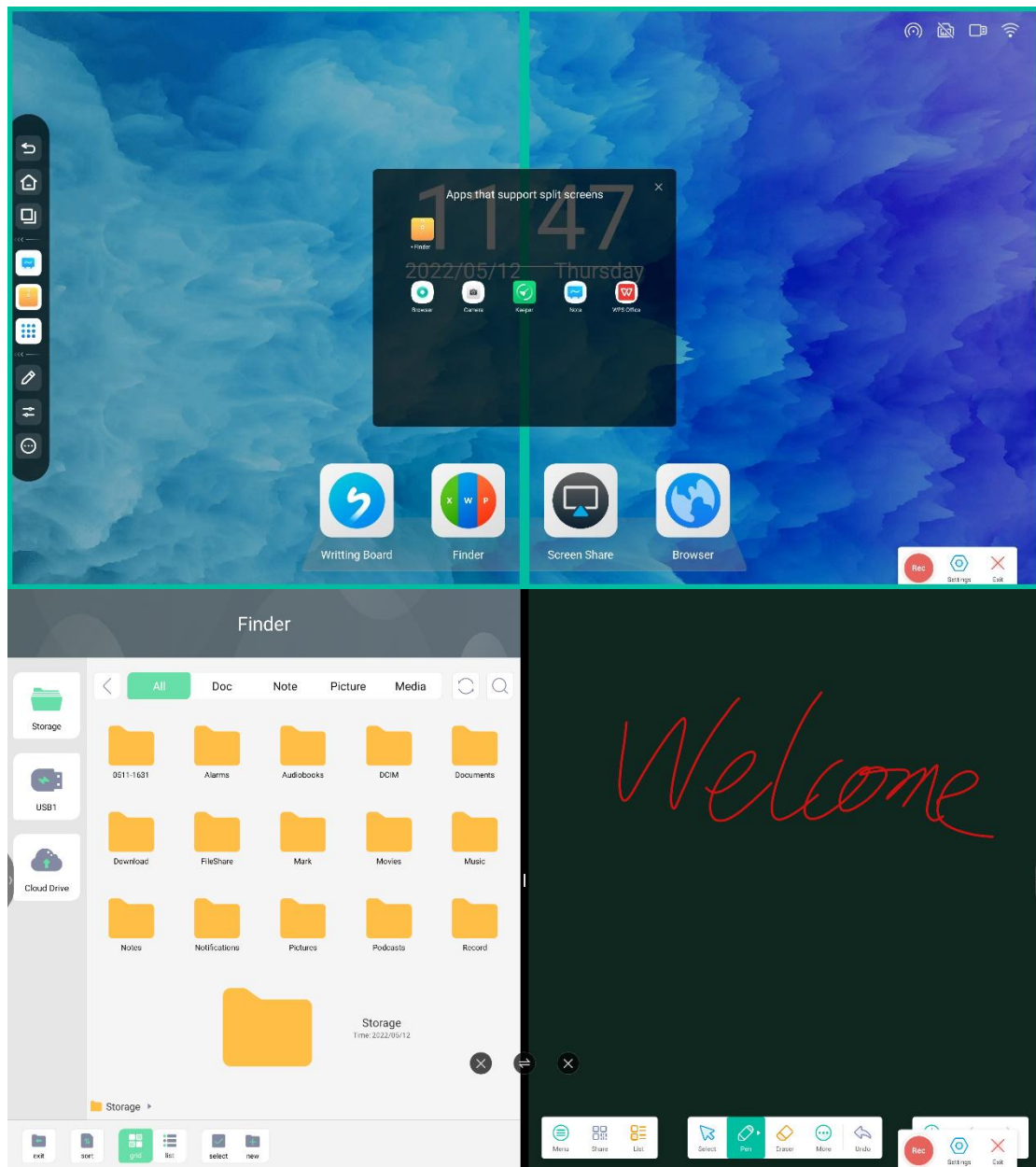
### ●Frozen screen small tool

1. Click the "Zoom" icon in "More Tools" to open the zoom tool.
2. Zoom tool to zoom in and out the current screen.



### ●Split screen mode

Click "Split Screen Mode" in "More Tools" and click the application to split the screen.



## F. Greeting

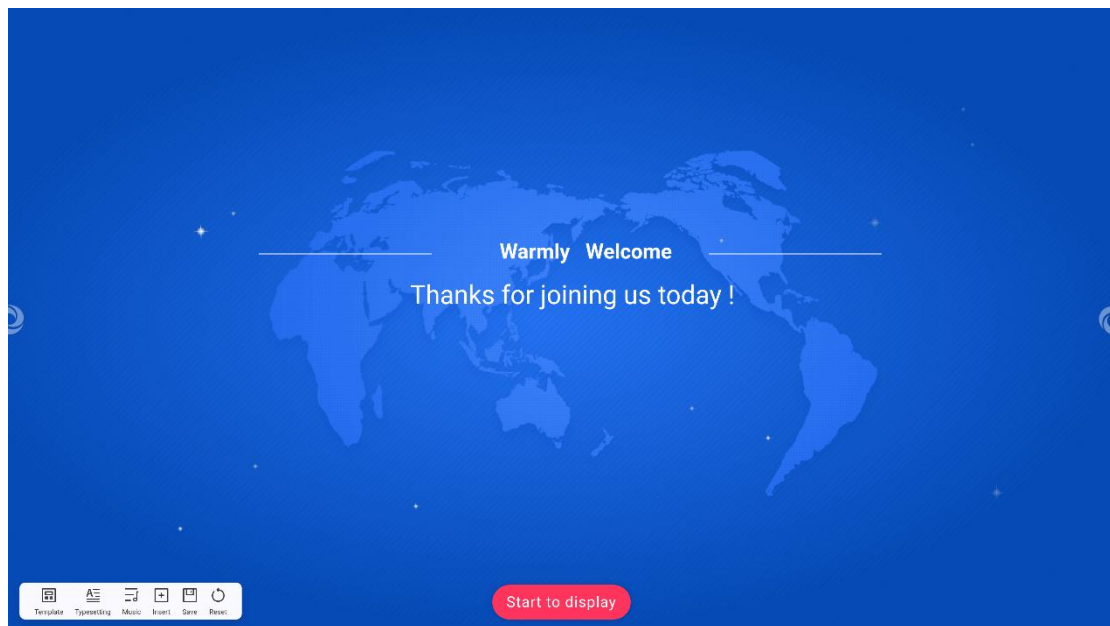
### ●What is a welcome speech?

Use welcome words to turn the big board into a welcome display screen.

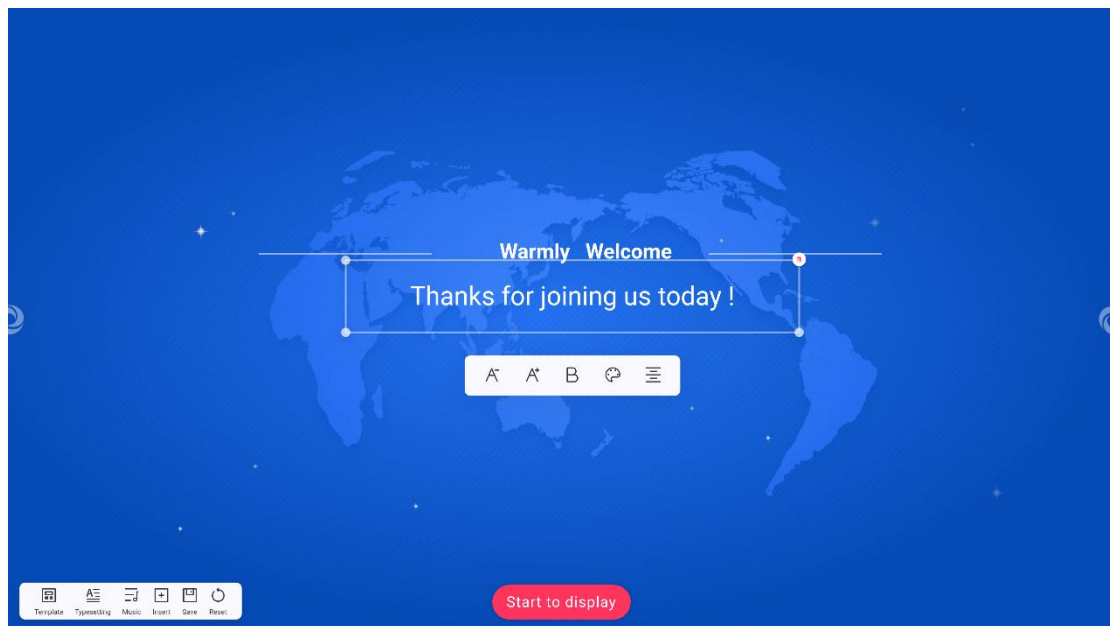
### ●How to use the welcome speech?

1. Home right swipe to enter "Welcome interface".
2. Interface introduction: The following figure shows the theme of the Web welcome interface, including the following elements: background image, welcome

text, start display, toolbar.



3. Edit display contents: Click the text on the main interface to appear the editing toolbar.



4. Click the "Zoom out" and "Zoom in" buttons to control the text size to zoom in and out.

5. Click THE B button to control the bold and cancel the bold.

6. Click the color button to pop up the color selection box and select the text

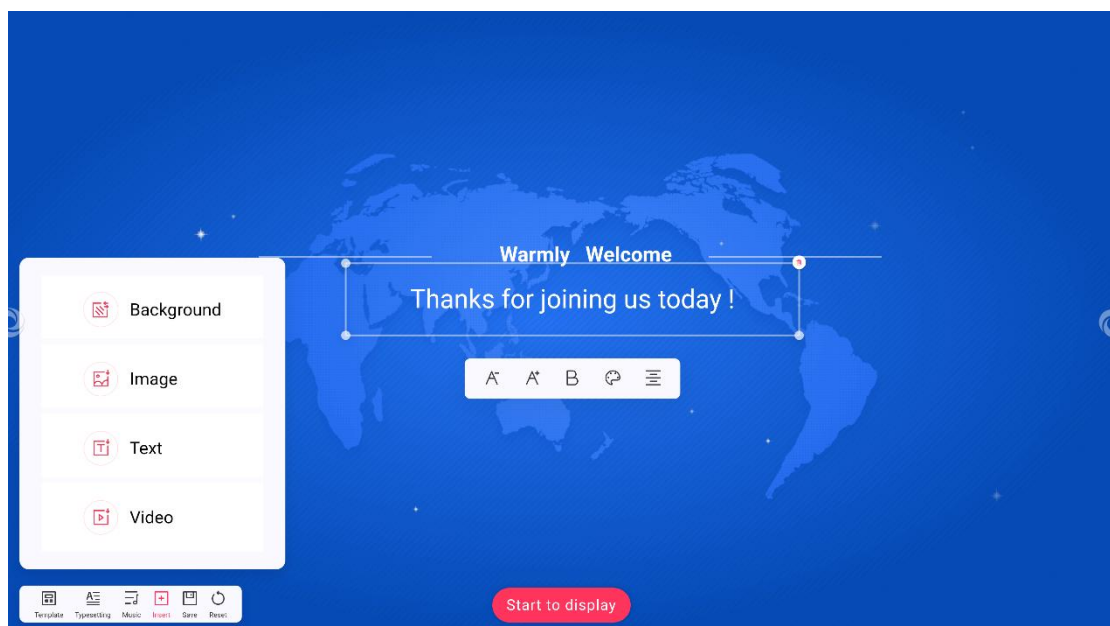
color.

7. Click the button on the right of the toolbar to switch between center, left and right.

( 1 ) Hold down the dot of the text box and drag it to change the size of the text box.

( 2 ) Click the delete button in the upper right corner of the text box to delete the text box.

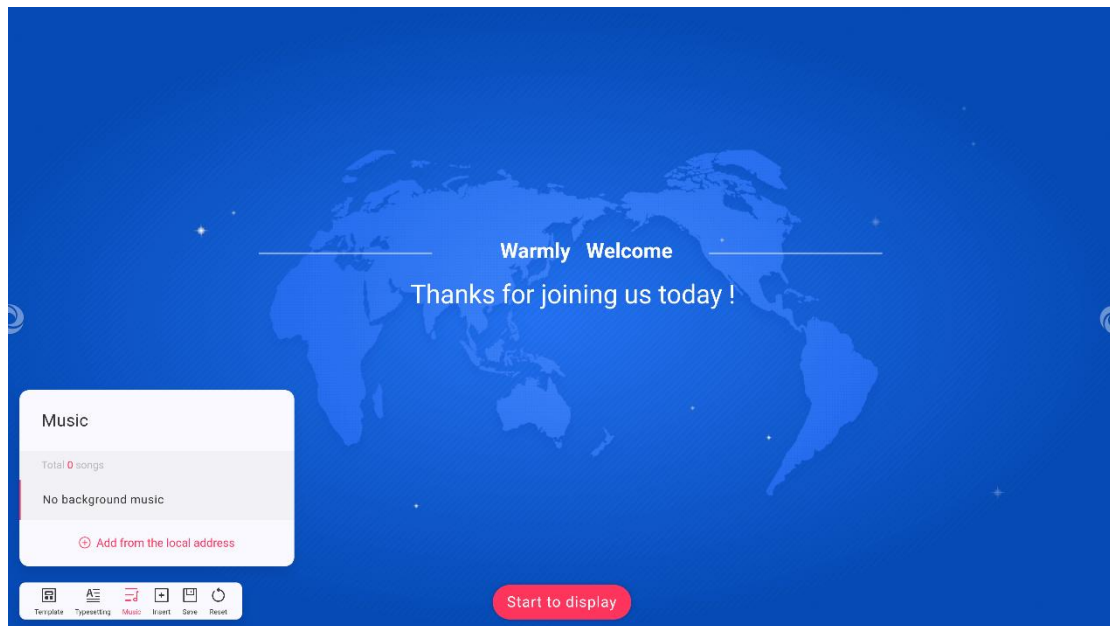
( 3 ) Hold down any position of the text box, you can drag to move the text box position.



8. Click the Insert button to insert elements of the current welcome interface.

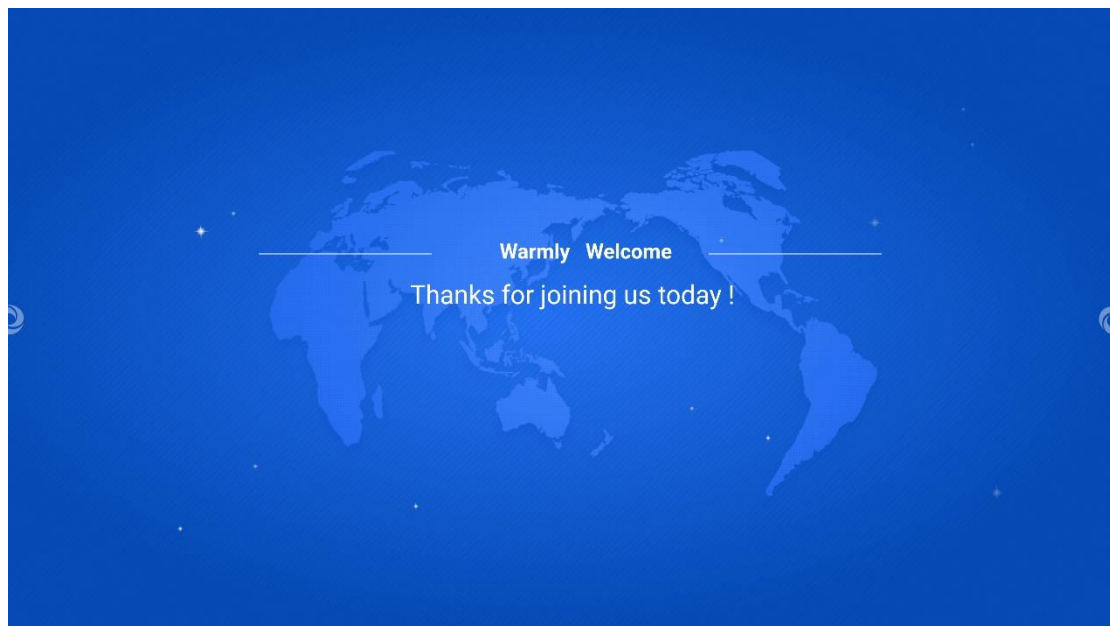
9. Click the Template button to select the alternative welcome interface template.

10. Click the music button to insert alternative or local audio files into the welcome interface.



11. Click the reset button to reset the welcome interface to its initial state.

12. Display effect: After modifying elements of the welcome interface, click the start display button of the main interface to enter the full-screen display state.

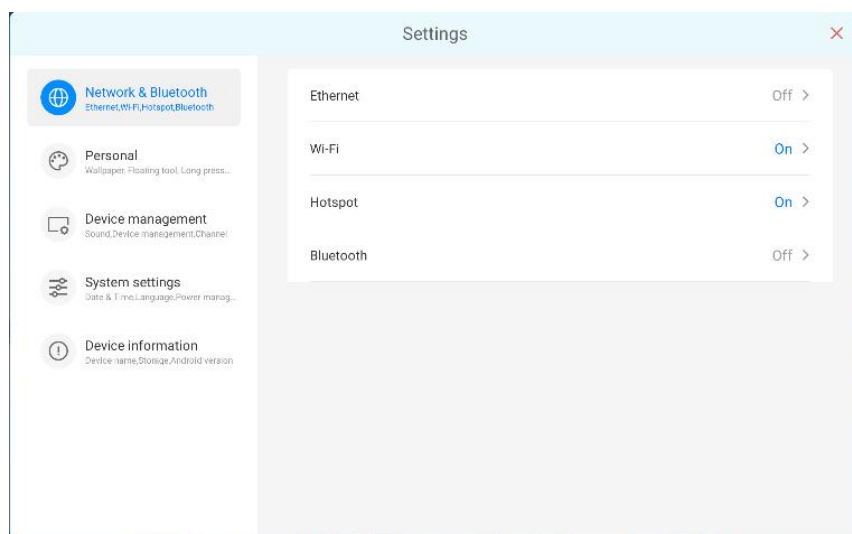


## G. Setting

1. Click the button  in the sidebar to access more apps.

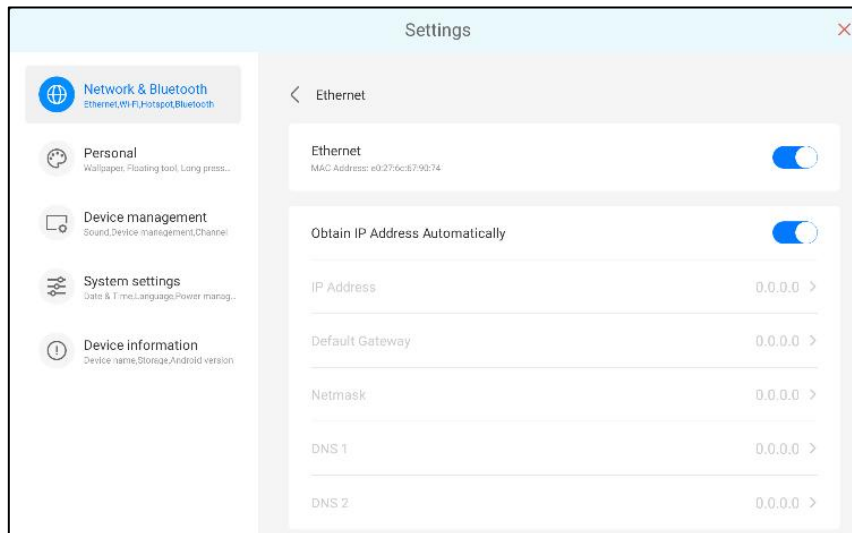


2. Click the button  to enter the Settings, including network and Bluetooth, personalized, device management, system Settings and device information five modules

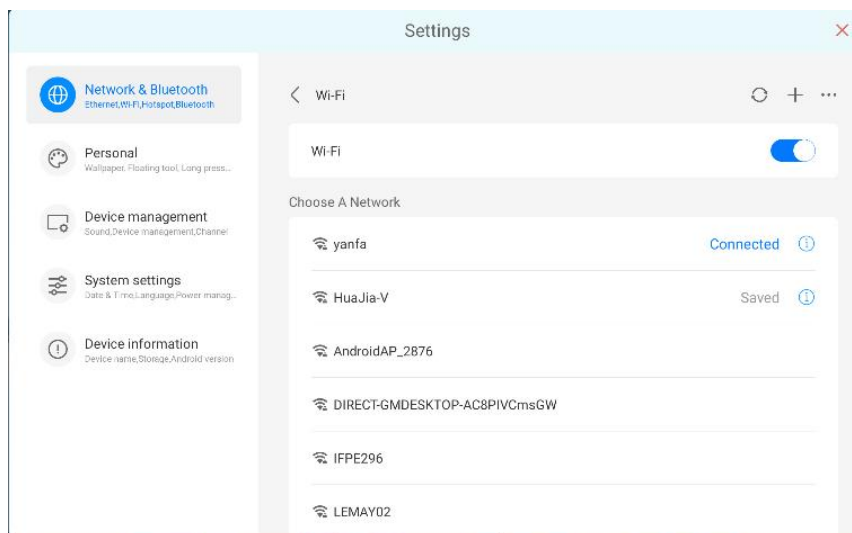


### ● Networking and Bluetooth

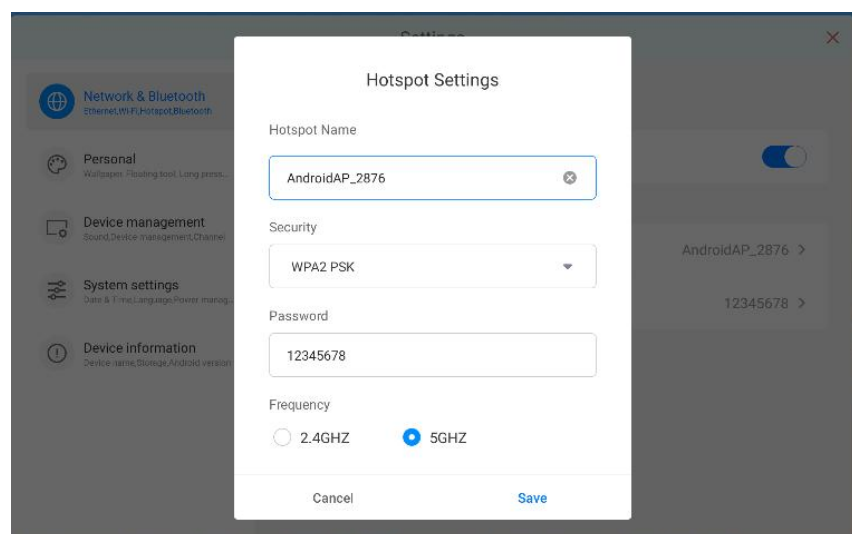
Wired network: support wireless network and wired network, but do not support simultaneous connection.



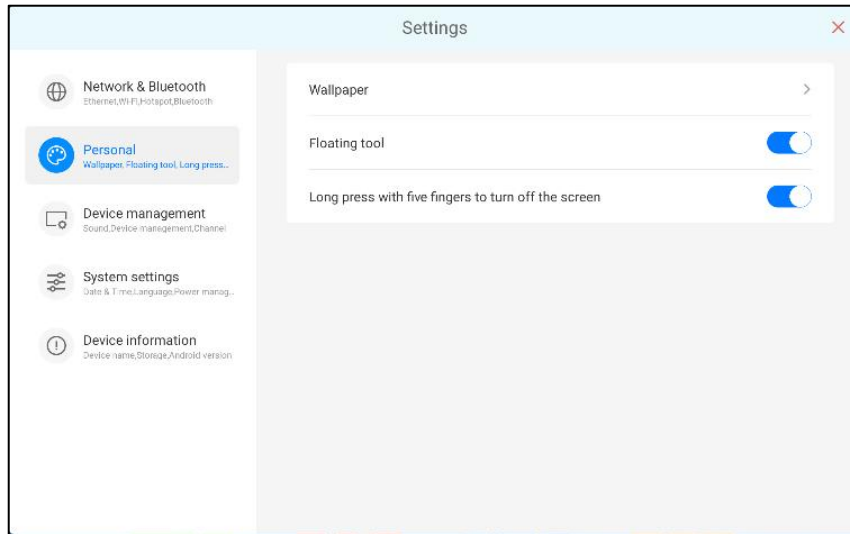
Wireless network: support wireless WIFI connection.



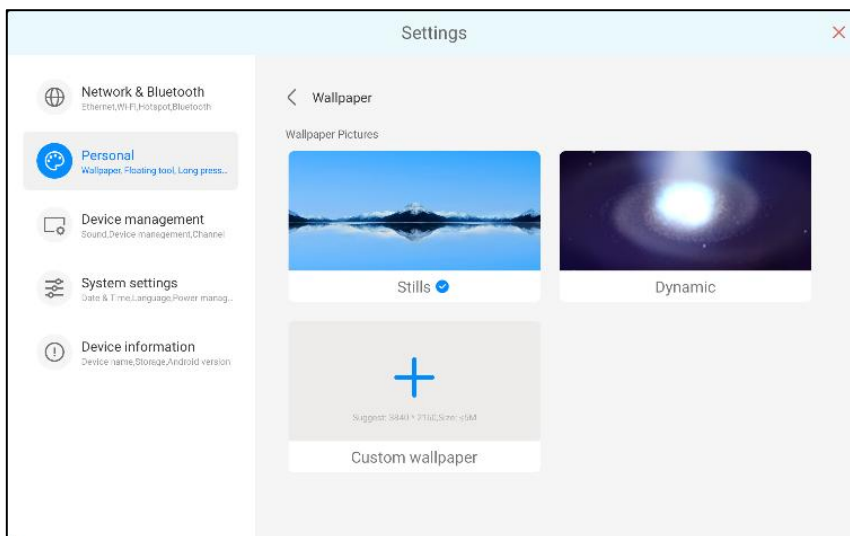
Hotspot: the hotspot supports two frequency bands: 2.4GHz and 5GHz.



## ●personalized

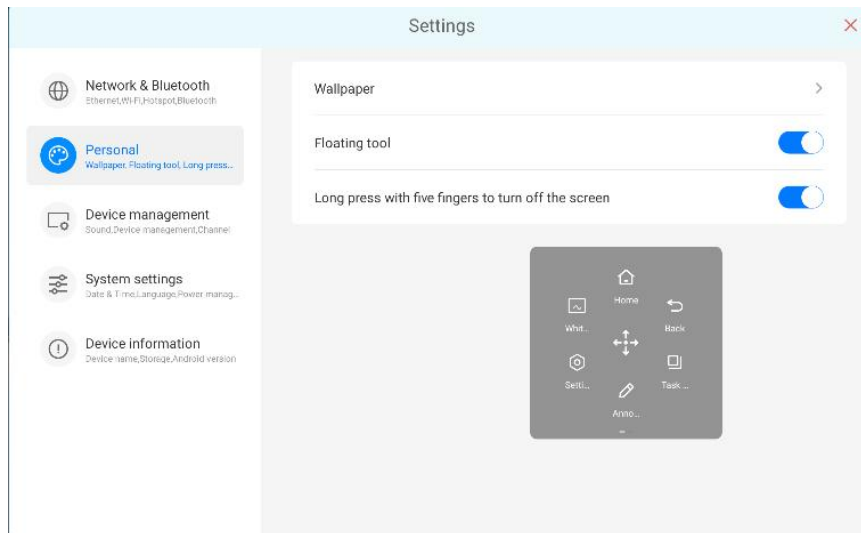


Wallpapers: There are static and dynamic wallpapers, and you can customize wallpapers.



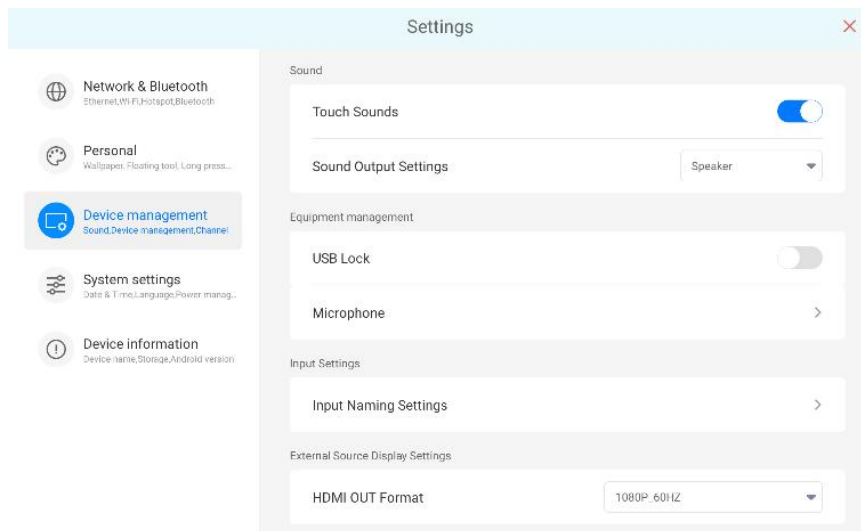
Suspension tool: Double click to call out the suspension tool, you can customize the shortcut.

Long press with five fingers to turn off the screen.

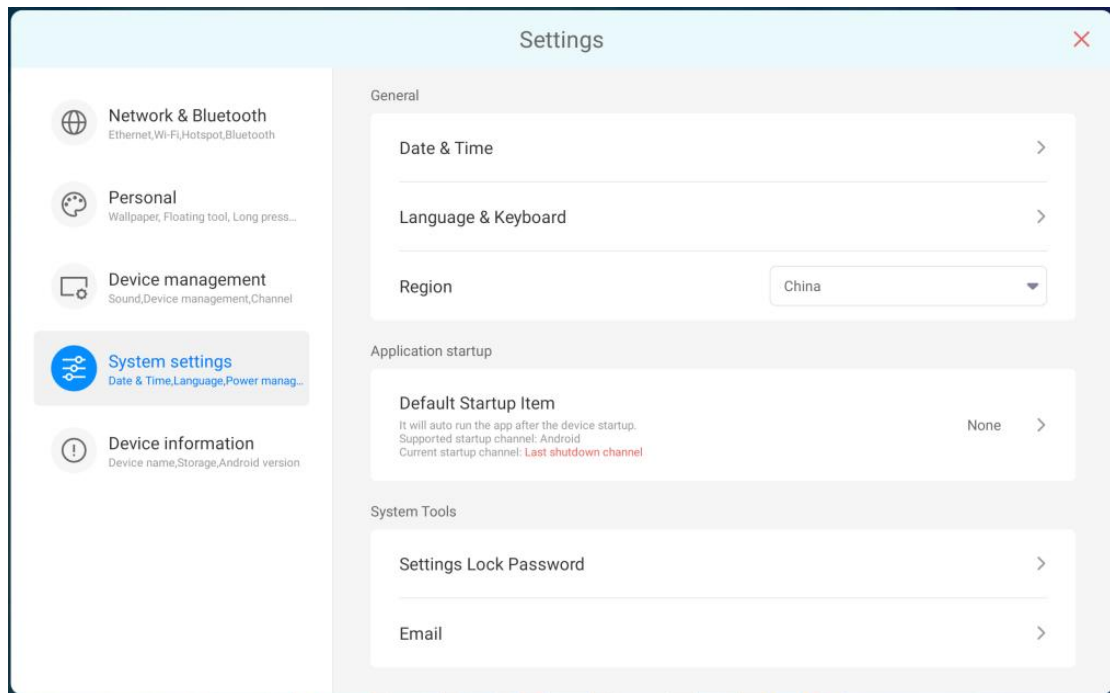


## ●Equipment management

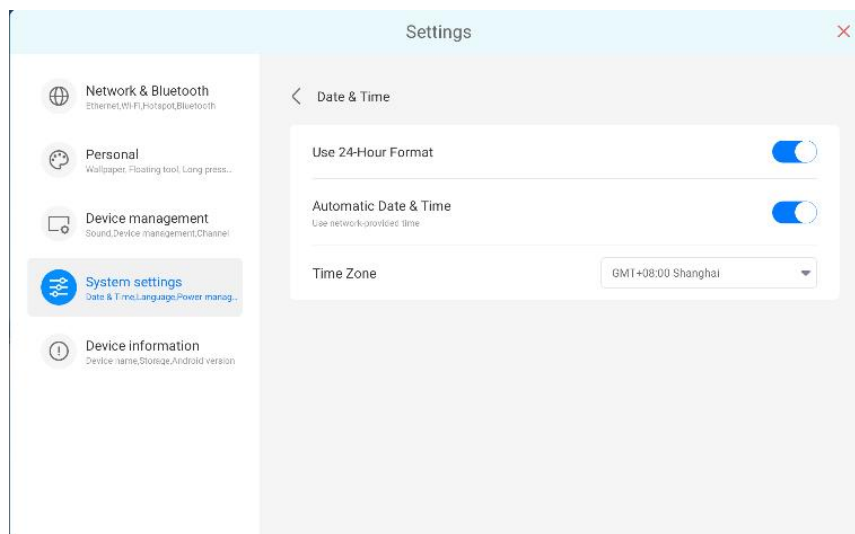
1. Touch Sound: Tap to turn on touch sound.
2. Sound output Settings: speaker, audio, mixed sound.
3. USB lock: open USB lock, after open, insert USB cannot read files, do not display insert USB.
4. External signal source display Settings: 3840x2160\_60HZ, 1080P\_60HZ.



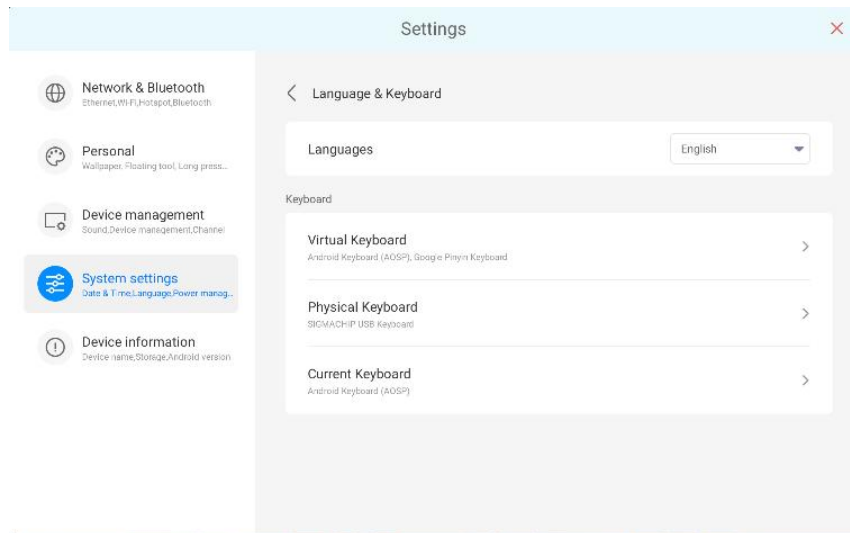
## ●System Settings



1. Date and time: supports the 24-hour system. Support setting different time zones, manual modification & automatic networking modification.

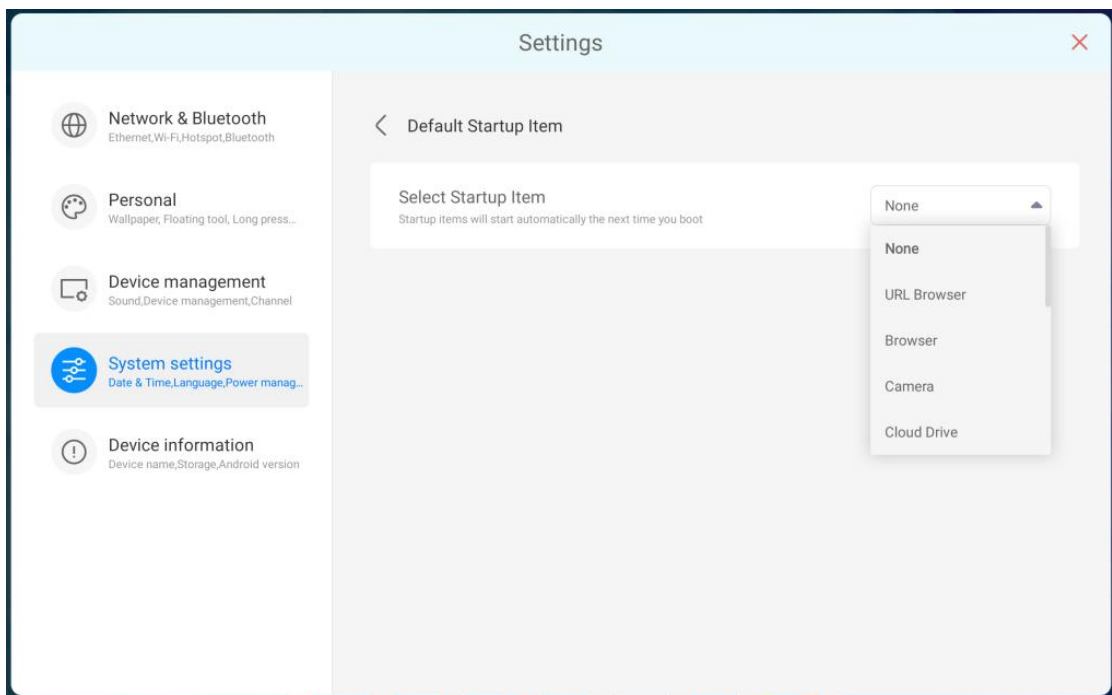


2. Language and keyboard: system language can be set; Switch keyboard Settings.



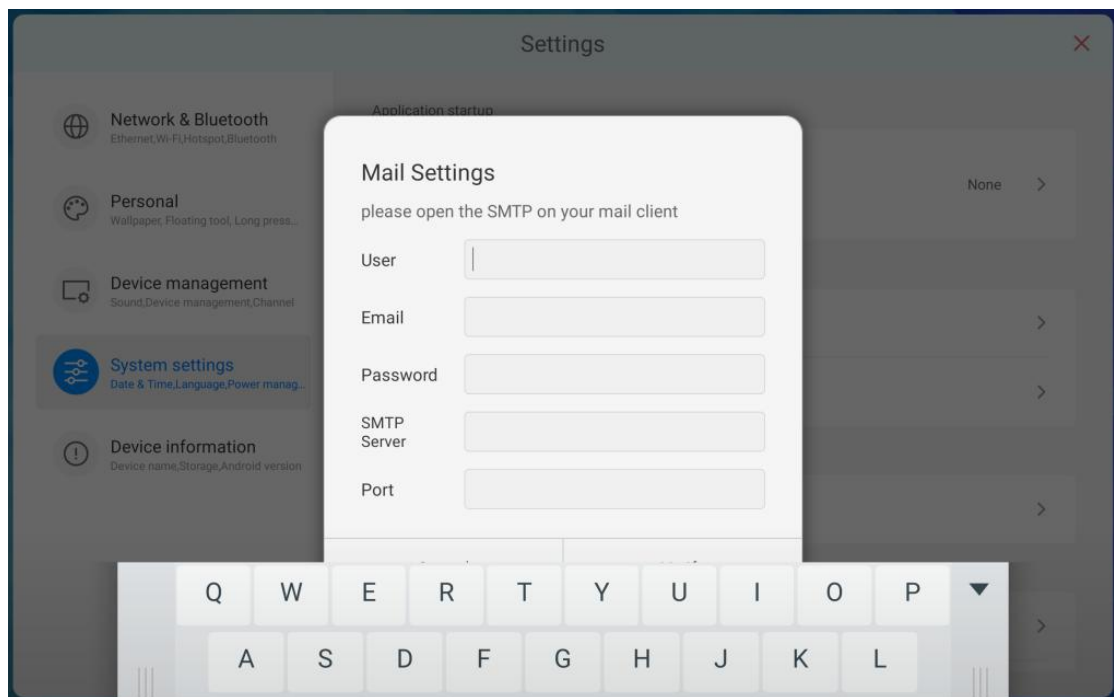
3. Region: The region can be changed.

4. Default Startup Item: It will auto run the app after the device startup.

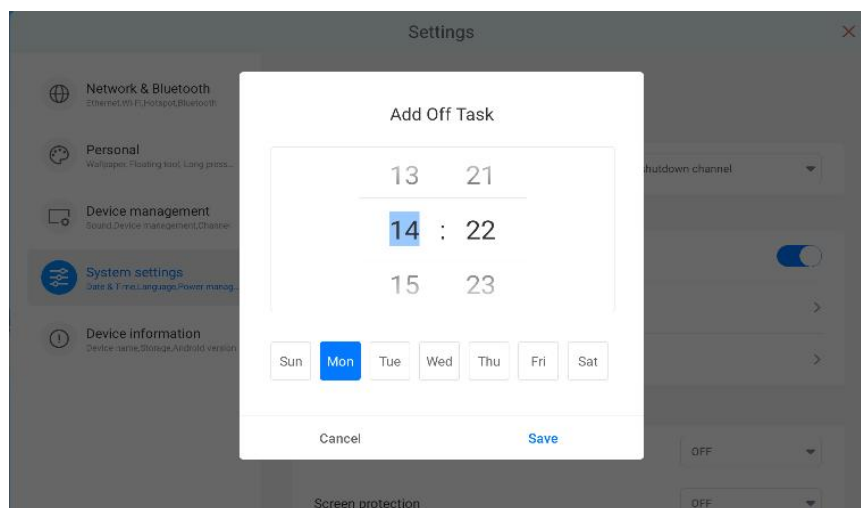
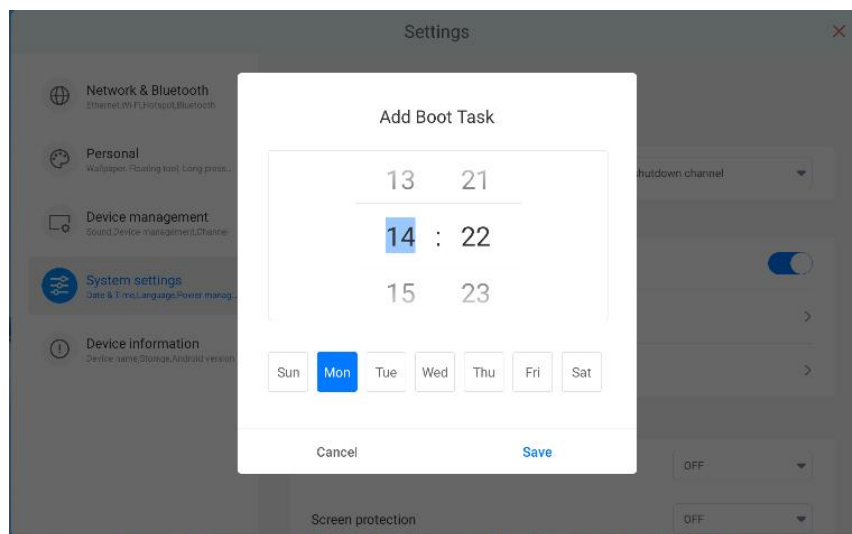


5. Settings Lock Password: Set the lock password and use it to unlock the screen that is locked.

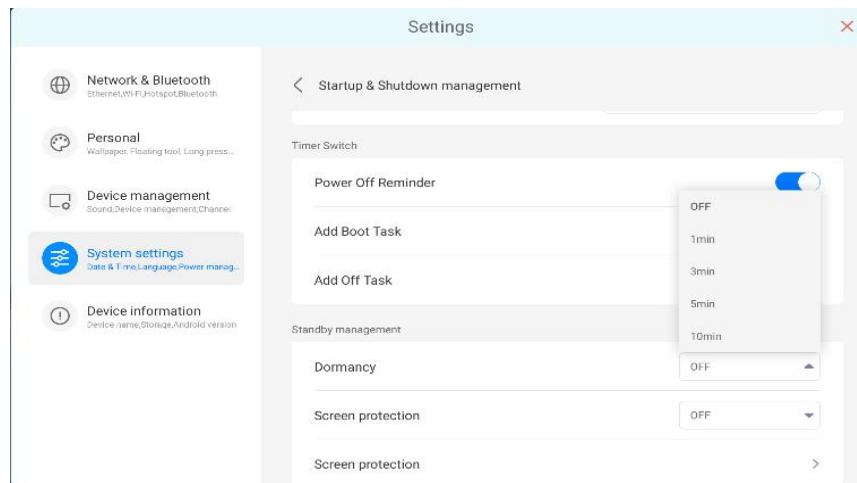
6. Mail Setting: Set the mail settings to transfer the files through emails.



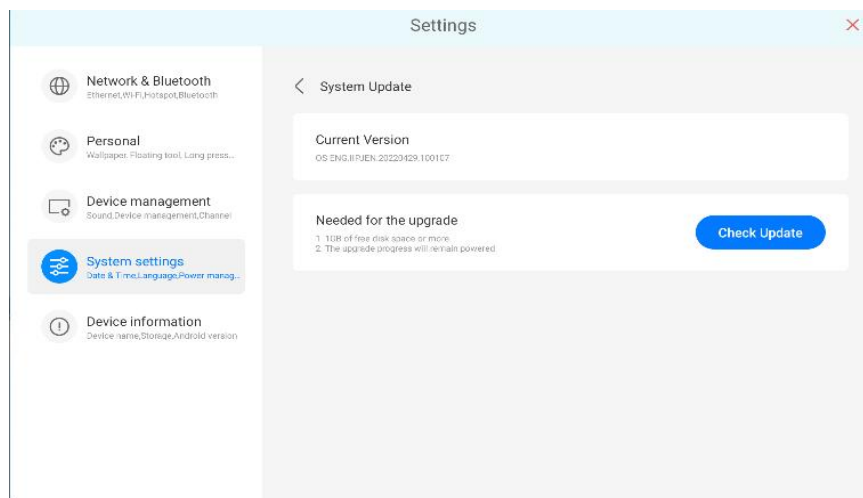
7. Switch on/off management: support automatic switch on/off.



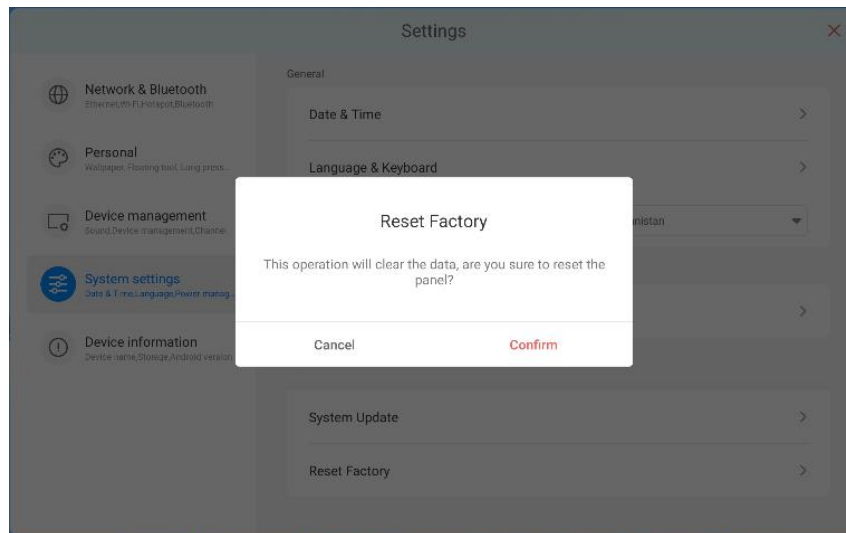
6. Hibernation: You can set the hibernation time when no operation is performed.



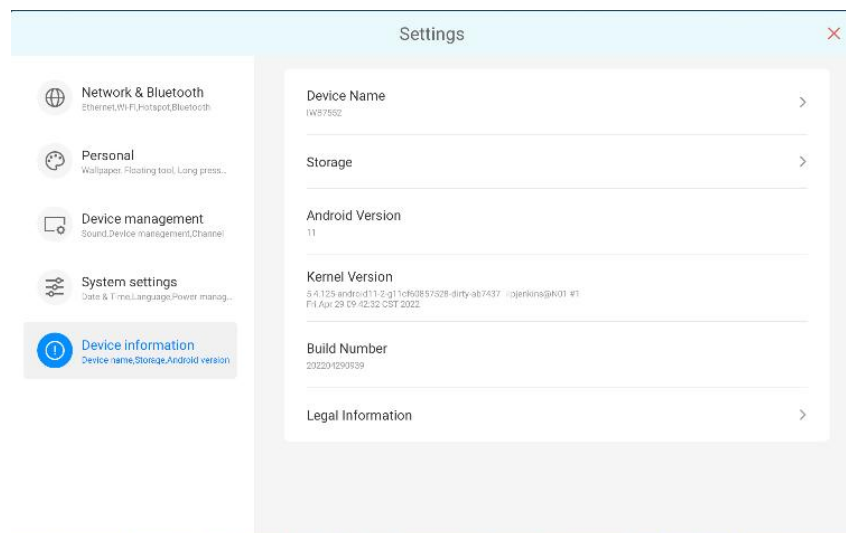
7. System upgrade: Check the current version of the system and upgrade the latest version.



8. Restore factory Settings: Deletes all data to restore factory Settings.

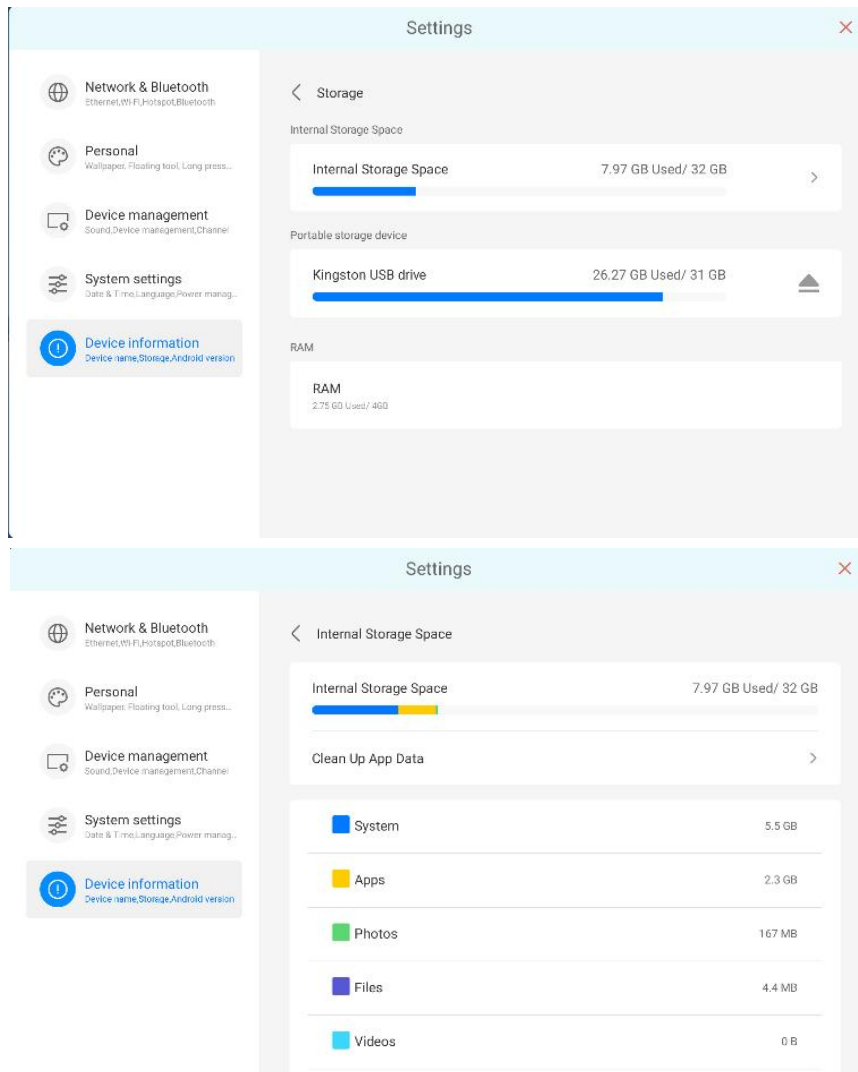


## ●Equipment information



Device name: Supports user-defined device names.

Storage: Displays the current internal storage space and running memory usage and clears application data.



You can view the current version information, including the Android version, kernel version, version number, and legal information.

## FCC

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

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.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

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.

This device complies with FCC radiation exposure limits set forth for an uncontrolled environment. This device should be installed and operated with minimum distance 20cm between the radiator & your body.