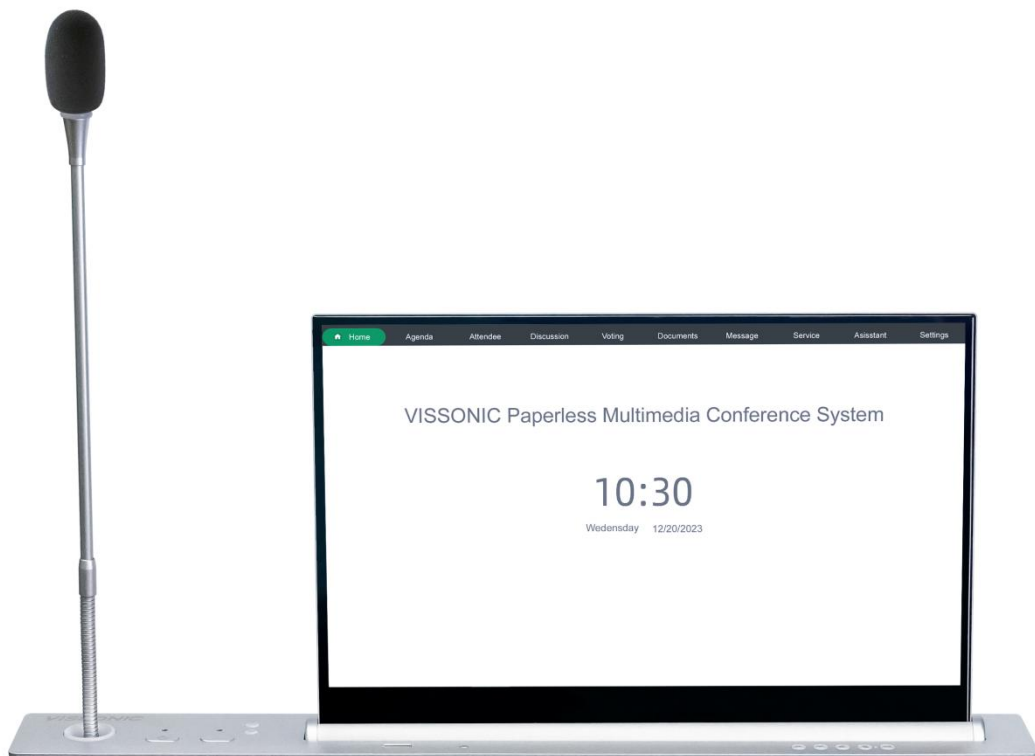




Paperless Conference System Retractable Screen User Manual

V1.0



VISSONIC ELECTRONICS LIMITED

The meaning of symbols

■ Safety instructions

For your safe and correct use of equipments, we use a lot of symbols on the equipments and in the manuals, demonstrating the risk of body hurt or possible damage to property for the user or others. Indications and their meanings are as follow. Please make sure to correctly understand these instructions before reading the manual.

	This is A level product, which may cause radio interference in the living environment. In this case, users may need to take the feasible measures to get around the interference.
	Remind users that the dangerous voltage without insulation occurring within the equipment may cause people suffer from shock.
	CE certification means that the product has reached the directive safety requirements defined by the European Union. Users can be assured about the use of it.
	SGS certification means that the product has reached the quality inspection standards proposed by the world's largest SGS.
	This product passed the ISO9001 international quality certification (certification body: TUV Rheinland, Germany).
	Warning: in order to avoid electrical shock, do not open the machine cover, nor is the useless part allowed to be placed in the box. Please contact the qualified service personnel.

■ General information instructions

	It lists the factors leading to the unsuccessful operation or set and the relevant information to pay attention.
---	--

Important note



Warning

In order to ensure the reliable performance of the equipment and the safety of the user, please observe the following matters during the process of installation, use and maintenance:

The matters needing attention of installation

- ◆ Connect to AC power only after completing all connections (including the power adapter). Once the product is connected to AC power, avoid frequent disconnection of components or devices, as it may cause electrical surges and damage the product.
- ◆ Do not forcefully insert the plug into its socket. If you encounter excessive resistance, ensure that the plug is inserted into the socket in the correct orientation.

Usage Environment

- ◆ To extend the lifespan of the device, it is recommended to operate it within the following environmental conditions: Temperature: 0° C to 40° C, Humidity: 30% to 90% RH.
- ◆ Design holes in the desk according to the specifications or instructions provided by the manufacturer. Incorrectly placed holes may hinder the device's heat dissipation, leading to damage. Leave sufficient space around the product for ventilation. Do not place the product in any enclosed space that restricts airflow around the product. Avoid placing any objects on or blocking the product's ventilation holes.

Power Supply

- ◆ Use the provided power adapter or an approved equivalent. Check voltage compatibility by comparing labels. Using unauthorized adapters may damage the product, voiding the warranty.
- ◆ Sudden power outages may damage the product. Please avoid connecting the product to power outlets that may experience accidental disconnection. During normal operation, do not attempt to hard reset the product by holding down the power button.
- ◆ When shutting down the product, please ensure to perform a complete shutdown procedure (via the user interface or gently pressing the power button).
- ◆ In lightning-prone areas, install surge protectors for electronic devices. During lightning storms, use devices correctly and unplug AC power plugs until the storm passes, then reconnect power.
- ◆ Please ensure not to interrupt power supply during software updates for the product.
- ◆ Do not spill water or other liquids on the device. If this happens, immediately disconnect the device's power.

Battery

- ◆ The product includes a built-in button cell battery, replaceable only by the manufacturer or authorized service center. Contact them for service. Incorrect battery replacement poses explosion risks; do not attempt on your own.

Preface

This manual mainly describes the use, performance parameters and troubleshooting of VISSONIC NETLINK G2 paperless meeting system - including modular and retractable screen paperless functionalities.

If the technical parameters and system usage in this manual are changed, the manufacturer will update the version of the manual. Please use the latest user manual.

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Version	Update	Date
1.0		2024.5.10

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1. System overview

1.1. System features

The NETLINK G2 series is a paperless multimedia conference system that replaces traditional paper with display screens. It utilizes network technology to connect information from each seat, promoting information sharing and interactive meetings. Designed for flexibility, practicality, efficiency, and energy conservation, it features functions like flexible pre-meeting scheduling, in-meeting guidance, and post-meeting summary exports, facilitating efficient and eco-friendly meetings.

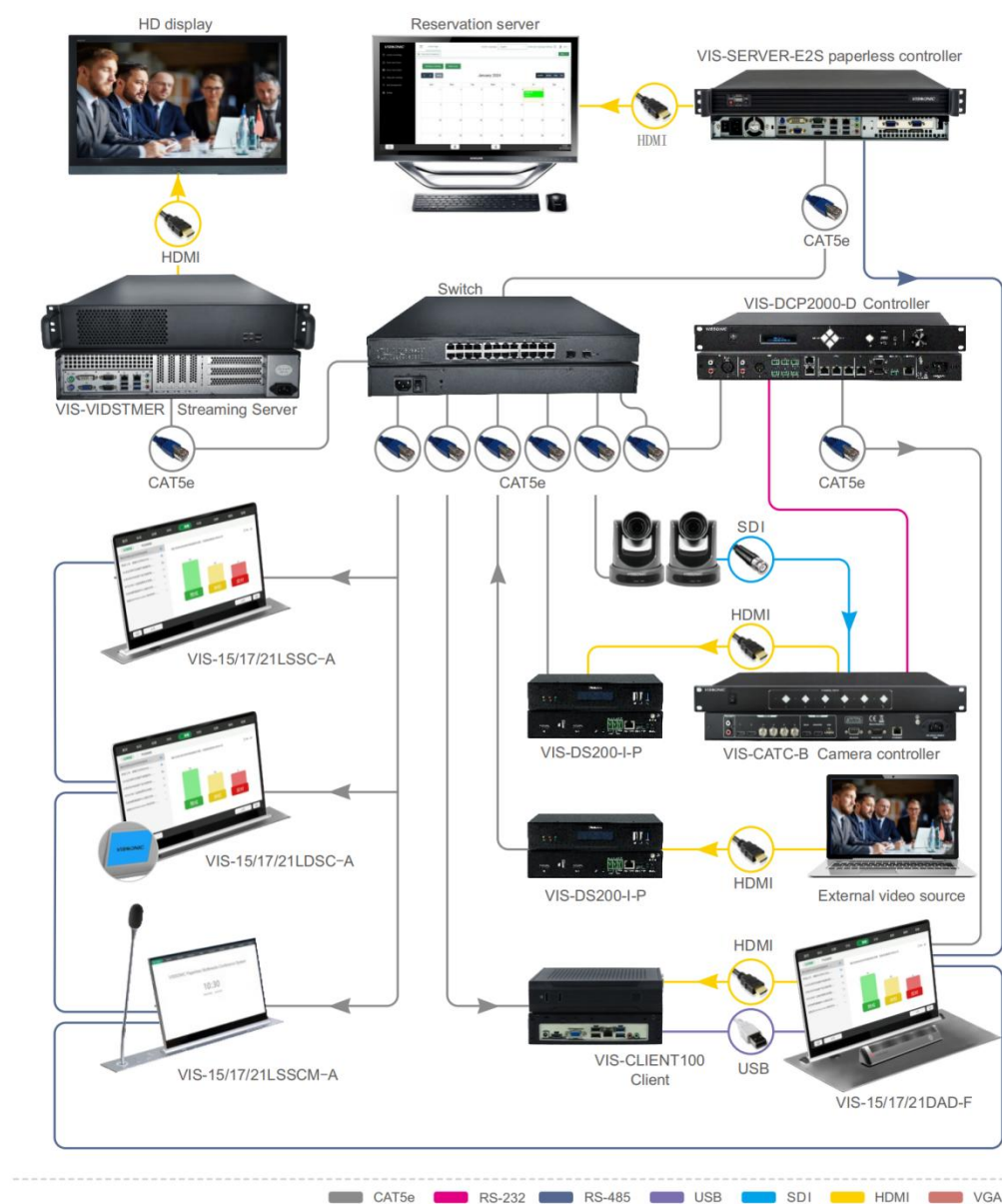


Figure 1.1 Paperless Retractable Screen System

1.2. System composition

Components of the retractable screen system:

- ✓ Paperless Controller VIS-SERVER-E2S
- ✓ HD Display
- ✓ Reservation Server
- ✓ Distributed Encoder VIS-DS200-I-P
- ✓ VIS-CLIENT100 Client
- ✓ Camera Controller VIS-CATC-B
- ✓ Streaming Server VIS-VIDSTMER
- ✓ Core Network Switch VIS-SWITCH24
- ✓ Full Digital Network DCP Conference Processor VIS-DCP2000-D
- ✓ Height-Adjustable Touch Screen VIS-15/17/21LSSC(LSSC-A with integrated PC)
- ✓ Height-Adjustable Touch Screen with Rear Screen VIS-15/17/21LDSC(LDSC-A with integrated PC)
- ✓ Height-Adjustable Touch Screen with Rear Screen VIS-15/17/21LDSC(LDSC-A with integrated PC)
- ✓ Height-Adjustable Touch Screen With Lifting MIC VIS-15/17/21LSSCM(LSSCM-A with integrated PC)
- ✓ Height-Adjustable Touch Screen with Rear Screen VIS-15/17/21LDSCM(LDSCM-A with integrated PC)
- ✓ Height-Adjustable Touch Screen With Array MIC VIS-LS15/17/21DAD-F

2. Equipment

2.1. Paperless Controller VIS-SERVER-E2S



Technical parameters

Net weight	6.72kg
Dimension(mm)	428L*433W*45H
Tare weight	8.24kg
Dimension including mounting ears(mm)	487L*466W*46H
Processor	Intel Core I7
Memory	DDR3 8G
Storage standard	1×128G 2.5" Solid State Drive (SSD) + 1×1T Hard Disk Drive (HDD)
I/O interface	1 VGA output interface, 1 HDMI output interface, 1 DVI output interface, 3 Audio interface
	2 Realtek network port
	3 RS-232 serial ports
	4 USB 3.0 ports, 2 USB 2.0 ports
Power consumption	18.5V 6.5A 120W
Voltage input	110-240V, 50/60Hz
Power Certification	CE CCC ROHS
Meantime between failure	50000 hours
Operating temperature	-10°C-60°C
Relative humidity	5%-90%, non-condensing
Net weight	6.72kg

2.2. VIS-CLIENT100 Client



Technical parameters

CPU Overview	
CPU model	Intel/1037U/i3/i5/i7 Dual-core Quad-core
Chipset	Intel HM65
Computing method	Supports 64-bit computing
Memory	Supports DDR3, with a maximum memory capacity of 8GB
Storage device	Standard SSD included, option for larger capacity SSD available
Network card	Onboard Realtek RTL8105E 10/100/1000M Gigabit Ethernet chip
Graphics core	Intel HD Graphics
WIFI	Optional built-in 300M wireless
Product interface	
Front-end interface	1* power switch key 2* USB ports
Back-end interface	1 power port 1* HDMI 1* VGA 4* USB ports 1* Ethernet port 1* audio output port 1* audio input port
Operating System	Windows 7/Windows 10 Virtualization of various applications
Total weight	1.2KG
Bracket wall mount	Optional 2-in-1 stand/wall mount

2.3. 15.6/17.3/21.5 Height-Adjustable Touch Screen

VIS-15/17/21 LSSC



2.4. 15.6/17.3/21.5 Height-Adjustable Touch Screen with rear panel

VIS-15/17/21 LDSC



2.5. 15.6/17.3/21.5 Height-Adjustable Touch Screen with Lifting MIC

VIS-15/17/21 LSSCM



- (1) Exterior Color: Brushed Silver/Black, Sandblasted Silver/Black, four types in total, customizable for special colors;
- (2) Utilizes a full aluminum structure, premium aluminum material with CNC precision machining, making the device exceptionally lightweight, aesthetically pleasing, and high-quality;
- (3) Special treatment for the transmission structure, minimizing noise to the lowest level. The internal structure incorporates circuitry that prevents any liquid from entering the chassis when the device is in the open state. When the device is closed, it achieves a waterproof rating of IPX1.
- (4) Voltage: AC220V, Power: 20-40W, Frequency: 50/60Hz;
- (5) Packing List: One unit of the complete machine, one power cord, two USB transfer cables (touch/data).

Screen Parameters:

- (1) A-grade high-definition ultra-thin LCD screen, with a resolution of up to 1920*1080P and a 16:9 aspect ratio;
- (2) High-spec aluminum shell ensures excellent heat dissipation, with customized high-definition silk-screened glass for optimal visual effects;
- (3) Automatically powers on when raised and powers off when lowered;
- (4) Optional touchscreen available;
- (5) Supports HDMI and VGA dual signal inputs. Automatically detects single signal input; manual switching available for dual input. Enters power-saving mode when no signal is detected.

2.6. Fully Digital Network DCP Conference Processor

VIS-DCP2000-D

The conference processor manages all connected conference units and supplies power to them. You can configure the entire system using the front panel buttons and LCD screen.

■

The conference processor's front panel includes:

1. Power switch: Turns the processor on or off
2. Display screen: Shows operation status, menus, and system parameters
3. Control buttons: For menu navigation and selection
4. Recording button: Starts or stops audio recording
5. USB interface: For recording to a USB flash drive (supports up to 32GB)
6. Monitoring headphone jack: For audio monitoring
7. Volume knob: Adjusts the system's output volume

The conference processor's rear panel includes:

8. Audio Input (IN 1): RCA unbalanced interface for external audio sources like DVD players
9. Audio Input (IN 2): XLR balanced/unbalanced interface for sources like mixers and microphones



To use AEC, connect video terminal audio to IN2.

10. Audio Output (OUT 1): RCA unbalanced interface for external audio devices like amplifiers and speakers. Can be set as zone output for zone 1
11. Audio Output (OUT 2): XLR balanced/unbalanced interface for devices like mixers and amplifiers. Can be set as zone output for zone 2
12. Audio Outputs (OUT3-OUT8): 3-pin Phoenix balanced/unbalanced interfaces. OUT3 and OUT4 can be set as zone outputs for zone 3 and zone 4 respectively



OUT4 serves as remote audio output to the conference terminal host for remote AEC functionality.

OUT5, OUT6, OUT7, and OUT8 correspond to channels 1, 2, 3, and 4 for simultaneous interpretation output

13. Audio Link: Connects to the next conference processor for audio and control signal communication

14. CU/DU: Connects delegate units, chairman units, and translation units for circular connections

15. AP: Connects to professional conference wireless access points VIS-AP4C for multi-AP communication

16. Control: RS232 interface for connecting camera tracking hosts or matrix switchers

17. Control: DP9 male head used to connect cameras

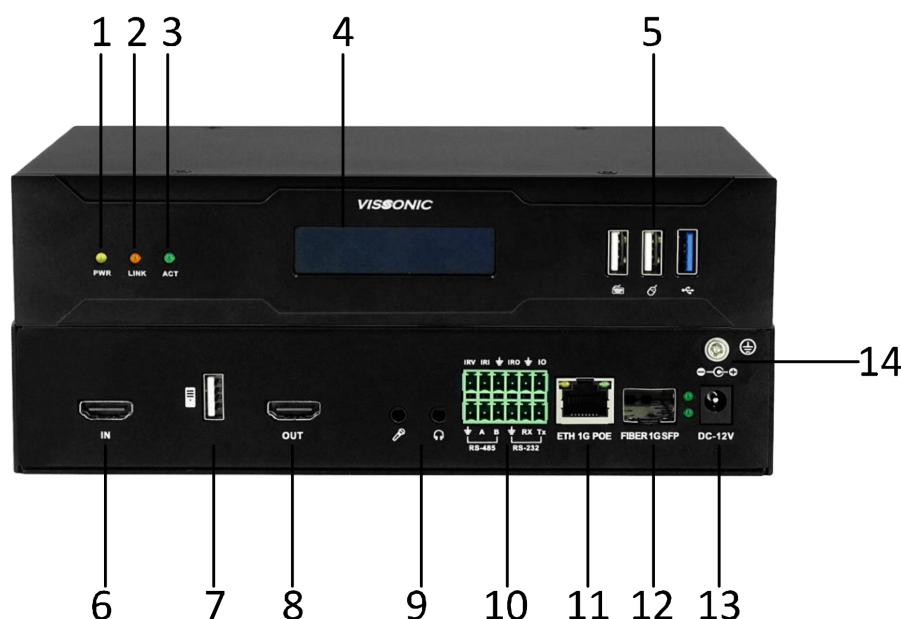
18. Keyboard: Connects camera control keyboard for camera management

19. Ethernet: Connects computers or switches for conference software control

20. Grounding Screw: Grounds the conference system

21. Power Input Port: Connects to power sequencer or power strip for system power

2.7. Paperless Encoder VIS-DS200-I-P



1. Power indicator light
2. Connection indicator light
3. Signal indicator light
4. LED screen display
5. 2USB2.0, 1USB3.0
6. HDMI input, supports maximum resolution of 2K
7. 1*USB2.0
8. HDMI output, supports maximum resolution of 2K
9. 3.5mm stereo audio input/output

10. Ports: 1×RS-485, 1×RS-232; Infrared: 1×IR IN, 1×IR OUT; I/O: 1×I/O port
11. Ethernet port: 1×RJ45, 10/100/1000Base-T, supports POE
12. Fiber port: 1×SFP optical port
13. Power: DC 12V
14. Grounding screw.

2.8. Streaming Server VIS-VIDSTMER

2.9. Camera controller VIS-CATC-B



Interface:

1. 1x RCA audio input
2. 2x HDMI input
3. 4x SDI input
4. 2x HDMI-A output
5. 1xUSB output
6. 1x female DP9 and 1x male DP9 1xRJ45 for Ethernet

2.10. Core network Switch VIS-SWITCH24



1. New energy-saving design, low-carbon communication. Support port automatic sleep when there is no connection.
2. Non-blocking high-speed forwarding. All ports provide the ability of Layer 2 wire-speed switching to ensure that all ports can forward packets without blocking.
3. Provide convenient management and maintenance methods.

3. System Design and Planning

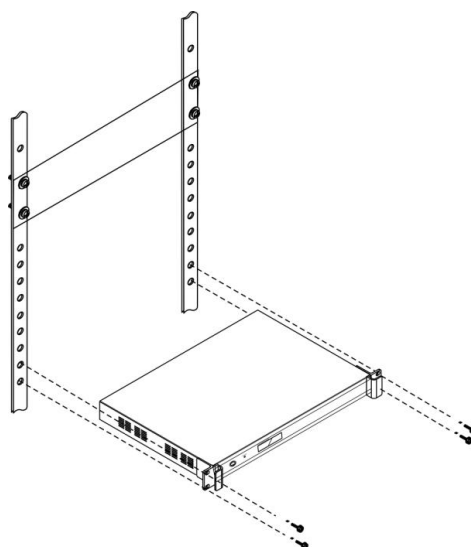
Before using the paperless conference system, some basic planning and design are needed for the meeting room. Regardless of the type—whether it's a lift-style, modular, or tablet-based paperless system—all of them need to connect to a server. The paperless server and client terminals connect to a gigabit switch via wired or wireless connections. Below are the types of cables needed for the meeting room.

Paperless Conference System Cable Table	
Model Number	Connection Cable
Paperless Conference System Server	HDMI, CAT5e Ethernet Cable, Audio Cable
Paperless Client	1HDMI, 3USB, 1*CAT5e Ethernet Cable
15.6-inch Paperless Lift Touchscreen	1* Power, 1* RJ45 Ethernet Cable
Paperless Lift Touchscreen with Elevating Microphone	1* Power, 1* RJ45 Ethernet Cable (Screen Elevation), 1* RJ45 Ethernet Cable (Microphone Elevation), 1* CAT5e Ethernet Cable (Microphone Host)
Fully Digital Network DSP Conference Processor	CAT5e Ethernet Cable, Audio Cable
Paperless Encoder	1* HDMI, 1* Ethernet Cable
Paperless Decoder	1* HDMI, 1* Ethernet Cable
Paperless Conference System Streaming Server	2* HDMI, 1* Audio Cable
11.6-inch Modular Goose-neck Paperless Conference Terminal	1* CAT5e Ethernet Cable
Wireless Tablet Paperless Terminal	Configure Wireless Gigabit Router

4. Installation

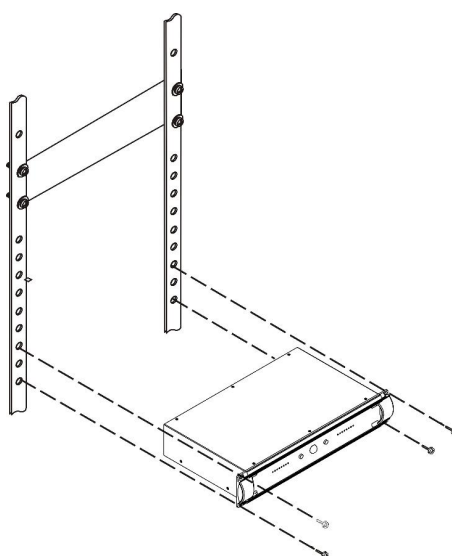
4.1. Installation of 19-inch Rack-Mounted Conference Host

The host can be installed inside a standard 19-inch rack with standard mounting screw holes.



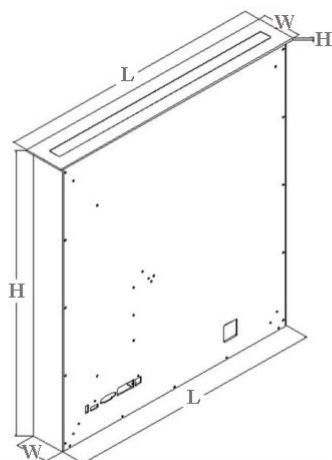
4.2. Installation of Paperless Conference System Server

The server can be installed inside a standard 19-inch rack with standard mounting screw holes.



4.3. Installation of 15.6-inch Paperless Lift Touchscreen

Dimensional diagram:

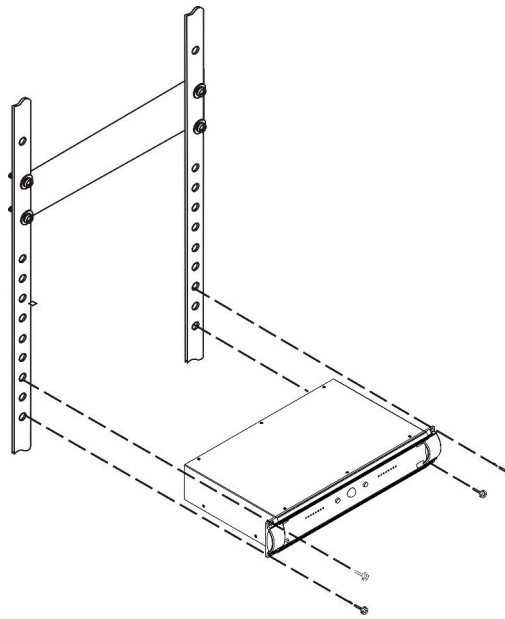


Installation by Cutting Hole in Conference Table, the Lift Screen Dimensions are as Follows:

Model	15.6-inch Single Screen	17.3-inch Single Screen	18.4-inch Single Screen	21.5-inch Single Screen
Product dimensions	430*70*565mm	476*70*565mm	510*70*650mm	582*70*650mm
Chassis size	415*60*562mm	461*60*562mm	495*60*647mm	567*60*647mm
Drill dimensions	415*60mm	461*60mm	495*60mm	567*60mm
Panel Sink Dimensions	430*70*3mm	476*70*3mm	510*70*3mm	582*70*3mm
Lifting Time	28s	30s	30s	32s
Elevation	0-30°	0-30°	0-30°	0-30°
Video Interface	HDMI/VGA	HDMI/VGA	HDMI/VGA	HDMI/VGA
Screen Resolution	1920*1080	1920*1080	1920*1080	1920*1080
Voltage/Frequency	110-240V; 50/60Hz	110-240V; 50/60Hz	110-240V; 50/60Hz	110-240V; 50/60Hz
Contrast Ratio	600:1	600:1	700:1	800:1
Aspect Ratio	16:9	16:9	16:9	16:9
Brightness	300cd/m2	300cd/m2	300cd/m2	300cd/m2
Power Consumption	18W	20W	20W	20W

4.4. Installation of Paperless Conference System Streaming Server

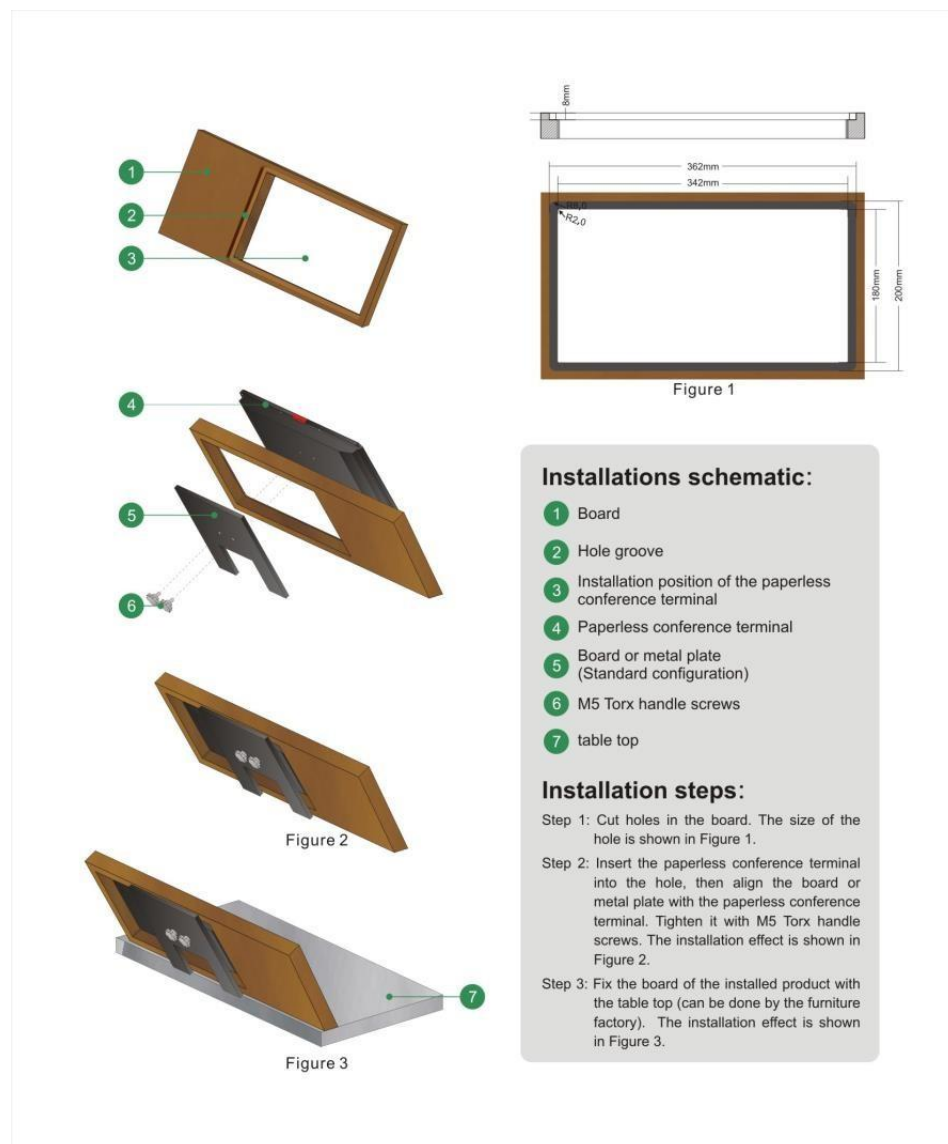
The streaming server can be installed inside a standard 19-inch rack with standard mounting screw holes.



4.5. Installation of 11.6-inch Modular Paperless Conference Terminal

For desktop terminals, simply open a hole on the desktop for the network cable. For embedded terminals, installation diagrams are as follows:

Installation Schematic:



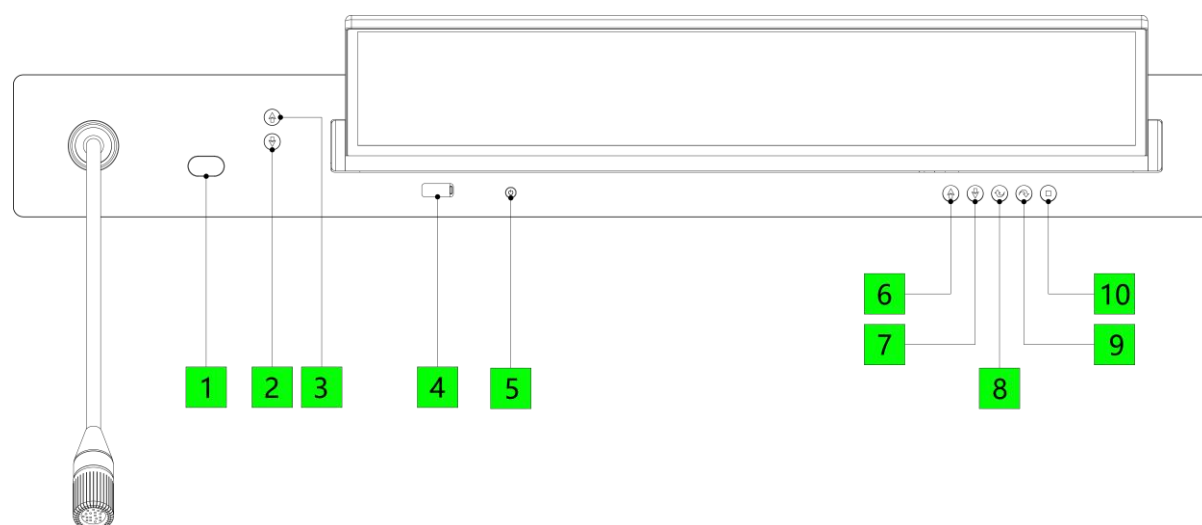
5. User Guide

5.1. Device Interface description

5.1.1. Device Panel (with microphone)

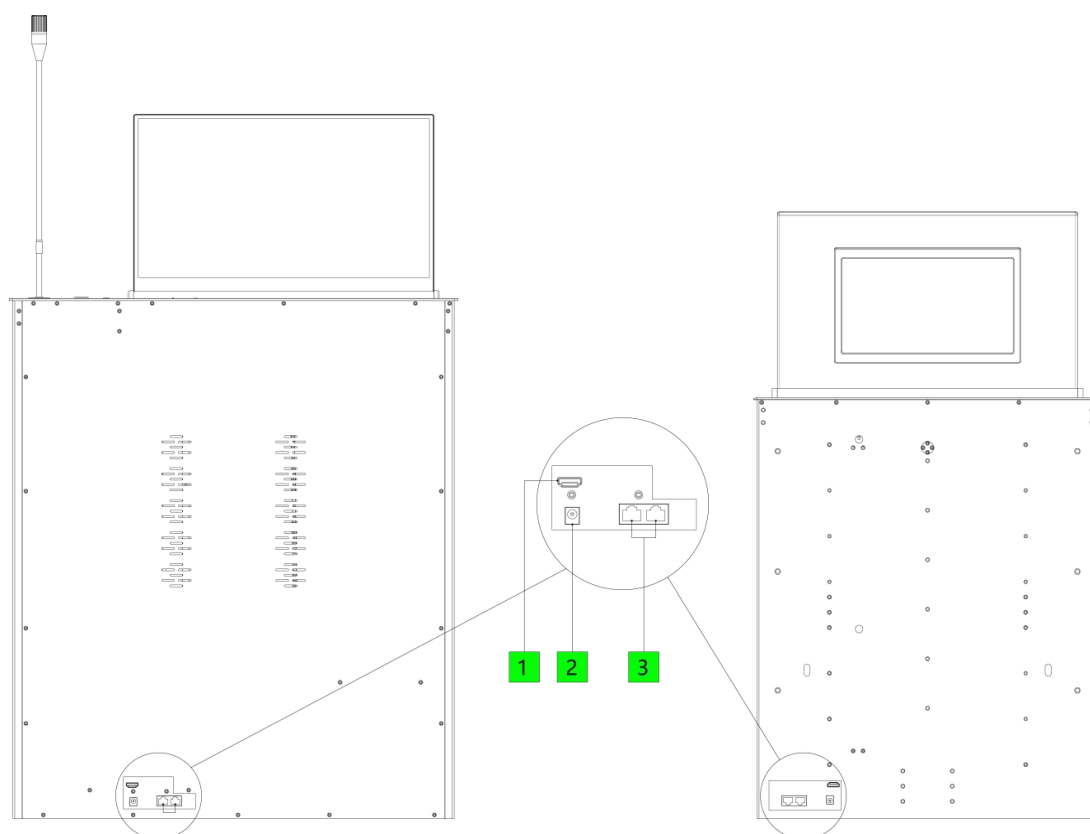


5.1.2. Device Panel (without microphone)



Device Panel (with microphone)			
1	Conference microphone: On/Off	6	Screen: Raise
2	Conference microphone: Retract	7	Screen: Lower
3	Conference microphone: Raise	8	Screen: Tilt backward
4	USB interface	9	Screen: Tilt forward
5	PC: On/Off	10	Screen: Stop
Device Panel (without microphone)			
1	USB interface	5	Screen: Tilt backward
2	PC : On/Off	6	Screen: Tilt forward
3	Screen: Raise	7	Screen: Stop
4	Screen: Retract		

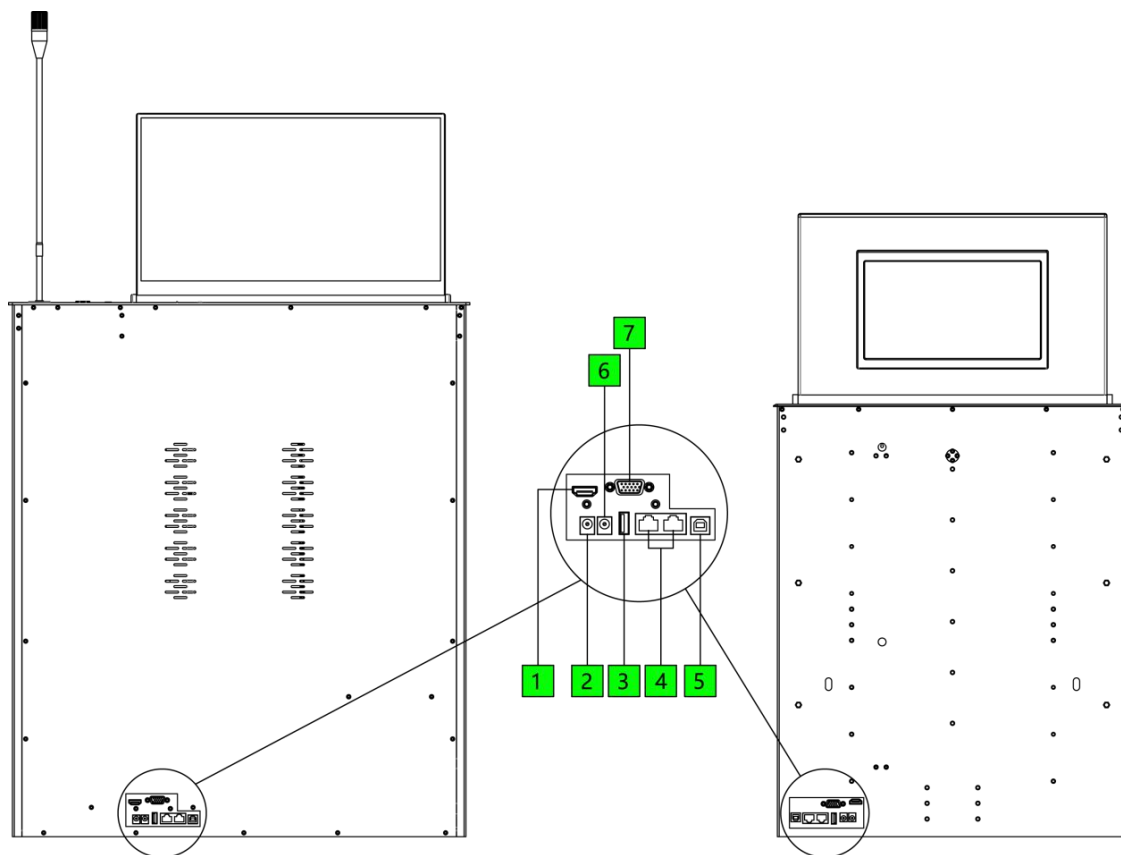
5.1.3. Device Interfaces (+integrated PC): Located on front or back.



Retractable Touch Screen with MIC(+integrated PC) Retractable Touch Screen(+integrated PC)

Device Interface (Built-in Integrated PC) Description			
1	HDMI-2 Signal Input	3	RS485/RS232 Control Port
2	DC-12V Power Input		

5.1.4. Device Interfaces (No integrated PC): Front or back.

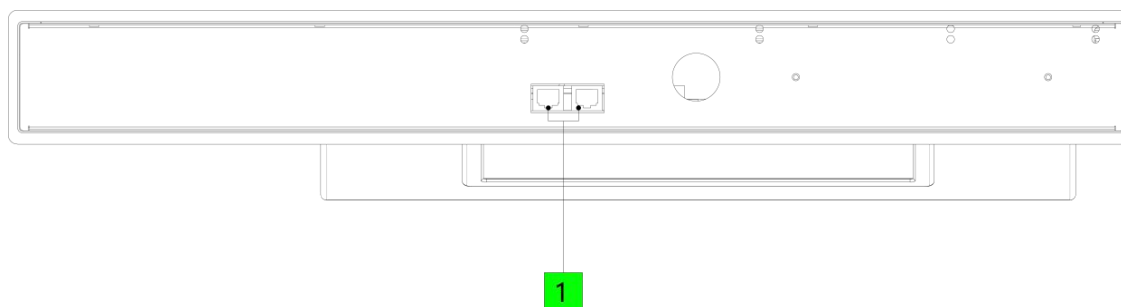


Retractable Touch Screen with MIC

Retractable Touch Screen

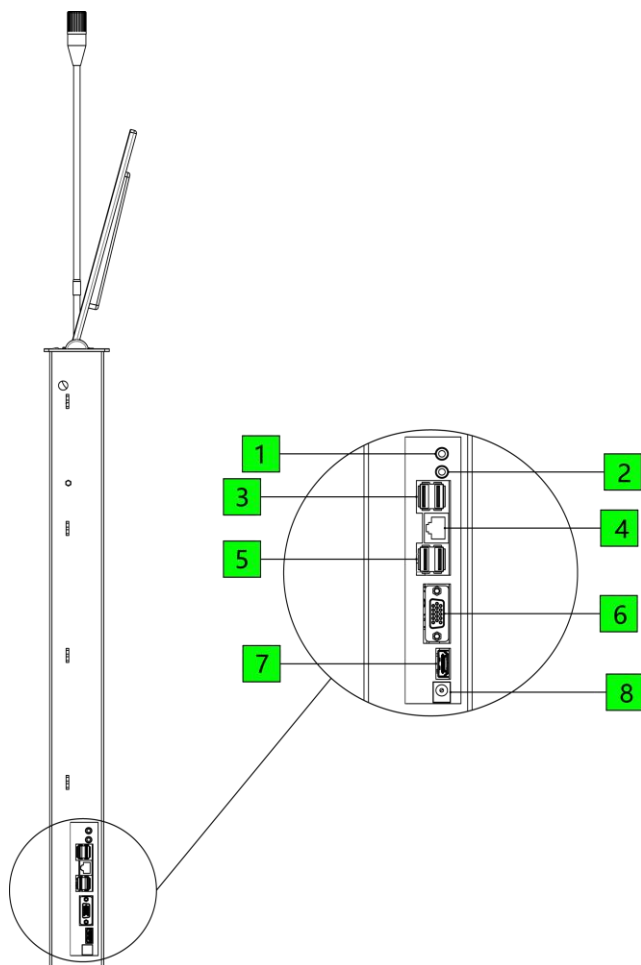
Device Interface (Built-in Integrated PC) Description			
1	HDMI Signal Input	5	USB, Touch Input
2	DC-12V Power Input	6	DC-12V Power Input
3	PC On/Off Input	7	VGA Signal Input
4	RS485/RS232 Control Port		

5.1.5. Conference MIC Interface



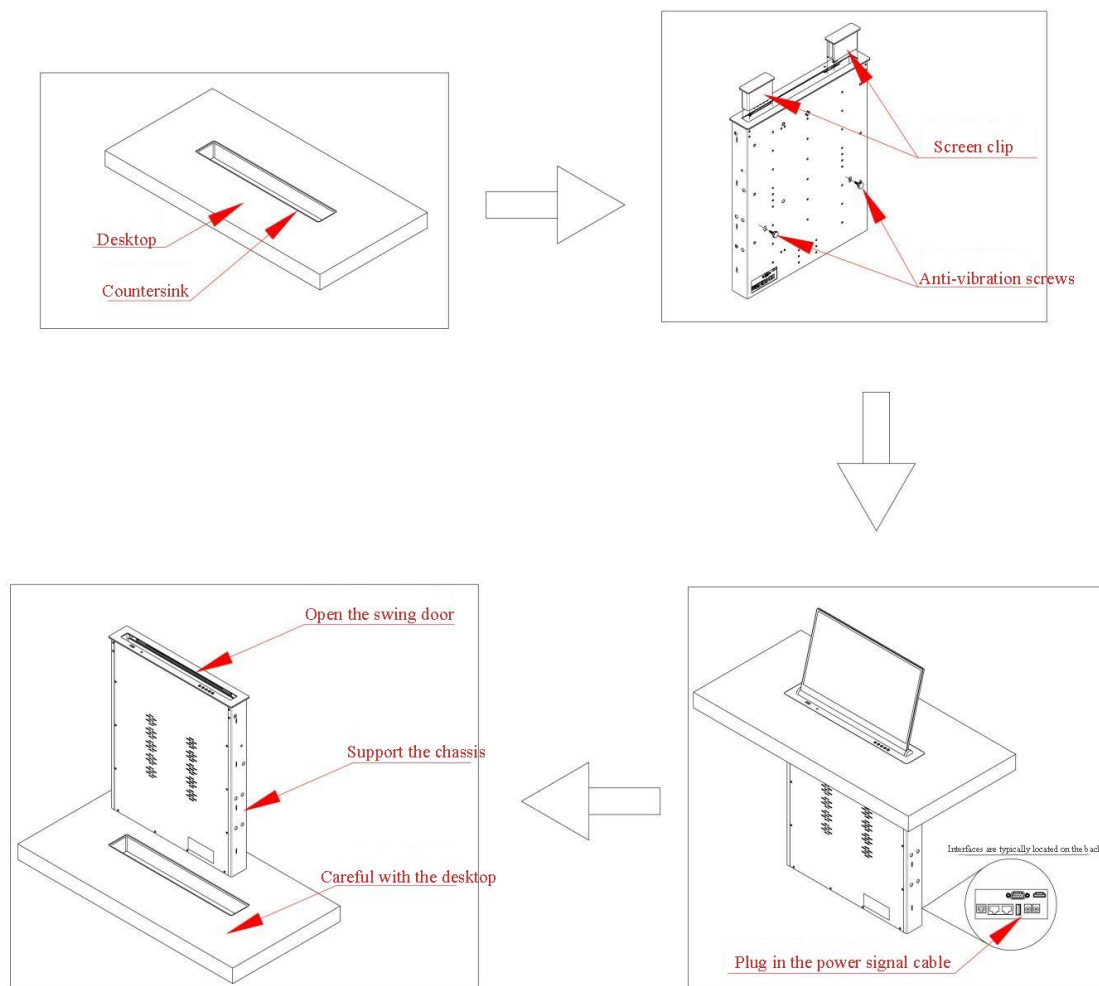
Conference MIC Interface Description			
1	Conference MIC Input/Output		

5.1.6. Integrated PC Interface



Integrated PC Interface Description	
1	MIC Input (Red)
2	Line Output (Green)
3	USB Interface
4	RJ-45 Network Interface
5	USB Interface
6	VGA Signal Output
7	HDMI Signal Output (Interface is unavailable when the screen is raised)
8	DC-12V Power Input

5.2. Start to use



Notes

- Place the product on a stable surface or securely mount it on a desk.
- Connect the power adapter to the product's power port, then plug it into an AC100-240V, 50-60Hz power outlet.
- Always shut down the main unit properly before powering off.
- When moving the device, shut down the main unit, disconnect the power adapter, and unplug the power cord.

5.3. RS485\RS232 Control

5.3.1. Interface Definitions



5.3.2. Interface Protocol

Baud rate: 2400, Data bits: 8, Parity: None, Stop bits: 1

Functions	Definition	HEX instructions
Control Screen	Raise	FF/EE/EE/EE/DD
	Pause	FF/EE/EE/EE/CC
	Retract	FF/EE/EE/EE/EE
	Display PC Signal	FF/EE/EE/EE/60
	Display HDMI Signal	FF/EE/EE/EE/61
Control MIC	Raise	FF/EE/EE/EE/D1
	Pause	FF/EE/EE/EE/C1
	Retract	FF/EE/EE/EE/E1
Simultaneous Control of Screen and Mic	Raise	FF/EE/EE/EE/D2
	Pause	FF/EE/EE/EE/C2
	Retract	FF/EE/EE/EE/E2



Notes

To ensure proper RS485/RS232 communication control:

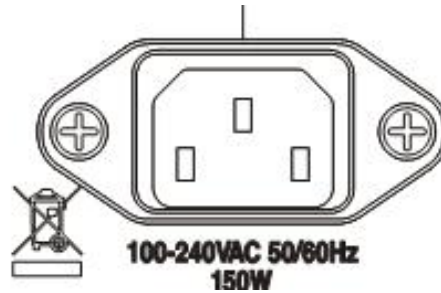
- If unable to control the lifter, swap the two control lines
- Keep wiring loop resistance below 20Ω
- Avoid running wires alongside strong sources of interference

6. Connection

6.1. Connection of Paperless Conference System Server

Power:

Connect the host to an external power outlet using the provided power cable.



Note: Ensure the host's power supply is properly grounded to prevent accidents.

Video Signal Connection: DVI, VGA Cables.



Audio Connection: 3.5mm Stereo Audio Input/Output.



Network Connection: Dual network cards, default IP address configured on left port. Connect to left port as shown below:



6.2. Paperless Conference System Client Connection



- Connect HDMI or VGA signal cable to the lift screen.
- Connect 3*USB cables to the bottom interface of the lift screen.
- Connect CAT5e Ethernet cable to the network switch.

6.3. Connection of Paperless Lift Touchscreen

Connecting the paperless conference system client to the lift screen: Using the method described above for client connection, you'll need one HDMI or VGA cable and 3 USB cables. For lift control connection, prepare an RS485 to RJ45 cable. Use a regular network cable to connect the control ports of the lift screens.

6.4. Connection of Fully Digital Network DCP Conference Processor

Connection with Paperless Lift Touchscreen with Elevating Microphone: Use an extension cable from the conference host's CU/DU port to the bottom of the lift screen for serial connection.

Connection with Modular Gooseneck Paperless Conference Terminal: Connect the conference host's AUDIO LINK port to the switch. For camera tracking and speaking list, connect the conference host's ETHERNET port to the switch.

Audio Output Connection: Use RCA or other cables to connect to the amplifier.

6.5. Connection of Paperless Encoder/Decoder

Connect the Ethernet cable to the network switch, requiring a gigabit switch with POE capabilities. Input the signal to HDMI IN and output it to HDMI OUT.

6.6. Connection of Modular Gooseneck Paperless Conference Terminal

A single Ethernet cable connection is needed for power and data exchange via a POE network switch.

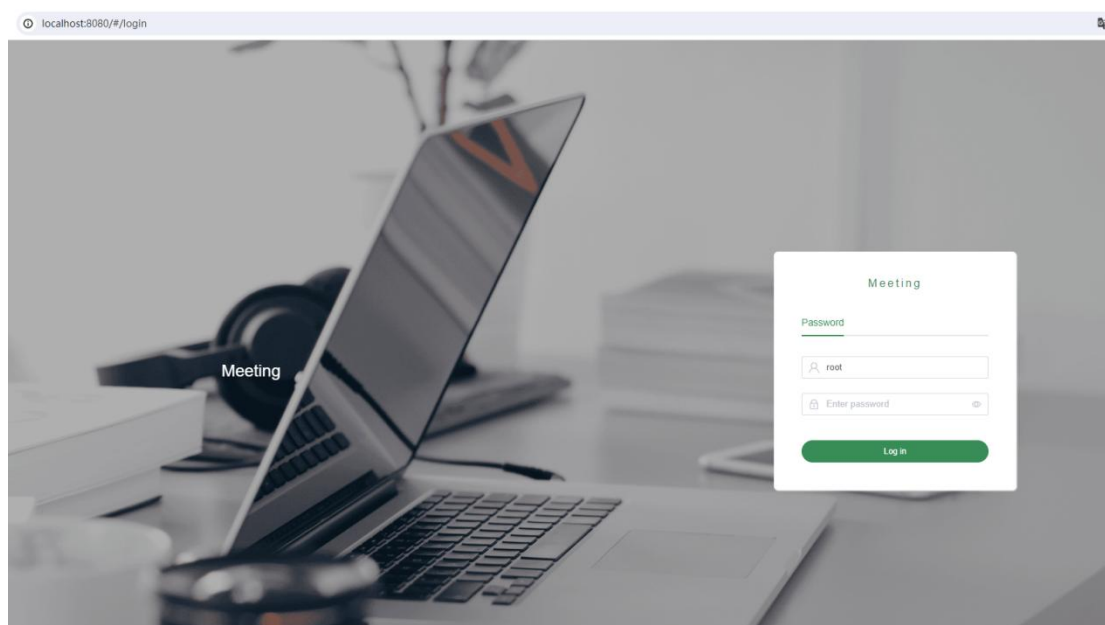
For VIS-PMU-T connection, a specific switch configuration is required, usually set up by the manufacturer. Ports 1-16 connect to PMU-T clients, ports 17-22 connect to the server and conference host's ETHERNET, and ports 23-24 connect to the conference host's AUDIO LINK. If using a different switch, configure it according to the "Paperless Switch VLAN Settings.

7. Engineering Configuration

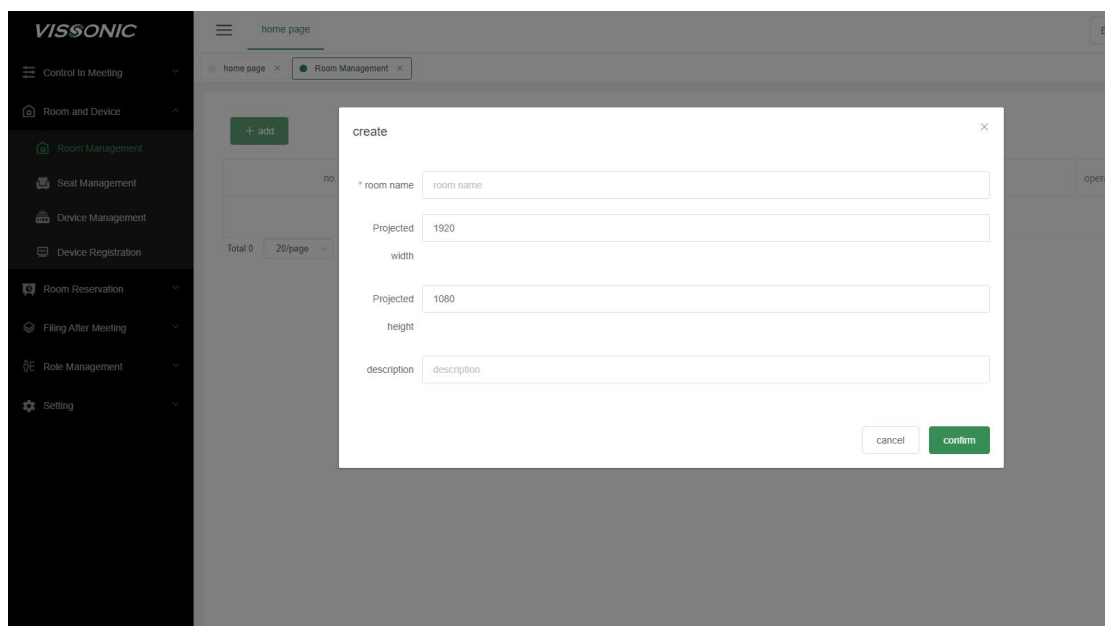
7.1. Configuration of Paperless Conference System Server

7.1.1. Accessing the Web-Based Administration Panel

To access the login page, open Google Chrome on another device within the server or local network and enter the address 192.168.1.244:8080. Use the default username "root" and password "123456" to log in.

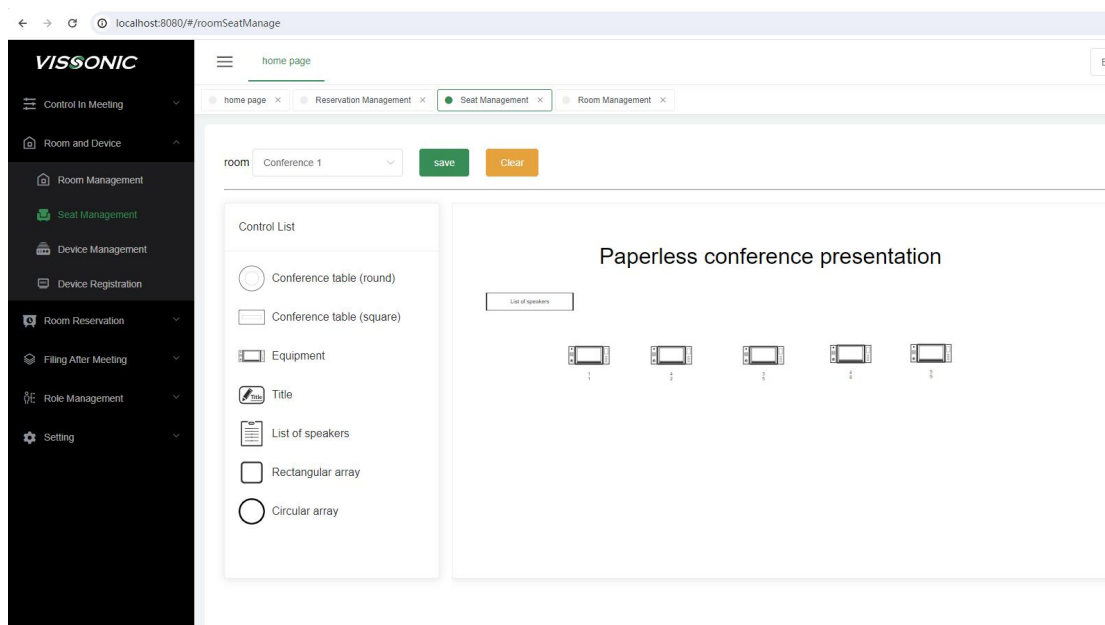


Step 2: Select [Rooms and Device] and click [Room Management] to add a new meeting room. In the popup, enter the [Room Name] (required) and optionally the [Projection Width] and [Projection Height] then click [Confirm]



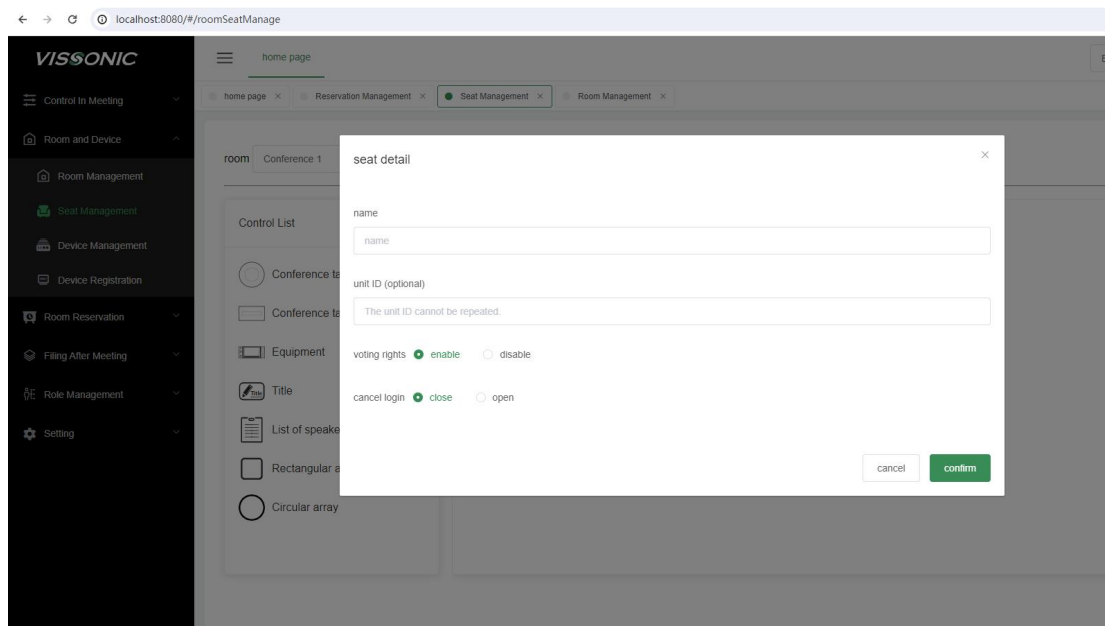
7.1.2. Seating arrangement

Step 1: Open [Room Reservation] go to [Attendance Management] select a room, and quickly arrange features like speaker lists and logos on the projection screen, as well as set up table and equipment placement.



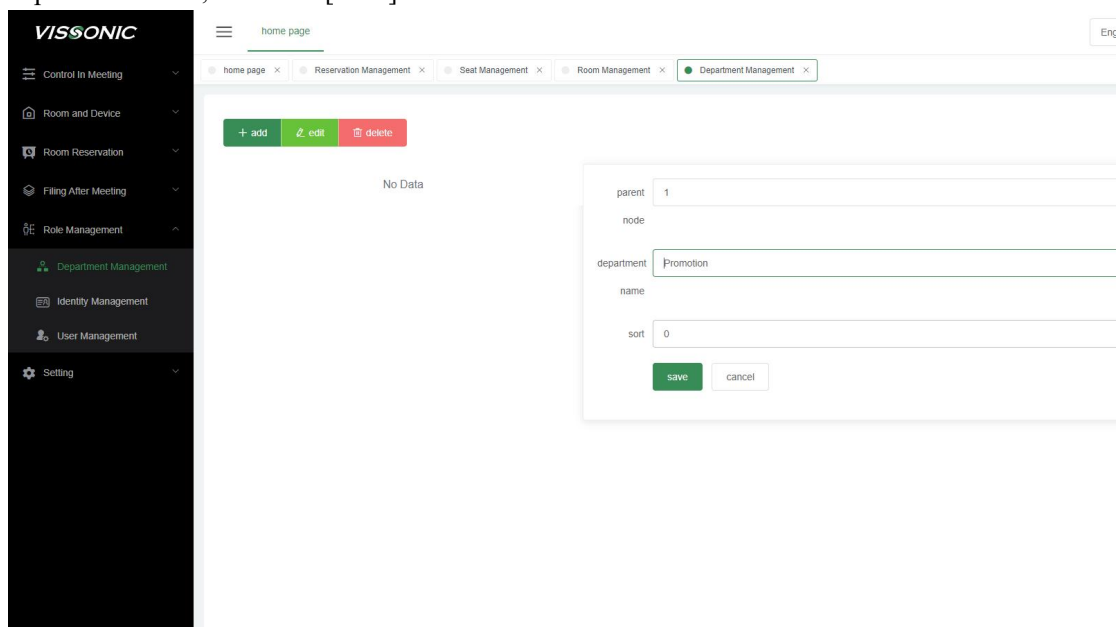
Bind Unit IDs with seats: Right-click to edit seats.

Note: When using PMU-T, connecting to the conference host requires binding seats and Unit IDs.

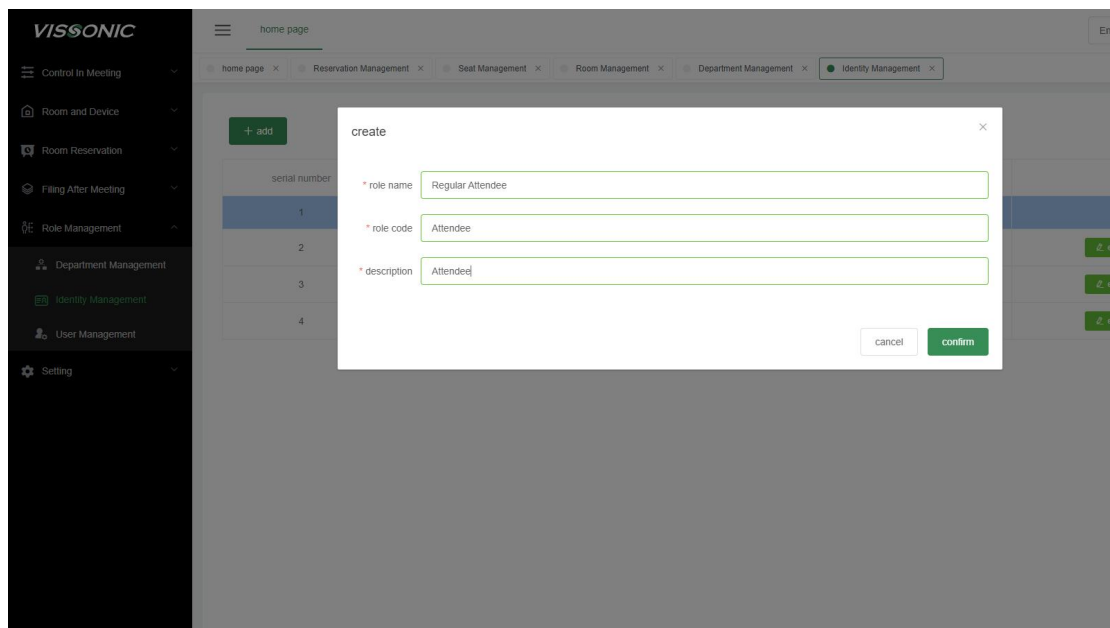


7.1.3. Default User

Step 1: Open [Role Management] and [Department Management], click on [Add], enter the department name, and click [Save].

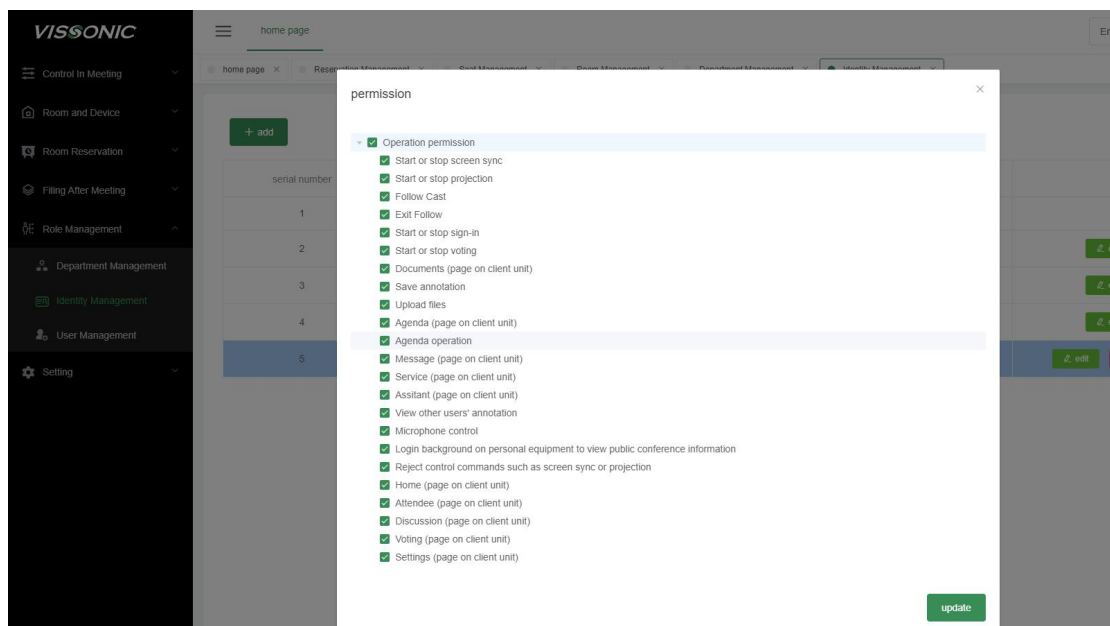


Step 2: Open [Role Management], click on [Identity Management], then click on [Add] to add a new identity.

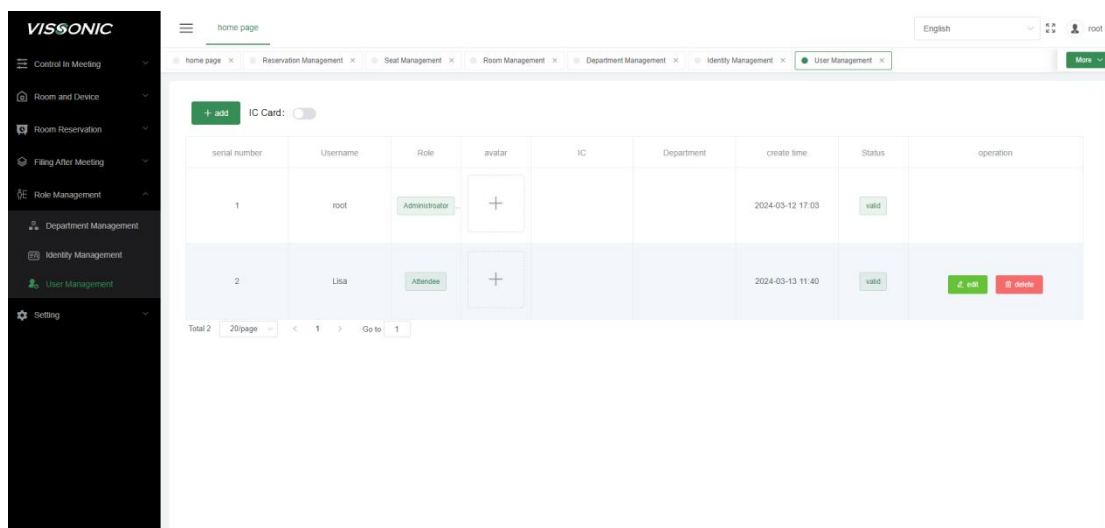
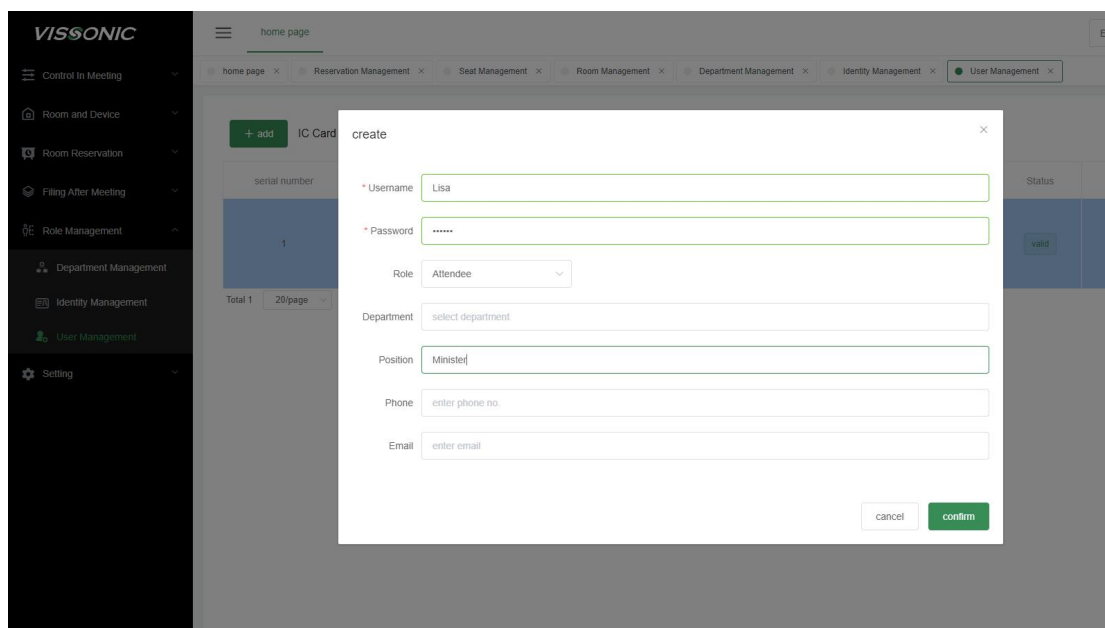


Step 3: Click on the permissions of the role to assign permissions.

5	Regular Attendee	Attendee	Attendee	2024-03-13 11:34	edit	delete	permission
---	------------------	----------	----------	------------------	----------------------	------------------------	----------------------------



Step 4: Open [User Management], click on [Add], enter user information, and click [OK]. For example: Create users named Lisa and Jack.

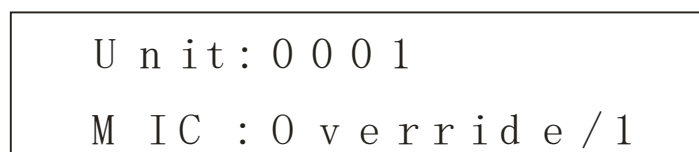


Option to upload user avatar and input IC card.

7.1.4. Set PMU-T Unit ID

Step 1: After correctly connecting the PMU-T, conference host, server, and switch, power on to start the Unit ID setting process.

Step 2: When the LCD of the conference host is operating on the main screen, follow the diagram below:

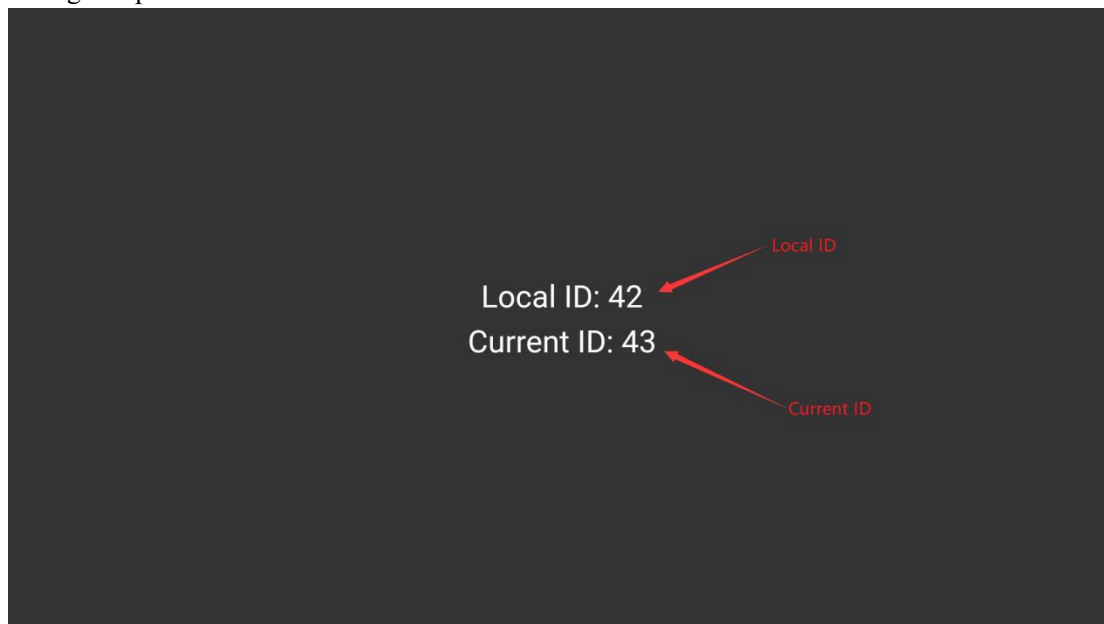


Step 3: Long-press the "ESC" key on the conference host's front panel for about 2 seconds to enter

ID editing mode. The LCD screen will display the ID setting status.



Step 4: Press the MIC button or anywhere on the screen of the PMU-T to assign each unit an ID number sequentially (starting from 1). The PMU-T will display both the original and current IDs during this process.



Step 5: Press all PMU-T units, then long-press the "ESC" key on the conference host for about 2 seconds. When the LCD screen returns to the main display, the ID setting is complete.

Note: Unit IDs must be unique to avoid issues like simultaneous activation, microphone noise, or lack of audio output. If issues arise, reset the unit IDs.

7.1.5. Add conference

Step 1: In [Room Reservation], click [Reservation Management], then [Reserve a Meeting]. Select the [Meeting Room] and enter the [Meeting Name].

[Permanent Meeting]: If chosen, no need to set [Meeting Time], if not, set the [Meeting Time]

[Incognito Meeting]: Select Yes for automatic deletion of meeting info and files after, or No to save and archive them.

[Statistics Type]: For voting and sign-in.

[Meeting Description]: Optional theme and description.

The screenshot shows the 'create' modal in the Vissonic application. The modal is titled 'create' and has a close button (X). It contains the following fields and options:

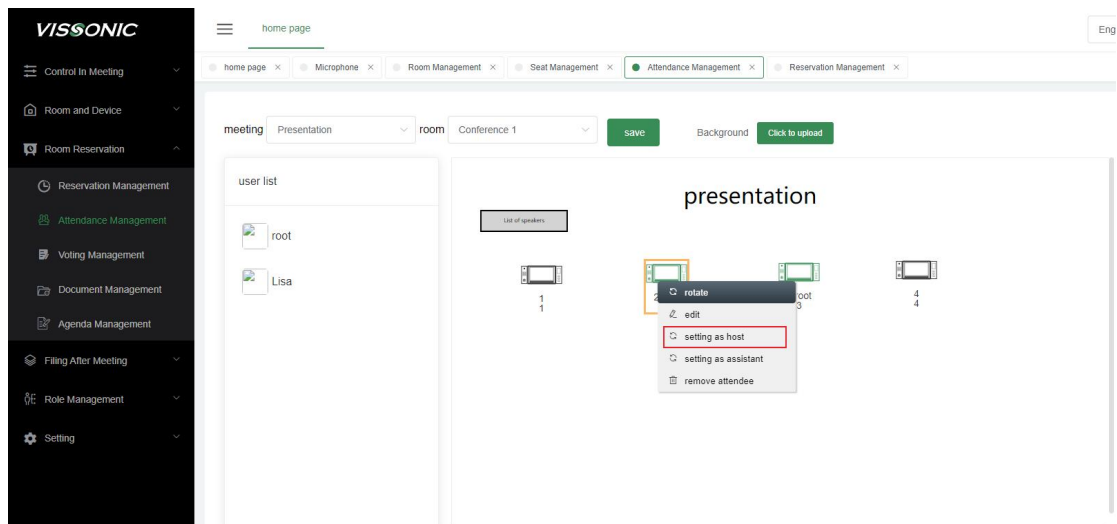
- room:** A dropdown menu with 'Conference 1' selected.
- meeting:** A text input field with 'Conference presentation' entered.
- name:** A text input field.
- permanent:** Radio buttons for 'No' (selected) and 'Yes'.
- meeting:** A text input field.
- meeting time:** A date picker labeled 'select date' and a time range selector labeled 'start time' and 'end time'.
- incognito:** Radio buttons for 'No' (selected) and 'Yes'.
- meeting:** A text input field.
- count type:** Radio buttons for 'sign in before voting' and 'Sign in is not restricted before voting' (selected).
- meeting description:** A rich text editor with a toolbar containing bold (B), italic (I), underline (U), link (H), unlink (H), list (ul), list (li), link (a), and unlink (a) icons. The text area contains the placeholder 'Insert text here ...'.
- Buttons:** 'cancel' and 'confirm' buttons at the bottom right.

Step 2: In [Seat Management] assign users to seats by dragging and dropping. Right-click to add permissions and designate a host. Assign a host, click [Save], to upload the meeting room seating background. **It's essential to add a host to the meeting; otherwise, the meeting cannot proceed normally.**

The screenshot shows the 'Seat Management' interface in the Vissonic application. The interface has a sidebar with navigation options and a main content area. The main content area is titled 'presentation' and shows a seating chart with four seats labeled 1, 2, 3, and 4. The 'user list' on the left contains 'root' and 'Lisa'. The seating chart shows the following assignments:

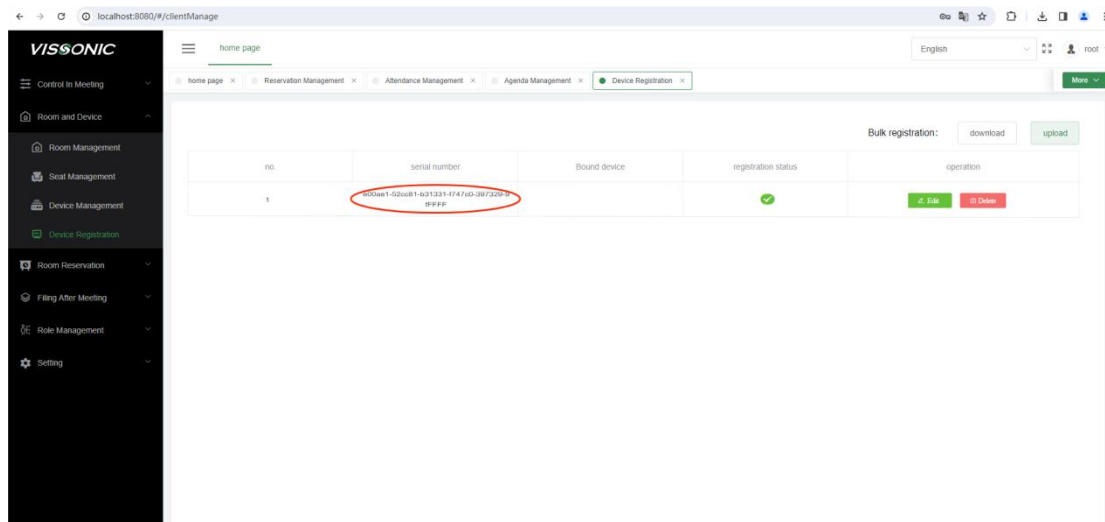
- Seat 1: root
- Seat 2: Zirot
- Seat 3: Lisa
- Seat 4: Empty

Buttons for 'save' and 'Click to upload' are visible at the top of the main content area.



7.1.6. Register device serial number and assign seating

Step 1: Open [Device Registration] under [Room and Devices] on the backend server to view detected client serial numbers. If none are found, try restarting the device, server, or refreshing the webpage.



Step 2: Click [Bulk Registration] at the top right to download. Send the file to the manufacturer for registration. Once registered, upload the returned file here. **Usually, devices come pre-registered, so this step may not be needed.**

Step 3: Click [Edit] next to the serial number to bind the device. Once seating is assigned, users can log in on the client side.

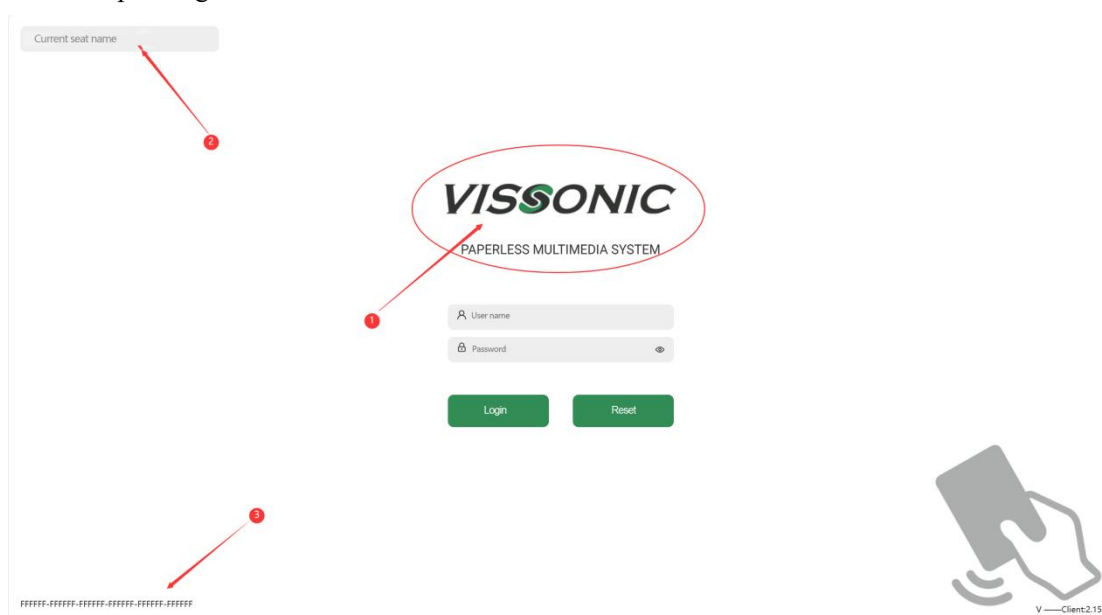
edit
×

serial number
BPFRE0-B6F4BG-FSFS0D-030230-0060CE-30010A-E10C15-A118C5

* Bound device
1

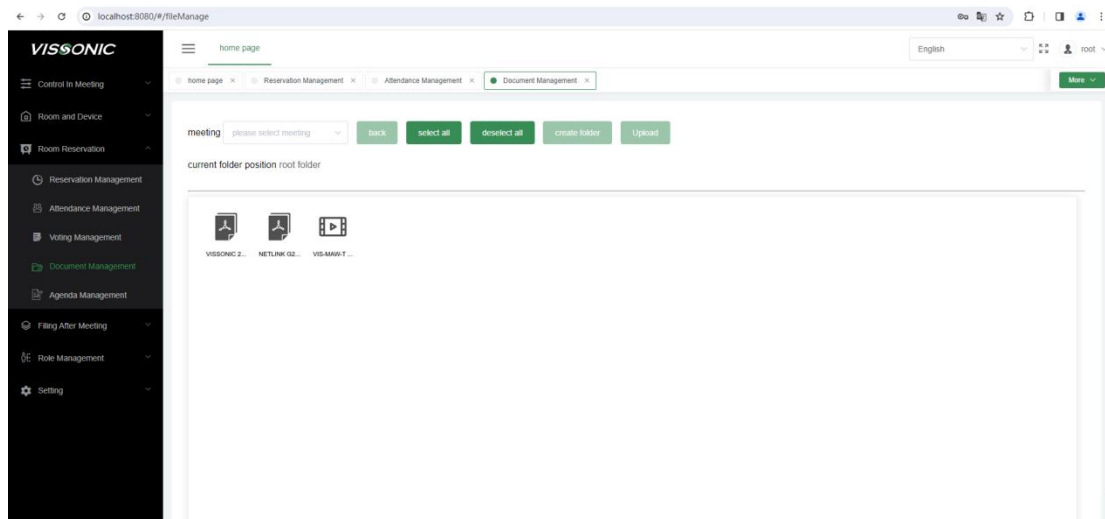
cancel confirm

Step 4: To see the PMU-T device serial number, use the client login interface. Click the red circle to view the serial number in the lower left corner or bind a seat in the upper left corner to log in as the corresponding user.



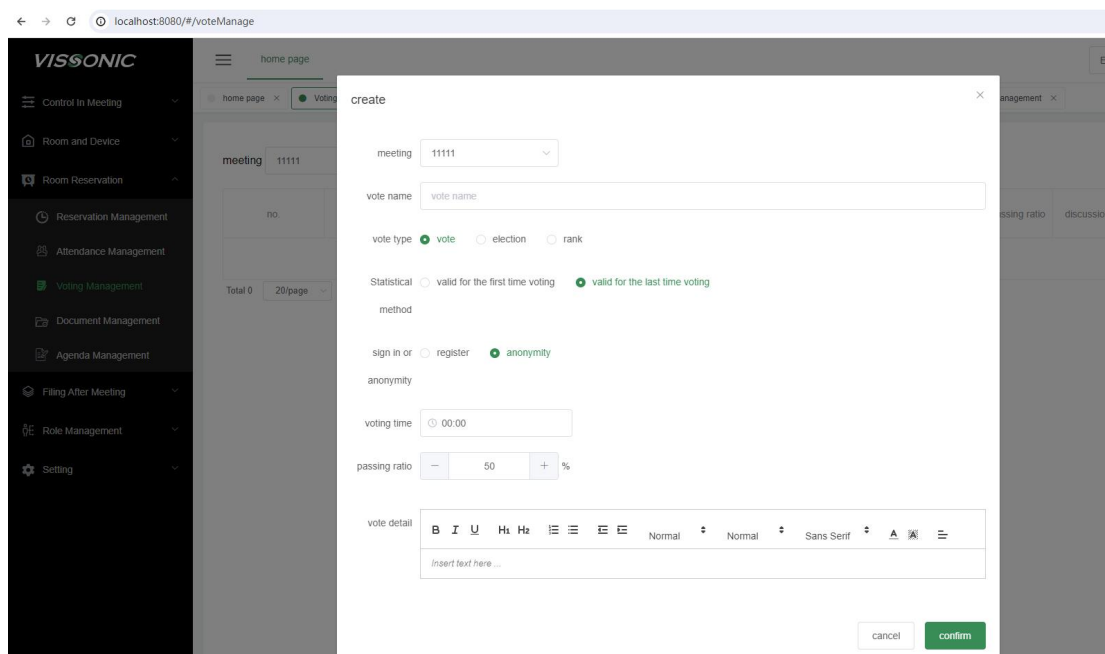
7.1.7. Add meeting files

Open [Room Reservations] [File Management], Select a meeting, click [Upload File] choose your file, and click [Open], **All uploaded files, except videos, will automatically convert to PDF format.**



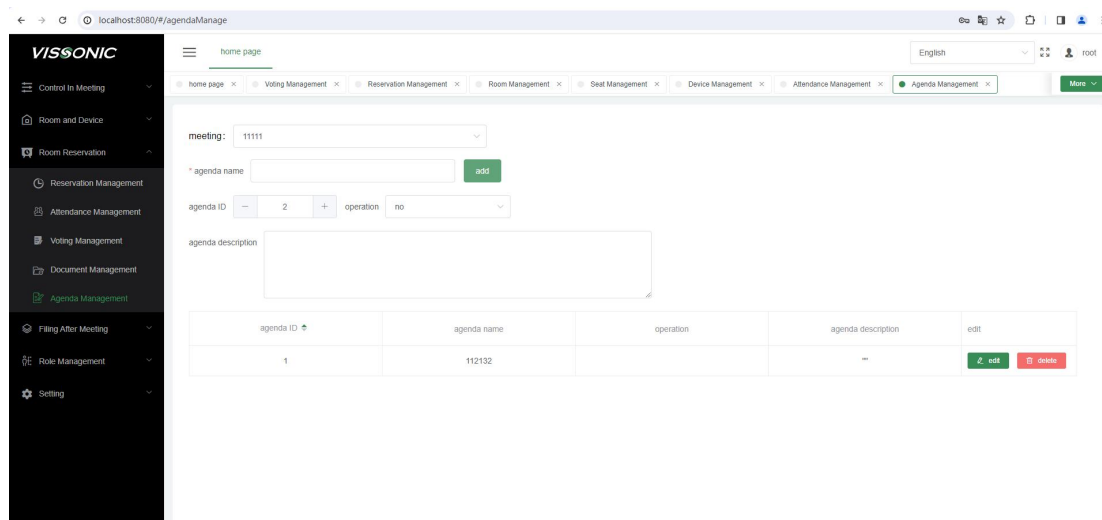
7.1.8. Meeting voting topics

Open [Room Reservations] [Agenda Management] Select a meeting, select the meeting, click [Add], enter agenda details, click [Confirm]. The host or assistant then opens the [Client] and selects the agenda for voting.



7.1.9. Meeting agenda

Open [Room Reservations] [Agenda Management]. Select a meeting, enter the agenda name. Choose the agenda type (file or topic) and click [Add]. The host or assistant can then use the [Client] to select the agenda for discussion in the meeting.



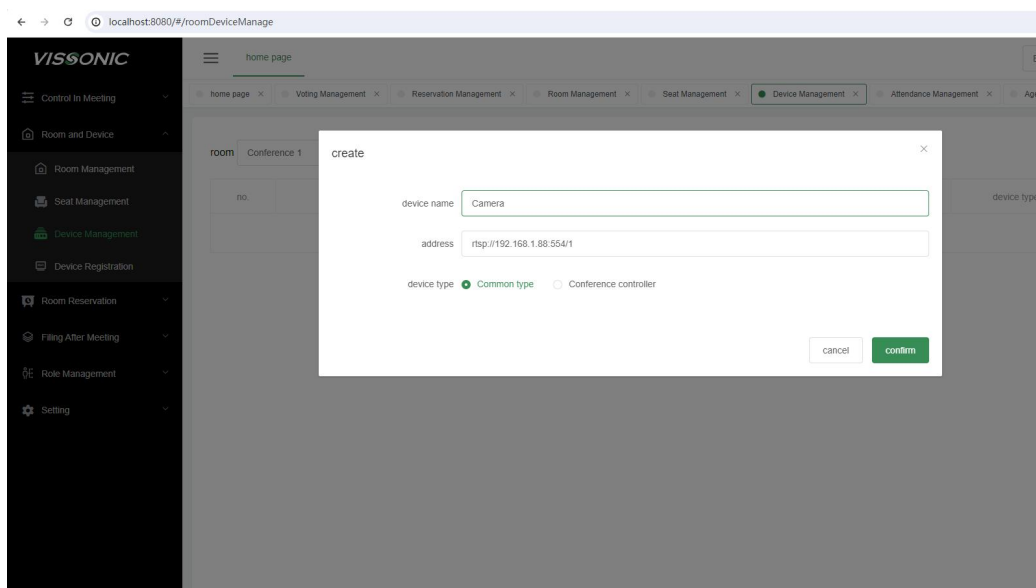
7.1.10. Add cameras/streaming servers/conference controller

Operators can open the backend server management in [Meeting Rooms and Devices], then click [Device Management] and [Add]. Enter the custom name and RTSP protocol address of the video source.

Note: Ensure the camera's IP subnet matches the server's subnet. Use an Ethernet cable to connect the camera to the switch. In the backend management, add the camera's built-in streaming address in the steps above. You can then watch the video source in [Discussions] on the client.

Camera's RTSP address format: rtsp: //IP:554/1. For cameras from other brands, consult their manufacturer.

Streaming server streaming address format: <rtsp: //StreamingServerIP:8554/Stream>



To add a conference controller: Select [Conference Controller] as the device type, enter a custom name, and input the conference controller's IP address and port number. Ensure the conference controller is on the same local network as the paperless server. If you need to change the conference controller's IP address, refer to the conference controller's user manual for instructions. The format for entering the address and port number is as shown below:

create

device name

conference controller

address

192.168.1.100110166

device type

☐ Common type
 ☒ Conference controller

Speaking countdown

☒ close
 ☐ open

IC card enable

☒ close
 ☐ open

cancel

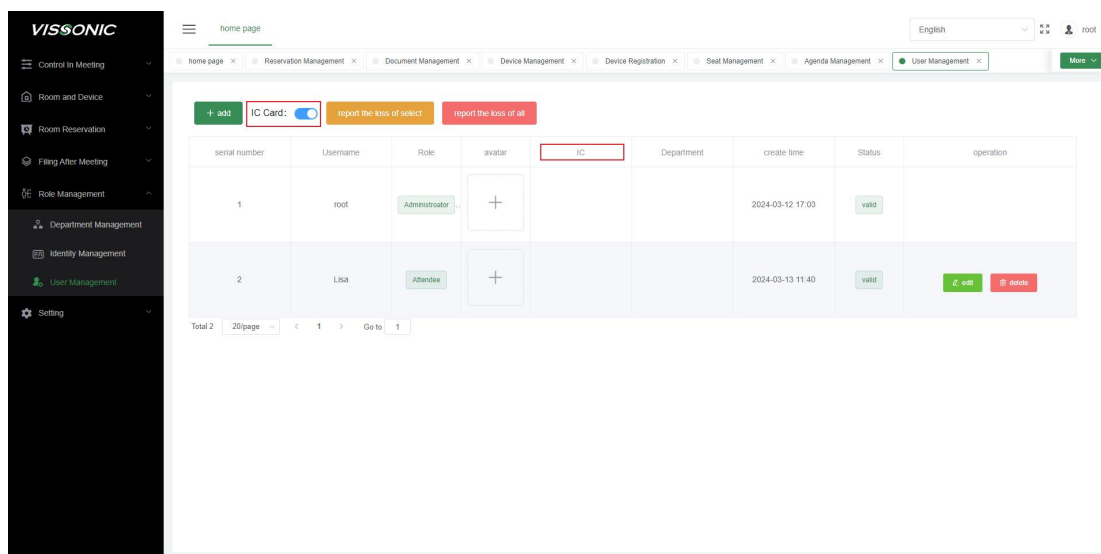
confirm

7.1.11. IC card usage

If you have PMU-T with the IC card verification module:

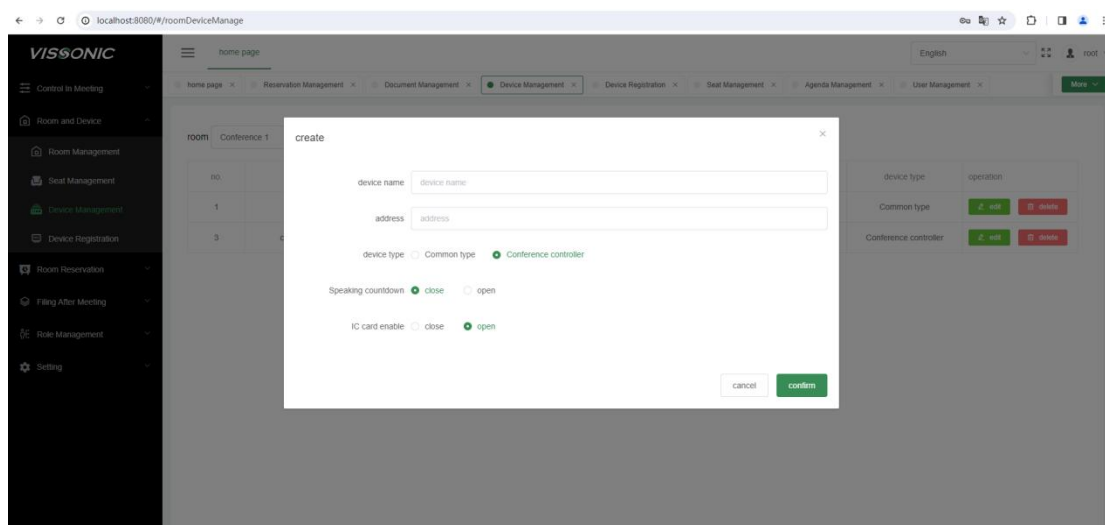
Step 1: Enroll users with IC cards by opening [System Management] [User Management] and using the IC card input function.

Ensure the IC card reader is connected to the operating equipment. Check IC Card, select the user for IC card enrollment, place the IC card on the card reader, and remove it once enrollment is successful. Continue with the next user using another IC card. See the simplified image below:



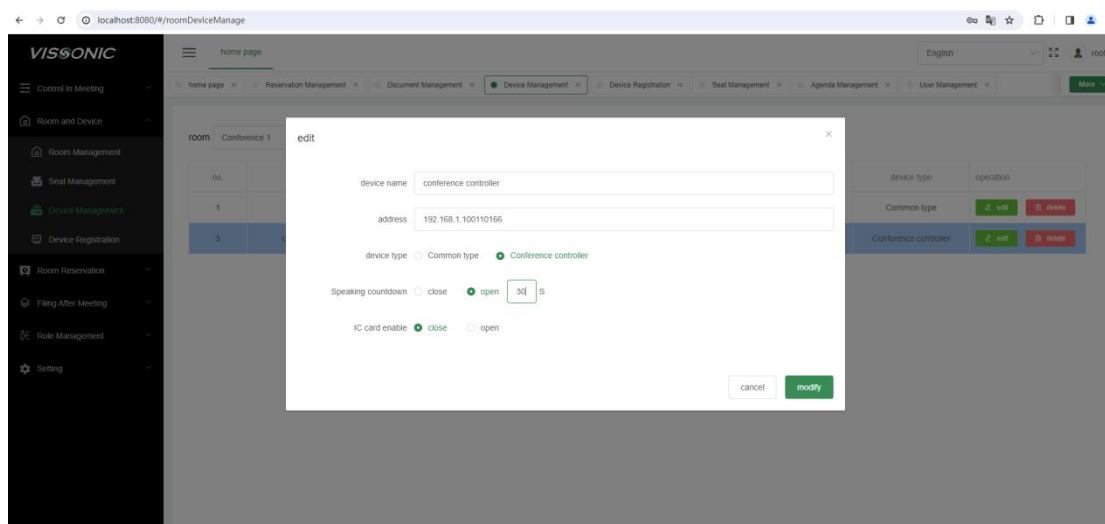
Note: Each IC card is for a single user.

Step 2: To enable IC card sign-in, go to [Rooms and Devices] [Device Management]. Add or edit a conference controller, and enable IC card sign-in.



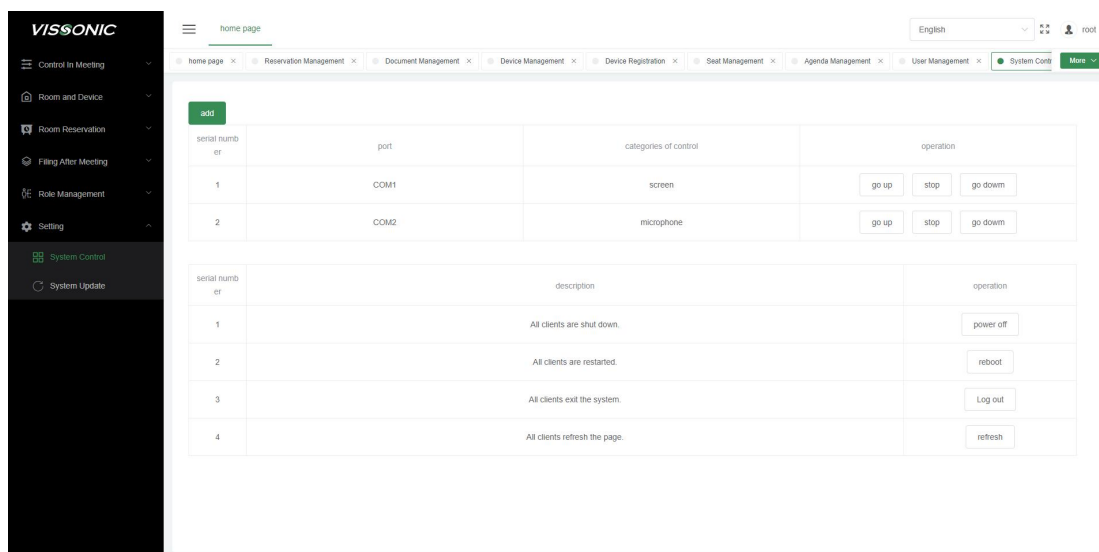
7.1.12. Speaking Countdown Timer

To enable the speaking countdown timer, go to [Meeting Rooms and Devices] [Device Management]. Add or edit a conference controller, enable the countdown timer, and set the time



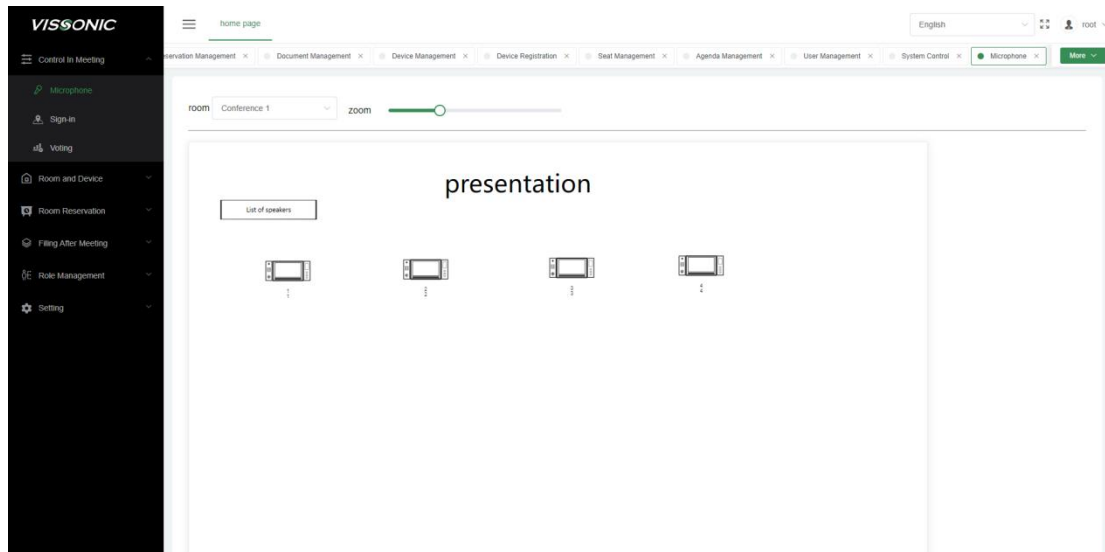
7.1.13. Control and Management

Backend control includes one-click shutdown, restart, system exit, and refresh. It also supports lift control with lift paperless terminals

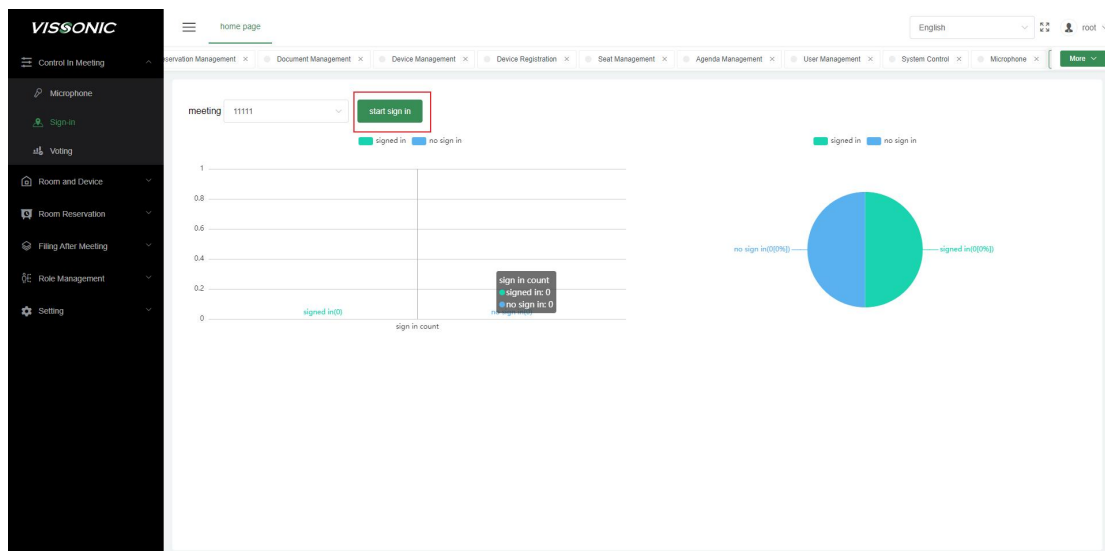


7.1.14. Control during the Meeting

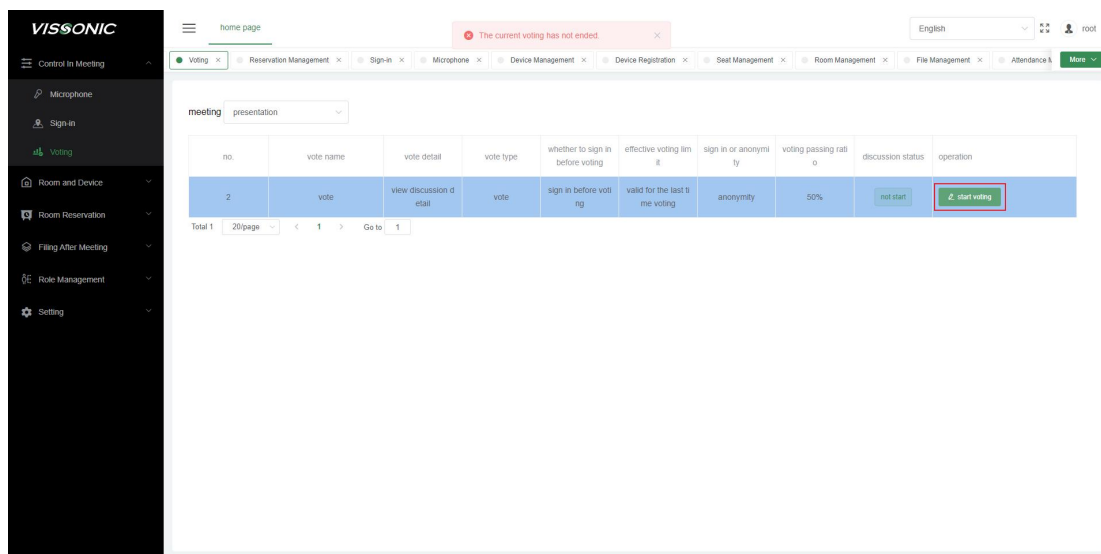
1. Microphone control allows you to activate or mute microphones in the selected meeting room when bound to microphone IDs



2. Sign-In Control: Easily start or end sign-in with a single click during the meeting.



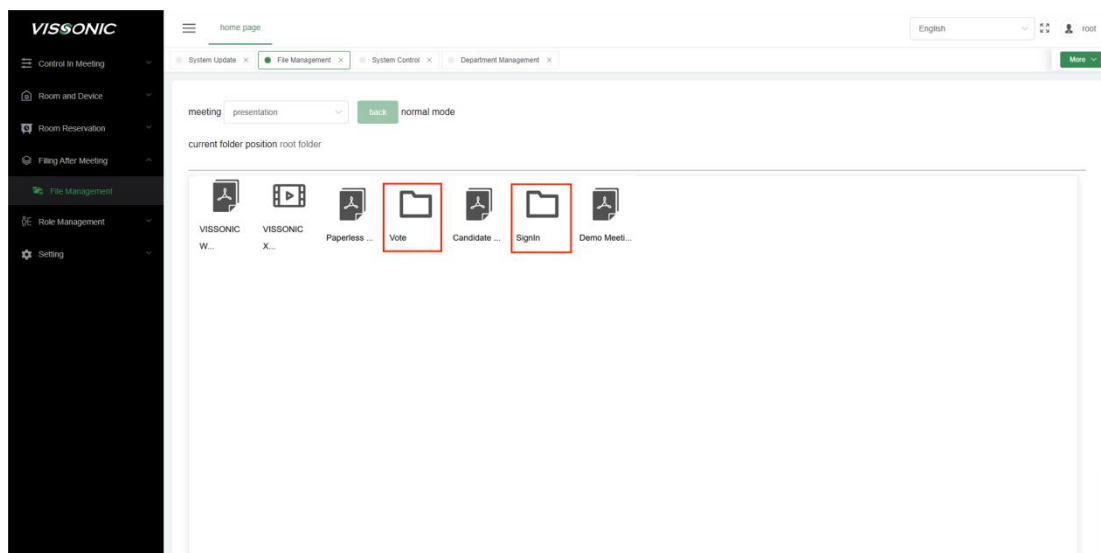
3. Voting Control: Initiate or conclude voting, decision-making, elections, and other topics with one click during the meeting



7.1.15. Post meeting management

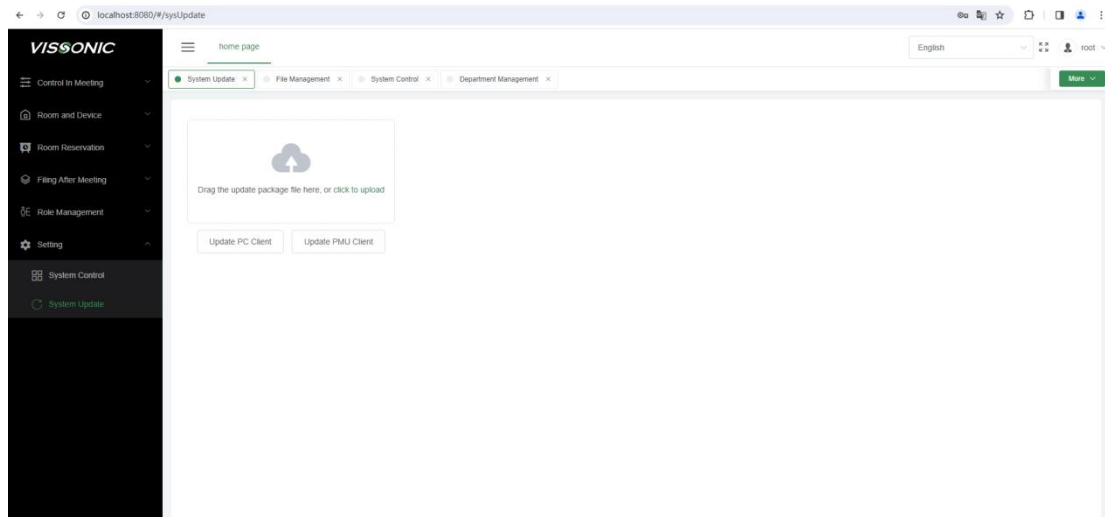
After the normal conclusion of the non-seamless meeting:

- can export the content to be saved, including check-in information, voting information, meeting information, annotation files, etc.;
- can be saved as a folder directory.



7.1.16. Software update

System management can be a key to update Windows client or Android client, will need to update file upload, click update Windows client or Android client.



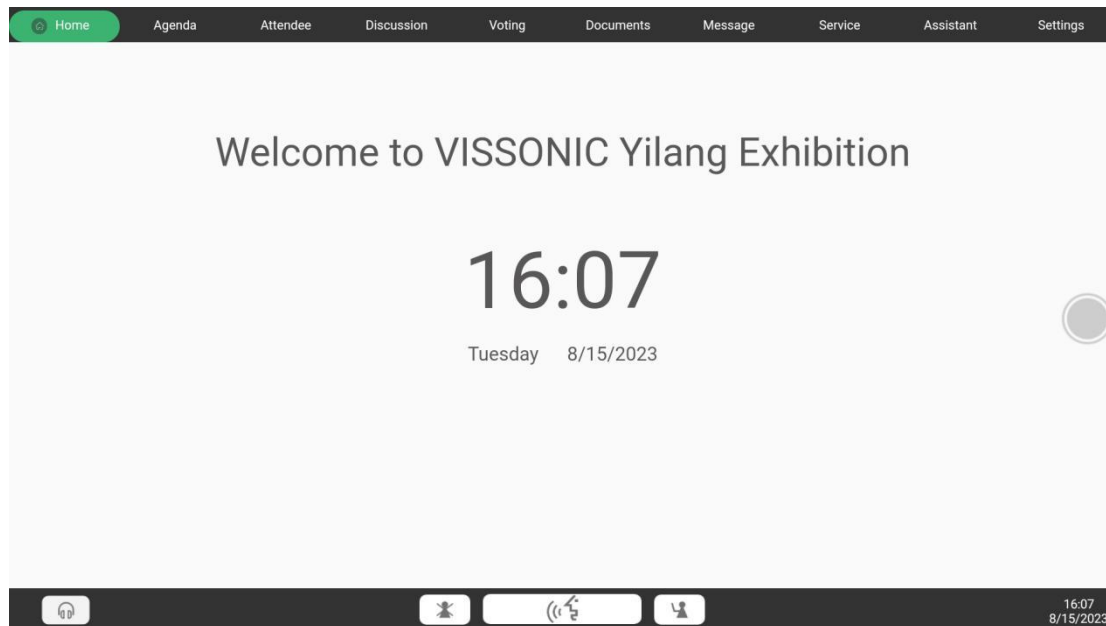
7.2. Client introduction

7.2.1. Client user login

Users log in to the client software, enter the user name and password in the login page, and then login to the main interface.



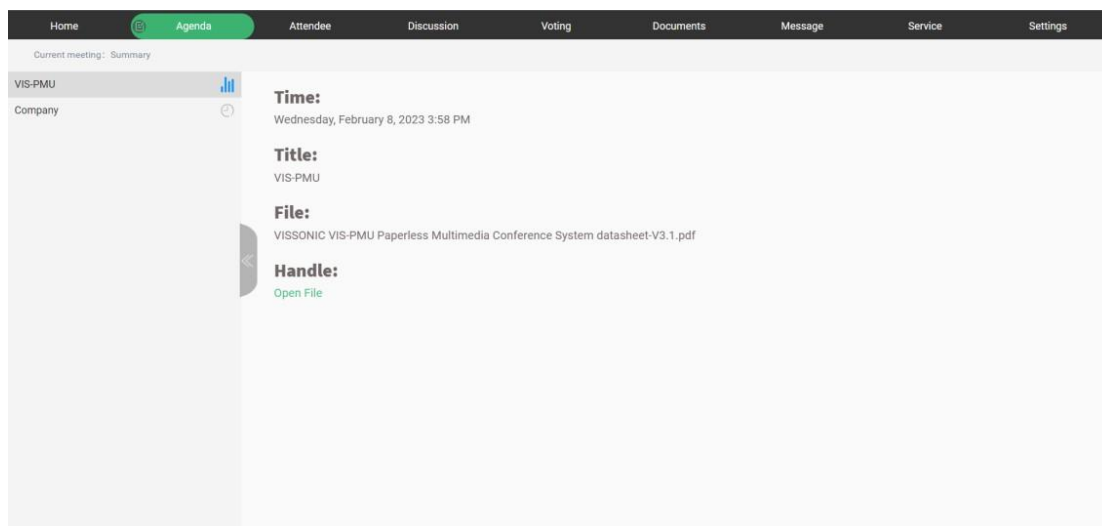
7.2.2. Main client screen



- [Home page]: Provide the name and time of the meeting.
- [meeting]: the name of the current meeting and the meeting agenda, can be directly on the agenda.
- [Attendance]: Information and check-in of participants.
- [conversation]: the spokesman lists, and watch in the [equipment management] in the background to add streaming video.
- [votes]: add vote, a vote before the meeting, the assembly elections and temporary added anonymous voting.
- [documents]: meeting view and U disk into the files and information.
- [Message]: any participant can be selected for online text communication or voice communication.
- [Service]: You can call tea, paper, pen, on-site technical support.
- [Assistant]: Control, announcement, service management.
- [Configuration]: setting, language, EQ, software version.
- [Hover ball]: same screen, projection, follow, keyboard, return.

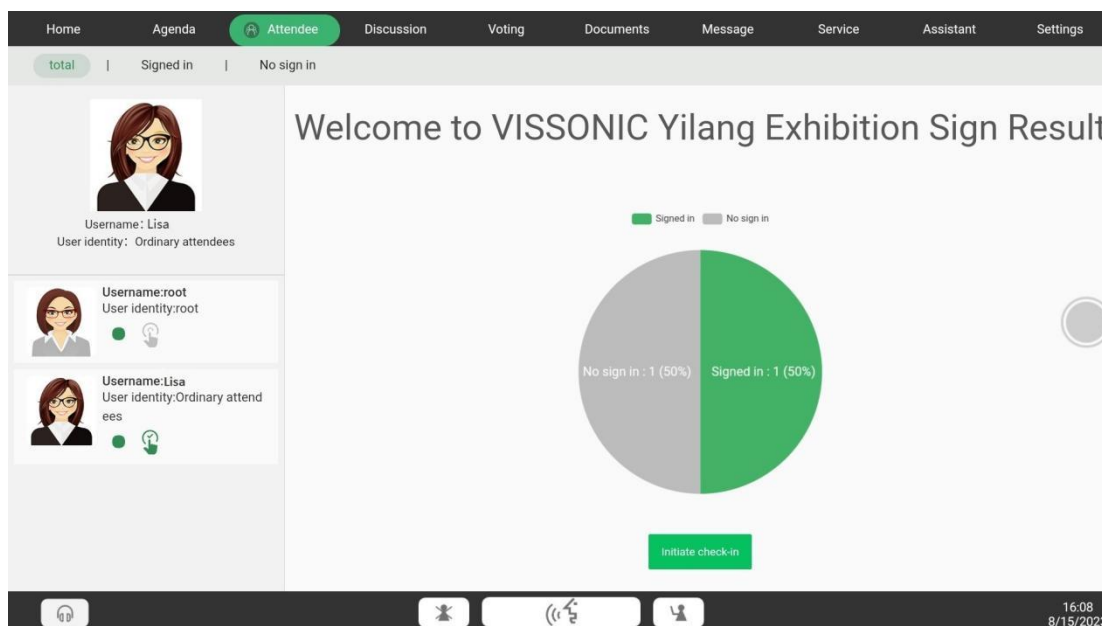
7.2.3. Meeting agenda

The controller or assistant opens [Meeting] [Issue Management] to select a topic and click to proceed with the agenda.



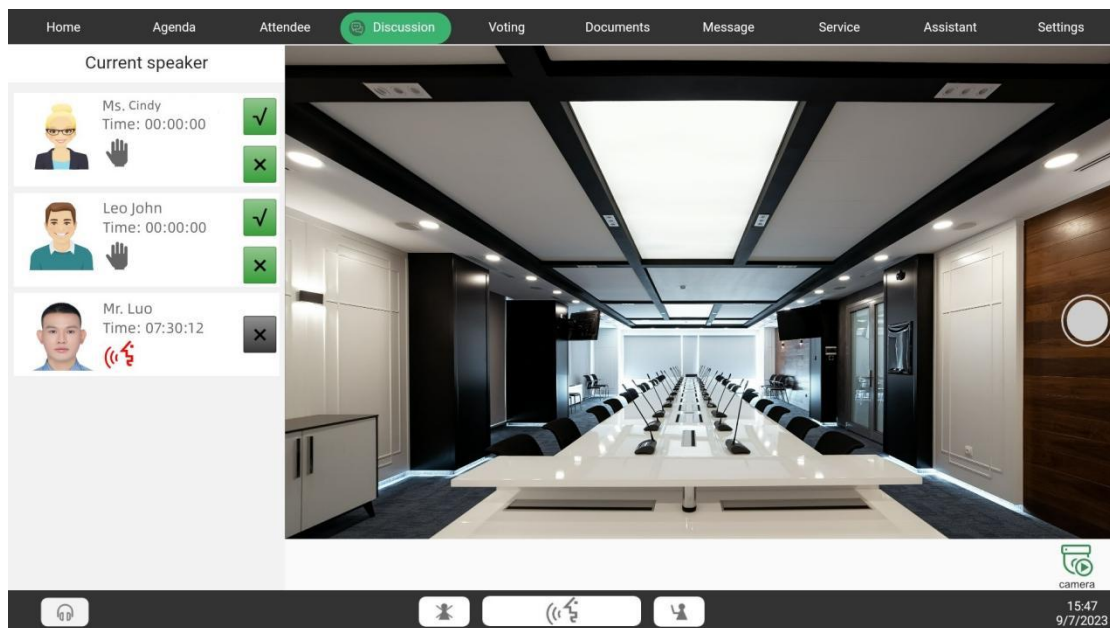
7.2.4. User check-in

Open the [attendance] interface, the interface of the controller or assistant has a button to [initiate the check-in] and [end the check-in].



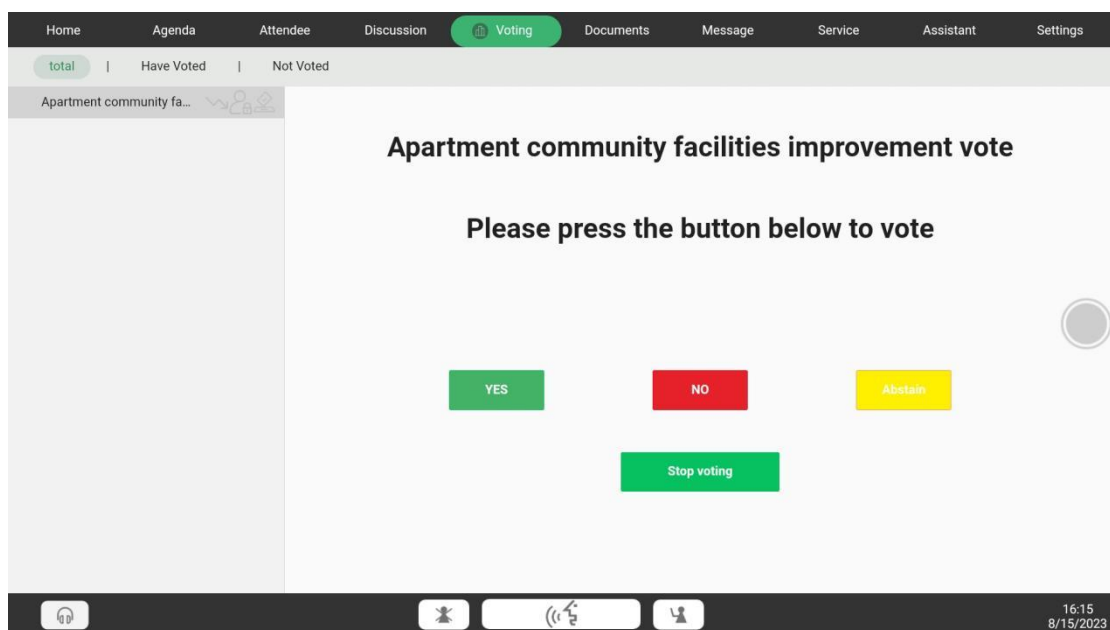
7.2.5. Conference discussion

Open the discussion screen, see the list of speakers, watch third-party video sources, camera signals, and more.



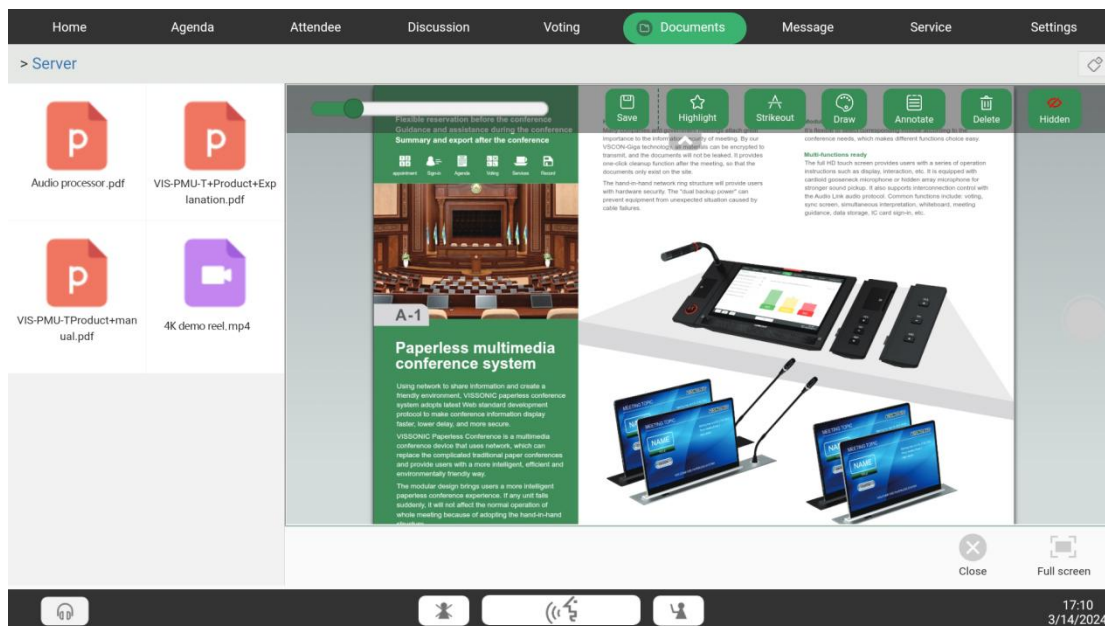
7.2.6. Conference topic

The host or assistant opens the issue interface and can quickly initiate a vote, check the voting results after the vote, project on a large screen, etc.



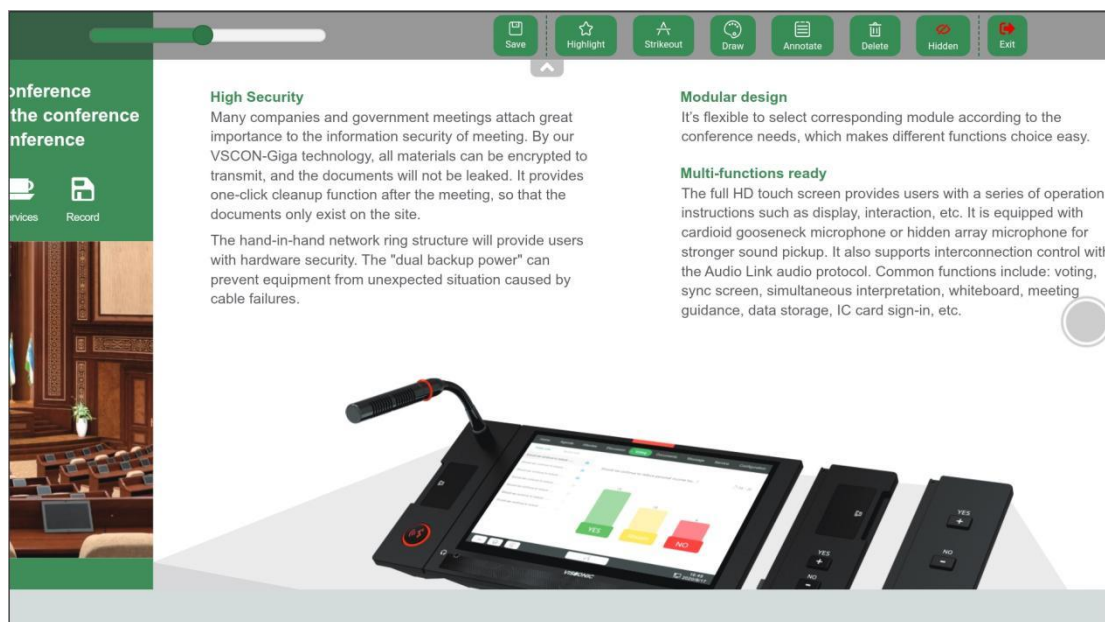
7.2.7. Conference document

Users can choose a file to read, upload files from local U disk, and view check-in and voting results.



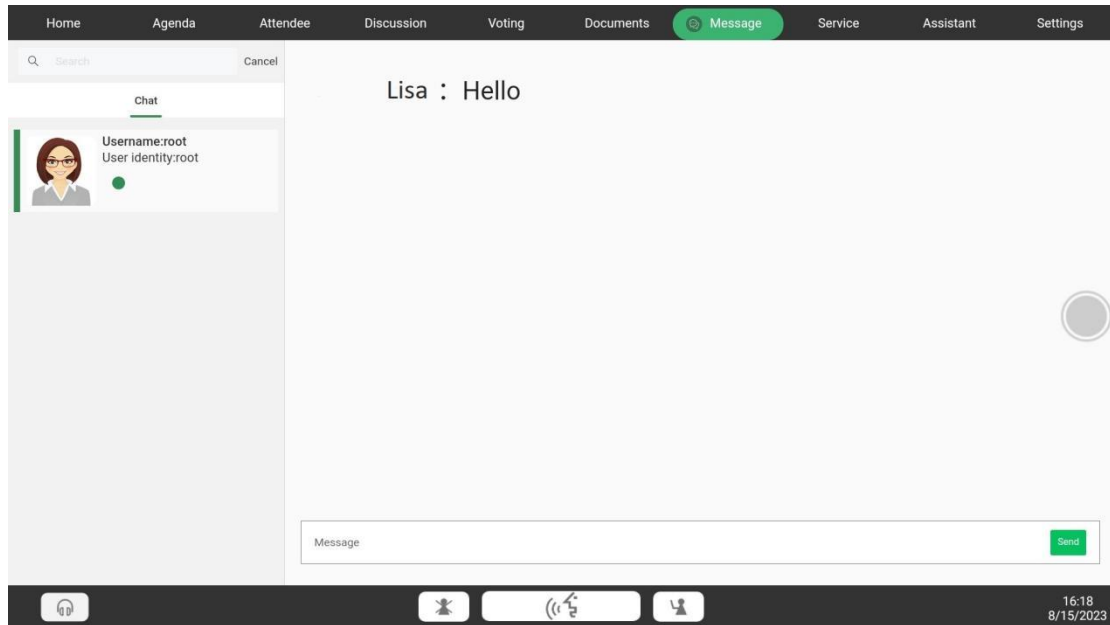
7.2.8. Notes on Meeting

After logging in to the client, each participant can annotate the meeting files; the annotations will be saved in the backend management terminal [File Management], and [File Management] will automatically generate a user-named folder to save the file information of the meeting annotations. .



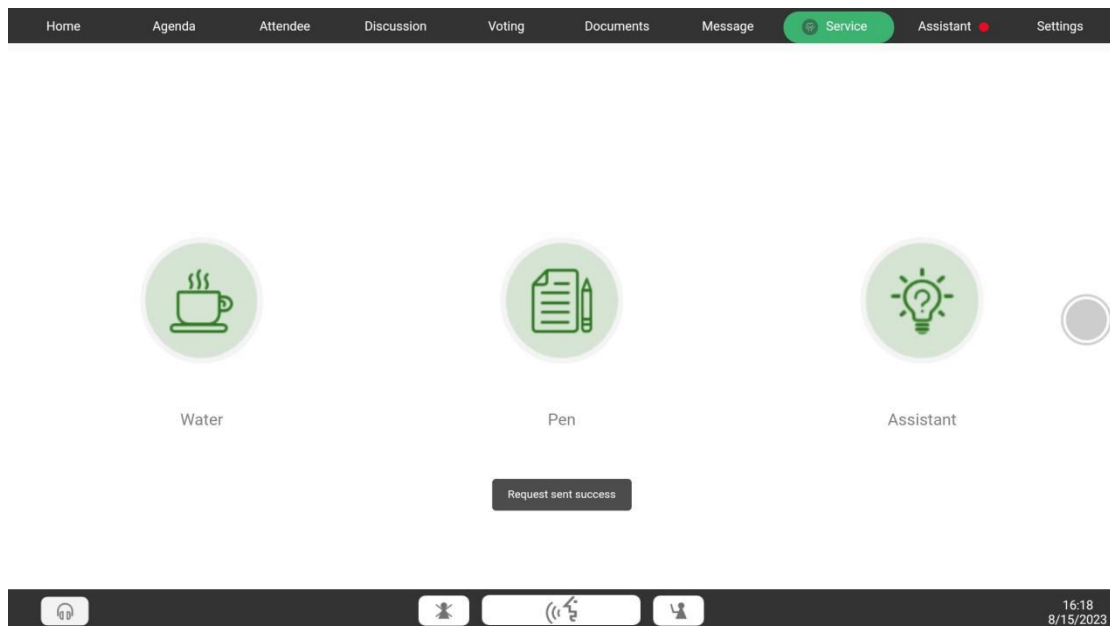
7.2.9. Conference messages

Internal message exchange, can send text or voice to other participants for communication.



7.2.10. Conference services

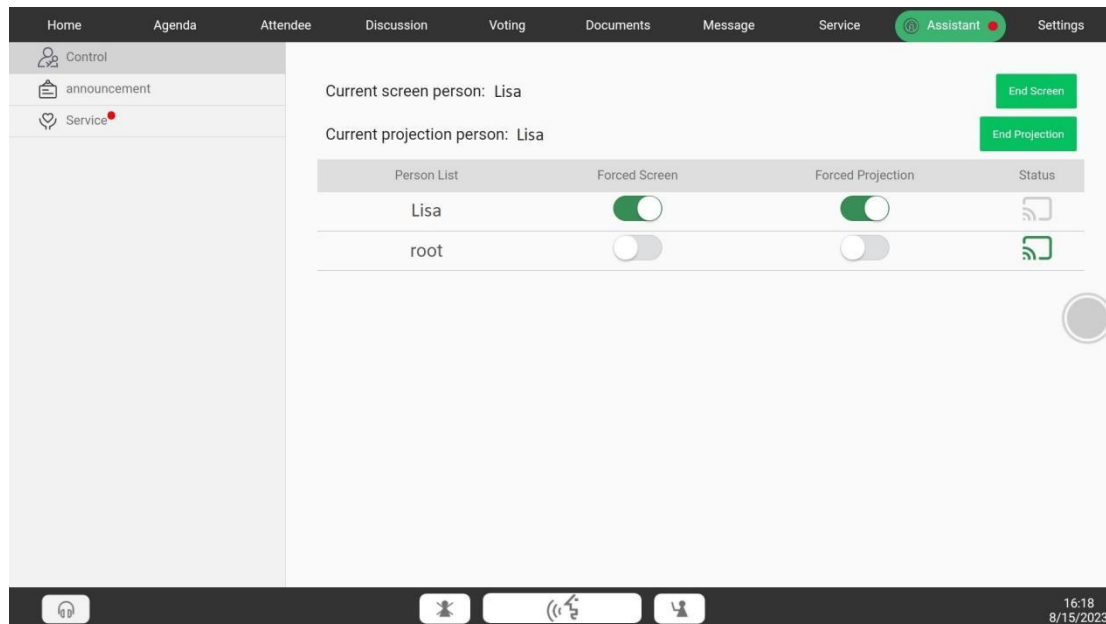
Attendees can open service interface, call tea, paper, pen, assistant service and so on.



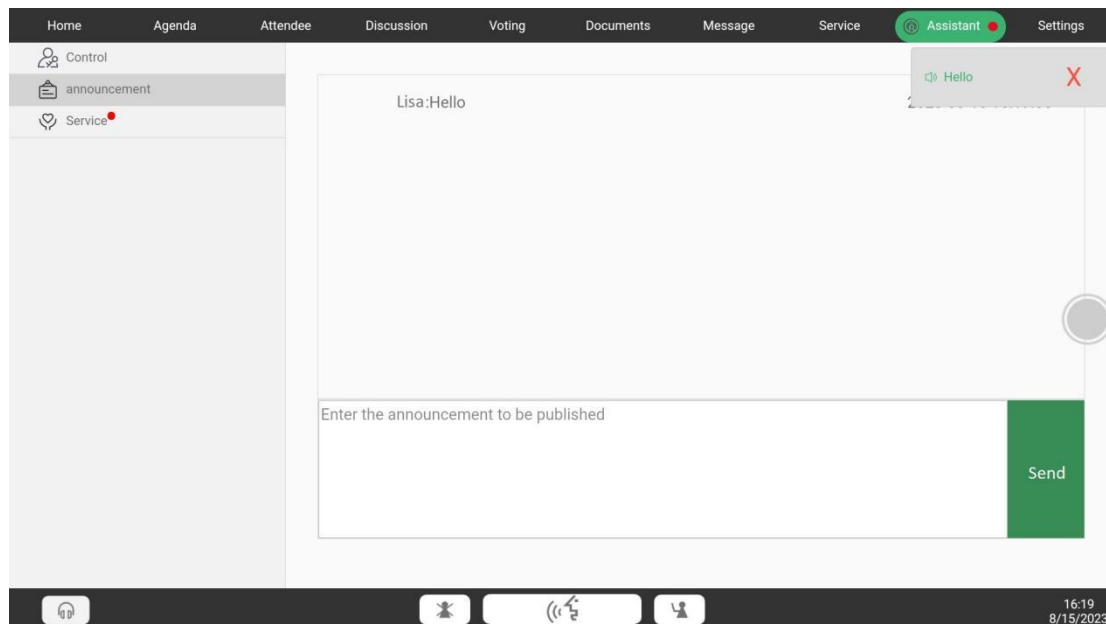
7.2.11. Assistant management

The controller or assistant opens the [Assistant] interface to manage the meeting.

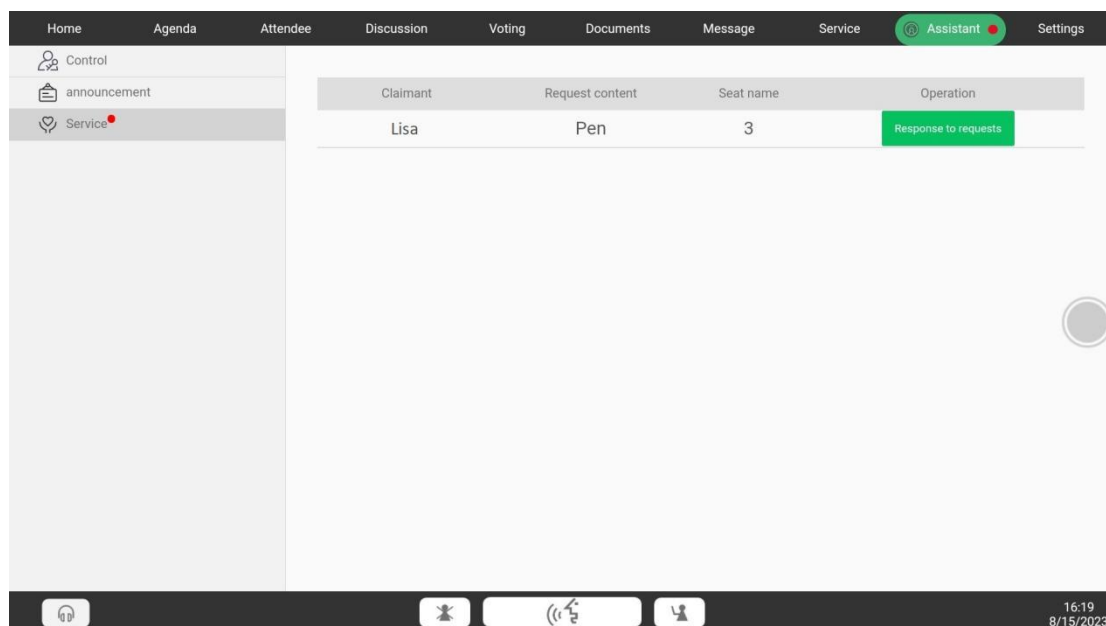
[Control] Select the participants to authorize/cancel, check or cancel the corresponding permissions.



[Notice] controller or assistant can edit and publish the announcement.

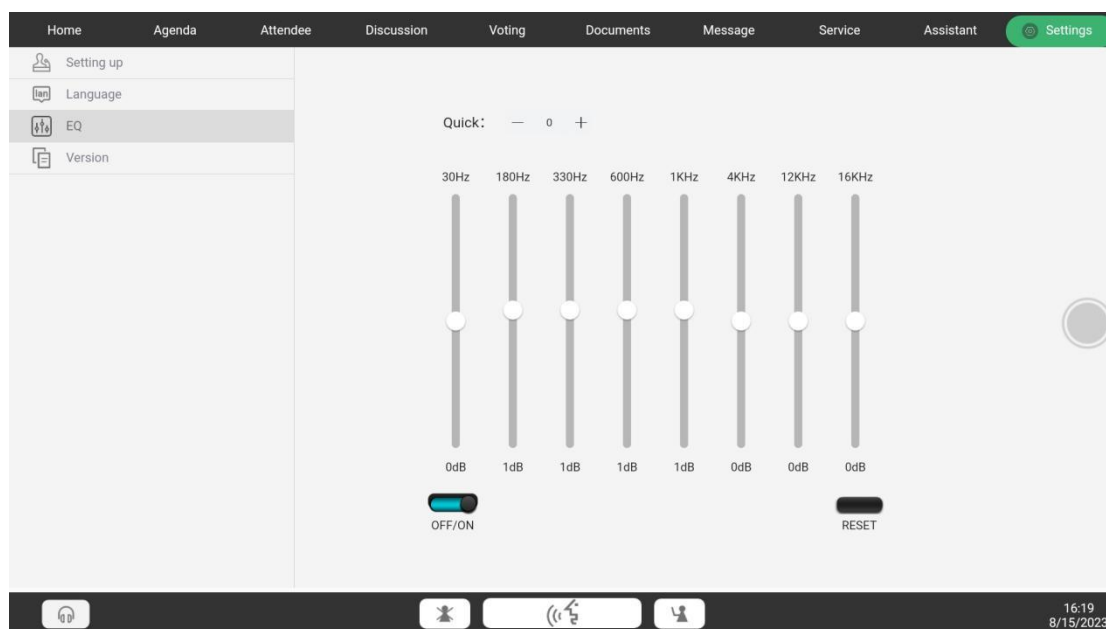


[Services] The controller or assistant can view and respond to the services requested by the conference participants.



7.2.12. Configuration

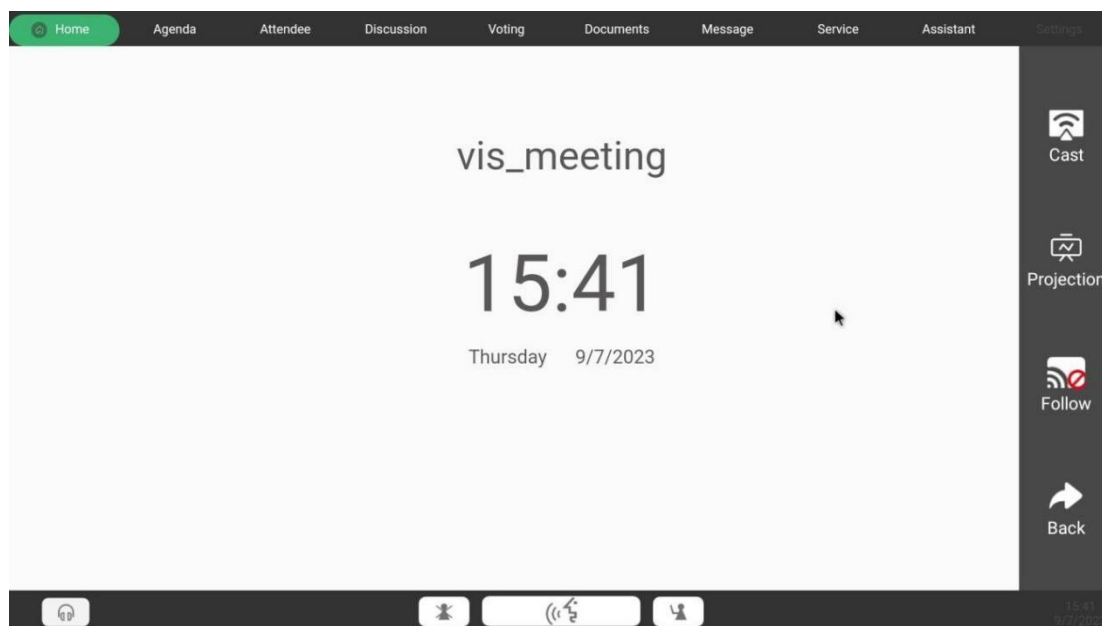
Attendees to open the configuration interface, can adjust log out, switching language, EQ, to check the software version.



7.2.13. Screen Sharing

The controller or assistant can initiate screen sharing or projection by clicking on the floating ball [Screen Share] if they have the necessary permissions, indicated by a red circle in the lower-right

corner of the icon if permissions are absent.



[Cast] Easily share the screen content of this client with other attendees logged into the client interface.

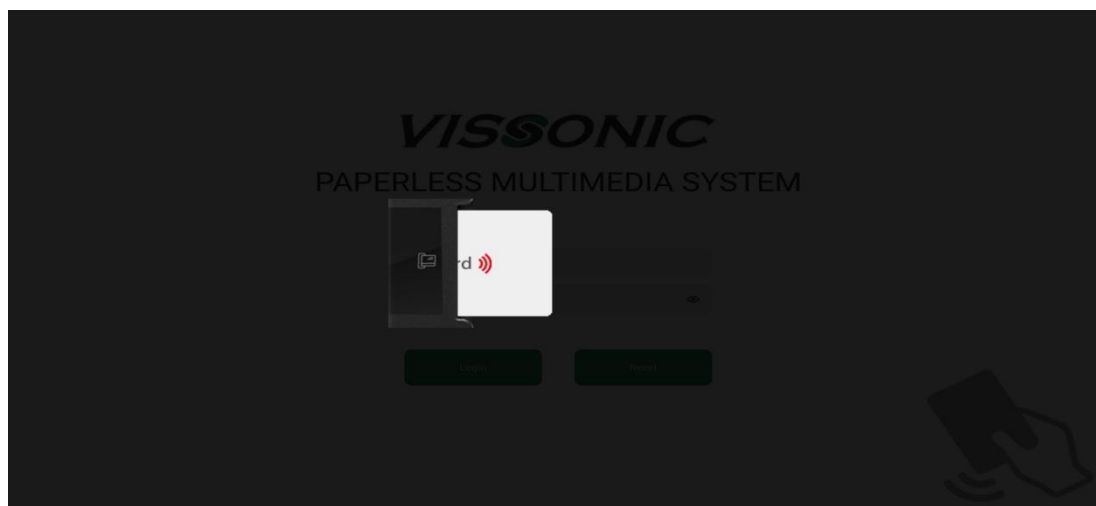
[Projection] Project the screen content of this client onto a large screen.

[Follow] Users with the permission to follow can click to join the shared screen of another participant without actively entering screen sharing mode. They can also exit the screen sharing session.

[Back] Return to the previous level.

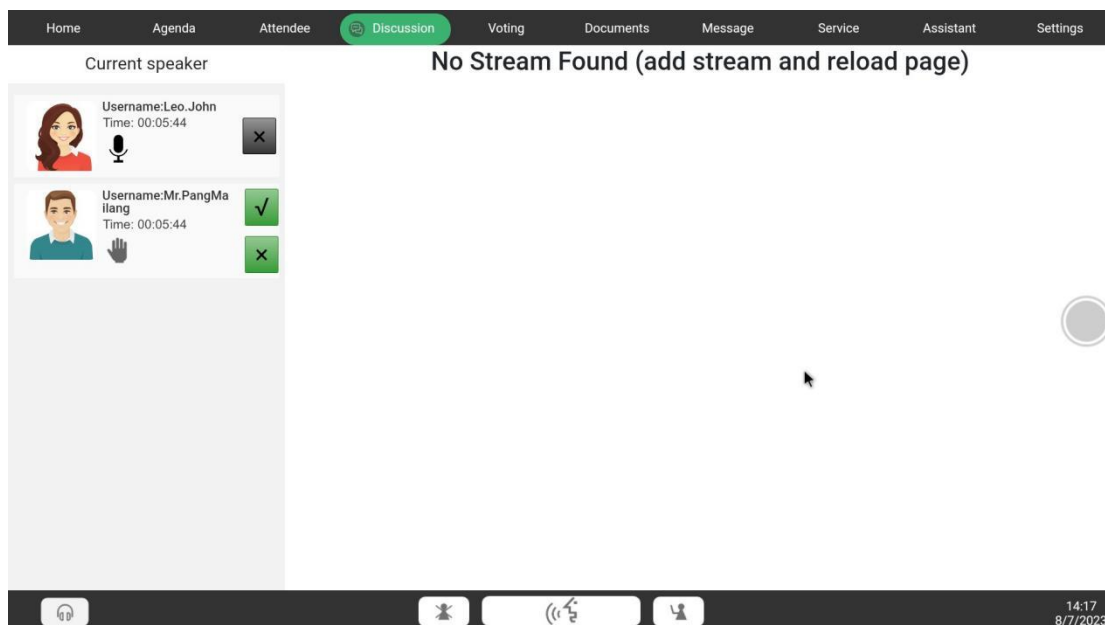
7.2.14. IC Card Sign-In

If IC card enable is activated in the [Device Management] on the backend, insert the IC card into the client's IC card module to join the meeting.

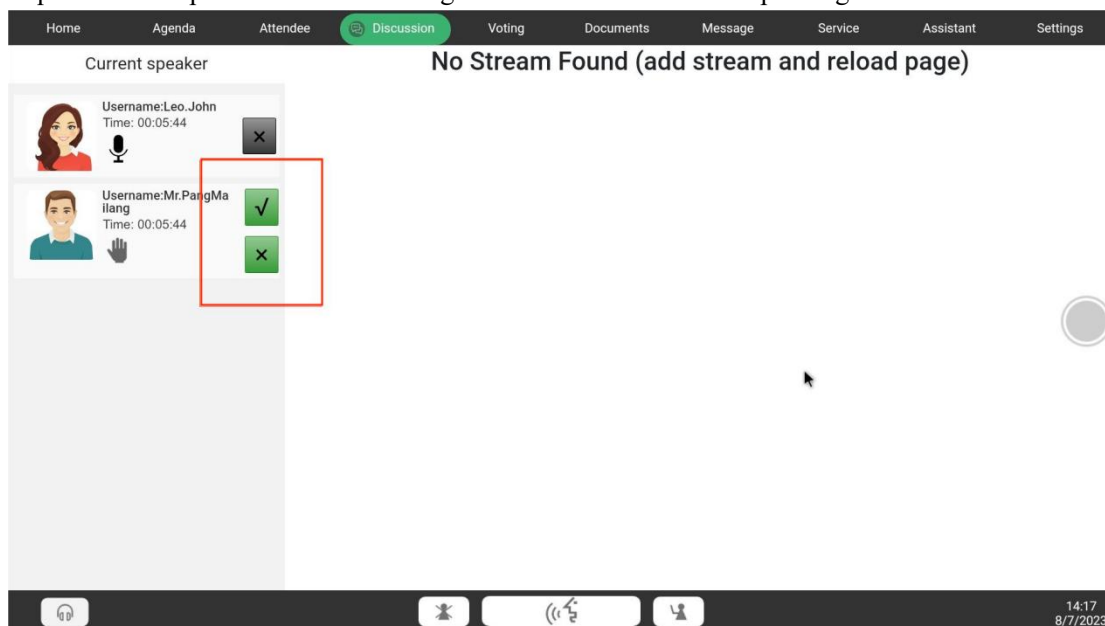


7.2.15. Meeting Speech

Participants can control their microphones by tapping the on-screen microphone button or using the physical buttons on the speaking unit. Chairman units have additional options to mute, close, or allow speech.

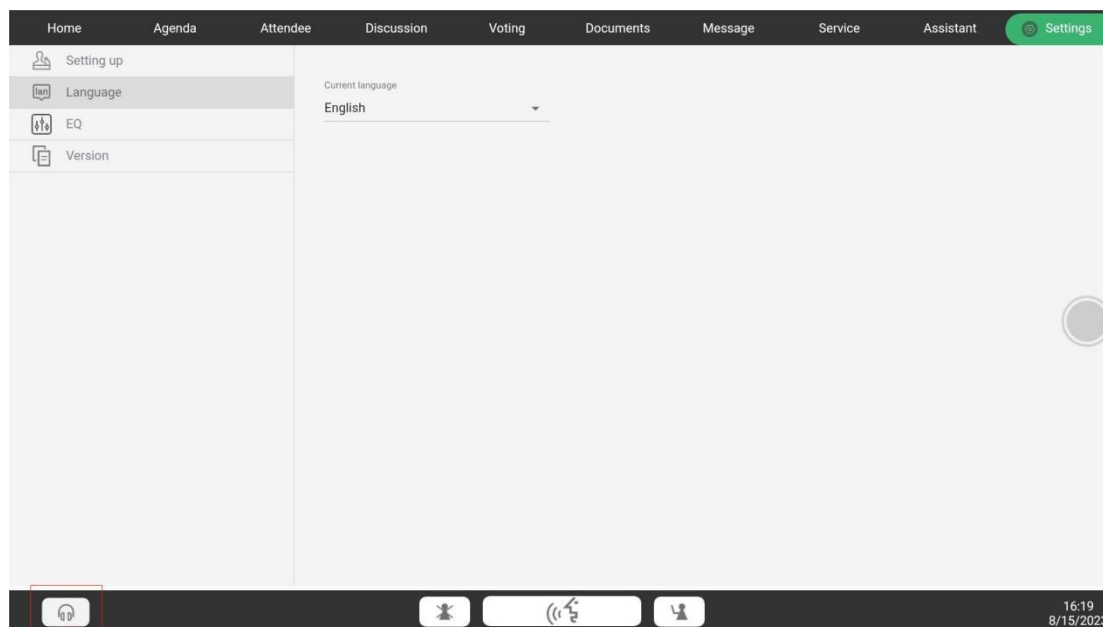


In normal mode, the chairman unit can mute a representative unit by pressing the veto button once, and close it by pressing it twice. In request mode, the chairman can approve or reject speaking requests from representative units using the button controls or the speaking list.



7.2.16. Conference Interpretation

Conference interpretation, set up on the conference controller with translation units, allows users to select channels in the client app for listening to interpretation audio. The paperless desktop client supports dual interpretation channels, suitable for headphone use.



8. Common Troubleshooting Solutions

Symptoms of Malfunction	Solutions
Unable to Access Server Backend Administration	Check if the server backend software is running properly.
	Verify that the entered IP address is 192.168.1.244:8080. Note: The colon should be entered in English.
	Check if the network is on the same subnet.
Unable to Create Meetings	Verify if the meeting room has been created.
	Check if the meeting time has been added.
Unable to Upload Files	Verify if the host has been assigned in the participant management settings.
Documents or Videos Cannot Be Viewed	Verify if the storage folder for files is properly associated.
	Enter the command "mklink /d "D:\VIS_Server\visss_plugin\www\upload" "D:\VIS_Server\visss_plugin\nginx-1.20.2\html\upload" in the cmd prompt and press Enter.