



Intelligent Paperless Conference System User Manual

TS-8304B1

Thank you for purchasing our intelligent paperless conference system
Please read this manual carefully before operation.

Notification



Caution

To ensure the reliability of the equipment and the safety of personnel, please observe the following when installing, using and maintaining:

- If any of the following conditions are found, please immediately turn off the power, plug out and quickly contact your nearest dealer. Do not continue using this unit, which may cause a fire or electric shock.
 - If you find smoke or have a strange taste from the machine.
 - If water or metal falls into the machine.
 - If the unit is dropped or the case is damaged.
 - If the wire is damaged (wire core exposure, broken wire, etc.).
- If the machine contains high-pressure parts, in order to avoid the fire or electric shock, absolutely don't open the case, if any questions please inform your nearest dealer.
- Do not place cups, bowls, vases or metal and other water-filled substances on the unit. Serious spilled liquid may cause a fire or electric shock.
- Never expose the unit to rain and any moisture or water, which may cause electric shock or fire.
- Do not place metal objects or flammable materials from the vents on the machine cover, nor place coins, which may cause fire or electric shock.
- Do not place heavy objects on the unit to avoid personal injury or property damage when the unit is slipping.
- Make sure that the volume is turned on at the beginning of the boot, and the high volume of the boot may cause hearing problems.
- Make sure that the volume is turned on at the beginning of the boot, and the high volume of the boot may cause hearing problems.
- For long-term accumulation of dust to be cleaned, please inform your dealer to regularly clean the machine, so as to avoid damage to the machine or cause a fire.
- The battery must be replaced with the same type of product and the correct installation should be made in order to avoid electrical damage and explosion hazard.
- The product is a Class I device. The device must be well connected to ground. The power plug must be connected to a power outlet with a grounding device to ensure that the equipment is fully grounded.

- This product uses a power plug or appliance input socket as a disconnecting device with the power supply, and must be disconnected if necessary for safety reasons.



- This equipment is only suitable for safe use at altitudes above 2000 meters.

Precautions

1. The installation environment

When installing the unit, in order to ensure the normal cooling of the host, should avoid the poor ventilation of the place or high temperature environment, to avoid direct sunlight.

Recommend to install cabinet or other well-ventilated place indoor. If you use the machine in the outdoors, please pay attention to waterproof, moisture, lightning protection measures.

Avoid installing in a violent place of vibration; do not place other equipment on the machine.

Working temperature :-10°C~ 60°C,

Humidity is limited to 5% to 90% (non-condensing).

2. To avoid electric shock and fire

Do not touch the hands and the source with wet hands

Do not spill liquid on the machine, so as to avoid short-circuit or fire inside the machine.

Do not place other equipment directly on the top of the unit.

Non-professional service personnel Do not disassemble the unit yourself to avoid damage and electric shock.

3. Transport and handling

The packaging of the machine is designed and tested to ensure that the host will not be accidentally damaged during transport. It is best to use the original packaging when handling the unit.

Do not move the host device between the place or cold or over hot to avoid condensation inside the machine, affecting equipment life.

4. Please follow the warning instructions on this product, the warning signs on behalf of:

	Applicable to 2000 meters above sea level and below safe use
	Safe use only in non-tropical climates

5. Agreement

Please strictly follow the instructions in this manual. The software, hardware and appearance of this product will be upgraded and updated continually. The above changes will be made without notice.

Non-professional maintenance personnel, do not remove the product, to avoid damage and electric shock.

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1. Introduction of Paperless Conference System

As a brand-new meeting mode, paperless conference system integrates professional audio and video technology, intelligent control technology and information technology. It builds a conference platform with great convenience to reduce conference cost, improve conference efficiency, ensure conference information security, improve communication effect and improve conference quality, as well as bring the users a new conference experience.

Multimedia conference terminal, like a small integrated computer, makes users not need to use paper in the meeting any more. The users can read the files, make notes and meeting minutes through the LCD touch screen.

The system can realize the functions including meeting sign-in, meeting speech, voting, electronic whiteboard, simultaneous interpretation, live video, participants' information management, file sharing and meeting agenda management, etc.

2. TS-8304B1—Multimedia conference terminal



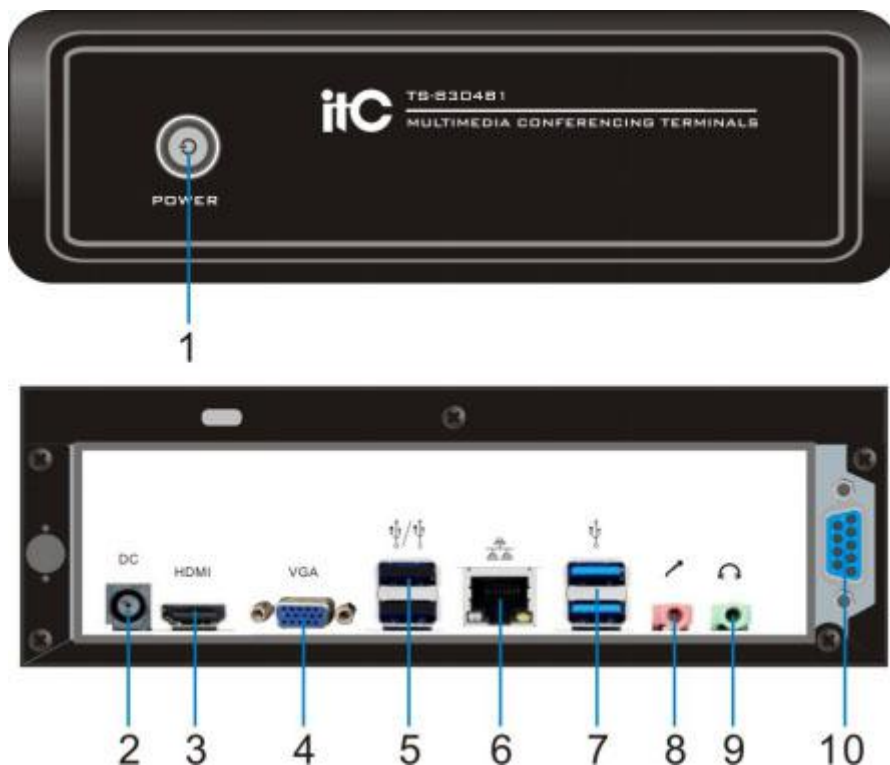
The multimedia conference terminal is responsible for handling the document transfer, document distribution, browsing and reading, document annotation, smart sign-in , voting, electronic whiteboard, electronic nameplate, conference exchange, conference service, video signal interconnection, conference control, broadcast on the same screen and so on. With the lift, in order to solve the functional limitations, for example too simple function of the traditional conference lift screen, can not interact and so on; Now the variety of high-end meeting occasions, as well as important government affairs, business, enterprises and large event venue prefer the simple hierarchy interface and smooth operation.

2.1. Function feature

- 1.File viewing: a variety of file formats can be read, including the common format doc / docx / xls / xlsx / ppt / pptx / pdf / html / htm;
- 2.Read U disk: through the U disk, to read the file or upload and share the file to other participants;
- 3.Whiteboard: can support single whiteboard or more people share the same whiteboard at the same time
- 4.Conference communication: can support real-time communication with one or more people.
- 5.Handwritten annotations: Handwritten annotations can be made to any page, and the annotations can be saved to the server for easy archiving.
- 6.Screen broadcast: support to share the screen freely, any participants can do screen broadcast in the meeting and share the local screen to other participants;
- 7.Asynchronous browsing: Participants can view the local document asynchronously and exit the broadcast screen;
- 8.Windows mode: the paperless terminal can switch to windows mode and use in ordinary computer;
- 9.Conference services: conference services can be called, including ask for tea, pen, paper, etc., can also be customized input service needs;
- 10.Web browsing: support for browsing the Ethernet network, you can visit OA, e-mail and so on.

- 11.Meeting records: Meeting notes can be made at any time during the meeting and saved to the server;
- 12.Sign-in management: can start and control sign-in, and view the current status;
- 13.Meeting topic Management: Free switching of different meeting topics;
- 14.Voting management: the chairman can start, end and view the statistical results of voting.
- 15.Signal management: the chairman can share the local screen of any participant to all participants, or end the sharing screen of any participant;
16. Centralized control: the chairman can control and display welcome page, meeting information, display names, conference slogans and other images, at the same time supporting unified elevator control, unified switching machine.

2.2. Function introduction for all parts

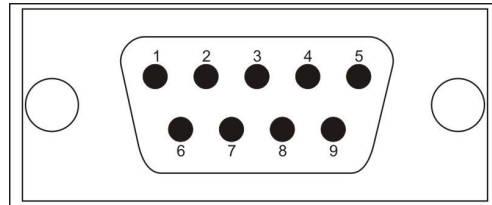


1. Power switch button;
2. Power interface, input DC 18.5V/6.5A through the power adapter;
3. HDMI: high-definition multimedia interface, is a fully digital video / audio transmission interface, you can send uncompressed audio signals and video signals;
4. VGA interface;
- 5/7. USB interface: Universal serial bus interface, you can connect the keyboard, mouse, external MODEM, printers, scanners, optical storage, digital speakers, etc;
6. Network card interface: connect to Ethernet or switch;
8. MIC interface: Connect the headset microphone

9. AUX OUT interface: provides two-channel audio output, can be connected to the speaker or other playback device
AUX IN interface;

10. Serial interface, Communicate with other devices through the serial port, pin bit definition as shown below:

- 1-RXD、 2-TXD、
- 3-GND、 4-B、
- 5-A、 6-PWRBTN#、
- 7-GND、 8-GND、
- 9-RESTBTN#。



2.3. Technical Parameters

Item	Specification
CPU	Intel Core i5 7 generation quad core 3GHz
RAM	DDR4 2133 8GB
Hard disk capacity	128GB solid state hard disk
Network card	Gigabit network interface
Standard interface	1×HDMI、 1×VGA、 2×USB2.0、 2×USB3.0、 1×MIC、 1×Line OUT、 1×18.5V DC
Custom interface	1×DB9 Non-standard
Operating system	Windows 7 Professional
Working environment	Ambient temperature: -10 °C ~ 50 °C; Relative humidity: ≧ 75%
Working power consumption	18.5V DC/65W
Size	190×60×215mm
Weight	1.1Kg
Color	Black

3. Software installation

3.1. System Software Deployment Requirements

- Software platform requirement: ITC paperless conference client-side terminal system must run on operation platform of Windows 7、 Windows 10. (Notice : Operation system like Windows Mac OS、 Linux are not supported. It is forbidden to use operation system of Ghost version, simplified version, optimized version. At the same please avoid to use third-party software to optimize the system.)
- Hardware platform requirement: CPU four generation core i3 and above/ RAM 4GDDR3 and above/ HD 64G and above/ network card 1000M.
- Installation requirement: System C disk remaining space is 25G and above. System must make sure no virus and no Trojan horse program.

3.2. System software installation and configuration

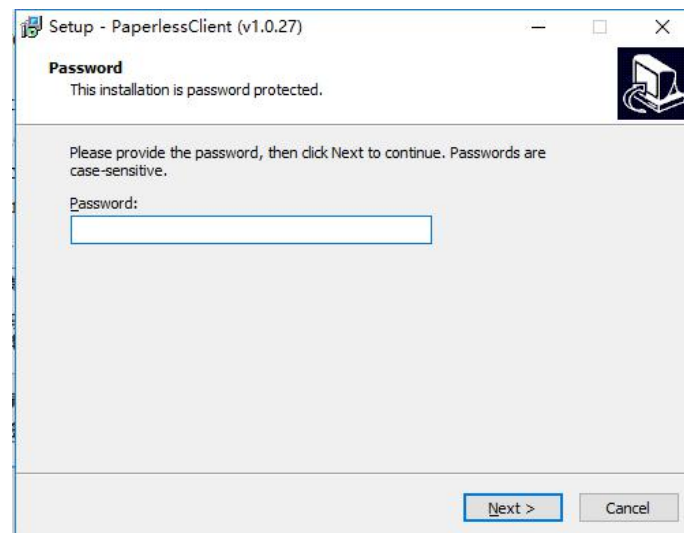
3.2.1 System software installation

Precaution:

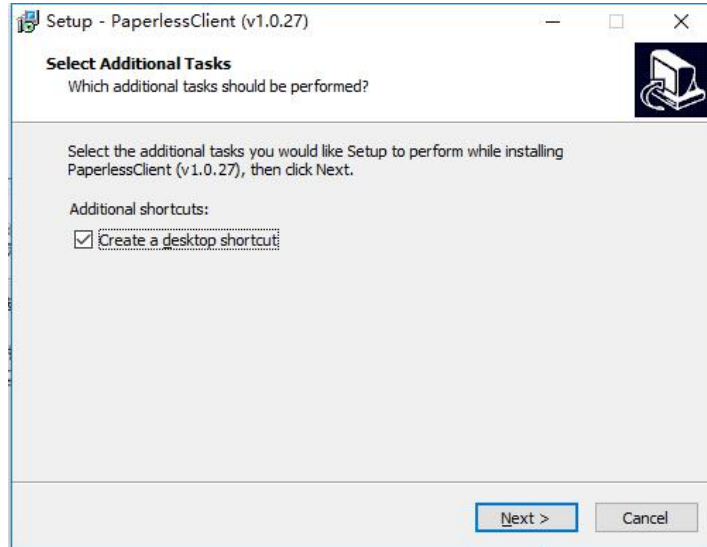
- Please close all the applications before installation.

In order to correctly install the software, please open the installation program as an administrator.

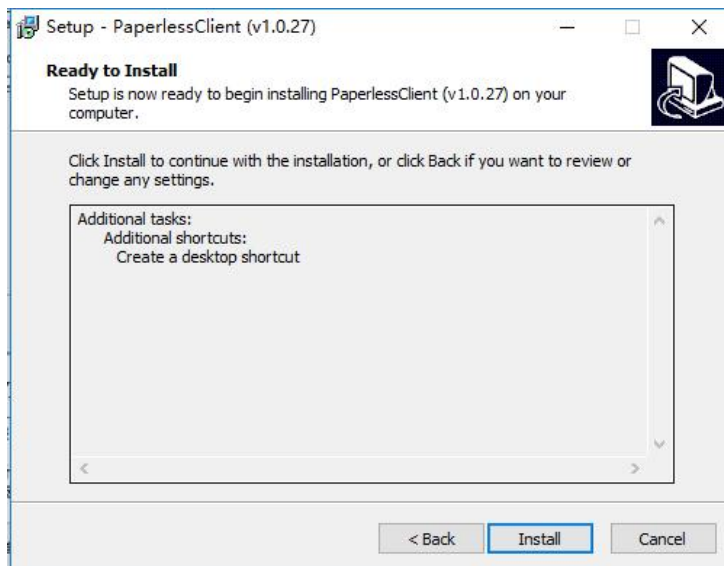
- Step one: Open computer and enter “Windows” operation system. When operate the installation program, computer will pop-up the installation guidance.



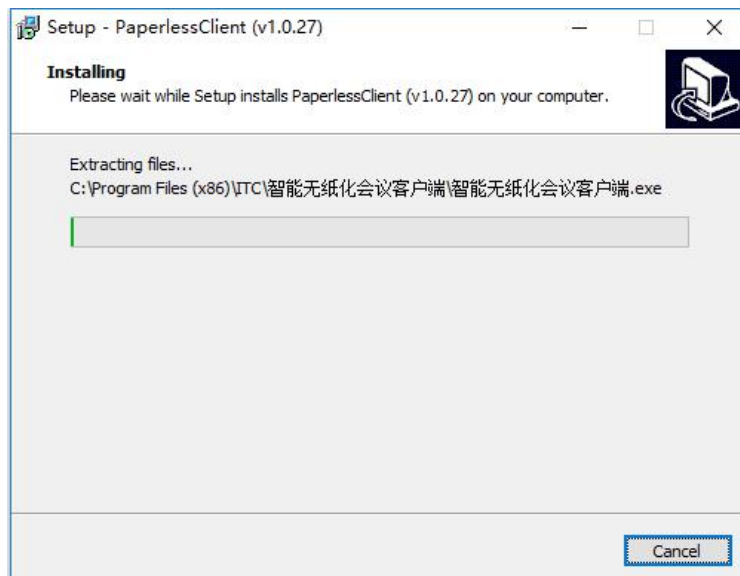
- Step Two: Input installation password “itcadmin”



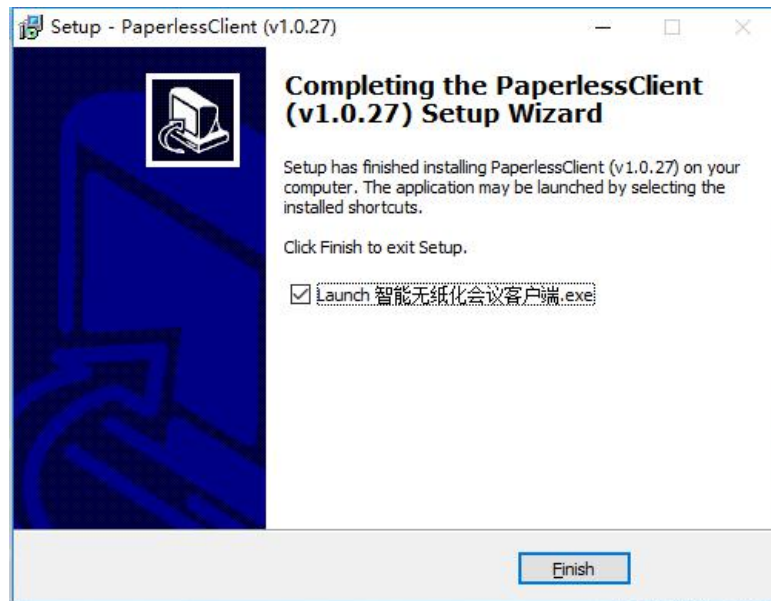
- Step Three: Click “next step”



- Step Four: Click “installation”.



- Step Five: Wait until the installation finished.



- Step Six: Click “finish”.

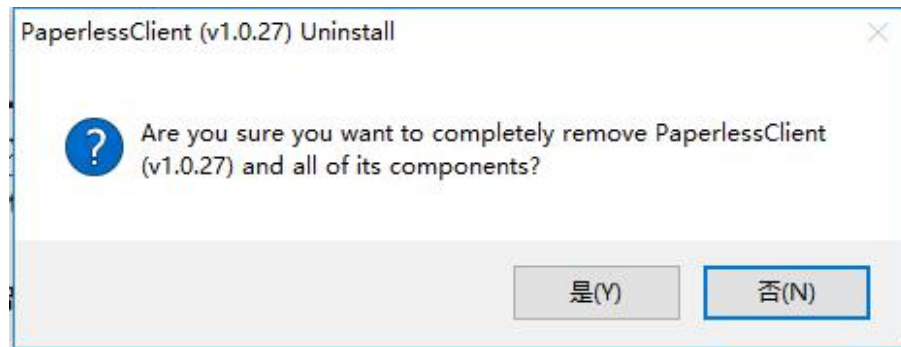
3.2.2 System software configuration

- When installation is finished, configuration of document is needed. It is Config.xml configuration document from the default path on C:\Users\host name\AppData\Roaming\ITC. User need to configure the server IP, terminal number, microphone COM number, elevator COM number like showed below:

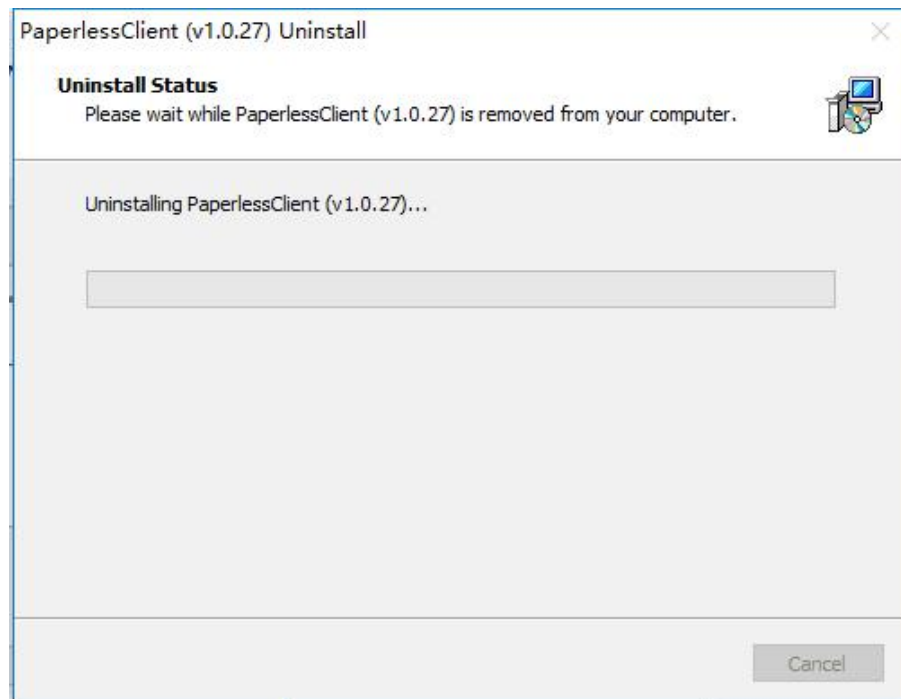
```
<?xml version="1.0" encoding="gb2312"?>
<Config>
  <server ip_address="192.168.17.138" port="7350" /> 服务器IP
  <terminal_num>6</terminal_num> 终端号
  <microphone_serial_num>1</microphone_serial_num> 话筒232对应COM号
  <lifter_serial_num>2</lifter_serial_num> 升降器485对应COM号
</Config>
```

3.3. Software Uninstall

- Step One: Double click the installation package under installation document, then the computer will pop-up the notice of uninstall.



- Step 2: Click **【Yes】**

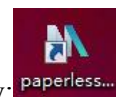


- Step 3: Wait until the uninstall is completed.

4. Run the paperless conference client-side terminal software

Start running the software, please double click "ITC paperless conference system"

shortcut icon on the desktop. The shortcut icon on the desktop as below:



5. Ordinary terminal

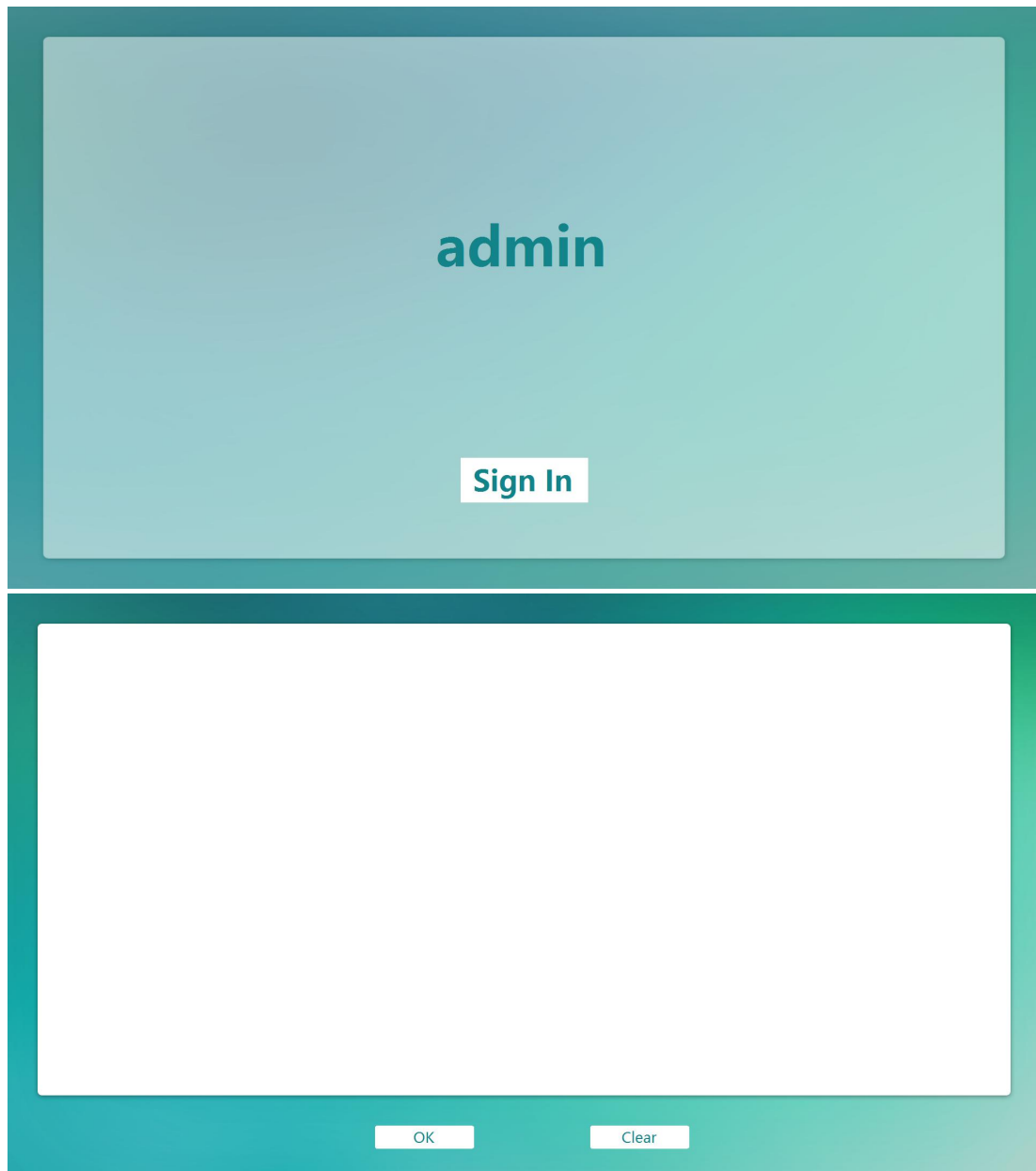
5.1. Welcome interface

Open the paperless conference client-side terminal software; enter the welcome interface; view the conference name, meeting time, conference host and personal information; click **【enter the meeting】** to enter the main program.



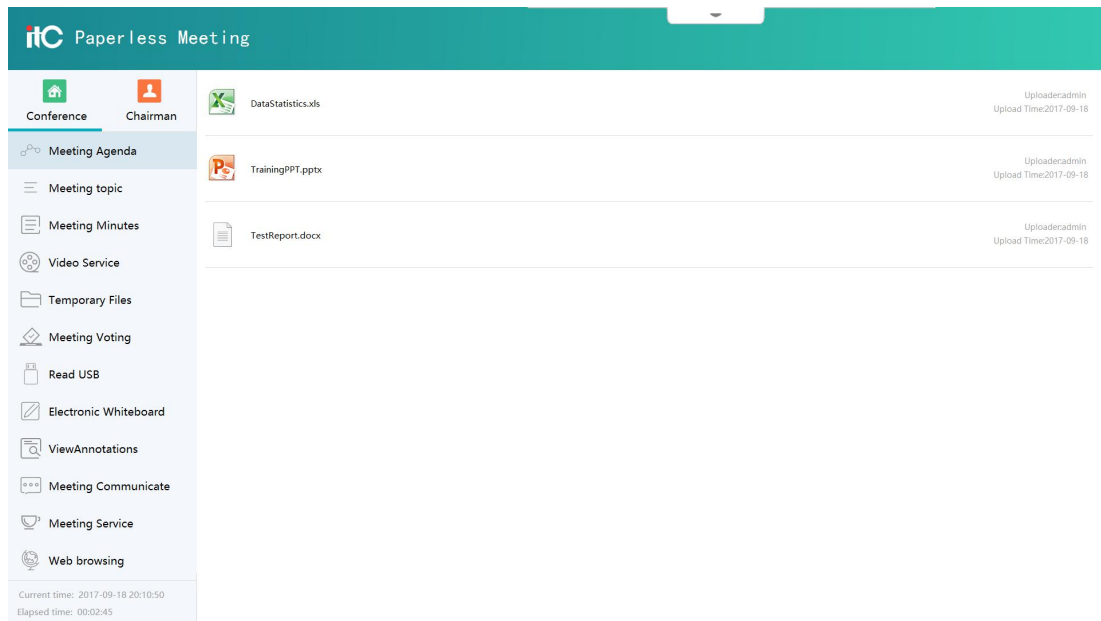
5.2. Sign-in

The meeting sign-in function is achieved by the whiteboard handwritten signature. When the chairman initiates the meeting sign-in, the participants click **【Sign】**, handwritten signature, and click **【confirm】** to upload the signature picture to the web side. If the handwriting is wrong, Click **【clear】** to clear the signature and re-write the signature.



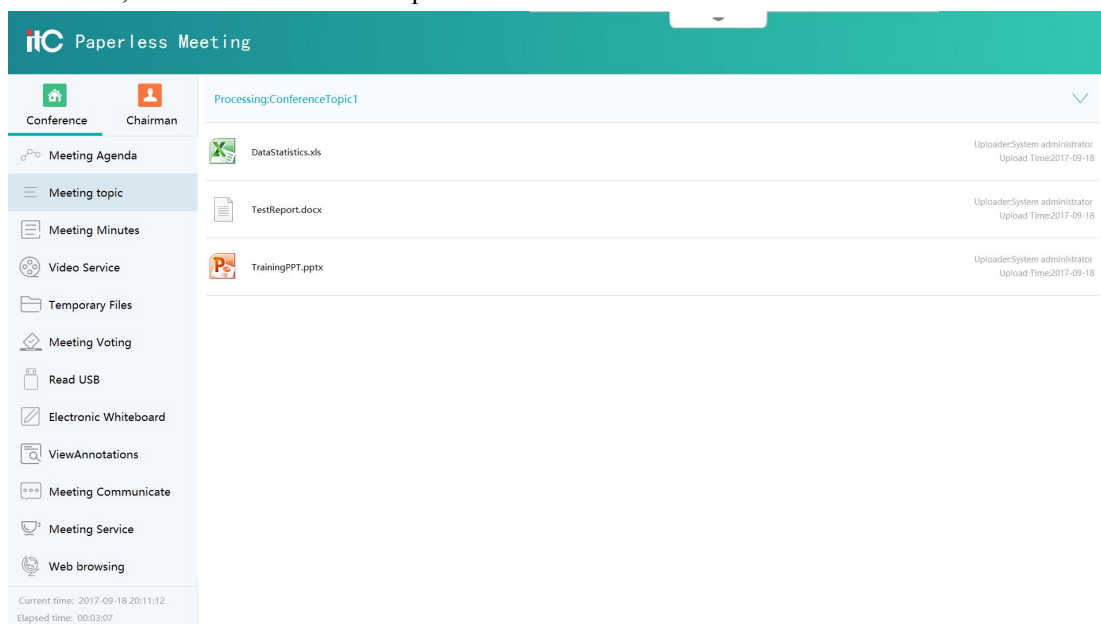
5.3. Meeting Agenda

After entering the meeting, users can click the "meeting agenda" to view the relevant documents on the agenda to understand the basic information of the meeting.



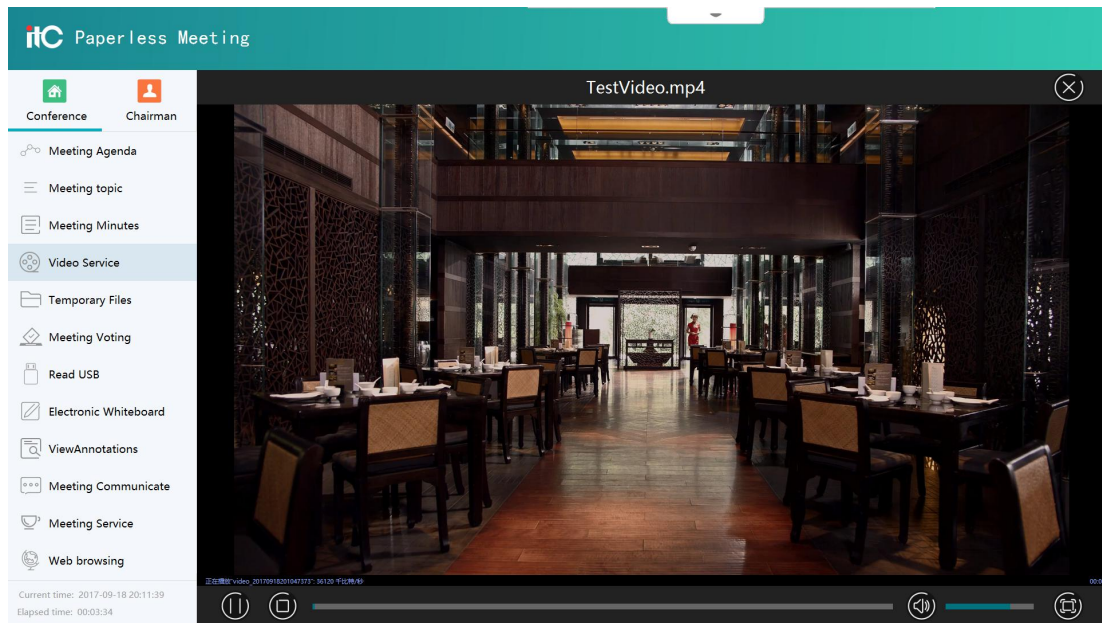
5.4. Meeting Topic

The conference topic documents are classified according to the conference topics. Only the topics and documents that have been started or have been closed can be viewed. At present, a variety of common format files is supportable, including word \ excel \ ppt \ pdf \ jpg \ png and so on. Click on the file, the relevant file can be opened to read.



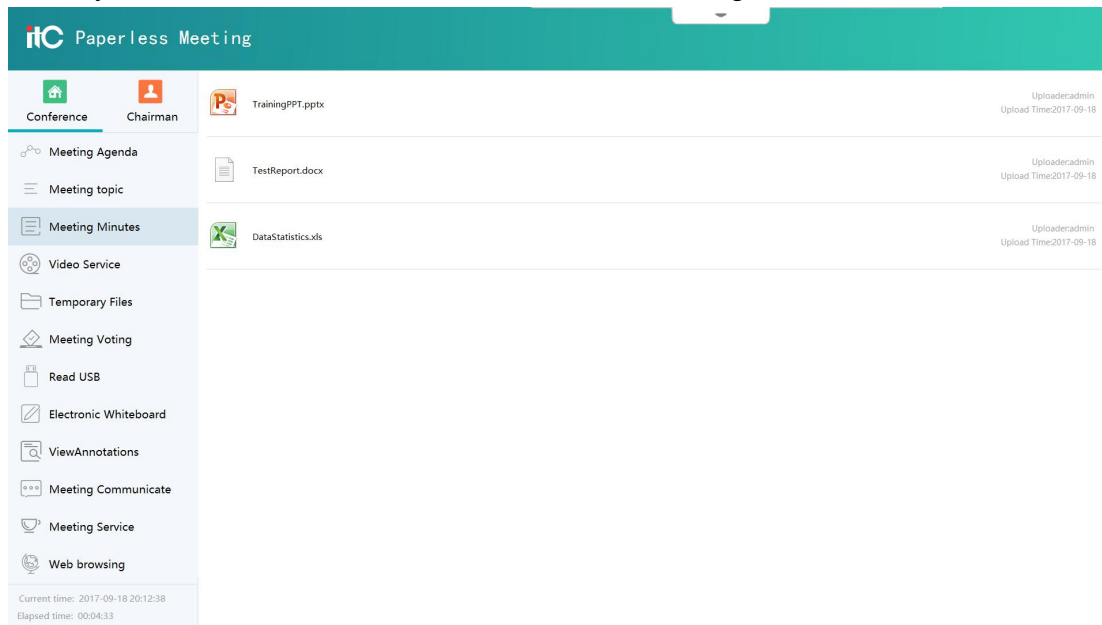
5.5. Video services

Video service is divided into live video and on-demand video. Click the selected video, the relevant video can be opened to play and view.



5.6. Meeting Summary

During the meeting, attendees can click and read the meeting summary files posted by the secretary of the conference to confirm the contents of the meeting.



5.7. Read the USB and temporary files


During the meeting, the temporary files that can be uploaded quickly through the "read USB" and shared to other attendees' "temporary files".

iic Paperless Meeting

Conference Chairman Upload

- Meeting Agenda
- Meeting topic
- Meeting Minutes
- Video Service
- Temporary Files
- Meeting Voting
- Read USB**
- Electronic Whiteboard
- ViewAnnotations
- Meeting Communicate
- Meeting Service
- Web browsing

Current time: 2017-09-18 20:13:00
Elapsed time: 00:04:55






暂无数据

iic Paperless Meeting

Conference Chairman Upload

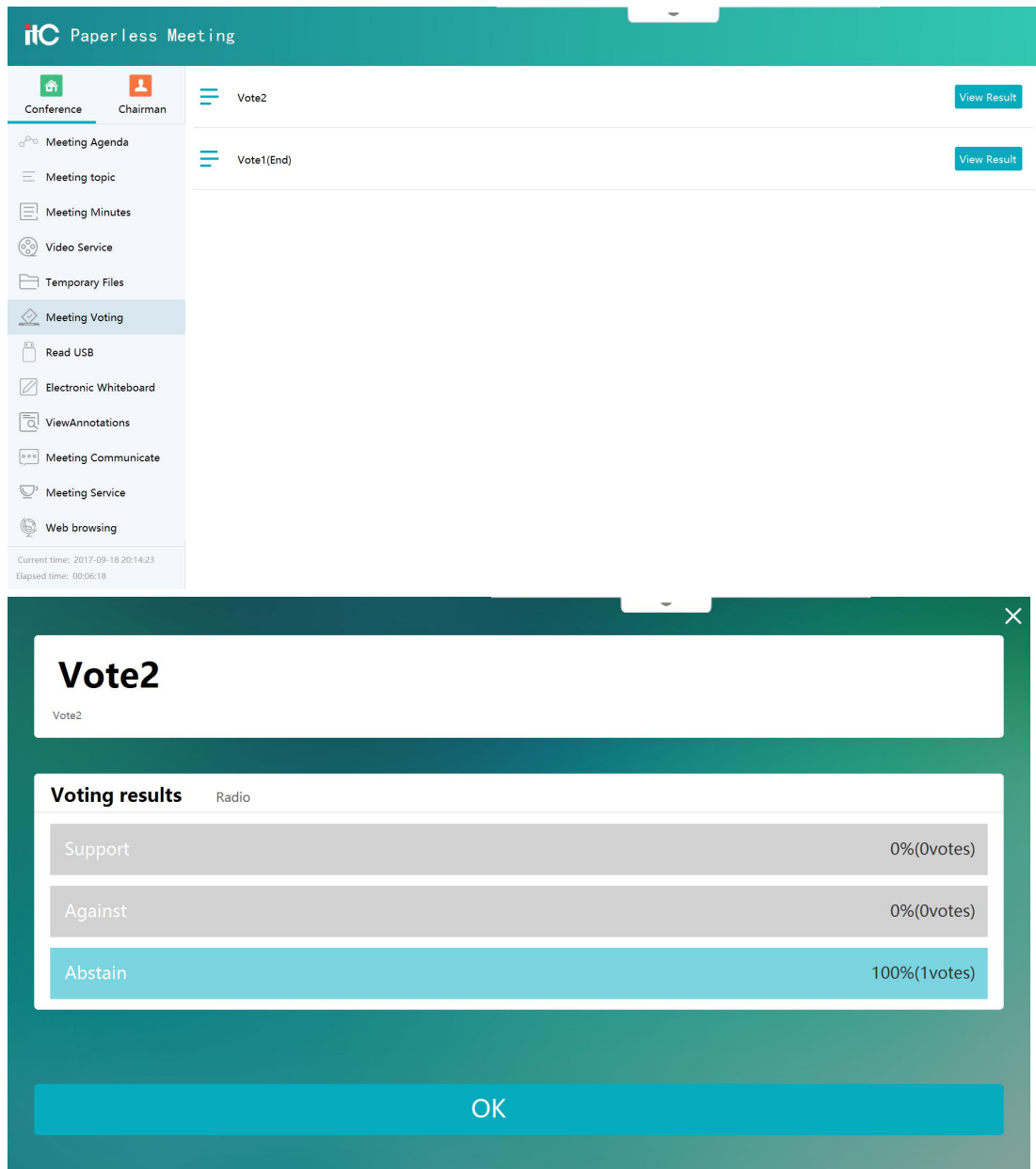
- Meeting Agenda
- Meeting topic
- Meeting Minutes
- Video Service
- Temporary Files**
- Meeting Voting
- Read USB
- Electronic Whiteboard
- ViewAnnotations
- Meeting Communicate
- Meeting Service
- Web browsing

Current time: 2017-09-18 20:13:15
Elapsed time: 00:05:10

 DataStatistics.xls	Uploaderadmin Upload Time:2017-09-18
 TestReport.docx	Uploaderadmin Upload Time:2017-09-18
 TrainingPPT.pptx	Uploaderadmin Upload Time:2017-09-18

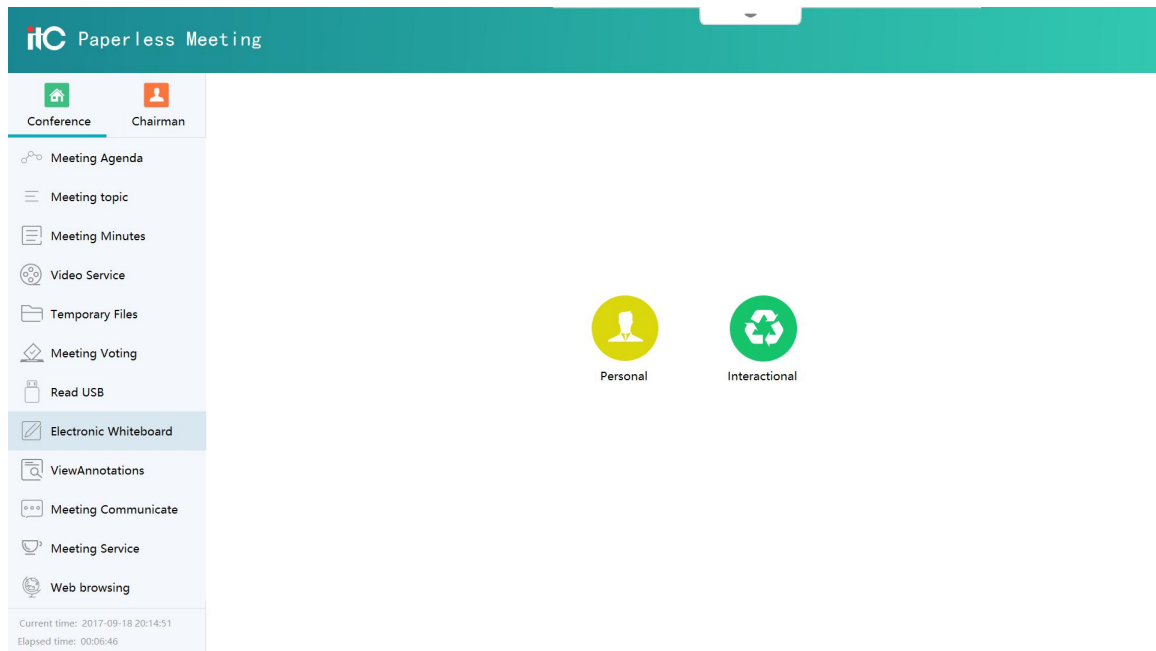
5.8. Meeting voting

To show the enabled meeting voting result; click [see results] to see the results of this voting.



5.9. Electronic whiteboard




The electronic whiteboard module is divided into "personal use" and "interactive use".



5.9.1. Personal electronic whiteboard

Click on **【personal use】** , participants can enter the drawing mode, from left to right, electronic whiteboard tool bar is : Moving toolbar, eraser, brushes, other tools , brush size, brush color, save, view, close.



- Moving toolbar 
Use this feature to move the toolbar when the toolbar blocked the content of the drawing board.
- Eraser 
Click eraser to clear the brush content.
- Brushes 
Click brush to start drawing
- Other tools
Click other tools to switch between other tools, including: text boxes, straight lines, hollow rectangles, solid rectangles, hollow circles and solid circles.
- Brush size
Set the thickness of the brush track
- Brush Color
Set the color of the brush track
- Save
Click **【save】** to save the current whiteboard screen.

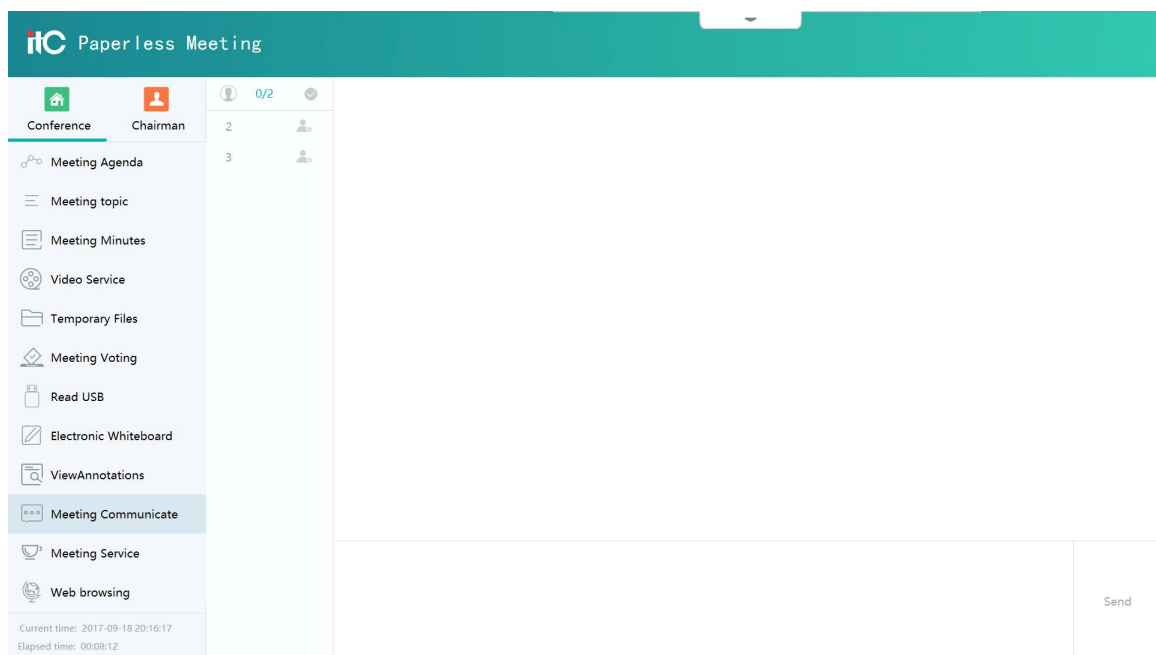
- View
Click **【view】** to view saved whiteboard screen.
- Close
Click **【Close】** to end the whiteboard.

5.9.2. Interactive whiteboard

Click [Interactive using], participants can enter into the interactive whiteboard mode, other participants will receive the notification of joining in the interactive whiteboard, and they can click to join the interactive whiteboard, then many people can share the same whiteboard operation.

5.10.Meeting communication

During the meeting, participants can communicate with one or more than one participants.



5.10.1. Sending message

Select one or more attendees, edit the content, click [Send], and send the message successfully.

5.10.2. Reply message

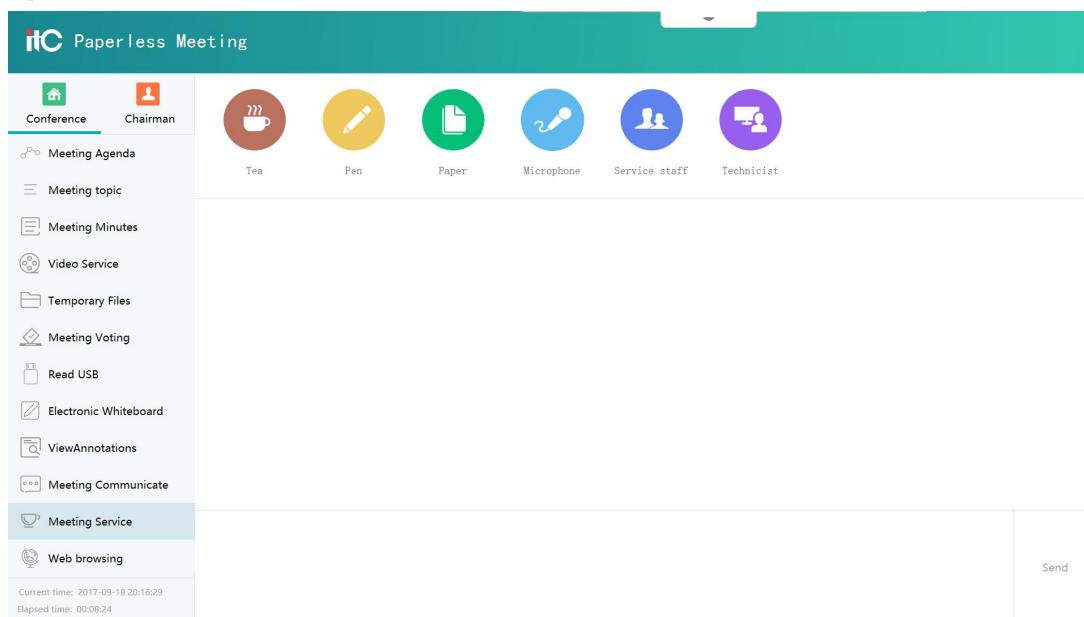
Click **【@】**, edit the reply content, click [Send], quickly reply the messages from other participants.

5.10.3. Real-time reminder message

If you are not in the "conference communication" interface currently, when receiving the meeting message, the system will show the icon flash reminders in the upper right corner, click it, you can quickly enter into the "conference exchange" page.

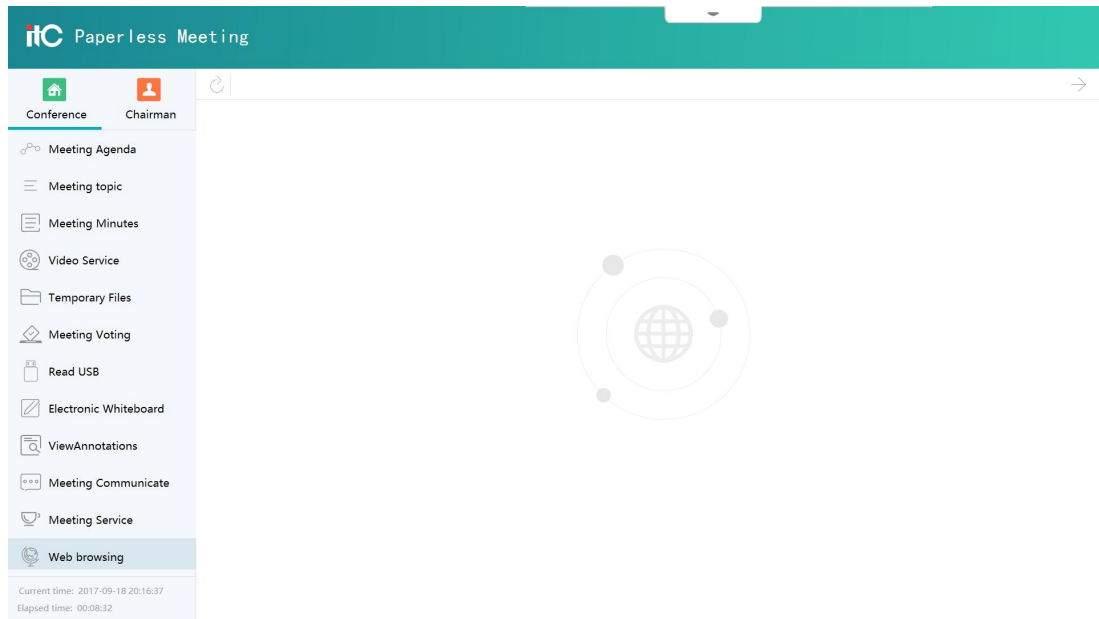
5.11. Conference service

During the meeting, if you need any services, you can enter into the "conference service" interface, select the demand, click [Send] to call conference service, the page supports inputting user-defined requirement and service.



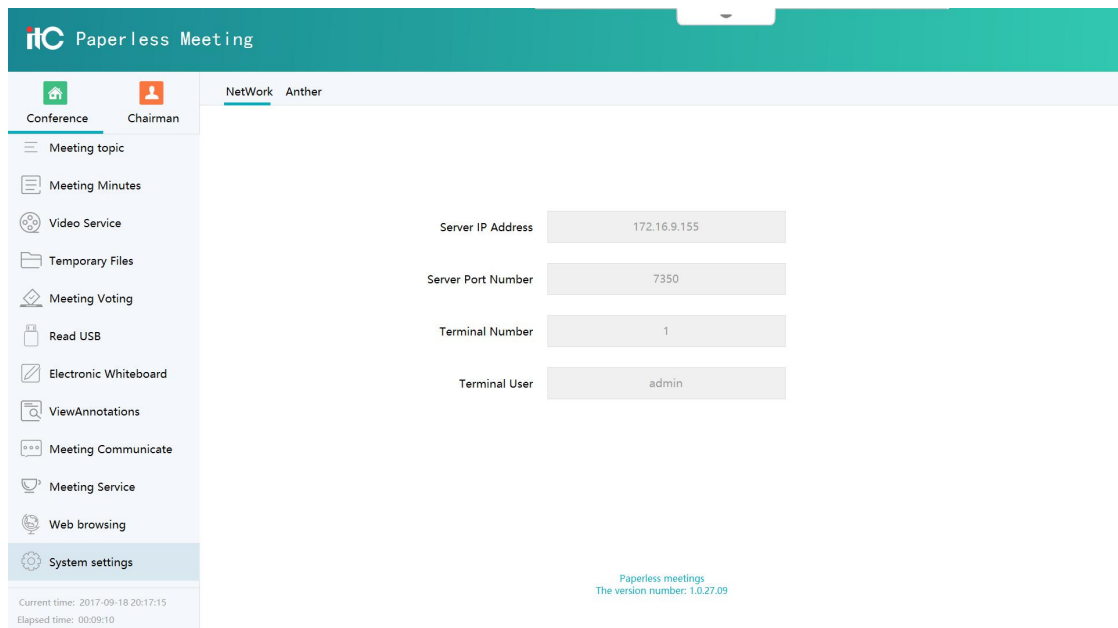
5.12. Web browsing

The system has built-in browser function. During the meeting, participants can inquire about the relevant information through the "web browsing" interface.



5.13. System settings

Participants can view the current server IP address, server port number, terminal number, and terminal name in the "System Settings" interface.



5.14. Apply speaking

Click **【Apply speaking】**, participants can apply to chairman for speaking, they can speak after the chairman approved.



5.15.Screen broadcast

Click **【Screen Broadcast】** , the participants can send the contents in the conference terminal to other participants terminal and the conference main screen, to realize real-time screen broadcast.



5.16.Asynchronous browsing and tracking

When the participant initiates the screen broadcast, other participants will synchronously enter into the tracking speaker mode. In this mode, the participant can not perform other operations. Only after clicking [Asynchronous Browsing] in the upper right corner can the player be free to operate. If you need to continue tracking speaker, you can click [tracking speaker],and back to the tracking speaker mode.

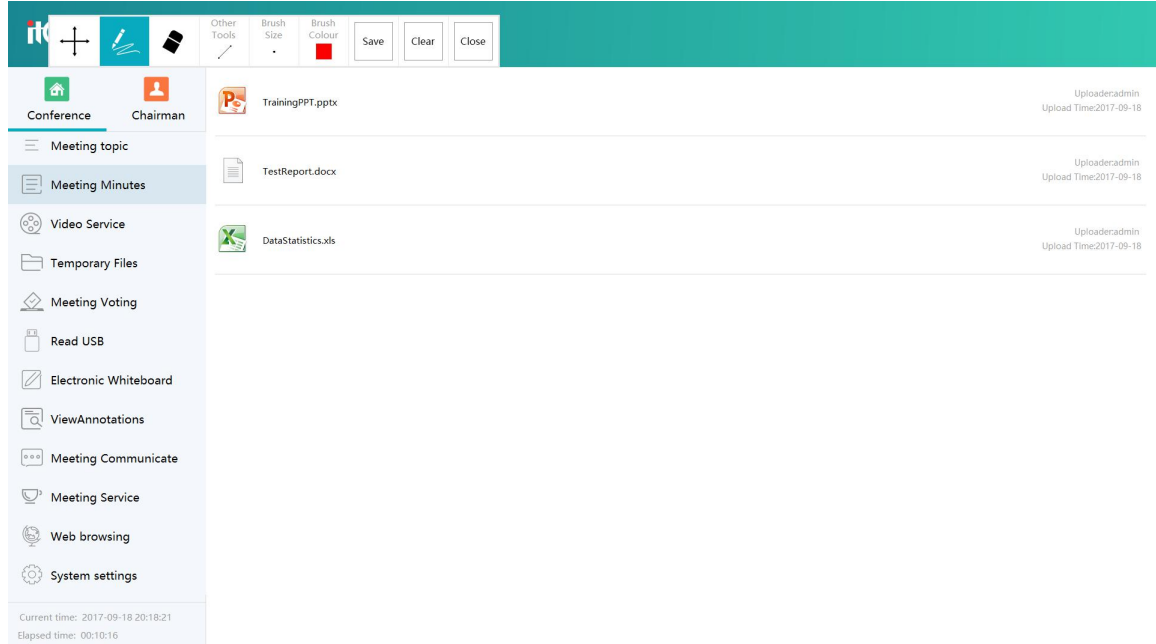


5.17.Windows mode

Click **【windows】** , you can switch the system to PC mode, for ordinary computer operation.

5.18. Handwritten annotation

During the meeting, click [Handwritten Annotation] you can annotate any page and save it to the server.



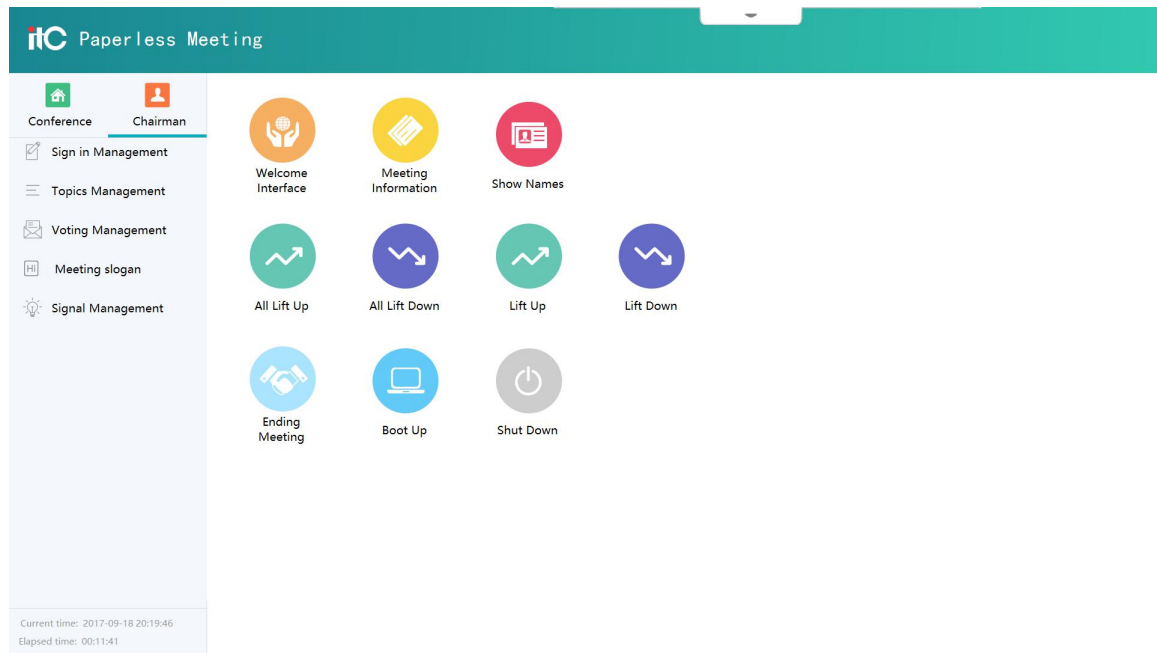
5.19. Meeting record

During the meeting, click **【Conference Record】**, you can record the details of the meeting at any time, save automatically and upload to the server, you can download and view in the local.

6. Chairman terminal

In addition to including all the features of the general terminal, the chairman terminal has five additional functions: centralized control, check-in management, topic management, voting management and signal management.

6.1. Centralized control



6.1.1. Welcome interface

Click [welcome interface], to control the terminal switching welcome interface.

6.1.2. Meeting information

Click [Conference information], to control the terminal switching main program.

6.1.3. Display name

Click **【Display name】** , to control the terminal switching nameplate interface.

6.1.4. Uniform rising

Click [Uniform Rising], to control all lifters rising.

6.1.5. Uniform down

Click on the [Uniform down], to control all lifters descending.

6.1.6. Lifter rising

Click **【Lifter up】** to control the corresponding lifter rising.

6.1.7. Lifter down

Click [Lifter down] to control the corresponding lifter descending.

6.1.8. End meeting

Click [End Meeting] to end the meeting, all the terminals show "the current meeting has ended", and the terminal local files will be cleared.

6.1.9. Boot

Click **【boot】** , control the terminal unified boot.

6.1.10. Shutdown

Click [Shutdown], control terminal unified shutdown.

6.2. Check in management

Seat Num	Name	Company	Post	Sign Time
1	admin	Null	Null	Not Sign In
2	2	Null	Null	Not Sign In
3	3	Null	Null	Not Sign In

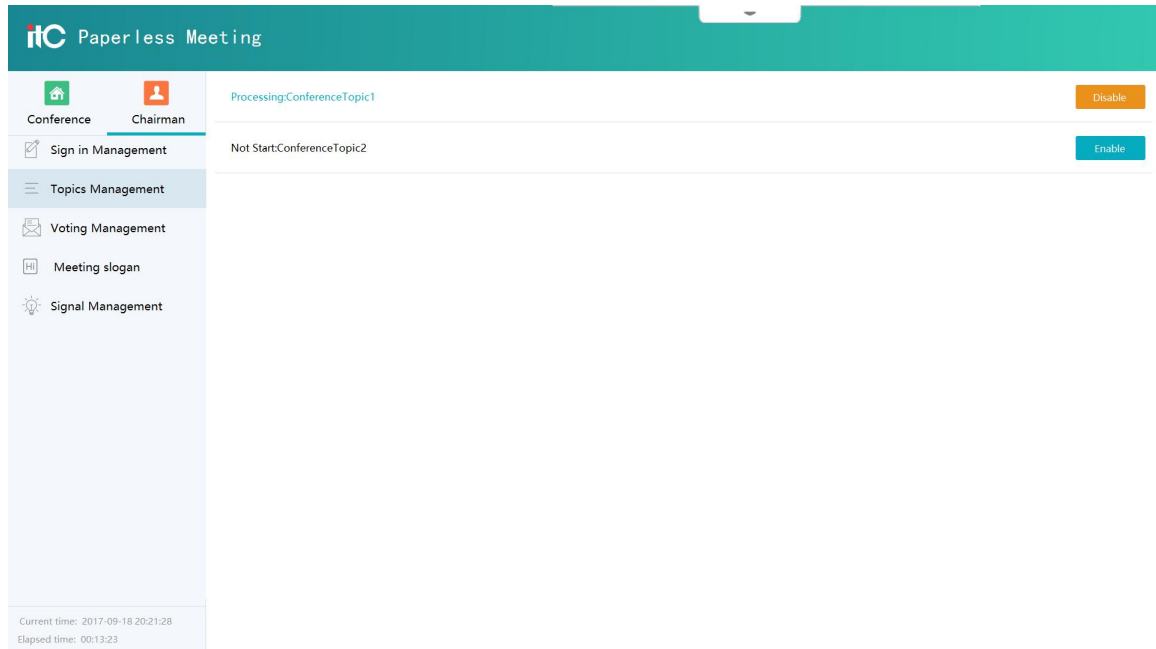
6.2.1. Start sign in and end sign in

The chairman enter into the "check-in management" interface, click [start sign], all the terminal jump into the sign page, handwritten check in; click [end sign], close the sign in page.

6.2.2. Unified sign in

Chairman click [unified sign], select the participants, click [confirm] to sign in.

6.3. Topic Management



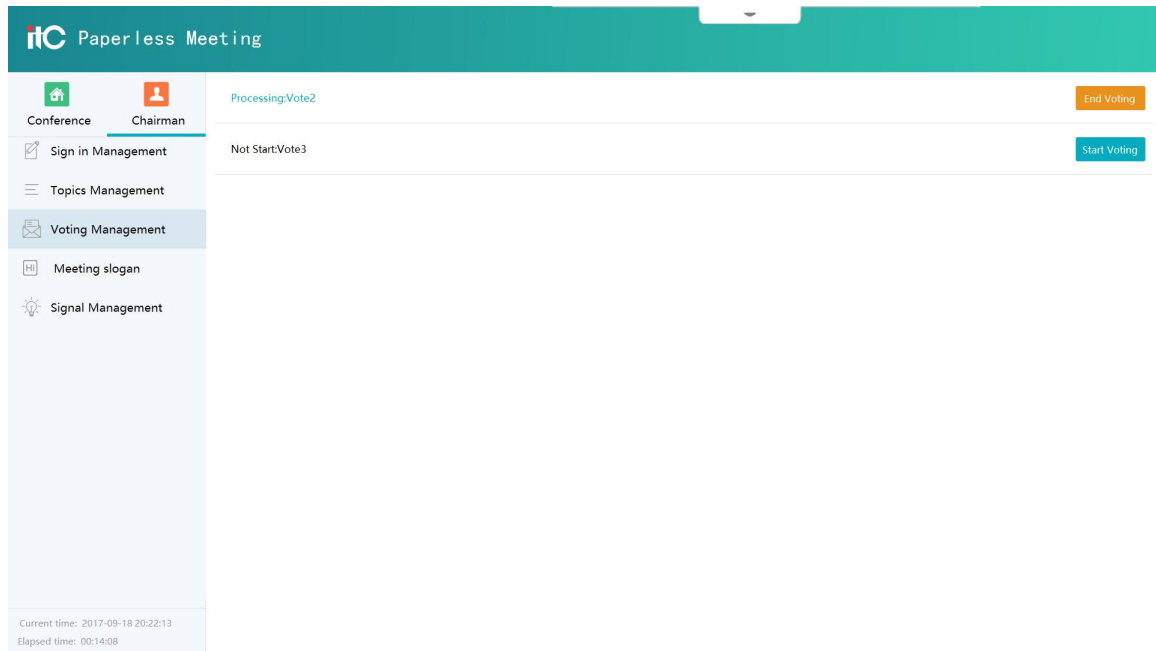
6.3.1. Start topic

The chairman enter into the "topic management" interface, select the "not started" topic, click **【start】**, successfully start the topic. In the general terminal "conference topics", it will show that the status is "in progress".

6.3.2. End topic

The chairman enter into the "topic management" interface, select the "ongoing" topic,, click [End], to end the topic. In the general terminal "conference topics", the state of the topic will change from "in progress" to "ended."

6.4. Voting Management



6.4.1. Start voting

The chairman enter into the "voting management" interface, select the "not started" vote, click [start voting], to successfully start the vote, all terminals pop-up "conference vote" interface for vote; chairman terminal has a real-time voting window for checking the vote situation.

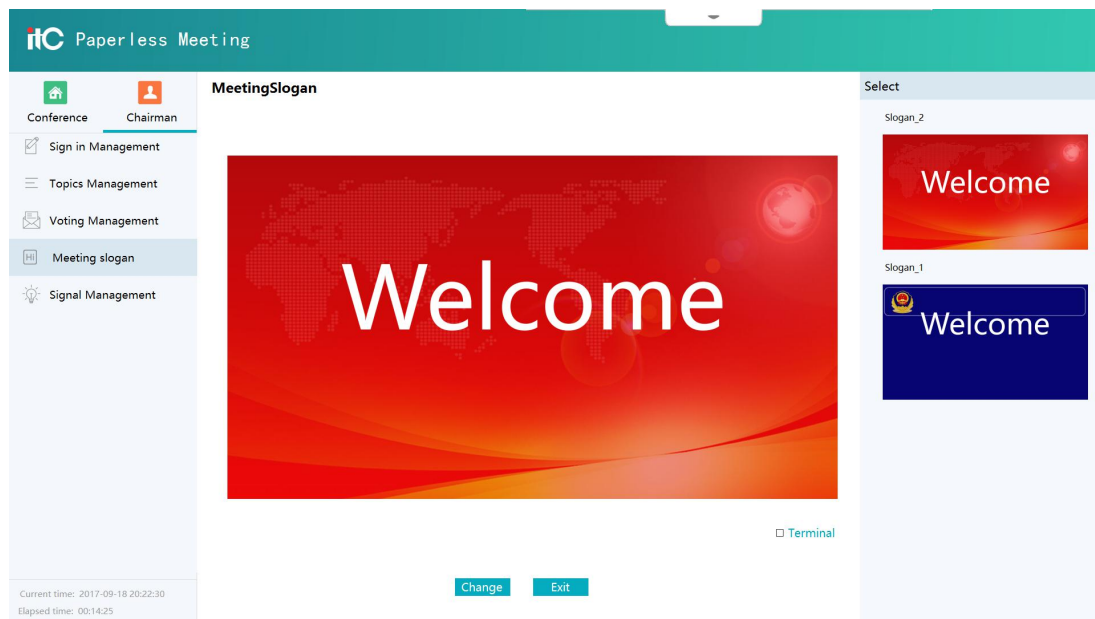
6.4.2. End voting

The chairman enter into the "voting management" interface, select the "in progress" vote, click [end voting], to end the current vote, then other terminals can only see the voting results, can not vote any more.

6.4.3. View results

Enter into the "voting management" interface, select the "ended" vote, click [View Result], pop-up "voting result" interface, you can view the voting results.

6.5. Conference slogan



6.5.1. Select the slogan

After entering into the conference banner interface, all the set conference slogans will be displayed on the right side of the slogan list, drag it up and down to display more slogans, click on the slogan you want to display, then this slogan will be selected status.

6.5.2. Change slogan

Click [Change Slogan] , it will display the selected slogan in the middle position.

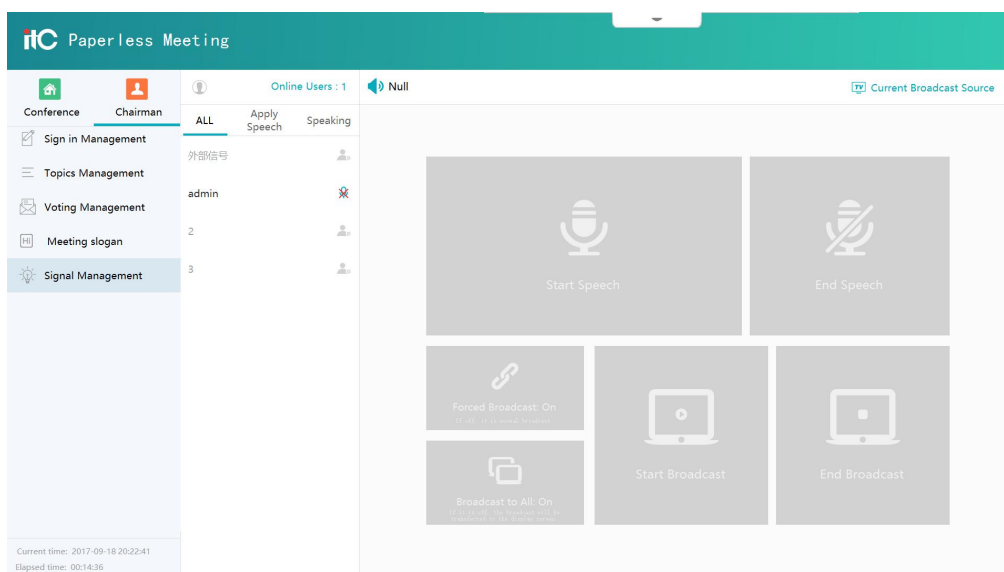
6.5.3. Exit slogan

Click 【Exit Slogan】 , the current slogan displayed in the middle position will be disappeared.

6.5.4. Participant screen

Click [Attendee Screen] to broadcast the current displayed slogan to the screen of all attendees.

6.6. Signal management



6.6.1. Start speaking

Chairman enter into the "signal management" interface, select the participants, click [start speak], to open the participants' microphone, invited them to speak.

6.6.2. End Speaking

Chairman enter into the "signal management" interface, select the participants who are speaking, click [End Speaking], to turn off the microphone and end the participants' speaking.

6.6.3. Agree to speak

When a participant applies for speaking, the chairman may agree or refuse the applying.

6.6.4. Start broadcasting

Chairman enter into the "signal management" interface, select the participants or external signals, select whether to forced broadcast, whether broadcast to all, click [start broadcasting], invite them to screen broadcast.

If you select forced broadcasting, all participants will be forced entering into the speaker tracking mode, and they can not browse asynchronously.

6.6.5. End broadcast

Chairman enters into the "signal management" interface, selects the participant who is broadcasting, or clicks **【Current broadcast source】**, enters into the broadcaster interface, clicks **【End broadcast】**, all participant terminals will close the speaker tracking mode and enter into the main program.

Intelligent Paperless Conference System

