



Intelligent Paperless Conference System User Manual

TS-8304B2/8304R

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 under 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.

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-8304B2—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

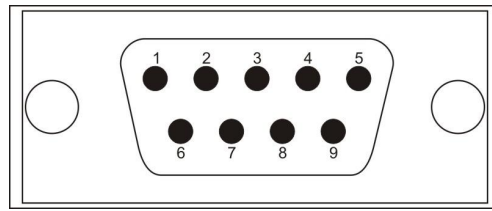


1. Power switch button;
2. Power interface, input DC 18.5V/6.5A through the power adapter;
3. HDMI: high-definition multimedia interface, is a fully digital video / audio transmission interface, you can send uncompressed audio signals and video signals;
4. VGA interface;
- 5/7. USB interface: Universal 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	250GB 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
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. Software Deployment Requirements

Software platform requirements: The client system of the intelligent paperless conference client must run in the Windows 7, Windows 8, and Windows 10 operating system platforms. (Note: Operating systems such as Windows Mac OS, Linux are not supported. It is absolutely forbidden to use Ghost version, simplified version, optimized version of the system. And users should also avoid using the third-party software to optimize the system.)

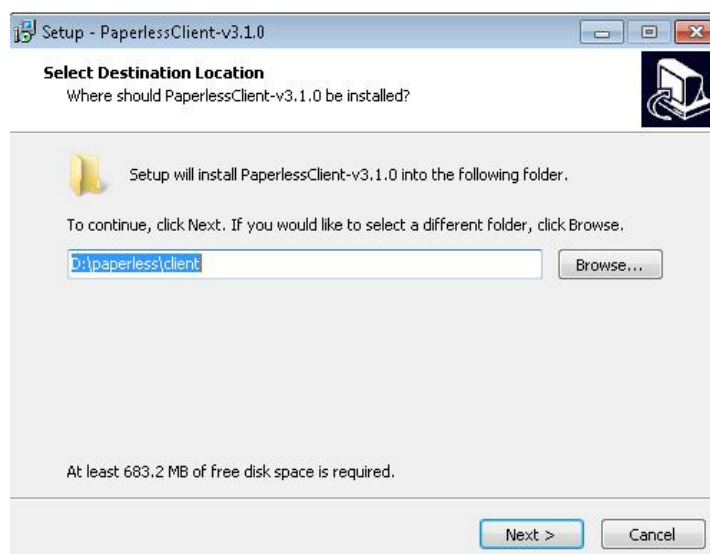
Hardware platform requirements: CPU is not lower than the 7th generation desktop-class Core I3, DDR4 memory 4G, SSD 128G.

Installation requirements: The remaining space of the system C disk is above 25G, and the system must be free of viruses and Trojans.

3.2. Software Installation

Notes:

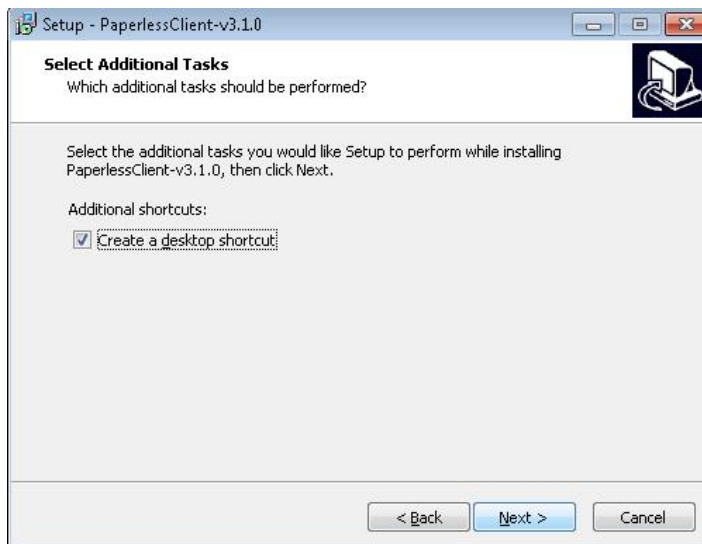
- Close all applications before installation
 - To install the software correctly, please run as the [Administrator] to open the installer.
- Step 1: Open the computer, enter the [Windows] operating system, run the installer. And the computer will pop up the program installation wizard.



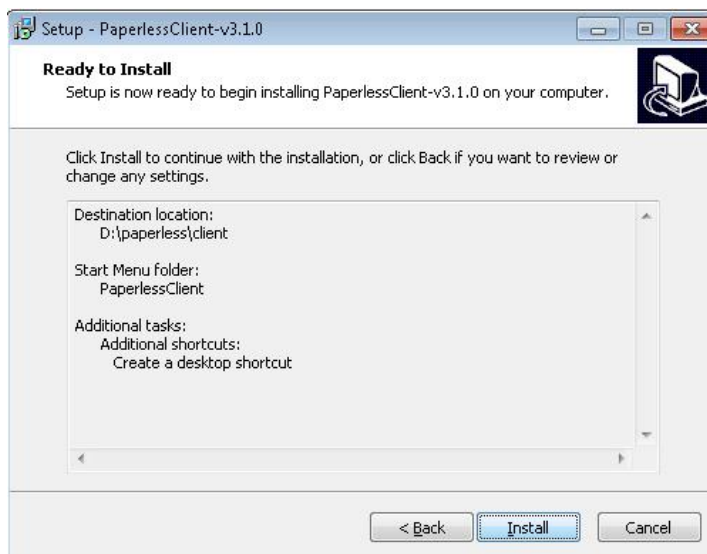
- Step 2: Confirm the folder name under the installation path



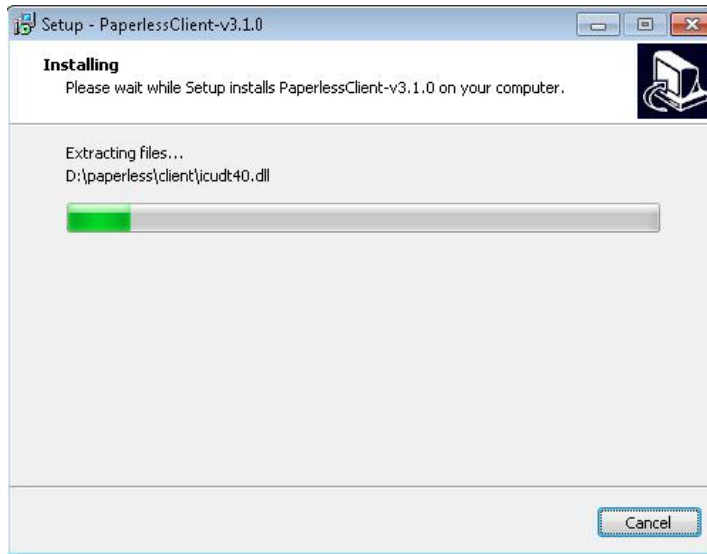
➤ Step 3: Click [Next]



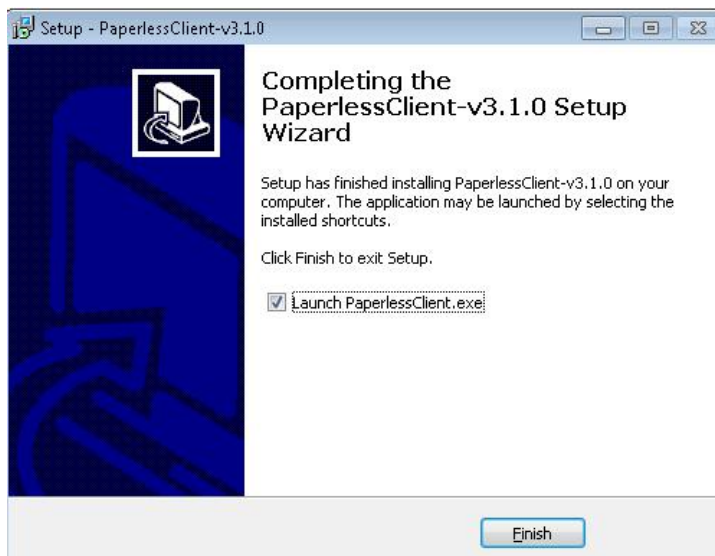
➤ Step 4: Click [Install]



- Step 5: Wait for the installation to complete



- Step 6: Click [Finish]

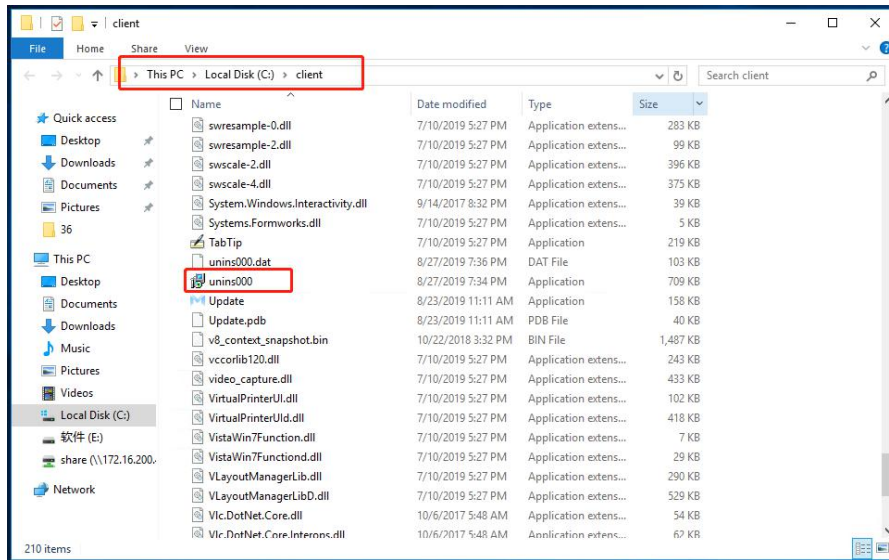


3.3. Software uninstal

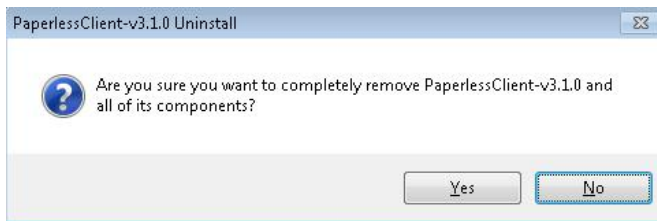
- Step 1: Right click on the shortcut icon and left click on the Open File



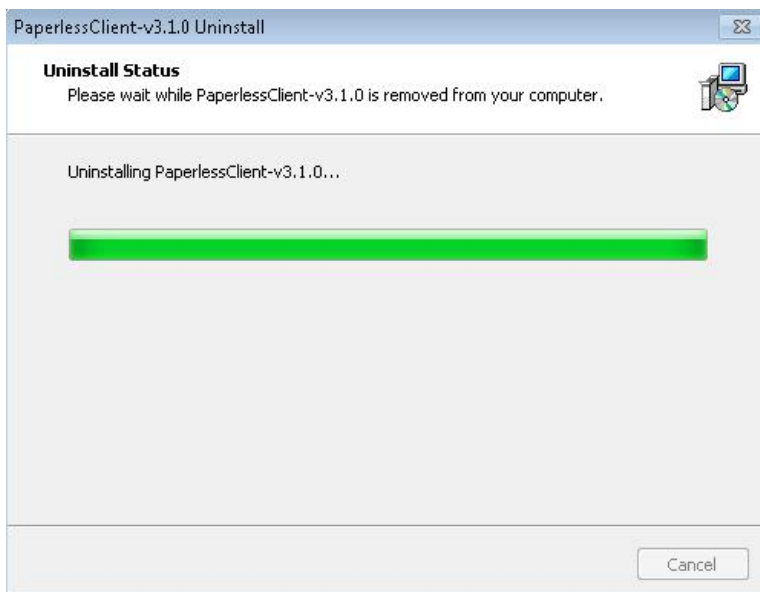
- Step 2: Double-click the [unins000] application in the installation contents with the left mouse button.



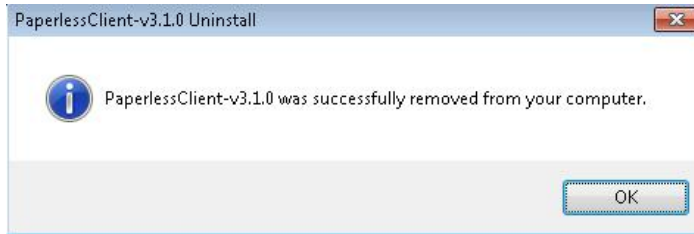
- Step 3: The uninstall prompt will pop up, click [Yes]



- Step 4: Wait for the uninstall to complete



- Step 5: Click [OK] to complete uninstall.



3.4. Tool Installation of Device Control

Notes:

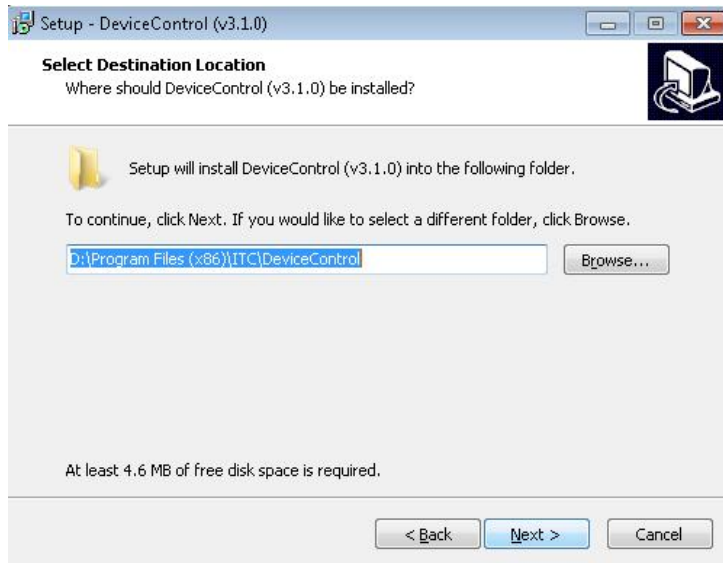
Close all applications before installation.

To install the software correctly, please run as the [Administrator] to open the installer.

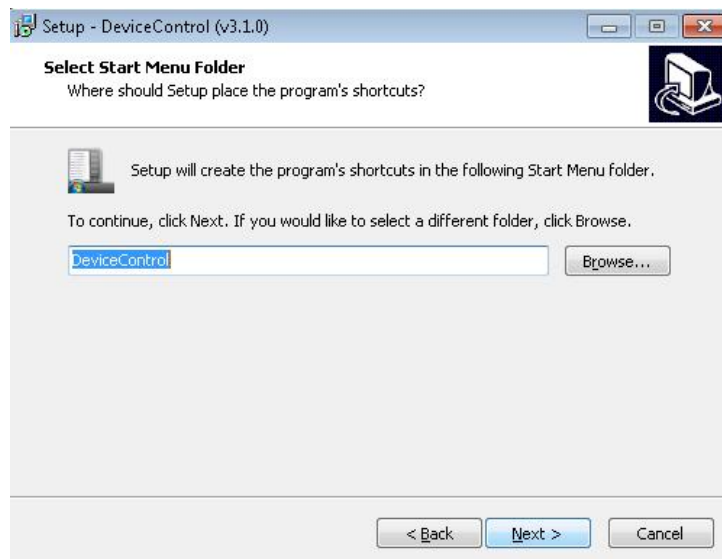
- Step 1: Open the computer, enter the [Windows] operating system, run the installer. The computer pops up the program installation wizard, and click [Next].



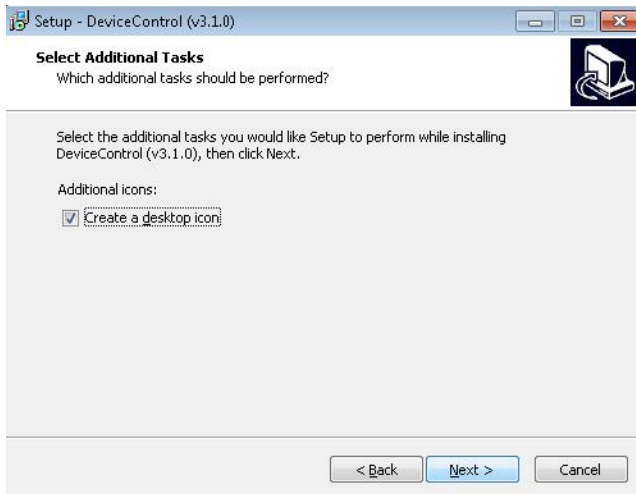
- Step 2: Select the path and click [Next].



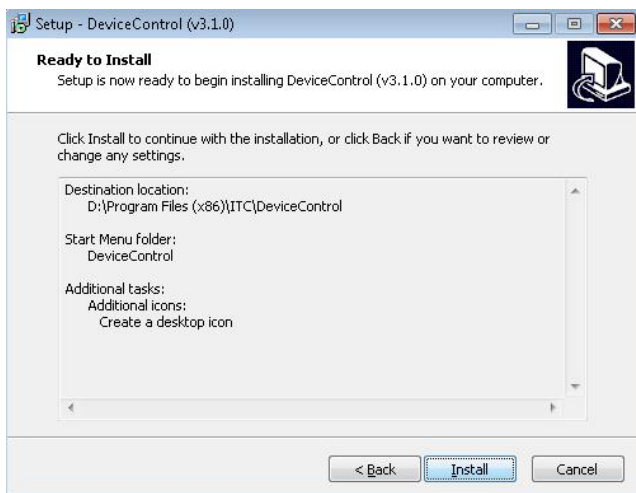
➤ Step 3: Click [Next]



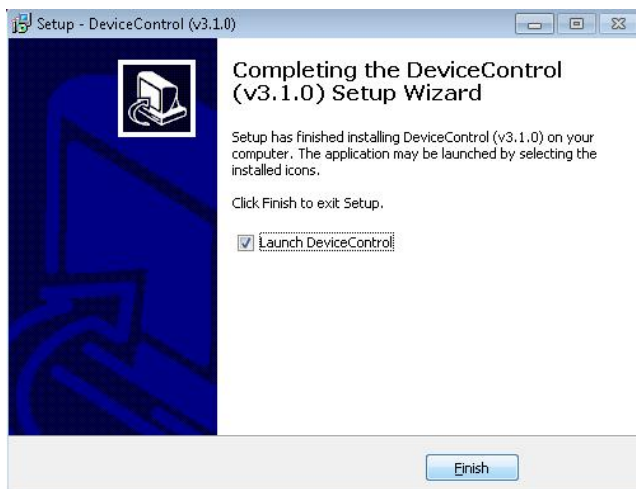
- Step 4: Create a desktop icon by default and click [Next].



- Step 5: Click [Install].



- Step 6: Wait for the installation to complete.



3.5. Configuration Description of Device Control

- Step 1: Start running the software, double-click the [Device Control] shortcut icon on the desktop.



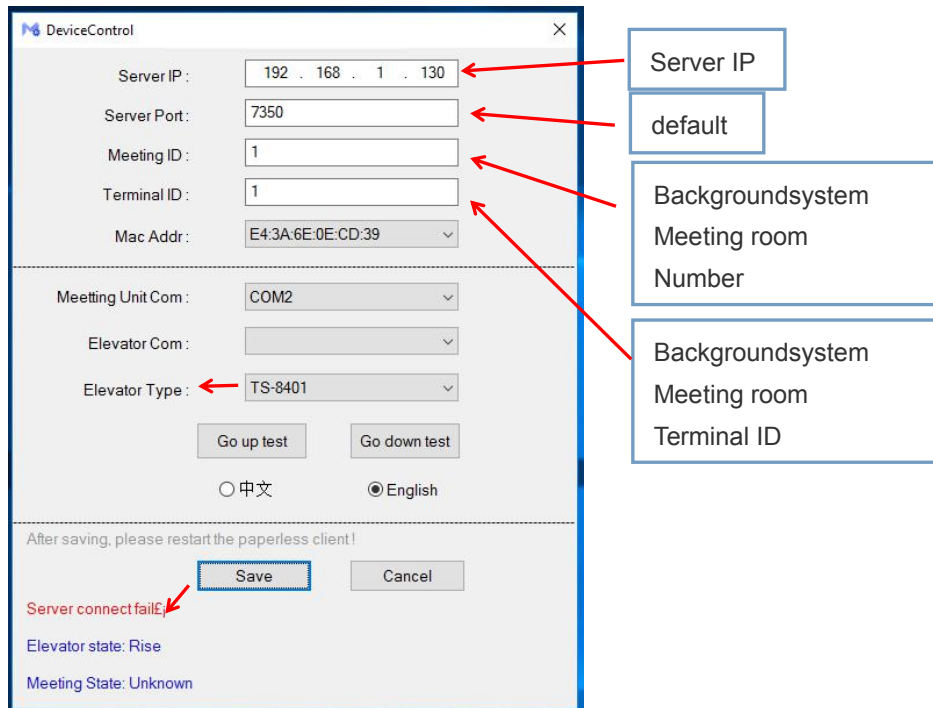
- Step 2: Configure Device Control and click [Modify]

A screenshot of the DeviceControl configuration window. The window has a title bar with the text 'DeviceControl' and a close button. The main area contains several configuration fields: 'Server IP' (192 . 168 . 1 . 130), 'Server Port' (7350), 'Meeting ID' (1), 'Terminal ID' (1), and 'Mac Addr' (E4:3A:6E:0E:CD:39). Below these are 'Meeting Unit Com' (COM2), 'Elevator Com' (empty), and 'Elevator Type' (TS-8401). There are two buttons: 'Go up test' and 'Go down test'. At the bottom, there are radio buttons for '中文' and 'English' (selected). A red box highlights the 'Modify' button. Below the buttons, there is a message: 'After saving, please restart the paperless client!'. At the very bottom, there are two buttons: 'Modify' and 'Cancel'. The status bar at the bottom shows 'Elevator state: Unconfigured serial port' and 'Meeting State: Unknown'.

- Step 3: Modification instructions of Device Control are as follows
 1. Fill in the IP address of normal file serve.
 2. Fill in the server port of normal file (you do not need to modify it if you have a default port).
 3. Fill in the conference room number where this terminal is located.
 4. Fill in the terminal number of this terminal.
 5. If there are 2 or more network interfaces, you need to select the MAC address of the network interface in use.
 6. Select the conference unit serial port used by the terminal.
 7. Select the lifter serial port used by the terminal.
 8. Select the type of lifter for the terminal.

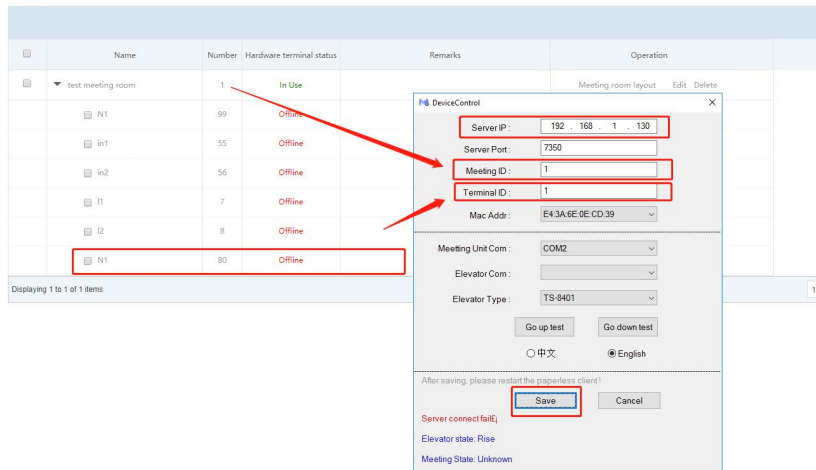
9. If the settings are correct, you can use the up and down test.

10. Click Save.



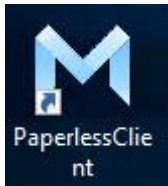
11. Server terminal - conference room number / terminal number query.

Meeting room list



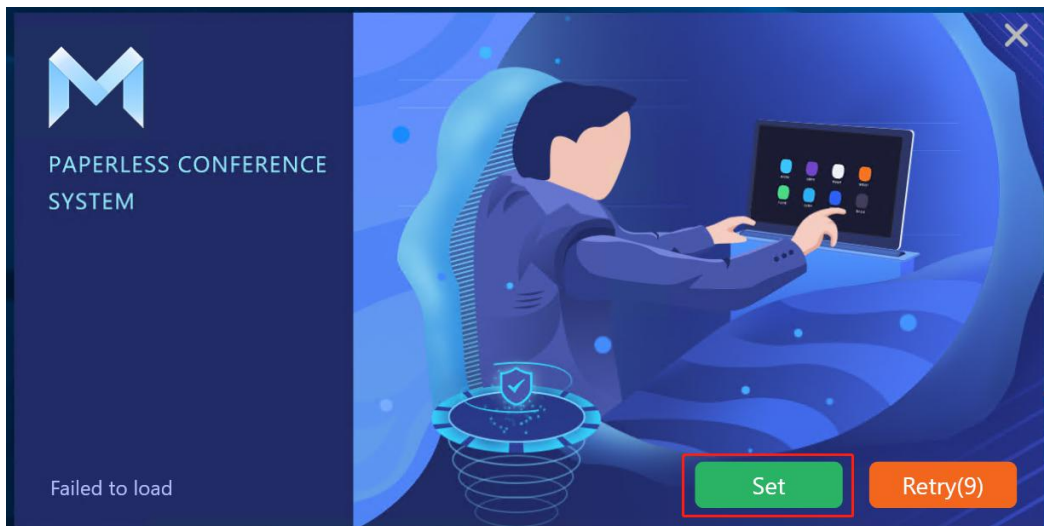
4. Run Paperless Terminal Software

Run the software and double-click the [Intelligent Paperless Conference Client] shortcut icon on the desktop.



5. Ordinary terminal

5.1. System Configuration



5.1.1. Link Settings

Participants can fill in the conference room number, terminal number, server IP address in the [System Settings] interface. Click [Save], and connect to the server to enter the login page.

Link Settings
Other Settings

Meeting room NO.

Terminal ID

Server IP

v3.1.0

Cancel
Save

5.1.2. Other settings

You can set the client lifter, whether to hard-code, open the log, broadcast the mouse, multicast, multicast IP, multicast port.

Link Settings
Other Settings

Lifter

Single screen Double screen

Language

中文 English

Open log

Yes No

Broadcast display mouse

Yes No

Document opening mode

External Annotation

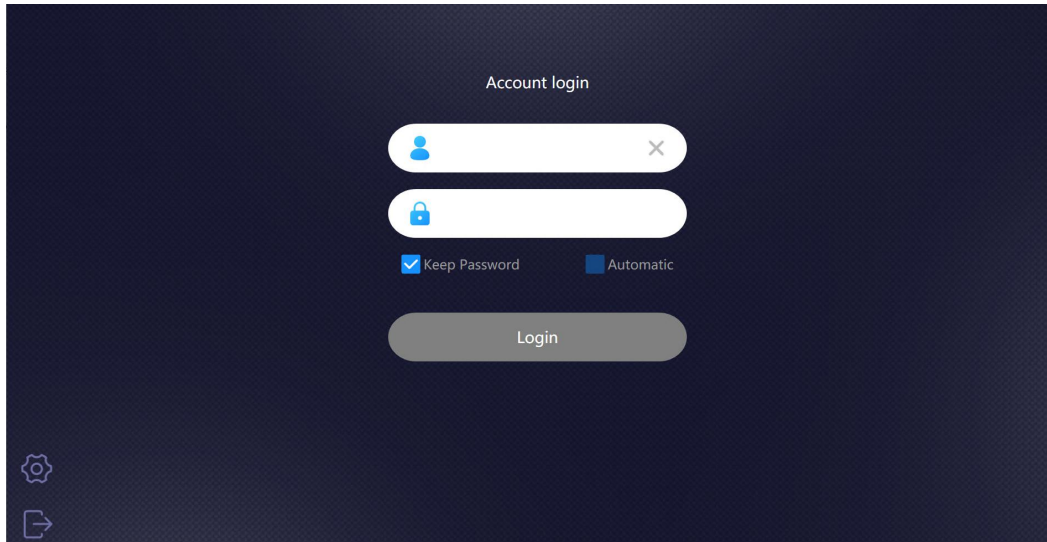
Keyboard

Default Sougou

Cancel
Save

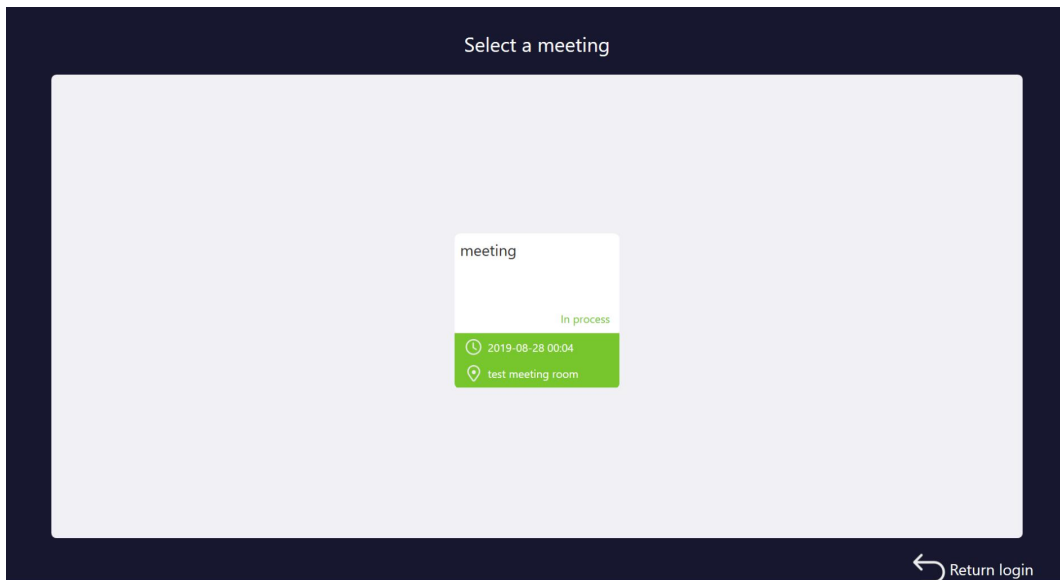
5.2. Login interface

Enter the account name and password registered in the background (the account that is not secretly logged in and the terminal that is bound to automatically skip this interface) to log in.



5.3. Conference selection interface

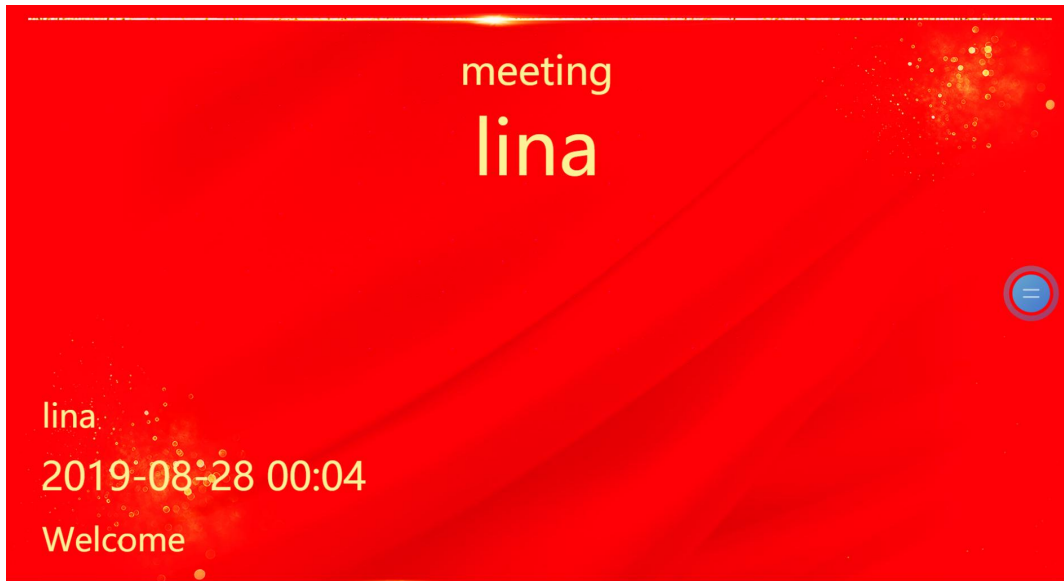
Display the conference that this user can participate in, select one of them to participate in (the account for the secret login is skipped)



5.4. Conference welcome interface

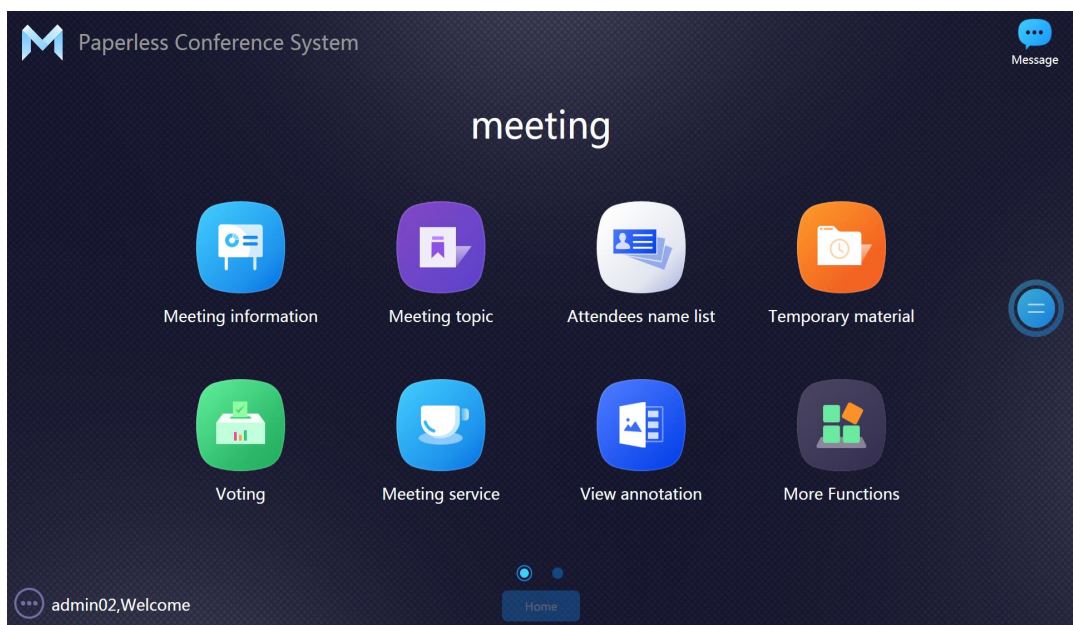
Display the name of the meeting, the name of the participant, the position, the unit, the host,

the meeting time, the salutatory. Click on the page to enter the meeting



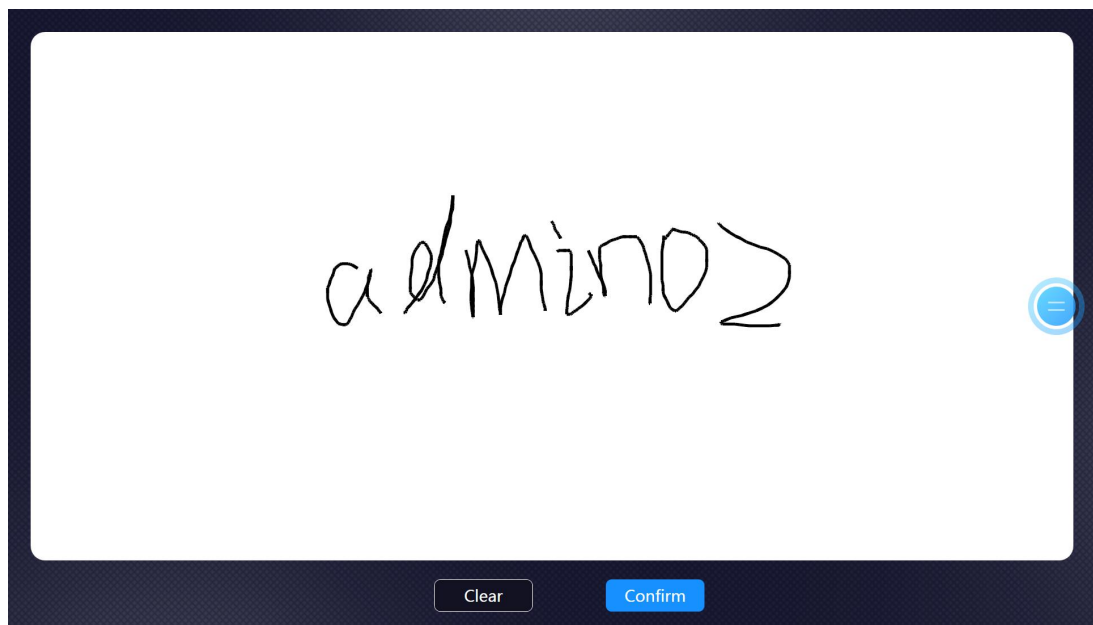
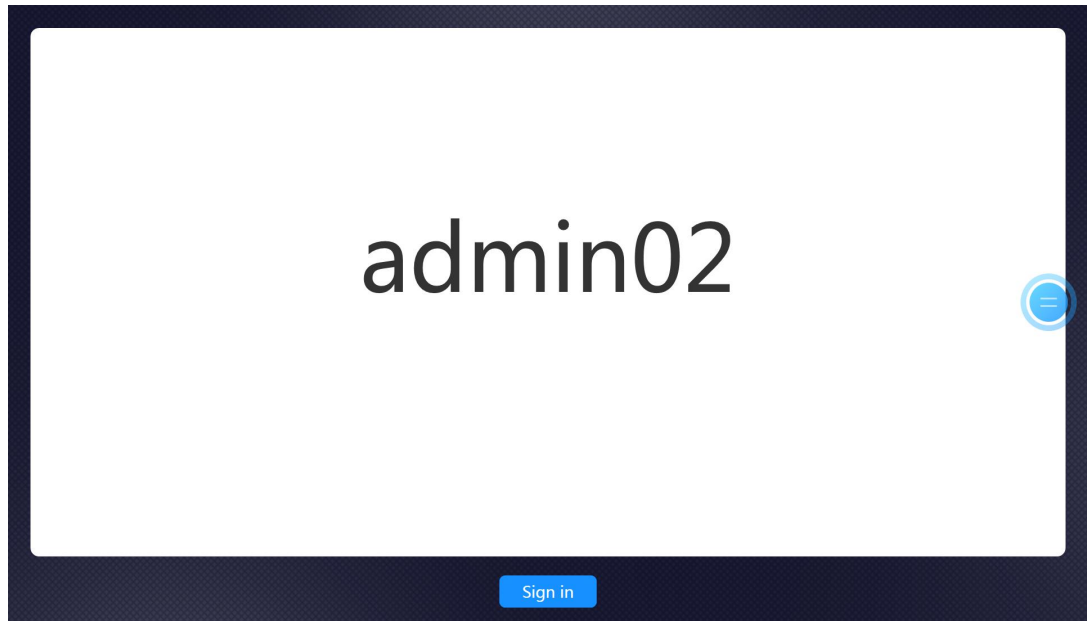
5.5. Conference main interface

Collect all conference functions, display current conference name, conference information, conference topics, conference voting, conference services, multi-function modules and other modules.



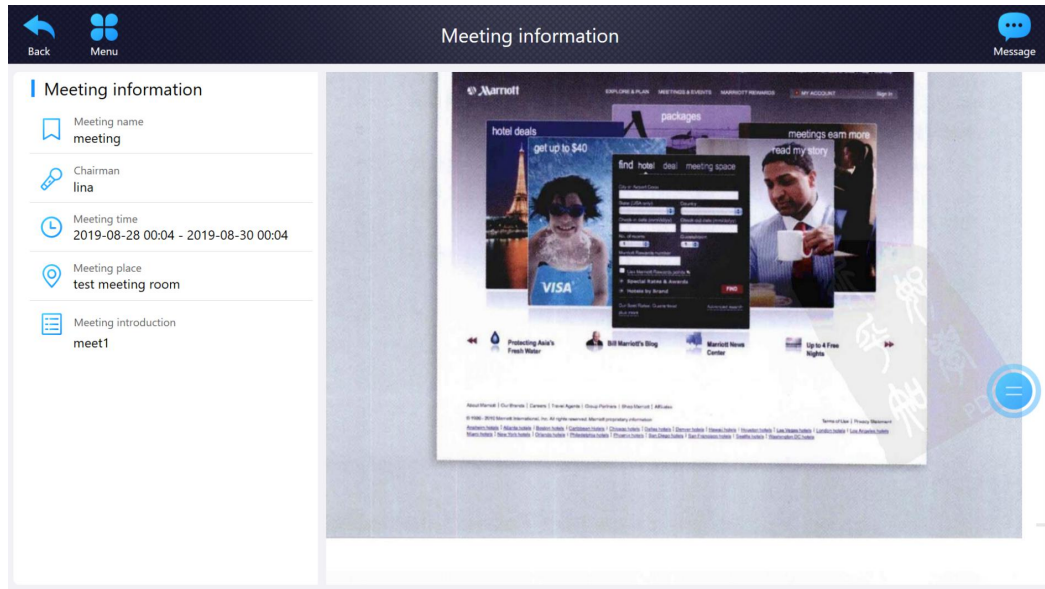
5.6. Conference sign-in

The conference sign-in function is realized by signing the whiteboard handwritten signature. When the chairman initiates the conference sign-in, the participant clicks [sign-in]. After the handwritten signature, click [confirm]. And the signature picture can be uploaded to the web terminal; if the handwriting is incorrect, Click [Clear] to clear the signature and re-write the signature.



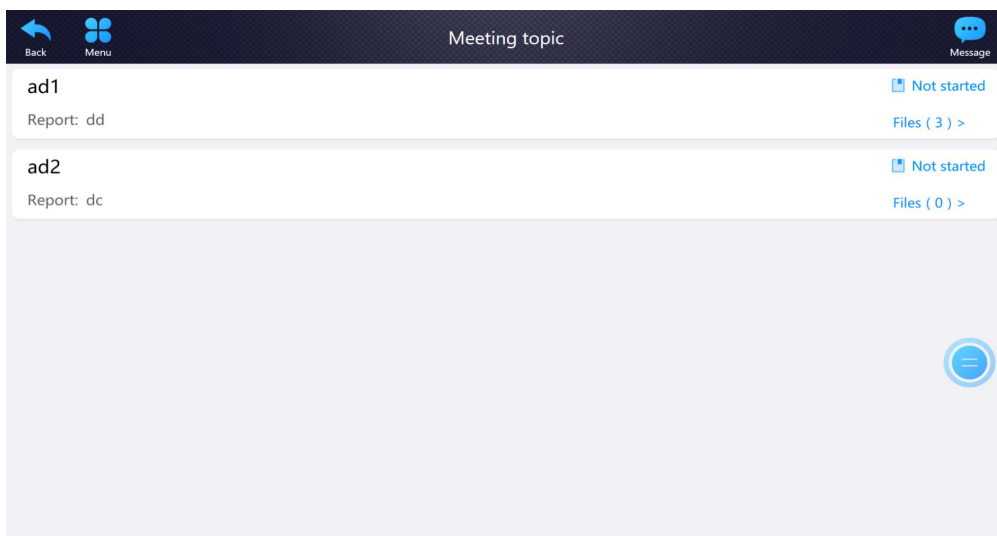
5.7. Meeting information

During the conference, you can click [Conference Information] to view the relevant documents of the agenda and understand the basic information of the conference.



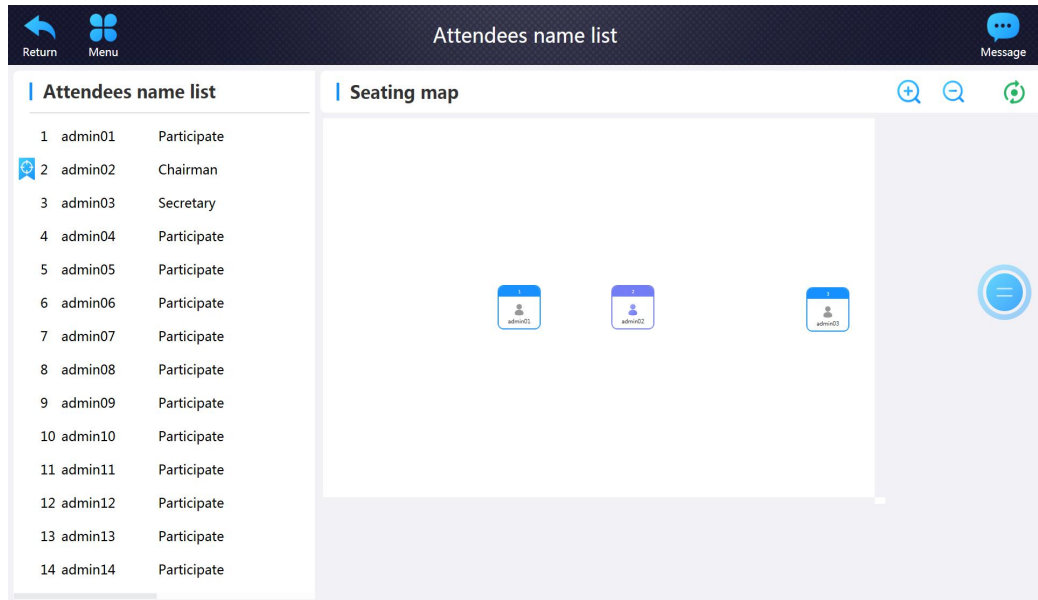
5.8. Meeting topics

[Conference Issues] The file can create a level 3 directory on the server terminal (1. Agenda name 2. Folder name 3. File name), and you can view the issues that are in progress and not started. (If the host/secretary has set confidentiality, the confidential file would be hidden); It currently supports a variety of common formats, including word\excel\ppt\pdf\jpg\png. Click on the file to read.



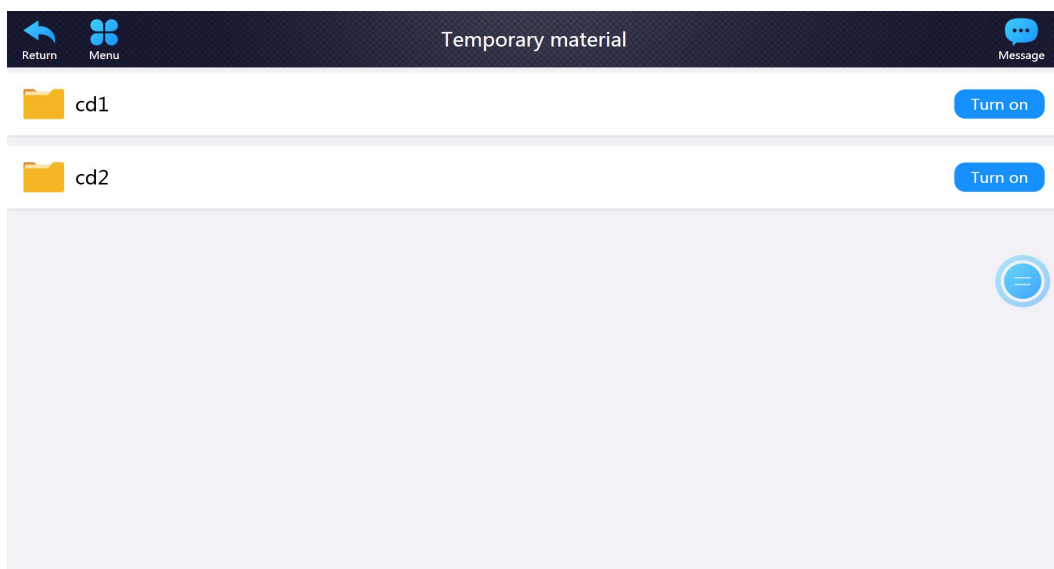
5.9. Attendees name List

Click [Attendees name List] to view the information of the participants and the seat layout of the participants.



5.10. Temporary material

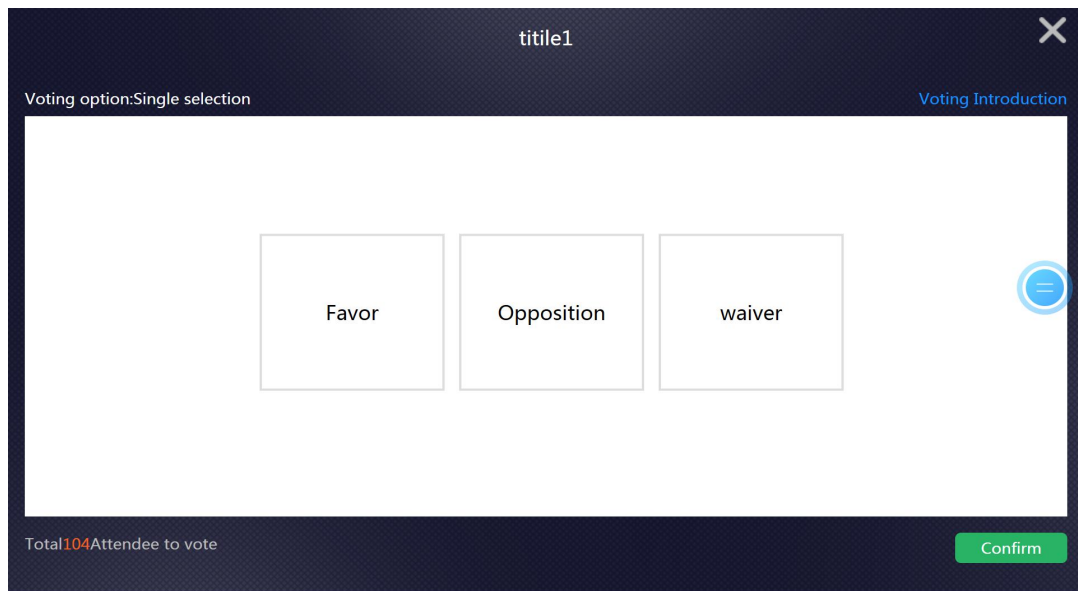
Click [Temporary material] to view the conference materials uploaded by the WEB.



5.11. Conference voting

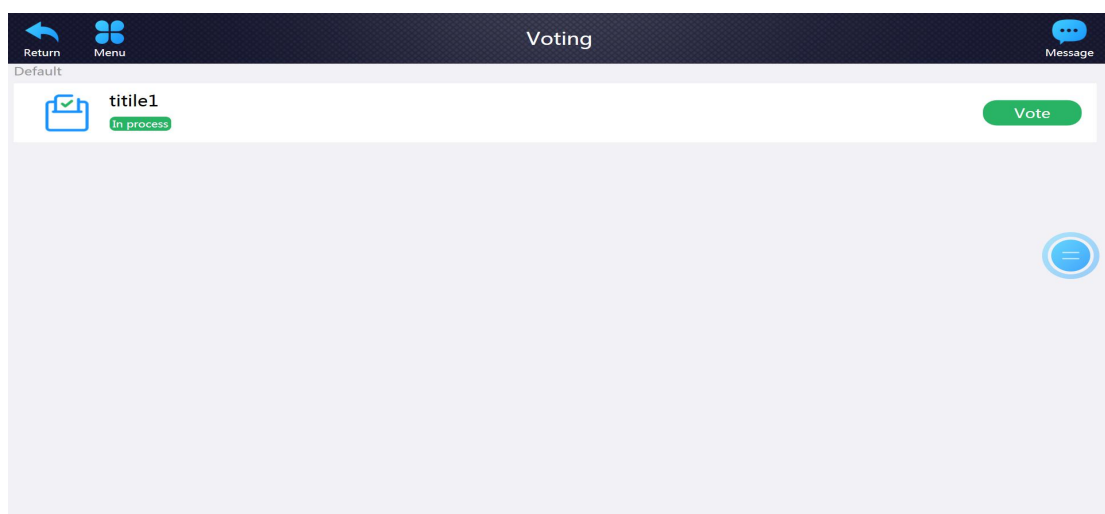
5.11.1. Vote

Start the conference voting in the web terminal , and the client receives the voting information interface to vote.



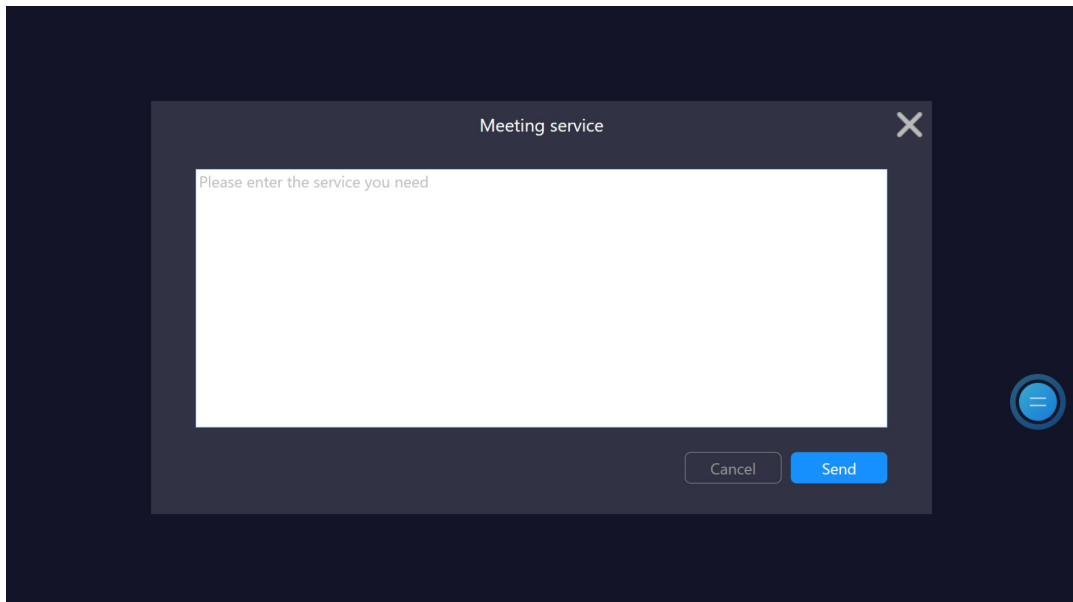
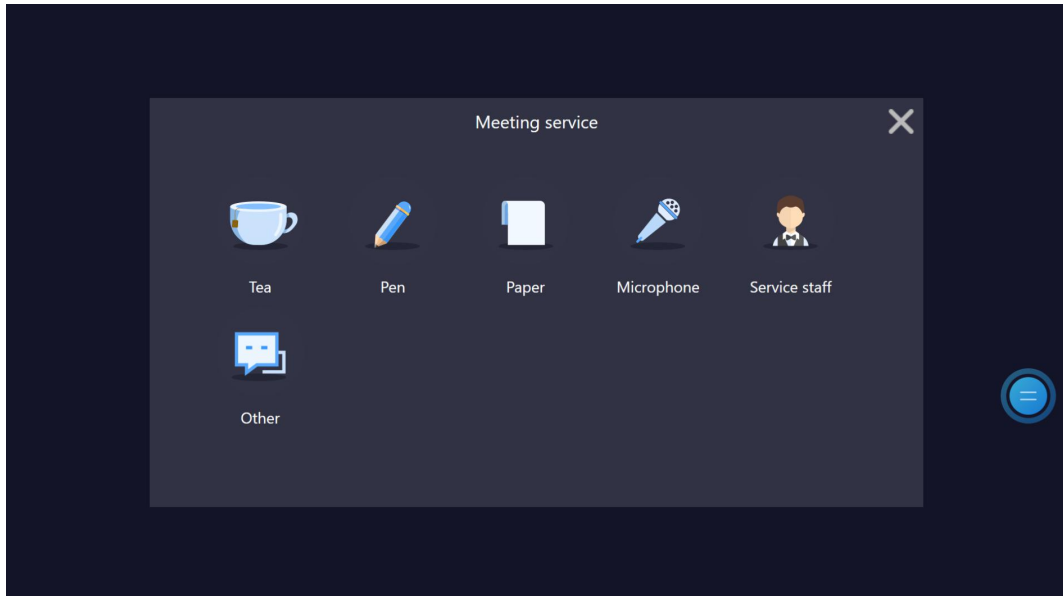
5.11.2. Viewing results

You can view the voting for ongoing and closed conferences. And view the details to view the voting statistics.



5.12. Meeting services

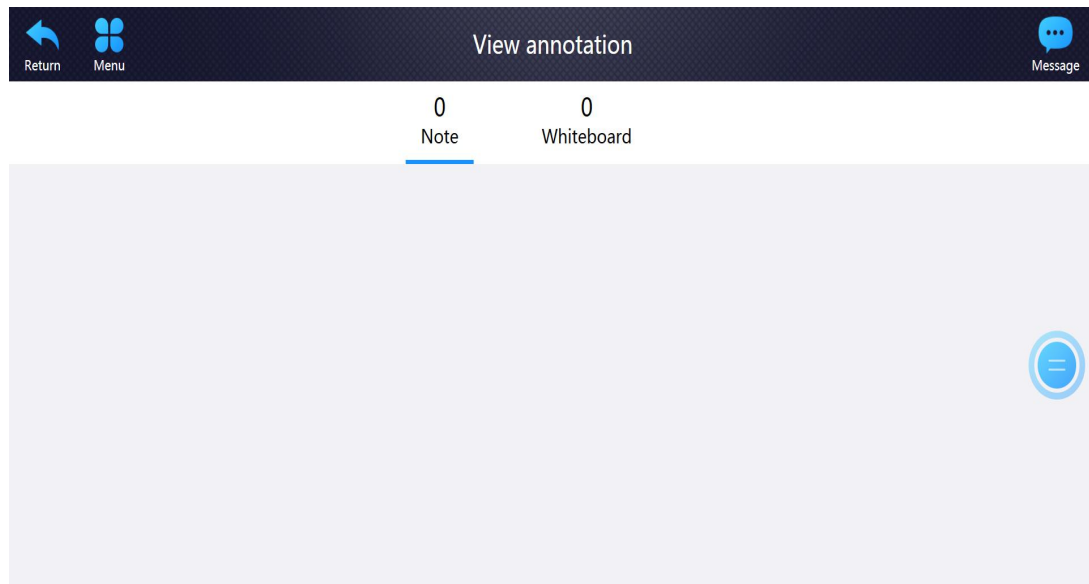
During the conference, in regard of the conference service requirements, you can select the requirements in the [Conference Services] interface. Click [Send], call the conference service. And the page supports the custom input demand service.



5.13. View comments

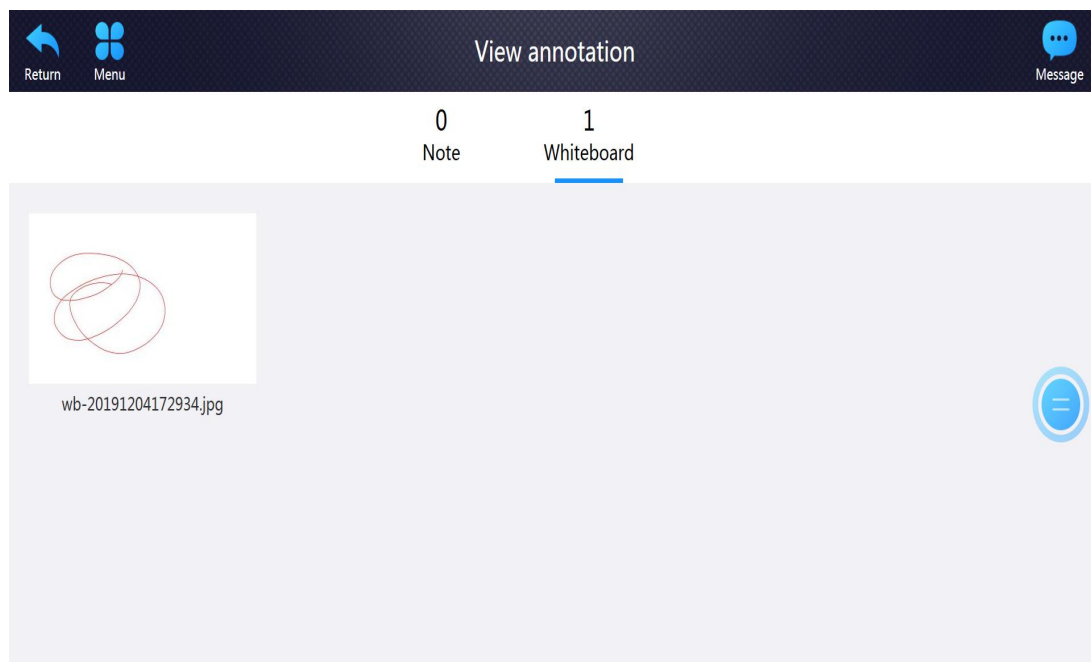
5.13.1. Handwritten comments

You can view handwritten comments.



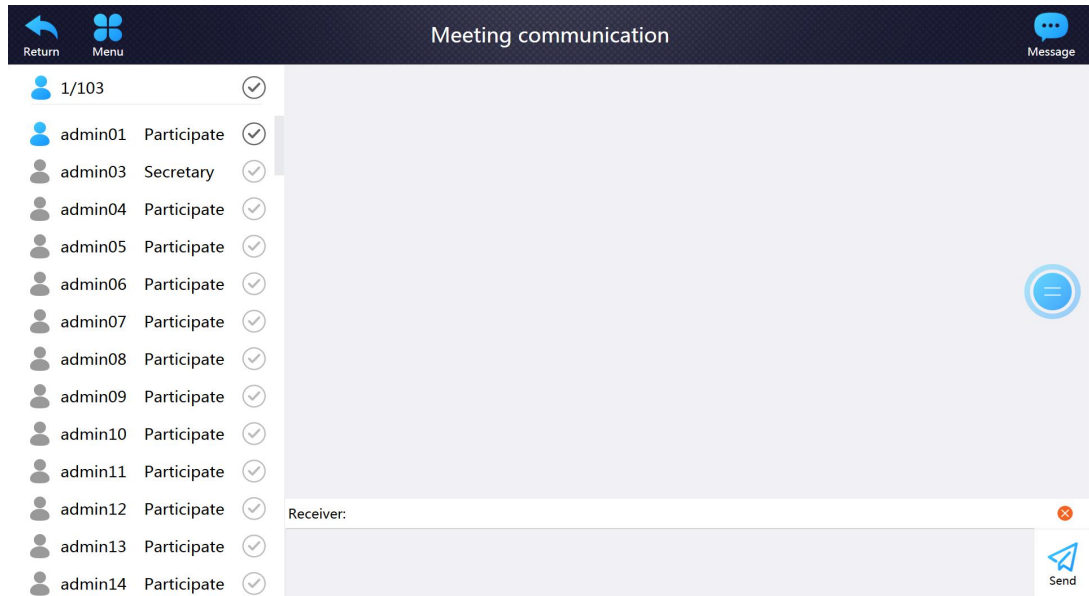
5.13.2. Electronic Whiteboard

You can view annotations written with the whiteboard



5.14. Meeting communication

Participants can communicate with one or more of other participants during the meeting.



5.14.1. Sending a Message

Select one or more participants, edit the content. And click [Send] to successfully send the message.

5.14.2. Reply to the Message

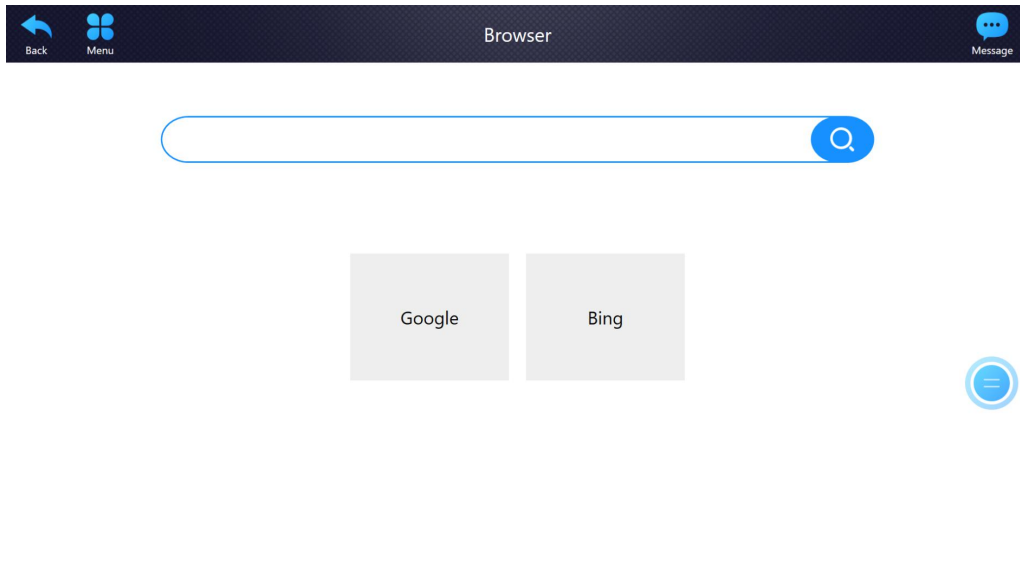
Click [@], edit the reply content. And click [Send] to quickly reply to other participants.

5.14.3. Real-time Reminder Message

If you are not currently in the [Conference Exchange] interface and receive the conference message, the system will promptly flash the reminder in the upper right corner of the icon. And click to enter the Conference Exchange page.

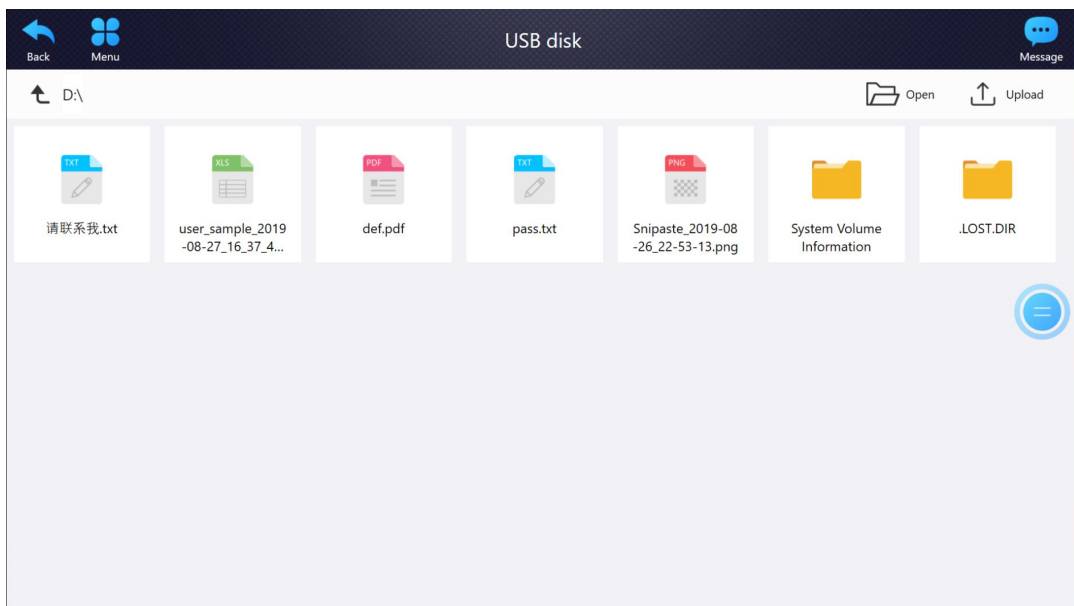
5.15. Web Browsing

The browser function is built in the system. During the conference, participants can query relevant information through the [Web browsing] interface.



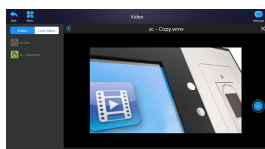
5.16. USB disk

During the conference, you can click to read the minutes file uploaded to confirm the content. During the conference, temporary files can be uploaded by [Read U disk] and shared to other participants' temporary files for quick file sharing.



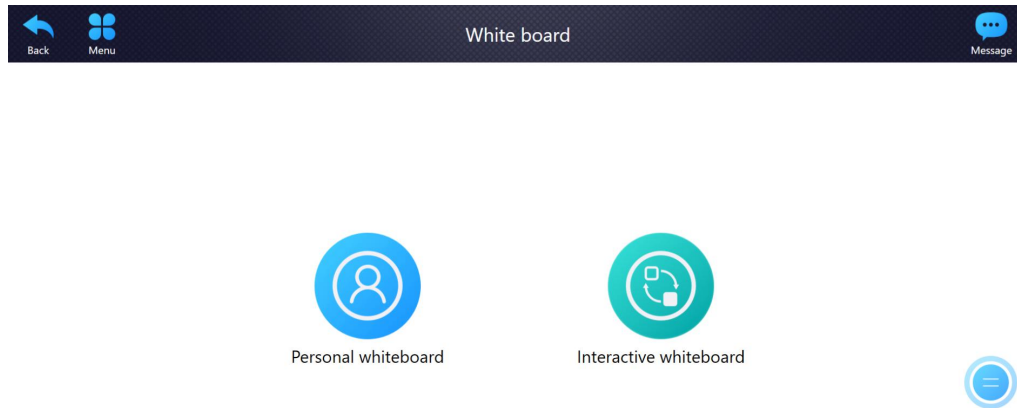
5.17. Video Service

The video service is divided into live video and on-demand video. Click on the selected video to play it. You can select single-screen broadcast and watch the conference-related videos.



5.18. Whiteboard


The whiteboard module is divided into [personal whiteboard] and [interactive whiteboard].



5.18.1. Personal Whiteboard

Click [Personal Use], participants can enter the drawing mode. The order whiteboard toolbar (from left to right) is: mobile toolbar, eraser, brush, other tools, brush size, brush color, save, insert background, close.



- Mobile toolbar 

This toolbar can be used to move the toolbar when the toolbar blocks the contents of the artboard.

- Eraser 

Click the *eraser* to clear the brush content.

- Brush 

Click on the *brush* to start drawing.

➤ Other tools

Click *other tools* to switch between tools, including: text box, straight line, outlined rectangle, solid rectangle, hollow circle, solid circle.

➤ 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.

➤ Insert background

Click *Insert Background* to insert a background image into the whiteboard.

➤ Close

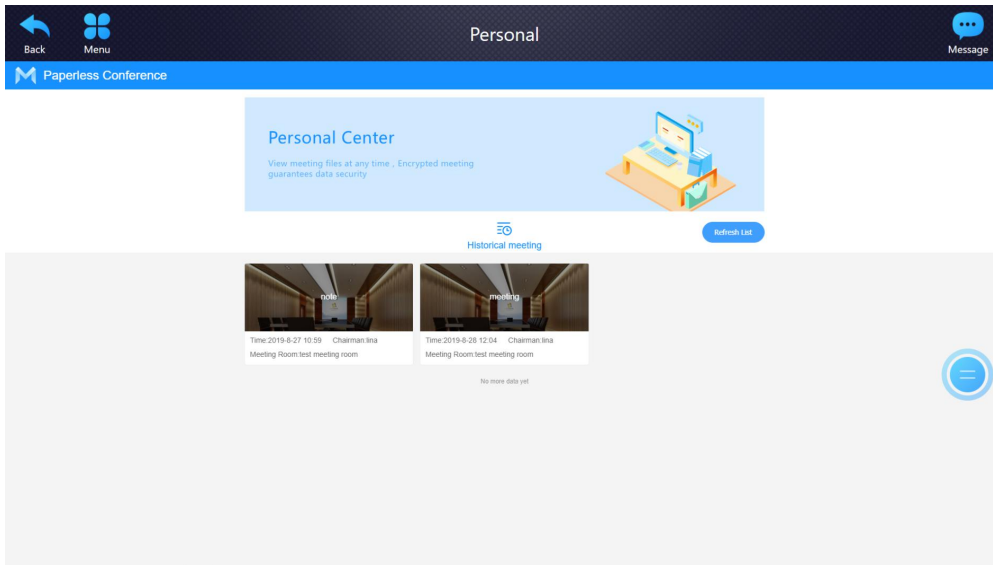
Click *Close* to end the whiteboard.

5.18.2. Interactive whiteboard

Click *Interactive Use*, participants can enter the interactive whiteboard mode. Other participants receive notifications of joining the interactive whiteboard. And they can click *join in* to achieve multi-person sharing the same whiteboard.

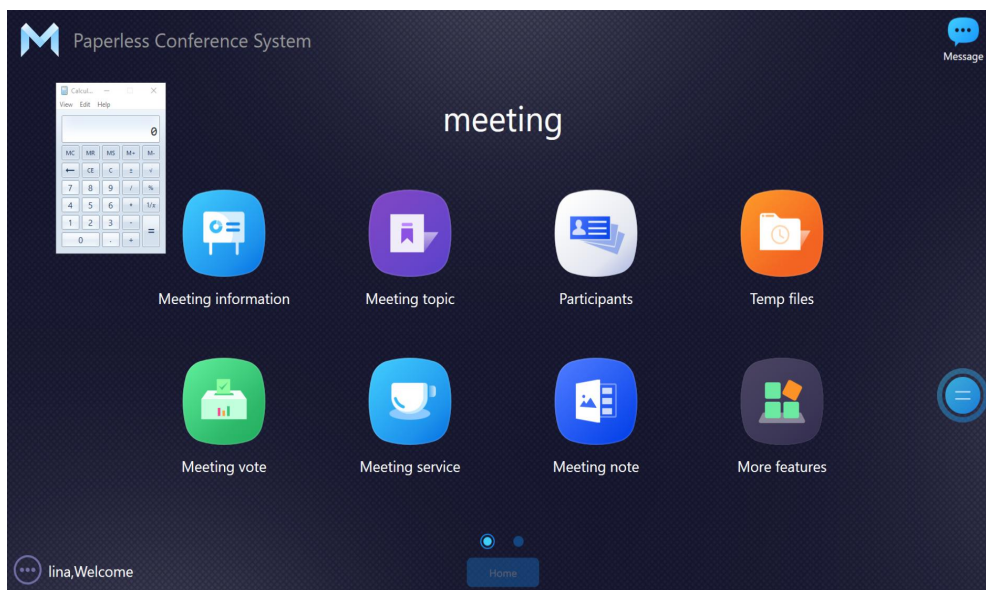
5.19. Personal

Click *Personal Center*, participants can check the meetings they participated, and the meeting information and documents.



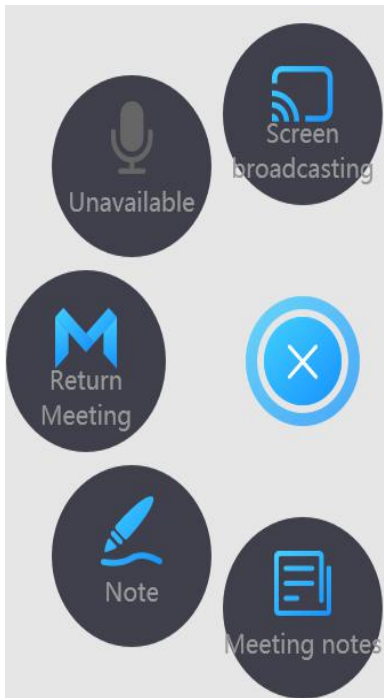
5.20. Calculator

Click Calculator, and the system calculator pops up to perform simple calculations.



5.21. Screen broadcast

Click *Screen Broadcast*, participants can send the local content of the conference terminal to other participants' terminals and the big screen of the meeting room to realize real-time screen broadcasting.



5.22. Asynchronous browsing and speaker tracking

When a participant initiates screen broadcast, other participants simultaneously enter the speaker tracking mode. In this mode, the participant can not perform other operations, but can only operate freely after clicking *Asynchronous Browsing* in the upper right corner. If the participants need to continue speaker tracking, they can click *Speaker Tracking* to return to the tracking mode.



5.23. Apply for a speech

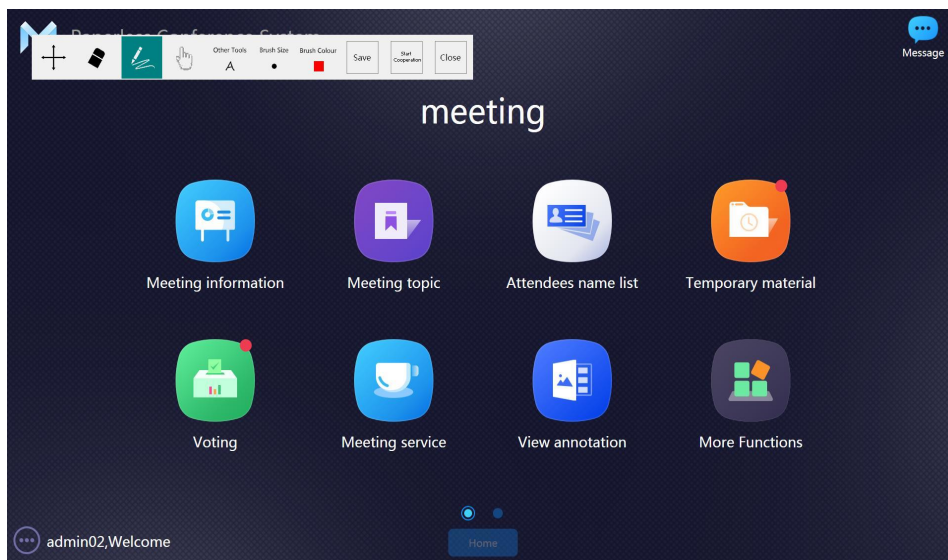
Click [Apply for a speech], participants can apply to the chairman for speech. And they can speak with the consent.

5.24. Windows mode

Click [windows] to switch the system to PC mode for normal computer operation.

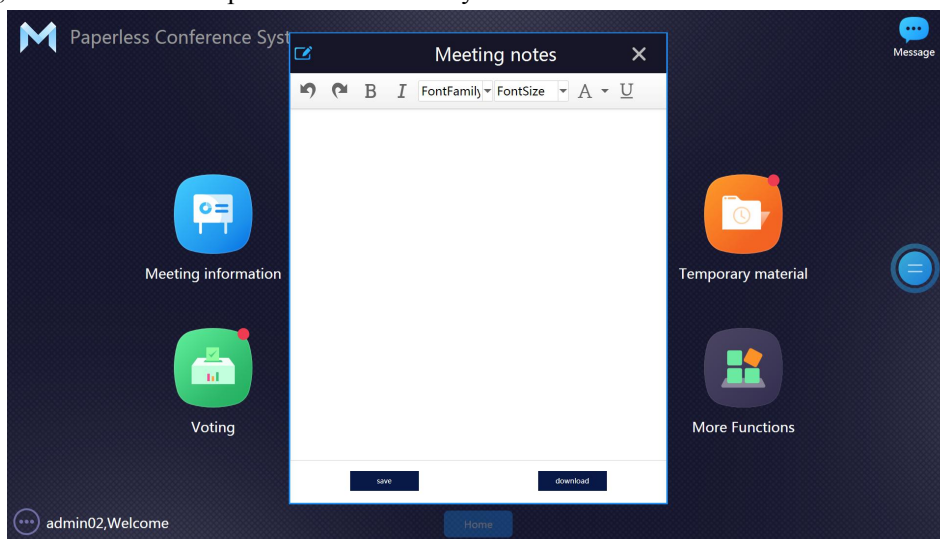
5.25. Handwritten annotations

During the conference, click [Handwritten Annotation] to make personal and multi-person screenshot of notes on any page, and save to the server.



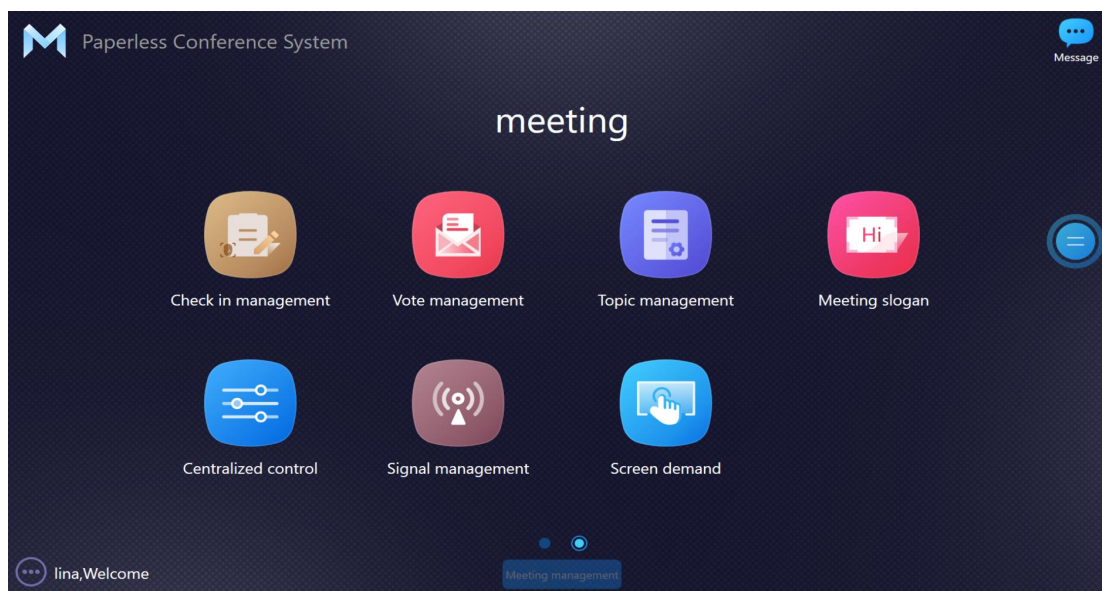
5.26. Conference Notes

During the conference, click [Conference Notes] to record the details at any time. After saving, the server will be uploaded automatically and can be downloaded to the local.

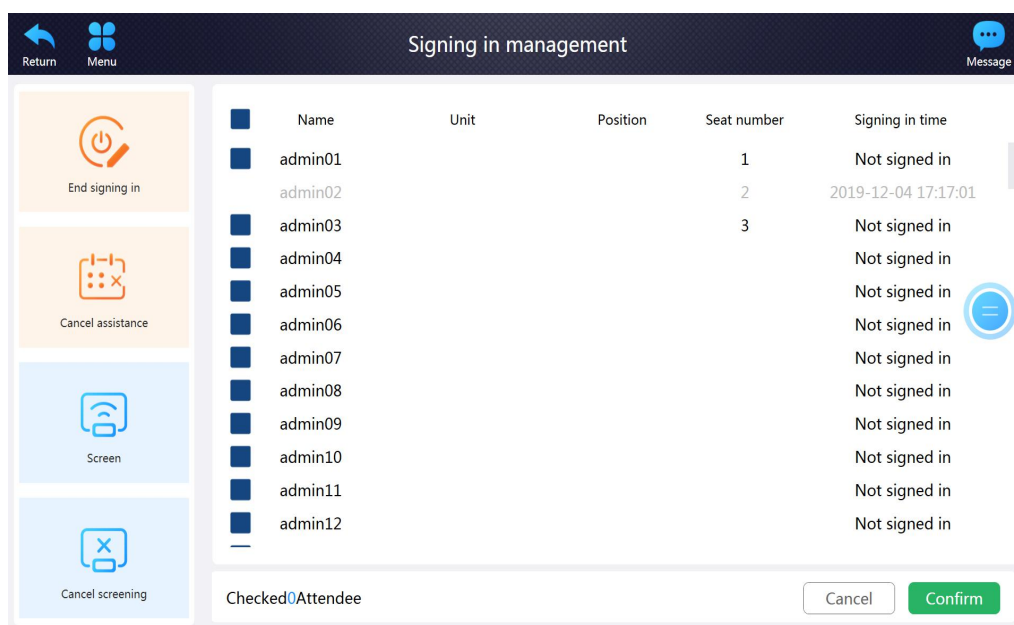


6. Chairman / Secretary Terminal

In addition to all the functions of the ordinary terminal, the chairman/secretary terminal has seven functions of sign-in management, voting management, issue management, conference slogan, centralized control, signal management, and large-screen on-demand.



6.1. Sign-in management



6.1.1. Start and end sign-in

The chairman enters the [sign-in management] interface, click [start sign-in], all terminals

enter the page, perform handwritten sign-in; click [end sign-in] to close the page.

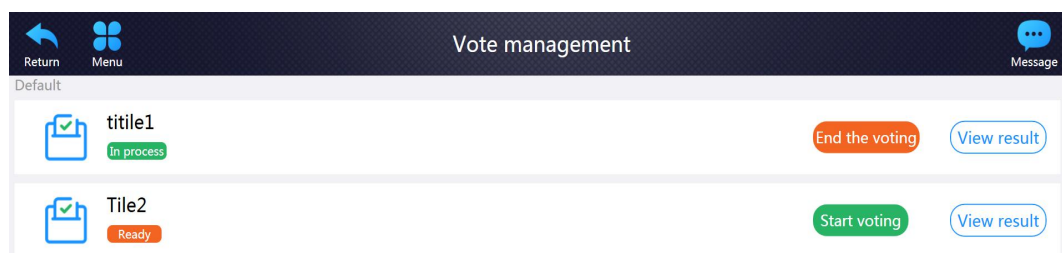
6.1.2. Assisting in sign-in

The chairman clicks [Assist in sign-in], selects some or all participants, and clicks [Confirm] to sign in for them.

6.1.3. Screening and canceling the screen

The results of sign-in can be projected to the large screen, or cancelled

6.2. Voting management



6.2.1. Start to voting

The chairman enters the [Voting Management] interface, selects the voting of [Not Started], clicks [Start to voting], and successfully enables voting. The [Conference Vote] interface pops up at all terminals interface, in which you can vote; Chairman terminal has a real-time voting window where you can view the voting situation.

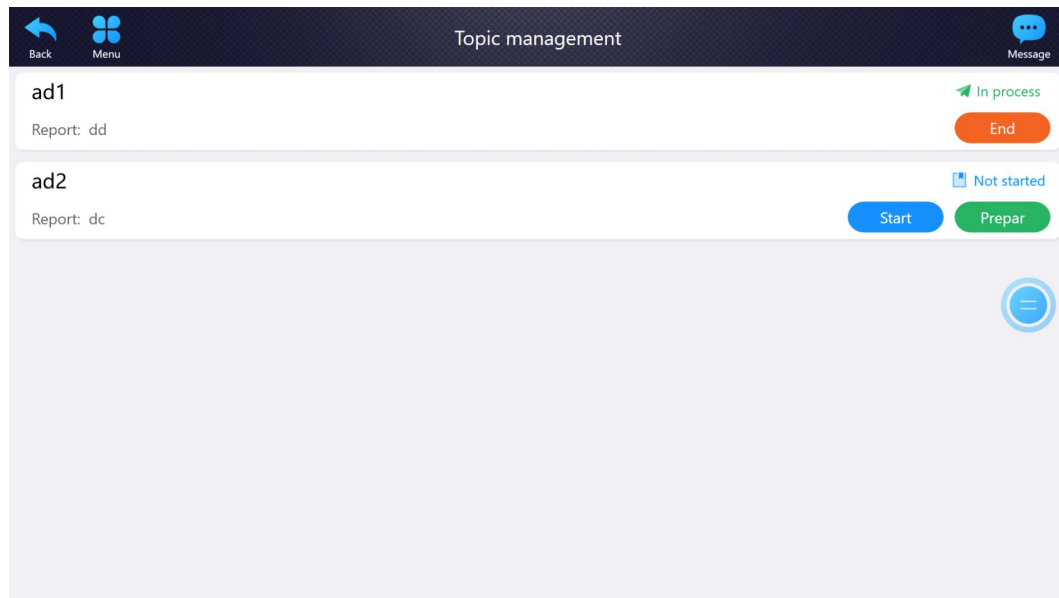
6.2.2. The end of the vote

The chairman enters the [Voting Management] interface, selects the [in progress] vote, clicks [End Vote] to end the current vote. Other terminals can only see the voting result, and can no longer vote.

6.2.3. Viewing the results

Enter to the [Voting Management] interface, select the [Ended] vote, click [View Results], and the [Voting Results] screen will pop up to view the voting results.

6.3. Issue Management



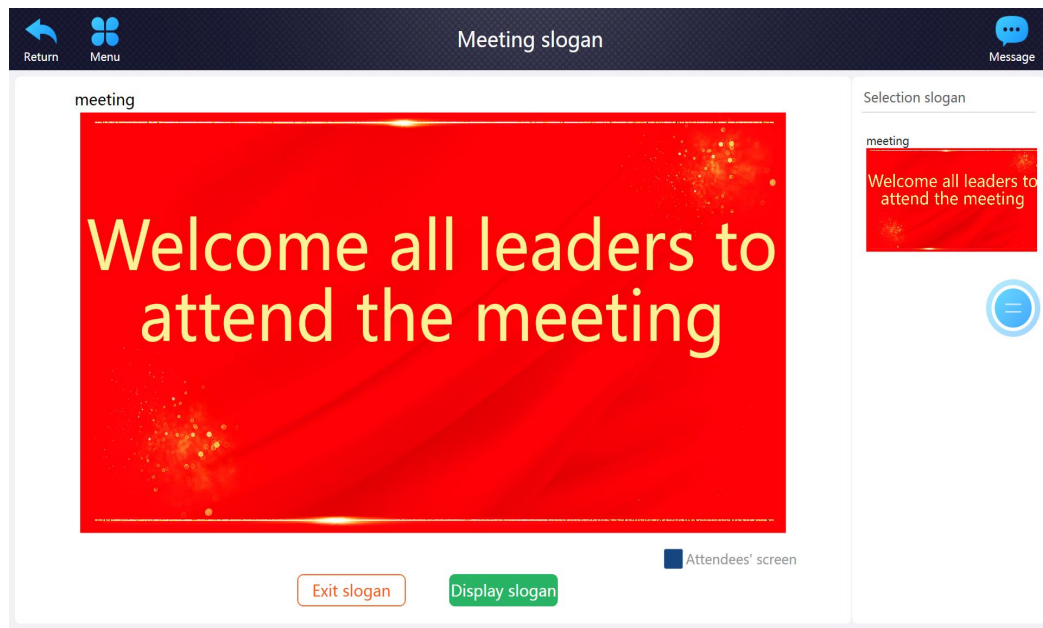
6.3.1. Starting the issue

The chairman enters the [Issue Management] interface, selects the topic of [Not Started], clicks [Start], and successfully activates the topic. In the [Conference Issues] of the general terminal, the topic is displayed and the status is [in progress].

6.3.2. Ending the issue

The chairman enters the [Item Management] interface, selects the [In Progress] topic, clicks [End], and ends the topic. In the [Conference Item] of the general terminal, the status of the item is changed from [In Progress] to [Ended].

6.4. Meeting slogan



6.4.1. Selecting slogans

After entering the meeting slogan interface, all the preset meeting slogans will be displayed in the slogan list on the right side. Drag up and down to display more slogans, click on the slogan you want to display. And the slogan becomes selected.

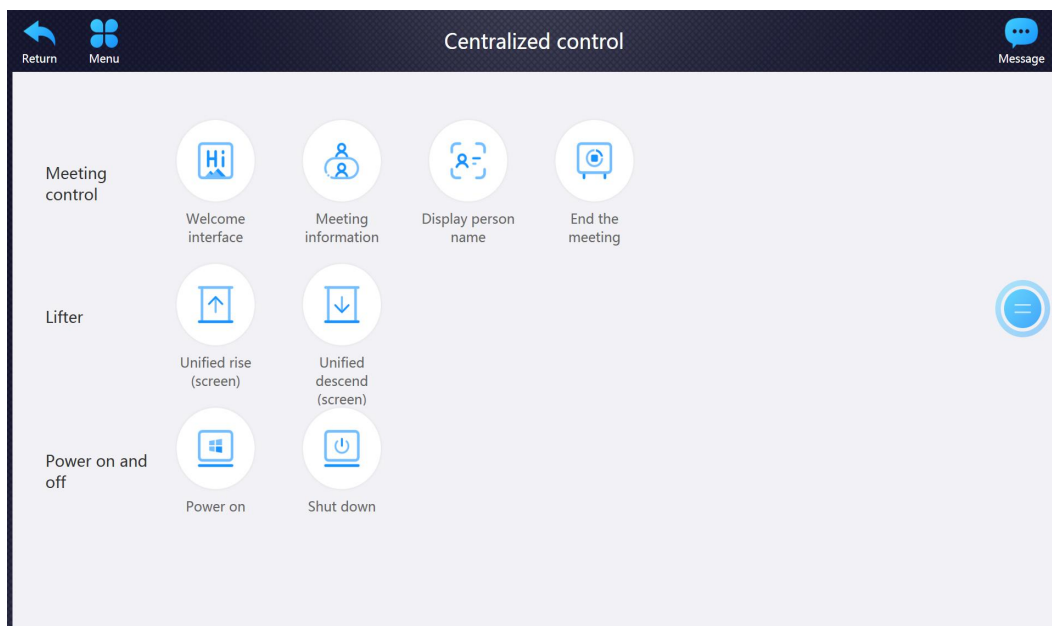
6.4.2. Display slogans

Check the participant screen and click [Display slogans] to broadcast the current slogan to the screen of all participants.

6.4.3. Exit slogan

Check the participant screen and click [Exit Slogan], the slogan disappears on the participant's screen.

6.5. Centralized control



6.5.1. Welcome interface

Click [Welcome Interface], control the terminal to switch to the welcome interface.

6.5.2. Conference information

Click [Conference Information], control the terminal to switch the information.

6.5.3. Displaying name

Click [Display Name], control the terminal to switch the nameplate interface.

6.5.4. End the conference

Click [End Conference] to end it. All terminals prompt [The current conference has ended] and the terminal local files are all cleared.

6.5.5. Uniform rise (screen)

Click [Uniform rise] to control all lifters to rise.

6.5.6. Uniform descend (screen)

Click [Uniform descend] to control all lifters to fall.

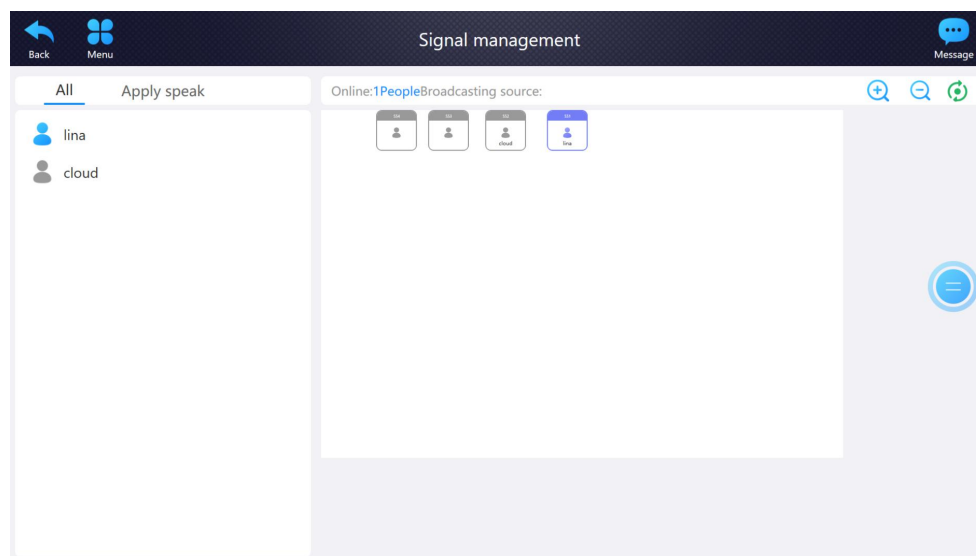
6.5.7. Power on

Click [Power on] to control the terminal to start up.

6.5.8. Shut down

Click [Shut down] to control the terminal to shut down.

6.6. Signal Management



6.6.1. Start speech

The chairman enters the [Signal Management] interface, selects the participants, and clicks [Start Speech] to open the participant's microphone and invite them to speak.

6.6.2. Ending speech

The chairman enters the [Signal Management] interface, selects the participant who is speaking, and clicks [End Speech] to close the microphone and end the speech of the participants.

6.6.3. Agree speech

When a participant applies for a speech, the chairman may agree or reject the application for the speech.

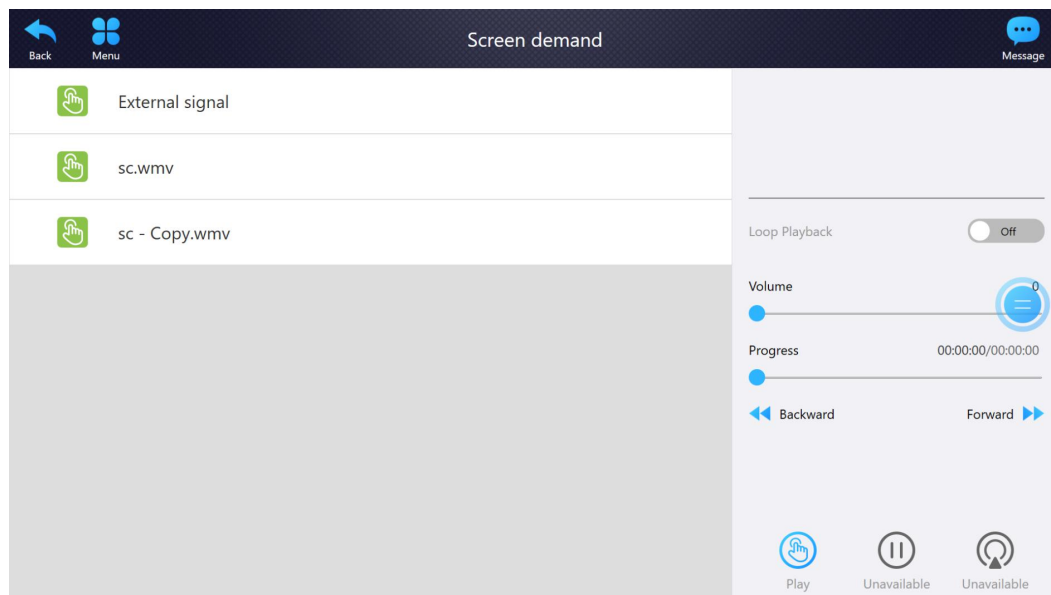
6.6.4. Start the broadcasting

The chairman enters the [Signal Management] interface, selects the participants or external signals, selects whether to force broadcast, whether to broadcast to all participants, click [Start Broadcasting], invite them to screen broadcast. If the forced broadcast is selected, all the participants enter the mandatory tracking mode, and cannot browse asynchronously.

6.6.5. End the broadcast

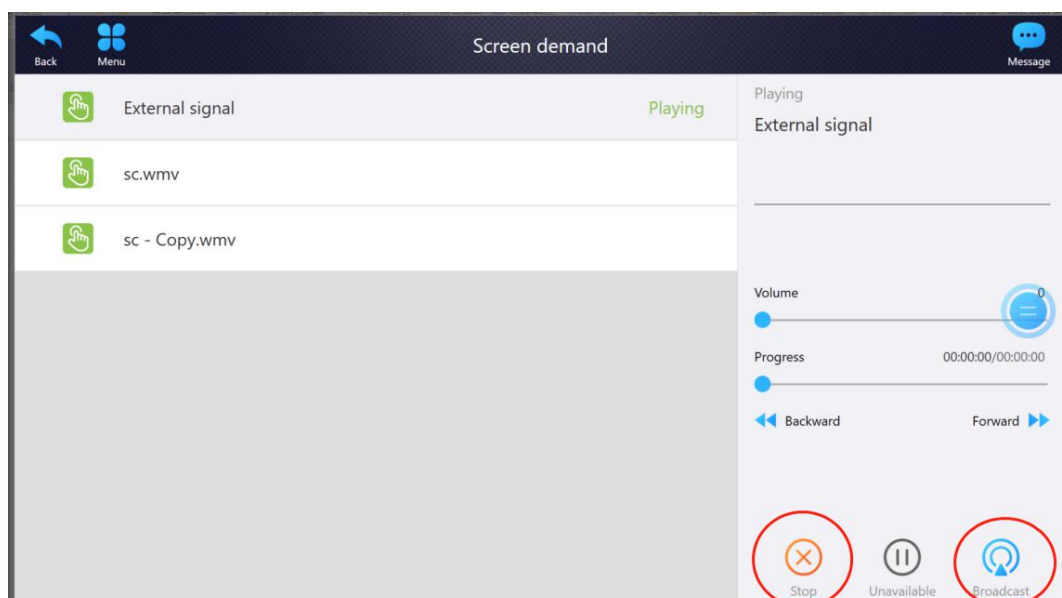
The chairman enters the [Signal Management] interface, selects the participant who is broadcasting, or clicks [current broadcast source], enters the broadcaster interface, and clicks [End Broadcast]. All participants close the tracking mode and enter the main program.

6.7. Screen play on demand



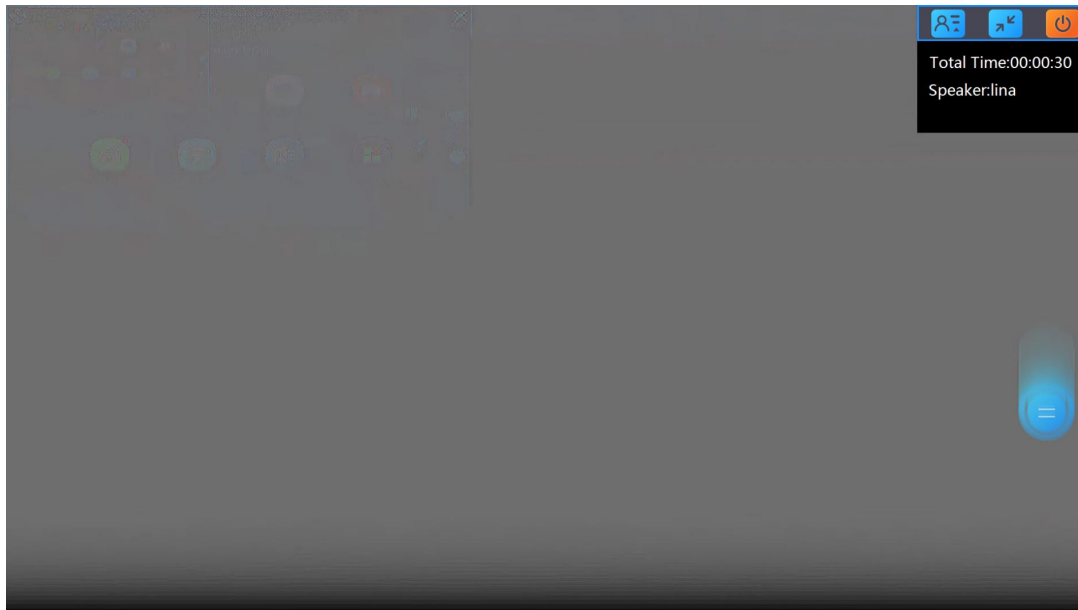
6.7.1. External signal

After connected with external signal data in streaming media large screen, you can click [screen play on-demand], the external screen outputs to the large screen, you can also share to the terminal and adjust the volume;



6.7.2. Video on demand

Select the video uploaded by the server, click [Screen **Play** on Demand], you can output the video to the big screen separately, or share to the terminal. You can adjust the volume, loop playback, fast forward, rewind, and pull progress bar.



Note: The software is subject to change without notice.

Intelligent Paperless Conference System

