

#Writing board

##What is writing board?

Writing board is a multi-functional writing application that helps users communicate and connect efficiently, brings a smooth and soft writing experience which improves the efficiency of team work. You can open it by clicking the icon on the homepage or on the side bar. Easy to take away the content when finish the meeting by scanning QR code and never miss the key points in the meeting.

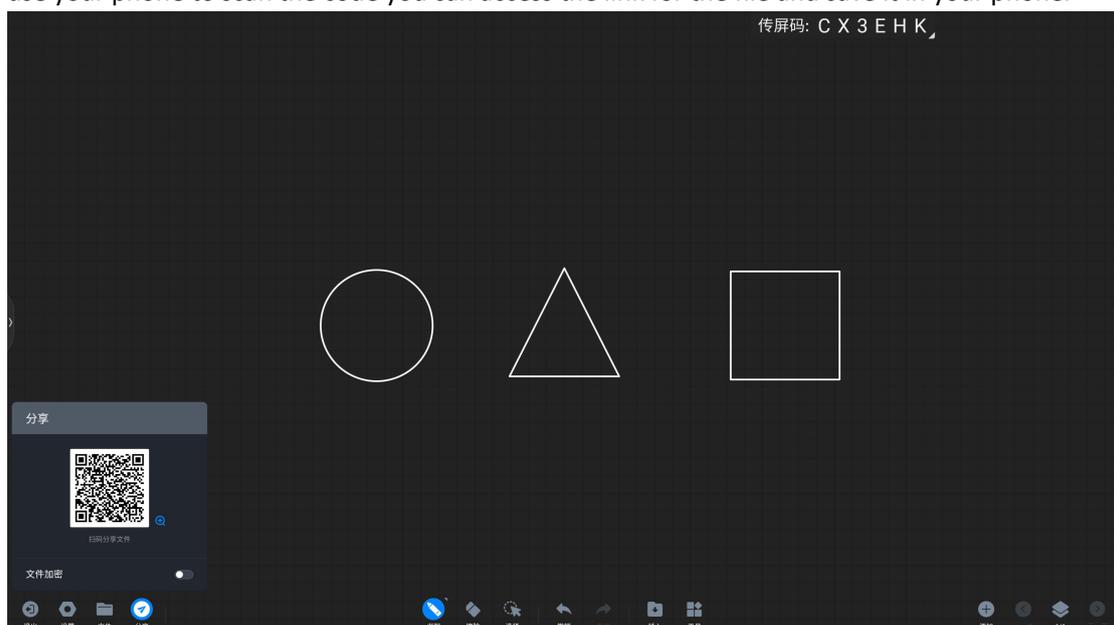
##Creating content



##Sharing

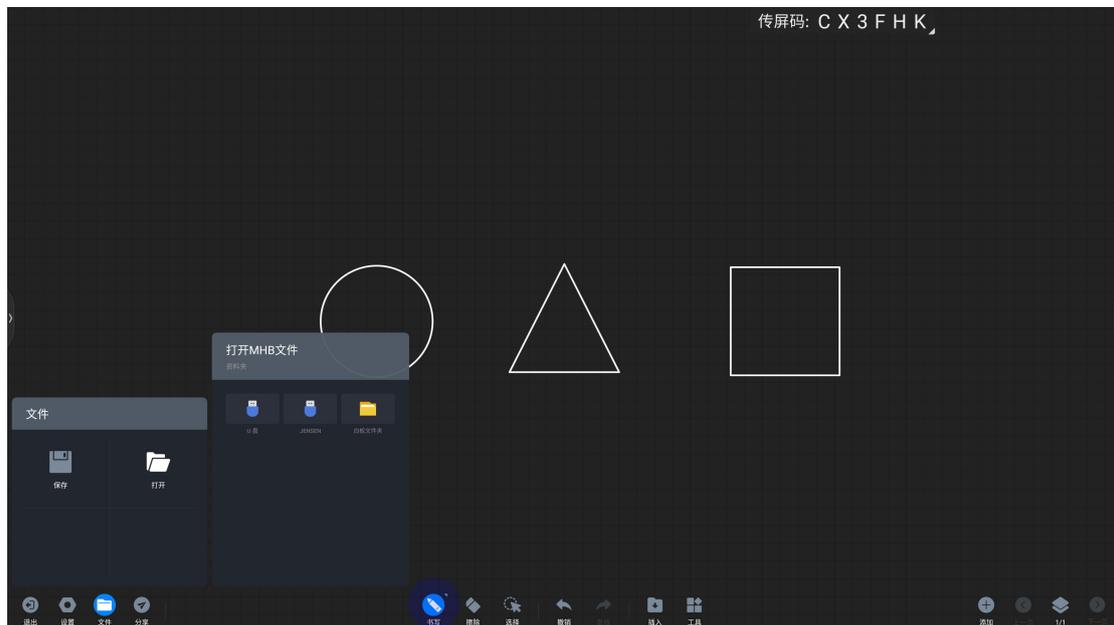
Scan QR code to share

Clicking "SHARE" icon in the lower left tool bar it will show up a QR code. Following the tips when use your phone to scan the code you can access the link for the file and save it in your phone.



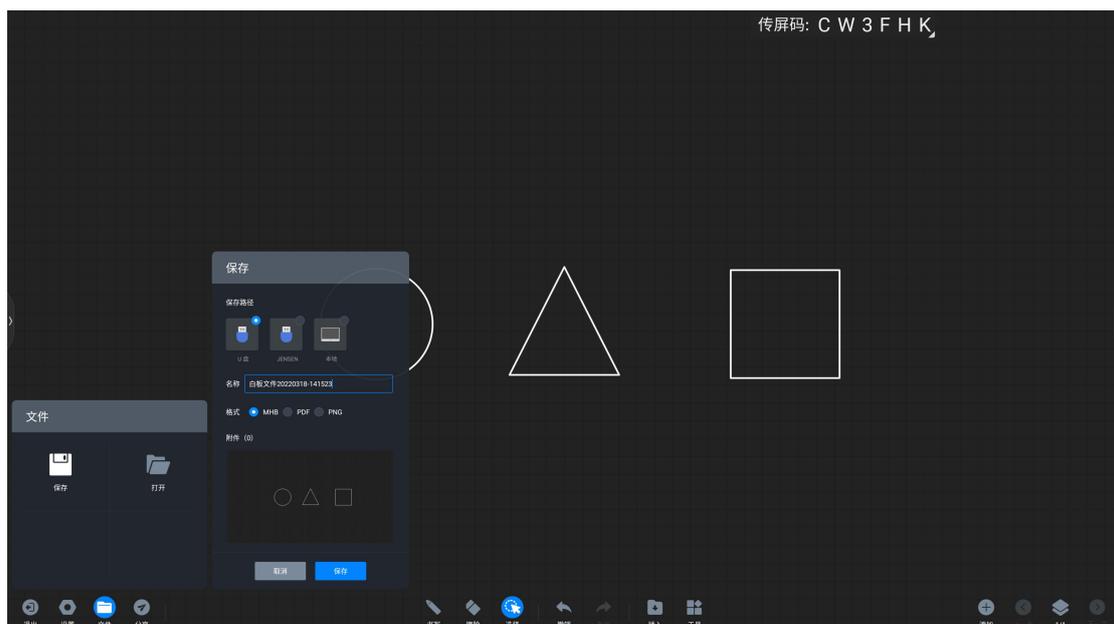
##File function

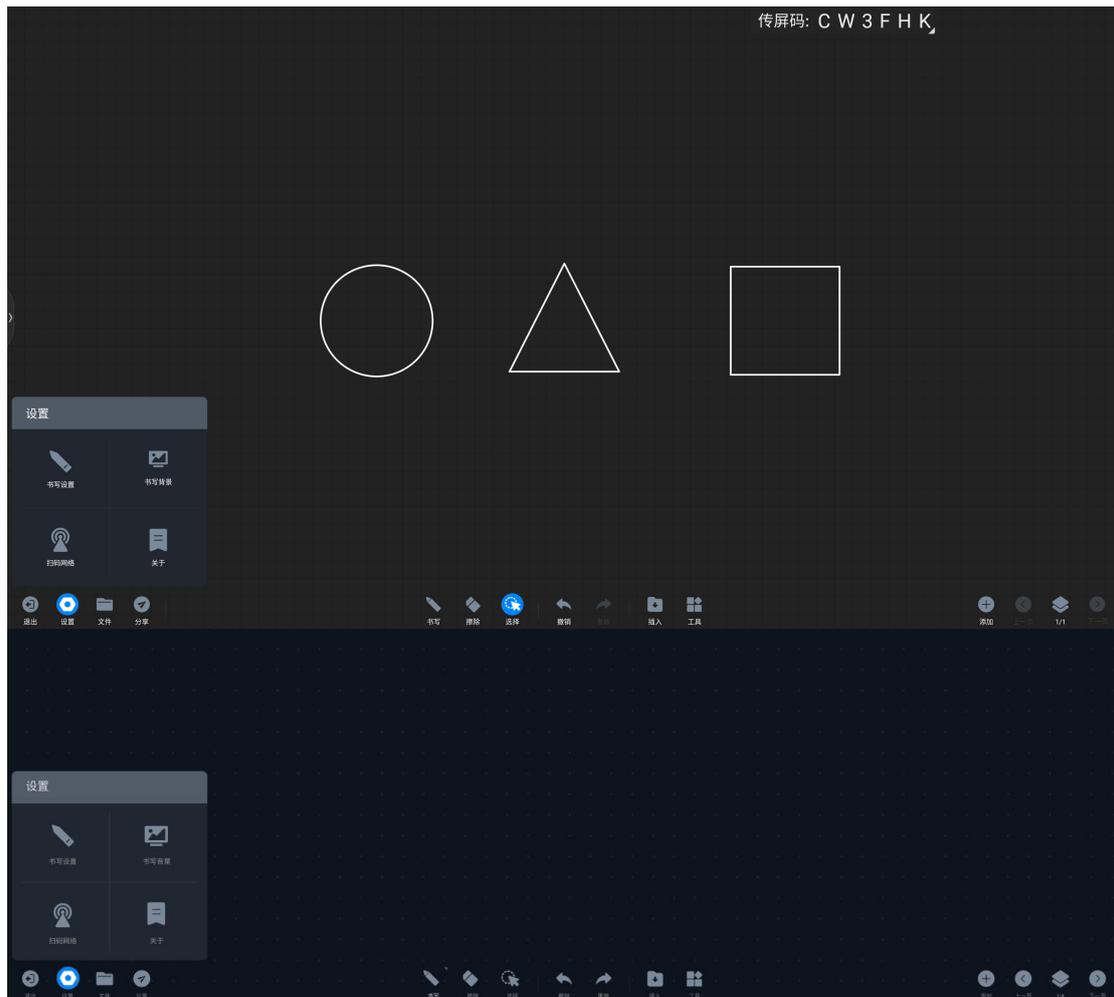
As well as in the toolbar, clicking “file” icon it will show up some options that can open the files from other applications. This file has its standard format of MHB.



Saving file.

You can save the file by the function of Saving in the tool bar. The save path can be selected from the local storage of panel or imported a U disk, and the save format can be selected from MHB, PDF and JPG.





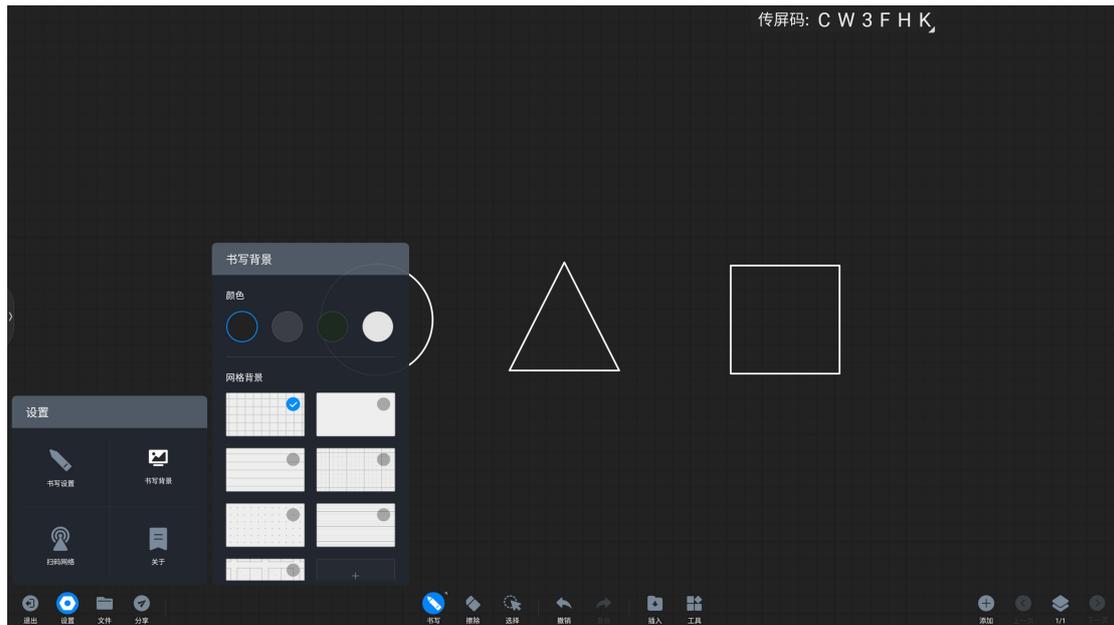
Writing Settings: Click "Settings" to enable/disable settings for writing style, chart drawing, and bi-color pen functions.

Brush stroke: On the infrared touch model, it will have a stroke effect when it is turned on. It is enabled by default, and restarting does not change the user's choice.

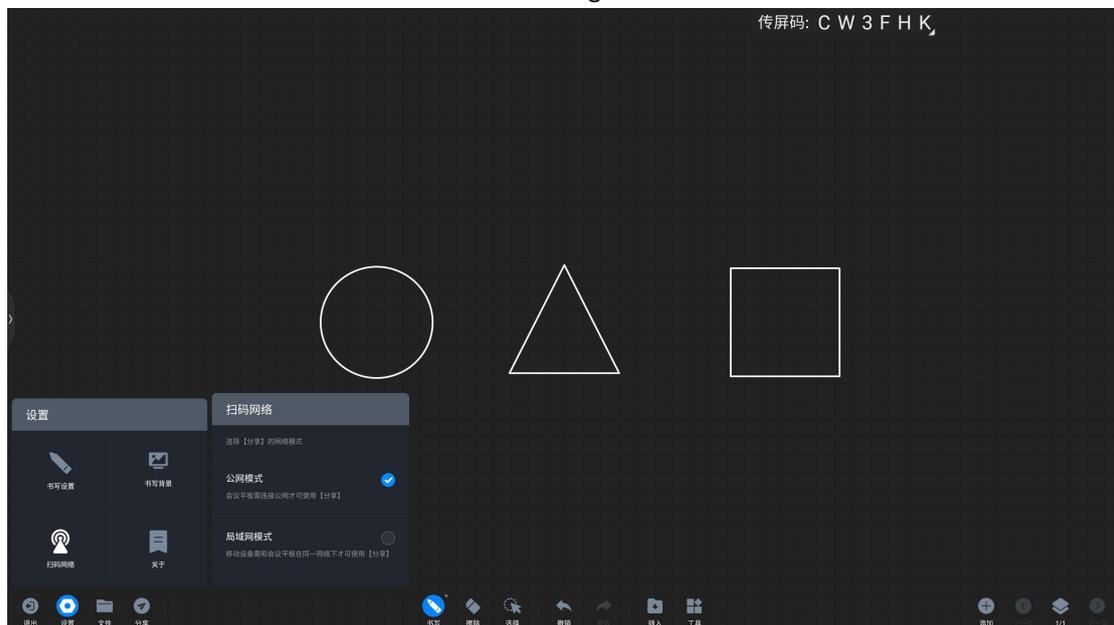
Chart drawing: Turn it on to realize automatic recognition of graphics in writing. It is closed by default, and the default option will be restored after restarting.

Two-color pen writing: In the case of the infrared touch screen, the two-color pen can be used for multi-person writing, and the color of the pen tip and finger can be defined separately. It is enabled by default, and restarting does not change the user's choice.

Writing background: Click "Background" to choose a different writing background.



Scan code network: Click "Scan code" to change the QR code sharing network conditions: Public network mode: Both the mobile phone and the conference tablet need to be connected to the Internet to obtain the sharing link. LAN mode: the mobile phone and conference tablet need to be connected to the same LAN to obtain the sharing link

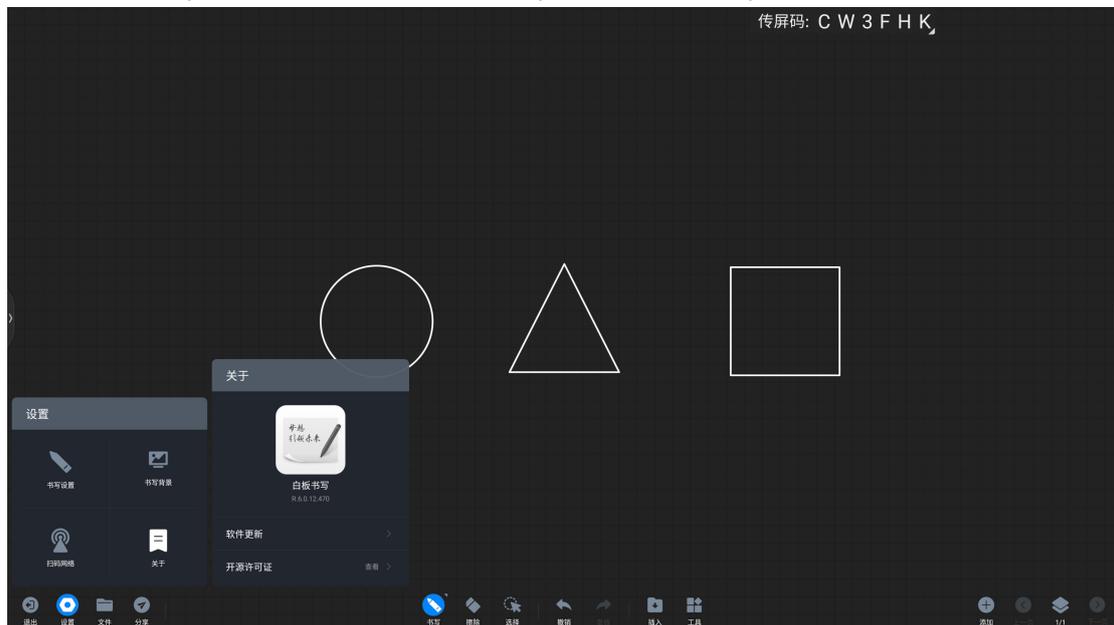


About:

View current whiteboard version number

View open source licenses

Check version update: You can set automatic update or manual update.



#Annotation

##What is a annotation

Annotation function allows users to write and edit content on the screen

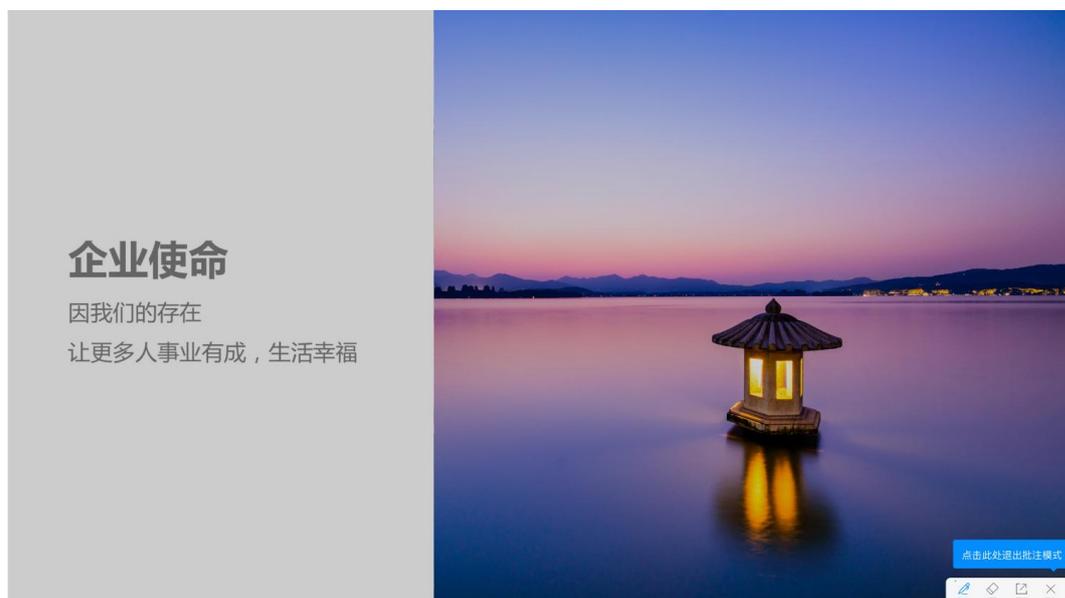
How to start annotating

Function entry

There are the following ways to enter annotation:

Method 1: When the PPT is played locally or shared, there will be an annotation toolbar that can be clicked to use annotations. Note: If some versions of PPT have a page-turning button after entering the annotation, you can make annotations with the page.

Method 2: In other cases, there is a comment button on the sidebar, click to enter the comment on the frozen screen.



#Mini blackboard

What is a mini blackboard

The mini blackboard is a floating writing board that can be summoned from any interface for temporary writing.

How to use the mini blackboard

Invoke the mini blackboard

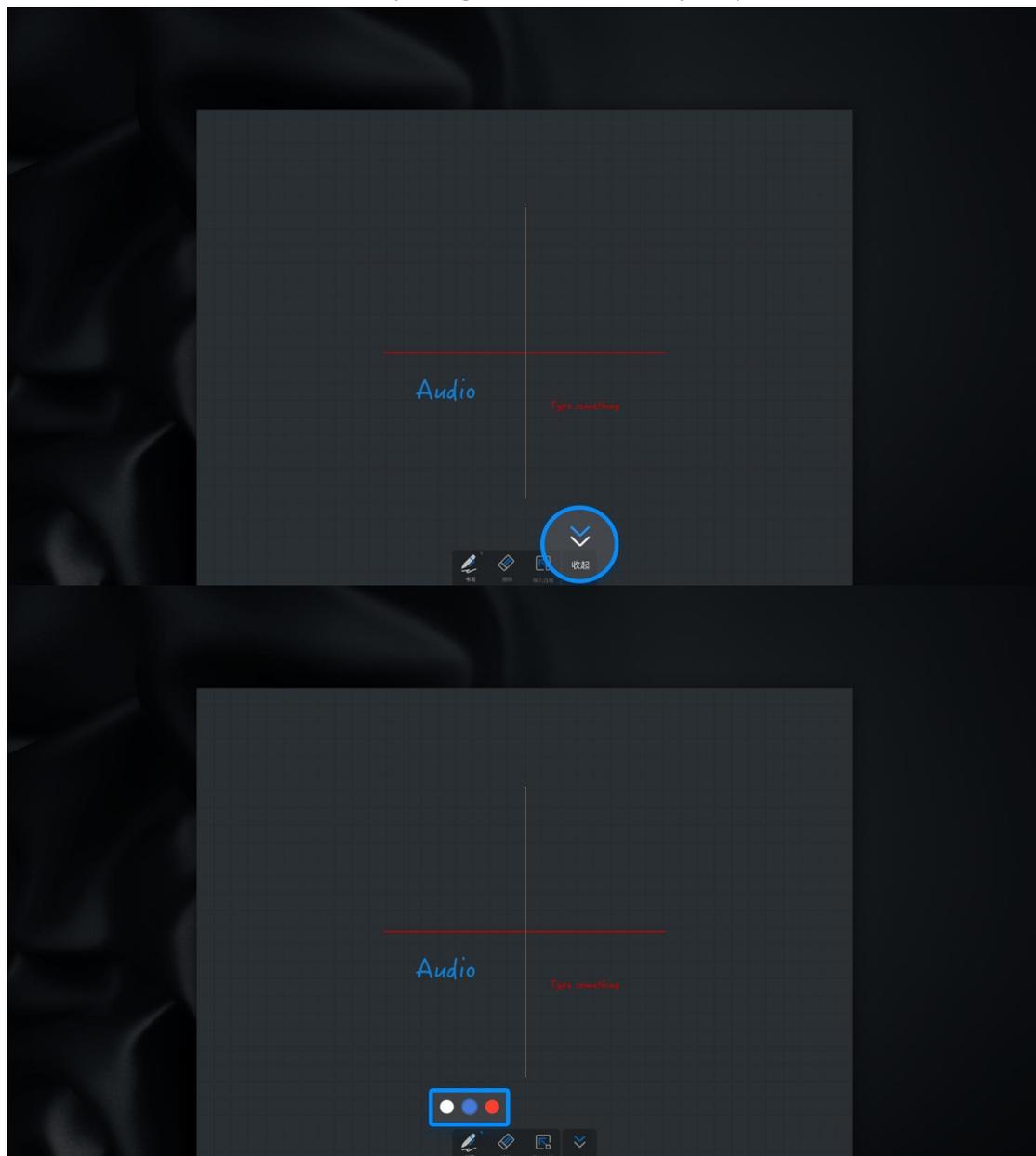
Pull up from the bottom of the screen to evoke the mini blackboard. Note: It cannot be activated in the case of frozen screen annotation and full screen whiteboard

Put away the small blackboard

There are two ways to put away the mini blackboard:

Method 1: Click the "Close" on the bottom toolbar to hide it.

Method 2: Press and hold with multiple fingers and flick down quickly.



#Wireless Share Screen

##What is wireless screen transmission

Wireless screen transmission can project the screen of laptops, mobile phones and other devices to the screen and show it to the audience without using wires

##How to use wireless screen transmission

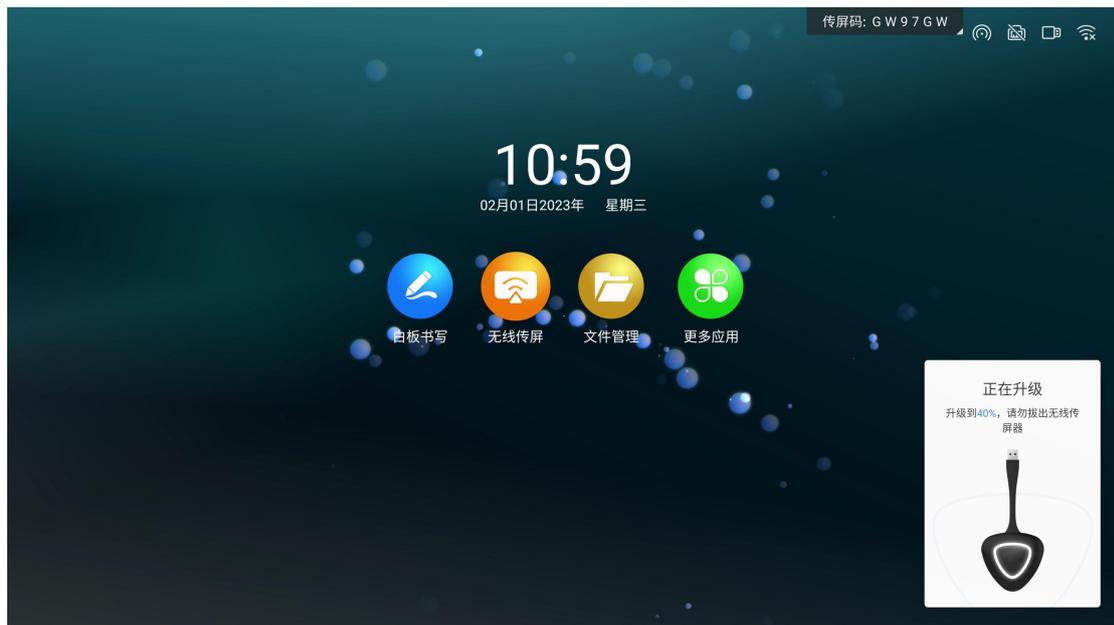
1. Pair the dongle



Start up the dongle



1. Waiting for the dongle to be upgraded



Waiting for the pairing



2. Paring successfully。



Note: If it has been paired successfully does not need to be paired again, please skip this step.

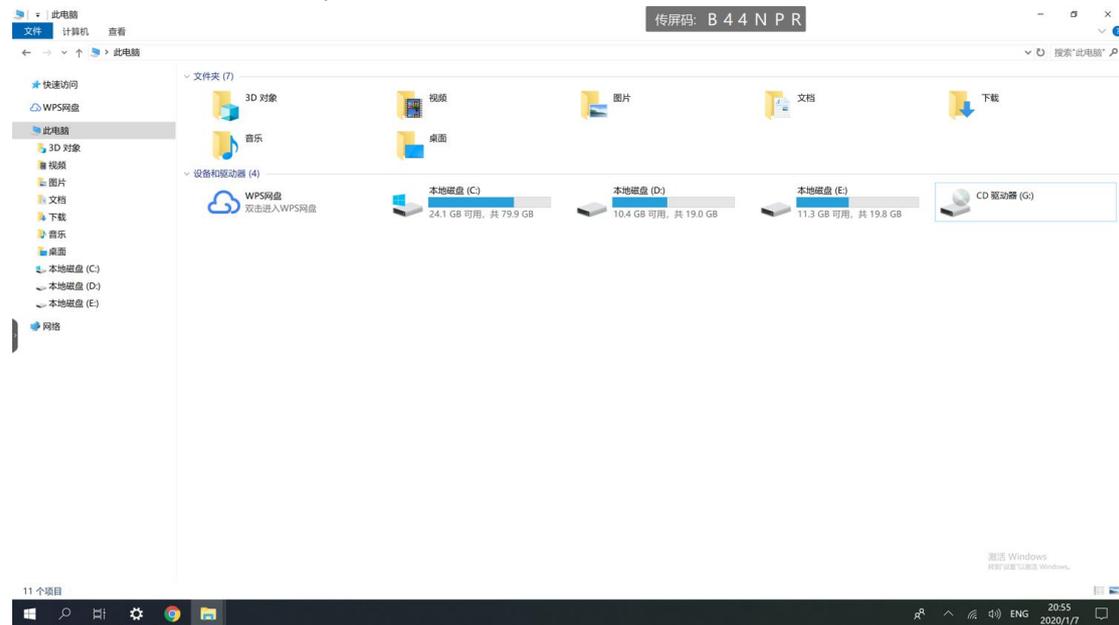
3. Connect the dongle to the USB port of the notebook (some computers with only Type-C interface need to use an adapter, or directly purchase a dongle with Type-C port).



4. For the first time use, Apple computer users please find the following application icon on the desktop

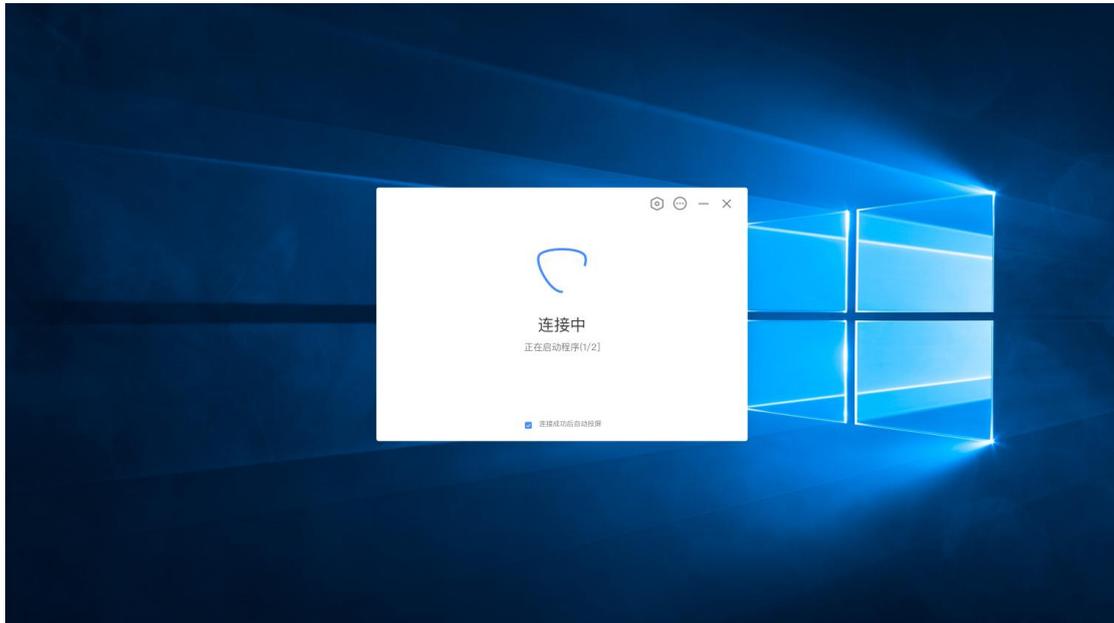


8. For Windows computer users, please open My Computer, select the CD drive, and run "ScreenShare.exe" manually.



Note: It is only necessary to run the program manually for the first use, and this step can be skipped for subsequent use.

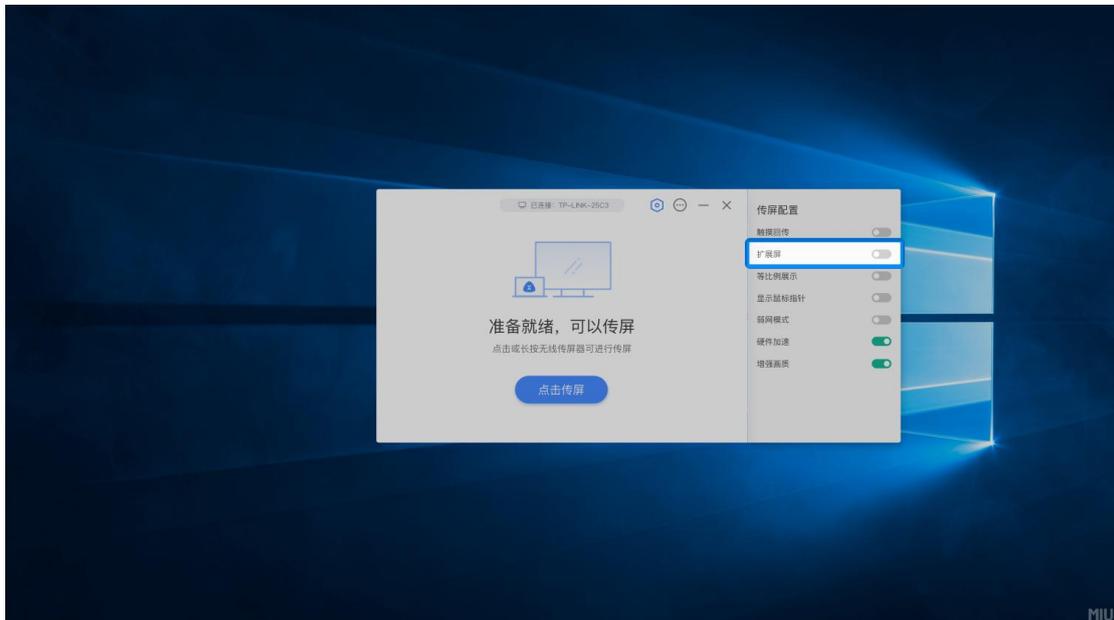
9. When the program starts, the computer will automatically connect to the paired panel. The light of the dongle flashes to indicate that it is connecting, and the light of the dongle is constant on, indicating that the connection is successful and it is ready to project.



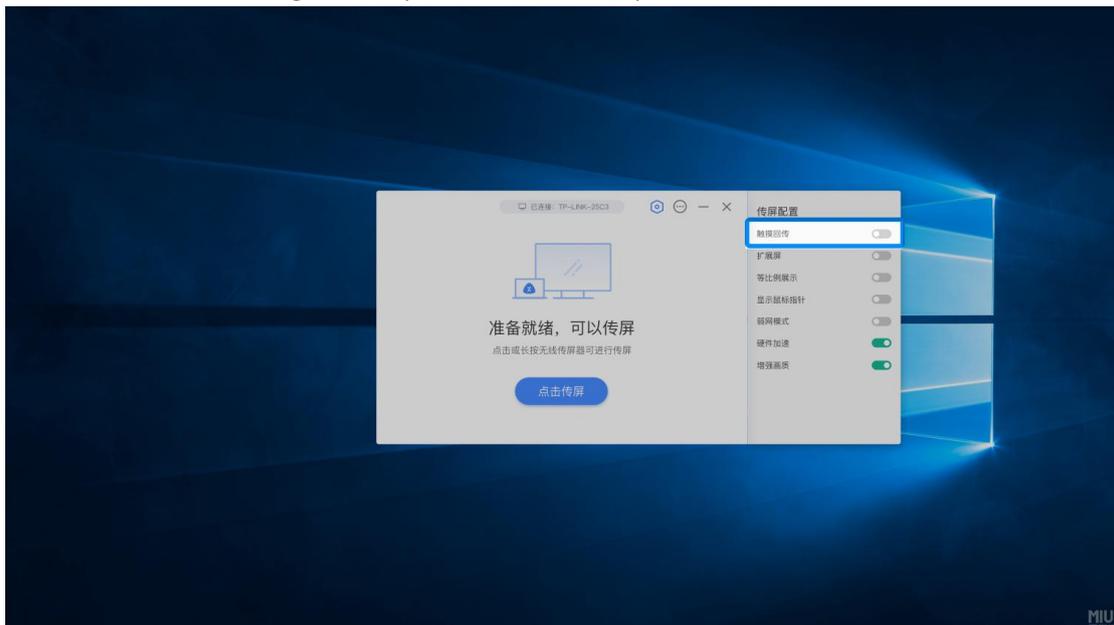
10. When the light of the dongle is constant on, press the sharing button to project

11. Press the button of the dongle again to disconnect the screen projection, and it is in a ready state for projecting.

12. Extended screen projection. Open the screen transmission application on the computer side (same as step 7), and you can choose to enable the expansion screen in the options to transmit the screen, so that the panel can be used as the computer's expansion screen transmission.



13. Touch screen. You can choose to turn on the touch screen in the options, which can realize the function of controlling the computer screen on the panel



How to use the computer screen transfer assistant software to project

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



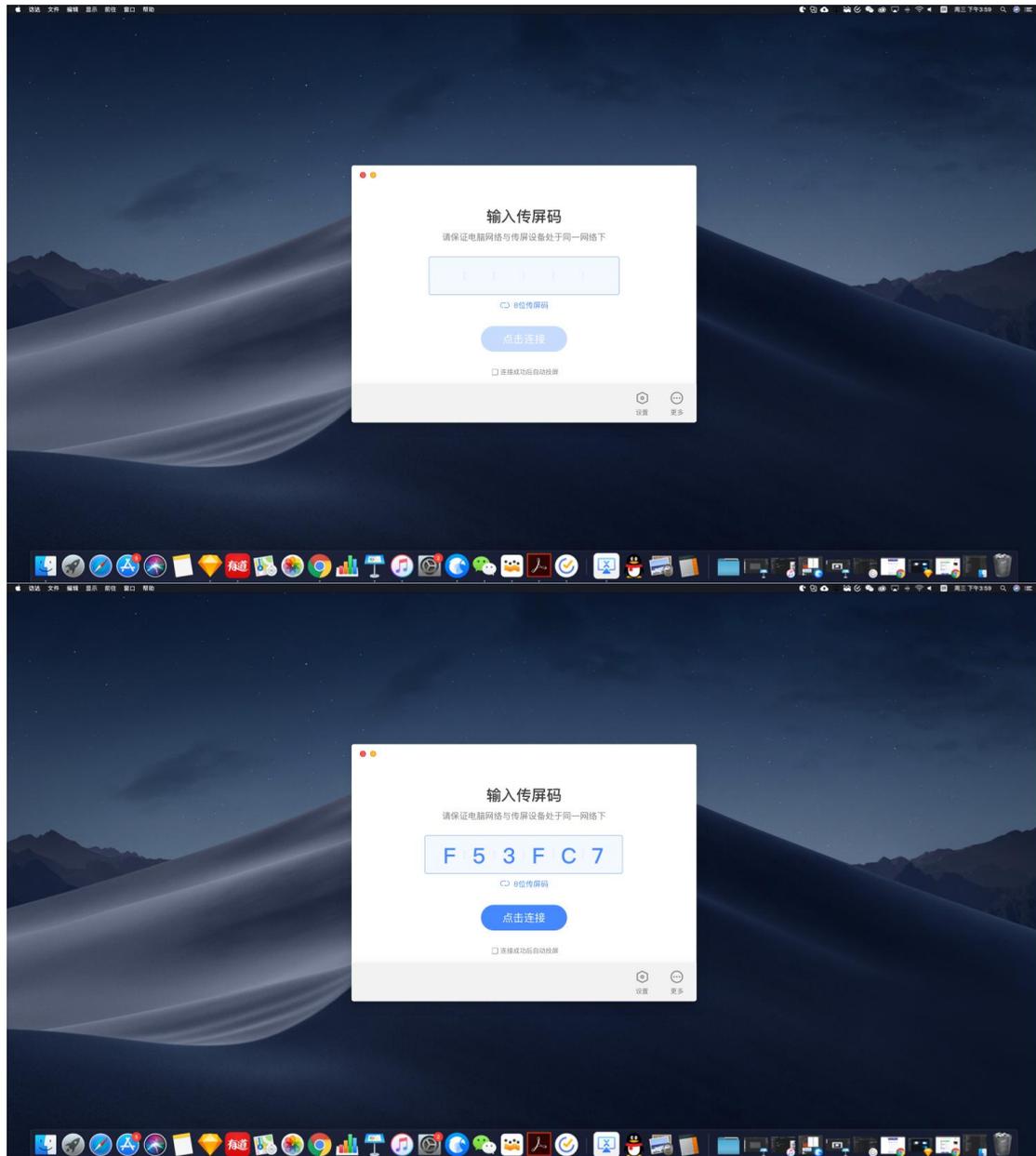
2. Open the sharing application



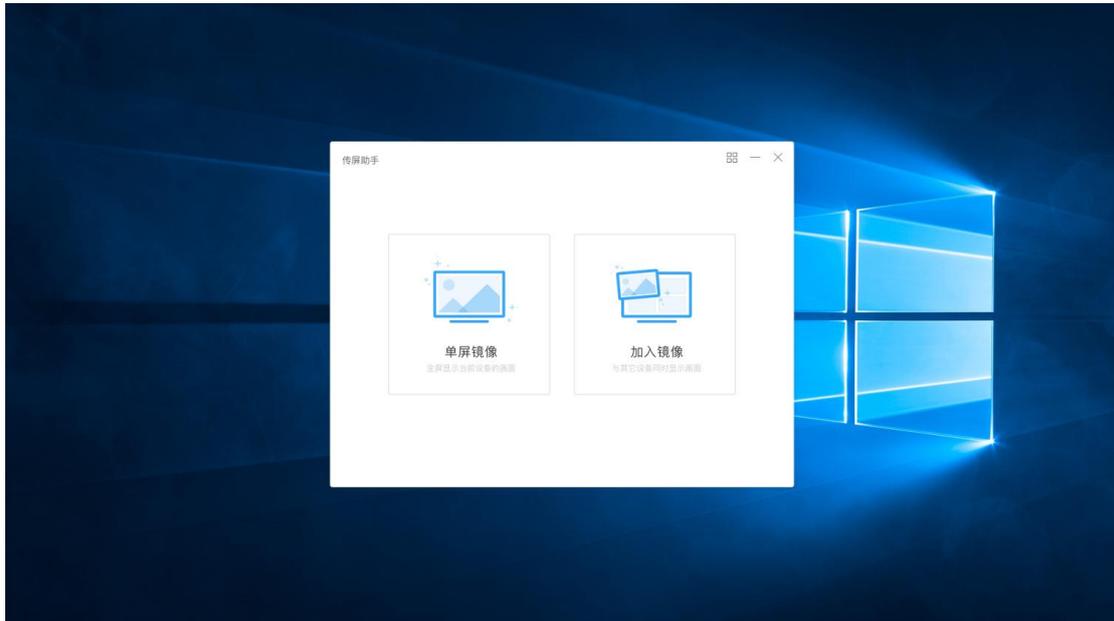
3. You can see the wireless screen transfer guide and find the screen transfer code.



4. Open the screen transfer assistant on the computer, enter the screen transfer code, and click "Connect Device".



If you choose single-screen mirroring, when another party is projecting the screen, it will seize the screen of the panel to project; if you choose to add mirroring, when another party is projecting the screen, it will perform split-screen display.



Can be projected after choosing

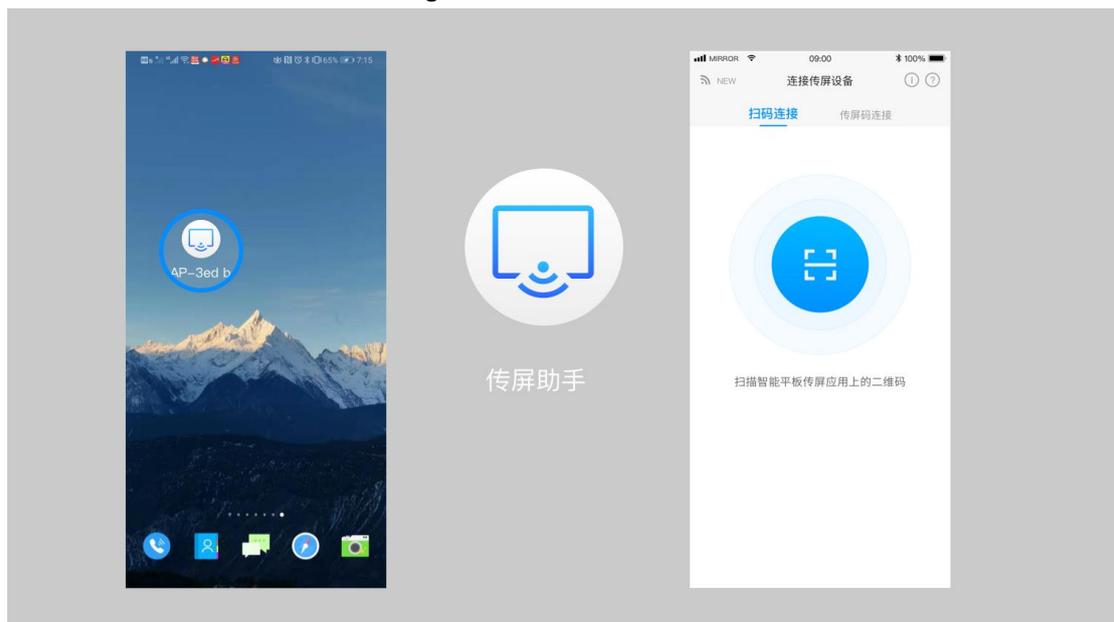


##How to use mobile phone to project

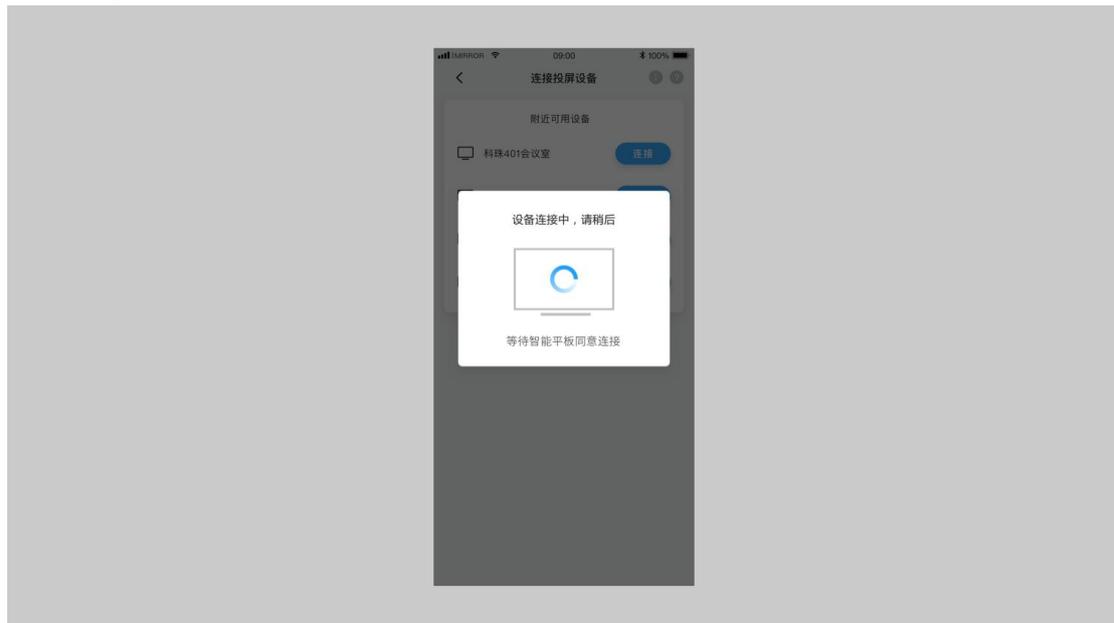
1. Please download the Screen Sharing Assistant at (<https://www.meeting-vip.com/share/>) in advance.
2. Open the screen transfer assistant of the panel, and you can see the wireless screen transfer guide



3. Use the mobile phone screen transfer assistant to click the scan code button, scan the QR code on the wireless screen transfer guide to connect.



4. Waiting to connect



5.

After the connection is successful, you can select the following functions to project.

Screen sharing: the mobile phone screen can be shared to panel for display;

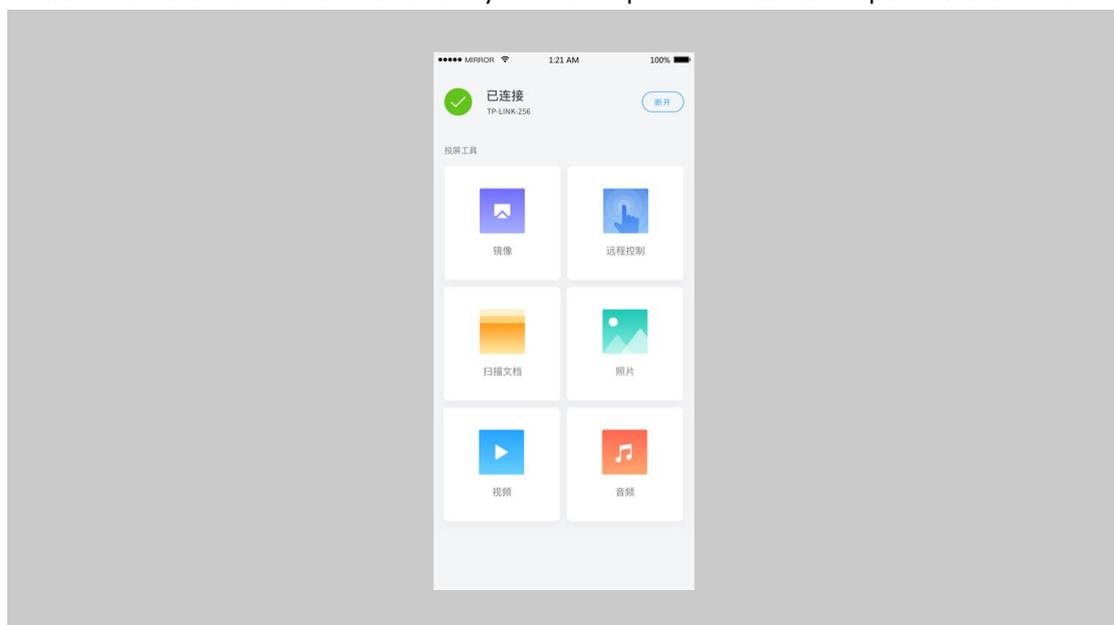
Picture display: the pictures on the mobile phone can be shared to the panel for display;

Video playback: the video on the mobile phone can be shared to the panel for playback;

Audio playback: the audio on the mobile phone can be shared to the panel for playback;

Document scanning: use the mobile phone camera to scan documents and share them to the panel for display;

Conference tablet controller: You can use your mobile phone to control the panel in real time.



File management

##What is file management?

File management is used for local file management, and various files can be opened for display through file management (the tablet needs to be pre-installed with a software client that can open the corresponding file type).

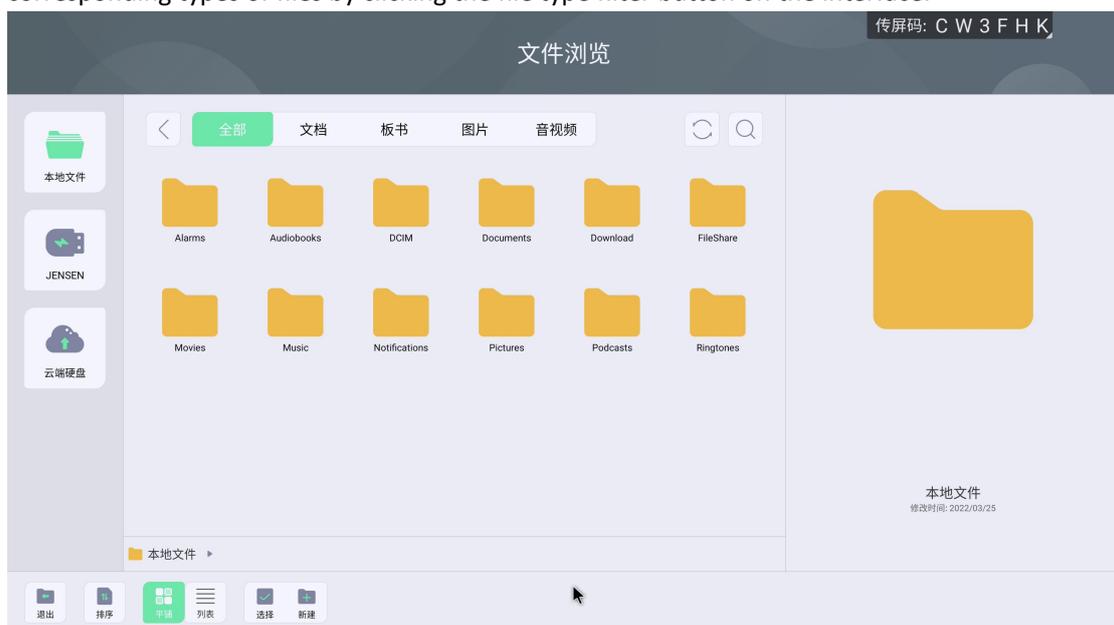
How to use file management?

1. Click the "File Management" icon on the homepage to start the file management APP.

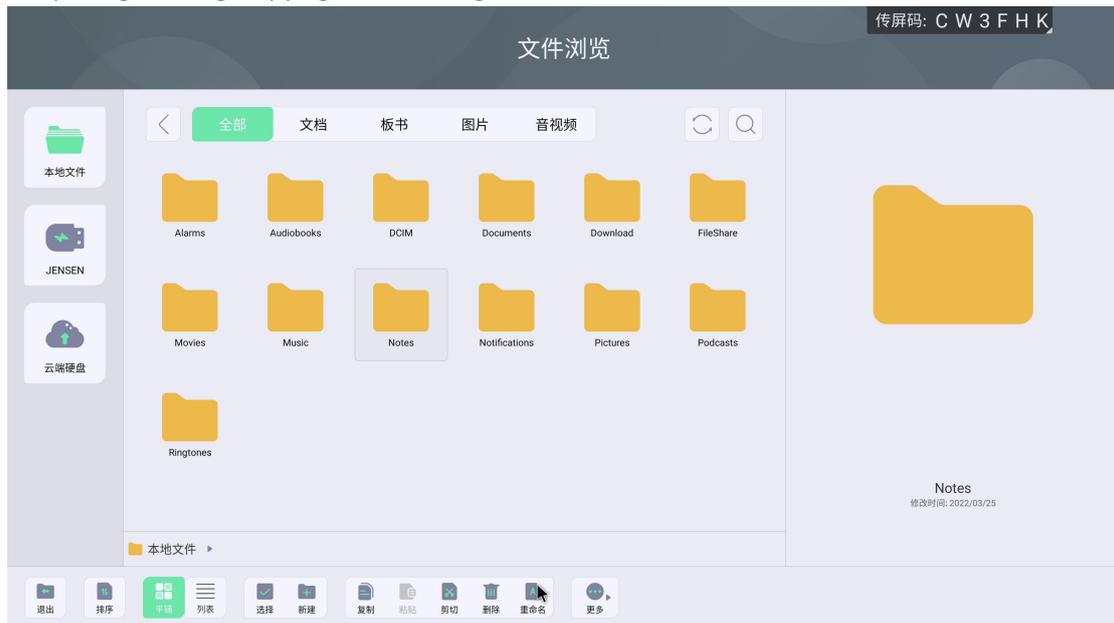


2. When the panel is plugged into a USB device, the file management interface will display the drive letter of the USB device. Click the corresponding drive letter to load the file in the corresponding storage.

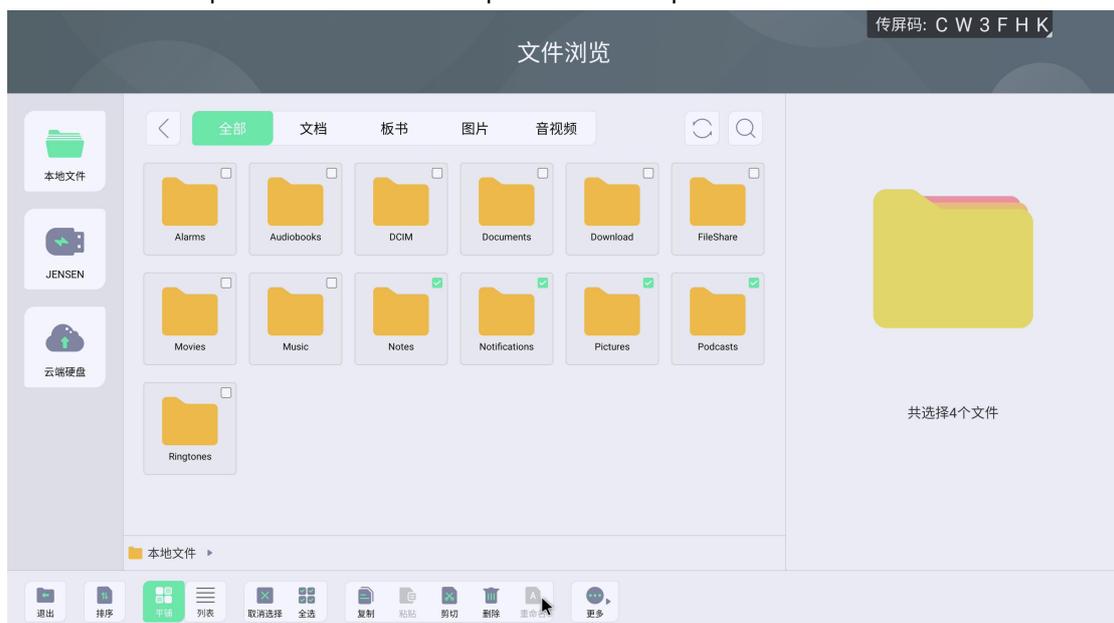
3. For the files in the panel local, USB devices, and personal folders, you can filter and display the corresponding types of files by clicking the file type filter button on the interface.



4. Click the menu button on the file list interface to display a floating toolbar for operations such as opening, sharing, copying, and deleting files.



5. Click the "multiple selection" button to perform batch operations on files.



#Tools

What is tools

Tool is a shortcut tool app on the panel, which provides convenient functions in various scenarios, and helps to solve the needs of file transfer, voting, screen recording, timing, screen capture, and taking pictures in the meeting.

How to use

Click on the sidebar, the tool is in the sidebar menu.

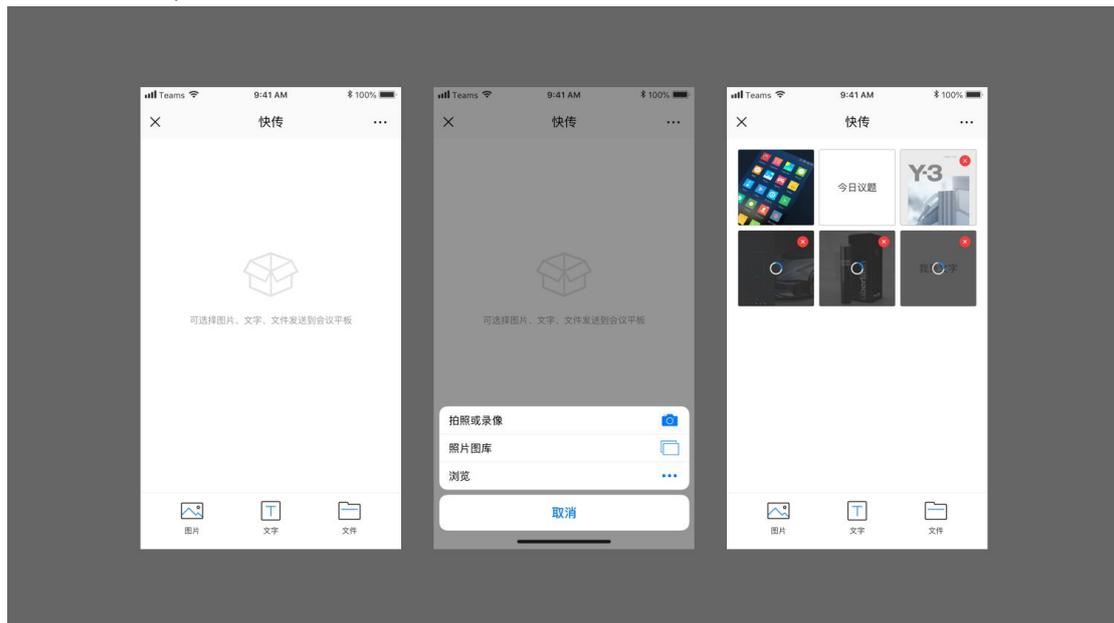


##Quick transfer

1. Click on the icon



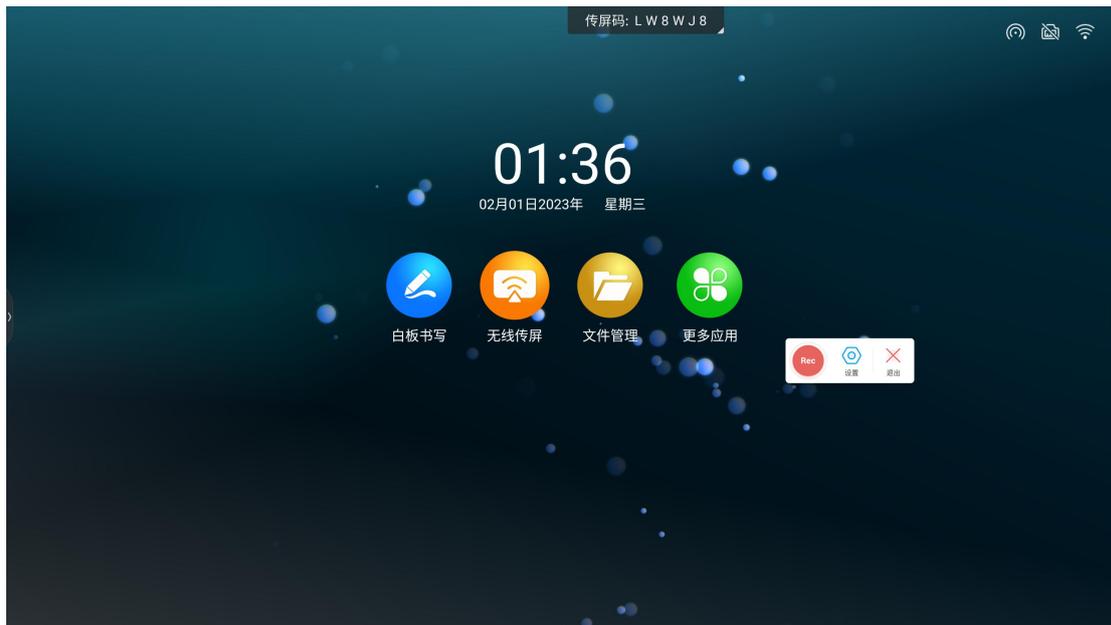
2. Use the mobile phone to scan the code, and you can choose to upload pictures, text, and files on the mobile phone.



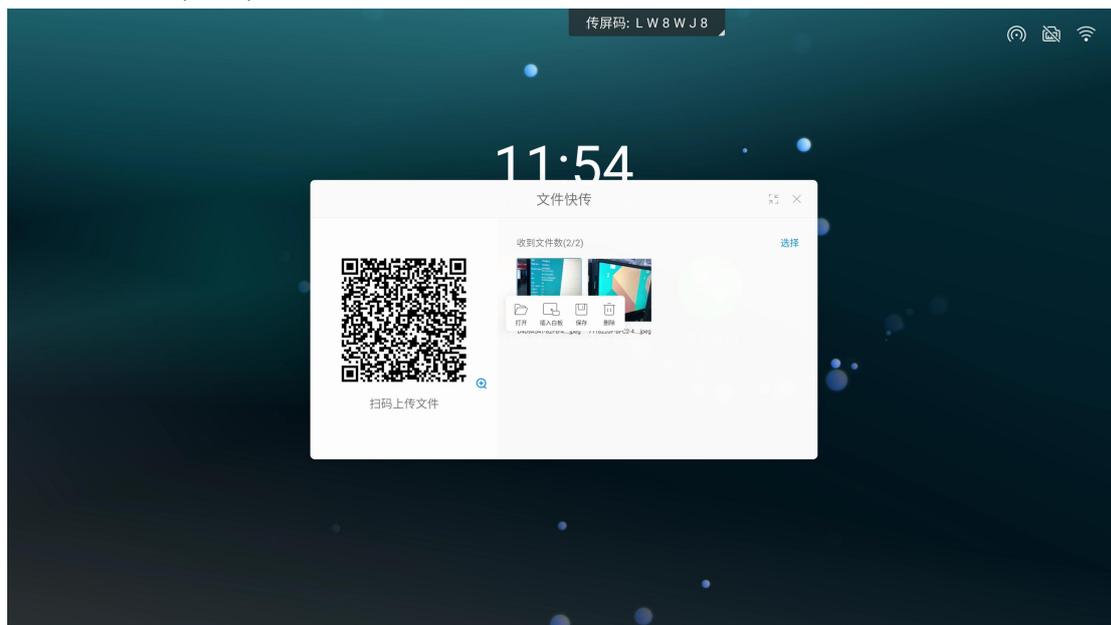
Click the button in the title bar to minimize the window.



3. Click the received file and a toolbar will appear, and you can open the file, insert (picture) into



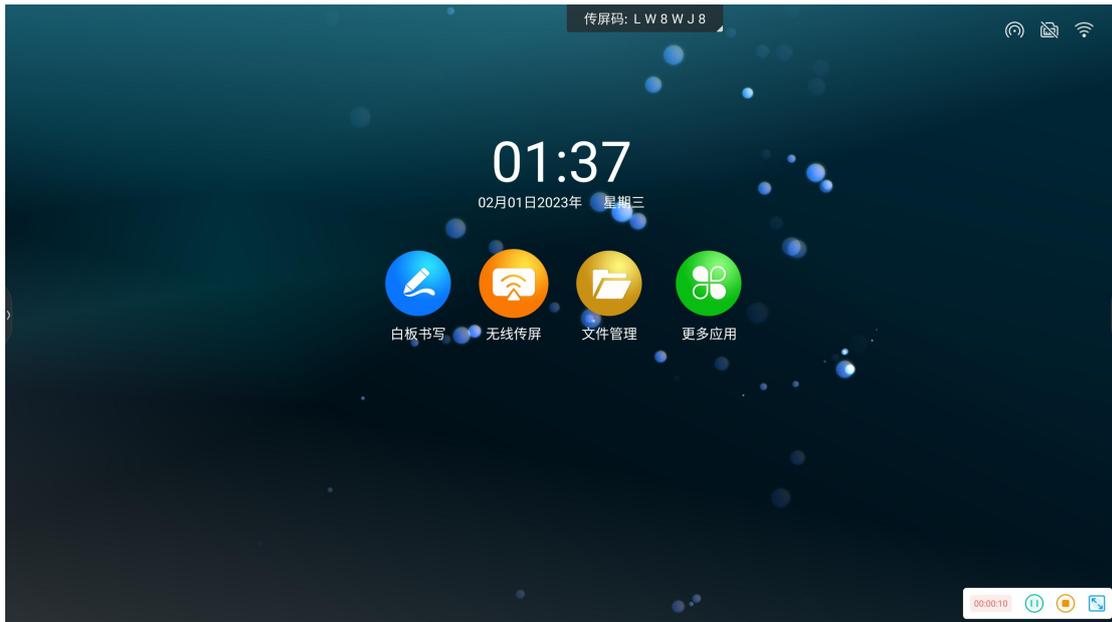
the whiteboard, save, and delete the file



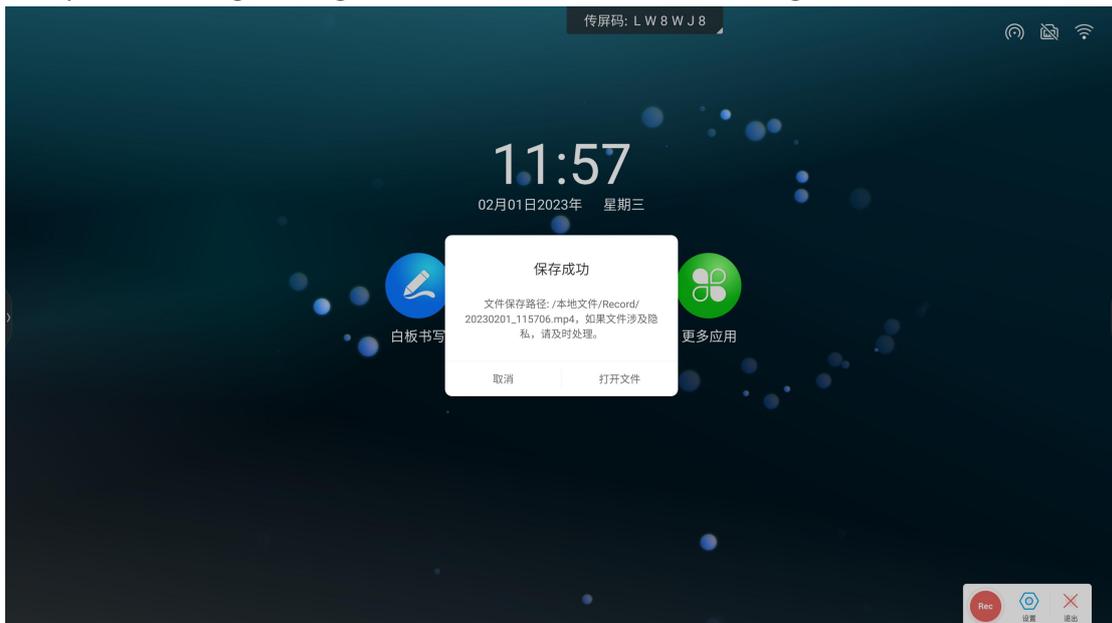
##Screen recording

Click the icon.

1. Click the button to start to record

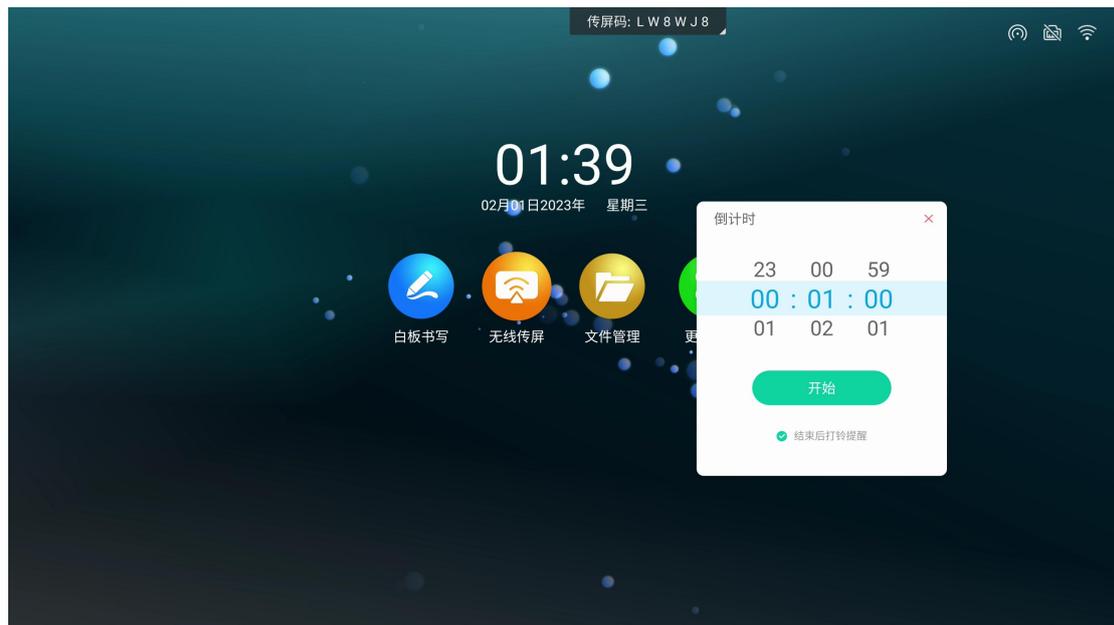


2. The screen recording adopts segment recording, and the merged mode is used after recording. The system will merge the segmented recorded videos after recording.



##计时器小工具 Timer

Click the timer



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



2. Select "Ringtone Reminder", there will be a ringtone reminder before the countdown ends
3. Select "Timeout calculation", when the countdown ends, it will start counting down and record the timeout time.
4. Click "Full Screen Display" to display the countdown screen in full screen

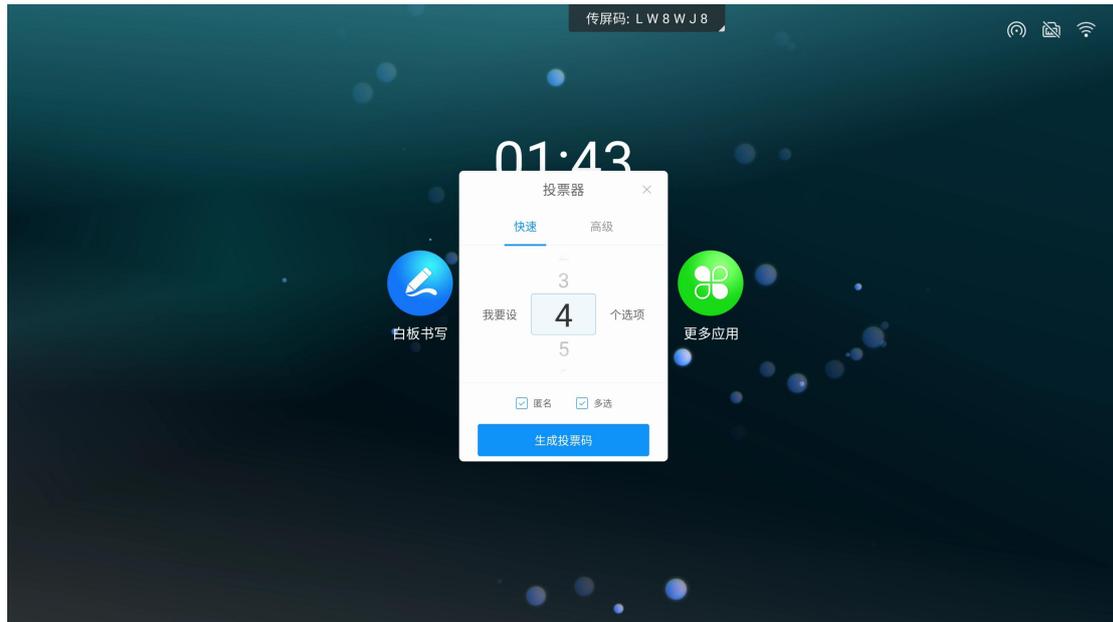


##Vote

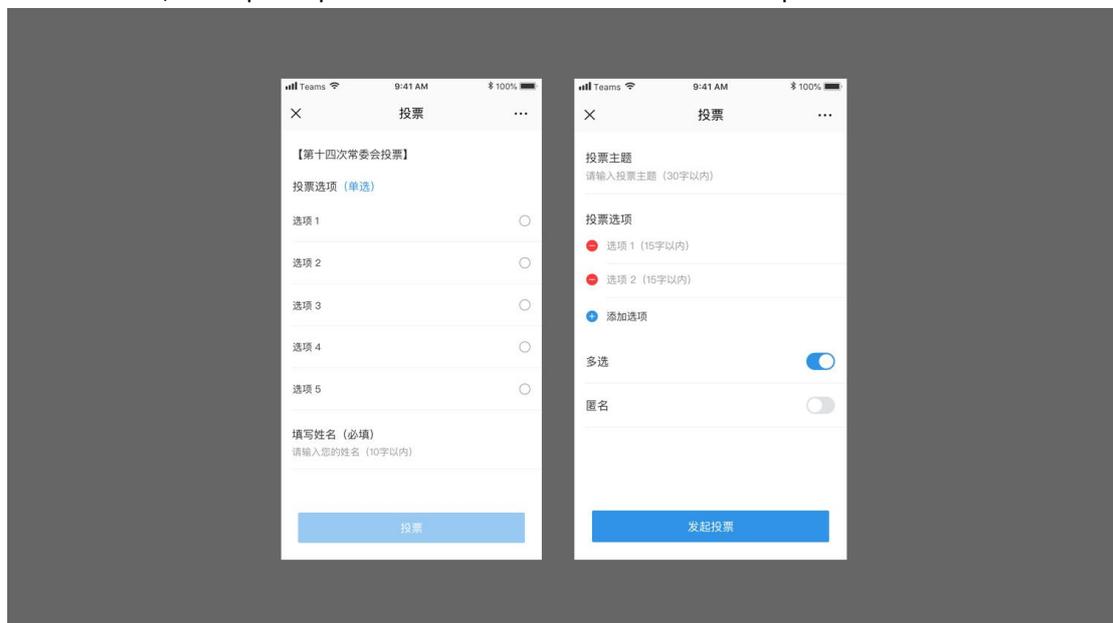
Click the icon



1. Click "Generate Voting Code" to immediately generate a voting QR code for the specified number of options, and vote for each option after scanning the code with your mobile phone.



2. Anonymous voting is possible
3. Allow voters to select multiple options
4. The poll initiator edits the questionnaire options on the mobile phone. After clicking to initiate a vote, other participants can scan the QR code to view the questionnaire

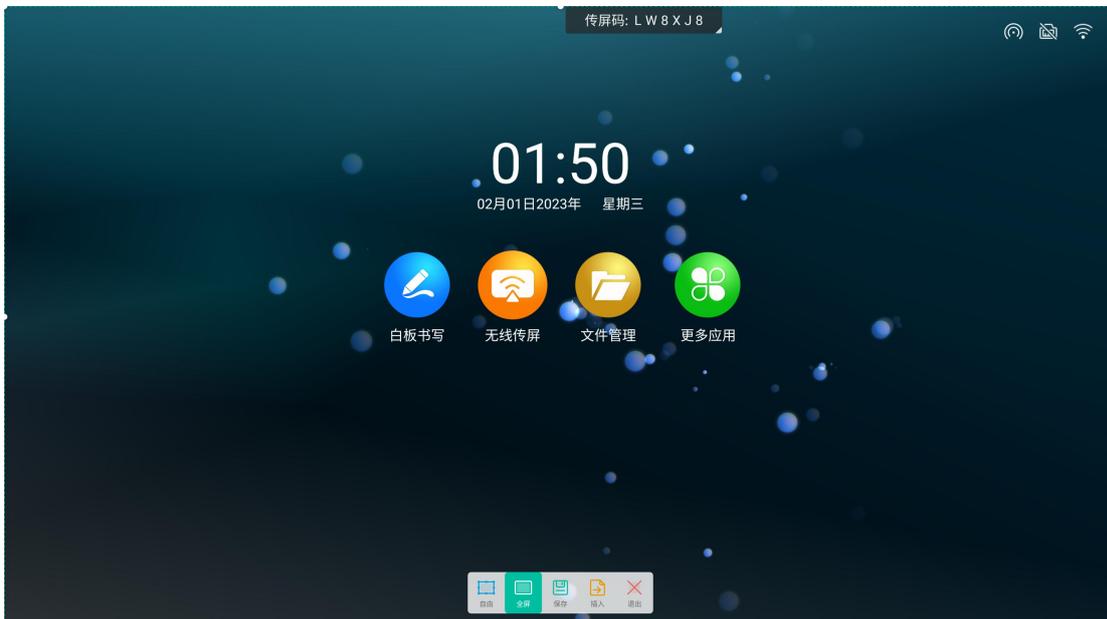


5. The voting results support the display of bar charts and pie charts. You can insert the voting results into the whiteboard and scan the code to take them away. Or click the "Poll Details" button to view individual voters' voting options. Click "Re-Vote" to start a new poll.



##Screenshot

Click the screenshot icon



1. You can hold 8 editing points to adjust the screenshot area, or click the full button to take a screenshot of the entire screen.



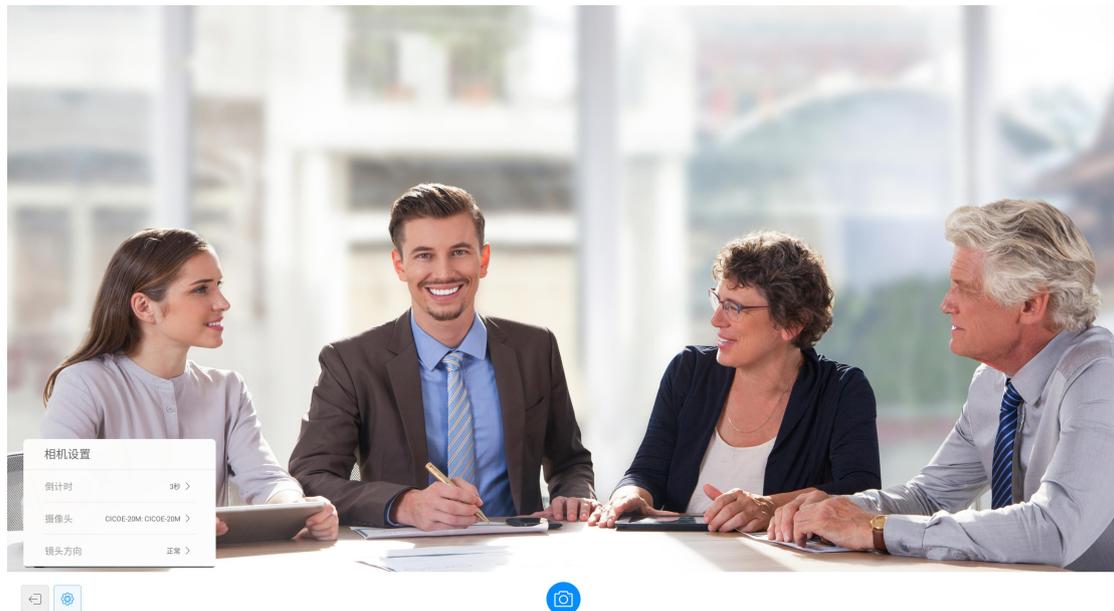
2. Import screenshots to the whiteboard
3. Screenshots can be saved locally on the panel

##Camera

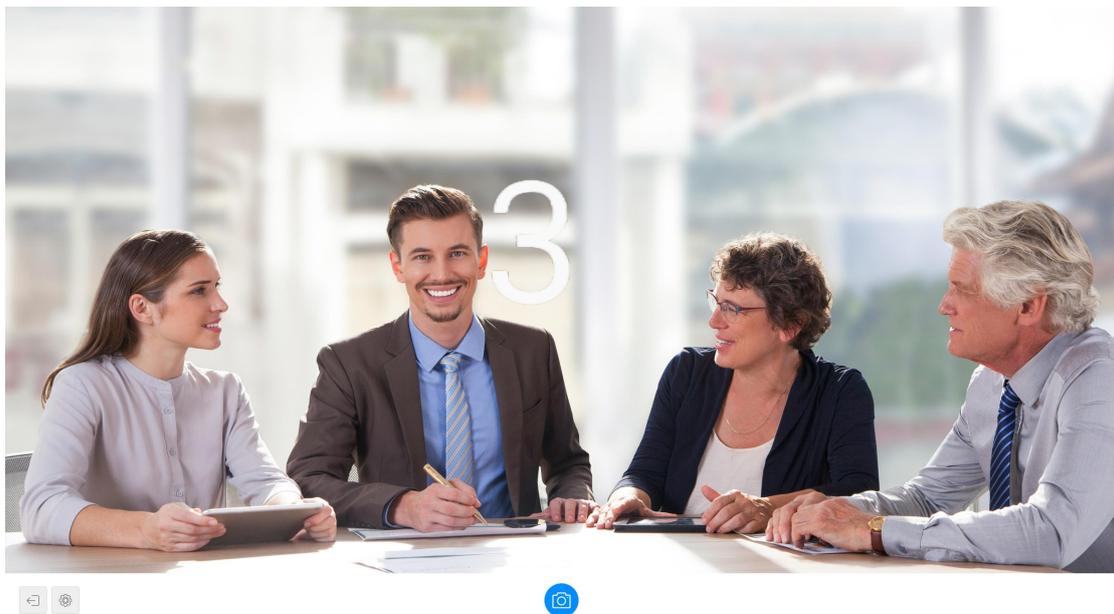
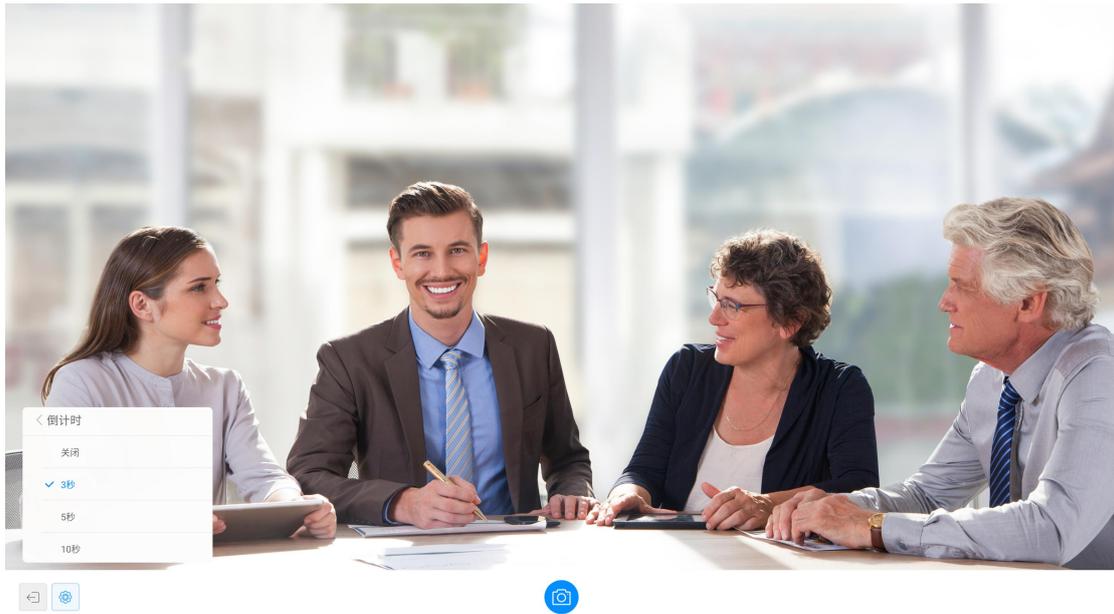
1. Click the “camera” icon.



2. You can call the camera to take pictures, click the setting button, you can adjust the countdown to take pictures, the position of the toolbar button, and the position of calling the camera.

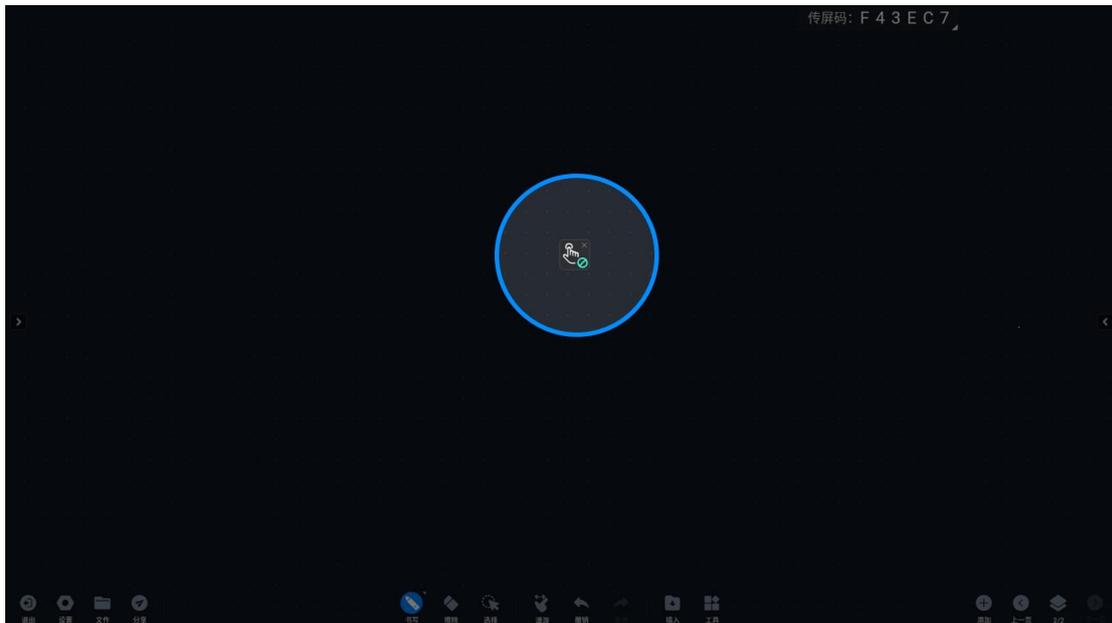


3. Selecting count down function can make timing photo

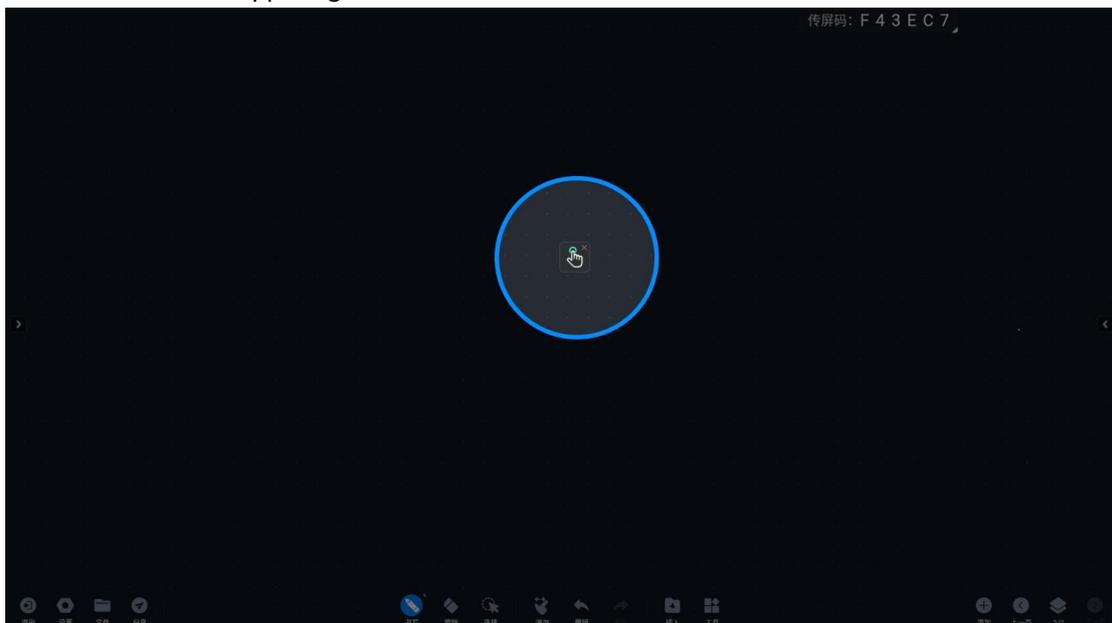


##Touch lock

1. Click on the lock icon
2. Click the touch lock to switch the touch disabled state, as shown in the below.

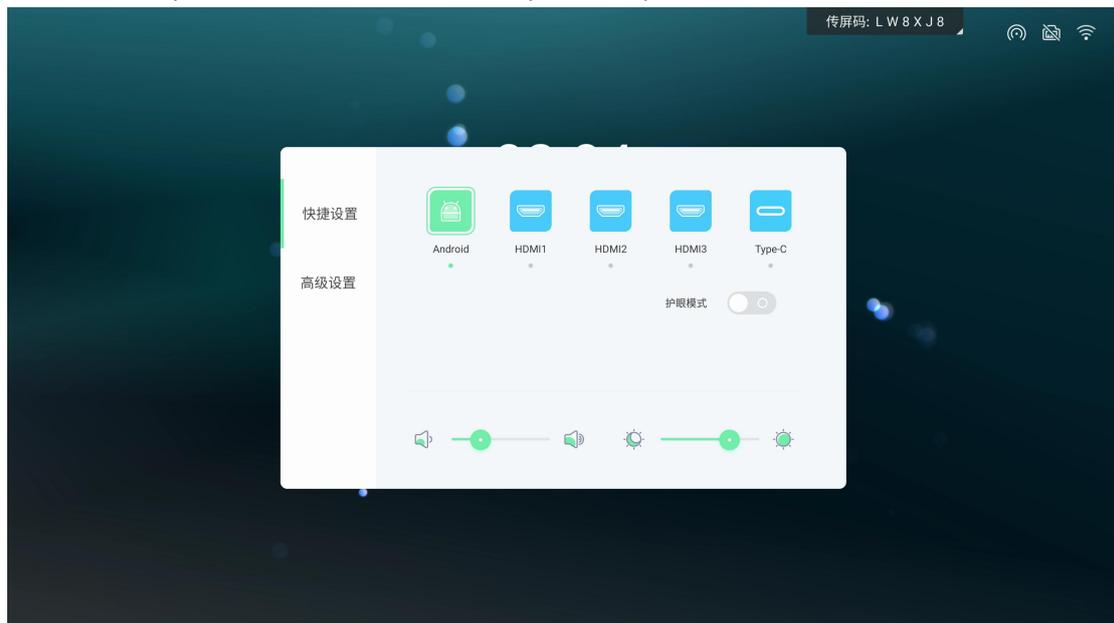


3. Click the X in the upper right corner to exit the touch lock



##Eye protection

1. Click the "Eye Protection" icon on the side panel to open the function



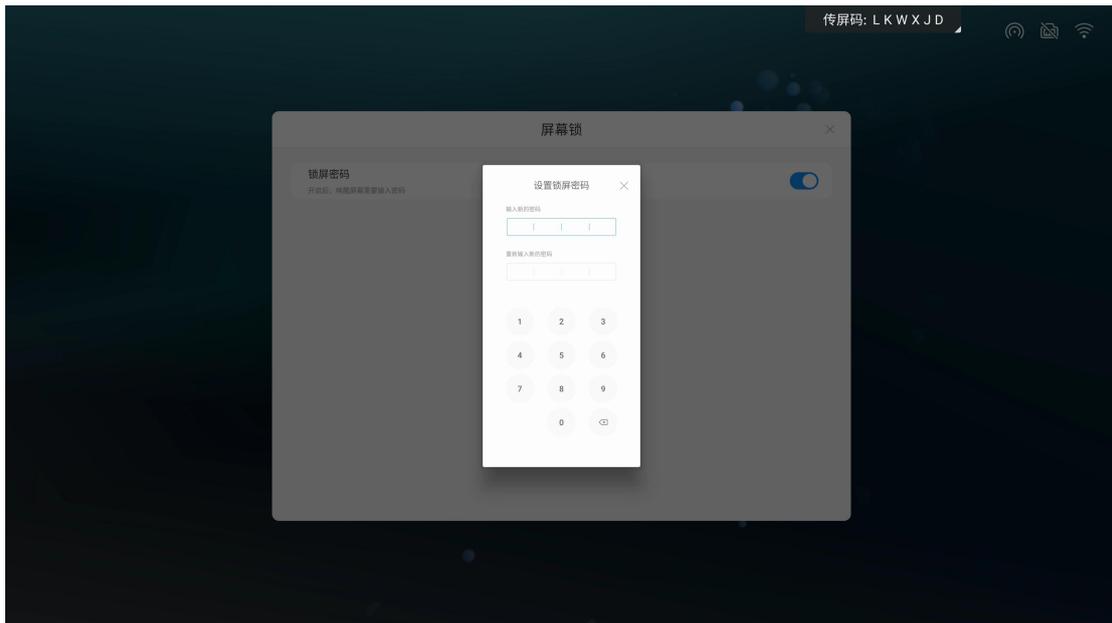
2. The eye protection icon changes from "close" to "open", the screen becomes warmer, enter the eye protection mode, click the "eye protection" icon on the side panel again to close the eye protection mode, and the image mode returns to the previous state.

##Screen lock

1. Click the icon to open the function



2. Setting the code



3、 After setting the code will need to enter the correct password

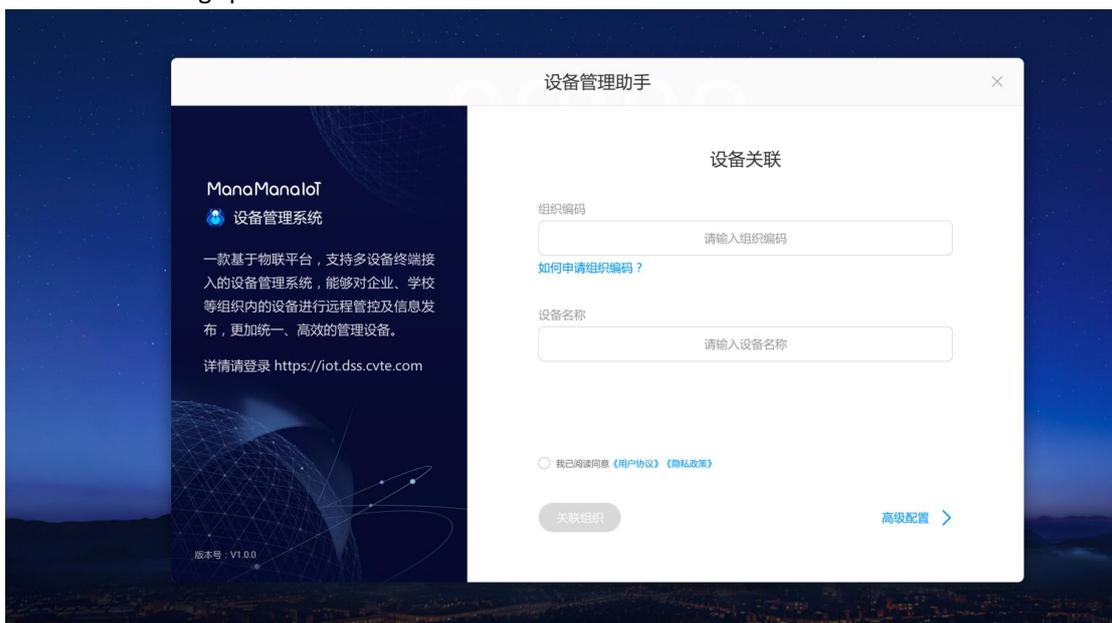
#Spider centralized control

##What is Spider centralized control

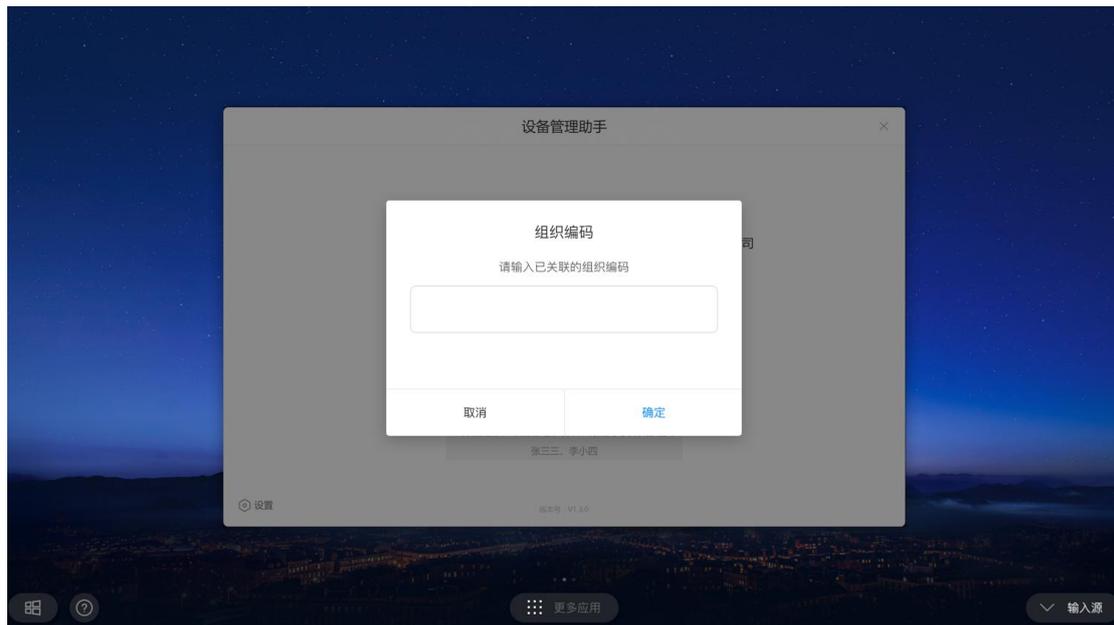
Spider centralized control is a device control system based on the Internet of Things platform that supports multi-device terminal access. It can remotely control and release information on devices in enterprises, schools and other organizations, and manage devices more uniformly and efficiently.

##How to use?

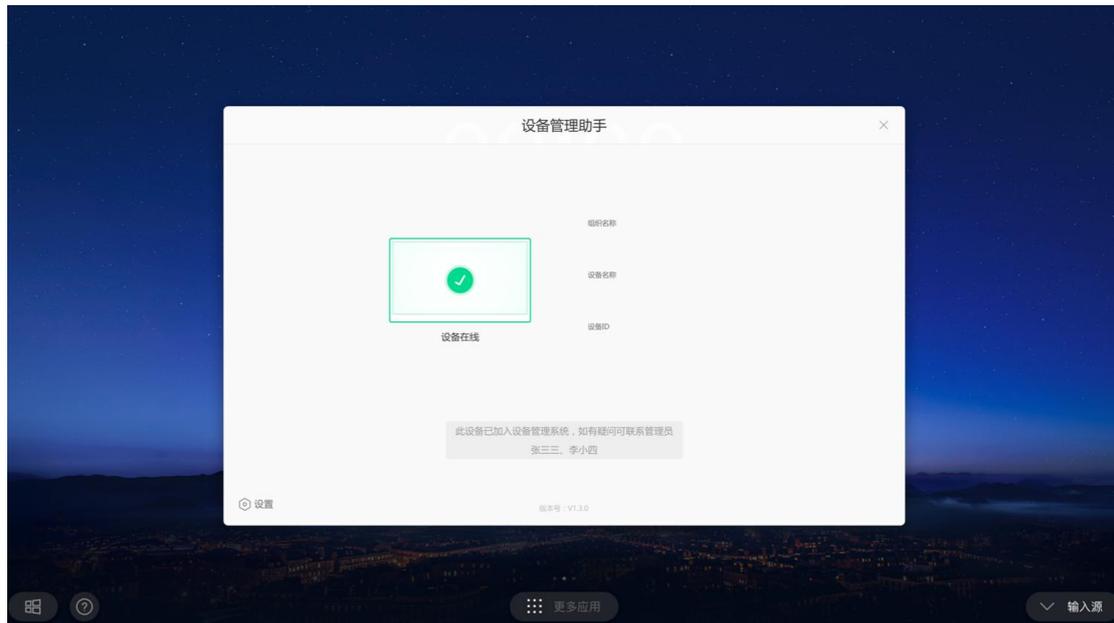
1. Enter (<https://spider.cvte.com>) to register and log in. After that, you can associate the panel with the following specific methods



2. Create a new organization or join an existing organization according to the situation
3. Associate the corresponding organization code



4. After the association is completed, the panel can be controlled



##Which functions are controlled by the Spider?

Main functions: View device status, obtain device information, and remotely control the device (refer to the Spdiar background specification after registration for details).

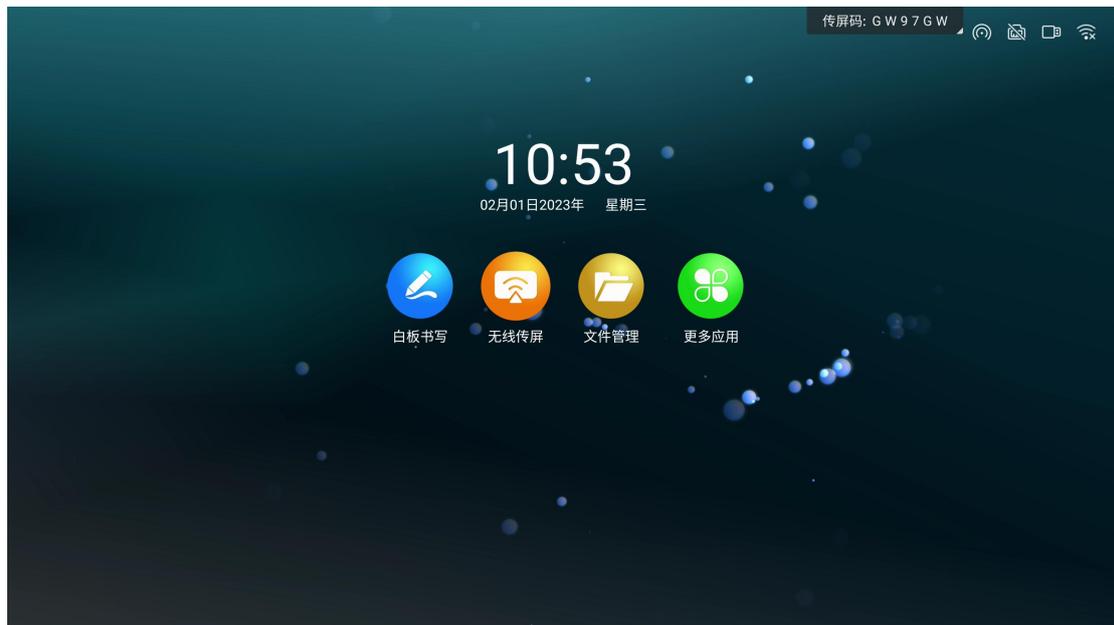
#Beginner's guide

##How to start a meeting?

1. Power on the panel

Press the power switch it will light up.

2. Replace traditional water-based pens and whiteboards, use the whiteboard app to freely write and edit meeting information Open the whiteboard Method 1, from the homepage of the conference tablet, click "Whiteboard Writing" to open the whiteboard.



3. Wireless screen transfer supports the use of wireless screen transfer device and mobile phone screen transfer





4. Welcome app to turn the panel into a display screen

Swipe right on the homepage to enter the "Welcome"

Introduction: The picture below is the main interface of the WEB version welcome interface, which includes the following elements: background image, welcome copy, start display button, toolbar



Edit display content: Click the text on the main interface, and the editing toolbar will appear.



Click the "Zoom Out" and "Zoom In" buttons to control the size of the text to shrink or enlarge;

Click the B button to control text bolding and cancel bolding

Click the color button to pop up a color selection box to select the text color

Click the button on the far right of the toolbar to switch between centering, left alignment, and right alignment

(1) Press and hold the small dot of the text box to drag to change the size of the text box; (2) Click the delete button in the upper right corner of the text box to delete the text box; (3) Press and hold anywhere in the text box , you can drag to move the position of the text box

Toolbar



- (1) Click the template button to select an optional welcome interface template;
- (2) Click the Typesetting button to choose a different text layout;
- (3) Click the music button to insert alternative or local audio files into the welcome interface;
- (4) Click the Insert button to choose to insert elements of the current welcome interface;
- (5) Click the save button to save the currently edited template
- (6) Click the reset button to reset the welcome to the initial state;

Display of results

After modifying the welcome element, click the start display button on the main interface to enter the full-screen display state. (Remarks: In the current version, the shortcut setting button in the lower left corner of the display state cannot be hidden. In the future, it will be changed to the display state if you do not touch the screen for more than 5 seconds, the setting button will be automatically hidden, and the shortcut setting button will be displayed automatically when you touch the screen. Make sure the picture is clean when displaying)



When you click the shortcut setting button in the lower left corner of the interface, it will return to the editable state