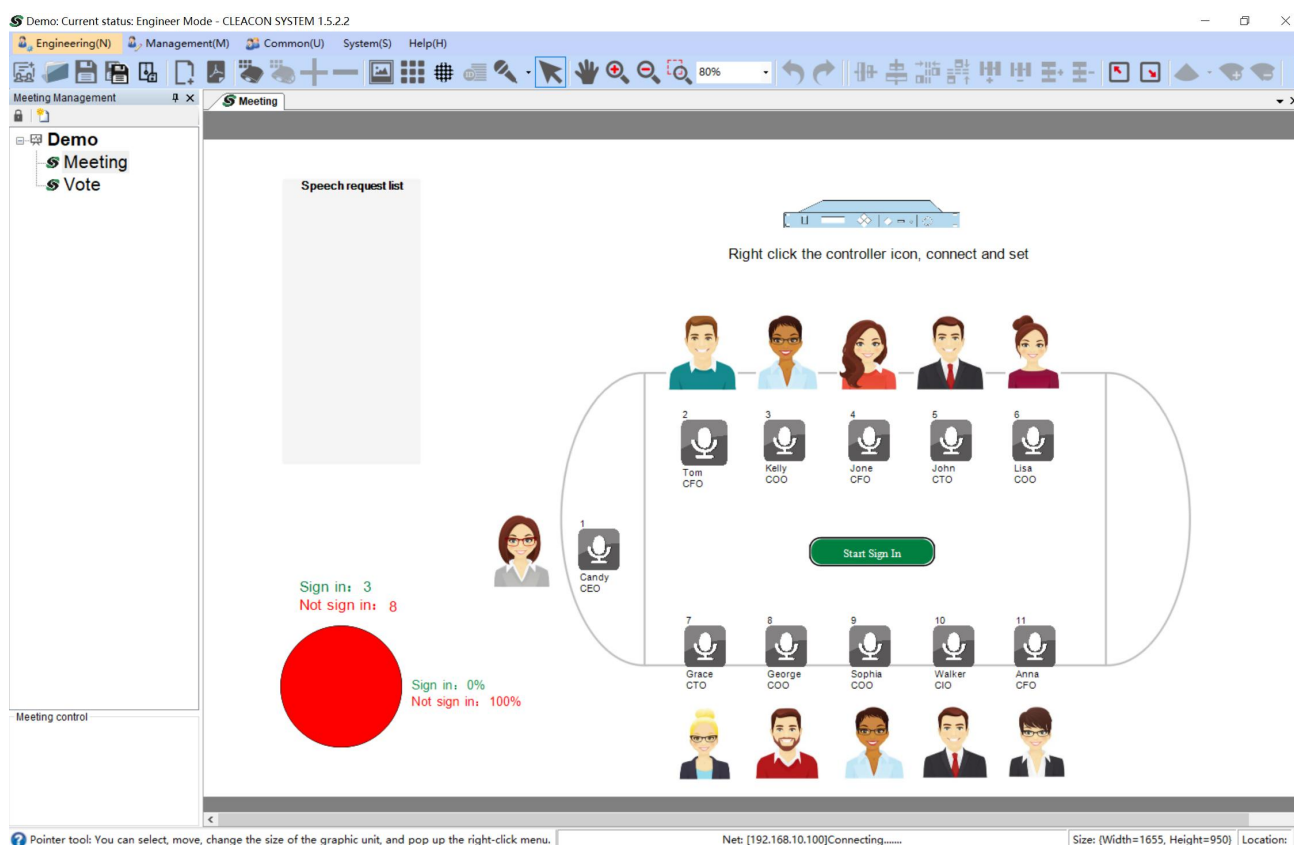




# Full Digital Network Conference Management Software User Manual

Ver 4.0



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# **1. Introduction**

This chapter provides a brief explanation of the purpose and scope of application of the Conference Discussion System Operating Manual (hereinafter referred to as the Manual).

## **1.1. Manual Purpose**

Inform the users of the conference discussion system/CLEACON SYSTEM (hereinafter referred to as the conference discussion software), the function and specific use methods of the conference discussion software, so that users can adapt and use the conference discussion software well as quickly as possible.

## **1.2. Manual Scope**

Suitable for conference discussion system operators, conference discussion system hardware commissioners and related conference operators.

# **2. System Overview**

The conference discussion software is an intelligent Wifi conference software with multiple functions in one, which has the characteristics of real high security, high speed rate and high efficiency.

## **2.1. Software Environment**

The conference discussion system requires the following environments to function properly:

Operating platform: windows system environment (32/64 bit).

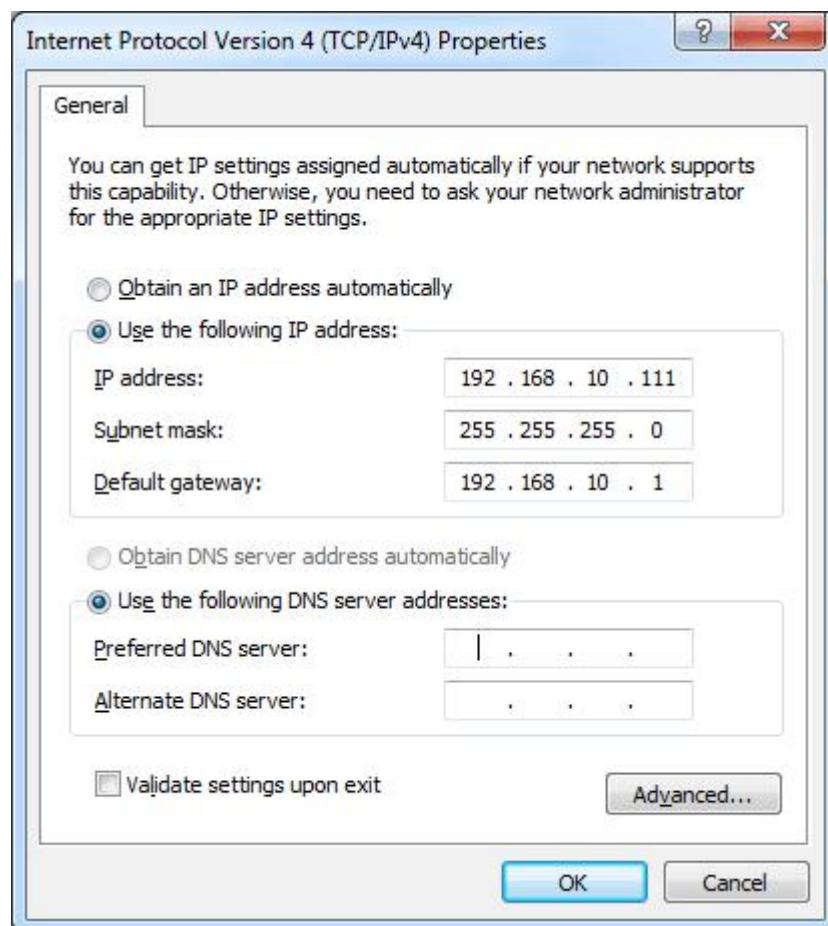
.net environment: v4.0 (need to install the self-carried version of the conference discussion system installation package, other network versions may not work properly).

## **2.2. Device List**

Conference discussion system hardware equipment list:

One PC with the above software environment, one projector (if needed), one conference controller, multiple delegate units, and multiple chairman units.

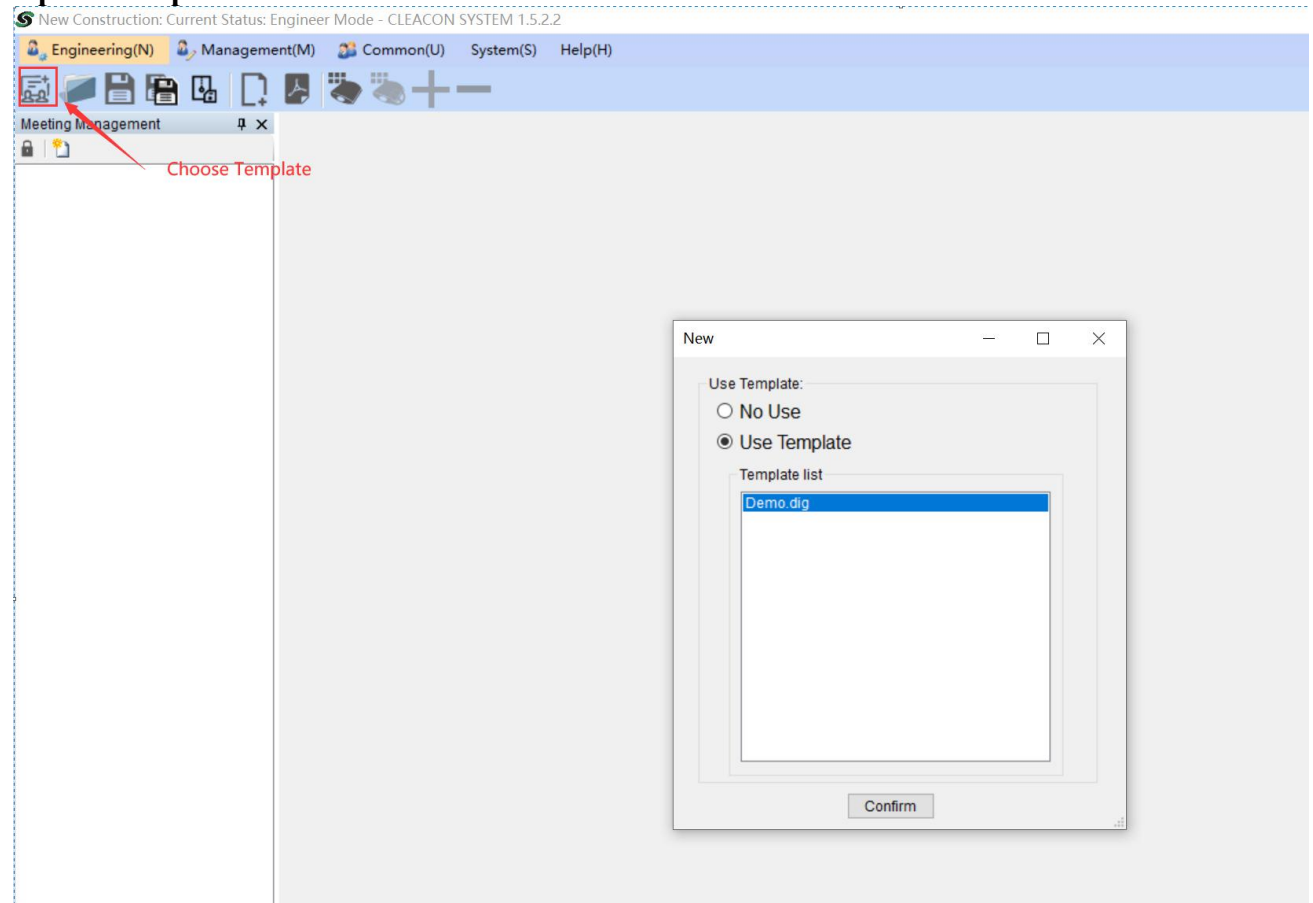
## 2.3. Connecting Device (engineering mode)



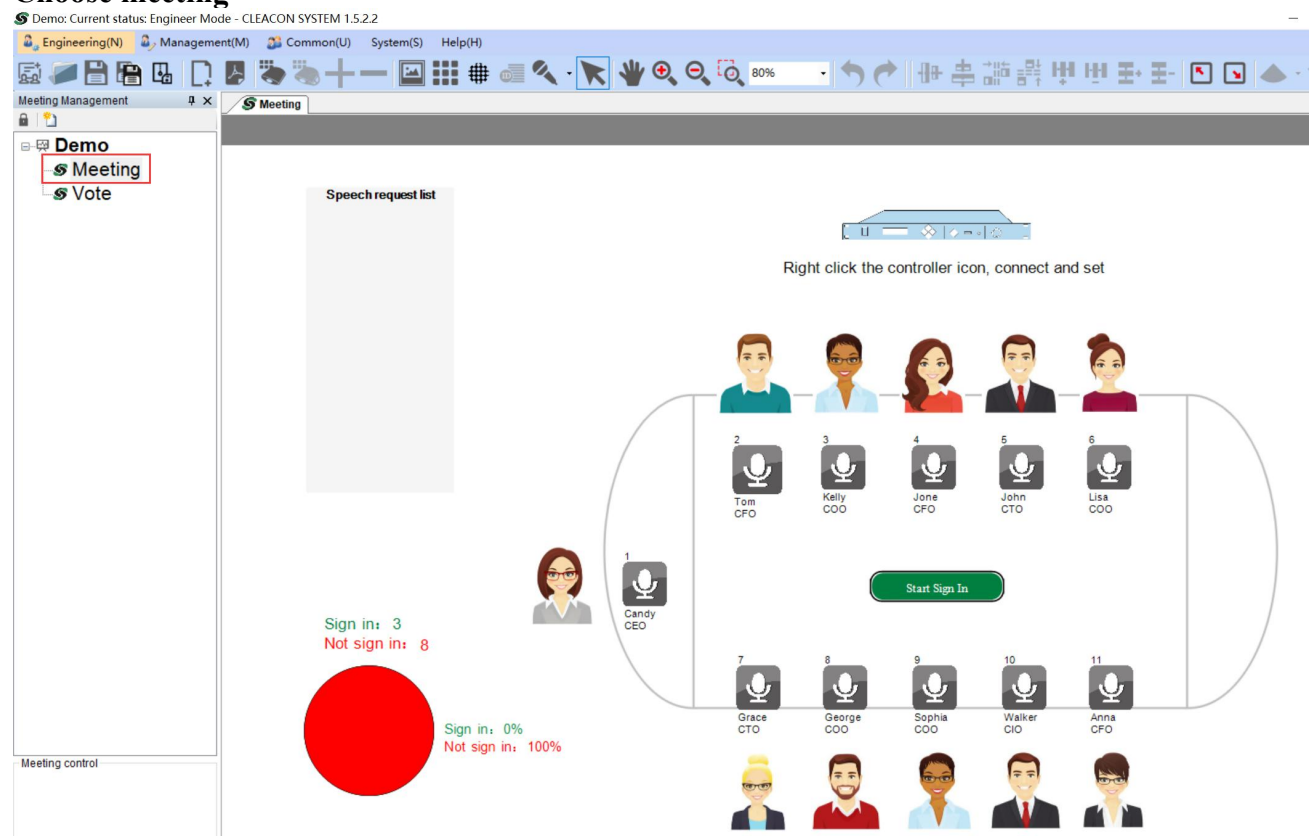
Ensure that the network cable is connected to the controller, and the local network connection of the PC is in the same local area network as the controller (the controller can be pinged), for example, the controller IP address: 192.168.10.100.

PC's IP address: 192.168.10.xxx (Control Panel\Network and Internet\Network Connections->Right-click Local Area Connection->Properties->Select Internet Protocol Version 4 (TCP/Ipv4)->Click Properties as shown in the figure) to create a meeting- >Add page->Select Add Controller from the toolbar->Place it on the canvas, as shown in the figure below:

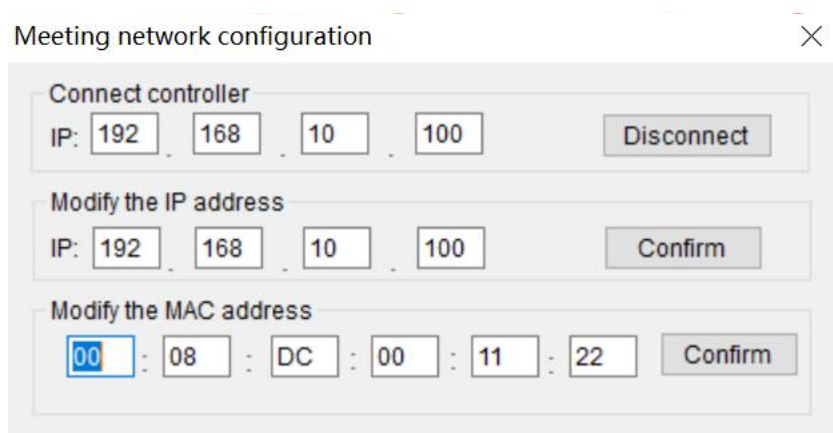
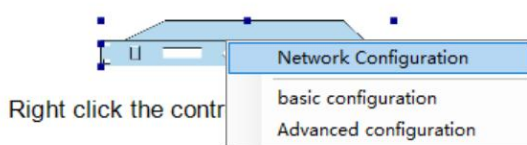
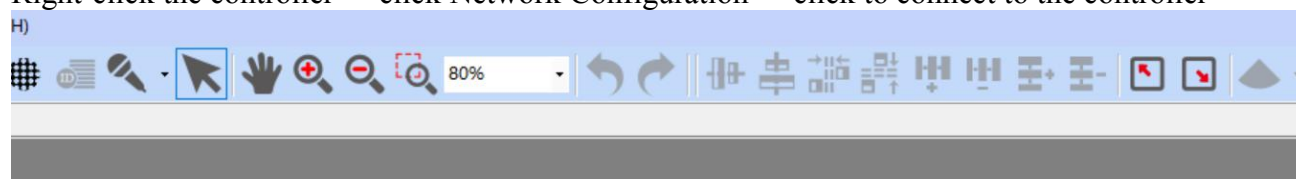
## Open a template:



## Choose meeting



Right-click the controller -> click Network Configuration -> click to connect to the controller



The status bar below:

Net:[192.168.10.100]:Connecting.....

Net:[192.168.10.100]:Connection disconnected

Net:[192.168.10.100]:Successful connection

Indicates a connecting

Indicates a disconnected connection

Indicates a successful connection

## 3. Public Operation

### 3.1. Interface Layout Introduction

This section mainly introduces the layout of the initial startup interface of the conference discussion software and the main function layout of each section. The startup interface is shown in Figure 1-1.

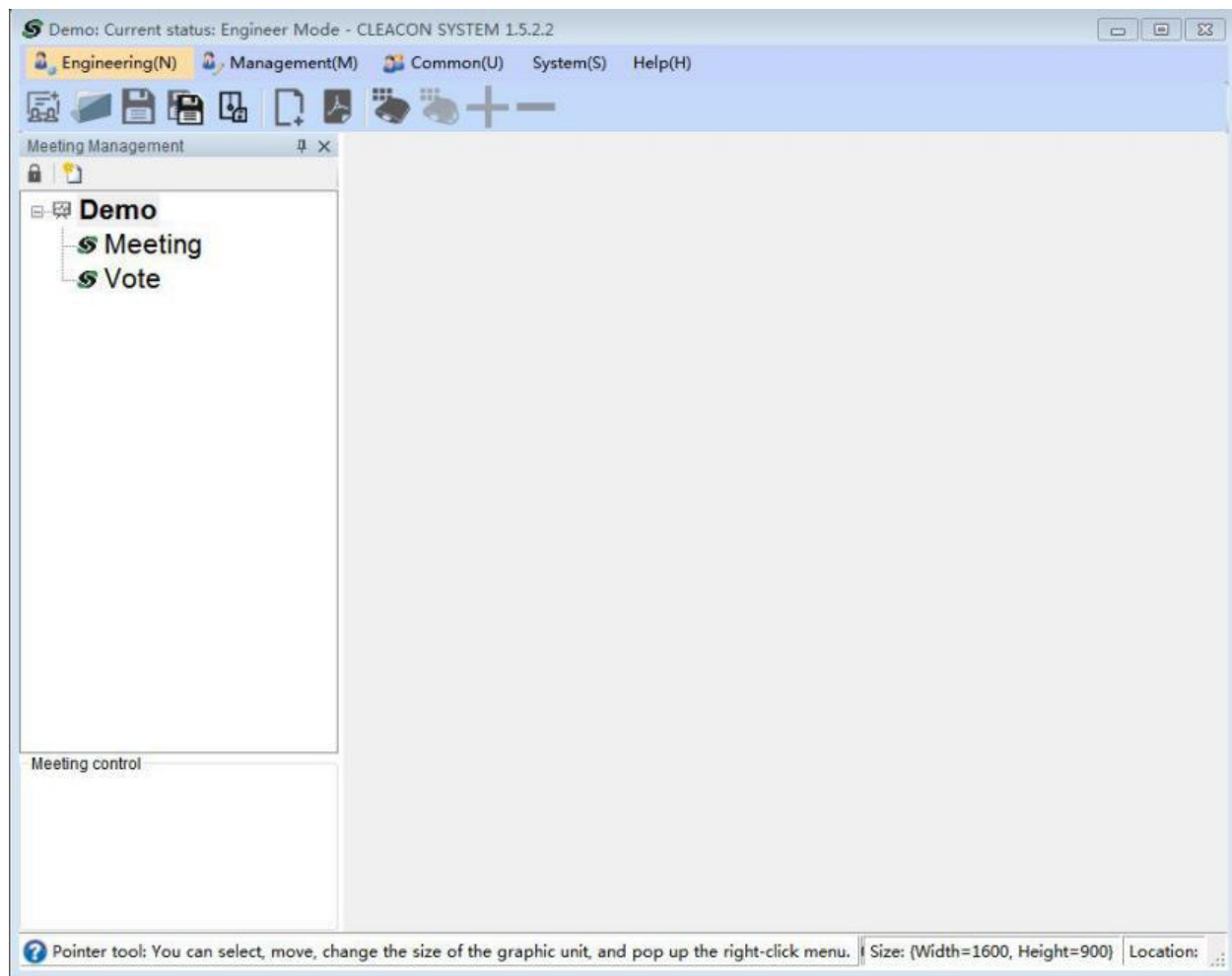


Figure 1-1 Start interface diagram

Title bar: Display the current project name, current user authority, software name and version number.

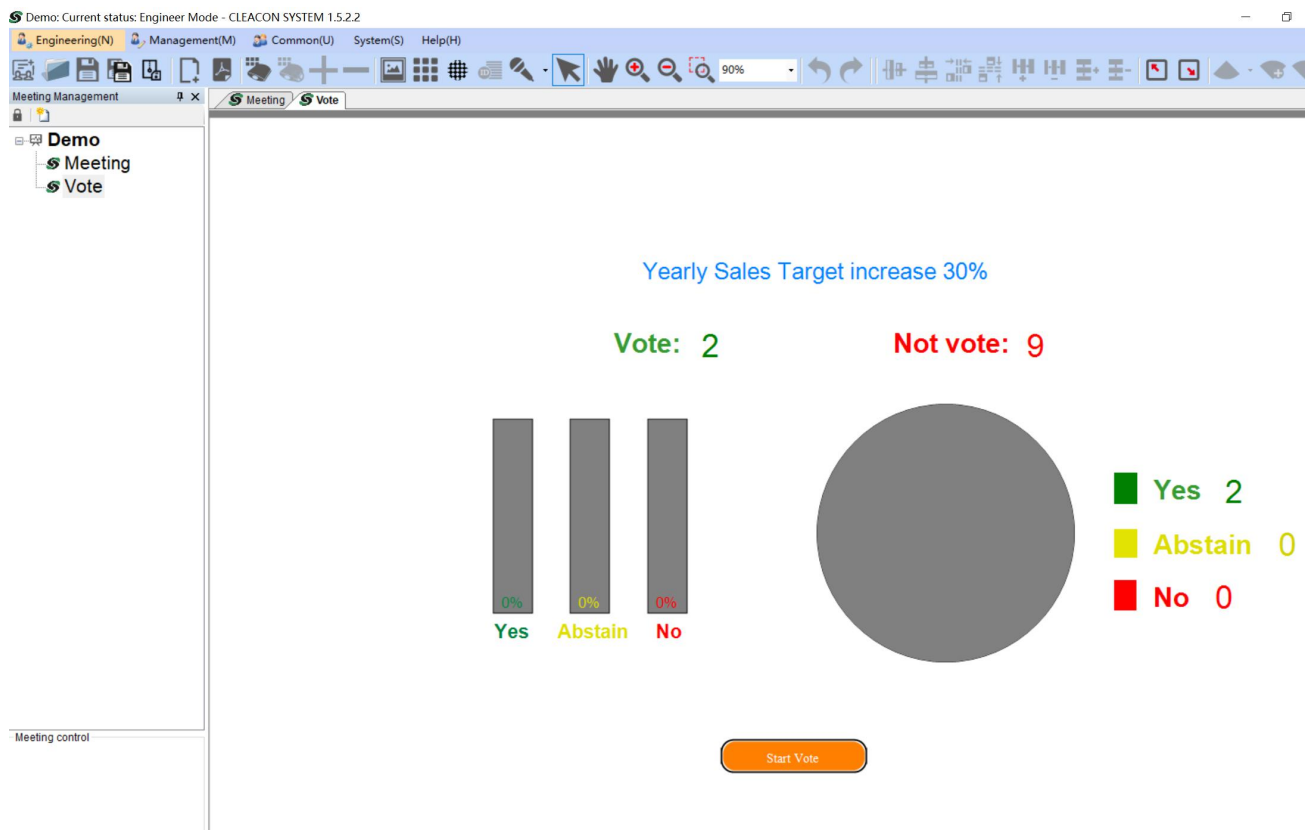
Menu bar: From left to right, there are 3 quick permission switch buttons, system function buttons, and help function buttons.

Toolbar: Display a collection of tool menus that can be used under the current project authority.

Conference management area: Facing multiple conference operation areas, you can add, delete, modify meetings and other auxiliary functions.

Status bar: the necessary information display area during the conference operation.





## 3.2. Conference Element Operation

This section mainly introduces the detailed operation and use of each function, and introduces them one by one according to the general conference operation process.

### 3.2.1. Conference Related

#### (1) How to create a new conference

Conference is the most important basic element of conference discussion software. Without conference, the software will not work normally. The following describes how to create a new conference.

Steps: Enter the conference management area, and click the [New Conference] button with the left mouse button, as shown in Figure 1-2. After setting the relevant conference elements, click OK and the new conference operation ends.

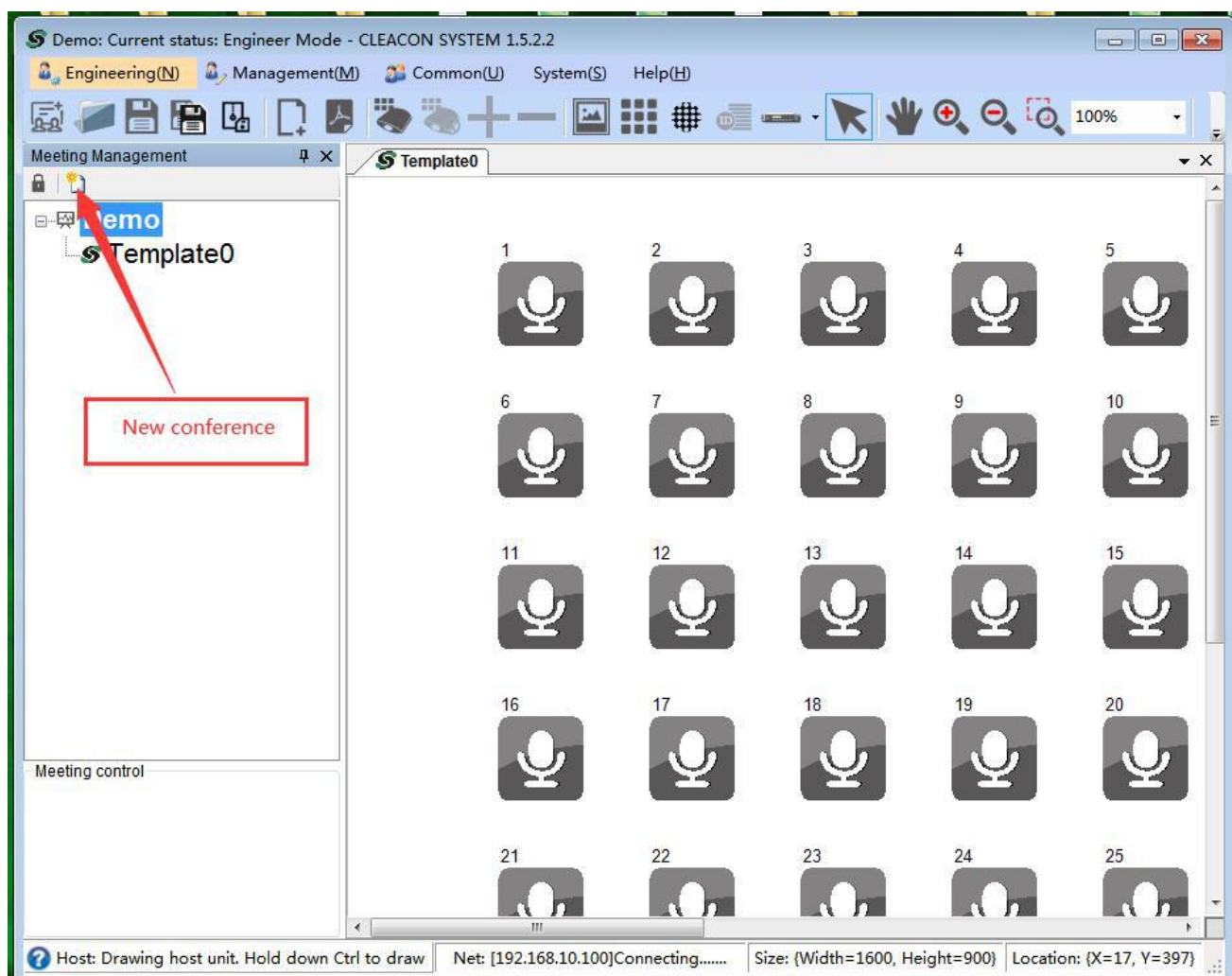


Figure 1-2 New conference operation chart

## (2) How to delete a conference

In the process of software operation, it is often necessary to delete the abandoned conference. The following describes how to delete the meeting.

Steps: Enter the conference management area, left-click and select the conference to be deleted, right-click the pop-up menu, as shown in Figure 1-3, click [Delete Conference], and the delete conference function operation ends.

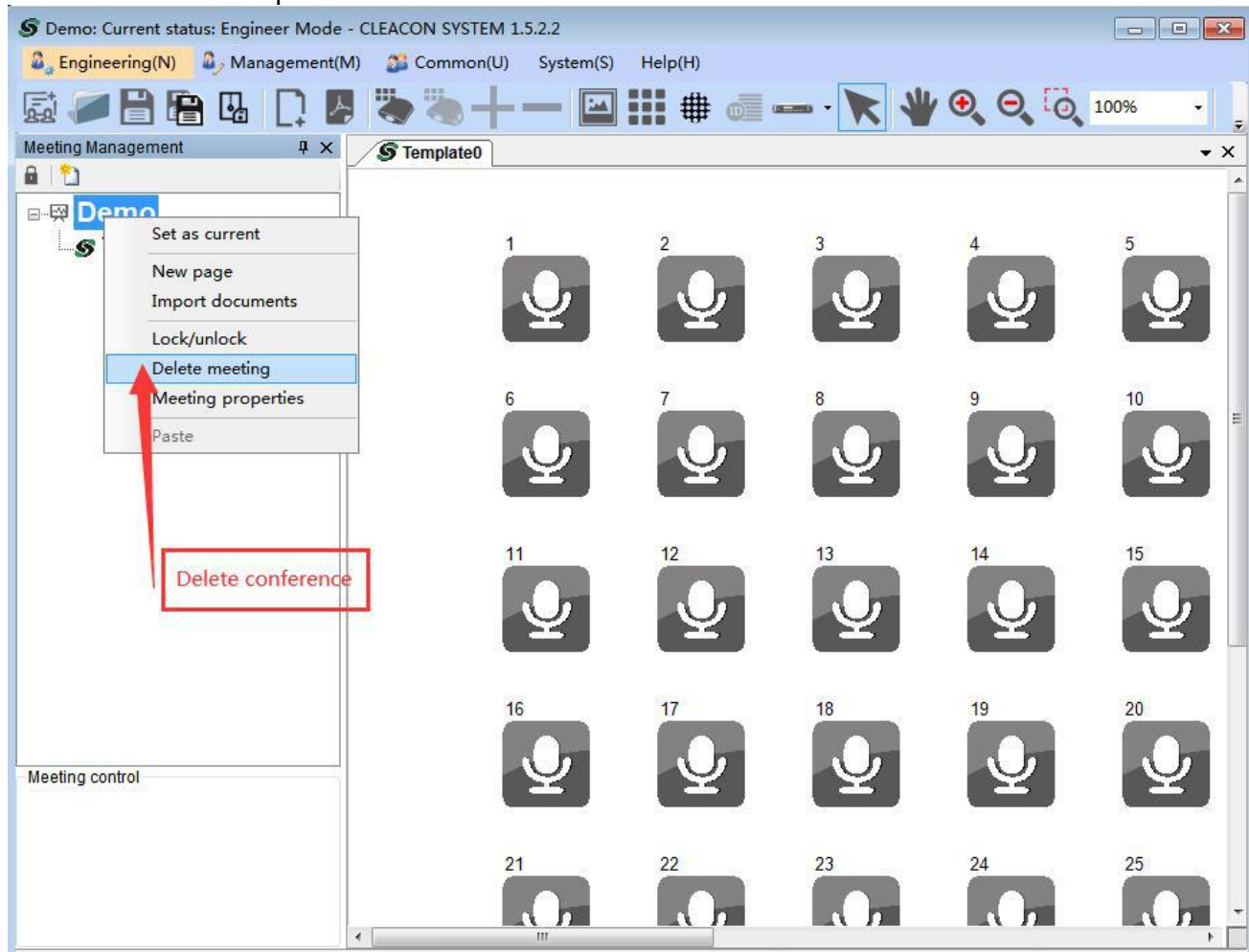


Figure 1-3 Delete conference operation diagram

## (3) How to modify conference information

Conference information is an important manifestation of the conference. Setting and modifying the conference information can help us improve our understanding of the conference, and help us to record the conference and reflect the importance of the conference.

Steps: Enter the conference management area, left-click and select the conference to be modified, right-click the pop-up menu, as shown in Figure 1-4, click the [Conference Properties]

button to enter the conference properties interface, modify the relevant properties and click the OK button. The function of modifying meeting information ends.

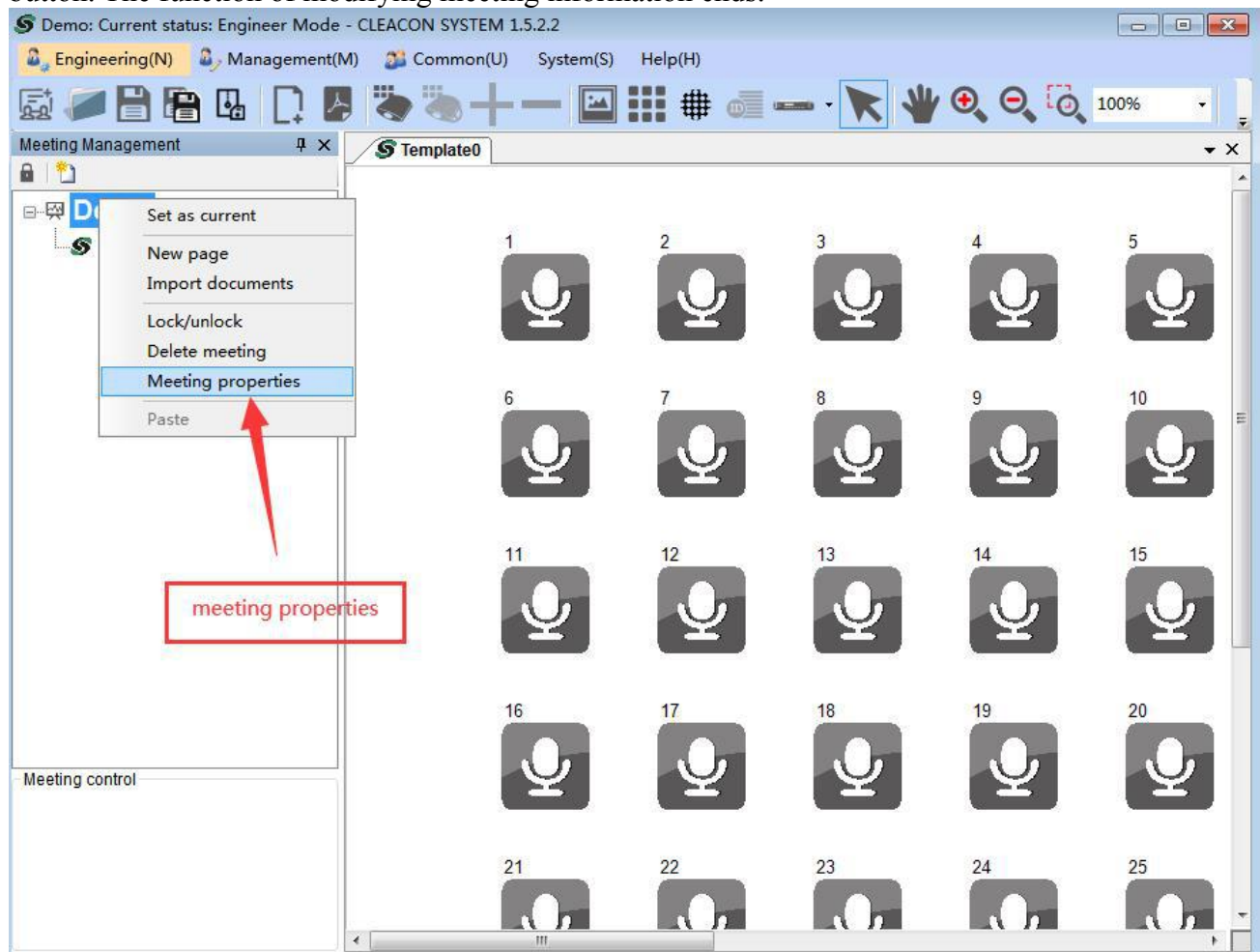


Figure 1-4 Modify conference information operation chart

### 3.2.2. Page Related

#### 1) How to create a new page

The page is the basic element of the conference, on which various conference elements can be drawn (we call it the canvas). The conference scene layout, the main operations are completed on the canvas. The following describes how to create a new canvas page.

Steps: Enter the toolbar and left-click the [New Page] button. By default, a new page is created for the current conference. You can also enter the conference management area and left-click the selected conference, right-click to open the right-click menu and select [New Page]. As shown in Figure 1-5.

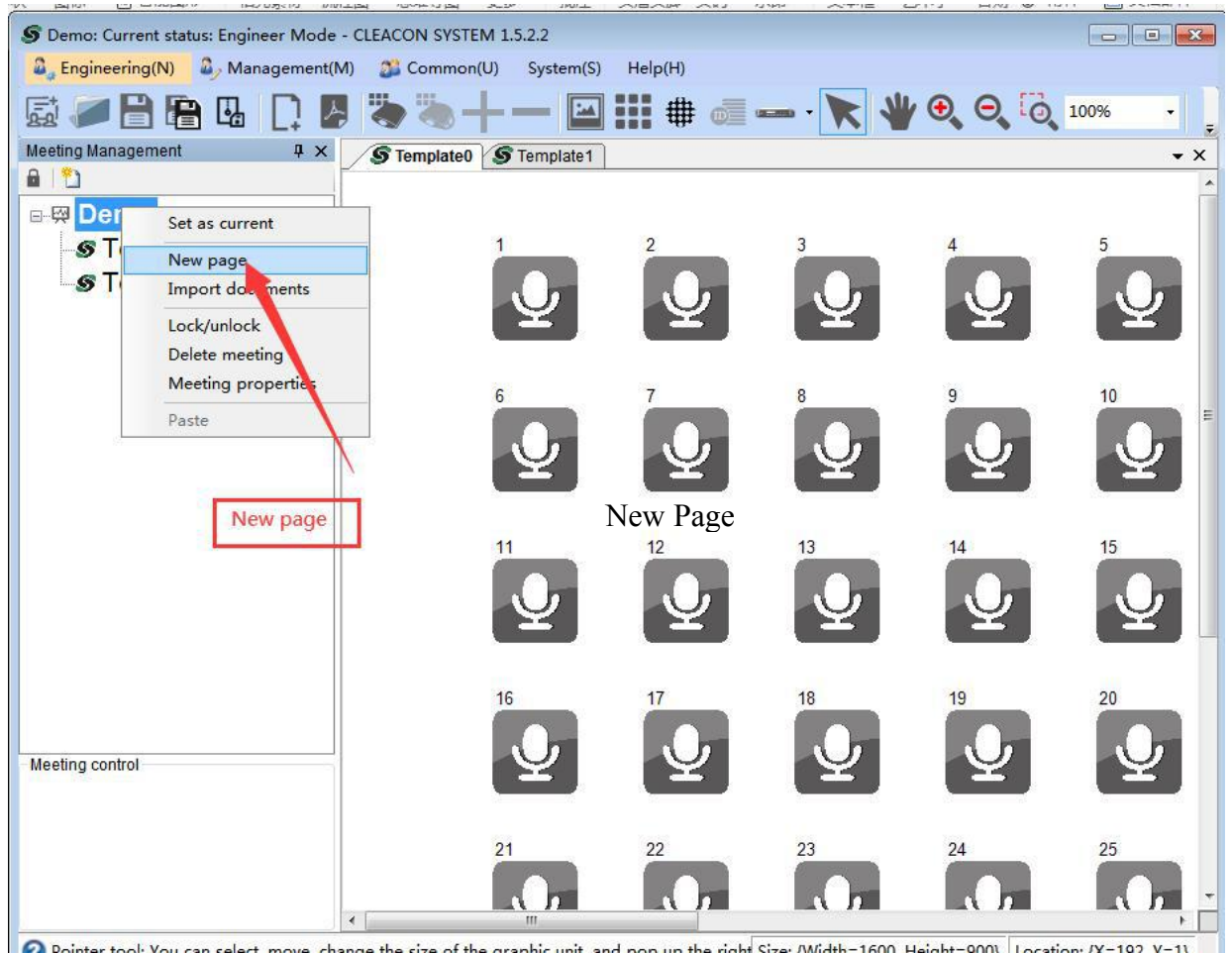
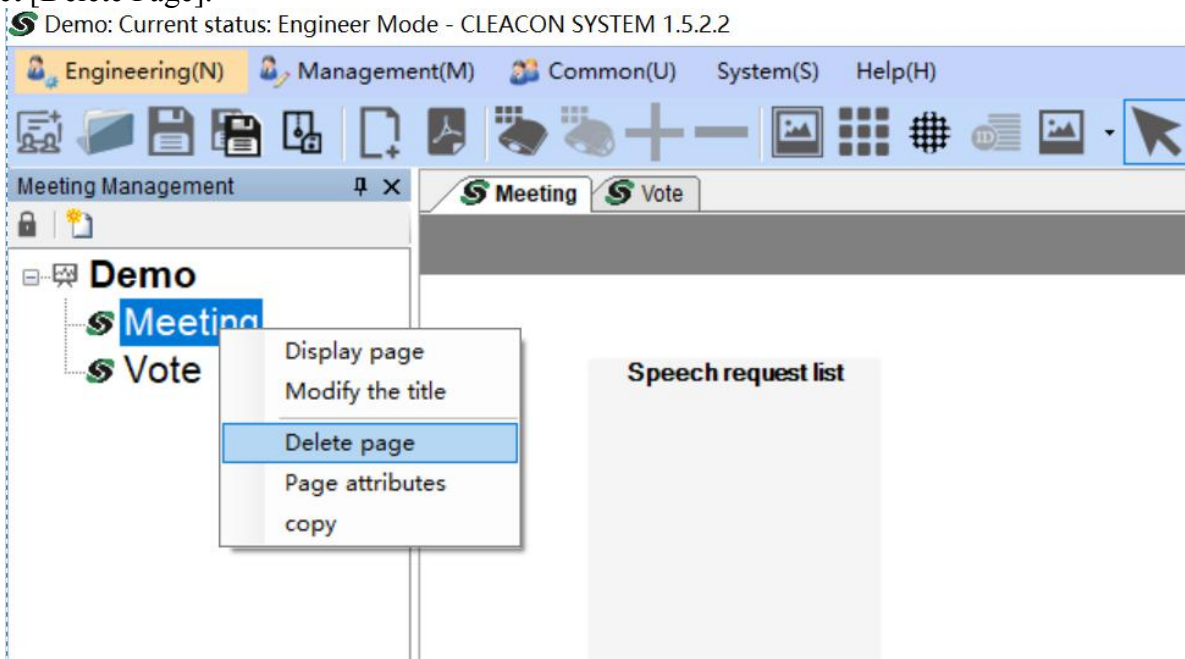


Figure 1-5 New page operation diagram

## 2) How to delete page

The same requirements as creating a new conference, select the object page under the object conference in the conference management area, then right-click to open the right-click menu and select [Delete Page].





### 3.2.3. Unit Related

#### 1.How to add unit

After creating a new conference and canvas, we need to add relevant conference elements to the canvas to achieve the desired effect of the conference. In the toolbar, we have prepared a conference element collection, which contains all the conference elements currently available.

Steps: Click the [Add Unit] button in the conference element collection, the location of the conference element collection is shown in Figure 1-6. At the same time, notice that there will be corresponding operation prompts in the status bar under the software. After clicking, we select the drawing object, and then move to the canvas area, and we can click the mouse to draw the unit element to the canvas.

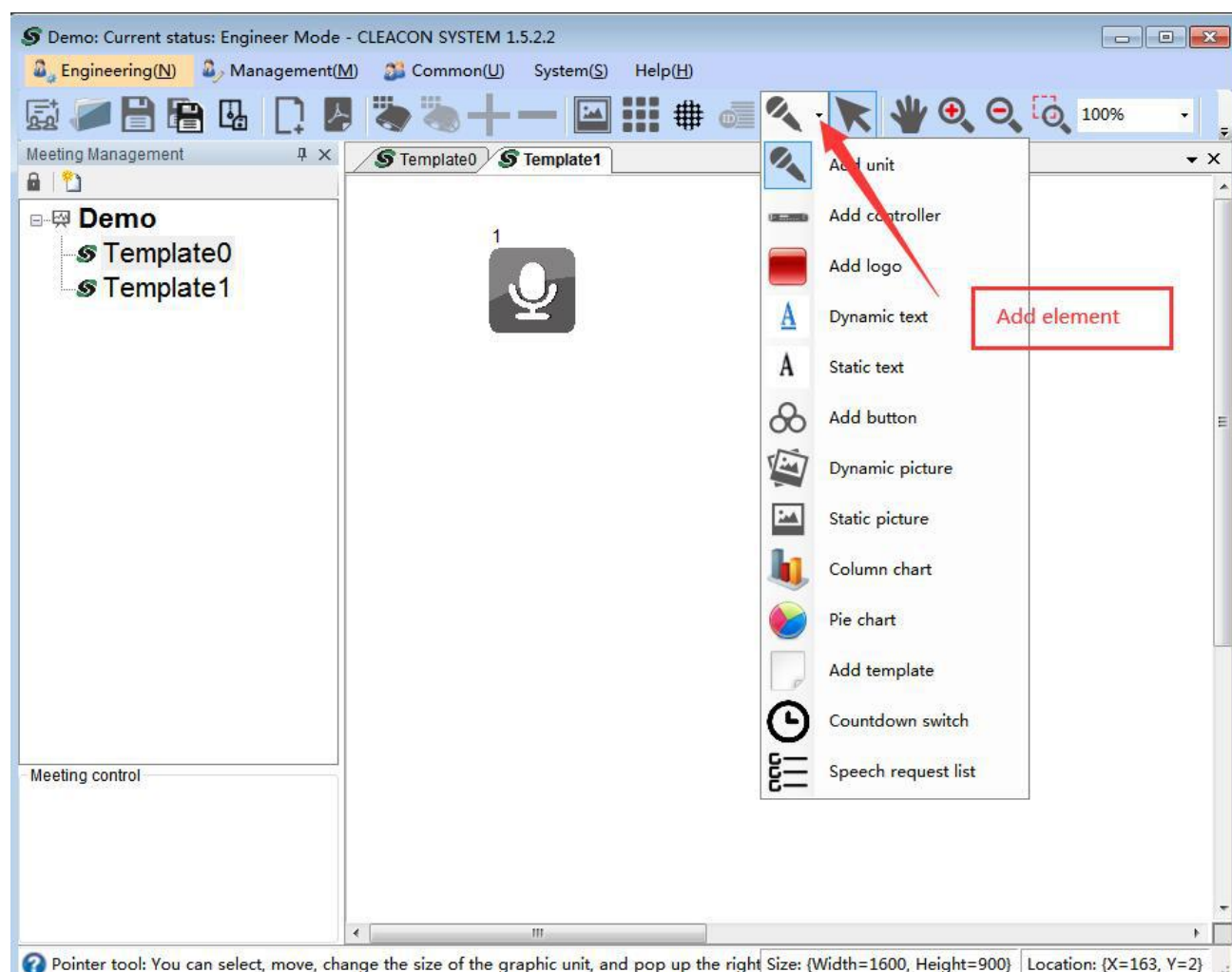


Figure 1-6 Meeting elements collection location picture

#### 2.Unit management

Right-click on the unit in the canvas to open its right-click menu, as shown in Figure 1-7.

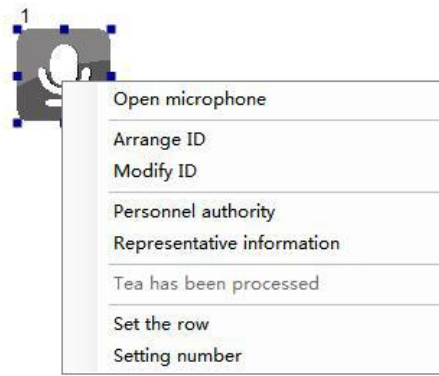


Figure 1-7 Unit right-click menu diagram

The following describes its related functions:

- ③ Turn on the microphone: When the controller is connected, control its on/off status, click to change its status.
- ③ Sequence ID: Sort IDs when operating multiple units. (Ps: The number in the upper left corner of the unit is the current unit ID).
- ③ Modify ID: modify the unit ID number.
- ③ Personnel permissions: control related permissions when the controller is connected.
- ③ Representative information: View the detailed information of the selected unit. (Name, position, etc.) You can also double-click the selected unit in the canvas to enter the unit details interface.
- ③ Tea service: receive service messages from service personnel.
- ③ Set the row: in the matrix arrangement mode, the mark of the seat number.
- ③ Set number: Set the mark of seat number individually.

### 3.2.4. Personnel Management Information Related

After the unit is drawn, it is necessary to fill in its personnel management information. Convenient for management during conference. The personnel management letter is bound to the unit information and can be used in association after modification.

Steps: Select the menu bar and select [Manage]→[Personnel Information Management] to enter the personnel information management interface. You can also press ALT+M+P shortcut key to open it quickly in the software interface. The effect is shown in Figure 1-8. The personnel information management interface supports data addition, deletion and modification. Follow the interface prompts to complete related data information operations.

Choose	Number	Names	Title	Photo	IC no	Gender	Types of	Language	Ethnic	Unit
<input checked="" type="checkbox"/>	1	Candy	CEO	<input checked="" type="checkbox"/>		FeMale				
<input type="checkbox"/>	2	Tom	CFO	<input checked="" type="checkbox"/>		Male				
<input type="checkbox"/>	3	Kelly	COO	<input checked="" type="checkbox"/>		Female				
<input type="checkbox"/>	4	Jone	CFO	<input checked="" type="checkbox"/>		Female				
<input type="checkbox"/>	5	John	CTO	<input checked="" type="checkbox"/>		Male				
<input type="checkbox"/>	6	Lisa	COO	<input checked="" type="checkbox"/>		Female				

Figure 1-8 Personnel Information Management Diagram

### 3.2.5. Controller Related

The host operation is the hub connecting the conference and the server, so its operation plays a decisive role in the software. The following describes its specific details of its use.

#### 1.How to create

Similar to creating a new unit, select the [Add Controller] button in the conference element set.



## 2.Controller management

Right-click the controller in the canvas to open its right-click menu, as shown in Figure 1-9.



Figure 1-9 controller right-click menu diagram

The following describes its related functions:

### 3.2.5.1.Network Configuration:

Connect to the controller with independent input of IP address, connect to the backup controller with independent input of IP address, modify the IP address of the target controller (this function is not developed), modify the mac address of the target controller.

### 3.2.5.2.Basic Configuration:

The basic configuration settings of the controller take effect when the controller is connected. Click to enter the basic configuration interface to perform related common operations, such as voting settings, microphone settings, sign-in settings, language channel settings, etc. as shown in Figure 1-9-1.

A screenshot of the "Basic configuration" window. The window has a title bar "Basic configuration" and a close button. It is divided into two main panels. The left panel contains several sections: "Vote setting" with checkboxes for "Sign in required", "Vote with names", and "First choice"; "Vote mode settings" with radio buttons for "Vote", "Election", and "Ratings", and buttons for "Start up", "End", and "Drop out"; "Microphone settings" with a "Microphone mode" dropdown set to "Override" and a "The MAX speaker" dropdown set to "2", with a "Settings" button; "Sign in options" with a "Num of sign in" input set to "100" and buttons for "Start sign" and "End sign"; and "Set starting ID" with an "ID" input set to "0" and a "Settings" button. The right panel is titled "Language channel settings" and has a "Language channels" dropdown set to "2". Below this is a list of 32 channels, each with a dropdown menu. The first two channels are set to "Floor - FLO". At the bottom right of the right panel is a "Settings" button.

Figure 1-9-1 Basic configuration settings

### 3.2.5.3. Advanced Configuration :

The advanced configuration settings of the controller take effect when the controller is connected. After clicking, you can enter the basic configuration interface to perform related operations, such as: input and output volume adjustment, treble and bass adjustment, language setting, sound effect setting, controller property setting, etc. as shown in Figure 1-9-2.

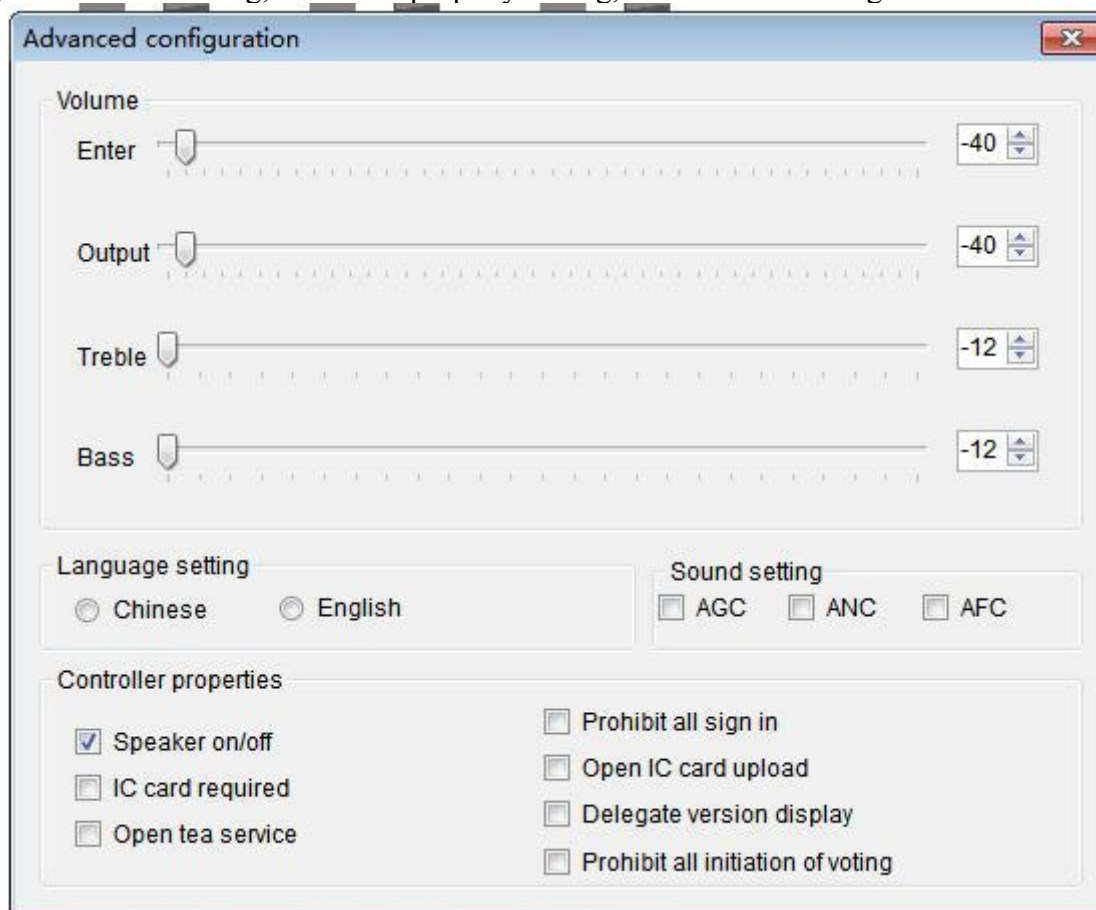


Figure 1-9-2 Advanced configuration settings

### 3.2.6. Conference Mark Related

The conference mark setting function is used when the conference canvas is arranged. The main function is to mark a striking conference theme for the current conference. The following describes its specific details of its use.

#### 1) How to create

Similar to creating a new unit, select the [Add Conference Mark] button in the conference element collection. When you left-click to create a new conference mark in the canvas area, the conference mark setting window will pop up. After setting its necessary attributes, click OK to complete the creation.

#### 2) Conference mark management

Right-click the conference mark in the canvas to open its right-click menu, as shown in Figure 1-10.



Figure 1-10 Conference mark right-click menu diagram

The following describes its related functions:

Turn on the conference mark: If the conference controller is connected to the electronic conference mark device, the content of the logo can be sent to the display of the electronic conference mark device.

Turn off the conference mark: turn off the display of the electronic conference mark.

Conference mark settings: Conference mark content related parameter settings, including display content changes, display location changes, and electronic conference mark device IP settings.

### 3.2.7. Button Related

The button module is an interface provided by the basic configuration related functions of the controller, which is convenient for operation during the conference. The following describes its specific details of its use.

#### 1) How to create

Similar to creating a new unit, select the [Add Button] button in the conference element collection.

#### 2) Button management

Right-click the button in the canvas to open the right-click menu that it belongs to, as shown in Figure 1-11.



Figure 1-11 Button right-click menu diagram

The following describes its related functions:

Set code sending: Set the relevant output protocol. There are two types: default mode and custom mode.

The default mode is divided into 5 types, namely:

Voting (Generate voting mode button after setting, click to enter the voting mode related operations in management mode or normal mode).

Election (Generate election mode button after setting, click to enter election mode related operations in management mode or normal mode).

Rating (Generate rating mode button after setting, click to enter the rating mode related operations in management mode or normal mode).

Sign-in (Generate sign-in mode button after setting, click to enter the sign-in mode related operations in management mode or normal mode).

Projection (Generate projection mode button after setting, and switch to management mode or normal mode. When the projector is connected, click the Projection button to project the page you have set up to the projector. The projection button can customize the button name for convenience Projection page selection).

The custom mode is to enter the protocol content proactively, which is convenient for software debugging or other purposes under special circumstances, and enhances software flexibility. Figure 1-12 Button setting interface.

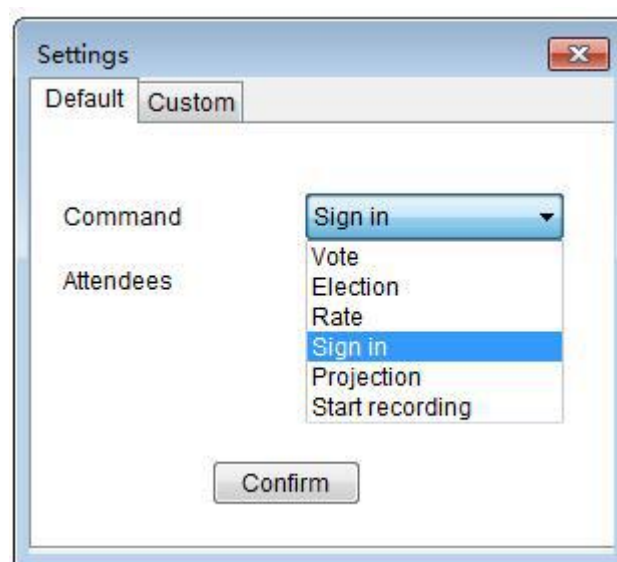


Figure 1-12 Button setting interface diagram

Set color: custom color and basic color can be set. Convenient for users to choose favorite, eye-catching and comfortable buttons, as shown in Figure 1-12-1.

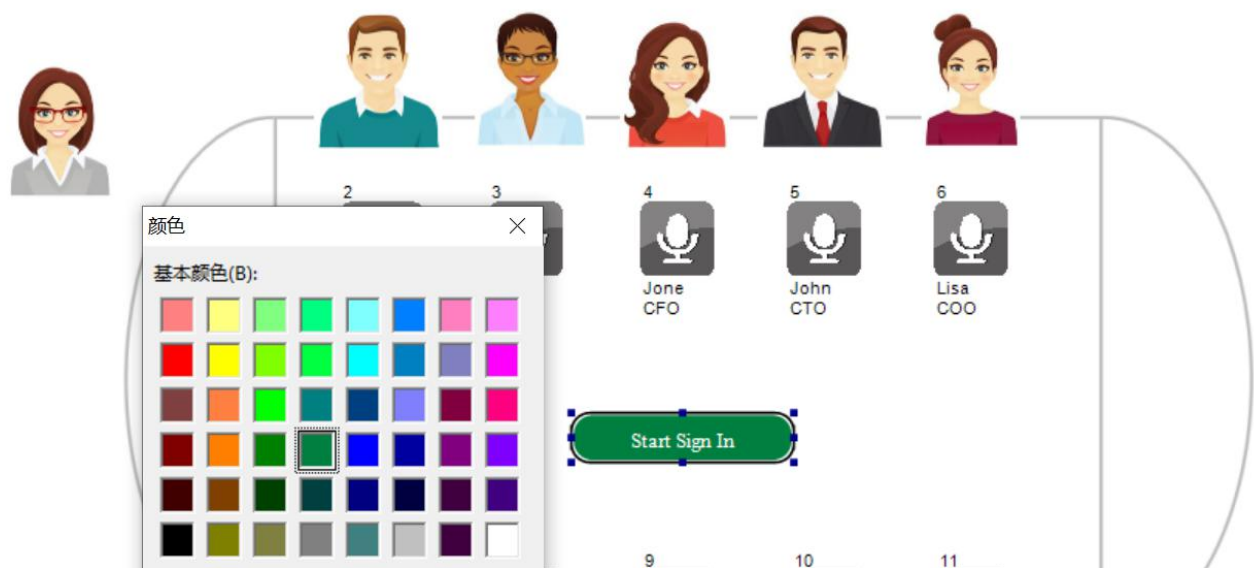
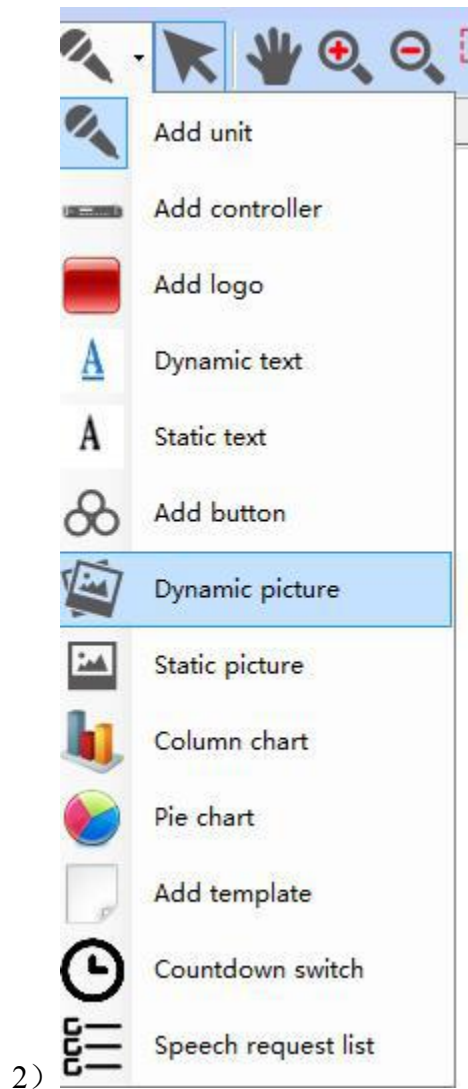


Figure 1-12-1 Button color setting interface diagram

### 3.2.8. Dynamic Picture Related

In some scenes of the conference, there is a need to display the photos of different people in the personnel information management on the page, which is helpful for the description of the conference scene.

1) How to create



Similar to creating a new unit, just select the [Dynamic Picture] button in the conference element collection. Figure 1-12-2 Dynamic Picture Setting Interface.

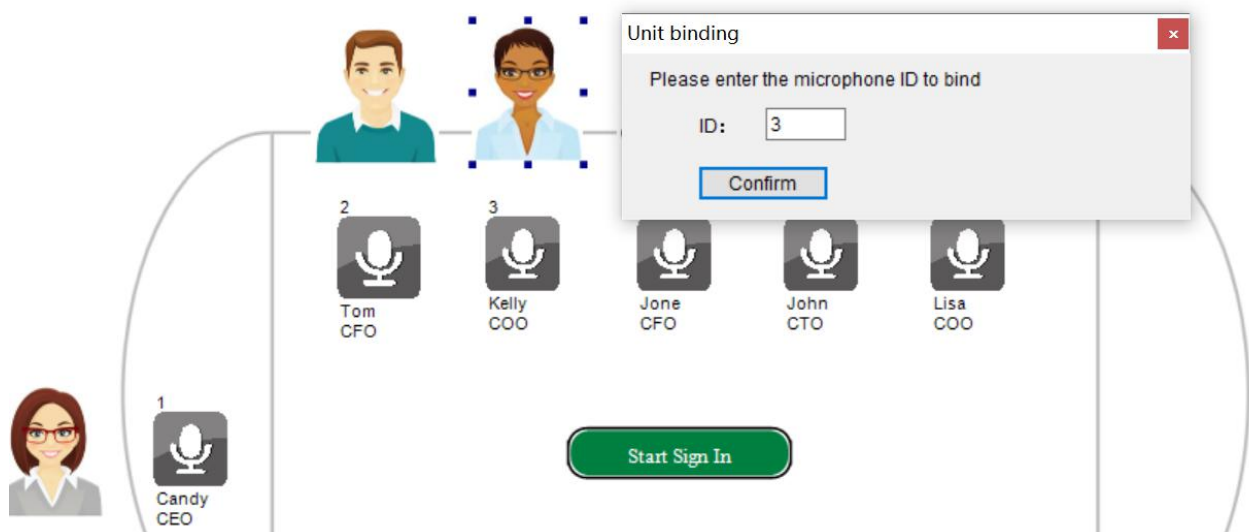


Figure 1-12-2 Dynamic Picture Setting Interface

## 2) Dynamic picture management

Double-click the dynamic picture to bind the ID number of the unit displaying the avatar. After binding, the dynamic picture will be refreshed instantly when the corresponding ID avatar is added, deleted or changed in the personnel management information interface. Figure 1-12-3 shows the dynamic picture setting interface.

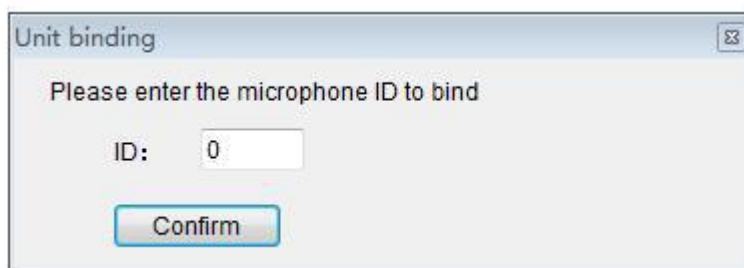


Figure 1-12-3 Dynamic Picture Setting Interface

## 3) Adding dynamic picture

In the management mode, select the ID number that needs to be set in the personnel information management, and you can right-click in the picture editing area to add photos, and the pictures added here will be automatically displayed on the corresponding page dynamic picture ID position. Figure 1-12-4 is the dynamic picture setting interface.

Choose	Number	Names	Title	Photo	IC no	Gender	Types of	Language	Ethnic	Unit
<input checked="" type="checkbox"/>	1	Candy	CEO	<input checked="" type="checkbox"/>		Female				
<input type="checkbox"/>	2	Tom	CFO	<input checked="" type="checkbox"/>		Male				
<input type="checkbox"/>	3	Kelly	COO	<input checked="" type="checkbox"/>		Female				
<input type="checkbox"/>	4	Jone	CFO	<input checked="" type="checkbox"/>		Female				
<input type="checkbox"/>	5	John	CTO	<input checked="" type="checkbox"/>		Male				
<input type="checkbox"/>	6	Lisa	COO	<input checked="" type="checkbox"/>		Female				

Mode selection: ☒ Added ☐ Modify

Number: 1
Names:
Gender:

Types of:
Language:
Ethnic:

Unit:
Department:
Title:

Partisan:
Area:
Religion:

Groups:
Certificate:
Name:

Education:
Profession:
Delegation:

School:
Birth Date: 1970-01-01
Priority: 1

Introduction:

Photo editing area

Tips:  
Right-click for photo management



Figure 1-12-4 Dynamic Picture Setting Interface

### 3.2.9. Static Picture Related

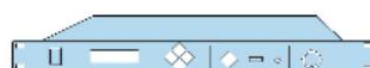
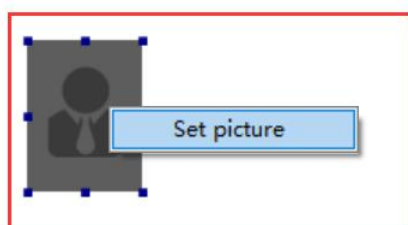
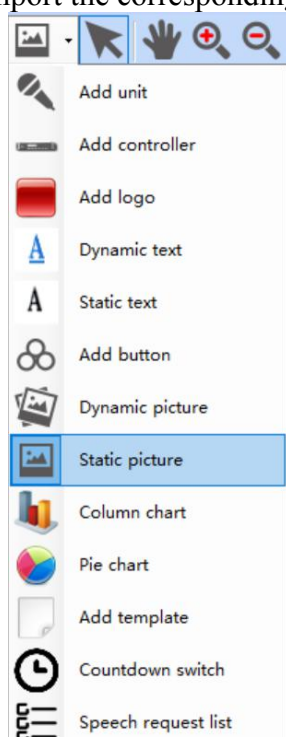
In some meeting scene descriptions, you need to import pictures for necessary descriptions, which will help the meeting scene descriptions to be more vivid and specific.

#### 1) How to create

Similar to creating a new unit, just select the [Static Picture] button in the conference element collection.

#### 2) Static picture management

Right-click the static picture in the canvas to open its right-click menu, and follow the prompts to import the corresponding format picture. The import effect is shown in Figure 1-13.



Right click the controller icon, connect and set



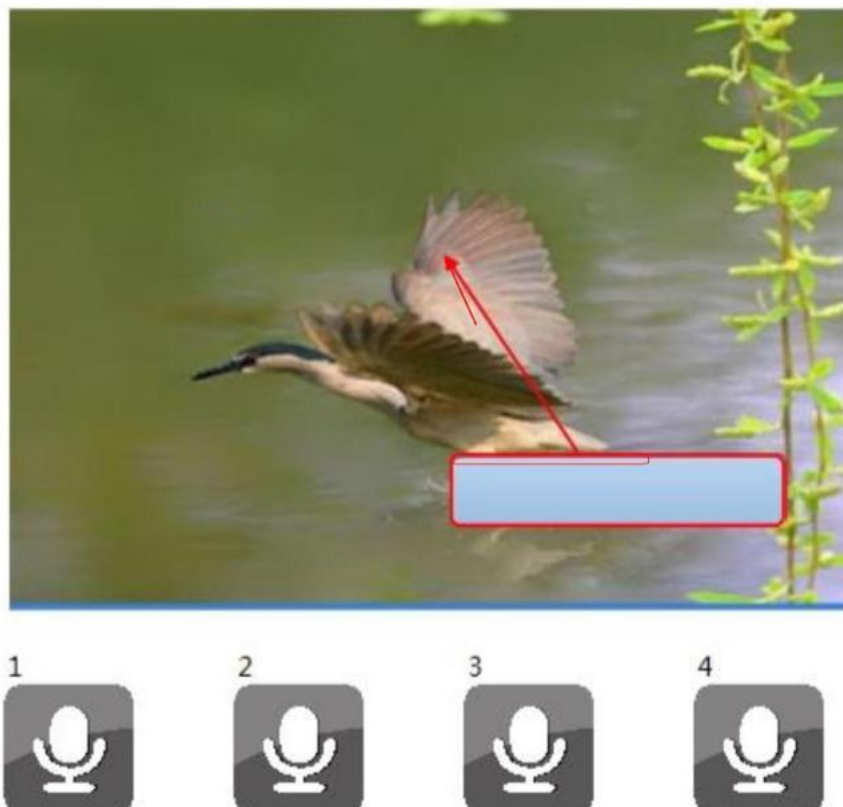


Figure 1-13 Static picture import rendering

### 3.2.10. Dynamic Text Related

The dynamic text feature is an important tool for statistical results of conferences. Dynamic text can be bound to related information in multiple modes. When the information changes, it is dynamically displayed on the page in real time, which is an important meeting element that reflects the changes of relevant parameters during the meeting.

#### 1) How to create

Similar to creating a new unit, just select the [Dynamic Text] button in the conference element collection.

#### 2) Dynamic text management

Right-click the dynamic text in the canvas to open its right-click menu.

Font design: modify the attributes of the displayed font, including font size, font name, font color, etc.

Font type: Dynamic text binding element type. As shown in Figure 1-14.

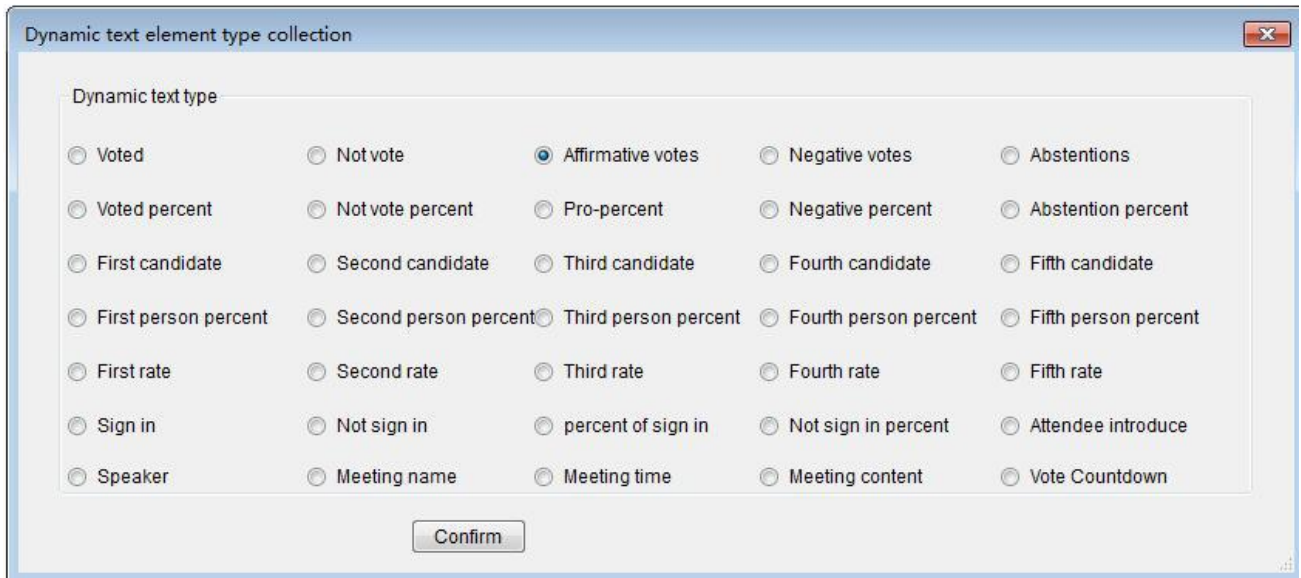


Figure 1-14 Dynamic text element type collection diagram

Which mainly shows the number of votes, the number of people and their percentages used in the statistical results of voting, voting, selection, and rating modes. After binding, the binding value can be dynamically displayed in the corresponding voting mode. Such as: presenting speaker, meeting name, meeting time, meeting content, voting countdown, etc.

### 3.2.11. Static Text Related

Static text mainly plays the role of statically retouching some meeting elements, such as retouching dynamic text, retouching dynamic pictures, and retouching other conference elements. The main function of static text prompts the role of related dynamic text or meeting elements, allowing users to more intuitively understand the layout of the page and dynamic data information. Figure 1-14 is an example of static text retouching.

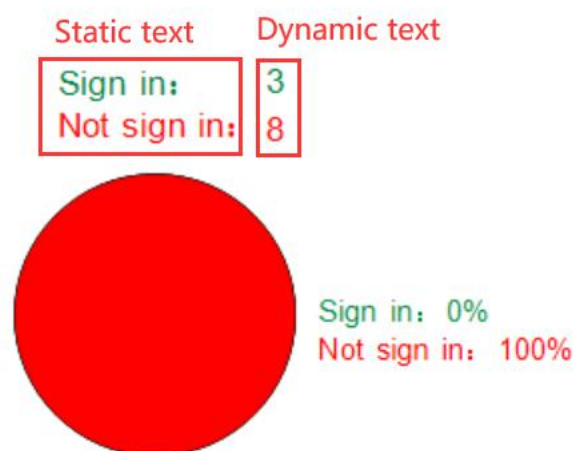


Figure 1-14 Example of static text retouching diagram

1) How to create

Similar to creating a new unit, just select the [Static Text] button in the conference element collection.

## 2) Static text management

Right-click the static text in the canvas to open its right-click menu.

Font design: modify the attributes of the display font, including display content, font size, font name, font color, etc. As shown in Figure 1-14-1.

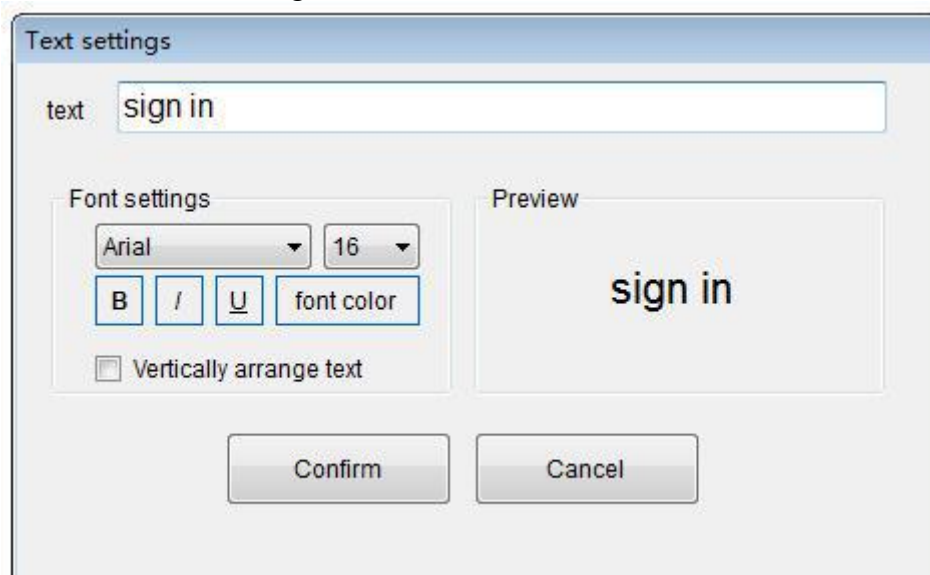


Figure 1-14-1 Static text management diagram

## 3.2.12. Column Chart Related

Another manifestation of the statistical results of the meeting, dynamic text is the form of data expression, and the column chart is the image expression form. The expression of the column chart enriches the manifestation of meeting statistical results, making the meeting statistical results more vivid.

### 1) How to create

Similar to creating a new unit, just select the [Column Chart] button in the conference element collection.

### 2) Column chart management

Right-click the column chart in the canvas to open its own parameter settings. Including control type setting, maximum number of people setting, pass rate setting, column chart parameter color and open state setting.

After selecting a certain control type, the column chart can count the values of its corresponding parameters in different voting modes and display them dynamically. (Ps: The maximum number of people should match the maximum number of people counted in the corresponding voting mode of the meeting) Figure 1-15 is the effect diagram after binding different control types to the column chart.

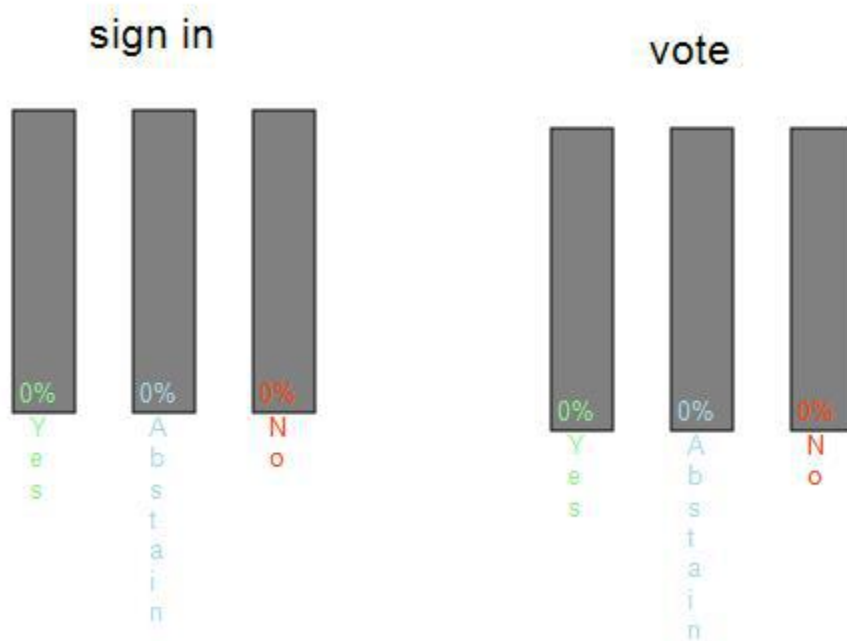


Figure 1-15 Column chart binding effect diagram

### 3.2.13. Pie Chart Related

Same as column chart. Figure 1-16 is the effect diagram after binding different control types to the pie chart.

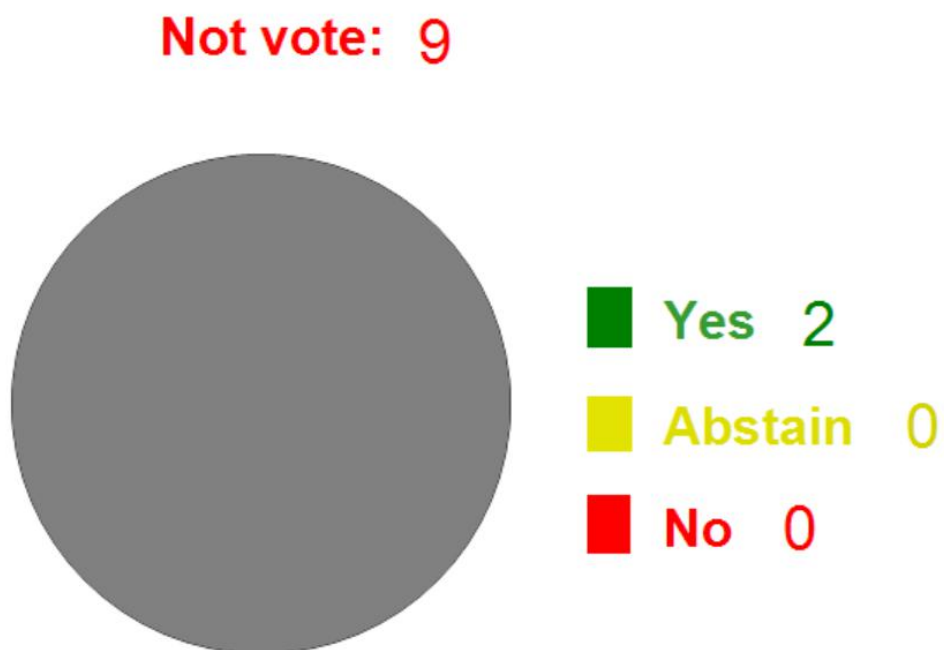


Figure 1-16 Pie chart binding effect diagram

### 3.3. Conference Auxiliary Function Operation

This section mainly introduces conference auxiliary function modules, canvas zoom function, conference element layout arrangement function, conference element search function, projection page configuration and management function, conference element and conference page copy and paste function, unit online detection function, conference browsing mode switching function And functions such as conference page background configuration. The following is a detailed introduction to the usage and functional characteristics of each auxiliary function.

#### 3.3.1. Zoom

The zoom function is mainly to provide the zoom effect during the overall browsing of the conference canvas page, which helps to accurately locate the conference elements that need to be captured when the conference scene area is too large.

##### 1) How to use

Non-import motion mode:

- a. After creating a new page, click the [Zoom in]/[Zoom out]/[Zoom in area] button in the toolbar to achieve the zoom effect of the canvas page.
- b. You can scroll the mouse wheel after selecting the canvas page.
- c. You can directly enter the value in the zoom in and zoom out text box to zoom.

Import motion mode: Click the [Zoom in]/[Zoom out] button in the toolbar to achieve the zoom effect of the motion page.

##### 2) Features

The zoom function is easy to use, and provide users with multi-mode zoom. Button click mode (i.e. non-import motion a and import motion mode) has 25% zoom and the center of zoom is the center of the visible page; wheel mode (i.e. non-import motion b) has 10% zoom and the center of zoom is the mouse point; free zoom mode (i.e. non-import motion c) has free zoom and the center of zoom is the center of the visible page.

#### 3.3.2. Layout

The conference element layout arrangement function is mainly convenient to provide various layout arrangements for each element of the conference. Using this function can make the messy conference elements arranged in a certain order, making the canvas page look neater and more beautiful.

##### 1) How to use

After creating a new page, select multiple conference elements and click [Horizontal Alignment]/[Vertical Alignment]/[Equal Horizontal Spacing]/[Equal Vertical Spacing]/[Increase Horizontal Distance]/[Decrease Horizontal Distance]/[Increase vertical spacing]/[Decrease vertical spacing] [Move to the top] [Move to the bottom], fan-shaped arrangement [Up]/[Down]/[Left]/[Right]/[Increase radians]/[Decrease radians] button Achieve the corresponding effect.

##### 2) Features

Arrange function conference element coordinate point all select its upper left corner coordinate.

### 3.3.3. Search

The conference search function is mainly to quickly locate conference elements. After setting relevant search conditions, click the magnifying glass at the end of the toolbar [Search] button.

### 3.3.4. Projection Function Usage

The projection function is to project the canvas page or motion page onto the projector.

#### 1) How to use

A. Connect the PC to the projector and set the projection mode to extended mode.

B. Enter the menu bar, select [Manage]→[Projection Screen Management] to enter the projection management interface. Configure the projection page that the button needs to activate, and click the [OK] button to save and return.

C. Switch the current mode to management mode or normal mode, click the relevant button on the canvas page to project the configured projection page to the projector. If you need to project the current page temporarily, just enter the toolbar and click the [Projection] button.

#### 2) Features

The use of the projection function only supports the use of the PC in the extended screen mode. The target device for projection is an auxiliary device. (ps: Projection is possible even after switching the priority between the PC and the projection device)

### 3.3.5. Copy and Paste

The copy and paste function provides great convenience for drawing multiple conference elements when the conference is created, and improves the efficiency of conference design.

#### 1) How to use

Conference element: After creating a new conference element, select the corner of the conference element and right-click to pop up its right-click menu, as shown in Figure 1-17. After selecting copy, right-click the blank area of the canvas page to paste. You can also press Ctrl+C/Ctrl+V shortcut keys after selecting the conference element to realize the copy/paste function.

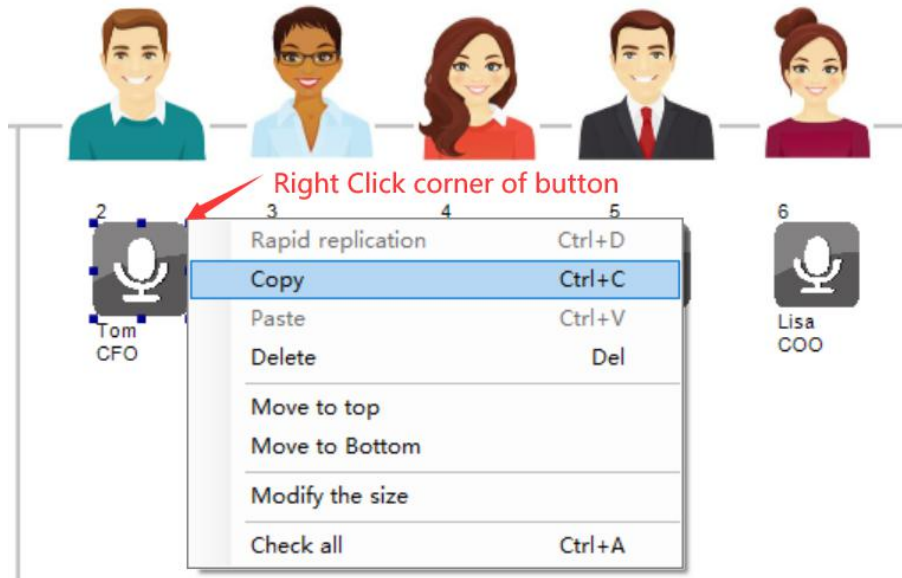


Figure 1-17 Right-click menu diagram of unit corner

Canvas page: After creating a page, we can also copy and paste the canvas page in the current conference or other conferences through the copy and paste function. Enter the conference management area, select a canvas page under a conference, right-click and select the [Copy] button in the right-click menu, (Figure 1-18)select the target conference, right-click and select the [Paste] button(Figure 1-19).

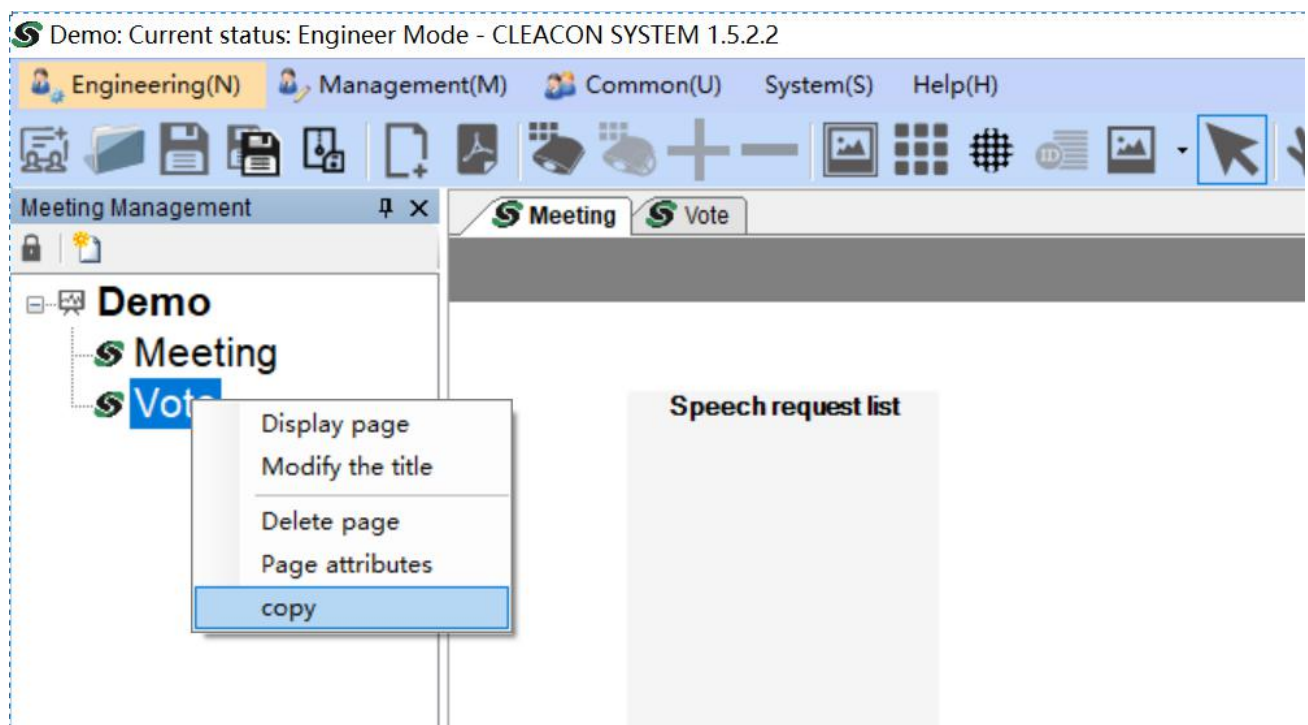


Figure 1-18 Page copy operation diagram

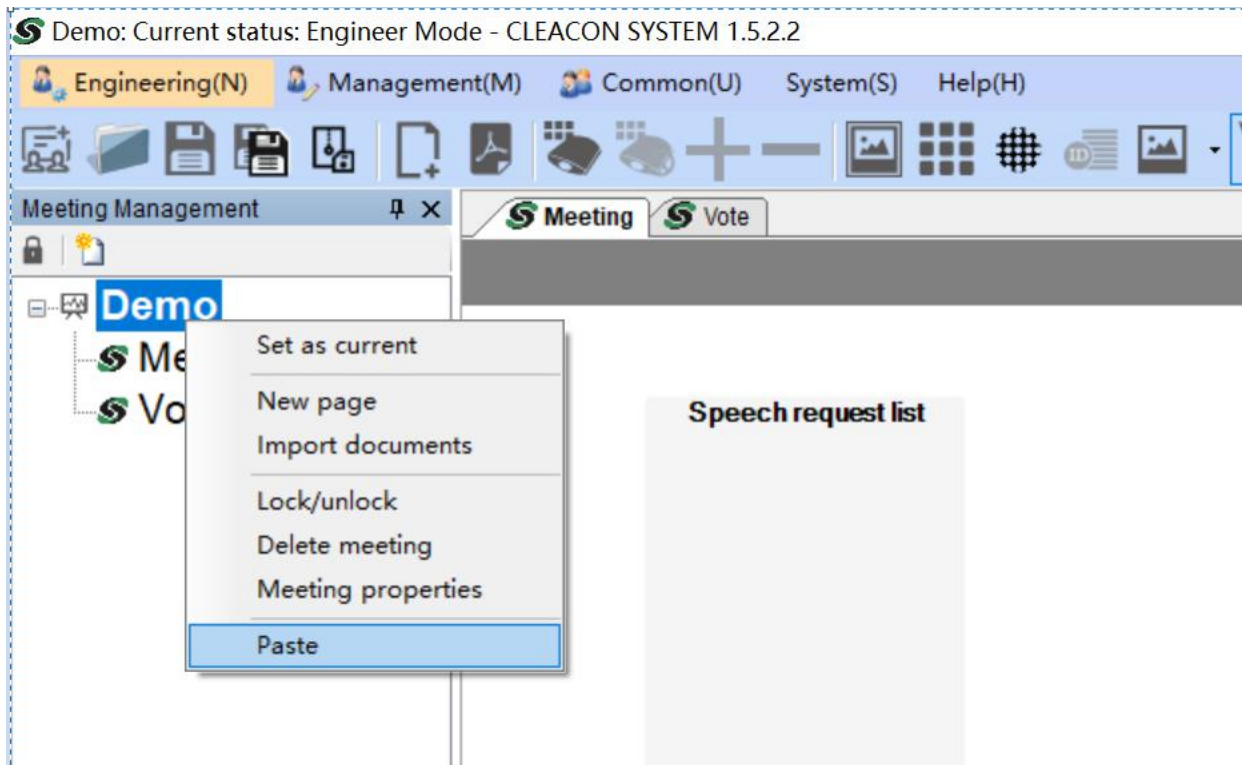
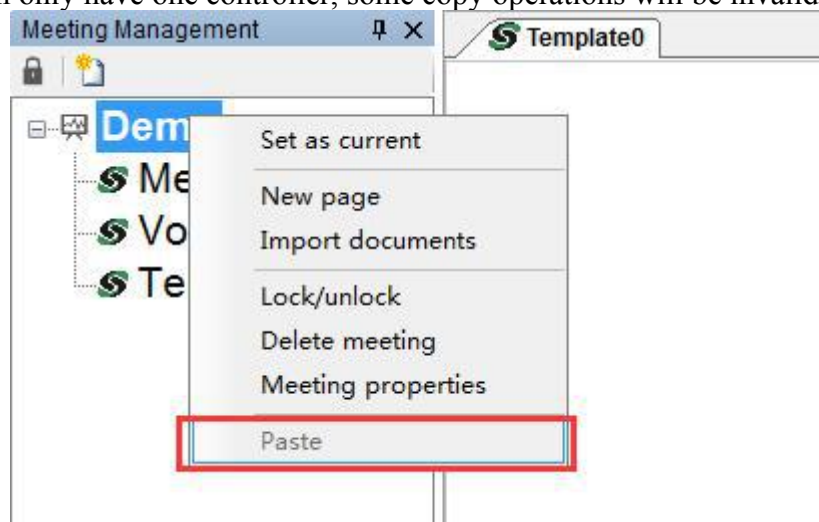


Figure 1-19 Page paste operation diagram

## 2) Features

The copy and paste function can copy any supported conference elements, but based on the principle that a conference can only have one controller, some copy operations will be invalid.



### 3.3.6. Unit Online Detection

The unit online detection function provides convenience for the software operator to detect the connection status of each unit's machine equipment and the controller before the conference starts. The unit online detection interface is shown in Figure 1-20.



Unit ID	Status

Statistics:

Online	Offline
0	0

ID range:  ~

Figure 1-20 Unit online detection interface diagram

1) How to use

Enter the corresponding ID number range in the unit online detection interface to start the detection. The test results will be displayed in the interface table.

2) Features

The unit online detection duration is up to 5 seconds. If no new device connection status is detected after 5 seconds, will stop the detection.

### 3.3.7. Browse Mode Switch

Browsing mode switching provides which mode to browse when browsing the canvas page. Currently supported modes are: pointer mode, drag and drop mode.

1) How to use

After creating a new canvas page, enter the toolbar and click the [Pointer]/[Drag] button to switch between the two modes.

2) Features

Pointer mode: the conference elements can be individually selected and operated.

Drag mode: For the canvas, you can drag the canvas for easy use in zoom in mode.

### 3.3.8. Background Design

The conference page background configuration function can mainly set the size and color of the canvas page. You can also directly set the imported picture as the background by importing pictures.

#### 1) How to use

After creating a new canvas page, enter the toolbar and click the [Background Design] button, select the corresponding mode, and set the properties is fine.

#### 2) Features

Default background mode: The default background mode only needs to change its size and color. (Ps: the size shall not be less than 800\*600, greater than 1920\*1200)

Picture background mode: To change the mode, you only need to import a picture that meets the size. After importing, the canvas size defaults to the imported picture size.

### 3.3.9. Cancellation and Restoration

The cancellation and restoration function is a fault-tolerant and restoration mechanism during the drawing of conference elements. It flexibly handles the dynamic editing of each conference element. Enhance the maintainability of the software.

#### 1) How to use

After creating a new page, if you have performed the operations of adding, moving, pasting, or deleting the conference elements, you can perform cancel and restore. Enter the toolbar and click the [Cancellation]/[Restoration] button to restore the last time state of the target.

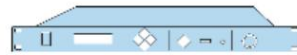
#### 2) Features

The cancellation recovery function temporarily only supports the operations of adding, moving, pasting, and deleting conference elements in the canvas page.

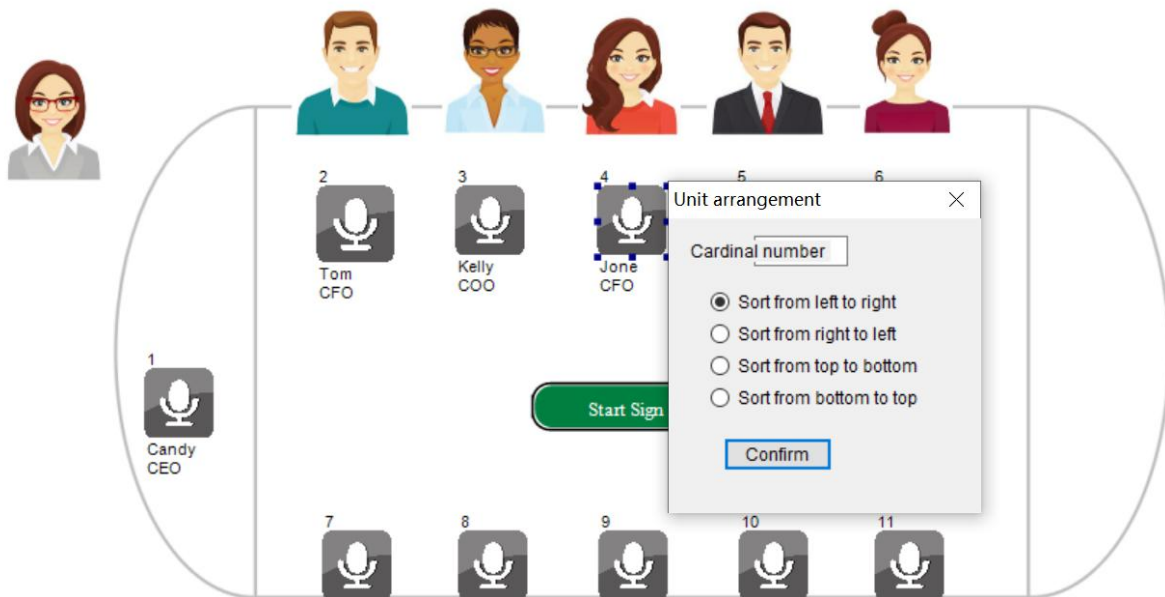
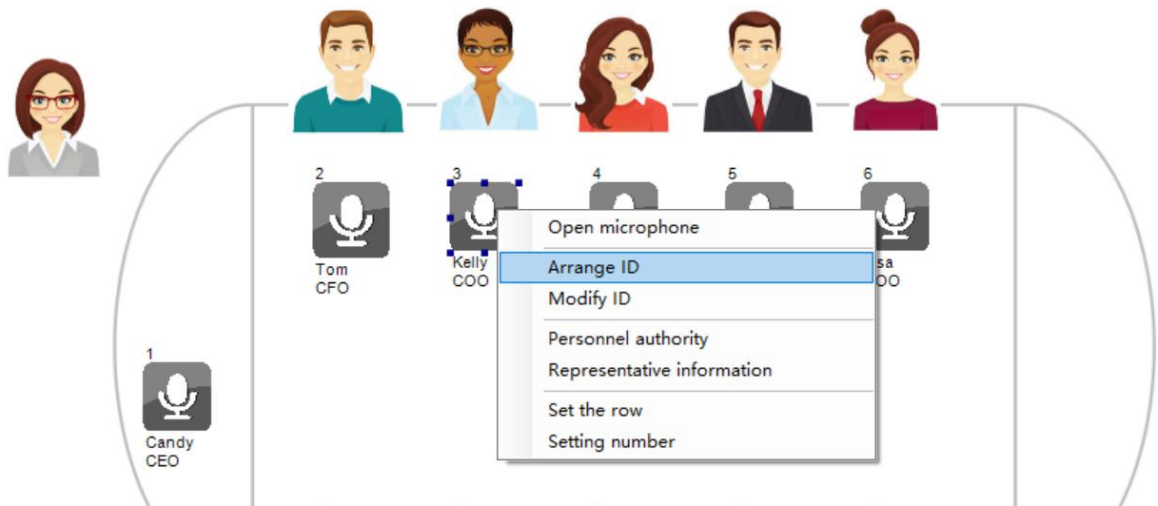
### 3.3.10.Quick Arrange Conference Unit ID

Left-click to select the conference unit whose ID needs to be arranged, and then click the unit arrangement button as shown in the figure to set the starting ID of the arrangement, select the arrangement direction, and arrange the ID sequence of the conference unit.

The set ID number needs to correspond to the equipment ID of the venue in order to accurately control and sort the equipment ID of the venue:



Right click the controller icon, connect and set



### 3.3.11.IC Card Sign-in Settings

Right-click the host icon and click in the basic settings, select IC card to sign in.

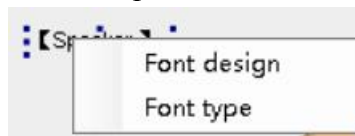
### 3.3.12. Controller Mode Settings

Right-click the controller icon and click in the basic settings to remotely set the controller's microphone mode and the maximum quantity of open.

### 3.3.13. Speaking Time Setting

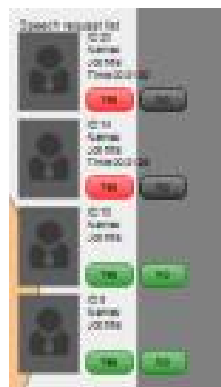
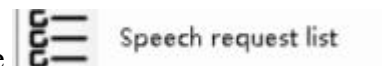
Select dynamic text in the element tool of the engineering mode, and add a dynamic text box in the interface.

Right-click the dynamic text box, select the font type, and click on the current speaker to display the list of speakers and the speaking time of the current speaker under the dynamic text box.



### 3.3.14. Apply for Spokesperson Display

In engineering mode, click the add element icon to add is fine.



## 3.4. Motion View ( PDF )

The motion view function is mainly to provide the software with the function of importing PDF format motion from outside for browsing. Enter the toolbar and click the [Import Document] button is fine.

### **3.4.1. Page Jump Related**

After importing the document, the toolbar provides the functions of previous page/next page/first page/last page. You can press the corresponding button to use its function, or you can drag the scroll bar on the right side of the document page to quickly locate the page number to realize the jump function.

## **3.5. System Routine Operation**

### **3.5.1. Import Project**

Enter the toolbar in the main interface and click the [Open Project] button.

### **3.5.2. Save Project**

Enter the toolbar in the main interface and click the [Save Project] button.

### **3.5.3. Save as Project**

Enter the toolbar in the main interface and click the [Save as Project] button.

### **3.5.4. Open Project**

Similar to the import project function, close the software, double-click the external software project file (\*.dig) or right-click and select CLEACON SYSTEM to open the selected project file.

## **3.6. Other Functions**

### **3.6.1. User Switching**

In the main interface, enter the menu bar and click [System]→[User Switch] button.

### **3.6.2. Operation Mode Switching**

Enter the menu bar in the main interface and click [Project]→[Switch to Project Mode]/[Management]→[Switch to Management Mode]/[Normal]→[Switch to Normal Mode] button.

### 3.6.4. Use Help Query

Enter the menu bar in the main interface and click the [Help] → [View Help] button.

## 4. FAQ

1) How to encrypt project files?

A: In the main interface, enter the menu bar and click [System] → [User Management] button.

2) Why does the mouse wheel zoom in function fail after pressing the up, down, left, and right keys on the keyboard?

A: Select the magnification factor text box and slide the mouse wheel again to restore the pointer mode.

3) Where is the unit information updated?

A: In the main interface, enter the menu bar and click the [Manage]→[Personnel Information Management] button to enter the staff information interface for editing. After editing, the information will be automatically bound to the unit information.

4) How to send short messages in groups?

A: Select multiple units, right-click to open its right-click menu, and click [Send Message].

5) How to display unit position and name?

A: Right-click the unit to enter the [Representative Information] representative information page in the right-click menu, and select the check box beside the name and position.

6) How to customize the projection button?

A: Right-click the button, select the projection mode, modify the name of the start and end buttons, and select the projection page to be bound.

7) How to update the display of multiple nameplates and all nameplates?

A: Select multiple units, right-click to open the right-click menu, click [Update Multiple Nameplates Displays] to update the currently selected unit, or right-click the controller and click [Update All Nameplates Displays] in the right-click menu.

8) The button click is invalid and can't enter the voting state?

A: Enter the menu bar in the main interface and click [Manage]→[Switch to Management Mode] button.

9) Column chart/pie chart percentage display error.

A: Right-click the column chart/pie chart, click [Parameter Settings] to enter the parameter setting interface, and modify the exact number of people in the current conference