

VIS-NP Series Electronic Nameplate User Manual V1.0



VISSONIC Electronics Limited

The indications of symbols

Safety instructions

Some symbols pointing out the potential risk of injury and property loss are used in the instructions and devices, to help you use the devices safely and properly. Symbols and their indications are as follows. Please make sure that you have known these instructions before reading the manual.

\triangle	Remind users to operate and maintenance according to the instructions attached to the devices. If ignoring this information, it may cause death or
Â	Remind users that uninsulated dangerous voltage in
	devices may lead to electric shock.
CE	CE certification means that the product has reached the safety requirements specified by EU regulations, users can be assured.
	SGS certification means that the product has reached the quality standards of the world's largest Societe Generale de Surveillance.
EREPTION 0000	This product has passed ISO9001 international quality certification (certification bodies: Rheinland TUV).
CAUTION DO NOT OPEN RISK OF ELECTRIC SHOCK	WARNING: To avoid electric shock, do not open the cover, and do not place unnecessary portion in the chassis. Please contact qualified service personnel.

General information indications

	Information that may lead to an unsuccessful
· * * *	operation or setting and other relevant information
	needed to be noticed is listed.

Important notes



To ensure reliable use of devices and safety of personnel, please observe the following items in the installation, use and maintenance.

Notes in installation

◆Do not use this product in the following places: Where exists dust, smoke, conductive dust, corrosive gases or flammable gases; where exposes to high temperature, condensation or wind and rain; where exists vibration and shock. Electric shock, fire, incorrect operation will also lead to product damage and deterioration;

•During screw hole processing and wiring, metal chips and wire heads shall not be dropped into ventilation holes of controllers, which may cause a fire, malfunction or incorrect operation;

•When the installation work is done, make sure that no foreign body is left on the surface of ventilation, including contact paper and other packaging materials, otherwise it may lead to poor run-time heat, causing a fire, malfunction or incorrect operation;

Avoid wiring or inserting/pulling plugs in charged state, otherwise it may easily lead to electric shock or cause damage to the circuit;

◆Installation and wiring must be solid and reliable, poor contact may result in incorrect operation;

•For application in occasions with severe interference, shielded cables should be used to input and output high-frequency signal so that anti-interference performance of the system could be improved.

Notes in wiring

◆All of the external power supply must be cut off before carrying out installation, wiring and other operations, or it may cause electric shock or equipment damage;

• This product is grounded through the grounding conductor of the power cord. In order to avoid electric shock, the grounding conductor must be connected to earth. Before connecting the input or output terminals of the product, make sure that the product is properly grounded;

•Once wiring is completed, foreign matters should be immediately removed. Please cover the terminal covers of product before power connection to avoid electric shock;

Notes in operation and maintenance

◆Do not touch the terminal when power is on, or it may cause electric shock or incorrect operation;

•Perform cleaning and terminal tightening when power is off, for these operations may cause electric shock when power is on;

•Perform connection, removal or other operations of the communication signal cables and the cables of expansion board or control unit after power is off, or it may cause equipment damage or incorrect operation;

◆Do not disassemble the equipment, so as not to damage the internal electrical components;

Always read the manual, after security fully recognized, changing the program, commissioning, starting and stopping operations after security is fully recognized;

• Button batteries must be replaced when the power is off. When you indeed need to replace the button batteries with the power on, the operation should be performed by a qualified electrical technician wearing insulated gloves.

Notes in product obsolescence

• Explosive electrolytic capacitors: It may cause explosion when electrolytic capacitor on the circuit board burns;

◆Please collect and process separately, it cannot be put in the life garbage.

◆Please process it as industrial waste, or process it in accordance with local environmental regulations.

Preface

This manual mainly describes the use, performance parameters and troubleshooting of VISSONIC Ilang digital

network DSP conferencing systems - including desktop, embedded, array, and 5GWiFi wireless conferencing systems.

The manufacturer will update the version number of the manual upon the change of technical parameters and system use. Please use the latest product manual.

VISSONIC Electronics Limited possesses the copyright of this manual. This manual is protected by the Copyright Law of the People's Republic of China and other intellectual property laws. No part or all of this manual may be copied or modified without permission.

Version	Description	Date
1.0	Released	2023-03-28

VISSONIC

Contents

User Manual	1	1 -
V1.0	1	1 -
VISSONIC Electronics Limited	1	1 -
Chapter One System overview	5	5 -
Chapter Two Devices	6	3 -
2.1 Conference controller	6	3 -
2.2 Features	6	3 -
2.3 Host panel introduction	7	7 -
2.4 Controller specifications	8	3 -
2.5 7" dual-screen electronic nameplate	🤅) -
2.6 Panel dimensions	10) -
2.7 Specifications of the 7-inch dual-screen electronic nameplate	11	1 -
2.8 10" dual-screen electronic nameplate	12	<u>2</u> -
2.9 Panel dimensions	13	3 -
2.10 Specifications of the 10-inch dual-screen electronic nameplate	14	4 -
Chapter Three Software description	16	3 -
3.1 Configuration	16	3 -
3.2 Login	16	3 -
3.3 Login to the home page of the electronic nameplate conference system	17	7 -
3.5 User management	19) -
3.6 Nameplate binding	19) -
3.7 Terminal device	20) -
3.8 Nameplate template	20) -
3.9 Setting the nameplate template	21	1 -
3.10 Adding a conference room	22	2 -
3.11 Editing a conference room	23	3 -
3.12 Conference reservation	24	4 -
3.13 Conference preparation	26	3 -
3.14 Conference sign-in	27	7 -
3.15 Conference process	28	3 -
3.16 Suspend the conference	29) -
3.17 Archiving a conference	30) -

Chapter One System overview

Overview

The VISSIONIC conference software can control the conference controller through the LAN and achieve unit and electronic nameplate control. A single unit supports POE from 1 to 24 bits. The number and the scope of use can be expanded through POE switch expansion.

The VISSIONIC management software is installed on the nameplate controller and allows local operation through the keyboard. The software can control the conference units, electronic nameplates, and voting units through the conference controller over the LAN. You can also use the VISSIONIC management software to set advanced functions, manage conference discussions, manage recordings, and so on.



Figure 1.1 System diagram(Connection diagram Extended connection diagram of a POE switch)

System composition:

- ✓ Electronic Nameplate Controller VIS-NCU1000
- ✓ Control 1(Display)
- ✓ 2.4 GHz/5 GHz Professional Conference AP VIS-AP4C
- ✓ Keyboard
- $\checkmark \quad \text{Control } 2(\text{PC})$
- ✓ CAT5e network cable
- ✓ HDMI cable
- ✓ POE Switch VIS-SWICH12
- ✓ 10"Nameplate VIS-NP10T

NOTE:

- 7" and 10" nameplate system connection in same methods
- ② Once the number of Nameplate exceeds 22, you need to use POE switches to expand the number and usage.

Chapter Two Devices

2.1 Conference controller



Figure 2.1 Controller diagram

2.2 Features

- 1. Supports 24 PoE power supplies, up to 13 W per port.
- 2. Supports the simultaneous online operation of up to five operators.
- 3. Supports local operations and operations performed on all kinds of browsers.
- 4. Allows you to connect the tablet PC to the management controller via Wi-Fi to quickly configure the nameplate information.
- 5. Supports USB mouse and keyboard connection, HDMI display output, as well as setting and modification of nameplate information through the software.
- 6. Provides ubiquitous wireless control.
- 7. Provides advanced function setting and control on-site.
- 8. Manages conference discussions, electronic nameplates, sign-in, audio recordings, and video recordings.
- 9. Creates conferences and schedules each seat in advance.

2.3 Host panel introduction



- 1. Power switch (with indicator) : Press down to "On", flip up to "off".
- 2. Host brand label.
- 3. USB1 port Connects to a mouse and keyboard.
- 4. USB2 port Connects the mouse and USB flash drive.
- 5. HDMI port Connects to the monitor through an HDMI output port.
- 6. OTG interface Used for engineering debugging
- 7. BOOT button dedicated for engineering debugging.
- 8. RS485 port (reserved).
- 9. Multifunctional interface (reserved).
- 10. Network connection indicator Identifies whether the network connection is successful.
- 11. RJ45 port 24 100/1000 MBPS adaptive RJ45 ports that support standard POE power supply and can be used to connect to PCS and electronic tables.
- 12. UPLINK Ethernet port The IP address of the port on the left is configured by default for connecting to the network.
- 13. Ground screw Connects the processor unit to the ground
- Power port System power input. The switching power supply is AC100V to 240V 50/60Hz.

2.4 Controller specifications

Item	Specifications	
Power supply interface	3C standard power supply interface	
Uplink port	$1 \times$ uplink RJ45 interface	
РоЕ	$24 \times RJ45$ interfaces for PoE power supply	
VO	$4 \times I/O$ Phoenix interfaces	
IR	$1 \times IR$ Phoenix interface	
RS-232	$2 \times IR$ Phoenix Interfaces	
RS-485	$2 \times IR$ Phoenix Interfaces	
Indicator	24 × status indicators	
USB	X2	
OTG	X1	
HDMI	X1	
воот	X1 button	
Power switch	$1 \times$ power switch with indicator	
Dominant frequency	2 G	
Memory	16 G (eMMC)	
RAM	2 G	
Power supply	AC 100–240V 50/60 Hz	
Dimension (mm)	483(L) × 180(W) × 44. 5(H)	

2.5 7" dual-screen electronic nameplate



Figure 2.4 7" dual-screen electronic nameplate

Overview

This high-end electronic nameplate adopts a 7" TFT dual-screen display and true color design. It supports a screen resolution of 1024x600 and POE power supply. It has an integrally formed aluminum base and a plexiglass transparent frame, delivering smooth lines and a compact structure. The attractive and modern appearance design sets a new trend for the nameplate industry.

The double-screen electronic nameplate boasts a high refresh rate, which eliminates display flickering when you take a picture with any camera. By connecting to the management controller, you can set the name and background of each electronic nameplate individually for different nameplate IDs, or set them in batches.

Features

- 1. 7" TFT dual-screen display, 10-bit true color enabling vivid design in red, green, and blue, display of participants' names, positions, and other information.
- 2. An integrally formed aluminum alloy base, and a plexiglass transparent frame, bringing a stylish appearance.
- 3. Supports a resolution of 1024x600.
- 4. High refresh rate, preventing screen flicking during photographing.
- 5. Supports both POE and independent power supply (DC 12V).
- 6. Supports local and wireless control, and batch entry of information.

2.6 Panel dimensions



Figure 2.5 Dimensional drawing of the 7" electronic nameplate panel

- 1. 7" LCD, with a resolution of 1024x600
- 2. Reset button for clearing the nameplate binding information
- 3. 100M Ethernet interface, standard PoE power supply
- 4. DC 12V power supply

2.7 Specifications of the 7-inch dual-screen electronic nameplate

Item	Specifications
Display	16:9 TFT, 7", 2 pieces
Resolution	1024x600
Display color	True color 10-bit, vivid display in red, green, and blue
Brightness	450 nl
Dominant frequency	1.3 G
Memory	1 GB
Storage	16 GB
PoE power supply	Rj45 interface
Power supply interface	DC 12V
Weight	1050 g
Dimension	$225(L) \times 100(W) \times 150(H)$

2.8 10" dual-screen electronic nameplate



Figure 2.6 10" dual-screen electronic nameplate

Overview

The electronic nameplate adopts a 10" TFT dual-screen display. The primary screen is a touch screen. The secondary screen is not a touch screen, and it displays only the names of participants.

This nameplate adopts a true color design, enabling vivid display in red, yellow, and green. It supports a screen resolution of 1600x600 and a POE power supply. It has an integrally formed aluminum base and a plexiglass transparent frame, delivering smooth lines and a compact structure. The attractive and modern appearance design sets a new trend for the nameplate industry.

Features

1. Supports both POE and independent power supply (DC 12V).

2. Supports local and wireless control, and batch entry of information.

Touch screen, supporting sign-in, call service, seat management, and other functions.

3. An integrally formed aluminum alloy base, and a plexiglass transparent frame, bringing a stylish appearance.

4. 10" TFT dual-screen display, 10-bit true color enabling vivid design in red, green, and blue, display

of participants' names, positions, and other information.

2.9 Panel dimensions



Figure 2.7 Dimensional drawing of the 10" electronic nameplate panel

- 1. 10" LCD, touch screen with a resolution of 1600x600
- 2. 10" LCD, with a resolution of 1600x600
- 3. Reset button for clearing the nameplate binding information
- 4. 100M/1000M Ethernet interface, supporting standard PoE power supply
- 5. DC 12V power supply

2.10 Specifications of the 10-inch dual-screen electronic nameplate

Item	Specifications
Display	16:9 TFT, 10", 2 pieces
Resolution	1600x600
Display color	True color 10-bit, vivid display in red, green, and blue
Brightness	450 nl
Dominant frequency	2 G
Memory	2 G
Touch screen	10" capacitive touch screen
Storage	16 GB
PoE power supply	Rj45 interface
Power supply interface	DC 12V
Weight	1500 g
Dimension	$271(L) \times 104(W) \times 146(H)$

■ 10"System connection diagram



■ 7"System connection diagram



♦ You can extend the quantity and scope of use of the electronic nameplate through a POE switch.

Attention please: The system provides two ways to connect to the

controller ,choose one of the two.

- (1) Connect the host to controller 1;
- **②** Connect the host to controller 2.

Chapter Three Software description

3.1 Configuration

- 1. The default controller IP is 192.168.1.252.
- 2. configuration: Set the PC network, configure the relevant computer IP address, subnet mask, gateway.

NOTE: The computer IP address must be on the same network segment as the electronic table host IP address.

3. The default IP address of the host is 192.168.1.252.

3.2 Login

Connect the computer and the nameplate controller to the same route. Enter 192.168.1.252 in the browser to go to the electronic nameplate conference system.

S New Tab × +	~ - Ø X
← → C 🔮 192.168.1.252	* 🖬 🔒 :
M Gmail 🖸 YouTube 🛹 Google hinds	
Google	Gmail Images III
Q. Search Google or type a URL	

On the login page of the electronic nameplate conference system:

- (1) Enter the user name. The administrator account is admin.
- (2) Enter the user password. The administrator account password is admin.
- (3) You can select the system language.

WELCOME VISBONIC Login to experience WCS services	(unpurge)	
Liser Name Password save login	VISSONIC Committed to providing more smart office	
LDON.	1 BOR	
Administrator		

3.3 Login to the home page of the electronic nameplate conference system

- On the home page of the electronic nameplate conference system:
- (1) You can view the indexes.
- (2) You can view the daily, weekly, and monthly data.
- (3) You can view the booked conferences and conference rooms

VISSONIC	Usage Trend		Day Week Month RO	om Utilization	
Calendar Calendar Calendar Services Configuration Services Configuration System Setting					0%
	0 03-01 03-02 03-04 03-04 03-04 03-05 03-04	5 03-07 03-08 03-09 03-10 03-11 0	5-12 03-13 03-14	eeting Rooms	 O Scheduled
	Bookings			Meeting Rooms	
	Name Start Time	End Time No Data	Meetings Rooms	Name room1	Terminals
🎆 admin 🛛 🗸					

3.4 Controller configuration

- Click "System Setting".
 Select "Server Config".
 On the "Basic Settings" tab, you can change the IP address, gateway, and terminal language. Through time settings, you can synchronize the time of the controller.

VISSONIC	Server Config 3
 ᢙ Home 婭 Calendar O Bookings O Services Configuration ∨ System Setting ∧ Terminal Device User Management Templates 	Basic Settings System Time System Upgrade * IP Address: 192.168.1.252 * Netmask: 255.255.0 * Gateway: 192.168.1.1 * Terminal: English Save Cancel Retart Server
Server Config	1

3.5 User management

- (1) Select "User Management" in "System Setting", and click "Add User".
- (2) After you fill in and save the user information, a user will be added.

VISSONIC	User Management			⊙ Add Us
ரி Home	User ID	Name	Status 2	Operation
प्र्य Calendar	admin	admin		☑ 匝
(L) Bookings				
分 Services		Add User	×	
$ \stackrel{.}{\rightrightarrows} $ Configuration \lor		Please fill out below from		
🕄 System Setting 🔨		* LoginID:		
Terminal Device		* User Name		
User Management		* Login Password:		
Server Config		* Confirm Password:		
		Saw	Cancel	
	1			
			3	
admin 🗸				

3.6 Nameplate binding

- (1) Click "System Setting".
- (2) Select "Terminal Device".
- (3) Click "Auto Discovery".
- (4) The nameplates scanned by auto-discovery will be listed.
- (5) You can click the nameplate flash icon Θ to locate a nameplate.
- (6) You can click the bind icon 🙆 to bind a nameplate. After you click "OK", the nameplate is bound successfully.



3.7 Terminal device

- (1) The operations from left to right in the box are [○] restart, [₹] flash, ⁶ unbind, ^ℓ edit, and [↑] upgrade, all of which correspond to a single nameplate. You can click the edit icon to change the nameplate name or click the unbind icon to unbind the nameplate.
- (2) You can click "Unpair All Terminals" to unbind all the nameplates in batches.

VISSONIC	Terminal Device	2 al Firmware				ک Auto Discovery ش Unpair All Termi
슶 Home 팩 Calendar	Name	Code	Status	IP	Position	Firmware Vers ion
Bookings Services	03	d025f2e58ba2665d	Online	192.168.1.101	room1	2.0.40
🚊 Configuration 🗸	02	a51f163108310109	 Offline 	192.168.1.102	room1	2.0.40 🔿 🛱 🔂 🛆
System Setting Terminal Device User Management	01	c991da3aaa3c9c1d	• Offline	192.168.1.100	room1	2.0.40 つ 荣 合 定 土
Templates Server Config						1
🎉 admin 🛛 🗸						

3.8 Nameplate template

- (1) Click "Templates".
- (2) Click "Add Templates".

VISSONIC	Templates				S	earch	Q Search 🛛 🛛 Ad
ි Home					2	_	/
🗊 Calendar	Title		Title		Titl	e	2
Bookings	ivan	tle	Subtit	e	Subt	ne	
Services			Juotiti		Jubr	cic.	
🗟 Configuration 🗸 🗸	7''-4	1 7	7'''3	Ē	7''-2	茴	
🕄 System Setting 🔨							
Terminal Device	Title		THE		-		
User Management	Nan	ne	Nam	e	Nar	ne	
Templates	Subti	tle	Subtitle	-	Subt	itle	
Server Config	45052		5.0. 57				
	7"-1	1	0"-4	11	10"-3	11	

3.9 Setting the nameplate template

- (1) Edit the layout name.
- (2) The template is available in three sizes, and each size is marked with the template resolution
- (3) The supported terminal model is displayed for the selected size.
- (4) Click "Upload" to upload a custom template image.

VISSONIC	Template Setting 1 2	← Back
슈 Home 교 Calendar ⓒ Bookings 와 Services	Layout Name: Unnamed Layout 8:3 20:9 128:75 Attributes: Please select parameters to set	
 Configuration System Setting Terminal Device User Management Templates Server Config 	8:3	
😰 admin 🗸	Upload Supported Terminal Types : Model-2 Save Cancel 3	

- (5) After uploading the image, you can edit the title, name, subtitle, and ID, and drag them to the desired position.
- (6) You can click the title, subtitle, name, and ID to change their attributes in the attribute area on the right.
- (7) After editing the attributes, click "Save". The template will be added successfully.

VISSONIC	Template Setting			(* E
🛱 Home	Layout Name: Unnamed Layout	8:3 20:9 128:75	Attributes: Name	
🗊 Calendar	Curent Display Aspect: 8:3	Clear Layout	Title Name:	
) Bookings			Name	
) Candicar			Font Size:	
ji services				
B Configuration V			Font Color:	
🛿 System Setting 🔨	Title		allen:	
Terminal Device	• Name		E E 3	
User Management	Subtitle		Text overflow(Only APP usable)	
Server Config			Select	
Series conig			Font Style:	
/			Select	
5				
		Replace		
	Supported Terminal Types : Model-2			
	Save Cancel			
				6
🕵 admin 🖂	7			

3.10 Adding a conference room

- (1) Click "Configuration".
- (2) Click "Regions".
- (3) Click "Add".
- (4) Add the address, for which you can edit the name, type, and address code. The type options include the region, building, floor, and room. The address code is user-defined.

VISSONIC	Configuration
 ᢙ Home ☑ Calendar ③ Bookings ④ Services ☑ Configuration ~ Meeting Rooms Regions References Isystem Setting 	room1 Add Address • Please fill out the information • Name: • Type: Saled • Address Code: own and
🕵 admin 🗸	4

- (5) After adding a region, building, or floor, you can perform the edit, add, or delete operation. The add operation is to add a floor or room to a building.
- (6) Rooms can be added individually.

VISSONIC	Configuration	⊙ Ad1
 分 Home ↓ Calendar ○ Bookings ◆ Services ◆ Configuration ~ Meeting Rooms Regions References 	* Room1 & + - 5 buildings room1	6
System Setting ~		

3.11 Editing a conference room

- (1) After adding a conference room, click "Meeting Rooms" to view the added conference rooms here.
- (2) The edit and delete icons are available in the "Operation" column. Click the edit icon to enter the edit page, or click the delete icon to delete a conference room.

VISSONIC	Meeting Rooms					
☆ Home	Code ©	Name 🗘	Seats	Terminals	Remarks	Operation
🛱 Calendar	Conference room	5 buildings	0	0		2 直
Services	101	room1	3	3		20
🔜 Configuration 🔨						
Meeting Rooms						
References					2	
System Setting						
	1					
🧱 admin 🗸						

- (3) After entering the edit page, select "Rooms Layout".
- (4) You need to click the unlock icon \bigcirc before editing the layout.
- (5) Drag the seat to the layout box.
- (6) You can select multiple seats to align them with one click, or manually set the layout.
- (7) Click the seat to configure the code. The code is user-defined.
- (8) Drag the terminal to the seat.
- (9) Click "Save". The conference room layout will be successfully edited.

•	VISSONIC	Conference room	22
	© Hone © Calendar ⊙ Bookings O Services) © Configuration ∧ Meeting Rooms	Basic Info Rooms Layout	6 5 1 1 1 + + + + 1 8air Serminul:
	Regions References - () System Setting ~	4	7 Nitheod Cover: 1 100 Cover: 2 Cover: 2 Cove
		9 Count	

3.12 Conference reservation

- (1) Click "Bookings".
 (2) Click "Add Meetings".
 (3) Fill in the conference information. You can select a conference room that has been added.

VISSONIC	Conference Schedules	ings
습 Home 및 Calendar		
Bockings	Add Meetings × 2	
Services Gonfiguration	Please fill out the information	
③ System Setting	* Subject: 0/100	
	* Meetings agenda:	
	* Rooms: Select Rooms	
	* Froin: 30. 2023-03-04 16 30	
	* To: 0/2023-03-14-17-30	
	* Template: Pieze Select	
	Save Cancel	
	3	
admin 🕤		



VISSONIC	Conference Schedules	③ 2023年03月 14 Tuesday ③Select rooms				
☆ Home ☺ Calendar		5 buildings 16,37 0000 0100 0200 0300 0400 0500 0600 0700 0800 0900 1000 1100 1200 1300 1400 1500 1000 1700 1800 1900 2000 2100 2400				
Bookings Services						
${\cong}$ Configuration \checkmark		0060 0100 0200 0300 0400 0500 0600 0700 0800 0900 1000 1140 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100 2200 2300 2400 3. Select Rooms				

(4) After adding a conference, you can edit , delete , or publish the conference.

VISSONIC	Conference Schedules				⊙ Add Meetr
ි Home	Subject	Start Time	End Time	Meeting Rooms	Status Operation
💭 Calendar 🕒 Bookings	Conference Rooms	2023-03-14 16:30	2023-03-14 17:30	room1	DRAFT 🖹 🕅 🗖 🐵 🛇 💿
G Services					/
🚊 Configuration 🗸 🗸					
System Setting ~					4
🎉 admin 🛛 🗸					

3.13 Conference preparation

- (1) This toolbar displays the icons of conference publishing, conference editing, conference deleting, and going back to the previous level from left to right.
- (2) You can click the $\stackrel{\texttt{b}}{=}$ icon to import a roster and click the $\stackrel{\textcircled{+}}{=}$ icon to add a single participant. After the addition, drag it to the seat.
- (3) You can also click the seat to add a participant.
- (4) Edit the participant information. You can select a nameplate template. If no template is selected, the default one is the nameplate template you selected in the process of conference information editing.
- (5) The smart allocation and dry run functions are available.

VISSONIC Conference Rooms	Preparation >>>	>> On Air >>>> Wrapup 权 鎔 🛅 🕥
SeatMap: <mark>0/</mark> 0	room1	Attendee Checkin
1 2	Add Attendee × • Please fill out the information • Name: Ttile2 0/100 Subtitle: Ttile3 0/100 Template: Please Select Identify: ₹	
🛱 Cance	l Meeting	Smart Allocation Dry Run Standalume vilam V2.1.61

3.14 Conference sign-in

- (1) The sign-in function is available only after a conference has been started.
 (2) Fill in the relevant information. Then, click "Save". The countdown is calculated in seconds.
 (3) Click "Start Checkin" at the bottom right corner to complete the check-in.

VISSONIC Conference R	ooms Preparation >>>> On Air >>>> Wrap	up 🕸 🔿
SeatMap: <mark>0</mark> /0	5 buildings Attendee Checkin	
	Number Of Persons Due	0
	Actual Number	0
	Add Attendee X Occupancy Rate	0%
	Please fill out the information	
2	3 * Name: Title2 0/100	
	Subtitle: Tile3 0/100	
	Template: Please Select	
	Save Cancel 2	
1		
1		
·	End Extend OctountingDown Otics1:52	

3.15 Conference process

- (1) After publishing a conference, you can manually start the conference. Otherwise, the conference will be automatically started at the scheduled time. During a conference, you can suspend, end, or delay the conference, change seat management, and perform sign-in.
- (2) The sign-in function can be repeatedly enabled. The signed-in participants will not be displayed.

VISSONIC	Conference Rooms	Preparatio	on >>>> On Air >>>> Wrapup	\$\$ D
SeatMap: <mark>0</mark> /0		room1	Attendee <u>Checkin</u>	
			Number Of Persons Due	2
			Actual Number	0
	2 Tom		Occupancy Rate	0%
1				
			2	
	\sim			
따 Pause Schedule 15:25 - 16:25	📮 End 🛛 🖵 Exte	nd OcuntingDown	Start Checkin	

VISSONIC

3.16 Suspend the conference

(1) If you want to rest during the meeting, you can choose to suspend the meeting. Click the button in the lower left corner, set the name of the meeting, and click OK to suspend the meeting.

VISSONIC Conference Room	15	mtgPrepare	>>>> mtgInthe >>>> mtgEnd 說 ⑦
mtgSeatStats: 0/0			mtgSeat mtgCkeckin
			<u>∌</u> ⊕
	2		
	mtgPauseMsg	×	
	namme 1 2 el messagebox cancel el messagebox cont	ìm	
	3		
∰ mtgPause 16:26 - 17:26	💭 mtgLevel 🛛 🖓 mtgDelay	© mtgCountdown 00:54:56	Standolove vilues V/16

3.17 Archiving a conference

(1) After the conference, click "Archive" to download and archive the conference summary.

VISSONIC Conference Rooms	Preparation >>>> On Air >>>> Wrapup 団 ①
SeatMap: 0/0	room1 Summary Conference information Meetings Name: Conference Rooms Start Time: 2023-03-14 16:53 End Time: 2023-03-14 17:35 Attendee Number Of Persons Due: 0 Actual Number: 0 Votings
📮 Ended	Archive