



# VIS-PMU-T Desktop Paperless System

## User Manual

V1.2



VISSONIC ELECTRONICS LIMITED

## Preface

The VIS-PMU-T Paperless System Instruction Manual mainly introduces the paperless system and software operating instructions.

This manual is intended for user operation instructions only and is not intended for maintenance service purposes. Since the release date, if the function or related parameters have changed since then, additional explanations will be provided. For details, please contact the manufacturer or each distributor.

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# 1. Overview

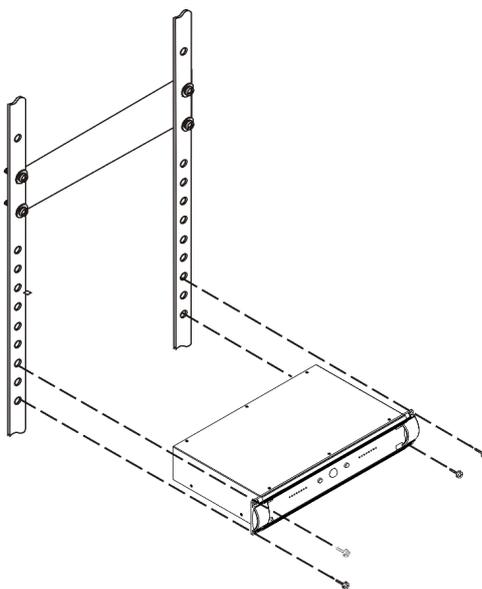
The intelligent paperless conference management server software enables the conference organizer to perform conference control efficiently, including conference preparations, management during conferences, and conference archiving. With powerful functions such as conference document authority management, voting management, participant management, centralized conference control, and conference archiving, it helps conference administrators quickly create conferences and carry out conference archiving. It supports customizations of conference settings, including seating simulation, slogans, and nameplates. Its conference call service and automatic reminder functions enable conference administrators to respond quickly to various service needs in the conference process. Throughout the conference process, the intelligent paperless conference management server software greatly facilitates the advancement of paperless conference office.

The NETGEAR G2 series paperless multimedia conference system adopts a display screen and links seat information via the network to achieve information sharing and conference interaction. With the design concept of high flexibility, practicality, efficiency, and energy saving, the G2 multimedia conference system provides flexible reservation, conference guidance and assistance, and conference summary export to achieve efficient green conferences.

## 2. Hardware installation

### 2.1. Installing the paperless conference system server

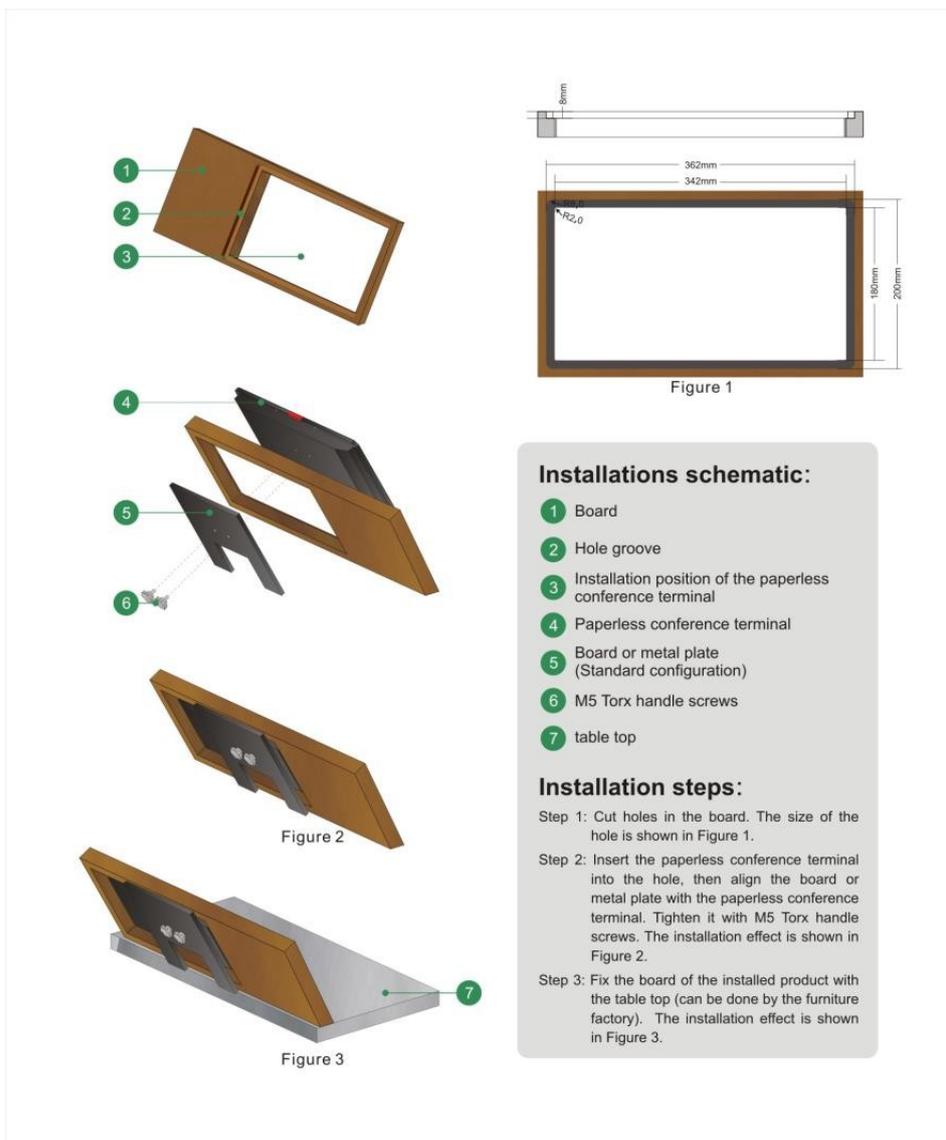
Install the controller in a standard 19-inch cabinet with standard screw holes



## 2.2.11.6-inch conference terminal installation

Desktop terminal installation only requires a network cable hole on the desktop. The schematic of embedded terminal installation is shown below:

Installation diagram:



## 2.3.Extension module installation and parameters

### 2.3.1.Discussion + Speaker Module VIS-MDSP



1. Equipped with a PCI-E male socket for connecting to a conference tablet
2. Features a speech button with a dual-color LED ring
3. Comes with a 2W high-fidelity speaker
4. Equipped with a 6-pin aviation socket for conference microphones
5. Detachable with positioning rails for easy connection to a conference tablet anytime

### 2.3.2.Voting + IC card reading module.



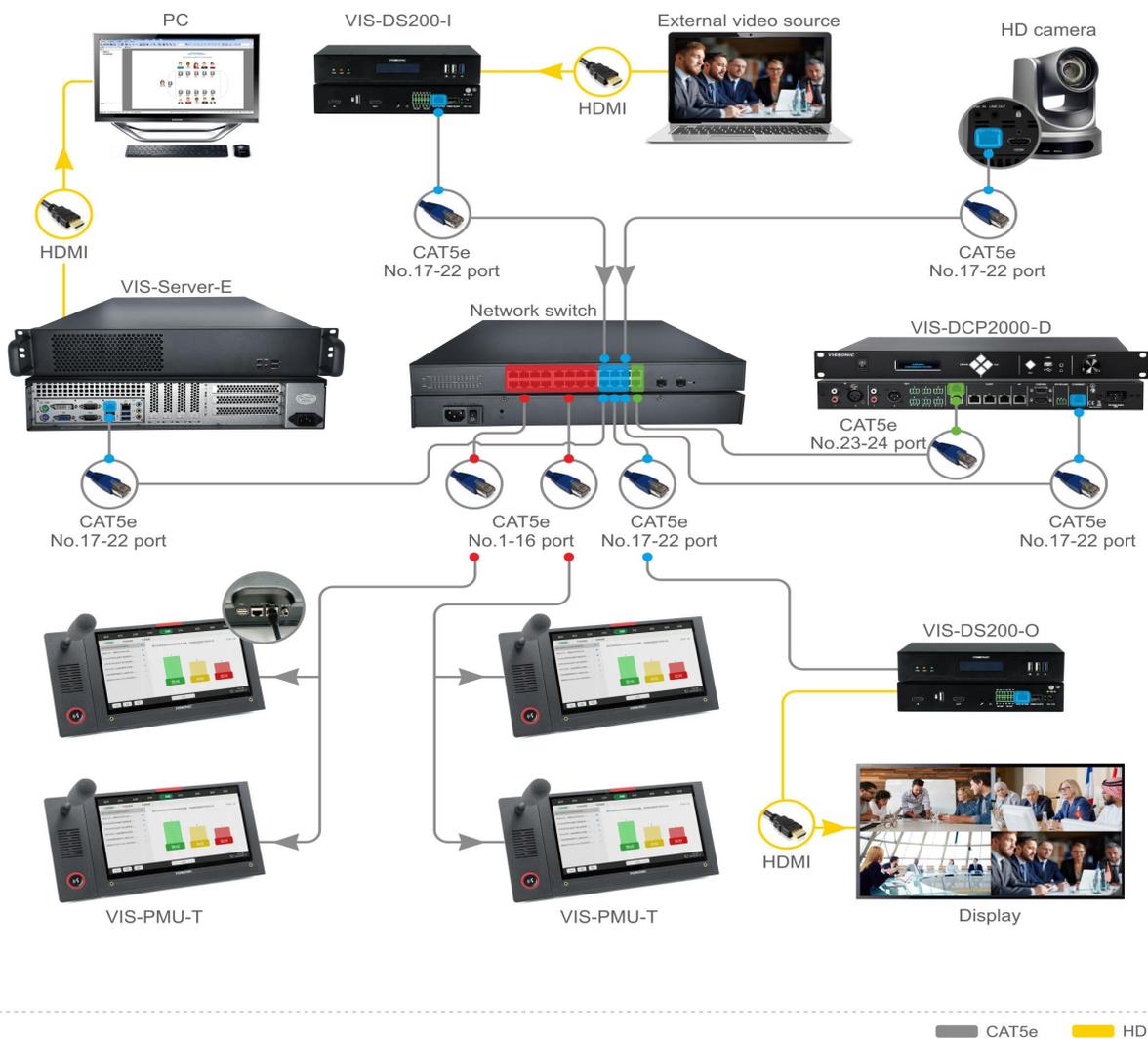
1. Has a PCI-E male socket for tablet connection
2. Three-button voting panel: Agree, Disagree, and Abstain
3. Includes a contactless IC card slot for sign-in
4. Detachable with positioning rails for easy tablet connection

### 2.3.3. Voting Module: VIS-MVOT



1. PCI-E male socket for tablet connection
2. three-button voting: Agree, Disagree, Abstain
3. Detachable with positioning rails for easy tablet connection

### 3. System connection diagram



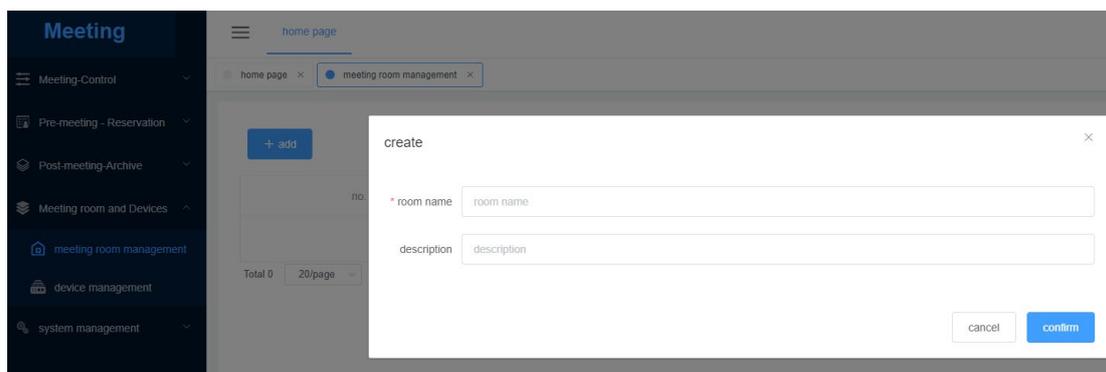
## 4. System operation instructions

### 4.1. Backend management

#### 4.1.1. Login to backend management

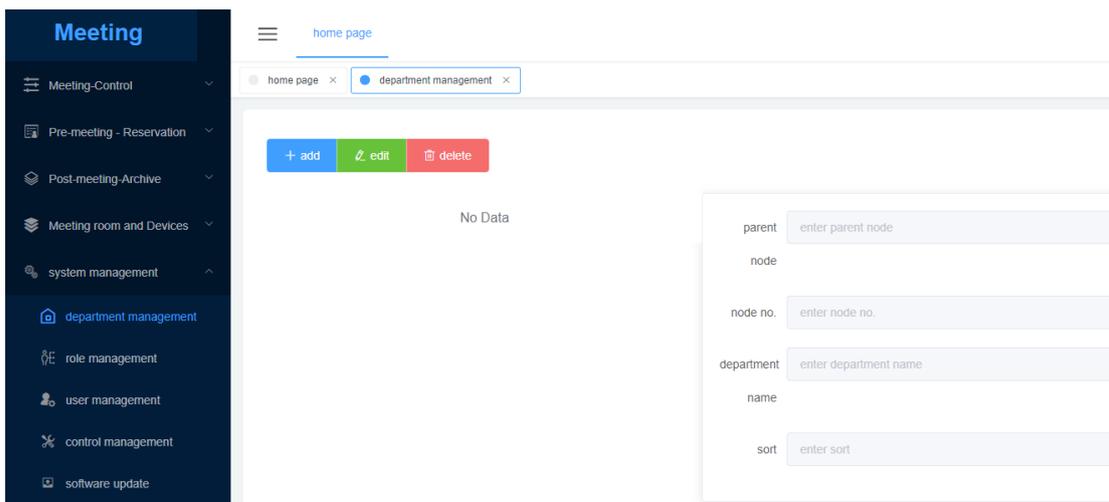
Step 1: Open a web page on the server or a device within the same local network and enter 192.168.1.244:8080 to access the [Meeting Backend Management]

Step 2: Select [Meeting Rooms and Devices] and click [Meeting Room Management] to add a new meeting room. In the popup, enter the [Meeting Room Name] (required) and optionally the [Meeting Room Description] then click [Confirm]

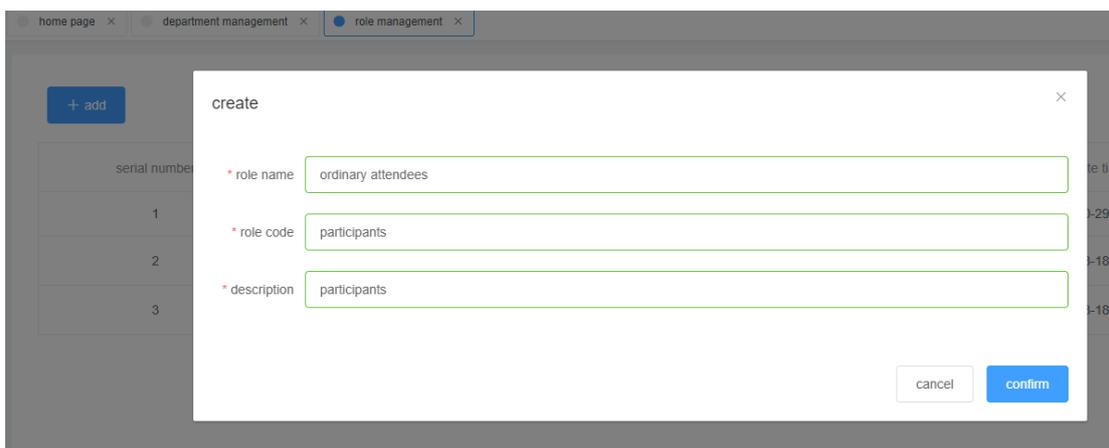


#### 4.1.2. Preset users

Step 1: Open [System Management] go to [Department Management] click [Add] enter the department name, and click [Save]

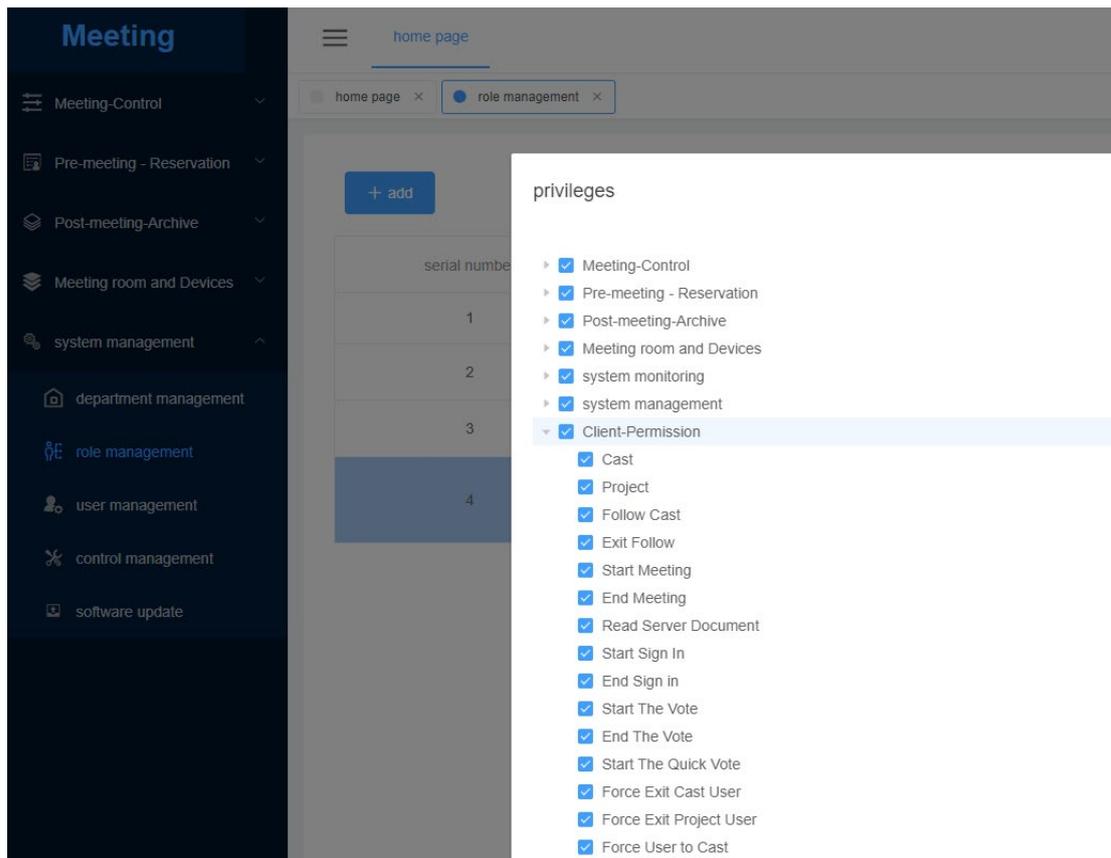


Step 2: Open [System Management], click on [Role Management], and then click [Add] to create a new role.

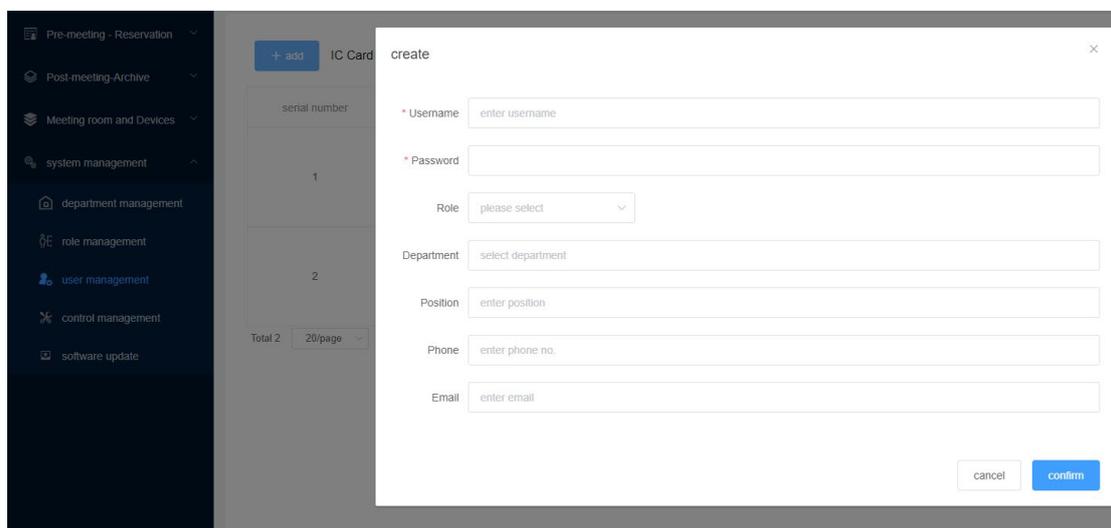


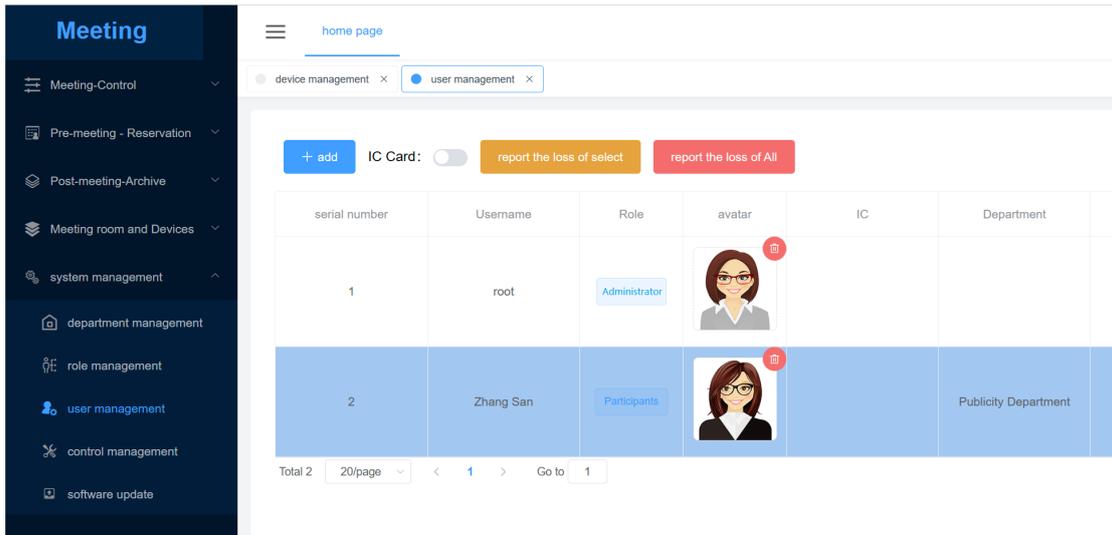
Step 3: Access role permissions and assign them as required.





Step 4: In [User Management], click [Add], enter user information, and confirm. For example, create users like Zhang San and Li Si.



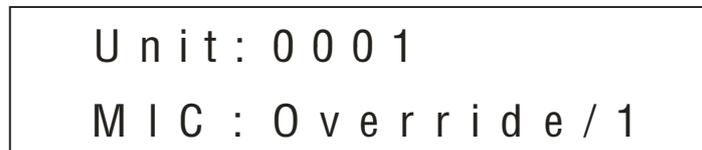


Optionally upload user avatars and input IC card information.

### 4.1.3. Set the PMU-T unit ID

Step 1: After connecting PMU-T, conference controller, server, and switch, power on for ID setting

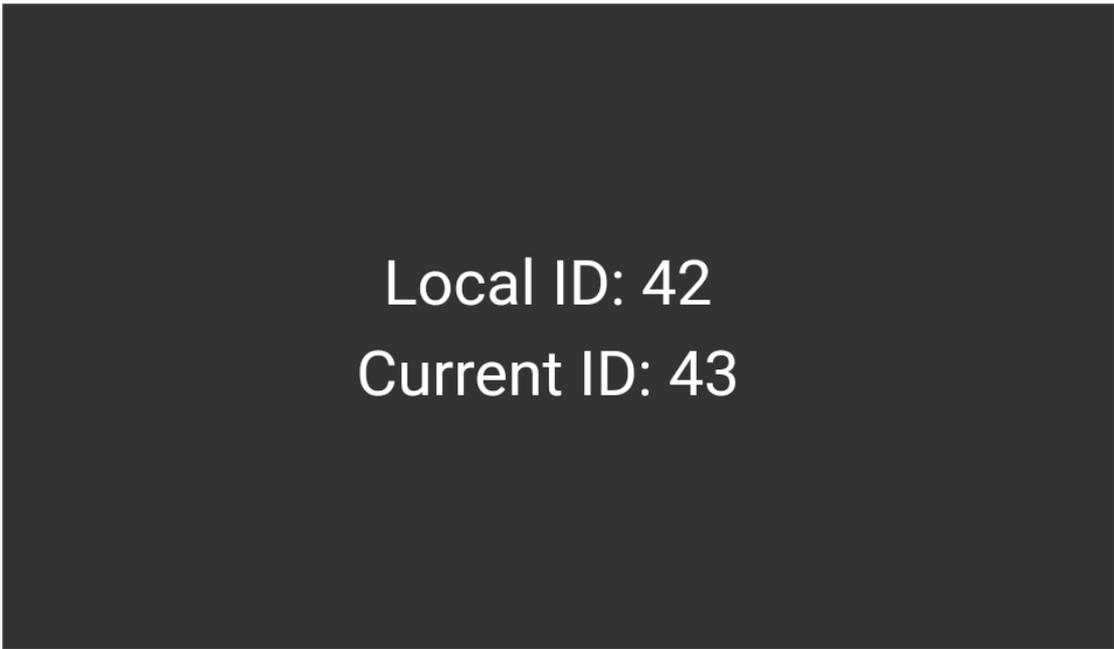
Step 2: When the conference controller's LCD is on the main screen, do the following:



Step 3: Long-press the "ESC" key on the controller's front panel for about 2 seconds to enter ID editing mode. The LCD shows the ID setting status.



Step 4: Press the MIC key on PMU-T (button turns red) or anywhere on the screen to assign IDs (starting from 1). PMU-T displays its current and new IDs during setup.



Local ID: 42  
Current ID: 43

Step 5: After assigning IDs to all PMU-T units, long-press the "ESC" key on the conference controller's front panel for about 2 seconds. The LCD will return to the main screen, indicating the completion of ID setup.

**Note:** Ensure that unit IDs are unique to avoid issues like simultaneous activation, microphone noise, or no audio output. If conflicts occur, you'll need to reset the unit IDs.

#### 4.1.4. Add a meeting

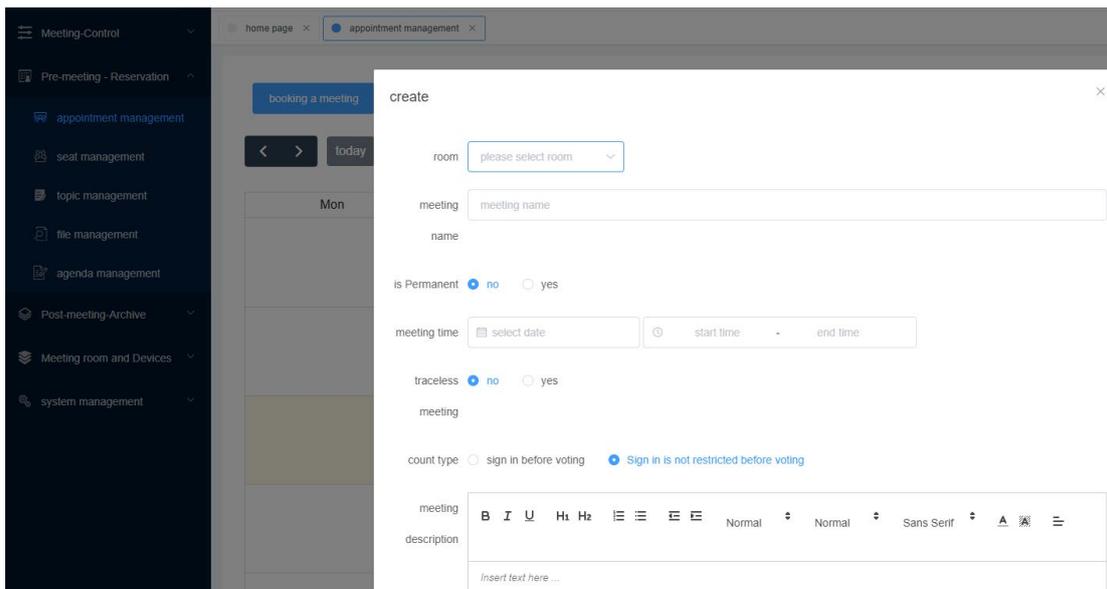
Step 1: In [Pre-meeting – Reservations], click [Reservation Management], then [Reserve a Meeting]. Select the [Meeting Room] and enter the [Meeting Name].

[Permanent Meeting]: If chosen, no need to set [Meeting Time], if not, set the [Meeting Time]

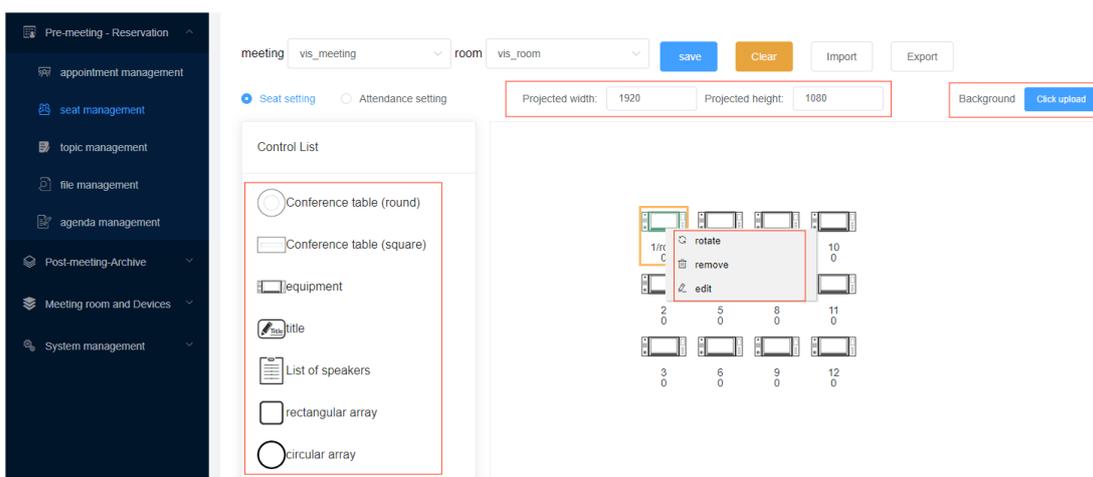
[Incognito Meeting]: Select Yes for automatic deletion of meeting info and files after, or No to save and archive them.

[Statistics Type]: For voting and sign-in.

[Meeting Description]: Optional theme and description.



Step 2: In [Seat Management] select a meeting and adjust room size and seat positions. You can add speaker lists, logos, and other content for projection and upload seat background images



Associate unit IDs with seats by right-clicking for editing.

**Notice: Bind seats and unit IDs when using PMU-T with the conference controller**

seat detail
✕

no.

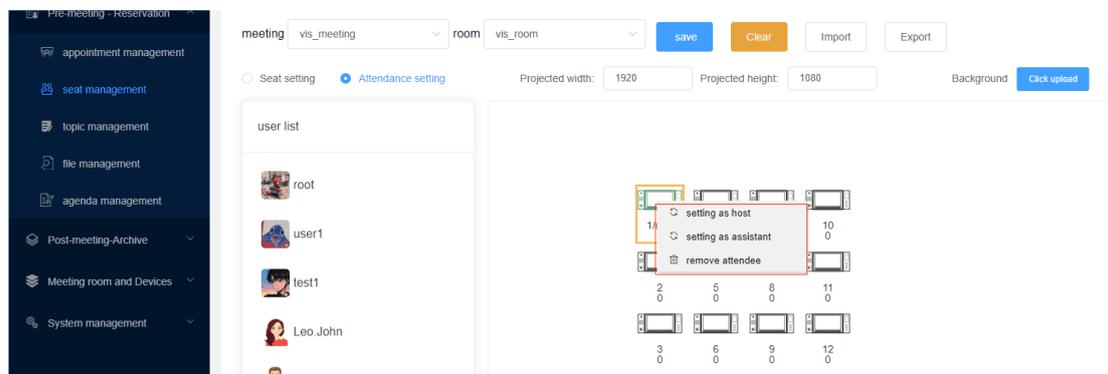
name

unit ID(optional)

Cancel login  close  open

In attendance settings, drag and drop a user from the user list to a designated seat. Right-click the seat to assign permissions and set a host. Click [save].

**Be sure to include at least one host in the meeting for it to proceed smoothly**



### 4.1.5. Bind device serial numbers

Step 1: Find the PMU-T device serial number on the client login interface. Click the area circled in red in the image below to view the serial number in the bottom left corner.

# VISSONIC

## PAPERLESS MULTIMEDIA SYSTEM



d8050a-c79bb1-ca12c5-2f77c2-a2155e-caFFFF

Step 2: On the backend server, go to [Meeting Rooms and Devices] [Client Management] to view detected client serial numbers. If none are detected, try restarting the device, server, or refreshing the webpage.

meeting room management × client management ×

no.	serial number
1	BPFRE0-B6F4BG-FSFS0D-030230-0060CE-30010A-E1 0C15-A118C5
2	BFFOER-BEFSBE-FEF604-0G0B3S-0S6DA6-906B0E-B BE4B0-420E21-EA18FF
3	d8050a-c79bb1-ca12c5-2f77c2-a2155e-caFFFF

Step 3: Click [Edit] next to the serial number to bind the device. It's important to bind the detected clients for successful login

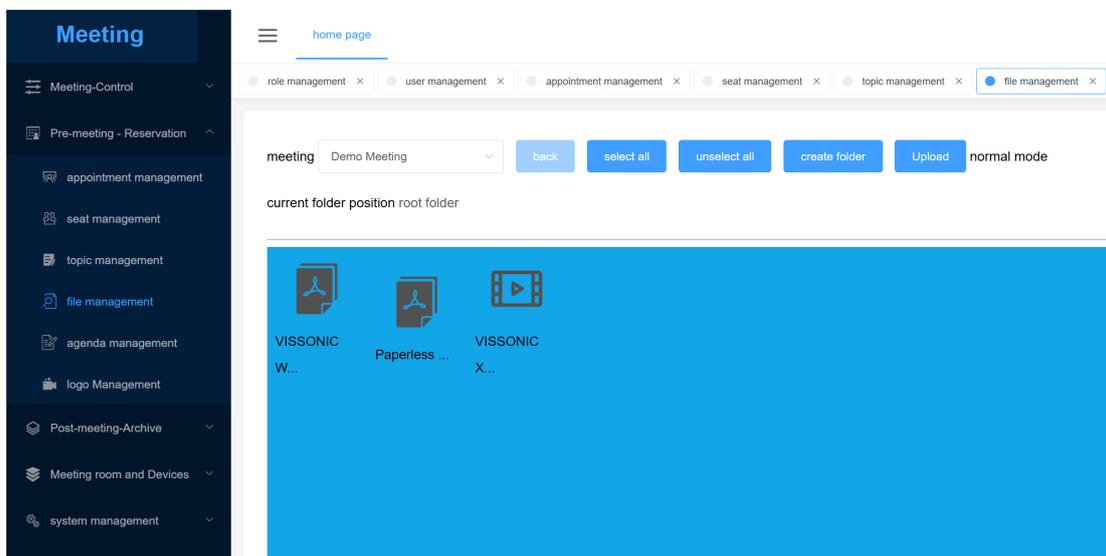
edit
✕

serial number

\* Bound device

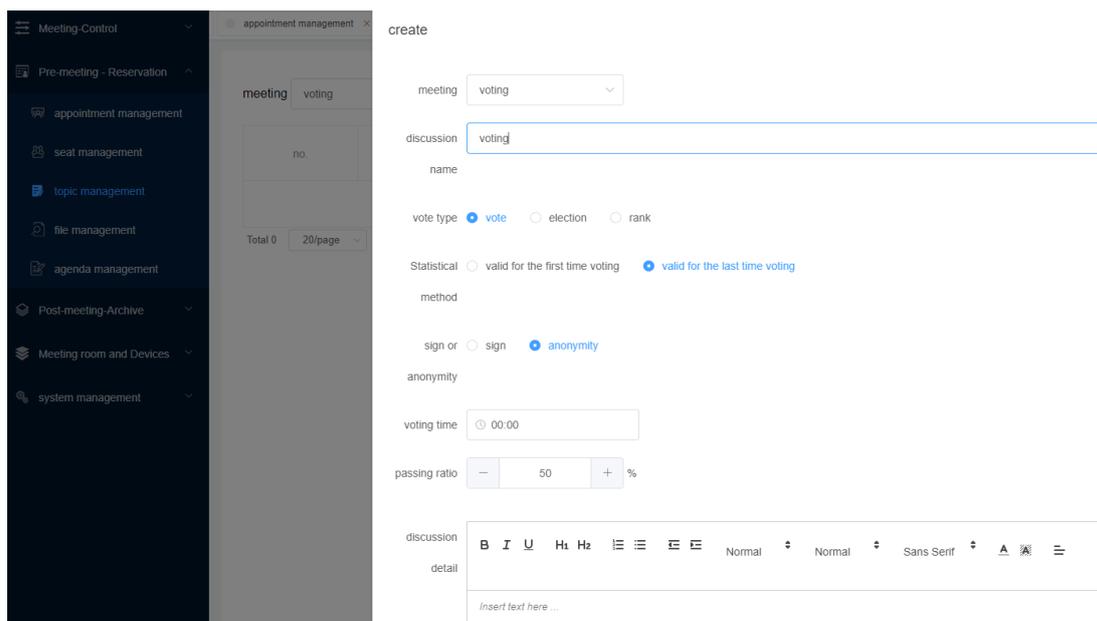
### 4.1.6. Add meeting files

Open [Pre-meeting - Reservations] [File Management], Select a meeting, click [Upload File] choose your file, and click [Open]



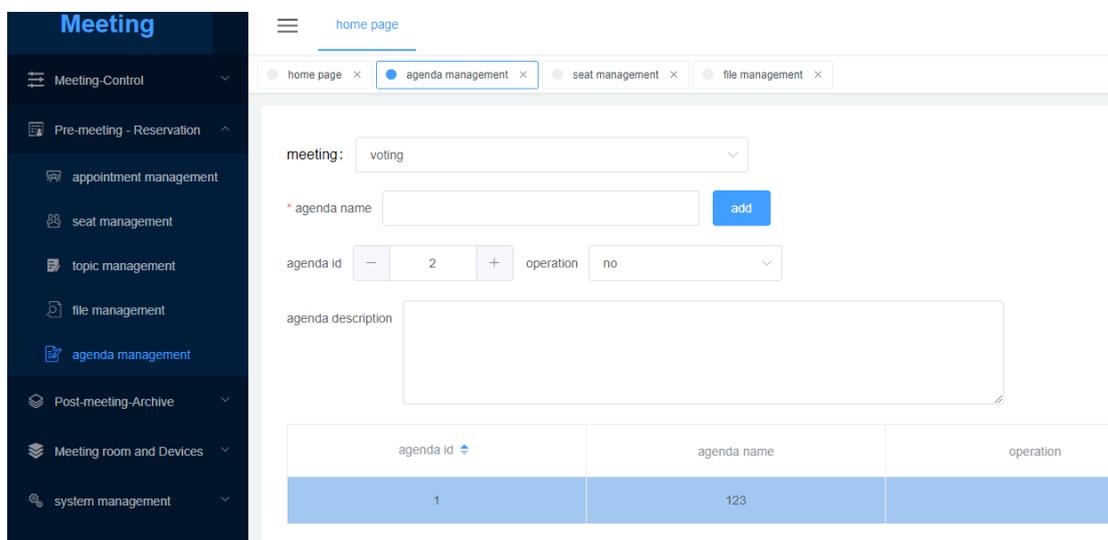
### 4.1.7. Meeting voting topics

Open [Pre-meeting - Reservations] [Agenda Management] Select a meeting, click [Add] enter agenda details (various combinations possible), and click [Confirm]. The host or assistant can then use the [Client] to select the agenda for voting



### 4.1.8.Meeting agenda

Open [Pre-meeting - Reservations] [Agenda Management].Select a meeting, enter the agenda name. Choose the agenda type (file or topic) and click [Add].The controller or assistant can then use the [Client] to select the agenda for discussion in the meeting.



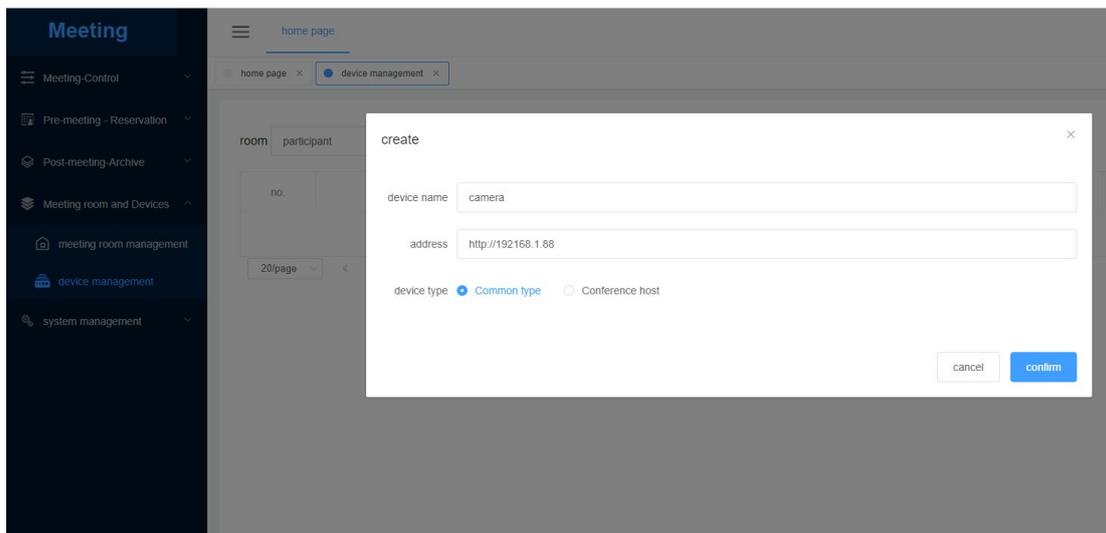
### 4.1.9.Add cameras/streaming servers/conference controller

Operators can open the backend server management in [Meeting Rooms and Devices], then click [Device Management] and [Add]. Enter the custom name and RTSP protocol address of the video source.

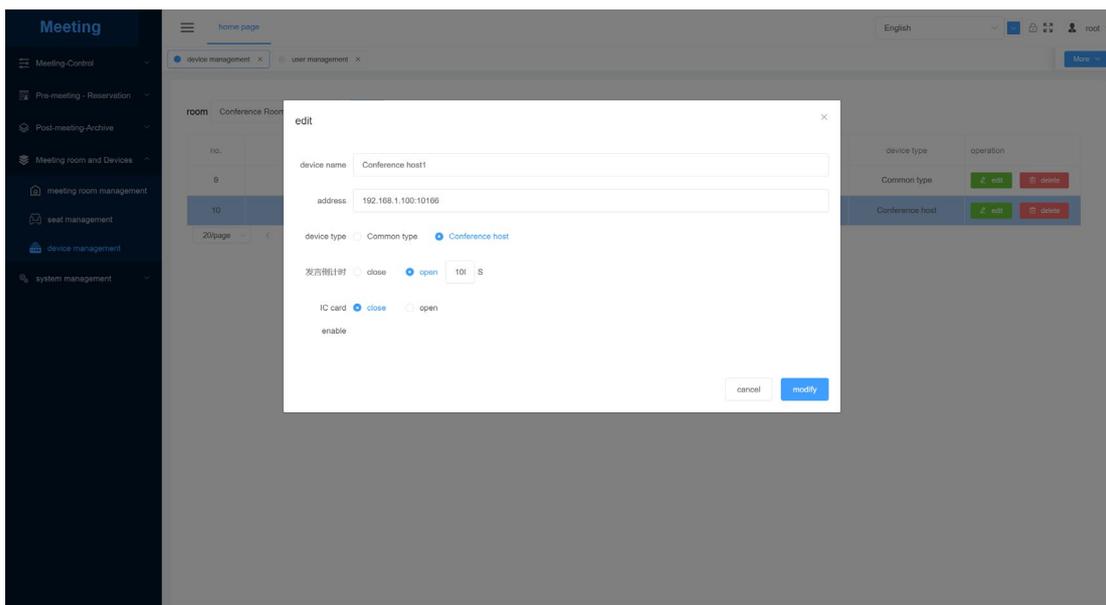
Note: Ensure the camera's IP subnet matches the server's subnet. Use an Ethernet cable to connect the camera to the switch. In the backend management, add the camera's built-in streaming address in the steps above. You can then watch the video source in [Discussions] on the client.

Camera's RTSP address format: `rtsp://IP:554/1`. For cameras from other brands, consult their manufacturer.

Streaming server streaming address format: `<rtsp://StreamingServerIP:8554/Stream>`



To add a conference controller: Select [Conference Controller] as the device type, enter a custom name, and input the conference controller's IP address and port number. Ensure the conference controller is on the same local network as the paperless server. If you need to change the conference controller's IP address, refer to the conference controller's user manual for instructions. The format for entering the address and port number is as shown below:

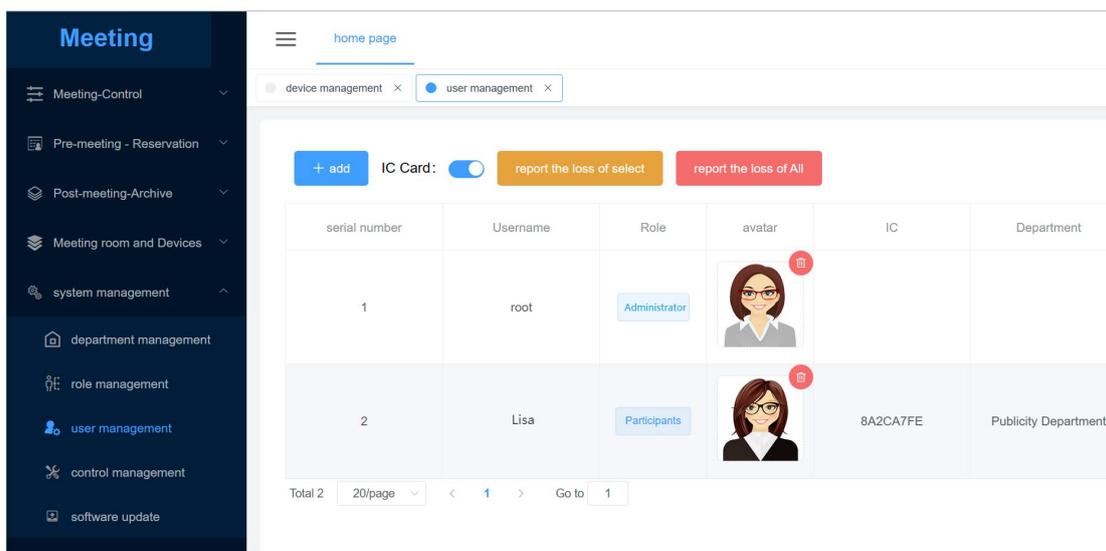


### 4.1.10.IC card usage

If you have PMU-2-T with the IC card verification module:

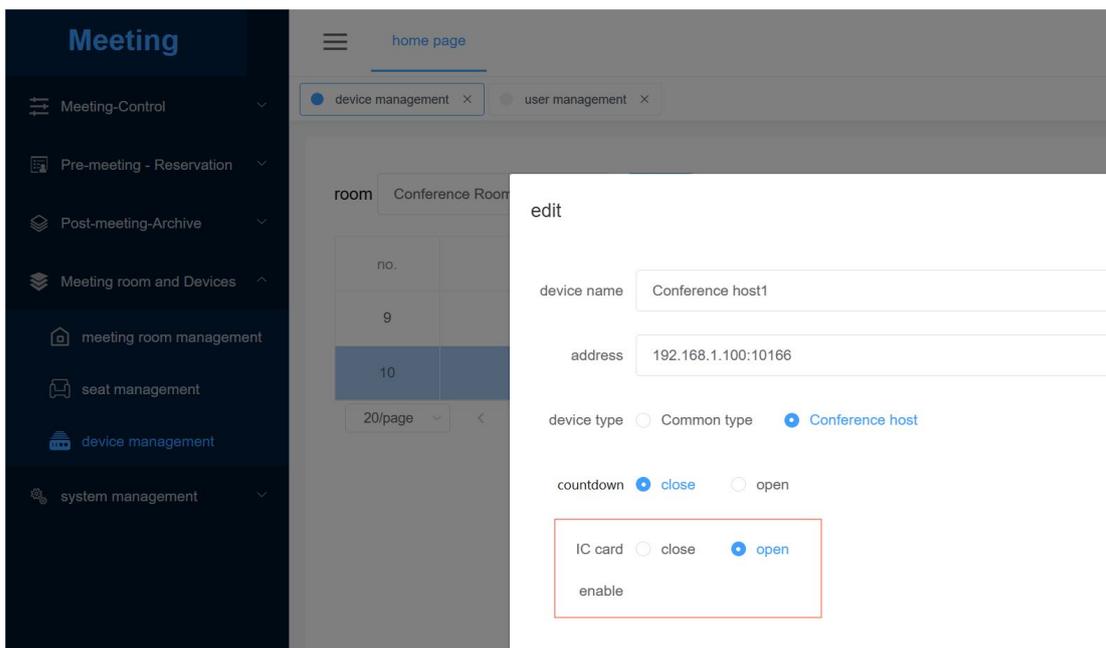
Step 1: Enroll users with IC cards by opening [System Management] [User Management] and using the IC card input function.

Ensure the IC card reader is connected to the operating equipment. Check IC Card, select the user for IC card enrollment, place the IC card on the card reader, and remove it once enrollment is successful. Continue with the next user using another IC card. See the simplified image below:



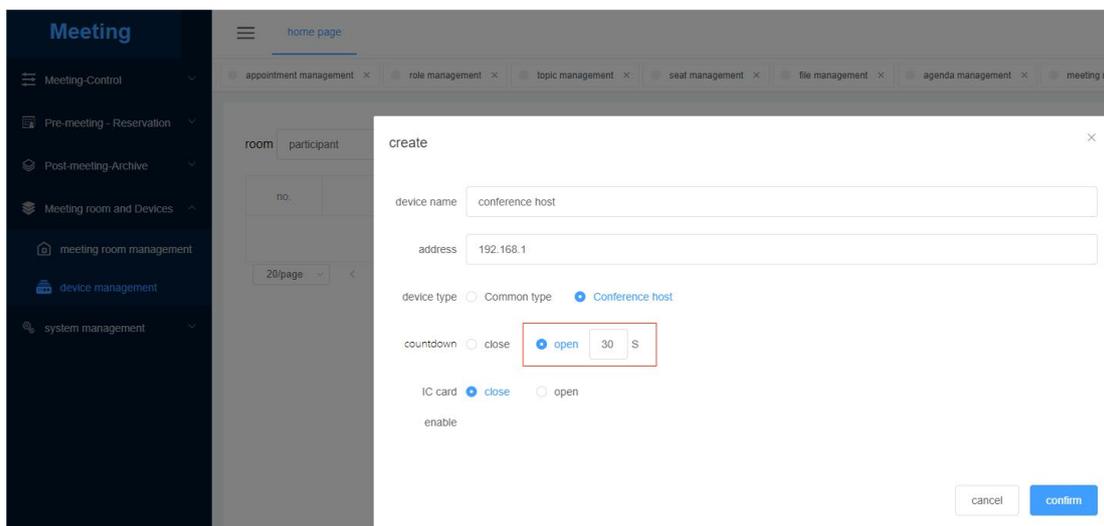
Note: Each IC card is for a single user.

Step 2: To enable IC card sign-in, go to [Meeting Rooms and Devices] [Device Management]. Add or edit a conference controller, and enable IC card sign-in.



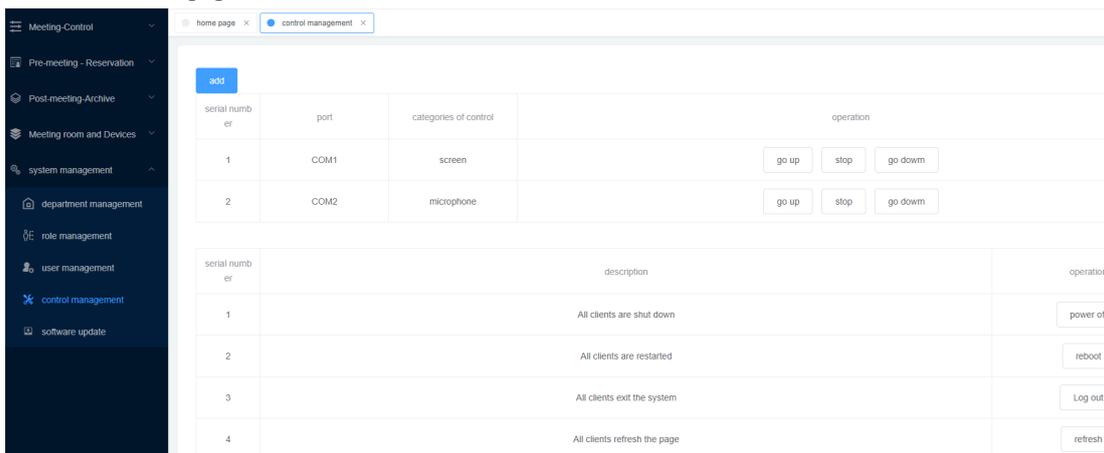
### 4.1.11. Speaking Countdown Timer

To enable the speaking countdown timer, go to [Meeting Rooms and Devices] [Device Management]. Add or edit a conference controller, enable the countdown timer, and set the time



### 4.1.12. Control and Management

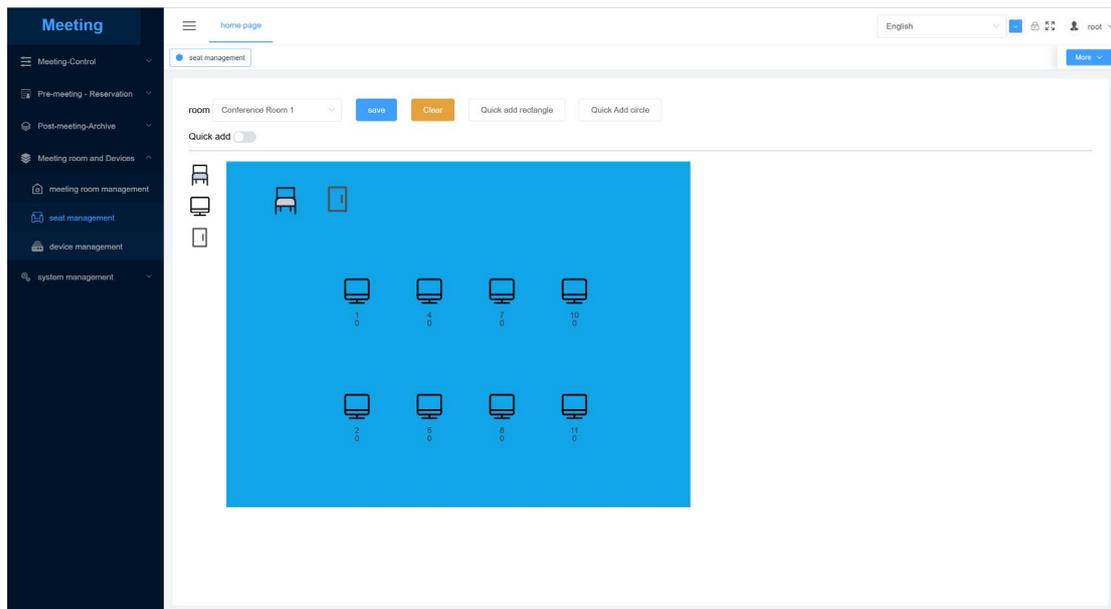
Backend control includes one-click shutdown, restart, system exit, and refresh. It also supports lift control with lift paperless terminals



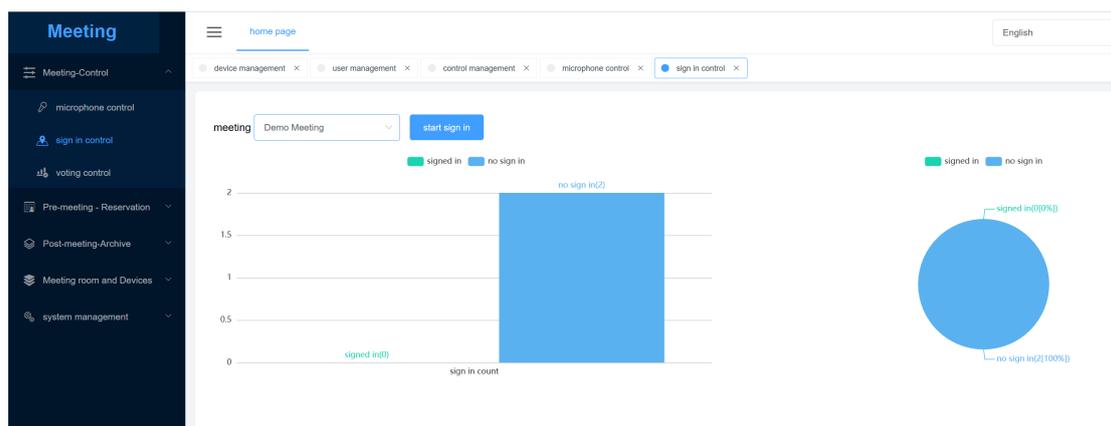
### 4.1.13. Control during the Meeting

1. Microphone control allows you to activate or mute microphones in the selected meeting room

when bound to microphone IDs



2. Sign-In Control: Easily start or end sign-in with a single click during the meeting.



3. Voting Control: Initiate or conclude voting, decision-making, elections, and other topics with one click during the meeting

English ⌵ 🔒

ntrol × sign in control × ● voting control ×

whether to sign in before voting	effective voting limit	sign or anonymity	voting passing ratio	discussion status	operation
Sign in is not restricted before voting	valid for the last time voting	anonymity	50%	<span>not start</span>	<span style="border: 2px solid #d9534f; padding: 5px;">🔄 start voting</span>

### 4.1.14. Post meeting management

After the normal conclusion of the non-seamless meeting:

- can export the content to be saved, including check-in information, voting information, meeting information, annotation files, etc.;
- can be saved as a folder directory.

**Meeting**

- Meeting-Control
- Pre-meeting - Reservation
- Post-meeting-Archive
- archive management
- Meeting room and Devices
- system management

home page
English

device management
user management
control management
microphone control
sign in control
voting control
appointment management
● archive management

meeting Demo Meeting ⌵ back normal mode

current folder position root folder



VISSONIC  
W...



VISSONIC  
X...



Paperless ...



Vote



Candidate ...



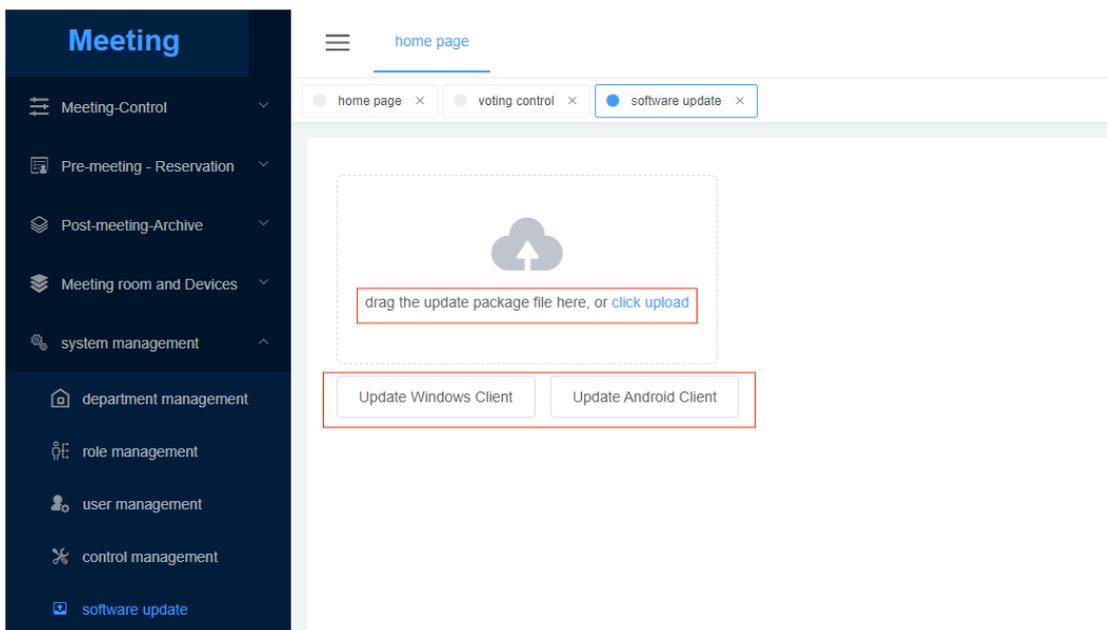
SignIn



Demo Meet...

### 4.1.15. Software update

System management can be a key to update Windows client or Android client, will need to update file upload, click update Windows client or Android client.



## 4.2. Client introduction

### 4.2.1. Client user login

Users log in to the client software, enter the user name and password in the login page, and then login to the main interface.

## VISSONIC PAPERLESS MULTIMEDIA SYSTEM

user2

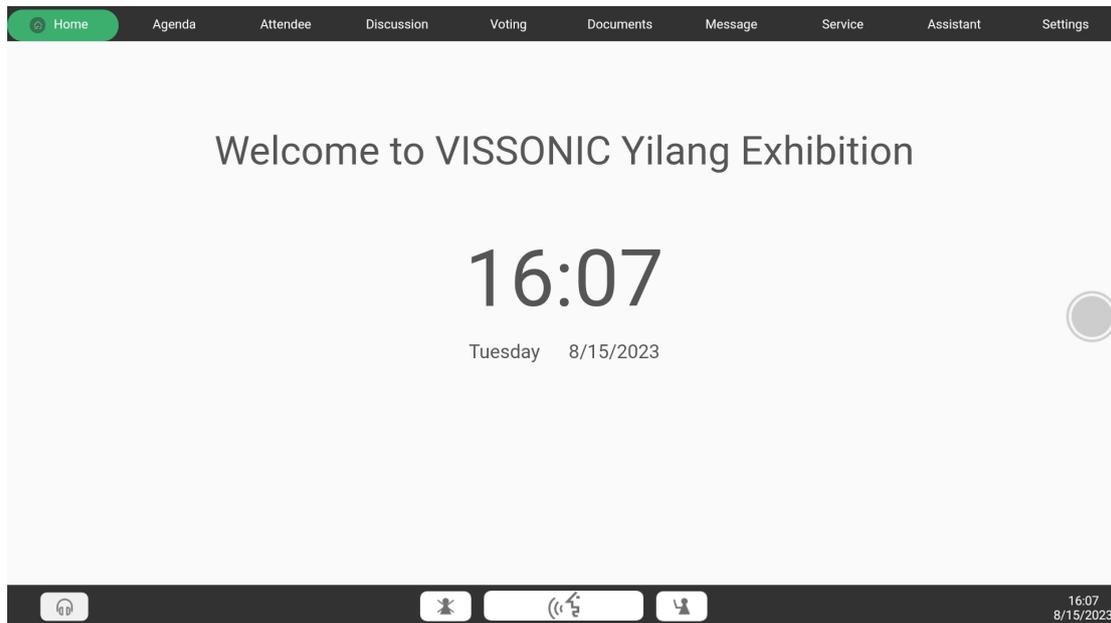
.....

Login Reset



d8050a-c79bb1-ca12c5-2f77c2-a2155e-caFFFF

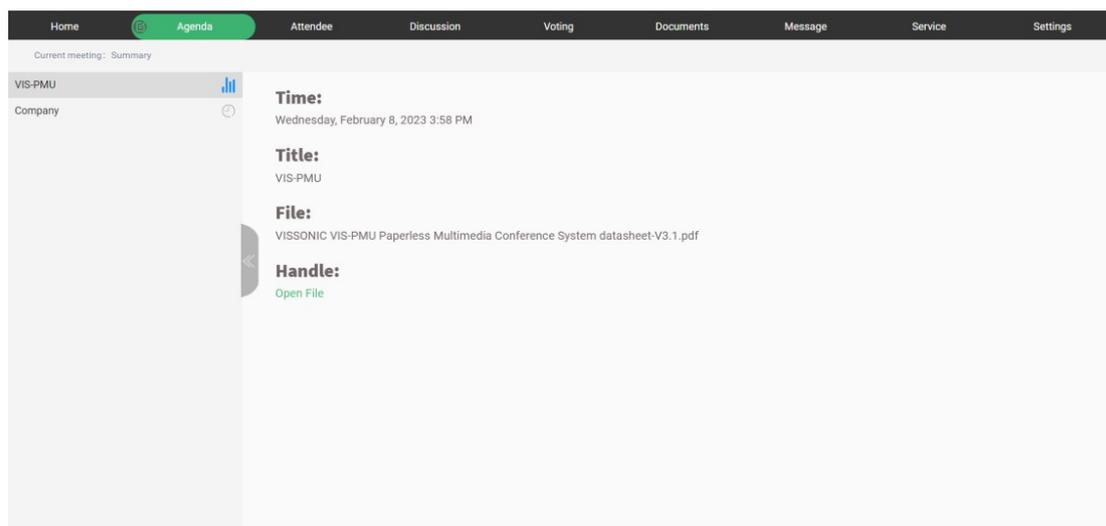
### 4.2.2.Main client screen



- [Home page]: Provide the name and time of the meeting.
- [meeting]: the name of the current meeting and the meeting agenda, can be directly on the agenda.
- [Attendance]: Information and check-in of participants.
- [conversation]: the spokesman lists, and watch in the [equipment management] in the background to add streaming video.
- [votes]: add vote, a vote before the meeting, the assembly elections and temporary added anonymous voting.
- [documents]: meeting view and U disk into the files and information.
- [Message]: any participant can be selected for online text communication or voice communication.
- [Service]: You can call tea, paper, pen, on-site technical support.
- [Assistant]: Control, announcement, service management.
- [Configuration]: setting, language, EQ, software version.
- [Hover ball]: same screen, projection, follow, keyboard, return.

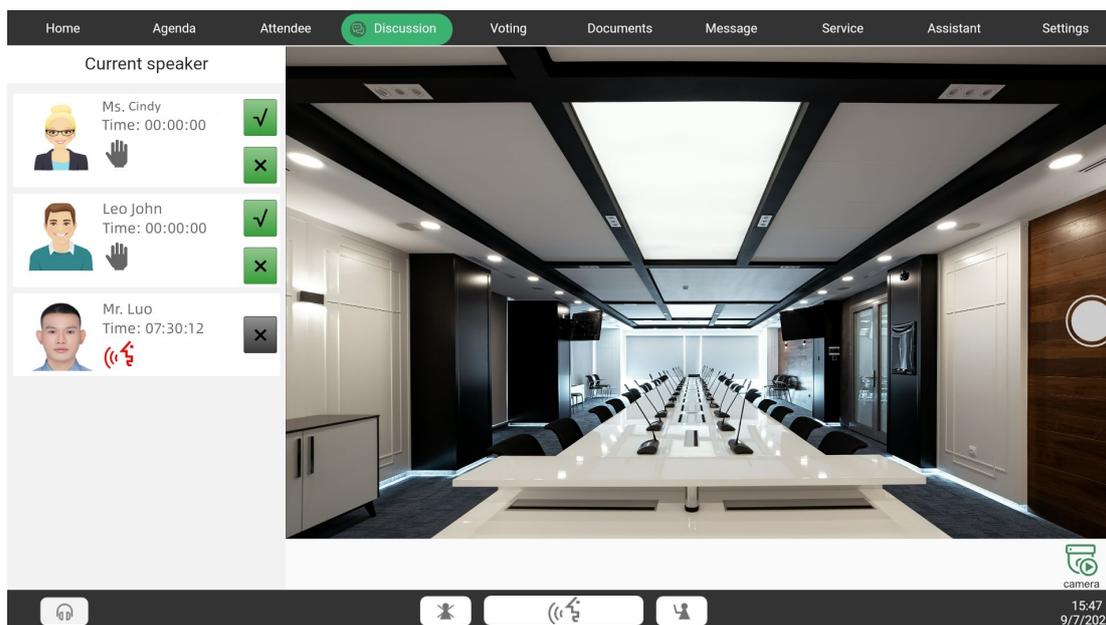
### 4.2.3.Meeting agenda

The controller or assistant opens [Meeting] [Issue Management] to select a topic and click to proceed with the agenda.



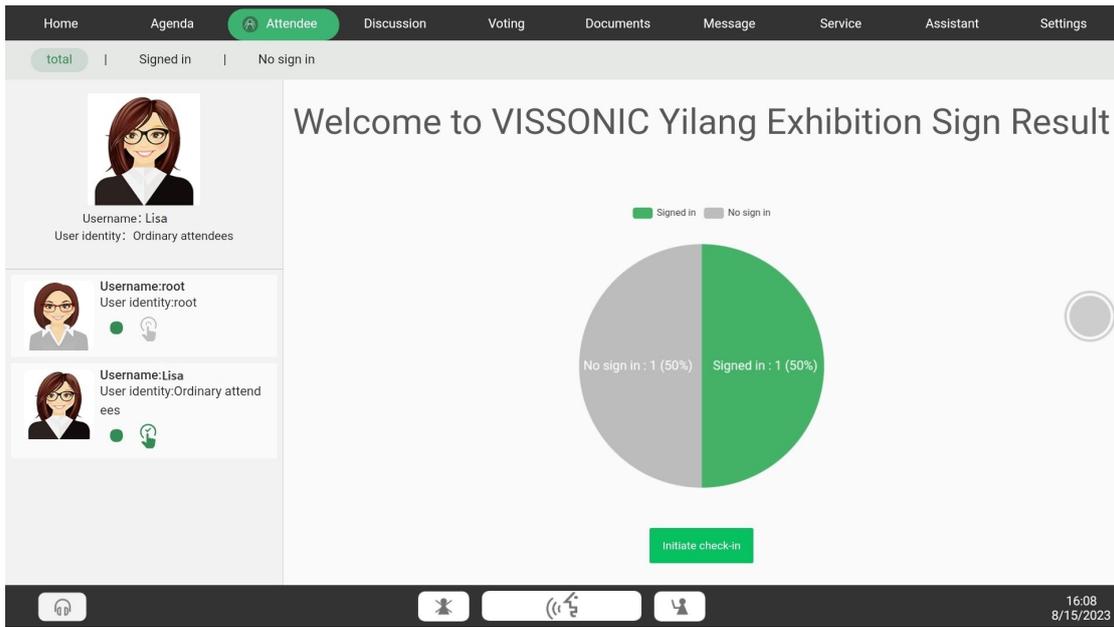
### 4.2.4. Conference discussion

Open the discussion screen, see the list of speakers, watch third-party video sources, camera signals, and more.



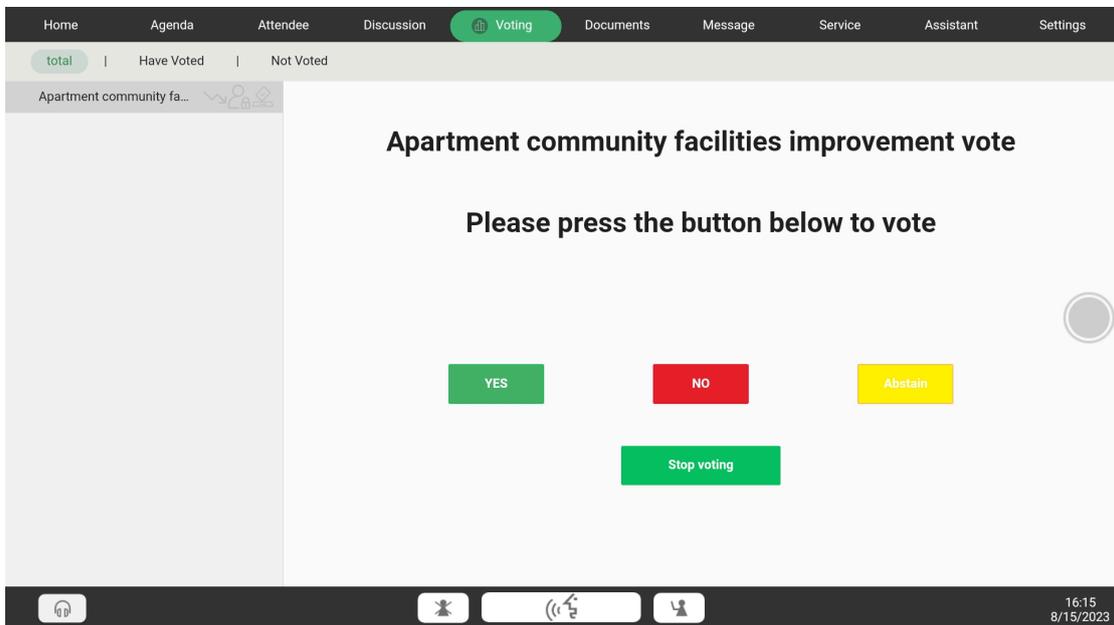
### 4.2.5. User check-in

Open the [attendance] interface, the interface of the controller or assistant has a button to [initiate the check-in] and [end the check-in].



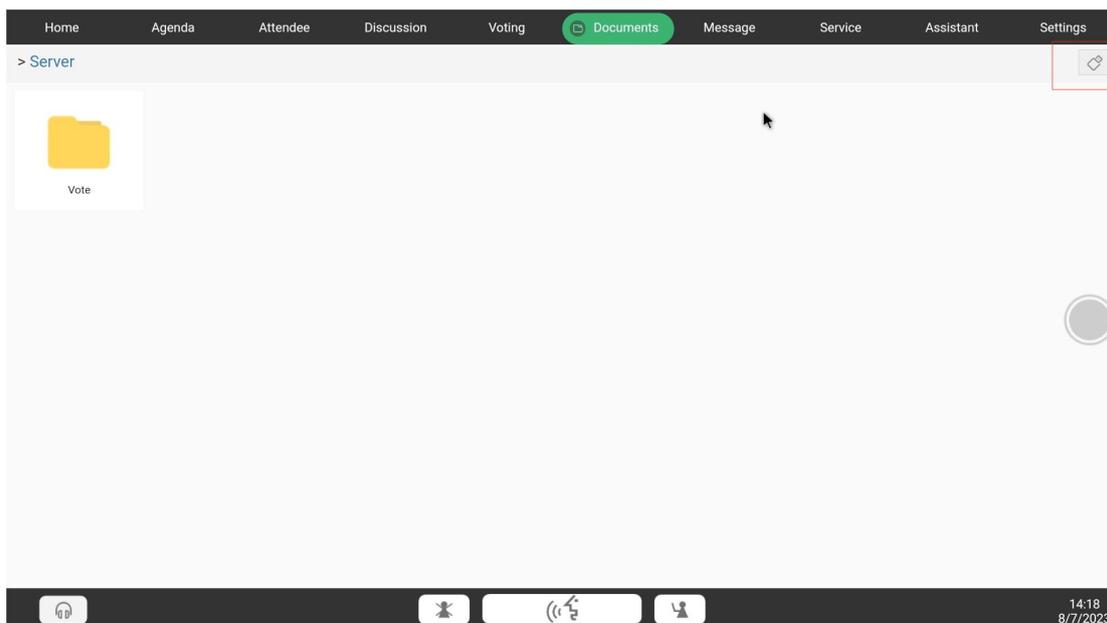
### 4.2.6. Conference topic

The host or assistant opens the issue interface and can quickly initiate a vote, check the voting results after the vote, project on a large screen, etc.



### 4.2.7. Conference document

Users can choose a file to read, upload files from local U disk, and view check-in and voting results.



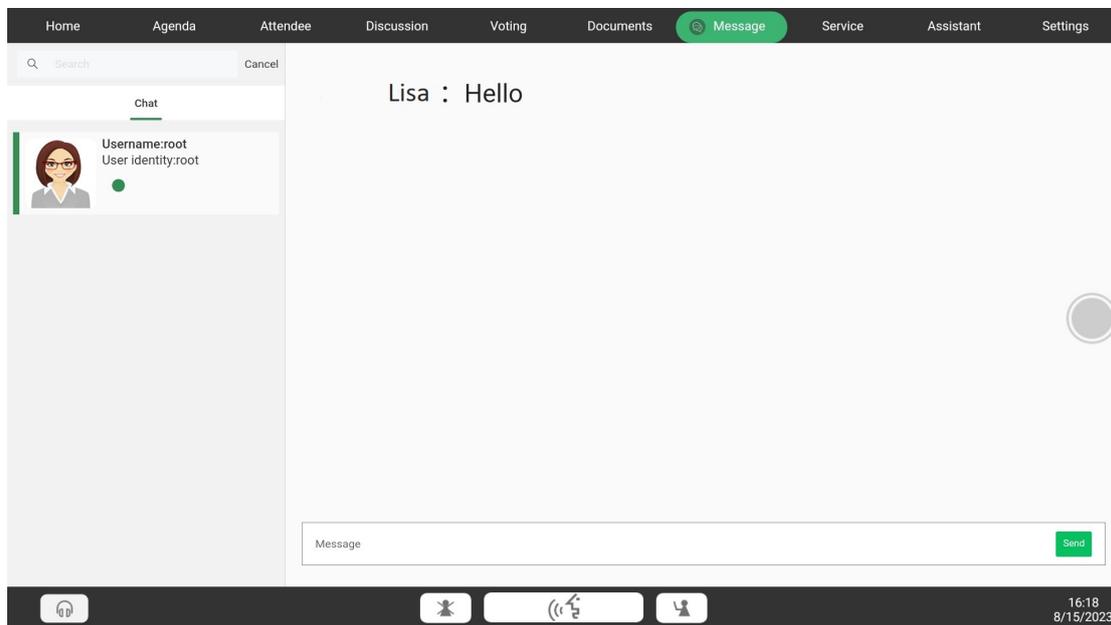
### 4.2.8. Notes on Meeting

After logging in to the client, each participant can annotate the meeting files; the annotations will be saved in the backend management terminal [File Management], and [File Management] will automatically generate a user-named folder to save the file information of the meeting annotations. .



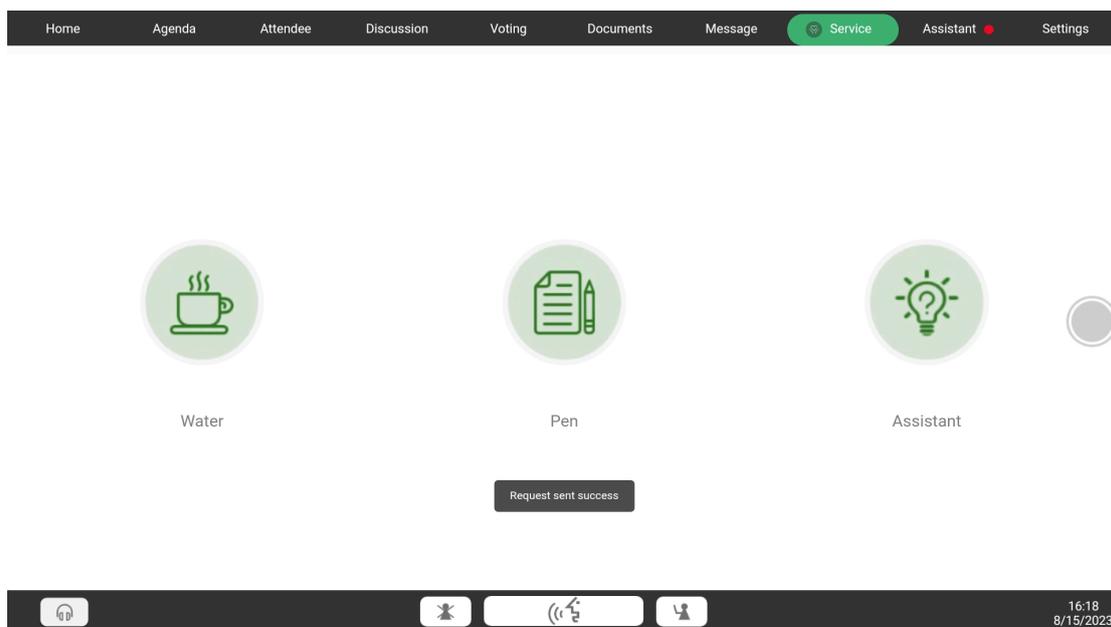
### 4.2.9. Conference messages

Internal message exchange, can send text or voice to other participants for communication.



### 4.2.10. Conference services

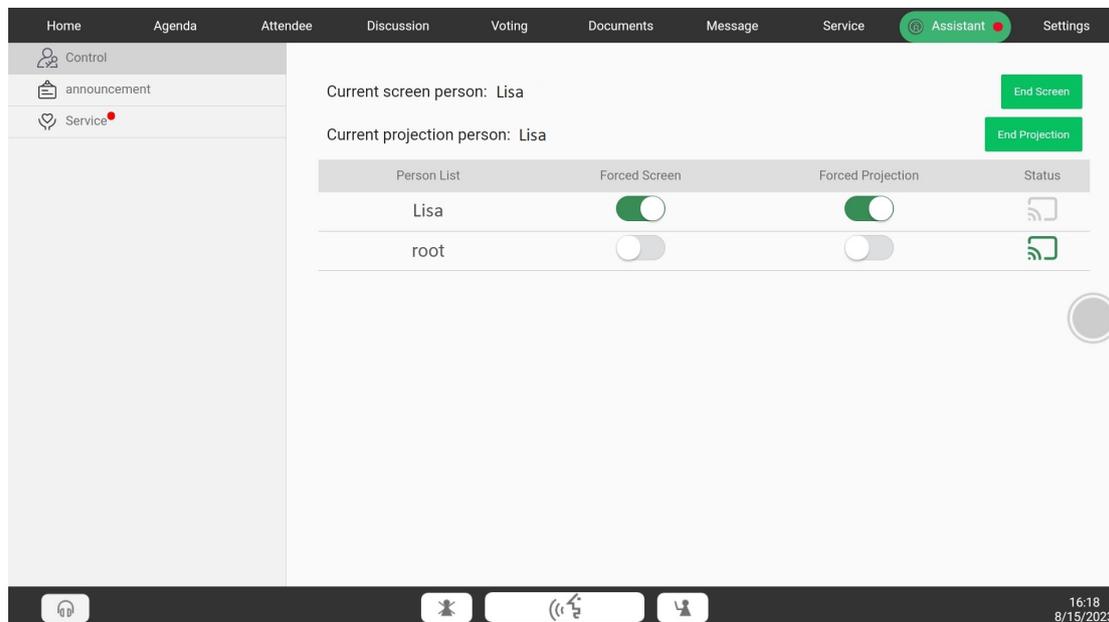
Attendees can open service interface, call tea, paper, pen, assistant service and so on.



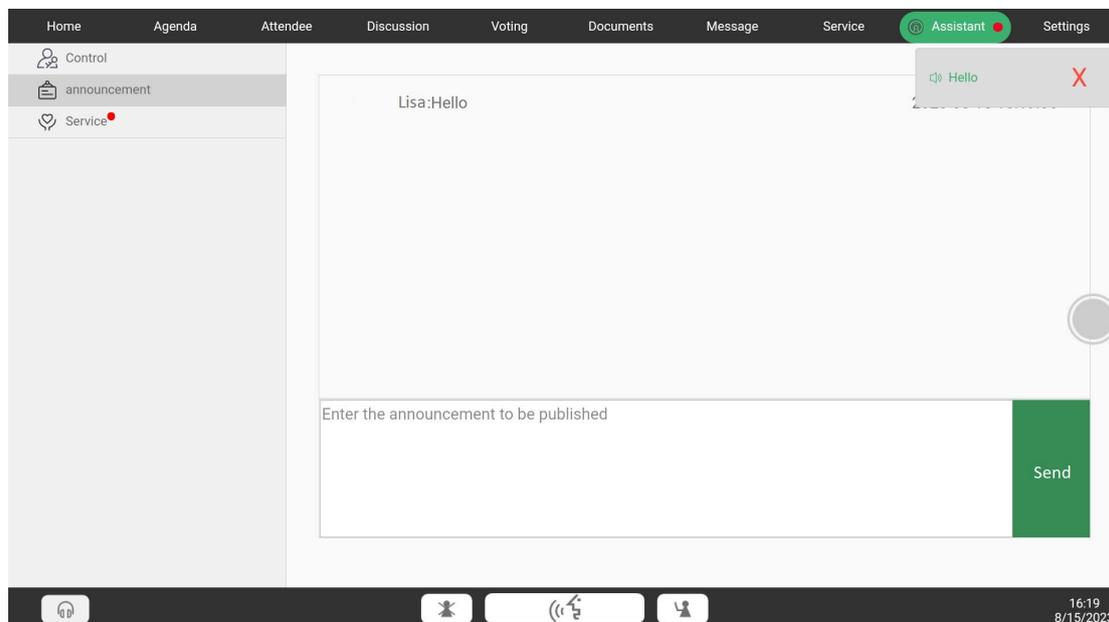
## 4.2.11. Assistant management

The controller or assistant opens the [Assistant] interface to manage the meeting.

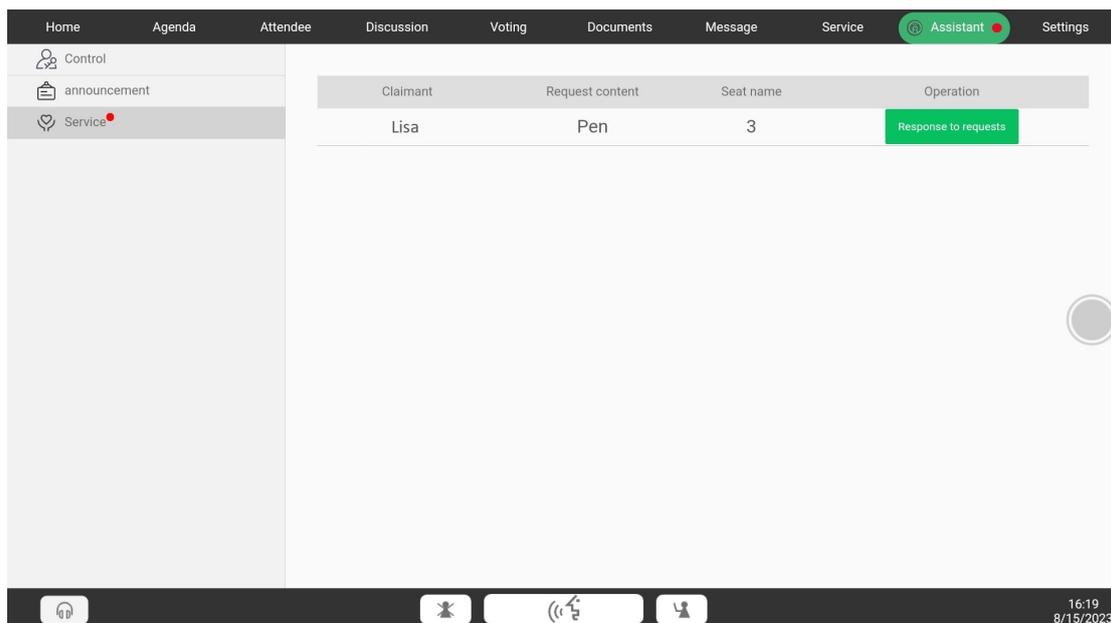
[Control] Select the participants to authorize/cancel, check or cancel the corresponding permissions.



[Notice] controller or assistant can edit and publish the announcement.

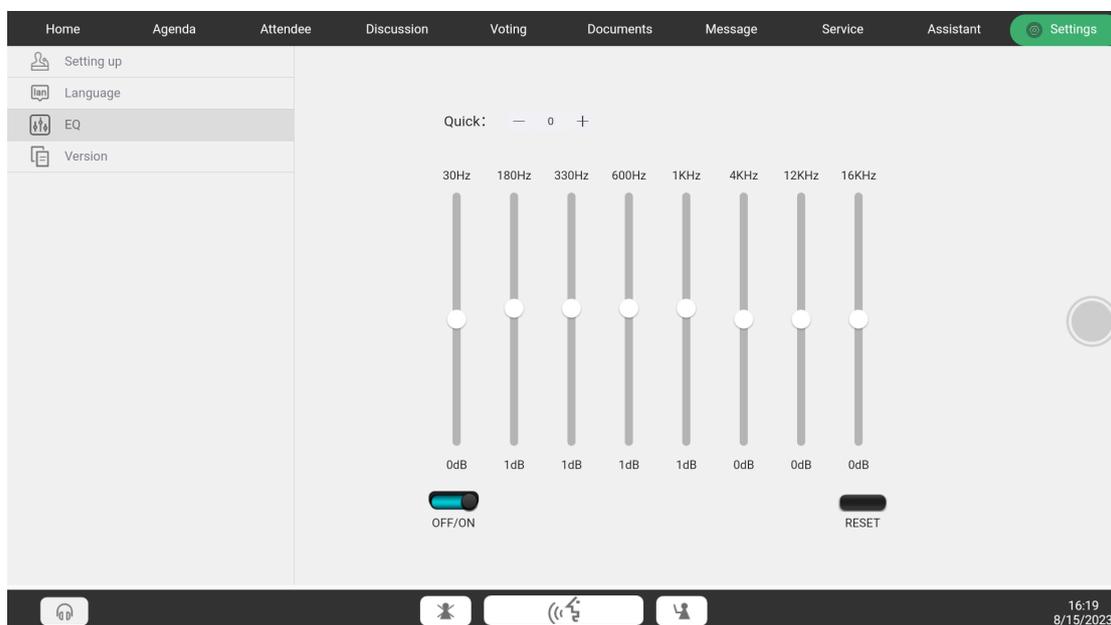


[Services] The controller or assistant can view and respond to the services requested by the conference participants.



### 4.2.12. Configuration

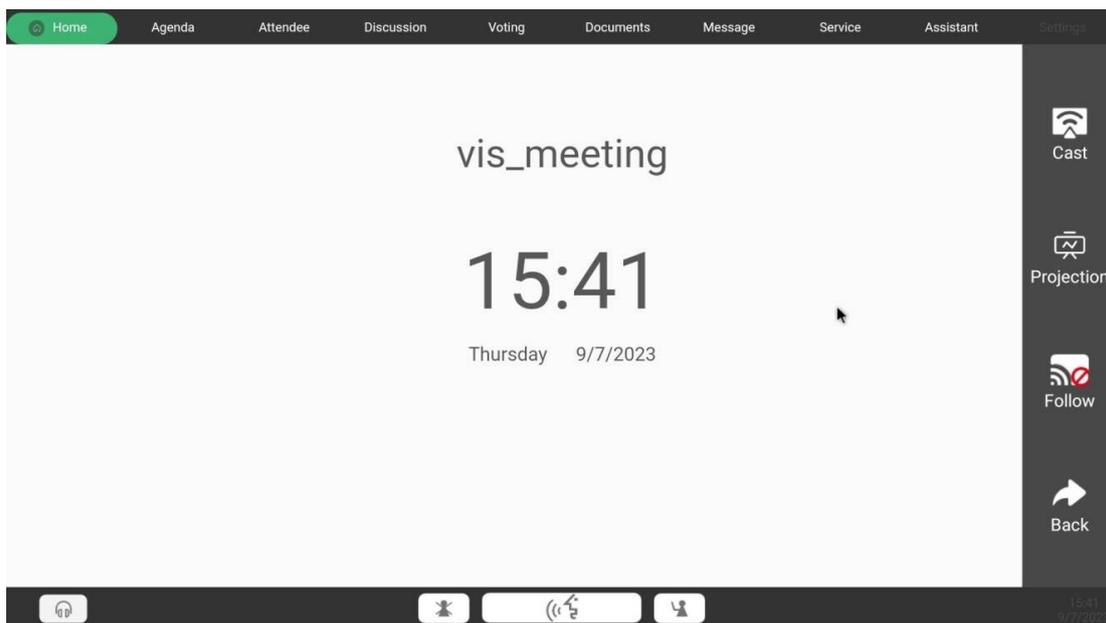
Attendees to open the configuration interface, can adjust log out, switching language, EQ, to check the software version.



### 4.2.13. Screen Sharing

The controller or assistant can initiate screen sharing or projection by clicking on the floating ball [Screen Share] if they have the necessary permissions, indicated by a red circle in the lower-right

corner of the icon if permissions are absent.



[Cast] Easily share the screen content of this client with other attendees logged into the client interface.

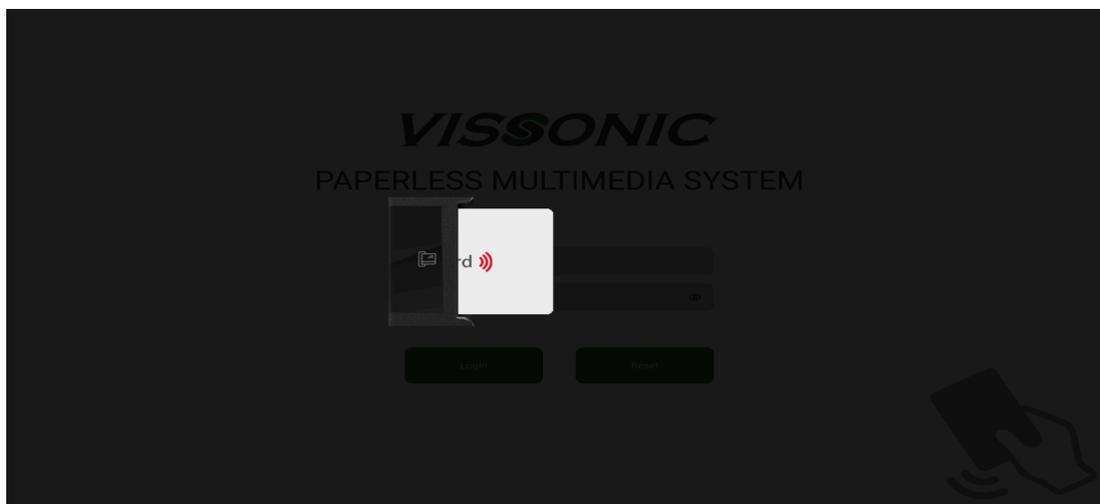
[Projection] Project the screen content of this client onto a large screen.

[Follow] Users with the permission to follow can click to join the shared screen of another participant without actively entering screen sharing mode. They can also exit the screen sharing session.

[Back] Return to the previous level.

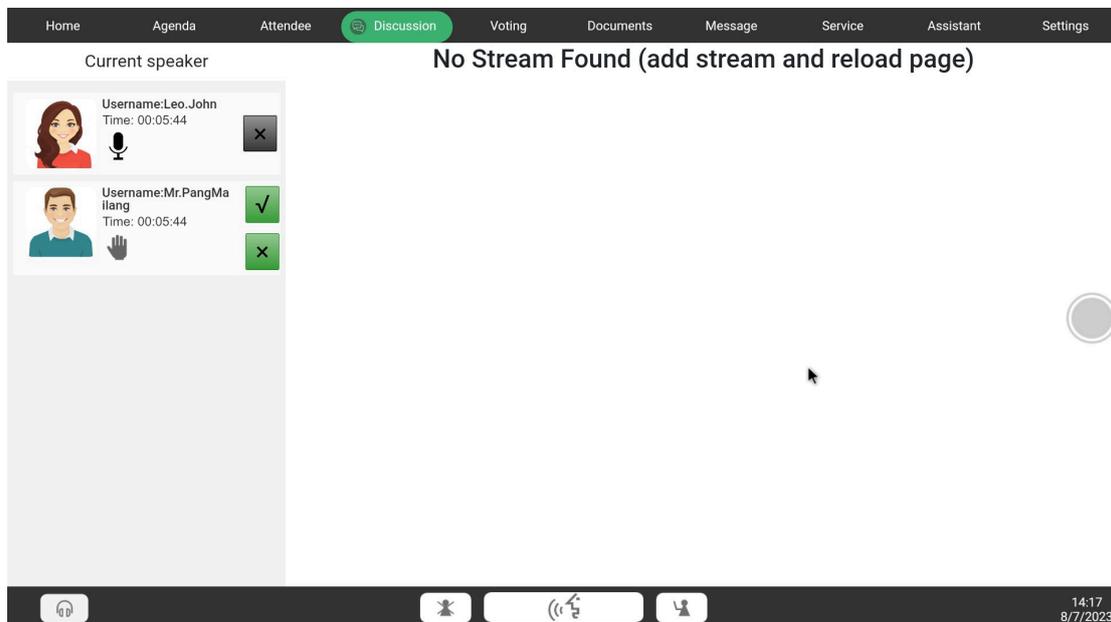
### 4.2.14.IC Card Sign-In

If IC card enable is activated in the [Device Management[ on the backend, insert the IC card into the client[']s IC card module to join the meeting.

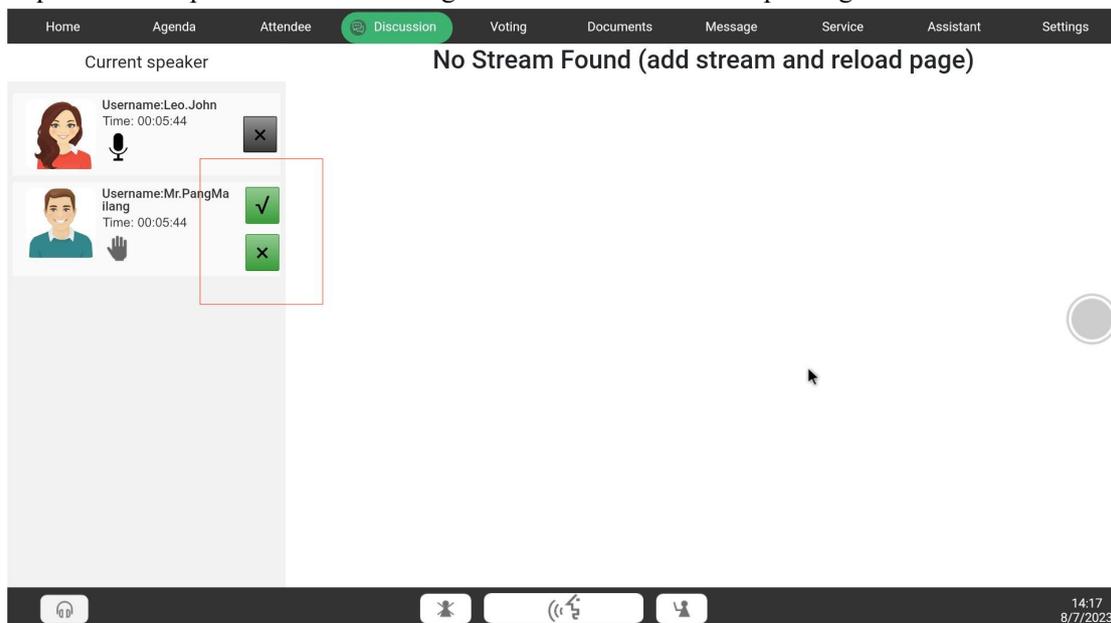


## 4.2.15.Meeting Speech

Participants can control their microphones by tapping the on-screen microphone button or using the physical buttons on the speaking unit. Chairman units have additional options to mute, close, or allow speech.

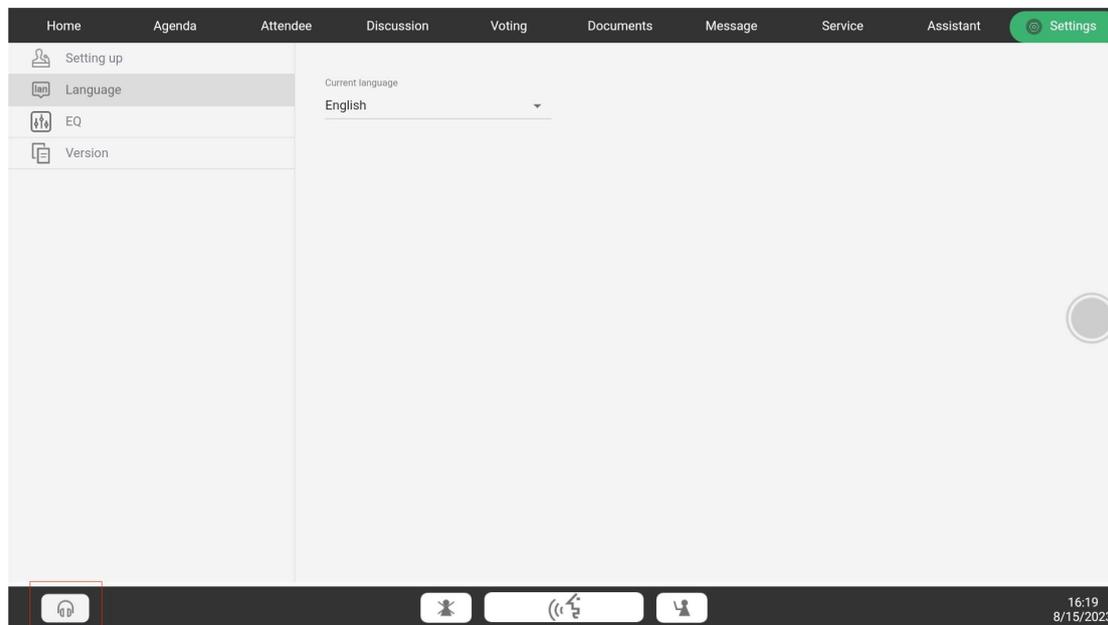


In normal mode, the chairman unit can mute a representative unit by pressing the veto button once, and close it by pressing it twice. In request mode, the chairman can approve or reject speaking requests from representative units using the button controls or the speaking list.



## 4.2.16. Conference Interpretation

Conference interpretation, set up on the conference controller with translation units, allows users to select channels in the client app for listening to interpretation audio. The paperless desktop client supports dual interpretation channels, suitable for headphone use.



For additional conference settings, please refer to the conference system user manual.  
If you need further information, please contact the manufacturer. Thank you!