

# *dynaConnect*

————— Help File —————



# 1 Windows: Overview

## 1-1.Target Environment



### The recommends configuration in PC side :

- CPU: Intel 7th generation (KabyLake) and above, i3/i5/i7/i9 CPU
- Memory: 8GB or larger
- Screen: Resolution 1366x768 and above
- Network: Connect server speed 2Mbps and above
- OS: Windows 10 and above,64 bits
- Dynabook HD camera notebooks are recommended
- Video conferencing omnidirectional microphones are recommended

### The recommends configuration in Mobile side (Not include tablet) :

- Android 8.0 or higher
- iOS 12 or higher

Platform.	App Market (App Name: dynaConnect)
Android phone	Google PlayStore
Apple phone	App Store

## 1-2. Features

### - Video conferencing -

- ① Make sure your network is available.
- ② Double click the dynaConnect shortcut to launch it. and enter your email address and password to log in.
- ③ User can start the meeting by “Start Meeting” or reservation by “Schedule Meeting” .
- ④ User can join the meeting by invitation code.
- ⑤ User also can join the meeting by invitation code without logging in.
- ⑥ The host can remove/mute/top other attendees in the meeting.

# 1 Windows: Overview

## 1-3.

### - PC Features-

#### 1. Whiteboard collaboration

- Custom transfer content formats (file / picture and other data)
- Trajectory real time synchronization
- Paging to add label
- Whiteboard online interaction by multi participants/Turn page synchronous
- Data encryption/file storage
- Multi screen intelligent typesetting

#### 2. Screen sharing

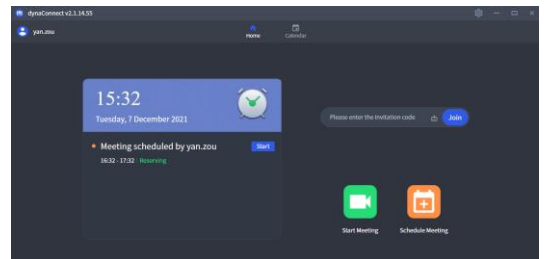
- Computer screen real time share

#### 3. Multi screen expansion

- One touch screen projection
- Whiteboard audio and video synchronization

#### 4. Conference services

- Multi participants video conference (display switch mode)
- Normal meeting(No more than 25 people)/ Large meeting (No more than 50 people)
- Meeting reserve / cancel / delay



## 1-4.

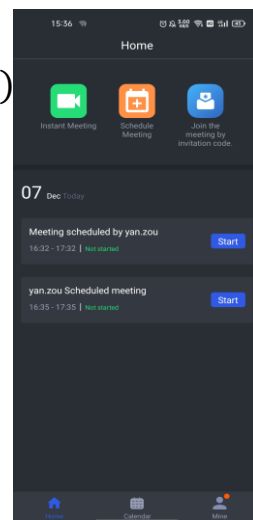
### - Phone Features-

#### 1. Whiteboard collaboration

- Custom transfer content formats (file / picture and other data)
- Trajectory real time synchronization
- Paging to add label
- Whiteboard online interaction by multi participants(同步翻页)
- Data encryption

#### 2. Conference services

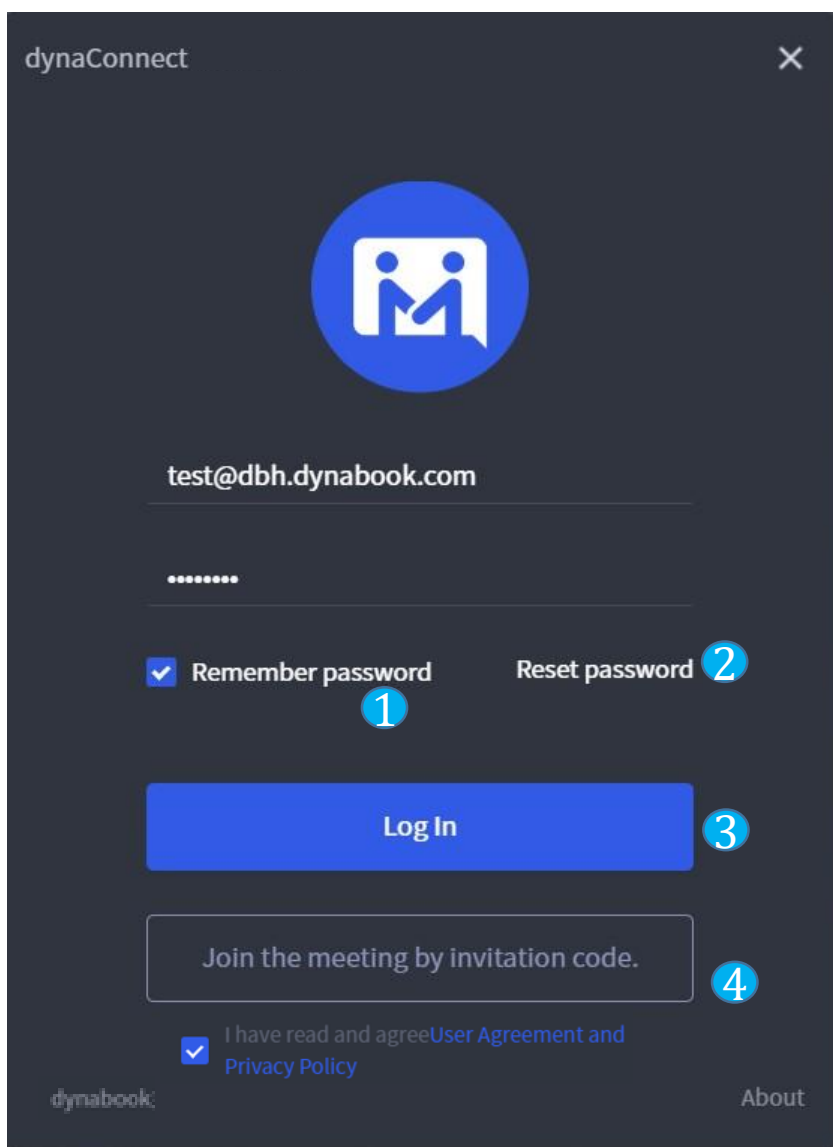
- Multi participants video conference (display switch mode)
- Normal mode (No more than 25 people)/ Large mode(No more than 50 people)
- Meeting reserve / cancel / delay



# 2 Application Interface (PC UI)

## 2-1. dynaConnect Login interface function overview

### Log in UI

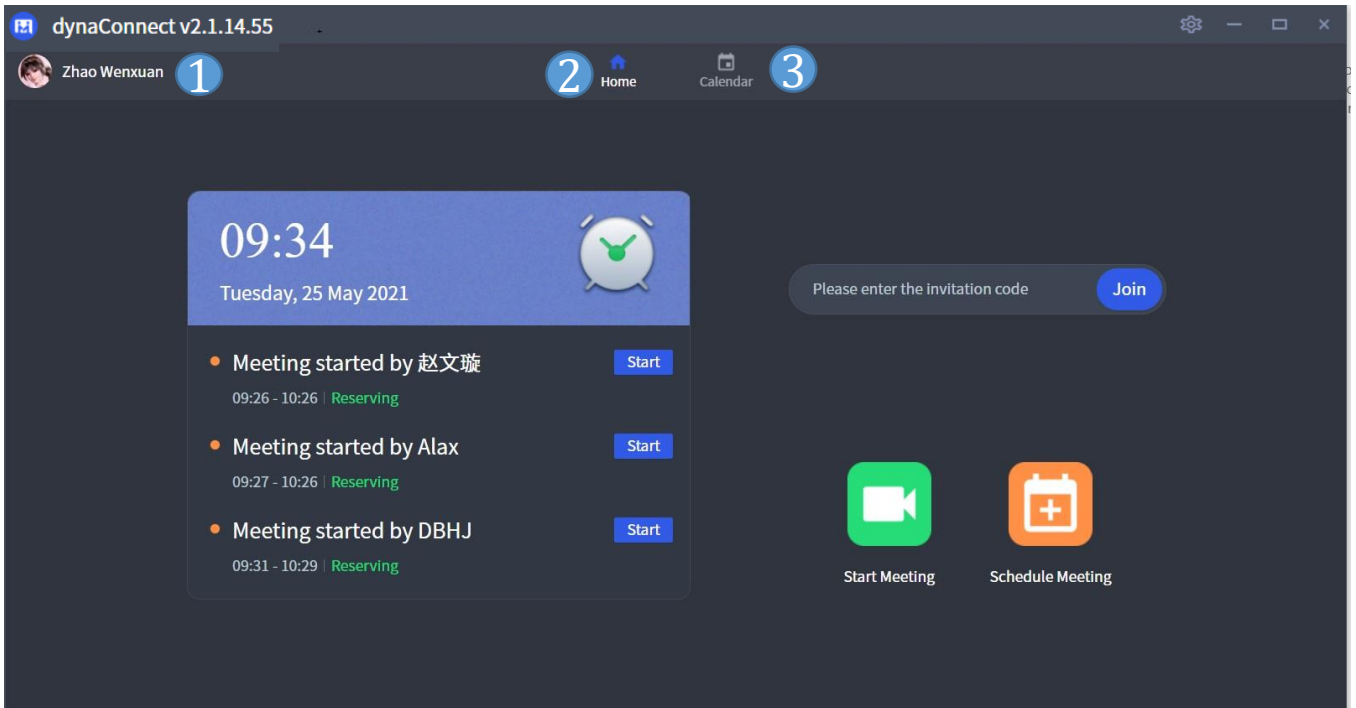


- |  |                     |
|--|---------------------|
| ① Remember password                      | ⑤ Settings          |
| ② Reset password                         | ⑥ Notice            |
| ③ Login                                  | ⑦ User Agreement    |
| ④ Join in a meeting with invitation code | ⑧ Exclusive account |

# 2 Application Interface (PC UI)

## 2-2. dynaConnect home page function overview

### Homepage UI

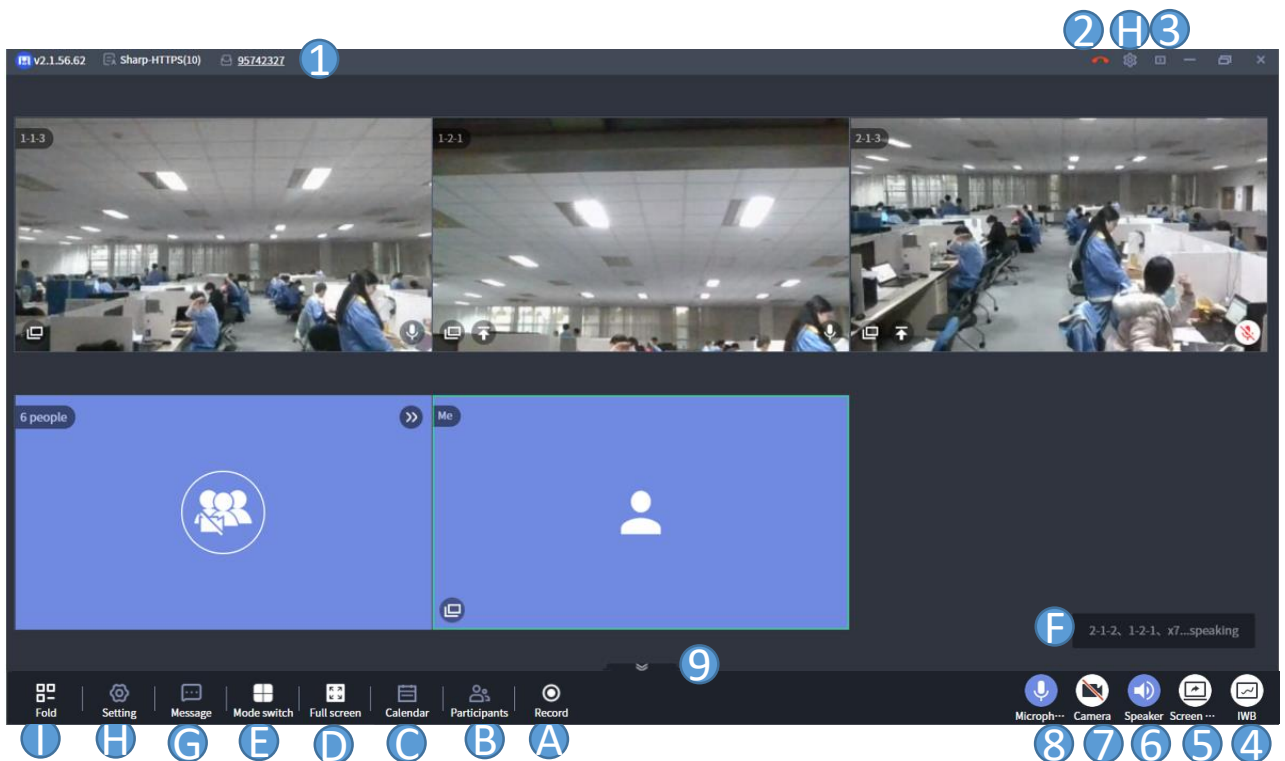


1 My account    2 Home    3 Calendar

# 2 Application Interface (PC UI)

## 2-3. dynaConnect home page function overview

### Video Conference



1	Meeting information	A	Meeting recording
2	Leave the meeting	B	Members management
3	Switch to next screen	C	Calendar
4	Whiteboard sharing	D	Full screen
5	Screen share	E	Display Mode Switch
6	Speaker	F	Addresser information zone
7	Camera	G	Message
8	Microphone	H	Settings
9	Hide Toolbar	I	Fold/Unflod

# 3 How To Use ( PC Side )

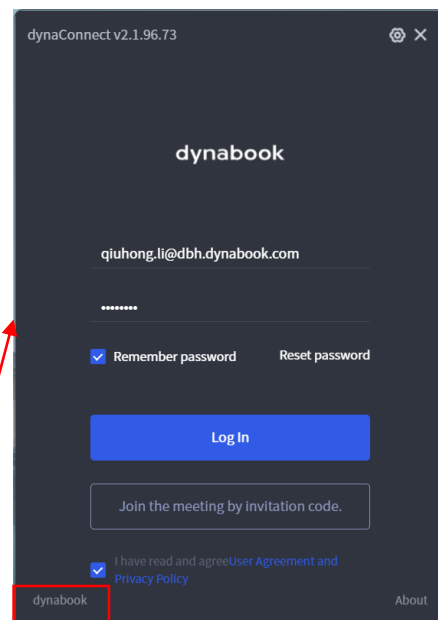
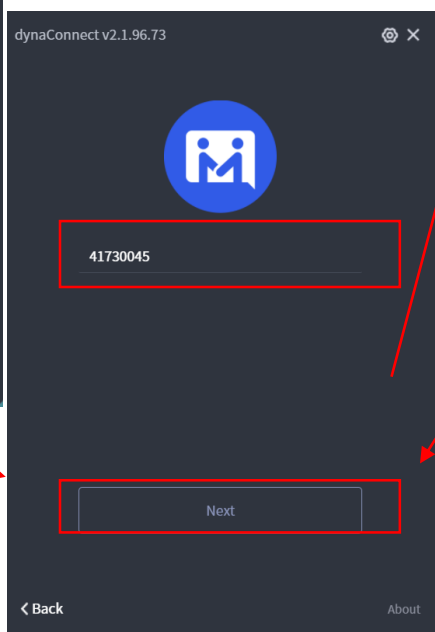
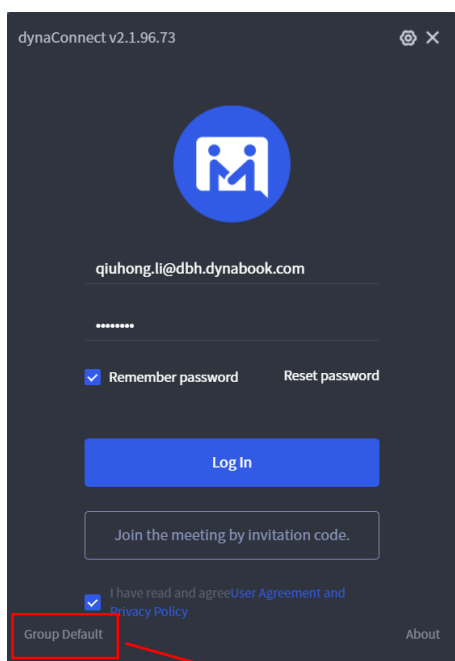
## 3-1. Exclusive account

The current client only supports B2B corporate users, with each account belonging to a particular organization.

When logging in for the first time, users should click "Exclusive account" to set up their own organization, with entering the appropriate organization code.

Once the organization has been successfully set up, the current organization name will be displayed in the bottom left corner.

Users can also switch between organizations again by clicking on 'Organization name'.



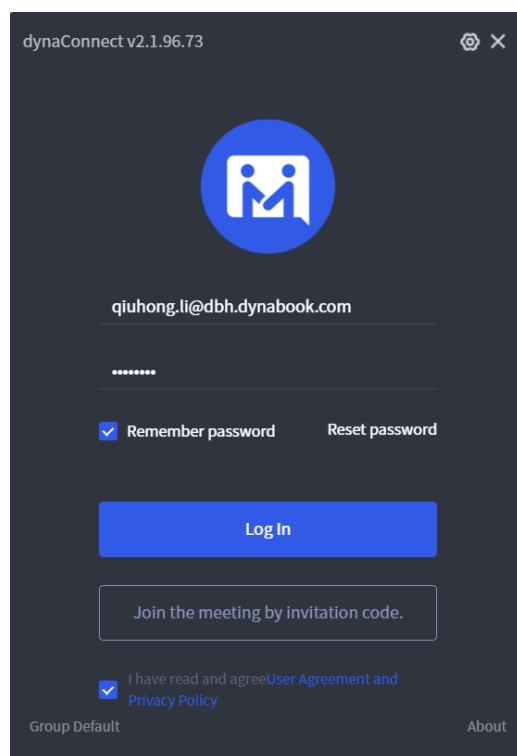


# 3 How To Use ( PC Side )

## 3-2.

### Log in

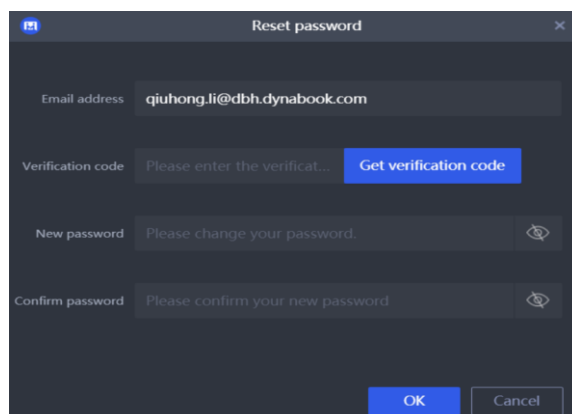
- ① Log in by email address and password.
- ② Check the option 「Remember Password」, then the email address and password will be automatically input after user input the at the first time.



## 3-3.

### Reset password

- ① Enter your email address
- ② Click on 「Get verification code」
- ③ Enter the received verification code
- ④ Enter a new password
- ⑤ Enter the new password again
- ⑥ Click 「OK」 to reset successfully
- ⑦ Click 「Cancel」 to cancel reset





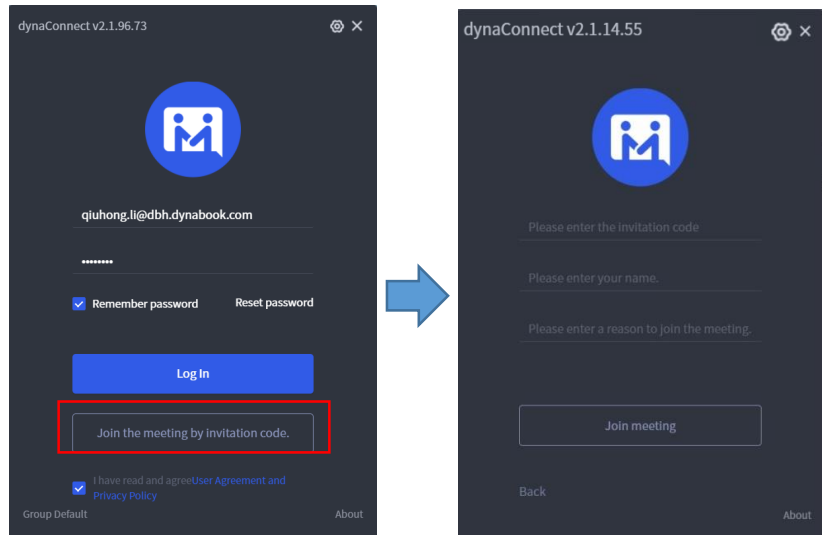
# 3 How To Use ( PC Side )

3-4.

## Join a meeting with invitation code

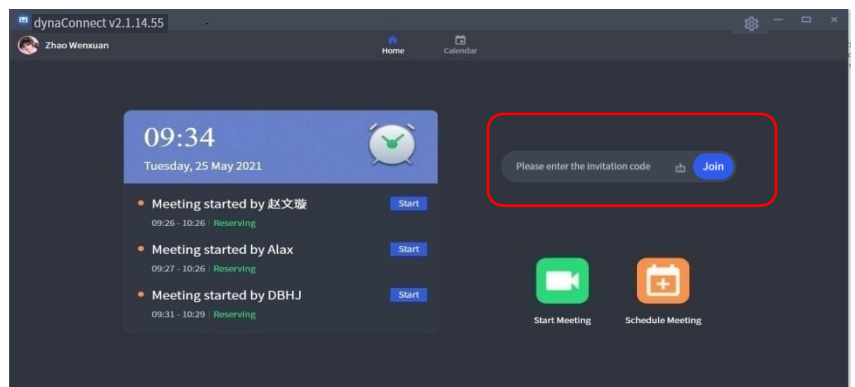
The guest can join the meeting through an invitation code

- ① Enter the invitation code
- ② Enter your name
- ③ Enter the reason
- ④ Click on 「Join the Meeting」



The logged in user can join the meeting through an invitation code on Home page

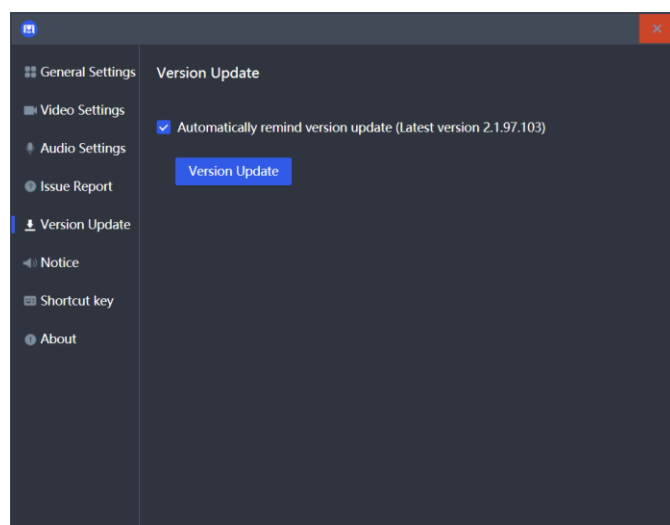
- ① Enter the invitation code
- ② Click 「Join」



# 3 How To Use ( PC Side )

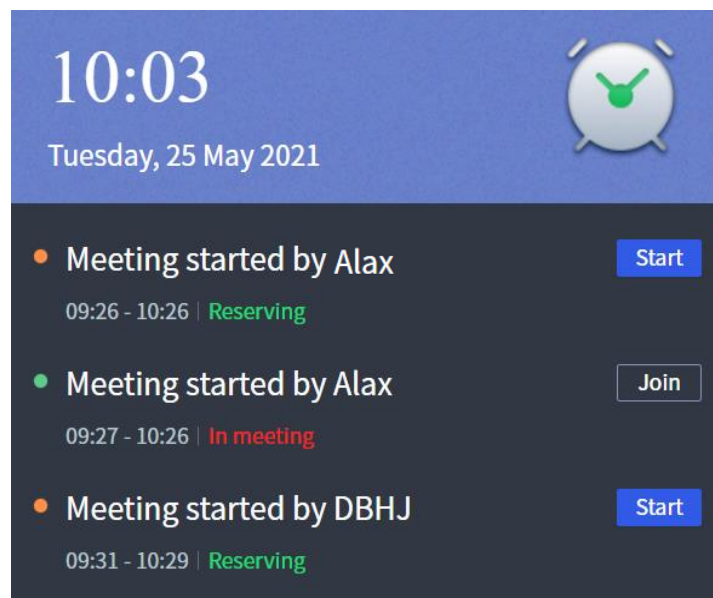
## 3-5. Version update

- ① This default setting will be automatically set after installation .It will turn out to be 「 the latest version 」
- ② If the current version is not the latest version, the latest version prompt box will pop up directly for the user to update manually.



## 3-6. Today's agenda

- ① List the all the meeting agenda on today
- ② Start/Join a meeting by clicking 「 Start 」 / 「Join 」 button



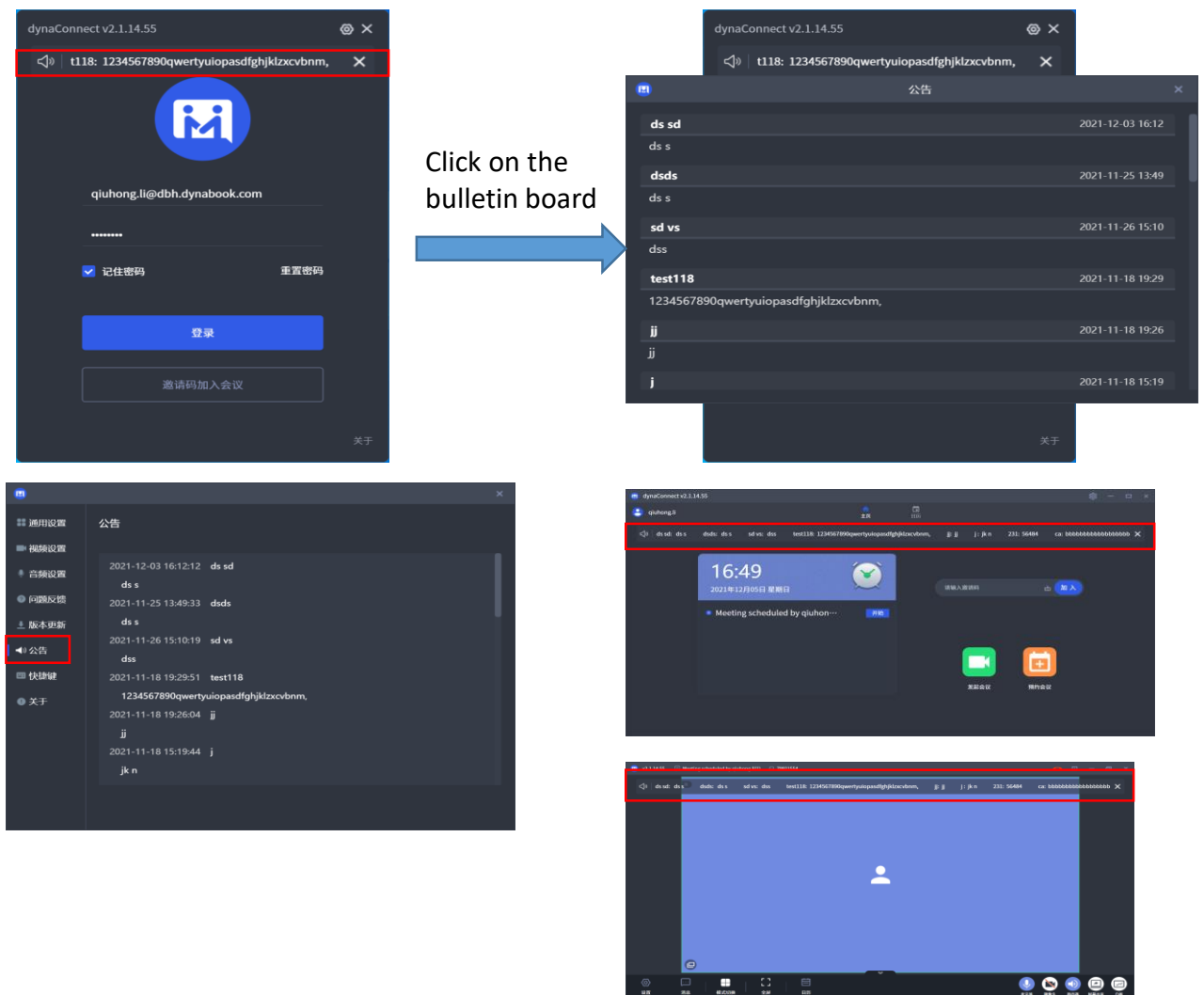
# 3 How To Use ( PC Side )

## 3-7. Notice

The notice board will regularly display the bulletin information issued by the system administrator (similar to: server maintenance and other notifications) .

Click the “X” button to close the bulletin board, and the program will automatically remember the user’s last choice.

Click any place in the notice board to expand the bulletin board window to view all the information.



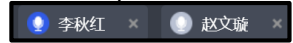
# 3 How To Use ( PC Side )

3-7.

## Initiate a meeting

Logged in users can initiate instant meetings.

- ① Click "Start Meeting"
- ② Fill in the conference subject in the pop-up dialog box for initiating the conference
- ③ The "Conference Server" option will be set as a common server by default, and users can also select other servers through the drop-down menu
- ④ Click "Add" or search in the "Start a meeting" option to add participants, and click the microphone icon on the left of the user to set the moderator (the conference creator is the moderator by default)



The initiator can also set more hosts by clicking the "Set Host" button on the "Add Attendees" screen

- ⑤ In "Meeting Security Setting", you can set the "Invitation Code" and "Meeting Type":

[Invitation code]

Select "Can join the meeting by the invitation code", and participants can join the meeting by the invitation code.

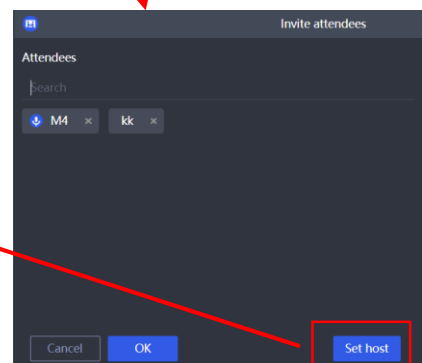
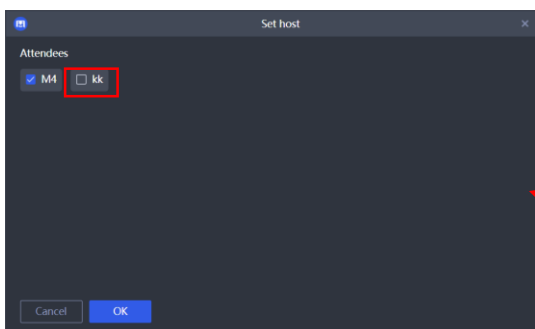
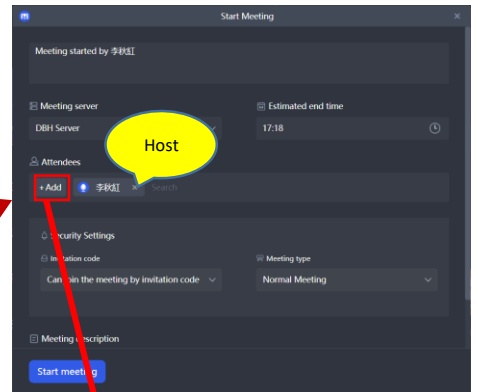
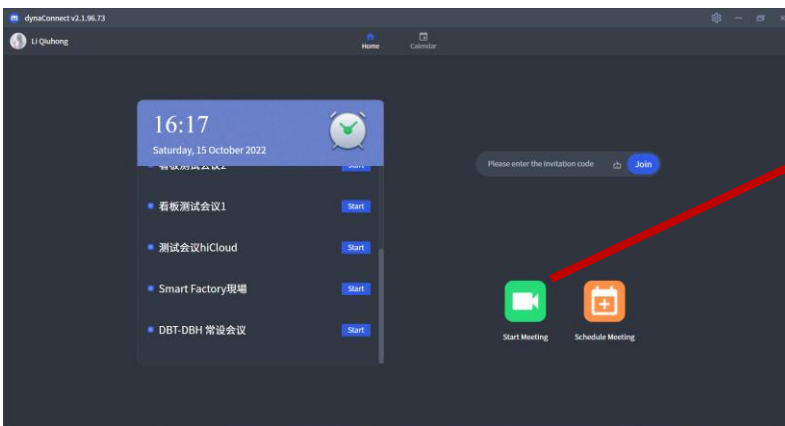
Select "Can join the meeting by invitation code (requires review)", and you need to get the host's consent before you can enter the meeting.

Select "Cannot join the meeting by invitation code", participants cannot enter the meeting by invitation code

[Meeting Type] "Ordinary meeting" "Conferences" "Webinar"

- ⑥ Click "Start Meeting" to formally start the meeting.

Remark: 1. Only advanced users can create large meetings.



# 3 How To Use ( PC Side )

3-8.

## Meeting type

- “Normal meeting” is the default type, all users can create it.
- Only some special users have the right to create “Large meeting”, which should be configured by Administrator in dynaConnect management system.

Detail	Normal meeting	Large meeting	Webinar
Max. invited Num	NA	NA	4
Max. number of Guests	NA	NA	250
Max. number of connected guests	NA	NA	5
Max. number of attendees	25	50	300
Max. number of grids for host	5*5	7*7	7*7
Max. number of grids for attendees	3*3	3*3	3*3
The new participant is the host by default	×	×	○
Uninvited users need to apply to speak	×	×	○
Guest need to apply to speak	×	×	○
Whiteboard permissions control (only host)	×	×	○
Host unmute others' mic	×	×	×
Host mute others' mic	○	○	○
Host can turn on attendee cameras	×	×	×
Host can turn off attendee cameras	×	×	×
Hide the user(s) without video (default)	×	×	×
Auto-popup sharing window (default)	×	×	○
Whiteboard color style	soft	soft	soft
Whiteboard zoom mode	Temporary zoom	Temporary zoom	Global zoom

# 3 How To Use ( PC Side )

3-9.

## Meeting type

### - Normal meeting

- ① The suggested maximum attendee's number is 25.
- ② The host can see the maximum number of grid: 5\*5, the others can see the maximum number of grid: 3\*3
- ③ No (whiteboard) meeting member management feature
- ④ The host have no right to enable MIC of other attendees(include other host)
- ⑤ The host have no right to enable/disable camera of other attendees(include other host)
- ⑥ "Settings->General Settings->Hide the user(s) without video" option
  - Default setting is "Disable"
  - The user can modify this option and this behavior only has effect on its own app
  - The app will remember the latest option automatically
- ⑦ "Settings->General Settings-> Auto-popup sharing screen window "option
  - Default setting is "disable"
  - The user can modify this option and this behavior only has effect on its own app
  - The app will remember the latest option automatically
- ⑧ Whiteboard pen color is soft

### - Large meeting

- ① The suggested maximum attendee's number is 50.
- ② The host can see the maximum number of grid: 7\*7, the others attendees can see the maximum number of grid: 3\*3
- ③ No (whiteboard) meeting member management feature
- ④ The host have no right to enable MIC of attendees(include other host)
- ⑤ The host have no right to enable/disable camera of attendees(include other host)
- ⑥ "Settings->General Settings->Hide the user(s) without video" option
  - Default setting is "Disable"
  - The user can modify this option and this behavior only has effect on its own app
  - The app will remember the latest option automatically
- ⑦ "Settings->General Settings-> Auto-popup sharing screen window "option
  - Default setting is "disable"
  - The user can modify this option and this behavior only has effect on its own app
  - The app will remember the latest option automatically
- ⑧ Whiteboard pen color is soft

# 3 How To Use ( PC Side )

3-9.

## Meeting type

### - Webinar

- ① The suggested maximum attendee's number is 300.
- ② The host can see the maximum number of grid: 7\*7, the others attendees can see the maximum number of grid: 3\*3
- ③ Support (whiteboard) meeting member management feature
- ④ The host have no right to enable MIC of attendees(include other host)
- ⑤ The host have no right to enable/disable camera of attendees(include other host)
- ⑥ The person invited into the meeting is the host by default
- ⑦ Local and anonymous users who are not invited to the meeting, should apply to speak
- ⑧ "Settings->General Settings->Hide the user(s) without video" option
  - Default setting is "Disable"
  - The user can modify this option and this behavior only has effect on its own app
  - The app will remember the latest option automatically
- ⑨ "Settings->General Settings-> Auto-popup sharing screen window "option
  - Default setting is "enable"
  - The user can modify this option and this behavior only has effect on its own app
  - The app will remember the latest option automatically
- ⑩ Whiteboard pen color style is soft



# 3 How To Use ( PC Side )

## 3-10.

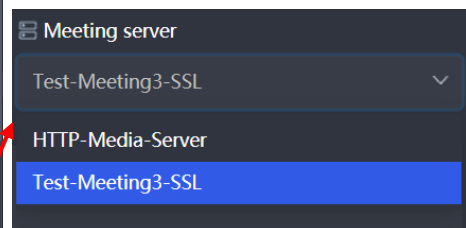
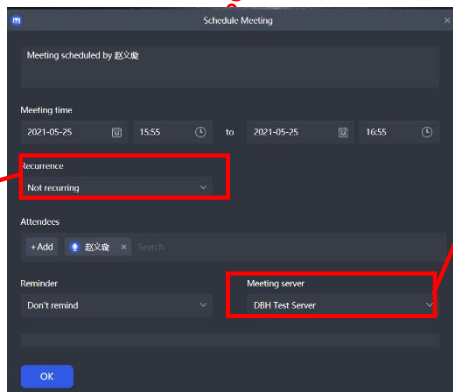
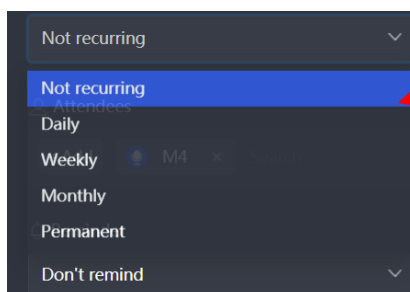
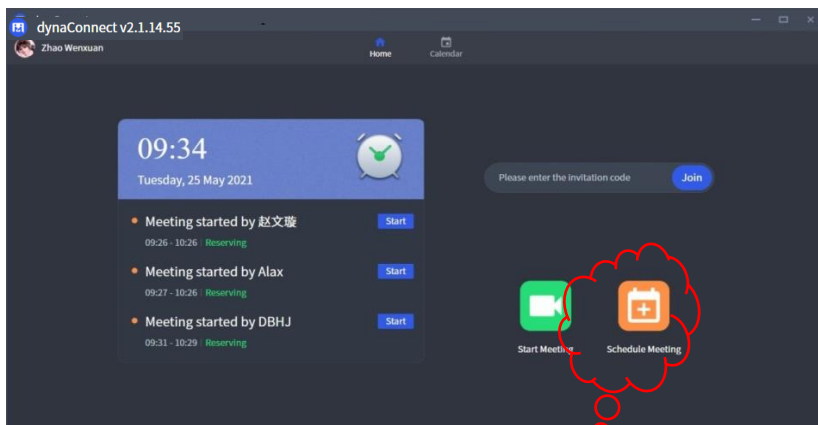
### Reserve a meeting

The signed-in user can book non-periodic/periodic meetings.

- ① Click 「 Reserve a meeting 」
- ② Input the in the meeting theme/time
- ③ Set the alert/sever/Security Settings /attendee /cycle (Never/daily/weekly/monthly)
- ④ Click 「 OK 」 .

Note:

1. Just the advanced user can create a permanent meeting.
2. The “Reminder” default value is Don’t remind ,meaning that all the attendees won’t receive the remind email.
3. For permanent meeting , the setting “Reminder” can’t be edited.
4. Normal user only can use the default meeting server
5. Advance user can select the other meeting servers



# 3 How To Use ( PC Side )

3-11.

## Meeting management

View meeting /Reserve meeting /Edit meeting /Cancel meeting /Copy information/Reserve again

- ① Reserve meetings by clicking one day on calendar
- ② View the details(status/information/edit log/attendees etc.) by clicking a scheduled meeting and then selecting 「Details」
- ③ Edit/Cancel the meeting or invite attendees on details page(or add Assistant)/copy information/reserve again

The screenshot displays the dynaConnect v2.1.96.73 application interface. The top navigation bar includes 'Home' and 'Calendar' options. The main area shows a calendar for October 2022. A meeting titled 'meeting test' is scheduled for October 15, 17:27 - 18:27. A red circle highlights the 'Details' button next to the meeting. Below the calendar, a 'Reserving' dialog box is open, showing the following details:

- Meeting title: meeting test
- Meeting time: October 15 Saturday 17:27 - 18:27
- Recurrence: Not recurring
- Initiator: 李秋紅
- Meeting server: DBH Server
- Meeting type: Normal Meeting
- Meeting description: (empty)

At the bottom of the dialog, three buttons are highlighted with a red box: 'Edit meeting', 'Invite attendees', and 'Cancel meeting'. A red arrow points from the 'Details' button in the calendar to the 'Reserving' dialog box.

# 3 How To Use ( PC Side )

## 3-11.

### Meeting management

Meetings with different states have different operational permissions.

Meeting status	Operation Permissions
Reserving (meetings that no one has ever entered)	Edit meeting/invite attendees/cancel meeting
Ongoing	Invite attendees
Ended	None
Cancelled	None

### Reserving

meeting test

October 15 Saturday 17:27 - 18:27

Not recurring

李秋红 (initiator)

Invitation code: 73540722800

Meeting server: DBH Server

Don't remind

Can join the meeting by invitation code

No need approval if joining by invitation code

Meeting type: Normal Meeting

Meeting description:

Edit meeting Invite attendees Cancel meeting

Attended(0) No response(1)

### In meeting

Meeting started by M4

September 29 Thursday 19:24 - 20:24

M4 (initiator)

Invitation code: 63672249954

Meeting server: Test-Meeting3-SSL

Can join the meeting by invitation code

No need approval if joining by invitation code

Meeting type: Normal Meeting

Meeting description:

Invite attendees

### Ended

Day-0810-1

September 29 Thursday 11:29 - 12:29

Daily Deadline: 2022-11-10

M4 (initiator)

Invitation code: 32607225985

Meeting server: Test-Meeting3-SSL

Don't remind

Can join the meeting by invitation code

No need approval if joining by invitation code

Meeting type: Normal Meeting

Meeting description:

### Cancelled

M3预约的会议

September 29 Thursday 15:34 - 16:34

Daily Deadline: 2022-10-18

M3 (initiator)

Invitation code: 10646222923

Meeting server: Test-Meeting3-SSL

Don't remind

Can join the meeting by invitation code

No need approval if joining by invitation code

Meeting type: Normal Meeting

Meeting description:

# 3 How To Use ( PC Side )

## 3-11. Meeting management

View meeting/reserve meeting/edit meeting/cancel meeting/copy information/reserve again

### ➤ Copy information

- ① On the meeting details interface, click "Copy meeting information".
- ② After the "Copy successful" prompt appears on the interface, the meeting information is successfully saved to the clipboard.
- ③ Users can paste and copy the information to text or email at will.

### ➤ Reserve again

- ① On the meeting details interface, click "Reserve" to pop up the scheduled meeting window.
- ② The meeting time is set to the current time by default, and other meeting information (similar to participants/meeting title/description/meeting server, etc.) remains unchanged.

Remark: "Copy information" and "Reserve again" have nothing to do with meeting status/type.

The screenshot displays the dynaConnect v2.1.96.73 interface. On the left, a calendar for October 2022 is visible. The main area shows a meeting titled "meeting test" scheduled for October 15, 2022, from 17:27 to 18:27. The meeting details include the organizer "李秋红", invitation code "73940722800", and meeting server "DBH Server". Two buttons, "Reserve again" and "Copy information", are highlighted with red boxes. A yellow callout box labeled "Reserve again" points to the "Reserve again" button, and another yellow callout box labeled "Copy information" points to the "Copy information" button. A "Schedule Meeting" dialog box is open in the foreground, showing the meeting time set to 2022-10-15 from 17:38 to 18:38, recurrence set to "Not recurring", and attendees including "李秋红". The meeting server is "DBH Server". A Notepad window is also open, showing the meeting invitation text: "李秋红 is inviting you to attend a dynaConnect meeting. Topic : meeting test Time : 2022-10-15 17:27 (GMT+08:00) Invitation code : 73940722800 Description : null".

# 3 How To Use ( PC Side )

3-12.

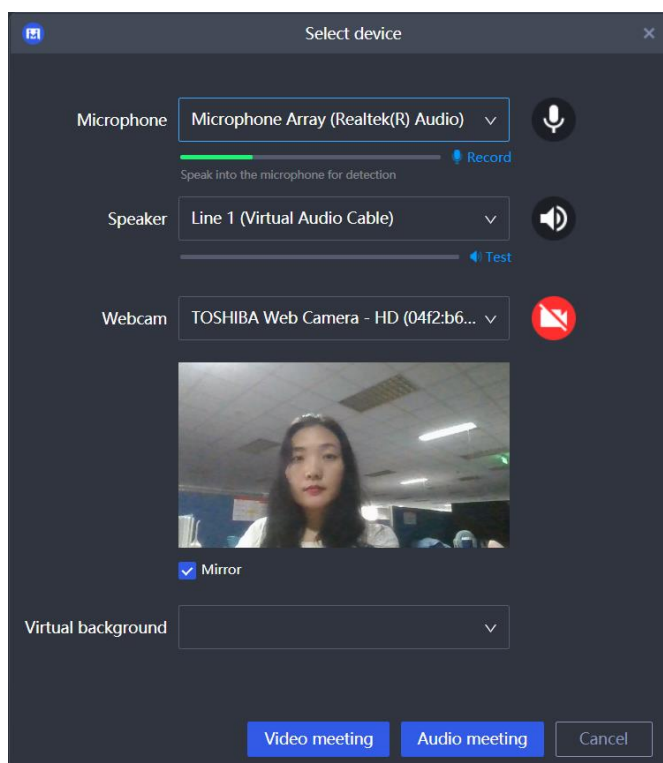
## Join the meeting

When user join a meeting, the following “audio and video devices setting” window will pop up:

1. User can ON/OFF Mic/Camera/Speaker device
2. User can select the set the devices for meeting.
3. Click the "Record" button to check whether the microphone is available or not
4. Click the "Test" button to check whether the speaker device available or not
5. Set the virtual background
6. Select "Audio meeting" / "Video meeting".

Note:

Audio meeting: Only the voice of the remote users can be heard by the current user, without affecting screen sharing and whiteboard collaboration.

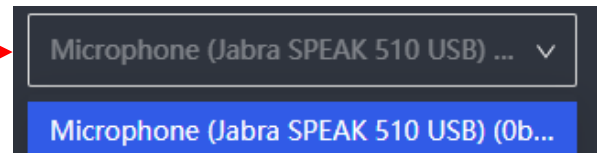
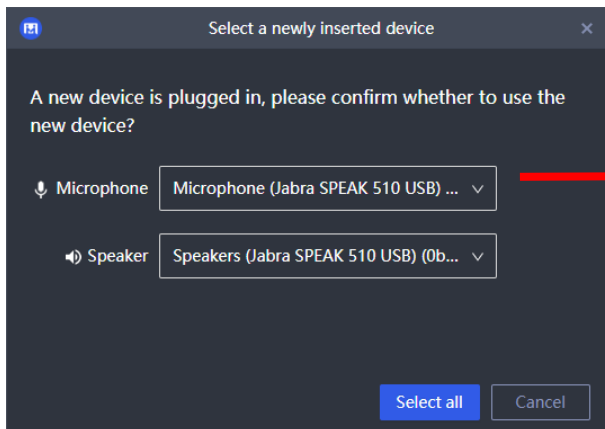


# 3 How To Use ( PC Side )

3-13.

## New Device Insertion

During the meeting ,when new audio /video devices is plugged in, the following " Select a newly inserted device " window will pop up:



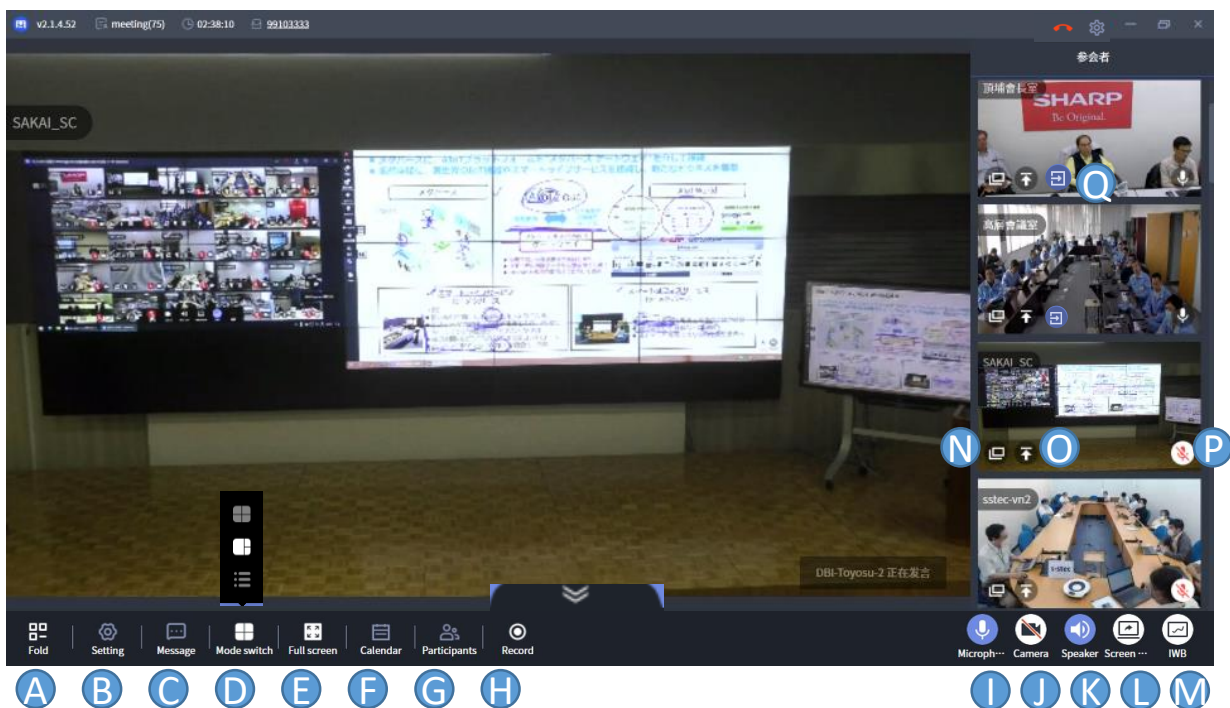
# 3 How To Use ( PC Side )

## 3-14.

### Video conference(Summarization)

Communicate with each other by video/audio in the meeting.

- A. Fold/Unfold (Default is unfold)
- B. Setting (General Setting/Meeting Setting/ Audio Setting/ Video Setting/ Feedback/Shortcut key/ About)
- C. Chat
- D. Switch to different show mode (Slide/thumbnail/Gird).Default is gird mode.
- E. Full screen display
- F. Calendar
- G. Members management (only for host)
- H. Record (only for host)
- I. ON/OFF microphone
- J. ON/OFF webcam
- K. ON/OFF speaker
- L. ON/OFF screen share
- M. Whiteboard collaboration
- N. Select a monitor to display some attendee' s video with full-screen mode
- O. Pin a attendee in the
- P. The host can turn off each attendee' s microphone device, and all attendees can only view each other' s microphone status
- Q. The host can "remove" some attendees from meeting





# 3 How To Use ( PC Side )

3-15.

## Screen sharing 「 Audio sharing 」

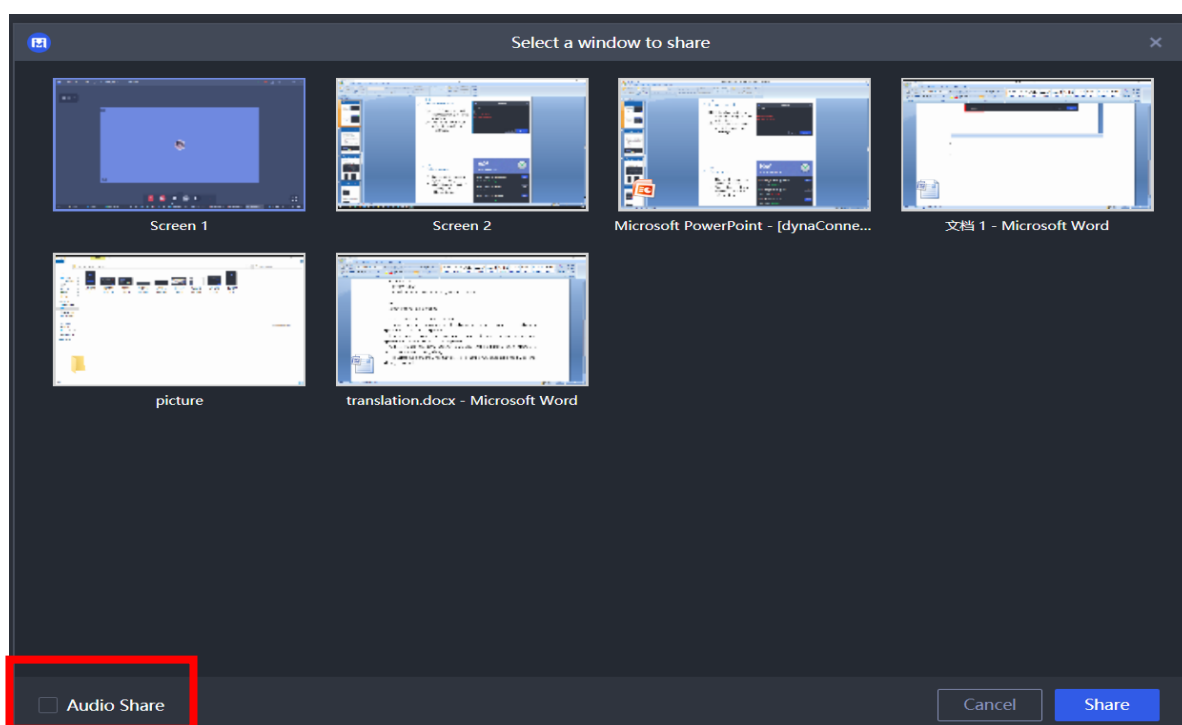
Communicate with each other by sharing a desktop or application window in the meeting. When user shares a desktop ,she/he also can share the audio of the PC system.

[Audio share] :

- When the [Audio share] is checked with Mic ON of app , the current sharer's voice and the PC system audio will be heard by others.
- When the [Audio share] is checked with Mic OFF of app, only the current sharer's PC system audio will be heard by others.
- Once one attender start speaking , the PC system audio share will be paused. After attender stops speaking for about 2~3s, the audio share will be resumed .

### NOTE:

1. Only when a certain desktop is shared, the "Audio Sharing" option will appear.
2. Speaker will hear their own in the first 2s or so of the conversation.



# 3 How To Use ( PC Side )

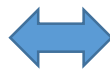
3-16.

## Multiple-screens Layout

Regardless of whether the attendees open the whiteboard in PC or external display, the whiteboard UI will show on main display as a maximized window, the meeting UI will show on external display as maximized window.



Internal Display



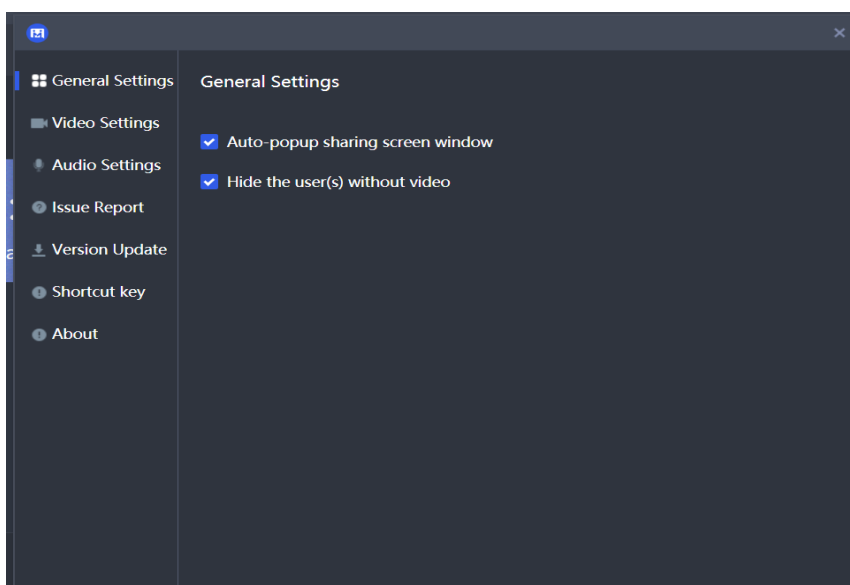
External Display

# 3 How To Use ( PC Side )

3-17.

## General Settings

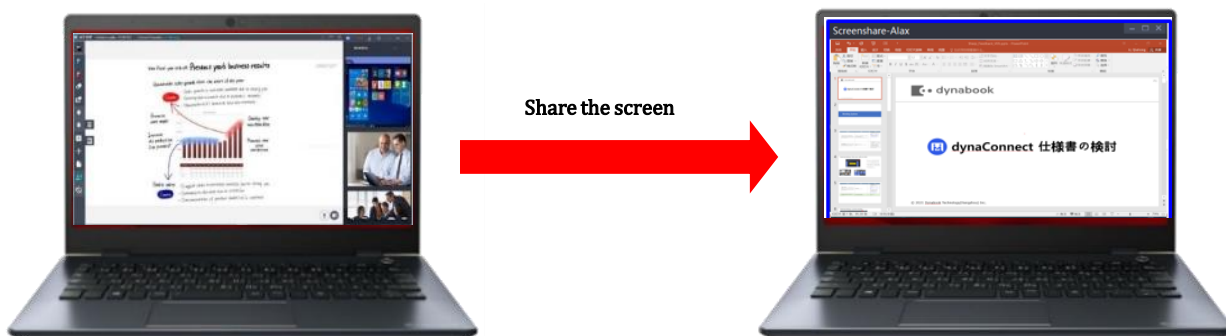
Users can set the options: 「 Auto-popup sharing screen window 」 / 「 Hide the user(s) without video 」 from General Settings in the meeting.



- Auto-popup sharing screen window  
When one attendee shares his/her screen during meeting, the maximize sharing screen window will pop up automatically in other attendee's screen, which will cover the meeting

Note :

①The default setting is Disable for Large meeting / Normal meeting.



# 3 How To Use ( PC Side )

3-18.

## General Settings

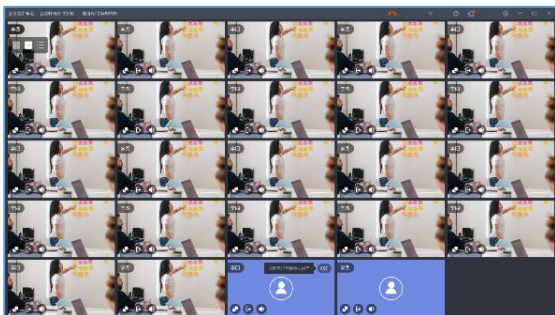
### – Hide the user(s) without video

When user enables this option, all users without video will be hidden (Only can heard voice). When user disable this option, user can fold/unfold the user(s) list without video.

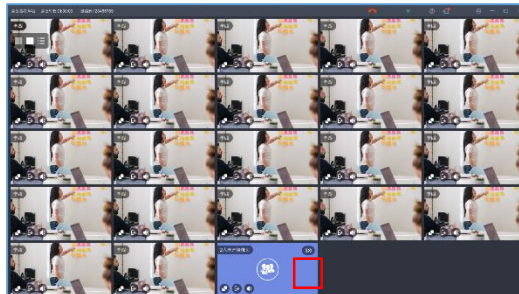
Note :

- ① This option only affects its own app.
- ② The default setting is Disable for Large meeting / Normal meeting.
- ③ There is no any user displayed on the UI if all user disable camera

#### Hide the user(s) without video : OFF

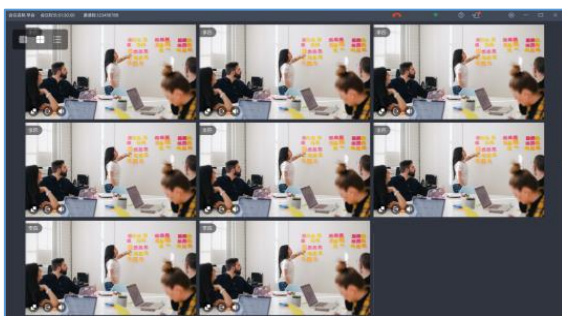


Unfold the user(s) without video



Fold the user(s) without video

#### Hide the user(s) without video : ON

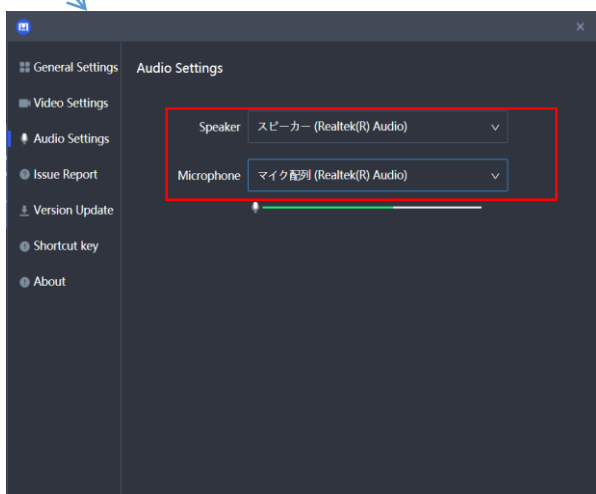
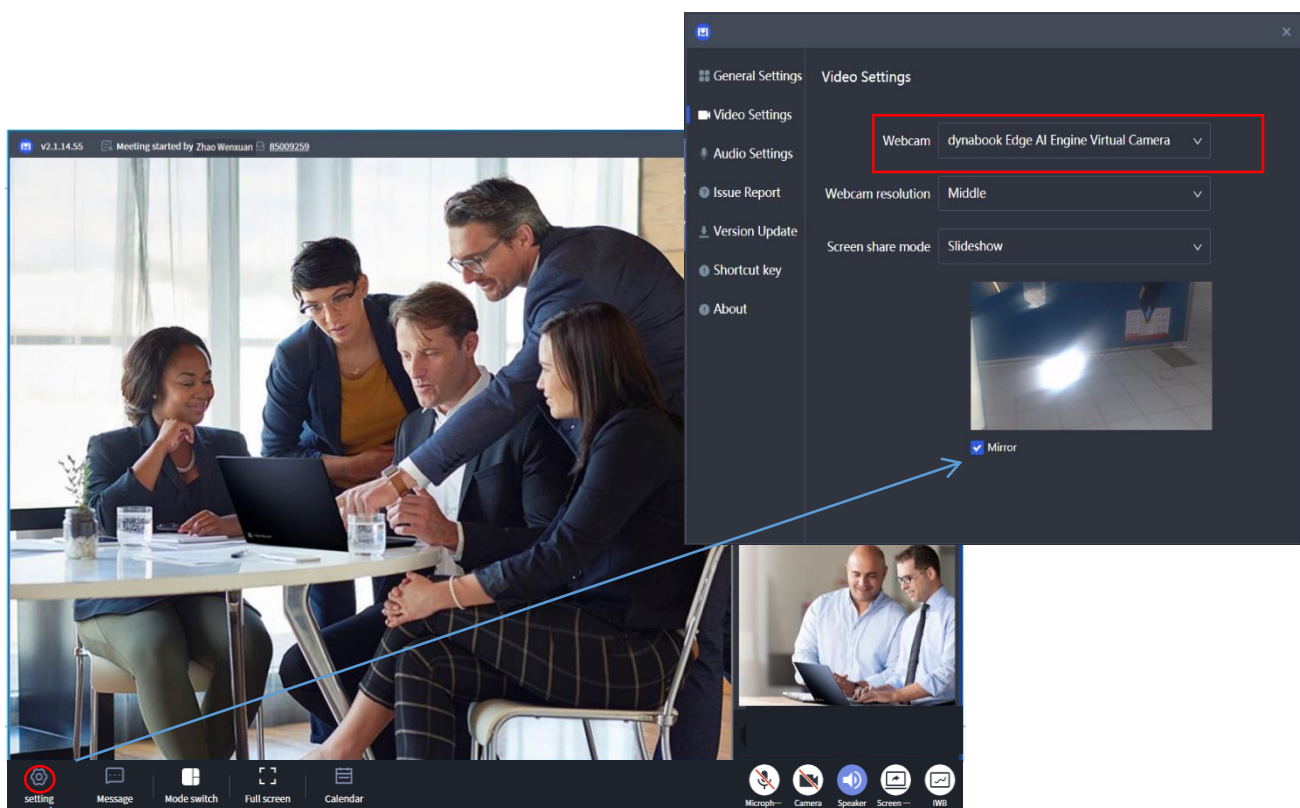


# 3 How To Use ( PC Side )

3-19.

## Audio & video settings

Set audio/video devices from 「 Settings 」 → 「 Audio Settings 」 / 「 Video Settings 」 .

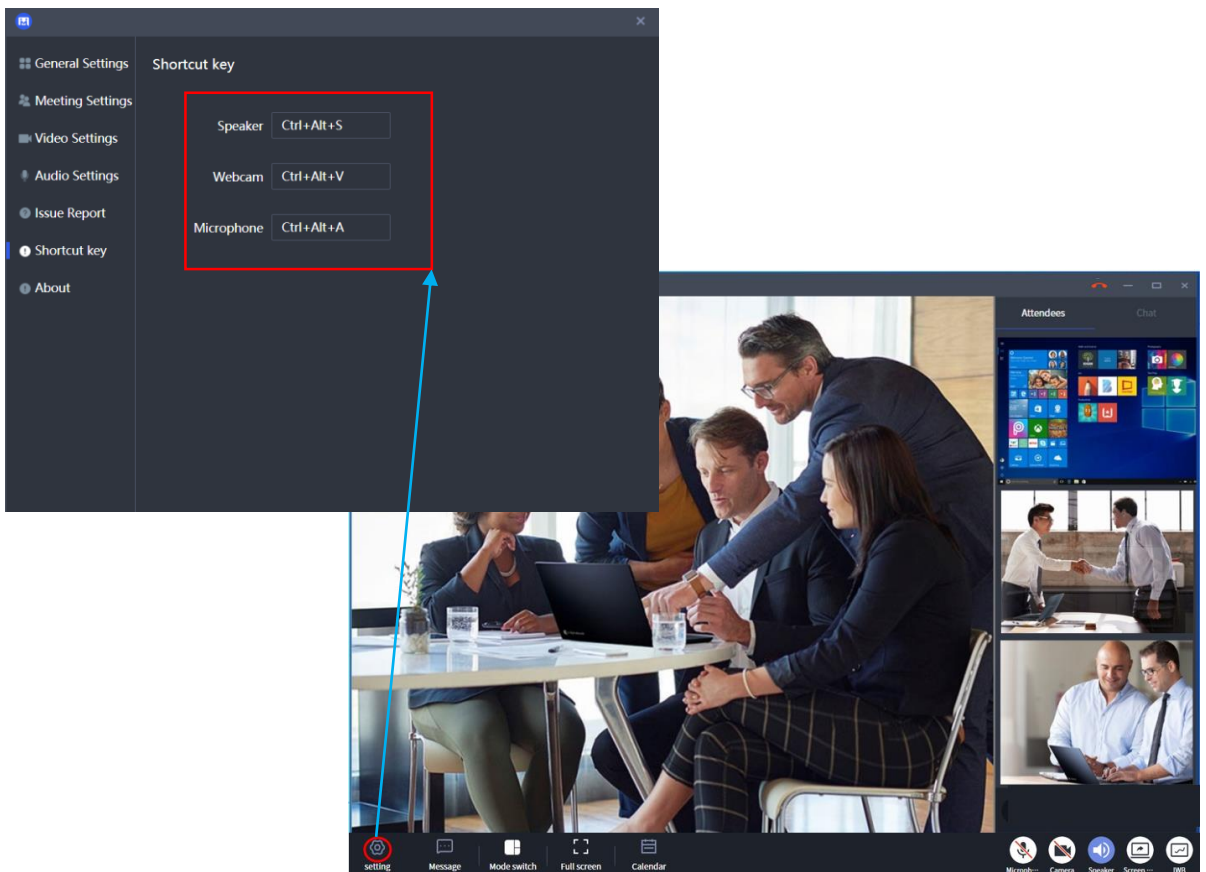


# 3 How To Use ( PC Side )

3-20.

## Shortcut key

User can set the hotkey to disable/enable the Mic/Speaker/Camera devices in the meeting.



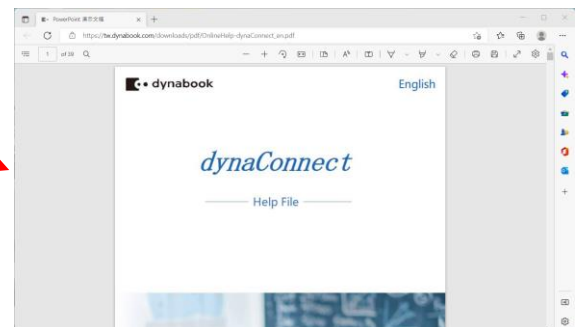
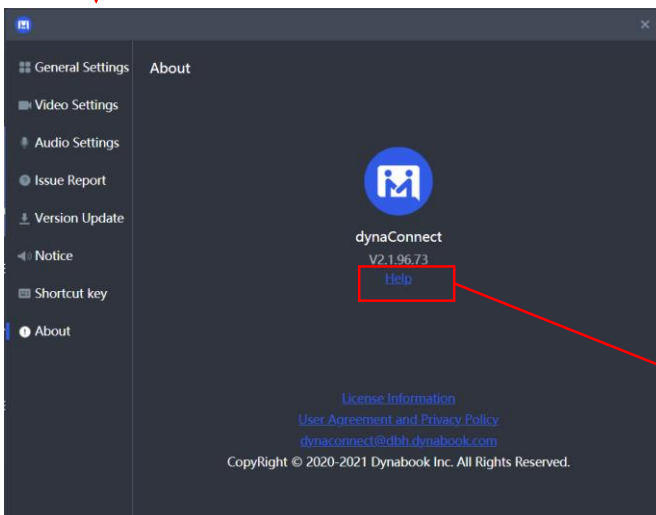


# 3 How To Use ( PC Side )

3-21.

## About

The user can view the version number/authorization/user agreement/copyright information of the client. Click "Help" to pop up the help file.





# 3 How To Use ( PC Side)

3-22.

## Members Management(for host)

View/search/remove attendees/approve requests to connect & join meetings

### ◆ Attendees

Show a list of all attendees (host + guests+ attendees)

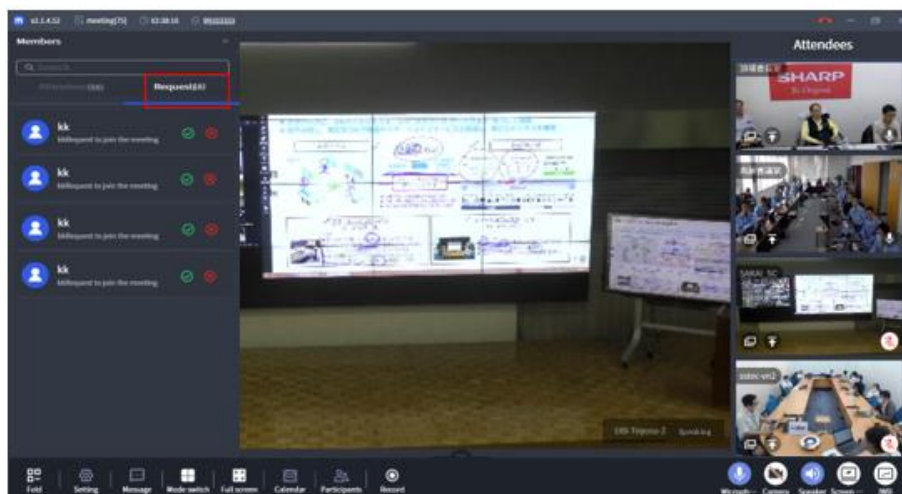
### ◆ Mute All

Moderator can mute the microphone of everyone except himself/herself



### ◆ Request

Reviewing applications for invitation codes to join the meeting



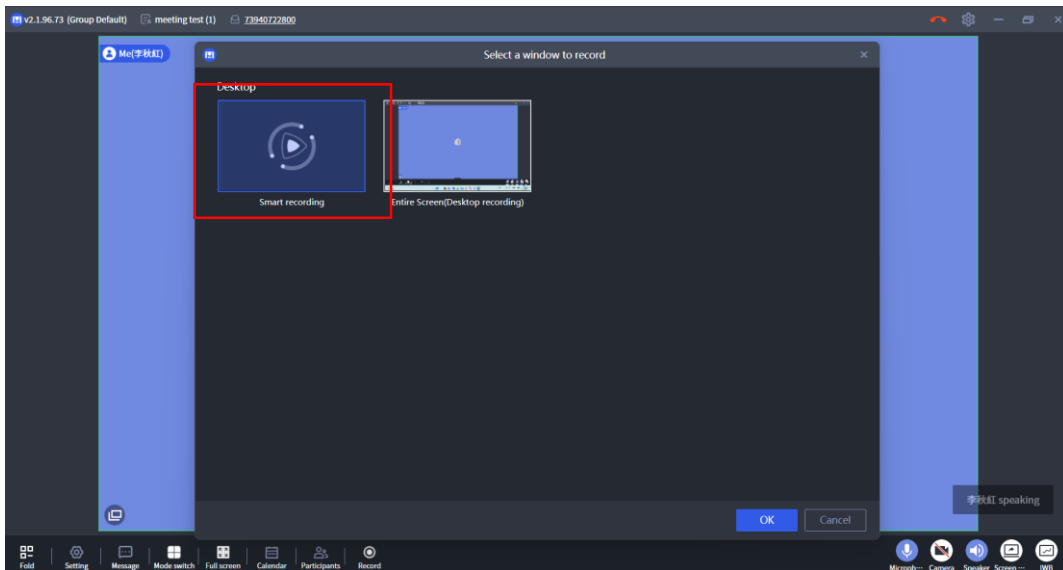
# 3 How To Use ( PC Side )

3-23.

## Record

Only the host have the right to record the meeting.  
Recorded file support .webm format.

- ◆ Smart recording: record the dynaConnect app window including audio /video



Meeting window	Sharing screen window	Whiteboard window	Recorded window
×	×	×	Meeting window
○	○	×	Sharing screen window
○	○	○	Whiteboard window

- When meeting/shared screen/whiteboard window exist at the same time , only the whiteboard window will be recorded.
- When meeting and shared screen window exist at the same time , only the shared screen window will be recorded .
- Otherwise , the meeting window will be recorded.

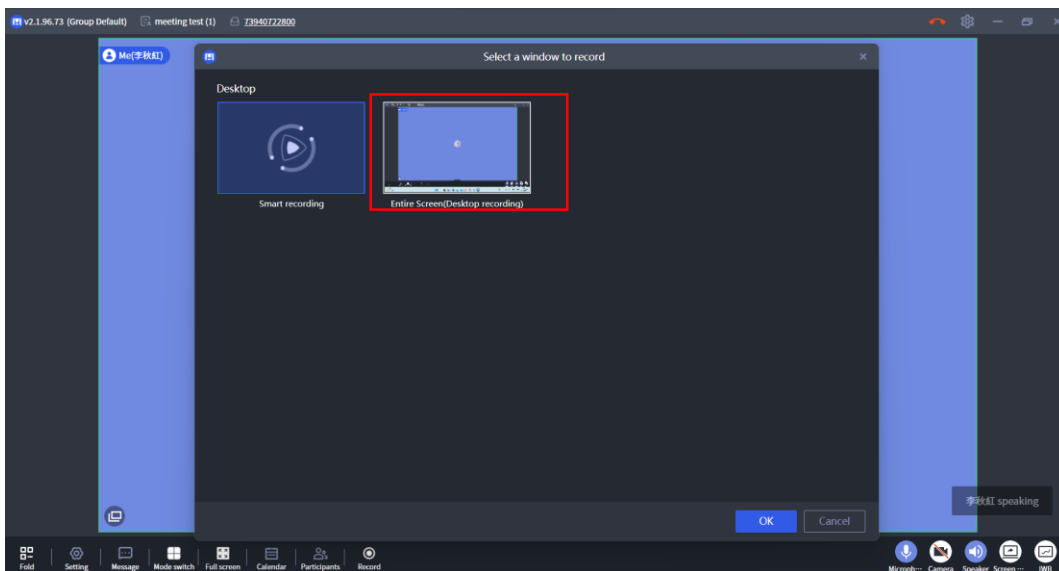
# 3 How To Use ( PC Side )

3-23.

## Record

Only the host have the right to record the meeting.

- ◆ Screen recording: record the whole desktop of internal & extend monitor including system audio /video .

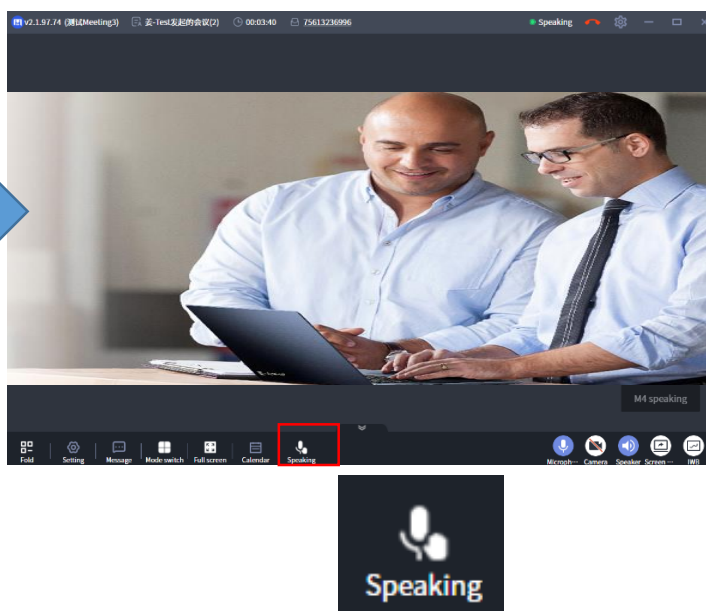
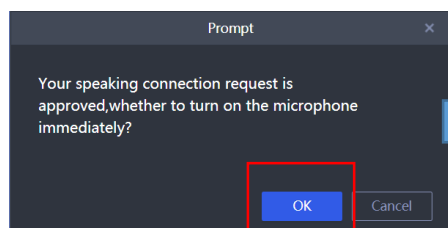
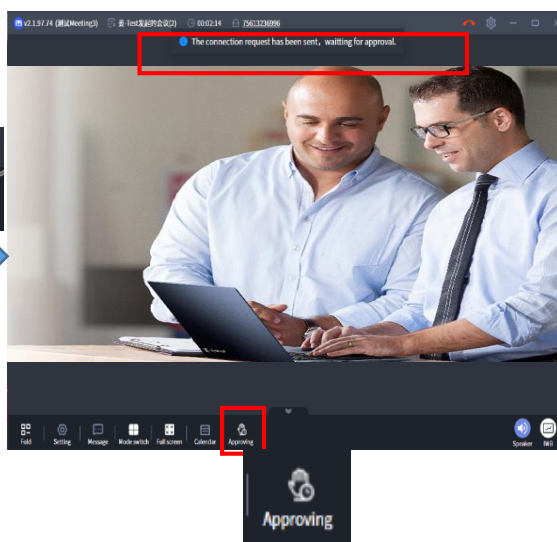
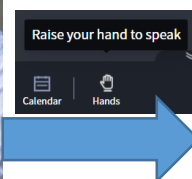
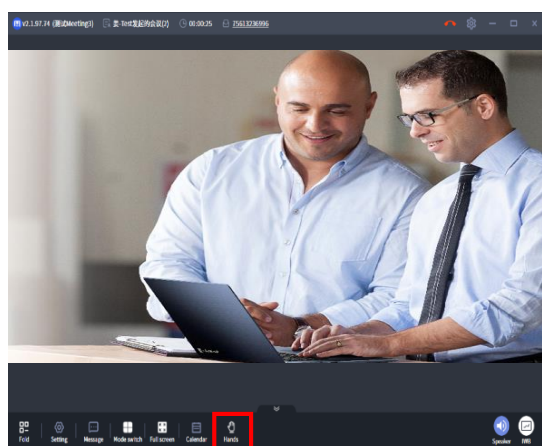


# 3 How To Use ( PC Side )

3-24.

## Raise hand

In webinar meeting, guests should raise hand to apply to speak . Only the request is approved , he/his microphone will be turn on automatically and speak.



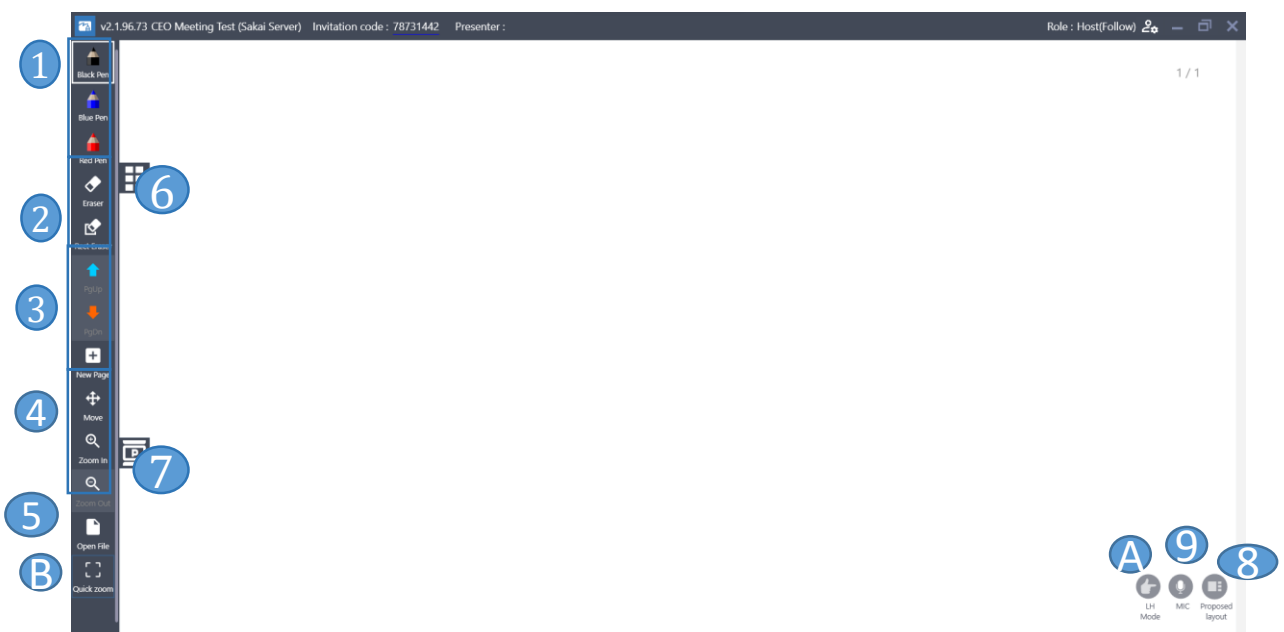
# 4 Whiteboard Collaboration ( PC Side )

## 4-1.

### Whiteboard collaboration

During the meeting, all the attendees can collaborate with each other on whiteboard by sharing the file/image etc.

- ① Note on the canvas with different types of pen/color
- ② Erase your notes with different types of eraser
- ③ Page operations (Previous/Next/New/Insert/save/delete)
- ④ Zoom in/zoom out and move the canvas(Sync between all users under “follow” status)
- ⑤ Upload different formats file (PNG/JPG/Word/PDF/PPT/Whiteboard file/Sboard file) (The Sboard file’s original contents only be viewed and add notes , not be re-edit.)
- ⑥ Expand the tool bar
- ⑦ Preview the pages
- ⑧ Recommend combination layout for IWB window with meeting window
- ⑨ ON/OFF Mic
- ⑩ Left and right-handed mode (that is, the toolbar is displayed on the left-hand side/right-hand side of the window)
- ⑪ Quick zoom

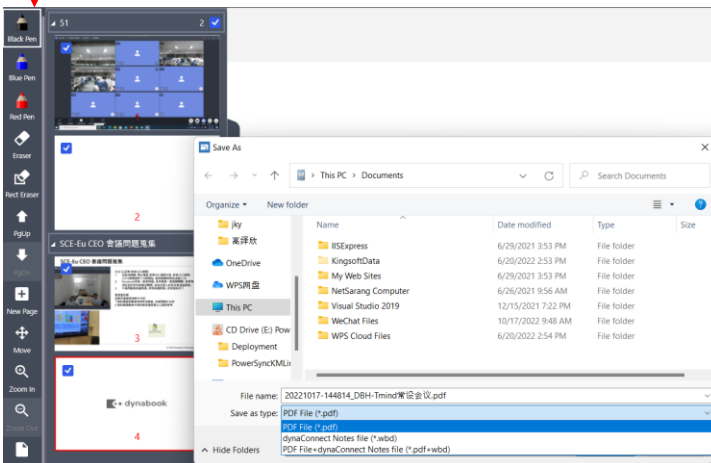
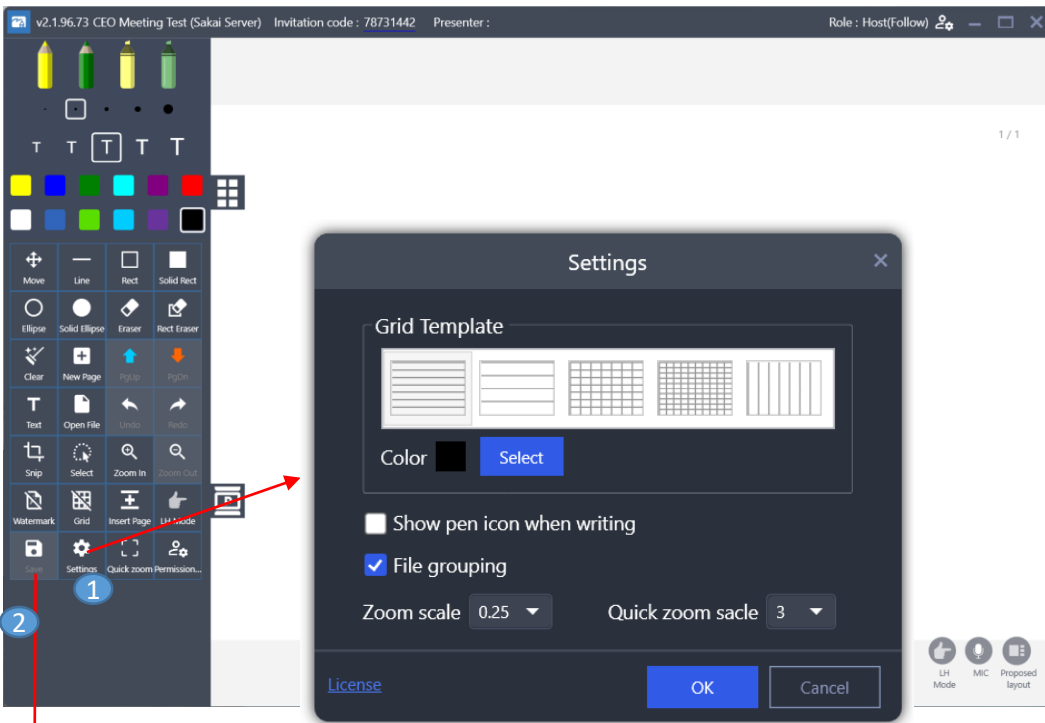


# 4 Whiteboard Collaboration ( PC Side )

## 4-2.

### Advanced tools

- ◆ Settings: Whiteboard grid template| File groupings| Show pen icon when writing
- ◆ Zoom scale|Quick zoom scale
- ◆ Save whiteboard file as \*.pdf/.wbd/ \*.pdf+\*.wbd
- ◆ Support Ctrl+V to paste the screenshot saved on the clipboard to the newly added whiteboard page



# 4 Whiteboard Collaboration ( PC Side )

4-2.

## Advanced tools

### ◆ Quick zoom

1. Select an area to zoom in
2. Click the “Quick zoom in” button
3. The selected area is immediately magnified 3 times (default magnification)
4. Click the “Restore” button again to restore to 100% display ratio

The image shows a whiteboard collaboration interface. On the left is a toolbar with various tools including pens, eraser, and zoom controls. The main area displays a document titled "1 Windows: Overview" with technical specifications for PC and mobile environments. A red box highlights the "Quick zoom in" button in the toolbar. A red arrow points from the toolbar to the document content. A yellow callout box points to the "Quick zoom scale" setting in the "Settings" dialog, which is set to 3.

**Settings**

Grid Template

Color   Select

Show pen icon when writing

File grouping

Zoom scale 0.25 Quick zoom scale 3

Setting for quick zoom scale

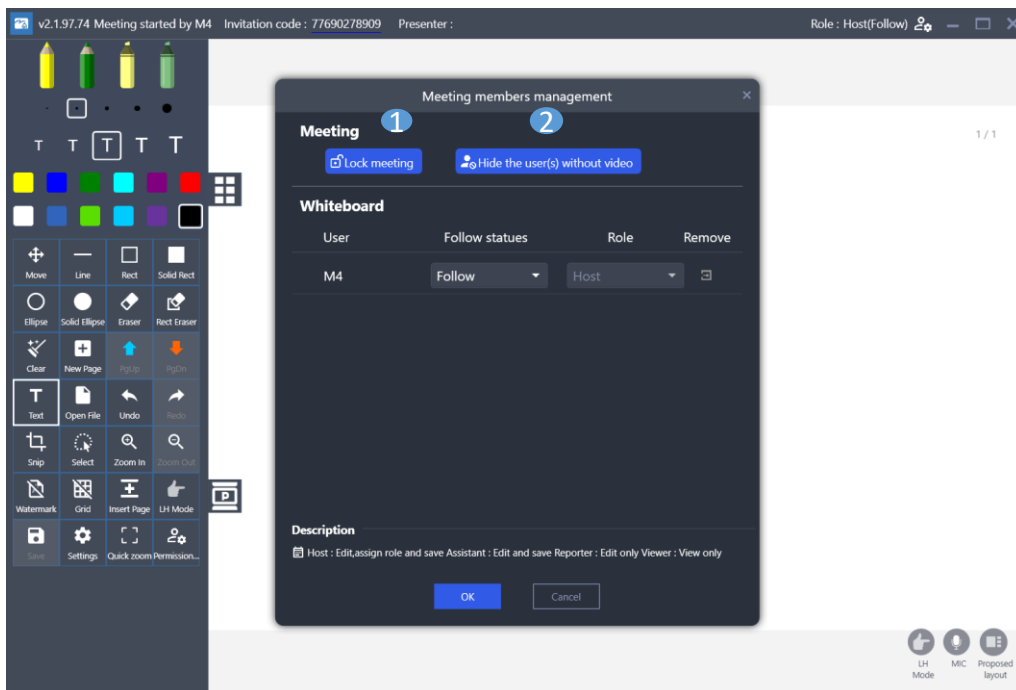
# 4 Whiteboard Collaboration ( PC Side)

## 4-2. Advanced tools

### ◆ Permission management(only for host)

#### – Meeting Management

- ① Lock/Unlock meeting
- ② Hide the users without video (Once the host press the button, it will take effect on all attendees' interface )



#### – Whiteboard Management

- ① Assign roles: Host/Assistant/Reporter/Viewer(Default Role)
- ② Remove an attendee from the current meeting
- ③ Set follow status



# 4 Whiteboard Collaboration ( PC Side )

4-3.

## Whiteboard Settings

Meeting Format	Normal Meeting
Following status	Decide by user
Permission management	No
Pen color	Soft
Display the current user's following status on title bar	No

## Role Permission configuration

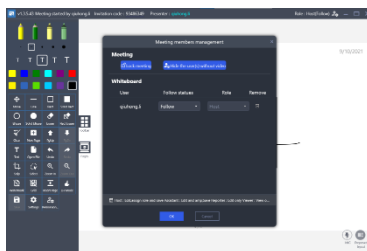
Permission	Host	Assistant	Reporter	Viewer
Assign roles to attendees	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Save	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Watermark ON/OFF	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Follow ON/OFF	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Upload/delete/insert page	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Page up and down	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Edit the notes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Toolbar display	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
View	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# 4 Whiteboard Collaboration ( PC Side)

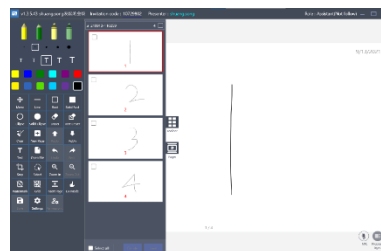
4-4.

## - Role Permissions

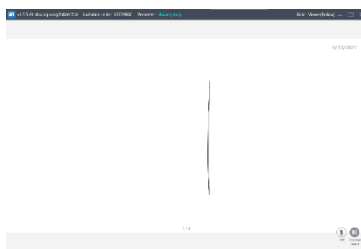
- ① Host(meeting host): All permissions
  - Assign roles to attendees(Just for host)
  - Save
  - ON/OFF watermark
  - Remove attendee
- ② Assistant
  - Upload/insert/delete page
  - Save
  - ON/OFF watermark
  - Note on canvas/Edit the notes
  - Page up and down
- ③ Reporter:
  - Upload/delete/insert page(no permission to save)
  - Page up and down
  - Note on canvas/Edit the notes
- ④ Viewer:
  - Mute/Unmute or Optimal layout
  - Follow



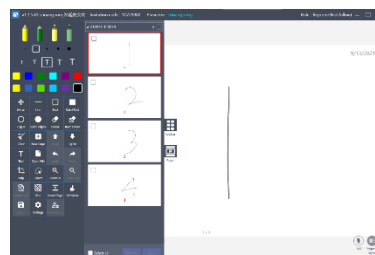
Host



Assistant



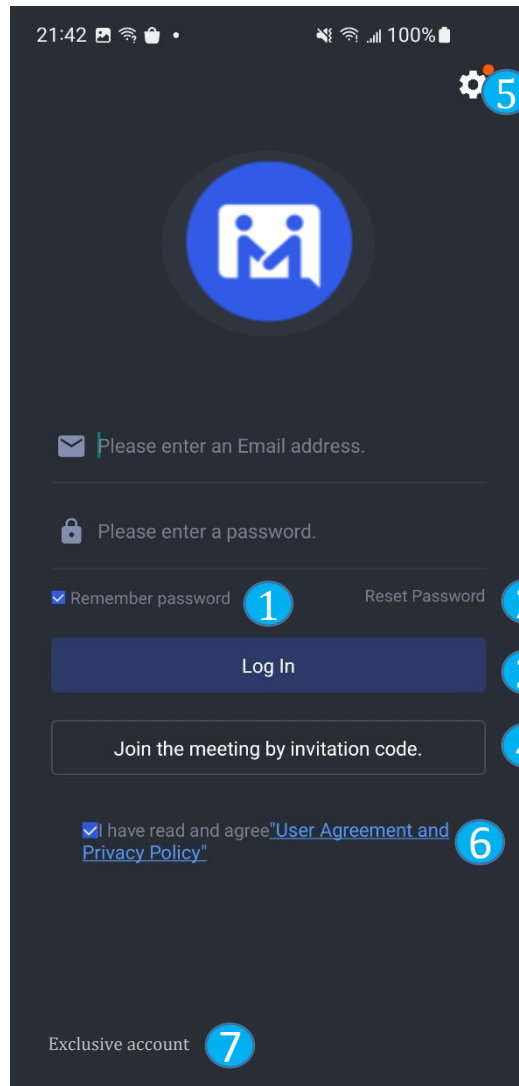
Viewer(Follow)



Reporter

# 5 Application Interface(Mobile Side)

## 5-1. Login overview



① Remember password

② Reset password

③ Login

④ Join the meeting by invitation code

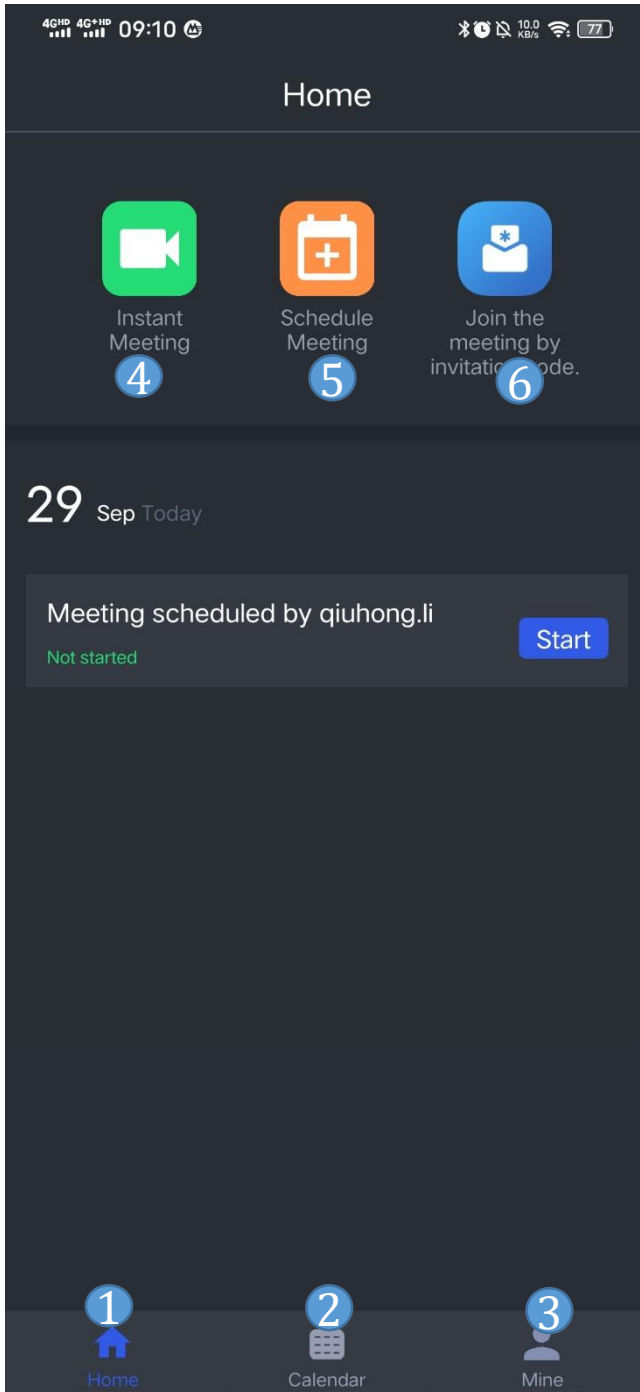
⑤ Settings

⑥ User Agreement

⑦ Exclusive account

# 5 Application Interface(Mobile Side)

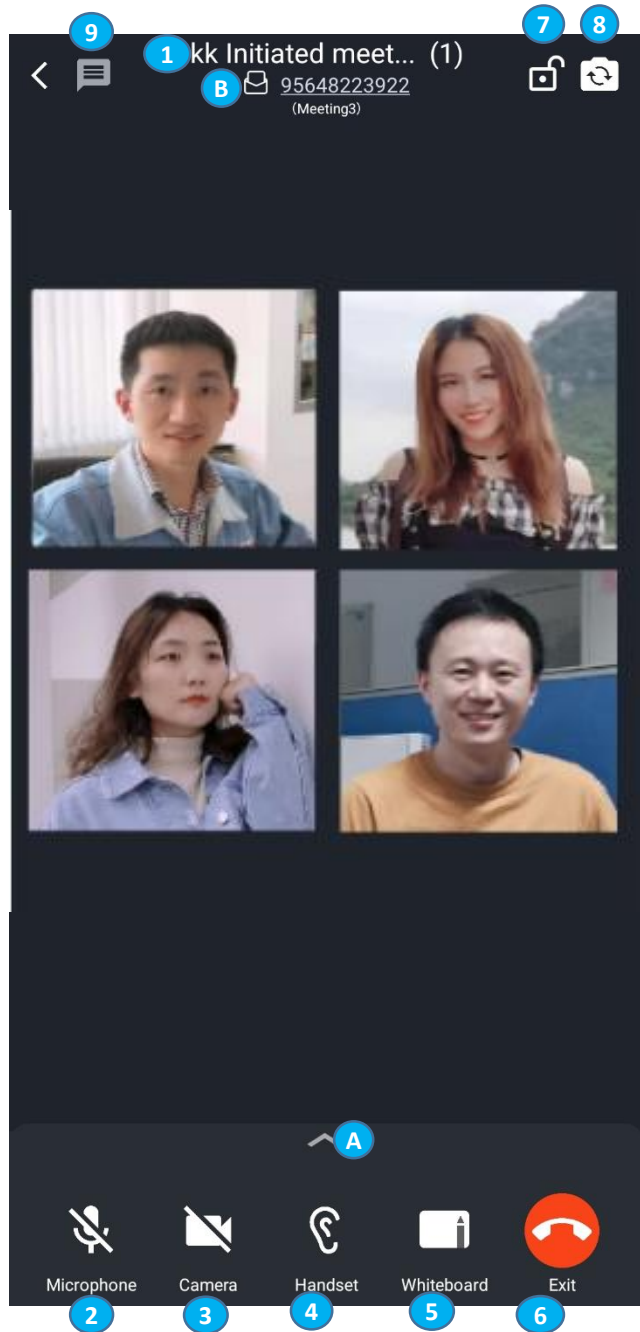
## 5-2. Homepage overview



- ① Home
- ② Calendar
- ③ Mine
- ④ Instant Meeting
- ⑤ Schedule Meeting
- ⑥ Join the meeting by invitation code

# 5 Application Interface(Mobile Side)

## 5-3. Video Conference overview



1	Meeting information	A	More operation
2	Microphone	B	Copy invitation code
3	Camera		
4	Speaker/Handset		
5	Whiteboard		
6	Leave the meeting		
7	Locked status		
8	Front/Back cameras switch		
9	Chat		

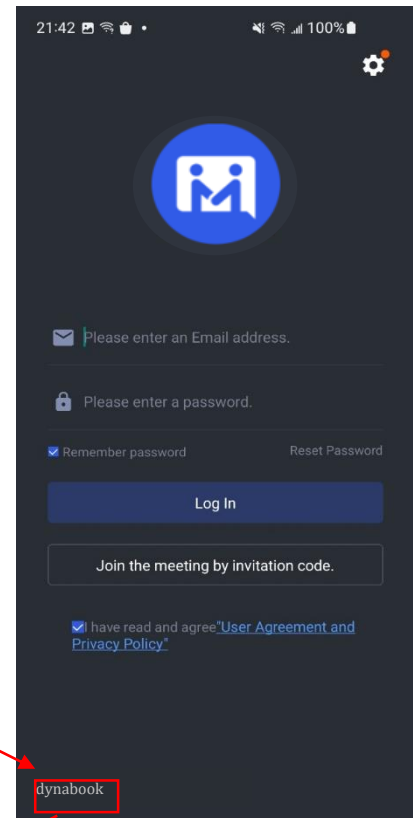
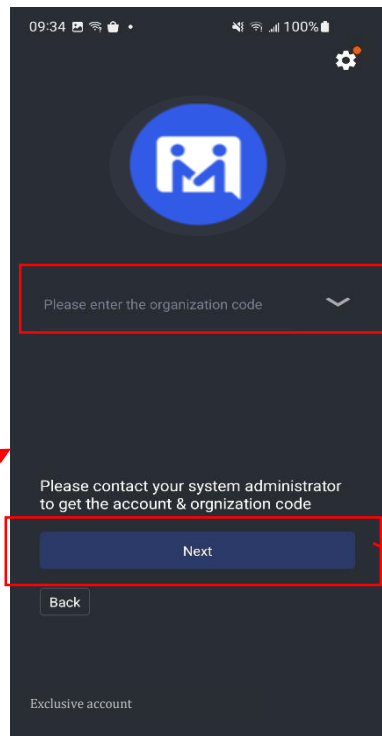
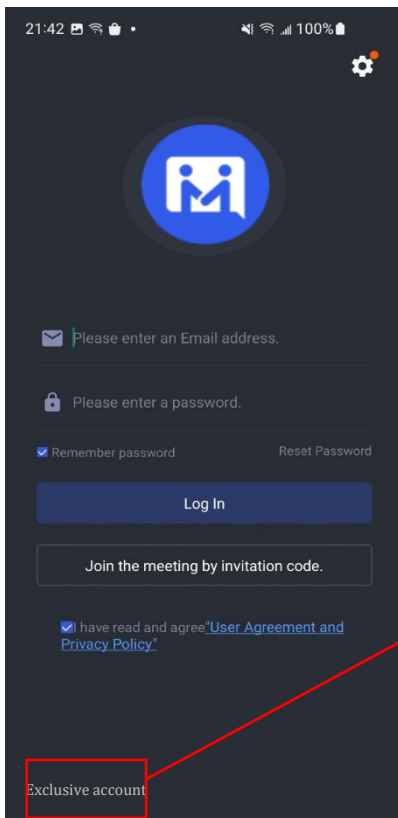
# 6 How To Use(Mobile Side)

## 6-1. Exclusive account

The current client only supports B2B corporate users, with each account belonging to a particular organization.

When logging in for the first time, users should click "Exclusive account" to set up their own organization, with entering the appropriate organization code. Once the organization has been successfully set up, the current organization name will be displayed in the bottom left corner.

Users can also switch between organizations again by clicking on 'Organization name'.



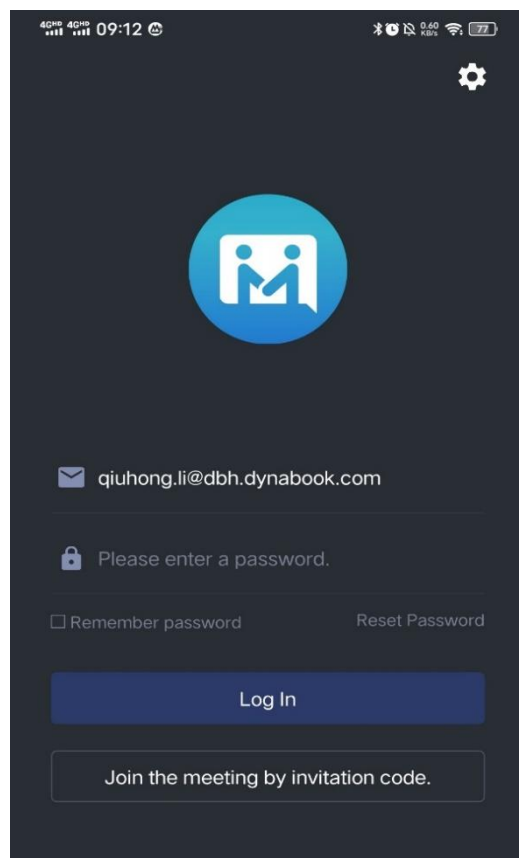
# 6 How To Use(Mobile Side)

## 6-2.

### Log in

Log in by email address and password

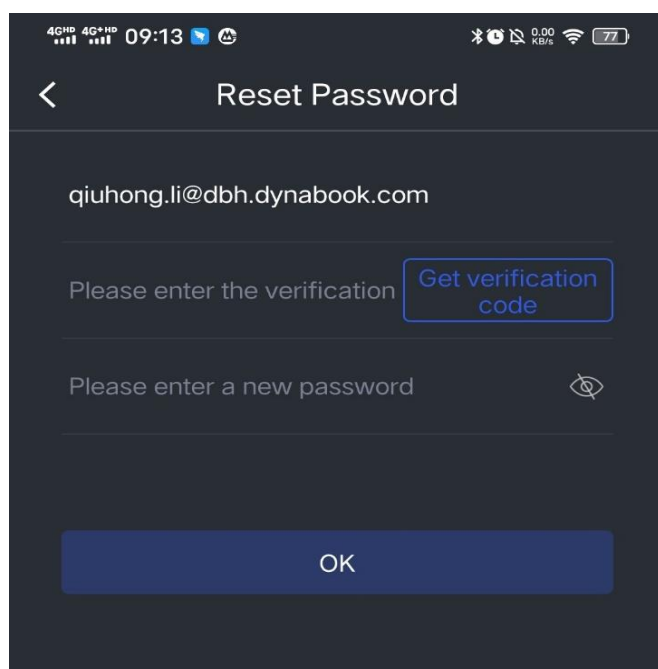
Check the option 「Remember Password」, then the email address and password will be automatically input after user input that at the first time



## 6-3.

### Reset password

- ① Enter your email address
- ② Click on 「Get verification code」
- ③ Enter the received verification
- ④ Enter a new password
- ⑤ Click 「OK」 to reset successfully
- ⑥ Click 「Cancel」 to cancel resetting



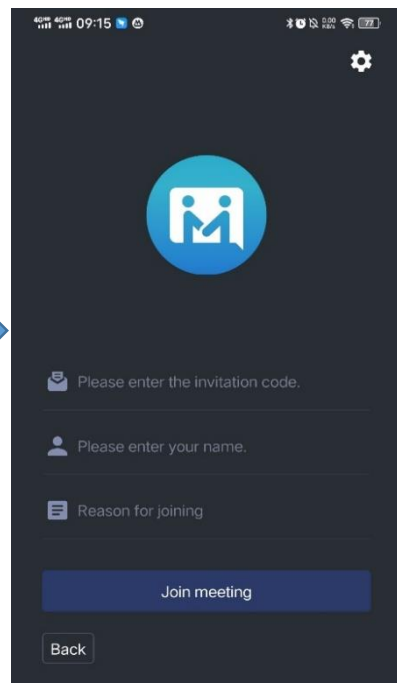
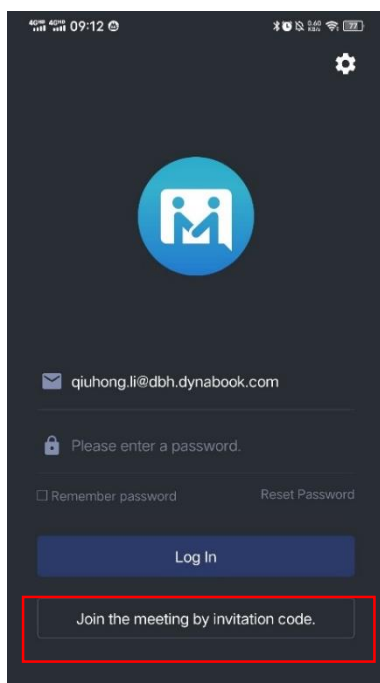
# 6 How To Use(Mobile Side)

## 6-4.1

### Join a meeting with invitation code

The guest can join the meeting through an invitation code

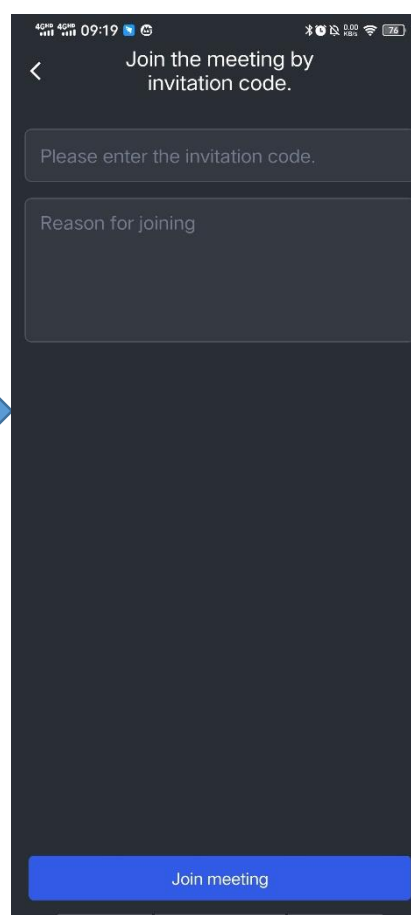
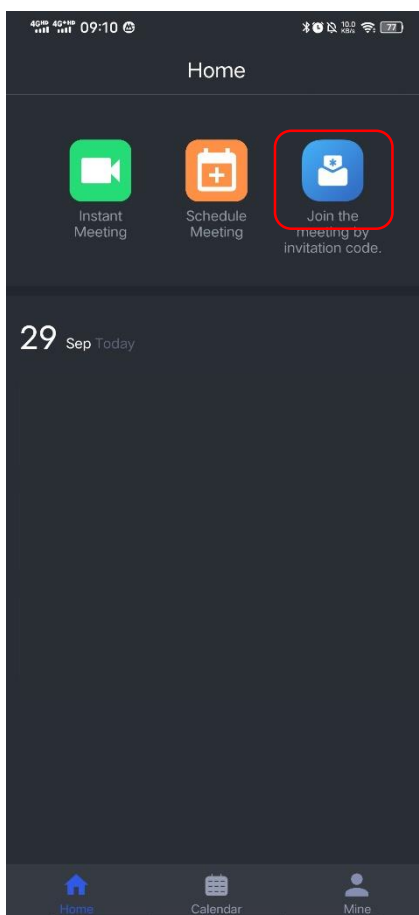
- ① Enter the invitation code
- ② Enter your name
- ③ Enter the reason
- ④ Click on 「Join the Meeting」



## 6-4.2

The logged in user can join the meeting through an invitation code on Homepage

- ① Enter the invitation code
- ② Click 「Join」



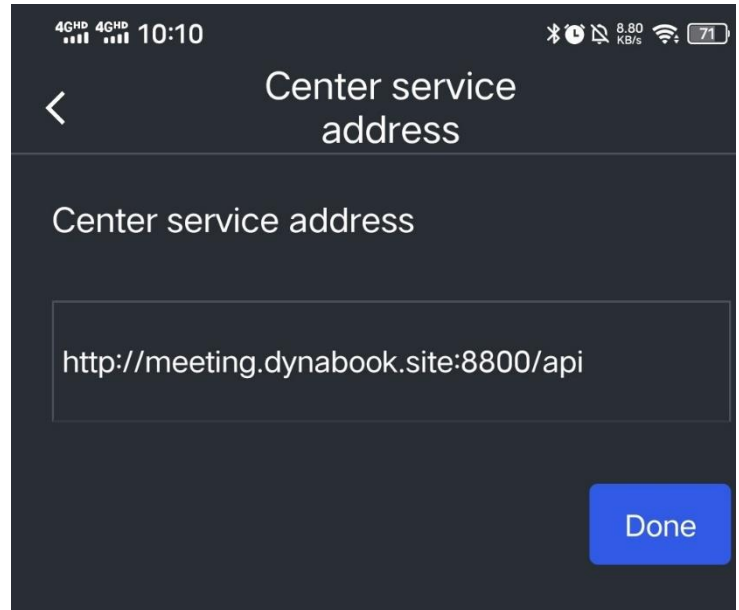


# 6 How To Use(Mobile Side)

## 6-5.

### Center server setting

- ① This default setting will be automatically set after installation at the first time
- ② The center server can be updated manually by clicking 「Settings」



## 6-6.

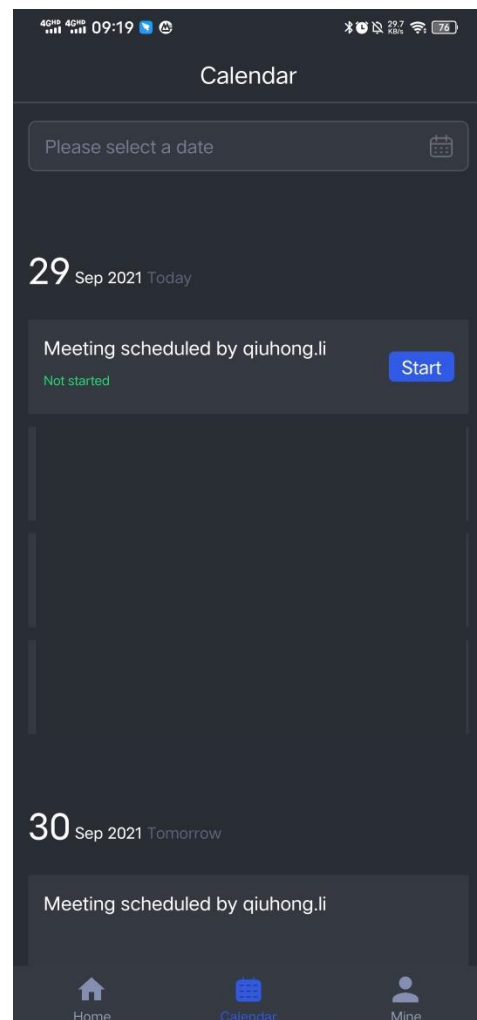
### Calendar

Schedule shows all the meeting plan of this user(Permanent/Daily/Weekly/Monthly).

User can click 「Start」 / 「Join」 to attend meeting

Note:

1. Only the advanced user can create a permanent meeting.



# 6 How To Use(Mobile Side)

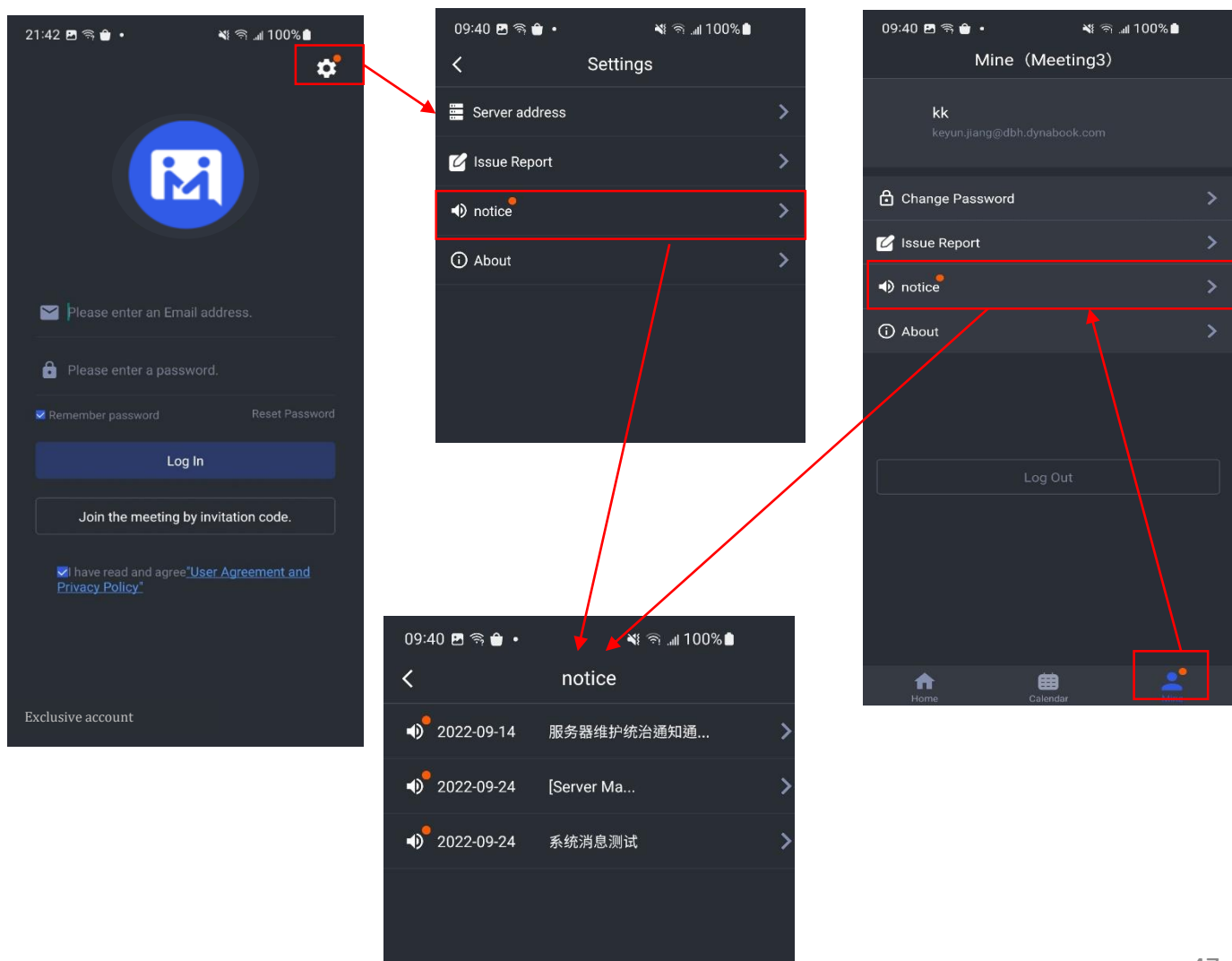
6-7.

## Notice

Displayed on the setting interface, the announcement information issued by the system administrator will be displayed (similar to: server maintenance and other notifications)

If there are new unread announcements, a red dot will be displayed on the "Settings"/"Notice"/"Mine" icon.

Click on the title of the notice to view the details of the notice

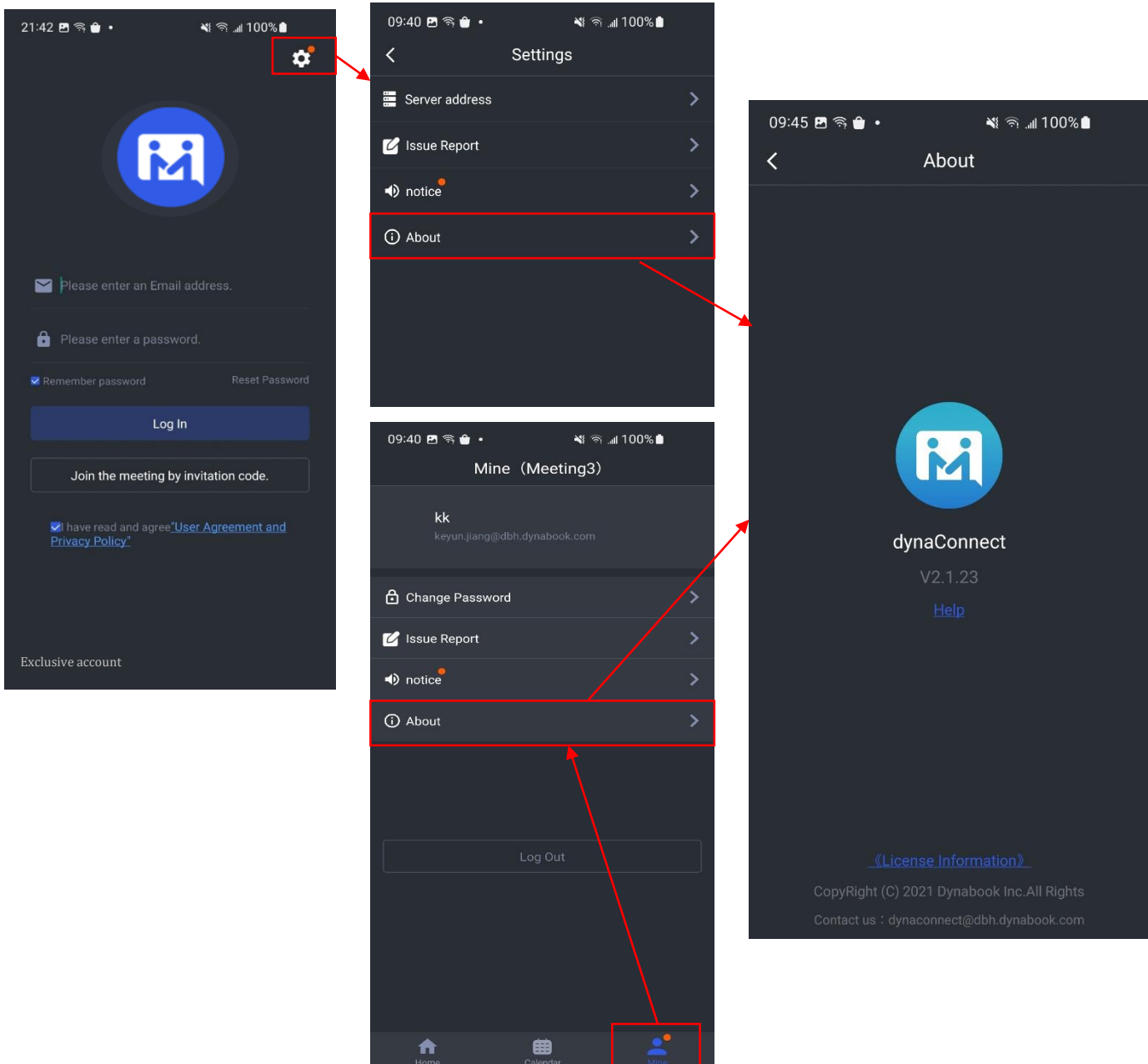


# 6 How To Use(Mobile Side)

6-8.

## About

The user can view the version number/authorization/user agreement/copyright information of the client. Click "Help" to pop up the help file.



# 6 How To Use(Mobile Side)

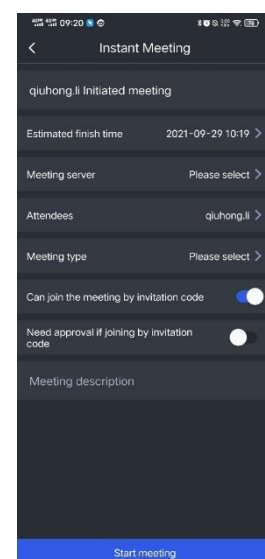
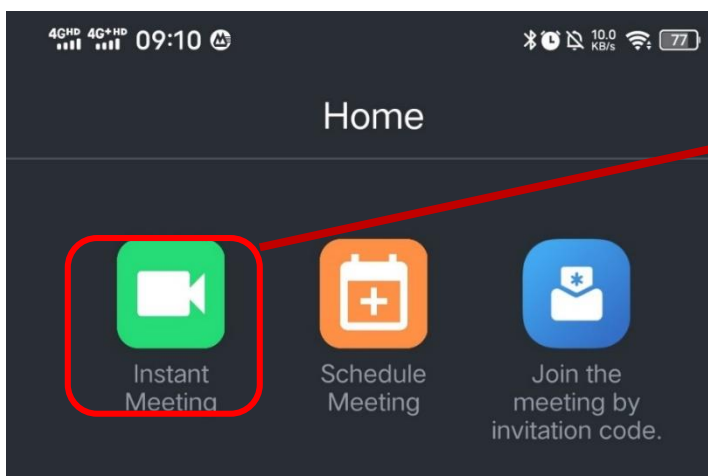
6-9.

## Initiate a meeting

- ① Theme
- ② Set an estimated finish time
- ③ 「 Meeting server 」 is creator's primary server by default , but user can select others.
- ④ 「 Attendees 」 can be selected and added from contacts.
- ⑤ Meeting type
  - 「 Normal meeting 」
  - 「 Large meeting 」
  - 「 Webinar 」
- ⑥ 「 Can join the meeting by invitation code 」 : User can freely join in the meeting by invitation code.
- ⑦ 「 Need approval if joining by invitation code 」 : User needs to get approval from host to join the meeting
- ⑧ Start meeting

Note :

1. Only advanced users can create large meeting.
2. The normal user only can create normal meeting, but they can join in large meetings.



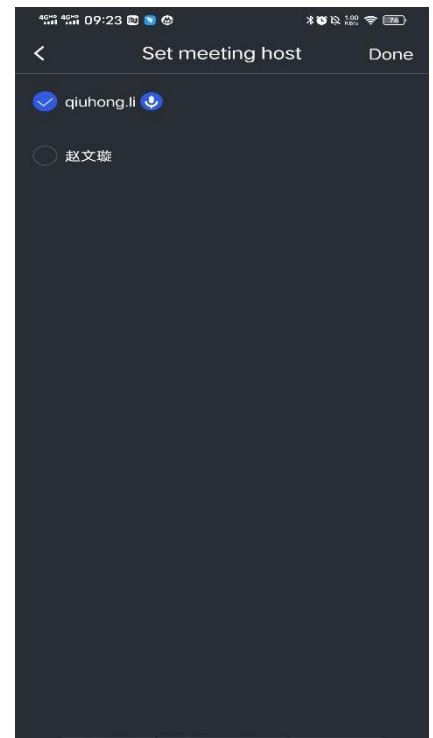
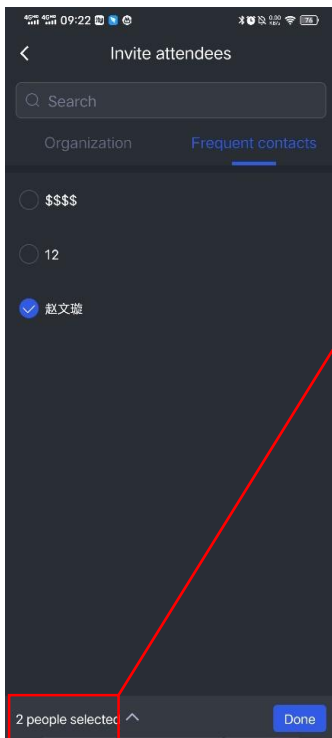
# 6 How To Use(Mobile Side)

6-10.

## Invite attendees

「Attendees」 can be selected and added by organization or frequent contacts

- ① Click 「 Select X People 」 in the lower left bottom to open 「 Selected Attendees 」 , remove or add the meeting members
- ② The default host is creator in 「 set meeting host 」 , and other members are also set as hosts



# 6 How To Use(Mobile Side)

6-11.

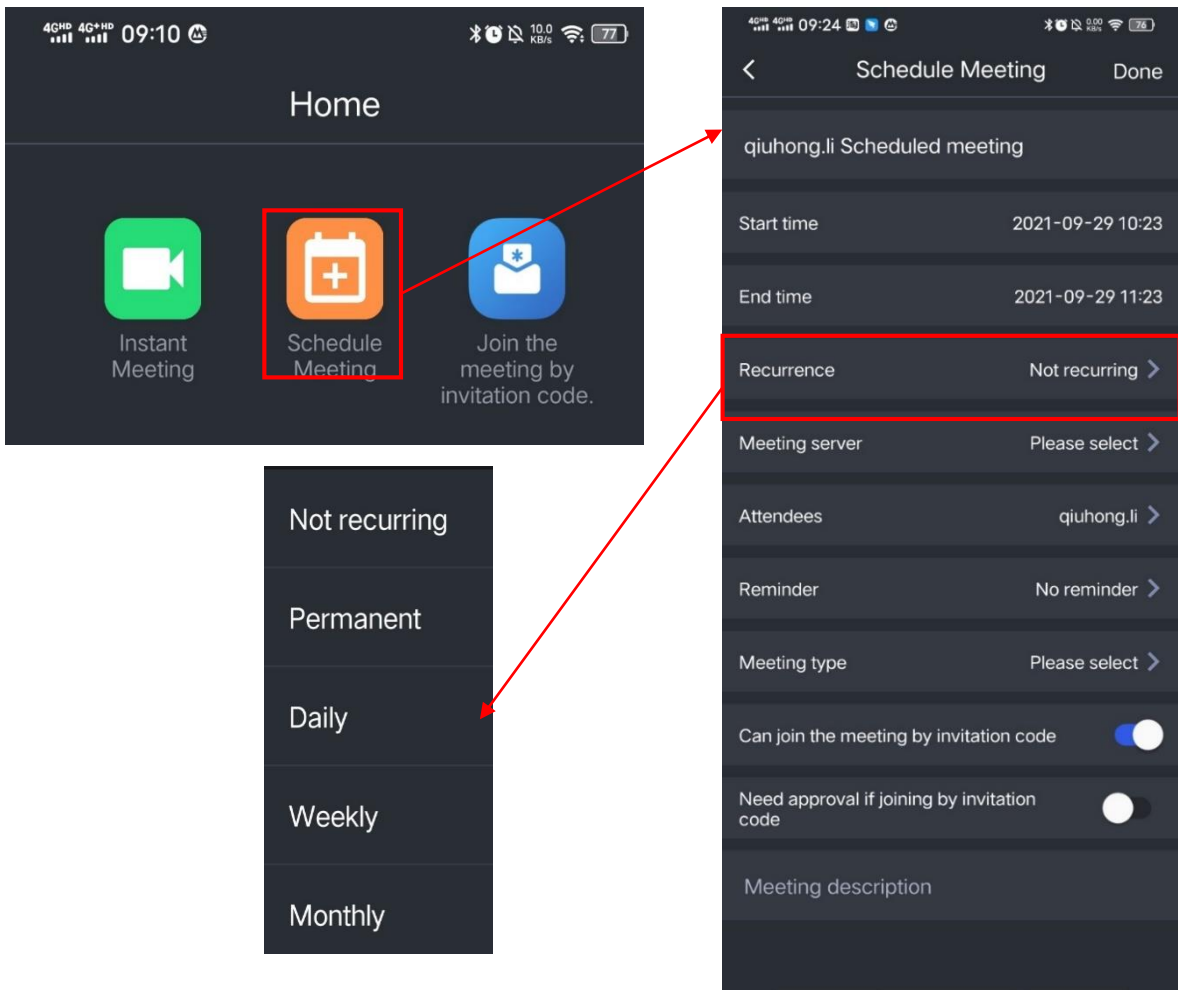
## Schedule meeting

The logged-in user can make an appointment for periodic meeting by day/week/month

- ① Click 「Schedule meeting」
- ② Set meeting time/attendees/reminder/meeting/recurrence(Not recurring/Permanent/Daily/Weekly)
- ③ Click 「OK」 to complete booking

Note:

1. Just the advanced user can create a permanent meeting.
2. The “Reminder” default value is Don't remind ,meaning that all the attendees won't receive the remind email.
3. For permanent meeting , the setting “Reminder” can't be edited.



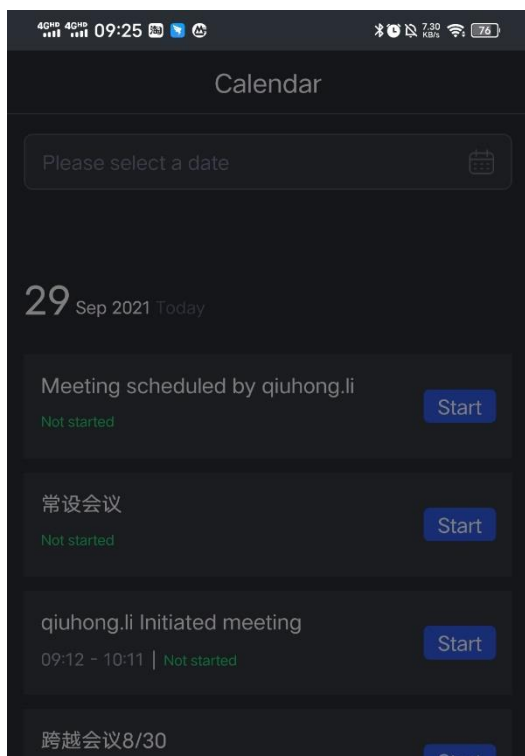
# 6 How To Use(Mobile Side)

6-12.

## Meeting management

View the meeting on calendar

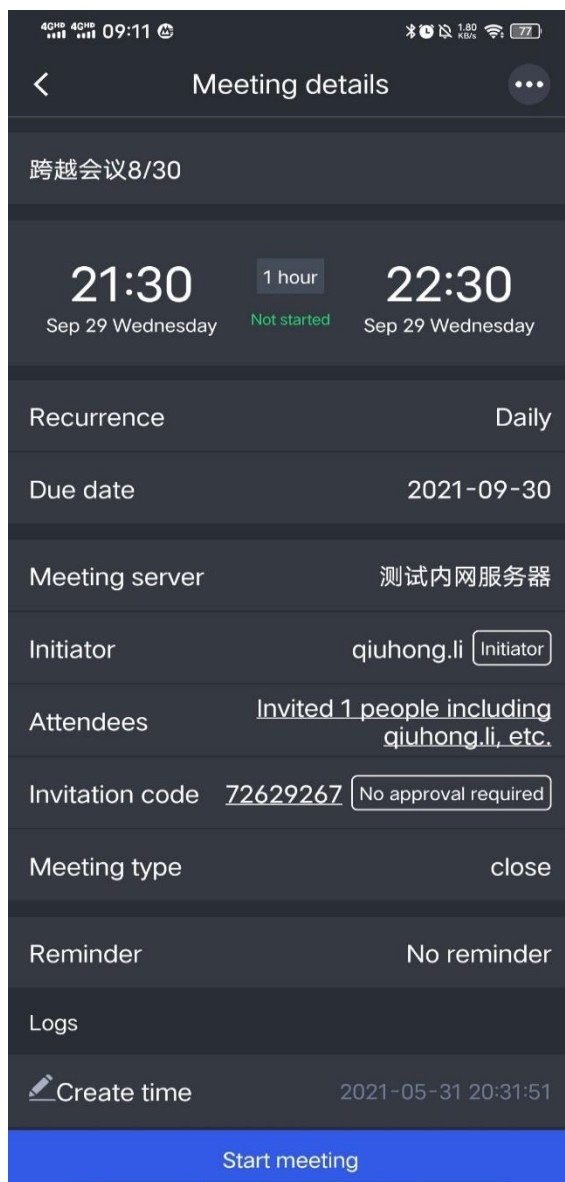
- ① Click one day to view the meeting
- ② Click a meeting that has been scheduled
- ③ In meeting details, view the status of the meeting/meeting information/log



Sep 29, 2021

2018	6	26
2019	7	27
2020	8	28
<b>2021</b>	<b>9</b>	<b>29</b>
2022	10	30
2023	11	
2024	12	

Cancel | OK



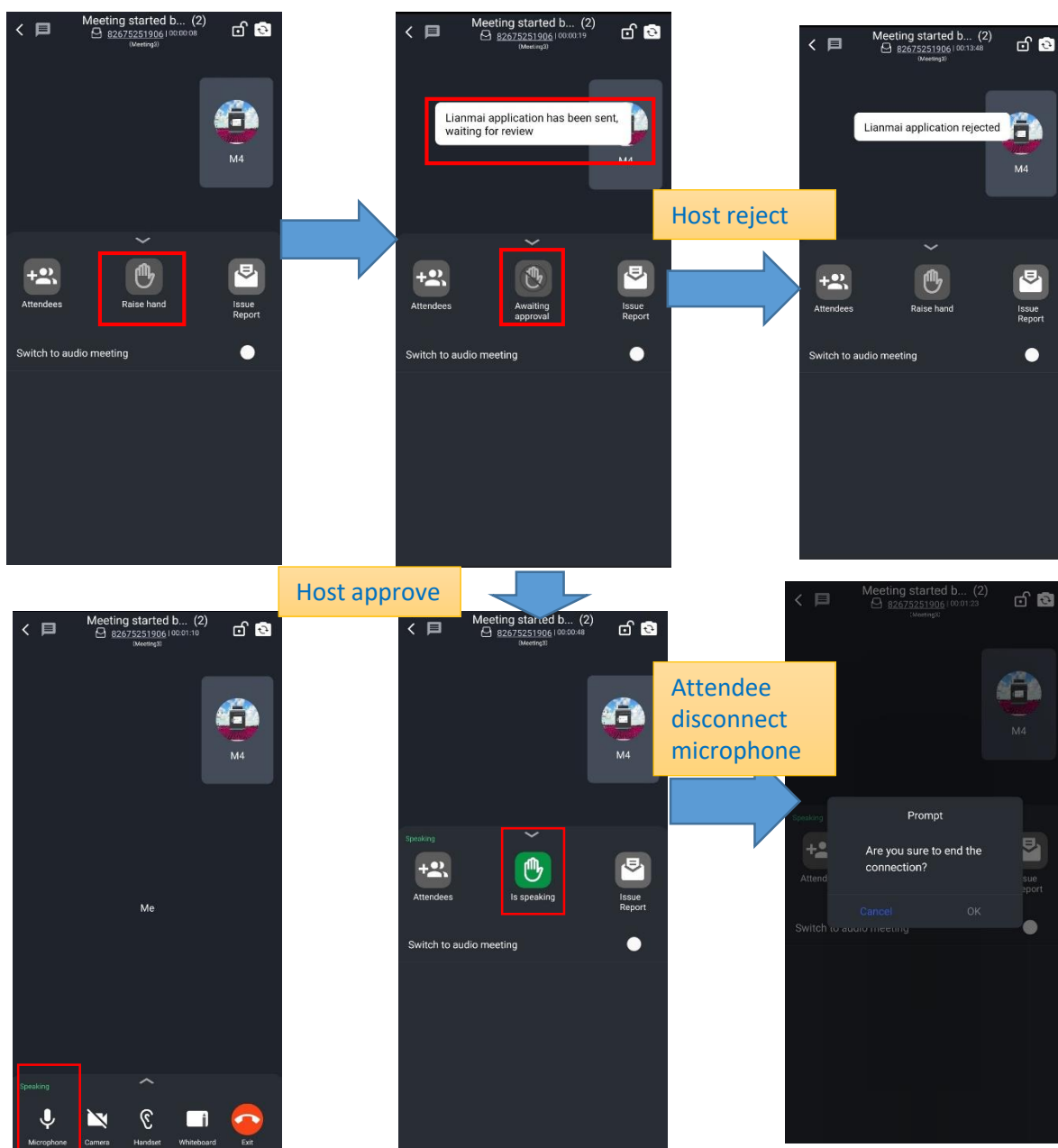
# 6 How To Use(Mobile Side)

6-13-1.

## Raise hand

In webinar meeting, guests should raise hand to apply to speak. Only the request is approved, he/his microphone will be turned on automatically and speak.

The speaking guest also can disconnect the microphone by clicking “Hands” button.





# 7 Whiteboard Collaboration (Mobile Side)

7-1.

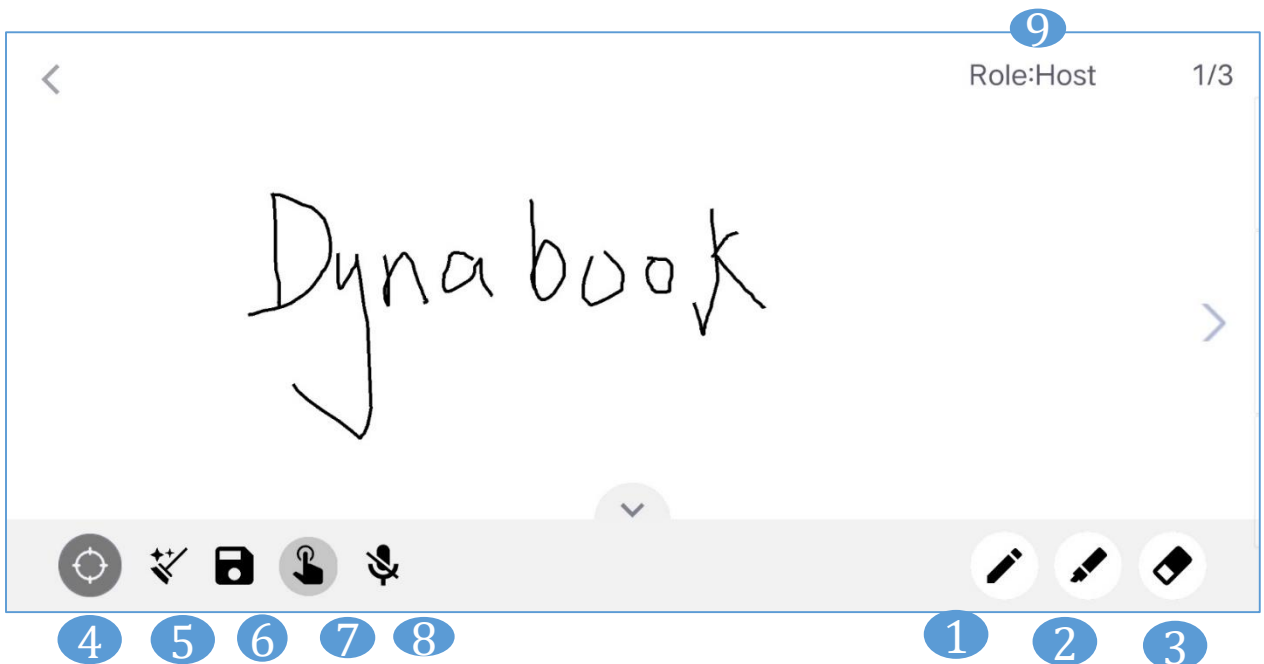
## Whiteboard collaboration

Attendee click 「Whiteboard」 to launch(PC's whiteboard should be started firstly) to share the file/image etc. during a meeting.

- ① Pen types on the canvas
- ② Highlighter types on the canvas
- ③ Select eraser to erase notes
- ④ Set follow status
- ⑤ Clear the content of canvas
- ⑥ Save the current page
- ⑦ Gesture control
- ⑧ Turn on/off microphone
- ⑨ The role information

Note:

1. The host login by mobile client , can't set the attendee's role.



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## Whiteboard Collaboration (Mobile Side)

7-2.

### Role Permission

Permission	Host	Assistant	Reporter	Viewer
Save	×	○	×	×
Follow ON/OFF	○	○	×	×
Page up and down	○	○	○	×
Edit the notes	○	○	○	×
Toolbar display	○	○	○	×
View	○	○	○	○