



Feature:

I. System Settings

1. **Equipment Management:** Display the parameters and online status of system equipment in detail, support deletion, modification and other operations
2. **Conference Room Management:** Virtual venue, support adding and removing equipment, setting multiple virtual conference rooms
3. **Seat Arrangement:** Set the location distribution of the virtual venue, support uploading the ranking base map and freely drag and drop the seat position
4. **Account Management:** Support the management of super administrators, administrators, maintenance and other accounts, with decreasing authority levels
5. **Frequent Participants:** Add, modify, delete frequently used participants, support excel import and export
6. **Other Settings:** Support Software One-click version upgrade, support for custom layout UI design of system software main interface, projection, etc.

2. Pre-meeting settings

1. **Meeting management:** manage all meetings of the system, current meetings, historical meetings, etc.; support direct, personal password, meeting password, signature and other sign-in methods; support setting confidential meetings, terminal files in confidential meetings can only be viewed but not downloaded, support setting automatic deletion of all files in the meeting after the meeting ends; support one-click meeting mode, automatically generate participants and bind seats after the meeting starts; support automatic deletion of meetings after the meeting ends, clear and control all materials in the meeting
2. **Meeting materials:** manage the materials used in a certain meeting, including documents , pictures, audio and video, and annotated files, support setting the permissions for participants to view files
3. **Participants:** configure the participants in the meeting, which can be directly imported from common personnel, or imported and exported from Excel files; support setting the permissions (same screen, projection, upload, download permissions) and roles (administrator, speaker, secretary) of participants
4. **Meeting topics:** create meeting topic information, support setting topic name, information, confidentiality level, reporter, attendees and other information
5. **Video signal:** add and manage the video streams available for the meeting, support cameras, surveillance videos, desktop video streams, video acquisition device streams, etc.
6. **Voting entry:** Display all voting lists, add, modify, delete voting items, support open-name voting
7. **Election entry:** Display all election lists, add, modify, delete election items, support open-name voting
8. **Seat binding:** Bind participants to seats, set the roles of bound participants; support random ranking
9. **Table card display:** Display on the back screen, support setting display style, font, background map, layout, etc
10. **Conference function:** Configure the functions available to conference participants on the front end, support adding, removing, sorting, etc

III. In-meeting management

1. Equipment control: Control the current conference equipment, support lifting, shutting down, and restarting Software restart, network wake-up, publisher mode switching, assisted sign-in and other functions
2. Voting management: initiate/end voting, view voting details
3. Election management: initiate/end election, view election details
4. Video signal: can view and control the controllable video stream connected to the meeting, can control the same screen and projection
5. Conference communication: record the message exchange of participants during the meeting
6. Screen management: manage the video signals of all devices in the meeting, support preview, same screen, projection, etc.
7. Announcement management: manage the information of pop-up announcements in the meeting, support editing, initiation, end, etc.

IV. Post-meeting review

1. Sign-in: record the sign-in of participants, display detailed time and sign-in method, support PDF export
2. Annotation view: save files annotated by all participants during the meeting
3. Voting results: view voting results, support statistical chart display and PDF export
4. Election results: view election results, support statistical chart display and PDF export
5. Meeting archiving: one-click package compression of meeting materials and other information, and support encryption, decryption and opening through special software