



## 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, and delete frequently used participants, support excel import and export, support face entry and binding
6. Other settings Settings: Support one-click software version upgrade, support system software main interface, projection, etc. layout UI custom design

### 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, face recognition 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 Data, including documents, pictures, audio and video, and annotated files, supports setting the permissions for participants to view files
3. Participants: configure the participants of the meeting, which can be directly imported from common personnel, or imported and exported from Excel files; supports setting the permissions of participants (same screen, projection, upload, download permissions) and roles (administrator, speaker, secretary)
4. Meeting topics: create meeting topic information, support setting topic name, data, 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