# Whiteboard writing

What is Whiteboard？

Whiteboard is a multi-functional writing application that enables users to efficiently communicate and connect, resulting in an easy and smooth experience and increased team efficiency. After the meeting, you can download the whiteboard content by clicking on the "Whiteboard Writing" application icon on the homepage, so you never miss out on the meeting highlights again.

## Create content

Open the whiteboard

To open the whiteboard, go to the conference tablet's home page and click "Whiteboard Writing."
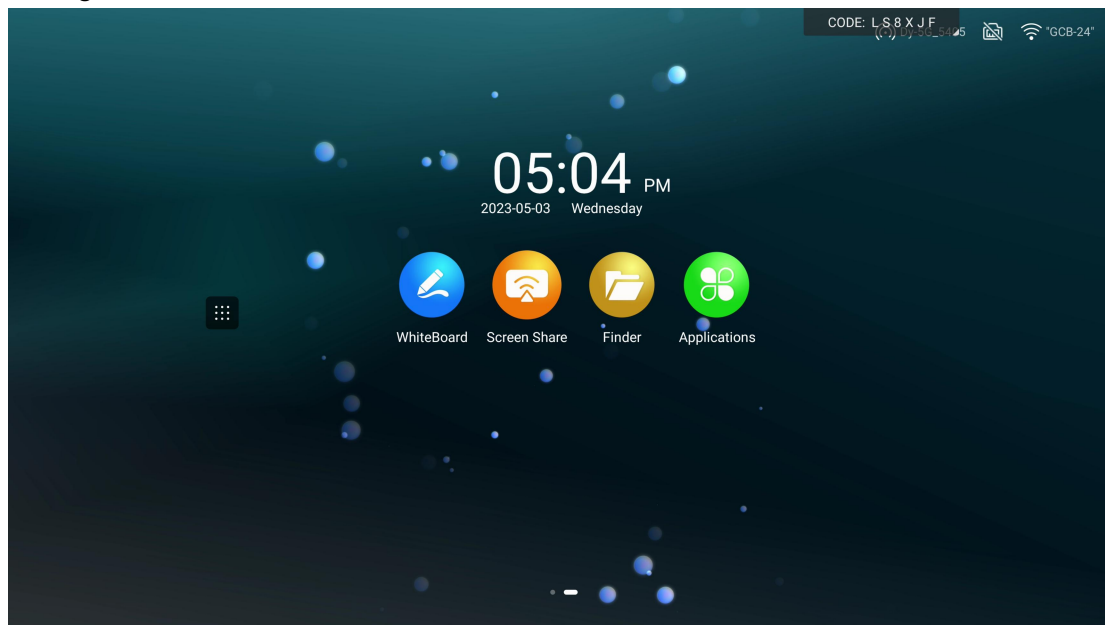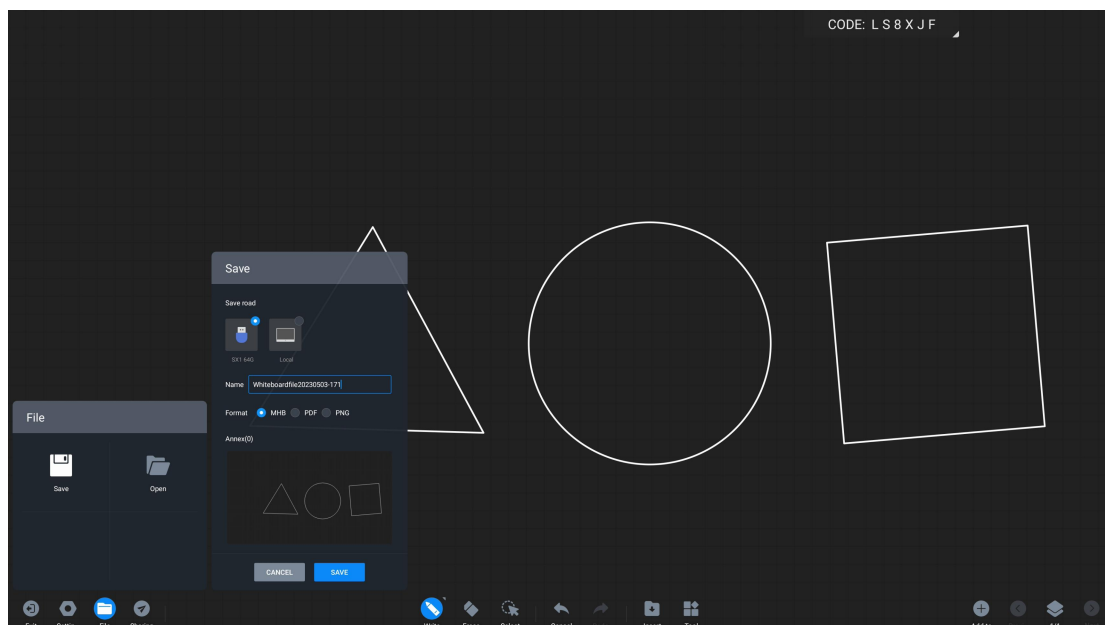
Share contents

Scan and share

Scan the code to obtain: To access the QR code sharing page, click the "Share" button in the lower left toolbar.According to the text prompt, the QR code can be scanned by cell phone to access the file link, you can save this file.
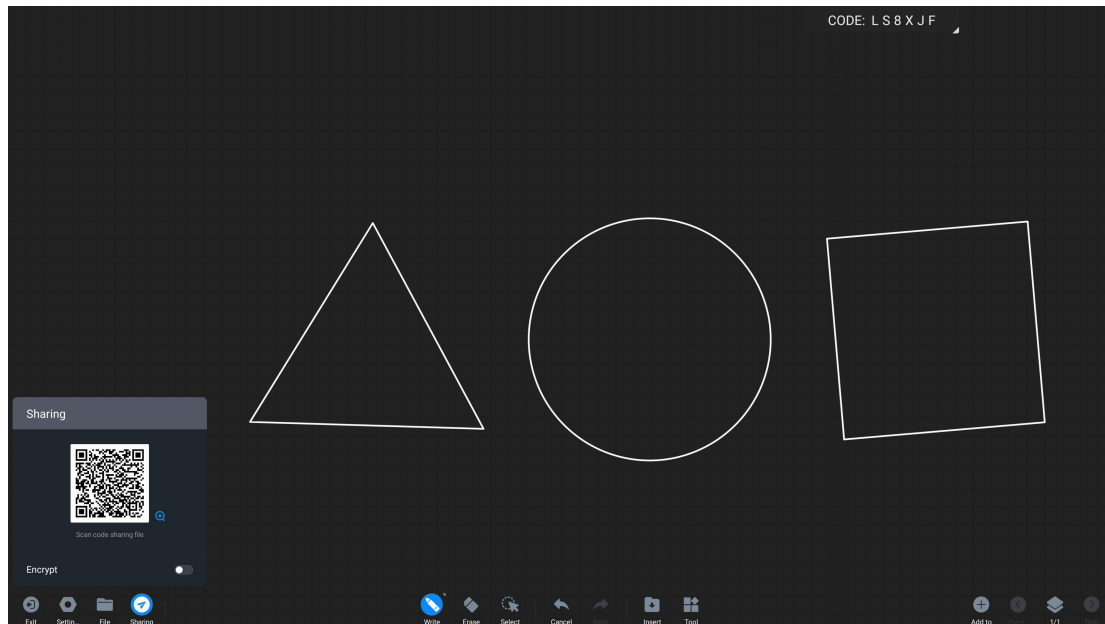

File Function

open files

Click the "File" button in the lower left toolbar to open the file operation page. Select the whiteboard file you need from the available folder according to the text prompts, the whiteboard file has the standard file format MHB.

save files

Click the "File" button in the lower left toolbar to open the file operation page.The contents of the whiteboard can be saved according to the text prompt, and the save path can be local storage or imported to an external USB stick, and the save format can be MHB, PDF, or JPG.
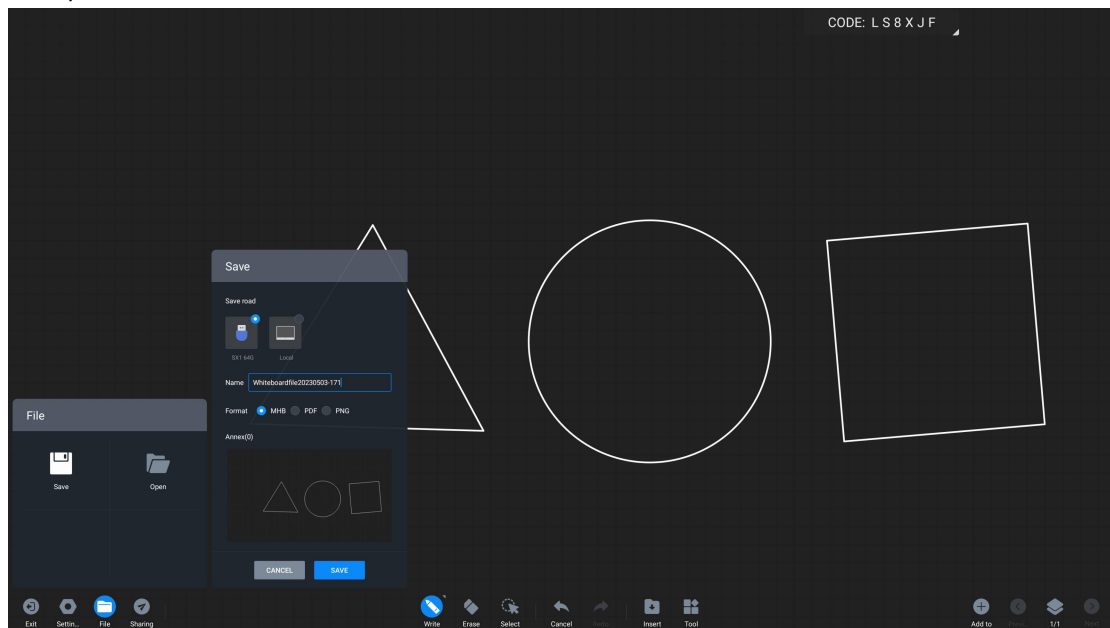
Whiteboard settings

Whiteboard settings

Click the "Settings" button on the lower left toolbar to open the whiteboard setting page.
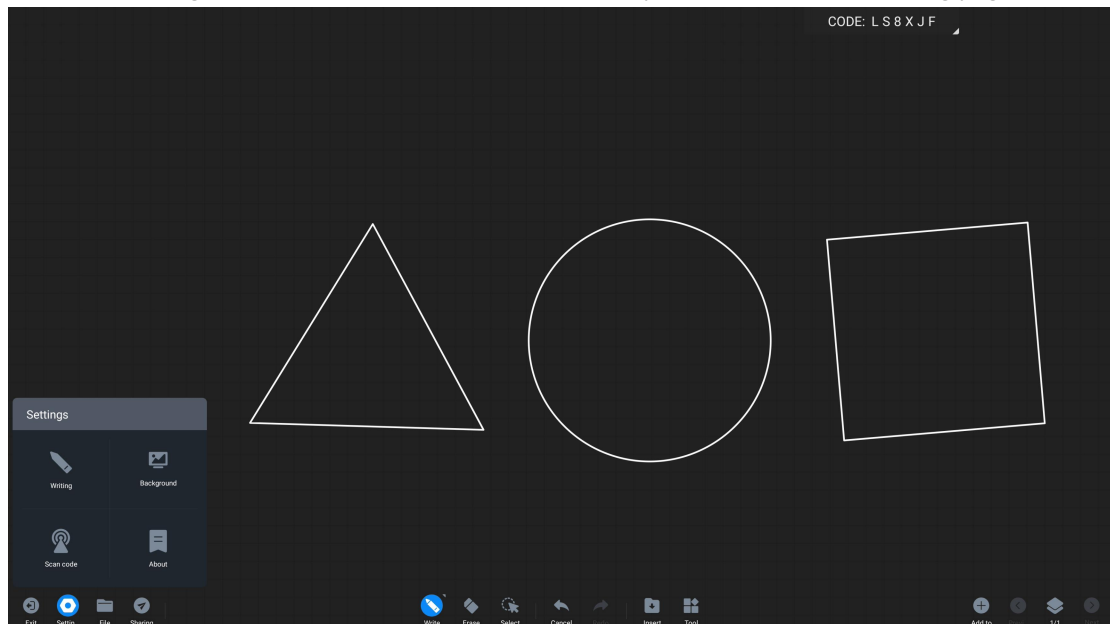
Writing Settings:Click "Writing Settings" to enable/disable multi-writing, dual color pen writing, chart drawing, and text recognition functions.

Multi-writing: When this function is enabled, the page zoom is locked for multi-writing. Default options will be restored after reboot.

Dual color pen writing: dual color pen function is under the case of infrared touch screen, turn on the dual color pen function which supports the dual color pen written by multiple people.   The color of the pen tip and finger can be defined separately. This function is off by default. Default options will be restored after reboot.

Graphic drawing: Turn this function on to enable automatic graphic recognition.This function is off by default. Default options will be restored after reboot.

Text recognition: Turn on this function to convert handwriting to text.This function is off by default. Default options will be restored after reboot.
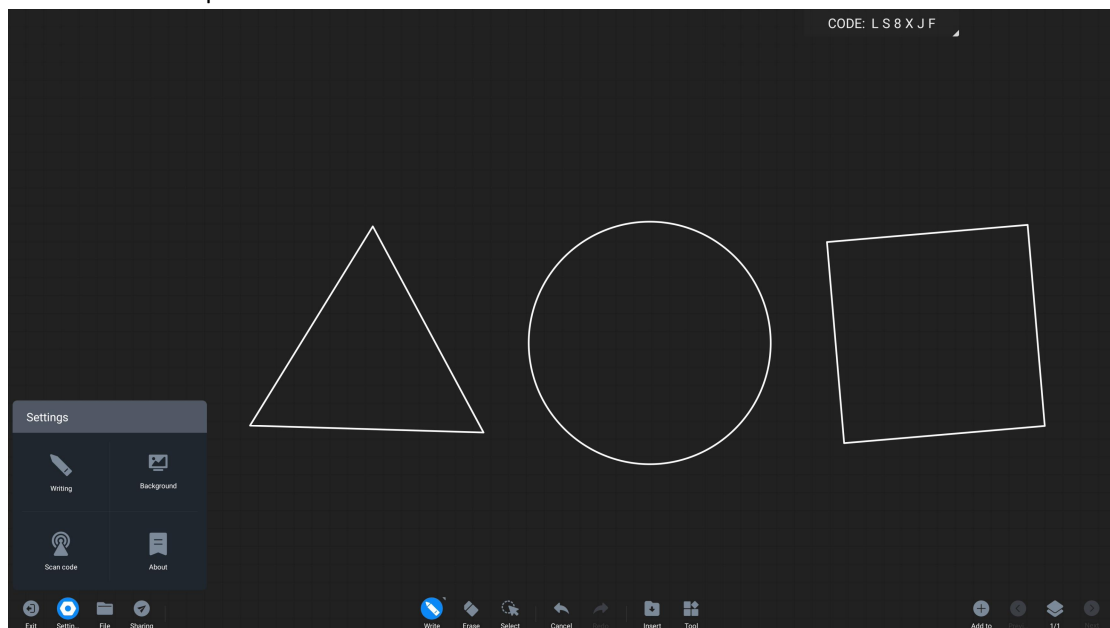
Writing background: Click "Writing background" to choose different writing backgrounds.
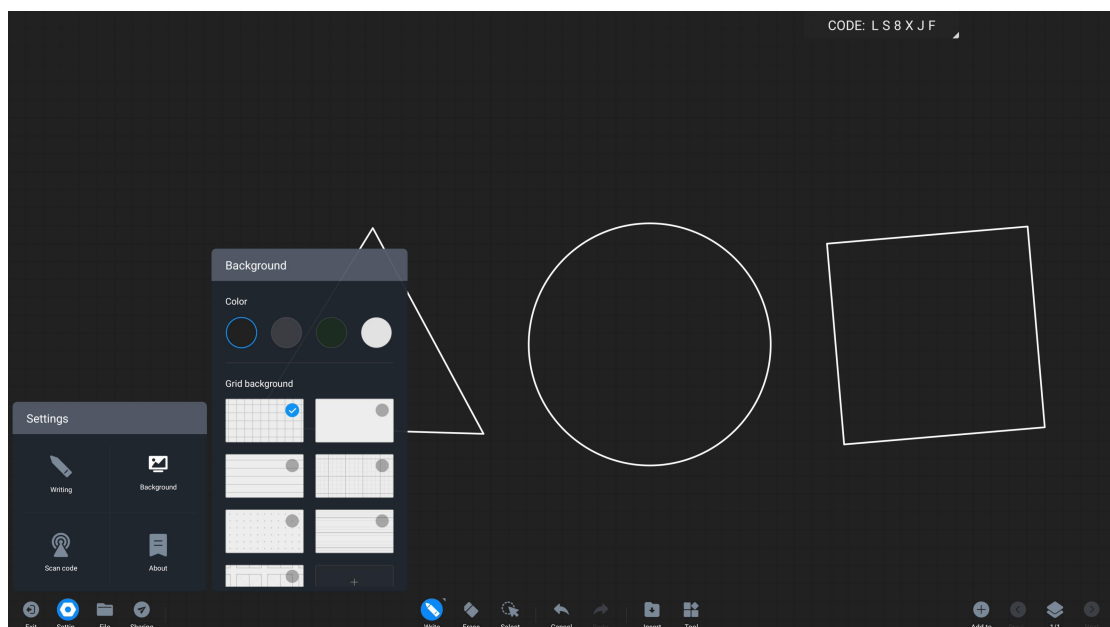
Scan code network: Click "Scan code network" to choose the network mode for sharing: Public network mode: Both the phone and the conference tablet need to be connected to the Internet to get the sharing link. LAN mode: the phone and conference tablet need to be connected to the same LAN in order to get the sharing link.
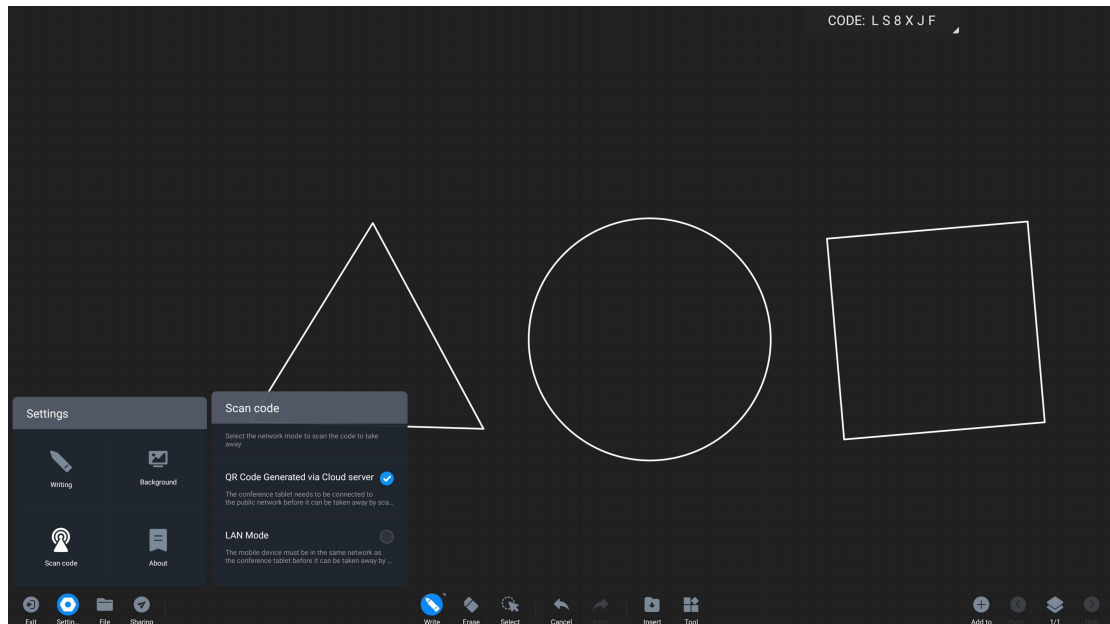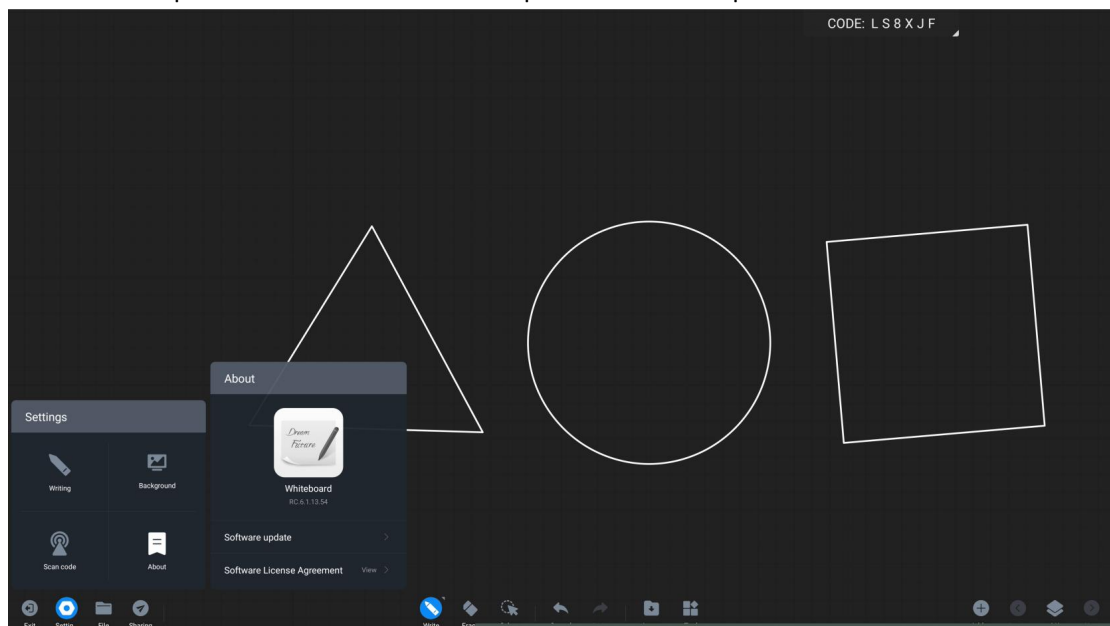

About:

View the current whiteboard version number

View Open Source License

View version update: You can set automatic update or manual update.

Annotation

What is annotation?

The annotation function allows users to write content and annotate information on the current screen.

How to start annotation

Function Access

The following scenarios are available to access the annotation

Scenario 1: When you play PPT locally or via casting, the annotation toolbar appears; at this point, click the annotation button to enter the annotation.

Note: If the page turn button remains after entering the annotation for some PPT versions, you can realize the annotation with the page at the time.

Scenario 2: In other cases, there is an annotation button in the sidebar, click to enter the freeze screen annotation mode.
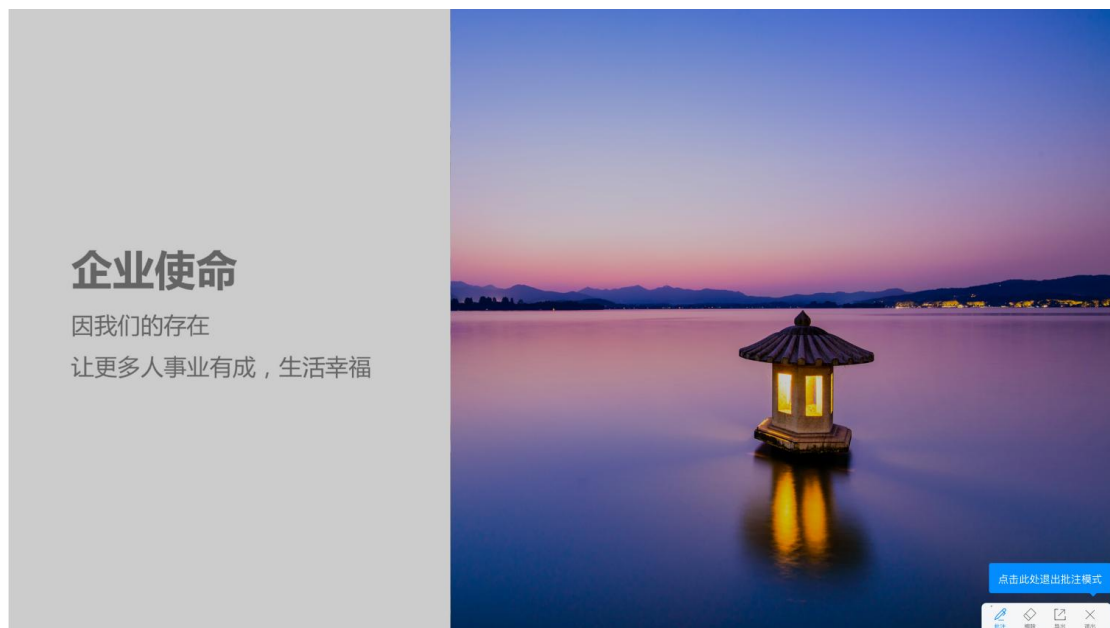
Mini Blackboard

What is a mini blackboard

A mini-blackboard is a floating writing board that can be summoned from any interface for temporary content creation.
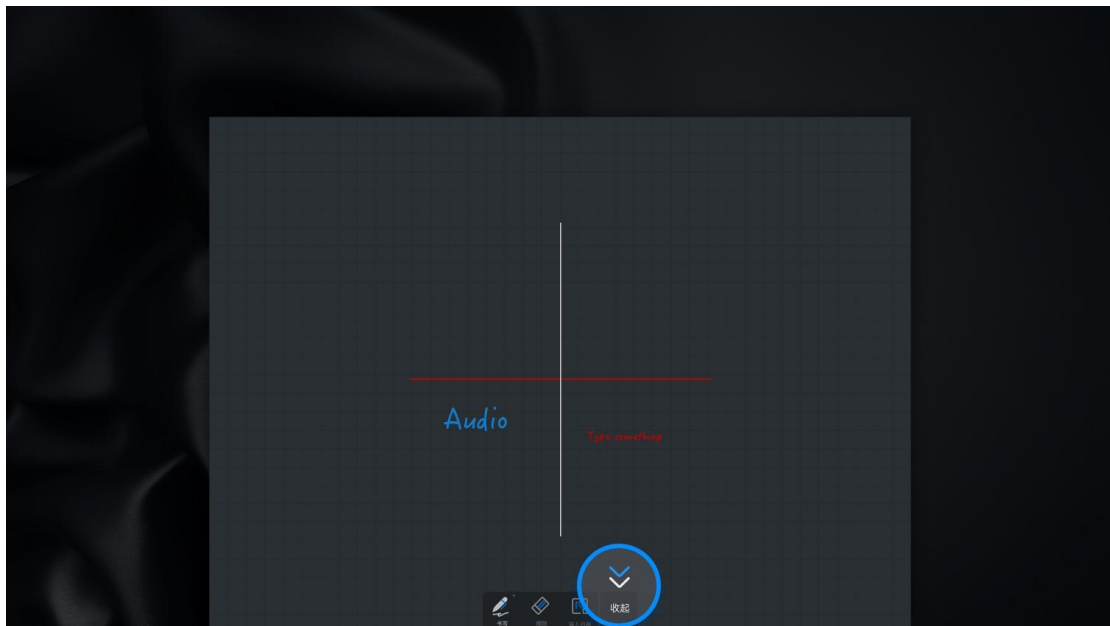
How to use mini blackboard?

summoning mini blackboard

Pull up from the bottom of the conference tablet to summon the mini blackboard. Note: It is not possible to summon or put away the mini blackboard under the freeze screen annotations and whiteboard full screen modes.
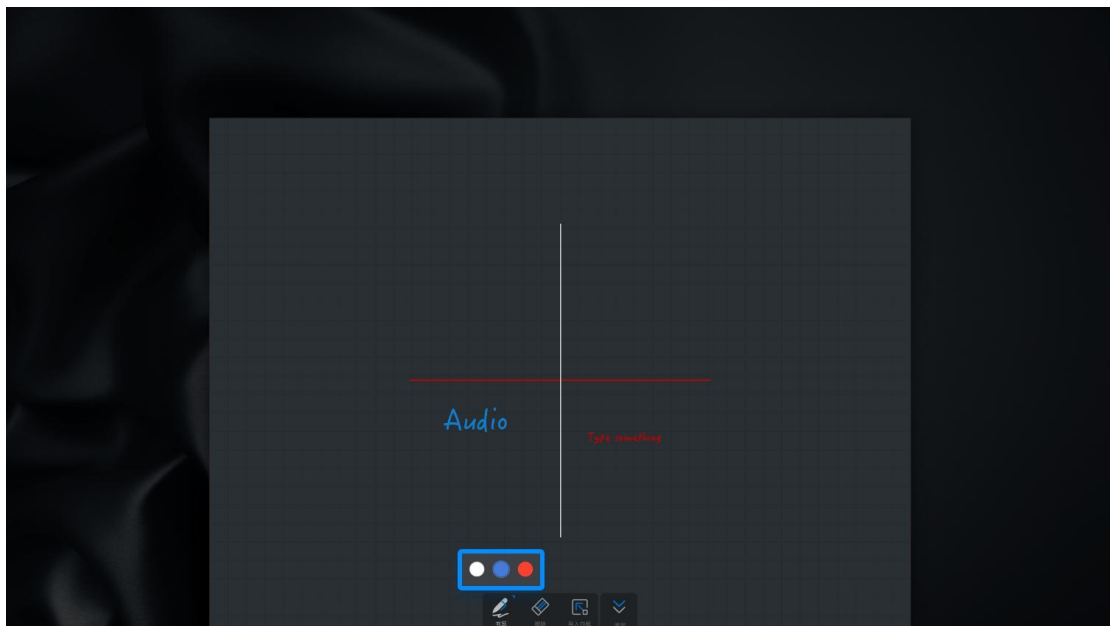
There are two ways to put away the mini blackboard.
Method 1: Click the "Put Away" button on the bottom toolbar to hide it.
Method 2: Press with multiple fingers and quickly move down.

use mini blackboard

Wireless screen transfer
What is Wireless screen transfer?
Wireless screen transfer can project the screen of laptops, cell phones and other devices onto the conference board and display it to the audience without using wires to connect the conference board.
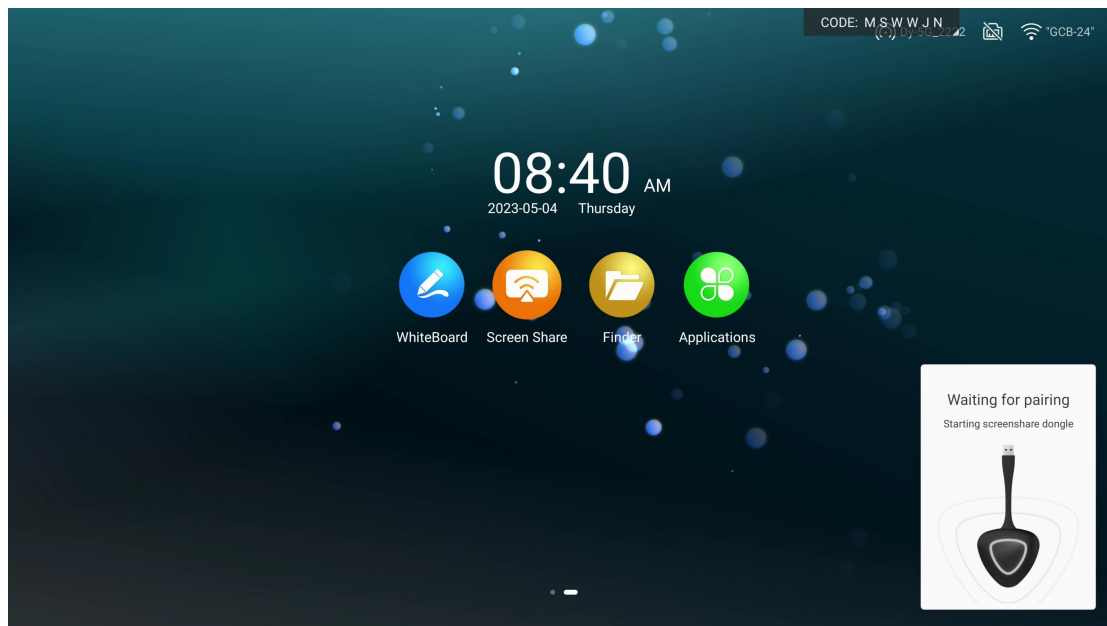
How to use wireless screen transmitter to transmit screen?

1. Screen transmitter pairing
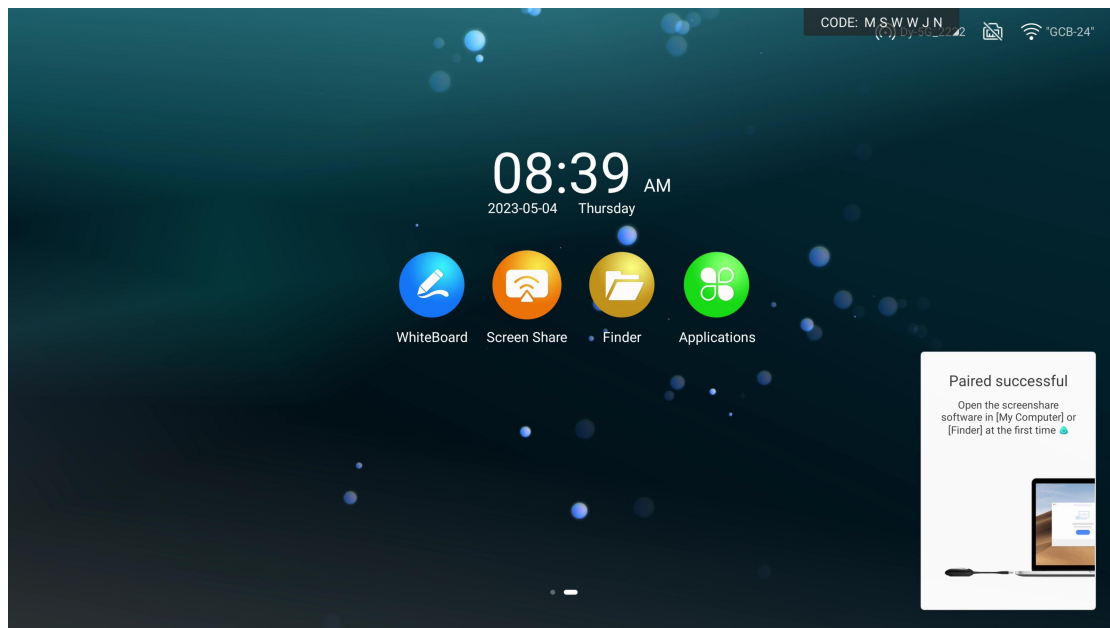

2. Wireless screen transmitter startup

3. Wait for an upgrade to the wireless screen transmitter.

4. Waiting for wireless screen transmitter pairing

5. The wireless screen transmitter is successfully paired with the conference board.

Note: There is no need to pair wireless screen transmitters that have already been successfully paired; please skip this step.
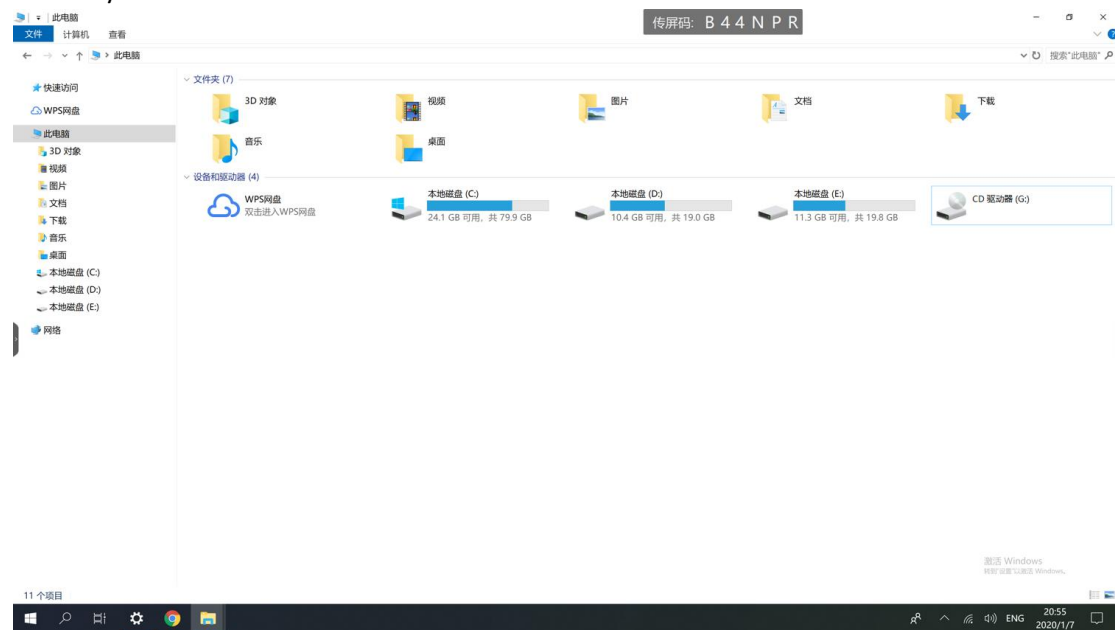
6. Plug the wireless screen transmitter into your laptop USB port (some computers that only have Type-C ports need to use an adapter, or directly purchase a screen transmitter with Type-C port).

7. When using it for the first time, Apple computer users should locate the application icon on their desktop, as shown below, and then click to open and run the program.


8. Windows PC users please open My Computer, select the CD drive and run "ScreenShare.exe" manually.


Note: The first time you use the program, you must run it manually; subsequent uses can skip this step.

9. When you launch the program, the computer will automatically connect to the paired smart conference tablet, the wireless screen transmitter light will flash to indicate that it is being connected, and the screen transmitter light will remain on to indicate that the connection is successful and in a shareable state.
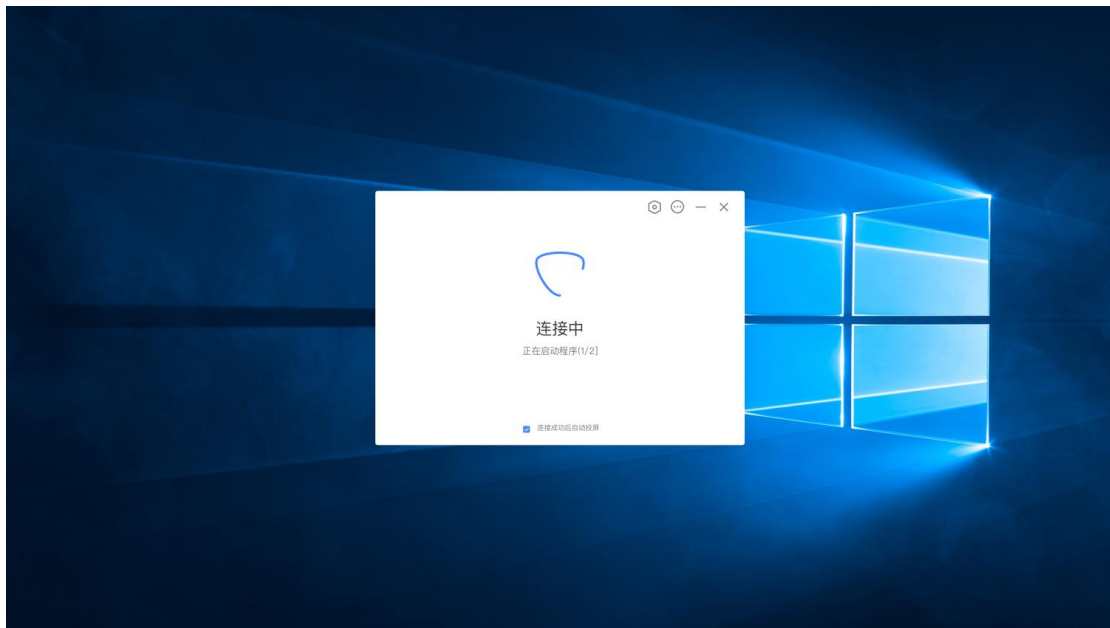
10. Press the cast button to cast screen to share when the screen transmitter light is always on.

11. Press the wireless screen transmitter button again to disconnect the screen cast and be in a shareable ready state.

12. Casting on the big screen. To achieve the conference tablet as the computer's extended screen transfer screen, open the screen transfer application on the computer side (as in step 7). You can select the option to open the extended screen after the screen transfer.
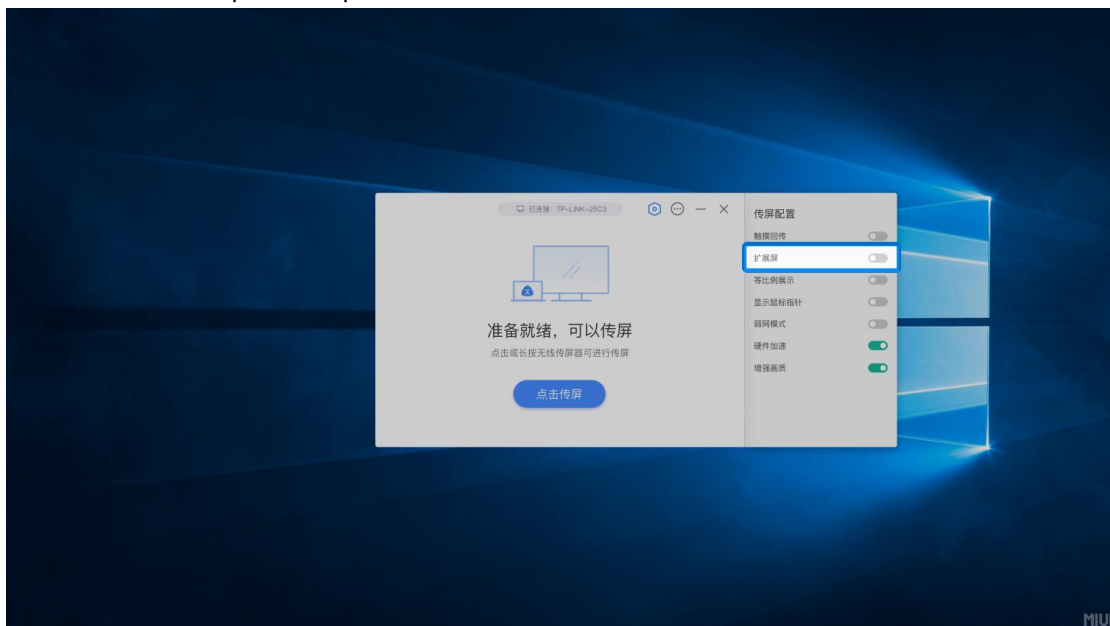
13. Switch on the touch screen function. You can choose to turn on the touch screen function in the option, then you can control the computer screen on the smart conference tablet.
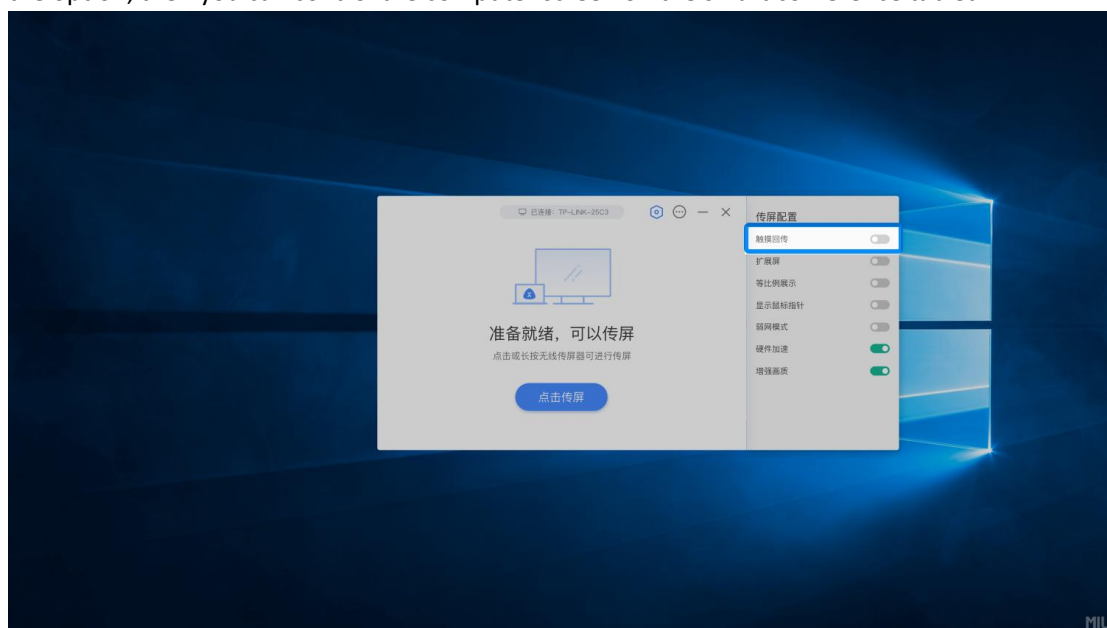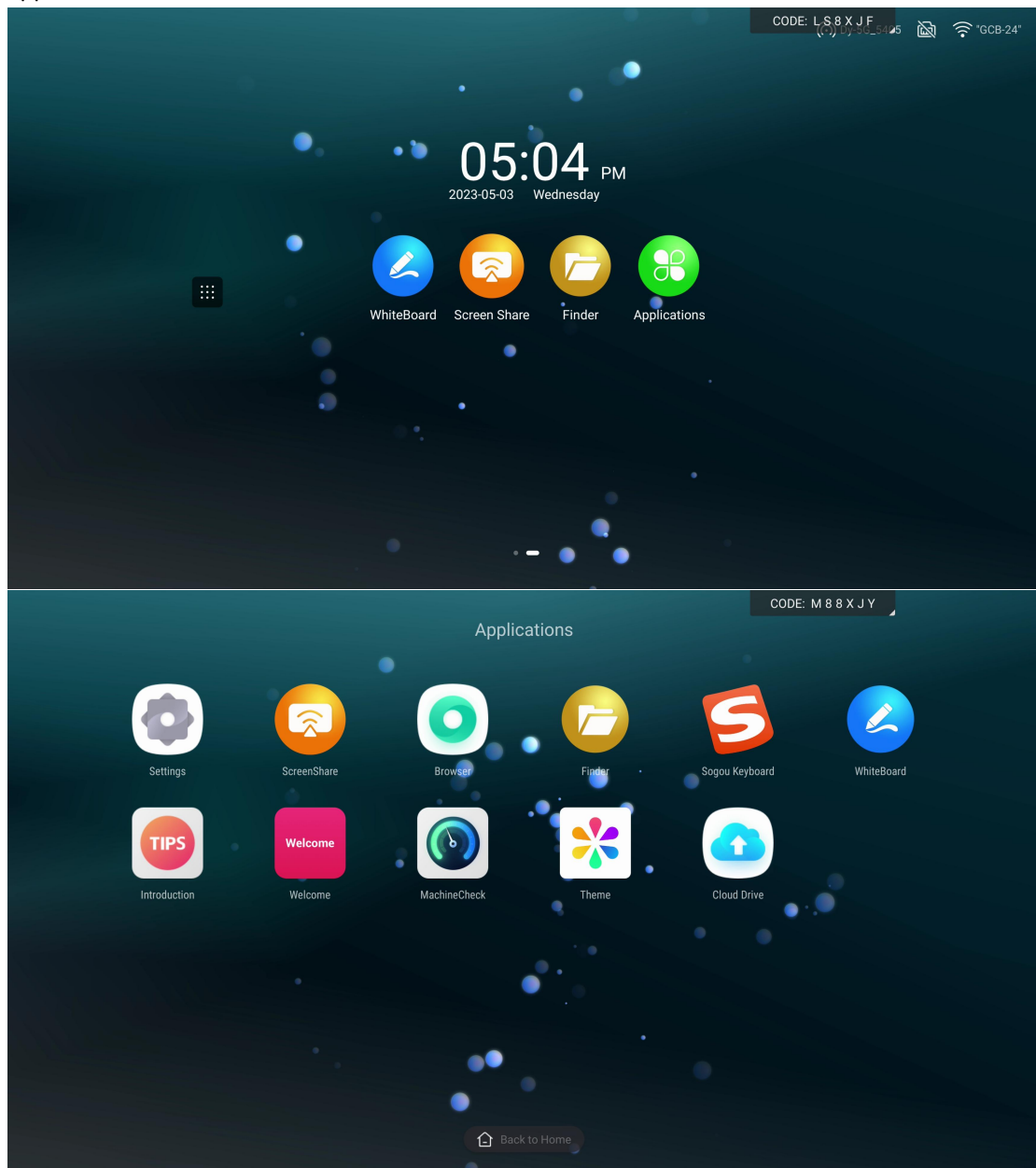

How to use computer screen transfer assistant software to transfer screen

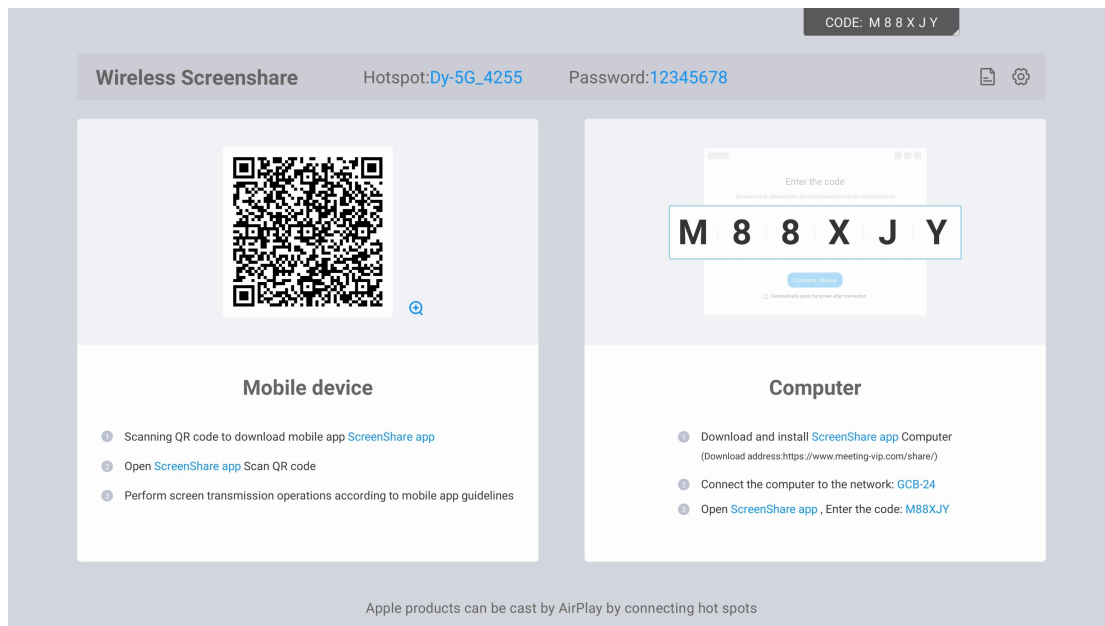1. Please download the computer screen transfer assistant in advance at (https://www.meeting-vip.com/share/)
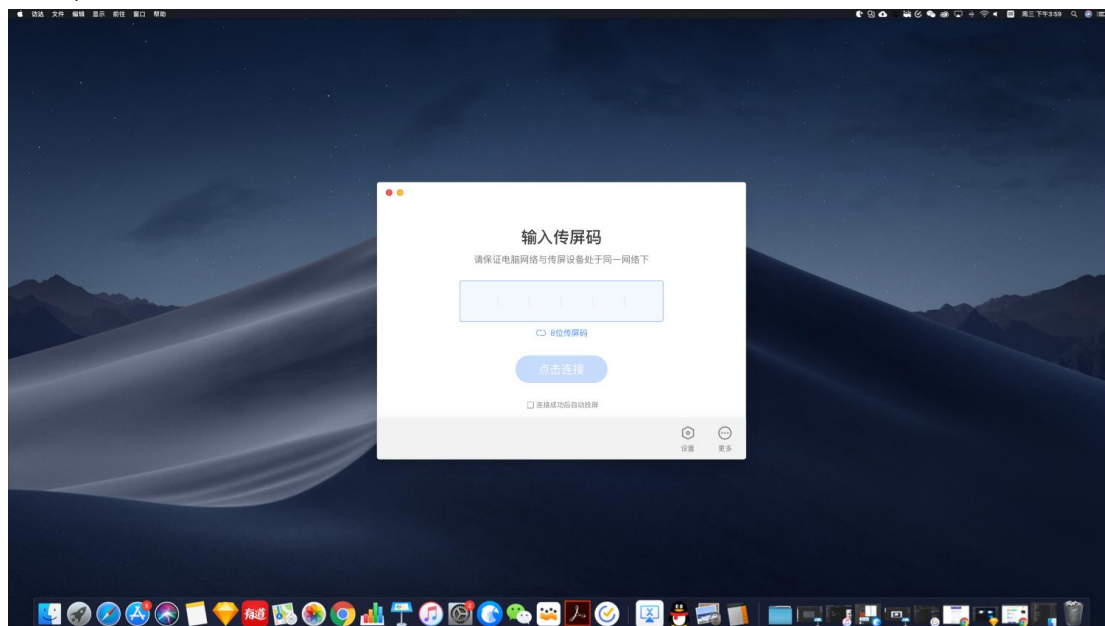
2. Click More Apps, find Wireless Screen Transfer, and open the Wireless Screen Transfer application.

3. After you open it, you can see the wireless screen transfer guide and find the screen transfer code.
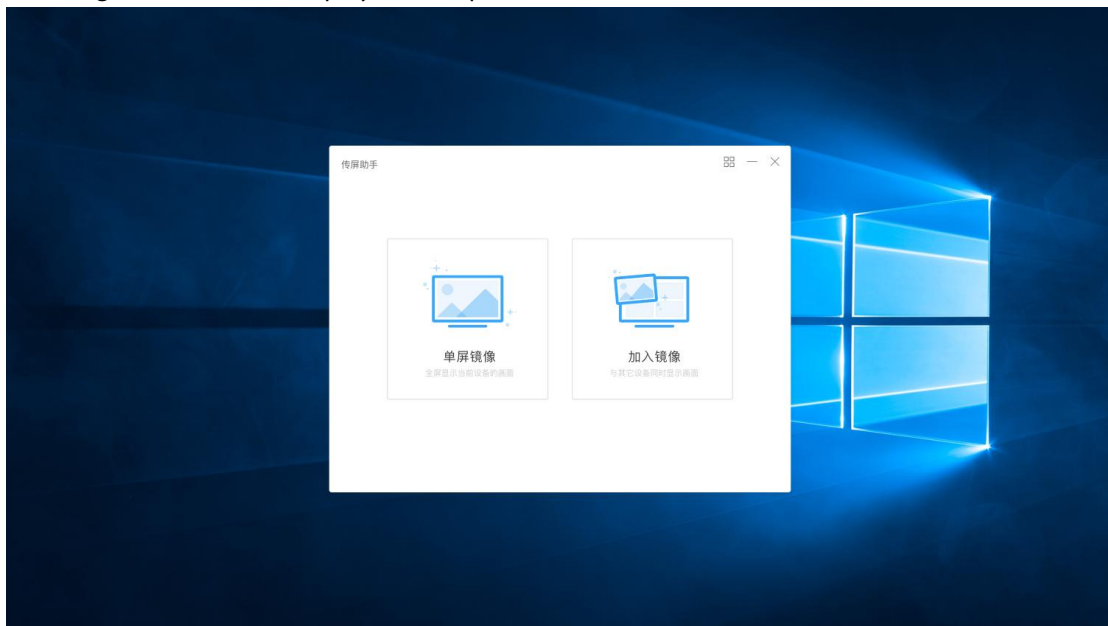

4. Open the screen transfer assistant, enter the screen transfer code on the smart conference board, and click "Connect Device".

Choose single screen mirroring, when another party is casting to the screen,it will seize the screen on the smart conference board to cast ; choose join the mirroring, when another party is casting the screen, the display will be split screen.

5. You can cast your screen after selection.

How to do mobile screen transfer

1. Please download the Screen Transfer Assistant in advance at (https://www.meeting-vip.com/share/).
2. Open the screen transfer assistant on the conference board, you can see the wireless screen transfer guide

3. Use the mobile phone screen transfer assistant, click the scan button and scan the QR code on the wireless screen transfer guide to connect.

4. Wait for a successful connection.
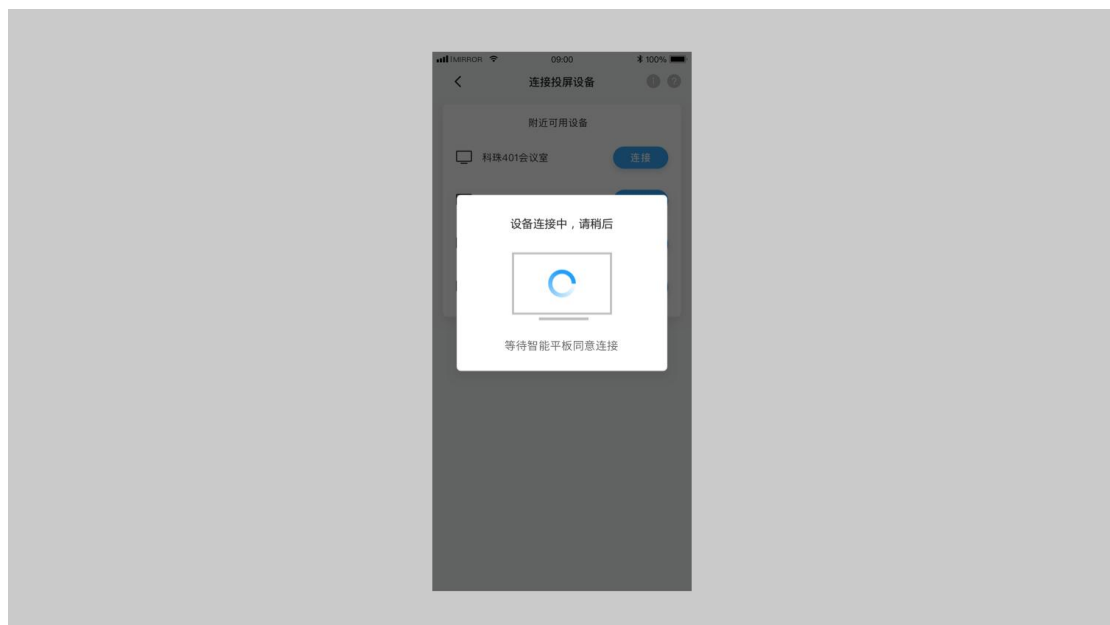
5. The connection is successful and the following functions can be selected for screen transfer.

Screen sharing: the screen of the mobile phone can be shared to the smart conference tablet for display;

Picture display: pictures from mobile phone can be shared to the smart conference tablet for display;

Video play: videos from mobile phone can be shared to smart conference tablet for play;

Audio play: audio from mobile phone can be shared to smart conference tablet for play;

Document scanning: documents can be scanned by using mobile phone camera and shared to the smart conference tablet for display;

Conference tablet controller: You can use your mobile phone to control the smart conference tablet in real time.
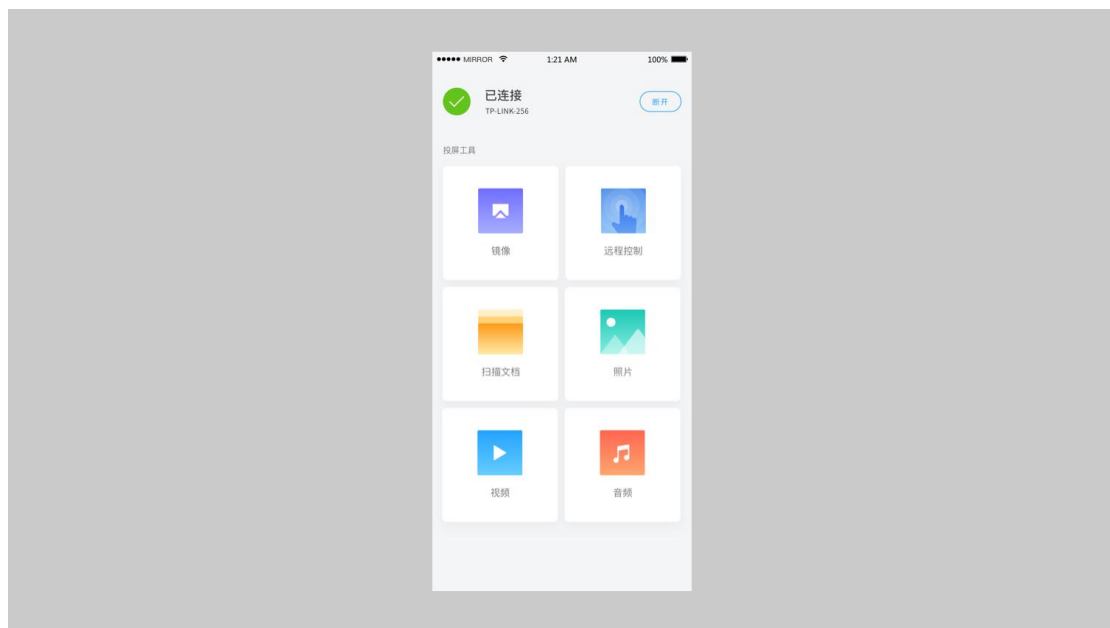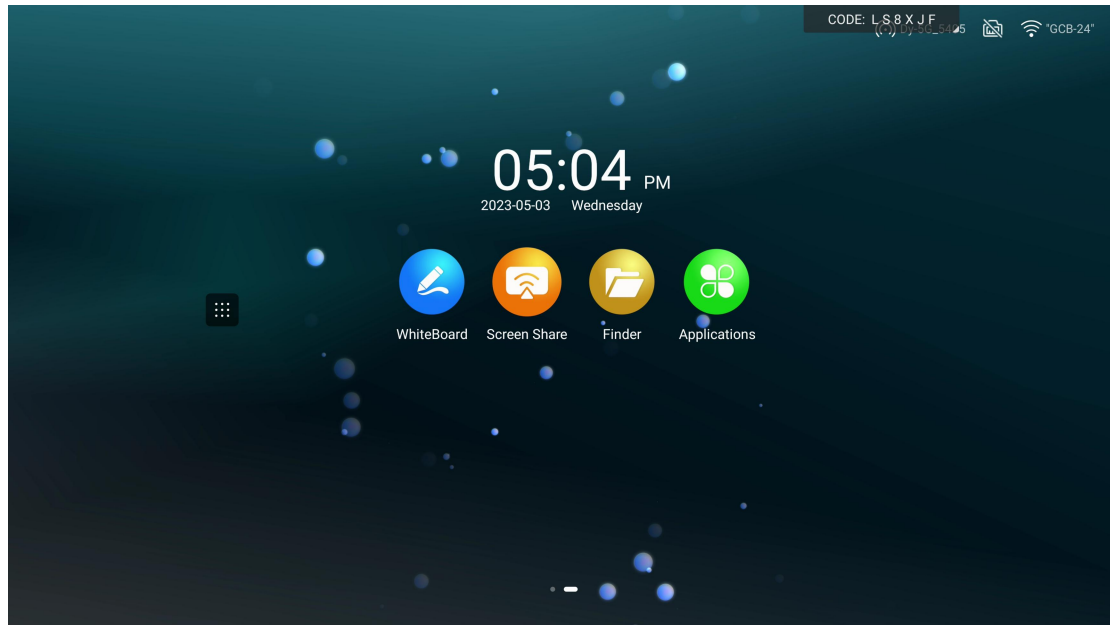

#Document Management

##What is document management?

Document management for local document management allows you to open all types of files for content display (conference table needs to be pre-installed to open the corresponding file types of software clients)

##How to use document management?

1. Click the "Document Management" icon on the homepage to launch the Document Management App.


2. When a USB storage device is inserted to conference board, the document management interface displays name of the USB storage device; click the corresponding disk name to load the corresponding files.

3. For files in the local, USB storage devices and personal folders of the conference tablet, the corresponding types of files can be filtered and displayed by clicking the file type filter button on the interface.
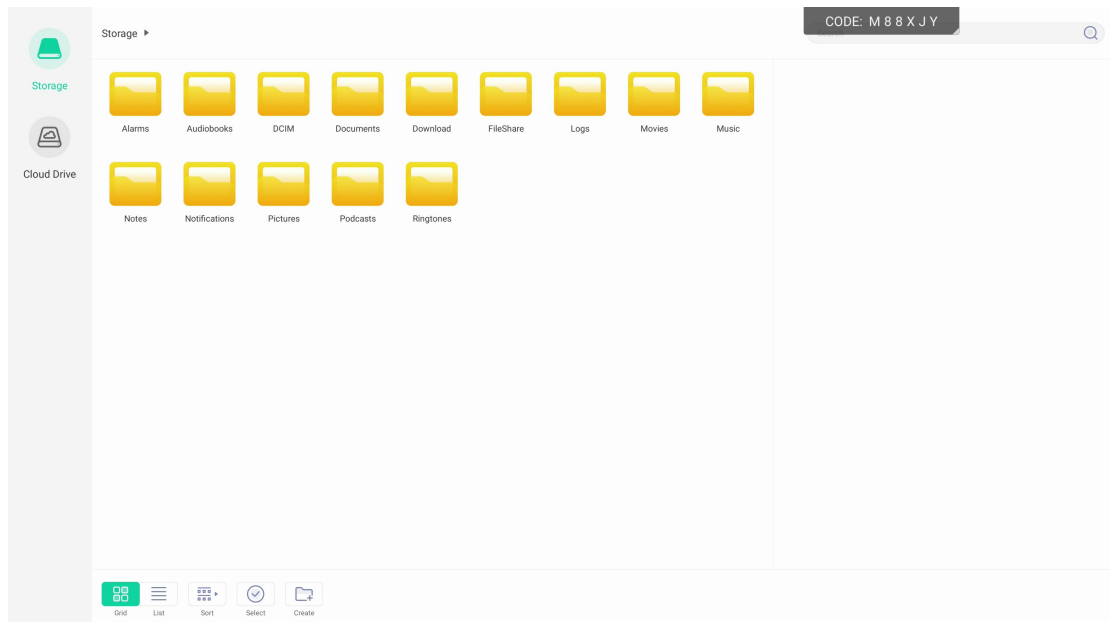
4. Click the menu button in the file list interface to display the floating toolbar, which allows you to open, share, copy, delete, and so on.
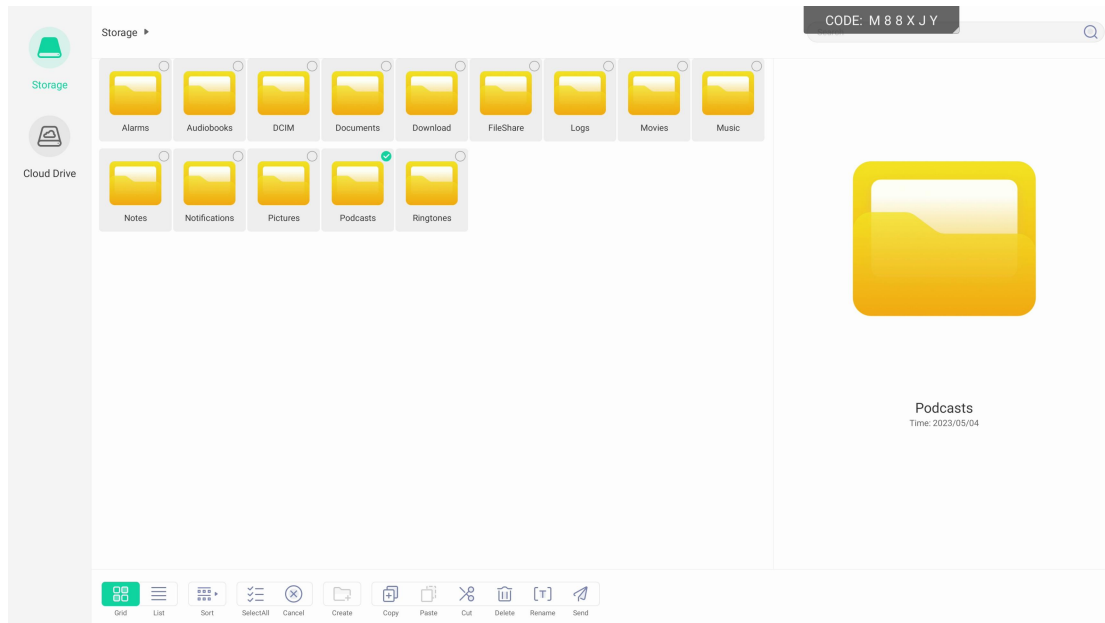
5. To perform file batch operations, click the "Multi-select" button.
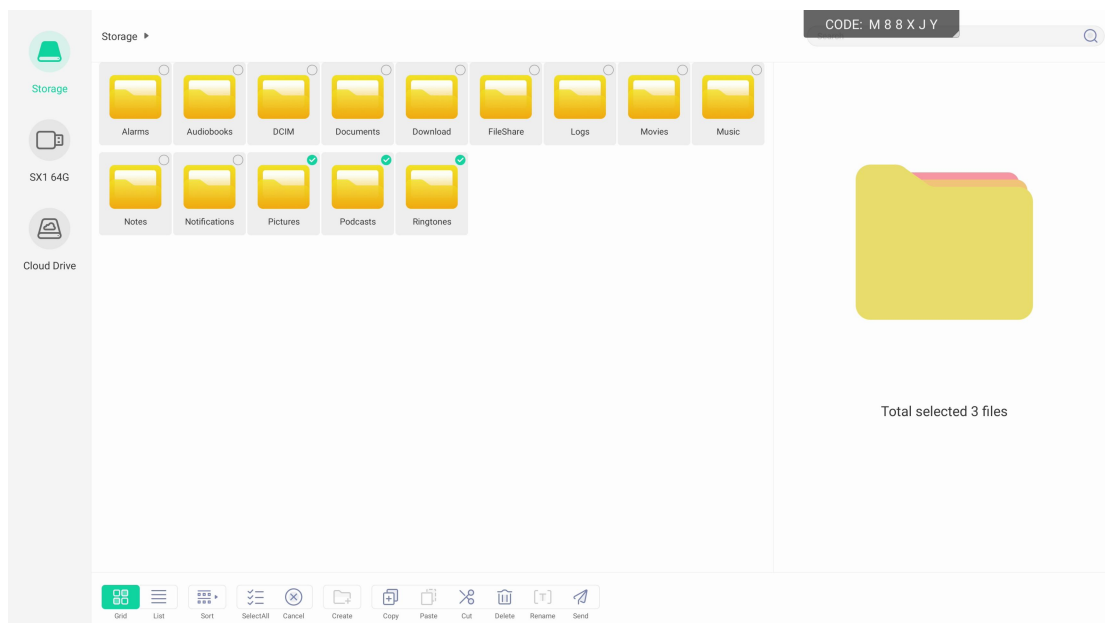
widget

What is widget?

Widget is a type of quick tool App on the conference board that provides convenient functions in various scenarios to help solve the demands of the conference such as file transfer, voting, screen recording, timing, screenshot, photo taking, and so on.
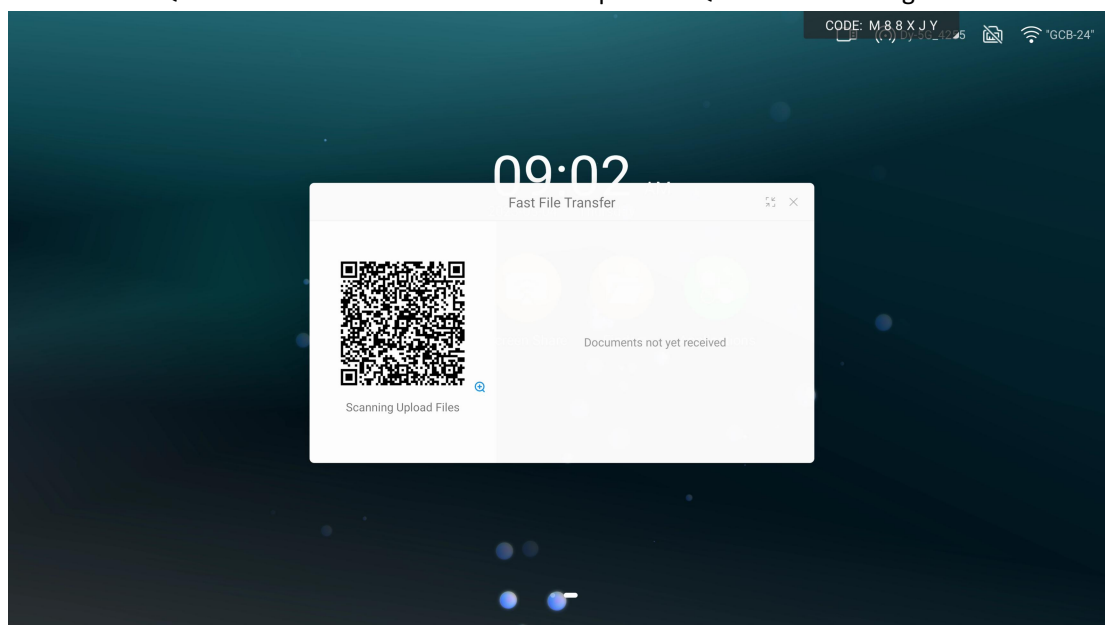
How to start the widget

open widget

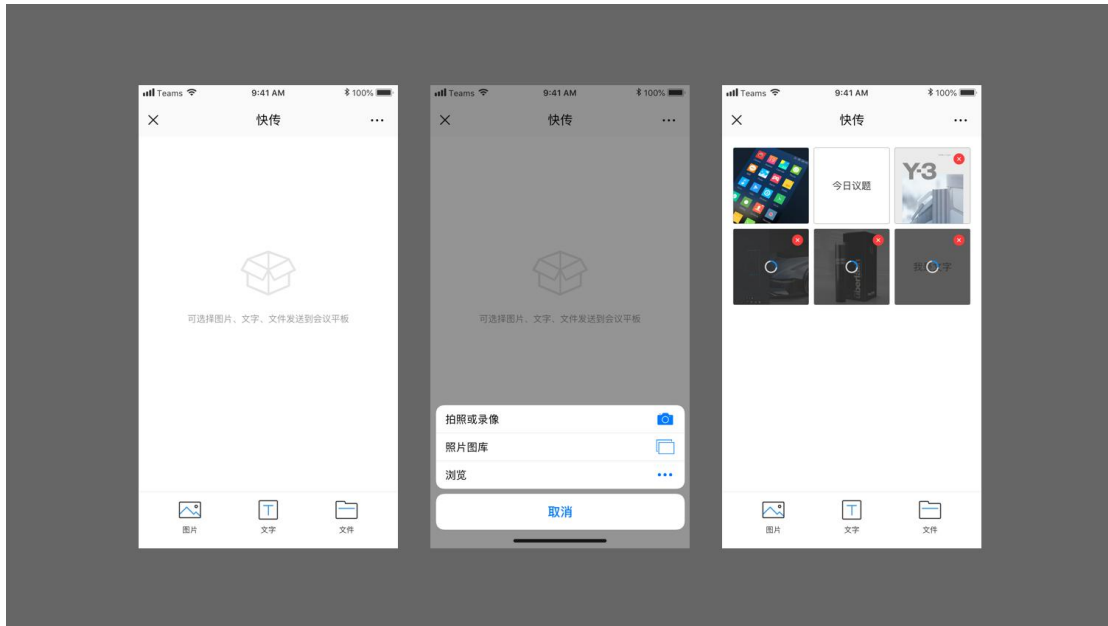Click the sidebar, the widget is in the sidebar menu.
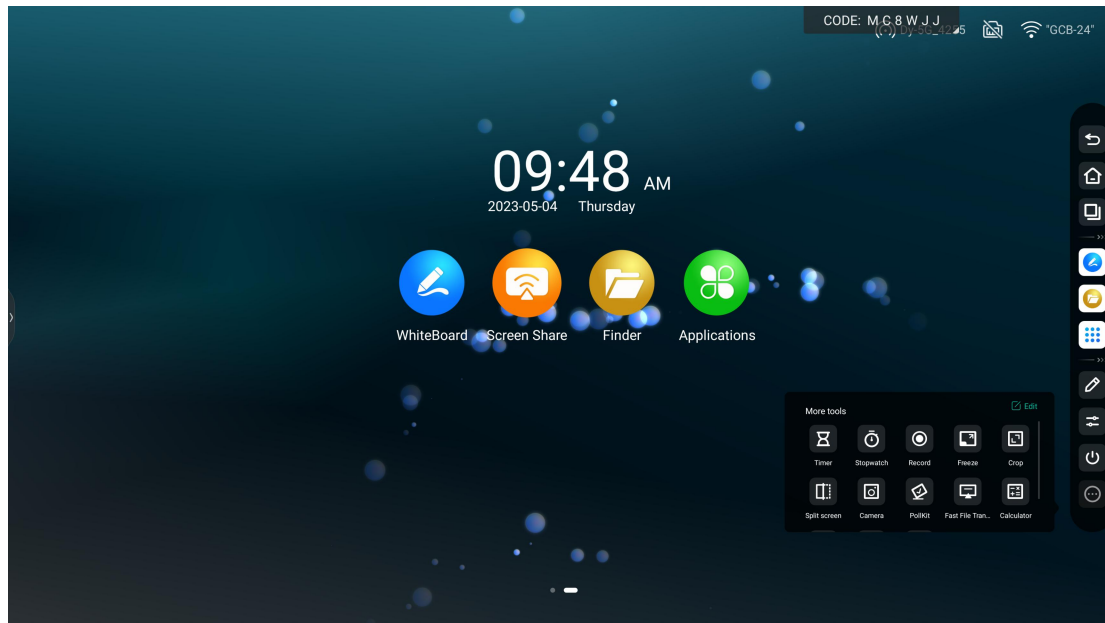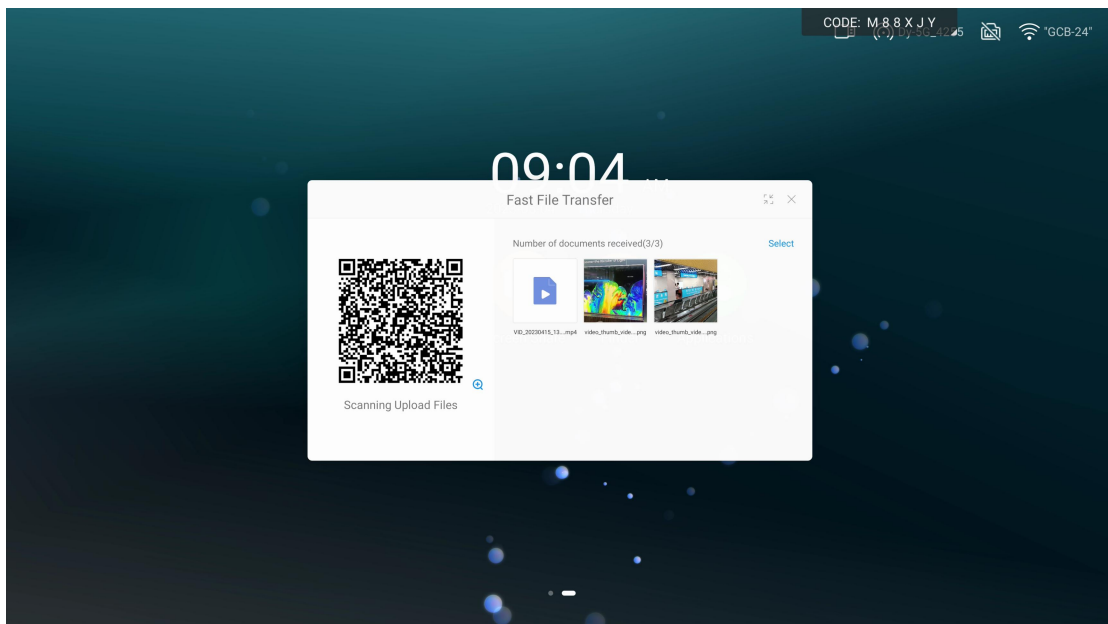

Quick Transfer Widget

1. Click the "Quick Transfer" icon in the sidebar to open the Quick Transfer widget.

2. After scanning the code with your phone, you can choose to upload pictures, texts, and files.

Click the Minimize button in the title bar of the Quick Transfer interface on the conference board side to minimize the Quick Transfer interface.
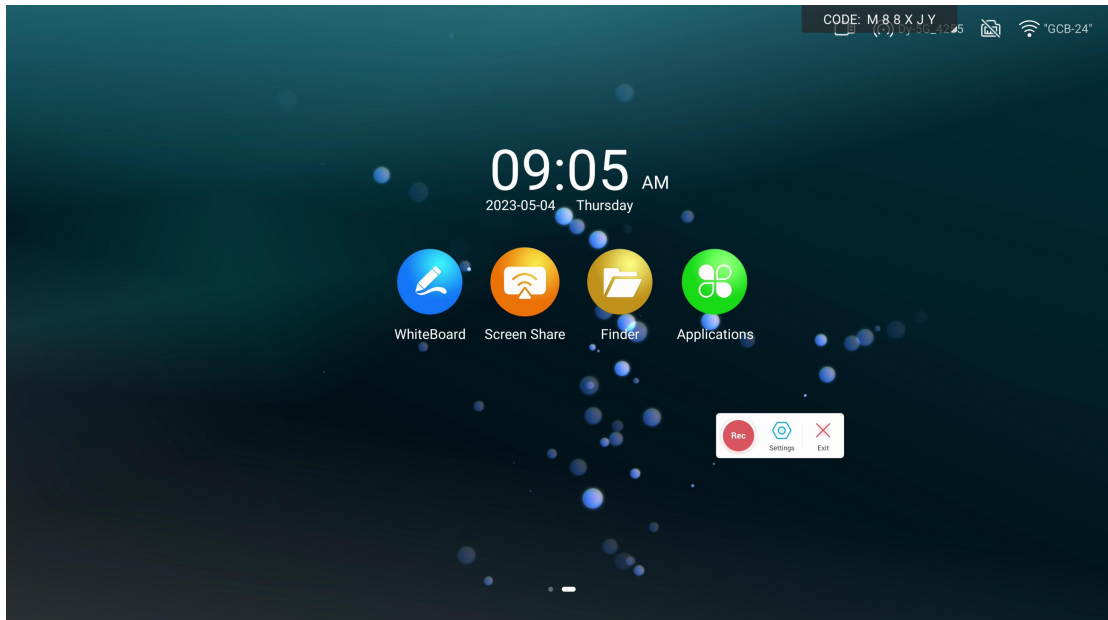
3. Click the file received via fast transfer on the board to display the toolbar, from which you can open the file, insert a picture into the whiteboard, save, and delete .
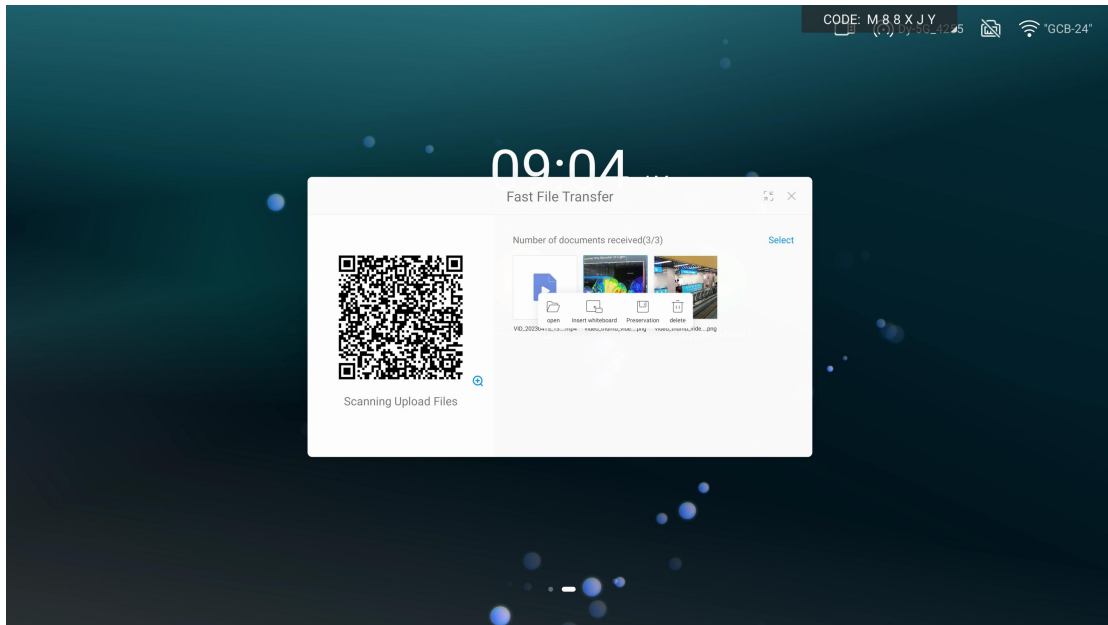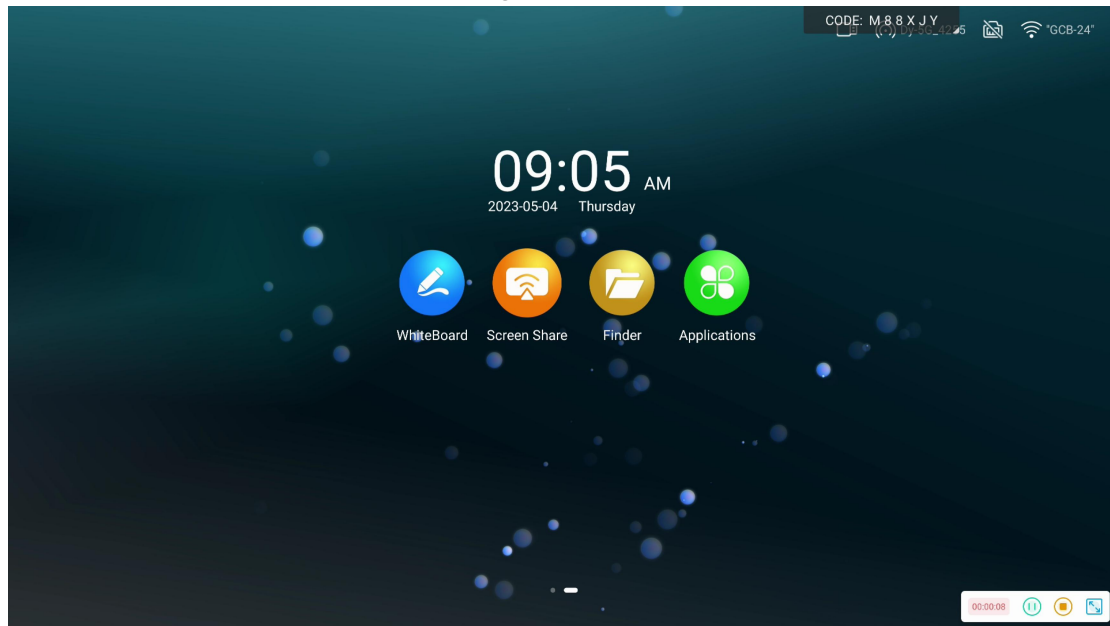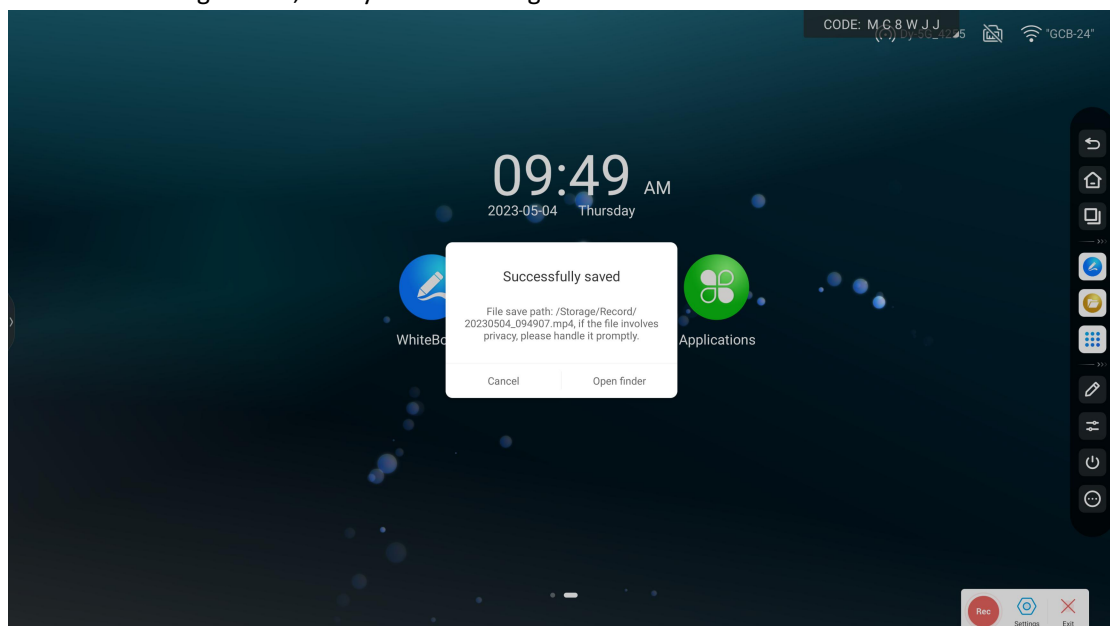

Screen Recording Widget

1. Click the " Screen Record" icon in the side panel to open the screen recording widget.

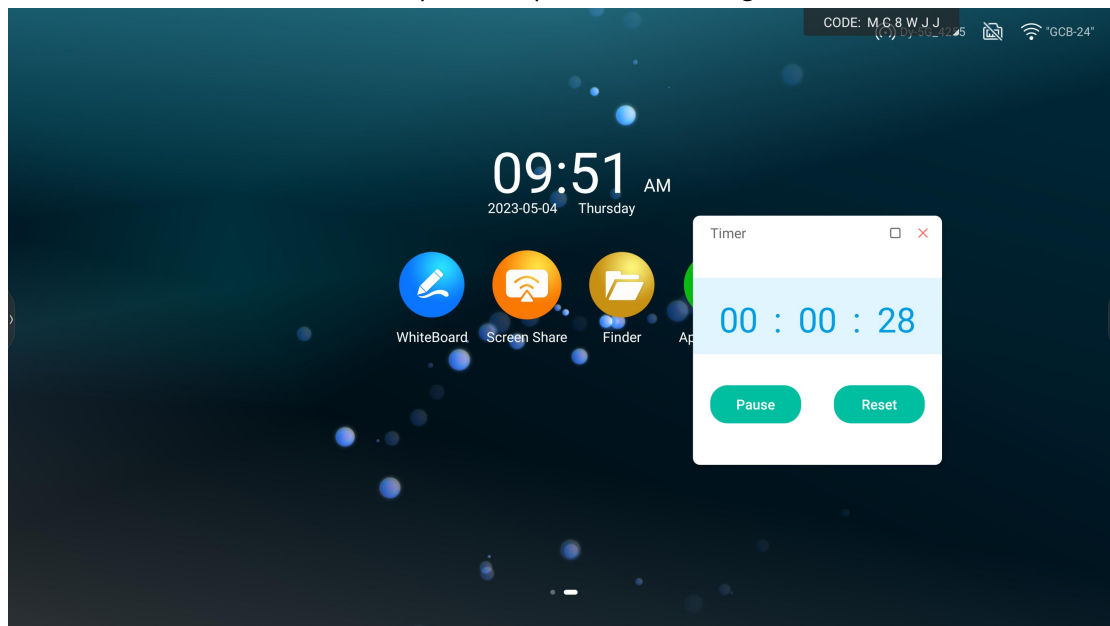2. Click the Record button to start recording.

3. The screen recording mode is sectional recording and merging after recording; after clicking the end recording button, the system will merge the videos recorded in sections.

Timer Widget

1. Click the "Timer" icon in the side panel to open the Timer widget.

2. Click the "Start Timer" button to start the countdown according to the selected time.
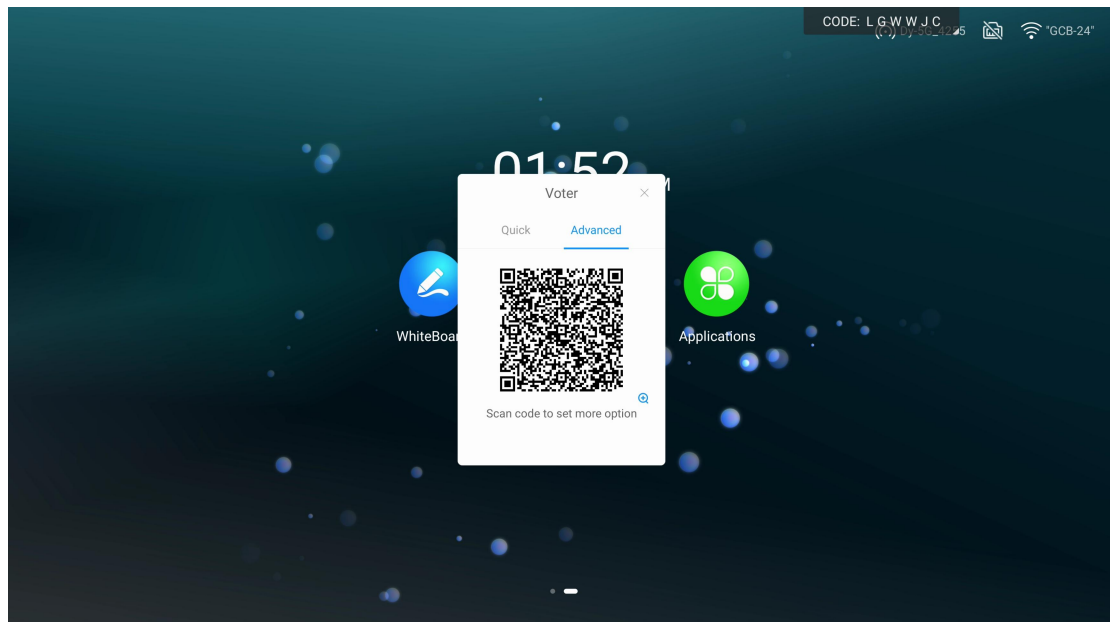

3. Check "Ring Reminder", a ringing reminder will be given before the countdown ends.

4. Check "Timeout calculation", when the countdown is over, it will start the timing and record the timeout time.

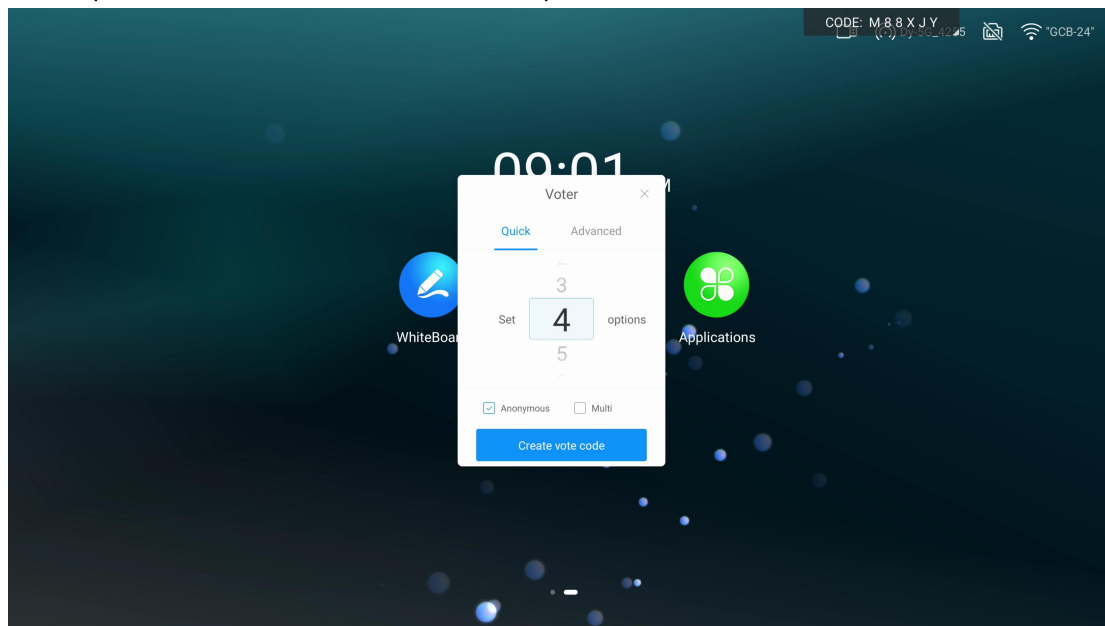5. Click "Full Screen Display" to display the countdown page in full screen.

##Voter Widget

1. Click the "Voter" icon in the side panel to open the voter widget

2. Click "Generate Voting Code" to instantly generate a set number of voting QR code options; mobile phones scan the code to vote on each option.

3. Click to select "Anonymous" to vote anonymously
4. Click to select "Multiple Choice" to allow voters to make multiple choices for options.
5. Click "Edit by code", the questionnaire options can be edited by the vote initiator on the mobile phone, click to launch the voter, other participants can scan the QR code on the big board to view the questionnaire
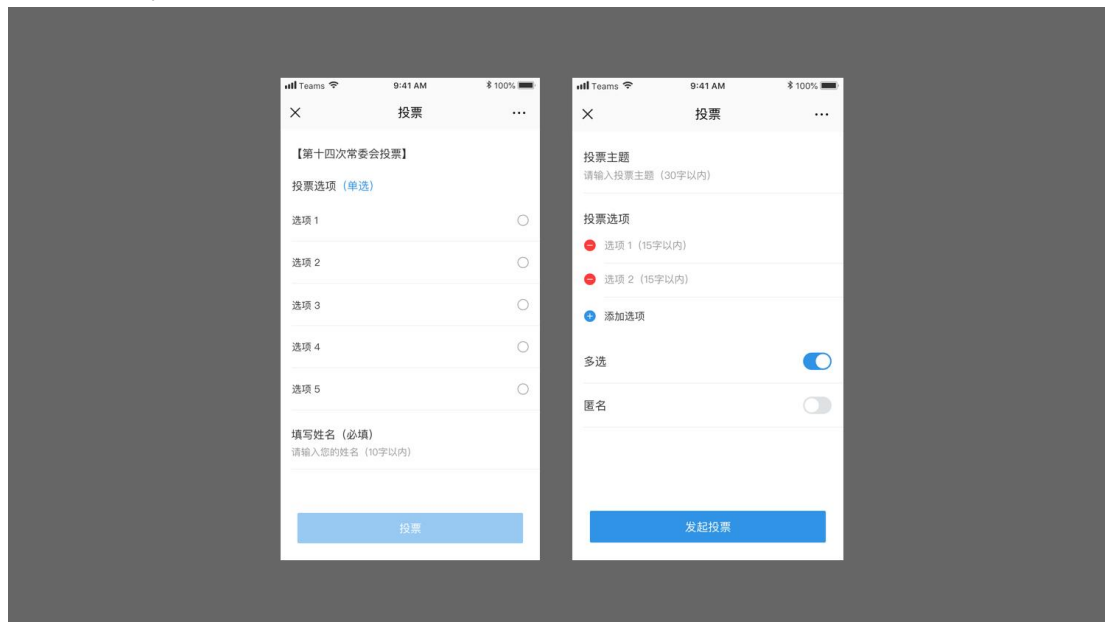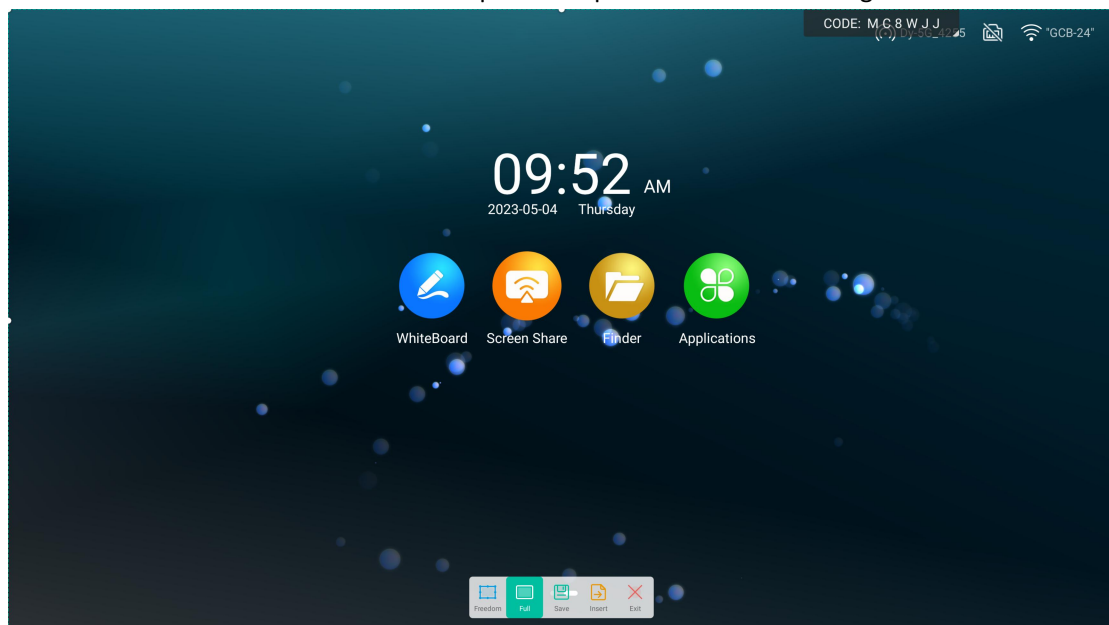
6. Voting results can be displayed as a bar chart or a pie chart; you can insert the voting results into the whiteboard and scan the code to take away. Alternatively, click the "Vote Details" button to see each voter's voting options. To restart voting, click "Re-vote."
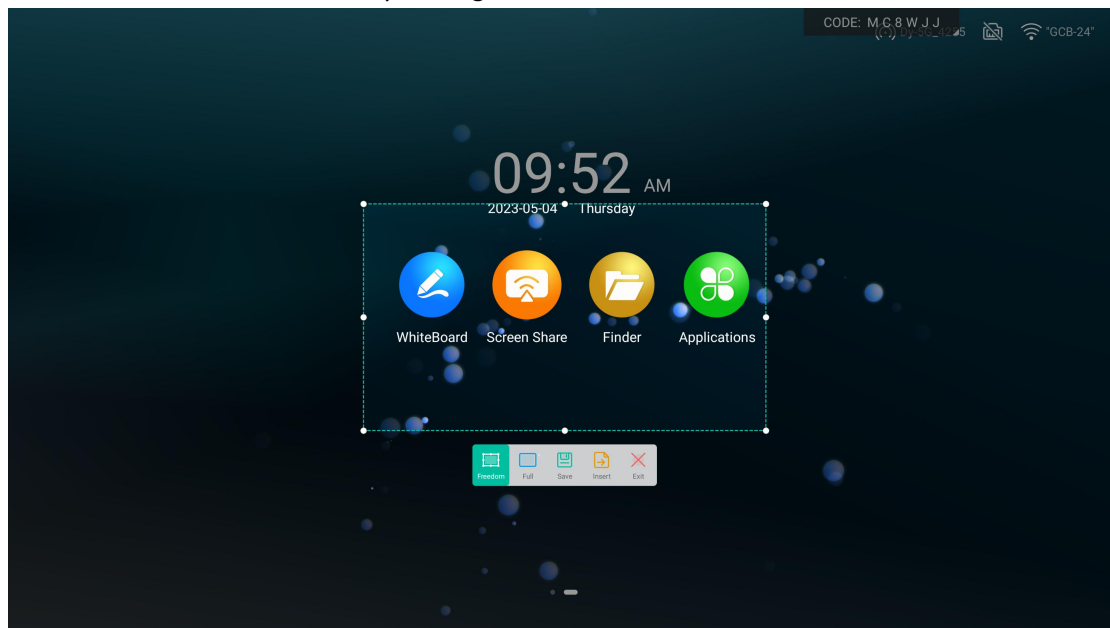

##Screenshot Widget
1. Click the "Screenshot" icon in the side panel to open the screenshot widget.

2. You can adjust the screenshot area by pressing and holding the 8 edit points, or you can take a screenshot of the entire screen by clicking the full screenshot button.

3. Click the Import Whiteboard button to import the screenshot image to the Whiteboard.
4. To save the screenshot image to the big board locally, click the Save Local button.

##Camera Widget
1. Click the "Camera" icon in the side panel to open the camera widget.
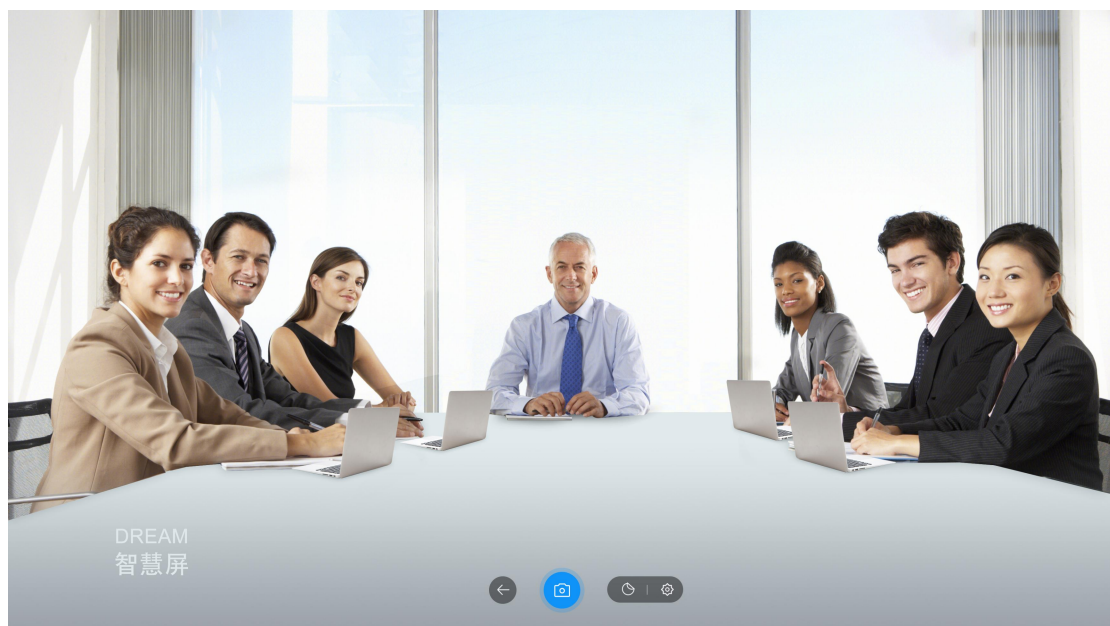
2. Click the photo button to activate the big board camera, then click the setting button to change the camera device and photo resolution.

3. The big screen displays the countdown time after clicking the photo button, and the big board camera is used to take pictures immediately after the timer expires.
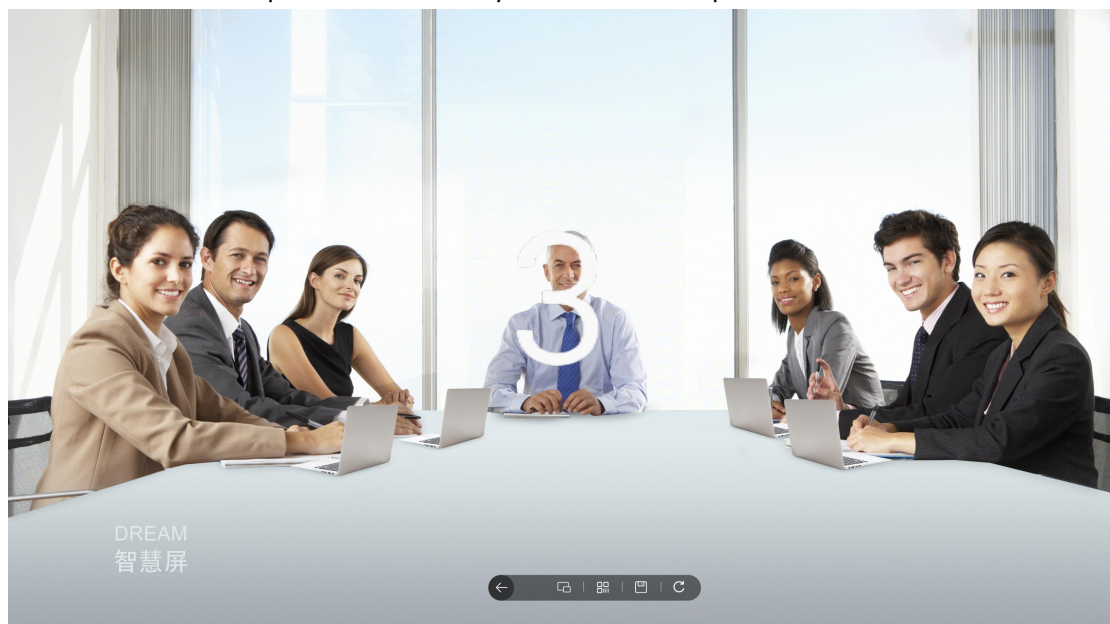
4. After taking photos, you can scan the QR code to download them or save them to the big board locally.
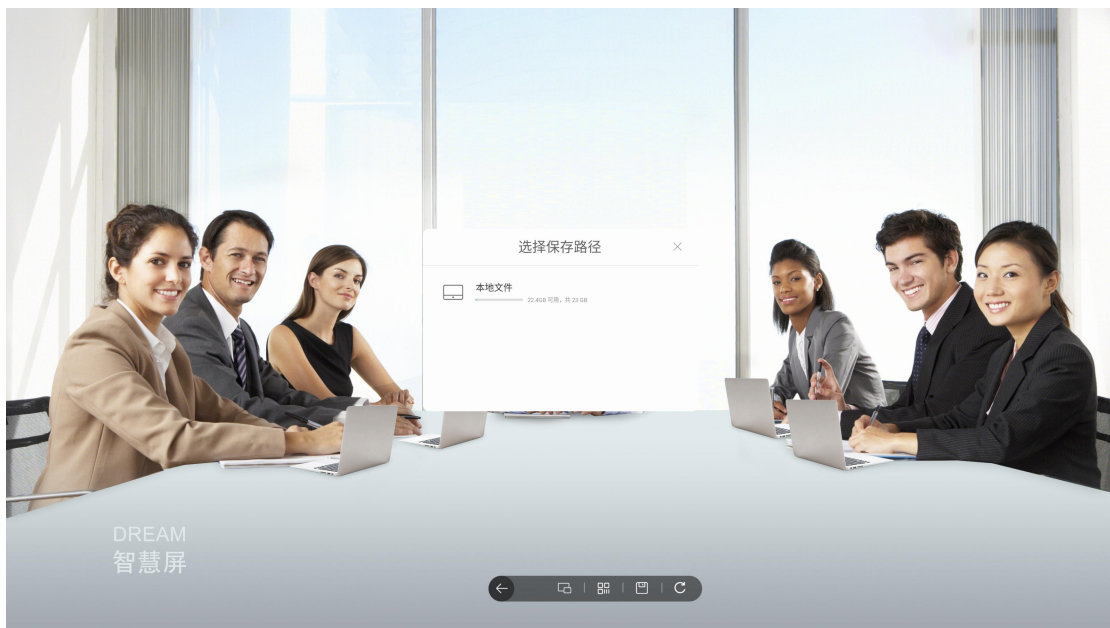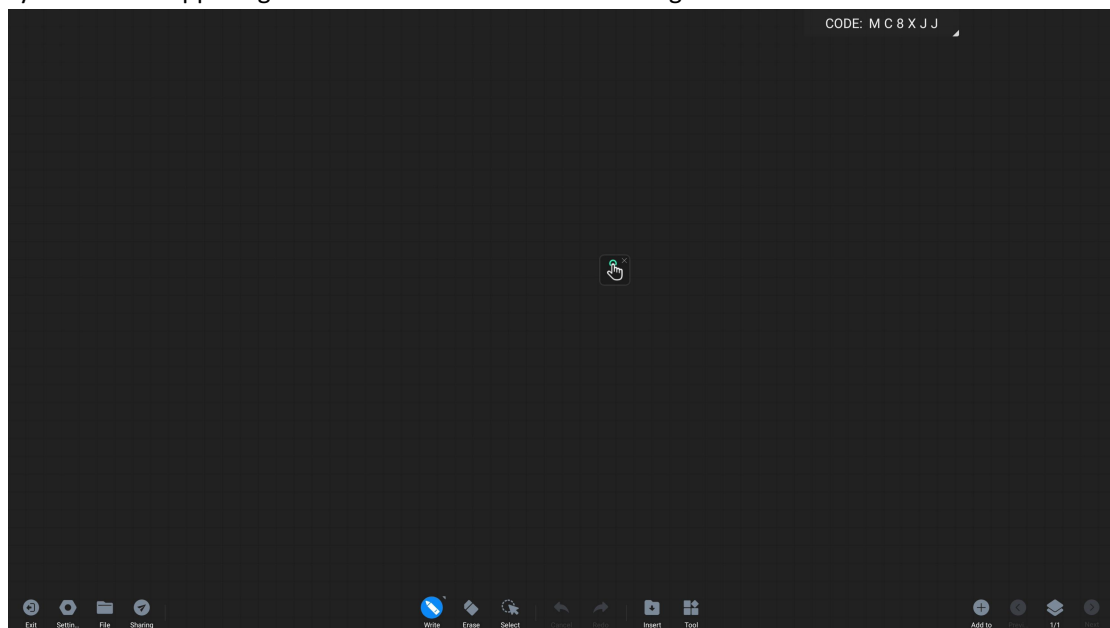
Touch Lock Widget

1. Click the "Touch Lock" icon in the side panel to open the Touch Lock widget.
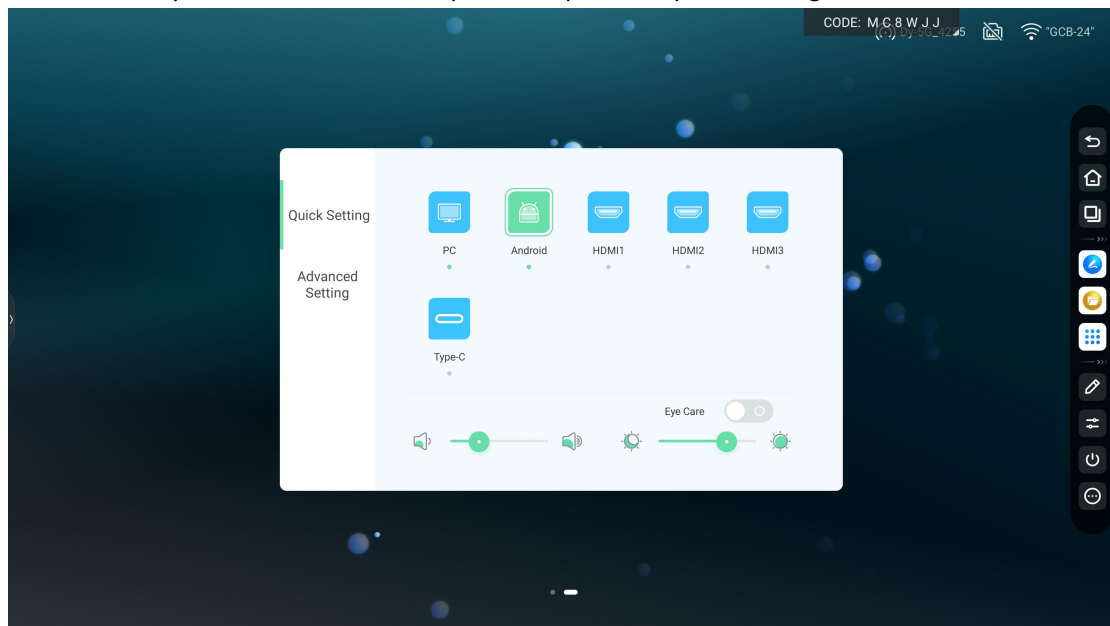2. Touch Lock is used to toggle the touch disabled state, as shown in the status below.
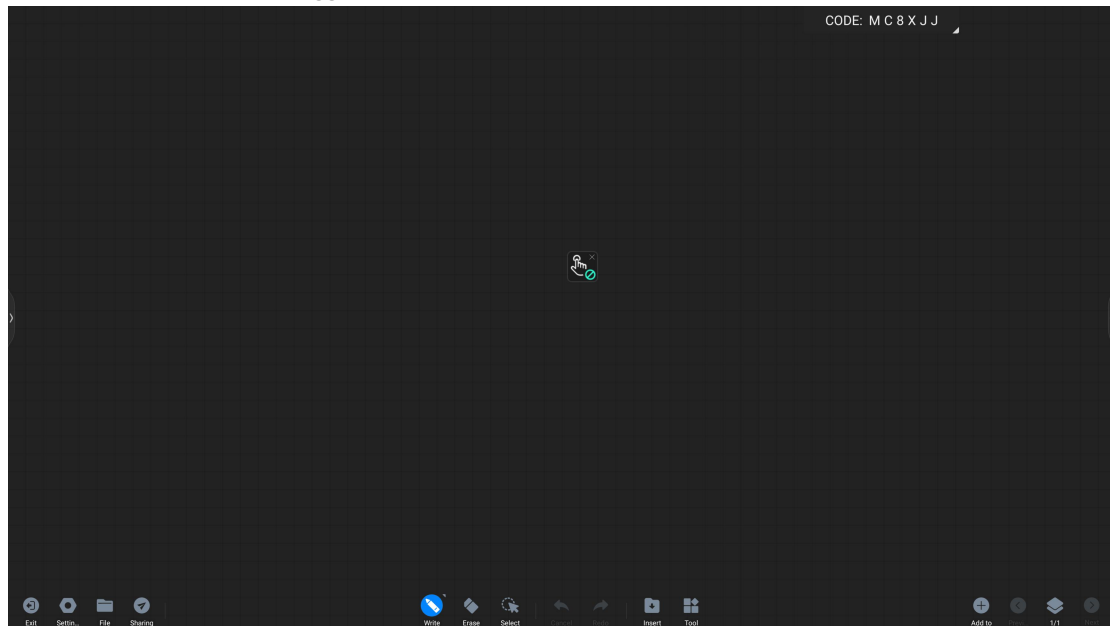
3. To remove the touch disable, click the touch lock toggle unlock again, and then click the X symbol in the upper right corner to exit the touch lock widget.

Eye care Widget

1. Click the "Eye Care" icon in the side panel to open the Eye Care Widget.

2. The Eye Care icon changes from "Close Eyes" to "Eyes", the screen warms up and enters the eye care mode, close the eye care mode by clicking the "Eye Care" icon in the side panel again, and the image mode returns to its previous state.

Screen lock widget

1. Click the "Screen Lock" icon in the side panel to open the Screen Lock tool.
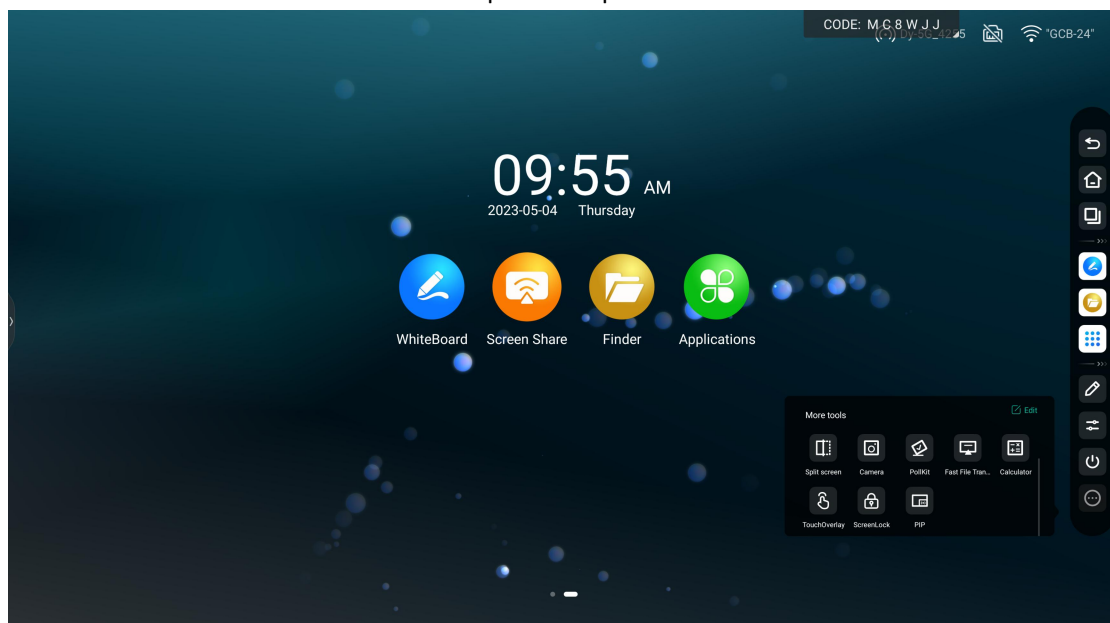
2. Enter the password setting interface
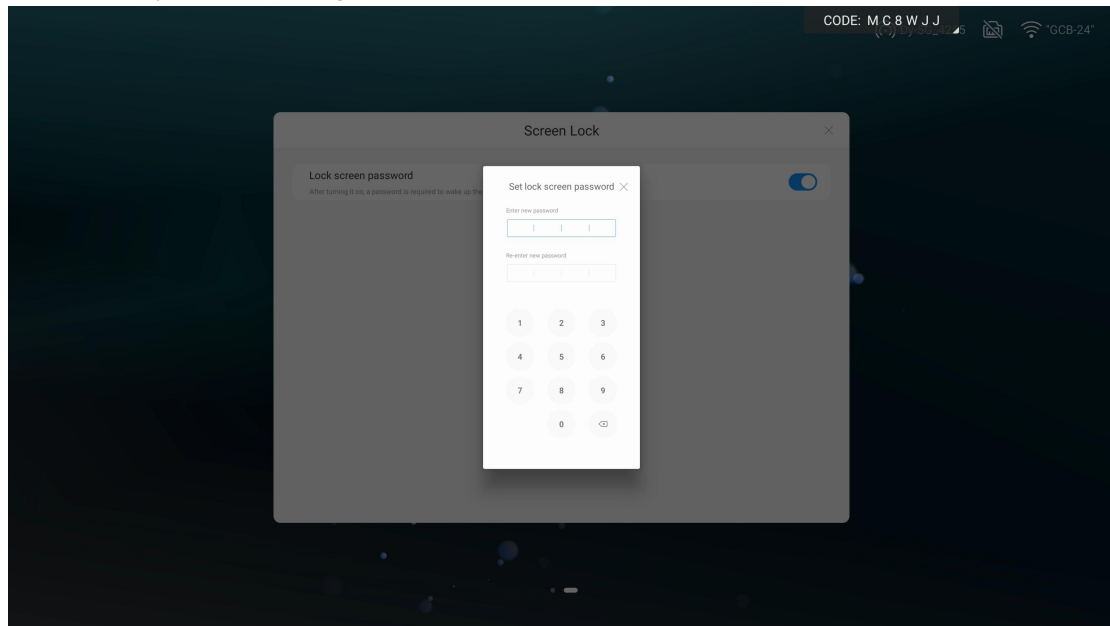
3、You must enter the correct password every time you wake up the Smart Conference Board after setting the password.

#Starter's Guide

##How to start a meeting?

1. Open the intelligent meeting board

Make sure the power is on, the power cord is connected to the power supply at the conference board, the switch is turned on, the Power button indicator lights up, and a short press on the Power button will turn on the power.

2. Say goodbye to traditional water-based pens and whiteboards in favor of the Whiteboard App, which allows you to freely create and amend meeting information.   Click "Whiteboard Writing" from the conference tablet's home screen to open the whiteboard.
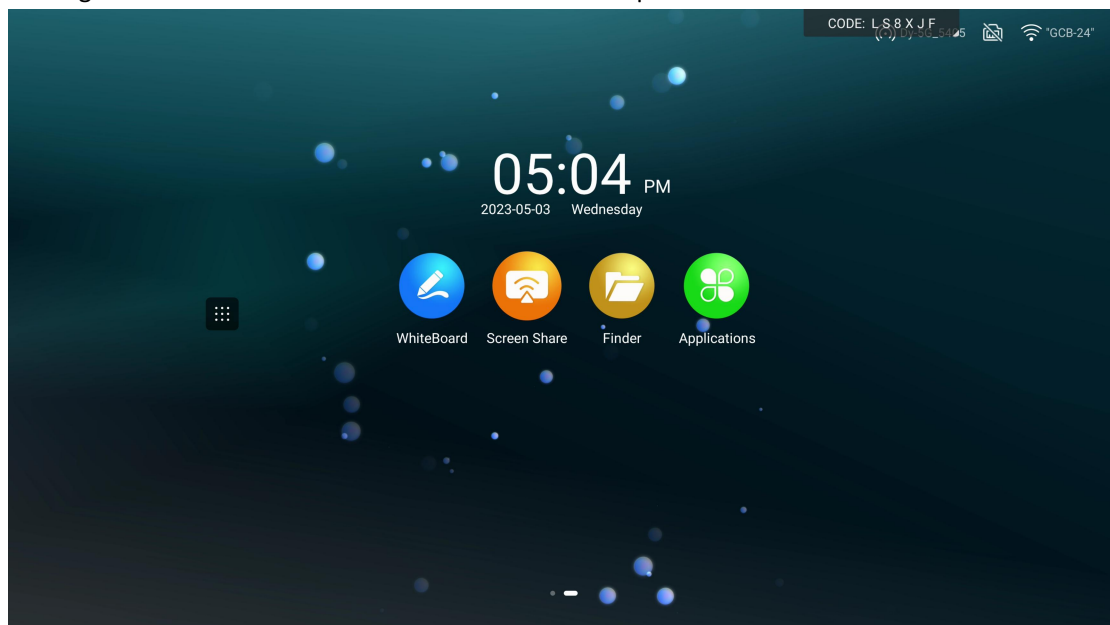
3. Wireless screen transfer supports screen transfer using wireless screen transmitter and mobile phone screen transfer.


4. Use the Welcome Screen App to turn the large board into a welcome display screen.
Right-click the home page to enter the "welcome screen"
Interface Introduction: The following figure shows the main interface of the WEB version of the welcome screen, which contains the following elements: background image, welcome text, start display button, toolbar
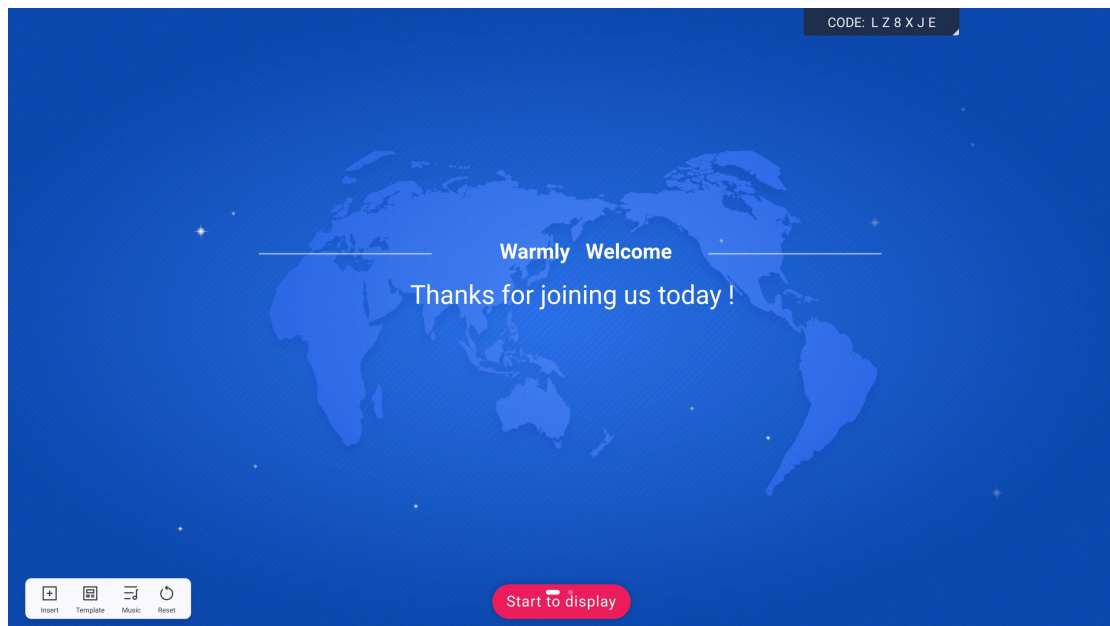
To edit the display content, open the editing toolbar by clicking on the text on the main screen.
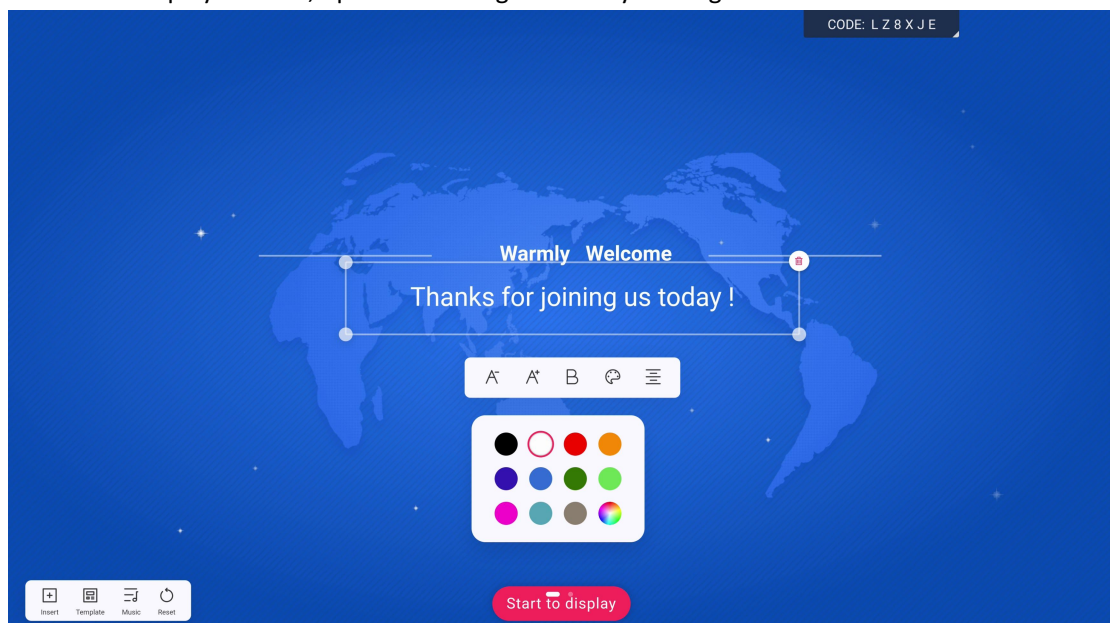
To alter the font size reduction and expansion, use the "Reduce" and "Enlarge" buttons.

To alter the boldness and unboldness of the text, click the B button.

Click on the color button to bring up a color selection pop-up box to select the text color;

Click the rightmost button in the toolbar to toggle between centering, left-alignment, and

right-alignment; (1) drag the dot of the text box to change its size; (2) click the delete button in the upper right corner of the text box to delete the text box; (3) drag any position in the text box to move its position;

Toolbar
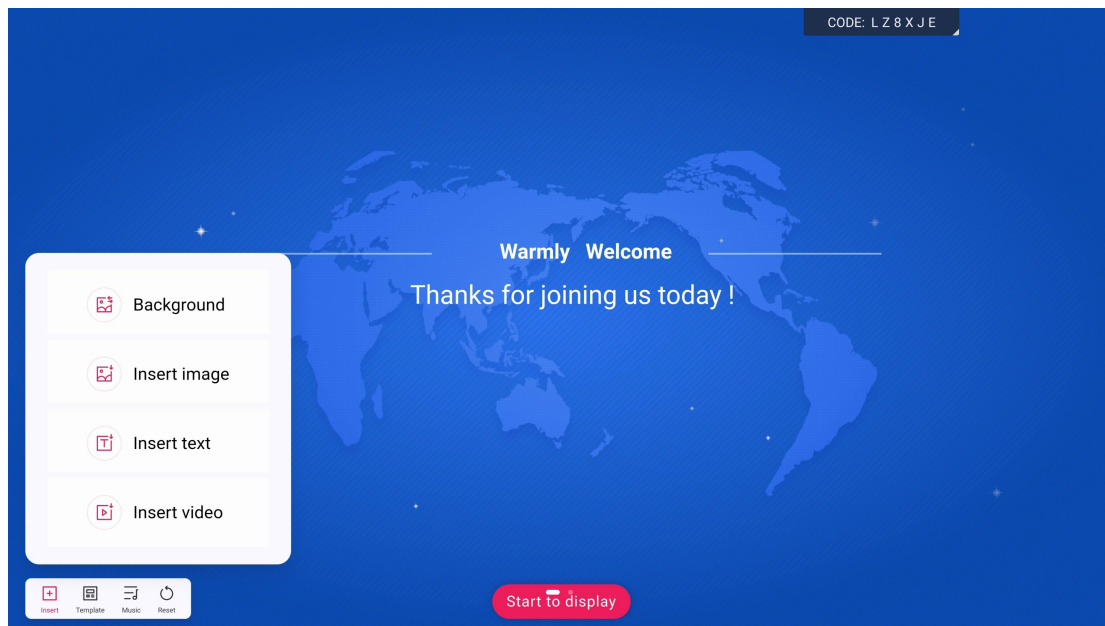
（1）Click on the Template button to select an alternative welcome screen template;

（2）Click on the typesetting button to select a different text layout;

（3）To insert alternate or local audio files into the welcome screen, click the music button.

（4）Click on the Insert button to select the element to be inserted in the current welcome screen;

（5）Click the Save button to save the currently edited template

（6）Click the Reset button to reset the Welcome screen to its initial state;

Display effect

When the welcome screen elements are modified, click the Start Show button on the main screen to enter the full-screen display. (Note: In the current version, the shortcut setting button in the lower left corner of the display state cannot be hidden; the next step will be changed to display state for more than 5 seconds without touching the screen, the setting button automatically hidden; touch the screen automatically displays the shortcut setting button to ensure that the display screen is pure.
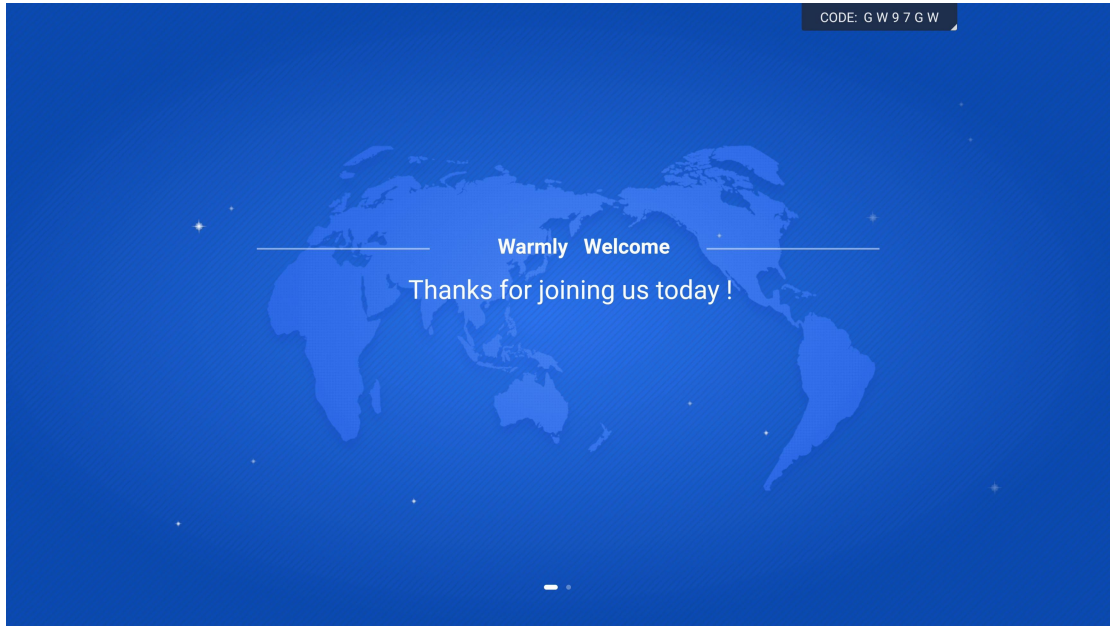
When the Quick Settings button is clicked in the bottom left corner of the interface, it will return to the editable state.