



Prestigio

THE ART OF HI-TECH

EasiMeeting

Application Software

User Manual

Version 2..1.2

www.prestigio.com

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1.Introduction to the software

EasiMeeting is easy-to-use whiteboard software, running on all-in-one touch panel, is specially designed for conferencing.

Convenient and user-friendly interface, powerful meeting function, real writing effect and abundant personalized settings, etc., are all outstanding parts of EasiMeeting software.

- ★ Clear and concise menu. Toolbar buttons can be set according to user needs, improve the software applicability in different scenarios.

- ★ Convenient and practical lectures functionality. Timers, screen recording, comments at any time, blend in the traditional blackboard writing on computer intelligence. It is not only the continuation of the traditional operating practices, but also enhances the software's usability and convenience.

- ★ Simulate brush. Brush feature provides a simulated feeling of brush writing, writing process simulate brush handwriting effect, and it provides users with better writing experience.

- ★ Personalized custom settings. Users can custom brushes and canvas background settings as required, from every detail to fully meet the demand of demonstration.

With EasiMeeting, you can enjoy the new experience of cutting-edge conference and technology!

2.Installation instructions

The software supports cover installation, and can be installed directly without uninstallation.

2.1 Operating Environment

- Windows XP/ 7/ 8 system
- . Net Framework 4.0 or above version
- Microsoft Media 10.0 or above version
- Microsoft Office 2007 and 2010 version

2.2 To install EasiMeeting

Select setup.exe – the application software installer. Double click the installer icon to extract the software. After extracting the software, pop up the Language Selection dialogue box as shown in Figure2-2-1, the user can select the language to install the software.



Figure 2-2-1 Language Selection

Click “Ok” to enter to the Ready to Install Screen as shown in Figure 2-2-2.



Figure 2-2-2 Ready to Install Screen

Click “Next” to Software End-user License Agreement Screen as shown in Figure 2-2-3.



Figure 2-2-3 End-user License Agreement Screen

Click "I Agree" to install the software as shown in Figure 2-2-4.



Figure 2-2-4 Installation Path Selection

Click "Install" to enter to the install interface, as shown in Figure 2-2-5. If you have not installed Microsoft .Net Framework4.0 and Flash Player, you should silent installation .Net Framework4.0 and Flash Player.

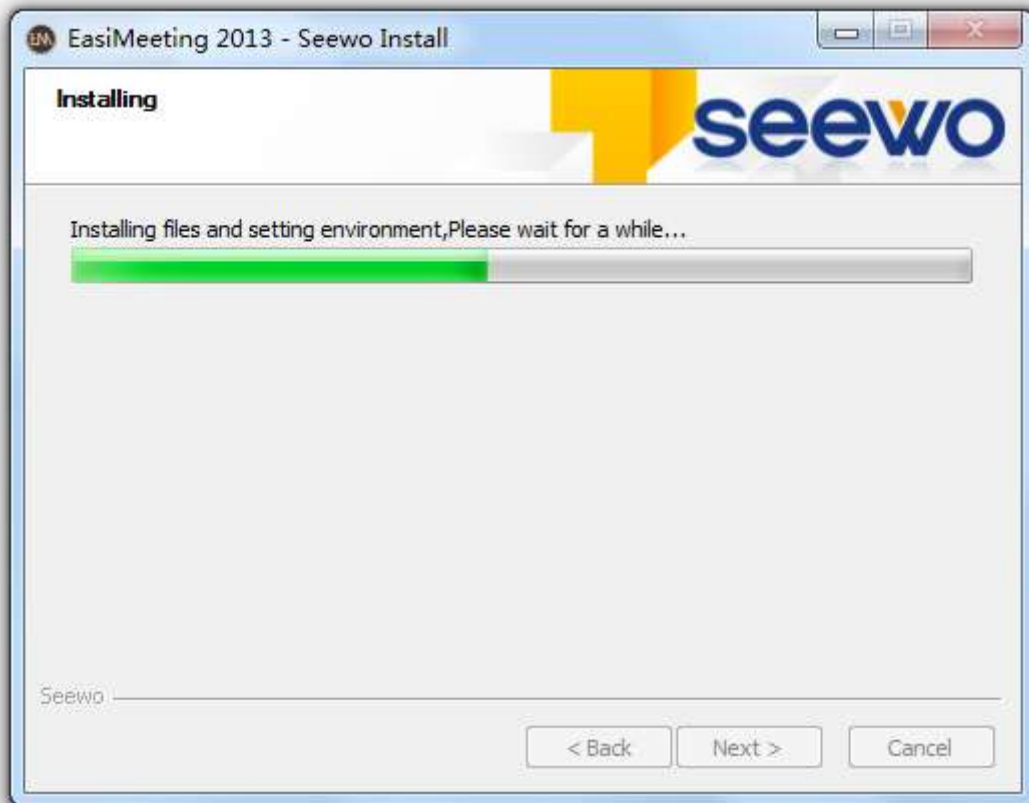



Fig.2-2-5 Install software

In the Installation Finish screen as shown in Figure 2-2-6, click Finish to finish the installation.



Figure 2-2-6 Finish Installation

3.Use description

When the software installation is finished, double click the  icon on the desktop or select EasiMeeting from the Programs drop-down list in Start menu to start EasiMeeting application software, as shown in Figure 3. In which the black background area is the main operation screen. The user can change the background color of the main screen as needed. Floating toolbar is displayed in the bottom of the page in the middle position, the user can drag toolbar as requires.

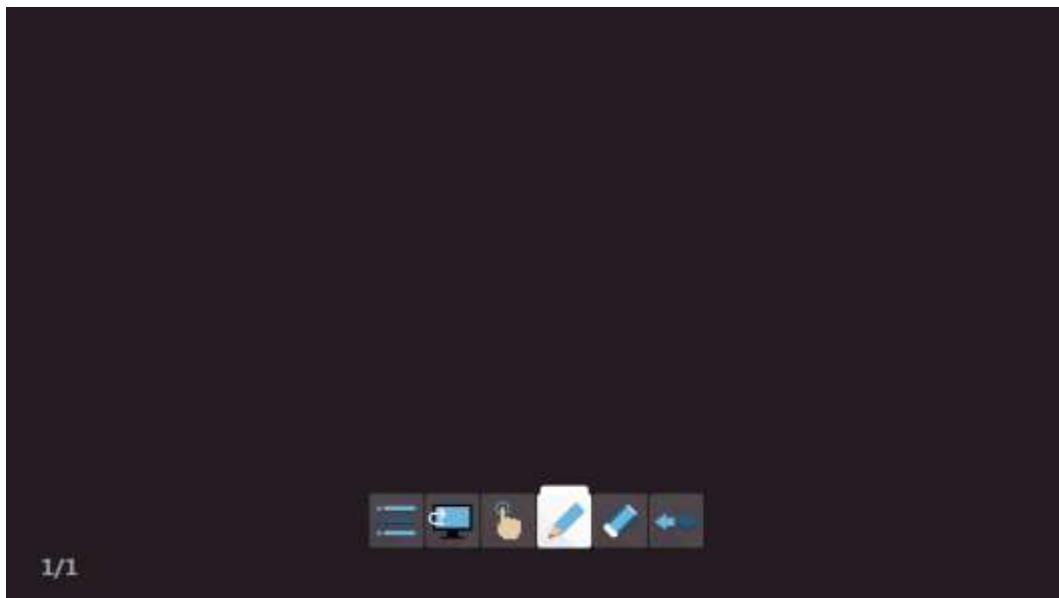



Fig.3 the Initial Interface

If the software is not the first time start, the software will be quick start 2 seconds.

3.1 Common Function

3.1.1 Menu

Click  and it will pop up drop-down menu as shown in Figure.3-1-1. Drop-down menu provides users with function options such as file, import, export, print, as well as setting, help, and exit software.

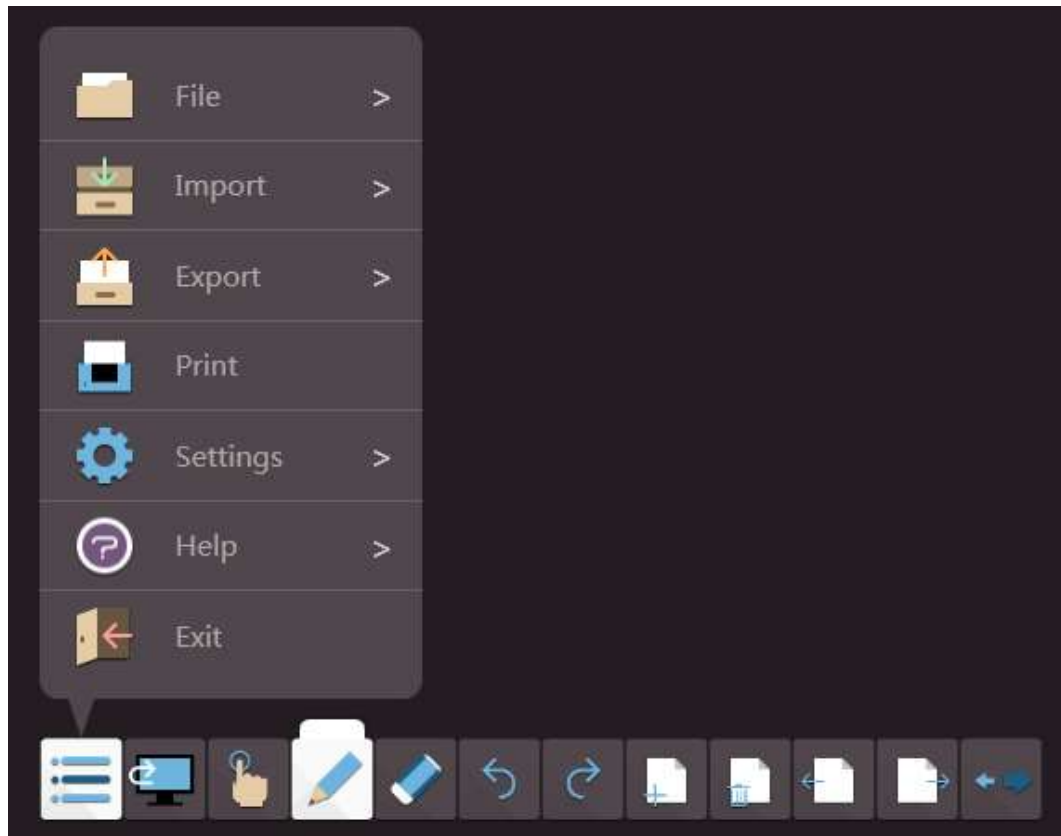



Fig.3-1-1 Start Menu

3.1.1.1 File

Click menu and select File , and the submenu will pop up where you can New, Open, Save and Save As files, as shown in Figure 3-1-1-1. Each file can contain more than one page according to the needs of the user.

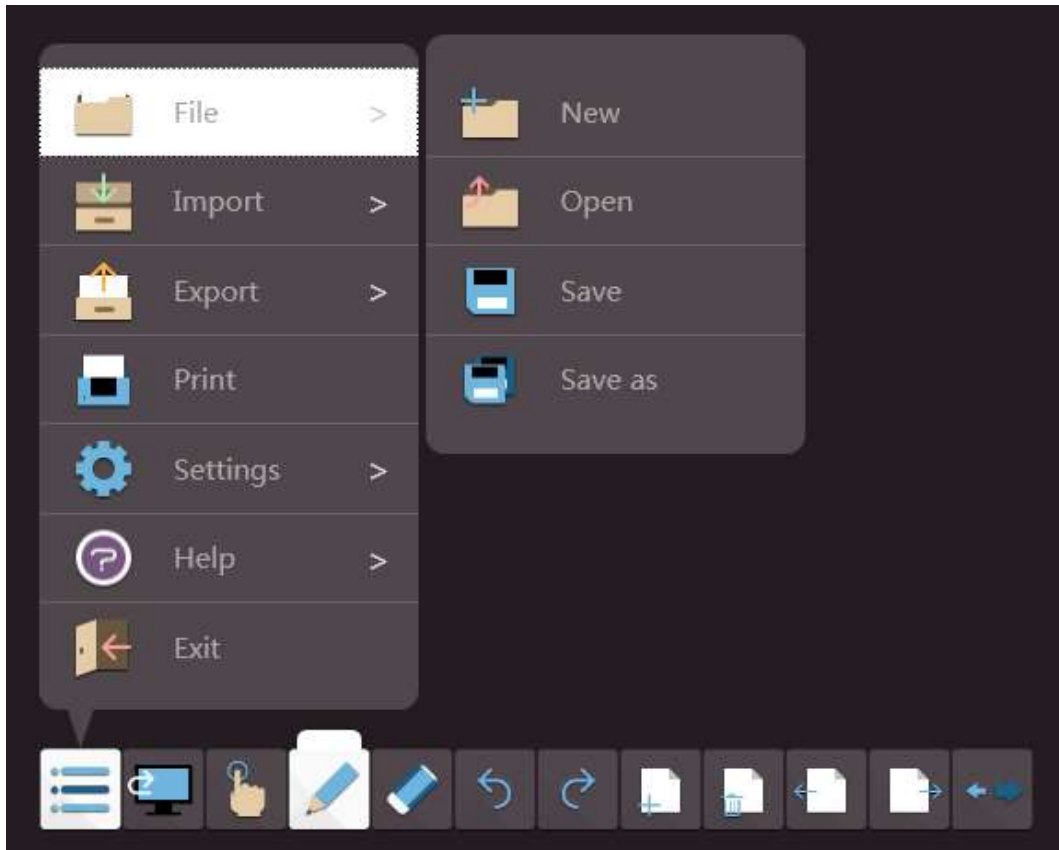







Fig.3-1-1-1 File Operation

- New. Click  to create a new file.
- Open. Click  to open the saved .em format file.
- Save. Click  to save current document as software supported .em format file.
- Save As. Click  to save current document as .em format file.

Note: If the current panel-in panel has handwriting, the handwriting will be automatically saved in the panel-in-panel; Open the file, and open the plate in the plate, you can continue to use the saved handwriting.

3.1.1.2 Import

Click Menu and select Import  to import office document, pdf document, Picture, audio and video file to the current page, as shown in Figure 3-1-1-2-1.

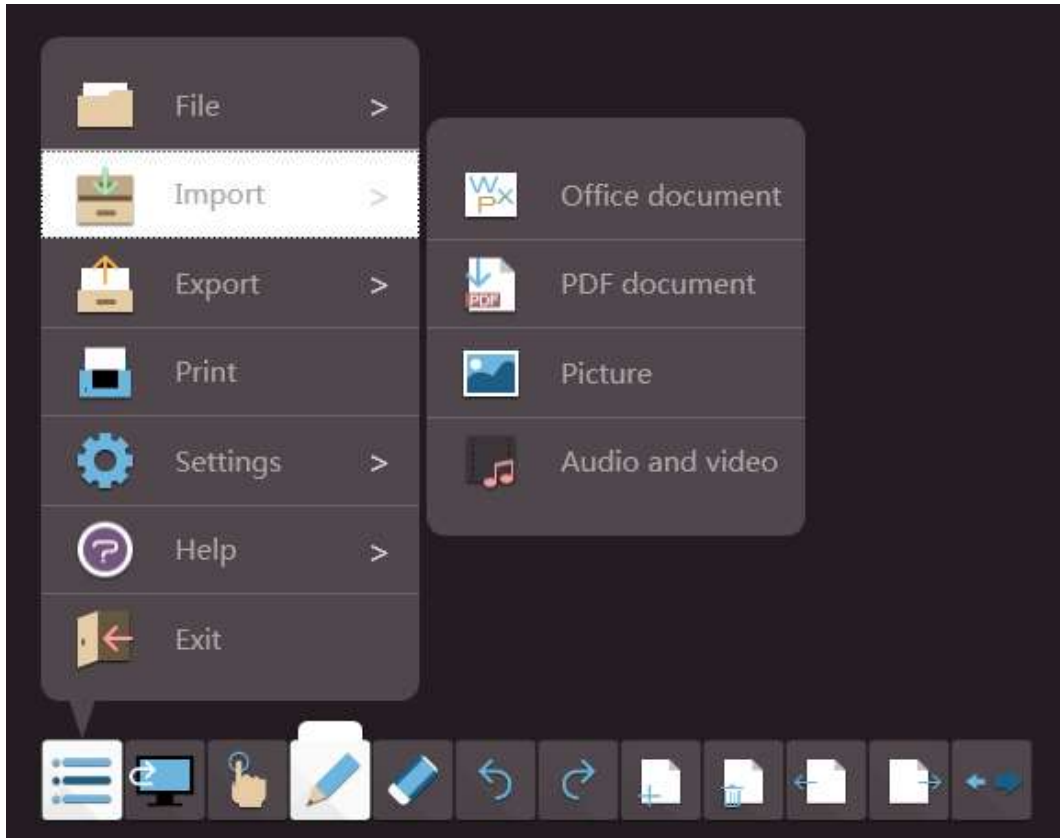




图 3-1-1-2-1 Import Operation

(1) Office document


Click  to import office document, include doc, docx, ppt, pptx, xls, xlsx, with the import process having a progress bar prompt, and imported document is inserted image form.

(2) PDF document. Click  to import pdf document.

(3) Picture. Click  to import picture, include bmp, gif, jpeg, jpg and png.

(4) Audio and Video files. Click  to import audio and video file, include swf, avi, wmv, mp3, mp4, mid, wma, rmvb, rm, mov, mpg, 3gp, asf, flv, f4v, mkv, mpeg, ts and vob.

3.1.1.3 Export

Click Menu and select Export  to export the current file as .jpg or ppt, pdf,

as shown in Figure 3-1-1-3.

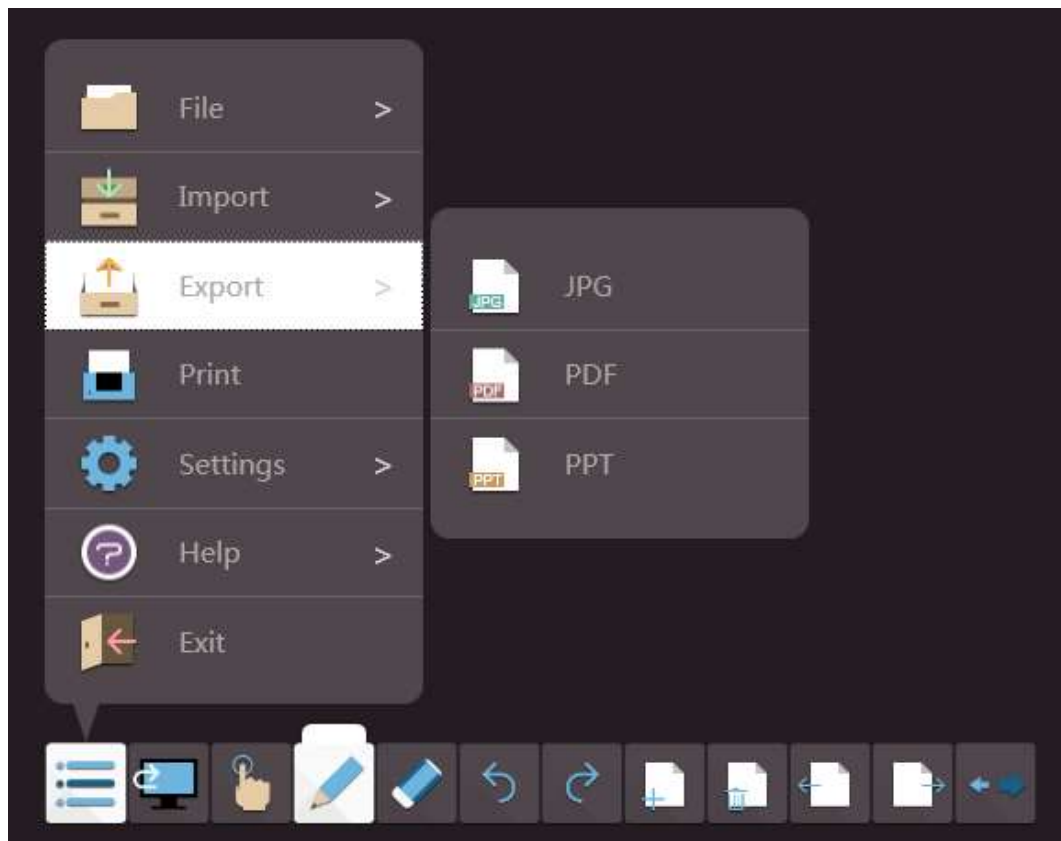



Fig.3-1-1-3 Export Operation

3.1.1.4 Print

Click Menu and select Print  to directly print the current file. The system will first pop up a dialogue box. After selecting the corresponding printer and setting the number of copies, print range, etc., click Print, as shown in Figure 3-1-1-4.

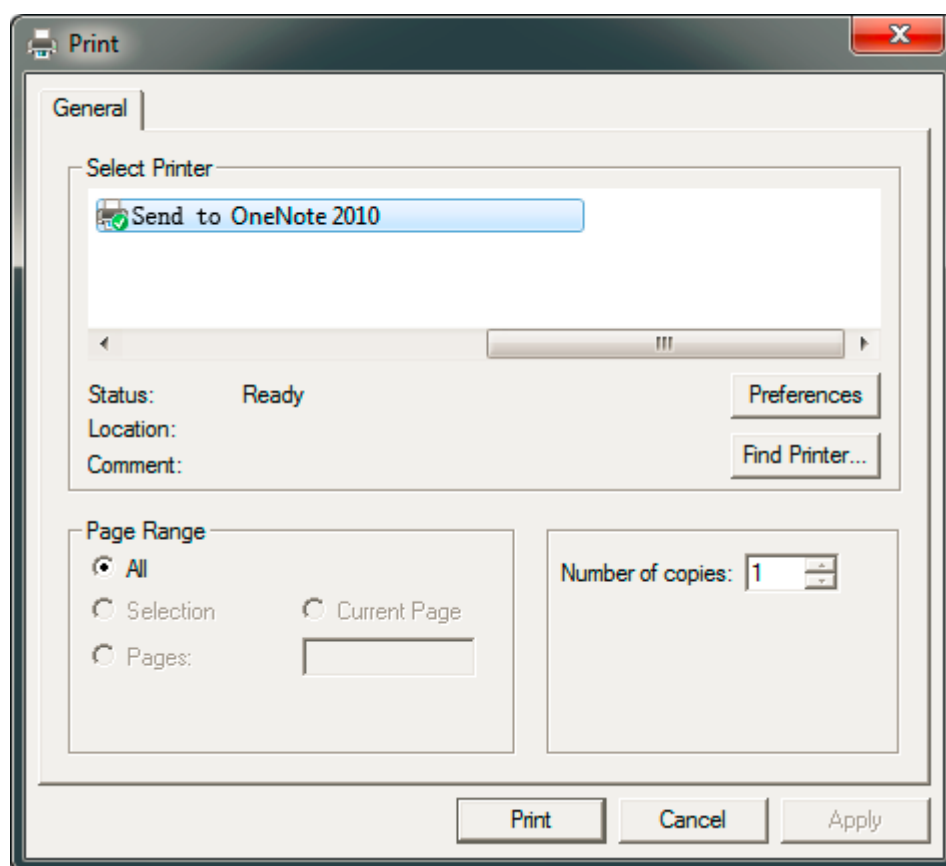


Fig.3-1-1-4 Print

3.1.1.5 Settings



Click Menu and select Settings , and the submenu will pop up; it includes language selection, background color, whether to display page number, whether to automatically save file, whether to start software with system start up, whether to display toolbar text prompt and direction of toolbar, as shown in Figure 3-1-1-5-1.

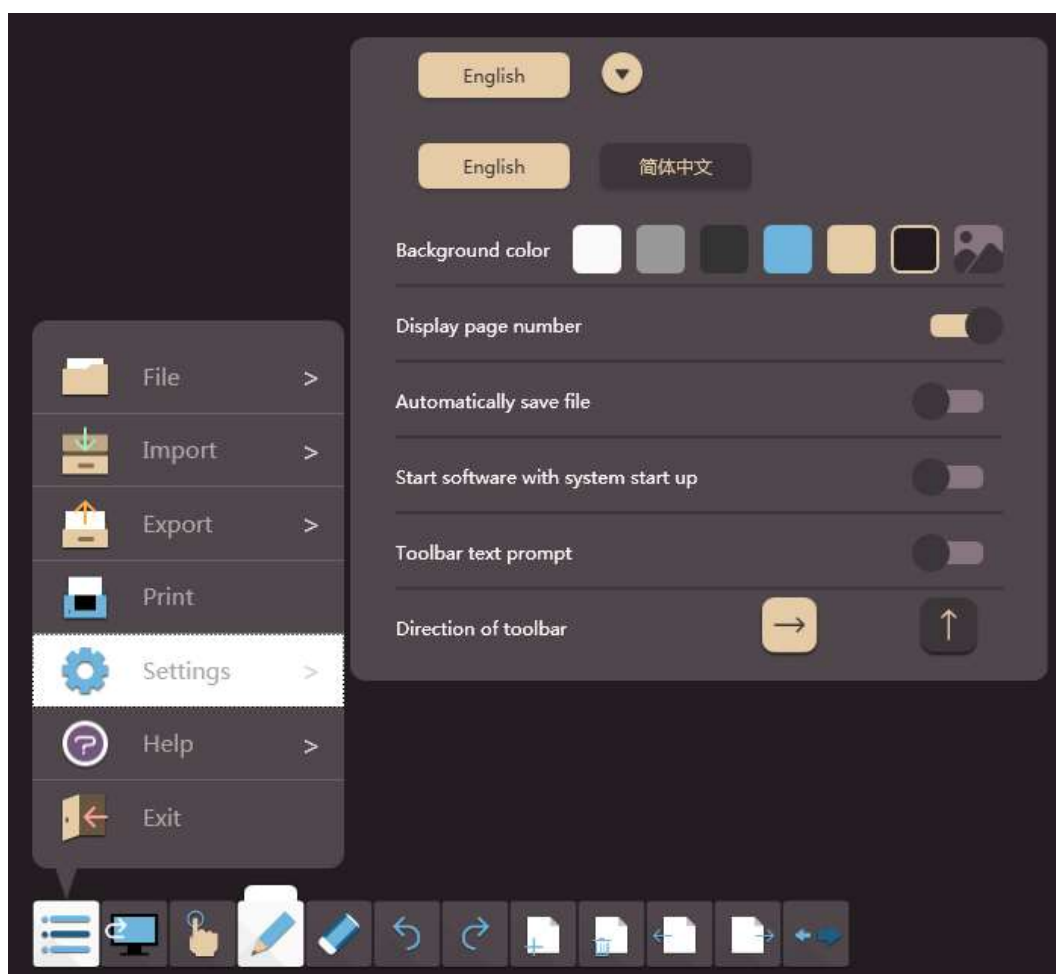




Fig.3-1-1-5-1 Settings

- (1) Language. Click language drop-down box, and it can switch software display languages, including Chinese and English;
- (2) Background Color. Select the color of the switch to switch the current background color, it is a total of six colors, and the default background is black; At the same time, the user can custom the page background as required, and the custom background default full screen drawing. When the user roaming, the custom background does not move with roaming, as shown in Figure 3-1-1-5-2;



Fig.3-1-1-5-2 Custom Background

- (3) Display page number. Drag the button  to choose whether to display the page number, the software default display page number;
- (4) Automatically save file. Drag the button  to choose whether to automatically save file, the default is not automatically save file. If you choose to automatically save file, the file will automatically save the file at intervals in the current file saved, and the user can set up the auto-save interval for 1min, 3min, or 5min, as shown in Figure 3-1-1-5-3;

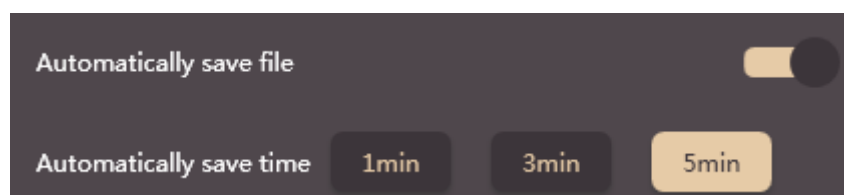







Fig.3-1-1-5-3 Automatically Save File

- (5) Start software with system start up. Drag the button  to choose whether to start software with system start up, the default boot does not start the software;
- (6) Display toolbar text prompt. Drag the button  to choose whether display toolbar text prompt, the default display toolbar text prompt;

- (7) Direction of toolbar. Click  or  to choose the toolbar is horizontal or vertical, the default toolbar is horizontal.

3.1.1.6 Help

Click Menu and select Help , and the submenu will pop up, including Register, About, Manual, Contact us, Update Online, as shown in Figure 3-1-1-6.

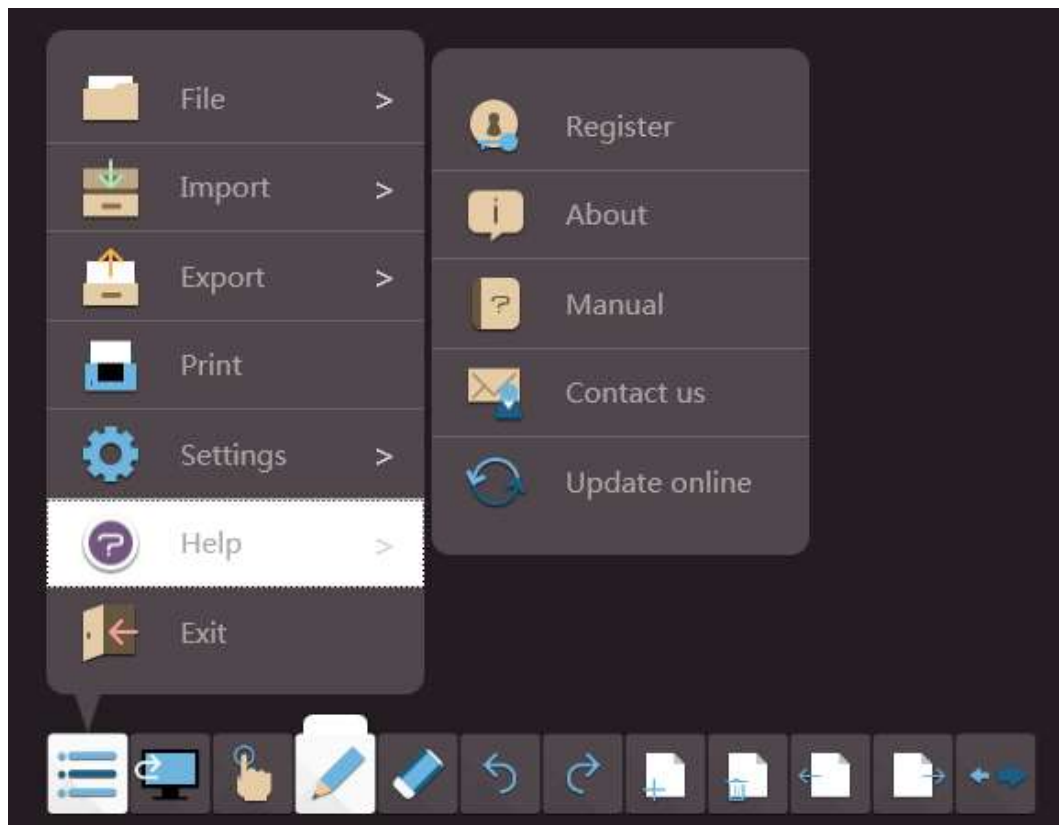





Fig.3-1-1-6 Help

- (1) Register. Click  icon to register the software.
- ① If software is not installed on PRESTIGIO all-in-one machine or not registered, it will pop up trial day's window, as shown in Figure.3-1-1-6-1-1, click  to enter registration interface, click  to cancel registration, and return to software interface. Software can be 30 days trial by default.

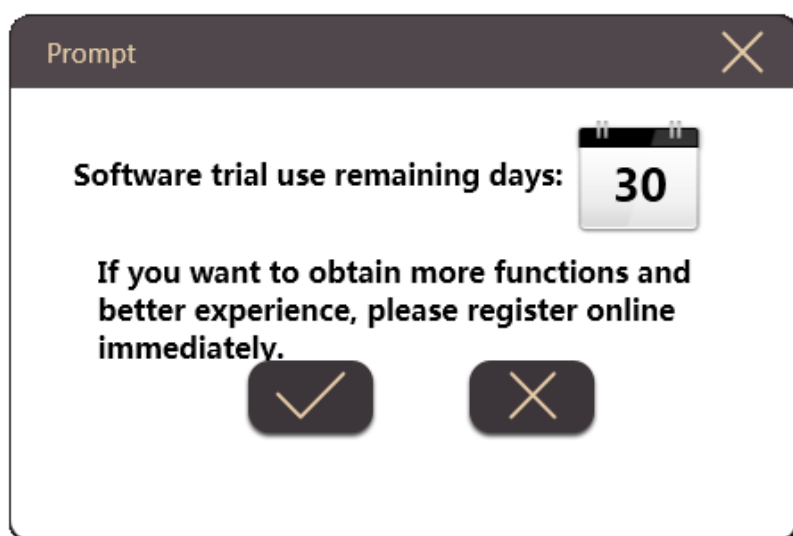


Fig.3-1-1-6-1-1 Trial Days Prompt Interface

Confirm registration to pop up registration code input interface, and at the same time, pop up keyboard for user to input password, as shown in Figure.3-1-1-6-1-2. Normally, the software needs to register online, and see software query manual or contact us for information on offline registration.

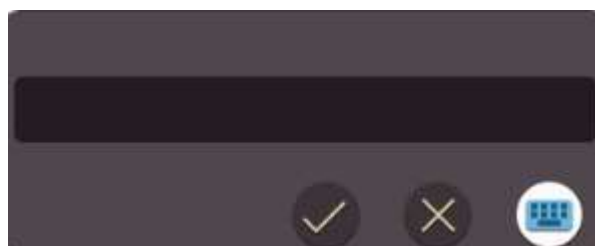




Fig.3-1-1-6-1-2 Enter Authorization Code Interface

After enter registration code, click  to enter network authentication interface, as shown in Figure.3-1-1-6-1-3; Click  to cancel registration, and return to software interface.

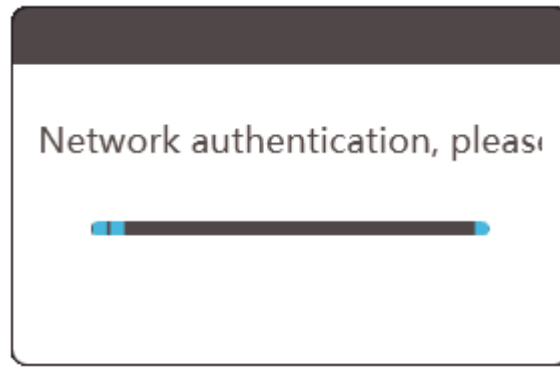


Fig.3-1-1-6-1-3 Network Authentication Interface

In case of registration code input errors, it will pop up interface as shown in Figure.3-1-1-6-1-4.

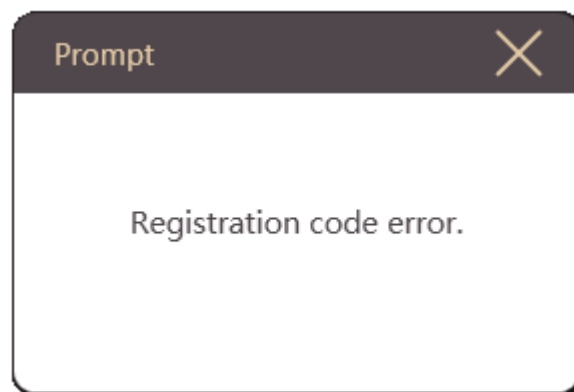


Fig.3-1-1-6-1-4 Registration Code Error

In case of correct registration code input, it will pop up interface as shown in Figure.3-1-1-6-1-5.

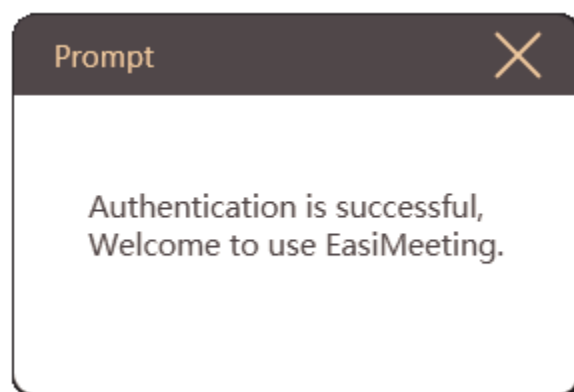


Fig.3-1-1-6-1-5 Registration Code Correct

- ② If the software has been registered before, it does not need to register again.
- ③ If the software is installed on all-in-one machine, it does not need to register can be used.

- ④ If software is installed in external PC, but connected to PRESTIGIO whole machine with touch line, it does not need to register can be used.
- ⑤ If currently there is no Internet connection, click registration button under unregistered status and enter registration code correctly, it will pop up check the network prompt window, as shown in 3-1-1-6-1-6.

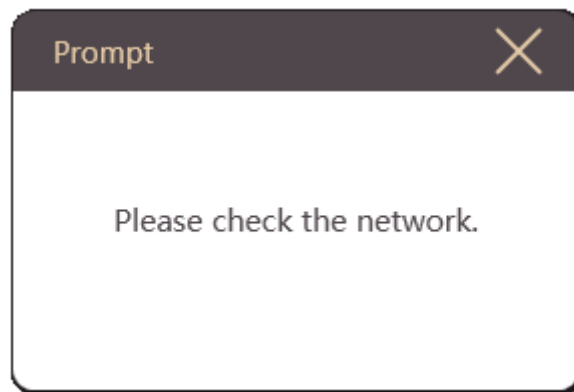


Fig.3-1-1-6-1-6 No Internet Connection Interface



- (2) About. Click the icon  to display the dialogue box containing the information related to the EasiMeeting application software, from which the user can obtain the information on Software name, Software version, Company name, Company website, etc. As shown in Figure 3-1-1-6-2.



Fig.3-1-1-6-2 About

- (3) Manual. Click the icon  to open the help file of the software. The user can view the detailed functions of the software according to the help file, as shown in Figure 3-1-1-6-3.

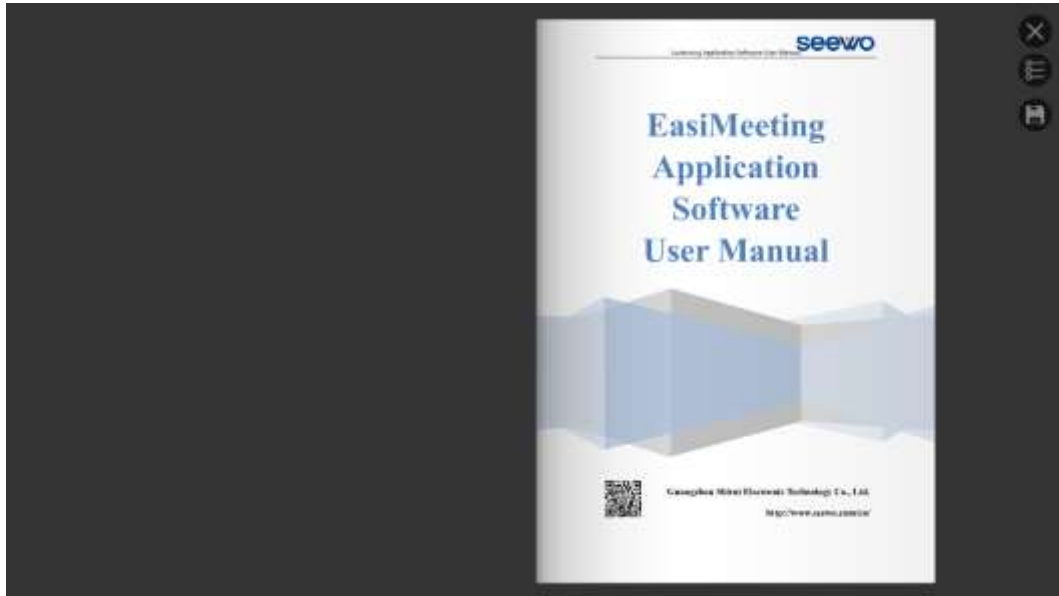






Fig.3-1-1-6-3 Manual

- (4) Contact us. Click the icon  to pop up interface as shown in Figure 3-1-1-6-4.

Click  to input text editing email content, click  to send E-mail to contract software R&D personnel, and click  to close the window.

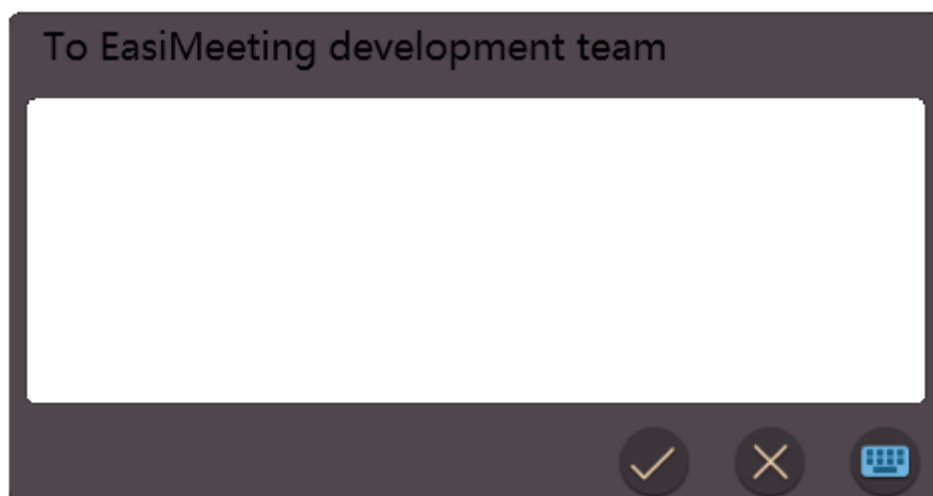



Fig.3-1-1-6-4 Contract Us Interface

(5) Update Online. Click  to upgrade the software to new vision.

- ① If the software is not the latest version and current PC has been connected to Internet, opening software will automatically pop up software update online inquiry window, as shown in Figure 3-1-1-6-5-1.

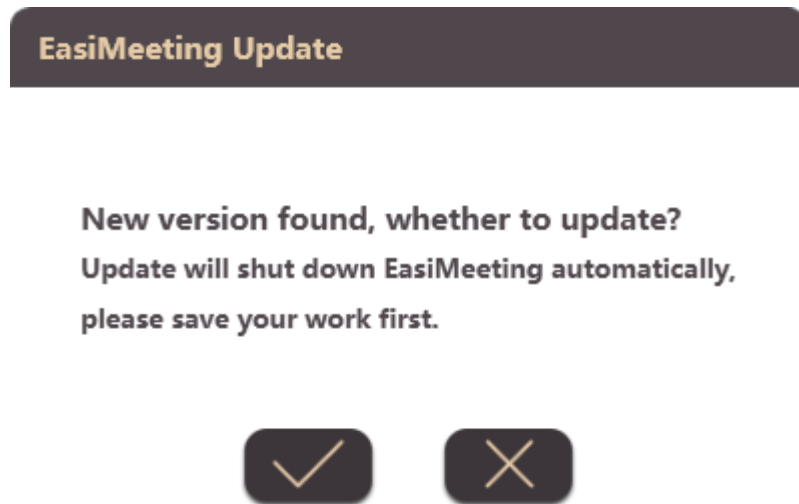


Fig.3-1-1-6-5-1 Check Update Interface





Click  to upgrade software online, software is shut down, and automatically updates, popping up software upgrade interface, as Figure 3-1-1-6-5-2. Click  to cancel software updating. If file contents need to save, click  to cancel update first, conduct update operation after saving file contents. During updating process, click  button, to conceal updating interface into background.



Fig.3-1-1-6-5-2 Check Whether File is Saved Window

After software update is completed, it will pop up interface as shown in Figure 3-1-1-6-5-3.

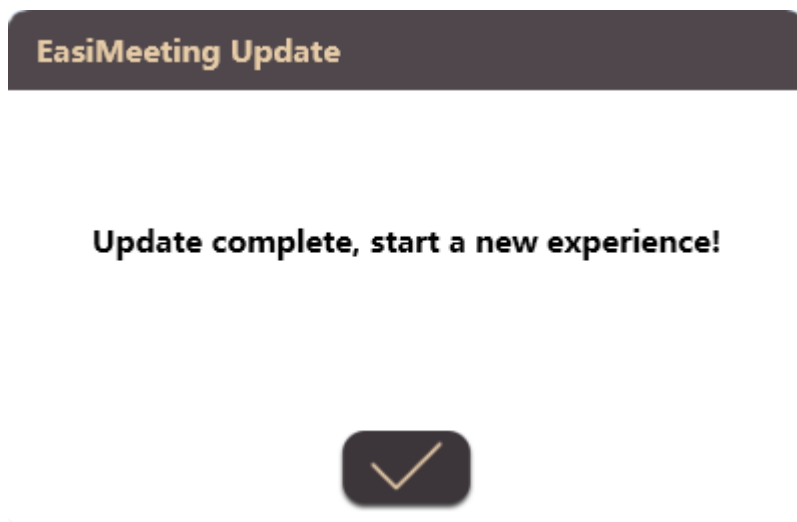



Fig.3-1-1-6-5-3 Software Update Completed


- ② If the software is already the latest version, it does not pop up automatically online updates window. Click  icon to pop up prompt window, as shown in Figure 3-1-1-6-5-4。

It's the latest version!



Fig.3-1-1-6-5-4 Already The Latest Version

- ③ If currently PC has no network connection, it cannot perform online update, and it needs to manually install new software after uninstalling software.

Click  icon to pop up no network prompt window, as shown in Figure 3-1-1-6-5-5.

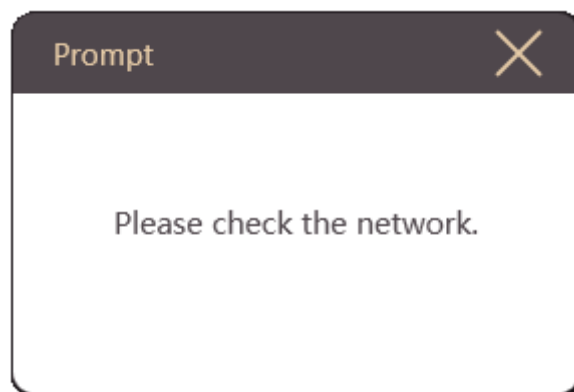



Fig.3-1-1-6-5-5 Currently No Network Connection

3.1.1.7 Exit

Click  to exit and close the application software. If there are files that are not saved when exiting the software, the system will remind user whether to save, as shown in Figure 3-1-1-7.

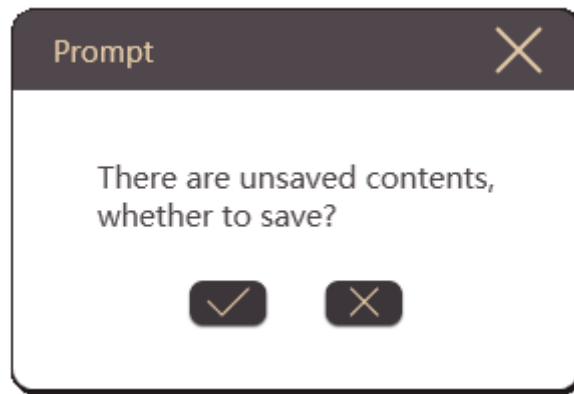



Fig.3-1-1-7 Save or Not Prompt Dialog Box


3.1.2 Switch to Desktop






Click  to switch to desktop mode, see [3.5 Desktop Mode](#) for details.


3.1.3 Pen type



Click the button  to the right of the pop-up pen set and pen type toolbar, the user can choose different types of pens as required. The default pen for initially is hard brush and white handwriting. Click pen can switch colors, there are three kinds of colors can be switched default, white, yellow and blue.

- Hard brush. Click  and enable hard brush (default color is white), the user can write on the page. When the user writing, the stroke width is no affected by writing speed. The color and stroke width can be adjusted in the "Pen Settings".
- Fluorescent pen. Click  and enable the fluorescent pen (default color is white); it can be used to annotate the content. The color and strokes width can be adjusted in the "Pen Settings".
- Multi-point writing. Click  and enable the pen of multi-point writing. In the multi-touch box, it can achieve the corresponding points to write.

NOTE: Hard brush and Fluorescent pen can only be a single point of writing, if enable the pen multi-point, it can writing multi-point.

- Brush setting. Click  and enable brush setting, as shown in Figure 3-1-3 Brush Settings dialog box. The user can set the stroke width and color of the currently selected brush, and a variety of brush settings between each other. Select any color, it will replace the first one to switch colors.

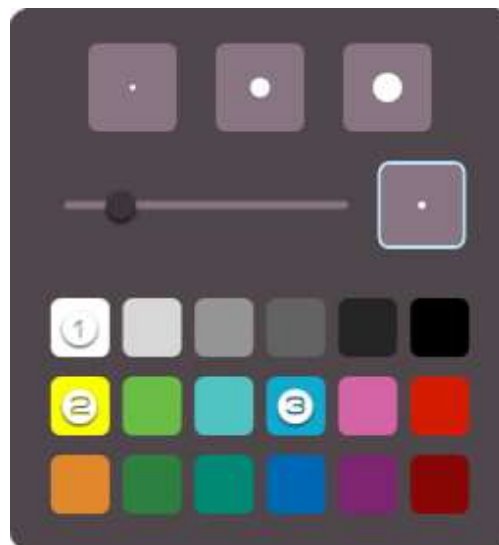


Fig.3-1-3 Brush Setting

3.1.4 Eraser





Click  to select eraser, with default eraser is point erasing, as shown in Figure 3-1-4. Eraser is divided into point erasing, cycle erasing, and sliding page erasing.




Fig.3-1-4 Eraser


- Point erasing. Click  to select point wiping eraser, which can erase ordinary brush handwriting, including hard brush, fluorescent pen, ink brush, and row brush.

- Cycle erasing. Click  to select cycle wiping eraser, select loop the handwriting requiring erase can erase selected handwriting, the eraser can erase ordinary brush (hard brush, fluorescent pen and ink brush), lines, image, 3D figure and, text, image, audio and video handwritings.
- Page erasing. Slide  to the right, to remove contents of the current page.

3.1.5 Gesture

Click the button  to pop up the secondary menu, including selection, page turning, zoom and roam.

3.1.5.1 Selection











Click  to realize following options by drawing a closed image or click on the selected interface: moving, scaling, rotating, deleting, cutting, copy, sorting and etc.


(1) Handwriting/Image/Text

Select loop object, to conduct operation of selected object as moving, zooming, rotating, deleting, cutting, copying, and sorting, as shown in Figure 3-1-5-2-1.



Fig.3-1-5-2-1 Select Object

- Moving. Click and drag selected object, to move current object to any position;
- Uniform zooming. Hold down icons of  on the upper left,  on the bottom left, and  on the bottom right, to realize object uniform scaling zooming operations respectively;
- One-way zooming. Hold down icons   on each side to realize object zooming operation in single direction;
- Rotating. Click  to rotate the currently selected object;
- Click  to open the button of deleting, cutting, copy and sorting;
- Delete. Click  to delete currently selected object;
- Cutting. Click  to cut currently selected object;
- Copying. Click  to copy currently selected object, and paste it to lower right of the object;

- Sorting. Click  to pop up secondary menu, which can make settings for layer relationship of multiple objects (including handwriting, image, audio and video, etc.) (handwriting has the same object level with others), including move one level up, move one level down, place on the top, and place on the bottom;

(2) Audio and Video

Select loop audio and video object, to conduct operation of selected audio and video as playing, pausing, dragging process bar, sound adjusting, moving, scaling, rotating, screenshot, deleting, cutting, copying, sorting, as shown in Figure 3-1-5-2-2.

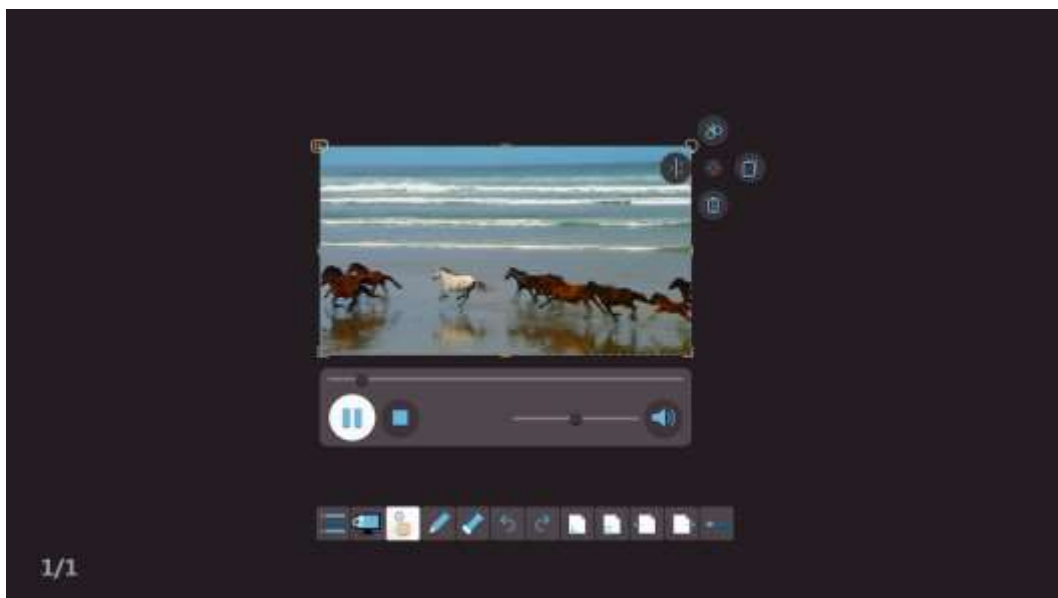








Fig.3-1-5-2-2 Select Audio and Video


- Functions of audio and video moving, scaling, rotating, deleting, cutting, copying, sorting are the same as handwriting. See “(1) Handwriting/ Image/ Text” for details;
- Play. Click  to play audio and video;
- Pause. Click  to pause playing of audio and video;
- Stop. Click  to stop playing audio and video;

- Drag progress bar. Drag audio and video playing progress bar, to customize playing position of audio and video;
- Voice control. Drag sound adjusting scroll bar, to adjust the volume;
- Mute. Click  to turn the volume silently;
- Screenshot. Click  to insert screenshot image of current audio and video image into the page.


3.1.5.2 Page turning

- Click  button, and sliding page left and right to simulate flip operation.

3.1.5.3 Zoom

- Click  button, and sliding up and down the page to zoom the page. Slide up to zoom in the page, and slide down to zoom out the page.

3.1.5.4 Roam

Click the button , then click on the current page (or click the left mouse button) and move, the user can move the current page.

3.1.6 Unfold


- Click or drag the button  to the right of the toolbar, as shown in Figure 3-1-6-1.




Fig.3-1-6-1 Expand Toolbar

- Click again or drag the button to the left toolbar can be retracted, as shown in Figure 3-1-6-2.



Fig.3-1-6-2 Retract the Toolbar

- Toolbar fully expanded state drag right expand button to pop up more button to set the interface. The user can in order to add a button to the toolbar as required, according to the different resolution, adaptive to number of different buttons, as shown in Figure 3-1-6-3. Click the Close button  on the top right corner toolbar button to remove the button; click and drag the button and the user can drag the button to the desired location.

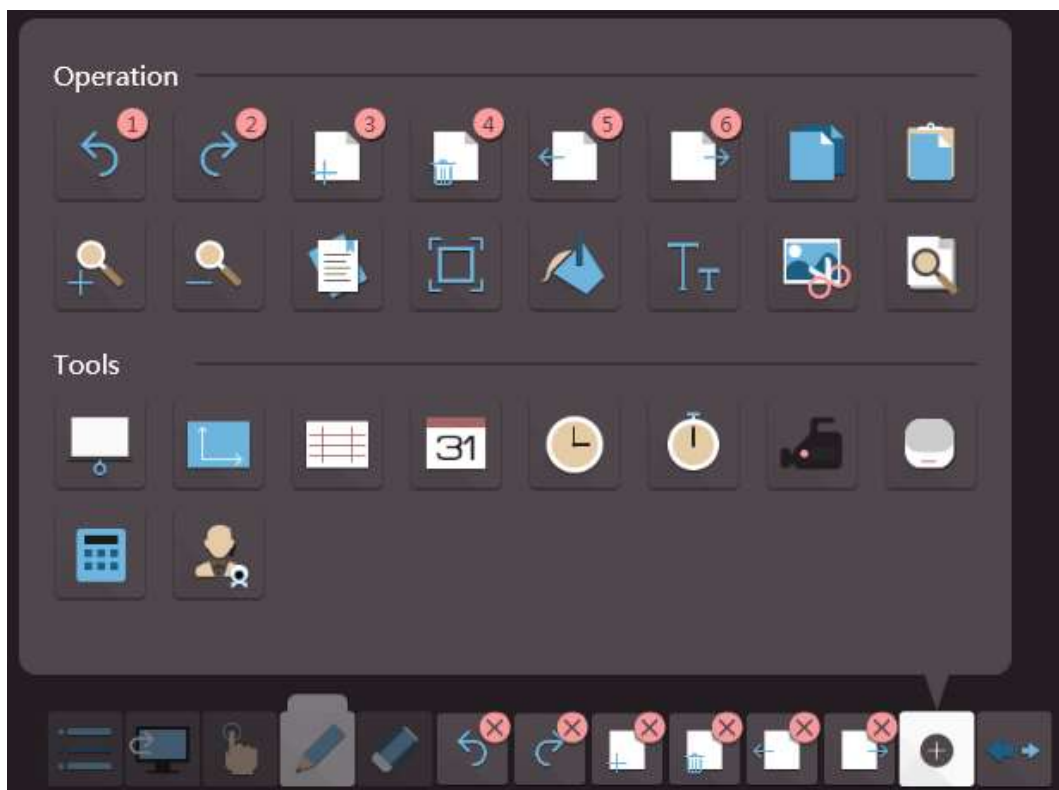


Fig.3-1-6-3 Toolbar Setting


- When hidden expandable functions, animation prompt will pop up.
 - ① When you first time open the software, the toolbar is automatically operable animation tips after the button expanded;
 - ② All toolbar buttons is displayed, the pop-up animation tips of set operation.

Note:


- ① If the floating toolbar stay on the edge of the interface (horizontal toolbar docked on the edge of interface left and right, vertical docked on the edge of the interface up and down), the toolbar will automatically be reduced to an icon, and adsorbed on the edge;
- ② In the desktop mode, if the software do not operate for a while, the floating toolbar will automatically be reduced to an icon, and adsorbed on the edge;

3.2 Basic Tools


3.2.1 Undo

Click  to undo previous operation.

3.2.2 Redo

Click  to restore previous undo operation.

3.2.3 Add Page

Click  to add a new page. When add a page, it dynamic prompts new page number among the page, and display from light to dark and then lighter until it disappears, as shown in Figure 3-2-3;

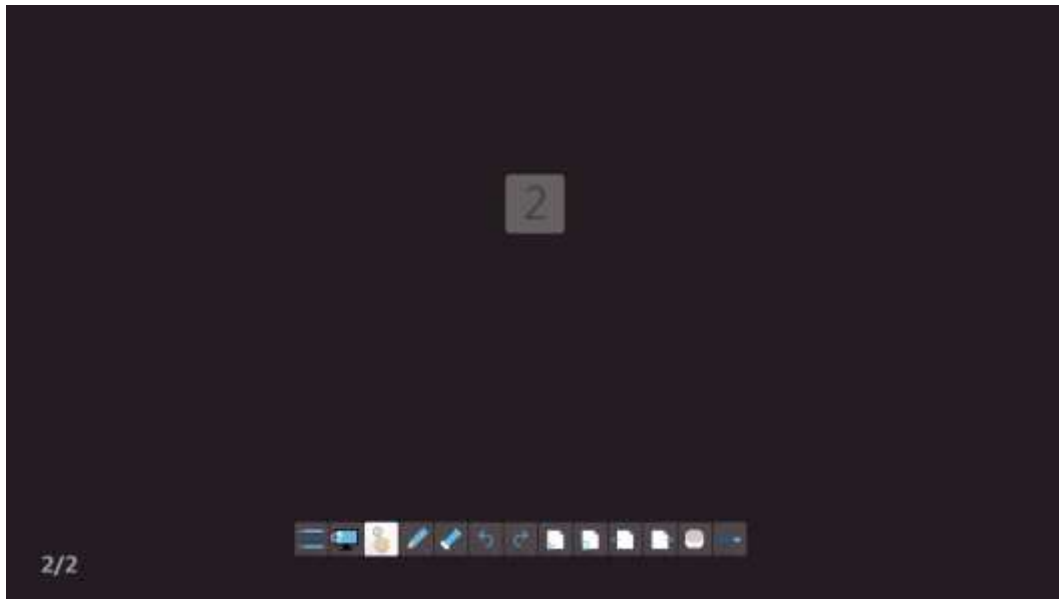



Fig.3-2-3 Dynamic Prompts of New Page

3.2.4 Delete Page



Click  to delete the current page. When delete a page, it dynamic prompts delete page on the lower right corner, and the page to the lower right corner to delete at the same time, as shown in Figure 3-2-4;

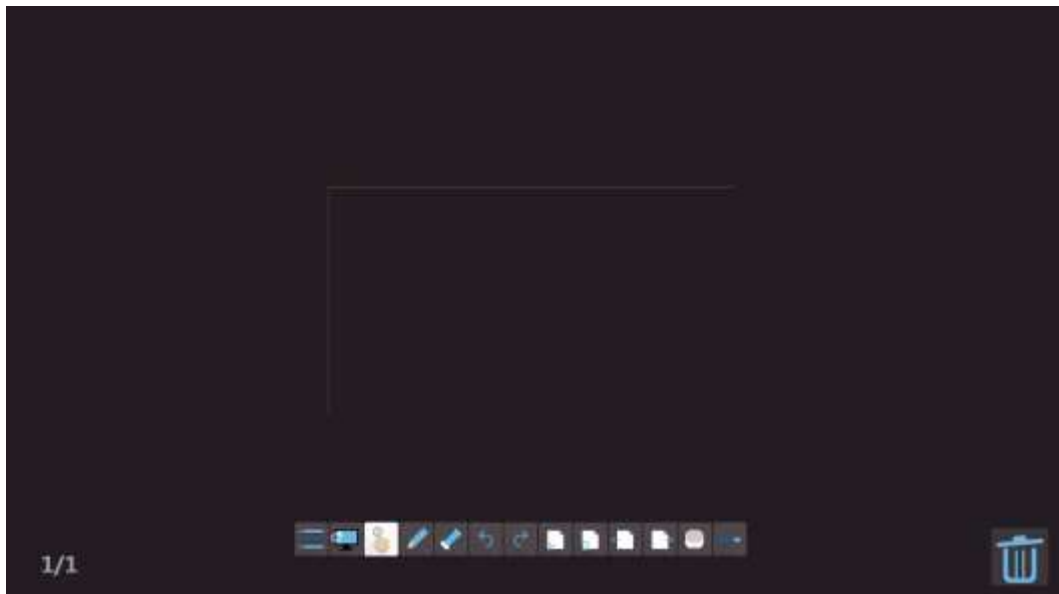


Fig.3-2-4 Dynamic Prompts of Delete Page


3.2.5 Previous Page



Click  to switch to previous page in full screen mode.


3.2.6 Next Page



Click  to switch to the next page in full screen mode.

3.2.7 Copy



Click the icon  into the state of choice, lasso the target, and click the



3.2.8 Paste



After using Copy function, click Paste icon  to paste the chosen target.

3.2.9 Zoom out



Click  to zoom out the screen.


3.2.10 Zoom in



Click  to zoom in the screen.

3.2.11 Template Library



Click  to pop up template library, as shown in Figure 3-2-11, including 5W1H, Breakeven Analysis, Priority Matrix, Risk Assessment, SMART, SWOT, Venn Diagram, etc.

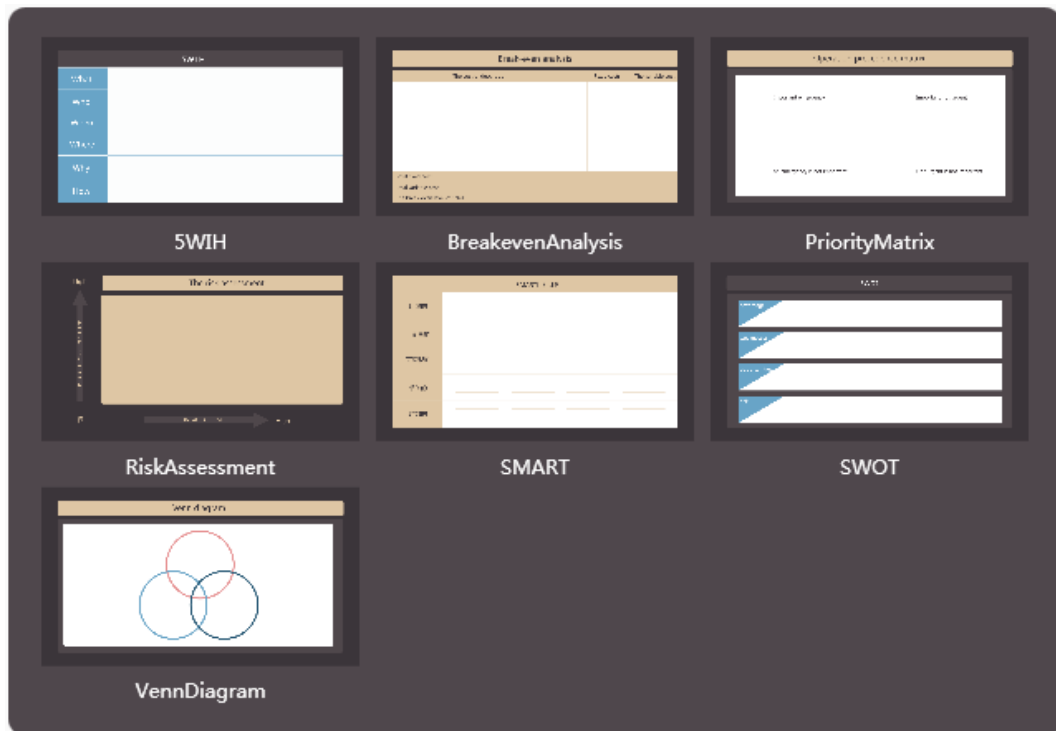


Fig.3-2-11 Template library

3.2.12 Adaptive page



Click the button can be adaptive full screen page. Roaming after Writing, click this button to display the whole content writing full screen zoom. If the page content more than full screen, it will automatic shrink to full screen; If the page content is not full screen, then automatically zoom to full screen.

3.2.13 Set background



Click the button to change the background of the current page pattern and color, as shown in Figure 3-2-13.

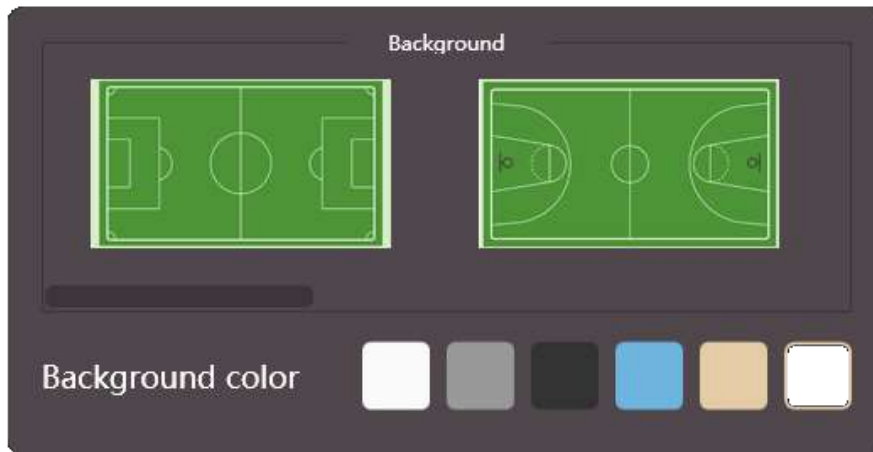


Fig.3-2-13 Set Background

3.2.14 Text




Click  to pop up text sub-menu, as shown in Figure 3-2-14-1, including text editing and handwriting recognition function.



Fig.3-2-14-1 Text Input Function Options











-  Click button to open text editing function. Click location for inputting text on the page, and input text (input by text toolbar keyboard or PC external keyboard, maximum height by default is 200 lines), the default text font is song typeface, size is 40, and color is black, as shown in Figure3-2-14-2.



Fig.3-2-14-2 Text Editing

- ① Font. Click drop-down menu of font box to select text font;
- ② Font size. Click drop-down menu of font size box to select text font size;
- ③ Bold. Click  button to set current text to bold, and at the same time, the button is changed into , click this button again to restore font thickness;
- ④ Italic. Click  button to set current text to italic, and at the same time, the button is changed into , click this button again to restore font;
- ⑤ Underline. Click  button to set current text to underlined, and at the same time, the button is changed into , click this button again to remove underline of font;
- ⑥ Font color. Click  button to pop up color plate, to set font color of current text;
- ⑦ Keyboard input. Click  to call out keyboard for text input;

⑧ Delete. Click  to delete the current input text content, without closing text editor toolbar.



-  Click button to open handwriting recognition function. After writing on the page, handwriting will be identified automatically and displayed on the page. The default displayed text is selected state, as shown in Figure 3-2-14-3;



Fig.3-2-14-3 Handweiting Recognition

3.2.15 Screenshot

Click  button to open screenshot tools, as shown in Figure 3-2-15-1.

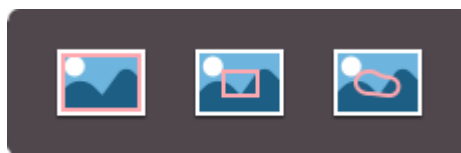


Fig.3-2-15-1 Screenshot Tool



- ① Click  directly for full-screen snip, after clicking this button, it will automatically screenshot full-screen, and insert to current page as image, as shown in Figure 3-2-15-2;



Fig.3-2-15-2 Full Screen Screenshot Inserting Page

- ② Click  and drag a rectangle on page, as shown in Figure 3-2-15-3, which can arbitrarily adjust position and shape of the rectangular.

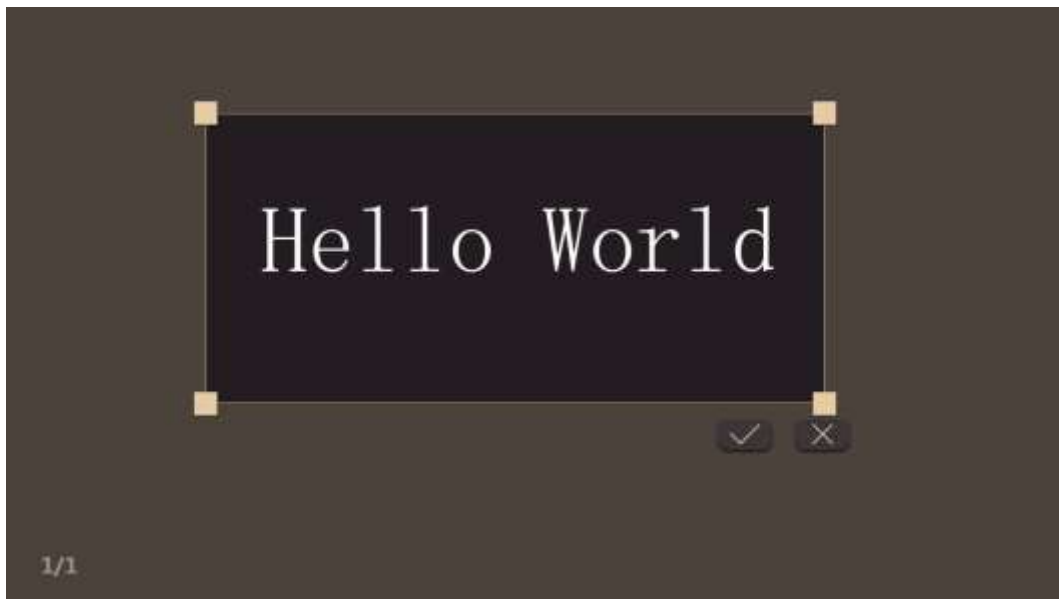


Fig.3-2-15-3 Rectangular Screenshot



- Click  to insert screenshot into the page, as shown in Figure 3-2-15-4,
- click  to cancel screenshot;



Fig.3-2-15-4 Rectangular Screenshot Inserting Page


- ③ Click  to perform arbitrary free screenshot. Arbitrarily select required screenshot object, as shown in Figure 3-2-15-5, and screenshot will be automatically inserted into the page;



Fig.3-2-13-5 Arbitrary Screenshot

3.2.16 Thumbnail



Click the button to pop-up the page thumbnail as shown in Figure 3-2-16-1;

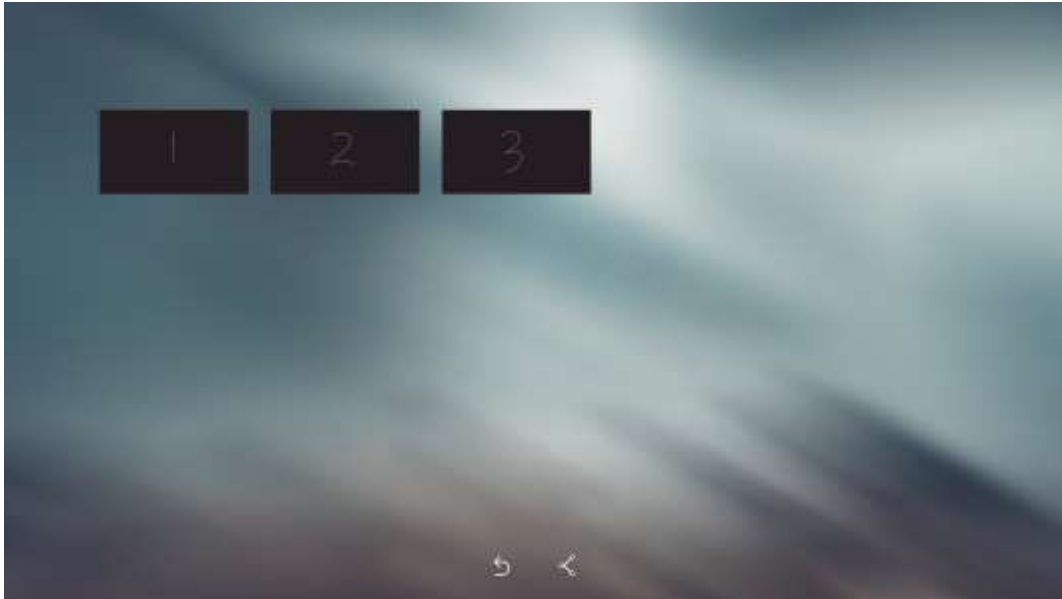


Fig.3-2-16-1 Page Thumbnail

- Click on any page to return to the page;
- In touch mode, long press any page, and the button will pop up as shown in Figure 3-2-16-2, including copy page, the export file, add page and delete page;

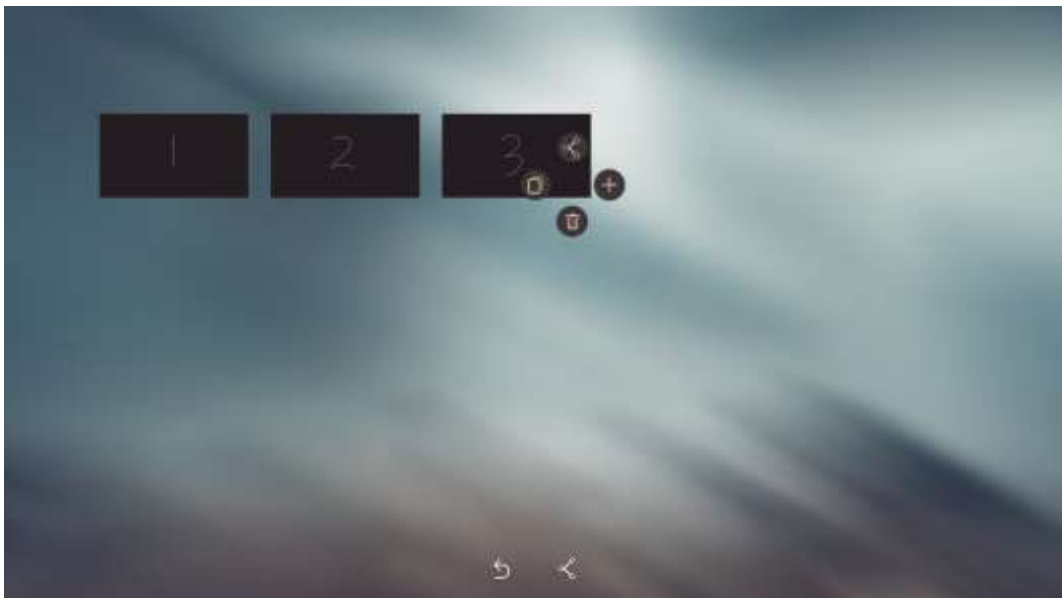


Fig.3-2-16-2 Page Operation Button

- In touch mode, long press any page and slide to the left to the copy button



, the current page will be copied, as shown in Figure 3-2-16-3;

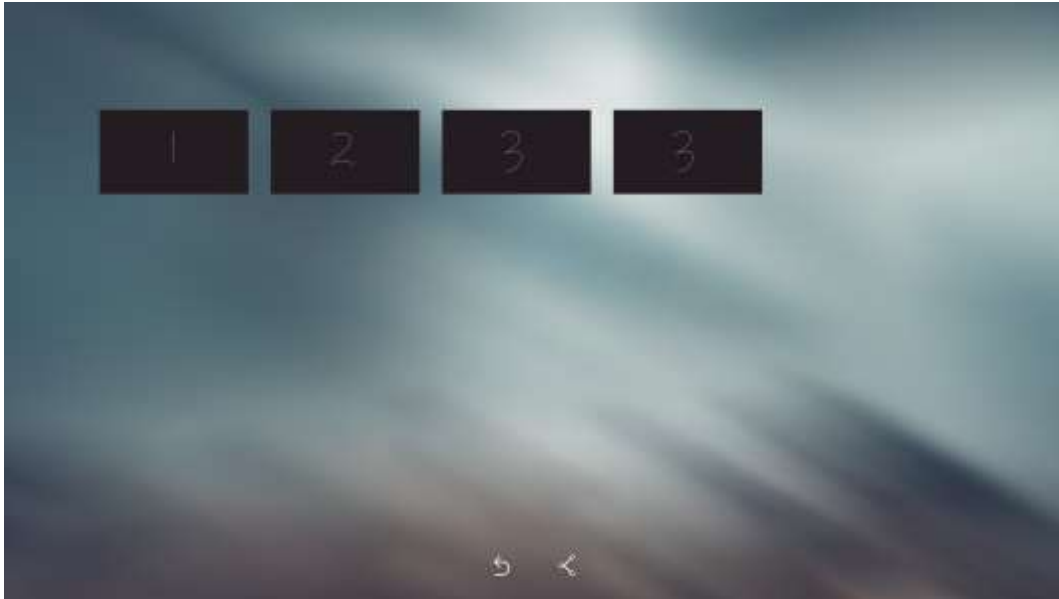


Fig.3-2-16-3 Copy Page

- In touch mode, long press any page and slide up to the export file button



, the current page is exported, and the page will sent to the relevant one, as shown in Figure 3-2-16-4;


Settings icon | Close icon (X)


☒ Use Default Mail Setting

SMTP: [Redacted]
(Gmail:smtp.gmail.com 163:smtp.163.com)

Port number: [Redacted] ☐ Use secure connection(SSL)
(Gmail:587,SSL 163:25)

Account: [Redacted]@ [Redacted]

Password: [Redacted] 




 Recipient: [Redacted]

Subject: Mail From EasMeeting

[Redacted]

Fig.3-2-16-4 Send Email

- ① Manually configure the SMTP, port number, Account and password;


- ② Click  to save the current configuration information;
- ③ Click  to hide configuration interface;
- ④ Fill in the recipient email address, subject and message content;
- ⑤ Click  to send all pages of the current interface to user specified mailbox;

Note: The users can use the configured default mailbox to send the current page, as shown in Figure 3-2-16-5.




Fig.3-2-16-5 the Default Mailbox Interface

- In touch mode, long press any page and slide to the right to the new page

button , on the current page next will be add a new page;

- In touch mode, long press any page and slide down to the delete page

button , the current page will be deleted;

- Click the button  to return to the current page;


- Click the button  pop-up the page batch interface as shown in Figure 3-2-16-5, it can be batch export and e-mail page;



Fig.3-2-16-5 Batch Page

3.3 Small Tools

Select small tool buttons to add to the toolbar, including panel-in-panel, calendar, clock, coordinate system, screen recording, form, timer, central control, calculator, video conference, etc.

3.3.1 Panel-in-panel









Click  to open panel-in-panel, as shown in Figure 3-3-1-1. The button is displayed in the desktop mode, and the user can call in desktop mode.




Fig.3-3-1-1 Open Panel-In-Panel

- ① Writing. Click the button  to write on whiteboard, with default handwriting is thin, and color is black. The handwriting's thickness and color cannot be changed;
- ② Eraser. Click the button  to erase the handwriting as required;
- ③ Export. Click the button  to export the handwriting as .jpg in the current panel-in-panel;
- ④ Clear handwriting. Click  to clear all the writing on white board;
- ⑤ Retract whiteboard. Click blue ring on top of page, dragging down white board. If the whiteboard is dragged half distance of page, the white board can fix to the current position; if the whiteboard is dragged to a distance of less than half page, whiteboard will retract automatically.
- ⑥ Close. Click the button  to close the panel-in-panel.

3.3.2 coordinate system



Click  to open mathematics tool coordinate system, pop-up settings window as shown in Figure 3-3-2-1.

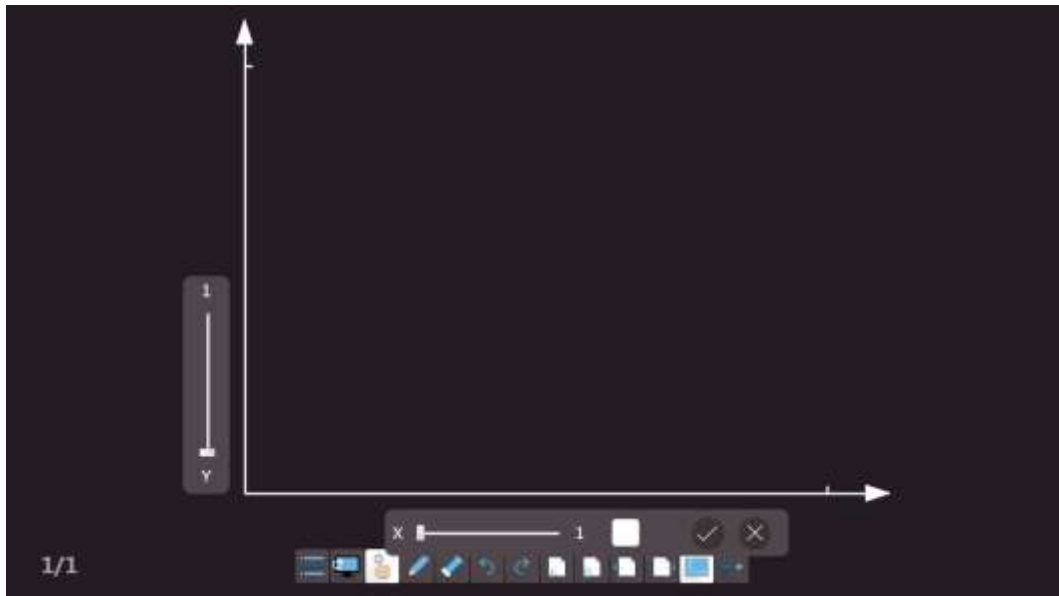


Fig.3-3-2-1 Mathematics Coordinate System Parameter Settings

- Sliding scroll bars can be set up coordinates, as shown in Figure 3-3-2-2.

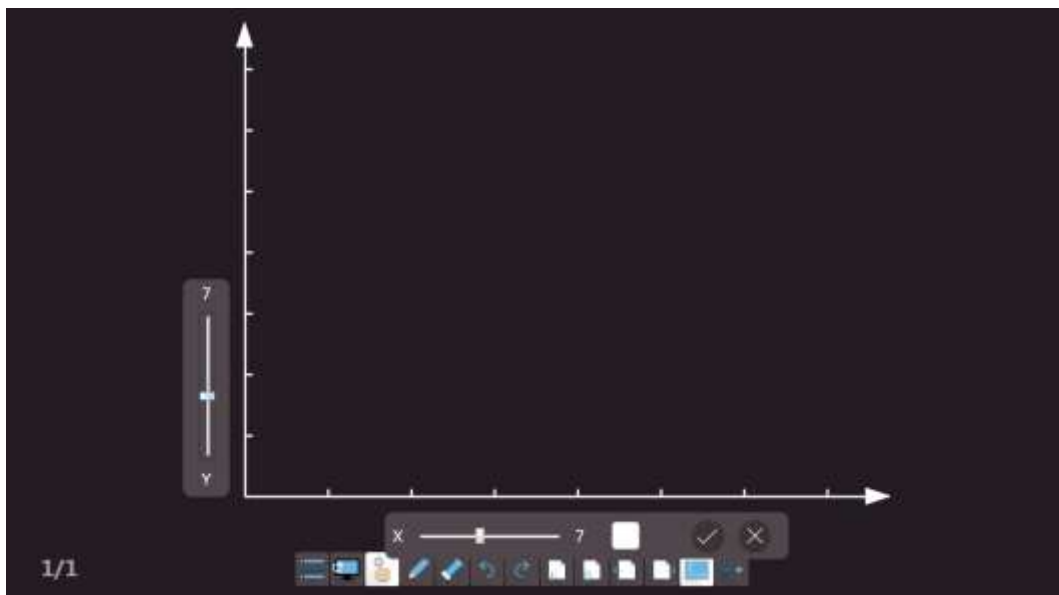


Fig.3-3-2-2 Math Coordinate System

- Click color block to set the color coordinates, as shown in figure 3-3-2-3.

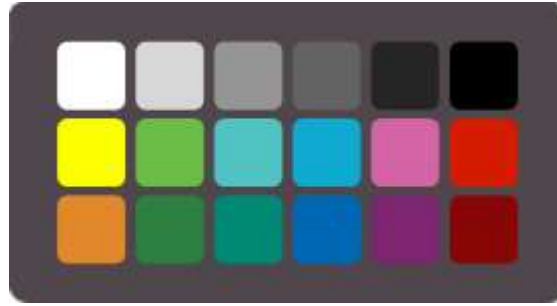




Fig.3-3-2-3 Select Color Block

- Click the button  to put the coordinates into a page, click  to cancel coordinates inserted.

3.3.3 Form




Click the button  to bring up the form tool, as shown in Figure 3-3-3-1, slide and set the form row and columns number.



Fig.3-3-3-1 Set Form Row and Column

Drag it to the required position and click to insert the ranks number required forms, as shown in Figure 3-3-3-2.

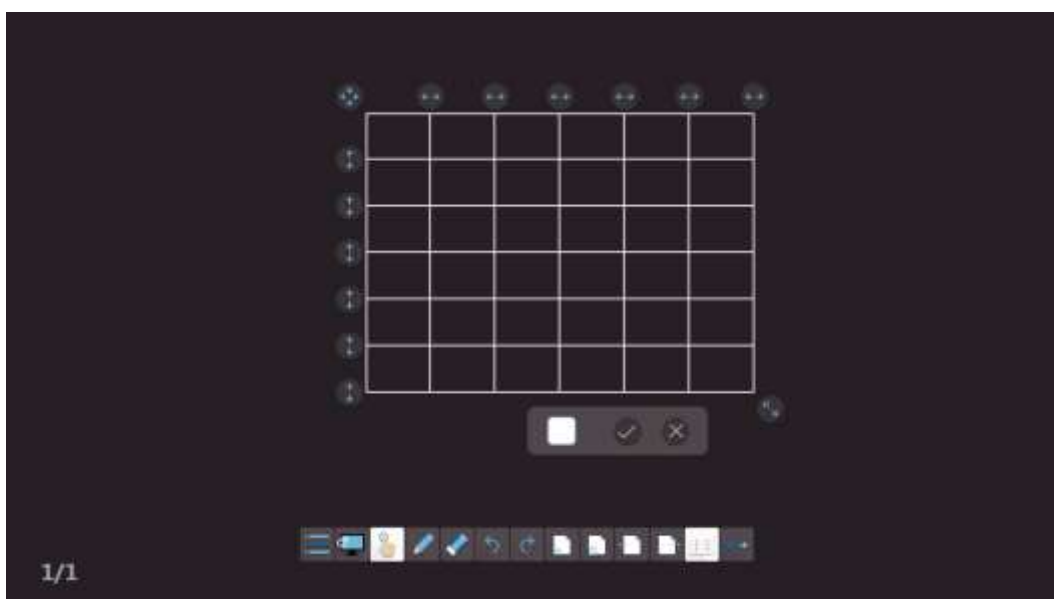






Fig.3-3-3-2 Set Ranks Width

- Click the button  and drag to adjust the form row height;
- Click the button  and drag to adjust the form row height and column width geometric;
- Click the color block can be set up the form frame color;
- Click the button  to put the form into a page, click  to cancel form inserted.

3.3.4 Calendar




Click the button  to call the calendar function, as shown in Figure3-3-4. The user can check the date as needs. The button is displayed in the desktop mode, and the user can call in desktop mode. At the same time, Click on the close button on the upper right corner to close the calendar.



Fig.3-3-4 Calendar

3.3.5 Clock






Click the button to call the clock function, as shown in Figure 3-3-5. The user can see the time as needs. The button is displayed in the desktop mode, and the user can call in desktop mode. Click on the close button on the upper right corner to close the clock.



Fig.3-3-5 Clock

3.3.6 Timer

Click  to open the timer, as shown in Figure 3-3-6. By default, the timer number starts from 00:00:00, and click  to set countdown time. After setting up, click  again to save and exit the setting. The button is displayed in the desktop mode, and the user can call in desktop mode.

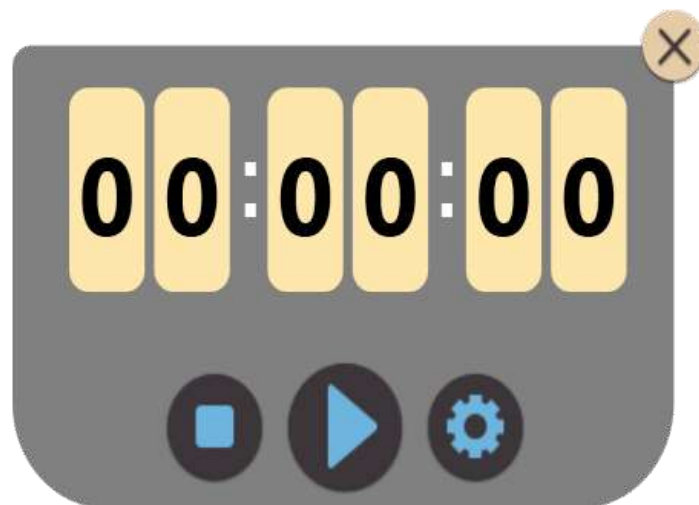


Fig.3-3-6 Timer

3.3.7 Screen Recording


Click  to open screen recording tools, with screen recording toolbar shown in Figure 3-3-7. Buttons from left to right are start/stop, play, save and close buttons. Recorded video is saved as wmv format, directly click play button to play video files that are just recorded after saved. The button is displayed in the desktop mode, and the user can call in desktop mode. Click on the close button on the upper right corner to close the screen recording.



Fig.3-3-7 Screen Recorder

In the non-XP system, you must install the corresponding screen recording software (EasiMeeting built-in screen recording software installation package, the user can start the installation when it needs) to record video; Meanwhile, the system must be installed video player in order to play the recorded video.

3.3.8 Central Control



Click the button  to open the Central Control tool, as shown in Figure 3-3-8, including the Air-condition adjustment, light switch control, volume control, etc.










Fig.3-3-8 Control Tool

- Air-condition

① Click button  to switch the open/close state of Air-condition, the default is Open.

② Click button  to start the cool mode.

③ Click button  to start the heat mode.

- ④ Click button  to start the fan mode.
- ⑤ Click button  to start the auto mode.
- ⑥ Click  to adjust the speed of fan.
- ⑦ Click button  or  to adjust the temperature of Air-condition.
- Light. Click the button of light groups  to switch the open/close state of the light. The default is close.
 - Volume. Drag the progress bar after the button  to adjust the volume of the equipment.

Note: The Central Control tool only supports creator control system temporarily. If you want to use the control system, please refer to the following protocol configuration.

Control Mode	Control Numerical	JoinNumber	Operation
Button Control(0x01)	Press(0x01)	1	RELAY1_OPEN
Button Control(0x01)	Press(0x01)	2	RELAY1_CLOSE
Button Control(0x01)	Press(0x01)	3	RELAY2_OPEN
Button Control(0x01)	Press(0x01)	4	RELAY2_CLOSE
Button Control(0x01)	Press(0x01)	5	RELAY3_OPEN
Button Control(0x01)	Press(0x01)	6	RELAY3_CLOSE
Button Control(0x01)	Press(0x01)	7	RELAY4_OPEN
Button Control(0x01)	Press(0x01)	8	RELAY4_CLOSE
Button Control(0x01)	Press(0x01)	9	RELAY5_OPEN
Button Control(0x01)	Press(0x01)	10	RELAY5_CLOSE

Button Control(0x01)	Press(0x01)	11	RELAY6_OPEN
Button Control(0x01)	Press(0x01)	12	RELAY6_CLOSE
Button Control(0x01)	Press(0x01)	13	RELAY7_OPEN
Button Control(0x01)	Press(0x01)	14	RELAY7_CLOSE
Button Control(0x01)	Press(0x01)	15	RELAY8_OPEN
Button Control(0x01)	Press(0x01)	16	RELAY8_CLOSE
Button Control(0x01)	Press(0x01)	41	Air-conditioner_OPEN
Button Control(0x01)	Press(0x01)	42	Air-conditioner_CLOSE
Button Control(0x01)	Press(0x01)	46	TEMP_16°C
Button Control(0x01)	Press(0x01)	47	TEMP_17°C
Button Control(0x01)	Press(0x01)	48	TEMP_18°C
Button Control(0x01)	Press(0x01)	49	TEMP_19°C
Button Control(0x01)	Press(0x01)	50	TEMP_20°C
Button Control(0x01)	Press(0x01)	51	TEMP_21°C
Button Control(0x01)	Press(0x01)	52	TEMP_22°C
Button Control(0x01)	Press(0x01)	53	TEMP_23°C
Button Control(0x01)	Press(0x01)	54	TEMP_24°C
Button Control(0x01)	Press(0x01)	55	TEMP_25°C
Button Control(0x01)	Press(0x01)	56	TEMP_26°C
Button Control(0x01)	Press(0x01)	57	TEMP_27°C
Button Control(0x01)	Press(0x01)	58	TEMP_28°C
Button Control(0x01)	Press(0x01)	59	TEMP_29°C
Button Control(0x01)	Press(0x01)	60	TEMP_30°C
Button Control(0x01)	Press(0x01)	62	TEMP_31°C
Button Control(0x01)	Press(0x01)	62	TEMP_32°C
Button Control(0x01)	Press(0x01)	63	TEMP_33°C
Button Control(0x01)	Press(0x01)	71	AUTO
Button Control(0x01)	Press(0x01)	72	COOL
Button Control(0x01)	Press(0x01)	73	HEAT

Button Control(0x01)	Press(0x01)	74	FAN
Button Control(0x01)	Press(0x01)	80	FAN SPEED_0
Button Control(0x01)	Press(0x01)	81	FAN SPEED_1
Button Control(0x01)	Press(0x01)	82	FAN SPEED_2
Button Control(0x01)	Press(0x01)	83	FAN SPEED_3
Button Control(0x01)	Press(0x01)	84	FAN SPEED_4
Button Control(0x01)	Press(0x01)	85	FAN SPEED_5
Volume Control(0x02)	0-100	90	Volume

3.3.9 Calculator



Click the button  to call the calculator function, as shown in Figure3-3-9.


The user can perform simple mathematical calculations. The button is displayed in the desktop mode, and the user can call in desktop mode. At the same time, Click on the close button on the upper right corner to close the calculator.



Fig.3-3-9 Calculator

3.3.10 Video Conference



Click the button  to call the video conference function quickly (If and only if the machine has been installed the video conference software, it can use this button to quickly call the video conference).

3.4 Operation

In touch mode, it can be directly touch to select, page turning, zoom, roam, page thumbnails and gestures erase, etc.

- Select. Single-touch touch can select operations, detailed operations see [3.1.5.1 Selection](#);
- Page turning. Two-point touch the page, and sliding page left and right to simulate flip operation. Slide to the left to simulation the previous page operation, and slide to the right to simulation the next page operation.
- Zoom. Four-point touch can slide up and down to zoom for full-screen. Slide up to simulation the zoom in operation, and slide down to simulation the zoom out operation.
- Roam. Five-point touch and move, it can roam opera the page, with [3.1.5.4 Roam](#);
- Page Thumbnail. Five-point touch and contract internal to enter the page thumbnail, see [3.2.15 Thumbnail](#).
- Gesture erases. In the condition of not started multi-point writing, use the size of touch surface like three fingers, it can start the gesture erase function, which can erase various types of brush marks. (Note: Desktop mode and standard mode can start gestures erased.)


3.5 Shortcuts

Call out screen keyboard or external keyboard, to realize functions of new, open, save, copy, paste, undo, redo, and delete by shortcuts.

- New: Ctrl+N
- Open: Ctrl+O
- Save: Ctrl+S
- Copy: Ctrl+C
- Paste: Ctrl+V
- Undo: Ctrl+Z
- Redo: Ctrl+Y
- Delete: Delete

3.6 Desktop Mode








Click  on the toolbar to switch to desktop mode, as shown in Figure 3-6.

Desktop mode only has functions of returning to standard mode, desktop operation, pen, eraser, screenshot and small tools.



Fig.3-6 Desktop Mode

- Return. Click  to return to standard mode;
- Desktop operation. Click  to return to desktop operation mode, and the user can operate the other program on the computer;
- Hard brush. Click  to enter to the desktop annotation mode, then the user can use the hard brush to annotate on the current interface (brush color is the same as the current brush color on the standard mode);
- Eraser. Click  to erase desktop notation handwriting;
- Screenshot. Click  to call out screenshot tool. See [3.2.14 Screenshot](#);




- Small tools. Click  to call out Clock, Calendar, Panel-in-Panel, Timer, Screen Recorder tool, central control, calculator and video conference, see [3.3 Small Tools](#).
- Icon adsorption and hidden. When the software does not operate 3s, toolbar will automatically adsorption to the edge of the page, and hide into a translucent icon. Click on the translucent icon, toolbar will automatically pops up;
- Play PPT. On the desktop mode, the screen will appear the flip up and down button   on the left/right corner. Click the button to flip up and down the PPT, as shown in Figure 3-6-2.



Fig.3-6-2 Desktop Play PPT

Above is the complete content of the EasiMeeting Touch Screen Application Software Instructions. The Instructions are subject to change without notice.

Thanks again for selecting our products!