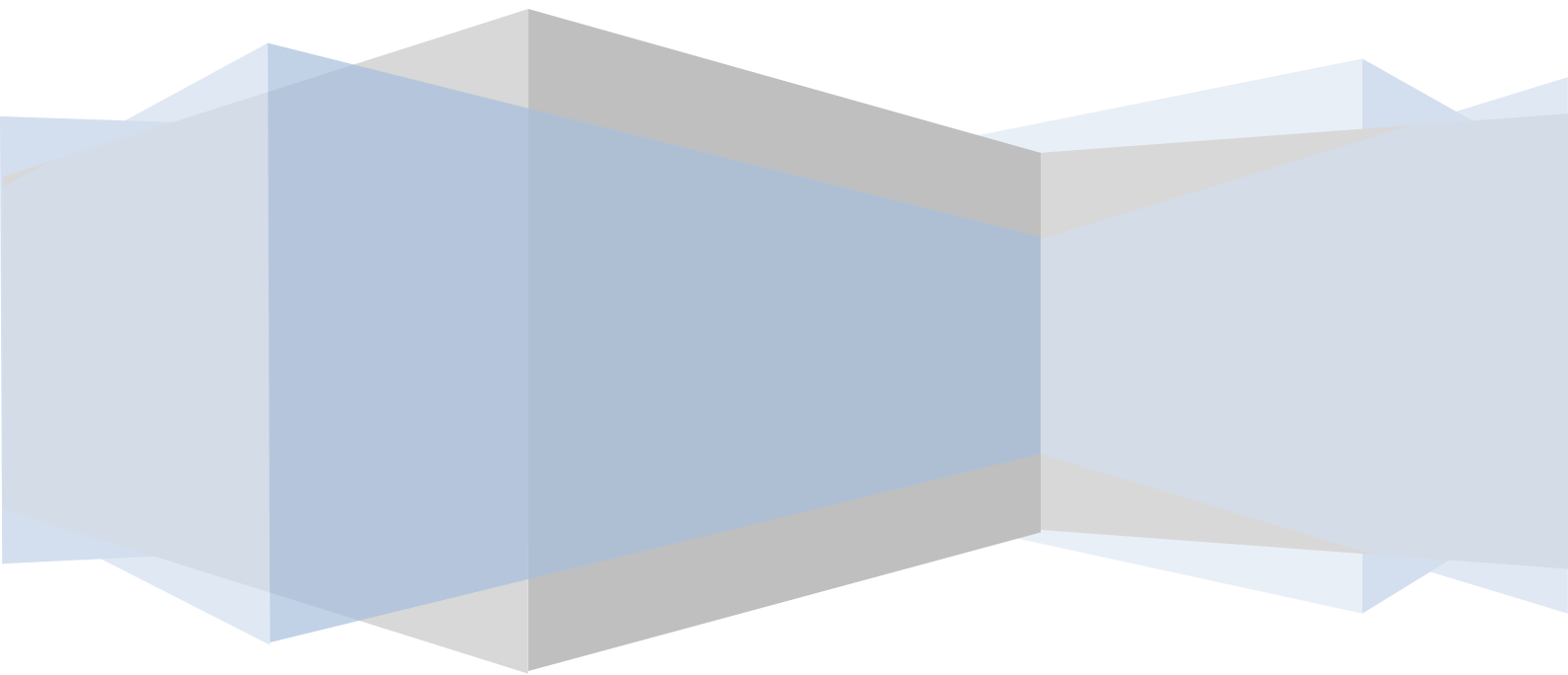


# EasyMeeting Application Software Instructions



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## 1.Introduction to the software

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

The friendly UI, powerful meeting function integration, real writing effect, rich and individual settings, and online update make EasyMeeting software distinctive:

★ Simple and clear menu options. The toolbar and sidebar can be displayed and set according to user requirements, which improves the adaptability and individuality of the software under different circumstances. For all functions, the traditional mode of “click and use” is kept, that is the user can simply clicks and switch between functions easily.

★ Screen blocking, spotlight, screen zoom in/out, etc. as well as comment anytime anywhere enhance the utility of the software. The traditional blackboard presentation is integrated into computer intelligence to continue the traditional operation habit and at the same time improve convenience and reliability through computer intelligence.

★ Three writing modes are available. The Soft Pen function provides the simulated writing feeling of a soft pen. The software will present handwriting of different widths according to the user’s writing speed, etc., exactly the same as the traditional writing effect. The user can fully experience wielding a writing pen on an electronic whiteboard or a touch screen device.

★ The user can customize the pen size, eraser and canvas background as needed, making the presentation in each meeting or class unusual and fully showing personal taste and preferences through details.

★ Through the powerful online support, the user can download the updated version of the application software continuously. The simple touch lets you always be leading in the “new” conference era.

With Easy Reading, you can enjoy the new experience of cutting-edge conference and teaching technologies!

## 2.Installation instructions

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

### 2.1 Running Environment

- Support Win XP/ 7/ 8 system
- . Net Framework 4.0 and more advanced version
- Microsoft Media 10.0 or above
- Microsoft Office 2007 and more advanced version

### 2.2 To install EasyMeeting

Select setup.exe – the application software installer. Double click the installer icon to pop up the Language Selection dialogue box as shown in Figure2-2-1.

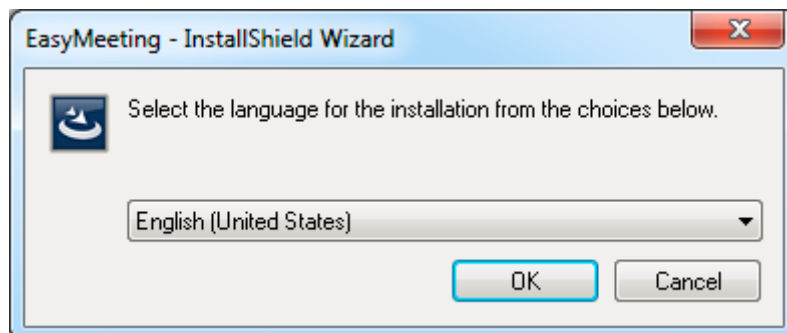


Figure 2-2-1 Language Selection

Click “Ok” to enter to extract the software as shown in Figure2-2-2.

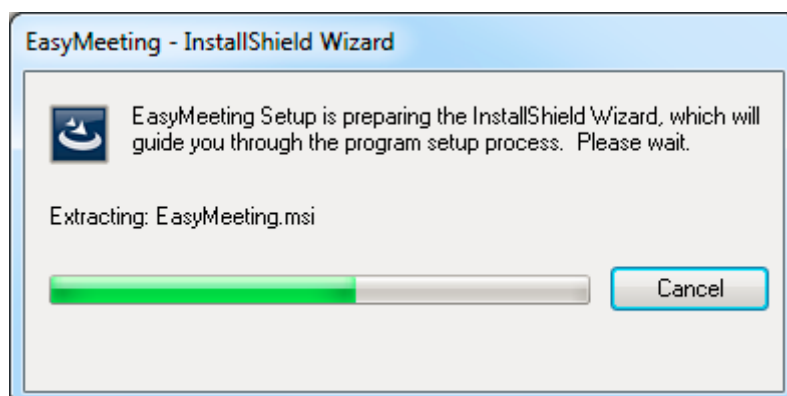


Figure 2-2-2 Extracting Interface

After extracting the software, pop up the Ready to Install Screen as shown in

Figure 2-2-3.

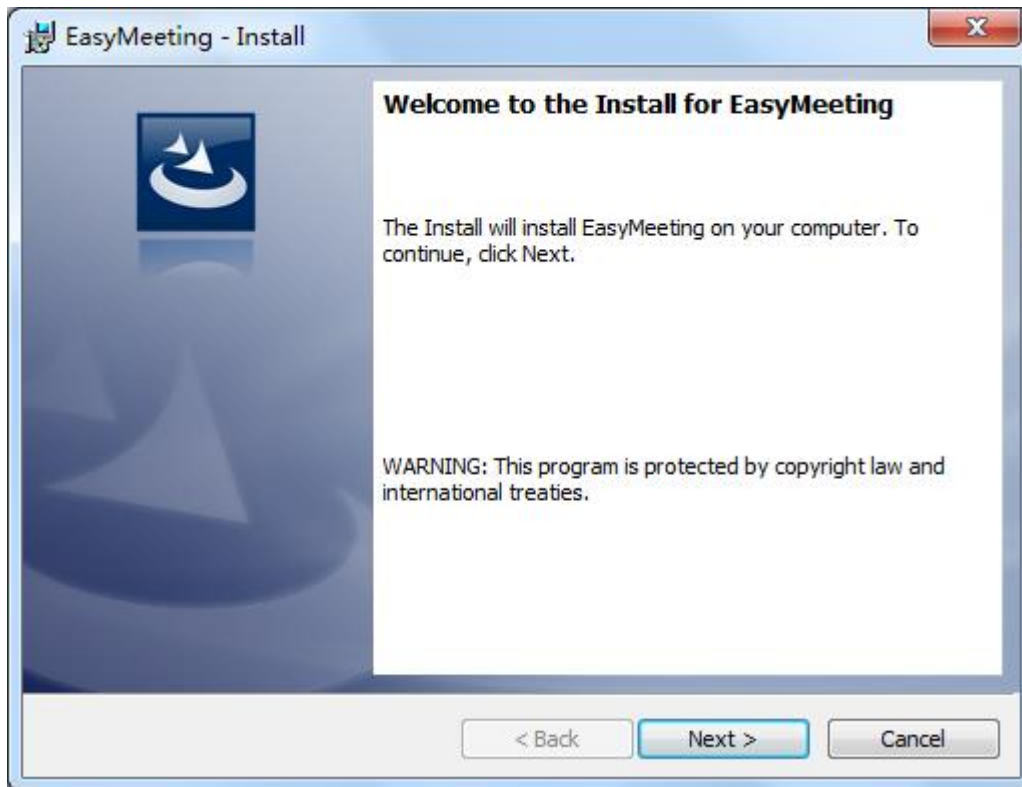


Figure 2-2-3 Ready to Install Screen

Click Next to install the software as shown in Figure 2-2-4.

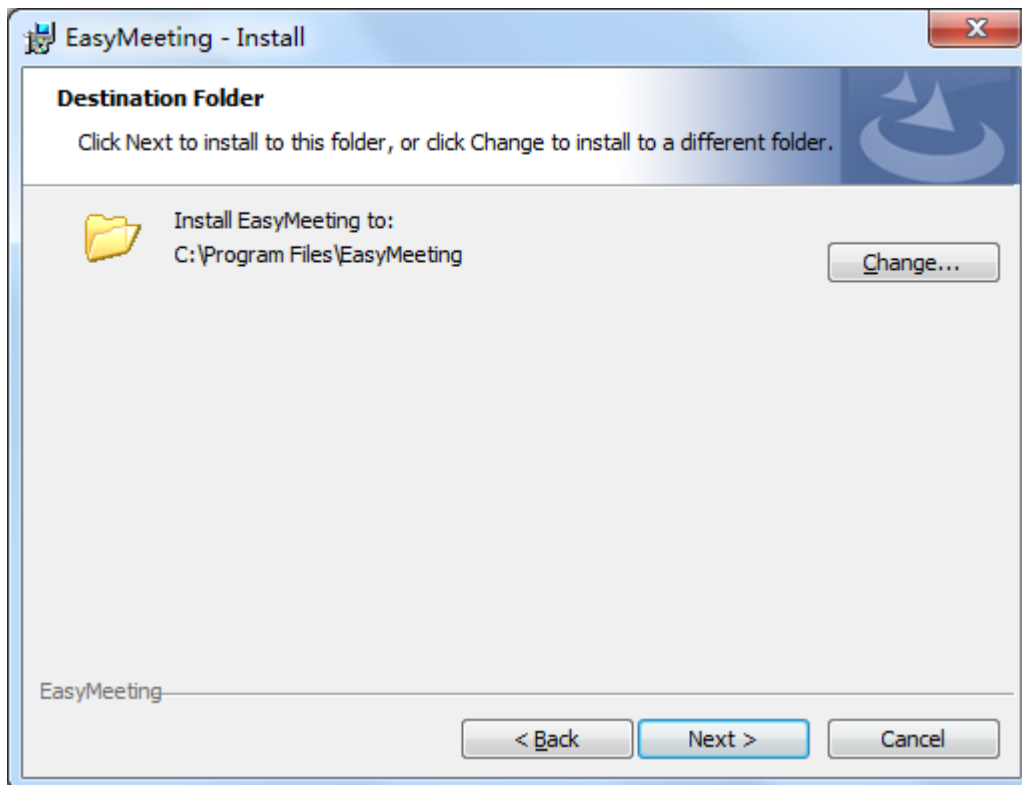


Figure 2-2-4 Installation Path Selection

In the Installation Finish screen as shown in Figure 2-2-5, click Finish to finish the installation.

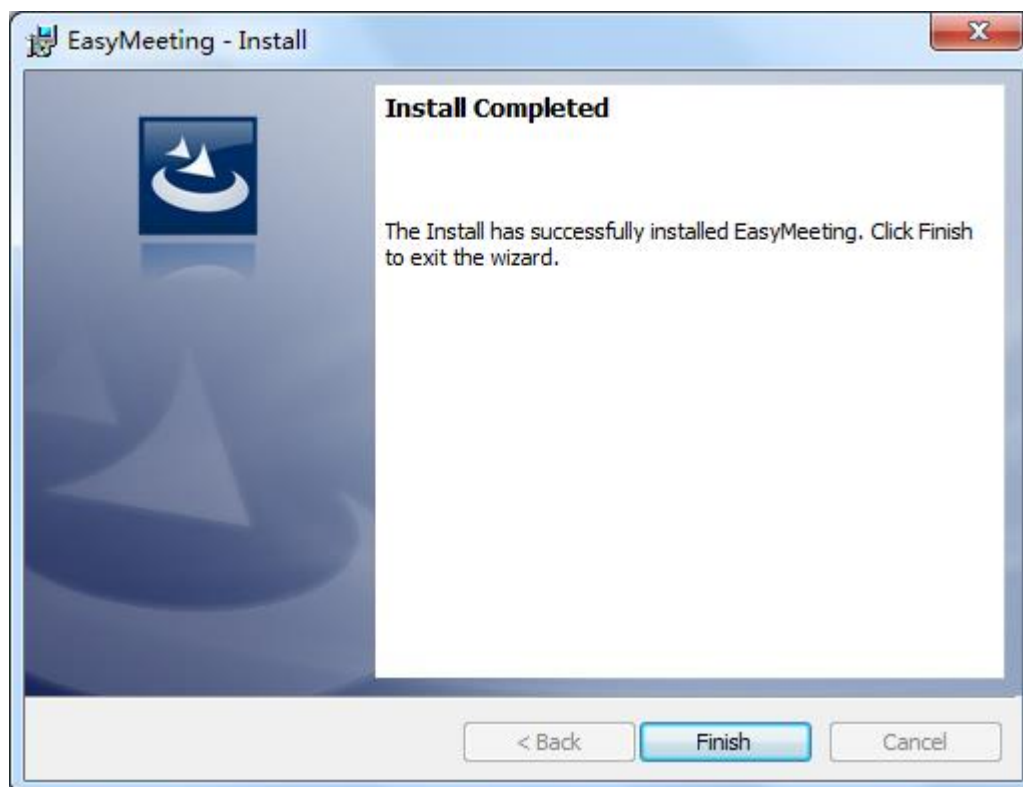


Figure 2-2-5 Finish Installation

If you have already installed Microsoft .Net Framework4.0 you can directly jump to click “Finish” to finish installation as shown in Figure 2-2-5, else you should install .Net Framework4.0 as shown in Figure 2-2-6.

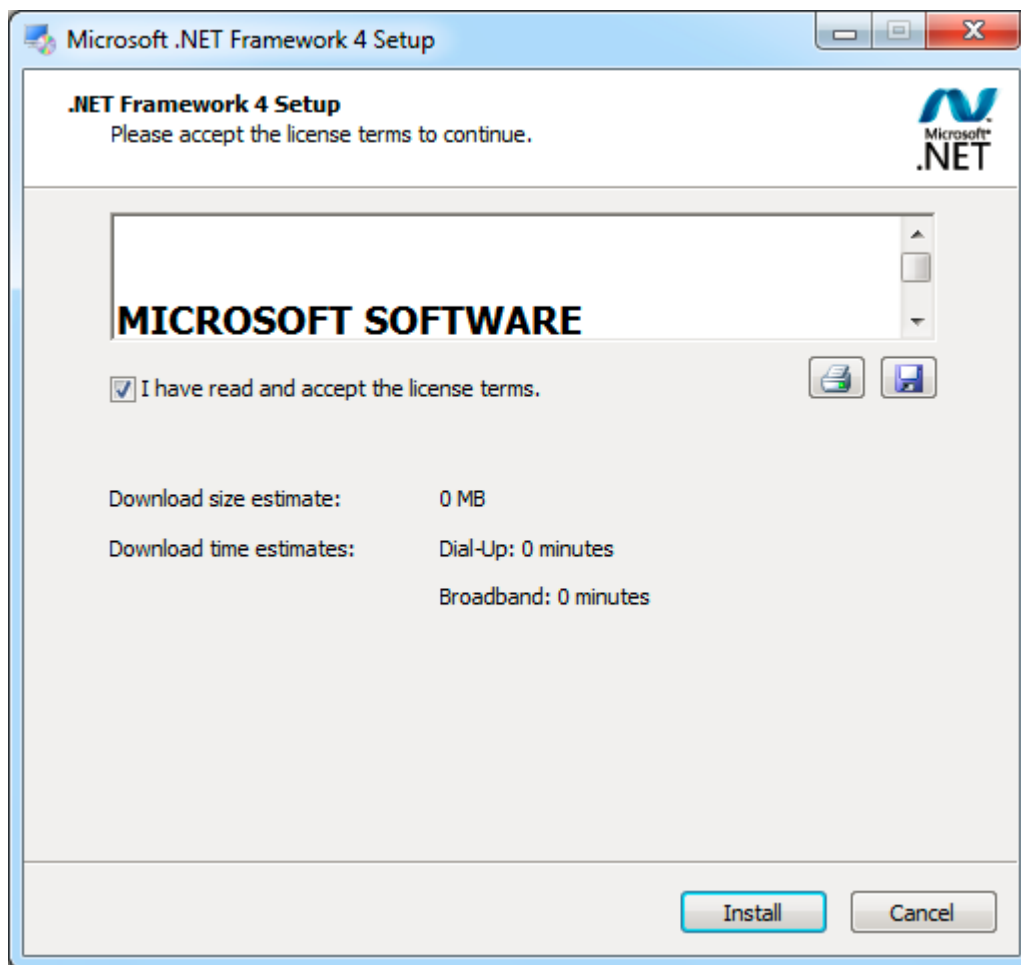


Figure 2-2-6 .Net4.0 Installation Interface

Select “I have read and accept the license terms”, then click Install button to enter the progress of the installation screen as shown in Figure 2-2-7.

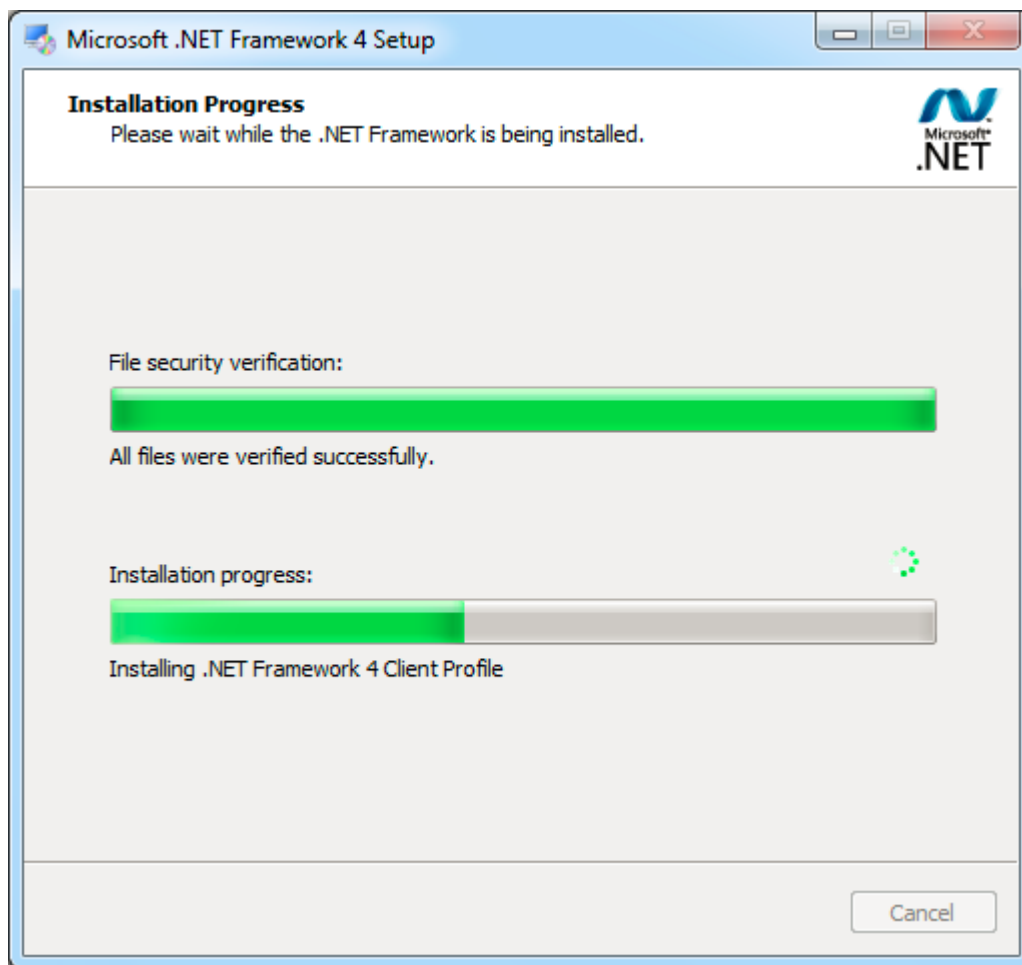


Figure 2-2-7 Progress of the installation

Installation Finish Screen as shown in Figure 2-2-8.



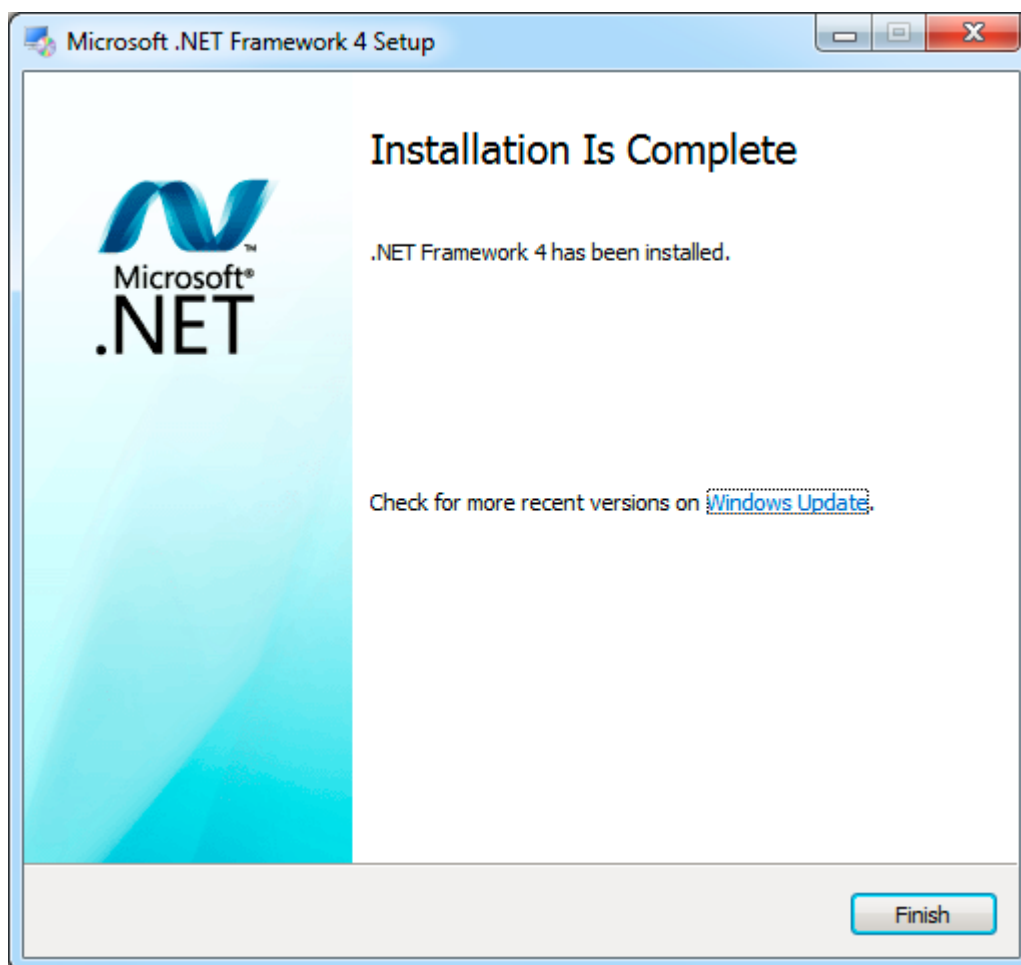



Figure 2-2-8 Installation Finish

After installed Microsoft .Net Framework4.0, click “Finish” to finish installation, at the same time, the screen shown 2-2-5 will shut off automatically and the software installation finish.

### 3. Use description

When the software installation is finished, double click the  icon on the desktop or select EasyMeeting from the Programs drop-down list in Start menu to start EasyMeeting application software.

#### 3.1 Software screen layout

EasyMeeting application software's application interface is composed of three parts, i.e. main operation screen (canvas), sidebar (right side) and floating toolbar.

When EasyMeeting software is started, the screen as shown in Figure 3-1-1 will appear. In which the green background area is the main operation screen. The user can change the background color of the main screen as needed.

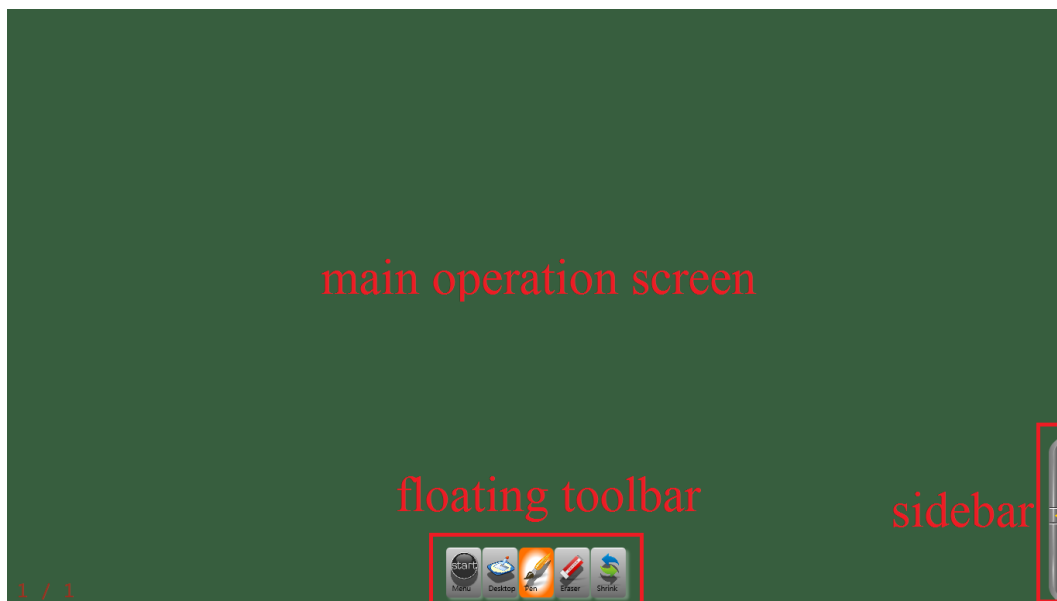


Figure 3-1-1 Initial Operation Screen

#### 3.2 Sidebar

Click the Sidebar Display Button on the right to display the sidebar. In the general mode, when the mouse leaves the sidebar, the sidebar will hide automatically. To permanently display the sidebar, click the button in the left corner of the sidebar, as shown in Figure 3-2-1.

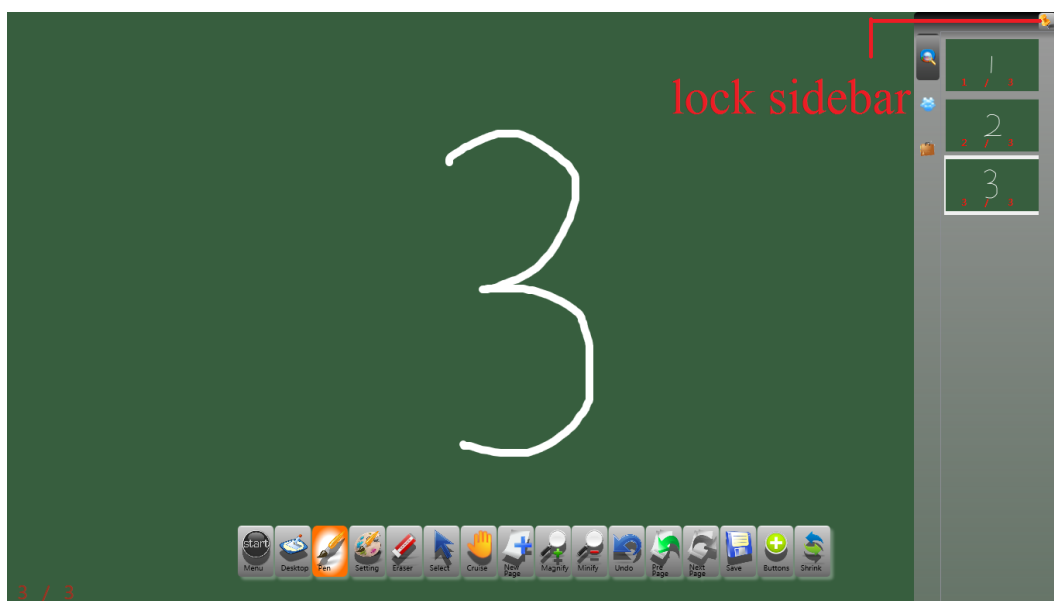


Figure 3-2-1 Schematic Diagram of Locking Sidebar

The sidebar is divided into three parts, i.e. Page Preview and Select Background Picture. Page Preview will display all page information of the same file in sequence. Select Background Picture will choose different picture for current page.


### 3.3 Floating toolbar

The floating toolbar contains the most often used functions of the software, as shown in Figure 3-3. The buttons on the toolbar can be configured through System Setup or Buttons on the toolbar.



Figure 3-3 Floating Toolbar

#### 3.3.1 Start

Click  to display a drop-down list as shown in Figure 3-3-1-1. The drop-down list provides the user with functions of Create, Open, Save, Export file as well as System Setup, etc.

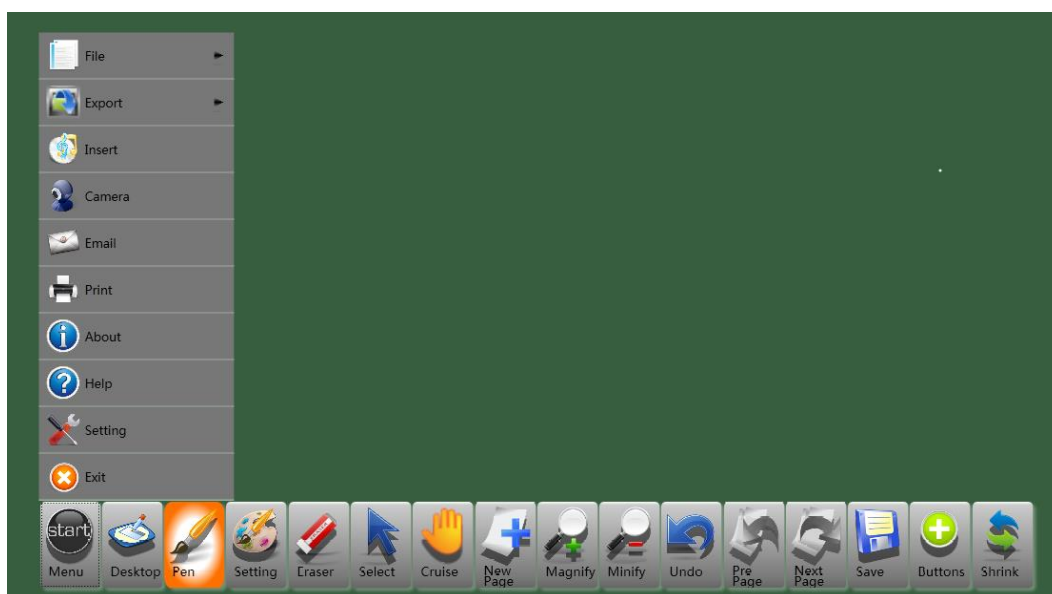







Figure 3-3-1-1 Start Menu

- **File.**  Click Start and select File, and the submenu will pop up where you can Create, Open, Add, Save and Save As files. Each file can contain more than one page according to the needs of the user.
- **Export.**  Click Start and select Export to export the current file as a picture (jpg) or document (ppt, pdf).
- **Insert.**  Click Start and select Insert to insert Audio, Video, Picture and Flash to the current page.
- **Device.**  Click Start and select Device to drop shadow of a real object. User can put a real object in front of the camera, drop its shadow to the software and make its screen-shot.
- **Send as Email.**  Click Start and select Send as Email to send the current file in a picture format via email. To use this function, the user needs to set the SMTP, port, account name, password, etc., in advance, as shown in Figure 3-3-1-2.

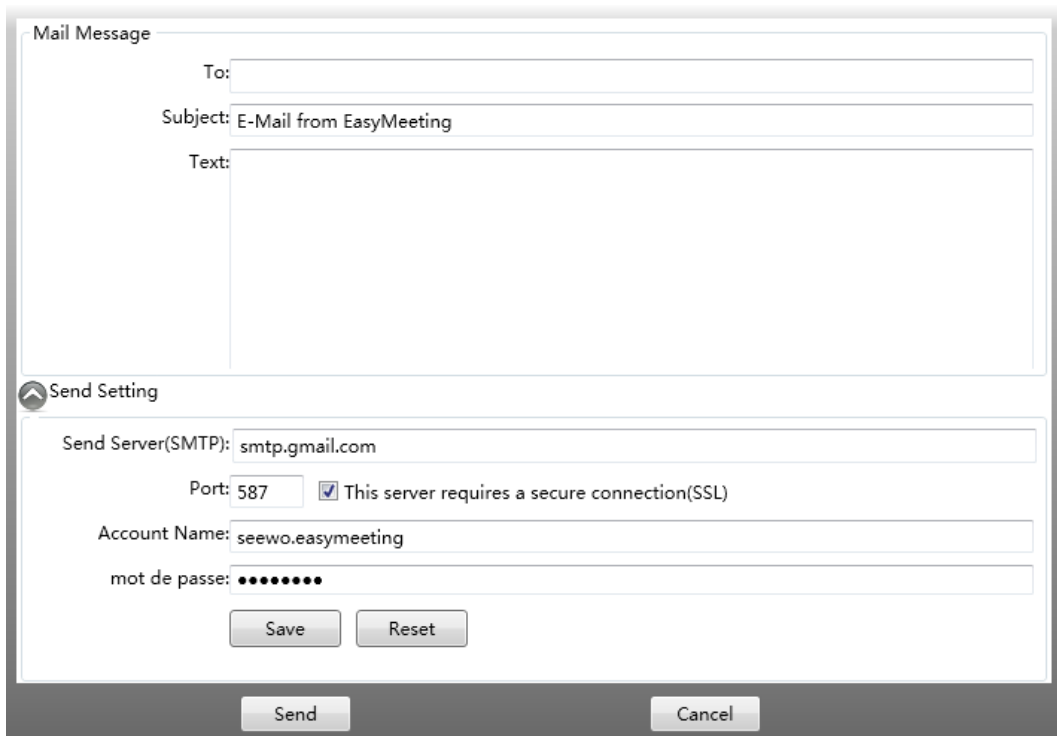






Figure 3-3-1-2 Send as Email

-  **Print.** Click Start 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.
-  **About.** Click the icon to display the dialogue box containing the information related to the EasyMeeting application software, from which the user can obtain the information on the version of the software being used, product name, company name, etc.
-  **Help.** 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.
-  **Setting.** Click the icon to set the software.
  - (1) **Pen Setting.** In Pen Setting, you can adjust the line width and color, as shown in Figure 3-3-1-3. Check the brush settings saved button, after the user Pen line width and color in the toolbar setting, the setting contents can be saved, and in the next time you open it, the default setting for the last line width and color.

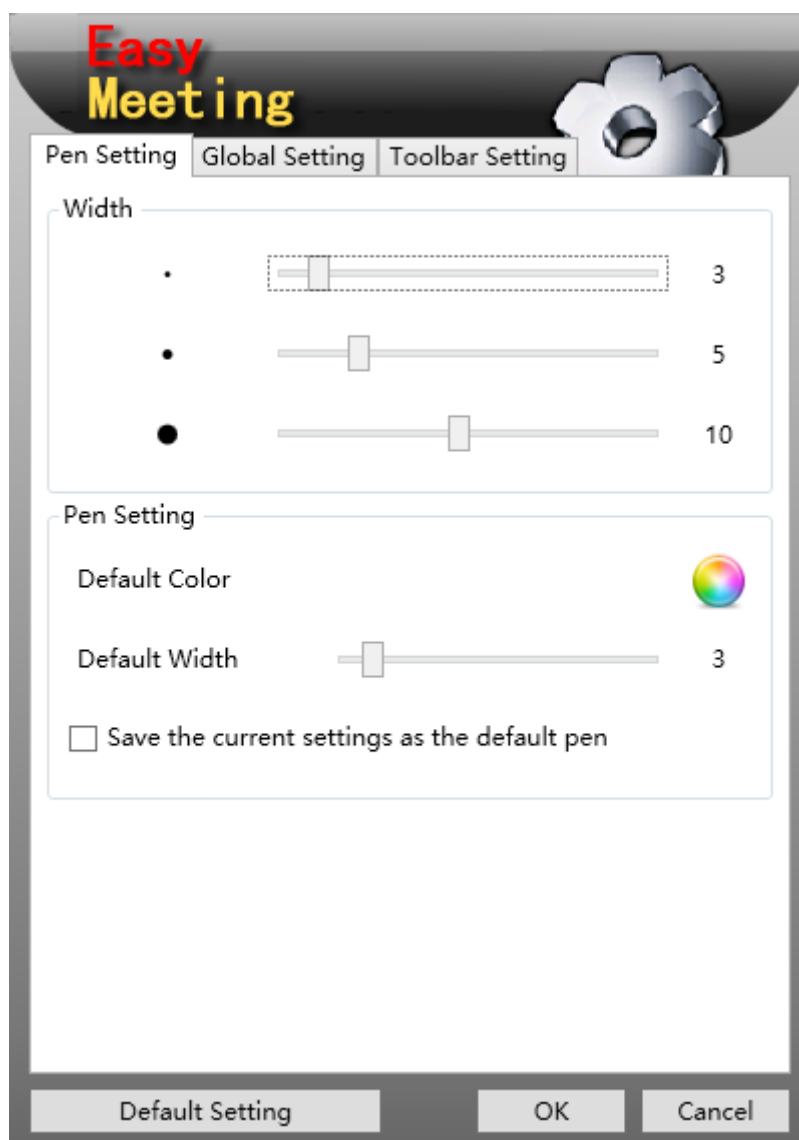


Figure 3-3-1-3 Pen Setting

- (2) Global Setting. In Global Setting, you can set the interface language, skin, background color and related page information, as shown in Figure 3-3-1-4.

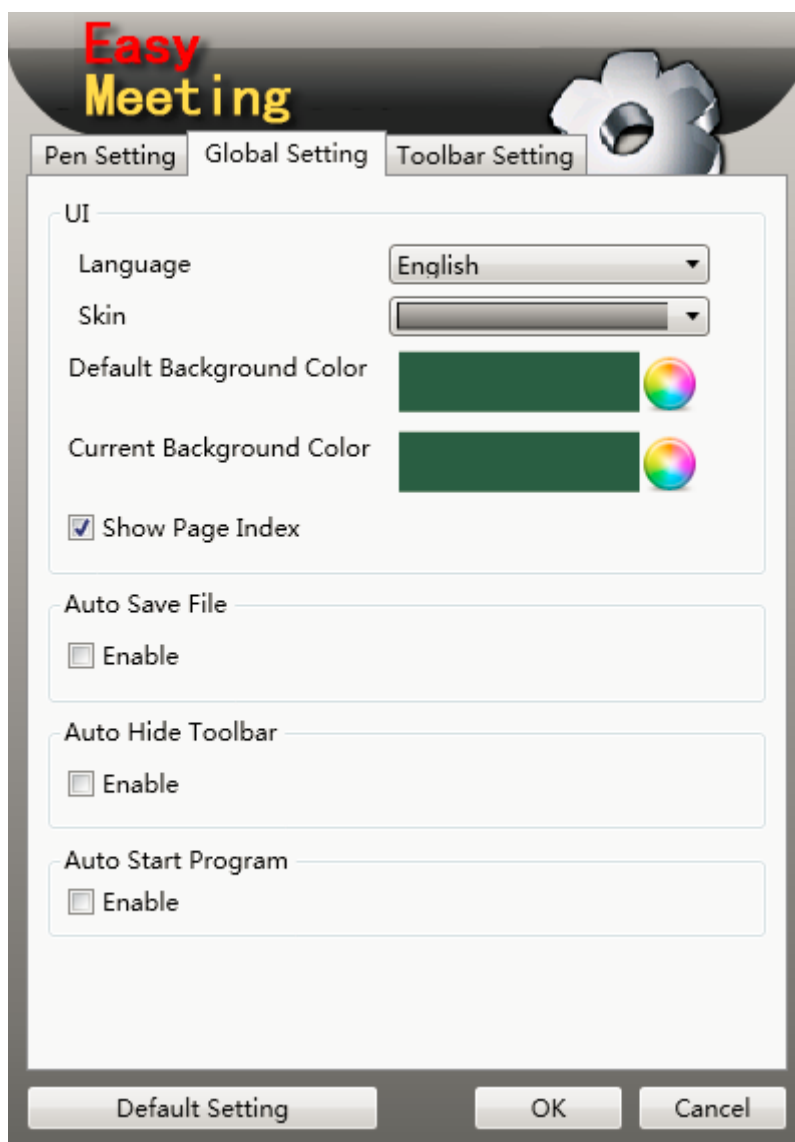


Figure 3-3-1-4 Global Setting

- (3) Toolbar Setting. In Toolbar Setting, you can set the size of toolbar buttons, Toolbar Direction and Show Button Text, as shown in Figure 3-3-1-5.

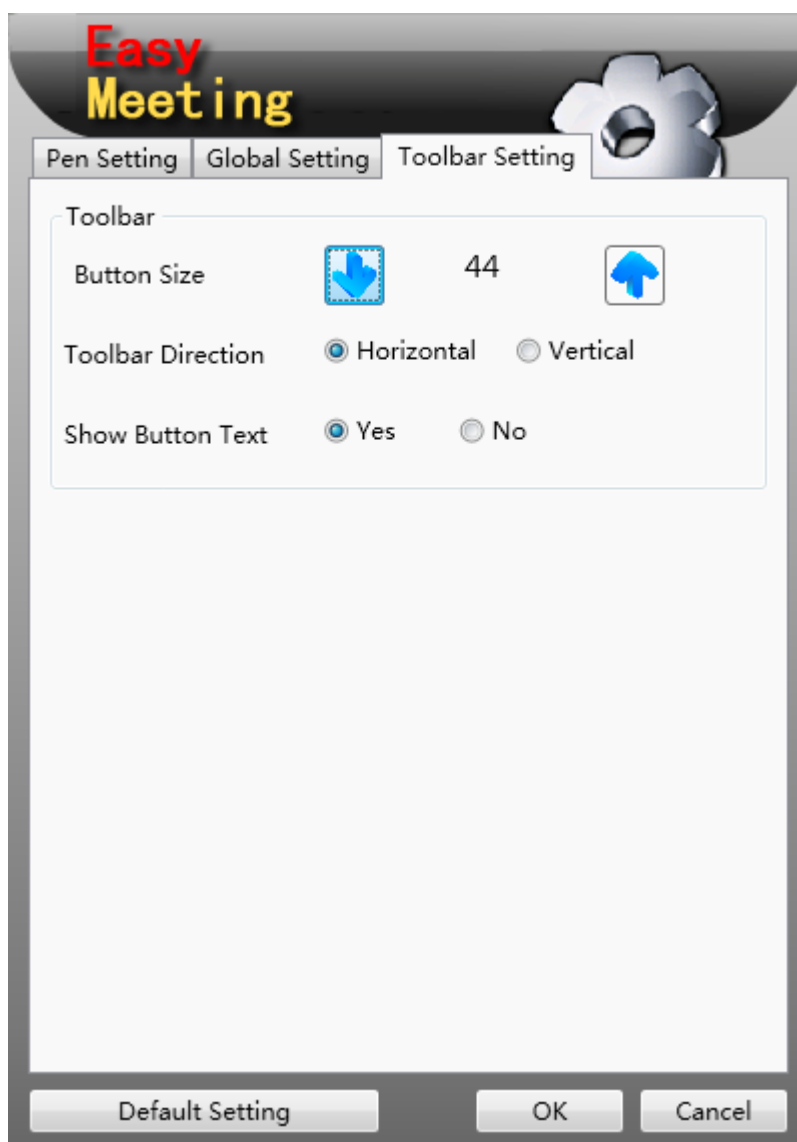



Figure 3-3-1-5 Toolbar Setting

- Exit.  Click the icon to exit and close the EasyMeeting application software. If the user has not saved file(s) when exiting the software, the system will prompt the user whether to save the contents or not, as shown in Figure 3-3-1-6.

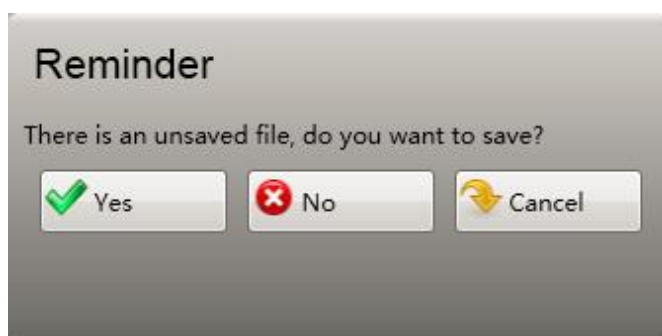









Figure 3-3-1-6 Save Prompt Dialogue Box




### 3.3.2 Pens

Click the button  to select the default pen. Click the button to select from different pens. The default pen is initially the hard pen, and will be the type last used once changed. The software can support two point writing.


- Hard Pen.  Click the icon to enable Hard Pen with which the user can write on the screen. In Hard Pen, the pen size will not be influenced by the writing speed, and the color and pen width can be adjusted as described in “3.3.4 Pen Setting”. Hard Pen and Soft Pen are both writing tools and always have the same color.
- Soft Pen.  Click the icon to enable Soft Pen with which the user can write on the screen. In Soft Pen, the pen size will change as the writing speed changes –when the speed is fast, handwriting becomes narrow, when the speed is low, and handwriting becomes wide. You will feel smooth and graceful writing, like using a brush.
- Highlight Pen.  Click the icon to enable Highlight Pen to comment contents. The handwriting color can be set as described in “3.3.4 Pen Setting”.

### 3.3.3 Eraser

Click the button  to select the default eraser. Click the button to select from different erasers. The default eraser is initially a circle eraser, and will be the type last used once changed.

- Dot Eraser.  Click the button to erase the object dot by dot.
- Block Eraser.  Click the button to erase the whole handwriting.
- Circle Eraser.  Click the button to erase the whole dotted or circled area of the object.

### 3.3.4 Pen Setting

Click the icon  to enable Pen Setting, and the Pen Setting dialogue box as shown in Figure 3-3-4-1 will appear where you can set the size and color of the pen.

For pen size, in System Setup (3.3.1), the default thin, medium and thick line widths are available. And the user can customize the three types of line width according to the actual needs.

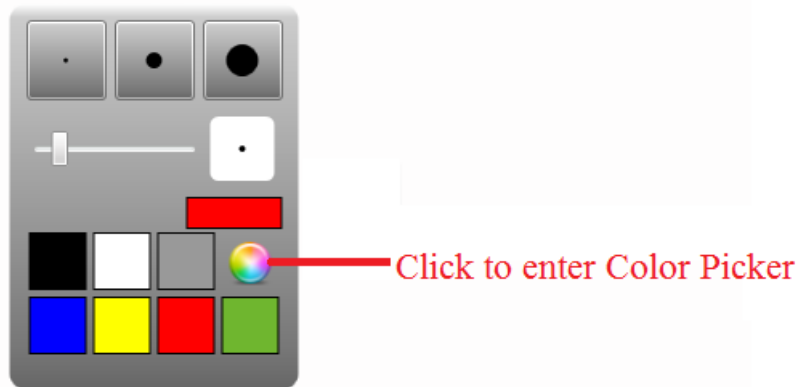


Figure 3-3-4-1 Pen Setting

For pen color, in addition to the general colors displayed on the dialogue box, the user can click the icon to enter Color Picker and set colors as needed, as shown in Figure 3-3-4-2.

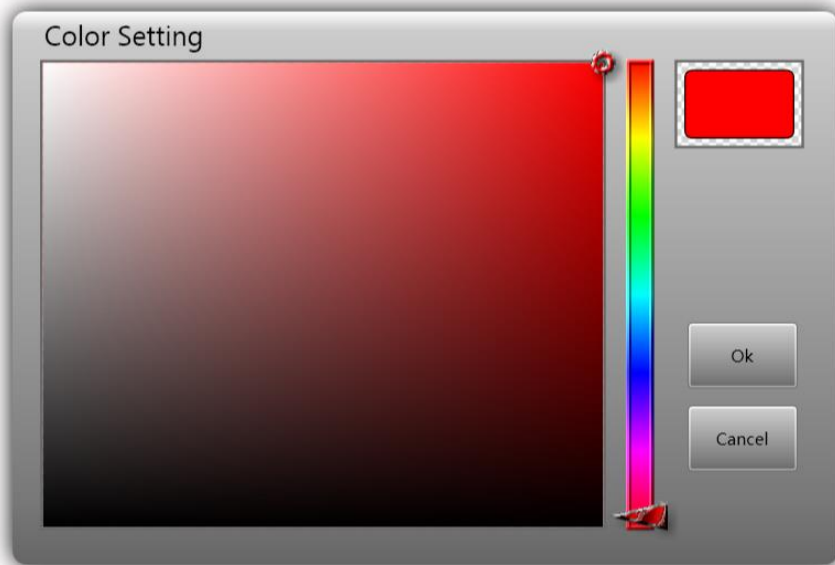


Figure 3-3-4-2 Color Picker

### 3.3.5 Basic Tools


- **Toolbar Extend/Retract.**  Click the icon to switch between the simple version and complete version of the toolbar, as shown in Figure 3-3-5-1 and Figure 3-3-5-2.



Figure 3-3-5-1 Simple Version of Toolbar

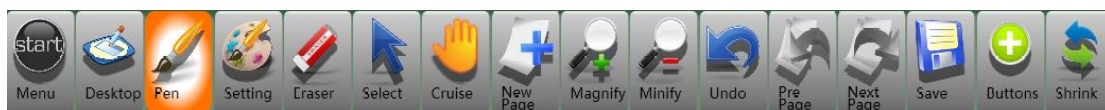



Figure 3-3-5-2 Complete Version of Toolbar

- **Select.**  Click the icon to select the handwriting or picture on the screen through a closed figure of any shape, and the screen as shown in Figure 3-3-5-3 will appear:

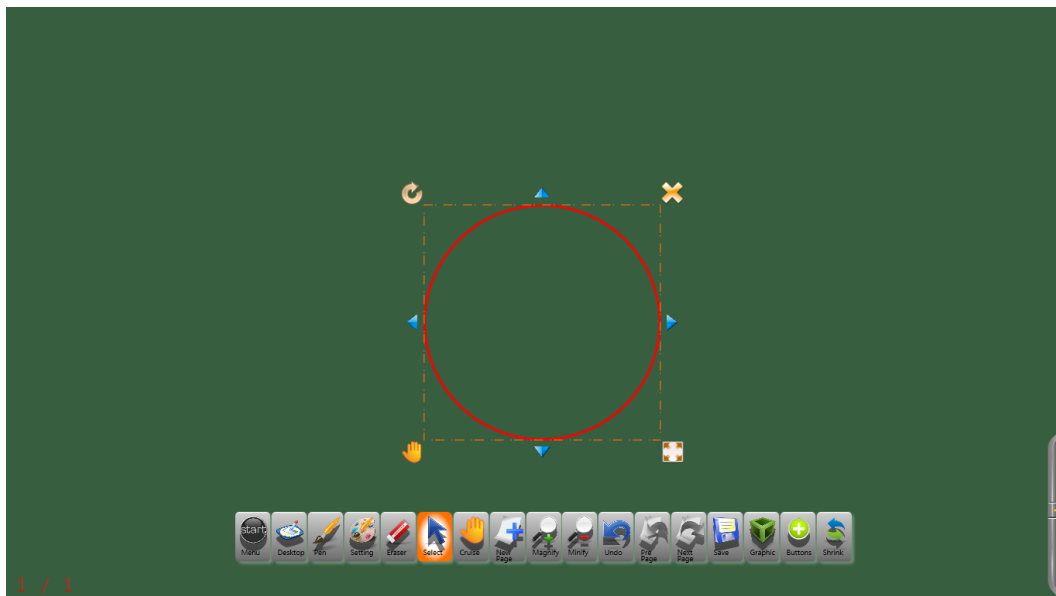



















Figure 3-3-5-3 Selection Screen

- (1) Press and hold the icon  in the top left corner to rotate the selected object.
- (2) Press and hold the icon  in the bottom right corner to zoom in/out




object in the selected area.

(3) Click the icon  in the top right corner to directly delete the selected object.

(4) Click the icon  in the bottom left corner to directly move the selected object.

- Create Page.  Click the icon to create a new page.
- Delete Page.  Click the icon to delete the current page.
- Previous.  Click the icon to switch to the previous page in full screen mode, and click the icon to page up the opening PPT in the desktop mode.
- Next.  Click the icon to switch to the next page in full screen mode, and click the icon to page down the opening PPT in the desktop mode.
- Magnify.  Click this icon to magnify the screen.
- Minify.  Click this icon to minify the screen.
- Page Eraser.  Click the button to erase all contents of the current page, before which the system will prompt whether to clear or not.
- Modify Background Color.  Click the icon to change the background color of the current page.
- Figure.  Click the icon to open geometric figures, including straight line, dotted line, arrow line, wavy line, double line, triangle, rectangle, circle, and ellipse.
- Undo.  Click the icon to undo the previous operation.
- Redo. After undo the previous operation,  click the icon to redo.
- Save.  Click the icon to save the file for .cnm format.
- Copy. Click the icon  into the state of choice, lasso the target, and click

the icon  .

- Paste. After using Copy function, click Paste icon  to paste the chosen target.
- Cut image. Click the icon  , select the content you want to cut. The content you cut will appear in the upper right.
- Text. Click the icon  to enter text input model, as shown in Figure 3-3-5-4.

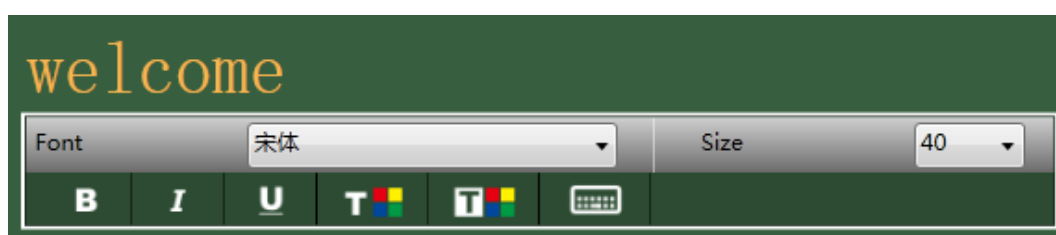


Figure 3-3-5-4 Text Input


- Buttons.  Click the icon to enter custom icon selection, as shown in Figure 3-3-5-5-1.




Figure 3-3-5-5-1 Application Forms

- (1) The button can define which buttons the floating toolbar contains. Drag the button(s) on the Customize Button bar to the floating toolbar to finish setting the customized toolbar. Among them, the undo and redo, copy and paste, zoom in and out, page up and down buttons appear in pairs and disappear in pairs, for example, when adding a button, if you add the Undo button, then Redo button by default be added.
- (2) Drag the toolbar buttons, the button on the toolbar can be arbitrary sort, and click on any icon and drag it to the desired location. Among them, the Menu, Buttons, Shrink three buttons do not allow any sort, and click and drag it can drag the toolbar. As shown in Figure 3-3-5-5-2, drag the roaming button, drag it to the middle of the Minify and Undo button.



Figure 3-3-5-5-2 Arbitrary Sort the Buttons

### 3.3.6 Toolbox

Click the icon  to open Toolbox which contains many utilities such as calendar, clock/timer, spotlight, blocking tool, screen magnifier, soft keypad, etc. As shown in Figure 3-3-6.

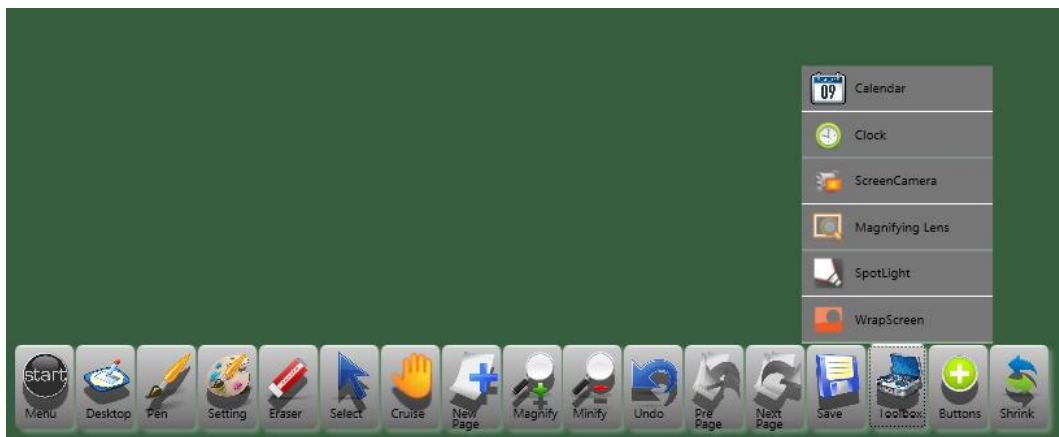


Figure 3-3-6 Toolbox Menu

#### 3.3.6.1 Calendar




Click the icon , and the screen call the Calendar function, as shown in Figure 3-3-6-1. The user can check date as needed.



Figure 3-3-6-1 Calendar

### 3.3.6.2 Clock/Timer

Click the icon  to enable Clock/Timer, click the icon  to choose the timer mode or clock mode, quartz watch or electronic watch, transparency, size and so on, as shown in Figure 3-3-6-2.

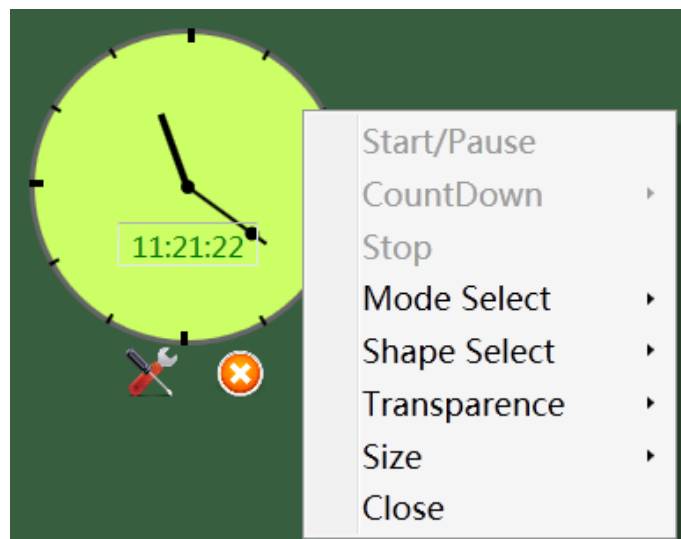


Figure 3-3-6-2 Screen Clock



### 3.3.6.3 Screen Recording

Click the icon  to record the current screen, as shown in Figure 3-3-6-3.

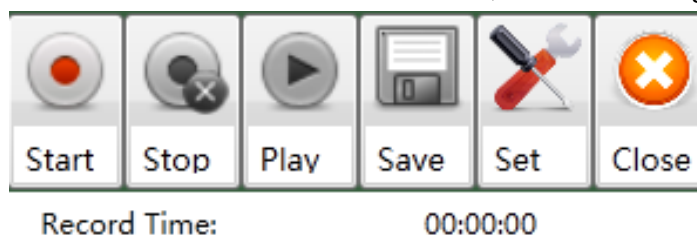


Figure 3-3-6-3 Screen Keypad

### 3.3.6.4 Screen Magnifier



Click the icon  to enable Screen Magnifier, and the rectangle magnifier as shown in Figure 3-3-6-4 will appear. Drag the rectangle to the area to be magnified. Click the area outside the red circle of the magnifier to set the magnification factor.



Figure 3-3-6-4 Effect of Screen Magnifier

### 3.3.6.5 Spotlight


Click the icon  to call Spotlight, as shown in Figure 3-3-6-5. Spotlight is used to attract audience’s attention to the position to be emphasized. The default spotlight area is round. Drag the grey area to move the position emphasized by the spotlight. Click and hold the red edge to adjust its range. Click the grey area, and the menu options will appear with which you can adjust transparency, specify shape,

restore position, adjust color, or exit.



Figure 3-3-6-5 Custom Spotlight

### 3.3.6.6 Blocking Tool

Click the icon  to enable Blocking Tool. This function is used to block the content on the page that is not intended to be shown for the time being. Drag the blocking layer to adjust the position of blocking.

Click the blocking layer, and the menu options as shown in Figure 3-3-6-6 will appear. Blocking Tool can be set as follows: set to move Blocking Tool vertically only; set to move Blocking Tool horizontally only; set to move Blocking Tool freely; adjust the color of the blocking layer; adjust a figure; restore the position; specify a figure; and exit.


Specify Rectangle adjusts the range of blocking. Click the option and drag on the screen to form the blocking rectangle that can meet the actual needs.



Figure 3-3-6-6 Blocking Setting

### 3.3.7 Desktop mode

#### (1) Return to Desktop

Click the icon , the system will enter the Desktop mode, as shown in Figure 3-3-8-1.

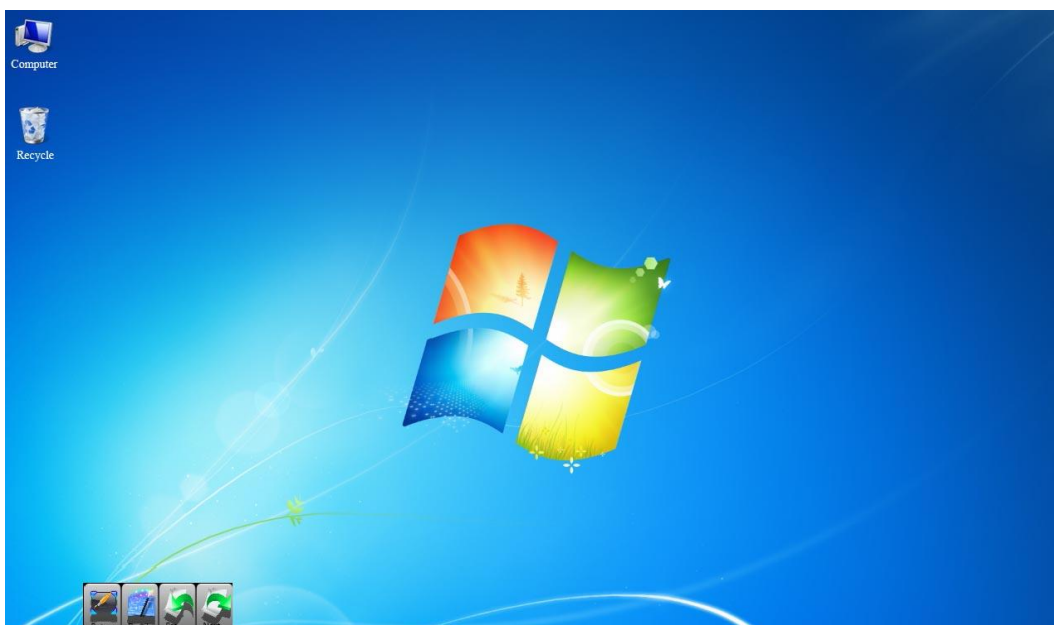




Figure 3-3-7-1 Desktop mode

#### (2) Return to Software


Click the icon , and return to software. This button will appear when you

click Desktop.


(3) Screen Comment

Click the icon , and the software will record the contents on the desktop in the form of pictures. In the software, you can comment these contents.

(4) Previous

Click the icon  to page up the opening PPT.

(5) Next

Click the icon  to page down the opening PPT.

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

**Thanks again for selecting our products!**