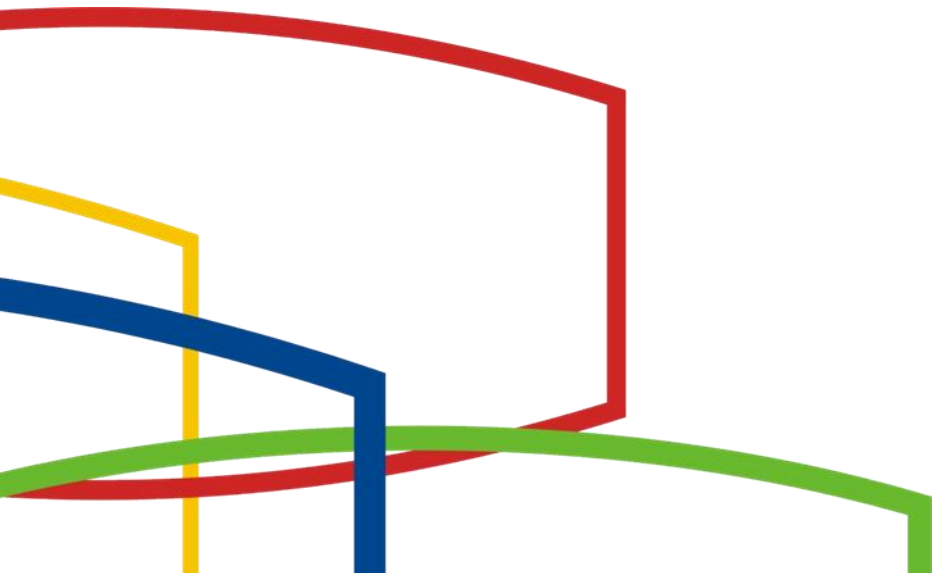
HDFocus

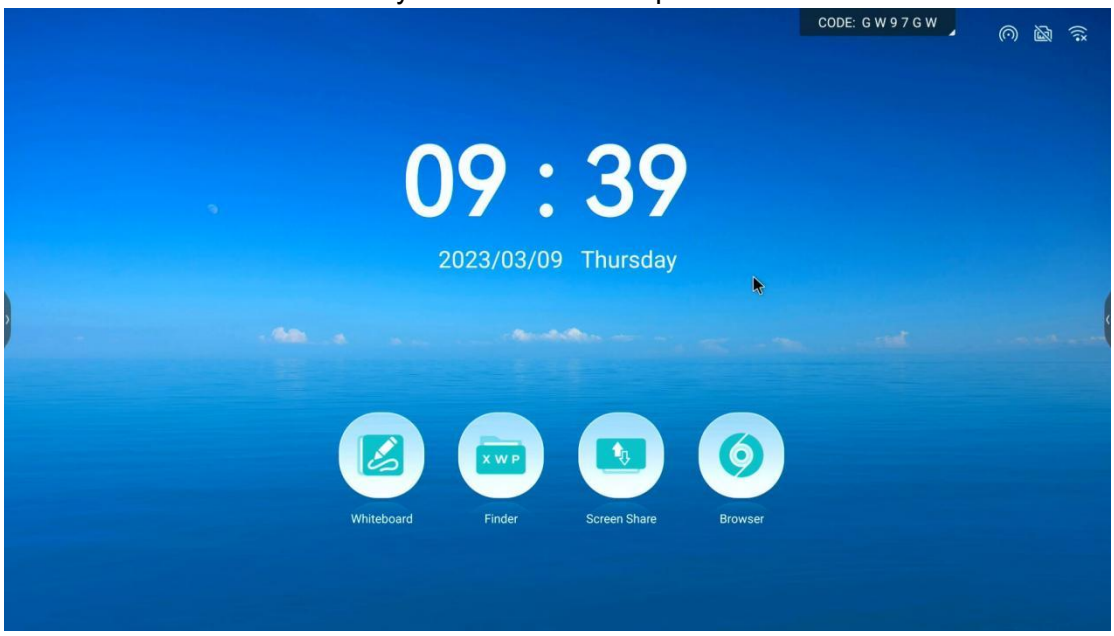
# Operation Introduction for Meeting OSD



# Chapter 1 : System description

## 1.1 System home page

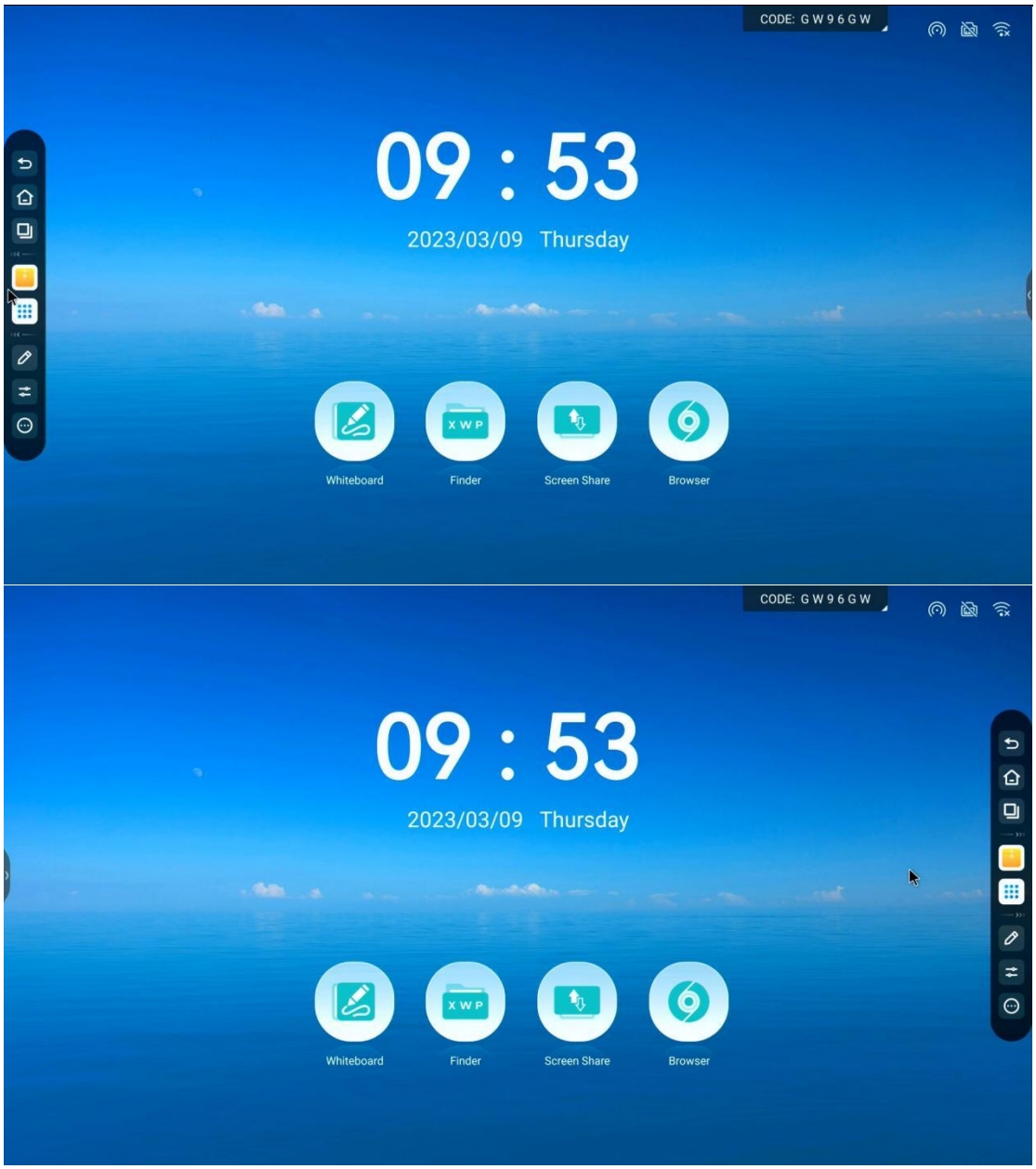
Enter the main interface by default after startup




## 1.2 Sidebar

### 1.2.1 Function introduction

The sidebar is divided into left and right sidebars，Click  、which on the left/right side of the screen to call up the sidebar.




### 1.2.2 Navigation bar

1. return

Click icon , return or exit the current program.

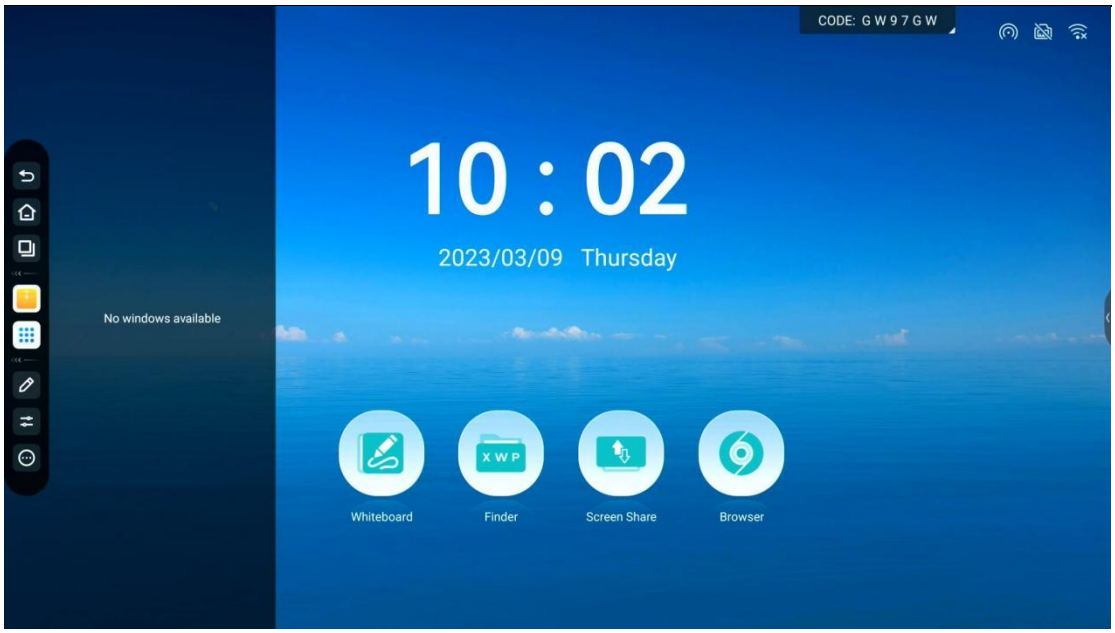
2. home page

Click icon , enter the main interface of the system.

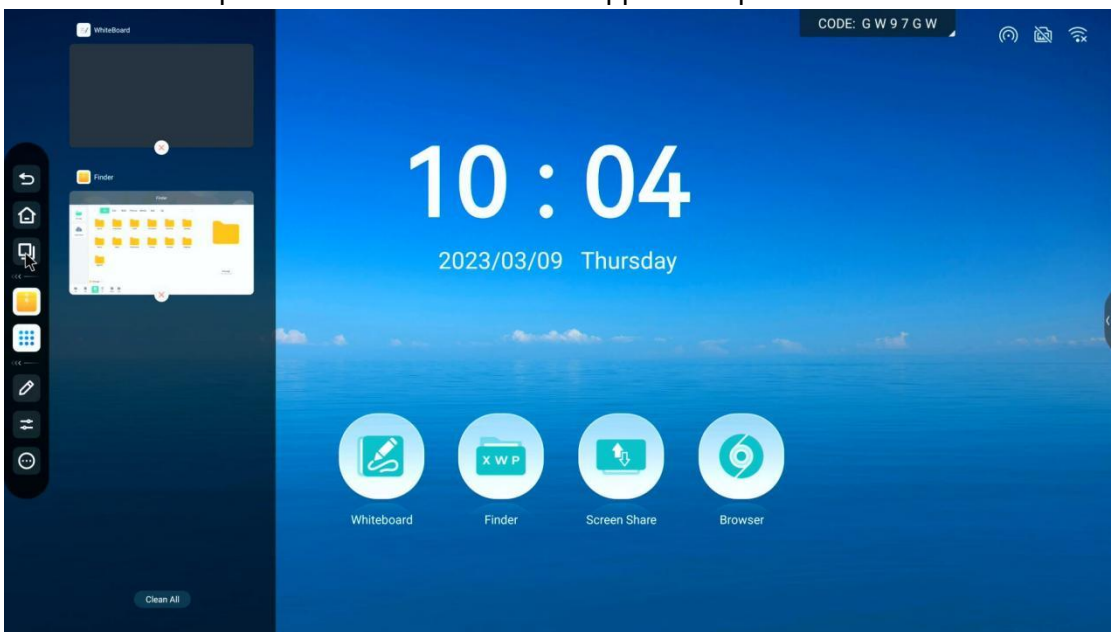
3. process

Click icon , enter the process management interface, and you can choose to enter or close the application.

（1）When there is no application process in the background, prompt "No windows available".




（2）When there are multiple application processes in the background, touch up and down in the process list area to view the application process.




（3）Touch and drag the process thumbnail to slide left or right until it slides out of the process list area Release the thumbnail to close the application process.

（4）Click the process thumbnail to enter the application process.

### 1.2.3 shortcut

1. Whiteboard

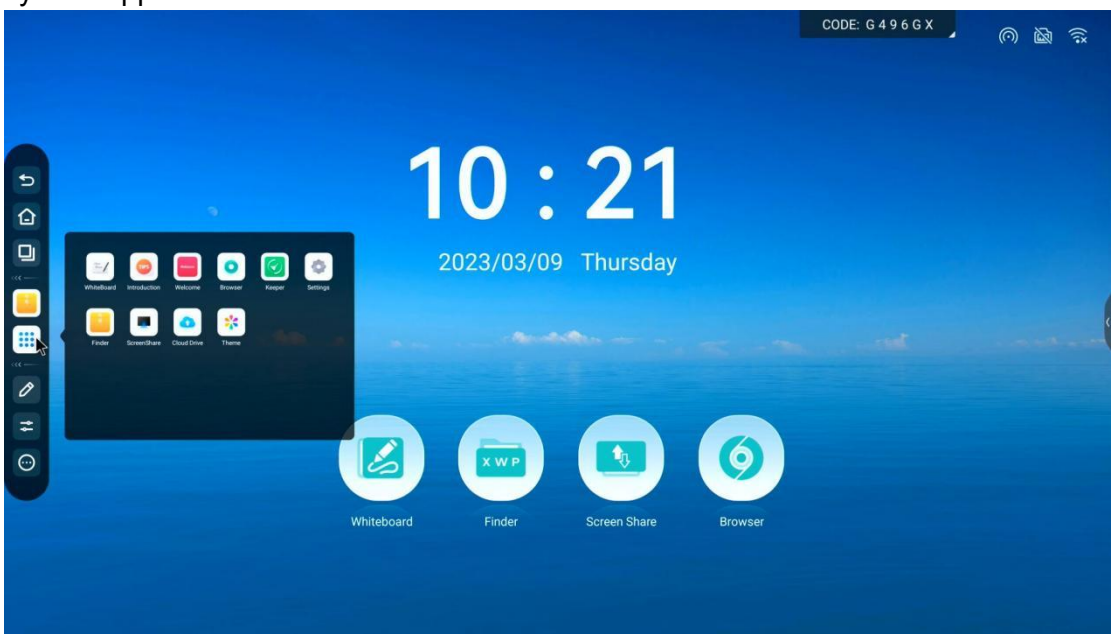
   Click icon ，Enter whiteboard application,This is a shortcut.

2. Finder

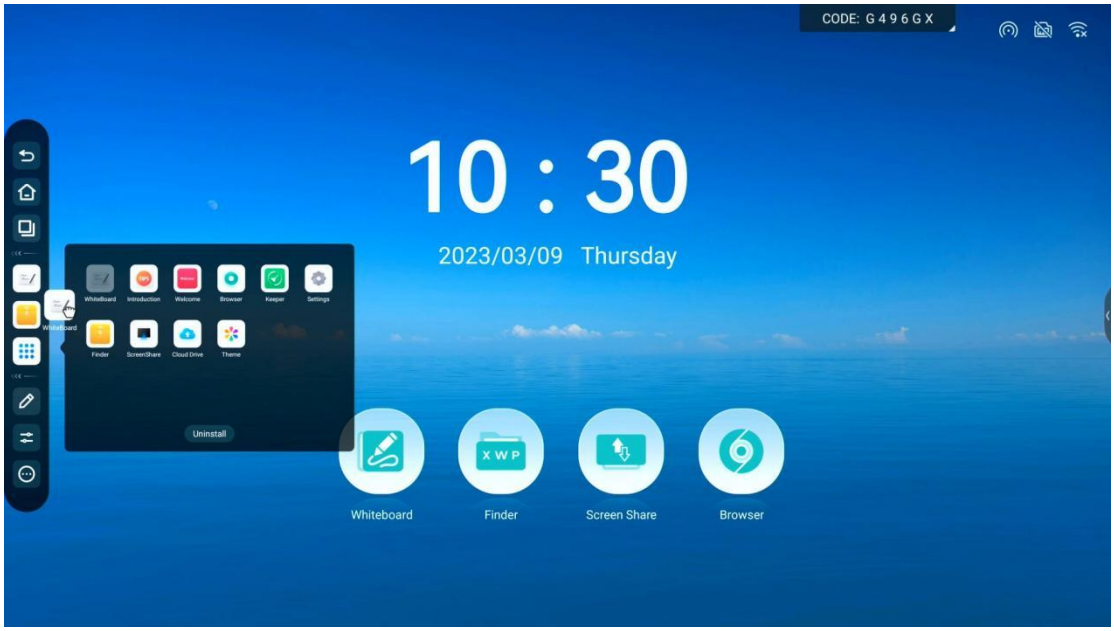
   Click icon ，enter finder application，This is a shortcut.

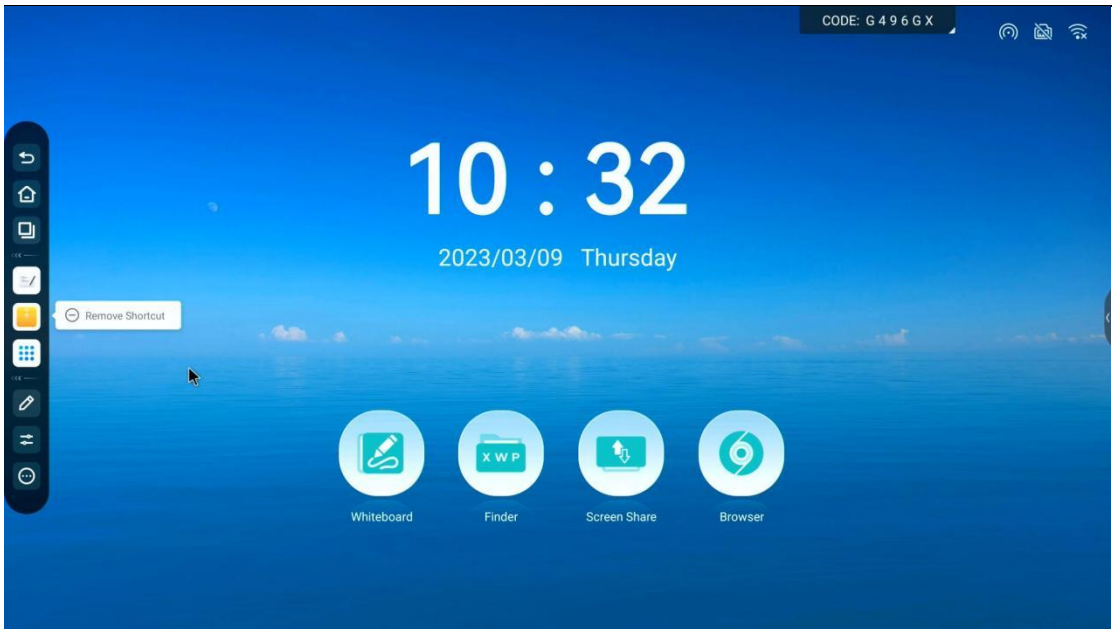
3. More applications

Click icon ，Pop-up interface for more applications，Users can view or open system applications in here




You can create a shortcut by touching and dragging the application icon to the sidebar, and dragging the application icon in the sidebar will prompt you to delete the shortcut. Click the prompt message to delete the application shortcut, which can be recreated.

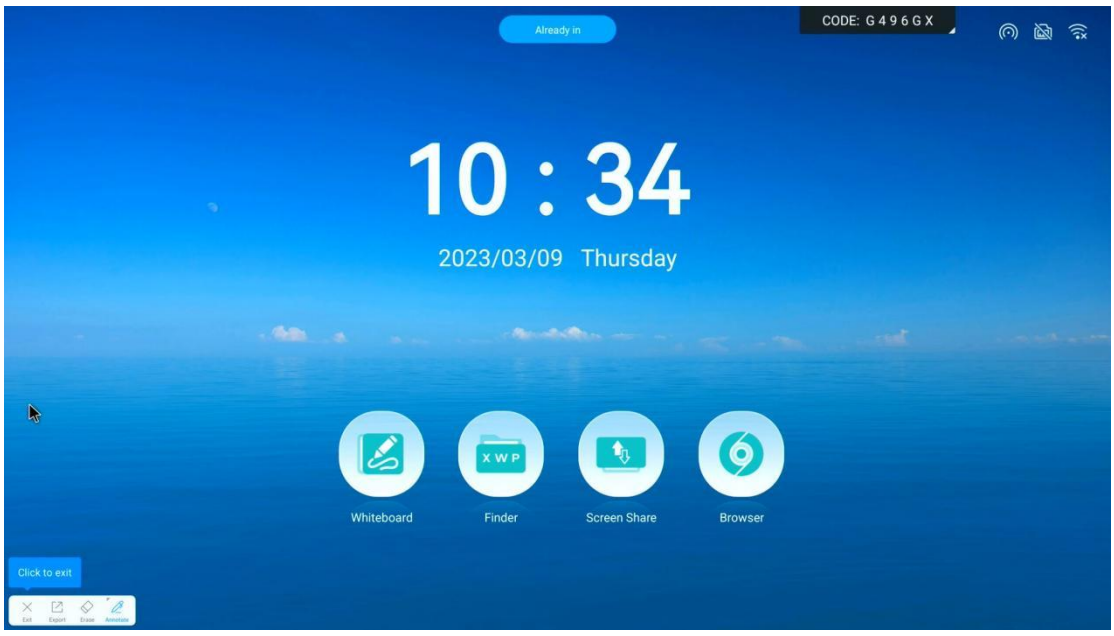





### 1.2.4 annotation

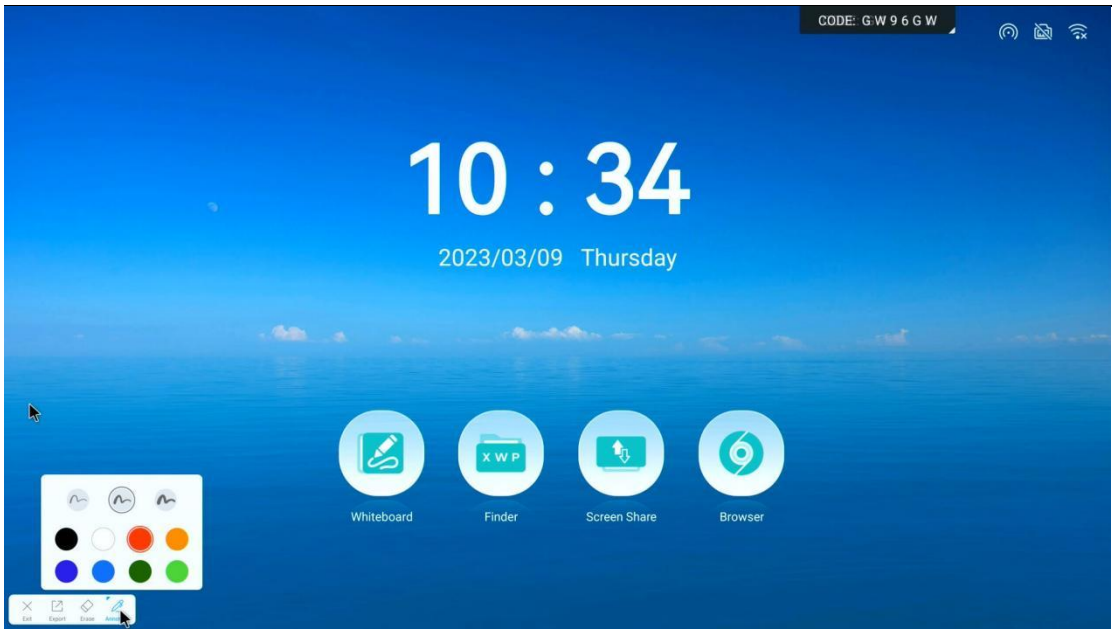
The annotation mode can increase the user's reading experience. In this mode, the user can scribble and annotate freely in the interface according to the user's idea, so as to facilitate communication and explanation between users.

Click icon (left or right) —> click icon , You can enter the annotation mode



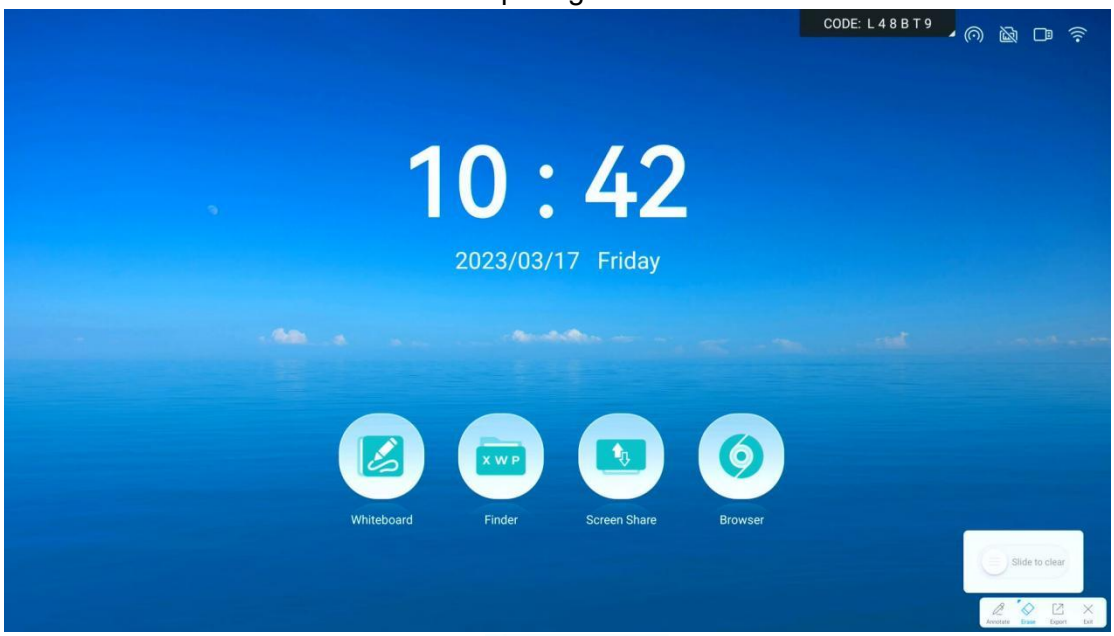

Function description：

a. Annotate ：This function is used by default when entering annotation mode，click the icon again to select the thickness and color of the pen




b. Erase 

：Click the icon to select the erase function. At this time, the touch will have a circular eraser. When the eraser moves to the annotation writing content, it will erase the brush trace within the overlap range

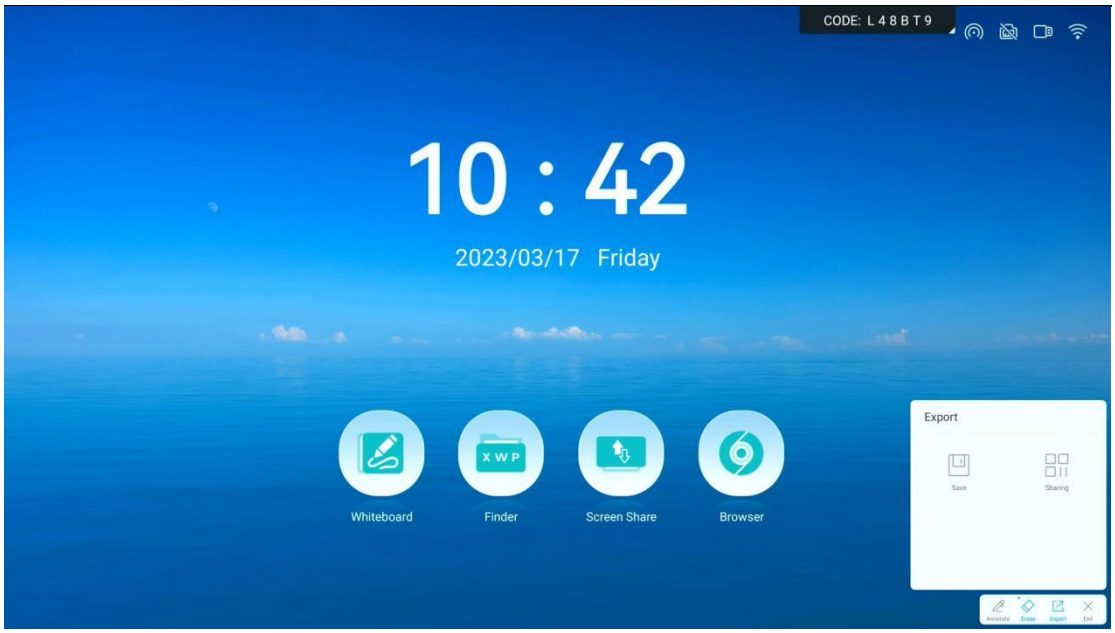



Click the icon again can call out 

，clear all writing traces in the interface and return to the original state after do that.

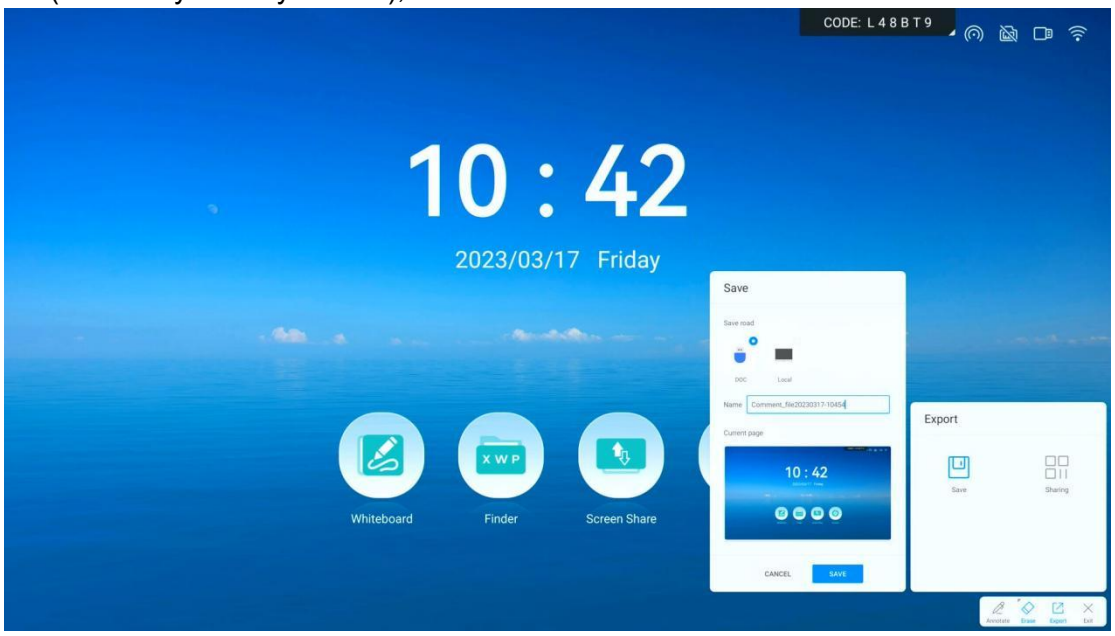
c. export 

：click the icon can save or share this annotation



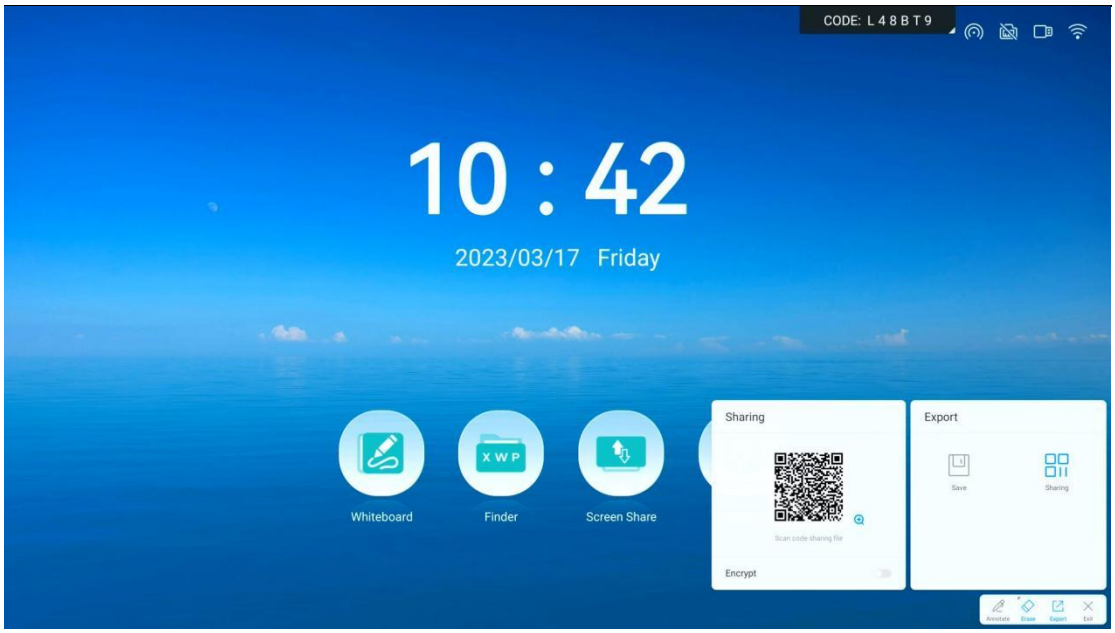

When you click the 

icon, the save selection bar is called up, and users can choose to save to local or cloud disk, also can customize the name of the annotation file (named by time by default), and click the save button to save it.

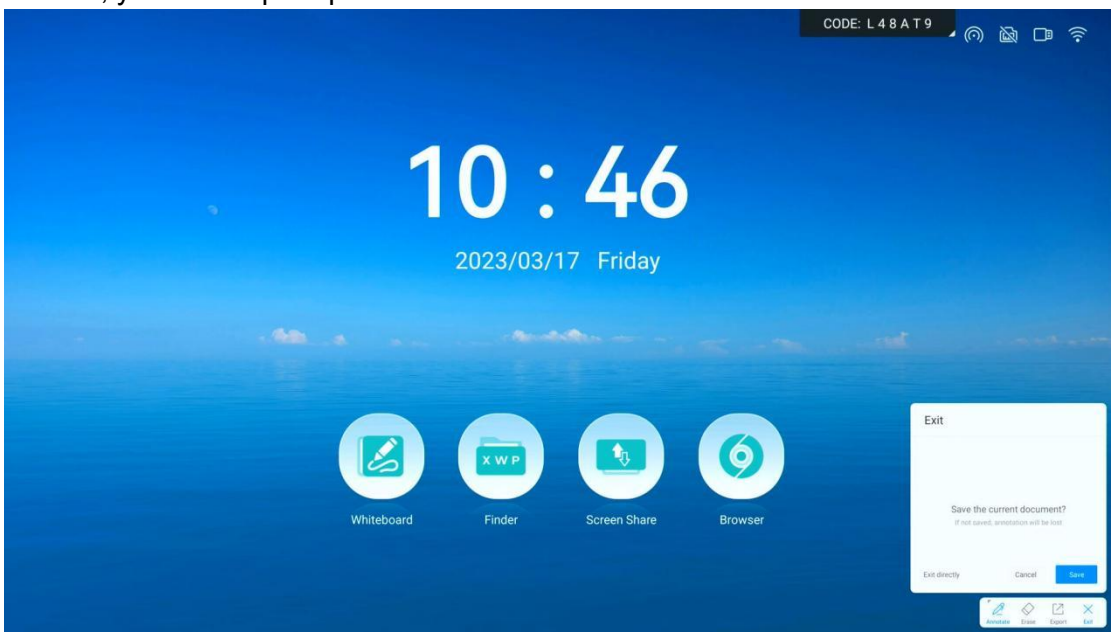



When you click the 

icon, a QR code will be generated (this function needs to be online to use). Users can scan the code to download the annotation file, and also share the annotation file by sharing the QR code, and have the file encryption function, which users can set according to their needs.



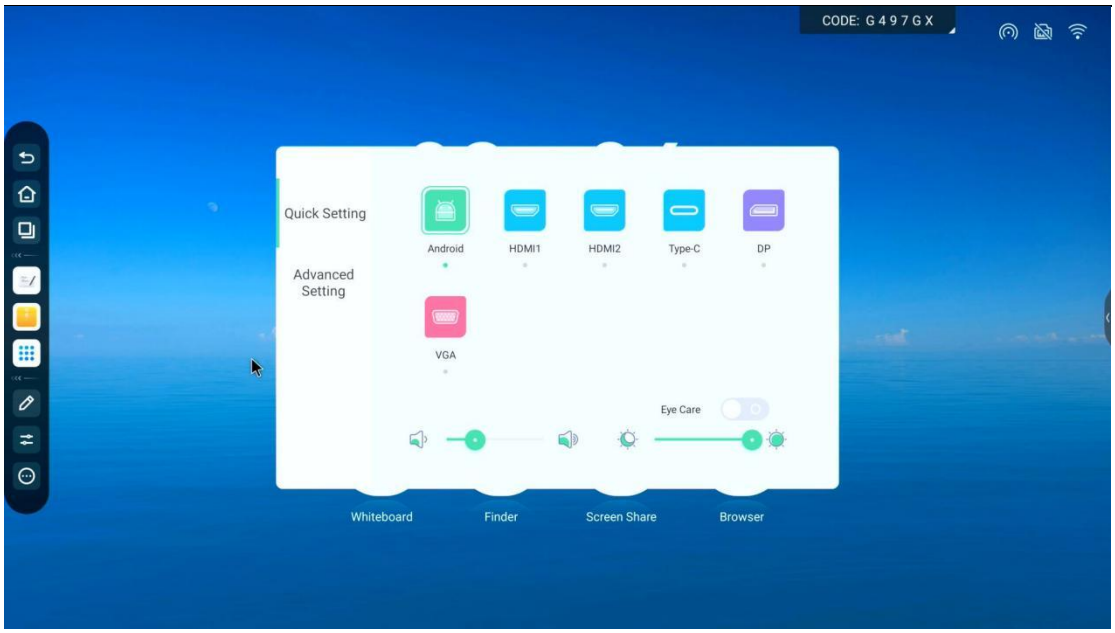

d. exit：Click the icon to exit the annotation mode. When there is unsaved content, you will be prompted whether to save it.



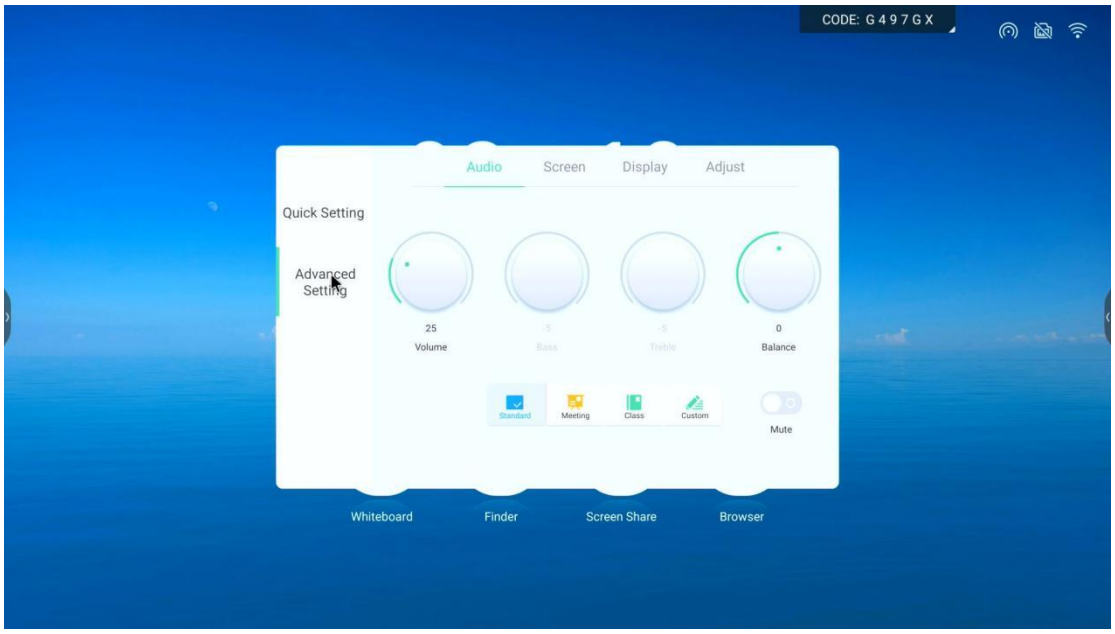

1.2.5 settings

Click the icon to open the settings. There are two columns: Quick Setting and Advanced Setting.

The Quick setting interface can select signal source channel, eye protection mode, volume and brightness settings.

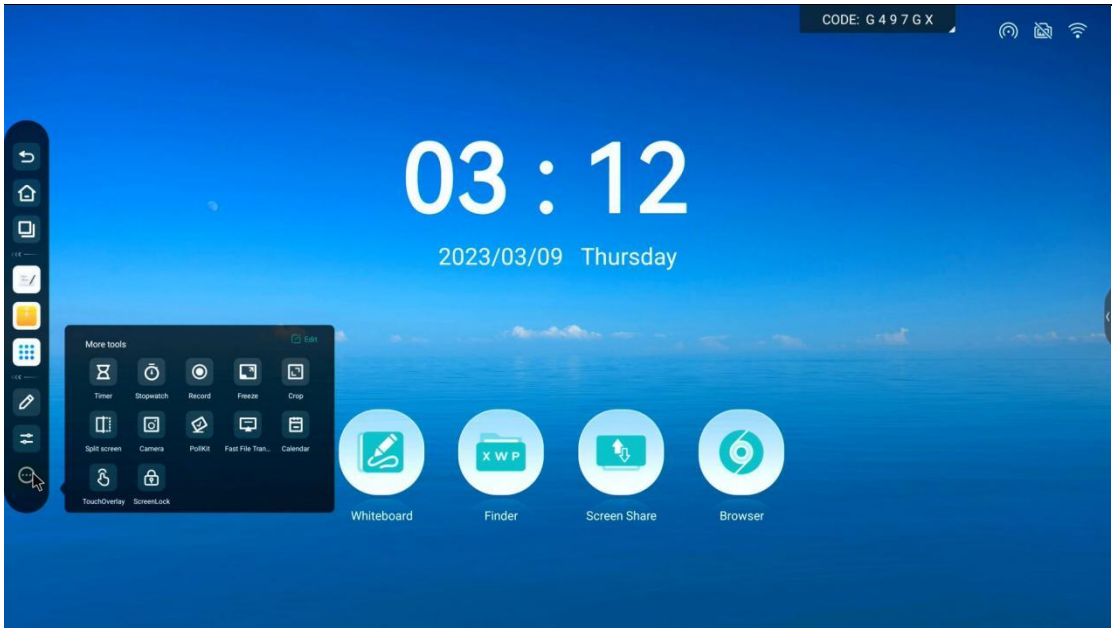



The Advanced Setting column is about our Audio, Screen, Display and Adjust. You can also select some specific scene modes, such as conference mode, classroom mode or custom mode.

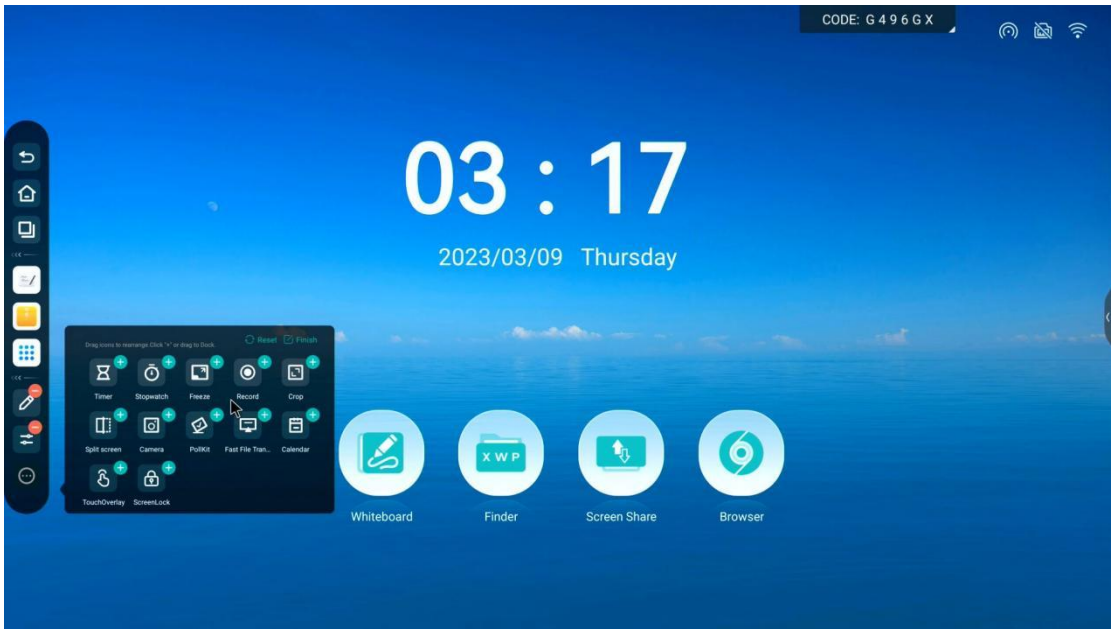



### 1.2.6 more tools

Click icon , the selection bar of more tools will open.



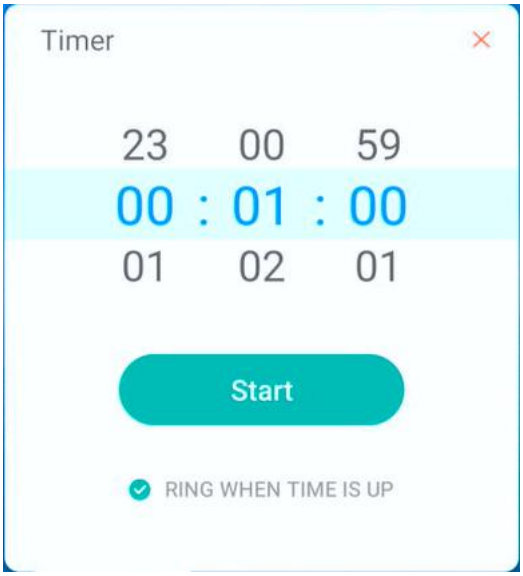

Click button “Edit” to sort or reset these tools by touching and dragging the tool icon. Click "+" in the upper right corner of the icon to add to the desktop, click button “Reset” to reset, and click button “Finish” to save the modification.




（1）Timer

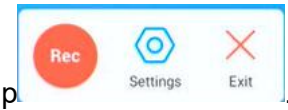
Click the icon 

to enter the Timer function. Set the countdown time by touching and sliding. Click "Start" to start the countdown, and ring a reminder when it is over.




（2）Record

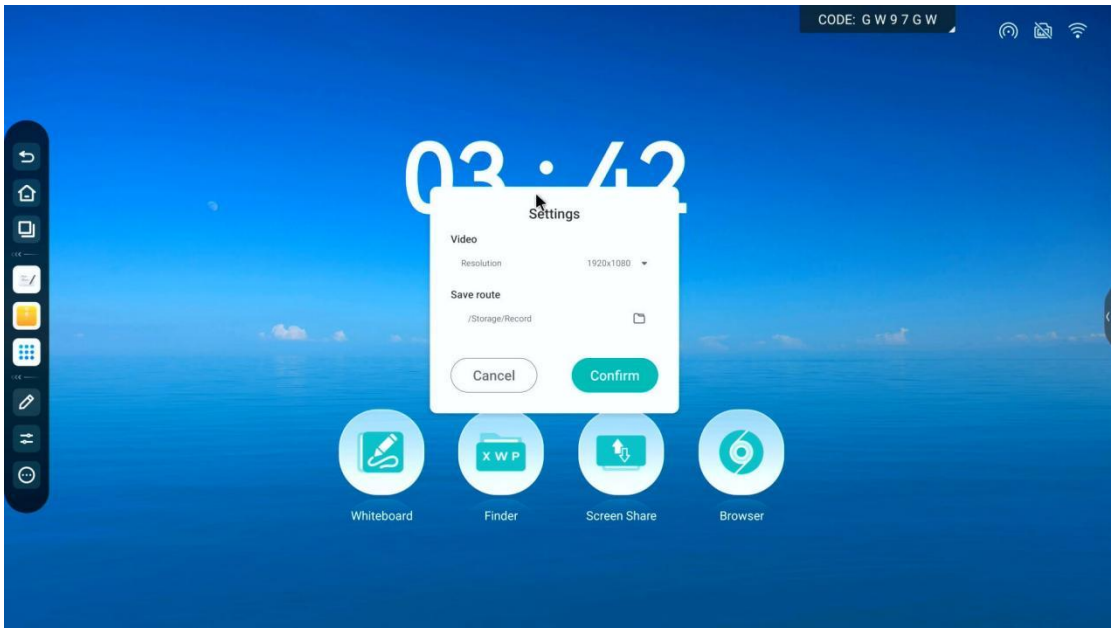
Click the icon 

enter screen recording mode, move position by touching and dragging the popup 

.

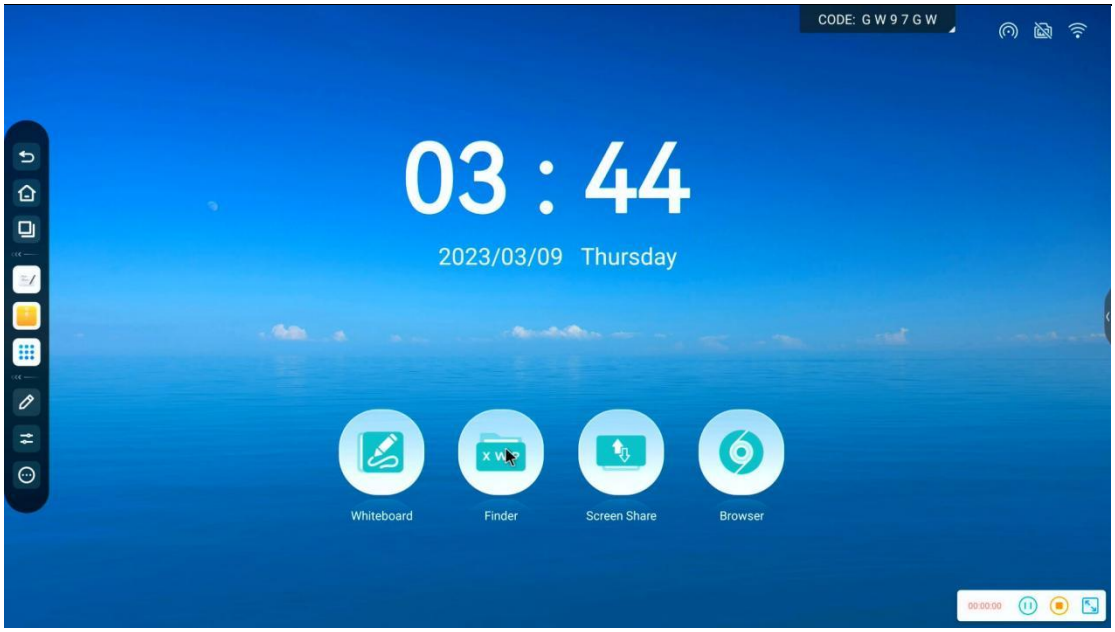
a. Click the icon 

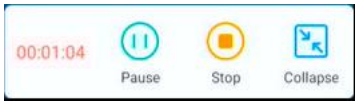
to set the resolution and path for saving the recording screen.




b. Click the icon 

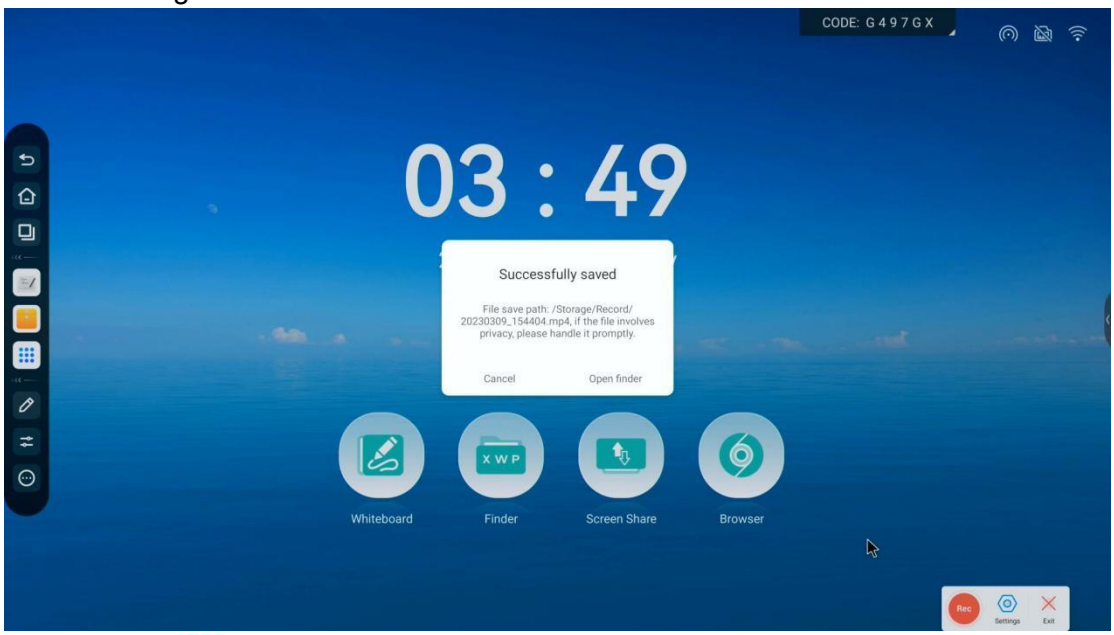
to start screen recording after the countdown of 3 seconds.




At this time, click the icon to pause the recording. After pausing, click again to continue the recording. Click again to expand and change 

. Click again to collapse 

. Click to end the recording and save. After saving, you will be prompted whether to open the file for viewing.

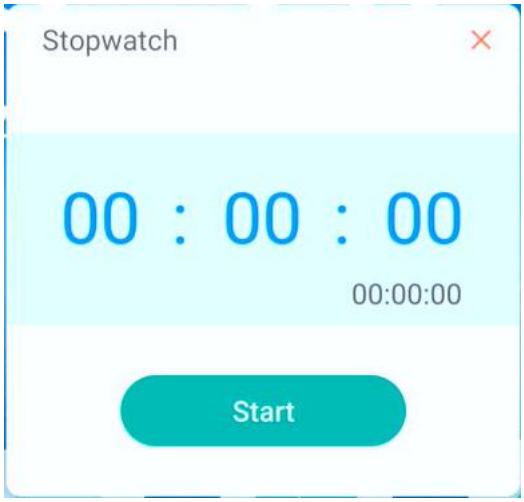



c. Click Exit to exit the screen recording tool.

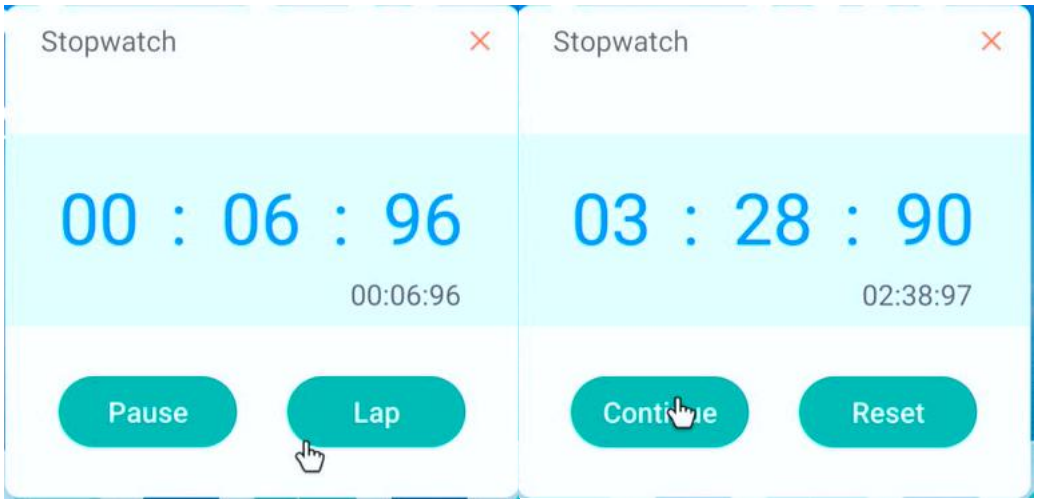
（3）Stopwatch

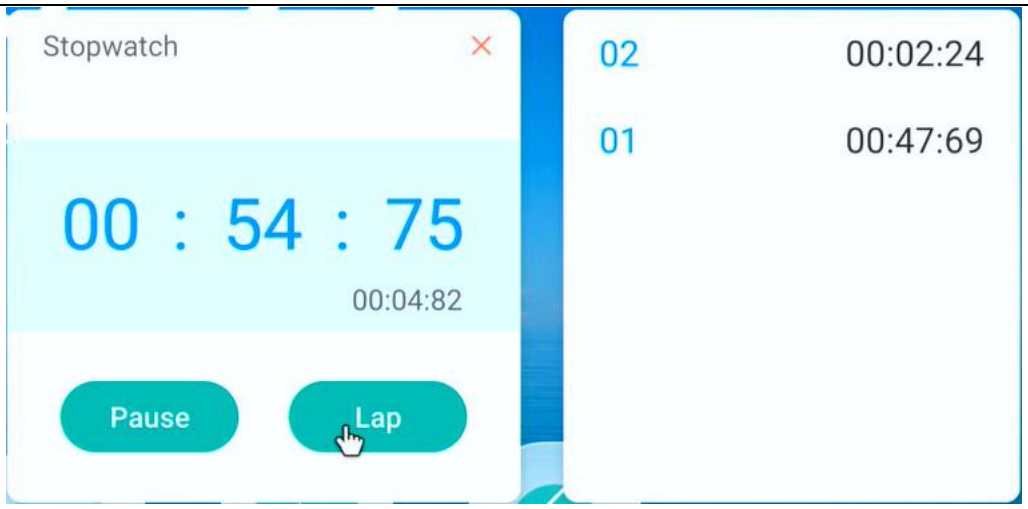
Click the icon 

to enter the stopwatch tool, and click button “start” to start timing.

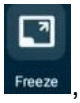



You can pause the timing by click button “Pause” or count the number of times by click button “Lap” after starting the timing. You can continue the timing by click button “continue” or re-time by click button “reset” after pause.

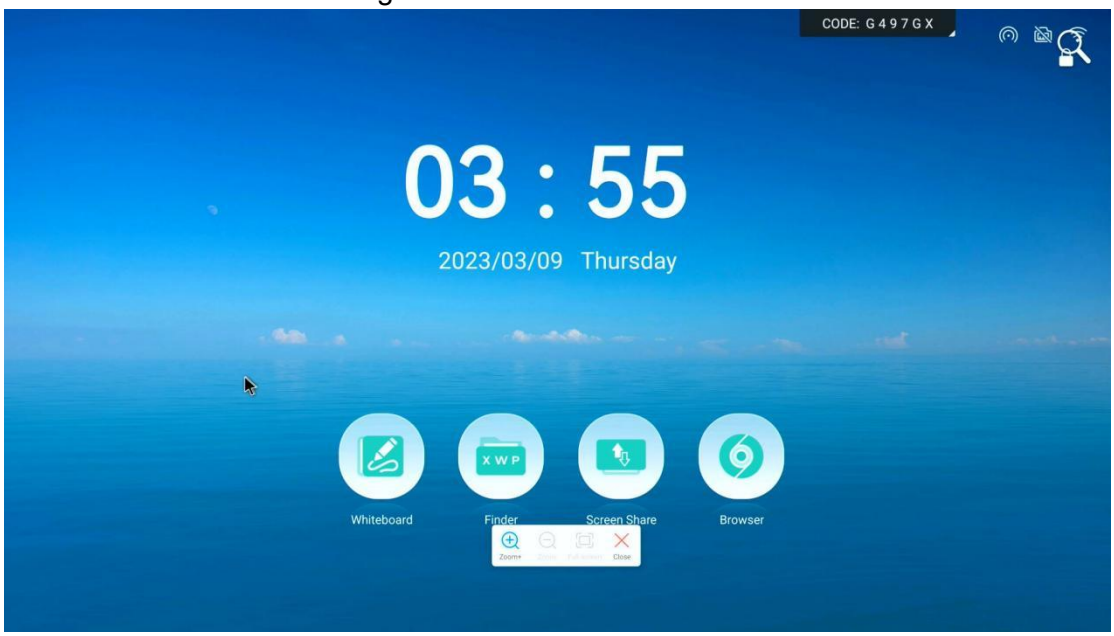





（4）Freeze

After clicking the icon 

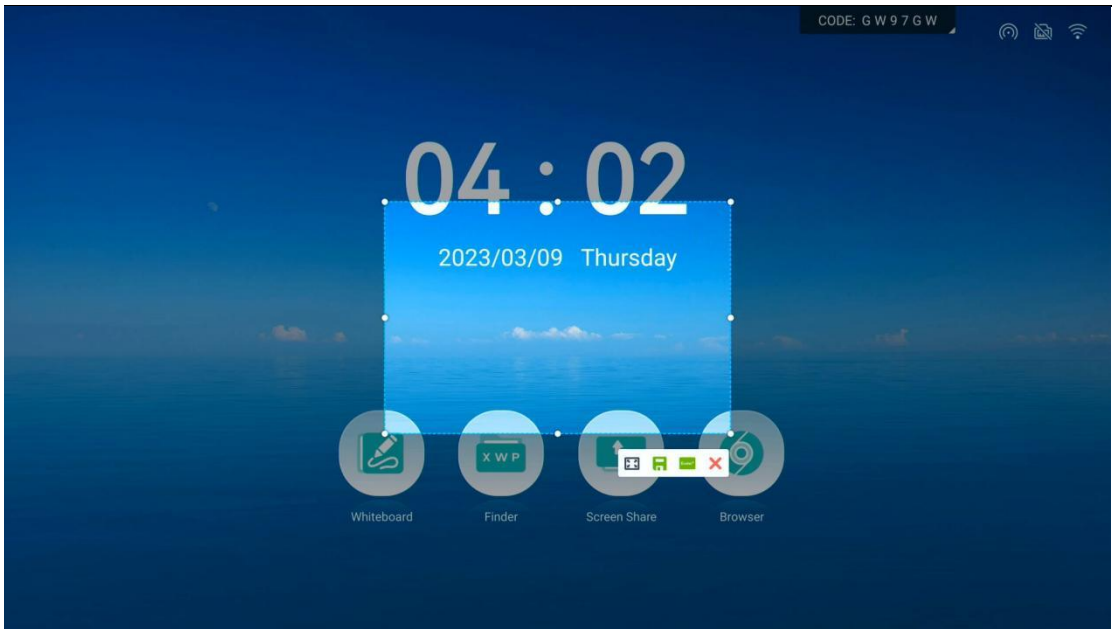
, the current interface will remain unchanged. You can zoom in or zoom out and drag to view the current interface.




（5）Crop

Click the icon 

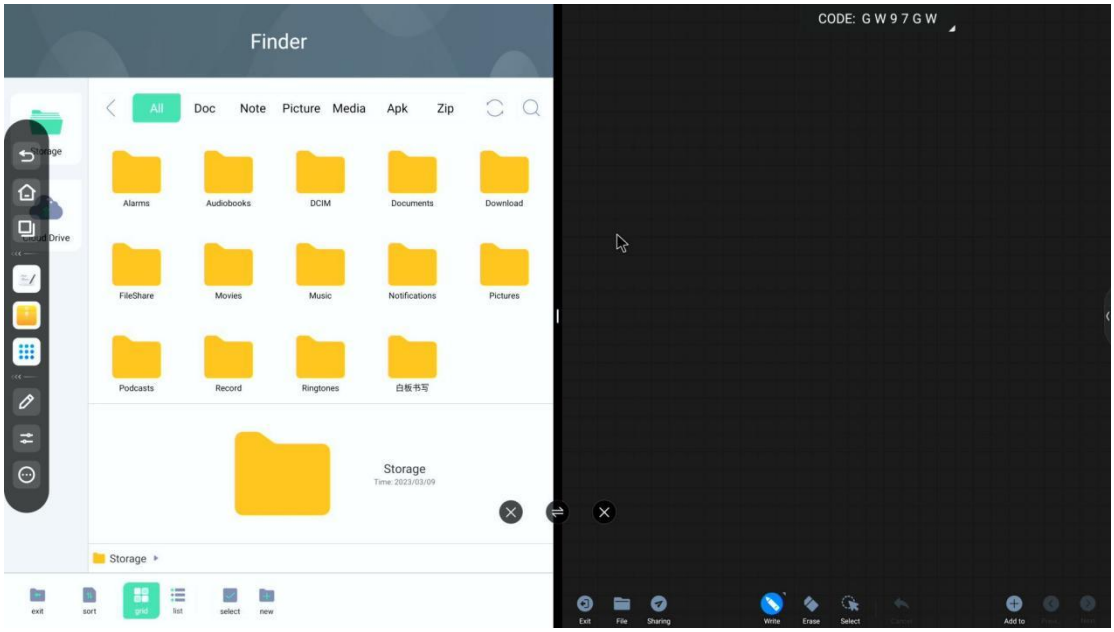
to enter the screenshot mode. Touch and drag the location and size of the screenshot box, and click  to save the screenshot (the saving path will be prompted for viewing), or click  to cancel the screenshot. Click  to box select the entire screen, click  again to restore the previous size, and click  to insert the screenshot into the shortcut whiteboard for editing.



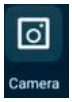

（6）Split screen

Click the icon 

to enter the split screen mode, and two applications can be displayed at the same time. The application that supports split screen mode will be prompted. Click  in  to close the application in the current area, and click  to exchange the areas displayed in the two application interfaces.




（7）camera

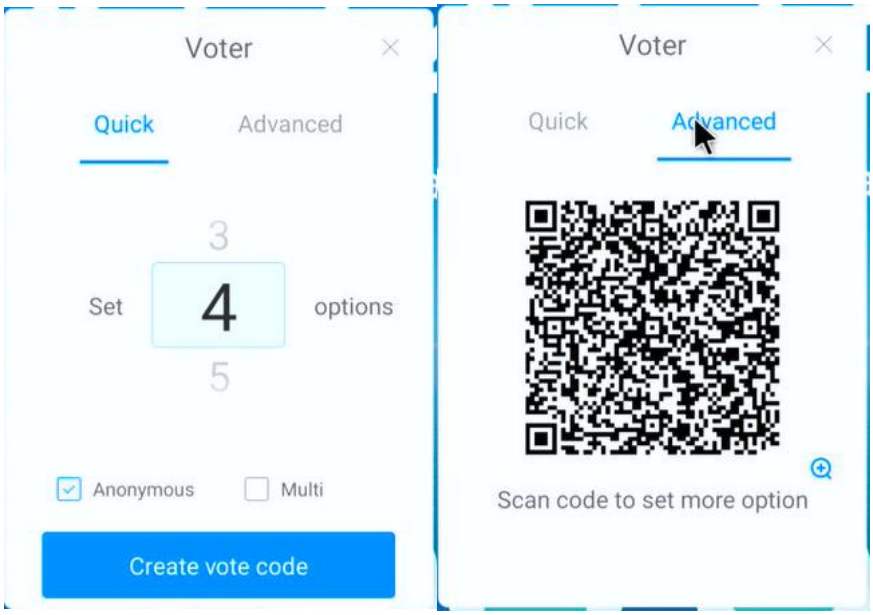
Click the icon 

to enter the camera mode and display the camera interface.

（8）Pollkit

Click the icon 

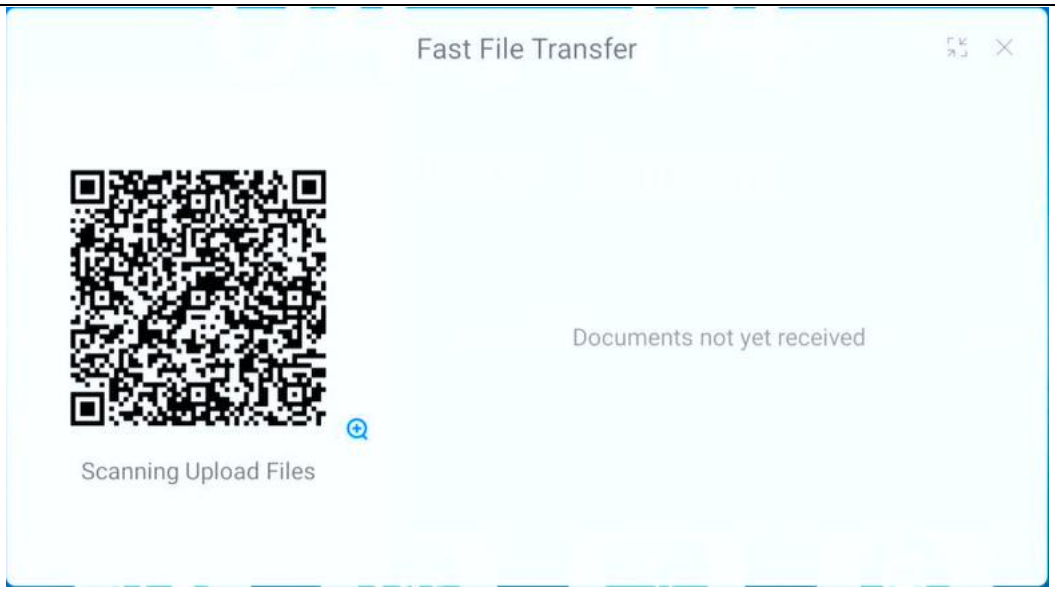
to enter the voting settings. In the quick mode, touch and drag the number to set the number of options. There are two functions to check: whether to be anonymous and whether to select multiple. After setting, the voting QR code can be generated, and the user can scan the code to vote. Advanced mode will generate QR code to set more options.



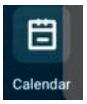

（9）Fast file transfer

Click the icon 

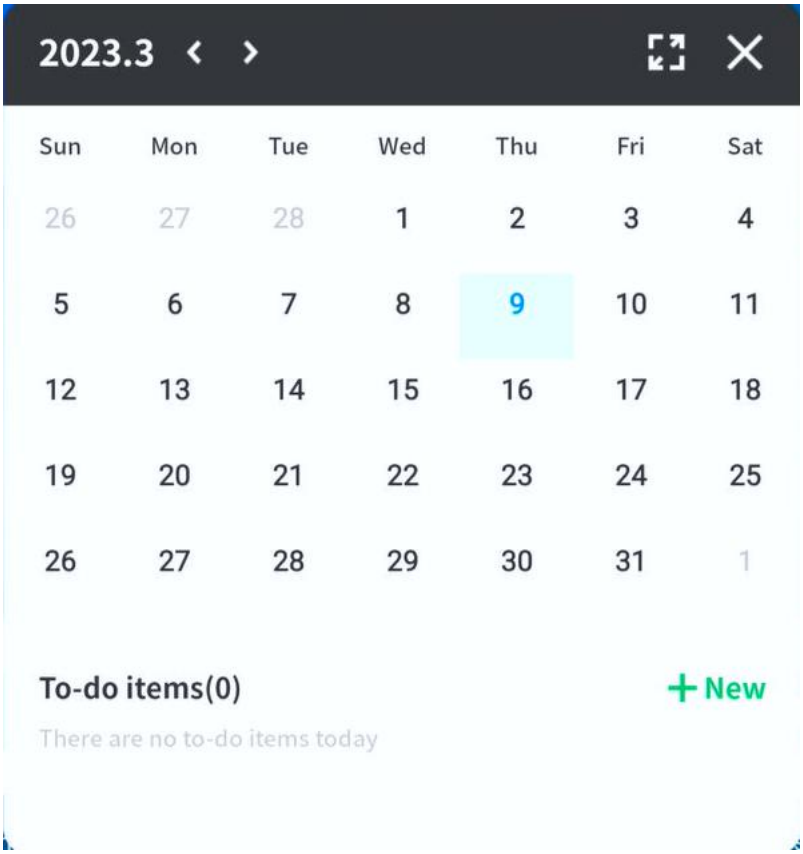
to open the file fast transfer tool, which will generate a QR code for users to scan and upload files.



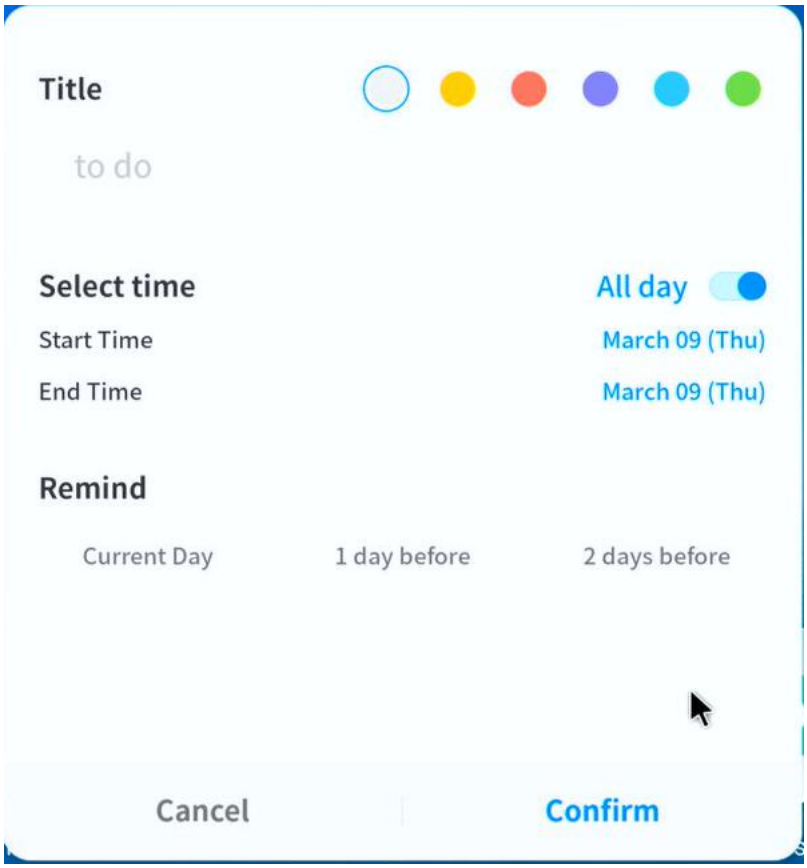

（10）Calendar

Click the icon 

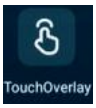
to enter the calendar tool to view the perpetual calendar



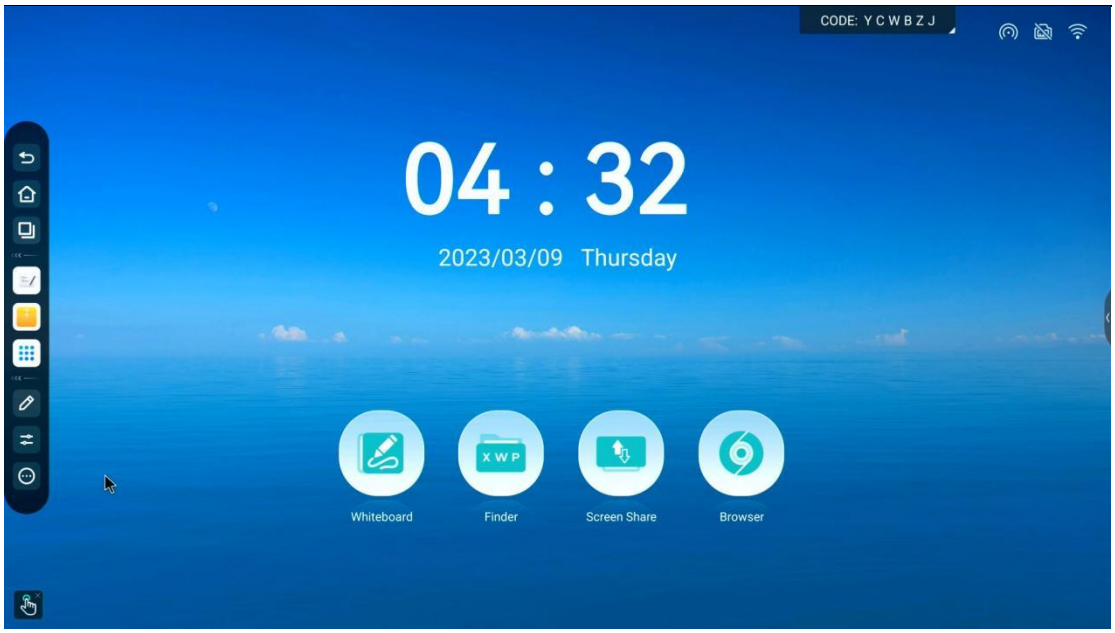

You can also view and create new to-do items by click + New. The time is set by touching and sliding the date.




（11）touchoverlay

Click the icon 

to enter the touch lock mode. Click the icon  in the lower left corner to lock. After locking, touch lock. At this time, touching other places is invalid. Click  again to restore touch. Note: This icon will be hidden automatically, and will be called out by clicking anywhere on the screen.




（12）ScreenLock

Click the icon 

to lock the screen. You need to set the lock screen password. When you wake up the screen, you need to enter the lock screen password.

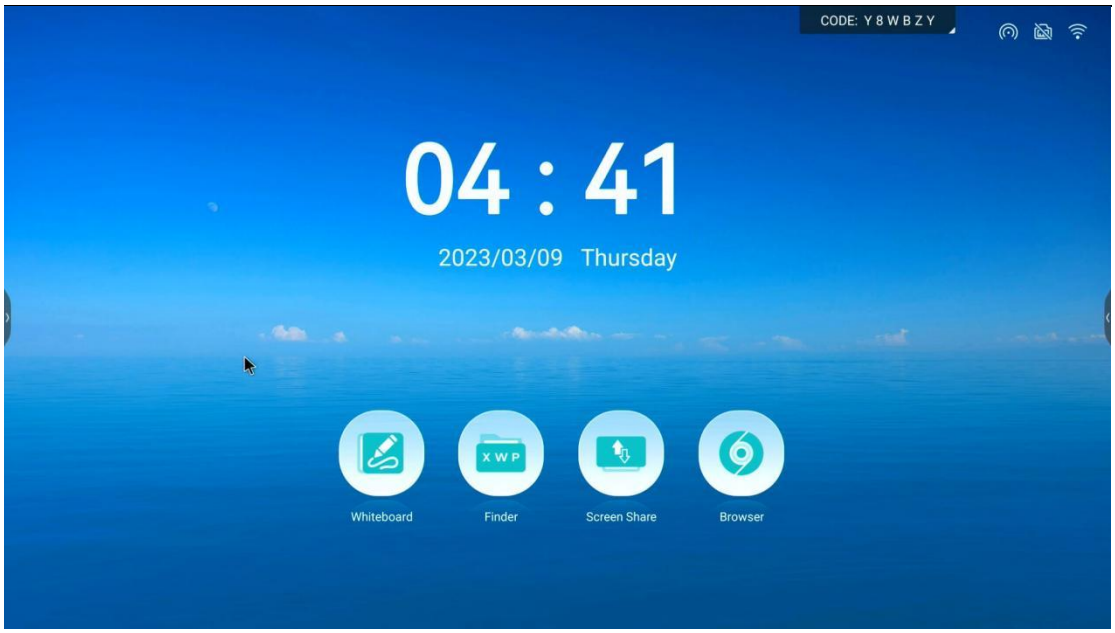
（13）Calculator

Click the icon 

to enter the calculator tool.

## 1.3 Status bar

The status bar is in the upper right corner of the main interface. Display the network status of the current machine. It can also be used as a shortcut for hotspot, Ethernet, wireless network (WIFI), and a screen code.




（1）click ：Enter the hotspot setting interface. This icon can also indicate the hotspot switch status, which is currently turned on.

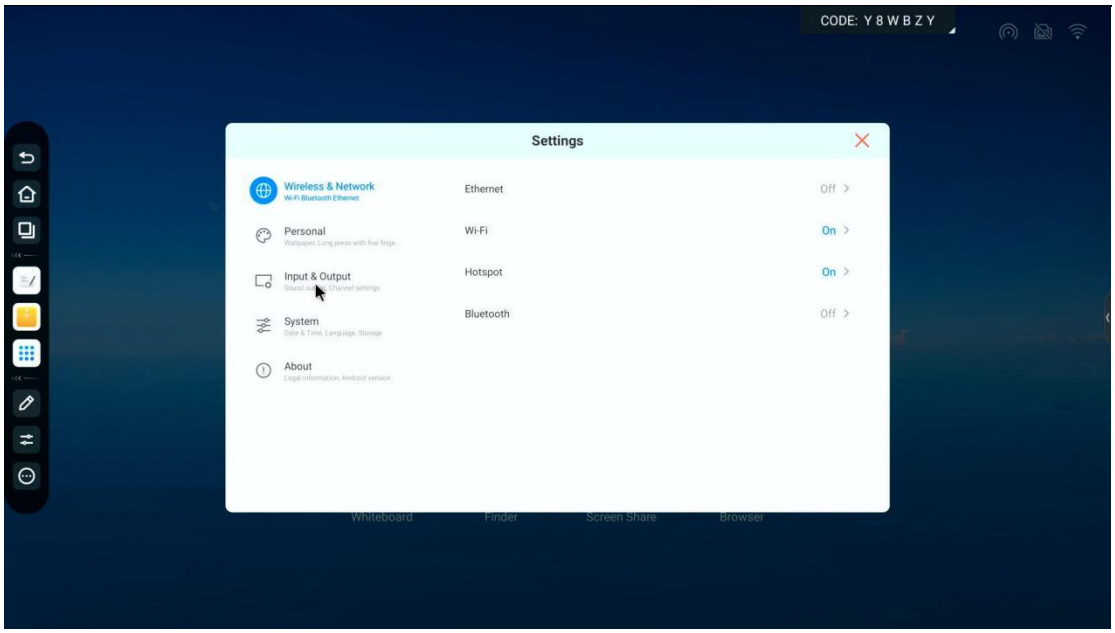
（2）click ：Enter the Ethernet setting interface. This icon can also indicate the Ethernet connection status, which is not currently connected.

（3）click ：Enter the WIFI setting interface. This icon can also indicate the WIFI connection status, which is currently connected.

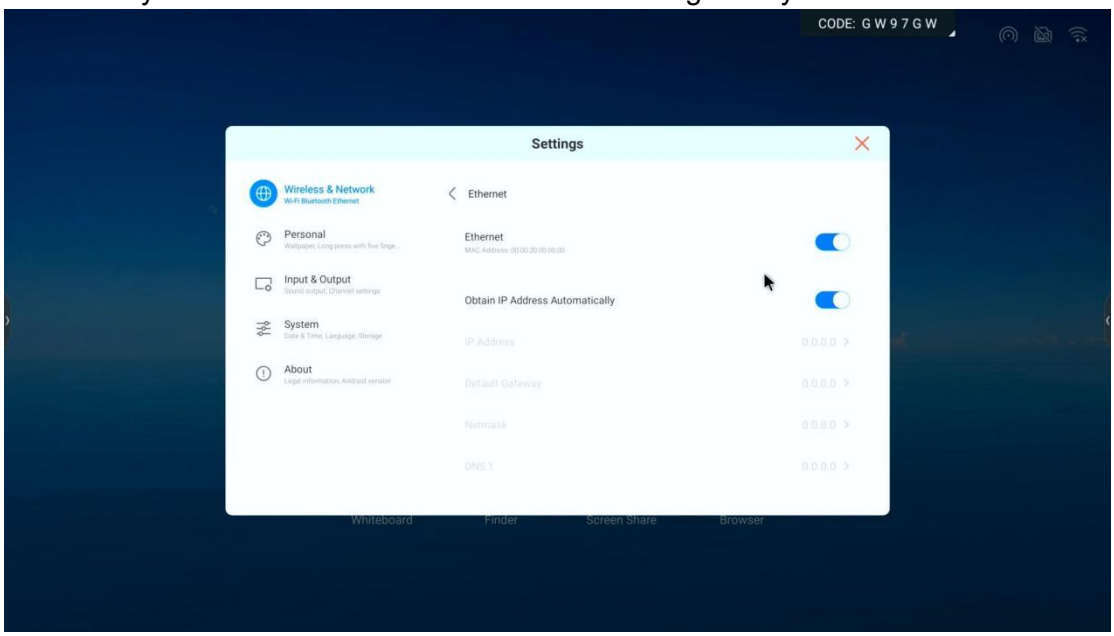
# 1.4 System settings

System settings mainly include wireless and network, personalization, input and output, system and other functions.

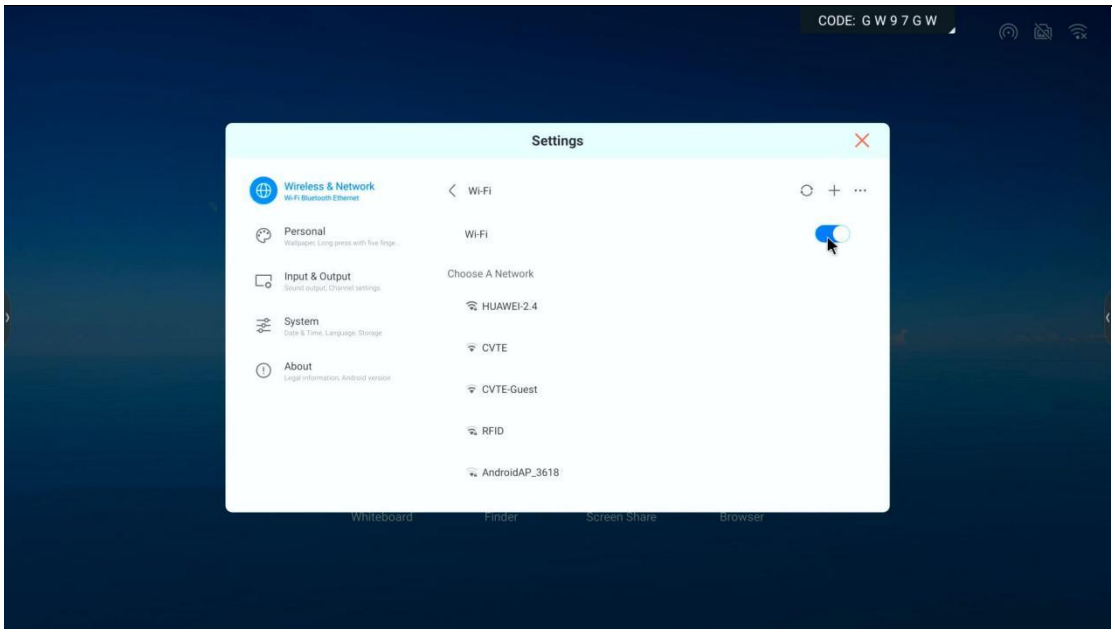
### 1.4.1 Wireless and network



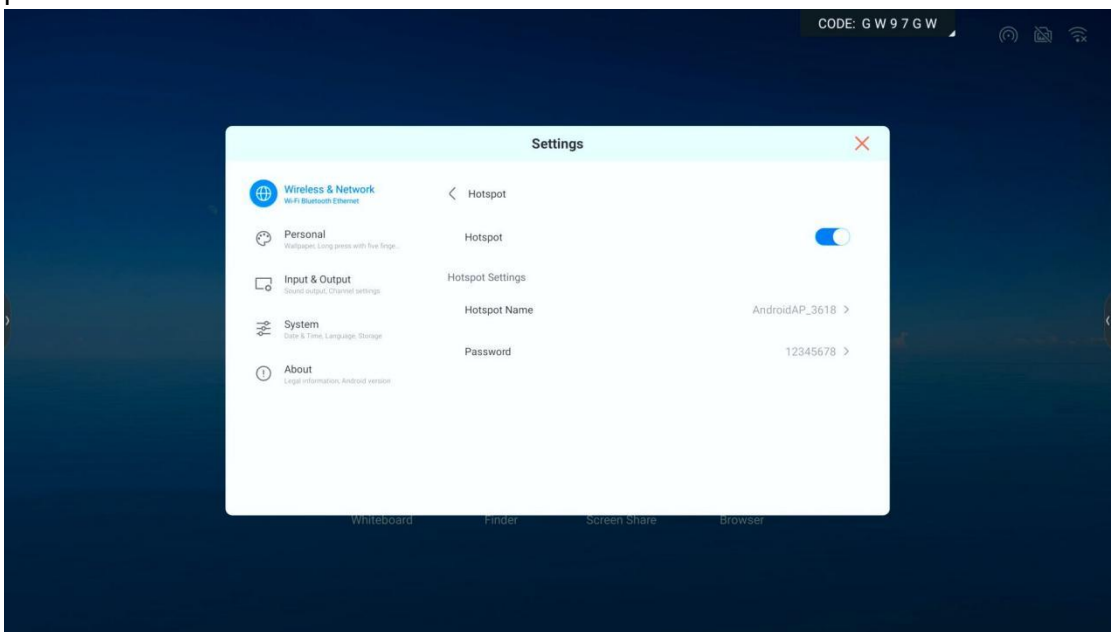

（1）Ethernet: set the Ethernet function on or off to automatically obtain IP address or manually set Ethernet information such as IP and gateway.



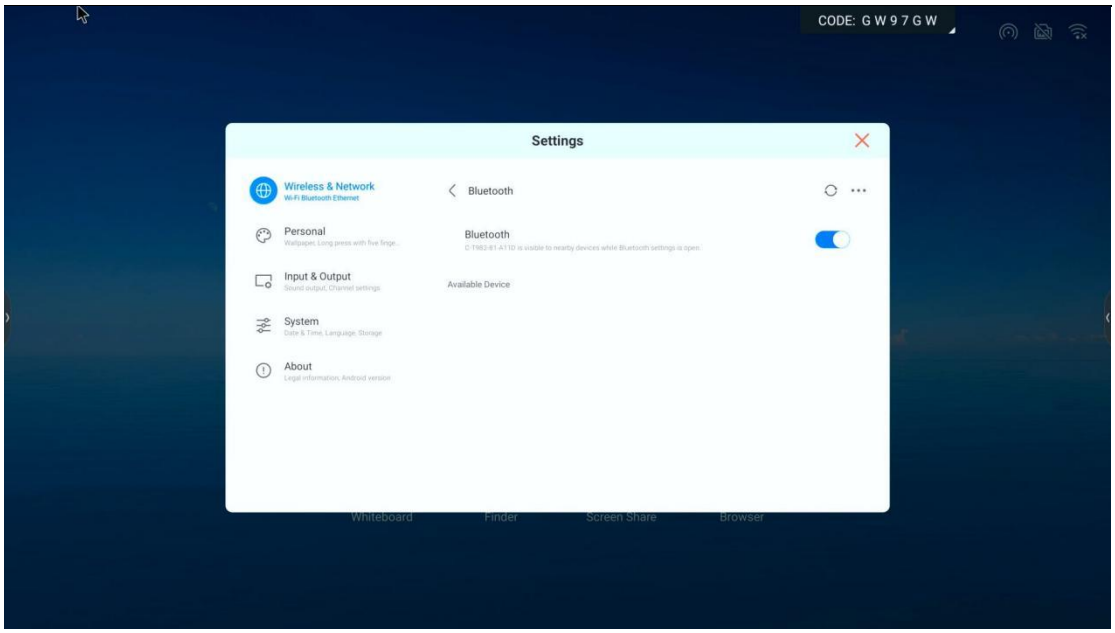

（2）WI-FI：Set the WIFI switch status. After it is turned on, the available network can be automatically obtained and displayed.



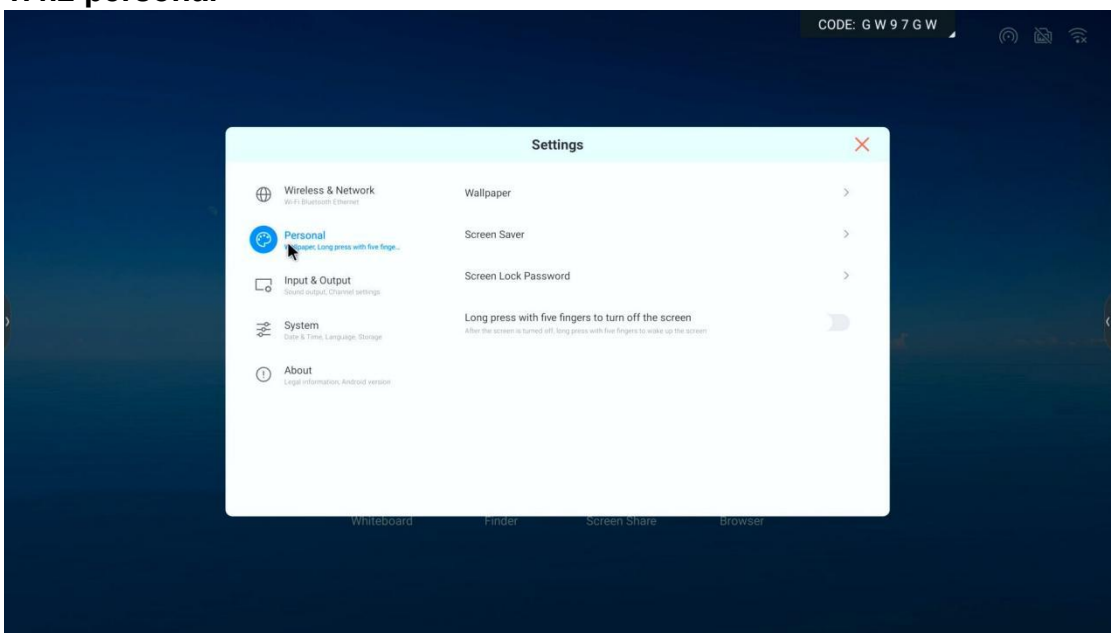

(3) Hotspot: set the hotspot on or off, and you can configure the hotspot name and password.



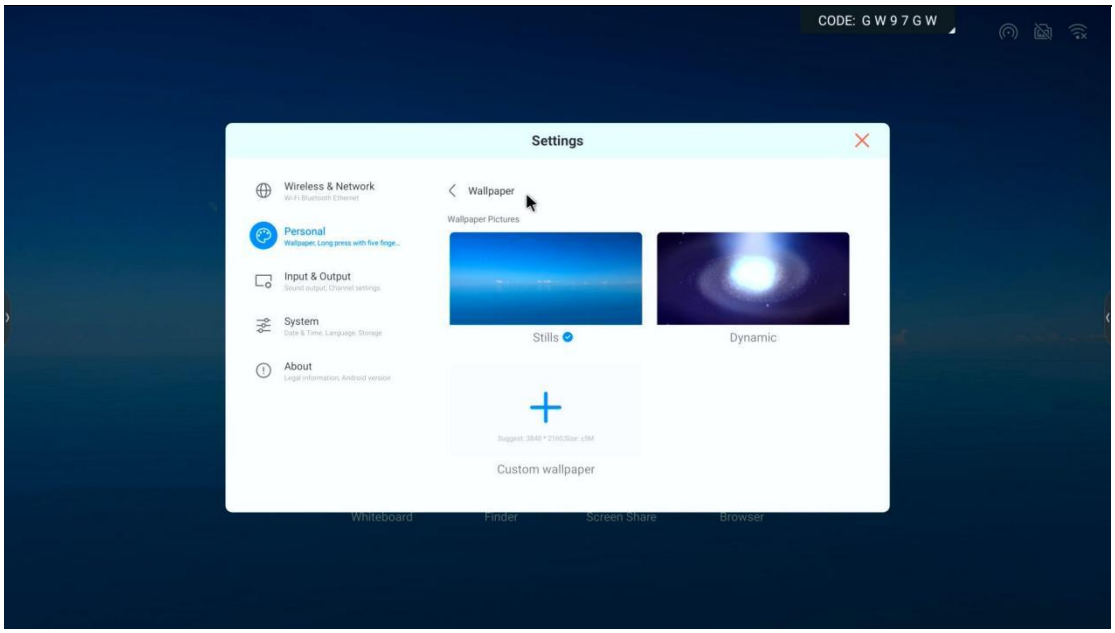

（4）Bluetooth: Set whether Bluetooth is visible to other devices, rename Bluetooth devices or view received files, and connect to devices in the list of available devices.



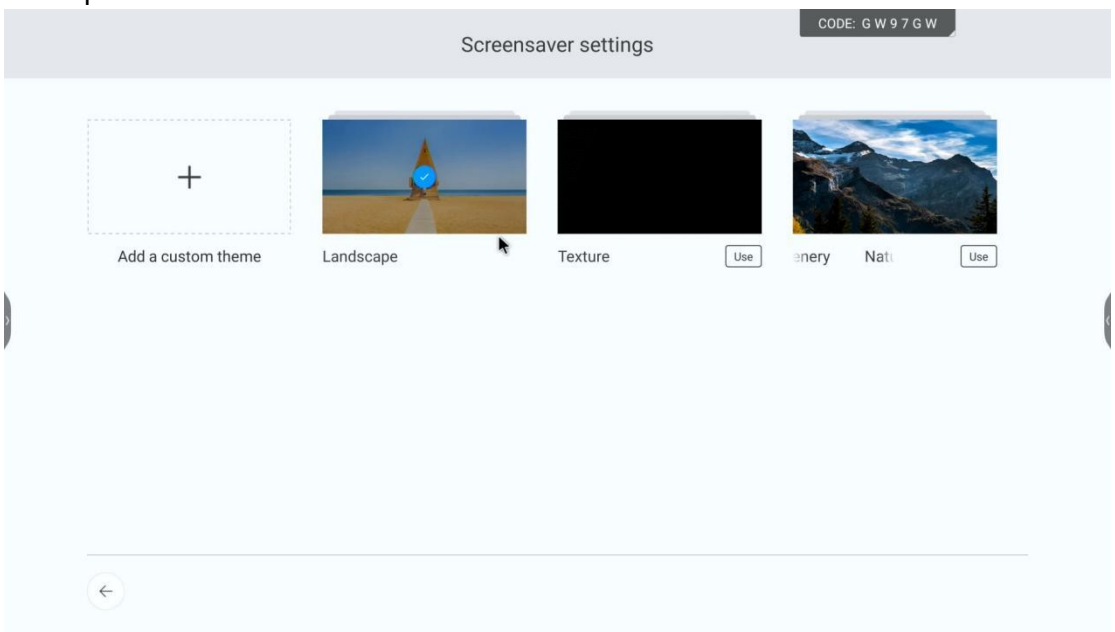

### 1.4.2 personal



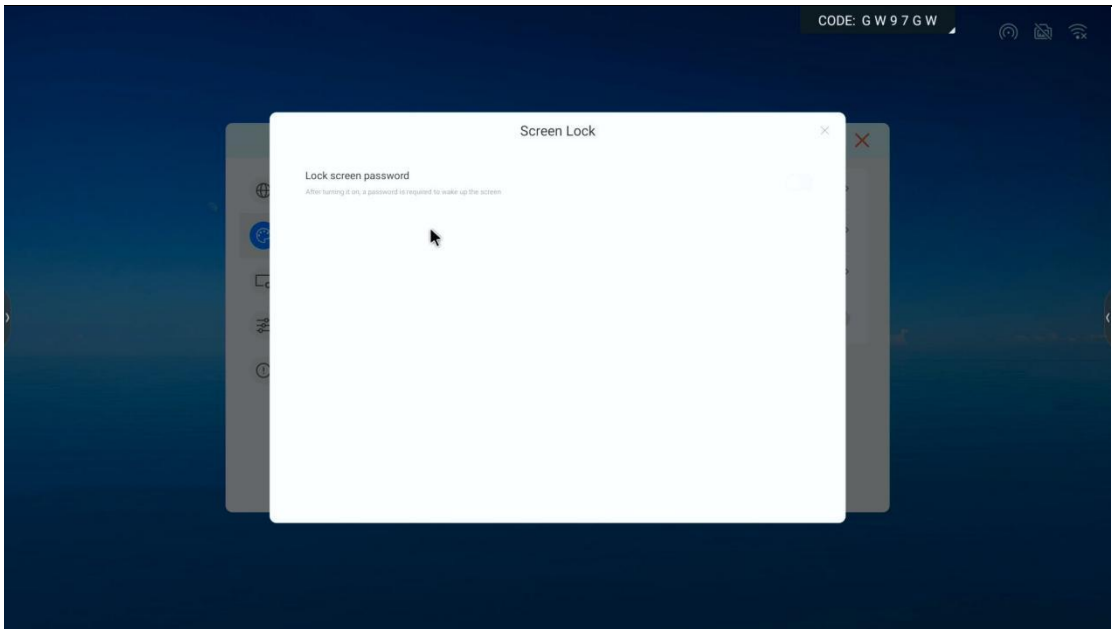

(1) Wallpaper: static or dynamic wallpaper can be set, and custom wallpaper can also be added.



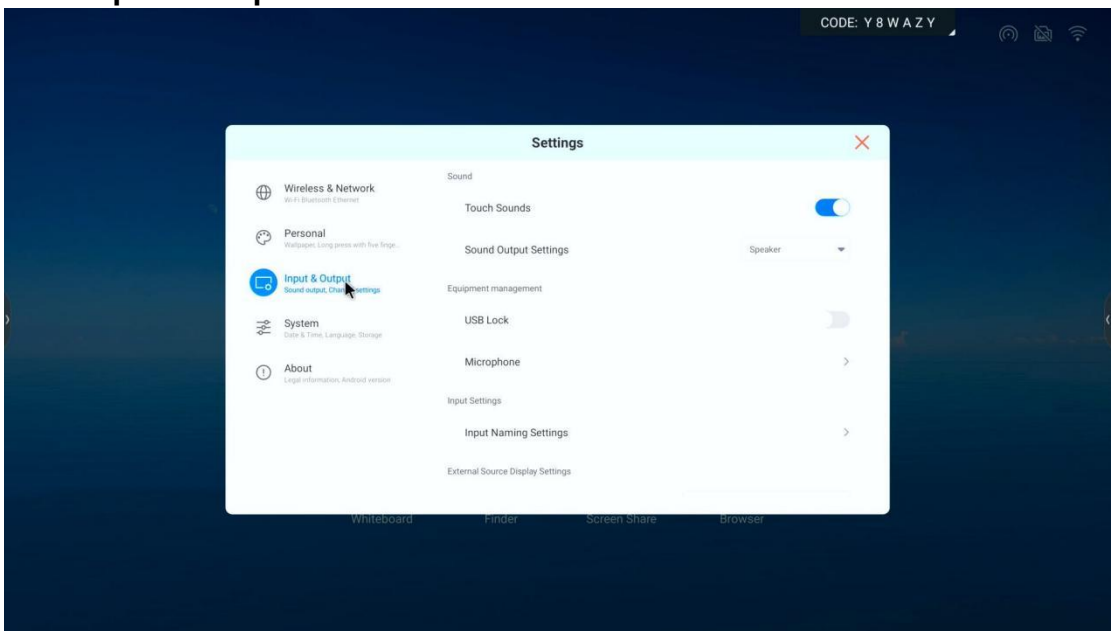

（3）Screen saver: you can set the default screen saver or add a custom screen saver picture.




（4）Screen lock password：After setting the password, you need to enter the password to wake up the screen.




### 1.4.3 input & output




（1）Sound：

a. Touch sound can be turned on or off

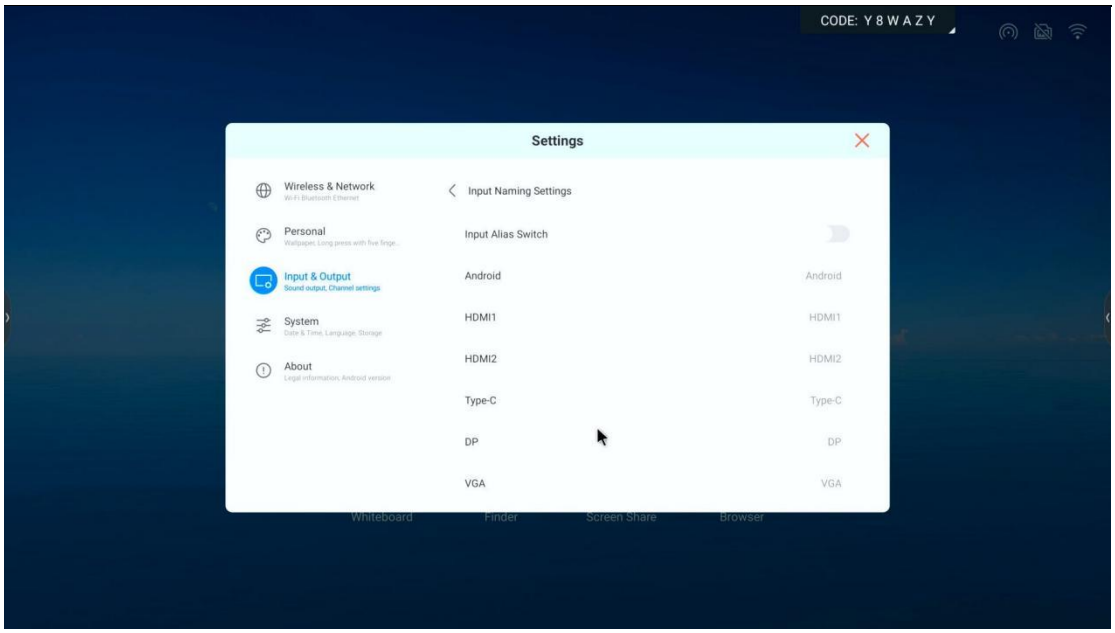
b. Set sound output: speaker, lineout, mixed

（2）equipment management：

a. Turn on or off USB lock

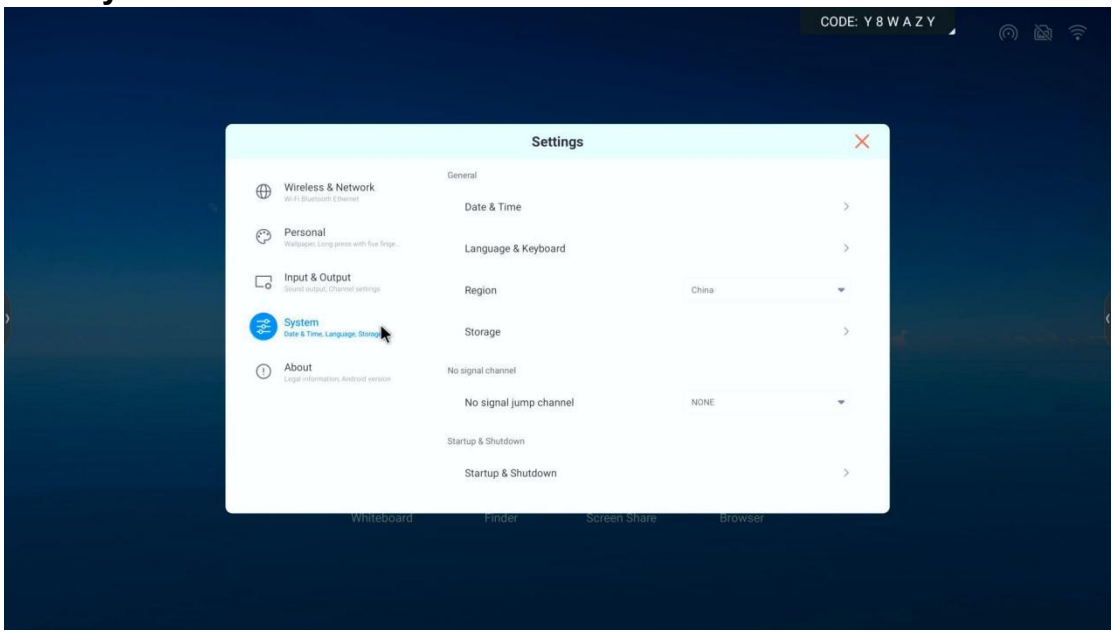
b. Miscrophone

（3）Input settings：Input channel alias can be set

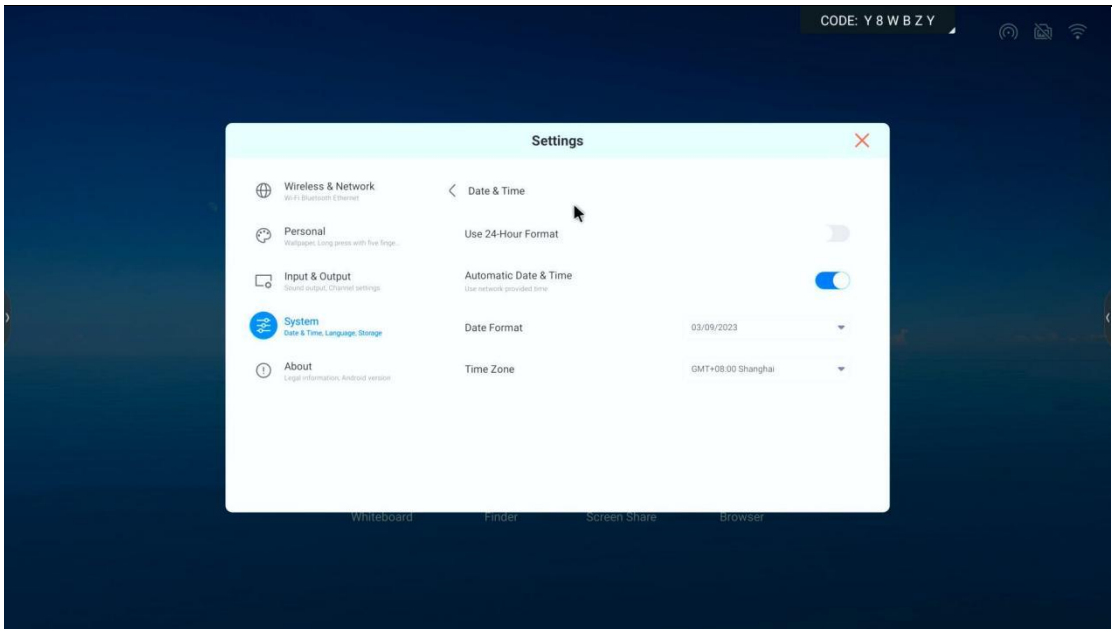



（4）External Source Display Settings: HDMI OUT format selectable 1080P_ 60Hz and 3840 × 2160_ 60Hz

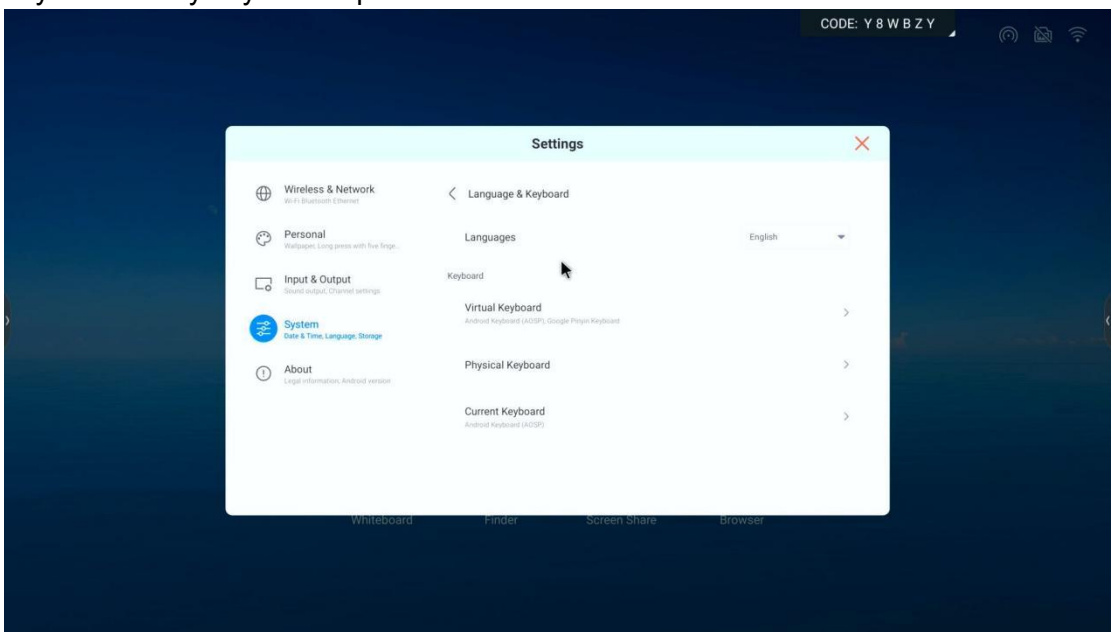
### 1.4.4 system




（1）Date & time: 12/24 hour system is optional, whether to use network time is optional, and date format and time zone can be set.

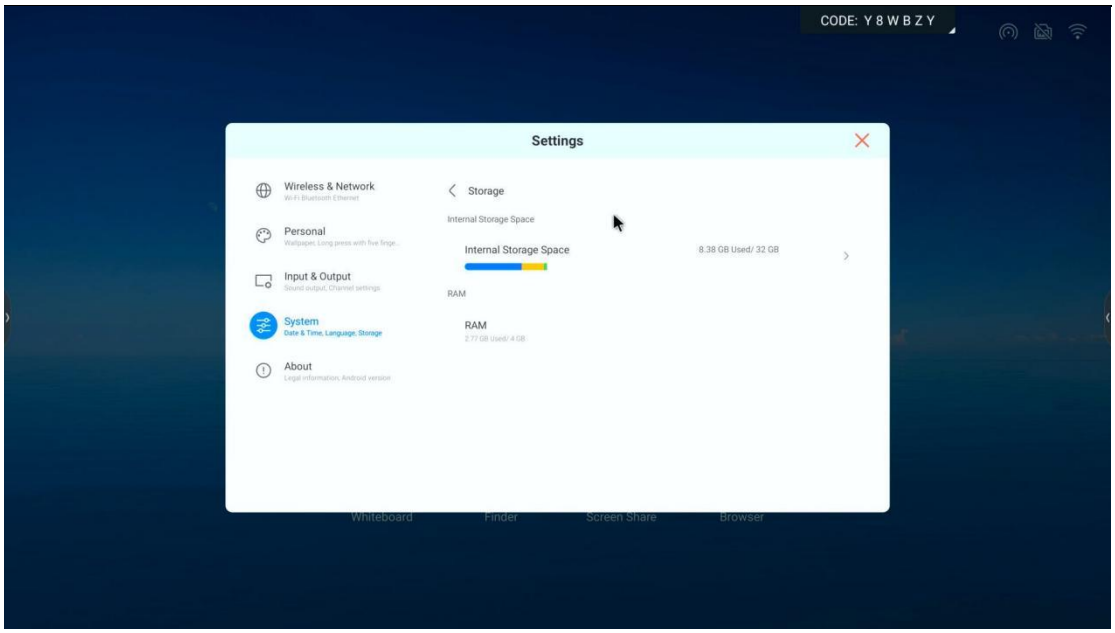



（2）Language & keyboard: set system language, switch input method, virtual keyboard entity keyboard options.

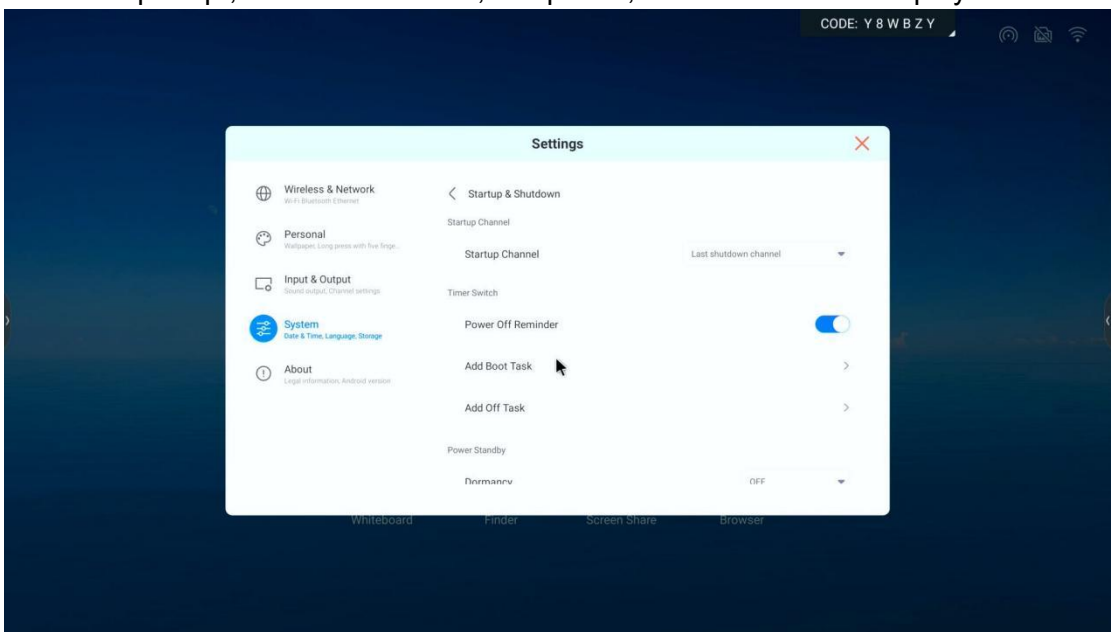



（3）region：Select the country and region to use.

（4）storage：View internal storage usage and running memory usage.



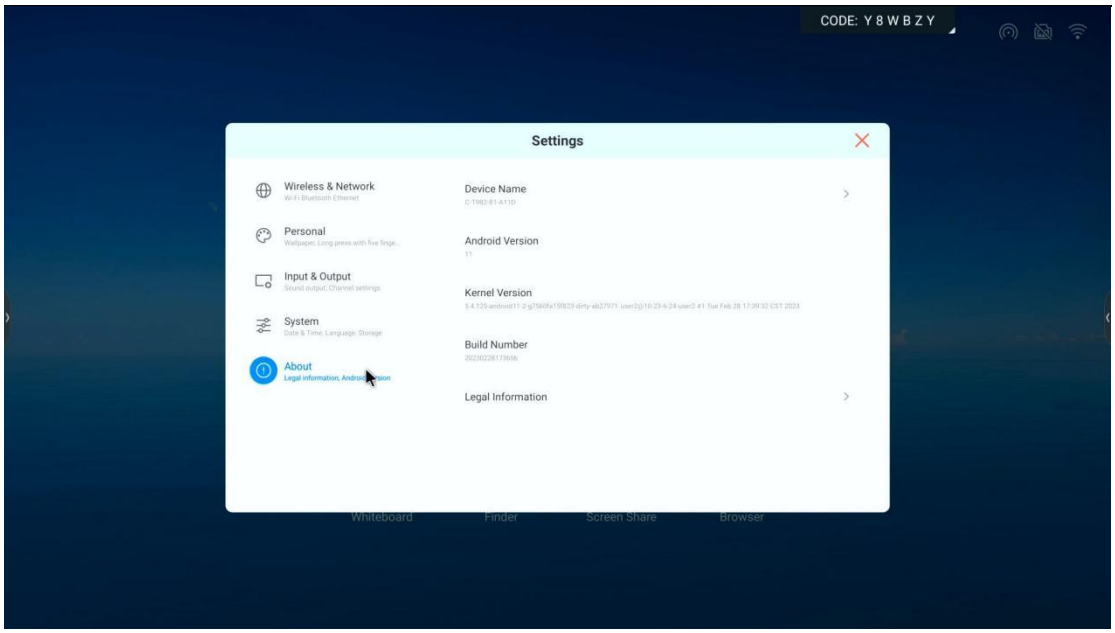

（5）Startup & shutdown: startup channel, scheduled startup/shutdown plan, shutdown prompt, screen saver time, sleep time, and screen saver display.




（6）system update：The latest upgrade package can be detected for upgrading.

（7）Reset factory：The data will be cleared and the factory settings will be restored.

### 1.4.5 About




# Chapter 2：Software Documentation

## 2.1 whiteboard

### 2.1.1 Enter whiteboard

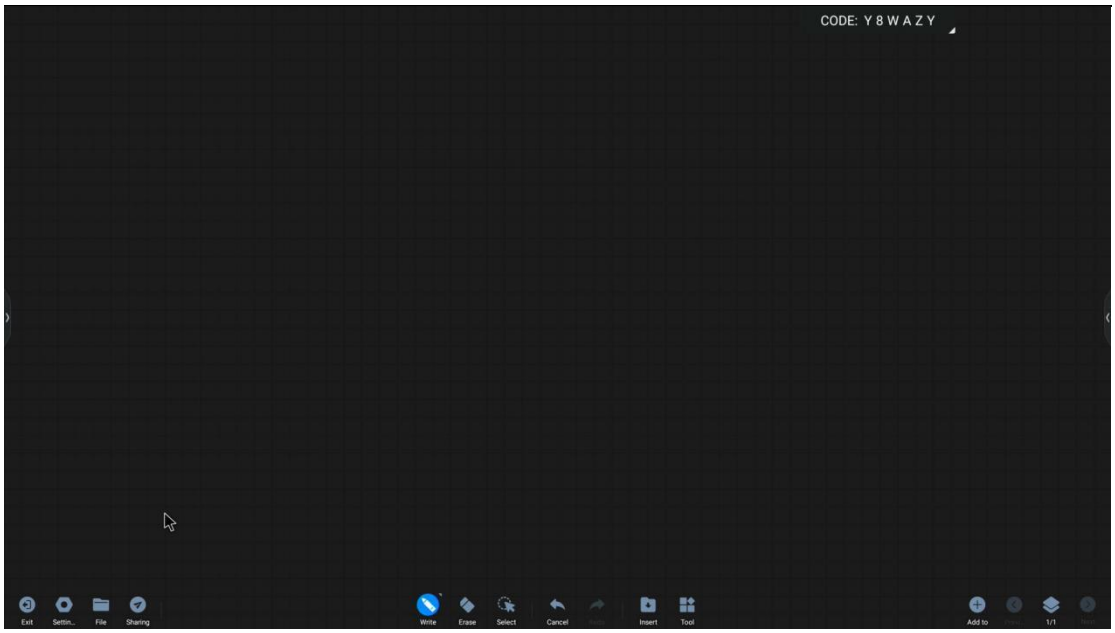
There are two ways to enter the whiteboard:

（1）Click icon 

to enter the whiteboard writing application from the main interface.

（2）Click icon  (left or right) —> click icon  —>click icon 

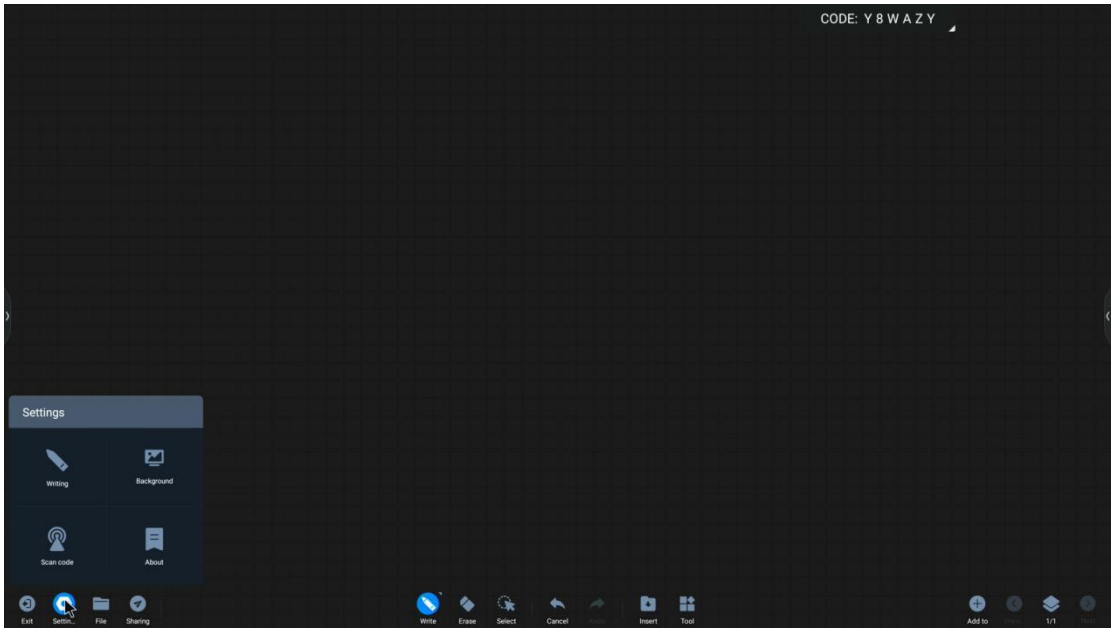
, enter whiteboard writing application




### 2.1.2 Settings

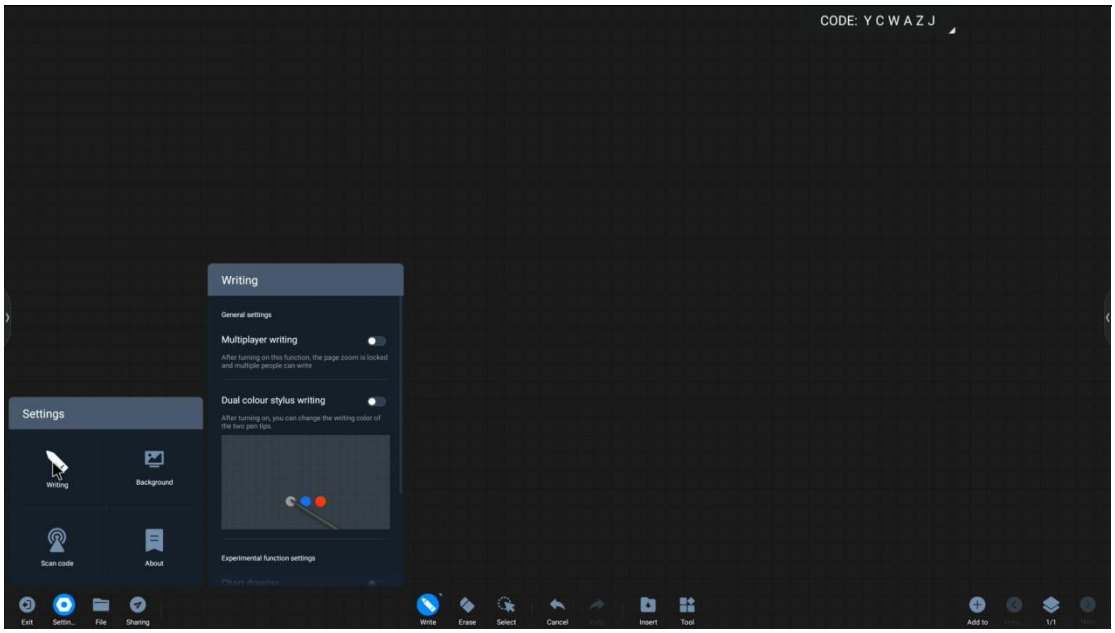
Click the icon 

in the lower left corner to call up the setting bar.



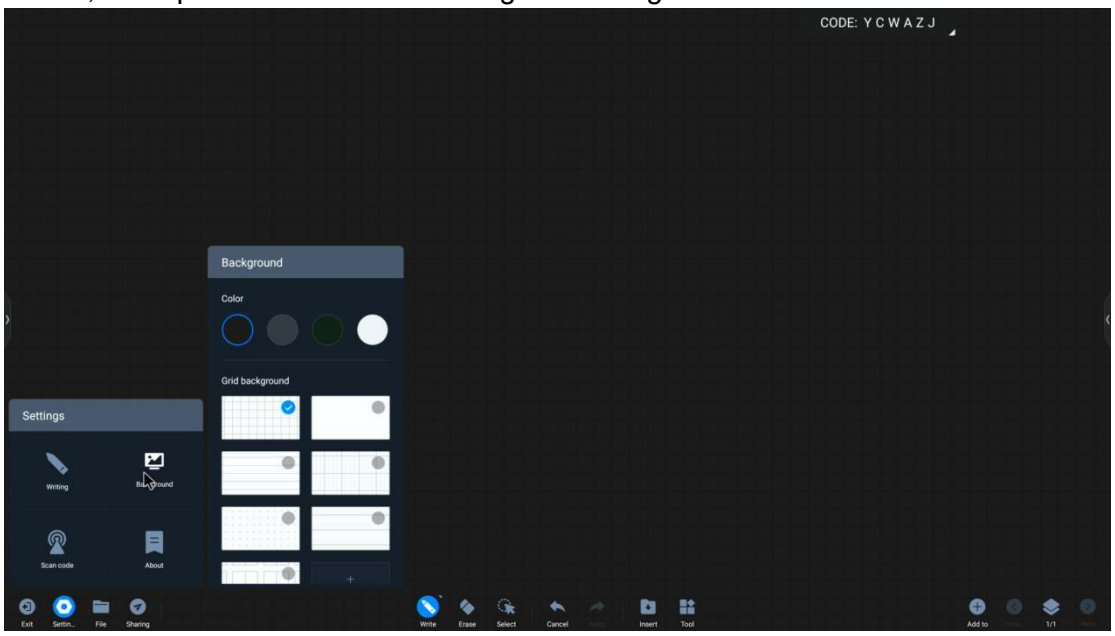

a. writing：Click the icon 

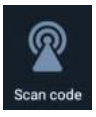
to turn on and off multi-person writing (lock zoom function after turning on), double-color pen writing, and chart drawing (directly draw tables and graphs after turning on).



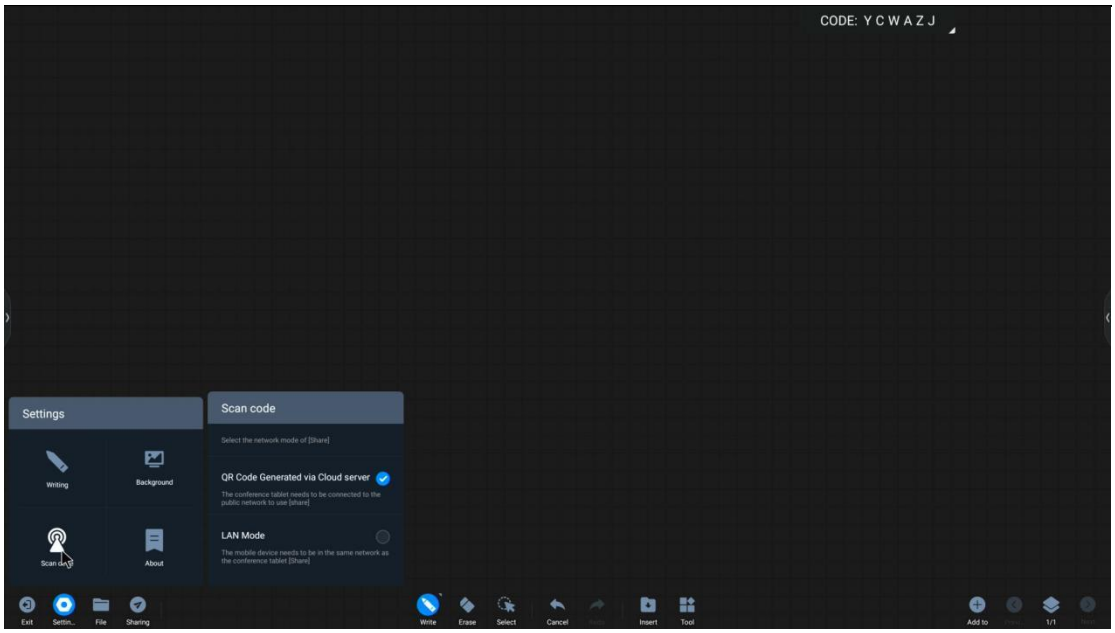

b. background：Click the icon 

to set the whiteboard background and format, and upload a customized background image.



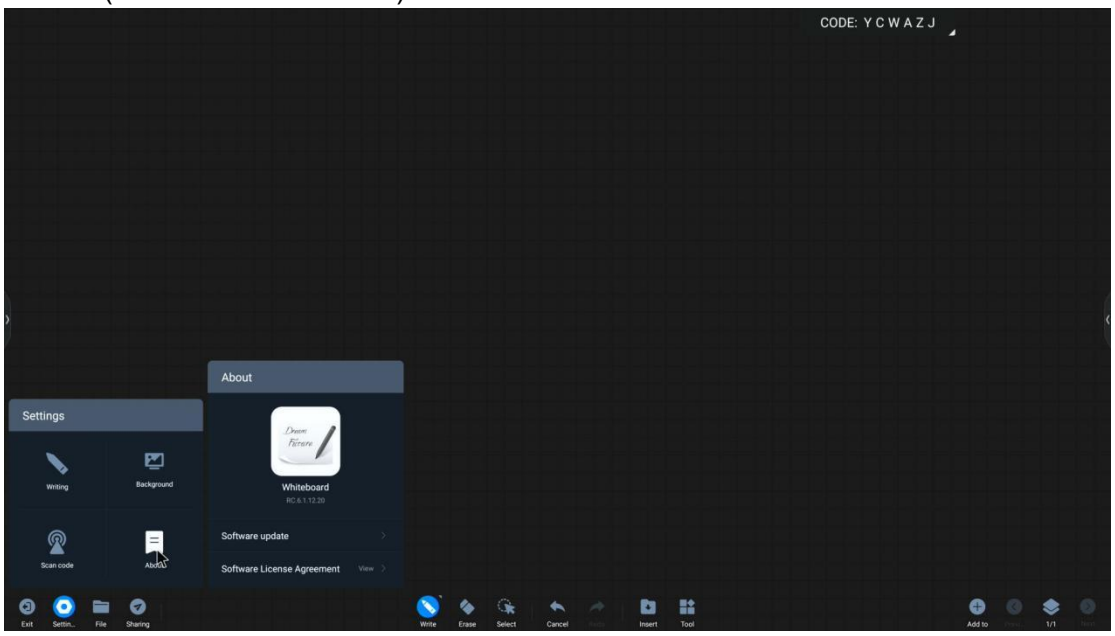

c. Scan code：Click the icon 

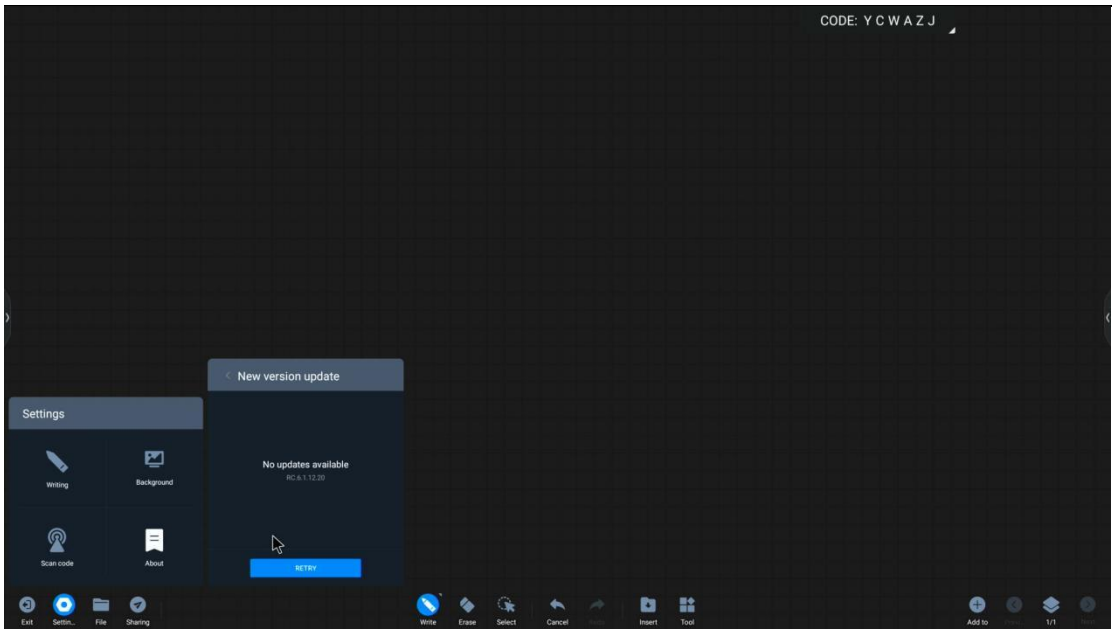
to set the network, public network or LAN sharing when sharing.




d. about：Click the icon 

to call up the whiteboard to write about the information box, and you can view the software update information and open source license (need to be connected).

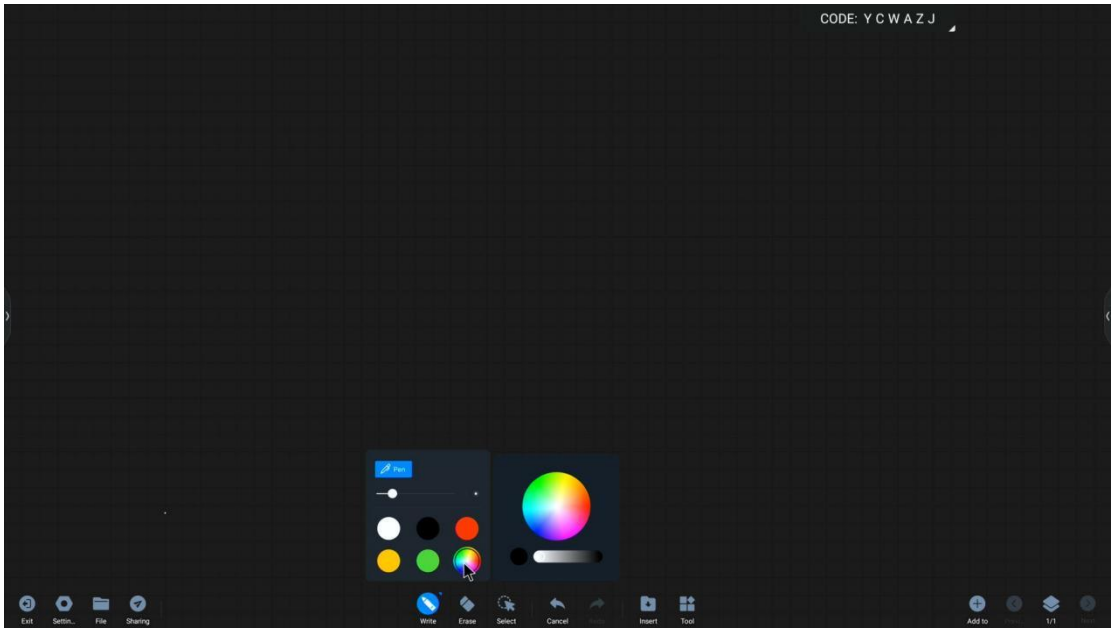





### 2.1.3 Basic functions

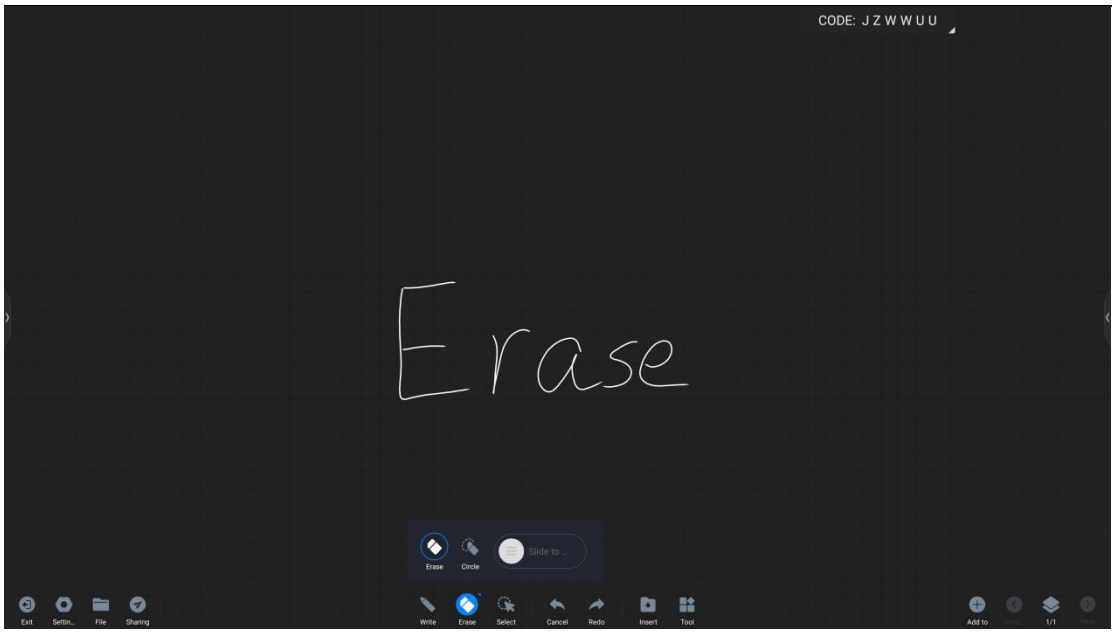
（1）write：Click the icon 

to enter the brush function, touch to write, click again to set the brush thickness and color, and click  to customize the brush color.




（2）erase：Click the icon 

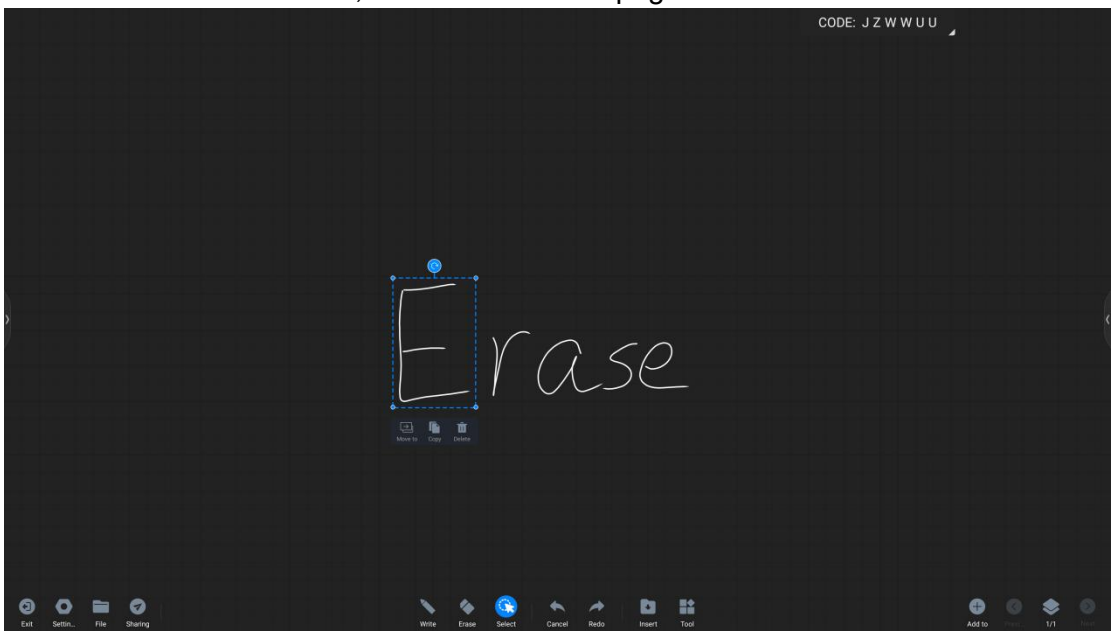
, and touch erase by default. Click the icon again to select the circle erase or slide clear function. Circle erase, that is, the contents in the circle will be cleared, and slide clear to the right to clear the contents of the current whiteboard page.




（3）select：Click the icon 

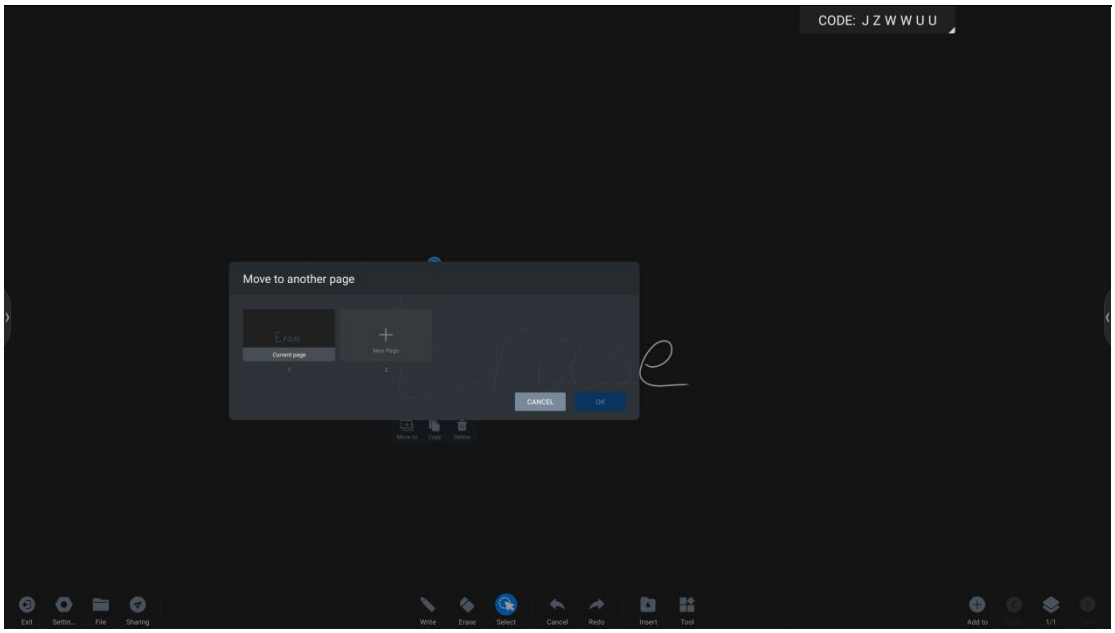
to enter the selection mode, and touch to circle the contents of the whiteboard.

It can intelligently select the entire content in the circle, move, rotate, copy and delete the selected content, and move to other pages.



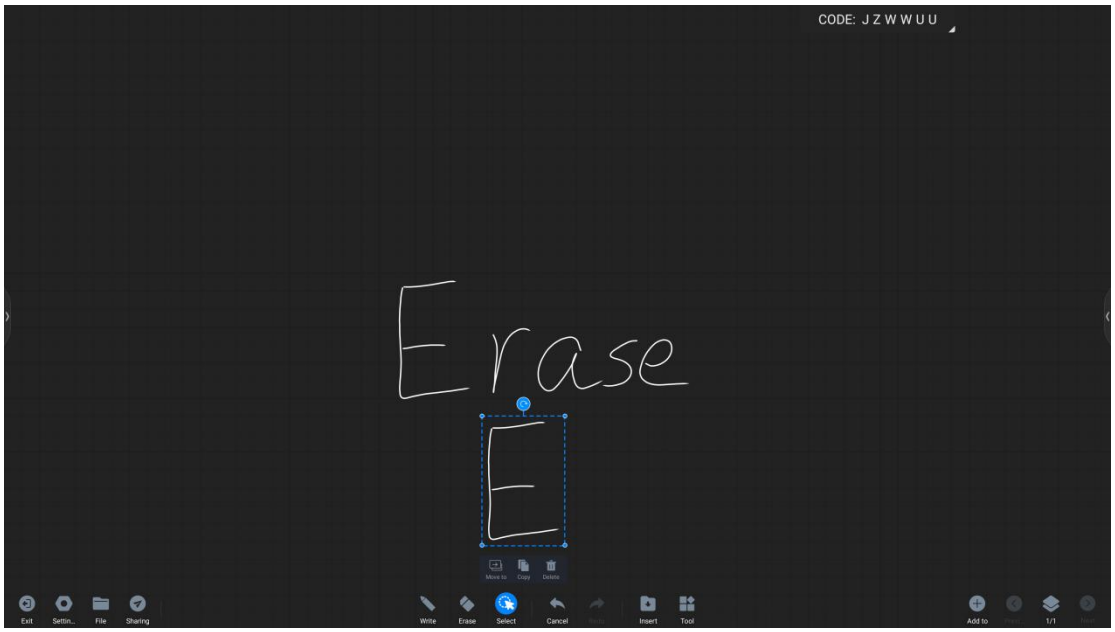

Click the icon 

to move the selected content to another page

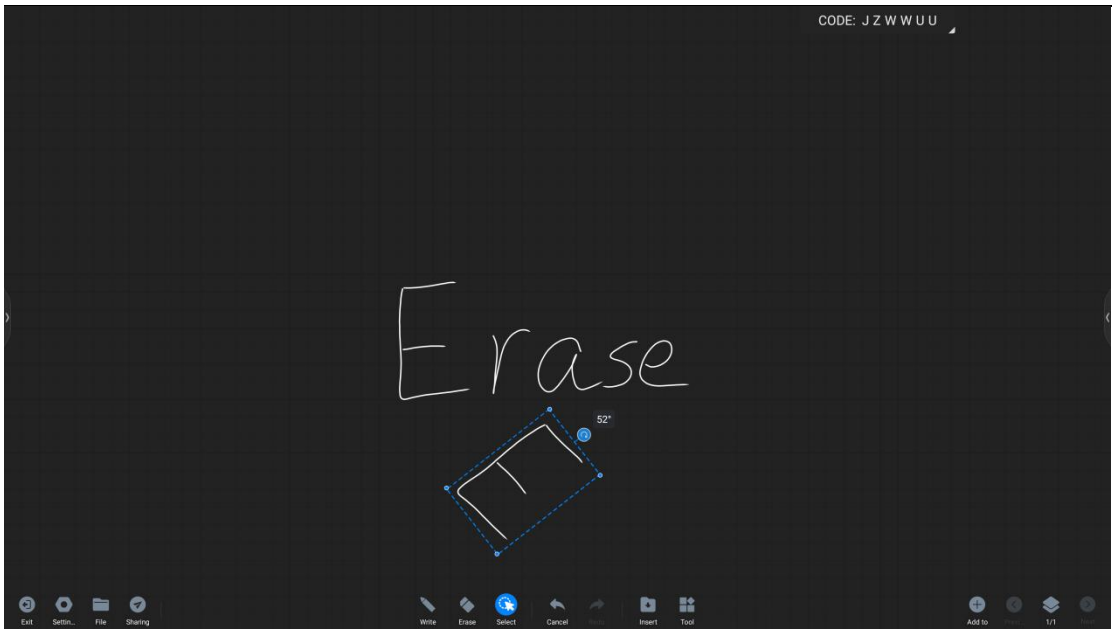



Click the icon 

to copy and paste the selected content on the current page




Drag anywhere in the selected box to move the selected content, and touch the drag icon  to move the content in the entire box




Click the icon 

to clear the selected content.

（4）cancel & redo：Click the icon 

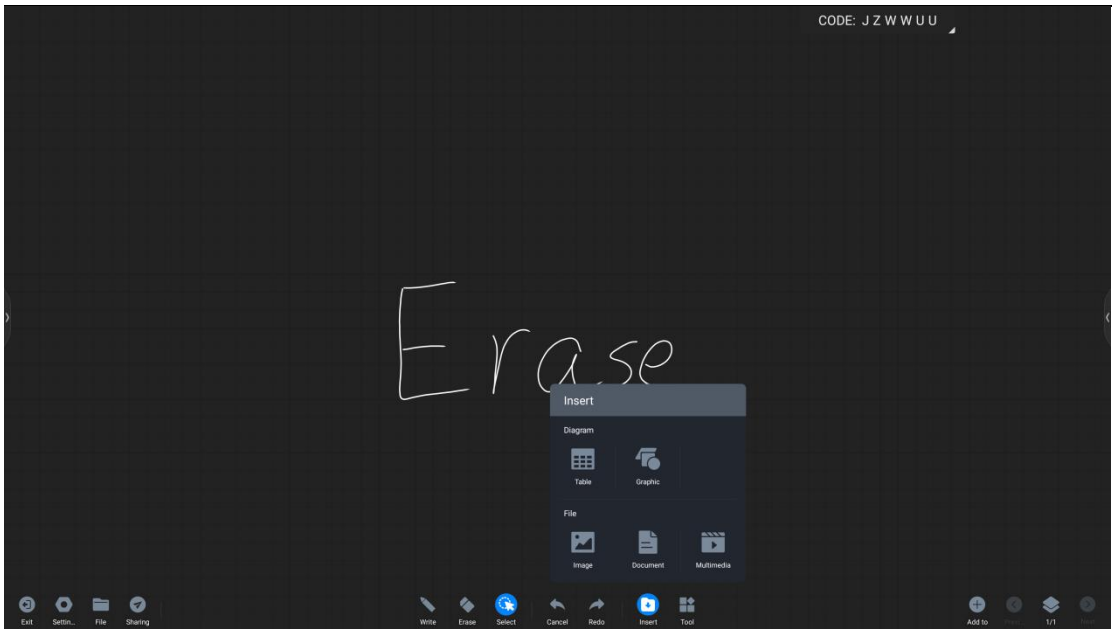
to undo the previous operation, and click the icon 

to restore (redo) the latest undone operation.

### 2.1.4 Common tools

（1）Insert：Click the icon 

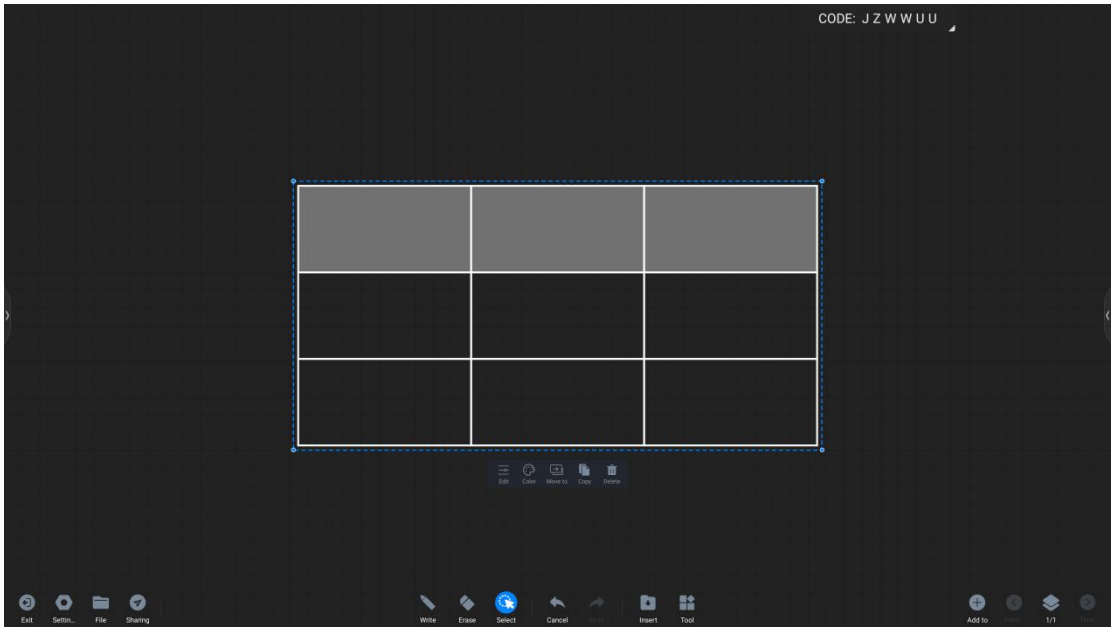
to call up the insertion selection bar




a. table:

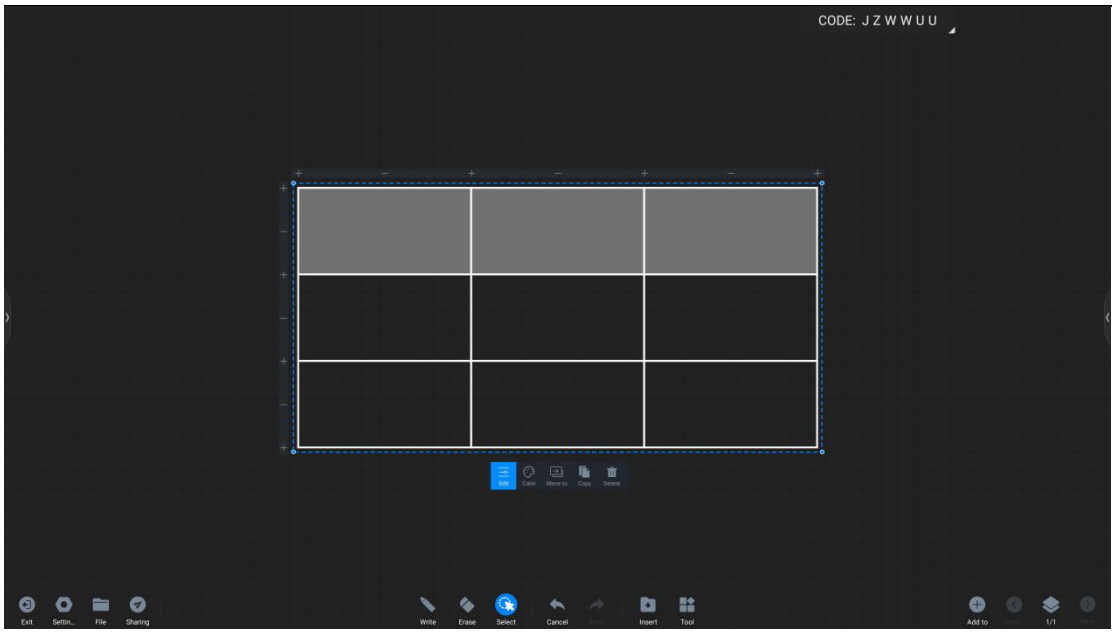
Click the icon 

to insert a table in the center of the page. At this time, touch and drag any position in the table to move the table, and touch and drag the small dots at four corners to control the table size.

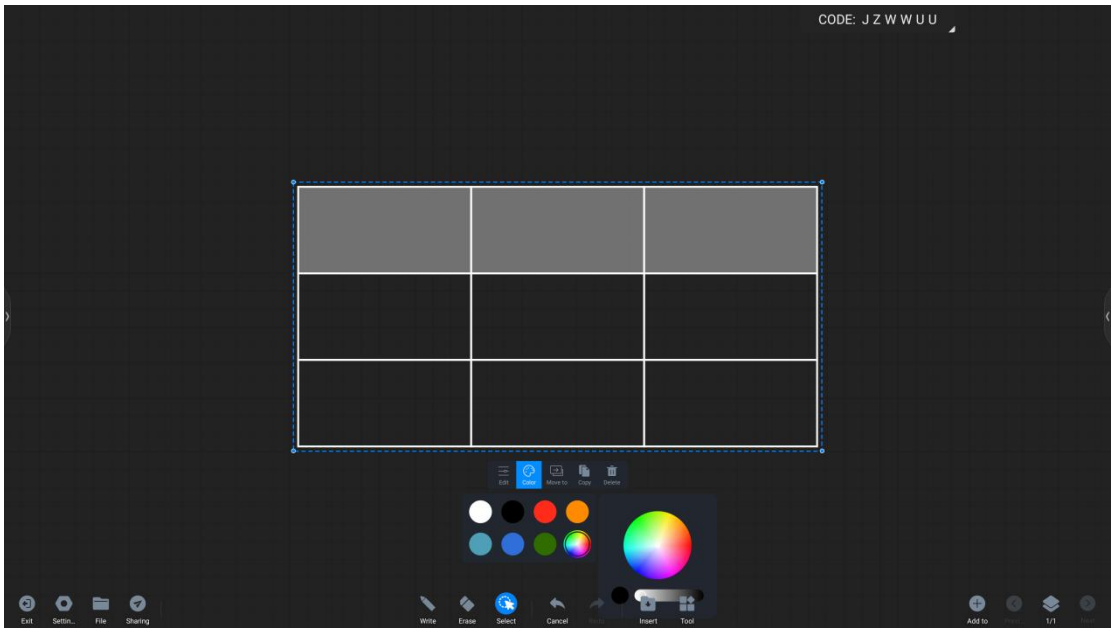



Click the icon 

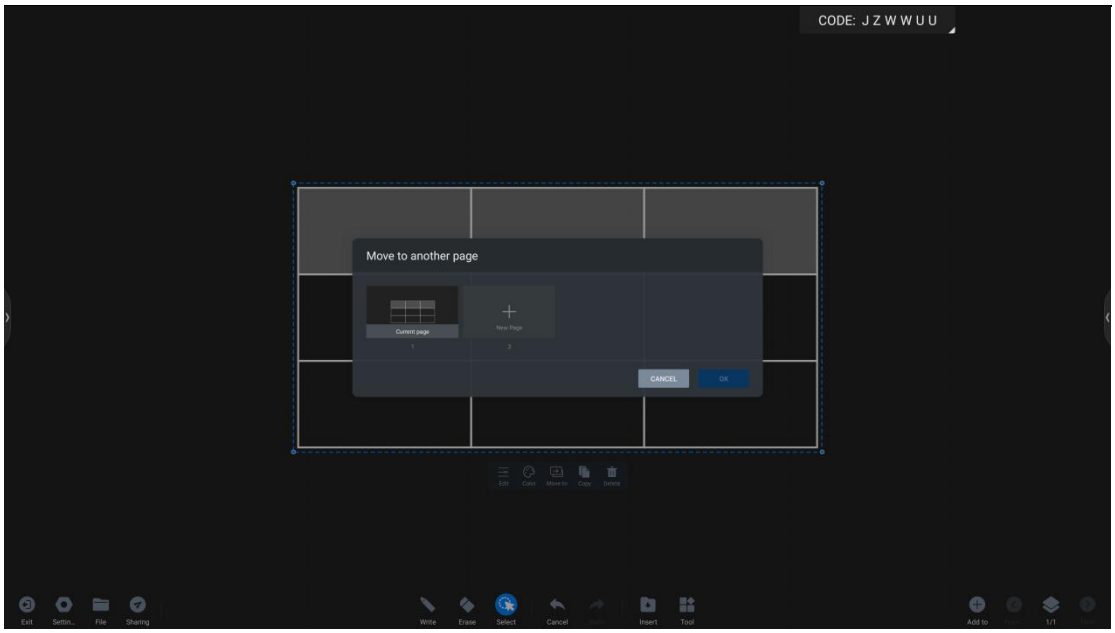
to edit table rows and columns, click "+" or "-" in the upper area to add or delete columns at the location, and click "+" or "-" in the left area to add or delete rows at the location of the row.



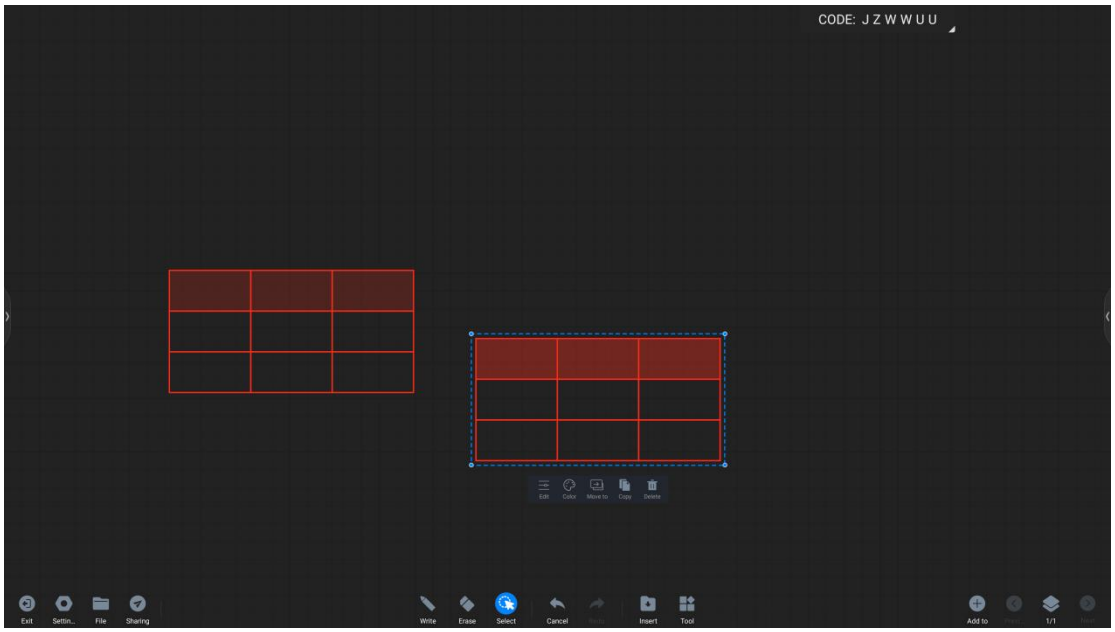

Click the icon  to change the color of the table border, and select the color that can be customized .




Click the icon  to move the form to another page



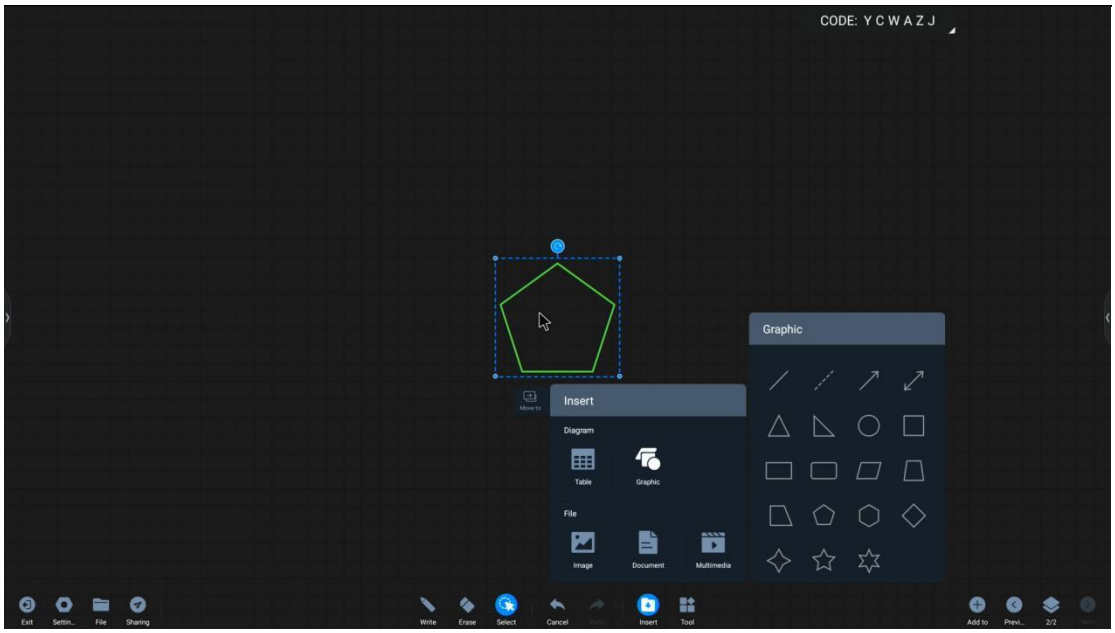

Click the icon  to copy and paste the form on the current page




Click the icon  to delete the current table.

b. Graphic:

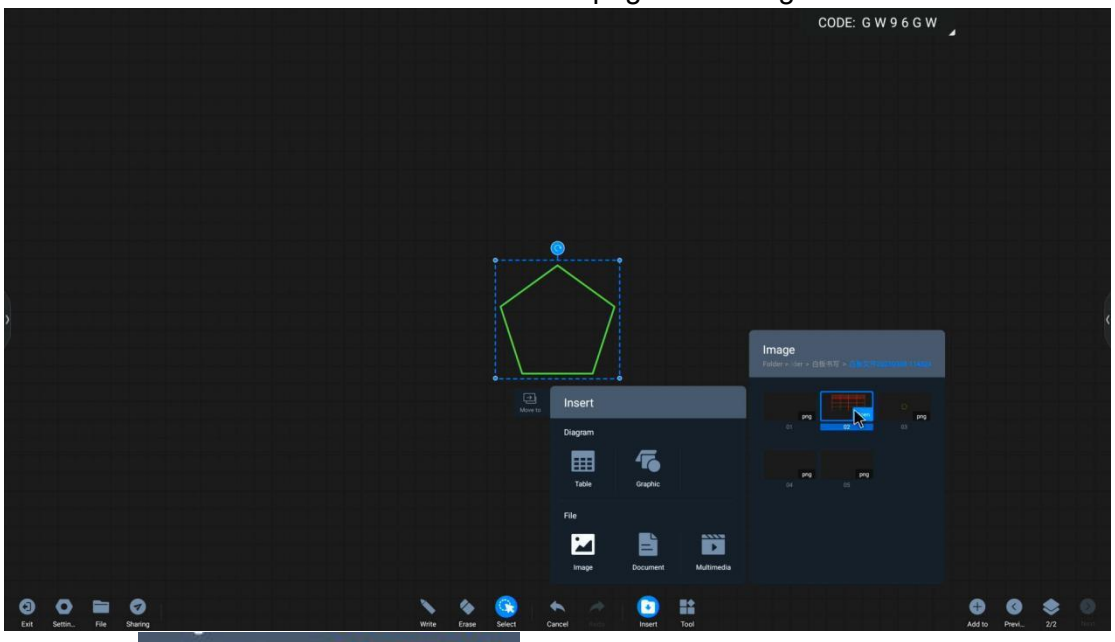
Click the icon  to insert the standard graphics, touch and drag the four corners to select the size, and touch and drag  to rotate the graphics




c. Image:

Click the icon 

to enter the file browse box, select the corresponding image file and click twice to add it to the whiteboard page for editing




Click 

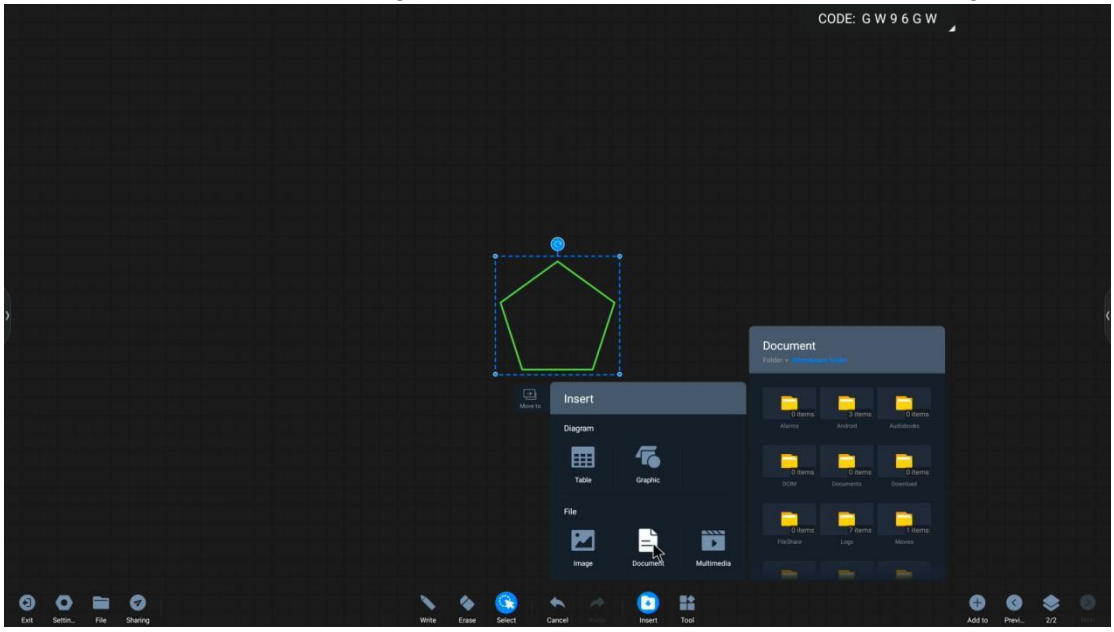
to return to the upper directory.

d. Document：

Click the icon 

to enter the file browse box. Select the appropriate

document to open it on the page. For details, please refer to the insert image.



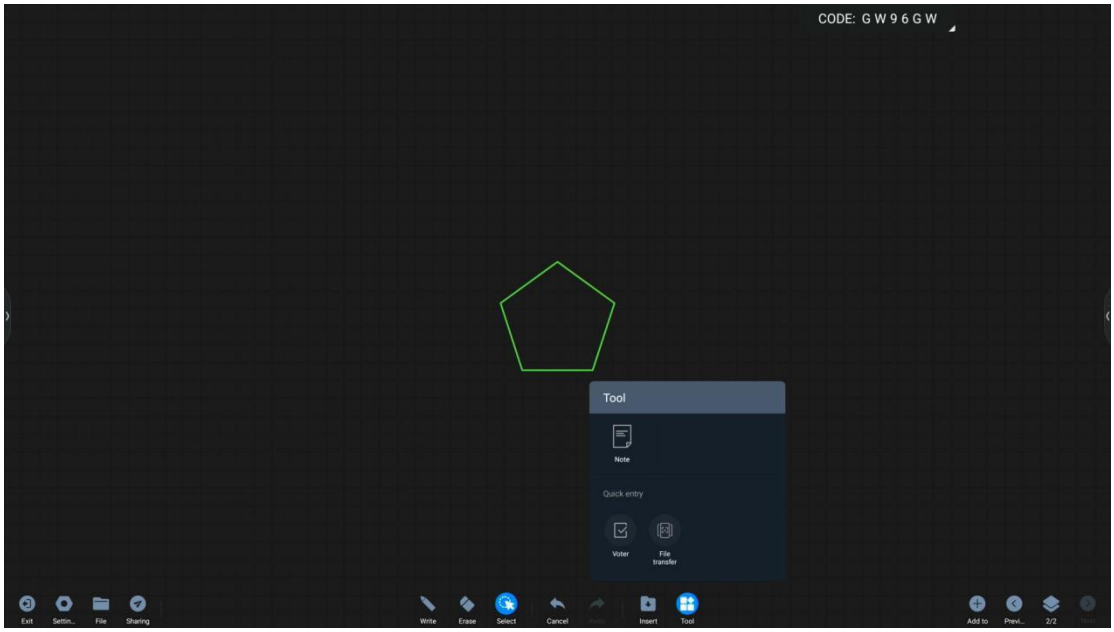

e. Multimedia:

Click the icon 

to enter the file browse box, and select the appropriate file to insert the picture in the page.

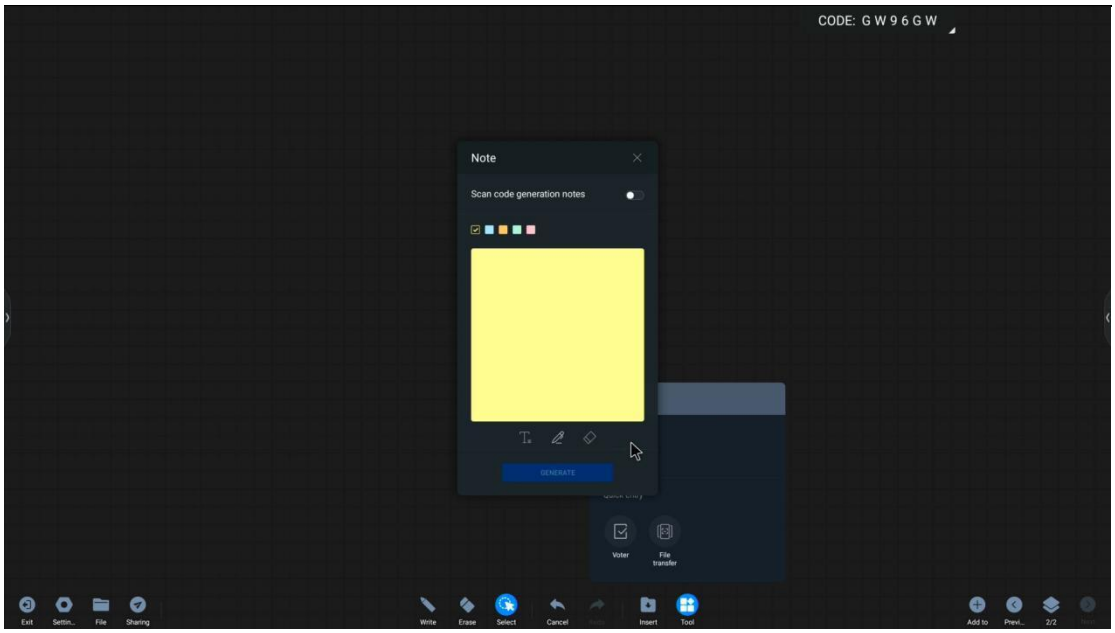
Tool description：Click the icon 

to call up the toolbar



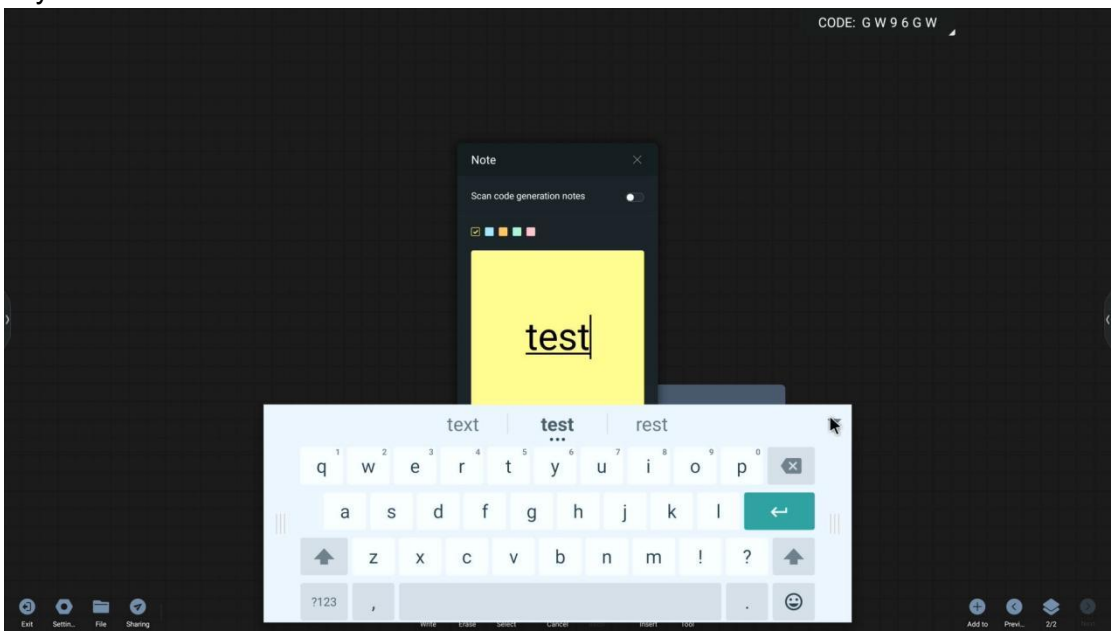

a. Click the icon 

to pop up the note editing box. You can turn on scanning code to generate notes. This function will generate QR code in the upper right corner of the screen, and users can scan code to generate notes.

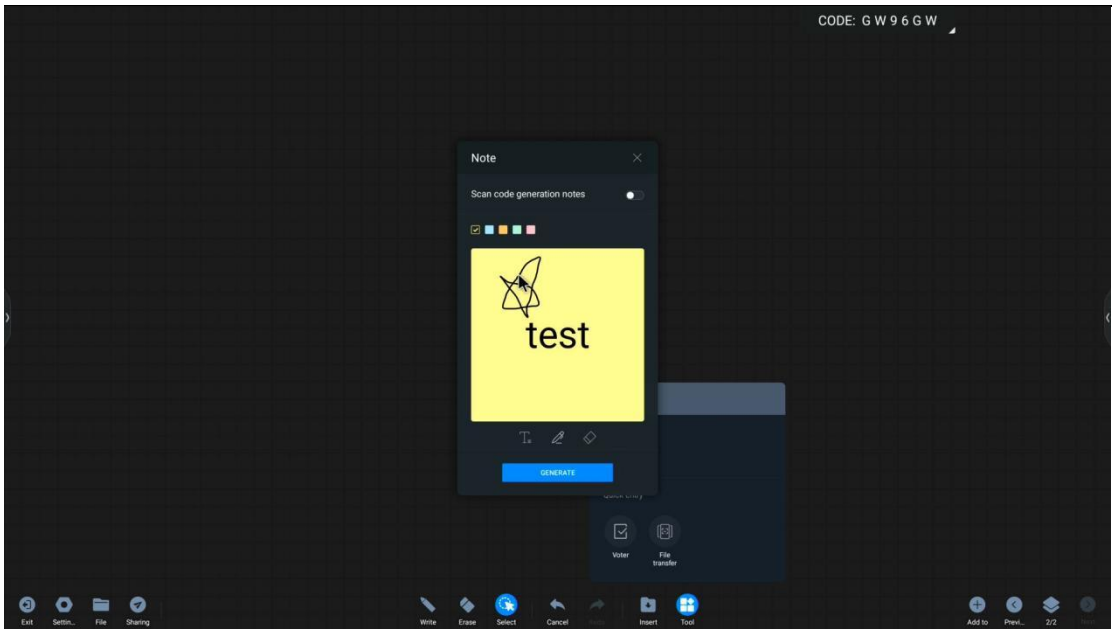



Set the background color of the note by checking the icon .

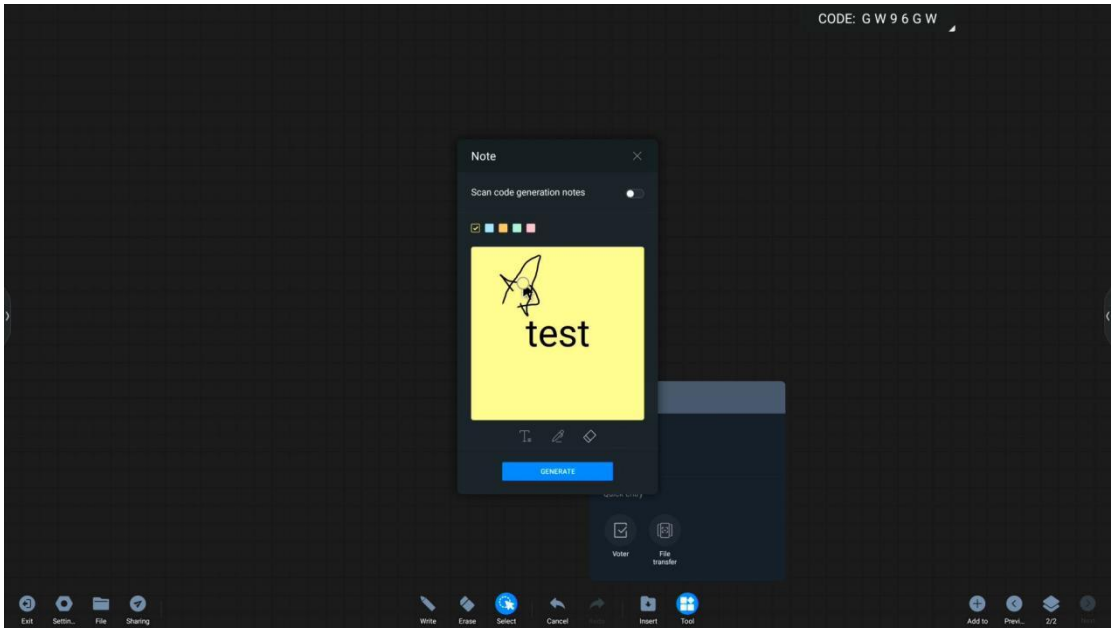
Click the icon  to insert the text box, and input the content through the soft keyboard



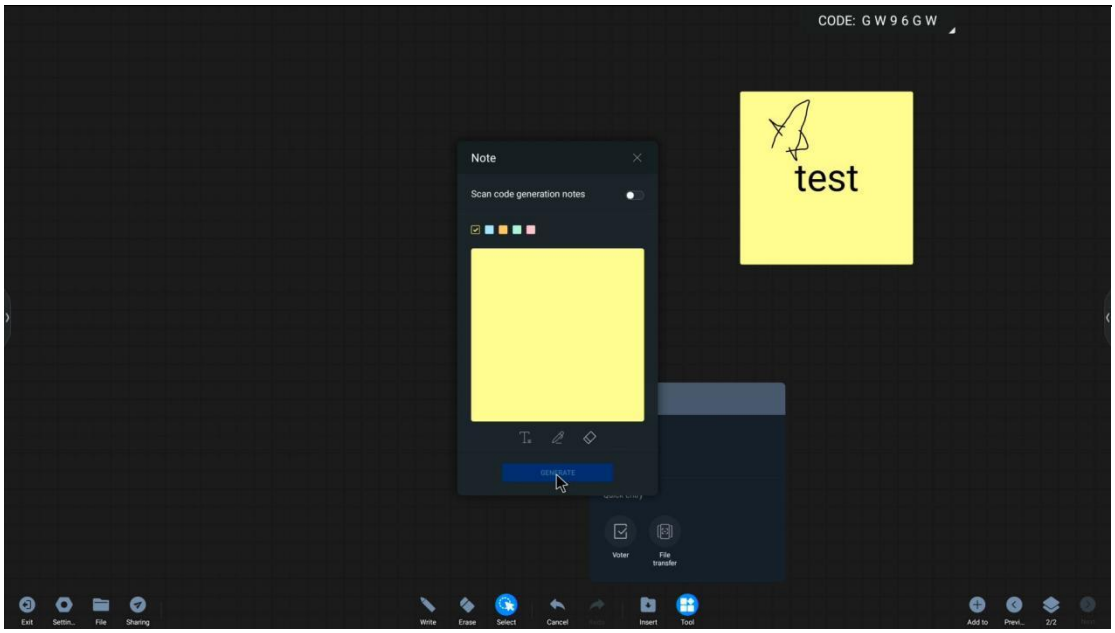

Click the icon  to enter the paintbrush function to paint the note.




Click the icon  to enter the erase function, and touch to erase the painted content.

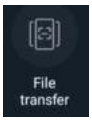



Click “generate” to generate notes.




b. Click the icon 

to pop up the voter setting box.View previous chapter.

c. Click the icon 

to open the file fast transfer tool, which will generate a QR code for users to scan and upload files.




（2）Page operation instructions：

a. Click the icon 

to add a new page and switch the current page to a new

page.

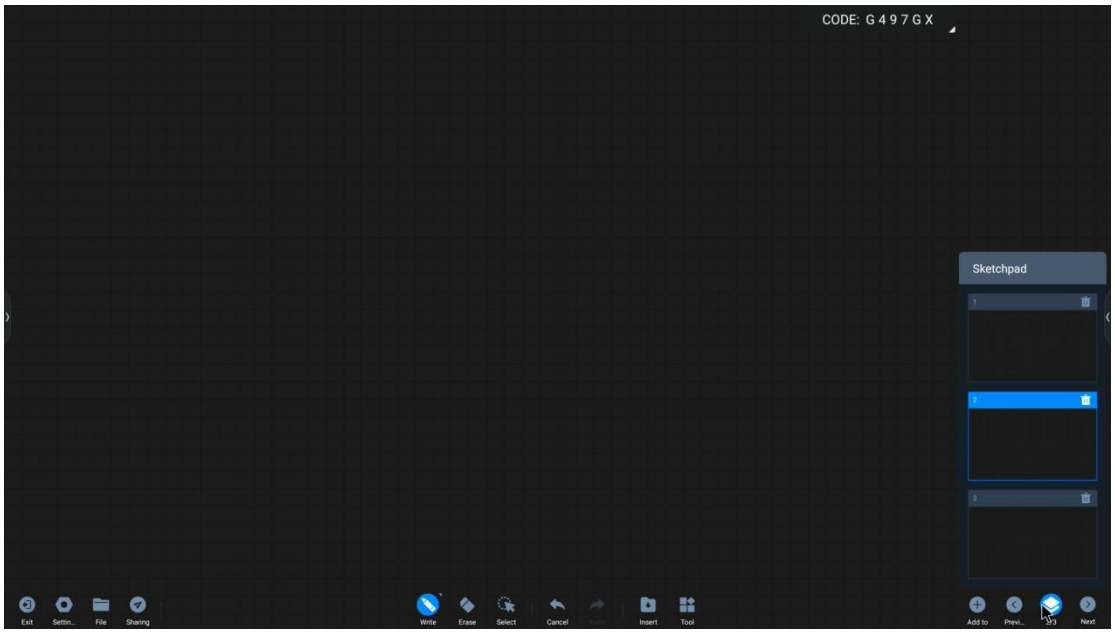
b. When there are multiple pages, you can click 

and 

icon to switch pages.

c. Click 

to view all page thumbnails. You can switch or delete a page thumbnail.

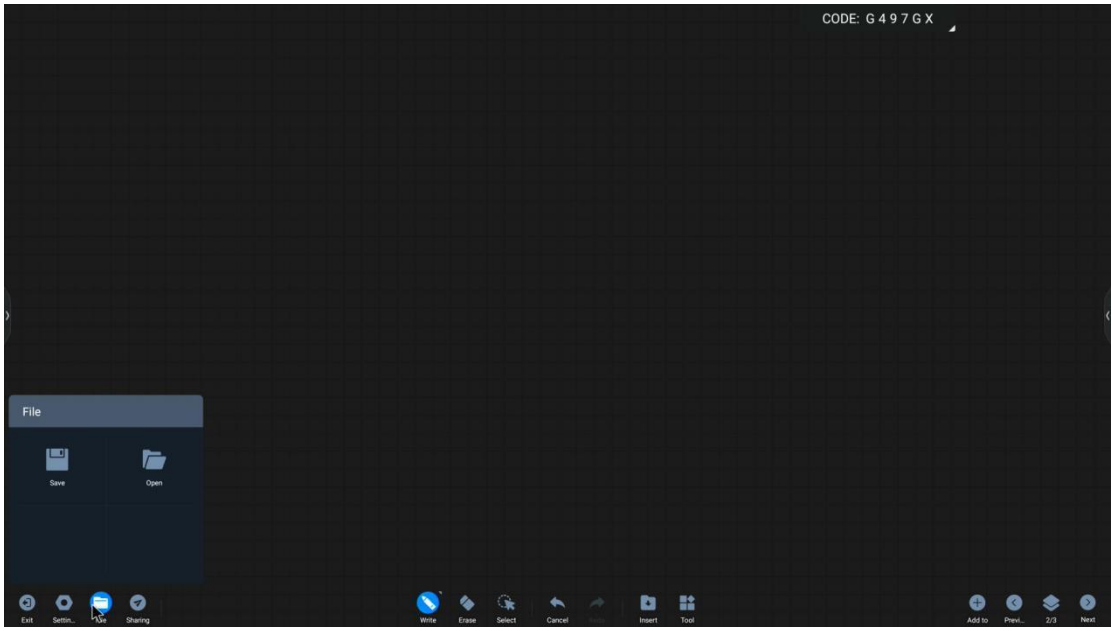



### 2.1.5 file

（1）open、save file

Click the icon 

in the lower left corner to call up the file operation bar.

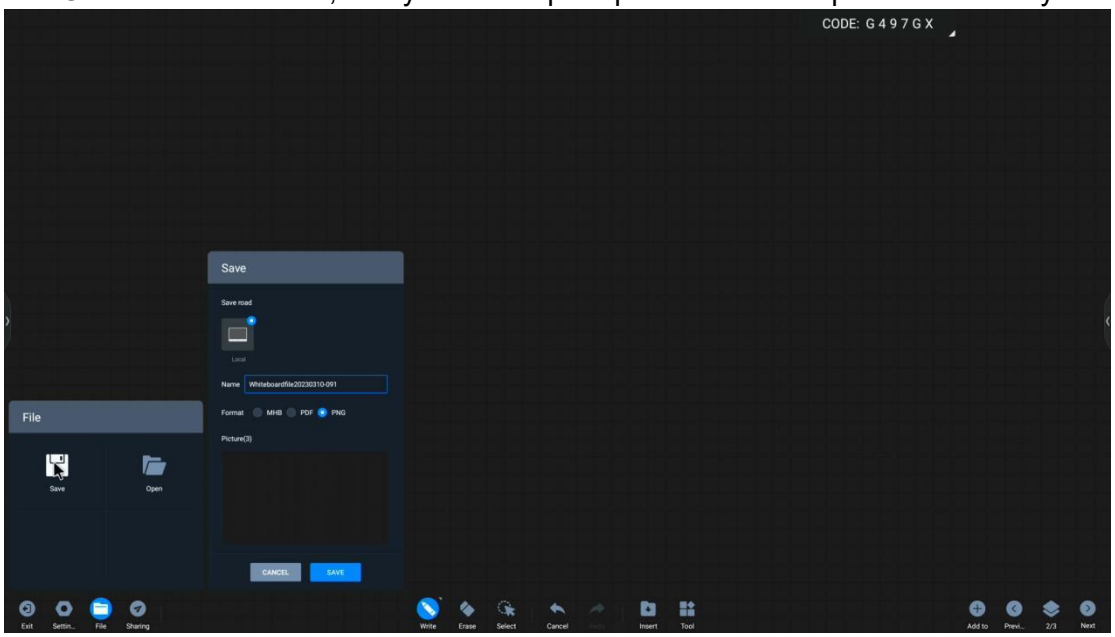



a. Save：

Click the icon 

to call up the save selection bar, choose to save to local or cloud disk (cloud disk needs to log in to cloud disk account in advance), save the name (default time naming), save the file format in MHB, PDF, PNG format, and attachment information.

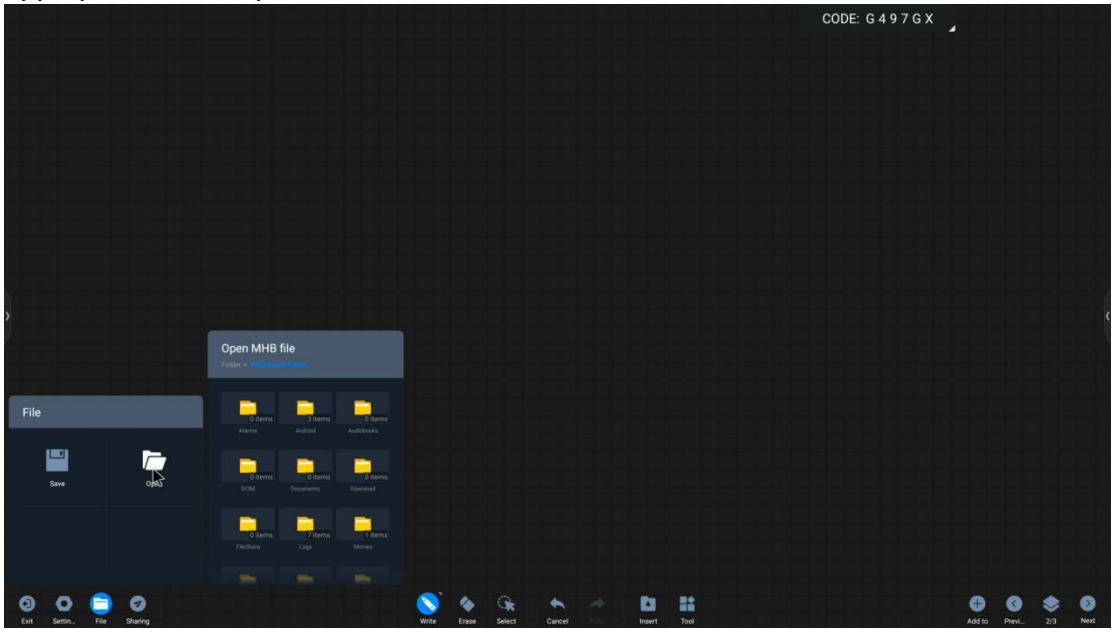
Click “save” to save, and you will be prompted to save the path successfully.




b. Open：

Click the icon 

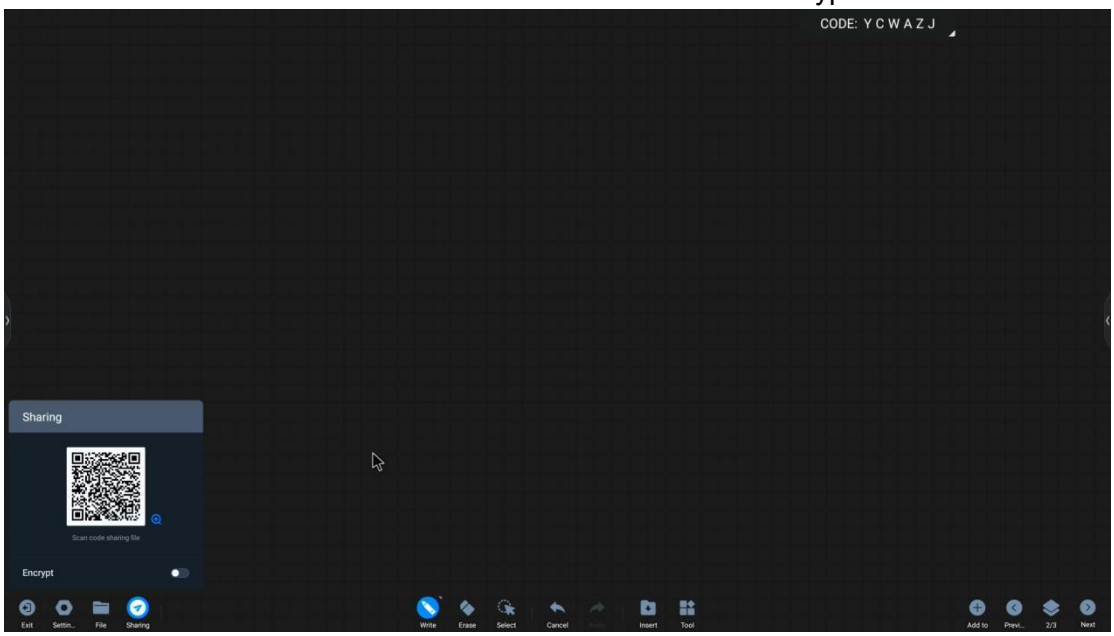
to open the file browse box. Click twice to select the appropriate file to open it.



（3）sharing：

Click the icon 

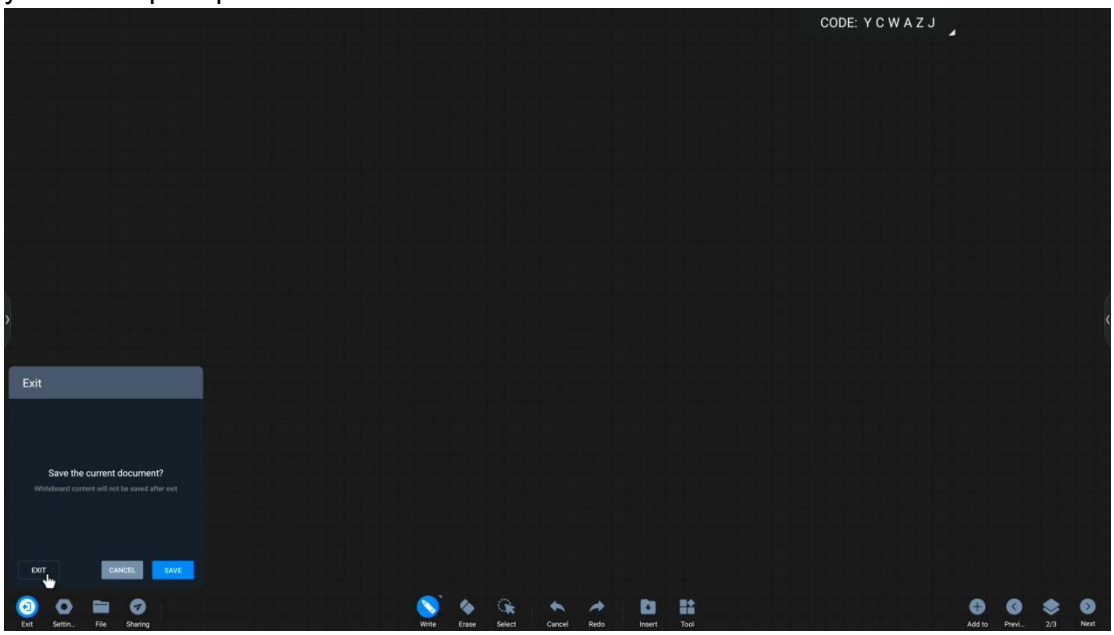
to generate the file QR code (which needs to be used online). The user can scan the code to view it and also set the file encryption.




（4）exit：

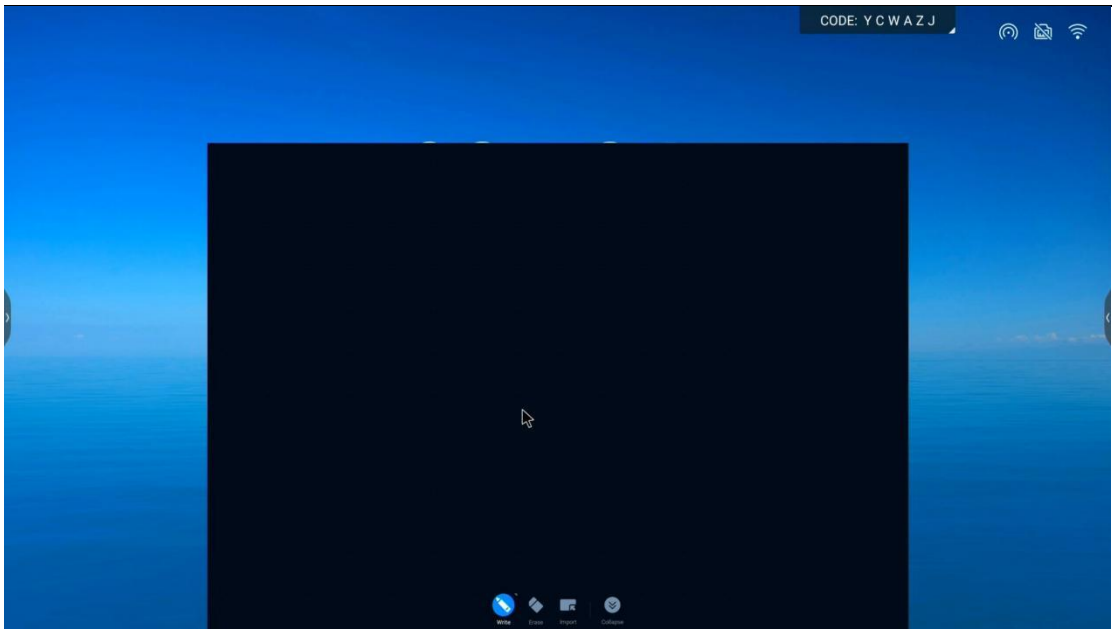
Click the icon 

to exit the whiteboard application. If there is unsaved content, you will be prompted whether to save and leave.



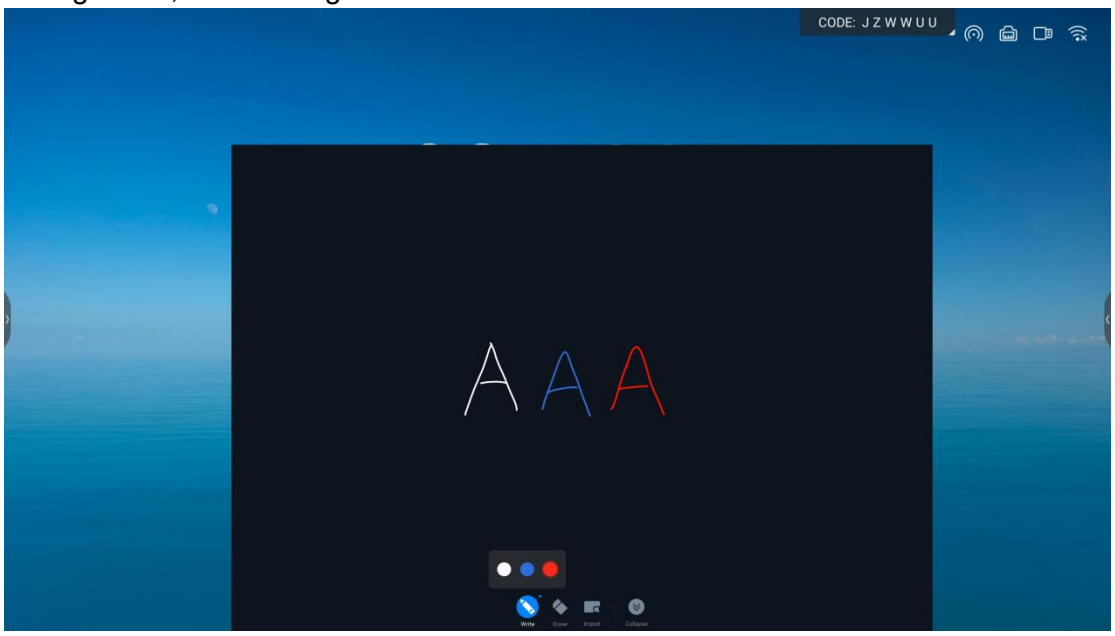

### 2.1.6 Small blackboard

This is a simple whiteboard, which can be called out by sliding up anywhere on the bottom edge




（1）After entering the small blackboard, the default is writing mode. When switching back to writing mode from other modes, you can click the icon 

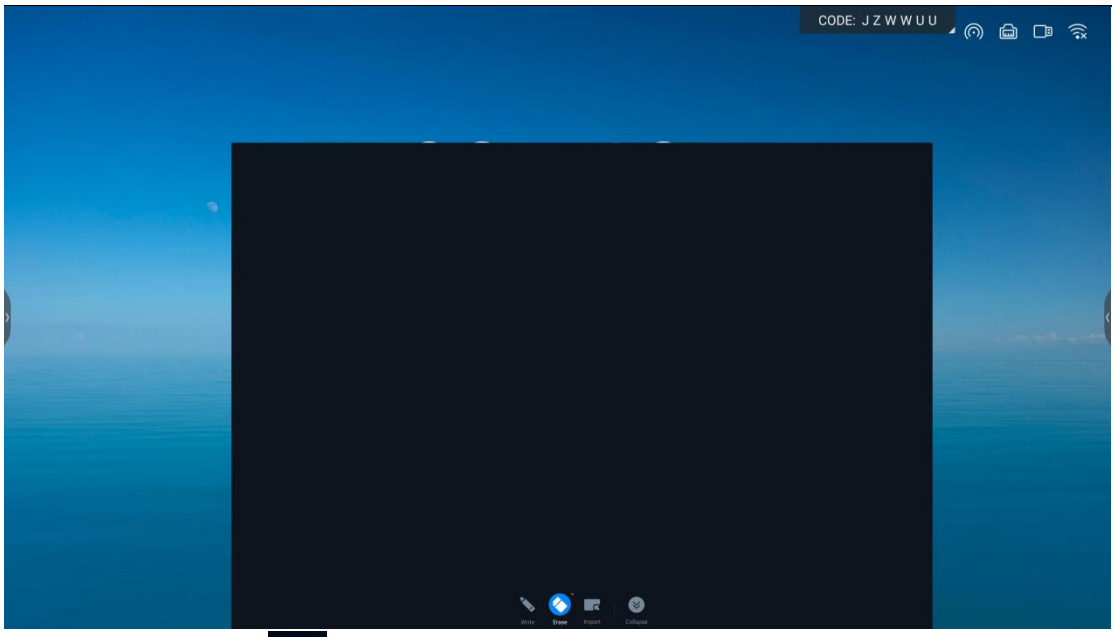
to switch to writing mode, and click again to set the brush color. Three colors are available.




（2）Click the icon 

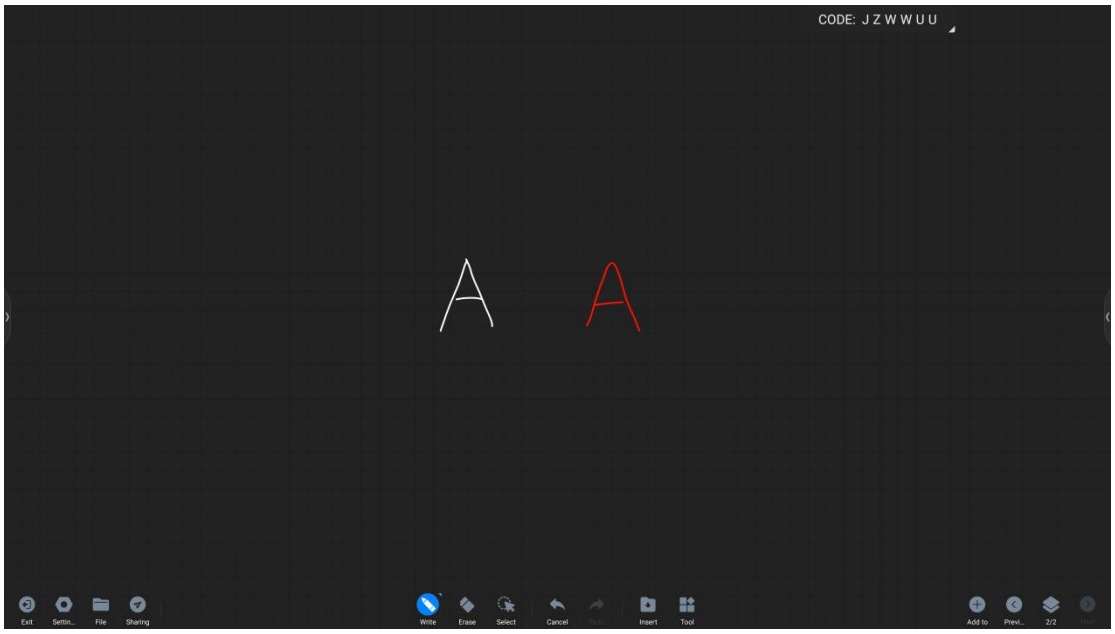
to enter the erase mode, touch and drag to erase the written content of the overlapped part, and click again to call up the slide screen clearing function 

.




（3）Click the icon 

to start the whiteboard application and copy the writing content of the current small blackboard to the whiteboard.



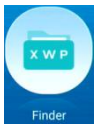

After exiting the whiteboard, the contents of the small blackboard are still retained.

（4）Click the icon 

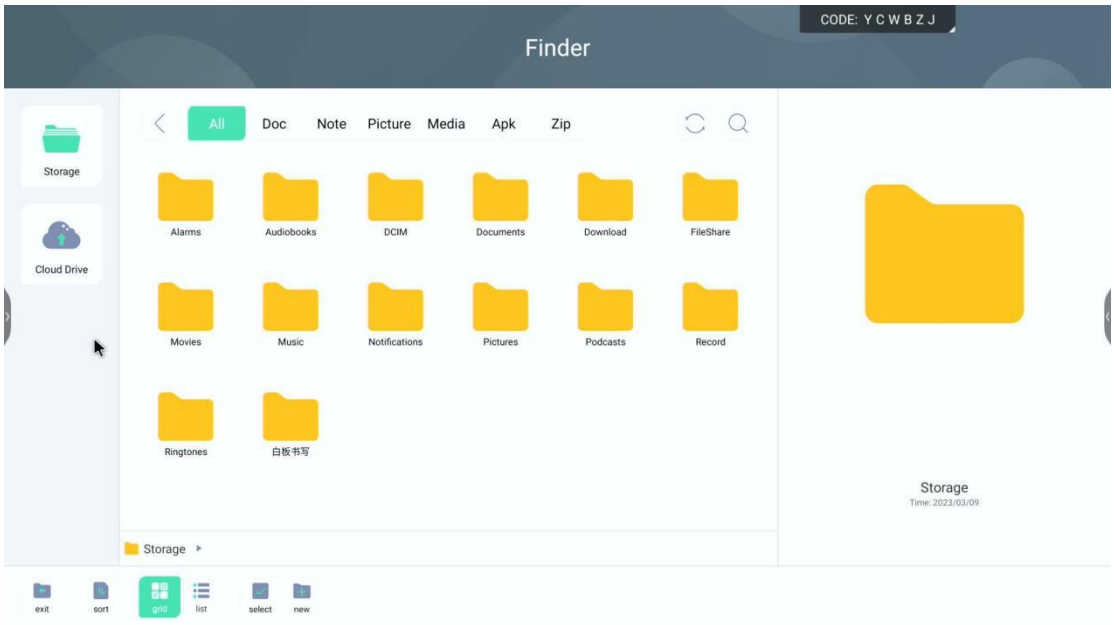
to put the small blackboard away, and the written content will remain until the power is cut off. Next time, call the small blackboard to continue writing.

# 2.2 finder

## 2.2.1 Interface Introduction

Click the icon  or icon 

to enter the file browsing application. The left side of the file browser displays local files and cloud hard disks.




## 2.2.2 display mode

（1）classify：

The above column 

can display the contents of the current directory by format.

a. When you click "Doc", the main contents displayed are: Word, Excel, PDF, TXT files；

b. When clicking "Note", ENB or JPG files will be displayed；

c. When you click "Picture", the image format file will be displayed, such as PNG, JPG, etc；

d. When clicking "Media", the audio (MP3) video (MP4) format file will be displayed；

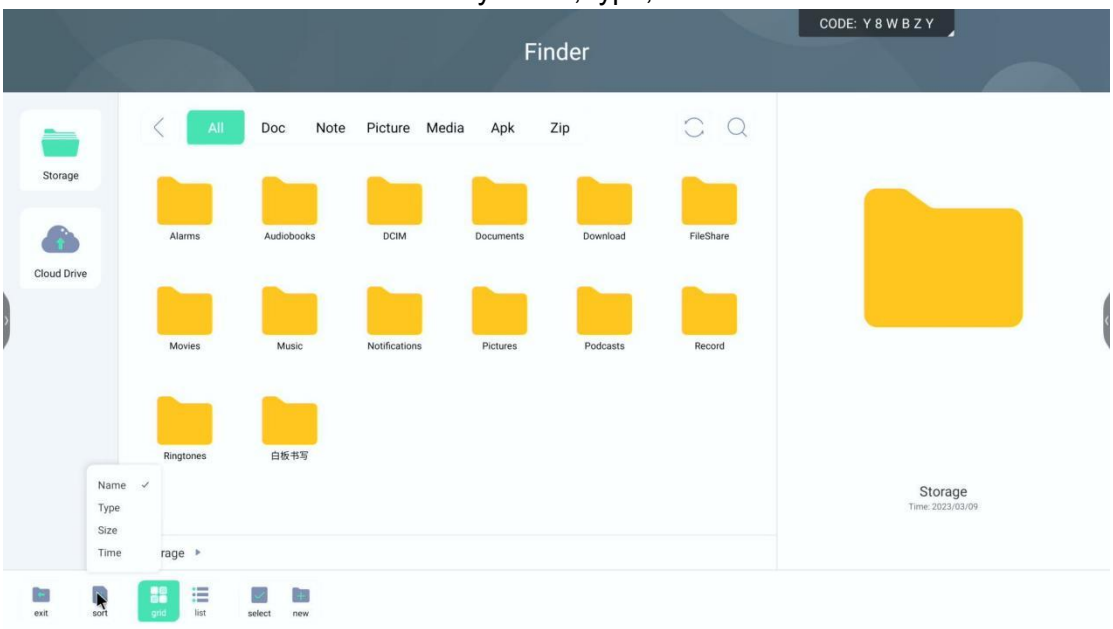
e. Click "Apk" to display application files, such as APP, APK, etc；

f. When you click "Zip", the files of the compression package class will be displayed.

（2）sort：

Click the icon 

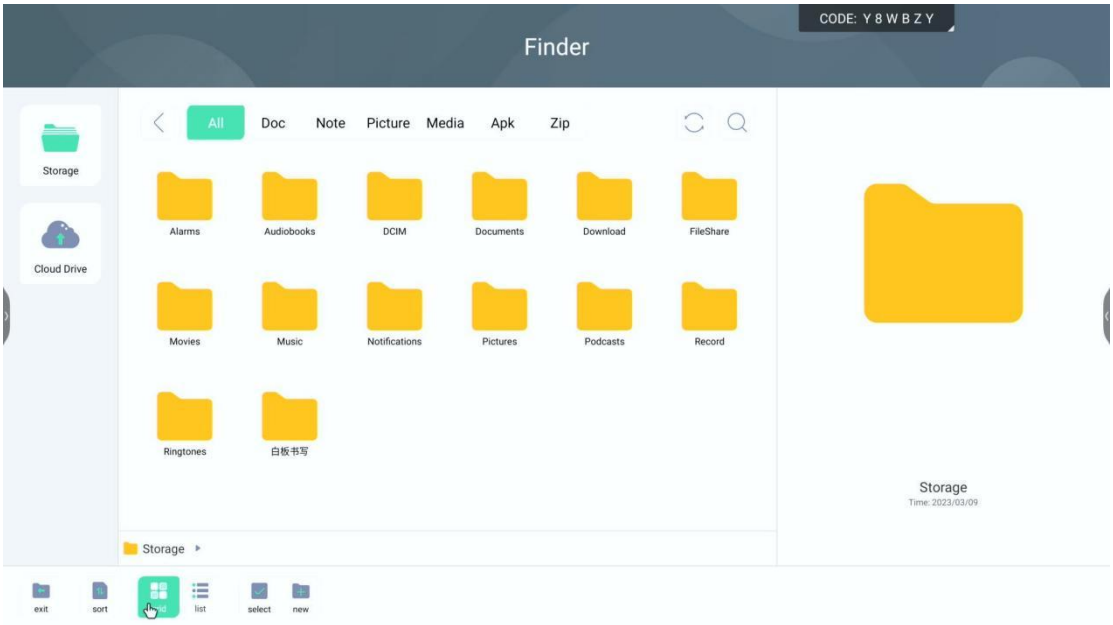
to sort files by name, type, size and time.




（3）display form：

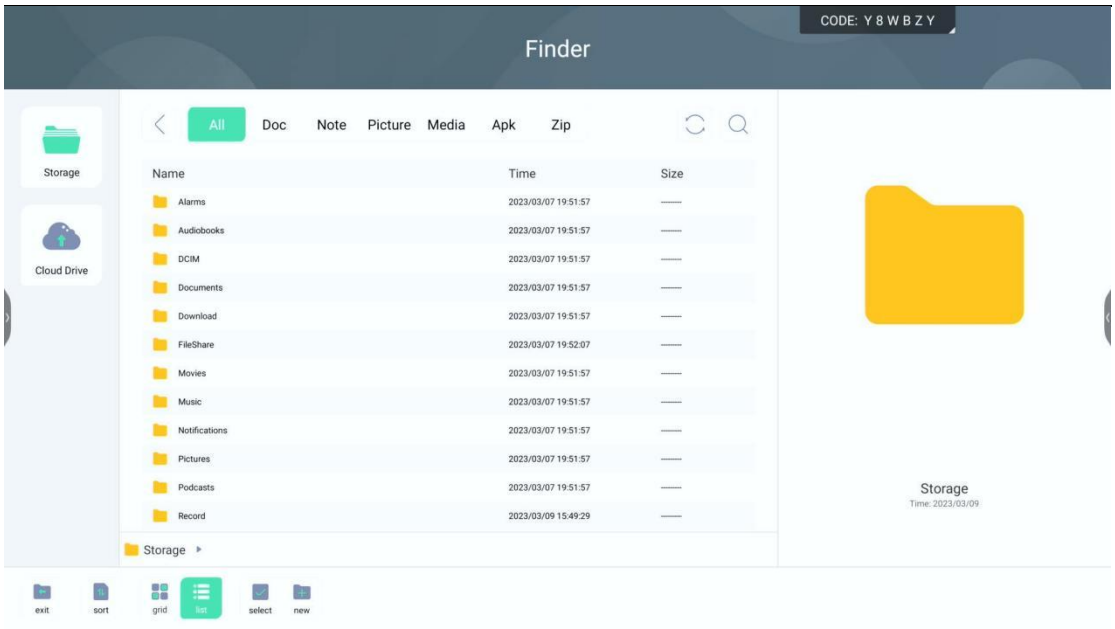
Click the icon 

to display the file in grid tiles.




Click the icon 

to display the file in a list.



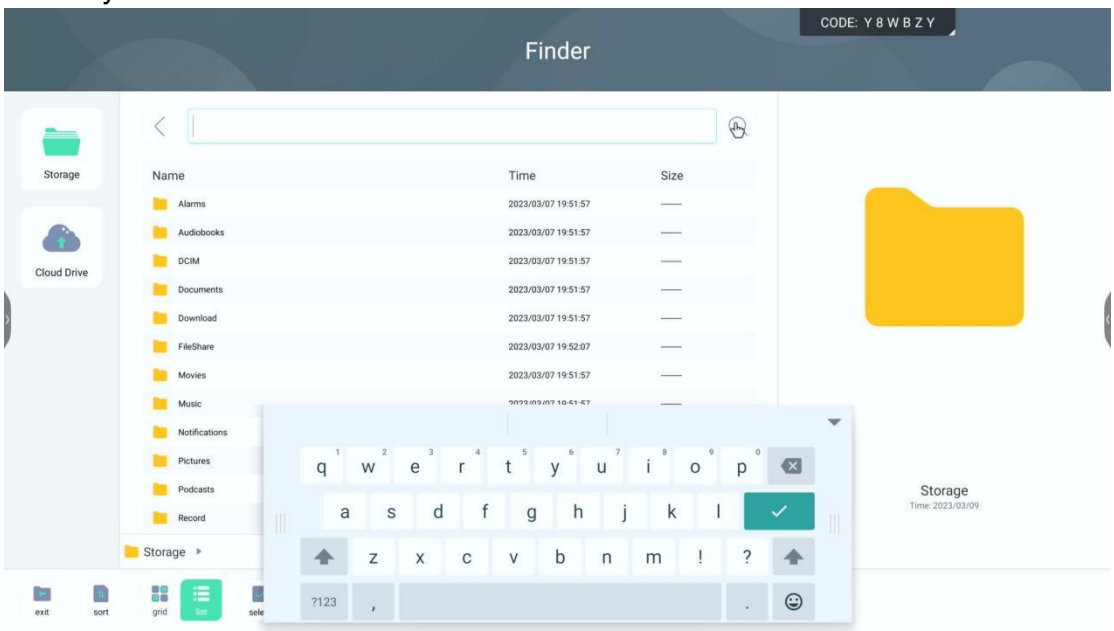

### 2.2.3 toolbar

（1）renovate：

Click the icon  to refresh the file content.

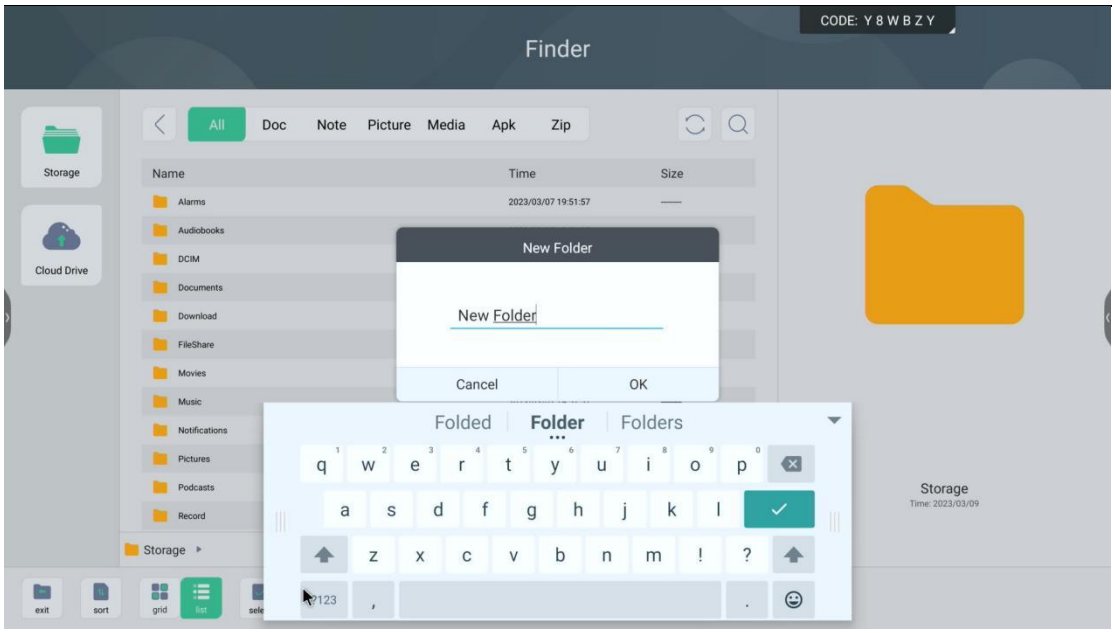
（2）search：

Click the icon  to enter the file name to search the file in the current directory.




（3）new：

Click the icon  to create a new folder.




（4）exit：

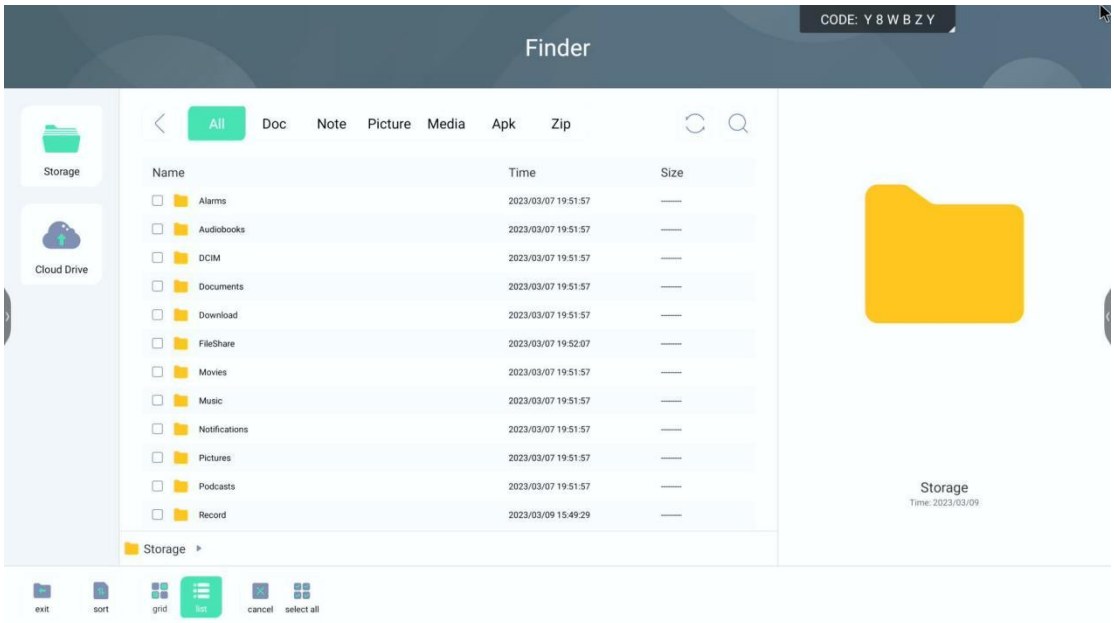
Click icon 

to exit file browsing.

### 2.2.4 select

Click the icon 

to perform file operation on the file.




a. Click the box at the top right corner of the folder 

to select the file

b. Click the icon 

to select all the current directory files.

c. Click the icon 

to deselect the selected content

d. Click the icon 

to copy the selected file to the pasteboard

e. Click the icon 

to cut the selected file to the pasteboard

f. Click 

to paste the contents of the pasteboard into the current directory

g. Click the icon 

to delete the selected file contents

h. Click the icon 

to rename the selected file (only one can be selected at a time)

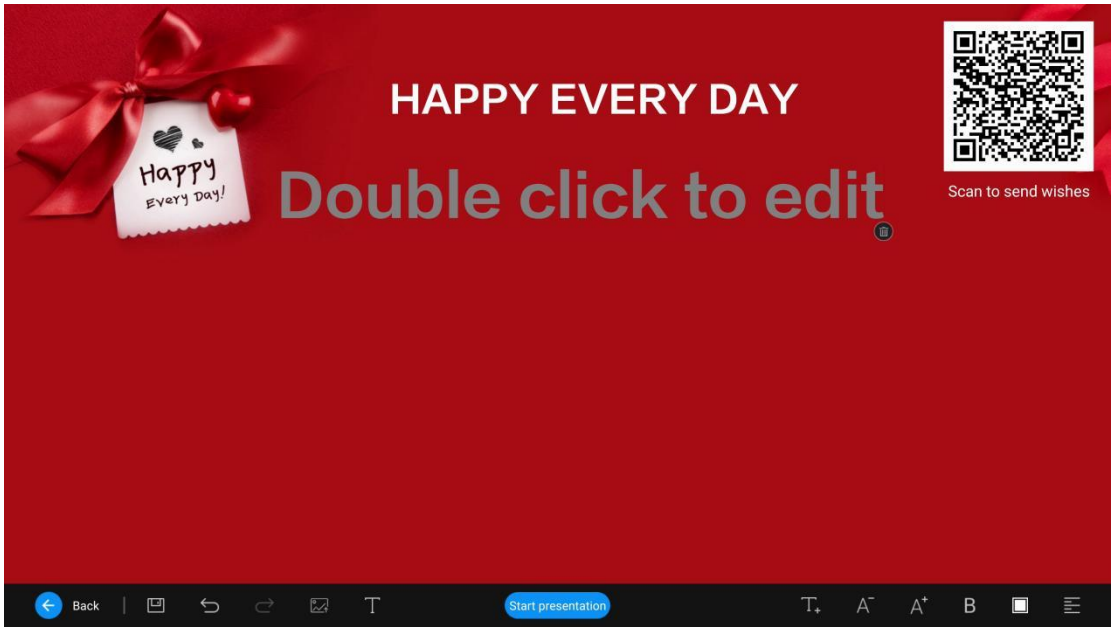
# 2.3 welcome

## 2.3.1 function introduction

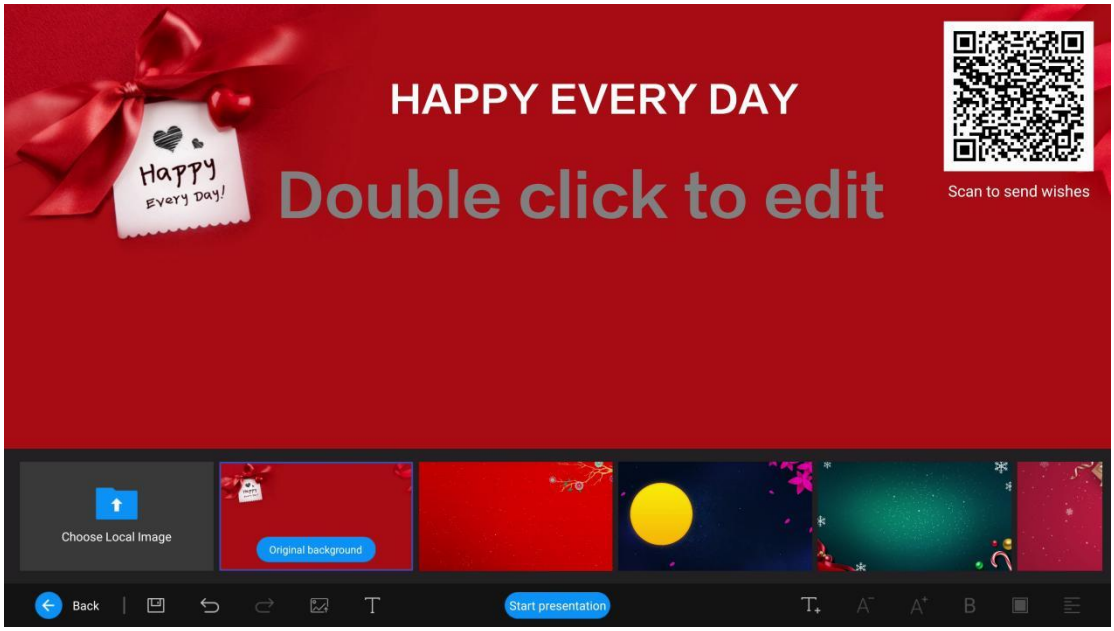
Preview and open the template image in the main interface for editing:



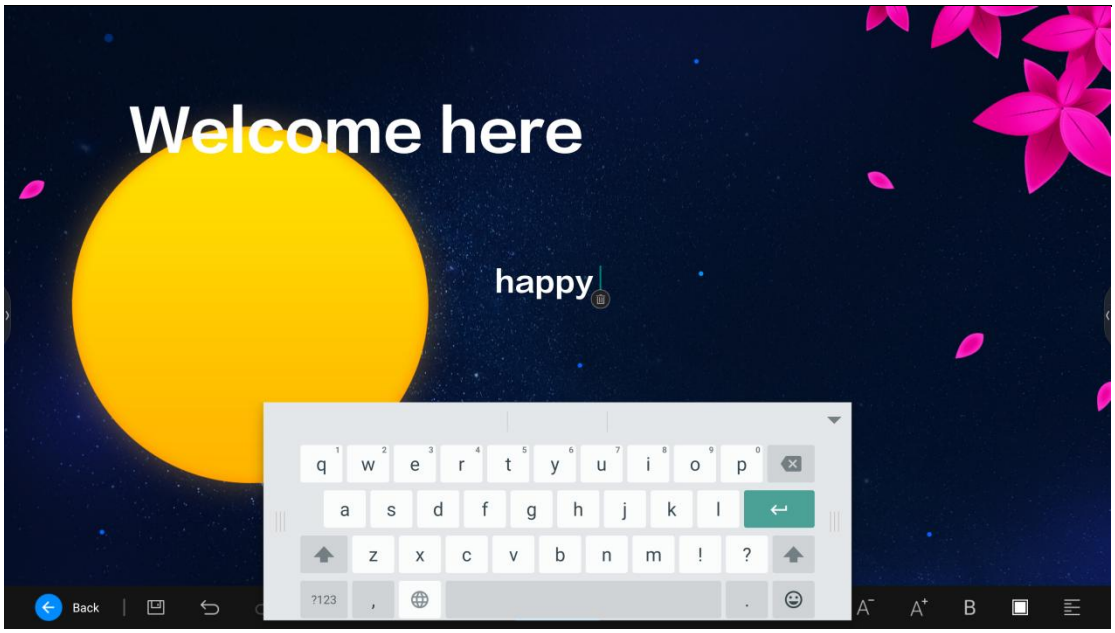

（1）Click the icon  to enter editing mode




a. Click the icon  to set the background image, which can be uploaded locally



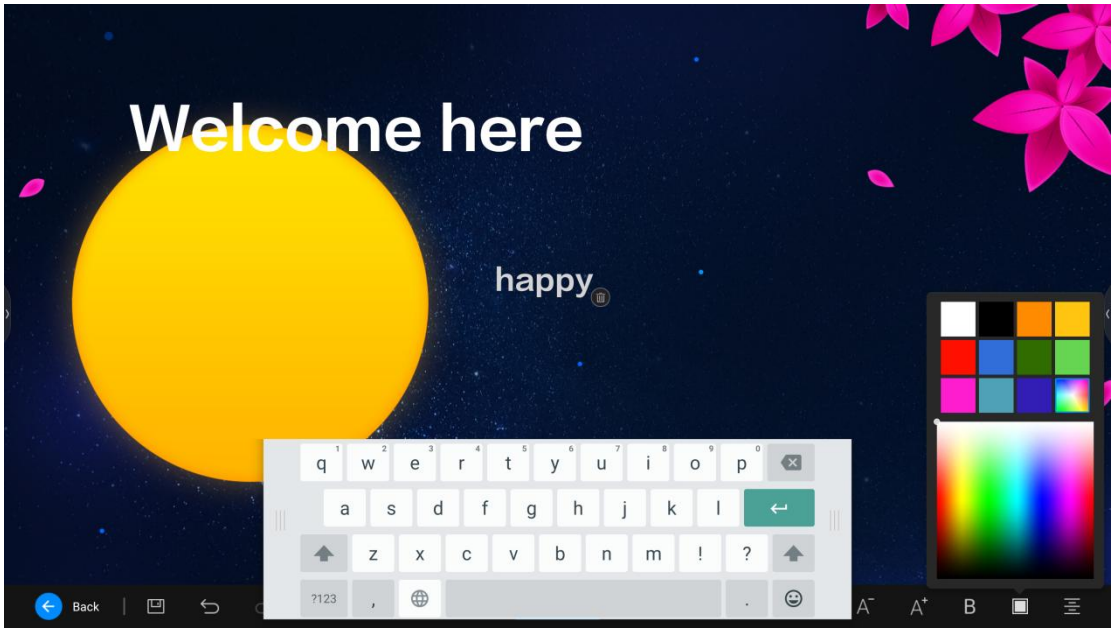

b. Click the icon  to edit the text and customize the text content.




c. Click icon  and icon  to enlarge or reduce the text font edited in the previous step.

d. Click the icon  to bold the edited text content.

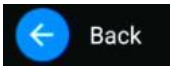
e. Click the icon  to customize the color of the edited text




f. Click the icon  to align the edited text to the left, right and center.

g. Click icon  and icon  to undo and restore the unsaved operation.

h. Click the icon  to save the template theme

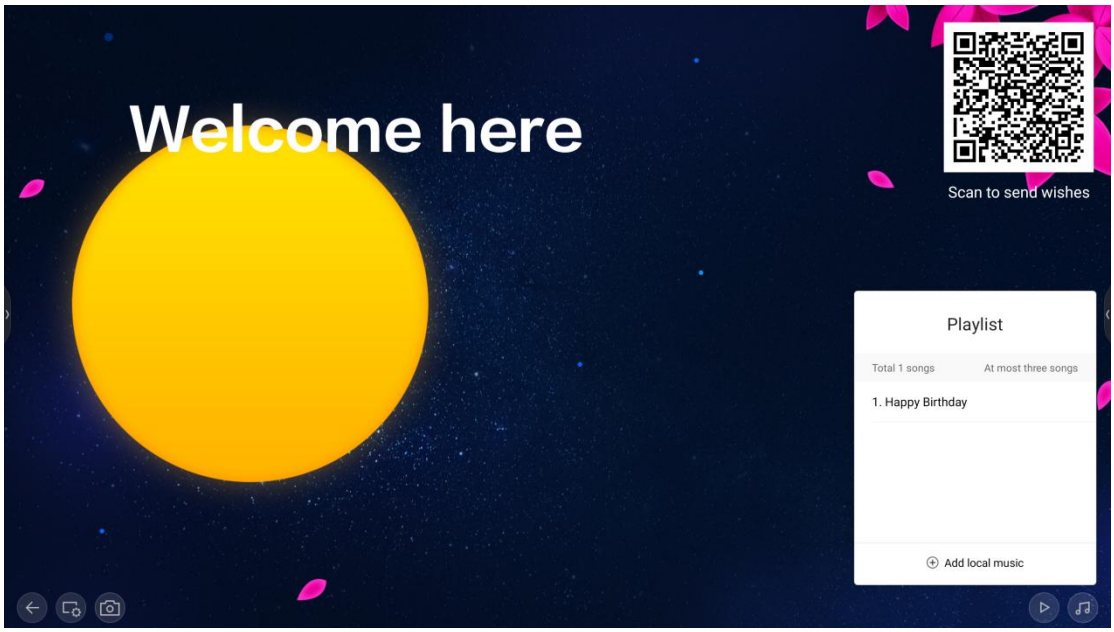
i. Click icon 

to exit topic editing and return to template。

（2）Click the icon  to take photos. You need an idle camera.

（3）Click the icon  to automatically play the slide

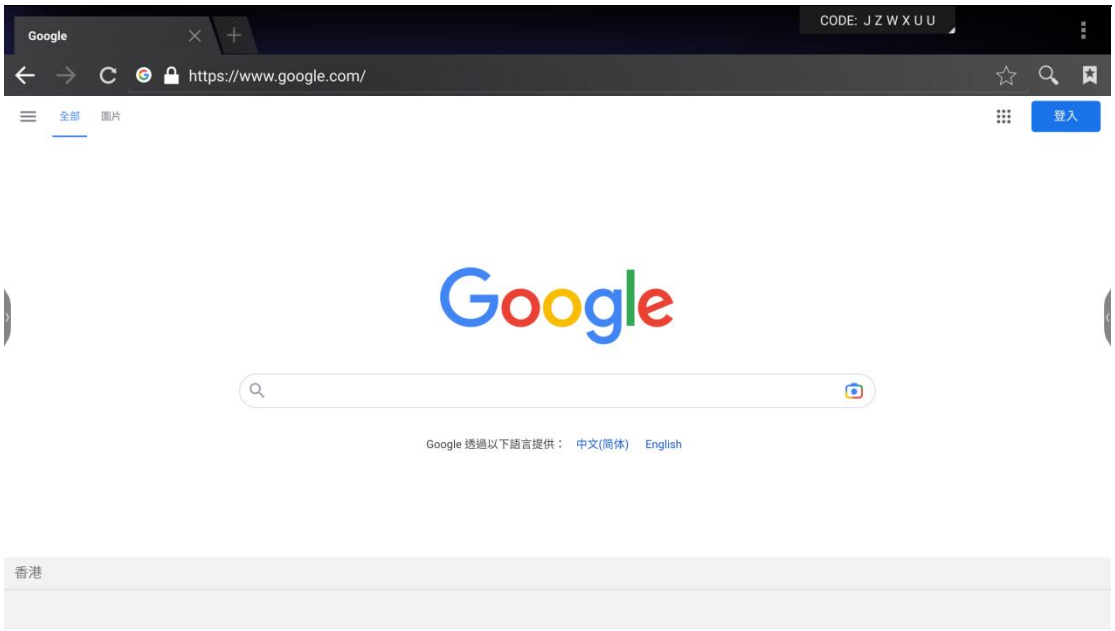
（4）Click the icon  to play music and upload up to 3 music locally.



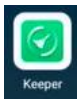

## 2.4 browser

Click the main interface icon 

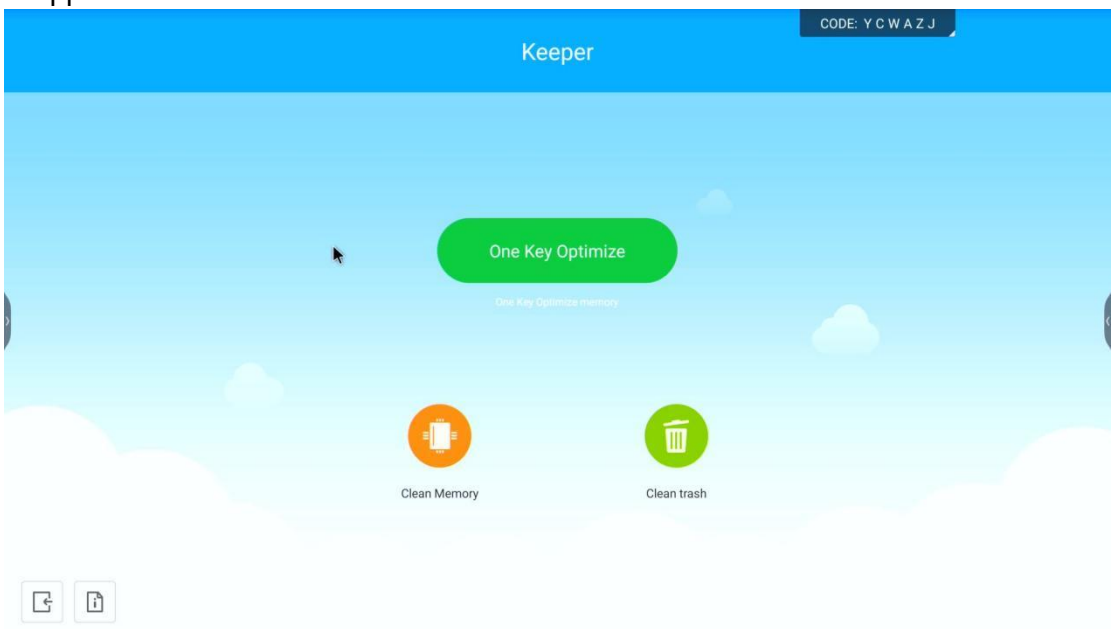
to enter the browser application.

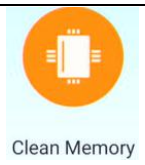



## 2.5 keeper

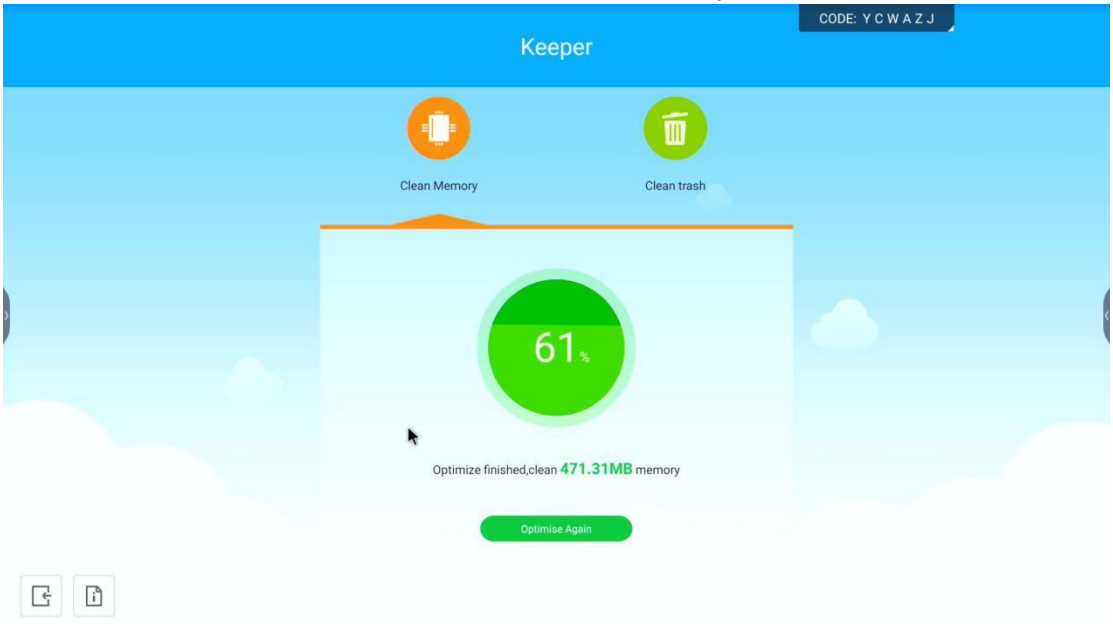
Click icon  (left or right) —> click icon  —>click icon 

enter keeper application.



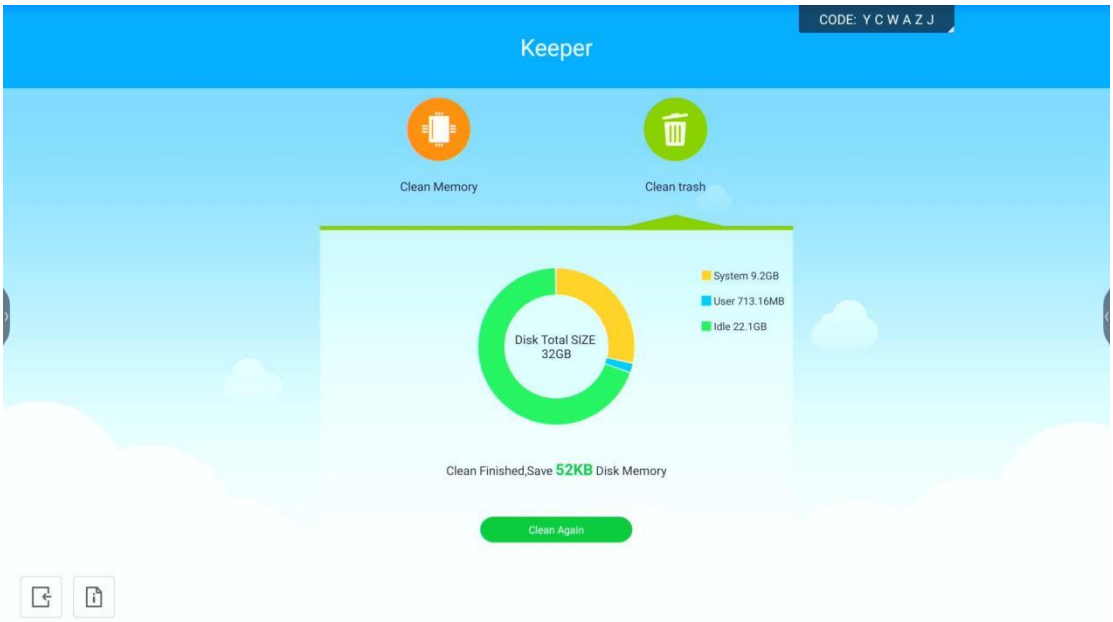
（1）Click the icon 

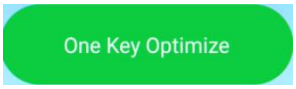
to clear the memory space。




（2）Click 

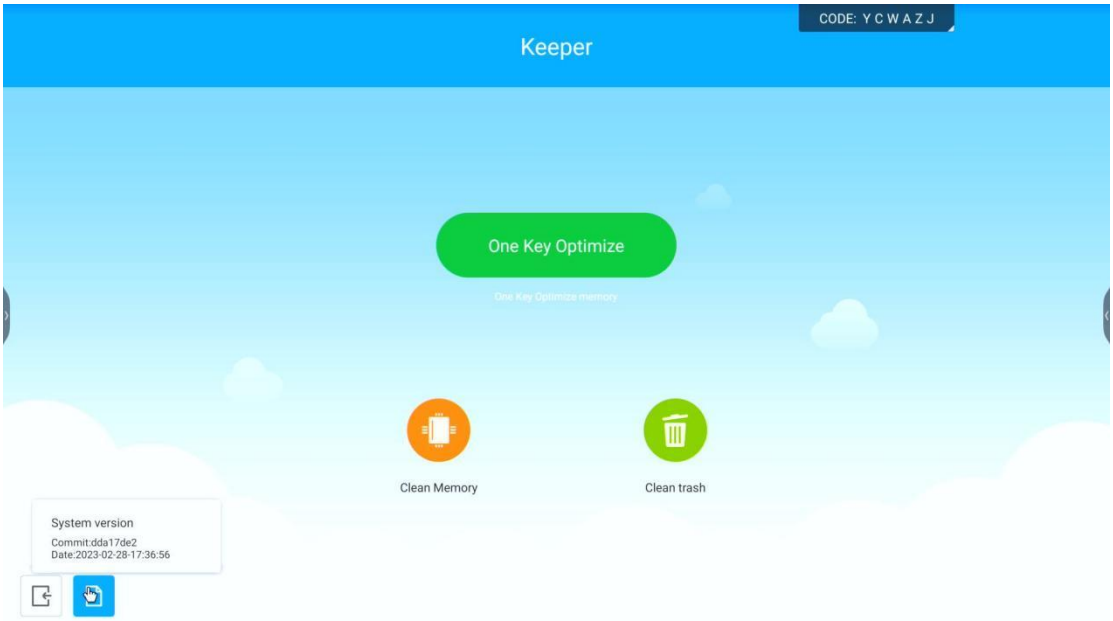
to automatically clean up useless files.




（3）Click 

to optimize memory and clean garbage.

（4）Click icon  to view version information。




（5）Click the icon  to exit the tablet butler application.

# 2.6 screen share

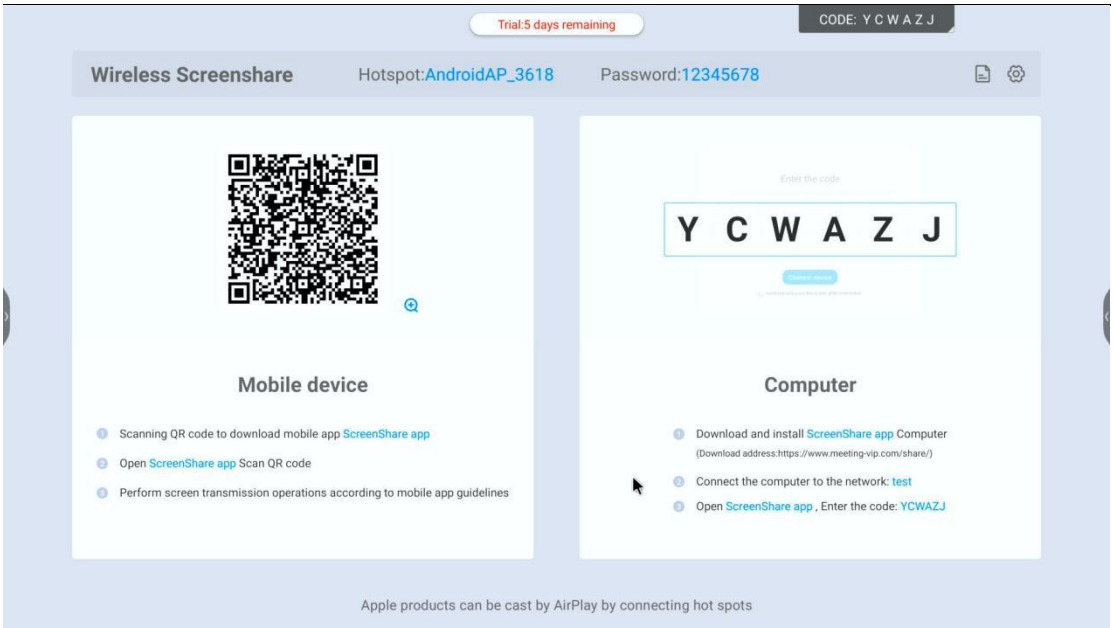
## 2.6.1 function introduction

The main function of the application is to project the contents of mobile phones, tablets or computers onto the conference all-in-one machine through wireless transmission, and truly realize the wireless screen transmission function of the projection device and the projected device (note: mobile phones, tablets or computers need to be in the same LAN as the conference tablet).

## 2.6.2 Operating instruction

Click the main interface icon 

to enter the application main interface.



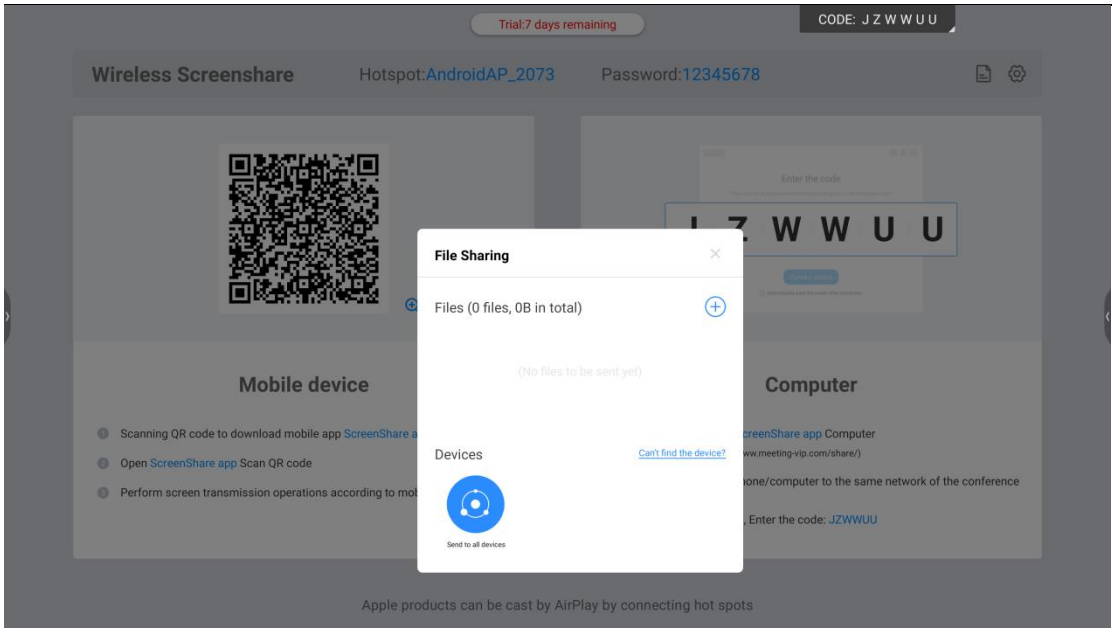

Operating instructions:

After the mobile phone or tablet is connected, scan the code to download the client and install it. (The IOS system does not need to install the client); The computer downloads and installs the screen transfer assistant client according to the download address.

After installation, the device and the all-in-one machine use the same network. The screen can be cast by opening the screen transfer assistant of Android mobile phone to scan the QR code. The screen can also be transferred by opening the AirPlay connection device of Apple mobile phone. The screen can also be successfully transferred by entering the screen transfer code of the computer.

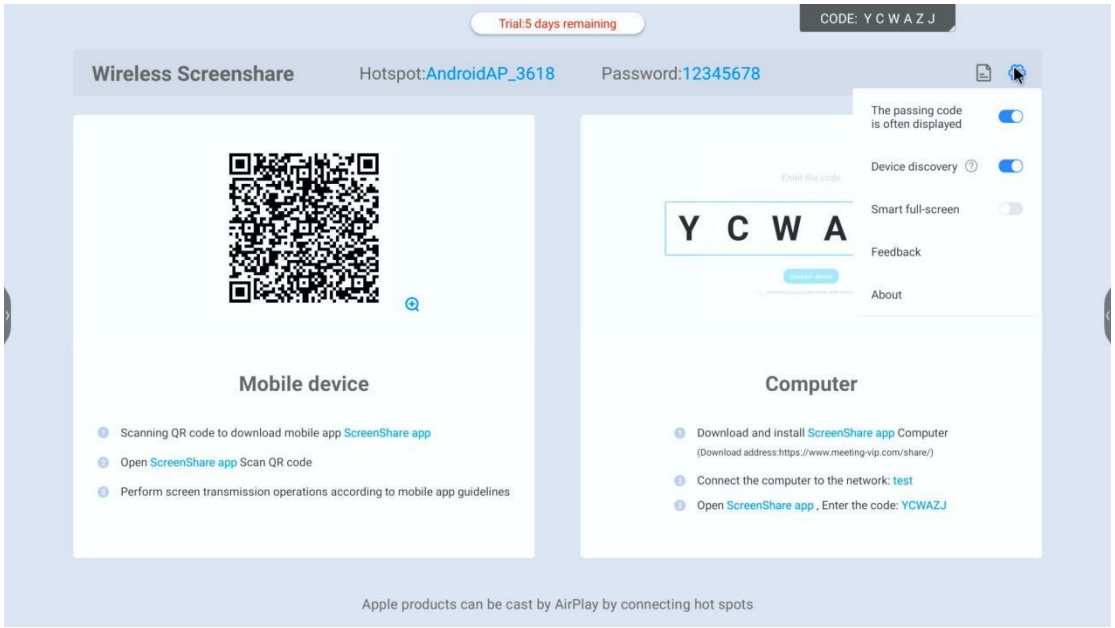
### 2.6.3 file sharing

Click the icon  to enter the file sharing interface, share the file to the connected device, and click the icon  to upload the local file.




### 2.6.4 settings

Click the icon  to expand the setting box, which can open and close the screen code display, device visibility, intelligent full-screen function, and also can conduct problem feedback and view about the application.

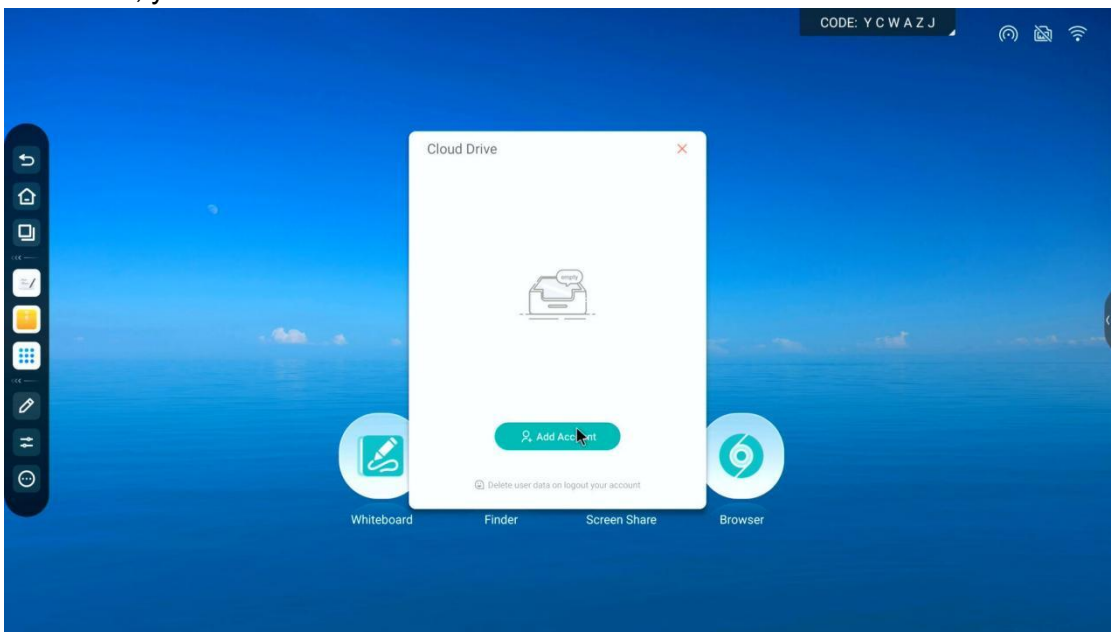


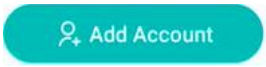

## 2.7 cloud driver

Click icon (left or right) —> click icon  —>click icon 

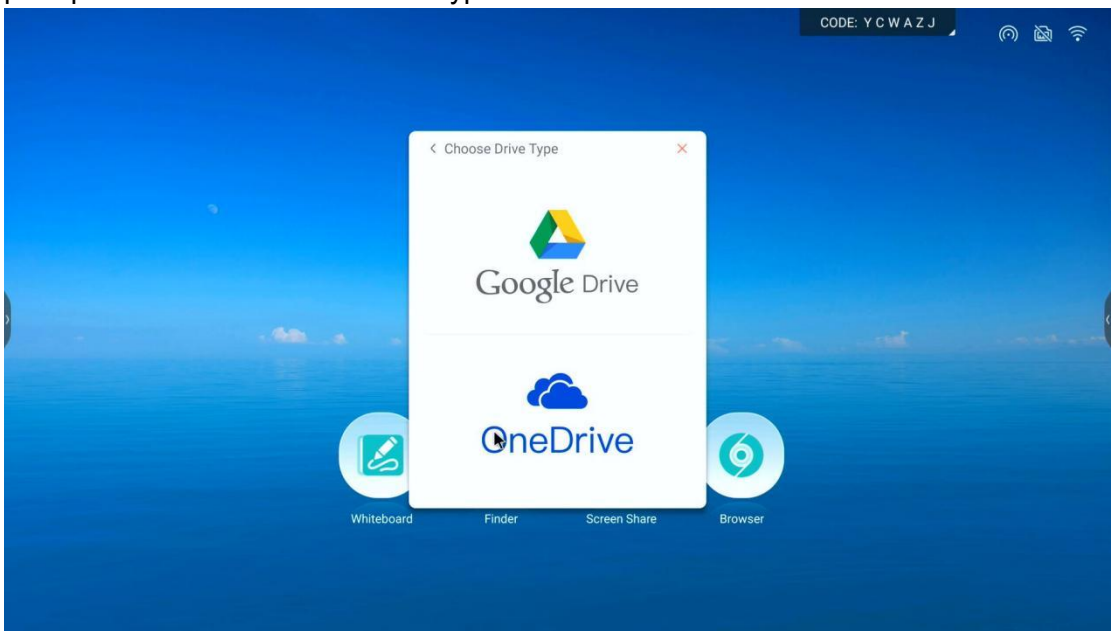
, enter cloud

driver application。First, it will show that the cloud disk has been added. If there is no cloud disk, you can add a cloud disk account.



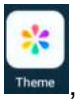

Click the icon  to add a cloud disk account, and you will be prompted to select the cloud disk type。



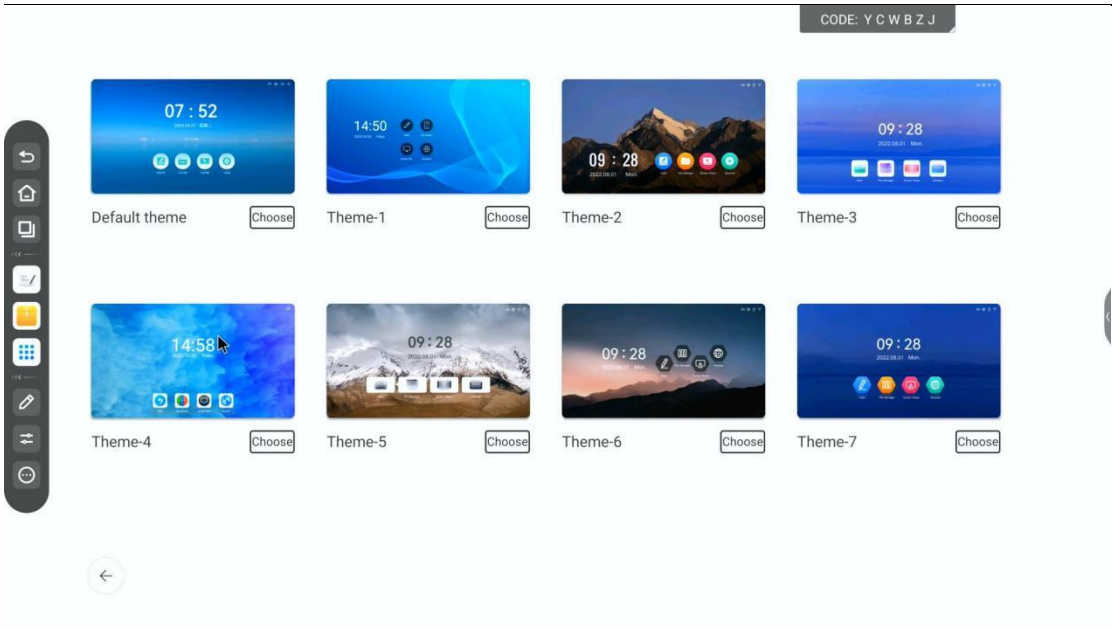



Select the appropriate type and enter the account password to verify login.

## 2.8 theme

Click icon (left or right) —> click icon  —>click icon 

, enter theme application




Click the theme thumbnail to view the large image.




Click “choose” to set it as a theme.