Note: Before using this product, please check whether the WTCMS management system software is the latest version. If it is not the latest version, download the latest version of the system software. For the operation process of downloading the system software, see Chapter 4.1 "Installation and Login to the WTCMS Electronic Table Card Management System" (page 6) of the User Manual. After entering the latest version interface of the "WTCMS Management System Software", please check whether the firmware of the table card device is up to date Version. See Section 4.2.5.2 "Device OTA Publishing" (page 16) of the User Manual

Content

Version update point:

- Ver 1.0 initial version

WTC Series Conference Table Card (WiFi Version) System Setting Equipment list

Name	Model	quantity	Remark
WTC series device 7.5 inch	WHA75AA	Users can use multiple units	This device is suitable for conference table cards, Seat cards, seat cards, etc.
WTCMS system software	——	1	Use this system on the computer
WiFi EasyConn APP	——	1	This APP mobile phone use Only supports Android system

WTC Series Conference Table Card (WiFi Version)

System Setting Manual

1.Equipment System Setting Steps

This manual mainly introduces the system setting steps of WTC series electronic conference table (WiFi version). Before using this device, you need to complete the initial basic settings according to the following steps.

Step 1: WiFi EasyConn APP Network Configuration

WiFi EasyConn mobile APP is a network configuration tool for users to configure WiFi network and use WTCMS electronic table card intelligent management system (WiFi version).

WiFi EasyConn

Note: This tool only supports Android phones

→WiFi EasyConn Distribution Network Tool Download

This WiFi EasyConn can be downloaded from the official website of www.witstec.com. You can also copy the URL below or scan the QR code to open the download with your browser.

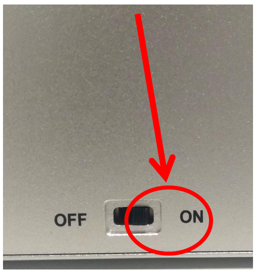
A. Download link and QR code (WiFi EasyConn Android mobile app) for Android phones
https://dev.witstec.com/downloadCenter/getAndroid/WTC

→Turn On WiFi EasyConn For Network Configuration

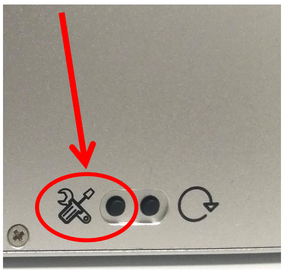
Before using the APP for pairing, pay attention to ensure that the mobile phone and the computer (WTCMS electronic table card intelligent management system software) are in the same network

Step 1: Turn on the power switch of the table card base, that is, when the white LED light is always on, press and hold the "Configuration Button" button for more than 3 seconds, and the white LED light will flash.

1. Turn on the power switch

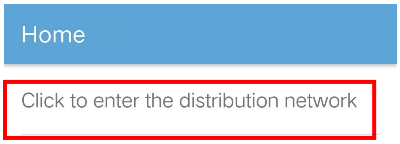


2. Long press the configure button



3. The white LED light flashes into a configurable state

Step 2: Open the home page of the app, "click to enter the distribution network" service.



Step 3: Enter the WiFi password, and set the number of table card devices to be configured, click "Confirm" to start the configuration.

Enter WiFi password

Enter the number of conference table cards

Step 4: After the configuration is completed, the ID number and address list of the table card equipment will be displayed, that is, the network configuration is successful.

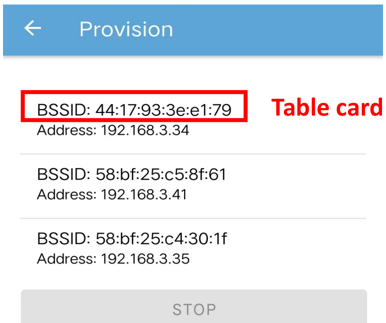


Table card equipment ID number

Step 2: Download And Install WTCMS Software

After the network configuration is completed, the user needs to install the WTCMS conference table card management system first.
(For the download and installation method and links, please refer to the WTC series instruction manual).

After the installation is complete, double-click the icon of the WTCMS electronic table card management system in the desktop shortcut or the folder where the installation is stored to open the software. The icon after the download is complete is as follows:

Step 3: Search Table Equipment

After the WiFi EasyConn mobile APP is successfully configured, the online status of the table equipment can be viewed and operated in the WTCMS management system software. (The online status of the table card device needs to be successfully configured and then turn on the power of the table card. The computer WiFi must be the WiFi that has been successfully configured before.) At this time, you will see a device and a device added on the system page and display the online status. If the offline status is displayed, it is not bound by the system. You need to check whether the distribution network is successful, whether the computer WiFi is consistent with the WiFi during distribution network, and whether the power of the table card is turned on until all devices have joined. After all devices are added, you can see the information of each device on the system page (for details of this information → please refer to the instruction manual)

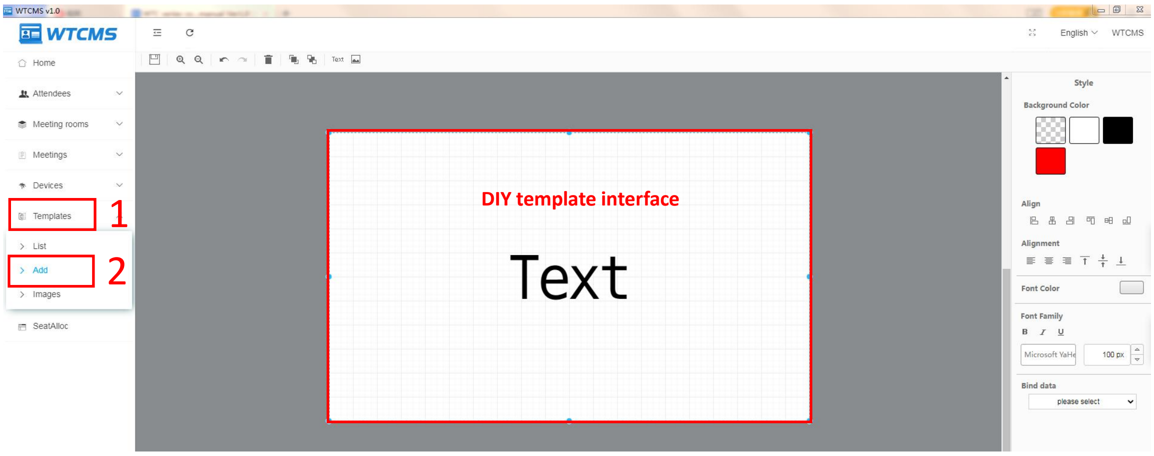
Step 4: Customize The Template In The WTCMS System

The template is the format of the table card display content. Before sending the template, the user needs to add a DIY template or upload the material to the material library to complete the template creation.

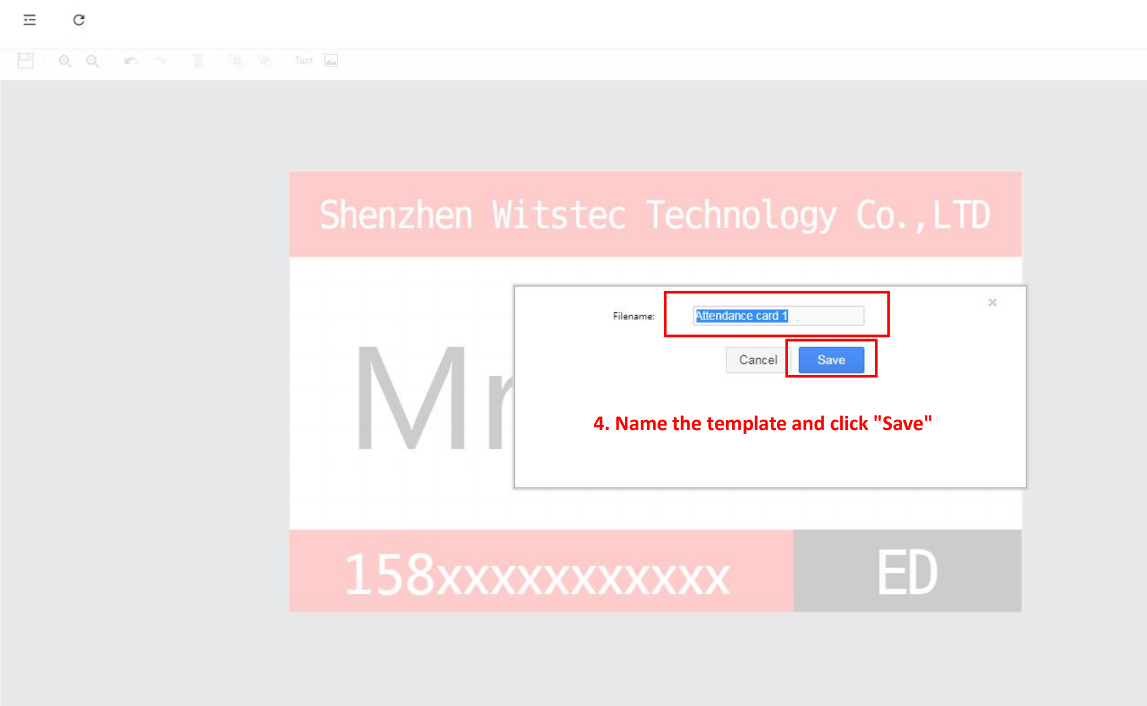
This module is divided into three parts:
A. List (for viewing, renaming, editing, and deleting completed templates);
B. Add (for DIY design of content templates displayed on conference table cards).
C. Material library (used to create material pictures for DIY templates to add and use) (please note that after the template is made, it will be saved locally. If the user logs in to the system from a different computer, the user will not see the template records made before)

②Add

Steps: Click "Template" → "Add" → enter the DIY template editing interface → template creation → save & name the template.

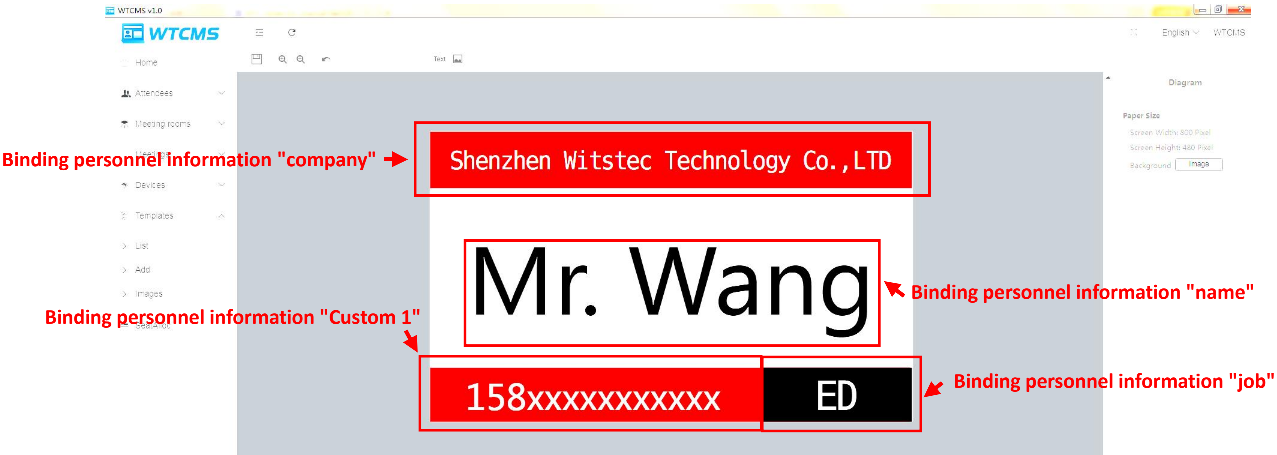


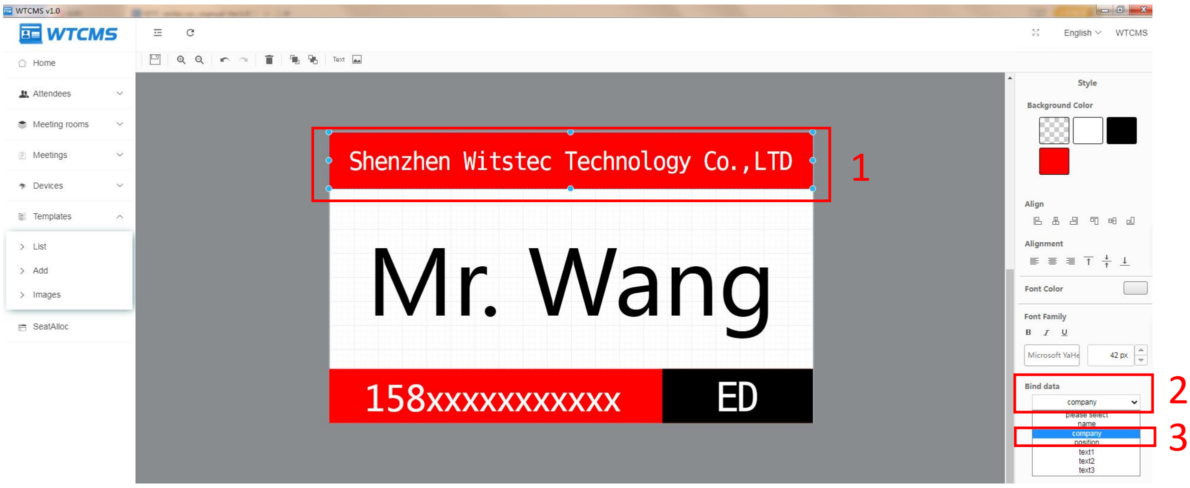
Use the text "Text" and "Image" tools in the upper left corner to design and make templates, click the right side of the text Text tool to set the font style: text background color, text element symmetry, font alignment, font, font color, font size, etc.



2. Binding parameters

Bind personnel information to the content in the edit box (name, company, title, custom 1, custom 2, custom 3). The significance of binding personnel information is that in the case of a shared template format, only one template needs to be created, and after all the personnel information of the participants is bound to the template, the content sent to the conference table will display the information entered in the roster , the format and layout will be the same as on the template.

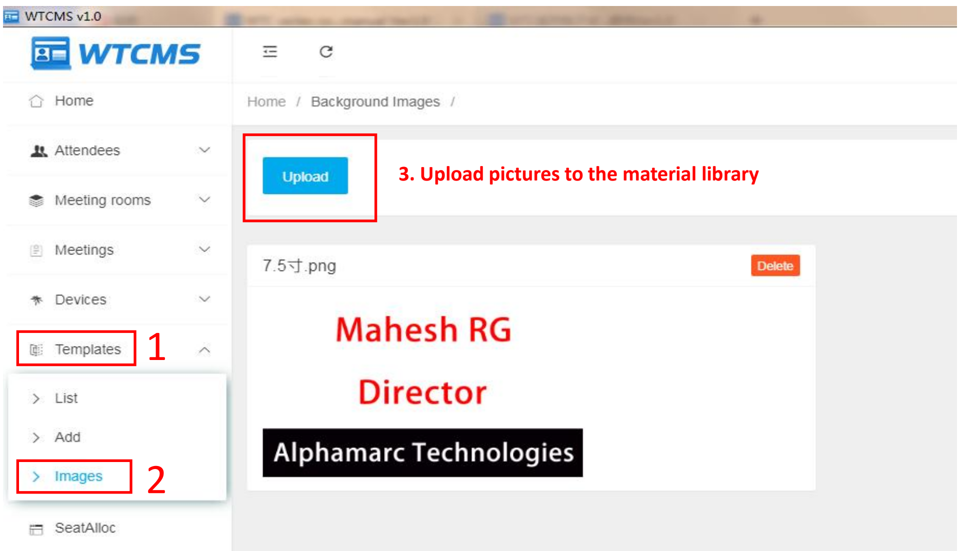




3. Material library

Material pictures can be added to the material library for use when creating templates.

Steps: Click "Template" ➞ Material Library ➞ "Upload".



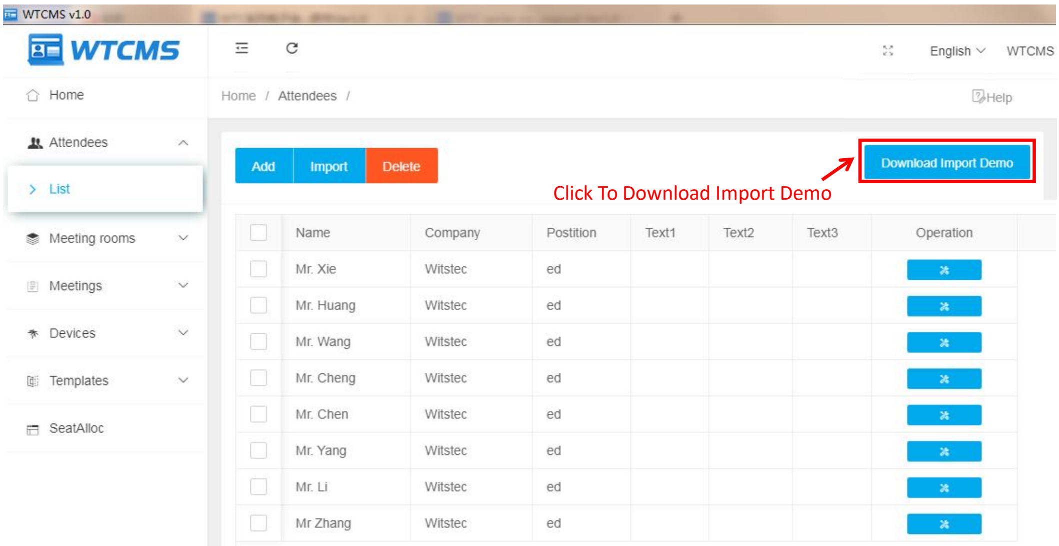
Step 5: Enter The Relevant Information Of The Participants

The People module is divided into list items. "List" is displayed after entering personnel information. The information items that can be entered include: name, company, position, custom and other information items can be optional.

Roster information entry steps: click "Personnel" → "List" → "Manually Add" → enter personnel information → click "OK" to save the information or use "Import EXCEL file" to upload the personnel list in batches.

Need to download personnel list template method: You can click "Download personnel import template" in the system, and the personnel list can be exported in "EXCEL" file format. Users can customize the file path, file name and fill in personnel information.

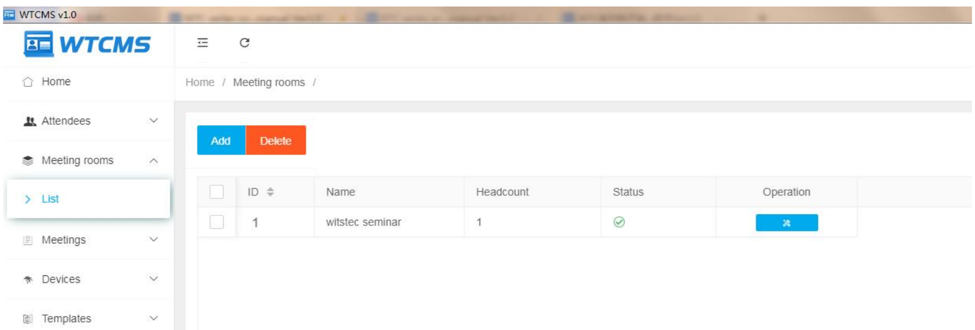
Note: The title bar of the export cannot be changed, such as "Name, Company, Title, Custom 1/2/3". Changes can cause imports to appear blank or fail to import.



Step 6: Add Meeting Room

Set conference room related information. Users can enter the company conference room information through this function, so that they can directly select the entered conference room when adding a conference in the conference management.

Steps to add meeting room information: Click: "Conference Room" → "List" → "Manually Add" → enter the name of the meeting room/number of people → click "OK" to complete the creation of the meeting room. The created conference room will be displayed in the list.

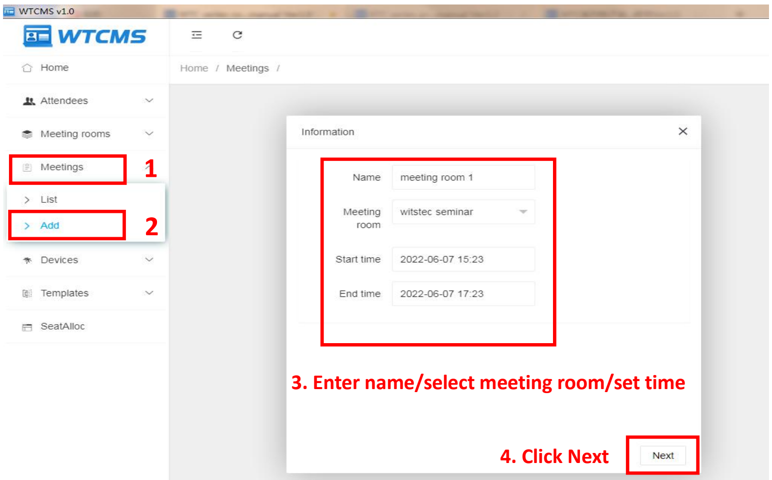


Step 7: Conference Management/Conference Projection Settings

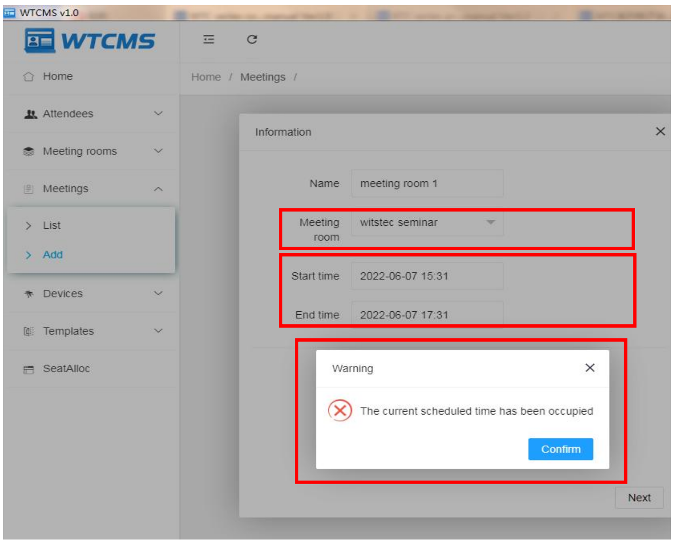
Add conference information and map projection settings in the conference management area. The conference management area includes two sub-modules: conference list and adding conference. Users can add conferences, view added conference information, edit added conference information, and manage conference personnel through this function.

This function can input the information of the meeting to be held, such as the meeting name, meeting room, participants, etc., and select the screen template according to the system guidelines to finally complete the screen delivery. The specific operation is as follows:

Step 1: Click Conference Management to select Add Conference, enter the name in the pop-up window, select the added conference room or click Add Conference Room to create a new conference room, set the start and end time of the conference, and click Next.



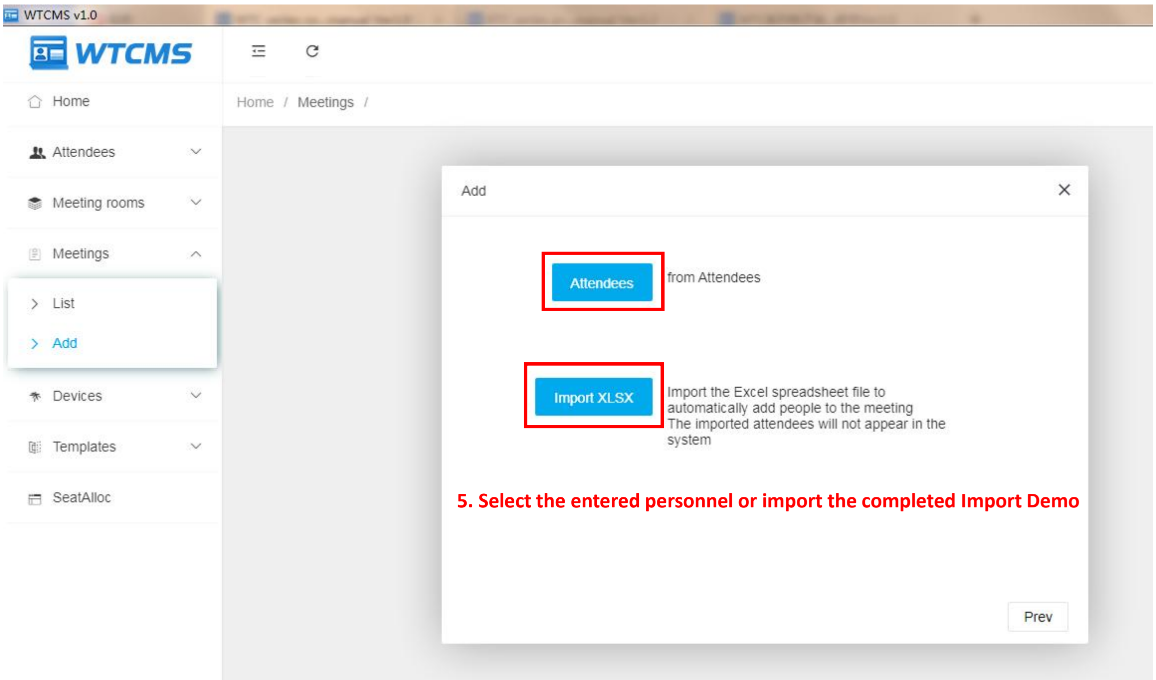
When setting the meeting time, the system will automatically identify whether it conflicts with the meeting time already added in the same meeting room. If the meeting room is the same and the time conflicts, the system will pop up a prompt.

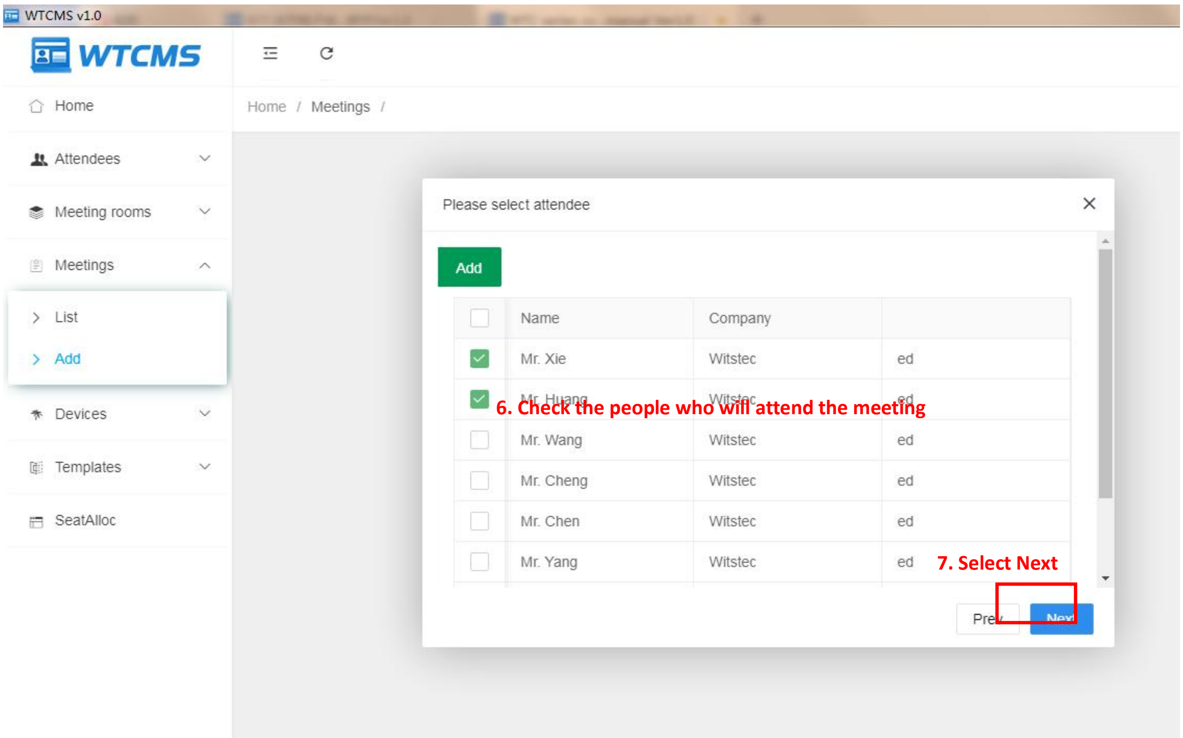


The same meeting room cannot set the same time

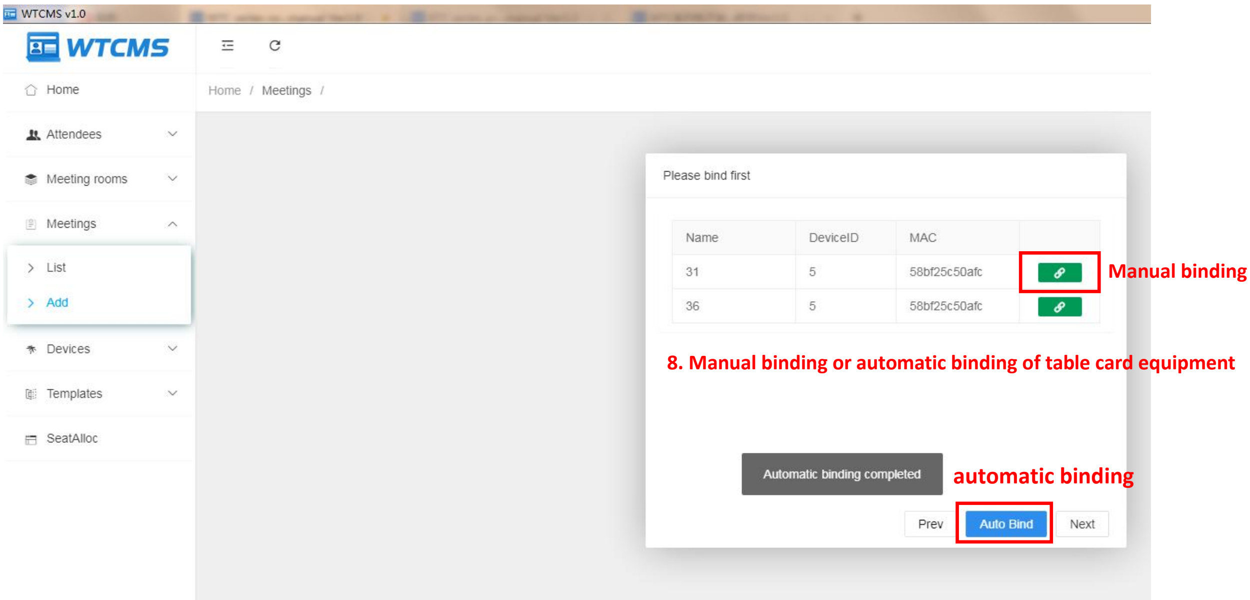
If a meeting is bound with a table card and set the meeting time, the system will not be able to select the table card that has been bound to the table card and the meeting time is being used when adding a new meeting during the meeting. The display content is replaced. This table card can only be used by other conferences after the conference time set by this table card is over.

Step 2: On the pop-up Select Participants page, manually add the personnel list from the personnel list entered in the system or import the personnel list Excel file, select the personnel to participate in the meeting, and click Next after completion.



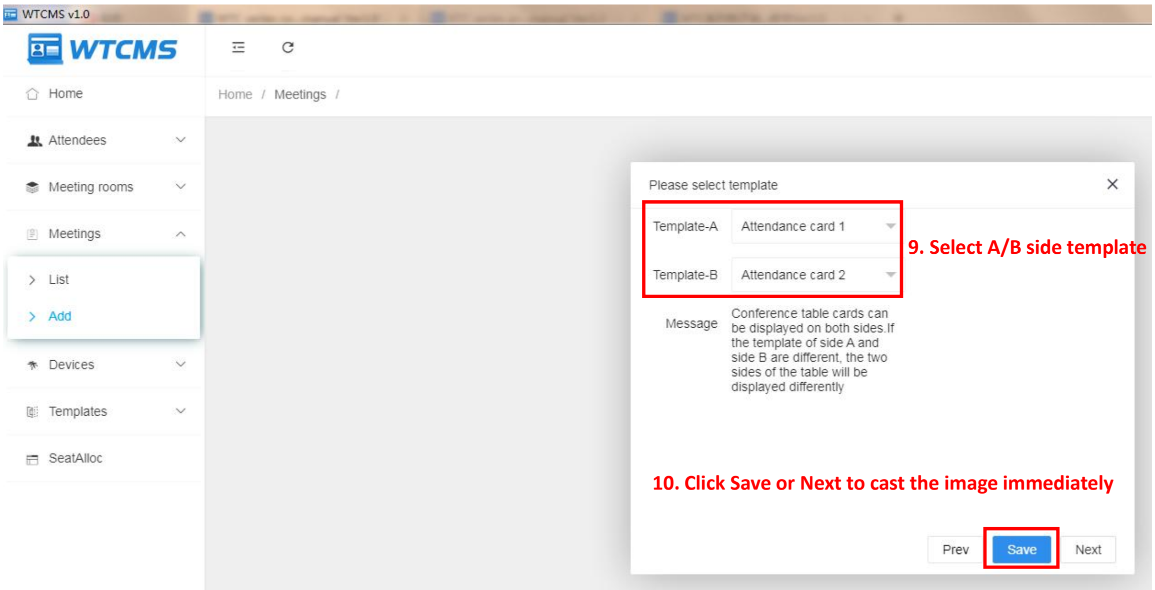


Step 3: Bind the connected table cards on the pop-up binding electronic table card page (if the table card in the system is displayed offline, you need to check the computer WiFi, and the computer WiFi must be the WiFi that has been successfully configured before). You can choose to manually choose to bind a specific table card device (the device ID displayed on the page is the same as the ID on the label of the physical table card device) or choose automatic binding, and click Next after completion.



Step 4: Select the created template or manually add a new template on the pop-up template selection page. After completion, you can choose to save. The meeting will be saved and displayed under the meeting list.

The conference table cards can be displayed on both sides. If you choose different templates for sides A and B, the display screens on both sides of the table cards will be different. You can also select only one side to change the screen template.

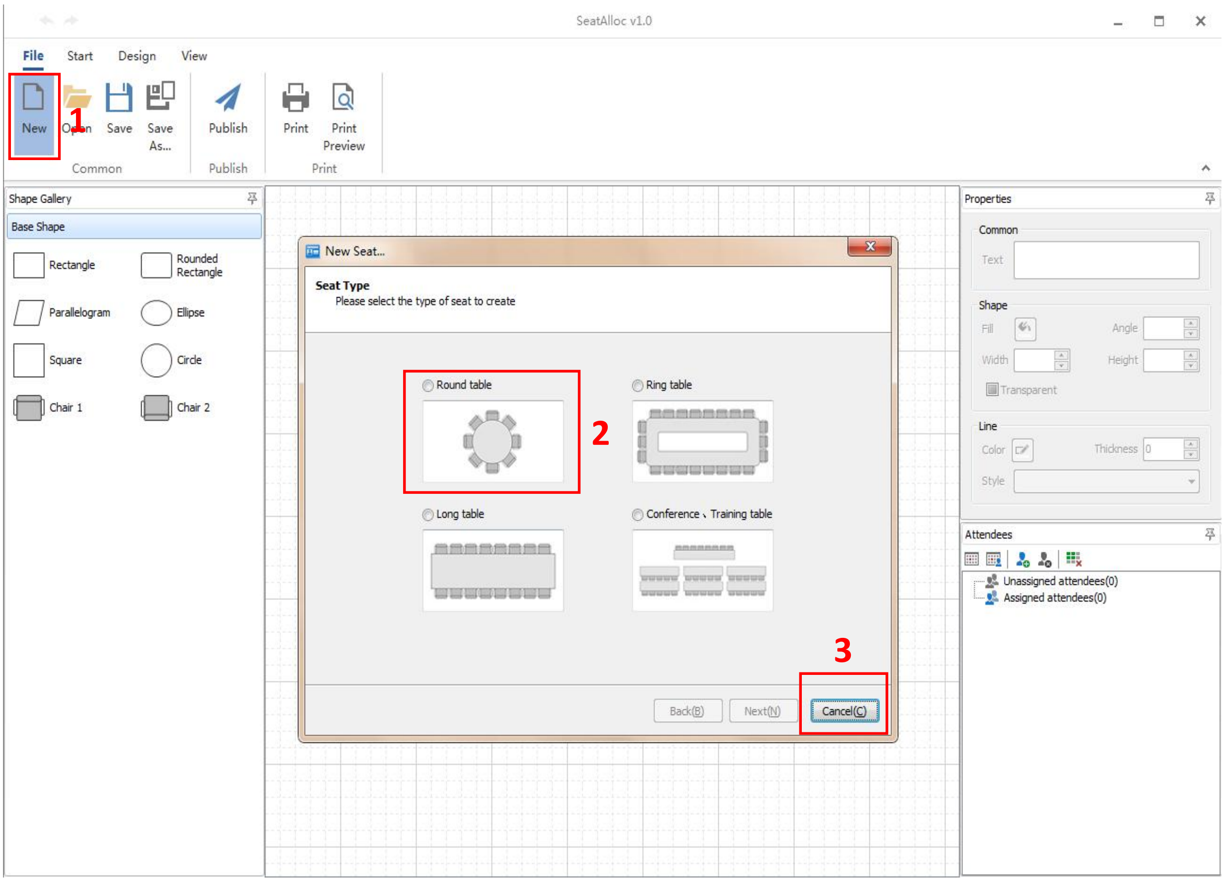


Click the save meeting button, the system will not project the picture immediately, you can view the meeting in the meeting list and click the button, the system will start the project immediately. The table card screen will flash until the casting is complete.

Step 8: Mapping Settings Corresponding To The Seating System

Table arrangement system: The seat arrangement system can select conference table scenes of different shapes according to the meeting personnel and conference tables, and can batch map corresponding to the personnel list and select the table arrangement, and refresh the corresponding position of the selected template ID.

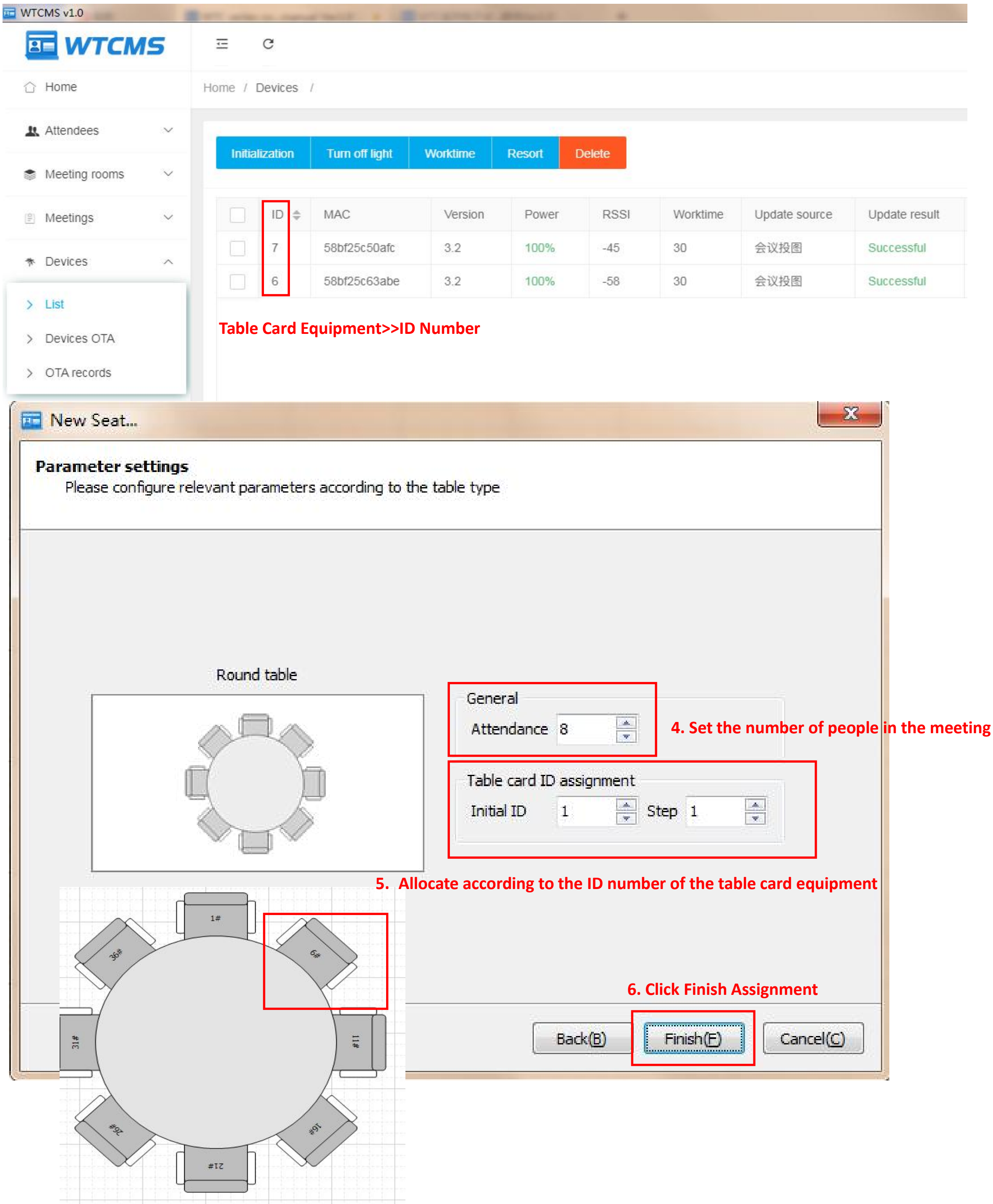
①Operation steps: Click New→Select Seat Type→Click Next.



②Parameter Setting

The number of people in "General Settings" is to set the number of people participating in the meeting, such as: fill in the number of 8 people and assign 8 chairs, and so on. The number assigned in "Table Card Number Assignment" is the initial number that increases one by one. For example, for a meeting with 8 people assigned, the initial number is filled in as 1, then the ID number is assigned from 1, and the number is increased one by one as 5, then every other 5 are assigned ID numbers, and 8 chairs are sorted and assigned as 1, 6, 11, 16, 21, 26, 31, 36. When assigning an ID number, it must be assigned according to Equipment Management >> Table Card Equipment >> ID Number, and the equipment ID number refers to this equipment. ID number 10 for this device.

Operation steps: set the number of people in the meeting → assign the number of table cards → click Finish.



After the allocation is complete, you can click "Save" or "Save As" to save it as a .wsx format file to the computer, and click "Open" to use the saved or saved row seat.

→ Save: Save the meeting seating arrangement (excluding personnel arrangement) file in *.wsx format.

→Save as: Save as meeting seating arrangement (excluding staff arrangement) file in *.wsx format.

→Open: Open the file in *.wsx format (excluding staffing arrangements)

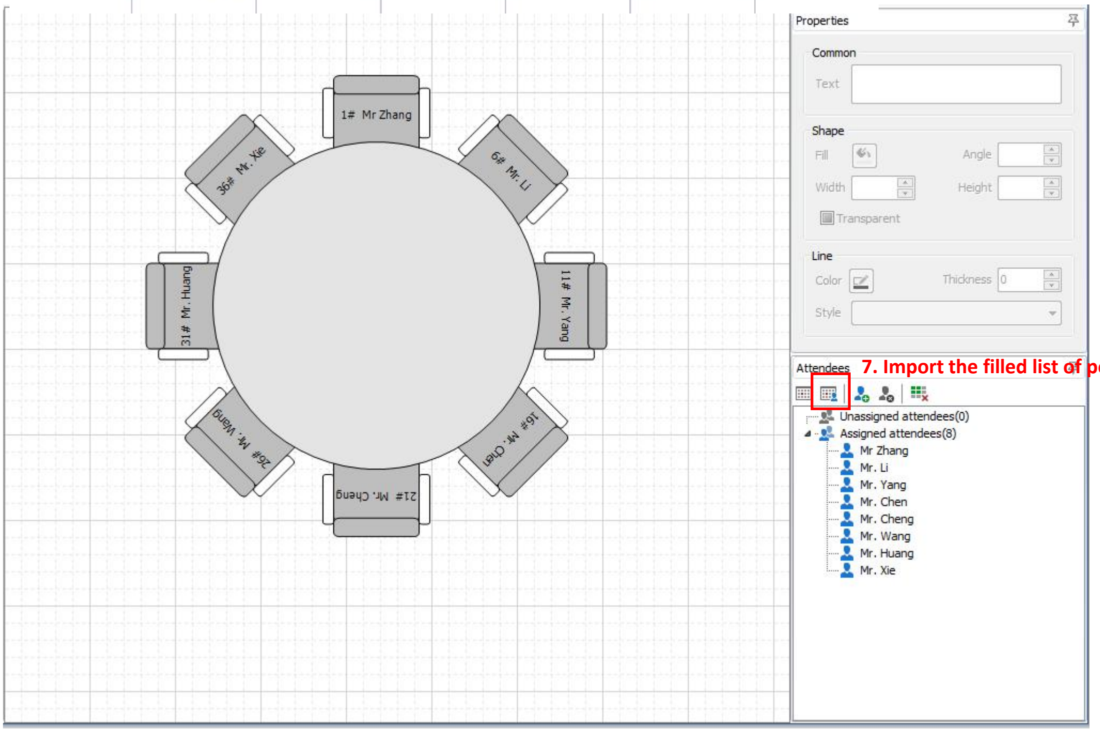
③Release meeting:

Publish the meeting directly to the assigned seats, export the seating data Excel document "Personnel List", fill in the personnel information according to the title column, import the seat arranging data of the filled personnel list, and click on the release meeting to quickly cast a map.

The title column of the exported seating data cannot

ID	name	company	postion	Text1	Text2	Text3
1	Mr. Xie	Witstec	ed			
6	Mr. Huang	Witstec	ed			
11	Mr. Wang	Witstec	ed			
16	Mr. Cheng	Witstec	ed			
21	Mr. Chen	Witstec	ed			
26	Mr. Yang	Witstec	ed			
31	Mr. Li	Witstec	ed			
36	Mr Zhang	Witstec	ed			

Fill in the personnel information



8. Click Publish Meeting